



Work Session Agenda
BOARD OF ALDERMEN
CITY OF PARKVILLE, MISSOURI
October 27, 2015 4:00 p.m.
City Hall Boardroom

1. GENERAL AGENDA

- A. Proposed 2016 Operating and Capital Budget
- B. Review the revised City of Parkville Personnel Manual

CITY OF PARKVILLE

Policy Report

Date: October 22, 2015

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Matthew Chapman
Finance/Human Resources Director

ISSUE:
Second Work Session – 2016 City of Parkville Operating and Capital Budget

BACKGROUND:

The City operates on a January 1 – December 31 fiscal year and therefore must adopt a 2016 budget before the end of the calendar year. The process involves four budget work sessions followed by an action item on a regular meeting to review and adopt the final budget. Attachment 1 includes responses to questions that were raised at the first work session.

At the first budget work session, staff presented preliminary budget sheets for the General Fund, Economic Development Fund, Emergency Reserve Fund, Fewson Fund, Nature Sanctuary Donations Fund, Park Donations Fund, and Projects Fund. The second budget work session is intended to focus on the Debt Service Funds and the Capital Improvement Program (CIP).

The City has five active debt service funds. The Certificates of Participation Fund (22) covers payments for the 2006 Certificates of Participation (COPs), which includes City Hall and voter-approved projects from the 2004 ballot measure. It is scheduled for refunding in December 2015 (Series 2015 COPs). The debt has historically been supported by the temporary property tax levy (2004 portion) and General Fund revenues. Due to savings from the refunding, there will not be a General Fund transfer for this debt in 2016. Those dollars are recommended for redirection to the Emergency Reserve Fund.

The Sewer Debt Service Fund (30) includes sewer utility projects that are supported by sewer fees. Last year a 2003 lease purchase that covered emergency upgrades to the wastewater treatment plant (WWTP) was retired. Therefore, the only remaining sewer debt is a 2004 State Revolving Fund (SRF) loan that funded other plant upgrades. It is set to expire in 2024.

The City has limited general obligation debt for three Neighborhood Improvement Districts (NIDs) that is supported by annual assessments applied to the benefitting property owners. The River Park NID Bond Fund (21) includes debt that financed infrastructure (primarily streets and sewer lines) in The National. The River Park NID bonds are set to be fully repaid in 2020. The City issued permanent financing for the Brush Creek and Brink Meyer NIDs in 2014. The Brush Creek NID debt financed the extension of sewer infrastructure, and the Brink Meyer NID debt supported improvements to Brink Myers Road, including the retaining wall. The City has interest-only payments for these bonds in 2015 and 2016, and the Board established a long-term financing strategy to make future payments of assessments are delayed due to delinquencies. *Note: Since the first work session, minor revisions were made to the Emergency Reserve Fund forecast and budget sheets based on updated budget projections for the Brush Creek and Brink Meyer NIDs (see Attachment 6).*

The Preliminary Capital Improvement Program (CIP) includes \$981,880 of projects for the 2016 budget year. Note: This first version of the CIP does not yet include the Sewer Fund projects, which are still being reviewed and finalized by staff. Transportation Fund projects are included, but are still preliminary. Both the Sewer Fund and Transportation Fund portions of the CIP will be reviewed in subsequent work sessions along with the operating budgets for those funds. The 2016 General Fund CIP is currently at \$333,880. This recommendation was developed based on available funding and staff capacity to complete projects and purchases within the year. Finally, the CIP includes approximately \$16 million of projects that are outside the five-year program and listed for “future years” due to limited funding. Direction is requested regarding the relative priority of any of these projects.

BUDGET IMPACT:

As this is a work session, there is no budget impact at this time.

ALTERNATIVES:

1. Provide direction to City Administration regarding the 2016-2021 CIP.
2. Table the discussion.

STAFF RECOMMENDATION:

Provide direction to City Administration regarding the 2016-2021 CIP.

SUGGESTED MOTION

As this is a work session, no motion is necessary.

ATTACHMENTS:

1. Responses to Questions from the First Budget Work Session – 10-20-15
 2. Debt Service
 - a. Forecast Sheet
 - b. Budget Sheets
 3. Preliminary Capital Improvement Program (CIP)
 - a. CIP Summary
 - b. Budget Year Projects (2016)
 - c. Five-Year Projection (2017-2021)
 - d. Unfunded Future Projects
 4. Transportation Fund
 - a. Forecast Sheet
 - b. Budget Sheet
 5. Revised General Fund Forecast Sheet – 10-22-15
 6. Revised Emergency Reserve Fund – 10-22-15
 - a. Forecast Sheet
 - b. Budget Sheet
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CITY OF PARKVILLE
Memorandum

Date: Thursday, October 22, 2015

To: Mayor and Board of Aldermen

From: Tim Blakeslee, Assistant to the City Administrator

CC: Lauren Palmer, City Administrator
Department Heads

RE: Budget Work Session Follow Up Information

Below is a summary of questions or requests for additional information that were raised by the Mayor or Board of Aldermen at the first budget work session on October 20, 2015. This document will be updated after subsequent work sessions as new questions are raised and additional information becomes available.

Items That Are Addressed in this Memorandum

- 1. What is the detail behind why 2015 expenses in the General Fund are projected to end ≈\$620,000 under budget?**

Please see **Attachment 1**.

- 2. What is the trend of budget vs. actuals for the General Fund since 2010?**

Please see **Attachment 2**. On average over the last six years, the City has ended the year 5.4% below budget for personnel costs. The six-year average drops to 3.6% when calculated for all expenses. Based on this trend of being roughly within 5% of budget over time, staff does not recommend significantly altering the methodology for budgeting. With that said, the gap of expenses falling below budget has widened each year for the last three years with a spike projected in 2015. As explained in the response to question #1, a combination of factors contributed to the abnormally high savings in 2015, and many of those factors influenced adjustments for the 2016 budget.

Over half of the expenses in the General Fund are associated with personnel, so any attempt to narrow the gap will likely need to include personnel costs. Currently the City budgets for full employment. This generally contributes to some level of year-end savings due to routine turnover. However, it is difficult to budget for vacancies without knowing which department/division will experience turnover during the year. At this time, no change is recommended, and staff is seeking guidance from the auditor on this issue.

3. What is recommended for the 2016 waste events in Parkville?

In 2015, the City provided 3 distinct waste events for Parkville residents. The events are as follows:

Event Name	Description	Cost
Northland Recycling Extravaganza	Northland Recycling Extravaganza is a free event and is open to everyone. The goal of the Northland Recycling Extravaganza is to help people get rid of those items that are traditionally hard to recycle or dispose of by providing a one-stop drop off location.	2015: \$699.97 for each participating community (Riverside, North Kansas City, Parkville). Does not include in-kind costs of staff time to organize and staff the event.
Spring/Fall Yard Waste Drop Off	For one month in the spring and fall Parkville Residents can drop off yard waste for no charge at the Damon Pursell Construction Lot.	2015: \$1,128 for the spring yard waste drop off. Fall is anticipated to be somewhat higher.
Fall Clean Up	One day drop off of a number of bulky items. Includes city wide curbside pickup of similar items.	Approximately \$5,500-\$6,000 per cleanup event.

The City did not hold the following events in 2015:

Event Name	Description	Cost
Regional Household Hazardous Waste (HHW) Collection Program	Allows residents to dispose of such items as household cleaners, lawn and garden products, automotive fluids, paints and other chemical products. In 2015 the city began a bi-yearly rotation and the event will return in 2016.	\$400
Spring Clean Up	One day drop off of a number of bulky items. Does not include curbside pickup.	Approximately \$4,500-\$5,000 per cleanup event.

The recommended 2016 budget includes funds to reinstate the spring clean-up event in 2016 while maintaining the other events held in 2015. Throughout 2015, staff received numerous complaints about discontinuing the spring clean-up event. A survey regarding waste events was conducted during the fall clean-up and can be found in **Attachment 3**. Additionally, Riverside has chosen not to continue its partnership with the Northland Recycling Extravaganza event in 2016. As a result, staff plans to research if there is interest in hosting some of the more popular vendors of the Northland Recycling Extravaganza (shredding, electronics, mattresses, etc...) at the spring clean-up event. Staff plans to relocate the spring clean-up event to Platte Landing Park to allow for the HHW event to be held at the same time (HHW events must be held on a paved surface). Both events will benefit from concurrent advertising.

4. Are their plans to improve grounds maintenance at City Hall?

Until recently no staff person or department had oversight for grounds maintenance at City Hall. The City Administrator directed that this duty be assigned to the parks division, which was part of the justification for the additional position request for the parks division in 2016. In 2015, \$2,500 was budgeted for landscaping city parks and facilities (line 525-07-51-01). The parks division was previously only planning to spend approximately \$500 of these funds but was directed to utilize the remaining funds to install appropriate plantings at City Hall this year. Additionally, this budget line item was increased from \$2,500 to \$5,000 in 2016 to accommodate the estimated \$2,500 of landscaping/maintenance needs for the new Route 9 entryway signage. Along with various landscaping and weeding work, staff plans to remove and replace the rose bushes around City Hall. The rose bushes are overgrown and have not been properly maintained. They have become a hazard to City property by regularly scraping police vehicles and snagging police uniforms.

5. Clarification on employment status of Nature Sanctuary employees.

A question was raised regarding the employment of the Nature Sanctuary employees and if their contract status (IRS 1099) would create a conflict with the proposed 501c3 organization. Both Nature Sanctuary staff members are employees of the City and not contractors, so there should be no issue.

Pending Items

Staff is still working on these items, and responses will be provided for a subsequent work session.

1. Please conduct a survey regarding waste events on social media or through other means to gather input from a broader audience than just those who use the service.
2. Please have the Parkville EDC research the ratio of public to private investment in other comparable economic development organizations.

ATTACHMENTS:

1. 2015 expenses: budget vs. projected
2. Chart of budget vs. actuals for the last 5 years
3. Waste event survey conducted at the fall clean-up

Attachment 1:

The table below summarizes the major factors contributing to the difference between projected and budgeted expenses in 2015 for each department/division. Items **highlighted in red** have already been modified for the 2016 budget based on 2015 actuals.

Division	2015 Budget	2015 Projected	Notes
Administration	995,582	842,078	Negotiated savings with MPR for workers compensation, property, and liability coverage (risk savings) - \$52,300; personnel - \$10,200; savings for legal expenses - \$75,000
Police	1,246,588	1,078,999	Personnel - \$128,500 (Police Major vacancy and routine officer turnover); risk savings - \$12,300; fuel savings - \$20,000
Court	156,709	140,540	Prosecutor savings - \$4,000; Boarding of Prisoners - \$10,800 (fluctuates year-to-year; County is changing fee policy)
Public Works	185,922	172,211	Personnel (director salary – using savings for intern in 2016) - \$17,600; overage in professional fees due to increase in capital projects and plan reviews – (\$5,000); staff is evaluating development fee options to pass along impact
Com Dev	289,400	265,425	Personnel (vacancies, less-than-expected intern hours) - \$18,123; code enforcement mitigation - \$7,000; needs fluctuate year-to-year so this line item will be reduced in 2016 to cover routine repairs; savings may need to be utilized for major issues
Street	382,729	366,136	Personnel (vacancies) - \$14,500
Parks	352,079	312,159	Personnel - \$12,100; risk savings - \$4,000; maintenance (fuel) - \$13,330; City services (landscaping) - \$4,000; increased year-end spending projection for landscaping in 2015 to address needs at City Hall

Nature Sanctuary	31,077	29,142	Maintenance - \$1,450
IT	40,324	37,514	Contractual services - \$4,000 (fluctuates based on need for IT support; plan to keep at budgeted level since needs may increase as hardware ages)
PIO	17,750	15,500	Budget reduced to \$13,810 in 2016
Capital Outlay	356,175	168,511	Crooked Rd. savings - \$31,000; parks projects to be completed in 2016 - \$75,000 (storage shelter, master plan); CD project to be completed in 2016 - \$67,000 (zoning/subdivision regulations); vehicle purchase savings - \$6,700 (CIP requests for 2016 were adjusted based on 2015 rates)
Transfers	277,250	281,827	Route 9 Downtown Entryway Project (to Projects Fund) – (\$4,577)
Total	\$ 4,331,585	\$ 3,710,043	Difference = \$621,542

Attachment 2:

PERSONNEL ONLY	2010		2011		2012		2013		2014		2015		2016
	Budget	Actual	Budget	Projected	Budget								
Administration	367,400	345,533	368,000	357,707	391,900	370,626	424,835	364,487	428,718	405,961	427,633	417,459	458,096
Police	772,700	773,592	816,600	755,771	858,550	834,801	927,488	864,710	954,636	876,130	966,255	837,755	935,932
Municipal Court	100,900	97,990	105,650	102,196	101,950	102,023	102,501	105,222	104,814	106,237	110,379	106,164	107,141
Public Works	72,700	65,259	83,300	81,307	85,150	86,801	88,625	87,804	114,409	81,817	142,041	124,400	160,352
Com Dev	204,600	201,448	218,900	214,758	230,950	223,594	237,821	222,902	227,942	221,349	234,304	216,181	272,603
Streets	238,900	243,030	243,000	241,455	257,950	248,925	260,904	254,907	273,887	256,718	277,483	262,896	284,487
Parks	125,600	128,879	136,600	129,305	135,750	132,759	149,984	141,764	171,753	159,458	180,048	167,914	183,442
Nature Sanctuary	13,000	12,528	16,200	16,476	11,150	10,765	14,095	11,654	19,550	16,149	19,577	19,577	27,181
Total	1,895,800	1,868,257	1,988,250	1,898,975	2,073,350	2,010,294	2,206,253	2,053,451	2,295,709	2,123,818	2,357,720	2,152,347	2,429,234
% Above/(Below) Budget		-1.5%		-4.5%		-3.0%		-6.9%		-7.5%		-8.7%	
ALL EXPENSES	2010		2011		2012		2013		2014		2015		2016
	Budget	Actual	Budget	Projected	Budget								
Administration	804,500	779,493	796,300	1,014,724	1,060,650	1,275,198	874,894	766,897	909,886	896,855	995,582	842,078	1,007,526
Police	1,034,400	996,341	1,113,800	1,016,325	1,083,200	1,036,993	1,172,161	1,096,361	1,212,836	1,096,979	1,246,588	1,078,999	1,223,870
Municipal Court	138,700	138,436	149,750	140,468	146,750	138,839	144,621	135,531	147,314	138,999	156,709	140,540	155,671
Public Works	110,300	105,988	166,550	152,923	108,050	99,926	100,253	102,708	146,414	145,444	185,922	172,211	215,770
Community Development	259,800	250,145	280,650	265,555	279,700	262,111	286,347	258,083	265,367	249,809	289,400	265,425	323,629
Streets	586,100	588,228	653,350	669,589	640,000	600,367	644,812	674,175	360,137	340,633	382,729	366,136	401,026
Parks	325,450	268,566	337,450	223,396	251,100	250,508	250,983	251,594	302,008	281,741	352,079	312,159	356,007
Nature Sanctuary	34,400	51,678	23,900	23,747	18,250	17,258	26,295	19,352	28,300	27,156	31,077	29,142	39,681
Information Technology	-	-	-	-	-	-	26,500	45,884	46,900	34,167	40,324	37,514	43,974
Public Information	33,300	29,094	48,400	43,074	36,700	30,638	34,950	16,915	17,600	15,450	17,750	15,500	13,810
Capital Outlay (CIP)	-	-	-	-	-	-	-	-	245,750	118,562	356,175	168,511	333,880
Transfers	221,000	245,992	218,000	359,079	461,500	567,558	720,000	720,000	538,000	538,000	277,250	281,827	317,500
Total	3,547,950	3,453,962	3,788,150	3,908,880	4,085,900	4,279,396	4,281,816	4,087,498	4,220,512	3,883,795	4,331,585	3,710,043	4,432,344
% Above/(Below) Budget		-2.65%		3.2%		4.7%		-4.5%		-8.0%		-14.3%	

Attachment 3:

Total of 90 responses.

1. Which Cleanup event do you prefer?
Spring: 8
Fall: 36
Both: 44
2. Do you use curbside pickup?
Yes: 36
No: 52
3. Do you use the Recycling Extravaganza?
Yes: 48
No: 41
4. Do you use electrical/appliance drop-off?
Yes: 48
No: 42
5. Do you use the Deramus hazardous waste drop-off?
Yes: 53
No: 35

Comments (Not all comments included. Many just wrote “thank you”.)

- 1) This is a great thing to do for Parkville citizens.
- 2) Great service from the guys!
- 3) I use Platte County hazardous waste drop-off.
- 4) I love the service this provides for the residents of Parkville. The workers that help unload are always helpful and friendly.
- 5) Please keep both clean-ups
- 6) We need both spring and fall cleanups
- 7) Give back 2 days spring and fall cleanups
- 8) Keep up the great work!
- 9) Like cleanup dumpsters in both spring and fall
- 10) Appreciate the ability to clean twice a year. Need better notice of the event!
- 11) These events help keep the City clean of debris!
- 12) Did not know about recycling program. Brad 216-6953
- 13) Have Sat. & Sun. spring and fall cleanup
- 14) Need both cleanups and hazardous waste day
- 15) Great crew!
- 16) No preference on cleanup – keep both!
- 17) We really appreciate all of these. Wish cleanup was twice a year!
- 18) Never heard of Deramus but would use it!

- 19) Haven't used Deramus yet, but will soon
- 20) Appreciate the service
- 21) Rain sometimes kills an entire spring or fall cleanup
- 22) Curbside not available in east side area
- 23) Don't get enough info on other drop-offs for hazardous waste.
- 24) Didn't know about Deramus
- 25) Didn't get a flyer in the mail announcing cleanup dates
- 26) Excellent service from your staff
- 27) Good job, but I was not notified by mail
- 28) A newsletter would be awesome with all the information
- 29) Thanks for helping keep the community clean
- 30) Why not Sunday too?
- 31) Wonderful to have this service in Parkville. Guys were very helpful in helping to unload

Combined Debt Service Funds

Last Updated 10/22/15

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Revenues											
COPs Revenues (22)	555,644	550,801	564,464	564,517	570,030	330,636	373,581	404,541	415,799	415,448	434,050
Transfer from Sewer Fund (30)	198,952	202,233	191,504	332,784	335,109	185,515	180,953	182,095	182,947	178,651	179,311
River Park NID Revenues (21)	323,302	327,408	323,969	324,000	322,180	321,300	324,000	324,000	324,000	154,412	-
Brush Creek NID Revenues (23)			2,083	392,550	256,148	252,997	392,550	392,550	392,550	392,550	392,550
Brink Meyer NID Revenues (24)			1,522	278,496	182,874	149,988	278,496	278,496	278,496	278,496	278,496
Total Debt Service Revenues:	1,077,898	1,080,442	1,083,542	1,892,347	1,666,341	1,240,436	1,549,581	1,581,681	1,593,791	1,419,556	1,284,407

Expenditures

Debt Retirement

COPs (22)	451,755	463,146	468,123	478,740	478,740	330,636	373,581	404,541	415,799	415,448	434,050
Sewer Service Debt (30)	198,952	202,233	191,504	332,784	335,109	185,515	180,953	182,095	182,947	178,651	179,311
River Park NID (21)	317,313	322,296	321,787	321,856	321,856	321,300	318,875	320,175	320,794	320,719	-
Brush Creek NID (23)				230,663	230,663	189,088	395,938	394,563	393,038	396,288	394,313
Brink Meyer NID (24)				182,875	182,874	149,988	287,888	288,613	289,188	289,613	289,888

Reserves

COPs (22)	103,889	87,654	91,852	85,777	91,290	-	-	-	-	-	-
River Park NID (21)	5,989	5,113	2,183	2,144	324		5,125	3,825	3,206	(166,307)	-
Brush Creek NID (23)			-	161,887	20,013	63,909	(3,388)	(2,013)	(488)	(3,738)	(1,763)
Brink Meyer NID (24)			-	95,622	-	-	(9,392)	(10,117)	(10,692)	(11,117)	(11,392)
Total Debt Service Expenditures:	1,077,898	1,080,442	1,075,448	1,892,349	1,660,869	1,240,436	1,549,581	1,581,681	1,593,791	1,419,556	1,284,407

Debt Service Fund Reserve Balances

COPs (22)	237,969	325,623	417,475	503,252	594,542	-	-	-	-	-	-
River Park NID Retirement (21)	146,531	151,644	153,827	155,970	154,151	154,151	159,276	163,101	166,307	-	-
Brush Creek NID Reserve (23)			2,083	148,770	12,368	66,548	318,445	301,232	285,545	266,607	249,644
Brush Creek NID Maintenance Reserve (23)				15,200	9,728	19,456	45,600	60,800	76,000	91,200	106,400
Brink Meyer NID Reserve (24)			1,522	93,894			206,511	193,145	179,203	164,837	150,195
Brink Meyer NID Maintenance Reserve (24)				3,250			9,750	13,000	16,250	19,500	22,750
Total Debt Service Reserves	384,500	151,644	574,907	920,337	770,788	240,155	739,582	731,278	723,305	542,144	528,990

Restricted Bond Reserve Funds

COPs (22)	640,000	640,000	640,000	640,000	640,000						
Brush Creek NID Retirement (23)	-	-	398,225	398,225	398,225	398,225	398,225	398,225	398,225	398,225	398,225
Brink Meyer NID Retirement (24)	-	-	290,288	290,288	290,288	290,288	290,288	290,288	290,288	290,288	290,288
Total Bond Reserve Funds	640,000	640,000	1,328,513	1,328,513	1,328,513	688,513	688,513	688,513	688,513	688,513	688,513

Assumptions:

1. Restricted bond reserves are typically held to mitigate risk for bondholders and are used to make the final payment for outstanding bond issues.
2. 2006 COPs bond reserve is used to pay down principal for Series 2015 Refunding.
3. Future reserve balances (2017 and beyond) for Brush Creek and Brink Meyer NIDs are dependent on collection of delinquent assessments.
4. COPs revenues include General Fund transfers and a portion of temporary operating levy revenues.
5. NID revenues include assessments, interest, and interfund loans (emergency reserve transfers).

River Park NID Bonds (21) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	River Park Special Assessment	Assessment levied on property owners in the River Park NID.	41001-00	327,198	323,803	323,800	322,000	321,100
	Interest Income	Interest earned from general fund investments.	41701-00	211	167	200	180	200
Total River Park NID Bonds (21) Revenues				327,408	323,969	324,000	322,180	321,300
Expenses	Bond Principal	Payment of bond principal.	10-01-00	265,000	270,000	275,000	275,000	280,000
	Bond Interest	Payment of bond interest. Drop in interest payments is due to refinancing of bond issue at lower interest rates.	10-02-00	56,713	51,363	46,256	46,256	40,700
	Bond Fees	Payment of bond fees.	10-03-00	583	424	600	600	600
	River Park NID Reserve	Transfer of outstanding balance to be held in reserve for future debt payments.	20-01-00	5,113	2,183	2,144	324	
Total River Park NID Bonds (21) Expenses				327,409	323,970	324,000	322,180	321,300

Certificates of Participation (COPs) (22) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	Property Taxes	Property taxes collected for debt service.	41001-00	328,479	332,383	337,167	338,500	330,536
	Interest Income	Interest earned from investments.	41701-00	299	2,854	2,100	2,700	100
	Interest on COPS Reserved Funds	Interest earned from investments.	41701-01	8,022	8,227	8,000	11,580	
	Transfer from General Fund	This fund transfer covers the lease payment on City Hall.	42020-00	214,000	221,000	217,250	217,250	
Total COPs (22) Revenues				550,800	564,464	564,517	570,030	330,636
Expenses	2006 COPS Bond Principal	Payment of bond principal.	10-01-00	235,000	250,000	270,000	270,000	270,000
	2006 COPS Bond Interest	Payment of bond interest.	10-02-00	224,496	215,098	204,890	204,890	56,636
	2006 COPS Bond Fees	Payment of bond fees.	10-03-00	3,650	3,025	3,850	3,850	4,000
	COPs Debt Reserve	Monies transferred to the General Debt Reserve; anticipated for early debt retirement.	20-01-00	87,654	96,341	85,777	91,290	
Total COPs (22) Expenses				550,800	564,464	564,517	570,030	330,636

Brush Creek NID Bonds (23) Revenues and Expenses								
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	Brush Creek Special Assessment	Assessment levied on property owners in the Brush Creek NID.	41001-00			388,030	248,497	248,497
	Penalties	Fees collected by the County and remitted to the City for assessments that are collected after the deadline.					843	
	Interest Income	Interest earned from general fund investments.	41701-00			4,520	6,808	4,500
Total Brush Creek NID Bonds (23) Revenues				-	-	392,550	256,148	252,997
Brush Creek NID Bonds (23) Expenses								
	Bond Principal	Payment of bond principal.	10-01-00					
	Bond Interest	Payment of bond interest. Drop in interest payments is due to refinancing of bond issue at lower interest rates.	10-02-00			228,663	228,663	187,088
	Bond Fees	Payment of bond fees.	10-03-00			2,000	2,000	2,000
	Brush Creek NID Reserve	Transfer of outstanding balance to be held in reserve for future debt payments.	20-01-00			146,687	10,285	48,709
	Brush Creek Maintenance Reserve	Transfer of portion of assessments designated for maintenance on the improvements during the life of the bonds.	20-02-00			15,200	15,200	15,200
Total Brush Creek NID Bonds (23) Expenses				-	-	392,550	256,148	252,997

Brink Meyer NID Bonds (24) Revenues and Expenses								
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	Brink Meyer Special Assessment	Assessment levied on property owners in the Brink Meyer NID.	41001-00			275,166		
	Interfund Loan	Loan from Emergency Reserve Fund (or other sources) to cover shortfalls in assessment collections.					177,899	146,758
	Interest Income	Interest earned from general fund investments.	41701-00			3,330	4,975	3,230
Total Brink Meyer NID Bonds(24) Revenues				-	-	278,496	182,874	149,988
Brink Meyer NID Bonds (24) Expenses								
	Bond Principal	Payment of bond principal.	10-01-00					
	Bond Interest	Payment of bond interest.	10-02-00			180,874	180,874	147,988
	Bond Fees	Payment of bond fees.	10-03-00			2,000	2,000	2,000
	Brink Meyer NID Reserve	Transfer of outstanding balance to be held in reserve for future debt payments.	20-01-00			92,372		
	Brink Meyer Maintenance Reserve	Transfer of portion of assessments designated for maintenance on the improvements during the life of the bonds.	20-02-00			3,250		
Total Brink Meyer NID Bonds (24) Expenses				-	-	278,496	182,874	149,988

Sewer Service Debt (30) Revenues and Expenses

Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	Sewer Fund	Transfer to pay all Sewer Fund debt.	41901-00	202,233	191,504	332,784	335,109	185,515
	Total Sewer Service Debt (30) Revenues			202,233	191,504	332,784	335,109	185,515
Expenses	System Renewal Lease	Lease payment on sewer plant.	10-04-00	18,456	18,456	149,351	151,063	
	SRF Principal	Payment of bond principal.	12-11-00	140,000	140,000	145,000	145,000	150,000
	SRF Interest	Payment of bond interest.	12-11-01	33,865	32,684	29,897	29,897	26,975
	SRF Administration Fee	Payment of bond fees.	12-11-02	9,912	364	8,536	9,149	8,540
	Total Sewer Service Debt (30) Expenses			202,233	191,504	332,784	335,109	185,515

2016-2021 Capital Improvement Program Summary

-	Type	Project	Total Project Cost	CITY BUDGET IMPACT ONLY								
				2016	2017	2018	2019	2020	2021	Future Years	Total All	
Administration/IT	Equipment	Microsoft Exchange Server	\$ 5,000	\$ 5,000								\$ 5,000
Admin/IT	Equipment	Phone System	\$ 30,000		\$ 30,000							\$ 30,000
Admin/IT	Equipment	Computer Replacement Cycle	\$ 6,000		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000			\$ 30,000
Com Dev	Multi-year Project	Upgrade Zoning and Subdivision Regulations	\$ 85,000	\$ 67,000								\$ 67,000
Com Dev	Equipment	Line Locator Kit	\$ 5,000	\$ 5,000								\$ 5,000
Com Dev	Equipment	Inspections Vehicle	\$ 22,000	\$ 22,000								\$ 22,000
Com Dev	Equipment	Plotter	\$ 8,000		\$ 8,000							\$ 8,000
Parks	Project	Parks Master Plan Update	\$ 52,000	\$ 42,000								\$ 42,000
Parks	Multi-year Project	Restroom Facility in English Landing Park	\$ 210,000	\$ 160,000	\$ 39,900	\$ 39,900	\$ 39,900	\$ 39,900				\$ 319,600
Parks	Project	Maintenance and Equipment Storage Facility	\$ 75,000	\$ 75,000								\$ 75,000
Parks	Project	English Landing Parks Low Water Crossing Improvements	\$ 200,000	\$ 50,000								\$ 50,000
Parks	Project	5K/10K Markers and Parks Signage	\$ 10,000	\$ 10,000								\$ 10,000
Parks	Equipment	Zero Turn Mowers (2)	\$ 17,500	\$ 17,500	\$ 17,500							\$ 35,000
Police	Equipment	Patrol Vehicle	\$ 213,210	\$ 32,960	\$ 33,950	\$ 35,000	\$ 36,000	\$ 37,100	\$ 38,200			\$ 213,210
Police	Equipment	In-Car Video Systems	\$ 11,495	\$ 7,420	\$ 4,075							\$ 11,495
Streets	Equipment	Ditch bank mower	\$ 65,000	\$ 65,000								\$ 65,000
Streets	Equipment	Mower Attachment	\$ 8,000	\$ 8,000								\$ 8,000
Streets	Maintenance	2" Asphalt Mill and Overlay	\$ 1,400,000	\$ 225,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 250,000			\$ 1,400,000
Streets	Maintenance	Curb & Sidewalk Repair	\$ 100,000	\$ 100,000								\$ 100,000
Streets	Maintenance	Crack Sealing	\$ 90,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000			\$ 90,000
Streets	Maintenance	Street Striping	\$ 120,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000			\$ 120,000
Streets	Equipment	Street Department Truck/Plow/Spreader	\$ 330,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000			\$ 330,000
Streets	Equipment	Case Uniloader w/ mini mill attachment	\$ 66,000		\$ 66,000							\$ 66,000
SUBTOTAL			\$ 3,129,205	\$ 981,880	\$ 495,425	\$ 395,900	\$ 421,900	\$ 423,000	\$ 384,200	\$ -		\$ 3,102,305

2016-2021 Capital Improvement Program Summary

-	Type	Project	Total Project Cost	CITY BUDGET IMPACT ONLY							
				2016	2017	2018	2019	2020	2021	Future Years	Total All
Administration	Equipment	Facility Reservation Management Software	\$ 26,000							\$ 26,000	\$ 26,000
Com Dev	Project	OTD-R Zoning District and Guidelines	\$ 10,000							\$ 10,000	\$ 10,000
Com Dev	Project	Demolish Home on City Property (6201 Hwy 9)	\$ 15,000							\$ 15,000	\$ 15,000
Parks	Project	Dog Park Shade Structure	\$ 25,000							\$ 12,500	\$ 12,500
Parks	Project	Asphalt Trail at A-Truss Bridge	\$ 30,000							\$ 30,000	\$ 30,000
Parks	Project	Perimeter Trail at Dog Park	\$ 15,000							\$ 7,500	\$ 7,500
Parks	Project	Dog Park Amenities	\$ 10,000							\$ 5,000	\$ 5,000
Parks	Project	White Alloe Creek/English Landing Park Flood Berm (stream bank upgrade)	\$ 150,000							\$ 150,000	\$ 150,000
Parks	Equipment	6-series Tractor with Turf Tires	\$ 30,000							\$ 30,000	\$ 30,000
Parks	Equipment	Brush Hog Mower Attachment	\$ 19,500							\$ 19,500	\$ 19,500
Parks	Project	Grigsby Trail Widening	\$ 5,000							\$ 5,000	\$ 5,000
Parks	Project	Trail Lighting - Platte Landing Park	\$ 50,000							\$ 50,000	\$ 50,000
Parks	Project	Platte Landing Park Playground	\$ 50,000							\$ 50,000	\$ 50,000
Parks	Maintenance	Southern Platte Pass Trail Maintenance	\$ 50,000							\$ 50,000	\$ 50,000
Parks	Project	Grigsby Field Bleacher Shade Canopy	\$ 20,000							\$ 20,000	\$ 20,000
Parks	Equipment	Commercial soil/drill seeder	\$ 5,000							\$ 5,000	\$ 5,000
Public Works	Project	Railroad Quiet Zones	\$ 1,000,000							\$ 1,000,000	\$ 1,000,000
Public Works	Project	Livable Communities Recommendations - Phase 1	\$ 500,000							\$ 500,000	\$ 500,000
Stormwater	Project	Parkville Athletic Complex (PAC) Detention Pond Dredging	\$ 100,000							\$ 100,000	\$ 100,000
Public Works	Project	City Entry Signage	\$ 50,000							\$ 50,000	\$ 50,000
Stormwater	Project	Main Street Drainage Improvements	\$ 500,000							\$ 500,000	\$ 500,000
Stormwater	Project	Elm Street Creek Crossing Improvement	\$ 100,000							\$ 100,000	\$ 100,000
Stormwater	Project	River Road Ditch Work	\$ 18,000							\$ 18,000	\$ 18,000
Stormwater	Project	6th Street Spillway	\$ 16,500							\$ 16,500	\$ 16,500
Streets	Project	Mill Street Culvert Guardrail	\$ 50,000							\$ 50,000	\$ 50,000
Streets	Equipment	Mini-Excavator	\$ 40,000							\$ 40,000	\$ 40,000
Streets/Parks	Equipment	Wood Chipper	\$ 20,000							\$ 20,000	\$ 20,000
Streets/Parks	Project	Main Street Bridge Widening	\$ 100,000							\$ 100,000	\$ 100,000
Streets	Project	Bell Road Improvements (63rd St. to 59th Terrace)	\$ 1,500,000							\$ 1,500,000	\$ 1,500,000
Streets	Maintenance	Full Depth Patching and Street Replacement	\$ 325,000							\$ 325,000	\$ 325,000
Streets	Project	Kelly Industrial Park Street Replacement	\$ 300,000							\$ 300,000	\$ 300,000
Streets	Project	Route 9 from Route 45 to 62nd Street	\$ 726,800							\$ 145,360	\$ 145,360
Streets	Project	Route 9 from 62nd St. to Parkville Athletic Complex	\$ 786,400							\$ 157,280	\$ 157,280
Streets	Project	Route 9 from Parkville Athletic Complex to Lakeview Drive	\$ 1,263,000							\$ 252,600	\$ 252,600
Streets	Project	Route 9 from Lakeview Drive to 13th St.	\$ 2,815,000							\$ 563,000	\$ 563,000
Streets	Project	Route 9 from 13th St. to 12th St.	\$ 393,700							\$ 78,740	\$ 78,740
Streets	Project	Route 9 from 12th St. to 7th St.	\$ 675,000							\$ 135,000	\$ 135,000
Streets	Project	Route 9 from 7th St. to 5th St.	\$ 554,600							\$ 110,920	\$ 110,920
Streets	Project	Route 9 from 5th St. to 2nd St.	\$ 290,600							\$ 58,120	\$ 58,120
Streets	Project	Route 9 from 2nd St. to White Alloe Creek	\$ 707,500							\$ 141,500	\$ 141,500
Streets	Project	Route 9 from White Alloe Creek to Park University Dr.	\$ 258,500							\$ 51,700	\$ 51,700
Streets	Project	Route 9 from Park University Dr. to Coffey Rd.	\$ 2,300,000							\$ 460,000	\$ 460,000
TOTAL		GRAND TOTAL	\$ 19,030,305	\$ 981,880	\$ 495,425	\$ 395,900	\$ 421,900	\$ 423,000	\$ 384,200	\$ 7,259,220	\$ 10,361,525

Note: CIP BUDGET IMPACT ONLY columns include only funding anticipated from the City to complete each project and exclude outside funding such as grants or donations. Total Project Cost column includes all funding sources.

**Capital Improvement Program
FY 2016**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Administration/IT		Equipment	Replacement	Microsoft Exchange Server	New server to facilitate completion of the implementation of the Microsoft Exchange 2013 system.	100% General Fund	\$ 5,000	\$ 5,000
Administration/IT Total							\$ 5,000	\$ 5,000
Com Dev		Multi-year Project	Year 3 of 3	Upgrade Zoning and Subdivision Regulations	Current regulations were developed over the past 50 years. Many sections are outdated and conflict with adopted plans. 12-18 month process will include legal reviews and public engagement. Initial work began in 2014, and approximately \$18,000 will be expended in 2015.	100% General Fund	\$ 85,000	\$ 67,000
Com Dev		Equipment	Replacement	Line Locator Kit	The City currently uses an approximately 15-year old very basic magnetic locator, with limited application for shallow locates, not suited to meet current locating requirements per state law. Recommend replacing with Schonstedt XTpc-Plus Multi-Frequency cable and pipe locator or equivalent (\$2,500 to \$2,700), and a sub-meter handheld GPS unit (\$2,300 to \$2,700). Refurbished or new.	100% General Fund	\$ 5,000	\$ 5,000
Com Dev		Equipment	Replacement	Inspections Vehicle	Replace 2004 Ford Taurus with similar sedan due to increasing age and maintenance costs due to age of parts. Vehicle is shared by other departments and used for out-of-town travel which is now limited due to reliability. Staff performed a cost-benefit analysis and determined replacement is more affordable than eliminating the vehicle from the fleet and paying mileage.	100% General Fund (\$3000 trade-in value included)	\$ 22,000	\$ 22,000
Com Dev Total							\$ 112,000	\$ 94,000
Parks		Project	New	Parks Master Plan Update	Update to the 2008 Parkville Parks Plan (P3). Much of P3 has been implemented or needs to be re-evaluated due to changing priorities. The addition of Platte Landing Park to the system requires a re-evaluation of priorities, needs, and proper locations for future amenities. Consultant selection is complete, and staff recommends issuing a notice to proceed after the first of the year.	81% City; 19% Platte County Grant	\$ 52,000	\$ 42,000

**Capital Improvement Program
FY 2016**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Parks		Multi-year Project	Year 2 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	Project involves improvements to the restroom facility near the entrance of English Landing Park. Desired improvements include a family restroom and ADA access. Design is underway based on current budget; anticipate merging project with maintenance and storage facility.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$ 160,000
Parks		Project	New	Maintenance and Equipment Storage Facility	Storage and shop area to protect and maintain equipment. Shop location is proposed in conjunction with the ELP Restroom Facility. The cost includes the site improvements associated with the building (access drive, fence, etc.)	100% General Fund	\$ 75,000	\$ 75,000
Parks		Project	New	English Landing Parks Low Water Crossing Improvements	This project would raise the low water crossing in English Landing Park to reduce the amount of time the park is closed due to backwater from the Missouri River flooding out the crossing.	75% FEMA Grant, 25% General Fund	\$ 200,000	\$ 50,000
Parks		Project	New	5K/10K Markers and Parks Signage	Install permanent start/finish markers, mile markers and directional signs for the 5K and 10K routes. Install permanent displays for park signage showing the amenities in the park and race routes.	100% General Fund	\$ 10,000	\$ 10,000
Parks		Equipment	Replacement	Zero Turn Mower	Replace 1 of 2 aging zero turn mowers used to maintain small parks and rights-of-way.	100% General Fund	\$ 17,500	\$ 17,500
Parks Total							\$ 564,500	\$ 354,500
Police		Equipment	Replacement	Patrol Vehicle	2016 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 32,960	\$ 32,960
Police		Equipment	Replacement	In-Car Video Systems	Replace existing in-car video system with updated system. Purchase two systems in 2016 and one in 2017. Will be on a five-year maintenance cycle to match warranty pending wear and tear.	100% General Fund	\$ 7,420	\$ 7,420
Police Total							\$ 40,380	\$ 40,380
Sewer								
Sewer Total							\$ -	\$ -

**Capital Improvement Program
FY 2016**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Streets		Equipment	New	Ditch bank mower	New tractor with cab and extendable arm mower for cutting back trees and heavy brush along right of ways. Was budgeted as replacement in 2015 but, due to low trade-in value, staff recommends keeping existing mowers in fleet.	100% Transportation Fund	\$ 65,000	\$ 65,000
Streets		Equipment	New	Mower Attachment	80 inch mower attachment for existing 3930 tractors that is used for mowing rights-of-way. Existing equipment is 20+ years old and repair parts are not available. Limited or no trade-in value anticipated.	100% Transportation Fund	\$ 8,000	\$ 8,000
Streets		Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 200,000	\$ 225,000
Streets		Maintenance	New	Curb & Sidewalk Repair	Repair defective sections of curb and sidewalk due to offsets in the sidewalks and general deterioration of the curbs.	100% Transportation Fund	\$ 100,000	\$ 100,000
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year. Replace dumptruck, 1-ton, 4-wheel drive with snowplow and spreader.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets Total							\$ 463,000	\$ 488,000
Grand Total							\$ 1,184,880	\$ 981,880

2016 Budget Impact	
By Funding Source	
General Fund	\$ 333,880
Sewer Fund	\$ -
Transportation Fund	\$ 488,000
Other Fund	\$ 160,000
TOTAL	\$ 981,880

**Capital Improvement Program
FY 2017**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Admin/IT		Equipment	Replacement	Phone System	Upgrade of the aging phone system at City Hall. The current system is no longer supported, and it is difficult to find parts for maintenance.	100% General Fund	\$ 30,000	\$ 30,000
Admin/IT		Equipment	Replacement	Computer Replacement Cycle	Begin a cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties.	100% General Fund	\$ 6,000	\$ 6,000
Admin/IT Total							\$ 36,000	\$ 36,000
Com Dev		Equipment	Replacement	Plotter	The existing plotter is 10 years old, and it can no longer be serviced. Staff has evaluated options and concluded that replacing the plotter with a combination plotter scanner would best serve the City and would pay for itself within a 10 year life of the equipment.	100% General Fund	\$ 8,000	\$ 8,000
Com Dev Total							\$ 8,000	\$ 8,000
Parks		Multi-Year Project	Year 3 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	1st Loan Repayment Due on Fewson Loan.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$ 39,900
Parks		Equipment	Replacement	Zero Turn Mower	Replace second of two aging zero turn mowers used to maintain small parks and rights-of-way.	100% General Fund	\$ 17,500	\$ 17,500
Parks Total							\$ 227,500	\$ 57,400
Police		Equipment	Replacement	In-Car Video Systems	Replace existing in-car video system with updated system. Purchase two systems in 2016 and one in 2017. Will be on a five-year maintenance cycle to match warranty pending wear and tear.	100% General Fund	\$ 4,075	\$ 4,075
Police		Equipment	Replacement	Patrol Vehicle	2017 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 33,950	\$ 33,950
Police Total							\$ 38,025	\$ 38,025

**Capital Improvement Program
FY 2017**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Sewer								
Sewer Total							\$ -	\$ -
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets		Equipment	New and Replacement	Case Uniloader w/ mini mill attachment	Trade in of Case SR220 for new machine with HyFlo and new 24" mini milling machine attachment. Used frequently for street patching, repairs, and dirt work. (\$18,000 trade-in value)	100% Transportation Fund	\$ 66,000	\$ 66,000
Streets		Maintenance	New	Asphalt Mill & Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 200,000	\$ 200,000
Streets Total							\$ 356,000	\$ 356,000
Grand Total							\$ 665,525	\$ 495,425

2017 Budget Impact	
By Funding Source	
General Fund	\$ 139,425
Sewer Fund	\$ -
Transportation Fund	\$ 356,000
Other Fund	\$ -
TOTAL	\$ 495,425

**Capital Improvement Program
FY 2018**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
IT		Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties.	100% General Fund	\$ 6,000	\$ 6,000
IT Total							\$ 6,000	\$ 6,000
Parks		Multi-Year Project	Year 4 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	2nd Loan Repayment Due on Fewson Loan.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$ 39,900
Parks Total							\$ 210,000	\$ 39,900
Police		Equipment	Replacement	Patrol Vehicle	2018 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 35,000	\$ 35,000
Police Total							\$ 35,000	\$ 35,000
Sewer							\$ -	\$ -
Sewer Total							\$ -	\$ -
Streets		Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 225,000	\$ 225,000
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year. Replace 2 to catch up with deferred maintenance.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets Total							\$ 315,000	\$ 315,000
Grand Total							\$ 566,000	\$ 395,900

2018 Budget Impact	
By Funding Source	
General Fund	\$ 80,900
Sewer Fund	\$ -
Transportation Fund	\$ 315,000
Other Fund	
TOTAL	\$ 395,900

**Capital Improvement Program
FY 2019**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
IT		Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties.	100% General Fund	\$ 6,000	\$ 6,000
IT Total							\$ 6,000	\$ 6,000
Parks		Multi-Year Project	Year 5 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	3rd Loan Repayment Due on Fewson Loan.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$39,900
Parks Total							\$ 210,000	\$39,900
Police		Equipment	Replacement	Patrol Vehicle	2019 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 36,000	\$ 36,000
Police Total							\$ 36,000	\$ 36,000
Sewer								
Sewer Total							\$ -	\$ -
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 250,000	\$ 250,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets Total							\$ 340,000	\$ 340,000
Grand Total							\$ 592,000	\$ 421,900

2019 Budget Impact	
By Funding Source	
General Fund	\$ 81,900
Sewer Fund	\$ -
Transportation Fund	\$ 340,000
Other Fund	\$ -
TOTAL	\$ 421,900

**Capital Improvement Program
FY 2020**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
IT		Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties.	100% General Fund	\$ 6,000	\$ 6,000
IT Total							\$ 6,000	\$ 6,000
Parks		Multi-Year Project	Year 6 of 6	Replace or Improve/Expand Permanent Restroom Facility in English Landing Park	4th and Final Repayment Due on Fewson Loan.	7.0% Park Donations; 19% Platte County Outreach Grant; 74% Fewson Fund loan	\$ 210,000	\$39,900
Parks Total							\$ 210,000	\$39,900
Police		Equipment	Replacement	Patrol Vehicle	2019 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 37,100	\$ 37,100
Police Total							\$ 37,100	\$ 37,100
Sewer								
Sewer Total							\$ -	\$ -
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 250,000	\$ 250,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets Total							\$ 340,000	\$ 340,000
Grand Total							\$ 593,100	\$ 423,000

2020 Budget Impact	
By Funding Source	
General Fund	\$ 83,000
Sewer Fund	\$ -
Transportation Fund	\$ 340,000
Other Fund	\$ -
TOTAL	\$ 423,000

**Capital Improvement Program
FY 2021**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
IT		Equipment	Replacement	Computer Replacement Cycle	Continue cycle to replace 25% of office computers each year in order to maintain a four-year replacement cycle for software, hardware, operating systems, and warranties.	100% General Fund	\$ 6,000	\$ 6,000
IT Total							\$ 6,000	\$ 6,000
Police		Equipment	Replacement	Patrol Vehicle	2019 AWD Police Ford Taurus Sedan including emergency equipment, video, radio, etc.	100% General Fund	\$ 38,200	\$ 38,200
Police Total							\$ 38,200	\$ 38,200
Sewer								
Sewer Total							\$ -	\$ -
Streets		Maintenance	New	Crack Sealing	City crews use a rented machine from Weatherby lake for \$750 per week and plan on 4 weeks of use in addition to purchasing approx. 15 tons of sealing material to seal cracks up to 1" in width. Covers approx. 15 lane miles.	100% Transportation Fund	\$ 15,000	\$ 15,000
Streets		Maintenance	New	Street Striping	Needed to re-paint faded areas on the pavement such as centerlines and stop bars for traffic safety.	100% Transportation Fund	\$ 20,000	\$ 20,000
Streets		Maintenance	New	2" Asphalt Mill and Overlay	Contractor to roto-mill and asphalt overlay various streets in the City that have become deteriorated.	100% Transportation Fund	\$ 250,000	\$ 250,000
Streets		Equipment	Replacement	Street Department Truck/Plow/Spreader	Ten trucks in street fleet. Currently on a 10-year cycle to replace 1 each year.	100% Transportation Fund	\$ 55,000	\$ 55,000
Streets Total							\$ 340,000	\$ 340,000
Grand Total							\$ 384,200	\$ 384,200

2021 Budget Impact	
By Funding Source	
General Fund	\$ 44,200
Sewer Fund	\$ -
Transportation Fund	\$ 340,000
Other Fund	\$ -
TOTAL	\$ 384,200

**Capital Improvement Program
Unfunded Future Projects**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Administration		Equipment	New	Facility Reservation Management Software	Software for parks and facility reservations to streamline online reservations and payments.	100% General Fund	\$ 26,000	\$ 26,000
Community Development		Project	New	OTD-R Zoning District and Guidelines	In 2011 the City adopted the new Old Town District - Residential Zone and related guidelines to preserve the character of the downtown neighborhood. This project would rezone residential properties from R-4 Multi-Family to the new OTD-R. Costs include notifications, legal reviews, map and code updates, legal notices, etc. Public meetings and workshops are not included.	100% General Fund	\$ 10,000	\$ 10,000
Community Development		Project	New	Demolish Home on City Property (6201 Hwy 9)	Home is located on City parkland that was dedicated in 2006. The developer is obligated to demolish the home at the time of development. The City cannot force the developer to act sooner, but could recoup the costs through a development agreement. Property generates numerous citizen complaints.	100% General Fund	\$ 15,000	\$ 15,000
Parks		Project	New	Dog Park Shade Structure	Construct a shade structure at the entrance of the two dog parks in Platte Landing Park. Recommend cost-sharing with dog park donations or a Platte County Outreach Grant.	50% General Fund; 50% grants/donations	\$ 25,000	\$ 12,500
Parks		Project	New	Asphalt Trail at A-Truss Bridge	Widen the asphalt trail at A-Truss Bridge from 5-feet to 10-feet.	100% General Fund	\$ 30,000	\$ 30,000
Parks		Project	New	Perimeter Trail at Dog Park	Construct a limestone screenings walking trail around the perimeter fence inside the Platte Landing Park small and large dog parks. Recommend cost-sharing with dog park donations or a Platte County Outreach Grant.	50% General Fund; 50% grants/donations	\$ 15,000	\$ 7,500
Parks		Project	New	Dog Park Amenities	Provide an obstacle course and play equipment for the dog park. Recommend cost-sharing with dog park donations or a Platte County Outreach Grant.	50% General Fund; 50% grants/donations	\$ 10,000	\$ 5,000
Parks		Project	New	White Alloe Creek/English Landing Park Flood Berm (stream bank upgrade)	Multi-year project to construct the White Alloe Creek flood berm in phases (recommendation of 2013 Flood Protection Study); will involve flat rock creek banks between railroad tracks and Alloe crossing. Recommended for deferral due to costs and flooding conditions may improve if/when the creek crossing is raised.	100% General Fund	\$ 150,000	\$ 150,000
Parks		Equipment	Replacement	6-series Tractor with Turf Tires	Replacement for aging (30+ years) tractor in fleet used primarily to mow riverfront parks. Equipment could also handle a boom mower (shared with Streets) for mowing medians and the riverbank. Purchase may be deferred if Platte Landing Park is temporarily farmed, thus reducing wear and tear on existing equipment.	100% General Fund	\$ 30,000	\$ 30,000
Parks		Equipment	New	Brush Hog Mower Attachment	Attachment to 6-series tractor used for mowing wetland areas and river bank.	100% General Fund	\$ 19,500	\$ 19,500
Parks		Project	New	Grigsby Trail Widening	Costs to purchase material to widen the existing trail around Grigsby Field.	100% General Fund	\$ 5,000	\$ 5,000
Parks		Project	New	Trail Lighting - Platte Landing Park	Install solar lighting along the loop trail in Platte Landing Park.	100% General Fund	\$ 50,000	\$ 50,000
Parks		Project	New	Platte Landing Park Playground	This project would add a playground at Platte Landing Park. Could be funded in whole or part through an Outreach Grant.	100% General Fund	\$ 50,000	\$ 50,000
Parks		Maintenance	New	Southern Platte Pass Trail Maintenance	The City is responsible for maintenance of the multi-modal trail along Route 45 that is beginning to show wear. Funds need to be budgeted for periodic routine maintenance. The need will grow with the completion of Route 45 - Phase C.	100% Transportation Fund	\$ 50,000	\$ 50,000
Parks		Project	New	Grigsby Field Bleacher Shade Canopy	This project would add sun shades over the bleachers.	100% General Fund	\$ 20,000	\$ 20,000
Parks		Equipment	New	Commercial soil/drill seeder	This equipment would allow the parks staff to perform seeding more efficiently.	100% General Fund	\$ 5,000	\$ 5,000
Public Works		Project	New	Railroad Quiet Zones	Necessary improvements at East St. and Main St. to establish a railroad Quiet Zone in downtown Parkville.	100% General Fund	\$ 1,000,000	\$ 1,000,000
Public Works		Project	New	Livable Communities Recommendations - Phase 1	Placeholder for Phase 1 intersection improvements as recommended in the Livable Communities Study to improve transportation flow through downtown. Improvements are subject to design but may include bump-out islands, landscaping, and crossing improvements.	100% General Fund	\$ 500,000	\$ 500,000
Stormwater		Project	New	Parkville Athletic Complex (PAC) Detention Pond Dredging	Removal of unwanted silt in the bottom of the retention pond.	100% General Fund	\$ 100,000	\$ 100,000
Public Works		Project	New	City Entry Signage	Improve entryway signage at key intersections.	100% General Fund	\$ 50,000	\$ 50,000

**Capital Improvement Program
Unfunded Future Projects**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Stormwater		Project	New	Main Street Drainage Improvements	This project would improve the stormwater drainage along Main Street from the river to approx. 12th Street.	100% General Fund	\$ 500,000	\$ 500,000
Stormwater		Project	New	Elm Street Creek Crossing Improvement	This project would reduce the likelihood of water overtopping Elm Street. Immediate project would repair culvert at 11th St. and improve guardrail/roadway (\$17,500)	100% General Fund	\$ 100,000	\$ 100,000
Stormwater		Project	New	River Road Ditch Work	Reconstruct the ditch along River Road by Thousand Oaks. Allow additional discharge by railroad pipe.	50% Transportation Fund, 50% General Fund	\$ 18,000	\$ 18,000
Stormwater		Project	New	6th Street Spillway	Reconstruct the spillway to increase the flow. Estimate is for Phase 1 - engineering.	100% General Fund	\$ 16,500	\$ 16,500
Streets		Project	New	Mill Street Culvert Guardrail	This project would add guardrails along Mill Street just west of Crooked Road.	100% General Fund	\$ 50,000	\$ 50,000
Streets		Equipment	New	Mini-Excavator	Equipment may be used for multiple projects in the street department, especially in smaller areas.	100% Transportation Fund	\$ 40,000	\$ 40,000
Streets/Parks		Equipment	New	Wood Chipper	Used to chip downed tree limbs; may be shared by parks, streets, and Nature Sanctuary	33% Transportation Fund, 33% General Fund; 33% Nature Sanctuary Fund	\$ 20,000	\$ 20,000
Streets/Parks		Project	New	Main Street Bridge Widening	Current bridge width is only 1 1/2 lanes. This is a potential conflict area as activity in Platte Landing Park grows, particularly with heavy vehicle/truck traffic for the boat ramp.	100% General Fund	\$ 100,000	\$ 100,000
Streets		Project	New	Bell Road Improvements (63rd St. to 59th Terrace)	This project would regrade the street, add curb and gutter, sidewalks, utilities, and lighting.	100% General Fund	\$ 1,500,000	\$ 1,500,000
Streets		Maintenance	New	Full Depth Patching and Street Replacement	Street maintenance program currently does not include funding for complete street replacement. Staff recommends annual patching (\$25,000) and bi-annual funding for major repairs (\$300,000).	100% Transportation Fund	\$ 325,000	\$ 325,000
Streets		Project	New	Kelly Industrial Park Street Replacement	Full Depth replacement of the concrete streets in the development that are in need of replacement.	100% Transportation Fund	\$ 300,000	\$ 300,000
Streets		Project	New	Route 9 from Route 45 to 62nd Street	Upgrade to a 3-lane urban section with enclosed storm system and complete street elements	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 726,800	\$ 145,360
Streets		Project	New	Route 9 from 62nd St. to Parkville Athletic Complex	Construct a signal at Clark Avenue; coordinate signal with a pedestrian crossing across Route 9; allow for future connection on east side of intersection for development (Green property); traffic calming along 63rd St.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 786,400	\$ 157,280
Streets		Project	New	Route 9 from Parkville Athletic Complex to Lakeview Drive	Upgrade to a 3-lane urban section with complete street elements; define driveway access locations; provide frontage "slip" lane where possible; work with property owners for parking modifications	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 1,263,000	\$ 252,600
Streets		Project	New	Route 9 from Lakeview Drive to 13th St.	Upgrade to a 3-lane urban section with complete street elements; extend Main St. and connect with Lakeview Dr. (includes property acquisition costs)	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 2,815,000	\$ 563,000

**Capital Improvement Program
Unfunded Future Projects**

Division	Account Code	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	Budget Impact
Streets		Project	New	Route 9 from 13th St. to 12th St.	Upgrade to a complete urban section; retaining wall reconstruction; add side street sidewalks; add turn lanes.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 393,700	\$ 78,740
Streets		Project	New	Route 9 from 12th St. to 7th St.	Upgrade to a complete urban section; retaining wall reconstruction; add side street sidewalks; add turn lanes.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 675,000	\$ 135,000
Streets		Project	New	Route 9 from 7th St. to 5th St.	Upgrade to a complete urban section; retaining wall reconstruction; add side street sidewalks; intersection improvements at 6th St.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 554,600	\$ 110,920
Streets		Project	New	Route 9 from 5th St. to 2nd St.	Upgrade to a complete urban section; retaining wall reconstruction; side street sidewalks; extend the White Alloe Creek Trail connection from 6th St. to 1st St./Route 9.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 290,600	\$ 58,120
Streets		Project	New	Route 9 from 2nd St. to White Alloe Creek	Upgrade to a complete urban section; add a signalized intersection at 1st St.; must be coordinated with other project sections along Route 9.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 707,500	\$ 141,500
Streets		Project	New	Route 9 from White Alloe Creek to Park University Dr.	Upgrade to a complete urban section; lane widening; signal modifications; must be coordinated with other project sections.	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 258,500	\$ 51,700
Streets		Project	New	Route 9 from Park University Dr. to Coffey Rd.	Lane widening; extended turn lanes at Coffey Rd.; trail extension	80% Grants, 20% Other sources TBD (Transportation Fund, General Fund, development costs, CID/TDD)	\$ 2,300,000	\$ 460,000
TOTAL							\$ 15,901,100	\$ 7,259,220

Future Budget Impact	
By Funding Source	
General Fund	\$ 4,367,667
Sewer Fund	\$ -
Transportation Fund	\$ 730,667
Other Fund	\$ 2,160,887
TOTAL	\$ 7,259,220

Transportation Fund (40)

Last Updated 10/22/15

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$227,141	\$ 89,288	\$ 190,187	\$ 162,317	\$ 162,682	\$ 318,954	\$ 327,997	\$ 327,997	\$ 216,545	\$ 37,370	\$ 21,341	\$ 39,082	\$ 45,217	\$ 50,297
Revenues														
Parkville Special Road District	114,870	120,346	122,341	122,600	124,328	126,000	126,528	129,000	132,000	133,980	135,990	138,030	138,030	140,100
City Transportation Sales Tax	454,319	380,193	398,083	400,000	438,160	435,000	337,437	450,000	456,000	462,840	469,783	476,829	476,829	483,982
Motor Fuel Tax	123,157	141,412	140,867	141,000	143,352	141,000	110,533	144,681	144,000	146,160	148,352	150,578	150,578	152,836
County Transportation Sales Tax	123,552	137,379	134,865	138,000	178,948	170,000	-	194,587	190,000	192,850	195,743	198,679	198,679	201,659
Project Cost Share			-	-	18,125	-		350	5,325	5,432	5,540	5,651	5,651	5,764
Sale of Equipment					8,275	11,500		8,000	7,500	25,500	5,000	5,000	5,000	5,000
Refunds		80,250			-	-								
MPR Safety Funds					4,300	-								
Leased Properties		6,470	900	-	-	-			-	-	-	-	-	-
Transportation Fund Revenues:	815,898	866,050	797,056	801,600	915,488	883,500	574,497	926,618	934,825	966,762	960,408	974,766	974,766	989,341
Total Sources:	1,043,039	955,338	987,243	963,917	1,078,170	1,202,454	902,494	1,254,614	1,151,370	1,004,131	981,749	1,013,849	1,019,983	1,039,638
Expenditures														
Streets - Capital	171,177	196,151	88,560	295,000	81,966	502,500	386,078	457,470	488,000	356,000	315,000	340,000	340,000	340,000
Streets - Operating			-	313,050	313,207	353,000	202,513	335,600	386,000	391,790	397,667	403,632	409,686	415,832
Transfers	782,574	569,000	736,000	355,000	355,000	245,000	183,750	245,000	240,000	235,000	230,000	225,000	220,000	215,000
Transportation Fund Expenditures:	953,751	765,151	824,560	963,050	750,173	1,100,500	772,340	1,038,070	1,114,000	982,790	942,667	968,632	969,686	970,832
Estimated Ending Balance (deficit):	89,288	190,187	162,682	867	327,997	101,954	130,153	216,545	37,370	21,341	39,082	45,217	50,297	68,806

Transportation Fund (40) Revenues and Expenses								
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Rev: Transportation	Beginning Fund Balance	Projected carryover from prior year.		190,187	162,683	318,954	327,997	216,545
	Parkville Special Road District	The City's percentage of property tax assessed by the County for the Special Road District.	41006-00	122,341	124,328	126,000	129,000	132,000
	City Transportation Sales Tax	The City levies a 0.5% sales tax to fund transportation projects.	41404-00	398,083	438,160	435,000	450,000	456,000
	Motor Fuel Tax	The State collects a tax on motor fuel and remits a portion to the City.	41405-00	140,867	143,352	141,000	144,681	144,000
	County Transportation Sales Tax	This is the City's portion of the County sales tax for transportation projects.	41406-00	134,865	178,948	170,000	194,587	190,000
	Project Cost Share	Funding from private entities or other sources for partial components of public projects.	41504-00		10,000		350	5,325
	Leased Properties	No longer used. Revenue from City-owned properties.	41802-00	900				
	Sale of Transportation Fund Equipment	Revenue generated from the sale of transportation related equipment.	41805-00		8,275		8,000	7,500
	Refunds	Miscellaneous reimbursements.	41901-00		4,300	11,500		
	Transfers from Other Funds	Transfers from Other Funds.	42001-00		8,125			
Total Transportation Fund (40) Revenues				987,243	1,078,170	1,202,454	1,254,615	1,151,370
Exp: Streets (520)	Building Maintenance & Repair	Maintenance and repairs for the street barn including security system, minor roof repairs, HVAC, etc. Funding in 2016 includes replacement for entry doors. Moved from Streets Division.	06-01-00		1,656	11,500	11,500	5,000
	Vehicle & Equipment Maintenance	Maintenance work for Streets Division vehicles and equipment such as brakes, tires, hydraulic problems, etc. Moved from Streets Division.	06-21-00		8,226	10,500	10,500	10,500
	Vehicle & Equipment Gas & Oil	Fuel for Streets Division vehicles and equipment. Moved from Streets Division.	06-22-00		23,028	25,500	22,000	25,500
	Emergency Snow Removal	Purchase of sand and salt to spread on roads during snow removal. Moved from Streets Division.	07-20-00		29,300	30,000	30,000	40,000
	Storm Sewers - General Repair	All general repairs on the City's storm sewer system. Moved from Streets Division.	07-32-00		2,762	2,500	500	2,500
	Street Repair Materials	For asphalt necessary to complete simple repairs on city streets. This does not include asphalt overlay projects, crack seal materials, dirt, and paint. Moved from Streets Division.	07-33-00		9,010	15,000	12,000	15,000
	Street Lights	Utility charges for city street lights and costs for routine repair and maintenance. The 2016 utility costs include the new street lights on Rt. 9 Entryway project. Moved from Streets Division.	07-41-00		228,634	235,000	227,500	260,000
	Street Signs	Purchase of new and replacement street signs needed for City streets. Moved from Streets Division.	07-44-00		1,424	2,000	2,000	2,500
	Street Sweeping	Street sweeping of all roads citywide; will be performed twice annually beginning in 2016. Moved from Streets Division.	07-45-00		6,780	8,500	7,200	15,000
	Tree Trimming & Removal	Maintenance of trees located within rights-of-way on City streets. Moved from Streets Division.	07-52-00		2,203	4,000	4,000	6,000
	Rental Equipment	Rental costs for equipment not owned by the City such as air compressors, tractor with extendable arm for ROW tree trimming, and bucket trucks. Funding in 2016 includes for hanging additional banners on the Rt. 9 Entryway project. Moved from Streets Division.	07-60-00		184	8,000	8,000	3,000
Miscellaneous	Miscellaneous uncategorized expenses related to the maintenance of the City's street network.	09-21-00			500	400	1,000	
Expenses: Streets (520)				-	313,207	353,000	335,600	386,000

Transportation Fund (40) Revenues and Expenses								
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Exp: CIP	Street Programs	Miscellaneous expenses related to capital improvements for street maintenance.	04-71-00		27			
	Equipment	Purchase of equipment for various street projects such as trucks, snowplowing equip. tractors, mowing equipment. Funding in 2016 includes the 2015 carry over from the tractor.	04-85-01		49,689	152,500	104,117	128,000
	Crack Seal Project	Annual Crack Seal Project.	04-81-00	14,303	17,564	20,000	20,000	15,000
	Slurry Seal Project	Annual Slurry Seal Project.	04-82-00	10,970				
	Street Striping	Annual street striping project.	04-83-00		6,902	10,000	12,623	20,000
	Asphalt Overlay Program	Materials and service for the Asphalt Overlay Program. In order to keep up with the growing infrastructure needs, this program will be done annually.	04-85-00			220,000	220,630	225,000
	Curb & Sidewalk Program	Materials and service for the Curb & Sidewalk Program.	04-90-00	63,287	7,784	100,000	100,100	100,000
Expenses: CIP				88,560	81,966	502,500	457,470	488,000
Exp: Transfers (550)	Transfer to General Fund	Fund transfer to reimburse Streets Division for transportation related expenses.	20-10-00	625,000	355,000	245,000	245,000	240,000
	Transfer to Equipment Fund	No longer used. Fund transfer to purchase transportation related equipment.	20-42-00	111,000				
Expenses: Transfers (550)				736,000	355,000	245,000	245,000	240,000
Total Transportation Fund (40) Expenses				824,560	750,173	1,100,500	1,038,070	1,114,000
Ending Fund Balance Transportation Fund (40)				162,683	327,997	101,954	216,545	37,370

General Fund (10)

Last Updated 10/22/15

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	282,255	\$ 320,089	\$ 374,112	\$ 751,955	\$ 738,327	\$ 1,006,217	\$ 1,137,653	\$ 1,137,653	\$ 1,360,669	\$ 944,554	\$ 707,840	\$ 518,230	\$ 315,747	\$ 99,516
Revenues														
Taxes	1,917,875	1,913,138	1,966,167	1,977,700	2,066,998	2,076,100	1,863,391	2,141,844	2,159,187	2,202,371	2,246,418	2,291,347	2,337,173	2,383,917
Licenses	32,703	44,846	39,907	40,900	47,824	57,461	54,568	55,495	56,160	56,723	57,291	57,866	58,446	59,031
Permits	107,361	171,051	210,575	201,000	331,390	264,000	191,511	219,925	263,415	267,931	272,536	277,232	282,021	287,223
Franchise Fees	835,899	832,470	865,901	837,000	901,327	851,000	537,325	827,305	874,000	891,330	909,005	927,032	945,418	964,171
Other Revenue	10,305	20,411	28,280	28,200	32,657	31,200	30,969	36,209	35,254	35,825	36,409	37,004	37,612	38,232
Court Revenue	196,603	325,275	257,910	290,000	269,935	261,000	177,651	239,467	250,000	253,750	257,556	261,420	265,341	269,321
Interest Income	27,926	26,155	18,153	22,000	6,626	7,000	5,967	7,815	8,000	8,160	8,160	8,160	8,160	8,323
Miscellaneous Revenue	77,537	123,562	32,350	24,000	39,848	29,880	32,926	47,921	25,183	22,383	22,587	23,089	23,610	24,151
Grant Revenue	41,974	225,511	4,594	13,000	3,837	-	8,827	8,827	1,500	-	-	-	-	-
Transfers	584,000	651,000	1,027,876	455,000	582,680	346,500	259,875	348,251	343,530	340,601	337,713	334,867	332,064	329,305
Total - General Fund Revenues:	3,946,714	4,333,419	4,451,713	3,888,800	4,283,121	3,924,141	3,163,009	3,933,059	4,016,229	4,079,074	4,147,675	4,218,016	4,289,845	4,363,674
Total Sources	4,228,969	4,653,509	4,825,825	4,640,755	5,021,449	4,930,358	4,300,662	5,070,712	5,376,898	5,023,628	4,855,515	4,736,246	4,605,592	4,463,190
Expenditures														
Administration	1,014,724	1,275,198	766,897	909,886	896,855	995,582	610,521	842,078	1,007,526	1,027,375	1,047,796	1,068,809	1,090,434	1,112,694
Police	1,016,325	1,036,993	1,096,361	1,212,836	1,096,979	1,246,588	764,120	1,078,999	1,223,870	1,250,968	1,278,814	1,307,432	1,336,849	1,367,089
Municipal Court	140,468	138,839	135,531	147,314	138,999	156,709	102,164	140,540	155,671	158,610	161,621	164,706	167,867	171,107
Public Works	152,923	99,926	102,708	146,414	145,444	185,922	124,645	172,211	215,770	219,832	223,989	228,242	232,595	237,051
Community Development	265,555	262,111	258,083	265,367	249,809	289,400	193,584	265,425	323,629	330,553	337,648	344,920	352,373	360,014
Streets	669,589	600,367	674,175	360,137	340,633	382,729	268,227	366,136	401,026	410,687	420,630	430,865	441,400	452,247
Parks	223,396	250,508	251,594	302,008	281,741	352,079	242,956	312,159	356,007	362,732	369,635	376,721	383,995	391,465
Nature Sanctuary	23,747	17,258	19,352	28,300	27,156	31,077	18,996	29,142	39,681	40,033	40,389	40,749	41,113	41,481
Information Technology	-	-	45,884	46,900	34,167	40,324	9,668	37,514	43,974	44,194	44,415	44,637	44,860	45,084
Public Information	43,074	30,638	16,915	17,600	15,450	17,750	24,588	15,500	13,810	13,879	13,948	14,018	14,088	14,159
Capital Outlay (CIP)	-	-	-	245,750	118,562	356,175	77,013	168,511	333,880	139,425	80,900	81,900	83,000	44,200
Transfers	359,079	567,558	720,000	538,000	538,000	277,250	208,125	281,827	317,500	317,500	317,500	317,500	317,500	317,500
Total - General Fund Expenditures:	\$ 3,908,880	\$ 4,279,396	\$ 4,087,498	\$ 4,220,512	\$ 3,883,795	\$ 4,331,585	\$ 2,644,607	\$ 3,710,043	\$ 4,432,344	\$ 4,315,788	\$ 4,337,285	\$ 4,420,499	\$ 4,506,076	\$ 4,554,090
Estimated Ending Balance (deficit):	\$ 320,089	\$ 374,112	\$ 738,327	\$ 420,243	\$ 1,137,653	\$ 598,773	\$ 1,656,055	\$ 1,360,669	\$ 944,554	\$ 707,840	\$ 518,230	\$ 315,747	\$ 99,516	\$ (90,901)

Emergency Reserve (50)

Last Updated 10/22/15

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 YTD	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<i>Beginning Fund Balance</i>	\$ 618,931	\$ 724,989	\$ 1,070,966	\$ 1,387,966	\$ 1,387,966	\$ 1,387,966	\$ 1,270,067	\$ 1,456,173	\$ 1,285,766	\$ 1,108,629	\$ 926,319	\$ 746,026
Revenues												
Temporary Operating Levy	-	-	-	-	-	-	15,364	-	-	-	-	-
Transfer from Transportation Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from Sewer Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	106,058	450,000	317,000	60,000	45,000	60,000	317,500	274,818	267,438	261,315	267,007	253,610
Emergency Reserve Revenues:	106,058	450,000	317,000	60,000	45,000	60,000	332,864	274,818	267,438	261,315	267,007	253,610
Total Sources:	724,989	1,174,989	1,387,966	1,447,966	1,432,966	1,447,966	1,602,931	1,730,991	1,553,204	1,369,944	1,193,326	999,636
Expenditures												
Brush Creek Sewer NID	-	104,023	-	-	-	-	-	142,665	144,310	141,165	143,253	140,513
Brink Meyer Road NID	-	-	-	-	176,124	177,899	146,758	302,560	300,265	302,460	304,048	305,088
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Emergency Reserve Expenditures:	-	104,023	-	-	176,124	177,899	146,758	445,225	444,575	443,625	447,300	445,600
Estimated Ending Balance (deficit):	724,989	1,070,966	1,387,966	1,447,966	1,256,842	1,270,067	1,456,173	1,285,766	1,108,629	926,319	746,026	554,036
TARGET (per reserve policy):	1,069,849	1,021,875	988,197	1,082,896	1,082,896	1,082,896	1,093,262	1,079,009	1,072,482	1,091,328	1,110,698	1,130,604

Emergency Reserve (50) Revenues and Expenses								
Type	Account	Description	Account	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues	Beginning Fund Balance	Projected carryover from prior year.		724,989	1,070,966	1,387,966	1,387,966	1,270,067
	Temporary Operating Levy	Excess funds from the temporary operating levy approved in 2004.						15,364
	Transfer from General Fund	Fund transfer from the General Fund.	42001-00	450,000	317,000	60,000	60,000	317,500
Total Emergency Reserve (50) Revenues				1,174,989	1,387,966	1,447,966	1,447,966	1,602,931
Expenses	Brush Creek Drainage NID	Unanticipated costs related to financing for the Brush Creek NID.	01-01-00	104,023				
	Brink Myers Road NID	Unanticipated costs related to financing for the Brink Myers NID.	01-01-01				177,899	146,758
	Miscellaneous	Emergency expenses that are unfunded and uncategorized.	09-21-00					
Total Emergency Reserve (50) Expenses				104,023	-	-	177,899	146,758
Ending Fund Balance Emergency Reserve (50)				1,070,966	1,387,966	1,447,966	1,270,067	1,456,173

CITY OF PARKVILLE Policy Report

Date: Tuesday, October 20, 2015

Prepared By:
Matthew Chapman
Human Resources/Finance Director

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:
Review the revised City of Parkville Personnel Manual.

BACKGROUND:

The current City of Parkville Personnel Manual was approved and adopted by the Board of Aldermen on January 17, 2012. After extensive review of the current personnel manual, staff determined a revision was necessary. Due to the size and complexity of the undertaking and time constraints of staff, an outside consultant was hired to aid in the revision. Leslee Rivarola of RR Municipal Advisory Services, LLC was chosen as consultant based on availability, cost, and prior experience in human resources. Ms. Rivarola is a municipal management professional with experience in several cities in the Kansas City metro area; she currently serves as the city administrator of Lake Lotawana, MO. Senior staff met multiple times to discuss proposed revisions and arrived at a consensus on changes. Legal reviewed the proposed document and was consulted on various issues throughout the process. In addition, the City Administrator and Finance/Human Resources Director worked closely with the consultant to ensure that the proposed revisions and the final product are legal, enforceable and fair to the staff and the City. Significant changes are listed on the attached Executive Summary.

Ms. Rivarola and staff will present the revised document and discuss major changes at the work session on October 27, 2015. Based on feedback from the Mayor and Board, further revisions may be incorporated. Staff hopes to present a final document for Board approval by the end of the year to become effective on January 1, 2016.

BUDGET IMPACT:

There is no direct budget impact other than nominal fees to produce and distribute the revised personnel manual.

ALTERNATIVES:

1. Review the revised City of Parkville Personnel Manual.
2. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen review the revised City of Parkville Personnel Manual and provide guidance to staff to finalize the document.

POLICY:

Section 1.A. of the Personnel Manual states that amendments may be subsequently adopted by the Board of Aldermen.

SUGGESTED MOTION:

As this is a work session, no motion is necessary.

ATTACHMENTS:

1. Executive Summary
 2. Proposed Revised City of Parkville Personnel Manual
-

TO: Ms. Lauren Palmer, City Administrator
Mr. Matthew Chapman, Finance & Human Resources Director
FROM: Ms. Leslee Rivarola, Consultant
DATE: October 19, 2015
RE: Executive Summary of Revised Personnel Manual

The City's Personnel Manual provides the framework employees and supervisors can expect within the organization. As such, the policies of the City change from time to time in order to maintain compliance with statutory changes, the culture of the organization, and the policies of the City.

Significant proposed revisions to the manual are summarized as follows:

Article A. General Information

A-2. Employment at Will. This section was updated to include a general statement regarding employees who have an employment relationship governed by contract or state or federal law.

A-3. Administration and Application of Policies. Elected, contract and appointed positions were updated to reflect how travel and training policies apply to each of these positions.

A-4. Departmental Guidelines. This section was updated to indicate that safety policies and departmental policies may not be less stringent or conflicting with the personnel manual.

A-5. Personnel Records. This new section provides information on how an employee may access their personnel file through the Human Resources Department.

A-7. Board of Aldermen Employee Relationships. This new section is intended to promote friendly and open dialogue between elected officials and employees, while providing a framework for how administrative requests for services should occur.

A-9. Genetic Information. This new section is intended to provide employees protection against any genetic related medical information regarding the employee or a member of the employee's family from negatively impacting the employee's position.

A-10. Employee References. This policy has been updated to reflect how the Human Resources Department will provide employment verifications. Any requests for employee references will be handled at the department level.

Article B. Position Classification

This article is mostly new policy sections intended to provide clarity on position descriptions and pay ranges for employees.

B-2. Job Descriptions. This new section provides for consistency in how job descriptions are approached city wide. This also requires employees and supervisors to be familiar with job descriptions.

B-3. Pay Range Plan. This policy has been revised to include an annual review and adoption of job classifications and pay ranges by the Board of Aldermen at the recommendation of the City Administrator. The City Administrator would now have the authority to establish the salary of new,

transferred, or promoted employees provided the salary was within the established pay plan adopted by the Board of Aldermen. The Board of Aldermen would be responsible for establishing the salary of any new, transferred, or promoted department head at the recommendation of the City Administrator.

B-4. Maintenance of the Classification Plan. New policy providing department heads the opportunity and responsibility to review the pay range and job descriptions within their department on an annual basis.

Article C. Recruitment and Promotion

C-2. Hiring Authority. This policy is revised to allow the City Administrator the ability to hire, discipline, or terminate all subordinate employees for the City. The Board of Aldermen would approve or reject the aforementioned suggestions of the City Administrator to the Board of Aldermen for department head positions.

C-3. Recruitment. This new policy provides a framework and expectations for how vacant positions should be recruited.

C-4. Qualifications of Employment. This new policy provides for pre-employment screening and testing, as well as criteria which would disqualify a candidate from further consideration for employment with the City.

C-5. Immigration Law Compliance. The policy has been updated to reflect federal employment eligibility verification and termination of the employment relationship at any time if an employee can not verify his/her eligibility to work in the United States.

C-6. Training Period. This new policy establishes a training period of six months for all new or promoted employees (to a higher pay classification) for employees to establish a minimum level of competency and to have the employee's performance evaluated.

C-7. Promotion policies. This policy has been updated to indicate the City Administrator has the authority to promote any subordinate employee other than a department head level position. It has also been updated to reflect the City's desire to promote employee's from within the organization whenever practical and possible.

C-8. Reduction in Force. This new policy provides a framework for the elimination of a position(s) if a program or budget does not allow for the continuation of employment through the allocation of resources.

C-9. Nepotism. This new policy prohibits the hiring of "family members" as full-time employees within a department where the department head or supervisor is a "family member" of the candidate. This policy also prohibits the hiring of "family members" of the Board of Aldermen. Additionally, the policy addresses employees who become "family members" while employed at the City.

Article D. Compensation

D-1. Compensation Plan. This new policy provides a framework for compensating employees within the salary range of the position in which the employee works. The policy provides for establishing a plan to bring an employee to the minimum of the salary range of the employee's position if the employee is not currently compensated at the minimum level. The policy also establishes employees who are currently

compensated at a level higher than the maximum salary range of the employee's position would no longer be eligible to receive cost of living adjustments or merit increases for performance until the employee is within the pay classification of the position.

D-2. Merit Pay Increases. This new policy provides the framework for when an employee is eligible for a merit pay increase (separate from a cost of living adjustment).

D-4. Pay on Termination. This new policy provides information on how an employee is compensated upon separation from the City, and the return of City property. The exit interview process has been revised to reflect Human Resources conducting exit interviews.

D-5. Time Keeping for Non-Exempt Employees. This new policy provides a framework for hourly employees accurately reporting all hours worked. The policy prohibits hourly employees from "working off the clock."

D-7. Overtime and Compensatory Time. This policy has been revised to reflect eligibility for overtime or compensatory time, the City's preference to utilize compensatory time in lieu of paid overtime.

D-11. Call Back to Work. This new policy provides expectations and compensation practices for providing staffing resources outside of regular working hours.

D-13. Responsibility to Report to work in Adverse Conditions. This policy has been revised to include employee safety provisions, and to provide for the utilization of paid leave time if an employee does not report to work.

D-14. Emergency or Inclement Weather Closures. This new policy is intended to establish a process for the City Administrator and the Mayor to determine if city services should be closed, with the exception of emergency services (Police and Public Works). It also provides a process for compensating employees when city services are closed, as well as compensating employees who work performing emergency services.

Article E. Attendance and Leave

E-3. Holidays. The holiday policy was updated to reflect the most recent policy adopted by the Board of Aldermen Resolution 12-03-14.

E-4. Vacation Leave. The policy has been updated and reduced the required use of vacation increments from 4 hours at a time to 1 hour increments. It has been updated to include the expectation of an employee to coordinate vacation leave requests with the employee's supervisor, and that the City reserves the right to grant vacation leave requests based on certain criteria.

E-5. Sick Leave. The policy has been updated to include a monthly accounting by Human Resources to department heads to provide sick leave usage and available balances for each employee within the department.

E-6. Leaves of Absence. This policy has been updated and any leave of absence is to approved by the City Administrator rather than the Board of Aldermen.

E-7. Parental Leave. This policy has been revised to include the requesting employee utilize all sick, vacation, and compensatory leave prior to utilizing unpaid leave. The policy has been revised to allow employees to utilize parental leave in increments approved by the department head (up to 12 weeks) for one year following the birth or adoption of a child.

E-11. Civil Leave. This policy was revised from "Jury Leave" to include more general policies for an employee's absence for civil leave with pay and civil leave without pay.

E-12. Injury Leave. This new policy provides a process for an employee who is injured in the performance of the employee's duties and the right to benefits.

Article F. Other Employee Benefits

This article is new and incorporated benefits from the current personnel manual (such as LAGERS), and health insurance information.

Additions to the personnel manual include:

F-1. Retirement OASDI Benefits (Social Security).

F-3. Workers' Compensation Benefits.

F-4. Unemployment Compensation.

F-5. Life Insurance.

F-6. Deferred Compensation.

F-8. Other Insurance (voluntary programs such as dental, vision, life, cancer, accident and critical illness insurance available to employees through payroll deduction).

F-9. Educational Assistance was modified to indicate employees must continue one year of employment following reimbursement or the employee will be required to repay the tuition assistance. The policy has also been modified to indicate educational assistance is subject to annual appropriation by the Board of Aldermen through the annual budget.

F-10. Employee Assistance Program.

F-12. Car Allowance.

Article G. Travel and Training

G-1. General Requirements. This policy has been modified to remove alcohol as a reimbursable expense.

G-2. Allowable Expenses. This policy has been modified to include reimbursement for one checked bag on air travel, so long as the bag is not oversize or overweight.

Article H. Code of Conduct

H-3. Use of Tobacco Products. This policy has been revised to include use of smokeless tobacco and vaping in City vehicles.

Article I. Discipline

I-2. Issue Resolution. This section has been added to promote open communication between all employees. In addition to promoting an open dialogue for employee concerns, this new section has replaced the formal grievance procedure found in the current Personnel Manual. The City is not required to have a formal grievance process and this new policy provides for a less formal and more efficient method of resolving concerns.

All policies related to a formal grievance procedure were removed from this version of the Personnel Manual. The previous policy related to grievances was burdensome for employees, supervisors, and the Board of Aldermen in trying to resolve concerns.

Article N. Worker Safety

This article is new in the Personnel Manual to add a focus on promoting a safe work environment. It also addresses workers' compensation and returning injured employees to work.

Article P. Other Policies

P-2. Technology Use. This policy is the "Computer Use" policy in the current Personnel Manual, and has been modified to include an expanding role of technology in the City. The policy was revised to remove reference to specific social media sites, as social media is addressed in a new section.

P-3. Social Media Policy. New policy providing expectations around employee use of social media and any employee representations of the City both at work and on employee's personal time.

CITY OF PARKVILLE, MISSOURI

Personnel Manual

**Adopted by Board of Aldermen on
_____, 2015**

Ordinance Adopting Personnel Policy & Guidelines

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Article A. General Information

A-1. A Word about this Manual

This manual contains the personnel policies and procedures of the City. Employees may direct questions regarding the implementation of these policies or procedures, to their department head or supervisor.

This manual is intended to provide a better understanding of City policies and procedures. The policies outlined in this manual are not intended to and do not create a contract of employment and may be added to, terminated or changed at any time by the City. Employment is at will and for no specific period of time. This manual does not limit each employee's right, or the City's right, to terminate the employment relationship at any time.

The City Administrator is responsible for administering the policies in this manual and any amendments thereto that may be subsequently adopted by the Board of Aldermen. In accordance with Section 112.080.B of the Parkville Municipal Code, the City Administrator may establish additional supplemental personnel rules or procedures in keeping with the spirit and intent of the personnel policies as deemed necessary and appropriate.

A-2. Employment at Will

The City hopes that each employee's period of employment by the City will be a rewarding experience. However, circumstances change with the passage of time and some employees may seek opportunities elsewhere or choose to leave for other reasons.

Sometimes employees may not fulfill the operational needs of the City, or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations. **THEREFORE, THE RIGHT OF THE EMPLOYEE OR THE CITY TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT WILL IS RECOGNIZED AND AFFIRMED AS A CONDITION OF EMPLOYMENT. "AT WILL" MEANS THAT BOTH EMPLOYEE AND THE CITY HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE, WITH EXCEPTIONS DEFINED BY MISSOURI REVISED STATUTES. SEE ARTICLE K-1 FOR REQUIREMENTS TO BE TERMINATED IN GOOD STANDING.**

A-3. Administration and Application of Policies

These policies shall cover all employees of the City with the following EXCEPTIONS:

1. ELECTED POSITIONS: Mayor, Aldermen, and Municipal Judge.
2. CONTRACT OR APPOINTED POSITIONS: Including, but not limited to City Attorney and Prosecuting Attorney.

It is the further intention of the Board of Aldermen that this policy shall not govern the employment relationship of any outside auditor, member of any board or commission, any special counsel employed by the City or any other person employed to make or conduct a special inquiry, investigation, examination or installation, if the Board of Aldermen certifies that such employment is temporary. It is the intention of the Board that this personnel policy shall supplement and not in any way limit, modify or alter the employment relationship of any employee whose employment is governed pursuant to an employment contract or the Revised

Statutes of Missouri.

A-4. Departmental Guidelines

Department heads are accountable to the City Administrator for proper implementation of these policies within their departments. The department heads are expected to effectively supervise employees. Department heads may, following review and approval by the City Administrator, adopt and enforce additional safety or operational procedures and policies for each department so long as such additional policies are not less stringent or inconsistent with these policies.

A-5. Personnel Records

The Human Resources Department shall keep accurate records of all persons employed, their classification and pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, accrued compensatory time, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal laws.

An employee's personnel file shall be available during office hours for inspection by that employee or anyone in the employee's supervisory chain of command. Requests must be made in advance, and an appointment will be scheduled for viewing the file. Any other request for personnel information must be approved by the City Administrator.

Upon termination an employee will no longer have access to his/her personnel file.

A-6. Goals of the Personnel Program

The following goals are established by the Board of Aldermen for the City personnel program:

1. Recruitment, selection and advancement on the basis of skill, ability and knowledge.
2. Compensation based on the premise that similar positions receive similar pay that is also equitable.
3. Training as needed in order to assure high quality performance.
4. Retention on the basis of good job performance.
5. Fair treatment in all aspects of personnel administration without regard to race, color, national origin, sex, age, military status, religion, physical or mental disabilities, handicaps, or genetic make-up, and with proper regard for privacy and constitutional rights.
6. Rapid and fair disposition of contested issues in a grievance.

A-7. Board of Aldermen -Employee Relationships

Except for the purpose of inquiry, the Mayor and members of the Board of Aldermen shall deal with administrative services and requests through the City Administrator. Neither the Mayor nor members of the Board of Aldermen shall provide direction, criticism or discipline to any subordinate of the City Administrator, either publicly or privately. While friendly and open relations are encouraged among elected officials, department heads and employees, requests for information or service will normally be routed through the City Administrator in order to maintain the integrity of the administrative process.

A-8. Equal Employment Opportunity

The City is committed to providing equal employment opportunities for current and prospective employees. Accordingly, all employment decisions made by the City, including those related to hiring, promotion, demotion, transfer, placement, lay off, disciplinary action, termination, compensation, and benefits shall be made without regard to race, creed, color, sex, religion, age, national origin, military status, physical or mental disabilities or handicaps, genetic makeup, or any other prohibited basis under federal, state, or local law. Likewise, retaliation by the City against employees who engage in activities protected by federal, state, or local law is prohibited.

A-9. Genetic Information

1. The City does not discriminate against any applicant or employee because of that individual's genetic information (including information from genetic tests, the genetic tests of family members, the manifestation of a disease or disorder in a family member, family medical history, or information about any employee's, applicant's or family member's request for or receipt of genetic services). Nor does the City improperly request, require, or purchase any genetic information. Testing for drug or alcohol use is not considered "genetic testing," and may be required by the City in appropriate circumstances. Any specimen(s) gathered for drug and alcohol testing will not be tested for any genetic information.
2. *Inadvertent and other Lawful Acquisition.* To the extent the City receives information about an applicant's or employee's family medical history or other genetic information inadvertently or otherwise (e.g., in the administration of a leave or accommodation request), that information will not be used except as required for any legitimate purpose (e.g., to consider an employee's leave request relating to a family member's medical condition), and will be treated and maintained as a confidential medical record and will not be disclosed except as allowed or required by applicable law.
3. *Non-retaliation.* The City will not retaliate against any individual because the individual honestly and in good faith makes a complaint of discrimination based on genetic information, and/or participates or cooperates in an investigation of alleged discrimination based on genetic information, or of any other alleged violation regarding the acquisition or use of genetic information. Employees who feel they have been retaliated against for making a complaint for participating in an investigation should immediately report the circumstances or incident to Human Resources.

A-10. Employee References

The Human Resources Department may respond to requests for employment verification. The information that will be provided is generally limited to dates of employment, position(s) with the City, and pay rates. Employee references will be at the discretion of the direct supervisor.

A-11. Other Personnel Matters

Any employment issue that is not specifically included in the handbook or any question that may arise relating to policies not expressly set out herein shall be resolved at the discretion of the City Administrator.

Article B. Position Classifications

B-1. Objectives and Purpose

Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each permanent, City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or multiple positions with the same classification. These groupings shall be known as the Classification Plan. The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Board of Aldermen.

B-2. Job Descriptions

For clarity and legal compliance, job descriptions will be kept current for all City positions. Each position may have a concise, descriptive title; a description of the essential and marginal functions (tasks) of the position; and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the City Administrator and Human Resources and shall be kept on file in the Human Resources office open to inspection by any interested party during regular office hours. Each newly-hired employee will receive, review and sign a copy of his/her positional job description.

Each employee should be familiar with his/her own job description. It is the responsibility of the incumbent employee and the supervisor to keep the job description current and accurate. At least once each year, employees should check the job description to verify its accuracy.

B-3. Pay Range Plan

1. The Board of Aldermen shall adopt a pay plan, with minimum and maximum amounts for each classification. The pay ranges assigned to each class of positions shall be reviewed at least annually by the City Administrator who shall make periodic recommendations for revision to the Board of Aldermen.
2. The salary of any new, promoted or transferred employee shall be determined by the City Administrator in consultation with the Human Resources Director and Department Head of the employee within the approved salary ranges of the position. Any exceptions to the salary grade require approval from the Board of Aldermen. Salaries for all Department Head positions shall be established by the Board of Aldermen with a recommendation from the City Administrator.

B-4. Maintenance of the Classification Plan

It shall be the duty of each department head to report to the City Administrator any and all proposed organizational changes which will significantly alter or affect changes in existing positions or proposed positions. The City Administrator, or designee, will from time to time make comparative studies of all factors affecting the levels of compensation ranges and will recommend to the Board of Aldermen appropriate adjustments.

Article C. Recruitment and Promotion

C-1. Categories of Employment

Full-Time Employees: Employees of the City who are not temporary or hired on a contract basis and who regularly work 35 hours or more a week are considered Full-Time Employees.

Part-Time Employees: Employees of the City who are not temporary or hired on a contract basis and who regularly work fewer than 35 hours per week are considered Part-Time Employees. Part-Time Employees are generally not eligible for employee benefits, unless specifically noted in the Employee Benefits Section of this manual.

Seasonal Employees: Employees of the City who are hired to fill a position with a defined duration of seven (7) months or less or on an as-needed basis, are considered Seasonal Employees. Seasonal Employees are not eligible for employee benefits, unless specifically noted in the Employee Benefits Section of this manual.

Exempt Employees: An employee for whom the City has no duty under the Fair Labor Standards Act to comply with the Act as it pertains to certain requirements to pay minimum wage and overtime. As an example, a department head may not be eligible for overtime because he or she is categorized as an executive employee pursuant to the Fair Labor Standards Act (FLSA). The effect of the FLSA exemptions is only to eliminate the exempt employee's right to the specific FLSA benefit or benefits that is the subject of the exemption. Unlike non-covered employees, exempt employees are still subject to the FLSA's record keeping, child labor, equal pay, and anti-discrimination requirements of the Fair Labor Standards Act.

Non-Exempt Employees: An employee who is entitled to the minimum wage and overtime requirements set forth under the Fair Labor Standards Act. A non-exempt employee is entitled to specific FLSA benefit or benefits as set forth under the Fair Labor Standards Act. As an example, an employee of the City who does not qualify as an executive, administrative, or professional employee is entitled to overtime for any hours worked beyond 40 hours in any work week, unless as otherwise set forth under the FLSA which provides that municipal employers may utilize compensatory time in lieu of the payment of overtime. Administrative, non-exempt employees are those employees who primarily work within City Hall and assist department heads.

C-2. Hiring Authority

The City Administrator shall have the power to hire, discipline, and terminate all subordinate employees of the City of Parkville. The Board of Aldermen shall approve or reject the City Administrator's recommendation for the hiring or termination of all department head level positions.

C-3. Recruitment

1. Announcement of Vacancies: Notice of vacancies may be disseminated by posting announcements at City facilities, announcing the vacancy in weekly staff meetings, sending announcements to various newspapers and other organizations appropriate to the level of job, and by posting on the Internet and City of Parkville web page. Special effort shall be made to ensure that qualified applicants are not excluded from any recruitment effort because of unduly limited announcement distribution.
 - a) In accordance with the policy of providing promotion from within the organization,

with the exception of appointed officials, when qualified personnel exist, a job vacancy need not be announced publicly when such internal promotion is possible. In such a case, although the position may not be externally posted, it will be internally posted to allow internal candidates to apply.

- b) Any vacancy may be filled from inside or outside the City service. The City reserves the right to seek external applicants simultaneously with reviewing internal candidates.

2. Content of the Announcement: The announcement shall specify the class title and salary range of the class from which the vacancy is announced; the nature of the work performed; the minimum qualifications required for the performance of the work; the time, place and manner of making application; the closing date for receiving applications and other pertinent information.

C-4. Qualifications of Employment

Each applicant shall complete a job application and all other necessary forms as required. The application will require that the applicant clearly articulate his/her qualifications.

1. A medical examination may be required after an offer of employment has been extended; provided that such exams are required of all such applicants who are offered employment in the same position(s). The offer of employment is contingent upon the examination confirming that the applicant can perform the essential functions of the offered position, with or without reasonable accommodation, and without posing a direct threat to the applicant himself/herself, or to any other person.
2. A drug/alcohol test may be required after an offer of employment has been made for any safety, security, or integrity-sensitive position; provided that such exams or testing are required of all such applicants who are offered employment in the same position(s). The offer of employment is contingent upon the applicant passing any such required test.
3. A background check and/or credit check may be required for certain positions. All background checks will be performed in compliance with applicable law.
4. The minimum age for employment shall be 18 years of age, 21 years of age for police officers, and 16 years of age for seasonal employees.
5. *Disqualification:* An applicant may be disqualified if:
 - a) The applicant does not meet preliminary requirements established for the pertinent class.
 - b) The applicant has established an unsatisfactory employment record, as evidenced by reference check, of such a nature as to demonstrate unsuitability for employment.
 - c) The applicant has made a false statement of material fact or omitted relevant information in the application.
 - d) Failure of medical examination (i.e. a medical examination that indicates the applicant cannot perform an essential function of the position, or poses a direct threat by doing so and reasonable accommodation is not possible or feasible).
 - e) Failure of a drug/alcohol test (in the case of an application for a safety, security, or integrity-sensitive position).
 - f) Unsatisfactory background and/or credit. A criminal conviction or negative credit history will not necessarily disqualify an applicant. Factors such as the date of the occurrence(s), seriousness of the occurrence(s), nature of the offense(s),

relationship of the offense or occurrence to the position applied for, will be taken into consideration.

- g) Failure to verify the applicant or employee is eligible to work in the United States. Employee will be given adequate time to resolve discrepancies or contest a mistake. In the event a “final non-confirmation” of an employee’s legal right to work in the United States, the employee will be terminated.

C-5. Immigration Law Compliance

All offers of employment are contingent on verification of right to work in the United States. Before, or on the first day of work, each employee will be asked to provide original documents verifying his/her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If the employee at any time cannot verify his/her right to work in the United States, the City of Parkville will terminate his/her employment.

C-6. Training Period

1. In order to achieve a minimum level of competency, each employee, following initial employment, shall undergo a training period of six months.
2. Each employee promoted to a new classification with higher pay shall also undergo a training period in order to achieve minimal competency in the new position. An employee may be returned to the pay and position he or she held immediately prior to the promotion or to a position with equal pay and responsibility if a minimal level of competency cannot be demonstrated within six (6) months, as determined by the department head and City Administrator.
3. The provision of a training period does not guarantee the employee employment for that duration, or any specific duration. City employees remain employees “at will” throughout, and following any training period.
4. At time of hire all new employees will be provided with a City of Parkville Employee Evaluation Form. At the conclusion of the training period each employee will have his/her performance evaluated by the supervisor using the evaluation form, job description and other relevant considerations.

C-7. Promotion

Promotions shall be made solely on the basis of merit, evaluation, experience and education.

PROMOTION POLICIES: Promotions and demotions are granted solely by the City Administrator for subordinate employees, and should commence with a request from the supervisory department head. The salary for any individual promoted or demoted shall be determined by the City Administrator within the established pay range for the position. Transfer between departments will be considered when a vacancy occurs, but first preference will be given to promotion within the department, dependent upon experience, education and qualifications before the position is open to the public.

It is the policy of the City to fill vacancies for supervisory, skilled and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. Each applicant shall complete a job application or submit a detailed resume and all other necessary forms as required. A medical examination (in the case of a safety, security, or integrity-sensitive position) or drug/alcohol testing may be required after an offer of promotion

has been made; provided, that such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon the applicant passing any required test(s).

C-8. Reduction in Force

The City has the authority to lay off any employee because of the lack of funds or work, the termination of a program, or other reasons not related to the fault, delinquency, or misconduct of an employee. A reduction in work hours, demotion, or appointment to a vacant, part-time or seasonal position for which the employee is qualified may be offered to an employee in order to prevent or postpone a layoff. Full-time employees who are laid off are eligible to continue their health care coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) and must complete the necessary paperwork to indicate whether they decline or accept coverage.

C-9. Nepotism

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be hired or retained for employment who is a family member of anyone serving on the City's Board of Aldermen. In addition, no one shall be employed in a department in which the supervisor or department head is a family member of the candidate. "Family member" is defined to include only an employee's parent, spouse, domestic partner, child, sister or brother, grandparent, grandchild, in-law (mother, father, grandparent, brother, sister, daughter, son), first generation aunts, uncles, nieces, nephews or cousins. Relatives by adoption, step-children and step-parents are included in this definition.

If one City employee becomes a "family member" of another City employee after they are both employed, the two employees may not remain in the same supervisory chain. If they are in the same supervisory chain at the time they become "family members," one must be moved to another department and/or out of the supervisory chain within 90 days. If an appropriate position is not available then one of the employees must separate from City employment within the same 90 day period. If the affected employees cannot decide who will separate, then the department head, in consultation with the City Administrator, will determine which employee to retain.

This provision shall not prevent the hiring in a part-time position of an individual who is a "family member" of another City employee (as distinguished from an individual serving on the City Board of Aldermen); provided, however, that no part-time employee shall be supervised (either directly or through the chain of command) by a family member.

C-10. Fraternalization

In recognizing there are situations where romantic, familial or other personal relationships between employees can adversely affect the conduct of the City's activities, the City has a policy perspective on such relationships.

The City recognizes the right of individuals to privacy in their personal relationships and the City will only involve itself where such relationships have the potential to affect the City's activities. It is not possible to outline all the scenarios that would cause concern to the City, but some of the more obvious include:

1. Where one employee has access to sensitive, confidential information or to information not generally available to all employees.
2. Where one employee is a department head, supervisor or has any type of supervisory,

direct, or dotted line authority over another employee where the employees are involved in a romantic relationship. This will not be permitted, and the supervisory employee will be terminated unless the parties voluntarily determine that one of the employees will resign.

Article D. Compensation

D-1. Compensation Plan

Employees shall be paid within the salary range listed in his/her job description, or put on a plan to reach the minimum of his/her salary range within a reasonable period of time.

The City Administrator may propose, and the Board of Aldermen may periodically grant an across the board pay adjustment (cost-of living increase) that raises the salaries of all positions by a specified amount within a defined group or classification. Any employee at or above the maximum of their salary range will not be eligible for cost of living or merit pay increases. The increase may be given in either flat dollar or percentage amounts. Such adjustments, if any, will not change an employee's anniversary date for performance evaluations.

D-2. Merit Pay Increases

Merit pay increases are contingent on satisfactory performance, and subject to annual appropriation by the Board of Aldermen. If an employee was recently subject to significant disciplinary action or performance is consistently unsatisfactory, the City Administrator may declare that an employee is ineligible for merit pay increases for a stipulated period of time or until the employee's job performance is satisfactory.

D-3. Performance Appraisal

An annual written performance appraisal of every full-time and part-time employee will be conducted by the employee's direct supervisor. The appraisal shall be based on his/her duties and responsibilities and shall be a direct reflection of performance. The appraisal will include consideration of accomplishments, strengths and weaknesses, and the attainment of specified goals. The performance appraisal will include if a merit increase in salary is recommended to the City Administrator.

The supervisor will discuss the performance appraisal in consultation with the employee during a performance review. During the performance review, the employee is encouraged to ask questions about the performance appraisal as well as his/her career goals. The review process offers the opportunity for the employee to ask questions or discuss any problems relating to his/her job responsibilities.

Employees who receive a less than satisfactory performance appraisal will be placed on a written performance improvement plan. The employee's progress within the performance improvement plan will be reviewed no later than six months from the date the plan is delivered. The employee will not be eligible for a merit increase in salary until the employee's performance has been brought to a satisfactory level.

D-4. Pay on Termination

1. Upon separation of employment, employees will be compensated for any accrued but unused compensatory time as well as accrued but unused vacation time on their final payroll check at his/her current rate of pay. Employees will not be compensated for accrued but unused sick leave at the time of his/her separation of employment.

2. Upon separation of employment, employees must return all property rightfully belonging to the City, such as, but not limited to, apparel, badges, weapons, keys, tools, cell phones, etc., which are in their possession. The employee's final payroll check may be held until all City property is returned.
3. The Human Resources Director will arrange an exit interview. This is an opportunity to discuss reasons for leaving, COBRA coverage for the employee, duration of City benefits, return of any City property in the possession of the employee and notification of any address change, etc. The exit interview will be conducted by a member of the Human Resources Department. Results of the exit interview will be provided to the department head and City Administrator.

D-5. Time Keeping for Non-Exempt "Hourly" Employees

The City intends to fairly and appropriately pay all non-exempt employees hour-for-hour for all time worked on behalf of the City. Whenever work is performed for the City, whether during the regularly-scheduled shift, before or after the regular shift, or during meal breaks, the City intends to pay non-exempt employees for that time. Employees are required to accurately and truthfully record all time they work for the City; non-exempt employees are specifically prohibited from performing any work for the City "off the clock." Failure to accurately and truthfully record all time worked, whether the effect is to report more or less time than actually worked, is a violation of City policy and may result in discipline up to and including termination.

All absences (including vacation, illness, accidents, bereavement leave, etc.) should be reported on the employee's time sheet. The time sheet should be submitted to the department head for signature. The department head should submit all time sheets for his/her department to the payroll clerk no later than 5:00 p.m. on the Monday of the week of payroll, or at such other times as may be designated by the payroll clerk.

D-6. Lunch Breaks

Unpaid lunch breaks will occur on a routine schedule for each administrative, non-exempt employee, in a minimum of 30-minute intervals. Administrative, non-exempt employees will take a lunch break on each workday, unless approved in advance by the employee's supervisor.

All non-exempt employees will be assigned a set lunch time by their respective department heads.

D-7. Overtime and Compensatory Time

Work hours for non-exempt personnel will be determined and set by the respective department head. Work schedules for non-exempt personnel may be adjusted based on departmental needs, and to reduce the need of overtime, where practical.

Routine overtime work is NOT acceptable for hourly and non-exempt personnel and should never be worked without prior approval from the department head. Exempt employees are not eligible for overtime or compensatory time. Failure to obtain approval for overtime before working the overtime may lead to disciplinary action, up to and including termination. The procedure for obtaining this approval is covered in D-8 of this section.

Non-exempt employees shall be eligible to receive compensatory time for all hours worked in excess of his/her normal work week. Paid vacation and paid holiday hours will count as "time worked" for the purposes of computing overtime. Personal leave, job related injury leave, compensatory time, funeral leave and sick leave are not counted as "time worked" for the

purposes of computing overtime.

In order to keep its operating costs low, the City will use the following practice:

1. Provide time off to the employee within the week during which the extra hours are worked, provided the job responsibilities of the position can continue to be fulfilled in a 40 hour week. In this instance, one hour of time off will be given for each hour of extended work during the same workweek. For example, if the employee works ten hours on a Wednesday, he or she may be asked to only work six hours on Friday of the same work week. This is not considered compensatory time unless the work week exceeds 40 hours.
2. If the offsetting time off cannot be given in the same week and still keep total hours worked for the week to 40 hours, compensatory time may be used. For hourly and non-exempt employees, compensatory time shall be provided at a premium rate equal to one and one half hours for each hour of overtime earned pursuant to the FLSA. For example, if an employee who is entitled to FLSA compensation works 43 hours in a particular work week, he or she is entitled to 4.5 hours of compensatory time for the overtime work (3 overtime hours x 1.5 = 4.5 compensatory time hours). Any employee working overtime in this example will have 4.5 hours placed in their time bank. (The time bank is a record of accumulation for each employee of extra hours worked but unused/paid). The FLSA's compensatory time rate of 1.5 does not apply to employees who are exempt from the FLSA's overtime requirements.

Each employee may request the use of any accumulated compensatory time, and the City must allow for that use within a reasonable period following the employee's request to take compensatory time off unless the operation of the City will be unduly disrupted by the employee's absence from work. Any employee who has in his/her time bank any unused, accumulated compensatory time at the time the employment relationship is terminated is entitled to receive cash compensation for those accumulated hours at the date of termination. The FLSA does not preclude the City from requiring an employee to use accumulated compensatory time. As an example, the FLSA does not limit the City's authority to require an employee to use his/her compensatory time during periods in which the workload is light. Any employee who has accumulated 40 hours in their time bank will be notified by the City, and the employee, with the approval of the department head and City Administrator, shall designate a reasonable time to return their time bank to zero.

By acknowledging receipt of this personnel manual and commencing employment with the City, the employee is accepting compensatory time in lieu of the payment of overtime as an express condition of employment as provided by law.

3. Although compensatory time, in lieu of the payment of overtime in cash, is the preferred choice of the City as compensation for extra hours, compensatory time will not be utilized by the City for all employees in all instances. As an example, public works employees required to work overtime as a result of weather related conditions or other emergencies may be paid overtime in cash, rather than receiving compensatory time off, at the City's sole discretion. Employees required to work as a result of an extended absence by a fellow employee may be paid overtime as opposed to receiving compensatory time. In all instances where the payment of overtime is to be made in cash as opposed to the receipt of compensatory time, the department head shall

authorize the payment of overtime and the department head supervising the employees affected shall notify employees in advance of the performance of any work. If notification is not made, the employee will receive compensatory time off as required by the Fair Labor Standards Act.

D-8. Overtime/Compensatory Time Approval Process

Special Provisions for Public Safety Officials: By adoption of this personnel manual by the Board of Aldermen, the City shall no longer apply the 7(k) Exemption (applicable only to public safety employees – police and fire) of the Fair Labor Standards Act.

1. Non-exempt, public safety employees shall receive overtime pay after 40 hours of work in any work week.
2. Compensatory time may be used in lieu of paying overtime at the discretion of the management of the police department, to be determined before the work is performed.
3. Any non-exempt employee who has attained 40 hours of compensatory time shall be notified by the Chief and the employee, with the approval of the Chief, shall designate a reasonable time to return their time bank to zero.
4. With respect to the reasonableness of the employee's request for any use of compensatory time, and payment upon termination of any unused time in the employee's time bank, public safety officials shall be governed as all other City employees by the FLSA.

D-9. Flexible Scheduling

If a supervisor and non-exempt employee agree in advance, the supervisor may allow an employee to work in excess of the pre-arranged work day schedule in order to take off time on another day during the same work week. The worked time and the time used are a one for one ratio. The time sheet must clearly reflect the actual times worked.

D-10. Holiday Compensation

An employee who works on one of the City's scheduled holidays, at the department head's request, shall be compensated at the rate of two hours of compensatory time for each hour of holiday work time, except that if a full-time police officer works on a regularly scheduled holiday he may have another day off in lieu of the holiday anytime within thirty days of the holiday, or compensatory time as prescribed by the FLSA.

D-11. Call Back to Work

A department head or his/her designee may call an employee in to work on a regular day off or may call an employee back to work after a regular work schedule for emergency situations. Call-back assignments shall be limited to emergency situations or circumstances that cannot be postponed until the next scheduled work day.

1. Any employee consuming alcohol and certain prescription drugs shall be prohibited from responding to a call-back.
2. It shall be the responsibility of the department head to cover/find coverage during call-back situations.

3. It shall be the responsibility of the department head to cover/find coverage if a situation arises that requires additional employees for safety.

Compensation:

1. A called-back employee shall be compensated a minimum of two (2) hours of actual time worked, and the two hours will count as time worked for compensatory time purposes even if the actual time worked was something less than two hours.
2. The minimum of two hours shall not apply if the employee was called in during the one (1) hour period immediately prior to the beginning of the employee's regularly scheduled work shift.
3. A called-back employee's compensation shall include travel time to and from the employee's home.
4. Time worked will be calculated at the employee's regular rate of pay. Compensatory time is applicable only when total hours worked exceed 40 hours as outlined in D-7 of this section.

D-13. Responsibility to Report to Work in Adverse Conditions

In order to effectively serve the community during inclement weather and other emergencies, the City will make every effort to remain open during its regular business hours. All employees of the City shall be expected to report to work despite inclement weather, disasters, and other adverse conditions. Employees unable to report to work because of inclement weather, disasters, and other adverse situations must follow the applicable City leave policies for using vacation or compensatory time off. Employees are advised to take all necessary precautions and to avoid dangerous conditions to, from and around the worksite. In the event of inclement weather, disasters, and other adverse conditions, employees engaged in work directly related to the health, safety and welfare of the community (i.e., Public Works or Public Safety – Police) are expected to exhaust every effort in reporting to work in a timely fashion.

D-14. Emergency or Inclement Weather Closures of City Hall

If the City Administrator, in consultation with the Mayor, decides to close City Hall, certain classifications of employees are required to report for duty in order to perform essential services (i.e., Police and Public Works). Departments that provide these essential services will schedule employees accordingly. Essential employees will be compensated at their regular rate of pay for actual hours worked.

Non-essential full-time or part-time personnel will be compensated at their regular rate of pay for any scheduled hours of work during the period of time(s) City Hall remains closed. Compensation at the employee's regular rate of pay during emergency or inclement weather closings is considered gratuitous, and is not a requirement. This gratuitous compensation will not be counted towards total hours worked, and is therefore excluded from calculating hours for overtime, compensatory time or other leave purposes. Non-essential part-time and seasonal personnel will not be compensated during closures of City Hall.

Employees will be notified of the decision to close City Hall via the City's Facebook page. In addition, supervisors will attempt to contact each subordinate via telephone and/or email.

D-15. Payday

Employees shall be paid for work performed every two (2) weeks. Direct deposit is required.

When the payday is on a holiday, employees normally will be paid on the last working day before the holiday. Any error in an employee's pay should be discussed immediately with his/her supervisor.

D-16. Deductions

Payroll Deductions: Federal and state laws require the City to make certain deductions from employee earnings, including income withholding and social security taxes. No deductions, other than those legally required, will be made from an employee's paycheck without his/her consent. The employee may authorize deductions for participation in medical, dental and other insurance or voluntary benefit plans.

Garnishments: Federal and state laws require the City to make deductions from the employee's earnings to pay creditors who bring garnishment proceedings against him/her. The City encourages employees to protect their interests and good credit standing in the community by keeping their pay free from entanglements. Repeated garnishments may be subject to progressive discipline.

Article E. Attendance and Leave

E-1. Office Hours

To maintain a high level of service to our community, most employees must be available to handle requests/inquiries from the public during regular office hours. Office hours are typically from 8:00 a.m. to 5:00 p.m., Monday through Friday.

E-2. Standard Work Hours

The standard work week for non-exempt employees is five (5) days and forty (40) hours.

Exempt employees, who include all department heads, should work the hours necessary to ensure the satisfactory performance of his/her departmental duties. Exempt employees who are absent for more than four hours during regular office hours should record either sick or vacation leave in accordance with the eligibility requirements of this policy.

E-3. Holidays

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

- New Year's Day – January 1
- Martin Luther King's Birthday – 3rd Monday in January
- Presidents' Day – 3rd Monday in February
- Memorial Day – last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veterans' Day – November 11
- Thanksgiving Day – last Thursday in November
- Day after Thanksgiving – last Friday in November
- Christmas Day – December 25
- Second Christmas Holiday
 - If Christmas falls on Sunday – December 27

- If Christmas falls on Monday or Thursday – December 26
- If Christmas falls on Tuesday, Wednesday, or Friday – December 24
- If Christmas falls on Saturday – December 23

The City will ensure that all full-time employees enjoy the same number of holidays each year. For employees who normally work a Monday through Friday, when a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. For full-time employees whose work week is other than Monday through Friday, the department head shall designate the work day that shall be observed. Any employee absent without authorized leave on the day preceding and/or following a holiday shall not receive compensation for the holiday and may be subject to disciplinary action.

E-4. Vacation Leave

Full-time employees that have occupied such positions for a period of twelve (12) consecutive calendar months shall be allowed annual vacation with pay. Vacation shall be granted as follows:

- As of 1st anniversary date: 80 hours (2 weeks)
- As of 5th anniversary date: 96 hours (2 weeks 2 days)
- As of 10th anniversary date: 120 hours (3 weeks)
- As of 15th anniversary date: 136 hours (3 weeks 2 days)
- As of 20th anniversary date: 160 hours (4 weeks)

Vacation accrual begins immediately upon date of hiring, but employees are not able to use accrued vacation time until one year of service time has been earned. If approved by the City Administrator, one week of the first year's accumulation may be taken after six months of employment. A maximum of one week of vacation time can be carried over to the following year if prior authorization is given by the City Administrator. Authorization to carry over more than one week should be considered only when the employee's absence would cause significant work scheduling problems or when there are other extraordinary circumstances.

Employees who are terminated prior to taking their vacation shall not forfeit any right to vacation or vacation pay and each employee shall earn one-twelfth of his vacation pay for each month of service following his anniversary date, not to exceed the number of days which he or she could earn in that year.

For each week during which the employee did not work (or was not credited for) at least 35 hours during the previous 12 months, the number of vacation hours granted will be reduced by 2%. For example, if an employee eligible for 80 hours of paid vacation fails to receive credit for at least 35 hours worked in two of the weeks during the previous 12 months, the vacation allowance will be reduced by 3.2 hours, (80 hours X .02 = 3.2 hours), leaving the employee with 76.8 hours of vacation eligibility.

Vacation time is to be taken in increments of 1 hour or more.

Any absence of more than two weeks in duration for vacation or for compensatory time off must be approved in advance by the department head and City Administrator.

Absence on account of sickness, injury or disability may, at the request of the employee, be charged against vacation allowance, provided the employee has exhausted his/her available

sick leave before requesting to use vacation leave.

The dates for taking vacation leave shall be scheduled with approval of the employee's supervisor. In cases where the requested vacation schedules of two or more employees would adversely affect the efficient operation of the City, vacation leave shall be granted on the basis of rank, first request, and/or seniority of City employment at the discretion of the department head and/or City Administrator. Each department head reserves the right to limit the amount or timing of vacation taken if the proposed vacation interferes with business operations. Human Resources shall keep records of vacation allowance and use for every eligible employee. When a regular scheduled holiday occurs during the period of an employee's vacation, an additional day of vacation shall be granted. Human Resources shall provide to each department head on a monthly basis the accumulated leave balances for each eligible employee.

Any errors or concerns regarding an employee's accumulated vacation balances should be brought to the attention of Human Resources as soon as possible by the employee.

E-5. Sick Leave

All full-time City employees shall earn sick leave with full pay at the rate of one work day for each calendar month of service if the employee has worked a minimum of 35 hours a week. If the employee has worked a minimum of 35 hours for every week completed in a calendar month, the 8 hour sick leave benefit may be used in the following month. Any work week not completed in the course of a month will be included in the next month. For example, if a Monday, Tuesday and Wednesday are at the end of the month and the Thursday and Friday are at the beginning of the next month, sick time will not be earned until the Monday following the completed work week. If an employee has not worked a minimum of 35 hours in any work week in any calendar month, no sick leave (8-hour benefit) will be credited for the following month. Sick leave is available on the first week of each month following a completed work week. Sick leave shall accrue from the date of employment. Earned vacation days, sick time, holiday pay, and days worked will be used to compute the 35-hour minimum for a work week.

Absence on account of sickness, injury or disability may, at the request of the employee, be charged against vacation allowance. In all cases, an employee who has exhausted his/her allotment of sick days must use accrued compensatory time or vacation days for any absences. Only when all sick days, compensatory time, and vacation days have been used will time off without pay be considered. The use of time off without pay is considered an extraordinary situation, and requires approval by the respective department head and the City Administrator.

Human Resources shall keep records of sick leave and eligible employee use, and shall provide a monthly report to department heads of each eligible employee's use and available balance of sick leave.

An employee may be eligible for sick leave for the following reasons:

1. Personal illness or physical incapacity.
2. Quarantine of an employee by a physician.
3. Illness of a child, spouse or parent living in the home.

An employee who is unable to report for work because of the above reasons shall report the reason for his absence to the supervisor at least 2 hours prior to the time he or she is expected

to report for work, except in cases of extreme emergencies. Sick leave with pay shall not be allowed unless such report has been provided. Sick leave with pay in excess of three working days may require the employee to submit documentation from his/her physician confirming the extended illness, and the employee's fitness to return to work.

An employee may not accrue more than 120 days (960 hours) of sick leave.

An employee who resigns from City service shall not be allowed the use of sick leave in the last two calendar weeks of employment except by approval of the department head and City Administrator. Unused sick leave will not be compensated in any way at the time of resignation or dismissal of an employee.

Sick time is to be taken in increments of 1 hour or more

A non-exempt, full-time employee who is on the active payroll as of December 1 of any year shall receive in December the sum of \$10 for each day of unused sick leave he or she has accumulated in the preceding twelve months. This policy does not apply to exempt employees. This policy will be retired effective January 1, 2016.

E-6. Leaves of Absence General

The City recognizes there are circumstances under which an extended leave of absence might be requested and approved. Examples include birth or adoption of a child, family emergencies, a personal health crisis, or other equally serious circumstances.

In all cases, compensatory time, vacation, and sick leave should be exhausted before considering a leave of absence. Any leave granted will be without pay or benefits, and no time off benefits or seniority will accrue during the leave of absence. A leave of absence should be requested in advance of the leave. Any leave of absence must be approved by the department head and City Administrator.

Time spent away from work for purposes of professional development – such as seminars or conferences – are not considered leaves of absence under the meaning of this section. Participation in developmental opportunities requiring time away from the office in excess of one week must be approved by the department head and City Administrator with the final decision to be made by the City Administrator.

E-7. Parental Leave

It is the City's policy to allow up to twelve weeks of time off for the birth or adoption of a child, without respect to gender of the employee. The employee will be expected to first use any available sick leave, compensatory time off, or vacation leave during this period. The balance of the time off granted under this policy will be an unpaid leave. Parental leave may be used in any increments approved by the department head for up to one year following the birth or adoption of the child.

E-8. Medical Leave

Medical leaves of absence may be requested by full-time and part-time employees. If an employee expects to be absent for more than five consecutive work days as a result of an illness, injury, or disability, the employee must submit a written request for medical leave to Human Resources as far in advance of his/her anticipated leave date as practicable. If the absence is due to an emergency, the employee or a member of his/her immediate family must inform his/her supervisor or his/her department head as soon as is practicable; this call should

be followed up with a written request, normally submitted within three days of the beginning of the employee's leave. All medical leave requests must be accompanied by appropriate medical certification from a physician, indicating the condition necessitating the leave request and the projected date of return to work. Medical leave forms are available from the Human Resources Department.

If the employee's request for leave is granted, the employee is required to provide the City with additional physicians' statements at least once every thirty days, or more frequently if requested, attesting to the employee's continued disability and inability to work. The employee may also be required to provide the City access to his/her medical records regarding the purpose of his/her leave and to submit to an examination at any time by a physician designated by the City at its discretion. While on an approved medical leave of absence the employee may be eligible for short-term disability, salary continuation, and/or long-term disability insurance benefits. Please refer to Human Resources for additional information regarding these benefits.

Before being permitted to return from medical leave, the employee is required to present the City with a note from his/her physician indicating the employee is capable of returning to work and performing the essential functions of his/her position, with or without reasonable accommodation. In addition, the City at its discretion may require an independent medical examination prior to reinstatement to confirm that the employee can perform the essential functions of the position, with or without reasonable accommodation, and without posing a direct threat to himself/herself, or to any other person.

All City benefits that operate on an accrual basis (e.g., vacation and paid sick days) continue to accrue only during the first thirty days of your medical leave. All City group health benefits (e.g., hospitalization and major medical insurance) continue during your leave.

Unless applicable state or local law requires otherwise, reinstatement cannot be guaranteed to any employee returning from medical leave. Employees are notified by Human Resources regarding any such right to reinstatement prior to the commencement of his/her leave. However, to place employees returning from leave in his/her former positions or positions comparable in status and pay, will be subject to budgetary restrictions, vacancies within the department, and is at the discretion of the City.

E-9. Military Leave

The City will comply with all local, state and federal laws regarding military leave. Questions about military leave should be directed to Human Resources.

E-10. Bereavement Leave

In the event of a death in an employee's immediate family, full-time employees may be granted funeral leave with pay as follows:

- 3 Days: Spouse, Child, Parent, Brother, or Sister, Domestic Partner
- 1 Day: Grandparent, Grandchild, Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, Daughter-in-law, or Son-in-law, Aunt, Uncle, Niece or Nephew

The City Administrator at his/her discretion may allow additional leave in special cases, i.e., involving travel time, unusual responsibilities, unusual hardship, or special relationships.

E-11. Civil Leave

1. *Civil Leave with Pay.* Any employee shall be given necessary time off with pay under any of the following circumstances:
 - a) When performing jury duty (note: when normal pay is taken, jury duty paycheck shall be endorsed to the City.)
 - b) When appearing in court as a witness in answer to a subpoena in connection with the City, or as an expert witness when acting in an official capacity in connection with the City,
 - c) When performing emergency civilian duty in connection with national defense, or for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.
2. *Civil Leave without Pay.* If an employee is involved in a personal lawsuit either as plaintiff or as defendant in an action not related to his/her duties with the City, the employee may take leave without pay unless he or she elects to utilize accumulated compensatory time off or vacation leave.

E-12. Injury Leave

1. All injuries occurring on the job shall be reported to the employee's immediate supervisor as soon as possible, but no later than 24 hours after the incident.
2. Any employee injured on the job shall be eligible to receive injury leave with pay for up to the seven-day waiting period for workers' compensation claims, or the duration of the necessary absence, whichever is shorter. If an injured employee has work restrictions which can be accommodated by the City and elects not to work, he or she will be required to use accrued sick leave time, and will not be eligible for injury pay.
3. When an employee receives compensation under the Workers' Compensation Act, the pay he or she receives from the City, while an employee of the City, shall be the difference between his/her regular rate of pay and the amount he or she receives from workers' compensation.
4. Failure to timely report a work-related accident or injury may result in disciplinary action.

Article F –Other Employee Benefits

F-1. Retirement-OASDI Benefits

All eligible employees of the City are under the federal OASDI Social Security System, and receive appropriate benefits in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution accomplished via payroll deduction.

F-2. Retirement-LAGERS

Effective August 1, 2009, the City elected to join the Missouri Local Government Employees Retirement System (LAGERS). All employees who work at least 1,500 hours annually will be required to participate. Program benefits and employee contributions are subject to change at the discretion of the Board of Aldermen.

F-3. Workers' Compensation Benefits

Any City employee who sustains a work-related injury or illness may receive the benefits of the Missouri Workers' Compensation law in accordance with such law and guidelines.

F-4. Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the City of Parkville. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. The City of Parkville pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work.

F-5. Life Insurance

In addition to the death benefits provided under OASDI and LAGERS, the City provides life insurance for eligible employees. The cost of this benefit is paid entirely by the employer.

F-6. Deferred Compensation

All City employees may choose to participate in an IRS 457 deferred compensation plan offered by the City. Under this plan, the employee determines the amount of compensation to be withheld annually by the City in compliance with the minimum and maximum allowed by federal law. The amount selected is forwarded by the City to the employee's selected account and is subject to IRS guidelines.

F-7. Health Care Program

The City offers several plans providing hospitalization and medical insurance coverage to regular full-time employees and may apply coverage to regular part-time employees. The terms of the plans will determine what benefits will be paid. The plans may change from time to time, so always consult the latest plan provisions. The City may change the insurance carrier periodically or terminate the plans at any time. Eligible employees may be required to pay all or a portion of the cost for coverage under the plans. Any part-time employee who works an average of 30-hours or more per week will be eligible for medical benefits at full premium cost to the employee. The cost to participate will be communicated to employees prior to the annual open enrollment period for the plan.

No employee shall be entitled to a cash payment in lieu of health care insurance coverage.

The City complies with those provisions of the Federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan care coverage upon termination of City employment. Under no circumstances shall any retired or disabled person, or spouse, or domestic partner, thereof, who has attained the age of 65 or qualifies for Social Security Administration Medicare coverage, remain on the City's insurance plan.

F-8. Other Insurance

The City provides the opportunity for full-time and eligible part-time employees to access voluntary dental, vision, life, cancer, accident, critical illness and other insurance protection through payroll deduction from third-party provider(s). The City's participation in the cost (if any participation) of these coverages is established by the Board of Aldermen on an annual basis.

F-9. Educational Assistance

Full-time employees who have been employed by the City for a minimum of one year may receive tuition reimbursement up to 50% of the cost for tuition, fees, and books from an accredited college or university. In order to be eligible the employee must receive written approval from the department head and City Administrator prior to registration with final approval by the City Administrator. Approval may be considered if enrollment in the course will not disrupt the employee's normal work responsibilities. Maximum reimbursement per employee per calendar year shall be \$1,500. Reimbursement shall not be given for any class in which the employee did not receive at least an average grade of "C" or its equivalent. Actual transcripts will be required for reimbursement. Employees participating in this program must complete one year of employment for the City following reimbursement; an employee who voluntarily resigns, or who is terminated "for cause," before that time will be required to repay the City any reimbursement provided. Educational assistance is not a guarantee and is subject to available funding.

F-10. Employee Assistance Program

The City of Parkville offers its employees an Employee Assistance Program (EAP). The EAP provides a confidential, easily accessible professional counseling service for employees whose personal problems may affect their ability to function effectively at work or home. This may include family issues, grief, stress, relationships, substance abuse or addiction concerns, work-related issues and any mental health issue. The EAP is administered by a third-party, and the City only receives general information about the number of employees who access the service. The City does not receive personally identifiable information (such as name, job title, or department) about employees who utilize the service. No information concerning the nature of the employee's problem will be released without his/her written consent.

F-11. City Provided Vehicles

1. Driver's License Required: In order to protect the City and the employee, and to conform to state law and the requirements of the City's insurance carrier, all City employees who need to operate a vehicle to perform their job duties must have a current, valid driver's license. A copy of such license is to be placed in the employee's personnel file.

If, at any time, the status of the employee's driver's license changes, the employee is to immediately notify his/her department head and the City Administrator as to the status change and the circumstances, which prompted the change. Violation of this policy may result in disciplinary action, up to and including termination.

The City retains the right to request authorization to check drivers' records at any time during the employment of any individual who is required to drive as part of his/her job duties.

2. Seat Belt Usage Required: This policy is intended to protect City employees operating or riding in motor vehicles from the hazards of motor vehicle accidents. It is mandatory for all City employees operating motor vehicles in the course of their duties to use seat belts. This includes all employees operating City-owned vehicles and passengers in City-owned vehicles, all employees operating personal vehicles while engaged in City business and employees riding as a passenger in a vehicle while on City business.

All City-owned vehicles will be equipped with seat belts. This includes the vehicle cab or operator's compartment, passenger seating area, and jump seats. Operators of tractors

or other off-road vehicles equipped with Roll-Over Protection Structures (ROPS) will use seat belts. Vehicle passengers are to ride only in areas of the vehicle designed for that purpose. Seat belts shall be used by all employees riding in a vehicle while the vehicle is in motion. There are no exemptions to this policy.

Violation of this policy may result in disciplinary action, up to and including termination.

F-12 Car Allowance

In certain instances, the City may provide a car allowance to eligible exempt employees for use of their personal vehicles to conduct City business. In most cases, except for travel more than 30 miles from City Hall, the employee is not eligible for mileage reimbursement.

If, at any time, the status of the employee's driver's license changes, the employee is to immediately notify his/her department head and the City Administrator as to the status change and the circumstances which prompted the change. The employee will immediately forfeit the car allowance and is subject to disciplinary action, up to and including termination.

F-13. Cell Phones

Employees should use proper safety procedures at all times when using a cellular phone, but especially while operating equipment, driving on City business, or performing similar duties. Employees are discouraged from using cellular phones while operating vehicles or equipment in the course of their duties. If necessary for emergency or operational reasons, a hands-free device is required for making or receiving cell phone calls while using a City vehicle or operating equipment. When driving, unless using a hands free device, the employee should pull the vehicle off the road and into a safe place before making or receiving cell phone calls. The primary concern of the City is the personal safety of employees and the public at large.

It is the goal of the City to provide cellular telephones to City employees who need them to perform the essential functions of their jobs. It is the further desire of the City to make sure that cellular phones are used for City business, the cost to the City for cellular phone use is kept as low as possible, and employees and supervisors are held accountable for proper cellular phone usage, with a minimum of paperwork.

Department heads may acquire cellular phones for employee use when the expense and use of the phones is justifiable in terms of improved service and responsiveness to citizens or other employees. Department heads are responsible for that justification, both initially and ongoing.

Inappropriate use of a City-provided cellular phone will result in disciplinary action, up to and including termination.

Personal Calls: The City retains the right to request and/or review all records regarding usage of City-provided cellular phones or PDAs, as well as to review any and all information stored on those phones or PDAs.

Personal Cell Phone Policy: The City understands that many employees have personal cell phones. Excessive or inappropriate personal use of cell phones on City time will result in disciplinary action, up to and including termination.

F-14. Purchasing Cards

Use of a City credit card may be provided to employees and City officials for payment of allowable City business expenditures and is to be used only for City business purposes such as

City sanctioned meals, travel events, meetings, supplies or capital purchases which cannot be easily handled through the accounts payable system. Any employee abusing the use of the City credit card may have his/her City credit card privileges suspended, and be required to immediately reimburse the City for any inappropriate charges. The employee may also be subject to disciplinary action, up to and including termination.

Itemized receipts for purchases must be submitted initially to the department head and then to Accounts Payable for any transaction charged to a City credit card. If an itemized receipt is misplaced, a detailed description of the items purchased must be signed by the employee's supervisor and then submitted to Accounts Payable. It is expected misplaced or lost receipts will be kept to a minimum. If a pattern of missing or lost receipts is established, the employee may lose his/her purchasing card privileges and be subject to disciplinary action.

All purchases made via Purchasing Cards shall be made in accordance with the procurement procedures required in the City purchasing policy.

The department head and the Finance/Human Resources Director must approve the issuance of all city credit cards.

When meals are purchased on the City credit card for City sanctioned events or meetings, all individuals in attendance must be stated by name on the back of the credit card charge slip. If an individual is not a City employee, the individual must be identified by name and title. Additionally, the business purpose of the meal must be documented. The purchase of alcohol with a City credit card is strictly prohibited.

F-15. Lost or Damaged City Property

If City property is lost or damaged, the employee will be responsible for reimbursing the City for a replacement. Items lost or stolen with no negligence on the part of the employee will be replaced at the City's expense. If it is determined that the loss or damage was due to negligence, the item(s) will be replaced at the employee's expense. The replacement cost will be the actual cost to the City at the time of replacement. When a lost or stolen item is recovered in satisfactory condition, the employee will be reimbursed.

Article G - Travel and Training

G-1. General Requirements

Reimbursements and purchases will only be allowed for City sanctioned events, meetings or travel while acting in an official capacity for the City.

City employees are reminded that taxpayer's money is being used when the City pays for business-related expenses. We expect employees to aggressively minimize expenses whenever possible. If an employee does not attend his/her registered event, then the employee may be required to reimburse the City for costs incurred by the City. The same shall apply with respect to any late fees assessed against the City as a result of late registration to any event by the employee, unless late registration was through no fault of the employee.

The City is exempt from paying sales tax on purchases in Missouri. Prior to making any purchase over \$20, employees must arrange for the vendor to receive the tax exemption information and verify that sales tax will not be charged by the vendor. Information regarding the

tax exemption can be obtained from the Finance Department. If the employee neglects to arrange for use of the sales tax exemption, the City Administrator may not reimburse the employee for any sales taxes, which are incurred.

Reimbursements are limited to items approved in advance by the employee's supervisor. Employees will be reimbursed for transportation, lodging and meal expenses while traveling for the City. Should alcohol be purchased by an employee, it will not be reimbursed.

Approval of professional training expenses requires a two-step process:

1. Pre-approval of requested expenses by the employee's supervisor. Travel and training outside of the Kansas City metropolitan region must be pre-approved by the department head. All travel and training outside of Missouri and eastern Kansas must be pre-approved by the City Administrator.
2. Completion of Expense Report with all required back-up documentation.

G-2. Allowable Expenses

1. Air, Rail and Rental Car Expenses:

Air Travel: Employees should fly in coach class. The City does not reimburse for in-flight movies, food, or alcoholic beverages. Reimbursement will be made for luggage charges up to one bag, and will not reimburse for overweight/oversize luggage charges.

Rail Travel: First-class rail transportation is allowable.

Rental Car: If a rental car at the destination is approved in advance, employees should rent a mid-size or smaller car. Rental cars should be filled with fuel before being returned to the rental car company to prevent the assessment of a fuel fee by the rental car company.

Receipts Required: Receipts are required for any transportation fare, luggage charge, parking fee, toll, or fuel purchase to be considered for reimbursement.

2. Mileage Reimbursement:

Use of City Vehicle: All work related travel within a 30-mile radius of City Hall shall be accomplished by driving one of the City vehicles. Employees must have a valid driver's license when using a City vehicle.

Local Mileage Reimbursement: No mileage will be reimbursed for personal vehicle usage within the 30-mile metro area, unless the department head gives prior authorization. That permission will be granted only if the City vehicle is not available because of repairs or usage.

Requirements for Mileage Reimbursement: If the employee qualifies to use his/her personal vehicle to drive to a business event, the mileage will be reimbursed at the standard IRS mileage rate, plus parking and tolls. A map from a computer program (such as MapQuest, Google maps, etc.) with total miles (using actual addresses and the most direct route) must be attached to the employee's expense report to substantiate the number of miles being reported. The address of City Hall will be used as the starting

destination for mileage reimbursement. All employees who use their personal vehicles for City business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law.

Car Allowances and Mileage Reimbursement: In the case of an employee who receives a car allowance, mileage will not be reimbursed within the metro area (30-mile radius from City Hall) under any circumstance.

Advances for Mileage: No reimbursement for mileage will be paid prior to the day of travel unless authorized by the City Administrator.

G-3. Lodging and Conference Expenses

Employees are expected to exercise judgment in selecting a hotel that is moderately priced, convenient, and not extravagant. Every effort will be made to register in advance for all conferences, arranging for advance payment for conference fees and lodging using the City credit card. If the City credit card cannot be used, the employee will be reimbursed for hotel room rates and applicable taxes. Any late or avoidable fees will be paid for by the employee.

G-4. Meal Expenses

Per Diem Amounts While Traveling: While traveling, the GSA meal per diem rates will apply. No receipts are required to substantiate meal expenses. The per diem is reduced on days when the employee is not away from home for the entire day.

If a meal is provided at a conference, the per diem amount will be reduced according to GSA guidelines. All conference registration information will be provided by the employee to his/her supervisor at the time the travel request is approved to confirm the expected per diem amounts. In circumstances where the traveling employee does not possess a City credit card, a travel advance for expenses may be approved by the City Administrator.

Emergency Situations: Sometimes emergency circumstances require employees to work excessively long hours in order to protect the safety of the citizens and to maintain the City's infrastructure. During these times, the City, at the City Administrator's discretion, may purchase meals for any employee who has been working excessive hours outside of the regular work schedule.

G-5. Non-Allowable Expenses

Non-reimbursable expenses include, but are not limited to the following:

- Alcohol
- Avoidable late fees, registration fees and cancellation fees
- Car repair (except for City vehicles where necessary to complete trip)
- Credit card interest charges
- Day care for children or pets
- Fees for upgrades of air, hotel or auto
- Grooming, nail or hair salon expenses
- Headphones on airlines
- Health club fees and hotel fitness facilities
- Laundry
- Massage

- Medicines
- Movies (either in-room or at the cinema)
- Personal bar bills
- Personal books, magazines, or other entertainment
- Personal travel portion during business travel
- Pet hotel stays or pet transportation
- Political or charitable contributions
- Sporting events
- Spouse's expenses if accompanying City employee or elected official on trip
- Toiletries

G-6. Expense Reporting Procedures

Expense Reports: Employees must submit an expense report within 10 working days of the completion of travel. Failure to do so will result in possible disciplinary action and could jeopardize the employee's ability to travel in the future. Expense reports need to have the following:

1. Receipts with detail of purchased items.
2. Purpose of the purchase.
3. A list of individuals who attended the related business meeting.
4. Approval signature of supervisor. In the case of the City Administrator, the Mayor or Finance Committee will be responsible for approval.
5. Complete list of all expenses related to travel including those that staff is not requesting reimbursement for. An example would be conference lodging that was already paid for on a City credit card.

G-7. Reimbursement

Checks for expense reports are issued after the reimbursement is approved by the Board of Aldermen.

Article H. Code of Conduct

H-1. Conduct, Work Habits and Attitude

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in his/her work for the City. Whenever work habits, attitude, production or personal conduct of any employee falls below a desirable standard, his/her supervisor should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and goodwill of the employee. Whenever possible, oral and/or written warnings with sufficient time for improvement shall precede formal discipline.

H-2. Attendance and Punctuality

Employees are important to their departments and the City. It is essential that employees report for work on a punctual basis. It should be recognized that absence affects our overall efficiency

and places additional requirements on fellow employees.

If an emergency is likely to cause you to be late in arriving for work, you are expected to telephone your supervisor or department head and give the expected time of your arrival. When circumstances prevent you from coming to work or reporting to work on time, you should notify your supervisor or department head by telephone at least two hours prior to your regular starting time. If you are physically incapacitated, you should have a family member or someone else call in for you; otherwise, you are expected to discuss your problem directly with your supervisor or department head. If you are unable to reach your supervisor or department head, you should talk with the City Administrator. Information passed through a friend or fellow employee will not be considered adequate notice.

An employee with six tardy occurrences within a 12-month rolling calendar will receive formal corrective action, beginning with a documented written warning and ultimately progressing to termination if warranted. Prior to issuing any formal corrective action, the supervisor will informally counsel the staff member in order to communicate, identify and attempt to resolve issues. In the spirit of quality employee relations and performance, trends or patterns of consistently being tardy should be addressed in the employee's performance evaluation.

When tardiness is excused for a bona fide emergency it shall nevertheless be recorded on the time sheet and the word "excused" written in the remarks area. The Supervisor, upon the employee's request, may charge such authorized tardiness to earned time, excluding sick leave, or to unpaid leave.

H-3. Use of Tobacco Products

To facilitate a safe, clean and healthy working environment for all employees, cigarette smoking, smokeless tobacco, and vaping are prohibited while on duty. Use of tobacco will be allowed in designated areas during the employee's break times but at no time is use of cigarettes, smokeless tobacco, and vaping allowed while in a City vehicle.

H-4. Conflicts of Interest

The City recognizes the problem of conflicts of interest in the work place and believes the City has a legitimate right to know of possible conflicts between an employee's own interests and those of the City. All employees should be aware that the City Code, Chapter 107 establishes a Code of Ethics governing all elected officials and employees of the City. All employees are required to review Chapter 107 (ordinance is attached for review) and this Chapter of the City Code shall govern should there be any inconsistency between Chapter 107 and this Personnel Manual.

Personal activities or involvement from which personal benefit or obligation may potentially result should be avoided as it may create or appear to create a conflict with the employee's responsibility and loyalty to the City. Before accepting any gifts, gratuities or other thing of value from any co-employees, or organizations or individuals with or seeking official relationships with the City, the employee should first contact his/her department head.

The protection of the City's interests requires that each employee be free of any material investment, association, or other relationship that could conflict with their responsibility to act objectively in matters that affect the City. The policy requires that each employee disclose any potential conflict of interest to the City. Further, it is also each employee's continuing obligation to observe the requirements of this policy at all times.

Each employee should provide, in writing, a description of any potential conflict of interest to his/her department head and the City Administrator for inclusion in his/her respective personnel history file.

H-5. Equal Treatment

Employees shall give fair and equal treatment to every citizen. No employee shall grant special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

H-6. Private Interest Legislation and Representation

Employees must promptly disclose to the City Administrator the nature and extent of any financial or private interest in any proposed ordinance.

Additionally, employees must not appear on behalf of private interests before the City's Mayor, Board of Aldermen, City Administrator, Municipal Judge, Police Chief, City Clerk, Treasurer, City Attorney, City Prosecutor, department heads, or any department or agency of the City government. Employees shall not represent private interests in any action or proceeding adverse to the interests of the City, including, but not limited to, any litigation, or any proceeding in Court, in which the City or any of its officers, employees, or agents are a party or complainant unless required by court subpoena.

H-7. Confidential Matters

Upon employment with the City and as a condition of continuing employment, the City requires all employees (including temporary employees) agree to protect the confidential affairs of the City. Disclosure of confidential information is prohibited and may result in disciplinary action; up to and including termination. Unauthorized disclosure of another employee's payroll or medical information may lead to action up to and including termination of the employee(s) involved. It is the City's policy not to discuss payroll, personnel or related issues with spouses of employees. Any inquiries should be made directly by the employee.

The City also requires that employees not disclose to anyone, other than authorized City representatives, any information, which has not been cleared for public disclosure, released to the news media, published in a newsletter, or otherwise approved by the Mayor or his/her designee. Violation of this policy may result in disciplinary action, up to and including termination, and may result in civil and criminal liability.

H-8. Dress Code

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times during normal business hours. Presenting a professional image is an important aspect of the organization. Whether or not the employee's job responsibilities place him or her in direct contact with city officials, state officials, legislators or the public, employees represent the City with appearance as well as the employee's actions. The properly attired man or woman helps to create a favorable image for the City. Situations in which inappropriate attire is worn and/or any exceptions to the dress code will be addressed by the employee's supervisor in consultation with the department head and, if needed, Human Resources. Employees who are improperly attired may be required to leave work to change their attire. Hourly employees will not be compensated for the time they are away from work to change improper attire.

The following clothing is not appropriate attire for work days: shorts, halters, tank tops, jeans with holes, low neckline front or back, flip flops and slippers or clothing that has words, pictures,

scenes, etc., that would be disruptive to the work environment (except where approved due to season and work environment).

H-9. Standards of Conduct

The City endeavors to employ responsible individuals and believes the vast majority of employees are responsible citizens who understand and respect the rights and property of their fellow employees and that of the City. However, when large groups work together, reasonable rules are necessary for the orderly conduct of the operation. To this end, the City has in effect and will establish from time to time such reasonable rules as it considers necessary to ensure the orderly and efficient conduct of its business, to assure the safety of its employees and property, and to comply with applicable laws. During working hours, and in some cases after working hours, employees are expected to comply with rules established by the City. Failure to do so may result in disciplinary action, up to and including termination.

The following behaviors will result in disciplinary action ranging from a verbal warning to discharge. This list consists of examples only and is not intended to be exclusive:

1. Habitual tardiness or absenteeism
2. Failure to report immediately to the supervisor any job-related accident or injury or unsafe working condition
3. Failure to report an off-the-job accident or injury, which may affect the performance of your job
4. Smoking in restricted areas
5. Gambling during work or on City property
6. Working on personal business or projects on City time
7. Creating or contributing to unsanitary or disorderly housekeeping conditions
8. Failing to notify the City promptly when you will be absent from work or late to work
9. Being absent one (1) working day (8 hours) without calling in
10. Soliciting employees while either the person being solicited, or the person doing the soliciting is on work time. This applies to selling of any type; solicitation of memberships, pledges, or subscriptions; circulating petitions; or collecting money
11. Conduct which endangers you or another employee
12. Unauthorized use of City tools, equipment, telephones or other City property
13. Failure to use safety equipment required by the City, or to comply with safety rules
14. Distribution of personal literature or printed material in the work area or during work time or posting or removing notices, signs or other written materials
15. Remaining on or coming onto City work premises during off-duty hours for purposes

other than to work without advance approval. (Employees may report early and/or leave late due to transportation arrangements)

16. Sleeping, loafing on the job, engaging in horseplay, throwing anything that may harm another, playing jokes or otherwise distracting or startling others, acting in a disorderly manner or being away from your work station unnecessarily
17. Refusal or failure to carry out instructions fully or to perform work assignments as required by supervisory personnel
18. Gross negligence, or abuse resulting in the damage or destruction of tools, machinery, equipment, products, materials, or other property belonging to the City or to others
19. Removing City property from your work site without written authorization
20. Operating or tampering with City equipment, which you have not been authorized to use or repair
21. Restricting work production, encouraging or persuading others to restrict work production or supporting an interruption of work
22. Insubordination or disrespect, or negative comments or disruptive conduct towards any City employee, Aldermen or Mayor
23. Conduct reflecting discredit on the City
24. Violation of any lawful official regulation or order, to include local, state and federal statutes
25. Conviction of a crime involving moral turpitude
26. Willfully, unnecessarily or through negligence, committing acts of brutality or cruelty to persons in custody, provided the acts committed were not necessary or lawfully done in self-defense, to protect the lives of others, or to prevent the escape of a person lawfully in custody
27. Inefficient, negligent, incompetent, or ineffective performance of duties
28. Using, threatening to use, or attempting to use, personal or political influence in securing a position, leave of absence, transfer, promotion, increase in pay rate, or change in any other term or condition of employment
29. Inducing or attempting to induce a City employee to commit an unlawful act
30. Using City property or personnel for outside business or personal pursuits

The first violation of the following offenses may result in immediate discharge. This list consists of examples only and is not intended to be exclusive:

1. Obtaining materials, or tools on fraudulent orders or misrepresentations

2. Bringing and/or consuming illegal drugs, or narcotics at work or working on the job under the influence of drugs or narcotics, where the employee is functioning as a representative of the City
3. Carrying explosives, or unauthorized weapons on a work site
4. Deliberate action causing damage or destruction or waste of tools, machinery, equipment, product, materials or other property belonging to the City, a City official or to a fellow worker
5. Giving false information in making application for employment or pursuant to any City inquiry or investigation
6. Immoral or indecent conduct on a work site, including abusive or threatening language to any employee and the making of false or malicious statements or defaming another employee, City official, or the City
7. Fighting or attempting bodily injury to others on a work site except in clear cases of self-defense
8. Stealing or hiding any property of other employees, persons, City officials or the City
9. Failure to return to work from an authorized leave-of-absence
10. Divulging confidential information to an unauthorized person, or making any disclosure of confidential information regarding the City to any person, agency, publication, radio or television station without authorization from the City
11. Abusive conduct toward a fellow employee, City official, or member of the public
12. Commission of a felony, or a crime involving moral turpitude
13. Directly, or indirectly give, promise, render or pay any money, service or other valuable thing to any person in connection with his/her employment, promotion, or proposed promotion

Article I. Discipline

I-1. General Policy

The nature and severity of employees' violations of City's performance and behavioral standards may dictate the appropriate degree of discipline as outlined in the disciplinary procedures in Section I-4. While the disciplinary action is hierarchal, it is not required that disciplinary action begins at the least serious level. Steps in the hierarchy may be skipped based on the nature and severity of each disciplinary offense. Employees who violate the City's performance and behavioral standards shall be disciplined, at the City's discretion and for any lawful reason, as follows:

I-2. Issue Resolution

The City respects and values the opinions and views of all employees. The City supports employees' efforts to bring to the attention of management their questions, concerns, dissatisfaction, or complaints about work-related situations. Employees are advised to communicate their problems or concerns, without fear of retribution, and receive fair and prompt resolution or explanation. Employees are encouraged to bring their concerns first to their supervisor. However, if the employee feels that the supervisor did not satisfactorily resolve the matter, he or she may submit the issue in writing to the department head. If the department head is the supervisor, or the department head does not satisfactorily resolve the matter within thirty (30) days, the employee may submit the issue in writing to the City Administrator. The issue will be addressed as soon as is practicable, and the decision of the City Administrator is final.

I-3. Disciplinary Procedure

1. Verbal Warning - This is the least severe form of disciplinary action. Documented counseling is an oral counseling session in which the employee is counseled about his/her performance. A written record is made, signed by the supervisor administering the counseling session and the employee. The employee's signature acknowledges the counseling session and does not necessarily imply the employee agrees with the disciplinary action. The record is then placed in the employee's permanent personnel file.
2. Written Warning - This is a written document that outlines performance deficiencies and needed corrective action. The employee signs this document acknowledging its receipt, and it is then placed in the employee's permanent personnel file.
3. Suspension - Suspensions for any period will require approval of the City Administrator. Employees may be suspended without pay upon recommendation of the department head.
4. Reduction in Rank/Title - In addition to any other disciplinary action employees may be demoted.
5. Termination - Employees may for any lawful reason be terminated at any time by the City Administrator. The Board of Aldermen must approve or reject the termination of department heads upon recommendation of the City Administrator.

I-4. Issue Concerning City Administrator

If the matter is about an issue involving the City Administrator, the complaint must be put in writing and given to the Mayor. He or she will use proper judgment as to the investigative measures that will take place to find a solution to the complaint.

Article J. Voluntary Separation

J-1. Resignation

An employee who terminates his/her employment voluntarily shall be terminated in good standing, providing the employee gives a minimum of ten working days written notice to his/her immediate supervisor or department head. Department heads shall give thirty (30) calendar

days written notice. Under appropriate circumstances, a shorter period of notice may be approved by the City Administrator.

J-2. Reinstatement

An employee who was terminated in good standing and who is re-employed within a period of 90 calendar days following separation may be reinstated at not more than the salary he or she was receiving at the time of his/her termination. Recognition of years of service for leave accrual and service awards will continue at rates earned prior to separation.

Article K. Harassment

K-1. General Policy

The City expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, military status, genetic makeup, or on any other basis prohibited by local, state, or federal law. Improper interference with the ability of the employees to perform their expected job duties is not tolerated. Every employee has a right to work in an environment free from discriminatory intimidation, ridicule and insult.

K-2. Sexual Harassment

With respect to sexual harassment, the City prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature. Sexual harassment will be regarded as a violation of this policy when:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
 - c) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. The following conduct are some examples of the type of acts that violate the City's sexual harassment policy:
 - a) Physical assaults such as rape, sexual battery, molestation, unwanted intentional physical touching which is sexual in nature;
 - b) Propositions or other sexual comments, such as unwelcome sexually oriented gestures, noises and remarks.
 - c) Preferential treatment for submitting to sexual conduct or conduct making the performance of an employee more difficult because of his/her gender;
 - d) Sexual displays or publications displayed in the workplace which are sexually demeaning or pornographic and reading sexually suggestive or pornographic literature.
3. It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Sexual harassment may involve conduct between individuals of the same gender.

K-3. Non-Sexual Harassment

With respect to non-sexual harassment, the City prohibits:

1. Words or actions which denigrate or show hostility or dislike toward anyone because of his/her race, color, religion, gender, national origin, age, disability, military status or genetic makeup, or that of his/her relatives, friends, or associates, and that:
 - a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
 - b) Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - c) Otherwise adversely affects an individual's employment opportunities.
2. Harassing conduct also includes, but is not limited to, the following:
 - a) Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age or disability, including "jokes" or "pranks" which are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability.
 - b) Written or graphic material that denigrates or shows hostility or dislike toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin board, or elsewhere on the employer's premises, or is circulated in the workplace.

K-4. Third Party Harassment

Harassment or discrimination of an employee in connection with his/her work by a non-employee may also be a violation of this policy. Any employee who experiences harassment or discrimination by a non-employee or who observes such harassment or discrimination should report the incident to the City Administrator or the Mayor. Appropriate action will be taken against violation of this policy by non-employees.

Harassment and discrimination of citizens, vendors, independent contractors, or suppliers by City employees is also strictly prohibited. Any such harassment or discrimination will subject the offending employee or independent contractor to disciplinary action, up to and including termination of the employee or termination of the contract if an independent contractor.

K-5. Complaint Procedure

If an employee experiences any job-related harassment based on his/her gender, race, national origin, disability, or another factor, or the employee believes he or she has been treated in an unlawful, discriminatory manner, promptly report the incident to Human Resources who will investigate the matter and take appropriate action. If an employee believes it would be inappropriate to discuss the matter with the City Administrator, because the City Administrator is involved in the concern, the employee may bypass the regular process and report it directly to the Mayor who will undertake an investigation. The employee's complaint will be kept confidential to the maximum extent possible.

Similarly, if an employee observes conduct or activity which he or she believes to be in violation of this policy, he or she has a duty to report such conduct or activity, even if it is not directed at the employee.

If it is determined that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Both the employee making the complaint and the employee about whom the complaint is made may address the City Administrator without the other party present. If it is determined that the complaint is valid, appropriate disciplinary action will be taken against the

offending employee, up to and including termination of employment.

Any form of retaliation against any employee for filing a complaint is strictly prohibited. If an employee believes they have been retaliated against, in violation of this policy, the employee should report the conduct using the complaint procedure set forth in this policy. However, if, after investigating any complaint of harassment or unlawful discrimination, the City Administrator determines after an investigation as to the truthfulness of the accusation or allegation that the employee has provided false information regarding the complaint, disciplinary action, up to and including termination may be taken against the individual who gave the false information.

The City recognizes the sensitivity and confidentiality of the information received during an investigation of workplace harassment, and will try to keep all information and documentation confidential where at all possible.

Article L. Political Activity

City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, solicit votes, levy, contribute or solicit funds for the purpose of supporting or opposing the appointment or election of candidates for any City public office. No City employee shall actively advocate or oppose the candidacy of any individual for nomination or election to any City public office, but an employee may participate in political affairs at other levels of government, provided such participation does not adversely affect his performance as a City employee. Employees are encouraged to exercise their right to vote in municipal elections, but shall not engage, or participate in any other way, in any municipal elections.

Article M. Outside Employment

Prior to engaging in any outside employment, an employee must obtain approval from his/her department head. Failure to comply with this policy may result in disciplinary action up to and including termination.

Article N. Worker Safety

N-1. General Safety

All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City and/or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action.

N-2. Worker's Compensation

City employees are covered by Missouri State Workers' Compensation law. To comply with this law, an employee injured on the job, regardless of how minor the injury, must report such incident to his/her supervisor immediately, but no later than 24 hours following the incident. The supervisor will arrange for proper medical care and will complete any injury report forms required under the Workers' Compensation law. Because reporting injuries is essential to the overall safety program at the City of Parkville, failure to timely report any injury may result in disciplinary action.

N-3. Returning Injured Employees to Work

It will be the policy of the City of Parkville to return employees to work as quickly and safely as possible, within the restrictions provided by the physician. However, due to the size of the City's staff, light duty assignments are limited, and cannot be guaranteed. Department heads, the City Administrator, and/or supervisors will be responsible for attempting to find productive work for each injured employee. The City will attempt to identify alternative or modified work-duty tasks when available.

Temporary restricted duty work reassignment need not be confined to the current department or pay rate to which the employee is assigned at the time of injury. The department head will review the temporary, restricted-duty work reassignment within 30 days. Extensions will be determined by the department head and the City Administrator. Light duty assignments will typically not last longer than 90 days.

Returning injured employees to work as soon as possible benefits both the employee and the City of Parkville; therefore, the City shall adhere to this policy. Any questions concerning this policy should be addressed to Human Resources.

This policy in no way may be used to diminish the rights and privileges of employees under provisions of the Fair Labor Standards Act, Americans with Disabilities Act or other federal or state law.

N-4. Substance Abuse Policy

The City wants to assure worker fitness for duty and to protect employees, passengers and the public from the risk posed by the use of alcohol and prohibited drugs.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the "Omnibus Act" the federal government has promulgated regulations which require employers to test certain employees for use of alcohol and drug/controlled substances. The purpose of the provisions of the Omnibus Act and the Drug Free Workplace Act of 1988 are to deter misuse of alcohol and drugs/controlled substances. These acts mandate urine drug testing and breathalyzer alcohol tests for employees in safety-sensitive positions and prevent performance of safety-sensitive functions when there is a positive test result. The federal law has also established standards for collection and testing of urine and breath specimens, the reporting of certain drug-related offenses, protective measures for certain employees tested, for the preservation of confidentiality, and for certain reporting.

The use of controlled substances and misuse of alcohol by employees is detrimental to providing safe and efficient service and a safe and healthy workplace.

Drug and alcohol testing will be an integral part of the City's program; however the City affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

The City supports and endorses the purposes of the acts and finds that they apply to all employees in the workplace. In order to minimize the impact of the misuse of alcohol or drugs and to implement the Federal Requirements, the City adopts and implements this policy.

POLICY

It is the City's desire and intent to ensure that city residents receive safe and efficient City services and that all City employees are provided a safe work environment. In order to achieve this, it is City policy to:

1. Assure that employees are not impaired in their ability to perform assigned duties;
2. Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of drugs/controlled substances;
4. Encourage employees to seek professional assistance at any time for the
5. Use or misuse of alcohol and/or drugs/controlled substances, and
6. Comply with the Federal Omnibus Act and the Drug-Free Workplace Act.

APPLICATION OF POLICY

This policy applies to all employees, including non-safety-sensitive employees; paid, part-time employees and seasonal employees. This policy also applies to applicants for employment with the City. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Meetings and functions after normal working hours, which are primarily social in nature, are not defined as performance in an official capacity for the purpose of this policy.

SAFETY-SENSITIVE EMPLOYEES

Employees who perform safety-sensitive functions will be subject to random testing. The following is a list of safety-sensitive positions:

1. Any employee required to obtain a Commercial Driver's License (CDL)
2. Police Officers and Communication Officers (Commissioned and Non- Commissioned)

Employees will be randomly selected for testing from a pool of employees subject to testing. Each employee will have an equal chance of being tested more than once. The testing dates and times will be unannounced and will be conducted throughout the year.

ALL EMPLOYEES

All employees are subject to reasonable suspicion, post-accident, return to duty, and follow-up testing conducted pursuant to such law and regulations and this policy. The City has adopted pre-employment testing for drugs/controlled substances.

PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

1. **Illegally Used Controlled Substances or Drugs:**
Federal regulations as outlined by the Department of Transportation identify illegal drugs and substances and is not intended to be exclusive. These drugs and substances will be tested for and include: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by

the United States Drug Enforcement Administration or the United States Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

2. Legal Drugs:

The appropriate use of legally prescribed drugs and non-prescription medication is permitted. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills, or judgment may be adversely affected should be reported to supervisory personnel and medical advice should be sought, as appropriate, before performing work-related duties.

3. Alcohol:

The use of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing City business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

However, in certain situations, a Police Officer may be required as part of his/her duty to consume alcoholic beverages while working as an undercover officer and such consumption would not be considered a violation of this policy.

PROHIBITED CONDUCT

1. Manufacture, Trafficking, Possession, and Use:

Any employee engaging in manufacture, distribution, dispensing, possession, or use of prohibited substances on City premises, in City vehicles, in uniform, or while on City business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

2. Intoxication/Under the Influence:

Any employee who is suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Any employee found to be under the influence of prohibited substances or who fails to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination.

3. Alcohol Use:

Employees should not report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her blood alcohol concentration is 0.04 % or greater. No employee shall use alcoholic beverages while on duty, nor shall any employee use alcoholic beverages within four hours of reporting for duty. If an employee has been advised they are on-call by their supervisor and may be called in to work for a certain specific period, no alcoholic beverages should be utilized. Any employee who is on-call and receiving on-call compensation and is unfit for duty as a violation of the City's substance abuse policy will forfeit his/her on-call compensation and be subject to disciplinary action up to and including termination. Employees should not use alcohol to a degree or in such a manner as to discredit the City. Violation of these provisions is prohibited and subject to disciplinary action up to and including termination.

SUPERVISOR RESPONSIBILITIES AND GUIDELINES

The City is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination.

Supervisors may request that an employee submit to a drug and/or alcohol analysis when a supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. Reasonable suspicion is a belief based on objective and articulate facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform his/her job safely is reduced. The following conduct are examples and not intended to be exclusive.

- Slurred speech
- Odor of alcoholic beverages on breath
- Any on-the-job accident or injury
- Inability to walk a straight line
- An accident involving City property
- Physical altercation
- Verbal altercation
- Behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority
- Use or possession of drugs
- Use of alcoholic beverages
- Possession of alcoholic beverages in a City vehicle or building.
- Arrest or conviction for a substance abuse offense or being the subject of a criminal investigation into illegal drug possession, use, or trafficking
- Evidence that the employee has tampered with a previous drug test

Any supervisor who has a reasonable suspicion that an employee is impaired on the job by alcohol or other substance will immediately arrange for a substance screening. If a screening is required outside of normal business hours, the supervisor will make direct contact with the facility that has been designated to perform screenings for the City. The following procedures shall be followed:

1. The supervisor should ask another City supervisor or department head, if available, to also observe the employee.
2. The supervisor will then approach and advise the employee that it appears that the employee is impaired and that substance abuse testing is required.
3. The supervisor should promptly document in writing the facts constituting reasonable suspicion that the employee in question is impaired. A written log of observations and events, while meeting with the employee for testing, shall be kept.
4. The supervisor requesting an employee submit a drug and/or alcohol analysis shall be responsible for the employee's transport to the City's designated facility where a drug and/or alcohol analysis will be performed. Whenever drug or

alcohol tests are required and the employee is not tested within two (2) hours of notice of the need to test, the supervisor shall explain in writing why the test or tests were not performed.

5. The supervisor encountering an employee who refuses to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and consequences of this policy. Such continued refusal will constitute grounds for termination.
6. Supervisors shall not physically search employees.
7. Supervisors shall notify the Police Department when reasonable suspicion of illegal drugs in an employee's possession or in an area not jointly or fully controlled by the City.
8. Supervisors cannot confiscate, without consent, prescription drugs or medication from an employee.

Supervisors are responsible for maintaining the confidentiality of all substance abuse issues.

TESTING FOR PROHIBITED SUBSTANCES

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations, including but not limited to the following circumstances:

1. Safety-sensitive employees (police and fire) are subject to random, unannounced testing, testing prior to employment, as previously defined, reasonable suspicion, following on-the-job accidents that result in injury to persons or City property, and prior to and after returning to duty after failing a drug test and/or after completion of rehabilitation treatment.
2. Prior to employment and in some cases promotion or transfer: See Section C-4. As a condition of employment, all applicants for safety-sensitive, security-sensitive, or integrity-sensitive positions, provided all applicants for similar positions receive such testing, including part-time and seasonal, shall undergo urine drug testing prior to employment. Receipt by the City of satisfactory test results is required prior to employment and failure of a drug test will disqualify an applicant for employment.
3. For reasonable suspicion when a supervisor or department head observes behavior or appearance that is characteristic of alcohol or drug misuse.
4. Following an on-the-job accident. Employees will be required to undergo urine and breath testing if they are reasonably suspected of being impaired and/or are involved in most on-the-job accidents. Following an accident, the employee will be tested as soon as possible, but not to exceed two hours for alcohol testing and 24 hours for drug testing. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he or she undergoes a post-accident alcohol test. Employees tested under this provision will include not only the operations personnel, but also any other covered employees whose performance could have contributed to the accident.

5. Prior to and after return to duty after failing a drug test and/or after completion of rehabilitation treatment: All employees who previously tested positive on a drug or alcohol test must test negative before returning to work. Employees may be required to undergo frequent, unannounced, random urine and breath testing during the period of their re-entry statement of conditions. Pre-employment, reasonable suspicion and random testing of safety sensitive employees have been previously defined in this policy.

TESTING CONTROLS

RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS – CONSEQUENCES FOR EMPLOYEES

Upon a negative result, the employee shall return to work.

If the test result is positive, the employee will then be given the opportunity, at the employee's expense, to have a second screen using a different technique given on the same sample. If the second screen shows a negative result, it will be assumed that the individual is not under the influence of or impaired by alcohol or drugs, and the employee shall return to work. If negative, the City will reimburse the employee for the expense of the second screen.

If all tests indicate a positive result, the City has the right to take one of the following options:

1. An employee may be ordered to seek assistance through the Employee Assistance Program. Written notice of referral to the Employee Assistance Program may be given to the employee. As a condition of continued employment the employee must follow and provide evidence of participation in the rehabilitation program recommended by the Employee Assistance Program. Rehabilitation may consist of, but is not limited to, in-depth counseling and/or hospitalization, some of which may be covered by the EAP program or the employee's medical insurance. Formal disciplinary proceedings may be instituted against an employee for a violation of the provisions of this policy.
2. The above notwithstanding, the City has the right to take immediate disciplinary action for a violation of this policy, including termination, based on the severity of the violation.

REFUSAL TO BE TESTED

An employee who refuses to be tested will be treated as having had a positive test. Failure to report to a collection site on a timely basis, sign any required consent form or otherwise fail to fully cooperate with the testing procedure shall be treated as a refusal to be tested. Employees refusing to be tested shall be subject to immediate disciplinary action up to and including termination.

RE-ENTRY STATEMENT OF CONDITIONS

Employees who re-enter the workforce must comply with a re-entry statement of conditions. The statement may include (but is not limited to):

1. A release to work statement from a physician or specialist.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced, frequent follow-up testing.
4. A statement of expected work-related behaviors.

5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry agreement is grounds for termination.

DRUG FREE WORKPLACE

1. It is the policy of the City to provide a drug-free workplace for all of its employees. Employees shall neither use nor be under the influence of drugs, intoxicants, alcohol, or any controlled substances in the workplace. The City recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Therefore, employees are expected to report to work free from any alcohol or drugs/controlled substances that could inhibit their ability to perform their duties.
2. REPORTING A DRUG CONVICTION: The Drug-Free Workplace Act, Public Law 100-690, Title V, Subtitle D, makes it a condition of employment that all City employees notify their immediate supervisor or the City Administrator of any criminal statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within ten (10) days of receiving such notice of conviction, the City will notify the appropriate federal contracting or granting agency, if any, as required. This is required by federal law. Within thirty (30) days of notice of the workplace drug conviction, the City will:
 - a. Require the employee to satisfactorily participate in a drug or alcohol assistance or rehabilitation program that is approved by the City, or
 - b. Take appropriate disciplinary action up to and including termination.

COORDINATION WITH OTHER LAWS & POLICIES

1. This policy shall be administered in compliance with other federal, state and local laws related to employee health and welfare policies, leave policies, benefit programs and other related policies of the City. In the case of apparent conflicts between this policy, other policies, and applicable laws, the City Administrator shall make the appropriate rulings to resolve the potential conflicts, whenever possible.
2. In the event that any part of this policy is judicially determined to be in conflict with any law, or to be in violation of any law, or is rendered ineffective because of some state or federal legislative enactment, that part(s) shall be void, but the remainder of the policy shall remain in effect. Parts that are void or voided shall be replaced as soon as possible so as to maintain the full effect of this policy and/or to bring it into compliance with relevant laws.
3. If there is a conflict between this Policy and any modifications or binding interpretations of the federal regulations, those modifications and interpretations shall prevail.

Article O. Communication and Morale

O-1. General Policy

The following policy helps to promote increased understanding between employers and employees through the use of communication practices such as staff meetings, bulletin boards, and employee handbooks.

The City is committed to using communication practices that will promote an increased understanding between employees and management concerning the City's objectives, policies, problems, and other matters of mutual interest.

The City uses a variety of communication media to ensure that employees are kept informed and have a chance to be heard.

O-2. Staff Meetings

Managers and supervisors are encouraged to hold regular staff meetings to discuss departmental goals, policies, progress, developments, and problems. Discussions should be open to any topics relevant to the department. The primary goals of meetings are to solve problems, motivate employees, improve morale, foster productivity, advance the City's objectives, keep employees informed, provide a medium for employee participation and recognition, and correct erroneous information and dispel rumors.

O-3. Communication

The City strives to communicate effectively with every employee. Employees may receive information from bulletin boards placed in various City facilities; City email accounts; City-wide newsletters; and at meetings.

O-4. Suggestion Program

Employees are encouraged to submit suggestions aimed at improving job operations and procedures. Suggestions should identify problems, potential problems, or savings opportunities, and propose and explain solutions. Suggestions should result in discernible benefits to the organization, for example; by improving operations, procedures, working conditions, or customer service; reducing safety or health hazards; streamlining operations, forms, or methods; or eliminating unnecessary or wasteful routines or procedures.

O-5. Employee Manuals

The City distributes the personnel manual to all employees to give employees information about the organization's compensation, benefits, and general employment policies and procedures; establish basic ground rules for employee conduct and performance; and serve as a point of reference for determining if City policies are being applied responsibly, equitably, and consistently. The manual is also available on the City's internal shared drive in the HR folder. This online version should be reviewed periodically for any modifications to the manual. It should particularly be reviewed if any employee has a specific area of inquiry.

Article P. Other Policies

P-1. Reasonable Accommodation for Disability

The City will not discriminate against individuals on the basis of disability. The City will make employment decisions based on the ability of an applicant or current employee to perform the essential functions of a job with or without reasonable accommodation and not the applicant or current employee's disability or limitations. Further, the City will reasonably accommodate individuals with disabilities, if possible.

In this regard, the City will (1) evaluate whether an applicant or current employee with a disability is qualified to perform the essential functions of his/her position with or without reasonable accommodations, and (2) determine whether a reasonable accommodation can be

made for a qualified individual.

If an employee believes he or she needs some type of accommodation, please notify Human Resources as soon as possible. Human Resources will work with the employee to determine if a reasonable accommodation is necessary or possible.

P-2. Technology Policy

Technology Use

The computers and cellular phones (including all software), internet and e-mail services (“electronic services”) provided by the City are for use in conducting City business. All messages (including those in paper, electronic, digital, or verbal form) composed, sent or retrieved via the City’s electronic systems, including messages unrelated to City business, are the property of the City which has the right to retrieve and read any message composed, sent or received using property of the City and has the right to (and may) monitor telephone, computer, or internet usage of all City employees. Also employees should be aware that information sent by e-mail or voice mail should not be considered confidential.

Equipment or resources of the City should not be used to violate any law or perform any unethical business act. It should be understood that the equipment is provided for business use. Examples of inappropriate use of equipment include, but are not limited to:

- Attempting to access any organization’s computer systems without authorization, (a practice known as “hacking”)
- Changing data without authorization
- Sending threatening, offensive or disruptive messages or images
- Employees representing himself/herself as someone else or posting false or disparaging information regarding the City or its employees or members on any internet or intranet site.
- Violating copyright laws
- Sending chain letters or jokes through electronic mail
- Use of chat rooms, blogs or other social networking media for anything other than official business, unless authorized by your supervisor during break time
- Downloading inappropriate material or material that is not needed to perform the employee’s job-related duties
- Accessing any websites that contain content involving gambling, obscene, pornographic or other inappropriate material, the viewing of which would violate the City’s anti-harassment policy or any other City policy
- Excessive use of either City-owned or personal computers or telephones on City time for personal reasons
- The use of electronic mail or City electronic systems to proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitation
- Using City-owned computers or other electronic resources for any illegal or immoral purpose

Maintaining Security

Employees are responsible for adhering to established procedures for the security of the City’s electronic information systems and electronic information, including the security of employee account passwords, and for not bypassing security controls. Employees should never divulge

his/her log-on or password to anyone outside of the City. Employees will be held responsible for all use or misuse of his/her account and for cooperating with any reasonable security investigation conducted by the City.

The use of unauthorized codes or passwords, or use of any other means to gain access to another's computer accounts, e-mail or voice mail communication, or any other confidential information regarding the City or its employees or residents, is strictly prohibited. Unauthorized access to confidential information (electronic or otherwise) is strictly prohibited. Sending a message using someone else's password or initials is also prohibited.

In addition, employees are responsible for taking precautions to prevent the City's electronic systems from virus or similar infections. Under no circumstances should an employee insert disks, jump drives, or CD-ROMs from unknown sources or download software from the Internet to City electronic systems.

Protecting Data, Licenses and Equipment

Transfer of electronic City information to personal computers is strictly prohibited unless permission is first obtained from the City Administrator. If an employee is given permission to transfer or maintain electronic confidential information to a personal computer the employee is responsible for protecting this information whether at work, at home or on any technology device.

Employees may not copy any City software or take any other action which would violate the licenses between the City and the owners of the software licenses.

Any employee who discovers a violation of any aspect of this policy should notify either his/her department head or the City Administrator. Any employee who uses electronic systems in violation of this policy, or who otherwise violates this policy, will be subject to disciplinary action, up to and including termination.

P-3. Social Media Policy

This policy applies to employees who participate in any form of social media, social networking, or electronic communication tools including, but not limited to, internal and external blogs and websites and any other social media, social networking or electronic communication tool whether known today or developed in the future. The City understands that employees may maintain or contribute to personal blogs, message boards, networking pages and other forms of social media outside of their job function. If an employee elects to engage in social media of any form, they are required to exercise good judgment, abide by Parkville policy, and comply with the following:

1. *Only on Employee's Own Time.* Unless an employee has received advance permission from his/her supervisor an employee may not engage in social media activity on work time.
2. *Post as an Individual.* Do not speak or post as a representative of Parkville or use Parkville's name in usernames, screen names, etc. It must be clear that the employee is expressing his/her personal views only, not the views of Parkville or its other employees. Only authorized employees may represent the City of Parkville through social media channels with approved message.

3. *Be Respectful.* Employees of Parkville are representing Parkville just as he or she would in any public forum, and employees should exercise discretion, thoughtfulness and respect for Parkville, its employees, its customers, its business contacts, and its competitors.
4. *Comply with harassment and other policies.* Employees may not use social media technology to engage in or post communications or material that would violate any other policies which apply to employees of Parkville, including, but not limited to, the Parkville anti-harassment policy, general internet usage policy, alcohol and drug use policy, or personnel manual. Among other things, employees may not use social media technology to post communications or materials that are derogatory or offensive toward City employees with respect to race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law.
5. *Confidentiality.* Employees may not disclose the City's confidential or proprietary information through social media or otherwise. Confidential information includes financial information, proprietary processes or technology, confidential personnel information, etc. All social media technology is also subject to any other confidentiality agreement that you may have entered into with the City.
6. *Intellectual Property.* The City owns intellectual property rights in its trademark including The City of Parkville name and logos. Employees may not use or disclose Parkville's intellectual property in any manner without advance, written permission.
7. *Use Good Judgment.* Because what employees say on-line is accessible to the public, including the City and its employees, all employees are expected to use good judgment in his/her communications.

P-4. Workplace Violence

The City is committed to providing a safe work environment. For this reason, the City has adopted a zero tolerance policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City or which occur on City property will not be tolerated. Violations of this policy will result in disciplinary action up to and including termination and may result in arrest and/or prosecution.

DEFINITION OF ACTS OR THREATS OF VIOLENCE:

"Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating so as to alter the employment conditions at the City, or to create a hostile, abusive, or intimidating work environment for one or more City employees.

EXAMPLES OF WORKPLACE VIOLENCE

General examples of prohibited workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on or off City property, regardless of the relationship between the City and the parties involved in the incident. This includes someone acting in the capacity of a representative of the City or involving an employee of the City if threats or acts of violence affect the interests of the City.

SPECIFIC EXAMPLES OF PROHIBITED CONDUCT

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm an individual or his/her family, friends, associates, or their property.
3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
4. Making harassing or threatening statements by telephone, letter or other forms of written or electronic communication.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
6. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person, or having a third party to follow, and making a credible threat with intent to place the other person in reasonable fear of his/her safety.
7. Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property in violation of state law.

APPLICATION OF PROHIBITION

The City prohibition against threats and acts of violence applies to all persons involved in the City’s operation, including but not limited to City personnel, contract and temporary workers, and anyone else on City property. Violations of this policy by any individual on City property, or by any individual acting off of City property when his/her actions affect the public interest or the City’s business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination. This policy and any sanctions related thereto are to be deemed supplemental to the City’s Personnel Manual and provisions related thereto, and applicable state and federal laws.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits, and shall remain off City premises pending the outcome of an investigation.

EMPLOYEE OBLIGATIONS

Each City employee is encouraged to report incidents of threats or acts of physical violence of which he or she is aware.

A written account should be made to the reporting individual’s immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the City Administrator. Each supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the City’s personnel manual. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the Police Department, which shall make a follow-up report to the City Administrator.

WORKPLACE SEARCHES

In order to safeguard the security and property of our employees and to help prevent workplace violence and/or the possession, use, and sale of illegal drugs on City premises, the City reserves the right to question employees and all other persons entering and leaving our premises, and to conduct searches for controlled substances, alcohol, firearms, weapons and City property. These searches could include, but are not limited to, any packages, parcels, purses, handbags, briefcases, lunch boxes, toolboxes, or any other possessions or articles carried to and from the City's property. In addition, the City reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, etc., are the property of the City, and are issued for the use of employees only during his/her employment. Inspections may be conducted at any time at the discretion of the City and, therefore, employees should not bring any item onto City property he or she does not want to have inspected.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of weapons in violation of state laws, stolen property or illegal drugs, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the City's security procedures or any other City rules and regulations.

EMPLOYEE QUESTIONS

Employees shall refer any questions regarding their rights and obligations under this policy to Human Resources.