

CITY OF WILLARD

BOARD OF ALDERMEN MEETING

OCTOBER 27TH, 2008

7:00 P.M.

BOARD MEMBERS:

PAUL HOOD-WARD I

JOE COSBY-WARD I

LOUIE AMODEO-WARD II

BRYAN VINCENT-WARD II

RICHARD SIMPSON-WARD III

DALE DUVALL-WARD III

MAYOR:

JAMIE SCHOOLCRAFT

CITY OF WILLARD
BOARD OF ALDERMEN
OCTOBER 27TH, 2008
7:00 P.M.

Notice posted on October 24, 2008.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m. October 27th, 2008 at Willard City Hall, 224 West 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 October 14th, 2008.

5. Citizens Input (5-minute limit)

6. Financial Report

a. Financial Statements

7. Proposed 2009 Budget (2nd reading, 1st reading was done on 10/14/08)

8. Proposed Employee Manual Ordinance (1st & 2nd reading)

9. Proposed Identity Theft Program Ordinance (1st & 2nd reading)

10. Resolution - Chlorination and Interconnection Project

11. Old Business

12. CLOSED SESSION (Chapter 610.021 #1-Legal, and #2-Real Estate)

13. REOPEN MEETING

14. ADJOURN MEETING

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

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

Kathy Blakemore or Kate Gould
224 West Jackson
P.O. Box 187
Willard, Missouri 65781
(417) 742-3033

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

Kathy Blakemore, City Clerk

CITY OF WILLARD
BOARD OF ALDERMEN
OCTOBER 14TH, 2008
7:00 P.M.

Board present: Acting President, Louie Amodeo; Aldermen Richard Simpson; Aldermen Joe Cosby; and Aldermen Paul C. Hood. Mayor Jamie Schoolcraft; Aldermen Dale Duvall; and Aldermen Bryan Vincent were not present.

Also in attendance: City Clerk, Kathy Blakemore; Community Relations Officer, Kate Gould; CFO, Karen Robson; Director of Public Works, Charlie Jones; Chief of Police, Tom McClain; Police Officer, Courtney Wendel; Park Board Chairmen, Pat Lloyd; City Attorney, Doug Harpool; and City Engineer, Mike Zimmerman.

Guest present: Melissa Smith.

Acting President, Louie Amodeo led the Pledge of Allegiance.

Special Recognition (Awards, Certificates and Honors)

None

Acting President, Louie Amodeo called the meeting to order.

Roll Call

Aldermen Simpson-present; Aldermen Hood-present; Aldermen Duvall, and Aldermen Vincent-----; Mayor Schoolcraft-----; Aldermen Hood-present; Aldermen Duvall-----; and Aldermen Amodeo-present; Mayor Vincent were not present.

Agenda Amendments/Approval of agenda

Acting President, Louie Amodeo stated that the agenda needed to be amended and item #12 would become the Bond Ordinance for Swimming Pool.
Motion made by Aldermen Simpson with second by Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Approve the minutes of September 22nd, 2008

Motion made by Aldermen Cosby with second by Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Citizens Input

None

Financial Report

Outstanding Bills:

Motion made by Aldermen Simpson with second by Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Empire Electric Construction Request:

Due to the construction of the new aquatic center, a three phase electrical service is required. The total cost of the project is \$19,048.00. Empire Electric subtracts the expected revenue of \$9,000.00 from the cost of the installation. That leaves a balance of \$9,848.00 to be paid by the City of Willard.

Motion made by Aldermen Cosby with second by Aldermen Simpson to approve to pay the balance of \$9,848.00 to Empire Electric. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Collateralization:

Karen stated that due to the current state of the economy and the stock market, she would like to assure the Board that the City of Willard's liquid assets are fully collateralized. Missouri state law requires all deposits of public funds to be collateralized 100% less the FDIC amount.

Identity Theft Policy:

This policy is to enable the City of Willard to comply with the new FTC Red Flag rules by November 1st, 2008.

Motion made by Aldermen Cosby with second by Aldermen Simpson to approve the Identity Theft Policy. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Online Exchange Contract:

This is the company through which the city will run the new customer numbers to verify identity. **Motion** made by Aldermen Simpson with second by Aldermen Hood to approve the Mayor to sign the Online Exchange Contract. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Chlorination/Interconnection Project bid approval with Archer Engineering:

Archer has approved the bid of Kenny Singer Construction, Inc. with a base bid of \$584,131. **Motion** made by Aldermen Simpson with second by Aldermen Cosby to approve the bid from Kenny Singer Construction, Inc. with a base bid of \$584,131. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Police Report

Chief of Police, Tom McClain stated that the PAL program 501C3 application is completed and is lacking only the \$300 filing fee check. Tom said that the Mayor was going to request that the city pay for the \$300 fee, but due to the Mayor being absent Tom requested the fee. **Motion** made by Aldermen Simpson with second by Aldermen Cosby to approve the city paying the \$300 filing fee for the PAL program. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Emergency Management

Aldermen Amodeo stated that Stacy Winters Emergency Management Director was not present. Stacy's report was presented in the board packets and is available on-line. Aldermen Amodeo

also stated to the board members that Stacy still needs some information from the board members on NIMS certification.

Public Works Report

Director of Public Works, Charlie Jones stated that his department had fixed a water leak on Barwick. Also, the department had to bore under Highway AB to repair another leak, and fix a water main break on Fr. 89. Charlie stated that Beam Street was completed except for repairing asphalt in driveways and black dirt, seed and straw. Also, the old water main needs to be disconnected. Public Works Department closed street for the Tour of Missouri, and also closed street on September 14th due to flooding. Charlie attended NIMS Workshop.

Community Services Report

Kevin McDonald the new Parks and Recreations Director thanked the board for the opportunity to serve as the Parks Director for the City of Willard. Kevin introduced the new Sports Coordinator Courtney Wendel. Courtney stated that she was very excited about taking over the Sports Coordinator position. Kevin stated that he has applied for several grants. A couple of the grants have been confirmed but Kevin said he did not want to announce them until the city has the check in hand. The new Parks and Recreations web-site will be officially started December 1st. The web-site will be comparable to ESPN web-site. Kevin and Kate Gould have been working on "Movie in the Park", which is scheduled for Saturday October 18th in the park on Jackson Street. "Monster House" and "ET" will be showing. Mayor will be there cooking hamburgers and hot dogs for sale. Safe Halloween is Saturday October 25th. This year the Parks Department will be trying something a little bit different. Some of the local businesses will be giving out candy as a "Truck or Treat", and some will do the traditional booths in the Recreation Center. Volunteer meeting is scheduled for Thursday October 16th, at 6:30 p.m. at the Recreation Center. The Springfield Cardinals and the St. Louis Cardinals will be sending out some players to meet the kids to help kick-off the baseball season this year. December 13th at 6:30 the Parks Department will be having a Christmas activity at the Recreation Center. They will be showing a movie and having a silent auction. The Kansas City Royals are going to donate up to \$5000 to match what is raised at the silent auction. Courtney and Kevin have met with Kent Medlin and Jeff Staley to better the working relationship with the school district. High School will be putting on camps prior to each of the sports seasons. The school district will receive 2/3 of the fee per child. The Parks Department had an online opinion poll exploring the idea of hosting musical concerts in 2009. 44% of the poll would like to see the city host a country concert. 40.9% of the poll would pay \$20 to watch a big name music artist in Willard. Other upcoming activities include Willard outing to the Springfield Cardinals game on June 4th, 2009, Spirit Night featuring the Springfield Cardinals on June 2nd, 2009, and a 4-person Golf Scramble at Green Hills Country Club sometime in the spring. Courtney stated that the sports in progress were youth fall soccer and youth fall volleyball. She hopes to get competitive in both events in the future.

Upcoming sports registrations include competitive basketball, adult basketball, youth basketball, and cheerleading. Also, Courtney stated that the Parks and Recreation Department will be hosting a Winter Camp. They are going to be coordinating with the school district to offer camp on the days the schools will be closed.

Community Relations Report

Kate Gould Community Relations Officer stated that the Mayor has built a screen for the "Movie in the Park". The screen is 10' x 12'. The city had the first meeting of the Utility Board. Charlie Jones, Director of Development spent a lot of time explaining the water and sewer system. The Self Supervised Plan has been given to the members of the Utility Board for review. Kate has also been working on the "Shop Local Campaign". This will be presented at a future meeting. A flyer was put in the last utility bill on how to file a complaint with Public Works online. This new complaint process seems to be working very well and enables the city to keep track of the complaints and to identify when the complaint was taken care of. Steve Brinegar has designed a new newsletter and will be implemented for the month of November.

Certificates of Participation Parks and Recreation Project BILL NO. 08-22 ORDINANCE NO. 081014

AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A SECOND AMENDMENT TO BASE LEASE AGREEMENT AND A SECOND AMENDMENT TO PROJECT LEASE AGREEMENT AND APPROVING THE ISSUANCE OF CERTIFICATES OF PARTICIPATION (CITY OF WILLARD, MISSOURI PARKS AND RECREATION PROJECT), SERIES 2008, IN THE PRINCIPAL AMOUNT OF \$3,010,000, TO PROVIDE FUNDS TO PAY THE COSTS OF A PROJECT ADDITION TO THE CITY'S PARKS AND RECREATION SYSTEM; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION WITH THE ISSUANCE OF SAID CERTIFICATES; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION WITH THE ISSUANCE OF SAID CERTIFICATES.

First reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Cosby with second by Aldermen Hood to approve the first reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Second reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Simpson with second by Aldermen Cosby to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Administrative Replat of Lot 7-Roundtree Addition

BILL NO. 08-23

ORDINANCE NO. 081014A

AN ORDINANCE AUTHORIZING A RE-PLAT OF A SUBDIVISION OF A CERTAIN PARCEL ON LAND LOCATED IN ROUNDTREE ADDITION, LOT 7, WILLARD, GREENE COUNTY, MISSOURI, AND AUTHORIZING THE RECORDING THEREOF.

First reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Simpson with second by Aldermen Hood to approve the first reading. Aldermen Simpson-I; Aldermen Cosby-I; and Aldermen Hood-I. All votes yes. Motion carried.

Second reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Cosby with second by Aldermen Hood to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; and Aldermen Hood-I. All votes yes. Motion carried.

Cox Minor Subdivision

BILL NO. 08-24

ORDINANCE NO. 081014B

AN ORDINANCE TO ACCEPT THE MINOR SUBDIVISION PLAT FOR PICS. MARKETING, INC. (COX MINOR SUBDIVISION) AS AN ADDITION TO THE CITY OF WILLARD, GREENE COUNTY MISSOURI.

First reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Simpson with second by Aldermen Cosby to approve the first reading. Aldermen Simpson-I; Aldermen Cosby-I; and Aldermen Hood-I. All votes yes. Motion carried.

Second reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Cosby with second by Aldermen Hood to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; and Aldermen Hood-I. All votes yes. Motion carried.

Proposed 2009 Budget

BILL NO. 08-25

ORDINANCE NO. 081027

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MISSOURI FOR THE YEAR 2009.

First reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Cosby with second by Aldermen Simpson to approve the first reading. Aldermen Simpson-I; Aldermen Cosby-I; and Aldermen Hood-I. All votes yes. Motion carried.

Employee Manual

Motion made by Aldermen Simpson with second by Aldermen Hood to table the Employee Manual due to two aldermen and the Mayor being absent. Richard stated that he had some questions on the manual. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Old Business

None

Motion made by Aldermen Cosby with second by Aldermen Hood to adjourn meeting. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; and Aldermen Hood-I. All votes yes. Motion carried.

Meeting adjourned.

Kathy Blakemore, City Clerk

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
September 30, 2008

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING
CASH IN BANK - MID-MISSOURI BANK
CASH IN BANK - CD'S
CASH IN BANK - COURT
CASH IN REPURCHASE AGREEMENT
TAXES RECEIVABLE
PETTY CASH
DUE FROM WATER/SEWER FUND
DUE FROM RECREATION FUND

\$ 6,988.47
68,635.17
69,393.11
5,355.31
158,199.19
128,908.41
200.00
61,404.40
16,119.23

TOTAL ASSETS

\$ 515,203.29

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE
COURT TRAINING ESCROW
ESCROW ACCOUNT
DUE TO RECREATION FUND

\$ 114.73
4,512.49
10,273.97

TOTAL LIABILITIES

\$ 14,901.19

EQUITY

FUND BALANCE
NET INCOME - LOSS

\$ 409,101.41
91,200.69

TOTAL FUND EQUITY

\$ 500,302.10

TOTAL LIABILITIES AND EQUITY

\$ 515,203.29

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND

For the 9 month period ended September 30, 2008

LAW AND PUBLIC SAFETY:										
ADVERTISING	\$	100.00	\$	0.00	\$	8.33	\$	72.00	\$	2.97
BUILDING MAINTENANCE (LAW)	\$	500.00	\$	0.00	\$	41.67	\$	0.00	\$	375.03
CAPITAL ASSET EXPENDITURE	\$	41600.00	\$	1026.34	\$	3466.67	\$	16030.21	\$	15169.82
CVC FEES PAID	\$	2500.00	\$	335.11	\$	208.33	\$	31200.03	\$	15169.82
DARE	\$	1000.00	\$	375.00	\$	83.33	\$	1874.97	\$	-506.45
DUES AND SUBSCRIPTIONS	\$	600.00	\$	0.00	\$	50.00	\$	450.00	\$	-608.37
INSURANCE	\$	34000.00	\$	3959.77	\$	2833.33	\$	32840.69	\$	-7340.72
INTEREST EXPENSE (LAW)	\$	6175.00	\$	0.00	\$	514.58	\$	2600.00	\$	-5074.91
LEASE PAYMENTS (LAW)	\$	22000.00	\$	0.00	\$	1833.33	\$	21574.88	\$	-5074.91
LEGAL AND PROFESSIONAL	\$	18000.00	\$	2385.00	\$	1500.00	\$	14072.00	\$	-6499.97
PROFESSIONAL (LAW)	\$	8000.00	\$	730.25	\$	666.67	\$	14072.00	\$	-6499.97
OFFICE EXPENSE (LAW)	\$	4000.00	\$	393.59	\$	333.33	\$	7081.44	\$	-1081.41
PAYROLL TAXES	\$	28200.00	\$	2075.71	\$	2350.00	\$	20408.30	\$	-1183.20
POST FUND	\$	400.00	\$	47.00	\$	33.33	\$	334.00	\$	-34.03
REPAIRS AND MAINTENANCE	\$	2000.00	\$	0.00	\$	166.67	\$	955.18	\$	-544.85
RETIREMENT PLAN	\$	18000.00	\$	1424.53	\$	1500.00	\$	14837.97	\$	-1337.97
SALARIES	\$	360000.00	\$	26726.01	\$	30000.00	\$	261766.72	\$	82333.28
SALARIES-OVERTIME	\$	8000.00	\$	407.22	\$	666.67	\$	5008.74	\$	6000.03
SUPPLIES	\$	9000.00	\$	720.68	\$	750.00	\$	6976.04	\$	6750.00
TELEPHONE	\$	8500.00	\$	1280.82	\$	708.33	\$	6824.67	\$	6374.97
TRAVEL AND TRAINING	\$	6500.00	\$	981.94	\$	541.67	\$	6106.21	\$	4387.50
UNIFORMS	\$	5850.00	\$	0.00	\$	487.50	\$	5850.00	\$	4387.50
UTILITIES-ELECTRIC (LAW)	\$	3500.00	\$	396.96	\$	291.67	\$	2659.84	\$	2625.03
UTILITIES-GAS (LAW)	\$	0.00	\$	0.00	\$	0.00	\$	1674.07	\$	0.00
UTILITIES-OTHER (LAW)	\$	1500.00	\$	32.68	\$	125.00	\$	1007.83	\$	1125.00
VEHICLE EXPENSES-GAS	\$	2500.00	\$	2698.69	\$	2083.33	\$	21751.22	\$	18749.97
VEHICLE EXPENSE-OTHER	\$	10000.00	\$	616.52	\$	833.33	\$	10113.67	\$	7499.97
TOTAL LAW AND SAFETY EX \$										
	\$	650925.00	\$	46613.82	\$	54243.74	\$	495063.61	\$	488193.66
	\$		\$		\$		\$		\$	-6869.95
	\$		\$		\$		\$		\$	155861.39

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2008

STREET DEPARTMENT:	ANNUAL <--CURRENT	YEAR TO DATE	BUDGET	BALANCE	YEAR TO DATE	BUDGET	OVER/UNDER	BUDGET TO DATE	UNEXPENDED
ADVERTISING	0.00	0.00	0.00	0.00	48.00	0.00	-48.00	48.00	-48.00
CAPITAL ASSET EXPENDITURE	17000.00	0.00	0.00	1416.67	23657.26	12750.03	-10907.23	12750.03	-6657.26
CONTRACT LABOR	500.00	0.00	0.00	41.67	250.00	375.03	125.03	250.00	250.00
GROUP INSURANCE	8600.00	1307.04	0.00	716.67	9564.54	6450.03	-3114.51	19324.45	-964.54
INSURANCE	8000.00	0.00	0.00	666.67	9564.54	6450.03	-3114.51	19324.45	-964.54
MISCELLANEOUS EXPENSE	210000.00	0.00	0.00	17500.00	5735.65	157500.00	151764.35	204264.35	204264.35
PAVING	30000.00	1599.45	0.00	2500.00	3175.55	22500.00	-19324.45	204264.35	204264.35
PARKWAY PROJECT	0.00	0.00	0.00	0.00	204.94	0.00	-204.94	204.94	-204.94
PAYROLL TAXES	4200.00	321.30	0.00	350.00	3100.01	3150.00	49.99	1099.99	1099.99
REPAIRS AND MAINTENANCE	1500.00	0.00	0.00	125.00	329.54	1125.00	795.46	1170.46	1170.46
RETIREMENT PLAN	2800.00	-856.04	0.00	233.33	1475.34	2099.97	624.63	1324.66	1324.66
SALARIES	54600.00	4200.00	0.00	4550.00	39900.00	40950.00	1050.00	14700.00	14700.00
SALARIES-OVERTIME	8000.00	3395.30	0.00	666.67	6295.30	6000.03	-295.27	1704.70	1704.70
STORM WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	623.31	0.00	-623.31	623.31	-623.31
STREET LIGHTS	48000.00	3939.55	0.00	4000.00	35332.71	36000.00	667.29	12667.29	12667.29
SUPPLIES	20000.00	1537.40	0.00	1666.67	26343.03	15000.03	-11343.00	6343.03	-6343.03
TRAVEL AND TRAINING	0.00	0.00	0.00	0.00	220.00	0.00	-220.00	220.00	-220.00
TREE MAINTENANCE (ST)	7000.00	0.00	0.00	583.33	5342.07	5249.97	-92.10	1657.93	1657.93
UTILITIES-ELECTRIC (ST)	1750.00	127.61	0.00	145.83	1158.72	1312.47	153.75	591.28	591.28
UTILITIES-GAS (ST)	2800.00	0.00	0.00	233.33	1475.95	2099.97	624.02	1324.05	1324.05
UTILITIES-OTHER (ST)	3000.00	261.25	0.00	250.00	2236.03	2250.00	13.97	763.97	763.97
VEHICLE EXPENSES-GAS	9000.00	1824.42	0.00	750.00	11176.85	6750.00	-4426.85	2176.85	-2176.85
VEHICLE EXPENSE-OTHER	7500.00	77.75	0.00	625.00	5455.35	5625.00	169.65	2044.65	2044.65
TOTAL STREET EXPENSES	\$ 444250.00	\$ 17735.03	\$ 37020.84	\$ 191077.15	\$ 333187.56	\$ 142110.41	\$ 253172.85		

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT

For the 9 month period ended September 30, 2008

PLANNING & DEVELOPMENT									
ANNUAL <--CURRENT	BALANCE	BUDGET	YEAR TO DATE	BALANCE	BUDGET	UNEXPENDED	BUDGET TO DATE	OVER/UNDER	DATE
CAPITAL ASSET EXPENDITURE	3800.00	0.00	316.67	3754.19	2850.03	-904.16	-134.00	-45.81	
CONTRACT LABOR (P&D)	600.00	0.00	50.00	584.00	450.00	-134.00	-134.00	16.00	
DUES & SUBSCRIPTIONS (P&D)	100.00	0.00	8.33	120.00	74.97	-45.03	-45.03	-20.00	
GROUP INSURANCE (P&D)	7500.00	780.09	625.00	6656.75	5625.00	-1031.75	-1031.75	843.25	
PROFESSIONAL	3500.00	0.00	291.67	3763.28	2999.97	-763.31	-763.31	236.72	
OFFICE SUPPLIES (P&D)	500.00	112.57	41.67	486.57	2625.03	-774.17	-774.17	100.80	
PAYROLL TAXES (P&D)	3000.00	0.00	250.00	2921.05	375.03	-111.54	-111.54	13.43	
RETIREMENT (P&D)	4000.00	0.00	250.00	2921.05	2250.00	-671.05	-671.05	78.95	
SALARIES (P&D)	35000.00	541.47	2916.67	3763.28	2999.97	-763.31	-763.31	236.72	
SUPPLIES (P&D)	2000.00	57.79	166.67	1413.09	1500.03	-86.94	-86.94	586.91	
TELEPHONE (P&D)	1000.00	98.43	83.33	741.24	749.97	8.73	8.73	258.76	
TRAVEL & TRAINING (P&D)	500.00	0.00	41.67	209.90	375.03	165.13	165.13	290.10	
VEHICLE EXPENSE-GAS	1000.00	56.58	83.33	159.31	749.97	590.66	590.66	840.69	
VEHICLE EXPENSE-OTHER	500.00	0.00	41.67	159.31	375.03	297.88	297.88	422.85	
TOTAL P & D EXPENSES									
\$ 63000.00	\$ 1646.93	\$ 5250.01	\$ 62465.82	\$ 47250.09	\$ -15215.73	\$ 534.18			
EMERGENCY MANAGEMENT									
CAPITAL ASSET EXPENDITURE	2000.00	0.00	166.67	1031.09	1500.03	468.94	468.94	968.91	
GROUP INSURANCE (EM)	0.00	76.05	0.00	76.05	0.00	-76.05	-76.05	-11.00	
INSURANCE (EM)	250.00	0.00	20.83	139.00	187.47	48.47	48.47	-76.05	
PROFESSIONAL (EM)	1500.00	0.00	125.00	1619.36	1125.00	-494.36	-494.36	-119.36	
OFFICE SUPPLIES (EM)	100.00	0.00	8.33	215.52	74.97	-140.55	-140.55	-115.22	
PAYROLL TAXES (EM)	1300.00	117.89	108.33	967.78	974.97	7.19	7.19	332.22	
RETIREMENT (EM)	0.00	0.00	0.00	844.91	0.00	-844.91	-844.91	-5195.19	
SALARIES (EM)	17000.00	1541.06	1416.67	11804.81	12750.03	945.22	945.22	-844.91	
SUPPLIES (EM)	4000.00	583.14	333.33	4969.90	2999.97	-1969.93	-1969.93	-969.90	
TELEPHONE (EM)	500.00	-10.97	41.67	315.95	375.03	59.08	59.08	184.05	
VEHICLE EXPENSE-GAS	500.00	0.00	41.67	573.68	375.03	-198.65	-198.65	-73.68	
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EMERGENCY MGMT EX									
\$ 27150.00	\$ 2307.17	\$ 2262.50	\$ 22558.05	\$ 20362.50	\$ -2195.55	\$ 4591.95			
TOTAL EXPENDITURES									
\$ 1458575.00	\$ 87988.10	\$ 121547.92	\$ 1025912.19	\$ 1093931.28	\$ 68019.09	\$ 432662.81			
NET INCOME - LOSS									
\$ 1350.00	\$ 33034.50	\$ 112.51	\$ 91200.69	\$ 1012.59	\$ 90188.10	\$ 89850.69			

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
September 30, 2008

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING
SEWER LIFT STATION - FIXED COSTS
SEWER LIFT STATION - INCREMENTAL COSTS
SEWER LIFT STATION - VARIABLE COSTS
WATER/SEWER FUND TDOW
CASH - REVENUE BOND ESCROW
CASH - WATER PRINCIPAL AND INTEREST
CASH IN REPURCHASE AGREEMENT
CASH-WW/SS PRINCIPAL & INTEREST
2005 CERTIFICATE FUND
2005 RESERVE FUND
2005 CONSTRUCTION FUND
RETURNED CHECKS
DEFERRED CHARGE-COI-2002 REFUNDING BONDS

178,963.42
78,000.00
35,770.00
49,150.00
149,758.84
100,219.53
320,665.64
59,572.02
213,631.38
1,052.14
49,500.00
243,924.60
457.81
22,050.47

TOTAL CURRENT ASSETS

\$ 1,502,715.85

FIXED ASSETS

LAND
EQUIPMENT
SEWER SYSTEM
ACCUMULATED DEPRECIATION
WATER SYSTEM
ACCUMULATED DEPRECIATION

60,590.58
299,649.18
4,662,422.50
-89,272.80
2,404,664.71
-2,368,122.64

NET FIXED ASSETS

\$ 4,969,931.53

TOTAL ASSETS

\$ 6,472,647.38

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
September 30, 2008

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE
SALES TAX PAYABLE
MISSOURI PRIMAACY TAX
WATER POLLUTION SERVICE CONNECTION FEE
CUSTOMER DEPOSITS
AT&T CAPITAL LEASE
DUE TO GENERAL FUND
DUE TO RECREATION FUND
REVENUE BONDS PAYABLE
2003 REVENUE BONDS PAYABLE
2003 REVENUE BONDS PAYABLE
DEFERRED LOSS ON REFINANCING

TOTAL LIABILITIES

EQUITY

CONT. CAPITAL - FED & STATE
RETAINED EARNINGS
NET INCOME - LOSS

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$ 6,472,647.38

\$ 5,490,146.41

\$ 5,542,374.55
-52,228.14

\$ 982,500.97

\$ 4,936.95
225.48
51.47
97,249.22
10,036.81
61,404.40
4,845.00
40,000.00
470,000.00
310,000.00
-16,248.36

UNAUDITED

[illegible][illegible]

NET INCOME - LOSS	\$	71000.00	\$	20888.19	\$	5916.65	\$	19630.93	\$	53249.85	\$	-33618.92	\$	-51369.07
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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
September 30, 2008

ASSETS

\$	23,455.12
	114,864.40
	39,169.30
	7.77
	- 200.00
	10,273.97
	62.59
	4,845.00
\$	192,478.15

CURRENT ASSETS
CASH IN BANK - CHECKING
PARK FUND TD0A
TAXES RECEIVABLE
2003 COPS RESERVE
PETTY CASH
DUE FROM GENERAL FUND
2006 COP FUND
DUE FROM WATER/SEWER FUND
TOTAL ASSETS

LIABILITIES AND EQUITY

\$	16,119.23
	.00
	16,119.23
\$	176,358.92
	- 229,751.38
\$	406,110.30

PAYROLL TAXES PAYABLE
DUE TO GENERAL FUND
DUE TO WATER/SEWER FUND
TOTAL LIABILITIES
EQUITY
FUND BALANCE
NET INCOME - LOSS
TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$	192,478.15
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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND

For the 9 month period ended September 30, 2008

REVENUES															
ANNUAL <-- CURRENT		BALANCE		BUDGET		YEAR TO DATE		BALANCE		BUDGET		OVER/UNDER		BUDGET TO DATE	
UNEXPENDED															
ADULT PROGRAMS															
ADVERTISING INCOME	5000.00	\$	983.00	\$	416.67	\$	3448.00	\$	3750.03	\$	-302.03	\$	-1552.00	0.00	-2250.00
CONCESSION INCOME	12000.00		0.00		1000.00		9750.00		9000.00		750.00		-2250.00	0.00	-8865.95
FOURTH OF JULY	28000.00		1597.00		2333.33		19134.05		20999.97		1865.92		-1296.78	750.00	-2250.00
INTEREST INCOME	4000.00		0.00		333.33		4296.75		2999.97		1296.78		-1261.36	0.00	-3261.33
GRANT RECEIPTS	8000.00		324.40		666.67		4738.67		6000.03		1261.36		-1261.36	0.00	-3261.33
MISCELLANEOUS INCOME	1500.00		7737.91		125.00		8454.91		1125.00		0.00		27232.11	0.00	27232.11
PARK FEES	9000.00		0.00		750.00		4095.00		6750.00		0.00		32625.00	0.00	32625.00
REAL ESTATE TAXES	43500.00		0.00		3625.00		40195.42		32625.00		7570.42		-4905.00	0.00	-4905.00
REC CENTER INCOME	15000.00		1025.00		1250.00		8831.25		11250.00		0.00		-418.75	0.00	-418.75
SALES TAX	490000.00		26990.70		40833.33		281386.30		367499.97		-8613.67		-208613.70	0.00	-208613.70
SWIM POOL INCOME	18000.00		74.00		1500.00		17339.30		13500.00		3839.30		-660.70	0.00	-660.70
TRANSFERS IN -OUT	0.00		0.00		0.00		-90500.00		0.00		0.00		-90500.00	0.00	-90500.00
YOUTH PROGRAMS	150000.00		8599.05		12500.00		126024.73		112500.00		13524.73		-33975.27	0.00	-33975.27
TOTAL REVENUES															
\$	784000.00	\$	47331.06	\$	65333.33	\$	464426.49	\$	587999.97	\$	-123573.48	\$	-319573.51		

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND

For the 9 month period ended September 30, 2008

EXPENDITURES									
ANNUAL <--CURRENT BALANCE									
BUDGET									
YEAR TO DATE									
BUDGET OVER/UNDER									
BUDGET TO DATE									
UNEXPENDED									
<-->									
ADVERTISING	1500.00	\$	1500.00	0.00	\$	1500.00	0.00	\$	1500.00
BUILDING MAINTENANCE (PAR	9000.00		9000.00	1664.02		9000.00	395.22		1112.31
CAPITAL ASSET EXPENDITURE	30000.00		30000.00	0.00		30000.00	0.00		1112.31
CHEMICALS	6000.00		6000.00	17.60		6000.00	0.00		1112.31
CONCESSIONS	14000.00		14000.00	0.00		14000.00	0.00		1112.31
CONTRACT LABOR	15000.00		15000.00	1546.83		15000.00	0.00		1112.31
DUES AND SUBSCRIPTIONS	250.00		250.00	0.00		250.00	0.00		1112.31
EQUIPMENT-SPORTS (PARK)	4000.00		4000.00	0.00		4000.00	0.00		1112.31
FIREWORKS	5500.00		5500.00	262.50		5500.00	0.00		1112.31
FISCAL AGENT FEES	2000.00		2000.00	0.00		2000.00	0.00		1112.31
GROUP INSURANCE	20000.00		20000.00	1560.64		20000.00	0.00		1112.31
INSURANCE	15000.00		15000.00	0.00		15000.00	0.00		1112.31
INTEREST EXPENSE	76720.00		76720.00	0.00		76720.00	0.00		1112.31
LANDSCAPING	3500.00		3500.00	204.40		3500.00	0.00		1112.31
LEGAL	90000.00		90000.00	0.00		90000.00	0.00		1112.31
PROFESSIONAL	750.00		750.00	640.00		750.00	0.00		1112.31
MISCELLANEOUS EXPENSE	2100.00		2100.00	1662.81		2100.00	0.00		1112.31
OFFICE SUPPLIES	8500.00		8500.00	2159.92		8500.00	0.00		1112.31
PAYROLL TAXES	24000.00		24000.00	1504.94		24000.00	0.00		1112.31
REPAIRS AND MAINTENANCE	8000.00		8000.00	1025.01		8000.00	0.00		1112.31
RETIREMENT PLAN	5750.00		5750.00	639.23		5750.00	0.00		1112.31
SALARIES	220000.00		220000.00	17183.49		220000.00	0.00		1112.31
SALARIES-SEASONAL	94000.00		94000.00	2488.71		94000.00	0.00		1112.31
SUPPLIES-GENERAL (PARK)	11000.00		11000.00	599.34		11000.00	0.00		1112.31
SUPPLIES-SPORTS (PARK)	10000.00		10000.00	0.00		10000.00	0.00		1112.31
SUPPLIES-AQUATIC (PARK)	2500.00		2500.00	25.74		2500.00	0.00		1112.31
SUPPLIES-SPECIAL ACTIVITY	5000.00		5000.00	0.00		5000.00	0.00		1112.31
SUPPLIES - GROUND	0.00		0.00	0.00		0.00	0.00		1112.31
TELEPHONE	6000.00		6000.00	633.53		6000.00	0.00		1112.31
TRAVEL AND TRAINING	4000.00		4000.00	321.00		4000.00	0.00		1112.31
TURF MAINTENANCE	2500.00		2500.00	0.00		2500.00	0.00		1112.31
UTILITIES-ELECTRIC (PARK)	21500.00		21500.00	5049.58		21500.00	0.00		1112.31
UTILITIES-GAS	5000.00		5000.00	41.09		5000.00	0.00		1112.31
UTILITIES-OTHER (PARK)	4500.00		4500.00	106.25		4500.00	0.00		1112.31
VEHICLE EXPENSE-GAS	9000.00		9000.00	1031.31		9000.00	0.00		1112.31
VEHICLE EXPENSE-OTHER	1000.00		1000.00	254.55		1000.00	0.00		1112.31
TOTAL EXPENDITURES	707070.00	\$	45524.68	\$	58922.49	\$	694177.87	\$	530302.41
NET INCOME - LOSS	76930.00	\$	1806.38	\$	6410.84	\$	-229751.38	\$	57697.56
									-287448.94
									\$ -306681.38

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2008

GENERAL FIXED ASSETS

ASSETS

FIXED ASSETS, UNDEPRECIATED

\$ 3,132,701.57

EQUITY

INVESTMENT IN GENERAL FIXED ASSETS

\$ 3,132,701.57

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2008
GENERAL LONG-TERM DEBTS

ASSETS

AMOUNT AVAILABLE FOR DEBT RETIREMENT	
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT	
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT - 2001	
AMOUNT TO BE PROVIDED-POLICE STATION	
TOTAL ASSETS	\$ 2,230,000.00

LIABILITIES

CERTIFICATES OF PARTICIPATION PAYABLE	
CERTIFICATE OF PARTICIPATION - 2001	
LEASE-PURCHASE-POLICE STATION (2002)	
TOTAL LIABILITIES	\$ 2,230,000.00

UNAUDITED

City of Willard
Disbursements Journal
September 30, 2008

Page 1

Transaction Number	Date	Description	Account	Debit Amount	Credit Amount	NET
1169	9/30/08	MURFIN'S MARKET	1 740	37.81		37.81
1170	9/30/08	MISSOURI DEPT OF REVENUE	1 1830	335.11		335.11
1171	9/30/08	TREASURER, STATE OF MISSOURI	1 1905	47.00		47.00
1172	9/30/08	CITY OF WILLARD	1 740	5,170.81		5,170.81
6894	9/30/08	MARK GOTT	2 935 2 1935	48.79 48.79		97.58
6895	9/30/08	TYLER GARRETT	2 935 2 1935	53.40 53.40		106.80
6896	9/30/08	ADAM FREUND	2 370 2 390 2 780 2 1735	75.00	-.45 -20.00 -20.34	34.21
6897	9/30/08	PHILLIP BROWNING	2 370 2 380 2 390 2 780 2 1735	75.00	-.59 -3.00 -26.00 -24.42	20.99
6898	9/30/08	LOIS DIAMOND	2 370 2 390 2 780 2 1735	75.00	-.27 -12.00 -7.48	55.25
6899	9/30/08	ANNESHA SHACKLES	2 370 2 380 2 390 2 780	75.00	-.54 -3.00 -24.00	

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6:23

City Of Willard
Disbursements Journal
September 30, 2008

Reference
Number

Date

Transaction
Description

Account

Debit
Amount

Credit
Amount

NET

			2	1735		-27.42	
6900	9/30/08	FREDDIE CROUCH	2	390	75.00		20.04
6901	9/30/08	JOHN SAPPINGTON	2	390	75.00		75.00
6902	9/30/08	KEITH HARR	2	390	75.00		75.00
6903	9/30/08	MATTHEW MALONE	2	390	75.00		75.00
6904	9/30/08	CONNIE CONDUCT	2	390	75.00		75.00
6905	9/30/08	ADAM WITT	2	390	75.00		75.00
6906	9/30/08	AMY JO LONG	2	390	75.00		75.00
6907	9/30/08	TYLER GARRETT	2	960	14.12		75.00
			2	1960	14.12		
6908	9/30/08	BUS ANDREWS TRUCK EQUIPMENT	2	965	336.24		28.24
			2	1965	336.24		
6909	9/30/08	JAMIE SCHOOLCRAFT	2	825	100.00		672.48
			2	959	30.00		
			2	1825	100.00		
6910	9/30/08	HOMERUN SIGNS	2	935	255.25		230.00
			2	1935	255.25		
6911	9/30/08	RICK HOUSE	2	1959	30.00		510.50
							30.00

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56:23

City of Willard
Disbursements Journal
September 30, 2008

Reference
Number

Date Transaction
Description

Account

Debit
Amount

Credit
Amount

NET

Page 3

6912	9/30/08	DAVID BLAKEMORE	2 959	30.00		
6913	9/30/08	MARK GOTT	2 1959	30.00		30.00
6914	9/30/08	TYLER GARRETT	2 959	30.00		30.00
6915	9/30/08	AMANDA BEASLEY	2 1959	30.00		30.00
6916	9/30/08	JUSTIN REAVES	2 959	30.00		30.00
6917	9/30/08	KENNY HERBERT	2 1959	30.00		30.00
6918	9/30/08	JIMMY SMITH	2 959	30.00		30.00
6919	9/30/08	JIM WALTERS	2 1959	30.00		30.00
6920	9/30/08	RICK HOUSE	2 960	95.94		30.00
6921	9/30/08	MISSOURI ONE CALL	2 876 2 1876	40.80 40.80		95.94
6922	9/30/08	MISSOURI DEPT OF NATURAL RESOU	2 380	8,595.97		81.60
6923	9/30/08	PITNEY BOWES	2 885 2 1885	111.52 111.52		8,595.97
6924	9/30/08	POSTMASTER	2 885 2 1885	576.62 576.62		223.04
						1,153.24

City Of Willard
Disbursements Journal
September 30, 2008

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
8828	9/30/08	FOURAKER PRINTING	3 850 3 885	262.50 262.50		
8829	9/30/08	HEATHER WILLARD	3 935	210.87		525.00
8830	9/30/08	TINA GRADY	3 625	2.25		210.87
8831	9/30/08	TRUDY BUMGARNER	3 625	3.50		2.25
8832	9/30/08	JENNIFER ZAPATKA	3 625	6.00		3.50
8833	9/30/08	ANNA KLINE	3 625	15.00		6.00
8834	9/30/08	M LORRAINE DILL	3 625	15.50		15.00
8835	9/30/08	ANNETTA EIDSON	3 625	9.75		15.50
8836	9/30/08	STEPHANIE JOPLIN	3 625	12.00		9.75
8837	9/30/08	BRENDA KIRKSEY	3 625	10.00		12.00
8838	9/30/08	SUELLEN ZAPATKA	3 625	9.25		10.00
8839	9/30/08	BARBARA QUIN	3 625	5.50		9.25
8840	9/30/08	VICKI STENBERG	3 625	19.00		5.50
8841	9/30/08	SHAWNA STOKES	3 625	2.75		19.00
						2.75

City of Willard
Disbursements Journal
September 30, 2008

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Trance mer er	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
8842	9/30/08	VOID	3 625		.00	.00
8843	9/30/08	DAWN THOMPSON	3 625	8.00		8.00
8844	9/30/08	CHRISTY PEDERSEN	3 625	9.25		9.25
8845	9/30/08	DEIDRE KENT	3 723	35.00		35.00
8846	9/30/08	KERRI GATES	3 960	19.27		19.27
8847	9/30/08	KATIE RUMMEL	3 960	10.72		10.72
8848	9/30/08	POSTMASTER	3 885	468.40		468.40
8849	9/30/08	CITY OF WILLARD	3 360	1,761.22		1,761.22
8850	9/30/08	CASH	3 135	350.00		350.00
8851	9/30/08	DAVID JONES	3 723	15.00		15.00
8852	9/30/08	JENNIFER PETERSON	3 745	45.00		45.00
8853	9/30/08	MAX WERNER	3 723	15.00		15.00
8854	9/30/08	JUDY RAINES	3 745	45.00		45.00
8855	9/30/08	BROOKE KAUFMAN	3 723	100.00		100.00
8856	9/30/08	CHERIE CRAWFORD	3 755	35.00		

City of Willard
Disbursements Journal
September 30, 2008

Transaction Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
8857	9/30/08	CITY OF WILLARD	3 360	1,899.69		1,899.69
8858	9/30/08	PHIL GRAHAM	3 876	50.00		50.00
8859	9/30/08	TONI CUNNINGHAM	3 755	35.00		35.00
8860	9/30/08	AMANDA CREED	3 755	23.00		23.00
8861	9/30/08	CHERYL TUGGLE	3 755	23.00		23.00
8862	9/30/08	ROBERT RUBENSTEIN	3 723	45.00		45.00
8863	9/30/08	DONALD YATES	3 723	120.00		120.00
8864	9/30/08	JEN BAIRD	3 723	100.00		100.00
8865	9/30/08	TERESA BURKS	3 723	100.00		100.00
8866	9/30/08	SAM'S CLUB	3 820	630.21		630.21
0734	9/30/08	ARCHER ENGINEERS	2 1876	7,666.04		7,666.04
0735	9/30/08	BUS ANDREWS TRUCK EQUIPMENT	2 965	1,350.00		1,350.00
0736	9/30/08	COMMERCE BANK	2 1885 2 1935 2 1965	47.33 369.36 37.26		453.95

City of Willard
Disbursements Journal
September 30, 2008

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Disbursement Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
10737	9/30/08	COMMERCE BANK	2 876	11.85		
			2 885	499.38		
			2 935	11,757.21		
			2 945	9.95		
			2 965	101.17		
			2 1885	450.96		
						12,830.52
10738	9/30/08	CONCO QUARRIES, INC.	2 935	905.45		
						905.45
10739	9/30/08	CONOCO, INC.	2 960	620.06		
			2 1960	620.06		
						1,240.12
10740	9/30/08	EMPIRE ELECTRIC	2 955	3,160.41		
			2 1955	77.88		
			2 1955	5,234.41		
						8,472.70
10741	9/30/08	HARRY COOPER SUPPLY CO.	2 935	67.86		
			2 1935	267.60		
						335.46
10742	9/30/08	HERTZ EQUIPMENT RENTAL	2 935	39.90		
			2 1935	39.90		
						79.80
10743	9/30/08	MISSOURI LAGERS	2 910	605.71		
			2 1910	605.70		
						1,211.41
10744	9/30/08	LAKELAND LABORATORIES	2 1876	135.00		
						135.00
10745	9/30/08	LOWES	2 1935	10.28		
						10.28
10746	9/30/08	O'REILLY'S AUTO PARTS	2 1935	15.97		
						15.97
10747	9/30/08	PURCHASE POWER	2 885	125.00		
			2 1885	125.00		
						125.00

City of Willard
Disbursements Journal
September 30, 2008

Transaction Number	Date	Description	Account	Debit Amount	Credit Amount	NET
10748	9/30/08	RAMSEY ROAD BORING	2 876	600.00		250.00
10749	9/30/08	SPRINGFIELD NEWS LEADER	2 800	200.01		600.00
10750	9/30/08	SPRINGFIELD GREENE CTY HEALTH	2 876	120.00		200.01
10751	9/30/08	SPRINGFIELD WINWATER WORKS	2 935	3,483.07		120.00
10752	9/30/08	UNIFIRST	2 935 2 1935	116.00 115.96		3,483.07
10753	9/30/08	USA BLUE BOOK	2 1935	133.29		231.96
10754	9/30/08	UTILITY SERVI	2 900	4,049.58		133.29
10755	9/30/08	WILLARD PUMP SERVICE	2 1900	1,739.30		4,049.58
10756	9/30/08	WRIGHT EXPRESS	2 960 2 1960	384.94 384.94		1,739.30
12849	9/30/08	ADVANTAGE WASTE SERVI	3 959	106.25		769.88
12850	9/30/08	ADVISOR INSURANCE AGENCY LLC	3 860	77.00		106.25
12851	9/30/08	AMERICAN POOL & SPA	3 815	17.60		77.00
12852	9/30/08	A T & T CAPITAL SERVICES	3 810	269.84		17.60
						269.84

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Disbursements Journal
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Disbursement Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
12853	9/30/08	COMMERCE BANK	3 808	122.45		
			3 820	61.09		
			3 871	14.93		
			3 880	1,662.81		
			3 885	255.25		
			3 935	147.87		
			3 937	25.74		
			3 945	321.00		
			3 960	10.00		
			3 965	207.98		
						2,829.12
12854	9/30/08	COPY PRODUCTS, INC.	3 876	136.98		136.98
12855	9/30/08	DIRECTV	3 876	69.99		69.99
12856	9/30/08	EMPIRE ELECTRIC	3 955	5,049.58		5,049.58
12857	9/30/08	FOURAKER PRINTING	3 885	595.00		595.00
12858	9/30/08	GOTT'S RENT A POTS	3 935	86.90		86.90
12859	9/30/08	HUMMERT INTERNATIONAL	3 871	189.47		189.47
12860	9/30/08	KEE WES EQUIPMENT	3 808	157.65		157.65
12861	9/30/08	MISSOURI LAGERS	3 910	1,031.73		1,031.73
12862	9/30/08	LCS KLEEN AIRE	3 900	397.19		397.19
12863	9/30/08	LOWES	3 900	603.82		603.82
12864	9/30/08	MIDWEST AERIALS	3 808	195.50		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
12865	9/30/08	MURFIN'S	3 820	8.16		195.50
12866	9/30/08	O'REILLY'S AUTO PARTS	3 965	46.57		8.16
12867	9/30/08	OZARKS COCA COLA	3 820	684.00		46.57
12868	9/30/08	OZARK POWER CENTER INC.	3 900	24.00		684.00
12869	9/30/08	PRIME STRIPE INC.	3 935	178.90		24.00
12870	9/30/08	PURCHASE POWER	3 885	50.00		178.90
12871	9/30/08	REX SMITH OIL CO.	3 960	606.39		50.00
12872	9/30/08	SAM'S CLUB	3 808 3 820 3 935	116.26 163.37	-99.87	606.39
12873	9/30/08	STRIBLING SURVEYING	3 876	1,800.00		179.76
12874	9/30/08	TERRACON CONSULTANTS	3 876	2,450.00		1,800.00
12875	9/30/08	TRANE OF MID-AMERICA	3 808	1,072.16		2,450.00
12876	9/30/08	UNIFIRST CORP	3 935	74.67		1,072.16
12877	9/30/08	WRIGHT EXPRESS	3 960	384.93		74.67
						384.93

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Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16407	9/30/08	FOURAKER PRINTING	1 5935	10.50		10.50
16408	9/30/08	FOURAKER PRINTING	1 885	262.50		262.50
16409	9/30/08	VSP	1 1860	189.36		189.36
16410	9/30/08	REVISOR OF STATUTES	1 935	18.00		18.00
16411	9/30/08	KATHY BLAKEMORE	1 960	137.12		137.12
16412	9/30/08	GREENE COUNTY RECORDER	1 876	10.00		10.00
16413	9/30/08	SAHRA	1 935	15.00		15.00
16414	9/30/08	KATE GOULD	1 940	30.00		30.00
16415	9/30/08	STEVE BRINEGAR	1 4940	30.00		30.00
16416	9/30/08	KATHY BLAKEMORE	1 940	30.00		30.00
16417	9/30/08	MISSOURI DEPT OF REVENUE	1 350	3,089.00		3,089.00
16418	9/30/08	KATHY BOCK	1 615	100.00		100.00
16419	9/30/08	LEAH PINION	1 615	75.00		75.00
16420	9/30/08	FAMILY BRIDGES	1 615	100.00		100.00
16421	9/30/08	IKARD & BROWN	1 1875	275.00		275.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16422	9/30/08	SARAH SKINNER	1 615	100.00		275.00
16423	9/30/08	BAIRD LIGHTNER MILLSAP & HARPO	1 140 1 150 1 875 1 1875	878.04 640.00 5,158.00 85.00		100.00
16424	9/30/08	STACY WINTERS	1 5860	76.05		6,761.04
16425	9/30/08	MISSOURI GAS ENERGY	1 140 1 150 1 958 1 2959 1 3958	21.78 41.09 20.51 20.51 74.55		76.05
16426	9/30/08	MACA	1 1945	75.00		178.44
16427	9/30/08	PRE-PAID LEGAL SERVICES	1 1876	77.80		75.00
16428	9/30/08	TOSHIBA AMERICA	1 150 1 810 1 1810	125.38 186.00 125.37		77.80
16429	9/30/08	INLAND PRINTING	1 140	82.42		436.75
16430	9/30/08	DELTA DENTAL	1 140 1 150 1 860 1 1860 1 2860 1 4860	315.06 140.93 141.52 246.72 157.53 56.60		82.42
						1,058.36

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Disbursement Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16431	9/30/08	A T & T	1 140	142.54		
			1 150	92.32		
			1 940	20.60		
			1 1940	167.49		
			1 2959	154.57		
			1 4940	68.43		
			1 5940	40.17		
						686.12
16432	9/30/08	A T & T	1 140	715.06		
			1 150	541.21		
			1 940	393.37		
			1 1940	385.60		
			1 2959	63.61		
			1 3940	50.00		
						2,148.85
16433	9/30/08	VSP	1 140	104.20		
			1 150	116.53		
			1 860	78.33		
			1 1860	177.56		
			1 2860	52.10		
			1 4860	23.62		
						552.34
16434	9/30/08	PRINCIPAL FINANCIAL GROUP	1 140	2,714.74		
			1 150	1,807.89		
			1 860	1,292.68		
			1 1860	3,554.87		
			1 2860	1,357.37		
			1 4860	646.34		
						11,373.89
16435	9/30/08	SWMOCCFOA	1 935	18.00		
						18.00
16436	9/30/08	MEDFA	1 945	225.00		
						225.00
16437	9/30/08	VOID	1 885			
						.00
						.00
16438	9/30/08	POSTMASTER	1 150	468.40		

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Trance ber	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
23607	9/30/08	ARBOR DAY FOUNDATION	1 840	50.00		468.40
23608	9/30/08	ADVANTAGE WASTE SERVICE	1 959 1 1959 1 2959 1 3959	22.64 18.68 22.56 112.98		50.00
23609	9/30/08	APAC-MISSOURI, INC.	1 2895	1,599.45		176.86
23610	9/30/08	AT&T CAPITAL SERVICES, INC.	1 810 1 1810	269.84 269.84		1,599.45
23611	9/30/08	CAMEO CARPETS	1 900	158.50		539.68
23612	9/30/08	CITY OF WILLARD	1 959 1 1959	53.89 14.00		158.50
23613	9/30/08	CITY OF SPRINGFIELD	1 1876	145.00		67.89
23614	9/30/08	COMMERCE BANK	1 3900	5.98		145.00
23615	9/30/08	COMMERCE BANK	1 5935	572.64		5.98
23616	9/30/08	COMMERCE BANK	1 840 1 876 1 885 1 945	160.00 83.40 25.99 1,118.99		572.64
23617	9/30/08	COMMERCE BANK	1 1810 1 1835 1 1885	631.13 375.00 73.20		1,388.38

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City Of Willard
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 1935	129.55		
			1 1940	727.73		
			1 1945	900.78		
			1 1965	363.48		
						3,200.87
23618	9/30/08	COMMERCE BANK	1 1885	37.99		
			1 1945	6.16		
						44.15
23619	9/30/08	COMMERCE BANK	1 4885	48.99		
			1 4935	36.99		
						85.98
23620	9/30/08	COMMERCE BANK	1 2935	299.13		
			1 2965	28.49		
						327.62
23621	9/30/08	CONCO QUARRIES, INC.	1 2928	257.30		
						257.30
23622	9/30/08	CONOCO, INC.	1 1960	2,443.81		
			1 2960	188.04		
			1 4960	56.58		
						2,688.43
23623	9/30/08	COPY PRODUCTS, INC.	1 876	175.20		
			1 1876	34.63		
						209.83
23624	9/30/08	EMPIRE ELECTRIC	1 955	480.76		
			1 1955	396.96		
			1 2930	3,939.55		
			1 2955	127.61		
			1 3955	567.32		
						5,512.20
23625	9/30/08	FOURAKER PRINTING CO.	1 885	297.50		
			1 1885	154.90		
						452.40
23626	9/30/08	GREENE CO HEALTH DEPT	1 1876	98.00		
						98.00

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City of Willard
Disbursements Journal
September 30, 2008

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
23627	9/30/08	HUMMERT INTERNATIONAL	1 2935	378.94		378.94
23628	9/30/08	IKARD & BROWN LAW OFFICES	1 1875	275.00		275.00
23629	9/30/08	ICOP	1 1935	97.54		97.54
23630	9/30/08	INLAND PRINTING CO.	1 4885	63.58		63.58
23631	9/30/08	J-MAC PRINTING	1 935	74.38		74.38
23632	9/30/08	KENCO FIRST EXTINGUISHER	1 3900	123.20		123.20
23633	9/30/08	MISSOURI LAGERS	1 910 1 1910 1 2910 1 4910	782.91 2,570.23 403.81 541.47		4,298.42
23634	9/30/08	KRIS BAREFIELD	1 1875	1,750.00		1,750.00
23635	9/30/08	LOWES	1 900	135.77		135.77
23636	9/30/08	MEDIACOM	1 876	10.00		10.00
23637	9/30/08	MIKE FALLIN	1 2935	266.00		266.00
23638	9/30/08	MISSOURI STATE HWY PATROL	3 876	18.00		18.00
23639	9/30/08	MISSOURI VOCATIONAL ENTERPRISE	1 1935 1 2935	205.00 512.65		717.65

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
23640	9/30/08	MURFIN'S MARKET	1 1935	3.04		3.04
23641	9/30/08	NW MEDIA	1 800	210.00		210.00
23642	9/30/08	OLSSON ASSC	1 876	1,486.73		1,486.73
23643	9/30/08	OZARK LASER & SHORING	1 2928	738.00		738.00
23644	9/30/08	PRAXAIR DISTRIBUTION INC.	1 140	35.00		35.00
23645	9/30/08	PURCHASE POWER	1 885 1 1885	50.00 100.00		150.00
23646	9/30/08	RACE BROS	1 2965	49.26		49.26
23647	9/30/08	REX SMITH OIL CO.	1 2960	1,251.45		1,251.45
23648	9/30/08	SAM'S CLUB	1 935 1 1935 1 2935	33.28 232.75 80.68		346.71
23649	9/30/08	SCURLOCK INDUSTRIES	1 2928	2,400.00		2,400.00
23650	9/30/08	SAWYER TIRE INC.	1 1965	253.04		253.04
23651	9/30/08	UNIFIRST	1 935 1 1935 1 3935 1 4935	29.00 52.80 24.00 20.80		126.60

rence er	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
23652	9/30/08	WILLARD CHAMBER OF COMMERCE	1 876	20.00		20.00
23653	9/30/08	WRIGHT EXPRESS	1 1960 1 2960	254.88 384.93		639.81
	9/30/08	Contra Entry	1 100		-62,189.22	.00
	9/30/08	Contra Entry	1 120		-5,590.73	.00
	9/30/08	Contra Entry	2 100		-46,522.38	.00
	9/30/08	Contra Entry	2 100		-12,482.29	.00
	9/30/08	Contra Entry	3 100		-26,162.29	.00
Journal Totals				153,216.29	- 153,216.29	

City of Willard
 Receipts Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
c/r 1	9/30/08		1 740	-5,170.81	
c/r 2	9/30/08		1 720	- 413.29	
c/r 3	9/30/08		1 650	-1,799.01	
c/r 4	9/30/08		1 630	-20,518.64	
c/r 5	9/30/08		1 615	-1,647.50	
c/r 6	9/30/08		1 700	-10,588.37	
c/r 7	9/30/08		1 731	-23,467.34	
c/r 8	9/30/08		1 730	-53,981.72	
c/r 9	9/30/08		1 710	- 260.00	
c/r 20	9/30/08		2 705	-2,188.32	
c/r 21	9/30/08		2 775	-3,228.84	
c/r 22	9/30/08		2 780	-69,033.22	
c/r 23	9/30/08		2 370	-1,463.35	
c/r 24	9/30/08		2 1735	-63,363.16	
c/r 25	9/30/08		2 1705	-3,289.59	
c/r 26	9/30/08		2 385	-2.10	
c/r 27	9/30/08		2 380	- 283.26	
c/r 28	9/30/08		2 390	-2,175.00	
c/r 29	9/30/08		2 685	-3,901.36	
c/r 10	9/30/08		1 690	- 200.00	
c/r 11	9/30/08		1 660	-1,935.87	

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
c/r 12	9/30/08		1 380		-1,262.05
c/r 13	9/30/08		1 695		- 880.00
c/r 14	9/30/08		1 330		-2,474.36
c/r 15	9/30/08		1 340		- 889.55
c/r 16	9/30/08		1 350		- 297.00
c/r 30	9/30/08		3 625		-1,724.75
c/r 31	9/30/08		3 725		-25,728.65
c/r 32	9/30/08		3 723		- 955.00
c/r 33	9/30/08		3 745		- 164.00
c/r 34	9/30/08		3 690		-7,607.04
c/r 35	9/30/08		3 595		- 983.00
c/r 36	9/30/08		3 755		-8,475.05
c/r 37	9/30/08		3 135		- 800.00
/R 28A	9/30/08		2 1660		-24,341.37
/R 28B	9/30/08		2 420		-27.00
/R COURT	9/30/08		1 740		-4,860.81
/R RET CK	9/30/08		1 740		-25.00
	9/30/08	Contra Entry	1 100	125,785.51	
	9/30/08	Contra Entry	1 120	4,885.81	
	9/30/08	Contra Entry	2 100	173,296.57	
	9/30/08	Contra Entry	3 100	46,437.49	
Journal Totals				350,405.38	- 350,405.38

City of Willard Waterworks 2008

Month	Income	Operating Expenses	Balance	Gallons Pumped	Gallons Metered	Number of Meters	Shortage	% Shortage
January	\$42,583.10	\$28,017.09	\$14,566.01	11,682	10474	1797	1,208	10%
February	\$45,082.56	\$31,025.74	\$14,056.82	12,194	9805	1793	2,389	19%
	\$87,665.66	\$59,042.83	\$28,622.83					
March	\$42,123.33	\$24,223.07	\$17,900.26	9775	9643	1806	132	1%
	\$129,788.99	\$83,265.90	\$46,523.09					
April	\$60,186.04	\$40,412.17	\$19,773.87	12261	9700	1825	2561	21%
	\$189,975.03	\$123,678.07	\$66,296.96					
May	\$60,817.07	\$45,434.44	\$15,382.63	13112	9189	1832	3923	29%
	\$250,792.10	\$169,112.51	\$81,679.59					
June	\$73,654.88	\$36,394.64	\$37,260.24	13257	9811	1822	3446	26%
	\$324,446.98	\$205,507.15	\$118,939.83					
July	\$83,105.99	\$38,008.00	\$45,097.99	15318	10912	1815	4406	29%
	\$407,552.97	\$243,515.15	\$164,037.82					
August	\$65,110.42	\$42,255.53	\$22,854.89	16496	14434	1819	2062	13%
	\$472,663.39	\$285,770.68	\$186,892.71					
September	\$79,749.15	\$43,283.25	\$36,465.90	15294	12558	1827	2736	18%
	\$552,412.54	\$329,053.93	\$223,358.61					
October								
November								
December								

City of Willard Rural Waterworks 2008

Month	Gallons Pumped	Gallons Metered	Number of Meters	Shortage	% Shortage
May	10,920	9043	1161	1,877	17%
June	7,624	6594	1146	1,030	14%
July	9126	8998	1107	128	1%
August	9694	6504	1091	3190	33%
September	8780	6779	1091	2001	23%
October					
November					
December					

CITY OF WILLARD SEWER SYSTEM 2008

	Income	Operating Expenses	Balance		Sewer Sales	Treatment Charges	Balance
January	\$58,301.37	\$21,188.23	\$37,113.14		\$48,617.24	\$18,000.00	\$30,617.24
February	\$61,387.98 \$119,689.35	\$44,783.69 \$65,971.92	\$16,604.29 \$53,717.43		\$53,133.41 \$101,750.65	\$17,800.00 \$35,800.00	\$35,333.41 \$65,950.65
March	\$49,749.91 \$169,439.26	\$38,058.02 \$104,029.94	\$11,691.89 \$65,409.32		\$49,749.91 \$151,500.56	\$17,302.80 \$53,102.80	\$32,447.11 \$98,397.76
April	\$74,367.10 \$243,806.36	\$60,018.19 \$164,048.13	\$14,348.91 \$79,758.23		\$49,592.74 \$201,093.30	\$17,391.70 \$70,494.50	\$32,201.04 \$130,598.80
May	\$73,309.42 \$317,115.78	\$50,238.29 \$214,286.42	\$23,071.13 \$102,829.36		\$49,018.14 \$250,111.44	\$17,621.63 \$88,116.13	\$31,396.51 \$161,995.31
June	\$60,129.92 \$377,245.70	\$57,701.53 \$271,987.95	\$2,428.39 \$105,257.75		\$54,228.44 \$304,339.88	\$18,347.28 \$106,463.41	\$35,881.16 \$197,876.47
July	\$74,644.25 \$451,889.95	\$70,098.86 \$342,086.81	\$4,545.39 \$109,803.14		\$61,883.33 \$366,223.21	\$18,048.53 \$124,511.94	\$43,834.80 \$241,711.27
August	\$59,640.49 \$511,530.44	\$59,663.13 \$401,749.94	-\$22.64 \$109,780.50		\$55,527.33 \$421,750.54	\$18,602.44 \$143,114.38	\$36,924.89 \$278,636.16
September	\$92,058.08 \$603,588.52	\$41,042.74 \$442,792.68	\$51,015.34 \$160,795.84		\$58,333.33 \$480,083.87	\$18,998.25 \$162,112.63	\$39,335.08 \$317,971.24
October							
November							
December							

CITY OF WILLARD COMBINED UTILITIES 2008

	Income	Operating Expenses	Balance	Debt	Gain	Coverage Factor
January	\$100,884.47	\$49,205.32	\$51,679.15	11,409.00	\$40,270.15	4.52%
February	\$106,470.54 \$207,355.01	\$75,809.43 \$125,014.75	\$30,661.11 \$82,340.26	11,409.00 22,818.00	\$19,252.11 \$59,522.26	2.69% 3.61%
March	\$91,873.24 \$299,228.25	\$62,281.09 \$187,295.84	\$29,592.15 \$111,932.41	11,409.00 34,227.00	\$18,183.15 \$77,705.41	2.59% 3.27%
April	\$134,553.14 \$433,781.39	\$100,430.36 \$287,726.20	\$34,122.78 \$146,055.19	15,553.00 49,780.00	\$18,569.78 \$96,275.19	2.19% 2.93%
May	\$134,126.49 \$567,907.88	\$95,672.73 \$383,398.93	\$38,453.76 \$184,508.95	15,553.00 65,333.00	\$22,900.76 \$119,175.95	2.47% 2.82%
June	\$133,784.80 \$701,692.68	\$94,096.17 \$477,495.10	\$39,688.63 \$224,197.58	15,553.00 80,886.00	\$24,135.63 \$143,311.58	2.55% 2.77%
July	\$157,750.24 \$859,442.92	\$108,106.86 \$585,601.96	\$49,643.38 \$273,840.96	15,553.00 96,439.00	\$34,090.38 \$177,401.96	3.19% 2.84%
August	\$124,750.91 \$984,193.83	\$101,918.66 \$687,520.62	\$22,832.25 \$296,673.21	15,553.00 111,992.00	\$7,279.25 \$184,681.21	1.47% 2.65%
September	\$171,807.23 \$1,156,001.06	\$84,325.99 \$771,846.61	\$87,481.24 \$384,154.45	15,553.00 \$127,545.00	\$71,928.24 \$256,609.45	1.22% 1.50%
October						
November						
December						

CITY OF WILLARD SEWER PUMPING SHEET 2008

	Flow Meter Reading	Pumped	Daily Average	Paid to Springfield	Daily Average	Actual Meter Water
January	85372281	No Dec reading		8312	277067	10474
February	99385977	14013696	467123	8248	274933	9805
March	113160571	13774594	459153	8182	272733	9643
April	126896180	13735609	457853	8485	282833	9700
May	138921477	12025297	400843	9189	306300	10587
June	156799126	17877649	595921	8918	297266	11550
July	168447901	11648775	388292.5	8813	293767	10912
August				9169	305633	14434
September	182956882	14508981	483632	9173	305767	15294
October						
November						
December						

BILL NO. 08-25

ORDINANCE NO. 081027

AN ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF
WILLARD, MISSOURI FOR THE YEAR 2009.

WHEREAS, a study had been made by the Board of Aldermen as to the
anticipated revenue, expenditures, and expenses of the City for the year of 2009; and

WHEREAS, a public hearing having been held, after legal notice thereof, as to the
overall budget and the anticipated revenues and expenditures by categories.

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

Section 1: The City does hereby adopt the annual budget for the year 2009 set forth on
the attached Schedule A, (21 pages) which is incorporated herein by reference as if set
forth in full.

Section 2: The appropriate officers of the City are authorized to make all payments and
issue checks for the City treasury in payment of items reflected in the approved budget.

Section 3: All ordinances or parts of ordinances in conflict with this ordinance are
hereby repealed in so far as any portion thereof shall conflict with this Ordinance.

Section 4: This ordinance shall be in full force and effect from and after its passage by
the Board of Aldermen and its approval by the Mayor.

READ TWO TIMES AND PASSED at the meeting of the Board of Aldermen of the City
of Willard, Missouri, on the 27th day of October 2008.

MEMBERS OF THE BOARD OF ALDERMEN:

YES
NO

RICHARD SIMPSON

JOE COSBY

LOUIE AMODEO

BILL NO. _____

ORDINANCE NO. _____

MEMBERS OF THE BOARD OF ALDERMEN:

YES NO

PAUL C. HOOD

DALE DUVALL

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

KATHY BLAKEMORE, CITY CLERK

City of Willard

2009 Budget

General Fund

Revenue

In the General Fund Revenue section, a few changes have been made from last year. The community building revenue has been moved to the Park Fund. They assumed responsibility for the building in 2008.

In asset sales, I am allowing \$1000.00 income for the sale of the oldest police car. I have also made modest increases in all line item revenues due to the current economic condition. I have split the sales tax line item into two categories to show the general sales tax and the capital improvement/stormwater line item. Approximately one half of the capital improvement tax is being transferred to the Park Fund to assist in the development of the new aquatic center.

General City Government Expense

The General City Government expense includes the cost of running and staffing city hall. A portion of the salaries are transferred to other departments due to the time spent on utility and park tasks.

In Capital Asset Expenditures, I am allowing \$10,000.00 for the purchase of business license/permit software for the City Clerk office and the purchase of a new set of state statute books. Also included in this amount are the copier lease, the phone lease, and a security rack for the phone management servers/data info server. The phone lease will be up in April of next year and the buyout for the lease is \$1.00. I am assuming that we will keep the system that we have for several more years. The copier lease that we have is also included in that amount.

Spread out among the professional expenditure line item of several departments is the cost to begin off-site computer backups. Currently, we are using a tape backup system that requires me to carry ten tapes off-site to allow for two weeks of backups. I am still investigating the options open to us and the associated costs.

A new line item for 2009 is the special event category. These funds will be spent on community educational events, such as a coffee or breakfast.

Salaries have a 3% cost of living increase. The group insurance cost has been budgeted at a 15% increase. We won't actually know the new cost for the group insurance until late March, 2009. The retirement plan costs for general employees will go down .1% for 2009.

Public Safety

The capital asset expenditure line item in the public safety budget includes a new vehicle with equipment for next year. The Police Department will pay \$32,850.00 in interest and lease payments for their building in 2009. A request was made by the department to remodel the outside of the building at a cost of \$58,600.00. That was not possible for the 2009 budget year. I will reserve that request for possible inclusion in the 2010 budget.

The group insurance has been increased by 15% and the retirement plan costs will stay the same as 2008. Salaries have been increased by a 3% cost of living increase. The uniform allowance per officer will remain at \$650.00 per year.

At mid-year 2009, we will need to evaluate the revenues for the year and consider adding another officer to the department. Greene County notified the department of the participating agency cost on the mobile data terminals and the record management system. This will be covered under the professional line item.

Street Department

In the Street Department budget, I have split the stormwater category into planning and execution. The planning section of the stormwater has been moved to the Planning and Development Department. The \$15,000.00 shown in the Street Department will be for the actual work that is done.

The capital asset expenditure line item includes a plate compactor, snow plow and the new street light at Jackson and Hwy. 160. The paving category contains \$30,000.00 for paving/patching of city streets. Due to the rising cost of paving materials, the streets to be paved will have to be carefully evaluated in order to get the best value for the citizen tax dollar. Salaries have been increased by a 3% cost of living increase with a re-evaluation of the distribution. Since the purchase of the Meadows water system, the majority of the work hours are being spent on water/sewer tasks. Group insurance has been increased by 15% and the retirement plan has decreased accordingly.

Planning and Development

The salaries for the Planning and Development Department are split with 1/3 of the total salaries going into the Water/Sewer Fund. Salaries, group insurance and retirement have been appropriated as previously stated.

Stormwater planning has been added to this department with an increased budget for travel and training.

Emergency Management

Emergency Management will show minor increases in several line items, but will remain essentially the same as 2008.

Summary

The total projected income for the General Fund for 2009 is \$1,230,500.00 with total expenses of \$1,228,203.25. This will give the General Fund a projected yearend balance of \$560,164.75, an increase of \$2300.00.

A budget amendment and re-evaluation of income and expenditures will be done in July of 2009. At that time, possible changes in some line items may occur with the approval of the Board of Aldermen.

General Fund		2009 Budget	2008 Projected	2007 Actual	2006 Actual
	Revenues				
Asset Sales	1,000.00	\$1,800.00	\$100.00	\$1,000.00	\$1,000.00
Building Permits	5,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Cable TV Franchise	13,500.00	12,900.00	11,676.00	10,000.00	7,200.00
Community Building	0.00	8,000.00	21,673.00	20,000.00	0.00
County Road & Bridge	24,500.00	23,300.00	75.00	0.00	0.00
DARE	0.00	0.00	172,588.00	110,000.00	110,000.00
Electric Franchise	165,000.00	155,000.00	0.00	0.00	0.00
Emergency Mgmt	0.00	0.00	0.00	0.00	0.00
Engineering Fees Rec'd	0.00	0.00	5,471.00	17,000.00	1,000.00
FEMA Disaster Reimb	0.00	0.00	47,789.00	0.00	0.00
Financial Institution Tax	750.00	750.00	720.00	775.00	775.00
Gas Franchise	68,000.00	64,000.00	40,948.00	40,000.00	40,000.00
Grant Revenues	0.00	170,000.00	15,851.00	35,000.00	35,000.00
Interest Income	7,500.00	7,000.00	21,252.00	7,500.00	7,500.00
LEST	45,000.00	45,000.00	83,076.00	23,748.00	23,748.00
Merchants Licenses	1,750.00	1,500.00	4,087.00	2,300.00	2,300.00
Miscellaneous	1,000.00	12,500.00	18,627.00	6,000.00	6,000.00
Mobile Phone Lease	34,000.00	41,000.00	21,120.00	21,100.00	21,100.00
Motor Vehicle Taxes	128,000.00	123,000.00	134,803.00	135,000.00	135,000.00
Planning & Zoning	20,000.00	30,000.00	45,807.00	121,000.00	121,000.00
Real Estate Taxes	170,000.00	147,675.00	109,239.00	135,000.00	135,000.00
Sales & Use Tax	410,000.00	565,000.00	505,122.00	485,000.00	485,000.00
Sales Tax - Cap Improv	85,000.00	0.00	0.00	0.00	0.00
Special Event Income	0.00	0.00	0.00	8,225.00	8,225.00
State LET Acct	500.00	500.00	767.00	500.00	500.00
Traffic Court Fines	50,000.00	50,000.00	54,475.00	88,000.00	88,000.00
Transfers In - Out	0.00	0.00	0.00	0.00	0.00
	1,230,500.00	\$1,459,925.00	\$1,323,389.00	\$1,275,348.00	\$1,275,348.00

General Fund		2009 Budget	2008 Projected	2007 Actual	2006 Actual
	Revenues				
Asset Sales	1,000.00	\$1,800.00	\$100.00	\$1,000.00	\$1,000.00
Building Permits	5,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Cable TV Franchise	13,500.00	12,900.00	11,676.00	10,000.00	7,200.00
Community Building	0.00	8,000.00	21,673.00	20,000.00	0.00
County Road & Bridge	24,500.00	23,300.00	75.00	0.00	0.00
DARE	0.00	0.00	172,588.00	110,000.00	110,000.00
Electric Franchise	165,000.00	155,000.00	0.00	0.00	0.00
Emergency Mgmt	0.00	0.00	0.00	0.00	0.00
Engineering Fees Rec'd	0.00	0.00	5,471.00	17,000.00	1,000.00
FEMA Disaster Reimb	0.00	0.00	47,789.00	0.00	0.00
Financial Institution Tax	750.00	750.00	720.00	775.00	775.00
Gas Franchise	68,000.00	64,000.00	40,948.00	40,000.00	40,000.00
Grant Revenues	0.00	170,000.00	15,851.00	35,000.00	35,000.00
Interest Income	7,500.00	7,000.00	21,252.00	7,500.00	7,500.00
LEST	45,000.00	45,000.00	83,076.00	23,748.00	23,748.00
Merchants Licenses	1,750.00	1,500.00	4,087.00	2,300.00	2,300.00
Miscellaneous	1,000.00	12,500.00	18,627.00	6,000.00	6,000.00
Mobile Phone Lease	34,000.00	41,000.00	21,120.00	21,100.00	21,100.00
Motor Vehicle Taxes	128,000.00	123,000.00	134,803.00	135,000.00	135,000.00
Planning & Zoning	20,000.00	30,000.00	45,807.00	121,000.00	121,000.00
Real Estate Taxes	170,000.00	147,675.00	109,239.00	135,000.00	135,000.00
Sales & Use Tax	410,000.00	565,000.00	505,122.00	485,000.00	485,000.00
Sales Tax - Cap Improv	85,000.00	0.00	0.00	0.00	0.00
Special Event Income	0.00	0.00	0.00	8,225.00	8,225.00
State LET Acct	500.00	500.00	767.00	500.00	500.00
Traffic Court Fines	50,000.00	50,000.00	54,475.00	88,000.00	88,000.00
Transfers In - Out	0.00	0.00	0.00	0.00	0.00
	1,230,500.00	\$1,459,925.00	\$1,323,389.00	\$1,275,348.00	\$1,275,348.00

General City Gov't	2009 Budget	2008 Projected	2007 Actual	2006 Actual
Expenses				
Advertising	1,000.00	\$1,000.00	\$3,529.00	\$5,600.00
Audit Fee				
Capital Asset Expenditures	12,000.00	80,000.00	43,494.00	20,000.00
Contract Labor	0.00	0.00	0.00	1,500.00
Dues & Subscriptions	2,000.00	2,000.00	2,670.00	1,500.00
Election Expense	3,000.00	2,700.00	382.06	2,100.00
Engineering Expense	2,500.00	3,000.00	6,653.00	18,500.00
Group Insurance	15,000.00	13,000.00	11,349.00	18,700.00
Insurance	6,500.00	6,300.00	1,664.00	4,000.00
Legal	20,000.00	37,500.00	34,095.00	30,000.00
Professional	5,000.00	8,000.00	24,036.00	5,000.00
Misc Expense	0.00	0.00	3,711.00	1,000.00
Office Supplies	12,000.00	10,000.00	9,550.00	12,000.00
Payroll Taxes	4,590.00	4,600.00	4,123.00	4,300.00
Repairs & Maint	2,000.00	1,800.00	2,213.00	1,500.00
Retirement Plan	5,000.00	5,000.00	7,760.00	6,000.00
Salaries	60,000.00	60,000.00	53,890.00	55,000.00
Salaries - Overtime	0.00	0.00	0.00	0.00
Special Event	1,000.00	0.00	0.00	0.00
Supplies	8,000.00	7,000.00	5,403.00	5,000.00
Telephone	7,000.00	6,800.00	6,852.00	6,000.00
Travel & Training	3,000.00	3,000.00	5,808.00	3,000.00
Utilities - Electric	4,000.00	3,500.00	3,555.00	5,000.00
Utilities - Gas	2,500.00	2,000.00	800.00	600.00
Utilities - Other	1,000.00	750.00	800.00	600.00
Vehicle Expense - Gas	2,200.00	2,000.00	2,256.00	2,000.00
Vehicle Expense - Other	0.00	0.00	0.00	0.00
	181,040.00	\$261,450.00	\$237,569.06	\$210,900.00

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Streets	2009 Budget	2008 Projected	2007 Actual	2006 Actual
Expenses				
Advertising	0.00	0.00	0.00	0.00
Capital Asset Exp	38,000.00	17,000.00	12,690.00	5,000.00
Contract Labor	500.00	500.00	311.00	500.00
Group Insurance	10,000.00	8,600.00	8,100.00	7,500.00
Insurance	8,500.00	8,000.00	5,882.00	12,000.00
Miscellaneous Exp	1,000.00	210,000.00	27,132.00	0.00
Paving	30,000.00	30,000.00	18,101.00	66,000.00
Parkway Project	0.00	0.00	111.00	0.00
Payroll Taxes	2,754.00	4,200.00	6,425.00	8,000.00
Repairs & Maintenance	2,000.00	1,500.00	840.00	2,000.00
Retirement Plan	1,900.00	2,800.00	3,800.00	6,200.00
Salaries	36,000.00	54,600.00	82,500.00	97,000.00
Salaries - Overtime	0.00	0.00	1,500.00	0.00
Stormwater	15,000.00	8,000.00	2,600.00	25,000.00
Street Lights	53,000.00	48,000.00	44,700.00	40,000.00
Supplies	20,000.00	20,000.00	22,400.00	10,000.00
Travel & Training	0.00	0.00	0.00	250.00
Tree Maintenance	7,000.00	7,000.00	655.00	9,200.00
Utilities - Electric	2,000.00	1,750.00	1,420.00	3,000.00
Utilities - Gas	3,000.00	2,800.00	1,150.00	1,000.00
Utilities - Other	3,300.00	3,000.00	2,500.00	1,800.00
Vehicle Exp - Gas	10,000.00	9,000.00	15,420.00	14,000.00
Vehicle Exp - Other	8,500.00	7,500.00	5,900.00	0.00
	252,454.00	\$444,250.00	\$264,137.00	\$308,450.00

		2009 Budget	2008 Projected	2007 Actual	2006 Actual
	Planning & Development				
	Expenses				
	Advertising	0.00	\$0.00	0.00	0.00
	Capital Asset Exp	1,000.00	3,800.00	1,420.00	0.00
	Contract Labor	0.00	600.00	0.00	0.00
	Dues & Subscriptions	500.00	100.00	0.00	0.00
	Group Insurance	8,700.00	7,500.00	5,335.00	4,000.00
	Insurance	0.00	0.00	0.00	500.00
	Legal	0.00	0.00	0.00	0.00
	Professional	0.00	0.00	0.00	0.00
	Miscellaneous	4,000.00	3,500.00	35.00	0.00
	Office Supplies	1,000.00	500.00	0.00	0.00
	Payroll Taxes	1,000.00	3,000.00	3,850.00	2,800.00
	Repairs & Maintenance	5,750.00	3,000.00	3,850.00	2,800.00
	Retirement Plan	1,000.00	0.00	0.00	0.00
	Salaries	4,200.00	4,000.00	2,020.00	1,300.00
	Stormwater Planning	48,500.00	35,000.00	51,403.00	36,500.00
	Supplies	5,000.00	0.00	0.00	0.00
	Telephone	2,500.00	2,000.00	1,300.00	350.00
	Travel & Training	1,200.00	1,000.00	354.00	250.00
	Vehicle Expense - Gas	1,000.00	500.00	284.00	250.00
	Vehicle Expense - Other	1,500.00	1,000.00	625.00	0.00
		1,000.00	500.00	270.00	0.00
		86,850.00	\$63,000.00	66,971.00	46,050.00

Emergency Management	2009 Budget	2008 Projected	2007 Actual	2006 Actual	
Advertising	0.00	\$0.00	\$80.00	\$50.00	
Capital Asset Exp	1,000.00	2,000.00	5,356.00	2,500.00	
Contract Labor	0.00	0.00	340.00	0.00	
Dues & Subscriptions	500.00	0.00	0.00	100.00	
Group Insurance	0.00	0.00	1,323.00	4,000.00	
Insurance	400.00	250.00	0.00	250.00	
Legal	0.00	0.00	2,100.00	0.00	
Professional	1,000.00	1,500.00	390.00	250.00	
Miscellaneous	0.00	0.00	15,884.00	0.00	
Office Supplies	500.00	100.00	232.00	400.00	
Payroll Taxes	1,109.25	1,300.00	1,158.00	1,000.00	
Repairs & Maintenance	0.00	0.00	1,030.00	250.00	
Retirement	0.00	0.00	560.00	500.00	
Salaries	14,500.00	17,000.00	10,395.00	12,500.00	
Salaries-Overtime	0.00	0.00	3,600.00	0.00	
Supplies	2,500.00	4,000.00	39,500.00	4,000.00	
Telephone	750.00	500.00	240.00	750.00	
Travel & Training	1,500.00	0.00	140.00	750.00	
Vehicle Expense - Gas	750.00	500.00	1,186.00	1,000.00	
Vehicle Expense - Other	0.00	0.00	800.00	0.00	
	24,509.25	\$27,150.00	\$84,314.00	\$28,300.00	

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City of Willard

2009 Budget

Water Department

Revenues

The water fund revenues are budgeted at a 5% increase. I am showing \$285,000.00 as grant income for the interconnect/chlorination grant project. I have budgeted for fifty housing starts in 2009. I would like to discuss a new rate schedule for the water department next year. I would like to discuss a rate structure where the heaviest water users would pay a bigger cost per 1000 gallons than the smaller users.

Expenditures

For 2009 the depreciation will be increased by 2%. This is based on the infrastructure that has been accepted into the City by final plat. The water department will pay a total of \$67,500. in principal payments and \$65,129. in interest payments for 2009.

Project supplies have been budgeted at \$238,000.00 in the water department. At this time, the chlorination/interconnect project is to be completed. I have carried all of the costs and grant income on that project to the 2009 budget.

Personnel costs have been increased as stated in the other departments except for salaries. Merit increases have been budgeted in the water/sewer departments. These increases will be approved by the Board of Aldermen prior to implementation on January 1, 2009. The salary review process will be completed in November, 2008 after evaluations are completed by the Mayor and department heads.

Sewer Department

Revenues

Revenues for the sewer department in 2009 are down by \$26,000.00. This is due to the decrease in sewer hook-ups for the year. The hook-up fees were up the past two years due to the apartment complexes being built behind the police department. Sewer sales are being budgeted to increase by 1%. Also included in the budget is \$150,000.00 to complete the expenditures from the purchase of the Meadows water system. We still have some unexpended funds to use on equipment.

Expenditures

The sewer department will be spending \$37,500.00 on principal payment and \$81,891.00 on interest payments for 2009. Between the water fund and the sewer fund, I have budgeted \$25,000.00 for equipment purchases for the utility department.

Depreciation expense has risen by 1% due to the addition of infrastructure during 2008. The sewer department will be paying a total of \$119,391.00 in principal and interest payments in 2009.

Salaries and employee benefits have been increased as stated previously in the water fund expenditures.

The Springfield sewer charges line item has been increased by 8%, based on the estimated fifty housing starts. Project supplies are budgeted at \$150,000.00. Once specific projects are scheduled for 2009 in either the water or sewer departments, we will be able to allocate funds to each project.

Summary

The total projected income for 2009 in both departments will be \$2,042,500.00 with total expenses of \$2,042,020.00. This makes a projected yearend balance of \$963,366.00.

City of Willard		2009 Budget		Water Fund			
Revenues		2009 Budget	2008 Projected	2007 Actual	2006 Actual		
Asset Sales	0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Certificates of Part	0.00	0.00	100,000.00	26,865.00	0.00		
Grant Receipts	285,000.00	0.00	0.00	0.00	0.00		
Interest Income	27,500.00	25,000.00	25,000.00	32,200.00	13,000.00		
Meter Installations	22,500.00	35,000.00	35,000.00	42,364.00	113,400.00		
Miscellaneous	1,000.00	1,000.00	1,000.00	1,030.00	1,000.00		
Penalty Income	19,000.00	17,500.00	17,500.00	16,710.00	14,000.00		
Water Sales-Comm	36,000.00	35,000.00	35,000.00	36,812.00	38,000.00		
Water Sales-Resi	720,000.00	715,000.00	715,000.00	454,011.00	410,000.00		
	1,111,000.00	\$928,500.00	\$609,992.00	\$589,400.00			

Expenses		2009 Budget	2008 Projected	2007 Actual	2006 Actual
	Advertising	750.00	\$500.00	\$432.00	\$100.00
	Audit Expense	2,250.00	2,000.00	450.00	1,000.00
	Contract Labor	2,500.00	2,500.00	2,860.00	1,000.00
	Depreciation	92,400.00	91,000.00	83,355.00	81,600.00
	Dues	750.00	500.00	341.00	500.00
	Equipment	5,000.00	21,500.00	0.00	0.00
	Fiscal Agent Fees	1,750.00	1,000.00	430.63	750.00
	Group Insurance	23,000.00	20,000.00	13,700.00	15,000.00
	Insurance	11,000.00	9,000.00	6,250.00	11,000.00
	Interest Expense	65,129.00	35,000.00	16,650.00	14,800.00
	Legal	5,000.00	8,000.00	24,444.00	1,000.00
	Professional	25,000.00	75,000.00	52,600.00	35,000.00
	Miscellaneous	5,000.00	5,000.00	74,100.00	10,000.00
	Office Supplies	8,500.00	7,000.00	9,400.00	7,500.00
	Payroll Taxes	18,000.00	16,500.00	67,500.00	18,000.00
	Principal Payments	67,500.00	15,000.00	13,000.00	15,000.00
	Repairs/Maintenance	12,500.00	9,000.00	6,535.00	7,500.00
	Retirement	12,500.00	215,000.00	120,500.00	95,000.00
	Salaries	225,500.00	3,000.00	560.00	3,000.00
	Salaries - Overtime	4,000.00	15,000.00	178,550.00	165,000.00
	Supplies	18,000.00	235,000.00	0.00	0.00
	Supplies - Project	238,000.00	2,500.00	975.00	4,500.00
	Travel/Train	3,000.00	45,000.00	28,520.00	26,000.00
	Utilities - Electric	48,000.00	0.00	0.00	0.00
	Utilities - Gas	0.00	4,500.00	5,025.00	2,800.00
	Utilities - Other	5,000.00	15,000.00	4,650.00	11,000.00
	Vehicle Expense - Gas	17,500.00	4,000.00	2,600.00	0.00
	Vehicle Expense - Other	5,000.00			
		928,029.00	\$925,000.00	\$653,327.63	\$512,050.00

Sewer Fund	2009 Budget	2008 Projected	2007 Actual	2006 Actual		
					Income	
					Devel Lift Station Fees	
	0.00	0.00	0.00	0.00	Asset Sales	
	0.00	0.00	0.00	0.00	COP	
	150,000.00	250,000.00	0.00	300,000.00	Hook-up Fees Rec	
	32,500.00	70,000.00	69,950.00	226,800.00	Interest Income	
	13,000.00	10,000.00	15,020.00	5,000.00	Misc Income	
	1,000.00	1,500.00	0.00	1,000.00	Penalty Income	
	28,000.00	26,000.00	25,000.00	18,000.00	Sewer Sales	
	707,000.00	700,000.00	606,100.00	580,000.00		
	931,500.00	1,057,500.00	716,070.00	1,130,800.00		

Expenses	2009 Budget	2008 Projected	2007 Actual	2006 Actual
Advertising	0.00	\$0.00	\$24.00	\$0.00
Audit	2,250.00	2,000.00	450.00	1,000.00
Contract Labor	2,000.00	1,500.00	1,100.00	5,000.00
Depreciation	135,600.00	134,000.00	122,750.00	222,000.00
Dues & Subscriptions	750.00	500.00	340.00	500.00
Equipment	20,000.00	9,500.00	0.00	0.00
Fiscal Agent Fees	3,000.00	2,500.00	0.00	2,000.00
Group Insurance	20,000.00	16,000.00	13,700.00	11,000.00
Hook-up Expense	15,000.00	15,000.00	20,100.00	75,600.00
Insurance	11,000.00	9,000.00	6,100.00	13,000.00
Interest Expense	81,891.00	43,000.00	20,460.00	27,500.00
Legal	5,000.00	8,000.00	2,911.00	1,000.00
Professional	15,000.00	25,000.00	6,310.00	30,000.00
Miscellaneous	5,000.00	5,000.00	76,508.00	435,000.00
Office Supplies	9,000.00	7,500.00	7,800.00	3,000.00
Payroll Taxes	18,000.00	16,500.00	9,400.00	7,500.00
Principal Payments	37,500.00	32,500.00	0.00	0.00
Repairs & Maint	15,000.00	10,000.00	17,112.00	15,000.00
Retirement	12,500.00	9,000.00	6,550.00	6,000.00
Salaries	225,500.00	215,000.00	120,500.00	92,000.00
Salaries - Overtime	4,000.00	3,000.00	547.00	3,000.00
Spfd Sewer Charges	228,000.00	210,000.00	223,194.00	200,000.00
Supplies	25,000.00	23,000.00	12,160.00	15,000.00
Supplies - Project	150,000.00	200,000.00	0.00	0.00
Travel & Training	5,000.00	4,000.00	855.00	3,000.00
Utilities - Electric	40,000.00	36,000.00	30,920.00	26,000.00
Utilities - Other	8,000.00	6,000.00	8,325.00	6,000.00
Vehicle Exp - Gas	15,000.00	10,000.00	4,520.00	8,000.00
Vehicle Exp - Other	5,000.00	2,500.00	2,400.00	0.00
	1,113,991.00	\$1,056,000.00	\$716,966.00	\$1,208,100.00

[illegible]

City of Willard

2009 Budget

Park Fund

Revenues

The Park Fund budget for 2009 revolves around the major project of a new aquatic center. I have made conservative estimates of the increases in concessions, swimming pool income, and youth programs that will occur due to the new facility.

The sales tax line item has been split into two categories to show the transfer of one-half of the capital improvements tax into the Park Fund. This will be to contribute to the new aquatic center project for 2009 and the contribution will be evaluated each year at budget time.

The community building has been added to the Park Fund budget as management was transferred in mid-2008. Expenses for the building have been added to the appropriate line items.

Expenses

The Park Department will be spending \$345,400.00 in principal and interest payments in 2009. This will include the first interest payment on the COP issue for the aquatic center. There is \$30,000.00 included for the purchase of a new pick-up truck for the grounds maintenance crew plus the cost of the aquatic center.

Employee costs will go up 3% for a cost of living raise. The retirement plan costs are going down .1% and I am budgeting 15% for a group insurance increase. The actual cost of the group health increase will not be known until approximately mid-March, 2009.

Due to the current economic condition, I have budgeted very conservatively for income. We will re-evaluate the income and expenses in July when I prepare the mid-year budget amendment. Hopefully, at this time we will have more income than projected and be able to include some new projects for the last half of 2009.

Summary

The Park Dept. will have a total projected income of \$3,560,500.00 for 2009 with expenses of \$3,556,900.00. This will leave a yearend balance of \$328,269.00, which is an increase of \$3600.00.

**City of Willard
2009 Budget**

Park Fund			2009 Budget	2008 Projected	2007 Actual	2006 Actual
	Revenues					
Adult Programs	5,000.00	5,000.00	4,500.00	6,500.00		
Advertising Income	12,000.00	12,000.00	10,150.00	12,000.00		
Capital Asset Sales	0.00	0.00	1,000.00	0.00		
Cert of Participation	2,600,000.00	0.00	0.00	0.00		
Community Building	9,000.00	0.00	0.00	0.00		
Concession Income	37,000.00	28,000.00	23,679.00	26,000.00		
Fourth of July	4,000.00	4,000.00	6,000.00	2,700.00		
Grant Receipts	0.00	0.00	41,350.00	25,000.00		
Interest Income	9,000.00	8,000.00	15,500.00	2,500.00		
Misc Income	1,000.00	1,500.00	8,600.00	1,000.00		
Park Fees	12,500.00	9,000.00	13,265.00	45,000.00		
Real Estate Taxes	47,500.00	43,500.00	33,000.00	40,000.00		
Rec Center Income	18,000.00	15,000.00	14,100.00	15,000.00		
Sales Tax	505,000.00	490,000.00	532,466.00	430,000.00		
Sales Tax	85,000.00	0.00	0.00	0.00		
Swim Pool Income	35,500.00	18,000.00	19,200.00	18,000.00		
Transfers In - Out	0.00	0.00	0.00	0.00		
Youth Programs	180,000.00	150,000.00	126,950.00	110,000.00		
	3,560,500.00	784,000.00	849,760.00	733,700.00		

Expenses	Advertising	2009	2008	2007	2006
		Budget	Projected	Actual	Actual
Building Maint		1,000.00	1,500.00	2,800.00	3,000.00
Capital Asset Exp		7,500.00	9,000.00	6,850.00	5,000.00
Cap Asset Exp - Equip		2,600,000.00	30,000.00	395,967.00	92,000.00
Chemicals		30,000.00	38,000.00	0.00	0.00
Concessions		8,500.00	6,000.00	4,800.00	4,500.00
Contract Labor		18,500.00	15,000.00	16,100.00	15,000.00
Dues & Subscriptions		9,300.00	14,000.00	10,200.00	15,000.00
Equipment-Sports		500.00	250.00	700.00	500.00
Fireworks		4,500.00	4,000.00	425.00	0.00
Fiscal Agent Fees		5,500.00	5,500.00	8,250.00	4,500.00
Group Insurance		3,000.00	2,000.00	2,600.00	1,800.00
Insurance		25,000.00	20,000.00	17,700.00	15,000.00
Interest Expense		18,000.00	15,000.00	5,400.00	22,500.00
Landscaping		240,400.00	76,720.00	80,000.00	94,325.00
Lease Payments		3,500.00	3,500.00	640.00	2,500.00
Legal		105,000.00	90,000.00	60,000.00	70,000.00
Professional		1,000.00	750.00	135.00	750.00
Miscellaneous Exp		7,500.00	7,500.00	8,100.00	9,000.00
Office Supplies		1,000.00	2,100.00	4,500.00	1,000.00
Payroll Taxes		8,500.00	8,500.00	9,750.00	7,500.00
Repairs & Maintenance		24,000.00	24,000.00	21,600.00	18,360.00
Retirement Plan		11,500.00	8,000.00	13,600.00	14,000.00
Salaries - Full Time		9,700.00	5,750.00	5,600.00	6,000.00
Salaries - Seasonal		185,000.00	220,000.00	174,000.00	240,000.00
Salaries-OverTime		125,000.00	94,000.00	112,000.00	0.00
Supplies - General		0.00	0.00	150.00	0.00
Supplies - Sports		14,100.00	11,000.00	13,500.00	18,500.00
Supplies - Aquatic		11,000.00	10,000.00	20,350.00	10,000.00
Supplies - Special Activity		3,000.00	2,500.00	1,800.00	4,000.00
Supplies - Grounds		5,000.00	5,000.00	5,300.00	5,000.00
Telephone		5,000.00	0.00	0.00	0.00
Travel & Training		6,400.00	6,000.00	6,550.00	5,000.00
Turf Maintenance		5,000.00	4,000.00	700.00	5,000.00
Utilities - Electric		4,000.00	2,500.00	3,000.00	6,500.00
Utilities - Gas		24,000.00	21,500.00	29,300.00	20,000.00
Utilities - Other		8,500.00	5,000.00	2,800.00	7,000.00
Vehicle Expense - Gas		5,000.00	4,500.00	1,800.00	1,000.00
Vehicle Expense - Other		10,000.00	9,000.00	3,400.00	8,000.00
		2,500.00	1,000.00	5,200.00	0.00
		3,556,900.00	783,070.00	1,055,567.00	732,235.00

BILL NO. 0826

ORDINANCE NO. 081027H

AN ORDINANCE

AN ORDINANCE AUTHORIZING AND ADOPTING AN EMPLOYEE POLICY MANUAL REGARDING ALL EMPLOYEES OF THE CITY OF WILLARD, MISSOURI.

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

Section I: ADOPTION OF EMPLOYEE POLICY MANUAL. It is hereby adopted by the City of Willard, Missouri, for the purpose of establishing policies and procedures for the employees of the City of Willard, Missouri, the City of Willard's Employee Policy Manual, dated the 27th day of October, 2008, copy of which is attached hereto and made a part hereof, and the same is hereby adopted and incorporated as fully as if it were set out in length herein, the provisions thereof to be effective as a policy from the date hereof.

Section II: 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 BY THE BOARD OF ALDERMEN THIS 27TH DAY OF OCTOBER, 2008.

MEMBERS OF THE BOARD OF ALDERMEN:

YES NO

RICHARD SIMPSON

DATE DUVALL

LOUIE AMODEO

BRYAN VINCENT

JOE COSBY

BILL NO. 08-26

ORDINANCE NO. 08.1027H

MEMBERS OF THE BOARD OF ALDERMEN:

YES NO

PAUL C. HOOD

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

KATHY BLAKEMORE, CITY CLERK

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 our without notice. No provision of this informational handbook should be construed to alter the at will nature of employment with the City of Willard.

Equal Employment Opportunity

The City of Willard is an equal opportunity employer. Interaction with applicants for

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

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

Any employee who feels that he or she has been treated contrary to this guideline should immediately report such conduct to the Mayor. However, if the report involves the Mayor, the employee may take their concerns 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, age, disability, 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.

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, 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. 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.

Appointed Officials

In accordance with Missouri Statutes, the Mayor shall have power to remove any appointed official, on any formal charge, whenever the Mayor determines that the interests of the City demand such a removal. The Mayor shall report the reasons for such removal to the Board of Aldermen at a meeting thereof to be held not more than fifteen days after such removal.

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 or earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify a supervisor or someone at City Hall immediately. If a supervisor is unavailable and/or City Hall is closed, any such injury must be reported directly to the 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:

Length of Employment	or Service	For	Full Pay
3 months to 1 year	1 year to 3 years	80 hours	40 hours
3 years to 6 years	6 years to 10 years	80 hours	80 hours
6 years to 10 years	10 years to 15 years	120 hours	120 hours
Over 15 years		160 hours	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 or 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 Workplace 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 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 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.

BILL NO. 08-27

ORDINANCE NO. 081027B

AN ORDINANCE OF THE CITY OF WILLARD, GREENE COUNTY MISSOURI,
AMENDING THE MUNICIPAL CODE, REGARDING THE ADOPTION OF THE IDENTITY
THEFT PROGRAM.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLARD, MISSOURI, AS
FOLLOWS:

Section 1: The City of Willard ("Utility") developed this Identity Theft Prevention Program
("Program") pursuant to the Federal Trade Commission's Red Flag Rule ("Rule"), which
implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16 C. F. R. §
681.2. This Program was developed with oversight and approval of the Program
Administrator and Board of Aldermen. After consideration of the size and complexity of the
Utility's operations and account systems, and the nature and scope of the Utility's activities, the
Program Administrator and Board of Aldermen determined that this Program was appropriate for
the City of Willard, and therefore approved this Program on October 14th, 2008.

Section 2: All ordinances, parts of ordinances or resolutions in conflict with this ordinance are
hereby repealed.

Section 3: This ordinance shall be in full force and effect on the 27th day of October 2008.
PASSED AND APPROVED this 27th day of October 2008.

MEMBERS OF THE BOARD OF ALDERMEN:

RICHARD SIMPSON

JOE COSBY

LOUIE AMODEO

PAUL HOOD

DATE DUVALL

ORDINANCE NO. 081037B

YES _____
NO _____

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

MEMBERS OF THE BOARD OF ALDERMEN:

BRYAN VINCENT

ATTEST:

KATHY BLAKEMORE, CITY CLERK

RESOLUTION OF GOVERNING BODY
OF THE CITY OF WILLARD
RESOLUTION NO. _____

Resolution authorizing filing of application with the Missouri Department of Natural Resources, Water Pollution Control Program for grants under the Missouri Clean Water Law, Section 203, RSMo.

WHEREAS, under the terms of the Missouri Clean Water Law, Section 204, Revised Statutes of Missouri, the State of Missouri has authorized the making of grants to authorized applicants to aid the construction of specific public projects.

NOW, THEREFORE, be it resolved by the Board of Aldermen.

1. That Mayor Jamie Schoolcraft be and he/she is hereby authorized to execute and file an application on behalf of the City of Willard with the State of Missouri for a grant to aid in the construction of the Chlorination and Interconnection Project.

2. That Jamie Schoolcraft, Mayor be and he/she is hereby authorized and directed to furnish such information as the Missouri Department of Natural Resources may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances to the Department of Natural Resources as may be required by law or regulation, and to receive payment on behalf of the applicant.

CERTIFICATE OF RECORDING OFFICER

The undersigned, duly qualified and acting Mayor of the City of Willard, does hereby certify: That the attached resolution is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of Aldermen held on the 27th day of October, 2008; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of October, 2008.

(Signature of Recording Officer)

(Title of Recording Officer)