

CITY OF WILLARD, MISSOURI

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



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

September 27, 2010

7:00 PM - Willard City Hall

224 W. Jackson Street

Mayor

Jamie Schoolcraft

Board Members

Board President: Richard Simpson

David Hemphill

Doug Johnson

Pat Lloyd

Tim Magee

Bryan Vincent

www.cityofwillard.org

CITY OF WILLARD
BOARD OF ALDERMEN
September 27, 2010
7:00 P.M.

Notice posted on September 24, 2010.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., September 27, 2010 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

1. Call the meeting to order
2. Roll Call
3. Agenda Amendments/Approval of agenda
4. Approve the minutes of the regular meeting on September 13, 2010
5. Citizen Input General Topics (*5 minute limit per person*)
6. Financial Report
 - a. Budget Workshop
7. Employee Manual Discussion
8. Roles and Responsibilities of Aldermen, Board President and the Mayor
9. Veterans Memorial Ordinance (1st and 2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
10. Municipal Code Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
11. Building and Construction Fee Changes Ordinance (1st Reading)
 - a. Citizen Input
 - b. Discussion/Vote
12. Old Business
13. ADJOURN OPEN SESSION
14. Closed Session (Chapter 610.021 #1 Legal, #2 Real Estate and #3 Personnel)
15. REOPEN MEETING
16. ADJOURN MEETING

THE TENTATIVE AGENDA OF THIS MEETING ALSO INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO CHAPTER 610.021(1) LEGAL, (2) REAL ESTATE AND (3) PERSONNEL REVISED STATUTES OF MISSOURI, THE SUNSHINE LAW, AS NOW EXISTING OR HEREAFTER AMENDED.

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

Dale Duvall, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
September 13, 2010
7:00 pm**

DRAFT

Board present: Aldermen Richard Simpson, Aldermen David Hemphill, Mayor Jamie Schoolcraft, Aldermen Pat Lloyd, Aldermen Doug Johnson and Aldermen Bryan Vincent. Aldermen Tim Magee was not present.

Staff present: CFO, Karen Robson; Director of Development, Randy Brown; Emergency Management Director, Stacy Winters; Parks and Recreation Director, Kevin McDonald; Court Clerk, Linda Murray; Chief of Police, Tom McClain; Willard Reserve Officer, Bill Lingenfielser; and City Attorney, Paul Link.

Also in attendance: Don Johnson, and Lucille Murray.

Mayor Schoolcraft led the Pledge of Allegiance.

Call to Order

Mayor Schoolcraft called the meeting to order.

Roll Call

CFO, Karen Robson called the roll call. Aldermen Simpson-present, Aldermen Hemphill-present, Aldermen Lloyd-present, Mayor Schoolcraft-present, Aldermen Johnson-present, Aldermen Magee-----, Aldermen Vincent-present.

Agenda Amendments/Approval of Agenda

Motion made by Aldermen Simpson and seconded by Aldermen Vincent to approve the agenda. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Approve the Minutes of the Regular Meeting on August 23, 2010

Motion made by Aldermen Vincent and seconded by Aldermen Hemphill to approve the minutes of the meeting on August 23, 2010 Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Approve the Minutes of the Regular Meeting on August 11, 2010

Motion made by Aldermen Vincent and seconded by Aldermen Magee to approve the minutes. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Abstained, Aldermen Johnson-Abstained, Aldermen Magee----, Aldermen Vincent-Aye. Three(3) votes aye. Two(2) abstentions due to absence. Motion carried.

Citizen Input-None

Financial Report-CFO Karen Robson

July Financials- Motion made by Aldermen Simpson and seconded by Aldermen Johnson to approve the July financials. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

August Unpaid Invoices- Motion made by Aldermen Lloyd and seconded by Aldermen Johnson to pay the unpaid invoices. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Park Loan- Motion made by Aldermen Lloyd and seconded by Aldermen Vincent to pay \$50,000 on the loan and refinance the balance for one(1) year. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Utility Billing Adjustment Report-Motion made by Aldermen David Hemphill and seconded by Aldermen Johnson to approve the August report. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Employee Manual Update- Motion made by Aldermen Vincent and seconded by Aldermen Johnson to discuss making updates to the current employee manual. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Generator Purchase-Staff will be looking into purchasing generators for the City facilities. Upon finding the generators that fit the needs of the City, the Mayor will be contacted and has been authorized to approve the purchase. **Motion** made by Aldermen Simpson and seconded by Aldermen Johnson. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Police Department Report-Chief Tom McClain

Police Chief Tom McClain gave his monthly report to the Board.

Emergency Management Report-Stacy Winters

Stacy Winters gave his monthly report to the Board.

Public Works Report-Justin Reaves

Justin Reaves gave his monthly report.

Development Report-Randy Brown

Randy Brown gave his monthly report to the Board.

Parks and Recreation Report-Kevin McDonald

Kevin McDonald gave his monthly report to the Board.

Discussion of Building Fee Rate Increases-Randy Brown

Randy discussed the fee changes that pertain to the current building and construction fee ordinance that will be brought to the Board at the next meeting.

Water Rates Ordinance 2nd Reading

BILL NO. 10-21

ORDINANCE NO. 100913

AN ORDINANCE APPROVING THE NEW WATER RATES

Citizen Input for Bill NO. 10-21

There was no citizen input.

Discussion/Approval for Bill NO 10-21

Second reading by title was conducted by CFO Karen Robson. **Motion** by Aldermen Vincent and seconded by Aldermen Hemphill to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Code of Ethics Ordinance 1st and 2nd Reading

BILL NO. 10-22

ORDINANCE NO. 100913A

AN ORDINANCE APPROVING THE CODE OF ETHICS PROCEDURES

Citizen Input for Bill NO. 10-22

There was no citizen input.

Discussion/Approval for Bill NO 10-22

First reading by title was conducted by CFO Karen Robson. **Motion** by Aldermen Simpson and seconded by Aldermen Lloyd to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Second reading by title was conducted by CFO Karen Robson. **Motion** by Aldermen Vincent and seconded by Aldermen Johnson to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Municipal Code Ordinance 1st Reading

BILL NO. 10-23

ORDINANCE NO.100927

AN ORDINANCE AMENDING THE MUNICIPAL CODE PERTAINING TO WATER SERVICE

Citizen Input for Bill NO. 10-23

There was no citizen input.

Discussion/Approval for Bill NO 10-23

First reading by title was conducted by CFO Karen Robson. **Motion** by Aldermen Vincent and seconded by Aldermen Hemphill to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Old Business

There was no old business.

Adjourn

Motion made by Aldermen Vincent and seconded by Aldermen Lloyd to adjourn the open session and go into executive session pursuant to Chapter 610.021, (1) Legal. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Adjourn the Executive Session

Motion made by Aldermen Johnson and seconded by Aldermen Vincent to adjourn the executive session and go into open session and adjourn. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Meeting adjourned.

Dale Duvall, City Clerk

Mayor Jamie Schoolcraft

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 6 Financial Department

ACTION REQUESTED: No Action Requested

ITEM DESCRIPTION:

The August financial statements will be available at the October 12, 2010 meeting for your approval.

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 6a
Financial Department

NO ACTION REQUESTED: Budget Workshop

ITEM DESCRIPTION:

The draft copy of the 2011 budget was sent to you in a packet on September 20, 2010.

Questions and Discussion

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 7 Employee Manual

ACTION REQUESTED: No Action Required-Discussion Only

This is for the discussion of the 2008 Employee Manual.

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CITY OF WILLARD EMPLOYEE POLICY MANUAL

Adopted October, 2008

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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.

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 or 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.

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.

Nothing in this section alters the employment at will status.

Job Performance Evaluation

Each employee's work performance may be evaluated by his or her immediate supervisor and/or the Mayor. 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 Alderman. Any such appeal must be submitted in writing within two weeks of the suspension, demotion or termination. If an employee requests a hearing, the Board of Alderman 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 Alderman 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, health, dental and vision insurance. 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 of 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 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 require 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 issued once per year in July after showing proof of purchase. 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.

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.

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.

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-accident, 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 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**



AGENDA ITEM # 8

**Roles and Responsibilities of Aldermen,
The Board President and the Mayor**

NO ACTION REQUESTED: Discussion only

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 9 Veterans Memorial Ordinance

ACTION REQUESTED: Approval of 1st & 2nd Reading

The Parks and Recreation Veterans Memorial Committee is asking for the approval of the Board to begin the construction of the proposed Veterans Memorial.

The Memorial is to be located at the Jackson St Park.

Park Board Chairman Blaine Kennard will be presenting this to the Board at this meeting.

Staff is asking for the approval of 1st reading at this time.
2nd.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE APPROVING THE CONSTRUCTION OF A VETERAN'S MEMORIAL.

WHEREAS, the Willard Parks and Recreation Veteran's Memorial Advisory Committee has recommended to the Board of Aldermen the construction of a Veteran's Memorial;

WHEREAS, THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, has considered the Willard Parks and Recreation recommendation concerning the construction of a Veteran's Memorial;

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

Section 1: The City does hereby approve the construction of a Veteran's Memorial by the Willard Parks and Recreation Veteran's Memorial Advisory Committee.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

BILL NO. _____

ORDINANCE NO. _____

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM #10 Municipal Code Ordinance

ACTION REQUESTED: Approval of 2nd Reading

This is the Municipal Code Ordinance that pertains to water service.

1st reading took place at the regular Board meeting on September 13, 2010.

Staff is asking for the approval of 2nd reading at this time.

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTIONS 705.060, 705.070, 705.090, 705.100 AND 705.120 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO WATER SERVICE.

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

Section 1: The City does hereby amend Title VII. Utilities, Chapter 705: Waterworks System, Article II. Water Service, Sections 705.060, 705.070, 705.090, 705.100 and 705.120 as follows:

SECTION 705.060: DEVELOPERS RESPONSIBLE FOR WATER AND SEWER USAGE—WHEN

Residential builders shall sign up for water service at the time of purchase of the building permit. A ~~seventy-five~~ **one hundred** dollar (~~\$75.00~~**\$100.00**) deposit will be paid at that time. When the residence is sold, the builder will be billed for all water used as per the meter and a one (1) month charge base sewer rate. The final bill will be deducted from the deposit with the builder responsible for any overage.

SECTION 705.070: BILLS—WHEN DUE—DELINQUENT PAYMENTS— DISCONNECTION

A. After the meters have been read, the City Finance Department shall as soon thereafter as is reasonable and before the twenty-fifth (25th) day of the month send to each user a written statement stating the amount of water used and the charge therefore as of the last meter reading date. Thereafter, all bills shall be due and payable at the City Hall on or before the tenth (10th) day of the month following the use of the water. **If any customer of the Willard Water System does not agree with the billing they receive, they must contact City Hall by the tenth (10th) day of the following month. At that time, their account will be reviewed and the appropriate steps taken.** All bills which are not paid in full by the due date shall be considered delinquent. On the day after the due date a past due notice shall be sent to each delinquent customer giving them ten (10) days to pay in full. After the ten (10) day period, all delinquent customers will be subject to disconnection.

B. Any bills not paid in full by the twenty-eighth (28th) day of each month shall be subject to disconnect. No disconnect will be done on amounts due less than twenty-five dollars (\$25.00). Notice shall be given of the disconnect day on each monthly bill and no further notice shall be given. If the customer desires to make arrangements to pay their bill at an alternative time, they must go to City Hall to complete a payment arrangement form.

BC. After a user has been disconnected by reason of delinquent water bills, a fee of fifty dollars (\$50.00) and all past due bills shall be paid before the water service is restored. If said water user is also connected with the wastewater treatment facility, the fee shall be fifty dollars (\$50.00). If necessary to remove the meter, the reconnect fee will be one hundred dollars (\$100.00). Water service shall be restored by the end of the next business day after full payment has been made for penalties and all outstanding amounts due.

SECTION 705.090: CONNECTION TO SYSTEM—FEES

- A. No connections with a water main shall be made by any person other than a City employee. All such connections shall be made by or under the supervision of the ~~Superintendent~~ **Public Works Director**. Applications for such connections must be made to the City Clerk.
- B. No fee shall be paid for the connection, as each new owner of a site where there has not previously been a water meter installed shall pay to the City the costs for the meter. Fees for the installation of said meter shall be paid according to the schedule established below. The cost for the meter and the cost of installation shall be paid prior to obtaining water service.

Meter Size	Fee
¾ inch	\$ 650.00 \$1,000.00
1 inch	\$ 900.00 \$1,200.00
2 inches	\$2,000.00 \$2,500.00
3 inches	\$3,000.00 \$3,500.00

These charges shall be for installation of the meter pit and all necessary hardware, including the appropriate meter size. For all other meter installations, limited to meter installation only, the charge will be ~~four hundred fifty~~ **six hundred fifty** dollars (~~\$450.00~~ **\$650.00**).

SECTION 705.100: APPLICATION FOR WATER SERVICE—DEPOSIT—AUTHORITY OF CITY TREASURER

- A. Application to have water turned on shall be made in writing to the Utility Clerk and shall contain an agreement by the applicant to abide by and accept all of the provisions of this Article as conditions governing the use of the City water supply by the applicant.

A deposit of ~~seventy-five~~ **one hundred** dollars (~~\$75.00~~ **\$100.00**) for business and non-business use shall be paid with each such application. This sum shall be retained by the City, to ensure payment of all bills, for a one (1) year term. If all bills have been timely paid for a period of one (1) year, the applicant may request a review of his/her payment history in order to have the deposit credited against the depositor's future bills.

- B. The Treasurer of the City of Willard is hereby authorized to apply any deposits now held or hereafter paid for water connection to water bills due or hereafter coming due from any individual or business that have timely paid all sums as due for water bills for the next preceding twelve (12) months.

Should an individual or business fail to timely pay a water bill or bills, then the deposit held may be applied against the sums then due or coming due, until such time as said deposit is used in its entirety.

SECTION 705.120: PROHIBITED USE OF WATER FROM SYSTEM UNLESS METERED

- A. It is hereby declared unlawful and an offense for any person or persons to knowingly use water from the said municipal system unless said water is metered as provided herein.
- B. No water from the City water supply shall be turned on for service into any premises by any person but the ~~Superintendent~~ **Director** of Public Works or some person authorized by him/her to perform this service, except in case of emergency.

- C. No person shall attach a device to a water line to receive water without benefit of a meter installed by the City. Also, no person shall damage or destroy City-owned property such as the water meter or the electronic radio transmitter. Such will be a direct violation of this Article and will be subject to a citation and a fine defined in Section 705.180.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 27 DAY OF September, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
_____ RICHARD SIMPSON	_____	_____
_____ DOUG JOHNSON	_____	_____
_____ PAT LLOYD	_____	_____
_____ DAVID HEMPHILL	_____	_____
_____ TIM MAGEE	_____	_____
_____ BRYAN VINCENT	_____	_____

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 11

Building and Construction Fee Changes Ordinance

ACTION REQUESTED: Approval of 1st Reading

This is the Fee Changes Ordinance that Randy Brown spoke to the Board about on 9-13-10.

This will be implemented when we switch the permit software over.

Staff is asking for the approval of 1st reading at this time.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 500.330 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO BUILDING AND CONSTRUCTION FEES.

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

Section 1: The City does hereby amend Title V. Building and Construction, Chapter 500: Building Code and Building Regulations, Article VIII. Fees, Section 500.330 as follows:

SECTION 500.330: FEE SCHEDULE

- A. *Adoption Of Fee Schedule.* There is hereby adopted a fee schedule for building fees and development fees associated with the construction, alteration, enlargement, repair, demolition, conversion, removal, remodeling, use or maintenance of all buildings and structures within the City.
- B. *Collection Of Fees.* All fees due and payable pursuant to the fee schedule herein adopted relating to one- and two-family residential buildings or structures shall be paid to the Willard City Clerk. All fees due and payable pursuant to the fee schedule herein adopted relating to any building or structure other than a one- and two-family residential building or structure shall be payable to the ~~Greene County Treasurer~~ Willard City Clerk. All fees due and payable pursuant to the development fee schedule herein adopted shall be payable to the Willard City Clerk.
- C. ~~Greene County Resource Management Department Building Regulations Fee Schedule—Dated June 1, 2007.~~ City of Willard Building Fee Schedule.

BUILDING FEES

Building Fee:

Use International Building Code\2000 ~~2000~~ **2006** Permit Fee Schedule with the following multipliers:

Gross Area Modifier = 70

Permit Fee Modifier = .0020

*Formula for permit fee (Gross Area X Gross Area Modifier X Type of Construction X Permit Fee Multiplier)

The following fees deviate from the building fee:

BILL NO. _____

ORDINANCE NO. _____

All accessory buildings in zoning classifications of "A-I", "A-R" or "R", shall use construction type U in the fee schedule.	
Issuance of permit	\$ 45.00 10.00
Blasting permit	\$ 50.00 40.00
Building permit fee minimum	\$ 45.00
Building appeals request—non-refundable	\$ 225.00
Change of owner or contractor on permit	\$ 40.00
<u>Accessory Structure Permit</u>	
<u>Fence building permit</u>	\$ 10.00
<u><300 sq ft building permit</u>	\$ 25.00
<u>300-576 sq ft building permit</u>	\$ 35.00
<u>Conditional Use permit</u>	\$ 15.00
<u>Deck</u>	\$ 40.00
Elevator	\$ 150.00
Fire suppression system	
Plan review	\$ 75.00
Permit for new system	\$ 180.00
Permit for modification of system	\$ 75.00
<u>Grading permit</u>	\$ 50.00
<u>Infrastructure Fee</u>	
<u>Residential</u>	\$ 450.00
<u>Commercial</u>	\$ 600.00
Mechanical fee for change out furnace, water heater, etc.	\$ 25.00
Mobile home (fee includes building, electric, plumbing and mechanical fee)	
Park	\$ 50.00
Other than park	\$ 90.00
Replace with existing services	\$ 50.00
<u>Certificate of Occupancy</u>	\$ 15.00
Areas (parking lots, tennis courts, etc.)	\$.15 per 100 square feet up to 20,000 square feet. 20,000 square feet or more, \$30.00 plus \$.10 for each additional 100 square feet. A minimum of \$25.00
Paved driveways—curb and gutter	\$ 40.00
Plan review	60% of the cost of the building permit fee Minimum fee of \$45.00
Pre-manufactured portable building (less than 300 square feet)	\$ 25.00 building fee only
On-site wastewater systems (<u>septic system</u>)	\$ 75.00
Pre-site of existing system (for a new building)	\$ 40.00
On-site wastewater systems	\$ 75.00
Certification for installers (3 year certification)	
Conventional system	\$ 60.00
LPN or non-conventional system	\$ 60.00
Temporary certification	\$ 100.00
Given under special conditions, only valid	

BILL NO. _____

ORDINANCE NO. _____

until next scheduled 2 year certification class,	\$ 100.00
must then attend class	
and pay additional	\$ 40.00
Make up certification seminar	\$ 100.00
For those who missed regular scheduled	
seminar.	
Certification valid until	
next regular seminar	
Re-roofing permit	\$ 15.00
Right-of-Way permit	\$ 50.00
Signs (billboards)	
<u>Billboards</u>	\$ 75.00
<u>Building signs – detached</u>	<u>\$.10/sq ft (A minimum of \$25.00)</u>
<u>Building signs – attached</u>	<u>\$ 15.00</u>
Storage tanks (per tank)	
Any size	\$ 60.00
Swimming pools (fee includes building, electric, plumbing and mechanical)	
Residential (one- and two-family)	
Above grade	\$ 40.00 <u>30.00</u>
Below grade	\$ 85.00 <u>75.00</u>
All other pools (commercial)	\$ 185.00
Plan review fee for commercial pools	\$ 55.00
Temporary use permit	\$ 75.00
Temporary use structure (tents, greenhouses, etc.)	\$ 85.00
Towers (in height)	
Plan review fee	\$ 60.00
100 feet or less	\$ 90.00
Each additional 100 feet	\$ 15.00
Antennas added to existing tower	\$ 35.00 per antenna assembly
Variance permit	\$ 15.00
Well	\$ 40.00
Reinspection fees:	
2nd reinspection	\$ 100.00
3rd reinspection, stop work order plus	\$ 100.00
Moving of structure or building:	
Pre-inspection of building	\$ 45.00
The fee for moving the structure will be 50% of the fee for a new structure, minimum fee	\$ 65.00 (plus electrical, plumbing, mechanical, etc.)
A cash bond of fifteen hundred dollars (\$1,500.00) shall be deposited with the Willard City Clerk. The cash bond shall be refunded after the structure has been moved, all proper inspections completed and the certificate of occupancy permit is issued.	
Remodel: The fee for remodeling shall be based on one-half (½) of the amount for a new building, but not less than the minimum fees.	
Commercial in-fill: The fee for in-fill construction in existing commercial buildings shall be one-half (½) of the amount for a new structure, but not less than the minimum fees.	

BILL NO. _____

ORDINANCE NO. _____

Demolition:	
The fee for demolition of a building shall be sixty-five dollars (\$65.00) fifty-five dollars (\$55.00) . A cash bond of five hundred dollars (\$500.00) shall be deposited with the Greene County Treasurer City of Willard . The bond shall be refunded after the proper inspections have been completed and all required documents are submitted.	
Work without permit:	
Where work has commenced without proper permits, an additional fee equal to the amount of the permit (not to exceed one hundred dollars (\$100.00) will be charged. Emergency work (situations wherein life, health and/or safety would be affected) will be exempt from this charge if the proper permit is obtained within seventy-two (72) hours after notification.	
Electrical fees:	
Electrical	35% of building fee
Minimum fee	\$ 45.00
Plumbing fees:	
Plumbing fees	35% of building fee
Minimum fee	\$ 45.00
Mechanical fees:	
Mechanical fees	35% of building fee
Minimum fee	\$ 45.00
All permit fees shall be rounded to nearest dollar amount	
Example: \$129.49 = \$129.00 \$129.50 = \$130.00	

D. City of Willard Development Fee Schedule.**DEVELOPMENT FEES**

All legal, recording, advertising, and/or consulting fees will be billed to the applicant in addition to the following:

<u>Sketch Plan Review</u>	
<u>Residential</u>	<u>\$50.00</u>
<u>Commercial</u>	<u>\$75.00</u>
<u>Planned Development District</u>	<u>\$65.00</u>
<u>Preliminary Plat</u>	
<u>Residential</u>	<u>\$250.00 plus \$2.50 per lot</u>
<u>Commercial</u>	<u>\$335.00 plus \$3.35 per lot</u>
<u>Planned Development District</u>	<u>\$300.00 plus \$6.00 per lot</u>
<u>Final Plat</u>	
<u>Residential</u>	<u>\$250.00 plus \$5.00 per lot</u>
<u>Commercial</u>	<u>\$335.00 plus \$6.75 per lot</u>
<u>Planned Development District</u>	<u>\$300.00 plus \$9.50 per lot</u>
<u>Park in Lieu of Fee</u>	<u>See Section 400.1420</u>
<u>Storm water buyout</u>	<u>See Section 400.1460(K)</u>
<u>Rezoning</u>	<u>\$50.00</u>
<u>Lot Split</u>	<u>\$75.00</u>
<u>Pro-Rata Reimbursement</u>	<u>See Section 400.1460</u>

BILL NO. _____

ORDINANCE NO. _____

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

City of Willard 2010 Budget

General Fund			
		2010 Budget	Amended
Revenues			
Asset Sales		0.00	0.00
Building Permits		3,000.00	9,000.00
Cable TV Franchise		19,000.00	19,000.00
County Road & Bridge		28,000.00	27,000.00
DARE		0.00	0.00
Electric Franchise		170,000.00	172,500.00
Emergency Mgmt		0.00	0.00
Engineering Fees Rec'd		0.00	0.00
FEMA Disaster Reimb		0.00	0.00
Financial Institution Tax		100.00	100.00
Gas Franchise		70,000.00	68,000.00
Grant Revenues		15,000.00	65,000.00
Interest Income		4,000.00	2,000.00
LEST		45,000.00	45,000.00
Merchants Licenses		2,200.00	2,200.00
Miscellaneous		1,000.00	9,000.00
Mobile Phone Lease		45,500.00	55,000.00
Motor Vehicle Taxes		120,000.00	117,500.00
Planning & Zoning		20,000.00	20,000.00
Real Estate Taxes		175,000.00	175,000.00
Sales & Use Tax		400,000.00	400,000.00
Sales Tax - Cap Improv		0.00	0.00
Special Event Income		0.00	
State LET Acct		500.00	500.00
Traffic Court Fines		70,000.00	80,000.00
Transfers In - Out		0.00	0.00
		1,188,300.00	1,266,800.00

General City Gov't		2010 Budget	Amended
Expenses			
Advertising		1,750.00	1,750.00
Audit Fee		2,500.00	2,500.00
Capital Asset Exp		3,000.00	4,500.00
Contract Labor		1,500.00	3,500.00
Dues & Subscriptions		1,000.00	1,000.00
Election Expense		3,000.00	2,100.00
Engineering Expense		2,500.00	2,500.00
Group Insurance		22,000.00	22,000.00
Insurance		2,500.00	6,500.00
Legal		30,000.00	30,000.00
Professional		5,000.00	7,500.00
Misc Expense		0.00	1,000.00
Office Supplies		8,000.00	8,000.00
Payroll Taxes		4,820.00	4,820.00
Repairs & Maint		1,500.00	1,500.00
Retirement Plan		5,750.00	6,000.00
Salaries		63,000.00	63,000.00
Salaries - Overtime		0.00	0.00
Special Event		1,000.00	1,000.00
Supplies		5,000.00	5,000.00
Telephone		7,500.00	7,500.00
Travel & Training		1,500.00	1,500.00
Utilities - Electric		4,000.00	4,000.00
Utilities - Gas		3,000.00	3,000.00
Utilities - Other		1,000.00	1,000.00
Vehicle Expense - Gas		1,500.00	1,500.00
Vehicle Expense - Other		1,000.00	1,000.00
		183,320.00	193,670.00

		2010 Budget	Amended
Public Safety			
Advertising		0.00	0.00
Building Expense		1,000.00	1,000.00
Capital Asset Exp		0.00	6,500.00
Contract Labor		0.00	250.00
CVC Fees Paid		5,500.00	7,500.00
DARE		1,000.00	1,000.00
Dues & Subs		750.00	750.00
Group Insurance		55,400.00	55,400.00
Insurance		21,000.00	21,000.00
Interest		3,450.00	3,450.00
Lease Payments		29,000.00	29,000.00
Legal		30,000.00	30,000.00
Professional		5,000.00	7,500.00
Miscellaneous		0.00	0.00
Office Expense		3,300.00	3,300.00
Payroll Taxes		32,000.00	32,000.00
POST Fund		750.00	750.00
Repairs/maint		4,000.00	15,000.00
Retirement Plan		22,000.00	21,000.00
Salaries		414,000.00	395,000.00
Salaries - Overtime		0.00	0.00
Special Event		0.00	0.00
Supplies		9,000.00	9,000.00
Telephone		8,300.00	8,300.00
Travel/Training		5,000.00	5,000.00
Uniforms		7,150.00	7,150.00
Utilities - Electric		3,000.00	3,000.00
Utilities - Gas		3,800.00	3,800.00
Utilities - Other		1,750.00	1,000.00
Vehicle Exp - Gas		22,000.00	22,000.00
Vehicle Exp - Other		14,000.00	14,000.00
		702,150.00	703,650.00

		2010 Budget	Amended
Streets			
Expenses			
Advertising		0.00	0.00
Capital Asset Exp		10,000.00	10,000.00
Contract Labor		1,500.00	1,500.00
Group Insurance		10,000.00	10,000.00
Insurance		1,500.00	3,250.00
Miscellaneous Exp		1,000.00	0.00
Paving		35,000.00	32,500.00
Payroll Taxes		3,200.00	3,500.00
Repairs & Maintenance		1,000.00	4,000.00
Retirement Plan		2,350.00	2,350.00
Salaries		41,600.00	41,600.00
Salaries - Overtime		0.00	0.00
Stormwater		5,000.00	5,000.00
Street Lights		55,000.00	50,000.00
Supplies		12,000.00	12,000.00
Travel & Training		0.00	0.00
Tree Maintenance		6,400.00	6,400.00
Utilities - Electric		1,900.00	1,900.00
Utilities - Gas		2,750.00	2,750.00
Utilities - Other		4,400.00	4,400.00
Vehicle Exp - Gas		5,000.00	5,000.00
Vehicle Exp - Other		3,000.00	3,000.00
		202,600.00	199,150.00

Planning & Development			
		2010 Budget	Amended
Expenses			
Advertising		0.00	0.00
Capital Asset Exp		0.00	0.00
Contract Labor		7,800.00	10,000.00
Dues & Subscriptions		250.00	0.00
Group Insurance		5,000.00	4,500.00
Insurance		0.00	0.00
Legal		0.00	0.00
Professional		15,000.00	10,000.00
Miscellaneous		0.00	55,000.00
Office Supplies		500.00	500.00
Payroll Taxes		2,300.00	2,300.00
Repairs & Maintenance		500.00	1,000.00
Retirement Plan		1,700.00	1,700.00
Salaries		30,000.00	30,000.00
Stormwater Planning		5,000.00	5,000.00
Supplies		1,000.00	1,000.00
Telephone		1,300.00	1,300.00
Travel & Training		500.00	250.00
Vehicle Expense - Gas		750.00	750.00
Vehicle Expense - Other		750.00	750.00
		72,350.00	124,050.00

		2010 Budget	Amended	
Emergency Management				
Advertising		0.00	0.00	
Capital Asset Exp		0.00	0.00	
Contract Labor		0.00	0.00	
Dues & Subscrip		100.00	0.00	
Group Insurance		0.00	0.00	
Insurance		0.00	0.00	
Legal		0.00	0.00	
Professional		1,000.00	1,000.00	
Miscellaneous		0.00	0.00	
Office Supplies		250.00	350.00	
Payroll Taxes		1,530.00	1,530.00	
Repairs & Maint		0.00	0.00	
Retirement		0.00	0.00	
Salaries		20,000.00	20,000.00	
Salaries-Overtime		0.00	0.00	
Supplies		2,000.00	2,000.00	
Telephone		1,000.00	1,000.00	
Travel & Training		0.00	550.00	
Veh Expense - Gas		0.00	0.00	
Veh Expense - Ot		0.00		
		25,880.00	26,430.00	

2010 Projected Beginning Balance			\$438,761.00	
2010 Income			1,266,800.00	
Total			1,705,561.00	
2010 Expenditures			1,246,950.00	
2010 Projected Ending Balance			458,611.00	

CITY OF WILLARD			
2010 Budget Amendment			
Water Fund			
		2010 Budget	Amended
Revenues			
Asset Sales		0.00	0.00
Certificates of Part		125,000.00	125,000.00
Grant Receipts		0.00	0.00
Interest Income		7,500.00	3,000.00
Meter Installations		11,250.00	15,000.00
Miscellaneous		1,000.00	1,000.00
Penalty Income		22,000.00	25,000.00
Trash Income		57,000.00	130,000.00
Water Sales-Comm		38,000.00	38,000.00
Water Sales-Resi		700,000.00	700,000.00
		\$961,750.00	\$1,037,000.00

Expenses		2010 Budget	Amended
Advertising		1,000.00	1,000.00
Audit Expense		4,000.00	4,000.00
Contract Labor		1,500.00	6,500.00
Depreciation		105,600.00	105,600.00
Dues		500.00	500.00
Equipment		0.00	0.00
Fiscal Agent Fees		2,000.00	2,000.00
Group Insurance		25,300.00	25,300.00
Insurance		18,000.00	18,000.00
Interest Expense		62,325.00	62,325.00
Legal		2,500.00	5,000.00
Professional		5,000.00	15,000.00
Miscellaneous		0.00	1,500.00
Office Supplies		6,000.00	12,000.00
Payroll Taxes		19,400.00	15,000.00
Principal Payments		70,000.00	70,000.00
Repairs/Maintenance		15,000.00	60,000.00
Retirement		13,970.00	13,970.00
Salaries		254,000.00	230,000.00
Salaries - Overtime		5,000.00	5,000.00
Supplies		20,000.00	40,000.00
Supplies - Project		100,000.00	75,000.00
Trash Expense		54,720.00	120,000.00
Travel/Train		2,000.00	2,500.00
Utilities - Electric		47,500.00	47,500.00
Utilities - Gas		0.00	0.00
Utilities - Other		5,000.00	5,000.00
Vehicle Exp - Gas		10,000.00	10,000.00
Vehicle Exp - Other		3,000.00	3,000.00
		853,315.00	955,695.00

		2010 Budget	Amended	
Sewer Fund				
Income				
Devel Lift St Fees		0.00	0.00	
Asset Sales		0.00	0.00	
COP		125,000.00	125,000.00	
Hook-up Fees Rec		22,500.00	30,000.00	
Interest Income		8,000.00	3,000.00	
Misc Income		1,000.00	1,000.00	
Penalty Income		32,000.00	39,000.00	
Sewer Sales		763,000.00	780,000.00	
		951,500.00	978,000.00	

Expenses		2010 Budget	Amended
Advertising		400.00	400.00
Audit		4,000.00	4,000.00
Contract Labor		1,000.00	7,500.00
Depreciation		134,000.00	134,000.00
Dues & Subscr		500.00	500.00
Equipment		0.00	0.00
Fiscal Agent Fees		3,000.00	3,000.00
Group Insurance		25,300.00	25,300.00
Hook-up Expense		7,500.00	7,500.00
Insurance		18,000.00	18,000.00
Interest Expense		80,600.00	80,600.00
Legal		2,500.00	3,500.00
Professional		5,000.00	8,000.00
Miscellaneous		0.00	1,500.00
Office Supplies		6,000.00	10,000.00
Payroll Taxes		20,000.00	15,000.00
Principal Payments		40,000.00	40,000.00
Repairs & Maint		15,000.00	20,000.00
Retirement		14,300.00	14,300.00
Salaries		254,000.00	230,000.00
Salaries - Overtime		3,000.00	3,000.00
Spfd Sewer Charges		230,000.00	230,000.00
Supplies		25,000.00	25,000.00
Supplies - Project		100,000.00	75,000.00
Travel & Training		2,000.00	2,000.00
Utilities - Electric		46,500.00	43,000.00
Utilities - Other		9,000.00	9,000.00
Vehicle Exp - Gas		10,000.00	10,000.00
Vehicle Exp - Other		3,000.00	3,000.00
		1,059,600.00	1,023,100.00

[illegible]

City of Willard 2010 Budget

Park Fund					
		2010 Budget			Amended
Revenues					
Adult Programs		12,000.00			12,000.00
Advertising Income		20,000.00			20,000.00
Capital Asset Sales		0.00			0.00
Cert of Participation		0.00			0.00
Concession Income		70,000.00			55,000.00
Fourth of July		5,000.00			5,000.00
Grant Receipts		0.00			0.00
Interest Income		2,000.00			1,000.00
Misc Income		5,000.00			5,000.00
Park Fees		3,500.00			3,500.00
Real Estate Taxes		53,265.00			53,265.00
Facility Income		25,000.00			25,000.00
Sales Tax		446,250.00			440,000.00
Sales Tax Capital Impro		185,100.00			185,100.00
Swim Pool Income		90,000.00			90,000.00
Transfers In - Out					0.00
Youth Programs		200,000.00			200,000.00
		1,117,115.00			1,094,865.00

Expenses		2010 Budget			Amended	
Advertising		6,000.00			4,500.00	
Building Maint		5,000.00			5,000.00	
Capital Asset Exp		0.00			2,000.00	
Cap Asset Exp - Equip		0.00			0.00	
Chemicals		18,000.00			18,000.00	
Concessions		35,000.00			35,000.00	
Contract Labor		5,000.00			15,000.00	
Dues & Subscriptions		0.00			350.00	
Equipment-Sports		3,000.00			0.00	
4th of July		8,000.00			8,000.00	
Fiscal Agent Fees		4,500.00			4,500.00	
Group Insurance		22,850.00			22,850.00	
Insurance		18,000.00			18,000.00	
Interest Expense		200,000.00			215,000.00	
Landscaping		3,500.00			250.00	
Lease Payments		305,000.00			250,000.00	
Legal		2,000.00			3,000.00	
Professional		5,000.00			7,500.00	
Miscellaneous Exp		1,000.00			1,500.00	
Office Supplies		8,000.00			8,000.00	
Payroll Taxes		29,500.00			29,500.00	
Repairs & Maintenance		20,000.00			12,000.00	
Retirement Plan		5,800.00			5,800.00	
Salaries - Full Time		143,950.00			145,000.00	
Salaries - Seasonal		180,000.00			150,000.00	
Salaries-Overtime		5,000.00			5,000.00	
Supplies - General		10,000.00			12,000.00	
Supplies - Sports		7,500.00			10,000.00	
Supplies - Aquatic		3,000.00			3,000.00	
Supplies - Special Activity		5,000.00			5,000.00	
Supplies - Grounds		5,000.00			3,000.00	
Telephone		7,000.00			8,500.00	
Travel & Training		1,000.00			1,000.00	
Turf Maintenance		3,000.00			3,000.00	
Utilities - Electric		25,000.00			30,000.00	
Utilities - Gas		9,000.00			10,000.00	
Utilities - Other		4,000.00			4,000.00	
Vehicle Expense - Gas		7,000.00			5,000.00	
Vehicle Expense - Other		2,500.00			2,500.00	
		1,123,100.00			1,062,750.00	

[illegible]

**CITY OF WILLARD
BOARD OF ALDERMEN**



WILLARD MUNICIPAL COURT

INFORMATIONAL ONLY – NO ACTION NECESSARY

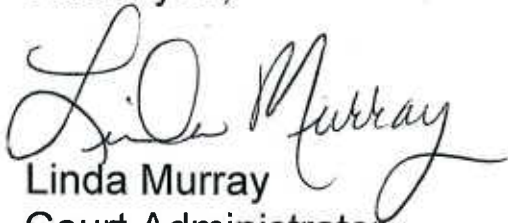
ITEM DESCRIPTION:

CHAPTER 479 RSMo requires the court to submit to the municipality a list of all cases heard during the preceding month, however, Court Operating Rule 4.29 allows the municipal division to submit the Municipal Division Summary Reporting Form to fulfill this requirement.

Attached find a breakdown of traffic, alcohol/drug traffic (while driving a vehicle only; if alcohol/drug violations are not while driving a vehicle, i.e. such as possession, they are listed in other category) and other (dog at large, nuisance, etc) cases filed (received by court and filed by PA) and cases disposed during each month, total fine collected and average fine.

Please let me know if there is any other information you may need.

Thank you,



Linda Murray
Court Administrator
Willard Municipal Court

WILLARD MUNICIPAL COURT
MONTHLY MUNICIPALITY AND PROSECUTING ATTORNEY REPORT

DATE	CASES FILED	CASES DISPOSED	TOTAL FINE COLLECTED (FINE ONLY)	AVER. FINE	DATE REPORT GIVEN TO PA AND TO MUNICIPALITY
MONTH OF JULY 2010	104 TRAFFIC/23 OTHER	1 ALCOHOL-DRUG/95 TRAFFIC/17 OTHER	7,237.50	64.05	8/11/10
MONTH OF AUG 2010	108 TRAFFIC/9 OTHER	1 ALCOHOL-DRUG/119 TRAFFIC/14 OTHER	10,548.74	78.72	9/8/10

NOTE: TYPES OF CASES DIVIDED INTO TRAFFIC, OTHER (OTHER ORDINANCE), AND DRUG AND ALCOHOL (INVOLVING TRAFFIC). ALSO, A CASE MAY HAVE BEEN DISPOSED IN ONE MONTH AND FINE COLLECTED IN FOLLOWING MONTHS WHICH WOULD AFFECT THE AVERAGE FINE/CASES DISPOSED NUMBERS. PLEASE ASK IF YOU HAVE ANY OTHER QUESTIONS OR INFORMATION YOU WOULD LIKE TO HAVE. LINDA MURRAY, COURT ADMINISTRATOR

THANKS, LINDA MURRAY



9-8-10

MISSOURI JUDICIARY
Willard Municipal Court
Criminal Filings By Charge

Date: 08-Sep-2010
Time: 3:44:21PM
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Case Filing Date Between 01-Aug-2010 and 31-Aug-2010
All Charge Summary Report

Case Type	Charge	Level	Total
O5	Municipal Ordinance - Traffic		
	9101000 Expired License	OR	4
	9102700 Op Mtr Veh w/o Financial Resp	OR	7
	9103000 Allow Pers Driv- No Legal Rght	OR	1
	9109000 Dwr/Dws	OR	1
	9114500 Opr Mtr Veh Rev Noappear/Nopay	OR	2
	9115000 Opr Mtr Veh Rev Nopay Chlid Su	OR	1
	9116000 Opr Mtr Veh On Hwy DI Suspend	OR	2
	9208000 Pass Veh- Travel Off Main Road	OR	1
	9222000 Misc Hazardous Vehicular Cond	OR	1
	9290500 Red Light Violation	OR	1
	9291000 Fail Stop-Stop Sign/Line/Inter	OR	9
	9296500 Failed To Yield	OR	2
	9321000 Leaving Scene Of Motor Veh Acc	OR	1
	9331000 Equipment Violation	OR	1
	9451000 Expired Plates	OR	3
	9453000 Fail To Register Vehicle	OR	26
	9481000 Driv Fail To Prop Wear Sfty Bi	OR	18
	9481700 Dr FI To Secure Child 80#/4'9"	OR	1
	9501500 Spd-School Zn (11-15 Mph Over)	OR	2
	9521000 Ex Pst Spd Lmt (6-10 Mph Over)	OR	1
	9521500 Ex Pst Spd Lmt (11-15 Mph Ovr)	OR	8
	9522000 Ex Pst Spd Lmt (16-19 Mph Ovr)	OR	8
	9522500 Ex Pst Spd Lmt (20-25 Mph Ovr)	OR	7
Case Type Total			108

MISSOURI JUDICIARY
Willard Municipal Court
Criminal Filings By Charge

Date: 08-Sep-2010
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Case Filing Date Between 01-Aug-2010 and 31-Aug-2010
All Charge Summary Report

Case Type	Charge	Level	Total
06	Municipal Ordinance - Other		
	9035000 Animal At Large	OR	1
	9051500 Domestic Assault	OR	2
	9237500 Nuisance Viol	OR	1
	9353000 Fail To Obey Lawful Order	OR	1
	9432000 Trespass	OR	2
	9602000 *Disc-Shoplifting	OR	1
	9631000 Resisting Arrest	OR	1
	Case Type Total		<u>9</u>

MISSOURI JUDICIARY
 WILLARD MUNICIPAL COURT
 CIRCUIT COURT DISPOSITIONS
 FROM 01-Aug-2010 TO 31-Aug-2010
 SUMMARY REPORT BY CASE CATEGORY

Date: 08-Sep-2010
 Time: 3:57:56PM
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ZZ	Z^		DDCT	DDGFW	DDGTP	DDST	DTCGL	Total
		O3 Muni-Alcohol & Drug Rel Traf	0	0	1	0	0	1
		O5 Municipal Ordinance - Traffic	7	49	63	0	0	119
		O6 Municipal Ordinance - Other	0	0	6	4	4	14
		Total	7	49	70	4	4	134
		Total	7	49	70	4	4	134
		Total	7	49	70	4	4	134
	Category Total		7	49	70	4	4	134
	Total For Location		7	49	70	4	4	134

DDCT - Dismissed
 DDGPW - Plea of guilty in viol. Breach
 DDGTP - Plea of guilty in court
 DDST - Dismissed - No plea
 DTCGL - Tried by court - found guilty

* Confidential - For Court Use Only *

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