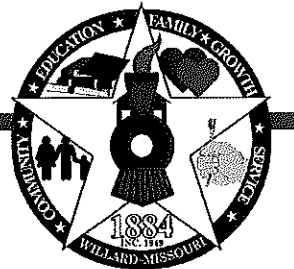


CITY OF WILLARD, MISSOURI

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

July 8, 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
July 8, 2013
7:00 P.M.**

Notice posted on July 3, 2013

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., July 8, 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:**
 - Approve the minutes of the work study on June 24, 2013
 - Approve the minutes of the special meeting on June 10, 2013
3. **Citizen Input (*5 minute limit per person*)**
4. **Financial Reports**
 - a. May 2013 Financial Statements
 - b. May 2013 Budget Summaries
 - c. June 2013 Outstanding Invoices
 - d. Motor Fuel Sales Tax Spreadsheets-Informational Only
5. **Department Head Reports**
6. **Ordinance to Amend the Employee Policy Manual (1st and 2nd Reading)**
 - a. Discussion/Vote
7. **Amendments to the Tree Board Ordinance (1st and 2nd Reading)**
 - a. Discussion/Vote
8. **Ordinance Amending Section 215.110-Notice to Abate (1st and 2nd Reading)**
 - a. Discussion/Vote
9. **New Business**
10. **Old Business**
11. **Adjourn Open Meeting**
12. **Closed session pursuant to Section 610.021 # (1) Legal and (#3) Personnel**
13. **Adjourn meeting**

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO SECTION 610.021 # (1) LEGAL AND (#3) 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
June 24, 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 and Alderman Johnson. Alderman Trapp, Alderman Vincent and Alderman McDonald were absent.

There was no quorum.

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

Citizens present: Stacia Buffington and Sam Baird.

Tom Stechman of Utility Services gave a presentation on the maintenance agreements for the water towers.

There was discussion on whether to add a minimum penalty fee to the city code book.

The alcohol ordinance was discussed. Specifically, the distance requirement for a church or school and the fees for a liquor license. The City Clerk will be bringing information from other cities to the July Board work study session.

The City Administrator spoke to the Board about security systems for city owned buildings. Specifically the aquatic center, the recreation center and city hall. The City Administrator will have figures for the Board soon.

The City Clerk spoke to those present about the three(3) options for records retention. She will be setting up presentations for vendors to come and speak to the Board about the options and costs associated with each option.

The proposed ethics policy was discussed and it will be incorporated with the current city employee manual and brought to the Board at the July meeting for approval. Information on annual performance evaluations of all employees will be included in the manual.

There was discussion of items for the July 8th Board meeting.

Dale Duvall, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMAN
REGULAR MEETING
June 10, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Alderman McDonald, Alderman Vincent-present and Mayor Forshee-present. Alderman Johnson was not present.

Staff present: City Clerk, Dale Duvall; Director of Development, Randy Brown; Chief Financial Officer, Karen Robson; Public Works Director; Justin Reaves, Community Services Director; J.C. Loveland, Police Chief Tom McClain, and Police Reserve, Bill Lingsfielser.

City Attorney Ken Reynolds was present.

Citizens in attendance: Sam Baird, Stacia Buffington, Mindy Latham, Shannon Watson of HPC, Dave Drumm of Hood Rich Inc., Lucille Murray, Ron Crighton and Tim Perriman.

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.

Public Hearing to discuss and vote on the recommendations of the Planning and Zoning Commission for changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Land Development Regulations.

The public Hearing was opened by the City Attorney at 7:05 p.m. and was closed at 7:06 p.m. due to no input.

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-absent.

Agenda Amendments/Approval of Agenda

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

Approve the minutes of the regular meeting on May 13, 2013

Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the minutes. Alderman Vincent-Aye, Alderman Johnson---, 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 May 20, 2013

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

Approve the minutes of the special meeting on May 23, 2013

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

Citizen Input

None

Financial Report

Presentation of Auditors 2012 Report-Rebecca Frederick of presented the 2012 audit report to the Board. Copies of the audit were given to the Board as well.

May outstanding invoices –Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the presented invoices. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

April financial statements- Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the presented statements. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Nay. Four votes aye. One vote nay. Motion carried.

April financial summaries- Informational only. No vote required.

Public Hearing to discuss and vote on the recommendations of the Planning and Zoning Commission regarding the request for re-zoning of a portion of the Crighton and Goodwyn Enterprises Inc. Minor Subdivision.

The City Attorney opened the Public Hearing at 7:21 p.m. and there was no citizen input and so the hearing was closed at 7:22 p.m.

Council Bill No.: 13-26

Ordinance No.: 130610A

Ordinance for the re-zoning request for a portion of the Crighton and Goodwyn Enterprises Inc. Minor Subdivision.(1st and 2nd Reading)

An Ordinance

AMENDING the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning Part of Tract 1 Part of Tract 3 of the Crighton and Goodwyn Enterprises, Inc. Minor Subdivision located at the Southwest corner of Hughes Road and U.S. Highway 160 all within the City of Willard, MO.

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--- 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---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Ordinance for the approval of the Fortner Minor Subdivision

AN ORDINANCE

AUTHORIZING the approval of the Fortner Minor Subdivision and acceptance of all right-of-way and easements to the City of Willard; and authorizing the City Clerk to sign the Minor Subdivision survey upon compliance with the terms of the Land Development Regulations of the City of Willard.

First read was conducted by the City Clerk.

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

Questions for the Department Heads

Alderman Roggensees asked Randy Brown, Director of Development if the City had approached the owners of Eagle Stop and the car wash on Hunt Rd regarding their conversation with the previous Mayor regarding paying all or a portion of the sidewalk cost in front of their stores. Randy stated that he would look into it.

Generator Agreement with Red Cross and the City of Willard Emergency Management (Resolution)

Discussion/Vote- **Motion** made by Alderman Vincent and seconded by Alderman Roggensees to approve the Mayor to sign the resolution. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Order of Business (2nd Reading)

AN ORDINANCE

AMENDING Title I, Government Code, Chapter 110, Mayor and Board of Aldermen, Article II, Order of Business, Section 110.090 Order of Business of the Willard Municipal Code, by amending Section 110.090, of the Municipal Code of the City of Willard.

First read was conducted by the City Clerk on 05-13-13

Second read was conducted by the City Clerk.

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

Amendment to the Tree Board Ordinance (1st and 2nd Reading)

AN ORDINANCE REGULATING THE PLANTING, MAINTENANCE, AND REMOVAL OF TREES, SHRUBS, AND OTHER PLANTS; AND CREATING A TREE BOARD IN THE CITY OF WILLARD, STATE OF MISSOURI.

First read was conducted by the City Clerk

Discussion/Vote- The City Clerk explained to the Board that there were two options being presented to them on this ordinance. The difference between the two dealt with the member requirements. The Board asked that a change be made to delete the distance that a member can live outside the city. The City Clerk stated that she will make the change and bring it back to the Board next month. The Mayor asked for a motion and there was none. The item dies.

Ordinance approving amendments to Chapter 400 of the Willard Land Development Regulations (1st and 2nd Reading)

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTIONS 400.480, 400.530, 400.590, 400.600, 400.1180, AND 400.1190 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO LAND DEVELOPMENT REGULATIONS.

First read was conducted by the City Clerk

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

Ordinance approving amendments to Section 500.030: Permits and Inspections and Section 500.290: Adoption of National Electrical Code. (1st and 2nd Reading)

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 500.030 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO PERMITS AND INSPECTION AND SECTION 500.290 ADOPTION OF NATIONAL ELECTRICAL CODE

First read was conducted by the City Clerk

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

Ordinance approving amendments to Section 400.520: Accessory Uses and Structures. Amending Section 400.520(B) (1a), (1b), (D)(4) and (D)(5). (1st and 2nd Reading)

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTIONS 400.520 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO LAND DEVELOPMENT REGULATIONS.

First read was conducted by the City Clerk

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

Council Bill No. 13-32

Ordinance No.: 130610G

2013 Budget Amendment (1st and 2nd Reading)

AN ORDINANCE TO AUTHORIZE PASSAGE, ENFORCEMENT AND UTILIZATION OF THE 2013 BUDGET AMENDMENT

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

Council Bill No. 13-33

Ordinance No.: 130610H

Ordinance for the Lease/Purchase of police cars (1st and 2nd Reading)

AN ORDINANCE

AUTHORIZING the Mayor, and the Chief Financial Officer, to execute a loan between the City of Willard and Great Southern Bank, for the purpose of financing police cars and police car equipment.

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---, 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---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Ethics Policy Discussion

Alderman Roggensees read the ethics policy handbook that had been included in the packets. He asked that two items be added to the policy manual that he had created using the Missouri state policy as a template:

1. A department head will not be allowed to be a direct supervisor over a family member.
2. 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.

The City Attorney stated that he thought that the policy should be implemented into the employee manual, not as its own ordinance/document.

The policy will be amended as suggested by Alderman Roggensees and brought back to the Board in July.

New Business

Alderman Roggensees asked about employee evaluations and state that he thought that raises should only be given when an employee has received a favorable evaluation by their supervisor. He stated that this should be being completed once yearly and was told by the CFO that they are done yearly. The department heads all turn in evaluations on the employees that they oversee. The CFO stated that the department heads are the ones that have not had evaluations done on a regular basis. This is due to past administrations completing some of the evaluations, but not for all of the department heads.

Old Business

None

Adjourn meeting

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

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

Meeting Adjourned at 10:52 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM 4
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

1. May, 2013 Financial Statements
2. May, 2013 Budget Summaries
3. June, 2013 Outstanding Invoices
4. Motor Fuel/Sales Tax Spreadsheets - FYI

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
May 31, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 17,359.60	
CASH IN BANK- MID-MISSOURI BANK	19,550.45	
CASH IN BANK - CD'S	75,008.49	
CASH IN BANK - JIS	5,649.16	
CASH IN REPURCHASE AGREEMENT	279,851.79	
TAXES RECEIVABLE	129,443.58	
PETTY CASH	350.00	
DUE FROM WATER/SEWER FUND	58,462.89	
DUE FROM RECREATION FUND	690,847.70	
TOTAL ASSETS		\$ 1,276,523.66

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 1,587.89	
COURT TRAINING ESCROW	2,433.89	
DEVELOPERS ESCROW	1,541.40	
GARNISHMENTS PAYABLE	830.31	
DUE TO WATER/SEWER FUND	479,220.05	
DUE TO RECREATION FUND	1,732.60	
TOTAL LIABILITIES		\$ 487,346.14

EQUITY

FUND BALANCE	\$ 608,588.66	
NET INCOME -LOSS	180,588.86	
TOTAL FUND EQUITY		\$ 789,177.52

TOTAL LIABILITIES AND EQUITY		\$ 1,276,523.66

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2013

	ANNUAL BUDGET	---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> <--- UNEXPENDED
REVENUES							
ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING PERMITS	10000.00	485.00	833.33	15182.54	4166.65	11015.89	5182.54
CABLE TV FRANCHISE FEES	18000.00	0.00	1500.00	7584.85	7500.00	84.85	-10415.15
COUNTY ROAD AND BRIDGE TA	29250.00	0.00	2437.50	27920.97	12187.50	15733.47	-1329.03
ELECTRIC FRANCHISE FEES	235000.00	35013.60	19583.33	85133.94	97916.65	-12782.71	-149866.06
GAS FRANCHISE FEES	50000.00	4232.73	4166.67	24214.47	20833.35	3381.12	-25785.53
GRANT REVENUES	9000.00	0.00	750.00	2076.63	3750.00	-1673.37	-6923.37
INTEREST INCOME	1500.00	139.83	125.00	273.12	625.00	-351.88	-1226.88
LAW ENFORCEMENT SALES TAX	24000.00	1979.00	2000.00	5937.00	10000.00	-4063.00	-18063.00
MERCHANTS LICENSES	5100.00	150.00	425.00	2200.00	2125.00	75.00	-2900.00
MISCELLANEOUS	1000.00	174.57	83.33	1194.67	416.65	778.02	194.67
MOBILE PHONE LEASE FEES	52000.00	3086.00	4333.33	30465.03	21666.65	8798.38	-21534.97
MOTOR VEHICLE TAXES	185000.00	15971.44	15416.67	78835.72	77083.35	1752.37	-106164.28
PLANNING AND ZONING	5000.00	0.00	416.67	1146.70	2083.35	-936.65	-3853.30
REAL ESTATE TAXES	178400.00	737.17	14866.67	150178.33	74333.35	75844.98	-28221.67
RECYCLE CENTER INCOME	1000.00	0.00	83.33	0.00	416.65	-416.65	-1000.00
SALES & USE TAX REVENUES	420000.00	37118.87	35000.00	172611.10	175000.00	-2388.90	-247388.90
SALES TAX - CAP IMP	85000.00	0.00	7083.33	26240.44	35416.65	-9176.21	-58759.56
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	208.35	-208.35	-500.00
TRAFFIC COURT FINES	80000.00	12365.06	6666.67	40473.08	33333.35	7139.73	-39526.92
TRASH INCOME	180000.00	0.00	15000.00	0.00	75000.00	-75000.00	-180000.00
VETERAN'S MEMORIAL	0.00	60.00	0.00	300.00	0.00	300.00	300.00
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1569750.00	\$ 111513.27	\$ 130812.50	\$ 671968.59	\$ 654062.50	\$ 17906.09	\$ -897781.41

EXPENDITURES

COMMUNITY BUILDING:

ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UTILITIES-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 5 month period ended May 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1000.00	\$ 145.00	\$ 83.33	\$ 1306.96	\$ 416.65	\$ -890.31	\$ -306.96
AUDIT FEE	12000.00	0.00	1000.00	0.00	5000.00	5000.00	12000.00
CONTRACT LABOR	2500.00	0.00	208.33	0.00	1041.65	1041.65	2500.00
DUES AND SUBSCRIPTIONS	2000.00	1055.00	166.67	2561.10	833.35	-1727.75	-561.10
ELECTION EXPENSE	3000.00	0.00	250.00	2497.00	1250.00	-1247.00	503.00
GROUP INSURANCE	10000.00	837.94	833.33	6669.39	4166.65	-2502.74	3330.61
INSURANCE	15000.00	44.10	1250.00	304.30	6250.00	5945.70	14695.70
LEGAL	30000.00	0.00	2500.00	1606.00	12500.00	10894.00	28394.00
PROFESSIONAL (GCG)	10000.00	4716.29	833.33	29262.46	4166.65	-25095.81	-19262.46
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	572.56	0.00	-572.56	-572.56
OFFICE SUPPLIES	8000.00	1277.71	666.67	6437.36	3333.35	-3104.01	1562.64
PAYROLL TAXES	6900.00	397.28	575.00	2474.20	2875.00	400.80	4425.80
REPAIRS AND MAINTENANCE	2000.00	0.00	166.67	354.18	833.35	479.17	1645.82
RETIREMENT PLAN	3550.00	618.01	295.83	1810.51	1479.15	-331.36	1739.49
SALARIES	89950.00	5193.14	7495.83	32342.64	37479.15	5136.51	57607.36
SUPPLIES	6000.00	53.24	500.00	326.45	2500.00	2173.55	5673.55
TELEPHONE	4500.00	1015.55	375.00	4897.92	1875.00	-3022.92	-397.92
TRAVEL AND TRAINING	3000.00	-18.00	250.00	338.22	1250.00	911.78	2661.78
UTILITIES-ELECTRIC (GCG)	6000.00	293.17	500.00	1404.71	2500.00	1095.29	4595.29
UTILITIES-GAS (GCG)	3000.00	358.17	250.00	713.01	1250.00	536.99	2286.99
UTILITIES-OTHER (GCG)	1000.00	92.44	83.33	493.35	416.65	-76.70	506.65
VEHICLE EXPENSES-GAS	1000.00	0.00	83.33	408.40	416.65	8.25	591.60
VEHICLE EXPENSE-OTHER	1000.00	50.00	83.33	215.60	416.65	201.05	784.40
VETERAN'S MEMORIAL EXPENS	0.00	1886.00	0.00	2106.25	0.00	-2106.25	-2106.25
TOTAL GENERAL CITY EXPE	\$ 221400.00	\$ 18015.04	\$ 18449.98	\$ 99102.57	\$ 92249.90	\$ -6852.67	\$ 122297.43

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	<--> BUDGET	YEAR TO DATE BALANCE	<--> BUDGET	BUDGET TO DATE OVER/UNDER	<--> UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 0.00	\$ 14.00	\$ 0.00	\$ 14.00	\$ 0.00	\$ -14.00	\$ -14.00
BUILDING MAINTENANCE (LAW)	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
CAPITAL ASSET EXPENDITURE	45000.00	0.00	3750.00	24429.11	18750.00	-5679.11	20570.89
CONTRACT LABOR	500.00	0.00	41.67	505.78	208.35	-297.43	-5.78
CVC FEES PAID	4200.00	0.00	350.00	1679.33	1750.00	70.67	2520.67
COURT AUTOMATION FEES	4200.00	0.00	350.00	1648.69	1750.00	101.31	2551.31
DARE	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	400.00	208.35	-191.65	100.00
GROUP INSURANCE	39400.00	722.61	3283.33	14631.65	16416.65	1785.00	24768.35
INSURANCE	20000.00	130.29	1666.67	528.57	8333.35	7804.78	19471.43
LEGAL AND PROFESSIONAL	22000.00	631.64	1833.33	2798.97	9166.65	6367.68	19201.03
PROFESSIONAL (LAW)	18000.00	3827.25	1500.00	11848.74	7500.00	-4348.74	6151.26
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-60.00	0.00	60.00	60.00
OFFICE EXPENSE (LAW)	6000.00	577.34	500.00	3467.97	2500.00	-967.97	2532.03
PAYROLL TAXES	27200.00	2181.27	2266.67	12235.77	11333.35	-902.42	14964.23
POST FUND	750.00	0.00	62.50	235.52	312.50	76.98	514.48
REPAIRS AND MAINTENANCE	3000.00	0.00	250.00	30.46	1250.00	1219.54	2969.54
RETIREMENT PLAN	16800.00	2117.74	1400.00	5319.43	7000.00	1680.57	11480.57
SALARIES	355650.00	28513.34	29637.50	159944.78	148187.50	-11757.28	195705.22
SALARIES-OVERTIME	2000.00	0.00	166.67	0.00	833.35	833.35	2000.00
SUPPLIES	9500.00	51.77	791.67	1136.98	3958.35	2821.37	8363.02
TELEPHONE	6500.00	949.41	541.67	4562.40	2708.35	-1854.05	1937.60
TRAVEL AND TRAINING	5750.00	726.64	479.17	2310.22	2395.85	85.63	3439.78
UNIFORMS	6150.00	0.00	512.50	0.00	2562.50	2562.50	6150.00
UTILITIES-ELECTRIC (LAW)	4500.00	243.87	375.00	1172.34	1875.00	702.66	3327.66
UTILITIES-GAS (LAW)	3750.00	0.00	312.50	0.00	1562.50	1562.50	3750.00
UTILITIES-OTHER (LAW)	1500.00	48.40	125.00	2180.76	625.00	-1555.76	-680.76
VEHICLE EXPENSES-GAS	30000.00	2294.38	2500.00	16032.79	12500.00	-3532.79	13967.21
VEHICLE EXPENSE-OTHER	20000.00	4970.51	1666.67	8852.66	8333.35	-519.31	11147.34
TOTAL LAW AND SAFETY EX	\$ 654850.00	\$ 48000.46	\$ 54570.85	\$ 275906.92	\$ 272854.25	\$ -3052.67	\$ 378943.08

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2013

	ANNUAL BUDGET	<---CURRENT BALANCE	--> <--- BUDGET	YEAR TO DATE BALANCE	--> <--- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CAPITAL ASSET EXPENDITURE	25000.00	0.00	2083.33	5943.00	10416.65	4473.65	19057.00
CONTRACT LABOR	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
GROUP INSURANCE	3900.00	877.49	325.00	3017.94	1625.00	-1392.94	882.06
INSURANCE	8500.00	0.00	708.33	0.00	3541.65	3541.65	8500.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-225.00	0.00	225.00	225.00
PAYROLL TAXES	2650.00	621.95	220.83	1285.88	1104.15	-181.73	1364.12
PUBLIC IMPROVEMENTS (ST)	90000.00	0.00	7500.00	0.00	37500.00	37500.00	90000.00
RECYCLE CENTER EXPENSE	3000.00	75.00	250.00	1073.61	1250.00	176.39	1926.39
REPAIRS AND MAINTENANCE	1500.00	0.00	125.00	453.03	625.00	171.97	1046.97
RETIREMENT PLAN	1600.00	444.85	133.33	1002.73	666.65	-336.08	597.27
SALARIES	34800.00	8130.12	2900.00	16809.01	14500.00	-2309.01	17990.99
STREET LIGHTS	62000.00	4722.95	5166.67	23120.81	25833.35	2712.54	38879.19
SUPPLIES	10000.00	1609.93	833.33	4404.02	4166.65	-237.37	5595.98
TRASH EXPENSE	170000.00	0.00	14166.67	18819.99	70833.35	52013.36	151180.01
TRAVEL AND TRAINING	0.00	0.00	0.00	765.00	0.00	-765.00	-765.00
TREE MAINTENANCE (ST)	10400.00	200.00	866.67	200.00	4333.35	4133.35	10200.00
UTILITIES-ELECTRIC (ST)	2500.00	54.43	208.33	159.14	1041.65	882.51	2340.86
UTILITIES-GAS (ST)	1200.00	0.00	100.00	0.00	500.00	500.00	1200.00
UTILITIES-OTHER (ST)	750.00	0.00	62.50	0.00	312.50	312.50	750.00
VEHICLE EXPENSES-GAS	5000.00	0.00	416.67	101.97	2083.35	1981.38	4898.03
VEHICLE EXPENSE-OTHER	1000.00	-19.00	83.33	423.84	416.65	-7.19	576.16
TOTAL STREET EXPENSES	\$ 434800.00	\$ 16717.72	\$ 36233.32	\$ 77354.97	\$ 181166.60	\$ 103811.63	\$ 357445.03

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND

UNAUDITED

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

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 117,829.27
WATER/SEWER FUND TDOA	464,140.56
CASH - REVENUE BOND ESCROW	50,219.53
CASH - WATER PRINCIPAL AND INTEREST	589,272.94
CASH IN REPURCHASE AGREEMENT	295,398.75
CASH-WW/SS PRINCIPAL & INTEREST	175,651.51
DUE FROM GENERAL FUND	479,220.05
2005 RESERVE FUND	49,500.00
2005 CONSTRUCTION FUND	905.36
DUE FROM RECREATION FUND	1,125.00
2008 RESERVE FUND	231,192.21
2008 CONSTRUCTION FUND	59,498.71
RETURNED CHECKS	571.09
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	59,835.85
TOTAL CURRENT ASSETS	<u>\$ 2,574,360.83</u>

FIXED ASSETS

LAND	\$ 205,894.58
EQUIPMENT	639,358.88
SEWER SYSTEM	5,123,389.05
ACCUMULATED DEPRECIATION	- 238,393.14
WATER SYSTEM	4,191,160.84
CONSTRUCTION IN PROGRESS	187,089.44
ACCUMULATED DEPRECIATION	-3,346,296.96
NET FIXED ASSETS	<u>\$ 6,762,202.69</u>
TOTAL ASSETS	<u>\$ 9,336,563.52</u> =====

UNAUDITED

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

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$.00
SALES TAX PAYABLE	3,131.78
MISSOURI PRIMACY TAX	2,191.33
WATER POLLUTION SERVICE CONNECTION FEE	1,888.05
CUSTOMER DEPOSITS	169,120.00
DUE TO GENERAL FUND	58,462.89
DUE TO RECREATION FUND	251.86
REVENUE BONDS PAYABLE	105,000.00
2005 REVENUE BONDS PAYABLE	325,000.00
2003 REVENUE BONDS PAYABLE	5,000.00
2008 REVENUE BONDS PAYABLE	2,180,000.00
DEFERRED LOSS ON REFINANCING	-6,119.52
TOTAL LIABILITIES	<u>\$ 2,843,926.39</u>

EQUITY

CONT. CAPITAL -- FED & STATE	\$.00
RETAINED EARNINGS	6,294,638.41
NET INCOME -LOSS	197,998.72

TOTAL FUND EQUITY \$ 6,492,637.13

TOTAL LIABILITIES AND EQUITY \$ 9,336,563.52

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 5 month period ended May 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	<--> DATE 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	0.00	0.00	0.00	59498.71	0.00	59498.71	59498.71
INTEREST INCOME	1000.00	116.25	83.33	668.77	416.65	252.12	-331.23
METER INSTALLATIONS	29250.00	0.00	2437.50	0.00	12187.50	-12187.50	-29250.00
MISCELLANEOUS INCOME	1000.00	91.23	83.33	13366.32	416.65	12949.67	12366.32
PENALTY INCOME	20000.00	1305.61	1666.67	7957.46	8333.35	-375.89	-12042.54
TRASH INCOME	0.00	4903.42	0.00	70678.32	0.00	70678.32	70678.32
WATER SALES - COMMERCIAL	50000.00	2634.42	4166.67	14134.31	20833.35	-6699.04	-35865.69
WATER SALES - RESIDENTIAL	845000.00	66336.41	70416.67	319865.15	352083.35	-32218.20	-525134.85
TOTAL REVENUES	\$ 946250.00	\$ 75387.34	\$ 78854.17	\$ 486169.04	\$ 394270.85	\$ 91898.19	\$ -460080.96
EXPENSES							
ADVERTISING	\$ 250.00	\$ 223.50	\$ 20.83	\$ 223.50	\$ 104.15	\$ -119.35	\$ 26.50
AUDIT	5000.00	0.00	416.67	0.00	2083.35	2083.35	5000.00
BUILDING MAINTENANCE (WAT	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
CAPITAL ASSET EXPENDITURE	170000.00	19573.90	14166.67	136487.41	70833.35	-65654.06	33512.59
CONTRACT LABOR	3500.00	0.00	291.67	0.00	1458.35	1458.35	3500.00
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	1347.00	208.35	-1138.65	-847.00
EQUIPMENT	40000.00	0.00	3333.33	0.00	16666.65	16666.65	40000.00
FISCAL AGENT FEES	1500.00	0.00	125.00	150.00	625.00	475.00	1350.00
GROUP INSURANCE	21000.00	1542.05	1750.00	13508.37	8750.00	-4758.37	7491.63
INSURANCE	14000.00	0.00	1166.67	0.00	5833.35	5833.35	14000.00
INTEREST EXPENSE	57129.00	0.00	4760.75	37690.32	23803.75	-13886.57	19438.68
LEGAL AND PROFESSIONAL	750.00	0.00	62.50	0.00	312.50	312.50	750.00
PROFESSIONAL (WATER)	50000.00	883.54	4166.67	30428.31	20833.35	-9594.96	19571.69
MISCELLANEOUS EXPENSE	0.00	203.50	0.00	428.50	0.00	-428.50	-428.50
OFFICE SUPPLIES	13000.00	1833.47	1083.33	9019.34	5416.65	-3602.69	3980.66
PAYROLL TAXES	14200.00	877.29	1183.33	6559.94	5916.65	-643.29	7640.06
REPAIRS AND MAINTENANCE	10000.00	-7852.99	833.33	15763.08	4166.65	-11596.43	-5763.08
RETIREMENT PLAN	8550.00	996.46	712.50	4345.94	3562.50	-783.44	4204.06
SALARIES	186400.00	11467.82	15533.33	87469.40	77666.65	-9802.75	98930.60
SALARIES-OVERTIME	2500.00	0.00	208.33	0.00	1041.65	1041.65	2500.00
SUPPLIES	25000.00	2668.03	2083.33	16399.15	10416.65	-5982.50	8600.85
SUPPLIES - PROJECT	0.00	60.10	0.00	248.59	0.00	-248.59	-248.59
TRASH EXPENSE	0.00	3639.71	0.00	50794.88	0.00	-50794.88	-50794.88
TRAVEL AND TRAINING	4500.00	99.50	375.00	1309.40	1875.00	565.60	3190.60
UTILITIES-ELECTRIC (WATER	76000.00	7319.94	6333.33	33893.12	31666.65	-2226.47	42106.88
UTILITIES-OTHER (WATER)	6000.00	480.47	500.00	2406.24	2500.00	93.76	3593.76
VEHICLE EXPENSES-GAS	13000.00	644.06	1083.33	3497.88	5416.65	1918.77	9502.12
VEHICLE EXPENSE-OTHER	7500.00	129.78	625.00	1618.76	3125.00	1506.24	5881.24
TOTAL EXPENSES	\$ 731279.00	\$ 44790.13	\$ 60939.90	\$ 453589.13	\$ 304699.50	\$ -148889.63	\$ 277689.87
NET INCOME -LOSS	\$ 214971.00	\$ 30597.21	\$ 17914.27	\$ 32579.91	\$ 89571.35	\$ -56991.44	\$ -182391.09

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 5 month period ended May 31, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> 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	27000.00	0.00	2250.00	0.00	11250.00	-11250.00	-27000.00
INTEREST INCOME	1000.00	39.50	83.33	227.32	416.65	-189.33	-772.68
PENALTY INCOME	30000.00	2247.55	2500.00	12267.74	12500.00	-232.26	-17732.26
SEWER SALES	1100000.00	108028.65	91666.67	510021.49	458333.35	51688.14	-589978.51
TOTAL REVENUES	\$ 1158000.00	\$ 110315.70	\$ 96500.00	\$ 522516.55	\$ 482500.00	\$ 40016.55	\$ -635483.45
EXPENSES							
ADVERTISING	\$ 250.00	\$ 209.50	\$ 20.83	\$ 209.50	\$ 104.15	\$ -105.35	\$ 40.50
AUDIT	5000.00	0.00	416.67	0.00	2083.35	2083.35	5000.00
BUILDING MAINTENANCE (SEW	1000.00	0.00	83.33	42.15	416.65	374.50	957.85
CAPITAL ASSET EXPENDITURE	70000.00	0.00	5833.33	14107.50	29166.65	15059.15	55892.50
CONTRACT LABOR	3500.00	0.00	291.67	0.00	1458.35	1458.35	3500.00
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	702.00	208.35	-493.65	-202.00
EQUIPMENT	45000.00	0.00	3750.00	0.00	18750.00	18750.00	45000.00
FISCAL AGENT FEES	3000.00	0.00	250.00	900.00	1250.00	350.00	2100.00
GROUP INSURANCE	17200.00	1226.16	1433.33	10699.36	7166.65	-3532.71	6500.64
HOOK-UP EXPENSE (SEWER)	13500.00	0.00	1125.00	0.00	5625.00	5625.00	13500.00
INSURANCE	16000.00	0.00	1333.33	0.00	6666.65	6666.65	16000.00
INTEREST EXPENSE	74170.00	0.00	6180.83	28959.69	30904.15	1944.46	45210.31
LEGAL AND PROFESSIONAL	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
PROFESSIONAL (SEWER)	50000.00	488.63	4166.67	4097.82	20833.35	16735.53	45902.18
OFFICE SUPPLIES	13000.00	1653.42	1083.33	9025.16	5416.65	-3608.51	3974.84
PAYROLL TAXES	11800.00	689.30	983.33	4771.68	4916.65	144.97	7028.32
REPAIRS AND MAINTENANCE	10000.00	337.20	833.33	3386.20	4166.65	780.45	6613.80
RETIREMENT PLAN	7100.00	782.94	591.67	3473.42	2958.35	-515.07	3626.58
SALARIES	155000.00	9010.43	12916.67	63671.60	64583.35	911.75	91328.40
SALARIES-OVERTIME	2500.00	0.00	208.33	0.00	1041.65	1041.65	2500.00
SPRINGFIELD SEWER CHARGES	440000.00	34364.44	36666.67	167292.95	183333.35	16040.40	272707.05
SUPPLIES	13000.00	6230.45	1083.33	10531.50	5416.65	-5114.85	2468.50
TRAVEL AND TRAINING	4500.00	144.50	375.00	1247.76	1875.00	627.24	3252.24
UTILITIES-ELECTRIC (SEWER	55000.00	6569.36	4583.33	21592.22	22916.65	1324.43	33407.78
UTILITIES-OTHER (SEWER)	9500.00	2467.00	791.67	6918.85	3958.35	-2960.50	2581.15
VEHICLE EXPENSE-GAS	12000.00	644.05	1000.00	3625.34	5000.00	1374.66	8374.66
VEHICLE EXPENSE-OTHER	3500.00	0.00	291.67	1843.04	1458.35	-384.69	1656.96
TOTAL EXPENSES	\$ 1037020.00	\$ 64817.38	\$ 86418.32	\$ 357097.74	\$ 432091.60	\$ 74993.86	\$ 679922.26
NET INCOME -LOSS	\$ 120980.00	\$ 45498.32	\$ 10081.68	\$ 165418.81	\$ 50408.40	\$ 115010.41	\$ 44438.81

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
May 31, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 42,688.89	
RESTRICTED CASH	10,588.81	
PARK FUND TDOA	170,382.56	
TAXES RECEIVABLE	39,600.58	
2003 COPS RESERVE	1.00	
PETTY CASH	240.00	
DUE FROM GENERAL FUND	1,732.60	
2009 B CERTIFICATE FUND	251.86	
2008 RESERVE FUND	301,000.00	
2008 COST OF ISSUANCE	3,420.57	
YOUTH SCHOLARSHIPS	932.50	
TOTAL ASSETS		\$ 568,974.37

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$ -20.00	
DUE TO GENERAL FUND	690,847.70	
DUE TO WATER/SEWER FUND	1,125.00	
MID-MISSOURI BANK	97,987.64	
TOTAL LIABILITIES		\$ 789,940.34

EQUITY

FUND BALANCE	\$ - 125,734.15	
NET INCOME -LOSS	-95,231.82	
TOTAL FUND EQUITY		\$ - 220,965.97

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TOTAL LIABILITIES AND EQUITY	\$ 568,974.37
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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 5 month period ended May 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	\$ 36.00	\$ 1416.67	\$ 4190.00	\$ 7083.35	\$ -2893.35	\$ -12810.00
ADVERTISING INCOME	27500.00	240.00	2291.67	14600.00	11458.35	3141.65	-12900.00
CONCESSION INCOME	47500.00	3757.54	3958.33	8587.74	19791.65	-11203.91	-38912.26
FOURTH OF JULY	3500.00	515.00	291.67	515.00	1458.35	-943.35	-2985.00
INTEREST INCOME	1000.00	24.30	83.33	147.00	416.65	-269.65	-853.00
GRANT RECEIPTS	500.00	0.00	41.67	0.00	208.35	-208.35	-500.00
MISCELLANEOUS INCOME	1000.00	-469.68	83.33	291.32	416.65	-125.33	-708.68
MOBILE PHONE TOWER	11600.00	1024.79	966.67	5123.95	4833.35	290.60	-6476.05
PARK FEES	7500.00	0.00	625.00	0.00	3125.00	-3125.00	-7500.00
REAL ESTATE TAXES	54575.00	0.00	4547.92	38776.65	22739.60	16037.05	-15798.35
FACILITY INCOME	47500.00	3990.25	3958.33	15169.25	19791.65	-4622.40	-32330.75
SALES TAX	475000.00	45301.98	39583.33	193096.99	197916.65	-4819.66	-281903.01
SALES TAX - CAP IMP	100000.00	0.00	8333.33	22524.39	41666.65	-19142.26	-77475.61
SPECIAL EVENT INCOME	11000.00	35.00	916.67	152.50	4583.35	-4430.85	-10847.50
SWIM POOL INCOME	100000.00	11235.20	8333.33	12315.20	41666.65	-29351.45	-87684.80
YOUTH PROGRAMS	150000.00	15945.63	12500.00	48347.65	62500.00	-14152.35	-101652.35
TOTAL REVENUES	\$ 1055175.00	\$ 81636.01	\$ 87931.25	\$ 363837.64	\$ 439656.25	\$ -75818.61	\$ -691337.36

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 5 month period ended May 31, 2013

	ANNUAL	<---CURRENT		<--->	YEAR TO DATE		<--->	BUDGET TO DATE	
	BUDGET	BALANCE	BUDGET	BALANCE	BUDGET	OVER/UNDER	UNEXPENDED		
EXPENDITURES									
ADVERTISING	\$ 500.00	\$ 0.00	\$ 41.67	\$ 632.50	\$ 208.35	\$ -424.15	\$ -132.50		
BUILDING MAINTENANCE (PAR	1000.00	72.67	83.33	507.23	416.65	-90.58	492.77		
CAPITAL ASSET EXPENDITURE	0.00	7750.00	0.00	12271.00	0.00	-12271.00	-12271.00		
CHEMICALS	8000.00	0.00	666.67	2922.60	3333.35	410.75	5077.40		
CONCESSIONS	30000.00	2512.73	2500.00	4850.59	12500.00	7649.41	25149.41		
CONTRACT LABOR	10000.00	83.84	833.33	5214.78	4166.65	-1048.13	4785.22		
FIREWORKS	8000.00	40.00	666.67	6644.76	3333.35	-3311.41	1355.24		
FISCAL AGENT FEES	4000.00	1350.00	333.33	2100.00	1666.65	-433.35	1900.00		
GROUP INSURANCE	21500.00	820.94	1791.67	6364.81	8958.35	2593.54	15135.19		
INSURANCE	20000.00	23.52	1666.67	94.08	8333.35	8239.27	19905.92		
INTEREST EXPENSE	251640.00	124975.72	20970.00	126300.49	104850.00	-21450.49	125339.51		
LANDSCAPING	1000.00	0.00	83.33	206.73	416.65	209.92	793.27		
LEASE PAYMENTS	145000.00	115000.00	12083.33	115000.00	60416.65	-54583.35	30000.00		
LEGAL	1500.00	0.00	125.00	0.00	625.00	625.00	1500.00		
PROFESSIONAL	8000.00	641.45	666.67	6610.36	3333.35	-3277.01	1389.64		
MISCELLANEOUS EXPENSE	0.00	259.00	0.00	259.00	0.00	-259.00	-259.00		
OFFICE SUPPLIES	5500.00	643.72	458.33	3791.51	2291.65	-1499.86	1708.49		
PAYROLL TAXES	24750.00	2023.62	2062.50	8592.48	10312.50	1720.02	16157.52		
REPAIRS AND MAINTENANCE	10000.00	547.90	833.33	976.49	4166.65	3190.16	9023.51		
RETIREMENT PLAN	8900.00	-77.17	741.67	491.05	3708.35	3217.30	8408.95		
SALARIES	193550.00	18067.22	16129.17	72391.40	80645.85	8254.45	121158.60		
SALARIES-SEASONAL	127500.00	8385.03	10625.00	39860.26	53125.00	13264.74	87639.74		
SALARIES-OVERTIME	2000.00	0.00	166.67	66.00	833.35	767.35	1934.00		
SUPPLIES-GENERAL (PARK)	9000.00	1728.79	750.00	4008.61	3750.00	-258.61	4991.39		
SUPPLIES-SPORTS (PARK)	18000.00	949.21	1500.00	5751.56	7500.00	1748.44	12248.44		
SUPPLIES-AQUATIC (PARK)	7500.00	4812.82	625.00	6420.02	3125.00	-3295.02	1079.98		
SUPPLIES-SPECIAL ACTIVITY	7000.00	414.35	583.33	2246.75	2916.65	669.90	4753.25		
SUPPLIES - GROUNDS	500.00	77.28	41.67	439.10	208.35	-230.75	60.90		
TELEPHONE	7000.00	603.44	583.33	3504.05	2916.65	-587.40	3495.95		
TRAVEL AND TRAINING	500.00	0.00	41.67	1520.94	208.35	-1312.59	-1020.94		
UTILITIES-ELECTRIC (PARK)	48000.00	5843.20	4000.00	13957.70	20000.00	6042.30	34042.30		
UTILITIES-GAS	8000.00	588.60	666.67	2116.21	3333.35	1217.14	5883.79		
UTILITIES-OTHER (PARK)	0.00	207.70	0.00	1441.77	0.00	-1441.77	-1441.77		
VEHICLE EXPENSE-GAS	2500.00	25.01	208.33	1180.06	1041.65	-138.41	1319.94		
VEHICLE EXPENSE-OTHER	2750.00	0.00	229.17	334.57	1145.85	811.28	2415.43		
TOTAL EXPENDITURES	\$ 993090.00	\$ 298370.59	\$ 82757.51	\$ 459069.46	\$ 413787.55	\$ -45281.91	\$ 534020.54		
NET INCOME -LOSS	\$ 62085.00	\$ -216734.58	\$ 5173.74	\$ -95231.82	\$ 25868.70	\$ -121100.52	\$ -157316.82		

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
May 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
May 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

	2013 Budgeted Expenses	Expended As of May 31, 2013	% Used	2013 Projected Revenues	Received As of May 31, 2013	% Rec'd	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$221,400.00	\$99,102.57	44.8%				
Law and Public Safety Division	\$691,350.00	\$275,906.92	39.9%				
Street Division	\$459,800.00	\$77,354.97	16.8%				
Planning & Development Division	\$83,600.00	\$27,077.27	32.4%				
Emergency Management Division	\$20,500.00	\$11,938.00	58.2%				
Sub-Total	\$1,476,650.00	\$491,379.73	33.3%	\$1,569,750.00	\$671,968.59	42.8%	\$180,588.86
Park Fund							
Water Fund	\$1,033,090.00	\$459,069.46	44.4%	\$1,054,675.00	\$363,837.64	34.5%	(\$95,231.82)
Sewer Fund	\$951,659.00	\$453,589.13	47.7%	\$946,250.00	\$486,169.04	51.4%	\$32,579.91
	\$1,140,626.00	\$357,097.74	31.3%	\$1,158,000.00	\$522,516.55	45.1%	\$165,418.81
Totals	\$4,602,025.00	\$1,761,136.06	38.3%	\$4,728,675.00	\$2,044,491.82	43.2%	\$283,355.76
	Total			Total			Total
	Reserves Available			Operating Cash			Reserves Available
	As of January 1, 2013			As of May 31, 2013			As of May 31, 2013
General Fund	\$173,905.36			\$17,359.60			\$374,410.73
Water & Sewer Fund	\$648,540.31			\$117,829.27			\$759,539.31
Park Fund	\$229,679.04			\$42,688.89			\$170,382.56

Revenues by Month

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

REVENUE SOURCES	2013 Projected Revenues	Received As of May 31, 2013	% of Projected Revenues Collected to Date	
General Fund				
Asset Sales	\$0	0.00		
Building Permits	\$10,000	\$15,183	151.8%	
Cable TV Franchise Fees	\$18,000	\$7,585	42.1%	
County Road & Bridge Tax	\$29,250	\$27,921	95.5%	Dedicated to Streets and Roads
Electric Franchise Fees	\$235,000	\$85,134	36.2%	
Gas Franchise Fees	\$50,000	\$24,214	48.4%	
Grant Revenues	\$9,000	\$2,077	N/A	
Interest Income	\$1,500	\$273	18.2%	
Law Enforcement Sales Tax	\$24,000	\$5,937	24.7%	Dedicated to Public Safety
Merchant Licenses	\$5,100	\$2,200	43.1%	
Miscellaneous Revenues	\$1,000	\$1,195	119.5%	
Mobile Phone Lease Fees	\$52,000	\$30,465	58.6%	
Motor Vehicle Fuel Taxes	\$185,000	\$78,836	42.6%	Dedicated to Streets and Roads
Planning And Zoning	\$5,000	\$1,147	22.9%	
Real Estate Taxes	\$178,400	\$150,178	84.2%	
Recycling Center	\$1,000	\$0	0.0%	
Sales & Use Taxes	\$420,000	\$172,611	41.1%	
Sales Tax - Capital Improvement	\$85,000	\$26,240	0.0%	
State LET Account	\$500	\$0	0.0%	Dedicated to Public Safety
Traffic Court Fines	\$80,000	\$40,473	50.6%	
Trash Income	\$180,000	\$0	0.0%	Dedicated to Streets and Roads
Veterans' Memorial	\$0	\$300		
Totals	\$1,569,750	\$671,970	42.8%	
	\$1,322,000			Available Funds for General Fund

REVENUE SOURCES	2013 Projected Revenues	Received As of May 31, 2013	% of Projected Revenues Collected to Date
Water Fund			
Asset Sales	\$0		N/A
Certificates of Participation	\$0	\$59,499	N/A
Grant Receipts	\$0	\$0	N/A
Interest Income	\$1,000	\$669	66.9%
Meter Installations	\$29,250	\$0	0.0%
Miscellaneous Revenues	\$1,000	\$13,366	1336.6%
Penalty Income	\$20,000	\$7,957	39.8%
Trash Income	\$0	\$70,678	
Water Sales - Commercial	\$50,000	\$14,134	28.3%
Water Sales - Residential	\$845,000	\$319,865	37.9%
	\$811,000	\$486,169	59.9%
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	\$27,000	\$0	0.0%
Interest Income	\$1,000	\$227	22.7%
Miscellaneous Revenues	\$0	\$0	N/A
Penalty Income	\$30,000	\$12,268	40.9%
Sewer Sales	\$1,100,000	\$510,021	46.4%
	\$1,158,000	\$522,517	45.1%

REVENUE SOURCES	Projected Revenue	Received As of May 31, 2013	% of Projected Revenues Collected to Date
Park Fund			
Adult Program Fees	\$17,000	\$4,190	24.6%
Advertising Income	\$27,500	\$14,600	53.1%
Asset Sales	\$0	\$0	N/A
Certificates of Participation	\$0	\$0	N/A
Concession Income	\$47,500	\$8,588	18.1%
Fourth of July	\$3,500	\$515	0.0%
Grant Receipts	\$0	\$0	0.0%
Interest Income	\$1,000	\$147	14.7%
Miscellaneous Revenues	\$1,000	\$291	29.1%
Mobile Phone Tower Fees	\$11,600	\$5,124	44.2%
Park Fees	\$7,500	\$0	N/A
Real Estate Taxes	\$54,575	\$38,777	71.1%
Facility Rental Income	\$47,500	\$15,169	31.9%
Sales Tax	\$475,000	\$193,097	40.7%
Sales Tax - Capital Improvement	\$100,000	\$22,524	22.5%
Special Event Income	\$11,000	\$153	1.4%
Swimming Pool Income	\$100,000	\$12,315	12.3%
Youth Programs	\$150,000	\$48,348	32.2%
Transfers In or Out	\$0	\$0	0.0%
	\$1,054,675	\$363,838	34.5%

2013 Budget	JAN	MAR		MAY		JUN
		FEB	APR	MAY	JUN	
General City Government	\$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
		7.1%	14.3%	23.6%	36.6%	44.8%
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
		6.5%	16.4%	23.7%	33.0%	39.9%
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
		12.9%	19.9%	28.1%	43.0%	47.7%
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
		5.1%	8.6%	15.3%	25.6%	31.3%
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
		5.8%	9.3%	11.4%	13.2%	16.8%
Planning & Development	\$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
		5.6%	11.3%	17.9%	26.3%	32.4%
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
		3.0%	5.9%	9.1%	15.6%	44.4%
Emergency Management	\$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
		0.0%	38.7%	38.7%	38.9%	58.2%
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
		6.6%	12.0%			\$0.00

CITY OF WILLARD
Unpaid Invoice Listing
July 02, 2013

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
ACE150	AC ELECTRICAL SYSTEMS, INC.	132100WA	6/25/13	7/15/13	LED LIGHT TOWER	2 900	240.00
ALO100	ALEXANDER OPEN SYSTEM, INC.	10040386PK	6/14/13	7/15/13	VOICEMAIL --PARKS	3 876	46.25
AMP100	AmeriPride Services, Inc	340000339PK	6/30/13	7/15/13	MATS	3 885	14.40
AMP100	AmeriPride Services, Inc	340000340LW	6/30/13	7/15/13	MATS	1 1885	10.24
AMP100	AmeriPride Services, Inc	340000341PK	6/30/13	7/15/13	MATS	3 885	19.72
AMP100	AmeriPride Services, Inc	340000345WA	6/30/13	7/15/13	MATS & TOWELS	2 885	139.19
AMP100	AmeriPride Services, Inc	340000346GN	6/30/13	7/15/13	MATS	1 885	19.72
Vendor Total							203.27
ASH350	ASH GROVE CONCRETE & SUPPLIES	30477WA	6/20/13	7/15/13	SHORT LOAD CONCETE	2 935	285.00
BLD150	BLUEDOG GRAPHIX	937PK	6/14/13	7/15/13	SIGN BUILDING	3 937	45.00
BLD150	BLUEDOG GRAPHIX	121551SE	5/28/13	7/15/13	SIGN PUBLIC WORK	2 1935	128.00
BLD150	BLUEDOG GRAPHIX	121551WA	5/28/13	7/15/13	SIGNS PUBLIC WORK	2 935	128.00
BLD150	BLUEDOG GRAPHIX	121618LW	6/28/13	7/15/13	GRAPHICS 3 UNITS	1 1965	675.00
Vendor Total							976.00
BLW100	Blue Water Pools	33330PK	6/18/13	7/15/13	CHEMICALS POOL	3 815	2996.03
BWI100	BWI-SPRINGFIELD, MO	11906091PK	6/07/13	7/15/13	TURFACE MVP	3 939	56.64
CHE100	Cox College	1423450LW	6/20/13	7/15/13	BLS FOR HCP CARDS	1 1945	23.10
CIT105	CITY OF WILLARD	06202013GN	6/20/13	7/15/13	UTILITIES	1 959	50.92
CIT105	CITY OF WILLARD	06202013LW	6/20/13	7/15/13	UTILITIES	1 1959	18.02
Vendor Total							68.94
COR100	Conne1l Insurance Inc	319292LW	6/20/13	7/15/13	SURETY BOND MURRAY	1 1876	50.00
COM380	COMMERCE TRUST COMPANY	800047318WA	6/18/13	7/15/13	2005 INTEREST	2 870	8310.63
COMMGN	COMMERCE CREDIT CARD SERVICES	168381GN	5/30/13	7/15/13	ATTORNEY FEE	1 876	3959.00
COMMGN	COMMERCE CREDIT CARD SERVICES	1170435GN	6/12/13	7/15/13	TRAVEL LODGING	1 945	229.33
COMMGN	COMMERCE CREDIT CARD SERVICES	6112013GN	6/11/13	7/15/13	POSTAGE	1 885	11.50
COMMGN	COMMERCE CREDIT CARD SERVICES	6182013GN	6/18/13	7/15/13	CLOUD STORAGE	1 876	50.00
COMMGN	COMMERCE CREDIT CARD SERVICES	05102013GN	5/10/13	7/15/13	UTILITIES	1 958	78.81
COMMGN	COMMERCE CREDIT CARD SERVICES	05212013GN	5/21/13	7/15/13	PHONE COVER	1 935	43.52
COMMGN	COMMERCE CREDIT CARD SERVICES	05282013GN	5/28/13	7/15/13	EMAIL & APP	1 885	120.00
COMMGN	COMMERCE CREDIT CARD SERVICES	05282013GN	5/28/13	7/15/13	POSTAGE	1 885	7.40
COMMGN	COMMERCE CREDIT CARD SERVICES	05302013GN	5/30/13	7/15/13	FLASH DRIVE	1 885	24.99
COMMGN	COMMERCE CREDIT CARD SERVICES	06052013GN	6/05/01	7/15/13	OFFICE SUPPLY	1 885	99.54
COMMGN	COMMERCE CREDIT CARD SERVICES	06122013GN	6/12/13	7/15/13	TRAVEL LODGING	1 945	222.98
COMMGN	COMMERCE CREDIT CARD SERVICES	06132013GN	6/13/13	7/15/13	OFFICE SUPPLIES	1 885	73.00
COMMGN	COMMERCE CREDIT CARD SERVICES	06192013GN	6/19/13	7/15/13	COPY PAPER	1 885	218.32
COMMGN	COMMERCE CREDIT CARD SERVICES	06272013GN	6/27/13	7/15/13	STAMP FEE	1 885	15.99
Vendor Total							5154.38
COMMLW	COMMERCE CREDIT CARD SERVICES	168381LW	5/30/13	7/15/13	ATTORNEY FEES	1 1876	532.00
COMMLW	COMMERCE CREDIT CARD SERVICES	6122013LW	6/12/13	7/15/13	CPR TRAIN-VALVE	1 1935	37.01
COMMLW	COMMERCE CREDIT CARD SERVICES	05232013LW	5/23/13	7/15/13	LODGING- MURRAY	1 1945	103.88
COMMLW	COMMERCE CREDIT CARD SERVICES	05302013LW	5/30/13	7/15/13	OFFICE SUPPLIES	1 1885	37.08
COMMLW	COMMERCE CREDIT CARD SERVICES	06052013LW	6/05/13	7/15/13	OFFICE SUPPLY	1 1885	14.48
COMMLW	COMMERCE CREDIT CARD SERVICES	06112013LW	6/11/13	7/15/13	POSTAGE	1 1885	11.50
COMMLW	COMMERCE CREDIT CARD SERVICES	06182013LW	6/18/13	7/15/13	FLASHLIGHT	1 1935	14.82
COMMLW	COMMERCE CREDIT CARD SERVICES	06192013LW	6/19/13	7/15/13	OFFICE SUPPLIES	1 188	71.56
Vendor Total							822.33
COMMPD	COMMERCE CREDIT CARD SERVICES	05212013PD	5/21/13	7/15/13	INK CART	1 4885	108.78
COMMPK	COMMERCE CREDIT CARD SERVICES	123815PK	6/12/13	7/15/13	LIFEGUARD SUPPLY	3 937	299.00
COMMPK	COMMERCE CREDIT CARD SERVICES	168381PK	5/30/13	7/15/13	ATTORNEY FEE	3 876	581.00
COMMPK	COMMERCE CREDIT CARD SERVICES	192632PK	6/12/13	7/15/13	LADDER STEPS	3 937	76.40
COMMPK	COMMERCE CREDIT CARD SERVICES	1667454PK	6/13/13	7/15/13	RADIO BATTERIES	3 935	49.80
COMMPK	COMMERCE CREDIT CARD SERVICES	6182013PK	6/18/13	7/15/13	PEDIATRIC ELECTRO	3 935	113.45
COMMPK	COMMERCE CREDIT CARD SERVICES	8195449PK	6/06/13	7/15/13	LATH FOR SIGNS	3 938	167.94
COMMPK	COMMERCE CREDIT CARD SERVICES	05102013PK	5/10/13	7/15/13	UTILITIES	3 958	164.03
COMMPK	COMMERCE CREDIT CARD SERVICES	06032013PK	6/03/13	7/15/13	VB PADS	3 936	330.29
COMMPK	COMMERCE CREDIT CARD SERVICES	06052013PK	6/05/13	7/15/13	FREDOM FEST WEBST	3 938	39.95
COMMPK	COMMERCE CREDIT CARD SERVICES	06052013PK	6/05/01	7/15/13	OFFICE SUPPLY	3 885	288.01
COMMPK	COMMERCE CREDIT CARD SERVICES	06052013PK	6/05/13	7/15/13	POSTAGE	3 885	46.00
COMMPK	COMMERCE CREDIT CARD SERVICES	06062013PK	6/06/13	7/15/13	FLAGS 4TH	3 938	205.99
COMMPK	COMMERCE CREDIT CARD SERVICES	06112013PK	6/11/13	7/15/13	POSTAGE	3 885	11.50
COMMPK	COMMERCE CREDIT CARD SERVICES	06132013PK	6/13/13	7/15/13	SPORTS SHADE	3 845	160.93
COMMPK	COMMERCE CREDIT CARD SERVICES	300044530PK	6/13/13	7/15/13	WRIST BANDS	3 938	36.00
Vendor Total							2570.29
COMMSE	COMMERCE CREDIT CARD SERVICES	6112013SE	6/11/13	7/15/13	POSTAGE	2 1885	120.75
COMMSE	COMMERCE CREDIT CARD SERVICES	05102013SE	5/10/13	7/15/13	UTILITIES	2 1959	42.68
COMMSE	COMMERCE CREDIT CARD SERVICES	05122013SE	5/20/13	7/15/13	ON LINE SERVICE	2 1885	69.95
COMMSE	COMMERCE CREDIT CARD SERVICES	05212013SE	5/21/13	7/15/13	COUNTER PENS	2 1885	16.74
COMMSE	COMMERCE CREDIT CARD SERVICES	05302013SE	5/30/13	7/15/13	SUPPLIES SEWER	2 1935	27.50

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Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
COMMSE	COMMERCE CREDIT CARD SERVICES	05302013SE	5/30/13	7/15/13	OFFICE SUPPLIES	2 1885	59.95
COMMSE	COMMERCE CREDIT CARD SERVICES	06052013SE	6/05/13	7/15/13	WISE	2 1935	147.99
					Vendor Total		485.56
COMMWA	COMMERCE CREDIT CARD SERVICES	6112013WA	6/11/13	7/15/13	POSTAGE	2 885	120.75
COMMWA	COMMERCE CREDIT CARD SERVICES	05102013WA	5/10/13	7/15/13	UTILITIES	2 959	48.50
COMMWA	COMMERCE CREDIT CARD SERVICES	05152013WA	5/15/13	7/15/13	SEWER CONNET FEE	2 385	1746.23
COMMWA	COMMERCE CREDIT CARD SERVICES	06052013WA	6/05/13	7/15/13	WISE	2 1935	147.99
COMMWA	COMMERCE CREDIT CARD SERVICES	06132013WA	6/13/13	7/15/13	UTILITIES	2 935	129.54
					Vendor Total		2193.01
CON165	CONCO QUARRIES, INC.	06252013PK	6/25/13	7/15/13	GRAVEL PARK PAV	3 938	174.49
CON460	CONSULTING ANALYTICAL SVC	32805SE	6/19/13	7/15/13	TESTING SEWER	2 1876	115.00
COX400	COXHealth	06252013LW	6/25/13	7/15/13	BLS FOR CPR CARD	1 1945	13.20
DLM100	Davis, Lynn & Moots, PC	42466GN	6/11/13	7/15/13	AUDIT 2012 FINAL	1 805	1500.00
FLY200	FLYNN DRILLING CO., INC.	38255WA	6/11/13	7/18/51	MAIN INSPECTION	2 876	800.00
FOU325	FOURAKER PRINTING CO.	10070SE	6/19/13	7/15/13	BILL ENV	2 1885	122.50
FOU325	FOURAKER PRINTING CO.	10070WA	6/19/13	7/15/13	BILLING ENV	2 885	122.50
					Vendor Total		245.00
FRO560	FROG'S DETAILED SPECIALITIES	052432013PK	5/24/13	7/15/13	SIGN- GLENNS	3 800	220.00
GCH100	GREENE CO HEALTH DEPT	386WA	6/19/13	7/15/13	WATER TEST	2 876	117.00
GLA200	Glenn's Automotive LLC	1944LW	6/18/13	7/15/13	ALTERNATOR#5	1 1965	334.05
GRE370	GREENE COUNTY, MISSOURI	6282013GN	6/28/13	7/15/13	SPECIAL ELECTION	1 845	666.35
GSG100	Graystone Graphics, Inc	177512PK	6/27/13	7/15/13	STAFF SHIRTS	3 936	160.00
GSG100	Graystone Graphics, Inc	178723PK	6/12/13	7/15/13	BBALL SHIRTS	3 936	310.50
GSG100	Graystone Graphics, Inc	178740PK	6/13/13	7/15/13	SWIM TEAM SHIRT	3 937	120.00
					Vendor Total		590.50
HAR160	HARRY COOPER SUPPLY COMPANY	8987001ST	6/19/13	7/15/13	CUTTING REEL	1 2935	62.13
HAW145	HAWKINS INC.	3479078WA	6/12/13	7/15/13	CHLORINE	2 935	608.83
HIL100	HILLYARD JANITORIAL SUPPLY	600720117PK	6/06/13	7/15/13	SUPPLIES	3 935	119.57
HIL100	HILLYARD JANITORIAL SUPPLY	600734186PK	6/18/13	7/15/13	SUPPLIES	3 935	83.13
HIL100	HILLYARD JANITORIAL SUPPLY	600748755PK	6/28/13	7/15/13	SUPPLIES	3 935	366.03
					Vendor Total		568.73
HOW550	HOWALD'S LLC	2021PK	6/21/13	7/15/13	TOPSOIL	3 939	540.00
HOW550	HOWALD'S LLC	2022SE	6/21/13	7/15/13	TOPSOIL	2 1935	240.00
HOW550	HOWALD'S LLC	2022ST	6/21/13	7/15/13	TOPSOIL	1 2935	240.00
HOW550	HOWALD'S LLC	2022WA	6/21/13	7/15/13	TOPSOIL	2 935	240.00
					Vendor Total		1260.00
INL105	INLAND PRINTING COMPANY	61416WA	6/20/13	7/15/13	CANON COPIER	2 885	14.10
JAY580	JAY KEY SERVICE, INC.	2979PK	6/06/13	7/15/13	CHANGE LOCKS	3 937	296.40
JAY580	JAY KEY SERVICE, INC.	3539PK	6/19/13	7/15/13	KEYS	3 935	18.40
					Vendor Total		314.80
JCI200	JCI	8071448SE	6/08/13	7/15/13	REPLACE CHECK VALV	2 1900	2027.50
LEG250	LegalShield	37302LW	6/25/13	7/15/13	LEGAL INS	1 1865	53.85
LOW505	LOWES CREDIT SERVICES	909077PK	6/12/13	7/15/13	KWIKSET KEY	3 935	8.90
LOW505	LOWES CREDIT SERVICES	940824WA	6/18/13	7/15/13	SUPPLIES	2 885	106.82
LOW505	LOWES CREDIT SERVICES	06102013PK	6/10/13	7/15/13	SUPPLIES	3 935	21.69
LOW505	LOWES CREDIT SERVICES	06192013PK	6/19/13	7/15/13	ELECTRIC BOX TEMP	3 938	281.51
					Vendor Total		418.92
MAR150	MARMIC FIRE & SAFETY	70928PK	6/18/13	7/15/13	ALARM INSP	3 876	125.00
MCB150	MCBEE SYSTEMS	532201PK	6/18/13	7/15/13	CHECKS	3 885	108.20
MCB150	MCBEE SYSTEMS	40076473WA	6/18/13	7/15/13	DEPOSIT SLIPS	2 885	118.33
					Vendor Total		226.53
MDC200	Mid-Continent Safety	3099507WA	6/11/13	7/15/13	SAFETY EQUIP	2 935	633.41
MDC200	Mid-Continent Safety	3100216SE	6/19/13	7/15/13	DUEL LED W/CASE	2 1935	1546.07
					Vendor Total		2179.48
MLF100	MAILFINANCE	4027867SE	6/09/13	7/15/13	FOLDING MACHINE	2 1885	105.01

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Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
MLF100	MAILFINANCE	4027867WA	6/09/13	7/15/13	FOLDING MACHINE	2 885	105.01
					Vendor Total		210.02
MOC100	MISSOURI ONE CALL	3060346SE	6/30/13	7/15/13	LOCATES	2 1876	39.00
MOC100	MISSOURI ONE CALL	3060346WA	6/30/13	7/15/13	LOCATES	2 876	39.00
					Vendor Total		78.00
NMC100	Nixa Monument Company	6122013GN	6/12/13	7/15/13	LETTERING PAVER	1 970	40.00
NSF100	NORTH SP FAMILY MED WALK	130618PK	6/18/13	7/15/13	EMPLOY SCREEN	3 876	35.00
NSF100	NORTH SP FAMILY MED WALK	130618WA	6/18/13	7/15/13	EMPLOY SCREEN	2 876	35.00
					Vendor Total		70.00
OLS140	OLSSON ASSC	192846ST	6/26/13	7/15/13	MILL ST SIDEWALK	1 2897	525.00
ORE145	O'REILLY'S AUTO PARTS	242609PD	5/30/13	7/15/13	LEAKSEAL	1 4965	29.98
ORE145	O'REILLY'S AUTO PARTS	243689PK	6/10/13	7/15/13	OIL	3 900	10.14
ORE145	O'REILLY'S AUTO PARTS	244009SE	6/07/13	7/15/13	12 OZ RL34A	2 1965	38.96
ORE145	O'REILLY'S AUTO PARTS	244627WA	6/10/13	7/15/13	BRAKE ROTOR & PAD	2 965	87.28
ORE145	O'REILLY'S AUTO PARTS	245010WA	6/12/13	7/15/13	WATER PUMP	2 965	43.69
ORE145	O'REILLY'S AUTO PARTS	245152PK	6/13/13	7/15/13	OIL	3 965	12.99
ORE145	O'REILLY'S AUTO PARTS	245334PK	6/14/13	7/15/13	MOTOR OIL BUS	3 900	17.98
ORE145	O'REILLY'S AUTO PARTS	246362SE	6/19/13	7/15/13	GATES V BELT	2 1935	10.00
ORE145	O'REILLY'S AUTO PARTS	246781SE	6/21/13	7/15/13	RADIATOR HOSE	2 1935	11.34
ORE145	O'REILLY'S AUTO PARTS	246781WA	6/21/13	7/15/13	OIL DRY	2 935	11.58
					Vendor Total		273.94
OZA255	OZARKS COCA COLA	538611PK	6/06/13	7/15/13	CONCESSION	3 820	140.34
OZA255	OZARKS COCA COLA	540140PK	6/11/13	7/15/13	CONCESSION	3 820	306.80
					Vendor Total		447.14
OZA270	OZARK POWER CENTER INC.	288239PK	6/11/13	7/15/13	CART DIS	3 900	30.66
OZA270	OZARK POWER CENTER INC.	288483SE	6/18/13	7/15/13	PARTS BRUSHHOG	2 1900	118.44
					Vendor Total		149.10
OZA280	Ozark Greenways, Inc	06192013SE	6/19/13	7/15/13	RENT JULY	2 1885	250.00
OZA280	Ozark Greenways, Inc	06192013WA	6/19/13	7/15/13	RENT JULY	2 885	250.00
					Vendor Total		500.00
PAS100	PLAY IT AGAIN SPORTS	13134PK	6/07/13	7/15/13	BBALL SUPPLY	3 936	125.60
QUA200	Quality Chemical Co., Inc	11051SE	5/28/13	7/15/13	KNOCK OUT RED	2 1935	769.57
RAC450	RACE BROS. FARM SUPPLY, INC.	63269WA	5/22/13	6/15/13	CREDIT ON ACCT	2 935	-21.18
RAC450	RACE BROS. FARM SUPPLY, INC.	653825PK	6/03/13	7/15/13	SPOT SPRAYER	3 939	140.98
					Vendor Total		119.80
REN390	RENEGADE CHEMICALS LLC	14752PK	4/25/13	7/15/13	POOL NEUTRALIZER	3 815	300.00
REN390	RENEGADE CHEMICALS LLC	15120PK	6/12/13	7/15/13	POOL NEUTRALIZER	3 815	300.00
					Vendor Total		600.00
REX380	REX SMITH OIL CO.	06192013PK	6/19/13	7/15/13	DIESEL	3 960	304.25
SCO150	SCOTT GROSS CO.INC.	2851826ST	5/31/13	7/15/13	ACETYLENE	1 2935	30.72
SIF200	SIFFORD OFFICE PRODUCTS	80869GN	6/11/13	7/15/13	OFFICE CHAIR	1 935	99.00
SPR275	SPRINGFIELD WINWATER WORKS CO	110359PK	6/25/13	7/15/13	MISC PARTS 4TH	3 938	473.01
STI150	SAWYER TIRE INC.	607663PK	6/11/13	7/15/13	TIRES BATWING	3 900	48.34
STI150	SAWYER TIRE INC.	607706PK	6/13/13	7/15/13	TIRES MOWER	3 900	34.55
STI150	SAWYER TIRE INC.	607813PK	6/19/13	7/15/13	TIRES BATWING	3 900	34.55
STI150	SAWYER TIRE INC.	607814SE	6/19/13	7/15/13	SKIDSTEER TIRE	2 1965	538.38
STI150	SAWYER TIRE INC.	607814WA	6/19/13	7/15/13	SKIDSTEER TIRE	2 965	538.38
STI150	SAWYER TIRE INC.	607835ST	6/20/13	7/15/13	TIRE DISPOSAL	1 2898	133.70
					Vendor Total		1327.90
SWM100	SW MO POLICE CHIEFS' ASSC	07012013LW	7/01/13	7/15/13	DUES	1 1840	25.00
UTI115	UTILITY SERVICE CO, INC	320383WA	6/30/13	7/15/13	MEADOWS TOWER QRT	2 876	10932.00
VSP130	VISION SERVICE PLAN - (IC)	061813LW	6/18/13	7/15/13	VISION INS	1 1860	76.45
VSP130	VISION SERVICE PLAN - (IC)	06182013GN	6/18/13	7/15/13	VISION INS	1 860	44.10
VSP130	VISION SERVICE PLAN - (IC)	06182013PK	6/18/13	7/15/13	VISION INS	1 860	23.52
VSP130	VISION SERVICE PLAN - (IC)	06182013SE	6/18/13	7/15/13	VISION INS	2 1860	67.86
VSP130	VISION SERVICE PLAN - (IC)	06182013WA	6/18/13	7/15/13	VISION INS	2 860	67.86
					Vendor Total		279.79
WAL110	walmart Community/GEMB	05252013PK	5/25/13	7/15/13	SUPPLIES	3 938	84.50

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WAL110	Walmart Community/GEMB	05252013PK	5/25/13	7/15/13	SUPPLIES	3 938	84.50
WAL110	Walmart Community/GEMB	05302013PK	5/30/13	7/15/13	CONCESSION	3 820	17.88
WAL110	Walmart Community/GEMB	05302013PK	5/30/13	7/15/13	SUPPLIES	3 935	88.05
WAL110	Walmart Community/GEMB	05302013PK	5/30/13	7/15/13	CONCESSION	3 820	338.32
WAL110	Walmart Community/GEMB	06032013PK	6/03/13	7/15/13	CONCESSION	3 820	533.60
WAL110	Walmart Community/GEMB	06062013PK	6/06/13	7/15/13	CONCESSION	3 820	576.60
WAL110	Walmart Community/GEMB	06062013PK	6/06/13	7/15/13	SUPPLIES	3 935	40.90
WAL110	Walmart Community/GEMB	06062013PK	6/06/13	7/15/13	CAMP SUPPLIES	3 938	304.15
WAL110	Walmart Community/GEMB	06122013PK	6/12/13	7/15/13	CONCESSION	3 820	11.92
WAL110	Walmart Community/GEMB	06122013PK	6/12/13	7/15/13	CONCESSION	3 820	11.92
Vendor Total							2092.34
WAT250	WATERWORK SPECIALITIES, INC.	21304005SE	6/08/13	7/15/13	PVC PIPE & PARTS	2 1935	2300.16
WCA150	WCA WASTE CORPORATION	1688503ST	6/27/13	7/15/13	CITIZEN TRASH	1 2940	3175.01
WIL295	WILLARD CHAMBER OF COMMERCE	1901GN	6/20/13	7/15/13	CHAMBER LUNCH	1 935	63.00
WIN100	WINDSTREAM COMMUNICATIONS	12821417GN	6/30/13	7/15/13	PHONE SERVICE	1 940	749.95
WIN100	WINDSTREAM COMMUNICATIONS	12821417LW	6/30/13	7/15/13	PHONE SERVICE	1 1940	566.50
WIN100	WINDSTREAM COMMUNICATIONS	12821417PK	6/30/13	7/15/13	PHONE SERVICE	3 940	528.33
WIN100	WINDSTREAM COMMUNICATIONS	12821417SE	6/30/13	7/15/13	PHONE SERVICE	2 1959	65.79
WIN100	WINDSTREAM COMMUNICATIONS	12821417WA	6/30/13	7/15/13	PHONE SERVICE	2 940	123.82
Vendor Total							2034.39
WRI110	WEX BANK	334632830LW	6/30/13	7/15/13	FUEL	1 1960	1860.58
WRI110	WEX BANK	334632830PK	6/30/13	7/15/13	FUEL	3 960	57.00
WRI110	WEX BANK	334632830SE	6/30/13	7/15/13	FUEL	2 1960	669.27
WRI110	WEX BANK	334632830WA	6/30/13	7/15/13	FUEL	2 960	669.27
Vendor Total							3256.12
Final Total							67526.53
1	188	0	1-1885		71.56		
1	805	0	AUDIT FEE (GCG)		1500.00		
1	845	0	ELECTION EXPENSE (GCG)		666.35		
1	860	0	GROUP INSURANCE (GCG)		44.10		
1	876	0	PROFESSIONAL (GCG)		4009.00		
1	885	0	OFFICE SUPPLIES (GCG)		590.46		
1	935	0	SUPPLIES (GCG)		205.52		
1	940	0	TELEPHONE (GCG)		749.95		
1	945	0	TRAVEL AND TRAINING (GCG)		452.31		
1	958	0	UTILITIES-GAS		78.81		
1	959	0	UTILITIES-OTHER (GCG)		50.92		
1	970	0	VETERAN'S MEMORIAL EXPENSES		40.00		
1	1840	0	DUES & SUBSCRIPTIONS (LAW)		25.00		
1	1860	0	GROUP INSURANCE (LAW)		76.45		
1	1865	0	INSURANCE (LAW)		53.85		
1	1876	0	PROFESSIONAL (LAW)		582.00		
1	1885	0	OFFICE EXPENSE (LAW)		73.30		
1	1935	0	SUPPLIES (LAW)		51.83		
1	1940	0	TELEPHONE (LAW)		566.50		
1	1945	0	TRAVEL & TRAINING (LAW)		140.18		
1	1959	0	UTILITIES-OTHER (LAW)		18.02		
1	1960	0	VEHICLE EXPENSES-GAS		1860.58		
1	1965	0	VEHICLE EXPENSE-OTHER		1009.05		
1	2897	0	PUBLIC IMPROVEMENTS (ST)		525.00		
1	2898	0	RECYCLE CENTER EXPENSE		133.70		
1	2935	0	SUPPLIES (STREETS)		332.85		
1	2940	0	TRASH EXPENSE		3175.01		
1	4885	0	OFFICE SUPPLIES (P&D)		108.78		
1	4965	0	VEHICLE EXPENSE-OTHER		29.98		
Total for Fund #: 1					17221.06		
2	385	0	SEWER CONNECTION FEES		1746.23		
2	860	0	GROUP INSURANCE (WATER)		67.86		
2	870	0	INTEREST EXPENSE (WATER)		8310.63		
2	876	0	PROFESSIONAL (WATER)		11923.00		
2	885	0	OFFICE SUPPLIES (WATER)		976.70		
2	900	0	REPAIRS AND MAINTENANCE (WATER)		240.00		
2	935	0	SUPPLIES (WATER)		2015.18		
2	940	0	SUPPLIES - PROJECT		123.82		
2	959	0	UTILITIES-OTHER (WATER)		48.50		
2	960	0	VEHICLE EXPENSES-GAS		669.27		
2	965	0	VEHICLE EXPENSE-OTHER		669.35		
2	1860	0	GROUP INSURANCE (SEWER)		67.86		
2	1876	0	PROFESSIONAL (SEWER)		154.00		
2	1885	0	OFFICE SUPPLIES (SEWER)		744.90		
2	1900	0	REPAIRS AND MAINTENANCE (SEWER)		2145.94		
2	1935	0	SUPPLIES (SEWER)		5328.62		
2	1959	0	UTILITIES-OTHER (SEWER)		108.47		
2	1960	0	VEHICLE EXPENSES-GAS		669.27		
2	1965	0	VEHICLE EXPENSE-OTHER		577.34		
Total for Fund #: 2					36586.94		

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3	800 0				ADVERTISING		220.00
3	815 0				CHEMICALS		3596.03
3	820 0				CONCESSIONS		1937.38
3	845 0				EQUIPMENT-SPORTS (PARK)		160.93
3	860 0				GROUP INSURANCE		23.52
3	876 0				PROFESSIONAL		787.25
3	885 0				OFFICE SUPPLIES		487.83
3	900 0				REPAIRS AND MAINTENANCE		176.22
3	935 0				SUPPLIES-GENERAL (PARK)		909.92
3	936 0				SUPPLIES-SPORTS		926.39
3	937 0				SUPPLIES-AQUATIC		836.80
3	938 0				SUPPLIES-SPECIAL ACTIVITY (PARK)		1852.04
3	939 0				SUPPLIES - GROUNDS		737.62
3	940 0				TELEPHONE		528.33
3	958 0				UTILITIES-GAS (PARK)		164.03
3	960 0				VEHICLE EXPENSES-GAS		361.25
3	965 0				VEHICLE EXPENSE-OTHER		12.99
	Total for Fund #: 3						13718.53

Motor Fuel Tax

	2011	2012	2013
January	\$ 9,785.47	\$ 14,937.92	\$ 15,755.00
February	\$ 10,049.94	\$ 15,380.44	\$ 14,612.19
March	\$ 8,928.60	\$ 14,734.66	\$ 14,192.64
April	\$ 9,792.87	\$ 15,755.88	\$ 15,615.25
May	\$ 10,593.43	\$ 15,986.75	\$ 15,971.44
June	\$ 9,954.01	\$ 16,051.17	\$ 17,248.80
July	\$ 10,492.08	\$ 16,539.51	
August	\$ 10,200.12	\$ 16,386.28	
September	\$ 11,208.41	\$ 16,148.03	
October	\$ 10,307.43	\$ 16,512.64	
November	\$ 9,620.78	\$ 15,391.24	
December	\$ 10,082.28	\$ 15,708.84	
	\$ 121,015.42	\$ 189,533.36	\$ 93,395.32

GENERAL FUND SALES TAX RECEIPT SUMMARY

	2010			2011			2012			2013		
	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City
January	\$13,631.13	\$2,958.92	\$29,324.69	\$15,072.94	\$2,279.42	\$30,146.24		\$1,768.60	\$33,483.17	681.53	3,209.09	33,985.66
February	\$8,175.93	\$2,251.81	\$18,484.84	\$7,955.56	\$2,107.10	\$15,911.22		\$2,062.28	\$13,404.52	1,943.35	3,425.99	19,050.62
March	\$14,456.14	\$1,534.82	\$34,012.04	12540.67	\$732.52	\$25,081.47		\$4,092.52	\$39,842.27	5,464.13	2,689.20	32,769.61
April	\$12,341.47	\$1,586.13	\$28,889.71	\$21,884.75	\$2,296.75	\$43,769.88		\$ 4,452.07	\$ 39,157.37	18,151.43	4,354.77	36,481.17
May	\$7,266.11	\$2,873.03	\$16,213.88	\$8,237.29	\$1,835.59	\$16,474.72		\$ 1,946.00	\$ 13,400.75	11,094.36	3,465.20	22,559.31
June	\$20,360.88	\$1,771.08	\$44,333.95	\$18,716.02	\$1,528.83	\$37,432.07		\$ 3,091.17	\$ 50,210.58	25,572.76	3,513.41	57,062.10
July	\$12,092.52	\$1,776.69	\$26,480.19	\$21,859.33	\$2,666.11	\$43,718.78		\$ 3,611.87	\$ 38,178.36			
August	\$8,447.23	\$1,212.55	\$16,811.43	\$7,307.79	\$1,482.91	\$14,615.76		\$ 5,039.10	\$ 12,316.99			
September	\$20,478.16	\$1,582.23	\$48,071.83	\$24,888.43	\$1,802.43	\$49,777.16		\$ 4,502.96	\$ 55,221.06			
October	\$15,967.59	\$1,698.03	\$35,731.74	\$15,117.62	\$1,498.90	\$30,235.22		\$ 4,259.19	\$ 30,204.24			
November	\$6,580.69	\$1,726.15	\$13,658.64	\$8,175.80	\$1,611.64	\$18,500.67		3,463.33	17,591.62			
December	\$20,437.77	\$1,602.46	\$46,195.67	\$23,396.98	\$3,821.10	\$46,794.05		\$ 3,167.11	47,545.21			
Totals	\$160,235.62	\$22,573.90	\$358,208.61	\$185,153.18	\$23,663.30	\$372,457.24		\$41,456.20	\$390,556.14	62,907.56	20,657.66	201,908.47
		\$541,018.13			\$581,273.72				\$432,012.34			285,473.69

PARK FUND SALES TAX RECEIPT SUMMARY

	2011			2012				2013			
	County	Use	Park	Cap Imp	Use	County	Park	Cap Imp	Use	County	Park
						I	II			I	II
January	17329.97	1139.70	14588.49	15607.35	884.30	8883.77	17738.49	16992.77	1604.54	8334.69	8172.21
								112.56			
February	16655.67	1053.55	7088.69	6785.70	1031.14	7123.76	14234.70	7581.91	1713.00	9971.03	10000.50
March	14293.71	366.26	11008.51	19921.20	2046.24	9455.41	18875.91	10925.07	1344.60	8795.01	8766.81
April	28682.82	1148.37	17577.62	17046.56	2226.03	9854.90	19683.45	89.21	2177.38	6561.60	6592.09
May	20016.07	917.79	7441.19	6720.17	973.16	5570.98	11430.80	185.25	1732.60	10433.43	10452.26
June	27813.84	764.42	16104.56	23339.54	1545.59	10928.80	21692.49	2958.29	1756.71		25848.72
July	31301.43	1333.06	20684.35	16986.07	1805.93	9317.68	18629.16				
August	16096.76	741.45	7006.74	6158.28	2519.55	6041.87	11391.58				
				2306.39							
September	37465.80	901.21	21007.07	27610.32	2251.48	10901.10	14060.69				
				14874.06							
October	25674.48	749.45	13361.07	15102.13	2129.59	8373.27	16588.52				
				14410.67							
November	18147.25	805.82	9250.27	8795.78	1731.66	6640.94	6620.36				
				8112.16							
December	30661.36	1910.54	21028.39	23772.49	1583.56	7972.34	7998.91				
				22263.51			10369.53				
Totals	284139.16	11831.62	166146.95	249812.38	20728.23	101064.82	178945.06	38845.06	10328.83	44095.76	43983.87



**CITY OF WILLARD
BOARD OF ALDERMEN
07/08/2013**

Agenda Item #5

Department Head Reports

City Clerk
07/08/2013

1. I have been working on the following ordinances:
 - Employee manual
 - Ethics policy
 - Alcohol ordinance
 - Police evidence procedure policy
 - Tree Board
2. The nuisance violations for grass, weeds and junk continue to be an issue. I have sent two bills to Greene County to be added as liens for mowing of two properties.
3. I am still in need of the code books from Alderman Vincent, Johnson and Hemphill so that I can update them.
4. I am currently working on the building permits fee schedule so that Randy and I can bring an ordinance proposal to the Board soon.
5. I have attended meetings and created the agendas, packets and minutes for the boards.
6. I have been working with the City Attorney on several contracts.
7. I will be attending the second phase of my Professional Academy in Greene County in August.
8. I have begun to look into document retention options and hope to bring information and/or a presentation for the August study session.
9. I have issued the following business licenses:
 - Two firework stand permits.

Dale Duvall, City Clerk

Willard Parks and Recreation

Director's Report

July 8, 2013

Programs

- **Zumba Class** – *Community Building on Mondays and Thursdays @ 7:00 – 8:00pm.*
 - A new instructor has been hired and will begin classes after holiday.
- **Yoga** – *Community Building on Tuesdays @ 6:00 – 7:00pm and Saturdays @ 9:00 – 10:00am.*
 - Average 10-20 participants per class.
- **Pre-Season** – *Murray Room on Mondays and Wednesdays @ 7:15 – 8:15pm.*
 - Average 5-10 participants per class.
- **Children's Dance Classes** – *Murray Room on Tuesdays and Thursdays @ 4:00 – 7:30pm.*
 - Next dates will be available soon
- **Willard Playgroup** – *Recreation Center on Wednesdays @ 10:00 – 12:00pm.*
 - Group will occasionally meet at other places.
 - Meeting at pool for Splash Time for the summer months.
- **Summer Adventure Camp** – *Recreation Center starts May 28th.*
 - Averaged 43 during summer school.
 - Average 84 after summer school.

Special Events

- **Freedom Fest** – *Saturday, June 29th." More of a report will be prepared for meeting"*
 - From the staffs standpoint the event went very well for the first year.
 - Venders were very happy when it came to the new location.
 - The bands put on good shows and I believe made the night.
 - Skydivers tied everything together.
 - The wind was the biggest complaint of the day.
- **Party in the Park** – *Planning in Progress*
 - This event will be held on Saturday, August 10th.
 - The event is sponsored by the Willard Area Chamber of Commerce and the Parks Department is a partner.
- **Frisco Runaway Triathlon / Splash n Dash Jr. Triathlon** – *Planning in Progress*
 - Change of date: August 31st.
- **Halloween Events** – *Planning in Progress*
 - Costume Party Dance will be held on October 18th.
 - Haunted House will be open October 25th and 26th.
 - Safe Halloween will be held on Saturday, October 26th.
- **Christmas on the Frisco** – *Planning in Progress*
 - This event is set for November 16th.
 - The event is sponsored by the Willard Area Chamber of Commerce and the Parks Department is a partner.
- **Turkey Trot** – *Planning in Progress*
 - Date for the event is November 28th.
 - This will be the second year for the event. Hoping for growth.
- **Valentines Dance** – *Planning in Progress*
 - Tentative date is set for Friday, February 7th.

Willard Parks and Recreation

Director's Report

July 8, 2013

Aquatics

- **Facility**
 - All operations are running smooth.
 - Staff is working on ideas to incorporate new birthday areas for day time events.
- **Staffing**
 - Lifeguards are fully trained and in-service trainings are ongoing.
 - We are fully staffed for the pool season.
- **Programs**
 - All fitness/swim programs started the week of June 10th.
 - Programs include (Aqua Yoga, Aqua Zumba, Water Aerobics, and swim lessons)

Sports Section

- **Sports Year Schedule**
 - We are currently scheduling the rest of the year and will be promoting to the public and schools ASAP.
- **Youth Baseball**
 - We had enough children to fill 27 baseball teams.
 - The top baseball field has been repaired to a point. We will be looking into fixing it after the season.
- **Competitive Volleyball** – *Season ended May 30 with the end of season tournament.*
 - 5 teams were in the league.
- **Champions League** – *Season is ongoing*
 - We will be hosting 24 games, 12 – 12u tournament games, 14 – 10u tournament games, 28 – 8u tournament games.

Sponsorships

- **GYM Signs**
 - As of April 22nd we have 20 paid signs.
- **Pool Days of Fame**
 - We are still looking at ways to promote and sell.

Facilities

- **May Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 11)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group
 - Recreation Center (Private Rentals – 10)
 - Ongoing – Pre-Season, Dance, Basketball Practice, Senior Exercise
 - Pavilion (Private Rentals – 6)
- **June Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 7)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group
 - Recreation Center (Private Rentals – 5)
 - Ongoing – Pre-Season, Dance, Basketball Practice, Senior Exercise
 - Pavilion (Private Rentals – 3)

Willard Parks and Recreation Director's Report

July 8, 2013

- Pool (Private Rentals – 8)
- **Mayor Breakfast**
 - Will be held the fourth Saturday of every month.
- **Maintenance**
 - Staff continues to work on the grounds.
 - Cleaning up from Freedom Fest

Other Information

- **Website**
 - Please go check it out: www.willardparks.com (Facebook – Willard Parks)

Planning and Development Report

July 08, 2013

Development Projects

Highway 160 West Subdivision Phase 1 – I have been notified by the architect representing True Value and am expecting plans to be turned in soon.

Fortner Minor Subdivision – I took the final plat document to the courthouse and had it recorded.

ATM Commercial Subdivision – Working with Olsson Associates and the developer and contractor on future development and the completion of public improvements of Phase 1. We have received a preliminary drainage study and a drawing for proposed modifications to the drainage area. This area is located in a designated Fema floodplain.

Grants / Contracts

Sidewalk Grant – I have submitted the STP Program Agreement to MO DOT, it has been submitted to FHWA and I am waiting on their approval.

Sidewalk project – Mill Street, staff met and walked project with Olsson Engineering, we are awaiting engineering documents.

Solar Grant - This project is ongoing and is still in the investigative process, I have spoken to two different engineers about this project.

Code Enforcement

Building Permits – I have performed routine inspections as needed and issued numerous miscellaneous permits, fence, accessory, pergola, storm shelter. We currently have 24 permits open,

Nuisance Complaints – These are an ongoing problem with all of the rain that we have had this spring. We currently have 8 under investigation or in the process of being mowed.

Training – 6-28-13 Attended Transportation Forum “ How small communities fund transportation projects.

Assisted other Departments as needed.

Director of Development
Randy Brown

Police Department

July 2013

Officer Statistics			Reserves			Hours
1601	Tom McClain, Chief	18	1640	Doug Thomas, Reserve	0	0
1603	Shannon Shipley, Sgt./Det.	23	1641	Brian Gordon, Reserve	0	9
1604	Robert Bell, Corporal	33	1642	JD Landon, Reserve	0	8
1605	Mike Payne, Senior Officer	49	1643	, Reserve		
1606	Clint Heimbach, Officer	66	1644	Bill Lingenfelter, Reserve	0	14
1607	Mike Muhlenbruch, Officer	68	1645	Michele Lappin, Reserve	1	9.75
1608	Jeremiah Tayman, Officer	66		TOTAL HRS		40.75
1609	Steve Purdy, Officer	51				
1610	Jason Applegate, Officer	40				
1630	Glenn Cozzens, SRO	1				
1631	Wyatt Sharp, SRO	0				
	TOTAL INCIDENTS	416				

INCIDENT STATISTICS

Felony		5
Misdemeanor		14
Infraction		188
Other (Services)		158
HBO (Handled By Officers)		297

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST MONTH	YTD
WPD-01 2009 Dodge	109466	710	20	36	1028.29	\$2457.22
WPD-02 2006 Crown Vic/ 2013 Dodge Charger	102893/150	421/184	14/1	30/34	\$0/\$225	\$1928.36 /\$225
WPD-03 2008 Dodge Charger/ 2013 Dodge charger	120424/525	420/195	12/5	35/39	\$88.79/ \$225	\$613.28/ \$225
WPD-04 2013 Dodge Charger	6899	2457	40	61	\$100.00	\$459.48
WPD-05 2008 Dodge Charger-	154347	2252	38	59	\$0	\$7346.00
WPD-06 2013 Dodge Charger	150	0	0	0	\$0	0
WPD-08M 2008 Harley-Davidson Motorcycle	4550	54	4	14	\$0	\$365.34

Public Works

July 2013

Water & Sewer

- Check wells daily
- Check lift stations daily
- Locates daily or as needed
- Take chlorine residual samples daily
- In's & Out's/Work orders daily
- Lagoon samples daily
- Run lagoon irrigation daily or as needed, weather permitting
- Read meters for monthly billing, manually read meters
- Meter re-reads
- Monthly water samples to Greene Co Health Dept
- Monthly lagoon samples taken to CASI Lab in Springfield
- Lagoon DMR paperwork taken to Springfield DNR office
- Mow and weed eat at all wells, lift station, and lagoons
- Repaired broken uprights on irrigation at lagoons
- Juggle lift stations (D & Regional) on June 1st thru 2nd to avoid bypass after heavy rain
- Repair water leak at 7053 West FR 106 on the service connection after customer tried turning his own water off and broke it – Sunday June 2nd
- Take pictures of manholes that have been rehabbed and document
- Calibrate DO Probe at lagoons
- Clean probes and floats at all lift stations
- Replaced inline filter on pump #2 at Regional lift station
- JCI from Kansas City replaced backflow valve at Meadow West lift station
- Meet with customer service rep to demo new RC3 electronic read meters and equipment
- Pour concrete to repair driveway at 6277 Alan Ave after water leak repaired previously

Streets, Vehicle Maintenance, & Misc

- Pick up barricades on Fr 103 after heavy rain and flooding across street
- Mow right of ways: Jackson Street, Greenway Trail, Z Highway, Fr 101, FR 106, Hunt Road, FR 103, Corner of Hunt Road & New Melville, Ross Road behind quarry, Corner Hunt Road & FR 94, Willey Street, and Farmer & Highway 160 corner by fire station
- Replace hydraulic line on John Deere tractor (boom mower)
- Replace right front axle and cv joint and a/c clutch on Dodge PW truck
- Replace starter solenoid, water pump, and bottom radiator hose on Ford F-150 PW truck
- Replace brake pads and rotors on S-10 PW truck

- Replace wheel spindle and bearings on woods mower
- Pick up mattress in right of way on Hunt Road and dispose of
- Pressure wash concrete pad at veterans memorial
- Cut brush at Public Works shop
- Install thermal plastics on crosswalks and stop bars on streets
- Sweep pool and community building parking lot with streetsweeper
- Wash Trucks
- Spread dirt with backhoe and Kubota tractor at baseball fields behind Rec Center
- Meet with school on Mill Street sidewalk project
- Start demolition/construction of handicap walkway at soccer park
- Weld brackets on 12 foot trailer
- Pick up 2 loads of gravel from quarry and spread under pavilions at Jackson Street Park
- Mow vacant lots school has purchased for construction class
- Construct and install temporary water supply for BBQ cookout participants at the Freedom Celebration
- Install t-posts at Willard North Elementary for car show at Freedom Celebration
- Move dunk tank to Jackson Street park for Freedom Celebration
- Set up 3 trailers at Jackson Street park for Freedom Celebration (stage for band, and stage for parade judges)
- Set out barricades for parade of Freedom Celebration
- Test fire and inspect portable generators for use at the Freedom Celebration
- Water horses on Ross Road involved in animal abuse case – Police involved
- Pick up 3 stray dogs during the month of June
- Plastic to Bolivar 7X during the month of June
- Metal to Bolivar 2X during the month of June



**CITY OF WILLARD
BOARD OF ALDERMEN
07/08/2013**

Agenda Item #6

AN ORDINANCE

ADOPTING ADMENDMENTS TO THE CITY OF WILLARD EMPLOYEE POLICY MANUAL

1st and 2nd Reading

I reviewed this with the Mayor and these are the changes that I was asked to make.

First Reading:_____

Second Reading:_____

Council Bill No.:_____

Ordinance No.:_____

AN ORDINANCE

ADOPTING amendments to the City of Willard Employee Policy Manual

WHEREAS, on October 27, 2008, the Board of Aldermen of the City of Willard did adopt all revisions to the Employee Policy Manual, and

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

WHEREAS, the Board of Aldermen are required to adopt an ordinance setting forth the facts of 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 Employee Manual set forth in the attached Exhibit A.

Section 2. The Board of Aldermen find the changes to the City of Willard Employee 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

Exhibit "A"

CITY OF WILLARD

EMPLOYEE POLICY MANUAL

Adopted October, 2008
Amended December, 2010
Amended March, 2012
Amended July 8, 2013

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Introduction

This informational handbook contains policies and procedures for the City of Willard officials and employees as they exist on the date of its printing and shall be followed in the administration of City Policies in personnel matters. It is the duty of all City employees, including supervisors, department heads, city officials and the Mayor to fairly administer and enforce these policies, and all employees are expected to abide by and follow them. The provisions of the Employee Policy Manual apply to all officials and employees of the City of Willard, regardless of the time of the creation of the position or the time of the appointment of the officer. In addition, the City of Willard has a separate Police Department Personnel Policy Manual. All employees and officers of the police department are required to familiarize themselves with the Police Department Personnel Policy which contains additional information, policies and procedures which apply to their employment. In the event there is any conflict between the guidelines in this Employee Handbook and any Police Department Personnel Policy, Police Department Personnel Policy will prevail and take precedence.

This booklet has been prepared to inform you about the City of Willard and its current policies, procedures, rules, and regulations. The guidelines may be changed by the City of Willard at any time. Changes will apply to all existing and future employees. Employees shall be vigilant in keeping current in changes in City Policy. Changes to or interpretations of policies may or may not be reflected in written updates of this handbook, written notices or other written documents. In the event there is any conflict between the guidelines in this Employee Handbook and any City of Willard policy, the City's policy will prevail and take precedence. No statement or promise by a supervisor, manager or department head, past or present, may be interpreted as a change in policy or practice, nor will such statements constitute an agreement of any kind with any employee regarding the City of Willard's policies, procedures or any other matter.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other previous City of Willard employee informational manuals and handbooks.

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.

At Will Employment

None of the policies described herein or any other written or verbal communication are intended to create a contract of employment; nor is this handbook a guarantee of employment for any period of time. All employment is at will and either the employee or the City of Willard may terminate or modify the employment relationship at any time, with or without cause, and with our without notice. No provision of this informational handbook should be construed to alter the at will nature of employment with the City of Willard.

Equal Employment Opportunity

The City of Willard is an equal opportunity employer. Interaction with applicants for employment and with our employees are administered without regard to race, color, religion, sex, age, national origin, disability, military status, or any other characteristics protected by applicable laws. The City of Willard actively promotes this policy by conducting all employment transactions strictly on the basis of job related qualifications. All employment decisions are based on merit and the City's equal employment opportunity philosophy applies to all aspects of employment with the City of Willard. The City of Willard strictly prohibits harassment or discrimination of any individual on the basis of any characteristic listed above.

The City of Willard will promptly undertake an investigation of any claim or allegation of harassment or discrimination as confidentially as possible. If the City of Willard determines that a violation of this policy has occurred, effective remedial action will be taken commensurate with the severity of the offense. Any employee who is found to have violated this guideline will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been treated contrary to this guideline should immediately report such conduct to the Mayor. However, if the report involves the Mayor, the employee may take their concerns to the Board of Aldermen. In addition, employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination.

Harassment

The City of Willard has adopted a policy of "zero-tolerance" regarding unlawful employee harassment, and the City of Willard is committed to providing a work environment free of harassment. The City of Willard's policy prohibits discrimination or harassment on the basis of sex (including pregnancy), race, religion, color, national origin or ancestry, disability, age, military

status, or status in any group protected by federal, state or local law, or any other basis protected by law.

It is the City of Willard's position that all employees have the right to work in an environment free from all forms of conduct, which can be considered discriminatory or harassing, and that any harassment is a form of misconduct that undermines the integrity of the employment relationship. Improper interference with the ability of the City of Willard's employees to perform their expected job duties will not be tolerated. No employee, either male or female, should be subject to unsolicited and unwelcome inappropriate verbal, non-verbal, visual or physical conduct. All such prohibited harassment in violation of City policy is unlawful, and will not be tolerated.

No manager, supervisor, lead person, employee, or other third party shall threaten or insinuate that another employee's or applicant's refusal to submit to sexual advances will adversely affect any aspect of that person's employment. Similarly, no employee shall promise, imply, or grant any preferential treatment to another employee, applicant, or other third party in exchange for engaging in sexual conduct. Harassment may also include, among other things, unwelcome propositions, flirtations, and requests – whether express or implied – for sexual favors. The same holds true for any contractors, temporary agency employees, customers, guests, and visitors on our premises or anyone with whom we are conducting business.

Prohibited harassment includes unwelcome conduct of a verbal, non-verbal, visual or physical nature. Prohibited harassment includes, but is not limited to the following:

- Verbal statements such as graphic comments about an individual's body, skin color, or ethnicity; degrading verbal abuse, threats, epithets, offensive jokes, derogatory comments, or racial or sexual slurs;
- Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures;
- Visual conduct such as making sexual gestures, or displaying sexually suggestive material such as derogatory posters, photographs, cartoons, drawings, pictures, objects, letters, notes, invitations, pictures or cartoons;
- Physical conduct such as assault, rape, unnecessary touching, unwanted touching or blocking another person's movement;
- Retaliation for reporting harassment or threatening to report harassment;
- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances; or

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.
- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
 - Sexually suggestive touching.
 - Grabbing, groping, kissing, fondling.
 - Violating someone's "personal space".
 - Lewd or suggestive whistling. Wolf whistles.
 - Lewd, off-color, sexually oriented comments or jokes.
 - Foul or obscene language.
 - Leering, staring, stalking.
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons on company property, clothing (including PPE).
 - Unwanted or offensive letters or poems.
 - Sitting or gesturing sexually.
 - Offensive e-mail.
 - Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
 - Questions about one's sex life or experiences.
 - Repeated requests for dates.
 - Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
 - Any other conduct or behavior deemed inappropriate by the City of Willard's management.

Every City employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If any employee believes he or she has been subjected to, or has observed other employees being subjected to, conduct which may constitute harassment, that individual should immediately report the offensive conduct directly to the Mayor. In the case of a complaint against the Mayor, the employee should immediately report the conduct to ~~any individual on the Board of Aldermen.~~ **the Mayor Pro-Tem.**

All allegations of discrimination, harassment or retaliation will be taken seriously and will be thoroughly investigated as promptly and confidentially as reasonably possible. It is imperative that all parties involved in a complaint are aware of the need to maintain strict confidentiality while the complaint is being investigated and evaluated. After an investigation of the individual's complaint, the individual who complained of the harassment and the harasser will be advised of the results of the investigation.

If there is reasonable evidence substantiating that harassment has occurred, the City of Willard will take the necessary and appropriate remedial action to prevent further harassment from occurring. An employee who, after an investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation is in violation of this guideline and will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Individuals can be assured that there will be no retaliation against those who make a complaint with the reasonable belief that harassment has occurred. If an employee makes a report of what he or she in good faith believes to be harassment or retaliation, the employee will not be subject to disciplinary actions even if the employee turns out to have been mistaken.

If you have any questions about the guideline on harassment, discrimination, or the procedure for filing complaints, please contact the Mayor.

Personnel Management

The Mayor is responsible for the hiring and firing of all city employees. With regard to the City's department heads or police officers, the Mayor hires and fires these employees with the consent of a majority of the Board of Aldermen.

The Mayor, with the consent of a majority of all the members elected to the Board of Aldermen, may remove from office any appointive officer of the City at will. Additionally, any such appointive officer may be removed by a two-thirds (2/3) vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval or recommendation.

Elected officers of the City may only be removed as provided by the Revised Statutes of Missouri.

The Mayor may suspend any appointed official of the City, department head or police officer, with pay, for a period of not more than fifteen days whenever the Mayor believes the suspension is necessary for the safety and security of the City, its citizens, or its property. No later than fifteen days from said suspension the issue shall be brought before a regular or special meeting of the Board of Aldermen for review and action.

Employees will be selected from qualified applicants, on the basis of qualifications alone, without regard to race, creed, color, age, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards which permit review, after a full and fair opportunity for application; and this program shall be operated on a completely nondiscriminatory basis.

Safety Statement

Employees are expected to be familiar with the safety manual and to conduct themselves in a manner consistent with the provisions set forth in the safety manual.

Personnel involved in, or having any knowledge of, any accident whereby any person

employed by the City or any property or equipment owned or operated by the City is involved, shall immediately report the accident and pertinent information to the department supervisor who shall forward such information to the office of the City Clerk. The City Clerk shall record the information on three copies of the applicable accident form, one copy to be forwarded to the Finance Office, one copy to the Mayor, and one copy retained on file in the City Clerk's office.

Work Rules and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found to violate the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at will and may be subject to immediate termination of employment with or without cause and with or without notice.

Supervisors and department heads may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. Supervisors and department heads should inform the Mayor of any warnings given to employees. In the event an employee's violation of City personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the issue should be taken to the Mayor for action. Written documentation of employee counseling, warnings, reprimands or discipline must be placed in an employee's personnel file with the consent and approval of the Mayor. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, must be approved by the Mayor.

Violation of the City of Willard's personnel rules, regulations, policies and procedures may be cause for disciplinary action, up to and including immediate termination of employment. The following are examples of violations which may result in discipline up to and including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that can result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency, negligence in the performance of duties.;
3. Unauthorized absence, habitual absences or tardiness, or excessive tardiness;
4. Acts of insubordination; Intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges;
7. Acts of misconduct while on duty;

8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment on misdemeanor and/or traffic charges;
13. Introduction, possession or use on city property or in city equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.
- 14. Being involved in any interest or activity that improperly influences the conduct of their work or an employee's ability to act with objectivity in their work.**
- 15. Acts of partiality and/or acceptance of special favors or privileges which might be construed to improperly influence the performance of their work.**
- 16. Allowing political participation or affiliation to improperly influence the performance of their duties to the public.**
- 17. Involvement in any action that might result in losing independence or impartiality in decision making or adversely affecting public confidence in the integrity of the City.**

Nothing in this section alters the employment at will status.

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.

Job Performance Evaluation

Each employee's work performance ~~may~~ will be evaluated by his or her immediate supervisor and ~~for~~ approved by the Mayor yearly within thirty (30) days of the anniversary date of his or her hiring by the City. Employees may from time to time be furnished with a performance rating and evaluation slip to help them improve in their job and continued service with this City. A copy of any evaluations will be kept in the employee's personnel file.

An employee may discuss any issues pertaining to a job performance evaluation with their supervisor or the Mayor. Employees are encouraged to frankly discuss any problems, concerns or comments which they feel are pertinent to the evaluation.

Grievance Policy

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, supervisors, or work hours, an employee must submit the grievance in writing and provide it to the Mayor. The City will make its best effort to address the grievance within two weeks.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Aldermen. Any such appeal must be submitted to the Mayor in writing within two weeks of the suspension, demotion or termination. **The Mayor makes any decisions regarding the above types of discipline, therefore, there is a need to have an appeal presented to the Board of Aldermen.**

If an employee requests a hearing, the Board of Aldermen will attempt to schedule a hearing within two weeks of receiving the notice of the appeal. An employee has a right to an attorney or support person to assist them in the hearing. The Board of Aldermen will attempt to issue a decision regarding the appeal within two weeks of any hearing, or in the case where no hearing is requested, within two weeks of the appeal. ~~Mayor makes any decisions regarding these types of discipline, therefore, need to have an appeal beyond the decision maker.~~

Nothing in this policy alters the employment at will status. Further, nothing in this policy applies to any appointed officials of the City whose employment or termination is governed by Missouri statutes.

Release of Information

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and those designated by the Mayor.

Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment physical and drug screen before beginning work. Part-time or seasonal employees will undergo the drug screen only at the request of the supervisor.

Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

Employee Classification

Part-time/seasonal employees do not receive vacation, holiday, sick or other fringe benefits enjoyed by the full-time employees. Part-time/seasonal employees may have holidays off, or other days by request (with the permission of their department supervisor or foreman) but without pay.

All City of Willard employees are employees at will. As such, either the employee or the City of Willard can terminate employment with or without cause and with or without notice.

Probationary Period

Each new employee must serve a probationary period of ninety (90) days before they will be considered a regular employee. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by their supervisor, department head, and other appropriate city officials. If the probationary employee fails to meet required standards of performance, they may be dismissed and will not be entitled to any hearing, grievance or other procedures set forth in this handbook. During the probationary period, the new employee is not eligible for sick leave or vacation. Wages for designated holidays falling within the probationary period will be paid to probationary full time employees.

Political Activities.

City employees shall not be coerced to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

Dress Code

The dress code for each department shall be established by the department head. The code shall be developed with all consideration for employee safety, citizen recognition, etc. This code shall be strictly enforced.

Oath

Every officer of the city shall, before entering upon their duties, take the oath prescribed by law.

Termination of Office

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property, including books, records, documents, papers or other equipment which may be the property of the City.

Outside Employment

No municipal employee shall engage in any outside employment without the prior written consent of the Mayor. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

Employment of Relatives

Applicants for any full-time positions or vacancy may not be employed if the applicant is related to any full-time employee on the payroll within the same department and under the jurisdiction of the same department head. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew, or niece, cousins including step, half, foster, or in-laws.

Nepotism

If employees employed in the same department become related to each other after employment begins, it will be necessary for one of those related employees to either terminate their employment or change to another department within the city organization if a position is available and the necessary qualifications are met. This policy is not to be made retroactive and will not effect employment relationships in existence prior to the passage of this policy.

Holidays

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen.

Holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Personal Holiday
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day + Friday following
11. Christmas Eve -- Close at noon
12. Christmas Day - December 25
13. Employee's Birthday
14. Personal Holiday
15. New Year's Eve -- close at noon

Any employee who shall be required to work during a scheduled holiday by reason of the work scheduled by their department head, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday on which he worked. Any compensating day off not taken prior to the end of each calendar year shall be lost, as the same shall not accumulate to another year.

Vacation

Employees and appointed officials of the municipality who work full time for the municipality shall receive annual vacation periods with full pay on the following basis:

(1) One week vacation for those who have served the municipality for a period of one year prior to their anniversary date;

(2) Two weeks vacation for such employees or officers whose service has continued for two years or more prior to such date; and

(3) Three weeks vacation for those whose service has continued for five years or more prior to such date.

(4) Four weeks vacation for those whose service has continued for twelve years or more prior to such date.

(5) Five weeks vacation for those whose service has continued for fifteen years or more prior to such date.

Employees wishing to use earned vacation time should submit their request to their department head or supervisor for approval. Department heads or appointed officials must have their vacation approved by the Mayor.

Vacation days are accrued annually on January 1st. Two weeks of vacation time may be carried over to the following year if unused during the current year. After two years of continuous employment, every employee or appointed official will use January 1 of each year as their anniversary date. Employees may not carry over more than two weeks of vacation each year.

Holidays recognized by the City are not considered vacation time. If a holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days earned.

Employees who have served their one-year continuous service and have taken part or none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination. ~~The foregoing rule is assuming the employee is in good standing at the time of termination and has tendered the required notice prior to leaving.~~

Health Insurance

The City provides life and health insurance. Vision and dental are available at the employee's expense. This is for coverage of the employee only. Additional insurance for the employee's dependents may be purchased at the employee's expense. The insurance becomes effective thirty (30) days from your date of employment. Details and forms may be obtained from the Finance Department at the time of employment.

Workers Compensation Insurance

The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss or earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify a supervisor or someone at City Hall immediately. If a supervisor is unavailable and/or City Hall is closed, any such injury must be reported directly to **the City Administrator or in the absence of a City Administrator**, the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or facility which has been approved by the City's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury sustained is of such severity so as to required immediate medical attention. Any employee receiving medical attention for any on the job injury may be subjected to testing to determine the presence of illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Finance Department.

Retirement Plan

Upon an employee reaching their six month anniversary with the City, the City shall enroll each full time employee in the Missouri Local Government Employees Retirement System. At this time the employee shall pay 4% of their gross wages into the account with the City paying the amount stipulated under the terms of the agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full time employee. If any employee has any questions regarding the retirement plan, please contact the Finance Department.

Uniform Policy.

Police Department: Each officer of the Willard Police Department will receive a \$650.00 uniform allowance issued once each year in July after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. Uniforms may be

purchased at approved vendors under the City's name to be repaid by payroll deduction under the following schedule:

\$100.00 - \$200.00	Three months' deductions
\$201.00 - \$450.00	Four months' deductions

Charges for less than \$100.00 will be deducted from one paycheck.

Public Works Department: Each employee of the City of Willard Public Works Department will receive a \$200.00 clothing allowance to be used for pants and winter wear. In addition, a \$135.00 boot allowance will be provided. The clothing and boot allowance will be added once per year to the first payroll in July to each employee's paycheck. The City will provide five t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) with one jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee. The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the supervisor, the employee fails to comply with this expectation, appropriate disciplinary action shall be taken.

Emergency Declaration

In the event the Mayor issues an emergency declaration, affected exempt employees shall receive payment for overtime worked in excess of forty (40) hours per week. Overtime pay for exempt employees will be based on an hourly rate calculated from their current annual salary divided by 2080 times 1.5 times the number of overtime hours worked. In order to be considered for overtime pay, the affected exempt employee shall be responsible for completing the required time sheet and submitting same to the Chief Financial Officer.

The purpose of this policy is to provide a mechanism to fairly compensate exempt employees for the extensive amount of time required to manage the resources within the community during and after a significant disaster or emergency and to provide a mechanism to recover those additional costs from state and federal agencies.

Voicemail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from or stored in these systems are the property of the City of Willard and as such are intended for job related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under the City of Willard's policies, including those prohibiting harassment. All pass codes are the property of the City of Willard and may be used by the City of Willard to access electronic and telephone communications at any time. The City of Willard reserves the right to monitor any electronic or other communications made using the City of Willard systems or property.

The City of Willard provides computer access, e-mail, facsimiles, internet and voice mail access for business use only. All electronic and telephonic communication systems and all

communications and information submitted by, received from, or stored in these systems are the property of the City of Willard and are to be used solely for job-related purposes. All use of any of the City of Willard-provided technology is information subject to audit and monitoring in accordance with all applicable laws to enforce compliance with this policy. Users are specifically advised that they should have no expectation of privacy for any use of the City of Willard-provided systems.

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.

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.

Overtime

The Fair Labor Standards Act (FLSA) governs the payment of overtime. All employees, unless exempt due to position or other provision of the FLSA, are eligible for overtime pay in excess of 40 hours per work period. To receive overtime pay, the employee must work beyond the City's normal forty hour workweek.

Each department head must approve any overtime pay requested. Overtime pay slips are available at the Finance Office.

The overtime rate paid will be at one and one-half times the employee's normal hourly rate. The base workweek for computing overtime compensation will be the actual hours worked. This does not include sick, vacation, or holiday hours. Original, signed time sheets must be submitted to the Finance Office for each pay period.

Paychecks

The City pays all employees every two weeks. Payroll checks will be distributed by the Finance Department. If you think an error has been made in your paycheck, please bring the check immediately to the City Treasurer.

Unpaid Leave

Due to special and extraordinary circumstances, an employee may wish to request, in writing, to take unpaid leave. The City Administrator, or in his/her absence, the ~~Chief Financial Officer~~, **Mayor** shall have the administrative authority to grant such unpaid leave for up to forty (40) hours per calendar year, in no less than eight (8) hour increments. All vacation and sick leave due the employee must be exhausted prior to any such unpaid leave request being granted. Long periods of absence shall be addressed in accordance with the section entitled Leaves of Absence.

Leaves of Absence

Leave of absence without pay may be granted for a period not to exceed sixty days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law. The employee may make a written request to the Mayor for any authorized leave of absence stating the time required and the reason for such a request. Only the Mayor may approve such a leave. Vacation, sick leave, and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave, or holiday benefits which were earned prior to the commencement of the leave of absence. If such sick leave, vacation, or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the Mayor is required to carry it over.

An employee absent for three consecutive working days without notice and without sufficient reason shall be considered to have voluntarily terminated their employment.

A. Sick Leave.

Employees and appointed officials of the municipality who work full time for the municipality and who are not on an hourly pay basis, shall receive pay during unavoidable absence from work due to sickness or accident during any one year on the following basis:

<u>Length of Employment or Service</u>	<u>Full Pay For</u>
3 months to 1 year	40 hours
1 year to 3 years	80 hours
3 years to 6 years	80 hours
6 years to 10 years	120 hours
10 years to 15 years	160 hours
Over 15 years	200 hours

Sick leave is earned by the hour and used by the hour. Where payment is due to such employees or officer under worker's compensation, the amount received by reason of worker's compensation shall be deducted from the allowance above provided for.

Employees shall be allowed to accumulate 35 (working) days (280 hours) in sick leave, which may be carried over from one year to the next. If a holiday should fall within the time you are absent on sick leave, it will not be deducted from your available number of sick leave days. Employees do not get paid for sick leave upon termination of employment.

An employee who is sick must call their immediate supervisor as soon as possible if they are unable to work. If an employee fails to do so within four hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three days, the department head may require a doctor's certification; however, a certificate of verification may be required by a supervisor or department head in any case.

B. Family and Medical Leave - FMLA

Eligibility Requirements: Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

- You have worked for the City of Willard for the last 12 months.
- You are currently employed by the City of Willard.
- During the last 12 months of employment with the City of Willard you have worked at least 1250 hours.

Types of Leave: Employee leaves of absence under the FMLA may include:

- The birth of your child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job; or
- A serious health condition affecting your spouse, child or parent for which you are needed to provide care.

How and When to Request Leave: Except as explained below, an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for any of the reasons

listed above. An eligible employee must provide timely and adequate notice of his or her need for FMLA-qualifying leave. To request leave, you must contact the Mayor for the appropriate forms. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least 30 days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the facts and circumstances. Your notice, when possible, should be in writing, and it should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

Continuation of Benefits: An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if he or she continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment on return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for his or her health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

Medical Certification Requirement: An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certification of Health Care Provider forms are available from the Mayor. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that your absence does not qualify under the FMLA, the FMLA designation will be revoked retroactive to the first day of your leave. The City of Willard may require recertification during your leave.

Application of Accrued Paid Leave: Family and medical leave is generally unpaid leave. However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

Fitness-for-Duty and Status Reports: The employee may be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change, and he or she is able to return to work earlier than the date indicated above, the employee

may be required to notify the Mayor at least two weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification to a serious health condition.

C. Military Leave of Absence

The City of Willard complies with all applicable laws applying to military leave.

D. Funeral Leave

An employee may be granted up to three working days of leave with full pay as needed in the event of the death of spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or any relative residing permanently with and dependent upon the employee.

E. Jury Duty

An employee may be granted leave with pay when required to be absent from work for jury duty or as trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

Substance Abuse Policy

It is the policy of the City of Willard to provide safe, dependable, and quality services to its citizens, to provide safe and healthy working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. The City desires to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-employment, reasonable suspicion, return to work, and follow-up testing for both alcohol and controlled substances. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Any employee convicted of illegal conduct related to alcohol or controlled substances, including a conviction of a criminal drug statute occurring in the workplace, must notify the Mayor within five calendar days of any such conviction. Failure to timely report any such conviction will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses the driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the Mayor of the loss of the driver's license immediately after revocation or temporary suspension of their license. Failure to notify the Mayor of the loss of the driver's license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to the Mayor of such use upon returning to work and prior to engaging in any work related activity.

As a condition of employment, both present and future employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return to work testing, and follow-up testing. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

1) Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from appointment to employment for a period of at least two (2) years. Applicants must submit to a pre-employment urine drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two(2) years. Applicants who fail to test or who fail to submit in a timely manner for a second time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the administrator.

2) Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or a controlled substance use is adversely affecting

an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel. The observing supervisor or manager, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A supervisor or manager who fails to report an observation and, subsequently, fails to order a confirmed reasonable suspicion will be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test should be transported to the testing site by City personnel.

3) Random Testing. Random testing is applicable to all employees. Random testing shall be conducted at the direction of the Mayor. An employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested.

4) Post Accident Testing. Post accident testing is applicable to any employee involved in an accident or in which the employee injures the person or property of another.

5) Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the Mayor.

C. Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to the refusing to submit to an alcohol or controlled substance test, may only be granted to an employee one time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and

2. The employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and

3. The employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and

4. The employee shall agree to submit to return to work testing demonstrating that the employee has tested negative for alcohol and/or controlled substance test standards; and

5. The employee shall agree to unannounced follow-up testing for a period of time as determined by the administrator or designee subsequent to the employee's return to work and consistent with this policy; and

6. The employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and

7. The employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.



**CITY OF WILLARD
BOARD OF ALDERMEN
07/08/2013**

Agenda Item #7

AN ORDINANCE

AN ORDINANCE REGULATING THE PLANTING, MAINTENANCE, AND REMOVAL OF TREES, SHRUBS, AND OTHER PLANTS; AND CREATING A TREE BOARD IN THE CITY OF WILLARD, STATE OF MISSOURI.

1st and 2nd Reading

First Reading:

Second Reading:

Council Bill No.:

Ordinance No.:

AN ORDINANCE REGULATING THE PLANTING, MAINTENANCE, AND REMOVAL OF TREES, SHRUBS, AND OTHER PLANTS; AND CREATING A TREE BOARD IN THE CITY OF WILLARD, STATE OF MISSOURI.

WHEREAS, A Community's trees are very much the kind of community asset that deserves to be protected and managed for the common good; and

WHEREAS, the Board of Aldermen of the City of Willard wish to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance and removal of trees, shrubs and other plants within the City of Willard; and

WHEREAS, a copy of this foregoing ordinance was available for public inspection prior to the consideration by the Board of Aldermen.

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

SECTION 1: Definitions. "Street Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation on land lying within right-of-way lines on either side of all City streets, avenues, or ways within the City. "Park Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the City or to which the public have free access as a park.

SECTION 2: There is hereby created and established a Tree Board for the City of Willard, Greene County, Missouri, which shall consist of a minimum of three (3) members and a maximum of ten(10). The members shall consist of citizens of the City of Willard at large and may include up to eight (8) members from outside the city limits. ~~one member of the Willard Park Board and three volunteers who reside within the City limits of Willard.~~ The Board shall be appointed by the Mayor, with consent by the Board of Aldermen of the City of Willard, Greene County, Missouri.

- a) Two of those who are members of the Tree Board on July 1, 2013, ~~June 1, 2000~~, shall serve for a one year term: The other two members shall serve for two year terms.
- b) Thereafter, each member shall serve for two year terms, with the appointments to be made by the Mayor, with the consent of the Board of Aldermen, at the regularly scheduled meeting of the Board of Aldermen in June ~~May~~ of each year.
- c) Should any member resign or withdraw from the Tree Board, that member shall be replaced by appointment by the Mayor, with approval of the Board of Aldermen. The appointment shall be for the remainder of the term of the member who is being replaced.
- d) Meetings shall be held on a quarterly basis with the date and time to be determined at the 4th quarter meeting of each year. Should any member fail to attend two or more meetings in a row without justification, ~~or four or more meetings in any calendar year,~~ that member shall be considered to have withdrawn from the Tree Board, and, may be replaced by the Mayor as herein described.

SECTION 3: It shall be the responsibility of the City Tree Board to study, investigate, counsel and develop and/or update annually, and administer a written plan and budget for the care, maintenance, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the City of Willard. The Tree Board, when requested, by the Board of Aldermen, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work.

SECTION 4: The Tree Board shall develop and maintain a list of desirable trees for planting along streets in three size classes: small, medium and large. A list of trees not suitable for planting will also be created. These lists may be modified from time to time by the Tree Board without notice. However, nothing in this ordinance shall be construed to restrict, limit or prohibit the planting of any tree. The lists created by the Tree Board are advisory only.

SECTION 5: The spacing of Street Trees will be in accordance with the three size classes listed pursuant to Section 4 of this Ordinance, and no trees may be planted closer together than the following: Small trees, 35 feet; Medium Trees, 40 feet; and Large Trees, 45 feet; except in special plantings designed or approved by the Tree Board or its designee.

SECTION 6: The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with the three size classes listed pursuant to Section 4 of this Ordinance, and no trees may be planted closer to any curb or sidewalk than the following: Small Trees, 2 feet; Medium Trees, 3 feet; and Large Trees, 4 feet.

SECTION 7: No Street Tree shall be planted closer than 25 feet of any street corner, measured from the point of nearest intersecting curbs. No Street Tree shall be planted closer than 10 feet of any fireplug.

SECTION 8: No Street Trees, other than these species listed Small Trees, may be planted under or within 10 lateral feet of any overhead utility wire.

SECTION 9: The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the right-of-way line of all City streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The Tree Board may remove or cause or order to be removed, from right-of-way, any tree or part hereof which is in an unsafe condition or which by reason of its nature is injurious to channels, sewers, electric power lines, gas lines, water lines, or other improvements, or is affected with any injurious fungus, insect or other pest.

SECTION 10: It shall be unlawful as a normal practice for any person, firm or city department to top any Street Tree, Park Tree or other tree on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this Ordinance at the determination of the Tree Board.

SECTION 11: The City shall have the right to cause the removal of any dead or diseased trees, tree limbs or branches on public property within the City, when such trees constitute a hazard to health, safety, welfare threat to other trees or plant life within the City.

SECTION 12: It shall be unlawful for any person to prevent, delay, or interfere with the Tree Board, or any of its agents, while engaging in removing of any Street Trees or Park trees, as authorized in this Ordinance.

SECTION 13: The Board of Aldermen shall have the right to review the conduct, acts, and decisions of the Tree Board. Any person may appeal from any ruling or order of the Tree Board to the Board of Aldermen who may hear the matter and make final decision.

SECTION 14: Every person who shall be convicted of violating any of the provisions of this Ordinance shall be fined not more than Five Hundred (\$500.00) Dollars.

SECTION 15: All Ordinances inconsistent with this Ordinance shall and are hereby repealed. The Ordinance shall be in full force and effect after its passage and approval by the Board of Aldermen and signed by the Mayor.

READ TWO TIMES AND PASSED at the meeting of the Board of Aldermen of the city of Willard, Missouri on the _____ day of _____.

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
_____ DAVID ROGGENSEES	_____	_____
_____ DAVID HEMPHILL	_____	_____
_____ CYNDI TRAPP	_____	_____
_____ KEVIN MCDONALD	_____	_____
_____ DOUG JOHNSON	_____	_____
_____ BRYAN VINCENT	_____	_____

APPROVED BY:

ATTESTED BY:

Dale Duvall, City Clerk

Mayor Wendell Forshee



**CITY OF WILLARD
BOARD OF ALDERMEN
07/08/2013**

Agenda Item #8

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 215.110 OF
THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO
NUISANCES; NOTICE TO OWNER TO ABATE

1st and 2nd Reading

First Reading: 07-08-13

Second Reading: 07-08-13

Council Bill No.:

Ordinance No.:

**AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 215.110 OF
THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO
NUISANCES: NOTICE TO OWNER TO ABATE**

SECTION 215.110: NOTICE TO OWNER TO ABATE

Whenever the Director of Development of the City or the City's designee has knowledge of and believes that a nuisance, per se, exists under Section 215.090 or whenever the Director of Development of the City or the City's designee shall be of the opinion that a nuisance exists under Section 215.080 hereof, he/she may post a notice containing an order to abate the nuisance on the land where such nuisance exists ~~and shall~~ or may serve a copy on the person in possession of the premises if occupied ~~and, if~~ vacant, the above person shall send a copy of such notice to the last known address of the owner via certified mail. If the nuisance is not abated within seven (7) days from the date the notice is posted on the premises or mailed, then the Director of Development of the City or the City's designee shall issue the appropriate citation therefore. Should the person maintaining the nuisance be unable, unwilling or otherwise fail to abate the nuisance, the Director of Development or the City's designee shall cause such nuisance to be abated by whatever reasonable means are necessary including use of contracted services. (Ord. No. 031110 Art. II §5, 11-10-03; Ord. No. 090713 §3, 7-13-09)

THE TERMS OF THIS ORDINANCE SHALL TAKE EFFECT FROM AND AFTER ITS PASSAGE BY THE BOARD OF ALDERMEN AND ITS APPROVAL BY THE MAYOR, CITY OF WILLARD, GREENE COUNTY, MISSOURI.

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

Approved as to form: _____ City Attorney

Attested by: _____
Dale Duvall, City Clerk

Approved by: _____
Mayor Wendell Forshee

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

DAVID ROGGENSEES

DAVID HEMPHILL

CYNDI COSBY-TRAPP

KEVIN MCDONALD

DOUG JOHNSON

BRYAN VINCENT