CITY OF GRAIN VALLEY BOARD OF ALDERMEN
REGULAR MEETING AGENDA

DECEMBER 13, 2021
7:00 P.M.

OPEN TO THE PUBLIC

LOCATED IN THE COUNCIL CHAMBERS OF CITY HALL
711 MAIN STREET – GRAIN VALLEY, MISSOURI

ITEM I: CALL TO ORDER
- Mayor Chuck Johnston

ITEM II: ROLL CALL
- City Clerk Jamie Logan

ITEM III: INVOCATION
- Pastor Darryl Jones of Crossroads Church

ITEM IV: PLEDGE OF ALLEGIANCE
- Alderman Darren Mills

ITEM V: APPROVAL OF AGENDA
- City Administrator Ken Murphy

ITEM VI: PROCLAMATIONS
- None

ITEM VII: CITIZEN PARTICIPATION
- Citizens are Asked to Please Limit Their Comments to Two (2) Minutes

ITEM VIII: CONSENT AGENDA
- November 22, 2021 – Board of Aldermen Regular Meeting Minutes
- December 8, 2021 – Board of Aldermen Workshop Minutes
- December 13, 2021 – Accounts Payable

ITEM IX: PREVIOUS BUSINESS
- None

ITEM X: NEW BUSINESS
- None

ITEM XI: PRESENTATIONS

- None

ITEM XII: PUBLIC HEARING

- Conditional Use Permit for Vehicle Tow Yard – Hookers Towing

ITEM XIII: RESOLUTIONS

ITEM XIII (A) **A Resolution by the Board of Aldermen of the City of Grain Valley Authorizing the Write off of Doubtful Utility Account Balances**

R21-56

Introduced by Alderman Tom Cleaver

To write off uncollectible and bankrupt accounts to more accurately report accounts receivable

ITEM XIII (B) **A Resolution by the Board of Aldermen of the City of Grain Valley, Missouri Approving and Authorizing Execution of National Opioid Settlement Agreements**

R21-57

Introduced by Alderman Bob Headley

To allow the City of Grain Valley to opt into the national settlements related to the opioid epidemic

ITEM XIII (C) **A Resolution by the Board of Aldermen of the City of Grain Valley, Missouri Establishing the Need to Amend the 2021 Budget**

R21-58

Introduced by Alderman Rick Knox

To amend the current budget (2021) to more accurately reflect the actual revenues and expenditures

ITEM XIII (D) **A Resolution by the Board of Aldermen of the City of Grain Valley Adopting the Updated Employee Handbook**

R21-59

Introduced by Alderman Darren Mills

To update the Employee Handbook

ITEM XIV: ORDINANCES

ITEM XIV (A) **An Ordinance Amending Title III Traffic Code Section of the City of Grain Valley Municipal Code**

B21-32

2ND READ

Introduced by Alderman Rick Knox

To prohibit parking on the west side of Mary Court and east side of Erin Court within 30 feet of the intersection with Greystone Blvd.

ITEM XIV (B) **An Ordinance Approving the Final Development Plan and the Final Plat for Greystone Plaza 2nd Plat**

B21-33

2ND READ

Introduced by Alderman Darren Mills

To gain final development plan and final plat approval for Greystone Plaza 2nd Plat

ITEM XIV (C) B21-34 2ND READ *Introduced by Alderman Jayci Stratton*	**An Ordinance Approving the 2022 Fiscal Year Budget and Comprehensive Fee Schedule of the City of Grain Valley, Missouri** To adopt the balanced budget, compensation plan and comprehensive fee schedule for the 2022 Fiscal year for the City of Grain Valley, Missouri
ITEM XIV (D) B21-35 1ST & 2ND READ *Introduced by Alderman Shea Bass*	**An Ordinance Amending the Budget of the City of Grain Valley, Missouri for the Fiscal Year 2021** Annual amendment to the current budget (2021) to more accurately reflect the actual revenues and expenditures
ITEM XIV (E) B21-36 1ST & 2ND READ *Introduced by Alderman Tom Cleaver*	**An Ordinance Amending Title III Traffic Code Schedule IV-A Parking Prohibited of the City of Grain Valley Municipal Code** To change "No Parking" requirements on Cross Creek Drive from Ryan Road to Sni-A-Bar Blvd from continuous to weekdays from 7am to 7pm except on designated holidays
ITEM XIV (F) B21-37 1ST READ *Introduced by Alderman Bob Headley*	**An Ordinance Approving a Conditional Use Permit for a Vehicle Tow Yard** To approve a conditional use permit to allow the applicant to operate a vehicle tow yard on approximately 0.5-acre lot

ITEM XV: CITY ATTORNEY REPORT

- City Attorney

ITEM XVI: CITY ADMINISTRATOR & STAFF REPORTS

- City Administrator Ken Murphy
- Deputy City Administrator Theresa Osenbaugh
- Chief of Police James Beale
- Finance Director Steven Craig
- Community Development Director Mark Trosen
- Parks & Recreation Director Shannon Davies
- City Clerk Jamie Logan

ITEM XVII: BOARD OF ALDERMEN REPORTS & COMMENTS

- Alderman Shea Bass
- Alderman Tom Cleaver
- Alderman Bob Headley
- Alderman Rick Knox
- Alderman Darren Mills
- Alderman Jayci Stratton

ITEM XVIII: MAYOR REPORT

- Mayor Chuck Johnston

ITEM XIX: EXECUTIVE SESSION

- Legal Actions, Causes of Action of Litigation Pursuant to Section 610.021(1), RSMo. 1998, as Amended
- Leasing, Purchase or Sale of Real Estate Pursuant to Section 610.021(2), RSMo. 1998, as Amended
- Hiring, Firing, Disciplining or Promoting of Employees (personnel issues), Pursuant to Section 610.021(3), RSMo. 1998, as Amended
- Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents to a negotiated contract until a contract is executed, or all proposals are rejected, Pursuant to Section 610.021(12), RSMo. 1998, as Amended
- Individually Identifiable Personnel Records, Personnel Records, Performance Ratings or Records Pertaining to Employees or Applicants for Employment, Pursuant to Section 610.021(13), RSMo 1998, as Amended.

ITEM XX: ADJOURNMENT

PLEASE NOTE

THE NEXT SCHEDULED MEETING OF THE GRAIN VALLEY BOARD OF ALDERMEN IS A WORKSHOP ON JANUARY 10, 2022 AT 7:00 P.M. THE MEETING WILL BE IN THE COUNCIL CHAMBERS OF THE GRAIN VALLEY CITY HALL.

PERSONS REQUIRING AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE CITY CLERK AT 816.847.6211 AT LEAST 48 HOURS BEFORE THE MEETING

THE CITY OF GRAIN VALLEY IS INTERESTED IN EFFECTIVE COMMUNICATION FOR ALL PERSONS UPON REQUEST, THE MINUTES FROM THIS MEETING CAN BE MADE AVAILABLE BY CALLING 816.847.6211

Consent Agenda

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ITEM I: CALL TO ORDER

- The Board of Aldermen of the City of Grain Valley, Missouri, met in Regular Session on November 22, 2021 at 7:00 p.m. in the Board Chambers located at Grain Valley City Hall
- The meeting was called to order by Mayor Chuck Johnston

ITEM II: ROLL CALL

- City Clerk Jamie Logan called roll
- *Present: Bass, Cleaver, Knox, Mills, Stratton*
- *Absent: Headley*

-QUORUM PRESENT-

ITEM III: INVOCATION

- Invocation was given by Mike Cassidy of Faith United Methodist Church

ITEM IV: PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was led by Rick Knox

ITEM V: APPROVAL OF AGENDA

- No changes

ITEM VI: PROCLAMATIONS

- None

ITEM VII: CITIZENS PARTICIPATION

- Carrie McDaniel; Hexagon Hair and Yoga 512 N Main Street; She stated she offers a Cannibus Yoga Class, stated the code we follow for Jackson County in her private room that she can do this; she said the police have come in the last two weeks and that officers have yelled loudly disrupting her class and scaring people off, she said it is a private building and came in her back door; she stated she had to go outside during her class and feels it is disruptive to her business and she says she has these classes once a month;
- Mayor Johnston asked if the officers have stated why they are going into her business; she stated there have been complaints and one instance eggs were being thrown in the back parking lot & the officer asked her about it; she stated once there was no cannibus yoga going on during one of the instances; she says the law says she can do this per Jackson County's laws; Mayor Johnston stated they will check into it

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ITEM VIII: CONSENT AGENDA

- November 8, 2021 – Board of Aldermen Regular Meeting Minutes
- November 22, 2021 – Accounts Payable
- Grain Valley Marketplace CID Resolution 2020-9
- *Alderman Knox made a Motion to Accept the Consent Agenda*
- *The Motion was Seconded by Alderman Bass*
    - *None*
- *Motion to Approve the Consent Agenda was voted on with the following voice vote:*
    - *Aye: Bass, Cleaver, Knox, Mills, Stratton*
    - *Nay:*
    - *Abstain:*

-MOTION APPROVED: 5-0-

ITEM IX: PREVIOUS BUSINESS

- None

ITEM X: NEW BUSINESS

- None

ITEM XI: PRESENTATIONS

- None

ITEM XII: PUBLIC HEARING

- None

ITEM XIII: RESOLUTIONS

Resolution No. R21-54: A Resolution by the Board of Aldermen of the City of Grain Valley Renewing the Memorandum of Understanding With the Grain Valley Park Board

- *Alderman Stratton moved to approve Resolution No. R21-54*
- *The Motion was Seconded by Alderman Knox*
    - This is an update to a MOU signed previously by the park board and this is a renewal and the only real change is the meeting dates schedule has been updated
- *Resolution No. R21-54 was voted upon with the following voice vote:*
    - *Aye: Bass, Cleaver, Knox, Mills, Stratton*

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- *Nay:*
- *Abstain:*

-Resolution No. R21-54 Approved: 5-0-

Resolution No. R21-55: A Resolution by the Board of Aldermen of the City of Grain Valley, Authorizing the City Administrator to Execute an Agreement With J&N Utilities Inc. for the Old 40 Highway Waterline Relocation

- *Alderman Bass moved to approve Resolution No. R21-55*
- *The Motion was Seconded by Alderman Mills*
  - Water line replacement was in the capital improvement program and was included in the 2021 budget and it was more expensive than initially planned and there is funding in the budget; this would replace the line along 40 highway; is has been a recurring issue over the past years
- *Resolution No. R21-55 was voted upon with the following voice vote:*
  - *Aye: Bass, Cleaver, Knox, Mills, Johnston, Stratton*
  - *Nay:*
  - *Abstain:*

-Resolution No. R21-55 Approved: 5-0-

ITEM XIV: ORDINANCES

Bill No. B21-28: An Ordinance to Amend the Future Land Use Map in the 2014 Comprehensive Plan

Bill No. B21-28 was read by City Clerk Jamie Logan for the second reading by title only

- *Alderman Knox moved to accept the second reading of Bill No. B21-28 and approve it as ordinance #2563*
- *The Motion was Seconded by Alderman Cleaver*
  - None
- *Motion to accept the second reading of Bill No. B21-28 and approve it as Ordinance #2563 was voted upon with the following roll call vote:*
  - *Aye: Bass ,Cleaver, Knox, Stratton*
  - *Nay:*

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- *Abstain: Mills*

- *Alderman Mills is abstaining from B21-28 & B21-29 as it is his place of employment*

-Bill No. B21-28 BECAME ORDINANCE #2563: 4-0-

Bill No. B21-29: An Ordinance Changing the Zoning on 11.93 Acres From District M-1 (Light Industrial) to District C-2 (General Business)

Bill No. B21-29 was read by City Clerk Jamie Logan for the second reading by title only

- *Alderman Bass moved to accept the second reading of Bill No. B21-29 and approve it as ordinance #2564*
- *The Motion was Seconded by Alderman Stratton*
  - None
- *Motion to accept the second reading of Bill No. B21-29 and approve it as Ordinance #2564 was voted upon with the following roll call vote:*
  - *Aye: Bass ,Cleaver, Knox, Stratton*
  - *Nay:*
  - *Abstain: Mills*
- *Alderman Mills is abstaining from B21-28 & B21-29 as it is his place of employment*

--Bill No. B21-29 BECAME ORDINANCE #2564: 4-0-

Bill No. B21-30: An Ordinance Amending Chapter 400, Zoning Regulations, of the Code of Ordinances, in Section 400.230 (Accessory Structures)

Bill No. B21-30 was read by City Clerk Jamie Logan for the second reading by title only

- *Alderman Cleaver moved to accept the second reading of Bill No. B21-30 and approve it as ordinance #2565*
- *The Motion was Seconded by Alderman Bass*
  - None
- *Motion to accept the second reading of Bill No. B21-30 and approve it as Ordinance #2565 was voted upon with the following roll call vote:*
  - *Aye: Bass ,Cleaver, Knox, Mills, Stratton*
  - *Nay:*

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- *Abstain:*

--Bill No. B21-30 BECAME ORDINANCE #2565: 5-0-

Bill No. B21-31: An Ordinance Calling an Election in the City of Grain Valley, Missouri on April 5, 2022

Bill No. B21-31 was read by City Clerk Jamie Logan for the second reading by title only

- *Alderman Knox moved to accept the second reading of Bill No. B21-31 and approve it as ordinance #2566*
- *The Motion was Seconded by Alderman Mills*
  - None
- *Motion to accept the second reading of Bill No. B21-31 and approve it as Ordinance #2566 was voted upon with the following roll call vote:*
  - *Aye: Bass ,Cleaver, Knox, Mills, Stratton*
  - *Nay:*
  - *Abstain:*

--Bill No. B21-31 BECAME ORDINANCE #2566: 5-0-

Bill No. B21-32: An Ordinance Amending Title III Traffic Code Section of the City of Grain Valley Municipal Code

Bill No. B21-32 was read by City Clerk Jamie Logan for the first reading by title only

- *Alderman Knox moved to accept the first reading of Bill No. B21-32 bringing it back for a second reading by title only at the next regular meeting*
- *The Motion was Seconded by Alderman Bass*
  - An issue was noticed on Mary and Erin Court as there were people were parking all the way up to the stop sign and people could not safely get in or out of the area; a traffic study was completed by the city engineer and it was identified the last 30 feet needed to be restricted and not allow parking
- *Bill No. B21-32 was voted upon with the following voice vote:*
  - *Aye: Bass, Cleaver, Knox, Mills, Stratton*
  - *Nay:*
  - *Abstain:*

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-Motion Approved 5-0-

Bill No. B21-33: An Ordinance Approving the Final Development Plan and the Final Plat for Greystone Plaza 2nd Plat

Bill No. B21-33 was read by City Clerk Jamie Logan for the first reading by title only

- *Alderman Mills moved to accept the first reading of Bill No. B21-33 bringing it back for a second reading by title only at the next regular meeting*
- *The Motion was Seconded by Alderman Bass*
    - Mr. Trosen stated this is requesting approval of the final development plan and final plat approval; meets all requirements of the city's subdivision regulations; the Planning and Zoning commission recommended approval to the Board of Aldermen at their 11/10 meeting; The Staff also recommends approval to the Board of aldermen
- *Bill No. B21-33 was voted upon with the following voice vote:*
    - *Aye: Bass, Cleaver, Knox, Mills, Stratton*
    - *Nay:*
    - *Abstain:*

-Motion Approved 5-0-

Bill No. B21-34: An Ordinance Approving the 2022 Fiscal Year Budget and Comprehensive Fee Schedule of the City of Grain Valley, Missouri

Bill No. B21-34 was read by City Clerk Jamie Logan for the first reading by title only

- *Alderman Stratton moved to accept the first reading of Bill No. B21-34 bringing it back for a second reading by title only at the next regular meeting*
- *The Motion was Seconded by Alderman Knox*
    - Budget process has been completed and workshops have been held, the 2022balanced budget has been put together and is being presented to the Board of Aldermen
    - Aldermen Knox asked if the two additional police officers are included; yes they are included in the budget

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- *Bill No. B21-34 was voted upon with the following voice vote:*
  - *Aye: Bass, Cleaver, Knox, Mills, Stratton*
  - *Nay:*
  - *Abstain:*

-Motion Approved 5-0-

ITEM XV: CITY ATTORNEY REPORT

- None

ITEM XVI: CITY ADMINISTRATOR & STAFF REPORTS

- City Administrator Ken Murphy
  - Cancelled the 12/27 Board of Aldermen meeting
- Deputy City Administrator Theresa Osenbaugh
  - Santa's Mailbox will be set up in Armstrong Park, Grain Valley children will be available 11/27- 12/12; so long as a Grain Valley address is provided, they will receive a letter back
- Captain Jeff Palecek
  - None
- Finance Director Steven Craig
  - October's Financial report is included in the packet as well as the actuarial report for LAGERS confirming numbers previously available to the Board;
  - The **Board of Aldermen** of **the City of Grain Valley** has received cost information for a possible change in retirement benefits for its employees under the Missouri Local Government Employees Retirement System. In accordance with Section 105.675 Revised Statutes of Missouri, said cost information shall be made available for public inspection for at least 45 calendar days from today prior adoption of the benefit change. Interested parties may view a copy of this cost information at 711 Main Street, Grain Valley, MO 64029 and or/by contacting the City Clerk at (816) 847-6211. This notice will be posted at City Hall; the resolution will be brought back to the board after that time period
- Parks & Recreation Director Shannon Davies
  - Upcoming Mayor's Tree Lighting & Holiday Festival, Thursday, 12/2 at 6:00 PM in Armstrong Park; there will be elementary choirs, Santa, Christmas movie and hot chocolate and cookies

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- Development Director Mark Trosen
  - None
- City Clerk Jamie Logan
  - None

ITEM XVII: BOARD OF ALDERMEN REPORTS & COMMENTS

- Alderman Shea Bass
  - None
- Alderman Tom Cleaver
  - None
- Alderman Bob Headley
  - None
- Alderman Rick Knox
  - None
- Alderman Darren Mills
  - None
- Alderman Jayci Stratton
  - None

ITEM XVIII: MAYOR REPORT

- He was contacted recently about the possibility of creating a dog park along the Blue Branch Trail and after discussions there isn't any land over there; didn't believe the board wanted to purchase new land at this point for that purpose, but wanted to share with the board
- On Cross Creek between Ryan and Sni-a-bar there are no parking signs and there is some feedback now of people parking there; Mr. Murphy stated there has been a traffic study on this road recently and Mr. Murphy stated this will be presented at the next meeting

ITEM XIX: EXECUTIVE SESSION

- None

ITEM XX: ADJOURNMENT

- The meeting adjourned at 7:22 P.M.

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Minutes submitted by:

_____ _____
Jamie Logan Date
City Clerk

Minutes approved by:

_____ _____
Chuck Johnston Date
Mayor

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ELECTED OFFICIALS PRESENT
Mayor Chuck Johnston
Alderman Shea Bass
Alderman Tom Cleaver
Alderman Bob Headley
Alderman Rick Knox
Alderman Darren Mills
Alderman Jayci Stratton

ELECTED OFFICIALS ABSENT

STAFF OFFICIALS PRESENT
City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Captain Jeff Palecek
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
City Clerk Jamie Logan
City Attorney Joe Lauber

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ITEM I: CALL TO ORDER

- The Board of Aldermen of the City of Grain Valley, Missouri, met for a Workshop Session on December 8, 2021 at 6:00 p.m. in the Council Chambers of Grain Valley City Hall, 711 Main Street, Grain Valley, Missouri
- The meeting was called to order by Mayor Johnston

ITEM II: ROLL CALL

- City Clerk Jamie Logan called roll
- *Present: Cleaver, Headley, Knox, Mills, Stratton*
- *Absent: Bass*

-QUORUM PRESENT-

ITEM III: DISCUSSION

Renovation Options

- Last week there were discussions regarding a new police station and renovating City Hall once the police building is completed; Mr. Murphy stated some things that are strange about the design of the current City Hall building such as the Chambers in the middle, lobby where it is, elevators, stairs, etc. are set and it would cost too much money if we were to redo it; The board asked staff to look at ranges for renovations tied to timeframes of how long we would stay in this building
- The architect group viewed various options – using what we have, changing a few walls, doing as little as possible; there isn't a whole lot of difference money wise to meet the current needs and near future of the City Hall
- The first option would leave all as is, would remove the nook by the conference room on the City Hall side and expand the conference room back out to be able to have executive sessions in there more comfortably; add an office on that side where the breakroom is and then on the current Police side add a break room, a new conference area off the lobby, as well as adding a protected records storage area- the main floor with little renovation
- The downstairs would remain secured between the two sides; add a few offices where community development is now; remove half walls back by the storage area refinishing with new carpet/paint
- If going to a vote in April for the police station, there would be another 6 months for design time for the Police Station and likely would be 2024, before anything can happen and the police moving out; costs of construction equipment will be higher in the future
- The next option reviews all the programmed items needed over the next 20 years; this would account for a new conference room and additional offices; the police side would

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change some walls and they are odd shaped offices currently and not sure why they were designed that way; a large part of the jail would be for court records and a break room in the jail area; downstairs would include a wall to close off the conference room to be secure downstairs and not accessible to the public and create a secure pass through downstairs; moving the mechanical area and getting it out of the area that collects water and community development would remain downstairs

- When these items are added together as well as: HVAC would need replaced
    - Option 1: range $880,000 -1.2 million
    - Option 2: range 1 million ($62 sq ft) – 1.4 million ($87 sq ft)
    - Option 3: little change can move people around and don't do anything with jail and departments would be split up; only fix things as they break
- Reviewed pros and cons of long-term repurposing of 711 Main Street looking at the big picture items that were just discussed and asked for the board to add to the list to determine the level of renovation for this building
    - Savings to stay in this building for renovation cost vs. starting with a new building; there will not be infrastructure costs
    - Mr. Murphy stated the square footage for this building is not far off from what the City needs, but the shape and design is not conducive for the departments that work together be together – there isn't space to be flexible without removing or adding walls
    - Ms. Osenbaugh stated the architects had other options presented at last week's charette– larger cost ideas such as moving the chambers and creating a secure walkway explored last week at the charette, but the pricing was not feasible or financially responsible
- Mayor Johnston stated he saw some other options for the police side such as removing fixed walls and putting in movable cubicles and put a hallway in the front of it and shorten the lobby some to have secure access to both sides; Mr. Murphy mentioned this would remove window space (service counters- court and utility windows); Mayor Johnston feels fixed walls are wasted space and could be made cheaper with cubicles
- Mr. Murphy stated some of the disadvantages of repurposing include some flow issues; with a smaller city, roles are split; such as how the departments cover for one another and if they are moved away from each other it makes it more difficult for coverage
- Mr. Murphy stated this is a want and not a need, but working in a basement without access to windows is preferred
    - Mayor Johnston asked how many offices don't have windows now
- Mr. Murphy stated the reason for going through the pros/cons will help the board make an educated decision on how long term of a decision they make and the cost associated with it
- Mr. Murphy asked the board to share their thoughts on City Hall staying here long term

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- Ms. Osenbaugh clarified the pro/con list was meant as a starting point
- Alderman Headley stated he knows the Mayor suggested cubicles as they are cheaper, but he said he has seen people going back to private work spaces, he said they are shifting back to offices due to COVID
- Alderman Knox stated he prefers to do as little as possible and if the Police station passes, then down the road, look into building a new City Hall
- Alderman Cleaver stated he's thinking the same as Alderman Knox wanted to clarify a time frame; Nothing less than 5 years
- Alderman Knox thinks phasing the projects (buildings) could would work well with the taxpayers with phasing instead of hitting all of it at once, and he does not want to dump a bunch of money into this facility; Mr. Murphy asked what dollar amount they'd be comfortable with 7-8 years down the road (2024 PD built + 5 years to allow a little time between ballot issues); Alderman Stratton clarified why is it taking so long; Alderman Knox stated putting a little time between bond issues
- Alderman Headley asked if little renovation, plus required fixes such as HVAC could be taken care of with cash flow vs. a bond issue; Mayor Johnston doesn't know why it must be bonded either
- Mr. Murphy stated if we want to be here longer term, that that type of money would need to be included on a current bond issue
- Mayor Johnston sees these as separate issues and two bond issues
- Alderman Knox wouldn't like to see that kind of money put into a building
- Alderman Cleaver stated renovations are still needed to be done once the police have moved out to accommodate the City Hall staff; Alderman Headley stated do little renovations, HVAC, etc. and put that money back now and then when the Police building is built potentially, some of that money could already be saved back to fund the City Hall renovations
- Mr. Murphy stated that is the question- what would they like for this City Hall building and that affects the Police Station planning/bonding
- Alderman Cleaver, Stratton and Knox believes this is a short-term fix here and not a long-term facility for City Hall
- Mr. Murphy stated a sale would have to be done for City Hall and the Community Center at the same time; Alderman Cleaver asked if both could go at the same time; it depends on the bonding capacity
- Alderman Knox mentioned a community center could be placed at Butterfly Trail
- Mr. Murphy reminded that putting a Police Station behind the pavilion keeps the property facing Main street free; Mr. Murphy shared Alderman Bass had shared with him his thoughts and it was okay for him to share his thoughts with the board: Alderman Bass would like to see the long-term solution for City Hall and Community Center to go to the Farm property; Mayor Johnston asked how the discussion is going back to the farm again,

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he said the people per the survey done in the past want the police station here – not at the farm property; Mayor Johnston said that is what the people voted for and that is what the survey results were

- Alderman Stratton said if they are voting in January 2022 to move the police station behind the pavilion, she will vote no; Alderman Knox said he felt that from the beginning; Alderman Stratton feels the process is being rushed and these meetings have been rushed; She thought the project for the police station was in the feasibility stages and not for sure going to be there and she does not want the station at the pavilion property and she will vote it down; Alderman Knox does not want it at the Pavilion space either and what sticks out to him is that it is not more public facing and feels the public should feel welcoming; he wants it built in a good location and not hidden from the public; he thought the design team would come back and say it was land locked and not feasible for that location and long-term he wants it somewhere else; He doesn't want people in the future sitting on the board to look back at this decision and wonder what this board was thinking
- Alderman Stratton thinks this goes against their thoughts before as it takes up land that could be used for tax revenue someday; she doesn't want any city buildings on this property; the frontage itself is the valuable piece of the property; Alderman Stratton believes the future potential buildings put in on this current City Hall property is what will generate revenue and not the actual building sale
- Alderman Knox says if the community center and city hall sells then then police station will be blocked in and thinks all of this needs to sell; Alderman Knox would like it at the NE corner of RD Mize and 40 highway and put the community center over there too; Mayor Johnston stated that property isn't being sold; Alderman Knox says no police station down at the Farm, but a City Hall might be okay; Mr. Murphy sees the RD Mize/40 highway as a potential revenue generator potentially; Alderman Knox said the survey said no lights/sirens on the Farm property
- Mr. Murphy showed what property the city owns by Butterfly Trail; Mr. Murphy circled back to where a Police Station could go; it has been determined that we need a new station, but where it can go; when looking at the current property currently owned, this was the option discussed; He brought up the Library went through this and struggled to find the right piece of land and they couldn't find anything and they needed less space than we do
- Alderman Headley asked if the Butterfly Trail property could be used for the police station, community center and then renovate City Hall and then have someone buy the current property and be willing to wait on us to move out; he's proposing providing the full strategy to the public so they can follow the track
- Alderman Knox thought having the Community Center towards the Southern Trail (by the farm) in a future phase; feels there are landlocking issues at the ball fields at Armstrong Park; he would like it more inviting for citizens and not hidden in the Pavilion space; he is concerned about what would happen to the fairgrounds if something is built there

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- Alderman Headley stated he thinks minimal updates to the current space
- Mayor Johnston would like 10 years from now out of this building; he thinks we can get that out of it since HVAC and wiring are already being looked at; Alderman Headley stated that could still get the long-term plan shared out
- Alderman Stratton stated she feels less should be spent to renovate the current space and it likely will not be on the April ballot for the police station
- Alderman Knox would like a police station at the ball fields; Mr. Murphy stated the ball fields being displaced and they need to go somewhere
- Mayor Johnston stated there are more limitations at James Rollo for access and that would be the only street
- One of the officers shared at last week's meeting would be to not have the police department to be built on the South side – there would be a 360 view at Butterfly Trail and there would be no privacy; Alderman Stratton stated a fence could be built to provide some security and Mr. Murphy stated it could be done, but there could be an aesthetic issue
- Alderman Stratton feels feasible vs. proper location for a police station are two different things
- Mayor Johnston says if behind the pavilion it wouldn't have the commercial frontage for an income producing pieces of property, the City Hall should never have been here has been the argument
- Alderman Knox stated we should try going back to the farm and selling this property this time; Mayor Johnston asked why back to the farm since it was voted down; Alderman Knox doesn't feel the vote was only against the complex, but the price tag
- Alderman Mills says he's hearing the people and the board is saying the board does not want the police station behind the pavilion; feels the people voted against things at the farm during COVID times; Alderman Mills stated you can always go back & ask again to the people; he feels no one on the board is on the same page as the Mayor or what is being proposed
- Mayor Johnston is asking why money was wasted for feasibility study if no one wanted to move forward with that location
- Alderman Knox thought the location wouldn't have been feasible; Alderman Knox feels it was the price tag that had the prior ballot issue voted down
- Alderman Mills asked for the survey where the people wanted the Pavilion location; Mayor Johnston stated the survey said this property
- Mayor Johnston feels the same result will happen if it goes back for a vote for something at the farm again
- Alderman Stratton shared it would be very rushed for an April ballot and doesn't think this will be on an April ballot; she'd like to see the feasibility of using Butterfly Trail
- Mr. Murphy stated there will be some cost at looking at another location; Ms. Osenbaugh stated the building was designed for the piece of land behind the Community Center and

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more cost would be associated; Alderman Stratton and Alderman Headley would like to look at the Butterfly Trail property first then the property down south for feasibility for the police station; Alderman Knox would like the next decision to be done right and for long-term so people down the road wouldn't look back at us wondering why we did the things we did; Alderman Knox said they voted the way they did before to appease the Mayor; Mayor Johnston disagreed with the reasoning

- Mr. Murphy clarified that the board would not like the life on this building to extend past 10 years; Alderman Headley and Alderman Stratton agreed
- Ms. Osenbaugh clarified if the future community meeting planned should be paused; Alderman Stratton asked if it could wait until the feasibility of using Butterfly Trail;
- Mayor Johnston feels the meeting on 12/14 should be cancelled
- Alderman Stratton would like staff to convey to the team of community individuals that she is sorry for their time wasted and hopes that they will consider serving again in the future and she is grateful for what they have done so far
- Mr. Murphy wanted to clarify the designs done so far was programming and layout and not the actual design of the building; the big design costs were going to be later if the bond passed
- Ms. Osenbaugh stated this process has been to determine if the square footage was right and if the layout would work

Targeted industry priorities

- Mr. Murphy stated with various incentive programs, TIF, CID, etc. & one of the things being done with the partnership is to conduct surveys of the businesses we have to figure out if there is a common theme about what types of businesses we may desire here; could potentially use the information to target future types of businesses to target and provide incentives to
- Mr. Murphy will be sending the documents back out to the board from the workshops earlier in the year Lauber Municipal Law

ITEM IV: ADJOURNMENT

- The meeting adjourned at 7:22 P.M.

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Minutes submitted by:

_____ _____
Jamie Logan Date
City Clerk

Minutes approved by:

_____ _____
Chuck Johnston Date
Mayor

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	KCMO CITY TREASURER	KC EARNINGS TAX WH	41.85
			KC EARNINGS TAX WH	42.10
		MO DEPT OF REVENUE	MISSOURI WITHHOLDING	2,607.32
			MISSOURI WITHHOLDING	2,655.99
		FRATERNAL ORDER OF POLICE	EMPLOYEE DEDUCTIONS	336.00
			EMPLOYEE DEDUCTIONS	336.00
		HAMPEL OIL INC	CJC FUEL	1,210.62
		AFLAC	AFLAC AFTER TAX	126.59
			AFLAC AFTER TAX	126.59
			AFLAC CRITICAL CARE	26.94
			AFLAC CRITICAL CARE	26.94
			AFLAC PRETAX	354.85
			AFLAC PRETAX	355.33
			AFLAC-W2 DD PRETAX	255.76
			HEDGER	3.96-
			AFLAC-W2 DD PRETAX	254.02
		MIDWEST PUBLIC RISK	DENTAL	180.39
			DENTAL	180.50
			OPEN ACCESS	268.80
			OPEN ACCESS	268.80
			OPEN ACCESS	242.55
			OPEN ACCESS	242.55
			OPEN ACCESS	188.30
			OPEN ACCESS	188.30
			HSA	378.25
			HSA	376.24
			HSA	1,735.64
			HSA	1,738.76
			HSA	43.91
			HSA	43.91
			VISION	32.00
			VISION	32.00
			VISION	41.20
			VISION	43.27
			VISION	132.00
			VISION	132.18
			VISION	14.34
			VISION	14.47
		HSA BANK	HSA - GRAIN VALLEY, MO	387.44
			HSA - GRAIN VALLEY, MO	387.68
			HSA - GRAIN VALLEY, MO	574.57
			HSA - GRAIN VALLEY, MO	575.54
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	279.48
		CITY OF GRAIN VALLEY -FLEX	FLEX - DEPENDENT CARE	213.70
			FLEX - DEPENDENT CARE	214.90
			FLEX PLAN	25.00
			FLEX PLAN	25.00
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	596.76
			MISSIONSQUARE 457 %	644.19
			MISSIONSQUARE 457	462.82
			MISSIONSQUARE 457	462.50
			MISSIONSQUARE ROTH IRA	68.85
			MISSIONSQUARE ROTH IRA	69.29
		HOPE HOUSE	NOV 2021 DOMESTIC VIOLENCE	100.00
		MO DEPT OF REVENUE	NOV 2021 CVC FUNDS	178.25
		MO DEPT OF PUBLIC SAFETY	NOV 2021 TRAINING FUND	25.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		INTERNAL REVENUE SERVICE	FEDERAL WH	7,366.12
			FEDERAL WH	7,474.87
			SOCIAL SECURITY	4,863.95
			SOCIAL SECURITY	5,021.95
			MEDICARE	1,137.53
			MEDICARE	1,174.49
			TOTAL:	47,601.18
HR/CITY CLERK	GENERAL FUND	VALIDITY SCREENING SOLUTIONS	ALEXANDER SCREENING	117.95
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	180.50
			MONTHLY CONTRIBUTIONS	180.49
		ARC PHYSICAL THERAPY PLUS LP	DOUGHERTY: WORKSTEPS	100.00
		WAGEWORKS	NOV 2021 MONTHLY FEES	68.00
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		MIDWEST PUBLIC RISK	DENTAL	34.90
			DENTAL	35.02
			HSA	252.45
			HSA	245.91
			HSA	332.07
			HSA	342.78
		HSA BANK	HSA - GRAIN VALLEY, MO	100.00
			HSA - GRAIN VALLEY, MO	100.33
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	16.90
		CONCENTRA MEDICAL CENTERS	WELSH/WOLTZ TESTING	102.00
		GATEHOUSE MEDIA MISSOURI HOLDINGS	GIS	198.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	112.27
			SOCIAL SECURITY	112.18
			MEDICARE	26.25
			MEDICARE	26.23
			TOTAL:	2,696.23
INFORMATION TECH	GENERAL FUND	NETSTANDARD INC	NETSTANDARD DATASAFE	1,000.00
			NETSTANDARD CLARITY	3,708.00
			NETSTANDARD OFFICE 365	839.17
		OMNIGO SOFTWARE	PA PORTAL	958.49
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	120.03
		SUMNERONE INC	PAPER SENSOR UNIT	229.88
			TOTAL:	6,855.57
BLDG & GRDS	GENERAL FUND	COMCAST - HIERARCY ACCT	CITY HALL	50.41
			CITY HALL	199.27
		ORKIN	DEC 2021 SERVICE	70.70
		GENERAL ELEVATOR	MONTHLY ELEVATOR SERVICES	147.00
			MONTHLY ELEVATOR SERVICES	3.00
		MENARDS - INDEPENDENCE	PONDEROSA REPAIRS	215.38
		SC REALTY SERVICES	Janitorial Services	1,062.27
		SPIRE	517 GREGG ST	38.45
			624 JAMES ROLLO CT	8.57
			711 S MAIN ST	33.04
		EVERGY	513 GREGG	46.28
			600 BUCKNER TARSNEY RD	14.94
			596 BUCKNER TARSNEY	17.92
			CAPPELL FRONT PH PUBLIC HE	11.09
			618 JAMES ROLLO CT	75.14
			1608 NW WOODBURY DR	32.35
			6100 S BUCKNER TARSNEY RD	11.47

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			618 JAMES ROLLO CT	16.02
			711 MAIN ST CITY HALL	748.73
			620 JAMES ROLLO	25.92
			517 GREGG	90.00
			1805 NW WILLOW DR	32.26
		STANGER INDUSTRIES INC	SERVICE 08/12/21	112.00
		COMCAST	NOV 2021 FIBER	445.70
		COMCAST	CITY HALL AND PD VOICE EDG	482.28
			TOTAL:	3,990.19
ADMINISTRATION	GENERAL FUND	BLUE SPRINGS RENTALS INC	Lift for lights	675.00
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	332.50
			MONTHLY CONTRIBUTIONS	347.79
		SAMS CLUB/GECRB	CANDY	73.20
			TRAIL OR TREAT CANDY	375.56
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	100.97
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	15.00
		RICOH USA INC	ADMIN C85162117	228.22
			MAILROOM C85162118	228.22
		MIDWEST PUBLIC RISK	ALEXANDER	36.00
			ALEXANDER	612.00
			ALEXANDER	8.00
			DENTAL	19.36
			DENTAL	24.46
			DENTAL	0.90
			HSA	13.08
			HSA	328.99
			HSA	416.05
		HSA BANK	HSA - GRAIN VALLEY, MO	43.14
			HSA - GRAIN VALLEY, MO	63.37
			HSA - GRAIN VALLEY, MO	2.59
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	31.25
		EWING IRRIGATION	LIGHTS AND CLIPS	159.94
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	26.22
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	QRTLY PYMNT 09/08-12/07/21	140.76
		REW OUTDOORS LLC	Holiday lighting	3,288.90
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	246.36
			SOCIAL SECURITY	274.81
			MEDICARE	57.62
			MEDICARE	64.26
			TOTAL:	8,234.52
LEGAL	GENERAL FUND	JACKSON LEWIS P.C.	LEGAL FEES	1,240.00
			TOTAL:	1,240.00
FINANCE	GENERAL FUND	MO DEPT OF REVENUE	MISSOURI WITHHOLDING	0.50
			MISSOURI WITHHOLDING	0.50
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	263.86
			MONTHLY CONTRIBUTIONS	263.86
		OFFICE DEPOT	LETTER OPENER	1.00
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		MIDWEST PUBLIC RISK	DENTAL	34.90
			DENTAL	34.90
			HSA	153.00
			HSA	153.00
			HSA	332.08

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA	332.07
		HSA BANK	HSA - GRAIN VALLEY, MO	37.50
			HSA - GRAIN VALLEY, MO	37.50
			HSA - GRAIN VALLEY, MO	50.00
			HSA - GRAIN VALLEY, MO	50.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	24.54
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	169.02
			SOCIAL SECURITY	168.40
			MEDICARE	39.53
			MEDICARE	39.39
			TOTAL:	2,197.55
COURT	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	170.95
			MONTHLY CONTRIBUTIONS	165.83
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		MIDWEST PUBLIC RISK	DENTAL	18.00
			DENTAL	18.00
			DENTAL	1.11
			HSA	16.04
			HSA	306.00
			HSA	306.00
		HSA BANK	HSA - GRAIN VALLEY, MO	75.00
			HSA - GRAIN VALLEY, MO	75.00
			HSA - GRAIN VALLEY, MO	3.18
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	15.53
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	175.84
			SOCIAL SECURITY	172.51
			MEDICARE	41.12
			MEDICARE	40.34
			TOTAL:	1,612.45
VICTIM SERVICES	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	146.30
			MONTHLY CONTRIBUTIONS	146.30
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		MIDWEST PUBLIC RISK	DENTAL	34.90
			DENTAL	34.90
			HSA	664.15
			HSA	664.15
		HSA BANK	HSA - GRAIN VALLEY, MO	100.00
			HSA - GRAIN VALLEY, MO	100.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	13.70
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	41.57
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	136.30
			SOCIAL SECURITY	144.87
			MEDICARE	31.88
			MEDICARE	33.88
			TOTAL:	2,304.90
FLEET	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	81.62
			MONTHLY CONTRIBUTIONS	84.20
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	6.00
		OREILLY AUTOMOTIVE INC	HAND CLEANER	14.99
			JUMPSTART	84.99
		FASTENAL COMPANY	UVBLACK CBL TIE	64.17
		MIDWEST PUBLIC RISK	DENTAL	17.45
			DENTAL	18.01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA	153.00
			HSA	157.84
		HSA BANK	HSA - GRAIN VALLEY, MO	37.50
			HSA - GRAIN VALLEY, MO	38.69
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	7.65
		CINTAS CORPORATION # 430	PW/WOLTZ UNIFORMS	10.00
			PW/WOLTZ UNIFORMS	10.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	56.33
			SOCIAL SECURITY	58.12
			MEDICARE	13.17
			MEDICARE	13.59
			TOTAL:	927.32
POLICE	GENERAL FUND	MISSOURI LAGERS	EMPLOYER CONTRIBUTIONS	4,807.19
			EMPLOYER CONTRIBUTIONS	4,945.32
			MONTHLY CONTRIBUTIONS	419.98
			MONTHLY CONTRIBUTIONS	419.98
		ADVANCE AUTO PARTS	SERP BELT-POLY	14.73
			XTRACLEAR EA XTCLR	24.10
			SPARK PLUG/MANIFOLD SETS	40.69
			COIL - IGNITION	81.99
		STATE BANK OF MISSOURI	IN-CAR SYSTEM	2,314.61
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	75.13
			MOUSE PAD/ LABELS	41.43
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	324.00
		OREILLY AUTOMOTIVE INC	WASHER PUMP	27.42
		KC WIRELESS INC	ANTENNA	56.25
		RICOH USA INC	PD C85162116	228.22
			PD C85162119	228.22
			PD DESK C85162124	32.71
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	1,413.19
			BULK GASOHOL/DIESEL	143.95
			BULK GASOHOL/DIESEL	1,463.08
			BULK GASOHOL/DIESEL	249.26
		COMCAST	HIGH SPEED INTERNET	149.85
		FASTENAL COMPANY	1/8" X 1" X 6' ALUFLATBAR	13.36
			TRUCK MDM FIRST AID KIT	126.30
		MIDWEST PUBLIC RISK	DENTAL	180.00
			DENTAL	180.00
			DENTAL	558.40
			DENTAL	558.40
			OPEN ACCESS	1,271.20
			OPEN ACCESS	1,271.20
			OPEN ACCESS	1,158.00
			OPEN ACCESS	1,158.00
			OPEN ACCESS	836.45
			OPEN ACCESS	836.45
			OPEN ACCESS	735.70
			OPEN ACCESS	735.70
			HSA	1,514.70
			HSA	1,514.70
			HSA	2,448.00
			HSA	2,448.00
			HSA	4,649.05
			HSA	4,649.05
		HSA BANK	HSA - GRAIN VALLEY, MO	600.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA - GRAIN VALLEY, MO	600.00
			HSA - GRAIN VALLEY, MO	1,000.00
			HSA - GRAIN VALLEY, MO	1,000.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	443.57
		METRO FORD	ALTERNATOR	403.69
			CORE	75.00-
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	1,165.86
			CELLULAR SERVICE 11/19-12/	124.71
		COUNTY LINE AUTO PARTS	2013 FRONT SEAT	200.00
		FACTORY MOTOR PARTS CO	MOTOR AND FAN ASY	261.29
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	3,504.44
			SOCIAL SECURITY	3,608.38
			MEDICARE	819.59
			MEDICARE	843.92
		REJIS COMMISSION	NOV 2021 LEWEB SUBSCRIPTIO	287.95
			TOTAL:	59,132.36
ANIMAL CONTROL	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	113.18
			MONTHLY CONTRIBUTIONS	113.18
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	46.22
		MIDWEST PUBLIC RISK	OPEN ACCESS	386.00
			OPEN ACCESS	386.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	10.60
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	41.57
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	78.84
			SOCIAL SECURITY	78.84
			MEDICARE	18.44
			MEDICARE	18.44
			TOTAL:	1,303.31
PLANNING & ENGINEERING	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	549.47
			MONTHLY CONTRIBUTIONS	549.77
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	48.82
			MOUSE PAD/ LABELS	14.21
			STAPLER	12.79
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	35.97
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	30.34
			BULK GASOHOL/DIESEL	52.44
		EARL MADISON COMPANY LLC	1413 NE JACLYN DR	75.00
			NE KIM/KATIE CT	100.00
			202 NE KATIE CT	100.00
			1300 NW GOLFVIEW CT	150.00
			620 THIEME ST	100.00
			905 SW FOXTAIL DR	50.00
		MIDWEST PUBLIC RISK	DENTAL	44.87
			DENTAL	49.42
			DENTAL	10.21
			DENTAL	10.21
			HSA	762.73
			HSA	840.09
			HSA	171.07
			HSA	171.06
		HSA BANK	HSA - GRAIN VALLEY, MO	186.94
			HSA - GRAIN VALLEY, MO	205.91
			HSA - GRAIN VALLEY, MO	29.25

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA - GRAIN VALLEY, MO	29.25
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	55.77
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	40.03
			CELLULAR SERVICE 11/19-12/	6.24
			CELLULAR SERVICE 11/19-12/	26.22
		GATEHOUSE MEDIA MISSOURI HOLDINGS	BOA REZONING NOTICE	180.84
			HOOKERS TOWING	101.38
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	384.60
			SOCIAL SECURITY	403.84
			MEDICARE	89.94
			MEDICARE	94.44
			TOTAL:	5,763.12
NON-DEPARTMENTAL	PARK FUND	KCMO CITY TREASURER	KC EARNINGS TAX WH	21.81
			KC EARNINGS TAX WH	21.81
		MO DEPT OF REVENUE	MISSOURI WITHHOLDING	482.01
			MISSOURI WITHHOLDING	480.79
		FAMILY SUPPORT PAYMENT CENTER	SMITH CASE 91316387	92.31
			SMITH CASE 91316387	92.31
		AFLAC	AFLAC CRITICAL CARE	6.78
			AFLAC CRITICAL CARE	6.78
			AFLAC PRETAX	54.53
			AFLAC PRETAX	54.44
			AFLAC-W2 DD PRETAX	71.41
			AFLAC-W2 DD PRETAX	71.29
		MISCELLANEOUS	BRENDA ONEAL:	50.00
		MIDWEST PUBLIC RISK	DENTAL	21.84
			DENTAL	21.76
			HSA	224.91
			HSA	224.63
			HSA	38.58
			HSA	37.65
			VISION	8.00
			VISION	8.00
			VISION	16.40
			VISION	16.39
			VISION	2.20
			VISION	2.14
		HSA BANK	HSA - GRAIN VALLEY, MO	152.50
			HSA - GRAIN VALLEY, MO	152.43
			HSA - GRAIN VALLEY, MO	112.00
			HSA - GRAIN VALLEY, MO	111.50
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	8.44
		CITY OF GRAIN VALLEY -FLEX	FLEX - DEPENDENT CARE	204.59
			FLEX - DEPENDENT CARE	204.03
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	191.84
			MISSIONSQUARE 457 %	191.21
			MISSIONSQUARE 457	602.50
			MISSIONSQUARE 457	601.92
			MISSIONSQUARE ROTH IRA	47.82
			MISSIONSQUARE ROTH IRA	47.82
			MISSIONSQUARE ROTH IRA	11.29
			MISSIONSQUARE ROTH IRA	11.03
		INTERNAL REVENUE SERVICE	FEDERAL WH	1,242.64
			FEDERAL WH	1,237.38
			SOCIAL SECURITY	937.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			SOCIAL SECURITY	932.20
			MEDICARE	219.34
			MEDICARE	218.01
			TOTAL:	9,567.18
PARK ADMIN	PARK FUND	NETSTANDARD INC	NETSTANDARD CLARITY	618.00
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	596.41
			MONTHLY CONTRIBUTIONS	593.32
		AT&T	U-VERSE PARK MAINTENANCE	69.55
		OFFICE DEPOT	LETTER OPENER	1.00
			CALENDARS/PAPER/ENVELOPES	22.61
			USB SANDISK	22.99
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	43.20
		COMCAST - HIERARCY ACCT	CITY HALL	7.61
			CITY HALL	39.45
			TYER	124.85
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	251.54
		MIDWEST PUBLIC RISK	DENTAL	21.51
			DENTAL	21.44
			DENTAL	48.86
			DENTAL	48.51
			HSA	555.39
			HSA	554.08
			HSA	396.23
			HSA	394.12
			HSA	132.84
			HSA	129.67
		HSA BANK	HSA - GRAIN VALLEY, MO	89.61
			HSA - GRAIN VALLEY, MO	89.32
			HSA - GRAIN VALLEY, MO	130.00
			HSA - GRAIN VALLEY, MO	129.27
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	68.43
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	123.15
		COMCAST	NOV 2021 FIBER	74.28
		COMCAST	CITY HALL AND PD VOICE EDG	192.92
			PARKS MAINT VOICE EDGE	35.18
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	394.04
			SOCIAL SECURITY	392.05
			MEDICARE	92.15
			MEDICARE	91.69
			TOTAL:	6,595.27
PARKS STAFF	PARK FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	431.95
			MONTHLY CONTRIBUTIONS	431.95
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	36.00
		HOME DEPOT CREDIT SERVICES	SUPPLIES FOR SANTA HOUSE	41.28
			MULCH	13.32
		MIDWEST PUBLIC RISK	DENTAL	54.00
			DENTAL	54.00
			HSA	918.00
			HSA	918.00
		HSA BANK	HSA - GRAIN VALLEY, MO	225.00
			HSA - GRAIN VALLEY, MO	225.00
		SPIRE	600 BUCKNER TARSNEY RD	29.31
			624 JAMES ROLLO CT	4.28
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	40.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		EVERGY	701 SW EAGLES PKWY, BALLFI	116.70
			ARMSTRONG PARK 041503	174.48
			ARMSTRONG PARK DR	29.13
			ARMSTRONG PARK 098095	41.50
			ARMSTRONG PARK 017576	191.29
			28605 E HWY AA	28.82
			JAMES ROLLO SHELTER #2	43.23
			MAIN - ARMSTRONG SHELTER 1	23.14
			618 JAMES ROLLO CT	37.56
			ARMSTRONG PARK	37.41
			6100 S BUCKNER TARSNEY RD	71.92
			28605 E HWY AA	246.14
			618 JAMES ROLLO CT	8.01
		ALL NATIONS FLAG CO INC	VETERANS TRIBUTE FLAG	418.30
		GRAIN VALLEY RENTAL INC	BRUSH HOG RENTAL	85.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	290.73
			SOCIAL SECURITY	290.73
			MEDICARE	68.00
			MEDICARE	68.00
			TOTAL:	5,692.61
RECREATION	PARK FUND	PETTY CASH	SAMS REIMBURSEMENT	42.14
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	10.45
			SOCIAL SECURITY	12.53
			MEDICARE	2.43
			MEDICARE	2.91
			TOTAL:	70.46
COMMUNITY CENTER	PARK FUND	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	135.25
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	294.99
			MONTHLY CONTRIBUTIONS	294.99
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	35.63
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	12.00
		COMCAST - HIERARCY ACCT	COMM CENTER	257.70
		RICOH USA INC	PR C85162114	228.22
			CC DESK C85162123	32.68
		HD GRAPHICS & APPAREL	PRESCHOOL PLAYERS BASKETBA	200.00
		MIDWEST PUBLIC RISK	DENTAL	18.00
			DENTAL	18.00
			DENTAL	34.90
			DENTAL	34.90
			HSA	504.90
			HSA	504.90
			HSA	306.00
			HSA	306.00
		HSA BANK	HSA - GRAIN VALLEY, MO	75.00
			HSA - GRAIN VALLEY, MO	75.00
			HSA - GRAIN VALLEY, MO	100.00
			HSA - GRAIN VALLEY, MO	100.00
		SC REALTY SERVICES	Janitorial Services	177.05
		SPIRE	713 S MAIN ST	89.28
			713 S MAIN ST A	36.82
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	14.90
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	91.56
		EVERGY	713 MAIN ST	882.85
			713 MAIN #A	133.34

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		BAKER TILLY MUNICIPAL ADVISORS, LLC	CONTINUING DISCLOSURE	416.67
		STANGER INDUSTRIES INC	SERVICE 08/12/21	336.00
		COMCAST	COMM CENTER VOICE EDGE	165.88
		MARY ALLGRUNN	11/02-11/11 LINE DANCING	78.00
			11/16-11/25 LINE DANCING	64.20
		LINDA HOMBS	11/02-11/11 LINE DANCING	78.00
			11/16-11/25 LINE DANCING	64.20
		SAMANTHA PETRALIE	11/01-11/12 SILVERSNEAKERS	25.00
			11/15-11/26 SILVERSNEAKERS	25.00
		JERRIE CAMERON	11/01-11/12 SILVERSNEAKERS	100.00
			11/15-11/26 SILVERSNEAKERS	50.00
		TIFFANI KEY	11/15-11/26 SILVERSNEAKERS	50.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	242.70
			SOCIAL SECURITY	236.89
			MEDICARE	56.76
			MEDICARE	55.41
			TOTAL:	7,039.57
NON-DEPARTMENTAL	TRANSPORTATION	MO DEPT OF REVENUE	MISSOURI WITHHOLDING	161.64
			MISSOURI WITHHOLDING	163.28
		FAMILY SUPPORT PAYMENT CENTER	DZEKUNSKAS CASE 41452523	30.00
			DZEKUNSKAS CASE 41452523	30.00
		AFLAC	AFLAC PRETAX	4.64
			AFLAC PRETAX	4.64
			AFLAC-W2 DD PRETAX	8.05
			AFLAC-W2 DD PRETAX	8.05
		MIDWEST PUBLIC RISK	DENTAL	15.41
			DENTAL	15.41
			OPEN ACCESS	26.88
			OPEN ACCESS	26.88
			HSA	107.10
			HSA	107.10
			HSA	77.14
			HSA	77.14
			HSA	73.95
			HSA	73.95
			VISION	3.20
			VISION	3.20
			VISION	2.40
			VISION	2.40
			VISION	4.40
			VISION	4.40
			VISION	3.94
			VISION	3.94
		HSA BANK	HSA - GRAIN VALLEY, MO	8.48
			HSA - GRAIN VALLEY, MO	8.44
			HSA - GRAIN VALLEY, MO	98.58
			HSA - GRAIN VALLEY, MO	98.58
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	9.89
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	47.41
			MISSIONSQUARE 457 %	29.47
			MISSIONSQUARE 457	50.00
			MISSIONSQUARE 457	50.00
			MISSIONSQUARE ROTH IRA	44.00
			MISSIONSQUARE ROTH IRA	44.00
		INTERNAL REVENUE SERVICE	FEDERAL WH	451.25

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			FEDERAL WH	447.84
			SOCIAL SECURITY	290.54
			SOCIAL SECURITY	292.10
			MEDICARE	67.95
			MEDICARE	68.30
			TOTAL:	3,145.97
TRANSPORTATION	TRANSPORTATION	NETSTANDARD INC	NETSTANDARD DATASAFE	200.00
			NETSTANDARD CLARITY	370.80
			NETSTANDARD OFFICE 365	167.83
		FELDMANS FARM & HOME	U BOLT	49.92
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	429.79
			MONTHLY CONTRIBUTIONS	435.79
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	29.37
		COMCAST - HIERARCY ACCT	CITY HALL	1.10
			CITY HALL	14.62
			PW	22.67
			PW	33.90
			PW	61.16
		OREILLY AUTOMOTIVE INC	HOSE CLAMP	2.84
			5GAL HYDRLOIL	11.39
		CENTRAL SALT LLC	STREET SALT	3,532.00
			STREET SALT	26.84
		ORKIN	DEC 2021 SERVICE	6.06
			DEC 2021 SERVICE	13.40
		VANCE BROTHERS INC	ASPHALT	1,456.60
		RICOH USA INC	PW C85162113	45.64
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	129.66
			BULK GASOHOL/DIESEL	94.21
		FASTENAL COMPANY	XL 3PC RAINSUIT	18.02
		HOME DEPOT CREDIT SERVICES	HUSKY TRQ WRNCH/ C-CLAMP	18.25
			SUPPLIES FOR SIGN SHOP	10.17
			SIGN SHOP SUPPLIES	6.97
			SIGN SHOP SUPPLIES	8.99
			HUSKY RATCHET/ HUSKY TOOLS	8.74
		MIDWEST PUBLIC RISK	DENTAL	14.27
			DENTAL	14.23
			DENTAL	66.05
			DENTAL	59.07
			OPEN ACCESS	127.12
			OPEN ACCESS	127.12
			HSA	605.89
			HSA	504.90
			HSA	120.13
			HSA	119.50
			HSA	265.66
			HSA	265.66
			HSA	288.04
			HSA	288.04
		HSA BANK	HSA - GRAIN VALLEY, MO	29.44
			HSA - GRAIN VALLEY, MO	29.30
			HSA - GRAIN VALLEY, MO	189.25
			HSA - GRAIN VALLEY, MO	209.28
		SC REALTY SERVICES	Janitorial Services	106.23
		SPIRE	405 JAMES ROLLO DR	12.72
			624 JAMES ROLLO CT	8.57

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			711 S MAIN ST	2.83
			618 JAMES ROLLO CT	17.62
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	40.36
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	6.24
			CELLULAR SERVICE 11/19-12/	128.37
		CINTAS CORPORATION # 430	PW/WOLTZ UNIFORMS	31.07
			PW/WOLTZ UNIFORMS	28.62
		GRAINGER	NIPPLE	11.36
		LAMP RYNEARSON INC	Design Services	887.05
			Design Services	403.20
		EVERGY	655 SW EAGLES PKWY	35.46
			618 JAMES ROLLO CT	75.14
			AA HWY & SNI-A-BAR BLVD	31.63
			702 SW EAGLES PKWY	38.76
			GRAIN VALLEY ST LIGHTS	12,913.09
			618 JAMES ROLLO CT	16.02
			711 MAIN ST CITY HALL	64.18
		COMCAST	NOV 2021 FIBER	44.57
		COMCAST	CITY HALL AND PD VOICE EDG	57.88
			PW VOICE EDGE	23.71
		COMCAST	PUMP STATION INTERNET	22.99
		VIKING-CIVES MIDWEST INC	QUICK COUPLER HANSEN	8.02
			QUICK COUPLER	12.81
			12 X 10 X 6 FIBERGLASS ENC	147.00
		BOBBY GROVE	GROVE: MEALS FOR MO COMMON	27.50
		CORY NEWELL	NEWELL: MEALS FOR MO COMMO	27.50
		GRAIN VALLEY RENTAL INC	PROPANE BOTTLE RE-FILL	4.40
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	290.54
			SOCIAL SECURITY	292.08
			MEDICARE	67.95
			MEDICARE	68.33
			TOTAL:	26,483.48
PUBLIC HEALTH	PUBLIC HEALTH	GRAIN VALLEY SCHOOL DISTRICT	Senior luncheons	1,050.00
		GRAIN VALLEY ASSISTANCE COUNCIL	2021 (JAN-SEPT) MEALS	5,010.00
		MISCELLANEOUS KEN COURTNEY	KEN COURTNEY:	300.00
			TOTAL:	6,360.00
TIF-OLD TOWN MKT PLACE	OLD TOWNE TIF	OLD TOWNE MARKETPLACE LLC	CJC 2ND QTR	7,173.78
			COUNTY 1ST & 2ND QTR	15,989.11
			ZOO 2ND QTR	1,793.45
			3RD QTR CITY	31,968.60
			TOTAL:	56,924.94
CAPITAL IMPROVEMENTS	CAPITAL PROJECTS F	QUALITY CUSTOM CONCEPTS INC	CONCRETE	7,809.18
			CONCRETE	4,987.54
		GATEHOUSE MEDIA MISSOURI HOLDINGS	RFQ	32.34
		HOEFER WELKER LLC	PD DESIGN SERVICES	35,852.26
			TOTAL:	48,681.32
NON-DEPARTMENTAL	MKTPL TIF-PR#2 SPE	UMB BANK	PROJECT #2 CITY SALES	38,024.50
			TOTAL:	38,024.50
NON-DEPARTMENTAL	MKTPLACE TIF-PR#2	BAKER TILLY MUNICIPAL ADVISORS, LLC	CONTINUING DISCLOSURE	416.67
			TOTAL:	416.67

DEPARTMENT	FUND	VENDOR NAME		DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	MKT PLACE NID- PR#	BAKER TILLY MUNICIPAL ADVISORS, LLC		CONTINUING DISCLOSURE	416.67
				TOTAL:	416.67
NON-DEPARTMENTAL	MKT PL CID-PR2 SAL	UMB BANK		CID/USE	16,035.12
				CID/USE UNCAPTURED	15,554.06
				TOTAL:	31,589.18
NON-DEPARTMENTAL	MKT PL CID-PR2 SAL	TROUTT BEEMAN & CO PC		2020 CID AUDIT	3,000.00
				TOTAL:	3,000.00
DEBT SERVICE	DEBT SERVICE FUND	BAKER TILLY MUNICIPAL ADVISORS, LLC		CONTINUING DISCLOSURE	833.32
				TOTAL:	833.32
NON-DEPARTMENTAL	WATER/SEWER FUND	MO DEPT OF REVENUE		MISSOURI WITHHOLDING	1,031.53
				MISSOURI WITHHOLDING	1,066.44
		FAMILY SUPPORT PAYMENT CENTER		DZEKUNSKAS CASE 41452523	120.00
				DZEKUNSKAS CASE 41452523	120.00
		MO DEPT OF REVENUE		NOW 21 SALES TAX	4,137.37
				NOW 21 SALES TAX	82.75-
		AFLAC		AFLAC PRETAX	36.55
				AFLAC PRETAX	36.16
				AFLAC-W2 DD PRETAX	57.45
				AFLAC-W2 DD PRETAX	57.33
		MISCELLANEOUS	NIX, CLIFTON L	10-351400-12	21.90
			MURPHY, KELLI	10-246100-05	100.00
			WALKER FLIPS KC, LLC	20-100500-02	15.54
			CHANEY, LACEY	20-118300-12	36.31
			FREDERICK, ALAINA	20-151610-05	62.34
			ARRIAGA-CLARK, MELIS	20-199830-12	15.54
			SALES, ROBIN	20-561870-10	65.54
			WILLIAMS, TARA	20-562250-13	65.54
			HAYWARD, MICHELLE	20-562640-13	24.96
			STEVERSON, RICKI	20-567010-04	56.74
			YUILLE, TIFFANY	20-567100-04	55.08
			STAR DEVELOPMENT COR	20-572127-00	64.22
			PAGE, IAN	20-589313-04	32.16
			LIMBERG, LISA	20-599060-07	3.11
			FORCE COMMERCIAL BUI	20-603600-07	64.22
			ROSEWOOD HILLS HOA	20-621420-00	177.01
			BROWN, DORIS A	20-623707-01	31.34
			PENNER PROPERTY MANA	20-624430-02	15.54
			FOWLER, TANNER	20-682711-03	64.13
			STANFORD, SCOTT	20-701260-06	0.19
			RIVERA, MARIA	20-701820-12	25.58
		MIDWEST PUBLIC RISK		DOUGHERTY	9.10
				DOUGHERTY	107.10
				DOUGHERTY	4.00
				DENTAL	91.76
				DENTAL	91.73
				OPEN ACCESS	107.52
				OPEN ACCESS	107.52
				HSA	574.94
				HSA	577.23
				HSA	462.84
				HSA	460.65
				HSA	332.59

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA	332.59
			VISION	12.80
			VISION	12.80
			VISION	12.00
			VISION	13.94
			VISION	26.40
			VISION	26.28
			VISION	21.72
			VISION	21.59
		HSA BANK	HSA - GRAIN VALLEY, MO	68.31
			HSA - GRAIN VALLEY, MO	68.18
			HSA - GRAIN VALLEY, MO	555.35
			HSA - GRAIN VALLEY, MO	554.88
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	73.30
		CITY OF GRAIN VALLEY -FLEX	FLEX - DEPENDENT CARE	162.37
			FLEX - DEPENDENT CARE	161.73
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	349.36
			MISSIONSQUARE 457 %	275.40
			MISSIONSQUARE 457	359.68
			MISSIONSQUARE 457	360.58
			MISSIONSQUARE ROTH IRA	280.86
			MISSIONSQUARE ROTH IRA	280.68
		INTERNAL REVENUE SERVICE	FEDERAL WH	3,099.66
			FEDERAL WH	3,149.43
			SOCIAL SECURITY	1,951.36
			SOCIAL SECURITY	1,988.91
			MEDICARE	456.38
			MEDICARE	465.17
			TOTAL:	25,645.76
WATER	WATER/SEWER FUND	NETSTANDARD INC	NETSTANDARD DATASAFE	400.00
			NETSTANDARD CLARITY	741.60
			NETSTANDARD OFFICE 365	335.66
		PEREGRINE CORPORATION	BILL PRINT AND MAIL	503.33
			BILL PRINT AND MAIL	87.20
			BILL PRINT AND MAIL	637.42
			BILL PRINT AND MAIL	110.56
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	1,427.59
			MONTHLY CONTRIBUTIONS	1,435.76
		VANCO SERVICES LLC	NOV 2021 GATEWAY ES20605	71.21
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	27.18
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	95.13
		COMCAST - HIERARCY ACCT	CITY HALL	10.88
			CITY HALL	48.65
			PW	45.34
			PW	48.27
			PW	98.72
		OREILLY AUTOMOTIVE INC	HOSE CLAMP	5.66
			5GAL HYDRLOIL	22.80
		ORKIN	DEC 2021 SERVICE	12.12
			DEC 2021 SERVICE	26.80
		BLUE SPRINGS WINWATER CO	WATER SAMPLE ROD	780.00
		RICOH USA INC	PW C85162113	91.29
			CD C85162115	114.11
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	259.33
			BULK GASOHOL/DIESEL	188.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		FASTENAL COMPANY	XL 3PC RAINSUIT	36.02
		HOME DEPOT CREDIT SERVICES	HUSKY TRQ WRNCH/ C-CLAMP	36.49
			SUPPLIES FOR SIGN SHOP	20.34
			SIGN SHOP SUPPLIES	13.95
			SIGN SHOP SUPPLIES	17.99
			HUSKY RATCHET/ HUSKY TOOLS	17.49
		GOODYEAR COMMERCIAL TIRE	2) GY 235/80R17 WRL WORKHO	135.05
		MIDWEST PUBLIC RISK	DENTAL	49.00
			DENTAL	53.22
			DENTAL	189.92
			DENTAL	175.89
			OPEN ACCESS	254.25
			OPEN ACCESS	254.25
			HSA	1,557.15
			HSA	1,360.60
			HSA	725.96
			HSA	795.70
			HSA	796.99
			HSA	793.21
			HSA	647.73
			HSA	647.73
		HSA BANK	HSA - GRAIN VALLEY, MO	162.93
			HSA - GRAIN VALLEY, MO	180.48
			HSA - GRAIN VALLEY, MO	499.16
			HSA - GRAIN VALLEY, MO	539.68
			DOUGHERTY	100.00-
		SC REALTY SERVICES	Janitorial Services	212.45
		SPIRE	405 JAMES ROLLO DR	25.43
			624 JAMES ROLLO CT	10.70
			711 S MAIN ST	5.66
			618 JAMES ROLLO CT	35.28
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	137.13
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	14.55
			CELLULAR SERVICE 11/19-12/	26.22
			CELLULAR SERVICE 11/19-12/	256.74
		CINTAS CORPORATION # 430	PW/WOLTZ UNIFORMS	62.12
			PW/WOLTZ UNIFORMS	57.24
		GRAINGER	MINI-LINE STRAINER	19.55
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	QRTLY PYMNT 09/08-12/07/21	70.38
		LAMP RYNEARSON INC	Engineering Design	2,820.04
			Engineering Design	2,971.00
			Engineering Design	3,091.58
			Engineering Design	2,259.22
		EVERGY	825 STONEBROOK DR	131.13
			1301 TYER RD UNIT A	89.25
			618 JAMES ROLLO CT	93.92
			110 SNI-A-BAR BLVD	70.60
			1301 TYER RD UNIT B	503.45
			618 JAMES ROLLO CT	1,307.85
			618 JAMES ROLLO CT	20.03
			711 MAIN ST CITY HALL	128.35
			1012 STONEBROOK LN	130.06
		BAKER TILLY MUNICIPAL ADVISORS, LLC	CONTINUING DISCLOSURE	208.33
		COMCAST	NOV 2021 FIBER	89.14
		COMCAST	CITY HALL AND PD VOICE EDG	115.74
			PW VOICE EDGE	47.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		COMCAST	PUMP STATION INTERNET	45.97
		CENTRAL POWER SYSTEMS &	ANNUAL GENERATOR	1,095.00
		VIKING-CIVES MIDWEST INC	QUICK COUPLER HANSEN	16.06
			QUICK COUPLER	25.63
		TYLER TECHNOLOGIES INC	DEC 21 MONTHLY FEES	97.00
		NEPTUNE TECHNOLOGY GROUP INC	ANNUAL SOFTWARE RENEWAL	12,223.92
		BOBBY GROVE	GROVE: MEALS FOR MO COMMON	55.00
		CORY NEWELL	NEWELL: MEALS FOR MO COMMO	55.00
		GRAIN VALLEY RENTAL INC	PROPANE BOTTLE RE-FILL	8.80
		SCHULTE SUPPLY INC	BRASS SADDLES	666.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	975.67
			SOCIAL SECURITY	994.48
			MEDICARE	228.18
			MEDICARE	232.57
			TOTAL:	49,216.05
SEWER	WATER/SEWER FUND	NETSTANDARD INC	NETSTANDARD DATASAFE	400.00
			NETSTANDARD CLARITY	741.60
			NETSTANDARD OFFICE 365	335.66
		PEREGRINE CORPORATION	BILL PRINT AND MAIL	503.34
			BILL PRINT AND MAIL	87.21
			BILL PRINT AND MAIL	637.43
			BILL PRINT AND MAIL	110.57
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	1,427.53
			MONTHLY CONTRIBUTIONS	1,435.73
		VANCO SERVICES LLC	NOV 2021 GATEWAY ES20605	71.21
		OFFICE DEPOT	CALENDARS/PAPER/ENVELOPES	27.17
		STANDARD INSURANCE CO	DEC 21 STANDARD LIFE INSUR	95.13
		COMCAST - HIERARCY ACCT	CITY HALL	10.88
			CITY HALL	48.65
			PW	45.34
			PW	48.27
			PW	98.72
		OREILLY AUTOMOTIVE INC	HOSE CLAMP	5.66
			5GAL HYDRLOIL	22.80
		ORKIN	DEC 2021 SERVICE	12.12
			DEC 2021 SERVICE	26.80
		BLUE SPRINGS WINWATER CO	MARKING FLAGS & PAINT	1,200.00
		RICOH USA INC	PW C85162113	91.29
			CD C85162115	114.11
		HAMPEL OIL INC	BULK GASOHOL/DIESEL	259.33
			BULK GASOHOL/DIESEL	188.42
		FASTENAL COMPANY	XL 3PC RAINSUIT	36.02
		HOME DEPOT CREDIT SERVICES	HUSKY TRQ WRNCH/ C-CLAMP	36.49
			SUPPLIES FOR SIGN SHOP	20.34
			SIGN SHOP SUPPLIES	13.95
			SIGN SHOP SUPPLIES	17.99
			HUSKY RATCHET/ HUSKY TOOLS	17.49
		GOODYEAR COMMERCIAL TIRE	2) GY 235/80R17 WRL WORKHO	135.05
		MIDWEST PUBLIC RISK	DENTAL	48.99
			DENTAL	53.23
			DENTAL	189.90
			DENTAL	175.89
			OPEN ACCESS	254.23
			OPEN ACCESS	254.23
			HSA	1,557.18

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HSA	1,360.63
			HSA	725.96
			HSA	795.70
			HSA	796.96
			HSA	793.21
			HSA	647.71
			HSA	647.72
		HSA BANK	HSA - GRAIN VALLEY, MO	162.94
			HSA - GRAIN VALLEY, MO	180.43
			HSA - GRAIN VALLEY, MO	499.16
			HSA - GRAIN VALLEY, MO	539.60
		SC REALTY SERVICES	Janitorial Services	212.45
		SPIRE	405 JAMES ROLLO DR	25.44
			624 JAMES ROLLO CT	10.70
			711 S MAIN ST	5.67
			618 JAMES ROLLO CT	35.29
		THE LINCOLN NATIONAL LIFE INSURANCE CO	DEC 2021 DISABILITY	137.13
		UNITED LABORATORIES INC	SOLR GOLD LIFT STATION MAI	447.72
		VERIZON WIRELESS	CELLULAR SERVICE 11/19-12/	14.55
			CELLULAR SERVICE 11/19-12/	26.22
			CELLULAR SERVICE 11/19-12/	256.74
		CINTAS CORPORATION # 430	PW/WOLTZ UNIFORMS	62.12
			PW/WOLTZ UNIFORMS	57.24
		GRAINGER	MINI-LINE STRAINER	19.55
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	QRTLY PYMNT 09/08-12/07/21	70.38
		EVERGY	925 STONE BROOK DR	23.14
			WOODLAND DR	234.81
			405 JAMES ROLLO DR	266.52
			1326 GOLFVIEW DR	86.70
			618 JAMES ROLLO CT	93.92
			WINDING CREEK SEWER	23.16
			618 JAMES ROLLO CT	20.03
			711 MAIN ST CITY HALL	128.35
			1201 SEYMOUR RD	23.14
			110 NW SNI-A-BAR PKWY	23.14
			1017 ROCK CREEK LN	23.14
		BAKER TILLY MUNICIPAL ADVISORS, LLC	CONTINUING DISCLOSURE	208.34
		COMCAST	NOV 2021 FIBER	89.14
		COMCAST	CITY HALL AND PD VOICE EDG	115.74
			PW VOICE EDGE	47.41
		COMCAST	PUMP STATION INTERNET	45.97
		VIKING-CIVES MIDWEST INC	QUICK COUPLER HANSEN	16.06
			QUICK COUPLER	25.63
		TYLER TECHNOLOGIES INC	DEC 21 MONTHLY FEES	97.00
		NEPTUNE TECHNOLOGY GROUP INC	ANNUAL SOFTWARE RENEWAL	12,223.92
		BOBBY GROVE	GROVE: MEALS FOR MO COMMON	55.00
		CORY NEWELL	NEWELL: MEALS FOR MO COMMO	55.00
		GRAIN VALLEY RENTAL INC	PROPANE BOTTLE RE-FILL	8.80
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	975.64
			SOCIAL SECURITY	994.45
			MEDICARE	228.19
			MEDICARE	232.57

* REFUND CHECKS *

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	WATER/SEWER FUND	DR&G RAIL SERVICE	US REFUNDS	133.31
		CAPITAL PAVING & CONSTRUCTION	US REFUNDS	287.32
		KURTH, ALEXANDRA	US REFUNDS	70.66
		COUNTRY CLUB HOMES	US REFUNDS	172.46
		COUNTRY CLUB HOMES	US REFUNDS	34.46
		DAVE RICHARDS HOME BUILDING	US REFUNDS	34.46
		HICKS, EARLEENE	US REFUNDS	70.89
		WHITE, BREANNA	US REFUNDS	31.85
			TOTAL:	36,587.49

========== FUND TOTALS ==========

100	GENERAL FUND	143,858.70
200	PARK FUND	28,965.09
210	TRANSPORTATION	29,629.45
230	PUBLIC HEALTH	6,360.00
250	OLD TOWNE TIF	56,924.94
280	CAPITAL PROJECTS FUND	48,681.32
302	MKTPL TIF-PR#2 SPEC ALLOC	38,024.50
305	MKTPLACE TIF-PR#2 IDA BDS	416.67
310	MKT PLACE NID- PR#2	416.67
321	MKT PL CID-PR2 SALES/USE	34,589.18
400	DEBT SERVICE FUND	833.32
600	WATER/SEWER FUND	111,449.30
	GRAND TOTAL:	500,149.14

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF GRAIN VALLEY
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 11/13/2021 THRU 12/03/2021
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:YES

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Resolutions

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CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	R21-56	
AGENDA TITLE	**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY AUTHORIZING THE WRITE OFF OF DOUBTFUL UTILITY ACCOUNT BALANCES**	
REQUESTING DEPARTMENT	Finance Department	
PRESENTER	Steven Craig, Finance Director	
FISCAL INFORMATION	Cost as recommended:	$17,230.55
	Budget Line Item:	600-60-77590 600-65-77590
	Balance Available:	$40,000
	New Appropriation Required:	[] Yes [X] No
PURPOSE	To write off uncollectible and bankrupt accounts to more accurately report accounts receivable.	
BACKGROUND	Doubtful accounts should be written off on a regular basis. The balances are from 2017.	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	
DEPARTMENT RECOMMENDATION	Recommend Approval	
REFERENCE DOCUMENTS ATTACHED	List of account numbers and amounts.	

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

December 13, 2021
RESOLUTION NUMBER
R21-56

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY AUTHORIZING THE WRITE OFF OF DOUBTFUL UTILITY ACCOUNT BALANCES

WHEREAS, The City of Grain Valley utility billing has accounts that will not be collected; and

WHEREAS, These accounts have been sent to collections or have filed for bankruptcy; and

WHEREAS, The city will still be able to accept payment should we receive monies for any of the accounts; and

WHEREAS, By writing off some of the very old uncollectable accounts we more accurately report the accounts receivable on the balance sheet.

NOW THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: Utility billing shall write off stale uncollectable accounts.

SECTION 2: Accounts to be written off are listed on the attached spreadsheet.

PASSED and APPROVED, via voice vote, (-) this __ Day of _____, 2021.

_____
Chuck Johnston
Mayor

ATTEST:

_____
Jamie Logan
City Clerk

Bad Debt Write-off - 2017

10-129600-04-0	$292.75
10-133700-07-0	$56.69
10-137750-09-0	$183.06
10-138900-07-0	$147.62
10-140400-08-0	$128.35
10-140900-07-0	$66.46
10-141600-11-0	$91.00
10-141700-11-0	$114.62
10-141800-04-0	$79.99
10-142100-09-0	$34.38
10-142300-08-0	$255.05
10-144100-04-0	$174.02
10-201900-06-0	$69.68
10-213900-02-0	$290.21
10-215400-05-0	$50.65
10-216310-04-0	$48.97
10-217200-10-0	$248.31
10-221200-11-0	$298.25
10-222200-09-0	$125.77
10-222200-10-0	$33.56
10-240600-06-0	$10.82
10-240600-07-0	$241.70
10-245200-08-0	$32.67
10-245700-06-0	$5.12
10-248300-11-0	$60.36
10-254180-02-0	$71.56
10-307500-02-0	$103.66
10-308900-00-0	$99.79
10-312400-03-0	$129.63
10-319900-00-0	$113.22
10-340700-10-0	$139.61
10-341500-09-0	$46.30
10-351000-06-0	$66.32
10-362000-14-0	$24.12
10-362611-03-0	$109.73
10-362630-09-0	$378.50
10-366900-11-0	$193.32
10-367000-01-0	$23.19
10-371310-13-0	$151.42
10-371350-14-0	$104.57
10-371390-09-0	$299.19
10-380000-05-0	$103.27
10-423300-02-0	$112.40
10-452300-04-0	$172.33
10-468100-05-0	$252.01

10-474190-01-0	$188.57
10-492700-02-0	$220.64
10-494800-08-0	$178.64
10-503580-06-0	$29.43
10-504560-04-0	$309.36
10-504630-08-0	$94.13
10-510400-00-0	$264.79
10-830190-05-0	$179.72
10-830240-06-0	$107.89
10-830320-08-0	$51.86
10-830360-06-0	$442.20
10-830370-04-0	$352.66
10-830400-07-0	$44.93
10-830550-04-0	$90.55
10-830800-06-0	$5.12
10-830890-08-0	$25.87
10-830940-02-0	$422.72
10-850380-01-0	$133.58
10-850610-05-0	$84.27
10-850730-01-0	$50.00
10-851130-01-0	$234.72
10-851431-03-0	$95.17
10-900030-07-0	$49.42
10-900040-11-0	$136.67
10-900200-08-0	$303.93
20-115090-05-0	$40.52
20-115090-06-0	$74.66
20-116700-05-0	$11.75
20-117000-10-0	$13.47
20-117500-17-0	$0.18
20-121600-15-0	$877.29
20-124300-02-0	$195.02
20-126100-09-0	$46.65
20-151291-04-0	$201.62
20-151621-02-0	$346.08
20-151650-06-0	$105.43
20-151650-07-0	$72.99
20-151661-03-0	$264.18
20-151681-04-0	$217.65
20-152660-14-0	$175.70
20-152670-09-0	$394.62
20-152680-11-0	$81.21
20-199430-06-0	$55.43
20-199800-07-0	$64.58
20-199900-13-0	$260.25
20-199920-11-0	$115.06
20-199930-10-0	$212.42

20-260940-04-0	$97.22
20-561910-04-0	$72.18
20-562000-07-0	$119.37
20-562000-08-0	$19.46
20-562200-01-0	$128.07
20-562760-09-0	$104.78
20-562860-07-0	$111.36
20-567722-01-0	$2.99
20-599010-10-0	$66.32
20-621690-02-0	$37.44
20-623110-01-0	$145.43
20-623350-02-0	$309.60
20-680750-01-0	$43.61
20-700890-04-0	$68.35
20-700980-05-0	$113.01
20-701080-05-0	$51.58
20-701180-13-0	$95.67
20-701220-09-0	$5.12
20-701420-10-0	$75.85
20-701510-13-0	$128.33
20-701540-08-0	$112.41
20-701550-10-0	$274.70
20-701690-08-0	$270.51
20-701780-09-0	$130.22
20-701960-04-0	$258.69
20-702100-10-0	$243.43
20-702220-03-0	$184.47
20-702310-08-0	$202.58

Total **$17,230.55**

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CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	R21-57	
AGENDA TITLE	**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI APPROVING AND AUTHORIZING EXECUTION OF NATIONAL OPIOID SETTLEMENT AGREEMENTS**	
REQUESTING DEPARTMENT	ADMINISTRATION	
PRESENTER	Ken Murphy, City Administrator	
FISCAL INFORMATION	Cost as recommended:	n/a
	Budget Line Item:	n/a
	Balance Available	n/a
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To allow the City of Grain Valley to opt into the national settlements related to the opioid epidemic.	
BACKGROUND	The State of Missouri entered into national settlement agreements with certain pharmaceutical supply chain entities currently facing litigation and investigation related to the opioid epidemic.	
SPECIAL NOTES	None	
ANALYSIS	Entering into the settlement agreement will allow the City to be eligible for a portion of the settlement amount allotted for the State of Missouri to use on opioid related items.	
PUBLIC INFORMATION PROCESS	None	
BOARD OR COMMISSION RECOMMENDATION	None	

DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

December 13, 2021

RESOLUTION NUMBER
R21-57

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI APPROVING AND AUTHORIZING EXECUTION OF NATIONAL OPIOID SETTLEMENT AGREEMENTS

WHEREAS, the residents of the City of Grain Valley, Missouri ("City") have been harmed by a national and state-wide opioid epidemic caused by fraudulent marketing and licit and illicit opioid use and distribution; and

WHEREAS, the City and the State of Missouri share a common desire to abate and alleviate the local impacts of the opioid epidemic in the City and throughout Missouri; and

WHEREAS, Missouri and other states have entered into national settlement agreements with certain pharmaceutical supply chain entities currently facing litigation and investigation relating to the opioid epidemic; and

WHEREAS, the City wishes to participate in the national settlement agreements; and

NOW THEREFORE, the Board of Aldermen of the City of Grain Valley, Missouri hereby approves and authorizes execution of the National Settlement Agreements, subject to the following terms and conditions:

SECTION 1:

Definitions

"J&J National Settlement" means a national settlement agreement with Johnson & Johnson and its related corporate entities concerning alleged misconduct in the manufacture, marketing, promotion, distribution, and dispensing of opioids.

"Distributor National Settlement" means a national settlement agreement with pharmaceutical distributors AmerisourceBergen, Cardinal Health, McKesson, and their related corporate entities concerning alleged misconduct in the marketing, promotion, distribution, and dispensing of opioids.

"National Settlements" refers collectively to the J&J National Settlement and the Distributor National Settlement.

"Settlement Funds" refers collectively to funds from the J&J National Settlement and the Distributor National Settlement.

"Settling Defendants" refers to the pharmaceutical supply chain entities who are parties to the J&J National Settlement and/or the Distributor National Settlement.

Execution of National Settlement Agreements

Upon passage of this resolution by the Board of Alderman, the City Administrator shall be authorized to execute the necessary documentation to join the J&J National Settlement and the Distributor National Settlement on behalf of the City. The City Administrator shall further be authorized to execute the documents necessary to join the National Settlements electronically by using Docusign.

The City acknowledges that the National Settlements require it to release its claims against the Settling Defendants as a condition of its participation and entitlement to Settlement Funds.

The City is further authorized to cooperate with the State to fulfill all requirements necessary to qualify the City for participation in the National Settlements and entitlement to Settlement Funds.

Applicability

This Resolution does not automatically apply to future national settlements with opioid manufacturer, distributor, or other opioid-related Defendants not named herein.

The City acknowledges that this Resolution does not excuse any requirements placed upon it by the terms of the National Settlement Agreements.

PASSED and APPROVED, via voice vote, (6-0) this 13th Day of December, 2021.

_____

Chuck Johnston
Mayor

ATTEST:

_____

Jamie Logan
City Clerk

CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	R21-58	
AGENDA TITLE	**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY ESTABLISHING THE NEED TO AMEND THE 2021 BUDGET**	
REQUESTING DEPARTMENT	Finance	
PRESENTER	Steven Craig, Finance Director	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	See Ordinance
	Balance Available:	N/A
	New Appropriation Required:	[X] Yes [ ] No
PURPOSE	To amend the current budget (2021) to more accurately reflect the actual revenues and expenditures.	
BACKGROUND	N/A	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	
REFERENCE DOCUMENTS ATTACHED	Resolution	

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

December 13, 2021

RESOLUTION NUMBER
R21-58

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI ESTABLISHING THE NEED TO AMEND THE 2021 BUDGET

WHEREAS, the Board of Aldermen of the City of Grain Valley adopted the Fiscal Year 2021 budget on November 23, 2020; and

WHEREAS, the Fiscal Year 2021 budget estimates the year's revenues and expenditures; and

WHEREAS, the 2021 Budget needs to be amended to more accurately reflect the actual revenues and expenditures at fiscal year-end.

NOW THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The Board of Aldermen recognize the need to amend the 2021 budget to more accurately reflect the actual revenues and expenditures.

PASSED and APPROVED, via voice vote, (-) this___Day of_____, 2021.

_____
Chuck Johnston
Mayor

ATTEST:

_____
Jamie Logan
City Clerk

CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	R21-59	
AGENDA TITLE	**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY ADOPTING THE UPDATED EMPLOYEE HANDBOOK**	
REQUESTING DEPARTMENT	ADMINISTRATION	
PRESENTER	Ken Murphy, City Administrator	
FISCAL INFORMATION	Cost as recommended:	Not Applicable
	Budget Line Item:	Not Applicable
	Balance Available	Not Applicable
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To update the Employee Handbook	
BACKGROUND	The current handbook was approved in August 2020.	
SPECIAL NOTES	None	
ANALYSIS	Employee Handbook is in accordance with the Police Officer and Sergeant Labor Agreements.	
PUBLIC INFORMATION PROCESS	Not applicable	
BOARD OR COMMISSION RECOMMENDATION	None	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	
REFERENCE DOCUMENTS ATTACHED	Resolution, Memorandum, Mark-Up and Clean Copy of Employee Handbook	

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

December 13, 2021

RESOLUTION NUMBER
R21-59

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY ADOPTING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Board of Aldermen of the City of Grain Valley, Missouri is required to provide employees with general policies, procedures and guidelines in compliance with Federal laws and State statues;

WHEREAS, the Board of Aldermen reserves the right to revise, delete and add to the provisions of the employee handbook;

WHEREAS, the Employee Handbook has been reviewed and updated by staff.

NOW THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The City of Grain Valley Employee Handbook attached is hereby approved and adopted.

PASSED and APPROVED, via voice vote, (____-___) this _____ Day of ____, 2021.

_____
Chuck Johnston
Mayor

ATTEST:

_____
Jamie Logan
City Clerk

CITY OF GRAIN VALLEY
MEMORANDUM

FROM: Khalilah Holland, Human Resources Administrator

TO: Mayor & Board of Aldermen

CC: Ken Murphy, City Administrator

DATE: December 13, 2021

SUBJECT: Employee Handbook Update

The Employee Handbook was reviewed and updated by Littler Law last year. The current handbook was approved by the Board of Aldermen in August 2020.

This year the Department Head team, Human Resources and City Administration reviewed and provided updates to the employee handbook. The following is a summary of the changes:

- Clarification of the Open Door Policy including the complaint procedure process
- Updating the reporting procedures under the Workplace Violence Policy
- Defining who and when employees will undergo random testing under the Substance Abuse Policy
- Adding the Employee Referral program
- Salary Adjustments will be merit-based in conjunction with the performance evaluation process
- Merging the Pay Rate Adjustments section into a new section titled Pay Practice Policy
- Renaming Pay Anniversary Dates to Pay Adjustment Dates
- Clarifying the request for Tuition Assistance
- Renaming Service Awards to Longevity Benefit and increasing the milestone anniversary benefit amount
- Adding the 50 Days of Fitness program
- Vacation and Sick leave accrual clarification
- Revising the Sick Leave Donation Policy
- Proposing the addition of the Juneteenth federal holiday
- Inserting employer notification by employee of Funeral Leave
- Including the Victims of Domestic or Sexual Violence Leave
- Defining Performance Management through the Employee Performance Review and Evaluation Procedures
- Edit to the Receipt of City of Grain Valley Employee Handbook

Staff has provided a mark-up and a clean version of the handbook.

Upon approval by the Board of Aldermen, an updated handbook will be provided to employees for review and acknowledgement.

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CITY OF GRAIN VALLEY

EMPLOYEE HANDBOOK

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WELCOME TO THE CITY OF GRAIN VALLEY!

We are excited to have you as part of our team. You were hired because we believe that you have the knowledge, skills, abilities, and character to contribute to the success of our City and share our commitment to being the best community in the Kansas City metropolitan area.

At the City of Grain Valley, we strive to provide the highest level of service to our residents, businesses, and visitors. The primary goal of the City of Grain Valley, and yours as one of its employees, is to live up to our mission statement in everything we do. We can only achieve this through hard work and commitment from every employee. You and every other employee are essential to our success in that endeavor.

We know that joining a new organization requires some adjustment; you will meet new people, work in different surroundings, and need to become familiar with new policies, procedures, practices and benefits. This employee handbook contains the key policies, goals, benefits, and expectations of the City of Grain Valley. You should use it as a ready reference as you pursue your career with us.

Welcome aboard! We look forward to working with you and wish you continued success.

PURPOSE OF EMPLOYEE HANDBOOK

This Handbook has been provided to communicate general policies and practices at the City of Grain Valley. While we follow the policies set out in this Handbook, the City of Grain Valley reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Handbook does not constitute a contract for employment or a guarantee of continued employment for any employee, and the policies shall apply to all City positions including management positions, unless otherwise specifically provided for. Except where some other standard is established under a collective bargaining agreement or individual employment contract, there is nothing in this Handbook or any other policy or communication that changes the fact that you are an "at will" employee.

This Handbook supersedes all previously published Employee Handbooks. Not all of the City of Grain Valley's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. It is your responsibility to read and understand all of the information contained in this Handbook. Any questions or concerns about this Employee Handbook or any other policy or procedure should be directed to your supervisor, Department Head, or Human Resources. The City Administrator shall be charged with the responsibility for the administration of these policies and procedures.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by the Constitution of the State of Missouri.

SECTION 1
PHILOSOPHY

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MISSION STATEMENT

MISSION STATEMENT	The mission of the City of Grain Valley is to provide residents, businesses and visitors with the highest level of service by providing professional municipal management in the areas of Public Safety, Parks & Recreation, Community and Economic Development, Water, Sewer, Transportation and the Stewardship of Public Funds.

OPEN DOOR POLICY

OPEN DOOR POLICY

We recognize that employees may have suggestions for improving our workplace, as well as informal complaints about the workplace. We all recognize that the accumulation of unspoken, unanswered problems, ~~grievances,~~informal complaints and questions can result in dissatisfaction and can affect the work environment. It is to everyone's advantage to bring these matters out in the open.

COMPLAINT PROCEDURE

If you have a suggestion, problem, or informal complaint, please review it with your supervisor~~,~~ or Department Head~~, or Human Resources~~ at the earliest possible time.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee~~'~~'s satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some City policies, such as the Equal Employment Opportunity Policy, Workplace Violence Policy, and other policies prohibiting discrimination, harassment, and retaliation contain specific reporting procedures that should be followed. Employees should utilize this Open Door policy for reports and ideas that are not addressed through the City's specific reporting procedures.

EMPLOYMENT AT WILL

DEFINITION	Your employment with the City of Grain Valley is on an "at will" basis, except where some other standard is established under a collective bargaining agreement or individual employment contract, signed by the Mayor. This means that your employment is for an indefinite period of time and may be terminated by you or the City of Grain Valley at any time, for any reason or for no reason, with or without cause or notice by the employee or by the City.
NOT AN EMPLOYMENT CONTRACT	Neither this Handbook nor any other City of Grain Valley communication, unless specified as an employment contract or agreement, creates an employment contract or limits the right to terminate at-will. No employee rights are conferred upon the City of Grain Valley by this Handbook; and its contents should not give rise and legitimize expectations of continued employment.

COLLECTIVE BARGAINING AGREEMENTS

REPRESENTED EMPLOYEES

Certain City employees are represented by a labor organization. For these represented groups (known as "bargaining units"), the City will endeavor in good faith to establish a collective bargaining agreement with the relevant labor organization. Where a collective bargaining agreement is in effect, it will serve as the primary source for establishing wages, benefits, and terms or conditions of employment for the individuals employed within the bargaining unit.

CONFLICTING PROVISIONS INVALID

If there is any conflict between this Handbook and a collective bargaining agreement, the provisions of the collective bargaining agreement will be controlling. If this Handbook provides greater or lesser benefits, or more or less favorable terms or conditions of employment than appear in a collective bargaining agreement, the differing provisions of this Handbook shall be inapplicable to employees in the bargaining unit, and the collective bargaining agreement will be controlling. However, to the extent provisions of this Handbook address topics not covered in a collective bargaining agreement, or provide further details about matters that are addressed in a collective bargaining agreement without creating any conflict, the provisions of this Handbook shall apply to represented employees on the same basis as they apply to all other City employees.

SECTION 2
COMMITMENT TO DIVERSITY

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EQUAL EMPLOYMENT OPPORTUNITY

INTRODUCTION	The City of Grain Valley is an equal opportunity employer committed to creating and maintaining a positive, productive work environment in which all employees are treated with dignity and respect, and have an equal opportunity to succeed.
POLICY	It is the City of Grain Valley's policy to prohibit discrimination and provide equal employment opportunities to all employees and applicants for employment without regard to any individual's legally-recognized status, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.
TERMS & CONDITIONS OF EMPLOYMENT	This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, job-related training, and compensation.

COMPLAINT PROCEDURE

Any employee who believes they have been harassed, discriminated against or subject to retaliation by a co-worker, supervisor, or any third party, including any vendor, sub-contractor, or customer, in violation of the foregoing policies, or who is aware of such harassment, discrimination of or retaliation against others, should immediately provide a written or verbal report to their supervisor, Department Head, or Human Resources to report such incidents. After a report is received, a thorough and objective investigation will be undertaken. The investigation will be completed and a determination made and communicated to the employee as soon as practical. The City expects all employees to fully cooperate with any investigation conducted by the City into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other City policies, and during the investigation, to keep matters related to the investigation confidential.

If we determine that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination prohibited by this policy. If a complaint of prohibited harassment, discrimination, or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another employee or by the City of Grain Valley for using this complaint procedure, reporting proscribed harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

An employee should report any retaliation prohibited by this policy to their supervisor, Department Head, or to Human Resources. Employees can contact Human Resources to report such incidents. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

POLICY

The City of Grain Valley is committed to providing a work environment that is free of prohibited harassment. As a result, the City maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, color, religion, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee''s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual''s body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

OTHER TYPES OF HARASSMENT

Harassment on the basis of any legally protected status is prohibited, including harassment based on: race, color, religion, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

EMPLOYEE AND THIRD PARTY HARASSMENT

The City's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee of the City, including supervisors, Department Heads, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, visitors, or any other individuals with whom you come in contact during the course of performing your duties for the City of Grain Valley. If such harassment occurs in the workplace by someone not employed by the City, the procedures in this policy should be followed. The workplace includes: actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), and City owned/controlled property.

REPORTING HARASSMENT

Any applicant or employee who believes they have been subjected to prohibited harassment or retaliation by a co-worker, supervisor, Department Head, agent, vendor, customer or other third party, or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are no longer affiliated with the City, or concern conduct occurring outside of work if it impacts the individual at work.

Complaints can be made verbally, or in writing, to any supervisor, Department Head, or to Human Resources. Employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters.

Employees are encouraged, but not required, to communicate to the offending person that the person's conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint of harassment or retaliation must immediately report the allegation to Human Resources.

INVESTIGATION AND RESPONSE

After a report is received, a thorough and objective investigation will promptly be undertaken. The City of Grain Valley will designate the person to lead the investigation. Depending on circumstances, the designated individual may be Human Resources, the City Administrator, or a third party.

The City of Grain Valley will take the necessary time to review and investigate your concerns. The investigation will be completed and a determination made and communicated to the employee as soon as practical. Any inquires about the status of your complaint should be directed to Human Resources

If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the City may take appropriate action to reinforce its commitment to providing a work environment free from harassment.

CONFIDENTIALITY

Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis.

MANAGER'S RESPONSIBILITY

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to Human Resources so they may be investigated and resolved in timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another employee or by the City of Grain Valley for using this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation, or believe that another individual has been subjected to retaliation, should report this concern to any supervisor, Department Head, or to Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the City may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

GOOD FAITH

The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. If it is determined, after investigating any complaint of harassment or unlawful discrimination, that the complaint was not made in good faith, or that an employee intentionally or recklessly provides false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

DISABILITY AND ACCOMMODATION

POLICY

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the City of Grain Valley will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

REASONABLE ACCOMMODATION

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the City receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The City will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the City and/or a direct threat to the health and/or safety of the individual or others, the City will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective.

The City will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

MEDICAL INFORMATION

Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

RELIGIOUS ACCOMMODATION

POLICY

The City of Grain Valley will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the City.

The City has developed an accommodation process to assist employees, supervisors, and Human Resources. Through this process, the City establishes a system of open communication between employees and the City to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. The City requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

SECTION 3
STANDARDS OF CONDUCT

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POLICIES AND PROCEDURES

POLICY MAKING AUTHORITY	The Board of Aldermen is the ultimate policy making authority for the City of Grain Valley in matters pertaining to Human Resource administration. Changes in Human Resource policies, compensation, classification plan, or fringe benefits shall not be effective unless formally approved by the Board of Aldermen via resolution or ordinance.
AMENDMENTS/ REVISIONS	This Handbook supersedes all previously published Handbooks. Amendments or revisions to the Handbook, as a result of operational necessity, federal or state law, or local ordinance, enactments, or revisions, shall be presented for adoption by the Board of Aldermen and will become effective replacing previous policy on such date as designated by the governing body.
HUMAN RESOURCES OFFICER	The City Administrator or designee serving as the Human Resources Administrator is responsible for the employment of all salaried and hourly personnel.
AUTHORITY OF CITY ADMINISTRATOR OR DEPARTMENT HEAD	The Policies and Procedures as outlined in this employee handbook shall not be construed as limiting in any way the power and authority of any City Administrator or Department Head to make departmental policies and regulations governing the conduct and performance of employees within that department when it relates to job-specific duties and regulations.
DEPARTMENT HEADS	Executive Management Team personnel are listed below, and are considered the appointing authority as defined in these policies and procedures: • City Administrator • Deputy City Administrator • Community Development Director • Finance Director • Parks & Recreation Director • Chief of Police
DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITIES	Department Heads are responsible for the appointment, performance recognition, promotion, transfer, or separation of employees, with the approval of the City Administrator and within the guidelines provided in these policies.

PARKS AND RECREATION	The Parks and Recreation Director will work closely with the Parks & Recreation Board, but will work under the direct guidance of the City Administrator, following all the personnel policies and procedures outlined in this manual.
EMPLOYEE RESPONSIBILITY	You are responsible for cooperating with Department Heads and other staff in a joint effort to attain the City~~'~~'s goals and objectives.

LEVELS OF SUPERVISION

INTRODUCTION	In order to ensure orderly operations within our organization it is important to follow the proper chain of command, via the City's current Organizational Chart, when questions or issues arise. The City's Organizational Chart can be obtained by contacting Human Resources.
QUESTIONS OR CONCERNS	Questions or concerns should be addressed with your Department Head and/or a member of the Executive Management Team initially. If questions or concerns still exist, the matter should be addressed with the City Administrator. Please note that some City policies, such as the Equal Employment Opportunity Policy, and other policies prohibiting discrimination, harassment, and retaliation contain specific reporting procedures that should be followed. Employees should utilize this policy for questions or concerns that are not addressed through the City's specific reporting procedures.

ETHICAL COOPERATION

INTRODUCTION	The City of Grain Valley strongly promotes and practices ethical cooperation in its daily activities with all employees, clients, and suppliers.
DEFINITION	Ethical cooperation is defined as employees cooperating with other employees, clients and suppliers in an ethical and friendly manner that consistently meet or exceed the Citizens' of Grain Valley's expectations. It also means that we treat each other with respect.
FAILURE TO COMPLY	Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

CODE OF ETHICS

INTRODUCTION	This Code of Ethics sets forth the high ethical standards that you and all others representing the City of Grain Valley are to maintain while conducting the business of the City of Grain Valley.
EXPECTATIONS	You and other City of Grain Valley representatives are expected to: 1. Assure compliance with laws and regulations that govern the City of Grain Valley's business activities. 2. Foster a standard of conduct that reflects positively on the City of Grain Valley and its employees. 3. Protect the City of Grain Valley from financial loss. 4. Promote an atmosphere and attitude of harmony, cooperation and understanding among all personnel of the City of Grain Valley. 5. Establish the rights and obligations of each person in order to minimize misunderstandings between the City of Grain Valley and the employees. 6. Preserve a professional atmosphere in which personal integrity and dignity are not compromised, as well as set forth the high expectations we have for employee performance and conduct.
SALE OF GOODS OR SERVICES	You shall not, in your official capacity, assist in the sale of any goods or services to be used for advertising purposes.
GIFTS, GRATUITIES OR LOANS	You shall not accept gifts, gratuities, or loans for any amount or worth from organizations, business concerns, or individuals with whom an official relationship exists.
IF IN DIRECT CONTACT WITH THE PUBLIC	If you are in direct contact with the public, you must guard against any relationship, which might be construed as evidence of favoritism, coercion, unfair advantage, or secret agreement.
SOCIAL COURTESIES	These limitations are not intended to prohibit employees from accepting social courtesies, which prompt good public relations.

PROPRIETARY AND CONFIDENTIAL MATERIALS

POLICY	Due to the nature of the City of Grain Valley's business, the City absolutely must be able to place trust in you that you will not, at any time, divulge any confidential information you have learned during the course of your employment with the City to any third person, or business. Accordingly, in no event should employees disclose or reveal confidential information within or outside the City without proper authorization or purpose. Confidential information includes information and records that may be designated as "closed records" under Missouri Revised Statute § 610.021, unless such information has otherwise been designated as an open record by the City of Grain Valley. However, confidential information does not include information about employee wages, hours, working conditions, or other terms or conditions of employment, when such information is shared and/or used by employees for the purpose of engaging in concerted protected activities. The City of Grain Valley must insist that at no time may you make any copies of any confidential information utilized as an employee of the City of Grain Valley. In applicable situations where you will be handling highly confidential material, you will be required to sign a confidentiality agreement which will then be permanently placed in your personnel file located in Human Resources.
UPON TERMINATION OR RESIGNATION	Upon termination of your employment with the City of Grain Valley, or at any other time upon the City of Grain Valley's request, you must return all documents and information (both in electronic and paper format) in any way related to confidential information, the business and the customers of the City of Grain Valley. Please refer to Sections 3, 4 & 5 of this Handbook for further clarification regarding City property.
FAILURE TO COMPLY	Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.
RECOVERING DAMAGES	The City of Grain Valley reserves its right to take any further action necessary to recover damages resulting from the disclosure or use of, or to preserve the integrity of, such confidential information.

CODE OF CONDUCT

INTRODUCTION

Conduct that interferes with operations, discredits the City of Grain Valley, or is offensive to fellow employees or third parties will not be tolerated.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but provided below is a list of examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion or termination of employment. The reasons listed below should not be taken as limiting in any way the City of Grain Valley's discretion to discipline or terminate the employment of any employee for a reasons not listed.

CAUSES FOR CORRECTIVE ACTION

You shall not:

1. Have a direct financial interest in any contract with the City, or be directly financially interested, in the sale to the City of any material, supplies, equipment, or services.
2. Engage in any business or transaction, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of your official duties in the public interest or would tend to impair your independence of judgment or action in the performance of your official duties.
3. As personnel authorized to approve surplus City property be allowed to bid on property to be itemized as surplus from your department.
4. Fail to disclose to a Department Head the nature and the extent of any financial or other private interest in any proposed City legislation.
5. Accept any valuable gift, whether in the form of service, loan, promise, or any other form, from any person which, to your knowledge, is interested, directly or indirectly, in any matter whatsoever, in business dealings with the City.
6. Disclose information, the disclosure of which would be detrimental to the City, nor shall you use such information to advance the financial or other private interests of yourself or others.
7. Engage in or accept private employment, or render services for a private interest, when such employment or service is incompatible with the proper discharge of your official duties.
8. Sell or barter anything to the City, or to a contractor to be supplied to the City, or make any contract with the City, or purchase anything from the City other than those things, which the City offers generally to the public and then only on the same terms as are offered to the public.
9. Continue in such position after filing for election to any Grain Valley municipal office and/or appointed committee, commission or board.

CAUSES FOR CORRECTIVE ACTION (CONTINUED)

10. Directly or indirectly, solicit, receive or be of any manner concerned in soliciting, obtaining, or receiving any monetary contribution or assistance, financial, or otherwise, for any political purpose whatsoever from any officer or employee of the City.
11. Possess, distribute, sell, transfer, or use or be under the influence of alcohol or illegal drugs in the workplace or while on duty;
12. Steal, regardless of amount or value.
13. Possess illegally, remove, or attempt to remove property that belongs to the City of Grain Valley, its employees, and/or customers.
14. Behave dishonestly, including falsification of employment application, employment information, or other records kept in the normal course of business (regardless of when such dishonesty or falsification is discovered).
15. Engage in fighting or physical violence towards a Department Head, supervisor, fellow employee, customer, guest or other visitor, or otherwise engage in fighting or physical violence while on duty.
16. Complete someone else's time record (unless as directed in this Handbook) or falsify any time record, whether yours or another employee's.
17. Destroy, misuse, abuse, or deliberately or carelessly damage any City property or the property of any City employee or customer.
18. Engage in harassment or discrimination or otherwise use abusive, violent, or threatening or vulgar language of any kind.
19. Engage in horseplay or any other conduct that could cause harm to another person or property.
20. Abandon your job, i.e., leaving the work site while on duty, without obtaining permission to do so.
21. Breach confidentiality or otherwise commit a fraudulent act or intentional breach of trust under any circumstances.
22. Abuse or misuse City of Grain Valley telephones at any time or personal cell phones during work hours.
23. Smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping), except in approved areas.
24. Play a television, radio, or any other noise-making device so that it may interfere with duties at any time.
25. Fail to wear the proper attire, or fail to keep it or yourself neat and clean.
26. Create or contribute to unclean, unsanitary or unhealthy conditions, by action or inaction.
27. Have excessive absences, display absenteeism, or abuse or misuse approved leave.
28. Fail to properly notify your Department Head and/or supervisor of an anticipated tardiness, absence, or leave.
29. Violate any safety, health, or security policies, rules, or procedures of the City.
30. Engage in any abusive treatment of customers or others having business with the City of Grain Valley.
31. Make malicious or false statements about the City of Grain Valley, its customers or employees.

WORKPLACE VIOLENCE POLICY

PURPOSE	The safety and security of employees is of vital importance to the City of Grain Valley. Therefore, the City has adopted a zero-tolerance policy concerning workplace violence.
POLICY	Threats or acts of violence – including intimidation, bullying, physical or mental abuse and/or coercion – that involve or affect City employees or that occur on City premises, will not be tolerated. The prohibition against threats and acts of violence applies to all persons involved in the operation of the City, including, but not limited to, City employees, supervisors, Department Heads, and other personnel, contractors, customers, vendors, and visitors. Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.
REPORTING PROCEDURE	Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to your supervisor ~~or~~, Department Head, or Human Resources. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.
CONFIDENTIALITY	All reports of work-related threats will be kept confidential to the extent possible, investigated and documented.
EMPLOYEE RESPONSIBILITY	You are expected to report and participate in an investigation of any suspected or actual cases of workplace violence, and will not be subjected to disciplinary consequences for such reports or cooperation.
FAILURE TO REPORT	Violations of this policy, including your failure to report or fully cooperate in the City's investigation, may result in disciplinary action, up to and including termination.

SUBSTANCE ABUSE POLICY

POLICY

The City of Grain Valley strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, the City of Grain Valley has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or nonprescribed prescription drugs and alcohol.

Please note that the City is required to comply with certain government mandated testing under U.S. Department of Transportation ("DOT") drug and alcohol rules and comparable state laws with respect to certain applicants and employees. The City has implemented this Substance Abuse Policy independent of those rules. Applicants and employees who are subject to government mandated testing and federal and state DOT drug and alcohol rules must comply with this Policy as well as the City's requirements under any such federal or state rules, including the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse.

PROHIBITED CONDUCT	The City of Grain Valley prohibits the use, possession, sale, attempted sale, purchase, attempted purchase, transfer, manufacture, and/or distribution of illegal drugs or other unlawful intoxicants, and/or drug-related paraphernalia on City of Grain Valley premises or while performing duties for the City of Grain Valley while away from City of Grain Valley premises, and/or during working hours. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. This includes prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore the use of marijuana and marijuana products is prohibited by this policy. The City will accommodate individuals who are medically certified to use marijuana to the extent permitted by law, but in no case may an employee use or possess marijuana or marijuana products at work or during work time or work while impaired. The City of Grain Valley also prohibits employees from using, possessing, distributing, or dispensing of alcohol while at work or during work time and from coming onto the City of Grain Valley's premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.
USE OF LEGAL AND PRESCRIPTION DRUGS	You may continue to work for the City of Grain Valley while taking lawfully prescribed drugs at the direction of a doctor for the treatment of an illness or over the counter drugs used for the purposes and in the manner intended, provided the medication does not adversely affect your ability to perform your work in a safe and efficient manner.
EMPLOYEE RESPONSIBILITY	An employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor, Department Head, or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.
CITY OF GRAIN VALLEY'S RESPONSIBILITY	If you are receiving legal medication, the City of Grain Valley has the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to perform safely. The City will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

CONVICTION OR PROBATION UNDER A CRIMINAL DRUG LAW	You must notify your supervisor or Department Head within five (5) days of any conviction or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance.
FAILURE TO REPORT	Failure to report a conviction or guilty plea may result in disciplinary action, up to and including termination.
OFF THE JOB ILLEGAL DRUG USE, POSSESSION, AND/OR SALE	Off-the-job illegal drug use, possession, sale or other such activity may be deemed a violation of this policy and could result in disciplinary action, up to and including termination of employment. In deciding the appropriate disciplinary action to take, the City of Grain Valley may take into consideration the nature of the activity charged, your total record with the City of Grain Valley, and other factors deemed relevant by the City for the protection of its employees and operations.
TESTING OF EMPLOYEES	The City of Grain Valley may conduct testing of employees based on the circumstances noted below.
REFUSAL TO PARTICIPATE	Refusal to participate in such testing may result in disciplinary action, up to and including termination of employment.
REASONABLE SUSPICION TESTING REASONABLE SUSPICION	Whenever the City of Grain Valley has a reasonable suspicion that you have violated this policy, the City may require you to submit to a drug/alcohol test as a condition of employment. "Reasonable suspicion" means a belief that you have used, or are using, drugs/alcohol in violation of the policy of the City of Grain Valley, based upon such factors as, but not limited to: 1. Observable signs, whether directly or indirectly, such as: o the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or o drug or alcohol use while at work or on duty. 2. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated. 3. Evidence that you have tampered with a drug or alcohol test during your employment with the City of Grain Valley. 4. Evidence that you are involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on City of Grain Valley premises or operating a vehicle, machinery or equipment of the City of Grain Valley.

POST-ACCIDENT TESTING	The City of Grain Valley requires you to undergo drug or alcohol testing if you have been involved in a work-related accident that causes a serious injury or property damage.
WORKER'S COMPENSATION	If you test positive for the presence of controlled substances, alcohol, illegal drugs, or illegally used chemicals, you may not be eligible for worker's compensation unless you prove that the substances, alcohol, illegal drugs, or illegally used chemicals were not the proximate cause of the injury or accident.
RANDOM TESTING	The City of Grain Valley may also institute random testing in accordance with this policy. "Random testing," means a mechanism for selection of employees for testing that result in an equal probability that any employee from a group of employees will be tested, and which does not give the City discretion to waive the selection of an employee selected by this random selection method. Employees who have significant driving responsibilities related to their position will be randomly selected throughout the year. Upon notification, the employee will immediately undergo the random drug test at the designated testing facility.
SCHEDULED, PERIODIC TESTING	In addition, the City may conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or work groups. Normally, such testing will not be scheduled more often than annually.
POST-REHABILITATION TESTING	The City of Grain Valley may require an employee to undergo drug or alcohol testing without prior notice for a period of up to two (2) years commencing with the employee's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program under an employee benefit plan or at the request of the City.

SUBSTANCES THAT MAY BE TESTED	You may be tested for your use of alcohol (ethyl alcohol or ethanol), and for your use of commonly-abused controlled substances, which (at the present time) include: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methaqualone, Opiates, Phencyclidine (PCP), hallucinogens, synthetic narcotics, designer drugs, or any metabolite of any of the substances listed above. Because the listing of all possible drugs of abuse is quite lengthy, and changes from time to time, you can request a listing of all substances to be tested from the testing laboratory at the time of the test.
TESTING METHODS	All testing will be conducted by a licensed independent medical laboratory that will follow applicable testing standards. Testing will be conducted on a blood, saliva, urine or hair sample provided by you to the testing laboratory under procedures established by the laboratory to ensure your privacy and chain of custody requirements, while protecting against tampering/alteration of the test results.
PAID EXPENSES	The City of Grain Valley will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy. The testing lab will retain samples in accordance with applicable law, so that you may request a retest of the sample at your own expense if you disagree with the test result.
FAILURE TO COMPLY	If you refuse to take the test as requested under this policy, you will be subject to disciplinary action, up to and including termination of employment.
UNEMPLOYMENT COMPENSATION	Under applicable law, your refusal to take a lawfully requested drug/alcohol test, or testing positive on such a test, may constitute "misconduct" within the meaning of unemployment compensation laws and may disqualify an individual from receipt of unemployment compensation.
TESTING POSITIVE	If you test positive on an initial screening test, you may be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, you may be subject to disciplinary action, up to and including termination of employment.

RIGHT TO REVIEW RECORDS	You have a right to obtain copies of all test results from the testing laboratory, or from the City of Grain Valley, and should submit all such requests to Human Resources in writing.
RETESTING	If you disagree with the test results, you may request that the testing laboratory repeat the test. Such repeat test shall be at your expense, unless the repeat test overturns the original report of the laboratory, in which case the City of Grain Valley will reimburse you for the costs incurred for the retest.

RIGHT TO EXPLAIN TEST RESULTS	You have the right to meet with the testing laboratory personnel and with the City of Grain Valley to explain your test results. These discussions shall be considered confidential except information disclosed in such tests may be communicated to personnel within the City of Grain Valley or within the laboratory who need to know in order to make proper decisions regarding the test results or regarding your employment.
EMPLOYEE ASSISTANCE PROGRAM	You will be reminded of the availability of the Employee Assistance ("EAP") Program at the time that the City of Grain Valley provides you with positive drug/alcohol test results. The existence or your use of the EAP does not constitute any guarantee of continued employment with the City of Grain Valley.
CONFIDENTIALITY	All records concerning test results will be kept separately from your personnel file. These test records cannot be used in any criminal or civil proceeding, except where such action has been brought by the City of Grain Valley or involves a suit between you and the City of Grain Valley, unless the records have been ordered released in accordance with a valid court order. The records cannot be disclosed to any other person by the City of Grain Valley, in the absence of a court order, except where you have signed a release that specifically authorizes the City of Grain Valley to disclose such records to the requesting person. Except where testing is done as a part of a routine physical examination, testing laboratories may conduct testing only for substances listed above, and may not conduct general testing related to your medical condition(s) unrelated to drug/alcohol usage.

CONFLICT OF INTEREST

POLICY	The City has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the City of Grain Valley to adhere to the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact your supervisor, Department Head, or Human Resources.
DEFINITION	A conflict of interest occurs when the interest of an employee or another outside party actually or potentially affects the City in a negative way. Employees may not use their positions for personal benefit, for the benefit of friends or relatives, or to further any outside interests or personal agenda. Employees should at all times avoid the substance or appearance of a conflict of interest in their personal affairs and their work at the City.
DISCLOSURE	You are required to disclose in writing any real or potential conflict of interest to your supervisor, Department Head, or Human Resources
FAILURE TO COMPLY	Failure to disclose a conflict or potential conflict may lead to disciplinary action, up to and including termination of employment.

INDEMNIFICATION

INTRODUCTION	The City of Grain Valley recognizes it employs individuals in positions that may subject them to civil or administrative court actions in which they can be personally named. In such instances where you are named individually in a civil or administrative action while having served in your official capacity, the City will provide your legal representation. Further, should they be awarded, the City will not hold you accountable or responsible for punitive and/or exemplary damages in such cases.
POLICY	In the event any judgment for punitive or exemplary damages is obtained against any officer or employee, as an individual, of the City of Grain Valley, Missouri, the said City of Grain Valley, Missouri, shall reimburse and hold said officer or employee totally and completely harmless from said punitive or exemplary damage award. *(City of Grain Valley Municipal Code Section 115.075)*
DISCLOSURE	Upon your knowledge of such action in which you are personally named as a party in a legal proceeding in connection with your performance and/or duties in your official position with the City, you are to immediately report such action to your Department Head, Human Resources, or the City Administrator.
COOPERATION	As a City of Grain Valley employee, you are expected to cooperate fully with City administration, legal counsel and/or any other entity involved in said legal proceedings including, but not limited to, disclosure of any and all information known by you with regard to the issues related thereto. Should you have questions related to the City's expectations of you as a City employee, please contact the City Administrator or Human Resources.

CONTACT WITH THE MEDIA

POLICY

To ensure that the City of Grain Valley communicates with the media in a consistent, timely and professional manner about matters related to the City, you should notify the City Administrator that you have been contacted by the media whenever you are asked to speak on behalf of the City so that the City knows that a media inquiry has been made. Do not respond to media inquiries on the City's behalf without authorization. This rule does not prevent you from speaking with the media, but you should not attempt to speak on behalf of the City unless you have specifically been authorized to do so by the City.

SECTION 4
GENERAL EMPLOYMENT POLICIES

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OUTSIDE EMPLOYMENT

INTRODUCTION	The City respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth in this Handbook or adversely affect the employee's ability to perform their job. An example of an activity that might adversely affect an employee's ability to perform their job duties is outside employment.
POLICY	While the City does not prohibit employees from holding other jobs, the following types of outside employment are generally prohibited (to the extent allowed under applicable law): • Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest; • Employment that impairs or has a detrimental effect on the employee's work performance with the City; • Employment that requires employees to conduct work or related activities during working times or using any of the City's tools, materials or equipment; and • Employment that directly or indirectly competes with the business or the interests of the City. For the purposes of this policy, self-employment is considered outside employment.
DISCIPLINARY ACTIONS	If secondary employment interferes with satisfactory performance and/or makes it impossible for an employee to carry out any or all job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

VISITORS

POLICY	While we encourage a family-friendly work environment, guests of City employees not on official business are to keep visitation brief. Due to workplace interruptions and potential security or confidentiality issues, no former employees are allowed in work areas if present for non-official business.
NO SOLICITATION	Individuals, such as sales people and solicitors, who stop in unannounced will be asked to leave their information and/or to call to make an appointment.
FOR ADDITIONAL INFORMATION	Your supervisor, Department Head, or Human Resources can provide you guidance if this policy is unclear.

ROMANTIC RELATIONSHIPS IN THE WORKPLACE

POLICY	The City of Grain Valley will not take any adverse employment action against any employee for engaging in romantic relationships during nonworking hours away from City premises. However, the City will consider such relationships when they affect an employee's job performance, occur during working time or on City premises, or pose a danger of a conflict of interest. As such, employees who enter into a romantic relationship must ensure the relationship does not affect responsibilities, work environments, or other colleagues in the organization. If two employees enter into a romantic relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms and conditions of employment of the other individual. In other cases where a conflict or danger of conflict arises, even if there is no supervisor relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the City.
DISCLOSURE	To avoid any conflict or potential or perceived conflict of interest, City of Grain Valley employees who enter into a romantic relationship are required to disclose any such relationship to their supervisor, Department Head, or Human Resources. Additionally, both parties will be required to sign an acknowledgement statement confirming the relationship is voluntary and will not interfere in any way with the work of the employee or the work of other City employees.
FAILURE TO COMPLY	Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

CITY OF GRAIN VALLEY PROPERTY

YOUR RESPONSIBILITY

As a requirement of your job, you may receive property owned by the City of Grain Valley.

You are expected to take care of all City owned property assigned to you. You should notify your supervisor or Department Head if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

FAILURE TO PROPERLY CARE FOR EQUIPMENT

Failure to care properly for equipment could result in payroll deductions to cover the cost of the equipment as well as disciplinary action.

PROPERTY

Property includes, but is not limited to:

- Credit, facility access and City employee identification cards
- City structures, equipment and property
- Vehicles and operational equipment
- Facility, vehicle or equipment keys
- City issued electronic devices including cell phones and Ipads
- Paper or electronic copies of City documents including your personnel or medical file
- Office equipment, supplies and furniture
- Apparel or equipment rented or purchased by the City for use in your official capacity

UPON TERMINATION OR RESIGNATION

All City of Grain Valley property must be returned to your supervisor, Department Head, or Human Resources before leaving employment with the City of Grain Valley. Failure to do so may result in in payroll deductions to cover the cost of the property or equipment.

IDENTIFICATION BADGE

A City of Grain Valley identification (ID) badge with your name, photo, employee number and department will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas, as needed. Consult with your Department Head on whether your ID badge will need to be visible during working hours.

If your identification badge is lost or stolen, you are required to obtain a replacement ID badge. A fee of ten dollars ($10.00) will be assessed for all replacement badges. Lost or stolen cards must be reported to your supervisor immediately. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon separation of employment, employees are required to return ID badges to Human Resources before receipt of their last paycheck.

USE OF CITY OR PERSONAL VEHICLES

INTRODUCTION

Employee positions requiring driving duties in City of Grain Valley and/or personal vehicles must comply with policies set out below.

Please Note: This policy applies while you are on duty and after your shift ends if you are still on City of Grain Valley property or business.

POLICY

1. City of Grain Valley provided vehicles are not authorized for personal use unless previously approved by the Board of Aldermen and in accordance with IRS regulations.
2. Only approved City of Grain Valley employees are allowed to drive City owned vehicles and/or equipment. Completion of appropriate training, in accordance with the City's Loss Control Program, is required prior to an employee's operation of vehicles and/or equipment.
3. Personal and City-supplied cellular telephones are not to be used while driving. This includes the use of a cellular phone for texting, emailing, or use of the internet.
4. Other than commissioned police officers on duty, employees are prohibited from carrying any firearm or weapon in any City-owned or provided vehicle.
5. Refrain from smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping) in all City vehicles.
6. Maintain a valid driver's license
7. Maintain and be prepared to provide proof of valid liability and property insurance on a privately owned vehicle with limits as specified by applicable state requirements.
8. Wear seat belts at all times when driving.
9. Consent to motor vehicle (MVR) checks.
10. Abide by all traffic and safety regulations, laws, and ordinances while driving within your official capacity.
11. Drive courteously and practice defensive driving techniques.
12. Do not drive City vehicles or personal vehicles while on duty after having consumed alcohol and/or drugs, including legal drugs.
13. All accidents and citations, no matter how minor, must be reported immediately and in writing to your supervisor, Department Head or Human Resources.

TICKETS AND TRAFFIC CITATIONS

The City of Grain Valley is not responsible for tickets or other traffic citations incurred by you while on City of Grain Valley business.

Accidents and traffic citations, no matter how minor, must be reported immediately.

PERSONAL VEHICLES	Use of a private vehicle for City of Grain Valley business will be allowed when a City owned vehicle is not available, and upon the approval of your Department Head or their designee.
REIMBURSEMENT FOR PERSONAL VEHICLES	When you utilize your personal vehicle for City of Grain Valley business, you will be reimbursed for business mileage at the current rate as stipulated by the U.S. General Services Administration ("GSA"). Odometer reading or MapQuest mileage documentation is required for mileage reimbursement. Reimbursement will be provided if the expenses are submitted in a timely manner and with appropriate documentation (i.e., GoogleMaps) for reimbursement. Please contact your supervisor, Department Head, or the Finance Department for the appropriate form and procedure. City of Grain Valley reimburses for mileage and does not allow purchases of gasoline on City of Grain Valley credit cards or the reimbursement of personal purchases of fuel unless pre-approved by your Department Head or City Administrator.
MILEAGE FROM HOME OR THE OFFICE	Mileage from home may be calculated into travel if the event would not normally bring you to the office first. If you begin travel from City of Grain Valley property, then mileage will be calculated from that point to your destination.
OUT OF STATE TRAINING	If you choose to drive your personal vehicle for an out-of-state training or meeting, you must submit a request for such alternate travel with documentation of comparable travel costs by air, train or bus. This rate, or cost, should be obtained from a travel agent such as Expedia.com, another travel site, or directly from the public transportation provider. You must seek the most economical rate possible when comparing public transportation cost. You must submit a copy of the proposed cost and attach it to the request for out-of-state mileage reimbursement. Upon approval of the travel request, you will be reimbursed at the lower or comparable amount between reimbursement for actual miles traveled or the cost of public transportation.

TRAVEL POLICY

PURPOSE	The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for employees conducting business on behalf of the City of Grain Valley. The list of allowable expenditures is intended to cover all reasonable and necessary travel costs, while providing the lowest and best cost of travel for the City.
TRAVEL DAYS	Attendees to conferences beginning before 3:00 p.m., or which include trade shows, pre-conference seminars and exhibits, may travel the day immediately prior to the conference. Same day travel is required for conferences that begin after 3:00 p.m. Same day return travel from conferences ending before 3:00 p.m. is required. Attendees to conferences ending after 3:00 p.m. may return the following day.
ALLOWABLE EXPENDITURES WITHIN THE KANSAS CITY METROPOLITAN AREA	Mileage expense to work related functions will be reimbursed at the current U.S. General Services Administration ("GSA") standard mileage rates. This applies only when you use your personal vehicle for City of Grain Valley business because a City vehicle was not available or you are not authorized to operate a City vehicle. Meals will not be reimbursed when the function is within the Kansas City Metropolitan area, and overnight travel is not required per restrictions set by the Internal Revenue Service ("IRS"). Luncheon seminars or professional organization meetings will be paid at actual cost, which may be in excess of the meal allowance, when supported by a copy of the meeting agenda or paid receipt.
TRAVEL AUTHORIZATION	For travel made while on City business, you must complete a "Travel Request/Expense Report" which must be approved by the appropriate supervisor and Department Head or the City Administrator prior to travel.
RECEIPTS	You will be reimbursed for business travel when receipts are attached to a Travel Request/Expense Report form and approved by the supervisor and Department Head.

AIRFARE	Authorization will be given for the most economical flight available to and from the pre-authorized destination. All airline tickets should be ordered at least thirty (30) days in advance to secure the lowest fare available. When purchasing airfares, you should check with multiple travel agencies and airlines to secure the best rate.
LODGING	Lodging will be paid for the nights you are on City of Grain Valley business, including travel days. Payment arrangement with the lodging establishment is required prior to your departure via your Department Head's written approval. When making reservations for lodging, inquiries should be made about governmental discounts; however, the lowest quoted price should be utilized. Lodging generally includes the cost of a single room, taxes and governmental charges, but does not include any personal items such as movies, mini-bar purchases, alcoholic beverages, etc. The employee is required to provide a tax-exempt letter to the lodging establishment. An itemized check out receipt is required for submittal to the City of Grain Valley upon return. Check out times will be followed as the City will only pay for lodging per the policy set forth.
LODGING EXPENSE FOR NON-CITY EMPLOYEES	You are required to report all guests accompanying you in travel related to the business of the City of Grain Valley. If you choose to take guests with you on a business related trip, the City of Grain Valley will cover only your expenses. This includes, but is not limited to, double occupancy fees. The City of Grain Valley is not legally responsible for the health or wellbeing of guests you choose to include in your business travels.

MEALS	Meals will be paid based on the per diem rate as outlined by the GSA. Information regarding GSA per diem can be found at www.gsa.gov/mie. Employees should request the current meal request spreadsheet for reimbursement. According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours. (Please see FTR §301-11.101). This policy of 75% of the prescribed meals also applies to the first and last calendar day of travel. To accommodate those traveling overnight that includes a partial day or days, GSA breaks down per diem by meals to include tips. Meals will not be reimbursed when the function is within the Kansas City Metropolitan area, and overnight travel is not required per restrictions set by the Internal Revenue Service ("IRS"). Any meals that are included with a registration should be deducted from the per diem amount. Banquets will be paid at actual cost with a paid receipt, in place of the meal allowance amount.
OTHER REIMBURSABLE EXPENSES	The following charges must be listed on an itemized receipt and attached to a travel expense report: 1. Taxi or Shuttle, or other car or ridesharing services (i.e. Uber, Lyft, etc.) to or from airports, hotels/motels and Convention centers are allowable expenses. 2. Parking and Toll Fees for business activities are allowable expenses. 3. Tips for personal services in a reasonable and customary amount are allowable. 4. Car Rental – expenses are allowable only if adequate local mass transportation is not available and the cost for taxi service exceeds the car rental fees. 5. Conference Attendance – conference details must be included with any request for reimbursement.
FALSIFICATION	Falsification of travel records, receipts, mileage logs, or any other expense reimbursement reports is considered theft and will result in disciplinary action up to and including termination of employment.

CREDIT CARDS

INTRODUCTION

The City of Grain Valley will issue credit cards to certain employees for use related to their jobs.

Use of City of Grain Valley-issued credit cards is a privilege, which the City may withdraw in the event of serious or repeated abuse. At the discretion of your Department Head and/or the City Administrator, you may also face disciplinary action up to and including termination of employment for the misuse of City issued credit cards.

PROHIBITED USE

The following uses are prohibited with City issued credit cards:

1. Personal purchases.
2. For non-official City business of any kind.
3. Unauthorized purchases.
4. The purchase of alcohol, drugs or any illegal substance or act.

ACCEPTED USE

The following uses/purchases are accepted with City issued credit cards:

1. Purchases and/or expenses incurred for City business in conjunction with the employee's job duties.
2. Authorized purchases as approved by the Department Head or City Administrator as outlined in the City's Purchasing Policy.

UNAUTHORIZED TRANSACTIONS

If you use a City of Grain Valley credit card for any other type of unauthorized transaction in violation of this policy (i.e. incurs financial liability on the City of Grain Valley's part) that is not within the scope of your duties or your authorization to make business-related purchases; the cost of such purchase(s) or transaction will be your financial responsibility. Any employee who violates this policy will be expected to reimburse the City of Grain Valley directly or through payroll deductions to cover the full amount of any unauthorized purchases and/or transactions.

The City reserves the right to take legal action against employees who incur financial liability as a result of any violations of this policy.

DEDUCTIONS

Deductions will be in the amount of the unauthorized purchase(s). If a deduction for such amount would take you below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take your pay below minimum wage for any workweek involved, but will fully recover the amount of the charges incurred.

PROTECTION OF CARD	The credit card should always be protected. It should be kept in a secure location. The only person authorized to use the credit card is the cardholder whose name appears on the face of the card. No other employee may use another employee's City-issued credit card for any business-related purchases without the express authorization of the authorized cardholder.
RECEIPTS	Receipts for credit card expenses must be provided to the accounts payable department within seven (7) days of purchase.
LOST OR STOLEN CREDIT CARDS	You must report lost or stolen credit cards to the accounts payable department and your Department Head immediately. Failure to properly report a lost or stolen credit card may result in the employee being liable for any unauthorized transactions or purchases made following the loss or theft of the credit card.
FAILURE TO COMPLY	In addition to financial responsibility and liability for any unauthorized transactions and/or purchases made in violation of this policy, employees may also be subject to disciplinary action up to and including termination of employment.

TELECOMMUTING POLICY

INTRODUCTION

The City of Grain Valley strives to establish work arrangements that provide employees with increased flexibility with their work location, hours of work and/or days worked. These arrangements serve the dual purpose of allowing employees to address the needs of their personal obligations while also allowing the City to maintain a progressive and productive work environment.

POLICY

This Policy outlines parameters and procedures associated with any City approved telecommuting arrangement. If any provision contained in this Policy conflicts with any federal, state or local law, rule or regulation, said law, rule or regulation shall control. Telecommuting allows an employee to regularly perform some or all assigned duties at home or another location. This may involve the use of telecommunications (i.e., cellular phones, faxes, internet access, etc.) or computer technologies.

Please note that this policy does not apply to employee requests for reasonable accommodation due to a medical condition covered by the Americans with Disabilities Act (ADA) or any other applicable federal, state or local law, rule or regulation. The City's established procedures for handling such requests should be utilized pursuant to the Reasonable Accommodation Policy.

AUTHORIZATION

Typically, employees will be considered for telecommuting arrangements on a case-by-case basis. However, the City reserves the right to mandate a flexible work arrangement for a specific employee; a specific department; or, employees assigned to a specific physical location, as may be in the best interest of the City's business operations and/or the safety and welfare of the City's employees, clients and/or customers.

Decisions regarding telecommuting arrangements will be made by the appropriate supervisors, Department Heads, and/or Human Resources. Flexible work arrangements may be approved for a limited period of time.

Decisions about telecommuting arrangements will be made without regard for race, color, religion, sex, sexual orientation, gender identity, nation origin, citizenship, age, disability, veteran status, or another other classification protected by law, although telecommuting arrangements may be granted as a reasonable accommodation for a disability.

COMPLIANCE WITH CITY POLICIES AND PROCEDURES	Telecommuting arrangements are benefits provided at the sole discretion of the City and are not an employee entitlement. Nothing in this Policy shall be interpreted to be in conflict with, or to eliminate or modify in any way, the employment-at-will status of City employees. Employees granted a telecommuting arrangement will be subject to all other City policies, including, but not limited to, policies regarding hours worked; pay; recording work time; attendance; and, paid time off.
SPECIAL CONSIDERATIONS	Telecommuters will work with their supervisor, Department Head, and Human Resources to determine a mutually beneficial work schedule. Deviations from the agreed-to schedule must be communicated by employees to their direct managers. Telecommuters must be available via telephone and/or email during the core hours agreed to with the City. Telecommuters will be expected to attend mandated meetings virtually or, if required, in person.

SECTION 5
TECHNOLOGY POLICIES

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EQUIPMENT MONITORING, ACCESS OR INSPECTION

POLICY	All City of Grain Valley business machines, equipment and furnishings, including but not limited to desks, cabinets, files and lockers are City of Grain Valley property. The City of Grain Valley reserves the right to monitor, access, and inspect such equipment and furnishings at any time.
PRIVACY	You should have no anticipation of privacy with respect to any information or material stored in City of Grain Valley owned equipment and furnishings.

ELECTRONIC RESOURCES

INTRODUCTION

This policy describes the City's general guidelines for using its electronic resources, including electronic mail (email), telephone and cellular phone services, voicemail, internet access and computer systems (including but not limited to video conferencing platforms used for City business such as Microsoft Teams, Skype, and Zoom).

POLICY

Employees should use the City's electronic resources with the understanding that these resources are provided for the benefit of the City's business. Employees may use City electronic resources for personal use, during nonworking time, as long as such use complies with City rules and applicable laws. Employees should never use the City's electronic resources for personal use in a manner that interferes with their work duties or any responsibilities to customers.

Sending, saving, accessing, or viewing obscene, uncivil or otherwise inappropriate material on the City's electronic resources is prohibited. Messages stored and/or transmitted by the City's electronic resources, including the computer, voicemail, email, or the telephone system, must not contain content that may reasonably be considered to be obscene or other patently offensive material. Prohibited material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would discriminate against or harass someone on the basis of their race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Likewise, any use of the internet, email, or any other electronic resource to engage in harassment or discrimination prohibited by City's policies is unlawful and strictly prohibited. Violators may be subject to discipline, up to and including termination of employment.

Unless otherwise noted, all software on the internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

NO SOLICITATION

The City's electronic resources must not be used for solicitation purposes during working time. The City's no solicitation rule applies to the use of electronic resources.

SOFTWARE CODE OF ETHICS

Employees may not duplicate any licenses, software or related documentation for use either on the City's premises or elsewhere unless the City is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject users and/or the City to both civil and criminal penalties under the United States Copyright Act. Employees may not give software to any outsiders including contractors, customers or others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements. Employees may not download software from the internet and install it on their computers.

The City reserves the right to audit any City computer to determine what software is installed on the local drive(s).

EMPLOYEE RESPONSIBILITY

Each employee is responsible for the content of all text, audio or images that they place or send using the City's electronic resources. The same standards should be utilized for the creation of email messages in connection with an employee's work as would be utilized for other City correspondence or memoranda.

COMPUTER AND SYSTEMS SECURITY

All computers and the data stored on them are, and remain at all times, the property of the City of Grain Valley. As such, all messages created, sent or retrieved over the internet or the City's electronic mail systems are the property of the City, and should be considered City information. The City reserves the right to retrieve and read any message composed, sent or received using the City's electronic resources, including all computer equipment and the electronic mail system, for any business reason, including but not limited to, ensuring compliance with this and all City policies.

Additionally, all data composed, transmitted and/or received by the City of Grain Valley's computer systems is considered to belong to the City, and is recognized as part of its official data. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties including, but not limited to, Sunshine Records requests.

Employees should be aware that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, internet and email messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email transmitted through a personal, web-based email account using City equipment could be stored on that equipment; likewise, information regarding internet sites that an employee has accessed may also be stored.

EMAIL CONTENT SCREENING	The City maintains the right to screen all inbound and outbound email content. Email messages or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related. By using City equipment to send or receive communications, employees consent to any monitoring by the City and should understand that there is no right to privacy with respect to such communications, to the extent permissible under applicable law.
EMPLOYEE RESPONSIBILITY	Each employee is responsible for the content of all text, audio or images that they place or send using the City's electronic resources. The same standards should be utilized for the creation of email messages in connection with an employee's work as would be utilized for other City correspondence or memoranda.
FAILURE TO COMPLY	Failure to comply with this policy will subject you to disciplinary action, up to and including termination.
UPON TERMINATION OR RESIGNATION	If you resign or are terminated from your employment with the City, passwords set up for computers, e-mail, and voice mail, and other electronic resources, must be disclosed to Human Resources before the separation of your employment with the City of Grain Valley.
FOR ADDITIONAL INFORMATION	If you have questions regarding this policy, or are unsure about what constitutes acceptable use of the City's electronic resources, ask your supervisor, Department Head, or Human Resources for further guidance and clarification.

PERSONAL DEVICES

POLICY

Although the City permits employees to bring personal electronic devices, including cellular phones, smartphones and PDAs, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should only engage in personal phone calls and communications and other use of personal electronic devices during nonworking time, including breaks and meal periods. Outside of this time, personal phone calls and other personal device use should be kept to a minimum and for emergency use only.

SOCIAL MEDIA POLICY

POLICY	This Social Media Policy should be read in conjunction with the City of Grain Valley's existing policies, including those relating to Confidentiality, Code of Conduct, Equal Employment Opportunity, and Harassment. Taken together, these policies govern the use of social media by City employees, whether engaged in social media on the City's behalf or engaging in personal use. Nothing contained in this or any of the City's policies is intended to supersede applicable law and all policies are to be read in a manner consistent with applicable law. For the purposes of this policy, the term "social media" includes, but is not limited to, Web sites or other online services that offer email groups, bulletin or message boards, chatrooms, listservs, and blogs. Some well-known examples are Twitter, Facebook, LinkedIn, Instagram, and YouTube. Because the kinds of sites to which the policy applies are continuously evolving, this list of examples is intentionally not exclusive. In addition, because social media usage also is evolving, it is not possible to address each and every instance or example of social media conduct that is or is not consistent with this policy and other City policies; rather, this policy is intended to address general principles with which all City employees must comply.
EMPLOYEE RESPONSIBILITY	City of Grain Valley employees are responsible for what they post on social media, where it is easy to blur personal and professional content. Always be respectful and cognizant of your audience. Take care to ensure that personal views you may express online are not misconstrued as those of the City. If you identify yourself, directly or indirectly, on social media as a City employee, treat your social media content and postings the same way you would any other communication or interaction: as a reflection of your reputation and that of the City.
CONFIDENTIALITY AND PRIVACY	Respect your audience, copyright, fair use, and financial disclosure laws. You must maintain the confidentiality of City information and communications. As such, do not provide confidential or other proprietary information on social media, as set forth in the City's policy on Proprietary and Confidential Information. In addition, you must be mindful of the obligation not to disclose personally identifiable information (such as Social Security numbers, driver's license numbers, and financial account numbers) and other personal or confidential information related to City employees or those with whom the City does business. Comply with the City's Code of Ethics, Code of Conduct, Equal Employment Opportunity, and Harassment policies when using social media.

FOR ADDITIONAL INFORMATION	If you are unsure or have questions about appropriate social media usage, please contact your supervisor, Department Head, or Human Resources for guidance.

SECTION 6
OFFICE OPERATIONS AND GENERAL PROCEDURES

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HEALTH AND SAFETY

INTRODUCTION

City of Grain Valley is committed to providing you with a safe and healthy working environment.

To this end, City of Grain Valley makes every effort to comply with relevant federal and state occupational health and safety laws and to develop programs conducive to such an environment, while minimizing health and safety risks to you and other visitors to City of Grain Valley's facilities. This includes, but is not limited to, the City's Risk Management Manual.

Constant cooperation and input from you will also facilitate a successful safety program in the workplace.

GUIDELINES

To accomplish these objectives, you are expected to follow the guidelines set forth by the City's Safety Committee, including but not limited to:

1. The use of safety equipment in the performance of your duties.
2. Perform your work diligently and in best practice for the City, its citizens and employees.
3. Maintain a safe and healthy working environment.
4. Adhere to proper operating procedures and practices, as outlined in the City's Risk Management Manual, to prevent injuries and illnesses.
5. Attend all required training regarding safety/health provided to you.

YOUR RESPONSIBILITY

You should immediately report any unsafe conditions or behaviors encountered in the workplace.

You may face disciplinary action up to and including termination for failure to immediately report the following:

1. Injuries sustained on the premises or on a job site; no matter how minor.
2. Any incident, including complaint made by a client, supplier, or his/her representative.
3. Any unsafe conditions or actions perpetrated by an employee or contractor of the City of Grain Valley on a job site, including customer sites.

You should not hesitate to contact your supervisor, Department Head and/or Risk Manager when safety directives and/or assistance is needed.

REPORTING ACCIDENTS, INJURIES OR DAMAGES

In the event of any on-the-job injuries, accidents, or equipment and property damages, you are required to take the following action:

1. Contact your supervisor immediately about the incident.
2. In the event of an injury, contact the nurse line provided to the City.
3. Notify the Police Department for an investigation into accidents involving vehicles or equipment.
4. Submit a written report to Human Resources within one (1) business day of when the incident occurred.

PARKING

DURING BUSINESS HOURS	Employee vehicles are to be parked in the area designated for employee parking during business hours. The City is not responsible for damage to your vehicle while parked in the parking area.

PERSONAL PROPERTY

EMPLOYEE RESPONSIBILITY	All personal property is your sole responsibility. Exercising precautionary measures to protect your personal property is recommended.
THEFT, ABUSE, MISUSE OR DAMAGE	The City of Grain Valley is not responsible for theft, abuse, misuse, or damage to any individual's personal property.

TOBACCO USE

POLICY	To ensure a healthy and safe work environment, City of Grain Valley prohibits smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping), in all City of Grain Valley facilities including offices, break areas, and storerooms. Employees are also prohibited from smoking in all City owned equipment and vehicles. You may use tobacco items listed above in designated areas and must utilize your own time (e.g., breaks and meal periods).
EMPLOYEE RESPONSIBILITY	Courtesy and consideration regarding the use of these products around other individuals is appreciated, and it is your responsibility to ensure proper disposal in the appropriate waste container. Employees that violate this policy may be subject to disciplinary action up to and including termination.

DRESS AND GROOMING STANDARDS

POLICY	The image the City projects to the public is reflected in the appearance of our employees. Simply stated, employees should look well-groomed and should be dressed appropriately for their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City of Grain Valley.
WHO SHOULD COMPLY	This policy applies to staff with an administrative, clerical or office position within the City of Grain Valley and is also applicable to volunteers working with the City.
DEPARTMENTAL DISCRETION	At its discretion, departments may allow you to dress in a more casual fashion than is normally required. On these occasions, you are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing or similarly inappropriate clothing.
WORKPLACE CLOTHING GUIDELINES	You are expected to: 1. Present or create a professional or identifiable appearance for visitors, or the public. 2. Promote a positive working environment and limit distractions caused by provocative or inappropriate dress. 3. Clothing should not constitute a safety hazard. 4. All employees should practice commonsense rules of cleanliness and comfort. 5. Wear appropriate safety apparel and/or shoes during working hours if necessary for your position.
CASUAL/DRESS-DOWN DAYS	You are allowed to dress more casually on Fridays and on days in which the City Administrator has given approval. The following guidelines must be followed on Casual/Dress-Down days: 1. Traditional denim jeans can be worn; however, they must be neat in appearance excluding fraying, tears, holes and/or patches. 2. Traditional denim jeans should be worn with acceptable footwear, tops and shirts (refer to unacceptable clothing guidelines).

THEME AND TRAVEL DAYS	During the year, there could be designated "theme days" such as "Royals Day" or "Chiefs Day", on which we may all wear casual theme wear. On travel days, casual attire is allowed.
UNACCEPTABLE CLOTHING	The following clothing items are not to be worn in City offices: 1. Traditional denim jeans except on casual/dress down days 2. Athletic and tennis shoes except on casual/dress down days 3. Hiking or military style shoes and boots 4. Shorts 5. Baseball caps 6. Skin-tight or form fitting pants, except when worn with a mid-thigh length top 7. Any clothing that is worn, torn, frayed, faded or has patches or holes 8. Workout attire such as sweatshirt, sweatpants, yoga pants, athletic wear, leotards, jogging suits etc. 9. T-shirts or graphic t-shirts 10. Bare feet 11. Bathing suits 12. Beach-style flip flops 13. Bare midriffs 14. Low-cut shirts 15. Mini-skirts 16. Halter and bra tops 17. Sheer or see-through clothing that exposes one's midsection, lower chest area, upper thighs, and/or pelvic or buttock region 18. Tank tops, sleeveless or muscle shirts 19. Undergarments worn as outer garments 20. Logos, slogans and symbols on clothing or hats that may demonstrate a City preference for a particular vendor or product with the exception of the City of Grain Valley logo
TATTOOS AND BODY PIERCING	Any visible tattoo, body markings or body piercings that are obscene, profane, unprofessional, inappropriate or objectionable must be covered or removed if overtly offensive.
FAILURE TO COMPLY	A continuing breach of this policy and the standards explicitly described within, will lead to disciplinary action up to and including termination of employment.
FOR ADDITIONAL INFORMATION	Consult with your supervisor, Department Head, and/or Human Resources for additional information on what is appropriate dress.

SECTION 7
STAFFING

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INTRODUCTORY PERIOD

INTRODUCTION	All employees of the City of Grain Valley are subject to an introductory period during the first one hundred eighty (180) days or six (6) months of employment.
PURPOSE	This introductory period allows you to become acquainted with the City of Grain Valley, the basics of the initial job assignment and fellow employees. At the same time, your supervisor and Department Head have the opportunity to evaluate your work product, career potential and working relationships.
ORIENTATION	During the introductory period, your orientation shall include introductions to all personnel in your assigned workspace; a review of this Handbook and the benefits it describes; and a thorough explanation of the expectations, duties and responsibilities of your new position. You will also be familiarized with routine procedures. You will receive a packet containing all appropriate forms and applications required to process you into the City of Grain Valley on or before your first day of employment.
COMPLETION OF INTRODUCTORY PERIOD	Upon completion of your introductory period, you will receive a formal performance evaluation. Completion of the introductory period does not alter the at-will nature of employment, and completion of the introductory period does not guarantee employment for any period of time. As an at-will employee, either you or the City of Grain Valley may terminate your employment at any time.

HOURS OF OPERATION AND SCHEDULES

GENERAL HOURS	General hours of operation at Grain Valley City Hall are from 8 a.m. to 5 p.m., Monday through Friday. The majority of City employees work a forty-hour (40) workweek.
VARIATIONS TO WORK SCHEDULES	There may be exceptions to the normal workweek schedule in various departments to allow for emergency and/or continuous community service need fulfillment. The City provides utility services twenty-four (24) hours a day; therefore, one employee will always be available on a standby basis for the water/sewer department. To protect your health and welfare, you shall not be required to work more than a maximum of sixteen (16) hours in a twenty-four (24) hour period, unless extreme emergency circumstances require it.
POLICE DEPARTMENT	The Police Department will operate on a twenty-four (24) hour basis. Commissioned Police Department personnel will operate on a schedule that varies from a majority of City employees. This schedule will be established by the Chief of Police and can change, at any time, per the Chief's discretion.

REST AND MEAL PERIODS

REST PERIODS	Employees working full-time hours shall receive two (2) paid rest periods of fifteen (15) minutes. These rest periods occur generally once in the morning and once in the afternoon, scheduled at the discretion of the supervisor or Department Head.
MEAL PERIODS	Non-exempt employees working at least eight (8) or more consecutive hours on any day will receive an unpaid sixty (60) minute meal period as close to the middle of their shift as possible. You are to schedule your meal period as your work schedule permits and at the discretion of the supervisor or Department Head.
WORK DURING MEAL PERIODS	Non-exempt employees may not work during their meal period without prior approval. Failure to obtain approval before working through the meal period may result in disciplinary action.

EMPLOYMENT CLASSIFICATIONS

POLICY	It is the policy of the City of Grain Valley to categorize the status of employees in order to make distinctions in benefits and conditions of employment among employees and to aid in a better understanding of employment relationships with the City of Grain Valley.
EXEMPT EMPLOYEES	Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor, Department Head, and/or Human Resources with any questions or concerns regarding this status.
NON-EXEMPT EMPLOYEES	Nonexempt employees are employees whose job positions do not meet FLSA exemption tests, and who are NOT exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisors, Department Head, or Human Resources with any questions or concerns regarding this status.
FULL-TIME EMPLOYEES	"Full-time employees" are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work thirty (30) hours or more per workweek on a regular basis. This definition shall apply to both "exempt" and "non-exempt" employees, as defined in this Handbook.
PART-TIME EMPLOYEES	"Part-time employees" are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work less than twenty-nine (29) hours per workweek (and not to exceed 1500 hours per year), based on the needs of the Department or City. This definition shall apply to both "exempt" and "non-exempt" employees, as defined in this Handbook.

TEMPORARY EMPLOYEES

"Temporary employees" are those employees who are hired to work on a specific project or for a specific length of time, generally not to exceed six (6) months The exact length of employment may or may not be known on the date of hire.

Some examples of temporary employees include, but are not limited to: Interns, Seasonal Employees, or Individuals Hired as Temporary Replacements for Existing Employees on an Extended Leave of Absence.

Temporary employees may work on a full-time or part-time basis and may be classified as either exempt or non-exempt.

Temporary employees are not eligible for any other benefit programs described in this Handbook or otherwise provided by the City of Grain Valley.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

POLICY

The City of Grain Valley is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law.

As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the City will be required to terminate their employment immediately.

VERIFICATION OF EMPLOYMENT

POLICY	So that the City can handle requests for job references and/or employment verification in a consistent, fair and lawful manner, all requests for official job references on behalf of the City should be forwarded to Human Resources. No other manager or supervisor is authorized to release references on the City's behalf for current or former employees.
PROCEDURE	All requests must be forwarded to Human Resources. The following information will be provided to an individual seeking an employment verification: 1. Position Title(s) 2. Dates of Employment The City of Grain Valley will provide information on salary and/or wages earned by an employee only upon receiving written consent by the employee prior to fulfilling the request.

NEPOTISM – EMPLOYMENT OF RELATIVES

POLICY

A familial relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting, especially where one relative, spouse, partner, or member of such a relationship supervises another relative, spouse, partner, or member. To avoid this problem, we may refuse to hire or place a relative in a position where the potential for favoritism or a conflict exists.

If two employees are or become related, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status).

In situations involving elected or appointed officials, the City shall not employ persons, unless the employment precedes the appointment, immediately related to an elected official of the City, appointed Commission, or Board member, during the term unless the employment precedes the election. Employees may retain employment during the term of the appointed official if the employment precedes the appointment, if not in the same department, or upon a vacancy in another department in which the employee has the skills and abilities necessary for the position.

REHIRE OF FORMER EMPLOYEES

INTRODUCTION	As a former employee, you may be considered for rehire if a position which matches your abilities and experience is available, and if you left the City of Grain Valley in good standing and are eligible for rehire.
ELIGIBILITY FOR REHIRE	Good standing is obtained by providing the City of Grain Valley a minimum two-week notice of intent to resign a position and have no disciplinary action counseling reports, which led to the former employee's separation of employment.

EMPLOYEE REFERRAL PROGRAM

PURPOSE	The purpose of the employee referral program is to encourage current employees to refer qualified candidates for full-time jobs at the City of Grain Valley.
OBJECTIVE	The City of Grain Valley recognizes employees are crucial to the success of its mission and strategic goals. In a highly competitive market, we strive to attract and retain individuals who are accountable, work collaboratively, communicate effectively, are critical thinkers and possess integrity and trust. The City seeks quality new hires, to increase new hire retention, increase diversity within the organization, acquire candidates with specific skill sets, and expand the pool of potential applicants.
INCENTIVE	As a City of Grain Valley employee, we value your ability to influence the future of the City through referring applicants who have the skills and effectiveness to be an asset to the City. An employee who refers an applicant who later is hired for the referred position may be eligible to receive 8 hours off of work.
ELIGIBILITY REQUIREMENTS (APPLICABLE TO FULL-TIME EMPLOYMENT ONLY)	1. New hire employee must successfully complete a six-month employment period 2. Current employee must not be on a performance improvement plan when the incentive is claimed 3. Use of the incentive is subject to approval of a time off request 4. Department Heads and a direct supervisor of the new hire employee are not eligible for the incentive 5. Applicant may only list one current employee per position applying for 6. Current employee must use compensated time within 12 months and will be used prior to using accrued vacation time
PROCEDURE	When the new hire employee has completed their six-month of employment, Human Resources will prepare a memo to the referring employee notifying them they are eligible for the incentive subject to the eligibility requirements. The referring employee's supervisor and Payroll will be notified as well.

SECTION 8
COMPENSATION

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WAGE AND SALARY ADMINISTRATION

APPROVAL OF WAGES AND SALARIES	Salaries or wages of all employees, except those that have been expressly prescribed by ordinance, shall be determined by the City Administrator.
SALARY ADJUSTMENTS	~~Salary adjustments may be given annually based on Cost of Living Adjustments ("COLA") as approved by the Board of Aldermen and/or through a Merit-based process conducted at budget time by your Department Head and the City Administrator.~~ Salary adjustments may be given annually based upon the Board of Aldermen approval of the fiscal year merit-based increases in conjunction with the performance evaluation process.
EXTERNAL EQUITY	The City of Grain Valley strives to maintain salaries and benefits that will attract and retain high quality and competent people. Given the financial ability of the City of Grain Valley, we make an effort to keep employee compensation comparable to those in similar positions by those providing similar services.
ADDITIONAL INFORMATION	The Pay Practice Policy addresses base pay, pay-for-performance practices, and a benefit system for longevity. If you have a question regarding your compensation, please see your Department Head.

PAY PERIODS AND PAYCHECKS

INTRODUCTION	Employees are paid bi-weekly or every other Friday. The City requires employees to utilize direct deposit for the payment of wages. Employees who receive a paper check prior to the 2020 updated handbook may continue.
DIRECT DEPOSIT	Funds will be deposited into the account(s) of your choosing. You will receive a pay statement identifying earnings for the pay period, as well as required-by-law deductions and any elected deductions made from your pay. This information will be issued to an active email account of your choice that you will provide to Human Resources at the time of hire.
PAPER CHECK	If elected via the appropriate paperwork, you will receive a paper check for use as you choose. This option will include a pay statement stub identifying earnings for the pay period, as well as required-by-law deductions and any elected deductions made from your pay.
REPORTING ERRORS AND OBTAINING MORE INFORMATION	If any employee, exempt or nonexempt, has questions about deductions from their pay, believes they have been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, that employee should promptly contact the Finance Department, Human Resources, a supervisor or any other member of management. Every report will be fully investigated, and the City will provide the employee with any compensation to which the employee is entitled in a timely fashion. The City complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by the City, even if the reports do not reveal any errors or wrongdoing.

PERSONAL DATA

PERSONAL DATA CHANGES

To better assist employees and/or their families in the event of personal emergencies, the City needs to maintain up-to-date contact information. Maintaining accurate information in our files also is important for recordkeeping, payroll and benefits related purposes. Please report any personal data changes in writing to Human Resources within a week of the change.

Items to report include:

1. Name, email, street address or telephone change
2. Changes in dependents that affect insurance coverage (e.g., births, deaths, marital status)
3. Changes in beneficiaries
4. Emergency contacts
5. W-4 changes
6. Direct deposit information changes and/or additions
7. Additional coverage changes (e.g. accidental, short-term disability, retirement)

TIME RECORDS

INTRODUCTION	Exempt and non-exempt employees are required to prepare and turn in a time sheet to payroll. Time sheets are the official document for recording the following information: 1. Vacation Time 2. Sick Leave 3. Overtime 4. Compensatory Time 5. Time Worked 6. Holidays 7. Other Time Off
EMPLOYEE RESPONSIBILITY	You are responsible for keeping your own daily time sheet, indicating when you started and stopped working, including arrival, departure, and meal break times. Your supervisor and/or Department Head will approve your daily time sheets prior to submitting to the payroll division in such form, as specified by the City Administrator. Time sheets are due to the payroll division by 10:00 a.m. on the day after the applicable pay period ends.
FALSIFICATION OF PAYROLL RECORDS	Intentionally completing another person's time record, unless as directed by your supervisor and/or Department Head in emergency cases, is prohibited. You must not submit time records that do not accurately reflect hours worked. If you forget to sign in or out on the time sheet, notify your supervisor and/or Department Head immediately.
APPROVAL FOR CHANGES	All changes made to your time sheet must be initialed and dated by you, your supervisor, and your Department Head.
FAILURE TO COMPLY	Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

OVERTIME

POLICY

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. Nonexempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off such as sick pay, holiday pay, vacation pay and jury duty pay (where applicable) will count toward hours worked for the purpose of determining overtime pay.

All overtime work must be authorized in advance by the employee's supervisor or Department Head. Working overtime without prior authorization may result in disciplinary action.

REQUIRED APPROVALS

Arrangements for overtime work must be scheduled or approved by the employee's supervisor and/or Department Head. Working overtime without prior authorization may result in disciplinary action.

Approved overtime must be noted by the supervisor and/or Department Head on the employee's timesheet.

OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

Overtime shall be compensated for non-exempt employees in accordance with the following provisions:

1. Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
2. Overtime shall be paid at time of one and one-half (1½) of your current rate for all hours worked beyond forty (40) hours during a defined work period.
3. Overtime is considered mandatory and is to be authorized only by your supervisor and/or Department Head.
4. Hours worked during the established work period shall include all time you are actually at work and required to be on duty, or confined to a particular place at the request of the City.
5. Holidays will be counted toward hours worked when determining total hours worked for overtime purposes.
6. Vacation, sick leave, or other authorized leave shall be counted as hours worked for the purpose of calculating overtime.

OVERTIME PAY FOR COMMISSIONED, NON-EXEMPT EMPLOYEES	Overtime shall be compensated for commissioned, non-exempt employees working 12 hour shifts, at time of one and one-half (1½) for any hours worked over eighty (80) during a defined pay period. Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
NOTIFICATION OF REQUIRED OVERTIME	Reasonable advance notice of a minimum of two (2) hours shall be provided to employees whenever overtime is required by a supervisor and/or Department Head. Such notice may be waived in emergency situations affecting the health, welfare, or safety of the community.
FAILURE TO WORK REQUIRED OVERTIME	Disciplinary action may be taken against employees who, without good or sufficient reason refuse to work overtime, fail to appear when scheduled to work overtime; or fail to appear after having indicating they would work overtime.
EXEMPT EMPLOYEES	Exempt employees shall not be eligible for overtime pay.

COMPENSATORY TIME

NON-EXEMPT EMPLOYEES	Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
RATE FOR NON-EXEMPT EMPLOYEES	An employee receives time off at their standard rate when hours do not exceed forty (40) hours in the defined work period. Hours worked which exceeds forty (40) hours in a defined work period shall receive compensatory time at a rate of one and one-half (1 ½) hours per hour worked in excess of forty (40) hours.
ACCUMULATION OF HOURS FOR NON-EXEMPT EMPLOYEES	In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours, and must be taken as time off during the calendar year in which it is earned. An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional hours worked over the defined work period.
SCHEDULED TIME OFF	When scheduling time off, it is required that compensatory time be used before vacation and/or personal time earned by and/or provided to you.
UNUSED TIME	Any unused compensatory time at the end of the calendar year will be paid to you in the last paycheck for the year in which time was earned, minus applicable taxes.
COMMISSIONED, NON-EXEMPT EMPLOYEES	Commissioned, non-exempt employees receive time off at their standard rate when hours do not exceed eighty (80) hours in the defined payroll period. Hours worked which exceeds eighty (80) hours in a defined pay period will receive compensatory time at a rate of one and one-half (1½) hours per hour worked in excess of eighty (80) hours.
ACCUMULATION OF HOURS FOR COMMISSIONED, NON-EXEMPT EMPLOYEES	In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours, and must be taken as time off during the calendar year in which it is earned. An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional overtime hours worked.

SCHEDULED TIME OFF	The City of Grain Valley will make every attempt to schedule time off in the same pay period as the period the compensatory time is earned.
EXEMPT EMPLOYEES	Exempt employees or those employed in a bona fide executive, or professional capacity shall not be eligible for compensatory time.

ON CALL AND CALL BACK PAY

POLICY	To ensure that employees will be available to address and resolve issues that may arise, the City has instituted this on-call compensation policy to cover those nonexempt employees who may be required to be on-call and/or come back into work following their regularly scheduled shift.
ON-CALL PAY	Nonexempt on-call employees shall be paid at their normal rate of pay for any time actually worked while on-call, as specified in this policy. Employees who are not required to perform any work during their on-call shift shall be paid one (1) day's regular pay for each week worked on call.
CALL BACK PAY	Nonexempt employees who are called back to work shall be paid at their normal rate of pay for any time actually worked when called back after their regular working hours.
OVERTIME AND COMPENSATORY TIME	Nonexempt employees will be paid any applicable overtime rate if the time actually spent carrying out assigned duties during the call-in and/or come back time qualifies as overtime hours.

PROMOTIONS, TRANSFERS AND DEMOTIONS

PROMOTIONS AND TRANSFERS	You may be considered for available promotions or transfers if you possess and display the needed skills to handle a higher or different position.
DEMOTIONS	Department Heads may demote you for cause after notification to the City Administrator. A written statement of the reasons for any such action shall be furnished to you at least seven (7) calendar days prior to the effective date of the action. No demotions shall be made unless you are qualified for employment in the lower class.

DEDUCTIONS FROM PAY

FEDERAL AND STATE LAW REQUIREMENTS	Federal and state law requires certain deductions from your pay, which include federal, state and local withholding taxes and social security.
VOLUNTARY DEDUCTIONS	These deductions, along with any voluntary deductions (e.g., insurance premiums, 457(b) contributions, etc.), and any garnishments against your pay, will be withheld each pay period.
GARNISHMENTS	When necessary, the City of Grain Valley will, according to law, accept court ordered wage assignments and garnishments and process them in the legally prescribed manner; which involves withholding the required amount from each paycheck until the debt is paid. In the case where a garnishment is received, Human Resources will inform you, in writing, of said garnishment.
REPORTING IMPROPER DEDUCTIONS FROM PAY	If you believe that the City of Grain Valley has improperly deducted amounts from your salary that should not have been deducted, you should immediately contact the Finance Department. If it is determined that the deduction was improper, you will be reimbursed for the deduction on your next regularly scheduled paycheck.

~~PAY RATE ADJUSTMENTS~~

~~INTRODUCTION~~	~~The following personnel actions shall affect your pay status in the manner described below.~~ ~~All adjustments to pay will commence at the beginning of the next pay period following the approved change.~~
~~TRANSFER~~	~~When you are transferred between departments and divisions of the organization or between positions within the same grade, your salary rate can differ or can remain unchanged. This decision will be made at the discretion of the Department Head of the department of which you will be transferred.~~
~~PROMOTION TO A GRADE HAVING A HIGHER MINIMUM SALARY~~	~~When you are promoted to a position in a grade having a higher minimum salary rate, your salary rate shall be increased to the minimum wage of the job classification's pay grade, or a five percent (5%) wage increase, whichever is the greatest.~~ ~~Discretion can be used by the Department Head to increase the wage more than five percent (5%).~~
~~PROMOTION TO A GRADE WHERE EMPLOYEE SALARY IS HIGHER THAN THE MINIMUM~~	~~When you are promoted to a position in a higher grade but your current salary is higher than the minimum salary of the new grade, your salary shall be increased five percent (5%), not to exceed the maximum salary of the grade.~~ ~~Discretion can be used by the Department Head to increase the wage more than five percent (5%), so long as the rate does not exceed the maximum salary of the grade.~~
~~PERFORMANCE/ MERIT INCREASE~~	~~When you are promoted, you shall not be eligible for a merit increase for a period of one (1) year from the time of the promotion and the successful completion of the probationary period. You are eligible for COLA increases within that period, however.~~
~~TEMPORARY ASSIGNMENT TO A HIGHER LEVEL~~	~~When you are assigned temporarily to work in a regular position in a grade with a higher maximum salary than your own, you shall be compensated at the minimum rate established for the higher grade when you are performing in the higher grade for at least fifty (50%) of a normal pay period.~~ ~~If your salary equals or is greater than the minimum salary of the higher grade, a minimum of a five percent (5%) increase salary differential will be paid for the temporary assignment to a higher-level position.~~ ~~Temporary assignment is defined as assignment to a vacant position.~~

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~~Involuntary Demotion~~	~~When you are involuntarily demoted for disciplinary or similar reasons from a position in one grade to a position in a grade having a lower maximum salary rate, your salary shall be reduced to be within the pay range established for the position to which you are demoted. This decision is left to the discretion of your Department Head.~~ ~~You shall not be eligible for promotion or a salary increase for a period of one (1) year from the time of demotion. You are eligible for COLA increases within that period, however.~~
~~Voluntary Demotion~~	~~When you are voluntarily demoted from a position in one grade to a position in a grade having a lower pay range, your rate of pay shall be reduced as necessary to place it within the pay range assigned to the lower grade.~~
~~Salary Reduction~~	~~A Department Head may request, for cause, the reduction of your salary within your assigned pay range.~~ ~~Such a reduction shall not exceed your salary or reductions to the minimum pay for the range (whichever is less) and shall be approved by the City Administrator.~~
~~Notification of Pay Deduction~~	~~Notice of intention to effect a reduction in pay and the reasons for such action shall be given to you and to the City Administrator not less than thirty (30) calendar days prior to the proposed affected date of salary reduction.~~
~~Appeal to the City Administrator~~	~~You may appeal in writing to the City Administrator for a meeting within five (5) calendar days of notice of change in salary.~~ ~~The City Administrator shall hear matters pertinent to the change. The City Administrator shall forward one (1) copy of the course of action she/he intends to follow to you and one (1) copy to the Department Head.~~ ~~If appeal to the City Administrator fails to resolve the issue, you may follow the procedures outlined herein as in any other grievance.~~

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PAY PRACTICE POLICY

Purpose	The purpose of the policy is to outline the pay practice at the City of Grain Valley. The policy addresses base pay, pay-for-performance practices, promotion pay, reclassification and a benefit system for longevity (see Benefits).
Introduction	The following personnel actions shall affect your pay status in the manner described below. All adjustments to pay will commence at the beginning of the next pay period following the approved change.

PHILOSOPHY

The City of Grain Valley recognizes you are crucial to the success of its mission and strategic goals. In a highly competitive market, the City strives to attract and retain individuals who are accountable, work collaboratively, communicate effectively, are critical thinkers and possess integrity and trust.

The City seeks to promote employee retention through a competitive compensation package. The total compensation package consists of base pay, comprehensive benefits and recognition.

- An employee's base pay will follow the approved compensation plan as well as the pay-for-performance strategy outlined in this policy.
- The City is committed to providing a competitive employer paid benefits program: paid leave, holidays, employer paid medical and dental insurance for the employee, health savings contribution, LAGERS retirement, employee assistance program, life insurance and short-term disability.
- The City is dedicated to recognizing and rewarding an employee's continued service to the City through a longevity benefit (see Benefits).

BASE PAY

Base pay is the rate of compensation an employee receives in exchange for services. The approved compensation plan determines the minimum an employee will be paid for the position. In general, the base pay for a new hire will be the minimum of the position grade. The Department Head will consult Human Resources and the City Administrator to justify a new hire being offered more than the minimum of the grade for the position.

If an employee reaches the maximum base pay of a position grade during their employment, the employee may be eligible for a lump-sum payment in lieu of a base salary increase. The base pay percentage of lump-sum payment will be determined yearly during the budget process.

MERIT PAY/PAY FOR PERFORMANCE

Merit pay is a compensation structure in which employees are compensated based on how their performance is assessed. An employee is incentivized and rewarded for achieving City-wide competencies, job specific competencies and individual goals.

An employee will receive a mid-year performance review and an end of year performance evaluation by their supervisor. The end of year performance evaluation will take into account the performance of the entire year. The total score an employee receives on their end of year performance evaluation will be used to determine any merit pay the employee will receive effective January 1st.

An annual merit pay matrix will be established during the budgeting process for the next fiscal year. This matrix will clearly establish the merit raises and the qualifications to obtain a specific raise level which are available for the year. The annually established merit pay matrix will be reflective of current revenues, projected revenues, the City's ability to sustain the merit increase over the long term and is subject to Board of Aldermen approval.

The merit matrix table will consist of the total score and the merit increase percentage. The total score measurement is established in the end of year performance evaluation.

Example of a Merit Increase Matrix*

Total Score	*Merit Increase Percentage*
3.5 – 4.0	3%
3.0 – 3.4	2.5%
2.5 – 2.9	2%
2.4 and below	0%

**Rates listed in the example matrix are examples only; percentages will vary annually*

The merit increase range for the fiscal year will be set during the budget process. Merit increases will be distributed based on the results of the individual employee's end of year performance evaluation, which takes into account the entire year, and will vary among employees based on their total score.

PROMOTION PAY	When an employee is promoted to a position in a grade having a higher minimum salary, the employee's salary will be adjusted as follows: • If the employee's current salary is less than the minimum salary, the employee's salary will be increased to the minimum salary for the grade or a 5% salary increase; whichever is greater. • If the employee's current salary is more than the minimum salary of the new grade, the employee will receive a five percent (5%) salary increase. No increases will exceed the maximum salary of the grade or the amount allowed by the budget. Discretion may be used by the Department Head to increase the wage more than five percent (5%), so long as the rate does not exceed the maximum salary of the grade. Promotion pay is subject to Human Resources and City Administrator review and approval. When an employee is promoted, the employee shall not be eligible for a merit increase for a period of six (6) months from the time of the promotion and the successful completion of the probationary period.
TRANSFER	When an employee is transferred between departments and divisions of the organization or between positions within the same grade, their salary rate can differ or can remain unchanged. This decision will be made at the discretion of the Department Head of the department of which the employee will be transferred.
TEMPORARY ASSIGNMENT TO A HIGHER LEVEL	Temporary assignment is defined as assignment to a vacant position. A temporary assignment does not include filling in for an employee on vacation, etc. When you are assigned temporarily to work in a regular position in a grade with a higher maximum salary than your own, you shall be compensated at the minimum rate established for the higher grade. If your salary equals or is greater than the minimum salary of the higher grade, a minimum of a five percent (5%) increase salary differential will be paid for the temporary assignment to a higher-level position..

INVOLUNTARY DEMOTION	When you are involuntarily demoted for disciplinary or similar reasons from a position in one grade to a position in a grade having a lower maximum salary rate, your salary shall be reduced to be within the pay range established for the position to which you are demoted. This decision is left to the discretion of your Department Head. You shall not be eligible for promotion or a salary increase for a period of one (1) year from the time of demotion.
VOLUNTARY DEMOTION	When you are voluntarily demoted from a position in one grade to a position in a grade having a lower pay range, your rate of pay will be adjusted accordingly within the pay range of the lower grade.
SALARY REDUCTION	A Department Head may request, for cause, the reduction of your salary within your assigned pay range. Such a reduction shall not cause your salary to fall below the minimum pay for the position and shall be approved by the City Administrator.
NOTIFICATION OF PAY DEDUCTION	Notice of intention to request a reduction in pay and the reasons for such action shall be given to you and to the City Administrator not less than thirty (30) calendar days prior to the proposed affected date of salary reduction.
APPEAL TO THE CITY ADMINISTRATOR	You may appeal in writing to the City Administrator for a meeting within five (5) calendar days of notice of change in salary. The City Administrator shall hear matters pertinent to the change. The City Administrator shall forward one (1) copy of the course of action she/he intends to follow to you and one (1) copy to the Department Head. The City Administrator's course of action is final.

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PAY ~~ANNIVERSARY~~ ADJUSTMENT DATES

INTRODUCTION	The effective date of any salary ~~increase or decrease, including COLA, shall~~adjustments shall be submitted at budget time and approved by the Board of Aldermen.
~~NEW HIRES/COLA INCREASE~~	~~New hires will receive the COLA increase, as approved by the Board of Aldermen.~~
MERIT INCREASE	The merit rate increase will be prorated depending on new hire date: January • February • March — 100% April • May • June — 75% July • August • September — 50% October • November • December — Not Eligible

SECTION 9
BENEFITS

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BENEFITS OVERVIEW

INTRODUCTION

Benefit plans offered by the City of Grain Valley are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the Plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection. The City and its designated benefit-plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

The City of Grain Valley reserves the right to change the benefits offered to employees.

Employees should contact Human Resources for detailed benefits information.

HEALTH AND DENTAL INSURANCE

ELIGIBILITY	The City currently offers medical and dental insurance to eligible employees and their spouses, dependents and other qualifying family members in an equitable and cost-effective way and in compliance with applicable state and federal laws. If you are a full time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's health and dental insurance on the first day of the next month following your hire date. If hire date occurs on the first day of the month, benefits are effective on the first day of the month following your hire date. Eligibility for group health insurance is determined by the plan documents.
PAYMENT OF PREMIUMS	Premium payments for health and dental coverage are determined by the Board of Aldermen. For information on these payments and your responsibility, please contact Human Resources.
DEPENDENT COVERAGE PREMIUM	When you elect dependent coverage, your portion of the dependent premium is automatically deducted, pre-tax, from your paycheck.
ENROLLMENT	Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed to be qualifying events.
OPTING OUT OF THE HEALTH PLAN	If you are covered through another health plan, you are not required to participate in the City's program. Proof of coverage is required upon your declining of coverage, and a copy of current proof of health insurance will be kept in your official personnel file.
LEAVE OF ABSENCE	During an authorized leave of absence with pay, insurance coverage will be continued. In the event you are authorized for leave of absence without pay, the City and you are mutually responsible for arranging for insurance coverage. At all times during your leave of absence, you are required to pay your portion of the premiums.

UPON SEPARATION FROM EMPLOYMENT	The City of Grain Valley's contributions toward your premium shall end on the last day of the month of separation (with or without cause), except as provided for in an employment or separation agreement. You are responsible for your portion of all premium payments for the remainder of the month in which your separation from employment occurs. This may result in a possible increased deduction on your final paycheck. You may be eligible and qualified to continue benefits at your expense *(see COBRA in the Employee Relations Section of this handbook).*
INCREASE IN PREMIUMS	The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium or for the entire amount if deemed necessary.
NOTICE OF CHANGES	Premiums, contributions, and/or coverage are subject to change. The City of Grain Valley will provide at least thirty (30) days written notice of changes in the terms as governed by the plan documents.
PART-TIME EMPLOYEES	Part-time employees are not eligible to participate in City of Grain Valley health or dental insurance programs.
FOR ADDITIONAL INFORMATION	For more details contact Human Resources or review the summary plan description.

VISION INSURANCE

ELIGIBILITY	If you are a full time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's voluntary vision insurance on the first day of the next month following your hire date. Eligibility for group vision insurance is determined by the plan documents.
PAYMENT OF PREMIUMS	You are responsible for payment of the entire premium. This payment will be automatically deducted, pre-tax, from your paycheck.
ENROLLMENT	Enrollment forms are to be completed during orientation, and changes may be made only during open enrollment or with a qualifying event.
INCREASE IN PREMIUMS	The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium if deemed necessary.
NOTICE OF CHANGES	Premiums, and/or coverage are subject to change. The City of Grain Valley will provide a minimum of thirty (30) days written notice of changes in the terms as governed by the plan documents.
PART-TIME EMPLOYEES	Part-time employees are not eligible to participate in the City of Grain Valley vision insurance program.
FOR ADDITIONAL INFORMATION	For more details contact Human Resources or review the summary plan description.

FLEXIBLE SPENDING ACCOUNTS

INTRODUCTION	You have the option to enroll in the City of Grain Valley sponsored Flexible Spending Account ("FSA") plan to utilize tax savings through pre-tax spending accounts. FSA participation enables you to make pre-tax contributions to pay for eligible covered accounts.
ENROLLMENT	Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed qualifying events.
PAYROLL DEDUCTIONS	Deductions for FSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms. The amount that you choose to be placed in your FSA account(s) will be prorated to meet the deadlines of the plan year.
REIMBURSEMENTS	For those who qualify under a health FSA account, the full amount of your contribution to the FSA will be available for reimbursement on the first day of the plan year. Dependent Care FSA reimbursements will be allowed as the contributions are made. For further clarification on FSA reimbursement policy, please contact Human Resources.
RE-ENROLLMENT	You must re-enroll each year by completing an enrollment form during the open enrollment period.
OPEN ENROLLMENT	Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period. Contribution amounts may be changed at that time.
ACCOUNT BALANCES	FSA spending account balances not spent by the end of the plan year will be forfeited. You are strongly advised to consider plan restrictions, as well as tax implications, before enrolling.

UNPAID LEAVE OF ABSENCE	When you take an unpaid leave of absence, you may not contribute to your FSA account(s) during months in which you are not paid.
EMPLOYMENT SEPARATION	When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis. Account usage is reconciled and advance adjustments are made as necessary as part of the final check preparation.

HEALTH SAVINGS ACCOUNTS

INTRODUCTION	You have the option to enroll in the City of Grain Valley sponsored Health Savings Account ("HSA") to utilize tax savings through a pre-tax spending account in accordance with IRS' health savings account guidelines. HSA participation enables you to make pre-tax contributions to pay for eligible covered health expenses.
PAYROLL DEDUCTIONS	Deductions for HSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms. The amount that you elect placed in your HSA account will be deducted from your paycheck and deposited into a designated account set up by the City in your name. HSA contribution amounts can be changed throughout the benefit plan year.
RE-ENROLLMENT	You must re-enroll each year by completing an enrollment form during the open enrollment period.
OPEN ENROLLMENT	Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period.
ACCOUNT BALANCES	HSA spending account balances not spent by the end of the plan year will be rolled over to the next plan year. When financially allowed, the City will contribute to your HSA account, when applicable. The money deposited into your account by the City in addition to your annual contribution must meet federal regulated guidelines.
UNPAID LEAVE OF ABSENCE	When you take an unpaid leave of absence, you may still contribute to your HSA account during months in which you are not paid.
EMPLOYMENT SEPARATION	When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis.

DISABILITY INSURANCE

ELIGIBILITY	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's short-term and long-term disability insurance program the first day of the next month following your hire date.
PAYMENT OF THE PREMIUMS	The City of Grain Valley agrees to pay one-hundred percent (100%) of your entire short-term disability premium. You are responsible for payment of the entire long-term disability premium. This payment will be automatically deducted, pre-tax, from your paycheck.
UPON TERMINATION	Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the City of Grain Valley disability program.
FOR ADDITIONAL INFORMATION	Please consult with Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

LIFE INSURANCE

ELIGIBILITY	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's life insurance the first day of the next month following your hire date.
PAYMENT OF THE PREMIUMS	The City of Grain Valley agrees to pay one-hundred percent (100%) of your entire premium.
UPON TERMINATION	Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the City of Grain Valley life insurance benefit.
FOR ADDITIONAL INFORMATION	Please consult with Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

RETIREMENT PLANS

INTRODUCTION	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week will be enrolled in the Missouri Local Government Employees Retirement System ("LAGERS") retirement plan in accordance with the terms and conditions set forth in the City of Grain Valley plan documents. The City of Grain Valley also offers optional retirement plans such as a457(b) retirement plan and Roth IRA to all full-time employees.
LAGERS	LAGERS provides that the City will contribute a defined percentage of money to a retirement plan based off of your salary type of service with the City. The City will begin contributions into this account six (6) months after your start date. You will be considered "vested" after five years of employment with the City of Grain Valley and/or another Missouri public entity participating in the LAGERS program. The City of Grain Valley LAGERS plan does not allow for contributions from employees into their account.
OPTIONAL RETIREMENT PLAN	The City of Grain Valley offers an optional 457(b) Retirement Plan to all full-time employees. This plan is based on contributions made solely by the employee and it is at their discretion to participate as well as decide on the contribution type and amounts.
FOR ADDITIONAL INFORMATION	Refer to the LAGERS and optional retirement plan information as provided by City of Grain Valley. For or additional information contact Human Resources.

TUITION ASSISTANCE

POLICY

Full-time employees are encouraged to take advantage of educational and vocational courses. The City recognizes this as your effort to help improve performance in your current position and to better prepare you for promotions to higher level positions in the organization.

**Please Note: The City of Grain Valley will not pay for an employee's attempt to obtain a Master's or Doctorate degree.*

~~APPLICATIONS~~REQUEST FOR TUITION ASSISTANCE

Prior to your enrollment in the course(s), ~~applications for educational assistance are~~a request for tuition assistance is to be submitted to your Department Head and forwarded to the City Administrator for review and approval.

The institution for which you are seeking a degree must be accredited through the U.S. Department of Education. ~~Proof of accreditation must be included in your application for educational assistance.~~

In reviewing ~~an application for educational assistance~~a request for tuition assistance, consideration will be given to all other forms of assistance you may be receiving.

REIMBURSEMENT

Upon completion of any approved course, the following reimbursement will occur based on the grade in which you receive:

- A: 100%
- B: 80%
- C: 70%
- D: 0%
- F: 0%

Please note the following regarding reimbursement:

1. Reimbursement will occur only based upon available appropriations.
2. All other expenses incurred in connection with the course are to be borne by you.
3. All courses must be scheduled on off-duty hours.

VOLUNTARY TERMINATIONS

If you voluntarily resign your employment within two (2) years of completing courses, you will be required to refund the City one-hundred percent (100%) of all school reimbursements.

If you voluntarily resign your employment within three (3) years of completing courses, you will be required to refund the City fifty percent (50%) of all reimbursements.

SERVICE AGREEMENT	As a condition of participation in the tuition reimbursement program, you are required to sign a service agreement. The agreement details the terms and conditions of the program.
FOR ADDITIONAL INFORMATION	For more information, contact your Department Head/Supervisor.

~~SERVICE AWARDS~~LONGEVITY BENEFIT

POLICY

To celebrate service anniversaries in a meaningful way for our employees, the City of Grain Valley offers awards to employees to express our gratitude and also to provide a tangible reminder of the occasion and of the employee's contribution to the City.

ADMINISTRATION

Eligible employees must hold a permanent full-time position with the City. Full-time employees hired before January 2020, will be recognized for any part-time years of service in determining their years of service under the program. Employees will be recognized every 5th anniversary with a service pin and the corresponding payroll amount. Service pins will be uniform and the payroll amount is set forth in this policy as follows:

Years of Service	Service Pin Color	Amount
5	Sapphire Blue	$500.00
10	Amethyst	$1,000.00
15	Champagne	$1,500.00
20	Emerald	$2,000.00
25	Crystal	$2,500.00
30	Alexandrite	$3,000.00
35	Garnet	$3,500.00

Human Resources will notify Payroll to issue the employee monetary years of service recognition. Employees will receive a payroll amount during their anniversary pay period.

OVERSIGHT

The City Administrator and his/her designee will oversee the program and recognize each employee with a service pin on or near the employee's anniversary.

EMPLOYEE ASSISTANCE PROGRAM

INTRODUCTION	The City of Grain Valley will provide confidential and voluntary assistance to you and your immediate family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc.
REFERRALS	You and your family members can refer yourselves to the Employee Assistance Program ("EAP").
COUNSELING SERVICES	EAP counselors are available to meet with you or your family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation. Where you may be in need of information, a referral or suggestion may be made over the telephone.
FEE	There is no charge for you or your family to use the services of the EAP.
EMPLOYEE RESPONSIBILITY	Rehabilitation is your responsibility.
DISCIPLINARY ACTION	An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

CONFIDENTIALITY	All records of your use of the EAP program are confidential and no record of that referral, other than in statistical form, will be provided to or kept by the City of Grain Valley. The City of Grain Valley will not be provided with information regarding your or your family members' problem identified by the EAP or regarding the nature of the treatment recommended for you. This service will not jeopardize job security or promotional opportunities. Nothing contained herein shall prohibit you from consenting to the release of your records by the EAP provider.
CONTACT INFORMATION	The program may be reached twenty-four (24) hours a day on weekdays and weekends. Please contact Human Resources for more information.

50 DAYS OF FITNESS PROGRAM

INTRODUCTION

Employee health & fitness is a benefit to the staff of the City as well as for the organization as a whole. Statistics have proven when employees are actively involved in programs such as *50 Days of Fitness* they are sick less often; therefore they miss fewer work days. Healthy employees are more effective and more efficient performing their job duties. Also, a healthy lifestyle promotes happiness through a better quality of life both at work and away from the work place.

50 Days of Fitness is an employee fitness program designed to improve the quality life for City of Grain Valley employees.

GUIDELINES

- Employee's participate in a physical activity for at least 20 minutes
- Indicate which activity you participated by marking one or more of the 20 authorized activities on the 50 Days of Fitness form. The form is located on the Employee Portal or contact Human Resources.
    - Should you not find the activity on the list, please contact Human Resources to find out if your activity is authorized for this program.
    - Dates, times and activity must be recorded each day
- When an employee has recorded 50 separate (but not necessarily consecutive) days of activity in a six (6) month period, they will be rewarded with a half-day (4 hours) off of work with pay. The benefit will be reflected on the next regular pay cycle paycheck
    - Employees can earn up to one (8 hours) paid day off per year.

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SECTION 10
TIME AWAY FROM WORK

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VACATION TIME

ELIGIBILITY

Full-time employees shall earn vacation time on a monthly accrual basis for each calendar month worked.

Eligible employees will begin accruing vacation time beginning the first day of the succeeding month following their date of hire. Accrued vacation time is reflected on the employee's pay stub when the last day of the pay period falls within the month it is to be accrued.

REQUEST FOR TIME OFF

Every attempt will be made to honor each request for time off. Approval by your supervisor or Department Head is based on the hardship to the City, seniority, and the number of requests for the same dates.

POLICY

Accrued monthly according to years of service[1]:

Years of Continuous Service	*Hours Accrued per Month*	*Annual Hours*	*Maximum Accumulation*
Years 0 thru 5	8 hours	96 hours	192 hours
Years 6 thru 10	10 hours	120 hours	240 hours
Years 11 thru 15	12 hours	144 hours	288 hours
16 Years or more	14 hours	168 hours	336 hours

Ineligible to accrue vacation leave after paid leave has been exhausted.

EARNING VACATION TIME

Vacation time is earned at the end of each month beginning on the first day of the succeeding month following the date or hire, and may be taken as soon as it has been earned.

Vacation time is not earned during an unpaid leave of absence.

TIME ACCUMULATION AND FORFEITURE

As a full-time employee, you may accumulate or "bank" vacation for up to two (2) years time, based on your rate of accrual *(please refer to the chart above)*.

Unused vacation time above the maximum accumulative amount will be forfeited. The City of Grain Valley does not buy back or pay you for unused forfeited time.

[11]Accrual in a milestone anniversary year will occur on the month following the anniversary month.

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HOLIDAY	If a holiday occurs during an approved vacation, the holiday is not counted as vacation time.
VACATION PAY	You are compensated for vacation time at your current rate of pay, not at the rate when accumulated.
ACCRUED, UNUSED VACATION PAYOUT	Accrued, unused vacation shall be paid out at the time of employment separation (with or without cause); and is subject to all taxes applicable by law. Vacation Payout does not apply for unused forfeited time.
UPON DEATH	Upon your death, accrued, unused current year and banked vacation time shall be paid to your designated beneficiary as outlined in your life insurance policy paid by the City.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the vacation benefit. If you move from a full-time to part-time or seasonal position, you will receive a payout of your accrued time on the paycheck to precede your status change date.
RE-EMPLOYMENT	When you are re-employed with the City, your re-hire date shall be the basis of computation of vacation time.

SICK LEAVE

POLICY

Full-time employees shall accrue sick leave at a rate of eight (8) hours per month; ninety-six (96) hours per year, for each calendar month worked.

Eligible employees will begin accruing sick time beginning the first day of the succeeding month following their date of hire. Accrued sick leave is reflected on the employee's pay stub when the last day of the pay period falls within the month it is to be accrued.

The maximum accumulated sick leave limit is nine hundred and sixty (960) hours.

Unused sick time above the maximum accumulative amount will be forfeited.

The City of Grain Valley does not buy back or pay you for unused forfeited time.

Ineligible to accrue sick leave after paid leave has been exhausted.

VOLUNTARY TERMINATION OR RETIREMENT

Upon resignation or retirement, eligible employees hired before July 1, 2015 shall receive, for accumulated sick leave, the following percentage pay out.

Years of Continuous Service	*Payout Percentage*
Years: 0-5	0%
Years: 6-10	10%
Years: 11-20	25%
Years: 21 +	50%

Employees hired after July 1, 2015 shall forfeit accumulated sick leave.

EARNING SICK TIME

Sick time is earned at the end of each month beginning on the first day of the succeeding month following the date or hire, and may be taken as soon as it has been earned.

Sick time is not earned during an unpaid leave of absence.

PART-TIME, TEMPORARY AND SEASONAL EMPLOYEES	Part-time, temporary and seasonal employees do not earn sick leave. If you move from a full-time to part-time or seasonal position, you will receive a payout of your accrued time on the paycheck to precede your status change date.

UNEARNED ACCRUED SICK LEAVE	Sick leave may never be taken in advance of earned time. Use of accrued sick leave for absence from duty is not a privilege at your discretion, but shall be allowed only in the event of your absence from duty during scheduled workdays, or as hereafter provided, due to illness or disability to yourself; or in case of illness in your immediate family, which necessitates your absence from employment.
LAST TWO WEEKS OF TENURE	Sick leave will not be granted during the last two (2) weeks of your tenure. Any absence during the last two (2) weeks will be charged to compensatory time, personal time, vacation or leave without pay.
NOTIFICATION TO THE DEPARTMENT HEAD OR SUPERVISOR	You must keep your supervisor or Department Head informed of your condition if the absence is more than a two (2) day duration. When you find it necessary to be absent, you shall notify your supervisor or Department Head as soon as possible, or at minimum thirty (30) minutes prior to the time scheduled for reporting to work. Notification must be in person or over the telephone. Unless the absence is reported as specified, the time off is taken without pay. Paid time off for an absence is not automatic.
MEDICAL CERTIFICATION	When sick leave is in excess of three (3) working days, or if abuse of sick leave is indicated, your supervisor or Department Head may require a signed certificate from your attending physician.
ILLNESS WHILE ON VACATION	If the illness occurs while on vacation, vacation time shall not be refunded and sick leave applied, unless such illness is certified by a physician and approved by your Department Head.
PAYROLL TIME SHEET	All absences must be appropriately recorded on your payroll time sheet along with accompanying documentation signed by your supervisor or Department Head to accurately record and maintain a sick leave record.

SICK LEAVE DONATION POLICY

~~POLICY~~GUIDELINES

The following are the sick leave donation guidelines:

- Employee has exhausted all sick, vacation, personal and compensatory time earned
- Employee must be on an approved, unpaid leave of absence
- Formal request for sick leave donation must be completed at least one (1) pay period prior to the need for time; minus extenuating circumstances not allowing the prior notice to be given
- Employee must report an estimated length of time the sick leave donation is being requested
- Each employee may use one hundred and forty-seven (147) hours of time given in a twelve (12) month period
- Sick leave donation may be used while utilizing other benefits such as disability coverage, FMLA or worker's compensation
- Employee may not be on a performance improvement plan
- Employee will be paid at their current rate of pay at the time the request is made

Only the employee's name and total amount of requested donation will be provided to fellow employees by Human Resources~~You can request sick leave donation only when the following qualifications are met:~~

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~~1. You have used all of your sick, vacation, personal and compensatory time earned.~~
~~2. You must be on an approved, unpaid leave of absence. A formal request for sick leave donation is filled out at least one (1) pay period prior to your need for time; minus extenuating circumstances that would not allow for that amount of notice to be given.~~
~~3. Only the employee's name and total amount of requested donation will be provided to donators by Human Resources.~~
~~4. Each employee can use one hundred and forty seven (147) hours of time given under this policy.~~
~~5. You will be paid at your current rate of pay at the time your request is made.~~

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DONATING SICK LEAVE

~~You can~~An employee may donate sick leave only when ~~your~~ their own personal sick time does not fall below 80 hours ~~after your donation~~after the donation is made.

Donations will be in four (4) hour increments.

If more time is donated then needed, the time will not be taken from ~~you, the donating party~~the donating party.

PROCEDURE

The following procedure will be maintained when a request for donation is made:

Step	Action
1	A Request for Donation form is completed.
2	The completed Request for Donation form is submitted to Human Resources at least one (1) pay period prior to your need for time; minus extenuating circumstances that would not allow for that amount of notice to be given.
3	Human Resources will send a request to employees for a donation.
4	Employees who are willing to donate time shall complete a Time Donation form.
5	Completed Time Donation forms are submitted to Human Resources within five (5) business days.
6	Human Resources will notify the requesting employee of the total number of hours donated. **Please Note: If less time is donated than needed by the requestor, the requesting party will need to find alternative arrangements and will be required to follow absence policy guidelines.*
7	Human Resources will provide Payroll with employees in which time should be taken. Time will be taken in four (4) hour increments from each employee in a rotational format.

FAMILY AND MEDICAL LEAVE (FMLA)

PURPOSE

The City of Grain Valley will grant family and medical leave in accordance with the requirements of applicable law in effect at the time the leave is granted. This policy is established in compliance with the Federal Family and Medical Leave Act of 1993 (FMLA).

ELIGIBILITY

1. To be eligible for FMLA Leave benefits, employees must: Have worked for the City of Grain Valley for a total of 12 months
2. Have worked at least 1,250 hours over the previous 12 months.

Note: The 12-month period will be measured backward from the date the leave was requested.

REASONS FOR FMLA LEAVE

When you are eligible, you may take FMLA leave for one of the following reasons:

1. The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
2. To care for an immediate family member (spouse, child, or parent with a serious health condition (Family Care Leave);
3. An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
4. A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
5. To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below (Military Caregiver Leave).

DEFINITIONS

"Child" for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

"Parent" for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents-in-law. For Military Emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.

"Covered Active Duty" means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

"Covered Servicemember" means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran.

"Spouse" means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

"Key employee" means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

LENGTH OF LEAVE

The maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the City and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The applicable "12-month period" utilized by the City is the 12-month period measured backward from the date the leave was requested.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the City and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or by a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

INTERMITTENT OF REDUCED SCHEDULE LEAVE

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Leave taken intermittently may be taken in increments of no less than one quarter. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the City's operations. Please contact Human Resources prior to scheduling planned medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an employee's request for intermittent leave is approved, the City may later require employees to obtain recertification of their need for leave. For example, the City may request recertification if it receives information that casts doubt on an employee's report that an absence qualifies for FMLA Leave.

NOTICE AND CERTIFICATION

BONDING, FAMILY CARE, SERIOUS HEALTH CONDITION AND MILITARY CAREGIVER LEAVE REQUIREMENTS

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the City's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- Periodic recertification (upon request); and
- Periodic reports during the leave.

Certification forms are available from Human Resources. At our expense, we may require a second or third medical opinion regarding the employee's own serious health condition or the serious health condition of the employee's family member. In some cases, we may require a second or third opinion regarding the injury or illness of a Covered Service Member. Employees are expected to cooperate with the City in obtaining additional medical opinions that we may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the City's operations. Please contact Human Resources prior to scheduling planned medical treatment.

RECERTIFICATIONS AFTER GRANT OF LEAVE	In addition to the requirements listed above, if an employee's Family and Medical Leave is certified, the City may later require medical recertification in connection with an absence that the employee reports as qualifying for Family and Medical Leave. For example, the City may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee's encounter complications); or (3) the City receives information that casts doubt upon the employee's stated reason for the absence. In addition, the City may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the City will be at the employee's expense.
MILITARY EMERGENCY LEAVE REQUIREMENTS	Employees are required to provide: As much advance notice as is reasonable and practicable under the circumstances; A copy of the covered military member's active duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date. Certification forms are available from Human Resources Division.
FAILURE TO PROVIDE CERTIFICATION AND TO RETURN FROM LEAVE	Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at leave's expiration and has not obtained an extension of the leave, the City may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

COMPENSATION DURING LEAVE	Generally, FMLA Leave is unpaid. However, the City will require employees to use accrued paid leave to cover all of the FMLA leave, using personal leave first, then sick leave, then vacation leave prior to any unpaid leave. The use of paid benefits will not extend the length of a FMLA Leave.
BENEFITS DURING LEAVE	The City will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the City may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave. The employee's length of service as of the leave will remain intact, but accrued benefits such as vacation and sick leave will not accrue while on an unpaid FMLA Leave.
JOB REINSTATEMENT	Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if they had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.
CONFIDENTIALITY	Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the City as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

FRAUDULENT USE OF FMLA PROHIBITED	An employee who fraudulently obtains Family and Medical Leave from the City is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the City will take all available appropriate disciplinary action against such employee due to such fraud.
NONDISCRIMINATION	The City takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

HOLIDAYS

POLICY

All regular full time employees of the City shall receive eight (8) hours compensation at their current rate for the ~~twelve~~ thirteen (~~12~~13) holidays listed in this section.

All holidays must be taken in the calendar year in which they occurred.

Personal holiday may be taken after thirty days (30) of employment, and must be taken in the year it is given.

HOLIDAYS

The ~~twelve~~ thirteen (~~12~~13) holidays include the following:

New ~~Years~~Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving	4th Thursday in November
	4th Friday in November
Christmas Eve	December 24th
Christmas	December 25th
Personal Day	Employee Discretion with Department Head Approval

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HOLIDAYS THAT FALL ON SATURDAYS OR SUNDAYS

In the event any of the above holidays fall on Saturday, the day before shall be observed as such holiday. If the holiday falls on a Sunday, the day after shall be observed as such holiday.

SICK LEAVE

Incapacity due to sick leave the day prior to or after the holiday shall not be construed as voiding this provision, although your Department Head or the City Administrator may require proof of incapacity.

PART-TIME, TEMPORARY OR SEASONAL EMPLOYEES	Part-time, temporary or seasonal employees are not eligible for paid holidays.
COMMISSIONED POLICE OFFICERS	Commissioned Police Officers shall receive eight hours pay for each recognized holiday, and shall additionally be paid time-and-one-half for all hours actually worked on any holiday.

LEAVES OF ABSENCE

POLICY	This policy is reserved for extraordinary and unusual circumstances. Requests for leave will be considered and evaluated on an individual basis. The City Administrator may grant a leave of absence without pay for up to 180 days. Approval or denial of such requests will be entirely at the City's discretion. In determining the feasibility of granting such requests, factors such as the purpose of requested leave, availability of coverage for job responsibility during the requested leave, previous absences, length of employment, prior work records and performance and similar considerations, will be considered. Such requests must be submitted to the City Administrator.
RETURNING TO WORK	Upon expiration of leave without pay, you shall return to work in the position held at the time leave was granted, or to any other similar vacant position.
FAILURE TO RETURN TO WORK	Your failure, without good cause, to report promptly when leave has expired shall be considered a voluntary resignation of employment.

WORKERS' COMPENSATION

POLICY

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. The City provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

Employees who sustain a work-related injury or illness should inform their supervisor or Department Head immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage. This procedure must be followed whether the accident occurred on or off City of Grain Valley premises.

FAILURE TO REPORT AN ACCIDENT OR INJURY

Failure to report immediately any accident involving a work-related injury or illness may result in discipline, up to and including termination of employment.

POST-ACCIDENT DRUG/ALCOHOL TEST

At the discretion of your Department Head, the Risk Manager or the City Administrator, you may be required to take a post-accident drug and alcohol test at the time of a work related injury and/or illness.

Should you be required to perform a post-accident drug/alcohol test, under no circumstances are you allowed to drive yourself to the medical facility performing the test.

NO DISCRIMINATION OR RETALIATION

The City of Grain Valley does not discriminate or retaliate against employees for having filed Workers' Compensation claims.

RETURN TO WORK/ LIGHT-DUTY COMPENSATION	Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work. To ensure that employees are able to perform their duties safely, the City may require individuals to undergo both post-job offer and post-employment medical examinations for certain positions or under certain circumstances. Such examinations will comply with applicable law, including the requirements of the Americans with Disabilities Act and FMLA If you are placed on light duty or part-time duty, as determined by a health care provider, and you perform assigned work duties for the City of Grain Valley, your time will be recorded as actual time worked and you will be paid accordingly. If you are placed on light duty or part-time duty, as determined by physician health care provider, and you choose not to perform assigned work duties for the City of Grain Valley, you will be required to take sick or vacation time. Light duty may not be available for employees working in certain positions.
LEAVES OF ABSENCE/ACCOMMODATION	Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the City's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.
ADDITIONAL INFORMATION	Further details on workers' compensation is available upon request from Human Resources.

ATTENDANCE & PUNCTUALITY

INTRODUCTION	Prompt and regular attendance is key to the efficient operation of the City of Grain Valley and is considered an essential function of every employee's job. When you are absent, schedules and customer commitments fall behind, and other employees must assume added workloads. To limit problems caused by employees' unapproved absences, we have adopted the following policy. Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized City business or other authorized reason. Unapproved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.
NOTIFICATION	Notification of an absence or tardiness should occur as soon as you know you will not be able to attend work or will be late. In any event, if an employee is unable to report for work on any particular day, they must notify their supervisor or Department Head at least thirty (30) minutes prior to the scheduled start time of your shift (unless it is impossible to do so, in which case you must call as soon as possible thereafter). Employees who need to leave early must notify their supervisor or Department Head as soon as they learn that they will not be able to complete their scheduled shift. The City may inquire about the general reason for an absence, tardiness or early departure. Failure to provide the notification required by this Policy may result in disciplinary action up to and including termination of employment.
EMPLOYEE RESPONSIBILITY	Except in cases of emergency, you are responsible for reporting unscheduled absences yourself rather than having family or friends do so for you. You must speak to your supervisor or Department Head to properly notify the City of your absence.
ABSENCES EXTENDING MORE THAN ONE DAY	Unless extenuating circumstances exist, employees must call in on each and every scheduled day on which they will not report to work, unless they are on an approved leave of absence.

ABSENCES IN EXCESS OF THREE (3) CONSECUTIVE DAYS	Any absence in excess of three (3) or more days may require a doctor's release to return to work.
EXCESSIVE ABSENTEEISM & TARDINESS	Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is excused or approved. The following are examples of types of time off that will not be considered grounds for disciplinary action under this policy: • Time off that was previously approved, including vacation and sick leave; • Approved state and federal leaves of absence, including but not limited to jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave specifically approved by the City as an accommodation under the Americans with Disabilities Act or similar state laws; and/or • Time off due to a work-related injury that is covered by workers' compensation. Each situation of absenteeism, tardiness or early departure will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, the City will not subject employees to disciplinary action or retaliation for an absence, tardiness or early departure for which discipline may not be imposed under applicable law. If the employee believes that an absence, tardiness or early departure is (or should be) excused pursuant to applicable law, the employee should notify their supervisor, Department Head, or Human Resources of this fact as soon as possible, but no later than at the time of the absence, tardiness or early departure. (For the required timing of an employee's notice of the need for a foreseeable leave of absence, see the applicable leave policy). If an employee believes they have mistakenly been subject to disciplinary action for an absence, tardiness or early departure that the employee believes is or should be excused/approved, the employee should promptly discuss the matter with their supervisor, Department Head, or Human Resources. The City will investigate the situation and any errors will be corrected.

NO CALL/NO SHOW	An employee's failure to report for work without any notification (No Call/No Show) Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. An employee who fails to report for work without any notification to their supervisor or Department Head will be subject to disciplinary action, up to and including termination, on the first occasion of any such absence. An employee who fails to report for work without any notification to their supervisor or Department Head and whose absence continues for a period of two (2) days will be considered to have abandoned and voluntarily terminated their employment, absent extraordinary circumstances.
UNEXCUSED ABSENCE	An unexcused absence for non-exempt employees is defined as any time off from a regularly scheduled shift that has not been approved seventy-two (72) hours in advance as an excused absence. Consecutive day's absences are counted as one absence.
ADDITIONAL INFORMATION	Employees should contact Human Resources with any questions about this Policy.

FUNERAL LEAVE

POLICY

The City of Grain Valley understands that you may desire to take time off in the event of a death of a family member. As such, the City of Grain Valley may grant you up to five (5) business days with pay to attend the funeral of an immediate family member; and up to three (3) business days with pay to attend the funeral of an extended family member.

If the death of a family member occurs while the employee is on sick, vacation or FMLA, the employee is responsible for notifying their supervisor as soon as possible.

IMMEDIATE FAMILY MEMBERS

Immediate family of the employee includes:

- Spouse/Partner
- Children/Stepchildren (including In-Laws)
- Parents/Stepparents (including In-Laws)
- Siblings (including stepbrothers/stepsisters)
- Grandparents
- Grandchildren

EXTENDED FAMILY MEMBERS

Extended family of the employee includes:

- Aunts/Uncles
- Cousins
- Nieces/Nephews
- Brothers/Sisters In-Law

MILITARY LEAVE

POLICY	A military leave of absence will be granted to employees who are absent from work because of service in accordance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and applicable state laws. The City provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training. Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.
ADVANCE NOTICE	Advance notice of military service is required, preferably in writing, unless military necessity prevents such notice or it is otherwise impossible or unreasonable (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor or Department Head with as much advance notice as possible of any anticipated leave of absence for military service.
PAY	If you are required to fulfill an annual military service obligation, you will be granted time off, and the City of Grain Valley shall pay the difference in wages between the active duty pay and your regular income for a period of up to one-hundred twenty (120) hours.
VACATION AND COMPENSATORY TIME	When on a military leave of absence, you may use any available personal time, vacation time or compensatory time for the absence.

HEALTHCARE CONTINUATION	Accrued, unused vacation or leave will be paid during military leave at the employee's request. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.
REINSTATEMENT	In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed service on a basis that is not dishonorable or otherwise prohibited under USERRA. Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest. Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service. Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources. In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the City will provide training to assist the employee in the transition back to the workforce. Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began minus any vacation benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation benefits at the rate they would have attained if no military leave had been taken.

FOR ADDITIONAL INFORMATION	Contact Human Resources for more information or questions about military leave.

JURY DUTY & WITNESS DUTY LEAVE

POLICY	You shall be given the necessary time off without loss of pay when: 1. Performing jury duty. 2. Appearing in court as a witness in answer to a subpoena. 3. In an official capacity in connection with the City. 4. As an expert witness either for professional or observed knowledge.
NOTIFICATION	When you receive a subpoena, summons, or other notice to serve, you must immediately notify your supervisor and/or Department Head and provide them a copy of such notification.
PAY	During such time away from the City, you will be paid at your regular salary or wages.
RETURN TO WORK	You are to return to work the same day that you are not selected to serve on a jury, if the remaining time in the workday equals four (4) or more hours. You may be required to provide verification of jury duty or witness service from the court clerk.

VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

PURPOSE	The City of Grain Valley will grant unpaid leave in accordance with the requirements of the applicable state law in effect at the time the leave is granted.
ELIGIBILITY	1. Employee who is victim of domestic or sexual violence; or 2. Have a family or household member who is a victim of domestic or sexual violence
REASONS FOR DOMESTIC VIOLENCE OR SEXUAL VIOLENCE LEAVE	When an employee is eligible, an employee may take Domestic Violence or Sexual Violence unpaid leave for one of the following reasons: review and consideration that can be used in conjunction with annual reviews. It can help in instances where an employee claims long ongoing harassment but it is not reported for some time.
DEFINITIONS	**"Family or household member"** for employees with a family or household member who is a victim of domestic or sexual violence, a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household. **"Parent"** the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter who is a victim of domestic or sexual violence. **"Son or Daughter"** a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age, or is eighteen years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence.
LENGTH OF LEAVE	When an employee notifies the City of intent to take leave, the City must allow employee to take two weeks per twelve-month period of unpaid leave. The period of leave may be taken by the employee in a single period, intermittently, or on a reduced work schedule.

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BENEFITS DURING LEAVE	The City will maintain coverage for the employee and any family or household member covered under the employee's group health plan for the duration of such leave and at the level and under the conditions as if the employee had maintained continuous employment. At all times during a leave of absence, the employee is required to pay the employee portion of the premiums.
CERTIFICATION	When an employee notifies the City of their intent to take leave, the City may: Request from the employee certification that the employee or the employee's family or household member is a victim of sexual or domestic abuse and that the leave is for one of the following (hereinafter referred to as the "Reasons"): • Seeking medical attention for or recovery from physical or psychological injuries; • Obtaining services from a victim services organization; • Obtaining psychological or other counseling; • Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the victim; or • Seeking legal assistance or remedies to ensure the health or safety of the victim. • Certification may be satisfied by the employee providing a sworn statement to the City that leave was taken for one or more of the aforementioned reasons, and one of the following: • A police report or court record; or • Other corroborating evidence. The City may also require an employee on leave for one of the aforementioned reasons to report periodically to the City on the status and intention of the employee to return to work.
CONFIDENTIALITY	Maintain all information provided to the City by the employee in the strictest confidence, except to the extent disclosure is requested or consented to in writing by the employee or otherwise required under the law.

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SAFETY ACCOMMODATIONS	The City will provide reasonable safety accommodations to the employee in a timely manner upon request and accompanied by a written statement by the employee or an individual acting on their behalf certifying that the reasonable safety accommodation is for an authorized purpose for one of the aforementioned reasons. "Reasonable safety accommodations" may include: • Adjustment to job structure, workplace facility, or work requirement; • Transfer, reassignment, or modified schedule; • Leave from work; • Changed telephone number or seating assignment; • Installation of a lock or implementation of a safety procedure; or • Assistance in documenting domestic violence that occurs in the workplace or in work-related settings, in response to actual or threatened violence. • *The above list is not exhaustive, but demonstrative of accommodations the City may provide.* Note: If the City can demonstrate that the accommodation would impose an undue hardship on the operation of the City, then the City is not required to provide such accommodation.
JOB REINSTATEMENT	Upon return from leave, a covered employee must be restored to the same position the employee held when leave commenced or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

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EMPLOYEE OBLIGATIONS

An employee using the victims of domestic or sexual violence leave has obligations to the City:

- The employee must provide the City with at least 48 hours' advance notice of the employee's intent to take leave, unless doing so is not practicable;
- The employee must satisfy certification requirements upon the City's request as described above;
- The employee must make known to the City any limitations requiring a reasonable safety accommodation resulting from one of the aforementioned reasons;
- The employee must return to work prior to the expiration of the period to which the employee is entitled or may be required to provide certification to the City the reason the employee is unable to return, as discussed above;
- Upon request by the City, while an employee is on leave, the employee must periodically report to the City and communicate their status and intention to return to work.

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EMPLOYER RESPONSIBILITY

The City will refrain from taking any action against an employee for any unscheduled absence, provided that the employee, upon request by the City and within a reasonable period after the absence, provides the City with certification that the absence is covered by providing a sworn statement and either documentation from a source from whom the employee or family or household member sought assistance, a police report or court record, or other corroborating evidence.

FAILURE TO RETURN FROM LEAVE

If an employee takes leave and fails to return after the period to which the employee is entitled has expired, for a reason other than the continuation, recurrence, or onset of the domestic or sexual abuse that entitled the employee to leave or other circumstances beyond the control of the employee, the City may recover from the employee the premium the City paid for maintaining coverage for the employee and any covered family or household members under the City's group health plan during such period of leave.

If an employee claims they are unable to return to work for one of the aforementioned reasons, the City may require the employee to, within a reasonable period after making the claim, certify to the City that the employee is unable to return because of that reason by providing the City with:

- A sworn statement of the employee;
- Documentation from a source from whom the employee or family or household member sought assistance;
- A police report or court record; or
- Other corroborating evidence.

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RETALIATION

Retaliation against employees for use of leave is prohibited.

SUMMARY

Employees who themselves are victims, or have a family or household member who is a victim of domestic or sexual violence are allowed to take a period of unpaid leave from work to address such violence for one of the aforementioned reasons.

The victims of domestic or sexual violence leave allowed does not supersede any provision of any federal, state, or local law, collective bargaining agreement, or employment benefits program or plan that provides greater leave benefits or provide leave benefits for a larger class of victims.

The policy does not create a right for an employee to take unpaid leave in excess of that allowed under the FMLA.

VOTING TIME

INTRODUCTION	For Federal, State, and Municipal elections, you are encouraged to exercise your right to vote.
REQUESTING TIME TO VOTE	Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If an employee does not have sufficient time to vote, however, that employee should discuss the matter with a supervisor to request time off to vote prior to the day of the election. The City will comply with all applicable state and municipal voting time laws.

SECTION 11
EMPLOYEE RELATIONS

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POSITION (JOB) DESCRIPTIONS

INTRODUCTION	Each classified position with the City of Grain Valley shall have a job description. The City Administrator and Department Head related to the position will review and approve all job descriptions
DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITY	Supervisors and Department Heads are the most qualified source for defining job content, and are responsible for aiding in the drafting of the position descriptions.
EMPLOYEE RESPONSIBILITY	In conjunction with annual performance reviews, employees may be asked to participate in the preparation and updating of their job descriptions to reflect current duties and responsibilities.
CONTENT	Job descriptions contain: 1. Job Summary - general view of the position. 2. Essential Functions - the overall accountability for a function. 3. Qualifications - the minimum requirements a person needs in order to perform the job; skills, knowledge and abilities. 4. Supervisor Roles (if applicable) 5. Environmental Conditions - the location, weather, and physical requirements. 6. Essential Physical Activities - physical obligations to perform the job.

ACCESS TO PERSONNEL FILES

INTRODUCTION	You may request and receive a copy of anything in your file that has been signed by you. Contact Human Resources if you wish to review your personnel file or to make copies of documents signed by you.
CONFIDENTIALITY	Only authorized supervisors, Department Heads, and Human Resources have access to an employee's personnel file. However, the City will cooperate with—and provide access to an employee's personnel file to—law enforcement officials or local, state or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.
PERFORMANCE REVIEWS	Authorized supervisors, Department Heads, and Human Resources generally have access to performance reviews in your file if a promotion, transfer, or other change in employment status is contingent upon job and performance-related information. Access is also allowed to authorized supervisors, Department Heads, or Human Resources if disciplinary action is being taken.

PERFORMANCE MANAGEMENT

INTRODUCTION	The continued growth and success of our City depends on its employees. As such, Employees are evaluated regularly based on attendance, punctuality, work performance, and conduct. Performance reviews are generally scheduled twice a year, mid-year and annually. The City may also schedule performance reviews at other times in the City's discretion (including after a six-month probationary period). However, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The performance review provides employees a forum in which to discuss with their supervisor or Department Head their accomplishments, performance standards, opportunities for improvement, and the development of goals. The Employee Performance Review and Evaluation Procedures outlines the purpose, content, process and timeline of performance management.
PERFORMANCE COUNSELING	Performance counseling should be an ongoing process over the course of employment with the City of Grain Valley.
WAGE ADJUSTMENTS	Performance reviews do not automatically result in a wage adjustment or promotion. These decisions are made at the discretion of the City and depend on a number of factors in addition to an employee's individual performance.

SUGGESTIONS FOR IMPROVEMENTS

INTRODUCTION	The City of Grain Valley values the input of its employees. We are always open to improving products, services, processes, and environmental conditions and both encourage and welcome the input of our employees.
PROCESS	If you have a suggestion for improvement, please bring it to the attention of your supervisor or Department Head.

CORRECTIVE ACTION

GUIDELINE	Although employment may be terminated at-will by either the employee or the City at any time, without following any formal system of discipline or warning, the City may exercise discretion to utilize forms of discipline that are less severe than termination. Disciplinary action cannot be administered according to an absolute set of rules; decisions must be made based on the facts of each case. As such, the City may utilize forms of discipline that include but are not limited to verbal and written warnings, demotions, suspensions, or termination.
AT WILL EMPLOYMENT	Nothing in this policy is intended to alter your at-will employment status or the City of Grain Valley's right to apply any form of discipline, including termination, which is deemed reasonable and appropriate under the circumstances.
CORRECTIVE ACTION PROCESS	Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The City reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation. 1. Verbal Notice 2. Written Notice 3. Counseling and Probation that may lead to one or more of the following: a. Suspension Without Pay b. Demotion c. Dismissal The type of corrective action will be determined by the nature, severity, and effect of the problem, by the type and frequency of previous problems, by the period of time elapsed since a previous problem, and by any circumstances relevant to the problem.

ACTION	ACTION DESCRIPTION
VERBAL NOTICE	A meeting between you and your immediate supervisor should be arranged during which your Supervisor should explain in detail the reasons for the verbal notice. Your supervisor should state the problem, listen to your response, and encourage you to make suggestions for correcting the problem. The meeting should end with a plan of action for correcting the problem.
WRITTEN NOTICE	If, in the judgment of a supervisor, a verbal notice does not correct the problem, a written notice may be given to you. This notice should describe the problem and the action required to correct it. You should be given an opportunity to discuss the notice with the supervisor and should be advised of the right to make a written reply. Copies of the notice and the employee's reply should be placed in the employee's file, both in the employing department and in Human Resources.
WRITTEN COUNSELING & PERFORMANCE IMPROVEMENT PLAN	You may be placed on a Performance Improvement Plan ("PIP") for a period up to twelve (12) months when in the judgment of your supervisor such action is warranted because of unsatisfactory work performance or behavior. During the probation period you and your supervisor should meet at regularly scheduled times to discuss your progress in meeting expectations. These meetings should be followed by a written summary prepared by your supervisor, addressed to you and signed by your supervisor. Special rules of employment apply to employees on a PIP An employee on a PIP is ineligible for promotion or for a salary increase. An employee on a PIP is not eligible for transfer. An employee may be placed on a PIP upon returning to work after a suspension without pay, provided the employee was notified of the probation when the suspension was imposed.

VOLUNTARY RESIGNATION

INTRODUCTION	An employee who chooses to leave their employment with the City of Grain Valley voluntarily resigns from the City of Grain Valley.
NOTICE OF RESIGNATION	The City requests Employees submit a written letter of resignation to their Department Head at least two (2) weeks in advance stating the expected final date of employment.
DISCRETION OF CITY	The City of Grain Valley reserves the right to determine an employee's final date of employment. At the City of Grain Valley's discretion, you may be asked to leave the facility immediately and forego the notice.
FINAL WEEK/DAYS OF EMPLOYMENT	It is expected that during your final weeks, you will complete all assigned work possible and cooperate in an orderly transition of unfinished projects.

LAYOFFS/REDUCTION IN FORCE

INTRODUCTION	The City Administrator shall direct layoff procedures to be implemented when positions are abolished due to lack of work; lack of funds; or reorganization. The City Administrator shall determine and prepare a layoff plan that shall include the number and kind of positions affected, and institute abolishment of the positions.
EXISTING VACANCIES	If you are laid off, the City Administrator may appoint you to any existing vacancy in a lower class for which you are qualified.
DEPARTMENT HEAD PARTICIPATION	Department Heads may recommend separating you without prejudice because of lack of funds or curtailment of work. In most cases, the Department Head shall give notice of at least ten (10) working days.
TEMPORARY AND PART-TIME EMPLOYEES	When reducing staff, temporary employees shall be separated before part-time employees, and part-time employees before regular, full-time employees. Such termination will be reflected in your personnel file, and will not reflect negatively on your work record.
PROBATIONARY EMPLOYEES	An employee on probation status as a result of a promotion is considered a full-time employee for the purpose of layoffs.
CLASSIFIED POSITIONS	Whenever a classified position is abolished or reduction in force becomes necessary, layoffs shall be accomplished in the following manner: 1. The Department Heads and City Administrator shall determine criteria; including, but not limited to, attendance, performance reviews, provisional or probationary status, departmental demands and forecasts. 2. The Department Heads and City Administrator will consider such factors in determining who is reserved by such items including, but not limited to, an individual's total service with the City, special skills or abilities, and ability to perform other duties within the City.

REHIRES

The City Administrator may rehire for an affected position based on criteria; including, but not limited to, special skills or abilities, the ability to perform multiple duties, attendance prior to the layoff, previous performance reviews, employment status, departmental demands and forecasts.

If you are rehired within a twelve (12) month period, you shall be reinstated and credited for previous employment for the purpose of computing vacation and other benefits.

If you are rehired after twelve (12) months, you will start computing vacation leave, sick leave, and other benefits in the same manner as a new employee.

EXIT INTERVIEW

INTRODUCTION	We are interested in obtaining information, impressions, and constructive comments concerning the City of Grain Valley.
EMPLOYEE RESPONSIBILITY	When you resign, you may be asked to participate in an exit interview with Human Resources, City Administrator, or Elected Officials. Your comments will assist us in directing our management staff and business efforts for the future. You will be required to turn in all City of Grain Valley property at this time.
CITY OF GRAIN VALLEY RESPONSIBILITY	You will receive important information regarding your last paycheck, COBRA benefits, etc.

UNEMPLOYMENT COMPENSATION

INTRODUCTION	The City of Grain Valley contributes to the Unemployment Compensation Insurance Plan, which provides income to eligible unemployed individuals.
ELIGIBILITY AND BENEFITS	You must satisfy the statutory eligibility requirements to receive benefits. The State Division of Employment Security determines your eligibility as well as the amount and duration of the benefits. These benefits are based on your average monthly salary or wages during a specified period of time.

HEALTH INSURANCE CONTINUATION (COBRA)

POLICY

The City of Grain Valley is subject to the federal law known as the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Under COBRA, the City of Grain Valley must permit qualified beneficiaries to elect to continue group health coverage when certain qualifying events occur that cause the loss of group health coverage.

Upon the separation of your employment, you will receive important information regarding your eligibility for benefits under COBRA. For more information, you should contact Human Resources, or review the notice you received when you first enrolled in the plan or the Summary Plan Description for a full explanation.

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RECEIPT OF CITY OF GRAIN VALLEY EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Grain Valley Employee Handbook approved ~~August 24, 2020~~December 13, 2021. I understand that the Handbook sets forth the expectations of my employment with the City of Grain Valley, and I also understand that I am expected to read and understand what this Handbook says.

I understand the City has provided me various alternative channels to raise concerns of violations of this handbook and including but not limited to harassment, equal opportunity and workplace violence City policies and encourages me to do so promptly so that the City may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law.

Furthermore, I understand that I am encouraged to contact my Supervisor or Department Head ay time I have questions or am uncertain about any policy or procedure contained in this Handbook.

_____

PRINTED EMPLOYEE NAME

SIGNED EMPLOYEE NAME

DATE

CITY OF GRAIN VALLEY

EMPLOYEE HANDBOOK

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WELCOME TO THE CITY OF GRAIN VALLEY!

We are excited to have you as part of our team. You were hired because we believe that you have the knowledge, skills, abilities, and character to contribute to the success of our City and share our commitment to being the best community in the Kansas City metropolitan area.

At the City of Grain Valley, we strive to provide the highest level of service to our residents, businesses, and visitors. The primary goal of the City of Grain Valley, and yours as one of its employees, is to live up to our mission statement in everything we do. We can only achieve this through hard work and commitment from every employee. You and every other employee are essential to our success in that endeavor.

We know that joining a new organization requires some adjustment; you will meet new people, work in different surroundings, and need to become familiar with new policies, procedures, practices and benefits. This employee handbook contains the key policies, goals, benefits, and expectations of the City of Grain Valley. You should use it as a ready reference as you pursue your career with us.

Welcome aboard! We look forward to working with you and wish you continued success.

PURPOSE OF EMPLOYEE HANDBOOK

This Handbook has been provided to communicate general policies and practices at the City of Grain Valley. While we follow the policies set out in this Handbook, the City of Grain Valley reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Handbook does not constitute a contract for employment or a guarantee of continued employment for any employee, and the policies shall apply to all City positions including management positions, unless otherwise specifically provided for. Except where some other standard is established under a collective bargaining agreement or individual employment contract, there is nothing in this Handbook or any other policy or communication that changes the fact that you are an "at will" employee.

This Handbook supersedes all previously published Employee Handbooks. Not all of the City of Grain Valley's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. It is your responsibility to read and understand all of the information contained in this Handbook. Any questions or concerns about this Employee Handbook or any other policy or procedure should be directed to your supervisor, Department Head, or Human Resources. The City Administrator shall be charged with the responsibility for the administration of these policies and procedures.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by the Constitution of the State of Missouri.

SECTION 1
PHILOSOPHY

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MISSION STATEMENT

MISSION STATEMENT	The mission of the City of Grain Valley is to provide residents, businesses and visitors with the highest level of service by providing professional municipal management in the areas of Public Safety, Parks & Recreation, Community and Economic Development, Water, Sewer, Transportation and the Stewardship of Public Funds.

OPEN DOOR POLICY

OPEN DOOR POLICY

We recognize that employees may have suggestions for improving our workplace, as well as informal complaints about the workplace. We all recognize that the accumulation of unspoken, unanswered problems, informal complaints and questions can result in dissatisfaction and can affect the work environment. It is to everyone's advantage to bring these matters out in the open.

COMPLAINT PROCEDURE

If you have a suggestion, problem, or informal complaint, please review it with your supervisor or Department Head at the earliest possible time.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some City policies, such as the Equal Employment Opportunity Policy, Workplace Violence Policy, and other policies prohibiting discrimination, harassment, and retaliation contain specific reporting procedures that should be followed. Employees should utilize this Open Door policy for reports and ideas that are not addressed through the City's specific reporting procedures.

EMPLOYMENT AT WILL

DEFINITION

Your employment with the City of Grain Valley is on an "at will" basis, except where some other standard is established under a collective bargaining agreement or individual employment contract, signed by the Mayor.

This means that your employment is for an indefinite period of time and may be terminated by you or the City of Grain Valley at any time, for any reason or for no reason, with or without cause or notice by the employee or by the City.

NOT AN EMPLOYMENT CONTRACT

Neither this Handbook nor any other City of Grain Valley communication, unless specified as an employment contract or agreement, creates an employment contract or limits the right to terminate at-will.

No employee rights are conferred upon the City of Grain Valley by this Handbook; and its contents should not give rise and legitimize expectations of continued employment.

COLLECTIVE BARGAINING AGREEMENTS

REPRESENTED EMPLOYEES

Certain City employees are represented by a labor organization. For these represented groups (known as "bargaining units"), the City will endeavor in good faith to establish a collective bargaining agreement with the relevant labor organization. Where a collective bargaining agreement is in effect, it will serve as the primary source for establishing wages, benefits, and terms or conditions of employment for the individuals employed within the bargaining unit.

CONFLICTING PROVISIONS INVALID

If there is any conflict between this Handbook and a collective bargaining agreement, the provisions of the collective bargaining agreement will be controlling. If this Handbook provides greater or lesser benefits, or more or less favorable terms or conditions of employment than appear in a collective bargaining agreement, the differing provisions of this Handbook shall be inapplicable to employees in the bargaining unit, and the collective bargaining agreement will be controlling. However, to the extent provisions of this Handbook address topics not covered in a collective bargaining agreement, or provide further details about matters that are addressed in a collective bargaining agreement without creating any conflict, the provisions of this Handbook shall apply to represented employees on the same basis as they apply to all other City employees.

SECTION 2
COMMITMENT TO DIVERSITY

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EQUAL EMPLOYMENT OPPORTUNITY

INTRODUCTION	The City of Grain Valley is an equal opportunity employer committed to creating and maintaining a positive, productive work environment in which all employees are treated with dignity and respect, and have an equal opportunity to succeed.
POLICY	It is the City of Grain Valley's policy to prohibit discrimination and provide equal employment opportunities to all employees and applicants for employment without regard to any individual's legally-recognized status, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.
TERMS & CONDITIONS OF EMPLOYMENT	This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, job-related training, and compensation.

COMPLAINT PROCEDURE

Any employee who believes they have been harassed, discriminated against or subject to retaliation by a co-worker, supervisor, or any third party, including any vendor, sub-contractor, or customer, in violation of the foregoing policies, or who is aware of such harassment, discrimination of or retaliation against others, should immediately provide a written or verbal report to their supervisor, Department Head, or Human Resources to report such incidents. After a report is received, a thorough and objective investigation will be undertaken. The investigation will be completed and a determination made and communicated to the employee as soon as practical. The City expects all employees to fully cooperate with any investigation conducted by the City into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other City policies, and during the investigation, to keep matters related to the investigation confidential.

If we determine that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination prohibited by this policy. If a complaint of prohibited harassment, discrimination, or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another employee or by the City of Grain Valley for using this complaint procedure, reporting proscribed harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

An employee should report any retaliation prohibited by this policy to their supervisor, Department Head, or to Human Resources. Employees can contact Human Resources to report such incidents. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

POLICY

The City of Grain Valley is committed to providing a work environment that is free of prohibited harassment. As a result, the City maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, color, religion, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

OTHER TYPES OF HARASSMENT

Harassment on the basis of any legally protected status is prohibited, including harassment based on: race, color, religion, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

EMPLOYEE AND THIRD PARTY HARASSMENT

The City's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee of the City, including supervisors, Department Heads, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, visitors, or any other individuals with whom you come in contact during the course of performing your duties for the City of Grain Valley. If such harassment occurs in the workplace by someone not employed by the City, the procedures in this policy should be followed. The workplace includes: actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), and City owned/controlled property.

REPORTING HARASSMENT

Any applicant or employee who believes they have been subjected to prohibited harassment or retaliation by a co-worker, supervisor, Department Head, agent, vendor, customer or other third party, or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are no longer affiliated with the City, or concern conduct occurring outside of work if it impacts the individual at work.

Complaints can be made verbally, or in writing, to any supervisor, Department Head, or to Human Resources. Employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters.

Employees are encouraged, but not required, to communicate to the offending person that the person's conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint of harassment or retaliation must immediately report the allegation to Human Resources.

INVESTIGATION AND RESPONSE

After a report is received, a thorough and objective investigation will promptly be undertaken. The City of Grain Valley will designate the person to lead the investigation. Depending on circumstances, the designated individual may be Human Resources, the City Administrator, or a third party.

The City of Grain Valley will take the necessary time to review and investigate your concerns. The investigation will be completed and a determination made and communicated to the employee as soon as practical. Any inquires about the status of your complaint should be directed to Human Resources

If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the City may take appropriate action to reinforce its commitment to providing a work environment free from harassment.

CONFIDENTIALITY

Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis.

MANAGER'S RESPONSIBILITY

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to Human Resources so they may be investigated and resolved in timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another employee or by the City of Grain Valley for using this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation, or believe that another individual has been subjected to retaliation, should report this concern to any supervisor, Department Head, or to Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the City may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

GOOD FAITH

The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. If it is determined, after investigating any complaint of harassment or unlawful discrimination, that the complaint was not made in good faith, or that an employee intentionally or recklessly provides false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

DISABILITY AND ACCOMMODATION

POLICY

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the City of Grain Valley will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

REASONABLE ACCOMMODATION

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the City receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The City will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the City and/or a direct threat to the health and/or safety of the individual or others, the City will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective.

The City will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

MEDICAL INFORMATION

Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

RELIGIOUS ACCOMMODATION

POLICY

The City of Grain Valley will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the City.

The City has developed an accommodation process to assist employees, supervisors, and Human Resources. Through this process, the City establishes a system of open communication between employees and the City to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. The City requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

SECTION 3

STANDARDS OF CONDUCT

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POLICIES AND PROCEDURES

POLICY MAKING AUTHORITY

The Board of Aldermen is the ultimate policy making authority for the City of Grain Valley in matters pertaining to Human Resource administration.

Changes in Human Resource policies, compensation, classification plan, or fringe benefits shall not be effective unless formally approved by the Board of Aldermen via resolution or ordinance.

AMENDMENTS/ REVISIONS

This Handbook supersedes all previously published Handbooks. Amendments or revisions to the Handbook, as a result of operational necessity, federal or state law, or local ordinance, enactments, or revisions, shall be presented for adoption by the Board of Aldermen and will become effective replacing previous policy on such date as designated by the governing body.

HUMAN RESOURCES OFFICER

The City Administrator or designee serving as the Human Resources Administrator is responsible for the employment of all salaried and hourly personnel.

AUTHORITY OF CITY ADMINISTRATOR OR DEPARTMENT HEAD

The Policies and Procedures as outlined in this employee handbook shall not be construed as limiting in any way the power and authority of any City Administrator or Department Head to make departmental policies and regulations governing the conduct and performance of employees within that department when it relates to job-specific duties and regulations.

DEPARTMENT HEADS

Executive Management Team personnel are listed below, and are considered the appointing authority as defined in these policies and procedures:

- City Administrator
- Deputy City Administrator
- Community Development Director
- Finance Director
- Parks & Recreation Director
- Chief of Police

DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITIES

Department Heads are responsible for the appointment, performance recognition, promotion, transfer, or separation of employees, with the approval of the City Administrator and within the guidelines provided in these policies.

PARKS AND RECREATION	The Parks and Recreation Director will work closely with the Parks & Recreation Board, but will work under the direct guidance of the City Administrator, following all the personnel policies and procedures outlined in this manual.
EMPLOYEE RESPONSIBILITY	You are responsible for cooperating with Department Heads and other staff in a joint effort to attain the City's goals and objectives.

LEVELS OF SUPERVISION

INTRODUCTION

In order to ensure orderly operations within our organization it is important to follow the proper chain of command, via the City's current Organizational Chart, when questions or issues arise. The City's Organizational Chart can be obtained by contacting Human Resources.

QUESTIONS OR CONCERNS

Questions or concerns should be addressed with your Department Head and/or a member of the Executive Management Team initially.

If questions or concerns still exist, the matter should be addressed with the City Administrator.

Please note that some City policies, such as the Equal Employment Opportunity Policy, and other policies prohibiting discrimination, harassment, and retaliation contain specific reporting procedures that should be followed. Employees should utilize this policy for questions or concerns that are not addressed through the City's specific reporting procedures.

ETHICAL COOPERATION

INTRODUCTION	The City of Grain Valley strongly promotes and practices ethical cooperation in its daily activities with all employees, clients, and suppliers.
DEFINITION	Ethical cooperation is defined as employees cooperating with other employees, clients and suppliers in an ethical and friendly manner that consistently meet or exceed the Citizens' of Grain Valley's expectations. It also means that we treat each other with respect.
FAILURE TO COMPLY	Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

CODE OF ETHICS

INTRODUCTION	This Code of Ethics sets forth the high ethical standards that you and all others representing the City of Grain Valley are to maintain while conducting the business of the City of Grain Valley.
EXPECTATIONS	You and other City of Grain Valley representatives are expected to: 1. Assure compliance with laws and regulations that govern the City of Grain Valley's business activities. 2. Foster a standard of conduct that reflects positively on the City of Grain Valley and its employees. 3. Protect the City of Grain Valley from financial loss. 4. Promote an atmosphere and attitude of harmony, cooperation and understanding among all personnel of the City of Grain Valley. 5. Establish the rights and obligations of each person in order to minimize misunderstandings between the City of Grain Valley and the employees. 6. Preserve a professional atmosphere in which personal integrity and dignity are not compromised, as well as set forth the high expectations we have for employee performance and conduct.
SALE OF GOODS OR SERVICES	You shall not, in your official capacity, assist in the sale of any goods or services to be used for advertising purposes.
GIFTS, GRATUITIES OR LOANS	You shall not accept gifts, gratuities, or loans for any amount or worth from organizations, business concerns, or individuals with whom an official relationship exists.
IF IN DIRECT CONTACT WITH THE PUBLIC	If you are in direct contact with the public, you must guard against any relationship, which might be construed as evidence of favoritism, coercion, unfair advantage, or secret agreement.
SOCIAL COURTESIES	These limitations are not intended to prohibit employees from accepting social courtesies, which prompt good public relations.

PROPRIETARY AND CONFIDENTIAL MATERIALS

POLICY

Due to the nature of the City of Grain Valley's business, the City absolutely must be able to place trust in you that you will not, at any time, divulge any confidential information you have learned during the course of your employment with the City to any third person, or business. Accordingly, in no event should employees disclose or reveal confidential information within or outside the City without proper authorization or purpose.

Confidential information includes information and records that may be designated as "closed records" under Missouri Revised Statute § 610.021, unless such information has otherwise been designated as an open record by the City of Grain Valley. However, confidential information does not include information about employee wages, hours, working conditions, or other terms or conditions of employment, when such information is shared and/or used by employees for the purpose of engaging in concerted protected activities.

The City of Grain Valley must insist that at no time may you make any copies of any confidential information utilized as an employee of the City of Grain Valley.

In applicable situations where you will be handling highly confidential material, you will be required to sign a confidentiality agreement which will then be permanently placed in your personnel file located in Human Resources.

UPON TERMINATION OR RESIGNATION

Upon termination of your employment with the City of Grain Valley, or at any other time upon the City of Grain Valley's request, you must return all documents and information (both in electronic and paper format) in any way related to confidential information, the business and the customers of the City of Grain Valley. Please refer to Sections 3, 4 & 5 of this Handbook for further clarification regarding City property.

FAILURE TO COMPLY

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

RECOVERING DAMAGES

The City of Grain Valley reserves its right to take any further action necessary to recover damages resulting from the disclosure or use of, or to preserve the integrity of, such confidential information.

CODE OF CONDUCT

INTRODUCTION

Conduct that interferes with operations, discredits the City of Grain Valley, or is offensive to fellow employees or third parties will not be tolerated.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but provided below is a list of examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion or termination of employment. The reasons listed below should not be taken as limiting in any way the City of Grain Valley's discretion to discipline or terminate the employment of any employee for a reasons not listed.

CAUSES FOR CORRECTIVE ACTION

You shall not:

1. Have a direct financial interest in any contract with the City, or be directly financially interested, in the sale to the City of any material, supplies, equipment, or services.
2. Engage in any business or transaction, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of your official duties in the public interest or would tend to impair your independence of judgment or action in the performance of your official duties.
3. As personnel authorized to approve surplus City property be allowed to bid on property to be itemized as surplus from your department.
4. Fail to disclose to a Department Head the nature and the extent of any financial or other private interest in any proposed City legislation.
5. Accept any valuable gift, whether in the form of service, loan, promise, or any other form, from any person which, to your knowledge, is interested, directly or indirectly, in any matter whatsoever, in business dealings with the City.
6. Disclose information, the disclosure of which would be detrimental to the City, nor shall you use such information to advance the financial or other private interests of yourself or others.
7. Engage in or accept private employment, or render services for a private interest, when such employment or service is incompatible with the proper discharge of your official duties.
8. Sell or barter anything to the City, or to a contractor to be supplied to the City, or make any contract with the City, or purchase anything from the City other than those things, which the City offers generally to the public and then only on the same terms as are offered to the public.
9. Continue in such position after filing for election to any Grain Valley municipal office and/or appointed committee, commission or board.

CAUSES FOR CORRECTIVE ACTION (CONTINUED)

10. Directly or indirectly, solicit, receive or be of any manner concerned in soliciting, obtaining, or receiving any monetary contribution or assistance, financial, or otherwise, for any political purpose whatsoever from any officer or employee of the City.
11. Possess, distribute, sell, transfer, or use or be under the influence of alcohol or illegal drugs in the workplace or while on duty;
12. Steal, regardless of amount or value.
13. Possess illegally, remove, or attempt to remove property that belongs to the City of Grain Valley, its employees, and/or customers.
14. Behave dishonestly, including falsification of employment application, employment information, or other records kept in the normal course of business (regardless of when such dishonesty or falsification is discovered).
15. Engage in fighting or physical violence towards a Department Head, supervisor, fellow employee, customer, guest or other visitor, or otherwise engage in fighting or physical violence while on duty.
16. Complete someone else's time record (unless as directed in this Handbook) or falsify any time record, whether yours or another employee's.
17. Destroy, misuse, abuse, or deliberately or carelessly damage any City property or the property of any City employee or customer.
18. Engage in harassment or discrimination or otherwise use abusive, violent, or threatening or vulgar language of any kind.
19. Engage in horseplay or any other conduct that could cause harm to another person or property.
20. Abandon your job, i.e., leaving the work site while on duty, without obtaining permission to do so.
21. Breach confidentiality or otherwise commit a fraudulent act or intentional breach of trust under any circumstances.
22. Abuse or misuse City of Grain Valley telephones at any time or personal cell phones during work hours.
23. Smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping), except in approved areas.
24. Play a television, radio, or any other noise-making device so that it may interfere with duties at any time.
25. Fail to wear the proper attire, or fail to keep it or yourself neat and clean.
26. Create or contribute to unclean, unsanitary or unhealthy conditions, by action or inaction.
27. Have excessive absences, display absenteeism, or abuse or misuse approved leave.
28. Fail to properly notify your Department Head and/or supervisor of an anticipated tardiness, absence, or leave.
29. Violate any safety, health, or security policies, rules, or procedures of the City.
30. Engage in any abusive treatment of customers or others having business with the City of Grain Valley.
31. Make malicious or false statements about the City of Grain Valley, its customers or employees.

WORKPLACE VIOLENCE POLICY

PURPOSE	The safety and security of employees is of vital importance to the City of Grain Valley. Therefore, the City has adopted a zero-tolerance policy concerning workplace violence.
POLICY	Threats or acts of violence – including intimidation, bullying, physical or mental abuse and/or coercion – that involve or affect City employees or that occur on City premises, will not be tolerated. The prohibition against threats and acts of violence applies to all persons involved in the operation of the City, including, but not limited to, City employees, supervisors, Department Heads, and other personnel, contractors, customers, vendors, and visitors. Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.
REPORTING PROCEDURE	Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to your supervisor, Department Head, or Human Resources. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.
CONFIDENTIALITY	All reports of work-related threats will be kept confidential to the extent possible, investigated and documented.
EMPLOYEE RESPONSIBILITY	You are expected to report and participate in an investigation of any suspected or actual cases of workplace violence, and will not be subjected to disciplinary consequences for such reports or cooperation.
FAILURE TO REPORT	Violations of this policy, including your failure to report or fully cooperate in the City's investigation, may result in disciplinary action, up to and including termination.

SUBSTANCE ABUSE POLICY

POLICY

The City of Grain Valley strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, the City of Grain Valley has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or nonprescribed prescription drugs and alcohol.

Please note that the City is required to comply with certain government mandated testing under U.S. Department of Transportation ("DOT") drug and alcohol rules and comparable state laws with respect to certain applicants and employees. The City has implemented this Substance Abuse Policy independent of those rules. Applicants and employees who are subject to government mandated testing and federal and state DOT drug and alcohol rules must comply with this Policy as well as the City's requirements under any such federal or state rules, including the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse.

PROHIBITED CONDUCT

The City of Grain Valley prohibits the use, possession, sale, attempted sale, purchase, attempted purchase, transfer, manufacture, and/or distribution of illegal drugs or other unlawful intoxicants, and/or drug-related paraphernalia on City of Grain Valley premises or while performing duties for the City of Grain Valley while away from City of Grain Valley premises, and/or during working hours. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. This includes prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore the use of marijuana and marijuana products is prohibited by this policy. The City will accommodate individuals who are medically certified to use marijuana to the extent permitted by law, but in no case may an employee use or possess marijuana or marijuana products at work or during work time or work while impaired.

The City of Grain Valley also prohibits employees from using, possessing, distributing, or dispensing of alcohol while at work or during work time and from coming onto the City of Grain Valley's premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

USE OF LEGAL AND PRESCRIPTION DRUGS

You may continue to work for the City of Grain Valley while taking lawfully prescribed drugs at the direction of a doctor for the treatment of an illness or over the counter drugs used for the purposes and in the manner intended, provided the medication does not adversely affect your ability to perform your work in a safe and efficient manner.

EMPLOYEE RESPONSIBILITY

An employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor, Department Head, or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

CITY OF GRAIN VALLEY'S RESPONSIBILITY

If you are receiving legal medication, the City of Grain Valley has the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to perform safely. The City will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

CONVICTION OR PROBATION UNDER A CRIMINAL DRUG LAW	You must notify your supervisor or Department Head within five (5) days of any conviction or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance.
FAILURE TO REPORT	Failure to report a conviction or guilty plea may result in disciplinary action, up to and including termination.
OFF THE JOB ILLEGAL DRUG USE, POSSESSION, AND/OR SALE	Off-the-job illegal drug use, possession, sale or other such activity may be deemed a violation of this policy and could result in disciplinary action, up to and including termination of employment. In deciding the appropriate disciplinary action to take, the City of Grain Valley may take into consideration the nature of the activity charged, your total record with the City of Grain Valley, and other factors deemed relevant by the City for the protection of its employees and operations.
TESTING OF EMPLOYEES	The City of Grain Valley may conduct testing of employees based on the circumstances noted below.
REFUSAL TO PARTICIPATE	Refusal to participate in such testing may result in disciplinary action, up to and including termination of employment.
REASONABLE SUSPICION TESTING	Whenever the City of Grain Valley has a reasonable suspicion that you have violated this policy, the City may require you to submit to a drug/alcohol test as a condition of employment.

REASONABLE SUSPICION	"Reasonable suspicion" means a belief that you have used, or are using, drugs/alcohol in violation of the policy of the City of Grain Valley, based upon such factors as, but not limited to:
	
	1. Observable signs, whether directly or indirectly, such as:
	  o the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or
	  o drug or alcohol use while at work or on duty.
	2. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated.
	3. Evidence that you have tampered with a drug or alcohol test during your employment with the City of Grain Valley.
	4. Evidence that you are involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on City of Grain Valley premises or operating a vehicle, machinery or equipment of the City of Grain Valley.

POST-ACCIDENT TESTING	The City of Grain Valley requires you to undergo drug or alcohol testing if you have been involved in a work-related accident that causes a serious injury or property damage.
WORKER'S COMPENSATION	If you test positive for the presence of controlled substances, alcohol, illegal drugs, or illegally used chemicals, you may not be eligible for worker's compensation unless you prove that the substances, alcohol, illegal drugs, or illegally used chemicals were not the proximate cause of the injury or accident.
RANDOM TESTING	The City of Grain Valley may also institute random testing in accordance with this policy. "Random testing," means a mechanism for selection of employees for testing that result in an equal probability that any employee from a group of employees will be tested, and which does not give the City discretion to waive the selection of an employee selected by this random selection method. Employees who have significant driving responsibilities related to their position will be randomly selected throughout the year. Upon notification, the employee will immediately undergo the random drug test at the designated testing facility.
SCHEDULED, PERIODIC TESTING	In addition, the City may conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or work groups. Normally, such testing will not be scheduled more often than annually.
POST-REHABILITATION TESTING	The City of Grain Valley may require an employee to undergo drug or alcohol testing without prior notice for a period of up to two (2) years commencing with the employee's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program under an employee benefit plan or at the request of the City.

SUBSTANCES THAT MAY BE TESTED

You may be tested for your use of alcohol (ethyl alcohol or ethanol), and for your use of commonly-abused controlled substances, which (at the present time) include: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methaqualone, Opiates, Phencyclidine (PCP), hallucinogens, synthetic narcotics, designer drugs, or any metabolite of any of the substances listed above.

Because the listing of all possible drugs of abuse is quite lengthy, and changes from time to time, you can request a listing of all substances to be tested from the testing laboratory at the time of the test.

TESTING METHODS

All testing will be conducted by a licensed independent medical laboratory that will follow applicable testing standards.

Testing will be conducted on a blood, saliva, urine or hair sample provided by you to the testing laboratory under procedures established by the laboratory to ensure your privacy and chain of custody requirements, while protecting against tampering/alteration of the test results.

PAID EXPENSES

The City of Grain Valley will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy.

The testing lab will retain samples in accordance with applicable law, so that you may request a retest of the sample at your own expense if you disagree with the test result.

FAILURE TO COMPLY

If you refuse to take the test as requested under this policy, you will be subject to disciplinary action, up to and including termination of employment.

UNEMPLOYMENT COMPENSATION

Under applicable law, your refusal to take a lawfully requested drug/alcohol test, or testing positive on such a test, may constitute "misconduct" within the meaning of unemployment compensation laws and may disqualify an individual from receipt of unemployment compensation.

TESTING POSITIVE

If you test positive on an initial screening test, you may be temporarily suspended while the confirmation test is being conducted.

On receipt of the confirmation test, you may be subject to disciplinary action, up to and including termination of employment.

RIGHT TO REVIEW RECORDS

You have a right to obtain copies of all test results from the testing laboratory, or from the City of Grain Valley, and should submit all such requests to Human Resources in writing.

RETESTING

If you disagree with the test results, you may request that the testing laboratory repeat the test. Such repeat test shall be at your expense, unless the repeat test overturns the original report of the laboratory, in which case the City of Grain Valley will reimburse you for the costs incurred for the retest.

RIGHT TO EXPLAIN TEST RESULTS

You have the right to meet with the testing laboratory personnel and with the City of Grain Valley to explain your test results.

These discussions shall be considered confidential except information disclosed in such tests may be communicated to personnel within the City of Grain Valley or within the laboratory who need to know in order to make proper decisions regarding the test results or regarding your employment.

EMPLOYEE ASSISTANCE PROGRAM

You will be reminded of the availability of the Employee Assistance ("EAP") Program at the time that the City of Grain Valley provides you with positive drug/alcohol test results.

The existence or your use of the EAP does not constitute any guarantee of continued employment with the City of Grain Valley.

CONFIDENTIALITY

All records concerning test results will be kept separately from your personnel file.

These test records cannot be used in any criminal or civil proceeding, except where such action has been brought by the City of Grain Valley or involves a suit between you and the City of Grain Valley, unless the records have been ordered released in accordance with a valid court order.

The records cannot be disclosed to any other person by the City of Grain Valley, in the absence of a court order, except where you have signed a release that specifically authorizes the City of Grain Valley to disclose such records to the requesting person.

Except where testing is done as a part of a routine physical examination, testing laboratories may conduct testing only for substances listed above, and may not conduct general testing related to your medical condition(s) unrelated to drug/alcohol usage.

CONFLICT OF INTEREST

POLICY	The City has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the City of Grain Valley to adhere to the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact your supervisor, Department Head, or Human Resources.
DEFINITION	A conflict of interest occurs when the interest of an employee or another outside party actually or potentially affects the City in a negative way. Employees may not use their positions for personal benefit, for the benefit of friends or relatives, or to further any outside interests or personal agenda. Employees should at all times avoid the substance or appearance of a conflict of interest in their personal affairs and their work at the City.
DISCLOSURE	You are required to disclose in writing any real or potential conflict of interest to your supervisor, Department Head, or Human Resources
FAILURE TO COMPLY	Failure to disclose a conflict or potential conflict may lead to disciplinary action, up to and including termination of employment.

INDEMNIFICATION

INTRODUCTION

The City of Grain Valley recognizes it employs individuals in positions that may subject them to civil or administrative court actions in which they can be personally named.

In such instances where you are named individually in a civil or administrative action while having served in your official capacity, the City will provide your legal representation. Further, should they be awarded, the City will not hold you accountable or responsible for punitive and/or exemplary damages in such cases.

POLICY

In the event any judgment for punitive or exemplary damages is obtained against any officer or employee, as an individual, of the City of Grain Valley, Missouri, the said City of Grain Valley, Missouri, shall reimburse and hold said officer or employee totally and completely harmless from said punitive or exemplary damage award. *(City of Grain Valley Municipal Code Section 115.075)*

DISCLOSURE

Upon your knowledge of such action in which you are personally named as a party in a legal proceeding in connection with your performance and/or duties in your official position with the City, you are to immediately report such action to your Department Head, Human Resources, or the City Administrator.

COOPERATION

As a City of Grain Valley employee, you are expected to cooperate fully with City administration, legal counsel and/or any other entity involved in said legal proceedings including, but not limited to, disclosure of any and all information known by you with regard to the issues related thereto.

Should you have questions related to the City's expectations of you as a City employee, please contact the City Administrator or Human Resources.

CONTACT WITH THE MEDIA

POLICY

To ensure that the City of Grain Valley communicates with the media in a consistent, timely and professional manner about matters related to the City, you should notify the City Administrator that you have been contacted by the media whenever you are asked to speak on behalf of the City so that the City knows that a media inquiry has been made. Do not respond to media inquiries on the City's behalf without authorization. This rule does not prevent you from speaking with the media, but you should not attempt to speak on behalf of the City unless you have specifically been authorized to do so by the City.

SECTION 4
GENERAL EMPLOYMENT POLICIES

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OUTSIDE EMPLOYMENT

INTRODUCTION

The City respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth in this Handbook or adversely affect the employee's ability to perform their job. An example of an activity that might adversely affect an employee's ability to perform their job duties is outside employment.

POLICY

While the City does not prohibit employees from holding other jobs, the following types of outside employment are generally prohibited (to the extent allowed under applicable law):

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with the City;
- Employment that requires employees to conduct work or related activities during working times or using any of the City's tools, materials or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the City.

For the purposes of this policy, self-employment is considered outside employment.

DISCIPLINARY ACTIONS

If secondary employment interferes with satisfactory performance and/or makes it impossible for an employee to carry out any or all job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

VISITORS

POLICY	While we encourage a family-friendly work environment, guests of City employees not on official business are to keep visitation brief. Due to workplace interruptions and potential security or confidentiality issues, no former employees are allowed in work areas if present for non-official business.
NO SOLICITATION	Individuals, such as sales people and solicitors, who stop in unannounced will be asked to leave their information and/or to call to make an appointment.
FOR ADDITIONAL INFORMATION	Your supervisor, Department Head, or Human Resources can provide you guidance if this policy is unclear.

ROMANTIC RELATIONSHIPS IN THE WORKPLACE

POLICY

The City of Grain Valley will not take any adverse employment action against any employee for engaging in romantic relationships during nonworking hours away from City premises. However, the City will consider such relationships when they affect an employee's job performance, occur during working time or on City premises, or pose a danger of a conflict of interest. As such, employees who enter into a romantic relationship must ensure the relationship does not affect responsibilities, work environments, or other colleagues in the organization.

If two employees enter into a romantic relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms and conditions of employment of the other individual. In other cases where a conflict or danger of conflict arises, even if there is no supervisor relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the City.

DISCLOSURE

To avoid any conflict or potential or perceived conflict of interest, City of Grain Valley employees who enter into a romantic relationship are required to disclose any such relationship to their supervisor, Department Head, or Human Resources. Additionally, both parties will be required to sign an acknowledgement statement confirming the relationship is voluntary and will not interfere in any way with the work of the employee or the work of other City employees.

FAILURE TO COMPLY

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

CITY OF GRAIN VALLEY PROPERTY

YOUR RESPONSIBILITY

As a requirement of your job, you may receive property owned by the City of Grain Valley.

You are expected to take care of all City owned property assigned to you. You should notify your supervisor or Department Head if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

FAILURE TO PROPERLY CARE FOR EQUIPMENT

Failure to care properly for equipment could result in payroll deductions to cover the cost of the equipment as well as disciplinary action.

PROPERTY

Property includes, but is not limited to:

- Credit, facility access and City employee identification cards
- City structures, equipment and property
- Vehicles and operational equipment
- Facility, vehicle or equipment keys
- City issued electronic devices including cell phones and Ipads
- Paper or electronic copies of City documents including your personnel or medical file
- Office equipment, supplies and furniture
- Apparel or equipment rented or purchased by the City for use in your official capacity

UPON TERMINATION OR RESIGNATION

All City of Grain Valley property must be returned to your supervisor, Department Head, or Human Resources before leaving employment with the City of Grain Valley. Failure to do so may result in in payroll deductions to cover the cost of the property or equipment.

IDENTIFICATION BADGE

A City of Grain Valley identification (ID) badge with your name, photo, employee number and department will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas, as needed. Consult with your Department Head on whether your ID badge will need to be visible during working hours.

If your identification badge is lost or stolen, you are required to obtain a replacement ID badge. A fee of ten dollars ($10.00) will be assessed for all replacement badges. Lost or stolen cards must be reported to your supervisor immediately. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon separation of employment, employees are required to return ID badges to Human Resources before receipt of their last paycheck.

USE OF CITY OR PERSONAL VEHICLES

INTRODUCTION

Employee positions requiring driving duties in City of Grain Valley and/or personal vehicles must comply with policies set out below.

Please Note: This policy applies while you are on duty and after your shift ends if you are still on City of Grain Valley property or business.

POLICY

1. City of Grain Valley provided vehicles are not authorized for personal use unless previously approved by the Board of Aldermen and in accordance with IRS regulations.
2. Only approved City of Grain Valley employees are allowed to drive City owned vehicles and/or equipment. Completion of appropriate training, in accordance with the City's Loss Control Program, is required prior to an employee's operation of vehicles and/or equipment.
3. Personal and City-supplied cellular telephones are not to be used while driving. This includes the use of a cellular phone for texting, emailing, or use of the internet.
4. Other than commissioned police officers on duty, employees are prohibited from carrying any firearm or weapon in any City-owned or provided vehicle.
5. Refrain from smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping) in all City vehicles.
6. Maintain a valid driver's license
7. Maintain and be prepared to provide proof of valid liability and property insurance on a privately owned vehicle with limits as specified by applicable state requirements.
8. Wear seat belts at all times when driving.
9. Consent to motor vehicle (MVR) checks.
10. Abide by all traffic and safety regulations, laws, and ordinances while driving within your official capacity.
11. Drive courteously and practice defensive driving techniques.
12. Do not drive City vehicles or personal vehicles while on duty after having consumed alcohol and/or drugs, including legal drugs.
13. All accidents and citations, no matter how minor, must be reported immediately and in writing to your supervisor, Department Head or Human Resources.

TICKETS AND TRAFFIC CITATIONS

The City of Grain Valley is not responsible for tickets or other traffic citations incurred by you while on City of Grain Valley business.

Accidents and traffic citations, no matter how minor, must be reported immediately.

PERSONAL VEHICLES

Use of a private vehicle for City of Grain Valley business will be allowed when a City owned vehicle is not available, and upon the approval of your Department Head or their designee.

REIMBURSEMENT FOR PERSONAL VEHICLES

When you utilize your personal vehicle for City of Grain Valley business, you will be reimbursed for business mileage at the current rate as stipulated by the U.S. General Services Administration ("GSA").

Odometer reading or MapQuest mileage documentation is required for mileage reimbursement.

Reimbursement will be provided if the expenses are submitted in a timely manner and with appropriate documentation (i.e., GoogleMaps) for reimbursement.

Please contact your supervisor, Department Head, or the Finance Department for the appropriate form and procedure.

City of Grain Valley reimburses for mileage and does not allow purchases of gasoline on City of Grain Valley credit cards or the reimbursement of personal purchases of fuel unless pre-approved by your Department Head or City Administrator.

MILEAGE FROM HOME OR THE OFFICE

Mileage from home may be calculated into travel if the event would not normally bring you to the office first.

If you begin travel from City of Grain Valley property, then mileage will be calculated from that point to your destination.

OUT OF STATE TRAINING

If you choose to drive your personal vehicle for an out-of-state training or meeting, you must submit a request for such alternate travel with documentation of comparable travel costs by air, train or bus.

This rate, or cost, should be obtained from a travel agent such as Expedia.com, another travel site, or directly from the public transportation provider.

You must seek the most economical rate possible when comparing public transportation cost.

You must submit a copy of the proposed cost and attach it to the request for out-of-state mileage reimbursement.

Upon approval of the travel request, you will be reimbursed at the lower or comparable amount between reimbursement for actual miles traveled or the cost of public transportation.

TRAVEL POLICY

PURPOSE	The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for employees conducting business on behalf of the City of Grain Valley. The list of allowable expenditures is intended to cover all reasonable and necessary travel costs, while providing the lowest and best cost of travel for the City.
TRAVEL DAYS	Attendees to conferences beginning before 3:00 p.m., or which include trade shows, pre-conference seminars and exhibits, may travel the day immediately prior to the conference. Same day travel is required for conferences that begin after 3:00 p.m. Same day return travel from conferences ending before 3:00 p.m. is required. Attendees to conferences ending after 3:00 p.m. may return the following day.
ALLOWABLE EXPENDITURES WITHIN THE KANSAS CITY METROPOLITAN AREA	Mileage expense to work related functions will be reimbursed at the current U.S. General Services Administration ("GSA") standard mileage rates. This applies only when you use your personal vehicle for City of Grain Valley business because a City vehicle was not available or you are not authorized to operate a City vehicle. Meals will not be reimbursed when the function is within the Kansas City Metropolitan area, and overnight travel is not required per restrictions set by the Internal Revenue Service ("IRS"). Luncheon seminars or professional organization meetings will be paid at actual cost, which may be in excess of the meal allowance, when supported by a copy of the meeting agenda or paid receipt.
TRAVEL AUTHORIZATION	For travel made while on City business, you must complete a "Travel Request/Expense Report" which must be approved by the appropriate supervisor and Department Head or the City Administrator prior to travel.
RECEIPTS	You will be reimbursed for business travel when receipts are attached to a Travel Request/Expense Report form and approved by the supervisor and Department Head.

AIRFARE

Authorization will be given for the most economical flight available to and from the pre-authorized destination.

All airline tickets should be ordered at least thirty (30) days in advance to secure the lowest fare available.

When purchasing airfares, you should check with multiple travel agencies and airlines to secure the best rate.

LODGING

Lodging will be paid for the nights you are on City of Grain Valley business, including travel days. Payment arrangement with the lodging establishment is required prior to your departure via your Department Head's written approval.

When making reservations for lodging, inquiries should be made about governmental discounts; however, the lowest quoted price should be utilized. Lodging generally includes the cost of a single room, taxes and governmental charges, but does not include any personal items such as movies, mini-bar purchases, alcoholic beverages, etc. The employee is required to provide a tax-exempt letter to the lodging establishment.

An itemized check out receipt is required for submittal to the City of Grain Valley upon return.

Check out times will be followed as the City will only pay for lodging per the policy set forth.

LODGING EXPENSE FOR NON-CITY EMPLOYEES

You are required to report all guests accompanying you in travel related to the business of the City of Grain Valley. If you choose to take guests with you on a business related trip, the City of Grain Valley will cover only your expenses. This includes, but is not limited to, double occupancy fees.

The City of Grain Valley is not legally responsible for the health or wellbeing of guests you choose to include in your business travels.

MEALS

Meals will be paid based on the per diem rate as outlined by the GSA. Information regarding GSA per diem can be found at www.gsa.gov/mie. Employees should request the current meal request spreadsheet for reimbursement.

According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours. (Please see FTR §301-11.101). This policy of 75% of the prescribed meals also applies to the first and last calendar day of travel.

To accommodate those traveling overnight that includes a partial day or days, GSA breaks down per diem by meals to include tips.

Meals will not be reimbursed when the function is within the Kansas City Metropolitan area, and overnight travel is not required per restrictions set by the Internal Revenue Service ("IRS").

Any meals that are included with a registration should be deducted from the per diem amount.

Banquets will be paid at actual cost with a paid receipt, in place of the meal allowance amount.

OTHER REIMBURSABLE EXPENSES

The following charges must be listed on an itemized receipt and attached to a travel expense report:

1. Taxi or Shuttle, or other car or ridesharing services (i.e. Uber, Lyft, etc.) to or from airports, hotels/motels and Convention centers are allowable expenses.
2. Parking and Toll Fees for business activities are allowable expenses.
3. Tips for personal services in a reasonable and customary amount are allowable.
4. Car Rental – expenses are allowable only if adequate local mass transportation is not available and the cost for taxi service exceeds the car rental fees.
5. Conference Attendance – conference details must be included with any request for reimbursement.

FALSIFICATION

Falsification of travel records, receipts, mileage logs, or any other expense reimbursement reports is considered theft and will result in disciplinary action up to and including termination of employment.

CREDIT CARDS

INTRODUCTION

The City of Grain Valley will issue credit cards to certain employees for use related to their jobs.

Use of City of Grain Valley-issued credit cards is a privilege, which the City may withdraw in the event of serious or repeated abuse. At the discretion of your Department Head and/or the City Administrator, you may also face disciplinary action up to and including termination of employment for the misuse of City issued credit cards.

PROHIBITED USE

The following uses are prohibited with City issued credit cards:

1. Personal purchases.
2. For non-official City business of any kind.
3. Unauthorized purchases.
4. The purchase of alcohol, drugs or any illegal substance or act.

ACCEPTED USE

The following uses/purchases are accepted with City issued credit cards:

1. Purchases and/or expenses incurred for City business in conjunction with the employee's job duties.
2. Authorized purchases as approved by the Department Head or City Administrator as outlined in the City's Purchasing Policy.

UNAUTHORIZED TRANSACTIONS

If you use a City of Grain Valley credit card for any other type of unauthorized transaction in violation of this policy (i.e. incurs financial liability on the City of Grain Valley's part) that is not within the scope of your duties or your authorization to make business-related purchases; the cost of such purchase(s) or transaction will be your financial responsibility. Any employee who violates this policy will be expected to reimburse the City of Grain Valley directly or through payroll deductions to cover the full amount of any unauthorized purchases and/or transactions.

The City reserves the right to take legal action against employees who incur financial liability as a result of any violations of this policy.

DEDUCTIONS

Deductions will be in the amount of the unauthorized purchase(s). If a deduction for such amount would take you below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take your pay below minimum wage for any workweek involved, but will fully recover the amount of the charges incurred.

PROTECTION OF CARD

The credit card should always be protected. It should be kept in a secure location.

The only person authorized to use the credit card is the cardholder whose name appears on the face of the card. No other employee may use another employee's City-issued credit card for any business-related purchases without the express authorization of the authorized cardholder.

RECEIPTS

Receipts for credit card expenses must be provided to the accounts payable department within seven (7) days of purchase.

LOST OR STOLEN CREDIT CARDS

You must report lost or stolen credit cards to the accounts payable department and your Department Head immediately. Failure to properly report a lost or stolen credit card may result in the employee being liable for any unauthorized transactions or purchases made following the loss or theft of the credit card.

FAILURE TO COMPLY

In addition to financial responsibility and liability for any unauthorized transactions and/or purchases made in violation of this policy, employees may also be subject to disciplinary action up to and including termination of employment.

TELECOMMUTING POLICY

INTRODUCTION

The City of Grain Valley strives to establish work arrangements that provide employees with increased flexibility with their work location, hours of work and/or days worked. These arrangements serve the dual purpose of allowing employees to address the needs of their personal obligations while also allowing the City to maintain a progressive and productive work environment.

POLICY

This Policy outlines parameters and procedures associated with any City approved telecommuting arrangement. If any provision contained in this Policy conflicts with any federal, state or local law, rule or regulation, said law, rule or regulation shall control. Telecommuting allows an employee to regularly perform some or all assigned duties at home or another location. This may involve the use of telecommunications (i.e., cellular phones, faxes, internet access, etc.) or computer technologies.

Please note that this policy does not apply to employee requests for reasonable accommodation due to a medical condition covered by the Americans with Disabilities Act (ADA) or any other applicable federal, state or local law, rule or regulation. The City's established procedures for handling such requests should be utilized pursuant to the Reasonable Accommodation Policy.

AUTHORIZATION

Typically, employees will be considered for telecommuting arrangements on a case-by-case basis. However, the City reserves the right to mandate a flexible work arrangement for a specific employee; a specific department; or, employees assigned to a specific physical location, as may be in the best interest of the City's business operations and/or the safety and welfare of the City's employees, clients and/or customers.

Decisions regarding telecommuting arrangements will be made by the appropriate supervisors, Department Heads, and/or Human Resources. Flexible work arrangements may be approved for a limited period of time.

Decisions about telecommuting arrangements will be made without regard for race, color, religion, sex, sexual orientation, gender identity, nation origin, citizenship, age, disability, veteran status, or another other classification protected by law, although telecommuting arrangements may be granted as a reasonable accommodation for a disability.

COMPLIANCE WITH CITY POLICIES AND PROCEDURES

Telecommuting arrangements are benefits provided at the sole discretion of the City and are not an employee entitlement. Nothing in this Policy shall be interpreted to be in conflict with, or to eliminate or modify in any way, the employment-at-will status of City employees. Employees granted a telecommuting arrangement will be subject to all other City policies, including, but not limited to, policies regarding hours worked; pay; recording work time; attendance; and, paid time off.

SPECIAL CONSIDERATIONS

Telecommuters will work with their supervisor, Department Head, and Human Resources to determine a mutually beneficial work schedule. Deviations from the agreed-to schedule must be communicated by employees to their direct managers. Telecommuters must be available via telephone and/or email during the core hours agreed to with the City. Telecommuters will be expected to attend mandated meetings virtually or, if required, in person.

SECTION 5
TECHNOLOGY POLICIES

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EQUIPMENT MONITORING, ACCESS OR INSPECTION

POLICY	All City of Grain Valley business machines, equipment and furnishings, including but not limited to desks, cabinets, files and lockers are City of Grain Valley property. The City of Grain Valley reserves the right to monitor, access, and inspect such equipment and furnishings at any time.
PRIVACY	You should have no anticipation of privacy with respect to any information or material stored in City of Grain Valley owned equipment and furnishings.

ELECTRONIC RESOURCES

INTRODUCTION

This policy describes the City's general guidelines for using its electronic resources, including electronic mail (email), telephone and cellular phone services, voicemail, internet access and computer systems (including but not limited to video conferencing platforms used for City business such as Microsoft Teams, Skype, and Zoom).

POLICY

Employees should use the City's electronic resources with the understanding that these resources are provided for the benefit of the City's business. Employees may use City electronic resources for personal use, during nonworking time, as long as such use complies with City rules and applicable laws. Employees should never use the City's electronic resources for personal use in a manner that interferes with their work duties or any responsibilities to customers.

Sending, saving, accessing, or viewing obscene, uncivil or otherwise inappropriate material on the City's electronic resources is prohibited. Messages stored and/or transmitted by the City's electronic resources, including the computer, voicemail, email, or the telephone system, must not contain content that may reasonably be considered to be obscene or other patently offensive material. Prohibited material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would discriminate against or harass someone on the basis of their race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Likewise, any use of the internet, email, or any other electronic resource to engage in harassment or discrimination prohibited by City's policies is unlawful and strictly prohibited. Violators may be subject to discipline, up to and including termination of employment.

Unless otherwise noted, all software on the internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

NO SOLICITATION

The City's electronic resources must not be used for solicitation purposes during working time. The City's no solicitation rule applies to the use of electronic resources.

SOFTWARE CODE OF ETHICS

Employees may not duplicate any licenses, software or related documentation for use either on the City's premises or elsewhere unless the City is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject users and/or the City to both civil and criminal penalties under the United States Copyright Act. Employees may not give software to any outsiders including contractors, customers or others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements. Employees may not download software from the internet and install it on their computers.

The City reserves the right to audit any City computer to determine what software is installed on the local drive(s).

EMPLOYEE RESPONSIBILITY

Each employee is responsible for the content of all text, audio or images that they place or send using the City's electronic resources. The same standards should be utilized for the creation of email messages in connection with an employee's work as would be utilized for other City correspondence or memoranda.

COMPUTER AND SYSTEMS SECURITY

All computers and the data stored on them are, and remain at all times, the property of the City of Grain Valley. As such, all messages created, sent or retrieved over the internet or the City's electronic mail systems are the property of the City, and should be considered City information. The City reserves the right to retrieve and read any message composed, sent or received using the City's electronic resources, including all computer equipment and the electronic mail system, for any business reason, including but not limited to, ensuring compliance with this and all City policies.

Additionally, all data composed, transmitted and/or received by the City of Grain Valley's computer systems is considered to belong to the City, and is recognized as part of its official data. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties including, but not limited to, Sunshine Records requests.

Employees should be aware that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, internet and email messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email transmitted through a personal, web-based email account using City equipment could be stored on that equipment; likewise, information regarding internet sites that an employee has accessed may also be stored.

EMAIL CONTENT SCREENING	The City maintains the right to screen all inbound and outbound email content. Email messages or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related. By using City equipment to send or receive communications, employees consent to any monitoring by the City and should understand that there is no right to privacy with respect to such communications, to the extent permissible under applicable law.
EMPLOYEE RESPONSIBILITY	Each employee is responsible for the content of all text, audio or images that they place or send using the City's electronic resources. The same standards should be utilized for the creation of email messages in connection with an employee's work as would be utilized for other City correspondence or memoranda.
FAILURE TO COMPLY	Failure to comply with this policy will subject you to disciplinary action, up to and including termination.
UPON TERMINATION OR RESIGNATION	If you resign or are terminated from your employment with the City, passwords set up for computers, e-mail, and voice mail, and other electronic resources, must be disclosed to Human Resources before the separation of your employment with the City of Grain Valley.
FOR ADDITIONAL INFORMATION	If you have questions regarding this policy, or are unsure about what constitutes acceptable use of the City's electronic resources, ask your supervisor, Department Head, or Human Resources for further guidance and clarification.

PERSONAL DEVICES

POLICY

Although the City permits employees to bring personal electronic devices, including cellular phones, smartphones and PDAs, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should only engage in personal phone calls and communications and other use of personal electronic devices during nonworking time, including breaks and meal periods. Outside of this time, personal phone calls and other personal device use should be kept to a minimum and for emergency use only.

SOCIAL MEDIA POLICY

POLICY

This Social Media Policy should be read in conjunction with the City of Grain Valley's existing policies, including those relating to Confidentiality, Code of Conduct, Equal Employment Opportunity, and Harassment. Taken together, these policies govern the use of social media by City employees, whether engaged in social media on the City's behalf or engaging in personal use. Nothing contained in this or any of the City's policies is intended to supersede applicable law and all policies are to be read in a manner consistent with applicable law.

For the purposes of this policy, the term "social media" includes, but is not limited to, Web sites or other online services that offer email groups, bulletin or message boards, chatrooms, listservs, and blogs. Some well-known examples are Twitter, Facebook, LinkedIn, Instagram, and YouTube. Because the kinds of sites to which the policy applies are continuously evolving, this list of examples is intentionally not exclusive. In addition, because social media usage also is evolving, it is not possible to address each and every instance or example of social media conduct that is or is not consistent with this policy and other City policies; rather, this policy is intended to address general principles with which all City employees must comply.

EMPLOYEE RESPONSIBILITY

City of Grain Valley employees are responsible for what they post on social media, where it is easy to blur personal and professional content. Always be respectful and cognizant of your audience. Take care to ensure that personal views you may express online are not misconstrued as those of the City. If you identify yourself, directly or indirectly, on social media as a City employee, treat your social media content and postings the same way you would any other communication or interaction: as a reflection of your reputation and that of the City.

CONFIDENTIALITY AND PRIVACY

Respect your audience, copyright, fair use, and financial disclosure laws.

You must maintain the confidentiality of City information and communications. As such, do not provide confidential or other proprietary information on social media, as set forth in the City's policy on Proprietary and Confidential Information. In addition, you must be mindful of the obligation not to disclose personally identifiable information (such as Social Security numbers, driver's license numbers, and financial account numbers) and other personal or confidential information related to City employees or those with whom the City does business.

Comply with the City's Code of Ethics, Code of Conduct, Equal Employment Opportunity, and Harassment policies when using social media.

FOR ADDITIONAL INFORMATION	If you are unsure or have questions about appropriate social media usage, please contact your supervisor, Department Head, or Human Resources for guidance.

SECTION 6
OFFICE OPERATIONS AND GENERAL PROCEDURES

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HEALTH AND SAFETY

INTRODUCTION

City of Grain Valley is committed to providing you with a safe and healthy working environment.

To this end, City of Grain Valley makes every effort to comply with relevant federal and state occupational health and safety laws and to develop programs conducive to such an environment, while minimizing health and safety risks to you and other visitors to City of Grain Valley's facilities. This includes, but is not limited to, the City's Risk Management Manual.

Constant cooperation and input from you will also facilitate a successful safety program in the workplace.

GUIDELINES

To accomplish these objectives, you are expected to follow the guidelines set forth by the City's Safety Committee, including but not limited to:

1. The use of safety equipment in the performance of your duties.
2. Perform your work diligently and in best practice for the City, its citizens and employees.
3. Maintain a safe and healthy working environment.
4. Adhere to proper operating procedures and practices, as outlined in the City's Risk Management Manual, to prevent injuries and illnesses.
5. Attend all required training regarding safety/health provided to you.

YOUR RESPONSIBILITY

You should immediately report any unsafe conditions or behaviors encountered in the workplace.

You may face disciplinary action up to and including termination for failure to immediately report the following:

1. Injuries sustained on the premises or on a job site; no matter how minor.
2. Any incident, including complaint made by a client, supplier, or his/her representative.
3. Any unsafe conditions or actions perpetrated by an employee or contractor of the City of Grain Valley on a job site, including customer sites.

You should not hesitate to contact your supervisor, Department Head and/or Risk Manager when safety directives and/or assistance is needed.

REPORTING ACCIDENTS, INJURIES OR DAMAGES

In the event of any on-the-job injuries, accidents, or equipment and property damages, you are required to take the following action:

1. Contact your supervisor immediately about the incident.
2. In the event of an injury, contact the nurse line provided to the City.
3. Notify the Police Department for an investigation into accidents involving vehicles or equipment.
4. Submit a written report to Human Resources within one (1) business day of when the incident occurred.

PARKING

DURING BUSINESS HOURS	Employee vehicles are to be parked in the area designated for employee parking during business hours. The City is not responsible for damage to your vehicle while parked in the parking area.

PERSONAL PROPERTY

EMPLOYEE RESPONSIBILITY	All personal property is your sole responsibility. Exercising precautionary measures to protect your personal property is recommended.
THEFT, ABUSE, MISUSE OR DAMAGE	The City of Grain Valley is not responsible for theft, abuse, misuse, or damage to any individual's personal property.

TOBACCO USE

POLICY

To ensure a healthy and safe work environment, City of Grain Valley prohibits smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes (i.e. vaping), in all City of Grain Valley facilities including offices, break areas, and storerooms. Employees are also prohibited from smoking in all City owned equipment and vehicles.

You may use tobacco items listed above in designated areas and must utilize your own time (e.g., breaks and meal periods).

EMPLOYEE RESPONSIBILITY

Courtesy and consideration regarding the use of these products around other individuals is appreciated, and it is your responsibility to ensure proper disposal in the appropriate waste container. Employees that violate this policy may be subject to disciplinary action up to and including termination.

DRESS AND GROOMING STANDARDS

POLICY

The image the City projects to the public is reflected in the appearance of our employees. Simply stated, employees should look well-groomed and should be dressed appropriately for their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City of Grain Valley.

WHO SHOULD COMPLY

This policy applies to staff with an administrative, clerical or office position within the City of Grain Valley and is also applicable to volunteers working with the City.

DEPARTMENTAL DISCRETION

At its discretion, departments may allow you to dress in a more casual fashion than is normally required. On these occasions, you are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing or similarly inappropriate clothing.

WORKPLACE CLOTHING GUIDELINES

You are expected to:

1. Present or create a professional or identifiable appearance for visitors, or the public.
2. Promote a positive working environment and limit distractions caused by provocative or inappropriate dress.
3. Clothing should not constitute a safety hazard.
4. All employees should practice commonsense rules of cleanliness and comfort.
5. Wear appropriate safety apparel and/or shoes during working hours if necessary for your position.

CASUAL/DRESS-DOWN DAYS

You are allowed to dress more casually on Fridays and on days in which the City Administrator has given approval. The following guidelines must be followed on Casual/Dress-Down days:

1. Traditional denim jeans can be worn; however, they must be neat in appearance excluding fraying, tears, holes and/or patches.
2. Traditional denim jeans should be worn with acceptable footwear, tops and shirts (refer to unacceptable clothing guidelines).

THEME AND TRAVEL DAYS

During the year, there could be designated "theme days" such as "Royals Day" or "Chiefs Day", on which we may all wear casual theme wear. On travel days, casual attire is allowed.

UNACCEPTABLE CLOTHING

The following clothing items are not to be worn in City offices:

1. Traditional denim jeans except on casual/dress down days
2. Athletic and tennis shoes except on casual/dress down days
3. Hiking or military style shoes and boots
4. Shorts
5. Baseball caps
6. Skin-tight or form fitting pants, except when worn with a mid-thigh length top
7. Any clothing that is worn, torn, frayed, faded or has patches or holes
8. Workout attire such as sweatshirt, sweatpants, yoga pants, athletic wear, leotards, jogging suits etc.
9. T-shirts or graphic t-shirts
10. Bare feet
11. Bathing suits
12. Beach-style flip flops
13. Bare midriffs
14. Low-cut shirts
15. Mini-skirts
16. Halter and bra tops
17. Sheer or see-through clothing that exposes one's midsection, lower chest area, upper thighs, and/or pelvic or buttock region
18. Tank tops, sleeveless or muscle shirts
19. Undergarments worn as outer garments
20. Logos, slogans and symbols on clothing or hats that may demonstrate a City preference for a particular vendor or product with the exception of the City of Grain Valley logo

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TATTOOS AND BODY PIERCING

Any visible tattoo, body markings or body piercings that are obscene, profane, unprofessional, inappropriate or objectionable must be covered or removed if overtly offensive.

FAILURE TO COMPLY

A continuing breach of this policy and the standards explicitly described within, will lead to disciplinary action up to and including termination of employment.

FOR ADDITIONAL INFORMATION

Consult with your supervisor, Department Head, and/or Human Resources for additional information on what is appropriate dress.

SECTION 7
STAFFING

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INTRODUCTORY PERIOD

INTRODUCTION

All employees of the City of Grain Valley are subject to an introductory period during the first one hundred eighty (180) days or six (6) months of employment.

PURPOSE

This introductory period allows you to become acquainted with the City of Grain Valley, the basics of the initial job assignment and fellow employees.

At the same time, your supervisor and Department Head have the opportunity to evaluate your work product, career potential and working relationships.

ORIENTATION

During the introductory period, your orientation shall include introductions to all personnel in your assigned workspace; a review of this Handbook and the benefits it describes; and a thorough explanation of the expectations, duties and responsibilities of your new position.

You will also be familiarized with routine procedures. You will receive a packet containing all appropriate forms and applications required to process you into the City of Grain Valley on or before your first day of employment.

COMPLETION OF INTRODUCTORY PERIOD

Upon completion of your introductory period, you will receive a formal performance evaluation.

Completion of the introductory period does not alter the at-will nature of employment, and completion of the introductory period does not guarantee employment for any period of time.

As an at-will employee, either you or the City of Grain Valley may terminate your employment at any time.

HOURS OF OPERATION AND SCHEDULES

GENERAL HOURS	General hours of operation at Grain Valley City Hall are from 8 a.m. to 5 p.m., Monday through Friday. The majority of City employees work a forty-hour (40) workweek.
VARIATIONS TO WORK SCHEDULES	There may be exceptions to the normal workweek schedule in various departments to allow for emergency and/or continuous community service need fulfillment. The City provides utility services twenty-four (24) hours a day; therefore, one employee will always be available on a standby basis for the water/sewer department. To protect your health and welfare, you shall not be required to work more than a maximum of sixteen (16) hours in a twenty-four (24) hour period, unless extreme emergency circumstances require it.
POLICE DEPARTMENT	The Police Department will operate on a twenty-four (24) hour basis. Commissioned Police Department personnel will operate on a schedule that varies from a majority of City employees. This schedule will be established by the Chief of Police and can change, at any time, per the Chief's discretion.

REST AND MEAL PERIODS

REST PERIODS	Employees working full-time hours shall receive two (2) paid rest periods of fifteen (15) minutes. These rest periods occur generally once in the morning and once in the afternoon, scheduled at the discretion of the supervisor or Department Head.
MEAL PERIODS	Non-exempt employees working at least eight (8) or more consecutive hours on any day will receive an unpaid sixty (60) minute meal period as close to the middle of their shift as possible. You are to schedule your meal period as your work schedule permits and at the discretion of the supervisor or Department Head.
WORK DURING MEAL PERIODS	Non-exempt employees may not work during their meal period without prior approval. Failure to obtain approval before working through the meal period may result in disciplinary action.

EMPLOYMENT CLASSIFICATIONS

POLICY	It is the policy of the City of Grain Valley to categorize the status of employees in order to make distinctions in benefits and conditions of employment among employees and to aid in a better understanding of employment relationships with the City of Grain Valley.
EXEMPT EMPLOYEES	Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor, Department Head, and/or Human Resources with any questions or concerns regarding this status.
NON-EXEMPT EMPLOYEES	Nonexempt employees are employees whose job positions do not meet FLSA exemption tests, and who are NOT exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisors, Department Head, or Human Resources with any questions or concerns regarding this status.
FULL-TIME EMPLOYEES	"Full-time employees" are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work thirty (30) hours or more per workweek on a regular basis. This definition shall apply to both "exempt" and "non-exempt" employees, as defined in this Handbook.
PART-TIME EMPLOYEES	"Part-time employees" are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work less than twenty-nine (29) hours per workweek (and not to exceed 1500 hours per year), based on the needs of the Department or City. This definition shall apply to both "exempt" and "non-exempt" employees, as defined in this Handbook.

TEMPORARY EMPLOYEES

"Temporary employees" are those employees who are hired to work on a specific project or for a specific length of time, generally not to exceed six (6) months The exact length of employment may or may not be known on the date of hire.

Some examples of temporary employees include, but are not limited to: Interns, Seasonal Employees, or Individuals Hired as Temporary Replacements for Existing Employees on an Extended Leave of Absence.

Temporary employees may work on a full-time or part-time basis and may be classified as either exempt or non-exempt.

Temporary employees are not eligible for any other benefit programs described in this Handbook or otherwise provided by the City of Grain Valley.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

POLICY

The City of Grain Valley is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law.

As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the City will be required to terminate their employment immediately.

VERIFICATION OF EMPLOYMENT

POLICY

So that the City can handle requests for job references and/or employment verification in a consistent, fair and lawful manner, all requests for official job references on behalf of the City should be forwarded to Human Resources. No other manager or supervisor is authorized to release references on the City's behalf for current or former employees.

PROCEDURE

All requests must be forwarded to Human Resources.

The following information will be provided to an individual seeking an employment verification:

1. Position Title(s)
2. Dates of Employment

The City of Grain Valley will provide information on salary and/or wages earned by an employee only upon receiving written consent by the employee prior to fulfilling the request.

NEPOTISM – EMPLOYMENT OF RELATIVES

POLICY

A familial relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting, especially where one relative, spouse, partner, or member of such a relationship supervises another relative, spouse, partner, or member. To avoid this problem, we may refuse to hire or place a relative in a position where the potential for favoritism or a conflict exists.

If two employees are or become related, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status).

In situations involving elected or appointed officials, the City shall not employ persons, unless the employment precedes the appointment, immediately related to an elected official of the City, appointed Commission, or Board member, during the term unless the employment precedes the election. Employees may retain employment during the term of the appointed official if the employment precedes the appointment, if not in the same department, or upon a vacancy in another department in which the employee has the skills and abilities necessary for the position.

REHIRE OF FORMER EMPLOYEES

INTRODUCTION	As a former employee, you may be considered for rehire if a position which matches your abilities and experience is available, and if you left the City of Grain Valley in good standing and are eligible for rehire.
ELIGIBILITY FOR REHIRE	Good standing is obtained by providing the City of Grain Valley a minimum two-week notice of intent to resign a position and have no disciplinary action counseling reports, which led to the former employee's separation of employment.

EMPLOYEE REFERRAL PROGRAM

PURPOSE

The purpose of the employee referral program is to encourage current employees to refer qualified candidates for full-time jobs at the City of Grain Valley.

OBJECTIVE

The City of Grain Valley recognizes employees are crucial to the success of its mission and strategic goals. In a highly competitive market, we strive to attract and retain individuals who are accountable, work collaboratively, communicate effectively, are critical thinkers and possess integrity and trust.

The City seeks quality new hires, to increase new hire retention, increase diversity within the organization, acquire candidates with specific skill sets, and expand the pool of potential applicants.

INCENTIVE

As a City of Grain Valley employee, we value your ability to influence the future of the City through referring applicants who have the skills and effectiveness to be an asset to the City.

An employee who refers an applicant who later is hired for the referred position may be eligible to receive 8 hours off of work.

ELIGIBILITY REQUIREMENTS (APPLICABLE TO FULL-TIME EMPLOYMENT ONLY)

1. New hire employee must successfully complete a six-month employment period
2. Current employee must not be on a performance improvement plan when the incentive is claimed
3. Use of the incentive is subject to approval of a time off request
4. Department Heads and a direct supervisor of the new hire employee are not eligible for the incentive
5. Applicant may only list one current employee per position applying for
6. Current employee must use compensated time within 12 months and will be used prior to using accrued vacation time

PROCEDURE

When the new hire employee has completed their six-month of employment, Human Resources will prepare a memo to the referring employee notifying them they are eligible for the incentive subject to the eligibility requirements. The referring employee's supervisor and Payroll will be notified as well.

SECTION 8
COMPENSATION

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WAGE AND SALARY ADMINISTRATION

APPROVAL OF WAGES AND SALARIES	Salaries or wages of all employees, except those that have been expressly prescribed by ordinance, shall be determined by the City Administrator.
SALARY ADJUSTMENTS	Salary adjustments may be given annually based upon the Board of Aldermen approval of the fiscal year merit-based increases in conjunction with the performance evaluation process.
EXTERNAL EQUITY	The City of Grain Valley strives to maintain salaries and benefits that will attract and retain high quality and competent people. Given the financial ability of the City of Grain Valley, we make an effort to keep employee compensation comparable to those in similar positions by those providing similar services.
ADDITIONAL INFORMATION	The Pay Practice Policy addresses base pay, pay-for-performance practices, and a benefit system for longevity. If you have a question regarding your compensation, please see your Department Head.

PAY PERIODS AND PAYCHECKS

INTRODUCTION	Employees are paid bi-weekly or every other Friday. The City requires employees to utilize direct deposit for the payment of wages. Employees who receive a paper check prior to the 2020 updated handbook may continue.
DIRECT DEPOSIT	Funds will be deposited into the account(s) of your choosing. You will receive a pay statement identifying earnings for the pay period, as well as required-by-law deductions and any elected deductions made from your pay. This information will be issued to an active email account of your choice that you will provide to Human Resources at the time of hire.
PAPER CHECK	If elected via the appropriate paperwork, you will receive a paper check for use as you choose. This option will include a pay statement stub identifying earnings for the pay period, as well as required-by-law deductions and any elected deductions made from your pay.
REPORTING ERRORS AND OBTAINING MORE INFORMATION	If any employee, exempt or nonexempt, has questions about deductions from their pay, believes they have been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, that employee should promptly contact the Finance Department, Human Resources, a supervisor or any other member of management. Every report will be fully investigated, and the City will provide the employee with any compensation to which the employee is entitled in a timely fashion. The City complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by the City, even if the reports do not reveal any errors or wrongdoing.

PERSONAL DATA

PERSONAL DATA CHANGES

To better assist employees and/or their families in the event of personal emergencies, the City needs to maintain up-to-date contact information. Maintaining accurate information in our files also is important for recordkeeping, payroll and benefits related purposes. Please report any personal data changes in writing to Human Resources within a week of the change.

Items to report include:

1. Name, email, street address or telephone change
2. Changes in dependents that affect insurance coverage (e.g., births, deaths, marital status)
3. Changes in beneficiaries
4. Emergency contacts
5. W-4 changes
6. Direct deposit information changes and/or additions
7. Additional coverage changes (e.g. accidental, short-term disability, retirement)

TIME RECORDS

INTRODUCTION

Exempt and non-exempt employees are required to prepare and turn in a time sheet to payroll.

Time sheets are the official document for recording the following information:

1. Vacation Time
2. Sick Leave
3. Overtime
4. Compensatory Time
5. Time Worked
6. Holidays
7. Other Time Off

EMPLOYEE RESPONSIBILITY

You are responsible for keeping your own daily time sheet, indicating when you started and stopped working, including arrival, departure, and meal break times.

Your supervisor and/or Department Head will approve your daily time sheets prior to submitting to the payroll division in such form, as specified by the City Administrator.

Time sheets are due to the payroll division by 10:00 a.m. on the day after the applicable pay period ends.

FALSIFICATION OF PAYROLL RECORDS

Intentionally completing another person's time record, unless as directed by your supervisor and/or Department Head in emergency cases, is prohibited.

You must not submit time records that do not accurately reflect hours worked.

If you forget to sign in or out on the time sheet, notify your supervisor and/or Department Head immediately.

APPROVAL FOR CHANGES

All changes made to your time sheet must be initialed and dated by you, your supervisor, and your Department Head.

FAILURE TO COMPLY

Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

OVERTIME

POLICY

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. Nonexempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off such as sick pay, holiday pay, vacation pay and jury duty pay (where applicable) will count toward hours worked for the purpose of determining overtime pay.

All overtime work must be authorized in advance by the employee's supervisor or Department Head. Working overtime without prior authorization may result in disciplinary action.

REQUIRED APPROVALS

Arrangements for overtime work must be scheduled or approved by the employee's supervisor and/or Department Head. Working overtime without prior authorization may result in disciplinary action.

Approved overtime must be noted by the supervisor and/or Department Head on the employee's timesheet.

OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

Overtime shall be compensated for non-exempt employees in accordance with the following provisions:

1. Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
2. Overtime shall be paid at time of one and one-half (1½) of your current rate for all hours worked beyond forty (40) hours during a defined work period.
3. Overtime is considered mandatory and is to be authorized only by your supervisor and/or Department Head.
4. Hours worked during the established work period shall include all time you are actually at work and required to be on duty, or confined to a particular place at the request of the City.
5. Holidays will be counted toward hours worked when determining total hours worked for overtime purposes.
6. Vacation, sick leave, or other authorized leave shall be counted as hours worked for the purpose of calculating overtime.

OVERTIME PAY FOR COMMISSIONED, NON-EXEMPT EMPLOYEES	Overtime shall be compensated for commissioned, non-exempt employees working 12 hour shifts, at time of one and one-half (1½) for any hours worked over eighty (80) during a defined pay period. Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
NOTIFICATION OF REQUIRED OVERTIME	Reasonable advance notice of a minimum of two (2) hours shall be provided to employees whenever overtime is required by a supervisor and/or Department Head. Such notice may be waived in emergency situations affecting the health, welfare, or safety of the community.
FAILURE TO WORK REQUIRED OVERTIME	Disciplinary action may be taken against employees who, without good or sufficient reason refuse to work overtime, fail to appear when scheduled to work overtime; or fail to appear after having indicating they would work overtime.
EXEMPT EMPLOYEES	Exempt employees shall not be eligible for overtime pay.

COMPENSATORY TIME

NON-EXEMPT EMPLOYEES	Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.
RATE FOR NON-EXEMPT EMPLOYEES	An employee receives time off at their standard rate when hours do not exceed forty (40) hours in the defined work period. Hours worked which exceeds forty (40) hours in a defined work period shall receive compensatory time at a rate of one and one-half (1 ½) hours per hour worked in excess of forty (40) hours.
ACCUMULATION OF HOURS FOR NON-EXEMPT EMPLOYEES	In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours, and must be taken as time off during the calendar year in which it is earned. An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional hours worked over the defined work period.
SCHEDULED TIME OFF	When scheduling time off, it is required that compensatory time be used before vacation and/or personal time earned by and/or provided to you.
UNUSED TIME	Any unused compensatory time at the end of the calendar year will be paid to you in the last paycheck for the year in which time was earned, minus applicable taxes.
COMMISSIONED, NON-EXEMPT EMPLOYEES	Commissioned, non-exempt employees receive time off at their standard rate when hours do not exceed eighty (80) hours in the defined payroll period. Hours worked which exceeds eighty (80) hours in a defined pay period will receive compensatory time at a rate of one and one-half (1½) hours per hour worked in excess of eighty (80) hours.
ACCUMULATION OF HOURS FOR COMMISSIONED, NON-EXEMPT EMPLOYEES	In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours, and must be taken as time off during the calendar year in which it is earned. An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional overtime hours worked.

SCHEDULED TIME OFF	The City of Grain Valley will make every attempt to schedule time off in the same pay period as the period the compensatory time is earned.
EXEMPT EMPLOYEES	Exempt employees or those employed in a bona fide executive, or professional capacity shall not be eligible for compensatory time.

ON CALL AND CALL BACK PAY

POLICY	To ensure that employees will be available to address and resolve issues that may arise, the City has instituted this on-call compensation policy to cover those nonexempt employees who may be required to be on-call and/or come back into work following their regularly scheduled shift.
ON-CALL PAY	Nonexempt on-call employees shall be paid at their normal rate of pay for any time actually worked while on-call, as specified in this policy. Employees who are not required to perform any work during their on-call shift shall be paid one (1) day's regular pay for each week worked on call.
CALL BACK PAY	Nonexempt employees who are called back to work shall be paid at their normal rate of pay for any time actually worked when called back after their regular working hours.
OVERTIME AND COMPENSATORY TIME	Nonexempt employees will be paid any applicable overtime rate if the time actually spent carrying out assigned duties during the call-in and/or come back time qualifies as overtime hours.

PROMOTIONS, TRANSFERS AND DEMOTIONS

PROMOTIONS AND TRANSFERS

You may be considered for available promotions or transfers if you possess and display the needed skills to handle a higher or different position.

DEMOTIONS

Department Heads may demote you for cause after notification to the City Administrator.

A written statement of the reasons for any such action shall be furnished to you at least seven (7) calendar days prior to the effective date of the action.

No demotions shall be made unless you are qualified for employment in the lower class.

DEDUCTIONS FROM PAY

FEDERAL AND STATE LAW REQUIREMENTS	Federal and state law requires certain deductions from your pay, which include federal, state and local withholding taxes and social security.
VOLUNTARY DEDUCTIONS	These deductions, along with any voluntary deductions (e.g., insurance premiums, 457(b) contributions, etc.), and any garnishments against your pay, will be withheld each pay period.
GARNISHMENTS	When necessary, the City of Grain Valley will, according to law, accept court ordered wage assignments and garnishments and process them in the legally prescribed manner; which involves withholding the required amount from each paycheck until the debt is paid. In the case where a garnishment is received, Human Resources will inform you, in writing, of said garnishment.
REPORTING IMPROPER DEDUCTIONS FROM PAY	If you believe that the City of Grain Valley has improperly deducted amounts from your salary that should not have been deducted, you should immediately contact the Finance Department. If it is determined that the deduction was improper, you will be reimbursed for the deduction on your next regularly scheduled paycheck.

PAY PRACTICE POLICY

PURPOSE

The purpose of the policy is to outline the pay practice at the City of Grain Valley. The policy addresses base pay, pay-for-performance practices, promotion pay, reclassification and a benefit system for longevity (see Benefits).

INTRODUCTION

The following personnel actions shall affect your pay status in the manner described below.

All adjustments to pay will commence at the beginning of the next pay period following the approved change.

PHILOSOPHY

The City of Grain Valley recognizes you are crucial to the success of its mission and strategic goals. In a highly competitive market, the City strives to attract and retain individuals who are accountable, work collaboratively, communicate effectively, are critical thinkers and possess integrity and trust.

The City seeks to promote employee retention through a competitive compensation package. The total compensation package consists of base pay, comprehensive benefits and recognition.

- An employee's base pay will follow the approved compensation plan as well as the pay-for-performance strategy outlined in this policy.
- The City is committed to providing a competitive employer paid benefits program: paid leave, holidays, employer paid medical and dental insurance for the employee, health savings contribution, LAGERS retirement, employee assistance program, life insurance and short-term disability.
- The City is dedicated to recognizing and rewarding an employee's continued service to the City through a longevity benefit (see Benefits).

BASE PAY

Base pay is the rate of compensation an employee receives in exchange for services. The approved compensation plan determines the minimum an employee will be paid for the position. In general, the base pay for a new hire will be the minimum of the position grade. The Department Head will consult Human Resources and the City Administrator to justify a new hire being offered more than the minimum of the grade for the position.

If an employee reaches the maximum base pay of a position grade during their employment, the employee may be eligible for a lump-sum payment in lieu of a base salary increase. The base pay percentage of lump-sum payment will be determined yearly during the budget process.

MERIT PAY/PAY FOR PERFORMANCE

Merit pay is a compensation structure in which employees are compensated based on how their performance is assessed. An employee is incentivized and rewarded for achieving City-wide competencies, job specific competencies and individual goals.

An employee will receive a mid-year performance review and an end of year performance evaluation by their supervisor. The end of year performance evaluation will take into account the performance of the entire year. The total score an employee receives on their end of year performance evaluation will be used to determine any merit pay the employee will receive effective January 1st.

An annual merit pay matrix will be established during the budgeting process for the next fiscal year. This matrix will clearly establish the merit raises and the qualifications to obtain a specific raise level which are available for the year. The annually established merit pay matrix will be reflective of current revenues, projected revenues, the City's ability to sustain the merit increase over the long term and is subject to Board of Aldermen approval.

The merit matrix table will consist of the total score and the merit increase percentage. The total score measurement is established in the end of year performance evaluation.

Example of a Merit Increase Matrix*

Total Score	*Merit Increase Percentage*
3.5 – 4.0	3%
3.0 – 3.4	2.5%
2.5 – 2.9	2%
2.4 and below	0%

**Rates listed in the example matrix are examples only; percentages will vary annually*

The merit increase range for the fiscal year will be set during the budget process. Merit increases will be distributed based on the results of the individual employee's end of year performance evaluation, which takes into account the entire year, and will vary among employees based on their total score.

PROMOTION PAY

When an employee is promoted to a position in a grade having a higher minimum salary, the employee's salary will be adjusted as follows:

- If the employee's current salary is less than the minimum salary, the employee's salary will be increased to the minimum salary for the grade or a 5% salary increase; whichever is greater.
- If the employee's current salary is more than the minimum salary of the new grade, the employee will receive a five percent (5%) salary increase.

No increases will exceed the maximum salary of the grade or the amount allowed by the budget.

Discretion may be used by the Department Head to increase the wage more than five percent (5%), so long as the rate does not exceed the maximum salary of the grade.

Promotion pay is subject to Human Resources and City Administrator review and approval.

When an employee is promoted, the employee shall not be eligible for a merit increase for a period of six (6) months from the time of the promotion and the successful completion of the probationary period.

TRANSFER

When an employee is transferred between departments and divisions of the organization or between positions within the same grade, their salary rate can differ or can remain unchanged. This decision will be made at the discretion of the Department Head of the department of which the employee will be transferred.

TEMPORARY ASSIGNMENT TO A HIGHER LEVEL

Temporary assignment is defined as assignment to a vacant position. A temporary assignment does not include filling in for an employee on vacation, etc.

When you are assigned temporarily to work in a regular position in a grade with a higher maximum salary than your own, you shall be compensated at the minimum rate established for the higher grade.

If your salary equals or is greater than the minimum salary of the higher grade, a minimum of a five percent (5%) increase salary differential will be paid for the temporary assignment to a higher-level position..

INVOLUNTARY DEMOTION

When you are involuntarily demoted for disciplinary or similar reasons from a position in one grade to a position in a grade having a lower maximum salary rate, your salary shall be reduced to be within the pay range established for the position to which you are demoted. This decision is left to the discretion of your Department Head.

You shall not be eligible for promotion or a salary increase for a period of one (1) year from the time of demotion.

VOLUNTARY DEMOTION

When you are voluntarily demoted from a position in one grade to a position in a grade having a lower pay range, your rate of pay will be adjusted accordingly within the pay range of the lower grade.

SALARY REDUCTION

A Department Head may request, for cause, the reduction of your salary within your assigned pay range.

Such a reduction shall not cause your salary to fall below the minimum pay for the position and shall be approved by the City Administrator.

NOTIFICATION OF PAY DEDUCTION

Notice of intention to request a reduction in pay and the reasons for such action shall be given to you and to the City Administrator not less than thirty (30) calendar days prior to the proposed affected date of salary reduction.

APPEAL TO THE CITY ADMINISTRATOR

You may appeal in writing to the City Administrator for a meeting within five (5) calendar days of notice of change in salary.

The City Administrator shall hear matters pertinent to the change. The City Administrator shall forward one (1) copy of the course of action she/he intends to follow to you and one (1) copy to the Department Head.

The City Administrator's course of action is final.

PAY ADJUSTMENT DATES

INTRODUCTION

The effective date of any salary adjustments shall be submitted at budget time and approved by the Board of Aldermen.

MERIT INCREASE

The merit rate increase will be prorated depending on new hire date:

January • February • March	100%
April • May • June	75%
July • August • September	50%
October • November • December	Not Eligible

SECTION 9
BENEFITS

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BENEFITS OVERVIEW

INTRODUCTION

Benefit plans offered by the City of Grain Valley are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the Plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection. The City and its designated benefit-plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

The City of Grain Valley reserves the right to change the benefits offered to employees.

Employees should contact Human Resources for detailed benefits information.

HEALTH AND DENTAL INSURANCE

ELIGIBILITY

The City currently offers medical and dental insurance to eligible employees and their spouses, dependents and other qualifying family members in an equitable and cost-effective way and in compliance with applicable state and federal laws.

If you are a full time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's health and dental insurance on the first day of the next month following your hire date. If hire date occurs on the first day of the month, benefits are effective on the first day of the month following your hire date.

Eligibility for group health insurance is determined by the plan documents.

PAYMENT OF PREMIUMS

Premium payments for health and dental coverage are determined by the Board of Aldermen. For information on these payments and your responsibility, please contact Human Resources.

DEPENDENT COVERAGE PREMIUM

When you elect dependent coverage, your portion of the dependent premium is automatically deducted, pre-tax, from your paycheck.

ENROLLMENT

Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed to be qualifying events.

OPTING OUT OF THE HEALTH PLAN

If you are covered through another health plan, you are not required to participate in the City's program. Proof of coverage is required upon your declining of coverage, and a copy of current proof of health insurance will be kept in your official personnel file.

LEAVE OF ABSENCE

During an authorized leave of absence with pay, insurance coverage will be continued.

In the event you are authorized for leave of absence without pay, the City and you are mutually responsible for arranging for insurance coverage.

At all times during your leave of absence, you are required to pay your portion of the premiums.

UPON SEPARATION FROM EMPLOYMENT	The City of Grain Valley's contributions toward your premium shall end on the last day of the month of separation (with or without cause), except as provided for in an employment or separation agreement. You are responsible for your portion of all premium payments for the remainder of the month in which your separation from employment occurs. This may result in a possible increased deduction on your final paycheck. You may be eligible and qualified to continue benefits at your expense *(see COBRA in the Employee Relations Section of this handbook).*
INCREASE IN PREMIUMS	The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium or for the entire amount if deemed necessary.
NOTICE OF CHANGES	Premiums, contributions, and/or coverage are subject to change. The City of Grain Valley will provide at least thirty (30) days written notice of changes in the terms as governed by the plan documents.
PART-TIME EMPLOYEES	Part-time employees are not eligible to participate in City of Grain Valley health or dental insurance programs.
FOR ADDITIONAL INFORMATION	For more details contact Human Resources or review the summary plan description.

VISION INSURANCE

ELIGIBILITY	If you are a full time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's voluntary vision insurance on the first day of the next month following your hire date. Eligibility for group vision insurance is determined by the plan documents.
PAYMENT OF PREMIUMS	You are responsible for payment of the entire premium. This payment will be automatically deducted, pre-tax, from your paycheck.
ENROLLMENT	Enrollment forms are to be completed during orientation, and changes may be made only during open enrollment or with a qualifying event.
INCREASE IN PREMIUMS	The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium if deemed necessary.
NOTICE OF CHANGES	Premiums, and/or coverage are subject to change. The City of Grain Valley will provide a minimum of thirty (30) days written notice of changes in the terms as governed by the plan documents.
PART-TIME EMPLOYEES	Part-time employees are not eligible to participate in the City of Grain Valley vision insurance program.
FOR ADDITIONAL INFORMATION	For more details contact Human Resources or review the summary plan description.

FLEXIBLE SPENDING ACCOUNTS

INTRODUCTION	You have the option to enroll in the City of Grain Valley sponsored Flexible Spending Account ("FSA") plan to utilize tax savings through pre-tax spending accounts. FSA participation enables you to make pre-tax contributions to pay for eligible covered accounts.
ENROLLMENT	Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed qualifying events.
PAYROLL DEDUCTIONS	Deductions for FSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms. The amount that you choose to be placed in your FSA account(s) will be prorated to meet the deadlines of the plan year.
REIMBURSEMENTS	For those who qualify under a health FSA account, the full amount of your contribution to the FSA will be available for reimbursement on the first day of the plan year. Dependent Care FSA reimbursements will be allowed as the contributions are made. For further clarification on FSA reimbursement policy, please contact Human Resources.
RE-ENROLLMENT	You must re-enroll each year by completing an enrollment form during the open enrollment period.
OPEN ENROLLMENT	Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period. Contribution amounts may be changed at that time.
ACCOUNT BALANCES	FSA spending account balances not spent by the end of the plan year will be forfeited. You are strongly advised to consider plan restrictions, as well as tax implications, before enrolling.

UNPAID LEAVE OF ABSENCE	When you take an unpaid leave of absence, you may not contribute to your FSA account(s) during months in which you are not paid.
EMPLOYMENT SEPARATION	When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis. Account usage is reconciled and advance adjustments are made as necessary as part of the final check preparation.

HEALTH SAVINGS ACCOUNTS

INTRODUCTION	You have the option to enroll in the City of Grain Valley sponsored Health Savings Account ("HSA") to utilize tax savings through a pre-tax spending account in accordance with IRS' health savings account guidelines. HSA participation enables you to make pre-tax contributions to pay for eligible covered health expenses.
PAYROLL DEDUCTIONS	Deductions for HSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms. The amount that you elect placed in your HSA account will be deducted from your paycheck and deposited into a designated account set up by the City in your name. HSA contribution amounts can be changed throughout the benefit plan year.
RE-ENROLLMENT	You must re-enroll each year by completing an enrollment form during the open enrollment period.
OPEN ENROLLMENT	Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period.
ACCOUNT BALANCES	HSA spending account balances not spent by the end of the plan year will be rolled over to the next plan year. When financially allowed, the City will contribute to your HSA account, when applicable. The money deposited into your account by the City in addition to your annual contribution must meet federal regulated guidelines.
UNPAID LEAVE OF ABSENCE	When you take an unpaid leave of absence, you may still contribute to your HSA account during months in which you are not paid.
EMPLOYMENT SEPARATION	When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis.

DISABILITY INSURANCE

ELIGIBILITY	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's short-term and long-term disability insurance program the first day of the next month following your hire date.
PAYMENT OF THE PREMIUMS	The City of Grain Valley agrees to pay one-hundred percent (100%) of your entire short-term disability premium. You are responsible for payment of the entire long-term disability premium. This payment will be automatically deducted, pre-tax, from your paycheck.
UPON TERMINATION	Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the City of Grain Valley disability program.
FOR ADDITIONAL INFORMATION	Please consult with Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

LIFE INSURANCE

ELIGIBILITY	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's life insurance the first day of the next month following your hire date.
PAYMENT OF THE PREMIUMS	The City of Grain Valley agrees to pay one-hundred percent (100%) of your entire premium.
UPON TERMINATION	Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the City of Grain Valley life insurance benefit.
FOR ADDITIONAL INFORMATION	Please consult with Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

RETIREMENT PLANS

INTRODUCTION	Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week will be enrolled in the Missouri Local Government Employees Retirement System ("LAGERS") retirement plan in accordance with the terms and conditions set forth in the City of Grain Valley plan documents. The City of Grain Valley also offers optional retirement plans such as a457(b) retirement plan and Roth IRA to all full-time employees.
LAGERS	LAGERS provides that the City will contribute a defined percentage of money to a retirement plan based off of your salary type of service with the City. The City will begin contributions into this account six (6) months after your start date. You will be considered "vested" after five years of employment with the City of Grain Valley and/or another Missouri public entity participating in the LAGERS program. The City of Grain Valley LAGERS plan does not allow for contributions from employees into their account.
OPTIONAL RETIREMENT PLAN	The City of Grain Valley offers an optional 457(b) Retirement Plan to all full-time employees. This plan is based on contributions made solely by the employee and it is at their discretion to participate as well as decide on the contribution type and amounts.
FOR ADDITIONAL INFORMATION	Refer to the LAGERS and optional retirement plan information as provided by City of Grain Valley. For or additional information contact Human Resources.

TUITION ASSISTANCE

POLICY

Full-time employees are encouraged to take advantage of educational and vocational courses. The City recognizes this as your effort to help improve performance in your current position and to better prepare you for promotions to higher level positions in the organization.

**Please Note: The City of Grain Valley will not pay for an employee's attempt to obtain a Master's or Doctorate degree.*

REQUEST FOR TUITION ASSISTANCE

Prior to your enrollment in the course(s), a request for tuition assistance is to be submitted to your Department Head and forwarded to the City Administrator for review and approval.

The institution for which you are seeking a degree must be accredited through the U.S. Department of Education.

In reviewing a request for tuition assistance, consideration will be given to all other forms of assistance you may be receiving.

REIMBURSEMENT

Upon completion of any approved course, the following reimbursement will occur based on the grade in which you receive:

- A: 100%
- B: 80%
- C: 70%
- D: 0%
- F: 0%

Please note the following regarding reimbursement:

1. Reimbursement will occur only based upon available appropriations.
2. All other expenses incurred in connection with the course are to be borne by you.
3. All courses must be scheduled on off-duty hours.

VOLUNTARY TERMINATIONS

If you voluntarily resign your employment within two (2) years of completing courses, you will be required to refund the City one-hundred percent (100%) of all school reimbursements.

If you voluntarily resign your employment within three (3) years of completing courses, you will be required to refund the City fifty percent (50%) of all reimbursements.

SERVICE AGREEMENT

As a condition of participation in the tuition reimbursement program, you are required to sign a service agreement.

The agreement details the terms and conditions of the program.

FOR ADDITIONAL INFORMATION	For more information, contact your Department Head/Supervisor.

LONGEVITY BENEFIT

POLICY

To celebrate service anniversaries in a meaningful way for our employees, the City of Grain Valley offers awards to employees to express our gratitude and also to provide a tangible reminder of the occasion and of the employee's contribution to the City.

ADMINISTRATION

Eligible employees must hold a permanent full-time position with the City. Full-time employees hired before January 2020, will be recognized for any part-time years of service in determining their years of service under the program. Employees will be recognized every 5th anniversary with a service pin and the corresponding payroll amount. Service pins will be uniform and the payroll amount is set forth in this policy as follows:

Years of Service	Service Pin Color	Amount
5	Sapphire Blue	$500.00
10	Amethyst	$1,000.00
15	Champagne	$1,500.00
20	Emerald	$2,000.00
25	Crystal	$2,500.00
30	Alexandrite	$3,000.00
35	Garnet	$3,500.00

Human Resources will notify Payroll to issue the employee monetary years of service recognition. Employees will receive a payroll amount during their anniversary pay period.

OVERSIGHT

The City Administrator and his/her designee will oversee the program and recognize each employee with a service pin on or near the employee's anniversary.

EMPLOYEE ASSISTANCE PROGRAM

INTRODUCTION	The City of Grain Valley will provide confidential and voluntary assistance to you and your immediate family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc.
REFERRALS	You and your family members can refer yourselves to the Employee Assistance Program ("EAP").
COUNSELING SERVICES	EAP counselors are available to meet with you or your family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation. Where you may be in need of information, a referral or suggestion may be made over the telephone.
FEE	There is no charge for you or your family to use the services of the EAP.
EMPLOYEE RESPONSIBILITY	Rehabilitation is your responsibility.
DISCIPLINARY ACTION	An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

CONFIDENTIALITY	All records of your use of the EAP program are confidential and no record of that referral, other than in statistical form, will be provided to or kept by the City of Grain Valley. The City of Grain Valley will not be provided with information regarding your or your family members' problem identified by the EAP or regarding the nature of the treatment recommended for you. This service will not jeopardize job security or promotional opportunities. Nothing contained herein shall prohibit you from consenting to the release of your records by the EAP provider.
CONTACT INFORMATION	The program may be reached twenty-four (24) hours a day on weekdays and weekends. Please contact Human Resources for more information.

50 DAYS OF FITNESS PROGRAM

INTRODUCTION

Employee health & fitness is a benefit to the staff of the City as well as for the organization as a whole. Statistics have proven when employees are actively involved in programs such as *50 Days of Fitness* they are sick less often; therefore they miss fewer work days. Healthy employees are more effective and more efficient performing their job duties. Also, a healthy lifestyle promotes happiness through a better quality of life both at work and away from the work place.

50 Days of Fitness is an employee fitness program designed to improve the quality life for City of Grain Valley employees.

GUIDELINES

- Employee's participate in a physical activity for at least 20 minutes
- Indicate which activity you participated by marking one or more of the 20 authorized activities on the 50 Days of Fitness form. The form is located on the Employee Portal or contact Human Resources.
    - Should you not find the activity on the list, please contact Human Resources to find out if your activity is authorized for this program.
    - Dates, times and activity must be recorded each day
- When an employee has recorded 50 separate (but not necessarily consecutive) days of activity in a six (6) month period, they will be rewarded with a half-day (4 hours) off of work with pay. The benefit will be reflected on the next regular pay cycle paycheck
    - Employees can earn up to one (8 hours) paid day off per year.

SECTION 10
TIME AWAY FROM WORK

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VACATION TIME

ELIGIBILITY

Full-time employees shall earn vacation time on a monthly accrual basis for each calendar month worked.

Eligible employees will begin accruing vacation time beginning the first day of the succeeding month following their date of hire. Accrued vacation time is reflected on the employee's pay stub when the last day of the pay period falls within the month it is to be accrued.

REQUEST FOR TIME OFF

Every attempt will be made to honor each request for time off. Approval by your supervisor or Department Head is based on the hardship to the City, seniority, and the number of requests for the same dates.

POLICY

Accrued monthly according to years of service[1]:

Years of Continuous Service	*Hours Accrued per Month*	*Annual Hours*	*Maximum Accumulation*
Years 0 thru 5	8 hours	96 hours	192 hours
Years 6 thru 10	10 hours	120 hours	240 hours
Years 11 thru 15	12 hours	144 hours	288 hours
16 Years or more	14 hours	168 hours	336 hours

Ineligible to accrue vacation leave after paid leave has been exhausted.

EARNING VACATION TIME

Vacation time is earned at the end of each month beginning on the first day of the succeeding month following the date or hire, and may be taken as soon as it has been earned.

Vacation time is not earned during an unpaid leave of absence.

TIME ACCUMULATION AND FORFEITURE

As a full-time employee, you may accumulate or "bank" vacation for up to two (2) years time, based on your rate of accrual *(please refer to the chart above).*

Unused vacation time above the maximum accumulative amount will be forfeited. The City of Grain Valley does not buy back or pay you for unused forfeited time.

[11]Accrual in a milestone anniversary year will occur on the month following the anniversary month.

HOLIDAY	If a holiday occurs during an approved vacation, the holiday is not counted as vacation time.
VACATION PAY	You are compensated for vacation time at your current rate of pay, not at the rate when accumulated.
ACCRUED, UNUSED VACATION PAYOUT	Accrued, unused vacation shall be paid out at the time of employment separation (with or without cause); and is subject to all taxes applicable by law. Vacation Payout does not apply for unused forfeited time.
UPON DEATH	Upon your death, accrued, unused current year and banked vacation time shall be paid to your designated beneficiary as outlined in your life insurance policy paid by the City.
PART-TIME AND SEASONAL EMPLOYEES	Part-time and seasonal employees are not eligible to participate in the vacation benefit. If you move from a full-time to part-time or seasonal position, you will receive a payout of your accrued time on the paycheck to precede your status change date.
RE-EMPLOYMENT	When you are re-employed with the City, your re-hire date shall be the basis of computation of vacation time.

SICK LEAVE

POLICY

Full-time employees shall accrue sick leave at a rate of eight (8) hours per month; ninety-six (96) hours per year, for each calendar month worked.

Eligible employees will begin accruing sick time beginning the first day of the succeeding month following their date of hire. Accrued sick leave is reflected on the employee's pay stub when the last day of the pay period falls within the month it is to be accrued.

The maximum accumulated sick leave limit is nine hundred and sixty (960) hours.

Unused sick time above the maximum accumulative amount will be forfeited.

The City of Grain Valley does not buy back or pay you for unused forfeited time.

Ineligible to accrue sick leave after paid leave has been exhausted.

VOLUNTARY TERMINATION OR RETIREMENT

Upon resignation or retirement, eligible employees hired before July 1, 2015 shall receive, for accumulated sick leave, the following percentage pay out.

Years of Continuous Service	*Payout Percentage*
Years: 0-5	0%
Years: 6-10	10%
Years: 11-20	25%
Years: 21 +	50%

Employees hired after July 1, 2015 shall forfeit accumulated sick leave.

EARNING SICK TIME

Sick time is earned at the end of each month beginning on the first day of the succeeding month following the date or hire, and may be taken as soon as it has been earned.

Sick time is not earned during an unpaid leave of absence.

PART-TIME, TEMPORARY AND SEASONAL EMPLOYEES	Part-time, temporary and seasonal employees do not earn sick leave. If you move from a full-time to part-time or seasonal position, you will receive a payout of your accrued time on the paycheck to precede your status change date.
UNEARNED ACCRUED SICK LEAVE	Sick leave may never be taken in advance of earned time. Use of accrued sick leave for absence from duty is not a privilege at your discretion, but shall be allowed only in the event of your absence from duty during scheduled workdays, or as hereafter provided, due to illness or disability to yourself; or in case of illness in your immediate family, which necessitates your absence from employment.
LAST TWO WEEKS OF TENURE	Sick leave will not be granted during the last two (2) weeks of your tenure. Any absence during the last two (2) weeks will be charged to compensatory time, personal time, vacation or leave without pay.
NOTIFICATION TO THE DEPARTMENT HEAD OR SUPERVISOR	You must keep your supervisor or Department Head informed of your condition if the absence is more than a two (2) day duration. When you find it necessary to be absent, you shall notify your supervisor or Department Head as soon as possible, or at minimum thirty (30) minutes prior to the time scheduled for reporting to work. Notification must be in person or over the telephone. Unless the absence is reported as specified, the time off is taken without pay. Paid time off for an absence is not automatic.
MEDICAL CERTIFICATION	When sick leave is in excess of three (3) working days, or if abuse of sick leave is indicated, your supervisor or Department Head may require a signed certificate from your attending physician.
ILLNESS WHILE ON VACATION	If the illness occurs while on vacation, vacation time shall not be refunded and sick leave applied, unless such illness is certified by a physician and approved by your Department Head.
PAYROLL TIME SHEET	All absences must be appropriately recorded on your payroll time sheet along with accompanying documentation signed by your supervisor or Department Head to accurately record and maintain a sick leave record.

SICK LEAVE DONATION POLICY

GUIDELINES

The following are the sick leave donation guidelines:

- Employee has exhausted all sick, vacation, personal and compensatory time earned
- Employee must be on an approved, unpaid leave of absence
- Formal request for sick leave donation must be completed at least one (1) pay period prior to the need for time; minus extenuating circumstances not allowing the prior notice to be given
- Employee must report an estimated length of time the sick leave donation is being requested
- Each employee may use one hundred and forty-seven (147) hours of time given in a twelve (12) month period
- Sick leave donation may be used while utilizing other benefits such as disability coverage, FMLA or worker's compensation
- Employee may not be on a performance improvement plan
- Employee will be paid at their current rate of pay at the time the request is made

Only the employee's name and total amount of requested donation will be provided to fellow employees by Human Resources

DONATING SICK LEAVE

An employee may donate sick leave only when their own personal sick time does not fall below 80 hours after the donation is made.

Donations will be in four (4) hour increments.

If more time is donated then needed, the time will not be taken from the donating party.

PROCEDURE

The following procedure will be maintained when a request for donation is made:

Step	Action
1	A Request for Donation form is completed.
2	The completed Request for Donation form is submitted to Human Resources at least one (1) pay period prior to your need for time; minus extenuating circumstances that would not allow for that amount of notice to be given.
3	Human Resources will send a request to employees for a donation.
4	Employees who are willing to donate time shall complete a Time Donation form.
5	Completed Time Donation forms are submitted to Human Resources within five (5) business days.
6	Human Resources will notify the requesting employee of the total number of hours donated. **Please Note: If less time is donated than needed by the requestor, the requesting party will need to find alternative arrangements and will be required to follow absence policy guidelines.*
7	Human Resources will provide Payroll with employees in which time should be taken. Time will be taken in four (4) hour increments from each employee in a rotational format.

FAMILY AND MEDICAL LEAVE (FMLA)

PURPOSE

The City of Grain Valley will grant family and medical leave in accordance with the requirements of applicable law in effect at the time the leave is granted. This policy is established in compliance with the Federal Family and Medical Leave Act of 1993 (FMLA).

ELIGIBILITY

1. To be eligible for FMLA Leave benefits, employees must: Have worked for the City of Grain Valley for a total of 12 months
2. Have worked at least 1,250 hours over the previous 12 months.

Note: The 12-month period will be measured backward from the date the leave was requested.

REASONS FOR FMLA LEAVE

When you are eligible, you may take FMLA leave for one of the following reasons:

1. The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);

2. To care for an immediate family member (spouse, child, or parent with a serious health condition (Family Care Leave);

3. An employee's inability to work because of a serious health condition (Serious Health Condition Leave);

4. A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or

5. To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below (Military Caregiver Leave).

DEFINITIONS

"Child" for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

"Parent" for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents-in-law. For Military Emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.

"Covered Active Duty" means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

"Covered Servicemember" means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran.

"Spouse" means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

"Key employee" means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

LENGTH OF LEAVE

The maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the City and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The applicable "12-month period" utilized by the City is the 12-month period measured backward from the date the leave was requested.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the City and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or by a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

INTERMITTENT OF REDUCED SCHEDULE LEAVE

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Leave taken intermittently may be taken in increments of no less than one quarter. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the City's operations. Please contact Human Resources prior to scheduling planned medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an employee's request for intermittent leave is approved, the City may later require employees to obtain recertification of their need for leave. For example, the City may request recertification if it receives information that casts doubt on an employee's report that an absence qualifies for FMLA Leave.

NOTICE AND CERTIFICATION

BONDING, FAMILY CARE, SERIOUS HEALTH CONDITION AND MILITARY CAREGIVER LEAVE REQUIREMENTS

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the City's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- Periodic recertification (upon request); and
- Periodic reports during the leave.

Certification forms are available from Human Resources. At our expense, we may require a second or third medical opinion regarding the employee's own serious health condition or the serious health condition of the employee's family member. In some cases, we may require a second or third opinion regarding the injury or illness of a Covered Service Member. Employees are expected to cooperate with the City in obtaining additional medical opinions that we may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the City's operations. Please contact Human Resources prior to scheduling planned medical treatment.

RECERTIFICATIONS AFTER GRANT OF LEAVE

In addition to the requirements listed above, if an employee's Family and Medical Leave is certified, the City may later require medical recertification in connection with an absence that the employee reports as qualifying for Family and Medical Leave. For example, the City may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee's encounter complications); or (3) the City receives information that casts doubt upon the employee's stated reason for the absence. In addition, the City may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the City will be at the employee's expense.

MILITARY EMERGENCY LEAVE REQUIREMENTS

Employees are required to provide:

As much advance notice as is reasonable and practicable under the circumstances;

A copy of the covered military member's active duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and

A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources Division.

FAILURE TO PROVIDE CERTIFICATION AND TO RETURN FROM LEAVE

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at leave's expiration and has not obtained an extension of the leave, the City may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

COMPENSATION DURING LEAVE

Generally, FMLA Leave is unpaid. However, the City will require employees to use accrued paid leave to cover all of the FMLA leave, using personal leave first, then sick leave, then vacation leave prior to any unpaid leave. The use of paid benefits will not extend the length of a FMLA Leave.

BENEFITS DURING LEAVE

The City will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the City may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

The employee's length of service as of the leave will remain intact, but accrued benefits such as vacation and sick leave will not accrue while on an unpaid FMLA Leave.

JOB REINSTATEMENT

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if they had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

CONFIDENTIALITY

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the City as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

FRAUDULENT USE OF FMLA PROHIBITED

An employee who fraudulently obtains Family and Medical Leave from the City is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the City will take all available appropriate disciplinary action against such employee due to such fraud.

NONDISCRIMINATION

The City takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

HOLIDAYS

POLICY

All regular full time employees of the City shall receive eight (8) hours compensation at their current rate for the thirteen (13) holidays listed in this section.

All holidays must be taken in the calendar year in which they occurred.

Personal holiday may be taken after thirty days (30) of employment, and must be taken in the year it is given.

HOLIDAYS

The thirteen (13) holidays include the following:

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving	4th Thursday in November
	4th Friday in November
Christmas Eve	December 24th
Christmas	December 25th
Personal Day	Employee Discretion with Department Head Approval

HOLIDAYS THAT FALL ON SATURDAYS OR SUNDAYS

In the event any of the above holidays fall on Saturday, the day before shall be observed as such holiday. If the holiday falls on a Sunday, the day after shall be observed as such holiday.

SICK LEAVE

Incapacity due to sick leave the day prior to or after the holiday shall not be construed as voiding this provision, although your Department Head or the City Administrator may require proof of incapacity.

PART-TIME, TEMPORARY OR SEASONAL EMPLOYEES	Part-time, temporary or seasonal employees are not eligible for paid holidays.
COMMISSIONED POLICE OFFICERS	Commissioned Police Officers shall receive eight hours pay for each recognized holiday, and shall additionally be paid time-and-one-half for all hours actually worked on any holiday.

LEAVES OF ABSENCE

POLICY	This policy is reserved for extraordinary and unusual circumstances. Requests for leave will be considered and evaluated on an individual basis. The City Administrator may grant a leave of absence without pay for up to 180 days. Approval or denial of such requests will be entirely at the City's discretion. In determining the feasibility of granting such requests, factors such as the purpose of requested leave, availability of coverage for job responsibility during the requested leave, previous absences, length of employment, prior work records and performance and similar considerations, will be considered. Such requests must be submitted to the City Administrator.
RETURNING TO WORK	Upon expiration of leave without pay, you shall return to work in the position held at the time leave was granted, or to any other similar vacant position.
FAILURE TO RETURN TO WORK	Your failure, without good cause, to report promptly when leave has expired shall be considered a voluntary resignation of employment.

WORKERS' COMPENSATION

POLICY

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. The City provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

Employees who sustain a work-related injury or illness should inform their supervisor or Department Head immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage. This procedure must be followed whether the accident occurred on or off City of Grain Valley premises.

FAILURE TO REPORT AN ACCIDENT OR INJURY

Failure to report immediately any accident involving a work-related injury or illness may result in discipline, up to and including termination of employment.

POST-ACCIDENT DRUG/ALCOHOL TEST

At the discretion of your Department Head, the Risk Manager or the City Administrator, you may be required to take a post-accident drug and alcohol test at the time of a work related injury and/or illness.

Should you be required to perform a post-accident drug/alcohol test, under no circumstances are you allowed to drive yourself to the medical facility performing the test.

NO DISCRIMINATION OR RETALIATION

The City of Grain Valley does not discriminate or retaliate against employees for having filed Workers' Compensation claims.

RETURN TO WORK/ LIGHT-DUTY COMPENSATION	Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work. To ensure that employees are able to perform their duties safely, the City may require individuals to undergo both post-job offer and post-employment medical examinations for certain positions or under certain circumstances. Such examinations will comply with applicable law, including the requirements of the Americans with Disabilities Act and FMLA If you are placed on light duty or part-time duty, as determined by a health care provider, and you perform assigned work duties for the City of Grain Valley, your time will be recorded as actual time worked and you will be paid accordingly. If you are placed on light duty or part-time duty, as determined by physician health care provider, and you choose not to perform assigned work duties for the City of Grain Valley, you will be required to take sick or vacation time. Light duty may not be available for employees working in certain positions.
LEAVES OF ABSENCE/ACCOMMODATION	Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the City's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.
ADDITIONAL INFORMATION	Further details on workers' compensation is available upon request from Human Resources.

ATTENDANCE & PUNCTUALITY

INTRODUCTION

Prompt and regular attendance is key to the efficient operation of the City of Grain Valley and is considered an essential function of every employee's job.

When you are absent, schedules and customer commitments fall behind, and other employees must assume added workloads. To limit problems caused by employees' unapproved absences, we have adopted the following policy.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized City business or other authorized reason. Unapproved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

NOTIFICATION

Notification of an absence or tardiness should occur as soon as you know you will not be able to attend work or will be late.

In any event, if an employee is unable to report for work on any particular day, they must notify their supervisor or Department Head at least thirty (30) minutes prior to the scheduled start time of your shift (unless it is impossible to do so, in which case you must call as soon as possible thereafter). Employees who need to leave early must notify their supervisor or Department Head as soon as they learn that they will not be able to complete their scheduled shift. The City may inquire about the general reason for an absence, tardiness or early departure.

Failure to provide the notification required by this Policy may result in disciplinary action up to and including termination of employment.

EMPLOYEE RESPONSIBILITY

Except in cases of emergency, you are responsible for reporting unscheduled absences yourself rather than having family or friends do so for you.

You must speak to your supervisor or Department Head to properly notify the City of your absence.

ABSENCES EXTENDING MORE THAN ONE DAY

Unless extenuating circumstances exist, employees must call in on each and every scheduled day on which they will not report to work, unless they are on an approved leave of absence.

ABSENCES IN EXCESS OF THREE (3) CONSECUTIVE DAYS

Any absence in excess of three (3) or more days may require a doctor's release to return to work.

EXCESSIVE ABSENTEEISM & TARDINESS

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is excused or approved. The following are examples of types of time off that will not be considered grounds for disciplinary action under this policy:

- Time off that was previously approved, including vacation and sick leave;
- Approved state and federal leaves of absence, including but not limited to jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave specifically approved by the City as an accommodation under the Americans with Disabilities Act or similar state laws; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism, tardiness or early departure will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, the City will not subject employees to disciplinary action or retaliation for an absence, tardiness or early departure for which discipline may not be imposed under applicable law. If the employee believes that an absence, tardiness or early departure is (or should be) excused pursuant to applicable law, the employee should notify their supervisor, Department Head, or Human Resources of this fact as soon as possible, but no later than at the time of the absence, tardiness or early departure. (For the required timing of an employee's notice of the need for a foreseeable leave of absence, see the applicable leave policy). If an employee believes they have mistakenly been subject to disciplinary action for an absence, tardiness or early departure that the employee believes is or should be excused/approved, the employee should promptly discuss the matter with their supervisor, Department Head, or Human Resources. The City will investigate the situation and any errors will be corrected.

NO CALL/NO SHOW	An employee's failure to report for work without any notification (No Call/No Show) Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. An employee who fails to report for work without any notification to their supervisor or Department Head will be subject to disciplinary action, up to and including termination, on the first occasion of any such absence. An employee who fails to report for work without any notification to their supervisor or Department Head and whose absence continues for a period of two (2) days will be considered to have abandoned and voluntarily terminated their employment, absent extraordinary circumstances.
UNEXCUSED ABSENCE	An unexcused absence for non-exempt employees is defined as any time off from a regularly scheduled shift that has not been approved seventy-two (72) hours in advance as an excused absence. Consecutive day's absences are counted as one absence.
ADDITIONAL INFORMATION	Employees should contact Human Resources with any questions about this Policy.

FUNERAL LEAVE

POLICY

The City of Grain Valley understands that you may desire to take time off in the event of a death of a family member. As such, the City of Grain Valley may grant you up to five (5) business days with pay to attend the funeral of an immediate family member; and up to three (3) business days with pay to attend the funeral of an extended family member.

If the death of a family member occurs while the employee is on sick, vacation or FMLA, the employee is responsible for notifying their supervisor as soon as possible.

IMMEDIATE FAMILY MEMBERS

Immediate family of the employee includes:

- Spouse/Partner
- Children/Stepchildren (including In-Laws)
- Parents/Stepparents (including In-Laws)
- Siblings (including stepbrothers/stepsisters)
- Grandparents
- Grandchildren

EXTENDED FAMILY MEMBERS

Extended family of the employee includes:

- Aunts/Uncles
- Cousins
- Nieces/Nephews
- Brothers/Sisters In-Law

MILITARY LEAVE

POLICY

A military leave of absence will be granted to employees who are absent from work because of service in accordance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and applicable state laws.

The City provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

ADVANCE NOTICE

Advance notice of military service is required, preferably in writing, unless military necessity prevents such notice or it is otherwise impossible or unreasonable (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor or Department Head with as much advance notice as possible of any anticipated leave of absence for military service.

PAY

If you are required to fulfill an annual military service obligation, you will be granted time off, and the City of Grain Valley shall pay the difference in wages between the active duty pay and your regular income for a period of up to one-hundred twenty (120) hours.

VACATION AND COMPENSATORY TIME

When on a military leave of absence, you may use any available personal time, vacation time or compensatory time for the absence.

HEALTHCARE CONTINUATION

Accrued, unused vacation or leave will be paid during military leave at the employee's request. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.

REINSTATEMENT

In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the City will provide training to assist the employee in the transition back to the workforce.

Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began minus any vacation benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation benefits at the rate they would have attained if no military leave had been taken.

FOR ADDITIONAL INFORMATION	Contact Human Resources for more information or questions about military leave.

JURY DUTY & WITNESS DUTY LEAVE

POLICY

You shall be given the necessary time off without loss of pay when:

1. Performing jury duty.
2. Appearing in court as a witness in answer to a subpoena.
3. In an official capacity in connection with the City.
4. As an expert witness either for professional or observed knowledge.

NOTIFICATION

When you receive a subpoena, summons, or other notice to serve, you must immediately notify your supervisor and/or Department Head and provide them a copy of such notification.

PAY

During such time away from the City, you will be paid at your regular salary or wages.

RETURN TO WORK

You are to return to work the same day that you are not selected to serve on a jury, if the remaining time in the workday equals four (4) or more hours. You may be required to provide verification of jury duty or witness service from the court clerk.

VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

PURPOSE

The City of Grain Valley will grant unpaid leave in accordance with the requirements of the applicable state law in effect at the time the leave is granted.

ELIGIBILITY

1. Employee who is victim of domestic or sexual violence; or
2. Have a family or household member who is a victim of domestic or sexual violence

REASONS FOR DOMESTIC VIOLENCE OR SEXUAL VIOLENCE LEAVE

When an employee is eligible, an employee may take Domestic Violence or Sexual Violence unpaid leave for one of the following reasons:

review and consideration that can be used in conjunction with annual reviews. It can help in instances where an employee claims long ongoing harassment but it is not reported for some time.

DEFINITIONS

"Family or household member" for employees with a family or household member who is a victim of domestic or sexual violence, a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

"Parent" the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter who is a victim of domestic or sexual violence.

"Son or Daughter" a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age, or is eighteen years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence.

LENGTH OF LEAVE

When an employee notifies the City of intent to take leave, the City must allow employee to take two weeks per twelve-month period of unpaid leave.

The period of leave may be taken by the employee in a single period, intermittently, or on a reduced work schedule.

BENEFITS DURING LEAVE

The City will maintain coverage for the employee and any family or household member covered under the employee's group health plan for the duration of such leave and at the level and under the conditions as if the employee had maintained continuous employment.

At all times during a leave of absence, the employee is required to pay the employee portion of the premiums.

CERTIFICATION

When an employee notifies the City of their intent to take leave, the City may:

Request from the employee certification that the employee or the employee's family or household member is a victim of sexual or domestic abuse and that the leave is for one of the following (hereinafter referred to as the "Reasons"):

- Seeking medical attention for or recovery from physical or psychological injuries;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the victim; or
- Seeking legal assistance or remedies to ensure the health or safety of the victim.
- Certification may be satisfied by the employee providing a sworn statement to the City that leave was taken for one or more of the aforementioned reasons, and one of the following:
- A police report or court record; or
- Other corroborating evidence.

The City may also require an employee on leave for one of the aforementioned reasons to report periodically to the City on the status and intention of the employee to return to work.

CONFIDENTIALITY

Maintain all information provided to the City by the employee in the strictest confidence, except to the extent disclosure is requested or consented to in writing by the employee or otherwise required under the law.

SAFETY ACCOMMODATIONS

The City will provide reasonable safety accommodations to the employee in a timely manner upon request and accompanied by a written statement by the employee or an individual acting on their behalf certifying that the reasonable safety accommodation is for an authorized purpose for one of the aforementioned reasons.

"Reasonable safety accommodations" may include:

- Adjustment to job structure, workplace facility, or work requirement;
- Transfer, reassignment, or modified schedule;
- Leave from work;
- Changed telephone number or seating assignment;
- Installation of a lock or implementation of a safety procedure; or
- Assistance in documenting domestic violence that occurs in the workplace or in work-related settings, in response to actual or threatened violence.
- *The above list is not exhaustive, but demonstrative of accommodations the City may provide.*

Note: If the City can demonstrate that the accommodation would impose an undue hardship on the operation of the City, then the City is not required to provide such accommodation.

JOB REINSTATEMENT

Upon return from leave, a covered employee must be restored to the same position the employee held when leave commenced or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

EMPLOYEE OBLIGATIONS

An employee using the victims of domestic or sexual violence leave has obligations to the City:

- The employee must provide the City with at least 48 hours' advance notice of the employee's intent to take leave, unless doing so is not practicable;
- The employee must satisfy certification requirements upon the City's request as described above;
- The employee must make known to the City any limitations requiring a reasonable safety accommodation resulting from one of the aforementioned reasons;
- The employee must return to work prior to the expiration of the period to which the employee is entitled or may be required to provide certification to the City the reason the employee is unable to return, as discussed above;
- Upon request by the City, while an employee is on leave, the employee must periodically report to the City and communicate their status and intention to return to work.

EMPLOYER RESPONSIBILITY

The City will refrain from taking any action against an employee for any unscheduled absence, provided that the employee, upon request by the City and within a reasonable period after the absence, provides the City with certification that the absence is covered by providing a sworn statement and either documentation from a source from whom the employee or family or household member sought assistance, a police report or court record, or other corroborating evidence.

FAILURE TO RETURN FROM LEAVE

If an employee takes leave and fails to return after the period to which the employee is entitled has expired, for a reason other than the continuation, recurrence, or onset of the domestic or sexual abuse that entitled the employee to leave or other circumstances beyond the control of the employee, the City may recover from the employee the premium the City paid for maintaining coverage for the employee and any covered family or household members under the City's group health plan during such period of leave.

If an employee claims they are unable to return to work for one of the aforementioned reasons, the City may require the employee to, within a reasonable period after making the claim, certify to the City that the employee is unable to return because of that reason by providing the City with:

- A sworn statement of the employee;
- Documentation from a source from whom the employee or family or household member sought assistance;
- A police report or court record; or
- Other corroborating evidence.

RETALIATION

Retaliation against employees for use of leave is prohibited.

SUMMARY

Employees who themselves are victims, or have a family or household member who is a victim of domestic or sexual violence are allowed to take a period of unpaid leave from work to address such violence for one of the aforementioned reasons.

The victims of domestic or sexual violence leave allowed does not supersede any provision of any federal, state, or local law, collective bargaining agreement, or employment benefits program or plan that provides greater leave benefits or provide leave benefits for a larger class of victims.

The policy does not create a right for an employee to take unpaid leave in excess of that allowed under the FMLA.

VOTING TIME

INTRODUCTION	For Federal, State, and Municipal elections, you are encouraged to exercise your right to vote.
REQUESTING TIME TO VOTE	Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If an employee does not have sufficient time to vote, however, that employee should discuss the matter with a supervisor to request time off to vote prior to the day of the election. The City will comply with all applicable state and municipal voting time laws.

SECTION 11
EMPLOYEE RELATIONS

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POSITION (JOB) DESCRIPTIONS

INTRODUCTION	Each classified position with the City of Grain Valley shall have a job description. The City Administrator and Department Head related to the position will review and approve all job descriptions
DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITY	Supervisors and Department Heads are the most qualified source for defining job content, and are responsible for aiding in the drafting of the position descriptions.
EMPLOYEE RESPONSIBILITY	In conjunction with annual performance reviews, employees may be asked to participate in the preparation and updating of their job descriptions to reflect current duties and responsibilities.
CONTENT	Job descriptions contain: 1. Job Summary - general view of the position. 2. Essential Functions - the overall accountability for a function. 3. Qualifications - the minimum requirements a person needs in order to perform the job; skills, knowledge and abilities. 4. Supervisor Roles (if applicable) 5. Environmental Conditions - the location, weather, and physical requirements. 6. Essential Physical Activities - physical obligations to perform the job.

ACCESS TO PERSONNEL FILES

INTRODUCTION

You may request and receive a copy of anything in your file that has been signed by you.

Contact Human Resources if you wish to review your personnel file or to make copies of documents signed by you.

CONFIDENTIALITY

Only authorized supervisors, Department Heads, and Human Resources have access to an employee's personnel file. However, the City will cooperate with—and provide access to an employee's personnel file to—law enforcement officials or local, state or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.

PERFORMANCE REVIEWS

Authorized supervisors, Department Heads, and Human Resources generally have access to performance reviews in your file if a promotion, transfer, or other change in employment status is contingent upon job and performance-related information. Access is also allowed to authorized supervisors, Department Heads, or Human Resources if disciplinary action is being taken.

PERFORMANCE MANAGEMENT

INTRODUCTION

The continued growth and success of our City depends on its employees. As such, Employees are evaluated regularly based on attendance, punctuality, work performance, and conduct. Performance reviews are generally scheduled twice a year, mid-year and annually. The City may also schedule performance reviews at other times in the City's discretion (including after a six-month probationary period). However, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

The performance review provides employees a forum in which to discuss with their supervisor or Department Head their accomplishments, performance standards, opportunities for improvement, and the development of goals.

The Employee Performance Review and Evaluation Procedures outlines the purpose, content, process and timeline of performance management.

PERFORMANCE COUNSELING

Performance counseling should be an ongoing process over the course of employment with the City of Grain Valley.

WAGE ADJUSTMENTS

Performance reviews do not automatically result in a wage adjustment or promotion. These decisions are made at the discretion of the City and depend on a number of factors in addition to an employee's individual performance.

SUGGESTIONS FOR IMPROVEMENTS

INTRODUCTION	The City of Grain Valley values the input of its employees. We are always open to improving products, services, processes, and environmental conditions and both encourage and welcome the input of our employees.
PROCESS	If you have a suggestion for improvement, please bring it to the attention of your supervisor or Department Head.

CORRECTIVE ACTION

GUIDELINE

Although employment may be terminated at-will by either the employee or the City at any time, without following any formal system of discipline or warning, the City may exercise discretion to utilize forms of discipline that are less severe than termination. Disciplinary action cannot be administered according to an absolute set of rules; decisions must be made based on the facts of each case. As such, the City may utilize forms of discipline that include but are not limited to verbal and written warnings, demotions, suspensions, or termination.

AT WILL EMPLOYMENT

Nothing in this policy is intended to alter your at-will employment status or the City of Grain Valley's right to apply any form of discipline, including termination, which is deemed reasonable and appropriate under the circumstances.

CORRECTIVE ACTION PROCESS

Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The City reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

1. Verbal Notice
2. Written Notice
3. Counseling and Probation that may lead to one or more of the following:
    a. Suspension Without Pay
    b. Demotion
    c. Dismissal

The type of corrective action will be determined by the nature, severity, and effect of the problem, by the type and frequency of previous problems, by the period of time elapsed since a previous problem, and by any circumstances relevant to the problem.

ACTION	ACTION DESCRIPTION
VERBAL NOTICE	A meeting between you and your immediate supervisor should be arranged during which your Supervisor should explain in detail the reasons for the verbal notice. Your supervisor should state the problem, listen to your response, and encourage you to make suggestions for correcting the problem. The meeting should end with a plan of action for correcting the problem.
WRITTEN NOTICE	If, in the judgment of a supervisor, a verbal notice does not correct the problem, a written notice may be given to you. This notice should describe the problem and the action required to correct it. You should be given an opportunity to discuss the notice with the supervisor and should be advised of the right to make a written reply. Copies of the notice and the employee's reply should be placed in the employee's file, both in the employing department and in Human Resources.
WRITTEN COUNSELING & PERFORMANCE IMPROVEMENT PLAN	You may be placed on a Performance Improvement Plan ("PIP") for a period up to twelve (12) months when in the judgment of your supervisor such action is warranted because of unsatisfactory work performance or behavior. During the probation period you and your supervisor should meet at regularly scheduled times to discuss your progress in meeting expectations. These meetings should be followed by a written summary prepared by your supervisor, addressed to you and signed by your supervisor. Special rules of employment apply to employees on a PIP An employee on a PIP is ineligible for promotion or for a salary increase. An employee on a PIP is not eligible for transfer. An employee may be placed on a PIP upon returning to work after a suspension without pay, provided the employee was notified of the probation when the suspension was imposed.

VOLUNTARY RESIGNATION

INTRODUCTION	An employee who chooses to leave their employment with the City of Grain Valley voluntarily resigns from the City of Grain Valley.
NOTICE OF RESIGNATION	The City requests Employees submit a written letter of resignation to their Department Head at least two (2) weeks in advance stating the expected final date of employment.
DISCRETION OF CITY	The City of Grain Valley reserves the right to determine an employee's final date of employment. At the City of Grain Valley's discretion, you may be asked to leave the facility immediately and forego the notice.
FINAL WEEK/DAYS OF EMPLOYMENT	It is expected that during your final weeks, you will complete all assigned work possible and cooperate in an orderly transition of unfinished projects.

LAYOFFS/REDUCTION IN FORCE

INTRODUCTION

The City Administrator shall direct layoff procedures to be implemented when positions are abolished due to lack of work; lack of funds; or reorganization.

The City Administrator shall determine and prepare a layoff plan that shall include the number and kind of positions affected, and institute abolishment of the positions.

EXISTING VACANCIES

If you are laid off, the City Administrator may appoint you to any existing vacancy in a lower class for which you are qualified.

DEPARTMENT HEAD PARTICIPATION

Department Heads may recommend separating you without prejudice because of lack of funds or curtailment of work.

In most cases, the Department Head shall give notice of at least ten (10) working days.

TEMPORARY AND PART-TIME EMPLOYEES

When reducing staff, temporary employees shall be separated before part-time employees, and part-time employees before regular, full-time employees.

Such termination will be reflected in your personnel file, and will not reflect negatively on your work record.

PROBATIONARY EMPLOYEES

An employee on probation status as a result of a promotion is considered a full-time employee for the purpose of layoffs.

CLASSIFIED POSITIONS

Whenever a classified position is abolished or reduction in force becomes necessary, layoffs shall be accomplished in the following manner:

1. The Department Heads and City Administrator shall determine criteria; including, but not limited to, attendance, performance reviews, provisional or probationary status, departmental demands and forecasts.
2. The Department Heads and City Administrator will consider such factors in determining who is reserved by such items including, but not limited to, an individual's total service with the City, special skills or abilities, and ability to perform other duties within the City.

REHIRES

The City Administrator may rehire for an affected position based on criteria; including, but not limited to, special skills or abilities, the ability to perform multiple duties, attendance prior to the layoff, previous performance reviews, employment status, departmental demands and forecasts.

If you are rehired within a twelve (12) month period, you shall be reinstated and credited for previous employment for the purpose of computing vacation and other benefits.

If you are rehired after twelve (12) months, you will start computing vacation leave, sick leave, and other benefits in the same manner as a new employee.

EXIT INTERVIEW

INTRODUCTION	We are interested in obtaining information, impressions, and constructive comments concerning the City of Grain Valley.
EMPLOYEE RESPONSIBILITY	When you resign, you may be asked to participate in an exit interview with Human Resources, City Administrator, or Elected Officials. Your comments will assist us in directing our management staff and business efforts for the future. You will be required to turn in all City of Grain Valley property at this time.
CITY OF GRAIN VALLEY RESPONSIBILITY	You will receive important information regarding your last paycheck, COBRA benefits, etc.

UNEMPLOYMENT COMPENSATION

INTRODUCTION	The City of Grain Valley contributes to the Unemployment Compensation Insurance Plan, which provides income to eligible unemployed individuals.
ELIGIBILITY AND BENEFITS	You must satisfy the statutory eligibility requirements to receive benefits. The State Division of Employment Security determines your eligibility as well as the amount and duration of the benefits. These benefits are based on your average monthly salary or wages during a specified period of time.

HEALTH INSURANCE CONTINUATION (COBRA)

POLICY

The City of Grain Valley is subject to the federal law known as the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Under COBRA, the City of Grain Valley must permit qualified beneficiaries to elect to continue group health coverage when certain qualifying events occur that cause the loss of group health coverage.

Upon the separation of your employment, you will receive important information regarding your eligibility for benefits under COBRA. For more information, you should contact Human Resources, or review the notice you received when you first enrolled in the plan or the Summary Plan Description for a full explanation.

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RECEIPT OF CITY OF GRAIN VALLEY EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Grain Valley Employee Handbook approved December 13, 2021. I understand that the Handbook sets forth the expectations of my employment with the City of Grain Valley, and I also understand that I am expected to read and understand what this Handbook says.

I understand the City has provided me various alternative channels to raise concerns of violations of this handbook and including but not limited to harassment, equal opportunity and workplace violence City policies and encourages me to do so promptly so that the City may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law.

Furthermore, I understand that I am encouraged to contact my Supervisor or Department Head ay time I have questions or am uncertain about any policy or procedure contained in this Handbook.

_____

_____

PRINTED EMPLOYEE NAME

_____ _____

SIGNED EMPLOYEE NAME DATE

Ordinances

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CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	11/22/2021	
BILL NUMBER	B21-32	
AGENDA TITLE	**AN ORDINANCE AMENDING TITLE III TRAFFIC CODE SECTION OF THE CITY OF GRAIN VALLEY MUNCIPAL CODE**	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Mark Trosen Community Development Director	
FISCAL INFORMATION	Cost as recommended:	$520.00
	Budget Line Item:	210-55-73740
	Balance Available:	$3,352
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To Prohibit Parking on the west side of Mary Court and east side of Erin Court within 30 feet of the intersection with Greystone Blvd.	
BACKGROUND	See Traffic Studies	
SPECIAL NOTES		
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	The Police Department requested restricting parking within 30 feet of the intersection because the cars parked Mary and Erin Courts within the 30 feet interfered with traffic trying to enter the Mary and Erin Courts from Greystone Blvd. The attached letter was placed on the door of the residents shown on the attached maps (4 closest buildings to the intersection). No feedback was received from the letters.	
BOARD OR COMMISSION RECOMMENDATION	N/A	

DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Staff Studies, owner/tenant notification, map of owners/tenants notified and Ordinance

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-32* ORDINANCE NO. _____
SECOND READING _____
FIRST READING *November 22, 2021 (5-0)*

AN ORDINANCE AMENDING TITLE III TRFFIC CODE SCHEDULE IV PARKING PROHIBITED SECTION OF THE GRAIN VALLEY MUNICIPAL CODE

WHEREAS, the City of Grain Valley, Missouri, through its Code of Ordinances, has the authority to prohibit the standing or parking of vehicles at times and locations specified within the corporate limits; and

WHEREAS, according to Section 315.010 the City Engineer has the authority to install traffic control devices; and

WHEREAS, the Board of Alderman have reviewed this change and deemed it to be in the best interest of the City.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The Title III Traffic Code Schedule IV Parking Prohibited Section of the City of Grain Valley Municipal Code, is hereby amended as follows:

Mary Court	West side, within 30 feet of the intersection of Greystone Blvd.
Erin Court	East side, within 30 feet of the intersection of Greystone Blvd.

Read two times and PASSED by the Board of Aldermen this _____ day of _____, *2021*, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN STRATTON	_____

MAYOR _____
(in the event of a tie only)

Approved as to form:

Lauber Municipal Law
City Attorney

Chuck Johnston
Mayor

ATTEST:

Jamie Logan
City Clerk

Grain Valley
Come Home To Opportunity

Grain Valley City Hall
711 Main Street
Grain Valley, Missouri 64029
816.847.6220
Fax: 816.847.6206
www.cityofgrainvalley.org

Traffic Study Conducted at Erin Court and Greystone Blvd. For "No Parking Here to Corner"

Background:

Erin Court is located in Greystone Place off of Greystone Blvd. Greystone Blvd. is classified as a residential collector and provides the major access to all of the Greystone development. Erin Court is the first turn off of Greystone Court to the north upon entering the Greystone development.

The police department requested that parking be restricted on Mary Court near the intersection as vehicles tended to park right at the intersection. Since Erin Court is across from Mary Court and has an identical situation, a study was performed on Erin Court identical to the study performed on Mary Court. When a vehicle is parked at the intersection and a second vehicle is stopped at the stop sign, there is insufficient room for a third vehicle to enter Erin Court. This problem can cause congestion at the intersection.

Data Collection:

The attached letter was delivered to the 4 buildings closest to the intersection requesting comments concerning the proposed parking restriction. To date no comments have been received.

Standards:

Section 355.010 A.1.c. prohibits parking "Within an intersection"

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."

Section 355.080 A. states "The City Traffic Engineer is hereby authorized to determine and designate by proper signs places not exceeding one hundred (100) feet in length in which stopping, standing or parking would create an especially hazardous condition or would cause unusual delay to traffic."

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Analysis:

Section 355.010 A.1.c prohibits parking "Within an intersection."
Within the intersection is not defined, however, parking at the intersection causes the same types of problems. Delaying the flow of traffic at the intersection.

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."
The pavement at the intersection is approximately 22 feet wide. Vehicles are approximately 8 feet wide. So with a vehicle parked and another stopped for the stop sign, vehicles entering Erin Court would only have 6 feet of clearance.

Section 355.080 A. states "The City Traffic Engineer is hereby authorized to determine and designate by proper signs places not exceeding one hundred (100) feet in length in which stopping, standing or parking would create an especially hazardous condition or would cause unusual delay to traffic."
An especially hazardous condition may not be created by this situation but hazards are evident. During peak evening hours when residents are returning home delays could be present as vehicles wait to clear the intersection.

Conclusions and Recommendations:

Restricting parking within 30 feet of the intersection will allow traffic to flow freely when a vehicle is stopped at the intersection. Section 355.010 A.2.d already prohibits parking within 30 feet of the approach to a stop sign. Since no comments were received in opposition to the placement of the sign, it is recommended that a "No Parking Here to Corner" sign be placed 30 feet south of the intersection.

Study Prepared by:

Richard J. Tuttle

Richard J. Tuttle, P.E.
City Engineer

Grain Valley City Hall
711 Main Street
Grain Valley, Missouri 64029
816.847.6220
Fax: 816.847.6206
www.cityofgrainvalley.org

September 23, 2021

RE: No Parking Request

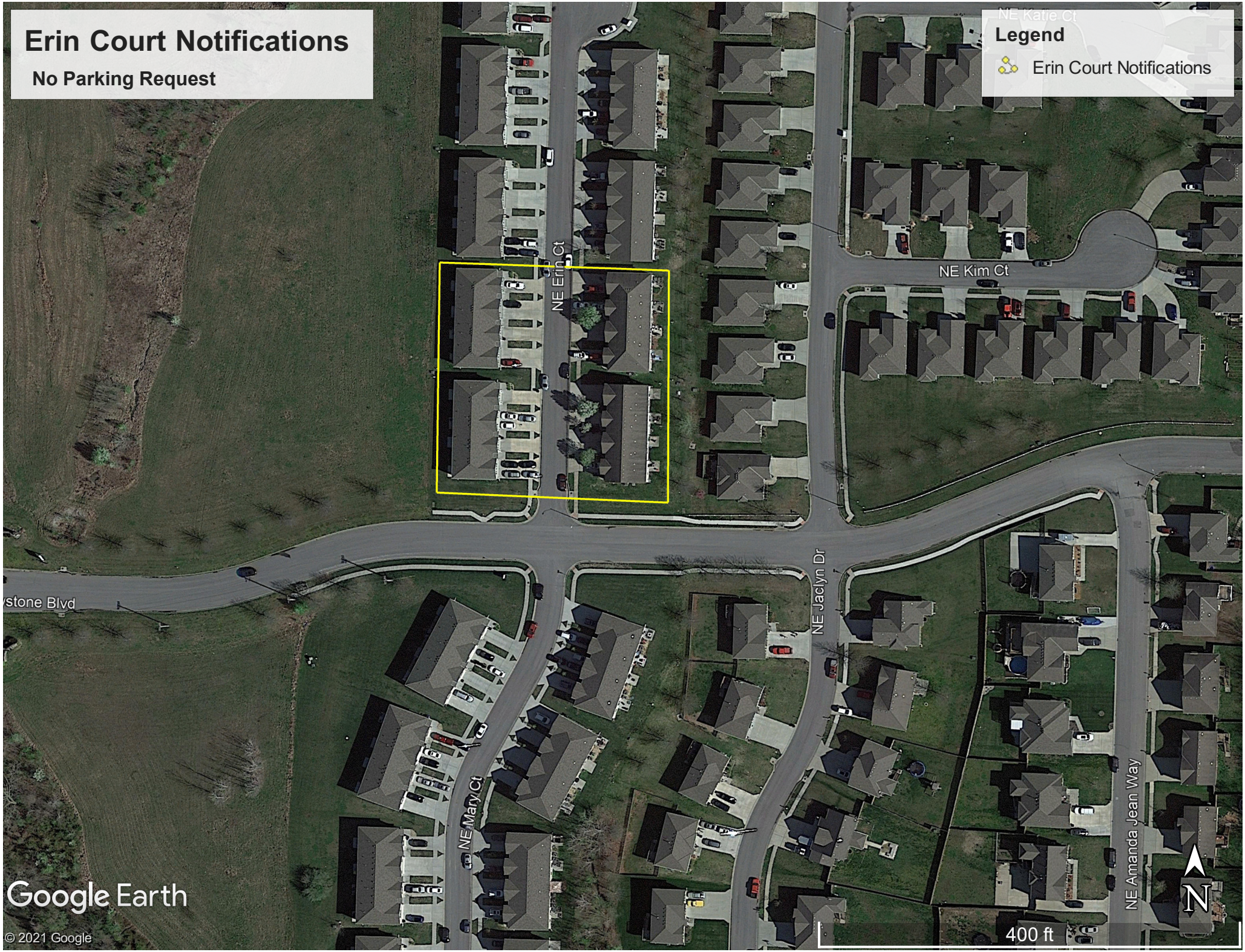
Dear Resident:

The City of Grain Valley has received a request to erect "No Parking Signs" along Erin Court 30 feet back from the intersection with Greystone Blvd. to reduce congestion at the intersection and reduce the potential for an accident. Please contact me at (816) 847-6222 or at dtuttle@cityofgrainvalley.org with any comments concerning this request.

I would request that any comments be sent to me by October 1, 2021. Thank you for your help in this matter.

Sincerely,

Richard J. Tuttle
City Engineer


Erin Court Notifications
No Parking Request
Legend
Erin Court Notifications
NE Katie Ct
NE Erin Ct
NE Kim Ct
NE Jaclyn Dr
NE Mary Ct
NE Amanda Jean Way
stone Blvd
Google Earth
© 2021 Google
400 ft
N

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Traffic Study Conducted at Mary Court and Greystone Blvd. For "No Parking Here to Corner"

Background:

Mary Court is located in Greystone Place off of Greystone Blvd. Greystone Blvd. is classified as a residential collector and provides the major access to all of the Greystone development. Mary Court is the first turn off of Greystone Court upon entering the Greystone development.

The police department requested that parking be restricted on Mary Court near the intersection as vehicles tended to park right at the intersection. When a vehicle is parked at the intersection and a second vehicle is stopped at the stop sign, there is insufficient room for a third vehicle to enter Mary Court. This problem can cause congestion at the intersection.

Data Collection:

The attached letter was delivered to the 4 buildings closest to the intersection requesting comments concerning the proposed parking restriction. To date no comments have been received.

Standards:

Section 355.010 A.1.c. prohibits parking "Within an intersection"

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."

Section 355.080 A. states "The City Traffic Engineer is hereby authorized to determine and designate by proper signs places not exceeding one hundred (100) feet in length in which stopping, standing or parking would create an especially hazardous condition or would cause unusual delay to traffic."

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Section 355.010 A.1.c prohibits parking "Within an intersection."
Within the intersection is not defined, however, parking at the intersection causes the same types of problems. Delaying the flow of traffic at the intersection.

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."
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Section 355.080 A. states "The City Traffic Engineer is hereby authorized to determine and designate by proper signs places not exceeding one hundred (100) feet in length in which stopping, standing or parking would create an especially hazardous condition or would cause unusual delay to traffic."
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Conclusions and Recommendations:

Restricting parking within 30 feet of the intersection will allow traffic to flow freely when a vehicle is stopped at the intersection. Since no comments were received in opposition to the placement of the sign, it is recommended that a "No Parking Here to Corner" sign be placed 30 feet south of the intersection.

Study Prepared by:

Richard J. Tuttle

Richard J. Tuttle, P.E.
City Engineer

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September 9, 2021

RE: No Parking Request

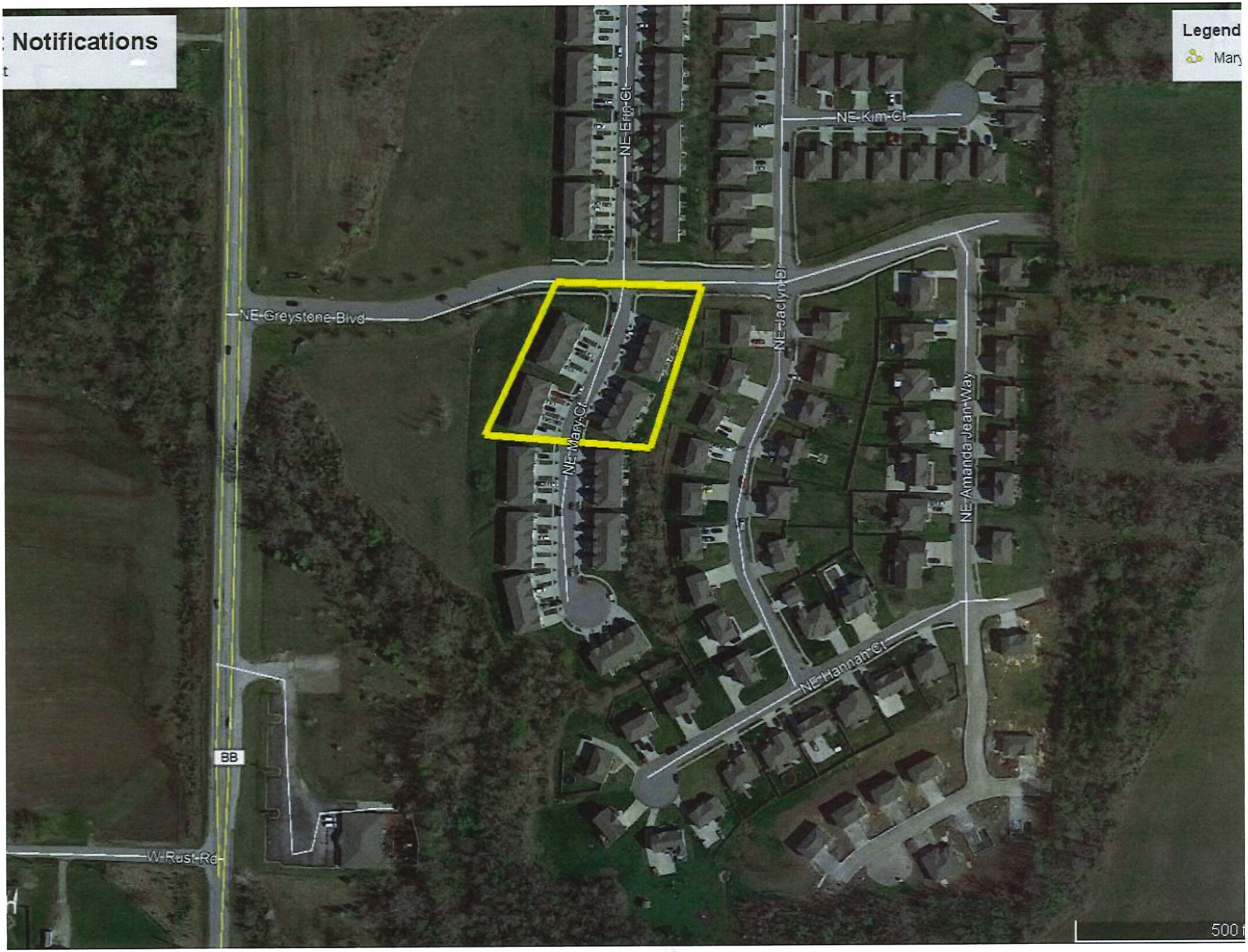
Dear Resident:

The City of Grain Valley has received a request to erect "No Parking Signs" along Mary Court 30 feet back from the intersection with Greystone Blvd. to reduce congestion at the intersection and reduce the potential for an accident. Please contact me at (816) 847-6222 or at dtuttle@cityofgrainvalley.org with any comments concerning this request.

I would request that any comments be sent to me by September 17, 2021. Thank you for your help in this matter.

Sincerely,

Richard J. Tuttle
City Engineer


Notifications
Legend
NE Kim Ct
NE Greystone Blvd
NE Jaclyn Dr
NE Amanda Jean Way
NE Hannah Ct
BB
W Rust Rd
500 f

CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	11/22/2021	
BILL NUMBER	B21-33	
AGENDA TITLE	**AN ORDINANCE APPROVING THE FINAL DEVELOPMENT PLAN AND THE FINAL PLAT FOR GREYSTONE PLAZA 2nd PLAT**	
REQUESTING DEPARTMENT	COMMUNITY DEVELOPMENT	
PRESENTER	MARK TROSEN, DIRECTOR	
FISCAL INFORMATION	Cost as recommended:	N/A or $
	Budget Line Item:	N/A or item number
	Balance Available	N/A or available amount
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To gain final development plan and final plat approval for Greystone Plaza 2nd Plat	
BACKGROUND	The BOA approved Ordinance 2548 on June 28, 2021 that changed the zoning on approximately 5.12 acres from District C-2 (General Business District) to R-3p (Multi-Family Residential District – Planned Overlay District) and a change of zoning on approximately 1.92 acres from District C-2 (General Business) to District C-2P (General Business-Planned Overlay District). The BOA also approved the preliminary development plan.	
SPECIAL NOTES	None	

ANALYSIS	The final development plan is identical to the preliminary development plan and complies with the requirements of the City's land use regulations. The development consists of 13 four-plex buildings that will contain 52 units and 3 retail/office buildings for a total of 13,800 square feet of retail space. The final plat meets all the requirements of the City's subdivision regulations.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	The Planning and Zoning Commission recommended approval at their November 10, 2021 meeting.
DEPARTMENT RECOMMENDATION	Staff Recommends Approval.
REFERENCE DOCUMENTS ATTACHED	Ordinance, Staff Report, Final Plat, Final Development Plan, Landscape Plan, Building Elevations, Special Warranty Deed, Application

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-33* ORDINANCE NO. _____
SECOND READING _____
FIRST READING *November 22, 2021 (5-0)*

AN ORDINANCE APPROVING THE FINAL DEVELOPMENT PLAN AND THE FINAL PLAT FOR GREYSTONE PLAZA 2nd PLAT

WHEREAS, the Mayor and the Board of Aldermen are committed to the development of the City; and

WHEREAS, a meeting was held on November 10, 2021 in which the Planning and Zoning Commission recommended that the Board of Aldermen approve the final development plan and final plat; and

WHEREAS, the Board of Aldermen is in acceptance of the final development plan and final plat, easements, and right-of-way that are dedicated for public purposes.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The Final Development Plan and the Final Plat for Greystone Plaza 2nd Plat are approved.

SECTION 2: The property legally described below as Greystone Plaza 2nd Plat:

A tract of land being all of Tract A, GREYSTONE PLAZA, a subdivision in the City of Grain Valley, Jackson County, Missouri, being more particularly described as follows:
Beginning at the Northeast corner of said Tract A;
Thence South 01°14’25” West, along the East line of said Tract A, 637.15 feet to the Southeast corner of said Tract A;
Thence along the South line of said Tract A, the following four courses;
Thence on a curve to the left, having an initial tangent bearing North 89°41’28” West, a radius of 330.00 feet and an arc length of 113.43 feet;
Thence South 70°36’51” West, 60.99 feet;
Thence on a curve to the right, tangent to the last described course, having a radius of 270.00 feet and an arc length of 97.20 feet;
Thence North 88°45’35” West, 172.99 feet, to the Southwest corner of said Tract A;
Thence North 04°28’13” West, along the West line of said Tract A, 140.04 feet;
Thence North 01°14’25” East, continuing along said West line, 567.63 feet to the Northwest corner of said Tract A;

Thence South 87°29’48” East, along the North line of said Tract A, 450.11 feet, to the Point of Beginning.
Contains 306,956 square feet or 7.04 acres more or less.

SECTION 3: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

Read two times and PASSED by the Board of Aldermen this ___day of_____, *2021*, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN MILLS	_____
ALDERMAN KNOX	_____	ALDERMAN STRATTON	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

_____
Lauber Municipal Law
City Attorney

_____
Chuck Johnston
Mayor

ATTEST:

_____
Jamie Logan
City Clerk

BOA STAFF REPORT
GREYSTONE PLAZA 2nd PLAT
NOVEMBER 22, 2021

ACTION: Requesting approval of the Final Development Plan and Final Plat for Greystone Plaza 2nd Plat. The property is generally located at the northeast corner of Buckner Tarsney Road and NE Greystone Blvd.

BACKGROUND: The Board of Aldermen approved Ordinance 2548 on June 28, 2021 that changed the zoning on approximately 5.12 acres from District C-2 (General Business) to R-3P (Multi-Family Residential District – Planned Overlay District) and a change of zoning on approximately 1.92 acres from District C-2 (General Business) to District C-2P (General Business – Planned Overlay District) and approval of Preliminary Development Plan for Greystone West Tract A.

The Ordinance included approval of the recommendation and conditions from the Planning and Zoning Commission. The Commission approved the Preliminary Development Plan with the condition that a landscape berm be added on the west side of the four-plex building on Shale Court closest to Buckner Tarsney Road.

The Final Plat is a replat of Tract A, Greystone Plaza, a subdivision in Grain Valley. The property owner is JEHK, LLC.

PURPOSE: The development consists of 13 four plex buildings that will contain a total of 52 units. In District R-3, this development would be required to have 2,680 square feet of play or open space. There will be over 2.5 acres or 112,820 square feet of green space available for play or open space. In addition to the four plex buildings, the applicant is proposing 3 retail/office buildings one 4,200 square foot and two 4,800 square foot buildings for a total of 13,800 square feet of retail space.

ANALYSIS: The final development plan is identical to the preliminary development plan and complies with the requirements of the City's land use regulations.

The final plat, Greystone Plaza 2nd Plat, meets all requirements of the City's subdivision regulations.

PLANNING AND ZONING COMMISSION: The Commission reviewed the final plan and plat at their November 10th meeting and recommends approval to the BOA.

STAFF RECOMMENDATION: Staff recommends approval of the Final Development Plan and Final Plat for Greystone Plaza 2nd Plat.

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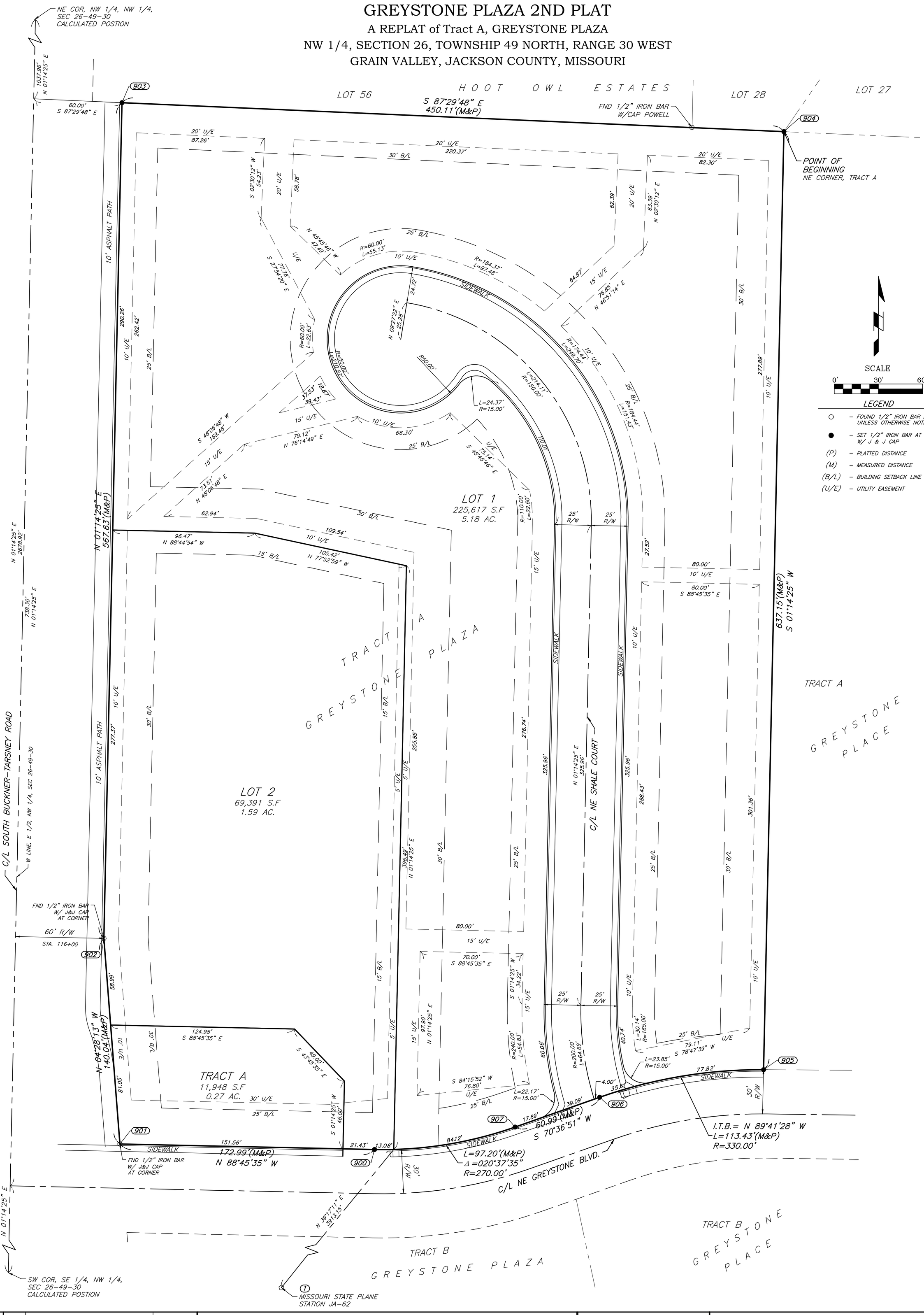
FINAL PLAT

GREYSTONE PLAZA 2ND PLAT

A REPLAT of Tract A, GREYSTONE PLAZA

NW 1/4, SECTION 26, TOWNSHIP 49 NORTH, RANGE 30 WEST

GRAIN VALLEY, JACKSON COUNTY, MISSOURI



1	INITIAL SUBMITTAL	9-14-21
2	REVISED PER COMMENTS	9-29-21
3	REVISED PER COMMENTS	10-08-21
4	REVISED PER COMMENTS	10-22-21
5	REVISED PER COMMENTS	10-27-21

SHEET 1 OF 2

Location: S:\20.362 – Greystone Tracts, Grain Valley\DRAWINGS\FINAL PLAT 10-08-21.dwg

J & J SURVEY LLC

6500 NW TOWER DR., SUITE 102 • PLATTE WOODS, MO 64151

PHONE (816)741-1017 • FAX (816)741-1018

STATE OF MISSOURI
JOHN B. YOUNG
NUMBER PLS-2006016647
PROFESSIONAL LAND SURVEYOR

10-27-21
Date

John B. Young PLS-2006016647

CERTIFICATION:

I hereby certify that this drawing is based on an actual field survey made by me or under my direct supervision on the 17th day of September, 2020 and that said survey meets or exceeds the current Missouri Standards for Property Boundary Surveys, as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors, and the Missouri Department of Natural Resources, Division of Geology and Land Survey.

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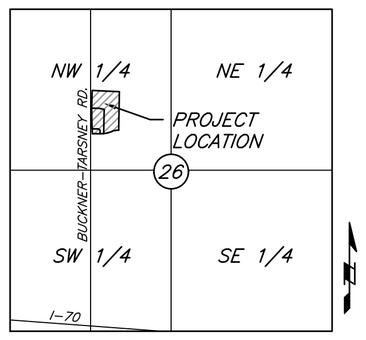
FINAL PLAT

GREYSTONE PLAZA 2ND PLAT

A REPLAT of Tract A, GREYSTONE PLAZA
NW 1/4, SECTION 26, TOWNSHIP 49 NORTH, RANGE 30 WEST
GRAIN VALLEY, JACKSON COUNTY, MISSOURI



VICINITY MAP
SEC. 26-49-30
N.T.S.

CLIENT/DEVELOPER:
Windfield Real Estate LLC
Andrew Danner
5775 NW 64th Terrace, Suite 203
Kansas City, MO 64151

PROPERTY LOCATION:
1601 S. Buckner Tarsney Road
Grain Valley, MO 64029

MISSOURI STATE PLANE COORDINATE SYSTEM
1983, Missouri West Zone (METERS)
Reference Monument: JA-62
Combined Scale Factor= 0.9999140

SURVEY CONTROL POINTS			
Point #	Northing	Easting	Description
	(m)	(m)	
1	317010.318(m)	875506.620(m)	JA-62
900	317933.389(m)	876257.803(m)	PROPERTY CORNER
901	317934.530(m)	876205.092(m)	PROPERTY CORNER
902	317977.082(m)	876201.765(m)	PROPERTY CORNER
903	318150.040(m)	876205.510(m)	PROPERTY CORNER
904	318144.049(m)	876342.561(m)	PROPERTY CORNER
905	317949.906(m)	876338.358(m)	PROPERTY CORNER
906	317944.206(m)	876304.433(m)	PROPERTY CORNER
907	317938.036(m)	876286.899(m)	PROPERTY CORNER

CITY PLANNING AND ZONING COMMISSION:

APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GRAIN VALLEY, MISSOURI, ON THIS _____ DAY OF _____2021

_____
CHAIRPERSON: CRAIG M. SHELTON

_____
SECRETARY: KEVIN BROWNING

BOARD OF ALDERMEN:

THIS IS TO CERTIFY THAT THE FOREGOING PLAT WAS DULY SUBMITTED TO AND WAS APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI, BY ORDINANCE NO. _____ DULY AUTHENTICATED AS PASSED THIS _____ DAY OF _____, 2021.

_____ _____
MAYOR: CHUCK JOHNSTON CITY CLERK: JAMIE LOGAN

APPROVED BY JACKSON COUNTY ASSESSOR:

BY:_____
VINCENT E. BRICE

DATE:_____ _____

PROPERTY DESCRIPTION:

A tract of land being all of Tract A, GREYSTONE PLAZA, a subdivision in the City of Grain Valley, Jackson County, Missouri, being more particularly described as follows:

Beginning at the Northeast corner of said Tract A; Thence South 01°14'25" West, along the East line of said Tract A, 637.15 feet to the Southeast corner of said Tract A; Thence along the South line of said Tract A, the following four courses; Thence on a curve to the left, having an initial tangent bearing North 89°41'28" West, a radius of 330.00 feet and an arc length of 113.43 feet; Thence South 70°36'51" West, 60.99 feet; Thence on a curve to the right, tangent to the last described course, having a radius of 270.00 feet and an arc length of 97.20 feet; Thence North 88°45'35" West, 172.99 feet, to the Southwest corner of said Tract A; Thence North 04°28'13" West, along the West line of said Tract A, 140.04 feet; Thence North 01°14'25" East, continuing along said West line, 567.63 feet to the Northwest corner of said Tract A; Thence South 87°29'48" East, along the North line of said Tract A, 450.11 feet, to the Point of Beginning. Contains 306,956 square feet or 7.04 acres more or less.

PLAT DEDICATION:

THE UNDERSIGNED OWNER(S) OF THE ABOVE DESCRIBED TRACT OF LAND HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THIS PLAT AND SAID PROPERTY SHALL HEREAFTER BE KNOWN AS:

"GREYSTONE PLAZA 2ND PLAT"

EASEMENT DEDICATION:

AN EASEMENT OR LICENSE IS HEREBY GRANTED TO THE CITY OF GRAIN VALLEY, MISSOURI, TO LOCATE, CONSTRUCT AND MAINTAIN, AND TO AUTHORIZE THE LOCATION, CONSTRUCTION MAINTENANCE OR USE OF CONDUITS, FOR ANY AND ALL PURPOSE, WATER, GAS, AND SEWER MAINS, POLES, WIRES, ANCHORS, AND APPURTENANCES THERETO, ANY OR ALL OF THEM OVER, UNDER, AND ALONG THE STRIP OF LAND DEDICATED BY THIS PLAT AND DESIGNATED "UTILITY EASEMENT" OR "U.E."

BUILDING LINE SETBACK:

BUILDING LINES OR SET BACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THE ACCOMPANYING PLAT AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT BETWEEN THIS LINE AND THE STREET LINE.

STREET DEDICATION:

STREETS SHOWN HEREON AND NOT HERETOFORE DEDICATED FOR PUBLIC USE AS STREET RIGHT-OF-WAY ARE HEREBY DEDICATED.

MAINTENANCE OF TRACT:

THE OWNER(S) OF LOT 1 AND 2 SHALL OWN AND MAINTAIN TRACT A. THE OWNER(S) OF LOT 1 AND 2 MAY TRANSFER THE OWNERSHIP AND MAINTENANCE OF TRACT A TO A HOMEOWNER'S ASSOCIATION, AFTER A HOMEOWNER'S ASSOCIATION IS PUT IN PLACE.

IN WITNESS WHEREOF:

JEHK LLC, A MISSOURI LIMITED LIABILITY COMPANY HAS CAUSED THESE PRESENT TO BE EXECUTED THIS _____ DAY OF _____, 2021.

JEHK LLC
A MISSOURI LIMITED LIABILITY COMPANY

_____ _____
ANDREW DANNER, MEMBER

STATE OF MISSOURI)
)SS
COUNTY OF JACKSON)

ON THIS _____ DAY OF _____, 2021, BEFORE ME APPEARED, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, CAME ANDREW DANNER, TO ME PERSONALLY KNOWN TO BE THE SAME, AND SAID ANDREW DANNER ACKNOWLEDGED SAID INSTRUMENT TO BE HIS FREE ACT AND DEED.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY SEAL ON THE DAY AND YEAR LAST WRITTEN ABOVE.

_____ _____
NOTARY PUBLIC MY COMMISSION EXPIRES

1	INITIAL SUBMITTAL	9-14-21
2	REVISED PER COMMENTS	9-29-21
3	REVISED PER COMMENTS	10-08-21
4	REVISED PER COMMENTS	10-22-21
5	REVISED PER COMMENTS	10-27-21

SHEET 2 OF 2

Location: S:\20.362 - Greystone Tracts, Grain Valley\DRAWINGS\FINAL PLAT 10-08-21.dwg

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PHONE (816)741-1017 • FAX (816)741-1018

STATE OF MISSOURI
JOHN B. YOUNG
NUMBER PLS-2006016647
PROFESSIONAL LAND SURVEYOR

10-27-21
Date

John B. Young PLS-2006016647

CERTIFICATION:

I hereby certify that this drawing is based on an actual field survey made by me or under my direct supervision on the 17th day of September, 2020 and that said survey meets or exceeds the current Missouri Standards for Property Boundary Surveys, as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors, and the Missouri Department of Natural Resources, Division of Geology and Land Survey.

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www.cityofgrainvalley.org

PLANNING & ZONING APPLICATION

PROJECT INFORMATION

Location: GREYSTONE WEST TRACT A

Subdivision: Greystone Plaza **Lot #:** _____ **Zoning District:** R3-P & C-2P

Description of Request: Final Development Plan and Site Plan for the area generally described as the northeast corner of Greystone Blvd & Buckner-Tarsney Road, creating Lot 1 (R3-P), Lot 2 (C2-P) and Tract A (detention), including infrastructure improvements, landscaping, and arch. elev.

APPLICANT INFORMATION

Name: Andrew Danner

Company: Windfield Design-Build

Address: 5775 NW 64th Terr., Kansas City, MO 64151

Telephone: 816-612-5191 **Fax:** _____ **E-mail:** andrew@windfieldrealestate.com

Property Owner: JEHK, LLC

Additional Contact(s): Michael McGrew (mike@windfieldrealestate.com)

	Type of Application: Check Type & Submit Corresponding Requirements
	Rezoning 1 • 2 • 5 • 10 • 11 • 14
	Ordinance Amendment 10
	Special/Conditional Use Permit 1 • 2 • 10 • 11 • 14
	Temporary Use Permit 2 • 10 • 14
	Preliminary Plat 1 • 3 • 4 • 14
	Final Plat/ Lot Split 1 • 6 • 12 • 13 • 14 • 15
	Preliminary Development/Site Plan 1 • 3 • 5 • 8 • 9 • 14
X	Final Development/Site plan 1 • 7 • 8 • 9 • 14 • 15
	Site Plan 1 • 7 • 8 • 9 • 12• 14 • 15
	Vacation of Right-of-way or Easement 1 • 14 • 16 • 17
	Future Land Use Map (Refer to page 9)

Note:
Include at least one 8 ½ x 11 copy of all drawings
and plans will all applications.

	Submittal Requirement List:
1	Legal description of subject property
2	Map depicting general location of site
3	Summary Site Analysis depicting current character of site
4	Preliminary Plat (3 full size copies)
5	Preliminary Development/ Site Plan (6 copies)
6	Final Plat (6 copies)
7	Final Development/ Site Plan (6 copies)
8	Landscaping Plan (6 copies)
9	Building Elevations (6 copies)
10	Written description of the proposal
11	List of property owners within 185 feet
12	Construction plans for all public works improvements (6 copies)
13	Copies of tax certificates from City and County
14	Proof of ownership or control of property (deed, contract, lease) or permission from property owner
15	Off-site easements if necessary
16	Survey of vacation area
17	Utility Comment Form - City will provide form

[Note: Applications must be completed in their entirety and all submittal requirements must be submitted at the time the application is submitted. Additional submittals may be requested as provided for in the Grain Valley City Code.]

The applicant hereby agrees that all information is provided as required with this application and the City Code:

_____ 10/15/21
Applicant's Signature **Date**

_____ _____
Applicant's Signature **Date**

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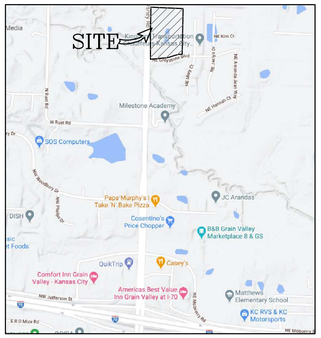


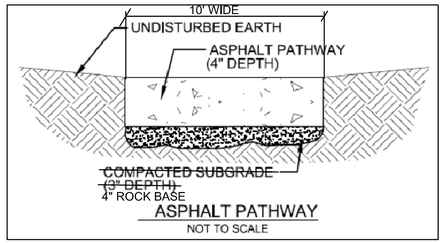


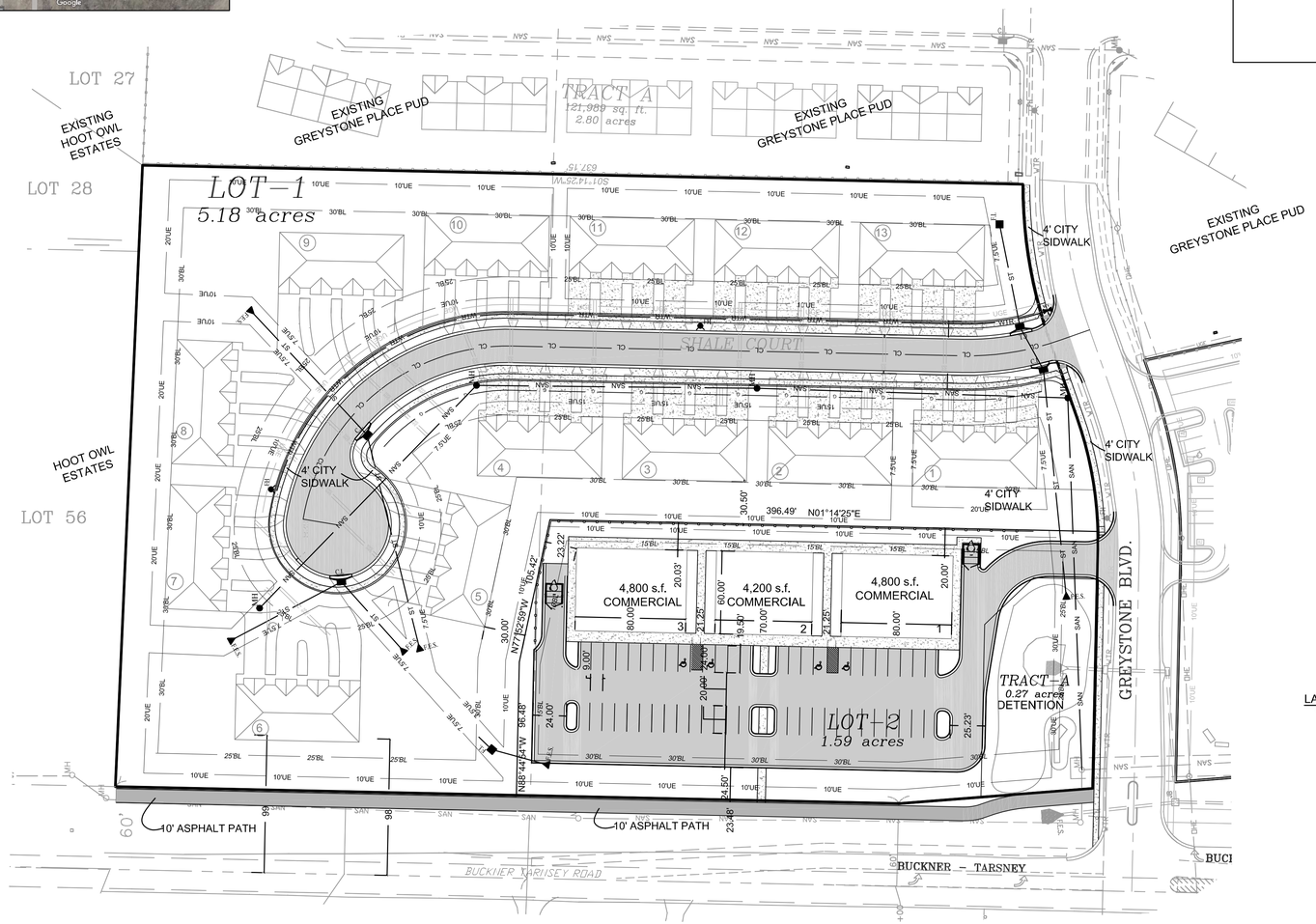
FINAL DEVELOPMENT PLAN FOR LOT 1, 2, AND TRACT A OF GREYSTONE PLAZA 2ND PLAT"

GRAIN VALLEY, JACKSON COUNTY MISSOURI

SEC 26, TOWNSHIP 49, RANGE 30

DEVELOPER:
WINDFIELD DESIGN/BUILD LLC
816-612-5191





LOT 1
GREYSTONE WEST TOWN HOMES
SITE NOTES:
1. TOTAL LOT AREA = 5.18ac
2. PROPOSED 13 FOUR PLEX BUILDING
   TOTAL UNITS =52 UNITS
3. TOTAL UNIT PER ACRE = 10.03 UNITS PER ACRE
4. REQUIRED PARKING
   TOTAL = 2 STALLS PER UNIT =104 STALLS
5. PUBLIC SANITARY MAIN IS PROPOSED FOR THESE LOTS.
6. PUBLIC WATER MAIN PROPOSED FOR THESE LOTS.
7. 50' PUBLIC ROW IS PROPOSED FOR THESE LOTS.
8. EXISTING ZONING = R3-P

EXISTING LOT 2
GREYSTONE WEST COMMERCIAL
SITE NOTES:
1. TOTAL LOT AREA = 1.59ac
2. PROPOSED 13,800 sf OF COMMERIAL BUILDINGS
4. REQUIRED PARKING
   5 STALLS PER 1,000 SF =14 STALLS
5. PROPOSED STALLS = 52 STALLS
6. SEE LANDSCAPE PLAN FOR LANDSCAPING CALCULATION.
7. TOTAL GREEN SPACE=0.59ac = 32 %
8. NO PUBLIC SANITARY MAIN IS PROPOSED FOR THIS LOT.
9. NO PUBLIC WATER MAIN PROPOSED FOR THIS LOT.
10. NO PUBLIC ROW IS PROPOSED FOR THIS LOT.
11. EXISTING ZONING = C-2
12. PROPOSED ZONING =C-2P

LANDSCAPING
1. SEE LANDSCAPING BY OTHERS.

Architectural Character
All exterior walls within three hundred feet of and visible from Buckner Tarsney Road shall be constructed with 100 % coverage of the following materials: masonry, stone, brick, stucco, and wood excluding plywood paneling. Any transparency in the form of glass walls shall be glass curtain walls or glass block construction.

50 25 0 50
Scale In Feet
1"= 50'

PROJECT CONTACTS: ROBERT WALQUIST, P.E.,
821 NE COLUMBUS ST
LEE'S SUMMIT, MISSOURI 64063
Phone: (816) 550-5675

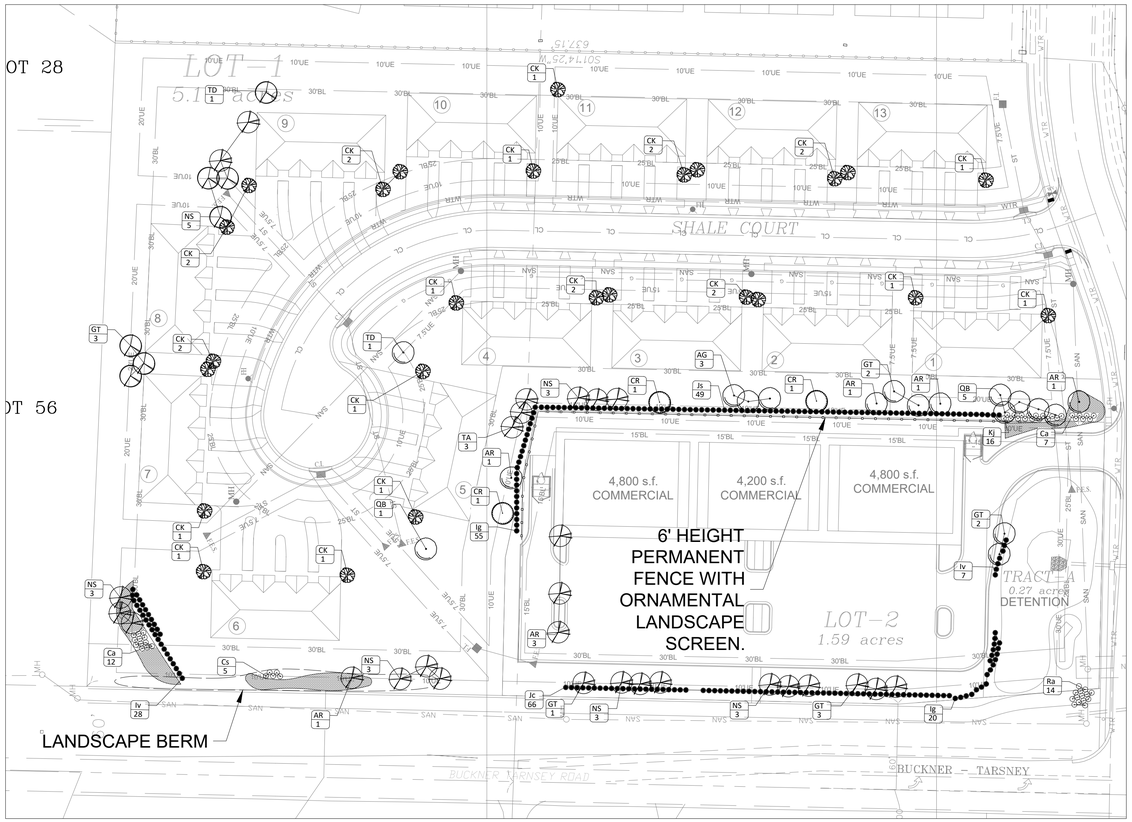
FINAL DEVELOPMENT PLAN

DATE	-	REVISION	BY
-			
10-13-21	-	FINAL PLAN	
10-25-21		FINAL PLAN	

Quist Engineering Inc.
Civil Engineering for Residential & Commercial Site Development
821 NE Columbus ST.
Lee's Summit, Missouri 64063
Phone: (816) 550-5675
e-mail = rwalquist@quistengineering.com

FINAL DEVELOPMENT PLAN FOR
LOT 1, 2, AND TRACT A OF
"GREYSTONE PLAZA 2ND PLAT"
CIVIL PLANS FOR
LOT 1 OF "GREYSTONE PLAZA 2ND PLAT"
GRAIN VALLEY, JACKSON COUNTY, MISSOURI

DRAWN BY	RAW
CHECKED BY	RAW
DATE	7-25-21
PROJECT NO.	E21-308
SCALE	1"=50'



	LANDSCAPE MATERIAL BOTANICAL NAME	COMMON NAME	CONT.	CAL	SIZE	QTY
	DECIDIOUS TREES					
AR	*Acer rubrum* 'RED SUNSET'	RED SUNSET MAPLE	B&B	2"		8
QR	*Quercus rubrum*	NORTHERN RED OAK	B&B	2"		2
GT	*Gleditsia triachanthos* var. inermis 'SHADEMASTER'	SHADEMASTER LOCUST	B&B	2"		11
TA	*Tilia americana*	AMERICAN LINDEN	B&B	2"		3
QB	*Quercus bicolor*	SWAMP WHITE OAK	B&B	2"		6
TD	*Taxodium distichum*	BALD CYPRESS	B&B	2"		2
NS	*Nyssa sylvatica*	BLACK GUM	B&B	2"		20
	ORNAMENTAL TREES					
CR	*Cercis reinformis* 'OKLAHOMA'	REDBUD	B&B	1.5"		3
AG	*Amelanchier grandiflora*	AUTUMN SERVICEBERRY	B&B	1.5"		3
CK	*Cornus kousa*	KOUSA DOGWOOD	B&B	1.5"		25
	EVERGREEN SHRUBS					
Jc	*Juniperus chinensis* 'SEA GREEN'	SEA GREEN JUNIPER	CONT.		5 GAL.	66
Js	*Juniperus sabina* 'TAMARISCIFOLIA'	TAM JUNIPER	CONT.		5 GAL.	49
Iv	*Itea virginica* 'SPRICH'	VIRGINIA SWEETSPIRE	CONT.		5 GAL.	35
Ig	*Ilex glabra* 'CHAMZIN'	NORDIC HOLLY	CONT.		5 GAL.	75
	ORNAMENTAL SHRUBS					
Ra	*Rhus aromatica*	FRAGRANT SUMAC	CONT.		2 GAL.	14
Cs	*Cornus sericea* 'KELSEYI'	KELSEY DOGWOOD	CONT.		2 GAL.	5
Ca	Cotoneaster 'Willowleaf'	WILLOWLEAF COTONEASTER	CONT.		2 GAL	19
Kj	*Kerria japonica*	JAPANESE KERRIA	CONT.		2 GAL.	16

LANDSCAPING REQUIREMENTS

The minimum landscaping requirements for all uses, including single-family and duplexes, shall be one (1) shade tree and one (1) ornamental tree per building lot. Said trees shall be planted on private property, not on public property. Said shade trees shall be a minimum of one and one-half (1 ½) inches in diameter. The minimum landscaping requirements for all uses, excluding single-family and duplex developments, shall be one (1) tree and two (2) shrubs per seven thousand five hundred (7,500) square feet of total lot area.

TOTAL LAND AREA: 6.77 ACRES + 0.27 ACRES DETENTION TRACT

NORTH

SCALE: 1" = 50'

0 25 50 100

WINDFIELD DESIGN-BUILD
5775 NW 64TH TERRACE, KANSAS CITY, MO 64151

GREYSTONE WEST DEVELOPMENT
NE CORNER GREYSTONE BLVD & BUCKNER-TARSNEY ROAD
GRAIN VALLEY, MO
LANDSCAPE PLAN

REV	DATE	DESCRIPTION
0	04/06/21	
1	05/14/21	PRZ/STAFF COMMENTS
2	10/15/21	PLAN SUBMIT
3	10/26/21	NOTE ADDITIONS
4		
5		
6		
7		
8		

DATE:	04/06/21
PROJECT NO.:	1631
DESIGNED BY:	MM
DRAWN BY:	MM
CHECKED BY:	AD

SHEET NO.
L 1.0

EXTERIOR ARCHITECTURE NOTES

1. Each exterior wall within three hundred (300) feet of and visible from the right-of-way of I-70 or Buckner Tarsney Road shall be constructed with one hundred percent (100%) coverage of all exterior visible walls with the following materials: Masonry, Glass walls, Wood as specified in Section 400.200 in the Grain, Missouri Zoning Regulations, or any other material not specifically excluded, provided the material is approved by the Board of Aldermen.
2. Each exterior wall facing a public street shall consist of no less than twenty percent (20%) coverage of building materials noted in Section 400.200.D.2.g.(1) in the Grain, Missouri Zoning Regulations.
3. All remaining exterior walls shall be constructed of materials in Note 1 or the following:
   - 3.1. Wood.
   - 3.2. Metal panels with a depth of no less than one (1) inch and a thickness of U.S. Standard 26 gauge or more.





Lot 1 Architectural Elevation





Lot 2 Architectural Elevation

WINDFIELD DESIGN-BUILD
5775 NW 64TH TERRACE, KANSAS CITY, MO 64151

GREYSTONE WEST DEVELOPMENT
NE CORNER GREYSTONE BLVD & BUCKNER-TARSNEY ROAD
GRAIN VALLEY, MO
ARCHITECTURAL ELEVATIONS

REV	DATE	DESCRIPTION
0	04/06/21	
1	05/14/21	PRJ2/STAFF COMMENTS
2	10/15/21	PLAN SUBMIT
3		
4		
5		
6		
7		
8		

DATE:	04/06/21
PROJECT NO.:	1631
DESIGNED BY:	MM
DRAWN BY:	MM
CHECKED BY:	AD

SHEET NO.
A 1.0

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ELECTRONICALLY RECORDED
JACKSON COUNTY, MISSOURI
10/06/2020 11:40 AM
COV FEE: $24.00 2 PGS

INSTRUMENT NUMBER
2020E0092095

MISSOURI SPECIAL WARRANTY DEED

THIS INDENTURE, made as of this 30th day of September,2020, between **ABR INVESTMENTS, INC.**, a corporation duly organized under the laws of the State of Missouri, ("Grantor"), and **JEHK, LLC** ("Grantee"). Mailing address of Grantee is 5775 NW 64th Ter, STE 203, Kansas City, Mo 64151

WITNESSETH, that Grantor, in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to Grantor duly paid, the receipt of which is hereby acknowledged, does by these presents SELL and CONVEY unto Grantee and Grantee's successors and assigns, the following-described property, together with all improvements thereon and all appurtenances thereto (the "Property"):

ALL OF TRACTS A AND B, GREYSTONE PLAZA, A SUBDIVISION IN GRAIN VALLEY, JACKSON COUNTY, MISSOURI, ACCORDING TO THE RECORDED PLAT THEREOF

SUBJECT TO all matters of record, those matters an accurate survey and inspection of the Property would disclose, zoning regulations and other ordinances and laws of the city, state and county in which the Property lies, and any unpaid taxes and/or assessments.

TO HAVE AND TO HOLD the Property with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining, unto Grantee and Grantee's successors and assigns, forever, Grantor hereby covenanting that the Property is free and clear from any encumbrance done or suffered by Grantor except as set forth above, and that Grantor will warrant and defend the title to the Property unto Grantee and Grantee's successors and assigns forever against the lawful claims and demands of all persons claiming or to claim the same by, through or under Grantor except as set forth above.

IN WITNESS WHEREOF, Grantor has caused this Deed to be executed as of the day and year first above written.

ABR INVESTMENTS, INC.

By _____
Krystyna Rakowski, Authorized Signatory

STATE OF Kansas)
)
COUNTY OF Johnson)

On this 30th day of September, 2020, before me appeared Krystyna Rakowski, to me personally known, who, being by me duly sworn, did say that she is the Authorized Representative of ABR INVESTMENTS, INC., and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors, and said Krystyna Rakowski acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year last above written.

_____
Notary Public

My Commission Expires:

6/25/24

JENNIFER GRIZZLE
Notary Public - State of Kansas
My Appointment Expires 6/25/24

CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	11/22/2021, 12/13/2021	
BILL NUMBER	B21-34	
AGENDA TITLE	**AN ORDINANCE APPROVING THE 2022 FISCAL YEAR BUDGET AND COMPREHENSIVE FEE SCHEDULE OF THE CITY OF GRAIN VALLEY, MISSOURI**	
REQUESTING DEPARTMENT	Administration and Finance	
PRESENTER	Ken Murphy, City Administrator Steven Craig, Finance Director	
FISCAL INFORMATION	Cost as recommended:	Not Applicable
	Budget Line Item:	All
	Balance Available:	Not Applicable
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To adopt the balanced budget and comprehensive fee schedule for the 2022 Fiscal Year for the City of Grain Valley, Missouri.	
BACKGROUND	All specific information regarding budget documents provided to the Board of Aldermen for reference.	
SPECIAL NOTES	City staff has prepared the attached balanced budget through meetings and work sessions with the Mayor & Board of Aldermen.	
ANALYSIS	None	
PUBLIC INFORMATION PROCESS	The Board of Aldermen held Budget Work Sessions on Thursday, October 21, 2021 and Tuesday, October 26, 2021.	
BOARD OR COMMISSION RECOMMENDATION	None	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	
REFERENCE DOCUMENTS ATTACHED	Ordinance, 2022 Line Item Summary, and Comprehensive Fee Schedule	

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-34* ORDINANCE NO. _____
SECOND READING _____
FIRST READING *November 22, 2021 (6-0)*

AN ORDINANCE APPROVING THE 2022 FISCAL YEAR BUDGET AND COMPREHENSIVE FEE SCHEDULE OF THE CITY OF GRAIN VALLEY, MISSOURI

WHEREAS, the Board of Aldermen has appointed the City Administrator to prepare and submit the 2022 budget and comprehensive fee schedule; and

WHEREAS, the City Administrator has worked closely with the Finance Director, all Department Directors and City staff to develop and prepare the 2022 budget; and

WHEREAS, the 2022 budget is a balanced budget as required by the Statutes in the State of Missouri; and

WHEREAS, this appropriation order and the budget outline, which are attached hereto; and are a part of this ordinance may not be amended except by written ordinance of the Board of Aldermen; and

WHEREAS, Notwithstanding the above, the City Administrator is hereby authorized, in his discretion to make adjustments, revisions or amendments to a particular expense object code/line item within the adopted budget only, and without further order of the Board of Aldermen only in the following circumstances:

- the adjustment, revision or amendment is requested in writing by the department/expenditure authority from whose account the change is proposed to be made;
- the City Finance Director certifies in writing that sufficient unencumbered funds exist for the proposed adjustment, revision or amendment;
- the total amount of the adjustment, revision or amendment does not exceed the overall budget amount as adopted herein; and
- this authorization shall not be construed to allow increases in the total appropriation for a particular fund.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri the attached detail supports the budget as follows:

SECTION 1:

(100) GENERAL FUND			
Total Revenues		$ 4,886,254	
Expenditures:			
	City Clerk	$ 282,363	
	Information Tech	279,426	
	Building & Grounds	104,654	
	Administration	280,261	
	Elected Officials	107,453	
	Legal	90,000	
	Finance	158,110	
	Court	185,455	
	Victim Services	102,060	
	Fleet Maintenance	51,425	
	Police	2,847,722	
	Animal Control	70,509	
	Community Development	318,269	
Total Expenditures:		$ 4,877,707	
Balance		*$ 8,547*	
(170) TOURISM TAX			
Total Revenues		$ 39,250	
Total Expenditures		$ 39,250	
Balance		*$ -*	
(200) PARK FUND			
Total Revenues		$ 1,677,355	
Expenditures:			
	Park Administration	$ 868,361	
	Park	301,572	
	Recreation	88,917	
	Community Center	246,314	
	Pool	171,807	
Total Expenditures		$ 1,676,971	
Balance		*$ 384*	

(210) TRANSPORTATION FUND		
Total Revenues	$ 1,412,416	
Total Expenditures	$ 1,407,695	
Balance	*$ 4,720*	
(230) PUBLIC HEALTH		
Total Revenues	$ 137,300	
Total Expenditures	$ 133,500	
Balance	*$ 3,800*	
(250) OLD TOWNE TIF FUND		
Total Revenues	$ 410,000	
Total Expenditures	$ 410,000	
Balance	*$ -*	
(280) CAPITAL IMPROVEMENT FUND		
Total Revenues	$ 553,000	
Total Expenditures	$ 553,000	
Balance	*$ 0*	
(285) ARPA FUND		
Total Revenues	$ 1,465,569	
Total Expenditures	$ -	
Balance	*$ 1,465,569*	
(300) MARKETPLACE TIF		
Total Revenues	$ -	
Total Expenditures	$ 5,000	
Balance	*$ (5,000)*	
(301) MARKETPLACE TIF PROJECT #2 RESERVE		
Total Revenues	$ -	
Total Expenditures	$ -	
Balance	*$ -*	

(302) MARKETPLACE TIF SPECIAL ALLOCATION FUND PROJECT #2		
Total Revenues	$	884,750
Total Expenditures	$	884,000
Balance	*$*	*750*
(305) MARKETPLACE TIF IDA BONDS PROJECT #2		
Total Revenues	$	203,500
Total Expenditures	$	203,295
Balance	*$*	*205*
(310) MARKETPLACE NID PROJECT #2		
Total Revenues	$	220,000
Total Expenditures	$	217,943
Balance	*$*	*2,057*
(321) MARKETPLACE CID PROJECT #2 SALES/USE TAX		
Total Revenues	$	512,500
Total Expenditures	$	512,500
Balance	*$*	*-*
(322) INTERCHANGE MERCADO CID PROJECT #3 SALES/USE TAX		
Total Revenues	$	50,000
Total Expenditures	$	45,000
Balance	*$*	*5,000*
(323) INTERCHANGE VILLAGE OF GV CID PROJECT #3 SALES/USE TAX		
Total Revenues	$	35,600
Total Expenditures	$	35,600
Balance	*$*	*-*

(325) MARKETPLACE PROJECT 1A, SALES/USE TAX						
	Total Revenues			$	116,000	
	Total Expenditures			$	15,000	
	Balance			*$*	*101,000*	
(330) INTERCHANGE PROJECT 3 SALES/USE TAX						
	Total Revenues			$	143,000	
	Total Expenditures			$	10,000	
	Balance			*$*	*133,000*	
(340) INTERCHANGE PROJECT 4 SALES/USE TAX						
	Total Revenues			$	69,000	
	Total Expenditures			$	5,000	
	Balance			*$*	*64,000*	
(400) DEBT SERVICE FUND						
	Total Revenues			$	2,294,000	
	Total Expenditures			$	1,802,975	
	Balance			*$*	*491,025*	
(600) WATER/SEWER FUND						
	Total Revenues			$	7,023,926	
	Expenditures					
		Water	$ 4,215,624			
		Sewer	$ 2,679,560			
	Total Expenditures			$	6,895,184	
	Balance			*$*	*128,742*	

Read two times and PASSED by the Board of Aldermen this ____ day of ***December, 2021***, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN STRATTON	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

_____
Lauber Municipal Law
City Attorney

_____
Chuck Johnston
Mayor

ATTEST:

_____
Jamie Logan
City Clerk

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BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
100-00-41000	PROPERTY TAX REVENUE	1,125,324.02	1,164,953.00	1,136,000.00	1,212,000.00
100-00-41100	DELINQUENT PROPERTY TAX	36,939.91	24,924.15	21,500.00	25,000.00
100-00-41400	REPLACEMENT TAX	15,264.19	15,353.54	15,300.00	15,300.00
100-00-41500	RAIL & UTILITY TAX	21,984.49	23,638.33	23,500.00	23,500.00
100-00-41600	FINANCIAL INSTITUTION TAX	234.52	0.00	300.00	300.00
100-00-41700	PROPERTY TAX INTEREST	11,368.74	11,795.11	10,200.00	11,500.00
TOTAL PROPERTY TAX		1,211,115.87	1,240,664.13	1,206,800.00	1,287,600.00
SALES TAX					
100-00-42000	SALES TAX - 1%	1,193,590.83	920,792.21	1,200,000.00	1,300,000.00
TOTAL SALES TAX		1,193,590.83	920,792.21	1,200,000.00	1,300,000.00
FRANCHISE FEES					
100-00-43000	ELECTRIC FRANCHISE FEE	622,386.22	573,181.12	600,000.00	625,000.00
100-00-43100	NATURAL GAS FRANCHISE FEE	147,224.97	128,893.09	165,000.00	165,000.00
100-00-43200	TELECOMM FRANCHISE FEE	114,564.42	72,233.96	130,000.00	100,000.00
100-00-43300	CABLE FRANCHISE FEE	185,963.31	157,931.67	175,000.00	175,000.00
TOTAL FRANCHISE FEES		1,070,138.92	932,239.84	1,070,000.00	1,065,000.00
FINES & FORFEITURES					
100-00-43500	COURT FINES	75,705.31	63,298.21	125,000.00	100,000.00
100-00-43510	COURT COSTS	6,624.00	5,679.63	12,000.00	10,000.00
100-00-43520	CRIME VICTIM FUND-CITY	204.24	175.38	200.00	200.00
100-00-43530	COURT TRAINING	1,104.00	948.00	2,000.00	2,000.00
100-00-43535	POST OP TRAINING REVENUE	718.76	0.00	1,000.00	1,000.00
100-00-43550	BOND FORFEITURE	1,750.00	750.00	2,000.00	2,000.00
100-00-43560	EQUIPMENT REIMB DWI	430.50	474.00	1,000.00	1,000.00
100-00-43570	INCARCERATION REIMB	275.25	275.70	5,000.00	2,000.00
100-00-43600	OFFICER REIMB DWI	788.00	1,069.50	1,500.00	1,500.00
100-00-43700	ANIMAL CONTROL REVENUE	8,407.75	8,495.00	14,000.00	12,000.00
TOTAL FINES & FORFEITURES		96,007.81	81,165.42	163,700.00	131,700.00
PERMITS/LICENSES/FEES					
100-00-44000	BUILDING PERMITS	303,459.29	238,785.99	252,400.00	325,100.00
100-00-44050	PLANNING & ZONING FEES	11,755.00	12,885.00	5,000.00	5,000.00
100-00-44100	PLAN REVIEW FEES	93,158.75	66,761.62	76,050.00	81,180.00
100-00-44200	CUT PERMIT FEES	5,425.00	10,150.00	4,200.00	4,200.00
100-00-44350	SPRINKLER PERMIT FEES	140.00	40.00	240.00	240.00
100-00-44400	SIGN PERMIT FEES	736.36	2,035.00	900.00	900.00
100-00-44710	VACATE (ROW OR EASEMENT)	600.00	300.00	0.00	0.00
100-00-44720	LAND DISTURBANCE PERMIT	300.00	150.00	150.00	150.00
100-00-44730	FLOODPLAIN DEVELOPMENT PERMIT	150.00	0.00	0.00	0.00
100-00-44800	OCCUPATION LICENSE	33,380.00	34,109.75	30,000.00	48,000.00
100-00-44840	EMPLOYEE LIQUOR PERMIT	260.00	140.00	200.00	200.00
100-00-44850	LIQUOR LICENSE	9,750.00	10,440.00	7,500.00	8,000.00
TOTAL PERMITS/LICENSES/FEES		459,114.40	375,797.36	376,640.00	472,970.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
OTHER GOVERNMENTAL					
100-00-45000	GRANT REVENUE	93,772.90	118,972.11	81,624.00	151,439.00
100-00-45005	CARES ACT REVENUE	834,815.38	30,912.62	0.00	0.00
TOTAL OTHER GOVERNMENTAL		928,588.28	149,884.73	81,624.00	151,439.00
RECREATION					
CHARGES FOR SERVICES					
100-00-46402	MOWING REVENUE	1,050.00	3,050.00	1,000.00	1,500.00
100-00-46441	SPECIAL EVENT PERMIT	115.00	55.00	0.00	0.00
TOTAL CHARGES FOR SERVICES		1,165.00	3,105.00	1,000.00	1,500.00
SALE OF ASSET/MERCHAND					
100-00-46900	SALE OF ASSETS	5,950.00	13,450.00	5,000.00	5,000.00
TOTAL SALE OF ASSET/MERCHAND		5,950.00	13,450.00	5,000.00	5,000.00
TIF, NID, CID					
MISCELLANEOUS					
100-00-47500	MISCELLANEOUS REVENUE	2,045.10	2,663.61	3,000.00	3,000.00
100-00-47520	MAYOR'S XMAS TREE FUND	2,500.00	0.00	3,000.00	3,000.00
100-00-47600	INSURANCE PROCEEDS	25,269.99	4,317.00	0.00	0.00
100-00-47605	LOSS CONTROL REVENUE	6,156.80	0.00	0.00	0.00
100-00-47700	INTEREST REVENUE	15,120.38	9,034.21	25,000.00	10,000.00
100-00-47725	CID ADMIN FEES	5,365.71	5,306.89	5,000.00	5,000.00
100-00-47730	TIF ADMIN FEES	1,052.32	5,242.48	0.00	2,000.00
100-00-47800	VENDING REBATES	34.40	0.00	100.00	0.00
100-00-47845	SHOP WITH A COP DONATIONS	6,134.00	11,735.00	4,000.00	4,000.00
100-00-47846	CAMP FOCUS DONATIONS	6,375.00	10,000.00	0.00	6,375.00
100-00-47850	VICTIM RIGHTS REVENUE	0.00	1,000.00	500.00	500.00
100-00-47855	BACKPACKS & BADGES DONATIONS	0.00	2,000.00	500.00	500.00
100-00-47880	DARE REVENUE	15,526.55	9,494.49	24,750.00	22,500.00
100-00-47890	DARE OFFICER GVSD	95,201.54	102,460.47	102,460.00	102,460.00
100-00-47900	DARE SALARY REVENUE	52,451.49	22,153.80	57,750.00	52,500.00
100-00-47920	POLICE REPORT FEES	2,548.83	2,490.00	3,000.00	3,000.00
100-00-47930	FINGERPRINT FEES	15.00	15.00	200.00	200.00
TOTAL MISCELLANEOUS		235,797.11	187,912.95	229,260.00	215,035.00
BONDS, FD BAL, CAPT LEAS					
100-00-48200	PROCEEDS FROM CAPITAL LEASE	119,142.85	0.00	0.00	0.00
100-00-48700	BEGINNING FUND BALANCE	0.00	0.00	104,334.00	256,010.00
TOTAL BONDS, FD BAL, CAPT LEAS		119,142.85	0.00	104,334.00	256,010.00
TOTAL REVENUES		5,320,611.07	3,905,011.64	4,438,358.00	4,886,254.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
HR/CITY CLERK					
PERSONNEL SERVICES					
100-07-61100	SALARIES	52,007.36	46,057.76	52,731.30	79,659.92
100-07-61500	F.I.C.A.	3,658.38	3,218.34	4,032.75	6,093.98
100-07-61520	UNEMPLOYMENT	40.48	38.72	135.00	61.50
100-07-61530	WORKERS COMPENSATION	226.30	172.49	142.00	198.80
100-07-61540	HEALTH INSURANCE	12,799.49	12,764.66	15,600.00	20,200.00
100-07-61555	HSA	2,355.30	2,203.54	2,400.00	3,300.00
100-07-61560	DENTAL	783.93	769.12	1,056.00	1,584.00
100-07-61570	LIFE INSURANCE	138.00	132.00	144.00	216.00
100-07-61575	SHORT TERM DISABILITY	189.93	202.80	200.00	292.80
100-07-61580	RETIREMENT	4,154.51	4,151.39	4,693.09	7,488.03
100-07-61590	EAP EXPENSE	14.39	16.44	150.00	225.00
TOTAL PERSONNEL SERVICES		76,368.07	69,727.26	81,284.14	119,320.03
STAFF DEVELOPMENT					
100-07-62080	TRAINING	500.39	332.00	299.00	630.00
100-07-62200	SUBS & MEMBERSHIPS	301.00	381.00	580.00	969.00
100-07-62250	MEETINGS & CONFERENCES	990.10	3,285.50	4,833.30	5,778.80
100-07-62320	MILEAGE	38.30	0.00	400.00	400.00
TOTAL STAFF DEVELOPMENT		1,829.79	3,998.50	6,112.30	7,777.80
PROFESSIONAL SERVICES					
100-07-72000	PROFESSIONAL SERVICES	12,219.20	9,968.76	11,028.00	11,760.00
100-07-72080	CODIFICATION	7,217.59	6,724.31	8,474.00	4,125.50
TOTAL PROFESSIONAL SERVICES		19,436.79	16,693.07	19,502.00	15,885.50
SUPPLIES & COMMODITIES					
100-07-73000	OFFICE/OPERATING SUPPLIES	546.29	1,081.29	2,400.00	2,400.00
100-07-73100	POSTAGE	1,340.04	1,073.43	2,437.00	1,800.00
100-07-73250	OFFICE FURNITURE	3,599.99	0.00	0.00	0.00
TOTAL SUPPLIES & COMMODITIES		5,486.32	2,154.72	4,837.00	4,200.00
PROGRAM EXPENSES					
100-07-74190	SAFETY COMMITTEE	3,200.71	1,666.70	3,000.00	3,000.00
TOTAL PROGRAM EXPENSES		3,200.71	1,666.70	3,000.00	3,000.00
CONTRACTUAL EXPENSES					
100-07-76000	INSURANCE	93,998.04	100,626.76	105,000.00	112,350.00
100-07-76100	APPLICANT COSTS	6,245.50	9,083.22	11,450.00	8,400.00
100-07-76200	ADVERTISING	1,644.10	1,933.85	2,800.00	2,600.00
100-07-76210	PRINTING	0.00	0.00	90.00	180.00
TOTAL CONTRACTUAL EXPENSES		101,887.64	111,643.83	119,340.00	123,530.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
UTILITIES					
100-07-76510	CELLULAR SERVICE	677.41	642.60	1,440.00	1,440.00
TOTAL UTILITIES		677.41	642.60	1,440.00	1,440.00
MISCELLANEOUS EXPENSE					
100-07-78000	MISCELLANEOUS	161.62	196.22	586.00	7,210.00
TOTAL MISCELLANEOUS EXPENSE		161.62	196.22	586.00	7,210.00
TOTAL HR/CITY CLERK		209,048.35	206,722.90	236,101.44	282,363.33
INFORMATION TECH					
PERSONNEL SERVICES					
100-08-61500	F.I.C.A.	0.00	29.88	0.00	0.00
100-08-61540	HEALTH INSURANCE	0.00	(544.48)	0.00	0.00
100-08-61555	HSA	0.00	16.45	0.00	0.00
100-08-61560	DENTAL	0.00	(31.43)	0.00	0.00
100-08-61580	RETIREMENT	0.00	36.19	0.00	0.00
TOTAL PERSONNEL SERVICES		0.00	(493.39)	0.00	0.00
STAFF DEVELOPMENT					
100-08-62050	COMPUTER TRAINING	1,429.98	0.00	0.00	0.00
100-08-62250	MEETINGS & CONFERENCES	0.00	0.00	0.00	2,000.00
TOTAL STAFF DEVELOPMENT		1,429.98	0.00	0.00	2,000.00
SUPPLIES & COMMODITIES					
100-08-73010	COMPUTER SUPPLIES	7,227.71	6,269.33	7,510.00	4,800.00
TOTAL SUPPLIES & COMMODITIES		7,227.71	6,269.33	7,510.00	4,800.00
MAINTENANCE EXPENSE					
100-08-74600	COMPUTER MAINTENANCE	68,373.75	58,953.00	67,816.00	68,426.08
100-08-74620	WEB SITE MAINTENANCE	799.92	0.00	2,500.00	2,500.00
TOTAL MAINTENANCE EXPENSE		69,173.67	58,953.00	70,316.00	70,926.08
UTILITIES					
100-08-76510	CELLULAR SERVICE	2,705.04	1,602.90	1,200.00	1,200.00
TOTAL UTILITIES		2,705.04	1,602.90	1,200.00	1,200.00
CAPITAL EQUIPMENT					
100-08-78500	CAPITAL EQUIPMENT	18,335.44	13,545.91	19,710.00	42,042.50
100-08-78520	COMPUTER EQUIPMENT	4,129.77	23,655.00	24,300.00	32,516.00
100-08-78530	COMPUTER SOFTWARE	98,242.22	82,194.50	144,658.00	125,941.00
TOTAL CAPITAL EQUIPMENT		120,707.43	119,395.41	188,668.00	200,499.50
TOTAL INFORMATION TECH		201,243.83	185,727.25	267,694.00	279,425.58

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
BLDG & GRDS					
PERSONNEL SERVICES					
UTILITIES					
100-09-76500	GENERAL PHONE SERVICE	7,248.31	6,967.93	5,820.00	9,420.00
100-09-76550	INTERNET SERVICES	5,519.57	7,488.95	9,924.00	9,924.00
100-09-76590	PHONE INSTALLATION & MAINT	1,407.50	0.00	900.00	900.00
100-09-76600	ELECTRICITY	18,054.20	15,723.44	20,400.00	20,400.00
100-09-76700	GAS SERVICE	2,824.38	1,040.82	4,800.00	6,000.00
100-09-76800	TRASH SERVICE	1,218.00	1,015.00	1,440.00	1,600.00
TOTAL UTILITIES		36,271.96	32,236.14	43,284.00	48,244.00
BLDG MAINTENANCE					
100-09-76900	BLDG & GRNDS MAINT	43,108.42	45,241.30	59,636.00	48,706.00
100-09-76930	BLDG & JANITORIAL SUPPLIES	1,558.60	1,892.30	2,100.00	2,100.00
TOTAL BLDG MAINTENANCE		44,667.02	47,133.60	61,736.00	50,806.00
CAPITAL EQUIPMENT					
CAPITAL PROJECTS					
100-09-79880	BUILDING IMPROVEMENTS	231.18	0.00	0.00	5,604.00
TOTAL CAPITAL PROJECTS		231.18	0.00	0.00	5,604.00
TOTAL BLDG & GRDS		81,170.16	79,369.74	105,020.00	104,654.00
ADMINISTRATION					
PERSONNEL SERVICES					
100-10-61100	SALARIES	154,409.91	84,463.41	102,907.58	107,485.49
100-10-61500	F.I.C.A.	12,591.79	7,219.81	7,872.44	8,222.66
100-10-61520	UNEMPLOYMENT	80.95	67.76	202.50	61.50
100-10-61530	WORKERS COMPENSATION	588.88	548.31	1,511.01	1,511.01
100-10-61540	HEALTH INSURANCE	10,381.13	8,593.47	10,250.00	10,500.00
100-10-61555	HSA	1,552.94	1,252.22	1,350.00	1,350.00
100-10-61560	DENTAL	613.10	513.71	540.00	540.00
100-10-61570	LIFE INSURANCE	180.00	153.00	252.00	252.00
100-10-61575	SHORT TERM DISABILITY	351.45	358.03	150.00	369.39
100-10-61580	RETIREMENT	8,597.13	8,266.04	8,674.71	9,619.92
100-10-61590	EAP EXPENSE	20.56	18.50	187.50	187.50
100-10-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	900.00
100-10-61600	CAR ALLOWANCE	9,202.52	9,769.50	10,800.00	10,800.00
TOTAL PERSONNEL SERVICES		198,570.36	121,223.76	144,697.74	151,799.47

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
STAFF DEVELOPMENT					
100-10-62080	TRAINING	44.97	125.00	1,000.00	1,520.00
100-10-62200	SUBS & MEMBERSHIPS	9,349.92	7,553.05	8,000.00	8,760.00
100-10-62250	MEETINGS & CONFERENCES	2,488.30	10,194.53	12,150.00	7,430.00
TOTAL STAFF DEVELOPMENT		11,883.19	17,872.58	21,150.00	17,710.00
PROFESSIONAL SERVICES					
100-10-72000	PROFESSIONAL SERVICES	6,138.93	23,503.00	28,400.00	63,100.00
TOTAL PROFESSIONAL SERVICES		6,138.93	23,503.00	28,400.00	63,100.00
SUPPLIES & COMMODITIES					
100-10-73000	OFFICE/OPERATING SUPPLIES	1,265.78	826.70	1,500.00	1,500.00
100-10-73100	POSTAGE	2,176.43	2,573.84	3,000.00	3,000.00
100-10-73250	OFFICE FURNITURE	0.00	0.00	700.00	700.00
TOTAL SUPPLIES & COMMODITIES		3,442.21	3,400.54	5,200.00	5,200.00
OPERATING EXPENSE					
100-10-73500	FUEL	0.00	0.00	300.00	300.00
TOTAL OPERATING EXPENSE		0.00	0.00	300.00	300.00
PROGRAM EXPENSES					
100-10-74100.1042	SPEC EVENT TRAIL/TREAT	428.08	1,583.20	4,000.00	4,000.00
100-10-74100.1046	SPEC EVNT MAYORS TREE LIGHTING	2,123.30	2,418.77	4,000.00	5,000.00
100-10-74100.6000	SPEC EVENT PARADE	0.00	1,094.98	1,500.00	1,500.00
100-10-74170	CHRISTMAS LIGHT EXPENSE	3,093.90	3,638.90	4,000.00	6,000.00
100-10-74220	OUTSIDE SERVICE AGENCIES	1,500.00	1,500.00	1,500.00	1,500.00
100-10-74430	FUND RAISING EVENTS	755.00	825.00	1,200.00	1,200.00
100-10-74450	COVID-19/CARES ACT EXPENSE	62,929.90	30,912.62	30,912.00	0.00
TOTAL PROGRAM EXPENSES		70,830.18	41,973.47	47,112.00	19,200.00
MAINTENANCE EXPENSE					
CONTRACTUAL EXPENSES					
100-10-76200	ADVERTISING	12.00	73.97	1,000.00	1,000.00
100-10-76210	PRINTING	0.00	421.00	500.00	3,110.00
100-10-76490	OFFICE EQUIPMENT LEASE	8,038.40	7,509.49	8,156.00	4,431.85
TOTAL CONTRACTUAL EXPENSES		8,050.40	8,004.46	9,656.00	8,541.85
UTILITIES					
100-10-76510	CELLULAR SERVICE	2,709.62	2,570.40	2,160.00	2,160.00
TOTAL UTILITIES		2,709.62	2,570.40	2,160.00	2,160.00
TIF, NID, CID					
MISCELLANEOUS EXPENSE					
100-10-78000	MISCELLANEOUS	3,721.22	2,260.87	4,000.00	8,000.00
TOTAL MISCELLANEOUS EXPENSE		3,721.22	2,260.87	4,000.00	8,000.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
CAPITAL EQUIPMENT					
DEBT SERVICE					
TOTAL ADMINISTRATION		305,346.11	220,809.08	262,675.74	276,011.32
ELECTED					
PERSONNEL SERVICES					
100-11-61100	SALARIES - ELECTED	28,152.00	20,992.00	34,500.00	34,500.00
100-11-61500	F.I.C.A.	2,153.67	1,605.88	2,532.75	2,639.25
100-11-61530	WORKERS COMPENSATION	92.48	105.60	361.20	361.20
TOTAL PERSONNEL SERVICES		30,398.15	22,703.48	37,393.95	37,500.45
STAFF DEVELOPMENT					
100-11-62200	SUBS & MEMBERSHIPS	0.00	0.00	375.00	375.00
100-11-62250	MEETINGS & CONFERENCES	4,420.34	5,081.03	11,542.90	11,546.90
100-11-62320	MILEAGE	0.00	0.00	747.50	576.00
TOTAL STAFF DEVELOPMENT		4,420.34	5,081.03	12,665.40	12,497.90
PROFESSIONAL SERVICES					
100-11-72000	PROFESSIONAL SERVICES	200.00	1,062.74	3,200.00	4,450.00
100-11-72005	PUBLIC COMMUNICATIONS	9,337.78	10,000.00	10,000.00	7,500.00
TOTAL PROFESSIONAL SERVICES		9,537.78	11,062.74	13,200.00	11,950.00
SUPPLIES & COMMODITIES					
100-11-73000	OFFICE/OPERATING SUPPLIES	176.97	153.73	500.00	650.00
100-11-73010	COMPUTER SUPPLIES	0.00	0.00	0.00	1,800.00
100-11-73100	POSTAGE	0.00	0.00	0.00	2,200.00
TOTAL SUPPLIES & COMMODITIES		176.97	153.73	500.00	4,650.00
PROGRAM EXPENSES					
100-11-74110	MAYOR'S XMAS TREE FUND	6,106.91	0.00	3,000.00	3,000.00
TOTAL PROGRAM EXPENSES		6,106.91	0.00	3,000.00	3,000.00
MAINTENANCE EXPENSE					
CONTRACTUAL EXPENSES					
100-11-76200	ADVERTISING	88.20	0.00	115.00	115.00
TOTAL CONTRACTUAL EXPENSES		88.20	0.00	115.00	115.00
UTILITIES					
100-11-76510	CELLULAR SERVICE	4,525.40	3,240.00	5,040.00	5,040.00
TOTAL UTILITIES		4,525.40	3,240.00	5,040.00	5,040.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS EXPENSE					
100-11-78000	MISCELLANEOUS	379.04	53.00	525.00	700.00
100-11-78070	DISCRETIONARY FUND	2,656.21	706.36	5,000.00	4,000.00
100-11-78400	ELECTION EXPENSE	10,613.00	11,549.40	25,000.00	25,000.00
TOTAL MISCELLANEOUS EXPENSE		13,648.25	12,308.76	30,525.00	29,700.00
CAPITAL EQUIPMENT					
100-11-78520	COMPUTER EQUIPMENT	0.00	2,698.10	3,000.00	3,000.00
TOTAL CAPITAL EQUIPMENT		0.00	2,698.10	3,000.00	3,000.00
TOTAL ELECTED		68,902.00	57,247.84	105,439.35	107,453.35
LEGAL					
=====					
PERSONNEL SERVICES					
PROFESSIONAL SERVICES					
100-12-72000	PROFESSIONAL SERVICES	94,928.50	66,507.50	90,000.00	80,000.00
100-12-72400	SETTLEMENT EXPENSES	105,697.50	5,000.00	10,000.00	10,000.00
TOTAL PROFESSIONAL SERVICES		200,626.00	71,507.50	100,000.00	90,000.00
MISCELLANEOUS EXPENSE					
TOTAL LEGAL		200,626.00	71,507.50	100,000.00	90,000.00
FINANCE					
=======					
PERSONNEL SERVICES					
100-14-61100	SALARIES	79,026.52	69,565.81	80,345.46	84,022.30
100-14-61500	F.I.C.A.	5,727.14	4,852.66	6,146.43	6,427.71
100-14-61520	UNEMPLOYMENT	46.55	50.33	87.75	47.15
100-14-61530	WORKERS COMPENSATION	272.49	297.93	272.00	263.00
100-14-61540	HEALTH INSURANCE	12,374.09	10,539.90	13,000.00	13,300.00
100-14-61555	HSA	1,492.14	1,924.74	2,100.00	2,100.00
100-14-61560	DENTAL	884.26	767.37	1,056.00	1,056.00
100-14-61570	LIFE INSURANCE	138.00	132.00	144.00	144.00
100-14-61575	SHORT TERM DISABILITY	283.76	294.49	300.00	294.48
100-14-61580	RETIREMENT	6,227.54	6,068.81	6,860.31	7,607.86
100-14-61590	EAP EXPENSE	16.44	16.44	150.00	150.00
TOTAL PERSONNEL SERVICES		106,488.93	94,510.48	110,461.95	115,412.50
STAFF DEVELOPMENT					
100-14-62080	TRAINING	1,695.00	1,636.50	2,200.00	2,350.00
100-14-62200	SUBS & MEMBERSHIPS	270.00	938.00	1,550.00	1,550.00
100-14-62250	MEETINGS & CONFERENCES	333.96	1,190.00	3,877.50	4,277.50
TOTAL STAFF DEVELOPMENT		2,298.96	3,764.50	7,627.50	8,177.50

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROFESSIONAL SERVICES					
100-14-72000	PROFESSIONAL SERVICES	212.50	0.00	0.00	0.00
100-14-72050	AUDITOR	28,975.00	35,850.00	37,000.00	31,000.00
TOTAL PROFESSIONAL SERVICES		29,187.50	35,850.00	37,000.00	31,000.00
SUPPLIES & COMMODITIES					
100-14-73000	OFFICE/OPERATING SUPPLIES	902.15	1,450.91	1,800.00	1,800.00
100-14-73250	OFFICE FURNITURE	0.00	0.00	400.00	400.00
TOTAL SUPPLIES & COMMODITIES		902.15	1,450.91	2,200.00	2,200.00
UTILITIES					
100-14-76510	CELLULAR SERVICE	677.41	642.60	720.00	720.00
TOTAL UTILITIES		677.41	642.60	720.00	720.00
DEPR/AMORTIZATION					
MISCELLANEOUS EXPENSE					
100-14-78000	MISCELLANEOUS	681.80	564.40	600.00	600.00
100-14-78010	TAX REPORTING FEES	15.50	14.50	0.00	0.00
TOTAL MISCELLANEOUS EXPENSE		697.30	578.90	600.00	600.00
DEBT SERVICE					
TOTAL FINANCE		140,252.25	136,797.39	158,609.45	158,110.00
COURT					
PERSONNEL SERVICES					
100-15-61100	SALARIES	47,781.58	42,315.09	48,446.74	50,867.54
100-15-61110	OVERTIME	845.83	1,108.45	2,397.00	2,467.50
100-15-61200	JUDGE	24,816.04	21,605.75	25,000.00	25,000.00
100-15-61500	F.I.C.A.	5,730.58	4,973.86	5,786.18	6,075.36
100-15-61520	UNEMPLOYMENT	80.96	77.44	135.00	41.00
100-15-61530	WORKERS COMPENSATION	299.21	256.36	224.00	239.00
100-15-61540	HEALTH INSURANCE	7,367.59	6,968.82	8,200.00	8,400.00
100-15-61555	HSA	1,849.44	1,706.84	1,800.00	1,800.00
100-15-61560	DENTAL	444.87	414.99	432.00	432.00
100-15-61570	LIFE INSURANCE	144.00	132.00	144.00	144.00
100-15-61575	SHORT TERM DISABILITY	182.76	186.36	200.00	186.36
100-15-61580	RETIREMENT	3,964.29	3,912.74	4,535.14	5,002.05
100-15-61590	EAP EXPENSE	16.44	16.44	150.00	150.00
TOTAL PERSONNEL SERVICES		93,523.59	83,675.14	97,450.06	100,804.81
STAFF DEVELOPMENT					
100-15-62200	SUBS & MEMBERSHIPS	200.00	200.00	200.00	200.00
100-15-62400	COURT FUNDED TRAINING	325.00	1,088.34	3,000.00	3,000.00
TOTAL STAFF DEVELOPMENT		525.00	1,288.34	3,200.00	3,200.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROFESSIONAL SERVICES					
100-15-72000	PROFESSIONAL SERVICES	51,275.00	32,045.00	60,000.00	65,000.00
TOTAL PROFESSIONAL SERVICES		51,275.00	32,045.00	60,000.00	65,000.00
SUPPLIES & COMMODITIES					
100-15-73000	OFFICE/OPERATING SUPPLIES	609.91	680.72	1,600.00	1,500.00
100-15-73100	POSTAGE	270.60	462.84	500.00	500.00
TOTAL SUPPLIES & COMMODITIES		880.51	1,143.56	2,100.00	2,000.00
OPERATING EXPENSE					
100-15-73650	PRISONER RELATED COST	6,915.47	8,900.64	14,000.00	14,000.00
TOTAL OPERATING EXPENSE		6,915.47	8,900.64	14,000.00	14,000.00
PROGRAM EXPENSES					
MAINTENANCE EXPENSE					
CONTRACTUAL EXPENSES					
100-15-76210	PRINTING	0.00	0.00	100.00	100.00
100-15-76420	ONLINE & CC FEES	524.20	309.79	300.00	300.00
TOTAL CONTRACTUAL EXPENSES		524.20	309.79	400.00	400.00
UTILITIES					
MISCELLANEOUS EXPENSE					
100-15-78000	MISCELLANEOUS	0.00	0.00	50.00	50.00
TOTAL MISCELLANEOUS EXPENSE		0.00	0.00	50.00	50.00
CAPITAL EQUIPMENT					
TOTAL COURT		153,643.77	127,362.47	177,200.06	185,454.81
VICTIM SERVICES					
PERSONNEL SERVICES					
100-17-61100	SALARIES	63,911.10	56,492.46	65,332.72	69,026.83
100-17-61500	F.I.C.A.	4,575.61	3,913.84	4,997.96	5,280.56
100-17-61520	UNEMPLOYMENT	80.96	77.43	400.00	82.00
100-17-61530	WORKERS COMPENSATION	224.04	233.93	209.00	214.00
100-17-61540	HEALTH INSURANCE	15,282.96	14,427.90	17,800.00	18,200.00
100-17-61555	HSA	2,400.00	2,200.00	2,400.00	2,400.00
100-17-61560	DENTAL	833.46	767.80	1,056.00	1,056.00
100-17-61570	LIFE INSURANCE	144.00	132.00	144.00	144.00
100-17-61575	SHORT TERM DISABILITY	160.66	164.90	165.00	164.40
100-17-61580	RETIREMENT	3,435.15	3,364.90	3,804.01	4,218.42
100-17-61590	EAP EXPENSE	16.44	16.44	150.00	150.00
100-17-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	500.00
TOTAL PERSONNEL SERVICES		91,064.38	81,791.60	96,458.69	101,436.21

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
STAFF DEVELOPMENT					
PROFESSIONAL SERVICES					
SUPPLIES & COMMODITIES					
OPERATING EXPENSE					
PROGRAM EXPENSES					
CONTRACTUAL EXPENSES					
UTILITIES					
100-17-76510	CELLULAR SERVICE	523.06	413.56	624.00	624.00
TOTAL UTILITIES		523.06	413.56	624.00	624.00
TOTAL VICTIM SERVICES		91,587.44	82,205.16	97,082.69	102,060.21
CRIME PREVENTION					
PERSONNEL SERVICES					
STAFF DEVELOPMENT					
SUPPLIES & COMMODITIES					
OPERATING EXPENSE					
MAINTENANCE EXPENSE					
CONTRACTUAL EXPENSES					
FLEET					
PERSONNEL SERVICES					
100-19-61100	SALARIES	23,517.09	20,826.69	23,844.66	25,036.28
100-19-61500	F.I.C.A.	1,870.19	1,623.48	1,824.11	1,915.28
100-19-61520	UNEMPLOYMENT	20.24	19.36	67.50	20.50
100-19-61530	WORKERS COMPENSATION	1,351.96	1,482.46	1,452.00	1,470.00
100-19-61540	HEALTH INSURANCE	3,604.50	3,383.56	4,100.00	4,200.00
100-19-61555	HSA	914.54	838.09	900.00	900.00
100-19-61560	DENTAL	423.83	390.07	528.00	528.00
100-19-61570	LIFE INSURANCE	72.00	66.00	90.00	90.00
100-19-61575	SHORT TERM DISABILITY	90.00	91.80	100.00	91.80
100-19-61580	RETIREMENT	1,943.98	1,905.64	2,122.19	2,353.42

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
100-19-61590	EAP EXPENSE	8.24	8.23	75.00	75.00
TOTAL PERSONNEL SERVICES		33,816.57	30,635.38	35,103.46	36,680.28
SUPPLIES & COMMODITIES					
100-19-73000	OFFICE/OPERATING SUPPLIES	135.78	19.00	175.00	175.00
TOTAL SUPPLIES & COMMODITIES		135.78	19.00	175.00	175.00
OPERATING EXPENSE					
100-19-73570	FLEET MAINTENANCE SUPPLIES	8,024.39	7,748.33	8,000.00	9,000.00
TOTAL OPERATING EXPENSE		8,024.39	7,748.33	8,000.00	9,000.00
MAINTENANCE EXPENSE					
100-19-74500	VEHICLE MAINTENANCE	1,030.83	0.00	2,000.00	2,000.00
TOTAL MAINTENANCE EXPENSE		1,030.83	0.00	2,000.00	2,000.00
TOOLS & EQUIPMENT					
100-19-75400	MISC HAND TOOLS	1,911.55	1,554.18	2,000.00	2,000.00
TOTAL TOOLS & EQUIPMENT		1,911.55	1,554.18	2,000.00	2,000.00
CONTRACTUAL EXPENSES					
100-19-76350	UNIFORMS	535.74	444.31	750.00	750.00
TOTAL CONTRACTUAL EXPENSES		535.74	444.31	750.00	750.00
UTILITIES					
100-19-76510	CELLULAR SERVICE	677.41	642.60	720.00	720.00
TOTAL UTILITIES		677.41	642.60	720.00	720.00
BLDG MAINTENANCE					
MISCELLANEOUS EXPENSE					
100-19-78000	MISCELLANEOUS	0.00	100.00	100.00	100.00
TOTAL MISCELLANEOUS EXPENSE		0.00	100.00	100.00	100.00
CAPITAL EQUIPMENT					
100-19-78500	CAPITAL EQUIPMENT	17,081.00	0.00	0.00	0.00
100-19-78520	COMPUTER EQUIPMENT	1,149.50	0.00	0.00	0.00
TOTAL CAPITAL EQUIPMENT		18,230.50	0.00	0.00	0.00
TOTAL FLEET		64,362.77	41,143.80	48,848.46	51,425.28
POLICE					
PERSONNEL SERVICES					
100-20-61100	SALARIES	858,083.89	1,196,867.46	1,367,482.56	1,547,210.14
100-20-61110	OVERTIME	40,807.54	77,977.47	46,818.00	48,195.00
100-20-61130	SALARIES - ANIMAL CARE - K9	4,821.84	4,270.16	4,906.20	5,151.51
100-20-61145	SALARIES - COVID-19/CARES ACT	510,440.70	0.00	0.00	0.00
100-20-61500	F.I.C.A.	66,294.02	92,974.10	111,204.05	122,036.51

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
100-20-61520	UNEMPLOYMENT	1,073.92	1,064.56	3,780.00	1,269.96
100-20-61530	WORKERS COMPENSATION	95,792.15	116,077.28	104,428.00	110,700.30
100-20-61540	HEALTH INSURANCE	142,803.09	260,519.10	343,000.00	360,790.00
100-20-61545	BENEFITS - COVID-19/CARES ACT	261,444.78	0.00	0.00	0.00
100-20-61555	HSA	24,943.31	34,525.00	42,600.00	42,000.00
100-20-61560	DENTAL	8,479.24	15,432.60	20,592.00	22,080.00
100-20-61570	LIFE INSURANCE	3,636.00	3,360.00	3,744.00	4,104.78
100-20-61575	SHORT TERM DISABILITY	2,803.78	5,080.70	5,100.00	5,656.44
100-20-61580	RETIREMENT	76,635.57	111,776.80	128,961.67	162,248.02
100-20-61590	EAP EXPENSE	415.06	423.29	3,600.00	3,600.82
100-20-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	13,300.00
100-20-61600	CLOTHING ALLOWANCE-GRANT	1,100.25	1,542.75	1,800.00	1,800.00
TOTAL PERSONNEL SERVICES		2,099,575.14	1,921,891.27	2,188,016.48	2,450,143.48
STAFF DEVELOPMENT					
100-20-62080	TRAINING	0.00	0.00	0.00	180.00
100-20-62100	IN HOUSE TRAINING	298.37	1,498.30	3,020.00	4,870.00
100-20-62200	SUBS & MEMBERSHIPS	2,192.00	1,907.00	2,414.98	2,550.00
100-20-62250	MEETINGS & CONFERENCES	88.37	5,530.80	7,675.00	7,675.00
100-20-62350	ED & REF MATERIALS	254.95	0.00	100.00	350.00
100-20-62410	COURT TRAINING EXPENSES	3,806.08	4,161.71	4,500.00	4,500.00
TOTAL STAFF DEVELOPMENT		6,639.77	13,097.81	17,709.98	20,125.00
PROFESSIONAL SERVICES					
100-20-72000	PROFESSIONAL SERVICES	52,150.59	39,890.74	47,000.00	51,620.00
100-20-72040	LABORATORY SERVICES	0.00	165.00	500.00	500.00
TOTAL PROFESSIONAL SERVICES		52,150.59	40,055.74	47,500.00	52,120.00
SUPPLIES & COMMODITIES					
100-20-73000	OFFICE/OPERATING SUPPLIES	4,710.45	3,152.34	4,000.00	4,000.00
100-20-73100	POSTAGE	354.95	596.37	800.00	800.00
100-20-73200	OFFICE EQUIPMENT	0.00	0.00	0.00	1,500.00
100-20-73250	OFFICE FURNITURE	0.00	0.00	0.00	6,315.00
TOTAL SUPPLIES & COMMODITIES		5,065.40	3,748.71	4,800.00	12,615.00
OPERATING EXPENSE					
100-20-73500	FUEL	32,396.27	35,304.03	45,000.00	45,000.00
TOTAL OPERATING EXPENSE		32,396.27	35,304.03	45,000.00	45,000.00
PROGRAM EXPENSES					
100-20-74400	D.A.R.E. EXPENSES	12,099.56	16,002.36	22,740.00	22,500.00
100-20-74410	K-9 UNIT	1,514.80	1,318.24	2,000.00	2,000.00
100-20-74420	VICTIM RIGHTS EXPENDITURES	0.00	0.00	500.00	500.00
100-20-74425	SHOP WITH A COP EXPENSES	2,745.24	0.00	4,000.00	4,000.00
100-20-74426	CAMP FOCUS EXPENSES	80.00	6,626.98	6,375.00	6,375.00
100-20-74430	VR FUNDRAISERS EXPENDITURES	0.00	0.00	500.00	500.00
100-20-74435	BACKPACKS & BADGES EXPENSE	0.00	0.00	500.00	500.00
100-20-74440	CRIME PREVENTION EXPENDITURES	666.83	4,057.00	5,800.00	5,800.00
TOTAL PROGRAM EXPENSES		17,106.43	28,004.58	42,415.00	42,175.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MAINTENANCE EXPENSE					
100-20-74550	FLEET MAINTENANCE	21,083.65	19,987.77	20,000.00	20,000.00
100-20-74590	VEHICLE WASHES	968.00	664.00	1,200.00	1,200.00
100-20-74610	RADIO MAINTENANCE	217.21	945.00	1,000.00	1,500.00
TOTAL MAINTENANCE EXPENSE		22,268.86	21,596.77	22,200.00	22,700.00
TOOLS & EQUIPMENT					
100-20-75000	PATROL EQUIPMENT	7,374.19	5,740.17	9,795.00	21,135.00
100-20-75010	RADAR GUNS	360.00	270.00	2,500.00	3,696.00
100-20-75030	RADIO EQUIPMENT	8,880.40	0.00	0.00	849.42
100-20-75040	VEHICLE EQUIPMENT	50.00	0.00	0.00	0.00
100-20-75100	INVESTIGATIVE EQUIPMENT	429.72	891.06	1,000.00	1,000.00
TOTAL TOOLS & EQUIPMENT		17,094.31	6,901.23	13,295.00	26,680.42
CONTRACTUAL EXPENSES					
100-20-76010	LAW ENFORCEMENT NETWORK	6,045.80	5,281.70	7,484.00	7,484.00
100-20-76210	PRINTING	810.00	667.00	1,000.00	1,000.00
100-20-76310	PRE-EMPLOYMENT TESTING	0.00	0.00	0.00	9,995.00
100-20-76350	UNIFORMS	7,114.53	7,551.84	15,000.00	15,000.00
100-20-76490	OFFICE EQUIPMENT LEASE	8,203.88	7,388.49	8,328.00	8,284.48
TOTAL CONTRACTUAL EXPENSES		22,174.21	20,889.03	31,812.00	41,763.48
UTILITIES					
100-20-76510	CELLULAR SERVICE	16,339.20	13,128.26	17,654.40	16,862.40
TOTAL UTILITIES		16,339.20	13,128.26	17,654.40	16,862.40
BLDG MAINTENANCE					
MISCELLANEOUS EXPENSE					
100-20-78000	MISCELLANEOUS	2,927.79	2,634.06	2,700.00	3,400.00
100-20-78360	RECOUPMENT EXPENSES	120.00	65.85	120.00	120.00
TOTAL MISCELLANEOUS EXPENSE		3,047.79	2,699.91	2,820.00	3,520.00
CAPITAL EQUIPMENT					
100-20-78500	CAPITAL EQUIPMENT	117,587.43	0.00	0.00	60,000.00
TOTAL CAPITAL EQUIPMENT		117,587.43	0.00	0.00	60,000.00
DEBT SERVICE					
100-20-89100	INTEREST EXPENSE	2,361.59	2,051.65	2,823.96	1,029.84
100-20-89200	PRINCIPAL PAY/LOANS	44,169.46	68,280.78	69,823.08	52,986.96
TOTAL DEBT SERVICE		46,531.05	70,332.43	72,647.04	54,016.80
TOTAL POLICE		2,457,976.45	2,177,649.77	2,505,869.90	2,847,721.58

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
ANIMAL CONTROL					
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PERSONNEL SERVICES					
100-21-61100	SALARIES	32,611.16	28,879.85	33,065.14	34,716.86
100-21-61110	OVERTIME	526.01	166.91	0.00	0.00
100-21-61500	F.I.C.A.	2,618.01	2,250.22	2,529.48	2,655.84
100-21-61520	UNEMPLOYMENT	40.48	38.72	135.00	41.00
100-21-61530	WORKERS COMPENSATION	1,165.14	1,202.20	1,178.00	1,171.00
100-21-61540	HEALTH INSURANCE	8,860.68	8,396.00	10,400.00	10,600.00
100-21-61570	LIFE INSURANCE	144.00	132.00	144.00	144.00
100-21-61575	SHORT TERM DISABILITY	124.36	127.64	125.00	127.20
100-21-61580	RETIREMENT	2,703.64	2,618.00	2,942.80	3,263.39
100-21-61590	EAP EXPENSE	16.44	16.44	150.00	150.00
TOTAL PERSONNEL SERVICES		48,809.92	43,827.98	50,669.42	52,869.29
STAFF DEVELOPMENT					
100-21-62080	TRAINING	0.00	0.00	700.00	700.00
TOTAL STAFF DEVELOPMENT		0.00	0.00	700.00	700.00
SUPPLIES & COMMODITIES					
OPERATING EXPENSE					
100-21-73500	FUEL	1,825.80	1,943.07	2,000.00	2,000.00
TOTAL OPERATING EXPENSE		1,825.80	1,943.07	2,000.00	2,000.00
MAINTENANCE EXPENSE					
100-21-74550	FLEET MAINTENANCE	472.16	116.57	500.00	500.00
TOTAL MAINTENANCE EXPENSE		472.16	116.57	500.00	500.00
TOOLS & EQUIPMENT					
100-21-75020	SUPPORT (AMMO FILM ETC)	0.00	309.96	500.00	500.00
TOTAL TOOLS & EQUIPMENT		0.00	309.96	500.00	500.00
CONTRACTUAL EXPENSES					
100-21-76210	PRINTING	300.00	129.00	500.00	500.00
100-21-76350	UNIFORMS	0.00	0.00	400.00	400.00
TOTAL CONTRACTUAL EXPENSES		300.00	129.00	900.00	900.00
UTILITIES					
100-21-76510	CELLULAR SERVICE	522.80	413.56	540.00	540.00
TOTAL UTILITIES		522.80	413.56	540.00	540.00
MISCELLANEOUS EXPENSE					
100-21-78000	MISCELLANEOUS	78.00	0.00	0.00	0.00
100-21-78050	KENNELING	1,337.89	3,390.50	7,500.00	7,500.00
100-21-78090	VET CARE	2,233.14	1,735.80	5,000.00	5,000.00
TOTAL MISCELLANEOUS EXPENSE		3,649.03	5,126.30	12,500.00	12,500.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
CAPITAL EQUIPMENT					
TOTAL ANIMAL CONTROL		55,579.71	51,866.44	68,309.42	70,509.29
PLANNING & ENGINEERING					
PERSONNEL SERVICES					
100-31-61100	SALARIES	171,189.73	147,722.13	173,645.61	200,555.88
100-31-61110	OVERTIME	0.00	0.00	204.00	210.00
100-31-61500	F.I.C.A.	13,259.09	11,114.49	13,283.89	15,342.52
100-31-61520	UNEMPLOYMENT	137.63	133.58	418.50	159.48
100-31-61530	WORKERS COMPENSATION	7,065.10	8,084.14	6,833.00	8,118.00
100-31-61540	HEALTH INSURANCE	23,995.23	21,739.59	27,800.00	27,900.00
100-31-61555	HSA	5,315.66	4,836.97	5,310.00	5,670.00
100-31-61560	DENTAL	1,429.12	1,283.18	1,505.00	1,505.00
100-31-61570	LIFE INSURANCE	435.33	383.67	417.60	417.60
100-31-61575	SHORT TERM DISABILITY	652.36	652.12	665.00	606.65
100-31-61580	RETIREMENT	13,773.78	13,204.62	15,357.65	17,031.02
100-31-61590	EAP EXPENSE	55.70	53.02	457.50	457.50
100-31-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	900.00
TOTAL PERSONNEL SERVICES		237,308.73	209,207.51	245,897.75	278,873.65
STAFF DEVELOPMENT					
100-31-62050	COMPUTER TRAINING	135.00	145.00	200.00	200.00
100-31-62080	TRAINING	99.00	95.00	2,000.00	2,000.00
100-31-62200	SUBS & MEMBERSHIPS	702.00	510.00	1,735.00	1,635.00
100-31-62250	MEETINGS & CONFERENCES	0.00	852.19	650.00	2,650.00
100-31-62320	MILEAGE	0.00	0.00	100.00	100.00
100-31-62350	ED & REF MATERIALS	129.15	1,073.82	1,000.00	500.00
TOTAL STAFF DEVELOPMENT		1,065.15	2,676.01	5,685.00	7,085.00
PROFESSIONAL SERVICES					
100-31-72000	PROFESSIONAL SERVICES	3,785.31	0.00	4,500.00	5,000.00
100-31-72100	RECORDING FEES	971.00	921.63	900.00	1,000.00
TOTAL PROFESSIONAL SERVICES		4,756.31	921.63	5,400.00	6,000.00
SUPPLIES & COMMODITIES					
100-31-73000	OFFICE/OPERATING SUPPLIES	1,090.93	829.02	2,000.00	4,500.00
100-31-73100	POSTAGE	828.85	745.63	1,000.00	1,000.00
100-31-73200	OFFICE EQUIPMENT	8.70	0.00	0.00	0.00
TOTAL SUPPLIES & COMMODITIES		1,928.48	1,574.65	3,000.00	5,500.00
OPERATING EXPENSE					
100-31-73500	FUEL	929.92	1,532.38	1,750.00	2,250.00
TOTAL OPERATING EXPENSE		929.92	1,532.38	1,750.00	2,250.00

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROGRAM EXPENSES					
100-31-74360	NEIGHBORHOOD SERVICES	0.00	0.00	500.00	500.00
TOTAL PROGRAM EXPENSES		0.00	0.00	500.00	500.00
MAINTENANCE EXPENSE					
100-31-74550	FLEET MAINTENANCE	992.91	327.69	1,000.00	1,000.00
TOTAL MAINTENANCE EXPENSE		992.91	327.69	1,000.00	1,000.00
TOOLS & EQUIPMENT					
CONTRACTUAL EXPENSES					
100-31-76200	ADVERTISING	1,928.64	2,187.86	1,500.00	2,500.00
100-31-76210	PRINTING	553.87	190.00	800.00	1,800.00
100-31-76350	UNIFORMS	1,250.02	0.00	1,200.00	2,800.00
TOTAL CONTRACTUAL EXPENSES		3,732.53	2,377.86	3,500.00	7,100.00
UTILITIES					
100-31-76510	CELLULAR SERVICE	1,534.79	1,603.68	4,980.00	5,460.00
TOTAL UTILITIES		1,534.79	1,603.68	4,980.00	5,460.00
BLDG MAINTENANCE					
MISCELLANEOUS EXPENSE					
100-31-78000	MISCELLANEOUS	647.81	793.93	600.00	1,000.00
100-31-78060	ABATEMENT SERVICES	4,032.52	1,725.00	3,500.00	3,500.00
TOTAL MISCELLANEOUS EXPENSE		4,680.33	2,518.93	4,100.00	4,500.00
CAPITAL EQUIPMENT					
CAPITAL PROJECTS					
DEBT SERVICE					
TOTAL PLANNING & ENGINEERING		256,929.15	222,740.34	275,812.75	318,268.65
ECONOMIC DEVELOPMENT					
STAFF DEVELOPMENT					
PROFESSIONAL SERVICES					
SUPPLIES & COMMODITIES					
PROGRAM EXPENSES					

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

100-GENERAL FUND

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MAINTENANCE EXPENSE				
CONTRACTUAL EXPENSES				
UTILITIES				
MISCELLANEOUS EXPENSE				
CAPITAL EQUIPMENT				
CAPITAL PROJECTS				
TOTAL EXPENDITURES	4,286,667.99	3,661,149.68	4,408,663.26	4,873,457.40
REVENUES OVER/(UNDER) EXPENDITURES	1,033,943.08	243,861.96	29,694.74	12,796.60
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
OTHER USES				
100-10-89510 TRANSFER TO ECON DEV (TOURISM)	0.00	4,250.00	4,250.00	4,250.00
100-10-89560 TRANSFER TO PARKS	25,000.00	25,000.00	25,000.00	0.00
TOTAL OTHER USES	25,000.00	29,250.00	29,250.00	4,250.00
TOTAL OTHER SOURCES & USES	(25,000.00)	(29,250.00)	(29,250.00)	(4,250.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	1,008,943.08	214,611.96	444.74	8,546.60

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

170-TOURISM TAX FUND

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX				
170-00-42900 TOURISM TAX	31,232.40	29,626.91	35,000.00	35,000.00
TOTAL SALES TAX	31,232.40	29,626.91	35,000.00	35,000.00
MISCELLANEOUS				
BONDS, FD BAL, CAPT LEAS				
TOTAL REVENUES	31,232.40	29,626.91	35,000.00	35,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

170-TOURISM TAX FUND

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
ECONOMIC DEVELOPMENT				
STAFF DEVELOPMENT				
170-70-62200 SUBS & MEMBERSHIPS	7,500.00	7,500.00	8,500.00	8,500.00
TOTAL STAFF DEVELOPMENT	7,500.00	7,500.00	8,500.00	8,500.00
PROFESSIONAL SERVICES				
170-70-72000 PROFESSIONAL SERVICES	25,000.00	25,000.00	25,750.00	25,750.00
TOTAL PROFESSIONAL SERVICES	25,000.00	25,000.00	25,750.00	25,750.00
PROGRAM EXPENSES				
170-70-74155 CHAMBER SPONSORSHIPS	5,000.00	0.00	5,000.00	5,000.00
TOTAL PROGRAM EXPENSES	5,000.00	0.00	5,000.00	5,000.00
CAPITAL EQUIPMENT				
CAPITAL PROJECTS				
TOTAL ECONOMIC DEVELOPMENT	37,500.00	32,500.00	39,250.00	39,250.00
TOTAL EXPENDITURES	37,500.00	32,500.00	39,250.00	39,250.00
REVENUES OVER/(UNDER) EXPENDITURES	(6,267.60)	(2,873.09)	(4,250.00)	(4,250.00)
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
170-00-49100 TRANSFER FROM GENERAL FUND	0.00	4,250.00	4,250.00	4,250.00
TOTAL OTHER SOURCES	0.00	4,250.00	4,250.00	4,250.00
OTHER USES				
TOTAL OTHER SOURCES & USES	0.00	4,250.00	4,250.00	4,250.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	(6,267.60)	1,376.91	0.00	0.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
200-00-41000	PROPERTY TAX REVENUE	248,609.56	257,294.82	251,000.00	268,000.00
200-00-41100	DELINQUENT PROPERTY TAX	8,148.67	5,506.32	5,000.00	5,000.00
200-00-41400	REPLACEMENT TAX	3,372.20	3,391.02	3,000.00	3,500.00
200-00-41500	RAIL & UTILITY TAX	4,856.87	5,222.24	5,000.00	5,000.00
200-00-41700	PROPERTY TAX INTEREST	2,511.63	2,605.12	2,500.00	2,500.00
TOTAL PROPERTY TAX		267,498.93	274,019.52	266,500.00	284,000.00
SALES TAX					
200-00-42100	SALES TAX - 1/2%	530,699.54	418,623.93	512,000.00	553,000.00
200-00-42700	CIGARETTE TAX	25,067.60	23,228.40	25,000.00	25,000.00
TOTAL SALES TAX		555,767.14	441,852.33	537,000.00	578,000.00
PERMITS/LICENSES/FEES					
200-00-44960	BILLBOARD LICENSE TAX	4,043.86	6,756.95	6,000.00	6,000.00
TOTAL PERMITS/LICENSES/FEES		4,043.86	6,756.95	6,000.00	6,000.00
OTHER GOVERNMENTAL					
200-00-45000	GRANT REVENUE	0.00	120,410.00	0.00	118,250.00
TOTAL OTHER GOVERNMENTAL		0.00	120,410.00	0.00	118,250.00
PARKS					
200-00-46050	YOUTH FIELD COSTS	875.00	750.00	750.00	800.00
200-00-46051	SHELTER HOUSE FEES	7,410.00	12,720.00	10,000.00	10,000.00
200-00-46053	BALL FIELD RENTAL	7,090.00	5,275.00	5,000.00	6,000.00
200-00-46055	COMMUNITY GARDEN	270.00	360.00	360.00	360.00
200-00-46090	REC SPONSORSHIP REVENUE	1,200.00	500.00	500.00	500.00
TOTAL PARKS		16,845.00	19,605.00	16,610.00	17,660.00
RECREATION					
200-00-46110	SPECIAL EVENTS - PARK	(50.00)	97.74	300.00	300.00
200-00-46130	REC PROGRAMS REVENUE	1,956.00	9,708.00	10,044.00	11,244.00
200-00-46153	SOFTBALL - SPRING FEES	10.00	9,276.36	14,000.00	14,000.00
200-00-46157	SOFTBALL-FALL FEES	5,950.00	9,380.00	6,000.00	6,000.00
200-00-46160	BASEBALL-PARTICIPANT FEES	22,955.00	22,250.00	15,000.00	16,000.00
200-00-46161	BASEBALL SPRING LEAGUE	390.00	29,021.52	30,000.00	31,000.00
200-00-46185	REC CONCESSIONS REVENUE	8,647.95	19,973.30	21,000.00	21,000.00
TOTAL RECREATION		39,858.95	99,706.92	96,344.00	99,544.00
COMMUNITY CENTER					
200-00-46210	SPECIAL EVENTS- COMMUNITY CTR	3,208.00	1,415.00	5,516.00	5,976.00
200-00-46250	FITNESS MEMBERSHIP	2,582.04	2,455.00	5,000.00	4,000.00
200-00-46255	DAILY ADMISSIONS - FITNESS	4,904.50	5,734.50	2,250.00	3,500.00
200-00-46260	COMMUNITY CENTER RENTAL-ROOMS	12,981.00	21,319.00	41,000.00	38,000.00
200-00-46270	COMMUNITY CENTER RENTAL-GYM	16,960.00	21,055.00	14,000.00	17,000.00
200-00-46280	COMMUNITY CENTER CLASSES	18,567.97	20,499.69	25,000.00	19,550.00
TOTAL COMMUNITY CENTER		59,203.51	72,478.19	92,766.00	88,026.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
POOL					
200-00-46310	SPECIAL EVENTS - POOL	16,700.62	31,643.00	25,650.00	34,400.00
200-00-46366	DAILY ADMISSIONS - POOL	31,170.00	55,175.00	38,000.00	38,000.00
200-00-46367	SEASON PASSES	0.00	12,848.00	16,000.00	15,000.00
200-00-46369	POOL RENTALS	7,970.00	10,325.00	10,000.00	10,500.00
200-00-46380	POOL CONCESSIONS REVENUE	7,955.62	19,792.76	15,000.00	15,000.00
TOTAL POOL		63,796.24	129,783.76	104,650.00	112,900.00
SALE OF ASSET/MERCHAND					
200-00-46900	SALE OF ASSETS	17,205.00	0.00	0.00	0.00
TOTAL SALE OF ASSET/MERCHAND		17,205.00	0.00	0.00	0.00
MISCELLANEOUS					
200-00-47500	MISCELLANEOUS REVENUE	0.00	3,204.68	100.00	100.00
200-00-47700	INTEREST REVENUE	5,542.88	1,397.90	10,000.00	1,000.00
200-00-47800	VENDING REBATES	109.60	108.80	125.00	125.00
TOTAL MISCELLANEOUS		5,652.48	4,711.38	10,225.00	1,225.00
BONDS, FD BAL, CAPT LEAS					
200-00-48700	BEGINNING FUND BALANCE	0.00	0.00	272,000.00	281,750.00
TOTAL BONDS, FD BAL, CAPT LEAS		0.00	0.00	272,000.00	281,750.00
TOTAL REVENUES		1,029,871.11	1,169,324.05	1,402,095.00	1,587,355.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PARK ADMIN					
PERSONNEL SERVICES					
200-22-61100	SALARIES	185,898.00	156,628.25	177,682.10	187,773.96
200-22-61500	F.I.C.A.	13,531.96	11,250.66	13,592.67	14,671.50
200-22-61520	UNEMPLOYMENT	109.30	135.02	337.50	106.60
200-22-61530	WORKERS COMPENSATION	638.39	673.80	602.00	612.00
200-22-61540	HEALTH INSURANCE	29,552.50	27,834.62	34,200.00	30,600.00
200-22-61555	HSA	5,726.92	5,320.20	5,880.00	5,460.00
200-22-61560	DENTAL	2,064.85	1,885.83	2,625.00	2,103.00
200-22-61570	LIFE INSURANCE	372.00	403.20	488.80	403.20
200-22-61575	SHORT TERM DISABILITY	663.00	752.73	625.00	686.44
200-22-61580	RETIREMENT	14,193.46	14,079.48	15,770.15	17,653.22
200-22-61590	EAP EXPENSE	42.35	50.97	390.00	405.00
200-22-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	1,530.00
TOTAL PERSONNEL SERVICES		252,792.73	219,014.76	252,193.22	262,004.92
STAFF DEVELOPMENT					
200-22-62080	TRAINING	80.00	75.00	300.00	630.00
200-22-62200	SUBS & MEMBERSHIPS	1,331.22	1,025.00	1,570.00	1,515.00
200-22-62250	MEETINGS & CONFERENCES	2,232.73	2,511.25	2,815.00	3,330.00
200-22-62320	MILEAGE	0.00	0.00	50.00	50.00
TOTAL STAFF DEVELOPMENT		3,643.95	3,611.25	4,735.00	5,525.00
PROFESSIONAL SERVICES					
200-22-72000	PROFESSIONAL SERVICES	791.68	0.00	1,000.00	1,000.00
200-22-72400	SETTLEMENT EXPENSES	20,000.00	0.00	0.00	0.00
TOTAL PROFESSIONAL SERVICES		20,791.68	0.00	1,000.00	1,000.00
SUPPLIES & COMMODITIES					
200-22-73000	OFFICE/OPERATING SUPPLIES	780.48	515.72	800.00	800.00
200-22-73100	POSTAGE	3,780.33	2,750.51	2,750.00	2,200.00
TOTAL SUPPLIES & COMMODITIES		4,560.81	3,266.23	3,550.00	3,000.00
OPERATING EXPENSE					
200-22-73500	FUEL	6,413.53	9,599.78	8,750.00	8,500.00
TOTAL OPERATING EXPENSE		6,413.53	9,599.78	8,750.00	8,500.00
PROGRAM EXPENSES					
200-22-74030	PROGRAM SUPPLIES	0.00	0.00	0.00	750.00
TOTAL PROGRAM EXPENSES		0.00	0.00	0.00	750.00
MAINTENANCE EXPENSE					
200-22-74550	FLEET MAINTENANCE	0.00	10.00	500.00	500.00
200-22-74600	COMPUTER MAINTENANCE	7,416.00	6,798.00	10,948.00	10,948.00
TOTAL MAINTENANCE EXPENSE		7,416.00	6,808.00	11,448.00	11,448.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
TOOLS & EQUIPMENT					
200-22-75350	TOOLS & SUPPLIES	0.00	0.00	100.00	100.00
TOTAL TOOLS & EQUIPMENT		0.00	0.00	100.00	100.00
CONTRACTUAL EXPENSES					
200-22-76000	INSURANCE	18,997.07	20,273.53	21,000.00	22,470.00
200-22-76200	ADVERTISING	310.80	420.35	484.00	1,803.00
200-22-76210	PRINTING	5,583.05	6,000.00	6,000.00	8,300.00
200-22-76350	UNIFORMS	1,194.00	851.40	1,500.00	1,270.00
TOTAL CONTRACTUAL EXPENSES		26,084.92	27,545.28	28,984.00	33,843.00
UTILITIES					
200-22-76500	GENERAL PHONE SERVICE	1,349.89	2,694.27	970.00	2,880.00
200-22-76510	CELLULAR SERVICE	1,680.08	1,446.52	1,380.00	1,968.00
200-22-76550	INTERNET SERVICES	3,306.60	3,406.72	2,494.00	3,732.00
200-22-76590	PHONE INSTALLATION & MAINT	0.00	0.00	150.00	0.00
200-22-76600	ELECTRICITY	0.00	0.00	3,400.00	0.00
TOTAL UTILITIES		6,336.57	7,547.51	8,394.00	8,580.00
BLDG MAINTENANCE					
200-22-76900	BLDG & GRNDS MAINT	0.00	0.00	331.00	0.00
TOTAL BLDG MAINTENANCE		0.00	0.00	331.00	0.00
TIF, NID, CID					
MISCELLANEOUS EXPENSE					
200-22-78000	MISCELLANEOUS	943.62	643.03	1,500.00	1,400.00
TOTAL MISCELLANEOUS EXPENSE		943.62	643.03	1,500.00	1,400.00
CAPITAL EQUIPMENT					
200-22-78500	CAPITAL EQUIPMENT	36,857.78	1,145.00	1,145.00	46,437.00
200-22-78520	COMPUTER EQUIPMENT	439.95	0.00	2,500.00	0.00
200-22-78530	COMPUTER SOFTWARE	4,100.00	4,100.00	5,100.00	4,800.00
TOTAL CAPITAL EQUIPMENT		41,397.73	5,245.00	8,745.00	51,237.00
CAPITAL PROJECTS					
200-22-78720	PARK IMPROVEMENTS	35,234.20	11,670.82	11,671.00	425,973.00
200-22-78780	TRAIL IMPROVEMENTS	261,521.52	320,076.98	327,729.00	55,000.00
TOTAL CAPITAL PROJECTS		296,755.72	331,747.80	339,400.00	480,973.00
DEBT SERVICE					
TOTAL PARK ADMIN		667,137.26	615,028.64	669,130.22	868,360.92

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PARK					
PERSONNEL SERVICES					
200-23-61100	SALARIES	124,460.19	111,783.68	126,192.76	132,498.91
200-23-61110	OVERTIME	3,039.73	3,525.01	6,623.60	5,250.00
200-23-61130	SALARIES - SEASONAL PARKS	0.00	7,092.25	15,300.00	17,740.80
200-23-61500	F.I.C.A.	9,615.39	9,217.28	11,334.20	12,018.32
200-23-61520	UNEMPLOYMENT	121.44	140.36	665.00	253.00
200-23-61530	WORKERS COMPENSATION	10,758.03	10,751.85	9,889.00	9,728.00
200-23-61540	HEALTH INSURANCE	24,320.89	19,944.00	30,000.00	25,100.00
200-23-61555	HSA	5,850.00	4,950.00	6,000.00	5,400.00
200-23-61560	DENTAL	1,568.02	1,188.00	1,920.00	1,296.00
200-23-61570	LIFE INSURANCE	432.00	396.00	532.00	432.00
200-23-61575	SHORT TERM DISABILITY	475.22	485.50	475.00	485.16
200-23-61580	RETIREMENT	10,380.91	10,256.97	11,848.26	12,454.90
200-23-61590	EAP EXPENSE	49.32	49.32	450.00	450.00
200-23-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	1,500.00
TOTAL PERSONNEL SERVICES		191,071.14	179,780.22	221,229.82	224,607.09
STAFF DEVELOPMENT					
200-23-62080	TRAINING	0.00	40.00	350.00	250.00
TOTAL STAFF DEVELOPMENT		0.00	40.00	350.00	250.00
PROGRAM EXPENSES					
200-23-74080	BALL FIELD MAINTENANCE	8,941.82	3,319.21	3,500.00	8,500.00
200-23-74085	COMMUNITY GARDEN EXPENSE	0.00	120.76	300.00	300.00
TOTAL PROGRAM EXPENSES		8,941.82	3,439.97	3,800.00	8,800.00
MAINTENANCE EXPENSE					
200-23-74500	VEHICLE & EQUIP MAINTENANCE	1,035.87	1,047.23	1,200.00	1,200.00
200-23-74550	FLEET MAINTENANCE	8,717.29	14,803.74	14,930.00	9,000.00
200-23-74800	PLAYGROUND MAINTENANCE	9,791.15	5,135.63	5,500.00	8,000.00
TOTAL MAINTENANCE EXPENSE		19,544.31	20,986.60	21,630.00	18,200.00
TOOLS & EQUIPMENT					
200-23-75350	TOOLS & SUPPLIES	4,935.08	3,692.92	5,750.00	6,000.00
TOTAL TOOLS & EQUIPMENT		4,935.08	3,692.92	5,750.00	6,000.00
UTILITIES					
200-23-76510	CELLULAR SERVICE	2,032.22	1,927.80	2,760.00	2,160.00
200-23-76600	ELECTRICITY	12,867.44	12,420.38	20,000.00	16,000.00
200-23-76700	GAS SERVICE	922.84	709.79	1,100.00	1,100.00
200-23-76800	TRASH SERVICE	491.38	539.00	120.00	455.00
TOTAL UTILITIES		16,313.88	15,596.97	23,980.00	19,715.00
BLDG MAINTENANCE					
200-23-76900	BLDG & GRNDS MAINT	22,228.82	18,812.11	22,100.00	24,000.00
TOTAL BLDG MAINTENANCE		22,228.82	18,812.11	22,100.00	24,000.00

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
CAPITAL EQUIPMENT					
TOTAL PARK		263,035.05	242,348.79	298,839.82	301,572.09
RECREATION					
==========					
PERSONNEL SERVICES					
200-24-61120	SALARIES - CONCESSION	2,781.91	7,033.91	11,556.60	13,708.80
200-24-61150	SALARIES - REC LEADER	65.95	2,738.56	3,216.06	3,533.25
200-24-61500	F.I.C.A.	221.81	747.56	1,130.16	1,319.02
200-24-61520	UNEMPLOYMENT	68.18	87.84	600.00	600.00
200-24-61530	WORKERS COMPENSATION	1,751.55	1,917.32	1,760.00	1,740.00
200-24-61575	SHORT TERM DISABILITY	0.00	0.00	500.00	0.00
TOTAL PERSONNEL SERVICES		4,889.40	12,525.19	18,762.82	20,901.07
STAFF DEVELOPMENT					
PROGRAM EXPENSES					
200-24-74020	CONCESSIONS	3,804.71	9,111.18	13,000.00	13,000.00
200-24-74030	PROGRAM SUPPLIES	602.13	3,434.76	5,171.00	5,266.00
200-24-74070	BASEBALL EXPENSE- FALL	11,206.82	8,431.84	12,000.00	11,500.00
200-24-74071	BASEBALL EXPENSE-SPRING	0.00	17,203.67	25,000.00	24,000.00
200-24-74072	YOUTH SOFTBALL - FALL	2,781.04	3,109.67	5,500.00	4,500.00
200-24-74073	YOUTH SOFTBALL - SPRING	0.00	5,221.57	9,000.00	8,000.00
TOTAL PROGRAM EXPENSES		18,394.70	46,512.69	69,671.00	66,266.00
MAINTENANCE EXPENSE					
CONTRACTUAL EXPENSES					
200-24-76410	CONTRACT LABOR	850.00	1,625.00	1,500.00	1,750.00
TOTAL CONTRACTUAL EXPENSES		850.00	1,625.00	1,500.00	1,750.00
UTILITIES					
CAPITAL EQUIPMENT					
DEBT SERVICE					
TOTAL RECREATION		24,134.10	60,662.88	89,933.82	88,917.07
COMMUNITY CENTER					
================					
PERSONNEL SERVICES					
200-25-61100	SALARIES	46,815.54	53,543.13	84,260.26	91,516.70
200-25-61150	SALARIES - REC LEADER	452.06	0.00	2,106.30	2,347.80

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
200-25-61160	SALARIES - PART TIME	28,181.69	29,994.84	20,529.54	16,364.25
200-25-61500	F.I.C.A.	5,839.98	6,106.22	9,587.21	8,252.91
200-25-61520	UNEMPLOYMENT	148.47	142.55	881.75	214.05
200-25-61530	WORKERS COMPENSATION	1,718.09	1,833.44	2,040.00	1,747.00
200-25-61540	HEALTH INSURANCE	6,991.07	9,677.40	16,400.00	22,200.00
200-25-61555	HSA	1,800.00	2,450.00	4,200.00	4,200.00
200-25-61560	DENTAL	427.08	605.40	864.00	1,488.00
200-25-61570	LIFE INSURANCE	144.00	132.00	204.00	348.00
200-25-61575	SHORT TERM DISABILITY	174.66	179.34	350.00	357.60
200-25-61580	RETIREMENT	3,733.55	4,744.92	7,414.38	8,505.82
200-25-61590	EAP EXPENSE	16.44	16.44	150.00	300.00
200-25-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	2,900.00
TOTAL PERSONNEL SERVICES		96,442.63	109,425.68	148,987.44	160,742.13
STAFF DEVELOPMENT					
PROFESSIONAL SERVICES					
SUPPLIES & COMMODITIES					
200-25-73000	OFFICE/OPERATING SUPPLIES	602.91	1,289.48	1,000.00	1,000.00
200-25-73290	MISC SUPPLIES & MATERIALS	29.58	0.00	0.00	500.00
TOTAL SUPPLIES & COMMODITIES		632.49	1,289.48	1,000.00	1,500.00
PROGRAM EXPENSES					
200-25-74030	PROGRAM SUPPLIES	2,032.86	1,571.89	2,798.33	3,270.00
TOTAL PROGRAM EXPENSES		2,032.86	1,571.89	2,798.33	3,270.00
MAINTENANCE EXPENSE					
200-25-74530	EQUIPMENT MAINTENANCE	1,353.28	759.20	2,000.00	2,000.00
200-25-74600	COMPUTER MAINTENANCE	14.88	0.00	100.00	100.00
200-25-74650	FITNESS EQUIPMENT MAINTENANCE	654.12	0.00	1,700.00	1,500.00
TOTAL MAINTENANCE EXPENSE		2,022.28	759.20	3,800.00	3,600.00
CONTRACTUAL EXPENSES					
200-25-76350	UNIFORMS	0.00	363.50	500.00	500.00
200-25-76410	COMMUNITY CTR PROGRAMS	7,194.83	8,353.77	10,800.00	12,200.00
200-25-76420	ONLINE & CC FEES	5,777.05	8,935.41	6,500.00	7,500.00
200-25-76490	OFFICE EQUIPMENT LEASE	3,851.91	3,545.78	4,118.00	3,881.75
TOTAL CONTRACTUAL EXPENSES		16,823.79	21,198.46	21,918.00	24,081.75
UTILITIES					
200-25-76500	GENERAL PHONE SERVICE	985.81	964.49	200.00	800.00
200-25-76510	CELLULAR SERVICE	522.55	653.56	1,380.00	1,680.00
200-25-76550	INTERNET SERVICES	2,573.90	2,723.73	2,500.00	2,800.00
200-25-76600	ELECTRICITY	18,730.96	19,149.17	22,000.00	22,000.00
200-25-76700	GAS SERVICE	2,238.65	1,774.16	4,300.00	4,300.00
200-25-76800	TRASH SERVICE	780.00	807.00	120.00	1,040.00
TOTAL UTILITIES		25,831.87	26,072.11	30,500.00	32,620.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
BLDG MAINTENANCE					
200-25-76900	BLDG & GRNDS MAINT	13,273.25	9,026.01	12,000.00	14,000.00
200-25-76930	BLDG & JANITORIAL SUPPLIES	4,208.05	3,293.81	6,850.00	6,000.00
TOTAL BLDG MAINTENANCE		17,481.30	12,319.82	18,850.00	20,000.00
MISCELLANEOUS EXPENSE					
200-25-78000	MISCELLANEOUS	144.68	498.72	500.00	500.00
TOTAL MISCELLANEOUS EXPENSE		144.68	498.72	500.00	500.00
CAPITAL EQUIPMENT					
CAPITAL PROJECTS					
DEBT SERVICE					
200-25-89000	BOND PRINCIPAL	430,000.00	0.00	0.00	0.00
200-25-89100	INTEREST EXPENSE	21,500.00	0.00	0.00	0.00
200-25-89320	CUSTODIAL FEES - BONDS	2,385.00	0.00	416.67	0.00
TOTAL DEBT SERVICE		453,885.00	0.00	416.67	0.00
TOTAL COMMUNITY CENTER		615,296.90	173,135.36	228,770.44	246,313.88
POOL					
PERSONNEL SERVICES					
200-26-61120	SALARIES - CONCESSION	12,721.61	11,100.25	12,081.90	14,012.50
200-26-61150	SALARIES - REC LEADER	6,449.00	10,239.94	11,188.38	13,680.45
200-26-61500	F.I.C.A.	1,466.60	1,632.48	941.90	2,118.49
200-26-61520	UNEMPLOYMENT	8.27	9.13	250.00	250.00
200-26-61530	WORKERS COMPENSATION	227.47	242.85	260.00	176.00
TOTAL PERSONNEL SERVICES		20,872.95	23,224.65	24,722.18	30,237.44
PROFESSIONAL SERVICES					
OPERATING EXPENSE					
200-26-73770	SUPPLIES & EQUIPMENT	1,475.25	1,324.00	1,500.00	2,000.00
TOTAL OPERATING EXPENSE		1,475.25	1,324.00	1,500.00	2,000.00
PROGRAM EXPENSES					
200-26-74020	CONCESSIONS	5,762.63	7,941.86	9,000.00	9,000.00
200-26-74030	PROGRAM SUPPLIES	134.35	170.96	200.00	200.00
TOTAL PROGRAM EXPENSES		5,896.98	8,112.82	9,200.00	9,200.00
CONTRACTUAL EXPENSES					
200-26-76050	POOL MANAGEMENT	94,611.69	113,250.00	113,250.00	119,435.00
200-26-76410	SPECIAL EVENTS - POOL	0.00	799.60	800.00	800.00
TOTAL CONTRACTUAL EXPENSES		94,611.69	114,049.60	114,050.00	120,235.00

200-PARK FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
UTILITIES					
BLDG MAINTENANCE					
200-26-76900	BLDG & GRNDS MAINT	1,912.37	4,593.37	5,500.00	5,500.00
TOTAL BLDG MAINTENANCE		1,912.37	4,593.37	5,500.00	5,500.00
MISCELLANEOUS EXPENSE					
CAPITAL EQUIPMENT					
200-26-78500	CAPITAL EQUIPMENT	0.00	5,379.00	5,400.00	4,635.00
TOTAL CAPITAL EQUIPMENT		0.00	5,379.00	5,400.00	4,635.00
TOTAL POOL		124,769.24	156,683.44	160,372.18	171,807.44
TOTAL EXPENDITURES		1,694,372.55	1,247,859.11	1,447,046.48	1,676,971.40
REVENUES OVER/(UNDER) EXPENDITURES		(664,501.44)	(78,535.06)	(44,951.48)	(89,616.40)
OTHER FINANCING SOURCES & USES					
OTHER SOURCES					
200-00-49100	TRANSFER FROM GENERAL FUND	25,000.00	25,000.00	25,000.00	0.00
200-00-49500	TRANSFER FROM CAPITAL IMPROVE	210,000.00	0.00	0.00	0.00
200-00-49650	TRANSFER FROM TRANSPORTATION	25,000.00	25,000.00	25,000.00	25,000.00
200-00-49700	TRANSFER FROM PUBLIC HEALTH	40,000.00	40,000.00	40,000.00	65,000.00
TOTAL OTHER SOURCES		300,000.00	90,000.00	90,000.00	90,000.00
OTHER USES					
TOTAL OTHER SOURCES & USES		300,000.00	90,000.00	90,000.00	90,000.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		(364,501.44)	11,464.94	45,048.52	383.60

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

210-TRANSPORTATION

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX					
210-00-42200	SALES TAX - 1/2%	530,699.79	418,624.98	512,000.00	553,000.00
210-00-42400	MOTOR VEHICLE SALES TAX	121,824.16	110,740.09	120,000.00	120,000.00
210-00-42500	MOTOR FUEL TAX	323,792.04	259,740.29	350,000.00	450,000.00
210-00-42600	MOTOR VEHICLE FEE INCREASE	58,179.69	47,958.80	58,000.00	58,000.00
TOTAL SALES TAX		1,034,495.68	837,064.16	1,040,000.00	1,181,000.00
PERMITS/LICENSES/FEES					
210-00-44600	DEVELOPER FEES	46,260.06	43,582.80	14,672.00	39,375.00
210-00-44650	TRAFFIC SIGN REVENUE	3,640.00	1,120.00	520.00	500.00
210-00-44655	STREET LIGHT UPGRADE	32,500.00	24,000.00	7,500.00	33,000.00
TOTAL PERMITS/LICENSES/FEES		82,400.06	68,702.80	22,692.00	72,875.00
OTHER GOVERNMENTAL					
CHARGES FOR SERVICES					
SALE OF ASSET/MERCHAND					
210-00-46900	SALE OF ASSETS	1,933.00	1,410.00	0.00	1,500.00
TOTAL SALE OF ASSET/MERCHAND		1,933.00	1,410.00	0.00	1,500.00
MISCELLANEOUS					
210-00-47700	INTEREST REVENUE	9,166.21	1,873.43	20,000.00	2,500.00
TOTAL MISCELLANEOUS		9,166.21	1,873.43	20,000.00	2,500.00
BONDS, FD BAL, CAPT LEAS					
210-00-48200	PROCEEDS FROM CAPITAL LEASE	12,288.00	0.00	0.00	0.00
210-00-48700	BEGINNING FUND BALANCE	0.00	0.00	579,760.00	154,540.59
TOTAL BONDS, FD BAL, CAPT LEAS		12,288.00	0.00	579,760.00	154,540.59
TOTAL REVENUES		1,140,282.95	909,050.39	1,662,452.00	1,412,415.59

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

210-TRANSPORTATION

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
TRANSPORTATION					
PERSONNEL SERVICES					
210-55-61100	SALARIES	129,962.61	112,692.02	135,941.40	137,219.24
210-55-61110	OVERTIME	4,961.16	4,768.44	5,365.20	5,523.00
210-55-61500	F.I.C.A.	9,955.59	8,380.29	10,593.10	10,364.05
210-55-61520	UNEMPLOYMENT	114.97	113.61	364.50	117.55
210-55-61530	WORKERS COMPENSATION	12,337.07	11,841.12	12,050.00	11,458.00
210-55-61540	HEALTH INSURANCE	31,781.99	29,313.74	35,600.00	34,100.00
210-55-61555	HSA	4,522.15	4,580.55	4,920.00	5,280.00
210-55-61560	DENTAL	1,889.97	1,624.01	2,352.00	2,141.00
210-55-61570	LIFE INSURANCE	370.53	330.27	367.20	338.40
210-55-61575	SHORT TERM DISABILITY	491.21	496.64	520.00	498.52
210-55-61580	RETIREMENT	10,521.33	10,284.28	12,293.55	12,426.99
210-55-61590	EAP EXPENSE	44.19	40.29	405.00	375.00
210-55-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	980.00
TOTAL PERSONNEL SERVICES		206,952.77	184,465.26	220,771.95	220,821.75
STAFF DEVELOPMENT					
210-55-62000	EDUCATION REIMBURSEMENT	0.00	0.00	0.00	400.00
210-55-62050	COMPUTER TRAINING	1,000.00	0.00	600.00	0.00
210-55-62080	TRAINING	129.16	595.60	700.00	900.00
210-55-62200	SUBS & MEMBERSHIPS	174.00	156.00	640.00	640.00
210-55-62250	MEETINGS & CONFERENCES	17.83	1,135.45	1,200.00	2,000.00
TOTAL STAFF DEVELOPMENT		1,320.99	1,887.05	3,140.00	3,940.00
PROFESSIONAL SERVICES					
210-55-72000	PROFESSIONAL SERVICES	39,630.30	579.92	1,015.00	145.10
210-55-72010	ENGINEERING SERVICES	2,974.00	5,586.76	43,000.00	64,772.99
TOTAL PROFESSIONAL SERVICES		42,604.30	6,166.68	44,015.00	64,918.09
SUPPLIES & COMMODITIES					
210-55-73000	OFFICE/OPERATING SUPPLIES	155.33	151.04	500.00	500.00
210-55-73100	POSTAGE	46.43	72.84	400.00	400.00
210-55-73200	OFFICE EQUIPMENT	10.59	0.00	0.00	0.00
TOTAL SUPPLIES & COMMODITIES		212.35	223.88	900.00	900.00
OPERATING EXPENSE					
210-55-73500	FUEL	4,171.01	4,640.09	6,000.00	6,000.00
210-55-73520	SALT & SAND	36,665.30	23,517.66	36,400.00	37,000.00
210-55-73540	ROCK MATERIALS	3,199.91	2,583.51	3,200.00	3,200.00
210-55-73550	ASPHALT MATERIALS	12,582.73	27,847.17	34,000.00	37,000.00
210-55-73730	STREET/STORM SUPPLIES	12,553.89	13,269.33	13,000.00	16,900.00
210-55-73740	TRAFFIC SIGNS SIGNALS SUPPLIES	8,336.51	10,647.67	14,000.00	10,000.00
210-55-73790	PERSONAL SAFETY	850.13	449.19	1,000.00	1,000.00
TOTAL OPERATING EXPENSE		78,359.48	82,954.62	107,600.00	111,100.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

210-TRANSPORTATION

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MAINTENANCE EXPENSE					
210-55-74530	EQUIPMENT MAINTENANCE	6,963.83	4,058.20	4,750.00	4,750.00
210-55-74550	FLEET MAINTENANCE	4,697.67	3,772.96	5,000.00	5,988.60
210-55-74600	COMPUTER MAINTENANCE	6,749.60	5,853.80	6,850.00	6,627.00
210-55-74860	CRACK SEALING	0.00	0.00	10,000.00	10,000.00
TOTAL MAINTENANCE EXPENSE		18,411.10	13,684.96	26,600.00	27,365.60
TOOLS & EQUIPMENT					
210-55-75300	HAND TOOLS	666.90	520.83	1,070.00	900.00
210-55-75310	SMALL EQUIPMENT	1,531.27	1,203.89	1,120.00	1,000.00
TOTAL TOOLS & EQUIPMENT		2,198.17	1,724.72	2,190.00	1,900.00
CONTRACTUAL EXPENSES					
210-55-76000	INSURANCE	11,644.91	12,460.89	13,000.00	13,910.00
210-55-76030	STREET SWEEPING	6,540.00	6,960.00	9,000.00	13,000.00
210-55-76200	ADVERTISING	0.00	0.00	500.00	500.00
210-55-76210	PRINTING	0.00	6.00	500.00	650.00
210-55-76350	UNIFORMS	1,596.46	1,596.60	1,500.00	1,820.00
210-55-76390	EQUIPMENT RENTAL	1,349.83	304.64	1,300.00	2,100.00
210-55-76470	ANNUAL CONCRETE MAINTENANCE	45,558.49	28,777.35	40,000.00	82,000.00
210-55-76490	OFFICE EQUIPMENT LEASE	657.62	561.63	1,388.04	651.80
TOTAL CONTRACTUAL EXPENSES		67,347.31	50,667.11	67,188.04	114,631.80
UTILITIES					
210-55-76500	GENERAL PHONE SERVICE	1,238.54	1,394.83	750.00	782.00
210-55-76510	CELLULAR SERVICE	2,413.15	2,398.47	2,160.00	2,256.00
210-55-76520	PAGER SERVICE & EQUIPMENT	72.23	0.00	40.00	40.00
210-55-76550	INTERNET SERVICES	1,618.52	1,841.63	1,738.00	1,738.00
210-55-76590	PHONE INSTALLATION & MAINT	120.25	0.00	90.00	90.00
210-55-76600	ELECTRICITY	151,086.86	145,640.68	162,440.00	163,440.00
210-55-76700	GAS SERVICE	1,052.29	712.90	1,480.00	600.00
TOTAL UTILITIES		157,601.84	151,988.51	168,698.00	168,946.00
BLDG MAINTENANCE					
210-55-76900	BLDG & GRNDS MAINT	3,251.32	3,567.23	3,799.00	3,871.00
210-55-76930	BLDG & JANITORIAL SUPPLIES	22.37	11.92	210.00	210.00
TOTAL BLDG MAINTENANCE		3,273.69	3,579.15	4,009.00	4,081.00
TIF, NID, CID					
MISCELLANEOUS EXPENSE					
210-55-78000	MISCELLANEOUS	313.07	250.92	1,000.00	1,000.00
TOTAL MISCELLANEOUS EXPENSE		313.07	250.92	1,000.00	1,000.00
CAPITAL EQUIPMENT					
210-55-78500	CAPITAL EQUIPMENT	40,911.99	57,405.77	64,925.00	44,379.00
210-55-78520	COMPUTER EQUIPMENT	805.60	155.78	1,680.00	240.00
210-55-78530	COMPUTER SOFTWARE	5,015.45	5,840.14	8,609.00	9,104.00
TOTAL CAPITAL EQUIPMENT		46,733.04	63,401.69	75,214.00	53,723.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

210-TRANSPORTATION

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
CAPITAL PROJECTS					
210-55-79400	ANNUAL CIP APPROPRIATION	885,518.27	766,323.25	782,000.00	520,000.00
210-55-79600	STORM WATER IMPROVEMENTS	0.00	36,770.00	121,200.00	84,400.00
210-55-79880	BUILDING IMPROVEMENTS	3,033.52	1,587.83	1,600.00	4,968.00
TOTAL CAPITAL PROJECTS		888,551.79	804,681.08	904,800.00	609,368.00
DEBT SERVICE					
210-55-89100	INTEREST EXPENSE	366.00	0.00	0.00	0.00
210-55-89200	PRINCIPAL PAY/LOANS	2,687.00	0.00	0.00	0.00
TOTAL DEBT SERVICE		3,053.00	0.00	0.00	0.00
TOTAL TRANSPORTATION		1,516,932.90	1,365,675.63	1,626,125.99	1,382,695.24
TOTAL EXPENDITURES		1,516,932.90	1,365,675.63	1,626,125.99	1,382,695.24
REVENUES OVER/(UNDER) EXPENDITURES		(376,649.95)	(456,625.24)	36,326.01	29,720.35
OTHER FINANCING SOURCES & USES					
OTHER SOURCES					
OTHER USES					
210-55-89560	TRANSFER TO PARKS	25,000.00	25,000.00	25,000.00	25,000.00
TOTAL OTHER USES		25,000.00	25,000.00	25,000.00	25,000.00
TOTAL OTHER SOURCES & USES		(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		(401,649.95)	(481,625.24)	11,326.01	4,720.35

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

230-PUBLIC HEALTH

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
230-00-41000	PROPERTY TAX REVENUE	98,712.68	102,389.62	100,000.00	106,000.00
230-00-41100	DELINQUENT PROPERTY TAX	3,250.79	2,189.55	2,000.00	2,000.00
230-00-41400	REPLACEMENT TAX	1,338.96	1,349.49	1,200.00	1,300.00
230-00-41500	RAIL & UTILITY TAX	1,928.46	2,073.54	2,000.00	2,000.00
230-00-41700	PROPERTY TAX INTEREST	997.25	1,036.75	1,000.00	1,000.00
TOTAL PROPERTY TAX		106,228.14	109,038.95	106,200.00	112,300.00
OTHER GOVERNMENTAL					
MISCELLANEOUS					
BONDS, FD BAL, CAPT LEAS					
230-00-48700	BEGINNING FUND BALANCE	0.00	0.00	0.00	25,000.00
TOTAL BONDS, FD BAL, CAPT LEAS		0.00	0.00	0.00	25,000.00
TOTAL REVENUES		106,228.14	109,038.95	106,200.00	137,300.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

230-PUBLIC HEALTH

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PUBLIC HEALTH					
PERSONNEL SERVICES					
OPERATING EXPENSE					
PROGRAM EXPENSES					
230-33-74200	SENIOR HEALTH SERVICES	6,787.40	456.89	13,000.00	15,000.00
230-33-74210	GV CLEAN UP	19,075.92	17,551.79	20,500.00	22,000.00
230-33-74300	COMMUNITY PROGRAMS	17,042.75	16,536.76	28,925.00	31,500.00
TOTAL PROGRAM EXPENSES		42,906.07	34,545.44	62,425.00	68,500.00
MAINTENANCE EXPENSE					
TIF, NID, CID					
MISCELLANEOUS EXPENSE					
CAPITAL EQUIPMENT					
TOTAL PUBLIC HEALTH		42,906.07	34,545.44	62,425.00	68,500.00
TOTAL EXPENDITURES		42,906.07	34,545.44	62,425.00	68,500.00
REVENUES OVER/(UNDER) EXPENDITURES		63,322.07	74,493.51	43,775.00	68,800.00
OTHER FINANCING SOURCES & USES					
OTHER USES					
230-33-89540	TRANSFER TO COMMUNITY CENTER	40,000.00	40,000.00	40,000.00	65,000.00
TOTAL OTHER USES		40,000.00	40,000.00	40,000.00	65,000.00
TOTAL OTHER SOURCES & USES		(40,000.00)	(40,000.00)	(40,000.00)	(65,000.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		23,322.07	34,493.51	3,775.00	3,800.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

250-OLD TOWNE TIF

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
250-00-41000	PROPERTY TAX REVENUE	255,057.45	14,748.35	275,000.00	275,000.00
TOTAL PROPERTY TAX		255,057.45	14,748.35	275,000.00	275,000.00
SALES TAX					
250-00-42000	SALES TAX REVENUE	77,184.21	91,544.18	60,000.00	90,000.00
TOTAL SALES TAX		77,184.21	91,544.18	60,000.00	90,000.00
OTHER GOVERNMENTAL					
CHARGES FOR SERVICES					
SALE OF ASSET/MERCHAND					
TIF, NID, CID					
250-00-47100	COUNTY TAX REVENUE	35,211.10	47,167.65	30,000.00	45,000.00
TOTAL TIF, NID, CID		35,211.10	47,167.65	30,000.00	45,000.00
MISCELLANEOUS					
TOTAL REVENUES		367,452.76	153,460.18	365,000.00	410,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

250-OLD TOWNE TIF

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
TIF-OLD TOWN MKT PLACE					
TIF, NID, CID					
250-80-77320	DEVELOPER EXPENSE-PROP TAX	256,446.61	13,359.19	275,000.00	275,000.00
250-80-77330	DEVELOPER EXPENSE-SALES TAX	113,668.96	75,508.38	90,000.00	135,000.00
TOTAL TIF, NID, CID		370,115.57	88,867.57	365,000.00	410,000.00
TOTAL TIF-OLD TOWN MKT PLACE		370,115.57	88,867.57	365,000.00	410,000.00
TIF - UNDESIGNATED					
TIF, NID, CID					
TOTAL EXPENDITURES		370,115.57	88,867.57	365,000.00	410,000.00
REVENUES OVER/(UNDER) EXPENDITURES		(2,662.81)	64,592.61	0.00	0.00
OTHER FINANCING SOURCES & USES					
OTHER USES					
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		(2,662.81)	64,592.61	0.00	0.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

280-CAPITAL PROJECTS FUND

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX				
280-00-42300 SALES TAX - 1/2%	530,699.70	418,625.04	512,000.00	553,000.00
TOTAL SALES TAX	530,699.70	418,625.04	512,000.00	553,000.00
CHARGES FOR SERVICES				
SALE OF ASSET/MERCHAND				
TIF, NID, CID				
MISCELLANEOUS				
BONDS, FD BAL, CAPT LEAS				
TOTAL REVENUES	530,699.70	418,625.04	512,000.00	553,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

280-CAPITAL PROJECTS FUND

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
CAPITAL IMPROVEMENTS				
PROFESSIONAL SERVICES				
OPERATING EXPENSE				
TIF, NID, CID				
MISCELLANEOUS EXPENSE				
CAPITAL EQUIPMENT				
280-88-78510 CAPITAL EQUIPMENT	0.00	92,036.09	94,800.00	95,564.80
TOTAL CAPITAL EQUIPMENT	0.00	92,036.09	94,800.00	95,564.80
CAPITAL PROJECTS				
280-88-79910 SNI-BAR FARMS IMPROVEMENTS	187,183.03	32,288.22	100,000.00	81,600.00
280-88-79915 STREET & PARKING IMPROVEMENTS	0.00	181,410.94	300,000.00	375,835.00
TOTAL CAPITAL PROJECTS	187,183.03	213,699.16	400,000.00	457,435.00
DEBT SERVICE				
TOTAL CAPITAL IMPROVEMENTS	187,183.03	305,735.25	494,800.00	552,999.80
TOTAL EXPENDITURES	187,183.03	305,735.25	494,800.00	552,999.80
REVENUES OVER/(UNDER) EXPENDITURES	343,516.67	112,889.79	17,200.00	0.20
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
OTHER USES				
280-88-89510 TRANSFER TO COMMUNITY CENTER	210,000.00	0.00	0.00	0.00
TOTAL OTHER USES	210,000.00	0.00	0.00	0.00
TOTAL OTHER SOURCES & USES	(210,000.00)	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	133,516.67	112,889.79	17,200.00	0.20

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

285-ARPA FUND

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
OTHER GOVERNMENTAL				
285-00-45006 ARP ACT REVENUE	0.00	1,465,568.61	0.00	1,465,568.61
TOTAL OTHER GOVERNMENTAL	0.00	1,465,568.61	0.00	1,465,568.61
TOTAL REVENUES	0.00	1,465,568.61	0.00	1,465,568.61

285-ARPA FUND

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,465,568.61	0.00	1,465,568.61
OTHER FINANCING SOURCES & USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	0.00	1,465,568.61	0.00	1,465,568.61

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

300-MKT PLACE TIF-PR#2

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS				
BONDS, FD BAL, CAPT LEAS				

300-MKT PLACE TIF-PR#2

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
PROFESSIONAL SERVICES				
300-00-72000 PROFESSIONAL SERVICES	4,229.50	137.50	5,000.00	5,000.00
TOTAL PROFESSIONAL SERVICES	4,229.50	137.50	5,000.00	5,000.00
CONTRACTUAL EXPENSES				
TIF, NID, CID				
DEBT SERVICE				
TOTAL NON-DEPARTMENTAL	4,229.50	137.50	5,000.00	5,000.00
TOTAL EXPENDITURES	4,229.50	137.50	5,000.00	5,000.00
REVENUES OVER/(UNDER) EXPENDITURES	(4,229.50)	(137.50)	(5,000.00)	(5,000.00)
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
OTHER USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	(4,229.50)	(137.50)	(5,000.00)	(5,000.00)

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

301-MKT PL TIF RESERVE PR#2

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS				

301-MKT PL TIF RESERVE PR#2

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
OTHER USES				
REVENUES & OTHER SOURCES OVER				

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

302-MKTPL TIF-PR#2 SPEC ALLOC

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
302-00-41001	TIF PROJECT #2 PROPERTY TAX	249,846.58	238,839.30	245,000.00	255,000.00
TOTAL PROPERTY TAX		249,846.58	238,839.30	245,000.00	255,000.00
SALES TAX					
302-00-42001	TIF PROJECT #2 SALES TAXES	386,084.99	382,190.17	400,000.00	420,000.00
TOTAL SALES TAX		386,084.99	382,190.17	400,000.00	420,000.00
PERMITS/LICENSES/FEES					
TIF, NID, CID					
302-00-47100	COUNTY TAX REVENUES	198,109.36	201,819.68	200,000.00	210,000.00
TOTAL TIF, NID, CID		198,109.36	201,819.68	200,000.00	210,000.00
MISCELLANEOUS					
302-00-47700	INTEREST REVENUE	1,086.50	108.96	2,000.00	(250.00)
TOTAL MISCELLANEOUS		1,086.50	108.96	2,000.00	(250.00)
BONDS, FD BAL, CAPT LEAS					
TOTAL REVENUES		835,127.43	822,958.11	847,000.00	884,750.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

302-MKTPL TIF-PR#2 SPEC ALLOC

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPATMENTAL				
TIF, NID, CID				
302-00-77340 DEVELOPER REIMBURSEMENT	600,000.00	759,226.66	652,000.00	769,000.00
TOTAL TIF, NID, CID	600,000.00	759,226.66	652,000.00	769,000.00
DEBT SERVICE				
302-00-89113 CITY ADMIN FEES	1,052.32	5,242.48	0.00	5,000.00
TOTAL DEBT SERVICE	1,052.32	5,242.48	0.00	5,000.00
TOTAL NON-DEPATMENTAL	601,052.32	764,469.14	652,000.00	774,000.00
TOTAL EXPENDITURES	601,052.32	764,469.14	652,000.00	774,000.00
REVENUES OVER/(UNDER) EXPENDITURES	234,075.11	58,488.97	195,000.00	110,750.00
OTHER FINANCING SOURCES & USES				
OTHER USES				
302-00-89521 TRANSFER TO TIF BOND (305)	111,022.32	0.00	185,000.00	110,000.00
TOTAL OTHER USES	111,022.32	0.00	185,000.00	110,000.00
TOTAL OTHER SOURCES & USES	(111,022.32)	0.00	(185,000.00)	(110,000.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	123,052.79	58,488.97	10,000.00	750.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

305-MKTPLACE TIF-PR#2 IDA BDS

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS					
305-00-47700	INTEREST REVENUE	1,073.95	12.98	2,000.00	500.00
TOTAL MISCELLANEOUS		1,073.95	12.98	2,000.00	500.00
BONDS, FD BAL, CAPT LEAS					
305-00-48000	BOND PROCEEDS	2,095,000.00	0.00	0.00	0.00
TOTAL BONDS, FD BAL, CAPT LEAS		2,095,000.00	0.00	0.00	0.00
TOTAL REVENUES		2,096,073.95	12.98	2,000.00	500.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

305-MKTPLACE TIF-PR#2 IDA BDS

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL					
TIF, NID, CID					
DEBT SERVICE					
305-00-89000	BOND PRINCIPAL	2,290,000.00	80,000.00	110,000.00	140,000.00
305-00-89100	INTEREST EXPENSE	118,977.19	57,751.71	93,000.00	60,295.00
305-00-89110	CUSTODIAL FEES	609.50	0.00	5,000.00	3,000.00
305-00-89300	BOND ISSUANCE COSTS	136,653.72	0.00	0.00	0.00
TOTAL DEBT SERVICE		2,546,240.41	137,751.71	208,000.00	203,295.00
TOTAL NON-DEPARTMENTAL		2,546,240.41	137,751.71	208,000.00	203,295.00
TOTAL EXPENDITURES		2,546,240.41	137,751.71	208,000.00	203,295.00
REVENUES OVER/(UNDER) EXPENDITURES		(450,166.46)	(137,738.73)	(206,000.00)	(202,795.00)
OTHER FINANCING SOURCES & USES					
OTHER SOURCES					
305-00-49761	TRANSFER FROM CID FUNDS	18,980.44	263,731.43	25,000.00	93,000.00
305-00-49910	TRANSFER FROM SPECIAL ALLOW	171,720.26	0.00	185,000.00	110,000.00
TOTAL OTHER SOURCES		190,700.70	263,731.43	210,000.00	203,000.00
TOTAL OTHER SOURCES & USES		190,700.70	263,731.43	210,000.00	203,000.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		(259,465.76)	125,992.70	4,000.00	205.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

310-MKT PLACE NID- PR#2

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS				
BONDS, FD BAL, CAPT LEAS				
310-00-48010 NID ASSESSMENTS	217,074.60	175,606.21	220,000.00	220,000.00
TOTAL BONDS, FD BAL, CAPT LEAS	217,074.60	175,606.21	220,000.00	220,000.00
TOTAL REVENUES	217,074.60	175,606.21	220,000.00	220,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

310-MKT PLACE NID- PR#2

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL					
PROFESSIONAL SERVICES					
310-00-72000	PROFESSIONAL SERVICES	0.00	0.00	500.00	500.00
TOTAL PROFESSIONAL SERVICES		0.00	0.00	500.00	500.00
TIF, NID, CID					
CAPITAL PROJECTS					
DEBT SERVICE					
310-00-89000	PRINCIPAL PAYMENTS	130,000.00	130,000.00	130,000.00	135,000.00
310-00-89100	INTEREST EXPENSE	87,616.25	84,691.25	84,700.00	81,443.00
310-00-89110	CUSTODIAL FEES	318.00	633.34	1,000.00	1,000.00
TOTAL DEBT SERVICE		217,934.25	215,324.59	215,700.00	217,443.00
TOTAL NON-DEPARTMENTAL		217,934.25	215,324.59	216,200.00	217,943.00
TOTAL EXPENDITURES		217,934.25	215,324.59	216,200.00	217,943.00
REVENUES OVER/(UNDER) EXPENDITURES		(859.65)	(39,718.38)	3,800.00	2,057.00
OTHER FINANCING SOURCES & USES					
OTHER USES					
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		(859.65)	(39,718.38)	3,800.00	2,057.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

321-MKT PL CID-PR2 SALES/USE

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX					
321-00-42003	MK PL CID PR#2 SALES TAX	177,902.30	167,423.79	154,500.00	185,000.00
321-00-42004	MK PL CID PR#2 USE TAX	2,935.91	2,546.70	2,500.00	5,000.00
321-00-42006	UNCAPTURED CID/USE	164,923.91	156,117.22	147,500.00	170,000.00
TOTAL SALES TAX		345,762.12	326,087.71	304,500.00	360,000.00
TIF, NID, CID					
MISCELLANEOUS					
321-00-47700	INTEREST REVENUE	693.29	73.47	1,000.00	100.00
TOTAL MISCELLANEOUS		693.29	73.47	1,000.00	100.00
BONDS, FD BAL, CAPT LEAS					
321-00-48700	BEGINNING FUND BALANCE	0.00	0.00	0.00	152,400.00
TOTAL BONDS, FD BAL, CAPT LEAS		0.00	0.00	0.00	152,400.00
TOTAL REVENUES		346,455.41	326,161.18	305,500.00	512,500.00

321-MKT PL CID-PR2 SALES/USE

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
OPERATING EXPENSE				
321-00-73800 CID OPERATING EXPENSES	3,010.00	3,000.00	7,500.00	7,500.00
TOTAL OPERATING EXPENSE	3,010.00	3,000.00	7,500.00	7,500.00
TIF, NID, CID				
321-00-77340 DEVELOPER REIMBURSEMENT	163,883.77	174,374.40	210,000.00	400,000.00
TOTAL TIF, NID, CID	163,883.77	174,374.40	210,000.00	400,000.00
MISCELLANEOUS EXPENSE				
DEBT SERVICE				
321-00-89111 CITY ADMIN FEES	5,191.20	4,828.35	5,000.00	5,000.00
TOTAL DEBT SERVICE	5,191.20	4,828.35	5,000.00	5,000.00
TOTAL NON-DEPARTMENTAL	172,084.97	182,202.75	222,500.00	412,500.00
TOTAL EXPENDITURES	172,084.97	182,202.75	222,500.00	412,500.00
REVENUES OVER/(UNDER) EXPENDITURES	174,370.44	143,958.43	83,000.00	100,000.00
OTHER FINANCING SOURCES & USES				
OTHER USES				
321-00-89521 TRANSFER TO TIF BOND(305)	79,678.38	263,731.43	25,000.00	100,000.00
TOTAL OTHER USES	79,678.38	263,731.43	25,000.00	100,000.00
TOTAL OTHER SOURCES & USES	(79,678.38)	(263,731.43)	(25,000.00)	(100,000.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	94,692.06	(119,773.00)	58,000.00	0.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

322-INTRCHG MERCADO CID-PR#3

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX					
322-00-42003	MERCADO CID PROJ #3 SALES TAX	0.00	0.00	0.00	50,000.00
TOTAL SALES TAX		0.00	0.00	0.00	50,000.00
BONDS, FD BAL, CAPT LEAS					
322-00-48350	DEVELOPER REIMBURSEMENT	11,887.50	7,125.50	0.00	0.00
TOTAL BONDS, FD BAL, CAPT LEAS		11,887.50	7,125.50	0.00	0.00
TOTAL REVENUES		11,887.50	7,125.50	0.00	50,000.00

322-INTRCHG MERCADO CID-PR#3

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
TIF, NID, CID				
322-00-77340 DEVELOPER REIMBURSEMENT	0.00	0.00	0.00	20,000.00
TOTAL TIF, NID, CID	0.00	0.00	0.00	20,000.00
MISCELLANEOUS EXPENSE				
322-00-78000 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	25,000.00
TOTAL MISCELLANEOUS EXPENSE	0.00	0.00	0.00	25,000.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	45,000.00
TOTAL EXPENDITURES	0.00	0.00	0.00	45,000.00
REVENUES OVER/(UNDER) EXPENDITURES	11,887.50	7,125.50	0.00	5,000.00
OTHER FINANCING SOURCES & USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	11,887.50	7,125.50	0.00	5,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

323-INTRCH VGV CID-PROJECT #3

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX					
323-00-42003	VOGV CID PR#3 SALES TAX	5,991.41	16,430.08	18,000.00	18,000.00
323-00-42004	VOGV CID PR #3 USE TAX	0.00	0.00	500.00	100.00
323-00-42006	UNCAPTURED CID/USE	5,642.39	15,472.97	18,200.00	17,500.00
TOTAL SALES TAX		11,633.80	31,903.05	36,700.00	35,600.00
BONDS, FD BAL, CAPT LEAS					
TOTAL REVENUES		11,633.80	31,903.05	36,700.00	35,600.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

323-INTRCH VGV CID-PROJECT #3

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
PROFESSIONAL SERVICES				
323-00-72000 PROFESSIONAL SERVICES	0.00	860.00	2,000.00	2,000.00
TOTAL PROFESSIONAL SERVICES	0.00	860.00	2,000.00	2,000.00
CONTRACTUAL EXPENSES				
TIF, NID, CID				
323-00-77340 DEVELOPER REIMBURSEMENT	0.00	0.00	34,700.00	15,060.00
TOTAL TIF, NID, CID	0.00	0.00	34,700.00	15,060.00
DEBT SERVICE				
323-00-89111 CITY ADMIN FEES	174.51	478.54	0.00	540.00
TOTAL DEBT SERVICE	174.51	478.54	0.00	540.00
TOTAL NON-DEPARTMENTAL	174.51	1,338.54	36,700.00	17,600.00
TOTAL EXPENDITURES	174.51	1,338.54	36,700.00	17,600.00
REVENUES OVER/(UNDER) EXPENDITURES	11,459.29	30,564.51	0.00	18,000.00
OTHER FINANCING SOURCES & USES				
OTHER USES				
323-00-89523 TRANSFER TO TIF PR #3 (330)	5,816.91	15,951.54	0.00	18,000.00
TOTAL OTHER USES	5,816.91	15,951.54	0.00	18,000.00
TOTAL OTHER SOURCES & USES	(5,816.91)	(15,951.54)	0.00	(18,000.00)
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	5,642.38	14,612.97	0.00	0.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

325-INTRCHG TIF- PR #1A

REVENUES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX				
325-00-41001 INTERCHANGE TIF PROPERTY TAX	39,168.90	(2,387.05)	40,000.00	40,000.00
TOTAL PROPERTY TAX	39,168.90	(2,387.05)	40,000.00	40,000.00
SALES TAX				
325-00-42005 TIF SALES TAXES	47,843.21	44,522.90	50,000.00	50,000.00
TOTAL SALES TAX	47,843.21	44,522.90	50,000.00	50,000.00
TIF, NID, CID				
325-00-47100 COUNTY TAX REVENUES	22,664.02	25,338.47	25,000.00	25,000.00
TOTAL TIF, NID, CID	22,664.02	25,338.47	25,000.00	25,000.00
MISCELLANEOUS				
325-00-47700 INTEREST REVENUE	2,463.99	982.60	5,000.00	1,000.00
TOTAL MISCELLANEOUS	2,463.99	982.60	5,000.00	1,000.00
BONDS, FD BAL, CAPT LEAS				
TOTAL REVENUES	112,140.12	68,456.92	120,000.00	116,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

325-INTRCHG TIF- PR #1A

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
PROFESSIONAL SERVICES				
325-00-72000 PROFESSIONAL SERVICES	16,738.25	205.50	2,500.00	15,000.00
TOTAL PROFESSIONAL SERVICES	16,738.25	205.50	2,500.00	15,000.00
CAPITAL PROJECTS				
TOTAL NON-DEPARTMENTAL	16,738.25	205.50	2,500.00	15,000.00
TOTAL EXPENDITURES	16,738.25	205.50	2,500.00	15,000.00
REVENUES OVER/(UNDER) EXPENDITURES	95,401.87	68,251.42	117,500.00	101,000.00
OTHER FINANCING SOURCES & USES				
OTHER USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	95,401.87	68,251.42	117,500.00	101,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

330-TIF PROJECT #3

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
330-00-41001	INTERCHANGE TIF PROPERTY TAX	0.00	0.00	30,000.00	30,000.00
TOTAL PROPERTY TAX		0.00	0.00	30,000.00	30,000.00
SALES TAX					
330-00-42005	TIF SALES TAXES	22,237.32	36,227.23	45,000.00	60,000.00
TOTAL SALES TAX		22,237.32	36,227.23	45,000.00	60,000.00
TIF, NID, CID					
330-00-47100	COUNTY TAX REVENUES	2,752.65	21,188.81	20,000.00	35,000.00
TOTAL TIF, NID, CID		2,752.65	21,188.81	20,000.00	35,000.00
MISCELLANEOUS					
BONDS, FD BAL, CAPT LEAS					
TOTAL REVENUES		24,989.97	57,416.04	95,000.00	125,000.00

330-TIF PROJECT #3

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON-DEPARTMENTAL				
PROFESSIONAL SERVICES				
330-00-72000 PROFESSIONAL SERVICES	3,978.41	0.00	12,000.00	10,000.00
TOTAL PROFESSIONAL SERVICES	3,978.41	0.00	12,000.00	10,000.00
CAPITAL PROJECTS				
TOTAL NON-DEPARTMENTAL	3,978.41	0.00	12,000.00	10,000.00
TOTAL EXPENDITURES	3,978.41	0.00	12,000.00	10,000.00
REVENUES OVER/(UNDER) EXPENDITURES	21,011.56	57,416.04	83,000.00	115,000.00
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
330-00-49770 TRANSFER FROM VOGV CID (323)	5,816.91	15,951.54	0.00	18,000.00
TOTAL OTHER SOURCES	5,816.91	15,951.54	0.00	18,000.00
TOTAL OTHER SOURCES & USES	5,816.91	15,951.54	0.00	18,000.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	26,828.47	73,367.58	83,000.00	133,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

340-INTERCHANGE TIF #4

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
340-00-41001	INTERCHANGE TIF PROPERTY TAX	0.00	0.00	30,000.00	30,000.00
TOTAL PROPERTY TAX		0.00	0.00	30,000.00	30,000.00
SALES TAX					
340-00-42007	MK PL PROJ #4 SALES TAXES	16,719.33	20,374.08	22,500.00	24,000.00
TOTAL SALES TAX		16,719.33	20,374.08	22,500.00	24,000.00
TIF, NID, CID					
340-00-47100	COUNTY REVENUES	986.21	15,427.90	10,000.00	15,000.00
TOTAL TIF, NID, CID		986.21	15,427.90	10,000.00	15,000.00
MISCELLANEOUS					
TOTAL REVENUES		17,705.54	35,801.98	62,500.00	69,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

340-INTERCHANGE TIF #4

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
NON DEPARTMENTAL				
PROFESSIONAL SERVICES				
340-00-72000 PROFESSIONAL SERVICES	1,643.50	0.00	5,000.00	5,000.00
TOTAL PROFESSIONAL SERVICES	1,643.50	0.00	5,000.00	5,000.00
TOTAL NON DEPARTMENTAL	1,643.50	0.00	5,000.00	5,000.00
TOTAL EXPENDITURES	1,643.50	0.00	5,000.00	5,000.00
REVENUES OVER/(UNDER) EXPENDITURES	16,062.04	35,801.98	57,500.00	64,000.00
OTHER FINANCING SOURCES & USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	16,062.04	35,801.98	57,500.00	64,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

400-DEBT SERVICE FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
PROPERTY TAX					
400-00-41000	PROPERTY TAX REVENUE	2,183,326.33	2,226,012.88	2,171,000.00	2,164,000.00
400-00-41100	DELINQUENT PROPERTY TAX	60,020.59	48,358.32	35,000.00	35,000.00
400-00-41400	REPLACEMENT TAX	29,615.89	29,337.80	25,000.00	25,000.00
400-00-41500	RAIL & UTILITY TAX	42,654.77	45,863.59	40,000.00	40,000.00
400-00-41700	PROPERTY TAX INTEREST	22,057.94	22,538.40	20,000.00	20,000.00
TOTAL PROPERTY TAX		2,337,675.52	2,372,110.99	2,291,000.00	2,284,000.00
MISCELLANEOUS					
400-00-47700	INTEREST REVENUE	8,231.68	3,633.34	10,000.00	10,000.00
TOTAL MISCELLANEOUS		8,231.68	3,633.34	10,000.00	10,000.00
BONDS, FD BAL, CAPT LEAS					
400-00-48000	REFUNDING BOND PROCEEDS	4,630,000.00	0.00	0.00	0.00
400-00-48100	BOND PREMIUMS	246,720.99	0.00	0.00	0.00
TOTAL BONDS, FD BAL, CAPT LEAS		4,876,720.99	0.00	0.00	0.00
TOTAL REVENUES		7,222,628.19	2,375,744.33	2,301,000.00	2,294,000.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

400-DEBT SERVICE FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
DEBT SERVICE					
SUPPLIES & COMMODITIES					
OPERATING EXPENSE					
DEBT SERVICE					
400-44-89000	BOND PRINCIPAL	877,468.80	1,421,165.60	1,456,166.00	1,610,000.00
400-44-89010	PAYMENTS TO ESCROW	4,800,480.77	0.00	0.00	0.00
400-44-89100	INTEREST EXPENSE	286,681.20	396,748.95	323,548.00	187,975.00
400-44-89110	CUSTODIAL FEES	848.00	1,993.72	5,000.00	5,000.00
400-44-89300	BOND ISSUANCE COST	76,028.00	0.00	0.00	0.00
TOTAL DEBT SERVICE		6,041,506.77	1,819,908.27	1,784,714.00	1,802,975.00
TOTAL DEBT SERVICE		6,041,506.77	1,819,908.27	1,784,714.00	1,802,975.00
TOTAL EXPENDITURES		6,041,506.77	1,819,908.27	1,784,714.00	1,802,975.00
REVENUES OVER/(UNDER) EXPENDITURES		1,181,121.42	555,836.06	516,286.00	491,025.00
OTHER FINANCING SOURCES & USES					
OTHER SOURCES					
OTHER USES					
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES		1,181,121.42	555,836.06	516,286.00	491,025.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

600-WATER/SEWER FUND

REVENUES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
SALES TAX					
600-00-42800	SALES TAX ADMIN FEE	899.74	806.32	600.00	600.00
TOTAL SALES TAX		899.74	806.32	600.00	600.00
PERMITS/LICENSES/FEES					
600-00-44500	DEVELOPER FEES - WATER	4,428.72	3,697.71	5,000.00	3,529.00
600-00-44550	DEVELOPER FEES - SEWER	3,777.45	22,810.87	5,000.00	5,080.00
TOTAL PERMITS/LICENSES/FEES		8,206.17	26,508.58	10,000.00	8,609.00
OTHER GOVERNMENTAL					
CHARGES FOR SERVICES					
600-00-46415	WATER REVENUE	2,657,266.06	2,542,037.04	2,600,000.00	2,710,000.00
600-00-46421	RECONNECT FEES	10,200.00	17,300.00	15,900.00	16,000.00
600-00-46423	PENALTIES	48,960.44	60,023.15	75,000.00	70,000.00
600-00-46424	SEWER COLLECTIONS	2,477,150.80	2,367,214.32	2,400,000.00	2,496,000.00
600-00-46425	SEWER TAP FEES	314,900.00	260,940.00	257,500.00	352,300.00
600-00-46426	TAPPING FEES	734,920.00	556,588.00	640,464.00	841,566.00
600-00-46431	METER REPLACEMENT	78,168.91	73,516.98	77,000.00	79,000.00
600-00-46432	TOWER ANTENNA FEE	31,563.11	32,510.00	32,000.00	32,500.00
600-00-46450	RE LEASE - PW MAINT PROPERTY	476.33	476.33	476.00	476.00
TOTAL CHARGES FOR SERVICES		6,353,605.65	5,910,605.82	6,098,340.00	6,597,842.00
SALE OF ASSET/MERCHAND					
600-00-46900	SALE OF ASSETS	9,445.75	44,630.00	0.00	5,000.00
600-00-46902	GAIN ON SALE OF ASSET	(28,635.00)	0.00	0.00	0.00
TOTAL SALE OF ASSET/MERCHAND		(19,189.25)	44,630.00	0.00	5,000.00
MISCELLANEOUS					
600-00-47500	MISCELLANEOUS REVENUE	830.80	778.00	2,500.00	2,500.00
600-00-47700	INTEREST REVENUE	30,833.22	18,079.72	50,000.00	15,000.00
600-00-47810	WTR/SWR LINE INS ROYALTY	0.00	1,802.66	2,000.00	2,000.00
600-00-47820	CONTRIBUTION - PW WEEK	0.00	1,499.00	300.00	300.00
TOTAL MISCELLANEOUS		31,664.02	22,159.38	54,800.00	19,800.00
BONDS, FD BAL, CAPT LEAS					
600-00-48700	BEGINNING FUND BALANCE	0.00	0.00	119,036.00	392,074.98
TOTAL BONDS, FD BAL, CAPT LEAS		0.00	0.00	119,036.00	392,074.98
TOTAL REVENUES		6,375,186.33	6,004,710.10	6,282,776.00	7,023,925.98

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
WATER					
PERSONNEL SERVICES					
600-60-61100	SALARIES	473,561.99	378,419.84	452,680.05	475,715.59
600-60-61110	OVERTIME	9,922.43	9,607.53	10,720.20	11,035.50
600-60-61500	F.I.C.A.	35,200.44	28,050.15	34,920.34	36,971.05
600-60-61520	UNEMPLOYMENT	365.55	339.51	1,147.50	389.40
600-60-61530	WORKERS COMPENSATION	26,477.01	25,619.70	25,871.00	24,778.32
600-60-61540	HEALTH INSURANCE	96,959.99	85,246.73	110,300.00	103,800.00
600-60-61555	HSA	14,790.04	14,560.61	15,870.00	16,770.00
600-60-61560	DENTAL	5,869.68	5,019.98	7,400.00	6,840.00
600-60-61570	LIFE INSURANCE	1,174.17	1,048.83	1,159.20	1,130.40
600-60-61575	SHORT TERM DISABILITY	1,644.77	1,633.01	1,765.00	1,685.50
600-60-61580	RETIREMENT	35,258.75	34,115.60	40,193.78	43,074.74
600-60-61590	EAP EXPENSE	135.42	126.18	1,267.50	1,237.50
600-60-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	2,745.00
600-60-61600	CAR ALLOWANCE	2,315.01	2,171.00	2,400.00	2,400.00
600-60-61810	PENSION EXPENSE	18,389.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES		722,064.25	585,958.67	705,694.57	728,573.00
STAFF DEVELOPMENT					
600-60-62000	EDUCATION REIMBURSEMENT	0.00	0.00	0.00	800.00
600-60-62050	COMPUTER TRAINING	2,000.00	600.00	1,200.00	0.00
600-60-62080	TRAINING	1,186.65	957.95	1,700.00	2,070.00
600-60-62200	SUBS & MEMBERSHIPS	238.25	1,214.50	1,280.00	1,280.00
600-60-62250	MEETINGS & CONFERENCES	202.65	2,270.92	2,400.00	4,000.00
TOTAL STAFF DEVELOPMENT		3,627.55	5,043.37	6,580.00	8,150.00
PROFESSIONAL SERVICES					
600-60-72000	PROFESSIONAL SERVICES	79,812.19	59,003.76	90,042.67	89,590.20
600-60-72010	ENGINEERING SERVICES	9,848.09	9,783.18	35,000.00	58,264.98
600-60-72400	SETTLEMENT EXPENSES	40,000.00	66,906.00	0.00	0.00
TOTAL PROFESSIONAL SERVICES		129,660.28	135,692.94	125,042.67	147,855.18
SUPPLIES & COMMODITIES					
600-60-73000	OFFICE/OPERATING SUPPLIES	1,412.37	1,619.88	3,750.00	4,500.00
600-60-73100	POSTAGE	15,223.26	11,968.37	18,800.00	18,800.00
600-60-73200	OFFICE EQUIPMENT	28.76	345.47	745.00	1,270.00
TOTAL SUPPLIES & COMMODITIES		16,664.39	13,933.72	23,295.00	24,570.00
OPERATING EXPENSE					
600-60-73500	FUEL	8,593.15	9,603.45	12,000.00	12,000.00
600-60-73540	ROCK MATERIALS	325.00	0.00	650.00	650.00
600-60-73700	WATER PURCHASE	722,382.56	672,468.18	710,000.00	720,000.00
600-60-73760	MISSOURI ONE CALL	3,563.15	4,333.75	4,000.00	4,200.00
600-60-73790	PERSONAL SAFETY	3,091.46	766.31	2,000.00	2,000.00
TOTAL OPERATING EXPENSE		737,955.32	687,171.69	728,650.00	738,850.00

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MAINTENANCE EXPENSE					
600-60-74530	EQUIPMENT MAINTENANCE	2,944.39	5,540.57	6,500.00	6,500.00
600-60-74550	FLEET MAINTENANCE	10,286.86	7,546.08	10,000.00	10,000.00
600-60-74570	METER REPLACEMENT PROGRAM	589.97	79,923.26	81,200.00	82,000.00
600-60-74600	COMPUTER MAINTENANCE	13,499.20	11,707.60	13,699.00	13,254.00
600-60-74710	TANK & PUMP MAINTENANCE	1,323.03	921.25	4,000.00	199,000.00
600-60-74720	WATER LINE MAINTENANCE	38,224.99	17,363.22	20,000.00	20,000.00
600-60-74730	NEW WATER METERS & LINE MATL	(0.13)	35,784.75	45,225.00	43,050.00
TOTAL MAINTENANCE EXPENSE		66,868.31	158,786.73	180,624.00	373,804.00
TOOLS & EQUIPMENT					
600-60-75300	HAND TOOLS	1,426.93	975.60	3,040.00	2,700.00
600-60-75310	SMALL EQUIPMENT	3,062.46	2,648.94	2,840.00	2,000.00
TOTAL TOOLS & EQUIPMENT		4,489.39	3,624.54	5,880.00	4,700.00
CONTRACTUAL EXPENSES					
600-60-76000	INSURANCE	16,381.84	17,405.52	18,000.00	19,260.00
600-60-76020	TRI/BLUE/GV WATER UPGRADES	758,775.24	634,828.50	761,700.00	758,150.00
600-60-76200	ADVERTISING	0.00	0.00	4,000.00	4,000.00
600-60-76210	PRINTING	3,907.34	3,751.61	5,000.00	6,175.00
600-60-76350	UNIFORMS	3,366.83	3,193.03	3,250.00	4,390.00
600-60-76390	EQUIPMENT RENTAL	2,804.69	342.82	2,600.00	4,200.00
600-60-76420	ONLINE & CC FEES	39,896.27	33,294.68	44,000.00	45,000.00
600-60-76425	NOTIFICATION FEES	243.90	152.20	500.00	500.00
600-60-76490	OFFICE EQUIPMENT LEASE	3,296.00	2,909.97	3,683.64	5,490.22
TOTAL CONTRACTUAL EXPENSES		828,672.11	695,878.33	842,733.64	847,165.22
UTILITIES					
600-60-76500	GENERAL PHONE SERVICE	2,322.27	2,567.86	1,500.00	2,284.00
600-60-76510	CELLULAR SERVICE	5,276.68	5,170.98	4,608.00	5,232.00
600-60-76520	PAGER SERVICE & EQUIPMENT	144.48	0.00	80.00	80.00
600-60-76550	INTERNET SERVICES	3,008.80	3,611.88	3,477.00	3,477.00
600-60-76590	PHONE INSTALLATION & MAINT	481.00	0.00	180.00	180.00
600-60-76600	ELECTRICITY	36,508.03	36,239.30	35,580.00	40,080.00
600-60-76700	GAS SERVICE	1,941.52	1,302.01	2,060.00	2,060.00
600-60-76800	TRASH SERVICE	609.00	507.50	288.00	770.00
TOTAL UTILITIES		50,291.78	49,399.53	47,773.00	54,163.00
BLDG MAINTENANCE					
600-60-76900	BLDG & GRNDS MAINT	7,990.27	7,719.56	8,422.00	12,741.00
600-60-76930	BLDG & JANITORIAL SUPPLIES	44.74	23.34	800.00	800.00
TOTAL BLDG MAINTENANCE		8,035.01	7,742.90	9,222.00	13,541.00
DEPR/AMORTIZATION					
600-60-77540	DEPRECIATION EXPENSE	695,353.00	0.00	0.00	0.00
600-60-77580	AMORTIZATION EXPENSE	84,969.00	0.00	0.00	0.00
600-60-77590	BAD DEBT EXPENSE	10,141.50	(121.53)	20,000.00	20,000.00
TOTAL DEPR/AMORTIZATION		790,463.50	(121.53)	20,000.00	20,000.00

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
MISCELLANEOUS EXPENSE					
600-60-78000	MISCELLANEOUS	3,020.14	722.92	1,900.00	3,000.00
600-60-78410	LONG/SHORT	(10.00)	20.00	0.00	0.00
600-60-78420	PUBLIC WORKS WEEK EVENT	0.00	3,322.60	3,000.00	3,000.00
TOTAL MISCELLANEOUS EXPENSE		3,010.14	4,065.52	4,900.00	6,000.00
CAPITAL EQUIPMENT					
600-60-78500	CAPITAL EQUIPMENT	7,149.46	81,959.61	84,848.00	55,211.25
600-60-78520	COMPUTER EQUIPMENT	2,899.77	3,479.35	4,340.00	7,480.00
600-60-78530	COMPUTER SOFTWARE	21,006.80	26,706.55	43,671.00	44,536.00
TOTAL CAPITAL EQUIPMENT		31,056.03	112,145.51	132,859.00	107,227.25
CAPITAL PROJECTS					
600-60-78940	WATER SYSTEM CONSTRUCTION	(0.48)	0.00	250,000.00	937,155.00
600-60-79400	ANNUAL CIP APPROPRIATION	0.00	0.00	175,000.00	175,000.00
600-60-79880	BUILDING IMPROVEMENTS	6,067.20	3,175.63	3,200.00	28,870.00
TOTAL CAPITAL PROJECTS		6,066.72	3,175.63	428,200.00	1,141,025.00
DEBT SERVICE					
600-60-89000	BOND PRINCIPAL	240,000.00	0.00	0.00	0.00
600-60-89100	INTEREST EXPENSE	(4,764.00)	0.00	0.00	0.00
600-60-89200	PRICIPAL PAY/LOANS	732.00	0.00	0.00	0.00
600-60-89320	CUSTODIAL FEES - BONDS	239.38	0.00	208.33	0.00
TOTAL DEBT SERVICE		236,207.38	0.00	208.33	0.00
TOTAL WATER		3,635,132.16	2,462,497.55	3,261,662.21	4,215,623.65
SEWER					
=====					
PERSONNEL SERVICES					
600-65-61100	SALARIES	462,969.45	378,420.27	452,680.05	475,715.59
600-65-61110	OVERTIME	9,922.32	9,607.41	10,720.20	11,035.50
600-65-61500	F.I.C.A.	35,194.79	28,049.61	34,920.34	36,971.05
600-65-61520	UNEMPLOYMENT	365.55	339.51	1,174.50	381.20
600-65-61530	WORKERS COMPENSATION	26,477.01	25,619.71	25,871.00	24,778.32
600-65-61540	HEALTH INSURANCE	97,418.55	86,103.69	110,300.00	103,800.00
600-65-61555	HSA	14,787.56	14,259.79	15,870.00	16,770.00
600-65-61560	DENTAL	5,920.55	5,041.97	7,400.00	6,840.00
600-65-61570	LIFE INSURANCE	1,174.17	1,048.83	1,159.20	1,130.40
600-65-61575	SHORT TERM DISABILITY	1,644.77	1,652.30	1,765.00	1,685.50
600-65-61580	RETIREMENT	35,423.32	34,115.21	40,193.78	43,074.74
600-65-61590	EAP EXPENSE	135.41	126.18	1,267.50	1,237.50
600-65-61595	YEARS OF SERVICE EXPENSE	0.00	0.00	0.00	2,745.00
600-65-61600	CAR ALLOWANCE	2,315.01	2,171.00	2,400.00	2,400.00
TOTAL PERSONNEL SERVICES		693,748.46	586,555.48	705,721.57	728,564.80

BUDGET PRESENTATION

AS OF: NOVEMBER 30TH, 2021

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
STAFF DEVELOPMENT					
600-65-62000	EDUCATION REIMBURSEMENT	0.00	0.00	0.00	800.00
600-65-62050	COMPUTER TRAINING	2,000.00	0.00	1,200.00	0.00
600-65-62080	TRAINING	335.40	391.20	1,400.00	2,070.00
600-65-62200	SUBS & MEMBERSHIPS	238.25	349.50	1,280.00	1,280.00
600-65-62250	MEETINGS & CONFERENCES	202.65	3,070.92	2,400.00	4,000.00
TOTAL STAFF DEVELOPMENT		2,776.30	3,811.62	6,280.00	8,150.00
PROFESSIONAL SERVICES					
600-65-72000	PROFESSIONAL SERVICES	23,554.93	5,236.38	25,192.66	23,215.20
600-65-72400	SETTLEMENT EXPENSES	40,000.00	0.00	0.00	0.00
TOTAL PROFESSIONAL SERVICES		63,554.93	5,236.38	25,192.66	23,215.20
SUPPLIES & COMMODITIES					
600-65-73000	OFFICE/OPERATING SUPPLIES	1,239.33	1,046.06	3,000.00	4,500.00
600-65-73010	COMPUTER SUPPLIES	0.00	0.00	400.00	400.00
600-65-73100	POSTAGE	15,223.42	11,968.45	18,800.00	18,800.00
600-65-73200	OFFICE EQUIPMENT	28.76	345.46	675.00	1,200.00
TOTAL SUPPLIES & COMMODITIES		16,491.51	13,359.97	22,875.00	24,900.00
OPERATING EXPENSE					
600-65-73500	FUEL	8,593.15	9,603.45	12,000.00	12,000.00
600-65-73540	ROCK MATERIALS	650.00	0.00	650.00	650.00
600-65-73710	SEWER SYSTEM SUPPLIES	1,176.19	850.85	2,000.00	2,000.00
600-65-73750	SEWER TREATMENT COSTS	599,488.26	432,313.32	625,000.00	630,000.00
600-65-73790	PERSONAL SAFETY	2,516.74	766.31	2,000.00	2,000.00
TOTAL OPERATING EXPENSE		612,424.34	443,533.93	641,650.00	646,650.00
MAINTENANCE EXPENSE					
600-65-74530	EQUIPMENT MAINTENANCE	7,102.22	5,990.42	11,000.00	11,000.00
600-65-74550	FLEET MAINTENANCE	10,310.41	7,546.08	10,000.00	10,000.00
600-65-74600	COMPUTER MAINTENANCE	13,499.20	11,707.60	13,699.20	13,254.00
600-65-74750	SEWER LINE MAINTENANCE	22,705.42	10,491.43	20,000.00	20,000.00
TOTAL MAINTENANCE EXPENSE		53,617.25	35,735.53	54,699.20	54,254.00
TOOLS & EQUIPMENT					
600-65-75300	HAND TOOLS	1,304.96	1,041.62	2,140.00	1,800.00
600-65-75310	SMALL EQUIPMENT	3,062.45	2,647.94	2,840.00	2,000.00
TOTAL TOOLS & EQUIPMENT		4,367.41	3,689.56	4,980.00	3,800.00
CONTRACTUAL EXPENSES					
600-65-76000	INSURANCE	16,381.85	17,405.52	18,000.00	19,260.00
600-65-76200	ADVERTISING	0.00	0.00	4,000.00	4,000.00
600-65-76210	PRINTING	2,458.41	2,302.71	3,500.00	4,675.00
600-65-76350	UNIFORMS	3,366.83	3,193.03	3,250.00	4,390.00
600-65-76390	EQUIPMENT RENTAL	2,672.54	342.82	2,600.00	4,200.00
600-65-76420	ONLINE & CC FEES	39,896.00	33,294.79	44,000.00	45,000.00
600-65-76425	NOTIFICATION FEES	243.90	152.20	500.00	500.00
600-65-76490	OFFICE EQUIPMENT LEASE	3,296.02	2,909.98	3,683.64	5,490.22
TOTAL CONTRACTUAL EXPENSES		68,315.55	59,601.05	79,533.64	87,515.22

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES		2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
UTILITIES					
600-65-76500	GENERAL PHONE SERVICE	2,322.27	2,470.63	1,500.00	2,284.00
600-65-76510	CELLULAR SERVICE	5,225.06	5,170.98	4,608.00	5,232.00
600-65-76520	PAGER SERVICE & EQUIPMENT	144.48	0.00	80.00	80.00
600-65-76550	INTERNET SERVICES	2,807.69	3,514.58	3,477.00	3,477.00
600-65-76590	PHONE INSTALLATION & MAINT	481.00	0.00	180.00	180.00
600-65-76600	ELECTRICITY	13,145.78	12,816.99	10,380.00	19,080.00
600-65-76700	GAS SERVICE	1,942.44	1,302.66	2,060.00	2,060.00
600-65-76800	TRASH SERVICE	609.00	547.50	288.00	770.00
TOTAL UTILITIES		26,677.72	25,823.34	22,573.00	33,163.00
BLDG MAINTENANCE					
600-65-76900	BLDG & GRNDS MAINT	7,990.39	7,719.59	8,422.00	12,741.00
600-65-76930	BLDG & JANITORIAL SUPPLIES	44.74	23.34	800.00	800.00
TOTAL BLDG MAINTENANCE		8,035.13	7,742.93	9,222.00	13,541.00
DEPR/AMORTIZATION					
600-65-77590	BAD DEBT EXPENSE	3,786.36	(47.14)	20,000.00	20,000.00
TOTAL DEPR/AMORTIZATION		3,786.36	(47.14)	20,000.00	20,000.00
MISCELLANEOUS EXPENSE					
600-65-78000	MISCELLANEOUS	2,425.18	655.23	1,400.00	2,500.00
TOTAL MISCELLANEOUS EXPENSE		2,425.18	655.23	1,400.00	2,500.00
CAPITAL EQUIPMENT					
600-65-78500	CAPITAL EQUIPMENT	4,091.51	78,231.59	84,848.00	55,211.25
600-65-78520	COMPUTER EQUIPMENT	2,899.76	3,479.35	4,340.00	7,480.00
600-65-78530	COMPUTER SOFTWARE	27,906.79	27,606.55	46,521.00	47,386.00
TOTAL CAPITAL EQUIPMENT		34,898.06	109,317.49	135,709.00	110,077.25
CAPITAL PROJECTS					
600-65-78860	LIFT STATIONS	8,346.84	6,890.85	7,000.00	7,000.00
600-65-78970	WASTEWATER TREATMENT PLANT	669,085.00	671,348.43	700,000.00	700,000.00
600-65-79400	ANNUAL CIP APPROPRIATION	45,977.00	0.00	175,000.00	205,360.00
600-65-79880	BUILDING IMPROVEMENTS	6,067.20	3,175.64	3,200.00	10,870.00
TOTAL CAPITAL PROJECTS		729,476.04	681,414.92	885,200.00	923,230.00
DEBT SERVICE					
600-65-89000	BOND PRINCIPAL	60,000.00	0.00	0.00	0.00
600-65-89100	INTEREST EXPENSE	1,200.00	0.00	0.00	0.00
600-65-89200	PRINCIPAL PAY/LOANS	733.00	0.00	0.00	0.00
600-65-89320	CUSTODIAL FEES - BONDS	239.39	0.00	208.34	0.00
TOTAL DEBT SERVICE		62,172.39	0.00	208.34	0.00
TOTAL SEWER		2,382,766.63	1,976,430.29	2,615,244.41	2,679,560.47

600-WATER/SEWER FUND

DEPARTMENTAL EXPENDITURES	2020 ACTUAL	2021 ACTUAL	2021 BUDGET	2022 APPROVED
STORM WATER				
PROFESSIONAL SERVICES				
OPERATING EXPENSE				
CAPITAL EQUIPMENT				
CAPITAL PROJECTS				
TOTAL EXPENDITURES	6,017,898.79	4,438,927.84	5,876,906.62	6,895,184.12
REVENUES OVER/(UNDER) EXPENDITURES	357,287.54	1,565,782.26	405,869.38	128,741.86
OTHER FINANCING SOURCES & USES				
OTHER SOURCES				
OTHER USES				
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTEHR USES	357,287.54	1,565,782.26	405,869.38	128,741.86

Comprehensive Fee Schedule
City of Grain Valley, Missouri



2022

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ADMINISTRATION | CITY CLERK FEES Fees Collected at City Hall 711 Main Street, Grain Valley, MO 64029		
FEE TYPE	**DESCRIPTION**	**CURRENT FEES**
Occupational Licenses		
	Application Fee annual July 1-June 30 no proration	$50.00
	Late Fees	
	Renewals after July 15th 10%	$5.00
	Renewals after August 15th 5%	$7.50
	Renewals after September 15th 5%	$10.00
	Renewals after October 15th 5%	$12.50
	Renewals after November 15th 5%	$15.00
	Temporary Contractor Fee (Limit 2 per year)	$20.00
	Hotels & Motels - Per Room Occupant Fee	$10.00
Landlord Registration		
	Landlord Registration Permit	$35.00
Fireworks Sales		
	Permit Fee	$100.00
Records Requests		
	Binder	$5.00
	Copier Charges when Exceeds 4 Pages	
	Per Page Copy Fee (8.5" x. 11")	$0.10
	Per Page Copy Fee (8.5" x 14")	$0.30
	Per Page Copy Fee (11" x 17")	$0.50
	Video Transfer/Copy Fee	$15.00
Elections		
	Candidate Filing Fee	$5.00
Liquor Licenses		
	Class "A"-Manufacturer of intoxicating malt liquor	$375.00
	Class "B" - Manufacturer, distilling, blending intoxicating liquors	$675.00
	Class "C" Distributor or wholesaler of intoxicating malt liquors	$150.00
	Class "D" Retailers selling intoxicating malt liquors only for consumption on premises (including Sunday)	$75.00
	Class "E" Retailers selling intoxicating malt liquors only in the original package for consumption off premises (including Sunday)	$75.00

Class "F" Retailers selling intoxicating liquors in the original package, for consumption off premises (weekdays only)	$150.00
Class "G1" Class "G1" Restaurant-Bar (weekdays only) Retailers selling of wine and intoxicating liquors by the drink for consumption on/off premises	$450.00
Class "G2"Cocktail Lounge-Bar Retail selling of liquor by the drink	$450.00
Class "H" Sunday retail selling of malt and intoxicating liquors by the drink, on the premises; or in original package for consumption on or off premises	$300.00
Class "I" Temporary/Catering License for liquor by the drink	$15 per day
Class "J" Wine and malt beverage tasting on premises	$37.50
Class "K" Temporary permit for sale by drink of intoxicants and non-intoxicating beer for certain organizations	$37.50
Class "L" Convention trade area (*not available to new licensees after 4/22/19*)	$450.00
Class "M" Consumption of Liquor on Premises Not Licensed to Sell (C.O.L. license - Building and Hall Rentals 7 days a week)	$90.00
Transfer of Existing License to Another Location	$50.00
Expansion of Location Issued an Existing License	$50.00

COMMUNITY DEVELOPMENT FEES Fees Collected at City Hall 711 Main Street, Grain Valley, MO 64029		
FEE TYPE	**DESCRIPTION**	**CURRENT FEES**
Planning & Zoning Application Fee		
	Preliminary Plat/Per Lot	$400.00 + 5
	Final Plat/Per Lot	$300.00 + 10
	Lot Split	$300.00 + 10
	Annexation	$250.00
	Re-Zoning	$500.00
	Variance	$250.00
	Conditional/Special Use Permit	$500.00
	Site Plan Review (In Transition Overlay)	$300.00
	Vacation (ROW or Easement)	$300.00
	Land Disturbance Permit	$150.00
	Floodplain Development Permit	$150.00
Water Connection Fee		
(Builder's Permit)	*Meter Size*	
	5/8"	$3,828.00
	3/4"	$3,828.00
	1"	$8,316.00
	2"	$26,070.00
	3"	$60,825.00
	4"	$97,218.00
	6"	$187,809.00
	Additional Meter	$500.00
Sewer Connection Fee		
(Builder's Permit)		
Fee based on meter size	5/8" or 3/4"	$1,800.00
	1"	$3,910.00
	2"	$12,260.00
	3"	$28,600.00
	4"	$45,710.00
	6"	$88,310.00
Building Permit Fees		

	Construction Fee = > $50,000 Add the following: *Construction Value shall be determined by using the most current Building Valuation Data Table published by the International Code Council. The square foot construction cost for the type of construction in the table will be multiplied by 0.78 to reflect lower building costs in the city	$400 + 0.4% of Construction Value
	Construction Fee = < $50,000 Add the following: *Construction Value shall be determined by using the most current Building Valuation Data Table published by the International Code Council. The square foot construction cost for the type of construction in the table will be multiplied by 0.78 to reflect lower building costs in city.	0.8% of Construction Value
	Commercial Plan Review	65% of Cost of Permit
	Residential Plan Review	40% of Cost of Permit
	Marketing Fee	$0.00
	Re-Inspection Fee after 2 Failures	$50.00
	Over 30 Day Admin Fee	$50.00
	Minimum Permit Fee	$30.00
	Non-Roadway Inspection (per 100 lineal ft)	$35.00
Right of Way Fees	Roadway Inspection (per 100 lineal feet)	$70.00
	Roadway Reinspection (per 100 lineal feet)	$25.00
	Water Sprinkler Permit	$20.00
	Meter/Tap Reinspect Fee	$35.00
	New Blasting Permit	$100.00
	Blasting Permit Renewal	$25.00
Miscellaneous Fees	Sign Permit	$100.00
	Off-Premise Sign Permit (Billboard)	$200.00
	Temporary Sign Fee	$35.00
	Fence Permit	$35.00
	Abatement Process Administration Fees	$37.00
Developer Construction Fees (Construction Permit)	*% Shown is Percentage Paid to City*	
	Construction Plan Review 100%	$350.00
	Linear Foot Roadway 3%	$350.00
	Linear Foot Sanitary Sewer 8" 3%	$35.00
	Linear Foot Sanitary Sewer 10" 3%	$39.00
	Linear Foot Sanitary Sewer 12" 3%	$44.00
	Linear Foot Sanitary Sewer 15" 3%	$51.00
	Linear Foot Storm Sewer 12" 3%	$36.00

	Linear Foot Storm Sewer 15"	3%	$42.00
	Linear Foot Storm Sewer 18"	3%	$44.00
	Linear Foot Storm Sewer 24"	3%	$48.00
	Linear Foot Storm Sewer 30"	3%	$64.00
	Linear Foot Storm Sewer 36"	3%	$76.00
	Linear Foot Storm Sewer 42"	3%	$82.00
	Linear Foot Storm Sewer 48"	3%	$96.00
	Linear Foot Water Line 6"	3%	$25.00
	Linear Foot Water Line 8"	3%	$31.00
	Linear Foot Water Line 12"	3%	$42.00
	Bridges and Culverts	3%	Actual Cost
	Traffic Sign & Street Sign	100%	$280.00
	North Outfall Sewer Basin Per Acre	100%	$1,000.00
	Water Usage Per Linear Foot	2%	$5.92
	Street Light Pole Upgrade Each	100%	$3,000.00
Books	Standard Details Book		$25.00
	Planning & Zoning Code		$25.00

POLICE DEPARTMENT FEES Fees Collected at Police Department 711 Main Street, Grain Valley, MO 64029		
FEE TYPE	**DESCRIPTION**	**CURRENT FEES**
Police Reports		
	Accident or Incident Reports	$5.00
	Copies of In-Car Camera Video	$25.00
Fingerprinting		
	Applicant or CCW Cards	$5.00
Golf Cart & Low Speed Vehicle Permit		
	Even Year new registration/renewal	$30.00
	Odd Year new registration/renewal	$15.00
Special Event Permit		
	Block Parties	$5.00
	Parades, Boot Blocks, Walk/Run, Fireworks, Concerts, Etc.	$15.00
Employer Liquor Serving Permit		
	Initial Application and Renewals	$10.00
ANIMAL CONTROL FEES **Fees Collected at Police Department 711 Main Street, Grain Valley, MO 64029**		
FEE TYPE	**DESCRIPTION**	**CURRENT FEES**
Animal License		
	Dog or Cat (per animal fee)	$10.00
	Late Fee	$10.00
	Exotic (other than domesticated dog or cat)	$100.00
	Late Fee	$25.00
Animal Impound		
	1st Impound fee	$40.00
	Charge Per Day	$20.00
	2nd Impound Fee	$75.00
	Charge Per Day	$22.50
	3rd Impound Fee	$125.00
	Charge Per Day	$25.00
Animal Surrender		
	Domesticated Animals Only	$75.00
PARKS & RECREATION FEES		

Fees Collected at the Community Center 713 N Main Street, Grain Valley, MO 64029		
FEE TYPE	**DESCRIPTION**	**CURRENT FEES**
Community Center		
Multi-Purpose Room Rental (Banquets, Parties, Etc)	Large Group	$85.00
	Large Group Security Deposit	$150.00
	Small Group	$55.00
	Small Group Security Deposit	$50.00
Gym Rental		
sports-related practices/games	Per Hour-Resident	$30.00
	Per Hour-Non-Resident	$45.00
	Day Pass >18	$5.00
Meeting Room Rental		
Winona Burgess Room	Per Hour - Resident	$30.00
	Per Hour - Non-Resident	$45.00
	Security Deposit	$50.00
Community Center Kitchen		
	Kitchen Rental	$30.00
Fitness Center Pass		
	Walk-in	$5.00
	Individual Monthly Pass - Resident	$30.00
	Individual Monthly Pass - Non-Resident	$35.00
	Individual Yearly Pass - Resident	$190.00
	Individual Yearly Pass - Non-Resident	$215.00
	Couple Yearly Pass - Resident	$260.00
	Couple Yearly Pass - Non-Resident	$300.00
	Family/Corporate Yearly Pass - Resident	$325.00
	Family/Corporate Yearly Pass - Non-Resident	$380.00
	Senior Individual Lifetime Pass - Resident	FREE
	Senior Individual Lifetime Pass - Non-Resident	$100.00
	Senior Couple Lifetime Pass - Resident	FREE
	Senior Couple Lifetime Pass - Non-Resident	$150.00
Community Center/Aquatic Center		
Combination Pass	Family - Resident	$425.00
	Family - Non-Resident	$525.00

AQUATIC CENTER Fees Collected at the Community Center 713 N Main Street, Grain Valley, MO 64029

FEE TYPE	DESCRIPTION	CURRENT FEES
Pool Pass		
	Day Pass under age 4	FREE
	Day Pass age 4 and up	$5.00
	Individual Season - Resident	$65.00
	Individual Season - Non-Resident	$95.00
	Family Season - Resident	$120.00
	Family Season - Non-Resident	$190.00
Pool Rental		
	Rental (Up to 30 People)	$155.00
	Rental (30 up to 75 People)	$195.00
	Rental (75 People and Over)	$235.00
Shelter Rental		
	Per Time Block	$30.00
	All Day	$45.00
Pavilion Rental		
	Per Hour	$40.00
	Security Deposit	$55.00
Athletic Field		
	Per Hour	$25.00
	All Day - Armstrong Park	$125.00
	All Day - Monkey Mtn.	$125.00
	Field Set-up	$30.00
	Field Lighting (Per Hour)	$25.00
Permits		
	Alcohol Permit	$35.00

CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	B21-35	
AGENDA TITLE	**AN ORDINANCE AMENDING THE BUDGET OF THE CITY OF GRAIN VALLEY, MISSOURI FOR THE FISCAL YEAR 2021**	
	Finance	
PRESENTER	Steven Craig, Finance Director	
FISCAL INFORMATION	Cost as recommended:	Not Applicable
	Budget Line Item:	See Ordinance
	Balance Available:	Not Applicable
	New Appropriation Required:	[X] Yes [ ] No
PURPOSE	Annual amendment to the current budget (2021) to more accurately reflect the actual revenues and expenditures.	
BACKGROUND	N/A	
SPECIAL NOTES		
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	
REFERENCE DOCUMENTS ATTACHED	Ordinance	

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-35* ORDINANCE NO. _____
SECOND READING _____
FIRST READING _____

AN ORDINANCE AMENDING THE BUDGET OF THE CITY OF GRAIN VALLEY, MISSOURI FOR THE FISCAL YEAR 2021

WHEREAS, the Board of Aldermen adopted the Fiscal Year 2021 budget on November 23, 2020, by Ordinance No. 2528; and

WHEREAS, the Fiscal Year 2021 budget estimates the year's revenues and expenditures; and

WHEREAS, the annual fiscal year budget amendment done at year-end helps to more accurately reflect the actual revenues and expenditures at fiscal year-end; and

WHEREAS, this amendment addresses 2021.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The following expenditures are hereby appropriated from the revenues and fund balances of each fund, to each fund, for the purpose stated:

	Revenues	**Expenditures**	**Balance**
General Fund	$4,438,358	$4,437,913	$445
Economic Development	$39,250	$39,250	$0
Park Fund	$1,492,095	$1,447,046	$45,049
Transportation Fund	$1,662,452	$1,651,126	$11,326
Public Health Fund	$106,200	$102,425	$3,775
Debt Service Fund	$2,301,000	$2,184,714	$116,286
Water/Sewer Fund	$6,282,776	$5,876,907	$405,869
Capital Improvement Fund	$512,000	$494,800	$17,200
Old Towne TIF Fund	$365,000	$365,000	$0
ARPA Fund	$1,465,569	$0	$1,465,569
Marketplace TIF (300)	$5,000	$5,000	$0
Marketplace TIF Reserve (301)	$0	$0	$0
Marketplace TIF Project #2 (302)	$947,000	$937,000	$10,000
Marketplace IDA Bonds (305)	$212,000	$208,000	$4,000
Marketplace NID (310)	$220,000	$216,200	$3,800
Marketplace CID (321)	$475,000	$470,000	$5,000
Interchange Mercado CID Project #3 (322)	$10,000	$5,000	$5,000
Interchange Village of Grain Valley CID Project #3 (323)	$36,700	$36,700	$0
Interchange TIF Project #1A (325)	$120,000	$5,000	$115,000
Interchange TIF Project #3 (330)	$95,000	$12,000	$83,000
Interchange TIF Project #4 (340)	$62,500	$5,000	$57,500

SECTION 2: Effective Date: the amendment is in effect immediately after passage.

Read two times and PASSED by the Board of Aldermen this ___day of_____, *2021*, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN STRATTON	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

_____ _____

Lauber Municipal Law
City Attorney

Chuck Johnston
Mayor

ATTEST:

_____

Jamie Logan
City Clerk

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CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	B21-36	
AGENDA TITLE	**AN ORDINANCE AMENDING TITLE III TRAFFIC CODE SCHEDULE IV-A PARKING PROHIBITED OF THE CITY OF GRAIN VALLEY MUNCIPAL CODE**	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Mark Trosen, Community Development Director	
FISCAL INFORMATION	Cost as recommended:	$0.00
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To change “No Parking” requirements on Cross Creek Drive from Ryan Road to Sni-A-Bar Blvd. from continuous to weekdays from 7 am to 7 pm except on designated holidays.	
BACKGROUND	See Traffic Study	
SPECIAL NOTES		
ANALYSIS	N/A	

PUBLIC INFORMATION PROCESS	Ordinance 1308 passed by the Board of Alderman on January 24, 2000 included a change to Table IV-A Prohibited Parking that included Cross Creek Drive from Ryan Road to Sni-A-Bar Blvd. However, the No Parking signs were never placed. Upon learning of this requirement, staff placed the “No Parking” signs. Immediately requests began to remove the requirement or allow parking during certain time. Staff completed a traffic study between November 12, 2021 and November 22, 2021 to determine when should “No Parking” restrictions be in place. The results of the study show that if parking restrictions were in place from 7 am to 7 pm on weekdays (except for designated holidays), traffic would be allowed flow freely and without restriction during the morning and evening rush hours.
BOARD OR COMMISSION RECOMMENDATION	N/A
DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Staff Study, Ordinance 1308, and Ordinance

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-36*

ORDINANCE NO. _____
SECOND READING _____
FIRST READING _____

AN ORDINANCE AMENDING TITLE III TRAFFIC CODE SCHEDULE IV PARKING PROHIBITED SECTION OF THE GRAIN VALLEY MUNICIPAL CODE

WHEREAS, the City of Grain Valley, Missouri, through its Code of Ordinances, has the authority to prohibit the standing or parking of vehicles at times and locations specified within the corporate limits; and

WHEREAS, according to Section 315.010 the City Engineer has the authority to install traffic control devices; and

WHEREAS, the Board of Alderman have reviewed this change and deemed it to be in the best interest of the City.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The Title III Traffic Code Schedule IV Parking Prohibited Section of the City of Grain Valley Municipal Code, is hereby amended as follows:

Cross Creek Drive	From Ryan Road to Sni-A-Bar Blvd during the hours of 7:00 am to 7:00 pm Monday through Friday except Designated Holidays as defined in Section 300.010.

SECTION 2: Section 300.010 is hereby amended to add the following definition:

DESIGNATED HOLIDAYS

The following holidays are to be used as designated holidays within the context of TITLE III: New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day. Should any of these holidays fall on a weekend, then the designated holiday will be the Friday before the Saturday holiday or the Monday after the Sunday holiday.

Read two times and PASSED by the Board of Aldermen this _____ day of _____, *2021*, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN STRATTON	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

_____	_____
Lauber Municipal Law City Attorney	Chuck Johnston Mayor

ATTEST:

_____
Jamie Logan
City Clerk

Grain Valley City Hall
711 Main Street
Grain Valley, Missouri 64029
816.847.6220
Fax: 816.847.6206
www.cityofgrainvalley.org

Traffic Study Conducted at Cross Creek Drive from Ryan Road to Sni-A-Bar Boulevard For "No Parking"

Background:

Cross Creek Drive from Ryan Road to Sni-A-Bar Boulevard is 36-foot-wide Collector Street. Cross Creek Drive currently is listed in in Table IV-A Parking Prohibited of Title III of the Traffic Code. This section of Cross Creek Drive was placed in Table IV-A by Ordinance 1308 which was approved by the Board of Alderman on January 24, 2000. Staff was recently made aware that the No-Parking signs were not installed and had them installed to comply with the Code of Ordinances. Since the signs were not there originally several requests have been made to revisit the need for "No Parking" on this section of roadway.

Data Collection:

A traffic counter was set out on November 12, 2021 to determine the high traffic times and speeds so we could determine if the "No Parking" requirement could be changed or limited. The counter was retrieved on November 22, 2021. Staff wanted to be sure to cover the weekend period to ensure that on street parking wouldn't interfere with high traffic times.

Standards:

Currently there is only one standard that applies to this situation on Cross Creek Drive.

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."

However, as a rule on street parking on Collector streets is discouraged due to the higher traffic volumes on Collector streets.

Analysis:

Section 355.020 states that "No person shall park any vehicle upon a street, other than an alley, in a manner or under such conditions as to leave available less than ten (10) feet of width for free movement of vehicular traffic."

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The pavement at this location is approximately 34 feet wide. When 2 vehicles are parked across from each other, approximately 15 feet is available between them. So, this standard is met.

Traffic Analysis:

The traffic information gathered during the November 12, 2021 to November 22, 2021 traffic data collection reveals:

1. Weekday high traffic volumes occurred between 7 am to 10 am and 3 pm to 8 pm. Traffic volumes varied from 100 to 200 vehicles per hour during this time.
2. Weekend high traffic volumes occurred only from 3 pm to 8 pm. However, these traffic volumes were approximately half of those during weekdays with the highest volumes experienced on Sunday afternoons.
3. The 85th percentile speed for the traffic on Cross Creek averages between 32 and 36 mph, but the speed limit is 25 mph.
4. Analysis of speeding vehicles indicates that nearly every vehicle is speeding.
5. The highest speeds were registered during the morning rush hour on weekdays.

Conclusions and Recommendations:

Based on the above analysis, “No Parking” could be restricted to weekdays from 7 am to 7 pm except holidays. Since there hasn’t been a parking restriction for many years this restriction should free up road conditions during the morning and evening rush hours but still allow parking during periods of lower traffic volumes.

Based on most requests received after the parking restrictions were put in place, the above recommendation is a reasonable compromise. Based on all the above data, I recommend allowing parking on weekends, holidays and before and after weekday work hours.

Study Prepared by:

Richard J. Tuttle, P.E.
City Engineer

CITY OF GRAIN VALLEY

STATE OF MISSOURI

BILL NO 00-01

ORDINANCE 1308

INTRODUCED BY: LOGAN
EMERGENCY

FIRST READING 1/24/00

SECOND READING 1/24/00

AN ORDINANCE AMENDING TITLE III, CHAPTER 335, SCHEDULE II; STOP INTERSECTIONS, OF THE CODE OF ORDINANCES OF THE CITY OF GRAIN VALLEY, MISSOURI

WHEREAS, the City of Grain Valley, Missouri, through its Code of Ordinances, has the authority to regulate and control traffic within the corporate limits; and

WHEREAS, from time to time, the need arises to amend and update specific provisions relating to traffic; and

WHEREAS, due to growth and development of the City and the increase in traffic the following changes are necessary to protect the citizens of Grain Valley.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

Section 1. The Traffic Code, Municipal Code, City of Grain Valley, Missouri, is hereby amended at Schedule II by adding the following **Stop** sign locations, to-wit:

STOP ON	AT
Nelson Dr.	Cross Creek Dr.
Nelson Dr.	Brome Dr.
Shorthorn Dr.	Sni-A-Bar Blvd.
Nelson Dr.	Shorthorn Dr.
Nelson Dr.	Foxtail Dr.
Graystone Cir.	Graystone Dr.
Westview Dr.	Meadowood Dr.
Gateway	Meadowood Dr.
Harvest Dr.	Creekridge Dr.
Gateway	Harvest Dr.

Gateway	Lee Ann Dr.
Christie Ln.	Sni-A-Bar Blvd.
Lois Ln.	Sandy Ln.
Westview Dr.	Ridgeview Dr.
Sunset Dr.	Meadowood Dr.
Gateway	Ridgeview
Westview	Meadow Dr.
Sunset	Ridgeview
Gateway	Meadow Dr.
Sni-A-Bar Blvd.	Cross Creek Dr.
Sni-A-Bar Blvd.	Cross Creek Dr.
Cross Creek Dr.	Sni-A-Bar Blvd.
Cross Creek Dr.	Sni-A-Bar Blvd.
Cross Creek Dr.	Nelson Dr.
Cross Creek Dr.	Nelson Dr.

Section 2. The Traffic Code, Municipal Code, City of Grain Valley, Missouri, is hereby amended at Schedule II by adding the following **Right Turn Only** sign locations:

Sni-A-Bar Blvd.	Cross Creek Dr.
Sni-A-Bar Blvd.	Cross Creek Dr.
Cross Creek Dr.	Sni-A-Bar Blvd.
Cross Creek Dr.	Sni-A-Bar Blvd.

Section 3. The Traffic Code, Municipal Code, City of Grain Valley, Missouri, is hereby amended at Schedule II by adding the following **No Parking** sign locations:

Sni-A-Bar Blvd. from AA Hwy. to the east to the end of Sni-A-Bar Blvd.
Cross Creek Dr. from Ryan Rd. to Sni-A-Bar Blvd.

Section 4. The Traffic Code, Municipal Code, City of Grain Valley, Missouri, is hereby amended at Schedule II by adding the following **Emergency Snow Route** sign locations:

Sni-A-Bar Blvd. from AA Hwy. to the east to the end of Sni-A-Bar Blvd.
Cross Creek Dr. from Ryan Rd. to Sni-A-Bar Blvd.
Graystone Dr. from Sni-A-Bar Blvd. to Montana Dr.

The Director of Public Works is hereby directed to immediately erect stop signs at the above locations.

Section 5. This ordinance shall be in full force and effect immediately after its passage.

Section 6. This ordinance is deemed an emergency. due to public safety and protection of the citizens of Grain Valley.

Read two times and PASSED by the Board of Aldermen this 24th day of JANUARY, 2000 the aye and nay votes being recorded as follows:

ALDERMAN CLARK yes

ALDERMAN SCULLY yes

ALDERMAN STEWART yes

ALDERMAN FARLIN yes

ALDERMAN JOHNSON yes

ALDERMAN LOGAN yes

Mayor (in the event of a tie only) _____

Approved as to form:

James T. Cook

James T. Cook, City Attorney

Connie Martin

Connie Martin, Mayor

ATTEST:

Carol Branson

Carol Branson, City Clerk

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CITY OF GRAIN VALLEY BOARD OF ALDERMEN AGENDA ITEM		
MEETING DATE	12/13/2021	
BILL NUMBER	B21-37	
AGENDA TITLE	**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A VEHICLE TOW YARD**	
REQUESTING DEPARTMENT	COMMUNITY DEVELOPMENT DEPARTMENT	
PRESENTER	MARK TROSEN, DIRECTOR	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	To approve a conditional use permit to allow the applicant to operate a vehicle tow yard on approximately 0.5-acre lot.	
BACKGROUND	The property is zoned District M-1 (Light Industrial). The property is Lot 3 of James Rollo Business Park – 1st Plat. The plat was recorded February 16, 1994.	
SPECIAL NOTES	None	
ANALYSIS	Please refer to Staff Report	
PUBLIC INFORMATION PROCESS	Public notice was given in the Examiner as required by State Statute and property owners of record within 185 feet of the applicant's property were notified by letter.	

BOARD OR COMMISSION RECOMMENDATION	The Planning and Zoning Commission held a public hearing on Wednesday, November 10, 2021. The Commission recommends approval of the conditional use permit subject to the following conditions: 1) The Conditional Use Permit will expire 3 years from the date of the Board of Aldermen ordinance. 2) The applicant shall install an opaque, sight-obscuring eight (8) foot high fence using the materials allowed in the City's zoning regulations, Section 400.230 C.9, replacing the existing chain link fence, shielding view of the tow yard from street. 3) The applicant shall plant evergreen trees every two feet from center of tree within limited grass areas. The evergreen trees must have a minimum height of 5 feet when planted. 4) The applicant shall provide to Staff before operating the tow yard either a letter stating that a tow yard is exempt or provide a National Pollutant Discharge Elimination System (NPDES) Permit from Missouri Department of Natural Resources.
DEPARTMENT RECOMMENDATION	Staff recommends approval
REFERENCE DOCUMENTS ATTACHED	Ordinance, application, applicant's statement, Lease Agreement, aerial map, James Rollo Business Park – 1st Plat, Photos of Property, Staff Report

CITY OF GRAIN VALLEY **STATE OF MISSOURI**

BILL NO. *B21-37*

ORDINANCE NO. _____
SECOND READING _____
FIRST READING _____

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A VEHICLE TOW YARD

WHEREAS, the Mayor and the Board of Aldermen are committed to the development of the City.

WHEREAS, a public hearing was held on November 10, 2021 in which the Planning and Zoning Commission recommended approval of a conditional use permit subject to four conditions for a vehicle tow yard on approximately 0.5-acre lot that is generally located less than ½ mile east of Buckner Tarsney Road on the south side of James Rollo Drive at the end of James Rollo Lane aka 511 NE James Rollo Drive.

WHEREAS, a public hearing concerning said matter was held before the Board of Aldermen at the Grain Valley City Hall in Grain Valley, Missouri, at the hour of 7:00 p.m. on December 13, 2021; and

WHEREAS, the Board of Aldermen has determined that the proposed land use will not seriously injure the appropriate use of neighboring property and will conform to the general intent and purpose of Chapter 400, Zoning Regulations, in the City Code of Ordinances.

NOW THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley, Missouri as follows:

SECTION 1: The Conditional Use Permit to operate a vehicle tow yard is hereby approved subject to the following conditions:

1) The Conditional Use Permit will expire in 3 years from the date of the Board of Aldermen ordinance. If the applicant wants to continue the tow yard on this property, the applicant will need to apply for a new conditional use permit at that time.

2) The applicant shall install an opaque, sight-obscuring eight (8) foot high fence using the materials allowed in the City's zoning regulations, Section 400.230 C.9, replacing the existing chain link fence, shielding view of the tow yard from street.

3) The applicant shall plant evergreen trees every two feet from center of tree within the limited grass areas. The evergreen trees must have a minimum height of 5 feet when planted.

4) The applicant shall provide to Staff before operating the tow yard either a letter stating that a tow yard is exempt or provide a National Pollutant Discharge Elimination System (NPDES) Permit from Missouri Department of Natural Resources.

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

Read two times and PASSED by the Board of Aldermen this ___day of_____, *2021*, the aye and nay votes being recorded as follows:

ALDERMAN BASS	_____	ALDERMAN CLEAVER	_____
ALDERMAN HEADLEY	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN STRATTON	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

_____ _____

Lauber Municipal Law
City Attorney

Chuck Johnston
Mayor

ATTEST:

_____

Jamie Logan
City Clerk

Grain Valley, Missouri
Come Home To Opportunity

Community Development
Mark Trosen, Director

BOA STAFF REPORT
HOOKERS TOWING
DECEMBER 13, 2021

PURPOSE: Requesting a Conditional Use Permit for a vehicle tow yard on approximately 0.5-acre lot. The property is zoned District M-1 (Light Industrial). The 0.5-acre is generally located less than ½ mile east of Buckner Tarsney Road on the south side of James Rollo Drive at the end of James Rollo Lane, aka 511 NE James Rollo Drive.

ANAYLSIS: The applicant leases the property from Schneider Bailey, Inc. The term if the lease agreement is one year. The lease agreement stipulates that the applicant can use and occupy the property only as a tow lot.

Referencing the applicant's written description of request, he states that primary use of the property will be the business office and dispatching calls to drivers. The applicant would like to store up to 35 towed vehicles or vehicles owned by Hookers Towing LLC. This will be used as a storage facility only.

The applicant further states that most vehicles that are towed to this site with collision damage will be there for a short time waiting on insurance viewing and then towed to another location. He states that they will not be "junking or parting" the vehicles on this property.

The applicant is going to provide a secure 8-foot fence to secure the front of the building from street view. Photographs show the property and the existing chain link fence with barb wire at top.

In Section 400.240 1. ab. (Conditional Uses) of the City's Zoning Regulations, it states that the towing yard must be shielded from view from streets and from adjacent properties in another district by means of a sturdy, sight-obscuring eight (8) foot high fence in good repair and two (2) rows of alternate planted evergreen trees for screening purposes.

The surrounding properties are zoned District M-1 (Light Industrial) therefore, a privacy fence is not required along generally the south, west, and north property lines. The opaque fence is only required along the front property line to shield the view from the street.

Because of the condition of the property not caused by the applicant, it would be difficult to comply with the two (2) rows of alternate planted evergreen trees. Staff suggests that the applicant only be required to plant evergreen trees in the limited grass areas. The evergreen trees must have a minimum height of 5 feet.

PAGE 2, STAFF REPORT
HOOKERS TOWING
DECEMBER 13, 2021

PUBLIC INFORMATION AND PROCESS: Public Notice was given in the Examiner and by letter to property owners of record within 185 feet of the applicant's property.

STAFF RECOMMENDATION: Staff recommends approval of the Conditional Use Permit for a Vehicle Tow Yard subject to the following conditions:

1) The Conditional Use Permit will expire in 3 years from the date of the Board of Aldermen ordinance. If the applicant wants to continue the tow yard on this property, the applicant will need to apply for a new conditional use permit at that time.

2) The applicant shall install an opaque, sight-obscuring eight (8) foot high fence using the materials allowed in the City's zoning regulations, Section 400.230 C.9, replacing the existing chain link fence, shielding view of the tow yard from street.

3) The applicant shall plant evergreen trees every two feet from center of tree within the limited grass areas. The evergreen trees must have a minimum height of 5 feet when planted.

PLANNING AND ZONING COMMISSION: The Commission held a public hearing on November 10, 2021. The Commission voted to recommend approval to the BOA subject to Staff's Conditions and adding additional condition:

4) The applicant shall provide to Staff before operating the tow yard either a letter stating that a tow yard is exempt or provide a National Pollutant Discharge Elimination System (NPDES) Permit from Missouri Department of Natural Resources.

(1253669)

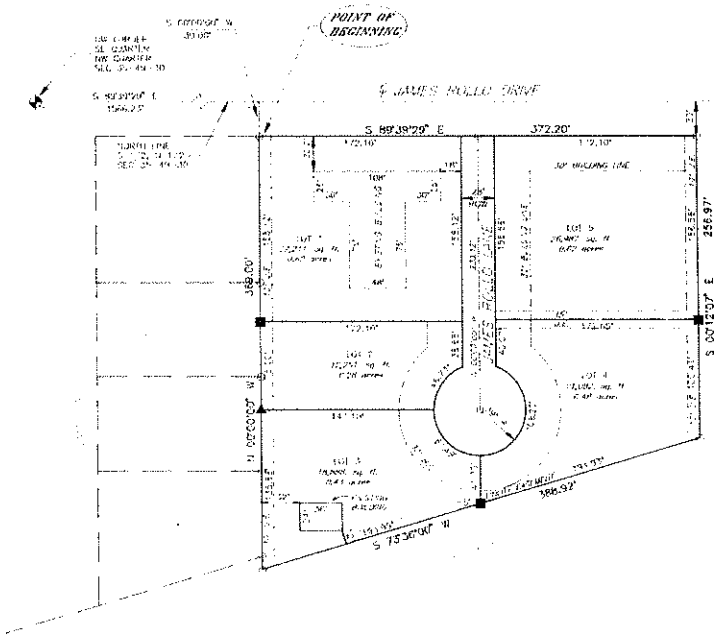
1997 FEB 16 P 3:41.0

Final Plat of

JAMES ROLLO BUSINESS PARK – 1ST PLAT

Lots 1 thru 5

GRAIN VALLEY, JACKSON COUNTY, MISSOURI



GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

NORTH

LEGAL DESCRIPTION

All that part of the South Half of the North Half of Section 35, Township 48, Range 33, Grain Valley, Jackson County, Missouri described as follows: Commencing at the Northwest Corner of the Southeast Quarter of the Northeast Quarter of said Section 35; thence South 89°39'29" East along the North Line of the South One Half of the South One Half of said Section 35 a distance of 1566.23 feet; thence South 00°00'00" West a distance of 30.00 feet to the Northeast Corner of PARKER ADDITION, a subdivision of land in said City, County and State, said Corner also being on the South Right-of-Way Line of James Rollo Drive as now established, said Corner also being the True Point of Beginning; thence South 89°39'29" East along a line parallel to and 30 feet South of the centerline and extension thereof of Interstate James Rollo Drive a distance of 372.20 feet; thence South 00°12'07" East a distance of 256.97 feet (Deed = 256.59 feet); thence South 73°30'00" West a distance of 388.92 feet; thence North 00°00'00" West along the East Line of said PARKER ADDITION and an extension thereof a distance of 388.00 feet (Deed = 388.59 feet) to the True Point of Beginning.

Containing 2.67 Acres.

EASEMENTS

An easement or license is hereby granted to the City of Grain Valley to locate, construct and maintain or to authorize the location, construction and maintenance of conduits, gas, water, power lines, poles, wires, anchors and surface drainage and all or any of them over, under and along the strips of land designated as "Utility Easement" or by the abbreviation "U.E." on the accompanying plat.

STREETS

Street right-of-way shown on the accompanying plat not heretofore dedicated to public use is hereby dedicated.

DEDICATION

The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision shall hereafter be known as JAMES ROLLO BUSINESS PARK – 1ST PLAT.

In testimony whereof, the owners of the above described tract of land have hereunto set their hands.

Howard W. Stiefel Jr. — Edna L. Gillette

State of Missouri)
County of Jackson)

On this 16th day of February, 1998, before me, the undersigned Notary Public, personally appeared Howard W. Stiefel and Edna L. Gillette, husband and wife, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public in and for Jackson County, Missouri

My Commission Expires: [illegible]

This plat of JAMES ROLLO BUSINESS PARK – 1ST PLAT was duly submitted to and approved by the Grain Valley Planning and Zoning Commission this 10th day of February, 1998.

Chairman — Secretary

These easements and rights-of-way accepted by the Governing Body of Grain Valley, Missouri this 16th day of February, 1998.

Mayor

Attest: City Clerk

Entered on transfer record this day of , 1998.

County Recorder of Deeds

SURVEYOR'S CERTIFICATION

I hereby certify that the within plat of JAMES ROLLO BUSINESS PARK – 1ST PLAT is based on an actual survey made by me or under my direct supervision and said survey meets or exceeds the current "Minimum Standards for Property Boundary Surveys" as established by the Department of Natural Resources, Division of Geology and Land Survey of the State of Missouri. I further certify that the corners shown on this plat are found or set as indicated on this plat; that the lot corners were monumented as indicated on this plat; that I have complied with all State, Jackson County, and City statutes, ordinances, and regulations governing the practice of surveying and platting of subdivisions to the best of my professional knowledge and belief.

By: [signature]

Date: January 2, 1998

MONUMENTATION

- Found 5/8" Iron Rod
- Set 5/8" Iron Rod W. Cap "L.S. 741"
- Set 1/2" Iron Rod W. Cap "L.S. 2001"
- Set Mag Nail

Monuments indicated as "Set" to be installed within 6 months of recording of plat.

BEARINGS ARE BASED ON THE BEARINGS FOUND ON RECORD WARRANTY DEED R-1460/662 AND THE PLAT OF PARKER ADDITION.

NOTICE: BY THIS SURVEY WAS PREPARED IN CONNECTION WITH THE REVIEW OF THIS PLAT BY THE CITY OF GRAIN VALLEY, MISSOURI. ANY EXISTING EASEMENTS, RIGHTS-OF-WAY, ENCROACHMENTS, RESTRICTIONS, OR ANY OTHER MATTERS AFFECTING THIS PROPERTY.

OWNER(S) and DEVELOPER(S)

L. J. Skinner & Associates
1901 S.W. Jefferson Parkway
Suite 100
Lees Summit, Mo. 64081
(816) 246-1999

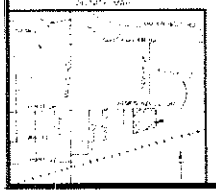
OWNER(S) OF RECORD

Howard W. Stiefel
and Edna L. Gillette
918 E. James Rollo Drive
Grain Valley, Mo. 64029
(816) 229-4914

RECORDED BOOK 1-460 PAGE 662

SURVEYOR

Jackson O. Albert
Albert Surveying, Inc.
P.O. Box 1
Grain Valley, Mo. 64029
(816) 229-3300



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June 24, 2021

Tax Parcels Addresses

Addresses

Nearmap

Red: Band_1

Green: Band_2

Blue: Band_3

1:1,128

0 0.01 0.01 0.03 mi

0 0.01 0.02 0.04 km

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20210760

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Come Home To Opportunity

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Grain Valley, MO 64029
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816.847.6206 fax
www.cityofgrainvalley.org

PLANNING & ZONING APPLICATION

PROJECT INFORMATION

Location: 511 James Rollo Drive (0.44 acres)

Subdivision: James Rollo Business Park Lot #: 3 Zoning District: M-1 (Light Industrial)

Description of Request:

Requesting a Conditional Use Permit for a Vehicle Tow Yard

APPLICANT INFORMATION

Name: Hookers Towing / Andrew Langer

Company: Hookers Towing

Address: 511 James Rollo Dr. Grain Valley mo. 64029.

Telephone: 816-867-5244 Fax: 816-867-5245 E-mail: Hookerstowing816@gmail.com

Property Owner: Schneider Bailey Inc. 816-560-4047

Additional Contact(s): Andrew Langer 816 365-2275

Type of Application: Check Type & Submit Corresponding Requirements		Submittal Requirement List:	
	Rezoning 1 • 2 • 5 • 10 • 11 • 14	1	Legal description of subject property
	Ordinance Amendment 10	2	Map depicting general location of site
X	Special/Conditional Use Permit 1 • 2 • 10 • 11 • 14	3	Summary Site Analysis depicting current character of site
	Temporary Use Permit 2 • 10 • 14	4	Preliminary Plat (3 full size copies)
	Preliminary Plat 1 • 3 • 4 • 14	5	Preliminary Development/ Site Plan (6 copies)
	Final Plat/ Lot Split 1 • 6 • 12 • 13 • 14 • 15	6	Final Plat (6 copies)
	Preliminary Development/Site Plan 1 • 3 • 5 • 8 • 9 • 14	7	Final Development/ Site Plan (6 copies)
	Final Development/Site plan 1 • 7 • 8 • 9 • 14 • 15	8	Landscaping Plan (6 copies)
	Site Plan 1 • 7 • 8 • 9 • 12• 14 • 15	9	Building Elevations (6 copies)
	Vacation of Right-of-way or Easement 1 • 14 • 16 • 17	10	Written description of the proposal
	Future Land Use Map (Refer to page 9)	11	List of property owners within 185 feet
Note: Include at least one 8 ½ x 11 copy of all drawings and plans will all applications.		12	Construction plans for all public works improvements (6 copies)
		13	Copies of tax certificates from City and County
		14	Proof of ownership or control of property (deed, contract, lease) or permission from property owner
		15	Off-site easements if necessary
		16	Survey of vacation area
		17	Utility Comment Form - City will provide form

[Note: Applications must be completed in their entirety and all submittal requirements must be submitted at the time the application is submitted. Additional submittals may be requested as provided for in the Grain Valley City Code.]

The applicant hereby agrees that all information is provided as required with this application and the City Code:

Applicant's Signature — Date: 10-10-21

Applicant's Signature — Date

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Commercial Lease Agreement

This Lease is made this 06 day of 21 (Month), 2021 (Year) by and between Schneider Bailey Inc (hereinafter "Landlord") and Andrew Langer DBA Hookers Towing (hereinafter "Tenant"). In consideration for the mutual promises and covenants contained herein, and for other good and valuable consideration, the parties hereby agree as follows:

1. The Landlord leases to the Tenant, and the Tenant rents from the Landlord the following described premises: 511 James A Rollo Dr. Grain Valley, Mo. 64029

2. The term of the Lease shall be for 6-21-2021 commencing _____ and ending 6-21-2022

3. The Tenant shall pay to Landlord as rent $ ~~[illegible]~~ $18,000.00 per year in equal monthly installments of $ 1500.00 payable in advance 1st of Month (Time Period).

4. This Lease is subject to all present or future mortgages affecting the premises.

5. Tenant shall use and occupy the premises only as a Towing Lot (Tenant Rental Status) subject at all times to the approval of the Landlord.

6. The Tenant shall not make any alterations, additions or improvements to the premises without the prior written consent of the Landlord.

7. The Landlord, at his own expense, shall furnish the following utilities or amenities for the benefit of the Tenant: None

8. The Tenant, at his own expense, shall furnish the following: Any upgrades all utilities & Landscaping.

9. The Tenant shall purchase at his own expense public liability insurance in the amount of $ 100,000.00 as well as fire and hazard insurance in the amount of $ 200,000.00 for the premises and shall provide satisfactory evidence thereof to the Landlord and shall continue same in force and effect throughout the Lease term hereof.

10. The Tenant shall not permit or commit waste to the premises.

11. The Tenant shall comply with all rules, regulations, ordinances codes and laws of all governmental authorities having jurisdiction over the premises.

12. The Tenant shall not permit or engage in any activity that will effect an increase in the rate of insurance for the Building in which the premises is contained nor shall the Tenant permit or commit any nuisance thereon.

13. The Tenant shall not sublet or assign the premises nor allow any other person or business to use or occupy the premises without the prior written consent of the Landlord, which consent may not be unreasonably withheld.

14. At the end of the term of this Lease, the Tenant shall surrender and deliver up the premises in the same condition (subject to any additions, alterations or improvements, if any) as presently exists, reasonable wear and tear excluded.

15. Upon default in any term or condition of this Lease, the Landlord shall have the right to undertake any or all other remedies permitted by Law.

16. This Lease shall be binding upon, and inure to the benefit of, the parties, their heirs, successors, and assigns.

Signed this 06 day of 21st (Month) 2021 (Year).

Andrew Langer — Schneider Bailey Inc. Cynthia Elaine Langer "President"

Tenant — Landlord

ELECTRONICALLY RECORDED
JACKSON COUNTY, MISSOURI
06/24/2021 3:59 PM
COV FEE: $24.00 2 PGS

INSTRUMENT NUMBER
2021E0069186

File No.: 1268063
Stewart Title Company

MISSOURI WARRANTY DEED

(Multiple Grantors Conveying to an Individual Grantee)

THIS INDENTURE, made on this 21st day of June, 2021, by and between Daniel Harper and Chandra Harper, husband and wife of the County of Jackson, State of Missouri, hereinafter referred to as "Grantors", and Schneider Bailey, Inc., hereinafter referred to as "Grantee". The mailing address of the Grantee is 2803 S. Dillingham Road, Grain Valley, MO 64029.

WITNESSETH, THAT THE SAID GRANTORS, in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to them paid by the said GRANTEE (the receipt of which is hereby acknowledged) does, by these presents, GRANT, BARGAIN and SELL, CONVEY and CONFIRM unto the GRANTEE, their heirs and assigns, the following described lots, tracts or parcels of land, lying, being and situate in the County of Jackson and State of Missouri, to-wit:

Lot 3, JAMES ROLLO BUSINESS PARK-1ST PLAT, a subdivision in Grain Valley, Jackson County, Missouri.

TO HAVE AND TO HOLD, the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging or in anywise appertaining unto the said Grantee and unto their heirs and assigns forever; the said Grantors hereby covenanting that they are lawfully seized of an indefeasible estate in fee of the premises herein conveyed; that they have good right to convey the same, that the said premises are free and clear from any encumbrance done or suffered by them or those under whom they claim; and that they will warrant and defend the title to said premises unto the said Grantee and unto their heirs and assigns forever, against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the said Grantors have hereunto set their hands and seals the day and year above written.

Daniel Harper
D.H.

Chandra Harper CH

State of Missouri
County of Jackson

On this the 21 day of June, 2021, before me, Suzanne Mendoza, a Notary Public in and for said state, personally appeared Daniel Harper and Chandra Harper, a married couple, known to me to be the person(s) who executed the foregoing instrument, and acknowledged to me that he/she/they executed the same for the purposes therein stated.

In Witness Whereof, I have hereunto set my hand and affixed my official seal the day and year last above written.

Notary Public ~~Suzanne Mendoza~~ Michael Zarrillo MZ
My Commission Expires: October 25, 2024

MICHAEL ZARRILLO
Notary Public, Notary Seal
State of Missouri
Jackson County
Commission # 20606009
My Commission Expires 10-25-2024

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Hookers Towing LLC

511 James Rollo Dr. Grain Valley Mo 64029.

Tel: 816-867-5244

Fax: 816-867-5245

Operating Business: Towing Service

Operating Hours: M-F 9-6pm Sat. 8am-12pm

Primary Business: Office and Dispatching

Storage Lot: 35 cars

This tow lot primary use will be to have office staff operate out of the office. And dispatch calls to drivers. Would like to store up to 35 towed in vehicles or vehicles owned by Hookers Towing LLC. This will be used as a storage facility only. Most vehicles with collision damage only remain on the lot long enough for insurance purposes. Or time for us to obtain a title. No fluids will be stored at this location (oil, gas, diesel). We will not be junking or parting the vehicles out at this lot. We are going to provide a secure 8 ft. fence to secure the front of the building from street view. A lot of renovations have already been made to this location. The office has been completely remodeled, new garage doors on the shop, repairs to the outside of the building, painting to the exterior of the building. When this property was purchased, it was in very rough space. Animals had been left in the building. No repairs had been to the building or garage. No trees had been trimmed in long time. We came in made this place look very professional and actually like an operating business. The owner of Hookers Towing has been in the tow business all his life. With his family in the towing industry over 30+ plus years. The owner of Hookers has 2 other locations that are well maintained and taken care of on daily basis. And he has towing contracts with Independence Police, and many other insurance companies. His business is not like a typical tow service. He holds his self to a higher standard level of professionalism. He will follow all rules and regulations placed by the city.

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Hookers Towing
Conditional Use Permit Application for Tow Yard
511 NE James Rollo Drive







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Staff Reports

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Grain Valley, Missouri
Come Home To Opportunity

Community Development
Mark Trosen, Director

Board of Aldermen Report
December 13, 2021

(For the Month of November; YTD)

Permits Issued – 53; YTD 766

NSFR – 12; YTD 122
Duplex – 0; 0
Commercial New – 0; YTD 9
Commercial Other – 3; YTD 17
Residential other – 18; YTD 160
Fence – 6; YTD 155
Roof -7; YTD 156
Pools – 0; YTD 11
Demo – 0; YTD 0
Right-of-Way – 4; YTD 85
Construction – 1; YTD 2
Signs – 0; YTD 19
Planning/Zoning – 2; YTD 30

Codes Enforcement & Inspections – 411; YTD 4,477

Total Building Inspections – 209; YTD 2,419
- Residential – 203; YTD 2,226
- Commercial – 5; YTD 115
- Misc. Stops- 1; YTD 78

Code Violation Inspections – 152; YTD 1,448
- New – 102; YTD 1,079
- Closed- 50; YTD 369

Utility Inspections – 50; YTD 610
- Sewer – 18; YTD 152
- Water – 6; YTD 109
- Sidewalks – 6; YTD 71
- Driveways – 9; YTD 126
- Right-of-Way – 0; YTD 10
- Final Grade – 6; YTD 53
- PW Finals – 5; YTD 89

Public Works

Work Orders Completed – 89; YTD 770
Utility Locate Requests – 226; YTD 2,331
Water Main Taps – 11; YTD 138
Water Meters –
- New Construction Install – 17; YTD 141
- Repairs – 6; YTD 62
- Replacement – 1; YTD 149
- Replacement Program – 0; YTD 211

Additional Items

Yard restoration due to water main breaks on Hillside Court and Gregg St.
Pothole repair in various locations
Performed routine monthly maintenance at water and pump stations
Installed new signs below Welcome to City for 2020 Population – 15,627

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