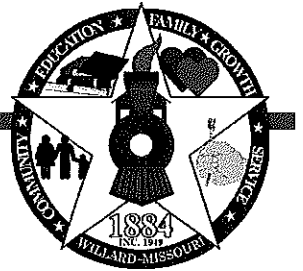


CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

September 9, 2013

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Wendell Forshee

Board Members

David Hemphill

Doug Johnson

David Roggensees

Kevin McDonald

Cyndi Trapp

Bryan Vincent

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
September 9, 2013
7:00 P.M.**

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., September 9, 2013 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order

Roll Call

1. **Agenda Amendments/Approval of Agenda**
2. **Approval of Meeting Minutes:**
3. Approve the minutes of the work study session on July 22, 2013
Approve the minutes of the regular meeting on August 12, 2013
Approve the minutes of the special meeting on August 14, 2013
Approve the minutes of the special meeting on August 26, 2013
Approve the minutes of the work study session on August 26, 2013
4. **Citizen Input (*5 minute limit per person*)**
5. **Financial Reports**
 - a. July 2013 financial statements
 - b. July 2013 budget summaries
 - c. August 2013 outstanding invoices
6. **Department Head Report**
7. **Amendment to Ordinance #940225 Willard Police Department Manual (1st and 2nd Reading)**
 - a. Discussion/Vote
8. **Purchasing Policy Ordinance (1st and 2nd Reading)**
 - a. Discussion/Vote
9. **Amendment to Ordinance # 111011 Economic Development Task Force (1st and 2nd Reading)**
 - a. Discussion/Vote
10. **Amendment to Section 600.040 Sales of Liquor Prohibited Near Schools and Churches and Section 600.070(G) Drinking in Public Places Prohibited (1st Reading)**
 - a. Citizen Input
 - b. Discussion/Vote

11. **Ethics Policy Ordinance (1st and 2nd Reading)**
 - a. Discussion/Vote

12. **Discussion/Vote on Parks programs discounts for Emergency responders and Military Personnel**

13. **Adjourn open meeting**

14. **Closed session pursuant to Section 610.021 # (1) Legal, (2) Real Estate and (3) and (13) Personnel**

15. **Adjourn meeting**

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO SECTION 610.021 # (1) LEGAL, (2) REAL ESTATE, (3) AND (13) PERSONNEL.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dale Duvall
224 West Jackson
Willard, MO 65781

CITY OF WILLARD
BOARD OF ALDERMAN
WORK STUDY SESSION

July 22 2013

7:00 p.m.

The Board of Aldermen of Willard met for a study session in the Municipal Courtroom at Willard City Hall.

Board present: Alderman Roggensees, Alderman Hemphill, Mayor Forshee, Alderman Trapp and Alderman Vincent. Alderman Johnson and Alderman McDonald were absent.

Staff present: City Administrator, David Gardner; and City Clerk, Dale Duvall

Citizens present: Stacia Buffington, Sam Baird, Mike Graves, Dr. Medlin and Brad Mowell.

Dr. Medlin spoke to the Board about the safe room grant that the City had passed on in 2011. FEMA will not allow for the City to transfer the grant to the school. The school district is now asking that the City accept the grant and the school district will reimburse the City for all of the \$282,000 that the City would pay out for the safe room.

The City would need to ask SEMA for an extension on the grant project completion date and after discussion, it was decided to bring the topic up for a vote at a special meeting of the Board of Aldermen on 7/29/13.

The City Administrator stated that the bids for the meter readers close on 8/2/13 and they will be brought to the Board at the regular meeting in August. Alderman Roggensees stated that he would like this information as soon as possible for review.

The Board expressed concern about the added items to the agenda without prior notice. Alderman Vincent requested that the City Attorney be present at all Board meetings.

The City Administrator told the Board that he was meeting with Springfield representatives regarding water at the Meadows, on Wednesday.

Brett Bensen of R & D computer Systems did a presentation on document retention software.

The proposed ethics policy and amended employee manual was discussed and will be brought to the Board at the July meeting for approval.

There was discussion of agenda items for the August 12th Board meeting.

Dale Duvall, City Clerk

Wendell Forshee, Mayor

**CITY OF WILLARD
BOARD OF ALDERMAN
REGULAR MEETING
August 12, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Alderman McDonald, Alderman Vincent-present, Alderman Johnson-present and Mayor Forshee-present.

Staff present: City Clerk, Dale Duvall; Director of Development, Randy Brown; Chief Financial Officer, Karen Robson; Public Works Director, Justin Reaves; Court Clerk, Linda Murray; Community Services Director, J.C. Loveland; Dustin Long, Carolyn Halverson, Finance Clerk; Chief of Police, Tom McClain and Reserve Officer, Bill Lingenfielser.

City Attorney Ken Reynolds was present.

Citizens in attendance: Jim Vaughn, Brad Mowell, Lucille Murray, Sam Baird, Mindy Latham, Michael Arner, Meredith Reaves, B.J. Vernon, Lorraine Vernon, Joseph, Nicki and Brodee Turnbaugh, Jerry Heeszel, Willard Atkinson, Linda Brown, Stacia Buffington and Blaine Kennard.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Roll Call

The City Clerk called the roll call: Alderman Trapp-present, Alderman Hemphill-present, Alderman Vincent-present, Alderman McDonald-present, Alderman Roggensees-present and Mayor Forshee-present. Alderman Johnson-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Hemphill and seconded by Alderman Vincent to approve the agenda. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Special Recognitions

Presidential Fitness Awards-The Chief of Police presented the Presidential Fitness Awarded to the following PAL students: Michael Arner, Lee Brown, Sam Logan, Devin Noga, Brody Turnbaugh and Gavin Wallace.

Re-Appointment of Becky Miller to Park Board-The Mayor asked for a motion for this reappointment. **Motion** made by Alderman Johnson and seconded by Alderman McDonald. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Re-Appointment of Blaine Kennard to Park Board-The Mayor asked for a motion for this reappointment. **Motion** made by Alderman Hemphill and seconded by Alderman Vincent. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Approve the minutes of the meeting on July 8, 2013

Motion made by Alderman Hemphill and seconded by Alderman Vincent to approve the minutes with the clarification by the City Clerk of the addition of "RG3" to meter company information.. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Approve the minutes of the special meeting on July 29, 2013

Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the minutes. Alderman Vincent-Aye, Alderman Johnson-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill--Abstained. Four votes aye. Two votes abstained due to absence. Motion carried.

Citizen Input

Jim Vaughn addressed the Board regarding his concerns and beliefs that the City held a "secret" meeting for the Park Estate Homeowners and tried to get the homeowners to establish an association and take responsibility of land that Mr. Vaughn does not believe is the homeowners' responsibility.

Willard Atkinson addressed the Board with concerns of flooding and accumulation of debris in the drainage ditch by his house.

Financial Report

June 2013 Financial Statements-The Chief Financial Officer presented the May statements. **Motion** made by Alderman Vincent and seconded by Alderman McDonald to approve the statements. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Nay. Five votes aye. One vote Nay. Motion carried.

June 2013 Budget Summaries-Informational Only. No vote taken.

July 2013 Outstanding Invoices- **Motion** made by Alderman Vincent and seconded by Alderman McDonald to approve the invoices. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Taser Purchase-Discussion/Vote- The Chief of Police explained the need for the taser purchase to the Board. **Motion** made by Alderman McDonald and seconded by Alderman Roggensees to approve the purchase. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Utility Reading Radios Discussion/Vote

The City Administrator informed the Board that the City had been contacted by the current vendor of our meter reading equipment and they have asked for an opportunity to try to correct the problems. The City has agreed to give them 30 days to evaluate the issue and present a solution(s) to staff.

Audit Update- Informational Only

Questions for the Department Heads

The Department Heads gave their reports and answered questions from the Board. The Chief of police asked about approval for a special overtime grant. Due to it not being on the agenda, the City Clerk stated that a special meeting would need to be held. The Chief will look into deadlines for the grant and get back to the Board.

Bill No. 13-36

Ordinance No.: 130812

Repeal and Replacement of Section 125.100-Court Costs (1st and 2nd Reading)

An ordinance by the Board of Aldermen of the City of Willard, Missouri, amending Chapter 100: General provisions by the repeal of section 125.100 court costs and enacting a new section 125.100 court costs.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-37

Ordinance No.: 130812A

Ordinance amending the Springfield/Willard Animal Control Agreement (1st and 2nd Reading)

AUTHORIZING the Mayor, on behalf of the City of Willard, to execute an addendum to an existing agreement between the City of Willard and the City of Springfield dealing with animal control services.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Johnson and seconded by Alderman Roggensees to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Trapp to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-38

Ordinance No.: 130812B

Ordinance accepting the facility rental agreement between the City of Willard and the Willard R-II School District (1st and 2nd Reading)

AUTHORIZING the Mayor, on behalf of the City of Willard, to execute an intergovernmental cooperative agreement between the City of Willard and the Willard R-2 School District for the purpose of allowing the two entities to make their property and facilities available to each other free of charge.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman McDonald and seconded by Alderman Vincent to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Trapp to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-39

Ordinance No.: 130812C

Ordinance accepting the contract between Sunrise Security Systems, LLC and the City of Willard (1st and 2nd Reading)

AUTHORIZING the Mayor on behalf of the City of Willard, to execute an agreement between the City of Willard and Sunrise Security Systems, Inc., to provide security equipment and ongoing security monitoring services.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Johnson and seconded by Alderman Vincent to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No.

Ordinance No.:

Ordinance accepting the Willard Police Department Evidence and Purchase Policy (1st and 2nd Reading)

An ordinance adopting an Evidence and Property Policy Manual for the Willard Police Department

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Johnson and seconded by Alderman Vincent to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

As the City Clerk was doing the second read, The Chief of Police realized that the ordinance was not being added to the PD's current policy ordinance. He asked that it be tabled so that it can be added to the policy.

Motion made by Alderman Roggensees and seconded by Alderman Hemphill to table the ordinance. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-40

Ordinance No.: 130812D

Ordinance amending Section 135.010 Fees and Charges for Park and Recreation Fees (1st and 2nd Reading)

AMENDING Title I, Government Code, Chapter 135, Park and Recreation Fees, Section 135.010, Fees and Charges for Parks and Recreation of the Municipal Code of the City of Willard.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-41

Ordinance No.: 130812E

Ordinance amending the Employee Manual (1st and 2nd Reading)

An ordinance adopting amendments to the City of Willard Employee Policy Manual

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion of the Proposed Purchasing Policy

The Board asked why the increased limits were being proposed and the City Administrator stated that it was not a spending thing that it was an approval level. Alderman Vincent said that by raising the levels that it becomes a spending thing. Alderman Hemphill and Alderman Vincent stated that they were not comfortable with the changes. The Board said that that would like to keep the levels where they are. The policy will be brought back to the Board in September for approval without the level changes.

Discussion of Discontinuing the audio recordings of Board Meetings

Alderman Hemphill led the conversation and stated that he is looking at the possibility of discontinuing the audio. The Board discussed responsibilities that they have to the public. They discussed transparency of government. There was discussion of getting the audio system upgraded so that there is a microphone for each Alderman. The CFO and City Clerk stated that they will look into upgrading the system and get back to the Board.

New Business

The City Attorney informed the Board that an error had been made with the appointment of a planning and zoning member in May. The Attorney stated that Alderman Trapp had not voted for her son's appointment but that an umbrella vote had been done and that she had not been given the opportunity to abstain either. So, although she had not voted, she was resigning her position to avoid any question of nepotism. The Attorney stated that the Mayor and Board could choose to reappoint her at this time, or appoint someone else. Alderman Trapp asked for her resignation to be accepted. The Board accepted. The Mayor then asked for Cyndi Trapp to be reappointed as Alderman for Ward 1. **Motion** made by Alderman Hemphill and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Old Business

The City Clerk announced that the police department grant deadline can be approved at a special meeting this week and still qualify for the funding. The meeting will be Wednesday night at 5:30 p.m.

Alderman Hemphill discussed the alcohol ordinance and the temporary event permit (special events permit). Alderman Roggensees asked for information on the church locations within the city. The information will be discussed at the work study session in August.

Adjourn meeting

Motion made by Alderman Roggensees and seconded by Alderman Hemphill to adjourn the meeting. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried. The Mayor announced that the Board would be going into closed session pursuant to RSMo Section 610.021 (#1) Legal and (#3) Personnel.

Open meeting adjourned at 10:00 p.m.

Closed Session

Motion made by Alderman McDonald and seconded by Alderman Roggensees to go into closed session pursuant to Section 610.021(#1) Legal and (#3) Personnel. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried. 9:20 p.m.

Motion made by Alderman Roggensees and seconded by Alderman Hemphill to close the closed session, open the open session and close the open session. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Meeting Adjourned at 11:30 p.m.

Wendell Forshee, Mayor of Willard

Dale Duvall, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMAN
SPECIAL MEETING
August 14, 2013
5:30 p.m.**

Board present:, Alderman Roggensees--present, Alderman McDonald--present, Alderman Vincent-present, Mayor Forshee-present, Alderman Hemphill—present. Alderman Trapp and Alderman Johnson were absent.

Staff present: City Administrator, David Gardner and Chief of Police, Tom McClain.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 5:30 pm.

Roll Call

The City Clerk called the roll call. Alderman Trapp---, Alderman Hemphill-Aye, Alderman Johnson---- Alderman Vincent-present, Alderman McDonald-present, Alderman Roggensees-present and Mayor Forshee-present.

Discussion /Vote on UCM Sub award/Subcontract Grant of the Willard Police Department

After discussion by the Board a Motion was made by Alderman McDonald and seconded by Alderman Hemphill to approve the Mayor to sign and accept the grant. Alderman Vincent-Aye, Alderman Johnson-, Alderman McDonald-Aye, Alderman Trapp---, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Adjourn meeting

Motion made by Alderman Vincent and seconded by Alderman Roggensees to adjourn the open meeting. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald-Aye, Alderman Trapp--, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Meeting adjourned at 5:50 p.m.

Submitted by City Administrator, David Gardner

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMAN
SPECIAL MEETING
August 26, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Alderman Vincent-present and Mayor Forshee-present. Alderman McDonald and Alderman Johnson were absent.

Staff present: City Clerk, Dale Duvall; Director of Development, Randy Brown CFO, Karen Robson; Finance Clerk, Carolyn Halverson and Police Reserve, Bill Lingsfielser.

Citizens in attendance: Sam Baird, Mindy Latham, Roscoe Killingsworth and Christy Iler of the Cross Country Times.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Roll Call

The City Clerk called the roll call. Alderman Trapp-present, Alderman Hemphill-present, Alderman Johnson---, Alderman Vincent-present, Alderman McDonald---, Alderman Roggensees-present and Mayor Forshee-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Roggensees and seconded by Alderman Trapp to approve the agenda. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

A PUBLIC HEARING TO CONSIDER THE PROPERTY TAX LEVY OF ANNUAL TAX FOR THE YEAR OF 2013 FOR THE GENERAL FUND AND PARKS FUND

The City Clerk opened the public hearing for citizen input. Roscoe Killingsworth asked if this was a renewal or a new tax. The CFO stated that it is a renewal tax that is done annually in August. There was no more citizen input.

The City Clerk closed the hearing at 6:35 p.m.

2013 Real Estate Tax Levy Ordinance

First Reading: 08-26-2013

Second Reading: 08-26-2013

BILL NO. 13-42

ORDINANCE NO. 130808

AN ORDINANCE

AN ORDINANCE providing for the general levy and imposition of annual tax for general municipal purposes for the year of 2013 and for imposition of annual tax for parks.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Trapp to approve the first reading. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald--- Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the second reading. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---- Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Amendment to the Economic Development Task Force Ordinance

First Reading: 08-26-2013

Second Reading: _____

AN ORDINANCE

AMENDING ORDINANCE # 111011; ECONOMIC DEVELOPMENT TASK FORCE FOR THE CITY OF WILLARD:

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Trapp and seconded by Alderman Roggensees to approve the first reading. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---- Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

After first read it was brought to the City Clerk's attention that there is a 2011 updated version of this ordinance.

After discussion, a **Motion** was made by Alderman Hemphill and seconded by Alderman Vincent to table the ordinance for further review.. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---- Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Appointment of Rick Stenberg to Tree Board-The Mayor asked for a motion for this appointment.

Motion made by Alderman Hemphill and seconded by Alderman Vincent. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald----, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Appointment of Duane Parker to Tree Board-The Mayor asked for a motion for this appointment.

Motion made by Alderman Hemphill and seconded by Alderman Trapp. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Adjourn meeting

Motion made by Alderman Hemphill and seconded by Alderman Roggensees to adjourn the meeting. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald---, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Open meeting adjourned at 6:50 p.m.

CITY OF WILLARD
BOARD OF ALDERMAN
WORK STUDY SESSION
August 26, 2013
7:00 p.m.

The Board of Aldermen of Willard met for a study session in the Municipal Courtroom at Willard City Hall.

Board present: Alderman Roggensees, Alderman Hemphill, Mayor Forshee, Alderman Trapp, Alderman Vincent and Alderman Johnson. Alderman McDonald was absent.

Staff present: City Administrator, David Gardner; Director of Development, Randy Brown; Finance Officer, Carolyn Halverson; City Clerk, Dale Duvall and Reserve Officer, Bill Lingsfielser.

Citizens present: Mindy Latham, Sam Baird and Christy Iler of the Cross Country Times.

There was discussion of Section 600.040 of the Municipal Code that deals with the minimum 300 feet distance requirement from a school or church for the legal sale of alcohol.

The caterer's license was also discussed and the City Clerk explained that it is possible to get a caterers license presently. The City just must write a letter to the state specifying that Willard does not charge for a caterer's license.

There was also discussion to remove the words "or any parking lot" from the description of public place under Section 600.070.

Both of these issues will be put on the agenda for 1st reading at the September 9th regular Board meeting.

The Finance Clerk presented software quotes that she had compiled into a spreadsheet for the Board. The costs varied from \$33,000.00 to correct the problems with our current software company, Summit to \$103,000.00 to get new software from a company called Incode.

The Board asked that the City start looking at fixing what we have in place instead of going out and replacing existing software/equipment. Alderman Trapp stated that the Board is committed to getting the finances in order for the City.

Alderman Roggensees asked if the software had been budgeted for in the 2014 budget. The City Administrator stated that the City has \$ 990,000.00 in the water /sewer fund and that \$440,000.00 needed to be kept in the fund. Alderman Vincent asked if the City should be using the monies to fix I & I problems and pump station issues instead. The City Administrator stated that the City does not have I&I problems and that he has been working with Springfield to get the contract revised so that the Meadows sewer can be sent to Springfield. The City Administrator also stated that staff is trying to look at methods to fix the existing problems, as in the case of the meter reading equipment presently.

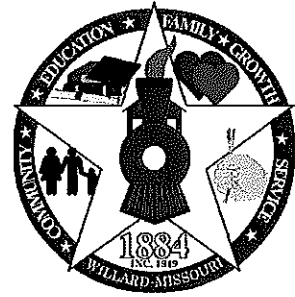
Alderman Johnson stated that priorities need to be established before starting more projects. Alderman Hemphill and Alderman Trapp stated that the companies that the City is currently using need to be allowed the chance to fix the problems before being replaced.

There was discussion of agenda items for the September 9th Board meeting.

Dale Duvall, City Clerk

Wendell Forshee, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5
FINANCE DEPARTMENT**

Financial Reports

- a. July 2013 Financial Statements
- b. July 2013 Budget Summaries
- c. August 2013 Outstanding Invoices

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5 (A)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUEST

July 2013 Financial Summaries

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
July 31, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 23,693.63	
CASH IN BANK-- MID-MISSOURI BANK	19,553.61	
CASH IN BANK - CD'S	75,008.49	
CASH IN BANK - JIS	1,339.28	
CASH IN REPURCHASE AGREEMENT	204,898.55	
PETTY CASH	350.00	
DUE FROM WATER/SEWER FUND	108,007.37	
DUE FROM RECREATION FUND	228,575.72	
TOTAL ASSETS		\$ 661,426.65

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 2,188.35	
DEVELOPERS ESCROW	-1,041.40	
SALES TAX BOND PAYABLE	- 295.24	
GROUP INSURANCE PAYABLE	1,515.71	
GARNISHMENTS PAYABLE	1,147.39	
DUE TO WATER/SEWER FUND	33,352.05	
DUE TO RECREATION FUND	4,906.58	
TOTAL LIABILITIES		\$ 41,773.44

EQUITY

FUND BALANCE	\$ 470,890.38	
NET INCOME -LOSS	148,762.83	
TOTAL FUND EQUITY		\$ 619,653.21

TOTAL LIABILITIES AND EQUITY		\$ 661,426.65

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND

For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	DATE UNEXPENDED
REVENUES							
ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING PERMITS	20000.00	640.00	1666.67	16371.54	11666.69	4704.85	-3628.46
CABLE TV FRANCHISE FEES	18000.00	4380.35	1500.00	11965.20	10500.00	1465.20	-6034.80
COUNTY ROAD AND BRIDGE TA	27921.00	0.00	2326.75	27920.97	16287.25	11633.72	-03
ELECTRIC FRANCHISE FEES	235000.00	19288.28	19583.33	121666.63	137083.31	-15416.68	-113333.37
GAS FRANCHISE FEES	50000.00	1856.98	4166.67	29122.26	29166.69	-44.43	-20877.74
GRANT REVENUES	9000.00	0.00	750.00	2076.63	5250.00	-3173.37	-6923.37
INTEREST INCOME	1500.00	23.84	125.00	323.04	875.00	-551.96	-1176.96
LAW ENFORCEMENT SALES TAX	24000.00	1979.00	2000.00	9895.00	14000.00	-4105.00	-14105.00
MERCHANTS LICENSES	5100.00	74.50	425.00	2314.50	2975.00	-660.50	-2785.50
MISCELLANEOUS	1500.00	9895.90	125.00	16091.05	875.00	15216.05	14591.05
MOBILE PHONE LEASE FEES	60000.00	3086.00	5000.00	36637.03	35000.00	1637.03	-23362.97
MOTOR VEHICLE TAXES	187200.00	15188.07	15600.00	106851.01	109200.00	-2348.99	-80348.99
PLANNING AND ZONING	5000.00	0.00	416.67	1146.70	2916.69	-1769.99	-3853.30
REAL ESTATE TAXES	178400.00	1342.51	14866.67	138757.35	104066.69	34690.66	-39642.65
RECYCLE CENTER INCOME	1000.00	0.00	83.33	0.00	583.31	-583.31	-1000.00
SALES & USE TAX REVENUES	420000.00	39395.46	35000.00	302657.79	245000.00	57657.79	-117342.21
SALES TAX - CAP IMP	85000.00	18191.91	7083.33	44432.35	49583.31	-5150.96	-40567.65
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	291.69	-291.69	-500.00
TRAFFIC COURT FINES	85000.00	8944.95	7083.33	43004.12	49583.31	-6579.19	-41995.88
VETERAN'S MEMORIAL	1000.00	0.00	83.33	300.00	583.31	-283.31	-700.00
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1415121.00	\$ 124287.75	\$ 117926.75	\$ 911533.17	\$ 825487.25	\$ 86045.92	\$ -503587.83
EXPENDITURES							
COMMUNITY BUILDING:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FEES-OTHER (CB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMM.BLDG. EXPENS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UNAUDITED							

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1500.00	\$ 0.00	\$ 125.00	\$ 1494.96	\$ 875.00	\$ -619.96	\$ 5.04
AUDIT FEE	5000.00	1500.00	416.67	12437.90	2916.69	-9521.21	-7437.90
CONTRACT LABOR	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
DUES AND SUBSCRIPTIONS	2000.00	190.00	166.67	4985.17	1166.69	-3818.48	-2985.17
ELECTION EXPENSE	2500.00	666.35	208.33	3163.35	1458.31	-1705.04	-663.35
GROUP INSURANCE	15000.00	1785.63	1250.00	9933.38	8750.00	-1183.38	5066.62
INSURANCE	14800.00	0.00	1233.33	16108.56	8633.31	-7475.25	-1308.56
LEGAL	20000.00	0.00	1666.67	5509.89	11666.69	6156.80	14490.11
PROFESSIONAL (GCG)	18000.00	6934.00	1500.00	27972.07	10500.00	-17472.07	-9972.07
MISCELLANEOUS EXPENSE	1000.00	0.00	83.33	186.41	583.31	396.90	813.59
OFFICE SUPPLIES	8000.00	783.65	666.67	8756.06	4666.69	-4089.37	-756.06
PAYROLL TAXES	9700.00	809.83	808.33	3925.14	5658.31	1733.17	5774.86
REPAIRS AND MAINTENANCE	1000.00	0.00	83.33	354.18	583.31	229.13	645.82
RETIREMENT PLAN	3600.00	330.57	300.00	2471.67	2100.00	-371.67	1128.33
SALARIES	125000.00	10586.00	10416.67	51309.04	72916.69	21607.65	73690.96
SUPPLIES	4500.00	205.52	375.00	163.54	2625.00	2461.46	4336.46
TELEPHONE	7800.00	963.55	650.00	7213.63	4550.00	-2663.63	586.37
TRAVEL AND TRAINING	2500.00	590.31	208.33	1412.75	1458.31	45.56	1087.25
UTILITIES-ELECTRIC (GCG)	6000.00	247.27	500.00	1932.89	3500.00	1567.11	4067.11
UTILITIES-GAS (GCG)	1000.00	78.81	83.33	923.12	583.31	-339.81	76.88
UTILITIES-OTHER (GCG)	1000.00	50.92	83.33	589.80	583.31	-6.49	410.20
VEHICLE EXPENSES-GAS	1000.00	0.00	83.33	520.24	583.31	63.07	479.76
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	379.46	583.31	203.85	620.54
VETERAN'S MEMORIAL EXPENS	500.00	40.00	41.67	2301.19	291.69	-2009.50	-1801.19
TOTAL GENERAL CITY EXPE	\$ 253400.00	\$ 25762.41	\$ 21116.65	\$ 164044.40	\$ 147816.55	\$ -16227.85	\$ 89355.60

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	<--> BUDGET	YEAR TO DATE BALANCE	<--> BUDGET	BUDGET TO DATE OVER/UNDER	<--> TO DATE UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14.00	\$ 0.00	\$ -14.00	\$ -14.00
BUILDING MAINTENANCE (LAW)	500.00	0.00	41.67	0.00	291.69	291.69	500.00
CAPITAL ASSET EXPENDITURE	55000.00	1566.60	4583.33	51095.71	32083.31	-19012.40	3904.29
CONTRACT LABOR	750.00	0.00	62.50	505.78	437.50	-68.28	244.22
CVC FEES PAID	4200.00	527.62	350.00	2841.52	2450.00	-391.52	1358.48
COURT AUTOMATION FEES	4200.00	518.00	350.00	2789.69	2450.00	-339.69	1410.31
DARE	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
DUES AND SUBSCRIPTIONS	500.00	115.00	41.67	515.00	291.69	-223.31	-15.00
GROUP INSURANCE	49500.00	3958.54	4125.00	23402.04	28875.00	5472.96	26097.96
INSURANCE	20000.00	53.85	1666.67	28604.31	11666.69	-16937.62	-8604.31
LEGAL AND PROFESSIONAL	18000.00	729.38	1500.00	22560.36	10500.00	-12060.36	-4560.36
PROFESSIONAL (LAW)	18000.00	578.28	1500.00	-3442.67	10500.00	13942.67	21442.67
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-60.00	0.00	60.00	60.00
OFFICE EXPENSE (LAW)	6000.00	663.07	500.00	5046.08	3500.00	-1546.08	953.92
PAYROLL TAXES	27500.00	2057.51	2291.67	16444.71	16041.69	-403.02	11055.29
POST FUND	750.00	74.00	62.50	398.52	437.50	38.98	351.48
REPAIRS AND MAINTENANCE	2000.00	0.00	166.67	1239.75	1166.69	-73.06	760.25
RETIREMENT PLAN	14000.00	1165.87	1166.67	7709.56	8166.69	457.13	6290.44
SALARIES	358600.00	25276.80	29883.33	213344.87	209183.31	-4161.56	145255.13
SALARIES-OVERTIME	2000.00	0.00	166.67	0.00	1166.69	1166.69	2000.00
SUPPLIES	6500.00	131.83	541.67	1287.25	3791.69	2504.44	5212.75
TELEPHONE	9200.00	920.50	766.67	6432.99	5366.69	-1066.30	2767.01
TRAVEL AND TRAINING	5750.00	601.02	479.17	3037.54	3354.19	316.65	2712.46
UNIFORMS	6800.00	5086.87	566.67	5086.87	3966.69	-1120.18	1713.13
UTILITIES-ELECTRIC (LAW)	4500.00	356.77	375.00	1837.11	2625.00	787.89	2662.89
UTILITIES-GAS (LAW)	2500.00	0.00	208.33	0.00	1458.31	1458.31	2500.00
UTILITIES-OTHER (LAW)	2500.00	18.02	208.33	2212.11	1458.31	-753.80	287.89
VEHICLE EXPENSES-GAS	40000.00	1860.58	3333.33	20100.50	23333.31	3232.81	19899.50
VEHICLE EXPENSE-OTHER	15000.00	2269.05	1250.00	11422.65	8750.00	-2672.65	3577.35
TOTAL LAW AND SAFETY EX	\$ 675250.00	\$ 48529.16	\$ 56270.85	\$ 424426.25	\$ 393895.95	\$ -30530.30	\$ 250823.75

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	---> <-- BUDGET	YEAR TO DATE BALANCE	---> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CAPITAL ASSET EXPENDITURE	15000.00	0.00	1250.00	5943.00	8750.00	2807.00	9057.00
CONTRACT LABOR	500.00	0.00	41.67	0.00	291.69	291.69	500.00
GROUP INSURANCE	9875.00	0.00	822.92	3017.94	5760.44	2742.50	6857.06
INSURANCE	8500.00	0.00	708.33	1725.64	4958.31	3232.67	6774.36
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-225.00	0.00	225.00	225.00
PAVING	0.00	0.00	0.00	11820.00	0.00	-11820.00	-11820.00
PAYROLL TAXES	2680.00	170.60	223.33	1980.59	1563.31	-417.28	699.41
PUBLIC IMPROVEMENTS (ST)	80000.00	525.00	6666.67	525.00	46666.69	46141.69	79475.00
RECYCLE CENTER EXPENSE	3000.00	208.70	250.00	1357.31	1750.00	392.69	1642.69
REPAIRS AND MAINTENANCE	1500.00	0.00	125.00	453.03	875.00	421.97	1046.97
RETIREMENT PLAN	1500.00	0.00	125.00	11768.73	875.00	-10893.73	-10268.73
SALARIES	35000.00	2229.98	2916.67	21835.33	20416.69	-1418.64	13164.67
STREET LIGHTS	62000.00	4775.65	5166.67	32677.96	36166.69	3488.73	29322.04
SUPPLIES	13000.00	305.15	1083.33	5174.22	7583.31	2409.09	7825.78
TRASH EXPENSE	18900.00	0.00	1575.00	18819.99	11025.00	-7794.99	80.01
TRAVEL AND TRAINING	0.00	0.00	0.00	765.00	0.00	-765.00	-765.00
TREE MAINTENANCE (ST)	10400.00	0.00	866.67	200.00	6066.69	5866.69	10200.00
UTILITIES-ELECTRIC (ST)	1500.00	194.73	125.00	411.47	875.00	463.53	1088.53
UTILITIES-GAS (ST)	1200.00	0.00	100.00	0.00	700.00	700.00	1200.00
UTILITIES-OTHER (ST)	0.00	0.00	0.00	471.25	0.00	-471.25	-471.25
VEHICLE EXPENSES-GAS	5000.00	0.00	416.67	101.97	2916.69	2814.72	4898.03
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	423.84	583.31	159.47	576.16
TOTAL STREET EXPENSES	\$ 270555.00	\$ 8409.81	\$ 22546.26	\$ 119247.27	\$ 157823.82	\$ 38576.55	\$ 151307.73

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<---CURRENT BALANCE	--> <--- BUDGET	YEAR TO DATE BALANCE	--> <--- BUDGET	BUDGET TO DATE OVER/UNDER	--> TO DATE UNEXPENDED
PLANNING & DEVELOPMENT							
CAPITAL ASSET EXPENDITURE	15000.00	0.00	1250.00	0.00	8750.00	8750.00	15000.00
DUES & SUBSCRIPTIONS (P&D)	100.00	40.00	8.33	40.00	58.31	18.31	60.00
GROUP INSURANCE (P&D)	4950.00	415.05	412.50	2797.58	2887.50	89.92	2152.42
PROFESSIONAL	2000.00	0.00	166.67	196.00	1166.69	970.69	1804.00
OFFICE SUPPLIES (P&D)	500.00	108.78	41.67	304.93	291.69	-13.24	195.07
PAYROLL TAXES (P&D)	2900.00	293.38	241.67	2238.57	1691.69	-546.88	661.43
REPAIRS/MAINTENANCE (P&D)	250.00	0.00	20.83	0.00	145.81	145.81	250.00
RETIREMENT (P&D)	1700.00	176.41	141.67	1387.39	991.69	-395.70	312.61
SALARIES (P&D)	37900.00	3835.00	3158.33	29262.50	22108.31	-7154.19	8637.50
STORMWATER/PLANNING	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
TELEPHONE (P&D)	1000.00	85.65	83.33	579.42	583.31	3.89	420.58
TRAVEL & TRAINING (P&D)	500.00	0.00	41.67	60.00	291.69	231.69	440.00
VEHICLE EXPENSE-GAS	1000.00	0.00	83.33	249.67	583.31	333.64	750.33
VEHICLE EXPENSE-OTHER	500.00	29.98	41.67	48.98	291.69	242.71	451.02
TOTAL P & D EXPENSES	\$ 69300.00	\$ 4984.25	\$ 5775.00	\$ 37165.04	\$ 40425.00	\$ 3259.96	\$ 32134.96
EMERGENCY MANAGEMENT							
CONTRACT LABOR (EM)	18000.00	0.00	1500.00	11898.00	10500.00	-1398.00	6102.00
DUES & SUBSCRIPTIONS (EM)	0.00	10.00	0.00	20.00	0.00	-20.00	-20.00
GROUP INSURANCE (EM)	500.00	0.00	41.67	0.00	291.69	291.69	500.00
PROFESSIONAL (EM)	0.00	3966.00	0.00	3966.00	0.00	-3966.00	-3966.00
REPAIRS/MAINTENANCE (EM)	0.00	0.00	0.00	1923.20	0.00	-1923.20	-1923.20
SUPPLIES (EM)	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
TELEPHONE (EM)	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
TRAVEL & TRAINING (EM)	500.00	10.86	41.67	10.86	291.69	280.83	489.14
VEHICLE EXPENSE-GAS	0.00	39.32	0.00	39.32	0.00	-39.32	-39.32
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	30.00	0.00	-30.00	-30.00
TOTAL EMERGENCY MGMT EX	\$ 21000.00	\$ 4026.18	\$ 1750.00	\$ 17887.38	\$ 12250.00	\$ -5637.38	\$ 3112.62
TOTAL EXPENDITURES	\$ 1289505.00	\$ 91711.81	\$ 107458.76	\$ 762770.34	\$ 752211.32	\$ -10559.02	\$ 526734.66
NET INCOME -LOSS	\$ 125616.00	\$ 32575.94	\$ 10467.99	\$ 148762.83	\$ 73275.93	\$ 75486.90	\$ 23146.83

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
July 31, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 179,148.27
WATER/SEWER FUND TDOA	660,769.19
CASH - WATER PRINCIPAL AND INTEREST	914,680.01
DUE FROM GENERAL FUND	33,352.05
2005 RESERVE FUND	49,500.00
2005 CONSTRUCTION FUND	905.36
DUE FROM RECREATION FUND	1,031.43
2008 RESERVE FUND	231,192.21
2008 CONSTRUCTION FUND	59,498.71
RETURNED CHECKS	205.36
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	.00
TOTAL CURRENT ASSETS	\$ 2,130,282.59

FIXED ASSETS

LAND	\$.00
ACCUMULATED DEPRECIATION	.00
NET FIXED ASSETS	\$.00
TOTAL ASSETS	\$ 2,130,282.59

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
July 31, 2013

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$	.00	
SALES TAX PAYABLE		-2,297.56	
MISSOURI PRIMACY TAX		8,910.70	
WATER POLLUTION SERVICE CONNECTION FEE		41.78	
CUSTOMER DEPOSITS		10,170.00	
DUE TO GENERAL FUND		108,007.37	
DUE TO RECREATION FUND		251.86	
REVENUE BONDS PAYABLE		-50,000.00	
2005 REVENUE BONDS PAYABLE		-20,000.00	
2008 REVENUE BONDS PAYABLE		-30,000.00	
DEFERRED LOSS ON REFINANCING		.00	
TOTAL LIABILITIES			\$ 25,084.15

EQUITY

CONT. CAPITAL - FED & STATE	\$	.00	
RETAINED EARNINGS		1,926,647.54	
NET INCOME -LOSS		178,550.90	
TOTAL FUND EQUITY			\$ 2,105,198.44
TOTAL LIABILITIES AND EQUITY			\$ 2,130,282.59

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
WATER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
CERTIFICATES OF PARTICIPA	59500.00	0.00	4958.33	59498.71	34708.31	24790.40	-1.29
INTEREST INCOME	1650.00	509.28	137.50	1178.05	962.50	215.55	-471.95
METER INSTALLATIONS	5000.00	0.00	416.67	0.00	2916.69	-2916.69	-5000.00
MISCELLANEOUS INCOME	1000.00	-91.25	83.33	7470.40	583.31	6887.09	6470.40
PENALTY INCOME	20000.00	1543.06	1666.67	10844.93	11666.69	-821.76	-9155.07
TRASH INCOME	180000.00	17387.85	15000.00	103789.87	105000.00	-1210.13	-76210.13
WATER SALES - COMMERCIAL	50000.00	2845.99	4166.67	19685.46	29166.69	-9481.23	-30314.54
WATER SALES - RESIDENTIAL	845000.00	82362.52	70416.67	447249.57	492916.69	-45667.12	-397750.43
CUSTOMER DEPOSITS RECEIVE	0.00	0.00	0.00	17640.00	0.00	17640.00	17640.00
TOTAL REVENUES	\$ 1162150.00	\$ 104557.45	\$ 96845.84	\$ 667356.99	\$ 677920.88	\$ -10563.89	\$ -494793.01
EXPENSES							
ADVERTISING	\$ 750.00	\$ 0.00	\$ 62.50	\$ 855.50	\$ 437.50	\$ -418.00	\$ -105.50
AUDIT	5000.00	0.00	416.67	0.00	2916.69	2916.69	5000.00
BUILDING MAINTENANCE (WAT	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
CAPITAL ASSET EXPENDITURE	170000.00	12707.50	14166.67	336284.35	99166.69	-237117.66	-166284.35
CONTRACT LABOR	2000.00	0.00	166.67	0.00	1166.69	1166.69	2000.00
DEPRECIATION	0.00	0.00	0.00	-104484.12	0.00	104484.12	104484.12
DUES AND SUBSCRIPTIONS	1500.00	45.00	125.00	1392.00	875.00	-517.00	108.00
EQUIPMENT	40000.00	0.00	3333.33	0.00	23333.31	23333.31	40000.00
FISCAL AGENT FEES	1500.00	150.00	125.00	1050.00	875.00	-175.00	450.00
GROUP INSURANCE	25000.00	2658.20	2083.33	18734.02	14583.31	-4150.71	6265.98
INSURANCE	14000.00	0.00	1166.67	24519.85	8166.69	-16353.16	-10519.85
INTEREST EXPENSE	57129.00	8310.63	4760.75	73770.02	33325.25	-40444.77	-16641.02
LEGAL AND PROFESSIONAL	750.00	0.00	62.50	0.00	437.50	437.50	750.00
PROFESSIONAL (WATER)	50000.00	11963.50	4166.67	53819.06	29166.69	-24652.37	-3819.06
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	579.50	0.00	-579.50	-579.50
OFFICE SUPPLIES	13000.00	2282.78	1083.33	14168.98	7583.31	-6585.67	-1168.98
PAYROLL TAXES	25000.00	1197.12	2083.33	8908.28	14583.31	5675.03	16091.72
IRS AND MAINTENANCE	30000.00	240.00	2500.00	9721.04	17500.00	7778.96	20278.96
REMENT PLAN	13000.00	779.68	1083.33	-5036.73	7583.31	12620.04	18036.73
S. .RIES	323000.00	15648.49	26916.67	118166.28	188416.69	70250.41	204833.72
SALARIES-OVERTIME	2500.00	0.00	208.33	0.00	1458.31	1458.31	2500.00
SUPPLIES	25000.00	2141.57	2083.33	21877.91	14583.31	-7294.60	3122.09
SUPPLIES - PROJECT	0.00	183.94	0.00	616.45	0.00	-616.45	-616.45
TRASH EXPENSE	170000.00	16091.87	14166.67	81968.73	99166.69	17197.96	88031.27
TRAVEL AND TRAINING	4500.00	0.00	375.00	1309.40	2625.00	1315.60	3190.60
UTILITIES-ELECTRIC (WATER	80000.00	8458.19	6666.67	48589.34	46666.69	-1922.65	31410.66
UTILITIES-OTHER (WATER)	6000.00	148.50	500.00	2949.27	3500.00	550.73	3050.73
VEHICLE EXPENSES-GAS	13000.00	689.73	1083.33	4896.75	7583.31	2686.56	8103.25
VEHICLE EXPENSE-OTHER	7500.00	866.85	625.00	2485.61	4375.00	1889.39	5014.39
PRINCIPAL EXPENSE (WATER)	0.00	0.00	0.00	40000.00	0.00	-40000.00	-40000.00
TOTAL EXPENSES	\$ 1081129.00	\$ 84563.55	\$ 90094.08	\$ 757141.49	\$ 630658.56	\$ -126482.93	\$ 323987.51
NET INCOME -LOSS	\$ 81021.00	\$ 19993.90	\$ 6751.76	\$ -89784.50	\$ 47262.32	\$ -137046.82	\$ -170805.50

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> TO DATE UNEXPENDED
SEWER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
HOOK-UP FEES RECEIVED (SE	6500.00	0.00	541.67	0.00	3791.69	-3791.69	-6500.00
INTEREST INCOME	1000.00	427.54	83.33	654.86	583.31	71.55	-345.14
PENALTY INCOME	30000.00	2294.99	2500.00	16653.06	17500.00	-846.94	-13346.94
SEWER SALES	1206000.00	109092.21	100500.00	732079.25	703500.00	28579.25	-473920.75
TOTAL REVENUES	\$ 1243500.00	\$ 111814.74	\$ 103625.00	\$ 749387.17	\$ 725375.00	\$ 24012.17	\$ -494112.83
EXPENSES							
ADVERTISING	\$ 100.00	\$ 0.00	\$ 8.33	\$ 209.50	\$ 58.31	\$ -151.19	\$ -109.50
AUDIT	5000.00	0.00	416.67	0.00	2916.69	2916.69	5000.00
BUILDING MAINTENANCE (SEW	500.00	0.00	41.67	42.15	291.69	249.54	457.85
CAPITAL ASSET EXPENDITURE	70000.00	11397.50	5833.33	25505.00	40833.31	15328.31	44495.00
CONTRACT LABOR	1500.00	0.00	125.00	0.00	875.00	875.00	1500.00
DEPRECIATION	0.00	0.00	0.00	-133909.02	0.00	133909.02	133909.02
DUES AND SUBSCRIPTIONS	1000.00	45.00	83.33	747.00	583.31	-163.69	253.00
EQUIPMENT	45000.00	0.00	3750.00	0.00	26250.00	26250.00	45000.00
FISCAL AGENT FEES	3000.00	150.00	250.00	1050.00	1750.00	700.00	1950.00
GROUP INSURANCE	25000.00	2458.94	2083.33	15528.25	14583.31	-944.94	9471.75
HOOK-UP EXPENSE (SEWER)	3000.00	0.00	250.00	0.00	1750.00	1750.00	3000.00
INSURANCE	16000.00	0.00	1333.33	20847.98	9333.31	-11514.67	-4847.98
INTEREST EXPENSE	74170.00	0.00	6180.83	56728.75	43265.81	-13462.94	17441.25
LEGAL AND PROFESSIONAL	1000.00	0.00	83.33	0.00	583.31	583.31	1000.00
PROFESSIONAL (SEWER)	25000.00	194.50	2083.33	5545.57	14583.31	9037.74	19454.43
OFFICE SUPPLIES	18000.00	2007.61	1500.00	14139.57	10500.00	-3639.57	3860.43
PAYROLL TAXES	17800.00	1105.02	1483.33	6939.35	10383.31	3443.96	10860.65
REPAIRS AND MAINTENANCE	10000.00	2145.94	833.33	5606.14	5833.31	227.17	4393.86
RETIREMENT PLAN	9300.00	719.69	775.00	4750.31	5425.00	674.69	4549.69
SALARIES	232500.00	14444.75	19375.00	92007.43	135625.00	43617.57	140492.57
SALARIES-OVERTIME	2500.00	0.00	208.33	0.00	1458.31	1458.31	2500.00
SPRINGFIELD SEWER CHARGES	420000.00	35304.60	35000.00	236294.22	245000.00	8705.78	183705.78
SUPPLIES	11000.00	5432.99	916.67	18182.13	6416.69	-11765.44	-7182.13
TRAINING	4500.00	0.00	375.00	1247.76	2625.00	1377.24	3252.24
UTILITIES-ELECTRIC (SEWER	50000.00	4988.02	4166.67	33543.33	29166.69	-4376.64	16456.67
UTILITIES-OTHER (SEWER)	10000.00	208.47	833.33	7435.84	5833.31	-1602.53	2564.16
VEHICLE EXPENSE-GAS	12000.00	1627.17	1000.00	5961.63	7000.00	1038.37	6038.37
VEHICLE EXPENSE-OTHER	4000.00	774.84	333.33	2648.88	2333.31	-315.57	1351.12
PRINCIPAL EXPENSE (SEWER)	0.00	0.00	0.00	60000.00	0.00	-60000.00	-60000.00
TOTAL EXPENSES	\$ 1071870.00	\$ 83005.04	\$ 89322.47	\$ 481051.77	\$ 625257.29	\$ 144205.52	\$ 590818.23
NET INCOME -LOSS	\$ 171630.00	\$ 28809.70	\$ 14302.53	\$ 268335.40	\$ 100117.71	\$ 168217.69	\$ 96705.40

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
July 31, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	93,202.13	
PARK FUND TDOA		155,558.73	
PETTY CASH		240.00	
DUE FROM GENERAL FUND		4,906.58	
2009 B CERTIFICATE FUND		251.86	
2008 RESERVE FUND		301,000.00	
2008 COST OF ISSUANCE		3,420.57	
TOTAL ASSETS	\$		558,579.87

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$	-20.00	
DUE TO GENERAL FUND		228,575.72	
DUE TO WATER/SEWER FUND		1,031.43	
MID-MISSOURI BANK		-2,825.00	
TOTAL LIABILITIES			\$ 226,762.15

EQUITY

FUND BALANCE	\$	439,928.95	
NET INCOME -LOSS		- 108,111.23	
TOTAL FUND EQUITY			\$ 331,817.72

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TOTAL LIABILITIES AND EQUITY	\$		558,579.87
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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 7 month period ended July 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	<--> TO DATE UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 17000.00	\$ 285.00	\$ 1416.67	\$ 4792.50	\$ 9916.69	\$ -5124.19	\$ -12207.50
ADVERTISING INCOME	27500.00	0.00	2291.67	15000.00	16041.69	-1041.69	-12500.00
CONCESSION INCOME	47500.00	8512.94	3958.33	24697.53	27708.31	-3010.78	-22802.47
FOURTH OF JULY	3500.00	635.00	291.67	4695.00	2041.69	2653.31	1195.00
INTEREST INCOME	1000.00	16.88	83.33	179.32	583.31	-403.99	-820.68
MISCELLANEOUS INCOME	1000.00	162.90	83.33	2111.06	583.31	1527.75	1111.06
MOBILE PHONE TOWER	11600.00	1035.37	966.67	7184.11	6766.69	417.42	-4415.89
PARK FEES	1250.00	0.00	104.17	0.00	729.19	-729.19	-1250.00
REAL ESTATE TAXES	54575.00	0.00	4547.92	52616.22	31835.44	20780.78	-1958.78
FACILITY INCOME	47500.00	3676.89	3958.33	21653.47	27708.31	-6054.84	-25846.53
SALES TAX	475000.00	37121.86	39583.33	281668.26	277083.31	4584.95	-193331.74
SALES TAX - CAP IMP	100000.00	88.58	8333.33	22612.97	58333.31	-35720.34	-77387.03
SPECIAL EVENT INCOME	11000.00	0.00	916.67	152.50	6416.69	-6264.19	-10847.50
SWIM POOL INCOME	100000.00	21027.65	8333.33	59252.95	58333.31	919.64	-40747.05
YOUTH PROGRAMS	150000.00	24192.97	12500.00	87078.92	87500.00	-421.08	-62921.08
 TOTAL REVENUES	 \$ 1048425.00	 \$ 96756.04	 \$ 87368.75	 \$ 583694.81	 \$ 611581.25	 \$ -27886.44	 \$ -464730.19

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 7 month period ended July 31, 2013

	ANNUAL	<--CURRENT		<--	YEAR TO DATE		<--	BUDGET TO DATE	
	BUDGET	BALANCE	BUDGET	BALANCE	BUDGET	OVER/UNDER	UNEXPENDED		
EXPENDITURES									
ADVERTISING	\$ 1000.00	\$ 220.00	\$ 83.33	\$ 852.50	\$ 583.31	\$ -269.19	\$ 147.50		
BUILDING MAINTENANCE (PAR	1000.00	0.00	83.33	597.23	583.31	-13.92	402.77		
CAPITAL ASSET EXPENDITURE	0.00	1310.00	0.00	15581.00	0.00	-15581.00	-15581.00		
CAPITAL ASSET EXP-EQUIPME	0.00	0.00	0.00	-30321.00	0.00	-30321.00	-30321.00		
CHEMICALS	8000.00	3596.03	666.67	7118.63	4666.69	-2451.94	881.37		
CONCESSIONS	25000.00	4791.66	2083.33	-17982.46	14583.31	32565.77	42982.46		
CONTRACT LABOR	7000.00	0.00	583.33	5384.78	4083.31	-1301.47	1615.22		
DUES AND SUBSCRIPTIONS	0.00	45.00	0.00	45.00	0.00	-45.00	-45.00		
EQUIPMENT-SPORTS (PARK)	0.00	160.93	0.00	160.93	0.00	-160.93	-160.93		
FIREWORKS	8000.00	3992.42	666.67	11832.18	4666.69	-7165.49	-3832.18		
FISCAL AGENT FEES	4000.00	750.00	333.33	3696.75	2333.31	-1363.44	303.25		
GROUP INSURANCE	25000.00	1178.81	2083.33	9103.16	14583.31	5480.15	15896.84		
INSURANCE	20000.00	0.00	1666.67	34356.32	11666.69	-22689.63	-14356.32		
INTEREST EXPENSE	251640.00	441.53	20970.00	127198.26	146790.00	19591.74	124441.74		
LANDSCAPING	1000.00	0.00	83.33	206.73	583.31	376.58	793.27		
LEASE PAYMENTS	111000.00	0.00	9250.00	115000.00	64750.00	-50250.00	-4000.00		
LEGAL	1500.00	0.00	125.00	0.00	875.00	875.00	1500.00		
PROFESSIONAL	8000.00	787.25	666.67	8004.61	4666.69	-3337.92	-4.61		
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	294.54	0.00	-294.54	-294.54		
OFFICE SUPPLIES	5500.00	779.83	458.33	5353.91	3208.31	-2145.60	146.09		
PAYROLL TAXES	23500.00	4010.87	1958.33	16386.51	13708.31	-2678.20	7113.49		
REPAIRS AND MAINTENANCE	10000.00	30.66	833.33	1327.55	5833.31	4505.76	8672.45		
RETIREMENT PLAN	5000.00	23.66	416.67	309.03	2916.69	2607.66	4690.97		
SALARIES	180000.00	10451.85	15000.00	97992.61	105000.00	7007.39	82007.39		
SALARIES-SEASONAL	127500.00	42177.45	10625.00	112078.55	74375.00	-37703.55	15421.45		
SALARIES-OVERTIME	1000.00	0.00	83.33	66.00	583.31	517.31	934.00		
SUPPLIES-GENERAL (PARK)	6000.00	1004.92	500.00	6269.99	3500.00	-2769.99	-269.99		
SUPPLIES-SPORTS (PARK)	18000.00	1246.39	1500.00	10171.92	10500.00	328.08	7828.08		
SUPPLIES-AQUATIC (PARK)	7500.00	931.51	625.00	11856.87	4375.00	-7481.87	-4356.87		
SUPPLIES-SPECIAL ACTIVITY	19000.00	3628.02	1583.33	6756.77	11083.31	4326.54	12243.23		
SUPPLIES - GROUNDS	500.00	737.62	41.67	1187.76	291.69	-896.07	-687.76		
TELEPHONE	7000.00	568.34	583.33	4614.88	4083.31	-531.57	2385.12		
TRAVEL AND TRAINING	2000.00	0.00	166.67	1520.94	1166.69	-354.25	479.06		
UTILITIES-ELECTRIC (PARK)	48000.00	5414.67	4000.00	22990.39	28000.00	5009.61	25009.61		
UTILITIES-GAS	6000.00	164.03	500.00	2637.52	3500.00	862.48	3362.48		
UTILITIES-OTHER (PARK)	2500.00	0.00	208.33	1839.45	1458.31	-381.14	660.55		
VEHICLE EXPENSE-GAS	2500.00	361.25	208.33	1969.19	1458.31	-510.88	530.81		
VEHICLE EXPENSE-OTHER	2750.00	158.55	229.17	705.04	1604.19	899.15	2044.96		
PRINCIPAL EXPENSE (MID-MO	34000.00	0.00	2833.33	34000.00	19833.31	-14166.69	0.00		
TOTAL EXPENDITURES	\$ 980390.00	\$ 88963.25	\$ 81699.14	\$ 691806.04	\$ 571893.98	\$ -119912.06	\$ 288583.96		
NET INCOME -LOSS	\$ 68035.00	\$ 7792.79	\$ 5669.61	\$ -108111.23	\$ 39687.27	\$ -147798.50	\$ -176146.23		

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
July 31, 2013

GENERAL FIXED ASSETS

ASSETS

FIXED ASSETS, UNDEPRECIATED	\$ 3,132,701.57
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EQUITY

INVESTMENT IN GENERAL FIXED ASSETS	\$ 3,132,701.57
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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
July 31, 2013

GENERAL LONG-TERM DEBTS

ASSETS

AMOUNT AVAILABLE FOR DEBT RETIREMENT	\$ 62,452.03
AMOUNT AVAILABLE FOR DEBT RETIREMENT	158,044.38
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT	397,547.97
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT - 2001	1,366,955.62
AMOUNT TO BE PROVIDED-POLICE STATION	245,000.00
TOTAL ASSETS	<u>\$ 2,230,000.00</u>

LIABILITIES

CERTIFICATES OF PARTICIPATION PAYABLE	460,000.00
CERTIFICATE OF PARTICIPATION - 2001	1,525,000.00
LEASE-PURCHASE-POLICE STATION (2002)	245,000.00
TOTAL LIABILITIES	<u>\$ 2,230,000.00</u>

UNAUDITED

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5 (B)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUEST

July 2013 Budget Summaries

	2013 Budgeted Expenses	Expended As of July 31, 2013	% Used	2013 Projected Revenues	Received As of July 31, 2013	% Rec'd	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$253,400.00	\$164,044.40	64.7%				
Law and Public Safety Division	\$675,250.00	\$424,426.25	62.9%				
Street Division	\$270,555.00	\$119,247.27	44.1%				
Planning & Development Division	\$68,300.00	\$37,165.04	54.4%				
Emergency Management Division	\$21,000.00	\$17,887.38	85.2%				
Sub-Total	\$1,288,505.00	\$762,770.34	59.2%	\$1,415,121.00	\$911,533.17	64.4%	\$148,762.83
Park Fund							
Water Fund	\$1,020,390.00	\$691,806.04	67.8%	\$1,048,425.00	\$583,694.81	55.7%	(\$108,111.23)
Sewer Fund	\$1,121,129.00	\$757,141.49	67.5%	\$1,162,150.00	\$667,356.99	57.4%	(\$89,784.50)
	\$1,131,870.00	\$481,051.77	42.5%	\$1,243,500.00	\$749,387.17	60.3%	\$268,335.40
Totals	\$4,561,894.00	\$2,692,769.64	59.0%	\$4,869,196.00	\$2,911,972.14	59.8%	\$219,202.50
	Total	Total		Total	Total		Total
	Reserves Available As of January 1, 2013	Operating Cash As of July 31, 2013		Reserves Available As of July 31, 2013			
General Fund							
Water & Sewer Fund	\$173,905.36	\$23,693.63		\$299,460.65			
Park Fund	\$648,540.31	\$179,148.27		\$660,769.19			
	\$229,679.04	\$93,202.13		\$155,558.73			

Revenues by Month

	2013 Budget	JAN		FEB		MAR		APR		MAY		JUN	
General Fund	\$1,569,750.00	\$186,649.97	\$169,177.02	\$103,297.16	\$101,331.17	\$111,513.27	\$115,276.83						
Cumm. Total		\$186,649.97 11.9%	\$355,826.99 22.7%	\$459,124.15	29.2%	\$560,455.32 35.7%	\$671,968.59 42.8%	\$787,245.42 50.2%					
Water	\$946,250.00	\$162,822.58	\$76,460.77	\$96,060.88	\$75,437.47	\$75,387.34	\$77,100.59						
Cumm. Total		\$162,822.58 17.2%	\$239,283.35 25.3%	\$335,344.23	35.4%	\$410,781.70 43.4%	\$486,169.04 51.4%	\$563,269.43 59.5%					
Sewer	\$1,158,000.00	\$107,021.58	\$96,521.98	\$115,275.06	\$93,382.23	\$110,315.70	\$115,055.88						
Cumm. Total		\$107,021.58 9.2%	\$203,543.56 17.6%	\$318,818.62	27.5%	\$412,200.85 35.6%	\$522,516.55 45.1%	\$637,572.43 55.1%					
Parks	\$1,054,675.00	\$103,183.66	\$60,118.43	\$65,438.46	\$53,461.08	\$81,636.01	\$123,102.13						
Cumm. Total		\$103,183.66 9.8%	\$163,302.09 15.5%	\$228,740.55	21.7%	\$282,201.63 26.8%	\$363,837.64 34.5%	\$486,939.77 46.2%					
Totals	\$4,728,675.00	\$559,677.79	\$402,278.20	\$380,071.56	\$323,611.95	\$378,852.32	\$430,535.43						
Cumm. Total		\$559,677.79 11.8%	\$961,955.99 20.3%	\$1,342,027.55	28.4%	\$1,665,639.50 35.2%	\$2,044,491.82 43.2%	\$2,475,027.05 52.3%					

Revenues by Month

		2013	July	Aug	Sept	Oct	Nov	Dec
		Budget						
General Fund		\$1,415,121.00	\$124,287.75					
Cumm. Total			\$911,533.17	##	##	0.0%	0.0%	0.0%
64.4%								
Water		\$1,162,150.00	\$104,557.45					
Cumm. Total			\$667,356.99	##	##	0.0%	0.0%	0.0%
57.4%								
Sewer		\$1,243,500.00	\$111,814.74					
Cumm. Total			\$749,387.17	##	##	0.0%	0.0%	0.0%
60.3%								
Parks		\$1,048,425.00	\$96,756.04					
Cumm. Total			\$583,694.81	##	##	0.0%	0.0%	0.0%
55.7%								
Totals		\$4,869,196.00	\$437,415.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total			\$2,911,972.14	##	\$0.00	\$0.00	\$0.00	\$0.00
59.8%								

REVENUE SOURCES	2013 Projected Revenues	Received As of July 31, 2013	% of Projected Revenues Collected to Date
General Fund			
Asset Sales	\$0	0.00	
Building Permits	\$20,000	16371.54	81.9%
Cable TV Franchise Fees	\$18,000	11965.20	66.5%
County Road & Bridge Tax	\$27,921	27920.97	100.0%
Electric Franchise Fees	\$235,000	121666.63	51.8%
Gas Franchise Fees	\$50,000	29122.26	58.2%
Grant Revenues	\$9,000	2076.63	N/A
Interest Income	\$1,500	323.04	21.5%
Law Enforcement Sales Tax	\$24,000	9895.00	41.2%
Merchant Licenses	\$5,100	2314.00	45.4%
Miscellaneous Revenues	\$1,500	16091.05	1072.7%
Mobile Phone Lease Fees	\$60,000	36637.03	61.1%
Motor Vehicle Fuel Taxes	\$187,200	106851.01	57.1%
Planning And Zoning	\$5,000	1146.70	22.9%
Real Estate Taxes	\$178,400	138757.35	77.8%
Recycling Center	\$1,000	0.00	0.0%
Sales & Use Taxes	\$420,000	302657.79	72.1%
Sales Tax - Capital Improvement	\$85,000	44432.35	0.0%
State LET Account	\$500	0.00	0.0%
Traffic Court Fines	\$85,000	43004.12	50.6%
Trash Income	\$0	0.00	0.0%
Veterans' Memorial	\$1,000	300.00	30.0%
Totals	\$1,415,121	\$911,533	64.4%
	\$1,166,500		

REVENUE SOURCES	2013 Projected Revenues	Received As of July 31, 2013	% of Projected Revenues Collected to Date
Water Fund			
Asset Sales	\$0	\$0	N/A
Certificates of Participation	\$59,500	\$59,499	N/A
Grant Receipts	\$0	\$0	N/A
Interest Income	\$1,650	\$1,178	71.4%
Meter Installations	\$5,000	\$0	0.0%
Miscellaneous Revenues	\$1,000	\$7,470	747.0%
Penalty Income	\$20,000	\$10,845	54.2%
Trash Income	\$180,000	\$103,790	57.7%
Water Sales - Commercial	\$50,000	\$19,685	39.4%
Water Sales - Residential	\$845,000	\$447,250	52.9%
Customer Deposits Rec.		\$17,640	
	\$1,162,150	\$667,357	57.4%
Sewer Fund			
Development Lift Station Fees	\$0	\$0	N/A
Asset Sales	\$0	\$0	N/A
Certificate of Participation	\$0	\$0	N/A
Hook-up Fees Received	\$6,500	\$0	0.0%
Interest Income	\$1,000	\$655	65.5%
Miscellaneous Revenues	\$0	\$0	0.0%
Penalty Income	\$30,000	\$16,653	55.5%
Sewer Sales	\$1,206,000	\$732,079	60.7%
	\$1,243,500	\$749,387	60.3%

REVENUE SOURCES	Projected Revenue	Received As of July 31, 2013	% of Projected Revenues Collected to Date
Park Fund			
Adult Program Fees	\$17,000	\$4,793	28.2%
Advertising Income	\$27,500	\$15,000	54.5%
Asset Sales	\$0	\$0	N/A
Certificates of Participation	\$0	\$0	N/A
Concession Income	\$47,500	\$24,698	52.0%
Fourth of July	\$3,500	\$4,695	0.0%
Grant Receipts	\$0	\$0	0.0%
Interest Income	\$1,000	\$179	17.9%
Miscellaneous Revenues	\$1,000	\$2,111	211.1%
Mobile Phone Tower Fees	\$11,600	\$7,184	61.9%
Park Fees	\$1,250	\$0	N/A
Real Estate Taxes	\$54,575	\$52,616	96.4%
Facility Rental Income	\$47,500	\$21,653	45.6%
Sales Tax	\$475,000	\$281,668	59.3%
Sales Tax - Capital Improvement	\$100,000	\$22,613	22.6%
Special Event Income	\$11,000	\$153	1.4%
Swimming Pool Income	\$100,000	\$59,253	59.3%
Youth Programs	\$150,000	\$87,079	58.1%
Transfers In or Out	\$0	\$0	0.0%
	\$1,048,425	\$583,695	55.7%

Expenses	2013 Budget	JAN	FEB	MAR	APR	MAY	JUN
General City Governme	\$221,400.00	\$15,788.23	\$15,830.80	\$20,514.99	\$28,728.89	\$18,015.04	
Cumm. Total		\$15,788.23	\$31,619.03	\$52,358.64	\$81,087.53	\$99,102.57	\$39,340.39
		7.1%	14.3%	23.6%	36.6%	44.8%	17.8%
Law & Public Safety	\$691,350.00	\$44,799.43	\$68,836.37	\$49,711.22	\$63,980.39	\$48,000.46	
Cumm. Total		\$44,799.43	\$113,635.80	\$164,016.95	\$227,906.46	\$275,906.92	\$99,928.99
		6.5%	16.4%	23.7%	33.0%	39.9%	14.5%
Water	\$951,659.00	\$122,689.83	\$66,345.39	\$61,485.43	\$118,220.97	\$44,790.13	
Cumm. Total		\$122,689.83	\$189,035.22	\$267,038.14	\$408,799.00	\$453,589.13	\$218,988.81
		12.9%	19.9%	28.1%	43.0%	47.7%	23.0%
Sewer	\$1,140,626.00	\$57,728.08	\$39,984.35	\$76,443.40	\$102,003.62	\$64,817.38	
Cumm. Total		\$57,728.08	\$97,712.43	\$175,015.14	\$292,280.36	\$357,097.74	\$40,948.99
		5.1%	8.6%	15.3%	25.6%	31.3%	3.6%
Streets	\$459,800.00	\$26,499.78	\$16,092.85	\$9,700.09	\$8,359.28	\$16,717.72	
Cumm. Total		\$26,499.78	\$42,592.63	\$52,277.97	\$60,637.25	\$77,354.97	\$33,482.49
		5.8%	9.3%	11.4%	13.2%	16.8%	7.3%
Planning & Developme	\$83,600.00	\$4,681.55	\$4,796.75	\$5,281.11	\$7,011.83	\$5,128.16	
Cumm. Total		\$4,681.55	\$9,478.30	\$14,937.28	\$21,949.11	\$27,077.27	\$5,103.52
		5.6%	11.3%	17.9%	26.3%	32.4%	6.1%
Parks	\$1,033,090.00	\$30,678.63	\$30,063.85	\$28,429.54	\$58,776.72	\$298,370.59	
Cumm. Total		\$30,678.63	\$60,742.48	\$94,087.16	\$160,698.87	\$459,069.46	\$143,773.33
		3.0%	5.9%	9.1%	15.6%	44.4%	13.9%
Emergency Manageme	\$20,500.00	\$10.00	\$7,932.00	\$0.00	\$30.00	\$3,966.00	
Cumm. Total		\$10.00	\$7,942.00	\$7,942.00	\$7,972.00	\$11,938.00	\$1,923.20
		0.0%	38.7%	38.7%	38.9%	58.2%	9.4%
Totals	\$4,602,025.00	\$302,875.53	\$249,882.36	\$251,565.78	\$387,111.70	\$499,805.48	
Cumm. Total		\$302,875.53	\$552,757.89	\$827,673.28	\$1,214,784.98	\$1,714,590.46	\$2,344,625.78
		6.6%	12.0%				

Expenses	2013 Budget	JUL	AUG	SEPT	OCT	NOV	DEC
General City Govt	\$253,400.00	\$25,762.41					
Cumm. Total		\$164,044.40	64.7%	0.0%	0.0%	0.0%	0.0%
Law	\$675,250.00	\$48,529.16					
Cumm. Total		\$424,426.25	62.9%	0.0%	0.0%	0.0%	0.0%
Water	\$1,121,129.00	\$84,563.55					
Cumm. Total		\$757,141.49	67.5%	0.0%	0.0%	0.0%	0.0%
Sewer	\$1,131,870.00	\$83,005.04					
Cumm. Total		\$481,051.77	42.5%	0.0%	0.0%	0.0%	0.0%
Streets	\$270,555.00	\$8,409.81					
Cumm. Total		\$119,247.27	44.1%	0.0%	0.0%	0.0%	0.0%
Plan & Dev	\$68,300.00	\$4,984.25					
Cumm. Total		\$37,165.04	54.4%	0.0%	0.0%	0.0%	0.0%
Parks	\$1,020,390.00	\$88,963.25					
Cumm. Total		\$691,806.04	67.8%	0.0%	0.0%	0.0%	0.0%
Emg Mgmt	\$21,000.00	\$4,026.18					
Cumm. Total		\$17,887.38	85.2%	0.0%	0.0%	0.0%	0.0%
Totals	\$4,561,894.00	\$348,243.65		\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$348,243.65	7.6%				

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5 (C)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

August 2013 Outstanding Invoices

CITY OF WILLARD
Unpaid Invoice Listing
September 03, 2013

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
ACE150	AC ELECTRICAL SYSTEMS, INC.	132898WA	8/16/13	9/15/13	REPAIR #1	2 900	150.00
ACE150	AC ELECTRICAL SYSTEMS, INC.	132933WA	8/16/13	9/15/13	REPAIR INJECT #2	2 900	480.00
ACE150	AC ELECTRICAL SYSTEMS, INC.	132967SE	8/22/13	9/15/13	GENERATOR LIFT STA	2 1876	410.25
Vendor Total							1040.25
ADF150	ARBOR DAY FOUNDATION	870204089PK	8/20/13	9/15/13	ANNUAL DUES	3 840	50.00
ALO100	ALEXANDER OPEN SYSTEM, INC.	10040675GN	8/16/13	9/15/13	SMARTNET RENEW	1 900	2802.00
BIN510	BINSWANGER GLASS	551079687LW	8/09/13	9/15/13	REPAIR FOYER WINDO	1 1900	133.50
BJS110	BJ'S TROPHY SHOP	14233PK	8/15/13	9/15/13	FLAG SET& NET	3 936	720.00
CDR200	Corwin Dodge Ram	323199LW	8/12/13	9/15/13	REPAIR SENSOR	1 1965	234.99
CDR200	Corwin Dodge Ram	323528LW	8/16/13	9/15/13	ALTERNATORS	1 1965	888.39
Vendor Total							1123.38
CIT105	CITY OF WILLARD	08232013GN	8/23/13	9/15/13	UTILITIES	1 959	49.49
CIT105	CITY OF WILLARD	08232013LW	8/23/13	9/15/13	UTILITIES	1 1959	13.58
Vendor Total							63.07
COMMGN	COMMERCE CREDIT CARD SERVICES	9029GN	8/14/13	9/15/13	KEYS CITY HALL	1 935	24.30
COMMGN	COMMERCE CREDIT CARD SERVICES	844348GN	8/19/13	9/15/13	CLOUD STORAGE	1 876	50.00
COMMGN	COMMERCE CREDIT CARD SERVICES	1905900GN	7/29/13	9/15/13	EMAIL & APPS	1 876	120.00
COMMGN	COMMERCE CREDIT CARD SERVICES	7262013GN	8/26/13	9/15/13	OFFICE SUPPLIES	1 885	33.56
COMMGN	COMMERCE CREDIT CARD SERVICES	7302013GN	7/30/13	9/15/13	MEDIA SERVICE	1 959	27.50
COMMGN	COMMERCE CREDIT CARD SERVICES	8072013GN	8/07/13	9/15/13	OFFICE SUPPLIES	1 885	51.63
COMMGN	COMMERCE CREDIT CARD SERVICES	8132013GN	8/13/13	9/15/13	POSTAGE PAYABLE	1 885	52.90
COMMGN	COMMERCE CREDIT CARD SERVICES	8142013GN	8/14/13	9/15/13	UTILITY	1 958	41.91
COMMGN	COMMERCE CREDIT CARD SERVICES	8162013GN	6/16/13	9/15/13	OFFICE SUPPLIES	1 885	32.15
COMMGN	COMMERCE CREDIT CARD SERVICES	07232013GN	7/23/13	9/15/13	System Service Tag	1 885	1807.03
COMMGN	COMMERCE CREDIT CARD SERVICES	07242013GN	7/24/13	9/15/13	ATTORNEY FEES	1 875	3081.20
COMMGN	COMMERCE CREDIT CARD SERVICES	08062013GN	8/06/13	9/15/13	POSTAGE	1 885	12.22
COMMGN	COMMERCE CREDIT CARD SERVICES	08062013GN	8/06/13	9/15/13	CONFERENCE MWRISK	1 945	200.00
COMMGN	COMMERCE CREDIT CARD SERVICES	08122013GN	8/12/13	9/15/13	POSTAGE	1 885	52.09
COMMGN	COMMERCE CREDIT CARD SERVICES	08152013GN	8/14/13	9/15/13	STAMP ON LINE FEE	1 885	15.99
COMMGN	COMMERCE CREDIT CARD SERVICES	200003745GN	8/15/13	9/15/13	MML CONF VINCENT	1 945	92.50
Vendor Total							5694.98
COMMLW	COMMERCE CREDIT CARD SERVICES	169650LW	7/24/13	9/15/13	ATTORNEY FEES	1 1875	1465.00
COMMLW	COMMERCE CREDIT CARD SERVICES	8072013LW	8/07/13	9/15/13	OFFICE SUPPLIES	1 1885	35.26
COMMLW	COMMERCE CREDIT CARD SERVICES	8132013LW	8/13/13	9/15/13	POSTAGE PAYABLES	1 1885	6.90
COMMLW	COMMERCE CREDIT CARD SERVICES	08042013LW	8/04/13	9/15/13	LODGING TRAINING	1 1945	276.72
COMMLW	COMMERCE CREDIT CARD SERVICES	08122013LW	8/12/13	9/15/13	POSTAGE	1 1885	26.77
Vendor Total							1810.65
COMMPK	COMMERCE CREDIT CARD SERVICES	169650PK	7/24/13	9/15/13	ATTORNEY FEES	3 875	413.00
COMMPK	COMMERCE CREDIT CARD SERVICES	6202013PK	6/20/13	9/15/13	INTERNET POOL	3 959	69.95
COMMPK	COMMERCE CREDIT CARD SERVICES	7262013PK	8/26/13	9/15/13	OFFICE SUPPLIES	3 885	8.29
COMMPK	COMMERCE CREDIT CARD SERVICES	7302013PK	7/30/13	9/15/13	INTERNET POOL	3 959	69.95
COMMPK	COMMERCE CREDIT CARD SERVICES	8132013PK	8/13/13	9/15/13	POSTAGE PAYABLES	3 885	12.88
COMMPK	COMMERCE CREDIT CARD SERVICES	8142013PK	8/14/13	9/15/13	UTILITY	3 958	118.80
COMMPK	COMMERCE CREDIT CARD SERVICES	8162013PK	8/16/13	9/15/13	OFFICE SUPPLIES	3 885	5.58
COMMPK	COMMERCE CREDIT CARD SERVICES	08092013PK	8/09/20	9/15/13	POSTAGE	3 885	5.80
COMMPK	COMMERCE CREDIT CARD SERVICES	08122013PK	8/12/13	9/15/13	POSTAGE	3 885	18.38
COMMPK	COMMERCE CREDIT CARD SERVICES	200003745PK	8/15/13	9/15/13	MML CONF VINCENT	3 945	92.50
Vendor Total							815.13
COMMSE	COMMERCE CREDIT CARD SERVICES	7302013SE	7/30/13	9/15/13	INTERNET	2 1959	69.95
COMMSE	COMMERCE CREDIT CARD SERVICES	8142013SE	8/14/13	9/15/13	UTILITY HOLLY CIR	2 1959	43.08
COMMSE	COMMERCE CREDIT CARD SERVICES	08122013SE	8/12/13	9/15/13	POSTAGE	2 1885	0.92
COMMSE	COMMERCE CREDIT CARD SERVICES	08132013SE	8/13/13	9/15/13	POSTAGE PAYABLES	2 1885	101.66
COMMSE	COMMERCE CREDIT CARD SERVICES	200003745SE	8/15/13	9/15/13	MML CONF VINCENT	2 1945	92.50
Vendor Total							308.11
COMMST	COMMERCE CREDIT CARD SERVICES	07252013ST	7/25/13	9/15/13	MOSQUITO DUNKS	1 2935	9.27
COMMWA	COMMERCE CREDIT CARD SERVICES	7262013WA	8/26/13	9/15/13	OFFICE SUPPLIES	2 885	40.35
COMMWA	COMMERCE CREDIT CARD SERVICES	8142013WA	8/14/13	9/15/13	UTILITY	2 959	41.91
COMMWA	COMMERCE CREDIT CARD SERVICES	08122013WA	8/12/13	9/15/13	POSTAGE	2 885	1.84
COMMWA	COMMERCE CREDIT CARD SERVICES	08132013WA	8/13/13	9/15/13	POSTAGE PAYABLES	2 885	101.66
COMMWA	COMMERCE CREDIT CARD SERVICES	08162013WA	8/16/13	9/15/13	OFFICE SUPPLIES	2 885	18.98
COMMWA	COMMERCE CREDIT CARD SERVICES	200003745WA	8/15/13	9/15/13	MML CONF VINCENT	2 945	92.50
Vendor Total							297.24
CON165	CONCO QUARRIES, INC.	36349PK	8/14/13	9/15/13	BASE GRAVEL SOCCER	3 900	95.61
CON165	CONCO QUARRIES, INC.	366460PK	8/15/13	9/15/13	GRAVEL SOCCER	3 900	159.17
Vendor Total							254.78
CPS100	CREATIVE PRODUCT SOURCING, INC	64072LW	8/27/13	9/15/13	MISC SUPPLIES	1 1835	999.99

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number		Total Due
EDR150	ED ROEHR SAFETY PRODUCTS	393455LW	8/15/13	9/15/13	TAZERS	1	1810	5438.91
FED100	FEDERAL PROTECTION INC	505022PK	8/14/13	9/15/13	SECURITY MONITOR	3	876	114.00
FOU325	FOURAKER PRINTING CO.	1010SE	8/20/13	9/15/13	BILLING ENV	2	1885	122.50
FOU325	FOURAKER PRINTING CO.	1010WA	8/20/13	9/15/13	BILLING ENV	2	885	122.50
FOU325	FOURAKER PRINTING CO.	10100LW	8/20/13	9/15/13	REPORT CARDS	1	1885	41.50
Vendor Total								286.50
GCH100	GREENE CO HEALTH DEPT	180188WA	8/26/13	9/15/13	WATER TEST	2	876	117.00
GRR100	GREAT RIVER ENGINEERING	130846GN	8/15/13	9/15/13	ENGINEER REVIEW	1	876	486.00
GSG100	Graystone Graphics, Inc	179137PK	7/23/13	9/15/13	CAMP-T SHIRTS	3	938	780.00
HDW100	HD SUPPLY WATERWORKS, LTD	32239WA	8/12/13	9/15/13	USG METERS	2	810	53225.00
HER180	HERTZ EQUIPMENT RENTAL	27015744PK	8/19/13	9/15/13	SAFETY GLASSES	3	935	66.12
HIL100	HILLYARD JANITORIAL SUPPLY	600826594PK	8/27/13	9/15/13	SUPPLIES	3	935	71.80
ITR160	ITRON, INC.	299283SE	8/14/13	9/15/13	HARDWARE MAINT	2	1876	1272.33
ITR160	ITRON, INC.	299283WA	8/14/13	9/15/13	HARDWARE MAINT	2	876	1272.34
Vendor Total								2544.67
JOE400	JOE'S TIRE SHOP	221204ST	8/28/13	9/15/13	REPAIR TIRE	1	2965	35.00
LAR125	LARSON FARM & LAWN INC	8535464SE	8/22/13	9/15/13	BRUSH HOG	2	1810	1626.77
LAR125	LARSON FARM & LAWN INC	8535464WA	8/22/13	9/15/13	BRUSH HOG	2	810	1626.78
Vendor Total								3253.55
LEG250	LegalShield	37302LW	8/15/13	9/15/13	LEGAL INS	1	1865	53.85
LOW505	LOWES CREDIT SERVICES	08062013PK	8/06/13	9/15/13	SUPPLIES	3	935	72.05
MFA100	MFA AGRI SERVICE	29671PK	8/28/13	9/15/13	SEED & STRAW	3	939	40.50
MLF100	MAILFINANCE	4139955SE	8/14/13	9/15/13	FOLDING MACHINE	2	1885	105.01
MLF100	MAILFINANCE	4139955WA	8/14/13	9/15/13	FOLDING MACHINE	2	885	105.01
Vendor Total								210.02
MUR460	MURFIN'S MARKET	08022013PK	8/02/13	9/15/13	CRAFT ACTIVITY	3	938	21.71
MUR460	MURFIN'S MARKET	08072013PK	8/07/13	9/15/13	CRAFT ACTIVITY	3	938	11.57
MUR460	MURFIN'S MARKET	08142013PK	8/14/13	9/15/13	CAMP SUPPLIES	3	938	11.44
Vendor Total								44.72
NSF100	NORTH SP FAMILY MED WALK	5116130814WA	8/14/13	9/15/13	NEW HIRE - ADAMS	2	876	35.00
OLS140	OLSSON ASSC	195509ST	8/19/13	9/15/13	MILL ST SIDEWALK	1	2876	2235.00
ORE145	O'REILLY'S AUTO PARTS	253186PK	7/26/13	9/15/13	WHEEL BEARING	3	900	18.16
ORE145	O'REILLY'S AUTO PARTS	254058SE	7/31/13	9/15/13	SLEEVE	2	1935	5.25
ORE145	O'REILLY'S AUTO PARTS	254112WA	7/31/13	9/15/13	SELF TAP SCREWS	2	935	22.00
ORE145	O'REILLY'S AUTO PARTS	254224SE	8/01/13	9/15/13	PROPYLEN	2	1965	18.48
ORE145	O'REILLY'S AUTO PARTS	255085SE	8/06/13	9/15/13	RESIN JELLY	2	1935	18.36
ORE145	O'REILLY'S AUTO PARTS	255258PK	8/07/13	9/15/13	OIL & FILTER	3	965	78.53
ORE145	O'REILLY'S AUTO PARTS	255270PK	8/07/13	9/15/13	ABSORBENT	3	935	6.29
ORE145	O'REILLY'S AUTO PARTS	256109PK	8/12/13	9/15/13	FILTERS	3	965	85.87
ORE145	O'REILLY'S AUTO PARTS	256120PK	8/12/13	9/15/13	CREDIT FILTERS	3	935	-24.46
Vendor Total								228.48
OZA255	OZARKS COCA COLA	563720PK	8/01/13	9/15/13	CONCESSION	3	820	119.80
OZA255	OZARKS COCA COLA	570993PK	8/16/13	9/15/13	20 #CO2	3	935	40.00
Vendor Total								159.80
OZA280	Ozark Greenways, Inc	09022013SE	9/02/13	9/15/13	RENT	2	1885	250.00
OZA280	Ozark Greenways, Inc	09022013WA	9/02/13	9/15/13	RENT	2	885	250.00
Vendor Total								500.00
PAW100	Pearl Auto Works	8132013LW	8/13/13	9/15/13	REPAIR FRONTEND	1	1900	375.00
PRI265	PRIME STRIPE INC.	46231PK	8/27/13	9/15/13	FIELD PAINT	3	936	618.90
PSS150	Public Safety Source	435615LW	7/31/13	9/15/13	ARM REST NEW VEHIC	1	1965	220.00
RAC450	RACE BROS. FARM SUPPLY, INC.	655665PK	8/06/13	9/15/13	MOWER REPAIR	3	965	37.88
RAC450	RACE BROS. FARM SUPPLY, INC.	655701WA	8/07/13	9/15/13	RVET & TOOLS	2	935	33.97
RAC450	RACE BROS. FARM SUPPLY, INC.	655707ST	8/07/13	9/15/13	PRUNER	1	2935	519.99
Vendor Total								591.84

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
REX380	REX SMITH OIL CO.	77709SE	8/16/13	9/15/13	#2 DYED DIESEL	2 1959	774.26
REX380	REX SMITH OIL CO.	8132013PK	8/13/13	9/15/13	DIESEL	3 960	324.00
REX380	REX SMITH OIL CO.	08272013PK	8/27/13	9/15/13	DIESEL	3 960	307.06
					Vendor Total		1405.32
RRA200	Rockmount Research & Alloys	1189303SE	8/23/13	9/15/13	SEAL PACK	2 1935	62.69
RRA200	Rockmount Research & Alloys	1189303WA	8/23/13	9/15/13	SEAL PACK	2 935	62.69
					Vendor Total		125.38
SPR275	SPRINGFIELD WINWATER WORKS CO	290673WA	8/21/13	9/15/13	PE TUBE	2 935	374.00
SRB150	Shannon R. Bryant PC	87202013LW	8/26/13	9/15/13	JUDGE SERVICES	1 1875	406.25
SRS150	Sunrise Security	26108GN	8/21/13	9/15/13	MONITOR SECURITY	1 935	1774.41
SSE100	SPRINGFIELD STAMP & ENGRAVING	8162013GN	8/16/13	9/15/13	STAMP	1 885	20.45
SSE100	SPRINGFIELD STAMP & ENGRAVING	8162013WA	8/16/13	9/15/13	CLERK NAME TAG	2 885	8.50
SSE100	SPRINGFIELD STAMP & ENGRAVING	8262013GN	8/26/13	9/15/13	INK REFILL	1 885	25.55
SSE100	SPRINGFIELD STAMP & ENGRAVING	8262013PK	8/26/13	9/15/13	REFILL INK	3 885	4.50
					Vendor Total		59.00
STI150	SAWYER TIRE INC.	608318LW	7/16/13	9/15/13	OIL CHANGE	1 1965	34.95
STI150	SAWYER TIRE INC.	608720LW	8/08/13	9/15/13	OIL CHANGE	1 1965	44.95
STI150	SAWYER TIRE INC.	608849PK	8/16/13	9/15/13	TIRES TRACTOR	3 965	33.00
STI150	SAWYER TIRE INC.	608949LW	8/21/13	9/15/13	OIL CHANGE	1 1965	44.95
STI150	SAWYER TIRE INC.	608950ST	8/21/13	9/15/13	TIRE	1 2965	43.00
					Vendor Total		200.85
USA400	USA BLUE BOOK	122522SE	8/12/13	9/15/13	BUFFER PACK	2 1935	78.50
VSP130	VISION SERVICE PLAN - (IC)	12283057GN	8/23/13	9/15/13	VISION INS	1 860	44.10
VSP130	VISION SERVICE PLAN - (IC)	12283057LW	8/23/13	9/15/13	VISION INS	1 1860	76.45
VSP130	VISION SERVICE PLAN - (IC)	12283057PK	8/23/13	9/15/13	VISION INS	3 860	23.52
VSP130	VISION SERVICE PLAN - (IC)	12283057SE	8/23/13	9/15/13	VISION INS	2 1860	60.51
VSP130	VISION SERVICE PLAN - (IC)	12283057WA	8/23/13	9/15/13	VISION INS	2 860	60.51
					Vendor Total		265.09
WAL110	Walmart Community/GEMB	07152013PK	7/15/13	9/15/13	CAMP SUPPLIES	3 938	27.87
WAL110	Walmart Community/GEMB	07232013PK	7/23/13	9/15/13	CAMP SUPPLIES	3 938	67.44
WAL110	Walmart Community/GEMB	07312013PK	7/31/13	9/15/13	CONCESSIONS	3 820	653.10
WAL110	Walmart Community/GEMB	07312013PK	7/31/13	9/15/13	SUPPLIES	3 935	120.28
WAL110	Walmart Community/GEMB	08162013PK	8/16/13	9/15/13	FEE	3 935	12.89
					Vendor Total		881.58
WCA150	WCA WASTE CORPORATION	1718562WA	8/20/13	9/15/13	CITIZEN TRASH	2 943	435.25
WIN100	WINDSTREAM COMMUNICATIONS	12955312GN	8/20/13	9/15/13	PHONE SERVICE	1 940	892.10
WIN100	WINDSTREAM COMMUNICATIONS	12955312LW	8/20/13	9/15/13	PHONE SERVICE	1 1940	581.65
WIN100	WINDSTREAM COMMUNICATIONS	12955312PK	8/20/13	9/15/13	PHONE SERVICE	3 940	537.84
WIN100	WINDSTREAM COMMUNICATIONS	12955312SE	8/20/13	9/15/13	PHONE SERVICE	2 1959	67.12
WIN100	WINDSTREAM COMMUNICATIONS	12955312WA	8/20/13	9/15/13	PHONE SERVICE	2 959	126.46
					Vendor Total		2205.17
WWT500	WORLD WIDE TECHNOLOGY	5002469GN	8/13/13	9/15/13	SERVER LICENSE 1	1 885	1475.11
					Final Total		97611.97
	1 860 0 GROUP INSURANCE (GCG)				44.10		
	1 875 0 LEGAL (GCG)				3081.20		
	1 876 0 PROFESSIONAL (GCG)				656.00		
	1 885 0 OFFICE SUPPLIES (GCG)				3578.68		
	1 900 0 REPAIRS AND MAINTENANCE (GCG)				2802.00		
	1 935 0 SUPPLIES (GCG)				1798.71		
	1 940 0 TELEPHONE (GCG)				892.10		
	1 945 0 TRAVEL AND TRAINING (GCG)				292.50		
	1 958 0 UTILITIES-GAS				41.91		
	1 959 0 UTILITIES-OTHER (GCG)				76.99		
	1 1810 0 CAPITAL ASSET EXP (LAW)				5438.91		
	1 1835 0 DARE				999.99		
	1 1860 0 GROUP INSURANCE (LAW)				76.45		
	1 1865 0 INSURANCE (LAW)				53.85		
	1 1875 0 LEGAL (LAW)				1871.25		
	1 1885 0 OFFICE EXPENSE (LAW)				110.43		
	1 1900 0 REPAIRS & MAINTENANCE (LAW)				508.50		
	1 1940 0 TELEPHONE (LAW)				581.65		
	1 1945 0 TRAVEL & TRAINING (LAW)				276.72		
	1 1959 0 UTILITIES-OTHER (LAW)				13.58		
	1 1965 0 VEHICLE EXPENSE-OTHER				1468.23		
	1 2876 0 HEP SHOTS				2235.00		
	1 2935 0 SUPPLIES (STREETS)				529.26		
	1 2965 0 VEHICLE EXPENSE-OTHER				78.00		
	Total for Fund #: 1				27506.01		

CITY OF WILLARD
Unpaid Invoice Listing
September 03, 2013

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
2	810 0				CAPITAL ASSET EXPENDITURES		54851.78
2	860 0				GROUP INSURANCE (WATER)		60.51
2	876 0				PROFESSIONAL (WATER)		1424.34
2	885 0				OFFICE SUPPLIES (WATER)		648.84
2	900 0				REPAIRS AND MAINTENANCE (WATER)		630.00
2	935 0				SUPPLIES (WATER)		492.66
2	943 0				TRASH EXPENSE		435.25
2	945 0				TRAVEL AND TRAINING (WATER)		92.50
2	959 0				UTILITIES-OTHER (WATER)		168.37
2	1810 0				CAPITAL ASSET EXPENDITURES		1626.77
2	1860 0				GROUP INSURANCE (SEWER)		60.51
2	1876 0				PROFESSIONAL (SEWER)		1682.58
2	1885 0				OFFICE SUPPLIES (SEWER)		580.09
2	1935 0				SUPPLIES (SEWER)		164.80
2	1945 0				TRAVEL AND TRAINING (SEWER)		92.50
2	1959 0				UTILITIES-OTHER (SEWER)		954.41
2	1965 0				VEHICLE EXPENSE-OTHER		18.48
					Total for Fund #: 2		63984.39
3	820 0				CONCESSIONS		772.90
3	840 0				DUES AND SUBSCRIPTIONS		50.00
3	860 0				GROUP INSURANCE		23.52
3	875 0				LEGAL AND PROFESSIONAL		413.00
3	876 0				PROFESSIONAL		114.00
3	885 0				OFFICE SUPPLIES		55.43
3	900 0				REPAIRS AND MAINTENANCE		272.94
3	935 0				SUPPLIES-GENERAL (PARK)		364.97
3	936 0				SUPPLIES-SPORTS		1338.90
3	938 0				SUPPLIES-SPECIAL ACTIVITY (PARK)		920.03
3	939 0				SUPPLIES - GROUNDS		40.50
3	940 0				TELEPHONE		537.84
3	945 0				TRAVEL AND TRAINING		92.50
3	958 0				UTILITIES-GAS (PARK)		118.80
3	959 0				UTILITIES-OTHER (PARK)		139.90
3	960 0				VEHICLE EXPENSES-GAS		631.06
3	965 0				VEHICLE EXPENSE-OTHER		235.28
					Total for Fund #: 3		6121.57



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #6

DEPARTMENT HEAD REPORTS

**CITY OF WILLARD
BOARD OF ALDERMEN
09/9/2013**



City Clerk Report

1. Hosted the Southwest Missouri City Clerks monthly meeting. There were 27 clerks and the topic was on new legislation passed on 8/28/13.
2. I am still working with Ken Reynolds on the Mediacom agreement and other legal issues.
3. I attended the second phase of my Professional Academy in Greene County August 21st.
4. I have attended meetings and created the agendas, packets and minutes for the boards.
5. I will be attending the MML Conference on September 15-18th in Branson.
6. Have been fulfilling my duties as Chairman of the SWMOCCFOA scholarship committee and chairperson on the State committee.
7. Have been working with Randy on the floodplain issues with the Freedom Bank project.
8. Am still receiving and taking care of nuisance violations.
9. I have been working on/completed the following ordinances:
 - Employee manual
 - Ethics policy
 - Business License
 - Police evidence procedure policy
 - Building Fees
 - City School rentals policy
 - Recreation Center fees
 - Special Events
 - Purchasing Policy
 - Liquor sales amendments(re: locations)
 - Economic Development Task Force Amendment
10. Went to Greene County and recorded the tax levy filing.

Dale Duvall, City Clerk

Willard Parks and Recreation

Director's Report

September 9, 2013

Programs

- **Zumba Class** – *Community Building on Tues. and Thurs. @ 7 – 8pm & Sat. 10 – 11am.*
- **Yoga** – *Community Building on Tuesdays @ 6:00 – 7:00pm and Saturdays @ 9:00 – 10:00am.*
 - We are looking for a new instructor.
- **Pre-Season** – *Murray Room on Mondays @ 7:15 – 8:15pm and Fridays @ 6:15 – 7:15pm.*
- **Children's Dance Classes** – *Murray Room on Tuesdays and Thursdays @ 4:00 – 7:30pm.*
 - Registration underway
- **Willard Playgroup** – *Recreation Center on Wednesdays @ 9:30 – 11:00am.*
- **Summer Adventure Camp** – *Ended August 14th.*
 - Summer camp has concluded.
 - We had over 140 campers attend over the course of the summer.
 - Our average attendance was near 70 for weeks after the conclusion of summer school.
 - We are currently looking at ways to improve staff training, lower costs, and increase enrollment in our summer camp.
- **Tumbling Toddlers** – *Recreation Center on Wednesdays @ 8:45 – 9:30am.*
 - Starts September 11th
- **Homeschool P.E.** – *Recreation Center on Tuesdays @ 1:00 – 3:00pm.*
 - Starts September 3rd
- **Mad Science** – *Recreation Center on Tuesdays*
 - 4-6 yrs (10 – 10:45am) / K-2 grades (6 – 7pm) / 3-6 grades (7:30 – 8:30pm)

Special Events

- **Splash N Bash** – *Planning in Progress*
 - Date is set for May 26th.
- **Freedom Fest** – *Planning in Progress*
 - Date is set for Saturday, June 28, 2014
- **Frisco Runaway Triathlon / Splash n Dash Jr. Triathlon** – *Planning in Progress*
 - Date is set for August 31st (Registration underway)
 - Sponsors: Kuat Racks, Cox Fitness Centers
- **Party in the Park**
 - This event was canceled by the Chamber.
- **The Doggie Dive** – *Planning in Progress*
 - WAC September 7th from 12:00 – 3:00pm (Registration underway)
 - Sponsors: Debbie's Pet Clips, Willard Veterinary Hospital LLC
- **Halloween Events** – *Planning in Progress*
 - Costume Party Dance will be held on October 18th from 7-10.
 - Haunted House will be open October 25th and 26th.
 - Safe Halloween will be held on Saturday, October 26th.
 - Want to partner with Community Businesses and Churches for 'Trunk or Treat' and do games and prizes inside in gyms.

Willard Parks and Recreation Director's Report

September 9, 2013

- **Christmas on the Frisco – Planning in Progress**
 - This event is set for November 23rd.
 - The event is sponsored by the Willard Area Chamber of Commerce and the Parks Department is a partner.
- **Turkey Trot – Planning in Progress (Met August 21st with Care to Learn to discuss event)**
 - Date for the event is November 28th
 - This will be the second year for the event.
- **Santa's Workshop – Planning in Progress**
 - Date is set for December 14th
 - Will have pictures with Santa, Games, and Craft for the kids to do at the workshop
- **Sweet Heart Dance – Planning in Progress**
 - Date is set for Friday, February 7th from 7-10pm.
- **The Great Egg Hunt and Activities – Planning in Progress**
 - Date for event is April 12th
- **Rummage Sale – Planning in Progress**
 - Date is Set for April 5th
- **Spring Clean Up – Partnering with Jim Roberts**
 - Date is set for April 26th
- **Father Daughter Ball – Planning in Progress**
 - Date for event is May 3rd
 - This will be for Pre-K through 6th Grade.

Aquatics

- **Facility**
 - All operations are running smooth.
 - Staff is working on ideas to incorporate new birthday areas for day time events.
- **Staffing**
 - Life guards are fully trained and in-service trainings are ongoing.
 - We are fully staffed for the pool season.
- **Programs**
 - Open swim is weekends only: Last day of operation is Sept. 2nd
 - All fitness/swim programs started the week of June 10th.
 - Programs include (Aqua Yoga, Aqua Zumba, Water Aerobics, and swim lessons)
 - Check website for updated fitness schedules.
- **Winterizing**
 - Week of September 8th

Sports Section

- **Youth Baseball**
 - We had 270 children that played this session
 - Rain made scheduling a challenge, with several make-up games being played.
- **Youth Soccer**

Willard Parks and Recreation Director's Report

September 9, 2013

- Registration for youth soccer began on August 5th and will end on August 23rd; we currently have 180 children registered for this session.
- **Youth Volleyball**
 - Registration for youth Volleyball began on August 5th and will end on August 23rd; we currently have 60 registered for this session.

Sponsorships

- **GYM Signs**
 - As of August 21st we have 20 paid signs.
- **Pool Days of Fame**
 - We are still looking at ways to promote and sell. (Summer 2014)

Facilities

- **July Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 7)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 7)
 - Ongoing – Pre-Season, Dance, Basketball Practice, Senior Exercise
 - Pavilion (Private Rentals – 8)
 - Pool (Private Rentals – 12)
- **August Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 13)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 2)
 - Ongoing – Pre-Season, Senior Exercise, Mad Science, Play Group
 - Pavilion (Private Rentals – 6)
 - Pool (Private Rentals – 14)
- **Maintenance**
 - We have added a handicap accessible drop-off area at the Highline Soccer Park.
 - We have plans to improve our baseball fields to improve drainage.
 - Staff is working together to form an ongoing list of jobs and maintenance needs to be completed.
 - Staff continues to work on grounds.

Other Information

- **Fall*13 and Spring*14 Program Brochures** - Distributed
 - 5000 printed/Over 4000 distributed to Willard and area schools/800 to area businesses
- **Website**
 - Please go check it out: www.willardparks.com
- **Facebook**
 - Please go check out: <https://www.facebook.com/WillardParksAndRec>

Planning and Development Report

September 9, 2013

Development Projects

ATM Commercial Subdivision – Staff is working thru the FEMA Floodplain Management Regulations in conjunction with the ordinances of the City. During the review process it was discovered that due to the conflicts between FEMA rules and the City's ordinance pertaining to flood plain development a text amendment may be required to accomplish the developers request. Staff is further researching this and will keep you notified of the findings. The contractor has made progress on the installation of storm water piping and excavating the open channel. Some work has been completed in conjunction of the water line relocation also.

Highway160 West Subdivision – Staff is working with the owners and architect on this project. Staff has received a site plan, grading plan, fire protection analysis plan, and landscaping plan and are currently reviewing these drawings.

Grants/ Contracts

Farmer Rd. Sidewalk Project – Great River Associates are working on the preliminary design drawings for this project. Karen Robson and myself met with Great River staff to go over the process for payment submittals and reimbursement of funds.

Mill Street Sidewalk Project – Staff has reviewed and approved the revised sidewalk drawings for this project. We are expecting construction and bidding specifications to be submitted by Olsson Engineering for staff review at any time.

Solar Grant - Progress continues on the research and development of a grant application that will provide added security to Willard Well #1 by installing a chain link fence around the property. It will include the installation of solar panels used to produce electricity which will offset energy costs associated with pumping water.

Code Enforcement

Building permits – The Development Department currently has 38 open building permits. Inspections are performed as needed.

Nuisance Complaints – Staff currently is working on 12 cases, mostly tall grass but some are for the accumulation of debris, junk, etc.

Assisted other departments as needed.

Director of Development

Randy Brown

CITY OF WILLARD
BOARD OF ALDERMEN
POLICE DEPARTMENT
9/09/2013

ACTION REQUIRED: NONE-INFORMATIONAL ONLY
August 2013 (to date)

	Officer Statistics	Case #'s		Reserves	Case #'s	Hours
1601	Tom McClain, Chief	4	1640	Doug Thomas, Reserve	0	0
1603	Shannon Shipley, Sgt./Det.	17	1641	Brian Gordon, Reserve	2	8
1604	Robert Bell, Corporal	21	1642	JD Landon, Reserve	0	8
1605	Mike Payne, Senior Officer	9	1643	, Reserve		
1606	Clint Heimbach, Officer	76	1644	Bill Lingenfelter, Reserve	0	4.5
1607	Mike Muhlenbruch, Officer	103	1645	Michele Lappin, Reserve	0	0
1608	Jeremiah Tayman, Officer	71		TOTAL HRS		20.5
1609	Steve Purdy, Officer	42				
1610	Jason Applegate, Officer	116				
1630	Glenn Cozzens, SRO	0				
1631	Wyatt Sharp, SRO	0				
	TOTAL INCIDENTS	461				

INCIDENT STATISTICS

Felony						8
Misdemeanor						11
Infraction						281
Other (Services)						157
HBO (Handled By Officers)						368
VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST MONTH YTD	
WPD-01 2009 Dodge Charger	111011	436	20	22	\$34.95	\$2492.17
WPD-02 2013 Dodge Charger	2587	2301	35	65	\$544.90	\$2731.35
WPD-03 2013 Dodge charger	4363	1655	32	51	\$194.95	\$1122.05
WPD-04 2013 Dodge Charger	13414	1359	26	52	\$569.95	\$1076.98
WPD-05 2008 Dodge Charger-	155500	260	6	43	\$984.53	\$8902.11
WPD-06 2013 Dodge Charger	2471	1174	22	53	\$260.00	\$2140.56
WPD-08M 2008 Harley-Davidson Motorcycle	4748	0	0	0	\$0	\$365.34

PUBLIC WORKS DEPARTMENT

09/09/2013

Water & Sewer

- Check wells, lift stations, and lagoons daily
- Collect chlorine residual samples daily
- Take lagoon samples daily
- Water and sewer line utility locates daily or as needed
- Run lagoon irrigation weather permitting
- In's & Out's/Work orders daily
- Collect monthly water samples and deliver to Greene County Health Dept
- Collect Monthly Lagoon samples and deliver to CASI Lab in Springfield
- Deliver monthly DMR paperwork to Springfield DNR Office
- Water shut off's performed 28th of month
- Read all meters manually from the 12th of month to the 16th of month
- Repair setter at 200 W Robberson that the customer broke tampering with water meter
- Sweep and clean all well houses and chlorine houses
- Clean both inline filters on pumps at Regional lift station
- Flush lines throughout the system in Willard and Meadows as needed
- Replace injector on chlorine system at Meadows well #2
- Flow test hydrant at McDonalds for engineers
- Replace chlorine booster pump at Meadows well #2
- Inspect manholes in meadows for I&I
- Receive delivery on chlorine bottles for all wells
- Bypass occurred at meadows west lift station due to power pole down – called in bypass to DNR and performed cleanup at the site of bypass
- Performed special Nitrates & Nitrites water samples upon request from Jeff City DNR
- Clean out chlorine injector at Willard well #1
- Repaired water leak at 7103 W Fr 94
- Replaced broken manhole ring at Mark & King
- Repaired water leak at Barwick & Main
- Repaired water leak east of D lift station on new water line
- Investigate sewer complaint at 109 Langston St – Main line flowing good, customer's lateral was backed up
- Collect manhole information per the City Administrator request
- Meet with representatives from Midwest Meter and evaluate our existing radio read meter system with possibilities of training, guidance, assistance, and actions to take resolving the current issues with our existing system

Streets, Vehicle Maintenance, & Misc.

- Mow right of ways including; Farmer, Farm Road 94, Hughes RD, Hunt Rd, Farm Road 103, Farm Road 106, New Melville, Jackson St, Walking Trail, Z Highway, Willey St
- Mow wells, lift stations, lagoons, and recycle center
- Weed eat drainage ditch on Southview Street, ditch at D Lift station, and sight triangle on New Melville and Miller
- Mow yard at 822 Saratoga – ordinance violation
- Replace license plates on city vehicles with new
- Perform dirt work and rock work for handicap sidewalk at soccer park
- Clean out storm drain pipe on Tatum Circle
- Clean out water drainage right of way at the edge of Langston St
- Clean out drainage ditch on Southview St
- Repaired street sign at Southview & Sarah Ct
- Replaced dead end sign on Arrowhead & Tatum Circle
- Replaced stop sign at Knight & Howard
- Cut tree limb at Sonic
- Put base rock at Knight & South St and driveway at 121 Knight st
- Drive Meadows meter route for actual mileage of route per Aldermen request
- Drop off PW truck at body shop for body repair
- Pick up new brush hog at Larson's
- Cut limbs in right of ways on Farm Road 103, Farm Road 94, & Farm Road 106
- Remove flat tractor tire and deliver to tire shop for repair and reinstall after repair
- Change oil in PW truck #106 Ford F-150
- Rotate tires on PW truck #106 Ford F-150
- Replace clutch on grasshopper mower
- Plastic to Bolivar 5X
- Metal to Bolivar 1X



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #7

AN ORDINANCE

ADOPTING amendments to Ordinance #940225 Willard Police Department Policies and Procedures.

1st and 2nd Reading

First Reading: _09-09-13

Second Reading:09-09-13

Council Bill No.:13-43

Ordinance No.:130909

AN ORDINANCE

ADOPTING amendments to Ordinance #940225 Willard Police Department Policies and Procedures.

WHEREAS, on September 9, 2013, the Board of Aldermen of the City of Willard did adopt the Evidence and Property Policy Manual for the Willard, MO Police Department

WHEREAS, the City of Willard and the Willard Police Department find a need to establish a uniform system to handle evidence while investigating crimes and dealing with unclaimed property taken into control and custody by the Willard Police Department and

WHEREAS, the City of Willard has developed a comprehensive manual to deal with evidence and property taken into care and control by the Willard Police Department;

And that this manual will be added to the existing Police Policy Manual previously accepted under Willard City Codes Ordinance #940225.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI AS FOLLOWS:

Section 1: The City does hereby approve the evidence and Property Policy Manual for the Willard, MO Police Department as that document attached hereto and incorporated herein by reference as Exhibit 1.

Section 2: This ordinance shall be in full force and effect from and after its passage by the Board of Alderman and its approval by the Mayor, Board of Alderman, and attested by the City Clerk.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS _____ OF _____, 2013.

APPROVED BY:

MAYOR

ATTEST: _____, CITY CLERK

Approved as to form: _____, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

DOUG JOHNSON

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

Exhibit "1"

EVIDENCE AND PROPERTY

A. PURPOSE

To establish procedures for the processing of seized evidence and property, to securely maintain the chain of custody for presentation in legal proceedings, for the restoration of property to the rightful owner, and for the proper disposition of contraband and unclaimed property.

B. DEFINITIONS

Contraband – Property that is by federal or state law, or local ordinance, inherently illegal and prohibited from private ownership, use or possession. Also, property not inherently illegal but put to an illegal use; for example, vehicles used to transport illegal drugs.

Evidence – That part of property having significance as a means of determining the truth of an alleged matter of fact under investigation.

Property - The general term used for items that could be classified as contraband, evidence, found property or safekeeping property.

C. PROPERTY CONTROL OFFICER

The Chief of Police shall designate an officer to manage the property control function to ensure that the purpose stated in this policy is fulfilled. The responsibility of the Property Control Officer or his designate shall include:

- A. Limiting access to the Property Control Room
- B. Ensuring that all property accepted into storage is maintained safely and securely for presentation in court or for final disposition
- C. Routing evidence to the proper source as specified by the seizing officer or procedure
- D. Maintaining property records and sequentially log property as it is received
- E. Ensuring the final disposition of property according to the law and this procedure

D. GENERAL PROCEDURES

A. Seizure of Property

1. General. Property that is deemed to be contraband, evidence, found property that by its nature or value would likely be claimed by its owner, or property in which the owner is known and should be held for safekeeping may be seized by an officer and stored for proper disposition.
2. Evidence with body fluids. Any evidence contaminated with body fluids will be dried prior to packaging and should only be packaged in paper bags. If the body fluid has no evidentiary value, the evidence may be packaged in a plastic evidence bag.

3. Guns. All guns that are seized shall be unloaded before placing into evidence and the following procedure followed, regardless of their property classification:
 - a. NCIC and MULES check through REJIS
 - b. Ammunition unloaded from the weapon shall be packaged separately from ammunition found apart from the firearm and labeled accordingly.
 - c. Forward to the Crime Laboratory to compare ballistics with active cases.
4. Drugs. Drugs that are seized should be described in detail, without the assigning of a specific Controlled Substance name (ex. Marijuana, Heroin). The description shall include the number of baggies, pills or tablets if applicable. All drugs seized for state statutes violations will be forwarded to the Crime Laboratory for analysis. Drugs seized for municipal violations shall remain in the department Property/Evidence storage until the case is closed. Drugs seized in municipal cases will be forwarded to Crime Lab for analysis only at the request of the Municipal Court Prosecutor.
5. Fingerprints. When processing a crime scene for fingerprint evidence, gloves shall be worn at all times. A photograph and proper labeling of each area in which fingerprints are obtained shall be taken prior to lifting prints from the fingerprint surface (ex. Q1 – Driver's door glass, Q2 – Driver's door above handle). All fingerprint submissions will be accompanied by Elimination Prints of all known users or owners of the item from which the fingerprint s were obtained. Only if the user or owner is unknown, will no elimination prints be required.
6. DNA. When processing a crime scene for DNA evidence, gloves shall be worn at all times. Package samples from different persons separately (Suspect, Victim). A photograph and proper labeling of each area in which DNA samples are obtained shall be taken for identification purposes: (ex. Q1 DNA – Jewelry box, Q2 DNA – Master bedroom cabinet handle). All DNA submissions will be accompanied by Elimination DNA of known users or owners of the item from which the DNA samples were obtained. Only if the owner or user is unknown, will no elimination DNA be required. All DNA submissions will be accompanied by a completed Evidence Receipt, DNA Submission Form and Consent for DNA Collection form (required for elimination submission)
7. Valuable or Sensitive Evidence/Property. To provide additional control in those cases where valuable or sensitive evidence and/or property i.e., large sums of money (over \$100.00) jewelry, bonds, stocks, precious metals, antiques, government documents, substantial quantities of controlled substances, etc., comes into the custody of the Department, a minimum of two (2) officers will inventory and package the items (if staffing allows). Both officers will initial the evidence inventory and package the items. Both officers will initial the evidence seal, complete, and attach an Evidence/Property Control Receipt Form and ensure the evidence is promptly

delivered to an Evidence Custodian or that same is secured in the evidence locker.

8. Evidentiary Documents. Original evidentiary documents such as Miranda forms, voluntary statements, receipts, checks, etc. should be packaged as evidence. Copies of the evidence should be attached to the original report.

B. Evidence/Property Form. A Willard evidence/property form shall be completed for all seized property.

1. The officer may retain the "officer's copy" except for evidence that is to be forwarded to the Laboratory. All other copies must be sent to the Laboratory with the evidence/property.
2. A separate evidence form is required for items with a separate destination; i.e. one item will be stored in the Property Room and the other item will be sent to the Laboratory. In addition, separate forms shall be used for different classifications of evidence that are going to be sent to the Laboratory, i.e. blood, firearms, drugs, etc.
3. Each time the property changes custody the evidence/property form shall be properly signed and dated to maintain the chain of custody. The reason for the change in custody shall also be noted in the Remarks section on the form.

C. Packaging Property. All property seized must be marked and packaged by the seizing officer. At a minimum, the evidence or label should contain:

1. The seizing officer's name
2. Date of seizure
3. Report number
4. Victim(s) name
5. Victim's address(es)
6. Suspect name(s)
7. Suspect(s) address(es)
8. Specific offense, i.e. VMCSL is unacceptable. Specific charge such as Possession of Controlled Substances, Possession with Intent to Distribute, etc.
9. Contents – specific description of contents of envelope/package. The description must be detailed enough to provide sufficient information to ensure accountability of evidence received.

All envelopes sent to the Laboratory shall be sealed with evidence tape and initialed by the seizing officer. The evidence tape shall completely seal the evidence flap, including the corners.

D. Initial Disposition

1. General. The seizing officer should place evidence in an evidence locker and drop the key in the key drop. Property shall only be stored in authorized property storage areas and shall not be stored in personal cabinets bags or lockers.
2. U.S. Mail. Generally mail should not be detained but must be released to the proper owner, a Postal Service employee, Customs Officer or U.S. Marshall. Seizure and detention of U.S. mail is governed by federal statute 39 USC 604.

3. Counterfeit. When currency, coins, treasury bonds, notes or securities are suspected of being counterfeit, the United States Secret Service should be contacted for disposition of item(s).
4. Coins and currency. Coins or currency seized in excess of \$100 shall be transferred to the City Finance Officer after the initial disposition. The receipt from the Finance Officer shall be stored with original evidence receipt.
5. Minor in possession of alcohol. Alcohol related to Municipal violations MIP may be photographed in lieu of packaging and storing the alcohol for later presentation in court. The photographs should clearly depict the label and the top of the container (indicating whether or not it was opened).

E. FINAL DISPOSITION/RELEASE OF PROPERTY

A. General. When property is released to its rightful owner or custodian, the releasing officer shall complete Evidence/Property Release form, and obtain the signature of the owner or custodian.

B. Found Property (RSMo 447)

1. Lost and unclaimed property seized by this Department shall be stored for at least 12 months from the date of seizures.
2. If the property has not been claimed within 12 months, a court order may be sought for the sale, destruction or transfer of the property to City ownership. If sold, the proceeds shall go to the Willard General Fund. If transfer to City ownership is authorized, the property shall be added to the Department inventory.
3. Found property that is perishable may be sold or destroyed without the normal 12 month waiting period upon order of a judge.
4. If the property was found by a third party who wishes to claim the property, the third party may retain possession of the property but the officer shall document the circumstances and describe the property in a report. The finder must comply with the statutory requirements for acquiring ownership (RSMo 447).
5. Safekeeping property. When an officer takes custody of property a reasonable effort should be made to determine ownership. When an owner is identified, the seizing officer should make contact to arrange the release of the property. If the owner fails to respond within 30 days of written notification, the property is subject to sale or destruction upon order of a court.

C. Evidence. The final disposition of evidence varies according to its specific classification. The general requirements are as follows:

1. A court order through the Prosecuting Attorney's Office must authorize the destruction of the following evidence:
 - a. Controlled substances
 - b. Firearms
2. Stolen Property
 - a. Photographs (RSMo 490.717). Property taken during the course of any crime involving stealing, robbery, burglary, and tampering and property damage may be photographed and released to the rightful owner. Such photographs shall be deemed to be competent evidence of such

merchandise and shall be admissible in any court proceeding. The following guidelines shall be used in photographing the property:

- 1) The photograph should depict the owner or agent or representative of the property and sign or placard stating the date and time at which the photograph was taken and the name of the establishment or owner of the property. Such photographs shall be accompanied by the following written affidavit signed by the arresting police officer:
 - a) A written description of the property, including the retail price, and if available, the manufacturer's number, style color and size of the merchandise (if applicable);
 - b) The name and address of the mercantile establishment wherein the alleged wrongful taking occurred, or the name and address of the owner of the property;
 - c) The name, address, and signature of the owner, agent, or representative of such mercantile establishment or owner of the property;
 - d) The name and badge or other identification number of the arresting officer and a sample of his/her signature indicating the date of signing; and
 - e) The name and address of the photographer and the date and time that the photographer signed the photograph.
- 2) Upon the filing of the photograph and documents referred to above, the property shall be returned to the mercantile establishment wherein the wrongful taking took place, or to the owner of the property.

D. Tools of a Crime

Weapons, tools, devices and substances (other than motor vehicles, aircraft or watercraft) used by the owner or with owner's consent as a means of committing a felony or used to manufacture contraband shall be forfeited to the State of Missouri. This does not include burglary tools or weapons seized in connection with unlawful use of a weapons charge. Upon disposition of the case, a judge may order the property sold (except weapons and ammunition) or destroyed. If firearms or ammunition are not the property of the convicted felon, they shall be returned to the rightful owner if he is known and was not a participant in the crime (RSMo 571.095).

E. Unsolved Crimes. When the statute of limitations expires before a case is cleared, evidence seized may be released to the owner or sold or destroyed upon the order of a judge.

F. Capital cases. When evidence is seized in connection with a capital offense, it shall be stored indefinitely.

G. Prior to releasing any firearm the releasing officer shall obtain proof of ownership for the firearm and instruct the dispatcher to conduct a Criminal History inquiry through NCIC on the person that will be taking custody of the firearm. The Purpose Code for this inquiry shall be Weapons-Related Background and the Reason shall be Firearms Permit-Weapon Return.

1. The purpose of this check is to ensure that the person to whom the firearm will be released can lawfully possess the firearm (no felony convictions).

F. PROPERTY PURGE PROCEDURE

The following procedure should be followed to ensure that property stored in the property control room is purged in a timely manner.

- A. Public sale or destruction. When property is to be sold or destroyed, the PCO shall file a written request with the Chief of Police, who will approve or deny the request.
- B. Property that will be auctioned may be released to the Police Department's property control officer.
- C. THE PCO will request property dispositions from the appropriate prosecuting attorney's office –
 1. Prosecuting Attorney's Office for the disposition of firearms, illegal drugs and paraphernalia.
 2. Municipal Prosecutor for all other items.
- D. The PCO shall carry out the disposition order once it is issued by the prosecutor/judge.

G. PROPERTY ROOM AUDITS

To ensure the integrity of the property control function, to detect material errors in the inventory, and to evaluate the current policies and procedures, audits shall be conducted according to the guidelines contained in this section.

- A. Frequency. Audits shall be conducted:
 1. Upon appointment of a new Chief of Police;
 2. Reassignment of the PCO;
 3. Periodically, not less than once a year; or
 4. Upon request of the Chief of Police.
- B. Methods. The following methods may be used:
 1. Inventoried items. Randomly select items and trace back to the original report.
 2. Active Case files. Randomly select active cases and trace back to the property item.
 3. Final Disposition transactions. Identify property already disposed of and track from the initial seizure to the disposition.
- C. Record. A record of the audit shall be maintained in the Property Control Room and the office of the Chief of Police.
- D. Responsible Parties. At least one annual audit shall be conducted by personnel, assigned by the Chief of Police, who do not have direct association with the care of custody of the property control function.



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #8

AN ORDINANCE

ADOPTING amendments to the Purchasing Policy of the City of Willard Internal Control Policy Manual

1st and 2nd Reading

First Reading:_09-09-13

Second Reading:09-09-13

Council Bill No.:13-44

Ordinance No.:130909A

AN ORDINANCE

ADOPTING amendments to the Purchasing Policy of the City of Willard Internal Control Policy Manual

WHEREAS, on July 27, 2009 the Board of Aldermen of the City of Willard did adopt a Internal Control Policy Manual, and

WHEREAS, the Board of Aldermen may revise, alter, or add new policies to the items contained in the Internal Control Policy Manual, and

WHEREAS, the Board of Aldermen are required to adopt an ordinance setting forth the new policies.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI AS FOLLOWS:

Section 1: Section 1: The City does hereby adopt the revised Purchasing Policy as part of the Internal Control Policy Manual set forth in the attached Exhibit A.

Section 2. The Board of Aldermen find the changes to the City of Willard Internal Control Policy Manual necessary as recommended by the City Administrator and Chief Financial Officer.

Section 3: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and its approval by the Mayor, Board of Aldermen, and attested by the City Clerk.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS _____ OF _____, 2013.

APPROVED BY:

MAYOR

ATTEST: _____, CITY CLERK

Approved as to form: _____, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

DOUG JOHNSON

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

CITY OF WILLARD FINANCE DEPARTMENT

PURCHASING POLICY AND PROCEDURES

Effective:	
Initiated by:	Karen Robson Chief Financial Officer
Approved by:	City of Willard Board of Aldermen
Date of Approval:	
Review Date:	May 10, 2012

SECTION 1

LEGAL BASIS, POLICIES, AND ORGANIZATION OF THE PURCHASING POLICY

1. Purpose

- 1.1. To establish operational policies and procedures which assures the community that goods and services required to support the operation of City government are procured in a manner consistent with the provisions of the Ordinances of the City of Willard, and to assure the community that the procurement system of the City is committed to fair and equal opportunity with integrity and openness.

2. Objectives

- 2.1. To procure supplies, materials, equipment, contractual labor, and services in a manner that insures maximum value.
- 2.2. To procure goods and services at the most appropriate cost and best quality consistent with the goods and services required.
- 2.3. To exercise positive financial accountability in the expenditure of City funds.
- 2.4. To provide an efficient means for procurement, storage, and disposal of items in an effort to minimize duplication and overstocking.
- 2.5. To ensure the fair and equitable treatment of all persons who deal with the purchasing system of the City.
- 2.6. To provide safeguards which promote quality and integrity in the procurement process.
- 2.7. To ensure that all parties involved in the negotiation, performance, or administration of City contracts act in good faith.

3. Definitions

- 3.1. **Contract** means a legally binding document that states provisions and obligations of a purchasing agreement entered into on behalf of the City.
- 3.2. **Department Director** means an employee of the City who is a member of management.
- 3.3. **Department Supervisor** means an employee designated as a supervisor or superintendent of a department.
- 3.4. **Employee** means any individual earning wages paid by the City, whether elected or not; and, for purposes of this document, any non-compensated individual performing personal services for the City or one of its administrative boards.
- 3.5. **Purchasing Clerk** refers to the employee working under the direction of the Finance Director whose duties shall include all aspects of the procurement process.
- 3.6. **Purchase Order** is a City form authorizing the procurement of goods or services from a particular vendor.
- 3.7. **Purchase Requisition** is a City form providing a description of goods or services required for City operations and requesting purchase of such items.
- 3.8. **Receiving Agent** means an employee designated by Department Director to verify receipt of goods or services.
- 3.9. **Request for Bid** is a City document containing or referring to a purchase description, specifications, services, and all contractual terms and conditions applicable to a formal sealed bid purchase.
- 3.10. **Request for Proposal** refers to a document containing or referring to a purchase description, specifications, services, and all contractual terms and conditions applicable to a formal sealed bid purchase with the possibility of negotiation after the bids are opened. This method is used only when the Request for Bid is either not practical or not advantageous for the City.
- 3.11. **Requisitioning or Contracting Department** means the department requesting goods or services for the operations of that department.
- 3.12. **Telephone Bid Summary** refers to a form used to record informal bids (items less than \$5,000.00 received via telephone, facsimile, or other electronic means).
- 3.13. **Vendor** means any person who does business with the City, other than as an employee, whether by purchasing, selling, constructing, providing services, or otherwise.
- 3.14. **Vendor Verification Form** is a City form used to record and to verify vendor information.
- 3.15. **Vendor Performance Form** is a City form used by employees who are involved in the procurement process to report their experiences with vendors.

4. Applicable Laws

- 4.1. City Ordinances – Section 130.010 states that the Chief Financial Officer shall be the purchasing agent for the City of Willard and all purchases shall be made under his/her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the City Council.
- 4.2. Missouri Contracting Statute – State statutes impose various requirements on the City in contracting. While a complete or comprehensive outline is not feasible, RSMo. Section 432.070 should be noted. It provides, in essence, that any contract made by the City will be valid and effective only if the contract is executed before any performance or payment; within the scope of the City's powers or expressly authorized by law; supported by present or future consideration; in writing; dated when made; and subscribed by the parties or their agents.
- 4.3. General Law – Unless displaced by the particular provision of this policy, the principles of law and equity, including the Missouri Uniform Commercial Code, the law merchant, and law relative to capacity to contract, agency, fraud, misrepresentation, duress, coercion, mistake, or bankruptcy shall supplement the provisions of this policy.

5. Duties of Purchasing Clerk

- 5.1. The Purchasing Clerk shall be responsible for the collecting of information required for the writing of bid documents and specifications for the purchase of items as provided in this policy or as established by the City Administrator or his designee, and shall maintain such documents on file for a minimum length of time as required by state statutes. Purchasing Clerk may rely on expertise and assistance from requisitioning departments in writing specifications of a technical nature.
- 5.2. The Purchasing Clerk shall determine and establish contracts for the procurement of goods and services used regularly and on a volume basis whether by individual department, or City wide.
- 5.3. The Purchasing Clerk shall be responsible for the verification of purchasing documents and for notification of bid awards.
- 5.4. The Purchasing Clerk shall retain records of purchase orders, vendor performance forms, and other documents pertaining to the purchase process.
- 5.5. The Purchasing Clerk shall establish a relationship of mutual confidence between the City and its suppliers. Such relationship shall be based on fair and equal opportunity to compete for City business within a system with the highest standards of integrity. To accomplish this goal, each Department Head shall provide documentation to Purchasing Clerk of all transactions conducted between the City and its suppliers.

6. Regulations Governing Competitive Bidding

6.1. **Competitive Bids** – Any contract pursuant to this policy shall be made only after ample competition. This policy establishes the following dollar levels and method of competitive procurement.

A. Purchases not exceeding \$2,000.00 may be made without competitive bidding. Purchases under \$2000.00 may be made by the Department Director at his discretion.

B. All purchases exceeding \$5,000.00 shall be made only after competitive bidding as described elsewhere herein.

C. Subdivision of contracts or purchases for the purpose of evading requirements of competitive bidding is prohibited.

D. The City reserves the right to refuse any or all bids.

E. All purchases over \$5,000.00 will be approved by the City of Willard Board of Aldermen.

6.2. **Informal bids** – refers to competitive bids by telephone, facsimile, or other electronic means. Purchases made for more than \$2,000 and no more than \$5,000.00 may be made after taking bids from at least three (3) potential vendors able to provide the item(s) being purchased, or fewer number of potential vendors if there are not three (3) dealing in and able to supply in accordance with the required specifications. Written explanation shall be provided when there are fewer than three (3) potential vendors. Written confirmation of bids received from all vendors shall be attached to the purchasing documents.

Informal bids obtained by the requisitioning department shall be attached to a completed Telephone Bid Summary, the Purchase Requisition and forwarded to the Purchasing Clerk for approval of the purchase documents and completion of the Purchase Order.

6.3. **Formal Bids** – Purchases of goods or services or other items exceeding \$5,000.00 shall be made only after the formal advertising that bids will be received, opened, and read in public at a particular time, place, and a date which provides potential vendors adequate time to submit bids. Such bids shall be made on the bid documents and specifications prepared by the City Purchasing Clerk and shall be received in sealed container and not opened until the time established by the formal notice that bids will be received.

6.4. **Bidding Methods** – Informal or formal bids exceeding \$5,000.00 may be made utilizing either of two methods:

6.4.1. **Request for Bid** – The bid documents and specifications are definite and specific. Awards shall be made to the bidder offering the lowest cost who is responsive to the requirements of the bid documents, without material

exception, and who is responsible and capable of providing the item(s) to be purchased.

Evaluation and award are limited to cost, determination of compliance with the specifications and conditions specified in the bid documents, and the responsibility of the bidder. Negotiations are not permitted.

The Purchasing Clerk and requisitioning department may use judgmental consideration to determine if the bidder's offer complies with the specifications and conditions – if such considerations can be demonstrated to be reasonable, appropriate, and fairly applied. This method does not permit comparison of the relative specifications of competing bidders but only comparison to the specifications contained in the bid documents.

6.4.2. Request for Proposal – This method can be used whenever detailed specifications cannot be determined, whenever several possible methods may satisfy the City's requirements, or whenever the nature of the requirements is such that subjective evaluation of criteria, other than cost, is necessary. This method can be utilized when definite specifications cannot be determined in advance, when a scope of work is required which makes comparison of competing proposals relative to each other appropriate, or when it is in the interest of the City to have a contractor design and build the public improvement. This method permits negotiations and discussion with competing vendors to determine the best solution to the City's needs. Proposals may be revised or modified at the request of the City. Nothing contained herein shall prohibit a contractor who is selected to design and build a public improvement from contracting independently with an engineer or architect to perform engineering or architectural services.

Subjective criteria may be used in the evaluation of competing proposals. The relative value of evaluation criteria shall be established in the Request for Proposal documents published by the City. Negotiations and discussions with competing vendors will only be allowed after proposals are opened; therefore, no information taken from proposals received shall be disclosed to any competing vendor.

6.5. Non-Responsive or Unacceptable Bids – The City shall reject any bid or proposal which is materially non-responsive to the requirements set forth in the bid documents. The City Purchasing Clerk may re-solicit bids or proposals if, in her discretion, bids received as a result of a solicitation for bids or proposals are not acceptable for any reason. Such a re-solicitation shall not be for the purpose of directing the award to a particular bidder.

6.6. Requirement for Bid Security – Bid security shall be required for all competitive sealed bidding for all construction contracts and for other items as determined by the City. Bid security shall be a bond provided by a surety

company authorized to do business in this state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City in an amount equal to at least 5% of the amount of the bid. Failure to provide security will result in the bid being rejected. If the bidder fails to honor his bid for any reason, then such bid security may be retained by the City and deposited to the General Fund.

6.7. Withdrawal of Bids – Bids or proposals may be revised, modified, or withdrawn by the bidder at any time prior to opening. Any such revision, modification, or withdrawal shall be in writing. After the bids are opened, they shall be irrevocable for the period specified in the bid documents. Bids or proposals may not be withdrawn or revised after opening except as permitted under 6.4.2.

6.8. Receipt of Bids – Bids or proposals shall not be received after the time set in the bid documents for receipt of proposals for opening of bids.

6.9. Contract Performance and Payment Bonds – When a construction contract is awarded, for an amount exceeding \$10,000.00, a bond shall be delivered to the City and shall become binding on the parties upon the execution of the contract; which bond shall be a performance, labor, and materials bond satisfactory to the City, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City, in an amount equal to 100% of the price specified in the contract. If the amount of the contract is less than \$10,000.00, such bond may be required at the recommendation of the contracting department.

6.10 Certification of Appropriated Funds – The Chief Financial Officer is to certify that funds are appropriated and unencumbered for the expenditure of funds contemplated by any contract entered into by the City, and that such certification to be in writing on the actual contract form before such contract is valid and binding.

- A. Upon receipt of a requisition or otherwise written request to make a contract for goods and services, the Director of Finance shall certify in writing on such written request that funds are appropriated and unencumbered sufficient to pay for entire amount of funds obligated under any contract which may result from the request.
- B. All contracts shall have certification thereon by the Director of Finance that funds are appropriated and unencumbered in sufficient amounts to discharge any obligation under the contract.
- C. Any contract amendment, addendum, or change order which increases the amount of any contract shall be certified thereon by the Director of Finance that there are sufficient funds appropriated and unencumbered to pay for any such increase.

6.11 Approval of Contract as to Form – The City Attorney shall approve all contracts as to form. No contract shall be valid unless and until approved as to

form thereon by the City Attorney. The City Attorney may establish in his discretion procedures by which contracts may be pre-approved as to form.

- 6.12. **Correction or Withdrawal of Bids** – Correction or withdrawal of erroneous bids after opening, or cancellation of awards or contracts based on such bid mistakes, shall not be permitted.
- 6.13. **When Competitive Bidding is not required** – In the following cases, competitive bidding shall not be required. Nevertheless, a contract or purchase order will be required notwithstanding any other provisions of this policy.
- A. Purchases made cooperatively with other units of government.
 - B. Services of individuals possessing a high degree of professional skill.
 - C. Contracts for printing or engraving of bonds or other evidences of indebtedness.
 - D. Magazines, books, or periodicals.
 - E. Items or services for data processing when the item or service is designed to be used in connection with an existing data processing system; and it has been determined that it is reasonable to require all such items or services to be used with the existing data processing system in an effort to be compatible so that responsibility for the operation and maintenance of the system may be determined.
 - F. Recurring payments such as utilities, postage, telephone, travel, mileage, principal and interest on debt, rents, FICA, LAGERS contributions, judgments and claims.
 - G. Sole source items as determined by the Purchasing Clerk and/or Requisitioning Department. See item 7 of this section.
 - H. Items procured utilizing funds donated or granted to the City if the terms of the grant or donation agreement require the City to procure a specific item from a specific source.
 - I. Items provided for Emergency Purchases in Section 3.
 - J. Items not requiring competitive bidding as specified in other policies.
7. **Sole Source Items** – Prior to sole source purchases greater than \$2,000.00, advertisement will be published in local paper to make notice of intent to make single feasible source purchase. Item will be listed with vendor name and vendor's city and state.
8. **Approval of Contracts**
- 8.12. Contracts for items which were approved by the City Council and that are equal to or less than the amount approved by the annual budget ordinance shall be reviewed by the City Administrator and the requisitioning Department Director.
- 8.13. Contracts for items which were not approved in the annual budget ordinance or items which exceed the budgeted amount shall be approved by a budget amendment by the City Council.

8.14. Except as otherwise provided by the City Council, the Mayor shall sign on behalf of the City all capital project contracts and professional services agreements, and all contracts and agreements related to the administration and management of government business.

8.15. The City Attorney shall review all contracts as to form and legality.

9. Miscellaneous Purchasing Policies

9.12. **Vendor Verification** – A Vendor Verification Form and W-9 Form shall be required from all vendors prior to purchase from the vendor and submitted to the Finance Department. Approval of vendor shall be made by the Chief Financial Officer. Also, prohibited from participation in the purchasing process shall be any employee identified as a family member of the vendor. Vendor Verification forms shall be retained by the Finance Department. Prior to payment, the Accounts Payable Clerk shall verify that both a Vendor Verification form and W-9 form have been submitted and approved.

9.13. **Vendor Performance** – A Vendor Performance Form is available to any employee involved in the purchasing process to report their experience with vendors during the procurement of goods or services. This documentation may be used in the evaluation of vendors for future purchases.

9.14. **Local Procurement** – The City shall, whenever possible and practical, solicit bids from potential vendors within the Willard area. After consideration of the effects of time of delivery, maintenance, and repair services and other pertinent costs, it is determined that a bid received from a firm located in the Willard area is substantially equal to or better than other bids received, award shall be made to the local firm.

9.15. **Tie Bids** – In the event two or more bids are equal in all evaluation criteria, such bids shall be awarded first to the bidder within Willard city limits, next to bidders within Greene County, next to bidders located in the adjacent counties, then next to other Missouri bidders. If a tie bid situation still exists after the application of these criteria, then the bid shall be awarded by the drawing of lots or a flip of a coin. If it is deemed to be in the best interest of the City, the City may elect to divide the contract award between two or more vendors, unless the terms, conditions, and specifications of the Request for Bid state to the contrary.

9.16. **Unsolicited Sales** – The City prohibits purchase of goods or services from unsolicited sales calls.

10. **Professional Consulting and Project Services** – It shall be the policy of the City of Willard to negotiate contracts for architectural, engineering, land surveying

services, and other professional services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

SECTION 2

PURCHASING PROCEDURES

1. **Items less than \$200.00** – Requisition forms are not required for the procurement of items less than \$200.00. Approval of purchase shall be signified by the signature of the Department Head, CFO and City Administrator.
2. **Routine Items** – Routine Items include recurring payments, customer refunds, and employment related costs. In most cases, such payments do not require requisition forms, or receiving documentation. However, verification of charges, appropriate receipting documentation, and approval by Department Head or their appointed representative shall be required on a purchase order. Routine items include, but may not be limited to, the following:
 - A. Advertising
 - B. Background Check Fees
 - C. Bond Payments and Fees
 - D. Cable TV Charges
 - E. Customer Refunds (for fees or deposits)
 - F. Employee Garnishments
 - G. Employee Group Insurance Payments
 - H. Employee Meetings and Trainings
 - I. Employee Reimbursements
 - J. Employee Retirement Benefits
 - K. Employee St. John's membership fees
 - L. Membership Dues
 - M. Postage and Meter Charges
 - N. Pre-employment Drug Screening and Random Drug Testing
 - O. Professional Services
 - P. Sales Tax remittances
 - Q. Subscriptions
 - R. Telephone Charges
 - S. Travel Related Expenses
 - T. Utility Bills
3. **Requisition Form** – This form is designed to assist departments in the initiation of the purchasing process for all items purchased.
 - 3.1. The requesting department prepares the form in order to request items to be purchased by the Purchasing Clerk of the Finance Department.
 - 3.2. When solicitation of bids are to be initiated by the Purchasing Clerk, the requisition should be initiated not less than 30 days prior to the date items are needed in order to allow adequate time for review and solicitation of bids by the Purchasing Clerk. The rate of consumption of the items requisitioned should be

- carefully reviewed in determining the quantity to be requested. This section does not preclude the requisitioning of items a lesser number of days in advance when the need for these could not have been foreseen; however, an explanation must accompany each request presented under this circumstance.
- 3.3. Whenever solicitation of bids are initiated by the department, this form shall be completed and all bid information attached and forwarded to the Purchasing Clerk for approval of requisition documents and processing of purchase order.
 - 3.4. After completion of the requisition by the department, the original is submitted to the Finance Department and a copy is retained in the departmental files. The Finance Department reviews the requisition to determine there are monies budgeted to cover the requested purchase, that there is sufficient cash available for payment, and that proper account numbers are identified. Requisitions not meeting these requirements will be returned to the department with the reasons indicated thereon.
 - 3.5. Acceptable requisitions will be approved by the Director of Finance and/or the Purchasing Clerk.
4. **Telephone Bid Summary** – The Telephone Bid Summary shall be used whenever informal bids are taken (items less than \$5,000.00). If the bids are taken by the department, this form, along with written confirmation from vendors, must be attached to the Requisition Form and forwarded to the Finance Department. The Telephone Bid Summary documents that purchasing requirements are being met and that bids have been solicited properly. The Purchasing Clerk will produce the Purchase Order from the lowest bid received, unless the requesting department specifically requests acceptance of another bid and an explanation is provided. Explanation must be in accordance to the Purchasing Policy.
 5. **Purchase Order** – A Purchase Order is required for the procurement of all items. The signed Purchase Order authorizes the vendor to ship the items specified thereon. Purchase Orders should be clear and concise in order to avoid misunderstandings or confusion.
 - 5.1. Items \$2,000 or less – The Purchase Order may be prepared by the Department and signed by the Department Head. Bids are not required for purchases less than \$2,000.00. Original Purchase Order will be forwarded to Purchasing Clerk and copy will be retained in departmental files.
 - 5.2. Items greater than \$2,000.00– The Purchase Order will be prepared by the Purchasing Clerk.
 - A. Items amounting to \$2,000.01 to \$5,000.00 shall be signed by the Department Head.
 - 5.3. Upon receipt of goods, shipment of any partial orders shall be noted on the Purchase Order.
 6. **Invoices** – An invoice is the vendor's statement of its charges against the City for items provided. Invoices are normally based on information from Purchase Orders and must contain substantially the same information. Invoices should be mailed to the Finance Department. In some cases, however, the invoice may be delivered with

the items at the receiving point. In such cases, the using department must attach the invoice to the signed receiving report along with any applicable documentation and forward to the Purchasing Clerk. If invoice serves as the receiving document, authorized employees shall verify receipt of goods or services on the invoice. (See Section 4 for details on receiving of goods and services.) Payment of invoices will be managed by the Accounts Payable Clerk.

7. Accounts Payable Clerk Duties

- 7.1. Accounts Payable Clerk will be responsible for verifying vendor has been approved prior to processing payment.
- 7.2. Payment of goods or services shall be processed by the Accounts Payable Clerk. Payments shall be made in a timely manner with consideration given to discounts made available by vendors.
- 7.3. Accounts Payable Clerk is responsible for research and follow-up of all unpaid invoices, credits, and verification of documents submitted for payment.
- 7.4. All accounts payable checks require two signatures. Authorized signatures include: Mayor, Mayor Pro Tempore, City Clerk, and Finance Director. Documentation for payments shall be made available to check signers.
- 7.5. Check stubs, invoice documentation, and listing of invoices selected for payment will be retained by the Accounts Payable Clerk.

8. Approval of Payment

- 8.1. Approval of payment is signified by the signature of a Department Head or Department Director on the invoice or purchase order.
- 8.2. Documents providing approval of payment must identify vendor, quantities, description of items, and pricing of items.
- 8.3. Items under \$2,000.00 may be approved by Department Head or his designee.
- 8.4. Items over \$2,000.00 and less than \$5,000.00 require the approval of the Department Head.
- 8.5. City Administrator's approval is required for items over \$5,000.00. Limit for City Administrator's approval is \$10,000.00, provided item has not been approved in the annual budget ordinance.
- 8.6. Purchase of any item which has not been approved in the annual budget ordinance must receive approval in the form of a budget amendment by the City Council. Exception may be allowed if purchase constitutes an emergency in accordance with provisions outlined in Section 3 – Emergency Purchases 1.4.

SECTION 3

EXCEPTIONS TO NORMAL PURCHASING PROCEDURES

1. **Emergency Purchases** – Notwithstanding any other provisions of this Policy, the City Administrator may make or authorize others to make emergency purchases when a threat exists to public health, welfare, or safety under emergency conditions. Purchases shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular vendor shall be included with the request for payment.

- 1.1. Procedures – The Chief Financial Officer and City Administrator shall establish procedures to insure such purchases are made consistent with the nature and degree of the emergency condition; are made with such competition as is possible; that funds are or can be made available for the emergency purchase; fiscal accountability is maintained; and such purchase is a valid emergency.
- 1.2. Emergency Purchases Under \$20,000 – Upon the declaration that an emergency situation exists, the City Administrator may suspend the rules for competitive bidding and permit the user department or others to make such purchases as may be necessary because of the emergency. Verbal requests for emergency purchase may be made provided that a written purchase requisition is submitted in the manner which is established for normal purchasing within twenty-four hours or the next business day. The requisition shall clearly and prominently indicate the authorized emergency and must contain a description of the emergency circumstances. The Chief Financial Officer may verbally certify the funds available to the Purchasing Clerk or requesting department; and, the Chief Financial Officer may require that such certification be made prior to the purchase. The Chief Financial Officer may require the department head of the requesting department to concur and approve such emergency purchases.
- 1.3. Emergency Purchases Necessary Outside of Normal Business Hours – The Director of a department may approve emergency purchases, in his discretion, outside normal business hours whenever an emergency situation exists and the Chief Financial Officer cannot be contacted. The Director of the department which makes such an emergency purchase shall notify the City Administrator and the Chief Financial Officer at the first opportunity and before the close of the next business day. The Purchasing Clerk may then issue a confirming purchase order to the emergency purchase supplier.
- 1.4. Emergency Purchases Over \$20,000 – All emergency purchases over \$20,000.00 must be approved by the City Administrator and the Mayor in writing.

2. **Price Agreement Purchases**

- 2.1. The Purchasing Clerk is authorized to and shall consolidate requirements for items which are continually needed by the various departments for the purpose of procurement of such items as needed and if needed during a term of up to one year and may extend such term as is appropriate in her discretion. Revisions to

- specifications for the purpose of avoiding purchases under the price agreement are not permitted.
- 2.2. All departments shall plan their needs for such items and provide the Purchasing Clerk with sufficient scheduling information, specifications, and other information as may be required to prepare bid documents and enter into the agreements. Requisitions for items under a price agreement shall reference the applicable agreement.
- 2.3. All purchases for such items shall be made from the selected supplier unless that supplier is unable to deliver as needed by the City or as promised in its bid. If the agreement has been terminated for failure of the Supplier to perform the provisions of the agreement, the Purchasing Clerk shall seek bids from other qualified suppliers. Until such time an agreement is entered into with a new supplier, the Purchasing Clerk may purchase from whichever source is in the City's best interests.
3. **Petty Cash Purchases** – The Chief Financial Officer is authorized to create petty cash funds where they are needed within City government. The size of all petty cash funds will be controlled by the Chief Financial Officer. Routine purchases of items less than Ten Dollars (\$10.00) may be made from petty cash without contacting the Purchasing Clerk. The following regulations will apply to all petty cash funds:
- 3.1. Reimbursement is to be made only to personnel authorized by the department head. It shall be the responsibility of the using department to properly code or classify the item or expenditure.
- 3.2. Reimbursement is not to be made until an invoice marked "paid", a valid receipt, or certificate of expenditure is received by the fund custodian.
- 3.3. No reimbursement is to be made for items over Ten Dollars (\$10.00) other than postage and freight charges without prior approval by the Director of Finance, or for separate items which total over \$50.00 where it appears that the purchasing regulations are being circumvented.
- 3.4. Custodians of petty cash funds shall submit reimbursement documents to the Finance Department at least once a month. Finance Department will replenish petty cash upon receipt of reimbursement documents.
- 3.5. All petty cash funds will be subject to audit at unannounced times by the Finance Department.
- 3.6. Petty cash funds are not to be used to cash personal or payroll checks.
- 3.7. Additional rules and regulations regarding petty cash funds may be established by the Finance Director as deemed necessary.
4. **Disposal of Obsolete, Scrap, or Surplus Property** – Whenever a department of the City has items which have become obsolete, scrap, or surplus to their needs, these items may be disposed. After verification that no other City departments has use for these items, the items shall be disposed of in coordination with the Purchasing Clerk in any one or more of the following ways:

- 4.1. Publicly advertised auction sales.
 - 4.2. Solicitation of bids for such property. Usual practices of competitive bidding will be followed.
 - 4.3. Property that has no monetary value may be destroyed or donated to a not-for-profit organization. If more than one organization desires the property, the Purchasing Clerk shall draw lots for the purpose of making the selection.
 - 4.4. Department may trade-in obsolete or surplus items for credit against the purchase price of replacement items. If a department elects trade-in to dispose of an item, the Purchasing Clerk shall determine the actual methods to obtain the best value or credit for such items.
 - 4.5. Obsolete or surplus items with salvage value over ten-thousand dollars (\$10,000.00) shall be disposed of after approval of the City Administrator.
 - 4.6. Sale of scrap metal at Public Works Facility may be sold as approved by Public Works Director.
5. **Disposal of Obsolete, Scrap, or Surplus Property Used for Public Safety Purposes** – Whenever the Police Department has items relating specifically to public safety functions which have become obsolete, scrap, or surplus to the needs of the department, these items may be donated to a bona fide public safety agency within the State of Missouri.
- 5.1. This section shall not apply to vehicles of any kind.
 - 5.2. Any public safety organization to which items are donated shall agree in writing to waive any liability of the City of Willard, Missouri, and shall further agree not to sell or use as trade-in against the purchase of other items.
 - 5.3. If, after notification of available items for donation under this section, more than one qualified organization requests items, then the selection of the organization shall be made by the drawing of lots. Lots shall be drawn first for Greene County organizations, next for the counties bordering Greene County, and last, other Missouri counties.
 - 5.4. Records shall be maintained by the Finance Department of all donations made under this section.
6. **Disposal of Unclaimed Property Held by the Police Department – Procedures and Policies outlined in City of Willard Ordinance # 130909, dealing with the disposal of unclaimed property held by the Police Department.**
7. **Miscellaneous Exceptions:** Due to the nature of some purchases, separate guidelines may be required. Any such purchases shall be evaluated by the Department Director for the development of appropriate procedures. Such procedures and policies shall also be committed to fair and equal opportunity with integrity and openness. These policies shall be presented to the City Administrator for review. Approval of such policies shall be made by the City Council, as deemed necessary by the City Administrator.

SECTION 4 RECEIPTING OF GOODS AND SERVICES

This section defines the manner in which goods and services are received by the City to assure that the quantity, quality, and price of the goods and services received are accurate, and that payment is made only for goods and services actually received by the City. This section further emphasizes the responsibility that is placed on employees in the receipting of goods and services for the City.

1. Merchandise Delivered to City Facilities

- 1.1. Employees may sign for packaged products when carrier provides shipping document noting number of packages and provided packages do not exhibit any signs of damages or shortages.
- 1.2. Vendors are to provide packing documents with complete description and quantities noted.
- 1.3. Responsibilities of employees receiving merchandise include:
 - A. Inspection of shipment for completeness and condition.
 - B. Comparison of products to shipping documents and purchase orders.
 - C. Notification to purchasing clerk and accounts payable clerk of shortages, overages, damages, incorrect, or defective merchandise.
 - D. Providing verification of receipt of goods by signature on shipping documents and forwarding of such documentation to Finance Department.
- 1.4. Merchandise under \$200.00 may be verified by the signature of one employee.
- 1.5. Merchandise over \$200.00 requires verification of goods by a Department Receiving Agent.
- 1.6. Designated Receiving Agent shall not be allowed to verify receipt of goods if he or she has participated in the procurement process.

2. Services Rendered at City Locations

- 2.1. Service vendors shall provide a description of services upon performance at a City location.
- 2.2. Services rendered at City locations shall require the signature of one employee and the approval of the Department Head.

3. Merchandise Obtained at Vendor's Location

- 3.1. Merchandise picked up at a vendor's location must not total more than \$500.00 without written approval by the Department Director.
- 3.2. Merchandise picked up by employee(s) requires the verification of goods by the signatures of two employees on documentation containing quantity and description of goods.
- 3.3. Employees are to forward documentation to Finance Department for processing of payment.

4. **Receipting of Fuel**

- 4.1. Verification of fuel purchases requires only the signature of the employee making purchase.
- 4.2. Fuel purchases shall be noted on employee's monthly vehicle log.

SECTION 5
LEGAL AND CONTRACTUAL REMEDIES

- 1. **Right of Protest** – Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation of bids or the award may protest to the City Clerk. The protest shall be presented in writing stating the basis upon which the solicitation or award is contested, and protest must be presented within thirty (30) days after the aggrieved party became aware of the solicitation or award. City Clerk shall forward protest document to City Administrator for review. Before proceeding in any court action, a person must pursue the administrative remedies set forth below.
- 2. **Resolution of Protest** – Whenever the City Administrator so requests, a City Purchasing Committee shall meet and resolve contested solicitation or awards. The committee shall be comprised of the City Administrator, the Chief Financial Officer, and the City Attorney. The City Purchasing Committee shall have no authority to overturn bid awards, but may advise the City Purchasing Clerk, or the Director of the contracting department of changes or guidelines to follow in the future.
- 3. **Authority to Suspend or Debar** – The Purchasing Committee shall have authority to suspend or debar a person from consideration for bid awards. The length of the debarment shall be made at the discretion of the Purchasing Committee.
- 4. **Suspension and Debarment Procedures**
 - 4.1. Notice of suspension or debarment shall be given by certified mail at least seven (7) days prior to the effective date of the suspension or debarment.
 - 4.2. The person to be suspended or debarred has a right to a hearing, if requested within fourteen (14) days after mailing of notice. Hearing shall be requested in writing to the City Administrator.
 - 4.3. The hearing shall be held promptly thereafter before the Hearing Officer. A Hearing Officer shall be appointed by the City Administrator for this purpose. The Hearing Officer shall have all powers necessary to conduct the hearing.
 - 4.4. The City Attorney, on behalf of the City, or any party to the proceeding may request that the Hearing Officer issue subpoenas for witnesses or subpoenas duces tecum. The Hearing Officer shall cause a record of the case to be kept and copies shall be made available to any interested person upon the payment of a fee. The hearing need not be conducted according to the rules of evidence. Any relevant matter may be admitted and considered by the Hearing Officer if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs. Objections to evidence shall be noted and the Hearing Officer may rule on such objections.

- 4.5. The decision of the Hearing Officer shall be in writing and shall be subject to appeal under Chapter 536, Revised Statutes of Missouri. All decisions of the Hearing Officer shall be final decisions thirty (30) days after the mailing or personal service of the decision.
- 4.6. Suspension or debarment will not be stayed due to any pending hearing or appeal.
5. **Causes for Suspension or Debarment** – The causes for suspension or debarment include the following:
 - 5.1. Conviction within the last ten (10) years for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - 5.2. Conviction within the last ten (10) years under State or Federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor.
 - 5.3. Conviction within the last ten (10) years under State or Federal statutes arising out of the submission of bids or proposals;
 - 5.4. Violation within the last two (2) years of contract provisions, as set forth below, of a character which is regarded to be so serious as to justify debarment action.
 - 5.4.1. Deliberate failure without cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 5.4.2. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
 - 5.5. Violation of general ethical standards in relation to gratuities or kickbacks involving City contracts.
 - 5.6. Any other cause determined to be so serious and compelling as to affect responsibility as a contractor.
6. **Solicitations or Awards in Violation of Law** – When solicitation or award is determined to be in violation of the law, the following provisions shall apply:
 - 6.1. **Remedies Prior to Award** – If, prior to award, it is determined that a solicitation or proposed award of a contract is in violation of law, then the solicitation or proposed award shall either be cancelled or revised to comply with the law.
 - 6.2. **Remedies After Award** – If, after an award, it is determined that a solicitation or award of a contract is in violation of law, then:
 - 6.2.1. If the person awarded the contract has not acted fraudulently or in bad faith, at the option of the City,
 - A. The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the City; or

- B. The contract may be terminated and the person awarded the contract shall be compensated for the actual expenses reasonably incurred under the contract prior to the termination;
- 6.2.2. If the person awarded the contract has acted fraudulently or in bad faith, at the option of the City,
 - A. The contract may be declared null and void; or
 - B. The contract may be ratified and affirmed if such action is in the best interests of the City, without prejudice to the City's rights to such damages as may be appropriate.

7. Ethics and Conflict of Interest

- 7.1. **For Employees** – See City of Willard Conflict of Interest Policy.
- 7.2. **For Non-Employees** – Any effort to influence any public employee to breach the standards of ethical conduct set forth by the City of Willard is also a breach of ethical standards.

8. Gratuities and Kickbacks

- 8.1. **Gratuities** – It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept, or agree to accept from another person, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a contract requirement, specification, or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any requirement, contract, subcontract, or any solicitation of proposal therefore.

An employee may not accept gifts, monetary or otherwise, from suppliers, vendors, contractors, or elected officials for performing his/her work duties.

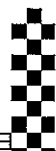
- 8.2. **Kickbacks** – It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a contractor or subcontractor under a contract to the City, prime contractor, or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.

- 9. **Confidential Information** – It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
- 10. **Criminal Sanctions** – To the extent that violations of the ethical standards of conduct set forth by this policy constitute violations of the state criminal statutes or the City of

Willard Ordinances, they shall be punishable as provided therein. Such sanctions shall be in addition to the remedies provided in this policy.

11. Remedies

- 11.1. **Against Employees** – Any employee who violates the provisions of this policy may be reprimanded, suspended, or terminated.
- 11.2. **Against Non-Employees** – Any non-employee who violates the provisions of the policy may be warned, reprimanded, suspended, or debarred in accordance with the provisions in the policy.
- 11.3. **Department Heads and Department Directors** – All supervisory personnel will be held to the same requirements and standards with regard to compliance with the provisions of the purchasing procedures as are other employees. When a department head or director becomes aware of violations of the purchasing procedures, they shall immediately take appropriate action as authorized by this section to remedy the violation.

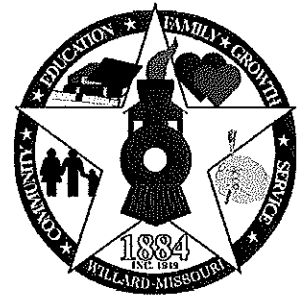


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**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #9

AN ORDINANCE

AMENDING ORDINANCE # 111011; ECONOMIC DEVELOPMENT TASK FORCE FOR
THE CITY OF WILLARD

1st and 2nd Reading

First Reading:09-09-13

Second Reading:09-09-13

BILL NO. 13-45

ORDINANCE NO.130909B

AN ORDINANCE

AMENDING ORDINANCE # 111011; ECONOMIC DEVELOPMENT TASK FORCE FOR THE CITY OF WILLARD:

BE IT HEREBY ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Creation of Task Force:

There is hereby created an Economic Development Task Force to guide and assist with the development, promotion and implementation of strategies in order to identify and achieve the city's economic development goals.

Section 2. Appointment of Board:

The Mayor shall, with the approval of a majority of all members of the Board of Aldermen, appoint an Economic Development Task Force of nine (9) members. The Mayor will be one (1) member; two (2) members shall be members of the Board of Aldermen, **the Director of Development shall be one (1) member**, the President of the Chamber of Commerce shall be one (1) member and two (2) members shall be members of the Chamber of Commerce. The remaining members will consist of two residents from the City of Willard, and one (1) member who shall be an owner, manager or employee of a Willard business or owner of real property located in the City.

Section 3. Duration of Committee:

The Economic Development Task Force shall terminate upon delivery of its final report to the Board of Aldermen.

Section 4. Filling Vacancies:

When a vacancy occurs on the Economic Development Task Force by removal, resignation or otherwise, of any member thereof, said vacancy shall be reported to the Board of Aldermen and shall be filled, in a like manner as original appointments, for the unexpired term of said member.

Section 5. Compensation:

No Economic Development Task Force member shall receive any compensation for service on the task force.

Section 6. Meeting Schedule; Election of Officers: and Quorum

The Economic Development Task Force members shall establish a regular monthly meeting schedule. The task force shall also elect a Chairman and a Vice-Chairman. A quorum shall consist of five members of the task force. **A quorum shall be necessary for city business to be conducted.**

Section 7. Duties:

The Economic Development Task Force shall have the following duties and responsibilities:

- (a) With the City Comprehensive Plan as the foundation for the community vision, identify elements of the Land Development regulations that might be amended in such a way as to encourage potential future development activities.
- (b) Assist in developing an overall economic development strategy and vision for the community.
- (c) Explore funding options available at the federal and state level that may facilitate and encourage economic development and make recommendations to the Board of Aldermen on pursuing those funding sources.
- (d) Identify steps that all stakeholders can take to foster a positive business environment, encourage economic development and create new jobs in the City of Willard.

Section 8. Advisory Capacity:

The Economic Development Task Force is an advisory board and decisions by the task force are purely recommendations that shall be forwarded to the Board of Aldermen.

Section 9. Removal of Members:

The Mayor may, with the consent of a majority of all the members of the Board of Aldermen, remove any Economic Development Task Force member. Any member may also be removed by a two-thirds (2/3) vote of all members of the Board of Aldermen, independently of the Mayor's approval or recommendation.

Section 10. Reports:

The Economic Development Task Force shall issue a final report to the Mayor and Board of Aldermen. The final report shall contain all recommendations approved by a majority of the task force members.

Ordinances or parts of ordinances inconstant herewith are hereby repealed.

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THE DATE OF ITS PASSAGE BY THE BOARD OF ALDERMEN AND APPROVAL OF THE MAYOR.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE 26th DAY OF AUGUST 2013.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

DAVID ROGGENSEES

DAVID HEMPHILL

CYNDI TRAPP

KEVIN MCDONALD

DOUG JOHNSON

BRYAN VINCENT

APPROVED BY:

ATTESTED BY:

Wendell Forshee, Mayor

Dale Duvall, City Clerk



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #10

AN ORDINANCE

AMENDING Title VI, Business and Occupation, Chapter 600, Alcoholic Beverages, Section 600.040 Sales of Liquor Prohibited near Schools and Churches and 600.070 Miscellaneous Offenses of the Willard Municipal Code,

1st Reading Only

First Reading: 09-09-13

Second Reading: 09-09-13

Council Bill No.:13-46

Ordinance No.: 130909C

AN ORDINANCE

AMENDING Title VI, Business and Occupation, Chapter 600, Alcoholic Beverages, Section 600.040 Sales of Liquor Prohibited near Schools and Churches and 600.070 Miscellaneous Offenses of the Willard Municipal Code,

WHEREAS, the Board of Aldermen of the City of Willard desires to amend Sections 600.040 and 600.070 of the Municipal Code of the City of Willard.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1: The City does hereby amend, Title VI, Business and Occupation, Chapter 600, Alcoholic Beverages, Section 600.040 Sales of liquor prohibited near schools and churches by amending Section 600.040 as follows:

A. No license shall be granted for the sale of intoxicating liquor, as defined in this Chapter, within ~~three hundred (300)~~ **one hundred (100)** feet of any school, church or other building regularly used as a place of religious worship, unless the applicant for the license shall first obtain the consent in writing of the Board of Aldermen, except that when a school, church or place of worship shall hereafter be established within ~~three hundred (300)~~ **one hundred (100)** feet of any place of business licensed to sell intoxicating liquor, the license shall not be denied for this reason. Such consent shall not be granted until at least ten (10) days' written notice has been provided to all owners of property within ~~three hundred (300)~~ **one hundred (100)** feet of the proposed licensed premises.

Section 2: The City does hereby amend, Title VI, Business and Occupation, Chapter 600, Alcoholic Beverages, Section 600.070 Miscellaneous Offenses by amending Section 600.070 as follows:

G(1) For purposes of this Section, the term "public place" shall mean any public street, highway, sidewalk, thoroughfare or other public way of the City; ~~or any parking lot.~~

Section 3. This ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

_____, Mayor, Wendell Forshee

_____, Attest: City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2013.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
_____ CYNDI COSBY-TRAPP	_____	_____
_____ DOUG JOHNSON	_____	_____
_____ BRYAN VINCENT	_____	_____
_____ KEVIN MCDONALD	_____	_____
_____ DAVID HEMPHILL	_____	_____
_____ DAVID ROGGENSEES	_____	_____



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #11

AN ORDINANCE

ADOPTING an Ethics Policy Manual for the City of Willard Employees

1st and 2nd Reading

First Reading:_09-09-13

Second Reading:09-09-13

Council Bill No.:_13-47

Ordinance No.:130909D

AN ORDINANCE

ADOPTING an Ethics Policy Manual for the City of Willard Employees

WHEREAS, on September 9, 2013 the Board of Aldermen of the City of Willard did adopt the Ethics Policy Manual, and

WHEREAS, the Board of Aldermen may revise, alter, or add new policies to the items contained in the Ethics Policy Manual, and

WHEREAS, the Board of Aldermen are required to adopt an ordinance setting forth the new policies.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI AS FOLLOWS:

Section 1: Section 1: The City does hereby adopt the Ethics Policy Manual set forth in the attached Exhibit A.

Section 2: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and its approval by the Mayor, Board of Aldermen, and attested by the City Clerk.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS _____ OF _____, 2013.

APPROVED BY:

MAYOR

ATTEST: _____, CITY CLERK

Approved as to form: _____, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

DOUG JOHNSON

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

Policies and Procedures

Employee Relations:

All staff with the City of Willard will strive to work with ethics above question and conduct themselves reflecting the trust given staff by the City of Willard. The City maintains policy and standards regarding employee behavior and conduct which are necessary for the efficient operation of the City and for the benefit and safety of its employees.

In providing public service we value:

- Integrity and excellence in all we do
- Openness to every point of view
- Diversity in people and approach

The following specific areas are covered in this policy:

General Provisions
Arrest, conviction or pleas of guilty
Confidential information
Gratuities
Witness Fees
Staff using their official position with the City
Non-retaliation
Solicitation at the work location
City facilities, materials, equipment and supplies
Staff responsibilities
Employment outside the City
Computer, Email & Internet Usage
Romantic Relationships
Nepotism

Definitions:

Appointing Authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions.

Equipment, Materials, and Supplies: City owned or purchased equipment, materials and supplies including but not limited to: cell phones, telephones, computer hardware and software, City vehicles, office supplies, copiers.

Gratuity: Any gift, favor, entertainment, hospitality, loan, or other tangible item, and intangible benefit, such as a pass or discount, given or extended to City Personnel or their spouses, minor children or members of their households for which fair market value is not paid by the recipient.

Supervisor: The employee who directly supervises the work of another employee such as approving time sheets or leave requests, conducting performance appraisals or recommending disciplinary action.

The words staff and employee are to be used interchangeably.

General Provisions:

The work of the City will be conducted with respect, concern and courtesy toward clients, coworkers and the public. Staff shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion. Staff shall conduct their duties recognizing the diverse background, characteristics and beliefs of all those with whom they conduct City business.

This policy is not intended to cover every aspect of employee conduct. All City employees are expected to use sound judgment with regard to their own conduct on the job and the performance of their assigned duties. Employees must also refrain from off duty conduct that tends to bring City service into public disrepute or negatively affects the employee's job performance.

Employees of the City:

- Will avoid any interest or activity that improperly influences the conduct of their work or an employee's ability to act with objectivity in their work.
- Shall act impartially and neither give nor accept special favors or privileges which might be construed to improperly influence the performance of their work.
- Shall not allow political participation or affiliation to improperly influence the performance of their duties to the public.
- Shall comply with law, rules, policies and procedures at all times.
- Shall avoid any action that might result in losing independence or impartiality in decision making or adversely affecting public confidence in the integrity of the City.

The following actions are considered unprofessional and inappropriate for City employees:

- The use of profanity, abusive or threatening and/or racial and ethnic slurs;
- False or malicious gossip concerning City employees, management, and citizens
- Fighting, assaulting, threatening and/or intimidating other employees and members of the public.
- Reporting for work and/or attending a meeting or conference away from the office in a physical or mental condition that is unsafe to the employee, others, or physical property; renders one incapable of performing job responsibilities; and/or creates an unfavorable public image including but not limited to intoxication and being under the influence of a controlled substance

- Loitering, loafing, horseplay, sleeping and engaging in offensive and/or harmful practical jokes in the workplace.
- Engaging in any form of sexual or other harassment, including but not limited to vulgar and inappropriate behavior, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or engaging in discrimination or harassment based on an individual's sex, age, race, color, national origin, ancestry, religion, disability, genetic information, sexual orientation, pregnancy or any other basis protected by federal, state or local law. Disciplinary action will be taken against offenders.
- Engaging in retaliation against any individual for reporting such discrimination or harassment as noted above, or against any individual for participating in an investigation concerning allegations of unlawful discrimination or harassment.

The City recognizes that the personal appearance of its employees makes an impact on the general impression conveyed to co workers and the public. Accordingly, all employees are expected to dress in a mode appropriate to the specific job duties they perform. All employees must wear clothing that is clean and well maintained and should observe good grooming and personal hygiene practices.

Arrest, conviction, or pleas of guilty:

Staff must notify their direct supervisor of any arrests, conviction, or pleas of guilty, suspended execution of sentence or suspended imposition of sentence related to misdemeanor or felony offenses within five (5) days of the event. The City Administrator will determine the appropriate action for the reported violation. These or other circumstances may result in the need for a reference or criminal record review of the employee to determine whether employment with the City should be changed.

An employee unable to work because he/she is in jail may be denied the use of annual leave; the employee may be dismissed due to unauthorized absence if he/she is unable to report for work due to jail time.

Confidential Information:

City personnel shall not use or disclose, directly or indirectly, confidential information obtained in the course of or by reason of their employment or official capacity in any manner. Staff who breaches confidentiality will be subject to discipline.

Gratuities:

City employees and their spouses, minor children and household members shall not knowingly accept, solicit, or agree to accept any gratuity for themselves, members of their families, or others, either directly or indirectly from or on behalf of any person or entity that:

- Operates under a contract with the City or seeks to engage in business relations of any sort with the City
- Conducts operations or activities that are either regulated by the City or significantly affected by City decisions.
- Has an interest that may be substantially affected by the performance or nonperformance of the official duties of city employees.

City Employees who are offered gratuities shall promptly report such circumstances to his/her immediate supervisor.

Incidental gratuities may be accepted under the following circumstances:

- Unsolicited promotional items such as calendars, cups, note pads, or pens, having a value of less than \$20.00;
- Unsolicited trophies, entertainment, prizes, or awards given for public service or achievement, or in games or contests that are open to the public;
- Unsolicited trophies, entertainment, prizes or awards in connection with civic and community activities;
- Meals and refreshments which are available to all attendees at meetings, conferences, gatherings of public interest which it is in the City's interest to participate.
- Attendance at promotional vendor training sessions offered by contractors to facilitate understanding or utilization of their products. Refreshments that are available to all attendees may be accepted.

Staff using their official position with the City:

City staff shall not use their official position to improperly induce, coerce, or in any manner improperly influence any person to provide any benefit, financial or otherwise, to themselves or others. City staff shall not be abusive toward others in the performance of their official duties.

Non-retaliation

Staff will not retaliate against any outside party who questions or complains about an action by the City.

Allegations of retaliation will be investigated by the City as appropriate to the circumstances. Findings will be documented and appropriate action taken. Staff found to retaliate are subject to discipline up to and including dismissal.

Solicitation at the work location:

Staff will not sell items or services commercially to fellow staff during working hours at the job location. Non-commercial sales of items for a charitable or educational purpose are not included. However, any charitable or educational fund raising events should be conducted with a minimum of effort or exposure.

City facilities, materials, equipment and supplies:

Employees shall use and maintain all city equipment, materials, and supplies in an efficient manner that will conserve the future usefulness. Staff shall use the equipment, materials and supplies solely for purposes related to the performance of city business. This includes internet use.

Staff shall not directly or indirectly use, take, dispose of, or allow the use, taking, or disposal of City facilities, material, equipment, or supplies of any kind for other than official business or purposes.

Staff shall not willfully or neglectfully damage City facilities, material, equipment, or supplies.

The City discourages any use of personal equipment at work. The city is not responsible for any operational, maintenance, or replacement costs of personal equipment used at work.

Personal telephone calls from City phones and/or personal use of cell phones should not be made. The City may demand recompense for excessive personal calls, both for the cost of the call and any lost productivity.

An employee's work area may be searched for work related reasons or in response to an alleged policy violation or criminal or civil infraction.

Employees are responsible for reporting promptly the loss of City property. Return of all City property upon termination is required.

All work products created and produced by City staff within the scope and course of their employment is the property of the City. City employees shall not copyright or otherwise claim personal ownership or control over such work product.

Staff responsibilities:

Responsibilities of the City staff include, but are not limited to the following:

- Each City employee is responsible for his/her actions, including reading the City's policies and procedures and working to carry out those provisions.
- Each employee shall cooperate with internal investigations or investigations with the appropriate authority. Employees are to participate in such investigations in good faith and respond to all inquiries in a prompt and truthful manner.
- Employees are expected to be attentive to their work responsibilities at all times during work hours.

- Employees are expected to arrive to work on time and leave work on time according to their approved work schedule. Employees are to schedule and use leave appropriately with their supervisors' permissions.
- Employees must perform assigned tasks efficiently, in a timely manner, and within established minimum quality standards.
- All employees must follow legitimate written and/or oral directives from supervisors and managers, unless the instructions are illegal or clearly violate safety procedures.
- Falsifications or altering work records or reports including, but not limited to, employment applications, time records, and expense accounts, etc. are prohibited.
- Employees may not utilize cell phones, camera phones, or any electronic mean to record internal interviews, meetings, etc unless otherwise allowed by policy or with management approval. The City is allowed to utilize recording devices when conducting workplace investigations.

Computer, Email & Internet Usage

- City employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by the City's computer systems is considered to belong to the City and is recognized as part of its official data.
- The equipment, services and technology used to access the Internet are the property of the City and the City reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the City's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the City if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the City's service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Introducing malicious software onto the City's network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Romantic Relationships

Romantic fraternization between a supervisor and subordinates in a direct reporting relationship is prohibited, including, but not limited to: dating; romantic e-mails; adult subject jokes, cartoons, e-mails and internet sites; and participating in a romantic/intimate relationship.

Nepotism

No employee shall directly supervise a member of her or his family. Family consists of the parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-brothers, step-sisters, stepchildren, aunts, uncles, nieces, nephews, and foster children. More specifically, no employee shall review or audit the work of a member of her or his family, or take part in discussions concerning employment, assignment, compensation, discipline or related matters involving a member of her or his family. In the event that an individual, through marriage, adoption, etc. is placed in a prohibited relationship with a member of her or his family, the situation shall be resolved within thirty calendar days.



**CITY OF WILLARD
BOARD OF ALDERMEN
09/09/2013**

Agenda Item #12.

J.C. Loveland will be presenting this item for your consideration.