



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda
October 18, 2022

7:00 pm – City Hall Council Chambers and Via Videoconference

Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the City's FaceBook page through FaceBook Live.

Public Comment can be made in person or via Zoom, if by Zoom please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Hearing – Sewer Rates**
4. **Consent Agenda**

Join Zoom Meeting

<https://us02web.zoom.us/j/86383565725>

Meeting ID: 863 8356 5725

Passcode: 158445

- **Minutes**
 - October 4, 2022, Board of Aldermen Work Session Minutes
 - October 4, 2022, Board of Aldermen Regular Session Minutes
- **Financial Report**
 - Finance Report for September 2022
- **Resolution 1126, Liquor License – Nissa True**

A Resolution approving a issuance of a liquor license to Nissa True doing business as Pizza Shoppe located at 101 US 169 Highway.
- **Resolution 1127, Award Bid No. 22-21 – Utility Fence Replacement**

A Resolution awarding Bid No. 22-21 to Quality Fence, LLC for the replacement of utilities fencing in an amount not to exceed \$57,010.
- **Resolution 1128, Acknowledgement of Emergency Expenditure**

A Resolution acknowledging and approving the expenditure of \$7,970 for the repair of a transfer pump at the water treatment plant by Mid-America Pump.
- **Resolution 1129, Sewer Line Repairs at First Baptist Church**

A Resolution authorizing payment for sewer service investigation and sewer repair at the First Baptist Church at 300 South Bridge Street in an amount not to exceed \$10,921.45.
- **Resolution 1130, Repairs for Police Patrol Interceptors**

A Resolution authorizing the purchase of repairs and maintenance services for police patrol interceptors in an amount not to exceed \$9,578.09 to Wright Automotive.
- **Resolution 1131, Election Expenditure**

A Resolution authorizing payment to the Clay County Board of Election Commissioners for the City's share of General Election expenses in an amount not to exceed \$8,424.62 for the November 8, 2022 election.

- **Resolution 1132, Employee Assistance Program Services**
A Resolution authorizing the Mayor to sign an agreement with ComPsych for Employee Assistance Program Services.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

5. **Committee Reports**
Legacy Fund Committee
Planning and Zoning Commission
6. **City Administrator's Report**

ORDINANCES & RESOLUTIONS

7. **Bill No. 2962-22, Adopt the FY2023 Operating Budget – 2nd Reading**
An Ordinance adopting the FY2023 Annual Operating Budget. 2nd reading by title only.
8. **Bill No. 2963-22, Amending Chapter 510, Right of Way Management – 2nd Reading**
An Ordinance amending Chapter 510, Right of Way Management. 2nd reading by title only.
9. **Resolution 1133, Amending the Schedule of Fees**
A Resolution adopting amendments to the Schedule of Fees.
10. **Resolution 1134, Amending the Employee Compensation Plan**
A Resolution adopting amendments to the Employee Compensation Plan.
11. **Resolution 1135, Amending the Employee Handbook**
A Resolution adopting amendments to the Employee Handbook.
12. **Resolution 1136, Amending the Policy Manual**
A Resolution adopting amendments to the Policy Manual.
13. **Resolution 1137, Agreement with Clay County for Winter Storm Maintenance**
A Resolution authorizing the Mayor to sign a Winter Storm Maintenance Agreement with Clay County.
14. **Resolution 1138, Authorization No. 97 – Little Platte River Crossing Design**
A Resolution authorizing and directing the Mayor to execute Authorization No. 97 with HDR Engineering, Inc. for design and construction services for Little Platte River Crossing.
15. **Resolution 1139, Awarding RFQ No. 22-20– Wayfinding Sign Design**
A Resolution awarding RFQ No. 22-20, authorizing and directing the Mayor to enter an agreement with KMA Design for the completion of a Wayfinding and Signage Design Guideline Project in an amount not to exceed \$19,390.

OTHER MATTERS BEFORE THE BOARD

16. **Public Comment**
Pursuant to the public comment policy, a request must be submitted to the City Clerk prior to the meeting. When recognized, please state your name, address and topic before speaking. Each speaker is limited to three (3) minutes.
17. **Appointment**
The Mayor will make an appointment for the Economic Development Committee and the Board will vote.
 - Kelly Kobylski
18. **New Business From The Floor**
Pursuant to the order of business policy, members of the Board of Aldermen may request a new business item appear on a future meeting agenda.
19. **Adjourn**





STAFF REPORT

| | |
|----------------------|--------------------------------------|
| Date: | October 18, 2022 |
| Prepared By: | Stephen Larson, Finance Director |
| Subject: | Discussion on Utility Rate Increases |
| Staff Report: | Public Works (Utilities), Finance |

The Board has asserted that it would like to move forward with implementing recommended rate increases from the latest utility rate study, completed by Raftelis Financial Consultants in July 2022, for the November 2022 billing cycle (which would be mailed to utility customers in early December 2022). RSMo requires that a Public Hearing be held prior to increasing sewer rates and requires that notification of the Public Hearing be published in a newspaper of general circulation in Smithville at least 30 days prior to the hearing.

UTILITY RATE HISTORY

The following charts compare the proposed water and sewer structure and rates with water and sewer structure and rate history dating back to March 1, 2020. The amounts listed are for both residential and commercial customers, except for those marked with an asterisk (*), where the first amount listed is for residential customers and the second amount listed is for commercial customers.

| Water Meter Service Charge | Mar 1, 2020 | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|----------------------------|--------------------|--------------------|-------------------|--------------------|
| 3/4" Meter | \$10.68 | \$11.21 | \$11.77 | \$12.78 |
| 1" Meter | \$10.68 / \$16.80* | \$11.21 / \$17.64* | \$11.77 / \$18.52 | \$12.78 / \$20.09* |
| 2" Meter | \$50.45 | \$52.97 | \$55.62 | \$60.35 |
| 3" Meter | \$99.00 | \$103.95 | \$109.15 | \$118.43 |
| 4" Meter | \$154.45 | \$162.18 | \$170.29 | \$184.77 |
| 6" Meter | \$307.41 | \$322.78 | \$338.92 | \$368.82 |

| Water Usage Rate by Volume | Mar 1, 2020 | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|----------------------------|-------------|-------------|-------------|-------------|
| Per 1,000 Gallons | \$7.43 | \$7.89 | \$8.33 | \$9.04 |

| Wastewater Service Charge | Mar 1, 2020 | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|
| 3/4" Meter | \$13.00 | \$14.56 | \$16.02 | \$18.43 |
| 1" Meter | \$13.00 / \$20.67* | \$14.56 / \$23.15* | \$16.02 / \$25.47* | \$18.43 / \$29.29* |
| 2" Meter | \$62.86 | \$70.40 | \$77.46 | \$89.08 |
| 3" Meter | \$133.50 | \$149.52 | \$164.52 | \$189.20 |
| 4" Meter | \$193.24 | \$216.42 | \$238.13 | \$273.85 |
| 6" Meter | \$384.97 | \$431.17 | \$474.42 | \$545.59 |

| Wastewater Usage Rate by Volume | Mar 1, 2020 | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---------------------------------|-------------|-------------|-------------|-------------|
| Per 1,000 Gallons | \$4.85 | \$5.84 | \$6.68 | \$7.69 |

EFFECT ON A TYPICAL RESIDENTIAL UTILITY BILL

All residential customers have a 3/4" or 1" meter servicing the residence. With the monthly service fees identical for both size meters, below is a projected utility bill for a residential customer with a 3/4" meter and 5,000 gallons of usage.

| Projected Utility Bill for 5,000 Gallon User (Excludes Trash) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---|----------------|-----------------|-----------------|
| 3/4" Meter - Water Service Charge | \$11.21 | \$11.77 | \$12.78 |
| Water Usage Charge (5,000 Gallons) | \$39.45 | \$41.65 | \$45.20 |
| Residential Water Sales Tax (1.000%) | \$0.51 | \$0.53 | \$0.58 |
| DNR Fee For 3/4" Meter | \$0.31 | \$0.31 | \$0.50 |
| 3/4" Meter Wastewater Service Charge | \$14.56 | \$16.02 | \$18.43 |
| Wastewater Usage Charge (5,000 Gallons) | \$29.20 | \$33.40 | \$38.45 |
| Grand Total | \$95.24 | \$103.68 | \$115.94 |

RATE ADJUSTMENT IMPACT ON CONTRACTED USER’S UTILITY BILL

The City has a contract with PWSD #8 to supply water at a special rate (this is the only special contract the City has for water services). That contract was effective November 2nd, 2016, and runs through November 2nd, 2031. The current rate is **\$4.98** per 1,000 gallons. Section C-3 of that contracts dictates that “any increase in such rates shall not be greater than the same percentage of increase as [the] City charges its own citizen retail customers” and that “any such change in rate shall become effective at the same time as such change becomes effective to [the] City’s own citizen retail customers.” The proposed percentage increase in water usage charges for citizen retail customers is 8.50%. Therefore, the proposed rate for this contract would increase to **\$5.40** per 1,000 gallons (an increase of 8.43%). A projected bill for PWSD #8 is provided below.

| Projected Utility Bill for PWSD #8 (188th Street) Tax Exempt (Water Only) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|--|--------------------|--------------------|--------------------|
| Water Usage Charge (3,376,000 Gallons*) | \$15,934.72 | \$16,812.48 | \$18,264.16 |
| 4" Meter (No Sewer) - DNR Fee | \$3.43 | \$3.43 | \$8.50 |
| Grand Total | \$15,938.15 | \$16,815.91 | \$18,272.66 |

**Average Monthly Use*

RATE ADJUSTMENT IMPACT ON COMMERCIAL USERS’ UTILITY BILLS

The City’s largest customer is Clay County Parks, who has two accounts with the City. Projected bills for both of Clay County Parks’ accounts are provided below. Projected utility bills for several of the City’s largest remaining customers are provided after.

| Projected Utility Bill for Clay County Parks DD Hwy Tax Exempt (Water Only) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|--|--------------------|--------------------|--------------------|
| Water Usage Charge (656,700 Gallons*) | \$5,181.36 | \$5,470.31 | \$5,936.57 |
| 6" Meter (No Sewer) - DNR Fee | \$6.87 | \$6.87 | \$16.50 |
| Grand Total | \$5,188.23 | \$5,477.18 | \$5,953.07 |

**Average Monthly Use*

| Projected Utility Bill for Clay County Parks F Hwy Tax Exempt (Water Only) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---|--------------------|--------------------|--------------------|
| Water Usage Charge (215,200 Gallons*) | \$1,697.93 | \$1,792.62 | \$1,945.41 |
| 4" Meter (No Sewer) - DNR Fee | \$3.43 | \$3.43 | \$8.50 |
| Grand Total | \$1,701.36 | \$1,796.05 | \$1,953.91 |

**Average Monthly Use*

| Projected Utility Bill for St. Luke's Northland Hospital Tax Exempt | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|--|--------------------|--------------------|--------------------|
| 4" Meter - Water Service Charge | \$162.18 | \$170.29 | \$184.77 |
| Water Usage Charge (410,260 Gallons*) | \$3,236.95 | \$3,417.47 | \$3,708.75 |
| 4" Meter - DNR Fee | \$4.26 | \$4.26 | \$9.41 |
| 4" Meter - Wastewater Service Charge | \$216.42 | \$238.13 | \$273.85 |
| Wastewater Usage Charge (410,260 Gallons*) | \$2,395.92 | \$2,740.54 | \$3,154.90 |
| Grand Total | \$6,015.73 | \$6,570.68 | \$7,331.68 |

**Average Monthly Use*

| Projected Utility Bill for Pro Car Wash (Located on Park Drive) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|--|--------------------|--------------------|--------------------|
| 3" Meter - Water Service Charge | \$103.95 | \$109.15 | \$118.43 |
| Water Usage Charge (242,820 Gallons*) | \$1,915.85 | \$2,022.69 | \$2,195.09 |
| Business Water Sales Tax (8.475%) | \$171.18 | \$180.67 | \$196.07 |
| 3" Meter - DNR Fee | \$4.26 | \$4.26 | \$9.41 |
| 3" Meter - Wastewater Service Charge | \$149.52 | \$164.52 | \$189.20 |
| Wastewater Usage Charge (242,820 Gallons*) | \$1,418.07 | \$1,622.04 | \$1,867.29 |
| Grand Total | \$3,762.83 | \$4,103.33 | \$4,575.49 |

**Average Monthly Use*

| Projected Utility Bill for Pro Car Wash (Located on W Second Street) | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---|--------------------|--------------------|--------------------|
| 2" Meter - Water Service Charge | \$52.97 | \$55.62 | \$60.35 |
| Water Usage Charge (149,820 Gallons*) | \$1,182.08 | \$1,248.00 | \$1,354.37 |
| Business Water Sales Tax (8.475%) | \$104.67 | \$110.48 | \$119.90 |
| 2" Meter - DNR Fee | \$0.87 | \$0.87 | \$2.00 |
| 2" Meter - Wastewater Service Charge | \$70.40 | \$77.46 | \$89.08 |
| Wastewater Usage Charge (149,820 Gallons*) | \$874.95 | \$1,000.80 | \$1,152.12 |
| Grand Total | \$2,285.94 | \$2,493.23 | \$2,777.82 |

**Average Monthly Use*

| Projected Utility Bill for Smithville Housing Authority - Tax Exempt | Mar 1, 2021 | Nov 1, 2021 | Nov 1, 2022 |
|---|--------------------|--------------------|--------------------|
| 2" Meter - Water Service Charge | \$52.97 | \$55.62 | \$60.35 |
| Water Usage Charge (150,760 Gallons*) | \$1,189.50 | \$1,255.83 | \$1,362.87 |
| 2" Meter - DNR Fee | \$0.87 | \$0.87 | \$2.00 |
| 2" Meter - Wastewater Service Charge | \$70.40 | \$77.46 | \$89.08 |
| Wastewater Usage Charge (150,760 Gallons*) | \$880.44 | \$1,007.08 | \$1,159.34 |
| Grand Total | \$2,194.17 | \$2,396.86 | \$2,673.64 |

**Average Monthly Use*



AFFIDAVIT OF PUBLICATION

NPG Newspapers, Inc., P.O. Box 29, St. Joseph, MO 64502

Reference: 269213
Ad ID: 6722576

P.O. : DESC. :BOA Meeting Oct. 18 Sewer Chrg Revisions

**JACK HENDRIX
CITY OF SMITHVILLE
107 W. MAIN
SMITHVILLE, MO 64089**

County of Clay
State of Missouri

I, SANDRA RIDINGS, being duly sworn according to law, state that I am the Legal Advertising Coordinator of THE COURIER TRIBUNE, a weekly newspaper of general circulation in the County of Clay County, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Liberty, Missouri, the city publication; which newspaper had been published regularly and consecutively for a period of four years and has a list of bona fide subscribers voluntarily engaged as such who have paid or agree to pay a state price for a subscription for a definite period of time. Affiant further declares that said newspaper is qualified under and has complied with provision of Section 493.050 to 493.090, Missouri Revised Statutes 1949, as amended. The affixed notice appeared in said newspaper on the following consecutive week(s):

(Published in the Courier-Tribune
Thurs. 9/08/22 & Thurs. 9/15/22)

NOTICE OF PUBLIC HEARING

Pursuant to Section 250.233 RSMo., a public hearing will be held during the City of Smithville Board of Aldermen meeting beginning at 7:00pm Tuesday, October 18, 2022, at Smithville City Hall, 107 W Main Street, Smithville, Missouri, at which time citizens may be heard on proposed revisions to sewer charges for the City of Smithville.

NOTICE: *Due to concerns for safety, public meetings and public comment during public meetings require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the City's YouTube page.

For Public Comment, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be invited via Zoom to access the meeting via internet or phone.

Run Dates: 09/08/22 to 09/15/22
Appearances: 2
AD SPACE: 59
TOTAL COST: \$55.32

(Signed) 

Subscribed and sworn before me this
15 day of Sept. 2022
 Notary Public

JUDY B. MORENO
Notary Public - Notary Seal
State of Missouri
Commissioned for Buchanan County
My Commission Expires: June 23, 2024
Commission Number: 12544882



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration/Public
Works/Police/Finance

AGENDA ITEM: Consent Agenda

REQUESTED BOARD ACTION:

The Board of Aldermen can review and approve by a single motion. Any item can be removed from the consent agenda by a motion. The following items are included for approval:

- **Minutes**
 - October 4, 2022, Board of Aldermen Work Session Minutes
 - October 4, 2022, Board of Aldermen Regular Session Minutes
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- **Resolution 1132, Employee Assistance Program Services**

A Resolution authorizing the Mayor to sign an agreement with ComPsych for the purpose of providing Employee Assistance Program Services.

SUMMARY:

Voting to approve would approve the Board of Aldermen minutes and Resolutions.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|---|---|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input checked="" type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Finance Report | |

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

October 4, 2022, 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. **Call to Order**

Mayor Boley, present, called the meeting to order at 5:56 p.m. A quorum of the Board was present: John Chevalier, Leeah Shipley, Ronald Russell, Marv Atkins, Dan Ulledahl and Dan Hartman.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Stephen Larson, Chuck Soules, Matt Denton, Jack Hendrix, Linda Drummond and Gina Pate.

2. **GIS Demonstration**

Gate Pate, Management Analyst for the Public Work Department, presented a demonstration of the Geographic Information System (GIS) the City now uses for mapping of the City's infrastructure.

Visit the [City website](#) to view the demonstration.

Gina explained that the City's GIS website will be available to the public. They will be able to access information on the streets PCI data, sidewalk conditions, right of way work, flood layer, work being done in their area, the ward boundaries, etc.

Gina noted that there will be staff training on October 11.

Chuck Soules, Public Works Director, noted that he and Gina were both users of GIS. He said that Gina has done a terrific job with this project. He explained that a lot of this information will be very useful for developers, anybody looking to come into the City and staff will use it for projects. Chuck explained that staff sent a lot of the GIS information over to GBA to do our Stormwater Master Plan.

Chuck explained that we will be able to get a lot of information out to the public such as; snow routes, who maintains what roads and who is working in their neighborhood. Residents will be able to access this information without having to call the City.

He explained that this will also help with the work order process. Once staff completes a work order that information will be uploaded. In the near future we will be able to start identifying issues such as potholes where residents can take a picture of the pothole send it to the GIS and it will create the work order. Staff then goes out and fixes the pothole and send their response once the work orders finished. The resident will then receive a response that the pothole is fixed.

Alderman Chevalier noted that this is a very good job, and he likes it a lot but asked that when we put this out to the public would there be a way to create a few tutorials on how to use and navigate the GIS.

Cynthia agreed and said that she had made herself a note on some of the context that should be included in the tutorial and would discuss it with Chuck and Gina.

Gina noted that there is a GIS page on the City [website](#) that has some information on the project, and she is planning to add a tutorial to it.

Cynthia noted that this is great information to be able to share with the residents, tremendous information to have in-house to provide information for action on budget items or any utility information and to be able to show the information on a map. She explained that this technology will help the utility department knowing where water and sewer lines are. This serves as a great base to help us grow and expand on lots of information internally and externally.

Alderman Atkins asked if the photos would be updated annually?

Gina explained the original pictures were done by SAM, they went out and surveyed everything. She said that she and Chuck have discussed a maintenance program of what areas we would be going to update and possibly on a two-year schedule.

Alderman Atkins asked if there was grease in the sewer drain would we have to get a complaint first?

Chuck explained that any time staff do any kind of maintenance that keeping records on the GIS so it will keep it updated. Anytime staff does maintenance on things like a valve exercising program, a hydrant test program, a manhole protection program, any maintenance programs it will start populating the information as we go. We will get videos for our slip line program this year and will have before and after of all those lines. Chuck said that at some point he thinks there will be the ability to identify for example where a lines had multiple breaks.

3. Review of Fireworks Event Approvals

Anna Mitchell, Assistant City Administrator, noted that discussion on fireworks events has occurred several times over the last couple of years. Currently the charge of fireworks only is allowed around the Fourth of July from July 3 to July 6 between 9:00 a.m. and 11:00 p.m.

Fireworks displays outside of that time have to be approved by the Board. Anna explained that this was brought forward with the opening of White Iron Ridge for weddings as they had an interest in a fireworks send off at the end of the night.

There have been several requests for fireworks event displays that have come before the Board for approval and has become repetitive. Anna noted that the Board requested that staff look into administrative approvals by researching different ways that other communities do administrative approval.

Staff found through an application process we would require several different documents such as; insurance contact information, fireworks display information, notification requirements to the area residents, as well as written approval from the Fire Protection District. Once the applicant provides all the proper information that is when that would all be submitted to the City Administrator for approval. The City Administrator would notify the Board in the City Administrator's report and also notify the Police Department in case there are complaints the evening of the event. This

process ensures the Fire Protection District, and the area residents are informed of the event.

Anna noted that staff is looking for feedback from the Board on this process and noted that Chief Cline was present if the Board had any questions for him of what they look for when they inspect an area for a fireworks display and then also on the application as well that would be required with the administrative approval.

Alderman Russell asked if the four items on the application check list were additional items or if there were added as part of the process now.

A copy of a current certificate of insurance

A copy of written approval of the event from the Smithville Area Fire Protection District

A written plan of notification to the area residents

Types and Sizes of fireworks that are to be used in the display

Cynthia explained that they are currently required and reviewed before coming to the Board for approval they were just made part of the application.

Alderman Hartman noted that he liked the idea of having City Administrator approval for White Iron Ridge who knows this process and having Chief Cline involved. He does though believe that it would be helpful to have a calendar reminder about the fireworks event. He thinks that since we have a regular vendor who does these events on a regular basis a blanket permit could be the way to go.

Cynthia noted that Chief Cline has discussed this previously, since they use the same fireworks company consistently for their events.

Mayor Boley explained that the City may have another fireworks event request from another entity in town. The School District may request to shoot fireworks during the high school football games after a touchdown.

Cynthia asked the Board if they were in favor of administrative approval for White Iron Ridge fireworks events only or for all requests for fireworks events.

Mayor Boley said that if they are a new vendor they need to come before the Board at least in an interview.

Alderman Russell asked if the day of the event was really windy is there a certain point where they say it is not going to happen?

Chief Cline explained there are several requirements for fireworks that they are heavily regulated by the state of Missouri. He noted his first question when anyone wants to use fireworks for any event is, who is the shooter, because the type of fireworks we are talking about are the professional grade, they require a permit and require proper storage.

Chief Cline explained that is why he feels a lot more comfortable with an annual approval and then a case-by-case approval for the discharge. He noted that when it comes to the set itself the vendors are made aware of the responsibility and those companies take that very seriously. They do consider wind conditions and it also has lot to do with the humidity as well because the rounds will not go as high as they are

designed to and they are also looking at dry conditions. It is stressed to them all along so they are well aware that they are responsible.

Chief Cline explained that the lanterns become an issue because who is responsible for them, if it is an individual doing them versus a company. It is harder to hold someone responsible so there are a lot of parameters that they have to meet.

Chief Cline noted that it does come down to an actual shoot time decision and if the conditions are favorable for them to set off the fireworks.

He explained that for the School District it is going to be more problematic because of the fallout requirements. The fallout zone requirements of how big, the bigger the fireworks they set off, the bigger that area has to be. Around the high school there are homes, there are spectators and everyone pretty close, so a fireworks event might be difficult for them.

Cynthia noted that Chief Cline indicated an annual permit, and it was not outlined in the memo. She asked if it would help make things easier if White Iron Ridge requested an annual permit so that we can ensure that we know who is shooting the fireworks off. The annual permit application can be reviewed to make sure there have not been any issues. Then during the year, they would submit fireworks event application on a case-by-case basis for administrative approval. She asked for direction from the Board.

Mayor Boley suggested to begin the annual permit on November 1 with the City's fiscal year then administrative approval for the events throughout the year.

The Board all agreed.

Cynthia thanked Amanda from White Iron Ridge all for the communication to the neighborhood.

4. Discussion of Founder's Day

Cynthia noted that Alderman Russell had requested to address the topic of observing Founders Day in some fashion. She explained that the information included in the memo in the packet outlines how the Historical Society has typically celebrated it. The timing of that celebration is held at the same time is Lakefest, so there is also outlined some of the information for Lakefest. Cynthia noted that representatives from both of those groups are here tonight.

Alderman Russell explained that he was looking at having a Founders Day of Smithville and looking at to have some type of the summer celebration and make sure that other communities know about it. He noted that he would like to make it a big celebration for the City and possibly have in the City offices closed but if it was on the weekend date then that is something else. He said that we need to work in conjunction with the other festivities are going on. Alderman Russell asked what the Board's thought were on it and what direction we should take.

Mayor Boley explained that he had met with the Lakefest committee earlier this evening to discuss what they are planning for next year.

Shauna Houghton, Lakefest Committee member, explained that they pick Father's Day weekend every year to keep Lakefest consistent, so everyone knows that there is going to be a festival that weekend. She said if the City would want to combine it with Founder's Day, they could definitely try to work together with us. Shauna explained that they meet the second Wednesday every month at 6:30 p.m. at the Coulter bus barn. She said that they have a lot of there event planned already but if the City would like to come to the meeting to collaborate, they would be open to discuss it.

Mayor Boley asked Alderman Russell if he could attend their meetings?

Alderman Russell said that he could.

Mayor Boley asked about that the Lakefest committee setting up a separate event to have more things for kids to do.

Shauna explained that next year they will have Lakefest as well as Little Kids Lakefest. She said the reason why they chose to do this is because alcohol is being served at Lakefest and they want to bring in more for the kid. They reached out to Gower to get the contacts for the people that did their festival to bring some of those programs here for the kids. They all trying to do this for all ages.

Mayor Boley explained that during his meeting with the Lakefest Committee they discussed extending out the festival and using more of the downtown. He asked that they work with the Parks Department with the laid out of the festival to make sure they have the power and water requirements ahead of time and no one is scrambling the day of the festival.

Shauna noted that they would be reaching out to the Parks Department once they have that information set. She asked if the Board had any questions or feedback from their event this year.

Mayor Boley said that he appreciated that they are getting their event planned early. He suggested that they make sure to have enough volunteers, so they do not fall behind on trash or if they have horses make sure that there is someone there responsible for taking care of them. He also suggested that they get the Board involved in the event as well.

Mayor Boley suggested having the Monday after that weekend be the day City Hall is closed to encourage employees to participate since they would not have to worry about getting back to work the next day. He said it would be good for the Parks Department staff that will have to be there all day on Saturday working.

Katie Stafford, Historical Society, noted that they held their first Founder's Day in 2017. She said that she thought it was great that Founder's Day and Lakefest be held at the same time. Katie feels that with people being downtown for Lakefest then they might take the opportunity to go down to the Smithville Historical Society Museum and Inn. She said that they could provide games for the kids also. Katie explained that they reason that they chose Father's Day weekend is, if her math is correct, Humphrey Smith actual died on Father's Day. If Father's Day had existed back then.

Katie noted that they do not usually have to many people spend much time at their event. She explained that people come tour the museum and they have raffles and gift for them. They also have incorporated rock painting which the kids love to do. They also had a live band history reenactors last year.

Shauna noted that she believed Lakefest could incorporate the Founder's Day activity timeline into their timeline to help get them foot traffic.

Katie agreed that they could also advertise for Lakefest.

Mayor Boley asked Shauna when they do the boat races where do they end the race.

Shauna explained that it starts up by Liberty Street and they end it just before the bridge.

Mayor Boley suggested that they could end it at an area close to the Patterson House so people would to there for the kid's activities.

Alderman Chevalier asked if there is a timeline that we need to have a plan in place if they are wanting a sponsorship.

Mayor Boley noted that the sponsorship would be to waive the fees for the Courtyard like we have done for other events. He explained that the Parks Department will bring that before the Board when they receive the application. Mayor Boley said that it would be nice to bring this to the Board before December 1 so we can publish it on the calendar of events.

Alderman Chevalier noted that he thought this would be a great event having both events happening on the same day and it is an opportunity for the City to get more involved.

Alderman Hartman asked if they needed to give staff direction for City Hall being closed the Monday after Father's Day.

Mayor Boley said that is some thing the Board can direct staff to amend the Employee Handbook to add that. Since it is to be a citywide event staff would be encouraged to be here that weekend.

The Board all agreed.

Cynthia asked for clarification on Alderman Chevaliers question of City participation in this. What is anticipated from the City that Parks Department works in support of that. Work with them to get the application done and then with the coordination for that day. Is there an expectation that the City is also a partner in this with the Historical Society and Lakefest.

Mayor Boley said he believed they are asking for the City to waive the fee for the square in exchange for sponsorship. He noted that they would still have to pay for the police services. He clarified that they would just be using the downtown square and having a parade.

Cynthia noted that staff would be bringing forward for Board approval changes to the Employee Handbook at the next meeting. She said staff could add the language that the Monday following the Founder's Day celebration would be a holiday if that is what the Board directed.

The Board all agreed.

5. Adjourn

Alderman Hartman moved to adjourn. Alderman Chevalier seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:41 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

October 4, 2022, 7:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:59 p.m. A quorum of the Board was present: John Chevalier, Leeah Shipley, Marv Atkins, Dan Ulledahl, Dan Hartman and Ronald Russell.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Lockridge, Chuck Soules, Stephen Larson, Jack Hendrix, Matt Denton and Linda Drummond.

2. Pledge of Allegiance led by Mayor Boley

3. Consent Agenda

- **Minutes**

- September 20, 2022, Board of Aldermen Work Session Minutes
- September 20, 2022, Board of Aldermen Regular Session Minutes

- **Resolution 1122, Acknowledging Emergency Purchase – Basin Cleaning**

A Resolution acknowledging an emergency expenditure for basin cleaning at the wastewater treatment plant in the amount of \$28,694.40 with Clean Harbors Environmental Services.

- **Resolution 1123, Acknowledging Emergency Purchase – Harbortowne Lift Station**

A Resolution acknowledging an emergency expenditure in the amount of \$27,744.89 with Mid-America Pump for the Harbortowne lift station.

- **Resolution 1124, Authorizing Purchase for Actuators and Valves**

A Resolution authorizing the purchase of two solid waste treatment plant actuators and valves in an amount not to exceed \$60,086.93 with Mellen and Associates.

- **Resolution 1125, Authorizing the purchase of Park Signage**

A Resolution authorizing the purchase of park signage from Boulder Designs in the amount of \$10,400.

Alderman Hartman moved to approve the consent agenda. Alderman Chevalier seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. The Mayor declared the consent agenda approved.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. City Administrator's Report

Cynthia noted a few weeks ago staff provided information on four projects that we submitted grants for through Mid-America Regional Council (MARC). One of those projects

was the Riverwalk. Staff has received word that the Transportation Alternatives Program funding recommendations have been identified and there is a committee meeting tomorrow morning that Chuck Soules, Public Works Director will participate in. The Riverwalk project has been identified as one of the top six projects.

Staff anticipates if the Riverwalk project meets with approval at the meeting tomorrow, it then goes to a larger committee that approves the funding recommendations. We would anticipate potential of funding for that in 2026.

The City submitted a request for over \$2 million dollars for the project, but the MARC match is only up to \$750,000. Staff has looked at the Riverwalk project and the estimates that we had from Landworks as we went through the Parks and Recreation Master Plan and believe we could scale back the project to install the trail and stub in the utilities for future water fountains and electrical. Cynthia noted that the design would be an additional cost but with the grant of \$750,000 plus the City match of \$750,000 staff believes we could get the trail. The cost for the amenities outlined could be done with fundraising or look at our Capital Improvement Plan over time. She explained that with the budget that is included in the agenda tonight includes the Capital Improvement Plan program only for the fiscal year 2023. The Capital Improvement Plan that looks the next five years has funds in the Parks and Recreation and Stormwater sales tax \$300,000 in 2025 and \$300,000 in 2026 for sports courts. Cynthia noted that \$600,000 gets us close to that \$750,000 match and we could also look at stormwater expenditures. She explained that there are ways we could move those projects around as we get closer to that time period.

Staff recommends that the Board adopt the budget tonight showing those items. Those funds would be targeted for use for the match for the Riverwalk project. Cynthia explained that in terms of comparison, the \$750,000 that we could potentially get for a Riverwalk compares to the Main Street Trail where we received only \$280,000.

Cynthia noted that this is a significant investment but the project checks all of the boxes that Mid-America Regional Council (MARC) reviews on its applications and they see it as a significant project for the area.

Cynthia noted that staff is excited about this project and wanted to make sure the Board is on board with continuing because staff will want to be able to convey that support to MARC tomorrow morning in that meeting.

Chuck Soules, Public Works Director, explained that if things go as planned, he does anticipate the funding but wanted to make sure that the Board was aware of the \$750,000 plus the engineering commitment.

Mayor Boley said that he supported it and as a MARC Executive Board member he would support it when it comes before them.

Alderman Ulledahl asked if the grant would also match the engineering cost?

Chuck explained that the engineering cost would be the City's responsibility and that cost could be \$250,000 to \$300,000.

Alderman Chevalier asked if this is the only project that we could receive funding for?

Cynthia explained that the four grant applications we have submitted are processed by separate committees, so we do not have word on the others at this time.

Chuck noted that the application submitted for Second Creek did not score as well and he did not know why.

Mayor Boley explained that smaller communities do not score as well because of census tracks and different things.

Cynthia noted that with the Boards approval, staff will proceed and keep the Board informed as staff receives the information.

ORDINANCES & RESOLUTIONS

5. Bill No. 2960-22, Amending Outdoor Storage – 2nd Reading

Alderman Hartman moved to approve Bill No. 2960-22, amending Sections of Chapter 400, zoning codes related to outdoor storage. 2nd reading by title only. Alderman Chevalier seconded the motion.

No discussion.

Upon roll call vote:

Alderman Shipley – Aye, Alderman Atkins – Aye, Alderman Chevalier – Aye,
Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Russell - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2960-22 approved.

6. Bill No. 2961-22, Right of Way Agreement with Bluebird Network - 1st Reading

Alderman Hartman moved to approve Bill No. 2961-22, authorizing the Mayor to sign a Right-Of-Way Use Agreement For Communications Facilities with Missouri Network Alliance, LLC also known as Bluebird Network. 1st reading by title only. Alderman Ulledahl seconded the motion.

No discussion.

Upon roll call vote:

Alderman Ulledahl – Aye, Alderman Hartman – Aye, Alderman Atkins – Aye,
Alderman Chevalier – Abstained, Alderman Russell – Aye, Alderman Shipley - Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. Mayor Boley declared Bill No. 2961-22 approved first reading.

7. Bill No. 2962-22, Adopt the FY2023 Operating Budget – 1st Reading

Alderman Hartman moved to approve Bill No. 2962-22, adopting the FY2023 Annual Operating Budget. 1st reading by title only. Alderman Chevalier seconded the motion.

No discussion.

Upon roll call vote:

Alderman Atkins – Aye, Alderman Russell – Aye, Alderman Ulledahl – Aye,
Alderman Shipley – Aye, Alderman Chevalier – Aye, Alderman Hartman - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2962-22 approved first reading.

8. Bill No. 2963-22, Amending Chapter 510, Right of Way Management – 1st Reading

Alderman Hartman moved to approve Bill No. 2963-22, amending Chapter 510, Right of Way Management. 1st reading by title only. Alderman Ulledahl seconded the motion.

Chuck Soules, Public Works Director, explained that the City's code does not have clear instructions for right-of-way management. During right-of-way work being done by a contractor on Commercial Street a week or two ago this water line was damaged, and it was an \$11,000 repair. Staff sent the repair bill to the contractor who is now out of business. We are now in the process of trying to get payment from the general contractor.



Figure 1 - Water line damaged during work done in the right of way.

Chuck explained that these types of job generally start with the main business who hires a general contractor, and the general contractor then hires two or three subcontractors.

Chuck noted that this new Right-of-Way Management Ordinance makes it clear that the person doing the work is responsible, they must provide insurance certificates with the City named as an additional insured and it will if they forfeit it will go back all the way to the main company that has the right-of way agreement.

Alderman Hartman asked if it was a boring machine that damaged the water line?

Chuck said that it was.

Chuck explained that so far the City has been successful collecting for the repairs until this one. This Ordinance will make it absolutely clear what is expectations are.

Alderman Russell asked about the existing right-of-way agreements including the one that the Board just approved with Bluebird.

Chuck explained that in those agreements state they follow the current codes so if we make amendments to our Ordinance those agreements will follow the codes as amended. Chuck noted that staff will notify all the existing right-of-way agreements within the City once the Ordinance has been approved.

Cynthia explained that one of the reasons staff wanted to get this done now is to help in working through updating the processes of business licensing. The current business licenses expire and renew in November and the applications and information is mailed out this month. Staff will not send those renewals out until the second reading of this Ordinance so we can include communication with those renewals. That will let those contractors know there is a change in that Ordinance and of heightened responsibility on their part.

Alderman Hartman thanked Chuck for bringing this to their attention.

Upon roll call vote:

Alderman Hartman – Aye, Alderman Atkins – Aye, Alderman Russell – Aye,
Alderman Shipley – Aye, Alderman Ulledahl – Aye, Alderman Chevalier - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2963-22 approved first reading

OTHER MATTERS BEFORE THE BOARD

9. Public Comment

None

10. New Business from the Floor

Alderman Russell broached the odor issue that happens with the water about every six months. He noted that it happened again recently, and he knows that the water is safe, and that the City complies with and or exceeds existing requirements on state, local, city and federal levels. He asked if there is something additional that could be done to filter the water for the smell.

Alderman Russell noted that he sees people's comments on social media wondered if there is something we could look at to help address this issue with the citizens.

Cynthia explained that this is related to the lake turnover and staff posted information on social media letting people know why this happens and the process the City takes.

Mayor Boley noted that it was great post today and thinks it will help this issue when we get the new raw water pump online.

Chuck explained that it will help a little bit it because we will get the zebra mussels.

Chuck noted that as Alderman Russell mentioned everything is safe. We follow all the guidelines and safety regulations so no one will get sick. He explained that it takes a few days to work itself out of the system because the system holds millions of gallons already. When staff notices the odor, they start adding more carbon which is basically the treatment process. Chuck explained that he has worked in several communities that all have this same issue. He said that when you deal with surface water you are going to have this issue at some point. He explained that he has used potassium permanganate that helps but does not really solve it. He noted that we already use it and carbon and those are the two traditional treatment processes.

Chuck noted that when we start looking into the water plant expansion, there may be some alternatives but does not know what the new technologies are.

Mayor Boley added that the new pump will also have a carbon filter that will help it.

Chuck explained that rivers and wells tend to have less of the odor issue but lakes which is our primary source have the odor issue.

11. Adjourn

Alderman Hartman moved to adjourn. Alderman Chevalier the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:16 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor



FY2022 BUDGET - FINANCIAL UPDATE

9/30/22

| REVENUES, BY FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|--|----------------------|----------------------|----------------------|----------------------|----------------|
| GENERAL FUND | 5,448,315.13 | 4,918,619.60 | 5,023,163.32 | 5,143,358.00 | 102.13% |
| CAPITAL PROJECTS FUND | 296,689.10 | 237,000.00 | 289,753.81 | 287,878.00 | 122.26% |
| CAPITAL IMPROVEMENT SALES TAX FUND | 659,009.18 | 627,555.00 | 623,869.87 | 655,250.00 | 99.41% |
| DEBT SERVICE FUND | 342,190.00 | 351,550.00 | 351,550.00 | 351,550.00 | 100.00% |
| TRANSPORTATION SALES TAX FUND | 587,177.01 | 569,160.00 | 556,756.63 | 572,150.00 | 97.82% |
| COMBINED WATER/WASTEWATER SYSTEMS FUND | 4,953,530.72 | 5,925,399.80 | 5,749,026.23 | 6,125,315.00 | 97.02% |
| SANITATION FUND | 872,880.09 | 849,530.00 | 745,379.88 | 816,670.00 | 87.74% |
| SPECIAL ALLOCATION FUND | 380,820.94 | 570,000.00 | 647,592.03 | 520,000.00 | 113.61% |
| PARK & STORMWATER SALES TAX FUND | 614,189.73 | 627,555.00 | 633,065.58 | 666,250.00 | 100.88% |
| VEHICLE AND EQUIPMENT REPLACEMENT FUND | 91,972.00 | 284,000.00 | 347,510.04 | 353,916.00 | 122.36% |
| COMMONS CID FUND | 297,096.00 | 315,000.00 | 316,149.90 | 330,000.55 | 100.37% |
| DONATION FUND | - | 15,000.00 | 1,100.00 | - | |
| CARES FUND | - | - | - | - | |
| AMERICAN RESCUE PLAN ACT FUND | 1,089,549.62 | 1,089,161.50 | 1,110,127.76 | 1,089,162.00 | 101.92% |
| | 15,633,419.52 | 16,379,530.90 | 16,395,045.05 | 16,911,499.55 | 100.09% |

| EXPENDITURES, BY FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|--|----------------------|----------------------|----------------------|----------------------|---------------|
| GENERAL FUND | 5,269,205.24 | 5,905,850.00 | 5,407,596.43 | 5,731,489.00 | 91.56% |
| CAPITAL PROJECTS FUND | 1,536,744.43 | 127,000.00 | 127,000.00 | 127,000.00 | 100.00% |
| CAPITAL IMPROVEMENT SALES TAX FUND | 752,250.00 | 660,550.00 | 529,182.40 | 645,824.00 | 80.11% |
| DEBT SERVICE FUND | 329,855.00 | 339,213.00 | 339,212.50 | 339,213.00 | 100.00% |
| TRANSPORTATION SALES TAX FUND | 887,522.42 | 782,630.00 | 630,862.73 | 687,760.00 | 80.61% |
| COMBINED WATER/WASTEWATER SYSTEMS FUND | 3,287,508.75 | 6,958,415.00 | 4,470,854.87 | 5,680,773.00 | 64.25% |
| SANITATION FUND | 865,323.97 | 836,450.00 | 750,887.61 | 815,943.00 | 89.77% |
| SPECIAL ALLOCATION FUND | 2,294.95 | 1,166,888.00 | 958,815.04 | 1,166,888.00 | 82.17% |
| PARK & STORMWATER SALES TAX FUND | 176,872.09 | 485,000.00 | 288,790.98 | 358,012.00 | 59.54% |
| VEHICLE AND EQUIPMENT REPLACEMENT FUND | 66,296.04 | 250,749.00 | 191,132.93 | 175,749.00 | 76.22% |
| COMMONS CID FUND | - | 595,000.00 | 534,818.99 | 530,000.00 | |
| DONATION FUND | - | - | - | - | |
| CARES FUND | 588,258.58 | - | - | - | |
| AMERICAN RESCUE PLAN ACT FUND | - | 2,178,300.00 | 1,264,882.49 | 2,178,300.00 | 58.07% |
| | 13,762,131.47 | 20,286,045.00 | 15,494,036.97 | 18,436,951.00 | 76.38% |

GENERAL FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|----------|
| PROPERTY TAXES | 934,865.26 | 935,099.00 | 1,005,838.37 | 996,377.00 | 107.56% |
| SALES AND USE TAXES | 1,933,487.01 | 1,882,351.00 | 1,933,043.48 | 1,938,750.00 | 102.69% |
| FRANCHISE TAXES | 698,064.78 | 648,090.00 | 657,820.19 | 682,640.00 | 101.50% |
| OTHER TAXES | 329,257.40 | 325,752.00 | 341,311.28 | 357,060.00 | 104.78% |
| LICENSES, FEES, AND PERMITS | 446,474.04 | 414,507.60 | 374,409.56 | 426,145.00 | 90.33% |
| INTERGOVERNMENTAL REVENUES | 42,444.26 | 49,280.00 | 46,989.85 | 41,685.00 | 95.35% |
| CHARGES FOR SERVICES | 363,337.18 | 251,390.00 | 296,731.37 | 271,069.00 | 118.04% |
| FINES AND FORFEITS | 138,949.00 | 111,500.00 | 104,619.24 | 111,500.00 | 93.83% |
| INTEREST | 49,908.66 | 46,800.00 | 103,787.66 | 46,800.00 | 221.77% |
| DONATIONS | 100.00 | 4,750.00 | - | 1,000.00 | 0.00% |
| OTHER REVENUE | 60,664.24 | 760.00 | 38,572.22 | 18,992.00 | 5075.29% |
| DEBT ISSUED | 241,583.30 | 3,000.00 | 2,970.00 | 6,000.00 | |
| TRANSFERS IN | 209,180.00 | 245,340.00 | 114,352.55 | 245,340.00 | 46.61% |
| | 5,448,315.13 | 4,918,619.60 | 5,020,445.77 | 5,143,358.00 | 102.07% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------|
| ADMINISTRATION | 968,627.72 | 621,397.00 | 631,141.73 | 623,441.00 | 101.57% |
| STREET | 857,425.06 | 1,301,855.00 | 982,032.21 | 1,400,863.00 | 75.43% |
| POLICE | 1,953,680.94 | 2,270,525.00 | 2,136,774.66 | 2,012,573.00 | 94.11% |
| DEVELOPMENT | 429,726.22 | 473,704.00 | 432,746.72 | 469,177.00 | 91.35% |
| FINANCE | 320,012.10 | 409,091.00 | 411,034.58 | 405,584.00 | 100.48% |
| COURT | - | - | - | - | |
| PARKS & REC | 683,986.48 | 741,338.00 | 737,096.81 | 738,781.00 | 99.43% |
| SENIOR CENTER | 19,120.98 | 25,120.00 | 25,936.69 | 19,350.00 | 103.25% |
| ELECTED OFFICIALS | 32,125.28 | 53,720.00 | 41,878.01 | 52,367.00 | 77.96% |
| ANIMAL SHELTER | 4,500.46 | 9,100.00 | 8,955.02 | 9,353.00 | 98.41% |
| EMERGENCY | - | - | - | - | |
| | 5,269,205.24 | 5,905,850.00 | 5,407,596.43 | 5,731,489.00 | 91.56% |

ADMINISTRATION

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| SALARIES & WAGES | 299,917.92 | 283,726.00 | 268,704.10 | 286,332.00 | 94.71% |
| PART-TIME WAGES | 40,157.89 | 30,000.00 | 30,502.35 | 30,000.00 | 101.67% |
| OVERTIME WAGES | 17.70 | - | - | - | |
| FICA EXPENSE | 25,279.34 | 24,006.00 | 22,402.17 | 23,884.00 | 93.32% |
| EMPLOYEE BENEFITS | 24,691.13 | 18,780.00 | 18,070.02 | 16,132.00 | 96.22% |
| WORKER'S COMPENSATION | 509.55 | 558.00 | 564.31 | 558.00 | 101.13% |
| RETIREMENT EXPENSE | 26,903.94 | 27,617.00 | 23,645.89 | 23,544.00 | 85.62% |
| UNEMPLOYMENT BENEFITS | - | - | 3,728.56 | 3,729.00 | |
| Personnel | 417,477.47 | 384,687.00 | 367,617.40 | 384,179.00 | 95.56% |
| REPAIRS & MAINTENANCE - BLDG | 7,412.95 | 3,060.00 | 5,947.19 | 3,060.00 | 194.35% |
| REPAIRS & MAINTENANCE - EQUIP | 7,484.68 | 7,560.00 | 5,862.49 | 7,560.00 | 77.55% |
| REPAIRS & MAINTENANCE - VHCLES | - | - | - | - | |
| REPAIRS & MAINTENANCE - SFTWRE | 19,721.74 | 13,660.00 | 17,625.33 | 13,941.00 | 129.03% |
| ELECTRICITY | 1,319.93 | 2,040.00 | 988.20 | 2,040.00 | 48.44% |
| TELEPHONE/INTERNET | 4,819.85 | 2,800.00 | 2,603.75 | 2,800.00 | 92.99% |
| MOBILE COMMUNICATIONS | 2,191.36 | 2,000.00 | 2,203.58 | 2,000.00 | 110.18% |
| CAPITAL EXPENDITURES - EQUIP | 28,565.95 | - | - | - | |
| CAPITAL EXPENDITURES - SOFTWARE | - | - | - | - | |
| TOOLS & SUPPLIES | 948.79 | 390.00 | 602.86 | 603.00 | 154.58% |
| Operation and Maintenance | 72,465.25 | 31,510.00 | 35,833.40 | 32,004.00 | 113.72% |
| FUEL | - | - | - | - | |
| Contractual Services | - | - | - | - | |
| INSURANCE EXPENSE | 4,593.80 | 5,840.00 | 5,343.67 | 5,840.00 | 91.50% |
| Insurance | 4,593.80 | 5,840.00 | 5,343.67 | 5,840.00 | 91.50% |
| TRAINING & TRAVEL EXPENSE | 9,599.92 | 7,560.00 | 11,657.65 | 7,560.00 | 154.20% |
| OFFICE SUPPLIES | 8,700.14 | 4,800.00 | 7,593.00 | 5,361.00 | 158.19% |
| POSTAGE | 2,250.00 | 3,000.00 | 1,735.85 | 3,000.00 | 57.86% |
| ADVERTISING | 558.60 | 500.00 | 24.00 | 500.00 | 4.80% |
| Office and Administrative | 21,108.66 | 15,860.00 | 21,010.50 | 16,421.00 | 132.47% |
| CAPITAL IMPROVEMENT PROJECTS | 342,490.72 | 105,000.00 | 106,550.77 | 105,000.00 | 101.48% |
| Capital Improvement Projects | 342,490.72 | 105,000.00 | 106,550.77 | 105,000.00 | 101.48% |
| Transfers Out | | | | | |
| TOTAL GENERAL FUND | 858,135.90 | 542,897.00 | 536,355.74 | 543,444.00 | #VALUE! |

PUBLIC WORKS (STREET)

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------------|---------------------|-------------------|---------------------|----------------|
| SALARIES & WAGES | 419,882.56 | 451,320.00 | 393,123.05 | 424,400.00 | 87.11% |
| PART-TIME WAGES | 20,675.20 | 20,550.00 | 19,318.46 | 20,550.00 | 94.01% |
| OVERTIME WAGES | 4,531.56 | 8,000.00 | 8,478.08 | 12,000.00 | 105.98% |
| FICA EXPENSE | 30,898.98 | 36,714.00 | 29,487.93 | 31,942.00 | 80.32% |
| EMPLOYEE BENEFITS | 53,358.64 | 64,910.00 | 60,272.27 | 57,936.00 | 92.86% |
| WORKER'S COMPENSATION | 23,009.04 | 31,777.00 | 32,136.78 | 31,777.00 | 101.13% |
| RETIREMENT EXPENSE | 38,380.75 | 40,424.00 | 34,366.78 | 36,064.00 | 85.02% |
| UNIFORM EXPENSE | 1,607.76 | 3,000.00 | 1,288.36 | 3,000.00 | 42.95% |
| Personnel | 592,344.49 | 656,695.00 | 578,471.71 | 617,669.00 | 88.09% |
| REPAIRS & MAINTENANCE - BLDG | 694.80 | 780.00 | 38.66 | 780.00 | 4.96% |
| REPAIRS & MAINTENANCE - EQUIP | 464.32 | 1,240.00 | 1,589.62 | 1,333.00 | 128.20% |
| REPAIRS & MAINTENANCE - VEHICL | 827.44 | 1,500.00 | 2,534.99 | 2,219.00 | 169.00% |
| REPAIRS & MAINTENANCE - SFWRE | 3,299.32 | 111,570.00 | 103,063.77 | 111,570.00 | 92.38% |
| ELECTRICITY | 84,682.62 | 94,290.00 | 77,342.62 | 94,290.00 | 82.03% |
| PROPANE | 4,050.00 | 7,950.00 | 5,058.39 | 7,950.00 | 63.63% |
| TELEPHONE/INTERNET | 6,064.94 | 6,450.00 | 5,251.39 | 6,450.00 | 81.42% |
| MOBILE COMMUNICATIONS | 3,484.17 | 2,930.00 | 4,426.70 | 2,930.00 | 151.08% |
| CAPITAL EXPENDITURES - EQUIP | - | 5,000.00 | 2,076.77 | 5,000.00 | 41.54% |
| CAPITAL EXPENDITURES - VEHICLE | - | - | - | - | |
| TOOLS & SUPPLIES | 532.70 | 1,500.00 | 748.42 | 1,500.00 | 49.89% |
| FUEL | - | - | - | 2,202.00 | |
| Operation and Maintenance | 104,100.31 | 233,210.00 | 202,131.33 | 236,224.00 | 86.67% |
| PROFESSIONAL SERVICES | 89,607.93 | 365,480.00 | 161,378.68 | 365,480.00 | 44.16% |
| DEDUCTIBLES | - | 1,000.00 | - | 1,000.00 | 0.00% |
| Contractual Services | 89,607.93 | 366,480.00 | 161,378.68 | 366,480.00 | 44.03% |
| INSURANCE EXPENSE | 18,789.11 | 19,170.00 | 13,806.82 | 19,170.00 | 72.02% |
| Insurance | 18,789.11 | 19,170.00 | 13,806.82 | 19,170.00 | 72.02% |
| TRAINING & TRAVEL EXPENSE | 1,036.28 | 3,000.00 | 3,410.81 | 3,000.00 | 113.69% |
| OFFICE SUPPLIES | 1,810.69 | 2,500.00 | 506.39 | 2,500.00 | 20.26% |
| MEMBERSHIPS & SUBSCRIPTIONS | 921.25 | 800.00 | 1,314.53 | 820.00 | 164.32% |
| Office and Administrative | 3,768.22 | 6,300.00 | 5,231.73 | 6,320.00 | 83.04% |
| CAPITAL IMPROVEMENT PROJECTS | 8,815.00 | - | - | - | |
| Capital Improvement Projects | 8,815.00 | - | - | - | |
| MISCELLANEOUS | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| TRANSFERS OUT | 40,000.00 | 20,000.00 | 20,000.00 | 155,000.00 | 100.00% |
| Transfers Out | 40,000.00 | 20,000.00 | 20,000.00 | 155,000.00 | 100.00% |
| TOTAL GENERAL FUND | 857,425.06 | 1,301,855.00 | 981,020.27 | 1,400,863.00 | |



POLICE DEPARTMENT

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| SALARIES & WAGES | 980,844.45 | 1,140,988.00 | 993,213.60 | 1,039,510.00 | 87.05% |
| PART-TIME WAGES | 15,253.16 | 19,300.00 | 14,079.84 | 19,300.00 | 72.95% |
| OVERTIME WAGES | 73,238.31 | 42,000.00 | 90,546.76 | 95,000.00 | 215.59% |
| FICA EXPENSE | 76,440.37 | 88,770.00 | 79,903.77 | 84,267.00 | 90.01% |
| EMPLOYEE BENEFITS | 142,562.70 | 207,570.00 | 136,936.86 | 123,325.00 | 65.97% |
| WORKER'S COMPENSATION | 36,846.31 | 49,275.00 | 49,832.93 | 49,275.00 | 101.13% |
| RETIREMENT EXPENSE | 93,410.07 | 107,652.00 | 87,129.12 | 88,741.00 | 80.94% |
| UNIFORM EXPENSE | 18,563.44 | 23,020.00 | 21,160.18 | 23,020.00 | 91.92% |
| Personnel | 1,437,158.81 | 1,678,575.00 | 1,472,803.06 | 1,522,438.00 | 87.74% |
| REPAIRS & MAINT - BLDG | 11,515.51 | 7,350.00 | 13,959.99 | 11,167.00 | 189.93% |
| REPAIRS & MAINTENANCE - EQUIP | 8,862.09 | 6,620.00 | 9,643.60 | 6,620.00 | 145.67% |
| REPAIRS & MAINT - VEHICLES | 31,805.78 | 18,970.00 | 36,921.85 | 23,137.00 | 194.63% |
| REPAIRS & MAINT - SOFTWARE | 24,844.62 | 33,250.00 | 27,638.58 | 33,250.00 | 83.12% |
| ELECTRICITY | 5,865.60 | 7,130.00 | 6,538.72 | 7,130.00 | 91.71% |
| TELEPHONE/INTERNET | 7,724.70 | 8,440.00 | 5,195.83 | 8,440.00 | 61.56% |
| MOBILE COMMUNICATIONS | 8,312.34 | 9,390.00 | 6,653.02 | 9,390.00 | 70.85% |
| CAPITAL EXPENDITURES - EQUIP | 110,287.07 | 74,600.00 | 85,106.88 | 74,600.00 | 114.08% |
| CAPITAL EXPENDITURES - VEHICLE | - | - | 415.38 | - | 41538.00% |
| CAPITAL EXPENDITURES - SFTWARE | 73,263.48 | 19,000.00 | 20,200.87 | 20,201.00 | 106.32% |
| TOOLS & SUPPLIES | 13,069.53 | 16,970.00 | 13,453.39 | 16,970.00 | 79.28% |
| FUEL | 29,199.75 | 35,750.00 | 44,435.61 | 40,000.00 | 124.30% |
| ANIMAL CONTROL | - | 500.00 | - | 500.00 | 0.00% |
| Operation and Maintenance | 324,750.47 | 237,970.00 | 270,163.72 | 251,405.00 | 113.53% |
| PROFESSIONAL SERVICES | 38,618.30 | 40,240.00 | 73,218.79 | 59,509.00 | 181.96% |
| DISPATCHING | 67,927.20 | 72,560.00 | 71,104.49 | 72,560.00 | 97.99% |
| CONFINEMENT | 936.00 | 6,000.00 | 3,425.21 | 6,000.00 | 57.09% |
| INSURANCE DEDUCTIBLES | - | 1,000.00 | - | 1,000.00 | 0.00% |
| Contractual Services | 107,481.50 | 119,800.00 | 147,748.49 | 139,069.00 | 123.33% |
| INSURANCE EXPENSE | 49,269.40 | 53,300.00 | 51,193.79 | 53,300.00 | 96.05% |
| Insurance | 49,269.40 | 53,300.00 | 51,193.79 | 53,300.00 | 96.05% |
| TRAINING & TRAVEL EXPENSE | 21,680.41 | 27,000.00 | 32,058.58 | 27,000.00 | 118.74% |
| ACADEMY TRAINING | - | - | 5,239.18 | - | 523918.00% |
| OFFICE SUPPLIES EXPENSE | 3,268.32 | 2,000.00 | 2,285.35 | 2,000.00 | 114.27% |
| POSTAGE | 864.55 | 1,000.00 | 752.18 | 1,000.00 | 75.22% |
| Office and Administrative | 25,813.28 | 30,000.00 | 40,335.29 | 30,000.00 | 134.45% |
| MEMBERSHIPS & SUBSCRIPTIONS | 9,098.97 | 15,630.00 | 19,049.69 | 15,630.00 | 121.88% |
| Capital Improvement Projects | 9,098.97 | 15,630.00 | 19,049.69 | 15,630.00 | 121.88% |
| CAPITAL IMPROVEMENT PROJECTS | - | - | - | - | |
| MISCELLANEOUS EXPENSE | - | - | 480.62 | 481.00 | |
| Other Expenses | - | - | 480.62 | 481.00 | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | 1,953,572.43 | 2,135,275.00 | 2,001,774.66 | 2,012,323.00 | |



DEVELOPMENT

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| SALARIES & WAGES | 267,737.01 | 291,972.00 | 270,447.54 | 289,093.00 | 92.63% |
| OVERTIME WAGES | 759.71 | 500.00 | 408.08 | 500.00 | 81.62% |
| FICA EXPENSE | 19,399.23 | 22,378.00 | 19,681.25 | 21,012.00 | 87.95% |
| EMPLOYEE BENEFITS | 26,344.66 | 29,200.00 | 28,885.12 | 27,375.00 | 98.92% |
| WORKER'S COMPENSATION | 7,356.52 | 10,058.00 | 10,171.88 | 10,058.00 | 101.13% |
| RETIREMENT EXPENSE | 24,354.58 | 25,746.00 | 23,835.45 | 23,820.00 | 92.58% |
| UNIFORM EXPENSE | 914.20 | 1,800.00 | 256.90 | 1,800.00 | 14.27% |
| Personnel | 346,865.91 | 381,654.00 | 353,686.22 | 373,658.00 | 92.67% |
| REPAIRS & MAINTENANCE - BLDG | 1,231.17 | 1,230.00 | 1,449.52 | 1,230.00 | 117.85% |
| REPAIRS & MAINTENANCE - EQUIP | 1,212.57 | 1,240.00 | 828.34 | 1,240.00 | 66.80% |
| REPAIRS & MAINT - VEHICLES | 1,078.50 | 1,390.00 | 2,866.09 | 1,390.00 | 206.19% |
| REPAIRS & MAINT - SFTWRE/MAPS | 14,070.24 | 21,210.00 | 24,858.24 | 24,229.00 | 117.20% |
| ELECTRICITY | 964.40 | 1,400.00 | 988.22 | 1,400.00 | 70.59% |
| TELEPHONE/INTERNET | 2,335.50 | 2,030.00 | 1,565.43 | 2,030.00 | 77.11% |
| MOBILE COMMUNICATIONS | 2,221.35 | 2,200.00 | 1,715.10 | 2,200.00 | 77.96% |
| CAPITAL EXPENDITURES - EQUIP | 1,683.30 | 6,000.00 | 3,166.99 | 6,000.00 | 52.78% |
| CAPITAL EXPENDITURES - VEHICLE | - | - | - | - | |
| CAPITAL EXPENDITURES - HRDWARE | - | - | - | - | |
| TOOLS & SUPPLIES | 706.70 | 1,020.00 | 173.83 | 1,020.00 | 17.04% |
| FUEL | 3,415.26 | 5,500.00 | 3,729.26 | 5,500.00 | 67.80% |
| Operation and Maintenance | 28,918.99 | 43,220.00 | 41,341.02 | 46,239.00 | 95.65% |
| PROFESSIONAL SERVICES | 41,627.02 | 30,610.00 | 25,556.45 | 30,610.00 | 83.49% |
| Contractual Services | 41,627.02 | 30,610.00 | 25,556.45 | 30,610.00 | 83.49% |
| INSURANCE EXPENSE | 5,347.79 | 6,660.00 | 6,537.74 | 6,660.00 | 98.16% |
| Insurance | 5,347.79 | 6,660.00 | 6,537.74 | 6,660.00 | 98.16% |
| TRAINING & TRAVEL EXPENSE | 1,113.01 | 3,000.00 | 2,046.42 | 3,000.00 | 68.21% |
| OFFICE SUPPLIES EXPENSE | 987.60 | 500.00 | 1,046.45 | 950.00 | 209.29% |
| POSTAGE | 1,816.28 | 1,400.00 | 755.62 | 1,400.00 | 53.97% |
| ADVERTISING | 2,661.62 | 5,300.00 | 1,736.80 | 5,300.00 | 32.77% |
| MEMBERSHIPS & SUBSCRIPTIONS | 388.00 | 1,360.00 | 40.00 | 1,360.00 | 2.94% |
| Office and Administrative | 6,966.51 | 11,560.00 | 5,625.29 | 12,010.00 | 48.66% |
| Capital Improvement Projects | - | - | - | - | |
| MISCELLANEOUS EXPENSE | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | 429,726.22 | 473,704.00 | 432,746.72 | 469,177.00 | 91.35% |



FINANCE DEPARTMENT

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| SALARIES & WAGES | 177,083.28 | 234,480.00 | 212,161.65 | 225,029.00 | 90.48% |
| PART-TIME WAGES | 212.50 | - | - | - | |
| OVERTIME WAGES | 888.69 | 500.00 | 94.94 | 500.00 | 18.99% |
| FICA EXPENSE | 13,247.87 | 17,983.00 | 15,606.26 | 16,508.00 | 86.78% |
| EMPLOYEE BENEFITS | 17,955.17 | 30,380.00 | 37,317.44 | 36,723.00 | 122.84% |
| WORKER'S COMPENSATION | 238.84 | 410.00 | 414.64 | 410.00 | 101.13% |
| RETIREMENT EXPENSE | 9,443.92 | 20,678.00 | 18,032.38 | 17,440.00 | 87.21% |
| Personnel | 219,070.27 | 304,431.00 | 283,627.31 | 296,610.00 | 93.17% |
| REPAIRS & MAINTENANCE - BLDG | 967.62 | 820.00 | 915.24 | 820.00 | 111.61% |
| REPAIRS & MAINTENANCE - EQUIP | 858.88 | 620.00 | 1,606.62 | 1,045.00 | 259.13% |
| REPAIRS & MAINTENANCE - SFTWRE | 13,277.78 | 14,780.00 | 21,405.01 | 18,384.00 | 144.82% |
| ELECTRICITY | 535.95 | 1,020.00 | 718.72 | 1,020.00 | 70.46% |
| TELEPHONE/INTERNET | 1,478.78 | 1,480.00 | 1,030.26 | 1,480.00 | 69.61% |
| MOBILE COMMUNICATIONS | 447.23 | 490.00 | 405.50 | 490.00 | 82.76% |
| CAPITAL EXPENDITURES - EQUIP | 2,000.00 | - | - | - | |
| TOOLS & SUPPLIES | 291.60 | 1,160.00 | 302.71 | 1,160.00 | 26.10% |
| Operation and Maintenance | 19,857.84 | 20,370.00 | 26,384.06 | 24,399.00 | 129.52% |
| PROFESSIONAL SERVICES | 30,784.10 | 38,010.00 | 40,309.60 | 38,010.00 | 106.05% |
| Contractual Services | 30,784.10 | 38,010.00 | 40,309.60 | 38,010.00 | 106.05% |
| INSURANCE EXPENSE | 3,093.88 | 2,920.00 | 3,428.00 | 3,024.00 | 117.40% |
| Insurance | 3,093.88 | 2,920.00 | 3,428.00 | 3,024.00 | 117.40% |
| TRAINING & TRAVEL EXPENSE | 1,495.60 | 1,200.00 | 769.10 | 1,200.00 | 64.09% |
| OFFICE SUPPLIES | 664.20 | 500.00 | 1,023.70 | 681.00 | 204.74% |
| ADVERTISING | 359.65 | 260.00 | - | 260.00 | 0.00% |
| BANK CHARGES | 44,096.56 | 40,880.00 | 54,977.81 | 40,880.00 | 134.49% |
| MEMBERSHIPS & SUBSCRIPTIONS | 590.00 | 520.00 | 515.00 | 520.00 | 99.04% |
| Office and Administrative | 47,206.01 | 43,360.00 | 57,285.61 | 43,541.00 | 132.12% |
| Capital Improvement Projects | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | 320,012.10 | 409,091.00 | 411,034.58 | 405,584.00 | 100.48% |

MUNICIPAL COURT

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------|-------------|----------|-----------------|---------------|
| salaries & wages | - | - | - | - | |
| part-time wages | - | - | - | - | |
| overtime wages | - | - | - | - | |
| fica expense | - | - | - | - | |
| employee benefits | - | - | - | - | |
| WORKER'S COMPENSATION | - | - | - | - | |
| retirement expense | - | - | - | - | |
| Personnel | - | - | - | - | |
| repairs & maintenance - bldg | - | - | - | - | |
| repairs & maintenance - equip | - | - | - | - | |
| repairs & maintenance - sftwre | - | - | - | - | |
| ELECTRICITY | - | - | - | - | |
| TELEPHONE/INTERNET | - | - | - | - | |
| capital expenditures - hrdwre | - | - | - | - | |
| tools & supplies | - | - | - | - | |
| Operation and Maintenance | - | - | - | - | |
| professional services | - | - | - | - | |
| Contractual Services | - | - | - | - | |
| insurance expense | - | - | - | - | |
| Insurance | - | - | - | - | |
| training & travel | - | - | - | - | |
| office supplies expense | - | - | - | - | |
| postage | - | - | - | - | |
| bank charges | - | - | - | - | |
| Office and Administrative | - | - | - | - | |
| Capital Improvement Projects | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | - | - | - | - | |

PARKS & RECREATION

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| SALARIES & WAGES | 266,044.07 | 277,309.00 | 246,447.72 | 258,429.00 | 88.87% |
| PART-TIME WAGES | 6,381.39 | 21,840.00 | 15,373.38 | 21,840.00 | 70.39% |
| PART-TIME RECREATION WAGES | 4,223.79 | 9,430.00 | 4,617.46 | 9,430.00 | 48.97% |
| OVERTIME WAGES | 1,644.65 | 2,000.00 | 3,324.85 | 2,000.00 | 166.24% |
| FICA EXPENSE | 20,623.07 | 23,759.00 | 20,016.10 | 20,071.00 | 84.25% |
| EMPLOYEE BENEFITS | 29,951.76 | 32,270.00 | 27,973.93 | 30,343.00 | 86.69% |
| WORKER'S COMPENSATION | 8,574.65 | 11,607.00 | 11,738.41 | 11,607.00 | 101.13% |
| RETIREMENT EXPENSE | 23,778.23 | 24,583.00 | 17,038.45 | 17,272.00 | 69.31% |
| UNIFORM EXPENSE | 1,302.75 | 3,250.00 | 2,428.34 | 3,250.00 | 74.72% |
| Personnel | 362,524.36 | 406,048.00 | 348,958.64 | 374,242.00 | 85.94% |
| REPAIRS & MAINTENANCE - BLDG | 168.47 | 1,000.00 | 2,150.16 | 1,000.00 | 215.02% |
| REPAIRS & MAINTENANCE - EQUIP | 14,340.84 | 8,500.00 | 33,108.51 | 8,500.00 | 389.51% |
| REPAIRS & MAINTENANCE - VEHICLE | 267.57 | 750.00 | 283.81 | 750.00 | 37.84% |
| REPAIRS & MAINT - INFRASTRUCTR | 20,969.35 | 18,000.00 | 7,694.71 | 18,000.00 | 42.75% |
| REPAIRS & MAINT - PARKS | 15,480.52 | - | 11,701.87 | 6,639.00 | 1170187.00% |
| REPAIRS & MAINT - SOFTWARE | 13,815.42 | 6,540.00 | 14,227.27 | 6,953.00 | 217.54% |
| REPAIRS & MAINT - SMITH'S FORK | 49,795.93 | 82,500.00 | 104,954.85 | 94,385.00 | 127.22% |
| ELECTRICITY | 27,472.89 | 25,500.00 | 25,355.73 | 25,500.00 | 99.43% |
| PROPANE | 4,267.00 | 7,160.00 | 5,387.10 | 7,160.00 | 75.24% |
| TELEPHONE/INTERNET | 5,427.39 | 8,050.00 | 5,907.42 | 8,050.00 | 73.38% |
| MOBILE COMMUNICATIONS | 3,082.75 | 3,120.00 | 2,759.68 | 3,120.00 | 88.45% |
| CAPITAL EXPENDITURES - EQUIP | - | - | - | - | |
| CAPITAL EXPENDITURES - VEHICLE | - | - | - | - | |
| CAPITAL EXPENDITURES - HRDWARE | - | - | - | - | |
| CAPITAL EXPENDITURES - BLDG | 5,201.00 | - | - | - | |
| TOOLS & SUPPLIES | 5,878.37 | 5,000.00 | 7,627.87 | 5,590.00 | 152.56% |
| FUEL | 10,017.08 | 8,250.00 | 16,004.37 | 8,250.00 | 193.99% |
| recreation | - | - | - | - | |
| YOUTH REC LEAGUE UNIFORMS | 12,051.32 | 16,880.00 | 16,776.40 | 16,880.00 | 99.39% |
| YOUTH REC LEAGUE UMPIRES | 7,874.00 | 11,420.00 | 16,217.93 | 14,473.00 | 142.01% |
| ADULT REC LEAGUE UNIFORMS | - | - | - | - | |
| ADULT REC LEAGUE OFFICIALS | 611.00 | 1,000.00 | - | 1,000.00 | 0.00% |
| REC LEAGUE BACKGROUND CHECKS | 472.88 | 720.00 | 400.42 | 720.00 | 55.61% |
| REC LEAGUE SUPPLIES/AWARDS | 18,047.02 | 27,010.00 | 13,317.78 | 27,010.00 | 49.31% |
| REC LEAGUE ADVERTISING | 279.75 | 1,000.00 | 1,136.37 | 1,000.00 | 113.64% |
| Operation and Maintenance | 215,520.55 | 232,400.00 | 285,012.25 | 254,980.00 | 122.64% |
| BIKE RACE | 13,600.16 | 5,000.00 | 1,488.67 | 5,000.00 | 29.77% |
| PROFESSIONAL SERVICES | 5,442.35 | 3,730.00 | 11,978.39 | 10,051.00 | 321.14% |
| LEASE EXPENSE | 36,853.29 | 38,710.00 | 38,701.20 | 38,710.00 | 99.98% |
| CAMP HOST SERVICES | 17,500.00 | 17,500.00 | 14,700.00 | 17,500.00 | 84.00% |
| FIREWORKS DISPLAY | 12,000.00 | 12,000.00 | 16,000.00 | 12,000.00 | 133.33% |
| Contractual Services | 85,395.80 | 76,940.00 | 82,868.26 | 83,261.00 | 107.71% |
| MOVIE NIGHTS | 1,925.83 | 2,400.00 | 1,745.86 | 2,400.00 | 72.74% |
| Insurance | 1,925.83 | 2,400.00 | 1,745.86 | 2,400.00 | 72.74% |
| INSURANCE EXPENSE | 14,747.12 | 15,240.00 | 12,701.27 | 15,240.00 | 83.34% |
| TRAINING & TRAVEL EXPENSE | 1,944.78 | 6,640.00 | 2,975.68 | 6,640.00 | 44.81% |
| OFFICE SUPPLIES | 505.77 | 500.00 | 534.52 | 500.00 | 106.90% |
| POSTAGE | - | - | - | - | |
| ADVERTISING | 393.17 | 500.00 | 1,975.33 | 848.00 | 395.07% |
| MEMBERSHIPS | 1,025.00 | 670.00 | 325.00 | 670.00 | 48.51% |
| Office and Administrative | 18,615.84 | 23,550.00 | 18,511.80 | 23,898.00 | 78.61% |
| CAPITAL IMPROVEMENT PROJECTS | - | - | - | - | |
| Capital Improvement Projects | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | 683,982.38 | 741,338.00 | 737,096.81 | 738,781.00 | |

SENIOR CENTER

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|------------------|------------------|------------------|------------------|----------------|
| <hr/> | | | | | |
| Personnel | - | - | - | - | |
| REPAIRS & MAINTENANCE - BLDG | 2,562.84 | 2,890.00 | 10,623.97 | 2,890.00 | 367.61% |
| ELECTRICITY | 1,574.45 | 1,500.00 | 1,864.98 | 1,500.00 | 124.33% |
| NATURAL GAS | 684.51 | 1,440.00 | 1,104.51 | 1,440.00 | 76.70% |
| TELEPHONE/INTERNET | 2,904.89 | 2,400.00 | 1,476.53 | 2,400.00 | 61.52% |
| TOOLS & SUPPLIES | - | 500.00 | 99.85 | 500.00 | 19.97% |
| Operation and Maintenance | 7,726.69 | 8,730.00 | 15,169.84 | 8,730.00 | 173.77% |
| <hr/> | | | | | |
| PROFESSIONAL SERVICES | 8,062.46 | 13,270.00 | 6,977.75 | 7,500.00 | 52.58% |
| Contractual Services | 8,062.46 | 13,270.00 | 6,977.75 | 7,500.00 | 52.58% |
| <hr/> | | | | | |
| INSURANCE | 3,331.83 | 3,120.00 | 3,789.10 | 3,120.00 | 121.45% |
| Insurance | 3,331.83 | 3,120.00 | 3,789.10 | 3,120.00 | 121.45% |
| <hr/> | | | | | |
| Office and Administrative | - | - | - | - | |
| <hr/> | | | | | |
| CAPITAL IMPROVEMENT PROJECTS | - | - | - | - | |
| Capital Improvement Projects | - | - | - | - | |
| <hr/> | | | | | |
| Other Expenses | - | - | - | - | |
| <hr/> | | | | | |
| Debt - Principal | - | - | - | - | |
| <hr/> | | | | | |
| Debt - Interest | - | - | - | - | |
| <hr/> | | | | | |
| Transfers Out | - | - | - | - | |
| <hr/> | | | | | |
| TOTAL GENERAL FUND | 19,120.98 | 25,120.00 | 25,936.69 | 19,350.00 | 103.25% |



ELECTED OFFICIALS

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|------------------|------------------|------------------|------------------|----------------|
| PART-TIME WAGES | 14,700.00 | 15,150.00 | 13,350.00 | 13,894.00 | 88.12% |
| FICA EXPENSE | 1,124.92 | 1,160.00 | 1,021.61 | 1,063.00 | 88.07% |
| WORKER'S COMPENSATION | 23.70 | 30.00 | 30.34 | 30.00 | 101.13% |
| Personnel | 15,848.62 | 16,340.00 | 14,401.95 | 14,987.00 | 88.14% |
| WORKER'S COMPENSATION | - | - | - | - | |
| REPAIRS & MAINTENANCE - BLDG | 1,119.18 | 960.00 | 1,163.55 | 960.00 | 121.20% |
| REPAIRS & MAINT - SOFTWARE | 659.05 | 1,130.00 | 941.50 | 1,130.00 | 83.32% |
| ELECTRICITY | 959.33 | 1,150.00 | 1,257.76 | 1,150.00 | 109.37% |
| TELEPHONE/INTERNET | 1,808.40 | 960.00 | 1,325.80 | 960.00 | 138.10% |
| MOBILE COMMUNICATIONS | - | - | - | - | |
| TOOLS & SUPPLIES | 25.00 | 220.00 | 7.50 | 220.00 | 3.41% |
| Operation and Maintenance | 4,570.96 | 4,420.00 | 4,696.11 | 4,420.00 | 106.25% |
| COMMUNITY RELATIONS ALLOWANCE | - | - | - | - | |
| Contractual Services | - | - | - | - | |
| PROFESSIONAL SERVICES | 3,862.02 | 20,710.00 | 14,245.53 | 20,710.00 | 68.79% |
| Insurance | 3,862.02 | 20,710.00 | 14,245.53 | 20,710.00 | 68.79% |
| INSURANCE EXPENSE | 1,317.76 | 1,660.00 | 1,363.42 | 1,660.00 | 82.13% |
| TRAINING & TRAVEL EXPENSE | 893.04 | 2,880.00 | 1,905.72 | 2,880.00 | 66.17% |
| OFFICE SUPPLIES | 888.44 | 1,000.00 | 523.65 | 1,000.00 | 52.37% |
| ADVERTISING | 3,894.44 | 4,000.00 | 3,956.63 | 4,000.00 | 98.92% |
| MEMBERSHIPS & SUBSCRIPTIONS | 850.00 | 2,710.00 | 785.00 | 2,710.00 | 28.97% |
| Office and Administrative | 7,843.68 | 12,250.00 | 8,534.42 | 12,250.00 | 69.67% |
| Capital Improvement Projects | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| Transfers Out | - | - | - | - | |
| TOTAL GENERAL FUND | 32,125.28 | 53,720.00 | 41,878.01 | 52,367.00 | 77.96% |

ANIMAL SHELTER

9/30/2022

| GENERAL FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|
| <hr/> | | | | | |
| Personnel | - | - | - | - | |
| REPAIRS & MAINT - BLDG | 599.97 | 600.00 | 853.46 | 853.00 | 142.24% |
| TOOLS & SUPPLIES | 780.41 | 1,500.00 | 1,238.68 | 1,500.00 | 82.58% |
| Operation and Maintenance | 1,380.38 | 2,100.00 | 2,092.14 | 2,353.00 | 99.63% |
| <hr/> | | | | | |
| PROFESSIONAL SERVICES | 3,120.08 | 6,000.00 | 6,684.88 | 6,000.00 | 111.41% |
| Contractual Services | 3,120.08 | 6,000.00 | 6,684.88 | 6,000.00 | 111.41% |
| <hr/> | | | | | |
| Insurance | - | - | - | - | |
| <hr/> | | | | | |
| ADVERTISING | - | - | - | - | |
| <hr/> | | | | | |
| Office and Administrative | - | - | - | - | |
| <hr/> | | | | | |
| TRAINING & TRAVEL | - | 1,000.00 | 178.00 | 1,000.00 | 17.80% |
| Capital Improvement Projects | - | 1,000.00 | 178.00 | 1,000.00 | 17.80% |
| <hr/> | | | | | |
| Other Expenses | - | - | - | - | |
| <hr/> | | | | | |
| Debt - Principal | - | - | - | - | |
| <hr/> | | | | | |
| Debt - Interest | - | - | - | - | |
| <hr/> | | | | | |
| Transfers Out | - | - | - | - | |
| <hr/> | | | | | |
| TOTAL GENERAL FUND | 4,500.46 | 9,100.00 | 8,955.02 | 9,353.00 | 98.41% |



SPECIAL ALLOCATION FUND 9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|---------------------|-------------------|-------------------|-------------------|-------------------|---------|
| PROPERTY TAXES | 19,537.38 | 20,000.00 | 189,504.87 | 20,000.00 | 947.52% |
| SALES AND USE TAXES | 361,283.56 | 550,000.00 | 458,087.16 | 500,000.00 | 83.29% |
| | 380,820.94 | 570,000.00 | 647,592.03 | 520,000.00 | 113.61% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|-----------------|---------------------|-------------------|---------------------|--------|
| ADMINISTRATION | 2,294.95 | 1,166,888.00 | 958,815.04 | 1,166,888.00 | 82.17% |
| | 2,294.95 | 1,166,888.00 | 958,815.04 | 1,166,888.00 | 82.17% |



SPECIAL ALLOCATION FUND

9/30/22

| SPECIAL ALLOCATION FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|--------------------------------------|-------------|-------------|----------|---------------------|---------------|
| TIF PAYMENTS TO DEVELOPER | - | - | - | 1,160,888.00 | |
| Transfers Out | - | - | - | 1,160,888.00 | |
| TOTAL SPECIAL ALLOCATION FUND | - | - | - | 1,160,888.00 | |



CAPITAL PROJECTS FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------|
| INTERGOVERNMENTAL REVENUES | 290,439.10 | - | - | - | |
| DEBT ISSUED | - | - | - | - | |
| TRANSFERS IN | - | 127,000.00 | 112,274.47 | 112,274.00 | 88.41% |
| PARK IMPROVEMENT REVENUE | 6,250.00 | 10,000.00 | 77,479.34 | 75,604.00 | |
| | 290,439.10 | 127,000.00 | 189,753.81 | 112,274.00 | 149.41% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|---------------------|-------------------|-------------------|-------------------|---------|
| STREET | 1,536,744.43 | 127,000.00 | 127,000.00 | 127,000.00 | 100.00% |
| | 1,536,744.43 | 127,000.00 | 127,000.00 | 127,000.00 | 100.00% |



CAPITAL PROJECTS FUND

9/30/22

| CAPITAL PROJECTS FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|------------------------------------|---------------------|-------------------|-------------------|-------------------|---------------|
| Personnel | - | - | - | - | |
| Operation and Maintenance | - | - | - | - | |
| PROFESSIONAL SERVICES | 68,567.87 | - | - | - | |
| Contractual Services | 68,567.87 | - | - | - | |
| Insurance | - | - | - | - | |
| Office and Administrative | - | - | - | - | |
| CAPITAL IMPROVEMENT PROJECTS | 1,468,176.56 | 127,000.00 | 127,000.00 | 127,000.00 | 100.00% |
| PARK IMPROVEMENT EXPENSE | - | - | - | - | |
| Capital Improvement Projects | 1,468,176.56 | 127,000.00 | 127,000.00 | 127,000.00 | 100.00% |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| TOTAL CAPITAL PROJECTS FUND | 1,536,744.43 | 127,000.00 | 127,000.00 | 127,000.00 | |



TRANSPORTATION SALES TAX FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------|
| SALES AND USE TAXES | 587,177.01 | 569,160.00 | 547,180.39 | 572,150.00 | 96.14% |
| PROCEEDS FROM DEBT ISSUED | - | - | - | - | |
| TRANSFERS IN | - | - | - | - | |
| | 587,177.01 | 569,160.00 | 547,180.39 | 572,150.00 | 96.14% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|--------|
| STREET | 887,522.42 | 782,630.00 | 630,862.73 | 687,760.00 | 80.61% |
| | 887,522.42 | 782,630.00 | 630,862.73 | 687,760.00 | 80.61% |



TRANSPORTATION SALES TAX FUND

9/30/22

| TRANSPORTATION SALES TAX FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| Personnel | - | - | - | - | |
| REPAIRS & MAINTENANCE - BLDG | 11.98 | 1,000.00 | 1,753.72 | 1,000.00 | 175.37% |
| REPAIRS & MAINTENANCE - EQUIP | 21,313.52 | 10,000.00 | 13,236.47 | 11,423.00 | 132.36% |
| REPAIRS & MAINTENANCE - STREET | 688,447.60 | 100,000.00 | 78,551.02 | 100,000.00 | 78.55% |
| CAPITAL EXPENDITURES - EQUIP | 15,194.35 | 21,960.00 | - | 21,960.00 | 0.00% |
| SUPPLIES - STREET SIGNS | - | - | - | - | |
| FUEL | 16,363.33 | 12,380.00 | 18,145.24 | 12,380.00 | 146.57% |
| Operation and Maintenance | 741,330.78 | 145,340.00 | 111,686.45 | 146,763.00 | 76.84% |
| PROFESSIONAL SERVICES | 100,239.50 | - | 3,721.47 | 3,721.00 | |
| Contractual Services | 100,239.50 | - | 3,721.47 | 3,721.00 | |
| INSURANCE EXPENSE | - | - | - | - | |
| Insurance | - | - | - | - | |
| TOOLS & SUPPLIES | 716.86 | 30,000.00 | 7,038.06 | 30,000.00 | 23.46% |
| Office and Administrative | 716.86 | 30,000.00 | 7,038.06 | 30,000.00 | 23.46% |
| Capital Improvement Projects | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| LEASE EXPENSE | 38,969.28 | 33,480.00 | 38,969.28 | 32,010.00 | 116.40% |
| Debt - Principal | 38,969.28 | 33,480.00 | 38,969.28 | 32,010.00 | 116.40% |
| INTEREST EXPENSE | 6,266.00 | 4,810.00 | 6,266.00 | 6,266.00 | 130.27% |
| Debt - Interest | 6,266.00 | 4,810.00 | 6,266.00 | 6,266.00 | 130.27% |
| Transfers Out | - | - | - | - | |
| TRANSPORTATION SALES TAX FUND | 887,522.42 | 213,630.00 | 167,681.26 | 218,760.00 | 78.49% |



CAPITAL IMPROVEMENT SALES TAX FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------|
| SALES AND USE TAXES | 659,009.18 | 627,555.00 | 623,869.87 | 655,250.00 | 99.41% |
| TRANSFERS IN | - | - | - | - | |
| | 659,009.18 | 627,555.00 | 623,869.87 | 655,250.00 | 99.41% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|--------|
| STREET | 752,250.00 | 660,550.00 | 529,182.40 | 645,824.00 | 80.11% |
| | 752,250.00 | 660,550.00 | 529,182.40 | 645,824.00 | 80.11% |



CAPITAL IMPROVEMENT SALES TAX FUND

9/30/22

| CAPITAL IMPROVE SALES TAX FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|---|-------------------|-------------------|-------------------|-------------------|---------------|
| Office and Administrative | - | - | - | - | |
| CAPITAL IMPROVEMENT PROJECTS | 410,060.00 | - | - | - | |
| Capital Improvement Projects | 410,060.00 | - | - | - | |
| Other Expenses | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| TRANSFERS OUT | 342,190.00 | 478,550.00 | 463,824.47 | 463,824.00 | 96.92% |
| Transfers Out | 342,190.00 | 478,550.00 | 463,824.47 | 463,824.00 | 96.92% |
| TOTAL CAPITAL IMPROVE SALES TAX FUND | 752,250.00 | 478,550.00 | 463,824.47 | 463,824.00 | |



DEBT SERVICE FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|---------------------|-------------------|-------------------|-------------------|-------------------|---------|
| PROPERTY TAXES | - | - | - | - | |
| TRANSFERS IN | 342,190.00 | 351,550.00 | 351,550.00 | 351,550.00 | 100.00% |
| | 342,190.00 | 351,550.00 | 351,550.00 | 351,550.00 | 100.00% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|---------|
| STREET | 329,855.00 | 339,213.00 | 339,212.50 | 339,213.00 | 100.00% |
| | 329,855.00 | 339,213.00 | 339,212.50 | 339,213.00 | 100.00% |



DEBT SERVICE FUND

9/30/22

| DEBT SERVICE FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Capital Improvement Projects | - | - | - | - | |
| Other Expenses | - | - | - | - | |
| LEASE PAYMENTS | 130,000.00 | 145,000.00 | 145,000.00 | 145,000.00 | 100.00% |
| Debt - Principal | 130,000.00 | 145,000.00 | 145,000.00 | 145,000.00 | 100.00% |
| INTEREST | 199,855.00 | 194,213.00 | 194,212.50 | 194,213.00 | 100.00% |
| Debt - Interest | 199,855.00 | 194,213.00 | 194,212.50 | 194,213.00 | 100.00% |
| Transfers Out | - | - | - | - | |
| TOTAL DEBT SERVICE FUND | 329,855.00 | 339,213.00 | 339,212.50 | 339,213.00 | |



WATER & WASTEWATER SYSTEMS FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------|
| LICENSES, FEES, AND PERMITS | - | - | - | - | |
| CHARGES FOR SERVICES | 4,598,338.65 | 5,519,679.80 | 5,399,096.60 | 5,701,091.00 | 97.82% |
| IMPACT FEES | 292,296.00 | 375,000.00 | 281,506.00 | 375,000.00 | 75.07% |
| OTHER REVENUE | 16,115.42 | - | 29,874.78 | 14,110.00 | |
| DEBT ISSUED | 46,780.65 | 30,720.00 | 38,548.85 | 35,114.00 | 125.48% |
| TRANSFERS IN | - | - | - | - | |
| | 4,953,530.72 | 5,925,399.80 | 5,749,026.23 | 6,125,315.00 | 97.02% |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|--------|
| UTILITIES | 3,287,508.75 | 6,958,415.00 | 4,470,854.87 | 5,680,773.00 | 64.25% |
| | 3,287,508.75 | 6,958,415.00 | 4,470,854.87 | 5,680,773.00 | 64.25% |

| CWWS FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| SALARIES & WAGES | 761,552.60 | 806,730.00 | 713,340.21 | 759,554.00 | 88.42% |
| OVERTIME WAGES | 16,754.95 | 18,000.00 | 25,732.92 | 24,777.00 | 142.96% |
| FICA EXPENSE | 57,441.43 | 63,230.00 | 54,814.75 | 60,830.00 | 86.69% |
| EMPLOYEE BENEFITS | 74,230.58 | 87,720.00 | 85,064.79 | 84,145.00 | 96.97% |
| WORKER'S COMPENSATION | 25,867.25 | 35,273.00 | 35,672.44 | 35,273.00 | 101.13% |
| RETIREMENT EXPENSE | 71,491.15 | 72,697.00 | 63,341.14 | 60,448.00 | 87.13% |
| UNIFORM EXPENSE | 7,198.02 | 8,400.00 | 5,575.25 | 8,400.00 | 66.37% |
| Personnel | 1,014,535.98 | 1,092,050.00 | 983,541.50 | 1,033,427.00 | 90.06% |
| REPAIRS & MAINTENANCE - EQUIP | 5,811.72 | 6,990.00 | 4,978.91 | 6,990.00 | 71.23% |
| REPAIRS & MAINTENANCE- VEHICLES | 1,182.87 | 3,000.00 | 2,885.28 | 3,000.00 | 96.18% |
| REPAIRS & MAINT - WATER LINES | 41,908.66 | 104,740.00 | 67,985.25 | 104,740.00 | 64.91% |
| REPAIRS & MAINT - SEWER LINES | 45,425.65 | 150,000.00 | 39,504.80 | 150,000.00 | 26.34% |
| REPAIRS & MAINT - WATER PLANT | 44,886.78 | 245,000.00 | 64,066.00 | 95,000.00 | 26.15% |
| REPAIRS & MAINT - WW PLANT | 19,535.01 | 850,000.00 | 135,181.78 | 670,000.00 | 15.90% |
| REPAIRS & MAINT - SOFTWARE | 16,142.43 | 18,830.00 | 13,097.81 | 18,830.00 | 69.56% |
| REPAIRS & MAINT - WATER TOWERS | 108,691.80 | 123,350.00 | 110,294.84 | 123,350.00 | 89.42% |
| ELECTRICITY | 225,508.22 | 299,650.00 | 219,331.08 | 230,000.00 | 73.20% |
| PROPANE | 3,931.25 | 15,900.00 | 5,814.00 | 15,900.00 | 36.57% |
| TELEPHONE/INTERNET | 15,163.28 | 15,520.00 | 13,985.41 | 15,520.00 | 90.11% |
| MOBILE COMMUNICATIONS | 8,775.27 | 9,630.00 | 8,836.45 | 9,630.00 | 91.76% |
| CAPITAL EXPENDITURES - EQUIP | - | 24,000.00 | 4,153.55 | 24,000.00 | 17.31% |
| CAPITAL EXPENDITURES - VEHICLE | - | - | - | - | - |
| CAPITAL EXPENDITURES - SOFTWARE | - | 100,000.00 | 97,950.00 | 100,000.00 | 97.95% |
| CAPITAL EXPENDITURES - HRDWRE | - | - | - | - | - |
| CAPITAL EXPENDITURES - TOWERS | - | - | - | - | - |
| CAPITAL EXPENDITURES - BLDG | - | 20,000.00 | 9,840.00 | 9,840.00 | 49.20% |
| CAPITAL EXPENDITURES - WATER P | - | - | - | - | - |
| CAPITAL EXPENDITURES - WW PLAN | - | - | - | - | - |
| CAPITAL EXPENDITURES - LINES | - | - | - | - | - |
| TOOLS & SUPPLIES | 24,667.70 | 25,000.00 | 23,042.12 | 25,000.00 | 92.17% |
| SUPPLIES - CONNECTIONS | 41,586.02 | 75,000.00 | 57,867.46 | 75,000.00 | 77.16% |
| SUPPLIES - LAB | 24,354.74 | 27,500.00 | 25,693.11 | 27,500.00 | 93.43% |
| SUPPLIES - WATER CHEMICALS | 117,504.57 | 130,000.00 | 129,206.08 | 130,000.00 | 99.39% |
| SUPPLIES - WW CHEMICALS | 8,280.33 | 13,500.00 | 8,552.30 | 13,500.00 | 63.35% |
| FUEL | 12,207.02 | 24,500.00 | 17,861.87 | 18,500.00 | 72.91% |
| Operation and Maintenance | 765,563.32 | 2,282,110.00 | 1,060,128.10 | 1,866,300.00 | 46.45% |
| PROFESSIONAL SERVICES | 79,754.81 | 826,190.00 | 582,068.20 | 726,190.00 | 70.45% |
| DEBT PRINCIPAL PAYMENTS | 14,377.81 | 363,946.00 | 538,392.13 | 363,946.00 | 147.93% |
| WASTEWATER TREATMENT SERVICE | 119,940.80 | 128,620.00 | 116,260.95 | 128,620.00 | 90.39% |
| Contractual Services | 214,073.42 | 1,318,756.00 | 1,236,721.28 | 1,218,756.00 | 93.78% |
| INSURANCE EXPENSE | 69,637.80 | 71,720.00 | 79,220.49 | 79,220.00 | 110.46% |
| Insurance | 69,637.80 | 71,720.00 | 79,220.49 | 79,220.00 | 110.46% |
| TRAINING & TRAVEL EXPENSE | 3,103.26 | 5,000.00 | 3,461.10 | 5,000.00 | 69.22% |
| OFFICE SUPPLIES | 2,942.24 | 4,500.00 | 1,350.69 | 4,500.00 | 30.02% |
| POSTAGE | 1,256.83 | 1,500.00 | 1,357.71 | 1,500.00 | 90.51% |
| ADVERTISING | 146.11 | - | - | - | - |
| BANK CHARGES | 1,330.66 | 2,000.00 | 1,855.00 | 2,000.00 | 92.75% |
| MEMBERSHIPS & SUBSCRIPTIONS | - | 380.00 | 40.00 | 380.00 | 10.53% |
| Office and Administrative | 8,779.10 | 13,380.00 | 8,064.50 | 13,380.00 | 60.27% |
| CAPITAL IMPROVEMENT PROJECTS | 17,486.15 | 1,440,000.00 | 826,651.85 | 940,000.00 | 57.41% |
| WATER IMPACT PROJECTS | (0.05) | 150,000.00 | - | - | 0.00% |
| WASTEWATER IMPACT PROJECTS | - | - | - | - | - |
| Capital Improvement Projects | 17,486.10 | 1,590,000.00 | 826,651.85 | 940,000.00 | 51.99% |
| AMORTIZATION EXPENSE | - | - | - | - | - |
| DEPRECIATION EXPENSE | 695,694.00 | - | - | - | - |
| MISCELLANEOUS EXPENSE | - | - | - | - | - |
| Other Expenses | 695,694.00 | - | - | - | - |
| Debt - Principal | - | - | - | - | - |
| DEBT INTEREST PAYMENTS | 292,559.03 | 345,059.00 | 142,174.60 | 284,350.00 | 41.20% |
| Debt - Interest | 292,559.03 | 345,059.00 | 142,174.60 | 284,350.00 | 41.20% |
| TRANSFERS OUT | 209,180.00 | 245,340.00 | 134,352.55 | 245,340.00 | 54.76% |
| Transfers Out | 209,180.00 | 245,340.00 | 134,352.55 | 245,340.00 | 54.76% |
| TOTAL CWWS FUND | 3,287,508.75 | 6,958,415.00 | 4,470,854.87 | 5,680,773.00 | 64.25% |



SANITATION FUND

9/30/22

| REVENUES, BY SOURCE | | | | |
|----------------------|-------------------|-------------------|-------------------|-------------------|
| | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
| CHARGES FOR SERVICES | 872,880.09 | 849,530.00 | 745,379.88 | 816,670.00 |
| TRANSFERS IN | - | - | - | - |
| | 872,880.09 | 849,530.00 | 745,379.88 | 816,670.00 |

87.74%

87.74%

| EXPENDITURES, BY DEPARTMENT | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
| ADMIN | 865,323.97 | 836,450.00 | 750,887.61 | 815,943.00 |
| | 865,323.97 | 836,450.00 | 750,887.61 | 815,943.00 |

89.77%

89.77%



SANITATION FUND

9/30/22

| SANITATION FUND | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection | Percent Spent |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Personnel | - | - | - | - | |
| SOLID WASTE SERVICES | 853,526.27 | 823,820.00 | 739,545.07 | 804,600.00 | 89.77% |
| RECYCLING SERVICES | - | - | - | - | |
| HOUSEHOLD HAZARDOUS WASTE | 11,797.70 | 12,630.00 | 11,342.54 | 11,343.00 | 89.81% |
| yard waste | - | - | - | - | |
| Operation and Maintenance | 865,323.97 | 836,450.00 | 750,887.61 | 815,943.00 | 89.77% |
| Contractual Services | - | - | - | - | |
| Debt - Principal | - | - | - | - | |
| Debt - Interest | - | - | - | - | |
| HOUSEHOLD HAZARDOUS WASTE | 11,797.70 | 12,630.00 | 11,342.54 | 11,343.00 | 89.81% |
| Transfers Out | 11,797.70 | 12,630.00 | 11,342.54 | 11,343.00 | 89.81% |
| TOTAL SANITATION FUND | 877,121.67 | 849,080.00 | 762,230.15 | 827,286.00 | |



PARK AND STORMWATER SALES TAX FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|--------------------------|-------------------|-------------------|-------------------|-------------------|
| PARK & STRMWTR SALES TAX | 614,189.73 | 627,555.00 | 622,065.58 | 666,250.00 |
| MISCELLANEOUS REVENUE | - | - | 11,000.00 | - |
| | 614,189.73 | 627,555.00 | 633,065.58 | 666,250.00 |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|-----------------------------|-------------------|-------------------|-----------------|------------------|
| PARKS & RECREATION | 74,537.09 | 275,000.00 | 281,073.48 | 282,562.00 |
| UTILITIES | 102,335.00 | 210,000.00 | 7,717.50 | 75,450.00 |
| | 102,335.00 | 485,000.00 | 7,717.50 | 75,450.00 |



VEHICLE AND EQUIPMENT REPLACE FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
| SALE OF PERSONAL PROPERTY | 51,972.00 | 244,000.00 | 172,510.04 | 178,916.00 |
| TRANSFERS IN | 51,972.00 | 40,000.00 | 175,000.00 | 175,000.00 |
| | 103,944.00 | 284,000.00 | 347,510.04 | 353,916.00 |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|-----------------------------|------------------|-------------------|-------------------|-------------------|
| ADMINISTRATION | 66,296.04 | 73,749.00 | 104,036.17 | 175,749.00 |
| STREETS | - | 69,500.00 | 42,199.45 | - |
| POLICE | - | 16,500.00 | 7,076.85 | - |
| DEVELOPMENT | - | 18,500.00 | 7,260.62 | - |
| PARKS & RECREATION | - | 36,500.00 | 24,263.24 | - |
| UTILITIES | - | 36,000.00 | 6,296.60 | - |
| | 66,296.04 | 250,749.00 | 191,132.93 | 175,749.00 |

**COMMONS CID FUND**

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|---------------------|-------------------|-------------------|-------------------|-------------------|
| SALES TAXES | 297,096.00 | 315,000.00 | 311,385.16 | 330,000.00 |
| USE TAXES | - | - | 4,764.74 | 0.55 |
| | 297,096.00 | 315,000.00 | 316,149.90 | 330,000.55 |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|-----------------------------|-------------|-------------------|-------------------|-------------------|
| CONTRACTED SERVICES | - | 595,000.00 | 534,818.99 | 530,000.00 |
| | - | 595,000.00 | 534,818.99 | 530,000.00 |



DONATION FUND

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|----------------------------------|-------------|------------------|-----------------|-----------------|
| OTHER REVENUE - POLICE DONATIONS | - | 15,000.00 | 650.00 | - |
| OTHER REVENUE - PARK DONATIONS | - | - | 450.00 | - |
| | - | 15,000.00 | 1,100.00 | - |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|-----------------------------|-------------|-------------|----------|-----------------|
| CAPITAL OUTLAY | - | - | - | - |
| | - | - | - | - |

**AMERICAN RESCUE PLAN ACT FUND**

9/30/22

| REVENUES, BY SOURCE | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
| INTERGOVERNMENTAL REVENUES | 1,089,137.62 | 1,089,161.50 | 1,110,127.76 | 1,110,127.76 |
| INTEREST INCOME | 412.00 | - | - | - |
| | 1,089,549.62 | 1,089,161.50 | 1,110,127.76 | 1,110,127.76 |

| EXPENDITURES, BY DEPARTMENT | FY21 Actual | FY22 Budget | FY22 YTD | FY22 Projection |
|-----------------------------|-------------|---------------------|---------------------|---------------------|
| UTILITIES | | 2,178,300.00 | 1,264,882.49 | 2,178,300.00 |
| | - | 2,178,300.00 | 1,264,882.49 | 2,178,300.00 |



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1126, Liquor License – Nissa True dba Pizza Shoppe located at 101 US 169 Highway

REQUESTED BOARD ACTION:

A motion to approve Resolution 1126, approving a liquor license to Nissa True doing business as Pizza Shoppe.

SUMMARY:

Nissa True, owner of Pizza Shoppe, has a completed a Liquor License Application for her business to be located at 101 US 169 Highway.

Mr. Bryant has requested the following licenses:

Malt Liquor – by the drink
Sunday Sales

Chief Lockridge has reviewed the application, completed a background check and recommends issuance of the licenses. The effective date will be October 19, 2022. Ms. True has remitted payment to cover licensing through June 30, 2023.

PREVIOUS ACTION:

Previous owner recieved approval of a Liquor License at this location sometime in the early 2000's.

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Approval Recommendation Letter | |

RESOLUTION 1126

A RESOLUTION ISSUING LIQUOR LICENSE TO NISSA TRUE FOR OPERATION OF PIZZA SHOPPE

WHEREAS, Nissa True, owner of Pizza Shoppe, has completed the required applications for Malt Liquor by the drink and Sunday Sales licenses, and;

WHEREAS, Chief Lockridge has completed a background check, and;

WHEREAS, the background check did not reveal anything to prevent approval of City liquor licenses.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT LIQUOR LICENSES BE ISSUED TO FOR OPERATION OF MALT LIQUOR BY THE DRINK, LOCATED AT 101 US 169 HIGHWAY.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



October 7, 2022

Cynthia Wagner:

I have reviewed the liquor application submitted by Nissa True (Pizza Shoppe). I have reviewed Ms. True's background as well as public records and found nothing that would disqualify Her from being issued a liquor permit.

I would recommend that Ms. True be issued a city liquor permit pursuant his request. If you have any questions or concerns, feel free to contact me.

Respectfully,

Chief Jason Lockridge



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1127, Bid No. 22-21 - Utilities Fence Replacement

REQUESTED BOARD ACTION:

A motion to approve Resolution 1127, awarding Bid No. 22-21 to Quality Fence, LLC for the replacement of utilities fencing in an amount not to exceed \$57,010.

SUMMARY:

On September 6, 2022, the City requested proposals for utility fence replacement at multiple locations.

The work includes a complete galvanized chain link fence replacement with barbed wire at the South Water Tower and North Water Tower. The Water Plant and Northwest Water Tower require only a partial galvanized chain link fence replacement. Bridgeport Lift Station, Lakeview Drive Lift Station, Harborview Lift Station #1 will be replaced with a black vinyl chain link fence. The black chain link fence will replace the wood fencing around lift stations, and will be the new standard for future lift station fence improvements. The vinyl coated chain link will hold up better over time, and not require as much maintenance as the wood fence.

Staff required that all bidders attend a pre-bid meeting to discuss the scope of the project, and visit each site.

Proposals for Bid No. 22-21 City Facility Solid Waste Collection Services, were received and opened on September 26, 2022. The City received two proposals for this work:

| Item Description | City of Smithville Engineer Estimate | Legacy Fence Bid Price | Quality Fence Bid Price |
|-----------------------------|---|-------------------------------|--------------------------------|
| Water Plant | \$2,500 | \$2,420 | \$950 |
| South Water Tower | \$30,400 | \$17,300 | \$15,100 |
| North Water Tower | \$20,300 | \$15,800 | \$12,240 |
| Northwest Water Tower | \$2,500 | \$490 | \$500 |
| Bridge Port Lift Station | \$10,000 | \$10,175 | \$7,100 |
| Lakeview Drive Lift Station | \$10,000 | \$10,175 | \$6,800 |
| Harborview Lift Station #1 | \$20,000 | \$16,500 | \$9,700 |
| Required Bonds | | \$1,750 | \$4,620 |
| Discount | | - \$3,200 | |
| Total | \$95,700 | \$71,410 | \$57,010 |

Staff recommends awarding the bid from Quality Fence, LLC as the lowest and best bid.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

There are maintenance funds identified in the Combined Water and Wastewater Systems Fund.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other | |

RESOLUTION 1127

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE
AN AGREEMENT WITH QUALITY FENCE, LLC.**

WHEREAS, the FY2023 Budget includes funds for utilities fence replacements, and;

WHEREAS, staff has conducted a bid process as outlined in the City Purchasing Policy,
and;

WHEREAS, after review of the bids, staff has made the recommendation to accept
the lowest and best bid received as being the most advantageous to the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
CITY OF SMITHVILLE, MISSOURI:**

THAT Bid #22-21 is hereby awarded to Quality Fence, LLC for the replacement of
utilities fencing in an amount not to exceed \$57,010.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of
the City of Smithville, Missouri, this 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Quality Fence

Lansing, KS 66043 913-208-6957 913-208-6955
www.qualityfencekc.com qualityfence.kc@hotmail.com

Contract RFP #22-21 Utilities Fence Replacement

City of Smithville, MO
107 W Main St
Smithville, MO 64089
Contact Gina Pate
816-534-3600
gpate@smithvillemo.org

October 11, 2022

Description

This bid includes replacing the existing fence per the project requirements set forth in the RFP, Addendum #1 & #2

- ASTM 1043 B Specifications
- Any hole that requires rock excavation is an additional \$30.00 per hole
- Any excavation that requires the use of a jackhammer will be an additional \$150
- Overgrowth must be cleared from fence line prior to installation
- The City is responsible for having all private and public underground utilities located prior to installation
- Project is not prevailing wage
- Project is tax exempt
- Required bonds included

| | |
|-----------------------------|--------------------|
| Water plant | \$950 |
| South Water Tower | \$15,100.00 |
| North Water Tower | \$12,240.00 |
| Northwest Water tower | \$500.00 |
| Bridge Port Lift Station #1 | \$7,100.00 |
| Lakeview Drive Lift Station | \$6,800.00 |
| Harborview Lift Station #1 | \$9,700.00 |
| Required bonds | \$4,620.00 |
| Project total | \$57,010.00 |

Customer Approval

Date



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1128 – acknowledging and approving the expenditure of funds for the repair of a transfer pump

REQUESTED BOARD ACTION:

A motion to approve Resolution 1128, acknowledging the expenditure of \$7,970 for repair of a transfer pump at the water treatment plant by Mid-America Pump.

SUMMARY:

There are three transfer pumps at the water treatment plant. The transfer pumps are needed to distribute clean water from the water treatment plant into the distribution system. One of the pumps was not running properly and staff contracted Mid-America Pump to pull the pump and inspect for repairs. Several seals, bearing and the rotating assembly will need to be replaced. Repairs were completed at a cost totaling \$7,970.

PREVIOUS ACTION:

POLICY ISSUE:

Facility Maintenance

FINANCIAL CONSIDERATIONS:

The 2022 Combined Water and Wastewater Systems Fund has sufficient budget for repairs and maintenance of equipment.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: invoice | |

RESOLUTION 1128

A RESOLUTION ACKNOWLEDGING AND APPROVING THE EXPENDITURE OF FUNDS FROM THE COMBINED WATER AND WASTEWATER FUND FOR THE REPAIR OF A TRANSFER PUMP IN THE AMOUNT OF \$7,970 FROM MID-AMERICA PUMP

WHEREAS, the City treats 750,000 gallons of wastewater per day, approximately 300 million gallons per year; and

WHEREAS, the transfer pumps distribute clean water from the water plant to the distribution system; and

WHEREAS, one of the transfer pumps was not working properly and staff requested Mid-America Pump to make repairs; and

WHEREAS, the final cost of the repairs was in the amount of \$7,970.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT the Board acknowledges and approves the expenditure of funds from the Combined Water and Wastewater Fund for the repair of the transfer pump in the amount of \$7,970 from Mid-America Pump.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



MID-AMERICA PUMP

5600 Inland Drive
Kansas City, KS
913-287-3900 Fax: 913-287-6641

6749 / 5106

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 9/27/2022 | 16759 |

| |
|---|
| Bill To |
| CITY OF SMITHVILLE ATTN: ACCOUNTS PAYABLE 1 HELVEY PARK DRIVE SMITHVILLE, MO 64089 |

| | | |
|-----------------|-------------|-------------------|
| Customer Acct # | Terms | Customer P.O. No. |
| C1149 | NET 30 DAYS | Bob Lemley |

| Item | Description |
|------------|--|
| SHOP LABOR | SHOP LABOR SKP# 7547 MID-AMERICA PUMP SKP# 7547 This is for the inspection and installation of the Transfer pump form the Smithville WTP |

| | | |
|--|-------------------------|------------|
| | Sales Tax (0.0%) | \$0.00 |
| | Total | \$7,970.00 |



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Utilities (Public Works)

AGENDA ITEM: Resolution 1129, Authorizing Sewer Service Investigation and Sewer Repair at the First Baptist Church at 300 South Bridge Street

REQUESTED BOARD ACTION:

Authorizing Sewer Service Investigation and Sewer Repair at the First Baptist Church at 300 South Bridge Street in an amount not to exceed \$10,921.45.

SUMMARY:

In 2018, the City installed a main water line near the First Baptist Church which is located at 300 South Bridge Street in Smithville, Missouri. During the process of installation, the City damaged the sewer line which belonged to the Church. In response to this, the First Baptist Church contracted with two different contractors/vendors to make repairs. The Church utilized services from "Taylor Plumbing Services" to perform a main line cleanout and sewer line camera and drain cleaning and the Church also utilized services from "She Digs It, LLC" to fully repair the sewer line. These services were performed in September 2022 and the City will take responsibility to pay these line repair invoices. Together, these two invoices total \$10,921.45.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Utility Services Maintenance & Repair

FINANCIAL CONSIDERATIONS:

The Utilities Fund will incur expense of \$10,921.45 and there is sufficient budget capacity in the FY2022 Budget to pay for this line repair.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Invoice | |

RESOLUTION 1129

**A RESOLUTION AUTHORIZING SEWER SERVICE INVESTIGATION
AND SEWER REPAIR AT THE FIRST BAPTIST CHURCH AT
300 SOUTH BRIDGE STREET**

WHEREAS, in 2018, the City installed a main water line near the First Baptist Church located at 300 South Bridge Street; and,

WHEREAS, during the installation process, the City damaged the sewer line for the Church; and,

WHEREAS, the City is responsible for damaging the sewer line and will pay for repair costs related to fixing the line; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Board authorizes sewer service investigation and sewer repair at the First Baptist Church at 300 South Bridge Street not to exceed \$10,921.45.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



600 SE Central Drive
Blue Springs, MO 64014

816.295.1100 FAX 816.295.1627

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 9/21/2022 | 22054 |

First Baptist Church
300 Bridge St
Smithville, MO 64089

| PO# | Notes | Job Name | | |
|--|-------|-------------------------|-------------|--|
| - | | 1st Baptist Church | | |
| Description | Qty | Rate | Amount | |
| Sewer Service Investigation and Repair | | 10,473.71 | 10,473.71 | |
| | | Total | \$10,473.71 | |
| | | Payments/Credits | \$0.00 | |
| | | BALANCE DUE | \$10,473.71 | |

400 Park Drive
Smithville, MO 64089



Phone: 816-532-0737
taylorpsi@sbcglobal.net

Plumbing Services, Inc.

BILL TO

First Baptist Church of Smithville
300 S Bridge St
Smithville, MO 64089



| REP | 2nd Rep | Visit us on our Website! www.TaylorPlumbingServicesInc.com | DATE | Invoice # |
|-----------|---------|--|--------------|-----------|
| N | B,CRM | | 9/12/2022 | 27537 |
| ITEM | QTY | DESCRIPTION | RATE | AMOUNT |
| IDR020000 | | Day 1 Main Line Stoppage-Inside Cleanout Auger sewer from Clean out. | | 188.85 |
| CAM020010 | | Went back next day 9/13/22 Day 2 Inspect Sewer Line With Camera and Drain Cleaning Went back for day 3, Ran camera and inspection of line, unable to clear line. referred to Monkey Excavating, and then Coulter. Thank you for your business Nate & Crew | | 258.89 |
| | | | Total | \$447.74 |

Proud Members of:



A service charge of 2% per month will be added on overdue accounts. Minimum - \$2.00

www.facebook.com/taylorplumbingservices



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Police Department

AGENDA ITEM: Resolution 1130, Authorizing the purchase of repair and maintenance services for police patrol interceptors with Wright Automotive

REQUESTED BOARD ACTION:

A motion to approve Resolution 1130, authorizing the purchase of repair and maintenance services for police patrol interceptors in the amount of \$9,578.09 from Wright Automotive

SUMMARY:

The Police Department performs routine maintenance on the 8 patrol interceptors in the patrol fleet. The department typically uses Wright Automotive to perform these services. These vehicles are model years 2014 to 2018 and are showing signs of age. Recently, the department authorized significant repairs to the fleet of vehicles. This set of repairs includes wheel alignment, installation of lower control arms and bushings, replacement of air conditioning compressor, installation of left and right sway bar links, installation of new windshield washer pump, and mounting and balancing of new tires.

In the effort to reduce maintenance expenses, the Police Department currently has 8 new police interceptors on order (two sets of four vehicles ordered in separate batches) through Enterprise Fleet Management. Delivery of these vehicles is currently unknown. It is expected that repairs & maintenance costs will be significantly reduced once the replacement of these aging vehicles occurs with the new vehicles.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Vehicle Maintenance & Repair

FINANCIAL CONSIDERATIONS:

Funds for the repair and maintenance of vehicles are budgeted in the Police Department commodities budget.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Invoice | |

RESOLUTION 1130

A RESOLUTION AUTHORIZING THE PURCHASE OF REPAIRS AND MAINTENANCE SERVICES FOR POLICE PATROL INTERCEPTORS FROM WRIGHT AUTOMOTIVE

WHEREAS, the Police Department has an aging patrol fleet which the City is in the process of replacing; and,

WHEREAS, to ensure the current fleet of vehicles continues to operate satisfactorily to meet citizen expectations, the Police Department has authorized the repair and maintenance of various patrol vehicles in the patrol fleet; and,

WHEREAS, these services are performed by Wright Automotive include repair and maintenance including installation of suspension parts, air conditioning parts, and mounting and installation of tires; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Board authorizes the purchase of repairs and maintenance services for police patrol interceptors in an amount not to exceed \$9,578.09 with Wright Automotive

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

WRIGHT AUTOMOTIVE SERVICE & TOW

109 JAMES STREET
SMITHVILLE, MISSOURI 64089

Phone Shop 532-8982 Tow 532-8300

< Police Dept >

City of Smithville
107 W. Main St
Smithville, MO 64089

BILLING DATE: 10-3-2022
ACCOUNT ID:
PREVIOUS BALANCE:

ACCOUNT ACTIVITY

| DATE | INVOICE NO. | DETAILS | CHARGES | PAYMENTS |
|-----------|-------------|----------------|-------------------------|------------|
| 9-2-2022 | 93107 | 14 Dodge (306) | \$ 752.98 | |
| 9-7-2022 | 93174 | 18 Ford (46) | \$ 1030.33 | |
| 9-7-2022 | 93193 | 16 Ford (42) | \$ 2700.95 | |
| 9-6-2022 | 93209 | 18 Ford (47) | \$ 215.69 | |
| 9-8-2022 | 93210 | 16 Ford (44) | \$ 474.43 | |
| 9-12-2022 | 93262 | 15 Ford (41) | \$ 396.09 | |
| 9-16-2022 | 93278 | 16 Ford (45) | \$ 1801.49 | |
| 9-16-2022 | 93290 | 15 Ford (43) | \$ 506.61 | |
| 9-14-2022 | 93325 | 16 Ford (44) | \$ 33.66 | |
| 9-19-2022 | 93342 | 18 Ford (47) | \$ 1149.35 | |
| 9-21-2022 | 93405 | 15 Ford (41) | \$ 378.87 | |
| 9-23-2022 | 93446 | 15 Ford (43) | \$ 79.20 | |
| 10-3-2022 | 93554 | 15 Ford (41) | \$ 58.44 | |
| Totals: | | | \$ 9578.09 | |
| | | | Please pay this amount: | \$ 9578.09 |

Terms: 15 days
When sending payment, include the invoice number on the check. Thank you.

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93107

Org. Est. # 141533

INVOICE

Printed Date: 09/02/2022 Work Completed: 09/02/2022

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2014 Dodge - Charger SE - 3.6L, V6 (220CI) VIN(G)
 Lic # : 306 Odometer In : 0
 Unit # : 306 Odometer Out : 105171
 VIN # : 2C3CDXAG8 EH207880

| Part Description | Qty | Sale | Ext | Labor Description | Ext | |
|----------------------|------|--------|--------|--|--|--------|
| Heater Hose Assembly | 1.00 | 169.00 | 169.00 | CAME OUT OF QT THEN SAW COOLANT LEAKAGE, LIGHTS ON DASH WERE ON AND TEMP SHOWED HOT - POPPED HOOD AND SAW COOLANT RESERVOIR EMPTY - HAD TOWED IN Performed pressure test on cooling system and found the heater hose that connects from the coolant reservoir to the heater core is leaking at the T-connector. Recommend replacing the heater hose assembly and rechecking. Installed new heater hose assembly, filled with coolant and bled air from cooling system. Road tested and rechecked. | 220.00 | |
| Lower Control Arm | 1.00 | 88.87 | 88.87 | | RF LOWER CONTROL ARM BUSHING VERY LOOSE | 165.00 |
| Shop Supplies | | | 5.16 | | Installed new right front lower control arm. | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 | |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. | | |
| | | | | Hazardous Materials | 5.00 | |

Org. Estimate 752.98 Revisions 0.00 Current Estimate 752.98

| | |
|------------------|-----------------|
| Labor: | 484.95 |
| Parts: | 263.03 |
| HazMat: | 5.00 |
| SubTotal: | 752.98 |
| Tax: | 0.00 |
| Total: | 752.98 |
| Bal Due: | \$752.98 |

[Payments -]

Vehicle Received: 9/2/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93174

Org. Est. # 141605

INVOICE

Printed Date: 09/07/2022 Work Completed: 09/07/2022

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2018 Ford - Police Interceptor Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 46 Odometer In : 0
 Odometer Out : 81394
 VIN # : 1FM5K8AR4 JGB67932

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--|------|--------|--------|---|--------|
| Kendall, GT-1 HP Syn Blend (TI) 5W20 GF5 | 6.00 | 4.74 | 28.44 | LUBE, OIL, & FILTER | 12.00 |
| Engine Oil Filter | 1.00 | 4.68 | 4.68 | Lubricate and check chassis. Change oil and oil filter. Check air filter and breather filter. Check all fluid levels and tire pressures. Perform basic safety inspection. | |
| Washer Fluid | 1.00 | 1.50 | 1.50 | | |
| 245/55R18 103W Firestone Firehawk Pursuit BW | 4.00 | 185.06 | 740.24 | MOUNT & BALANCE | 100.00 |
| Rubber Stem for Tire Pressure Sensor | 4.00 | 2.50 | 10.00 | TIRE FEE | 2.00 |
| Shop Supplies | | | 15.00 | State Tire Fee @ .50 per tire. | |
| | | | | Tire Disposal | 12.00 |
| | | | | Tire Disposal Fee @ \$3.00/tire | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. | |
| | | | | Hazardous Materials | 4.52 |

Org. Estimate 1,030.33 Revisions 0.00 Current Estimate 1,030.33

| | |
|-----------|------------|
| Labor: | 225.95 |
| Parts: | 799.86 |
| HazMat: | 4.52 |
| SubTotal: | 1,030.33 |
| Tax: | 0.00 |
| Total: | 1,030.33 |
| Bal Due: | \$1,030.33 |

[Payments -]

Vehicle Received: 9/7/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93193

Org. Est. # 141611

INVOICE

Printed Date: 09/07/2022 **Work Completed: 09/07/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Police Interceptor Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 42 Odometer In : 0
 Odometer Out : 122311
 VIN# : 1FM5K8AR3 **GGB65680**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--|------|--------|--------|---|--------|
| A/C Compressor Kit | 1.00 | 449.06 | 449.06 | CHECK OUT VEHICLE WILL DIE AFTER FIRST | 110.00 |
| A/C Refrigerant Discharge Hose | 1.00 | 102.10 | 102.10 | STARTING UP AND SMELLING SOMETHING BURNT | |
| 134-A Freon | 1.00 | 20.00 | 20.00 | Perform check out and preliminary inspections. Found ac | |
| 245/55R18 103W Firestone Firehawk Pursuit BW | 4.00 | 185.06 | 740.24 | compressor clutch failing and burning due to locked up compressor. Recommend replacing ac compressor, drier filter and expansion valve. | |
| Rubber Stem for Tire Pressure Sensor | 4.00 | 2.50 | 10.00 | REPLACE AC COMPRESSOR | 165.00 |
| Front Sway Bar Link | 1.00 | 37.99 | 37.99 | Installed new ac compressor. | |
| Front Sway Bar Link | 1.00 | 37.99 | 37.99 | REPLACED RECEIVER DRIER | 110.00 |
| Kendall, GT-1 HP Syn Blend (TI) 5W20 GF5 | 6.00 | 4.74 | 28.44 | Install new drier | |
| Washer Fluid | 1.00 | 1.50 | 1.50 | REPLACE EVAPORATOR EXPANSION VALVE | 165.00 |
| Engine Oil Filter | 1.00 | 4.68 | 4.68 | Install new expansion valve. | |
| Shop Supplies | | | 15.00 | DISCHARGE AIR CONDITIONING HOSE SLIGHT LEAK | 176.00 |
| | | | | Install new ac discharge hose. | |
| | | | | AIR CONDITIONING SYSTEM - Complete Charge | 154.00 |
| | | | | Air Conditioning system recover, evacuate and recharge. | |
| | | | | MOUNT & BALANCE | 100.00 |
| | | | | Mount & Balance 4 new tires. | |
| | | | | TIRE FEE | 2.00 |
| | | | | State Tire Fee @ .50 per tire. | |
| | | | | Tire Disposal | 12.00 |
| | | | | Tire Disposal Fee @ \$3.00/tire | |
| | | | | FRONT SWAY BAR LINKS LOOSE | 143.00 |
| | | | | Install new left and right front sway bar link. | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. | |
| | | | | "CHECK ENGINE OIL" MESSAGE COMING ON DASH - CUSTOMER CHECKED AND VEHICLE DOES HAVE OIL | n/c |
| | | | | Found message to be "change oil soon". | |
| | | | | LUBE, OIL, & FILTER | 12.00 |
| | | | | Lubricate and check chassis. Change oil and oil filter. Check air filter and breather filter. Check all fluid levels and tire pressures. Perform basic safety inspection. | |
| | | | | Hazardous Materials | 5.00 |

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93193

Org. Est. # 141611

INVOICE

Printed Date: 09/07/2022 **Work Completed: 09/07/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Police Interceptor Utility - 3.7L, V6 (227Cl) VIN(R)
 Lic # : 42
 Odometer In : 0
 Odometer Out : 122311
 VIN# : 1FM5K8AR3 **GGB65680**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------|-----|------|-----|-------------------|-----|
|------------------|-----|------|-----|-------------------|-----|

Org. Estimate 2,700.95 Revisions 0.00 Current Estimate 2,700.95

| | |
|-----------|------------|
| Labor: | 1,248.95 |
| Parts: | 1,447.00 |
| HazMat: | 5.00 |
| SubTotal: | 2,700.95 |
| Tax: | 0.00 |
| Total: | 2,700.95 |
| Bal Due: | \$2,700.95 |

[Payments -]

Vehicle Received: 9/7/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Service Advisor : Everman, Collin, Tech : Jones, Michael; Merritt, Carson; Gates,

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 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93209

Org. Est. # 141651

INVOICE

Printed Date: 09/06/2022 Work Completed: 09/06/2022

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2018 Ford - Police Interceptor Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 47 Odometer In : 0
 Odometer Out : 89212
 VIN# : 1FM5K8AR6 JGB67933

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--|------|--------|--------|--|-------|
| Battery Megatron Plus 30 Month Free Replacement 6Y Shop Supplies | 1.00 | 155.96 | 155.96 | ***Vehicle Memo*** Serpentine belt, coolant flush, and spark plugs due at 100,000 miles. | |
| | | | 3.12 | Monitor transmission fluid condition. | |
| | | | | ELECTRICAL SYSTEM ANALYSIS COMPLETELY DEAD HAD TO JUMP START. DROVE HERE AND TRIED TO RE START AND STILL WAS COMPLETELY DEAD | 55.00 |
| | | | | Inspect battery terminals and cables. Charge battery to full capacity. Load test battery and record readings. Inspect alternator belt and adjust as required. Perform alternator output test and record readings. Perform starter draw test and record reading. Found battery swollen and leaking acid. Installed new battery and rechecked system. Electrical system checks out okay, at this time. | |
| | | | | BATTERY FEE | 0.50 |
| | | | | State Battery Fee | |
| | | | | Hazardous Materials | 1.11 |

Org. Estimate 215.69 Revisions 0.00 Current Estimate 215.69

| | |
|-----------|----------|
| Labor: | 55.50 |
| Parts: | 159.08 |
| HazMat: | 1.11 |
| SubTotal: | 215.69 |
| Tax: | 0.00 |
| Total: | 215.69 |
| Bal Due: | \$215.69 |

[Payments -]

Vehicle Received: 9/6/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

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 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93210

Org. Est. # 141620

INVOICE

Printed Date: 09/08/2022 **Work Completed: 09/08/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Police Interceptor Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 44 Odometer In : 0
 Odometer Out : 123546
 VIN# : 1FM5K8AR6 **GGC50609**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|---|------|--------|--------|---|--------|
| Kendall, GT-1 HP Syn Blend (TI) 5W20 GF5 | 6.00 | 4.74 | 28.44 | LUBE, OIL, & FILTER | 12.00 |
| Engine Oil Filter | 1.00 | 4.68 | 4.68 | Lubricate and check chassis. Change oil and oil filter. Check air filter and breather filter. Check all fluid levels and tire pressures. Perform basic safety inspection. | |
| Washer Fluid | 1.00 | 1.50 | 1.50 | | |
| TPMS Sensor | 1.00 | 31.25 | 31.25 | LR TPMS SENSOR FAULT | 20.00 |
| RF Lower Control Arm | 1.00 | 124.80 | 124.80 | Found faulty left rear tpms sensor. Program and install new sensor. | |
| Shop Supplies | | | 3.81 | RF LOWER CONTROL ARM BUSHING WORN AND LOOSE | 143.00 |
| | | | | Install new lower control arm assembly. | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. | |
| | | | | Hazardous Materials | 5.00 |

Org. Estimate 474.43 Revisions 0.00 Current Estimate 474.43

| | |
|------------------|-----------------|
| Labor: | 274.95 |
| Parts: | 194.48 |
| HazMat: | 5.00 |
| SubTotal: | 474.43 |
| Tax: | 0.00 |
| Total: | 474.43 |
| Bal Due: | \$474.43 |

[Payments -]

Vehicle Received: 9/8/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93262

Org. Est. # 141654

INVOICE T

Printed Date: 09/12/2022 **Work Completed: 09/12/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2015 Ford - Explorer - 3.5L, V6 (213CI) VIN(8)
 Lic # : 41 Odometer In : 0
 Odometer Out : 134878
 VIN# : 1FM5K8AR4 **FGC41597**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--------------------------|------|-------|--------|---|--------|
| Brake Clean | 1.00 | 4.58 | 4.58 | ***Vehicle Memo*** | |
| Disc Brake Pad Set Front | 1.00 | 56.24 | 56.24 | Air Filter P6935 | |
| Disc Brake Rotor | 2.00 | 81.25 | 162.50 | POWER SWITCH INOP | n/c |
| Shop Supplies | | | 4.47 | Could not duplicate customer's complaint, at this time. | |
| | | | | BRAKE INSPECTION - STARTING TO SQUEAK WHEN BRAKING | n/c |
| | | | | Remove and reinstall four wheels and rear brake drums to inspect brake condition. Inspect entire system for leaks and advise customer of needed repairs. Found metal transfer on rotors, causing customer's complaint, and rotors warped causing brake pulsation. Recommend front brake job, advise customer. | |
| | | | | FRONT DISC BRAKE JOB. | 165.00 |
| | | | | Replace front brake pad linings and front brake disc rotors. Clean and lubricate brake calipers and slide mechanisms. Check and fill brake fluid. Bleed air from system. Road test vehicle. | |
| | | | | Hazardous Materials | 3.30 |

Org. Estimate 396.09 Revisions 0.00 Current Estimate 396.09

| | |
|------------------|-----------------|
| Labor: | 165.00 |
| Parts: | 227.79 |
| HazMat: | 3.30 |
| SubTotal: | 396.09 |
| Tax: | 0.00 |
| Total: | 396.09 |
| Bal Due: | \$396.09 |

[Payments -]

Vehicle Received: 9/12/2022

Customer Number : 41

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Signature _____ Date _____

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 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93278

Org. Est. # 141653

INVOICE

Printed Date: 09/16/2022 **Work Completed: 09/16/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Explorer - 3.5L V6 (213CI) VIN(8)
 Lic # : 45 Odometer In : 0
 Odometer Out : 119173
 VIN# : 1FM5K8AR2 GGC50610

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--|------|--------|--------|--|--------|
| Battery Megatron Plus 30 Month Free Replacement 6Y | 1.00 | 155.96 | 155.96 | CHECK OUT "HOOTING" NOISE IN LEFT FRONT WHEEL WELL WHILE TURNING | n/c |
| Control Arm With Ball Joint | 1.00 | 126.61 | 126.61 | Check out found both front lower control arm bushings loose and making noise. | |
| Control Arm With Ball Joint | 1.00 | 126.61 | 126.61 | | |
| Kendall, GT-1 HP Syn Blend (TI) 5W20 GF5 | 6.00 | 4.74 | 28.44 | ELECTRICAL SYSTEM ANALYSIS VEHICLE WAS DEAD THIS MORNING HAD TO JUMP | 55.00 |
| Engine Oil Filter | 1.00 | 4.68 | 4.68 | Inspect battery terminals and cables. Charge battery to full capacity. Load test battery and record readings. Inspect alternator belt and adjust as required. Perform alternator output test and record readings. Perform starter draw test and record reading. Found power switch on. Let battery sit and charge overnight and found battery not holding charge. Installed new battery and rechecked. Electrical system tests okay, at this time. | |
| Washer Fluid | 1.00 | 1.50 | 1.50 | | |
| 245/55R18 103W Firestone Firehawk Pursuit BW | 4.00 | 185.06 | 740.24 | | |
| Rubber Stem for Tire Pressure Sensor | 4.00 | 2.50 | 10.00 | | |
| Shop Supplies | | | 15.00 | State Battery Fee | 0.50 |
| | | | | REPAIR FLAT TIRE RF | 20.00 |
| | | | | Remove and patch tire | |
| | | | | FRONT LOWER CONTROL ARM BUSHINGS MOVING | 286.00 |
| | | | | Installed new front lower control arm and bushings. | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. | |
| | | | | LUBE, OIL, & FILTER | 12.00 |
| | | | | Lubricate and check chassis. Change oil and oil filter. Check air filter and breather filter. Check all fluid levels and tire pressures. Perform basic safety inspection. | |
| | | | | MOUNT & BALANCE | 100.00 |
| | | | | Mount & Balance 4 new tires. | |
| | | | | TIRE FEE | 2.00 |
| | | | | State Tire Fee @ .50 per tire. | |
| | | | | Tire Disposal | 12.00 |
| | | | | Tire Disposal Fee @ \$3.00/tire | |
| | | | | Hazardous Materials | 5.00 |

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93278

Org. Est. # 141653

INVOICE

Printed Date: 09/16/2022 Work Completed: 09/16/2022

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Explorer - 3.5L, V6 (213Cl) VIN(8)
 Lic # : 45
 Odometer In : 0
 Odometer Out : 119173
 VIN# : 1FM5K8AR2 **GGC50610**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------|-----|------|-----|-------------------|-----|
|------------------|-----|------|-----|-------------------|-----|

Org. Estimate 1,885.91 Revisions 0.00 Current Estimate 1,885.91

| | |
|-----------|------------|
| Labor: | 587.45 |
| Parts: | 1,209.04 |
| HazMat: | 5.00 |
| SubTotal: | 1,801.49 |
| Tax: | 0.00 |
| Total: | 1,801.49 |
| Bal Due: | \$1,801.49 |

[Payments -]

Vehicle Received: 9/16/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE
93290

Org. Est. # 141707

INVOICE

Printed Date: 09/16/2022 **Work Completed: 09/16/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2015 Ford - Explorer - 3.5L, V6 (213Cl) VIN(8)
 Lic # : 43
 Odometer In : 0
 Odometer Out : 126821
 VIN# : 1FM5K8AR8 FGC41599

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------------|------|-------|-------|---|--------|
| Relay | 1.00 | 55.16 | 55.16 | POWER SWITCH INOP | 165.00 |
| Windshield Washer Pump | 1.00 | 57.66 | 57.66 | Check out secure power switch, tighten wire terminals and replace control solenoid. | |
| Washer Fluid | 1.00 | 1.50 | 1.50 | WASHER SPRAYER INOP | 220.00 |
| Shop Supplies | | | 2.29 | Check out has washer pump shorted internally, install new washer pump. | |
| | | | | Hazardous Materials | 5.00 |

Org. Estimate 506.61 Revisions 0.00 Current Estimate 506.61

| | |
|------------------|-----------------|
| Labor: | 385.00 |
| Parts: | 116.61 |
| HazMat: | 5.00 |
| SubTotal: | 506.61 |
| Tax: | 0.00 |
| Total: | 506.61 |
| Bal Due: | \$506.61 |

[Payments -]

Vehicle Received: 9/16/2022

Customer Number : 41

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Signature _____ Date _____

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93325

Org. Est. # 141773

INVOICE

Printed Date: 09/14/2022 **Work Completed: 09/14/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2016 Ford - Police Interceptor Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 44
 Odometer In : 0
 Odometer Out : 123815
 VIN# : 1FM5K8AR6 **GGC50609**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------|-----|------|-----|---|-------|
| | | | | CHECK OUT WASHER FLUID HOSE IS BROKE ON RIGHT HAND SIDE NEAR HINGE Repair broken washer hose on right side of engine bay. | 33.00 |
| | | | | Hazardous Materials | 0.66 |

Org. Estimate 33.66 Revisions 0.00 Current Estimate 33.66

| | |
|------------------|----------------|
| Labor: | 33.00 |
| Parts: | 0.00 |
| HazMat: | 0.66 |
| SubTotal: | 33.66 |
| Tax: | 0.00 |
| Total: | 33.66 |
| Bal Due: | \$33.66 |

[Payments -]

Vehicle Received: 9/14/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93342

Org. Est. # 141808

INVOICE

Printed Date: 10/03/2022 **Work Completed: 09/19/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2018 Ford - Police Interceptor.Utility - 3.7L, V6 (227CI) VIN(R)
 Lic # : 47 Odometer In : 0
 Odometer Out : 89816
 VIN# : 1FM5K8AR6 JGB67933

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|--|------|--------|--------|--|--------|
| Solenoid | 1.00 | 55.16 | 55.16 | HAS TO OPERATE POWER SWITCH MANY TIMES BEFORE IT WORKS | 110.00 |
| 245/55R18 103W Firestone Firehawk Pursuit BW | 4.00 | 185.06 | 740.24 | Checked out, found the power switch relay intermittently operating. Installed new power switch relay and rechecked. | |
| Rubber Stem for Tire Pressure Sensor | 4.00 | 2.50 | 10.00 | MOUNT & BALANCE | 100.00 |
| Shop Supplies | | | 15.00 | Mount & Balance 4 new tires. | |
| | | | | TIRE FEE | 2.00 |
| | | | | State Tire Fee @ .50 per tire. | |
| | | | | Tire Disposal | 12.00 |
| | | | | Tire Disposal Fee @ \$3.00/tire | |
| | | | | FOUR WHEEL ALIGNMENT | 99.95 |
| | | | | Road test vehicle. Check all suspension and steering parts for wear. Check tire pressure and condition. Check ride height. Check alignment of all four wheels. Adjust caster, camber, toe-in, and thrust angle as needed on all four wheels. Center steering wheel. ***Vehicle Memo*** | |
| | | | | Serpentine belt, coolant flush, and spark plugs due at 100,000 miles. | |
| | | | | Monitor transmission fluid condition. | |
| | | | | Hazardous Materials | 5.00 |

Org. Estimate 1,098.30 Revisions 0.00 Current Estimate 1,098.30

| | |
|------------------|-------------------|
| Labor: | 323.95 |
| Parts: | 820.40 |
| HazMat: | 5.00 |
| SubTotal: | 1,149.35 |
| Tax: | 0.00 |
| Total: | 1,149.35 |
| Bal Due: | \$1,149.35 |

[Payments -]

Vehicle Received: 9/19/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93405

Org. Est. # 141772

INVOICE

Printed Date: 10/03/2022 **Work Completed: 09/21/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2015 Ford - Explorer - 3.5L, V6 (213CI) VIN(8)
 Lic # : 41 Odometer In : 0
 Odometer Out : 135235
 VIN# : 1FM5K8AR4 FGC41597

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|---|------|--------|--------|---|--------|
| Kendall, GT-1 HP Syn Blend (TI) 5W20 GF5 | 6.00 | 4.74 | 28.44 | ***Vehicle Memo*** Air Filter P6935 | |
| Engine Oil Filter | 1.00 | 4.12 | 4.12 | LUBE, OIL, & FILTER | 12.00 |
| Washer Fluid | 1.00 | 1.50 | 1.50 | Lubricate and check chassis. Change oil and oil filter. Check air filter and breather filter. Check all fluid levels and tire pressures. Perform basic safety inspection. | |
| Air Filter - | 1.00 | 15.22 | 15.22 | AIR FILTER HAS WATER DAMAGE | n/c |
| Relay | 1.00 | 55.16 | 55.16 | Installed new air filter. | |
| Jump Start and Charger | 1.00 | 145.00 | 145.00 | POWER SWITCH WORKING INTERMITTENTLY | 110.00 |
| Shop Supplies | | | 4.99 | Found power switch solenoid faulty. Installed new power switch solenoid and rechecked. Power switch is operating properly, at this time. | |
| | | | | Hazardous Materials | 2.44 |

Org. Estimate 287.07 Revisions 0.00 Current Estimate 287.07

| | |
|------------------|-----------------|
| Labor: | 122.00 |
| Parts: | 254.43 |
| HazMat: | 2.44 |
| SubTotal: | 378.87 |
| Tax: | 0.00 |
| Total: | 378.87 |
| Bal Due: | \$378.87 |

[Payments -]

Vehicle Received: 9/21/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93446

Org. Est. # 141918

INVOICE

Printed Date: 09/23/2022 **Work Completed: 09/23/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2015 Ford - Explorer - 3.5L, V6 (213CI) VIN(8)
 Lic # : 43
 Odometer In : 0
 Odometer Out : 127335

VIN# : 1FM5K8AR8 **FGC41599**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------|------|-------|-------|--|-------|
| Pigtail | 1.00 | 9.36 | 9.36 | LEFT HEADLIGHT INOP CONNECTOR IS BURNT | 55.00 |
| Headlight Bulb | 1.00 | 13.29 | 13.29 | Install new bulb and wire in new headlight bulb connector. | |
| Shop Supplies | | | 0.45 | Hazardous Materials | 1.10 |

Org. Estimate 79.20 Revisions 0.00 Current Estimate 79.20

| | |
|------------------|----------------|
| Labor: | 55.00 |
| Parts: | 23.10 |
| HazMat: | 1.10 |
| SubTotal: | 79.20 |
| Tax: | 0.00 |
| Total: | 79.20 |
| Bal Due: | \$79.20 |

[Payments -]

Vehicle Received: 9/23/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.wrightautomotive109.com

Email Address: wright-automotive@att.net

Service Advisor : Loker, Beth, Tech : Stoddard, Drake

Wright Automotive Inc.
 109 JAMES ST.
 SMITHVILLE, MO. 64089
 Phone: 816-532-8982 Fax: 816-532-4056

INVOICE

93554

Org. Est. # 142036

INVOICE

Printed Date: 10/03/2022 **Work Completed: 10/03/2022**

City of Smithville-Police Dept
 107 W Main St.
 Smithville, MO 64089
 Cellular 816-507-6362 Tony -- Home 816-532-0500

2015 Ford - Explorer - 3.5L, V6 (213CI) VIN(8)
 Lic # : 41 Odometer In : 0
 Odometer Out : 135658
 VIN# : 1FM5K8AR4 **FGC41597**

| Part Description | Qty | Sale | Ext | Labor Description | Ext |
|------------------|------|-------|-------|--|-------|
| Headlight Bulb | 1.00 | 13.29 | 13.29 | HEADLIGHT INOP | 44.00 |
| Shop Supplies | | | 0.27 | Installed new headlight bulb in right front. | |
| | | | | ***Vehicle Memo*** | |
| | | | | Air Filter P6935 | |
| | | | | Hazardous Materials | 0.88 |

Org. Estimate 71.99 Revisions 0.00 Current Estimate 71.99

| | |
|------------------|----------------|
| Labor: | 44.00 |
| Parts: | 13.56 |
| HazMat: | 0.88 |
| SubTotal: | 58.44 |
| Tax: | 0.00 |
| Total: | 58.44 |
| Bal Due: | \$58.44 |

[Payments -]

Vehicle Received: 10/3/2022

Customer Number : 41

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1131, Authorizing Payment to the Clay County Board of Election Commissioners for the City's Share of General Election Expenses

REQUESTED BOARD ACTION:

A motion to approve Resolution 1131, authorizing payment to the Clay County Board of Election Commissioners for the City's share of General Election expenses in an amount not to exceed \$8,424.62 for the November 8, 2022 election.

SUMMARY:

On August 16, 2022, the Board of Aldermen approved Ordinance 3154-22 which allows for the submission of a ballot question related to the term of office for all elected positions. In this approved Ordinance, the Board expressed an interested in increasing the term of office from two year to four years for both the Mayor and Board of Aldermen.

With the addition of this question to the ballot, which will occur on November 8, 2022, the City received an invoice from the Clay County Board of Election Commissioners in the amount of \$8,242.62. Typically, the election expenses are within the City Administrator's purchasing authority (under \$7,500), but because of this additional term office question, the costs are higher.

The attached expenses of \$8,242.62 are estimated. The City could potentially receive a refund. The invoice due date is October 31, 2022 and the expenses will be charged to the Elected Officials department budget in FY2022.

PREVIOUS ACTION:

The City typically incurs general election expenses between \$3,000 and \$4,000 each year. Because of the additional term in office question, the estimated expense is higher.

POLICY ISSUE:

Payment to Allow for Term Office Questions on November 8, 2022 Ballot.

FINANCIAL CONSIDERATIONS: Authorize Payment not to exceed \$8,242.62. There are sufficient funds in the FY2022 Elected Officials Budget.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Invoice | |

RESOLUTION 1131

**A RESOLUTION AUTHORIZING PAYMENT TO THE CLAY COUNTY
BOARD OF ELECTION COMMISSIONERS FOR THE CITY'S
SHARE OF GENERAL ELECTION EXPENSES**

WHEREAS, on August 16, 2022, the Board of Aldermen approved Ordinance 3154-22 which allows for the submission of a ballot question related to the Mayor and Alderman serving a four-year term in office; and

WHEREAS, the City has incurred expenses to submit the term in office question for the November 8, 2022, ballot which exceeds the City Administrator's purchasing authority; and

WHEREAS, payment is due to the Clay County Board of Election Commissioners for the City's share of general election expense; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF
THE CITY OF SMITHVILLE, MISSOURI:**

THAT the Board authorizes payment to Clay County Board of Election Commissioners for the City's Share of General Election Cost in an amount not to exceed \$8,242.62.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

DARLA WIERZBICKI,
TOM BROWN,
JON M. KREBBS,
PATTY LAMB,

CHAIRMAN
MEMBER
ATTORNEY
DIRECTOR



THELMA CRAWFORD, SECRETARY
ANTHONY BOLOGNA, MEMBER
STEVEN B. SALMON, ATTORNEY
TIFFANY ELLISON, DIRECTOR

**CLAY COUNTY
BOARD OF ELECTION COMMISSIONERS**

10/6/2022 100 W. Mississippi Street. Liberty, MO 64068 Phone: 816-415-8683 Fax: 816-792-5334
www.voteclaycountymo.gov

City of Smithville
Linda Drummond, Clerk
107 W. Main St
Smithville, MO 64089

Pursuant to Section 115.077, p.1 & 2, RSMo, this is to advise you that the Board of Election Commissioners estimate that the City of Smithville's share of the 11/08/22 General Election Election cost is \$8,242.62.

Section 115.007, p.2, RSMo, also requires that you deposit \$8,242.62 with the Board of Election Commissioners no later than 10/31/22.

Deposit: \$8,242.62

By: 10/31/2022

Thank you for your cooperation and prompt payment.

Sincerely,

A handwritten signature in cursive script that reads "Patty Lamb".



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Res 1132, Approval of a contract with ComPsych for Employee Assistance Program services.

REQUESTED BOARD ACTION:

A motion to approve Resolution 1132 authorizing the Mayor to sign an agreement with ComPsych for the purpose of providing Employee Assistance Program Services.

SUMMARY:

The City has provided an Employee Assistance Program (EAP) through Saint Lukes LIFEWISE since December of 2018. The EAP provides up to five sessions of services to employees. Assistance includes personal counseling, family guidance, financial guidance, etc. Currently, the City pays \$31.68 per year per employee. On September 21, staff was notified by Saint Lukes LIFEWISE of their intent to discontinue services for their external clients effective December 31, 2022. This was due to their decision to focus on the growing needs of the current Saint Luke's employees and their dependents.

Staff reached out to our insurance broker as well as Midwesk Public Risk for recommendations of a replacement firm. ComPsych will provide City employees and their dependents confidential support, resources and information for personal and work-life issues provided at no charge to the employee. This contract outlines costs to be \$1.37 per employee per month, or \$16.44 per employee per year. ComPsych also provides one additional session free of charge for a total of six sessions available per employee per issue.

Staff recommends that the effective date of the contract be December 1, 2022 to coincide with the start of the benefit year.

PREVIOUS ACTION:

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

A projected \$969.96 annually, based on number of employees.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Employee Info sheet | |

RESOLUTION 1132

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT
WITH COMPSYCH FOR THE PURPOSE OF PROVIDING EMPLOYEE
ASSISTANCE PROGRAM SERVICES**

WHEREAS, the City of Smithville has the responsibility to provide an Employee Assistance Program to City employees; and,

WHEREAS, the ongoing need of the Employee Assistance Program services are able to be fulfilled by ComPsych Guidance Resources; and,

WHEREAS, ComPsych is able to provide confidential counseling, work life solutions, legal support, financial support and online resources; and,

WHEREAS, the City and ComPsych desire to enter into an agreement for ComPsych to provide Employee Assistance Program services to City employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF
THE CITY OF SMITHVILLE, MISSOURI:**

THAT the Board authorizes the Mayor to sign the Agreement with ComPsych for the purpose of providing an Employee Assistance Program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

AGREEMENT

This agreement (“Agreement”) sets forth the agreed upon terms and conditions surrounding ComPsych Corporation's (hereinafter referred to as “ComPsych”) delivery of a GuidanceResources Program (a "Program") to employees and dependents (“Participants”) of City of Smithville, MO (hereinafter referred to as “Client”) to begin December 1, 2022 (“Commencement Date”). This Agreement also refers to ComPsych and Client individually as "Party" and collectively as the "Parties." Client currently receives ComPsych’s services through its membership with Midwest Public Risk, and has selected the buy-up option, and the terms and conditions are as follows:

- 1. Term:** Initial term of five (5) years for the delivery of a Program to Client. After the expiration of the initial term (November 30, 2027), this Agreement shall automatically renew for successive one (1) year periods unless either Party shall deliver to the other Party written notice of non-renewal not less than one hundred and twenty (120) days prior to the expiration of the initial term or any applicable renewal term.

In the event that ComPsych fails to perform any material Service required to be performed by ComPsych hereunder, and such failure shall not be cured by ComPsych within ninety (90) days following the delivery of written notice by Client to ComPsych setting forth, in detail, the circumstances of such failure of performance, Client shall have the right to terminate this Agreement upon the expiration of such ninety (90) day period.

- 2. Fees:**

(A) Client agrees to pay ComPsych a fee of \$1.37 per employee per month. Client represents that as of the Commencement Date it has approximately 59 employees located in the United States. Client agrees to provide ComPsych with annually updated employee counts. Fees to be paid by Client to ComPsych shall be adjusted to reflect the updated employee counts. Payment for the Program is due on an annual basis beginning on the Commencement Date and thereafter on or before each one (1) year anniversary of the Commencement Date. In the event that any payment due ComPsych hereunder is not received by ComPsych from Client when due, a delinquency charge shall be assessed on each installment assessed in default for not less than five (5) days in an amount not to exceed one and one half percent (1.5%) for each month the installment remains unpaid or the maximum amount allowed by law, in addition to attorney's fees and other costs and expenses incurred by ComPsych to collect any amounts due hereunder.

(B) Critical incident stress management (“CISM”) Services will be provided at no charge until such time as the block of hours described in Section 3 of Schedule I is exhausted. Once such block of hours is exhausted, any CISM time and travel time will be billed at a rate of \$225.00 per hour plus related expenses. ComPsych shall invoice Client and Client agrees to pay ComPsych within thirty (30) days after its receipt of each invoice.

(C) Training Services will be provided at no charge until such time as the block of hours described in Section 3 of Schedule I is exhausted. Once such block of hours is exhausted, any training time will be billed at a rate of \$150.00 per hour plus travel and related expenses. ComPsych shall invoice Client and Client agrees to pay ComPsych within thirty (30) days after its receipt of each invoice.

(D) Client must give ComPsych at least five (5) days advance notice if it wishes to cancel any scheduled training, on-site intervention or other on-site Service or else the applicable hourly fee set forth in Sections 2(B) and 2(C) will apply or training/CISM hours will be reduced, as the case may be.

- 3. Exclusivity:** During the term of this Agreement, Client warrants that ComPsych shall be the exclusive provider of the Program under this Agreement to all employees of Client, and that all such employees shall be covered under this Agreement.

4. **Services:** The Program shall include those services described on Schedule I attached hereto (“Services”). Client agrees that any and all communications disseminated by Client to Participants regarding the Services to be rendered by ComPsych hereunder shall accurately reflect the terms hereof and comply with such guidelines as may be established, from time to time, by ComPsych. Frequency and method of distribution of promotional communications shall be mutually agreed upon by the Parties.
5. **Force Majeure:** No failure, delay or default in performance of any obligation of ComPsych shall constitute an event of default or breach of the Agreement to the extent that such failure to perform, delay or default arises out of a cause, existing or future, that is beyond the control and without negligence of ComPsych, including, but not limited to: action or inaction of governmental, civil or military authority; fire, strike, lockout or other labor dispute; flood, war; terrorism; riot; theft; earthquake and other natural disaster.
6. **Taxes:** All fees quoted and payable under this Agreement exclude taxes. Client will pay or reimburse ComPsych for all applicable sales, services and other taxes (excluding taxes on ComPsych’s net income) that may be levied upon the performance of Services under this Agreement.
7. **Relationship of the Parties:** ComPsych and Client agree that ComPsych is an independent contractor and neither Party nor their respective employees or agents shall be deemed to be an employee of the other, nor shall this Agreement be deemed to create a partnership, joint venture, agency relationship or other association between the Parties hereto.
8. **Entire Agreement:** This Agreement, together with the Schedules attached hereto, shall constitute the entire Agreement by and between the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein and, this Agreement shall supersede all prior and contemporaneous communications, representations or agreements, either verbal or written, by and between the Parties hereto, all of which are merged herein.

Please sign below to acknowledge acceptance of these terms.

City of Smithville, MO

By: _____
Damien Boley, Mayor

By: _____
Cynthia Wagner, City Administrator

Its: _____

Date: October 18, 2022

SCHEDULE I
GUIDANCERESOURCES®
COVERED SERVICES

1. **Account Management:** Client will be assigned an account manager who will serve as the contact person and provide Client with reports and feedback on the Program.
2. **Management Report:** ComPsych will prepare and provide to Client customary statistical management reports, without disclosure of the identity of any Participant utilizing the Services.
3. **Training/CISM:** Provide Client with up to one (1) hour of a combination of the following types of Services per contract year: 1) employee/supervisor orientation sessions (in-person or via Webinar), 2) personal development workshops, 3) health/enrollment fairs, and 4) CISM Services. Each training session will be a minimum of thirty (30) minutes in length and same-day training sessions must run consecutively, unless otherwise mutually agreed upon. Training must be scheduled thirty days in advance. The date and time of any CISM Services shall be mutually agreed upon by Client and ComPsych.
4. **Program Promotion:** ComPsych will provide customary promotional materials announcing and explaining the Program to Client employees.
5. **Service Access:** Toll free telephone line access to guidance consultants.
6. **Assessment, Counseling and Referral:** Assess the presenting problem of each Participant requesting counseling Services and provide a maximum of six (6) sessions per presenting problem if such problem is determined by ComPsych to be resolvable within the above number of sessions (In California a maximum of three sessions in a six month period with additional sessions for acute emergencies, consultations after referral or re-referral, or a consultation due to a management or union request for information or assessment regarding work performance issues). If the Participant's presenting problem is determined not to be resolvable in the above number of sessions, the Participant will be referred for alternative Services after assessment.
7. **Supervisor Consultation:** ComPsych professionals are available to provide technical support and policy-based information to supervisors and managers of Client.
8. **LegalConnect®:** Provide Client Participants with telephonic legal information and local referral upon request. If a local referral is requested, the Participant shall be entitled to a free thirty minute consultation and thereafter a 25% reduction in the attorney's customary rates. However, ComPsych does not guarantee the availability of discounted fees in certain rural areas. The decision as to whether or not to utilize a resource identified by ComPsych shall rest solely with the Participant who has the sole and independent obligation to decide whether or not to retain such resource. ComPsych does not assume any liability with regard to the Services performed by any resource.
9. **FinancialConnect®:** Provide Client Participants with telephonic financial information regarding their personal finances and related issues.

10. FamilySource®: Provide Client Participants with child and/or elder care resources in the Participant's community. In addition, provide information on automobile purchases, relocation, pet Services and apartment shopping. ComPsych does not control and is not responsible for the quality of Services rendered by resources nor does ComPsych review or monitor their activities. A referral by ComPsych to a resource is not a recommendation, approval or representation by ComPsych regarding the standards, quality, competence or adequacy of such resource or its agents and employees or its facilities. The decision as to whether or not to utilize a resource identified by ComPsych shall rest solely with the Participant who has the sole and independent obligation to decide whether or not to contract with or otherwise retain or employ such resource. ComPsych does not assume any liability with regard to the Services performed by any resource. FamilySource Services are defined as individual Participant requests that are completed by providing information and, if applicable, local referrals based on a Participant's specific criteria. Any requests by Client for information to be used as a company "directory" or "guide," such as multi-state, multi-county, or multi-zip code searches, are outside the scope of FamilySource Services and development of such directories or guides will be billed at a rate of \$125/hour.

11. GuidanceResources® Online: Online (via www.guidanceresources.com) information, resources, tools and other features on topics such as health & wellness, law & regulations, family & relationships, work & education, money & investments, consumer & leisure and home & auto.

GuidanceResources® Program

Contact us anytime for confidential assistance.



Dear Employee:

We are pleased to announce that ComPsych® is your new provider of GuidanceResources® services. Your GuidanceResources® benefits will give you and your dependents confidential support, resources and information for personal and work-life issues. These services are provided at no charge to you. These services include:

Confidential Counseling

Life can be stressful. Your EAP is designed to provide short-term counseling services for you and your dependents to help you handle concerns constructively, before they become major issues. Call anytime about concerns such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.

Work-Life Solutions

Too much to do, and too little time to get it all done? The work-life specialists at ComPsych® can do the research for you and provide qualified referrals and customized resources for child and elder care, moving, pet care, college planning, home repair, buying a car, planning an event, selling a house and more.

Legal Support

With your GuidanceResources® program, you have an attorney “on call” whenever you have questions about legal matters. Speak with on-staff licensed attorneys about legal concerns such as divorce, custody, adoption, real estate, debt and bankruptcy, landlord/tenant issues, civil and criminal actions and more. If you require representation, you can be referred to a qualified attorney for a free 30-minute consultation and a 25 percent reduction in customary legal fees.

Financial Information

Everyone has financial questions. With your GuidanceResources® benefit, you can get answers about budgeting, debt management, tax issues and other money concerns from on-staff CPAs, Certified Financial Planners® and other financial experts, simply by calling your toll-free number.

GuidanceResources® Online

Go online to access timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and free time. You can search for qualified child and elder care, attorneys and financial planners, as well as ask questions, take self-assessments and more.

GuidanceResources® is available to you 24 hours a day, 7 days a week.

There are two ways to access your GuidanceResources® benefits:

- Call your toll-free number. You'll speak to a counseling professional who can listen to your concerns and guide you to the appropriate services you require.
- Visit GuidanceResources® Online at www.guidanceresources.com and enter your company ID.

Remember, your GuidanceResources® benefits are strictly confidential. To view the ComPsych® HIPAA privacy notice, please go to www.guidanceresources.com/privacy.

I hope you will take some time to explore all the benefits that GuidanceResources® has to offer.

Here when you need us.

Call:

TTY: 800.697.0353

Online: guidanceresources.com

App: GuidanceNowSM

Web ID:



City Administrator's Report

October 13, 2022

Change to City Contribution to Employee LAGERS Plan

As discussed at the retreat and directed by the Board during the budget development process, the FY2023 Budget includes funds to change the city's contribution to the LAGERS defined benefit retirement plan. Employees currently contribute four percent of their salary to fund their retirement through LAGERS. The budget includes funds for the city to fund half of that contribution amount, increasing total city contribution and lowering employee total contribution to two percent.

Changes to the retirement plan are outlined by statute and require a supplemental actuarial valuation. This study has been requested and received. Statute further requires that the valuation be made available for public inspection for at least 45 calendar days before the Board may take action to approve a resolution adopting proposed changes. The document is included in this report and will be available on the City's website beginning Wednesday, October 19. A resolution adopting these changes will be on the December 6 agenda. If approved, the change to the retirement contribution will be reflected in the first paycheck of January.

Update Regarding Police Interceptors

In October 2021, the City received quotes and coordinated an order for four 2022 Ford Police Interceptors with Enterprise Fleet Management. The orders were formally placed in November 2021. In anticipation of these costs to fund the vehicles, the City budgeted a \$135,000 transfer to support the leasing expense for these vehicles into the VERF. This transfer was a featured highlight in the FY2022 Adopted Budget and was completed right away as the fiscal year began.

In April 2022, discussions took place regarding ordering four more patrol vehicles, which would result in full replacement of the patrol fleet. The Police Department has eight patrol vehicles, which are all aging and requiring more frequent upkeep, repairs and routine maintenance to keep them operating safely and efficiency. Based upon this information, staff made the decision to place another order with Enterprise for four more Police Interceptors (2023 Models). Because leasing costs were very comparable to an outright cooperative bidding/purchase process the City selected Enterprise again for these vehicles.

In late September 2022, staff received news from other agencies regarding the occurrence of cancelled orders for 2022 Ford Police Interceptors. On September 30, the City confirmed with Enterprise that the orders for the 2022 Police Interceptors were still valid. About 2 weeks later, on Friday, October 7, 2022, the City was notified that Ford had cancelled the orders for the four 2022 Ford Interceptors. Staff were notified that a very brief window to order the 2023 model existed and that orders must be placed by Monday, October 10, 2022.

Staff quickly convened with Enterprise to discuss next steps and decided to place an order for four 2023 Ford Interceptors (bringing the City to a grand total of eight 2023 Police Interceptors on order). Staff evaluated cost differences during this decision-making process. The lease expense (including AME and installation of equipment/graphics) for 2023 Ford Interceptors was quoted at \$995 per month, while the lease expense for the 2022 Ford Police Interceptors was quoted at \$880 per month (an increase of \$115 per month). The Finance Department will update the VERF forecast to reflect these increased costs associated with ordering eight 2023 Ford Interceptors.

Snow Removal

Last year, the City responded to 10 winter weather events. The Streets Division of the Public Works Department used approximately 400 tons of salt during these events. This year, the Streets Division is equipped with a full staff and 7 trucks that are equipped for snow removal. The City is fully stocked for the winter season with 350 tons of salt. The department will continue to submit snow event evaluations to the City Administrator's report after an event.

In September, Public Works staff attended an APWA Supervisor Winter Maintenance Training. Based on this training, the Streets Division has recommended operation changes to reflect best management practices of winter maintenance. The City has purchased materials for salt brine, that will aid in pre-treatment of City streets. The City purchased a liquid spray system and liquid brine equipment. Calcium Chloride is used in various solutions to spread as a pre-treatment to prevent the snow/ice from bonding to the road and melt the snow/ice to a certain point. The performance of pre-treatment is dependent on the pavement temperature. Staff will receive training on the new pre-treatment equipment, general winter maintenance training by Midwest Public Risk (MPR). Staff will receive stormwater good housekeeping training at their winter training to reduce our environmental impact to our local waterways.

Additionally, the City has renewed the contract for residential snow removal services with R&S Lawn Service for the following neighborhoods: Rollins Landing, Harborview, and Greyhawke. Based on performance, they will be able to add an additional neighborhood if desired by the Street Department.

Staff has updated the Snow and Ice Control Policy to reflect the pre-treatment, contracted snow removal services, and the updated shared road list with Clay County.

GIS

Gina Pate, Public Works Management Analyst, provided training to 10 staff members on how to use the new Geographic Information System (GIS) platform. The GIS system will greatly improve our records management, asset management, overall operations, transparency and communication with the public.

We expect the public website to be published on our website in the next couple of weeks. SAM, LLC is making some minor changes to make the site. The Public Works Department will be adding information on the GIS webpage to explain the different layers on the public site. SAM published training videos on the GIS platform for users to learn how to navigate the system. Future improvements include adding snow removal routes, road maintenance, Capital Improvement Projects, City facilities, and police traffic report data.

CIPP

SAK Construction will begin the cured in place pipe (CIPP) improvements the week of October 17, 2022. They have completed point repairs and the additional CCTV along Quincy. They will issue courtesy notices to properties in advance about the CIPP process and contact information if there are any questions or concerns about the project.

Raw Water Pump Station Project Update

The Raw Water Pump Station project is still waiting on delivery of parts and equipment. The 24" x 16" pipe reducer is expected to be delivered in mid-November. The Corps is currently working on an underdrain project near the location of the new valve vault and is expected to be completed in mid-November, but until the pipe reducer is received the valve vault cannot be started. The generator is also expected to be delivered in December.

At the Smith Fork wastewater pump station, we are waiting on Platte-Clay Electric to receive some splicing equipment to finish the installation of the transformer. The generator has a delivery date of March 2023 but the station can be brought on line earlier.



The City of Smithville

Supplemental Actuarial Valuation of Alternate
LAGERS Benefits
February 28, 2022



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September 16, 2022

The City of Smithville
Smithville, Missouri

Ladies and Gentlemen:

Submitted in this report are the results of an actuarial valuation prepared to determine the employer contribution rates required to support, for your employees, certain benefits provided by the Missouri Local Government Employees Retirement System (LAGERS). This report contains the information needed to comply with Missouri state disclosure requirements regarding changes in LAGERS benefits by a political subdivision (Sections 105.660 - 105.685 RSMo).

The contribution requirement for benefits likely to accrue as a result of the future service of your employees is described in this report as the normal cost rate plus the casualty rate. This contribution rate, expressed as a percent of active employee payroll, will depend on the benefit plan adopted.

The contribution requirement to pay for benefits likely to result from service rendered by your employees prior to the valuation date, the liability for which is not covered by present employer account balances, is described in this report as the prior service cost rate. The prior service cost rate is the rate of contribution designed to pay for any unfunded actuarial accrued liability.

Section 70.730 of the Revised Statutes of Missouri requires participating employers to contribute the normal cost rate, casualty rate, and prior service cost rate for the benefit plan in effect. These contributions are mandatory.

The actuarial assumptions and methods used to determine the stated costs are described in Appendix I of this report. In our opinion, they do produce results which, in the aggregate, are reasonable. Additional miscellaneous and technical assumptions as well as disclosures required by the actuarial standards of practice may be found in the LAGERS Compiled Annual Actuarial Valuation report as of February 28, 2022. Annual actuarial valuation results for the political subdivision and information pertaining to those results may be found in the political subdivision's annual actuarial valuation report as of February 28, 2022.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

The computed contribution rates will permit the System to continue to operate in accordance with the actuarial principles of level cost financing and the state law which governs LAGERS. Summary provisions of the law as well as benefit illustrations can be found in Appendices II and III.

In accordance with 105.675 RSMo, note that this entire report must be available as public information for at least 45 calendar days prior to the date final official action is taken by your governing body to adopt an alternate benefit plan. You may wish to make notice of this report in the official minutes of the next meeting of your governing body. This action would not be binding on your subdivision, yet would establish the beginning date of the 45 day waiting period. The statement of cost must also be provided to the Joint Committee on Public Employee Retirement. The statement can be mailed to the State Capitol, Room 219-A, Jefferson City, MO 65101 or e-mailed to JCPER@senate.mo.gov.

The valuation was based on the same data as was used in your February 28, 2022 annual actuarial valuation. If you have any questions concerning this report or LAGERS in general, please contact the LAGERS office in Jefferson City.

Mita D. Drazilov is a Member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



Mita D. Drazilov, ASA, FCA, MAAA



Alternate Plan Provisions Affecting Employer Contribution Rates

The law governing LAGERS provides for a member contribution rate of 0%, 2%, 4% or 6%, with benefits based on either a 5 year or 3 year Final Average Salary (FAS).

Member Contribution Rate - 0% Plan. Under the 0% plan, there is no individual employee contribution to the plan, no individual account maintained for each employee, and no refund paid to employees who terminate before being eligible for a benefit.

Member Contribution Rate - 2%, 4% or 6% Plan. Under any plan other than 0%, each covered member contributes a percentage of compensation to LAGERS. If an employee terminates before being eligible for an immediate benefit, the member's contributions, plus any interest credited to the member's individual account, are refunded upon request.

The law further provides for nine different benefit programs (benefit formula factors) and allows an employer to elect "rule of 80" eligibility for benefits. Under the rule of 80, employees are eligible for unreduced benefits at the earlier of (i) attainment of their minimum service retirement age or (ii) such time as their years of age plus years of LAGERS credited service equals 80.

In total this allows for 144 different combinations of benefit plans, giving employers considerable latitude in designing the retirement program that best suits their particular situation.

The applicable combinations of these items may be changed from time to time, however, there are limitations on the frequency of changes. A more detailed description of plan provisions may be found in Appendix II of this report.

The City of Smithville

Computed Employer Contribution Rates - General Employees

As of February 28, 2022

Benefit Plan Information

| <u>Benefit Plans</u> | <u>Present Plan</u> | <u>Alternate Plan</u> |
|-----------------------------|---------------------|-----------------------|
| Benefit Program: | L-7 | L-7 |
| Final Average Salary: | 3 years | 3 years |
| # Member Contribution Rate: | 4% | 2% |
| Retirement Eligibility: | Regular | Regular |

Actuarial Information

Employer Contribution Rates (as a percent of payroll)

| | <u>Present Plan</u> | <u>Alternate Plan</u> |
|--|---------------------|-----------------------|
| Normal Cost Rate | 5.5% | 7.2% |
| Casualty Rate | 0.3 | 0.3 |
| Prior Service Cost Rate ¹ | <u>1.6</u> | <u>1.8</u> |
| Total Employer Contribution Rate | 7.4% | 9.3% |
| Increase in Employer Contribution Rate for Alternate Plan as a percent of payroll | | 1.9% |
| Increase in Actuarial Accrued Liability ¹ | | \$52,522 |

Employer contribution rates shown above are for the fiscal year beginning in 2023. If the alternate plan is adopted prior to the fiscal year beginning in 2023, 1.9% would be added to the employer contribution rate currently in effect.

Change in provisions from present plan.

¹ The increase in the actuarial accrued liability due to adoption of the alternate plan was amortized over a 20 year period to compute the increase in the Prior Service Cost Rate.

If you have any questions, please call the LAGERS office at 1-800-447-4334.



The City of Smithville

Projected Estimated Employer Contribution Rates - General Employees

As of February 28, 2022

| Valuation Date Feb. 28/29 | Estimated Projected Payroll | Present Plan | | | Alternate Plan | | | Change Due to Proposed Provisions | | |
|------------------------------|-----------------------------|---------------------------------|----------------|----------------------|---------------------------------|----------------|----------------------|-----------------------------------|----------------|----------------------|
| | | Estimated Employer Contribution | | Estimated Difference | Estimated Employer Contribution | | Estimated Difference | Estimated Employer Contribution | | Estimated Difference |
| | | As a % of Payroll | Annual Dollars | Between AAL and AVA | As a % of Payroll | Annual Dollars | Between AAL and AVA | As a % of Payroll | Annual Dollars | Between AAL and AVA |
| 2022 | \$2,231,406 | 7.4% | \$165,124 | \$404,174 | 9.3% | \$207,521 | \$456,696 | 1.9% | \$42,397 | \$52,522 |
| 2023 | 2,292,770 | 7.4 | 169,665 | 395,305 | 9.3 | 213,228 | 447,485 | 1.9 | 43,563 | 52,180 |
| 2024 | 2,355,821 | 7.5 | 176,687 | 384,264 | 9.4 | 221,447 | 435,967 | 1.9 | 44,760 | 51,703 |
| 2025 | 2,420,606 | 7.5 | 181,545 | 370,867 | 9.4 | 227,537 | 421,946 | 1.9 | 45,992 | 51,079 |
| 2026 | 2,487,173 | 7.5 | 186,538 | 354,919 | 9.4 | 233,794 | 405,213 | 1.9 | 47,256 | 50,294 |
| 2027 | 2,555,570 | 7.5 | 191,668 | 336,208 | 9.4 | 240,224 | 385,543 | 1.9 | 48,556 | 49,335 |
| 2028 | 2,625,848 | 7.5 | 196,939 | 314,508 | 9.4 | 246,830 | 362,694 | 1.9 | 49,891 | 48,186 |
| 2029 | 2,698,059 | 7.5 | 202,354 | 289,574 | 9.4 | 253,618 | 336,404 | 1.9 | 51,264 | 46,830 |
| 2030 | 2,772,256 | 7.6 | 210,691 | 261,143 | 9.5 | 263,364 | 306,391 | 1.9 | 52,673 | 45,248 |
| 2031 | 2,848,493 | 7.6 | 216,485 | 228,933 | 9.5 | 270,607 | 272,355 | 1.9 | 54,122 | 43,422 |

AAL = Actuarial Accrued Liability
 AVA = Actuarial Value of Assets

Notes regarding the above projections:

- 1) The purpose of the above projections is to comply with the requirements of Section 105.665 of the Revised Statutes of Missouri (RSMo). The projection results may not be applicable for other purposes.
- 2) For purposes of the above projections, it was assumed that all actuarial assumptions would be realized. In particular, it was assumed that the actuarial value of assets would earn 7.00% in each year.
- 3) Estimated projected payroll is based upon the valuation payroll, increased each future year by 2.75%.
- 4) Due to the estimated nature of the above projections, certain but not all aspects of the Missouri LAGERS funding policy have been incorporated in the above projections.
- 5) Differences between fiscal end dates of the employer and the actuarial valuation date of February 28th have not been incorporated in the above results.
- 6) The actual employer contribution rates for future valuation dates will be based upon actual data as of the future valuation date.

Other disclosures required by Section 105.665 of the Revised Statutes of Missouri (RSMo):

- 1) As of February 28, 2022, the actuarial value of assets is \$3,487,802; the estimated market value of assets is \$3,811,805; the actuarial accrued liability is \$3,891,976; and the funded ratio is 89.6%. These results are based on the assets and liabilities associated with the Employer Accumulation Fund and the Member Deposit Fund for this division.
- 2) Under Section 70.730 of the Revised Statutes of Missouri, the computed employer contribution rate shall not exceed the contribution rate for the immediately preceding fiscal year by more than one percent (not including the effects of any benefit changes). As of February 28, 2022, there is no difference between the capped and uncapped employer contribution rate.



The City of Smithville

Computed Employer Contribution Rates - Police Employees

As of February 28, 2022

Benefit Plan Information

| <u>Benefit Plans</u> | <u>Present Plan</u> | <u>Alternate Plan</u> |
|-----------------------------|---------------------|-----------------------|
| Benefit Program: | L-7 | L-7 |
| Final Average Salary: | 3 years | 3 years |
| # Member Contribution Rate: | 4% | 2% |
| Retirement Eligibility: | Regular | Regular |

Actuarial Information

Employer Contribution Rates (as a percent of payroll)

| | <u>Present Plan</u> | <u>Alternate Plan</u> |
|--------------------------------------|---------------------|-----------------------|
| Normal Cost Rate | 6.8% | 8.5% |
| Casualty Rate | 0.6 | 0.6 |
| Prior Service Cost Rate ¹ | <u>2.8</u> | <u>3.0</u> |
| Total Employer Contribution Rate | 10.2% | 12.1% |

Increase in Employer Contribution Rate for Alternate Plan as a percent of payroll

1.9%

Increase in Actuarial Accrued Liability ¹

\$17,545

Employer contribution rates shown above are for the fiscal year beginning in 2023. If the alternate plan is adopted prior to the fiscal year beginning in 2023, 1.9% would be added to the employer contribution rate currently in effect.

Change in provisions from present plan.

¹ The increase in the actuarial accrued liability due to adoption of the alternate plan was amortized over a 20 year period to compute the increase in the Prior Service Cost Rate.

If you have any questions, please call the LAGERS office at 1-800-447-4334.



The City of Smithville

Projected Estimated Employer Contribution Rates - Police Employees

As of February 28, 2022

| Valuation Date Feb. 28/29 | Estimated Projected Payroll | Present Plan | | | Alternate Plan | | | Change Due to Proposed Provisions | | |
|------------------------------|-----------------------------|---------------------------------|----------------|----------------------|---------------------------------|----------------|----------------------|-----------------------------------|----------------|----------------------|
| | | Estimated Employer Contribution | | Estimated Difference | Estimated Employer Contribution | | Estimated Difference | Estimated Employer Contribution | | Estimated Difference |
| | | As a % of Payroll | Annual Dollars | Between AAL and AVA | As a % of Payroll | Annual Dollars | Between AAL and AVA | As a % of Payroll | Annual Dollars | Between AAL and AVA |
| 2022 | \$776,771 | 10.2% | \$79,231 | \$242,464 | 12.1% | \$93,989 | \$260,009 | 1.9% | \$14,758 | \$17,545 |
| 2023 | 798,132 | 10.2 | 81,409 | 237,063 | 12.1 | 96,574 | 254,494 | 1.9 | 15,165 | 17,431 |
| 2024 | 820,081 | 10.2 | 83,648 | 230,668 | 12.1 | 99,230 | 247,939 | 1.9 | 15,582 | 17,271 |
| 2025 | 842,633 | 10.2 | 85,949 | 223,193 | 12.1 | 101,959 | 240,256 | 1.9 | 16,010 | 17,063 |
| 2026 | 865,805 | 10.2 | 88,312 | 214,545 | 12.1 | 104,762 | 231,346 | 1.9 | 16,450 | 16,801 |
| 2027 | 889,615 | 10.2 | 90,741 | 204,624 | 12.1 | 107,643 | 221,105 | 1.9 | 16,902 | 16,481 |
| 2028 | 914,079 | 10.2 | 93,236 | 193,323 | 12.1 | 110,604 | 209,420 | 1.9 | 17,368 | 16,097 |
| 2029 | 939,216 | 10.2 | 95,800 | 180,527 | 12.1 | 113,645 | 196,170 | 1.9 | 17,845 | 15,643 |
| 2030 | 965,044 | 10.2 | 98,434 | 166,110 | 12.1 | 116,770 | 181,225 | 1.9 | 18,336 | 15,115 |
| 2031 | 991,583 | 10.2 | 101,141 | 149,940 | 12.1 | 119,982 | 164,445 | 1.9 | 18,841 | 14,505 |

AAL = Actuarial Accrued Liability
 AVA = Actuarial Value of Assets

Notes regarding the above projections:

- 1) The purpose of the above projections is to comply with the requirements of Section 105.665 of the Revised Statutes of Missouri (RSMo). The projection results may not be applicable for other purposes.
- 2) For purposes of the above projections, it was assumed that all actuarial assumptions would be realized. In particular, it was assumed that the actuarial value of assets would earn 7.00% in each year.
- 3) Estimated projected payroll is based upon the valuation payroll, increased each future year by 2.75%.
- 4) Due to the estimated nature of the above projections, certain but not all aspects of the Missouri LAGERS funding policy have been incorporated in the above projections.
- 5) Differences between fiscal end dates of the employer and the actuarial valuation date of February 28th have not been incorporated in the above results.
- 6) The actual employer contribution rates for future valuation dates will be based upon actual data as of the future valuation date.

Other disclosures required by Section 105.665 of the Revised Statutes of Missouri (RSMo):

- 1) As of February 28, 2022, the actuarial value of assets is \$1,758,032; the estimated market value of assets is \$1,921,346; the actuarial accrued liability is \$2,000,496; and the funded ratio is 87.9%. These results are based on the assets and liabilities associated with the Employer Accumulation Fund and the Member Deposit Fund for this division.
- 2) Under Section 70.730 of the Revised Statutes of Missouri, the computed employer contribution rate shall not exceed the contribution rate for the immediately preceding fiscal year by more than one percent (not including the effects of any benefit changes). As of February 28, 2022, there is no difference between the capped and uncapped employer contribution rate.



APPENDIX I

SUMMARY OF FINANCIAL ASSUMPTIONS

Summary of Assumptions Used in Actuarial Valuations

Assumptions Adopted by Board of Trustees after Consulting with Actuary

1. The investment return rate used in making the valuations was 7.00% per year, net of investment expenses, compounded annually. This rate of return is not the assumed real rate of return. The real rate of return is the rate of investment return in excess of the inflation rate. The price inflation rate used in making the valuations was 2.25% and the wage inflation rate used in making the valuations was 2.75%. The 7.00% investment return rate translates to an assumed real rate of return over price inflation of 4.75% and over wage inflation of 4.25%. Adopted 2021.
2. The healthy retiree mortality tables, for post-retirement mortality, used in evaluating allowances to be paid were 115% of the PubG-2010 Retiree Mortality Table for males and females. The disabled retiree mortality tables, for post-retirement mortality, used in evaluating allowances to be paid were 115% of the PubNS-2010 Disabled Retiree Mortality Table for males and females. The pre-retirement mortality tables used were 75% of the PubG-2010 Employee Mortality Table for males and females of General groups and 75% of the PubS-2010 Employee Mortality Table for males and females of Police, Fire and Public Safety groups. Mortality rates for a particular calendar year are determined by applying the MP-2020 mortality improvement scale to the above described tables. Adopted 2021.
3. The probabilities of withdrawal and disability from service, together with individual pay increase assumptions, are shown in Schedule 1. Adopted 2021.
4. The probabilities of retirement with an age and service allowance are shown in Schedule 2. Adopted 2021.
5. Post-retirement cost of living allowances are assumed to be 2.00% per year. Adopted 2021.
6. Total active member payroll is assumed to increase 2.75% a year, which is the portion of the individual pay increase assumptions attributable to wage inflation. In effect, this assumes no change in the number of active members per employer. Adopted 2021.
7. An individual entry-age actuarial cost method of valuation was used in determining age and service allowance actuarial liabilities and normal cost. Adopted 1986.
8. The data about persons now covered was furnished by the political subdivision. Although examined for general reasonableness, the data was not audited by us.

Schedule 1.

Separations From Active Employment (Not Including Death-in-Service) Before Age & Service Retirement and Individual Pay Increase Assumptions

| | | Percent of Active Members Separating Within Next Year | | | | | | | |
|----------------|---------------------|--|------|--------|-------|------------|------------|------------|------------|
| Sample Ages | Years of Service | General/Public Safety Members | | | | Police | | Fire | |
| | | Men | | Women | | Disability | Withdrawal | Disability | Withdrawal |
| All | 0 | 20.00% | | 23.00% | | 18.00% | | 12.00% | |
| | 1 | 18.00 | | 21.00 | | 17.00 | | 10.00 | |
| | 2 | 16.00 | | 18.00 | | 16.00 | | 8.00 | |
| | 3 | 13.00 | | 15.00 | | 14.00 | | 8.00 | |
| | 4 | 12.00 | | 13.00 | | 13.00 | | 7.00 | |
| 25 | 5 & Over | 0.07% | 8.80 | 0.02% | 12.40 | 0.10% | 10.80 | 0.07% | 6.00 |
| 30 | | 0.10 | 7.10 | 0.03 | 10.20 | 0.11 | 8.50 | 0.11 | 4.50 |
| 35 | | 0.13 | 5.60 | 0.06 | 7.80 | 0.16 | 6.30 | 0.25 | 3.20 |
| 40 | | 0.18 | 4.10 | 0.09 | 5.80 | 0.22 | 4.60 | 0.39 | 2.40 |
| 45 | | 0.25 | 3.10 | 0.15 | 4.40 | 0.34 | 3.40 | 0.62 | 1.90 |
| 50 | | 0.37 | 2.40 | 0.22 | 3.50 | 0.53 | 2.10 | 0.95 | 1.30 |
| 55 | | 0.57 | 1.70 | 0.32 | 2.50 | 0.88 | 1.10 | 1.46 | 0.70 |
| 60 | | 0.86 | 1.10 | 0.45 | 1.40 | | 0.00 | | 0.00 |
| 65 | | | 0.00 | | 0.00 | | 0.00 | | 0.00 |

| Percent Increase in Individual's Pay During Next Year | | | |
|---|---------------------------|--------|-------|
| Sample Ages | General/ Public Safety | Police | Fire |
| 25 | 6.75% | 6.55% | 7.15% |
| 30 | 5.95 | 5.75 | 6.05 |
| 35 | 5.35 | 5.25 | 5.15 |
| 40 | 4.85 | 4.75 | 4.45 |
| 45 | 4.25 | 4.25 | 4.05 |
| 50 | 3.85 | 3.85 | 3.85 |
| 55 | 3.65 | 3.65 | 3.45 |
| 60 | 3.45 | 3.45 | 2.75 |
| 65 | 3.15 | 3.15 | 2.75 |

Schedule 2.

Percent of Eligible Active Members Retiring Within Next Year Without Rule of 80 Eligibility

Early Retirement

| Retirement Ages | General Members | | Retirement Ages | Police/ Public Safety | Fire |
|--------------------|-----------------|-------|--------------------|--------------------------|-------|
| | Men | Women | | | |
| 55 | 3.00% | 3.00% | 50 | 2.50% | 2.25% |
| 56 | 3.00% | 3.00% | 51 | 2.50% | 2.25% |
| 57 | 3.00% | 3.00% | 52 | 3.00% | 2.25% |
| 58 | 3.00% | 3.00% | 53 | 3.00% | 2.25% |
| 59 | 3.00% | 3.00% | 54 | 3.50% | 2.25% |

Normal Retirement

| Retirement Ages | General Members | | Retirement Ages | Police/ Public Safety | Fire |
|--------------------|-----------------|-------|--------------------|--------------------------|------|
| | Men | Women | | | |
| 60 | 10% | 10% | 55 | 11% | 13% |
| 61 | 10 | 10 | 56 | 11 | 13 |
| 62 | 25 | 15 | 57 | 11 | 13 |
| 63 | 20 | 15 | 58 | 11 | 13 |
| 64 | 20 | 15 | 59 | 11 | 13 |
| 65 | 25 | 25 | 60 | 11 | 15 |
| 66 | 25 | 30 | 61 | 11 | 20 |
| 67 | 20 | 25 | 62 | 22 | 20 |
| 68 | 20 | 25 | 63 | 18 | 20 |
| 69 | 20 | 20 | 64 | 18 | 20 |
| 70 | 100 | 100 | 65 | 100 | 100 |

Schedule 2. (Concluded)

Percent of Eligible Active Members Retiring Within Next Year With Rule of 80 Eligibility

| Retirement Ages | General Members | | Police/ Public Safety | Fire |
|--------------------|-----------------|-------|--------------------------|------|
| | Men | Women | | |
| 50 | 20% | 15% | 25% | 25% |
| 51 | 20 | 15 | 25 | 20 |
| 52 | 15 | 15 | 15 | 20 |
| 53 | 15 | 15 | 15 | 20 |
| 54 | 15 | 15 | 15 | 20 |
| 55 | 15 | 15 | 15 | 20 |
| 56 | 15 | 15 | 15 | 20 |
| 57 | 15 | 15 | 15 | 25 |
| 58 | 15 | 15 | 15 | 25 |
| 59 | 15 | 15 | 15 | 25 |
| 60 | 15 | 15 | 15 | 35 |
| 61 | 15 | 15 | 25 | 35 |
| 62 | 25 | 15 | 20 | 45 |
| 63 | 25 | 15 | 20 | 45 |
| 64 | 25 | 20 | 20 | 45 |
| 65 | 30 | 25 | 100 | 100 |
| 66 | 30 | 25 | | |
| 67 | 20 | 25 | | |
| 68 | 20 | 25 | | |
| 69 | 20 | 25 | | |
| 70 | 100 | 100 | | |

APPENDIX II

SUMMARY OF LAGERS PROVISIONS

Missouri Local Government Employees Retirement System

Brief Summary of LAGERS

Benefits and Conditions Evaluated and/or Considered as of February 28, 2022

(Section References are to RSMo)

Voluntary Retirement. Sections 70.645 & 70.600. A member may retire with an age & service allowance after both (i) completing 5 years of credited service, and (ii) attaining the minimum service retirement age.

The minimum service retirement age is age 60 for a general employee and age 55 for a police, public safety or fire employee. Optionally, employers may also elect to provide for unreduced benefits for employees whose combination of years of age and years of service equals 80 or more.

Final Average Salary. Section 70.600. The average of a member's monthly compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) of credited service producing the highest monthly average, which period is contained within the 120 consecutive months of credited service immediately preceding retirement.

Age & Service Allowance. Section 70.655. The allowance, payable monthly for life, equals a specified percent of a member's final average salary multiplied by the number of years of credited service. Each employer elects the percent applicable to its members, from the following programs:

| | |
|----------------------------|--------------------------------------|
| L-1 Benefit Program: | 1.00% for life |
| L-3 Benefit Program: | 1.25% for life |
| L-7 Benefit Program: | 1.50% for life |
| L-9 Benefit Program: | 1.60% for life |
| L-12 Benefit Program: | 1.75% for life |
| L-6 Benefit Program: | 2.00% for life |
| LT-4 Benefit Program: | 1.00% for life, plus 1.00% to age 62 |
| LT-5 Benefit Program: | 1.25% for life, plus 0.75% to age 62 |
| LT-8 Benefit Program: | 1.50% for life, plus 0.50% to age 62 |
| LT-4(65) Benefit Program: | 1.00% for life, plus 1.00% to age 65 |
| LT-5(65) Benefit Program: | 1.25% for life, plus 0.75% to age 65 |
| LT-8(65) Benefit Program: | 1.50% for life, plus 0.50% to age 65 |
| LT-10(65) Benefit Program: | 1.60% for life, plus 0.40% to age 65 |
| LT-14(65) Benefit Program: | 1.75% for life, plus 0.25% to age 65 |

The only LT benefit programs available for adoption after August 1, 1994 are the LT(65) programs.

Benefit programs L-9 and LT-10(65) are unavailable for adoption after August 1, 2005.

Benefit program L-11, available only to groups not covered by Social Security, provides for 2.5% for life.

Subsequent to joining the System the governing body can elect to change benefit programs for the employees, but not more often than once every 2 years.



Early Allowance. Section 70.670. A member may retire with an early allowance after both (i) completing 5 years of credited service, and (ii) attaining age 55 if a general employee or age 50 if a police, public safety or fire employee. The early allowance amount, payable monthly for life, is computed in the same manner as an age & service allowance, based upon the service and earnings record to time of early retirement, but reduced to reflect the fact that the age when payments begin is younger than the minimum service retirement age. The amount of the reduction is 1/2 of 1% (.005) for each month the age at retirement is younger than the minimum service retirement age.

Deferred Allowance. Section 70.675. If a member leaves LAGERS-covered employment (i) before attaining the early retirement age, and (ii) after completing 5 years of credited service, the member becomes eligible for a deferred allowance; provided the former member lives to the minimum service retirement age and does not withdraw the accumulated contributions.

The deferred allowance amount, payable monthly for life from the minimum service retirement age, is computed in the same manner as an age & service allowance, based upon the service and earnings record to time of leaving LAGERS coverage.

Deferred allowances are also payable any time after reaching the early retirement age, with the reduction for early retirement noted on the previous page.

Non-Duty Disability Allowance. Section 70.680. A member with 5 or more years of credited service who becomes totally and permanently disabled from other than duty-connected causes becomes eligible to receive a non-duty disability allowance computed in the same manner as an age & service allowance, based upon the service & earnings record to time of disability.

Duty Disability Allowance. Section 70.680. A member regardless of credited service who becomes totally and permanently disabled from duty-connected causes becomes eligible to receive a duty disability allowance computed in the same manner as an age & service allowance, based upon the earnings record to time of disability but based upon the years of credited service the member would have completed had the member continued in LAGERS-covered employment to age 60.

Death-in-Service. Section 70.661. Upon the death of a member who had completed 5 years of credited service, the eligible surviving dependents receive the following benefits:

- (a) The surviving spouse receives an allowance equal to the Option A allowance (joint and 75% survivor benefit) computed based upon the deceased members' service & earnings record to time of death.
- (b) When no spouse benefit is payable, the dependent children under age 18 (age 23 if they are full time students) each receive an equal share of 60% of an age & service allowance computed based upon the deceased member's service & earnings record to time of death.
- (c) If the death is determined to be duty related, the 5 year service requirement is waived and the benefit is based on years of credited service the member would have completed had the member continued in LAGERS-covered employment to age 60.

Benefit Changes After Retirement. Section 70.655. For retirements effective after September 28, 1975, there is an annual redetermination of monthly benefit amount, beginning the October first following 12 months of retirement. As of each October first the amount of each eligible benefit is redetermined as follows:

- (a) Subject to the maximum in (b), the redetermined amount is the amount otherwise payable multiplied by: 100% plus up to 4%, as determined by the LAGERS Board of Trustees, for each full year of retirement.
- (b) The redetermined amount may not exceed the amount otherwise payable multiplied by the ratio of the Consumer Price Index for the immediately preceding month of June to the Consumer Price Index for the month of June immediately preceding retirement.

Member Contributions. Sections 70.690 & 70.705. Each member contributes a percent of compensation beginning after completion of sufficient employment for 6 months of credited service. The law governing LAGERS has a provision for the adoption of a 2%, 4% or 6% member contribution rate.

If a member leaves LAGERS-covered employment before an allowance is payable, the accumulated contributions are refunded to the member. If the member dies, his accumulated contributions are refunded to a designated beneficiary.

The law governing LAGERS also has a provision for the adoption of a 0% plan in which the full cost of LAGERS participation is paid by the employer. Adoption of the 0% plan may be done at the time of membership or a later date; however, a change in the member contribution rate may not be made more frequently than every 2 years. Under the 0% plan there is no individual account maintained for each employee and no refund of contributions if an employee terminates before being eligible for a benefit.

Employer Contributions. Section 70.730. Each employer contributes the remainder amounts necessary to finance the employees' participation in LAGERS. Contributions to LAGERS are determined based upon level-percent-of-payroll principles, so that contribution rates do not have to increase over decades of time.

APPENDIX III

BENEFIT ILLUSTRATIONS

Missouri LAGERS

Illustrations of Age and Service Allowance Amounts

For Sample Combinations of Service & Salary
(L-1 Benefit Program is Years of Credited Service
times: 1.00% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$ 525 | \$ 936 | \$1,461 | 97% |
| 2,000 | 700 | 1,073 | 1,773 | 89% |
| 2,500 | 875 | 1,208 | 2,083 | 83% |
| 3,000 | 1,050 | 1,343 | 2,393 | 80% |
| 3,500 | 1,225 | 1,480 | 2,705 | 77% |
| 4,000 | 1,400 | 1,614 | 3,014 | 75% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 375 | \$ 936 | \$1,311 | 87% |
| 2,000 | 500 | 1,073 | 1,573 | 79% |
| 2,500 | 625 | 1,208 | 1,833 | 73% |
| 3,000 | 750 | 1,343 | 2,093 | 70% |
| 3,500 | 875 | 1,480 | 2,355 | 67% |
| 4,000 | 1,000 | 1,614 | 2,614 | 65% |
| 15 Years of Service: | | | | |
| \$1,500 | \$225 | \$ 936 | \$1,161 | 77% |
| 2,000 | 300 | 1,073 | 1,373 | 69% |
| 2,500 | 375 | 1,208 | 1,583 | 63% |
| 3,000 | 450 | 1,343 | 1,793 | 60% |
| 3,500 | 525 | 1,480 | 2,005 | 57% |
| 4,000 | 600 | 1,614 | 2,214 | 55% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(L-3 Benefit Program is Years of Credited Service
times: 1.25% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$ 656 | \$ 936 | \$1,592 | 106% |
| 2,000 | 875 | 1,073 | 1,948 | 97% |
| 2,500 | 1,094 | 1,208 | 2,302 | 92% |
| 3,000 | 1,313 | 1,343 | 2,656 | 89% |
| 3,500 | 1,531 | 1,480 | 3,011 | 86% |
| 4,000 | 1,750 | 1,614 | 3,364 | 84% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 469 | \$ 936 | \$1,405 | 94% |
| 2,000 | 625 | 1,073 | 1,698 | 85% |
| 2,500 | 781 | 1,208 | 1,989 | 80% |
| 3,000 | 938 | 1,343 | 2,281 | 76% |
| 3,500 | 1,094 | 1,480 | 2,574 | 74% |
| 4,000 | 1,250 | 1,614 | 2,864 | 72% |
| 15 Years of Service: | | | | |
| \$1,500 | \$281 | \$ 936 | \$1,217 | 81% |
| 2,000 | 375 | 1,073 | 1,448 | 72% |
| 2,500 | 469 | 1,208 | 1,677 | 67% |
| 3,000 | 563 | 1,343 | 1,906 | 64% |
| 3,500 | 656 | 1,480 | 2,136 | 61% |
| 4,000 | 750 | 1,614 | 2,364 | 59% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(L-7 Benefit Program is Years of Credited Service
times: 1.50% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$ 788 | \$ 936 | \$1,724 | 115% |
| 2,000 | 1,050 | 1,073 | 2,123 | 106% |
| 2,500 | 1,313 | 1,208 | 2,521 | 101% |
| 3,000 | 1,575 | 1,343 | 2,918 | 97% |
| 3,500 | 1,838 | 1,480 | 3,318 | 95% |
| 4,000 | 2,100 | 1,614 | 3,714 | 93% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 563 | \$ 936 | \$1,499 | 100% |
| 2,000 | 750 | 1,073 | 1,823 | 91% |
| 2,500 | 938 | 1,208 | 2,146 | 86% |
| 3,000 | 1,125 | 1,343 | 2,468 | 82% |
| 3,500 | 1,313 | 1,480 | 2,793 | 80% |
| 4,000 | 1,500 | 1,614 | 3,114 | 78% |
| 15 Years of Service: | | | | |
| \$1,500 | \$338 | \$ 936 | \$1,274 | 85% |
| 2,000 | 450 | 1,073 | 1,523 | 76% |
| 2,500 | 563 | 1,208 | 1,771 | 71% |
| 3,000 | 675 | 1,343 | 2,018 | 67% |
| 3,500 | 788 | 1,480 | 2,268 | 65% |
| 4,000 | 900 | 1,614 | 2,514 | 63% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(L-9 Benefit Program is Years of Credited Service
times: 1.60% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$ 840 | \$ 936 | \$1,776 | 118% |
| 2,000 | 1,120 | 1,073 | 2,193 | 110% |
| 2,500 | 1,400 | 1,208 | 2,608 | 104% |
| 3,000 | 1,680 | 1,343 | 3,023 | 101% |
| 3,500 | 1,960 | 1,480 | 3,440 | 98% |
| 4,000 | 2,240 | 1,614 | 3,854 | 96% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 600 | \$ 936 | \$1,536 | 102% |
| 2,000 | 800 | 1,073 | 1,873 | 94% |
| 2,500 | 1,000 | 1,208 | 2,208 | 88% |
| 3,000 | 1,200 | 1,343 | 2,543 | 85% |
| 3,500 | 1,400 | 1,480 | 2,880 | 82% |
| 4,000 | 1,600 | 1,614 | 3,214 | 80% |
| 15 Years of Service: | | | | |
| \$1,500 | \$360 | \$ 936 | \$1,296 | 86% |
| 2,000 | 480 | 1,073 | 1,553 | 78% |
| 2,500 | 600 | 1,208 | 1,808 | 72% |
| 3,000 | 720 | 1,343 | 2,063 | 69% |
| 3,500 | 840 | 1,480 | 2,320 | 66% |
| 4,000 | 960 | 1,614 | 2,574 | 64% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS

Illustrations of Age and Service Allowance Amounts For Sample Combinations of Service & Salary (L-12 Benefit Program is Years of Credited Service times: 1.75% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$ 919 | \$ 936 | \$1,855 | 124% |
| 2,000 | 1,225 | 1,073 | 2,298 | 115% |
| 2,500 | 1,531 | 1,208 | 2,739 | 110% |
| 3,000 | 1,838 | 1,343 | 3,181 | 106% |
| 3,500 | 2,144 | 1,480 | 3,624 | 104% |
| 4,000 | 2,450 | 1,614 | 4,064 | 102% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 656 | \$ 936 | \$1,592 | 106% |
| 2,000 | 875 | 1,073 | 1,948 | 97% |
| 2,500 | 1,094 | 1,208 | 2,302 | 92% |
| 3,000 | 1,313 | 1,343 | 2,656 | 89% |
| 3,500 | 1,531 | 1,480 | 3,011 | 86% |
| 4,000 | 1,750 | 1,614 | 3,364 | 84% |
| 15 Years of Service: | | | | |
| \$1,500 | \$ 394 | \$ 936 | \$1,330 | 89% |
| 2,000 | 525 | 1,073 | 1,598 | 80% |
| 2,500 | 656 | 1,208 | 1,864 | 75% |
| 3,000 | 788 | 1,343 | 2,131 | 71% |
| 3,500 | 919 | 1,480 | 2,399 | 69% |
| 4,000 | 1,050 | 1,614 | 2,664 | 67% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(L-6 Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$1,050 | \$ 936 | \$1,986 | 132% |
| 2,000 | 1,400 | 1,073 | 2,473 | 124% |
| 2,500 | 1,750 | 1,208 | 2,958 | 118% |
| 3,000 | 2,100 | 1,343 | 3,443 | 115% |
| 3,500 | 2,450 | 1,480 | 3,930 | 112% |
| 4,000 | 2,800 | 1,614 | 4,414 | 110% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 750 | \$ 936 | \$1,686 | 112% |
| 2,000 | 1,000 | 1,073 | 2,073 | 104% |
| 2,500 | 1,250 | 1,208 | 2,458 | 98% |
| 3,000 | 1,500 | 1,343 | 2,843 | 95% |
| 3,500 | 1,750 | 1,480 | 3,230 | 92% |
| 4,000 | 2,000 | 1,614 | 3,614 | 90% |
| 15 Years of Service: | | | | |
| \$1,500 | \$ 450 | \$ 936 | \$1,386 | 92% |
| 2,000 | 600 | 1,073 | 1,673 | 84% |
| 2,500 | 750 | 1,208 | 1,958 | 78% |
| 3,000 | 900 | 1,343 | 2,243 | 75% |
| 3,500 | 1,050 | 1,480 | 2,530 | 72% |
| 4,000 | 1,200 | 1,614 | 2,814 | 70% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(L-11 Benefit Program is Years of Credited Service
times: 2.50% of FAS ¹)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | Estimated Social Security ² | Estimated Monthly Total | |
|---|--------------------------------|--|----------------------------|----------|
| | | | \$ | % of FAS |
| 35 Years of Service: | | | | |
| \$1,500 | \$1,313 | | \$1,313 | 88% |
| 2,000 | 1,750 | | 1,750 | 88% |
| 2,500 | 2,188 | | 2,188 | 88% |
| 3,000 | 2,625 | | 2,625 | 88% |
| 3,500 | 3,063 | | 3,063 | 88% |
| 4,000 | 3,500 | | 3,500 | 88% |
| 25 Years of Service: | | | | |
| \$1,500 | \$ 938 | | \$ 938 | 63% |
| 2,000 | 1,250 | | 1,250 | 63% |
| 2,500 | 1,563 | | 1,563 | 63% |
| 3,000 | 1,875 | | 1,875 | 63% |
| 3,500 | 2,188 | | 2,188 | 63% |
| 4,000 | 2,500 | | 2,500 | 63% |
| 15 Years of Service: | | | | |
| \$1,500 | \$ 563 | | \$ 563 | 38% |
| 2,000 | 750 | | 750 | 38% |
| 2,500 | 938 | | 938 | 38% |
| 3,000 | 1,125 | | 1,125 | 38% |
| 3,500 | 1,313 | | 1,313 | 38% |
| 4,000 | 1,500 | | 1,500 | 38% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS

Illustrations of Age and Service Allowance Amounts For Sample Combinations of Service & Salary (LT-4(62) Benefit Program is Years of Credited Service times: 2.00% of FAS ¹ to age 62) 1.00% of FAS ¹ at age 62)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 62 | At 62 | | To 62 | At 62 | To 62 | At 62 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 525 | \$ 735 | \$1,050 | \$1,260 | 70% | 84% |
| 2,000 | 1,400 | 700 | 842 | 1,400 | 1,542 | 70% | 77% |
| 2,500 | 1,750 | 875 | 948 | 1,750 | 1,823 | 70% | 73% |
| 3,000 | 2,100 | 1,050 | 1,053 | 2,100 | 2,103 | 70% | 70% |
| 3,500 | 2,450 | 1,225 | 1,160 | 2,450 | 2,385 | 70% | 68% |
| 4,000 | 2,800 | 1,400 | 1,265 | 2,800 | 2,665 | 70% | 67% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 375 | \$ 735 | \$ 750 | \$1,110 | 50% | 74% |
| 2,000 | 1,000 | 500 | 842 | 1,000 | 1,342 | 50% | 67% |
| 2,500 | 1,250 | 625 | 948 | 1,250 | 1,573 | 50% | 63% |
| 3,000 | 1,500 | 750 | 1,053 | 1,500 | 1,803 | 50% | 60% |
| 3,500 | 1,750 | 875 | 1,160 | 1,750 | 2,035 | 50% | 58% |
| 4,000 | 2,000 | 1,000 | 1,265 | 2,000 | 2,265 | 50% | 57% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$225 | \$ 735 | \$ 450 | \$ 960 | 30% | 64% |
| 2,000 | 600 | 300 | 842 | 600 | 1,142 | 30% | 57% |
| 2,500 | 750 | 375 | 948 | 750 | 1,323 | 30% | 53% |
| 3,000 | 900 | 450 | 1,053 | 900 | 1,503 | 30% | 50% |
| 3,500 | 1,050 | 525 | 1,160 | 1,050 | 1,685 | 30% | 48% |
| 4,000 | 1,200 | 600 | 1,265 | 1,200 | 1,865 | 30% | 47% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 62 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(LT-4(65) Benefit Program is Years of Credited Service
times: 2.00% of FAS¹ to age 65)
1.00% of FAS¹ at age 65)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 65 | At 65 | | To 65 | At 65 | To 65 | At 65 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 525 | \$ 936 | \$1,050 | \$1,461 | 70% | 97% |
| 2,000 | 1,400 | 700 | 1,073 | 1,400 | 1,773 | 70% | 89% |
| 2,500 | 1,750 | 875 | 1,208 | 1,750 | 2,083 | 70% | 83% |
| 3,000 | 2,100 | 1,050 | 1,343 | 2,100 | 2,393 | 70% | 80% |
| 3,500 | 2,450 | 1,225 | 1,480 | 2,450 | 2,705 | 70% | 77% |
| 4,000 | 2,800 | 1,400 | 1,614 | 2,800 | 3,014 | 70% | 75% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 375 | \$ 936 | \$ 750 | \$1,311 | 50% | 87% |
| 2,000 | 1,000 | 500 | 1,073 | 1,000 | 1,573 | 50% | 79% |
| 2,500 | 1,250 | 625 | 1,208 | 1,250 | 1,833 | 50% | 73% |
| 3,000 | 1,500 | 750 | 1,343 | 1,500 | 2,093 | 50% | 70% |
| 3,500 | 1,750 | 875 | 1,480 | 1,750 | 2,355 | 50% | 67% |
| 4,000 | 2,000 | 1,000 | 1,614 | 2,000 | 2,614 | 50% | 65% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$225 | \$ 936 | \$ 450 | \$1,161 | 30% | 77% |
| 2,000 | 600 | 300 | 1,073 | 600 | 1,373 | 30% | 69% |
| 2,500 | 750 | 375 | 1,208 | 750 | 1,583 | 30% | 63% |
| 3,000 | 900 | 450 | 1,343 | 900 | 1,793 | 30% | 60% |
| 3,500 | 1,050 | 525 | 1,480 | 1,050 | 2,005 | 30% | 57% |
| 4,000 | 1,200 | 600 | 1,614 | 1,200 | 2,214 | 30% | 55% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 65 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.

Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(LT-5(62) Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹ to age 62)
1.25% of FAS ¹ at age 62)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 62 | At 62 | | To 62 | At 62 | To 62 | At 62 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 656 | \$ 735 | \$1,050 | \$1,391 | 70% | 93% |
| 2,000 | 1,400 | 875 | 842 | 1,400 | 1,717 | 70% | 86% |
| 2,500 | 1,750 | 1,094 | 948 | 1,750 | 2,042 | 70% | 82% |
| 3,000 | 2,100 | 1,313 | 1,053 | 2,100 | 2,366 | 70% | 79% |
| 3,500 | 2,450 | 1,531 | 1,160 | 2,450 | 2,691 | 70% | 77% |
| 4,000 | 2,800 | 1,750 | 1,265 | 2,800 | 3,015 | 70% | 75% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 469 | \$ 735 | \$ 750 | \$1,204 | 50% | 80% |
| 2,000 | 1,000 | 625 | 842 | 1,000 | 1,467 | 50% | 73% |
| 2,500 | 1,250 | 781 | 948 | 1,250 | 1,729 | 50% | 69% |
| 3,000 | 1,500 | 938 | 1,053 | 1,500 | 1,991 | 50% | 66% |
| 3,500 | 1,750 | 1,094 | 1,160 | 1,750 | 2,254 | 50% | 64% |
| 4,000 | 2,000 | 1,250 | 1,265 | 2,000 | 2,515 | 50% | 63% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$281 | \$ 735 | \$ 450 | \$1,016 | 30% | 68% |
| 2,000 | 600 | 375 | 842 | 600 | 1,217 | 30% | 61% |
| 2,500 | 750 | 469 | 948 | 750 | 1,417 | 30% | 57% |
| 3,000 | 900 | 563 | 1,053 | 900 | 1,616 | 30% | 54% |
| 3,500 | 1,050 | 656 | 1,160 | 1,050 | 1,816 | 30% | 52% |
| 4,000 | 1,200 | 750 | 1,265 | 1,200 | 2,015 | 30% | 50% |

¹ "Final Average Salary" means the monthly average of an employee's compensation during the period of 60 consecutive months (or optionally, 36 consecutive months) when they were highest, contained within the last 120 months of Credited Service.

² "Estimated Social Security" means, for an employee covered by Social Security, an employee's estimated OASDI retirement benefit. The benefit is based upon an estimated "average indexed monthly earnings" for an employee retiring at age 62 in 2022 - it does not include any amounts which might be payable to an eligible spouse or children.

³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS

Illustrations of Age and Service Allowance Amounts For Sample Combinations of Service & Salary

(LT-5(65) Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹ to age 65)
1.25% of FAS ¹ at age 65)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 65 | At 65 | | To 65 | At 65 | To 65 | At 65 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 656 | \$ 936 | \$1,050 | \$1,592 | 70% | 106% |
| 2,000 | 1,400 | 875 | 1,073 | 1,400 | 1,948 | 70% | 97% |
| 2,500 | 1,750 | 1,094 | 1,208 | 1,750 | 2,302 | 70% | 92% |
| 3,000 | 2,100 | 1,313 | 1,343 | 2,100 | 2,656 | 70% | 89% |
| 3,500 | 2,450 | 1,531 | 1,480 | 2,450 | 3,011 | 70% | 86% |
| 4,000 | 2,800 | 1,750 | 1,614 | 2,800 | 3,364 | 70% | 84% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 469 | \$ 936 | \$ 750 | \$1,405 | 50% | 94% |
| 2,000 | 1,000 | 625 | 1,073 | 1,000 | 1,698 | 50% | 85% |
| 2,500 | 1,250 | 781 | 1,208 | 1,250 | 1,989 | 50% | 80% |
| 3,000 | 1,500 | 938 | 1,343 | 1,500 | 2,281 | 50% | 76% |
| 3,500 | 1,750 | 1,094 | 1,480 | 1,750 | 2,574 | 50% | 74% |
| 4,000 | 2,000 | 1,250 | 1,614 | 2,000 | 2,864 | 50% | 72% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$281 | \$ 936 | \$ 450 | \$1,217 | 30% | 81% |
| 2,000 | 600 | 375 | 1,073 | 600 | 1,448 | 30% | 72% |
| 2,500 | 750 | 469 | 1,208 | 750 | 1,677 | 30% | 67% |
| 3,000 | 900 | 563 | 1,343 | 900 | 1,906 | 30% | 64% |
| 3,500 | 1,050 | 656 | 1,480 | 1,050 | 2,136 | 30% | 61% |
| 4,000 | 1,200 | 750 | 1,614 | 1,200 | 2,364 | 30% | 59% |

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³ Amounts are shown to nearest \$1, for simplicity; actual amounts are to nearest 1¢.



Missouri LAGERS

Illustrations of Age and Service Allowance Amounts For Sample Combinations of Service & Salary (LT-8(62) Benefit Program is Years of Credited Service times: 2.00% of FAS ¹ to age 62) 1.50% of FAS ¹ at age 62)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 62 | At 62 | | To 62 | At 62 | To 62 | At 62 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 788 | \$ 735 | \$1,050 | \$1,523 | 70% | 102% |
| 2,000 | 1,400 | 1,050 | 842 | 1,400 | 1,892 | 70% | 95% |
| 2,500 | 1,750 | 1,313 | 948 | 1,750 | 2,261 | 70% | 90% |
| 3,000 | 2,100 | 1,575 | 1,053 | 2,100 | 2,628 | 70% | 88% |
| 3,500 | 2,450 | 1,838 | 1,160 | 2,450 | 2,998 | 70% | 86% |
| 4,000 | 2,800 | 2,100 | 1,265 | 2,800 | 3,365 | 70% | 84% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 563 | \$ 735 | \$ 750 | \$1,298 | 50% | 87% |
| 2,000 | 1,000 | 750 | 842 | 1,000 | 1,592 | 50% | 80% |
| 2,500 | 1,250 | 938 | 948 | 1,250 | 1,886 | 50% | 75% |
| 3,000 | 1,500 | 1,125 | 1,053 | 1,500 | 2,178 | 50% | 73% |
| 3,500 | 1,750 | 1,313 | 1,160 | 1,750 | 2,473 | 50% | 71% |
| 4,000 | 2,000 | 1,500 | 1,265 | 2,000 | 2,765 | 50% | 69% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$338 | \$ 735 | \$ 450 | \$1,073 | 30% | 72% |
| 2,000 | 600 | 450 | 842 | 600 | 1,292 | 30% | 65% |
| 2,500 | 750 | 563 | 948 | 750 | 1,511 | 30% | 60% |
| 3,000 | 900 | 675 | 1,053 | 900 | 1,728 | 30% | 58% |
| 3,500 | 1,050 | 788 | 1,160 | 1,050 | 1,948 | 30% | 56% |
| 4,000 | 1,200 | 900 | 1,265 | 1,200 | 2,165 | 30% | 54% |

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Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(LT-8(65) Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹ to age 65)
1.50% of FAS ¹ at age 65)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 65 | At 65 | | To 65 | At 65 | To 65 | At 65 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 788 | \$ 936 | \$1,050 | \$1,724 | 70% | 115% |
| 2,000 | 1,400 | 1,050 | 1,073 | 1,400 | 2,123 | 70% | 106% |
| 2,500 | 1,750 | 1,313 | 1,208 | 1,750 | 2,521 | 70% | 101% |
| 3,000 | 2,100 | 1,575 | 1,343 | 2,100 | 2,918 | 70% | 97% |
| 3,500 | 2,450 | 1,838 | 1,480 | 2,450 | 3,318 | 70% | 95% |
| 4,000 | 2,800 | 2,100 | 1,614 | 2,800 | 3,714 | 70% | 93% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 563 | \$ 936 | \$ 750 | \$1,499 | 50% | 100% |
| 2,000 | 1,000 | 750 | 1,073 | 1,000 | 1,823 | 50% | 91% |
| 2,500 | 1,250 | 938 | 1,208 | 1,250 | 2,146 | 50% | 86% |
| 3,000 | 1,500 | 1,125 | 1,343 | 1,500 | 2,468 | 50% | 82% |
| 3,500 | 1,750 | 1,313 | 1,480 | 1,750 | 2,793 | 50% | 80% |
| 4,000 | 2,000 | 1,500 | 1,614 | 2,000 | 3,114 | 50% | 78% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$338 | \$ 936 | \$ 450 | \$1,274 | 30% | 85% |
| 2,000 | 600 | 450 | 1,073 | 600 | 1,523 | 30% | 76% |
| 2,500 | 750 | 563 | 1,208 | 750 | 1,771 | 30% | 71% |
| 3,000 | 900 | 675 | 1,343 | 900 | 2,018 | 30% | 67% |
| 3,500 | 1,050 | 788 | 1,480 | 1,050 | 2,268 | 30% | 65% |
| 4,000 | 1,200 | 900 | 1,614 | 1,200 | 2,514 | 30% | 63% |

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Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(LT-10(65) Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹ to age 65)
1.60% of FAS ¹ at age 65)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 65 | At 65 | | To 65 | At 65 | To 65 | At 65 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 840 | \$ 936 | \$1,050 | \$1,776 | 70% | 118% |
| 2,000 | 1,400 | 1,120 | 1,073 | 1,400 | 2,193 | 70% | 110% |
| 2,500 | 1,750 | 1,400 | 1,208 | 1,750 | 2,608 | 70% | 104% |
| 3,000 | 2,100 | 1,680 | 1,343 | 2,100 | 3,023 | 70% | 101% |
| 3,500 | 2,450 | 1,960 | 1,480 | 2,450 | 3,440 | 70% | 98% |
| 4,000 | 2,800 | 2,240 | 1,614 | 2,800 | 3,854 | 70% | 96% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$750 | \$ 600 | \$ 936 | \$ 750 | \$1,536 | 50% | 102% |
| 2,000 | 1,000 | 800 | 1,073 | 1,000 | 1,873 | 50% | 94% |
| 2,500 | 1,250 | 1,000 | 1,208 | 1,250 | 2,208 | 50% | 88% |
| 3,000 | 1,500 | 1,200 | 1,343 | 1,500 | 2,543 | 50% | 85% |
| 3,500 | 1,750 | 1,400 | 1,480 | 1,750 | 2,880 | 50% | 82% |
| 4,000 | 2,000 | 1,600 | 1,614 | 2,000 | 3,214 | 50% | 80% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$360 | \$ 936 | \$ 450 | \$1,296 | 30% | 86% |
| 2,000 | 600 | 480 | 1,073 | 600 | 1,553 | 30% | 78% |
| 2,500 | 750 | 600 | 1,208 | 750 | 1,808 | 30% | 72% |
| 3,000 | 900 | 720 | 1,343 | 900 | 2,063 | 30% | 69% |
| 3,500 | 1,050 | 840 | 1,480 | 1,050 | 2,320 | 30% | 66% |
| 4,000 | 1,200 | 960 | 1,614 | 1,200 | 2,574 | 30% | 64% |

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Missouri LAGERS
Illustrations of Age and Service Allowance Amounts
For Sample Combinations of Service & Salary
(LT-14(65) Benefit Program is Years of Credited Service
times: 2.00% of FAS ¹ to age 65)
1.75% of FAS ¹ at age 65)

| Final Average Salary (FAS) ¹ | LAGERS BENEFIT ³ | | Estimated Social Security ² | Estimated Monthly Total | | Percent of FAS | |
|---|--------------------------------|--------|--|----------------------------|---------|-------------------|-------|
| | To 65 | At 65 | | To 65 | At 65 | To 65 | At 65 |
| 35 Years of Service: | | | | | | | |
| \$1,500 | \$1,050 | \$ 919 | \$ 936 | \$1,050 | \$1,855 | 70% | 124% |
| 2,000 | 1,400 | 1,225 | 1,073 | 1,400 | 2,298 | 70% | 115% |
| 2,500 | 1,750 | 1,531 | 1,208 | 1,750 | 2,739 | 70% | 110% |
| 3,000 | 2,100 | 1,838 | 1,343 | 2,100 | 3,181 | 70% | 106% |
| 3,500 | 2,450 | 2,144 | 1,480 | 2,450 | 3,624 | 70% | 104% |
| 4,000 | 2,800 | 2,450 | 1,614 | 2,800 | 4,064 | 70% | 102% |
| 25 Years of Service: | | | | | | | |
| \$1,500 | \$ 750 | \$ 656 | \$ 936 | \$ 750 | \$1,592 | 50% | 106% |
| 2,000 | 1,000 | 875 | 1,073 | 1,000 | 1,948 | 50% | 97% |
| 2,500 | 1,250 | 1,094 | 1,208 | 1,250 | 2,302 | 50% | 92% |
| 3,000 | 1,500 | 1,313 | 1,343 | 1,500 | 2,656 | 50% | 89% |
| 3,500 | 1,750 | 1,531 | 1,480 | 1,750 | 3,011 | 50% | 86% |
| 4,000 | 2,000 | 1,750 | 1,614 | 2,000 | 3,364 | 50% | 84% |
| 15 Years of Service: | | | | | | | |
| \$1,500 | \$ 450 | \$ 394 | \$ 936 | \$ 450 | \$1,330 | 30% | 89% |
| 2,000 | 600 | 525 | 1,073 | 600 | 1,598 | 30% | 80% |
| 2,500 | 750 | 656 | 1,208 | 750 | 1,864 | 30% | 75% |
| 3,000 | 900 | 788 | 1,343 | 900 | 2,131 | 30% | 71% |
| 3,500 | 1,050 | 919 | 1,480 | 1,050 | 2,399 | 30% | 69% |
| 4,000 | 1,200 | 1,050 | 1,614 | 1,200 | 2,664 | 30% | 67% |

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September 16, 2022 E-mail

Mr. Robert Wilson
Executive Director
Missouri Local Government
Employees Retirement System
P.O. Box 1665
Jefferson City, Missouri 65102

Dear Bob:

Enclosed is the report of the February 28, 2022 Supplemental Actuarial Valuation of LAGERS benefits for the employees of:

The City of Smithville

Sincerely,
Gabriel, Roeder, Smith & Company

A handwritten signature in black ink that reads "Mita Drazilov". The signature is written in a cursive, flowing style.

Mita D. Drazilov, ASA, FCA, MAAA

MDD:rmg
Enclosure



Board of Aldermen Request for Action

MEETING DATE: 10/4/2022

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 2962-22 Adopt FY2023 Annual Operating Budget – 2nd Reading.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2962-22, Adopt FY2023 Annual Operating Budget. 2nd reading by title only.

SUMMARY:

City staff have worked collectively since January 2022 to determine the needs, and eventually propose recommendations, for the FY2023 Budget. On May 15, 2022, the Board of Aldermen met to hold a Financial Summit to discuss the goals and priorities of the City for upcoming fiscal year. Later in the budget preparation process, the City Administrator and Finance Director presented the proposed FY2023 Budget at the August 16, 2022, Board of Aldermen Work Session. During this Work Session, budget recommendations were discussed which were formed based upon input from the Financial Summit. Budgeted fund cashflows for major funds were presented, and the five-year CIP was reviewed. The Board provided feedback and input during the Work Session, which includes these changes to the five-year CIP, along with other recent changes/recommendations:

- During the five-year CIP review, the Board recommended inclusion of a Pedestrian Crosswalk and Flashing Beacon near Maple Elementary School. The Board also discussed additional outside funding/cost sharing opportunities to support the expenditures associated with this project. Based upon this discussion, a project expenditure budget of \$70,000 with a 50% cost sharing opportunity of \$35,000 in revenue is slotted for FY2023 in the Transportation Sales Tax Fund.
- The 4th Street and 4th Terrace Waterline project budget has also been increased from \$500,000 to \$575,000 with the addition of replacing the 4" watermain between Spelman, Manzanola, and 6th Street as the line has deteriorated to the point in which repair is no longer possible and full replacement is required. The CWWF Fund is in an appropriate position to support this increase in project expense.
- The Emerald Ridge Neighborhood Park & Signage project budget has been increased from \$150,000 to \$300,000 with a potential (right now, an unsecured) 50% Land Water Conservation Fund (LWCF) revenue match. In addition, the

timeline for completing the project has been pushed to FY2024. Staff is currently in the process of applying for these funds and can evaluate project feasibility following the result of the LWCF grant application.

- Engineering for Commercial Street Sidewalks was originally presented in the budget for \$150,000 in FY2023. The City will be contracting with BG Consultants for \$105,000 to do Commercial Streets engineering, a savings of \$45,000 from the original estimate. This expenditure update has been made in the Transportation Sales Tax Fund.
- As the FY2022 budget year ends, staff will not be utilizing \$200,000 in budgeted General Fund monies for the Streets/Parks Facility engineering. There will be substantial savings in the Streets Department Professional Services line item because of this decision. Instead, these monies will be slated to use in the Proposed FY2023 Budget for the renovation of a portion of the Litton Visitor Center for Parks and Public Works Administration staffing. The General Fund Proposed FY2023 CIP includes this \$200,000 as an update for the budget.
- In early September 2022, Public Works Utility staff received information regarding the EPA's Lead and Copper Rule which aims to protect public health and reduce exposure to lead and copper in drinking water by requiring inspections and planning to support lead and galvanized service line replacement. Based upon discussions with HDR Engineering, Inc., Public Works staff anticipate the service lines inspections and replacement plan development to cost about \$200,000. These funds have been added to the CWWS Fund Budget for the Proposed FY2023 Budget.
- Staff received the results of the DNR application for funding of the Diamond Crest Neighborhood Multi-Use Trail and the application was not successful in receiving funds for the FY2023 Budget year. The presented revenue budget included a \$181,000 grant from DNR to offset an estimated \$281,000 in expenditures for the project. Based upon this application news, the projected revenues and expenditures have been shifted from FY2023 to FY2024.
- In late September 2022, staff received a worker's compensation loss update from Midwest Public Risk, the City's insurance provider. Based upon this loss information, staff have increased the worker's compensation budgets for all City departments by a combined \$30,540. The original budget for FY2023 was \$152,700 for all General Fund departments and the CWWS Utilities department and this increase equates to a new budget amount of \$183,240.

The Proposed FY2023 Budget Book is included in the packet and the budget document incorporates Board direction from budget work sessions as well as ongoing board goals and recommendations of recently completed planning processes. This document will be finalized with updates to performance measures, as well as some other final additions to fulfill GFOA (Government Finance Officers Association) financial reporting criteria before

submitted for the GFOA Distinguished Budget Award. After approval of the budget, the final budget document will be posted to the City website under the "Annual Operating Budgets" page found under the Finance Department page.

Staff has incorporated some changes to the budget following the work session which includes unspent FY2022 expenditures in the Fiscal Year 2023 Budget:

- The Street Division in Public Works did not coordinate completion of the 2022 Street Striping Program (\$25,000 Budget) during FY2022. This \$25,000 will be rolled into the FY2023 Budget for a total Street Striping Program Budget of \$50,000.
- The City has contracted with Irvinbilt Construction to complete the Raw Water Pump Station (paid for using ARPA Funds) for the contracted price of \$2,983,795. \$927,307 in funds remain to be paid on the project contract and this rollover amount will be budgeted for FY2023. All ARPA funding (both Clay County and direct Treasury payments) has been received in FY2022, so the ARPA fund has the necessary revenues to support the completion of the project (if there are no significant change orders).
- The City has contracted with Snyder & Associates to complete Quincy Boulevard engineering for a contracted price of \$75,450. This engineering was budgeted in the Parks & Stormwater Fund in FY2022, and as of September 2022, \$67,732 in funds remain to be paid on the contract and this rollover amount will be budgeted for FY2023.
- The City has contracted with HDR Engineering to complete engineering for the West Bypass of the 144th Street Lift Station for a contracted price of \$346,050. As of September 2022, \$173,749 in funds remain to be paid on the contract and this rollover amount will be budgeted for FY2023.
- The City has contracted with HDR Engineering to complete engineering for Downtown Streetscape Phase III (Bridge Street) for a contracted price of \$181,380. \$116,022 in funds remain to be paid on the contract and this rollover amount will be budgeted for FY2023.
- The City has contracted with David E. Ross to complete the construction of the Aerobic Digester for a contracted price of \$491,900 and this entire amount of funds remain to be paid on the contract. This rollover amount will be budgeted for FY2023.
- The City has contracted with Surveying and Mapping, LLC for the completion of a Geographic Information System for the contracted price of \$212,080. \$15,250 in

funds remain to be paid on the contract and this rollover amount will be budgeted for FY2023.

- The City has contracted with Veenstra & Kimm, Inc. for the completion of 4th Street and 4th Terrace Watermain Improvements for the contracted price of \$89,290. \$80,837 in funds remain to be paid on the contract and this rollover amount will be budgeted for FY2023.

Updated Total Budget Summary – For October 18, 2022 Approval

| | 2023 Projected Beginning Balance | 2023 Proposed Revenues | 2023 Proposed Expenditures | 2023 Projected Ending Balance |
|--|---|---------------------------|----------------------------------|--|
| General Fund | 3,315,925 | 5,466,340 | 6,310,310 | 2,471,955 |
| Capital Improvement Sales Tax Fund | 394,454 | 1,160,435 | 1,355,370 | 199,519 |
| Capital Projects Fund | 181,855 | 40,000 | - | 221,855 |
| Combined Water/Wastewater Fund | 6,318,249 | 9,340,817 | 13,070,115 | 2,588,951 |
| Debt Service Fund | 255,934 | 354,845 | 343,040 | 267,739 |
| Park and Stormwater Sales Tax Fund | 749,556 | 672,435 | 497,750 | 924,241 |
| Sanitation Fund | 61,219 | 915,860 | 900,600 | 76,479 |
| Special Allocation Fund | 48,041 | 705,000 | 703,000 | 50,041 |
| CID Fund | 83,790 | 380,250 | 335,618 | 128,423 |
| Transportation Sales Tax Fund | 354,072 | 589,713 | 702,246 | 241,539 |
| Vehicle And Equipment Replacement Fund | 157,400 | 422,100 | 381,750 | 197,750 |
| American Rescue Plan Act Fund | 953,273 | - | 953,270 | 3 |
| Donation Fund | 16,500 | 10,500 | 20,000 | 7,000 |
| Appointed Council Fund | 2,045 | - | 1,650 | 395 |
| Judicial Education Fund | 3,447 | - | 3,447 | - |
| Technology Upgrade Fund | 2,474 | - | 2,474 | - |
| DWI Recovery Fund | 14,312 | 4,000 | 12,000 | 6,312 |
| Police Training Fund | 14,500 | 3,000 | 12,000 | 5,500 |
| Grand Total | \$ 12,927,046 | \$ 20,065,295 | \$ 25,604,640 | \$ 7,387,701 |

Previous Total Budget Summary – Presented August 16, 2022

| | 2023 Projected Beginning Balance | 2023 Proposed Revenues | 2023 Proposed Expenditures | 2023 Projected Ending Balance |
|--|---|---------------------------|----------------------------------|--|
| General Fund | 3,173,805 | 5,414,248 | 6,067,570 | 2,520,483 |
| Capital Improvement Sales Tax Fund | 261,454 | 1,152,100 | 1,305,370 | 108,184 |
| Capital Projects Fund | 181,855 | 40,000 | - | 221,855 |
| Combined Water/Wastewater Fund | 5,067,869 | 9,320,817 | 12,040,625 | 2,348,061 |
| Debt Service Fund | 255,934 | 354,845 | 343,040 | 267,739 |
| Park and Stormwater Sales Tax Fund | 762,118 | 845,100 | 861,000 | 746,218 |
| Sanitation Fund | 63,719 | 915,860 | 900,600 | 78,979 |
| Special Allocation Fund | 183,291 | 705,000 | 703,000 | 185,291 |
| Commons CID Fund | 126,096 | 377,250 | 483,773 | 19,573 |
| Transportation Sales Tax Fund | 348,072 | 582,250 | 702,250 | 228,072 |
| Vehicle And Equipment Replacement Fund | 170,382 | 422,100 | 381,750 | 210,732 |
| American Rescue Plan Act Fund | - | - | - | - |
| Donation Fund | 16,500 | 10,500 | 20,000 | 7,000 |
| Appointed Counsel Fund | 2,045 | - | 2,045 | - |
| Judicial Education Fund | 3,447 | - | 3,447 | - |
| Technology Upgrade Fund | 2,474 | - | 2,474 | - |
| DWI Recovery Fund | 13,972 | 4,000 | 12,000 | 5,972 |
| Police Training Fund | 14,500 | 3,000 | 12,000 | 5,500 |
| Grand Total | \$ 10,647,533 | \$ 20,147,070 | \$ 23,840,944 | \$ 6,953,659 |

PREVIOUS ACTION:

The Board of Alderman approved the FY2022 Budget last October.

POLICY OBJECTIVE:

Approval of operating and capital budget to achieve Board of Aldermen goals in FY2023

FINANCIAL CONSIDERATIONS:

Adopting expenditure and revenue budget for FY2023 which establishes spending and receipting authority for the City in FY2023.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: FY22 City of Smithville Budget Book | |

BILL NO. 2962-22

ORDINANCE NO. 31XX-22

AN ORDINANCE ADOPTING THE FY2023 ANNUAL OPERATING BUDGET FOR THE CITY OF SMITHVILLE, MISSOURI, AND AUTHORIZING THE EXPENDITURES OF FUNDS FOR MUNICIPAL SERVICES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT, for the purpose of financing the conduct of affairs of the City of Smithville, Missouri during the fiscal year from November 1, 2022, and ending October 31, 2023 inclusive, the budget of the City's revenue and expenses for such period prepared and submitted to the Smithville Board of Aldermen by the City Administrator is hereby approved and adopted as the Official Budget of the City of Smithville, Missouri; and

THAT, the amounts set forth in the various funds are hereby appropriated to such uses, and authority is hereby given to the City Administrator of the City of Smithville to expend the amounts shown for the purposes indicated; and

THAT, the amounts for each fund, as shown in the Annual Budget shall not be increased or decreased except by the Board of Aldermen approval, but the various objects of expenses comprising the total appropriation for any fund may be increased or decreased at the discretion of the City Administrator, providing the adjustments shall not increase the total amount appropriated for that fund.

INTRODUCED, READ, PASSED AND ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE THIS 18th DAY OF OCTOBER 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/04/2022

Second Reading: 10/18/2022



Board of Aldermen Request for Action

MEETING DATE: 10/4/2022

DEPARTMENT: Public Works

AGENDA ITEM: Bill No. 2963-22 - Chapter 510 Revisions – 2nd Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2963-22, Chapter 510 revisions 2nd reading by title only.

SUMMARY:

Over the past couple summers, several new fiber companies have received agreements with the City of Smithville to install new communication lines and fiber for internet services. Staff has been very accommodating with contractors and sub-contractors installing this new infrastructure. There have been several instances where both public infrastructure and private services have been damaged by all the installations. To date, for the most part, the contractors have been responsive in making repairs and paying for damages. Staff reviewed Chapter 510 of the city code and found a few areas that weren't clear nor necessarily being followed. The proposed revisions clarify the process and responsibilities of the many services using the City Right of Way.

Summarizing:

- The Ordinance clarifies what area the Franchisee can use, Right of Way, and other easements
- The Ordinance specifically requires contractors and subcontractors to obtain business licenses with the City. Current practice has been only the General contractor held the license
- The ordinance holds all contractors and sub-contractors to the provisions of the agreements the City has with the Franchise holder. The contractor is responsible for the same requirements that the Franchisee has agreed to.
- The ordinance requires all contractors and sub-contractors to carry their own insurance and bond, and indemnify the City for any damages.
- The contractor or sub-contractor must have a responsible person in charge on site that can clearly communicate with staff.

Ultimately, the Franchisee is the owner of the new infrastructure and responsible to the City through the Right of Way agreement but some of these companies are so large that access and communication with them is difficult and very time consuming. And many times it becomes a finger pointing game. This Ordinance will place responsibility

on the person/ company actually doing the work in the Right of Way for any issues that occur.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Right of Way management

FINANCIAL CONSIDERATIONS:

There is no financial impact

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other:

- Contract
- Plans
- Minutes

**REPEALING ORDINANCE SECTION 510.015 DEFINITIONS AND ENACTING
NEW ORDINANCE SECTION 510.015 DEFINITIONS
AND
ORDINANCE ENACTING SECTION 510.021 COMPLIANCE WITH CHAPTER 610
AND
REPEALING ORDINANCE SECTION 510.025 FRANCHISE OR RIGHTS-OF-WAY
AGREEMENT REQUIRED AND ENACTING A NEW ORDINANCE SECTION
510.025 FRANCHISE OR RIGHTS-OF-WAY AGREEMENT REQUIRED
AND
ENACTING SECTION 510.041 COMMUNICATION
AND
ENACTING SECTION 510.042 INDEMNIFICATION AND LIABILITY**

WHEREAS city staff has identified issues relating to how a Right-of Way is defined in Section 510.015 regarding which Easements may be used after obtaining a Right-of-Way Agreement or Permit from the city pursuant to Chapter 510. Section 510.015 DEFINITIONS currently defines Rights-of-Way or ROW as follows:

RIGHTS-OF-WAY or ROW

The area on, below or above a public roadway, highway, street or alleyway in which the City has an ownership interest, and including such adjacent area of such public ways within such ownership interest as made available by the City for rights-of-way use herein, but not including:

- 1. Easements obtained by utilities or private easements in platted subdivisions or tracts;*
- 2. Railroad rights-of-way and ground utilized or acquired for railroad facilities; or*
- 3. Poles, pipes, cables, conduits, wires, optical cables, or other means of transmission, collection or exchange of communications, information, substances, data, or electronic or electrical current or impulses utilized by a utility owned or operated by a governmental entity pursuant to Chapter 91, R.S.Mo., or pursuant to a charter form of government.*

WHEREAS city wishes to make clear that a ROW does not include certain Easements. The City Attorney as drafted a suggested change to this definition to read as follows:

RIGHTS-OF-WAY or ROW

The area on, below or above a public roadway, highway, street or alleyway in which the City has an ownership interest, and including such adjacent area of such public ways within such ownership interest as made available by the City for rights-of-way use herein, but not including:

- 1. Easements obtained by utilities or private easements in platted subdivisions or tracts;*

2. Railroad rights-of-way and ground utilized or acquired for railroad facilities; or
3. Poles, pipes, cables, conduits, wires, optical cables, or other means of transmission, collection or exchange of communications, information, substances, data, or electronic or electrical current or impulses utilized by a utility owned or operated by a governmental entity pursuant to Chapter 91, R.S.Mo., or pursuant to a charter form of government.
4. Easements held by the City for sewer, pedestrian access, stormwater, waterline, or drainage. Access to any such easement shall require a separate agreement with the city.

WHEREAS city staff has requested clarification of whether a franchisee or permit holders under chapter 510 Rights-Of-Way Management, must also comply with the requirements of chapter 610 Business Regulations.

WHEREAS while believing that there is nothing in chapter 510 Rights-Of-Way Management that exempts compliance with chapter 610 Business Regulations, the city Attorney has drafted and recommended that to remove all potential confusion (reasonable or otherwise) that the city pass a new Ordinance in the following form.

***Section 510.021 Compliance with Chapter 610.** Unless otherwise required by law, nothing in Chapter 510 shall exempt any franchisee or permit holder under Chapter 510 Rights-Of-Way Management with complying with all applicable provisions of Chapter 610 Business Regulations or any other applicable ordinance. Unless otherwise required by law, compliance with Chapter 610 Business Regulations shall be in addition to any other requirement of Chapter 510 Rights-Of-Way Management.*

WHEREAS city staff has identified issues relating to franchise or permit holder(s) subcontracting with person(s) or entities who do not have a franchise agreement with or a permit to work in the city's ROW. While the city believes that §510.025(D) already makes it clear that such subcontracting or assignment is improper, the city wants to make that even more clear.

WHEREAS §510.025(D) of the city Ordinances currently reads as follows:

*D. **Transferability.** Except as provided in this Chapter or as otherwise required by law, no franchise, agreement, or permit may be transferred without the written application to, and consent of the City based on the requirements and policies of this Chapter. The City shall not unreasonably withhold its consent to transfer as provided herein, but any costs incurred shall be paid by the applicant.*

WHEREAS the city attorney has drafted and recommended that to address this issue the city pass a new Ordinance Section 510.025 and specifically new subsection 510.025(D) in the following form.

*D. **Transferability.** Except as provided in this Chapter or as otherwise required by law, no franchise agreement, or permit may be transferred or subcontracted to any Person without the written application to and consent of the City based on the requirements and policies of this Chapter. Any such transfer or subcontract, even if consented to by the city, will not relieve the franchisee or permit holder from all the responsibilities (including insurance and bond) of the franchisee or permit holder. The city shall not unreasonably withhold its consent to the transfer or subcontract as provided herein, upon the compliance with this chapter, or as otherwise required by law, but any costs incurred by the city shall be paid by the applicant.*

WHEREAS City staff has identified issues relating to the difficulty the city has on occasion with communicating with contractors/franchisee/permit holders working in the city right of way.

WHEREAS the city Attorney has drafted and recommended that to address this issue the city pass a new Ordinance in the following form.

***Section 510.041 Communication.** Every franchisee or permit holder performing any work in the ROW shall always have someone present at the site of the work who is capable of reasonably and thoroughly communicating with the city and who is authorized to do so on behalf of the franchisee or permit holder.*

WHEREAS city staff has identified issues relating to a franchisee or permit holder allegedly causing damage to the city's property, or the property of third Person(s) because of work performed pursuant to the franchise or permit. The city wishes to make clear that the franchisee or permit holder must indemnify and save the city harmless from all liability and costs, including attorney's fees claimed by any person claiming injury because of the work. Further that the franchisee or permit holder shall be responsible for all reasonable damages incurred by the city or any third persons because of the work. While the city believes that chapter 510 already requires all franchisee or permit holders be responsible for all reasonable damages, the city wants to make that even more clear.

WHEREAS the city Attorney has drafted and recommended that to address this issue the city pass a new Ordinance in the following form.

***Section 510.042 Indemnification and Liability.** Every franchisee or permit holder or other Person performing any work in the ROW shall indemnify and save the City harmless from all liability and costs, including attorney's fees claimed by any Person because of the work. Every franchisee or permit holder or other Person shall be responsible for all reasonable damages incurred by the city or any third persons because of the work.*

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

Effective Immediately the City of Smithville repeals the existing Section 510.015 DEFINITIONS, and the City of Smithville enacts the new Ordinance Section 510.015 DEFINITIONS which shall read as follows.

Section 510.015 Definitions.

The following definitions shall apply to this Chapter, except that where the definitions set forth in Section 67.1830, R.S.Mo., as may be amended, are required by law to apply to specific uses of the rights-of-way, such definitions shall apply to such circumstances.

ABANDONED FACILITIES

Those facilities owned by a ROW user that are not in use or cannot be utilized by the owner in the future.

ADMINISTRATIVE FEE

That fee charged by the City to administer all aspects of rights-of-way management to recover its cost of this management.

APPLICANT

Any person required to apply for a rights-of-way permit.

CITY

The City of Smithville, Missouri, a municipal corporation and any duly authorized representative.

CITY ADMINISTRATOR

The City Administrator, Smithville, Missouri, or his or her authorized designee.

CITY SPECIFICATIONS

The City of Smithville design and constructions standards adopted pursuant to Section **520.020**, on file with the City Clerk as of the date of this Chapter, and incorporated herein, and as may be amended from time to time by the authority of the City Administrator establishing such specifications and procedures consistent with the requirements and purposes of this Chapter.

CONSTRUCT

Includes construct, install, erect, build, affix or otherwise place any fixed structure or object, in, on, under, through or above the rights-of-way.

EMBEDDED

To surround tightly or incorporate.

EMERGENCY

Any incident that requires immediate intrusion and work within the rights-of-way to restore service to a user.

EXCAVATE

Any removal of the surface or subsurface earth or boring or tunneling activity within the public rights-of-way.

FACILITY

All/any lines, pipes, irrigation systems, wires, cables, conduit facilities, poles, towers, vaults, pedestals, boxes, or other equipment owned or controlled by an entity other than the City.

FACILITY-BASED SERVICE PROVIDER

A service provider owning or possessing facilities in the rights-of-way.

FCC

The Federal Communications Commission.

GOVERNING BODY

The Mayor and the Board of Aldermen of the City of Smithville, Missouri.

GOVERNMENTAL ENTITY

Any subdivision of the governments within the United States of America.

PAVEMENT

The improved surface of the public way with concrete, asphalt, aggregate or other treated materials.

PERSON

An individual, person or body natural or corporate.

PSC

The Missouri Public Service Commission.

PUBLIC EASEMENT

Any easement for utilities, access, or other use dedicated to the City or in the name of the City irrespective of whether the easement is held in trust by the City for private and public users and regardless of whether private utilities or others in addition to or other than the City are actually using the easements.

PUBLIC IMPROVEMENT

Any public project undertaken by the City for the public good.

PUBLIC LANDS

Any real property owned by the City not used as rights-of-way or considered to be rights-of-way.

REPAIR

The temporary work necessary to make the rights-of-way usable for the public.

RESELLER SERVICE PROVIDER

A person providing service within the City that does not have its own facilities in the rights-of-way, but instead uses the rights-of-way by interconnecting with or using the network elements of another ROW user utilizing the rights-of-way, and/or by leasing excess capacity from a facility-based service provider.

RESTORATION

Returning the rights-of-way surface to its original condition, or better.

RIGHTS-OF-WAY or ROW

The area on, below or above a public roadway, highway, street or alleyway in which the City has an ownership interest, and including such adjacent area of such public ways within such ownership interest as made available by the City for rights-of-way use herein, but not including:

- 1.** Easements obtained by utilities or private easements in platted subdivisions or tracts.

2. Railroad rights-of-way and ground utilized or acquired for railroad facilities; or
3. Poles, pipes, cables, conduits, wires, optical cables, or other means of transmission, collection or exchange of communications, information, substances, data, or electronic or electrical current or impulses utilized by a utility owned or operated by a governmental entity pursuant to Chapter 91, R.S.Mo., or pursuant to a charter form of government.

4. Easements held by the City for sewer, pedestrian access, stormwater, waterline, or drainage. Access to any such easement shall require a separate agreement with the city.

RIGHTS-OF-WAY PERMIT

The authorization to make excavations or perform work for the construction, installation, repair or maintenance of any type of facility within the rights-of-way.

RIGHTS-OF-WAY USER or ROW USER

Such persons and entities maintaining, constructing or installing facilities in the public rights-of-way of the City unless otherwise expressly exempted by law. The term shall not include the City; provided that the City shall nevertheless comply with all such requirements applicable to ROW users to the extent such compliance is otherwise required by State or Federal law.

SERVICE

That function provided to property adjoining the public rights-of-way from a service provider.

WORK

1. Construction, alteration, maintenance, installation, storage, or location of facilities installed below, on or above ground in the public rights-of-way, other than excavation, that also:

a. Causes or threatens to cause any obstruction or interference to any vehicular or pedestrian traffic or traffic lane in the rights-of-way.

b. Involves temporary or permanent storage of materials or equipment on rights-of-way.

c. Causes or reasonably may cause damage to any public improvement within the rights-of-way; or

d. Causes removal, replacement or alteration to any safety feature or requirement within the rights-of-way, including but not limited to removal of manhole covers, altering lighting, traffic signage or signals, placement or removal of traffic barricades, etc.

2. Work shall not include routine or other maintenance on poles, boxes, or other facilities that does not result in one (1) or more of the circumstances described in Subsection **(1)(a)** through **(d)** herein.

AND

Effective Immediately the City of Smithville enacts Ordinance Section 510.021 which shall read as follows.

Section 510.021 Compliance with Chapter 610. *Unless otherwise required by law, nothing in Chapter 510 shall exempt any franchisee or permit holder under Chapter 510 Rights-Of-Way Management with complying with all applicable provisions of Chapter 610 Business Regulations or any other applicable ordinance. Unless otherwise required by law, compliance with Chapter 610 Business Regulations shall be in addition to any other requirement of Chapter 510 Rights-Of-Way Management.*

AND

Effective Immediately the City of Smithville repeals the existing Section 510.025, and the City of Smithville enacts the new Ordinance Section 510.025 which shall read as follows.

Section 510.025 Franchise Or Rights-Of-Way Agreement Required.

A. Agreement Or Franchise Required. *Except when otherwise authorized by applicable law, no Row user may construct, maintain, own, control, or use facilities in the rights-of-way without a franchise or ROW agreement with the City as provided herein. All such franchises and agreements shall be approved by ordinance of the Governing Body on a non-discriminatory basis, provided that the applicant is in compliance with all applicable requirements. Such franchises and agreements shall be deemed to incorporate the terms of this Chapter and other applicable laws of the City, except as may be expressly stated in such agreements and franchises. Reseller service providers shall not be required to obtain a franchise or agreement but shall be required to register with the City prior to providing service on forms provided by the City.*

1. Franchise. *A franchise shall be required from the City in conformance with all applicable franchise procedures for any Row user seeking to use the rights-of-way for purposes of providing or distribution of electricity, gas, water, steam, lighting, or sewer public utility service in the City, except where otherwise provided by law. Such franchise may be granted only after satisfaction of all applicable procedural or substantive requirements established by City ordinances or other law.*

2. ROW Agreement. *A ROW agreement with the City shall be required for all Row users not set forth in Subsection (A)(1), irrespective of any State licensing, franchise or certificate that may also be held by the Row user, except as otherwise required herein or by law. Such agreements shall conform to all applicable law but shall not be subject to procedures applicable to franchises, and the City may, if appropriate, approve form agreements that may be executed by the Mayor after approval by the Board of Aldermen.*

3. Incidental Uses. *Incidental uses of the public rights-of-way may be permitted without a franchise or ROW agreement pursuant to a rights-of-way permit issued by the City Administrator. The City Administrator may establish such application, requirements and conditions applicable to such uses consistent with the purposes of this Chapter or as otherwise established by law.*

B. Franchises And Agreements Non-Exclusive. *The authority granted by the City in any agreement or franchise shall be for non-exclusive use of the rights-of-way. The*

City specifically reserves the right to grant, at any time, such additional agreements or other rights to use the rights-of-way for any purpose and to any other person, including itself, as it deems appropriate, subject to all applicable law. The granting of an agreement or franchise shall not be deemed to create any property interest of any kind in favor of the ROW user.

C. Lease Required For Public Lands. Unless otherwise provided, use or installation of any facilities in, on or over public lands of the City not constituting rights-of-way shall be permitted only if a lease agreement or other separate written approval has been negotiated and approved by the City with such reasonable terms and conditions as the City may require.

D. Transferability. Except as provided in this Chapter or as otherwise required by law, no franchise agreement, or permit may be transferred or subcontracted to any Person without the written application to and consent of the City based on the requirements and policies of this Chapter. Any such transfer or subcontract, even if consented to by the city, will not relieve the franchisee or permit holder from all the responsibilities (including insurance and bond) of the Franchisee or Permit holder. The City shall not unreasonably withhold its consent to the transfer or subcontract as provided herein, upon the compliance with this chapter, or as otherwise required by law, but any costs incurred by the city shall be paid by the applicant.

E. Application For Franchise Or Agreement Required.

1. Application. An application for franchise or ROW agreement shall be presented to the City Administrator in writing and shall include all such information as is required by this Section. The ROW user shall be responsible for accurately maintaining the information in the application during the term of any franchise or agreement and shall be responsible for all costs incurred by the City due to the failure to provide or maintain as accurate any application information required herein.

2. Application Fee. An application fee for review, documentation and approval of such agreement or franchise shall be established by the City Administrator to recover any actual costs anticipated and incurred by the City in reviewing, documenting, or negotiating such agreement or franchise, including reasonable legal fees, provided that no costs, if any, of litigation or interpretation of Section 67.1830 or 67.1832, R.S.Mo., shall be included if such inclusion is prohibited by law as to that applicant. If the actual costs are thereafter determined to be less than the application fee, such amount shall be returned to the applicant after written request therefrom; if the actual costs reasonably exceed the application fee, the applicant shall, after written notice from the City, pay such additional amount prior to issuance by the City of any final approval. Nothing herein shall be construed to prohibit the City from also charging reasonable compensation for use of the public rights-of-way where such a fee is not contrary to applicable law.

3. Application Form. A ROW user shall submit a completed application for franchise or ROW agreement on such form provided by the City, which shall include information necessary to determine compliance with this Chapter.

4. Approval Process. After submission by the ROW user of a duly executed and completed application and application fee, and executed franchise or ROW

agreement as may be provided by the City Administrator, or as modified by the City Administrator in review of the specific circumstances of the application, all in conformity with the requirements of this Chapter and all applicable law, the City Administrator shall submit such franchise or agreement to the Board of Aldermen for approval. Upon determining compliance with this Chapter, the Board of Aldermen shall authorize execution of the franchise or agreement (or a modified agreement otherwise acceptable to the City consistent with the purposes of this Chapter), and such executed franchise or agreement shall constitute consent to use the public rights-of-way; provided that nothing herein shall preclude the rejection or modification of any executed franchise or agreement submitted to the City to the extent such applicable law does not prohibit such rejection or modification, including where necessary to reasonably and in a uniform or non-discriminatory manner reflect the distinct engineering, construction, operation, maintenance, public work or safety requirements applicable to the applicant.

AND

Effective Immediately the City of Smithville enacts Ordinance Section 510.041 which shall read as follows.

Section 510.041 Communication. *Every franchisee or permit holder performing any work in the ROW shall always have someone present at the site of the work who is capable of reasonably and thoroughly communicating with the city and who is authorized to do so on behalf of the franchisee or permit holder.*

AND

Effective Immediately the City of Smithville enacts Ordinance Section 510.042 which shall read as follows.

Section 510.042 Indemnification and Liability. *Every franchisee or permit holder or other Person performing any work in the ROW shall indemnify and save the City harmless from all liability and costs, including attorney's fees claimed by any Person because of the work. Every franchisee or permit holder or other Person shall be responsible for all reasonable damages incurred by the city or any third persons because of the work.*

PASSED AND ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE THIS 18th DAY OF OCTOBER 2022

DAMIEN BOLEY, MAYOR

ATTEST:

LINDA DRUMMOND, CITY CLERK

1st reading 10/04/2022

2nd reading 10/18/2022



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration/Finance

AGENDA ITEM: Resolution 1133, A Resolution Adopting Amendments to the Schedule of Fees

REQUESTED BOARD ACTION:

Motion to approve Resolution 1133, A Resolution Adopting Amendments to the Schedule of Fees

SUMMARY:

As a part of the FY2023 Budget Process, staff is proposing changes to the FY2023 Comprehensive Schedule of Fees Listing. The proposed Schedule of Fees was presented on June 21, 2022 to the Board of Alderman for review, evaluation, and staff direction. The fees reflect that direction and will be effective November 1, 2022, unless otherwise specified. Revisions to the Schedule of Fees also includes new water and wastewater rates as outlined in the materials for the public hearing earlier in the agenda.

PREVIOUS ACTION:

The Board of Alderman approved changes to the Schedule of Fees in the FY2022 Budget process.

POLICY ISSUE:

FY2023 Budget financial data (revenue estimates) includes updated fee assumptions as a part of the Schedule of Fees process.

FINANCIAL CONSIDERATIONS:

Schedule of Fees revisions

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Schedule of Fees | |

RESOLUTION 1133

A RESOLUTION ADOPTING AMENDMENTS TO THE SCHEDULE OF FEES.

WHEREAS, the City of Smithville has adopted and set forth a comprehensive listing of fees hereby known as the Schedule of Fees; and

WHEREAS, the Schedule of Fees currently contains fees pertaining to Water and Wastewater Utility Rates and Rate Structure, Police Department Fees, Development Department Fees, Park and Recreation Fees, Public Works (Street Division) Fees, and Monthly Solid Waste Fees; and

WHEREAS, the City engaged Raftelis Financial Consultants for a utility rate study to provide recommendations on proposed utility rates and rate structure changes; and

WHEREAS, the City held a Public Hearing on wastewater rates on October 18, 2022; and

WHEREAS, the Board of Aldermen have discussed and approved of the other fee changes referenced above; and

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the following changes to the existing Schedule of Fees which should be followed by the City:

Changes to Residential Water Rates

- Water Meter Service Charge ($\frac{3}{4}$ " Meter) - **\$11.77** / Month to **\$12.78** / Month
- Water Meter Service Charge (1" Meter) - **\$11.77** / Month to **\$12.78** / Month
- Water Meter Service Charge (3/4" Meter) *Senior Rate* - **\$11.77** / Month
- Water Meter Service Charge (1" Meter) *Senior Rate* - **\$11.77** / Month
- Water Meter Service Charge (2" Meter) - **\$55.62** / Month to **\$60.35** / Month
- Water Meter Service Charge (3" Meter) - **\$109.15** / Month to **\$118.43** / Month
- Water Meter Service Charge (4" Meter) - **\$170.29** / Month to **\$184.77** / Month
- Water Meter Service Charge (6" Meter) - **\$338.92** / Month to **\$368.82** / Month
- Water Usage Rate - **\$8.33** / 1,000 Gallons to **\$9.04** / 1,000 Gallons
- Wholesale Water Rate - **\$4.98** / 1,000 Gallons to **\$5.41** / 1,000 Gallons

Changes to Commercial Water Rates

- Water Meter Service Charge (¾" Meter) - **\$11.77** / Month to **\$12.78** / Month
- Water Meter Service Charge (1" Meter) - **\$18.52** / Month to **\$20.09** / Month
- Water Meter Service Charge (2" Meter) - **\$55.62** / Month to **\$60.35** / Month
- Water Meter Service Charge (3" Meter) - **\$109.15** / Month to **\$118.43** / Month
- Water Meter Service Charge (4" Meter) - **\$170.29** / Month to **\$184.77** / Month
- Water Meter Service Charge (6" Meter) - **\$338.92** / Month to **\$368.82** / Month
- Water Usage Rate - **\$8.33** / 1,000 Gallons to **\$9.04** / 1,000 Gallons

Changes to Residential Wastewater Rates

- Wastewater Service Charge (¾" Meter) - **\$16.02** / Month to **\$18.43** / Month
- Wastewater Service Charge (1" Meter) - **\$16.02** / Month to **\$18.43** / Month
- Wastewater Meter Service Charge (¾" Meter) *Senior Rate* - **\$16.02** / Month
- Wastewater Meter Service Charge (1" Meter) *Senior Rate* - **\$16.02** / Month
- Wastewater Service Charge (2" Meter) - **\$77.46** / Month to **\$89.08** / Month
- Wastewater Service Charge (3" Meter) - **\$164.52** / Month to **\$189.20** / Month
- Wastewater Service Charge (4" Meter) - **\$238.13** / Month to **\$273.85** / Month
- Wastewater Service Charge (6" Meter) - **\$474.42** / Month to **\$545.59** / Month
- Wastewater Usage Rate - **\$6.68** / 1,000 Gallons to **\$7.69** / 1,000 Gallons

Changes to Commercial Wastewater Rates

- Wastewater Service Charge (¾" Meter) - **\$16.02** / Month to **\$18.43** / Month
- Wastewater Service Charge (1" Meter) - **\$25.47** / Month to **\$29.29** / Month
- Wastewater Service Charge (2" Meter) - **\$77.46** / Month to **\$89.08** / Month
- Wastewater Service Charge (3" Meter) - **\$164.52** / Month to **\$189.20** / Month
- Wastewater Service Charge (4" Meter) - **\$238.13** / Month to **\$273.85** / Month
- Wastewater Service Charge (6" Meter) - **\$474.42** / Month to **\$545.59** / Month
- Wastewater Usage Rate - **\$6.68** / 1,000 Gallons to **\$7.69** / 1,000 Gallons

Changes to Water Impact Fees

- 5/8" or 3/4" or 1" Water Impact Fee - **\$2,400.00** to **\$3,100.00**
- 2" Water Impact Fee - **\$4,800.00** to **\$9,900.00**
- 3" Water Impact Fee - **\$7,200.00** to **\$21,660.00**
- 4" Water Impact Fee - **\$9,600.00** to **\$38,980.00**
- 6" Water Impact Fee - **\$14,400.00** to **\$86,610.00**

Changes to Wastewater Impact Fees

- 5/8" or 3/4" or 1" Wastewater Impact Fee - **\$2,800.00**
- 2" Wastewater Impact Fee - **\$5,600.00** to **\$8,960.00**
- 3" Wastewater Impact Fee - **\$8,400.00** to **\$19,600.00**
- 4" Wastewater Impact Fee - **\$11,200.00** to **\$35,280.00**
- 6" Wastewater Impact Fee - **\$16,800.00** to **\$78,400.00**

Changes to Police Department related fees (fee exceptions apply per Missouri State Statute)

- Outside Employment Hourly Services - **\$45.00 / Hour** to **\$60.00 / Hour**
- Police Report – **No Fee Charged** to **\$10.00**
- Copy of Video (Cloud Link) - **No Fee Charged** to **\$10.00**

Changes to Parks and Recreation Department related fees

- Youth Recreation: Basketball League - **\$65.00 / Child** to **\$75.00 / Child**
- Youth Recreation: Baseball League - **\$55.00 / Child** to **\$75.00 / Child**
- Youth Recreation: Softball League - **\$55.00 / Child** to **\$75.00 / Child**
- Youth Recreation: T-Ball League - **\$35.00 / Child** to **\$55.00 / Child**
- Youth Recreation: Soccer League - **\$55.00 / Child** to **\$75.00 / Child**
- Youth Recreation: Soccer Clinic - **\$35.00 / Child** to **\$55.00 / Child**
- Youth Recreation: Volleyball League - **\$55.00 / Child** to **\$75.00 / Child**

- Parade Fee (Paid by Organizer) - **\$100.00** / Parade + **\$200.00** Damage Deposit (Fees waived for Smithville R-II School District, Deposit Applies for All Parade Organizers)
- Street Closure (Adjacent Streets – Courtyard Park, Public) - **\$125.00** / Day + **\$200.00** Damage Deposit
- Street Closure (Adjacent Streets – Courtyard Park, Private) - **\$275.00** / Day + **\$200.00** Damage Deposit
- Street Closure (Entire Downtown, Public) - **\$150.00** / Day + **\$200.00** Damage Deposit
- Street Closure (Entire Downtown, Private) - **\$300.00** / Day + **\$200.00** Damage Deposit
- Ice (Smith's Fork Campground) - **\$2.00** / Bag to **\$4.00** / Bag
- Firewood (Smith's Fork Campground) - **\$5.00** / Bundle to **\$8.00** / Bundle
- City Facility Employee Rental Discount – **50% Discount** + **Required Deposit** (Senior Center, Shelters, Green Spaces: During Non-Peak Rental Times)

Changes to **Public Works Department** related fees

- Monthly Residential Trash & Recycling Charge - **\$18.37** / Month to **\$19.29** / Month
- Monthly Residential Trash & Recycling Charge *Senior Rate* - **\$15.62** / Month to **\$16.40** / Month
- One Time (Non-Franchise) Right-of-Way Excavation Permit - **\$20.00** Permit Cost + Calculated Cost of Street Cut (**\$20.00** / Square Foot), Calculated Cost of Curb Cut (**\$15.00** / Linear Foot), and Calculated Cost of Sidewalk Cut (**\$10.00** / Square Foot). All street cuts are **\$20.00** minimum (1 Square Foot).
- Annual Excavation Permit (Franchises of Facilities Within Right-of-Way) - **\$250.00** Permit Cost + Calculated Cost of Street Cut (**\$20.00** / Square Foot), Calculated Cost of Curb Cut (**\$15.00** / Linear Foot), and Calculated Cost of Sidewalk Cut (**\$10.00** / Square Foot). All street cuts are **\$20.00** minimum (1 Square Foot).
- “Snowbird” Utility Reconnection Charge – **No Fee Charged** to **\$50.00** Reconnection Fee
- North Force Main Impact Fees - **\$279** for Developer Agreement Only to **\$279** for all lots connecting to the North Force Main

Changes to **Development Department** related fees

- Plan Review Fees – Residential (New Structures & Additions)
 - 0 – 2,000 Square Feet: **\$100.00**
 - 2,001 – 4,000 Square Feet: **\$125.00**
 - 4,001+ Square Feet: **\$150.00**

- Plan Review Fees – Residential (Alterations/Basement Finish)
 - Non-Structural: **\$50.00**
 - Structural Changes & Egress Changes: **\$65.00**
 - Structural/Decks: **\$25.00**

- Plan Review Fees – Commercial (New Structures/Additions, Non-Industrial)
 - 0 – 2,500 Square Feet: **\$385.00**
 - 2,501 – 4,500 Square Feet: **\$650.00**
 - 4,501 – 10,000 Square Feet: **\$1,300.00**
 - 10,001 – 50,000 Square Feet: **\$1,850.00**
 - 50,001 – 100,000 Square Feet: **\$3,250.00**
 - 100,001+ Square Feet: **Actual Hours Worked x Hourly Rate**

- Plan Review Fees – Commercial (New Structures/Additions, Industrial)
 - 0 – 100,000 Square Feet: **\$600.00**
 - 100,001+ Square Feet: **Actual Hours Worked x Hourly Rate**

- Plan Review Fees – Commercial Tenant Finish
 - Non-Structural Finish: **\$150.00**
 - Structural Finish: **\$200.00**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2022 by the City.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



FY2023 Proposed Comprehensive Listing Schedule of Fees



Prepared by the Finance and Administration Department



COMPREHENSIVE SCHEDULE OF FEES - TABLE OF CONTENTS

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COMPREHENSIVE SCHEDULE OF FEES

Administration

Occupational License

| | |
|--|--------------------|
| Annual Gross Receipts (\$0 to \$100,000.00) | \$50.00 / License |
| Annual Gross Receipts (\$100,000.01 to \$150,000.00) | \$75.00 / License |
| Annual Gross Receipts (\$150,000.01 and Over) | \$100.00 / License |

Liquor Licenses

| | |
|--|----------|
| Temporary Permit — By the Drink | \$37.50 |
| Tasting Permit | \$37.50 |
| Malt Liquor — Original Package | \$75.00 |
| Non-Intoxicating Beer — Original Package | \$22.50 |
| Intoxicating Liquor — Original Package | \$150.00 |
| Malt Liquor — By Drink | \$75.00 |
| Malt Liquor and Light Wines — By Drink | \$75.00 |
| Non-Intoxicating Beer — By Drink | \$37.50 |
| Intoxicating Liquor (All Kinds) — By Drink | \$450.00 |
| Sunday Sales (Additional Fees) | \$300.00 |

Adult Businesses

| | |
|----------------------------|-----------------|
| Adult Business License Fee | \$300.00 / Year |
| Manager's License Fee | \$20.00 / Year |
| Entertainer's License Fee | \$20.00 / Year |
| Server's License Fee | \$20.00 / Year |

Other Licenses & Fees

| | |
|-----------------------------------|-------------------------|
| Fireworks Sales Permit | \$1,500.00 |
| Peddler/Solicitor Permit | \$50.00 / 30 Day Permit |
| Festival and Non-Permanent Vendor | \$10.00 |
| Notary Fee | \$2.00 |
| Photocopies | \$0.10 / Page + Cost |

Police Department

Hourly Services — 4 Hours Minimum *

~~\$45.00~~ \$60.00 / Hour

* Excludes the Smithville School District

Fingerprints

\$15.00

Police Report*

~~No Fee Charged~~ \$10.00 / Report

Copy of Video — Cloud Link*

~~No Fee Charged~~ \$10.00 / Video (?)

*Exception to Charge: If the charge carries the possibility of fifteen (15) days or more in jail/confinement, the defendant shall not be charged any fee for obtaining a police report or any video relevant to the traffic stop or arrest. In addition, the \$5.00 fee is waived for victims listed in any report.

Development Department

Filing and Permits

| | |
|---------------------------|-------------------------|
| Minor Plats | \$25.00 |
| Single-Phase Subdivisions | \$350.00 + \$2.00 / Lot |

Multiphase Subdivisions

| | |
|------------------------------------|----------------------|
| Preliminary Plat | \$300 + \$2.00 / Lot |
| Final Plat | \$150 + \$2.00 / Lot |
| Street/Alley Vacation | \$250.00 |
| Subdivision Variance | \$450.00 |
| Infrastructure Construction Permit | 2% of Cost |

Building Permits

| | |
|---|------------------------|
| Finished Building/Residential | \$0.60/ft ² |
| Unfinished Building/Residential | \$0.30/ft ² |
| Demolition | \$35.00 |
| Grading | \$100.00 |
| Deck | \$45.00 |
| Outbuilding — Greater than 120 ft ² | \$45.00 |
| In-Ground Pool | \$45.00 |
| Above Ground Pool | \$25.00 |
| Fence | \$25.00 |
| Poultry Housing (Required Annually Before Sept 1st) | \$30.00 |
| Miscellaneous | \$15.00 |

Mechanical Permits

| | |
|---------------------------|---------|
| New Residential Structure | \$65.00 |
| Minimum/Origination Fee | \$30.00 |
| Rough Inspection | \$10.00 |
| Finish/Final Inspection | \$10.00 |
| Extra Inspection | \$25.00 |
| Fixtures — Each | \$5.00 |
| Water Heater — Commercial | \$10.00 |
| Boiler | \$5.00 |
| Furnace | \$5.00 |
| Forced Air | \$5.00 |

Development (Continued)

Mechanical Permits (Continued)

| | |
|-----------------|--------|
| Fireplace | \$5.00 |
| Air Conditioner | \$5.00 |
| Oven/Range | \$5.00 |
| Exhaust | \$5.00 |
| Heat Pump | \$5.00 |

Plumbing Permits

| | |
|----------------------------|---------|
| New Residential Structure | \$67.00 |
| Minimum/Origination Fee | \$30.00 |
| Ground Rough Inspection | \$10.00 |
| Rough Inspection | \$10.00 |
| Finish/Final Inspection | \$10.00 |
| Extra Inspection | \$25.00 |
| Fixtures — Each | \$5.00 |
| Water Heater — Residential | \$5.00 |
| Lawn Irrigation | \$30.00 |
| Backflow Devices | \$2.00 |

Electrical Permits

| | |
|------------------------------|----------|
| New Residential Structure | \$125.00 |
| Minimum/Origination Fee | \$30.00 |
| Rough Inspection | \$10.00 |
| Finish/Final Inspection | \$10.00 |
| Extra Inspection | \$25.00 |
| Appliances — Each | \$10.00 |
| Outlets — Each | \$0.25 |
| Circuits — Each | \$2.00 |
| Service (Up to 200 Amp) | \$15.00 |
| Service (201 Amp to 400 Amp) | \$20.00 |
| Service (401 Amp to 600 Amp) | \$40.00 |
| Service (Over 600 Amp) | \$75.00 |
| New Service | \$25.00 |

Development (Continued)

Plan Review Fees - Residential (New Structures & Additions)

| | |
|---------------------------|----------|
| 0 - 2,000 Square Feet | \$100.00 |
| 2,001 - 4,000 Square Feet | \$125.00 |
| 4,001+ Square Feet | \$150.00 |

Plan Review Fees - Residential (Alterations/Basement Finish)

| | |
|-------------------------------------|---------|
| Non-Structural | \$50.00 |
| Structural Changes & Egress Changes | \$65.00 |
| Structural/Decks | \$25.00 |

Plan Review Fees - Commercial (New Structures & Additions, Non-Industrial)

| | |
|------------------------------|---------------------|
| 0 - 2,500 Square Feet | \$385.00 |
| 2,501 - 4,500 Square Feet | \$650.00 |
| 4,501 - 10,000 Square Feet | \$1,300.00 |
| 10,001 - 50,000 Square Feet | \$1,850.00 |
| 50,001 - 100,000 Square Feet | \$3,250.00 |
| 100,001+ Square Feet | Actual Hours Worked |

Plan Review Fees - Commercial (New Structures & Additions, Industrial)

| | |
|-------------------------|---------------------|
| 0 - 100,000 Square Feet | \$600.00 |
| 100,001+ Square Feet | Actual Hours Worked |

Plan Review Fees - Commercial Tenant Finish

| | |
|-----------------------|----------|
| Non-Structural Finish | \$150.00 |
| Structural Finish | \$200.00 |

Development (Continued)

Merchant Use of Downtown Sidewalk

| | |
|--------------------------------|----------------|
| Sidewalk Café Permit | \$50.00 / Year |
| Downtown Sidewalk Sign Deposit | \$50.00 |

Temporary Signs

| | |
|-------------------------|---------|
| Downtown Banners — Each | \$25.00 |
| Flexible Materials | \$25.00 |
| Rigid Materials | \$10.00 |
| Relabeling Fee | \$5.00 |

Permanent Signs

| | |
|--------------------|----------|
| Projecting or Wall | \$125.00 |
| Ground or Roof | \$250.00 |
| Pole | \$500.00 |
| Replacement | \$25.00 |

Sign with Electronic/LED/Digital Functions

| | |
|--|----------|
| Single Color, Alphanumeric, Manual Change * | \$175.00 |
| Single Color, Alphanumeric, Automatic Change * | \$275.00 |
| Multiple Colors * | \$375.00 |

* In addition to Permanent Sign Fees

Parks and Recreation

Athletic Field Rental Fees

| | |
|---|------------------------------|
| Practice (Without Lights) | \$15.00 Per Field / Per Hour |
| Practice (With Lights) | \$25.00 Per Field / Per Hour |
| Tournament (Without Lights) | \$150.00 Per Field / Per Day |
| Tournament (With Lights) | \$250.00 Per Field / Per Day |
| Field Dragging and Chalking for Tournaments | Included in Tournament Fee |

Youth Recreation Fees

| | |
|-------------------|------------------------------------|
| Basketball League | \$65.00 \$75.00 / Child |
| Baseball League | \$55.00 \$75.00 / Child |
| Softball League | \$55.00 \$75.00 / Child |
| T-Ball League | \$35.00 \$55.00 / Child |
| Soccer League | \$55.00 \$75.00 / Child |
| Soccer Clinic | \$35.00 \$55.00 / Child |
| Volleyball League | \$55.00 \$75.00 / Child |

Adult Recreation Fees

| | |
|--------------------------------------|-------------------------|
| Softball League | Fee Set on Annual Basis |
| Volleyball League | Fee Set on Annual Basis |
| Kickball Tournament Fee | Fee Set on Annual Basis |
| Gravel Grinder Bike Race — 25 Miles | Fee Set on Annual Basis |
| Gravel Grinder Bike Race — 50 Miles | Fee Set on Annual Basis |
| Gravel Grinder Bike Race — 100 Miles | Fee Set on Annual Basis |
| Gravel Grinder Bike Race — 200 Miles | Fee Set on Annual Basis |

Park Amenities

| | |
|--------------------------------------|-----------------|
| Shelter House Fee | \$50.00 Per Day |
| Smith's Fork Park Scout Camping Area | \$25.00 / Night |

Parks and Recreation (Continued)

Event Application Fee & Staffing Service Fees

| | |
|---|--|
| Event Application Fee (Tournament, Green Space, Courtyard Park) | \$25.00 Per Application |
| City Staff Services for Non-City 1 Day Events (Trash Service & Restroom Cleaning Services) | Optional \$30.00/hour Per City Staff Member (In Addition to Event Fee) |
| City Staff Services for Non-City Multi-Day Events (Trash Service & Restroom Cleaning Services) | Mandatory \$30.00/hour Per City Staff Member (1 Hour Per Day Minimum) (In Addition to Event Fee) |
| Parade Fee (Paid By Parade Organizer)* | \$100.00/Parade + \$200.00 Damage Deposit |

*Parade fees are waived for parades organized by the Smithville R-II School District. The \$200.00 damage deposit must still be paid for all parade applicants (including the School).

Courtyard Park/Downtown Space

| | |
|---|--|
| City or City Co-Sponsor | Free |
| Courtyard Park Tier 1 (Category II, Public Event) | \$100.00/Day + \$200.00 Damage Deposit |
| Courtyard Park Tier 1 (Category II, Private Event) | \$250.00/Day + \$200.00 Damage Deposit |
| Street Closure (Adjacent Streets - Courtyard Park, Public) | \$125.00/Day + \$200.00 Damage Deposit |
| Street Closure (Adjacent Streets - Courtyard Park, Private) | \$275.00/Day + \$200.00 Damage Deposit |
| Street Closure (Entire Downtown, Public) | \$150.00/Day + \$200.00 Damage Deposit |
| Street Closure (Entire Downtown, Private) | \$300.00/Day + \$200.00 Damage Deposit |

Park Green Space Use (Public Event)

| | |
|---|--|
| Heritage Park Green Space (NE Corner) | \$100.00/Day + \$200.00 Damage Deposit |
| Helvey Park Green Space (West Area) | \$100.00/Day + \$200.00 Damage Deposit |
| Smith's Fork (N of Restroom Showers, S of Ballfields) | \$100.00/Day + \$200.00 Damage Deposit |

Park Green Space Use (Private Event)

| | |
|---|--|
| Heritage Park Green Space (NE Corner) | \$250.00/Day + \$200.00 Damage Deposit |
| Helvey Park Lake Green Space (West Area) | \$250.00/Day + \$200.00 Damage Deposit |
| Smith's Fork (N of Restroom Showers, S of Ballfields) | \$250.00/Day + \$200.00 Damage Deposit |

Smith's Fork Campground - Items For Purchase

| | |
|-----------------|-------------------------------------|
| Campsite Rental | \$40.00 Per Night |
| Ice | \$2.00 \$4.00 Per Bag |
| Firewood | \$5.00 \$8.00 Per Bundle |

Senior Center (Daily Rental)

| | |
|---------------------------------|------------------------------------|
| Weekday Evening (4 PM - 11 PM) | \$100.00 + \$200.00 Damage Deposit |
| Weekend Full Day (9 AM - 11 PM) | \$250.00 + \$200.00 Damage Deposit |

Senior Center (Reoccurring Weekly Rental)

| | |
|-------------------------------|------------------|
| Resident and Local Businesses | \$100.00 / Month |
| Non-Resident | \$250.00 / Month |

Facility Rental Discounts

| | |
|---|---------------------------------|
| City Employee Rental (Senior Center, Shelters, Green Spaces: During Non-Peak Rental Times) | 50% Discount + Required Deposit |
|---|---------------------------------|

Finance

Service Fees and Charges

| | |
|---|---------|
| Credit Card Processing Fee | 2.50% |
| Non Sufficient Funds (NSF) and Returned Items | \$30.00 |

Miscellaneous

| | |
|-----------------|--------------|
| Meals on Wheels | \$3.35 / Day |
|-----------------|--------------|

Animal Control

Dog License

| | |
|--------------------|---------|
| Spayed or Neutered | \$10.00 |
| Unaltered | \$20.00 |
| Replacement Tag | \$5.00 |

Impoundment

| | |
|---|----------|
| 1st Occurance | \$25.00 |
| 2nd Occurance | \$50.00 |
| 3rd + Occurance | \$100.00 |
| Surrender Fee (Chief of Police Permission Required) | \$150.00 |

Daily Caretaker Fee

| | |
|---------------------------|---------------|
| Dogs at Large | \$20.00 / Day |
| Dogs Held For Observation | \$45.00 / Day |

Adoption Fees

| | |
|------|----------------|
| Dogs | \$200.00 / Dog |
|------|----------------|

Public Works (Utilities) (Continued)

Water Impact Fee

| | |
|---------------------------|------------------------------------|
| 5/8 x 3/4 or 1 Inch Meter | \$2,400.00 \$3,100.00 |
| 2 Inch Meter | \$4,800.00 \$9,900.00 |
| 3 Inch Meter | \$7,200.00 \$21,660.00 |
| 4 Inch Meter | \$9,600.00 \$38,980.00 |
| 6 Inch Meter | \$14,400.00 \$86,610.00 |

Wastewater Impact Fee

| | |
|---------------------------|------------------------------------|
| 5/8 x 3/4 or 1 Inch Meter | \$2,800.00 |
| 2 Inch Meter | \$5,600.00 \$8,960.00 |
| 3 Inch Meter | \$8,400.00 \$19,600.00 |
| 4 Inch Meter | \$11,200.00 \$35,280.00 |
| 6 Inch Meter | \$16,800.00 \$78,400.00 |

Other Impact/Connection Fees

| | |
|---------------------------------|------------------|
| North Force Main Connection Fee | \$279.00 Per Lot |
|---------------------------------|------------------|

Water Service Connection Taps

| | |
|----------------------------------|--|
| 3/4 Inch, 1 Inch or 2 Inch Meter | \$75.00 + Meter Supplies Fee On Request |
| 4 Inch Meter | \$100.00 + Meter Supplies Fee On Request |
| 6 Inch Meter | \$120.00 + Meter Supplies Fee On Request |
| 8 Inch Meter | \$120.00 + Meter Supplies Fee On Request |

Water Service Deposit

| | |
|---|------------|
| Residential Account | \$100.00 |
| Commercial, Industrial, Homebuilder Account | \$150.00 |
| Landlord Account | \$150.00 |
| Temporary Hydrant Meter | \$1,500.00 |

Stormwater Fees

| | |
|---------------------------|-----------------|
| Stormwater Service Charge | \$20.00 / Month |
|---------------------------|-----------------|

Miscellaneous Fees

| | |
|--------------------|----------------|
| Requested Services | \$30.00 / Hour |
|--------------------|----------------|

Public Works (Utilities) (Continued)

Residential Water Fees

| | |
|---|--|
| Water Meter Service Charge (¾" Meter) | \$11.77/month \$12.78 / Month |
| Water Meter Service Charge (1" Meter) | \$11.77/month \$12.78 / Month |
| Water Meter Service Charge (¾" Meter) - Senior Rate | \$11.77 / Month |
| Water Meter Service Charge (1" Meter) - Senior Rate | \$11.77 / Month |
| Water Meter Service Charge (2" Meter) | \$55.62/month \$60.35 / Month |
| Water Meter Service Charge (3" Meter) | \$109.15/month \$118.43 / Month |
| Water Meter Service Charge (4" Meter) | \$170.29/month \$184.77 / Month |
| Water Meter Service Charge (6" Meter) | \$338.92/month \$368.82 / Month |
| Water Usage Rate | \$8.33/1,000 Gallons \$9.04 / 1,000 Gallons |
| Wholesale Water Rate | \$4.98/1,000 Gallons \$5.41 / 1,000 Gallons |
| Late Fee Penalty | 10% of Past Due Amount |
| Reconnection Fee (Following Disconnection) | \$50.00 |
| Reconnection Fee (Snowbirds) | \$50.00 |
| Consumption Data Log | \$100.00 |

Residential Wastewater Fees

| | |
|--|--|
| Wastewater Meter Service Charge (¾" Meter) | \$16.02/month \$18.43 / Month |
| Wastewater Meter Service Charge (1" Meter) | \$16.02/month \$18.43 / Month |
| Wastewater Meter Service Charge (¾" Meter) - Senior Rate | \$16.02 / Month |
| Wastewater Meter Service Charge (1" Meter) - Senior Rate | \$16.02 / Month |
| Wastewater Meter Service Charge (2" Meter) | \$77.46/month \$89.08 / Month |
| Wastewater Meter Service Charge (3" Meter) | \$164.52/month \$189.20 / Month |
| Wastewater Meter Service Charge (4" Meter) | \$238.13/month \$273.85 / Month |
| Wastewater Meter Service Charge (6" Meter) | \$474.42/month \$545.59 / Month |
| Wastewater Usage Rate | \$6.68/1,000 Gallons \$7.69 / 1,000 Gallons |
| Late Fee Penalty | 10% of Past Due Amount |

Public Works (Utilities) (Continued)

Commercial Water Fees

| | |
|---|--|
| Water Meter Service Charge (¾" Water Meter) | \$11.77/month \$12.78 / Month |
| Water Meter Service Charge (1" Water Meter) | \$18.52/month \$20.09 / Month |
| Water Meter Service Charge (2" Water Meter) | \$55.62/month \$60.35 / Month |
| Water Meter Service Charge (3" Water Meter) | \$109.15/month \$118.43 / Month |
| Water Meter Service Charge (4" Water Meter) | \$170.29/month \$184.77 / Month |
| Water Meter Service Charge (6" Water Meter) | \$338.92/month \$368.82 / Month |
| Water Usage Rate | \$8.33/1,000 Gallons \$9.04 / 1,000 Gallons |
| Late Fee Penalty | 10% of Past Due Amount |
| Reconnection Fee (Following Disconnection) | \$50.00 |
| Consumption Data Log | \$100.00 |

Commercial Wastewater Fees

| | |
|--|--|
| Wastewater Meter Service Charge (¾" Water Meter) | \$16.02/month \$18.43 / Month |
| Wastewater Meter Service Charge (1" Water Meter) | \$25.47/month \$29.29 / Month |
| Wastewater Meter Service Charge (2" Water Meter) | \$77.46/month \$89.08 / Month |
| Wastewater Meter Service Charge (3" Water Meter) | \$164.52/month \$189.20 / Month |
| Wastewater Meter Service Charge (4" Water Meter) | \$238.13/month \$273.85 / Month |
| Wastewater Meter Service Charge (6" Water Meter) | \$474.42/month \$545.59 / Month |
| Wastewater Usage Rate | \$6.68/1,000 Gallons \$7.69 / 1,000 Gallons |
| Late Fee Penalty | 10% of Past Due Amount |

State Department of Natural Resources Fees

Monthly State Fees - Accounts With Sewer

| | |
|--|-----------------|
| Monthly State Fees (\leq 1" Meter) | \$0.50 / Month |
| Monthly State Fees ($>$ 1" and \leq 2" Meter) | \$2.00 / Month |
| Monthly State Fees ($>$ 2" and \leq 4" Meter) | \$9.41 / Month |
| Monthly State Fees ($>$ 4" Meter) | \$18.91 / Month |

Monthly State Fees - Accounts Without Sewer

| | |
|--|-----------------|
| Monthly State Fees (\leq 1" Meter) | \$0.44 / Month |
| Monthly State Fees ($>$ 1" and \leq 2" Meter) | \$1.75 / Month |
| Monthly State Fees ($>$ 2" and \leq 4" Meter) | \$8.50 / Month |
| Monthly State Fees ($>$ 4" Meter) | \$16.50 / Month |

Public Works (Streets)

Excavation Fees

| | |
|---|---|
| One Time (Non-Franchise) ROW Excavation Permit | \$20.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut |
| Annual Excavation Permit (Paid By Franchises of Facilities Within the ROW) | \$250.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut |

*\$20.00 Minimum Cost for any size Street Cut

Sanitation

Trash & Recycling Fees

| | |
|--|-------------------------------------|
| Residential Trash & Recycling | \$18.37 \$19.29 / Month |
| Senior Discount (Available To Ages 65 and Older) | 15% Discount Off Monthly Trash Bill |
| Additional Cart — Each | \$10.00 / Month |
| Residential Yard Waste (Resident Must Opt-In) | Included In Residential Trash Fee |
| Late Fee Penalty | 10% of Past Due Amount |



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1134, Approval of the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1134, amending the Employee Compensation Plan.

SUMMARY:

The Employee Compensation Plan sets the pays scale and includes job descriptions for all city positions.

The work by the consultant in the Classification and Compensation Study project completed earlier this year included a complete update of all employee job descriptions to be consistent and revise actual work duties and minimum requirements for positions. Staff has reviewed the consultant's recommended changes and incorporate changes to develop the final version of the fully updated compensation plan.

Based on discussions of the positions, one position, Management Analyst in the Public Works Department has been re-titled to Assistant to the Public Works Director and reclassified. As a result of Board direction at the retreat, two new positions have been added to the plan: Water Treatment Plant Shift Supervisor and Recreation Coordinator.

Included in the packet are all updated job descriptions as well as an updated pay grade schedule to be implemented in the first full pay period of the 2023 fiscal year. Based on Board direction, the approval of the amended pay grade schedule will include a 2% increase to the minimum and maximum salaries for each range. This results in an increase in each employee's salary of 2% to ensure each employee stays in the same place within the their respective range.

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes. The Plan was last revised in 2020. Revisions in 2021 awaited completion and recommendations from the Classification and Compensation Study completed earlier this year.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Employee Compensation Plan | |

RESOLUTION 1134

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN.

WHEREAS, the City of Smithville has adopted and set forth the description of duties and compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- 2% increase in range adjustments for all pay ranges (with associated changes to employee compensation)
- addition of a Water Treatment Plant Shift Supervisor and a Recreation Coordinator position
- reclassification of a position to Assistant to the Public Works Director
- revisions to all job descriptions based on the completed Classification and Compensation study; and

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2022 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Compensation Plan
Effective November 1, 2022

Executive Summary

Purpose

The purpose of the Compensation Plan is to define the philosophy of compensation in the City of Smithville for regular employees, and to specifically define how compensation increases for various job classifications are determined, in accordance with Article 6 of the Employee Handbook. In order to attract and retain qualified personnel at all levels of the organization, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraint of the City and the labor market in which we compete.

Effective Date

This compensation plan is effective November 1, 2022. It will remain in effect until such time a subsequent compensation plan supersedes it.

Industry Comparison

As stated in the purpose, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization. As such, the City entered into a contract with McGrath Consulting in 2021 to complete a classification and compensation study. The study brought several recommendations including the update of the pay grade schedule, the increase of benefits available to employees, and updated job descriptions for all positions which are included below. The completion of this study confirms that the City of Smithville is provide competitive and equitable pay and benefit packages to employees.

Cost of Living Allocations

It is the intent of the City of Smithville to provide cost of living adjustments of 2% to the pay grade schedule and employee salaries, based on direction from the Board of Aldermen. For the purposes of this section, "consumer price index" means, for any fiscal year, the previous year's total consumer price index from July 1 through June 30, using the official current base, compiled by the bureau of labor statistics, United States department of labor for all urban consumers (CPI-U) for the Midwest Region. The Consumer Price Index for the period of July 1, 2021, through June 30, 2022, was 9.1%. The 2022-2023 compensation plan reflects a 2% cost of living adjustment to the pay ranges.

Merit Increases

It is the intent of the City of Smithville to provide compensation based on a merit-based system with salary increases occurring consistent with successful performance reviews. The 2022-2023 budget includes a recommended 3% merit pool which will be allocated to employees based on individual performance reviews completed in May.

2022-23 Smithville Employee Salary Schedule

| Pay Grade | Recommended Title | Department | SALARY RANGE | | |
|-----------|---|--|--------------|--------------|---------------|
| | | | Minimum | Market | Maximum |
| 5 | | | \$ 15.30 | \$ 17.60 | \$ 21.42 |
| | | | \$ 31,824.00 | \$ 36,597.60 | \$ 44,553.60 |
| 10 | | | \$ 17.09 | \$ 19.65 | \$ 23.92 |
| | | | \$ 35,536.80 | \$ 40,862.02 | \$ 49,751.52 |
| 15 | Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works | Parks and Recreation PW PW | \$ 18.45 | \$ 21.22 | \$ 25.84 |
| | | | \$ 38,379.74 | \$ 44,129.28 | \$ 53,740.13 |
| 20 | Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I | Development Finance PW PW | \$ 19.37 | \$ 22.28 | \$ 27.12 |
| | | | \$ 40,289.18 | \$ 46,335.74 | \$ 56,413.34 |
| 25 | Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator | Police Parks and Recreation PW PW Parks and Recreation | \$ 20.34 | \$ 23.39 | \$ 28.48 |
| | | | \$ 42,304.70 | \$ 48,648.29 | \$ 59,235.07 |
| 30 | Police Recruit | Police | \$ 21.56 | \$ 24.80 | \$ 30.19 |
| | | | \$ 44,850.62 | \$ 51,576.10 | \$ 62,799.36 |
| 35 | Code Inspector I Finance Specialist II | Development Finance | \$ 22.86 | \$ 26.29 | \$ 32.00 |
| | | | \$ 47,545.06 | \$ 54,673.63 | \$ 66,554.59 |
| 40 | Police Officer Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I | Police Development Development PW PW Parks and Recreation PW | \$ 24.23 | \$ 27.86 | \$ 33.92 |
| | | | \$ 50,388.00 | \$ 57,940.90 | \$ 70,543.20 |
| 45 | Building Inspector II Finance Analyst Detective Water Treatment Plant Shift Supervisor | Development Finance Police PW | \$ 26.65 | \$ 30.65 | \$ 37.31 |
| | | | \$ 55,437.41 | \$ 63,754.08 | \$ 77,608.13 |
| 50 | Building Inspector III Recreation Manager Engineering Technician II | Development Parks and Recreation PW | \$ 28.25 | \$ 32.50 | \$ 39.56 |
| | | | \$ 58,768.32 | \$ 67,594.18 | \$ 82,275.65 |
| 55 | Police Sergeant Water Treatment Plant Manager Utilities Operations Manager Assistant to the Public Works Director | Police PW PW PW | \$ 31.08 | \$ 35.74 | \$ 43.51 |
| | | | \$ 64,645.15 | \$ 74,340.86 | \$ 90,507.46 |
| 60 | Streets Superintendent | PW | \$ 35.74 | \$ 41.11 | \$ 50.04 |
| | | | \$ 74,340.86 | \$ 85,500.48 | \$ 104,085.70 |
| 65 | Police Captain Utilities Superintendent | Police PW | \$ 41.11 | | \$ 61.66 |
| | | | \$ 85,500.48 | | \$ 128,250.72 |
| | Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director | Administration Development Finance Parks and Recreation Police PW | | | |



JOB DESCRIPTION

| | |
|---|---------------------------------------|
| Job Title: Assistant City Administrator | Reports to: City Administrator |
| Department: Administration | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public affairs, city planning or a related field. A Master's degree is highly desirable. | |
| Minimum Experience: Five (5) years of progressively responsible public sector management and human resources experience. Three (3) years previous supervisory experience. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position assists the City Administrator in the development and coordination of City functions and programs. The position serves as a department head overseeing the activities of the human resources and economic development. Work also includes assisting the City Administrator in the development and implementation of special programs and projects. This position provides professional, strategic assistance to the City Administrator, Mayor, Board of Aldermen, City departments and City boards and commissions; and serves as the Acting City Administrator in the Administrator's absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists the City Administrator, Mayor, and Board of Aldermen with developing and maintaining strategic plans, including evaluating operations and functions, developing strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, analyzing financial and operations data, and related activities.

2. Assists the City Administrator and the Board of Aldermen in developing the City's short and long-range goals, and anticipates and resolves organizational and community issues, concerns and opportunities for improvement.
3. Provides strategic advice to the City Administrator, department heads, and other City management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
4. Assumes the responsibilities of the City Administrator during an absence.
5. Fulfills the role of Human Resources Director. Administers a broad range of human resource management functions city-wide, including, employment relations, staffing, compensation, employee benefits, policy and procedure development, training and development, performance management, and records management.
6. Assists the City Administrator in planning, organizing and directing economic development and business activities including development and implementation of strategies and programs included in the Economic Development Incentive Policy.
7. Serve as staff liaison to the Economic Development Committee.
8. Negotiates complex contracts, franchises, multi-agency coordination initiatives, and joint powers agreements.
9. Analyzes contracts, reports, bids and similar items; directs high profile administrative studies, investigations and surveys; develops and presents recommendations for the Board of Aldermen on a wide variety of subjects.
10. Researches, interprets, and stays current with National, State, and local legislative and political initiatives and changes, as well as business developments and opportunities, and summarizes and shares information and analysis with the City's senior management and elected officials.
11. Oversees basic administrative functions of the organization, including but not limited to public correspondence, general department oversight and guidance, assists with organizational strategy and communication with the Board of Aldermen.
12. Participates in community events and partnerships, serves on community boards, committees, or groups, and speaks at events and local meetings.
13. Serves as the liaison to the Smithville Main Street Association, acts as the City representative as an ex officio member on their board and attends all meetings.
14. Oversees special projects at the direction of the City Administrator focused on priorities of the Mayor and Board of Aldermen.
15. Responds to citizen questions, complaints and concerns in a respectful manner.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of local government management and business theory, practice and administration in order to assist in the planning and implementation of all City functions; to assist in the preparation of reports/analyses, policies and budgets.
2. Have the interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.

4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Knowledge of principles, practices, and techniques of public personnel administration and human resources management.
6. Knowledge of Human Resources techniques utilized in employee relations, discipline, recruitment, job classification, job analysis, record-keeping, labor relations, and training.
7. Knowledge of application and interpretation of Federal, state, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration, labor relations, and civil rights.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.

33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--------------------------------------|
| Job Title: City Clerk | Reports to: Board of Aldermen |
| Department: Administration | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: |
| Minimum Education: High School diploma or equivalent. Associates degree preferred. | |
| Minimum Experience: Three (3) years’ experience in a progressively responsible administrative support position. Previous experience in a municipal setting preferred. | |
| Minimum Certification: Missouri City Clerk & Finance Officer Association Certification (MOCCFOA) IIMC certification preferred. | |
| Other Requirements: | |

POSITION SUMMARY

The City Clerk shall be responsible for administrative work in the maintenance of records documents for the Board of Aldermen and a wide variety of clerical activities pertaining to the operation of the City government.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in the delivery of superior services to City residents and businesses.
2. Oversees preparation of agendas, packets and minutes for the Board; assists City staff with preparation of materials; meets with the Mayor to discuss and review agenda items and to address any Board issues, concerns and plans.
3. Responsible for notifications, agendas and information packets; serves as Clerk to the Board of Alderman; records official Board actions as determined by statute.
4. Oversees the publication and re-codification of City ordinances. Signs and certifies City ordinances, resolutions, contracts, reports and other documents and supervises their transmittal and filing in appropriate books.

5. Responsible for the custody and maintenance of all City records and devises, develops, and maintains a system record accessibility.
6. Takes custody of the corporate seal and official documents; attaches seal to bonds, deeds, contracts, notes and other City documents as required.
7. Record appropriate documents with the County and State when necessary.
8. Administers official oaths.
9. Performs all duties in association with City elections and interacts with the County election authority as needed.
10. Provides administrative and staff support to Board of Alderman and designated boards, commissions and committees; assists with organizational strategy and communication with the Board of Aldermen.
11. Responds to citizen questions, complaints and concerns in a respectful and timely manner.
12. Maintains the City website and social media sites using various content and desktop publishing software in accordance with City Policy.
13. Assists departments with developing content for departmental web pages to ensure effective communications and uniformity of presentation.
14. Provides front line help desk support for a wide variety of computer applications; and serves as primary contact to outsourced IT vendor.
15. Coordinates City assets to be auctioned.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Ability to establish and maintain accurate records of assigned activities and operations.
3. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
4. Skill in organization and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
5. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
6. Ability to think quickly, maintain self-control, and adapt to stressful situations.
7. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
11. Skill in researching and understanding complex written materials.
12. Ability to prepare and maintain accurate and concise records, reports, and meeting minutes.
13. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
14. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.

15. Ability to maintain professionalism at all times.
16. Ability to maintain effective working relationships with individuals within and outside the organization.
17. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
18. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Building Inspector I/II/III | Reports to: Development Director |
| Department: Development | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 35/40/45 |
| Minimum Education: High School diploma or equivalent | |
| Minimum Experience: Building Inspector I: Previous plan review or construction related experience. Building Inspector II & III: Minimum 18 months previous inspection experience. | |
| Minimum Certification: Building Inspector I: Obtain Certification in at least one element of residential building code inspections within 18 months of appointment and continue to obtain additional certifications required to become fully certified as a Residential Building Code Inspector. Building Inspector II: Certified as a Residential Building Code Inspector. Building Inspector III: Certified as a Residential Building Code Inspector and Commercial Building Code Inspector. | |
| Other Requirements: Valid Driver’s License. | |

POSITION SUMMARY

The position performs plan reviews and on-site field inspections of properties to verify compliance with the approved construction documents, adopted codes, and ordinances of the City, to safeguard public health, safety and general welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Successfully trained Building Inspectors will be assigned higher level functions based upon experience and certification obtained.

1. Performs inspections and reviews building plans for compliance with building, electrical, mechanical, or plumbing codes, ordinances and regulations.
2. Reviews construction plans and specifications to verify compliance to all applicable codes and ordinances.
3. Performs expedited plan reviews.
4. Conducts onsite inspections to verify compliance to approved drawings and applicable codes, ordinances and construction standards.
5. Conducts plan review meetings with contractors, owners, and design professionals to discuss code violations found during the plan review.
6. Conducts onsite meetings with the contractor and owner during construction to discuss code violations found during inspections.
7. Explains code references as requested and provides public assistance. Provides information to the public regarding building and zoning codes and inspections.
8. Conducts specialized inspections related to framing, electrical, and mechanical systems. May be involved in grading and drainage inspections.
9. Conducts building permit plan reviews for new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of the building code and local zoning ordinances.
10. Prepare plan reviews for multi-disciplines and project-types. Draft plan review comments for the Director's review and to ensure plans for a structure or a building follow current City ordinances, building codes and standards.
11. Develops, maintains and updates electronic and paper records of inspections and plan reviews.
12. Enters inspection results in permit tracking software. Prepares written notices and letters as needed.
13. Documents inspections and assists with information to correct non-compliance situations. Conducts follow-up inspections, and monitors progress of projects.
14. Assist with hearings to resolve code enforcement problems; prepare case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
15. Educates customers and all stake holders of code and ordinance requirements.
16. Provides technical assistance and explains and interprets codes, ordinances, and regulations for design professionals, contractors, owners and the general public.
17. Represents the Department at public meetings and Court proceedings, as assigned.
18. Provide internal customer service assisting with support and coverage as needed of other positions in the Department.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Extensive working knowledge of residential building construction including structural framing, electrical, heating/air conditioning and plumbing systems.
2. Working knowledge of pertinent construction codes and ordinances, proper inspection methods, and legal procedures involving enforcement of building codes and ordinances.
3. Knowledge of safety codes, related laws and ordinances and building standards.
4. Knowledge of the principals and practices of code compliance programs.
5. Knowledge of blueprints, layouts, construction plans, parcel maps, and zoning maps.

6. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
7. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of computer software consistent for this position.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform word processing and/or data entry.
13. Ability to perform mathematical calculations required of this position.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Skill in researching and understanding complex written materials.
16. Ability to prepare and maintain accurate and concise records and reports.
17. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
18. Ability to define problems, exercise sound judgment, and address a variety of situations.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Ability to maintain professionalism at all times.
21. Ability to maintain confidentiality.
22. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work involves occasional lifting of up to 50 pounds within a limited range for access to storage boxes; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, climbing stairs and ladders and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---|
| Job Title: Code Inspector I/II | Reports to: Development Director |
| Department: Development | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 30/35 |
| Minimum Education: High School diploma or equivalent | |
| Minimum Experience: Code Inspector I: Previous experience in code enforcement or related land use experience preferred. Code Inspector II: Two (2) years' work experience in code enforcement or related land use experience. | |
| Minimum Certification: Code Inspector I: None Code Inspector II: Certified as a Property Maintenance & Housing Inspector. ICC Certified Code Enforcement Officer (CCEO). | |
| Other Requirements: Valid Driver's License. | |

POSITION SUMMARY

This position inspects and investigates complaints to verify compliance with adopted codes and ordinances of the City; to safeguard public health, safety and general welfare. This position is also responsible for related administrative functions as it relates to documentation of inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Receives, records, and investigates complaints regarding potential violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs, writing reports, and recording other pertinent data; researches ownership records,

prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

2. Surveys (on foot and/or by vehicle) nuisance conditions and code violations.
3. Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and establish compliance requirements with municipal codes, ordinances, and community standards.
4. Meets with City staff regarding complaints; coordinates follow up activities as needed.
5. Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes notice of violation on property to abate fire and public safety hazards and public nuisances.
6. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners if applicable; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
7. Prepare non-compliance case information for legal action when requested. Testifies in court or administrative hearings as needed.
8. Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas in compliance with requirements of law; notes possible violations at other property sites during the course of field investigations.
9. Provides information to violators, witnesses and the general public, business community and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
10. Maintains files and records related to citations and violations; prepares written reports, memoranda and correspondence.
11. Photographs nuisance conditions and code violations.
12. Maintains and updates records, logs and reports utilizing knowledge of principles of record keeping and reporting.
13. Develops public announcements on code enforcement activities as directed.
14. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of municipal building safety codes, related laws and ordinances and building standards.
2. Knowledge of the principals and practices of modern building safety inspections and related code compliance programs.
3. Skill in interpreting the building safety codes to the public, staff, local, State and Federal agencies, and to professionals in the development and construction community.
4. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
5. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
6. Ability to research and analyze detailed information and make appropriate recommendations.
7. Ability to maintain a professional demeanor when dealing with the public.
8. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
9. Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

10. Knowledge of City policies, procedures and practices.
11. Knowledge of local government organization and its departmental operating requirements.
12. Considerable knowledge of modern office practices and procedures.
13. Ability to analyze and prepare organizational and functional reports from research data.
14. Ability to work the allocated hours of the position.
15. Ability to explain relevant information effectively to various audiences.
16. Ability to communicate effectively with other members of the staff, supervisor, and the public.
17. Ability to communicate clearly and concisely in both written and verbal form.
18. Must be proficient in workplace English and spelling.
19. Ability to read City policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.
20. Ability to perform mathematical calculations.
21. Ability to understand and effectively carry out verbal and written instructions.
22. Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
23. Ability to define problems and deal with a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.
25. Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
26. Organizational and time management skills needed to meet deadlines.
27. Must have ability to work accurately with attention to detail.
28. Ability to maintain confidentiality.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---------------------------------------|
| Job Title: Development Director | Reports to: City Administrator |
| Department: Development | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| Minimum Education: Bachelor's degree from an accredited college or university with major course work in Planning, Public Administration, or a related field. Master's degree is highly desirable. | |
| Minimum Experience: Five (5) years of progressively responsible related experience. Three (3) years previous supervisory experience. | |
| Minimum Certification: Certification through the American Institute of Certified Planners (AICP) preferred. | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position is responsible for the administration and enforcement of building codes, property maintenance codes, zoning regulations, subdivision regulations and environmental health regulations. Additionally, the position has overall program administration and coordination for all long-range community planning, zoning and land use, and building and construction activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Determines strategic direction for department based on understanding of fundamental needs of community.
2. Enforces all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, including all phases of commercial and residential construction.
3. Inspects for and enforces all codes, regulations and ordinances and monitors all phases of construction within the City that are related to Residential and Commercial Structures.
4. Mentors and coaches' staff to achieve primary job objectives.

5. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
6. Directs the work of and manages the staff of the Department. Interviews and selects new employees. Provides training and instruction and identifies ongoing training needs. Provides coaching and/or counseling. Assigns tasks, reviews work and prepares performance evaluations. Reviews and approves staff payroll. Coordinate use of time off. Recommends employee transfers, promotions, disciplinary action, and discharge.
7. Identifies training needs and opportunities for the department.
8. Defines and implements the goals and objectives for department operations.
9. Researches, recommends, develops and implements policy and procedures for operational effectiveness, sustainability, and safety; monitors all operations for effective application of department policies, procedures and standards.
10. Reviews applications, plans, and issues construction permits for any new or additions to residential or commercial construction projects.
11. Reviews applications and administers the Floodplain Development Regulations.
12. Reviews complaints and ordinance violations; consults with the City Attorney to determine actions when needed.
13. Serves as staff representative at planning and zoning meetings and Board of Aldermen meetings.
14. Coordinates and facilitates the actions of the Planning Commission through the scheduling of meetings, drafting agendas, monitoring submittal deadlines for all items to come before planning and zoning, submission of necessary public notices to the newspaper, preparation of necessary information for the Planning Commission and the Board of Aldermen with regard to planning and zoning issues.
15. Oversees the voluntary annexation process.
16. Provides detailed recommendations to the Planning Commission and Board of Aldermen.
17. Provides advisory information to professional clients, the media and the general public on codes such as UBC, UMC, NEC, APWA and the City of Smithville's codes, ordinances and comprehensive plan.
18. Coordinates with other city departments to monitor construction and development activities in the community to ensure compliance with all applicable regulations.
19. Monitors compliance with the City of Smithville's sign ordinance.
20. Conducts staff site plan reviews for new business.
21. Responsible for the records management of all inspections plat submissions and related items with regard to all construction, development and planning and zoning activities in the City of Smithville.
22. Develops, recommends, and implements annual departmental budget, forecasts necessary funding for staff, equipment, material and supplies. Monitors budget throughout the year.
23. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices and theories of urban planning, architecture, and civil engineering.
2. Knowledge of the principals of land use and development.

3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has occasional exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Permit Technician | Reports to: Development Director |
| Department: Development | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 15 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: Two (2) years' experience related to building construction, code enforcement or plan review. An equivalent combination of higher education for experience may be considered by the City. | |
| Minimum Certification: Obtain ICC Permit Tech certification within 18 months of appointment. | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible to facilitate and process applications and plan reviews for general construction to verify compliance with the adopted codes and ordinances of the City. This position is also responsible for administrative functions relative to the documentation and record keeping of applications and issued permits; assists in providing staff support to the Department and Planning Commission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Receives, examines, processes, and issues permits within area of responsibility.
 - a. Receives applications at counter or via e-mail or permitting software and checks for completeness
 - b. Enters application data into computer software
 - c. Ensures correct routing of applications to staff and consultants
 - d. Coordinates submission of revisions as needed
 - e. Assists, as necessary, with computation of permit application fees
 - f. Notifies applicants of permit issuance and generates invoices
 - g. Generates building permits, certificates of occupancy and other approval documents
 - h. Upon request, researches and communicates permit and inspection status to applicants
 - i. Issues same-day building permits; routes plans to staff, and consultants for review as needed.

- j. Provides general information to the public regarding permitting processes, building codes, zoning regulations, environmental health regulations and land use development processes. Schedules building permit and other inspections as necessary.
2. Assists visitors with submitting new plans, revised plans, payments, and schedules inspections.
3. Balances daily monies received, assigning to proper accounts, reconciling deposits to cash register, balancing cash drawer and closing the day's receipts.
4. Receives requests for inspections, schedules inspections, assigns the appropriate inspector, and assists requestors with information regarding policies, regulations, and codes applicable to inspections.
5. Drafts documents associated with the permit for staff review.
6. Provides customer service to internal and external customers; greets, receives and screens visitors and customers, on phone and in person; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
7. Receives complaints and public concerns. Directs information for proper disposition.
8. Composes correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
9. Updates and maintains department electronic and paper databases, files, forms and records.
10. Assists with research, analysis, and administrative support to special projects.
11. Processes, compiles, and researches information and statistics, prepares and verifies data, reports, correspondence, and other documents and assists with compiling and producing the department's annual report and similar documents.
12. Prepares correspondence, minutes, agendas, and packets for the Planning Commission. Ensures that all legal notices, posted notices, and publications are published/issued in a timely manner.
13. Prepares and sends out decision letters.
14. Participates in maintaining web page(s) for assigned area of responsibility.
15. Prepares and processes invoices, payment vouchers, bills, and verifies accounting records for the Director. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of building construction and building code enforcement.
2. Ability to read, understand and interpret building construction plans and blueprints.
3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of administrative policies and procedures of the City.
5. Ability to establish and maintain accurate records of assigned activities and operations.
6. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to perform detailed work accurately and independently in compliance with stringent time

limits with minimal direction and supervision.

9. Ability to think quickly, maintain self-control, and adapt to stressful situations.
10. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
11. Knowledge of computer software consistent for this position.
12. Ability to perform mathematical calculations required of this position.
13. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
17. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
18. Ability to handle sensitive interpersonal situations calmly and tactfully.
19. Ability to maintain professionalism at all times.
20. Ability to maintain effective working relationships with individuals within and outside the organization.
21. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of

work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Permit Technician



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Finance Analyst | Reports to: Finance Director |
| Department: Finance | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 40 |
| Minimum Education: Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, finance or a related field. Master’s degree preferred. | |
| Minimum Experience: Previous related work experience preferred. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for providing analysis of finance operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives; and will work closely with all City department employees as well as Governing Body members and the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists with budget preparation and monitoring, including, but not limited to:
 - a. Coordinating the City’s performance management and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance improvements; and participating in a network for performance improvement professionals.
 - b. Reviewing departmental budget submissions and analyze for trends.
 - c. Review position control data to assist in review of staffing costs and projections.
 - d. Assisting with coordination and monitoring of the capital improvement budget process, including project accounting.
 - e. Assisting Finance Director in development of the annual budget document for submission for GFOA review.

2. Assists the Finance Director with oversight and management of tax increment financing, community improvement district and other economic development districts and allocation of funds.
3. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
4. Assists Finance Director with user fee research and preparation of the proposed Schedule of Fees in the budget process.
5. Conducts analytical research for various City operations, functions, and programs.
6. Assists with research regarding economic development projects and strategies.
7. Manages special projects as directed by the City Administrator and Finance Director.
8. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
9. Collects, organizes, analyzes, and interprets information from various sources, facts or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists in the preparation of various newsletters for internal and external use.
12. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
13. Provides customer service as needed.
14. Serves as back-up to accounts payables, payroll, and utility billing, as needed.
15. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required of this position.

14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain a professionalism at all times.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---------------------------------------|
| Job Title: Finance Director | Reports to: City Administrator |
| Department: Finance | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| <p>Minimum Education: Bachelor’s Degree in Finance, Accounting, Business Administration or other related field.</p> <p>Master’s Degree in Business Administration, Public Administration, or Accounting is preferred. An equivalent of higher education and for experience may be considered by the City.</p> | |
| <p>Minimum Experience:</p> <p>Five (5) years of progressively responsible public sector finance management experience.</p> <p>Three (3) years previous supervisory experience.</p> | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and management of the Finance Department for the City. This position also manages and directs the operations of the Finance Department, including investments, financial forecasting, budget development and monitoring, central financial accounting and reporting, and administration of the City’s financial system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the staff of the Finance Department. Interviews and selects new employees. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Provides leadership and management to all assigned staff. Directs staff on difficult projects and interpreting the application of accounting practices, policy and procedure.
3. Analyzes and evaluates existing objectives, goals, standards, priorities, policy and procedures.
4. Researches, recommends, develops and implements policy and procedures for program effectiveness.

5. Develops work plans and strategies to meet business needs-both short term and long term; develops and directs the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures proper implementation and City conforms to related legislative requirements.
6. Advises and assists in preparing budget documents and make related budget recommendations. Collaborates with the City Administrator, department directors and related staff to review, analyze, and clarify budget document submissions and related budget entries on the financial system. Prepare required budget documents and attend budget hearings. Determines tax levy. Ensures publication of annual budget.
7. Responds to citizen questions, complaints and concerns in a respectful manner.
8. Establishes, maintains, and directs the City's accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; cash management and internal control requirements; debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of City wide fiscal and payroll transactions, including procedural controls.
9. Develops, recommends and implements accounting policies and procedures, reporting and accounting methods for all departments.
10. Responsible for investment and management of the City's idle operating funds.
11. Provides professional consultation and staff support to the City Board, governing committees, and City Administrator. Provide professional advice. Provide financial, statistical, and analytical data.
12. Recommends and assists in development of long-range fiscal programs and financial management including maintaining the five-year capital improvement plan.
13. Assists in ensuring the requisite standards for maintaining the City's national credit rating are met on long term debt and bond issues organization, budget balancing, tax collection delinquency, stability of tax levy, and maintenance of adequate fund balances.
14. Develops and maintains both annual and long-term debt management plan that is in accordance with regulations and that provides a consistent source of funds for capital improvements. Prepares required documents and analysis for bond and other long-term debt issuance.
15. Exercise financial audit control over City financial records. Assist outside auditors and consultants and provide pre-audited financial reports. Perform internal audits of Departments.
16. Updates and maintains the multiyear financial model, which includes forecasts of revenues, expenditures across the City's multiple budgeted funds, and other relevant items to project property tax rates.
17. Reviews revenues and expenditures to ensure compliance with the appropriation ordinance; monitors and communicates shifts in revenue trends.
18. Prepares year-end close of financial records, researches proper accounting methods and prepares general ledger entries for accounting issues.
19. Oversees the design, selection and implementation of all manual and automated systems for the City's financial systems.
20. Prepares and presents financial reports to the City Board regarding department budgets, operating funds, special grants, fixed assets and related data.
21. Advises Administrator and City Board regarding fiscal impact of resolutions, ordinances, contracts, and staffing or program changes. Give advice regarding budget variations.
22. Oversees administration and application of Tax Increment Financing (TIF) and Community Improvement District (CID) funds and any other future special districts; oversees TIF distribution

and PILOTs into Special Allocation Fund, oversees revenue collections of CID and reporting requirements.

23. Administers the City's insurance policies in coordination with Human Resources.
24. Performs special financial studies/projects as directed.
25. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques, and performance management
3. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
4. Skill in preparing accounting transactions, financial statements and reports.
5. Skill in applying accounting principles to work activities in a municipal accounting system.
6. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information; ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
7. Ability to analyze and prepare organizational and functional reports from research data.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to develop department goals and objectives.
12. Ability to plan, develop, implement, and evaluate projects and programs.
13. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
14. Knowledge of computer software, including knowledge of Excel formulas and functions, consistent for this position.
15. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
17. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
18. Ability to perform mathematical calculations required of this position.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Skill in researching and understanding complex written materials.
21. Ability to prepare and maintain accurate and concise records and reports.
22. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
23. Ability to define problems, exercise sound judgment, and address a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.

25. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
26. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
27. Ability to instruct and train in methods and procedures.
28. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
29. Ability to maintain professionalism at all times.
30. Ability to maintain confidentiality.
31. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
32. Ability to establish and maintain effective working relationships with others.
33. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Finance Specialist I | Reports to: Finance Director |
| Department: Finance | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 15 |
| Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred. | |
| Minimum Experience: Two (2) years utility billing and accounts receivable experience, or other related experience. An equivalent combination of experience and training may be considered. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible to provide administrative, fiscal, and program support to the Department and provide exemplary customer service to members of the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
3. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
4. Assists customers with utility billing questions and information including rates, abnormal or erroneous readings, requests for changes in services, new services, coordinates with utility service crews in connecting new services or disconnections/terminations of service.
5. Performs weekly accounts payable processing, including entering invoices into the computer system; printing and mailing checks; maintaining vendor files including accurate and up-to-date supporting tax documents (i.e., W-9s).

6. Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
7. Coordinates business license renewals, and fireworks permits.
8. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals; coordinates all aspects of senior center rentals; maintaining recipient and volunteer schedules.
9. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
10. Serves as the backup for utility billing to other department staff, as needed.
11. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of administrative policies and procedures of the City.
2. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
11. Ability to understand and effectively carry out verbal and written instructions.
12. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
13. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
14. Ability to handle sensitive interpersonal situations calmly and tactfully.
15. Ability to maintain effective working relationships with individuals within and outside the organization.
16. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
17. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Finance Specialist II | Reports to: Finance Director |
| Department: Finance | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 30 |
| Minimum Education: Associate degree in an accounting or related program. Bachelor’s degree preferred. | |
| Minimum Experience: Four (4) years previous payroll or accounting/bookkeeping experience. Previous experience in a municipal setting preferred. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position provides accounting functions including payroll, benefit administration, bank reconciliation, and utility billing processes for the City; and provides responsive, courteous, and efficient customer service in support of services provided.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time entry, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Ensures payroll, benefits, and accruals are in accordance with applicable laws, policies, and procedures for all employees.
3. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
4. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
5. Coordinates with Human Resources to ensure retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment are processed timely and accurately.
6. Assists, reviews, and works with Human Resources (HR) on employee benefit enrollment, pay type, benefit, deduction and accrual set up and terminations.

7. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s and Affordable Care Act reporting to employees and remits to federal and state agencies per mandates.
8. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
9. Serves as backup to accounts receivable duties for utility account billings; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; processes bad-debt write-offs.
10. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
11. Assists in preparation of check requests for weekly accounts payable processing, including the specific preparation of drafts for automatic clearing house (ACH) bank activity.
12. Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
13. Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.
14. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit, and performs a daily banking account review and reports revenues for receipting into the City's financial system
15. Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
16. Serves as the backup to department personnel, as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.

15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
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- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Crew Leader - Parks | Reports to: Parks and Recreation Director |
| Department: Parks and Recreation | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 35 |
| Minimum Education: High School diploma or equivalent. Post high-school education in a skilled trade of HVAC, electric, carpentry, plumbing, welding, mechanical preferred. | |
| Minimum Experience: Five (5) years' work experience in horticulture, groundskeeping, equipment operations or maintenance work. Previous supervisory or lead experience preferred. | |
| Minimum Certification: Certified Playground Safety Inspector certification preferred. | |
| Other Requirements: High Level of knowledge of and experience with heavy equipment or machinery. | |

POSITION SUMMARY

This position is responsible for planning and coordinating of the maintenance and repair to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operations under the direction of the Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains maintenance employees and coordinates cross-training opportunities and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields, campground, and walking trails.

4. Performs inspections on playground equipment, public facilities, trails, and other equipment to ensure the safety of parks and proper working condition of equipment in recreation facilities.
5. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
6. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
7. Responds to customer service inquires, providing appropriate follow-up, referral or resolution.
8. Ensures inventory and orders supplies as needed.
9. Responds to emergency situations concerning malfunctioning building, equipment, tools, systems; analyzes situation and takes appropriate action.
10. Notifies Supervisor of servicing required by outside vendor.
11. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
12. Reports all accidents to the appropriate authority. Follows all policies for reporting.
13. Provides backup assistance to other department personnel as needed.
14. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data. Completes written records of labor and materials used for each work project.
15. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
16. Prepares athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up
17. Provide the Director with important information for budgeting, bids, grants, and statistical reports. Compare, shop, and bid out on supplies and equipment
18. Reports to work for on-call after hour needs, as assigned.
19. Performs emergency repairs and work as necessary.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
7. Ability to instruct and train in methods and procedures.
8. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.

9. Ability to understand and follow oral and written instructions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
14. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
15. Ability to define problems, exercise sound judgment, and address a variety of situations.
16. Ability to think quickly, maintain self-control, and adapt to stressful situations.
17. Ability to maintain professionalism at all times.
18. Ability to work as a member of a team.
19. Ability to establish and maintain effective working relationships with others.
20. Ability to perform mathematical calculations required of this position.
21. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Maintenance Worker I/II -Parks | Reports to: Crew Leader - Parks |
| Department: Parks and Recreation | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 10/20 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: Maintenance Worker I: Previous work experience in horticulture, groundskeeping, equipment operations or maintenance work preferred. Maintenance Worker II: Three (3) years’ experience in horticulture, groundskeeping, equipment operations or maintenance work. | |
| Minimum Certification: Maintenance Worker II: <ul style="list-style-type: none"> • Certified Playground Safety Inspector certification preferred. | |
| Other Requirements: Valid Driver’s license. | |

POSITION SUMMARY

The position performs the maintenance and repairs to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Performs ongoing inspections on exterior spaces. Establishes priority maintenance needs and forwards to supervisor for consideration.
2. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields and campground

3. Maintains walking trails with concrete or asphalt patches; ensures trail is clear of any obstructions.
4. Controls and manages invasive vegetation in and around parks and greenways.
5. Maintains grounds by fertilizing, mowing & trimming grass, raking leaves, picking up debris, etc.
6. Pick up garbage and recyclables as well as litter on the grounds as needed.
7. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
8. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
9. Cleans, lubricates, and performs minor maintenance or repair to equipment.
10. Operates maintenance equipment, including but not limited to, field drag, lawn mower, utility tractor, weed eater, chain saw, pole saw, dump truck, sod cutter, chemical sprayer, tiller, bush hog, etc.
11. Maintains and cleans all areas of the building and grounds.
12. Maintains up-to-date records of all maintenance activities.
13. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
14. Follows all worker protection directives, especially Personal Protective Equipment (PPE).
15. Reports all accidents to the appropriate authority. Follows all policies for reporting.
16. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
17. Provides backup assistance to other department personnel as needed.
18. Reports to work for on-call after hours needs, as assigned.
19. Other duties as assigned.

Additional Duties for Maintenance Worker II

20. Performs playground maintenance to existing playgrounds. Assists with the repair and replacement of playground equipment at the playground, under the supervision of a certified playground safety inspector.
21. Maintains accurate chemical application records as required by State and Federal laws. Assists in the proper storage of chemicals and ensure compliance with all chemical label instructions.
22. Rebuilds and repairs equipment requiring cutting, welding, or fabricating steel items, including cleaning equipment in preparation for repairs.
23. Operates heavy equipment and machinery
24. Assists with schedules of daily work assignments, reprioritizing assignments as needed to ensure timely completion of work. Prepares documents with Crew Leader to record daily work activities
25. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
26. Leads, trains, and mentors part-time and seasonal maintenance staff to meet goals and maintain motivation

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, weed eater, welders, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to understand and follow oral and written instructions.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
9. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
10. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
11. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
12. Ability to define problems, exercise sound judgment, and address a variety of situations.
13. Ability to think quickly, maintain self-control, and adapt to stressful situations.
14. Ability to maintain professionalism at all times.
15. Ability to work as a member of a team.
16. Ability to establish and maintain effective working relationships with others.
17. Ability to perform mathematical calculations required of this position.
18. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.

- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.
- Frequently exposed to aquatics and occasionally exposed to other chemicals.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---------------------------------------|
| Job Title: Parks and Recreation Director | Reports to: City Administrator |
| Department: Parks and Recreation | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| Minimum Education: Bachelor's degree from an accredited college or university with major course work in park management, recreation, landscape architecture or related field. Master's degree preferred. | |
| Minimum Experience: Five (5) years of progressively responsible experience in park management, recreation, landscape architecture or related field. Three (3) years previous supervisory experience. | |
| Minimum Certification: Certified Parks and Recreation Professional preferred. | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and control of the parks and city recreation services; provides for safe, sustainable, and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the supervisory staff of the Department. Interviews and select new employees. Provides training and instructions and ongoing training needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Coordinate with Parks Crew Leader to address requests for information, determine relevancy and schedule work associated with requests for service
3. Defines and implements the goals and objectives for department operations, including new services.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
5. Establishes long and short-range goals and objectives for department division supervisors and monitor the progress toward reaching these goals.
6. Develops work plans and strategies to meet business needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Analyzes and evaluates existing objectives, goals, standards, priorities, policy, and procedures.
8. Monitors program status; identifies community interest and needs; develops and enhances recreation opportunities, partnerships, and sponsorships.
9. Prepares short and long-term capital improvement plans associated with Parks and Recreation. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner.
10. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
11. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
12. Markets and promotes the Department and its services; makes presentations at community meetings and functions on behalf of the Department and the City.
13. Responds to citizen inquires and complaints.
14. Oversees special events on City property in coordination with the Police Department.
15. Coordinates and participates in snow removal operations for City Hall and other City property.
16. Conducts ongoing field inspections of all parklands, facilities, programs, and any related new construction projects or renovations.
17. Conducts studies and surveys of citizen needs, assesses the effectiveness of facilities and programs to meet these needs.
18. Works with the Board of Aldermen, Legacy Fund and Parks and Recreation Committee to implement recommendations from the Parks and Recreation Master Plan and Strategic Plan.
19. Provides advisory information to the Mayor, City Council, media sources, and the general public.
20. Responsible for selection and supervision of campground hosts for Smith's Fork Campground. Coordinate with camp hosts to oversee Smith's Fork Campground including but not limited to scheduling camping clubs, special events, collection of campground fees, ice and firewood sales, and maintenance of all facilities in the campground.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of recreation administration.
2. Knowledge of public facility management.
3. Knowledge of horticulture and landscaping.
4. Knowledge of a broad range of recreational and athletic activities and related facilities and equipment.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and

practices; and local, State, and Federal regulations related to department programs and operations.

6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.

34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, equipment and machinery, airborne materials, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Recreation Coordinator | Reports to: Recreation Manager |
| Department: Parks and Recreation | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 20 |
| Minimum Education: High School diploma or equivalent. Two (2) years post high school education in a related program preferred. An equivalent combination of higher education may be considered for experience. | |
| Minimum Experience: Two (2) years of progressively responsible experience in recreation management. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for assisting the Recreation Manager in a variety of duties related to planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Recreation Manager in developing program goals.
3. Assists in the planning, coordination, supervision and evaluation of recreation program activities, special events, and senior center.
4. Directs and coordinates daily operations and maintenance activities for assigned programs.
5. Performs related marketing functions, including the use of social media, community media outlets and website.
6. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
7. Assist in handling participant registrations, recruiting, onboarding, and training volunteers
8. Act as the on-site supervisor for assigned events and programs; point of contact for staff and volunteers, ensure safety procedures are followed, and manage needs throughout the assigned event.

9. Assist in support and customer service duties. Handling reservations and public relations duties, answers phone and visitor inquiries in a timely manner
10. Assist in developing, implementing, and supervising departmental special events
11. Assist in preparing, coordinating, and distributing all recreation marketing including brochures, flyers, and email information
12. Assist in maintaining records, developing, and preparing participation reports, conduct program evaluations and surveys
13. Assist in maintaining parks and recreation facilities including athletic field maintenance, senior center facility set up, and shelter house reservations; ensure safety and maintenance of facilities during assigned times
14. Responds to citizen inquires and complaints.
15. Performs clerical support and customer service duties as needed.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles, practices, and techniques utilized in planning, organizing, and supervising recreation programs, events, and activities.
2. Ability to work a flexible schedule to include days, evenings, weekends, and some holidays as supervisor on Duty.
3. High level of organization demonstrating sound judgment, initiative, and independent thinking.
4. Ability to organize and supervise volunteers and contractors.
5. Ability to communicate effectively in oral and written form.
6. Knowledge of current recreation programming trends.
7. Ability to obtain the knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
8. Ability to plan, develop, implement, and evaluate projects and programs.
9. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
10. Ability to establish and maintain accurate records of assigned activities and operations.
11. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
12. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
13. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
14. Ability to think quickly, maintain self-control, and adapt to stressful situations.
15. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
16. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
17. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
18. Knowledge of computer software consistent for this position.
19. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.

20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
22. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
23. Ability to handle sensitive interpersonal situations calmly and tactfully.
24. Ability to maintain professionalism at all times.
25. Ability to maintain effective working relationships with individuals within and outside the organization.
26. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
27. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment and machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Recreation Manager | Reports to: Parks and Recreation Director |
| Department: Parks and Recreation | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 45 |
| Minimum Education: Two (2) years post high school education in a related program. Bachelor’s degree in recreation management or related field preferred. | |
| Minimum Experience: Three (3) years of progressively responsible experience in recreation management or related field to include marketing and communications responsibilities. Two (2) years previous supervisory experience. | |
| Minimum Certification: Certified Park and Recreation Professional (CPRP) preferred. | |
| Other Requirements: | |

POSITION SUMMARY

This position is responsible for planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, facility rentals and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Director in developing program goals.
3. Plans, coordinates, supervises, and evaluates recreation program activities, special events, and facility rentals.
4. Revises, updates, and interprets waivers, policies, and guidelines for recreation programs.
5. Directs and coordinates daily operations and maintenance activities for assigned programs.
6. Develops and maintains communications with media representatives, school officials, community, and special interest groups. Fosters relationships with businesses, sponsors, and service partners in furthering the mission of the Department.

7. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
8. Recruits program staff and volunteers including coordinators, on-site supervisors, coaches, referees etc.; Interviews and select new employees. Provides training and ongoing instructions. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations.
9. Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines; develops and monitors budget(s) and monitors fiscal condition of the department.
10. Controls use of public facilities by scheduling reservations for use; inspects the condition, safety and security of facilities required for programming.
11. Compiles statistics and analyzes data to monitor program performance, services, resource availability, and staffing needs.
12. Coordinates the administration of special projects, program evaluations and surveys. Promotes and markets the City recreation programs, activities and facilities. Develops an on-going public relations program. Responds to citizen needs and changing trends regarding program improvements and facilities.
13. Performs related marketing functions, including the use of social media, community media outlets and website; broadens social networking and directs social media monitoring process as needed; maintains email lists for internal and external communications.
14. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
15. Performs program contract management, negotiates fees, facilities, and independent contractor services to provide programs or special events.
16. Assists in maintaining parks and recreation facilities as needed; ensure safety and maintenance of facilities during assigned times.
17. Responds to citizen inquires and complaints.
18. Serves as a Liaison to various community organizations.
19. Performs clerical support and customer service duties as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of modern theories, principles, and practices of recreation administration.
2. Knowledge of community relations and marketing techniques.
3. Knowledge of facility operations management.
4. Knowledge of current recreation programming trends.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment or machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Detective | Reports to: Police Captain |
| Department: Police | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 40 |
| Minimum Education: High School diploma or equivalent. Associates degree preferred. | |
| Minimum Experience: Two years law enforcement experience | |
| Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license. | |
| Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked. | |

POSITION SUMMARY

This position performs investigative follow-up of all major and serious crimes. This position also performs general duty law enforcement activities for traffic regulation, the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Responds to all major crime scenes, when requested, in order to assist with case management and assumes evidence gathering duties.
2. Gathers, secures, and oversees any physical evidence seized.
3. Conducts interviews, questions suspects, gathers evidence, obtains witness statements, and makes arrests.
4. Detains anyone wanted through the serving of warrants.
5. Prepares detailed reports, affidavits, search warrants and other necessary legal documents.
6. Prepares evidence for issuance of complaints; serves criminal process, including warrants and subpoenas.
7. Completes clear and concise reports; compiling factual data and evidence.
8. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
9. Assists in death investigations as assigned.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence
11. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
12. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
13. Interviews victims of criminal activity and potential witnesses or suspects.
14. Arrests or detains suspects in accordance with proper legal procedure.
15. Serves as liaison to Prosecutor's Office.
16. Prepares cases for court hearings and testifies in such hearings as required.
17. Acts in a relief capacity, working in other areas of the department as assigned.
18. Performs public relations duties as required or assigned.
19. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
20. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
21. May be assigned special assignments, as directed by the Chief or other supervisor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.

10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.
13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Police Administrative Assistant / Prosecutor Assistant | Reports to: Chief of Police |
| Department: Police | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 20 |
| Minimum Education: High School diploma or equivalent. Associate degree in paralegal or criminal justice preferred. | |
| Minimum Experience: Three (3) years' work experience in a law office or legal setting. | |
| Minimum Certification: Ability to obtain REJIS Certification within timeframe specified by City. | |
| Other Requirements: Must successfully pass a background investigation. Failure to pass this will result in the employment offer being revoked. Ability to be bonded. | |

POSITION SUMMARY

The Administrative Assistant III/Prosecutor Assistant position provides operational and administrative support to the Police Department and provides responsive, courteous, and efficient customer service in support of departmental operations. Under the general supervision of the Municipal Prosecutor, the position performs a wide variety of routine clerical, accounting, and administrative support to the Municipal Prosecutor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Enters and withdraws warrants in the Rejis System. Maintains records of all active and cancelled warrants. Maintaining fingerprints of the department for security purposes. Processing fingerprints for the public.
2. Logs evidence in the system, releasing evidence to the crime lab, returns evidence back from the crime lab and destroys evidence as directed. Testifies in court when needed.
3. Processes liquor licenses.
4. Develops, maintains and updates departmental electronic and paper records, files, and databases. Maintains cumulative records and conducts periodic audits, as necessary.

5. Assists and provides backup for other departmental employees when necessary; covers other areas within the department due to employee absence or heavy work volume.
6. Monitors online attorney entry website to process attorney entries and recommendations, send out discovery documents, prepare subpoenas for trial, verify probation cases before expiration, prepare motions to revoke probation and obtain record for the hearing.
7. Provides administrative support in office and in court to assist the prosecuting attorney in the preparation for and disposal of criminal and traffic cases including:
 - Conducting legal research;
 - Searching criminal history and DOR information;
 - Preparing criminal casework documents and files;
 - Maintaining complete and accurate information and files on each case.
8. Establishes and maintains an office filing system for all prosecution-related correspondence, docket, documents within each case file assuring that all files are accurate and prepared for trials and other Court use.
9. Prepares complaints, information for warrants and warrant applications, notifies Public Safety Department of warrant application refusals, prepares ordinances, enters warrant cases into software, communicates with victims and legal representation.
10. Prepares correspondence, citations, accident reports and police reports.
11. Provides customer service to internal and external customers; greets, receives, and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
12. Picks up, sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
13. Composes routine correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
14. Creates and maintains a department filing and record system.
15. Prepares and processes requisitions, invoices, payment vouchers, bills, and verifies any accounting records. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge, skill, and ability to understand and use legal terminology, legal format, and processes.
2. Knowledge of standard and legal office practices, procedures, and clerical techniques.
3. Basic knowledge of Missouri Statutes with the ability to recognize statutory, procedural and format changes.
4. Skill to take notes or dictation and accurately incorporate essential details in preparing legal documents.
5. Ability and skill to prepare Court documents in a timely and accurate and error free manner.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
7. Ability to maintain accurate and legible notes.
8. Ability to establish and maintain accurate records of assigned activities and operations.

9. Ability to understand and implement local court rules, local policies, and procedures, written or oral instructions, general correspondence, or directions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to think quickly, maintain self-control, and adapt to stressful situations.
12. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
13. Knowledge of computer software consistent for this position.
14. Ability to perform mathematical calculations required of this position.
15. Ability to communicate clearly, concisely, calmly, and effectively in English in both written and verbal form.
16. Skill in researching and understanding complex written materials.
17. Ability to prepare and maintain accurate and concise records and reports.
18. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
19. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
20. Ability to handle sensitive interpersonal situations calmly and tactfully.
21. Ability to maintain professionalism at all times.
22. Ability to maintain effective working relationships with individuals within and outside the organization.
23. Ability to maintain confidentiality and discretion regarding confidential and sensitive files, reports, materials, and conversations in compliance with applicable State and Federal statutes and regulations.
24. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive

- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|------------------------------------|
| Job Title: Police Captain | Reports to: Police Chief |
| Department: Police | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 60 |
| <p>Minimum Education: Bachelor’s Degree in Criminal Justice, Public Administration, Management, or related field.</p> <p>Management level program completion through the FBI-National Academy or equivalent program preferred.</p> | |
| <p>Minimum Experience: Eight (8) years law enforcement experience.</p> <p>Three (3) years supervisory experience preferred.</p> | |
| <p>Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered.</p> <p>Valid Motor Vehicle Operators license.</p> | |
| <p>Other Requirements:</p> <p>Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following:</p> <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. <p>Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.</p> | |

POSITION SUMMARY

This position is responsible for administrative oversight, visioning, leadership, planning, coordinating and management of the Police Department. This position provides the Chief assistance with leadership, managing and development and administration of department policies, procedures, and programs for the assigned division. The Captain assumes command in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for department personnel; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for assigned division. Provides guidance in resolving/improving performance standards. Maintains knowledge of all division activity.
3. Assures minimum staffing levels are met; plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.
4. Exercises authority over division staff including recommendations for hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
5. Evaluates the effectiveness and efficiency of the department and makes recommendations to the Chief accordingly.
6. Evaluates the effectiveness of law enforcement activities and develops procedures to efficiently meet all law enforcement goals.
7. Assists with development of policies and ensures division compliance with standards and guidelines.
8. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
9. Assists in the development and administration of immediate and long-range budgets and recommends equipment purchases. Researches, applies for, and administers grants if directed by the Chief.
10. Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the department are developed and maintained in accordance with the objectives of the City.
11. Develops and maintains liaison with various governmental agencies, community groups and the general public.
12. Handles public relations and represents the Department as directed by the Chief.
13. Responds to and takes command of major operations or emergencies involving division operations, coordinate division activities with other departments and law enforcement agencies.
14. Investigates, or directs, internal investigations; investigates citizen complaints if directed by the Chief
15. Prepares cases for court hearings and testifies in such hearings as required.
16. Serves as project manager for major department initiatives, as necessary.
17. Serves as Acting Chief of Police during an absence of the Chief.
18. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.

5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.

34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---------------------------------------|
| Job Title: Police Chief | Reports to: City Administrator |
| Department: Police | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| <p>Minimum Education: Bachelor’s Degree in Criminal Justice, Public Administration, Management, or related field.</p> <p>Masters degree preferred.</p> <p>Management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent program.</p> | |
| <p>Minimum Experience: Ten years law enforcement experience. Five years of directly related and progressively responsible administrative and supervisory experience.</p> | |
| <p>Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered.</p> <p>Valid Motor Vehicle Operators license.</p> | |
| <p>Other Requirements:</p> <p>Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following:</p> <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. <p>Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.</p> <p>Residency must be within the City Limits of Smithville preferred.</p> | |

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Police Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, to include its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for command staff; ensures competent performance. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists Command Staff, as necessary. Maintains knowledge of all department activity.
3. Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
4. Oversees the effective and efficient administration of the Police Department directly, and through the efforts of the Captain and through subordinate supervisors and staff.
5. Identifies and plans for current and future law enforcement needs in a rapidly changing environment through tracking crime trends, demographic influences, projected community growth, available resources, and researching other communities' efforts at maintaining public safety.
6. Evaluates the effectiveness and efficiency of the Department. Review procedures and policies to develop improvements in department operations.
7. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department wide program objectives.
8. Approves training plans and programs for the Department.
9. Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels and recommends equipment purchases. Researches, applies for, and administers grants.
10. Recommends and plans long range goals, objectives, organizational structure, and overall direction for the Department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the Department are developed and maintained in accordance with the objectives of the City Council.
11. Advises, develops, and provides oversight on standards of conduct issues for the Department, and continually reviews and advises concerning the conduct of all Departmental personnel.
12. Attends advisory meetings with department heads, elected officials, employees, and representatives from other law enforcement agencies.
13. Researches legal issues, ordinance changes and statutory revisions to determine their impact on public safety and the department's policies.
14. Assumes responsibility for leading, directing and managing, either directly or through delegation, all criminal investigations, and police response for calls for service within the community.
15. Directs and manages the Captain to ensure the flow of information into and from the department through a wide variety of reports and documents is maintained.
16. Coordinates law enforcement activities with other departments and outside agencies and organizations; cooperates with other cities, state and federal officers in the apprehension and detention of wanted persons.
17. Develops strategies to anticipate the community's needs and resolve law enforcement problems; studies impact of changes and formulates strategies to implement.
18. Approves news releases specific to the Department.

19. Address organizations and other groups regarding the activities and programs of the Department to explain and promote public understanding of its work and to promote good community relations.
20. Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community.
21. Represents the Department in major initiatives or as assigned.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.
5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.

24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Police Chief



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Police Recruit | Reports to: Police Sergeant |
| Department: Police | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 25 |
| Minimum Education: High School diploma or equivalent | |
| Minimum Experience: | |
| Minimum Certification: | |
| <p>Other Requirements:</p> <p>Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following:</p> <ul style="list-style-type: none"> • 21 years of age or older at the time of graduation from an accredited Missouri Police Academy. • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. <p>Must graduate from a Basic Law Enforcement Training Center and pass the Missouri Peace Officer License Exam to become certified as a Missouri Peace Officer.</p> <p>Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.</p> | |

POSITION SUMMARY

This position is training for general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under direct supervision.

Upon successful completion of academy instruction and graduation, the employee receives further training, as a sworn Police Officer in the Field Training Officer Program and is responsible for performing duties outlined in the Police Officer position description.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Attends, participates, and successfully completes the police academy.
2. Performs rigorous physical training.
3. Learns the use and care of firearms, chemical agents, and other weapons.

4. Learns to drive a motor vehicle under normal and emergency conditions safely.
5. Learns to write clear, comprehensive, and accurate reports legibly, with correct grammar and spelling.
6. Learns to establish and maintain effective working relationships with those contacted in the course of employment; learns principles and practices of effective interpersonal communication and good customer service.
7. Learns to understand, interpret, and apply criminal and civil laws, court decisions, regulations, policies, and procedures with particular reference to the laws of arrest, use of force, custody, search and seizure, juvenile laws and procedures, property crimes, crimes against persons, crimes against children, sex crimes, domestic violence, missing persons, weapons violations, alcohol, and controlled substances.
8. Learns to demonstrate command presence in conflict situations.
9. Learns standard broadcasting procedures of a police radio system.
10. Demonstrates the ability to learn and implement police methods and procedures including patrol techniques, vehicle stops, response to crimes in progress, apprehension of suspects, defensive tactics, traffic enforcement, control and collision investigation, and crowd control.
11. Demonstrates the ability to learn and implement crime scene management, forensics, collection, preservation, and presentation of evidence; identification techniques; interviewing and interrogation techniques.
12. Demonstrates the ability to learn first aid, CPR, hazardous materials awareness, emergency management, and the Incident Command System.
13. Demonstrates the ability to learn the community policing philosophy, crime prevention, victimology/crisis Intervention, cultural diversity/discrimination, and interacting with people with disabilities.
14. Learns to use modern law enforcement equipment, communications devices, computers, and information systems.
15. Demonstrates computer literacy with the knowledge and ability to use word processing and specialized law enforcement software programs.
16. Delivers outstanding internal and external customer service; solves problems and supports the City's mission, policies, goals, and objectives.
17. Exercises initiative, courtesy, and independent judgment; establishes and maintains effective working relationships with members of the Department and City staff, other agencies, and the public.
18. Communicates effectively both orally and in writing.
19. Provides sound decision making skills and critical thinking to provide professional recommendations, decisions and completed staff work.
20. Works cooperatively with personnel, co-workers, and the management team; exercises tact, self-restraint, and good judgment; takes initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct.
21. Conducts duties, responsibilities, tasks and assignments with a constructive, positive, and professional attitude and demeanor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Ability and skill to make appropriate decisions quickly.
3. Ability and skill to accurately interpret individuals' mental and physical conditions.
4. Ability and skill to perform effectively under ever-present stressful conditions.
5. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
6. Knowledge of computer software consistent for this position.
7. Knowledge of the operation of standard office equipment and software.
8. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
9. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
10. Ability to perform word processing and/or data entry.
11. Ability to perform mathematical calculations required of this position.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
16. Ability to define problems, exercise sound judgment, and address a variety of situations.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Ability to maintain professionalism at all times.
19. Ability to maintain confidentiality.
20. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
21. Ability to establish and maintain effective working relationships with others.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.

- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Police Officer | Reports to: Police Sergeant |
| Department: Police | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 35 |
| Minimum Education: High School diploma or equivalent | |
| Minimum Experience: | |
| Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. | |
| Valid Motor Vehicle Operators license. | |
| Other Requirements: | |
| Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: | |
| <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. | |
| Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked. | |

POSITION SUMMARY

This position performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision. Duties may also include in-depth investigation of criminal offenses as assigned.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Answers all emergency and non-emergency calls for service.
2. Discovers and prevents the commission of crimes, enforces ordinances and all state and motor vehicle laws for designated areas.

3. Conducts preliminary investigations, gathers evidence, obtains witness statements, makes arrests, and escorts prisoners from the scenes of crimes.
4. Detains anyone wanted through the serving of warrants.
5. Investigates motor vehicle accidents and assists local fire department and ambulance personnel.
6. Makes dispositions of all complaints or inquiries or directs people to the proper organizations to handle the complaints.
7. Prepares evidence for issuance of complaints; serves criminal process, including warrants
8. Completes reports compiling factual data, evidence and conducts interviews and interrogations when appropriate.
9. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence.
11. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
12. Interviews victims of criminal activity and potential witnesses or suspects.
13. Arrests or detains suspects in accordance with proper legal procedure.
14. Prepares cases for court hearings and testifies in such hearings as required.
15. Acts in a relief capacity, working in other areas of the department as assigned.
16. Performs public relations duties as required or assigned.
17. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
18. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
19. May be assigned special assignments, as directed by the Chief or other supervisor.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.
10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.

13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
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- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.

- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Police Sergeant | Reports to: Police Captain |
| Department: Police | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 50 |
| <p>Minimum Education: Associates degree in Criminal Justice or related field.</p> <p>An equivalent combination of education and experience may be considered by the City in lieu of the Associates degree.</p> | |
| <p>Minimum Experience: Three (3) years law enforcement experience.</p> <p>Previous supervisory experience preferred.</p> | |
| <p>Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered.</p> <p>Valid Motor Vehicle Operators license.</p> | |
| <p>Other Requirements:</p> <p>Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following:</p> <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. <p>Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.</p> | |

POSITION SUMMARY

This position is responsible for the daily operational activities of an assigned unit within the Police Department. Provides supervision to assigned staff, training in new methods and procedures, coaching and mentoring, and enforcing policies, rules, and regulations; and performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assigns work to employees while on shift and monitors staff workloads.
2. Supervises and monitors employees in the field on a daily basis for purposes of observing and evaluating work methods and ensuring work is complete, correct, and performed efficiently and in accordance with all laws, departmental rules, regulations and policies.
3. Conducts inspections of staff, equipment, and documentation of activities to ensure operational readiness and adherence of established standards.
4. Provides guidance and direction relating to questions, issues or problems that arise during field operations.
5. Adjusts staffing among patrol zones as necessary to address high crime areas, traffic matters, citizen complaints, special details, and other issues.
6. Identifies and analyzes staff problems and recommends and implements approved solutions to the Police Captain.
7. Conducts shift briefings as appropriate to convey information received from previous shift. Briefs on-coming sergeant to report on shift activity and provide other pertinent information before going off duty.
8. Reviews reports from the shift to ensure accuracy and conform to department standards.
9. Prepares follow-up reports for case completion by shift personnel.
10. Responds to criminal investigations, traffic crashes, and death investigations in a supervisory capacity to ensure departmental policies and procedures are being followed and departmental expectations are being met.
11. Calls for aid from other agencies or resources to control an existing or potential emergency in the absence of Command Staff.
12. Carries out the goals and objectives of the department.
13. Provides input to policy reviews regarding recommendations, changes, and updates to ensure department policy conforms to the Chief's expectations and other law enforcement standards as prescribed by State.
14. Makes recommendations regarding personnel, equipment, and adjustment of patrol strength in assigned areas and activities.
15. Documents performance of patrol officers and other subordinate staff to support performance improvement plans, discipline and address complaints and resolve problems with or among subordinate staff.
16. Reviews initial citizen complaints. Investigates citizen complaints as assigned.
17. Schedules shifts in accordance with staffing levels designated by the Chief; Approves overtime for completion of investigations, follow-up, and reports; Approves requests for time-off.
18. Responds to calls for assistance from subordinate personnel.
19. Conducts preliminary investigations of incidents as required based on available staffing; collects and preserves physical evidence, protects crime scenes, and reports and records all facts of an incident.
20. Responds to calls for service as required by department/division standard operating procedure.

21. Enforces ordinances and state and federal laws and participates in the detection and apprehension of violators of the law.
22. Makes arrests and prepares arrest reports as necessary consistent with recognized department policies and procedures.
23. Takes appropriate action toward aiding officers or emergency service providers exposed to danger or any situation where danger may be impending.
24. Prepares cases for court hearings and testifies in such hearings as required.
25. May be assigned special assignments as designated by the Chief.
26. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Thorough knowledge of the operations of the criminal justice system.
5. Thorough knowledge of court operations and the administration and execution of civil processes.
6. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
7. Skill in the evaluation of tactical and operational requirements.
8. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.

23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

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- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
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- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field and office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Assistant to the Public Works Director | Reports to: Director of Public Works |
| Department: Public Works | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 50 |
| Minimum Education: Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, engineering, or a related field. A Master’s degree preferred. | |
| Minimum Experience: Two (2) years of related work experience. | |
| Minimum Certification: MoDOT LPA Certification. | |
| Other Requirements: Floodplain Management Training identified by the City. | |

POSITION SUMMARY

This position is responsible for providing analysis of operations, functions, and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Manages right-of-way acquisition process for City projects and City land acquisition.
2. In coordination with Finance Director, Public Works Director, and other City staff, manages and monitors the capital improvement budget process, including project accounting and project management, as necessary.
3. Supports Public Works Director in development, management, and analysis of departmental budget.
4. Conducts analytical research for various City operations, functions, and programs.
5. Coordinates bid process and contract management for public works projects.
6. Manages various contracts, including but not limited to, the City’s solid waste disposal contract and janitorial services for City facilities.
7. Coordinates and manages Equipment Replacement Schedule; monitors financial performance of the system.
8. Manages the implementation of stormwater management plan. Including the development of staff training.

9. Utilizes advanced knowledge to collect, organize, analyze, and interpret information from various sources, facts, or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
12. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
13. Manages the community engagement and social media communications for the department. And monitors the city-wide report-a-concern submissions and email accounts.
14. Serves as the Missouri Department of Public Safety's SEMA Floodplain Administrator for the City.
15. Provides project management and contract management functions for capital improvement projects as designated by the Director of Public Works.
16. Organizes the City's solid waste events.
17. Prepares staff reports, resolutions, and ordinances. Presents information and updates to the Board of Aldermen and Management Team, as necessary.
18. Assists in the preparation of requests for proposals to solicit statements of qualifications from consultants, participates in the selection process, negotiates pricing, and prepares contracts for the successful bidder. Performs contract management as assigned.
19. Maintains the City's GIS data and system.
20. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety.
21. Manages special projects as directed by the City Administrator and Public Works Director.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Knowledge of contract language, fair labor standards, right of way acquisition process and policies.
4. Knowledge of ADA requirements.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of the codes, regulations, and specifications regarding public works construction.
15. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
16. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
17. Ability to research and analyze detailed information and make appropriate recommendations.
18. Ability to maintain a professional demeanor when dealing with the public.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to understand and follow oral and written instructions.
21. Knowledge of computer software consistent for this position including GIS
22. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
23. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
24. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
25. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
26. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
27. Ability to define problems, exercise sound judgment, and address a variety of situations.
28. Ability to think quickly, maintain self-control, and adapt to stressful situations.
29. Ability to maintain professionalism at all times.
30. Ability to establish and maintain effective working relationships with others.
31. Ability to perform mathematical calculations required of this position.
32. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting and may also be in the field (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Crew Leader – Public Works | Reports to: Streets Superintendent |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 35 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: Five (5) years’ work experience in streets or utility construction, inclusive of heavy equipment operation. Previous supervisory or lead experience preferred. | |
| Minimum Certification: Class B CDL driver’s license. | |
| Other Requirements: | |

POSITION SUMMARY

A Public Works Crew Leader performs supervisory duties related to the operation, maintenance, and preparation of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains new employees and coordinates cross-training opportunities; coaches and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Completes time sheets and completes work schedule to accommodate approved time off.
4. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
5. Responds to customer service inquires, providing appropriate follow-up, referral, or resolution.
6. Ensures inventory and orders supplies as needed.
7. Responds to emergency situations concerning malfunctioning equipment; analyzes situation and takes appropriate action. Notifies Supervisor of servicing required by outside vendor.
8. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.

9. Reports all accidents to the appropriate authority. Follows all policies for reporting.
10. Performs operational duties with crewmembers. Operates heavy and light equipment, and power and hand tools as needed.
11. Provides backup assistance to other department personnel as needed.
12. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
13. Completes written records of labor and materials used for each work project.
14. Reports to work for after hour needs, as assigned.
15. Performs emergency repairs and work, as necessary.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment, and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers, and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
5. Ability to instruct and train in methods and procedures.
6. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines. Knowledge of traffic safety principles.
7. Knowledge of safe operations of heavy-duty trucks and equipment.
8. Knowledge of basic mechanical and electrical equipment maintenance procedures.
9. Ability and skill to drive and operate mobile equipment in a safe and proper manner.
10. Knowledge of operation and maintenance of assigned equipment and machinery.
11. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
12. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
13. Knowledge of legal load limits for assigned equipment and vehicles.
14. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
15. Ability to read and understand grade and alignment stakes set by others.
16. Ability to safely load, unload, and transport equipment to and from job sites.
17. Ability to understand and follow oral and written instructions.
18. Knowledge of computer software consistent for this position.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

22. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
23. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
24. Ability to define problems, exercise sound judgment, and address a variety of situations.
25. Ability to think quickly, maintain self-control, and adapt to stressful situations.
26. Ability to establish and maintain effective working relationships with others.
27. Ability to understand and follow oral and written instructions.
28. Ability to maintain professionalism at all times.
29. Ability to work as a member of a team.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Engineering Technician I/II | Reports to: Director of Public Works |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 35/45 |
| Minimum Education: A technical degree or one year of college credit in a related field. | |
| Minimum Experience: Four (4) years of experience in technical inspections or related field experience. Eight (8) years of progressive experience in engineering and construction inspection without post-secondary education may be considered. | |
| Minimum Certification: Engineering Technician I: <ul style="list-style-type: none"> • Missouri Department of Transportation L.P.A. Certification within one year from date of employment • MO-LTAP Scholar Level 1 or MUTCD Certified Engineering Technician II: <ul style="list-style-type: none"> • Certified as a Public Infrastructure Inspector (APWA) • Qualified Compliance Inspector of Stormwater • MO LTAP Scholar Level II • ACI Certified | |
| Other Requirements: Valid Driver’s License. | |

POSITION SUMMARY

This position is responsible for technical inspections for new and replacement water, sewer, street, and stormwater infrastructure installations by the City and any developer installing infrastructure to be dedicated to the City; performs inspections, data collection and enforcement of Municipal Separate Storm Sewer Permit and codes; and performs general Code Enforcement Inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Enforces all codes, regulations and ordinances formally adopted by the City with regard to all phases of construction within the City that are related to Street, Stormwater, Water and Sewer systems.
2. Serves as a technical resource regarding the different and current codes being used to govern infrastructure construction and the municipal codes, zoning, and subdivision ordinances within the City.
3. Reviews applications for and issues construction and/or Right of Way permits for any infrastructure projects or stormwater management projects.
4. Conducts the following inspections: Development Utilities, City Utilities or Street projects, and Code Enforcement.
5. Monitors construction and development activities in the community to ensure compliance with all applicable regulations.
6. Maintains detailed records of all inspections and related items with regard to construction activities.
7. Assists with current projects by preparing maps and researching, performing inspections, surveying, and staking. Operates survey equipment and performs surveying computations.
8. Provides technical support and guidance for GIS, Asset Management, AutoCAD, file information etc. for other project personnel.
9. Retrieves, reviews, enters, or edits data within the City's asset management and GIS programs for accurate reporting and record keeping.
10. Develops maps, project plans, and cost estimates.
11. Determines information to conduct surveys from prints, sketches, maps, or notes. Check plans and specifications for infrastructure projects for compliance with codes and accepted engineering practices.
12. Attends pre-construction meetings and updates for project tracking items.
13. Conducts research on issues pertaining to sight distance and corner clearance, and entrance sign locations. Communicates with residents and between departments to ensure safety requirements are met and city ordinance is followed.
14. Evaluates and inspects private and public works projects. Ensures construction standards are met on multiple projects. Approves modifications in the field as appropriate.
15. Communicates with and schedules construction/inspection with contractors and engineering consultants.
16. Participates in pre-bid and pre-construction conferences. Participates in field check meeting on City projects Assists with field activities on City projects
17. Researches the historical records for Streets plans, construction plans, surveys, road right-of- way, dedications and vacations, resolutions, Board minutes and packets relating to City Roads.
18. Provides updates and issues to engineering staff.
19. Performs project management of City projects by inspecting and testing work in progress and processing contractor payment requests on projects that include roadway, sidewalks, new building infrastructure, parks, utilities, and storm water.
20. Reviews and approves construction plans and specifications for accuracy and compliance with City requirements.
21. Meets with developers, contractors, engineers, and surveyors to discuss various aspects of construction projects.

22. Monitors detailed records and reports of construction projects. Reviews and makes changes to construction plans.
23. Identifies preconstruction documents and fees that developers need to submit prior to applying for land disturbance and/or building permits.
24. Reviews material supply sheets for compliance with specifications prior to construction.
25. Creates punch lists for private development and public capital construction projects and performs follow-up inspections.
26. Interprets engineered drawings, blueprints, and computer images of utilities.
27. Investigates, trouble-shoots, and resolves complaints with homeowners, contractors, and developers.
28. Performs mapping updates and maintenance of new and existing civil maps for subdivisions, road right of ways, city public utilities infrastructure through the use of manual drafting, computer aided mapping and Geographical Information System (GIS).
29. Assists surveyors, engineers, other departments, and general public in researching information, records, and interpreting and resolving questions and inquiries.
30. Performs scoping, calculations, CAD design, and plans and specification preparation for capital construction projects as assigned.
31. Issues right-of-way, grading, or other permits as directed.
32. Other duties as assigned.

Additional duties assigned to Engineering Technician II

33. Reviews applications and administer the Floodplain Development Regulations.
34. Monitors construction sites for NPDES permit compliance.
35. Performs inspection and reporting for stormwater management
36. Serves as a field project manager over utility projects by directing public works employees in the gathering of information for contract design, directing consultant activities, inspecting work in progress, approving pay requests, and handling legal issues.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Ability to make independent investigations and conduct inspections of engineering problems.
4. Ability to read, interpret and apply information from construction plans and documents.
5. Ability to analyze facts and exercise sound judgment and decision making, knowledge of OSHA safety requirements.
6. Knowledge of the principles and practices of various types of construction and the stages in the construction process when defects can be detected.
7. Knowledge of the codes, regulations, and specifications regarding public works construction.
8. Knowledge of the types of tests performed on construction materials.
9. Knowledge of possible defects in construction materials and corrective applications.
10. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
11. Knowledge of GPS surveying and mapping techniques and principles.
12. Knowledge of database design, computer systems design and programming.

13. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
14. Ability to research and analyze detailed information and make appropriate recommendations.
15. Ability to maintain a professional demeanor when dealing with the public.
16. Skill in reading and understanding schematics and blueprints.
17. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
18. Ability to understand and follow oral and written instructions.
19. Knowledge of computer software consistent for this position.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
24. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
25. Ability to define problems, exercise sound judgment, and address a variety of situations.
26. Ability to think quickly, maintain self-control, and adapt to stressful situations.
27. Ability to maintain professionalism at all times.
28. Ability to work as a member of a team.
29. Ability to establish and maintain effective working relationships with others.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Maintenance Worker I/II - Public Works | Reports to: Crew Leader- Public Works |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 10/20 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: Previous work experience in public works construction or equipment operation. | |
| Minimum Certification: | |
| Maintenance Worker II: <ul style="list-style-type: none"> • Class B CDL driver’s license • Work Zone Safety Certification, Flagger Certification • Completion of NIMS level ICS100 and ICS700 training | |
| Other Requirements: Valid Driver’s License. | |

POSITION SUMMARY

The position performs semi-skilled maintenance and repair tasks for the City, responsible for maintenance, construction and repair of City streets, sidewalks, rights-of-way, and other assignments to assist with overall department operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Safely operates construction equipment, machinery, and tools for maintenance and construction related operations.
2. Performs general road maintenance and related activities including flagging traffic, mowing, temporary and permanent asphalt surface repairs, patching holes, sawing pavement, concrete repair and pouring, clearing brush and trees, vegetation control, sweeping, routing, and sealing road cracks, and removing dead animals and trash.
3. Maintains ditch, waterways, and storm drain for proper drainage.
4. Maintains street signage.
5. Performs snow/ice removal operations.

6. Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
7. Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld, and cut steel sign posts, and repair and maintain break away and/or overlay signs.
8. Stripes streets, install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
9. Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, wheel), jack hammers, and other pieces of heavy equipment.
10. Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
11. Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection devices, and signal masts, arms, heads, and poles.
12. Maintains and cleans the City's Storm sewer system including ditches, inlets, storm sewer pipe, culverts, RCB's and manholes
13. Maintains and constructs sidewalks and ADA Ramps and implements the City's sidewalk replacement program.
14. Cleans and performs routine maintenance on vehicles, equipment, buildings, and grounds.
15. Maintains up-to-date records of all maintenance activities.
16. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
17. Reports all accidents to the appropriate authority. Follows all policies for reporting.
18. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
19. Completes written records of labor and materials used for each work project.
20. Performs emergency repairs and work, as necessary.
21. Reports to work for after hour needs, as assigned.
22. Provides backup assistance to other department personnel as needed.
23. Other duties assigned.

Additional duties assigned to Maintenance Worker II

24. Operates specialized equipment designated by the supervisor.
25. Leads team members on assigned projects and duties.
26. Performs mechanical service and repairs on vehicles and equipment.

REQUIRED JOB COMPETENCIES

1. Knowledge of traffic safety principles.
2. Knowledge of safe operations of heavy-duty trucks and equipment.
3. Knowledge of basic mechanical and electrical equipment maintenance procedures.
4. Ability and skill to drive and operate mobile equipment in a safe and proper manner.

5. Knowledge of operation and maintenance of assigned equipment and machinery.
6. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
7. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of legal load limits for assigned equipment and vehicles.
9. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
10. Ability to read and understand grade and alignment stakes set by others.
11. Ability to safely load, unload, and transport equipment to and from job sites.
12. Ability to understand and follow oral and written instructions.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
18. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
19. Ability to define problems, exercise sound judgment, and address a variety of situations.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Ability to maintain professionalism at all times.
22. Ability to work as a member of a team.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to perform mathematical calculations required of this position.
25. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.

- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---------------------------------------|
| Job Title: Public Works Director | Reports to: City Administrator |
| Department: Public Works | FLSA Classification: Exempt |
| Revision Date: June 2022 | Pay Grade: 65 |
| Minimum Education: Bachelor’s Degree in Civil Engineering. | |
| Minimum Experience: Ten (10) years of professional work experience in public works/utilities or engineering. Five (5) years of directly related progressively responsible administrative and supervisory experience. | |
| Minimum Certification: Professional Engineering License (P.E.) preferred. | |
| Other Requirements: Valid Driver’s License. | |

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of a comprehensive public works program including Engineering, Streets, Stormwater and Wastewater Utilities, in order to ensure essential services are provided to maintain the public infrastructure and provide for public safety, health and welfare; and ensures effective operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Interviews and select new employees; provides training and instructions and ongoing training needs; provides coaching, counseling, and mentoring to allow for optimal performance; assigns tasks, reviews work and prepares performance evaluations; recommends employee transfers, promotions, disciplinary action, and discharge.
2. Identifies training needs and opportunities for the department.
3. Defines and implements the goals and objectives for department operations.
4. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
6. Develops work plans and strategies to meet business needs-both short term and long term; Ensures clear direction, proper implementation, and City conformance to legal requirements.

7. Develops, recommends, and implements annual departmental budgets, forecasts necessary funding for staff, equipment, material, and supplies. Monitors budget throughout the year with assistance from division managers. Identifies and develops future capital improvement projects.
8. Prepares short and long-term capital improvement plans associated with Public Works. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
9. Conducts or administers special research and studies for the City Administrator and City Council. Conducts and provides technical guidance to other Departmental heads and governing bodies on various public works issues. Reviews designs and studies prepared for the City by Consulting Engineers.
10. Represents the Department and City on external matters when dealing with public and private agencies and organizations, the media, general public and state and federal agencies. Represents the Department on internal issues to the City Administrator and City Council, and other boards and governing bodies.
11. Serves as a resource to communicate engineering standards and ordinance requirements for project planning meetings, pre-construction meetings, or other communications for engineers, consultants, developers, residents, and technicians.
12. Manages Department capital projects including budget management and payments, and construction.
13. Plans, develops, bids, and manages the implementation of design and construction contracts and projects.
14. Directs the department's capital project design review and private development site plan review. Assists and guides engineering staff as needed.
15. Oversees services provided by external engineering vendors contracted by the Department.
16. Serves as the City's right-of-way administrator; reviews and processes applications for private use of the public right-of-way and make recommendations regarding the same.
17. Prepares National Pollutant Discharge Elimination Systems (NPDES) renewal permits and annual reports.
18. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to public construction projects and Department matters.
19. Responds to citizen complaints, concerns, or inquiries regarding the Department.
20. Responds to emergency situations outside of business hours as needed.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of civil engineering principles and practices.
2. Knowledge of methods and techniques in the design, construction and maintenance of municipal facilities and projects.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating and Capital Improvement Plan budget, including line-item budgeting, short and long-term capital planning.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.

35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work outdoors is limited.
- Work is generally in a moderately noisy setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Streets Superintendent | Reports to: Public Works Director |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 55 |
| Minimum Education: High school diploma or equivalent. Associate degree in Engineering, construction management, or a closely related field preferred. A combination of higher education for experience may be considered. | |
| Minimum Experience: Eight (8) years’ work experience in public works. Five (5) years of directly related progressively responsible supervisory experience. | |
| Minimum Certification: | |
| Other Requirements: Class B CDL driver’s license. | |

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Identifies training needs and opportunities for the division.
3. Implements the goals and objectives for department and division operations.
4. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department and division policies, procedures, and standards.

6. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Assists in the development of the annual department budget, providing budgetary requests for the Division's operational and capital needs. Monitors budget throughout the year.
8. Approves and records all streets invoices.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers, contractors, architects and surveyors within the City's purchasing guidelines and state rules and regulations.
12. Develop and prepare bids, contracts, and related reports specific to division operations.
13. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
14. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
15. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to infrastructure issues as needed.
16. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to streets/infrastructure matters.
17. Responds to citizen complaints, concerns or inquiries regarding streets.
18. Responds to and calls out after hours on-call crews for emergency requests.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
2. Knowledge of materials used in municipal street maintenance programs.
3. Knowledge of safe operations of heavy-duty trucks and equipment.
4. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
5. Knowledge of storm water drainage systems.
6. Knowledge of the Manual on Uniform Traffic Safety Devices (MUTCD) traffic safety standards related to signing, striping, and signalization of public roadways.
7. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---|
| Job Title: Administrative Assistant | Reports to: Public Works Director / Utilities Superintendent |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 10 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: Two (2) years' work experience in an administrative support position. | |
| Minimum Certification: | |
| Other Requirements: | |

POSITION SUMMARY

This position provides administrative and operational support to the Public Works Department; and provides courteous and efficient customer services to Smithville residents.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department assigned.

1. Provides first line customer service to internal and external customers; greets, receives, and screens visitors and customers.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
4. Composes routine correspondence; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Maintains department specific electronic and paper filing and record systems and documents to provide easy access to records and information; provides retention of records as required; assists with FOIA requests as requested.
7. Schedules appointments for department personnel as assigned.
8. Receives and processes payments, applying payment to proper account and providing receipt of transaction when necessary.
9. Verifies petty cash receipts for accuracy; balance daily cash intake drawer; resolves discrepancies.

10. Enters requisitions for purchase orders. Prepares invoice for payment approval.
11. Reviews and processes accounts payables for payment.
12. Compiles and reconciles monthly departmental purchasing card reports. Verifies coding of purchases, reviews supporting documentation, account number coding, reconciles vendor and credit card statements, and posts activity to general ledger and accounts payable.
13. Purchases and monitors office and operational supplies.
14. May assist in the preparation of budget documents as assigned.
15. May assist with updating department related web content and social media updates within city social media guidelines.
16. Assists other department personnel as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
2. Knowledge of administrative policies and procedures of the City.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Knowledge of computer software consistent for this position.
10. Ability to perform mathematical calculations required of this position.
11. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
12. Skill in researching and understanding complex written materials.
13. Ability to prepare and maintain accurate and concise records and reports.
14. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
15. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
16. Ability to handle sensitive interpersonal situations calmly and tactfully.
17. Ability to maintain professionalism at all times.
18. Ability to maintain effective working relationships with individuals within and outside the organization.
19. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
20. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May be subject to infectious diseases carried by animals when assigned to the animal shelter.
- Work requires wearing specialized personal protective equipment when assigned to the animal shelter.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---|
| Job Title: O&M Technician / Plant Operator I/II/III | Reports to: Utilities Operations Manager |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 15 /20 / 35 |
| Minimum Education: High School diploma or equivalent. | |
| Minimum Experience: I: Previous experience in utility maintenance or utility operation preferred. II: Four (4) years of related utility experience required to obtain certification. III: Five (5) years of related utility experience required to obtain certification. | |
| Minimum Certification: I: DS1 and Class D Wastewater Treatment Plant Operator Certification required within timeframes specified by City. II: DS2 and C and B Wastewater Treatment Plant Operator Certification. III: DS3 and B and A Wastewater Treatment Plant Operator Certification. | |
| Other Requirements: Valid Driver's License. | |

POSITION SUMMARY

This position is responsible for the maintenance of the City's water distribution and sewer collection systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Inspects, repairs, rehabilitates, and maintains the wastewater collection system, including locating sanitary sewer and water; repairing wastewater and water lines; installs flow meters; makes sewer taps; maintains air relief and sewer valves; and lift stations.
2. Inspects manhole covers.
3. Locates sewer and storm drains using electronic equipment.
4. Inspects, maintains, and repairs and wastewater lines and water lines.
5. Cleans, televises, and repairs sanitary sewers.
6. Transports equipment and materials to and from work sites.
7. Cleans, lubricates, and performs preventive maintenance or repair on equipment.

8. Reads meters and gauges to ensure plant equipment is working properly.
 - o Takes samples and run tests to determine the quality of the water being treated.
 - o Collects, prepares, and analyzes water, wastewater, and sludge samples.
 - o Collects and handles water and wastewater samples for process control and industrial sampling.
 - o Documents and prepares test results for Federal, state, and local reports.
 - o Calculates, reviews, and reports results.
 - o Confers with Manager on laboratory findings that may affect compliance with state and federal regulations.
9. Adjusts chemical feed rates and treatment plant processes added to the wastewater based on test results.
10. Operates, maintains, and performs repairs of the wastewater treatment facility, equipment, buildings, and grounds, including system lines, equipment, meters, and pumps.
11. Performs proper effluent quality monitoring, and all processes involved with facility functions, including sampling, monitoring, analysis, and treatment, as necessary.
12. Inspects system operations and equipment, diagnoses and repairs mechanical, electrical and process control problems.
13. Installs and replaces pumps, compressors, motors, and related equipment.
14. Lubricates bearings, replaces seals, gaskets, springs, and gears.
15. Inspects and cleans pumps, mechanical drives, electrical components, feeding systems, etc. as part of a formal preventive maintenance schedule to avoid unnecessary equipment malfunctions.
16. Performs routine building clean and grounds maintenance, including mopping, bush trimming, lawn mowing and similar activities.
17. Maintains and updates record keeping and performs data entry regarding equipment repairs, maintenance, and discharge monitoring data for various local state and federal reporting requirements.
18. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
19. Reports all accidents to the appropriate authority. Follows all policies for reporting.
20. Provides backup assistance to other department personnel as needed.
21. Performs emergency repairs and work, as necessary.
22. Reports to work for after hour needs, as assigned.
23. Other duties as assigned.

Additional duties assigned to Level II:

24. Maintains and repairs lift stations including electrical equipment, pumps, floats, structures, piping, and valves.
25. Inputs, updates, and maintains information and records using computer programs.
26. Operates sewer camera system to visually inspect and document sewer line conditions.
27. Adjusts, repairs, and replaces manhole rings and covers.
28. Maintains up-to-date records of all maintenance activities.
29. Informs plant personnel of test results to make necessary adjustments to plant processes.
30. Troubleshoots complex systems using a wide variety of diagnostic equipment to determine source of malfunction.

Additional duties assigned to Level III:

31. Collects wastewater samples for sanitary sewer overflows
32. Performs daily testing and lab work required by Federal, State, County, and local regulations.
33. Prepares maintenance monthly reports for the Missouri Department of Natural Resources.
34. Performs snow/ice removal operations at the treatment plant.

REQUIRED JOB COMPETENCIES

1. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
2. Ability to understand and follow oral and written instructions.
3. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
4. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
5. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
6. Ability to define problems, exercise sound judgment, and address a variety of situations.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Ability to maintain professionalism at all times.
9. Ability to work as a member of a team.
10. Ability to establish and maintain effective working relationships with others.
11. Ability to perform mathematical calculations required of this position.
12. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

Additional Competencies for Level II:

17. Basic knowledge of the principles and practices of wastewater plant, wastewater collection system, Lift station repair, water line repairs.
18. Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems. Knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to take liquid and solid samples and perform routine laboratory tests.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

Additional Competencies for Level III:

22. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.
- Periodically works in unsanitary and potentially hazardous areas and confined space.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|---|
| Job Title: Utilities Operations Manager | Reports to: Utilities Superintendent |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 50 |
| Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered. | |
| Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience. | |
| Minimum Certification: Class B Wastewater Treatment Plant Operator Certification. DS-III Public Drinking Water Distribution System Operator Certification. | |
| Other Requirements: Valid Driver's License. | |

POSITION SUMMARY

The Utilities Operations Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the water and sewer distribution/Wastewater Plant systems; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned crews. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.

4. Oversees all aspects of ongoing programs to include hydrants, valve, backflow, and inventory (repair parts, and bench stock for all aspects of water and wastewater distribution), and lift station maintenance.
5. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to water and wastewater distribution.
6. Organizes preventative maintenance, checks, and services of vehicles, tools, and equipment.
7. Produces monthly reports regarding work orders, water breaks, customer assistance and locates.
8. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
9. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
10. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
11. Provides support to assigned crew and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
12. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
13. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
14. Inspects work completed by crews to document if needed.
15. Monitors expenditures and approves purchase requests within assigned area of authority.
16. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
17. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
18. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
21. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of and extensive experience with the principles and practices of water distribution systems, sewage treatment and sewer collection systems.
2. Knowledge of Federal, State, county, and local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of the chemical and physical processes involved in the treatment of water or wastewater.
4. General knowledge of laboratory operations and water testing.

5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.
6. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
7. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
9. Ability to effectively utilize the principles of strategic and long and short-range planning.
10. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
11. Ability to research and analyze detailed information and make appropriate recommendations.
12. Ability to develop department goals and objectives.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
16. Knowledge of administrative policies and procedures of the City.
17. Ability to establish and maintain accurate records of assigned activities and operations.
18. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
21. Ability to think quickly, maintain self-control, and adapt to stressful situations.
22. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
23. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
24. Ability to instruct and train in methods and procedures.
25. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
26. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
27. Knowledge of computer software consistent for this position.
28. Ability to perform mathematical calculations required of this position.
29. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.

33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|---|--|
| Job Title: Utilities Superintendent | Reports to: Public Works Director |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 60 |
| <p>Minimum Education: High school diploma or equivalent.</p> <p>Associate degree in Engineering, an environmental science, or a closely related field preferred. A combination of higher education for experience may be considered.</p> | |
| <p>Minimum Experience: Eight (8) years' work experience in utilities management.</p> <p>Five (5) years of directly related progressively responsible supervisory experience.</p> | |
| <p>Minimum Certification: Class A Wastewater Treatment Plant Operator Certification.</p> <p>Class A Water Treatment Plant Operator Certification.</p> | |
| <p>Other Requirements:</p> | |

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Utilities Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned divisions. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Implements the goals and objectives for department and division operations.
3. Provides leadership and management to all assigned staff. Audits and inspects work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of regulation, policy, and procedure.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department policies, procedures, and standards.
5. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
6. Prepare, submit, and review reports required by the Missouri Department of Natural Resources.
7. Provides training for lab testing, chemical handling and other tasks as required. Ensures employees work in a safe manner.
8. Assists in the development of the annual department budget, providing budgetary requests for the Divisions' operational and capital needs. Monitors budget throughout the year.
9. Approves all related invoices.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers and contractors within the City's purchasing guidelines and state rules and regulations.
13. Develop and prepare bids, contracts, and related reports specific to division operations.
14. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
15. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
16. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to related infrastructure issues.
17. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to utility infrastructure matters.
18. Responds to citizen complaints, concerns or inquiries regarding utilities.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of the principles and practices of wastewater treatment systems, wastewater collection systems, water treatment, and water distribution systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
4. Knowledge of safety precautions and potential hazards encountered in maintenance activities.

5. Knowledge of the City's, Department's, and Divisions' operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.
36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|--|
| Job Title: Water Treatment Plant Shift Supervisor | Reports to: Water Treatment Plant Manager |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 40 |
| Minimum Education: High School diploma or equivalent. Associate degree preferred. | |
| Minimum Experience: Five (5) years' experience in water treatment and water distribution systems. Two (2) years' direct supervisory or lead experience. | |
| Minimum Certification: Class A Water Treatment Plant Operator Certification. | |
| Other Requirements: | |

POSITION SUMMARY

This position assists the Water Treatment Plant Manager with the supervision, coordination, and operation of the Water Treatment Plant during the second shift; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel during second shift. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Assists in the preparation of monthly required reports and submit to City, State and Federal agencies.
8. Assists the Water Treatment Plant Manager and Utilities Superintendent with budget preparation for all line items pertaining to the water plant.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
12. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
13. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
14. Performs daily inspections of the crews/project, reporting any issues to the Water Treatment Plant Manager concerning safety or repair and maintenance procedures.
15. Inspects work completed by crews to document if needed.
Assists in the planning and prioritization of necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
16. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
17. Responds to and calls out after hours on-call crews for emergency requests.
18. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
19. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.
6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.

8. Ability to obtain the knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to obtain the knowledge of administrative policies and procedures of the City.
16. Ability to establish and maintain accurate records of assigned activities and operations.
17. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
18. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
22. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
23. Ability to instruct and train in methods and procedures.
24. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
25. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
26. Knowledge of computer software consistent for this position.
27. Ability to perform mathematical calculations required of this position.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.

36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

| | |
|--|---|
| Job Title: Water Treatment Plant Manager | Reports to: Utilities Superintendent |
| Department: Public Works | FLSA Classification: Non-Exempt |
| Revision Date: June 2022 | Pay Grade: 50 |
| Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered. | |
| Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience. | |
| Minimum Certification: Class A Water Treatment Plant Operator Certification. | |
| Other Requirements: Valid Driver's License. | |

POSITION SUMMARY

The Water Treatment Plant Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the Water Treatment Plant; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Monitors and orders chemicals, supplies and service needs for treatment and maintenance of the plant.
8. Prepare monthly required reports and submit to City, State and Federal agencies.
9. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to the water plant.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
13. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
14. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
15. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
16. Inspects work completed by crews to document if needed.
17. Monitors expenditures and approves purchase requests within assigned area of authority.
18. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
19. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
20. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
21. Responds to and calls out after hours on-call crews for emergency requests.
22. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
23. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
24. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.

6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: RES 1135, Amendment to the Employee Handbook

REQUESTED BOARD ACTION:

A motion to approve Resolution 1135, amending the Employee Handbook.

SUMMARY:

There are four proposed amendments to the Employee Handbook. The first is section 6-12 Overtime and Compensatory Time. In this section staff has requested that additional language be added to accommodate Traffic Enforcement Overtime. The language states that police officers that work on a Traffic Enforcement Project through the State, the officer will be subject to be paid double time.

The second update is the addition of the paid holiday of the Monday following the celebration of Founders Day. This was added based on the discussion and direction of the Board of Aldermen during the October 4, 2022 Work Session.

The third update is the clarification of Section 10-9 Mandatory Vacation. Currently the policy states that an employee must take 40 hours of consecutive vacation time, not including holidays. Staff is proposing to change the language to include holiday time to alleviate the use of accrued holiday time. The new language states that an employee may use any holiday time within the required 40 hours of vacation time taken to meet the requirement of mandatory vacation time.

The fourth update is the deletion of Section 11-6 Evaluation for and/or Absence from Work Sick Days Related to COVID-19. In the early stages of the pandemic, the City followed federal guidelines and provided paid time off for employees who tested positive for COVID or had to care for a sick member of the family. The federal leave requirement expired in late 2020, but the City continued to provide administrative time off, with employees not required to take personally accrued sick leave time. On October 19, 2021, the Board of Aldermen approved Resolution 985, the Employee COVID-19 Policy. Through this policy, vaccinated employees have been able to continue to use up to 14 days of COVID leave if the employee has tested positive or if a member of their family that the employee cares for has tested positive for COVID-19. As guidelines change and the number of COVID cases declines, staff is recommending the deletion of this policy. With approval of this proposed deletion, any employee that tests positive for COVID will need to use their own accrued sick time.

PREVIOUS ACTION:

The Employee Handbook is reviewed and updated annually. The most recent changes were adopted by the Board on July 19, 2022, effective July 20, 2022.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: Employee Handbook Redline Version
- Contract
- Plans
- Minutes

RESOLUTION 1135

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE HANDBOOK

WHEREAS, the City of Smithville has adopted and set forth principles and procedures to be followed by the City in the administration of the City's personnel program. These principles and procedures were adopted to establish an efficient, equitable and functional system of personnel administration to govern the appointment, promotion, transfer, layoff, dismissal, discipline and other related conditions of employment; and,

WHEREAS, the update of Section 6-11 is recommended to put in place Traffic Enforcement Overtime for police officers; and,

WHEREAS, the update of Article 9 is recommended to include a paid holiday to employees of the Monday following the celebration of Founders Day; and,

WHEREAS, the update of Section 10-9 is recommended to allow employees to use holiday time to meet the requirement set forth within the mandatory vacation policy; and,

WHEREAS, the deletion of Section 11-6 is recommended to withdraw the Employee COVID leave policy; and,

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing policies and procedures as the principles and procedures which should be followed by the City in the administration of the City's personnel program; and,

WHEREAS, the Board of Aldermen of the City of Smithville states that each existing policy and procedure not specifically amended are hereby readopted in conjunction with the amendments set forth as the principles and procedures which should be followed by the City in the administration of the City's personnel program; and,

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the policies and procedures as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT, the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2022 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Employee Handbook

Effective ~~July 20~~October 18, 2022

**PERSONNEL POLICIES HANDBOOK
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ARTICLE 1 GENERAL PROVISIONS

Section 1-1 Purpose of Rules

It is the purpose of these rules to set forth the principles and procedures which will be followed by the City in the administration of the City's personnel program. They are intended to establish an efficient, equitable and functional system of personnel administration which governs the appointment, promotion, transfer, layoff, dismissal, discipline, and other related conditions of employment. They are not intended to be a contract between the City and its employees and do not create contractual rights for employees. The City reserves the right to change the Handbook at any time. Unless otherwise approved by the Board of Aldermen and subject to these policies and any applicable law, all City employees are employed on an at-will basis. This means that employment is not guaranteed for any specific duration of time, and the City retains the right to terminate an individual's employment at any time, with or without cause. No oral representations made by a City employee with respect to continued employment can alter this relationship. Likewise, no statement made in this Personnel Policies Handbook is intended to alter the at-will nature of employment with the City.

Section 1-2 Positions Covered by the Rules

These rules shall apply to all positions in all departments of the City and to such other positions as may be provided herein subject to applicable Missouri law.

Section 1-3 Administration of the Rules

The City Administrator, under the general supervision of the Mayor, shall be charged with the overall responsibility for the administration of these rules.

ARTICLE 2 DEFINITION OF TERMS

The following words and phrases shall have the meanings indicated throughout these rules except where the context clearly indicates otherwise.

Anniversary Date

Date of appointment or promotion to a position in the City; service or date of transfer to a different class in the City service for current period of continuous service.

Appointing Authority

The City Administrator or a designee of the City Administrator, or any person having the power by state law or other lawfully delegated authority to make appointment to positions in the City service.

Appointment

The designation to a position in the City service of a person who has qualified for the appointment through an appropriate selection process.

Board of Aldermen

The duly elected Board of Aldermen of the City or a designee when appropriate.

City Administrator

The duly selected City Administrator of the City or a designee when appropriate.

Class

One or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and that the same salary range may apply with equity.

Classification

The original assignment of a position to an appropriate class based on the nature, difficulty, and responsibility of work to be performed, work experience and minimum education.

Date of Employment

The date an employee starts work as a new hire or rehire.

Date of Termination

The date an employee separates from employment.

Demotion

The movement of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Department

Any of the departments under the jurisdiction of the Board of Aldermen, now or as hereafter established.

Department Head

The chief operating manager of any department.

Domestic Partner

A partner that is not legally married to or is not the domestic partner of anyone else; the domestic partners intend to remain each other's sole domestic partner indefinitely; the domestic partners live together in the same principal residence and intend to do so indefinitely; the domestic partners are committed to each other and share joint responsibilities for their common welfare and financial obligations and the domestic partners are not related by blood, closer than would prohibit marriage in the state in which they reside.

Exempt Employee

An employee who is exempted from the provisions of the Fair Labor Standards Act (FLSA) or who is not covered by the act, particularly as it relates to overtime.

Full-time Employee

An employee occupying a position included in the adopted annual budget that is neither specified part-time nor temporary employment, nor limited for a period of less than the budget year. Also, any employee occupying such a position established during a given budget year unless the appointing authority certifies that such position will not be continued in the succeeding year's budget. The hours of work are approximately 2080 per year.

Grievance

A complaint relating to employment, the application of personnel rules and regulations, working conditions, or relationships between an employee and a supervisor, other than discipline.

Human Resources Department

A subset of the Administration Department, typically the Assistant City Administrator.

Immediate Family

A spouse (to include domestic partner), parents (to include step-, in-laws and parents of domestic partner), siblings (to include half- and step-), children (to include step and foster), in-laws (to include daughter/son and brother/sister), Grandparents (to include step) and Grandchildren (to include step).

Introductory Employee

A full-time or part-time employee serving an introductory working test period.

Introductory Period

A working test period during which a newly appointed full-time or part-time employee is required to demonstrate fitness by actual performance of the duties of the position to which the employee is appointed.

Job Description

A written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a specific class from other classes.

Layoff

Employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.

Mayor

The duly elected Mayor of the City or a designee when appropriate.

Non-Essential Personnel

Employees whose job duties do not directly relate to the health, safety, and welfare of the community, ensure continuity of key City operations, or protect City properties.

Part-Time Employee

An employee who is regularly scheduled through the year, that may be specified in the annual budget as part-time and who work less than full-time employees, and are not temporary/seasonal employees.

Position

A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time, part-time, or temporary employment of one person.

Promotion

The movement of any employee from a position of one class to a position of another class having a higher maximum salary rate.

Qualifying Period

The working test period served by promotional appointees and employees transferred to a class dissimilar to the one previously held.

Reclassification

The official determination that a position be assigned to a class different from the one to which it was previously classified based on a gradual change in the position to include duties clearly outside of the current class or an immediate change in a position brought about by a division or department reorganization or redistribution of duties. Whether an employee shall be retained in a position after reclassification of the job shall be determined by the employee's qualifications for the position as reclassified.

Repositioning

The official determination that a class of positions be assigned to a different pay range based on "internal equity" (relationship with other City classes) or "external competitiveness" (relationship with wage and salaries paid in the comparable selected labor markets).

Resident

A person whose principal place of domicile is within the corporate boundaries of the City.

Temporary/Seasonal Employee

Terms used interchangeably to describe a position comprising duties which occur, terminate, and recur seasonally, intermittently or according to the needs of the department. Such position shall not require more than 1499 hours of pay in any continuous twelve (12) month period. The appointing authority shall assign a projected date of termination of less than one (1) year from date of hire and shall have such date made a part of the employee's personnel file.

Transfer

The movement of an employee from one department, division, or unit of the City government to another, from one position to another position of the same class, or to another class having the same maximum salary rate involving the performance of similar or dissimilar duties and requiring essentially the same basic qualifications.

Vacancy

A duly created position which is not occupied and for which funds have been provided.

ARTICLE 3 GENERAL EMPLOYEE POLICIES

Section 3-1 Equal Employment Opportunity

It is the intent of the City that all personnel activities be conducted in a manner that will assure equal employment opportunity for all persons, without regard to political affiliation, race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law. This policy shall include all personnel practices related to the employment process, promotions, demotion, transfer, layoff, termination, compensation, benefits, training, and general treatment of employees.

Section 3-2 Alcohol & Controlled Substance Use, Abuse & Testing Policy

A. Policy Objectives

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

To meet these goals, it is the policy of the City to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a workplace environment free from the adverse effects of alcohol and controlled substance abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

The purpose of this policy is to assure worker fitness for duty and to protect employees and the public from the risks posed by using alcohol and controlled substances. It is also the purpose of this policy to comply with all applicable federal and state regulations governing workplace alcohol and controlled substance abuse programs mandated under the above-noted acts. These acts mandate urine drug testing and breathalyzer alcohol tests for safety-sensitive positions and prevent performance of safety-sensitive functions when there is a positive test result. The federal law has also established standards for the collection and testing of urine and breath specimens, for the reporting of certain drug-related offenses, for protective measures for certain employees tested, for the preservation of confidentiality, and for certain reporting.

B. Applicability

This policy applies to all applicants and employees, including but not limited to managers, department heads, supervisors, full-time employees, part-time employees, off-site employees, and persons who perform safety-sensitive functions as these persons and activities are defined in the Omnibus Transportation Employee Testing Act and its implementing regulations, including but not limited to persons who are required to possess a CDL license for the operation

of a commercial vehicle and all law enforcement and emergency services personnel, as well as others in safety-sensitive positions in the jurisdiction. All contractors of the City shall be required to state in writing that they comply with the provisions of the act and its implementing regulations while engaged in services for the City or in activity while on City property as a condition of the award of any such contracts for services or work and the continuation of same.

C. Definitions

1. Policy Administrator: a City employee designated by the Board of Aldermen.
2. Commercial Vehicle: as defined in the Missouri statutes requiring a commercial drivers' license.
3. Delay: any failure to immediately report to the test site to participate in the required testing under this policy.

D. Policy Administrator

Unless otherwise designated by the City, the designated policy administrator for the City is the City Administrator, who shall be designated as the controlled substance and alcohol policy administrator. Any inquiries concerning this policy, its application, its administration, or its interpretation shall be made to the policy administrator.

The policy administrator shall develop and maintain a current list of the Positions that are governed by this policy. The list shall be available for inspection in the offices of the City Administrator. Individuals who are applying for positions with the City and affected employees shall be notified of the positions that are covered by this policy.

The policy administrator shall develop all forms necessary to carry out the provisions of this policy, unless the forms are provided under the federal regulations. The forms shall be provided to appropriate persons who are responsible for the implementation and management of this policy.

E. Alcohol & Controlled Substances Prohibitions

An employee is prohibited from the operation of a commercial motor vehicle and/or from engaging in any work-related functions for alcohol-related conduct: (1) while consuming alcohol; (2) while having a blood alcohol concentration of 0.02 or greater; (3) within four (4) hours of consuming alcohol; (4) after refusing to submit to an alcohol test; and (5) from consuming alcohol within eight (8) hours after an accident as specified in this policy.

An employee is prohibited from the unauthorized use of a controlled substance at any time, whether on or off duty.

An employee is prohibited from the unauthorized possession of alcohol while on duty and of controlled substances at any time, whether on or off duty.

Any employee convicted of illegal conduct related to controlled substances or alcohol or who fails to report such a conviction to the policy administrator shall be subject to immediate termination from service.

Any employee whose job performance requires the possession of a valid CDL and who loses the CDL for a violation of or because of the law shall be subject to disciplinary action up to and including termination from service. The employee shall notify the policy administrator and the employee's immediate supervisor of the loss of the CDL. Failure to notify the policy administrator of the loss of the CDL shall result in immediate termination from service.

Any employee who is consuming a prescribed or authorized controlled substance or other substance of any kind whose side effects may inhibit or impair the employee's performance shall provide written notice to the human resources department of such consumption upon reporting to work and prior to engaging in any work-related activity, or earlier if possible and shall provide a letter from the employee's physician stating that the employee does not suffer from any such side effects and therefore is capable of safely completing the employee's job description. Failure to report shall be cause for disciplinary action up to and including termination from service.

F. Controlled Substance & Alcohol Testing Provisions

Employees subject to this policy shall be subject to controlled substances and alcohol testing including the following types of tests: pre-employment testing; random testing (except as provided herein); reasonable suspicion testing; post-accident testing; return-to-work testing; and follow-up testing to rehabilitation programs.

1. Pre-Employment Testing: Pre-employment urine drug testing shall be required of all applicants for positions covered by this policy as a condition of the application procedure. Future employment as defined shall be considered as if the application was for original entry into service for purposes of this policy. Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety-sensitive functions, and the failure of a controlled substance or alcohol test disqualifies an applicant from appointment to employment for a period of at least 120 days. Evidence of the absence of controlled substances or alcohol dependency from a Substance Abuse Professional (SAP) and negative controlled substance and alcohol tests shall be required prior to further consideration for any employment, including reports from prior employers upon an employee's written authorization.
2. Reasonable Suspicion Testing: 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 a controlled substance or alcohol use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referral for testing shall be made based on documented objective facts and circumstances which are consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel who are trained to detect the signs and symptoms of controlled substance and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in the employee's work performance due to the use of the

controlled substance or alcohol. The observing supervisor or manager, whether or not the person is the employee's immediate supervisor, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing. Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than before eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing.

3. Post-Accident Testing: Post-accident testing shall be required to test employees after a vehicular accident has occurred in which a fatality has occurred, or when a traffic citation is issued to a City employee after an accident, or when disabling damage to one or more vehicles requires towing from the accident site to occur, or testing may be required where any accident (vehicular or involving equipment) results in injury to a person requiring medical assistance beyond first aid. Testing shall include both breath alcohol and urine drug testing of the employee(s). Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident. Transportation shall be provided by the employee's immediate supervisor.
4. Random Testing: Random testing shall be conducted on all persons covered by this policy. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year using an established scientifically based selection method. Testing shall be conducted whenever and as ordered by appropriate supervisory personnel, but no less frequently than required by federal law and regulations, and in such numbers as is minimally determined under the regulations.
5. Return-to-Work Testing: Return-to-work urine drug and alcohol testing for all employees covered by this policy shall be required for all employees who previously tested positive on a controlled substance or alcohol test. The employee must test negative and be evaluated and released to return to work by a SAP reasonably approved by the City before being permitted to return to work.
6. Follow-up Testing: Follow-up testing of employees returning to work shall be required. Employees shall submit to frequent, unannounced random urine drug and breath alcohol testing at least six (6) times in the following twelve (12) months after returning to work. Random testing may be continued for a period of up to sixty (60) months from the employee's return to work date. Any employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was provided at the same time as the original sample and the test analysis shall be conducted at a different qualified laboratory than where the original test was conducted. All costs for employee-requested testing shall be paid by the employee unless the second test invalidates the original test. An employee's request for a re-test must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the reasonable control of the employee. The method of collecting, storing, and testing the split sample required under this policy shall be consistent with the procedures established in 49 CFR Part 40.

7. Failure to Test: Any employee who fails to submit to the required testing under this policy is considered to have tested positive and shall be subject to all the consequences that flow related to positive testing.

Any employee ordered to test shall report immediately to the test site upon being ordered to submit to testing. No delay of any type may be granted or taken. Delay in reporting by the employee shall be treated as a refusal to test and shall subject the employee to all the consequences that flow related to positive testing. Failure to provide a sufficient sample or for providing an adulterated sample shall be considered as a refusal to test and shall subject the employee to all the consequences that flow. Any employee and/or applicant may be accompanied by a designated City employee to the testing facility and observed up until the time of the testing. However, with regard to post-accident and reasonable suspicion testing, employees shall be accompanied by a designated City employee to the testing facility and observed up until the time of the testing.

G. Testing Controls

1. Alcohol: Federal regulations require breath testing to be done on Evidential Breath Testing devices approved by the National Highway Safety Administration. An initial screening test is conducted first. Any result that is less than 0.02 blood alcohol concentration is considered negative. If the blood alcohol concentration is 0.02 or greater, a second confirmatory test must be conducted. Any employee who tests with a blood alcohol concentration of 0.02 or greater shall be removed from service for at least twenty-four (24) hours. Any employee who is found to have engaged in prohibited alcohol conduct under this policy shall be immediately removed from work-related activity; and the employee shall not be permitted to resume work until the employee is (1) evaluated by a SAP, (2) complies with the rehabilitation contract if such is required, and (3) has tested negative in a follow-up test.
2. Controlled Substances: Controlled substance testing is conducted by analyzing an employee's urine specimen performed at a laboratory certified and monitored by the U.S. Department of Health & Human Services for the following federally-controlled substances:
 - a. Marijuana (THC metabolite)
 - b. Cocaine
 - c. Amphetamines
 - d. Opiates (including heroin)
 - e. Phencyclidine (PCP)
 - f. Methadone
 - g. Barbituates
 - h. Benzodiazepines
 - i. Tricyclic antidepressant
 - j. Methamphetamine

The testing for controlled substances is a two-stage process. First a screening test is conducted. If the test is positive for one or more of the controlled substances, a confirmatory test is conducted for each identified controlled substance. The confirmatory test is a gas chromatography/mass spectrometry (GC/MS) analysis. Any employee who tests positive on the confirmatory test shall be interviewed by the City's Medical Review

Officer (MRO). The employee shall be immediately removed from work-related activity; and the employee shall not be permitted to resume work until the employee is (1) evaluated by a SAP, (2) complies with the rehabilitation contract if such is required, and (3) has tested negative in a follow-up test.

H. Employment Assessment

An employee who tests positive for the presence of controlled substances or alcohol above the minimum thresholds set forth in the federal regulations shall be evaluated by a SAP. The SAP shall evaluate each employee who tests positive to determine what assistance, if any, the employee needs in resolving problems associated with the controlled substance or alcohol.

Assessment by a SAP does not protect an employee from disciplinary action or guarantee continued employment or reinstatement by the City. The City's disciplinary policy provides guidance to the discipline that may be imposed.

I. Rehabilitation Effort

Any employee who is determined to need assistance for a controlled substance or alcohol-related problem under this policy by the SAP may be permitted to enter into a rehabilitation plan approved by the City, at no cost to the City, provided the employee agrees to adhere to the terms of the rehabilitation contract with the City.

Failure to complete the rehabilitation assistance plan or to adhere to the rehabilitation contract shall be considered a resignation by the employee from employment with the City.

The rehabilitation contract shall include the following terms and conditions to be adhered to by the employee who is granted rehabilitation assistance:

1. the employee shall agree to undertake and successfully complete the rehabilitation assistance plan established for the employee by the SAP or by a rehabilitation professional accepted by the City; and
2. the employee agrees to refrain from any violation of this policy and the use of controlled substances and alcohol consistent with the plan of rehabilitation and this policy; and
3. the employee provides a release of all medical records for use and review by the City relating to the rehabilitation assistance plan for the assistance undertaken and compliance; and
4. the employee agrees to unannounced random testing for City- determined periods of time subsequent to the employee's return to work consistent with this policy; and
5. the employee agrees to submit to return-to-work testing demonstrating that the employee is negative under controlled substance and/or alcohol test standards; and
6. the employee agrees that any future controlled substance or alcohol violations shall be considered as a resignation of the employee from City service without recourse.

J. Contractual Support Professionals

Other than as set forth herein, any testing done by the City or at the City's direction shall be done by an appropriately certified testing laboratory to conduct the controlled substance testing analysis and reporting required under this policy and under the federal regulations in conformity with the standards established under the federal regulations. The City may contract for the required alcohol testing or may perform the testing using qualified City personnel who utilize appropriate testing equipment.

The City shall engage the services of an independent contractor to serve the City as the MRO who is properly credentialed and trained in compliance with the federal regulations, who shall not be an employee of the City. The MRO shall, as a part of the engagement contract, maintain all relevant records and provide the required reports that the City needs to comply with the federal reporting requirements.

The City shall appoint a SAP for the providing of services under this policy and in compliance with the federal regulations.

K. Education & Training

The City shall provide all employees with a copy of this policy and access to materials related to the effects of the use and/or abuse of alcohol and controlled substances. The City shall also provide information to employees regarding treatment and rehabilitation available. Employees shall be required to confirm receipt of this policy and any revisions and of the educational materials in writing, noting the date of receipt and acknowledgement by signature witnessed by the supervisor providing the materials.

The City shall develop and provide training for all supervisors and managers who are responsible for the administration and enforcement of this policy. The training, at a minimum, shall include at least sixty (60) minutes of a program on the physical and behavioral effects on personal health, safety and on the work environment and performance indicators on the effects of alcohol use and abuse, the side effects of abuse, and the consequences of prohibited work-related activity involving alcohol consumption. The training shall include an overview of this policy and its implementation and application to employees. The training, at a minimum, shall include at least sixty (60) minutes of a program on the physical and behavioral effects on personal health, safety and on the work environment and performance indicators of controlled substances use and abuse, the side effects of controlled substance abuse, and the consequences of prohibited work-related activity involving controlled substances. Training shall also include a component related to objective observation for reasonable suspicion testing, documentation and record keeping. The training may also provide components related to City-sponsored or supported referral programs and employee assistance efforts that are sanctioned to deal with alcohol and controlled substance use and abuse problems.

L. Confidentiality

All records developed and/or acquired pursuant to this policy shall be maintained under strict confidentiality by the City, the testing laboratory, the MRO, and the SAP, when and as

applicable. The records shall be maintained separately from other personnel records kept by the City and shall be kept in a secured location with other medical records. Materials shall not be released to others without the written consent of the affected employee, except under provisions provided in the federal regulations, as needed with regard to the rehabilitation contract, in litigation or quasi-judicial and administrative proceedings related to positive test results and/or to matters initiated by an employee.

M. Disciplinary Issues

Unless otherwise specified in this policy, the City's policies related to disciplinary action shall be followed when imposing discipline for violation of this policy.

The acceptance by an employee of the rehabilitation assistance plan and contract does not serve as a bar to imposing disciplinary action related to violations of this policy, up to and including termination.

Any supervisor or manager who knowingly permits an employee to violate this policy or engage in work activity while consuming alcohol or a controlled substance or fails to enforce this policy shall be subject to immediate termination from employment.

This policy does not displace any other penalties that may be imposed or be incurred because of violation of City policy or state and federal laws, or as provided in the workers' compensation laws.

N. Coordination with Other Laws & Policies

This policy shall be administered in compliance with other federal, state and local laws related to employee health & welfare policies, leave policies, benefit programs and other related policies of the City. In the case of apparent conflicts between this policy, other policies, and applicable laws, the policy administrator shall make the appropriate rulings to resolve the potential conflicts, whenever possible.

If any part of this policy is judicially determined to conflict with any law or to be in violation of any law or is rendered ineffective because of some state or federal legislative enactment, that part(s) shall be void, but the remainder of the policy shall remain in effect. Parts that are void or voided shall be replaced as soon as possible to maintain the full effect of this policy and/or to bring it into compliance with relevant laws.

O. Amendments

This policy is subject to amendment by the City from time to time. Amendments that are made shall be provided to employees upon adoption and shall become effective as provided by the policy administrator.

P. Drug Awareness Program

Employees are made aware of the drug-free workplace policy and the dangers of drugs in the workplace through the display and distribution of informational material. For employees

performing safety-sensitive functions, which include any duties related to the safe operation of City vehicles or equipment, the information includes the effects and consequences of drug use on personal health, safety and the work environment, and the manifestations and behavioral cues that may indicate drug use and abuse. Supervisors shall receive training on the physical, behavioral, and performance indicators of probable drug use. The program also includes information about the availability of drug counseling and rehabilitation as provided by the Employee Assistance Program.

Q. City's Right to Test

An individual may not be hired to perform a safety-sensitive function unless the individual passes a drug test of urine for evidence of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. All new hires and re-hires of full-time, part-time, or temporary/seasonal employees may be required to take a urine or other medical test and to agree in writing to allow the results of those tests to be furnished to and used by the City. Those persons who do not pass such test(s) shall not be employed.

Section 3-3 Health and Safety

All employees shall be responsible for performing work assignments in a safe manner. Prime consideration shall be given to safety in all work situations.

A. All employees shall:

1. be thoroughly familiar with safety requirements and practices applicable to their respective work assignments;
2. actively observe safety practices, and report unsafe or potentially dangerous conditions and accidents or injuries to their supervisor immediately;
3. refrain from engaging in horseplay, wrestling, hazing of co-workers, and any other unsafe practice under penalty of disciplinary action up to and including dismissal;
4. wear protective equipment, use protective devices and wear safety belts in all City vehicles so equipped;
5. report to supervisors any suspension, revocation or other loss or potential loss of the right to legally drive a motor vehicle if driving a City vehicle is a responsibility or privilege of the job;
6. be properly licensed at the time of employment or assignment to a vehicle (if they are responsible for driving City vehicles) and, upon each license renewal date, must complete driver training or driver performance qualification checks as required by the department before operating City vehicles.

B. The City will pay for immunizations when approved by the City Administrator.

C. The City may retain a physician(s) to perform services for the City. These services may include post-offer employment physicals, disability retirement physicals, examinations and/or treatment of on-the-job injuries, and verification of illness and/or injury, among other services. An employee may be directed by his supervisor to see the retained physician(s) at the expense of the City, and it will be the responsibility of the employee to make any scheduled

appointments with the retained physician(s). For charges not covered by Workers' Compensation, the City will pay for the cost of the examination only. Any referral or additional charge outside the examination can be submitted to the City's health insurance plan, with the employee responsible for any portion not paid by the health plan.

- D. Safety eye glasses and safety boots or shoes shall be provided for all employees whose jobs warrant such protection as designated by the department head. The City will provide a limited number of styles meeting safety standards from which employees may select.
- E. Safety shoes, boots and glasses will be repaired or replaced by the City as necessary. Replacements and repairs may be made without cost to the employee if the shoes, boots or glasses are damaged during the employee's job performance or when an eyeglass prescription changes. Employees must present their damaged shoes, boots and glasses to the supervisor to obtain permission before obtaining replacements.

Section 3-4 Smoking Cessation and Smoking Permitted Areas

The City maintains a tobacco-free environment for the preservation and protection of the health of our employees and the public. "Tobacco Product" means any product that is made from or derived from tobacco, and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, or an electronic smoking device. The term includes any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, or liquids used in electronic smoking devices. Tobacco product does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

Tobacco use is prohibited inside City-owned office buildings, while operating City-owned vehicles and equipment, and while performing the duties of the job.

Smoking Permitted Areas are limited to one each at City Hall, Street Department building/Water Plant, Parks Department building, and Wastewater Plant. Smoking Permitted Areas are designated by department heads and approved by the City Administrator, identified by signage, and may be utilized by employees only prior to the employees' scheduled start of work time, during authorized employee breaks, or after the employees' scheduled ending work time.

Section 3-5 Applicants and Employees with Disabilities

Assistance shall be available to applicants with disabilities who may require personal assistance to participate in the selection process. Such assistance shall include but not be limited to providing readers for the vision-impaired and written materials for the hearing-impaired.

In determining whether an applicant or employee with a disability shall be accommodated, the following shall apply. The applicant or employee must make a documented request for reasonable accommodation. The department head and human resources department shall consult with the

disabled individual regarding an appropriate accommodation. If the accommodation does not impose an undue hardship, the accommodation shall be implemented.

Assessing the reasonableness of the possible accommodations shall include the following factors:

1. how well it accommodates the needs of the individual with a disability;
2. how reliable it is;
3. whether it can be made available in a timely manner;
4. and whether it imposes an undue hardship defined as an action requiring significant difficulty or expense.

The City Administrator, under the supervision of the Mayor, shall make the final decision as to whether the accommodation is reasonable and does not present an undue hardship.

Employees and applicants with disabilities shall be afforded a procedure that provides for prompt and equitable solutions to complaints. Employees shall utilize the grievance procedure described in Article 17 of this manual. Applicants shall use the procedure found under the special policy of the City relating to disabilities and the accessibility of services.

Section 3-6 Attitude and Appearance

A friendly and courteous attitude by City employees toward the public and coworkers is required at all times. Similarly, employees are expected to deliver prompt, thorough, and efficient service to citizens to the best of their ability. All employees are required to maintain a neat and clean personal appearance. Each employee shall be subject to specific department rules and regulations concerning proper clothing, personal hygiene, and grooming. For certain employees, the department should require shirts with the City of Smithville logo.

Section 3-7 Uniforms; Clothing Provisions

The City will provide for the uniform and special clothing needs of its employees. The needs will be met by the purchase or lease of the appropriate uniforms and clothing, and generally may include dry cleaning services where necessary. The employee will be responsible for the proper care and use of clothing and uniforms and the laundering of same, if appropriate.

A uniform allowance may be provided to employees to purchase any additional required special clothing. It will be the responsibility of the employee to adhere to required uniform policies approved by the City.

Section 3-8 Commercial Drivers' License

The law requires employers to make certain that drivers of "commercial vehicles," including certain City vehicles, have the required class of commercial drivers' license for the size and type of vehicle they are required to drive. Depending on the particular job requirements, City employees may be required to possess a special class of license. The State may require a written test covering the class of vehicle operated and the applicable endorsements and restrictions.

Endorsements for hazardous materials, passenger, tank vehicle, double/triple trailer and restrictions for air brakes may also be required. Written testing varies with the class of license and the endorsements and restrictions. The actual driving test must be taken in a vehicle falling in the class applied for.

The City may provide employees with the training and assistance necessary to comply with the licensing requirements as follows:

1. up to four (4) hours training on the written testing materials;
2. up to two (2) hours training on the pre-trip portion of the test on a vehicle similar to the one the driver would drive during the testing;
3. and/or making an appropriate vehicle in the class an employee must be licensed in available to the employee for road testing and allow time for the testing.

Employees shall be required to have and maintain the necessary class of drivers' licenses at their expense.

Section 3-9 Weapons

To improve the overall safety of the workplace, employees (other than City Police Officers) are not permitted to bring weapons to work or carry weapons in City vehicles. Prohibited weapons include guns, switchblades, or other knives (deemed to be dangerous or illegal), hunting bows, explosives, or other items which could be construed as weapons, such as paintball/air soft guns. A violation of this policy will be considered a serious offense, and employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

Nothing in this Section shall preclude the Mayor and any member of the Board of Aldermen, or any Committee appointed by the Board of Aldermen who holds a valid State of Missouri concealed carry endorsement from carrying a licensed concealed firearm in compliance with the Missouri concealed carry law at a meeting of the City Board of Aldermen or City Committee of which they are a member.

Section 3-10 Workplace Violence and Threats

The City is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The City will not tolerate incidents of violence because such incidents are contrary to and interfere with City objectives. Acts of aggression are often precursors to actual violence so the City will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

This policy defines aggression broadly as any of the following: unwelcome forceful physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communications, whether oral, written, or nonverbal, made in person or communicated by any other means; vandalism; arson; sabotage; throwing objects; unauthorized possession or use of a weapon on City property; or any other acts or communications of a similar nature. This policy also covers interpersonal conflicts occurring away from work that may create the risk of aggression

resulting from such conflicts being carried out while at work. All City employees are required to immediately report any acts or threats of aggression to the human resources department, the City Administrator, and the Chief of Police. A violation of this policy will be considered a serious offense, and employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

Section 3-11 City's Right to Search

When the City has reason to believe an employee is violating any policy regarding contraband or controlled substances or other rules, the employee may be asked by the City to submit immediately at any time (including breaks and the meal period) to a search of the person and/or to make the employee's locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, vehicles, or any other receptacle the employee uses or has access to, available for inspection. Entry on to City premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by the City constitutes insubordination and a violation of City policy which will subject the employee to disciplinary action up to and including termination.

ARTICLE 4 PAYROLL

Section 4-1 Pay Periods; Pay Days

Pay days shall be on a bi-weekly schedule with pay day on the Friday after the completion of the pay period. Pay periods shall run from Sunday through the following second Saturday.

Section 4-2 Direct Deposit

All employees are required to participate in direct deposit as a condition of employment. Employees are allowed to select the financial institution that will receive the direct deposit.

Employees must complete a Payroll Direct Deposit application form to participate. The completed application authorizes the City to deposit (credit) the employee's net pay into a designated checking or savings account. It also authorizes an employee's account to be debited only when an error has occurred in a payment to the employee.

Payroll direct deposit of the employee's net pay will begin the pay cycle following the acceptance of a properly completed application form. The City will conduct payroll direct deposit through the automated clearing house system (ACH), utilizing an originating depository financial institution. The rules of the National Automated Clearing House Association (NACHA) and its member local Automated Clearing House Associations shall apply, as limited or modified by law.

ARTICLE 5 INTRODUCTORY AND QUALIFYING PERIODS

Section 5-1 Purpose

An introductory working period shall be an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee or rehired employee to the position, and for replacing any employee whose performance does not meet the required work standards. A new employee who has not successfully completed an introductory period and/or extension thereof, shall not have access to grievance or appeal privileges.

Section 5-2 Duration

All original appointments and re-employments to full-time and part-time positions shall be tentative and subject to an introductory period. For entry-level personnel in the law enforcement department, this period shall be for at least one (1) year from the date of employment and 18 months for all Police Academy Recruits. All other appointments shall be subject to an introductory period of at least six (6) months.

Section 5-3 Evaluation and Counseling

During the employee's introductory period work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by the supervisor, department head and other appropriate City officials. Supervisors shall observe the employee's work performance and shall counsel an introductory employee whose work performance is marginal or inadequate. Employees should be notified in writing of the steps that must be taken to achieve an acceptable level of work performance.

Section 5-4 Extension of Introductory Period

With the approval of the City Administrator or of a department head, the original introductory period may be extended to a maximum of fifty (50) percent of the original length of time if circumstances warrant an extension.

Section 5-5 Termination During Introductory Period

An employee terminated during the introductory period shall not have access to grievance procedures. The department head shall fill out the appropriate personnel action forms when a decision on termination has been made, and such termination will be official when such forms are signed by the City Administrator and filed with the human resources department. If the introductory employee fails to meet required standards of performance, such employee is to be dismissed. During the introductory period for new employees, the employee is not eligible to use sick or vacation leave, except with the direct permission of the department head, but will earn credit for those to be taken at a later date. Wages for designated holidays falling within the introductory period will be paid to introductory employees.

At the end of each employee's introductory period, the department head shall complete a probationary report and notify the City Administrator and the human resources department in writing that either:

1. the employee has successfully completed the introductory period and can perform the duties of the position satisfactorily, and is henceforth to be considered a full-time employee with all the rights and privileges due such an employee; or
2. the employee has not demonstrated ability to perform satisfactorily the duties of the position and is to be separated from city employment, or if promoted from another position, returned to the previous or similar classification.

ARTICLE 6 COMPENSATION PLAN

Section 6-1 Authority to Establish Salaries

The City shall establish pay ranges for the officers and employees under the jurisdiction of the City.

Section 6-2 The Compensation Plan

The compensation plan for the City service shall include:

1. a schedule of standard salary ranges and rates of pay indicating the minimum and maximum rates of pay for each classification approved for City use, or as otherwise established by law;
2. a list of classes of positions with the salary range number and minimum and maximum rates of pay shown for each class of positions;
3. supplements, amendments, and/or revisions, from time to time, as passed by the City; and
4. job descriptions of each position.

Section 6-3 Standards for Determination of Pay Ranges

Pay ranges shall be related directly to the salary schedule set by the Classification and Compensation Study completed and approved by the Board of Aldermen on January 18, 2022. Placement of an employee in specific pay ranges shall be determined with due consideration to ranges of pay for other classes, the relative difficulty and responsibility of work, market analysis, and internal equity. The minimum and maximum rates of each pay range shall be reviewed annually with the adoption of each budget, considering the above factors, cost-of-living factors, and the financial policies and economic considerations of the City.

Section 6-4 Amendment of the Compensation Plan

Any department head in the City service may initiate a written request to the City Administrator for the amendment of the pay plan. The City Administrator shall study and make a determination concerning the request and shall notify in writing, the person and department concerned of the disposition of the request.

Prior to the preparation of each annual budget, as well as at other times, the City shall make comparative salary studies as deemed necessary concerning factors affecting the level of salaries in the City service. Based on the information derived from such wage and salary studies, the City shall adopt such repositioning of classes pertinent to the internal equity and external competitiveness of the overall compensation program.

In arriving at such salary recommendations, the City Administrator shall take into consideration the advice and suggestions of department heads and appointing officers as to the duties, degree of responsibility, and working conditions involved. Recommendations made for the amendment of the compensation plan for repositioning or reclassification of specific classes of positions shall

be considered by the City. When adopted by the City, these amendments shall become part of the compensation plan and shall become the current official salary schedule applicable to the respective classes of positions as enumerated therein, and shall be used by all departments in connection with all payrolls, budget estimates, and official records and reports relating to salaries and wages of positions in the City service.

Section 6-5 Total Remuneration

Any salary rate established for an employee shall be the total remuneration for the employee, exclusive of overtime services, not including reimbursement for official travel or other authorized allowances. Except as otherwise provided in this article, no employee shall receive pay from the City in addition to the salary authorized under the schedules provided in the pay plan for services rendered, either in the discharge of ordinary duties or any additional duties which may be imposed or which the employee may undertake or volunteer to perform.

In any case in which part of the compensation for services in a City position, exclusive of overtime services, is paid by another department, division, or an outside agency such as the City, state, or the federal government, or from a different fund or account, any such payments shall be deducted from the compensation of the employee concerned, to the end that the total compensation paid to any employee from all sources combined for any period, shall not exceed the amount payable at the rate prescribed for the class of position to which the employee is certified and assigned.

Section 6-6 Dual Employment Prohibited

No full-time employee holding a position in the City service shall be eligible for employment in any additional position in the City service.

Section 6-7 Special Assignments

Employees assigned to undercover work which causes the individual to mock employment with an organization other than the City shall reimburse the City for any earnings in excess of earnings provided by the City.

Section 6-8 Application of the Compensation Plan

The compensation plan, containing standard salary ranges for respective classes of positions, shall be applied to all such classes of positions in accordance with the following:

1. Rates: all rates prescribed in the ranges of pay represent the total remuneration, including pay in every form authorized for full-time employment. Where employment in a position is on a part-time basis, that is, where the week's work is less than an ordinary work week, or where the day's work totaled weekly on a continuing basis consists of less than the ordinary work week total, or where the day's work on a continuing basis consists of less than the ordinary number of working hours of an ordinary working day, such service shall be compensated on the basis of the equivalent hourly rate for full-time employment.
2. Minimum and maximum salaries: under each salary schedule there are set forth a minimum and a maximum salary rate. Except as otherwise provided in these rules, appointment to

any position shall be offered at the minimum rate. Any appointment may also include negotiation based on experience and education and the approval of the City Administrator. Advancement may be accomplished based on meritorious service and efficiency evidenced through annual performance appraisals or increased certifications.

3. Part-time and temporary employment: Part-time or temporary employees shall be compensated based on the equivalent hourly rate paid for full-time employment and shall be paid for only those hours which they work.

Section 6-9 Salary Advancements

Merit salary advances may be made to employees who have not reached the maximum in the salary range only in accordance with the following rules. Merit increases must be substantiated by "successful" or better performance as documented through the performance appraisal process.

Merit increases may be given as approved by the City Administrator and/or department heads within the budget approved by the Board of Aldermen.

Department heads may establish, subject to the approval of the City Administrator, career development plans for positions within their departments. The purpose of the establishment of these plans shall be to provide career paths for employees to reward experience and reduce turnover. Any approved career development plan must be turned in to the human resources department for proper filing.

Section 6-10 Pay Rate Adjustments

The following personnel actions may affect the pay status of an employee in the manner provided:

1. Transfer: when an employee is transferred between departments and divisions of the City government or between classes with the same maximum salary rate, the salary rate of the employee will remain unchanged unless the current rate is below the minimum pay rate established for the class to which the employee is transferring.
2. Promotion: when an employee is promoted from a position in one class to a position in another class having a higher maximum salary, the salary rate of the promoted employee may be increased to the higher new minimum salary.
3. Demotion-Involuntary: when an employee is involuntarily demoted from a position in one class to a position in a class having a lower maximum salary rate, the salary rate of the employee shall be reduced to within the pay range established for the class to which the employee is demoted, and the employee shall not be eligible for promotion or a merit salary increase for a period of one (1) year from the date of demotion.
4. Voluntary Reduction: when an employee is voluntarily reduced from a position in one class to a position in a class having a lower pay range, the rate of pay for the employee shall be reduced if necessary to place it within the pay range assigned to the lower class. The employee shall not be eligible for promotion or a merit salary increase, if not at the top of the range, for a period of six (6) months from the effective date of reduction.
5. Reclassification: when a position is reclassified to a class having a lower maximum salary rate than an employee's current position, and this action is for the benefit of the City and the incumbent, and is not a demotion, the employee shall retain the same rate of pay in

the new position as the employee had in the previous position. This action shall not affect the employment anniversary date. When a position is reclassified to a class having a higher maximum salary rate than an employee's current position, the employee's salary may be increased at least to the minimum of the new range or if already at or above the minimum, may be raised further.

Section 6-11 Temporary Assignment to Higher Level Position

Employees who are promoted temporarily, for a period of five (5) consecutive days or longer to perform all the duties of a supervisory position in a class with a higher maximum salary than said employee's current salary shall have their salaries temporarily increased to the minimum salary range of the supervisory position for the time said employee performed the supervisory duties.

Section 6-12 Overtime and Compensatory Time

Supervisors shall develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. It is the responsibility of each employee to work as efficiently as possible to accomplish job tasks during regularly scheduled work hours. All overtime or arrangements for overtime work shall be approved by the department head in advance. A determining factor in the approval of overtime work is whether the work could be accomplished through rescheduling of employee work hours and allowance of time off in the same work period. These factors reduce the burden of overtime on employees and avoid accrual of comp time and excessive overtime payments. Overtime is based on work hours in excess of forty (40) hours in a 168-hour period during seven (7) consecutive 24-hour periods (standard work week). A standard work week shall commence at 12:00 a.m. Sunday morning and continue until 11:59 p.m. the following Saturday. Hours worked in excess of a standard work week or duty tour by employees covered by the provisions of the Fair Labor Standards Act (FLSA) shall be compensated by payment at one and one-half (1½) times the straight hourly equivalent rate for the classification or by the award of compensatory time off equal to one and one-half (1½) times the overtime hours worked at the discretion of the City Administrator. Hours worked shall only include hours actually worked on the City's behalf. [For clarity, hours worked is as defined in the FLSA and does not include vacation, personal, military leave, emergency leave, jury leave, disability leave and sick leave hours.]

Compensatory time shall be allowed for nonexempt employees only with approval from their supervisor prior to the hours being worked. If approved by a supervisor, the employee must take compensatory time in the same pay period in which it was accrued. For exempt employees, overtime is considered part of their job responsibility and does not justify overtime pay or compensatory time. Notwithstanding the foregoing, compensatory time off may be granted to exempt employees for overtime work under exceptional circumstances as the City Administrator may authorize.

Department heads may require, out of necessity for the expeditious conduct of public business or for the protection of the public business or for protection of the public health, safety, or welfare, that an employee work overtime. Failure to comply with such requests shall constitute a violation of these rules and regulations and provide grounds for disciplinary action as herein provided.

Notwithstanding the above, Law Enforcement personnel, under the provisions of the 207(k) exemptions of the Fair Labor Standards act (FLSA), shall be paid overtime for hours worked in excess of 80 hours during a 14-day work period, which for purposes hereof, will be the same as the pay period.

In the instances of Traffic Enforcement Overtime, Police officers will be paid at the rate of two times their rate while working on the Traffic Enforcement Project approved by the Board of Aldermen prior, regardless of hours worked during the pay period.

Section 6-13 Call-Back and On-Call Time

Callback Definition: A call back occurs whenever an employee is required to return to work after they have left work at the end of normal shift for that day.

Employees who have left their normal workplace and who are called back to work shall be credited for actual time worked regardless of the number of individual calls or a minimum of two (2) hours, whichever is greater, except the minimum guarantee shall not apply to calls which occur within two (2) hours of a scheduled reporting time. All call-back time shall count as hours worked, including minimum guarantee time. Employees shall accumulate time from the time they begin to perform services for the City until they complete the services or are relieved from duty.

Employees who are required to appear in court in conjunction with their duties for the City shall be treated as called-back employees if the court appearance does not fall within their work schedules.

On-Call Definition: Some employees will be required to rotate on an on-call basis to provide adequate call-back coverage. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their department.

Department Heads in consultation with Human Resources are responsible for determining the need for On-Call availability and for assigning employees to On-Call status. The supervisor of the employee assigned to On-Call status shall maintain a roster of all qualified employees who may be required to be On-Call. An equitable rotation policy shall be followed in requiring employees to be On-Call.

Employees scheduled and performing on call duty shall be paid one (1) hour regular pay for each weekday and two (2) hours pay for each weekend day and holiday in an on call status regardless of whether or not they are called in to work. Employees who are on call are required to answer the call to return to work within one hour.

ARTICLE 7 PERFORMANCE APPRAISAL

Section 7-1 Responsibilities

The City Administrator, in conjunction with the human resources department, shall develop and maintain an employee appraisal system for the purposes of evaluating individual work performance, identifying training needs and employee development opportunities, and for improving the efficiency and productivity of the City workforce. The human resources department shall develop and cause to be maintained formal procedures to (1) ensure timely completion of employee performance appraisal forms, (2) periodically review the evaluations of employees within department and work units to ensure the equitable administration of the system, and (3) make such studies and recommend such modifications or revisions as may be necessary to improve the system or process.

No later than ten (10) calendar days before an evaluation is due, the department head shall notify the person responsible for the evaluation.

Each department head or supervisor who reviews or conducts an evaluation shall be responsible for its quality, consistency, equity, and timeliness.

No public disclosure of an employee's performance appraisal record shall be made except as set required by law or without the permission of the employee and the City Administrator. Such record shall be made available upon request to the employee; to an appointing authority when needed in connection with a potential action for promotion, transfer, demotion, or dismissal of the employee; or other appropriate officer when needed in connection with an adverse action, grievance, or other relevant matter requiring such information; and to official investigatory agencies after a determination by the City Administrator that such disclosure is in the public interest.

Section 7-2 Employee Performance Appraisals

Prior to the expiration of an employee's introductory or qualifying period, completed performance appraisal forms must be submitted to Human Resources. Original appointees must obtain an appraisal of successful or better to complete the period. Failure to obtain an evaluation of acceptable or better shall result in dismissal or extension of the introductory period as provided in Article 6.

Failure of a promotional appointee (current employee given a promotion as set forth herein) to obtain an evaluation of acceptable or better shall result in the reassignment of the employee to a position in the class held prior to the promotional appointment provided a vacancy exists.

Full-time and part-time employees shall be evaluated at least annually by the end of the calendar year or such other time as deemed appropriate by the City Administrator. An

evaluation of "successful" or better is required to qualify employees for a pay increase within the range of their classification. Employees receiving an evaluation of "needs improvement" must be placed on a performance improvement plan. A performance improvement plan is a tool to give an employee with performance deficiencies the opportunity to succeed.

ARTICLE 8 WORK SCHEDULES AND ATTENDANCE

Section 8-1 Regular Working Hours; Exceptions

Regular working hours for all full-time employees shall be forty (40) hours in any five (5) consecutive eight (8) hour days, except as noted below, provided approved prior to implementation by the City Administrator.

Department Heads shall arrange work schedules to meet the needs of the City service and may allow variable or flexible work schedules, providing that all work schedules for full-time employees shall not be less than eighty (80) hours in each bi-weekly pay period.

Section 8-2 Work Schedules Determined by Department Head

The work schedules for employees shall be determined by the department head. Department heads shall maintain work schedules for all employees under their supervision on a current basis and give reasonable notice of changes in work schedules.

Section 8-3 Required Attendance

Regular and punctual attendance at work shall be required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance shall be subject to disciplinary action.

Section 8-4 Closure of Buildings

The City Administrator, Mayor, or their designee shall be the only person authorized to release non-essential persons due to closure of a building. Employees shall be compensated their regularly scheduled pay for the day of closure if the closure is determined prior to their scheduled start time and if the employee does not have pre-approved leave time scheduled. Employees shall be compensated for the remainder of their days' pay if the closure is made after the start of their scheduled start time and the employee reported to work.

Section 8-5 Telecommuting Work Schedule

Eligible employees may qualify for telecommuting. Eligibility and terms for telecommuting are outlined in Section 20-8.

ARTICLE 9 PAID HOLIDAYS

All full-time and part-time employees (see below), shall receive compensation for the following holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans' Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day
- ~~10.11.~~ Monday following the Celebration of Founders Day
- ~~11.12.~~ Two floating holidays

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. Employees required to work on a holiday shall be compensated in money for time worked on the holiday.

All full-time employees shall receive pay for 8 hours on any holiday. All part-time employees shall receive pay for 4 hours on any holiday. Any hours actually worked on the holiday will count in addition to the hours granted for the holiday.

The Mayor shall be the only person authorized to declare special holidays or days off as an unusual need or circumstance may occur.

Any employee absent without authorized leave on the day preceding and/or following a holiday shall not receive regular compensation for the holiday. Employees may not work additional hours prior to or following a holiday to prevent use of leave time on regularly scheduled work days immediately preceding and/or following a holiday.

Given the nature of the Public Works, Utilities and the Police Department, the department heads and the Chief of Police or their designee shall be responsible for scheduling employees to work holidays.

Employees shall be granted two (2) floating holidays. Employees with a beginning date of employment after June 30, will only receive one (1) floating holiday for that calendar year. Floating holidays must be used within the same calendar year as they are accrued and cannot be carried over to the next calendar year. They must be taken in their entirety and may not be used in increments. To take a Floating Holiday, employees must give their supervisor a

minimum of seventy-two (72) hour notice. Employees will not be paid for any unused Floating Holidays upon separation of employment, and they may not be taken once a separation date has been announced.

ARTICLE 10 VACATION LEAVE

Section 10-1 Amount

Every full-time employee in the City holding a permanent status shall be allowed annual vacation leave with pay. Vacation leave shall be credited bi-weekly as follows:

1. until their fifth (5th) anniversary date of continual service, full-time employees will accrue 104 hours annually, distributed evenly over 26 pay periods; and
2. After their fifth (5th) anniversary date of continual service, until their tenth (10th) anniversary date of continual service full-time employees will accrue 136 hours annually, distributed evenly over 26 pay periods; and
3. After their tenth (10th) anniversary date of continual service, until their fifteenth (15th) anniversary date of continual service, full-time employees will accrue 168 hours annually, distributed evenly over 26 pay periods; and
4. After their fifteenth (15th) anniversary date of continual service, full time employees will accrue 200 hours annually, distributed evenly over 26 pay periods.

Every part-time employee in the City classified service holding a permanent status shall be allowed annual vacation leave with pay. Vacation leave shall be credited bi-weekly at a rate half that of a full-time employee.

Vacation time may be taken at any time following its accumulation, except during an introductory period.

Section 10-2 Accrual

Vacation leave credit may be carried from one year to the next. Provided however, that the maximum amount of vacation time which may be accumulated shall be an amount equal to one and one-half (1½) times the amount of vacation time which can be earned in any one (1) year.

Vacation leave shall not accrue while the employee is absent from work without pay or is receiving benefits from a retirement system, long-term disability insurance, or Workers' Compensation.

If an employee leaves City service and is re-employed any time after a period of ninety (90) days, vacation is considered as for any new employee. Otherwise, the employee may accrue vacation commensurate with total years of service.

Section 10-3 Payment Upon Separation

Any full-time Employee leaving the municipal service who has given the required notice and who is not terminated for cause, shall be compensated for credited and unused and accrued vacation leave as set forth in Section 10-2 above, to the date of his or her separation, provided he has been in the City service for at least one (1) year.

Section 10-4 Holidays Occurring During Vacation Period

Any official holiday as set forth in Article 9 which may occur during an employee's scheduled vacation period shall not be counted as a day of vacation.

Section 10-5 Use of Vacation Leave

Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and (except as set forth in Section 12-6) within the discretion of the department head, be charged against vacation leave allowance.

Section 10-6 Vacation Schedules

Each department head shall schedule vacation leave with regard to the seniority of employees, in accordance with operating requirements and, insofar as possible, with the requests of the employees. Vacations shall be scheduled by each department head to minimize overtime costs and departmental disruptions while allowing as much flexibility to the employees as possible.

Vacation shall, under normal circumstances, be taken in continuous increments of at least four (4) hours.

Section 10-7 When Taken

Introductory employees are not eligible for vacation leave pay, although vacation leave accrues from the first month of employment. Full-time employees are eligible to receive vacation leave pay only after they have successfully completed the introductory period. Introductory employees may be excused from work as absent without pay under the conditions and terms of this section.

Section 10-8 No Hours

If an employee does not have any accrued vacation or sick hours, that employee may take unpaid time off with the approval of the department head. That employee should request a "No hours" status in the payroll system.

Section 10-9 Mandatory Vacation

To maximize work integrity and personal well-being, one (1) workweek of continuous vacation must be used annually after two (2) years of employment. ~~Non-scheduled workdays are excluded from the workweek.~~ A workweek is defined as 40 ~~regularly scheduled~~ hours for full time employees and may include holiday time. ~~Regularly scheduled hours for a workweek for part-time shall be their normal scheduled hours.~~

Any employee may appeal the requirement of vacation time taken to the City Administrator for reconsideration in accordance with this policy. The City Administrator shall either consider the request or assign a designee to consider the request within 10 business days. Appeals shall be in

writing and provided to the City Administrator. Consideration shall be given to unusual or uncontrollable circumstances, or the inability of the department to approve an employee's vacation request for the minimum use requirement.

Section 10-10 Vacation Buyback

Employees may request to receive payment for a portion of their unused vacation leave. Vacation leave that is bought back cannot substitute for an employee's mandatory vacation requirement. Employees will have an opportunity to request pay out of up to 40 hours of vacation time accrued on an annual basis. In order to request payment for unused vacation leave, the employee must maintain a minimum balance of 40 hours. Buyback will occur at the end of the calendar year. Written request must be submitted to the City Administrator 30 days prior to the end of the calendar year.

Payment for the requested and approved vacation buyback will be distributed with the first paycheck of the calendar year through a separate direct deposit. The payout will be subject to all federal, state, and statutory deductions. This payment will be included as taxable wages, and reported on your W-2 form.

If an employee requests and is granted the vacation buyback, eligibility to receive donated sick time from the Shared Leave Pool (Section 11-5) is forfeited for the following calendar year.

ARTICLE 11 SICK LEAVE

Section 11-1 Amount

All full-time City employees shall earn sick leave with full pay at the rate of four (4) hours for each pay period. Sick leave shall accrue from the date of employment, but shall not be taken until the successful completion of the introductory period, except with permission of the City Administrator.

All part-time City employees classified service holding a permanent status shall earn sick leave with full pay at the rate of two (2) hours for each pay period. Sick leave shall accrue from the date of employment, but shall not be taken until the successful completion of the introductory period, except with permission of the City Administrator.

Sick leave may never be taken in advance of accrual.

An employee may be eligible for sick leave for the following reasons:

1. personal illness or physical incapacity;
2. quarantine of an employee by a physician;
3. illness in the immediate family requiring the employee to remain at home; or
4. to keep a doctor's appointment.

An employee who is unable to report for work because of the above reasons shall report the reason for his absence to the supervisor within one (1) hours from the time he or she is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made. Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement by a physician, certifying that the employee's condition prevented the employee from appearing for work.

At the department head's request, an employee will be required to present documentation to justify any sick leave taken, regardless of the amount of days used.

An employee terminating from City service shall not be allowed the use of sick leave in the last two (2) calendar weeks of employment. Unused sick leave will not be compensated for in any way at the time of resignation or dismissal of an employee.

Abuse of sick leave privilege can result in dismissal.

As required by the 1978 amendments to Title VII of the Civil Rights Act of 1964, pregnancy and pregnancy-related conditions shall be treated the same as any other illness or short-term disability.

Any change in an employee's physical condition such as an injury, illness, pregnancy or other condition that may possibly affect the ability of such employee to safely carry out his/her duties as an employee of the City of Smithville, such employee will be responsible in notifying his/her supervisor of such injury, illness, pregnancy or condition.

Family and medical leave shall be granted pursuant to provisions of the Family and Medical Leave Act of 1993 (FMLA) (See Section 13-6).

Section 11-2 When Taken

Sick leave with pay will be granted for absence from duty because of actual personal illness, non-compensable bodily injury or disease, exposure to a contagious disease, or to keep a doctor or dentist appointment. Exceptions to this provision may be granted by the department head with the approval of the City Administrator if the employee has no accumulated comp time or vacation time.

Sick leave shall not be granted in cases where regular retirement, disability retirement or long-term disability insurance has been approved.

Introductory employees are not eligible for sick leave pay, although sick leave accrues from the first month of employment. Full-time employees are eligible to receive sick leave pay only after they have successfully completed the introductory period. Introductory employees may be excused from work as absent without pay under the conditions and terms of this section.

When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall report this fact to the immediate supervisor. Departments may require specific time frames for notice for work-related purposes. Sick leave may not be granted unless reported to the appropriate supervisor during the specified time frame.

An employee must keep the department head informed of the condition for the absence. The department head may require the employee to submit for any absence the treating physician's written notice of medical reason for the absence from work. Failure to comply with the provisions of this section shall result in denial of sick leave. Abuse of sick leave shall be cause for dismissal.

Transfer of vacation time to sick time shall only be allowed, pending management approval, for illness incurred while on vacation that resulted in a hospitalization.

Any authorized absence due to injury or illness covered by Workers' Compensation insurance shall not be charged against an employee's accrued sick leave.

Section 11-3 Accrual

Full-time employees may accumulate sick leave with pay to a maximum of 1,000 hours. Sick leave does not accrue while the employee is absent from work without pay or is receiving benefits from Workers' Compensation, long-term disability insurance, or a retirement program sponsored by the City.

Section 11-4 Return to Work/Fitness for Duty Medical Examinations

Medical examinations when required by the City shall be conducted at the City's expense by a physician designated by the City. The City shall pay for the cost of the examination only. Any

referral or additional charge outside the examination is the employee's responsibility. The City may require a medical examination of an employee before a return to work after an illness or injury or a fitness for duty examination, if the requirement for the examination is job-related, consistent with business necessity, and if the City has a reasonable belief that:

1. the employee's ability to perform essential job functions may be impaired by a medical condition; or
2. an employee may pose a direct threat (i.e., significant risk of substantial harm to the health and safety of self or others) due to a medical condition.

The City strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Section 11-5 Shared Leave Policy

A. Purpose

The purpose of this section is to establish a Shared Leave Program to provide additional paid leave to employees who are eligible to earn leave benefits who have exhausted all of the accrued leave time due to a serious personal or immediate family illness or injury which is life threatening, catastrophic or resulting in a permanent disability.

B. Use of Information

The Employee acknowledges that any information and documents presented to the City in support of an application for withdrawal from the Shared Leave Pool may be used by the City for any reasonable employment related matter.

C. Definitions

Shared Leave Pool Employee Pool – Defined as a City-wide pool which receives voluntary contributions of vacation or sick credits from employees eligible and converts it into leave credits to be used by eligible employees on behalf of themselves.

Shared Leave Committee – The “Shared Leave Committee” is a City-wide committee appointed by the City Administrator based on employee applications. It is comprised of four (4) fulltime employees which must include a Human Resources representative.

For the purposes of this policy the term “immediate family member” shall mean parent(s), Spouse or Significant other, child(ren) (including stepchild(ren) or foster child(ren).

Donation of Vacation or Sick Time – Any employee that earns leave benefits is eligible to donate vacation or sick credits to the employee pool subject to the following conditions:

- 1) Contributions must be of at least one hour and employee must maintain an accrual of at least 40 sick hours.

- 2) Contributions will be converted to leave credits on an hour-for-hour basis.
- 3) Contributions made cannot subsequently be returned to the employee.
- 4) Employees may donate to the pool a maximum of 40 sick hours in any one calendar year.
- 5) Employees may not donate to the pool after having been terminated, resigned or have given notice of his/her retirement.
- 6) Employees may donate to the pool by submitting a Shared Leave Donations Form to their supervisor. Supervisors should submit the completed, approved form in order for the leave time to be made available to the respective pool the following pay period.

D. Eligibility to Make Withdrawals from Shared Leave Pool

The employee or immediate family member must have experienced an illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability. The illness or injury does not have to be job related. The employee must have exhausted all of his or her accrued leave time (sick, vacation and compensatory leave) before being eligible to withdraw from the pool. The employee must have exhausted all workers' compensation indemnity payments (if applicable) before being eligible to withdraw from the employee pool. The employee cannot receive Shared Leave benefits while eligible to receive long term disability benefits. The employee is not required to have previously contributed to the pool before he or she can withdraw leave. The maximum amount of shared leave an employee may receive is four hundred eighty (480) hours.

E. Process

Employees (or a designated representative) may request leave from the pool by submitting a Shared Leave Request Form to their respective department supervisor. A doctor's statement describing the illness or injury must accompany the request and must include the diagnosis of the illness or injury, and a prognosis. A medical certification stating why the employee's absence is required for the personal attention and care of an immediate family member must also accompany the request.

Department Responsibilities

- 1) Securing adequate medical documentation from the employee, which justifies whether the illness is life threatening, catastrophic, or resulting in a permanent disability.
- 2) Work with Human Resources to ensure that the employee has exhausted all accrued leave time, and (if applicable) workers' compensation indemnity payments.
- 3) Forwarding each Shared Leave request form and supporting documentation to Human Resources. After review for eligibility, Human Resources will send to the Share Leave Committee.
- 4) Notifying the employee of approval or disapproval to receive shared Leave. Notifying the Payroll/HR Department immediately upon becoming aware when a leave recipient's medical emergency terminates.

Shared Leave Committee Responsibilities

- 1) Reviewing Shared Leave request on an as needed basis and ensuring employees meet the eligibility requirements for receiving benefits.
- 2) Reviewing and recommending approval or disapproval of requests based on eligibility requirements for receiving benefits, to the City Administrator.
- 3) Monitoring the Shared Leave pool balances and determining the amount of leave eligible employees will receive.
- 4) Recommending policy changes to the City Administrator.
- 5) Keeping the City Administrator informed of Shared Leave activities.

City Administrator Responsibilities

- 1) Reviewing Shared Leave requests.
- 2) Approving or disapproving recommendation based on submitted application and such other data relevant to the request.
- 3) Forwarding Shared Leave approval and documentation to Human Resources.
- 4) Advising Shared Leave Committee and Department Head of rejected request.

Human Resources Representative Responsibilities

- 1) Maintaining records, along with Human Resources.
- 2) Verifying the employee has exhausted all allowable leave time and (if applicable) worker's compensation indemnity payments.
- 3) Keeping records of pool balances and providing this and other pertinent data to the Shared Leave Committee.

Awarding of Shared Leave Benefits

In those cases where the employee is eligible to receive benefits, the payment of benefits will be handled as follows:

The amount of Shared Leave the employee is eligible to receive will be based on the doctor's statement, which contains the medical diagnosis and prognosis. The maximum amount of Shared Leave an employee may receive four hundred eighty (480) hours per qualifying illness or injury. The amount of Shared Leave an employee is eligible to receive for care of an immediate family is not to exceed four hundred eighty (480) hours per qualifying family illness or injury. Additional medical documentation must be submitted to the Shared Leave Committee for review each month for continued eligibility.

The amount to be granted, however, will be determined on a month-by-month basis and is dependent upon the pool balances and number of eligible recipients. Each recipient will receive a proportionate share of Shared Leave each month, provided it does not exceed the amount they are eligible to receive.

If the pool balance cannot accommodate the amount the employee is eligible to receive, a pool drive will be initiated. The employee will continue to receive additional leave each succeeding month (to the extent of the then existing pool balance) until they reach the amount they are eligible for, (providing they are still experiencing the qualifying illness or injury).

The Shared Leave Committee has the right to require an updated medical statement/records from the employee on an as needed basis. However, additional medical documentation must be submitted to Human Resources for review each month for the continued eligibility of Shared Leave.

Any amount of Shared Leave granted for the month but not needed will be returned to the respective pool.

Employees may accrue vacation and sick leave credits while using donated leave, but must exhaust those accrued hours before using additional donated leave.

An employee who uses Shared Leave from the pool is not required to pay back any Shared Leave received.

F. Shared Leave Committee Membership and Terms

The City Administrator shall accept applications and appoint four (4) fulltime, City of Smithville employees as the "Shared Leave Committee". At least one member must be a representative of Human Resources. Members shall serve two (2) year terms. Terms shall be calendar years expiring on December 31st. Two (2) members' terms shall expire each year.

~~Section 11-6 Evaluation for and/or Absence from Work Sick Days Related to COVID-19~~

~~Effective Dates: 10-22-21 until otherwise terminated by the Board of Aldermen~~

~~Employees should Remember, there are resources available to the Employee through the City Human Resources (HR) department.~~

~~A. Risk Analysis for COVID-19 Absences from Work or Eligibility to Report to Work~~

~~Employees need to immediately contact their supervisor if they experience any of the following:~~

- ~~• The employee or someone in their household is experiencing COVID-19 symptoms.~~
- ~~• They or someone in their household has undergone symptomatic testing for COVID-19.~~
- ~~• The employee thinks they have been exposed to someone with COVID-19.~~
- ~~• They have been in close contact with someone who has undergone symptomatic tested or has tested positive.~~
- ~~• They see indications that lead them to reasonably believe a coworker is showing symptoms of COVID-19.~~

~~Employee's failure to contact her/his supervisor is considered a violation of this policy. Any violation may lead to disciplinary action up to and including termination.~~

~~Employees must also report to their supervisor immediately if they believe that they have been exposed to a member of the public with COVID-19 while carrying out required and unavoidable job duties. This will be documented at the time of occurrence with employee's supervisor and the Assistant City Administrator.~~

~~Supervisors are responsible for contacting the Assistant City Administrator for a risk analysis. Supervisors can call the Assistant City Administrator or the City Administrator to evaluate the circumstances based on the most recent guidance available.~~

~~Employees may be requested to take (if there is a charge -- at the City's expense) a city reasonably approved COVID-19 test. Employees will be given time from work for any such testing. The employee will be responsible for providing documentation of the results of the test to the City Administrator and the Assistant City Administrator.~~

~~*To assist Clay County Public Health with timely and efficient contact tracing efforts, The City will provide said Health Department with limited contact information should the employee be identified as a close and direct contact of a positive COVID-19 case and/or tests positive. If the employee chooses to opt out of this notification process, the employee must notify the City Administrator. Opting out of this does not allow the employee to opt out of mandated quarantine nor does it allow the employee to opt out in the instance that the City of Smithville requires the employee to stay home to minimize the potential spread of COVID-19.*~~

~~B. Types of Absence from Work Related to COVID-19~~

~~Qualifying absences are when an employee:~~

- ~~1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (stay at home order is not considered quarantine).~~
- ~~2. Has been advised by a health care provider to self-quarantine related to COVID-19.~~
- ~~3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis -- This may qualify as FMLA leave.~~
- ~~4. Is caring for an individual who is subject to an order described in (1) or is in self-quarantine as described in (2) above).~~
- ~~5. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.~~
- ~~6. Is experiencing symptoms and/or side effects within 72 hours after receiving a vaccine, or is experiencing any other substantially similar condition like a potential COVID-19 exposure
 - ~~• If an employee needs to be absent from work to receive the COVID-19 vaccine, employees may request reasonable paid time away from work to procure the vaccine (see Section D). It is requested that an employee schedule their vaccine either at the beginning of shift or end of shift to help with staffing.~~
 - ~~• If an employee experiences side effects from the vaccine and needs to miss work, the employee should contact the City Administrator and will be paid for reasonable time off after the City Administrator and the Assistant City Administrator have completed~~~~

~~their risk assessment (see Section IV). If an employee calls in sick, supervisors will still need to contact the City Administrator or the Assistant City Administrator.~~

- ~~7. For full-time and part-time regular employees only: Are unable to work due to the City closing their work area and they are unable to work remotely or unable to gain a temporary assignment from their department or via risk management.~~

~~The Department of Labor encourages employers and employees to collaborate to achieve flexibility and meet mutual needs. Please consider this when requesting a leave of absence.~~

~~To continue to operate, there are essential positions that must be filled. Due to the nature of City work, some employees may be required to report to work even if they request to be absent. Supervisors will communicate with affected employees on a case-by-case basis as needed.~~

~~C. Call in Procedures for Absence from Work~~

~~For every absence from work:~~

- ~~• Employees should continue to use their regular division/department/City rules for calling in any absence from work.~~
- ~~• Supervisors should call the City Administrator and the Assistant City Administrator for assessment of any COVID-19 related issues.~~

~~D. Pay Options During Absence from Work~~

~~(COVID-19) Sick Pay – For Qualified Employees Only
(COVID-19) Sick Pay for Qualified Employees.~~

~~As used herein the Term “Qualified Employees” shall mean, (1) those Employees who have been vaccinated; or (2) those Employees who have begun the COVID-19 vaccination process by receiving at least one vaccine dose; or (3) those Employees who have previously been granted a Reasonable Accommodation (under 11-6, Section V below).~~

~~Effective 10-22-21 until terminated by the Board of Aldermen. HR maintains a file of submitted vaccination cards. All cards shall be submitted to the City Administrator or the Assistant City Administrator.~~

~~Effective 10-22-21, until otherwise terminated by the Board of Aldermen. the City will grant COVID-19 Sick leave for COVID-19 related issues to Qualified Employees as follows:~~

- ~~• Full-time and part-time Qualified Employees. The reason must fall into one of the reasons listed in 11-6 Section II above.~~
- ~~• All Full-time and part-time regular employees for whom City Administrator or the Assistant City Administrator authorizes sick COVID-19 Sick Pay due to a specific set of circumstances when quarantine or isolation occurs due to unavoidable documentable contact with the public in the performance of required job duties.~~

- ~~Beginning 10-22-21 until further order of the Board of Aldermen, all use of the COVID-19 Sick Pay going forward will require the approval of City Administrator or the Assistant City Administrator. Employees must request such COVID-19 sick pay and provide any reasonably requested documentation to support the reason and submit a written request and supporting documentation to the City Administrator or the Assistant City Administrator.~~
- ~~If verified by the City Administrator or the Assistant City Administrator that the employee is a Qualified Employee, said employee may apply for COVID-19 sick pay for up to a maximum total of fourteen (14) business days as reasonably necessary for absences necessitated under Section II above or approved by the City Administrator or the Assistant City Administrator. This COVID-19 sick pay is in addition to such full-time Employee's personal accumulated sick leave. If the reason for the absence under Section B is greater than fourteen (14) business days, the full-time Qualified Employee may apply for and request shared leave pursuant to the terms and conditions of 11-5 of the Employee Handbook. Nothing herein shall be deemed to entitle such employee to any shared leave.~~
- ~~Nothing herein should be construed as granting part-time employees any sick leave other than as herein set forth. Part-Time Qualifying Employees will be paid up to the maximum of fourteen (14) Business Days the average wages said employee would have otherwise reasonably earned but for absences necessitated under Section II above or approved by the City Administrator or the Assistant City Administrator. Part-Time Qualifying Employees shall remain ineligible to apply for or receive any shared leave under 11-5 of the Employee Handbook for any absence necessitated under Section II above as well as any other sick leave from the City.~~

E. Reasonable Accommodations

~~If an employee has an ADA qualifying disability or a sincerely held religious belief that prevents the employee from participating in the COVID-19 Vaccination program, the employee should request an accommodation, using the following process:~~

- ~~1. Make a request to the employee's Supervisor who will then contact Human Resources and the City Administrator for evaluation.~~
- ~~2. Employee will provide any documentation reasonably requested by the City concerning the requested accommodation.~~
- ~~3. Human Resources or the City Administrator will contact the employee and the Supervisor with the results of the evaluation.~~
- ~~4. Paperwork and documentation may be required for COVID-19 related accommodations.~~

~~F. COVID-19 sick pay is not available, and the employee will be required to use personal paid time off if:~~

- ~~The employee is NOT VACCINATED; and/or,~~
- ~~The employee has not begun the vaccination procedure by receiving at least one dose of vaccine; and/or,~~
- ~~The employee has not received a Reasonable accommodation pursuant to Section V; and/or,~~
- ~~School (or childcare provider) is open, and a choice is made by the parent/guardian to keep the child home; and/or~~

- ~~• School (or childcare provider) is closed for reasons other than COVID-19 related matters; and/or~~
- ~~• The absence does not fall into any of the categories from Section 11 above and the employee chooses to stay home if work is available.~~

~~If the employee is not eligible for COVID-19 sick pay as set out in 11-6 Section D above, the employee will have to use their own benefit time. Paid time off policies can be found under the balance of the Employee Handbook. Additionally, Section 11-5 of the Employee Handbook notwithstanding, an employee who is not a "Qualified Employee" as defined above shall be ineligible to apply for or receive any Shared Leave (pursuant to Section 11-5 of the Employee Handbook) for any absence which would otherwise have entitled said employee to be eligible to receive COVID-19 Sick pay under 11-6 Section D.~~

~~*The City will continue to monitor the situation. This policy is subject to change on short notice.*~~

ARTICLE 12 SPECIAL LEAVE

Section 12-1 Approval Authority

Department heads may approve requests for special leave as defined hereinafter in accordance with procedures established by the City Administrator.

Section 12-2 Court Leave

Full-time employees subpoenaed as a witness in a civil or criminal case or selected to serve on a jury shall be granted paid leave during their absence, provided, however, that all payments provided by a court for jury service shall be turned over to the employee's department head and transmitted to the City Treasurer for deposit as miscellaneous revenue. Essential personnel such as law enforcement employees and department heads may be required to request to be excused from jury duty by the court. Introductory employees are not eligible to receive paid court leave.

Section 12-3 Military Leave

This policy is intended to comply with the Uniformed Services Employment and Reemployment Rights Acts, Title 38 U.S.C., Sections 4301-4333, currently in effect and as amended and to the extent any provision hereof is inconsistent with such statute, this policy is deemed to be amended to comply with said law.

A. Eligibility

Employees who have been in City service for at least one (1) year immediately preceding leaving the service of the City directly to enter the active uniform service of the United States during a national emergency, drafted into such service, or employees subject to compulsory service who voluntarily enlist, shall be granted a military leave of absence without pay to extend to three (3) months beyond the date of termination of active uniform service. The term "uniform service" as used herein shall include the Army, Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, as well as all auxiliary branches of said services in which either men or women shall be called on to serve, but shall not include services as civilian

employees of any of the services. The term "national emergency" as used herein shall exist during such period as determined by the federal government.

An employee meeting the eligibility requirements shall have the employee's base military pay supplemented by the City to an amount not to exceed the employee's regular City pay for a period of up to six (6) months while in emergency active duty. The remainder of military leave shall be without pay.

B. Disposition of Vacation and Sick Leave

An employee who leaves the City service directly for such military leave may elect to be paid for any accrued vacation as the employee may be entitled to if separating from the City service. The decision shall be noted on the personnel action form effecting the leave. If the employee elects not to be paid for vacation leave, accrued vacation credits shall be reinstated upon return of the employee. Accrued sick leave shall be reinstated upon return of the employee in either case.

C. Restoration

An employee returning from military leave shall be entitled to restoration to the former position held prior to the leave provided the employee makes application within three (3) months after release from duty and has been honorably discharged and is physically and mentally capable of performing the essential duties of the position involved. If the position vacated no longer exists at the time the employee qualifies for return to work, such person shall be entitled to be reemployed in another existing position of the same class.

D. Salary

An employee returning from military leave may be re-employed at the same salary range attained when granted a military leave. The employee may be eligible for a merit increase upon completion of one (1) year of service which shall include time between the last merit increase and the date military leave was granted.

Section 12-4 Military Training Leave of Absence

All employees who are or may become active members of the National Guard, the Officers' Reserve Corps, or the Enlisted Reserve Corps of the United States Government shall be entitled to leave of absence with pay from their respective duties on all days during which they are employed with or without pay under the orders or authorization of competent authority on active training duty, duty with troops, field exercises, or instruction for a period not to exceed a total of fifteen (15) calendar days on the basis of an 8-hour workday in any one (1) federal fiscal year (Oct. 1 - Sept. 30). Employees exceeding the limit of one and a half times their normal bi-weekly scheduled hours in any one (1) federal fiscal year (Oct. 1 - Sept. 30) may elect to use accrued vacation leave or take unpaid leave. At the time the employee's accrued vacation leave becomes exhausted, employees may substitute accrued sick leave in place of accrued vacation time. Employees requesting this leave of absence, with or without pay, shall provide documentation of

the orders or authorization of competent authority for the time period for which military leave will be taken.

All employees who are or may become active members of the National Guard, the Officers' Reserve Corps, or the Enlisted Reserve Corps of the United States Government who are required to attend monthly training sessions which conflict with their normal work schedules shall give advance notification to their supervisors in accordance with departmental rules and regulations.

Section 12-5 Maternity Leave

Maternity shall be treated as any other non-duty temporary disability covered under the rules pertaining to sick leave and family and medical leave. If at any time during pregnancy an employee is aware that her and/or her unborn child's health is endangered by her job, she shall immediately make this fact known in writing to her department head. At such times as deemed necessary by the department head, pregnant employees shall submit to their department head a doctor's statement indicating the employee's physical ability to perform her job. Employees returning to work after childbirth shall submit to their department head a doctor's statement indicating the employee's physical ability to return to the job. The duration of maternity leave shall be determined by reference to the family and medical leave provisions of this article.

Section 12-6 Family and Medical Leave

It is the policy of the City to provide Family and Medical Leave (FML) in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) and subsequent amendments. This policy outlines the information provided in "Employee Rights and Responsibilities Under the Family and Medical Leave Act", a compliance poster issued by the Wage and Hour Division of the U.S. Department of Labor (Revised January 2009).

Employees who have worked at least 1,250 hours in the twelve (12) months prior to a family or medical leave request shall be granted up to twelve (12) weeks of unpaid leave during any twelve (12) month period for the following reasons:

1. for incapacity due to pregnancy, prenatal medical care or child birth;
2. to care for the employee's child after birth, or placement for adoption or foster care;
3. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
4. for a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health

care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post- deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Employees on approved family or medical leave are allowed: 1) to continue group health and other insurance, if any, during the leave on the same conditions as would have been provided if the employee had been continuously employed; and 2) to return to the prior job or an equivalent one in terms of salary, accrued benefits and other job conditions. The employee is required to continue to pay his/her contribution to dependent or family coverage or other elective benefit costs. If on paid leave, premiums will be deducted from pay as usual. If some or all of the leave will be without pay, information on how and when to make premium payments will be provided to the employee.

Employees must attempt to schedule family and medical leave so as not to disrupt City operations. If leave is for the birth or placement of a child or for planned medical treatment the employee must give notice at least thirty (30) days in advance, or as soon as practical.

If leave is requested for a serious health condition, the employee must provide a certification from a health-care provider stating the medical facts regarding the condition, including its date of onset and probable duration.

If leave is requested to care for family members, a certification may be required to state that the employee is unable to perform the functions of the job, that the leave will assist in a family member's recovery, or that there is a medical need for a reduced schedule.

Employees are required to substitute accrued vacation and/or sick (run concurrently) leave for any part of the twelve (12) week period to which they are entitled under the family and medical leave provisions. Vacation and sick leave benefits will accrue during an FMLA leave while the employee is on paid status. Vacation and sick leave benefits will not accrue during an FMLA leave while the employee is on un-paid status.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees returning from medical leave shall provide a certification from a health-care provider that they are able to resume work.

An employee who fails to return from family or medical leave shall repay the premiums which the City paid for the employee to keep group insurance in effect during the leave.

Section 12-7 Occupational Injury Leave

Any employee who sustains an on-the-job injury shall immediately report such injury, regardless of severity, to the immediate supervisor. The employee and the immediate supervisor shall prepare required reports of such injuries and submit same to the department head and personnel & safety officer within twenty-four (24) hours of the accident or the next business day after notification by the injured employee.

Employees injured on the job are covered by the Missouri State Workers' Compensation Act. This law provides specific benefits including payment of approved medical expenses and partial payment for loss of wages. Payment for lost time commences after three regularly scheduled full days off from work. The first three (3) full work days off are covered by the City, but if the employee is unable to return due to injury for more than fourteen (14) calendar days, whether consecutive or nonconsecutive, after the date of injury, the City Workers' Compensation program then covers partial loss of wages for the first three (3) days. No adjustments to any leave balances nor recoupment of this money will be undertaken by the City.

Supervisors shall be responsible for the investigation of accidents or injuries involving employees assigned to their work units. Every effort shall be made to determine the causes of accidents or injuries and preventive measures taken as appropriate.

Section 12-8 Absence Without Leave

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the City. In addition, any employee who is absent for three (3) or more days without authorized leave shall be deemed to have resigned. Such absence may be covered, however, by the City subsequently granting leave with or without pay where extenuating circumstances are found to have existed.

Section 12-9 Bereavement Leave

All full-time exempt and non-exempt employees (excludes temporary and part-time employees) are eligible for bereavement leave of up to 24 hours in the event of the death of an immediate family member. Bereavement leave with pay is allowed for family care and bereavement, which includes making arrangements required by the death of a member of the employee's immediate

family and attending the funeral of a member of the employee's immediate family. Immediate family is defined as below:

1. Spouse (including domestic partner)
2. Parents (including step-, in-laws and parents of domestic partner)
3. Siblings (including half- and step-)
4. Children (including step- and foster)
5. In-Laws (to include daughter/son and brother/sister)
6. Grandparents (including step-)
7. Grandchildren (including step-)

Section 12-10 Education Leave

Full-time employees may be granted absence from duty on a non-pay status for education instruction when recommended by a department head and approved by the City Administrator if the successful completion of such instruction will contribute to the City service.

Section 12-11 Special Assignment Leave

Full-time employees may be granted absence from duty on a non-pay status for special assignment with another agency or government with return to the City completed in a definite amount of time when recommended by a department head and approved by the City Administrator.

Section 12-12 Paid Administrative Leave

Employees under an employer-initiated investigation may be placed on paid administrative leave through the completion of the investigation. All employer-initiated investigations will be handled by Human Resources in conjunction with the City attorney and any other necessary entities.

Paid administrative leave may be used in extraordinary circumstances upon approval of the City Administrator and Mayor.

ARTICLE 13 OTHER FRINGE BENEFITS

Section 13-1 Life Insurance Coverage

Full-time employees will be enrolled, without cost, in the basic group life insurance coverage program, if any, approved by the Board of Aldermen. The basic life insurance coverage is as approved by the Board of Aldermen. Current tax laws make any benefits above a certain amount taxable income to the employee. Optional life insurance at lower set coverages may be available for dependents.

Section 13-2 Health Insurance Coverage

Full-time employees will be offered, at a cost, a health insurance coverage program, if any, approved by the Board of Aldermen. The health insurance coverage is as approved by the Board of Aldermen. Enrollment in the employer sponsored health insurance program is optional and no additional benefit is due to the employee for waiver of coverage.

Health insurance coverage for dependents of full-time employees is available to any employee enrolled in the employer sponsored health insurance program, at an additional cost to the employee.

New hires have thirty (30) days from their date of employment to elect health insurance coverage. Coverage is effective the first day of the month following date of hire.

Changes to elected coverage are only allowed for a Health Insurance Portability and Accountability Act (HIPAA) event or during open enrollment, which is offered once per calendar year.

In the event of separation of employment, coverage terminates the last day of the month in which separation occurs.

As authorized by law or the group plan, full-time employees who retire due to age or disability may decide to continue their coverage under the City's health insurance program at their own expense by providing thirty (30) days' notice to the group plan administrator.

Section 13-3 Vision Insurance Coverage

Full-time employees will be offered, at a cost, a vision insurance coverage program, if any, approved by the Board of Aldermen. The vision insurance coverage is as approved by the Board of Aldermen. Enrollment in the employer sponsored vision insurance program is optional and no additional benefit is due to the employee for waiver of coverage.

Vision insurance coverage for dependents of full-time employees is available to any employee enrolled in the employer sponsored vision insurance program, at an additional cost to the employee.

New hires have thirty (30) days from their date of employment to elect vision insurance coverage. Coverage is effective the first day of the month following date of hire.

Changes to elected coverage are only allowed for a Health Insurance Portability and Accountability Act (HIPAA) event or during open enrollment, which is offered once per calendar year.

In the event of separation of employment, coverage terminates the last day of the month in which separation occurs.

As authorized by law or the group plan, full-time employees who retire due to age or disability may decide to continue their coverage under the City's vision insurance program at their own expense by providing thirty (30) days' notice to the group plan administrator.

Section 13-4 Dental Insurance Coverage

Full-time employees will be offered, at a cost, a dental insurance coverage program, if any, approved by the Board of Aldermen. The dental insurance coverage is as approved by the Board of Aldermen. Enrollment in the employer sponsored dental insurance program is optional and no additional benefit is due to the employee for waiver of coverage.

Dental insurance coverage for dependents of full-time employees is available to any employee enrolled in the employer sponsored dental insurance program, at an additional cost to the employee.

New hires have thirty (30) days from their date of employment to elect dental insurance coverage. Coverage is effective the first day of the month following date of hire.

Changes to elected coverage are only allowed for a Health Insurance Portability and Accountability Act (HIPAA) event or during open enrollment, which is offered once per calendar year.

In the event of separation of employment, coverage terminates the last day of the month in which separation occurs.

As authorized by law or the group plan, full-time employees who retire due to age or disability may decide to continue their coverage under the City's dental insurance program at their own expense by providing thirty (30) days' notice to the group plan administrator.

Section 13-5 Voluntary Insurance Coverage

Voluntary insurance programs for all employees may be offered, at a cost, if any, approved by the Board of Aldermen. The voluntary insurance coverage is as approved by the Board of Aldermen. Voluntary insurance programs include, but are not limited to, accident policies, cancer policies, dependent care coverage, flexible spending accounts, additional life insurance and short-term disability. Enrollment in the voluntary insurance program is optional and no additional benefit is due to the employee for waiver of coverage.

Section 13-6 Retirement Plans

Full-time employees working the required minimum number of hours or more per year will be enrolled as participating members of the appropriate local government retirement plan (LAGERS) and contributions to the plan will begin after six (6) months of employment. Contribution levels are based on a percentage of the employee's salary as appropriated by the Board of Aldermen. The plan is subject to the rules of the appropriate local government retirement plan. For any full-time employee that has fulfilled their six (6) month waiting period with a previous LAGERS employer and has not forfeited that service through a refund or lump sum, contributions will begin immediately upon hire.

Section 13-7 Long-Term Disability Insurance

As provided under LAGERS retirement plan, full-time employees may be eligible for Long Term Disability Insurance.

Section 13-8 Employee Assistance Program

Full-time Employees are eligible to utilize services provided by the Employee Assistance Program (EAP) as part of the group health plan as approved by the Board of Aldermen. The services are outlined in the EAP brochure available in Human Resources.

ARTICLE 14 SEPARATION AND DISCIPLINARY ACTIONS

Section 14-1 Resignations

Any employee who is in good standing may resign from the service of the City by presenting their resignation in writing as contained herein. Employees holding positions which are covered by the Fair Labor Standards Act (FLSA) must present such notice of resignation not less than two (2) weeks prior to their effective date. Employees holding positions which are exempt, other than department heads and the City Officials as set forth in Chapter 105 of the Smithville Code, from coverage under the Fair Labor Standards Act must present notice of resignation no less than four (4) weeks prior to their effective date. Such resignation may be withdrawn by the employee at any time prior to the effective date with the approval of the City Administrator and department head, or if the resignation is that of a department head or a City Official as set forth in Chapter 105 of the Smithville Code, then with the approval of the Board of Aldermen. Department heads and the City Officials as set forth in Chapter 105 of the Smithville Code must present notice of resignation no less than four (4) weeks prior to the effective date.

Any employee who fails to provide notice as set out in the paragraph above shall be deemed to have relinquished all accrued vacation time and compensatory time and shall no longer be eligible for any benefits related to payment for hours not worked including holiday pay.

Section 14-2 Termination

An employee may be terminated at will with or without cause.

Upon leaving the City service, each employee will be invited to attend an exit interview with his supervisor to receive feedback about employment in the City service.

Section 14-3 Reduction in Force; Layoffs

A department head may separate any employee without prejudice because of lack of funds or curtailment of work, after giving proper notice. However, no full-time employee shall be separated from any department while there are introductory, part-time, or temporary employees serving in the same department. An appointing authority may, with the approval of the City Administrator, appoint an employee who is to be laid off to any existing vacancy in a lower class for which the employee is qualified. All other factors being equal, employees shall be laid off in reverse order of their total service with the City. The City will provide two (2) weeks' notice or equivalent compensation to persons being laid off and holding positions which are non-exempt under FLSA. For persons laid off and holding FLSA exempt positions, excluding department heads, the City will provide four (4) weeks' notice or equivalent compensation.

Section 14-4 Return of City Property

All employees separating from the City service for any reason shall, prior to separation, return all City-owned property and equipment issued to the employee. Failure to do so will result in the withholding of benefits otherwise due the employee.

Section 14-5 Discipline

Nothing in this policy or in this Employee Handbook (including a description of various types of discipline which may be administered) is intended to limit, in any way, the City's right to terminate an employee at-will at any time, with or without cause, and with or without advance notice. The fact that different levels of discipline are mentioned in this Employee Handbook shall not be construed as the City's adoption of a policy of "progressive discipline" before termination may occur.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the City. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives.

Whenever conduct of an employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be made in a constructive and helpful manner in an effort to elicit the cooperation and good will of the employee.

Any action which reflects discredit upon the City service or is a direct hindrance to the effective performance of the City government functions shall be considered cause for disciplinary action against any employee of the City.

A serious offense or repeated disciplinary problems may require immediate termination of employment. While employment may be terminated at any time without cause, serious misconduct of the following nature may result in immediate termination of employment for the first offense. Some circumstances constituting cause for disciplinary action are listed below, although charges may be based upon cause and complaints other than those listed.

1. Any off-duty conduct which impairs the employee's ability to do the job in a satisfactory manner.
2. Adjudication or plea of guilty to any felony, or a misdemeanor involving a crime against persons, property or involving moral turpitude.
3. Two (2) or more convictions or pleas of guilt during a three (3) year period of misdemeanors, State/Municipal alcohol related offenses, and/or State/Municipal traffic charges (if the employee operates vehicles or equipment).
4. Intoxication or the consumption of intoxicating beverages or illegal drugs while on duty or while on City property, or violation of the City substance policy.
5. Abusive or improper treatment to a person in custody.
6. Offensive conduct or language toward the public or toward City officers or employees.
7. Falsification of employment application or other City records, or the altering or falsifying of time cards, work records, or job records.
8. Incompetence or inability to perform the duties required.
9. Intentional damage or negligence in the care and handling of City property.
10. Violation of any official regulation or direction made or given by his superior, where such violation or failure to obey amounted to an act of insubordination or a serious breach of proper discipline, or resulted, or might reasonably have been expected to result, in loss or injury to the City or to the public.

11. Acts or omissions of acts unbecoming an incumbent of the particular office or position held which render a reprimand, suspension, demotion, or discharge necessary or desirable for the economical or efficient conduct of the business of the City or for the best interest of the City government.
12. Violation of any of the provisions of the ordinances or any administrative regulation of the City.
13. Inducing or attempting to induce any officer or employee in the City service to commit an illegal act, to act in violation of any lawful order and reasonable departmental or official regulation or order, or to participate therein.
14. Solicitation or receipt in whole or in part from any person of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment, influence, or bribery to secure advantage in any City activity or circumstances.
15. Use or attempted use of political influence to obtain special treatment for an examination, promotion, or wage increase.
16. Failure to pay just debts due or owing, including taxes, licenses, or fines due the City, or failure to make reasonable provision for the future payment of such debts, thereby causing annoyance to the City, superiors, embarrassment to the City, to supervisors, or embarrassment to the service.
17. Absence from duty, without leave, contrary to these rules, or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked and canceled by the proper authority.
18. Unauthorized use of City vehicles, tools, equipment, manpower, or materials for personal benefit. Any authorized use must be clearly approved by the appropriate supervisor.
19. Excessive use of City telephones for the conduct of personal business during working hours or for unauthorized long-distance calls.
20. Tardiness and/or abuse or excessive use of sick leave privileges.
21. Failure to properly report accidents or personal injuries.
22. Failure to maintain a satisfactory attendance record.
23. Failure to report wrongdoings of other City employees.
24. Failure to maintain any license or certification if possession of such a license or certification is a condition of employment.
25. Intentional failure or refusal to carry out lawful instructions.
26. Misappropriation, destruction, theft or conversion of City property.
27. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges.
28. Employee subsequently becomes physically or mentally unfit for the performance of his duties.
29. Acts of misconduct while on duty.
30. Neglect or carelessness resulting in damage to City property or equipment.
31. Violation of Federal or State Statute or City ordinance.
32. Soliciting and/or the acceptance of gifts or the attempted use of a City Position for personal gain.
33. Other conduct which is detrimental or prejudicial to the best interest of City Government.
34. Any other violations of these rules and regulations deemed sufficient to warrant discipline by appropriate supervisors.

Section 14-6 Disciplinary Actions Defined

Any of the following disciplinary actions may be imposed by the City depending upon the City's judgment of the necessary action to address employee conduct in violation of appropriate standards. The City, at its discretion, may determine that disciplinary action less than dismissal may be appropriate in some circumstances.

A. Oral reprimand

An employee may receive an oral reprimand for the first minor disciplinary offense. This action is normally taken by the employee's supervisor with notation to the employee's personnel file.

B. Written reprimand

A written reprimand may be transmitted through the appropriate department head to the employee and shall state the specific actions leading to the reprimand. This action is normally taken by the employee's supervisor.

C. Suspension

Suspension is the temporary removal from duty status without pay of an employee for a specified or indefinite period. Suspension shall be approved by the department head and City Administrator prior to completion of the action.

1. An employee may be suspended for an indefinite period when the department head determines such action is necessary and in the best interest of the City and in cases where an employee is charged and awaiting trial for a criminal offense involving matters apparently prejudicial to the reputation of the City.
2. When an employee has acted or is alleged to have acted in a manner which would be cause for dismissal, the employee may be suspended while such charges are investigated.
3. Whenever an employee is suspended pending trial or investigative outcomes and is subsequently exonerated, the employee shall be reinstated without loss of pay or benefits.
4. An employee may be suspended for a definite period of time for a specific cause.

D. Demotion

An employee may be moved to a position in a class with a lower maximum salary rate for misconduct. Demotions shall be approved by the department head and City Administrator prior to completion of the action.

E. Dismissal

Discharge of a full-time employee should be recommended in cases involving recurring disciplinary offenses or a single offense involving a serious breach of discipline. Dismissal shall be approved by the department head and City Administrator prior to completion of the action.

F. Referral

At any step of the disciplinary process the employee's supervisor may refer the employee to the Employee Assistance Program (EAP).

G. Personnel File

Documentation of all disciplinary actions will be placed in the employee's personnel file.

Section 14-7 References

The City does not provide former employees with references regarding work performed for the City.

Section 14-8 Authority of Board of Aldermen and Mayor

No language in this Personnel Handbook granting authority to the City Administrator or any other person shall in any way be interpreted as intending to remove from the Mayor or the Board of Aldermen their hiring and/or removal authority under R.S.Mo. § 79.240, under other provisions of the Smithville Code or otherwise.

ARTICLE 15 APPEALS AND GRIEVANCES

Section 15-1 Grievance Policy

It shall be the policy of the City to give individual employees an opportunity to discuss their grievances with their supervisors in order to find mutually satisfactory solutions as rapidly as possible. In the preparation of grievances at any supervisory level, employees are assured of freedom from restraint, interference, discrimination, or reprisal. If an employee has access to more than one (1) complaint process, the employee must choose which process to pursue at the beginning of the grievance and may only utilize one (1) process.

A. Representation

An employee may be accompanied by another employee of the employee's choosing in the presentation of a grievance.

B. Grievance Procedure

1. Oral report: An employee who has a grievance shall first present the grievance to the immediate supervisor within three (3) working days of the action or incident in question. If the grievance is against the immediate supervisor, the employee may report it to the next level of supervision as outlined in number 3 below, within five (5) working days of the incident.
2. Written report: If the oral grievance presentation fails to settle the grievance the employee may within six (6) working days submit a written grievance report of the action or incident in question to the immediate supervisor. Within three (3) working days after receiving such grievance, the immediate supervisor shall furnish the employee with a written reply to the grievance.
3. Appeal to Department Head: If the written reply to the grievance is not satisfactory, the employee may, within five (5) working days after receiving the reply, submit an appeal in writing to the department head. The department head shall confer with the aggrieved employee before rendering a decision. Such decision shall be reduced to writing and shall be delivered to the aggrieved employee within five (5) working days of the date on which the appeal was received by the department head.
4. Appeal to City Administrator: If the appeal to the department head fails to resolve the grievance, the employee may, within five (5) working days of receipt of the decision on the grievance, submit an appeal in writing to the City Administrator. Within fifteen (15) working days of the receipt of such an appeal, the City Administrator or a designee shall meet with the employee to discuss matters pertinent to the grievance. The decision of the City Administrator, under supervision of the Mayor, shall be final and no further right of appeal shall be provided to employees. The City Administrator shall forward one (1) copy of the course of action to be followed to the employee concerned and to the department head within fifteen (15) days after the meeting with the employee.

C. Classification Grievances

All grievances pertaining to the classification of an employee shall be made in writing to the City Administrator through the department head. The decision of the City Administrator, under supervision of the Mayor, shall be final in all matters of classification, and the employee shall not have further right of appeal.

D. Compensation Grievances

The pay range established for a given class of work shall not be subject of the grievance procedure.

Section 15-2 Appeal Policy

Appeals of terminations or other disciplinary actions for cause may only be taken by department heads and the City Officials as set forth in Chapter 105 of the Smithville Code (in this subsection "Appellant"), and shall be in the form of a written appeal report and shall be made to the Board of Aldermen within five (5) working days of the effective date of the termination or other disciplinary actions. At the next regularly scheduled meeting of the Board of Aldermen following the receipt of the appeal, the Board of Aldermen shall decide whether to grant a hearing before the Board of Aldermen and if so, shall thereafter proceed with the appeal hearing before the Board of Aldermen, or Board of Aldermen may summarily affirm the termination. The decision on its consideration of the appeal and hearing shall be closed to the public. Notwithstanding the above, the Board may choose to decide on its consideration of the appeal and the actual appeal at a later date. If so, the Appellant shall be given notice of the hearing. The Board shall rule on the appeal based on the report of the City Administrator, as well as evidence and testimony presented at the hearing. The decision by the Board of Alderpersons shall be final.

Section 15-3 Conduct of Investigation

In connection with the review of a grievance, appeal, or for any other purpose necessary to determine the adherence to any provision of these rules, the City may conduct such investigation, including but not limited to involving the production of records or reports by a City department.

ARTICLE 16 RECORDS AND REPORTS

Section 16-1 Personnel Records

Human Resources shall be the central repository for all personnel files and records.

Section 16-2 Reports

Every appointment, transfer, promotion, demotion, dismissal, sick leave, vacation leave and other temporary or permanent changes in the status of employees in the City service shall be reported in writing. The City Administrator shall prescribe the time, manner, form, and method of making any written report as may be stipulated in any of these rules.

Section 16-3 Public Records

Employment records of an employee are not public records, except to the extent required by Missouri Open Records Law.

ARTICLE 17 TRAVEL EXPENSES

Travel to conduct City business should be accomplished in the most economical and efficient manner possible. This policy governs allowable expenses, by which travel is obtained and the required procedures and documentation.

This policy applies to any elected or appointed official or City employee who travels as well as anyone who arranges, approves, pays for or processes transactions related to travel.

A. General Guidelines

The City pays or reimburses reasonable and necessary expenses for City travel, with proper approval by the City.

Travel is often part of the job and travel arrangements and payments are intended to be neutral to the employee with no advantage or benefit to the employee.

The City's reimbursement policies are based on IRS guidelines for an accountable plan, which allows the City to reimburse employees for authorized business expenses without creating a taxable event for the employee.

It is your responsibility to demonstrate that the expenses you incur or approve are reasonable and necessary. As needed, you should include explanations and documentation to fully substantiate travel expenses.

The standard you should apply is that each travel expense should stand on its own without the need to seek further explanation. In other words, an individual who did not take or approve a trip could review the trip documentation and readily understand what expenses were incurred and why and how they relate to transacting City business.

As a traveler or approver, you are responsible for being familiar with and adhering to City travel rules and policies. Deliberate disregard for City travel rules or policies or intentionally filing or approving a fraudulent or misleading expense report are grounds for disciplinary action including termination of employment.

Where feasible and appropriate, you should have the City pay travel expenses before the trip, such as airfare and registration. Eligible expenses you incur are reimbursable after the travel has occurred.

The City has two credit cards (Procurement Card and Fuel Card) that may be used to pay for travel expenses. Collision damage coverage is provided by the card issuer when the Procurement Card is used to pay for rental cars.

B. Types of Travel Expenses

1. Vehicle

For travel by vehicle, use City issued fuel credit cards to purchase fuel for City owned vehicles.

Reasonable expenses for oil, washing, filters and other necessary services are allowable as long as you attach receipts to your expense report or provide other justification, such as for a coin operated car wash.

It is the intent of the City to use City vehicles whenever possible in lieu of use of personal vehicles for City travel purposes. When a City vehicle is not available or appropriate, mileage shall be reimbursed at the standard mileage rate set by the Internal Revenue Service for use of a personal vehicle for official City business when traveling more than fifteen (15) miles outside City limits.

2. Air Travel

You are expected to exercise prudent care in arranging airfare in order to obtain the lowest feasible fare. Only coach fare is allowed. You should obtain the lowest reasonable, logical airfare. Air travel arrangements should be made on the basis of what benefits the City and not on accruing frequent flyer miles for an individual.

3. Lodging

Lodging shall be reimbursed when travel extends beyond seventy-five (75) miles from the City, or a greater than ninety (90) minute one-way trip.

You are expected to select the location, type and cost of lodging that best meet the needs of the City and your work requirements. Reasonable and necessary amounts are allowed for the cost of lodging at the single room rate, in accordance with the U.S. General Services Administration lodging rates. In areas where comparable accommodations are available at significantly different prices you should seek prior approval for selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.

Key issues that determine hotel acceptability to the City include accountability, transparency, price, safety, convenience, ease of booking and payment, oversight and issue resolution.

When traveling on City business in Missouri, your lodging is exempt from state sales tax. At the time of check-in, provide a copy of the Missouri Sales and Use Tax Exemption Certificate.

An itemized statement furnished by the lodging provider and documentation of payment are required for all lodging expenses.

4. Meals

Employees may claim the applicable per diem rate for each eligible meal (breakfast, lunch or dinner) while in travel status. Tips on meals are part of the per diem and may not be claimed separately. Employees may not use the Procurement Card to pay for meals while in travel status. Employees must pay for meals from their own funds. Their actual expense may differ from the applicable meal per diem.

Travel status begins when you leave your residence or domicile to travel on City business. Travel status ends when you return to your residence or domicile. You are not in travel status if any part of your trip involves a commute. When your official domicile and residence are different, the travel status begins and ends on whichever is less.

To qualify for a meal per diem when no overnight lodging is indicated, you must be in travel status for twelve (12) hours or more.

Eligible meal is defined as follows:

- a. Breakfast –if travel status begins no later than 7:00 a.m.
- b. Lunch –if travel status begins no later than 10:00 a.m. and continues past 2:00 p.m. until you return.
- c. Dinner –if travel status begins no later than 5:00 p.m. and continues past 7:00 p.m. until you return.
- d. The per diem rate is set in accordance with the U.S. General Services Administration meals and incidental expenses breakdown.

When attending a meeting or conference you may claim the applicable meal per diem for those meal times where you document that no meal was provided.

5. Miscellaneous Expenses

You may request reimbursement for reasonable and necessary business expenses you actually incur related to travel, including:

- a. Taxis or other ground transportation to or from the airport and to or from meetings away from your hotel.
- b. Parking.
- c. Transportation to attend official events outside the hotel or to get a meal.
- d. Toll charges for bridges and turnpikes.
- e. Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges when necessary for transacting City business while traveling. Attach proof of payment to your expense report.

Expenses incurred for your sole benefit, such as any type of insurance, Individual Business Travel Card late payment fees or finance charges, travel loan finance charges, personal credit card fees or dues, entertainment such as television or movie charges, bar bills, fitness

membership fees, extra meals or snacks, bulk food/beverage purchases, newspapers, magazines and other like charges are not allowed as reimbursable travel expenses.

Items which have been properly purchased and invoiced directly to the City of Smithville are not reimbursable and should not be included on an expense report.

C. Reimbursement Process

A monthly expense report is required to request reimbursement of travel expenses. Attach itemized receipts for each item for which reimbursement is requested.

Expenses reports must be submitted within 90 days after the end of the trip on which the expenses are paid or incurred or the reimbursement may be taxable to the employee. For expenses reported more than 90 days after the end of the trip, you must document the reason for the delay. Reimbursement is subject to the availability of funds and the City has the discretion to deny reimbursement.

The person incurring the expenses must sign the form and submit it for approval.

D. Other Requirements

1. Resident City Other Than Official Domicile

If your residence is in some place other than the City of Smithville (your official domicile), you are not allowed expenses while in your resident city or mileage for travel between your resident city and your official domicile. You may request reimbursement for a meal charge you incur within your resident city if incurred as part of a City sponsored conference or business meeting. This represents meals served to officials and employees at conferences and meetings while they are interacting and conducting City business. Any additional travel expense incurred because you reside in a place other than the official domicile is not eligible for reimbursement.

2. Alternate Travel Arrangements

Employees may request approval to travel by alternative means or under an alternative time frame. Examples are traveling by personal vehicle to a meeting and extending the time of travel before and/or after the meeting. The City will pay or reimburse no more than what it would have had the employee traveled by conventional means and under normal time constraints. Your request must include the following information:

- a. Your reason for requesting this arrangement
- b. Documentation of what your expenses would have been had you traveled in a conventional manner
- c. A clear demonstration that this alternate arrangement is not to the detriment of the City.

- d. Whether or not your alternate arrangement will have you traveling at times that normally would be work times. In these cases, you may need to seek approved time off.
- e. If you elect to drive a personal vehicle rather than fly, you must provide a comparison between the estimated total cost to drive and the estimated total cost to fly. If approved the City will reimburse the lower of your actual cost to drive or the estimated cost to fly.

Additional provisions regarding alternate arrangements include:

- a. Only authorized passengers are permitted to ride in City owned vehicles, including vehicles rented under the City's name. Non-City individuals such as volunteers, spouses, and children should not be passengers in a City vehicle unless they are involved in the conduct of City business.
- b. If an employee personally rents a vehicle for City business travel because they want to take an "unauthorized passenger" with them in the rental, the employee must purchase liability and collision coverage through their personal auto insurance or directly from the rental company. In the event of an accident, the employee's coverage or insurance purchased from the rental agency would provide primary coverage. Any expenses incurred beyond the rental charge and fuel are not allowable for reimbursement.

3. Spouse and Family Expenses

Expenses for a spouse and family at an official business function are allowable under the following circumstances:

- a. This expense must be for a legitimate business reason where attendance of the spouse is required to represent the City. City employees and officials may be reimbursed for expenses incurred by their spouses or other members of their family only as provided in City policy.
- b. Approval of these expenses should be attached to the applicable expense documents.

4. Exceptions

As this policy is approved by the Board of Aldermen, any exceptions to the policy must be in writing and approved by a majority vote of the Board of Aldermen.

ARTICLE 18 PROHIBITIONS AND PENALTIES

Section 18-1 Participation in Political Activities

Employees are prohibited from bringing their political affiliations to bear on their official duties. Specifically, the following political activities of employees are prohibited:

1. Campaign fund raising, or other partisan political activities on City premises while in the performance of duties and responsibilities as an employee of the City.
2. Abuse of official position for political ends.
3. Use of official working time or unauthorized use of City resources for political activity.
4. Promising any employment, position, work, compensation, or other benefits as consideration, favor or reward for political activity.
5. Performing political activities at the direction of a supervisor, department head, or other City official.

City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office.

Section 18-2 Discrimination and Sexual Harassment

No appointment, promotion, demotion, removal, or advancement in employment shall be made based on race, religion, creed, national origin, sex, age, non-disqualifying physical or mental disability, or any other characteristic protected by law.

Sexual harassment of employees is a serious matter and is prohibited in the work-place by any person and in any form. No department head, supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, performance appraisal, wages, advancement, assigned duties, or any condition of employment or career development. Other sexually harassing conduct whether committed by department heads, supervisors, or non-supervisory personnel is also prohibited. Such conduct includes but is not limited to: sexual actions, advances or propositions, verbal or written abuse of a sexual nature, or sexually degrading words used to describe an individual.

Any department head, supervisor, or other employee who is found, after appropriate investigation, to have discriminated against an employee or harassed any employee as prohibited in the preceding paragraphs shall be subject to appropriate disciplinary actions up to and including termination.

It is the policy of the City to provide an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. The purpose of this policy is to establish clearly and unequivocally that the City prohibits sexual harassment by and of its employees.

Sexual harassment is misconduct which interferes with work productivity and deprives employees of the opportunity to work in an environment free of unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors, and such other verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law. The U. S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII of the Civil Rights Act prohibiting sexual harassment. The Missouri Commission on Human Rights has also issued regulations regarding sexual harassment under the Missouri Human Rights Act.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include:

1. Verbal: suggestive comments about a person's clothing, body, or sexual activity; humor or jokes about sex or about gender-related characteristics; sexual innuendos and comments; direct or indirect threats linked to sexual propositions or sexually- explicit questions.
2. Nonverbal: suggestive or insulting sounds (leering, whistling); display of sexually- explicit pictures or photographs; obscene gestures; staring at a person's physical features.
3. Physical: intentionally brushing a person in passing; inappropriate touching, patting, or tickling; pinching or squeezing; coerced sexual activity and sexual assault.
4. Written: suggestive notes, letters; suggestive E-mail messages, text messages.

If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to any supervisor or directly to the human resources department. If the supervisor is the offending person, the aggrieved person should report to the next higher level of management or directly to the human resources department.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not adversely reflect on the person complaining nor will it affect the employee's employment, compensation or work assignments.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. If you feel you have experienced or observed any form of unlawful harassment, please take the following actions:

1. promptly advise the offender(s) that the conduct is unwelcome and request that it be stopped immediately;
2. document the incident as to date, time, place, witnesses, and nature of the incident; and
3. report the incident to the EEO Officer immediately.

In all cases, the EEO Officer or his or her designated representative will be available to hear complaints. The EEO Officer shall be the City Administrator.

Employees are encouraged to use the City's grievance procedure to address sexual harassment problems.

Employees intentionally making false claims are subject to discipline as set forth herein.

Section 18-3 Nepotism; Restriction on Employment of Relatives

A City employee may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement in or to any position of the City service over which the employee exercises jurisdiction or control, any person to whom he/she is a relative by consanguinity or affinity within the fourth degree, by consanguinity or affinity, or who is an immediate family member. A City employee may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement in or to any position of the City service in violation of law.

Two (2) members of an immediate family shall not be employed under the same supervisor; neither shall two (2) members of an immediate family be employed at the same time, regardless of the administrative department, if such employment will result in an employee supervising a member of the immediate family. This policy applies to promotions, demotions, transfers, reinstatements and new appointments. The provisions of this section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the time of the adoption of this section.

Section 18-4 Outside Employment

No full-time employee shall accept outside employment, whether part-time, temporary, or permanent, without notification first being given to the appropriate department head or the City Administrator. Each change in outside employment shall require separate notification. When such outside employment conflicts or interferes, or is likely to conflict or interfere, with the employee's municipal service, the department head or City Administrator shall take appropriate disciplinary action to prevent such interference, and the City Administrator may terminate the employee if such conflict may result in significant impairment to the municipal service. Employees may not engage in any private business activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with official duties

Section 18-5 Conflict of Interest

Except as otherwise authorized by law, no employee in the City service shall hold a financial interest in a firm, institution, corporation, or other establishment supplying goods or services to the City. No employee shall be employed in any capacity with a firm, institution, corporation, or other establishment supplying goods or services to the City when that capacity means the possession, direct or indirect, of the powers to direct or cause the direction of the management and policies of that organization. No employee shall receive any payment, gifts, favors, or other consideration from any person, firm, institution, corporation, or other establishment supplying goods or services to the City. Conflicts also reach to spouses' and dependent children's interests. Notwithstanding the above, holding less than 5% of the stock in a publicly traded company shall not be deemed a conflict of interest for purposes hereof.

Section 18-6 Disability and Reasonable Accommodation

The City is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the City under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 ("ADA"), and the ADA Amendments Act of 2008 (ADAAA). The City does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the City. The City is committed to ensuring that no otherwise qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue hardship to the City or fundamentally alter the essential functions of the job.

Employees are responsible for initiating requests for any desired disability related workplace accommodations. Supervisors/department heads are responsible for receiving requests for workplace accommodations, informing employees of the process and referring requests to the City Administrator, who will work with Human Resources regarding the request. Supervisors are also responsible for initiating a discussion concerning accommodations when they have reason to believe that an employee's disability precludes the employee from initiating a request. Supervisors should inform the City Administrator and human resources department of all requests for accommodations. The City Administrator, in conjunction with the human resourced department, is responsible for evaluating the request, determining what type of documentation is necessary, and determining if the requested accommodation is appropriate and effective.

As used in this Section:

1. Disability: The term "disability" means, with respect to an individual — (1) a physical or mental impairment that substantially limits one or more major life activities of such individual, (2) a record of such an impairment; or (3) an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.
2. Substantial Limitation: An impairment is substantially limiting if it prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The determination of whether an impairment substantially limits a major life activity depends

on the nature and severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

3. Major Life Activity: A major life activity is defined as the act of caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
4. Qualified Individual with a Disability: An employee or applicant for employment who, with or without a reasonable accommodation can perform the essential functions of the position.
5. Reasonable Accommodation: A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Examples of reasonable accommodations may include, but are not limited to: (1) making existing facilities readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; or (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.
6. Essential Job Function: The fundamental duties of the position or the primary reasons the position exists. The City does not have to eliminate an essential function from the position, nor does it have to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The City does not have to create a new position to accommodate an employee.
7. Undue Hardship: An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the City's size, financial resources, and the nature and structure of its operation. Undue hardship also refers to an accommodation that is unduly expensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

Applicant and employee requests for reasonable accommodations shall be made to his or her supervisor. Supervisors receiving a request should immediately contact the City Administrator and human resources department for guidance.

Section 18-7 Penalties

Any employee found guilty of any violation of this section shall be subject to any disciplinary action up to and including dismissal as defined by these rules, and such other penalties as may be deemed appropriate and consistent with the laws of the City and the State of Missouri.

ARTICLE 19 MANAGEMENT RIGHTS

Section 19-1 Retained Rights

The City shall retain the sole right and authority to operate and direct the affairs of the City in all its various aspects. Among these rights are the City's right to determine its mission and set standards for service offered the public; to direct the working forces; to plan, direct, control, and determine the operations or services to be conducted in and by the employees of the City; to assign and transfer employees; to hire, promote, and demote employees; to suspend, discipline, or discharge employees; to relieve employees due to lack of work or for other reasons, such layoffs being normally accomplished through attrition; to make and enforce rules and regulations; and to change methods, equipment, or facilities.

ARTICLE 20 ELECTRONIC COMMUNICATION POLICY

Section 20-1 Purpose

To ensure the responsible and acceptable use of electronic communication systems including, but not limited to internal and external electronic mail (e-mail), and the internet while continuing to support the needs of citizens and City employees.

Section 20-2 Policy

The City views the legitimate use of the internet/e-mail system as potentially enhancing many of its functions and services being provided to the public. The goal of the policy is to insure the responsible and acceptable use of these resources. This policy applies to all employees, contractors, volunteers and other individuals who are provided access to these systems.

The City reserves the right to review all data, information or computer files stored in or sent to or from computers owned or supplied by the City. This includes any type of e-mail, internet access usage, or other subscription services.

All data and other electronic messages within this system are the property of the City. This includes all the material and information created, transmitted or stored on this equipment. There should be no expectation of privacy for any of the material or information. All users must realize that material or information that has been deleted can be retrieved and viewed by others. That also includes the e-mail that has been deleted. The Board of Aldermen reserves the right to change this policy at any time.

Section 20-3 Eligibility

Department heads and elected officials may provide access to internet and/or email systems for some employees. This capability will be provided on an as needed basis and is a revocable privilege. Only the City-approved internet provider may be used to access the internet. Any additional hardware or software required for internet access must be authorized by the information services administrator.

Section 20-4 General Guidelines for Internet/e-mail Usage

These resources are to be used primarily to conduct City business. However, incidental and occasional personal use during non-working hours is permitted with supervisory approval.

The safety and security of the City's network and resources must be considered paramount when using the Internet. User passwords are confidential. It is the user's responsibility to maintain the confidentiality of the user's assigned password(s). Individual users will be held accountable for use of their account by others.

Users must abide by copyright, contract and other local, state and federal laws, City administrative directives and policies, as well as individual department guidelines. Downloading files that are not related to conducting business for the City is not allowed.

Downloading of application programs or files without consent of the City Administrator is prohibited. The City does not recommend the downloading or installation on City computers of application software from the internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard City applications. Any and all material downloaded with written permission of the City Administrator from the internet shall be downloaded to the user's local hard drive. No files should be copied to any network drive until after the files have been scanned manually or automatically for computer viruses. If a virus is detected, the information services administrator should be notified immediately. Any and all material downloaded from the internet should relate to legitimate City use.

Section 20-5 Employer-Issued Cellular Phone Policy

At the discretion of the City Administrator, city employees may be issued one (1) cellular phone unit of the City's choosing for use during working hours and as emergency contact after hours. The cell phone capability for city use will be limited to those employees as designated by the City. The phone is the primary source of communication during working hours.

If an employee is issued a cell phone and that employee is only interested in cell phone use for city purposes and is not interested in paying for personal use, then the employee shall not use the phone for any personal use. The City administration will review itemized billing(s) to ensure that no personal calls are made or accepted on the integrated cell phone issued to that employee. The City will be responsible for the costs associated with city business only.

If an employee is issued a cell phone and the employee wishes to use the phone for personal use, the employee is required to pay for any excess charges that would not be otherwise be paid by the City. In addition, the employee shall authorize \$10 a month to be withheld from their paycheck to use the phone for personal use, but if the costs incurred by the employee exceed the normal \$10 monthly fee, then the employee hereby authorizes the City to withhold the additional charges from the employee's paycheck.

The employee will be responsible for all unauthorized charges including but not limited to: data usage, directory assistance, text messaging, premium text messaging, downloading of ring-tones, call-tones, or dial-tones, and excise taxes associated with overages.

Excessive personal cell phone traffic and other abuse of cell phone capabilities will not be tolerated.

Prior to the use of the cell phone, the user should be thoroughly familiar with the phone features, proper care and operation, and rate plan limitations for the assigned phone.

Each person assigned cell phone is responsible for its proper care and use. The City may purchase insurance to cover insurance for loss or damage. However, there remains a deductible that may need to be paid for each incident. Each employee will be responsible for replacement of the phone or the deductible on damage or loss during non-working conditions. Loss or damage caused during normal working conditions other than gross neglect will be the responsibility of the City.

Employees shall be responsible for insuring that the battery is adequately charged to ensure unit operation during working hours. Employees that are issued cell phones shall carry the unit with them during work hours so they are able to be contacted via the unit.

All employees are prohibited from using a cell phone or similar device while driving, except with the use of a hands-free device, whether the business conducted is personal or company-related

Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms. Any outstanding debt will be deducted from the employee's final pay check.

The use of the cell phone shall also be subject to all of the other terms of this Article 20 in all respects including but not limited to internet and email policies and employees having no expectation of privacy in any use of the cell phone for any reason.

Any misuse or abuse of the cell phone or this policy shall be subject to any discipline up to and including termination under this Employee Handbook.

Section 20-6 Employer-Issued Laptop Policy

At the discretion of the City Administrator, city employees may be issued one (1) laptop of the City's choosing for use during working hours and/or after hours in the office or at the employees' homes.

Each person assigned a laptop is responsible for its proper care and use. Each employee will be responsible for replacement of the laptop or the deductible on damage or loss during non-working conditions. Loss or damage caused during normal working conditions other than gross neglect will be the responsibility of the City.

Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms. Any outstanding debt will be deducted from the employee's final pay check.

Any misuse or abuse of the laptop or this policy shall be subject to any discipline up to and including termination under this Employee Handbook.

Section 20-7 Social Media Policy

All employees are subject to the Social Media Policy adopted by the City, as now enacted or as amended, this Employee Handbook, and in particular this, article. The establishment and use by any City department of City's social media sites are subject to approval by the City Administrator or his/her designees. All City of Smithville social media sites shall be administered by members of City of Smithville staff. Authorized employees representing the City government via social media sites must conduct themselves at all times as a representative of the City and in accordance with all City policies. Unauthorized use of City social media sites by employees are subject to disciplinary action in accordance with the Employee Handbook. Employees exhibiting behavior on City's social media sites that is not in accordance with City policy are subject to disciplinary action in accordance with the Employee Handbook.

Employees shall have no authority to post any comments or matter as representing the position or policy of the City of Smithville on any social media site, whether a City site or otherwise, without being authorized as set forth herein.

Section 20-8 Telecommuting Policy

General Information: The occasionally permits employees to telecommute when the employee's Department Head, and City Administrator evaluates the telecommute request and approves it. When evaluating the request, the Department Head must determine that the employee can effectively perform the job duties of the position while telecommuting. The Department Head must also determine that the telecommuting arrangement conforms with applicable regulations and policies.

Telecommuting may be appropriate for some employees and positions but not for others. Telecommuting is not an entitlement, it is not a Citywide benefit, and it in no way changes the terms and conditions of employment with the City.

Telecommuting Definition: For the purpose of this policy, telecommuting refers to an arrangement where an employee occasionally or regularly works from home or from a location away from the normal workplace.

Arrangements may be made on an as-needed basis for circumstances such as inclement weather, special projects, business travel, family and medical leave, and other temporary situations as deemed appropriate by the Department Head and City Administrator. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

Eligibility: Individuals requesting telecommuting arrangements must be employed with the City for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record. This policy may apply in situations such as a pandemic or weather-related event.

Before entering into any telecommuting arrangement, the employee and Department Head, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability:** The employee and Department Head will assess the needs and work habits of the employee. Considerations include how well the employee has demonstrated the kind of skills and work habits that working from home will require.
- **Job responsibilities:** The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workplace design considerations and scheduling issues.**
- **Department readiness for telecommuting:** Ensure that the teleworking employee will continue to get work done effectively. Determine the following:
 - How will the Department Head and co-workers stay informed about the employee's productivity?
 - How will the department and employee communicate?
 - When is in-person attendance required?
- **Other practical details, including technology access, equipment needs, time and leave accounting, and any safety concerns.**

Related policies and practices: Both Department Heads and employees must understand and comply with the following policies:

- **Security:** Consistent with the City's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential city information, including, but not limited to:
 - Personal and financial information belonging to city residents and employees
 - Other confidential information belonging to, or in the care of, the City
 - Certain documents containing sensitive information should not be removed from the business office, including but not limited to: protected health information; financial records belonging to the City, employees, or residents; or other sensitive information as determined by the Department Head and/or City Administrator.
- **Public Records Disclosure:** The work employees do while telecommuting remains subject to City and other applicable regulations including the Missouri Sunshine Law, regardless of the use of a City-issued device, or a personal device.
- **Overtime eligible employees:** For non-exempt employees, work performed off site is compensable and subject to Fair Labor Standard Act (FLSA) overtime regulations. It is the responsibility of the employee to accurately track and report their time worked. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- **Workers' Compensation:** Telecommuting employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telecommute site is in the home, workers' compensation does not cover injuries that are not job related.

ARTICLE 21 SAVINGS CLAUSE AND AMENDMENT

Section 21-1 Savings Clause

Invalidation of any part, rule, or section of these personnel rules and regulations shall not affect the validity of the other rules and sections.

Section 21-2 Amendment

Amendment of these rules and regulations shall be approved by a majority vote of the Board of Aldermen. Copies of such amendments shall be distributed to all department heads and such other officials as the City deems appropriate and made available to all employees.

The City retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices, with or without notice. If statements in this Employee Handbook are found to conflict with existing or future local, state or federal laws or regulations, such rules shall supersede and prevail over the Employee Handbook statements. This edition of the Employee Handbook supersedes all previous editions of the Employee Handbook.

MEETING DATE: 10/18/2022**DEPARTMENT:** Administration/Finance**AGENDA ITEM:** Resolution 1136, Resolution Adopting Changes to the City's Policy Manual

REQUESTED BOARD ACTION:

Motion to approve Resolution 1136, Adopting Changes to the City's Policy Manual

SUMMARY:

A number of changes to the policy manual are recommended at this time. Updated policies are attached. The full manual is available at the [City of Smithville Public Website](#).

During the August 16, 2022, Board of Aldermen Work Session, the Board provided recommendations to staff to alter the utility disconnection policy by lengthening the timeline until disconnection occurs while also increasing the disconnection threshold. These policy changes allow more time for customers to pay before utility disconnection occurs. The policy language is included in this RFA for review by the Board.

On July 19, 2022, the Board of Aldermen approved the creation of a City Donation Fund. Since the creation of this fund, the City has received donations for both the Park Legacy Fund and for specific capital equipment within in the Police Department. Recommended changes to the policy manual outline the fund and indicate the use of a donation agreement form which must be completed by any donor specifying how monies are to be used by the City.

On August 2, 2022, the Board of Aldermen approved revisions to the General Fund reserve requirement. The Board agreed to decrease the required reserve level from a fund balance level equal to 40% of budgeted operating expenditures to 25% of budgeted operating expenditures. This policy alteration will allow the City to use more funds in upcoming fiscal years for retaining personnel, upgrading equipment and improving City infrastructure.

In reviewing the City's Policy Manual, staff also acknowledged the fact that the City no longer provides portable electronic tablets to elected officials to use for City business during their time in office. The policy language regarding use of electronic tablets has been proposed for deletion from the policy manual. Also, the City's previously approved Investment Policy (Board Resolution 602) has been added to the City's Policy Manual.

Finally, the Board of Aldermen recently approved a new Fireworks Ordinance which allows for easier firework permitting in conjunction with Smithville Area Fire Protection District (SAFPD). The process would allow for annual Board-approved permits of individual fireworks displays.

PREVIOUS ACTION:

The Board of Aldermen approved the implementation of a senior discount for City trash service via Resolution 959 on September 7, 2021. This was the last approved change to the City's Policy Manual

POLICY ISSUE:

City Policy Manual provides administrative direction and guidance on executing and actionizing City policy.

FINANCIAL CONSIDERATIONS:

Fiscal impact has been discussed with the Board based upon each specific change to policy within the policy manual.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Donation Policy | |
| Fireworks Event Policy | |
| General Fund Reserve Policy | |
| Technology Communication Policy – Elected Officials | |
| Utility Disconnection Policy | |

RESOLUTION 1136

A RESOLUTION ADOPTING CHANGES TO THE CITY'S POLICY MANUAL

WHEREAS, the City's Policy Manual is used to provide directives and step-by-step processes for City staff to execute; and

WHEREAS, during an August 2022 Work Session, the Board of Aldermen directed staff to change the utility disconnection timeline and threshold for City utility billing; and

WHEREAS, on July 19, 2022, the Board of Aldermen approved the creation of a City Donation Fund and approved the use of a donation form for specific donations to the City; and

WHEREAS, on August 2, 2022, the Board of Aldermen approved revisions to the General Fund reserve requirement by decreasing the requirement from 40% of the operating budget to 25% of the operating budget; and

WHEREAS, the City no longer provides portable electronic tablets to elected officials to use during their term in office, which will result in deleting this policy from the policy manual; and

WHEREAS, the City adopted an Investment Policy through Resolution 602 on June 5, 2018, which has been added to the policy manual; and

WHEREAS, staff have incorporated these directives into an updated version of the City Policy Manual which actionizes policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT THE ATTACHED POLICY MANUAL IS HEREBY APPROVED AND ADOPTED AS THE OFFICIAL POLICY OF THE BOARD OF ALDERMEN UNTIL AMENDED BY THE BOARD

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Title: **Donation Policy**

Effective Date: November 1, 2022

Section 1. Purpose of Donation Policy

The purpose of this policy is to establish procedures for the acceptance of donations to the City. A uniform set of procedures shall be followed in acceptance of all unsolicited donations and proper approval shall be obtained prior to acceptance. All cash, equipment, in-kind services, materials, and sponsorships donated to the City shall be accounted for in accordance with the procedures set forth in this policy.

Section 2. Donation Policy & Procedures

The City Administrator will accept or reject offers of donations of money, equipment and in-kind contributions or sponsorships to the City in general up to \$5,000. Donated money will be expended for general purposes or specified purposes, if agreed upon with the donor, as one-time supplements to the City's operating budget. Donations of equipment will be considered based on program outcomes, department goals and needs. Each donation will be evaluated for usefulness and costs of potential replacement/rental rates will be considered. In-kind contributions and sponsorships for specific events will be treated in the same way as donated funds. Donations made directly to the City Donation Fund will require the submission of a donation agreement which is signed by the donor. On this agreement, the donor can specify how the donation shall be used.

For monetary, equipment and in-kind contributions or sponsorships with values over \$5,000, a Request for Action will be written for the Board of Aldermen outlining the purpose of each donation and the advantages and disadvantages of accepting the gift. For monetary donations, it will be stated in the RFA if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for several years. The Board will decide, on a per case basis, if money should be accepted or rejected. An RFA will also be written so that the Board can decide to reject or accept equipment valued at over \$5,000. In-kind contributions and sponsorships of over \$5,000 in value will also require an RFA. Corporations offering sponsorships or in-kind contributions will be requested to state the value of the offered service. Upon acceptance of any donation by the City, the donation shall become the property of the city of Smithville and be treated as such.

Section 3. Definitions

A. **Gift or Donation.** For purposes of this policy, the terms "gift" and "donation"

shall be synonymous and may be a monetary contribution and/or equipment, in-kind goods or services or sponsorships which the City has accepted and for which the donor has not received any goods or service in return.

Section 4. Donations to the City

- A. **Responsibility.** Upon acceptance of a donation by the City Administrator or the Board of Aldermen, responsibility for management of donations shall lie solely with the City. In addition, the Administration Department will establish separate donation accounts for each City Department and a general account for the City to accept donations and expend donations for specific purposes.
- B. **Accepting Unsolicited Donations.** Unsolicited donations shall be accepted only if they have a valid use to the City.
- a. If the item obviously has no use to the City or would be more effectively used elsewhere, the donor will be informed, as soon as possible.
 - b. **Proof of Ownership:** If there is any question as to the legal owner of the donated item, proof of ownership may be requested.
 - c. **Restrictions:** Donors shall be encouraged to place minimal restrictions on donated items or funds, allowing the City department or the City in general as much flexibility as possible on determining its use.
- C. **Conditions for Accepting/Rejecting Donations.** Staff shall work with the donor to assure that restrictions are reasonable and do not leave the donor with unrealistic expectations regarding permanency of life or ownership of the donation. The following are criteria which may be applied in determining if a donation is appropriate for acceptance:
- a. Is the use of the item or money for a designated purchase consistent with existing City policy, program outcomes and department/ city goals?
 - b. Do restrictions upon the use of the item or funds make it practical to accept?
 - c. Do restrictions on disposal or retention of the item or funds make it practical to accept?
 - d. Is required accounting for the item or funds excessively difficult?

- e. Would equipment require extensive repair or maintenance, and if so, is maintenance support available?
- f. Does use of equipment or materials require the purchase of additional items to be useful?
- g. Does acceptance of funds, equipment or in-kind services or materials present a conflict of interest for the City or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor or there is reason to believe there may be a conflict of interest, then the City Administrator will determine if the gift should be accepted, rejected, or submitted to the Board for approval.
- h. Will the donation result in an increase to the City's budget? Recipients must bear in mind that donations are to be considered one-time supplements to departments and should not be used to develop new programs or services which would require budget supplements from the City in the current or subsequent years.

Section 5. Procedures

A. Gifts Valued at \$5,000 or Less

- a. Donation Receipt Form will be completed when donations are received, with the form completed by City staff.
- b. The donor, not staff, must place a value on the gift.
- c. The City will acknowledge each gift by letter, thanking the donor for the gift. A draft letter is included.

B. Gifts Valued at \$5,000 or More

- a. Acceptance of all gifts valued at more than \$5,000 as determined by the donor require Board of Aldermen approval. Subsequent to the Board's acceptance, procedures for acceptance of gifts in excess of \$5,000 shall be the same as those in Section A above.

C. Cash Gifts

- a. Depositing and expending cash gifts: All cash gifts shall be deposited immediately in accordance with City cash collection policy and procedure. Funds will be deposited in the City's general fund, if appropriate. Funds can also be expended from those accounts. The City Administrator will oversee general donations to the City.
- b. Recording cash donations. Donations must be supported by the

Donation Receipt signed by the donor which identifies the name of the donor, the amount and date of the donation, and the nature of restrictions on spending, if any.

- c. Board Authorization and Notification: A request for authorization for monetary gifts and others valued over \$5,000 should come to the Board.

D. Donations of Equipment and In-Kind Services, Materials, or Sponsorships. As with cash gifts, donations of equipment, in-kind services, or materials can be accepted by the City Administrator if values are under \$5,000. Equipment or in-kind services or materials valued over \$5,000 by the donor must be authorized by the Board of Aldermen.

Title: **Fireworks Event Policy**
Effective Date: November 1, 2022

Section 1. Purpose of Fireworks Event Policy

This policy establishes guidelines for the process of obtaining approval from the City of Smithville for fireworks displays outside of the allowable times established in the Code of Ordinances.

Section 2. Fireworks Event Policy and Procedure

Approval of a fireworks display outside of the times outlined within Section 205.2210 "Discharge and Sale of Fireworks" shall be obtained on a location-by-location basis. Annual permit approval by the Board of Aldermen is required for locations holding more than one display annually. Once approved by the Board of Aldermen, each display throughout the year may be approved administratively by submitting application for approval by the City Administrator.

All displays are to be completed prior to 10:00 p.m. with notification to adjacent neighborhoods required.

A complete application will include:

- A copy of a current certificate of insurance
- A copy of written approval of the event from the Smithville Area Fire Protection District
- A written plan of notification to the area residents
- Types and sizes of fireworks that are to be use in the display

Administrative approval of an application following annual permit approval by the Board will communicated to the Board of Aldermen through the City Administrator's report. The Police Department will also receive notification of the event.

Title: **General Fund Reserve Policy**

Effective Date: November 1, 2022

Section 1. Purpose of Policy

The purpose of the General Fund Reserve Policy is to provide guidelines to the Board of Aldermen and staff for establishing, maintaining, and performing an annual review of the minimum and appropriate level for General Fund balance.

Section 2. Policy Background

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy regarding the level of fund reserves that should be maintained to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, natural disasters and to ensure the ability for stable and acceptable rate changes.

A minimum unassigned fund reserve is generally considered a prudent and fiscally responsible policy to deal with unforeseen situation including but not limited to:

- Unfunded Federal, State or Other Mandates
- Revenue Shortfalls due to Economic Downturns or other unexpected conditions
- Expenses Incurred for Restoration of Service due to Weather Events or other Natural Disasters
- Credit rating agencies continually monitor the levels of unassigned fund balance when evaluating the creditworthiness and assigned a credit rating for debt issuance.

The City has established and approved a Fund Balance Reserve Policy where the City shall maintain a minimum unassigned fund balance equal to twenty-five percent (25%) of the General Fund budgeted expenditures for any given year. Designation of an appropriate level of fund reserve is recommended for use as a financial planning tool in the budget process and with bond rating agencies.

Section 3. General Fund Reserve Policy Language

The City shall maintain a minimum General Fund reserve equal to twenty-five percent (25%) of the General Fund total annual expenses for any given year. The reserves shall be used when approved by formal Board of Aldermen action or under the following circumstances:

- Large one-time costs where use of reserves would provide long-term cost savings.

- To mitigate service impacts from significant revenue shortfall due to economic downturn or other unexpected loss of revenue.
- Restoration due to weather events or other natural disasters.
- Unexpected liabilities created by Federal, State, or other mandates out of the City's control.

If in any fiscal year the General Fund Reserve Balance is required to be used or is not achieved, the City Administrator shall present to the Board of Aldermen a strategy to meet the Fund Reserve minimum reserve level within two (2) fiscal years.

Staff shall ensure that the provisions of this policy are effectively implemented. If it is determined that there is a conflict between this policy and other more specific governing policies involving the operating or capital improvement budgets, this shall be brought to the attention of the City Administrator who will determine the appropriate course of action.

Title: ~~Technology Communications Policy for Elected Officials~~

Effective Date: November 1, 2015

~~Section 1. Purpose of Policy~~

The City of Smithville continually strives for efficiency and transparency in City operations. Technology is a key component in achieving these goals. The City of Smithville recognizes the benefits of utilizing digital communication and information and, therefore, may provide an iPad to the Mayor and each Board of Aldermen member ("Users"), for use in performing official duties. This policy is to ensure the Users of the iPad acknowledge, understand, and respect the iPad, Internet, and usage policy.

~~Section 2. Police Scope~~

This policy applies to elected officials of the City of Smithville issued an iPad by the City.

~~Section 3. Police Language~~

It is the policy of the City of Smithville to provide iPads to the City's elected officials for the duration of their terms. Those in receipt of iPads shall adhere to this policy and procedures to ensure appropriate use and optimum functionality of City-issued communication devices. The iPad, Internet, and email access that the City provides to Users are tools for conducting City business. Thus, use of such tools will be primarily for City business related purposes.

~~Issuance and Return~~

Before an iPad is issued, a signed acknowledgement of this policy must be completed by the User. The iPad and all issued accessories must be returned to the City when the elected official's term ceases (not re-elected, resigns, etc.) Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information and issued to the User's successor in office.

~~Usage~~

The City will direct all its email and other electronic transmissions for a User to the User's City email address, which can be retrieved on the iPad. All agenda and meeting documents will be made available to elected officials electronically utilizing the City website whenever possible. Elected officials will be advised by the City Administrator's Executive Assistant when documents are available on the City website. In addition, Users will have access to an individual calendar on the iPad which can be utilized to record availability. The City Administrator's Executive Assistant will have access to availability for scheduling purpose.

Transparency

City records, whether paper or electronic, are governed by the public disclosure requirements of the Missouri Sunshine Law. The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, use of such tools by elected officials will be solely for City business-related purposes. All of the City's computer systems, including the iPad, are considered to be public property. All documents, data, files and e-mail messages created, received, stored in, or sent from any City iPad are considered public records, subject to disclosure to the public pursuant to the Missouri Sunshine Law (with only limited exceptions), and are considered the property of the City of Smithville. Elected officials may not use personal e-mail accounts on any device in the conduct of City business.

Accessories & Applications (Apps)

City staff will be responsible for the initial setup of the iPads and download a standard set of apps. For asset protection purposes, downloading of apps by elected officials is prohibited. All iPads will be distributed with a protective cover and charging equipment.

Replacement

The technological life of the iPad is estimated at three years; therefore, the iPads will be assessed every three years and, if authorized through the budgeting process, the City will purchase upgraded devices. Replacement or upgrade decisions shall be made by City staff to ensure optimum performance and compatibility at a reasonable cost. iPads will only be replaced prior to their scheduled replacement date if they no longer operate effectively and cannot be economically repaired or have been lost/stolen. It is the responsibility of the User to ensure the City-provided iPad is kept in a reasonable and safe condition. Should an iPad be accidentally lost, damaged, or stolen, the City shall pay the cost of the repair and replacement. Should an iPad be accidentally lost, damaged, or stolen a second and subsequent time, the User shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss. iPads that are damaged or destroyed through intentional, reckless, or negligent misuse must be repaired or replaced solely at the User's expense.

Title: **Utility Billing Procedures**
Effective Date: November 1, 2022

Section 1. Purpose of Utility Billing Procedures

The purpose of this policy is to establish procedures for rendering monthly utility bills to customers and for obtaining payment of those utility bills.

Section 2. Water Meter Reading

Water meters equipped with an electronic reading transmitter (ERT) will be read via an electronic scan monthly. Water meters which are not equipped with an ERT device will be read manually, if accessible. If such a meter is not accessible, an estimated read will be provided based on reasonable approximate consumption.

Between the months of March and November, each water meter (commercial and residential) is manually read to ensure the accuracy of the ERT device.

Water meter reading is a multi-day process which begins no sooner than the 25th of each month and ends no later than the last day of the month.

Section 3. Rendering of Utility Bills

Electronic reads are uploaded to the City's utility billing software; manual and estimated reads are manually entered into the City's utility billing software.

The City contracts with a third-party vendor to print and mail utility bills. A billing file is electronically sent to the vendor no later than 12:00 PM on the 3rd of the next month. The vendor prints and mails the utility billings via USPS mail the same day the file is received.

Section 4. Utility Bill Payments & Accepted Payment Methods

Utility billing accounts shall be due and payable no later than 5:00 PM on the 16th of each month. If the 16th falls on a non-business day, accounts shall be due and payable no later than 5:00 PM on the first business day following the 16th.

Payment options and methods are as follows:

| | |
|---|--|
| Automatic Bank Draft | Drafts occur and are posted to Utility Accounts on the 15 th of each month (due to bank time restraints, the file is locked on the 13 th of each month). |
| Cash, Check, or Money Order at City Hall | Payments are posted in real time. Office hours for City Hall are 8:00 AM to 5:00 PM. |
| Cash, Check, or Money Order in City Hall Drop Box | Payments are gathered at 8:00 AM each business day and posted immediately thereafter. |
| Cash, Check, or Money Order via USPS Mail | Payments are posted immediately after mail is received each business day. |
| Customer's Bank Online Bill Pay System | Payments from banks utilizing the electronic I-Pay system are posted at the end of each business day. Payments from banks sending physical bank checks are posted immediately after mail is received each business day. |
| Credit Card at City Hall | Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company. |
| Credit Card via Telephone to City Hall | Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company. |
| Credit Card via Municipal Payments Online | Payments are posted in real time. Customers are charged a credit card fee as set forth in the Schedule of Fees which the City pays to the credit card processing company. Customers are charged an additional \$1.25 by Municipal Payments Online. |

Section 5. Payment Plan Contract

In the event a utility customer has a utility bill larger than they can pay in one payment, a payment plan contract must be drawn up. The Finance Director manages and directs the initiation of a payment plan contract with a utility customer. The customer is the only person who can sign such a contract, and this must be done in person at City Hall or through a digital/electronic signature via email or a DocuSign process. Establishing this payment contract does not automatically waive applicable penalties and the utility customer is still subject to collections protocol if they close their utility account and have an unpaid contract balance.

Section 6. Late Fee Penalties

Utility billing accounts not paid in full will be assessed a late penalty at 8:00 AM on the first (1st) business day following the 21st of each month. The late penalty amount is set forth in the schedule of fees. No exceptions will be made for late fee penalties.

A. Application of Late Fees Example: A utility customer receives a utility bill for one-hundred and twenty-five dollars (\$125.00) on January 1st for the December billing cycle. The customer fails to pay this utility bill by the 1st business day following January 21st and incurs a late fee which is posted to the customer's account at 8:00 AM that day.

Section 7. Disconnection of Utilities (Water) Service

Utility billing accounts in arrears more than one-hundred dollars (\$100.00) at 8:00 AM on the first (1st) business day after the 19th of the month following the previous billing cycle are subject to disconnection of water service. The utility (water) reconnection fee is set forth in the Schedule of Fees. No exceptions will be made other than those listed specifically in Section 9 of these utility billing procedures.

A. Disconnection & Reconnection Charge Example: A utility customer receives a utility bill for one-hundred and twenty-five dollars (\$125.00) on January 1st for the December billing cycle. The customer fails to pay this bill and the account balance is not below one hundred (\$100.00) dollars by the first (1st) business day after February 19th (the month following January in which the December cycle bill was due). The utility customer's utility (water) services are disconnected, and the entire account balance and reconnection charge must be paid in full with guaranteed funds for the service to be turned back on.

Section 8. Reconnection of Utilities (Water) Service & Reconnection Fee

When utility (water) service to a customer has been disconnected, it will be re-established only after the utility billing account is paid in full by guaranteed funds. Guaranteed funds include cash, money order, or credit card. The fee to reconnect service is listed in the Schedule of Fees

and must be paid, in addition, to the entire accounts balance due. Re-connection of utility (water) service will occur prior to 3:30 PM on the same day payment in full is received if the payment is received before 3:30 PM. If the payment in full is received after 3:30 PM, reconnection of water service may be delayed until the following business day.

Section 9. Exceptions to Charging a Reconnection Fee

The following scenarios are the only Board of Aldermen approved exceptions to charging a reconnection fee for utility (water) service:

- A. **Deceased or Incapacitated Utility Customer:** In the unfortunate/tragic event of a deceased or incapacitated utility account holder, the City will provide a reconnection charge exception. To receive the exception, the City must receive a copy of the death certificate or record of incapacitation of the utility customer (account holder) to waive the reconnection fee upon disconnection of utility service. The Finance Director is responsible for evaluating the legitimacy of all certificates or records of incapacitation.
- B. **Financial Assistance for Utility Customer:** In the case of a utility customer applying for and receiving financial assistance, the City will provide a reconnection charge exception. The utility customer must provide a promissory note or pledge which guarantees the reception of funds by the City. The Finance Director is responsible for evaluating the legitimacy of the promissory note or pledge as this must come from an agency or institution which can guarantee funds for utility assistance.
- C. **“Pending” Leak Adjustment for a Utility Customer:** In the case of a utility customer working with the City to determine or fix a leak, the City will provide a reconnection charge exception. Customers with leaks typically have significantly more expensive utility bills due to increased usage from the leak, so to accommodate this higher bill and provide time for the approval of a leak adjustment by the Board of Aldermen, a “pending” leak adjustment exists as an exception to the disconnection charge.

Section 10. Senior Discount for Residential Trash & Recycling, Water, and Wastewater

- A. **Purpose of Senior Discount Policy.** Beginning November 1, 2022, City of Smithville residents who are utility account holders 65 years of age and older are eligible to sign up for a reduction in the monthly residential trash charge, the monthly fixed water connection charge, and the monthly fixed wastewater connection charge. The purpose of this policy is to outline the eligibility of this discount, and how Administration/Finance staff will administer the discount.

- B. Requirements for Discount Eligibility.** To be eligible for the senior discount, the individual must be a City of Smithville resident who is 65 years of age or older. Discount eligibility is not based on or related to income levels. Only the account holder is eligible for the discount, as they must be 65 or older, show proof of identification to verify age, and complete the senior discount agreement form.
- a. **Account Holder:** The utility bill must be in the name of resident signing up for the discount. The discount will only be applied to the primary residence if there are multiple properties under one account.
 - b. **Good Standing of Utility Account:** The account holder must be in good standing with the utility billing office to activate the discount. The discount will not be applied to previously issued utility bills, late fees, or disconnection charges.
- C. Senior Discount – Rate of Discount.** The rate of discount for seniors (ages 65 and older) is determined in the Schedule of Fees and shall be approved or change by resolution by the Board of Aldermen.
- D. Administration of Senior Discount.** The following directives outline how the senior discount will be administered:
- a. The Utility Billing Office (within Finance Department) administers the senior rate discount.
 - b. Residents will not be automatically enrolled in the senior rate discount. The resident must show proof of age and complete a signed agreement which is then filed.
 - c. The senior rate discount will be applied to the following billing cycle after activation of the discount.
 - d. The senior rate discount will only be applied to the residential monthly trash charge, the monthly fixed water connection charge, and the monthly fixed wastewater connection charge portion of the account holder's utility bill.
 - e. The senior rate discount will not be applied to late fees, reconnection fees which are assessed upon disconnection of the utility account, or fees for additional trash containers/carts.



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1137, Authorizing the Mayor to sign a Winter Storm Maintenance Agreement with Clay County

RECOMMENDED ACTION:

A motion to approve Resolution 1137, authorizing the Mayor to sign a Winter Storm Maintenance Agreement with Clay County.

SUMMARY:

There are certain roads around the perimeter of the City that have both properties within the City limits and properties not inside the City limits (Clay County properties) abutting the road. The City and County have typically shared the responsibility on which street or road crew would be responsible for snow removal / winter storm maintenance. The list attached with the agreement has reviewed and agreed to by staff with both the city and county. The maintenance responsibilities outlined make sense from an efficiency of operations and street classification standpoint. The City and County have had a "Shared Roads" agreement for years, the most recent was approved in 2010. Over the years, the City has grown and the current agreement is reflective of that growth.

Negotiations regarding maintenance of some of these roads is ongoing. Agreement to the snow removal responsibilities is necessary at this time in anticipation of the upcoming winter season.

PREVIOUS ACTION:

Ordinance 2764-10, authorizing the mayor to sign a cooperative agreement with Clay County was approved on August 17, 2010.

POLICY ISSUE:

Street Maintenance / Snow removal

FINANCIAL CONSIDERATIONS:

Funds are budgeted annually for snow removal / winter storm maintenance in the street division operating budget.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1137

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN WINTER STORM MAINTENANCE AGREEMENT

WHEREAS, Clay County and the City of Smithville each have the responsibility to provide winter storm maintenance for portions of certain roads located in Clay County, Missouri; and,

WHEREAS, there exists an ongoing need and responsibility to provide winter storm maintenance including the removal of snow and ice from said roads and to apply salt and sand or other chemicals to help melt snow and ice from said roads; and

WHEREAS, the parties are desirous of entering into a cooperative agreement under §70.220 RSMo for the purpose of allowing the parties to provide winter storm maintenance for the roads; and

WHEREAS, winter storm maintenance on the roads will benefit Clay County residents and will mutually benefit both parties through increased efficiencies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Board authorizes the Mayor to sign the Cooperative Agreement with Clay County for Winter Storm Maintenance

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

COOPERATIVE AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 2022, by and between Clay County, Missouri, Administration Building, One Courthouse Square, Liberty, Missouri 64068 (hereinafter referred to as “County”) and City of Smithville, Missouri, 107 West Main Street, Smithville, Missouri 64089 (hereinafter referred to as “City”).

WHEREAS, the County and City each have the responsibility to provide winter storm maintenance for portions of certain roads located in Clay County, Missouri (said portion of these roads are set forth in exhibit A, attached hereto, and are hereinafter referred to as the “roads”);

AND WHEREAS, there exists an ongoing need and responsibility to provide winter storm maintenance including the removal of snow and ice from said roads and to apply salt and sand or other chemicals to help melt snow and ice from said roads;

AND WHEREAS, the parties are desirous of entering into a cooperative agreement under §70.220 RSMo for the purpose of allowing the parties to provide winter storm maintenance for the roads;

AND WHEREAS, winter storm maintenance on the roads will benefit Clay County residents and will mutually benefit both parties through increased efficiencies;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the parties agree as follows:

1. Upon execution of this agreement, County and City do hereby agree to provide winter storm maintenance for the roads as are set forth in exhibit A, attached hereto.
2. *Term.* This cooperative agreement will take effect upon approval of the County and the City and shall remain in effect until terminated by either party or amended

by mutual agreement. If either party desires to terminate this agreement, it will give the other party 90 days' written notice of such intent prior to terminating the Agreement. Each body shall approve and maintain this agreement pursuant to §70.230 RSMo.

3. *Change.* In the event that City annexes additional properties that have road frontage on roads included in this agreement or on other roads owned or maintained by the County, City will notify the County Highway Administrator in writing within 30 days of annexation so that responsibility for winter storm maintenance may be modified if agreed to by both parties.

4. This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any term of this agreement, unless done in writing and executed by the governing bodies of the County and the City.

5. *Controlling Law.* The validity, interpretation, and performance of this agreement shall be controlled by and construed under the laws of the State of Missouri.

6. *Waiver.* The failure of either party to this agreement to object to or to take affirmative action with respect to the conduct of the other which is in violation of the terms of this agreement shall not be construed as a waiver of the violation or breach, or any future violation, breach or wrongful conduct.

7. *Notices.* All notices pertaining to this agreement shall be in writing and transmitted by either personal hand delivery or through the United States Post Office certified or registered mail return receipt requested. All notices shall be sent to addresses set forth above for the respective parties, unless either gives written notice of a change of address.

8. *Headings.* Headings in this agreement are for convenience only and shall not be used to interpret or construe as provisions.

9. *Binding Effect.* The provisions of this agreement are binding on the parties hereto, their heirs, successors and assigns.

COUNTY OF CLAY, MISSOURI

Approved:

By:

County Counselor

Presiding Commissioner

Eastern Commissioner

Western Commissioner

ATTEST:

Clerk of the Commission

CITY OF SMITHVILLE, MISSOURI

By:

Mayor

City Administrator

Chairman, City Council

Exhibit A

| Road Name | Road Description | Responsibility |
|--------------------------------|--|-----------------------|
| Amory Rd | from US 169 east to N Virginia Avenue | Smithville |
| Cliff Drive | from dead end (at south) north to US 169 | Smithville |
| H&H Lake Road | from 179th St south to 176th St (paved) | Smithville |
| H&H Lake Road | from 179th St north to 188th St (gravel) | Clay County |
| Mt Olivet Road | from DD Highway (at south) to DD Highway (at north) | Clay County |
| N Virginia Ave | from 132nd St north to Amory Rd | Clay County |
| NE 144th St | from N Virginia Ave east to Wise Rd | Clay County |
| NE 156th St | from DD Highway east to Mt Olivet Rd | Clay County |
| NE 188th St | from US 169 Highway east to Eagle Parkway (MO F Highway) | Smithville |
| NE 188th St | from Eagle Parkway (MO F Highway) east to Parks Dept | Smithville |
| North Main St | from 180th St north to 188th St | Smithville |
| NW 134th St | from US 169 west to dead end | Smithville |
| NW 144th St | from US 169 west to Platte County Line | Smithville |
| NW 164th St | from Lowman Rd west to Platte County line | Smithville |
| NW 176th St | from Thomas Ln east to H&H Lake Rd | Smithville |
| NW 188th St | from Platte County Line Rd east to US 169 | Clay County |
| Park Ln | from Tillman Rd west to Deer Run | Smithville |
| Second Creek Bridge/ W Main St | from US 169 west to Lowman Rd | Smithville |
| Thomas Ln | from MO KK Highway north to 176th St | Clay County |
| Tillman Rd | from 144th St north to MO 92 Highway | Smithville |
| Wise Rd | from 144th St north to Tillman Rd | Smithville |

MEETING DATE: 10/18/2022

DEPARTMENT: Public Works

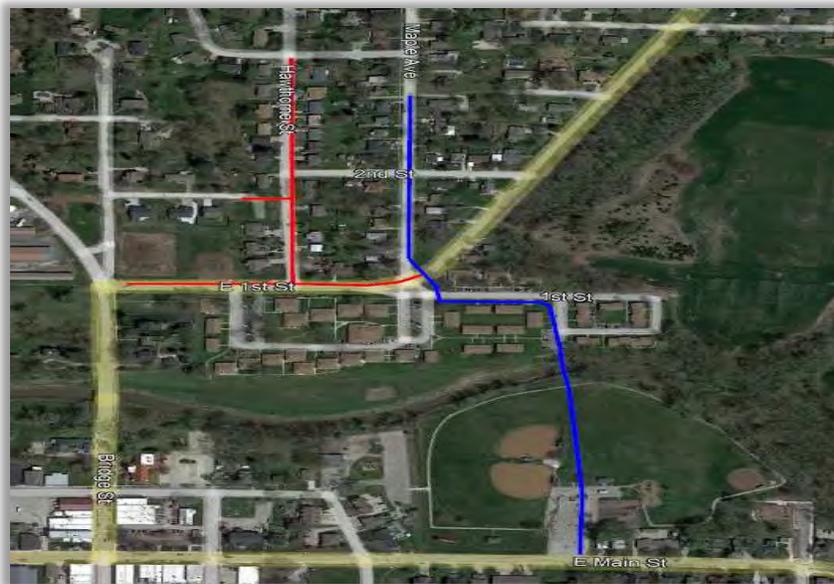
AGENDA ITEM: Resolution 1138 - Authorization No. 97 – design and construction services for Little Platte River Crossing

REQUESTED BOARD ACTION:

A motion to approve Resolution 1138, authorizing and directing the Mayor to execute Authorization No. 97 with HDR Engineering, Inc. for design and construction services for Little Platte River Crossing.

SUMMARY:

The 12" water line will extend from Heritage Park under the Little Platte River to Third Street and Maple Avenue as shown below in blue. The 8" water line will include improvements on First Street and Hawthorne Street connecting to current/pervious water line projects (Streetscape Phase III, Hawthorn Street Improvements, and Main Street Water Improvements) as shown below in red. The FY2023 budget includes \$200,000 for the design of this water line, which is sufficient.



PREVIOUS ACTION:

None

POLICY ISSUE:

Infrastructure Maintenance

FINANCIAL CONSIDERATIONS:

The project is planned to begin late in 2023 and completed in 2024. Funding for the project is sourced from the CWWS Fund (specifically coming from Water Impact Cash).

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1138

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AUTHORIZATION NO. 97 WITH HDR ENGINEERING, INC. FOR ENGINEERING SERVICES FOR DESIGN AND CONSTRUCTION SERVICES FOR LITTLE PLATTE RIVER CROSSING

WHEREAS, the city completed the Water Master Plan, June 1 2018; and

WHEREAS, Project C-1, a 12" water main crossing the Little Platte River from Main Street to Third Street was identified as one of the highest priority projects; and

WHEREAS, HDR has provided a scope of services for the engineering design and construction phase services in an amount of \$167,560.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Mayor is hereby authorized to execute Authorization No. 97 with HDR Engineering, Inc. in an amount of \$167,560.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October, 2022.

Damien Boley, Mayor

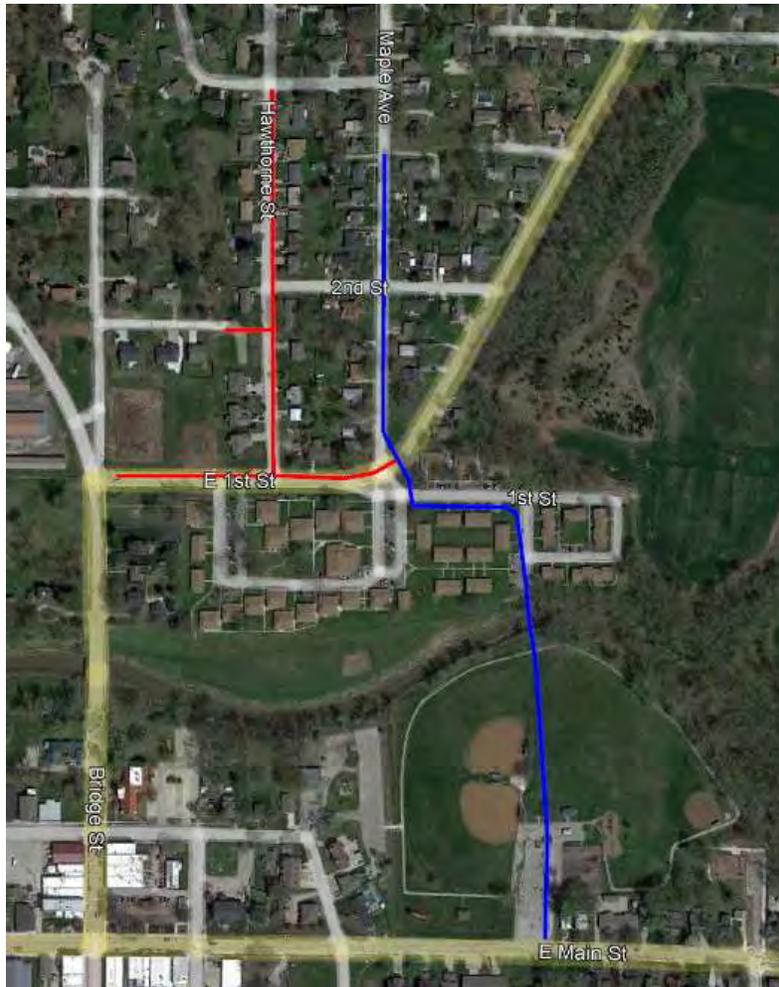
ATTEST:

Linda Drummond, City Clerk

AUTHORIZATION No. 97
TO
AGREEMENT BETWEEN
CITY OF SMITHVILLE, MISSOURI
AND
HDR ENGINEERING, INC. (FORMALLY E.T. ARCHER CORPORATION)
FOR
PROFESSIONAL ENGINEERING SERVICES

LITTLE PLATTE WATER LINE CROSSING

In accordance with Section 1.A. of the December 18, 2003 Agreement, ENGINEER is hereby authorized to assist the City with the topographic survey, design, preparation of construction documents, bidding assistance, and construction administration for approximately 2,400 linear feet of 12" and 2,000 linear feet of 8" domestic water line. The 12" water line will extend from Heritage Park under the Little Platte River to 3rd Street and Maple Avenue as shown below in blue. The 8" water line will include improvements on 1st Street and Hawthorne Street connecting to current/pervious water line projects (Streetscape Phase III, Hawthorn Street Improvements, and Main Street Water Improvements) as shown below in red.



The Scope of Services will more specifically include the following project improvements & tasks.

SCOPE OF SERVICES

Task 1. Topographic Survey

1. Project research, preparation, and management - Research and compile relevant previous topographic surveys and background data and incorporated into this project.
2. Safety plan coordination and review
3. Control and benchmark survey - Establish and/or identify survey control points and project benchmarks.
4. Topographic Survey - Obtain topographic survey within the project boundary including apparent visible features and the Little Platte River bottom utilizing sonar equipment.
5. Utility Coordination/meetings - Coordination with utilities for locates and survey of utilities.
6. Boundary Survey - Develop property boundary survey from right of way to right of way and/or building faces. Research existing property lines based on County deeds and tax mapping.
7. Base mapping – Convert topographic field survey information into AutoCAD Civil 3D format.
8. Easement descriptions and exhibits - Obtain Guaranteed Title Reports (GTR), create easement descriptions and exhibits for up to 6 properties.

Task 1 Deliverables: Easement description and exhibits

Task 2. Preliminary Design

1. Internal Safety Plan and PARR QA/QC Review – Internal Safety Plan and perform project approach and resource review.
2. Conceptual water line alignment – HDR will design conceptual water line alignment with GIS data and existing water line information.
3. Alignment walkthrough - HDR will provide conceptual alignment and conduct a walkthrough of the project with the City. This will confirm the proper alignment for the topographic survey and design.
4. Utility Coordination – HDR will initiate conversations with utilities about the project with the conceptual alignment. HDR will determine if utility improvements are intended in the project vicinity.
5. Hydraulic system modeling – HDR will analyze the
6. Geotechnical investigations - HDR will retain a subconsultant to perform 3 soil bores (15' minimum) at the Little Platte River crossing to determine bed rock and groundwater conditions.
7. Preliminary plans – HDR will develop preliminary design plans for the water line under the direction of City Staff. The Preliminary Design Plans will be based on the topographic survey developed in Task 1. These plans will include title sheet, water line plan and profiles, and standard details.
8. Technical specifications - HDR will prepare preliminary technical specifications for water line construction.

9. Preliminary cost estimate - HDR will prepare a preliminary itemized opinion of probable construction costs.
10. Internal QC review - HDR will perform an internal quality control review on the preliminary plans, project manual, and cost estimate.
11. Client Meeting (1 included) - HDR will attend one meeting with the City to review the preliminary documents.
12. Project Management – Perform project management, scheduling, and cost control for the project.

Task 2 Deliverables: Conceptual water line alignment, Preliminary Plans, and Geotechnical Report.

Task 3. Final Design

1. Utility Coordination – HDR will continue conversations with utilities about the project with the preliminary design plans created. HDR will determine if improvements are intended in the project vicinity.
2. Preliminary plans – HDR will develop final design plans for the water line under the direction of City Staff. These plans will include title sheet, water line plan and profiles, layout and survey control, erosion control, traffic control, restoration plans, and standard details.
3. Technical and project specifications - HDR will finalize the project manual and project specific technical specifications.
4. Cost estimate – HDR will prepare a final itemized opinion of probable construction costs.
5. Internal QC review - HDR will perform an internal quality control review on the final plans, project manual, and cost estimate.
6. Construction permit to MDNR – HDR will submit a water line construction permit to the Missouri Department of Natural Resources (MDNR).
7. Floodplain development permit – HDR will submit a floodplain development permit application to the City’s Floodplain Manager.
8. Client Meeting (1 included) - HDR will attend one meeting with the City to review the final documents.
9. Project Management – Perform project management, scheduling, and cost control for the project.

Task 3 Deliverables: Final plans and specs

Task 4. Bidding Phase

1. Prepare bid package - HDR will assist Owner in advertising by submitting electronic copies of the bidding documents to Drexel Plan Room.
2. Pre-bid conference - HDR will assist the City in conducting a pre-bid conference.
3. Bidder’s questions – HDR will address bidders questions.
4. Prepare addenda – HDR will issue up to two (2) addenda to clarify, correct, or modify the Bidding Documents.
5. Bid Opening – HDR will attend the bid opening, prepare Bid tabulations, and assist Owner in evaluating Bids or proposals and provide a bid award recommendation to the City

6. Bid award – After Acceptance from the City, HDR will notify the contractor of the bid award and notice to proceed and create conformed to bid drawings and specs.

Task 4 Deliverables: Project advertisement, bid tab and recommendation, and conformed to bid drawings/specs

Task 5. Construction Phase

1. Pre-construction conference – HDR shall prepare an agenda and participate in a pre-construction conference prior to commencement of Work at the Site.
2. Submittal Reviews – HDR shall review up to fifteen (15) Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
3. Address RFI's - HDR shall issue up to three (3) necessary clarifications and interpretations of the Contract Documents to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Engineer may issue Field Orders authorizing minor variations in the Work from the requirements of the Contract Documents.
4. Issue Change Orders - HDR shall recommend Change Orders and Work Change Directives to Owner, and prepare up to three (3) Change Orders/Work Change Directives.
5. Review payment applications - Based on HDR's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation, HDR will recommend the amount the Contractor be paid on up to five (5) applications.
6. Monthly progress meetings - HDR shall attend up to five (5) construction progress meetings with Owner and Contractor.
7. Engineer site visits - In connection with observations of Contractor's Work while it is in progress and coordination with City Staff, HDR may make up to three (3) visits to the Site to observe as an experienced and qualified design professional the progress and quality of Contractor's executed Work. Such visits and observations by HDR are not intended to be exhaustive or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to HDR in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on HDR's exercise of professional judgment as assisted by the City's Resident Project Representative. HDR will check with City Staff documentation. Based on information obtained during such visits and observations, HDR will determine in general if the Work is proceeding in accordance with the Contract Documents, and HDR shall keep Owner informed of the progress of the Work.
8. Substantial completion inspection and punch list - HDR shall conduct a substantial completion inspection to determine if the Work of Contractor is acceptable. HDR will

provide a punch list of items needed for the contractor to meet substation completion if necessary.

9. Final inspection and documentation - HDR shall conduct a final inspection to determine if the Work of Contractor is acceptable so that HDR may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, HDR shall also provide a notice that the Work is acceptable to HDR's knowledge, information, and belief and based on the extent of the services provided by HDR under this Agreement.
10. Record drawing completion - HDR shall prepare a set of construction record drawings based upon records kept by Contractor and City's Resident Project Representative during Construction. These drawings will be provided to the Owner in electronic format.
11. Project Management – Perform project management, scheduling, and cost control for the project.

Task 5 Deliverables: Submittal reviews, change orders, pay app reviews, substantial completion punch list, final completion documentation, and record drawings

Project Assumption

1. The City will coordinate with owners of private property to provide access for consultant's and subconsultant's staff.
2. HDR will provide easement conveyance documents to the City. The City will obtain the easements and appraisals as needed.
3. The City will provide construction observation and will review results of testing during construction.
4. The project will only be bid one time.
5. There will be no fee for the City issued floodplain development permit.
6. The disturbed pavement of the parking lot at Heritage park will be replaced in-kind. Alternative parking lot layouts can be designed as added services.

Project Schedule

| | |
|----------|---|
| 11/01/22 | Anticipated Notice to Proceed |
| 11/15/22 | Alignment Walkthrough |
| 01/20/23 | Preliminary Plans to the City |
| 02/15/23 | Construction permit to MDNR |
| 03/15/23 | Final Plans to the City |
| 04/04/23 | Issue for Bid |
| 04/25/23 | Bid Opening |
| 10/2023 | Construction Substantial Completion (150 days for construction) |

FEE

The CITY shall compensate ENGINEER for the Little Platte River Water Crossing in an amount not to exceed \$167,560.00.

This AUTHORIZATION shall be binding on the parties hereto only after it has been duly executed and approved by the CITY and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in duplicate on the respective dates indicated below.

(SEAL)

CITY: SMITHVILLE, MISSOURI

By: _____

Type or Print Name

Title _____

Date _____

(SEAL)

ENGINEER: HDR Engineering, Inc. (formally
E.T. ARCHER CORPORATION)

By:  _____
Joseph Drimmel (Oct 3, 2022 09:52 CDT)

Joseph Drimmel, P.E.

Type or Print Name

Title Senior Vice President

Date Oct 3, 2022



**Little Platte Water Line Crossing
Scope and Fee**

| Staff Name | Bresette, A Senior Project Manager III | Wiebelhaus, M Engineer IV | English, J Engineer IV | Call, B Engineer I | Carter, M Engineer VI | Ordonez - Castillo, D Cadd/GIS Technician I | Allen, J Cadd/GIS Technician V | Wideman, G Project Assistant I | Campbell, J Project Assistant II | Fuller, T Project Accountant II | Yakle, J Senior Land Surveyor | Jasper, J Survey Technician III | Ly, P Survey Technician III | Lytle, N Survey Technician II | Shields, T Survey Technician II | HDR Expenses | Subconsultant | Total |
|--|--|------------------------------|---------------------------|-----------------------|--------------------------|--|--------------------------------------|--------------------------------------|--|---------------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|----------------|----------------|------------------|
| E. Task 5 - Construction Phase | | | | | | | | | | | | | | | | | | |
| 1 Pre-construction meeting | | 4 | | 4 | | | | | | | | | | | | | | \$1,180 |
| 2 Submittal Reviews | 2 | 16 | | 30 | | | | | | | | | | | | | | \$6,980 |
| 3 Address RFI's | | 6 | | 6 | | | | | | | | | | | | | | \$1,770 |
| 4 Issue change orders | | 6 | | 6 | | 8 | 8 | | | | | | | | | | | \$4,010 |
| 5 Review payment applications | | 10 | | 10 | | | | | | | | | | | | | | \$2,950 |
| 6 Monthly progress meetings | | 15 | | 15 | | | | | | | | | | | | | | \$4,425 |
| 7 Engineer site visits | | 12 | | | | | | | | | | | | | | \$185 | | \$2,285 |
| 8 Substantial completion inspection and punch list | | 8 | | 4 | | | | | | | | | | | | \$60 | | \$1,940 |
| 9 Final inspection and documentation | | 8 | | 4 | | | | | | | | | | | | \$60 | | \$1,940 |
| 10 Record drawing completion | | 4 | | 4 | | 8 | 8 | | | | | | | | | | | \$3,420 |
| 11 Project Management | | 6 | | | | | | | 6 | 6 | | | | | | | | \$2,550 |
| Subtotal Hours | 2 | 95 | 0 | 83 | 0 | 16 | 16 | 0 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | | | |
| Subtotal Dollars | \$580 | \$16,625 | \$0 | \$9,960 | \$0 | \$1,760 | \$2,720 | \$0 | \$750 | \$750 | \$0 | \$0 | \$0 | \$0 | \$0 | \$305 | \$0 | \$33,450 |
| Total Task 5 | | | | | | | | | | | | | | | | | | \$33,450 |
| Total Hours | 24 | 253 | 10 | 83 | 6 | 170 | 158 | 42 | 16 | 12 | 43 | 10 | 101 | 101 | 62 | | | 1,091 |
| Total Billing Amount | \$6,960 | \$44,275 | \$2,000 | \$9,960 | \$1,380 | \$18,700 | \$26,860 | \$4,200 | \$2,000 | \$1,500 | \$7,525 | \$1,300 | \$13,130 | \$9,090 | \$5,580 | \$5,100 | \$8,000 | \$167,560 |

Estimated Project Fee \$167,560



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: RES 1139, Award of RFQ #22-20 Wayfinding and Design Guidelines

REQUESTED BOARD ACTION:

Approval of Resolution 1139, awarding RFQ #22-20 Wayfinding and Design Guidelines to KMA Design.

SUMMARY:

Earlier this year, the City partnered with the Smithville Main Street Association to apply for a Clay County ARPA Tourism Marketing Matching Grant (TMMG) for a wayfinding and signage design guideline project to be completed by a third party design company. The application requested \$10,000, with an anticipated \$10,000 local match by the City. On July 28, 2022, notification was received that the grant request had been approved in the amounts requested. Quarterly updates to the TMMG are required and funds must be expended by June 20, 2023.

RFQ #22-20 Wayfinding and Design Guidelines was posted on August 10 with a submission deadline of August 29, 2022. Six submissions were reviewed by a committee comprised of Aldermen Marv Atkins and Dan Ulledahl, Management Analyst Gina Pate, Parks and Recreation Director Matt Denton, Smithville Main Street Director Alyssa Sanders and Assistant City Administrator Anna Mitchell. Two firm were invited for interviews and KMA Design was selected by the committee as the most responsive bid.

Once selected, the pricing submitted by KMA Design was found to be higher than the budgeted amount. Staff negotiated with KMA Design to reduce the cost. A modified cost of \$19,390 was achieved by reducing the number of site visits and shifting the responsibility of a action items to staff.

During the project, a committee composed of representatives from the City, Smithville Main Street, Smithville School District, Chamber of Commerce and a downtown business will work to accomplish local responsibilities and will be responsible for coordination with any outside organization required for placement approval, completing a current signage inventory, determining utility locations and code compliance and will develop a list of the primary, secondary and tertiary locations of wayfinding signage desired.

Staff recommends the approval of KMA Design for RFQ #22-20 Wayfinding and Design Guideline.

PREVIOUS ACTION:

N/A

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

\$10,000 grant from TMMG; \$10,000 budgeted funds in the 2023 Budget.

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: RFQ #22-20 Bid Document, KMA Design Proposal Document
- Contract
- Plans
- Minutes

RESOLUTION 1139

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE
AN AGREEMENT WITH KMA DESIGN**

WHEREAS, the City and Smithville Main Street partnered to apply for grant monies from the Clay County ARPA Tourism Marketing Matching Grant; and,

WHEREAS, \$10,000 in grant funds were awarded for the Wayfinding and Signage Design Guideline project; and,

WHEREAS, the FY2023 Budget includes funds for the matching amount for the project, and;

WHEREAS, staff has conducted a RFQ process as outlined in the City Purchasing Policy, and;

WHEREAS, after review of the proposals, the selection committee has made the recommendation to award the proposal submitted by KMA Design.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
CITY OF SMITHVILLE, MISSOURI:**

THAT Bid #22-20 is hereby awarded to KMA Design and the Mayor is authorized and directed to enter an agreement with KMA Design for the completion of a Wayfinding and Signage Design Guideline in an amount not to exceed \$19,390.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Society for Experiential Graphic Design
Standard Form of Agreement for Professional Services

| | |
|-----------------------------------|--|
| Project Data | Wayfinding and Signage Design |
| Date | October 10, 2022 |
| Design Consultant [“Designer”] | Kerestes-Martin Associates, Inc. (dba KMA Design) 1276 McEwen Avenue Canonsburg, PA 15317 Contact: Barbara J. Martin - Chief Executive Officer Tel: 412-429-4071 |
| Client | City of Smithville, Missouri |
| Owner | City of Smithville, Missouri 107 W. Main Street Smithville, MO 64089 |
| Project | Wayfinding and Signage Design Guidelines for Exterior Signage |

Pittsburgh

104 Broadway Street
Carnegie, PA 15106
855.878.2350

Tampa

16057 Tampa Palms
Boulevard, Suite 579,
Tampa, FL 33647
855.878.2350

Philadelphia

630 Freedom Business
Center Drive, Floor 3,
King of Prussia, PA 19406
855.878.2350

Designer

Responsibilities

Scope of Services

Design, proposed location plans and message schedule and construction documents to update wayfinding signage throughout the City of Smithville. Sign Types include gateways, vehicular and pedestrian signage. Cost estimate to construct signage. (See fee spreadsheet for detailed scope of services, Attachment A.)

Project Completion

March 10, 2023

Optional Services

The services listed below are optional and are available at the hourly rates listed plus related reimbursable expenses. The designer shall receive written authorization from the client before performing any of these services.

Optional services include, but are not limited to, the following:

- Surveys to public or city staff.
- Analysis of Current Signage program and inventory of current existing signage.
- Electrical or Structural Engineering fees are not a part of this agreement.
- Revisions include changes to previously approved work, changes in the extent of work or project parameters, changes in the complexity of any elements of the project, activities performed out of sequence, changes necessitated by code revisions, schedule changes, client

personnel changes, field changes, structural/electrical conflicts, fabricator price increases or other causes not within the designer's control.

- Development of comprehensive signage standards manual other than the 100% construction documents.

Exclusions:

Services not listed in main agreement. For an explanation of these items, see the Menu of Possible Additional Consultation & Design Services in Appendix A.

Project does not include travel to the city of Smithville, (all meetings will be done virtually.)

Cost of signage units, installation and permits not included in the scope of work.

Client Responsibilities

- Appointment of a sole representative with full authority to provide or obtain any necessary information and approvals required by the designer.
- Coordination of the decision-making processes with parties other than the designer.
- Timely communication of administrative or operational decisions if they affect the design or production of

signage or graphic items; coordination of required public approvals and meetings.

- Timely provision of accurate and complete information and materials requested by designers such as site plans, building plans and elevations, color/material samples and all applicable.
- Utility locations, code compliance.
- Coordination with government agencies for placement, permits and approvals of sign locations.
- All in-person meetings will be coordinated and conducted by the City of Smithville with KMA participation virtually.
- Final presentation to Alderman for approvals.
- Provide list of primary, secondary and tertiary destinations.
- Provide branding standards.

Compensation

Fees

This project will be completed for a lumps sum fee of \$19,390.00 for Design Services.

Hourly Rates (these rates apply to optional services)

Standard hourly rates are listed below and shall apply for twelve (12) months from the date of this proposal

| | |
|-------------------------|----------|
| Principal-In-Charge | \$175.00 |
| Project Director | \$150.00 |
| Senior Project Manager | \$120.00 |
| Project Manager | \$95.00 |
| Project Coordinator | \$75.00 |
| Senior Graphic Designer | \$100.00 |

| | |
|------------------|---------|
| Graphic Designer | \$75.00 |
| Administrative | \$65.00 |

Reimbursable Expenses

Expenses are included in the fixed fee.

Payment Schedule

Billing shall occur no more frequently than every thirty (30) days. Payment is due within thirty (30) days. Payments not received within thirty-one (31) days will bear interest at prime rate plus two percent (2%). The designer reserves the right to temporarily suspend services when an invoice is not paid within ninety (90) days. The designer shall be entitled to reimbursement of all costs incurred in collecting overdue accounts including, but not limited to, legal fees.

Terms and Conditions

Governing Law and Choice of Forum

The validity and interpretation of this Agreement shall be construed in accordance with, and governed by the internal laws of the State of Missouri. All claims, would be subject to jurisdiction in the Court of Common Pleas for for the City of Smithville, Missouri. Each of the parties hereto agrees to submit to the jurisdiction of such courts and that the same shall be proper for all purposes of this Agreement. The substantially prevailing party in such matter shall be entitled to its reasonable attorney's fees and costs.

Assignment

Neither the client nor the designer may assign or transfer their interest in this agreement without the written consent of the other party.

This Agreement constitutes the entire Agreement between the parties and supersedes any prior or concurrent agreements, understandings, arrangements and negotiations. No amendment or modification of this agreement shall be valid or enforceable unless in writing and signed by the parties affected.

Ownership/Identity

All work performed shall be deemed work for hire.

Upon payment of all fees and expenses, the designer transfers ownership of the final documents to the client.

Representations

The client represents that it has full power and authority to enter into this Agreement and that it is binding and enforceable in accordance with its terms.

The design firm represents that it has full power and authority to enter into this agreement and that it is binding and enforceable in accordance with its terms.

Sales Tax

The client is exempt from paying sales tax.

Severability

All provisions of this Agreement are separate and divisible, and if any part is held invalid, the remaining provisions shall continue in full force and effect.

Termination

Either party may terminate this agreement after giving 10 days written notice. In event of the termination of this contract, the designer shall be paid in full for all services performed up to the termination date, based on standard hourly rates, along with associated reimbursable expenses.

This proposal, made on 10/10/22, shall remain valid until 3/10/23 and will become a binding contract when signed below by the client and design firm.

Optional Terms & Conditions

ADA Compliance

All signs shall be designed to comply with the current understanding of the Americans with Disabilities Act. However, as this act is a Civil Rights act and not a specific code, there is no definitive way to guarantee that a specific design will be judged acceptable.

Insurance

The designer shall maintain in force, during the duration of this agreement, the following insurance coverage:

| | |
|--------------------------------------|-----------------|
| Automobile Liability - occurrence | \$1,000,000 per |
| General Liability - occurrence | \$1,000,000 per |

Workers' Compensation - \$1,000,000 per occurrence

The designer shall name the client as an additional insured/certificate holder, as the case may be, and ensure 30 days advance written notice is given before termination, modification or expiration of the above coverage's. The client may request certificates of insurance as evidence of coverage.

Project schedule

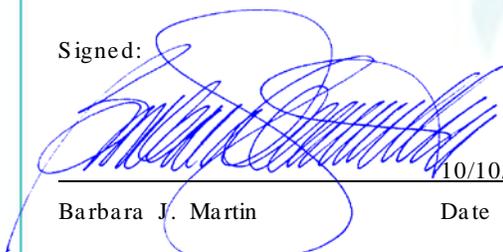
Upon acceptance of this proposal, the designer and client shall formulate a schedule that is acceptable to both.

Records

The designer shall maintain records of hours and reimbursable expenses. These records shall be available to the client at mutually convenient times

Proposal Acceptance

Signed:



Barbara J. Martin

10/10/22

Date

Chief Executive Officer
Kerestes-Martin Associates, Inc.

Accepted by:

Damien Boley

10/18/2022

Date

Mayor
City of City of Smithville, MO

APPENDIX A

Menu of Possible Additional Consultation & Design Services:

ADA Audit

Evaluation of a facility's compliance with the Americans with Disabilities Act.

Architectural, Interiors or Site Documentation

Preparation of accurate base plans or elevations.

Additional Meetings

Meetings or site visits in addition to those listed due to phased installation, contractor error or client request.

As-Builts

Preparation of "as built" design drawings, message schedules or sign location plans that document the final installation and include field changes; review of "as built" documents prepared by contractor.

Commemorative Signs

Planning, design or documentation of donor recognition or commemorative signs.

Copy Development

Writing or editing sign messages; development of a room numbering plan; nomenclature/naming; Braille or foreign language translations; research or copywriting for informational/interpretive signs.

Custom Artwork

Design, artwork or retouching of letterforms, imagery, maps, diagrams [such as fire evacuation diagrams], symbols, pictograms, patterns, etc.; preparation of scans, separations or traps required.

Document Translation

Development or translation of drawings, plans or sign formats into client's computer format.

Electronic Signs

Planning, design or documentation of electronic signs or components, computer-driven, video or interactive devices and their accompanying software and hardware.

Engineering Services

Contracting with engineering professionals for electrical/structural design, documentation or drawing seals. Traffic or parking studies.

Environmental Enhancements

Planning, design or documentation of ornamental or decorative elements.

Exhibit Design

Planning, design or documentation of exhibits, displays, or interpretive graphics.

Identity Design

Design, revision or redrawing of logos, logotypes or typographic identities; design of print applications.

Miscellaneous Items

Design, specification or documentation of uniforms, vehicle graphics, construction signs, murals, billboards, temporary signs, etc.

Mock-ups, Models

Manufacture or procurement of models, mock-ups or prototypes for evaluation of design concept, legibility, color, size and/or typography.

Phasing Plan

Preparation of plan for phased manufacture or installation of elements based on specific client parameters.

Public Review

Assistance in obtaining sign permits or variances; assistance with sign reviews, presentation of designs to parties outside the project team such as government officials, historical commissions, end users, neighborhood organizations, employee groups, ADA user groups, etc.; preparation of renderings or additional presentation materials for such meetings.

Schedule Alterations

Additional time required if the project schedule is extended four (4) weeks or more, or if all items in the project scope cannot be designed, documented, fabricated or installed together.

Sign Maintenance Assistance

Formulation of guidelines manual to facilitate future extension of program; formulation of ordering procedures for ongoing replacements and reorders; recommendations for in-house sign making or maintenance equipment.

Tenant Criteria

Sign guidelines for tenants or other third parties.

Utility Coordination

Determining locations of building or underground utilities; obtaining permission for sign installation at specific locations.

RFQ #22-20 Wayfinding and Signage Design Guideline

THE CITY OF SMITHVILLE REQUESTS SEALED PROPOSALS FOR THE FOLLOWING PROFESSIONAL SERVICE:

This request for qualifications is posted for the purpose of entering into a contract with an architectural firm to complete a wayfinding and signage design guideline. The City of Smithville and the Smithville Main Street District have partnered together for the primary purpose of obtaining a wayfinding and signage design guideline to promote a sense of place and celebrate what is unique about Smithville. The purpose of developing a guideline is to better promote the Smithville brand and to enhance the experience of residents and visitors alike. It is also meant to be used as a planning tool as funding becomes available for improvements to existing and future signage. The guide will raise the sense of arrival, increase aesthetics, and simplify vehicular and pedestrian movement throughout downtown and Smithville as a whole.

The Smithville wayfinding and signage design guidelines will provide brand cohesiveness to citizens and visitors alike. We hope to incorporate vehicle wayfinding through highway and street signage and pedestrian wayfinding. This will allow the City of Smithville, and the Smithville Main Street District to showcase our parks, historic markers, and main street retail district.

SCOPE OF PROJECT

This RFQ is for a firm or team to design wayfinding signage as well as an implementation plan that designates sign locations. The firm is expected to be working with the City of Smithville, the Smithville Main Street, and the general public. The design and implementation plan should be adaptable and updatable to account for future development and assets and locations changing over time. Deliverables should include:

1. Template/prototype designs for wayfinding signage, identifying a standard aesthetic, materials selection and specific signage elements, including final concepts/schematics for, at minimum:
 - a. Gateway signs
 - b. Automobile navigation
 - c. Destination signs, including public sites and municipal facilities
 - d. Pedestrian and bicycle navigation
 - e. Pathway signs
2. Establish style guidelines to inform future signage implementation
3. Develop statement of probable cost for fabrication and installation of wayfinding signage, i.e. bid ready documents.

4. A wayfinding implementation plan, including identification of signage locations and prioritized phases of installation

INSTRUCTIONS TO BIDDERS

1. RFQs must be addressed to Anna Mitchell, 107 West Main Street, Smithville, Missouri 64089, and be received before 10:00 a.m. on the date of closing.
2. Responses and anything pertaining to the RFQ should be in a sealed envelope. It is preferred that the PROPOSAL RESPONSE FORM in this RFQ be used. All RFQs must be sealed and marked on the outer envelope by RFQ number and date of closing. The only information we will read at the closing will be the vendors, contractors, or proposers who responded. The closing is at 10:00 a.m. on the 29th of August 2022, at City Hall.
3. Disabled persons wishing to participate in the RFQ closing and who require a reasonable accommodation may call the City at (816) 532-3897. A forty-eight-hour notice is required.
4. Any questions regarding this RFQ should be directed to Anna Mitchell, Assistant City Administrator, 107 West Main Street, Smithville, Missouri 64089; (816) 532-3897.

THE CITY OF SMITHVILLE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Finance Director

Issued: August 10, 2022

**CITY OF SMITHVILLE REQUEST FOR WRITTEN QUOTATIONS
GENERAL INSTRUCTIONS AND CONDITIONS**

1. Written quotations, subject to the conditions listed below and any special conditions set forth in the attached specific Proposal, will be received by the City of Smithville, 107 W. Main Street, Smithville, Missouri 64089, until the closing.
2. The City reserves the right to accept or reject any and all proposals and/or alternatives and to waive technicalities, and to accept the offer that the City considers to be the most advantageous.
3. Vendors, contractors or proposers should use the forms provided for the purpose of submitting quotes and if applicable should give the unit price, extend totals, and sign the quote as required in each specific instance.
4. If applicable identify the item you will furnish by brand or manufacturer's name and catalog numbers, as applicable. Also furnish all specifications and descriptive literature.
5. Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, they are intended to be descriptive of type or quality and not restrictive to those particular items mentioned.
6. The City of Smithville is exempt from payment of Missouri Sales and Use Tax in accordance with Section 144.010 et seq. R.S.MO 1969 and is exempt from payment of Federal Excise Taxes in accordance with Title 26 United States Code, Annotated.
7. The delivery date or dates when work will start shall be stated in definite terms, as they will be taken into consideration when making the award.
8. The City reserves the right to cancel all or any part of any order(s) if delivery and/or service is not made or work is not started as guaranteed.
9. If applicable, prices must be stated in the units of quantity specified, if applicable, in the Proposal and must be firm. Quotes qualified by escalator clauses may not be considered.
10. If this RFQ involves the design of a Public Works project and Vendor; Contractor or Proposer must comply with all of the requirements applicable to Public Works Projects under Missouri Law.
11. Any questions regarding this request may be addressed to Anna Mitchell, Assistant City Administrator, 107 W. Main Street, Smithville, Missouri 64089, (816) 532-3897, amitchell@smithvillemo.org.
12. The Contractor must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein Pursuant to 285.530 RSMo.

RFQ #22-20 Wayfinding and Signage Design Guideline

General Information

I. Site Information

Smithville was established in 1867 and still retains its strong agricultural roots. Downtown Smithville seeks to be the civic, entertainment, and cultural heart of the community.

City of Smithville Mission - The City of Smithville is a community 20 minutes north of the Kansas City area, with a population of just over 10,000, the City's mission is the following: A thriving Smithville will embrace growth, encourage commerce, respect its past and cultivate its natural surroundings.

The City is partnering with the Smithville Main Street District in an effort to bring a comprehensive and complete signage style guide to inform our path forward for marketing and downtown signage.

The Smithville Main Street District is a community-driven nonprofit organization that exists to preserve, promote, revitalize and enrich the historic, cultural, and economic landscapes of downtown Smithville, Missouri.

Evaluation & Selection

The City and Main Street District will evaluate proposals and select the submission that it judges to be in the highest and best interests for the City. The City shall be the sole judge of what constitutes the highest and best interests of the City.

The evaluation criteria will include in no particular order, but shall not be limited to the following:

- Overall responsiveness to the RFQ.
- The ability to provide a completed document that encompasses the creative and unique qualities of the City of Smithville while incorporating historic elements.
- Unique strengths or capabilities of the bidder.
- Quality of consultant's response
- Proposed approach, plan, and timeline
- Quality of services; experience of firm and staff
- Comprehensiveness of services offered

The proposal evaluation and selection process will follow the following general timeline. The City reserves the right to change this schedule to meet the needs of City staff, the selection committee, and the Board of Alderman.

Issue RFQ: August 10, 2022

Final day to submit questions: August 24, 2022

Final amendment/addendum issued no later than: August 25, 2022

Proposals due: August 29, 2022, 10:00 a.m.

A City review committee will review all proposals and may interview a short list of respondents and make a recommendation to the Board of Alderman. All submittals shall become the property of the City, and, after selection process, will be a part of the public record.

II. Response Requirements

Responses shall include the following information, presented in this order:

A. Cover Letter: On firm letterhead, please identify the principal contact, providing the name, title, street address, email address, and telephone number, as well as all persons authorized to make representations for the respondent. The letter must indicate the type of organization of the respondent (e.g., individual, partnership, corporation, limited liability company, joint venture, etc.). The letter must briefly summarize the respondent's proposal and be signed by an authorized agent of the respondent.

B. Qualifications and Experience: Summarize the respondent's relevant experience, including:

1. Examples of similar projects undertaken by the architect.
2. Administrative capacity to undertake the project.
3. Expertise in developing high-quality, projects of similar scope and scale.
4. Experience with this type of project in the local Kansas City market or similar markets.

C. References: Provide at least three references for with the firm has performed similar services.

D. Timeline: Provide an estimated timeline of completion.

E. Legal Disclosure: Disclosure of any judgments, bankruptcies, legal proceedings, or conflicts of interest to projects the respondent has developed, owned, or has a substantial ownership interest in.

F. Pricing: Provide a statement of the proposed fees associated with the respondent's proposal in a separate and sealed envelope.

AWARD OF THE CONTRACT

After the RFQs have been opened and duly considered, the lowest and/or best proposal to the RFQ shall be submitted to the City Board of Aldermen for formal approval. After approval by the City Board of Aldermen, the City Clerk will notify, in writing, the successful Proposer. An approved Resolution by the City Board of Aldermen shall constitute the City's official award of the RFQ. A written contract noting the terms and conditions of this RFQ will be executed before "Notice to Proceed" is given. Vendors with standardized contracts should submit them with the Proposal.

HOLD HARMLESS CLAUSE

The Vendor awarded the contract from this RFQ agrees to save and hold harmless the City and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the Vendor's businesses or operations resulting from any act or omission of the Vendor's agents, servants or employees.

OFFICIALS NOT TO BENEFIT

No regular employee or elected or appointed member of the City government or their immediate family shall benefit from or be a part of and/or share any or part of this contract, or to any benefit that may arise there from without notifying the City in the Response to the RFQ that a regular employee or elected or appointed member of the City government or their immediate family may benefit under the contract. No such identified regular employee or elected or appointed member of the City government shall participate in any decision, approval, disapproval, recommendation, or preparation of any part of a contract awarded pursuant to this RFQ.

GRATUITIES ILLEGAL TO ANY EMPLOYEE AND FORMER EMPLOYEES

It is unlawful for any person or business to offer, give or agree to give, to any employee of the City, or former employee of the City, to solicit, demand, accept or agree to accept from another person or business, a gratuity, offer of employment or anything of pecuniary value in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a contract requirement or a purchase request, influencing the content of any specification or procurement standard, rendering the advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract, or to any RFQ thereof.

CO-PARTNERSHIP DISCLAIMER

It is mutually understood that nothing in this Request for Qualifications or subsequent contractual agreements is intended, or shall be construed, as in any way creating or establishing the relationship or co-partners between the parties; or as constituting the contractor as an agent or representative of the City for any purpose, or in any manner whatsoever.

NON-DISCRIMINATION IN EMPLOYMENT

Contract for Service under this RFQ obligates the Proposer not to discriminate in employment practices. Successful Proposer must be prepared to comply in all respects with all provisions regarding non-discrimination.

KICKBACKS ILLEGAL IN SUBCONTRACTING

It is unlawful for any payment, gratuity or benefit to be made by, on behalf of, or solicited from, a subcontractor under a contract to the prime contractor, or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract to a contract of the City. Upon showing that a subcontractor made a kickback to a prime contractor, or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract, or order, and ultimately borne by the City, and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

ARTICLE III GENERAL TERMS AND CONDITIONS

OVERALL REQUIREMENTS

Contract shall be governed by the laws of the State of Missouri. In the event of any litigation arising hereunder, venue shall be properly laid only in the State Circuit Court for Clay County, Missouri

The City shall not be obligated for any amounts in excess of the contract and/or RFQ response (bid) unless approved in advance by the City in writing.

The Contract is binding upon the parties, their partners, heirs, successors, assigns and legal representatives.

The Contractor and its subcontractors are independent contractors and are not the employees or agents of the City. Neither the Contractor nor any of its subcontractors shall represent to any person, firm, or corporation that it is an employee or agent of the City and neither shall have the right, authority or power to make or assume any obligation of any kind on behalf of the City or to bind the City in any manner.

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this Contract, or any resultant agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, company, or corporation, without the previous written approval of the City.

If provided, the Contractor shall return all keys, code cards, unused supplies, other project-related materials, and any other City property to the City upon completion of the contract.

Any contract let in response to this RFQ shall be deemed to incorporate all applicable Missouri Laws and regulations, including but not limited to those set forth in the Laws Section of this RFQ.

CONFIDENTIALITY

All reports, documents and material developed or acquired by the contractor, as a direct requirement specified in the contract, shall become the property of the City. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the City.

(It is preferred that the Bid Response use this Form, however, the City reserves the right to accept Bids which provide the necessary information without using this form)

RFQ #22-20 Wayfinding and Signage Design Guideline

PROPOSAL RESPONSE FORM

I, _____, hereby representing
(Agent Submitting RFQ)

_____, have read and reviewed the attached specifications.
(Firm or Company)

I state the hereby offer meets or exceeds all requirements. All other required information must be attached.

Company Name

Authorized Person (Print)

Address

Signature

City/State/Zip

Title

Telephone

Date

Tax ID No.

E-Mail Address



August 25, 2022

Anna Mitchell
Assistant City Administrator
107 Main Street
Smithville, MO 64089
816-532-3897

Dear Selection Committee:

Kerestes-Martin Associates, Inc., (KMA Design) is pleased to submit this proposal for the Wayfinding and Signage Design Guideline Project for the City of Smithville. The requirements of the RFQ match the capabilities of the firm assuring a comprehensive approach to execute this project through fruition. KMA Design has the experience, expertise, personnel and proven methodology to deliver a quality project that will exceed expectations. Specializing in the unique specialty of experiential graphic design (signage design and planning) KMA excels in all aspects required to develop a comprehensive sign program that will expand and grow with the community for years to come.

The company is an S-Corporation registered in 1997 in the Commonwealth of Pennsylvania. KMA is an award-winning, women-owned business certified in FL, PA, NC, TN, and NY. The firm has three offices located in Pittsburgh, Philadelphia, and Tampa. The firm has work in 30 states including Virginia, Paris, France and Rome, Italy.

The firm also has current and completed work in many cities across the country including, Manassas, VA, Christiansburg, VA, Rockwell, MD, Shawnee, OK, North Augusta, SC, Lake Worth, FL, New Port Richey, FL, Viera, FL, Moon, PA, Aspinwall, PA, Sewickley, PA, Bristol, RI, Quonset, RI, Bloomfield, CT, Colchester, VT, Boulder, CO, Durango, CO, Mukwonago, WI, Dunwoody, GA, Kennesaw, GA and Perry, GA to name a few.

An attractive and effective sign program has far-reaching results, such as promoting civic pride and enhancing the built and natural environment. The synthesis of form and function results in a signage system that will be cost-effective, flexible and provide prudent life cycle cost to the community. Through a well-planned sign program, KMA Design offers the city an opportunity to add value and visual appeal while attracting visitors from surrounding communities and providing ease of travel to national tourists. Effective wayfinding solutions, precise planning and accurate knowledge of materials allows KMA Design to reduce safety concerns, highlight historic, recreation and business destinations, clarify parking areas, and plan for future message modifications.

KMA is experienced in synthesizing a community's brand image with the look of the custom signage and wayfinding program

Contact Person for the Firm:

Barbara J. Martin, CEO
1276 McEwen Avenue
Canonsburg, PA 15317
412-429-4071 office phone
724-263-9804 cell
bjm@thekmagroup.com





KMA Design invites the City of Smithville to visit its website at www.thekmagroup.com for a more extensive view of the company's profile.

Thank you in advance for your consideration of KMA Design.

Regards,

A handwritten signature in black ink, appearing to read "Barbara J. Martin".

Barbara J. Martin
Chief Executive Officer





KMA DESIGN

Innovative Design For Exceptional Spaces

CITY OF SMITHVILLE, MO
QUALIFICATIONS AND EXPERIENCE

KMA Design is a WBE/DBE firm, owned by Barbara J. Martin, Founder and CEO, and David W. Kosick, President. KMA is certified in several states as a Women-Owned Business. KMA Design was founded by Barbara J. Martin, the firm's Chief Executive Officer. Ms. Martin is the recipient of the "Diamond Award" for being one of the top 25 CEOs in the Pittsburgh Region, The "Women in Business Award" is given out to only 20 women per year for company performance in the Pittsburgh region and is a "Distinguished Alum" of her alma mater, Seton Hill University.

The company is an S-Corporation registered in 1997 in the Commonwealth of Pennsylvania. KMA is a member of the Society of Experiential Graphic Design (SEGD) and specializes in signage, wayfinding and branding on projects of all types including, cities, parks, trails, theme parks, casinos, universities, transportation systems, healthcare, and government complexes.

As the firm is celebrating its twenty-sixth anniversary this year, it can boast of recent growth with steady revenue increases. During this timeframe, the company more than doubled its annual revenue and opened other offices in Tampa, FL and Philadelphia, PA due to its increased volume of work in the southeast and northeast. The increased revenue afforded KMA Design the "Fastest Growing Businesses in the Pittsburgh Region" award.

Complete planning and design services through construction documents and administration are offered by the firm to assure its clients continuity and accountability from start to finish.

The firm focuses on what they do best and that is branding, wayfinding, architectural signage design, and planning, and does not offer multiple specialties or services. This allows the entire staff to be qualified in this specific area of expertise, eliminating the watered-down effect of trying to be good at too many things. Instead, KMA strives to be excellent in the finite world of experiential graphic design, which is evident through its long history, quality design and many satisfied clients.



Diamond Award & The Women in Business Award



US Commerce Association



American Graphic Design and Advertising





KMA DESIGN

Innovative Design For Exceptional Spaces

CITY OF SMITHVILLE, MO
QUALIFICATIONS AND EXPERIENCE

The firm is the recipient of numerous design awards, for cities, healthcare, public sector, entertainment, and higher education. These include:

2019 Lakeland Regional Health Pavilion for Women and Children was the recipient of “*Best of Category*” awarded by the American Graphic Design & Advertising was the top award given to any designer and was selected from a national design competition.

2019 Mount Sinai Medical Center “*Award of Distinction*” by the American Graphic Design & Advertising Association for interior and exterior signage and graphics including wall murals to provide additional wayfinding cues while enhancing the environment through the use of historic photos of the Hialeah/Miami area.

2019 WVUMedicine “*Award of Distinction*” by the American Graphic Design & Advertising Association for the comprehensive branding, signage, and wayfinding implementation for the entire health system including 8 hospitals and over 50 related medical facilities.

2019 Stamford Hospital “*Award of Distinction*” by the American Graphic Design & Advertising Association for the comprehensive interior and exterior signage program developed for the new facility and the replacement of the existing signage in the original building making wayfinding seamless from one location to the next.

2019 David L. Lawrence Convention Center “*Award of Distinction*” by the American Graphic Design & Advertising Association for the development of a complete replacement program for the center’s interior signage. The program highlighted static and digital message boards providing flexibility and the ability to communicate with multiple cultures through bi-lingual translations. Additionally, the flexibility provided a means of advertising upcoming events and highlighted shows and breakout sessions.



2019 Seton Hill University “*Award of Distinction*” by the American Graphic Design & Advertising



Lakeland Regional Medical Center, Lakeland, FL



Mount Sinai Medical Center, Hialeah, FL



Stamford Hospital, Stamford, CT



David L. Lawrence Convention Center, Pittsburgh, PA



Association for a 100-year timeline wall mural to celebrate the University's Centennial. The 120 linear feet display honors staff, student and distinguished speakers and guests throughout the years.

2019 Town of Bloomfield "Award of Distinction" by the American Graphic Design & Advertising Association for the signage and wayfinding for the entire city including directional, destination, parking and gateway sign types.

2016 Seton Hill University Donor Helix "Best in Category" by the American Graphic Design & Advertising Association for the design of a sculpture commemorating the numerous donors to the Joanne Woodyard Boyle Health Sciences Center.

2015 Gateway Clipper Fleet "Best in Category" by the American Graphic Design & Advertising Association for the branding and signage and wayfinding design for riverboat fleet along the Monongahela, Allegheny, and Ohio Rivers. Signage and graphic enhancements included boats, wharf, dock, and entrances.

2015 St. Johns University "Award of Distinction" by the American Graphic Design & Advertising Association for the signage design and wayfinding for Queens, NY, Rome, Italy and Paris, France campuses. Sign types included gateways, pedestrian and vehicular directionals, parking identification, building identification, map kiosks, and street signage.

Additional Awards and Certifications:

- 2019 CUPRAP Cuppie Award
- 2019 PRSA-Renaissance Award
- 2016 Fastest Growing Companies
- 2016 US Commerce Association Best of Carnegie
- 2015 US Commerce Association Best of Carnegie
- 2014 US Commerce Association Best of Carnegie
- 2013 Diamond Award (Top 15 CEOs)
- 2013 US Commerce Association Best of Carnegie
- 2013 Women in Business First Award
- 2012 US Commerce Association Best of Canonsburg



Seton Hill University, Greensburg, PA



Town of Bloomfield, CT



Seton Hill University, Greensburg, PA





The work that KMA Design has created on projects of a similar scope to that of the City of Smithville's request for qualifications, is a testament to the strategy that will be applied to this project, paying attention to the aesthetics, function, and flexibility the wayfinding sign program will offer. The ultimate goal is to protect a client's investment by developing a signage system that will grow with change and maintain its image over time.

The firm has the philosophy that customer satisfaction is the number one objective. When the firm completes a project, the successful result is that of a good reference based on the performance of the work and the interaction of the client with the KMA staff. The firm's mission statement, "innovative design for exceptional spaces" denotes the fact that without proper guidance and direction, buildings and sites are not easily comprehended and require supportive information to facilitate wayfinding and movement to and from destinations. This is a result of the utilization of signage, the careful planning of where signs are placed, and how they read through proper size and scale for maximum visibility.

KMA Design has worked with numerous state Departments of Transportation and brings this specific experience to the project. Additionally, KMA is an expert in the Manual for Uniform Traffic Control Devices (MUTCD), Federal requirements on which most states base their zoning criteria. The number of state Department of Transportation Districts KMA has coordinated with in the United States exceeds 50.

Experience on Projects of a Similar Scope and Complexity

The City of Smithville is made up of a variety of components; historic, residential, downtown, and recreation areas.

GPS technology leads to a direct address or destination and most people unfamiliar with their surroundings will never see or understand what can be nearby when navigating along the most direct route by GPS. To entice visitors to partake in



Gateway Clipper Fleet, Pittsburgh, PA



St. John's University, Queens, NY



Walt Disney World Entrances, Orlando, FL





other amenities, wayfinding signage can serve two purposes. First to direct, and secondly to inform visitors what a left or right turn can offer. The goal of an effective wayfinding program with consistent locations can pull traffic along the “breadcrumb trail” to new and interesting points of interest.

Some of the cities that KMA has worked with are Durango, CO, Manassas, VA, Pittsburgh, PA, Mead, CO, Shawnee, OK, and many others as highlighted in the examples of comparable projects that follow. The firm has also done work for the states of Tennessee, Iowa, Michigan, and Rhode Island by developing and implementing statewide signage standards. Tennessee has some 3,000 state-owned sites that KMA is rebranding by replacing all sites and buildings exterior signage. Iowa, Michigan, and Rhode Island hired KMA to work with their Departments of Natural Resources in creating a standards manual for implementation in multiple state parks. KMA has also worked with the National Park Service providing analysis and signage standards for national battlefields, parks, and monuments.



Iowa Department of Natural Resources, Des Moines, IA



Iowa Department of Natural Resources, Des Moines, IA



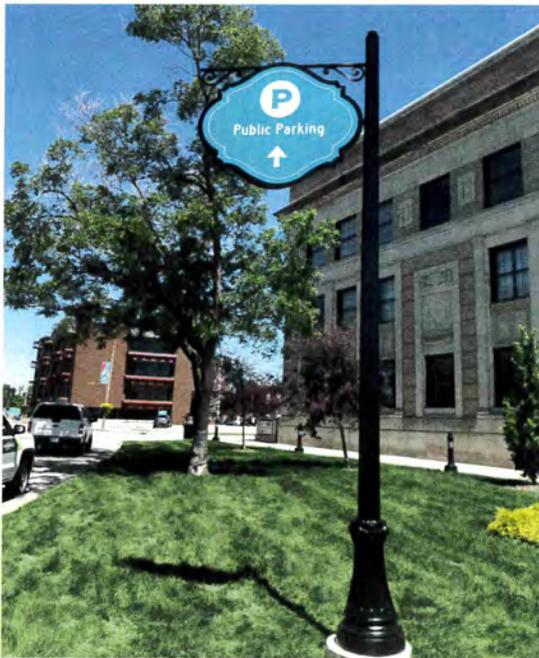


Located along Route 66 in Illinois, this historic town, where Lincoln once practiced law, was aching for an identity. The city desired to pull students from nearby colleges to the city to enjoy its many historic, entertainment, shopping and dining venues. To do this, KMA Design was hired to work with the downtown development board in creating a sign program that spoke to the community's past, while celebrating the future.

The signage has a traditional flair, with a historic teal paint that seamlessly blends with the architectural surrounds of the area. The main goal of the program was to draw traffic into the downtown area. To do this the design team created a large archway that beckons visitors to enter and explore what Bloomington has to offer. Community workshops and input were a vital force in the look of the designs as many avenues were utilized in gathering public opinion prior to the designs being brought to council for final approval.

SCOPE

- Directional Signage
- Gateway Signage
- Thematic Design



02.01.2018



CONSTRUCTION DOCUMENTS



PROJECT # 1712.04

Fonts

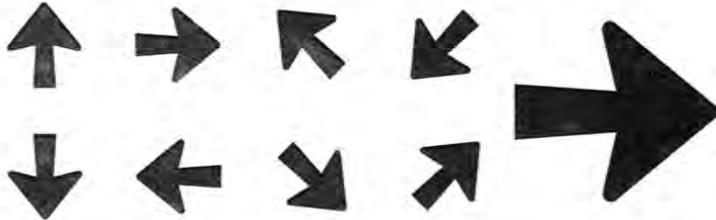
Copperplate - Upper/Lower Case

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

Highway Gothic Wide - Upper/Lower Case

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890

Arrows



Colors

-  Pantone Black
-  Pantone 2224
-  Precast to Match Flagstaff Brick Veneer
-  Pantone White
-  Oracal Reflective Vinyl
-  Thin Brick® Flagstaff Brick Veneer

Logo



Material

1. Painted to match PMS 2224
2. Painted accent painted to match PMS white
3. 1/4" aluminum accent and text painted to match PMS white
4. 1/8" aluminum sign cabinet with 3" depth painted to match PMS black
5. Decorative aluminum finial brandon industries or equal painted PMS black to match existing streetscape
6. Fluted aluminum post brandon industries or equal painted PMS black to match existing streetscape
7. Poured concrete footer with applied Glen Gery® Thin Brick® Flagstaff Brick Veneer
8. Precast top and base to match brick veneer
9. Decorative aluminum base brandon industries or equal painted PMS black to match existing streetscape base to house breakaway bases where applicable
10. Insert map by others
11. 1/2" X 1/4" removable aluminum retainer painted to match PMS white to house map artwork
12. 10mm Optec® full color RGB with video capabilities
13. 1" thick wall aluminum tube frame with thick wall angle
14. Mounting hardware TBD by fabricator
15. Aluminum spacer painted PMS black
16. 1/2" aluminum decorative filigree painted PMS black
17. Oracal® reflective white vinyl
18. Aluminum mounting bracket painted to match PMS black
19. 1/8" aluminum sign cabinet with 6" depth painted to match PMS black
20. 3" internally illuminated halo letter with 2" stand off
21. 1" cast aluminum letter painted PMS white
22. Concrete footer TBD by structural engineer
23. Power supply by others
24. Reinforcing rebar cages
25. Thick wall structural steel pole
26. 1" fabricated aluminum cap painted PMS black
27. 1/8" aluminum sign panel painted to match PMS black
28. Through face tamper resistant fasteners flush mounted painted PMS black - mounts to 1" aluminum tube frame
29. Bitro® Resno® internally face and halo illuminated channel letter white face stainless steel returns
30. 1/8" aluminum sign panel painted to match PMS 2224
31. Precast plaque with incised established date
32. Transpo pole safe breakaway base
33. Treetop products bulletin board enclosure

General Notes

1. Written dimensions on drawings take precedence over scaled dimensions. Sign contractor shall verify and be responsible for all dimensions and conditions shown on drawings
2. Sign contractor shall verify all existing conditions prior to shop drawings and bring any discrepancy between the drawing and the actual condition to the owner's attention prior to fabrication.
3. The sign contractor shall provide signed and sealed engineered design for all signs including structural and wind load requirements. These electrical engineered connections shall be submitted with the shop drawings and stamped by an engineer registered locally
4. All colors and finishes shall be approved by the owner prior to the production of sign units.
5. Sign contractor shall provide full size mock-ups of designated prototypes for owner approval before proceeding with sign fabrication and installation.
6. Paint / color / materials shown in drawings shall be continuous around edges and continuous faces.
7. Typefaces shall not be supplied to contractor. Contractor shall obtain the licensed edition for their own use.



Project: City of Bloomington, IL
Wayfinding

Address:

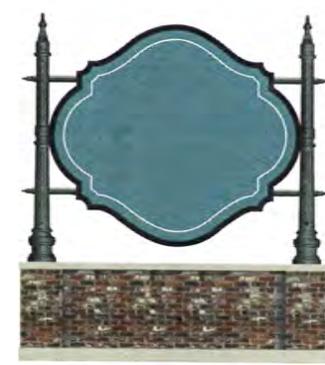
Project Number: 1712-04

Date: 02-05-20

Project Manager: Victoria N. Asbale

Sign Type: 01 - Monument Gateway

Issued for: Construction Documents



Side B



01 ST 01 - Monument Gateway
Elevation

Scale - 1/2" = 1'

02 ST 01 - Monument Gateway
End View

Scale - 1/2" = 1'

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Sheet:

Project: City of Bloomington, IL
Wayfinding

Address:

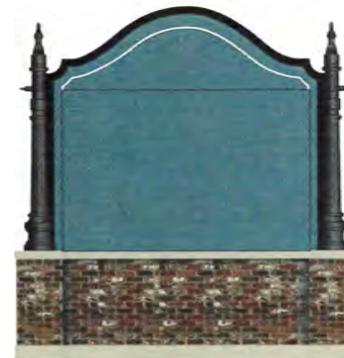
Project Number: 1712.04

Date: 02.05.28

Project Manager: Victoria N. Aubelle

Sign Type: 02 - City Information LED

Issued for: Construction Documents



Side B



01 ST 02 - City Information LED
Elevation

Scale - 1/2" = 1'

02 ST 02 - City Information LED
End View

Scale - 1/2" = 1'

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Sheet:

Project: City of Bloomington, IL
Wayfinding

Address:

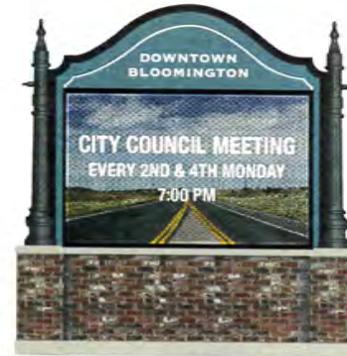
Project Number: 1712 04

Date: 02-05-28

Project Manager: Victoria N. Azele

Sign Type: 02.1 - City Information LED

Issued for: Construction Documents



Side A



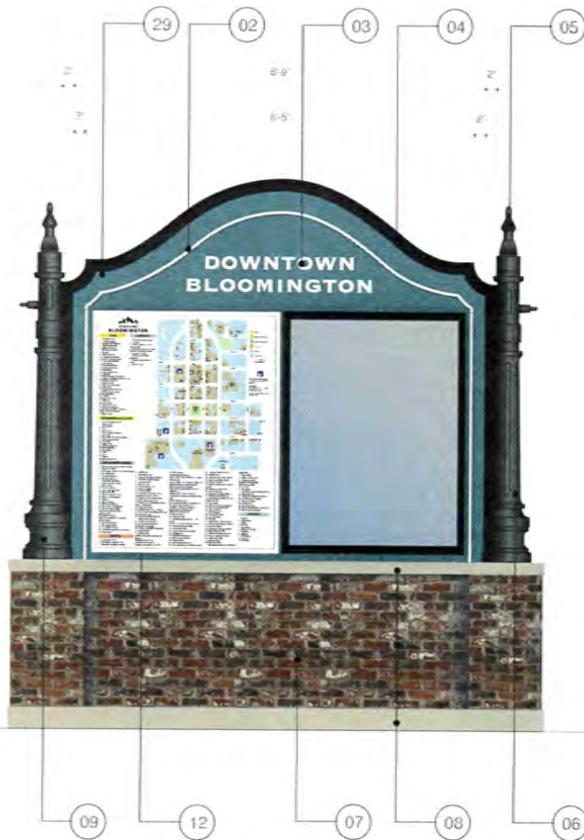
02 ST 02 - City Information LED
End View

Scale - 1/2" = 1'

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Sheet:



01 ST 02 - City Information LED
Elevation

Scale - 1/2" = 1'

Project: City of Bloomington, IL
Wayfinding

Address:

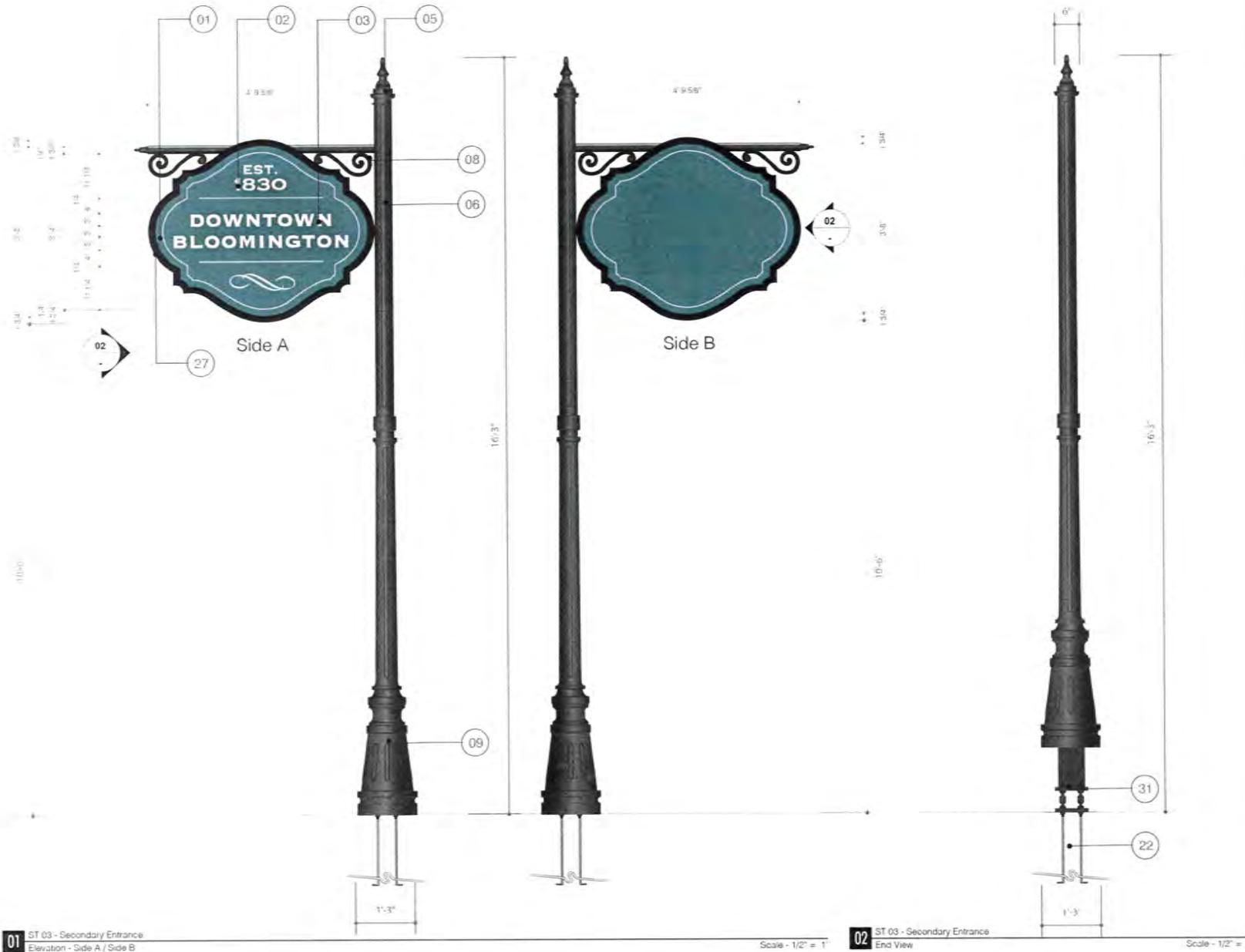
Project Number: 1712.04

Date: 02-05-28

Project Manager: Victoria N. Aebolis

Sign Type: 03 - Secondary Entrance

Issued for: Construction Documents



01 ST 03 - Secondary Entrance
Elevation - Side A / Side B

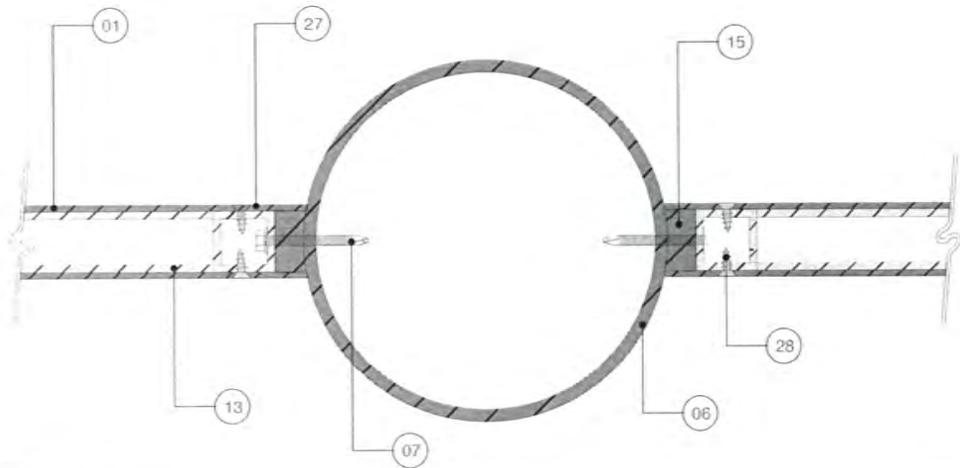
Scale - 1/2" = 1'

02 ST 03 - Secondary Entrance
End View

Scale - 1/2" = 1'

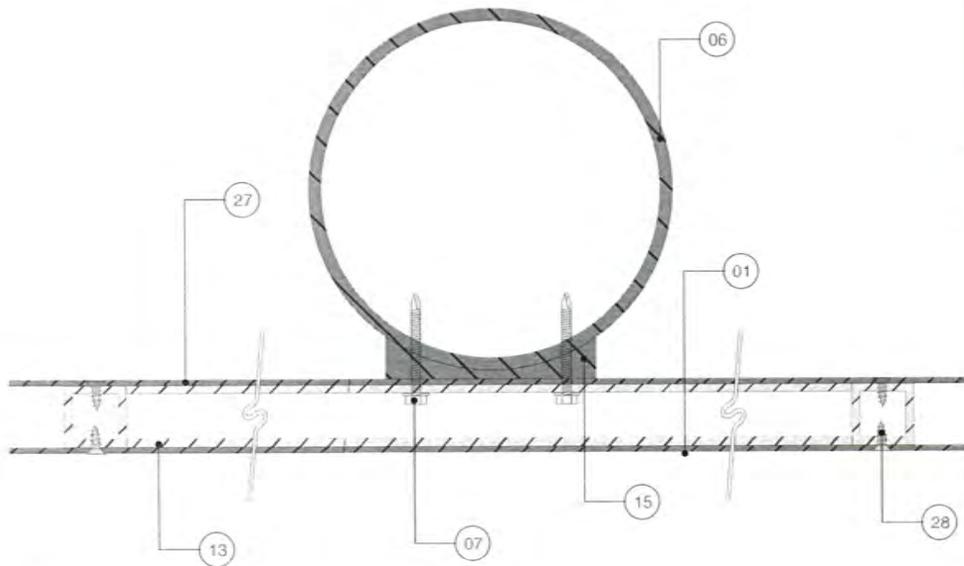
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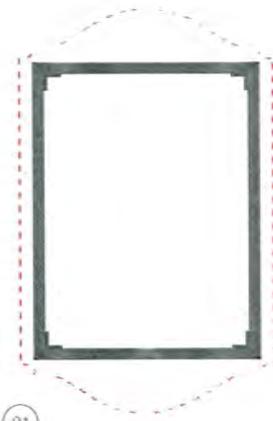
01 Mounting Details
Section / Plan View

Scale - 1/2" = 1"



02 Mounting Details
Section / Plan View

Scale - 1/2" = 1"



03 Details
Elevation

Scale - 1/2" = 1"

Project: City of Bloomington, IL
Wayfinding

Address:

Project Number: 1712 04

Date: 02-05-20

Project Manager: Victoria N. Aubeln

Sign Type: 04 - Vehicular Directional (Single Panel)

Issued for: Construction Documents

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Project: City of Bloomington, IL
Wayfinding

Address:

Project Number: 171204

Date: 02-05-20

Project Manager: Victoria N. Aulsebrook

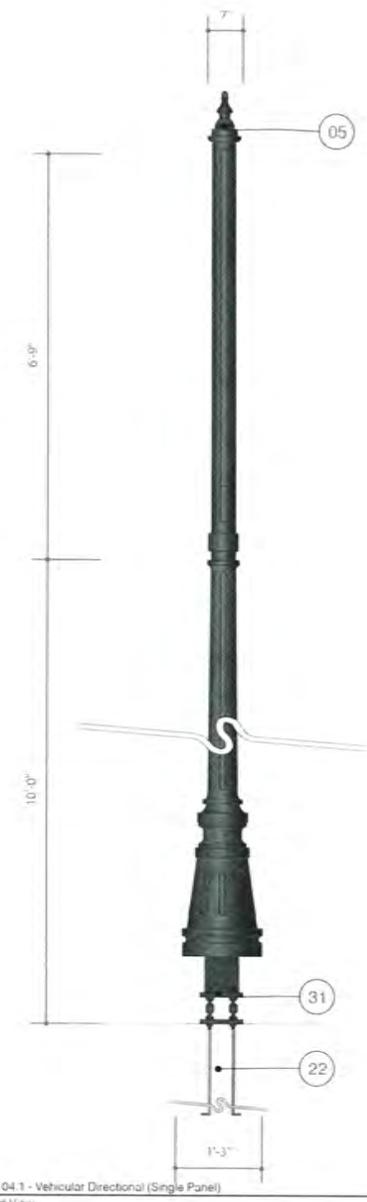
Sign Type: 04.1 - Vehicular Directional (Single Panel)

Issued for: Construction Documents



01 ST 04.1 - Vehicular Directional (Single Panel)
Elevation

Scale - 1/2" = 1'



02 ST 04.1 - Vehicular Directional (Single Panel)
End View

Scale - 1/2" = 1'

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Project: City of Bloomington, IL
Wayfinding

Address:

Project Number: 1712.04

Date: 02-05-28

Project Manager: Victoria N. Auble

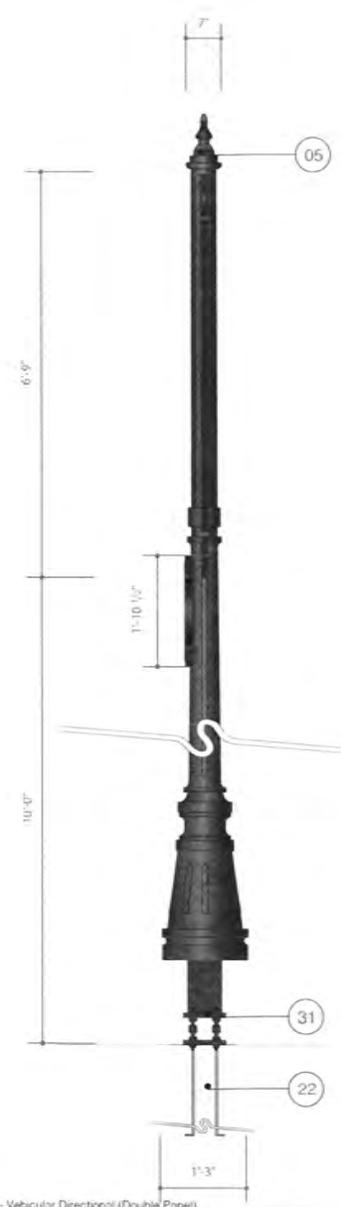
Sign Type: 05 - Vehicular Directional (Double Panel)

Issued for: Construction Documents



01 ST 05 - Vehicular Directional (Double Panel)
Elevation

Scale - 1/2" = 1'



02 ST 05 - Vehicular Directional (Double Panel)
End View

Scale - 1/2" = 1'

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Sheet:

Project: City of Bloomington, IL
Wayfinding

Address:

Project Number: 1712.04

Date: 02/05/20

Project Manager: Victoria N. Auble

Sign Type: 06 - Vehicular Directional (Pathfinder)

Issued for: Construction Documents



03 ST 06 - Vehicular Directional (Pathfinder) - Alternate Layout
Elevation

Scale - 1/2" = 1'

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Sheet:

Project: City of Bloomington, IL
Wayfinding

Address:

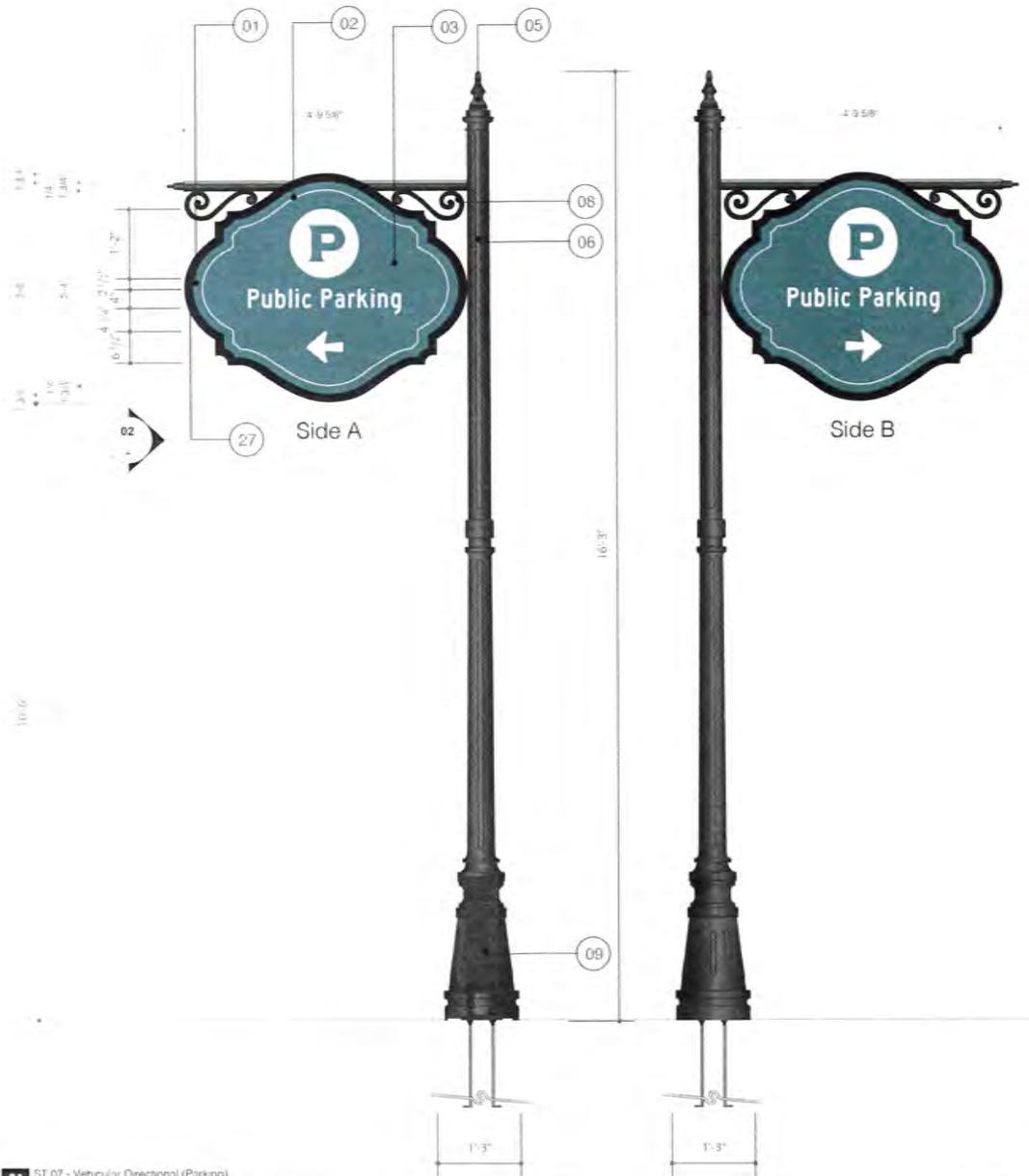
Project Number: 1712.04

Date: 02-05-20

Project Manager: Victoria N. Aubelle

Sign Type: 07 - Vehicular Directional (Parking)

Issued for: Construction Documents



01 ST 07 - Vehicular Directional (Parking)
Elevation



02 ST 07 - Vehicular Directional (Parking)
End View

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Project: City of Bloomington, IL
Wayfinding

Address:

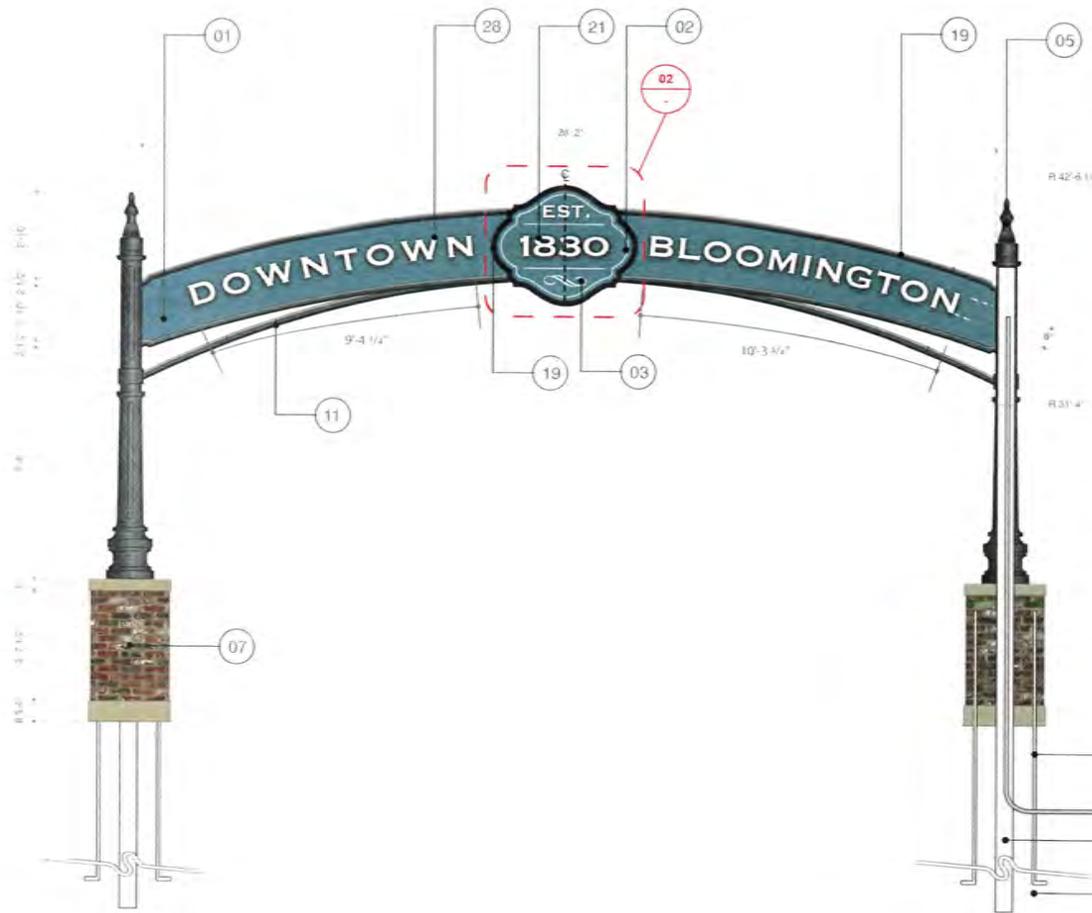
Project Number: 171264

Date: 02/05/28

Project Manager: Victoria N. Auble

Sign Type: 05 - Downtown Gateway Arch

Issued for: Construction Documents



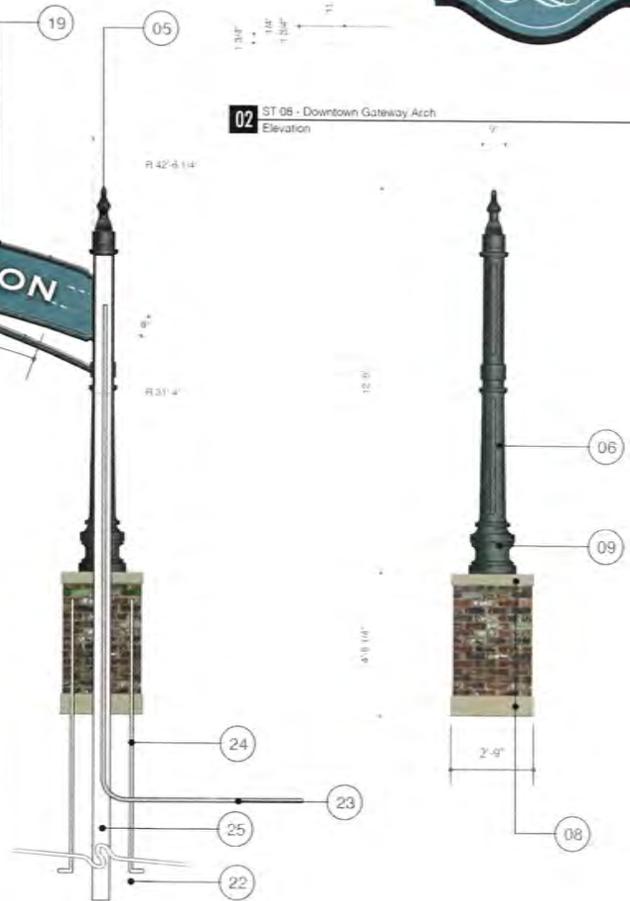
01 ST 05 - Downtown Gateway Arch
Elevation

Scale - 1/4" = 1'



02 ST 05 - Downtown Gateway Arch
Elevation

Scale - 1/2" = 1'



03 ST 05 - Downtown Gateway Arch
Elevation

Scale - 1/4" = 1'

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Project: City of Bloomington, IL
Wayfinding

Address:

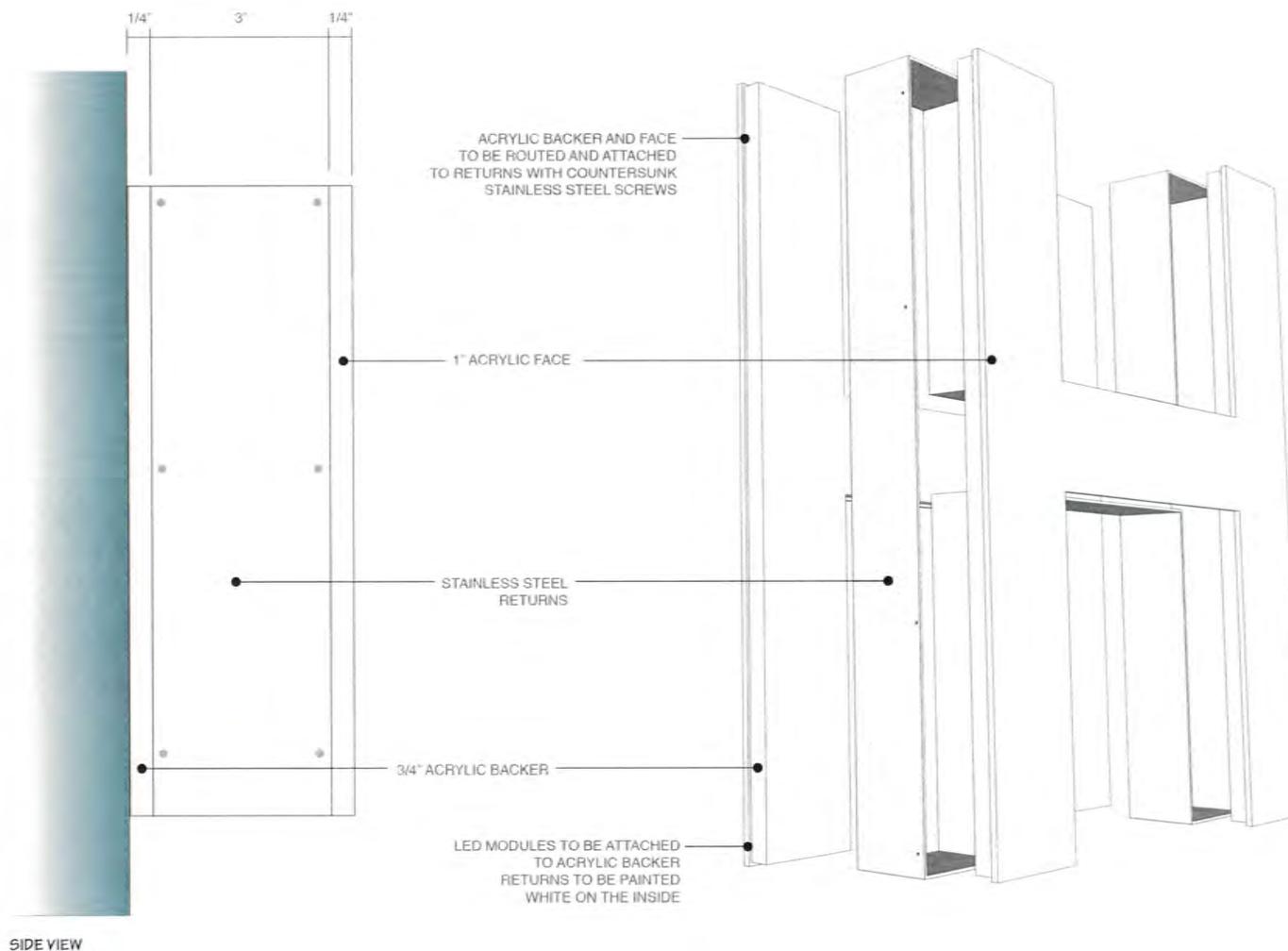
Project Number: 1712.04

Date: 02.05.28

Project Manager: Victoria N. Aubelle

Sign Type: 08 - Downtown Gateway Arch

Issued for: Construction Documents



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01 ST 08 - Downtown Gateway Arch
End View

Scale - 1/4" = 1'

03 ST 08 - Downtown Gateway Arch
Detailed Elevation

Scale - 1/4" = 1'



Project: City of Bloomington, IL
Wayfinding

Address:

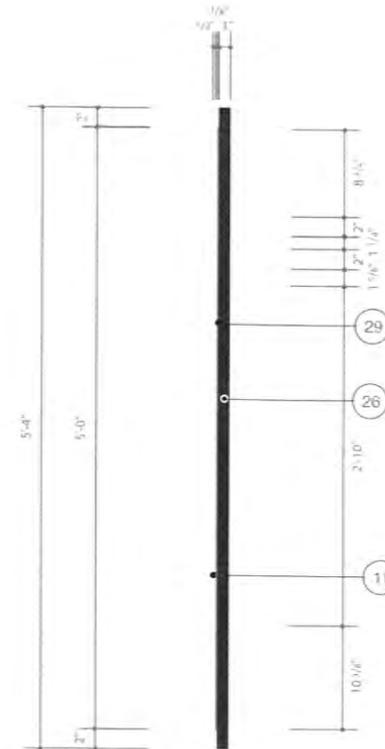
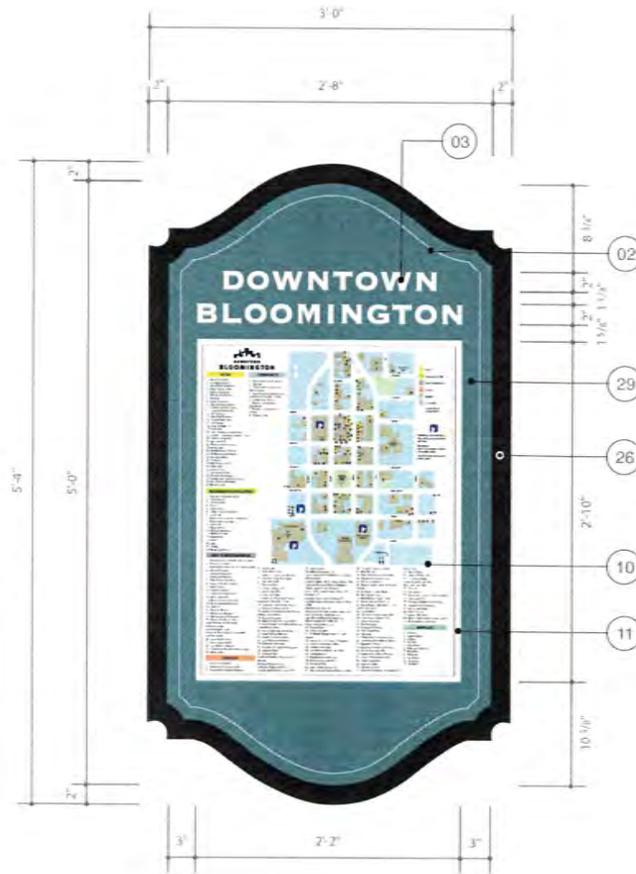
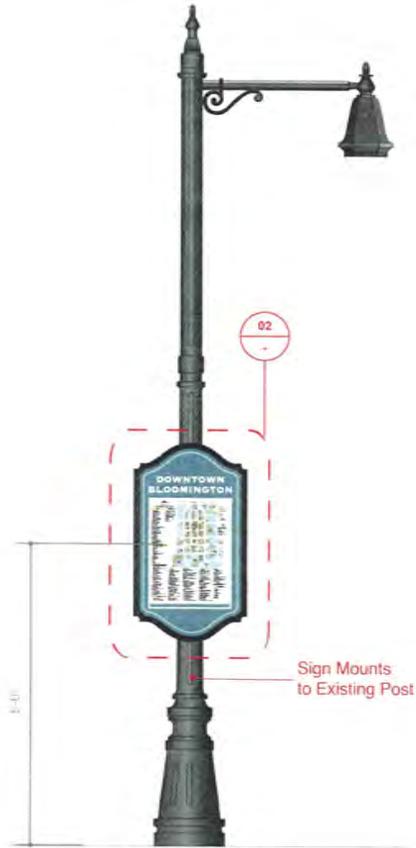
Project Number: 1712.04

Date: 02-05-28

Project Manager: Victoria N. Auble

Sign Type: 09 - Pedestrian Map Directory

Issued for: Construction Documents



01 ST 09 - Pedestrian Map Directory
Elevation

Scale - 1/2" = 1'

02 ST 09 - Pedestrian Map Directory
End View

Scale - 1/2" = 1'

02 ST 09 - Pedestrian Map Directory
End View

Scale - 1/2" = 1'

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Sheet:

Project: City of Bloomington, IL
Wayfinding

Address:

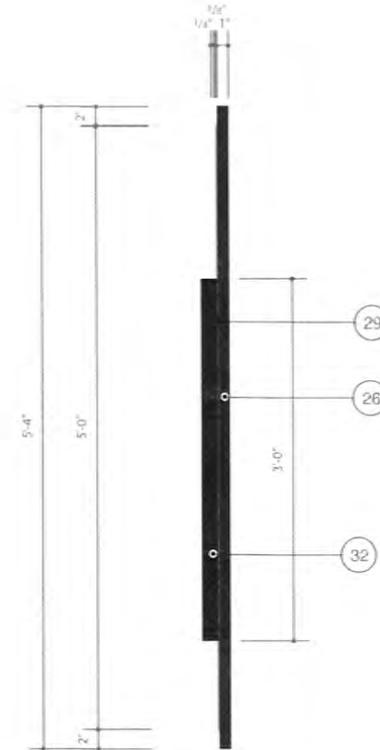
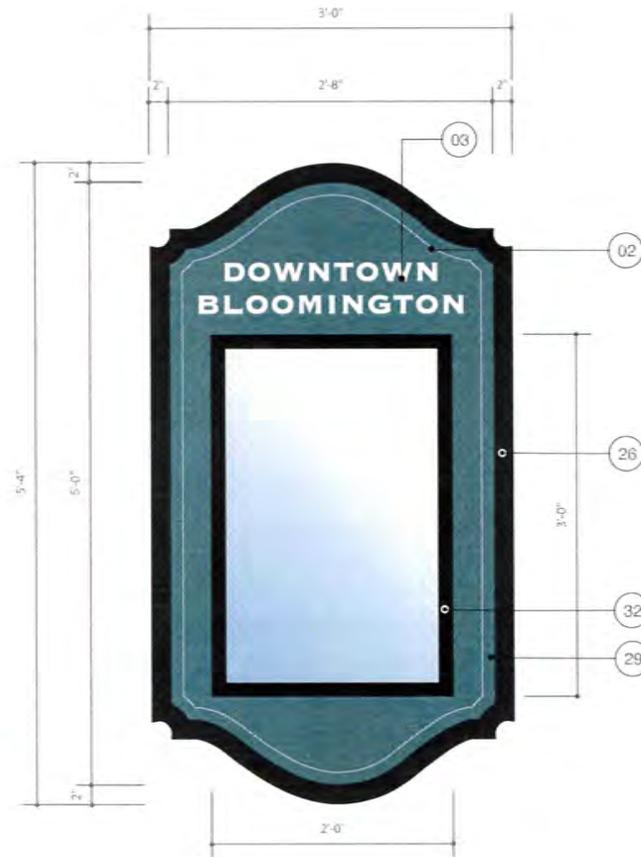
Project Number: 1712.04

Date: 02-05-28

Project Manager: Victoria N. Aubelle

Sign Type: 09.1 - Bulletin Board Enclosure

Issued for: Construction Documents



01 ST 09.1 - Bulletin Board Enclosure
Elevation
Scale - 1/2" = 1'

02 ST 09.1 - Bulletin Board Enclosure
End View
Scale - 1/2" = 1'

02 ST 09.1 - Bulletin Board Enclosure
End View
Scale - 1/2" = 1'

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Project: City of Bloomington, IL
Weylending

Address:

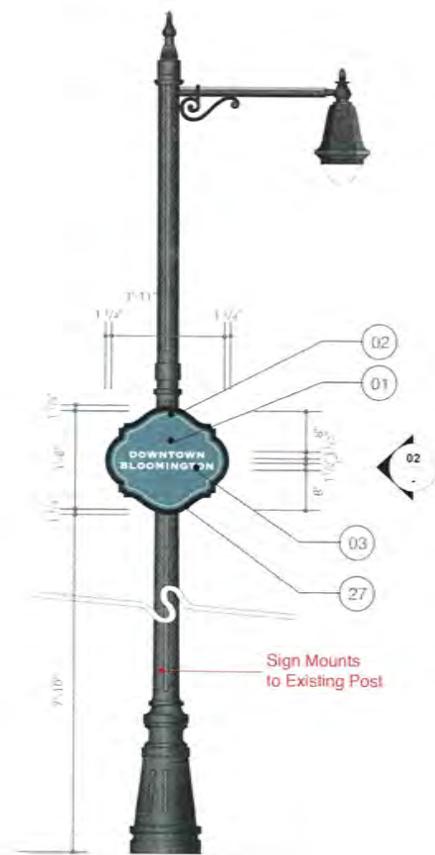
Project Number: 171204

Date: 02-05-20

Project Manager: Victoria N. Auble

Sign Type: 10 - Downtown Plaque

Issued for: Construction Documents



01 ST 10 - Vehicular Directional (Pathfinder)
Elevation

Scale - 1/2" = 1'



02 ST 10 - Vehicular Directional (Pathfinder)
End View

Scale - 1/2" = 1'

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LOCATION PLANS



Project: City of Bloomington, IL
Wayfinding

Address:

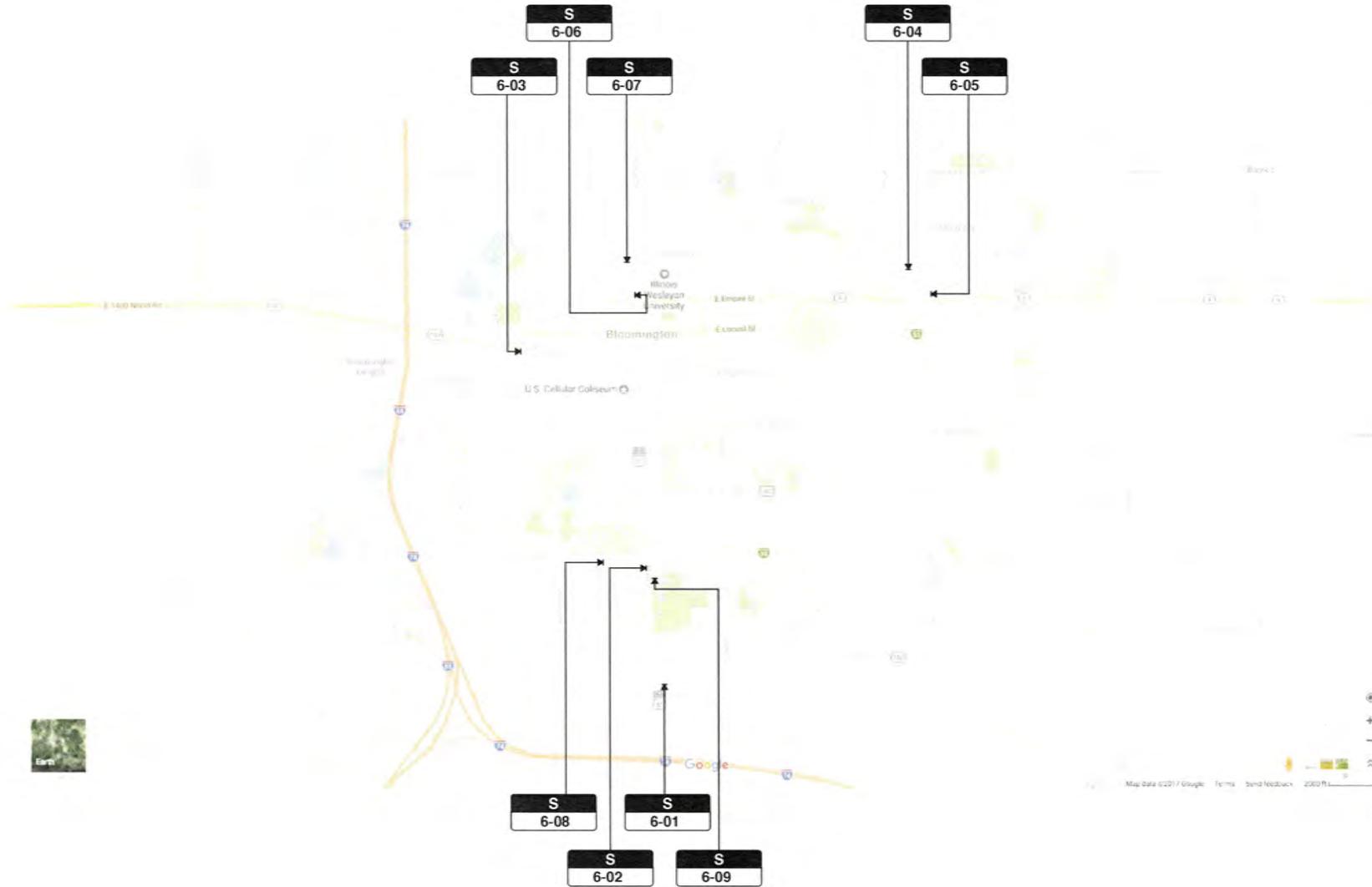
Project Number: 1712.04

Date: 02/05/28

Project Manager: Victoria N. Aubele

Sign Type:

Issued for: Construction Documents



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Project: City of Bloomington, IL
Wayfinding

Address:

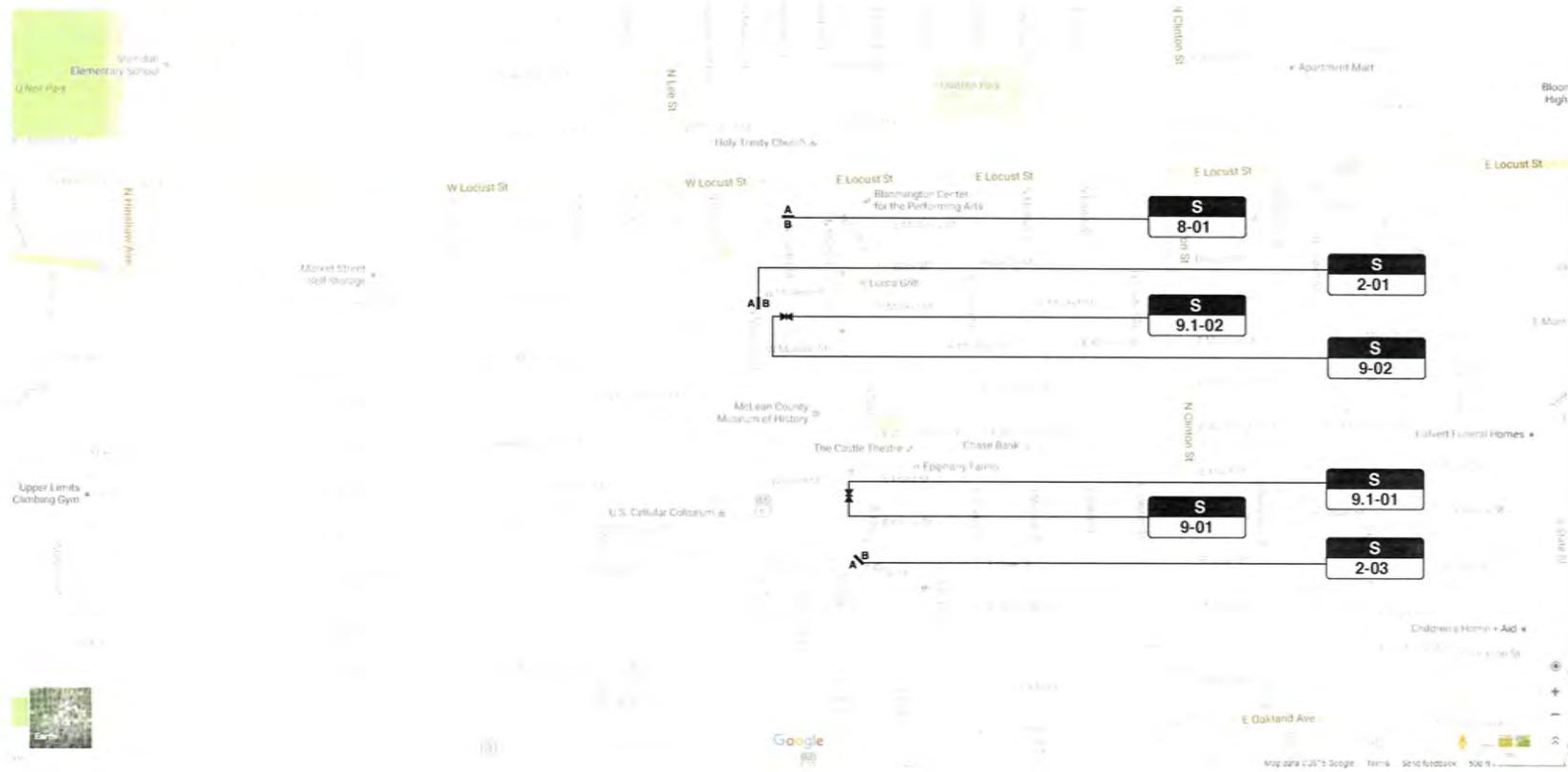
Project Number: 1712.04

Date: 02-05-20

Project Manager: Victoria N. Auble

Sign Type:

Issued for: Construction Documents



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MESSAGE SCHEDULE



Schedule Index

Sign Type - Description

Symbol - Description

- 1 - Monument Gateway (SEE LAYOUT - SHEET 01)
- 2 - City Information LED
- 3 - Downtown Gateway
- 4 - Vehicular Directional, Single Panel
- 4.1 - Vehicular Directional, Single Panel - Alternate Option
- 5 - Vehicular Directional, Double Panel
- 6 - Vehicular Directional, Pathfinder
- 7 - Vehicular Directional, Parking
- 8 - Downtown Gateway Arch
- 9 - Pedestrian Map Directory
- 9.1 - Community Event Panel
- 10 - Downtown Plaque (SEE LAYOUT - SHEET 10)

P - Parking

Schedule Index

Sign Type - Description

Qty

- 1 - Monument Gateway (Primary)
- 2 - LED Monument 2
- 3 - Downtown Gateway (Secondary) 3
- 4 - Vehicular Directional, Single Panel 14
- 4.1 - Vehicular Directional, Single Panel - Alternate Option 2
- 5 - Vehicular Directional, Double Panel 3
- 6 - Vehicular Directional, Pathfinder 9
- 7 - Vehicular Directional, Parking 5
- 8 - Downtown Gateway Arch 1
- 9 - Pedestrian Map Directory 2
- 9.1 - Community Event Panel 2
- 10 - Downtown Plaque

| Level | Sign Type | Sign Number | Message | Symbol | Notes |
|-------|-----------|-------------|----------------------------------|---------------------------------|-------|
| S | 2 | 01 | DOWNTOWN BLOOMINGTON (LED BOARD) | (SIDE A) | |
| | | | (BLANK) | (SIDE B) | |
| S | 2 | 02 | (NOT USED) | | |
| S | 2 | 03 | (BLANK) | (SIDE A) | |
| | | | DOWNTOWN BLOOMINGTON (LED BOARD) | (SIDE B) | |
| S | 3 | 01 | (NOT USED) | | |
| S | 3 | 02 | DOWNTOWN BLOOMINGTON | | |
| S | 3 | 03 | DOWNTOWN BLOOMINGTON | | |
| S | 3 | 04 | DOWNTOWN BLOOMINGTON | | |
| S | 4 | 01 | (NOT USED) | | |
| | | | (UP ARROW) | | |
| | | | BLM CENTER PERFORM ARTS | | |
| | | | (RIGHT ARROW) | | |
| S | 4 | 02 | DAVID DAVIS MANSION | (FIELD VERIFY LOCATION) | |
| | | | (LEFT ARROW) | | |
| | | | MUSEUM / VISITORS CENTER | | |
| | | | (UP-RIGHT DIAGONAL ARROW) | | |
| S | 4 | 03 | ARENA / ICE CENTER | | |
| | | | CITY HALL / LIBRARY | | |
| | | | LAW & JUSTICE | | |
| | | | (UP ARROW) | | |
| S | 4 | 04 | GOVERNMENT CENTER | | |
| | | | MUSEUM / VISITORS CENTER | | |
| S | 4 | 05 | (NOT USED) | | |
| | | | (UP ARROW) | | |
| S | 4 | 06 | GOVERNMENT CENTER | | |
| | | | HEALTH DEPARTMENT | | |
| | | | LAW & JUSTICE | | |
| S | 4 | 07 | (NOT USED) | | |
| | | | (LEFT ARROW) | | |
| S | 4 | 08 | ARENA / ICE CENTER | | |
| | | | HEALTH DEPARTMENT | | |
| | | | LAW & JUSTICE | | |
| | | | (LEFT ARROW) | | |
| S | 4 | 09 | CITY HALL | | |
| | | | PUBLIC LIBRARY | | |
| | | | (UP ARROW) | | |
| | | | BLM CENTER PERFORM ARTS | | |
| S | 4 | 10 | (RIGHT ARROW) | | |
| | | | CITY HALL / LIBRARY | | |
| | | | (LEFT ARROW) | | |
| | | | ARENA / ICE CENTER | | |
| | | | (RIGHT ARROW) | | |
| S | 4 | 11 | BLM CENTER PERFORM ARTS | | |
| | | | MCLEAN CO. ARTS CENTER | | |
| | | | (UP ARROW) | | |
| S | 4 | 12 | GOVERNMENT CENTER | | |
| | | | HEALTH DEPARTMENT | | |
| | | | LAW & JUSTICE | | |
| | | | (LEFT ARROW) | | |
| S | 4 | 13 | GOVERNMENT CENTER | | |
| | | | HEALTH DEPARTMENT | | |
| | | | LAW & JUSTICE | | |
| | | | (UP ARROW) | | |
| | | | BLM CENTER PERFORM ARTS | | |
| S | 4 | 14 | MCLEAN CO. ARTS CENTER | | |
| | | | (RIGHT ARROW) | | |
| | | | MUSEUM / VISITORS CENTER | | |
| | | | (UP ARROW) | | |
| | | | BLM CENTER PERFORM ARTS | | |
| S | 4 | 15 | MCLEAN CO. ARTS CENTER | (NO DOWNTOWN BLOOMINGTON PANEL) | |
| | | | (RIGHT ARROW) | | |
| | | | DOWNTOWN BLOOMINGTON | | |
| | | | (LEFT ARROW) | | |
| S | 4 | 16 | BLM CENTER PERFORM ARTS | | |
| | | | MCLEAN CO. ARTS CENTER | | |
| S | 4 | 17 | (RIGHT ARROW) | | |
| | | | ARENA / ICE CENTER | | |

| | | | | | | |
|---|-----|----|---|---------------|---|---|
| S | 4.1 | 01 | (UP ARROW) CITY HALL / LIBRARY (LEFT ARROW) DAVID DAVIS MANSION MUSEUM / VISITORS CENTER | | (BLANK) | (SIDE B) |
| S | 4.1 | 02 | (UP ARROW) CITY HALL / LIBRARY (LEFT ARROW) GOVERNMENT CENTER LAW & JUSTICE | | (PEDESTRIAN MAP) | (FIELD VERIFY LOCATION) (MOUNTS TO NEW DECORATIVE POLE) (FIELD VERIFY LOCATION) (MOUNTS TO NEW DECORATIVE POLE WITH DIRECTIONAL) |
| S | 5 | 01 | (NOT USED) | | (COMMUNITY EVENTS HOLDER) | (FIELD VERIFY LOCATION) (MOUNTS TO NEW DECORATIVE POLE) (FIELD VERIFY LOCATION) (MOUNTS TO NEW DECORATIVE POLE WITH DIRECTIONAL) |
| S | 5 | 02 | (UP ARROW) GOVERNMENT CENTER HEALTH DEPARTMENT LAW & JUSTICE | (LEFT PANEL) | (COMMUNITY EVENTS HOLDER) | |
| | | | (UP ARROW) ARENA / ICE CENTER MUSEUM / VISITORS CENTER (RIGHT ARROW) SLM CENTER PERFORM ARTS | (RIGHT PANEL) | | |
| S | 5 | 03 | (NOT USED) | | | |
| S | 5 | 04 | (UP ARROW) SLM CENTER PERFORM ARTS MCLEAN CO. ARTS CENTER MUSEUM / VISITORS CENTER (RIGHT ARROW) CITY HALL / LIBRARY HEALTH DEPARTMENT LAW & JUSTICE | (LEFT PANEL) | | |
| | | | (RIGHT ARROW) CITY HALL / LIBRARY HEALTH DEPARTMENT LAW & JUSTICE | (RIGHT PANEL) | | |
| S | 5 | 05 | (NOT USED) | | | |
| S | 5 | 06 | (NOT USED) | | | |
| S | 5 | 07 | (NOT USED) | | | |
| S | 5 | 08 | (LEFT ARROW) GOVERNMENT CENTER MUSEUM / VISITORS CENTER (UP ARROW) HEALTH DEPARTMENT LAW & JUSTICE | (LEFT PANEL) | | |
| | | | (UP ARROW) HEALTH DEPARTMENT LAW & JUSTICE | (RIGHT PANEL) | | |
| S | 6 | 01 | (UP ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 02 | (LEFT ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 03 | (UP ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 04 | (RIGHT ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 05 | (UP ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 06 | (LEFT ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 07 | (UP ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 08 | (UP ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 6 | 09 | (UP-RIGHT DIAGONAL ARROW) DOWNTOWN BLOOMINGTON [MILEAGE TO BE DETERMINED] | | (INSTALL ON NEW DECORATIVE POLE - WITHOUT STREET-LIGHT) | |
| S | 7 | 01 | (UP ARROW) | P | | |
| S | 7 | 02 | (RIGHT ARROW) | P | | |
| S | 7 | 03 | (LEFT ARROW) | P | | |
| S | 7 | 04 | (NOT USED) | | | |
| S | 7 | 05 | (NOT USED) | | | |
| S | 7 | 06 | (LEFT ARROW) | P | | |
| S | 7 | 07 | (UP ARROW) | P | | |
| S | 8 | 01 | DOWNTOWN BLOOMINGTON | | (SIDE A) (LOCATION TO BE FIELD VERIFIED PRIOR TO FABRICATION) | |



KMA DESIGN

Pittsburgh · Tampa · Philadelphia

CITY OF SEVIERVILLE
SEVIERVILLE, TN

The city of Sevierville, Tennessee sought out a national design firm with expertise in the development of gateway and wayfinding signage to help them foster tourists to their many destinations and venues. KMA Design was selected to facilitate the comprehensive sign program that replaced all existing signs. Sevierville is located off of Interstate 40 and unfortunately was a pass-through to Pigeon Forge and the Great Smoky Mountain National Park. The 14-mile stretch offered restaurants, hotels and other amenities that were ignored by those who were looking for Dollywood and other area attractions. Even some of the key destinations like the outlet mall and civic center advertised as being a part of Pigeon Forge for better name recognition instead of Sevierville.

The city struggled with their own identity and asked the design team to develop concepts that reflected a variety of themes including; hometown, theme park and the mountains during the design development stage of the work. The end result was a mixed-use of perforated metals and layered acrylics to emulate the Smoky Mountains and the city's rolling rivers. The sign designs are unique to Sevierville and brand the community from one end of the city to the other.

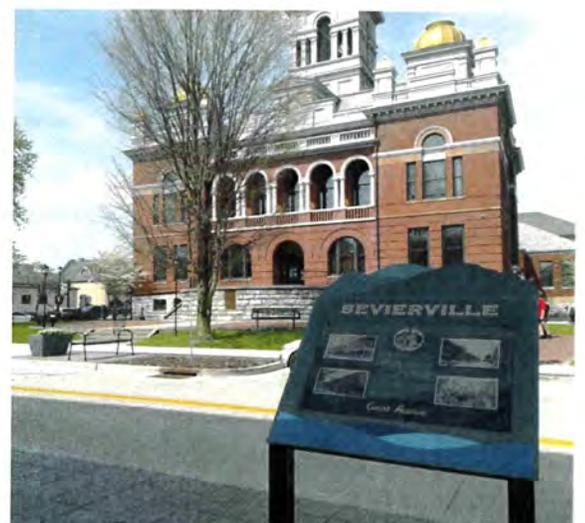
To help resolve this issue, KMA developed a sign system that clearly announced the boundaries of the city and directed to all major destinations. Key mile markers with large illuminated pylons were created to serve as a means of orientation and name reinforcement to tourists and visitors.

SCOPE

- Creation of New Design Concept
- Directional Signage
- Identification Signage
- Rebranding
- Wayfinding



Graphic Design USA
American Graphic Design Awards
2021 Winner





KMA DESIGN

Pittsburgh • Tampa • Philadelphia

SEVIERVILLE MUNICIPAL COMPLEX SEVIERVILLE, TN

Based on the previous performance by KMA in the development of a city-wide gateway and wayfinding program, the firm was hired to create a unified signage program for the municipal complex, which houses all city government entities including; City Hall, Library, Police and Chamber of Commerce. The site was not easy to negotiate and required wayfinding directional signage and building identification to assist visitors to appropriate parking areas, accessible entrances and departments.

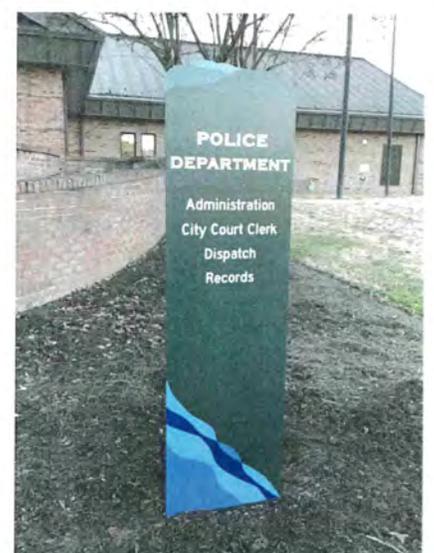
Utilizing similar materials and design concepts from the city's signage program, the firm developed a comprehensive exterior signage program that efficiently directs, identifies and enhances the government complex.

SCOPE

- Exterior Signage
- Wayfinding



Graphic Design USA
American Graphic Design Awards
2021 Winner





KMA DESIGN
Innovative Design For Exceptional Spaces

02-14-2020

ISSUED FOR BID



1811.02 Exterior Signage Wayfinding

TYPOGRAPHY / MATERIALS



Typography

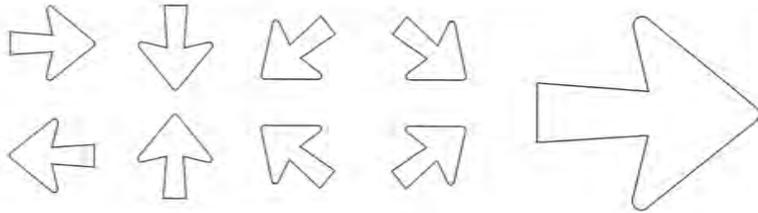
Highway Gothic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890

Copperplate - Gothic - Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

Arrows



Logos

SEVIERVILLE

Colors

| Paint | Description | Vinyl | Description |
|---|--|---|--|
|  | MP40684 Rosey Copper Metallic |  | 3M 3630-057 Olympic Blue |
|  | PMS Black - Satin Clear Coat |  | 3M 3630-337 Process Blue |
|  | PMS 5555 AKZO Sign 50110 - Light Green |  | 3M 3630-157 Sultan Blue |
|  | PMS 5477 AKZO Sign 4114 - Med. Green |  | Transparent Copper Vinyl to Match MP40684 |
|  | PMS 5535 AKZO Sign 50100 - Dark Green | | |
| | Paint to Match 3M 3630-337 Process Blue | | |

General Notes

01. Written dimensions on drawings take precedence over scaled dimensions. Sign contractor shall verify and be responsible for all dimensions and conditions shown on drawings.
02. Sign contractor shall verify all existing conditions prior to shop drawings and bring any discrepancy between the drawing and the actual condition to the owner's attention prior to fabrication.
03. The sign contractor shall provide signed and sealed engineered drawings for all signs including structural and wind load requirements. All Electrical Components to be UL compliant and all wiring connections shall be included in the drawing package, signed, and sealed by a licensed PE registered in the state of Tennessee. Electrical engineered connections shall be submitted with the shop drawings and stamped by an engineer registered locally. City of Sevierville to provide power, fabricator responsible for final hook-up.
04. All colors and finishes shall be approved by the owner prior to the production of sign units.
05. Sign contractor shall provide full size mock-ups of designated prototypes for owner approval before proceeding with sign fabrication and installation.
06. Paint / Color / Materials shown in drawings shall be continuous around edges and continuous faces.
07. Typefaces shall not be supplied to contractor. Contractor shall obtain the licensed edition for their own use.

DETAILS / DRAWINGS



Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

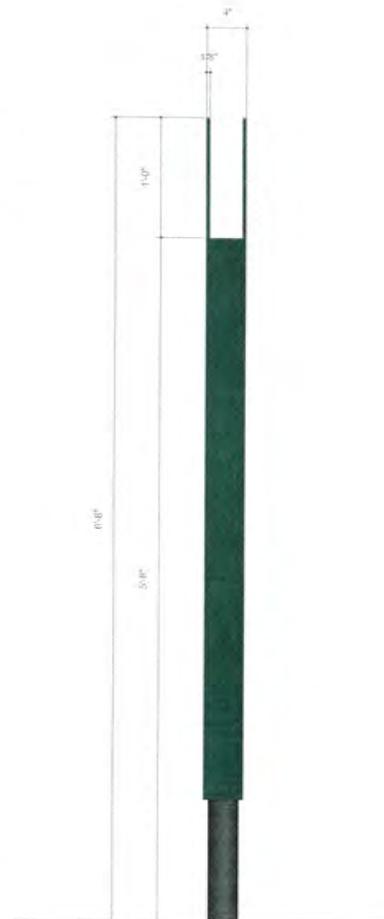
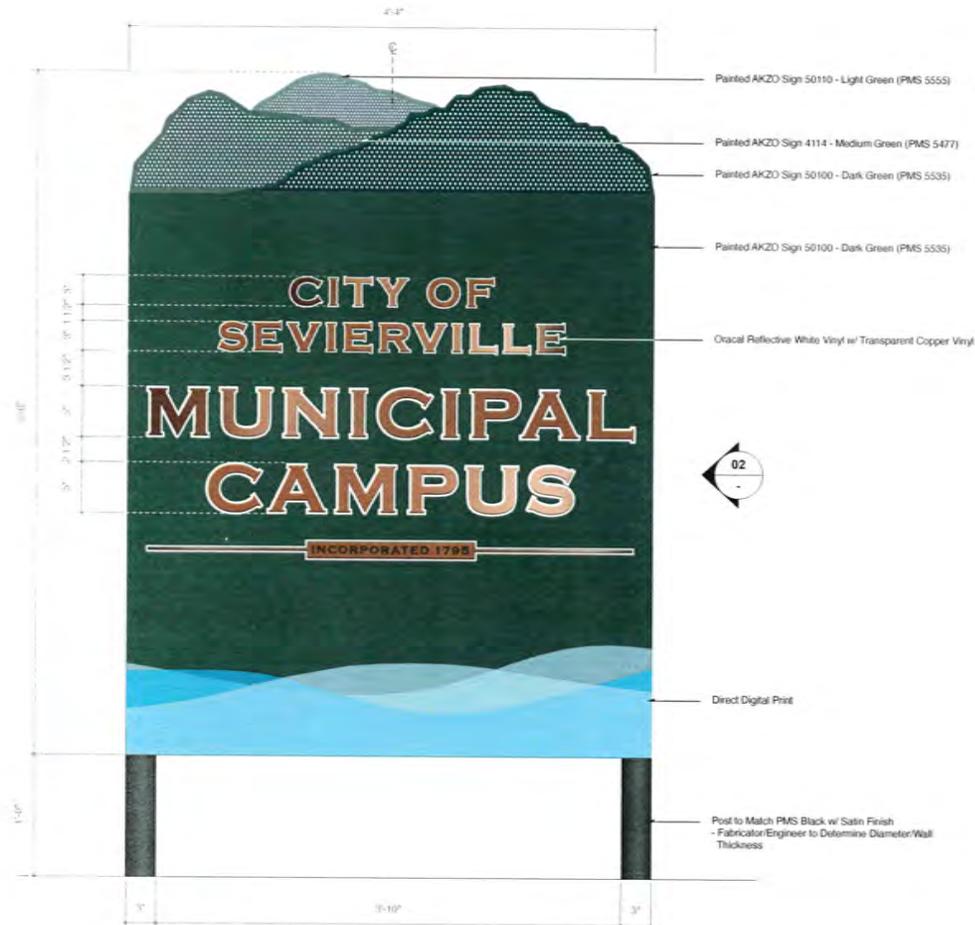
Project Number: 1811.02

Date: 02-14-2020

Project Manager: Jeremy Detwiler

Sign Type: 01 - Campus Gateway Identification

Issued for: Bid



01 Campus Gateway Identification - Two Sided
Elevation

Scale: 1" = 1'-0"

02 Campus Gateway Identification
End View

Scale: 1" = 1'-0"

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Sheet:

Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

Project Number: 1811 02

Date: 02-14-2020

Project Manager: Jeremy DeWilder

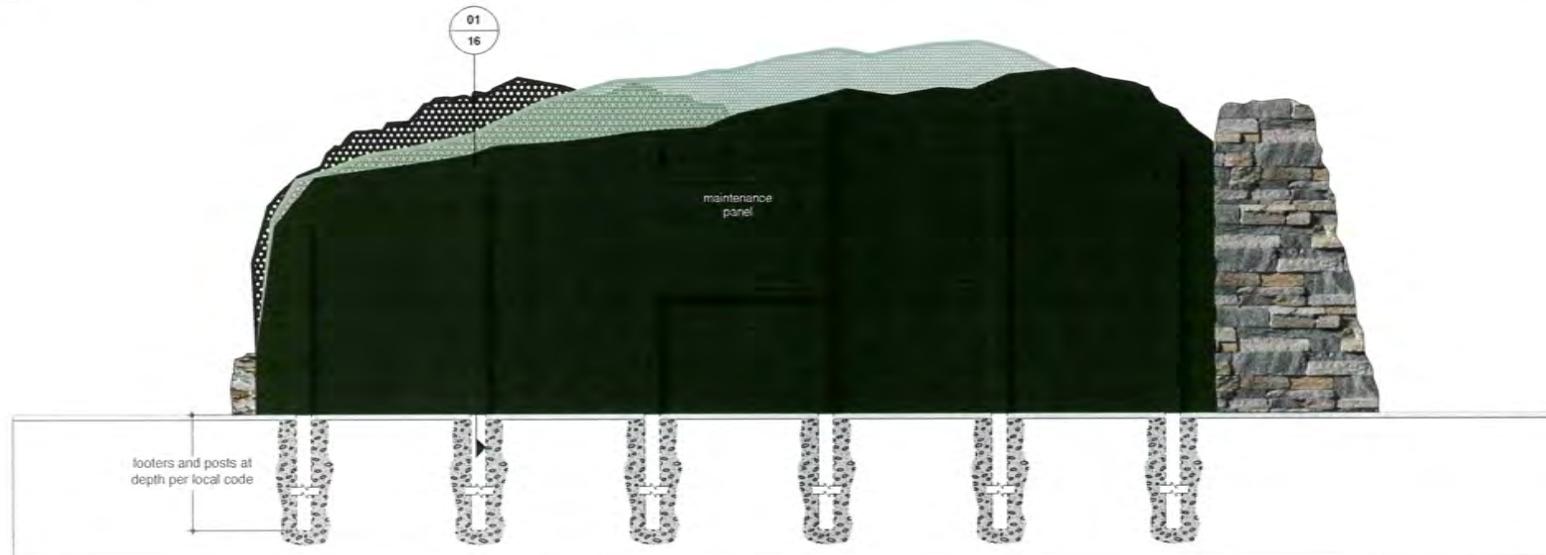
Sign Type: 01 01 - Primary Gateway

Issued for: Bid



01 Primary Gateway - front
Elevation

Scale - 3/8" = 1'



02 Primary Gateway - rear
Elevation

Scale - 3/8" = 1'

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Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

Project Number: 1811.02

Date: 02-14-2020

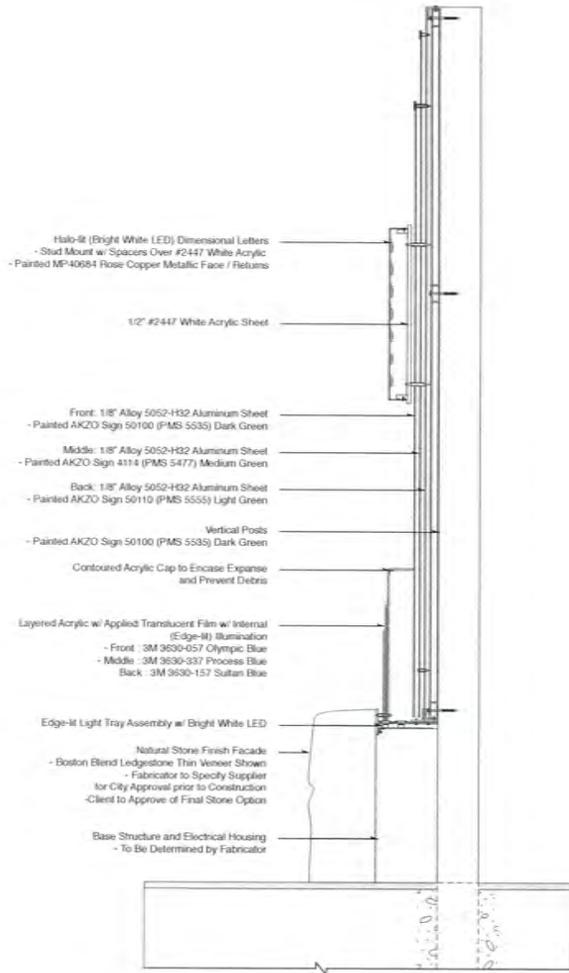
Project Manager: Jeremy Detwiler

Sign Type: 01.01 - Primary Gateway

Issued for: Bid



*Existing



01 Primary Gateway
Section

Scale - NTS



02 Primary Gateway
Isometric

NTS

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Sheet:

Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

Project Number: 181102

Date: 02-14-2020

Project Manager: Jeremy Deterler

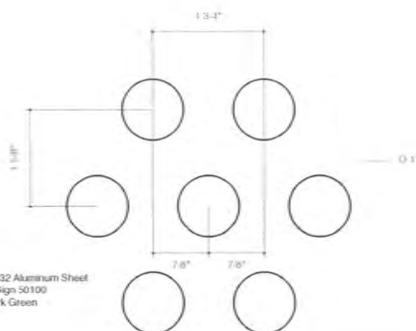
Sign Type: 01.01 - Primary Gateway

Issued for: Bid

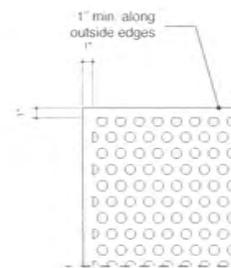


1/8" Alloy 5052-H32 Aluminum Sheet
- Painted AKZO Sign 50100
(PMS 5535) Dark Green

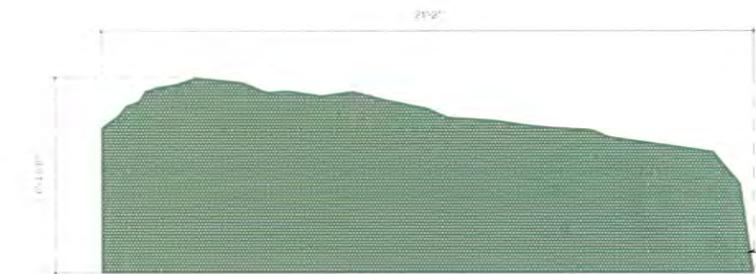
01 Custom "Mountain" Layer #1
Elevation Scale = 1/4" = 1'



02 Perforation pattern #1 details
Elevation Scale = 1/2" = 1'

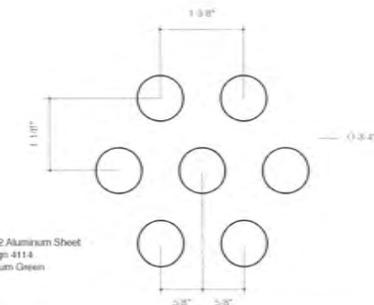


03 Edge Example pattern #1
Elevation Scale = 1" = 1'

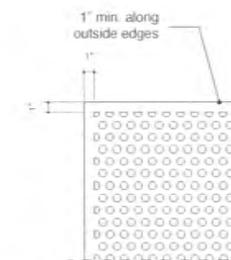


1/8" Alloy 5052-H32 Aluminum Sheet
- Painted AKZO Sign 4114
(PMS 5477) Medium Green

04 Custom "Mountain" Layer #2
Elevation Scale = 1/4" = 1'



05 Perforation pattern #2 details
Elevation Scale = 1/2" = 1'

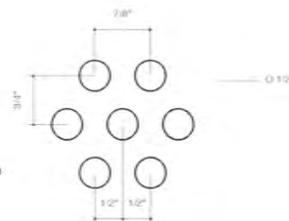


06 Edge Example pattern #2
Elevation Scale = 1" = 1'

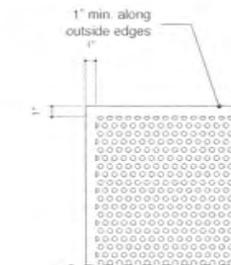


1/8" Alloy 5052-H32 Aluminum Sheet
- Painted AKZO Sign 50110
(PMS 5553) Light Green

07 Custom "Mountain" Layer #3
Elevation Scale = 1/4" = 1'



08 Perforation pattern #3 details
Elevation Scale = 1/2" = 1'



09 Edge Example pattern #3
Elevation Scale = 1" = 1'

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Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

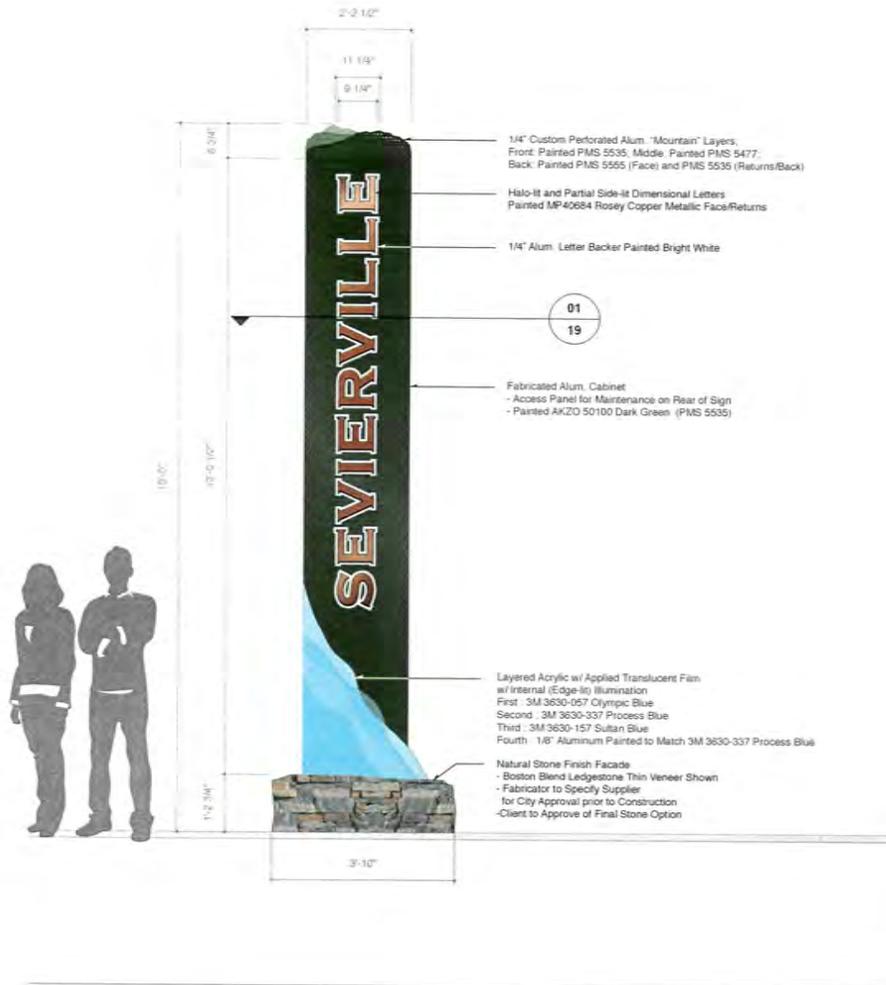
Project Number: 1811-02

Date: 02-14-2020

Project Manager: Jeremy Detwiler

Sign Type: 01 02 - Secondary Gateway

Issued for: Ed



01 Secondary Gateway - front
Elevation

Scale - 3/8" = 1'



02 Secondary Gateway - side
Elevation

Scale - 3/8" = 1'

03 Secondary Gateway - rear
Elevation

Scale - 3/8" = 1'

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Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

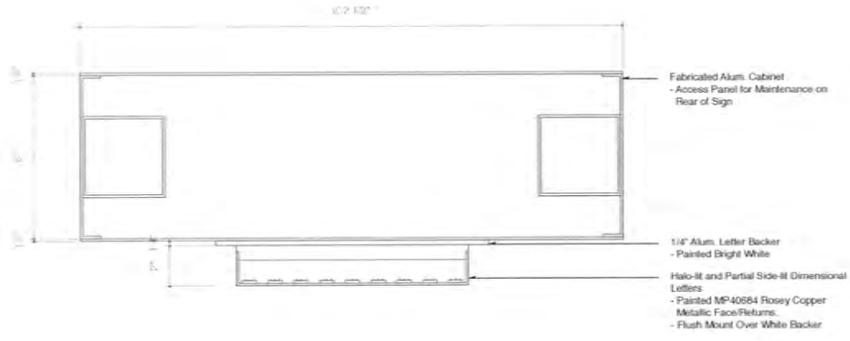
Project Number: 1811 02

Date: 02-14-2020

Project Manager: Jeremy Detwiler

Sign Type: 01.02 - Secondary Gateway

Issued for: Bid

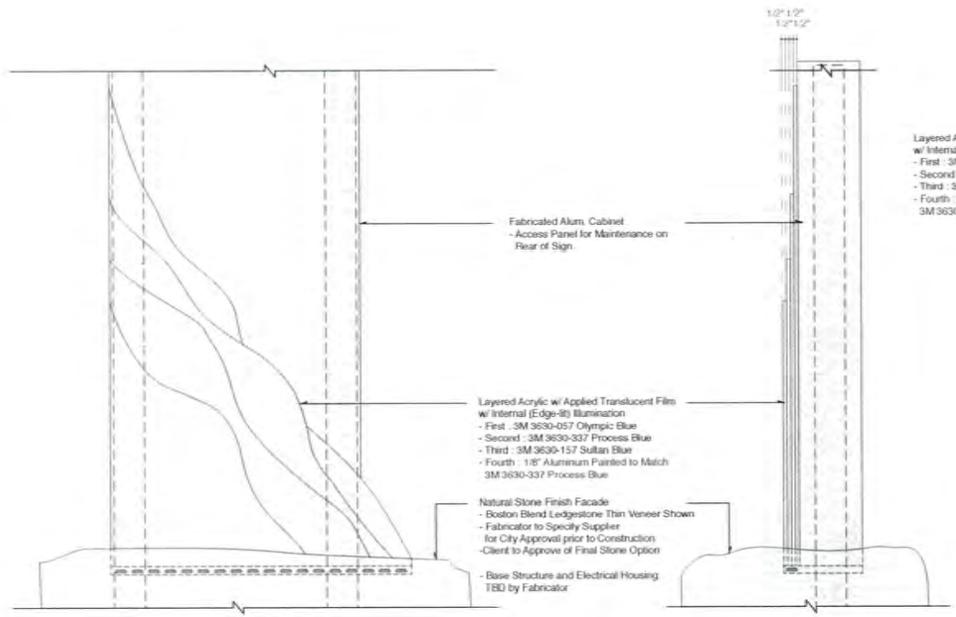


01 Secondary Gateway
Section Detail

Scale - 2" = 1'-0"

02 Secondary Gateway - Letters
Elevation

NTS



03 Secondary Gateway
Elevation

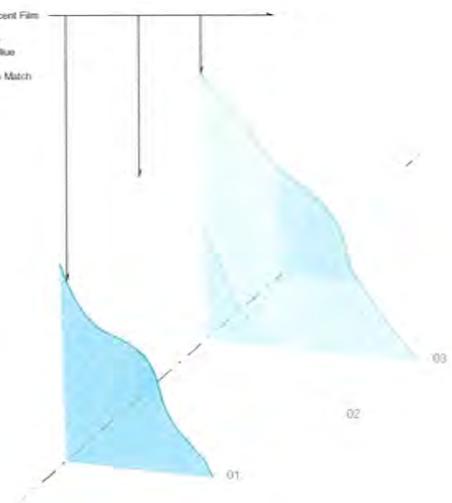
Scale - 3/4" = 1'-0"

04 Secondary Gateway
End View

Scale - 3/4" = 1'-0"

05 Secondary Gateway - Layered Acrylic
Isometric

NTS



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Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

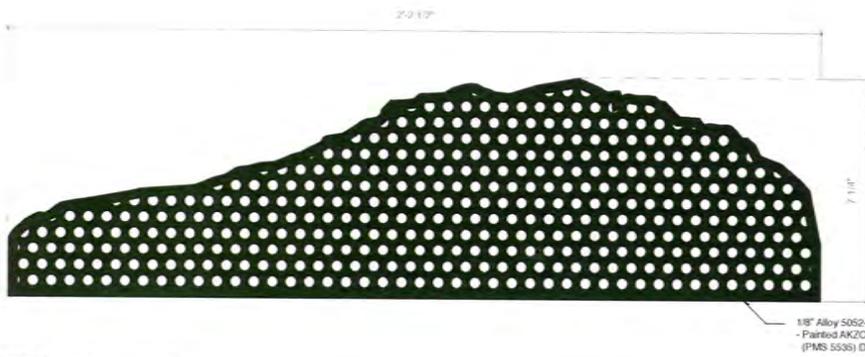
Project Number: 1811.02

Date: 02-14-2020

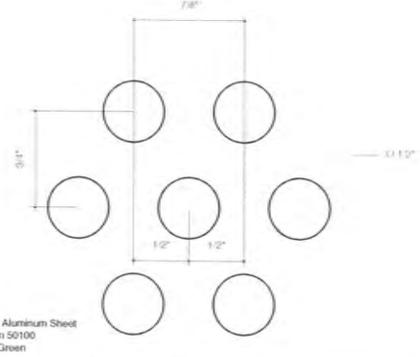
Project Manager: Jeremy Detweiler

Sign Type: 01.02 - Secondary Gateway

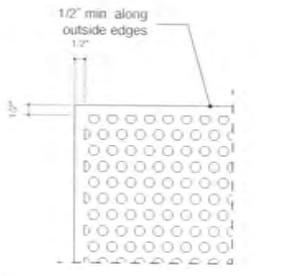
Issued for: Bid



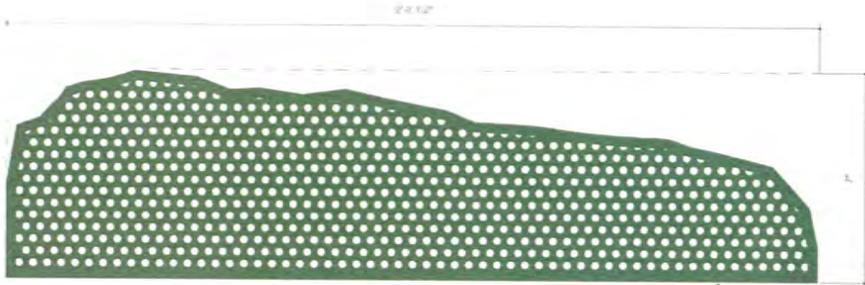
01 Custom "Mountain" Layer #1
Elevation
Scale - 2" = 1'



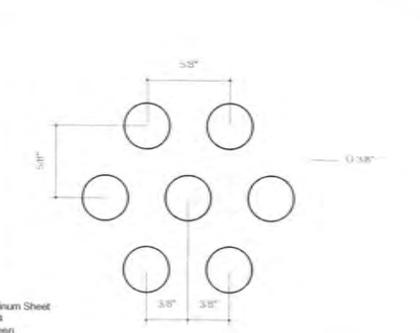
02 Perforation Pattern #1 Details
Elevation
Full Scale



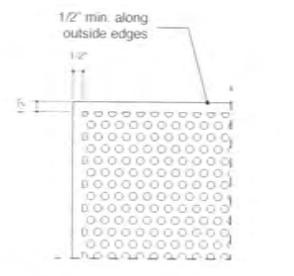
03 Edge Example Pattern #1
Elevation
2" = 1'



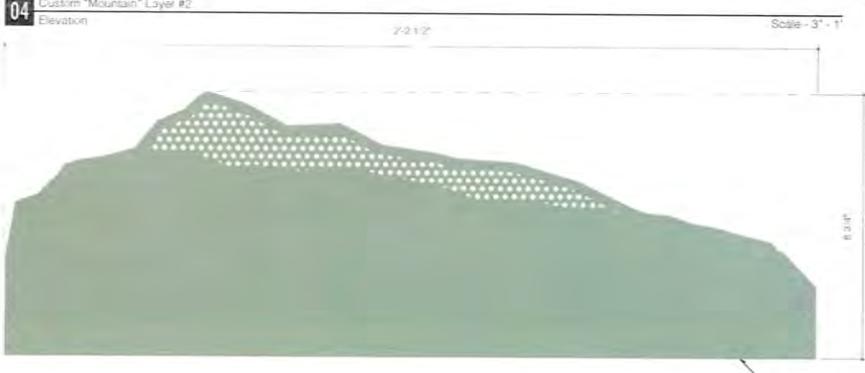
04 Custom "Mountain" Layer #2
Elevation
Scale - 3" = 1'



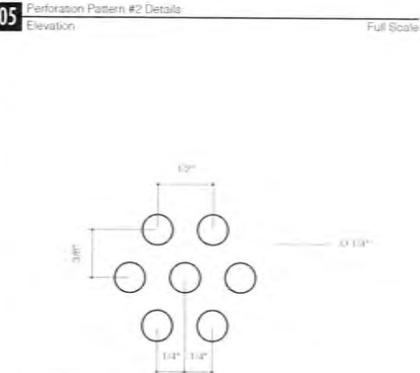
05 Perforation Pattern #2 Details
Elevation
Full Scale



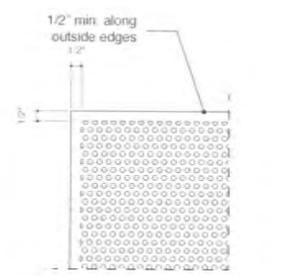
06 Edge Example Pattern #2
Elevation
2" = 1'



07 Custom "Mountain" Layer #3
Elevation
Scale - 2" = 1'



08 Perforation Pattern #3 Details
Elevation
Full Scale

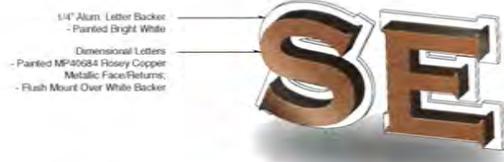
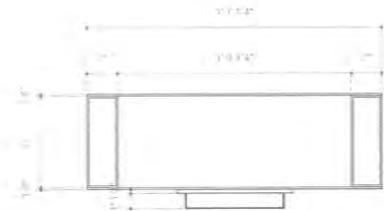


09 Edge Example Pattern #3
Elevation
2" = 1'

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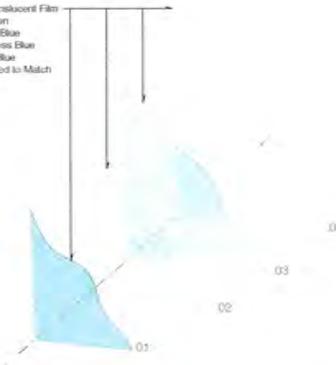
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Project: City of Sevierville Wayfinding
 Address: 120 Gary Wade Blvd, Sevierville, TN 37862
 Project Number: 1811 02
 Date: 02-14-2020
 Project Manager: Jeremy Schwilke
 Sign Type: 01 03: Tertiary Gateway
 Issued for: Bid



Layered Acrylic w/ Applied Translucent Film w/ Internal (Edge-lit) Illumination

- First : 3M 3630-057 Olympic Blue
- Second : 3M 3630-337 Process Blue
- Third : 3M 3630-157 Sultan Blue
- Fourth : 1/8" Aluminum Painted to Match 3M 3630-337 Process Blue



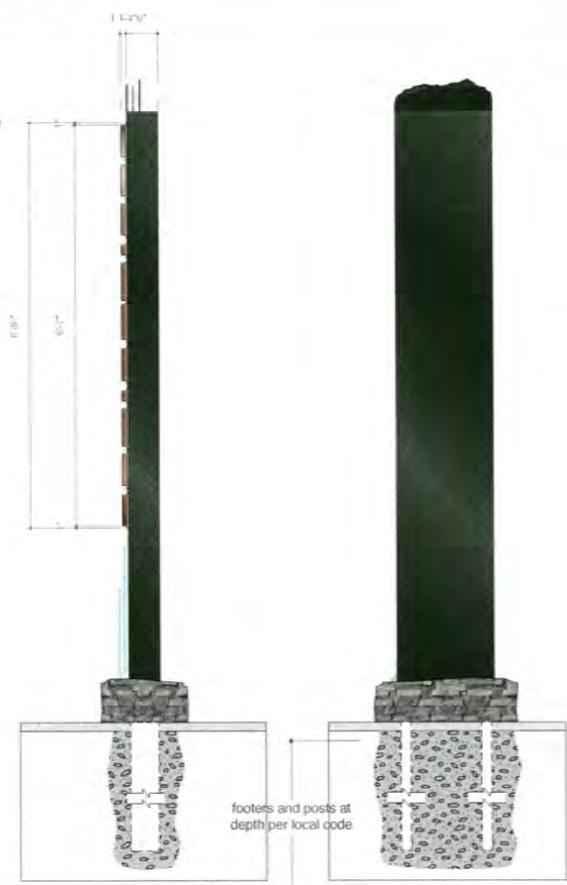
01 Tertiary Gateway Section
Scale - 1 1/2" = 1'

02 Tertiary Gateway Elevation
NTS

03 Tertiary Gateway Isometric
NTS

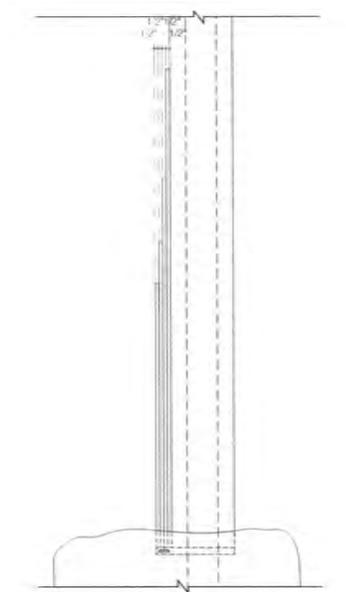


04 Tertiary Gateway - Front Elevation
Scale - 1/2" = 1'



05 Tertiary Gateway End View
Scale - 1/2" = 1'

06 Tertiary Gateway - Back Elevation
Scale - 1/2" = 1'



07 Tertiary Gateway Section
NTS

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Project: City of Sevierville
Wayfinding

Address: 120 Gary Wade Blvd, Sevierville, TN 37862

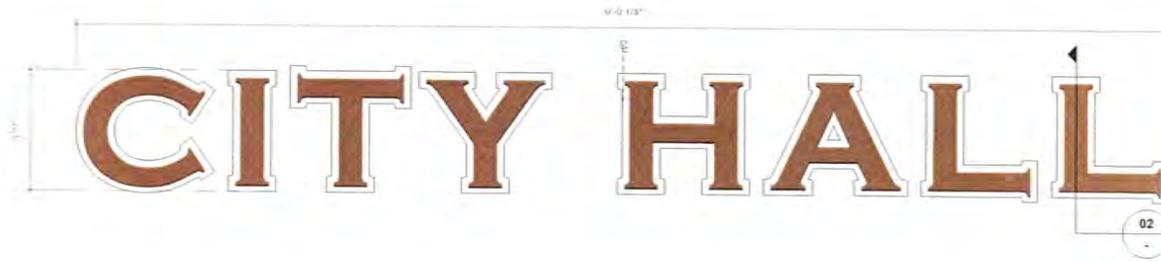
Project Number: 1511 02

Date: 02-14-2020

Project Manager: Jeremy DeBeller

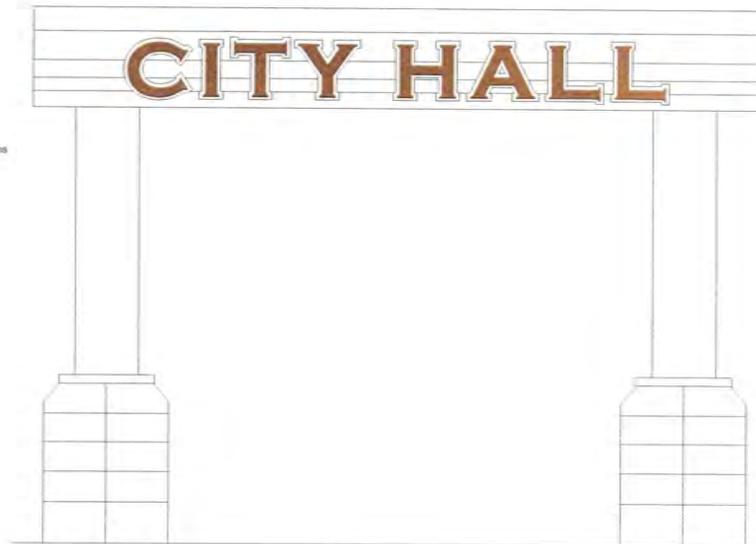
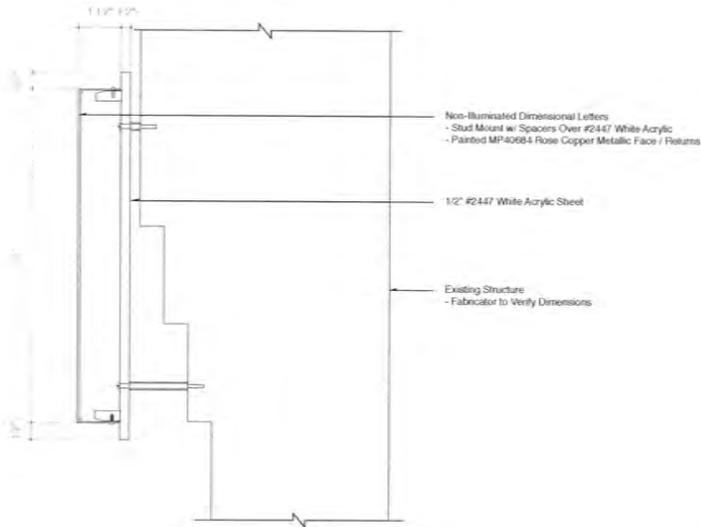
Sign Type: 02 - Wall Mounted Building Identification

Issued for: Bid



01 Wall Mounted Building Identification
Elevation

Scale: 1" = 1'-0"



02 Wall Mounted Building Identification
Section

Scale: 1/2" = 1'-0"

03 Wall Mounted Building Identification
Rendering

Scale: 1/2" = 1'-0"

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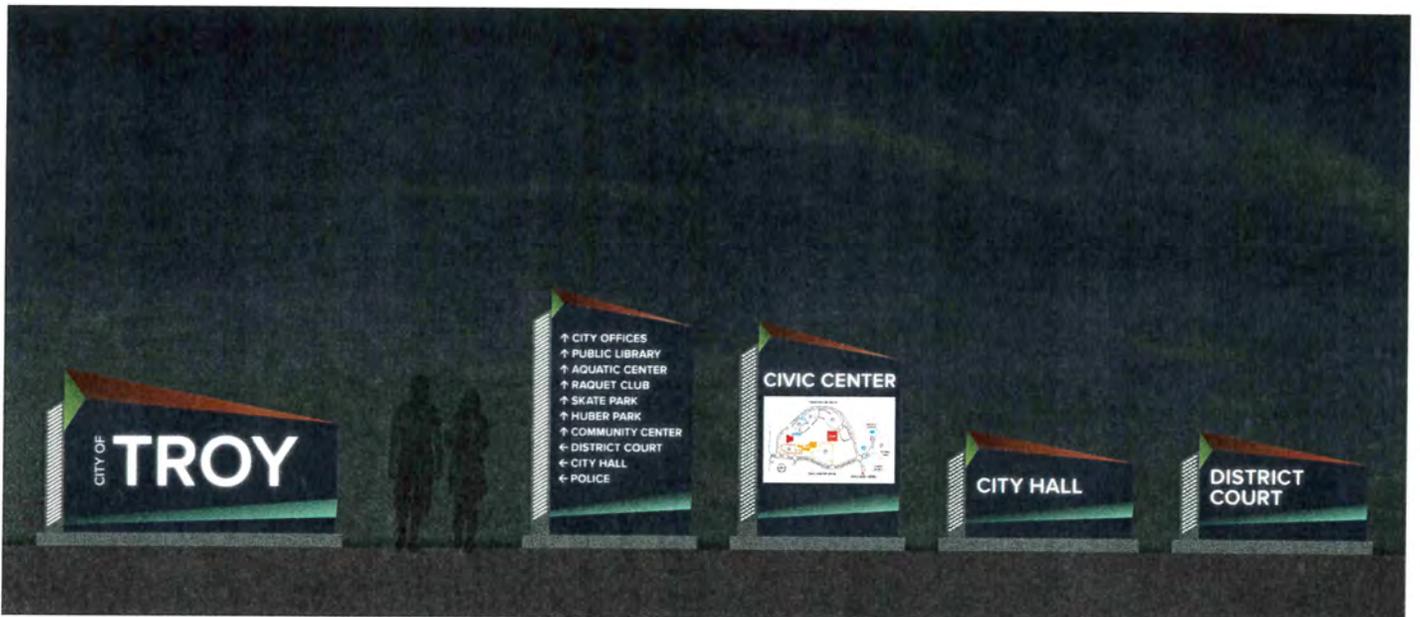


Located off of Interstate 75 in Michigan, the city of Troy had no identity off of the exit ramp. The main boulevard, was lined with a variety of businesses, but had not sense of place as it was difficult to determine where exactly one was. To eliminate the impression of anywhere USA, Troy invoked on a city-wide signage program to highlight geographic boundaries and placemaking for the community.

KMA Design created a unique signage design utilizing the brand that the city had recently adopted to reinforce website and printed materials with the new signage program for continuity. The signage is a combination of various angles to provide interest from all vantage points. These angles are illuminated with LED lighting to add interest and draw one's eye to them during evening hours when the bold colors would not be so evident. A full complement of sign types was created to direct, label and inform.

SCOPE

- Destination Signage
- Directional Signage
- Gateway Signage
- Wayfinding





The Village of Glenview was looking for a fresh new image that would provide the community with a consistent look through gateway and directional signage. Located in Cook County, on the North Shore of Chicago, the hamlet has some 45,000 residents and a variety of amenities like shopping, dining, recreation and entertainment.

KMA created several concepts for the village to consider prior to their selection of monuments made up of stone, wood and slate with high-polished dimensional letters. Sunlight highlights the letters during the day, and during the evening white halo lighting surrounds the characters, elegantly creating a sense of place at its approaches and within the city. Similarly designed supportive signage, which directs and identifies various destinations is located throughout the village.

SCOPE

- Exterior Signage
- Wayfinding





The Village of Tinley Park, IL is the 14th largest city in the metropolitan Chicago area with over 60,000 residents. The village wanted to develop a new comprehensive signage program to highlight the city's new brand and tag line "Life Amplified" celebrating its rich musical heritage. The Hollywood Casino Amphitheater draws thousands to musical events annually, as this was the basis for the brand, it also is reflected in the signage design.

The signs are a creative blend of the new brand logo displayed over cut-outs of various musical symbols and notes creating a filigree backdrop, which reads copper by day and black at night. The evening illumination contrasts against the graphics with an RGB LED display that morphs from one color to the next.

Additionally, wayfinding signage, downtown gateways and kiosks carry out the graphic them of the sign program highlighting the amenities that should be explored by residents and visitors.

SCOPE

- Exterior Signage
- Wayfinding



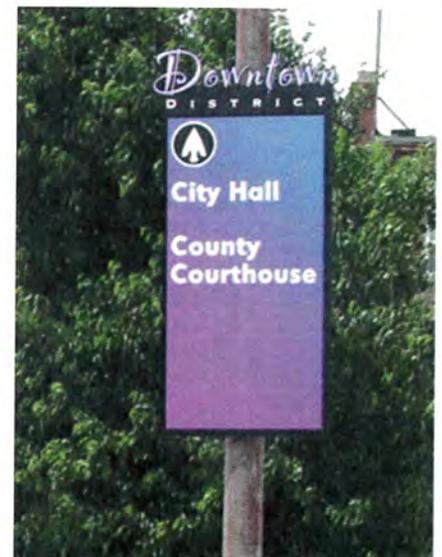


The city of Shawnee, 48 square miles with a population of 30,000, hired KMA Design to transform all forms of traveler information into a cohesive wayfinding system. Trying to shed the image of a “Rodeo Town”, Shawnee wanted a fun, progressive and well-planned program to reflect the master plan goals for the city. Names were assigned to each district and incorporated into the trailblazing signage, serving as a wayfinding tool by reinforcing to the visitor their location within the city.

KMA Design segregated its regional travel into five districts: Gateway District, Enterprise District, Pioneer District, Downtown District, and Heritage District. The font used upon the top of each trailblazing sign is artfully dignified and announces each district upon entry. Signs limit the amount of messages to maximize visibility and highlight forty-three major destinations.

SCOPE

- Directional Signage
- Identification Signage
- Street Signage
- Wayfinding





The city of Durango's historic downtown district was in need of an overall comprehensive signage and wayfinding master plan to brand and help direct numerous visitors throughout the city. The Durango and Silverton Narrow Gauge Railroad stops in the heart of the historic district and floods the community with tourists several times a day. The problem was that the city lacked an identity and signs that would pull visitors down Main Avenue and up and down cross streets, which were overlooked as potential areas for shopping, dining and the arts.

KMA Design was awarded the project after a national search, due to their experience in city wayfinding and design for other historic landmark buildings and communities. The city, though established in the late 1800's, did not want to have an image that reflected the "wild west" but instead, one that honored the rich architectural palette that abounds. Colors, fonts and shapes were all established to work with history of the city and the style and color of the streetlights, trash receptacles, and benches. A complete sign family was designed and a detailed manual was provided to the city for phased implementation.

SCOPE

- Directional Signage
- Identification Signage
- Re-branding Design Development
- Wayfinding





The historic city of Christiansburg, VA selected KMA Design to develop a city-wide signage program to provide direction to both vehicular and pedestrian traffic around the city. In addition to the city and its many points of interest, the firm was also hired to develop directional and identification signage for the areas ten parks and the Huckleberry Trail, which extends from Christiansburg through the town of Blacksburg, home of Virginia Tech, to the Jefferson National Forest Trail system.

The signage is unique to the city with its delicate filigree accent, which consists of the leaves and fruit of the huckleberry shrub, routed out of aluminum. Transitions from adjacent communities are announced by a vertical stanchion naming individual locations while maintaining a consistent look.

SCOPE

- Vehicular Directional
- Pedestrian Directional
- Destination Signage
- Park Identification
- Trail Signage



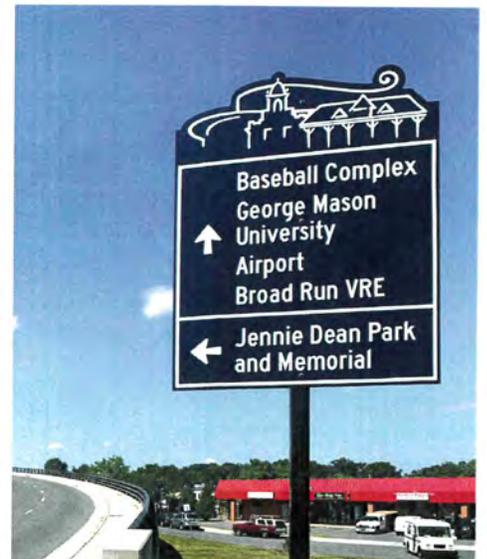
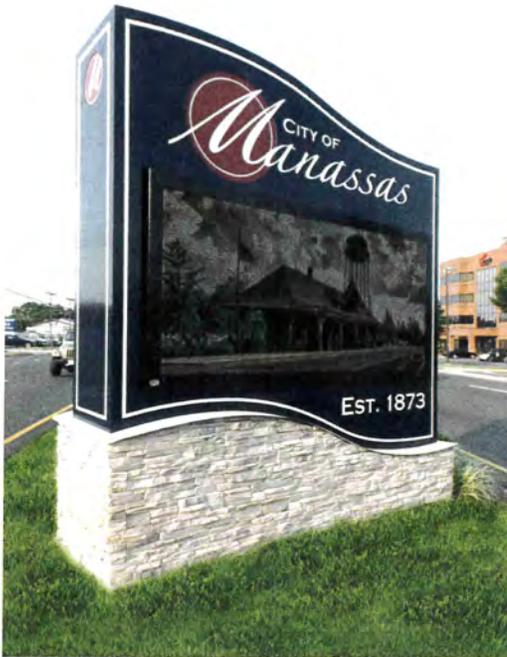


The historic civil war city of Manassas, Virginia, with a population of over 35,000, was in need of a comprehensive wayfinding system to attract and better serve both visitor and residential needs. KMA Design was hired to create a signage program that would alleviate confusion while highlighting the many attractions and amenities the City has to offer.

KMA's design team worked to develop an effective wayfinding program by creating a signage family that maintains consistent characteristics and recognition factors from sign type to sign type. Colors, fonts and shapes were all established to work with the City's history while complementing its existing cityscape, landscaping and diverse architecture styles. Types of signage that were designed included gateway, vehicular and pedestrian directionals, parking identification, destination identification and kiosks.

SCOPE

- Destination Identification
- Digital Display
- Gateway Signage
- Parking Identification
- Wayfinding





In an effort to revitalize the business district of Carnegie, the Borough and the Carnegie Community Development Corporation adopted a wayfinding system to identify entrances, businesses, parking and local attractions. KMA Design created a design theme that honored the Borough's namesake, philanthropist and steel magnate, Andrew Carnegie, using the Carnegie clan, Scottish-tartan plaid in the sign details. Overhead signage was planned to alleviate traffic congestion by differentiating the business route, Main Street and business by-pass.

SCOPE

- Directional Signage
- Gateway Signage



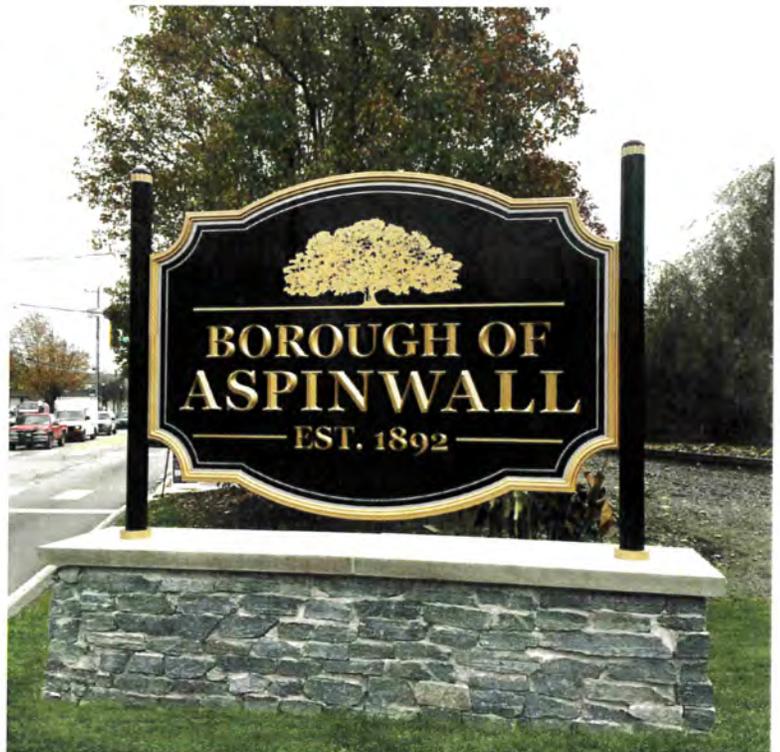
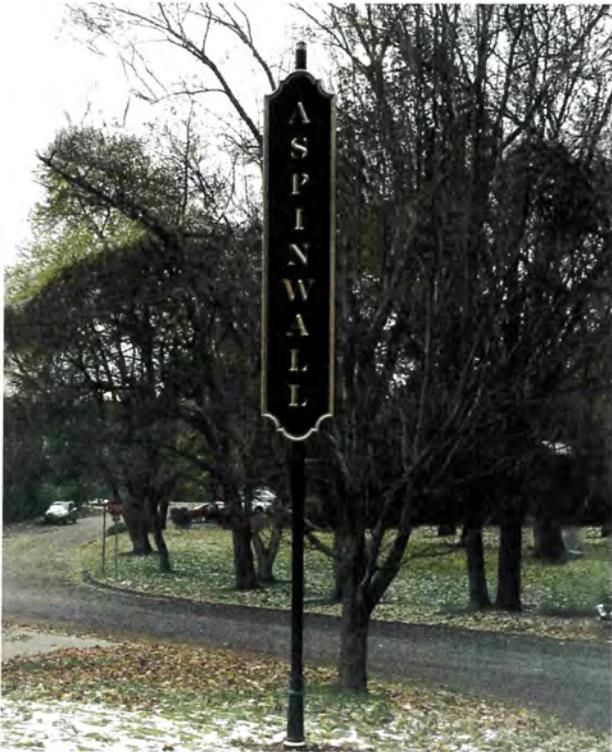


Incorporated in 1892, the historic Borough of Aspinwall desired an exterior wayfinding system to assist with pedestrian and vehicular navigation. KMA was contracted to design a wayfinding master plan that would best reflect, direct, and serve the residents and visitors of the community.

KMA Design also devised a new logo for the Borough of Aspinwall that is incorporated into the signage designs. A large sycamore tree is paired with a black and gold motif that anchors a damask-patterned background. The firm used notable attributes of the area, which includes an abundance of sycamores, to best represent the Borough. Sign types included in the design package consist of gateways, directionals, parking and street identification, and point of interest markers.

SCOPE

- Destination Signage
- Directional Signage
- Gateway Signage
- Park Identification
- Parking and Street Sign Identification
- Wayfinding

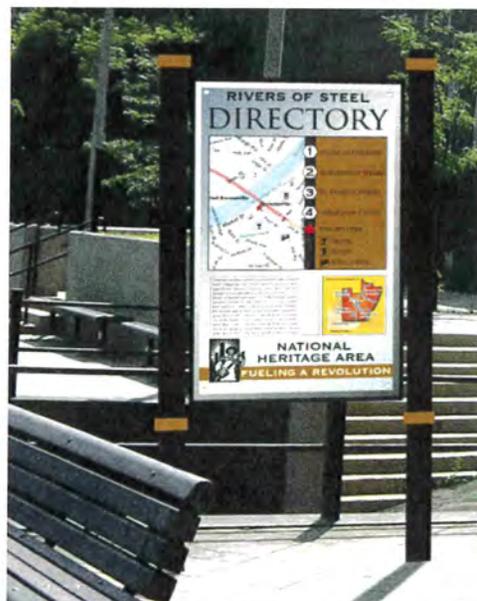




During the century-long Big Steel Era (1890-1990) the entire eight-county Pittsburgh Industrial District served one primary purpose: steel-related production. Rivers of Steel National Heritage Area identifies and conserves the resources of steel and its related industries. KMA Design was selected to develop a series of sign types to be used in conjunction with the four rivers that flow throughout this historic area; Monongahela, Ohio, Allegheny and the Youghiogheny Rivers. Building medallions, banners, kiosks and community welcome signs greet both vehicular and pedestrian tourists, while river-landing signs and kiosks announce historic areas to recreational boaters who traverse the waterways to follow the path of steel. KMA Design worked with the Steel Industry Heritage Corporation to create a menu of sign types to serve as a guide for various structures, buildings, sites and museums.

SCOPE

- Architectural Signage
- Banner Signage
- Destination/Welcome Signage
- Kiosks
- Interpretive Panels





The Town of Manchester, Connecticut, selected KMA Design to develop a wayfinding signage system for its historic Main Street and central business district. The goal of the project was to guide vehicular traffic to appropriate destinations and parking areas and guide pedestrians to shopping and nearby landmarks and points of interest.

The signage designs are traditional and reflect the historic nature of the downtown district. Using wrought iron-like details and traditional fluted sign pole bases, highlight the other hardscape items found in the community. The contextual balance of the sign program to the rural and urban landscape serves the community in the presentation of information in an architectural format.

SCOPE

- Destination Signage
- Directional Signage
- Pedestrian Mapping
- Wayfinding





KMA DESIGN

Pittsburgh - Tampa - Philadelphia

TOWN OF BLOOMFIELD BLOOMFIELD, CT

The Town of Bloomfield, has a population of 20,000 residents and is located in the central part of the Connecticut in Hartford County. Incorporated in 1835, the town historically is known for the Brown Drum Factory, where both revolutionary and civil war battle drums were made for many years. The town is more densely populated on the south and eastern fringes while the north and west sections have a more rural appeal of meadows, woods and farms.

KMA Design was hired from a national search of signage companies to develop a comprehensive wayfinding program highlighting gateways and destinations into the town as well as providing directions throughout the community. The sign system highlights the area's theme of "bloom" using a tone on tone watermark of flowers used as a decorative border on structures. Certain branding elements were also used to unify the look of the signs to the other graphic standards found in the town's print media and web applications; including fonts and colors.

Suggested materials included resin beams for maintenance and longevity, aluminum panels and vinyl messaging for flexibility if destinations are changed in the future.

SCOPE

- Destination Signage
- Directional Signage
- Gateway Signage
- Park Identification
- Wayfinding
- Interpretive Panels
- Trail Signage



American Graphic Design and Advertising
"AWARD OF DISTINCTION" Recipient for
Environmental Graphics and Signage





SCOPE

- Design Concept
- Directories and Town Banners
- Gateway Signage
- Parking Lot Identification
- Wayfinding
- Interpretive Panels

The town of Bristol envisioned welcoming visitors with a positive experience by showcasing local assets and attractions such as the East Bay Bike Path, cultural sites, the downtown historic district and waterfront. KMA Design created a wayfinding system that enhances the community's sense of place by reducing sign clutter and aiding multi-modal navigation by highlighting direct routes to desired locations with a unified design theme. The town elected a patriotic design concept celebrating Bristol as being the oldest town in the United States to hold Independence Day parade and festivities. KMA also integrated gateways, parking lot identification, directories and town banners into the wayfinding system to reduce frustration for those unfamiliar with the town and to enhance the historic and celebratory nature of the community.

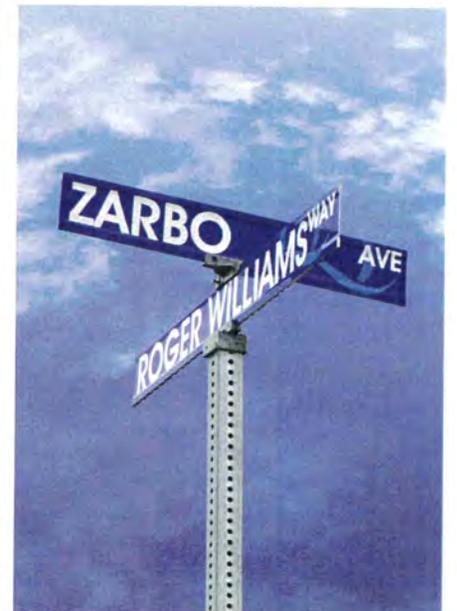




Formerly the site of the Davisville Construction Battalion Center and Quonset Naval Air Station, Quonset Business Park is a 3,000-acre industrial and commerce park, owned by the Rhode Island Economic Development Corporation (RIEDC). The park includes 850 acres for manufacturing and distribution industries; 514 acres for transportation and utilities, including two port of entry piers; 40 acres for commercial, research and development office space; nine acres for a future 150-room hotel and retail establishments; and 204 acres of recreation amenities, including a golf course and two marinas. KMA was selected to develop a new wayfinding and signage program for the Quonset Business Park that is functional, aesthetically designed to interface with the business park's surrounds and environment, and capable of expansion over time.

SCOPE

- Directional Signage
- Identification Signage
- Street Signage
- Wayfinding



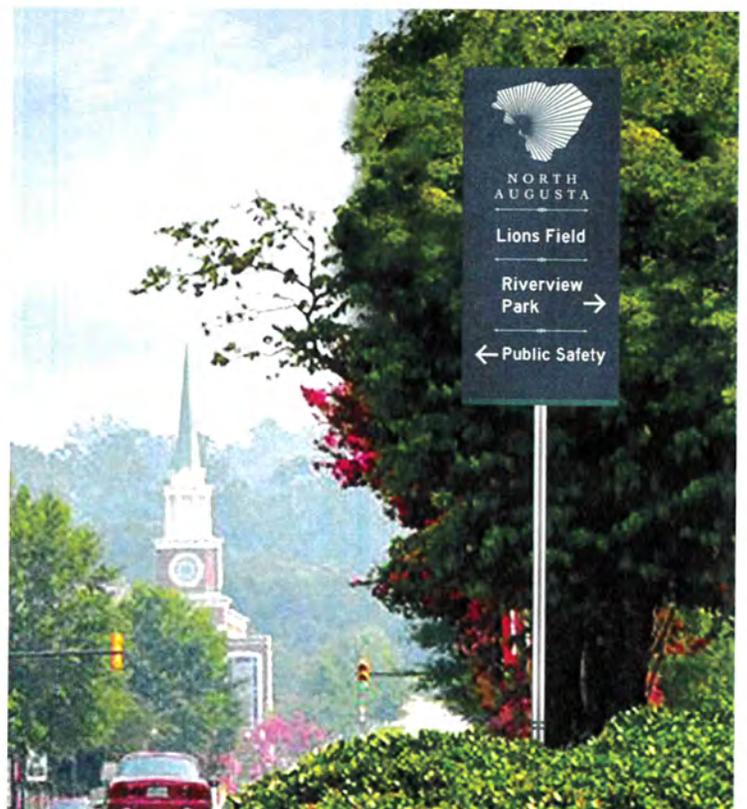
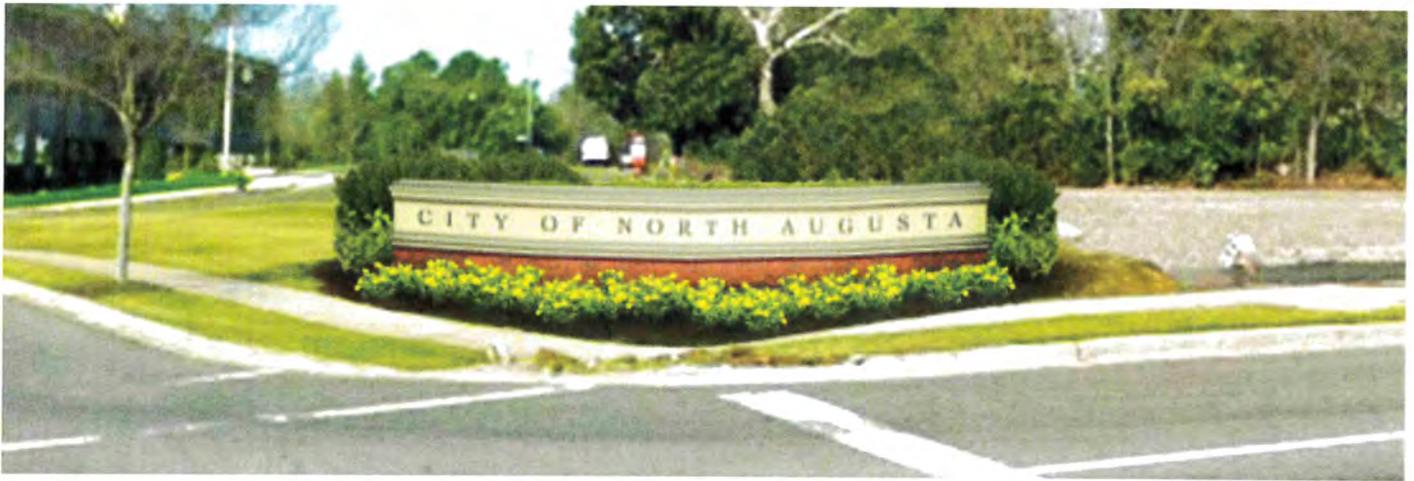


North Augusta, South Carolina sits across the river from Augusta, Georgia and as a result loses its identity to the city, which hosts the Masters PGA tournament. To feature what North Augusta has to offer tourists and to separate it from its adjacent Georgia neighbor, the city wanted to highlight its South Carolina roots, destinations and beauty.

KMA developed a traditional entrance gateway sign to boldly announce the arrival into the city. The gateway sign is composed of brick and precast and is built with a radius to maximize visibility along a busy intersection. Wayfinding signage displays the city's graphic brand, a star burst of the state, created at the header to each sign to reiterate its geographic location and independence from Augusta.

SCOPE

- Exterior Signage
- Wayfinding





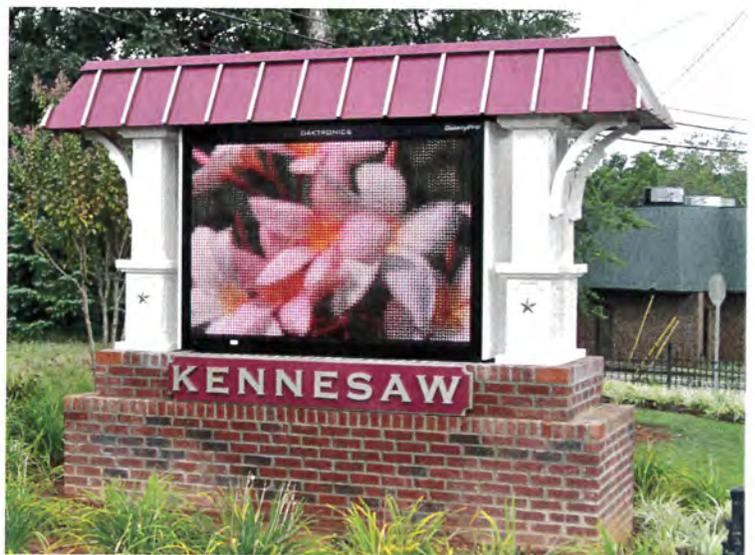
SCOPE

- Destination Signage
- Directional Signage
- Gateway Signage (with LED video message board)
- Wayfinding

Just outside of Atlanta sits the City of Kennesaw, GA, home of the “General”, an infamous Civil War steam engine stolen by the Union in an attempt to cut off all communication to the South. Telegraph lines were cut along the way during the heist only to be foiled by the owner of the train, John Fulton, who hunted down the robbers and single-handedly halted what could have been a military disaster for the Confederate States.

Kennesaw sought to celebrate the history of the city, once known as Big Shanty, by engaging in a city-wide wayfinding and signage program. The signage is intended to pull visitors off the highways and from other Civil War historic sites, such as the Kennesaw Mountain Battle Field to the heart of downtown where the Southern Museum of Civil War & Locomotive History and historic train depot are located.

The signage has a Southern appeal with the use of color and details found on the historic locomotive. Gold pin-striping, red and black hues highlight the sign construction, while the type is in white to contrast with the background. In addition to the destination signs and directional signs, large gateway signs with full-color LED video message boards were also developed.

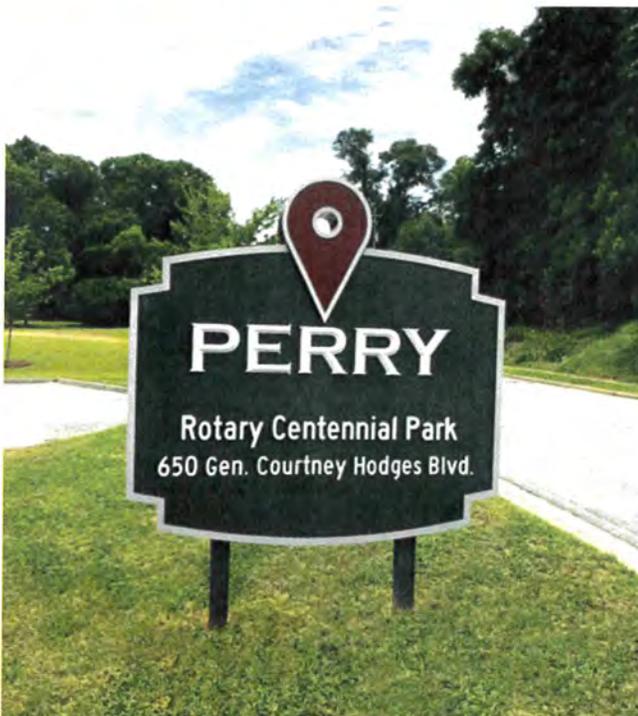
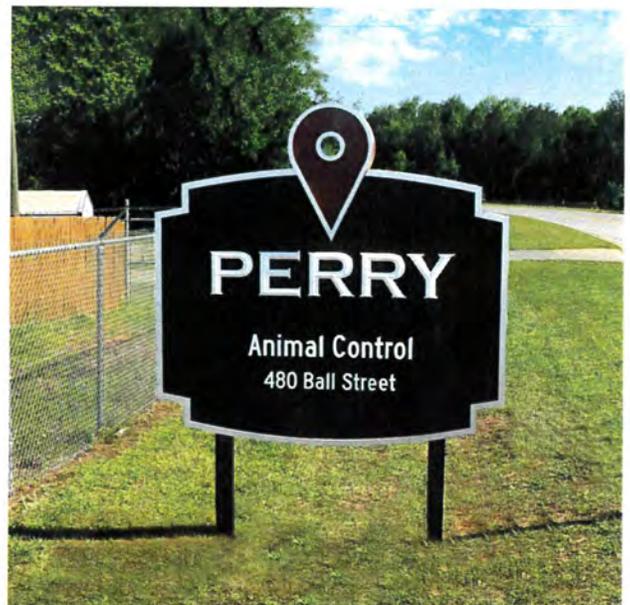




The city of Perry, Georgia wanted to create a signage program that would be commensurate with the new brand the city had recently developed. To do this, KMA was hired to find commonalities between the brand and the architectural fabric of the community. Traditional materials of brick contrast with the brand's modern "pinpoint" graphic. Signage can be found at the gateways off of the interstate's interchanges, secondary and tertiary roadways, and into the downtown area. Wayfinding, parking and destination signage rounds out the signage family creating place-making for the community that was previously non-existent.

SCOPE

- Gateway Signage
- Park Identification
- Parking and Destination Signage
- Wayfinding





KMA DESIGN

Pittsburgh + Tampa + Philadelphia

CITY OF LAKE WORTH BEACH LAKE WORTH BEACH, FL

The City of Lake Worth Beach, Florida, conveniently nestled between I-95 and the Atlantic coast adjacent to Palm Beach, required a revitalization of the community's exterior signage. KMA devised a comprehensive wayfinding program to help attract and direct visitors and residents to numerous landmarks, district neighborhoods, historic buildings and major destinations.

The City believes in "The Art of Florida Living," and KMA made sure to incorporate designs that would best compliment the tropical environment into the signage. The use of bright colors adds a whimsical element that helps accentuate the coastal atmosphere and local architecture. The City is comprised of a historic cottage district, a large art deco architectural region, and an artisan resident community.

SCOPE

- Destination Signage
- Digital Message Display
- Directional Signage
- Gateway Signage

For a video showing the entire sign family installation, please visit this link.

youtube.com/watch?v=JfSO_eyr5T0



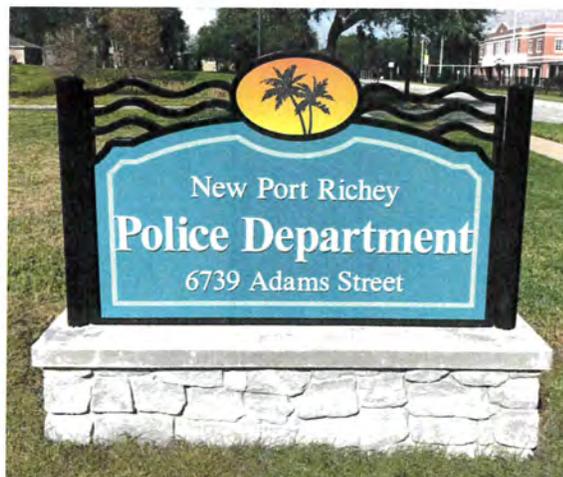
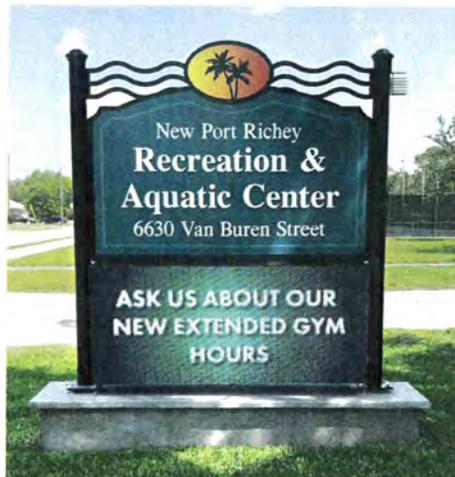
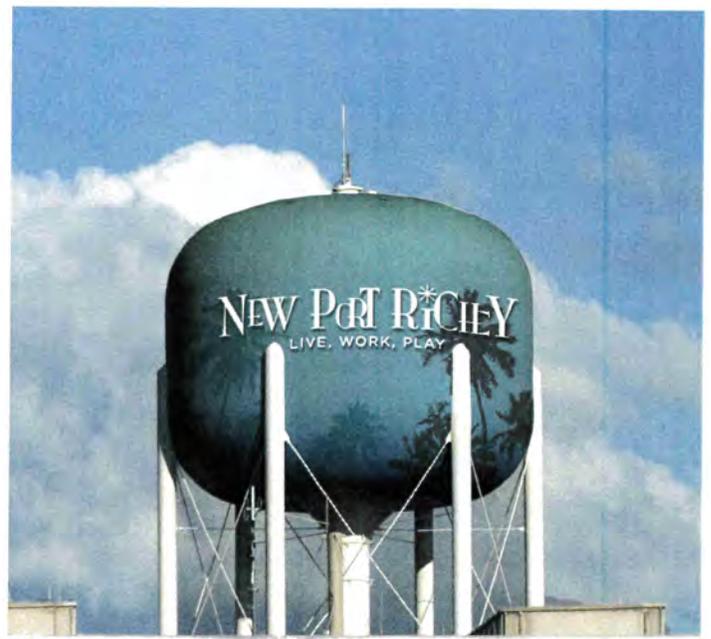


New Port Richey, once known as the “Hollywood of the South” during the silent movie era, wished to create a new look for the city highlighting the downtown area, which could be accessed off of Route 19 a major state artery connecting to Clearwater. To create a sense of place for the community, KMA Design created a tropical-themed sign program that set the city apart from its counterparts. The fresh brand now provides a visible presence to the thousands of cars that once passed by the gateway into downtown unaware that New Port Richey’s business hub existed.

In addition to city gateways and wayfinding signage, park signs and water tower graphics were also developed to carry the look of the new brand throughout the community. Two message display boards were incorporated, one at City Hall and the other at the Aquatic Center to provide a changeable display for announcements and community events.

SCOPE

- Gateway Signage
- Message Display Boards for Announcements and Community Events
- Park Identification
- Water Tower Graphics
- Wayfinding





Viera is a planned town comprising 38,000 acres along I-95 in Brevard County. This mixed-used development blends the built environment with the natural landscape. The development incorporates a hierarchy of villages, schools, healthcare facilities and parks. The residents share in amenities that include bicycle paths, jogging and exercise trails, and baseball fields.

Recreational signage is thematic with development entrance identification using like colors and materials. Graphic icons announce what venues are found at each sporting location.

SCOPE

- Community Signage
- Park Identification
- Trail Signage
- Wayfinding



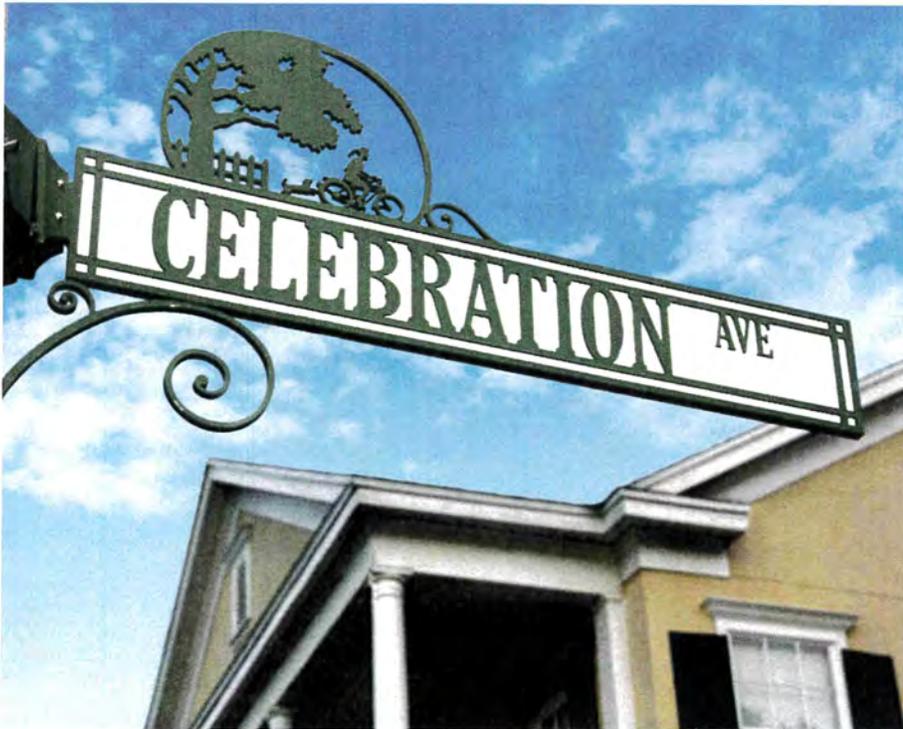


The City of Celebration boasts numerous residential parks and areas of respite for the many adjacent neighborhoods. In an effort to thematically complement the architecture and the environmental settings of these various parks, KMA Design was asked to develop a sign program that would identify each park by name and icon.

The results were a series of nine different graphic images cut out of aluminum, which mount to the top of a fluted sign-post that is reminiscent of a turn-of-the-century smalltown activity hub.

SCOPE

- Gateway Signage
- Park Identification
- Path Identification
- Street Signage





Team Experience

KMA Design is proud of its ability to work with multi-faceted client committees synthesizing various focuses and interests. Client groups often require consensus from historical societies, arts and cultural committees, planning, business development, neighborhood organizations, council, administrative departments, public works, Department of Transportation and local citizenry. KMA is experienced with listening to all associated stakeholders developing designs that reflect the needs of the community, pleasing all involved by obtaining consensus among constituents.

The professionals assigned to this project have the tenure and experience to work with the city and its stakeholders in coordinating a cohesive program. KMA's staffing philosophy is two-fold in the execution of work and division of staff responsibilities:

The firm's Principal in Charge, Barbara Martin, oversees all aspects of work, with a particular concentration on the design. She will coordinate with the Design Director, Mike Martin, and his team conveying the needs of the town of Johnstown and help bring ideas to reality. Additionally, she will work in tandem with her business partner and company President, David Kosick, who is responsible for the execution of the project planning and management and will oversee the management team. The senior staff at KMA, have an average of 20 years-experience in the branding, design and implementation of sign programs.

The following resumes highlight the key personnel who will be assigned to this project. The team assembled has worked side by side on several city wayfinding projects. The team approach that will be taken on this project will benefit the town as KMA staff have the same goal, which is to produce quality wayfinding standards to meet the specific requirements of this project.

The fact that key personnel have worked together on over twenty city projects, bodes well for KMA's clients. All are knowledgeable of the status of a project and can provide information to the client at any stage of the process. The team will focus its individual strengths to execute the planning, design and final standards for the program as a whole.





Chief Executive Officer and founder of KMA Design, Barbara J. Martin is the Principal-in-Charge overseeing all design and master planning on the project.

With over 30 years of experience, she has developed a national reputation as an expert in creating architecturally and aesthetically cohesive signage and wayfinding systems. Her resume of projects includes work in educational institutions, sporting complexes, healthcare facilities, transportation and airport environs, entertainment complexes, governmental entities, park systems, and large scale general assembly spaces.

Martin is primarily responsible for design and master planning for signage programs averaging in size from 300,000 to over 7,000,000 building square feet, and has managed individual projects with signage budgets exceeding 6 million dollars. She has planned exterior signage programs for complex campuses as large as 48 square miles.

Her particular area of expertise is "wayfinding," the art of synthesizing key elements in functional and aesthetic design aiding in the cognitive mapping of unfamiliar territory. As a faculty member for the American Hospital Association and the American Society of Hospital Engineers, Martin lectured on both wayfinding and developing signage master plans for health care facilities at several national health care conventions and conferences. She has also served as a guest panelist for educational programs regarding the Americans with Disabilities Act.

EDUCATION

Seton Hill University, Greensburg, PA
Bachelor of Arts Degree, 1980

EXPERIENCE

33 Years

REFERENCES

Debbie Manns

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5919 Main Street
New Port Richey, FL 34652
MannsD@CityofNewPortRichey.org
727-853-1021

Diane Williamson

Director of Community Development
Town of Bristol
10 Court Street
Bristol, RI 02809
dianew@bristolri.us
401-253-7000

RELEVANT PROJECTS

Borough of Aspinwall, PA
Borough of Bridgeville, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
City of Bloomington, IL
City of Celebration, FL
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Lake Worth, FL
City of Manassas, VA
City of New Port Richey, FL
City of North Augusta, SC
City of Pittsburgh, PA
City of Rockville, MD
City of Sevierville, TN
City of Shawnee, OK
City of Troy, MI
City of Viera, FL
Iowa State Parks, IA
Moon Township, PA
National Park Service, Harpers Ferry, WV
Everglades National Park, FL
Kennesaw Mountain National
Battlefield Park, GA
Orange County Convention Center, Orlando, FL
Osceola County, Osceola, FL
Rhode Island Department of Environmental
Management, RI
Seminole County, Sanford, FL
State of Tennessee, TN
Steel Industry Heritage Corporation,
Pittsburgh, PA

Town of Bristol, RI
Town of Christiansburg, VA
Town of Colchester, VT
Town of Mead, CO
Village of Glenview, IL
Village of Port Chester, NY
Village of Tinley Park, IL

Transportation

Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County,
Pittsburgh, PA
Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
Arapahoe Station
Bellevue Station
Colorado Station
County Line Station
Dayton Station
Dry Creek Station
I-25 Broadway Station
Lincoln Station
Louisiana Station
Nine Mile Station
Orchard Station
Southmoor Station
Union Station
University Station
Yale Station
Southwest Florida International Airport,
Fort Myers, FL



President and co-owner of KMA Design, Kosick is responsible for overseeing the KMA project management staff; as well as, the day-to-day operations of the firm.

With nearly 30 years experience in the sign master planning, intellectual property, advertising and marketing areas of the industry, he has developed a quality reputation as a communications specialist, providing expert knowledge in complex direction and information through the use of language, all conveyed in a understandable manner. His background in communications, with an emphasis in rhetoric, provides an intimate knowledge of language to signage programs, assuring consistency and clarity through the use of the written word.

With experience in all aspects of wayfinding, Kosick is a master at breaking down complex nuances of space and direction, and conveying them in a simple, yet refined manner. Working in tandem with a team of graphic designers, Kosick brings the use of language into a functional and understandable format for each wayfinding program developed.

Kosick has programmed numerous parks, facilities, stadia, cities, and complexes across the nation, with a focus on wayfinding for the occasional or infrequent visitor. His work precisely plans where and when it is necessary to provide directional cues for appropriate pedestrian and vehicular circulation in and around buildings.

EDUCATION

University of Pittsburgh, PA
Bachelor of Arts Degree, 1985

EXPERIENCE

22 Years

REFERENCES

Robert D. Smith
Assistant City Manager
City of Perry
500 Ball Street, P.O. Box 2030
Perry, GA 31069
robert.smith@perry-ga.gov
478-988-2757

Edward M. Tanner
Principal Planner / Zoning Officer
Town of Bristol
9 Court Street
Bristol, RI 02809
etanner@bristolri.gov
401-253-7000

RELEVANT PROJECTS

Government

ALCOSAN, Pittsburgh, PA
Borough of Aspinwall, PA
Borough of Carnegie, PA
Butler Township, Butler, PA
City of Bloomington, IL
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Manassas, VA
City of North Augusta, SC
City of Pittsburgh, PA
City of Rockville, MD
City of Sevierville, TN
City of Shawnee, OK
City of Troy, MI
Dane County Courthouse, Madison, WI
Iowa State Parks, IA
Moon Township, PA
National Park Service, Harpers Ferry, WV
Everglades National Park, FL
Kennesaw Mountain National
Battlefield Park, GA
Rhode Island Department of Environmental
Management, RI
Seminole County, Sanford, FL
State of Tennessee, TN
Steel Industry Heritage Corporation,
Pittsburgh, PA
Town of Bristol, RI
Town of Christiansburg, VA
Town of Mead, CO
Village of Glenview, IL
Village of Port Chester, NY
Village of Tinley Park, IL

Transportation

Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County,
Pittsburgh, PA
Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
Arapahoe Station
Bellevue Station
Colorado Station
County Line Station
Dayton Station
Dry Creek Station
I-25 Broadway Station
Lincoln Station
Louisiana Station
Nine Mile Station
Orchard Station
Southmoor Station
Union Station
University Station
Yale Station
Southwest Florida International Airport,
Fort Myers, FL



Martin serves as the Design Director for KMA Design. He has been a member of the design team since 2004. His responsibilities include the graphic development of design concepts and ideas, for both environmental graphic design (signage), and traditional graphic design (websites, logos, print and collateral material) Martin is an expert in managing large-scale brand programs and the roll out of re-branding initiatives and adds great value to the KMA team and projects.

From the development of an original idea to construction documents for approved signage, the translation of a client's desired look for graphic material, Martin serves as a link between KMA and clients/fabricators while bringing an abstract concept to reality.

Understanding that each environment is different, Martin believes that each project has its own strengths, values, and surroundings and that each should be taken into account while designing. This allows the final signage design and brand identity to become part of the environment, accenting what is important while being aesthetically pleasing and cohesive architecturally.

He also understands the importance of typography in graphic design. The use of the right letterforms and spacing increase visibility and legibility, allowing the design to easily communicate the information necessary. Martin blends a modern graphic design sensibility with the more classic rules of fine art and architecture, creating programs that appeal to both conservative and ultra- modern tastes alike.

EDUCATION

Art Institute of Pittsburgh, PA, 2004

Villanova University, PA

EXPERIENCE

14 Years

RELEVANT PROJECTS

Government

ALCOSAN, Pittsburgh, PA
Borough of Aspinwall, PA
Borough of Bridgeville, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
City of Bloomington, IL
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Lake Worth, FL
City of Manassas, VA
City of New Port Richey, FL
City of North Augusta, SC
City of Pittsburgh, PA
City of Rockville, MD
City of Sevierville, TN
City of Shawnee, OK
City of Troy, MI
Dane County Courthouse, Madison, WI
David L. Lawrence Convention Center,
Pittsburgh, PA
Iowa State Parks, IA
Moon Township, PA
National Park Service, Harpers Ferry, WV
Rhode Island Department of Environmental
Management, RI
Seminole County, Sanford, FL
State of Tennessee, TN
Steel Industry Heritage Corporation,
Pittsburgh, PA
Town of Bristol, RI
Town of Christiansburg, VA

Town of Colchester, VT
Town of Mead, CO
Village of Glenview, IL
Village of Port Chester, NY
Village of Tinley Park, IL

Transportation

Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County,
Pittsburgh, PA
Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
Arapahoe Station
Bellevue Station
Colorado Station
County Line Station
Dayton Station
Dry Creek Station
I-25 Broadway Station
Lincoln Station
Louisiana Station
Nine Mile Station
Orchard Station
Southmoor Station
Union Station
University Station
Yale Station
Southwest Florida International Airport,
Fort Myers, FL



As a Senior Graphic Designer, Speney's primary responsibility is to serve as a liaison between KMA and clients/fabricators from project inception to conclusion. With a background in fabrication, Speney provides an extra level of client comfort and project thoroughness to each step of the process. From cost estimating to executing punch lists, his primary responsibility is to represent the interests of the client in each and every step of a project.

Speney is well-versed in codes affecting signage, including the 2010 ADA, MUTCD, JCAHO requirements, National Fire Code and state/municipal codes particular to various projects.

Other responsibilities include: inventorying existing signage, development of historical documentation, assisting with the development of message schedules and sign placement for appropriate pedestrian and vehicular circulation and maintaining direct communications with other designers, clients and fabricators.

Speney has served as graphic designer on projects of all sizes. Working in tandem with the various specialties of the KMA team, he ensures each project unsurpassed representation. In addition, Frank oversees all construction details created by the KMA staff quality controlling them for viability in the built environment.

EDUCATION

Pittsburgh Technical College

Associate in Science Degree, Specialized in Graphic Design, 1999

EXPERIENCE

19 Years

RELEVANT PROJECTS

Government

Borough of Aspinwall, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
City of Bloomington, IL
City of Dunwoody, GA
City of Durango, CO
City of Manassas, VA
City of North Augusta, SC
City of Rockville, MD
City of Sevierville, TN
City of Shawnee, OK
City of Troy, MI
DASNY Pilgrim Psychiatric Center, Brentwood, NY
David L. Lawrence Convention Center, Pittsburgh, PA
Moon Township, PA
National Park Service, Harpers Ferry, WV
Pennsylvania Department of Corrections, Phoenix Prison, Skippack, PA
Port Authority of Allegheny County, Pittsburgh, PA
Rhode Island Department of environmental Management, RI
State of Tennessee, TN
Town of Bristol, RI
Town of Christiansburg, VA
Town of Colchester, VT
Town of Mead, CO
Village of Glenview, IL
Village of Port Chester, NY
Village of Tinley Park, IL

Transportation

Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County, Pittsburgh, PA
First Avenue Station
North Shore Station
Connellsville Airport, PA



As a part of the graphic design and management departments, Mohney plays an integral role in the development of signage design and implementation for the firm.

She is charged with designing and detailing of construction documents as well as assisting in the project management of a sign program by coordinating with the graphics and planning teams. Her attention to detail provides accuracy in all of her work. She is responsible for the inventory of existing signage programs and the creation of location and demolition plans during the planning process through the use of SignAgent software.

Her role in management support includes the monitoring of project schedules, zoning research and coordination, and the creation of surveys and analysis documents. She is also well versed in several web design oriented applications and is proficient in several front-end programming languages.

EDUCATION

Pittsburgh Technical College - Oakdale, PA
Associate in Science Degree, Specialized in
Multimedia Technologies, 2011

AFFILIATIONS

Pittsburgh Technical College Curriculum
Advisory Board

EXPERIENCE

11 Years

RELEVANT PROJECTS

Alle-Kiski Medical Center, Natrona Heights, PA
Allegheny General Hospital, Pittsburgh, PA
Allegheny Valley Hospital, Natrona Heights, PA
Borough of Aspinwall, PA
Borough of Bridgeville, PA
Borough of Carnegie, PA
Borough of Castle Shannon, PA
Canonsburg Hospital, Canonsburg, PA
Carlynton School District, Carnegie, PA
Castle Rock Adventist Medical Center,
Castle Rock, CO
Century Sports, McMurray, PA
Cherokee Nation Entertainment,
Fort Gibson, OK
City of Bloomington, IL
City of Dunwoody, GA
City of Lake Worth Beach, FL
City of Manchester, CT
City of New Port Richey, FL
City of North Augusta, SC
City of Perry, GA
City of Rockville, MD
City of Sevierville, TN
City of Troy, MI
City of Viera, FL

DASNY Pilgrim Psychiatric Center,
Brentwood, NY
David Davis Communication, Finleyville, PA
Esmark, Inc., Sewickley, PA
Esmark Stars, Pittsburgh, PA
Excelsa Health, Norwin, PA
Florida Hospital Fish Memorial, Orange City, FL
Florida Hospital- Palm Harbor,
Tarpon Springs, FL
Florida Hospital- Tampa, Tampa, FL
Florida Hospital- Wauchula, Wauchula, FL
Florida Hospital Wesley Chapel,
Wesley Chapel, FL
Forbes Hospital, Monroeville, PA
Gateway Clipper Fleet, Pittsburgh, PA
Guttman Oil Company, Belle Vernon, PA
Highmark, Wilkes-Barre, PA
Indiana University of Pennsylvania, Indiana, PA
Iowa Department of Natural Resources, IA
Jefferson Hospital, Jefferson, PA
John's Hopkins Bayview Medical Center,
Baltimore, MD
Lakeland Regional Medical Center,
Lakeland, FL
Leech Tishman, Pittsburgh, PA
Mercyhurst University, Erie, PA
Monongalia County Ballpark,
Morgantown, WV
Mount Nittany Medical Center,
State College, PA
Newbury Market, Bridgeville, PA
North Hills Amateur Hockey Association,
Pittsburgh, PA
Penn State University, Altoona, PA
Pennsylvania Department of Corrections,
Phoenix Prison, Skippack, PA
Pittsburgh Young Professionals, Pittsburgh, PA
Rhode Island Department of Environmental
Management, RI
Seton Hill University, Greensburg, PA

St. John's University, Queens, NY
St Vincent Hospital, Erie, PA
Stamford Hospital, Stamford, CT
State of Tennessee, TN
SUNY Farmingdale State College,
Farmingdale, NY
Town of Bristol, RI
Town of Bloomfield, CT
Town of Christiansburg, VA
Town of Colchester, VT
Town of Mead, CO
University Medical Center of El Paso,
El Paso, TX
University of Memphis, Memphis, TN
Village of Glenview, IL
Village of Mukwonago, WI
Village of Port Chester, NY
Village of Tinley Park, IL
West Penn Hospital, Pittsburgh, PA
Wheeling Hospital, Wheeling, WV
WVU Medicine, Morgantown, WV



KMA DESIGN

Innovative Design for Exceptional Spaces

CITY OF SMITHVILLE, MO
REFERENCES

City of Bloomington, IL
Dominic Kallas, E.I.T., Civil Engineer
115 E. Washington Street, P.O. Box 3157
Bloomington, IL 61702-3157
309-434-2225
Fax 309-434-2804
dkallas@cityblm.org

City of Sevierville, TN
Dustin Smith, Development Director
120 Gary Wade Blvd
P.O. Box 5500
865-453-5504
dsmith@seviervilletn.org

Borough of Carnegie, PA
Steve Beuter, Borough Manager
1 Veterans Way
Carnegie, PA 15106
412-276-1414
sbeuter.carnegieboro@comcast.net





Town of Mead, CO

The Town of Mead withheld payment of some \$200,000 to KMA due to delay and quality of work done by the signage installer of the signage. The fabricator who shipped the signage to the Town was not paid and as a result of the funds not being dispersed for 6 months to KMA. The fabricator filed a lien with the Town naming KMA as being negligent. The Town then paid the fabricator to eliminate the lien filed by the fabricator as they were not responsible for the delay in the work and settled the matter for all parties.





Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Appointment of Economic Development Committee Member

REQUESTED BOARD ACTION:

Motion to approve the nomination of Kelly Kobylski to the Economic Development Committee.

SUMMARY:

The Board of Aldermen appoints members to the Economic Development Committee. This appointment of Kelly Kobylski replaces the position previously held by Cali Maxfield.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Section 155.020 of the Code of Ordinances requires the Board of Aldermen to appoint representative to the Economic Development Committee.

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Resume | |



Kelly Kobylski

📍 Smithville, Missouri 64089 📞 8165905725
✉️ kellykobylski@gmail.com

PROFESSIONAL SUMMARY

Talented Owner with excellent marketing, customer service and facility oversight skills and more than **Number** years of experience. Highly effective and comfortable working with people at all levels in organization.

SKILLS

- Strategic Planning
- Work Organization and Prioritization
- Business Planning
- Employee Motivation and Performance
- Leadership and People Development
- Performance Assessment
- Financial Management
- Policy and Procedure Development
- Team Leadership
- Preschool Programs
- Recruitment and Hiring
- Finance and Accounting Operations

WORK HISTORY

OWNER/OPERATOR

06/2009 to 05/2022

Children First Montessori | Smithville, MO

- Managed day-to-day business operations.
- Consulted with customers to assess needs and propose optimal solutions.
- Trained and motivated employees to perform daily business functions.
- Enhanced operational efficiency and productivity by managing budgets, accounts and costs.
- Recruited, hired and trained initial personnel, working to establish key internal functions and outline scope of positions.
- Maintained up-to-date administrative records to monitor operational conditions.
- Established, optimized and enforced business policies to maintain consistency and high-quality standards across industry operations.

TRAINER AND ACCOUNTING

04/2003 to 07/2005

Jeremiah Johnson's | Kansas City, MO

- Mentored new hires, resulting in stronger staff development and increased productivity.
- Monitored participant workflow and behaviors throughout training process.
- Scheduled and taught in class and online courses to increase learning opportunities.
- Performed continuous evaluations of content and plans in order to enhance delivery and improve effectiveness.

- Gathered financial information, prepared documents, and closed books.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.

HAIRSTYLIST

12/1995 to 10/2001

Dillard's Department Store | Montgomery , AL

- Educated customers on products to maximize benefits.
- Processed payments, entering sales in register for prompt customer service.
- Scheduled customer appointments and rearranged individual time slots to meet demand.
- Suggested treatments and styles to suit customer appearance and fashion choices.

NEW ACCOUNTS REPRESENTATIVE/ INVESTMENTS

08/1990 to 11/1994

AmSouth Bank | Montgomery , AL

- Increased customer satisfaction ratings through proactive and actionable resolutions to questions, concerns or challenges.
- Proposed available products and solutions to meet diverse requirements.
- Oversaw account services for key regional clients.

EDUCATION

Finance

Auburn University-Montgomery, Montgomery, AL

Cosmetology

John Patterson Technical School, Montgomery, AL

ADDITIONAL INFORMATION

Served on Smithville, MO EDC from 2018-2022.

Appointed and Elected to Board of Alderman Ward 3 from 2020-2022.