

CITY COUNCIL AGENDA

**Monday, April 15, 2024
City Council Meeting 6:00 PM**

Hall of Waters Council Chambers|201 E Broadway|ESMO



NOTICE OF OPEN MEETING

Public Notice is hereby given that the City Council of the City of Excelsior Springs will conduct a **Council Meeting at 6:00 PM, April 15, 2024** to consider and act upon the matters on the following agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at the time.

Hall of Waters Council Chambers|201 E Broadway|ESMO

The tentative agenda of this meeting is as follows.

City Council
City of Excelsior Springs

A G E N D A

City Council Meeting, 6:00 PM

Monday, April 15, 2024

Hall of Waters Council Chambers|201 E Broadway|ESMO

Call to Order

Opening

Pledge of Allegiance

Roll Call

Visitors

Minutes of the Regular City Council Meeting of April 1, 2024

Consideration of Agenda

1. Consideration of 2024 Liquor License for Fast Zone
2. Consideration of 2024 Liquor License for Huey's Hidden Vault
3. Presentation - DEP's Annual Report
4. Presentation - Placer.ai Annual Report
5. Consideration of Personnel Policy Amendments - Ordinance No. 24-04-06
6. March 2024 Revenue Report and Financials for Review
7. Remarks - City Manager
8. Remarks - City Council
9. Remarks - Mayor
10. Adjourn

Representatives of the news media may obtain copies of this notice by contacting the City Manager's office, 201 East Broadway. Phone (816) 630-0752.

If any accommodations are required in order to attend this meeting (i.e. qualified interpreter, large print, reader, hearing assistance), please notify the City Manager's office no later than 48 hours prior to the beginning of the meeting.

Date and Time of Posting: Thursday, April 11, 2024 at 1:45pm



City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council

From:

Date

RE: Minutes of the Regular City Council Meeting of April 1, 2024

ATTACHMENTS:

Description	Type	Upload Date
4-1-24 Regular City Council Meeting Minutes	Cover Memo	4/5/2024

REGULAR CITY COUNCIL MEETING
CITY OF EXCELSIOR SPRINGS
EXCELSIOR SPRINGS, MISSOURI
April 1, 2024

The City Council of the City of Excelsior Springs, Missouri met in a Regular City Council Meeting at 6:00 pm on Monday, April 1, 2024 in the Council Chambers of the Hall of Waters Building. The meeting was also available virtually. The meeting was called to order by Mayor Spohn.

The opening was led by the Pastor of Barbee Church, Reverend Marvin Clay.

The Pledge of Allegiance was led by Mayor Spohn.

Roll Call of Members: Present: Mayor Mark Spohn, Mayor Pro-Tem Stephen Spear, Councilwoman Sonya Morgan, and Councilman Reggie St. John.

Absent: Councilman Gary Renne.

VISITORS: None.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MARCH 18, 2024:

Councilman St. John made a motion to approve the minutes of the Regular City Council Meeting of March 18, 2024. Motion was seconded by Mayor Pro-Tem Spear. All in favor; motion carried.

Minutes of the Regular City Council Meeting of March 18, 2024 passed and approved April 1, 2024.

CONSIDERATION OF AGENDA:

Councilwoman Morgan made a motion to approve the agenda as presented. Motion was seconded by Mayor Pro-Tem Spear.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

The agenda as presented passed and approved April 1, 2024.

CONSIDERATION OF 2024 LIQUOR LICENSES:

Mayor Spohn read by title the Consideration.

Gregory Dull, Police Chief briefed the Council of the Consideration.

Mayor Pro-Tem Spear made a simple motion to approve the applications for renewal of liquor licenses for 33 establishments, as per the submitted list. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

The Consideration for renewal of liquor licenses for 33 establishments, as per the submitted list, passed and approved April 1, 2024.

RESOLUTION NO. 1506, CONSIDERATION OF CHANGE ORDER #11 WITH ROYAL CONSTRUCTION:

Mayor Spohn read by title Resolution No. 1506.

Shantele Frie, City Planner briefed the Council of the Resolution.

Councilman St. John made a motion to approve Resolution No. 1506 approving Change Order #11 with Royal Construction Services, LLC. Motion was seconded by Councilwoman Morgan.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Resolution No. 1506 passed and approved April 1, 2024.

RESOLUTION NO. 1507, CONSIDERATION OF AGREEMENT WITH KMO SWIMMING, INC. REGARDING SWIM CLUB POOL RENTAL:

Mayor Spohn read by title Resolution No. 1507.

Tim Jarman, Golf Manager briefed the Council of the Resolution.

Mayor Pro-Tem Spear made a motion to approve Resolution No. 1507 approving an agreement with KMO Swimming, Inc. regarding Swim Club Pool Rental. Motion was seconded by Councilwoman Morgan.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Resolution No. 1507 passed and approved April 1, 2024.

RESOLUTION NO. 1508, CONSIDERATION OF INTENT TO SEEK CDBG FUNDS FOR ROAD IMPROVEMENTS:

Mayor Spohn read by title Resolution No. 1508.

Molly McGovern, City Manager briefed the Council of the Resolution.

Councilwoman Morgan made a motion to approve Resolution No. 1508 stating intent to seek funding through the Community Development Block Grant Program and authorizing the mayor to pursue activities in an attempt to secure funding. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None; motion carried.

Resolution No. 1508 passed and approved April 1, 2024.

RESOLUTION NO. 1509, CONSIDERATION OF STREETScape PROJECT FOR 2024 WITH MCANANY CONSTRUCTION:

Mayor Spohn read by title Resolution No. 1509.

Chad Birdsong, Director of Public Works briefed the Council of the Resolution.

Mayor Pro-Tem Spear made a motion to approve Resolution No. 1509 awarding the bid for the 2024 Streetscape Project and approving an agreement with McAnany Construction, Inc. in the amount of \$915,315.00. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

Resolution No. 1509 passed and approved April 1, 2024.

ORDINANCE NO. 24-04-01, CONSIDERATION OF MAY STREET AND PIERSON STREET ROW DEDICATION IN MILWAUKEE HEIGHTS SUBDIVISION:

Mayor Spohn read by title Ordinance No. 24-04-01.

Chad Birdsong, Director of Public Works briefed the Council of the Ordinance.

Councilwoman Morgan made a motion to place Ordinance No. 24-04-01 accepting a Right-of-Way Dedication relating to May Street and Pierson Street in the Milwaukee Heights Subdivision on second reading. Motion was seconded by Mayor Pro-Tem Spear.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Mayor Spohn read by title the second reading of Ordinance No. 24-04-01.

Mayor Pro-Tem Spear made a motion to approve Ordinance No. 24-04-01 accepting a Right-of-Way Dedication relating to May Street and Pierson Street in the Milwaukee Heights Subdivision. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

Ordinance No. 24-04-01 passed and approved April 1, 2024.

ORDINANCE NO. 24-04-02, CONSIDERATION OF AGREEMENT WITH UMHC:

Mayor Spohn read by title Ordinance No. 24-04-02.

Joe Maddick, Fire Chief briefed the Council of the Ordinance.

Councilman St. John made a motion to place Ordinance No. 24-04-02 approving a Letter of Agreement with the Curators of the University of Missouri on second reading. Motion was seconded by Councilwoman Morgan.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Mayor Spohn read by title the second reading of Ordinance No. 24-04-02.

Councilwoman Morgan made a motion to approve Ordinance No. 24-04-02 approving a Letter of Agreement with the Curators of the University of Missouri. Motion was seconded by Mayor Pro-Tem Spear.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Ordinance No. 24-04-02 passed and approved April 1, 2024.

ORDINANCE NO. 24-04-03, CONSIDERATION OF AN AGREEMENT WITH MISSOURI
DEPARTMENT OF TRANSPORTATION FOR SIDEWALK IMPROVEMENTS:

Mayor Spohn read by title Ordinance No. 24-04-03.

Melinda Mehaffy, Director of Economic Development briefed the Council of the Ordinance.

Mayor Pro-Tem Spear made a motion to place Ordinance No. 24-04-03 approving an agreement with the Missouri Highways and Transportation Commission on second reading. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

Mayor Spohn read by title the second reading of Ordinance No. 24-04-03.

Councilwoman Morgan made a motion to approve Ordinance No. 24-04-03 approving an agreement with the Missouri Highways and Transportation Commission. Motion was seconded by Mayor Pro-Tem Spear.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

Ordinance No. 24-04-03 passed and approved April 1, 2024.

ORDINANCE NO. 24-04-04, CONSIDERATION OF AMENDING THE CITY CODE RELATED TO
MUNICIPAL COURT PROCEDURES:

Mayor Spohn read by title Ordinance No. 24-04-04.

Molly McGovern, City Manager briefed the Council of the Ordinance.

Mayor Pro-Tem Spear made a motion to place Ordinance No. 24-04-04 amending the City Code related to Municipal Court procedures on second reading. Motion was seconded by Councilman St. John.

Roll Call of Votes: Ayes: St. John, Morgan, Spear, Spohn

Nays: None, motion carried.

Mayor Spohn read by title the second reading of Ordinance No. 24-04-04.

Councilman St. John made a motion to approve Ordinance No. 24-04-04 amending the City Code related to Municipal Court procedures. Motion was seconded by Councilwoman Morgan.

Roll Call of Votes: Ayes: Morgan, St. John, Spear, Spohn

Nays: None, motion carried.

Ordinance No. 24-04-04 passed and approved April 1, 2024.

REMARKS – CITY MANAGER AND CITY COUNCIL:

City Manager, Molly McGovern:

1. Your transmittals include the March Court Report and the developer of the Flats at Coach Crossing provided details on their project for you to view.

Councilman St. John:

1. Just a reminder to registered voters to get out and vote tomorrow.
2. There was a nice write up in the paper about a 30-year employee; Mr. Chad Birdsong, we appreciate the longevity.

Councilwoman Morgan:

1. The Chamber of Commerce Marketing Committee had a very good meeting today.
2. The Wake Up on the Westside Coffee is going to be held Wednesday morning from 8 to 9:30 at Excel Nutrition; great opportunity to come out and get involved on the westside and they have some great things planned for families this coming year.

Councilman Renne:

1. Absent.

Mayor Pro-Tem Spear:

1. Nothing this evening except to vote tomorrow.

Mayor Spohn:

1. I have no further remarks except for a note of gratitude to Sonya Morgan for your years of dedicated service to our community; we really appreciate all you have done and continue to do.

MOTION TO ADJOURN:

Councilman St. John motioned to adjourn the Regular City Council Meeting of April 1, 2024. Mayor Pro-Tem Spear seconded. There was no discussion.

All in favor; motion carried.

The Regular City Council Meeting of April 1, 2024 adjourned at 6:27 pm.

MARK D. SPOHN, MAYOR

ATTEST:

SHANNON STROUD, CITY CLERK



City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council
From: Chief Greg Dull, Liquor Control Officer
Date 4/5/2024
RE: Consideration of 2024 Liquor License for Fast Zone
Consideration for liquor license approval for Fast Zone.

Chief Greg Dull, Liquor Control Officer

ATTACHMENTS:

Description	Type	Upload Date
Cover Memo	Cover Memo	4/5/2024
Application for Liquor License	Exhibit	4/5/2024
Missouri Liquor Licenses	Exhibit	4/5/2024
Simple Motion - Fast Zone Liquor License	Cover Memo	4/15/2024



POLICE DEPARTMENT

816.630.2000
Fax: 816.630.4104

April 4, 2024

Council Meeting, Monday, April 1, 2024

To: Mayor and City Council

From: Gregory Dull, Chief of Police, Liquor Control Officer

Subj: Consideration of Liquor License for New Business

Mr. Amir Naqvi has purchased the building located at 960 Isley Blvd, formerly known as John's Super, which will be a store named Fast Zone. John's Super previously sold liquor; therefore, a Petition for Liquor License is not needed. Mr. Naqvi currently has businesses at 1217 N. Jesse James Rd. (Fast Zone), and at 1005 Isley Blvd, (My Store #5). He has submitted the Application for Retail Liquor License through my office, along with the Missouri State Liquor License for the new business. This application has been reviewed and granted approval.

Respectfully submitted,

Police Chief Gregory Dull
Liquor Control Officer

GD:jlk



Excelsior Springs Police Department Application for Retail Liquor License

BUSINESS STRUCTURE

- | | |
|---|---|
| <input type="checkbox"/> Sole Owner
(Sole owner must sign the application) | <input type="checkbox"/> Corporation
(Only the Managing Officer can sign the application) |
| <input type="checkbox"/> Partnership
(All Partners must sign the application) | <input type="checkbox"/> Limited Liability Company
(Only the Managing Officer can sign the application) |
| <input checked="" type="checkbox"/> Limited Liability or Corporate Partnership
(Only the Managing Officer can sign the application) | |

BUSINESS INFORMATION

LEGAL NAME OF ENTITY (MUST CORRESPOND WITH RETAIL SALES TAX LICENSE)

J&J MART LLC

DOING BUSINESS AS / TRADE NAME (MUST CORRESPOND WITH RETAIL SALES TAX LICENSE)

FAST ZONE

PHYSICAL LOCATION OF BUSINESS (STREET ADDRESS)

960 ISLEY BLVD

CITY, STATE, ZIP CODE

EXCELSIOR SPRING MO 64024

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

BUSINESS TELEPHONE NUMBER

LICENSE OPTIONS (choose one)

INDICATE THE LICENSE TYPE BEING SOUGHT

- | | |
|---|---|
| <input type="checkbox"/> 5.0% Beer - Including Wine Coolers: Sale on Premises or Package (This is a seven-day license. There is no additional fee for Sunday sales.) | <input type="checkbox"/> Missouri Wine-by-the-Drink |
| <input type="checkbox"/> 5.0% Beer/Wine: Sales on Premises or Package (If sold in original package or consumption on Sunday, additional license is required.) | <input type="checkbox"/> Sunday Sales in Restaurants/Bars that Qualify |
| <input checked="" type="checkbox"/> Packaged Liquor | <input type="checkbox"/> Sunday Sales - Package Liquor |
| <input type="checkbox"/> Liquor-by-the-Drink | <input type="checkbox"/> Tastings |

PRIMARY POINT OF CONTACT

SOLE OWNER - PARTNER - MANAGING OFFICER INFORMATION

THE INFORMATION GIVEN IN THIS SECTION IS FOR THE (CHECK THE ONE THAT APPLIES):

- ☐ **SOLE OWNER** ☐ **PARTNER** ☒ **MANAGING OFFICER** (Corporation, LLC, LLP, or Corporate Partnership)

LAST NAME

RAZA NAQVI

FIRST NAME

SYED AMIR

MIDDLE INITIAL

DATE OF BIRTH

7/6/1977

BIRTH STATE OR COUNTRY

PAKISTAN

SOCIAL SECURITY NUMBER

511-24-6995

SEX

☒ MALE ☐ FEMALE

PERCENTAGE OF OWNERSHIP

100%

HOME ADDRESS (NO P.O. BOXES)

10433 N MARSH AVE

CITY

KANSAS

STATE & ZIP CODE

mo 64157

IS THE PERSON A NATURALIZED CITIZEN?

- ☒ YES ☐ NO

TELEPHONE NUMBER

913.633.6040

E-MAIL ADDRESS

AMIRKE14@outlook.com

ADDITIONAL PARTNER(S)					
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	

SHAREHOLDER – MEMBER – OFFICER/DIRECTOR/TRUSTEE INFORMATION**one (1) entity per page – use additional Page 3 forms as necessary**

STATE THE LEGAL NAME OF THE ENTITY WHOSE OWNERSHIP IS DESCRIBED ABOVE

IS THIS ENTITY PUBLICLY TRADED OR A PRIVATE EQUITY FUND?

☐ YES ☐ NO

LAST NAME (OR ENTITY NAME)

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

BIRTH STATE OR COUNTRY

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

POSITION*

PERCENTAGE OF OWNERSHIP

ADDRESS

CITY

STATE & ZIP CODE

TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

BIRTH STATE OR COUNTRY

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

POSITION*

PERCENTAGE OF OWNERSHIP

ADDRESS

CITY

STATE & ZIP CODE

TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

BIRTH STATE OR COUNTRY

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

POSITION*

PERCENTAGE OF OWNERSHIP

ADDRESS

CITY

STATE & ZIP CODE

TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

BIRTH STATE OR COUNTRY

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

POSITION*

PERCENTAGE OF OWNERSHIP

ADDRESS

CITY

STATE & ZIP CODE

TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)

FIRST NAME

MIDDLE INITIAL

DATE OF BIRTH

BIRTH STATE OR COUNTRY

SOCIAL SECURITY NUMBER

SEX

☐ M ☐ F

POSITION*

PERCENTAGE OF OWNERSHIP

ADDRESS

CITY

STATE & ZIP CODE

TELEPHONE NUMBER

* POSITION = OFFICER, DIRECTOR, TRUSTEE, MEMBER, SHAREHOLDER (If an officer AND member/shareholder, enter 'OFFICER')

MANAGING OFFICER → PROCEED TO PAGE 4

QUESTIONNAIRE

If additional space is needed for a response, attach a separate sheet of paper.

1. All areas where liquor will be sold, consumed or stored MUST be listed on the license as part of the legal description. Describe all such areas(s) including number of floors, exterior spaces, detached spaces, etc.

All of a building.

2. Is the distance in feet, measured in a straight line from the nearest point of the building to be licensed to the nearest point of the nearest school, church, or other building, regularly used as a place of religious worship a minimum of 100 feet apart? *If NO, the city letter of approval or written notice of an allowable exception under section 311.080, RSMo must be included with your application.*

☐ YES ☐ NO

3. Is there an existing license at the place of business?

☐ YES ☒ NO

If YES, state the name of that business and/or provide the license number.

4. Specify if the applicant owns, rents, or leases the premises to be licensed:

☐ OWNER ☐ RENTER ☒ LEASEE

5. If the applicant rents or leases the premises, enter the landlords name and address:

Does the landlord or previous owner have any interest, directly or indirectly, in the business?

☐ YES ☒ NO

If YES, explain:

6. Is there any person, firm, corporation, or other entity holding any mortgage or encumbrance of any kind against the business for which this license is sought?

☐ YES ☒ NO

If YES, state their name, address, amount of the mortgage or encumbrance, and terms of payment:

7. Is there any person, firm, corporation or other entity, other than those listed within this application, who has, or will, advance, loan or otherwise make available any money for the applicant to purchase or operate the business for which this license is sought?

☐ YES ☒ NO

If YES, state their name and explain the terms:

8. Does anyone listed within this application have any direct or indirect financial interest (including immediate family members) in any brewery, winery, distillery, rectifying or blending plant, either as part owner, shareholder, agent, employee or otherwise?

☐ YES ☒ NO

If YES, state their name and nature of such interest:

9. Is there any distiller, wholesaler, winemaker or brewer, or any employee, officer or agent thereof, who has or will, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to the applicant except what is permitted by the regulations of the Liquor Control Officer?

☐ YES ☒ NO

If YES, state their name and explain the terms:

10. Is there any person, firm, corporation or other entity, other than those listed within this application, who has or will have a direct or indirect financial investment or interest (including immediate family member) in the business for which the applicant seeks a license?

☐ YES ☒ NO

If YES, state their name and nature of such interest:

QUESTIONNAIRE CONTINUED

If additional space is needed, attach a separate sheet of paper.

11. State the name and address of the bank(s) or other financial institution(s) in which the applicant will maintain the financial accounts for the business: _____

12. Is the managing officer an employee or an officer of the applicant entity who is vested with the general control and superintendence of a whole, or a particular part of, the applicant's business at a particular place?
☐ YES ☐ NO ☒ Not applicable (Sole Owner & Partnership applicants, as indicated on page 1)

13. Has anyone listed within this application ever applied for a license on behalf of themselves or another party which was denied, or had a license that was revoked, by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city?
☐ YES ☒ NO If YES, provide details: _____

14. Has anyone listed within this application ever held a license or had a financial interest in a license which was suspended, fined, placed on probation or otherwise disciplined by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city?
☐ YES ☒ NO If YES, provide details: _____

15. Is there now employed, or will the applicant employ in the business sought to be licensed, any person who as 1) had interest in a license which was revoked by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city in the last five (5) years, or 2) been convicted of a provision related to the manufacture or sale of intoxicating liquor?
☐ YES ☒ NO If YES, provide details: _____

16. Has anyone listed within this application, or any other person or entity with a direct or indirect financial interest in the business, ever been charged with, indicted for, pled guilty to, convicted of, or received a suspended imposition for a violation of any Federal law, law of the State of Missouri, ordinance of the City of Excelsior Springs, or any other laws of another state, county, or city; or entered and/or been present in the United State in violation of Federal immigration laws?
☐ YES ☒ NO If YES, provide details: _____

17. Has anyone listed in this application, or any other person with a direct or indirect financial interest in the business, been charged, with, pled guilty to, or been convicted of, violating any city or county ordinance relating to intoxicating liquor, gambling, immorality, fighting, peace disturbance, narcotics, or similar concern?
☐ YES ☒ NO If YES, provide details: _____

18. Is this application being made by the applicant as a subterfuge to permit any person or entity other than the applicant to secure a license from the City of Excelsior Springs' Liquor Control Officer, in your name, for their benefit?
☐ YES ☒ NO If YES, provide details: _____

PROCEED TO ACKNOWLEDGEMENTS AND AFFIRMATIONS

ACKNOWLEDGEMENTS AND AFFIRMATIONS

THE SOLE OWNER, ALL PARTNERS, OR MANAGING OFFICER MUST REVIEW AND INITIAL EACH SECTION BELOW TO ACKNOWLEDGE AND AFFIRM THAT THEY HAVE READ AND UNDERSTAND EACH PROVISION.

(INITIAL)

The applicant understands that false answers are grounds for denial of a license.

(INITIAL)

The applicant understands that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked, suspended, fined, placed on probation, or otherwise disciplined by the City of Excelsior Springs' Liquor Control Officer.

(INITIAL)

You are required to report any changes of fact contained herein to the City of Excelsior Springs' Liquor Control Officer in writing within fifteen (15) days.

(INITIAL)

The applicant acknowledges that any license granted by the City of Excelsior Springs' Liquor Control Officer will be subject to the provisions of Chapter 311, RSMo, and Chapter 600 of the Ordinances of the City of Excelsior Springs. Failure to conform thereto will subject its license to suspension, revocation, fine, probation, or other discipline by the Liquor Control Officer.

(INITIAL)

The applicant agrees to, at all times, permit the entry by any officer or investigator who may have legal supervisory authority for the purpose of searching and inspecting for violations of City Ordinances. The applicant acknowledges that failure to comply with searches and inspections could result in a suspension, revocation, probation, or other discipline by the Liquor Control Officer.

(INITIAL)

The applicant authorizes the Liquor Control Officer or his/her duly appointed agents to conduct a criminal record check of the owner, all partners, the managing officer, all officers, and stockholders or members with interest in the applying entity.

(INITIAL)

The applicant has reviewed the Excelsior Springs supplemental Checklist of Requirements for Primary Retail Liquor License.

I, Amir Raja, of lawful age, being first duly sworn upon my oath, depose and
(Type or Print Name(s))

say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

SIGNATURE OF SOLE OWNER, MANAGING OFFICER, OR PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSE OR BLACK INK RUBBER STAMP

STATE OF

Missouri

COUNTY (OR CITY OF ST. LOUIS)

Clay

SUBSCRIBED AND SWORN BEFORE ME, THIS

5th DAY OF March

YEAR 2024

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRES

Peggy N Powell

08-07-2026

NOTARY PUBLIC NAME (TYPED OR PRINTED)

Peggy N Powell

Peggy N. Powell
Notary Public - Notary Seal
STATE OF MISSOURI
Commissioned for Clay County
My Commission Expires: 08-07-2026
ID # 18110444

LIQUOR CONTROL OFFICER

☐ APPROVED ☐ DENIED

SIGNATURE

DATE

IF APPROVED BY THE LIQUOR CONTROL OFFICER, THIS APPLICATION IS TO BE PRESENTED TO THE EXCELSIOR SPRINGS CITY COUNCIL FOR FINAL APPROVAL.

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

ORIGINAL PACKAGE LIQUOR

298808

\$33.33

EXPIRATION DATE: JUNE 30, 2024

EFFECTIVE DATE: MARCH 11, 2024

CLAY

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: SYED A RAZA NAQVI

SPECIAL PERMITS:

ALL OF A BUILDING, 960 ISLEY BLVD., EXCELSIOR SPRINGS, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Sandra K. Karsten
DIRECTOR OF PUBLIC SAFETY

Michael A. Leach
SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

J & J MART LLC
FAST ZONE
PO BOX 17
PATTONSBURG MO 64670

LICENSE NOT TRANSFERABLE

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

SUNDAY - ORIGINAL PACKAGE LIQUOR

298809

\$66.68

EXPIRATION DATE: JUNE 30, 2024

EFFECTIVE DATE: MARCH 11, 2024

CLAY

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: SYED A RAZA NAQVI

SPECIAL PERMITS:

ALL OF A BUILDING, 960 ISLEY BLVD., EXCELSIOR SPRINGS, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Sandra K. Karsten
DIRECTOR OF PUBLIC SAFETY

Michael A. Leamer
SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

J & J MART LLC
FAST ZONE
PO BOX 17
PATTONSBURG MO 64670

LICENSE NOT TRANSFERABLE

AGENDA ITEM NO. _____

MOTION: A motion to approve the Application for Retail Liquor Licenses for Fast Zone, located at 960 Isley Boulevard.

MOTION BY: _____

SECOND: _____

AYES _____ **NAYES** _____

Councilman McGovern _____

Councilman Renne _____

Councilman St. John _____

Mayor Pro-Tern Spear _____

Mayor Spohn _____



City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council
From: Chief Greg Dull, Liquor Control Officer
Date 4/5/2024
RE: Consideration of 2024 Liquor License for Huey's Hidden Vault
Consideration for liquor license approval for Huey's Hidden Vault.

Chief Greg Dull, Liquor Control Officer

ATTACHMENTS:

Description	Type	Upload Date
Cover Memo	Cover Memo	4/5/2024
Application for Liquor License	Exhibit	4/5/2024
Missouri Liquor Licenses	Exhibit	4/5/2024
Criminal History	Exhibit	4/5/2024
Retail License	Exhibit	4/5/2024
Tax Certificate	Exhibit	4/5/2024
Simple Motion - Huey's Hidden Vault Liq. Lic.	Cover Memo	4/15/2024



POLICE DEPARTMENT

816.630.2000
Fax: 816.630.4104

April 4, 2024

Council Meeting, Monday, April 1, 2024

To: Mayor and City Council

From: Gregory Dull, Chief of Police, Liquor Control Officer

Subj: Consideration of Liquor License for New Business

Mrs. Pamela Myers has an established business located at 109 E. Broadway Avenue, called Huey's Hidden Vault. This building was previously Wine and Shine Tasting; therefore, a Petition for Liquor License is not needed. Mrs. Myers has submitted the Application for Retail Liquor License through my office, along with the Missouri State Liquor License, criminal background check through Missouri Highway Patrol, Missouri Retail Sales License, and Missouri Certificate of No Tax Due. This application has been reviewed and granted approval.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gregory Dull".

Police Chief Gregory Dull
Liquor Control Officer

GD:jl



Excelsior Springs Police Department Application for Retail Liquor License

BUSINESS STRUCTURE

- ☐ **Sole Owner**
(Sole owner must sign the application)
- ☐ **Partnership**
(All Partners must sign the application)
- ☐ **Limited Liability or Corporate Partnership**
(Only the Managing Officer can sign the application)
- ☐ **Corporation**
(Only the Managing Officer can sign the application)
- ☒ **Limited Liability Company**
(Only the Managing Officer can sign the application)

BUSINESS INFORMATION

LEGAL NAME OF ENTITY (MUST CORRESPOND WITH RETAIL SALES TAX LICENSE)

Huey's Hidden Vault, LLC

DOING BUSINESS AS / TRADE NAME (MUST CORRESPOND WITH RETAIL SALES TAX LICENSE)

Huey's Hidden Vault

PHYSICAL LOCATION OF BUSINESS (STREET ADDRESS)

109 E. Broadway, Excelsior Springs Missouri 64024

CITY, STATE, ZIP CODE

64024

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

BUSINESS TELEPHONE NUMBER

405-620-6102

LICENSE OPTIONS (choose one)

INDICATE THE LICENSE TYPE BEING SOUGHT

- ☐ **5.0% Beer - Including Wine Coolers: Sale on Premises or Package** (This is a seven-day license. There is no additional fee for Sunday sales.)
- ☐ **5.0% Beer/Wine: Sales on Premises or Package** (If sold in original package or consumption on Sunday, additional license is required.)
- ☐ **Packaged Liquor**
- ☒ **Liquor-by-the-Drink**
- ☐ **Missouri Wine-by-the-Drink**
- ☒ **Sunday Sales in Restaurants that Qualify**
- ☐ **Sunday Sales - Package Liquor**
- ☐ **Tastings**

PRIMARY POINT OF CONTACT

SOLE OWNER - PARTNER - MANAGING OFFICER INFORMATION

THE INFORMATION GIVEN IN THIS SECTION IS FOR THE (CHECK THE ONE THAT APPLIES):

- ☐ **SOLE OWNER** ☐ **PARTNER** ☒ **MANAGING OFFICER (Corporation, LLC, LLP, or Corporate Partnership)**

LAST NAME

Myers

FIRST NAME

Pamela

MIDDLE INITIAL

S.

DATE OF BIRTH

04/29/1967

BIRTH STATE OR COUNTRY

Oklahoma

SOCIAL SECURITY NUMBER

445-78-8830

SEX

☐ MALE ☒ FEMALE

PERCENTAGE OF OWNERSHIP

100

HOME ADDRESS (NO P.O. BOXES)

109 A E, Broadway

CITY

Excelsior Springs

STATE & ZIP CODE

Mo. 64024

IS THE PERSON A NATURALIZED CITIZEN?

☒ YES ☐ NO

TELEPHONE NUMBER

405-620-6102

E-MAIL ADDRESS

Hueyshiddenvault@gmail.com

ADDITIONAL PARTNER(S)					
LAST NAME Myers		FIRST NAME Dale		MIDDLE INITIAL A.	DATE OF BIRTH 11/16/1964
BIRTH STATE OR COUNTRY California	SOCIAL SECURITY NUMBER 445-76-5479		SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP 100
HOME ADDRESS (NO P.O. BOXES) 109 E. Broadway		CITY Excelsior Springs			STATE & ZIP CODE 64024
IS THE PERSON A NATURALIZED CITIZEN? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER 405-620-0465		E-MAIL ADDRESS hueyshiddenvault@gmail.com	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	
LAST NAME		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PERCENTAGE OF PARTNERSHIP
HOME ADDRESS (NO P.O. BOXES)		CITY			STATE & ZIP CODE
IS THE PERSON A NATURALIZED CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		TELEPHONE NUMBER		E-MAIL ADDRESS	

SOLE OWNER & PARTNERS → SKIP TO PAGE 4
MANAGING OFFICER → CONTINUE TO PAGE 3

SHAREHOLDER – MEMBER – OFFICER/DIRECTOR/TRUSTEE INFORMATION**one (1) entity per page – use additional Page 3 forms as necessary**

STATE THE LEGAL NAME OF THE ENTITY WHOSE OWNERSHIP IS DESCRIBED ABOVE

IS THIS ENTITY PUBLICLY TRADED OR A PRIVATE EQUITY FUND?

☐ YES ☐ NO

LAST NAME (OR ENTITY NAME)		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	POSITION*		PERCENTAGE OF OWNERSHIP
ADDRESS		CITY	STATE & ZIP CODE		TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	POSITION*		PERCENTAGE OF OWNERSHIP
ADDRESS		CITY	STATE & ZIP CODE		TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	POSITION*		PERCENTAGE OF OWNERSHIP
ADDRESS		CITY	STATE & ZIP CODE		TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	POSITION*		PERCENTAGE OF OWNERSHIP
ADDRESS		CITY	STATE & ZIP CODE		TELEPHONE NUMBER

LAST NAME (OR ENTITY NAME)		FIRST NAME		MIDDLE INITIAL	DATE OF BIRTH
BIRTH STATE OR COUNTRY	SOCIAL SECURITY NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	POSITION*		PERCENTAGE OF OWNERSHIP
ADDRESS		CITY	STATE & ZIP CODE		TELEPHONE NUMBER

* POSITION = OFFICER, DIRECTOR, TRUSTEE, MEMBER, SHAREHOLDER (If an officer AND member/shareholder, enter 'OFFICER')

MANAGING OFFICER → PROCEED TO PAGE 4

QUESTIONNAIRE

If additional space is needed for a response, attach a separate sheet of paper.

1. All areas where liquor will be sold, consumed or stored **MUST** be listed on the license as part of the legal description. Describe all such areas(s) including number of floors, exterior spaces, detached spaces, etc. 1st floor of building and enclosed patio area.
2. Is the distance in feet, measured in a straight line from the nearest point of the building to be licensed to the nearest point of the nearest school, church, or other building, regularly used as a place of religious worship a minimum of 100 feet apart? *If NO, the city letter of approval or written notice of an allowable exception under section 311.080, RSMo must be included with your application.*
☒ YES ☐ NO
3. Is there an existing license at the place of business?
☒ YES ☐ NO
 If YES, state the name of that business and/or provide the license number. Wine and Shine
4. Specify if the applicant owns, rents, or leases the premises to be licensed:
☒ OWNER ☐ RENTER ☐ LEASEE
5. If the applicant rents or leases the premises, enter the landlords name and address:

 Does the landlord or previous owner have any interest, directly or indirectly, in the business?
☐ YES ☐ NO If YES, explain:

6. Is there any person, firm, corporation, or other entity holding any mortgage or encumbrance of any kind against the business for which this license is sought?
☒ YES ☐ NO If YES, state their name, address, amount of the mortgage or encumbrance, and terms of payment: Farmers State Bank
7. Is there any person, firm, corporation or other entity, other than those listed within this application, who has, or will, advance, loan or otherwise make available any money for the applicant to purchase or operate the business for which this license is sought?
☐ YES ☒ NO If YES, state their name and explain the terms:

8. Does anyone listed within this application have any direct or indirect financial interest (including immediate family members) in any brewery, winery, distillery, rectifying or blending plant, either as part owner, shareholder, agent, employee or otherwise?
☐ YES ☒ NO If YES, state their name and nature of such interest:

9. Is there any distiller, wholesaler, winemaker or brewer, or any employee, officer or agent thereof, who has or will, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to the applicant except what is permitted by the regulations of the Liquor Control Officer?
☐ YES ☒ NO If YES, state their name and explain the terms:

10. Is there any person, firm, corporation or other entity, other than those listed within this application, who has or will have a direct or indirect financial investment or interest (including immediate family member) in the business for which the applicant seeks a license?
☐ YES ☒ NO If YES, state their name and nature of such interest:

QUESTIONNAIRE CONTINUED

If additional space is needed, attach a separate sheet of paper.

11. State the name and address of the bank(s) or other financial institution(s) in which the applicant will maintain the financial accounts for the business: Farmers State Bank Missouri

12. Is the managing officer an employee or an officer of the applicant entity who is vested with the general control and superintendence of a whole, or a particular part of, the applicant's business at a particular place?

☐ YES ☒ NO ☐ x Not applicable (Sole Owner & Partnership applicants, as indicated on page 1)

13. Has anyone listed within this application ever applied for a license on behalf of themselves or another party which was denied, or had a license that was revoked, by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city?

☐ YES ☒ NO If YES, provide details: _____

14. Has anyone listed within this application ever held a license or had a financial interest in a license which was suspended, fined, placed on probation or otherwise disciplined by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city?

☐ YES ☒ NO If YES, provide details: _____

15. Is there now employed, or will the applicant employ in the business sought to be licensed, any person who as 1) had interest in a license which was revoked by the State of Missouri's Supervisor of Alcohol and Tobacco Control, the City of Excelsior Springs' Liquor Control Officer, or by the licensing authority of any other state, county, or city in the last five (5) years, or 2) been convicted of a provision related to the manufacture or sale of intoxicating liquor?

☐ YES ☒ NO If YES, provide details: _____

16. Has anyone listed within this application, or any other person or entity with a direct or indirect financial interest in the business, ever been charged with, indicted for, pled guilty to, convicted of, or received a suspended imposition for a violation of any Federal law, law of the State of Missouri, ordinance of the City of Excelsior Springs, or any other laws of another state, county, or city; or entered and/or been present in the United State in violation of Federal immigration laws?

☐ YES ☒ NO If YES, provide details: _____

17. Has anyone listed in this application, or any other person with a direct or indirect financial interest in the business, been charged, with, pled guilty to, or been convicted of, violating any city or county ordinance relating to intoxicating liquor, gambling, immorality, fighting, peace disturbance, narcotics, or similar concern?

☐ YES ☒ NO If YES, provide details: _____

18. Is this application being made by the applicant as a subterfuge to permit any person or entity other than the applicant to secure a license from the City of Excelsior Springs' Liquor Control Officer, in your name, for their benefit?

☐ YES ☒ NO If YES, provide details: _____

PROCEED TO ACKNOWLEDGEMENTS AND AFFIRMATIONS

ACKNOWLEDGEMENTS AND AFFIRMATIONS

THE SOLE OWNER, ALL PARTNERS, OR MANAGING OFFICER MUST REVIEW AND INITIAL EACH SECTION BELOW TO ACKNOWLEDGE AND AFFIRM THAT THEY HAVE READ AND UNDERSTAND EACH PROVISION.

PM
(INITIAL)

The applicant understands that false answers are grounds for denial of a license.

PM
(INITIAL)

The applicant understands that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked, suspended, fined, placed on probation, or otherwise disciplined by the City of Excelsior Springs' Liquor Control Officer.

PM
(INITIAL)

You are required to report any changes of fact contained herein to the City of Excelsior Springs' Liquor Control Officer in writing within fifteen (15) days.

PM
(INITIAL)

The applicant acknowledges that any license granted by the City of Excelsior Springs' Liquor Control Officer will be subject to the provisions of Chapter 311, RSMo, and Chapter 600 of the Ordinances of the City of Excelsior Springs. Failure to conform thereto will subject its license to suspension, revocation, fine, probation, or other discipline by the Liquor Control Officer.

PM
(INITIAL)

The applicant agrees to, at all times, permit the entry by any officer or investigator who may have legal supervisory authority for the purpose of searching and inspecting for violations of City Ordinances. The applicant acknowledges that failure to comply with searches and inspections could result in a suspension, revocation, probation, or other discipline by the Liquor Control Officer.

PM
(INITIAL)

The applicant authorizes the Liquor Control Officer or his/her duly appointed agents to conduct a criminal record check of the owner, all partners, the managing officer, all officers, and stockholders or members with interest in the applying entity.

PM
(INITIAL)

The applicant has reviewed the Excelsior Springs supplemental Checklist of Requirements for Primary Retail Liquor License.

I, Pamela Myers, of lawful age, being first duly sworn upon my oath, depose and
(Type or Print Name(s))

say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

SIGNATURE OF SOLE OWNER, MANGAING OFFICER,
OR PARTNER

DATE

3/20/24

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSE OR
BLACK INK RUBBER STAMP

STATE OF

Missouri

COUNTY (OR CITY OF ST. LOUIS)

Clay

CONNIE S. WALTMAN
Notary Public - Notary Seal
STATE OF MISSOURI
Ray County

My Commission Expires: Nov. 07, 2027
Commission # 15530135

SUBSCRIBED AND SWORN BEFORE ME, THIS

20th DAY OF March

YEAR 2024

NOTARY PUBLIC SIGNATURE

COMMISSION

EXPIRES

11/7/27

NOTARY PUBLIC NAME (TYPED OR PRINTED)

Connie S. Waltman

USE RUBBER STAMP IN CLEAR AREA BELOW

CONNIE S. WALTMAN
Notary Public - Notary Seal
STATE OF MISSOURI
Ray County

My Commission Expires: Nov. 07, 2027
Commission # 15530135

LIQUOR CONTROL OFFICER

☐ APPROVED ☐ DENIED

SIGNATURE

DATE

IF APPROVED BY THE LIQUOR CONTROL OFFICER, THIS APPLICATION IS TO BE PRESENTED TO THE EXCELSIOR SPRINGS CITY COUNCIL FOR FINAL APPROVAL.

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

RETAIL LIQUOR BY DRINK

298564

\$75.00

EXPIRATION DATE: JUNE 30, 2024

EFFECTIVE DATE: APRIL 1, 2024 CLAY

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: PAMELA S MYERS

SPECIAL PERMITS:

ALL OF THE BUILDING, INCLUDING FENCED IN SOUTH PATIO, LOCATED AT 109
EAST BROADWAY STREET, EXCELSIOR SPRINGS, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Sandra K. Karsten
DIRECTOR OF PUBLIC SAFETY

Michael A. Lerner
SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

HUEY'S HIDDEN VAULT LLC
HUEY'S HIDDEN VAULT
109 E BROADWAY ST
EXCELSIOR SPRINGS, MO 64024

LICENSE NOT TRANSFERABLE

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

SUNDAY BY DRINK

298565

\$50.00

EXPIRATION DATE: JUNE 30, 2024

EFFECTIVE DATE: APRIL 1, 2024

CLAY

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: PAMELA S MYERS

SPECIAL PERMITS:

ALL OF THE BUILDING, INCLUDING FENCED IN SOUTH PATIO, LOCATED AT 109 EAST BROADWAY STREET, EXCELSIOR SPRINGS, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Sandra K. Karsten

DIRECTOR OF PUBLIC SAFETY

Michael A. Leaver

SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

HUEY'S HIDDEN VAULT LLC
HUEY'S HIDDEN VAULT
109 E BROADWAY ST
EXCELSIOR SPRINGS, MO 64024

LICENSE NOT TRANSFERABLE



No Match Notification

A statewide search of the identifiers below has revealed no criminal conviction or sex offender information on file. Fingerprints were not provided and thus the result of the search cannot be guaranteed.

Date of Search: 12/28/2023

Name (1): PAMELA MYERS

Name (2):

Name (3):

Date Of Birth: 04/29/1967

SSN: xxx-xx-8830

Control Number: 6631018

If you have any questions, please do not hesitate to contact our office at 573-526-6153.

Missouri State Highway Patrol
Criminal Justice Information Services Division
PO BOX 9500
Jefferson City, MO 65102



No Match Notification

A statewide search of the identifiers below has revealed no criminal conviction or sex offender information on file. Fingerprints were not provided and thus the result of the search cannot be guaranteed.

Date of Search: 12/11/2023

Name (1): DALE MYERS

Name (2): DALE MYERS

Name (3):

Date Of Birth: 11/16/1964

SSN: xxx-xx-5479

Control Number: 6618240

If you have any questions, please do not hesitate to contact our office at 573-526-6153.

Missouri State Highway Patrol
Criminal Justice Information Services Division
PO BOX 9500
Jefferson City, MO 65102

State of Missouri Missouri Retail Sales License

Licensee:

License Issued: 01/24/2024

HUEYS HIDDEN VAULT
109 E BROADWAY ST
EXCELSIOR SPRINGS, MO 64024-2513

HUEYS HIDDEN VAULT LLC

MISSOURI ID: 28745965

The issuance of this license is contingent upon the licensee's compliance in all respects with the requirements in Chapter 144 RSMo, and the rules promulgated thereunder.

This license is valid until cancelled and surrendered by the licensee or revoked by the Director of Revenue.

This license must be prominently displayed in the place of business.



STATE OF

Director of Revenue

MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION

This business is registered INSIDE the city limits of EXCELSIOR SPRINGS in CLAY COUNTY and you are liable to collect and remit all applicable state and local sales taxes.

This license is not assignable or transferable.

Notice Number: 2044934469

TAXATION DIVISION
PO BOX 3666
JEFFERSON CITY, MO 65105-3666



Missouri
DEPARTMENT OF REVENUE

Telephone: (573) 751-9268
Fax: (573) 522-1265
E-mail: taxclearance@dor.mo.gov

HUEYS HIDDEN VAULT LLC
109 E BROADWAY ST
EXCELSIOR SPRINGS, MO 64024-2513

SEARCH DATE: February 26, 2024
DATE CLEARED THROUGH: 03/29/2024

MISSOURI ID: 28745965
Notice Number: 2045752754

CERTIFICATE OF NO TAX DUE

To Supervisor of Liquor Control: The Department of Revenue, State of Missouri, certifies that this taxpayer/account has filed all required returns and paid all sales, use, or withholding tax due, including penalties and interest, or does not owe any sales, use, and withholding tax, according to the records of the Missouri Department of Revenue. These records do not include returns that are not required to be filed as of this date for taxes previously collected or that have been filed but not yet processed by the Department.

This certificate is only for the purpose of obtaining a liquor license and is not pursuant to Section 144.150, RSMo.

This statement only applies to sales, use, and withholding tax due and is not to be construed as limiting the authority of the Director of Revenue to assess, or pursue collection of liabilities resulting from final litigation, default in payment of any installment agreement entered into with the Director of Revenue, any successor liability that may become due in the future, or audits or reviews of the taxpayer's records as provided by law.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE
TAXATION DIVISION

AGENDA ITEM NO. _____

MOTION: A motion to approve the Application for Retail Liquor Licenses for Huey's Hidden Vault, located at 109 E. Broadway, Ave.

MOTION BY: _____

SECOND: _____

AYES _____ **NAYES** _____

Councilman McGovern _____

Councilman Renne _____

Councilman St. John _____

Mayor Pro-Tern Spear _____

Mayor Spohn _____



City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council
From: Lyndsey Baxter, Executive Director of Downtown Excelsior Partnership
Date
RE: Presentation - DEP's Annual Report

Lyndsey Baxter, Executive Director of Downtown Excelsior Partnership

ATTACHMENTS:

Description	Type	Upload Date
DEP's Annual Report - 2023	Cover Memo	4/15/2024

2023 NATIONALLY
ACCREDITED MAIN
STREET AMERICA
ORGANIZATION

2023 STATE
ACCREDITED MAIN
STREET
ORGANIZATION

2023

ANNUAL REPORT

DOWNTOWN EXCELSIOR PARTNERSHIP, INC.

Prepared by
Lyndsey M. Baxter
DEP Executive Director

Approved by DEP
Board of Directors
March 20, 2024

DOWNTOWN EXCELSIOR
SPRINGS IS THE **FIRST** AND
FOREVER HEART OF OUR
COMMUNITY!



LOOKING FORWARD...

The year of 2023 was a testament to the power of collaboration and the unyielding spirit of our community. Together, we've not only navigated the complexities of our time, but also laid down the foundations for a future that shines even brighter for Downtown Excelsior Springs.

Our achievements this year are numerous and diverse. From the revitalization of historic properties, introducing innovative new public space concepts, to hosting events that brought our community closer, each accomplishment has been a step forward realizing our vision for a vibrant, inclusive, and prosperous downtown.

Our efforts in economic development, cultural enhancement, and community engagement have been met with remarkable success, thanks to the hard work of our team, the unwavering support of our partners, and the dynamic engagement of our community members. This synergy has not only propelled our initiatives forward, but has also embedded a sense of pride and belonging within the heart of every individual associated with the Downtown Excelsior Partnership, Inc.

As we turn the pages of this report, let's celebrate the milestones we've achieved together. Each statistic, story, and photograph is a testament to what we can accomplish when we unite with a common purpose. Let us also look ahead, with renewed commitment and enthusiasm, to the opportunities and challenges that lie before us. Our journey is far from over, and the road ahead promises to be filled with more achievements, innovations, and transformative projects that will continue to shape the future of our beloved downtown.

Here's to another year of making a difference, driving change, and building a future we can all be proud of.

Sincerely,



Lyndsey M. Baxter
Executive Director
Downtown Excelsior Partnership, Inc.



ABOUT THE DOWNTOWN EXCELSIOR PARTNERSHIP

DEP is a community supported and volunteer driven organization for people of all walks of life who are working together to revitalize Downtown Excelsior Springs. We are united in our efforts to build a special place that future generations will be proud to call their home. We have a deep-rooted love for Excelsior Springs, an affection for its history and a passion for creating a fun, economically vibrant and visually compelling downtown.

MISSION & VISION

DEP's mission is to provide services and support to businesses, promote positive economic development and tourism; preserving our historic and natural resources while enhancing our citizen's quality of life in Downtown Excelsior Springs.

DEP's vision is to foster an environment that encourages growth and development while enhancing the historic quality of Downtown Excelsior Springs.



MEET THE 2023 DEP BOARD OF DIRECTORS

The DEP Board of Directors is made up of volunteer and recognized leaders across many areas of expertise. They represent the broad diversity of our business district and contribute a significant amount of time, talent and energy to further the mission of the organization.



Nate Williams
Board President



Jeanine Stubbs
Board Vice President



Jim McCullough
Board Secretary



Jill Rickart
Board Treasurer



Allen Amos
Board Member



Brenda Kilgore
Board Member



Kenny Slavens
Board Member



Reggie St. John
City Liaison



Lyndsey Baxter
Executive Director

WWW.VISITEXCELSIOR.COM

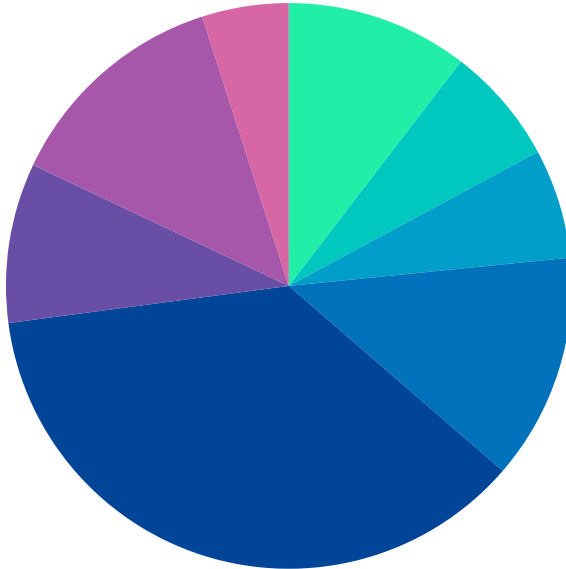
FINANCIAL SUMMARY

For every \$1 invested by the City of Excelsior Springs in the PSA,
DEP raised an additional \$9.60.

Over \$6.94 Million in reported taxable retail sales in 2023, a 5.19% decrease
compared to 2022 but a 102.23% increase since the CID was established.

Average Spend of \$17.19/Visit and \$61.31/Visitor

INCOME



10.4% - Public Support

6.7% - Memberships

6.3% - Donations

12.9% - Grants

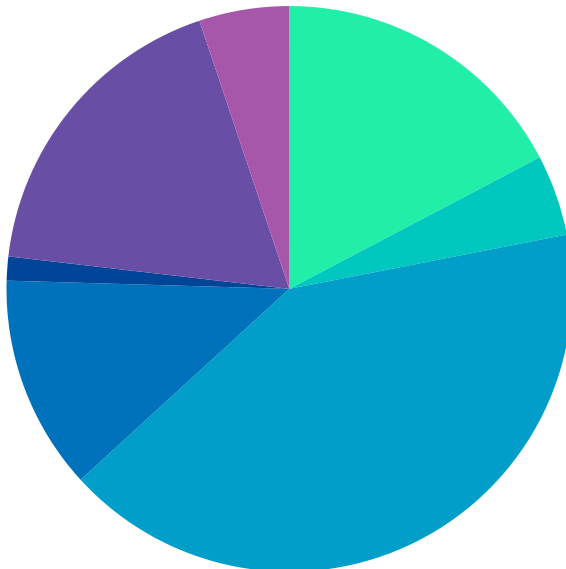
36.6% - Events

9.1% - Sponsors

13.0% - Tax Revenue

5.0% - Other

EXPENSES



13.3% - Beautification

4.1% - Economic Vitality

39.3% - Events/Marketing

11% - Operating Expenses

1.9% - Main Street

20.8% - Salaries

9.5% - Visitor Center

Over \$208,800 Spent Marketing the Downtown District in 2023

Through Publications & Events

Over \$87,500 spent on downtown beautification

REINVESTMENT STATISTICS

The Average Price Per Square Foot Increased to \$5.50/Year
There were 28,035 overnight stays REPORTED in our community in 2023.
8,392 Volunteer Hours is equivalent to \$266,852.88



6.94 MILLION

Reported Taxable Dollars In
Retail Sales In CID District



22,900

Visits During DEP Events In
Downtown Excelsior Springs



\$485,792

Spent In Private Building
Improvements



8,392

Volunteer Hours
Donated to DEP



WWW.VISITEXCELSIOR.COM

SOCIAL REACH STATISTICS

Through the use of our Visit Excelsior Tourism Website and Social Media Platforms, we were able to reach over 1.1 million individuals with the Visit Excelsior Springs promotional campaign.



213,728

*Visit Excelsior
Website Visitors*



1,396,231

*Visit Excelsior Website
Pages Viewed*



1,074,900

*People Reached
On Social Media*



1,704

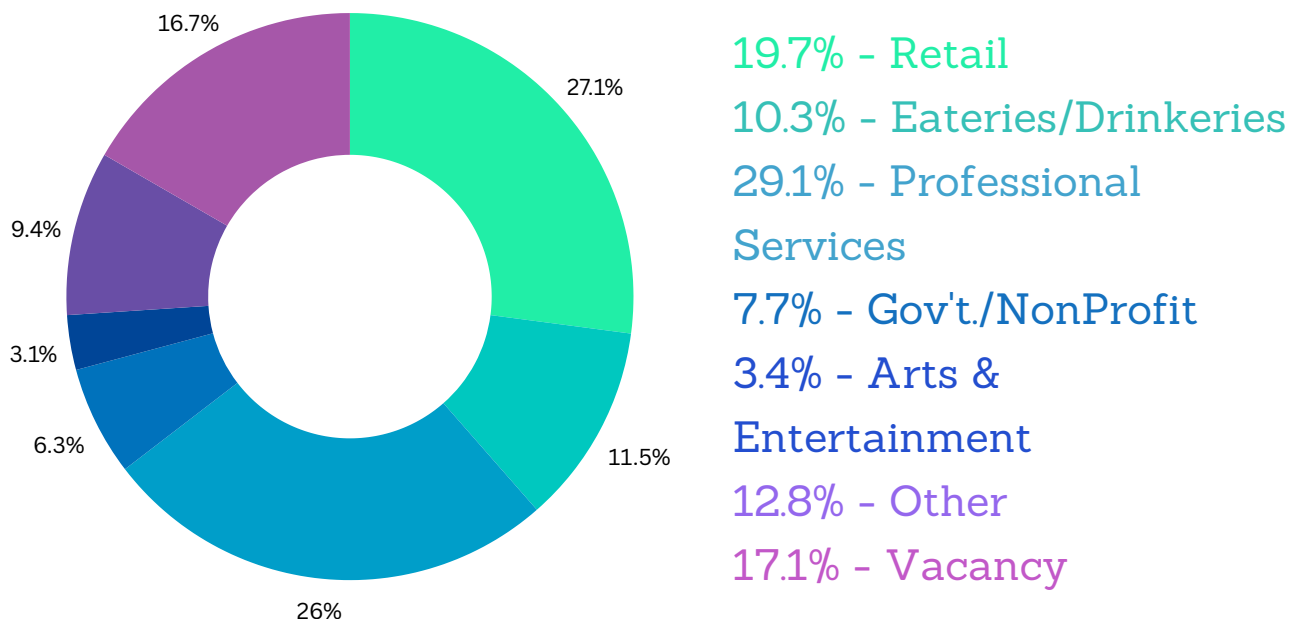
*New Social
Media Followers*



WWW.VISITEXCELSIOR.COM

DOWNTOWN EXCELSIOR BUSINESS MIX

*There are currently 96 businesses located within
Downtown Excelsior Springs.*



When comparing end of year 2023 to end of year 2022 business mix, the following can be concluded....

Business openings and closures resulted in a total gain of 7 businesses and a loss of 18 FTEs, which can be attributed to the loss of 2 restaurants in the district which make up a great amount of jobs.

Retail offerings increased by 7.4%.

Of the 17.1% vacancy rate, 39% will be occupied in 2024, 11% are under construction, 22% are available for lease or for sale, 28% have no plans of construction or tenancy or are scheduled for demolition

2023 ACTION PLAN

85 Volunteer Projects, Events & Initiatives in 2023

Design Committee

Facade Grant Program
Downtown Signage
Downtown Kiosks
Lithia Landing Development
Rooftop Christmas Lighting
Murals

Memory Tree
Streetscape Redesign
Hardscape Pocket Park
Wayfinding Signage
Downtown Planters
Holiday Lightpole Decor

Economic Vitality Committee

Citizen's Leadership Academy
Thrive Excelsior E.V. Task Force
Entertainment District
Event Economic Impact Reports
Real Estate Availability
Downtown Visitation Data & Reports

Individual Business Placement Reports
Building & Business Inventory
Assist Potential Business Owners
Low Interest Loans
Business Directory
Shopping & Dining Guides

Organization Committee

Organizational Filings
Destination & Organization Logo Rebrand
Annual Report
City of Excelsior Springs Grants
Personnel Policies
Trolley Public Service Agreement
Visitor Center Operation
Main Street Presentations
Attend Trainings & Conferences
National Annual Assessment
State Award Nominations

Merchant Mingles
Public Relations
Budget Development
C.I.D. Professional Services Agreement
Annual Sponsorship Campaign
Downtown Raffle
Downtown Gift Certificate Program
Giving Tuesday Fundraiser
Lithia Landing Fundraising
Press Releases
Investor Drive
City Professional Services Agreement

Promotion Committee

Event Marketing Plan
Tourism Marketing Plan
Annual Dinner
Chocolate Tour
Gin & Jazz
Mug Shots
Sippin' Into Springtime
Small Business Saturday
Spring Open Houses
Whiskey Walk
Trick or Treat
Wine Festival
Witch Way to the Wine

BBQ & Fly-In on the River
Gun Raffle
Event Sponsorships
Home Brew Contest
Elf Factory
Hall of Trees
Holiday Homes Tour
Lane of Lights
Lighted Christmas Parade
Mistletoe Market
Pictures with Santa
Wreath Auction
City Wide Pole Mounts
Cocktails & Candy Canes

Website Committee

Visit Excelsior Blog Posts
Social Media Advertising
Google Ad Campaigns
Print Marketing
Experience Excelsior Trip Planner
Website Advertising Sales

Advertising Grant Opportunities
Videography Procurement
Photography Procurement
Visit Excelsior Website Maintenance
YouTube Ad Development

PLANS FOR 2024

Lane of Lights Extension

Wayfinding Signage
Implementation

Organization Rebrand

YouTube Video Marketing

Event Videography &
Photography Procurement
Project

Develop Lithia Landing

Complete Mini Mural Series
Project

Heightened Business
Recruitment/Retention
Promotional Materials

Summer Music Series

Hardscape Pocket Park





City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council
From: Lyndsey Baxter, Executive Director of Downtown Excelsior Partnership
Date
RE: Presentation - Placer.ai Annual Report

Lyndsey Baxter, Executive Director of Downtown Excelsior Partnership

ATTACHMENTS:

Description	Type	Upload Date
2023 Downtown Visitation Analysis Report	Presentation	3/20/2024

FEBRUARY 7, 2024

DOWNTOWN VISITATION ANALYSIS

2023



PREPARED BY:

Lyndsey M. Baxter
Executive Director
Downtown Excelsior Partnership, Inc.

DATA PROVIDED BY:

Placer Labs, Inc
www.placer.ai

OVERVIEW

VISITS

403,706

VISITORS

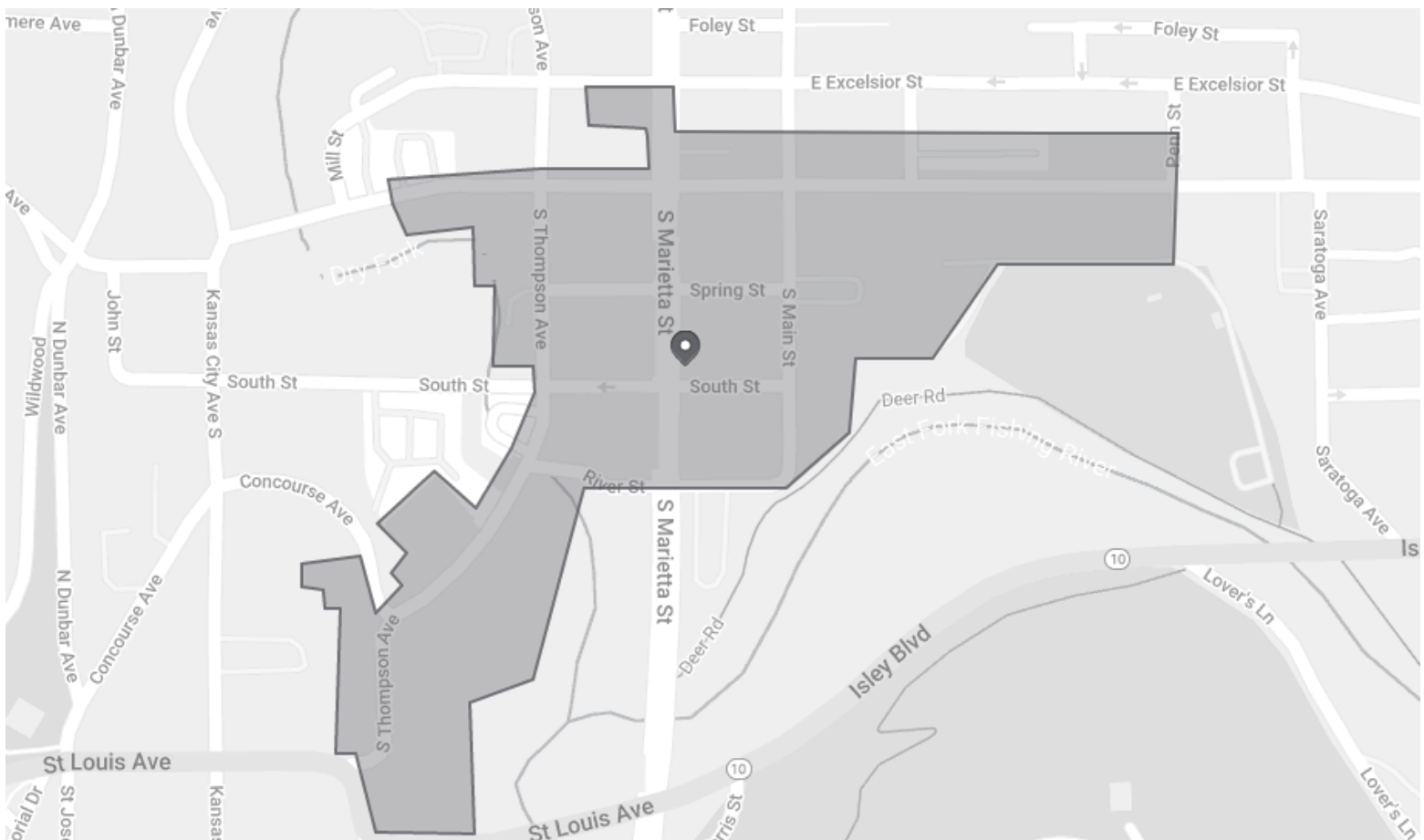
113,205

AVG. DWELL TIME

92 MINUTES

VISIT FREQUENCY

3.69

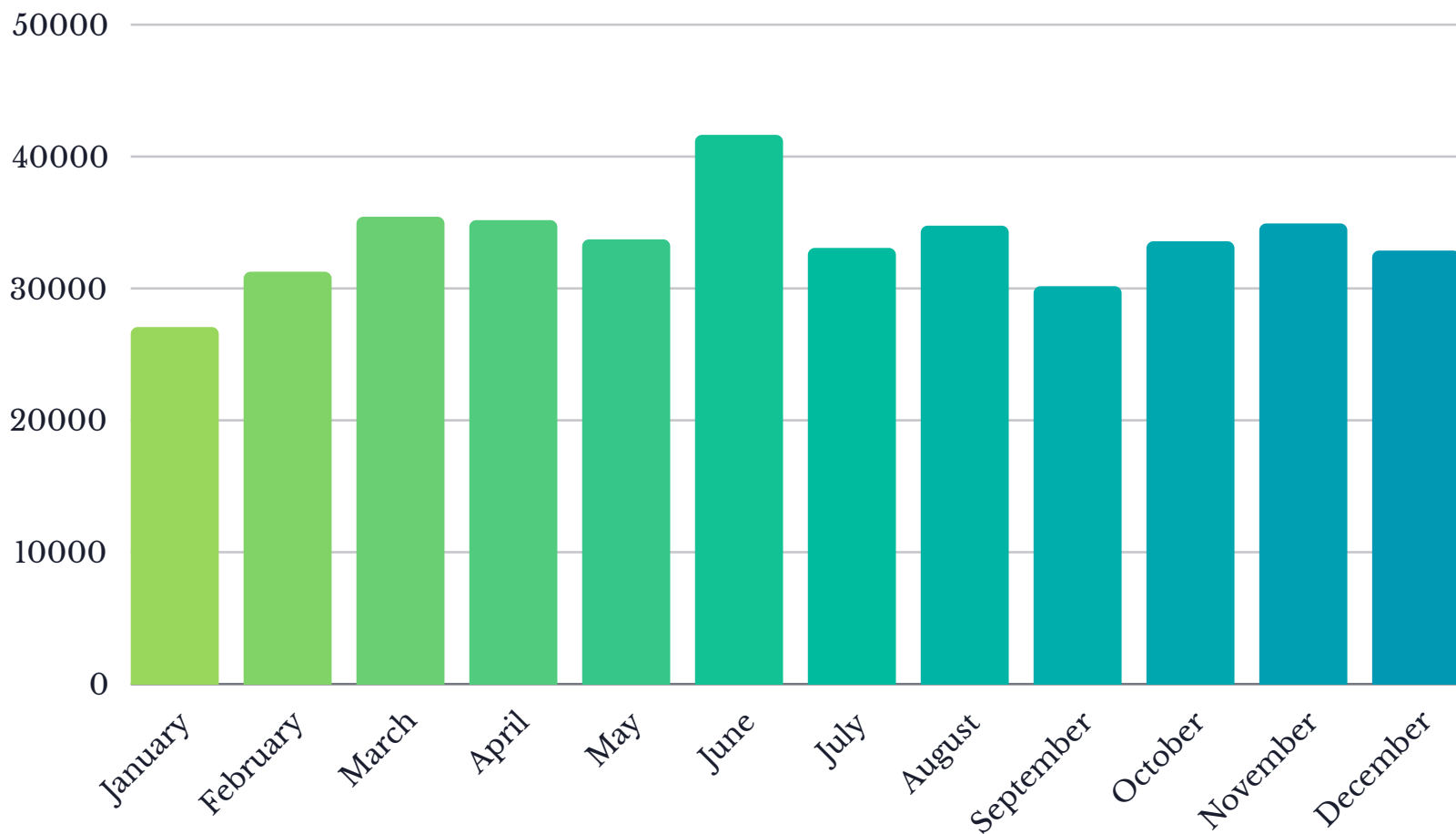




VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023

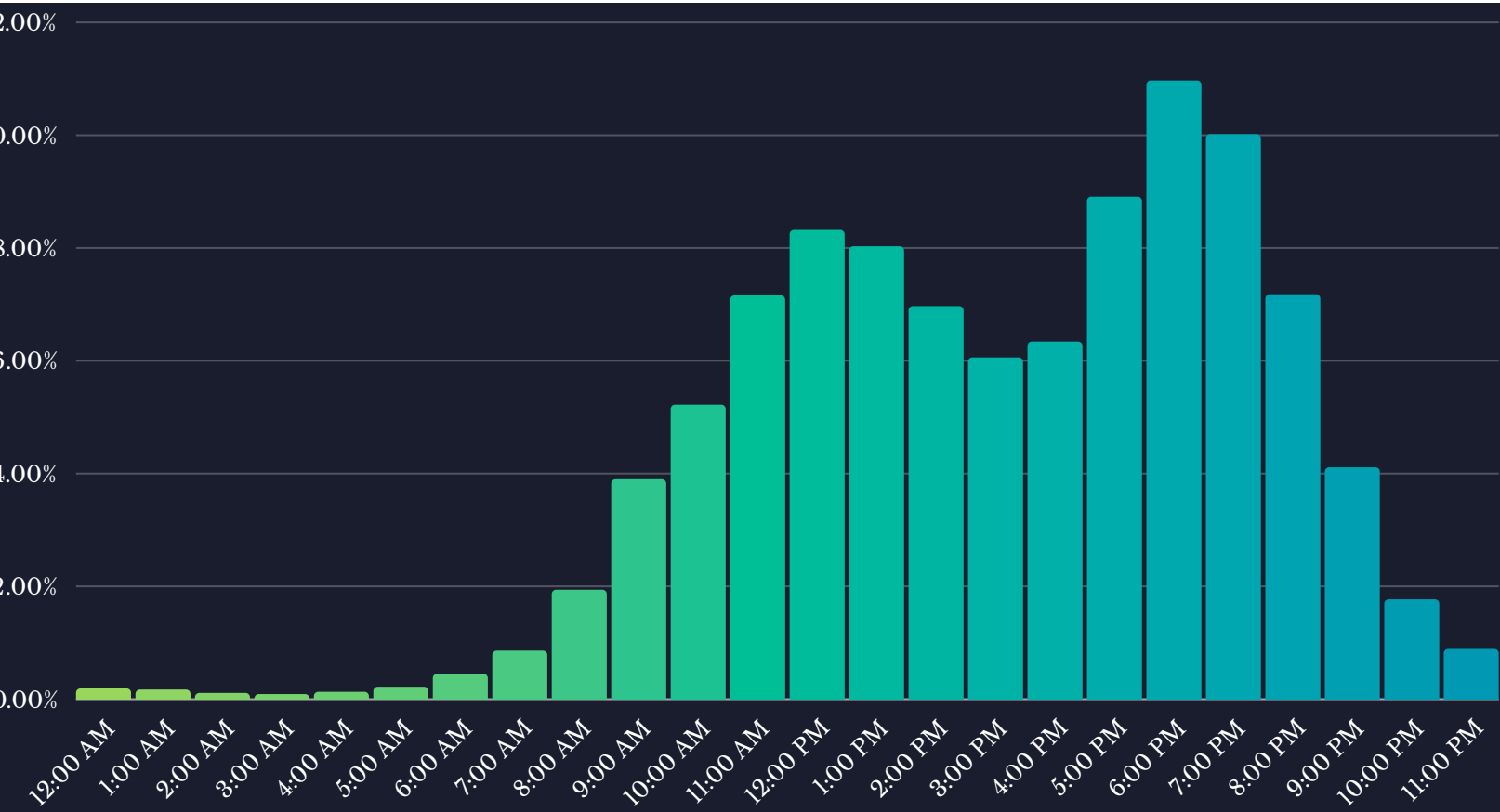
VISITS TREND

MONTHLY VISITS



DOWNTOWN HOURS OF VISITATION

VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023

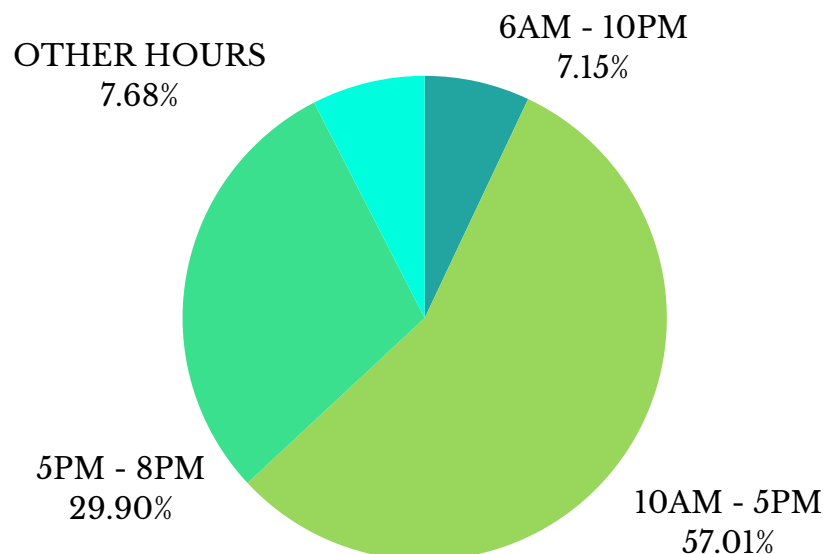


Data Takeaways

Between 10:00 AM and 8:00 PM there were 858,048 'visits' to Downtown Excelsior Springs (Average Dwell Time = 92 Minutes)

10:00 AM - 4:59 PM 529,031 Visits in Downtown

5:00 PM - 7:59 PM 329,017 of Visits in Downtown



DATA PROVIDED BY PLACER LABS, INC. (WWW.PLACER.AI)

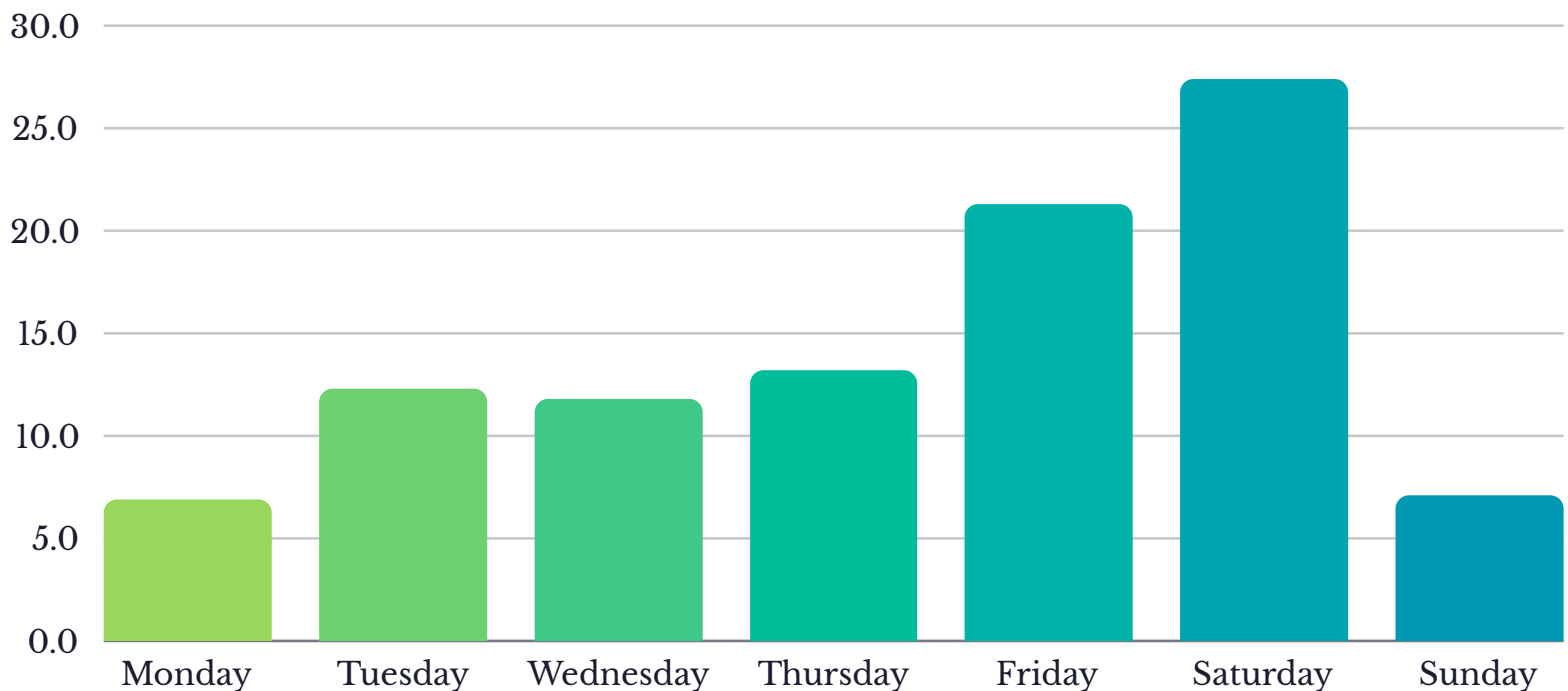
DAILY VISITS BY DAY OF THE WEEK

VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023

2022

Monday - 27,710
Tuesday - 49,601
Wednesday - 47,729
Thursday - 53,366
Friday - 86,064
Saturday - 110,696
Sunday - 28,540

Visits by Day

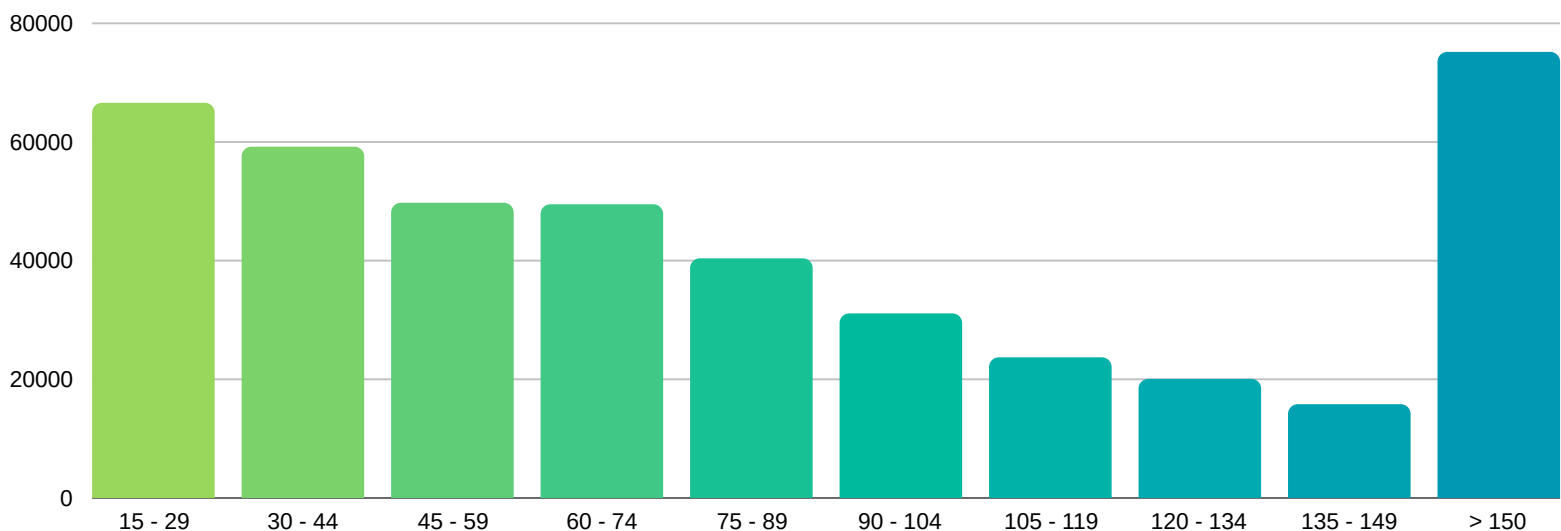


LENGTH OF VISIT STAY

Data Takeaways

15 - 29 Minutes	--- 15.44%
30 - 44 Minutes	--- 13.73%
45 - 59 Minutes	--- 11.53%
60 - 74 Minutes	--- 11.48%
75 - 89 Minutes	--- 9.36%
90 - 104 Minutes	--- 7.21%
105 - 119 Minutes	--- 5.50%
120 - 134 Minutes	--- 4.65%
135 - 149 Minutes	--- 3.66%
> 150 Minutes	--- 17.43%

VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023



VISITOR JOURNEY

VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023

BY LOCATION

PRIOR

HOME - 61.4%
WORK - 7.6%
THE ELMS - 7%
WALMART - 1.5%
WABASH BBQ - 0.7%



POST

58.6% - HOME
6.2% - THE ELMS
4.5% - WORK
2.9% - WALMART
0.9% - DARI B

BY CATEGORY

PRIOR

HOME - 61.4%
WORK - 7.6%
HOTELS/CASINOS - 7.3%
RESTAURANTS - 3.2%
SUPERSTORES - 1.8%



POST

58.6% - HOME
6.7% - HOTELS/CASINOS
4.5% - RESTAURANTS
4.5% - WORK
3.6% - SUPERSTORES

BY CATEGORY GROUP

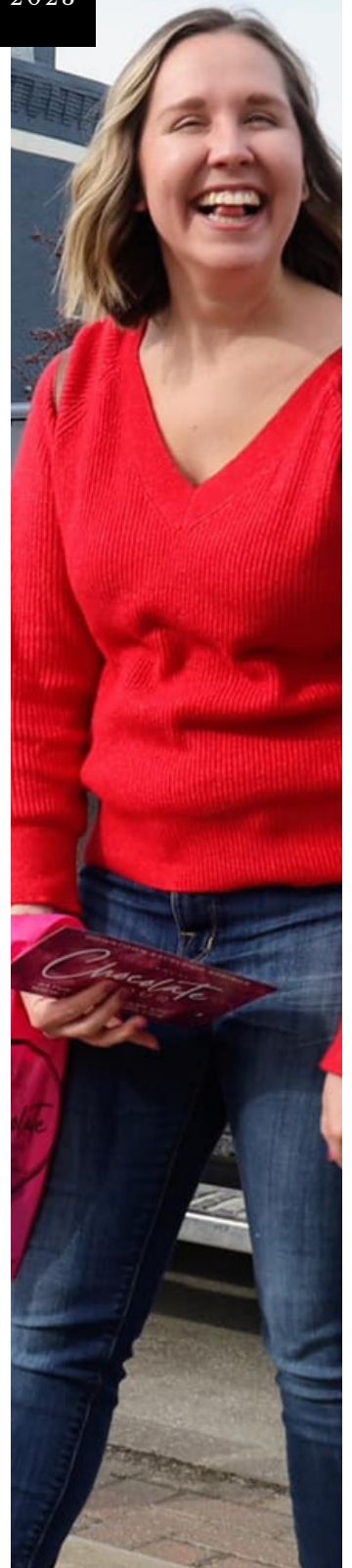
PRIOR

HOME - 61.4%
HOTELS/CASINOS - 7.7%
WORK - 7.6%
DINING - 5.5%
SHOPS & SERVICES - 3.7%



POST

58.6% - HOME
8% - DINING
7% - HOTELS/CASINOS
4.5% - WORK
4.1% - SHOPS & SERVICES



VISITORS BY ORIGIN

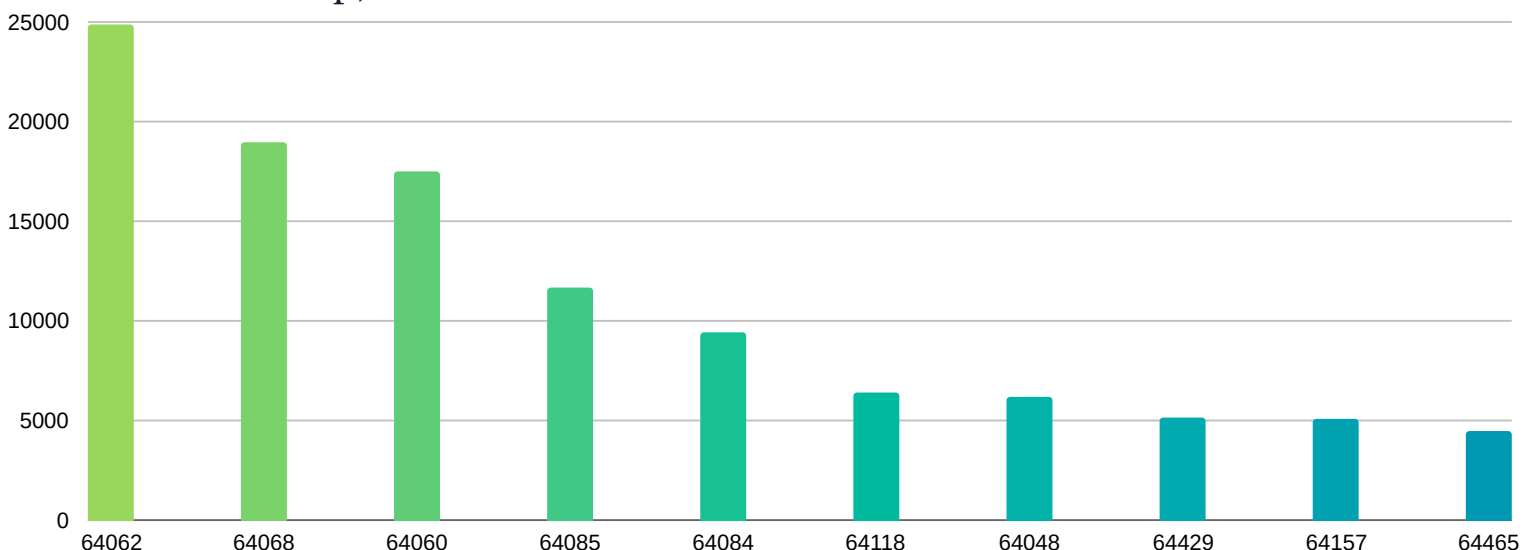
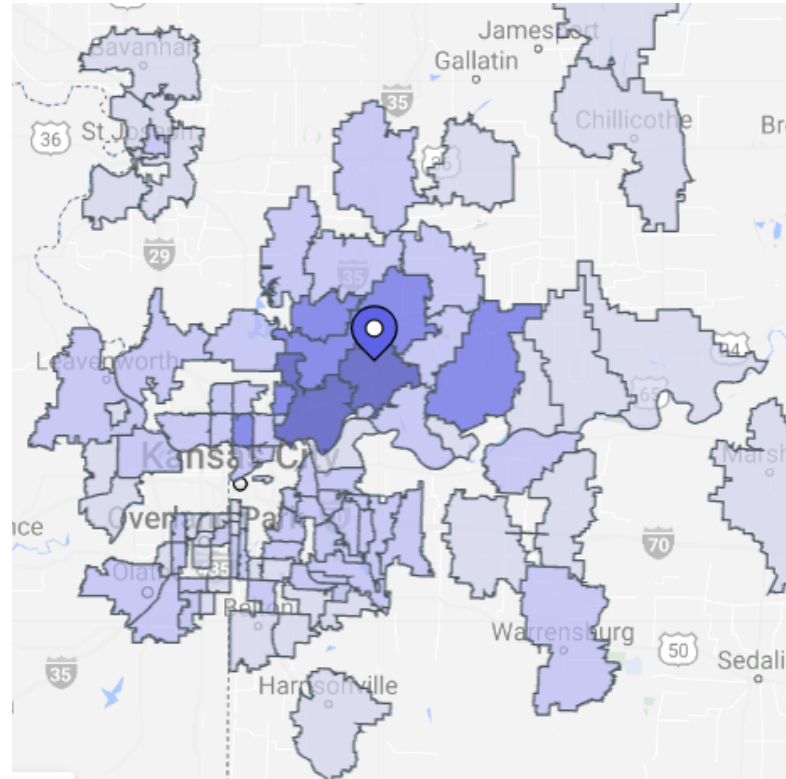
ZIP CODE VISITATION % OF VISITS & VISTORS

VISITS | JANUARY 1, 2023 - DECEMBER 31, 2023

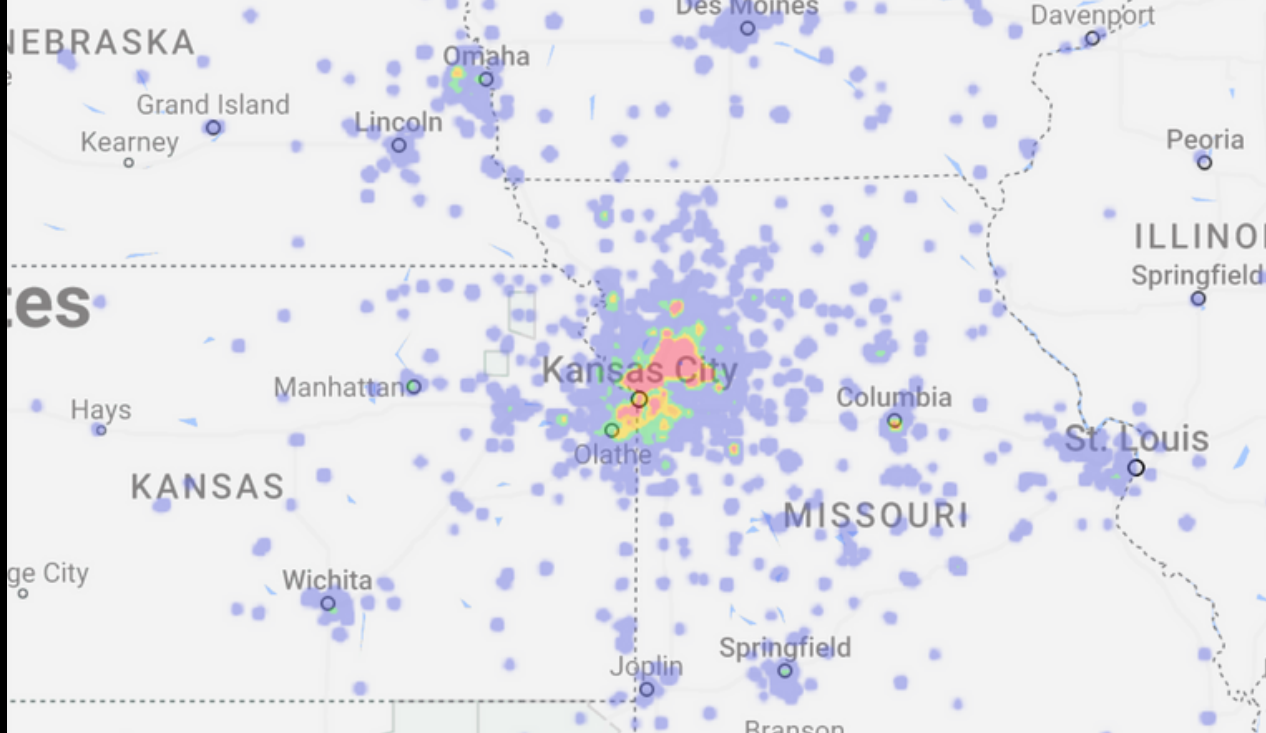
*Top 10 Zip Codes Listed
(Full List includes 1,497 Zip Codes)*

*(All Kansas City Zip Codes Equal 14.91%)
71.55% of Total Visitation comes from top
100 zip codes. 22 of the top 100 zip codes
are out of the state of Missouri. 1,066 total
zip codes are out of the state of Missouri.
Visitors from 46 of the 50 States visited
Excelsior Springs in 2023.*

64024 - Excelsior Springs - 39.79%
64062 - Lawson, MO - 6.16%
64068 - Liberty, MO - 4.70%
64060 - Kearney, MO - 4.34%
64085 - Richmond, MO - 2.89%
64084 - Rayville, MO - 2.34%
64118 - Kansas City, MO - 1.59%
64048 - Holt, MO - 1.53%
64429 - Cameron, MO - 1.28%
64157 - Kansas City, MO - 1.26%
64465 - Lathrop, MO 1.11%



DATA PROVIDED BY PLACER LABS, INC.
(WWW.PLACER.AI)

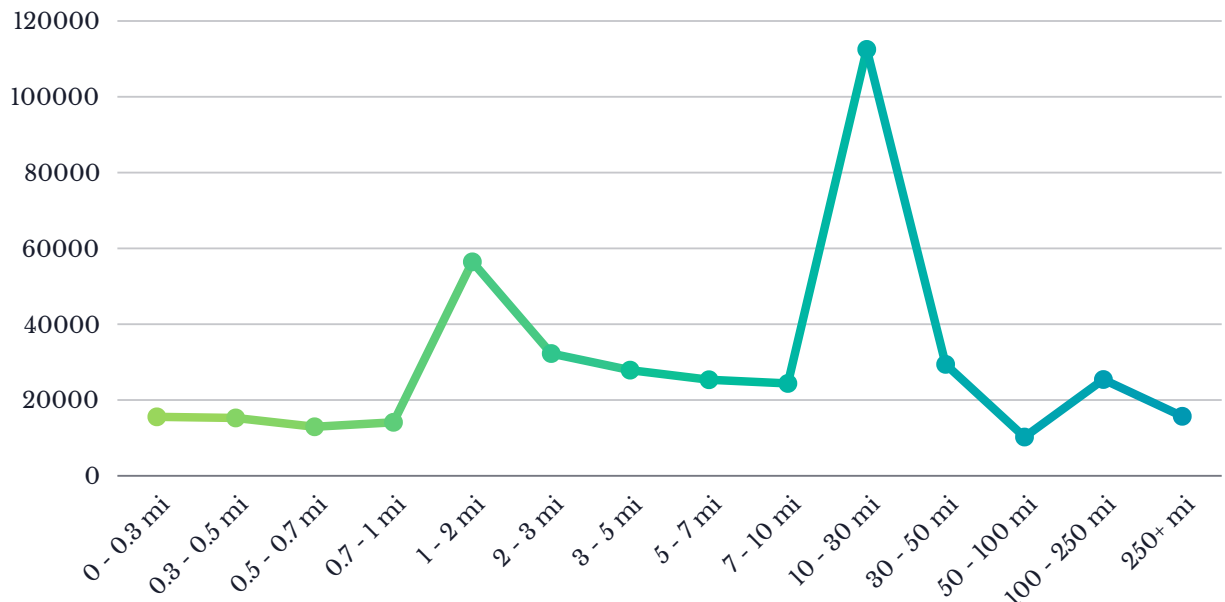


VISITS 1 JANUARY 1, 2023 - DECEMBER 31, 2023

TRADE AREA COVERAGE

BY DISTANCE VISITS BY HOME LOCATION

0-0.3 Mi - 3.73%	2-3 Mi - 7.73%	30-50 Mi - 7.04%
0.3-0.5 Mi - 3.66%	3-5 Mi - 6.68%	50-100 Mi - 2.45%
0.5-0.7 Mi - 3.10%	5-7 Mi - 6.07%	100-250 Mi - 6.09%
0.7-1 Mi - 3.38%	7-10 Mi - 5.84%	250+ Mi - 3.76%
1-2 Mi - 13.52%	10-30 Mi - 26.95%	



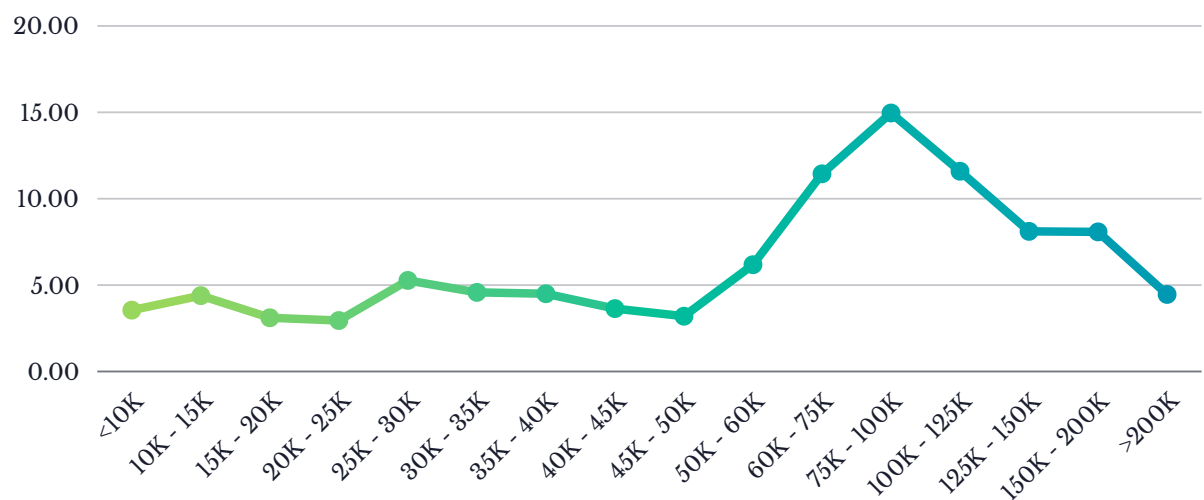


DEMOGRAPHIC INFORMATION

HOUSEHOLD INCOME

AVERAGE INCOME - 84K

MEDIAN INCOME - 71K



ETHNICITY

WHITE - 83.7%

HISPANIC/LATINO - 6.3%

BLACK - 4.5%

TWO OR MORE RACES - 3.7%

ASIAN - 1.6%

AMERICAN INDIAN - 0.1%



City Manager
Council Meeting 4/15/2024

To: Mayor and City Council
From: Molly McGovern, City Manager
Date: 4/11/2024
RE: Consideration of Personnel Policy Amendments - Ordinance No. 24-04-06

Molly McGovern, City Manager

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Ordinance	4/11/2024
Personnel Policy	Exhibit	4/11/2024
Changes to Manual	Backup Material	4/11/2024

ORDINANCE NO. _____

**AN ORDINANCE APPROVING AMENDMENTS TO THE
PERSONNEL POLICIES OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI**

WHEREAS, the City of Excelsior Springs, Missouri (the “City”) and its staff have conducted a review of the City’s Personnel Policies (the “Personnel Manual”) and have determined that it is appropriate to amend those policies; and

WHEREAS, the City and its staff have created amendments to the current version of the Personnel Manual to incorporate these changes; and

WHEREAS, the City staff and the City Council have reviewed, examined and deemed adoption of the amendments to be advisable and in the City’s best interests for the promotion of the health, safety and welfare of the residents of the City.

NOW, THEREFORE, be it Ordained by the City Council of the City of Excelsior Springs, Missouri, as follows:

Section 1. The City of Excelsior Springs Personnel Policies, Personnel Manual is hereby revised and amended as provided in Exhibit A.

Section 2. The provisions of the Personnel Manual amended hereby shall not be construed to revive any former clause or provision of the Personnel Policies of the City of Excelsior Springs, Missouri that is inconsistent with Exhibit A and the provisions of the current Personnel Manual.

Section 3. The sections, paragraphs, clauses, and phrases of the Ordinance containing this amendment to the Personnel Manual are severable and if any portion of the Ordinance or Personnel Manual is declared unlawful by the valid judgment, decree, or injunction order of a court of competent jurisdiction, such ruling shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of the Ordinance or Personnel Manual and all provisions of the Ordinance or Personnel Manual not specifically declared to be unlawful shall remain in full force and effect.

Section 4. This Ordinance overrides any conflicting provision or regulation within the Municipal Code of the City of Excelsior Springs, Missouri.

Section 5. This Ordinance shall take effect immediately.

INTRODUCED IN WRITING, read by title two times, passed and approved this _____ day of _____, 2024.

Mark D. Spohn, Mayor

ATTEST:

Shannon Stroud, City Clerk

REVIEWED BY:

Molly McGovern, City Manager



Personnel Manual

This manual has been written to provide information and guidance for our employees. The City reserves the right to change, add to, or delete any of the provisions in this manual at any time. This manual is not a contract and does not make any promises or quarantees. All employment with the city is on an at-will basis. As such, you or the city may terminate the employment relationship at any time and for any reason.

The City reserves the right to unilaterally change the provisions of this manual, or any similar written document developed or disseminated by the City without notice or negotiations, and its decision to do so does not create any employment contract or obligation thereafter. The final interpretation of the provisions of these documents is the exclusive responsibility of the organization's management.

City of Excelsior Springs – Personnel Manual

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City of Excelsior Springs – Personnel Manual

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I. INTRODUCTION

- A.** This personnel policy manual is intended to provide guidelines for the exercise of management discretion in the personnel area. As such, a series of personnel rules/regulations that are in compliance with current law are hereby established.
- B.** The objectives of these rules are to facilitate efficient and economical services to the public and to provide for a fair and equitable system of personnel management within the City of Excelsior Springs.
- C.** Because the City is a growing and changing organization, it reserves full discretion to add to, modify or delete provisions of this manual, at anytime.
- D.** In referencing this manual as a personnel procedures guideline, employees of the City should check with their department head regarding the status of any change to a policy, procedure, or practice.
- E.** No individual other than the City Manager has the authority to enter into any agreement of employment that modifies this City personnel manual, and any such agreement must be by a separate written document signed by the employee and the City Manager.
- F.** This manual is the property of the City and is intended solely for use by the City's managers and employees. Distribution of this manual outside of the City requires the prior written approval of the City Manager.
- G.** A further purpose of the rules and procedures contained in this manual is to provide an orderly process for the administration of employer/employee relations between the City and its employees and for resolving any disputes regarding wages, hours, and other terms and conditions of employment.
- H.** This manual will be maintained and updated on a routine basis as changes occur. It will be the responsibility of each department to replace sections of the manual as they are published.
- I.** For purposes of this manual, references to the male gender and pronouns shall be deemed applicable to the female gender and pronouns and the singular shall also refer to the plural where the context requires it.
- J.** Departmental policies needed to accomplish Departmental objectives will remain in effect so long as they are not in conflict with the policies herein adopted.

SECTION 1

GENERAL PROVISIONS

- 1.1 Purposes of Policies.** The policies herein adopted are intended to provide for the fair and equitable treatment of persons in the employ of the City of Excelsior Springs, Missouri. Further, they will provide a specific basis for consistent handling of matters related to the personnel function.
- 1.2 Positions Covered by the Policies.** Except for those positions filled by direct City Council appointment and employees of the Housing Authority of Excelsior Springs, Missouri, these policies shall apply to all persons in direct or indirect service to the City government, including but not restricted to employees of the following board: Park and Recreation, and further, except as may be modified for any person who is employed under the terms of an employment contract. In the event that a term outlined in this handbook is in conflict with a provision of an adopted Collective Bargaining Agreement, the Agreement will govern in the area of the conflict. In addition, employees are required to follow applicable policies in their department.
- 1.3 Adoption.** These policies were prepared and recommended by the City Manager based upon input from Department Heads and the City's legal counsel. These policies have been reviewed and adopted by the City Council at a regular meeting.
- 1.4 Administration of the Policy.**
- 1.41** The City Manager shall be responsible for the administration and interpretation of these policies and may promulgate such directions as are necessary to clarify, supplement, or implement the provisions set forth. The City Council shall be made aware of and approve any change to this policy, except that the City Council authorizes the City Manager to make any changes to this policy and/or to city benefits if necessary to comply with applicable federal, state, or local law.
- 1.42** The City Manager may submit any situation which arises as a result of such authority to a Special Committee appointed by the City Manager, to include at least three but not more than five non-partial persons, for recommendation and consideration, whether or not a written appeal has been received from an employee.
- 1.43** If personnel matters not covered by these policies should arise, the City Manager may render a final decision or may render a decision and refer the matter to the Special Committee for confirmation. If such confirmation indicates a change in, or an addition to these policies, the change or addition shall be included as an amendment to the appropriate section of these policies upon acceptance and

approval by the City Council.

1.44 Actions and decisions affecting these policies by the City Manager shall be final.

1.45 In the absence of the City Manager, the City Manager's designate shall have the authority to act for the City Manager.

1.46 Existing Departmental policies needed to accomplish Departmental objectives will remain in effect so long as they are not in conflict with the policies herein adopted. Moreover, the City Manager may approve new Departmental policies and/or approve the revision of existing Departmental policies if needed to accomplish Departmental objectives so long as they are not in conflict with the policies herein adopted.

1.5 Revision of Policies.

1.51 These policies are subject to amendment and revisions at such time and in such respect as the City Council may find it necessary and desirable.

1.52 The City Manager may make recommendations to the City Council as to revisions necessary to effectively carry out the personnel program.

1.53 Upon revision of these policies, formal (written) notice of the revision shall be given to all employees within a reasonable amount of time, not to exceed thirty (30) days.

SECTION 2

DEFINITION OF TERMS

ANNIVERSARY DATE - The assigned date on which an employee may be considered for an annual merit increase. At the discretion of the department heads the promotion date can be used in lieu of the Anniversary rate for the merit increase. Employees who leave the service of the City and are rehired shall use the later date for the purpose of merit increases. The employee's total years of service from previous periods of employment with the City may be accumulated for the purpose of determining the rate of vacation accrual. (See definition of Promotion).

APPEAL - An employee who is separated, demoted, suspended, or otherwise disciplined may have the right of appeal if an appeal is provided for in this Manual.

CALL BACK HOURS – It may become necessary for the city to call an employee back to work after employee has finished his/her shift and left work. In these circumstances, the employee shall be entitled to be paid for a minimum of two hours for being called back to work. This two hour minimum call back pay would apply even if the employee only worked an additional 30 minutes. However, if an employee is working his/her shift and is required to stay later than usual to finish an assignment, that is not call back time and the employee is only entitled to be paid for actual time worked. Thus, by way of example, if an employee is required to work an extra 30 minutes to finish an assignment, that employee would not be entitled to be paid for an extra two hours but would only be entitled to be paid for the extra 30 minutes spent working.

CITY MANAGER - The City Manager of the City of Excelsior Springs who is appointed by majority vote of the City Council.

CLASS - One or more positions sufficiently alike in respect to work duties and responsibilities that (1) the same title will be used reasonably and fairly to designate each position allocated to the class, that (2) the same minimum education and work experience qualifications will be required, and that (3) the same salary range will apply with equity.

CLASSIFICATION - The original assignment of a position to an appropriate class based on the kind, difficulty, and responsibility of the work to be performed.

CLASS SPECIFICATION - A written statement of the qualification requirements that distinguish a specific class from other classes.

CLASSIFICATION PLAN - (Salary Plan). The rate of compensation for the class of positions in each grade of the Classification Plan.

COMPENSATORY TIME - A time off plan, referred to as comp time. Such time is allowed at the discretion of the department head for hourly employees, or non-exempt employees who are paid a regular salary. Comp time is paid in lieu of overtime and is earned at one-and one-half times the number of overtime hours worked and will be paid out two times annually. The maximum numbers of hours that can be accumulated are 240 hours for regular employees and 480 hours for public safety and seasonal employees.

COST-OF-LIVING ADJUSTMENT (COLA) – On October 1st of each year, the salary schedules may be adjusted for economic reasons in order to maintain a competitive, fair, and fiscally sound salary schedule. The cost-of-living adjustment will use the national Consumer Price Index – Urban (CPI-U) percentage or a local economic indicator, if preferred.

COUNCIL - The City Council of Excelsior Springs, Missouri.

DEMOTION - The movement of an employee from a position in one class to a position in another class with less responsible duties and a lower maximum salary rate.

DEPARTMENT HEAD - The managing supervisor of a department.

DESIGNATION OF EMPLOYEES – The Department Head must designate employees as either essential or non-essential by name and job classification.

EMPLOYEE - A person employed by the City of Excelsior Springs, Missouri.

ESSENTIAL EMPLOYEE – Employees who are designated as such by a department head for the purpose of providing essential services to City residents and/or other City employees during inclement weather, other City emergencies and disasters, when City offices are operating under the Liberal Leave policy or City offices are closed. See definition of non-essential employee and Liberal Leave policy.

EXEMPT EMPLOYEE - A person employed by the City of Excelsior Springs, Missouri who is exempt from the payment of overtime under the Fair Labor Standards Act and applicable state law. Exempt employees must (a) be paid at least \$455 per week; (b) be paid on a salary basis; and (c) must perform exempt job duties. Exempt job duties include executive, professional, administrative and computer duties. The determination of an exempt duty is not based on job title, but on actual work performed and shall be made by the City Manager in accordance with U.S. Department of Labor regulations. See definition of non-exempt employee.

FAMILY – Spouse, parent, stepparent, parent-in-law, sibling, half-sibling, sibling-in-law, child (shall include biological, adopted, foster, step or legal ward), spouse of child, grand

parent, grandchildren, aunt, and uncle; does not include grandparent-in-law.

FAMILY, IMMEDIATE - Spouse, parent, child (shall include biological, adopted, foster, step or legal ward); does not include in-laws.

FULL-TIME EMPLOYEE – An employee who works at least 30 hours per week, or 130 hours per month, determined on a month-to-month basis.

GRADE - A group of classes of positions sufficiently similar with respect to the level of duties and responsibilities or with respect to the prevailing rates of compensation for comparable work so that the same rate of pay may be applied with equity to all classes of positions in the grade.

GRIEVANCE - A disagreement relating to employment and working conditions or relationships between employee and the immediate supervisor or other employees.

HOURLY PAY - 1/2080th of the annual salary, except for Fire Department, which is 1/1902.

INCUMBENT - The current position holder.

INTERN - An employee participating in an on-the-job work program in conjunction with enrollment in either a graduate or undergraduate program at a recognized college or university. Such an employee shall be considered a temporary employee and may be compensated at a rate separate from the standard salary schedule.

JOB DESCRIPTION - Written summaries of the facts of a job, including definitions of the position, supervision exercised, examples of duties, required education, licenses and certificates, and minimum knowledge, skills, and abilities.

LAYOFF - The separation of an employee, which has been made necessary by lack of work or funds or other reasons, not related to fault, delinquency, or misconduct on the part of the employee.

LEAVE - Any authorized absence during regular working hours.

LIBERAL LEAVE – Non-essential employees may use accumulated vacation or personal leave, compensation time or authorized leave without pay granted by the department head without requiring the normal advance notice request period. Liberal Leave will only be instituted when authorized by the City Manager. Non-essential employees must receive their immediate supervisor's approval for Liberal Leave when the Liberal Leave policy is in effect.

NON-ESSENTIAL EMPLOYEE – Employees whose functions are not considered necessary for the

operation of City Services and who are not required to report to work during inclement weather, City emergencies or when the City is operating under the Liberal Leave policy or City offices are closed. See definition of Essential Employee and Liberal Leave policy.

NON-EXEMPT EMPLOYEE - A person employed by the City of Excelsior Springs, Missouri who is not exempt from the payment of overtime under the Fair Labor Standards Act and applicable state law. This includes any employee who performs work different from those duties described under EXEMPT See definition of Exempt Employee.

NON-SALARIED EMPLOYEE – Employees compensated semi-monthly based on an hourly rate.

OVERTIME - Time actually worked in excess of 40 hours in any one (1) work week (note that sick leave, vacation, and comp-time do not count as hours actually worked; however, Holiday and Personal Day time does count as hours actually worked) Police and Fire Rescue non-exempt employees should refer to Section 9.31.

PART-TIME REGULAR EMPLOYEE - An employee who works less than 30 hours per week or 130 hours per month. To be considered part-time, the employee must work more than 120 days in a year.

PAY RANGE, EXCEEDS – When an employee has exceeded the maximum rate of their pay grade.

PAY RANGE, TOP OF RANGE – When an employee reaches the maximum rate of their pay grade.

POLICY - The various policy provisions found in the sections of the personnel policy.

POSITION - A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time or part-time employment of one person.

PROBATIONARY PERIOD - All original appointments shall be tentative and subject to a probationary period of at least twelve (12) months and up to twenty-four (24) months. The employee shall be advised of the duration of such probationary period at the time of employment. The Department Head may recommend an extension of the original probationary period and must inform the employee that such extension has been made. No probationary period shall exceed twenty-four months. Any interruption of service, except for required military training, during the probationary period shall not be considered as part of the period.

PROMOTION The movement of an employee from a position in one class to a position in another class with more responsibility and a higher maximum salary rate. At the

department heads discretion the date of promotion maybe considered for the annual merit increase instead of the annual increase. (See Anniversary Date).

RE-CLASSIFICATION - A reassignment or change in classification of an individual position by raising it to a higher class, reducing it to a lower class based on significant changes in the kind, difficulty, or responsibility of the work performed in such position.

REGULAR EMPLOYEE - An employee who has been appointed to a budget position, which requires services for the maximum regular hours in any work period.

REGULAR RATE OF PAY - To compute overtime pay, the actual hourly rate at which an employee is paid for normal non-overtime work.

SPECIAL COMMITTEE - A committee convened at the direction of the City Manager for the purpose of making recommendations on personnel or other matters.

STANDARD WORK WEEK - General employees working a 40-hour week; Sunday through Saturday

- Police Officers: the work week starts Sunday at 12:01 a.m. for a 14-day period –
- Firefighters; the work week starting on Sunday at 12:01 a.m. for a 10-day period. See Sec. 9.311.

SEASONAL OR TEMPORARY EMPLOYEE - An employee who is appointed to a position, either part-time or full-time, which is created with specific time limit as set forth in the offer of employment.

SEASONAL OR TEMPORARY PART-TIME EMPLOYEE – An employee who is appointed to a position for less than 90 days.

TRANSFER - The movement of an employee, with no accompanying change in pay, from a position in one class to a position in the same or another class having the same maximum salary rate, involving the performance of similar duties, and requiring essentially the same basic qualifications.

VACANCY - A duly created position, which is not occupied and for which funds have been provided.

SECTION 3

CLASSIFICATION

3.1 The Classification Plan. A Classification Plan based upon and graded according to assigned work duties and responsibilities, shall be developed, and maintained by the City Manager or appointed staff. The Plan shall include, at a minimum:

- 3.11** An outline (schematic list) of classes of positions arranged in appropriate occupational groups.
- 3.12** The respective class specifications setting forth the qualifications necessary for appointment to a position of that class.
- 3.13** Job descriptions for each class or positions which shall include the title, supervision, a general description of the work, specific tasks and duties performed, and minimum qualifications required.

3.2 Purpose of the Plan.

- 3.21** To provide like pay for like work.
- 3.22** To establish education and work experience qualifications and standards for recruiting.
- 3.23** To assist in the employee selection procedure.
- 3.24** To provide a basis for developing standard of work performance. Receipt of the grievance decision appeal. The employee, the employee's supervisor, the Department Head, and any other interested party shall have the right to be heard. The City Manager or appointed representative shall then take appropriate action, which may include:
 - 3.291** To establish lines of promotional opportunity.
 - 3.292** To indicate employee training needs.

3.3 Administration of the Plan. The City Manager shall be responsible for ensuring that the Classification Plan is maintained.

3.4 Classification of Positions.

- 3.41** Positions shall be assigned to a specific class if the same kinds and levels of work, education, experience, knowledge, ability, skills, and other qualifications are

required of incumbents and if the same range of compensation will apply equally under substantially the same general employment conditions.

3.42 Pay range shall not be a factor in determining the classification of any position or the standing of any incumbent.

3.43 All classes of positions involving the same character of work but differing as to level of difficulty shall be assembled into a class series of two (2) or more levels.

3.5 Class Specifications and Job Descriptions.

3.51 The duties set forth in the job description for each class are descriptive only and not restrictive. They describe the more typical types of work which may be allocated to a given class but not restrict that class to only the types of work or positions described in the job descriptions.

3.52 Qualifications commonly required of all incumbents of positions of different classes, such as honesty, sobriety, and industry, shall be deemed to be implied as qualification for each class, even though they are not specifically mentioned in the class specification.

3.6 Class Titles. The class title is a brief and descriptive designation of the type of work performed. Where there is more than one class in an occupational series, numerals are used in the title to designate the level of the class. Roman numeral I is always indicative of the lowest in a class series. The title shall be the official title of every position allocated to the class for the purpose of budget and personnel records.

3.7 Revisions of the Plan. The Classification Plan shall be reviewed every twelve (12) months. If the City Manager finds that a substantial change in the organization, the creation or change of positions, or other pertinent conditions make necessary the amendment of the Plan, he may amend the Plan subject to review by the City Council.

3.71 It shall be the duty of the Department Head to report to the City Manager all organization and program changes which will significantly alter or effect changes in existing positions, or positions proposed to be established. When any Department head requests the establishment of new or additional positions, or change in allocation of an existing position, the Department Head shall address the request to the City Manager, accompanied by appropriate documentation as to work duties and responsibilities and qualification requirements. The City Manager may determine that the proposed change warrants third party review regarding placement in the Classification Plan.

3.8 Effect of Classification Changes on Incumbents.

- 3.81** Whenever the title of a class is changed without change in duties and responsibilities, the incumbent shall have the same status in the retitled class as in the former class.
- 3.82** When a position is reclassified to a class with a higher maximum salary rate because of the creation of new duties and responsibilities, the employee occupying that position shall continue in that position only if possessing the qualifications of training and experience required for such classification. The City Manager shall determine the step within the new salary range to which the employee will be assigned.
- 3.83** When a position is reclassified to a class with a higher maximum salary rate and the incumbent of the position does not possess the qualifications required for such classification, the incumbent shall not continue in that position. In this case, the layoff provisions of these policies (Section 13.6) shall apply.
- 3.84** When an employee's current salary is below the minimum rate of the new pay grade, the employee should be placed at the minimum rate of the new pay grade. If the current salary is within the new salary range, it will be at the discretion of the City Manager as to whether any further adjustment occurs.

SECTION 4

COMPENSATION AND PROMOTION

- 4.1 General Policy.** It shall be the policy of the Council to establish a compensation plan, which provides like pay for like work.
- 4.2 The Compensation Plan.** The Compensation Plan shall include, at a minimum:
- 4.21** A schedule of standard salary ranges and rates of pay indicating the minimum and intermediate rates of pay for each pay grade.
 - 4.211** The hourly rate of pay is determined by multiplying the monthly salary times twelve (12) divided by 2080.0 hours for general employees and police, and 1902.0 hours for Fire Rescue. See schedule Sec. 9.311.
 - 4.22** A list of classes of positions by occupational group with the salary grade and related pay range indicated for each class.
 - 4.23** Supplements, amendments, and/or revisions as passed by the City Council.
- 4.3 Standards for Determination of Pay Ranges.** Pay ranges shall be related directly to the Classification Plan and shall be determined with due consideration to ranges of pay for other classes, the relative difficulty and responsibility of work in the several classes, the recruiting experience of the City, the availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private and other public jurisdictions in the Kansas City/Metropolitan Region, cost-of-living factors, and the financial policies and economic considerations of the City Council.
- 4.4 Administration of the Compensation Plan.** The following provisions of the Compensation Plan assume that funds for salary adjustments have been budgeted and the salary item for the year has been appropriated. These provisions shall guide the City Manager in establishing a procedure for salary administration, including periodic salary review and the relation of salary rates to the position Classification Plan.
- 4.41 Beginning Salary.** The minimum rate of pay for a class shall normally be paid to any person on the original appointment to a position with the City. Original appointments above the minimum may be authorized based on unique qualifications, experience, or the inability to recruit satisfactory candidates. Authorization is required as follows:
 - 4.411** The City Manager may authorize appointments above 12% of Base in the appropriate salary range, and Department Heads may authorize appointments within 12% of Base.

4.412 Requests for changes of personnel classifications may be made by the department head in conjunction with the annual budget proposal. See also Section 3.7 Revisions of the Plan.

4.42 Salary Advancement.

4.421 Pay Merit Increases. If funds are available and the employee has received a rating of satisfactory or better on the most recent performance appraisal, a salary increase within the appropriate pay range may be given. Such an increase shall not exceed 5% unless the City Manager grants an additional pay increase for Outstanding Service per Section 4.422. Such an increase shall take effect on the employee's anniversary date as defined in Section 2.

4.422 Pay increases for Outstanding Service. The City Manager may grant an additional pay increase at any time to recognize outstanding service to the city. Such increase shall take effect on the first day of the first full pay period following authorization to increase pay and shall not constitute a new Anniversary Date.

4.423 Top of Pay Range. When an employee reaches the maximum rate of their pay grade, merit increases may be given in the form of a lump sum non-base building payment equivalent to an amount otherwise given.

4.424 Exceeds Pay Range. When an employee has exceeded the maximum rate of their pay grade, they will not be eligible for any base building adjustment. The City may provide the employee with an equivalent non base building lump-sum payment equivalent to an amount otherwise given.

4.425 Pay Plan Readjustment. When warranted by economic factors, the City Manager may recommend to the City Council appropriate pay plan adjustments to the employee Compensation Plan.

4.43 Salary Decreases. The City Manager may reduce the salary of an employee within the salary range prescribed for the class. The affected employee shall be notified in writing of the reasons for the reduction and of the amount of the reduction in his or her salary or pay rate at least thirty (30) days prior to the effective date of the reduction.

4.431 Voluntary Demotions. Demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced within the new salary range as close to the current salary as

possible. If the salary is above the new salary range, then treatment will be as described in 4.424 above.

4.432 Performance based Demotions. Demotion that is a result of the employee's performance, the employee's salary is decreased to a placement within the salary range of the new pay grade, as determined by the City Manager.

4.44 Adjustments When Plan is amended. Changes in pay rates that are necessitated when the Compensation Plan is amended shall be called "pay adjustment" and shall not affect eligibility for annual merit increases.

4.441 Change of Grade. When a class is advanced from one pay grade to another, the pay for each employee in that class shall be advanced to an equal or higher paying step of the new grade at the discretion of the City Manager. The City Manager may recommend, and the City Council may adopt lower pay scales for any grade.

4.442 Change of Step. When a pay step within a grade range is increased, the pay of each employee at that step shall be advanced to the new rate specified unless otherwise determined by the City Manager. The City Manager may recommend, and the City Council may adopt lower pay scales for any step.

4.5 Rates of Pay.

4.51 Non-Salaried Employees. All non-salaried employees shall be paid semi-monthly based on an hourly rate.

4.52 Shift Differential Pay.

4.521 It shall be the policy of the City of Excelsior Springs to render additional compensation in the form of shift differential pay to those employees who are assigned to work shifts designated by the city as Night Shift (6:00 PM to 6:00 AM) and Swing Shift (12:00 PM to 12:00 AM).

4.522 Shift differential pay shall be 3.75% of base pay for Police Officers and Communications Officers assigned to Night Shifts and Swing Shifts. Employees working in a limited duty capacity will continue to receive shift differential pay provided the employee's limited duty assignment is on the Night Shift or Swing Shift.

4.53 Rounding of Hours Worked to Nearest Quarter Hour. For administrative convenience, hours worked shall be rounded up and down to the nearest quarter hour. The rounding works as follows: Employee time from 1 to 7 minutes will be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes will be rounded up and counted as a quarter hour of work time.

4.54 Additional Compensation for Police Officers.

4.541 Designated Officers in Charge (OIC) receive one half hour of additional compensation for every six hours they function as the shift supervisor (in the absence of a shift sergeant). The compensation is earned at normal overtime or comp time rates and is subject to conversion to straight time if the hours worked requirements are not met.

4.542 Field Training Officers (FTO) receive one half hour of additional compensation for every day they are functioning in a training capacity for a new recruit officer. The compensation is earned at normal overtime or comp time rates and is subject to conversion to straight time if the hours worked requirements are not met.

4.55 Additional Compensation for Firemen.

4.551 Designated Officers in Charge (OIC) receive one hour of additional compensation for every twelve (12) hours they function as the shift supervisor (in the absence of an Assistant Chief). The compensation is earned at normal overtime or comp time rates and is subject to conversion to straight time if the hours worked requirements are not met.

4.552 Designated "Out of Title" (OOT) personnel receive one hour of additional compensation for every twelve (12) hours that they function as the second in command (in the absence of a Captain). The compensation is earned at normal overtime or comp time rates and is subject to conversion to straight time if the hours worked requirements are not met.

4.5 Additional Compensation for Lifeguards.

Designated Head Lifeguards are lifeguards who work shifts as head guards at the discretion of the Aquatics Coordinators. When assigned a shift as Head Guard,

compensation will be the same rate of pay earned as Lifeguard, plus one-half hour of additional compensation for every six (6) hours they function as the Head Lifeguard.

4.6 Timekeeping. All employees shall prepare an accurate hours-worked record at intervals established by the City Manager.

4.7 Deductions. Paycheck deductions will be for Federal Withholding Tax; State of Missouri Tax; Social Security (FICA) and Medicare; Life & Health Insurance coverage; and other deductions authorized by the City Manager.

4.71 Prohibited Deductions from the Salary of an Exempt Employee. It is the City's intent to pay exempt employees on a salary basis. Therefore, the city prohibits the making of improper deductions from the salaries of exempt employees because of variations in the quality or quantity of the work performed. Unsatisfactory quantities or quality of work will be addressed, not by reductions in salary, but rather through regular performance management methods including the evaluation and discipline processes. Other deductions from exempt employees' salaries that the city views as improper and therefore are prohibited include the following:

- Absences of less than a full workweek occasioned by the City or by the operating requirements of the City.
- Absences of less than a full workweek caused by jury duty, or attendance as a witness in a judicial proceeding (although the City may offset against the regular salary and amount paid as jury or witness pay).
- Absences of less than a full workweek caused by temporary military leave (although the City may offset against the regular salary any military pay the employee receives).
- Partial day absences for personal reasons or because of sickness or disability.

4.72. Permitted Deductions from the Salary of an Exempt Employee. On the other hand, deductions from exempt employee's salaries are permitted in the following circumstances:

- If an exempt employee works less than a full workweek in the initial or final week of employment (exempt employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked).
- Full-day absences caused by sickness or disability (including work-related

accidents) taken in accordance with the City's policies providing pay for sickness or disability.

- Full-day absences caused by sickness or disability, even if unpaid, if the employee is not yet eligible for pay or pay has been exhausted under the City's other policies providing pay for those absences.
- Hours taken as unpaid leave under the Family and Medical Leave Act (FMLA).
- Full-day absences for personal reasons other than sickness or disability.
- Disciplinary suspensions for infractions of safety rules of major significance.

Disciplinary suspensions of one or more full days for infractions of written workplace conduct rules of the City including, violations of the City's substance abuse policy, the City's Ethics policies, the City's policies against discrimination, harassment and sexual harassment, workplace violence, and the City's policy against inappropriate use of the City's computer, e-mail, voice mail, telephone (including City supplied cell phones) or internet systems.

4.73. Exempt Employee's Complaint Procedure Regarding Pay Deductions. Any exempt employees who believe their salaries have been subjected to improper deductions should promptly report their concerns to the City Human Resources Manager, the Finance Director, or the City Manager. Any improper deductions will be reimbursed, and there will be no retaliation against any employee who raises any good faith concern regarding deductions from salary.

4.8 Paydays. All employees will be paid semi-monthly, except members of the City Council who are paid monthly. Salary payments will be made on the 15th and the last day of the month. If a payday falls on a holiday, the salary payment will be made on the preceding day. If it falls on a weekend, payday will be on Friday.

4.81 It shall be the policy of the City that all employees be paid by ACH (direct deposit).

4.82 It shall be the policy of the City not to release check stubs earlier than payday.

4.83 It shall be the policy of the City to pay discharged employees all wages due at the time of dismissal. Department Head shall provide advance notice to Finance to accommodate the service.

4.84 It shall be the policy of the City that members of the City Council are paid

monthly.

4.9 Promotion.

- 4.91** Every effort will be made to fill existing positions from the personnel within the current organizational structure through the promotion of an employee who has rendered exceptional service to the City and who meets the minimum education and experience requirements of the position.

When an employee is moved to a position of a higher grade, the employee will be placed at the minimum rate of the new salary range or the rate closest that provides a 5% increase, if over the minimum rate. There may be situations in which a 5% increase may be insufficient and compression may still be a problem. In those rare situations, the City Manager may grant up to 10% to alleviate a compression situation.

- 4.92** Some positions require specific licenses or qualifications that are applicable to the position held, in addition to time worked and/or the passage of skills or knowledge tests. Obtaining a specific license or qualification does not automatically result in a change of class or increase in salary. An employee may be hired or promoted subject to a requirement that a specific license or qualification be obtained within a certain period of time. Failure to obtain the required license or qualification within the allowed time may result in demotion or termination of employment. The Department Head may extend the allowed time period for good cause.

SECTION 5

APPLICATION AND SELECTION

- 5.1 Announcement of Vacancies.** Notice of all vacancies shall be disseminated by posting announcements on official bulletin boards, notifying each department head of such vacancy, and by sending announcements to various organizations that are deemed to be of assistance in communicating such information. Newspaper and Internet advertising may be used if deemed necessary. In accordance with the Equal Opportunity policies set forth in Section 6, and the Affirmative Action Plan as set forth in Section 18 of these Policies, special effort shall be made to ensure that women, handicapped persons, and minority groups are not excluded from any recruitment effort because of unduly limited announcement distribution.
- 5.11** In accordance with the policy of providing promotion from within the organization when qualified personnel exist, a job vacancy need not be announced publicly when such promotion is possible. However, the City may post a job both internally and externally at the same time.
- 5.12** If no acceptable applicant is found within the organization, the vacancy will be filled from outside the City service.
- 5.2 Content of the Announcement.** The announcements 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.
- 5.3 Application.**
- 5.31** All applications shall be made on forms prescribed by the City Manager and shall be filed on or prior to the closing date specified in the announcement. Applications shall contain only that information considered relevant to the duties and qualifications specified for the job in accordance with the Equal Opportunity policies.
- 5.32** All applications shall be signed by the applicant and the truth of the statements contained therein certified by such signatures.
- 5.4 Screening.** The Human Resources Manager and/or department heads and supervisors shall conduct interviews and review applications. Recommendations for hiring employees are made by department heads. The City Manager has final authority and may be included in the screening process.

5.5 Qualifications. It is the City's policy to hire the person who it thinks is best qualified for every position.

5.51 Age Requirements. Minimum age requirements shall be established only for positions which might require a valid Missouri Driver's License, applicable state laws and federal laws regarding the employment of youth, or as otherwise determined by the City Manager, except for employment in the Police Department and employment involving serving alcohol where the minimum age requirement is 21, and operation of equipment requiring minimum age of 18. Part Time employees under the age of 16 are limited to 3 hours on a school night and must provide a work certificate from the Missouri Department of Labor.

5.52 Residence Requirements. All department heads are encouraged to be residents of the City upon completion of their probationary period. Police officers and fire personnel shall be required to live within a forty-five (45) minute response time to the City unless the City Manager grants an exception.

5.53 Background Check

As a condition of employment and as a condition of being a volunteer, coach or other positions working with children shall complete a form for a Request for Criminal History Record and such other or additional background and other checks as the City Manager deems appropriate consistent with legal requirements.

Each new City employee and/or police or fire volunteer, upon employment or entry into the Police or Fire Department, shall be required to have a Department of Revenue check.

The Human Resources Department or Police Department as appropriate will perform this task as part of the "new hire" procedures/orientation upon entry into the City work force or the Police or Fire Department.

Because there can be occasion when any City employee or police or fire volunteer may be required to drive a City vehicle or personal vehicle on essential City business, this Department of Revenue check requirement is for all new hires and/or new police or fire volunteers.

In the instance where the Department of Revenue check produces evidentiary material that new hires or new police or fire volunteers do not possess valid, current driver's licenses or have a record of violations, such evidence will be remanded to the City Manager and the appropriate department head for decision-making purposes as to retention on the City work force or within the Police or Fire Department.

If you are required to drive a motor vehicle or operate equipment that requires any type of driver's license as part of your job with the City, you are obligated to notify your Department Head and the Human Resources Department immediately if your driving privileges are suspended or revoked. If you fail to immediately provide such notice, your employment may be subject to immediate termination. This paragraph applies to holders of regular driver's licenses as well as holders of Commercial Driver's Licenses.

SECTION 6

EQUAL EMPLOYMENT OPPORTUNITY, AND PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

6.1 General Policy. In the execution of any action, the City of Excelsior Springs, Missouri will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, marital status, status as a veteran, handicap, disability, age, national origin, genetic information, or political opinion or affiliation or because of any other category protected by any applicable federal, state, or local law. The City adheres to any affirmative action requirements applicable to it that are imposed upon grant recipients or are imposed by federal, state, or local law. This policy extends to all terms, conditions, and privileges of employment, as well as the use of all City facilities and participation in all City-sponsored activities as follows:

1. Recruitment, advertising, and job application procedures.
2. Hiring, promotion, demotion, transfer, layoff, termination, right of return from layoff and rehiring.
3. Rates of pay or any other form of compensation and changes in compensation.
4. Job assignments, job classifications, organizational structure, position descriptions, lines of progression, and seniority lists.
5. Leaves of absence, sick leave, or any other leave.
6. Fringe benefits available by virtue of employment, whether administered by the City.
7. Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training.
8. Activities sponsored by a covered entity including social and recreational programs; and
9. Any other term, condition, or privilege of employment.

Discrimination, harassment, retaliation, coercion, interference or intimidation of any employee or volunteer is strictly forbidden and any employee or volunteer who experiences such behavior should report it immediately to his or her, Immediate Supervisor, Department Head, or the City Manager. If the person to whom the matter is reported does not take prompt action to address and put a stop to the discrimination or harassment, immediately contact the City Manager. The City will, in all solicitations or advertisements for employees placed by or on behalf of the City; state that it is an equal employment opportunity employer. The City will insert a similar provision in all contracts for services performed under City projects.

- 6.2 Americans with Disabilities Act (ADA) Policy.** To provide a reasonable policy and procedure that will ensure: 1) equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the City; 2) a bias free environment for disabled employees, or for disabled persons who seek employment with the City; and 3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.
- 6.21** The City of Excelsior Springs does not discriminate based on disability or handicap in employment or the provision of services. It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to allow disabled employees a bias free work environment. However, it is the City's policy, consistent with legal requirements, to hire, promote, re-assign and retain the person that City management believes is the most qualified person for every position in the City. The City, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA) and applicable state law.
- 6.22** The City is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the City will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the City. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration. Communication of accessibility will be included in City publicity announcements.
- 6.23** The City has a commitment to ensure equal opportunities for disabled City employees consistent with the City's policy to fill each position with the most qualified employee. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g., hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the City's Personnel Policy Manual.
- 6.24** Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate based on disability. Reasonable accommodation will be provided upon request during an application/interview process.

- 6.25** The City is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and Commission meetings will be held in accessible locations requested auxiliary aids will be provided, and reasonable accommodation provided during the selection process of board and commission members. Through the recruitment process, the City will actively seek and invite the participation of board and commission members who are disabled.
- 6.26** All future construction and renovation of City-owned buildings and facilities shall be consistent with the minimum guidelines and requirements issued by the Architectural and Transportation Barriers Compliance Board, the Uniform Federal Accessibility Standards (UFAS) and ADA Accessibility Guidelines (ADAAG).
- 6.27** In the event citizens, employees, or other participants in the City's programs, services, and activities feel the City has violated their rights under the ADA, they are to be reported immediately to any one of the following staff personnel: Immediate Supervisor, Department Head, Human Resources Manager, or City Manager. If the person to whom the matter is reported does not take prompt action to address and put a stop to the perceived violation of this ADA policy, immediately contact the City Manager. All statements and actions taken to resolve such complaints will be treated confidentially to the extent consistent with a full investigation.
- 6.28** City staff will endeavor to ensure that disabled persons may participate in and benefit from City programs, services, and activities as required by law.
- 6.3 Prohibition against Discrimination and Harassment.** The City prohibits and will not tolerate discrimination, harassment or violation of civil rights directed against any employee, applicant for employment, vendor, or citizen or other third party because of race, citizenship, creed, color, ancestry, sex, disability, religion, national origin, age, genetic information, service in the United States military, status as a veteran or any other factor which is not a proper legal basis for an employment or business decision. Furthermore, to maintain a quality working environment for all employees, or potential employees, the City is committed to maintaining a work environment free from harassment, intimidation, humiliation, insult, or offensive physical or verbal abuse.

Sexual, ethnic, racial, age, genetic information, religious, disability harassment or harassment based on any other basis protected by law is an offense first against the City, and second, an offense against any specific employee or group of employees. Offenses refer to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating working environment, or has an ethnic, racial, age, religious, or sexual basis, or both. Examples would include but are not limited to physical contact of a sexual nature, sexual, racial, ethnic, age, disability, or religious related jokes, comments, insults, cartoons, images, e-mails, screen

savers, text messages, innuendos, or personal conduct or mannerisms that could be construed as offensive.

It is the City's position to take affirmative action to prevent such unwanted conduct and discrimination from occurring and to deal with all such reported incidents in a fair, impartial, and prompt manner. All complaints or incidences, where investigations confirm the allegations, timely action will be taken to remedy the situation and to prevent its recurrence.

It is each employee's responsibility to help eliminate all forms of prohibited discrimination, harassment, and unwanted conduct. It will be every supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction.

When incidences of discrimination or harassment occur, they are to be reported immediately to any one of the following designated staff personnel: Immediate Supervisor, Department Head, Human Resources Department, or City Manager. If the person to whom the matter is reported does not take prompt action to address and put a stop to the discrimination or harassment, immediately contact the City Manager. Confidentiality shall be maintained regarding actions, investigations, and complaints of harassment to the extent feasible consistent with a full investigation.

6.31 Disciplinary Action -- All persons who violate this policy will be subjected to disciplinary procedures up to and including discharge.

6.4 Sexual Harassment. It is the policy of the City to prohibit sexual harassment of its employees in any form. The purpose of this policy is not to regulate employees' personal lives or morality. The policy was formulated to protect City employees, both male and female, against unsolicited and unwelcome sexual overtures or conduct, either physical or verbal.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcomed social relationships.

Harassment on the basis of sex is defined as: "Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect to substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment".

Employees who experience sexual harassment should report it to any one of the following designated staff personnel: Immediate Supervisor, Department Head, Human Resources Manager, or City Manager. If the person to whom the matter is reported does not take prompt action to address and put a stop to the discrimination or harassment, immediately contact the City Manager.

Confidentiality shall be maintained regarding actions, investigations, and complaints of harassment to the extent feasible consistent with a full investigation.

6.41 Disciplinary Action. The complaint will be investigated and, if such investigation confirms the allegation, appropriate disciplinary action up to and including dismissal will be taken.

- 6.5 Retaliation Prohibited.** Regardless of the outcome of the investigation, no retaliation against any employee, applicant, citizen, vendor, agent, independent contractor or third party making a good faith report of suspected harassment or discrimination, or violation of civil rights will be tolerated.

The City recognizes that the issue of whether harassment or discrimination or violation of civil rights has occurred requires a factual determination based on all the evidence received. The City also recognizes that false accusations of harassment or discrimination or violation of civil rights can have serious effects on innocent men and women. We trust that all employees, applicants, citizens, vendors, agents, independent contractors and third parties dealing with the City will continue to act in a responsible and professional manner to establish a pleasant working and business environment free of discrimination, harassment, and violation of civil rights.

- 6.6 Responsibility.** The City Manager shall be responsible for insuring compliance with the City's policies on Equal Employment Opportunity, ADA, discrimination, harassment, and retaliation.

6.7 Sexual Abuse & Molestation Prevention Policy. The City of Excelsior Springs, Missouri does not permit or allow sexual abuse or molestation to occur in its workplace or at any activity sponsored by or related to it. To make this “zero—tolerance” policy clear to all employees, contractors, volunteers and board members, we have adopted mandatory procedures that employees, volunteers, contractors, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by the City of Excelsior Springs.

- 6.71 Reporting Procedure.** Immediately report suspected sexual abuse or misconduct to the City. It is not required to directly confront the person who is the source of the report, question or complaint before notifying the individual listed. Excelsior Springs will take every reasonable measure to ensure that those named in complaint of misconduct or are too closely associated with those involved in the complaint will not be part of the investigative team.
- 6.72 Investigation & Follow Up.** Excelsior Springs will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. ES may utilize an outside third party to conduct an investigation of misconduct. Our organization will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.
- 6.73 Retaliation Prohibited.** We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse,

alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

6.74 Reporting to Law Enforcement or Appropriate Child or Adult Protective Services.

Excelsior Springs is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of ES not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

SECTION 7

TRAINING/PROBATIONARY PERIOD

7.1 Probationary Period.

- 7.11 Purpose.** The probationary period shall be utilized by the Department Head as an opportunity to observe the new employee's work, to train and aid the employee in adjustment to the position, and to reject any employee whose work performance fails to meet required work standards.
- 7.12 Duration.** All original appointments shall be tentative and subject to a probationary period of at least twelve (12) months and up to twenty-four (24) months. The employee shall be advised of the duration of such probationary period at the time of employment. The Department Head may recommend an extension of the original probationary period and must inform the employee that such extension has been made. No probationary period shall exceed twenty-four months. Any interruption of service, except for required military training, during the probationary period shall not be considered as part of the period. Whenever an employee is promoted, the Department Head may impose a probationary period of up to twelve (12) months.
- 7.13 Dismissal during Initial Period.** At any time during the probationary period, the City Manager may terminate an employee whose performance does not meet the required standards without complying with the procedures specified in Section 13.5 of this Manual, and a probationary employee who is terminated has no appeal rights under Section 13.51.
- 7.14 Transfer during Probationary Period.** An employee who is transferred to another position in the same or a different class prior to the completion of the probationary period shall complete that probationary service period in the new position.
- 7.15 Performance Appraisal.** Prior to the end of the designated probationary period, the employee's supervisor shall conduct a performance appraisal as specified in Section 8 of these Policies. The result of such an appraisal shall determine whether the Department Head chooses to grant the employee "regular" status. The Department Head shall submit to the City Manager a written report on the probationary employee, either:
- 7.151** A report that the employee has successfully completed the probationary period and can perform the duties of the position satisfactorily, and is henceforth to be considered a regular employee with all rights and privileges due the employee, or.
- 7.152** A report that the employee has not demonstrated an ability to perform satisfactorily the duties of the position and is to be separated from City employment, or if promoted from another class or position returned to the previous or similar classification.
- 7.16 Probation after Leave.** No employee shall serve more than one initial probation period.

SECTION 8

PERFORMANCE APPRAISAL

- 8.1 General Policy.** A periodic evaluation of job performance shall be conducted for all employees by their immediate supervisors. Such ratings shall be reviewed by the City Manager, who may investigate the accuracy of appraisals and may take action to secure the adjustment of the ratings to conform to the facts as ascertained. It shall be the duty of the City Manager to provide for uniformity of application of the standards by different supervisors.
- 8.2 Coaching and Documentation of Significant Events.** Department Heads may choose to utilize coaching forms to document significant events, positive or negative behavior without the need for disciplinary action.
- 8.3 Use of Appraisal.** The primary purpose of the appraisal is to assist the employee in improving job performance and to assist the City in measuring an employee's job performance. Appraisals should be used for the following purposes:
- 8.31** to assist in determining training needs.
 - 8.32** to assist in determining promotability.
 - 8.33** to assist in determining pay increase eligibility.
 - 8.34** to give the employee an idea of career progress.
 - 8.35** to assist in setting individual employee goals and objectives.
 - 8.36** to give the employee a performance improvement plan; and or
 - 8.37** to assist the City in measuring job performance and determining whether the employee should continue to be employed by the City and in determining in what capacity the employee should be employed by the City.
- 8.4 Frequency of Appraisals.** Employees shall be rated regularly on an annual basis. Annual ratings should be initiated prior to the employee's Anniversary Date or promotion anniversary at the Department Head's preference. Employees shall also be rated on the following occasions:
- 8.41** prior to the expiration of an employee's probationary period.
 - 8.42** at any time, at the request of an employee's supervisor, for exceptional or unsatisfactory service.

- 8.43** for regular employee's separation from the service of the City for either voluntary or involuntary reasons.
- 8.44** Department Heads may establish more frequent periodic appraisals as needed.
- 8.5 Standards of Performance.** Standards of performance shall have reference to the quality of work, the quantity of work, the manner in which the service is rendered; faithfulness of the employee to their duties, and such other characteristics as will measure the value of the employee to the City.
- 8.6 Appraisal Form.** Supervisors shall be provided with a standard performance appraisal form at the time they are notified that an employee's performance appraisal is due. Such a form shall include instructions for proper use of the form.
- 8.7 Discussion of Results with Employee.** The results of a performance appraisal shall be discussed with the employee involved with the view of encouraging the employee who has performed well and affording an opportunity for employees to correct weaknesses.
- 8.8 Appeal of Performance Appraisal.** If a regular employee is dissatisfied with the results of the appraisal, he must first discuss the matter with his immediate supervisor. If the matter cannot be resolved here, the employee, accompanied by his supervisor, shall discuss it with his Department Head. If the employee is still dissatisfied and wishes to appeal further, he may appeal to the City Manager. The appeal must be received, in writing, within ten (10) working days of the performance appraisal. Specific reason for disagreement must be furnished by the employee to substantiate the claim. The decision of the City Manager is final.
- 8.9 Effect of Rating.** An employee must receive at least a satisfactory rating to be eligible for merit pay increase or promotion. Within ninety (90) days following the receipt of an overall performance appraisal of UNSATISFACTORY, the supervisor shall re- evaluate the employee and discuss a performance improvement plan.
- 8.10 Dual Supervision.** Employees who have been employed under more than one supervisor during the rating period shall be evaluated by the most current supervisor. The most current evaluating supervisor shall consult with previous supervisors, to the extent they are available for consultation, in arriving at the rating, and should indicate the period of time covered by the rating.
- 8.101** Employees who are working for more than one department during the rating period shall be evaluated by the supervisors of each employing department. The evaluating supervisor shall consult each employing supervisor, to the extent they are available for consultation, in arriving at a composite rating.

SECTION 9

HOURS OF WORK AND OVERTIME

9.1 Standard Hours.

- 9.11 Regular working hours for all full-time employees shall be the standard work week of 40 hours except for the Police and Fire Departments.
- 9.12 The Department Head shall prescribe specific starting time, length of lunch break and finishing time for their respective departments.
- 9.13 Employees who must vary from the prescribed hours of work on a regular basis for a legitimate reason must secure supervisory and Departmental Head level approval.

9.2 Exempt Employees.

- 9.21 A list of employees classified as exempt, according to FLSA, is on file in the Human Resources Office.
- 9.22 Regular employees whose compensation is based upon a salary worked more than the standard work week with the approval of the City Manager shall be considered exempt if permitted under the FLSA.

9.3 Overtime.

- 9.31 Non-exempt employees shall receive overtime pay or compensatory time for all **hours actually worked (i.e., sick leave, vacation and comp-time do not count as hours actually worked)** in excess of 40 hours per week at the rate of one and one half time their regular rate of pay. Fire and Police Department will be paid overtime compensation after working more than the hours specified below:

Fire – All hours worked in excess of 76.0 in a 10-day work period for firemen assigned to a 24-hour shift and 80 hours for all others.

Police -- All hours worked in excess of 80.0 in a 14-day work period for officers assigned to 12-hour shift and 80 hours for all others.

- 9.311 **Fire Rescue.** The work period shall be 10 days. Based on 24 hours on and 48 hours off, each fireman would be scheduled to work approximately 76 hours in each period including training time. Pursuant to the Fair Labor

Standards Act Section 7(k) and 29 C.F.R. 553, the ten (10) day period allows for 76 hours to be worked before overtime is calculated. Any hours worked preceding 76 hours in a 10-day period, will be considered call back. Call back hours will be paid at regular pay. All hours over 76 will be paid at time and one half the regular rate of pay calculated as follows:

$36.5 \text{ work periods} \times 76 \text{ regular hours} = 2774 \text{ hours}$

$109 \text{ shifts} \times 8 \text{ sleep hours per shift} = 872 \text{ sleep hours}$

$2774 \text{ scheduled hours} - 872 \text{ sleep hours} = 1,902 \text{ hours worked}$

$\text{Annual salary} \div 1,902 \text{ hours} = \text{regular rate} \times 1.5 \text{ for overtime rate.}$

It needs to be noted this is only a method utilized for calculating the regular rate of pay for purposes of calculating an overtime rate of pay and "sleep time" is compensated for.

9.312 Police Officers. For Police Officers assigned to 12 hour shifts the work period shall be fourteen (14) days pursuant to Section 7(k) of the Fair Labor Standards Act and 29 C.F.R. 553, which allows 86 regular hours to be worked before payment of overtime. Police Officers would be scheduled to work 80.0 hours in each fourteen (14) day period before overtime pay is calculated. Overtime rate of pay shall be calculated by taking one- and one-half times the hourly rate determined by dividing the officers' salary for the fourteen (14) day work period by 80 hours.

9.32 All non-emergency overtime hours worked shall be approved by the appropriate supervisor prior to the hours worked.

9.33 All overtime hours worked shall be indicated on the appropriate time sheet to be submitted to the Payroll Clerk.

9.4 Compensatory Time (Comp Time).

9.41 Non-exempt employees are eligible for comp time.

9.42 All comp time must be approved at the discretion of the Department Head to set the policy and by the Supervisor prior to the hours being worked.

- 9.43** Comp time will be calculated at one and one-half times hours worked more than forty (40) hours in any work week (except for Public Safety employees). Public Safety employees will follow the same guidelines as for overtime.
- 9.44** All Compensatory hours worked shall be indicated on the appropriate time sheet to be submitted to the payroll clerk. Accumulated hours will be indicated on each check stub or is available from the payroll clerk.
- 9.45** All compensatory hours more than 240 (480 for Public Safety employees) will be paid at the current rate of pay.
- 9.46** At the time of termination, unused compensatory time will be paid at the current rate of pay.
- 9.47** Unless approved by a Department Head or the City Manager or unless the City Manager directs otherwise, all accumulated comp time shall be paid out at the then current rate of pay at the end of the month in March and September of each year; however, an employee may request from the payroll office that up to forty (40) hours of accumulated comp time be carried over for future use. Such request shall be made on a form available from the payroll office.
- 9.48** If the employee was on a scheduled vacation or sick leave when working on forced call back, the employee shall elect to use vacation or sick hours or be paid for vacation or sick hours occurring in the pay period, subject to the definition of overtime.

SECTION 10

LEAVE

10.1 Holidays.

10.11 All regular full-time employees shall receive their regular compensation for the following holidays (**Note:** Actual holidays may be moved to observed holidays if they land on a weekend. Please see the below sections 10.12 and 10.13):

New Year's Day. January 1

Martin Luther King's Birthday. Third Monday in January

George Washington's Birthday Observance. Third Monday in February

Memorial Day. Last Monday in May

Juneteenth, June 19

Independence Day. July 4

Labor Day. First Monday in September

Veteran's Day. November 11

Thanksgiving Day. Fourth Thursday in November

Day after Thanksgiving Day. Fourth Friday in November

Christmas Day. December 25

Personal Leave Day. Employee's choice, one day per year, subject to Department Head's approval, accrues on the employee's work anniversary date beginning with their first anniversary and must be used before their next work anniversary date.

For Police Officers working a twelve (12) hour shift, the personal day will be for twelve (12) hours, for Firemen working a twenty-four (24) hour shift, the personal day will be for twenty-four (24) hours.

Personal Leave Earned Day. Employee's may be awarded eight (8) hours of Personal Leave for perfect attendance (members must be employed on or before January 1st of the year for which the Personal Leave award is earned). Employee's are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following:

- Sick Leave
- Unpaid Leave (To include- Suspension, paid or unpaid; Absent, i.e. no call, no show)
- FMLA

All regular employees of the City shall receive, in addition, compensation for any day or part of a day during which the public offices of the City shall be closed by special proclamation of the Mayor with the approval of the City Council.

The holiday as listed above is the holiday for employees that work regular business hours. Exempt and non-exempt regular full-time employees can expect to have the holiday off and will be paid 8 hours holiday pay.

10.111 Working on a Holiday. For non-exempt employees who are called in to work on the observed Holiday, in addition to receiving 8 hours holiday pay, employee will also receive overtime for hours worked regardless of taking vacation or sick leave during the current 7-day pay period that the holiday falls within.

For non-exempt employees who are scheduled to work on the holiday, you will receive holiday pay and overtime for hours worked, as long as you work your scheduled shift before and after the holiday unless you have scheduled time off, approved in advance.

10.12 When one of the above actual holidays fall on a Saturday, the preceding Friday will be considered the observed holiday for payroll purposes, and

10.13 When one of the above actual holidays fall on a Sunday, the following Monday will be considered the observed holiday for payroll purposes.

10.14 City employees scheduled to work the actual calendar holiday will be paid holiday pay for working the actual holiday and will not be subject to 10.12 and 10.13 above. This section does not apply to call-backs which is addressed by section 10.111. This section does not mean city employees can receive holiday pay for working both the actual and observed holiday.

10.15 Regular employees who wish to observe a religious holiday, which is not a regular holiday, as listed in Section 10.1 above, may take leave not to exceed three (3) days (consequently 8 hours shifts or 1 twenty-four (24) hour shift or 2 Twelve (12) hour shifts). Such leave shall be charged to current vacation or leave without pay.

10.16 Any employee absent on the day preceding and/or the day following a holiday shall receive regular compensation for the holiday if (1) the employee had prior permission from the Department Head to take leave on the day preceding and/or the day following the holiday; and (2) the leave is not FMLA Leave.

10.2 Vacation Leave.

10.21 Amount. Each regular full-time employee shall earn vacation leave according to the following schedule:

Length of Service	Time Earned Per Month	Per Twelve Month Period	Maximum Accrual
Less than five (5) years	1 workday or 8 hours	12 workdays or 96 hours	24 workdays or 192 hours
Five (5) years through ten (10) years	1 workday or 10 hours	15 workdays or 120 hours	30 workdays or 240 hours
Ten (10) years through fifteen (15) years	1 workday or 12 hours	18 workdays or 144 hours	36 workdays or 288 hours
Fifteen (15) years through twenty (20) years	1 workday or 14 hours	21 workdays or 168 hours	42 workdays or 336 hours
Over twenty (20) years	2 workdays or 16 hours	24 workdays or 192 hours	48 workdays or 384 hours

Fire Department.

Length of Service	Time Earned Per Month	Per Twelve Month Period	Maximum Accrual
Less than five (5) years	½ workday or 12 hours	6 workdays or 144 hours	12 workdays or 288 hours
Five (5) years through ten (10) years	2/3 workday or 16 hours	8 workdays or 192 hours	16 workdays or 384 hours
Ten (10) years through fifteen (15) years	5/6 workday or 20 hours	10 workdays or 240 hours	20 workdays or 480 hours
Fifteen (15) years through twenty (20) years	1 workday or 24 hours	12 workdays or 288 hours	24 workdays or 576 hours
Over Twenty (20) years	1.17 workdays or 28 hours	14 workdays or 336 hours	28 workdays or 672 hours

Regular employees hired on or before the fifteenth of the month shall earn

vacation leave beginning on the first day of that month. Those hired after the fifteenth of the month shall earn leave beginning on the first day of the succeeding month. One vacation day will be considered as equal to one City working day. Employees changing status from temporary to regular shall earn vacation leave from original day of appointment to a regular employee.

10.22 No vacation leave may be taken until the employee has completed six months of employment. Variations from this policy must be authorized by the Department Head.

10.23 An employee wishing to use vacation leave should submit the appropriate request form to the Department Head at least two weeks in advance unless the Department Head, in his or her discretion, authorizes vacation with shorter advance notice.

10.24 Vacation leave shall be used in units of no less than one hour.

10.25 Accrual. Vacation days accrue from the employee's anniversary date of employment. Unused vacation beyond the maximum allowed to be accrued shall be forfeited unless otherwise authorized by the City Manager. Employees with 80% or more of their maximum accrual have the option to request up to 40 hours four times annually; annually is January 1 to December 31. Employees working a twenty four hour work schedule not covered by the CBA may request up to 84 hours maximum, one time quarterly.

10.26 Terminal Leave. Any regular employee leaving the service of the City shall be compensated for unused vacation leave up to the standard maximum allowed to be accrued if a written notice of 14 calendar days is submitted. If the terminating employee is unavailable to work during the final two weeks, they are subject to lose all leave accumulated.

10.27 Vacation records shall be kept in accordance with administrative policy, and vacation leaves shall be scheduled by the Department Heads regarding employee seniority, operating requirements, and employee requests.

10.28 Any official holiday, as set forth in these policies, which occurs during an employee's scheduled vacation shall not be considered as a day of vacation.

10.3 Sick Leave.

Policy Statement. Employees are expected to attend work and to be working in a regular and predictable manner. Failing to do so is legitimate grounds for dismissal, with or without fault. The City's sick leave policies shall be construed to be consistent with the Family and Medical Leave Act, and applicable federal, state, and local laws.

Absenteeism creates numerous problems, especially unscheduled absences.

Problems include pay for absent workers, costs associated with replacements, and morale problems for those who must compensate for the absent employee. The quality of service to the community suffers as well.

Regular and predictable attendance is the first essential function of every employee's job working for the City of Excelsior Springs. Members who cannot, or will not, fulfill their responsibilities, regardless of fault; create cause for management to take one or more of the actions outlined in Section 13.2 Cause for Disciplinary Action.

10.31 Amount. All regular full-time employees shall earn sick leave at the rate of one (1) workday or eight (8) hours per month. All regular full-time Fire Department employees working 24-hour shifts shall earn sick leave at the rate of one half (1/2) of a workday or 12 hours per month. All regular full-time employees hired on or before the fifteenth of the month shall earn sick leave on the first day of that month. A regular full-time employee hired after the fifteenth of the month shall begin to earn leave on the first day of the succeeding month. Employees changing status from temporary to regular shall earn sick leave from day of appointment to a regular employee.

Sick leave shall be used in units of no less than one quarter hour.

10.32 When Taken. It is the policy of the City of Excelsior Springs to provide sick leave benefits to allow employees time away from work specifically for the purpose of recuperating from medical illness or injury or caring for a medically ill or injured immediate family member. Sick leave may not be used just because it has been accumulated.

Sick leave is an earned and conditional benefit for the purpose of providing financial resources to employees who become unable to attend work due to personal or family-related illnesses. Employees who abuse these privileges are subject to corrective and disciplinary action up to and including termination.

Abuses of the Sick Leave Policy will be investigated and considered on an employee's annual and/or probationary evaluation. If unauthorized use or abuse of sick leave is substantiated, an employee may be subject to corrective and/or progressive discipline up to and including dismissal.

Sick leave shall be used:

10.321 When employees are incapacitated by sickness or injury or disability.

10.322 Quarantine of an employee by a physician.

10.323 Serious illness or death in the immediate family requiring the employee to remain away from work. The maximum amount of time shall be at the Department Head's discretion.

10.324 Medical, dental, or optical examinations or treatment of any employee or a member of his/her immediate family, when such appointments cannot be scheduled during non-working hours.

10.33 Notification. If an employee needs to take sick leave, it is his/her responsibility to notify his/her supervisor, or designated person in advance of the start of the shift in accordance with departmental policy. Such notification shall begin with the first working day of absence and shall continue for each succeeding sick day, unless the employee has already notified his/her supervisor, or designated person of:

10.331 A date on which employee's doctor had determined that employee should return to work.

10.332 Employee has been or will be hospitalized and the expected return date is unknown.

10.333 Sick Leave Use Form and Medical Documentation.

Employees are required to obtain written verification of illness or injury from his/her healthcare provider and furnish it to his/her supervisor as follows:

Employees regularly working 8, 10, 12 or 24-hour shifts are required to provide written verification of illness or injury from his/her healthcare provider when absent for more than:

- Five (5) 8 to 10-hour shifts
- Four (4) 12-hour shifts or
- Three (3) 24-hour shifts in a calendar year for illness or injury.

The employee will not be compensated for paid sick leave without the required documentation from the employee's Healthcare Provider, and the required documentation will be necessary in these instances for utilization of sick leave benefits. Such notice shall not be retained in any form.

Failure to provide proper notification for all instances of sick leave usage

may result in sick leave not being granted.

An employee who calls in sick due to the employee's own illness is considered to be incapacitated and unavailable for work of any type for the twenty-four-hour period following his/her scheduled start time. An employee who is found to have engaged in any activity which is inconsistent with such incapacity (e.g., performing work for another employer, etc.) during such period shall be subject to disciplinary action. This City policy shall be construed consistent with the Family and Medical Leave Act and applicable federal, state, and local laws. The employee is considered sick until they return to work.

10.34 Accrual. For all regular employees' sick leave credit may be accumulated to a maximum of 120 days or 960 hours. For all regular Fire Department employees working 24-hour shifts, sick leave credits may be accumulated to a maximum of 60 days or 1,440 hours. The provisions of this subsection shall not be retroactive, and no action is to be taken concerning those Fire Department employees who have exceeded the 60-day accrual. Sick leave that has exceeded the 60-day accrual may be used in accordance with the sick leave policy.

10.35 Unused Sick Leave. Any employee terminating from City service shall not be allowed the use of sick leave in the last two calendar weeks of employment unless there is a physician's confirmation. Unused sick leave for all regular employees will be compensated for in the ratio of one day for every four days in excess of 30 accumulated sick leave days or 240 hours to a maximum of 22.5 days or 180 hours upon resignation, retirement, or lay-off. Unused sick leave for all regular Fire Department employees will be compensated for using the 60-day accrual in the ratio of one for every four days in excess of 30 accumulated sick leave days or 720 hours to a maximum of 7.5 days or 180 hours upon resignation, retirement, or layoff. Employees may be awarded eight (8) hours of Personal Leave for perfect attendance (members must be employed on or before January 1st of the year for which the Personal Leave award is earned). Employees are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following:

- Sick Leave
- Unpaid Leave (To include-Suspension, paid or unpaid; Absent, i.e. no call, no show)
- FMLA

10.351 No Borrowing of Sick Leave. With the permission of the City Manager, employees can donate sick leave hours to another employee under the following conditions:

10.351.1 The employee receiving the donated sick days must have exhausted all leave and have no vacation, sick, or personal days on the books; and

10.351.2 Both the donor and the receiver must be off probationary status; and

10.351.3 The donor must maintain a minimum of 96 hours in the bank after donation; and

10.351.4 Donations must be in increments of at least 4 hours; and

10.351.5 Hours are credited and donated without regard to difference in hourly rate.

Who donates will be held in confidence. The City Manager may waive any of the above conditions.

10.36 Abuse of Sick Leave Policy. Should an employee have an attendance, tardiness, or absenteeism problem, management will make a case-by-case analysis to determine appropriate corrective action.

Based on suspicion of misuse or abuse of the City's sick leave, management maintains the right to investigate any employee's absence.

Abusive absenteeism is taking leave in a manner for which it was not intended. For example, using sick leave in direct proportion to the amount of time earned, or using it as soon as it is earned, or using it in a predictable pattern, is evidence of abusive use. Employee fault may or may not be a necessary element of cause in proving this offense.

Absenteeism granted by state, federal or local laws are not included, and this policy shall be construed to be consistent with the Family and Medical Leave Act and applicable federal, state, and local laws.

10.37 No refund of vacation leave shall be allowed for illness incurred while on vacation.

10.38 Injury Leave and Worker's Compensation. Employees injured on the job are covered by the Missouri State Worker's Compensation Act until final disposition of the injury is made. To implement this policy, the following procedures shall be followed:

10.381 The employee or supervisor shall as soon as practicable report any injury, regardless of the extent, to the immediate supervisor, Human Resources Manager at 816-848-2671, and the City's Worker's Compensation provider Travelers at 800-238-6225, use workers compensation policy number: 2T520604, Rx Bin 012874 which is the code for employees of the City of Excelsior Springs.

10.382 The immediate supervisor shall see that proper first aid treatment is received, that the injured employee follows direction of City's Worker's Compensation Provider, or in case of extreme emergency, shall have the employee appropriately transported to the closest appropriate hospital.

10.383 The Department Head shall inform the City Manager and the Human Resources Department of the action taken. Injury reports shall be made a permanent part of the employee's medical records and the City's records.

10.384 The insurance company issuing the Worker's Compensation policy shall make all necessary remittances under covered claim.

10.385 An employee receiving workers compensation benefits from the City's workers compensation insurance carrier will not receive additional pay or benefits from the City beyond those provided by the City's workers compensation carrier other than the amount the City typically pays for its share of medical insurance, . To the extent that the employee has family medical insurance and/or normally pays a portion of any group insurance provided by the City, employee will be billed for and will be required to timely pay the employee's share of all such insurance charges.

10.4 Leave Without Pay. The City Manager may, in his/her sole discretion, authorize leaves without pay for full-time regular employees for travel or study or for an illness or disability or maternity leave extending beyond the employee's accumulated sick leave or FMLA leave.

10.41 Such leave shall not exceed six (6) months unless required by law.

10.42 Department heads may institute administrative leave without pay when an employee has been arrested for a serious crime and is imprisoned pending trial or released pre-trial; or has been charged with misconduct while on the job and the conduct is being investigated or a disciplinary action is pending. If the leave is without pay and the investigation and disciplinary action does not result in suspension without pay or dismissal, the leave will be converted to paid administrative leave.

- 10.43** Leave without pay for the purpose of travel or study shall be granted, upon written request of the employee, only when it is in the City Manager's opinion, in the best interest of the City and will not cause undue or unnecessary imbalance, hardship or difficulty for the City.
- 10.44** Employees on leave without pay for travel or study shall not accrue seniority for the purpose of merit increase or promotion consideration.
- 10.45** Employees on leave without pay for any purpose shall not accrue vacation and sick leave but during such leave, the employee shall - consistent with legal requirements and the terms of applicable insurance and benefit policies - be entitled to continue insurance and other benefits by continuing to pay the employee's portion of such benefits while on leave without pay.
- 10.46** Upon expiration of leave without pay, the employee shall return to work in the position held at the time leave was granted unless it can be shown that the position has been filled by other than a temporary employee because of "business necessity" or unless it would be an undue hardship on the City to return the employee to active duty. In such case, the employee should be given consideration in hiring for any other job for which qualified by job descriptions set forth by the City for the following six (6) months if the employee applies for such job. Failure, without good cause, of the employee on leave to report promptly when the leave has expired, shall be considered a resignation.
- 10.47** Employees on leave without pay (except for FMLA) shall reimburse the City for the full cost of any benefits (both employee portion and employer portion) that the employee retains during the leave without pay. This shall include health insurance, dental insurance, vision insurance, life insurance and any other volunteer benefits. Such premiums will be billed by the City and payable monthly.
- 10.5 Military Leave.** This policy applies to all employees of the City. This policy conforms to all State and Federal Law and in any instances where City policy may conflict with the statutes, rules and regulations promulgated under the "Veterans' Re-employment Rights", and/or "Uniformed Services Employment and Re-employment Rights Act of 1994" ("USERRA") and/or other applicable Federal and/or State Laws those laws shall prevail.
- A military leave of absence shall apply to any employee who volunteers or is called to active military duty, as well as reservists and National Guard members who volunteer or are called to active duty. It is immaterial under the law whether that duty is voluntary or involuntary. The same rights shall apply to

both categories.

- 10.51** City employees beginning a military leave of absence shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty (120) hours in any federal fiscal year.
- 10.52** Before payment of salary is made covering the period of the leave the employee shall file with the immediate supervisor and Human Resources Manager of the City of Excelsior Springs an official order from the appropriate military authority as evidence of such duty for which military leave pay is granted which order shall contain the certification of the officer or employee's commanding officer of performance of duty in accordance with the terms of such order.
- 10.53** No member of the organized militia shall be discharged from employment by the City of Excelsior Springs because of being a member of the organized militia, nor shall they be hindered or prevented from performing any militia service they may be called upon to perform by proper authority nor otherwise be discriminated against or dissuaded from enlisting or continuing their service in the militia by threat or injury to them in respect to their employment.
- 10.54** Notwithstanding the provisions of any other administrative rule or law to the contrary, any person entitled to military leave pursuant to the provisions of subsection 10.52 of this section shall only be charged military leave for any hours which that person would otherwise have been required to work had it not been for such military leave. The minimum charge for military leave shall be one hour and additional charges for military leave shall be in multiples of the minimum charge.
- 10.55** For those employees called to longer periods of military duty beyond 30 days, City-paid benefits, except for retirement, will cease but will be restored upon return to City service.
- 10.56** After the one hundred twenty hours of paid military leave is utilized, those employees faced with a personal financial hardship because of being called to active duty (either reservists, National Guard, or regular service), may request in writing and the City will permit the cash-out of annual leave accumulations

and sick leave accumulations (25% rule applies).

- 10.57** Any employee, upon termination of active duty, shall be entitled to return to City service to the extent and subject to the conditions required by Federal and Missouri Law which will generally involve return to City service at a level equivalent to the position held at departure with full restoration of all employees' rights and benefits or where leave was covered by USERRA to the position that he or she would have attained with reasonable certainty if not for the absence due to uniformed service.
- 10.58** The military leave of absence will cease upon the termination of active duty and the employee is required to contact the City within a two-week period of such active-duty termination or at such earlier time as may be permitted by law. If the City is not notified within the period and has knowledge of the cessation of the employee's active duty, said employee will be placed in a leave without pay status pending further information from or about the returning employee. The City will then take such action as is required or permitted under applicable law.
- 10.6 Jury Duty.** A regular full-time employee may receive leave with pay when required to serve on a jury and the jury duty conflicts with regular working hours. For any day during which the employee spends time engaged in jury duty service, the City will pay the employee his/her regular pay for that day if the employee delivers to the City and endorses over to the City the check or debit card that the employee receives for jury duty. If an employee is released from jury duty before the end of the employee's shift at the City, the employee shall report to duty at the City and perform duties for the City until the end of the Employee's regular shift. Employees required to report for jury duty before 10:00 a.m. on days following a regularly scheduled shift shall be granted leave with pay sufficient to allow travel time.
- 10.7 Funeral Leave.** A regular full-time employee will be granted up to 24 hours of paid leave to arrange and attend the funeral of an immediate family member of the employee.
- 10.8 Voting Leave.** Voting leave shall be granted in accordance with RSMO 115.639, for a period of 3 hours while the polls are open for the purpose of voting, unless the voter has three successive hours while the polls are open in which he is not on duty. The supervisor may specify any three hours while the polls are open the employee may take leave to vote. However, the employee's request for leave shall be made prior to the day of election.
- 10.9 FMLA Leave Request.** For employees needing time beyond accumulated sick leave, the City Manager may authorize leave without pay as set forth in Section 10.4 of these Policies and as required by law. Failure to return at the end of the leave of absence shall constitute a resignation.

10.10 Disability Leave. A City employee who is temporarily disabled in the line of duty shall receive any accrued sick leave benefits prior to the time of becoming eligible to receive Worker's Compensation Benefits. While the employee is receiving Worker's Compensation benefits, the employee will not receive additional pay or benefits from the City beyond those provided by the City's workers compensation carrier other than the amount the City typically pays for its share of medical insurance, dental insurance, vision insurance, life insurance, and long-term disability insurance benefits. To the extent that the employee has family medical insurance and/or normally pays a portion of any group insurance provided by the City, the employee will be billed for and will be required to timely pay the employee's share of all such insurance charges.

10.91 Conditions. The following are conditions of disability leave eligibility:

10.911 Provided that the disability resulted from an injury or illness sustained directly in the performance of the employee's work as provided in the State Worker's Compensation Act.

10.912 If incapacitated for regular assignments, the employee may be given other duties within the City government for the period of recuperation. Unwillingness to accept such assignments as directed by the Department Head or the City Manager will make the employee ineligible for disability leave during the time involved.

10.913 A licensed medical doctor of the City's choice and at the City's expense shall determine the physical ability of the employee to continue working or to return to work. Employees retain the right to request, at their own expense, a second opinion from a licensed medical doctor of their choosing.

10.914 Liability of the City for any portion of continued group insurance benefits shall not exceed the time period for which such insurance benefits are payable under the Family and Medical Leave Act.

10.11 Family and Medical Leave.

City employees who have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the requested leave and who have been employed by the City for at least twelve months (the twelve months need not be consecutive months) and who meet the other requirements of the Family and Medical Leave Act (FMLA), may be eligible to take up to twelve (12) work weeks or 480 hours of unpaid FMLA leave in a rolling 12-month period measured backward from the date an employee uses any FMLA leave for the following reasons calendar year for the following reasons:

1. Birth and care of a newborn child of the employee.
2. Placement of a child into the employee's family for adoption or by a foster care arrangement.
3. Care of the employee's spouse, son or daughter or parent (but not parent in-law) who has a serious health condition.
4. Inability of the employee to perform the functions of the position due to a serious health condition.
5. Because of any qualifying exigency (as defined by the Secretary of Labor's regulations and the Family and Medical Leave Act of 1993, as amended) arising out of the fact that the spouse, or a son, daughter, or parent (but not parent in-law) of the employee (a) is on covered active duty as a member of the regular Armed Forces during deployment to a foreign country or (b) is a member of the National Guard or Reserves and is deployed to a foreign country or is under a call or order to active duty under a provision of law providing for exigency leave under the FMLA. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
6. To care for an injured or ill service member. This leave may extend to up to 26 weeks in a 12-month period for an employee who is the spouse, son, daughter, parent (but not parent in-law) or next-of-kin of a current member of the Armed Forces (including a member of the National Guard or Reserves) who is (a) undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy;
7. The term "serious injury or illness" for purposes of subparagraph 6 of section 10.10 (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and (b) in the case of a veteran who was a member of the Armed

Forces (including a member of the National Guard or Reserves) at any time during the period described in paragraph 6(b) above, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran; and

8. Leave to care for an injured or ill service member is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

10.101 Length of Leave. An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any calendar year.

Eligible employees requesting leave due to the birth of a child, placement of a child for adoption or foster care, or a serious health condition of the employee, or the employee's spouse, parent or child are entitled to up to twelve workweeks, or 480 hours, of family medical leave in a rolling 12-month period measured backward from the date an employee uses any FMLA leave. An eligible part-time employee is entitled to twelve work weeks of FMLA leave (e.g., if that person regularly worked four days per week, that person would be eligible for up to 48 workdays or 384 hours of FMLA leave).

The right to FMLA leave for the birth and/or placement of a child into an employee's family may only be taken within twelve months after the date of the birth or placement of the child.

10.102 Married couples who work for the City. If a husband and wife both work for the City and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

10.103 Concurrent Leave. Employees must use any accumulated sick leave, vacation time, or paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences more than these accumulated days will be treated as FMLA leave without pay. Leave taken pursuant to a disability leave plan and leave taken because of an injury or illness covered by workers compensation shall

count toward FMLA leave time to the extent allowed by law. An employee using any type of paid leave concurrently with FMLA leave must follow the same terms and conditions of the City's policy that apply to other employees for the use of such leave. The employee is entitled to unpaid FMLA leave if he or she does not meet the City's conditions for taking paid leave, but the City Manager may waive any procedural requirements for the taking of any type of paid leave or any other variations from this FMLA policy.

10.104 Serious Health Condition. For purposes of this policy and subject to legal requirements, a serious health condition means an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two timely visits to a health care provider or one timely visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

10.105 Fetal Protection. A female employee, including probationary, who upon advice from her physician may not safely perform all of the normal duties of her job during pregnancy will be temporarily assigned to non-hazardous duties, if possible, for the protection of the unborn fetus. If non-hazardous duty is not available, the employee may use Family Medical Leave.

The employee shall remain assigned to non-hazardous duty or another similar assignment for the duration of the pregnancy or until her physician specifies in writing that she may return to her normal duties.

If at any time during the pregnancy, the employee's physician feels that the member cannot perform non-hazardous duty, she will have the option of being placed on paid leave (sick leave/vacation) or non-paid leave.

A non-hazardous duty assignment is defined as: a work environment which does not expose a pregnant employee or fetus to potential hazards incurred during emergency response activities or preparation for such activities.

10.106 Intermittent Leave. When medically necessary for a serious health condition, military caregiver leave or for a qualifying exigency, FMLA leave also is available on an intermittent or reduced schedule basis. When an employee requests intermittent leave or leave on a reduced hour's basis, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the

employer's operations. The City may, where consistent with legal requirements, require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave. The temporary position will have the equivalent pay and benefits as the employee's regular job.

10.107 Notice of Leave. When requesting leave, the employee must:

1. Supply sufficient information for the City to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of the leave.
2. Give at least thirty (30) days' notice, or as soon as practical (generally the same or next business day) if leave starts in less than thirty (30) days or if the need for leave is not foreseeable and comply with the City's usual and customary notice and procedural requirements for requesting leave (if you are not able to notify the City of the need for leave personally because of illness, you should ask someone else to call on your behalf, and unless impossible because of medical emergency, you should give at least a minimum of 1 hours' notice before the start of your shift for unforeseeable leave if more advanced notice is not practical). Notice shall be given to the Department Head or the Human Resources Manager. Notice for all other types of unforeseeable leave shall also be given to the Department Head or the Human Resources Manager under the same time frames as specified in this paragraph.
3. Make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the City, subject to the approval of the health care provider; and
4. Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

10.108 Medical and other Certifications. Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied, and the employee may be disciplined.

The City, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the

medical certification provided by the employee. In lieu of a second opinion, the City may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

The employee must provide a copy of the appropriate certification to the City within fifteen (15) days of receipt of the form from the City. The City may require subsequent recertification on a reasonable basis consistent with legal requirements. FMLA certification forms are available from Human Resources or your supervisor.

10.109 Fitness for Duty Certifications. Because the City wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

10.110 Maintenance of Benefits. The City will maintain health-medical care benefits for the employee while on FMLA leave, but the employee participating in health-medical insurance programs is responsible for paying their normal monthly employee contribution. Additional benefits that the employee is receiving such as vision and life insurance may be continued at the employee's expense to the extent there is a charge for the employee to continue to receive such benefits during the unpaid portion of the leave. Failure to pay applicable premiums by the employee while on FMLA leave or thereafter will result in the loss of insurance and other benefits to the extent allowed by law. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the City for the cost of any premiums paid by the City for maintaining coverage during the leave period to the extent allowed by law. All other benefits (i.e., vacation pay, holiday pay, sick leave, etc.) cease to accrue during FMLA leave and other leaves (e.g., leave because of an injury or illness covered by workers compensation and sick leave) whether the leave is paid or unpaid. However, for the purposes of vesting and eligibility to participate in the retirement plan, any period of FMLA leave is treated as continuous service.

Except for certain “key employees,” upon return from FMLA leave, employees will be restored to his or her original position or an equivalent position with equivalent pay, benefits, and other employment terms. You will be notified if you are considered a “key employee.”

The City may require employees to report periodically on their status, and the intention on the part of the employee to return to work, and City may also require periodic recertification of the medical condition consistent with legal requirements.

10.111 Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the City. Employees who do not return to work at the end of their leave will be terminated unless they request and are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

10.112 Interpretation of Policy and State and Local Laws. This Policy shall be interpreted consistent with applicable law and regulations. The FMLA and the FMLA regulations issued by the U.S. Department of Labor contain many limitations and qualifications that are not stated in this policy. The City reserves the right to apply the terms of the FMLA and the FMLA regulations to any individual circumstances. See Employee Rights and Responsibilities under the Family and Medical Leave Act (WHD Publication 1420 Revised January 2009) which is attached to this Policy. If state laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

10.113 If you have Further Questions. If you have further questions about FMLA leave or your entitlement to FMLA leave or if you are not sure if a particular situation qualifies for FMLA leave, please contact Human Resources or if Human Resources is unavailable, contact your Department Head.

SECTION 11

EMPLOYEE BENEFITS

11.1 Insurance Programs. The City provides health, dental, vision, life, and long-term disability insurance coverage effective first day of month following employment, for its regular full-time employees.

11.10 Status Change. An employee whose status is changed from temporary to regular shall earn applicable benefits from the original day of appointment as a regular employee.

11.11 Open Enrollment. Open Enrollment Sessions are available prior to April 1st every year. If an employee does not fill out the proper paperwork provided, the benefit elections will remain the same selections as previously provided. It is the employee's responsibility to provide the Human Resource Manager with his/her selections.

11.12 Cost. Employees will be advised of any costs for employee only coverage. Family coverage is available at an extra cost to the employee. These costs are subject to change, and the City retains the right to change, alter or terminate any type of benefits and insurance in its sole discretion at any time.

Policy Information. The Human Resources Department shall be responsible for seeing that participating employees are provided with adequate information on policy coverage and with any forms necessary to make a claim against one of the insurance programs.

11.13 Community Center Membership. Full-time employees who choose to sign-up for a membership at the Excelsior Springs Community Center, can receive a free individual membership. The price of the individual membership will be applied toward the price of the membership of their choice. Additionally, Part-time employees who have worked at least 500 hours in the preceding 12 months shall be eligible for the same Community Center Membership as described herein. Continued eligibility for Part-time employees who have worked at least 500 hours the preceding 12 months will be reviewed every January 1st. Part-time employees that are hired by the City after January 1st, will be eligible for this benefit once they have worked 500 hours.

11.2 Pension Plan. A retirement program, which is in addition to Social Security benefits, is provided by the City. Known as LAGERS (Local Area Government Employee's Retirement System), the system is in use throughout the State of Missouri. All eligible regular employees must be members of the retirement system, and with the City contributing

on behalf of the employees. Retirement program details are available through the Human Resources Office.

11.21 Deferred Compensation. The City offers deferred compensation programs in which the regular employee may wish to contribute a percentage of their salary.

- 11.3 Organization Memberships.** Department Heads and other employees at the Department Head's discretion are eligible for reimbursement by the City for initial fees and periodic dues requisite for memberships in professional organizations when such memberships are deemed by the City Manager to be advantageous to the City.
- 11.4 Minimum License and Training Requirements for the Positions Held.** The City may pay for utility licenses, lifeguard certifications and commercial driver's licenses, if approved in advance by the Department Head, however, if the employee shall leave the city's employment within two years of receiving such training, the cost of such training less value received (value = $1/24^{\text{th}}$ of training cost x # months worked following training) shall be deducted from compensation and/or other sums that may be due to the employee at the time of such separation of service from the employee's final check. Employees will be required to sign a reimbursement agreement as a condition of approval. This provision shall be construed to be consistent with applicable law, and deductions will not be made to the extent that they would reduce the employee's pay below the applicable federal minimum wage.
- 11.5 Tuition.** Enrollment in an advanced degree program related to the employee's occupational field must be authorized by the City Manager in writing in advance of enrollment. The City will pay for the full tuition or registration, books, supplies and travel expense for all training required as a condition of employment. Tuition or registration will be paid for any other authorized training, and only when budgeted funds are available. Books, supplies and travel expenses may be covered at the discretion of the City Manager. Registration for approved training shall be reimbursed upon presentation of expense receipts or paid to the vendor directly by the City.

Employee reimbursement to the City for training and travel expenses will be required under the following circumstances:

- (1)** If any authorized training, except training required as a condition of employment, is not completed satisfactorily with a passing grade of at least a "C", or "pass" (under the pass-fail system), prior to separation from City employment, the employee will reimburse the City one hundred percent (100%) of all City payment for such training.
- (2)** In return for substantial commitment of resources, the City of Excelsior Springs will require a commitment of time by the employee receiving the tuition reimbursement. For employees who are pursuing a degree program,

registration or certification, except training required as a condition of employment, the City will require, and the employee will agree to commit two (2) or three (3) years of service depending upon the value of education assistance. The commitment period starts after the employee has earned their degree, registration, or certification.

If an employee leaves City employment within one (1) year, for any reason, they will reimburse the City one hundred percent (100%) of all City payments for such training.

If an employee leaves City employment after one (1) year of the two (2) year commitment period, for any reason, they will reimburse the City at the rate of one-twelfth (1/12) of the City's payment for each month remaining in the twelve months of the second (2nd) year period following completion of such training.

For programs not requiring a tuition cost, but requiring a substantial commitment of time away from their normal work schedules (i.e., National Fire Academy, FBI National Academy, etc.) Those employees will adhere to the same commitments as stated above. Their reimbursement amount to the City is for their salary paid to them for the duration of the training.

To ensure this provision is adhered to, the City and employee will enter into a written agreement for reimbursement of tuition amounts paid to the employee or paid on behalf of the employee. Said reimbursement will be known as default payments. The employee will provide the City the right to deduct any default payments owed from the employee's final check with the City of Excelsior Springs. In the event the separation check is not sufficient to cover the default payment, the employee recognizes they owe a debt to the City of Excelsior Springs and shall make arrangements satisfactory to the City to satisfy this obligation, which arrangements may include the City requiring that the employee sign a promissory note to pay this indebtedness to the City.

This provision shall be construed to be consistent with applicable law, and deductions will not be made to the extent that they would reduce the employee's pay below the applicable federal minimum wage.

11. 6 Credit Union. The employees have access to a City credit union. Specific information regarding this benefit can be obtained from the Human Resources Department. The City shall provide payroll withdrawal forms to the employee to complete for automatic payroll withdrawal to a credit union of the employee's choice as one of the options available to employees.

11. 7 Employee Assistance Programs. In addition to the normal medical, dental and vision benefits, the City of Excelsior Springs also provides an Employee Assistance Program

(EAP) on behalf of all full-time regular employees.

11. 71 The program provides various forms of psychological services to employees and their dependents inclusive of stress, family problems, depression, drug, and alcohol abuse counseling. The program is entirely confidential (the employer is not notified of an employee's counseling or problems).

11. 72 This benefit is City-paid and is available for employees to use at their discretion. The employer may also recommend such services to the employee when the need warrants such recommendation.

11. 73 For a further explanation of the details of this assistance plan, contact the Human Resources office. For 24/7 support at no extra cost, call the member phone number on your health plan ID card and ask to speak to an EAP consultant. Or contact EAP directly 24.7 at 1-888-887-4114.

11. 8 Flexible Benefit Program Section 125. The City maintains a Section 125 program for all eligible employees. Under Section 125 of the IRS Code, employees may choose among the benefits of a flexible benefit plan.

11. 81 It permits pre-tax dollars to be established for medical premium payments, dependent care coverage, and medical expenses (an FSA account).

11. 9 Health Benefits after Retirement. The City will permit an employee that retired prior to August 7, 2018, to continue participation in City-sponsored health insurance programs. The retired employee may continue said coverage until age 65 is reached or he/she becomes eligible for Medicare, whichever is first. The retired employee will pay the full premium cost of any coverage for himself/herself and any eligibly enrolled dependents.

11. 10 Immunizations. The City will provide immunization shots to any employees whose duties require exposure to infectious diseases.

11.11 COBRA Policy. Summary of rights and obligations regarding continuation of Group Health Plan coverage.

11.111 Federal law requires employers our size, who sponsor group health plans, to offer employees and their families the opportunity to elect a temporary extension of health coverage (called "COBRA") in certain instances where coverage under the City Group Health Plan would otherwise end.

11.112 When COBRA is elected by the employee, the full cost of coverage reverts to the employee who will be charged 102% of the monthly premium for a similarly situated plan participant who is not receiving COBRA.

11.113 This policy is intended to summarize, as best as possible, employee rights and obligations under the law. The law, however, is not clear on some points and is interpreted by Federal agencies and the courts. Congress also often changes the law and as such, this policy is subject to change without notice as interpretation or changes of law occur. This policy shall be construed to conform to current applicable law.

11.114 Qualifying events: Employees of the City of Excelsior Springs who are covered by its Group Health Plan have a right to elect continuation coverage if they lose coverage under the Plan because of any one of the following two "qualifying events":

- 1) Termination of employment (other than due to gross misconduct); or
- 2) Reduction in the hours of employee's employment, thereby causing a loss of group medical coverage.

If the spouse of an employee is covered by the Group Health Plan, that spouse also has the right to elect continuation coverage if the spouse loses coverage because of any of the four "qualifying events":

- 1) The death of the spouse's spouse (the employee);
- 2) A termination of employee's employment (other than due to gross misconduct) or reduction in employee's hours of employment with the City, causing a loss of coverage.
- 3) Divorce or legal separation from the employee; or
- 4) Employee becomes entitled to Medicare benefits.

In case of a dependent child of an employee covered by the Group Health plan, he or she also has the right to elect continuation coverage because of any of the following five "qualifying events":

- 1) The death of the employee parent.
- 2) The termination (other than due to gross misconduct) or reduction in hours of the employee parent.
- 3) Parent's divorce or legal separation.
- 4) The employee parent becomes entitled to Medicare benefits.
- 5) The dependent ceases to be a "dependent child" under the Group Medical Plan.

11.115 Under the law, the employee of a family member has the responsibility to notify the City Human Resources Office of a divorce, legal separation, or a child losing dependent status under the current City Group Medical Plan. Notice of any

above-mentioned qualifying event must be given to Human Resources no later than sixty (60) days after the date coverage would be lost under the Group Medical Plan because of the event. If there is a failure to give this notice during the 60-day period, the person eligible for continued coverage will not be offered the option to elect coverage to continue medical benefits. Notice of termination or reduction in hours, which causes coverage loss, requires that a COBRA election must be given by the City automatically to all affected parties. This will be done by certified mail and a form letter, which fully explains COBRA rights, will be sent.

11.116 Election to continue coverage because of a qualifying event must be given to the City within 60 days after the later of the date coverage ends or the date the election notice is provided. If there is a failure to elect continuation coverage within this 60-day period, the right to elect such coverage will be lost. If coverage is elected, the City must provide the same coverage as was in effect just prior to the qualifying event. It shall be the policy of the City to charge for premium costs on all COBRA covered individuals. This premium charge will be at 102% of the prevailing premium charge for similarly situated participants. For the qualifying event of the death of a spouse (the employee) or the qualifying event of the death of an employee parent, the City will pay 100% of the premium cost for the 60-day election period after coverage ends.

11.117 For the qualifying events of: Death, divorce, legal separation, or Medicare entitlement, the duration of COBRA coverage is expanded to 36 months.

11.118 For the qualifying events of: Termination (other than due to gross misconduct) or reduction in hours, the duration of COBRA coverage is limited to 18 months or 29 months if determined under Title II or XVI of the Social Security Act, to have been disabled as of the date of termination of employment or reduction in hours or anytime within 60 days following a COBRA qualifying event.

11.119 Questions regarding COBRA coverage should be directed to the City Human Resources Office.

11.12 Indemnification. The City of Excelsior Springs may, in its discretion, defend, save harmless, and indemnify any employee, officer or public official, whether elected or appointed, against any tort, professional liability claim, other claims or damages, excluding punitive damages, arising out of an alleged act or omission occurring in the performance and scope of the employee's, officers' or public officials, whether elected or appointed, duties on behalf of the City.

The City will only undertake such indemnification if it determines that the act or omission giving rise to the subject action was: (a) within the course and scope of

employment or duty for the City; (b) done in good faith and without fraudulent, corrupt, malicious, or felonious intent; and (c) undertaken with a reasonable belief that the action was in or not opposed to the best interests of the City. To determine whether these conditions have been met, the City shall undertake an investigation described in Section 11.121 below.

11.121 Notification; Investigation. Any person seeking indemnification from the City shall, in the event of any occurrence and upon receipt of notice of any claim, suit, action or proceeding, within five (5) days notify in writing the City Manager of the City of the identity of the person seeking indemnification and other reasonable information and shall always fully cooperate with the City. The City shall conduct a preliminary investigation within five (5) days of the receipt of such notice or such other longer time as may be reasonable under the circumstances, to confirm that the act or omission, which is the subject of the claim or action, is within the parameters set by this Policy. Upon confirming such, the City shall take all actions necessary to comply with Section 11.122 below, unless and/or until it determines upon subsequent investigation that providing a defense and/or indemnification is not consistent with this Policy or is not in the best interests of the City.

11.122 Should the City determine that the subject action was committed within the course and scope of the employee's, officer's or public officials, whether elected or appointed, employment or duty for the City, and was made in the good faith without felonious, malicious or fraudulent intent, and was undertaken with a reasonable belief that the action was in or not opposed to the best interests of the City, the City shall:

11. 1221 Provide, at the City's expense, a legal defense to all claims or suits; and

11.1222 Indemnify the employee, officer, or public official, whether elected or appointed, from any loss by settlement or judgment.

The City shall not be obligated to pay any claim or judgment or expense, including attorneys' fees, unless or until the benefits of any insurance, whether provided by the City or by the person seeking indemnification, has been exhausted and in no event in excess of \$100,000 for any one claimant or an aggregate of \$150,000 for all claims arising out of and upon the same act or an aggregate of \$150,000 during any one calendar year. The City shall have the right and duty to provide legal representation through the City Attorney, or in its discretion, through the selection of outside counsel, to any party

seeking indemnification.

11.123 Denial of Indemnification. The City shall not indemnify any employee, officer, or public official, whether elected or appointed, in any manner under this Policy when:

11.1231 The act or omission, which gave rise to the proceeding, is not within the employee's, officers', or public officials, whether elected or appointed, course and scope of employment or duty.

11.1232 The act or omission which gave rise to the proceeding was fraudulent, corrupt, malicious, or felonious; or

11.1233 Defense of the action by the City would create a conflict of interest between the City and employee, officer, or public official, whether elected or appointed; or

11.1234 The City determines in its discretion that providing a defense or indemnity would adversely affect its immunity or insurance coverage.

11.124 Nothing in this Section shall be construed to broaden the liability of the City, its public officials, whether elected or appointed, its employees, officers, or agents, nor to abolish or waive any defense or immunity provided by law or in equity which might otherwise be available to the City, its public officials, whether elected or appointed, its employees, officers, or agents. The indemnification provided in this Policy is intended for the personal and joint protection and welfare of the City, its public officials, employees, officers, and agents, and no such person may assign, sell, pledge, hypothecate or in any other manner anticipate or dispose of such right to indemnification. No party recovering any such judgment, fines, amounts paid as a settlement or compromise of a claim or cause of action, or expense, including attorney's fees, against a person eligible for indemnification, can sue the City to recover or enforce any claim for indemnification.

11.13 Take Home Vehicles Policy. Take home vehicles are permanently assigned City vehicles that employees have been authorized to drive to and from their residence. The City's primary interest with regard to take home vehicles is to achieve a balance between the City's responsibility to provide its staff with the tools to do their jobs and its responsibility to use public resources in a prudent manner by minimizing unnecessary cost and liability associated with take home vehicles.

11.13.1 General Policy. Department Heads, and designated personnel with a need for a vehicle will be allowed to take home a city vehicle if they live within the corporate limits of the City of Excelsior Springs or within a 2-mile limit of the

corporate boundaries. Exceptions at the Department Head's discretion with City Manager approval.

11.13.2 Requirements for Use of City Vehicles.

- A. Any person operating a City owned vehicle must maintain a valid Missouri Operator's license and/or CDL operator's license, as applicable. At any time, an employee does not have a valid Missouri Operator's License or his/her driving privileges are suspended or revoked, he/she shall immediately notify his/her supervisor and Human Resources and shall not operate a city owned vehicle until such time as the employee has regained the requisite license. Any person operating a City owned vehicle will consent and sign any necessary consent forms if requested by the City to allow the City to check with the Department of Revenue on the current driving record of any such person or provide a valid driver's license upon request.
- B. Also see **Section 16, Risk Management.**

11.13.4 Operators Responsibilities. Operators are responsible for each of the following when using a City vehicle.

- A. Ensuring that city vehicle is locked and secured when unattended or parked.
- B. Checking fuel levels, oil, tires, head, and taillights, and turn indicators before use.
- C. Performing Missouri mandated vehicle inspections (if required).
- D. Using seat belts when vehicle is in motion. No employee will disable any safety restraint system or any portion or part of it, such as an audible or visual warning indicators relating to seat belt use. Requiring all passengers to use seat belts when vehicle is so equipped.
- E. Operating vehicle in a safe and law-abiding manner.
- F. Use of a phone, including texting, while operating a motor vehicle (while the vehicle is in motion) is prohibited, except with the use of a hands-free device. Calls may be made using a phone without a hands-free device only for emergency purposes, including but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency.
- G. Smoking is not allowed in City Vehicles (See **Smoking Policy, Chapter 15,**

and Section 15.8)

- H. Persons not employed by the city may only be carried as passengers when their transportation has a direct connection with City business.
- I. Personal use of City vehicles is not allowed.
- J. Violation of this policy may result in disciplinary action up to and including termination.

11.13.5

Taxation of Use of Vehicles.

- A. Employees with take home vehicles will maintain a written daily log of total mileage and total mileage other than for City business (including commuting mileage). On an annual basis each employee will certify to the City that he or she has such written records and will summarize the total annual mileage and total annual mileage other than for city business.
- B. Use of take-home vehicles for other than City business is taxable income to the employee. The City will use the standard mileage rate for valuing personal use.

SECTION 12

TRAVEL AND CONFERENCES/WORKSHOPS/SEMINARS

- 12.1 General Policy.** Employees will be reimbursed for authorized expenses incurred on behalf of the City and when traveling on City business.
- 12.2 Travel Authorization.** For all travel outside the City of Excelsior Springs, travel authorization must be approved by the appropriate Department Head in advance. Any costs associated with travel must be approved by the Department Head prior to initiating such travel.

Attached to the request should be some form of documentation as to the purpose of the trip. Conference advertisements, seminar schedules, or letters pertaining to the necessity of a meeting would be considered appropriate documentation. Failure to secure the required prior approval of the Department Head or City Manager may result in disallowance of the reimbursement.

- 12.21 Reimbursable travel includes travel related to City work.** Eligible participants are selected by the City Manager based on appropriateness of position and recommendation of the Department Head.
- 12.22 Professional travel includes travel for professional organizational meetings and specialized topic seminars.** Professional travel shall be considered a growth opportunity for employees and shall be authorized for those persons performing at a superior level for the City when department budgets permit. Participants shall be chosen by the City Manager based on appropriateness of position and recommendation of the Department Head.
- 12.3 Travel Advances.** City representatives may obtain an advance on funds to be used for specific out-of-city travel in an amount, which reasonably provides for estimated out-of-pocket expenses but limited to a maximum of \$75 per day of travel.
- 12.31** Approved requests for travel should be submitted to the Department head two (2) working days prior to the commencement of travel.
- 12.4 Commercial Transportation.**
- 12.41 Tickets.** Use of coach class and round-trip tickets is required when available.
- 12.42** Transportation costs for City business not originating from the Excelsior Springs area or resulting from a change in itinerary occurring during a trip, including coach class airfare travel, bus, train, taxicabs, and streetcar fares will be

reimbursed based on actual costs incurred, subject to the approval of the Department Head and the City Manager.

- 12.43** Extensions of, or changes in, travel status for personal reasons or convenience, which will increase the costs to the City, will not be reimbursed.

12.5 Automobile Travel.

- 12.51 For Out-of-City Travel.** City vehicles shall be utilized unless the use of a privately-owned vehicle is specifically authorized by the Department Head.

The use of privately-owned vehicles shall be reimbursed at a fixed rate which shall be equal to the rate determined by the Internal Revenue Service.

Where the use of privately-owned vehicles is authorized for the convenience of the employee, the mileage allowance shall not exceed equivalent public transportation costs.

Personal Automobile Liability. Because we have adopted a policy of risk control procedures, it is incumbent upon the City to gather and file evidentiary material on automobile liability insurance coverage from all current employees who may have occasion to drive their personal vehicles on City business.

Department heads are therefore instructed to collect current proof of automobile liability insurance coverage evidencing, at the least the State minimum coverage requirements, from those employees who drive personal vehicles on City business and submit this proof to the Human Resources Department. It will then be subsequently filed in the employee's official personnel jacket.

If the Human Resources Department has not received such documentation after the adoption of this policy, all subsequent mileage reimbursements for an employee will be withheld until receipt of current proof of automobile liability coverage by the Human Resources Department.

12.6 Accommodations, Subsistence, and Incidentals.

- 12.61 Lodging.** Reimbursement for hotel or motel accommodations will be for the actual cost incurred for a single room with bath unless otherwise authorized by the City Manager. Receipts are required.

12.611 When accommodations are required for extended periods of time, weekly rates should be obtained, if available.

12.612 Reimbursement for personal items and alcoholic beverages will not be allowed.

12.62 Meals. Full per diem expenses may be paid, without receipts, at the following rate: full day- twenty dollars (\$20.00). No per diem allowance is made for less than a full day. Meals may be reimbursed, with receipts, at the following rates: full day- fifty-nine dollars (\$59.00). Partial: breakfast- thirteen dollars (\$13.00), lunch- fifteen dollars (\$15.00), dinner- twenty-six dollars (\$26.00), incidental expenses – five dollars (\$5.00) (PW2023 GSA rates for Tier 1 Rate).

12.63 Reimbursement of moving expenses incurred by new employees for management and supervisory positions, including the new employees' immediate family, household goods and personal effects may be made, provided such reimbursement has been authorized by the City Manager.

12.64 Reimbursements for tips to cab drivers and bellhops, telephone charges and tolls, and parking expenses will be based on reasonable actual costs incurred.

SECTION 13

SEPARATION AND DISCIPLINARY ACTION

13.1 Resignation.

13.11 An employee may resign from the service of the City by presenting a resignation in writing to the Department Head in advance as follows:

13.111 At least a fourteen (14) calendar day notice for regular employees.

13.112 At least five (5) working days' notice for part-time or temporary, employees.

13.113 During the notice period the employee shall not be compensated for or schedule leave unless such leave is medically necessary or required by law. This shall include personal leave days and sick leave. Other leave requests may be honored at the discretion of the Department Head.

13.114 The final payroll check shall be released on the regular date of release and vacation and sick leave accumulation shall be released on the following date of release unless otherwise required by law. The final check may be held until all City property in the possession of the employee is returned and/or if reimbursement of training costs is warranted and when the Department Head is assured everything is in order.

13.12 Providing proper and timely notice of resignation as indicated above is a condition precedent to the right to pay for accumulated leave. In other words, no resigning employee will be paid for accumulated leave if he or she fails to give notice of resignation as required above. The Human Resources Manager may request to schedule an exit interview with any employee leaving the city's employment.

13.13 Such resignation may be withdrawn by the employee at any time prior to the effective date, with approval by the Department Head and the City Manager.

13.14 No call no show. An employee who fails to show up for work for three consecutive days/shifts and fails to call in to the appropriate person per departmental policy to give notice of his/her absence for three consecutive days/shifts shall be considered to have voluntarily resigned his/her position with the City unless the employee can establish that it was not possible for him/her to call in or have somebody else call in for the employee to report the absence.

13.2 Disciplinary Action. An employee can be disciplined for any lawful reason. The City Manager in his/her sole discretion shall make the final determination of whether a specific circumstance warrants disciplinary action. The City Manager may in writing delegate the authority to take disciplinary action to Department Heads, except that the City Manager shall retain sole authority, in his/her sole discretion, to dismiss or demote an employee or to suspend an employee for more than five (5) days. Refer to Section 16 Risk Management for additional guidance.

13.21 Procedures. A four-step procedure is generally followed by the City for poor performance, or minor misconduct, but is not required. In all steps prior to suspension without pay, **Section 13.3**, or dismissal, **Section 13.6**, an employee will be given notice of the charges against him and an opportunity to respond. In addition, discipline will be administered privately, out of sight and sound of the employee's co-workers except that the person issuing the discipline may have a witness present if he/she deems appropriate. However, a violation, which is serious in nature, is to be corrected by the supervisor immediately. Moreover, the City Manager has the authority, in his/her discretion, to skip any of the steps outlined below, if he/she believes in his discretion that it is in the City's best interests.

1. **Verbal/warning:** The offending employee will be given a verbal warning by his/her supervisor. The supervisor will state "This is a verbal warning". A notation of this will be made and filed in the employee's personnel file.
2. **Written Warning:** The employee will receive written notice of the offense with reference to prior discussion. If the employee's position is in jeopardy, the notice should so state. A copy of this notice will be placed in the employee's personnel file.
3. **Suspension or Demotion:** This will subject an employee to disciplinary action. See **Section 13.3 Suspension**.
4. **Dismissal:** See **Section 13.6 Dismissal**.

13.3 Suspension. Department Heads may suspend any employee of their department for a period not to exceed five (5) workdays with or without pay. The City Manager may suspend any employee with or without pay for a period not to exceed thirty (30) calendar days. The City Manager or Department Head shall notify the employee. Such notification shall be in writing and include the reasons for and the duration of the suspension. Within ten (10) working days of such notice, the employee may appeal such suspension under procedures outlined in **Section 13.8 "Appeal Process"**. No leave, or seniority benefits will accrue during the period of suspension. An employee may not work any additional hours or shifts outside their normally scheduled shifts during the same pay period as the suspension days without authorization from the department

head.

13.4 Demotion. The City Manager may demote an employee. A written statement of the reasons for any such action shall be promptly furnished to the employee. An employee will receive at least fifteen (15) days' notice of a demotion unless the City Manager believes that less notice is appropriate. No demotion shall be made if any employee in the lower class will be laid off because of the action. Within ten (10) working days after receiving notification of demotion, the employee may appeal in writing under procedures outlined in **Section 13.8 "Appeal Process"**.

13.5 Dismissal. The City is an "at will" employer and as such employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. The City Manager may dismiss any employee for any lawful reason. Such action shall require that notice of at least ten (10) working days be given, to include a written statement of reasons for the action if specifically requested in writing by the employee. Should the City Manager desire to make an immediate dismissal of an employee from the service of the City, the City Manager may authorize two weeks' pay in lieu of notice.

13.51 Appeal. The employee may, within ten (10) calendar days of notification, appeal in writing to the City Manager under procedures set forth in Section 13.8 "Appeal Process".

13.52 An employee dismissed for unsatisfactory job performance shall receive compensation for vacation leave earned and unused.

13.6 Layoff. The City Manager may separate any employee if the position or project to which said employee has been assigned is abolished or if funds are not available, in the opinion of the City Manager, to pay the salary. Notice of at least ten (10) working days shall be given the employee.

13.61 Appeal. Within ten (10) working days of notice of layoff, the employee may appeal in writing to the City Manager under procedures set forth in Section 13.8 "Appeal Process".

13.62 The employee who has been laid off shall receive compensation for any leave earned and unused per leave policies.

13.63 Employees who have been laid off and who have performed their duties satisfactorily and have complied with the provisions of this Manual will receive first consideration for any vacancies that the employee is qualified to fill which becomes available within the City for a period of one year after layoff if the laid off employee notifies the City's Human Resources Department of an interest in such vacancies and satisfactorily completes the application process.

13.7 Re-employment after Layoff. Employees laid off for funding reasons shall be eligible to return to the City when in the estimation of the City Manager, proper funding levels exist, and re-employment of the employee would be in the best interests of the City. Employees called back after layoff shall return with the same pay level as when they left.

13.8 Appeal Process. All regular employees are given the right of appeal. Within ten (10) calendar days of any notification of disciplinary action, the employee may file a written appeal to the City Manager.

13.81 Investigation. The City Manager shall hear all appeals submitted by any regular employee in the City relative to any suspension, demotion, dismissal, or layoff, and shall render a final and conclusive decision.

13.82 Schedule of Appeal. No later than ten (10) calendar days after receipt of the written appeal, the City Manager shall fix a time and place for convening of a hearing. Within forty-eight (48) hours after the completion of the hearing, the City Manager shall report the finding and decision to the parties involved.

13.83 Nature of Hearing. The hearing shall be conducted in an informal manner by the City Manager.

13.84 Right to Representation. The employee shall have the right to appeal and be heard in person or by Counsel.

13.85 Failure to Appear. Employee's failure to attend or notify the City Manager of the inability to attend will constitute just cause for dismissal of the appeal.

13.9 Substance Abuse and Employee Assistance Program. Employees of the City of Excelsior Springs are our most valuable resource, and it is our goal to provide a healthy, satisfying working environment which promotes personal opportunities for growth. In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit

industry and subject to the Federal Motor Carrier Safety Administration. The DOT Federal Motor Carrier Safety Administration (FMCSA) and the Federal Transit Administration (FTA) of the U.S. Department of Transportation have published 49 CFR Part 382, Part 653 and Part 654, as amended, that mandate urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. 49 CFR Part 382 governs drug and alcohol use and testing for employees who hold a Commercial Driver's License (CDL) and drive a Commercial Motor Vehicle (CMV). The regulations apply to persons who operate a CMV in interstate, foreign, or intrastate commerce, to all employers of such persons and to all states. The U.S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

All provisions set forth in bold face print are included consistent with requirements specifically set forth in 49 CFR Part 382, Part 653, part 654, or Part 40, as amended. Provisions set forth in the Drug-Free Workplace Act (49 CFR Part 29) are delineated in italics. All other provisions are set forth under the authority of the City of Excelsior Springs. Substance Abuse Policy for Transportation/Transit employees are presented in Attachment 3, Page 91 of this policy.

13.91 Applicability. This **policy applies to all safety-sensitive** and non-safety-sensitive **employees, paid part-time employees, contract employees, and contractors** when they are on City property or **when performing other safety-sensitive** or non-safety-sensitive **business**, except that the City's Substance Abuse Policy for Transportation/Transit Employees governs transportation/transit employees. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on City premises and will not be permitted to conduct business if found to be in violation of this policy. All the City's drug and alcohol policies shall be construed to be consistent with all applicable legal requirements. Nothing in this **Section 13** shall be construed or applied in a manner that is inconsistent with the provisions of the City's Substance Abuse Policy for Transportation/Transit Employees.

Commercial Motor Vehicle (CMV) means a motor vehicle, or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- **Has a gross combination weight of 11,794 or more kilograms (26,001 or more pounds), inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or**
- **Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or**
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to have a placard under the Hazardous Materials Regulations.

A DOT FMCSA safety-sensitive function means all time, from the time an employee begins to work, or is required to be in readiness to work, until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include the following:

- All time at a City building, facility, or other property, or on any public property, waiting to be dispatched to operate or maintain or repair a CMV, unless the employee has been relieved from duty by the City.
- All time inspecting equipment as required by DOT regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle in operation.
- All time spent performing the employee requirements associated with an accident involving a CMV.
- All time, other than driving time, spent in or upon any commercial motor vehicle.
- All time loading or unloading a CMV, supervising, assisting in the loading or unloading, attending a CMV being loaded or unloaded, remaining in readiness to operate the CMV, or in giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV; and
- Also included on Attachment 1 is a list of DOT FMCSA safety-sensitive functions and positions.

Also included on Attachment 1 is a list of Other Safety-Sensitive Positions and Functions other than mass-transit and DOT FMCSA safety-sensitive mass-transit positions and functions.

For those persons not previously subject to alcohol and/or drug testing or not previously subject to random alcohol or drug testing, this Policy will take effect thirty (30) days after it is approved by the City.

13.92 Prohibited Substances. "Prohibited substances" addressed by this policy include the following:

1. Illegally Used Controlled Substances or Drugs

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Safety sensitive employees will be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in **Section 13.94** of this policy.

2. Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor if the employee is in a safety sensitive position and use of the medication could affect their ability to perform essential job functions and could pose a direct threat or significant risk to them or others. In addition, the employee must obtain a written release from the attending physician releasing the person to perform their job duties any time they obtain a performance-altering prescription.

A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug during medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing business is prohibited.

3. Alcohol

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

13.93 Prohibited Conduct.

1. Manufacture, Trafficking, Possession, and Use

City employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on City premises, in transit vehicles, in uniform, or while on City business. Employees who violate this provision will be discharged. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

2. Intoxication/Under the Influence

Any employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substances, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition up to and including termination of employment consistent with legal requirements. Employees found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action up to and including termination of employment consistent with legal requirements. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

3. Alcohol and Drug Use

No employee should report for duty or remain on duty when his/her ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.02 or greater. No employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety sensitive function. No employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call.

All safety-sensitive employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

4. Compliance with Testing Requirements

All employees will be subject to urine drug testing and breath alcohol testing as a condition of employment. Any employee who refuses to comply with a request for testing shall be removed from duty and their employment terminated. Any employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of falsifying test results will result in the employee's removal from duty and their employment terminated. Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Such a refusal constitutes a verified positive drug test. Drug tests can be performed any time a safety sensitive employee is on duty. An alcohol test can be performed when the safety sensitive employee is performing a safety sensitive duty, just before, or just after the performance of a safety sensitive duty.

5. Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with City requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including termination. The cost for any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

6. Notifying the City of Criminal Drug Conviction

All employees are required to notify the City of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in

disciplinary action, up to and including termination.

7. Proper Application of the Policy

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

13.94 Testing Procedures

Analytical urine, blood and/or hair drug testing and breath and/or blood testing for alcohol may be conducted when circumstance warrant or as required by Federal regulations. All employees shall be subject to testing prior to employment, for reasonable suspicion, and following an accident as defined in paragraphs 2, 3, and 4 of this policy section. In addition, all employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return to duty for a period of one to five years, with at least six tests performed during the first year.

Those employees who perform safety-sensitive functions as defined in the attachments to this policy shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which have been approved, by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended, which is incorporated herein by reference. Any employee can review a copy of the version of 49 CFR Part 40, as amended that is in effect by requesting a copy to review from the Program Manager who will keep a copy available for review by employees. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result. However, federal regulations require direct observation of urine specimen collections if the drug test is a return-to-duty test or a follow-up test. Federal regulations also require that the employee being tested raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that they do not have

a prosthetic or other device that could be used to interfere with the collection process such as a device that could be used to carry “clean” urine and/or urine substitutes. If an employee declines to allow a directly observed collection required or permitted by law, this will be considered a refusal to test. An employee’s admission to the collector or Medical Review Officer (MRO) of adulterating or substituting a specimen is now a refusal to test. In addition, if at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be cancelled.

The revised 49 CFR is effective August 1, 2001, and 49 CFR Part 40 was amended with some provisions effective August 25, 2008, and other provisions effective August 31, 2009. If the United States Department of Transportation (DOT) Federal Transit Administration or the Federal Motor Carrier Safety Administration amends 49 CFR Parts 40, 382, 653, 654 and/or 655 or any other parts of the drug testing regulations, those amendments will be deemed incorporated herein by reference, and a copy of those amended regulations will be made available to any employee upon a request being made to the Program Manager.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. Urine specimens will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. An initial drug screen will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. The test results from the laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result. The MRO will contact the employee, notify the employee of the positive laboratory result, and provide the employee with an opportunity to explain the confirmed test result. The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a positive laboratory result. If no legitimate medical explanation is found, the test will be verified positive and reported to the City’s program manager. If a legitimate explanation is found, the MRO will report the test result as negative.

The split specimen will be stored at the initial laboratory until the analysis of the

primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so, requested by the employee through the Medical Review Officer.

In instances where there is a reason to believe an employee is abusing a substance other than the five drugs listed above, the City reserves the right to test for additional drugs under the City's own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout along with an approved alcohol testing form will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for twenty-four hours unless a retest results in a concentration measure of less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 654 for safety-sensitive employees.

Any employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will also result in disciplinary action up to and including termination.

The City affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process consistent with legal requirements and the provisions of these policies.

Employees who are not covered by Department of Transportation drug and alcohol testing requirement may be required to use non-DOT forms and non-DOT drug and alcohol testing procedures.

1. Employee Requested Testing

Any employee who questions the results of a required drug test under paragraphs 2 through 7 of this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. Employees do not have access to a test of their split specimen following an invalid or cancelled test.

2. Pre-Employment Testing

All applicants shall undergo urine drug testing prior to hire or transfer into a safety-sensitive position. Receipt by the City of a negative drug test result is required prior to employment. A pre-employment/pre-transfer test will also be performed anytime an employee's status changes from an inactive status in a safety-sensitive position to an active status in a safety-sensitive position (i.e., return from Worker's Comp., return from leave of absence).

3. Reasonable Suspicion Testing

All employees may be subject to a fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made based on documented objective facts and circumstances, which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

- a. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
- b. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other

prohibited substance.

- c. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
- d. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse.

4. Post-Accident Testing

All employees will be required to undergo urine and breath testing if they are involved in an accident with a City vehicle (regardless of whether or not the vehicle is in revenue service) that result in a fatality. This includes all surviving employees that are operating the vehicle and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage; unless the employee can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision.

Following an accident, the employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operations personnel, but also any other covered employee whose performance could have contributed to the accident.

5. Random Testing

Employees in safety-sensitive positions will be subjected to random,

unannounced testing. The selection of safety-sensitive employees for random alcohol testing will be made using a scientifically valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced. Tests can be conducted at any time during an employee's shift (i.e. beginning, middle, and end). Employees are required to proceed immediately to the collection site upon notification of their random selection.

6. Return-To-Duty Testing

All employees who previously tested positive on a drug or alcohol test must test negative (below 0.02 for alcohol) on a return-to-duty test and be evaluated and released to duty by a Substance Abuse Professional before returning to work. A Substance Abuse Professional (SAP) is a licensed physician or certified psychologist, social worker, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. Before scheduling the return to duty test, the SAP must assess the employee and determine if the required treatment has been completed.

7. Follow-Up Testing

Employees will be required to undergo frequent, unannounced urine and/or breath testing following their return to duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests beyond the minimum will be determined by a qualified Substance Abuse Professional.

13.95 Employment Assessment

Any employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP). An SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol

misuse.

Assessment by an SAP or participation in the City's Employee Assistance Program does not shield an employee from disciplinary action or guarantee employment or reinstatement with the City.

If an employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP, the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced follow-up testing for a period of one to five years. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider.

Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

13.96 Information Disclosure

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Unless otherwise required by law, information will only be released in the following circumstances:

1. to a third party only as directed by specific, written instruction of the employee.
2. To the decision-maker in or others involved in the defense of a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee tested.
3. to a subsequent employer upon receipt of a written request from the employee.
4. to the National Transportation Safety Board during an accident investigation.
5. to the DOT or any DOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail fixed-guideway systems; or
6. To the employee, upon written request; or
7. When complying with State or Federal requirements.

13.97 Employee and Supervisor Training

All safety sensitive employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training must also include manifestations and behavioral cues that may indicate prohibited drug use.

Supervisors will also receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Information on the signs, symptoms, health effects and consequences of alcohol misuse are presented in Attachment 2 of this policy.

13.98 Re-Entry Contracts

Employees who re-enter the workforce must agree to a re-entry contract. That contract may include (but is not limited to).

1. A release to work statement from the Substance Abuse Professional.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of one to five years with at least six tests performed the first year.
4. A statement of work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

13.99 System Contact

Any questions regarding this policy or any other aspect of the drug free and alcohol-free City program should contact the following City representative:

Program Manager:

Name:	Shannon Stroud
Title:	Human Resources Manager
Address:	City of Excelsior Springs

201 East Broadway
Excelsior Springs, MO 64024
Telephone No.: (816) 630-0761
Fax No.: (816) 629-7023

Medical Review Officer:

Name: MRO Lab at Excelsior Springs Hospital
Address: 1700 Rainbow Blvd.
Excelsior Springs, MO 64024
Telephone No.: (816) 629-2766

Substance Abuse Professional:

Name: United Healthcare
Telephone No.: 888-887-4114
Website Assistance: myuhc.com
Selfcare/Support: Sanvello.com

Attachment 1

City of Excelsior Springs

MOTOR CARRIER SAFETY DOT FEDERAL ADMINISTRATION SAFETY-SENSITIVE POSITIONS AND FUNCTIONS

COMMERCIAL DRIVERS LICENSE

Persons who hold a Commercial Driver's License (CDL) and drive a Commercial Motor Vehicle (CMV) or hold a position that requires performance of any of the DOT FMCSA safety sensitive functions described or listed in this Policy.

- Bus Driver
- Construction Foreman
- Maintenance Worker I, II- and III
- Pump Station Operator II
- Street Foreman
- Transportation Coordinator
- Utility Foreman

OTHER SAFETY-SENSITIVE POSITIONS AND FUNCTIONS

Carrying a firearm or one or more passengers as part of an employee's job duties

FIRE: Assistant Chief
 Captain
 Chief
 Deputy Chief
 EMT
 Firefighter
 Firefighter-EMT
 Firefighter-Paramedic
 Paramedic

Com. Dev.: Building Inspector
 Code Enforcement Officer

POLICE: 911 Communications Officer, & Supervisor
 Animal Control Officer, & Lead
 Captain
 Chief

Corporal
Lieutenant
Officer
Records Technician, & Supervisor
Recruit
Sergeant

PARKS, RECREATION, COMMUNITY CENTER:

Building Monitor
Child Watch Attendant
City Laborer
Lifeguards
Maintenance Worker I, II, III
Park Ranger
Parks & Open Space Manager
Parks, Recreation & Community Center Director

PUBLIC WORKS:

Assistant Utility Foreman
Cemetery Sexton
City Laborer
Plant Operator I, II, & Chief
Refuse Coordinator
Storm Water Coordinator

Attachment 2

ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it shows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass] over time may result in the following health hazards:

- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic").
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is seven times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents
- 30,000 will die due to alcohol-caused liver disease
- 10,000 will die due to alcohol-induced brain disease or suicide
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.

The City of Excelsior Springs Missouri

Drug and Alcohol Policy

Effective as of [02/07/2023]

Adopted by: Excelsior Springs City Council

Date Adopted: [02/07/2023]
Last Revised: [01/31/2023]

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Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect The City of Excelsior Springs Missouri's policy.

These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All The City of Excelsior Springs Missouri employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the supervisor no later than five days after such conviction.

Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions

while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per The City of Excelsior Springs Missouri policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when The City of Excelsior Springs Missouri has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by The City of Excelsior Springs Missouri using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by The City of Excelsior Springs Missouri using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If a Pre-Employment, Reasonable Suspicion, Post-Accident, Random, or Return to Duty test results in a negative dilute test result, The City of Excelsior Springs Missouri will conduct one additional retest. The result of the second test will be the test of record. If there is a negative dilute test result and the test type was not a Pre-Employment, Reasonable Suspicion, Post-Accident, Random, or Return to Duty test, The City of Excelsior

Springs Missouri will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. The City of Excelsior Springs Missouri guarantees that the split specimen test will be conducted in a timely fashion. City of Excelsior Springs will seek to be reimbursed from the employee for all costs of such testing unless the test result of the split specimen invalidates the test result of the primary specimen

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by The City of Excelsior Springs Missouri.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or The City of Excelsior Springs Missouri for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or The City of Excelsior Springs Missouri's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

Contact Person

For questions about The City of Excelsior Springs Missouri's anti-drug and alcohol misuse program, contact

Designated Employer Representative (DER):

Name: Courtney Kennedy
Title: Transportation Coordinator
Address: 103 E Water, Excelsior Springs, MO 64024
Phone: 816-630-0754 ext. 4425
Fax: 816-630-9528
Email: ckennedy@excelsiorsprings.gov

Consortium/Third Party Administrator:

Name: WPCI
Address: 1321 Broadway, Scottsbluff, NE 69361
Phone 308-632-7411
Fax: 308-632-6727

Drug Testing Lab:

Name: MedTox
Address: 402 W County Rd D, St. Paul, MN 55112
Phone 877-474-5767
Fax: N/A

Medical Review Officers (MRO):

Name: Dr. Richard Simmons
Address: 1124 Broadway Suite A, Scottsbluff, NE 69361
Phone 800-682-5176
Fax: 308-632-6727

Attachment A: Covered Positions

Transportation Coordinator (If Performs Dispatch or Driver Functions)
Full-time Bus Drivers
Part-time Bus Drivers

SECTION 14
EMPLOYEE RELATIONS AND GRIEVANCES

- 14.1 General Policy.** It shall be the policy of the City to establish such written or unwritten policies and procedures as are necessary to insure effective means of communication between employees and management and to promote a high level of employee morale.
- 14.2 Working Conditions.** Every effort shall be made to provide and maintain working conditions which are conducive to maximum work effort, and which are in no way harmful to the employee. The City Manager may make investigations of working conditions, which fail to meet such criteria and may direct Department Heads to correct conditions believed to be preventable.
- 14.3 Orientation of New Employees.** It shall be the responsibility of the Human Resources Department and Department Heads to ensure that each new employee is fully informed as to the rights and obligations of employees, working conditions, duties, the general function of the City, and other personnel policies to include hours of work, overtime, leave, paychecks and deductions, insurance programs, training, pay increases and promotion.
- 14.4 Communications.** Every effort shall be made to ensure that employees are made aware of changes in policy of procedure, additional staff duties, and changes in personnel, general City business, and other information necessary for effective job performances. Further, employees shall be given the opportunity to make suggestions for the good of the City and to request clarification of policy and management decisions.
- 14.5 Grievances.** The City agrees to resolve employee grievances promptly and fairly. All employees are free to present grievances for orderly settlement and shall be assured freedom from discrimination, coercion, restraint, or reprisal. An employee shall be allowed reasonable time, during regular working hours, to initiate and process grievances upon notification and approval of the employee's supervisor.
- 14.51 Definition.** A grievance is a disagreement relating to employment and working conditions or relationships between an employee and the employee's supervisor or other employees. The nature of the disagreement is such that the employee believes that his or her rights as an employee have been infringed upon, and thus seeks some action by management.
- 14.52 Submission of Grievance.**
- 14.521 Step 1** The employee shall discuss the complaint or problem with his or her supervisor, or in the absence of the supervisor and/or in case of grievance with supervisor, the employee shall discuss the

complaint or problem following the chain of command within five (5) workdays following its occurrence.

14.522 Step 2 Within five (5) workdays after the after the discussion at Step 1, or if no timely decision has been made within five (5) workdays following the discussion at Step 1, if the employee wishes to pursue the matter, the employee shall then present a written grievance to the Department Head and/or a designated representative. The grievance shall state the nature of the complaint, the facts, and witnesses as they are known to be, and the remedy sought. The Department Head and/or a designated representative who shall render a written and dated decision within ten (10) working days.

14.523 Step 3 If the employee is not satisfied with the decision by the Department Head and/or designated representative, the employee can submit a written appeal to the City Manager and/or his appointed representative within five (5) working days of receipt of the decision of the Department Head and/or appointed representative. The employee, the employee's supervisor, the Department Head, and any other interested party can provide oral or written information bearing on the grievance to the City Manager or his appointed representative. The City Manager or appointed representative shall then take appropriate action, on the grievance within ten (10) working days of receipt of the grievance. The decision of the City Manager or his appointed representative shall be in writing and shall be final.

14.54 Retroactive Adjustment. All adjustments of grievances processed under the procedures described shall be retroactive to the time the grievances are first submitted by the employee to the immediate supervisor.

SECTION 15

ETHICS AND STANDARDS

- 15.1 Political Activity.** City employees shall not be appointed or retained based on their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute to or solicit funds or support for the purpose of supporting or opposing the appointment or election of candidates for any municipal office.
- 15.2 Conduct, Work Habits.** It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the City. Whenever work habits, production, or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner to elicit the cooperation and good will of the employee.
- 15.3 Outside Employment.** No person shall be hired by the City or be employed full-time by the City and be engaged in outside employment, whether part-time, temporary, or permanent, without prior written approval from the Department Head. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes or is likely to conflict or interfere with the employee's municipal service. Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with official duties.
- 15.4 Relatives.** Two members of an immediate family shall not be employed under the same supervisor; nor shall two members of an immediate family be employed at the same time, regardless of the administrative department, if such employment will result in an employee supervising a member of the immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. Additionally, and in conjunction with Missouri law, specifically Article VII S6 of the Missouri Constitution, any public officer or employee in this state who by virtue of his office or employment names or appoints to any public office or employment any relative within the fourth degree of consanguinity or affinity, shall there by forfeit his office or employment.

Note: The Fourth degree of consanguinity or affinity is defined as "First Cousins" by blood or Marriage.

The provisions of this Section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the time of the adoption of this Section.

15.5 Gifts and Gratuities. Employees shall not solicit or accept from any person, business or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the employees or the City, if it may reasonably be inferred that the person, business or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
2. Has an interest, which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.

It is expressly prohibited for any employee in any way to use their position or influence for private gain for themselves or others.

15.6 Administrative Policies Regarding Privacy, Information Systems, Computers, Networks, Electronic Mail, Phone, Cell Phone, Internet Use & Voice Mail. The City of Excelsior Springs is committed to using available technology to improve employee performance, and to provide high quality services to citizens. Electronic mail (e-mail), voice mail, and the Internet are useful communication and research tools provided to designated employees for uses related to municipal business. This policy is to ensure the use of these technologies is consistent with municipal policies and applicable laws, to define the individual user's job responsibilities, define supervisory responsibility, and to establish basic guidelines for appropriate use.

15.61 The following provisions apply to all City employees (including regular, part-time regular, part-time, seasonal, intern, contract, or temporary) and elected or appointed officials accessing any City owned computer, network or system supporting e-mail, voice mail, telephone and City provided cell phone, and Internet access. This includes dial-in access from non-City owned equipment.

15.62 Each employee receiving Internet access will be given this Administrative Policy to read. The employee will acknowledge that they understand the policy and will comply with it.

15.63 The City's computer, e-mail, voice mail, telephone, City provided cell phones and Internet systems are the organization's property and should be used for municipal business only. Incidental personal use of the City's systems must be reasonable and must not cost the City in either employee time or actual expense as determined by the appropriate department director. Users are prohibited from using the City's computer, telephone or City provided cell phone resources

for personal or private financial benefit. Use should be consistent with common sense, common decency, and civility.

- 15.64** Employees should only disclose information or messages from the computer, e-mail, voice mail, telephones, City provided cell phones, and Internet systems to authorized employees. Information on these systems is limited to those individuals with a need to know.
- 15.65** The City reserves the right to monitor the computer, e-mail, voice mail, telephone systems (including City provided cell phones) and internet usage and systems to ensure that they are being used for municipal business purposes only, to ensure that the City's policies prohibiting harassment and discrimination are being followed, and to access and disclose information in an employee's computer, e-mail, voice mail, telephone system (including City provided cell phones) and internet system at any time without prior notice and approval. Computer and electronic files, internet records, e-mail messages and voice mail messages are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized representatives of the City or third parties who have a need to know in the City's sole opinion.
- 15.66** Inappropriate uses of the computer, e-mail, phones, cell phones, text messages, voice mail and internet system includes, but is not limited to: accessing, mailing, e-mailing, copying, forwarding or downloading any material not directly related to the employee's position with the City or in violation of federal, state and/or local laws; operating an outside business; "surfing" sexually explicit material; offensive or disruptive conduct or statements: creating a conflict of interest or ethics violation. Offensive conduct or statements will include, but not be limited to: sexual comments or images or messages, racial slurs, gender specific comments or any comments or messages that would reasonably offend someone on the basis of his or her age, religious or political beliefs, national origin, pregnancy or disability or other ground protected by law. Views expressed on electronic media do not necessarily reflect the views of the City of Excelsior Springs. The City reserves the right to block access from the City network to inappropriate sites if necessary. The City recognizes that users may connect accidentally to an inappropriate site. In this event, the user should immediately disconnect from the site. Employees may not erase or delete computer programs or files or data unless authorized to do so a City employee with appropriate authority.
- 15.67** City employees do not have a personal privacy right in any matter created, received, stored in or sent from the organization's computer, e-mail, voicemail, Internet or phone (including City provided cell phones) system. Use of these

systems by an employee constitutes express consent of the employee to monitoring and for disclosure by the City of the contents of City computers and messages.

- 15.68** Although each employee has individual passwords to access information systems, those passwords belong to the City. All system passwords and encryption keys must be available to City Management. An employee may not use passwords that are unknown to his/her supervisor or install encryption programs without turning over encryption keys to his/her supervisor.
- 15.69** The City has software and systems in place that monitor and record Internet usage. Users are advised that these systems are capable of recording, for each user, every World Wide Web site visit, news group, e-mail message and file transfer into and out of the City network. The general (non-user specific) nature of the Internet utilization by the City will be monitored on a regular basis by City Management. Supervisors can obtain printouts of individual activity of their subordinates from the Finance Department. In the event that inappropriate utilization is occurring, users will be identified, and applicable department directors notified for corrective measures, with individual employees as necessary.
- 15.70** Please note that even when work is erased or a hard drive crashes, previously deleted data may be recreated.
- 15.71** Passwords are not to be shared with any unauthorized person, nor are employees permitted to obtain another user's password by unauthorized means. The reliability of passwords for maintaining confidentiality cannot be guaranteed. Each employee must assume that someone other than the intended or designated recipients may read all work.
- 15.72** Users shall not load any applications onto computer resources without coordinating with the Department Head, including any software downloaded via the Internet.
- 15.73** All requests for phone and voice mail additions; modifications or deletions must be made to the Department Head.
- 15.74** When a City employee with Information Systems access leaves the City, the department shall notify the Department Head so that their password will be deleted.
- 15.75** Supervisors will be held responsible for ensuring their direct employees are given a copy of this policy, for ensuring this policy is understood and complied with, and for taking appropriate disciplinary action when necessary.

15.76 Failure to comply with this policy may be considered grounds for disciplinary action up to and including termination of employment.

15.8 Smoking and Smokeless Tobacco Policies. **PURPOSE.** To provide a smoke free environment for City employees and citizens visiting City facilities. To reduce the risk of damage to City property.

15.8.1 INTRODUCTION. The State of Missouri enacted a law which provides persons with access to smoke free air in certain areas and public places. The City of Excelsior Springs adopted ordinances set forth in Article IX of Chapter 230 of the Municipal Code, which comply with the provisions of state law. In addition to the restrictions applicable to all persons and places under the Municipal Code, the City has adopted the following restrictions on smoking by City employees.

15.8.2 RESTRICTIONS.

15.8.2.1 “Smoking” means possession of burning tobacco in the form of a cigarette, cigar, pipe, e-cigarettes and vaping or other smoking equipment.

15.8.2.2 “Smokeless tobacco” means chewing tobacco, including, but not limited to, twist, moist, plug, loose leaf and firm plug, and all types of snuff, including, but not limited to, moist and dry.

15.8.2.3 City employees will always comply with all restrictions on smoking imposed by the Municipal Code.

15.8.2.4 City employees will not smoke or use smokeless tobacco while operating a City vehicle and will not permit smoking or use of smokeless tobacco by any passenger in a City vehicle. City employees are further restricted from smoking or using smokeless tobacco while on work assignments or in view of the public during working or on-duty hours.

15.9 Obligation to Pay City Taxes and Utility Charges. Every employee of the City is expected to timely pay all City personal property and real property taxes and City utility charges. Failure to do so may result in disciplinary action up to and including termination of employment.

- 15.10 Obligation to Maintain Property within the City.** Every employee of the City is expected to maintain his or her real property and residence in compliance with applicable City codes. Failure to do so may result in disciplinary action up to and including termination of employment.
- 15.11** No City employee shall discharge fireworks on City property without the Fire Chief's approval.

SECTION 16

RISK MANAGEMENT

- 16.1** The Human Resources Department, as an integral part of this policy, will periodically do Department of Revenue checks on current City employees/fire volunteers to validate currency on driver's licenses as part of the risk control procedures required under risk management applications. Consent to such checks is a condition of continued employment with the City, and each employee of City who acknowledges receipt of this Personnel Manual will be deemed to have consented to this Department of Revenue check.
- 16.2** In the instance where such periodic checks produce negative evidentiary material, the procedure in **Sub Section 5.535** will be followed.
- 16.3** If you are required to drive a motor vehicle or operate equipment that requires any type of driver's license as part of your job with the City, you are obligated to notify your Department Head and the Human Resources Department immediately if your driving privileges are suspended or revoked. If you fail to immediately provide such notice, your employment is subject to immediate termination. This paragraph applies to holders of regular driver's licenses as well as holders of Commercial Driver's Licenses.

SECTION 17

RECORDS AND REPORTS

- 17.1 General Responsibility.** The City Manager, or a designated representative, shall be responsible for establishing and maintaining the system of record keeping that is deemed appropriate and necessary to effectively and efficiently carry out the policies set forth herein.
- 17.2 Personnel Records.** The Personnel File shall be the central repository for all such personnel records as the City Manager deems necessary. Unless the City Manager directs otherwise, the personnel file for each employee shall contain information relating to initial appointment, pay rate assigned, tax withholding forms, signed acknowledgments of receipt of the Personnel Manual and changes thereto, any signed acknowledgements of training on the City's policies prohibiting discrimination and harassment, application, resume (if applicable), job description(s), performance appraisals, salary increases, promotions, transfers, grievance actions, appeals, disciplinary action, and other actions either permanent or temporary that affect the status of the employee. Medical information regarding employees and their dependents should not be kept in an employee's personnel file. Personnel records shall be kept for the time periods as required by law or such other time periods as the City Manager may designate.
- 17.3 Action Forms.** The City Manager, or a designated representative, shall develop those forms necessary to effectively carry out and communicate the policies and related actions required as set forth in these Personnel Policies and Procedures.

SECTION 18

WORK ASSIGNMENTS AND DEPARTMENTAL COOPERATION

- 18.1 Work Assignments.** All City employees are subject to work assignments as may be necessary to carry out the function of the City government. During an unusual or emergency situation, as defined by the City Manager or City Council, this could include temporary assignment to another operating department.
- 18.2 Departmental Cooperation.** All City Department Heads, supervisors, and other employees are expected to cooperate fully with each other in the accomplishment of City objectives. Disagreements between operating Departments are expected to be promptly brought to the attention of the City Manager for discussion and settlement.

SECTION 19

AFFIRMATIVE ACTION PLAN

- 19.1 General.** It is the policy of the City of Excelsior Springs to assure equal employment opportunity to all persons regardless of race, color, religion, sex, sexual orientation or national origin and to follow all applicable employment, anti-discrimination and affirmative action legal requirements.
- 19.2 Goals.** To ultimately establish and maintain, consistent with legal requirements, an integrated and balanced work force throughout the City to effectively meet the needs of the citizens of Excelsior Springs.
- 19.3 Objectives.**
- 19.31** To establish responsibility for and provide guidelines for implementation and conduct of the City of Excelsior Springs' Affirmative Action Program.
 - 19.32** To establish realistic program goals and maintain a recruitment program for the Affirmative Action Program consistent with legal requirements.
 - 19.33** The long-range goal of the City is to achieve equitable representation of minorities and women at all job levels of City employment and in specific occupational areas that will be consistent with both population parity and/or available qualified work force and also be consistent with legal requirements.
- 19.4 Administration.**
- 19.41** The City Manager shall be responsible for the administration of the City Affirmative Action Program.
 - 19.42** The City Manager shall assist Department Heads in establishing realistic goals and guidelines essential to attainment of the objectives of the City.
 - 19.43** The City Manager shall review recruitment, selection, testing and promotional practices and identify actions needed to eliminate any discriminatory and artificial barriers that may exist.
 - 19.44** The City Manager shall when and where he deems appropriate appear or designate individuals to appear as speakers to community groups, employee organizations and other interested agencies on the City Affirmative Action Program.

19.45 The City Manager shall serve as the Equal Employment Opportunity (E.E.O.) Officer.

19.5 Recruitment.

19.51 The City will establish a recruitment program to attract minorities and women consistent with legal requirements.

19.52 Methods utilized in carrying out recruiting efforts shall include, but not necessarily be limited to, the following:

19.521 Dissemination of notices of City job openings to minority group organizations serving the minority community.

19.522 Establish communication and cooperative working relationships between the City Manager and leaders of women's and minority group organizations serving the community.

19.6 Testing and Selection Process.

19.61 Pre-employment written and performance tests, when utilized, will be reviewed to assure that they are job related.

19.62 Employees will be encouraged to participate in developmental programs sponsored by the City or other governmental or community agencies to qualify for upward job mobility.

19.7 Training Programs.

19.71 The City shall develop training programs and support career education programs which provide academic and job skills to their regular employees.

19.72 Cooperate with agencies to develop meaningful training curriculum relevant to employment with the City.

19.10 Complaint Procedure.

19.101 Every employee will have the right to file an internal complaint with the E.E.O. Officer and to obtain redress there from for any discriminatory act that may be committed against him/her.

19.102 Employees shall be encouraged to informally seek the advice and counsel of the E.E.O. Officer when they suspect they may have been treated in a discriminatory fashion.

19.11 E.E.O. Officer. City Manager, 201 East Broadway, Excelsior Springs, Missouri 64024;
Phone (816) 630-0750.

19.12 General Policy. The City Equal Employment Opportunity Resolution shall be posted on
all City Bulletin Boards.

SECTION 20

MISCELLANEOUS WORK RULES AND PROVISIONS

20.1 LIGHT DUTY.

Eligibility. Temporary light duty assignments may be made for employees with work-related injuries or illnesses that are covered by Workers' Compensation. Eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work.

The Employer does not guarantee the availability of light duty work. In addition, employees on light duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. The pay rate for a light-duty assignment shall be based on the knowledge, skills, and abilities required for the job, as well as general labor market conditions. Employees who return to work in light-duty positions before they have reached maximum medical improvement may be eligible for temporary partial disability benefits under Workers' Compensation if they earn less than they earned in the position held at the time they sustained the work-related accident or illness. Employees in light-duty positions are not permitted to supplement their Workers' Compensation benefits by using their accrued vacation, personal, or medical/sick leave.

An employee with a job-related injury or illness who refuses a light duty assignment may lose Workers' Compensation payments.

Duration of Light Duty. Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the Employer. Light duty assignments will normally not exceed 12 weeks. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

Medical Certification. Before assigning temporary light duty, the Employer will require medical certification from the employee's physician or other health care provider that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the Employer will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties. Consistent with legal requirements, the City may have a physician or health care provider of its choosing examine the employee to determine whether the employee can perform his or her normal job duties and/or the job duties of any proposed light duty job.

Return to Work after Light Duty. If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties without posing significant risk of harm

to his or her health or the safety or health of others, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties without posing significant risk of harm to his or her health or the health or safety of others, the Employer will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his or her previous position, the Employer will then consider transferring the employee to a vacant position for which the employee is qualified. If nothing suitable is available, the employee may be terminated.

20.2 PRIVACY.

In collecting, maintaining, and disclosing personnel information, the Employer makes every effort to protect employees' and volunteers' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's/volunteer's file or record. Except as otherwise required by law, the Employer treats personal information about employees and volunteers as confidential and respects the need for protecting each employee's and volunteers' privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees and volunteers.

The City collects and retains only such personal information as it needs to effectively conduct business. The City takes steps to make sure that all personal and job-related information about employees and volunteers is accurate, complete, and relevant for its intended purpose.

In response to an information request from an outside organization, individual, or entity, the Employer normally verifies only job titles and dates of employment of former or present employees and volunteers, except as required by Chapter 610 R.S.Mo. (the "Sunshine Law"). The Employer generally does not provide any other information, but will consider providing, but is not bound to provide, additional information if it has received from the employee, volunteer, or former employee a written request or authorization for disclosure or confirmation of additional information. The City may condition the supplying of information regarding employees and/or former employees upon execution of a form releasing the City and persons giving and receiving such information from all legal liability in connection with releasing such information.

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, City provided cell phones, modems, facsimile machines, duplicating machines and any vehicles or equipment are the Employer's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes. The Employer reserves the right, always, and without prior notice, to inspect and

search any and all of the Employer's property for the purpose of determining whether this policy or any other policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state or federal laws. Such inspections may be conducted during or outside of business hours.

The Employer's computer and phone systems (including City provided cell phones) and other technical resources, including but not limited to any voicemail or e-mail systems, are provided for use in the pursuit of the Employer's business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy. As a result, computer data, voicemail, and e-mail are readily available to numerous persons. During employment, or volunteerism, as an employee performs or transmits work on computer systems or other technical resources, such work may be subject to investigation, search, and review in accordance with this policy. In addition, any electronically stored communications that employees or volunteers either send to, or receive from, others may be retrieved and reviewed whenever the Employer chooses to do so, with or without the employee or volunteer present. At no time is an employee or volunteer authorized to utilize the City's computer or phone systems or City provided cell phones for any purpose that is detrimental to the best interests of the City or contrary to the orders or directions of the employee's superiors. Unauthorized deletion of computer programs and files is prohibited.

Employees and volunteers have no right of privacy as to any information or file maintained in or on the Employer's property or transmitted or stored through the Employer's computer and telephone systems (including City provided cell phones), voicemail, e-mail, electronic data or other technical resources. While e-mail and voicemail may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality is not guaranteed. Moreover, all passwords/user ID's must be made known to the City Clerk for access to files. Failure to do so violates this policy and may result in discipline up to and including discharge. Passwords/user ID's not known by the City Clerk may be terminated and further access denied to the end user until a proper, known password is established.

20.3 CONTACT WITH THE MEDIA.

To ensure accuracy, a City employee shall not give any statements, written or oral, or any City documents or papers to a member of the press or broadcast media without permission of the department head or City Manager. A department head may give an employee or volunteer permission to speak with the media on certain matters without prior approval.

20.4 SOLICITATIONS AND DISTRIBUTIONS.

Unless authorized by the City Manager, all solicitation among City employees during working hours for charitable contributions or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind are prohibited. Moreover, employees may not solicit

any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by the City may not solicit City employees for any purposes on City premises.

20.5 BULLETIN BOARDS.

Bulletin boards maintained by the City are to be used only for posting or distributing material of the following nature:

Notices containing matters directly concerning City business.

Announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from a department head or the City Manager. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

20.6 CHANGE OF ADDRESS.

Employees must advise their department head and the Human Resources Department of any changes in their name, address, telephone number, marital status, number of dependents, or emergency contact information within seven (7) business days of any such change.

20.7 EMPLOYEE DEPENDENTS.

It shall be the policy of this City, under the discretion of the Department Heads, to not allow children of any City employee to spend substantive time with their parents in the workplace. Day care facilities in Excelsior Springs are extensive enough to accommodate the problem of "baby sitting". This policy extends to evening hours when meetings occur as well as the employee's normal work hours. While the City understands the childcare problems of parenting, we must also be concerned about the general liability issues that are exposure problems and limit their occurrence as best we can.

20.8 SAFETY BELT USAGE.

Available safety belts shall be used in all City vehicles. In addition, all off-road and construction equipment where safety belts are available shall be used whenever the vehicle is in motion.

Any open cab vehicle without rollover protection shall be exempt from this policy unless the policy conflicts with State or Federal law.

- 20.81** These guidelines apply to all employees and to all occupants of vehicles driven by employees on City business. It is especially important that all Department Heads and Supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.
 - 20.82** Occupants shall use available belts in accordance with the safety belt policy at all times while operating a City vehicle or any private vehicle for City business. Usage of safety belts is urged on off-duty hours.
 - 20.83** Policy implementation will be the responsibility of all supervisors at all levels.
 - 20.84** The City will take inventory of all vehicles and equipment to determine which vehicles and equipment currently have safety belt systems installed and the condition of the safety belt systems. The safety belt systems not meeting the manufactured specifications shall be repaired or replaced to bring the equipment into compliance. All safety belt equipment shall be maintained in clean, easily accessible, and good working condition. Supervisors shall see that all reported deficient safety belt equipment is corrected to bring it into policy compliance.
 - 20.85** Information on the City's commitment to safety belt usage shall be emphasized in employee orientation, driver training, and in employee safety rules.
 - 20.86** Safety belt usage shall be enforced in the same manner and with the same enforcement tools as any other work rule. Employees not adhering to this policy will be subject to disciplinary action as set forth in the Personnel Policy of the City of Excelsior Springs. All persons causing non-compliance of this policy shall be deemed to be guilty of non-compliance of the policy themselves.
 - 20.87** All future purchases of equipment will be made with the safety belt policy in mind. No purchases of equipment shall be made that causes the equipment purchased to not comply. If safety belts are available, they shall be considered as a standard piece of needed equipment when an equipment order is placed.
 - 20.88** The City of Excelsior Springs has a City Ordinance, and the State of Missouri has a law regarding the usage of safety belts.
- 20.9 Non-commissioned law enforcement and city employees carrying of concealed weapon during time of employment.** It shall be the policy of the City of Excelsior

Springs that no full-time, part time, contracted, or otherwise compensated employee carry a concealable firearm while such persons are performing activities for or on behalf of the City. To ensure a safe environment for employees and customers, the City of Excelsior Springs prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities/vehicles or on City property. Any employee in possession of a firearm or other weapon while on our facilities/property or in our vehicles or while otherwise fulfilling job responsibilities may face disciplinary action up to and including termination. Possession of a valid concealed weapons permit authorized by the State of Missouri is NOT an exemption under this policy.

No Firearms signs shall be conspicuously posted per the Missouri concealed weapon law on all facilities. These signs will clearly indicate that firearms are not to be carried onto our property or into our facilities.

The restrictions set forth by this policy shall not apply to licensed and commissioned law enforcement personnel employed by the City of Excelsior Springs or any other licensed and commissioned peace officer of all state, county and municipalities possessing the duty and power of arrest for violation of the general criminal laws of the state or for violations of ordinances of the counties or municipalities of the state whether such officers are within or outside their jurisdictions on or off duty, unless the Chief of Police has implemented such prohibitions as part of departmental procedures in processing prisoners and/or ensuring officer safety and the security of the police department.

20.10 WORKPLACE VIOLENCE.

The City has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. 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.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment/working conditions at the City or to create a hostile, abusive, or intimidating work environment for one or several City employees or volunteers. Examples of workplace violence include, but are not limited to:

- All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved in the incident.
- All threats or acts of violence occurring off the City premises involving someone who is acting in the capacity of a representative of the City.

- All threats or acts of violence occurring off the City premises involving an employee or volunteer of the City if the threats or acts are directed toward an employee, volunteer, or resident of the City or if in City management's discretion, the City believes that such threats or acts affect any legitimate interest of the City.
- Any acts or threats resulting in the conviction of an employee or agent of the City, or of an individual performing services for the City on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence that adversely affect the legitimate interests of the City.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property
- The intentional destruction or threat of destruction of City property
- Harassing surveillance or stalking
- The suggestion or indication that violence is appropriate
- Unauthorized possession or inappropriate use of firearms or weapons

The City's 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, volunteers, and anyone else on City property, by any individual acting as a representative of the City while on or off City property, or by an individual acting off of City property when his/her actions affect the City's interests. Violation of this prohibition will lead to disciplinary action, up to and including termination, and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment or volunteer relationship with the City.

Every employee or volunteer, and every person on City property is encouraged to report incidents, threats, or acts of physical violence. The report should be made to his/her supervisor, the City Manager, or any department head. Nothing in this policy alters any other reporting obligation established in City policies or in state, federal, or other applicable law.

20.11 Social Media Policy.

PURPOSE. The City of Excelsior Springs (City) endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes the City's position on the utility and management of

social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one form of social media; rather social media in general, as advances in technology will occur and new tools will emerge. Nothing in this policy is intended to unlawfully restrict a member's right to discuss or make social media postings as a private citizen on matters of public concern. This policy shall be construed to be consistent with applicable federal, state, and local case law, constitutional provisions, statutes and ordinances. This Policy is also to be construed to be consistent with other City policies, including but not limited to the City's Administrative Policies Regarding Privacy, Information Systems, Computers, Networks, Electronic Mail, Phone, Cell Phone, and Internet Use & Voice Mail. This Policy governs not only on duty and on premises social media postings and activities but also off-duty social media posting whether the employee is using City owned or personally owned computers, cell phones or other electronic communication devices.

POLICY. The proper functioning of any municipal government relies upon the public's confidence and trust in the individual employees and the City to effectively protect and serve the public. Any matter which brings City employees or the City as an organization into disrepute has the corresponding effect of reducing public confidence and trust in the City and impeding the ability of employees to work with and serve the public. Professionalism is the most significant factor in providing the highest level of service to the public, which in turn builds the public confidence and trust. Employees have the right to use personal/social networking web pages or sites, during non-working time. It is the policy of the City to maintain a level of professionalism in both on-duty and off-duty conduct, and employees shall not engage in conduct that impedes the mission of the City and its various departments. In any social media activities and postings, employees shall comply with the City's policies prohibiting discrimination and harassment. Employees should maintain positive communications and be respectful, fair, and courteous to co-workers and members of the public. Be mindful that what you publish will be public for a long time, and search engines can easily find posts years after they were created.

- a. Employees may not represent their opinion or comments in social media as that of the City or one of its various departments, or as an official spokesperson for the City unless the employee is authorized by City Management to be an official spokesperson for the City.
 1. An official spokesperson is an employee who is assigned by City Management with the tasks of making a statement or statements: on behalf of the City or one of its various departments. An official spokesperson may also be known as a Public Information Officer.
 2. Employees shall always exercise diligence to avoid holding themselves out as spokespersons for the City except when duly authorized to do so.

- I. Employee should avoid conduct creating the false impression that the employee is a spokesperson for the City such as use of the name of the City or one of its departments for the City, or an acronym that infers such in screen names or email addresses.
- b. Employees will not discuss or divulge confidential City business on their website or in other mediums of communication addressed in this Policy without permission from City Management.
- c. Consistent with applicable law, employees shall not engage in social media postings that are sexually explicit, false, deceptive, libelous, intimidating, slanderous, bullying, misleading or likely to cause harm to others including speech that constitutes hate speech or harassment, nor shall employees share through social media confidential matters of the City, including:
 1. Matters that the employee has been told are under investigation and should be kept confidential or which the employee reasonably should know should be kept confidential.
 2. Patient and employee information protected from disclosure by HIPPA/Medical/employment/ confidentiality and/or anti-harassment and anti-discrimination laws, such as the Americans with Disabilities Act.
 3. Personnel matters that are protected from disclosure by law; or
 4. Any document or information that would be deemed a closed record under the Missouri Sunshine Law.
- d. Behavior that constitutes harassment and intimidation include but are not limited to comments that are derogatory or demeaning with respect to race, color, religion, gender, sexual orientation, disability, national origin, veteran status, or any other status or characteristic protected under the law or by City policy; sexually suggestive, humiliating, or demeaning comments; or threats.
- e. Employees are prohibited from accessing social media sites while on duty during working time, unless the employee is doing so within his/her capacity as a duly appointed spokesperson for the city or one of its departments.
- f. Do not violate copyright laws and other intellectual property laws.
- g. Do not share specifics of the City's security or information technology practices because such details can be abused by unethical individuals.

- h. Employees should consider the possible adverse consequences of internet postings, such as future employment, exposure to civil and/or criminal proceedings, and public as well as private embarrassment.
- i. Remember that you have no expectation of privacy while participating in social media and that the City reserves the right to review your on-line postings.
- j. Violations of this Policy may lead to discipline up to and including termination of employment.
- k. The City prohibits any form of negative action or retaliation against an employee for reporting a possible violation or for participating in the investigation of a possible violation of this Policy. Anyone who retaliates against an employee for reporting a possible violation or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge.
- l. If you have any questions or concerns about the City's social media policy, please contact Shannon Stroud or the then current Human Resources Manager.

Section 20.12 – Credit Card Use Policy

PURPOSE. The purpose of this policy is to communicate eligibility, usage, and payment of expenditure requirements for the City credit card.

POLICIES.

1. The City of Excelsior Springs will issue a corporate credit card to only those employees approved by the City Manager for job-related expenses.
2. Employees shall use their City credit cards to charge business-related expenses. Expenses must be for approved budget items only.
3. Personal purchases of any type are strictly prohibited.
4. No alcoholic beverages may be purchased with the City credit card.
5. No cash advances are allowed on City credit cards.
6. The employee is responsible for all charges made to the card. The employee will be held liable for any unauthorized items appearing on the credit card statement.

PROCEDURES.

1. The Finance Director is responsible for authorizing the use of corporate credit cards and assigning the credit limit, if applicable.
2. Upon receiving a City credit card, the employee should call the 800 number on the front of the card to activate it and sign the back of the card.
3. Before any purchase is made, the employee should verify that the funds are available in his or her budget to cover the expense.

4. The employee must obtain a receipt for the purchase and include a brief description of the business purpose or the budget account code on the receipt. In the case of meals, each receipt should include the names of all persons involved in the purchase.
5. The receipt is to be submitted to the Finance Department within 24 hours of card use or immediately upon return from road trip.
6. Upon receipt of the credit card statement, the Finance Department will match the receipts to the individual items and assign the appropriate accounting code. The statement along with a summary will be submitted to the City Manager for approval. Any items that do not have a receipt will be the personal responsibility of the cardholder.
7. The employee must notify the Finance Director immediately in the event a card is lost or stolen.
8. The City credit card is the property of the City of Excelsior Springs. An employee leaving the employment of the City of Excelsior Springs must surrender the credit card to the Finance Director who will then notify the issuing authority to cancel the employee's account.

Personnel Policy Amendments

City Staff reviews the personnel policy annually to make adjustments as deemed necessary. More times than not, the changes are minor to clarify the intent of individual sections rather than to propose significant change. The changes are in red, summarized below:

Section 1, General Provisions, 1.2: Positions Covered by the Policies. Except for those positions filled by direct City Council appointment and employees of the Housing Authority of Excelsior Springs, Missouri, these policies shall apply to all persons in direct or indirect service to the City government, including but not restricted to employees of the following board: Park and Recreation, and further, except as may be modified for any person who is employed under the terms of an employment contract. In the event that a term outlined in this handbook is in conflict with a provision of an adopted Collective Bargaining Agreement, the Agreement will govern in the area of the conflict. In addition, employees are required to follow applicable policies in their department.

Section 2, Anniversary Date: The assigned date on which an employee may be considered for an annual merit increase. At the discretion of the department heads the promotion date can be used in lieu of the Anniversary rate for the merit increase. Employees who leave the service of the City and are rehired shall use the later date for the purpose of merit increases. The employee's total years of service from previous periods of employment with the city may be accumulated for the purpose of determining the rate of vacation accrual. (See definition of Promotion).

PROMOTION - The movement of an employee from a position in one class to a position in another class with more responsibility and a higher maximum salary rate. At the department heads discretion the date of promotion maybe considered for the annual merit increase instead of the annual increase. (See Anniversary Date).

4.52 - Shift Differential Pay: 4.521 It shall be the policy of the City of Excelsior Springs to render additional compensation in the form of shift differential pay to those employees who are assigned to work shifts designated by the city as Night Shift (6:00 PM to 6:00 AM) and Swing Shift (12:00 PM to 12:00 AM).

4.522 - Shift differential pay shall be 3.75% of base pay for Police Officers and Communications Officers assigned to Night Shifts and Swing Shifts. Employees working in a limited duty capacity will continue to receive shift differential pay provided the employee's limited duty assignment is on the Night Shift or Swing Shift.

4.553 - Additional Compensation for Lifeguards: Designated Head Lifeguards are lifeguards who work shifts as head guards at the discretion of the Aquatics Coordinators.

4.83 - It shall be the policy of the City Finance Department not to pay discharged employees all wages due at the time of dismissal. Department Head shall provide advance notice to Finance to accommodate the service.

5.51 Age Requirements: Minimum age requirements shall be established only for positions which might require a valid Missouri Driver's License, applicable state laws and federal laws regarding the employment of youth, or as otherwise determined by the City Manager, except for employment in the Police Department and employment involving serving alcohol where the minimum age requirement is 21, and operation of equipment requiring minimum age of 18. Part Time employees under the age of 16 are limited to 3 hours on a school night and must provide a work certificate from the Missouri Department of Labor.

Added: Personal Leave Earned Day. Employee's may be awarded eight (8) hours of Personal Leave for perfect attendance (members must be employed on or before January 1st of the year for which the Personal Leave award is earned). Employees are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following:

- Sick Leave
- Unpaid Leave (To include- Suspension, paid or unpaid; Absent, i.e. no call, no show)
- FMLA

10.25 Accrual - Vacation days accrue from the employee's anniversary date of employment. Unused vacation beyond the maximum allowed to be accrued shall be forfeited unless otherwise authorized by the City Manager. Employees with 80% or more of their maximum accrual have the option to request up to 40 hours **four times annually; annually is January 1 to December 31. Employees working a twenty four hour work schedule not covered by the CBA may request up to 84 hours maximum, one time quarterly.**

10.31 Amount: Sick leave shall be used in units of no less than one **quarter** hour.

10.333 Sick Leave Use Form and Medical Documentation: Employees regularly working 8, 10, 12 or 24-hour shifts are required to provide **written verification of illness or injury from his/her healthcare provider** when absent for more than:

- Five (5) 8 to 10-hour shifts
- Four (4) 12-hour shifts or
- Three (3) 24-hour shifts in a calendar year for illness or injury.

The employee will not be compensated for paid sick leave without the required documentation from the employee's Healthcare Provider, and 3/7/22 the required documentation will be necessary in these instances for utilization of sick leave benefits. **Such notice shall not be retained in any form.**

10.35 Unused Sick Leave: Employees may be awarded eight (8) hours of Personal Leave for perfect attendance (members must be employed on or before January 1st of the year for which the Personal Leave award is earned). Employees are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following:

- Sick Leave
- Unpaid Leave (To include Suspension, paid or unpaid; Absent, i.e. no call, no show)

10.381 - The employee or supervisor shall as soon as practicable report any injury, regardless of the extent, to the immediate supervisor, **Human Resources Manager at 816-848-2671**, and the City's Worker's Compensation provider **First Nurse at 855-477-2266 Travelers at 800-238-6225**, and use **workers compensation policy number: 2T520604, Rx Group No. BM2148; Rx Bin 012874010553** which is the code for employees of the City of Excelsior Springs.

10.385 - An employee receiving workers compensation benefits from the City's workers compensation insurance carrier will not receive additional pay or benefits from the City beyond those provided by the City's workers compensation carrier other than the amount the City typically pays for its share of medical insurance, **strike through dental insurance, vision insurance, life insurance, and long-term disability insurance benefits.** To the extent that the employee has family medical insurance and/or normally pays a portion of any group insurance provided by the City, **the** employee will be billed for and will be required to timely pay the employee's share of all such insurance charges.

10.52 - Before payment of salary is made covering the period of the leave the employee shall file with the **immediate supervisor and Human Resources Manager of the** City of Excelsior Springs an official order from the appropriate military authority as evidence of such duty for which military leave pay is granted which order shall contain the certification of the officer or employee's commanding officer of performance of duty in accordance with the terms of such order.

10.6 - Jury Duty. A regular full-time employee may receive leave with pay when required to serve on a jury and the jury duty conflicts with regular working hours. For any day during which the employee spends time engaged in jury duty service, the **CCity** will pay the employee his/her regular pay for that day if the employee delivers to the City and endorses over to the City the check **or debit card** that the employee receives for jury duty.

10.107 Notice of Leave: When requesting leave, the employee must: 2. Give at least thirty (30) days' notice, or as soon as practical (generally the same or next business day) if leave starts in less than thirty (30) days or if the need for leave is not foreseeable and comply with the City's usual and customary notice and procedural requirements for requesting leave (if you are not able to notify the City of the need for leave personally because of illness, you should ask someone else to call on your behalf, and unless impossible because of medical emergency, you should give at least a minimum of 1 hours' notice before the start of your shift for unforeseeable leave if more advanced notice is not practical). Notice shall be given to the Department Head or the Human Resources **Manager**. Notice for all other types of unforeseeable leave shall also be given to the Department Head or the Human Resources **Manager** under the same time frames as specified in this paragraph.

12.62 Meals: Full per diem expenses may be paid, without receipts, at the following rate: full day- twenty dollars (\$20.00). No per diem allowance is made for less than a full day. Meals may be reimbursed, with receipts, at the following rates: full day- ~~fifty-nine~~ ~~forty-six~~ dollars (\$59~~46~~.00). Partial: breakfast- ~~thirteen~~ ~~eleven~~ dollars (\$13~~4~~.00), lunch- ~~fifteen~~ ~~twelve~~ dollars (\$15~~2~~.00), dinner- twenty~~six~~ ~~three~~ dollars (\$26~~3~~.00), ~~incidental expenses – five dollars (\$5.00)~~ (PW202317 GSA rates for Tier 1 Rate).

13.14 No call no show: An employee who fails to show up for work for three consecutive days/~~shifts~~ and fails to call in to the appropriate person per departmental policy to give notice of his/her absence for three consecutive days/~~shifts~~ shall be considered to have voluntarily resigned his/her position with the City unless the employee can establish that it was not possible for him/her to call in or have somebody else call in for the employee to report the absence.

13.9 Substance Abuse and Employee Assistance Program: All provisions set forth in bold face print are included consistent with requirements specifically set forth in 49 CFR Part 382, Part 653, part 654, or Part 40, as amended. Provisions set forth in the Drug-Free Workplace Act (49 CFR Part 29) are delineated in italics. All other provisions are set forth under the authority of the City of Excelsior Springs. ~~Substance Abuse Policy for Transportation/Transit employees are presented in Attachment 3, Page 91 of this policy.~~

13.99 System Contact:

Medical Review Officer:
Lab at Excelsior Springs Hospital
1700 Rainbow Blvd.
Excelsior Springs, MO 64024
816-629-2766

Substance Abuse Professional:

Name: United Healthcare
Telephone No.: 888-887-4114
Website Assistance: myuhc.com
Selfcare/Support: Sanvello.com

Attachment 1

City of Excelsior Springs

MOTOR CARRIER SAFETY DOT FEDERAL ADMINISTRATION SAFETY-SENSITIVE POSITIONS AND FUNCTIONS

Addition of Title to PUBLIC WORKS:

Assistant Utility Foreman

~~Cemetery Sexton~~

City Laborer

Plant Operator I, II, & Chief Refuse Coordinator Storm Water Coordinator

Addition of Attachment 3

The City of Excelsior Springs Missouri

Drug and Alcohol Policy

Effective as of [02/07/2023]

Adopted by: Excelsior Springs City Council Date Adopted: [02/07/2023]

Last Revised: [01/31/2023]



City Council Meetings
Council Meeting 4/15/2024

To: Mayor and City Council
From: Vonda Floyd, Finance Director
Date: 4/10/2024
RE: March 2024 Revenue Report and Financials for Review

The Revenue Report and Expenditure Approval Lists prepared for March of 2024 are attached for your review at the Regular City Council Meeting of April 15, 2024.

Appropriations	(03-07-24)	\$ 145,034.54
Appropriations	(03-14-24)	\$ 207,120.48
Appropriations	(03-21-24)	\$ 488,112.96
Appropriations	(03-28-24)	\$ 470,548.78
Payroll	(03-15-24)	\$ 388,250.22
Payroll	(03-29-24)	\$ 395,776.02
Total		\$2,094,843.00

Total revenues received \$2,691,419.91

Vonda Floyd, Finance Director

ATTACHMENTS:

Description	Type	Upload Date
March '24 Revenue Report	Cover Memo	4/10/2024
3-7-24 Expenditure Approval List	Cover Memo	4/10/2024
3-14-24 Expenditure Approval List	Cover Memo	4/10/2024
3-21-24 Expenditure Approval List	Cover Memo	4/10/2024
3-28-24 Expenditure Approval List	Cover Memo	4/10/2024
Coding List	Cover Memo	4/10/2024

CITY OF EXCELSIOR SPRINGS										

FUND 101	GENERAL FUND									
ACCOUNT	ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

310	TAX REVENUES									
311	GENERAL PROPERTY TAXES									
	01 00	REAL ESTATE TAX	73,220	20,400.14	28	439,320	878,139.33	200	878,644	504.67
	02 00	PERSONAL PROPERTY TAXES	20,833	14,382.38	69	124,998	242,725.32	194	250,000	7,274.68
	04 00	SUR-TAX	17,917	5,353.42	30	107,502	236,234.36	220	215,000	21,234.36-
311	**	GENERAL PROPERTY TAXES	111,970	40,135.94	36	671,820	1,357,099.01	202	1,343,644	13,455.01-
312	TAXES-OTHER THAN ASSESSED									
	01 00	RAILROAD & UTILITY	3,958	2,587.26	65	23,748	55,656.65	234	47,500	8,156.65-
	02 00	FINANCIAL INSTITUTION	1,917	.00		11,502	1,031.69	9	23,000	21,968.31
	03 00	HOUSING AUTHORITY	1,083	.00		6,498	.00		13,000	13,000.00
312	**	TAXES-OTHER THAN ASSESSED	6,958	2,587.26	37	41,748	56,688.34	136	83,500	26,811.66
313	GENERAL SALES & USE TAX									
	01 00	CITY SALES TAX	183,333	183,207.02	100	1,099,998	1,160,841.92	106	2,200,000	1,039,158.08
	01 01	TIF ALLOCATION	2,083-	.00		12,498-	14,338.44-		25,000-	10,661.56-
	01 *	CITY SALES TAX	181,250	183,207.02	101	1,087,500	1,146,503.48	105	2,175,000	1,028,496.52
	03 00	CITY USE TAX	29,167	23,261.41	80	175,002	166,371.92	95	350,000	183,628.08
313	**	GENERAL SALES & USE TAX	210,417	206,468.43	98	1,262,502	1,312,875.40	104	2,525,000	1,212,124.60
314	SELECTIVE SALES & USE TAX									
	01 00	CIGARETTE TAX & OTHER	5,833	5,827.04	100	34,998	39,870.08	114	70,000	30,129.92
314	**	SELECTIVE SALES & USE TAX	5,833	5,827.04	100	34,998	39,870.08	114	70,000	30,129.92
316	GROSS RECEIPT BUSINESS TX									
	01 01	CABLE TV	3,750	.00		22,500	24,711.68	110	45,000	20,288.32
	01 02	ELECTRIC	65,000	.00		390,000	403,435.50	103	780,000	376,564.50
	01 03	TELEPHONE	7,667	6,139.46	80	46,002	44,246.93	96	92,000	47,753.07
	01 04	GAS	26,250	63,598.59	242	157,500	180,929.40	115	315,000	134,070.60
	01 *	FRANCHISE TAX	102,667	69,738.05	68	616,002	653,323.51	106	1,232,000	578,676.49
316	**	GROSS RECEIPT BUSINESS TX	102,667	69,738.05	68	616,002	653,323.51	106	1,232,000	578,676.49
310	***	TAX REVENUES	437,845	324,756.72		2,627,070	3,419,856.34		5,254,144	1,834,287.66
320	LICENSES & PERMITS									
321	LICENSES									
	01 00	OCCUPATION	6,667	8,566.00	129	40,002	38,405.00	96	80,000	41,595.00
	02 00	LIQUOR	1,467	.00		8,802	.00		17,600	17,600.00
	03 00	DOG	167	40.00	24	1,002	970.00	97	2,000	1,030.00
	05 00	CITY STICKERS	3,083	3,782.81	123	18,498	28,958.49	157	37,000	8,041.51

CITY OF EXCELSIOR SPRINGS
REVENUE REPORT
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2024

CITY OF EXCELSIOR SPRINGS									

FUND 101 GENERAL FUND									

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

06 00	FIREWORK STANDS	750	.00		4,500	3,000.00	67	9,000	6,000.00
321 **	LICENSES	12,134	12,388.81	102	72,804	71,333.49	98	145,600	74,266.51
322	CONSTRUCTION PERMITS								
01 00	HEATING/AIR CONDITIONING	833	910.00	109	4,998	3,588.00	72	10,000	6,412.00
02 00	PLANNING/ZONING FEES	750	1,008.00	134	4,500	3,454.00	77	9,000	5,546.00
03 00	PLUMBING	625	1,426.29	228	3,750	5,494.29	147	7,500	2,005.71
04 00	ELECTRICAL	958	1,992.98	208	5,748	5,443.98	95	11,500	6,056.02
06 00	INSPECTION CHARGES	292	575.00	197	1,752	1,965.00	112	3,500	1,535.00
07 00	SIGN PERMITS	125	462.00	370	750	793.00	106	1,500	707.00
08 00	DEMOLITION PERMITS	83	.00		498	700.00	141	1,000	300.00
09 00	BUILDING PERMITS	4,583	14,531.31	317	27,498	25,099.83	91	55,000	29,900.17
10 00	STREET DEVELOPMENT FEES	854	2,745.00	321	5,124	4,200.00	82	10,250	6,050.00
11 00	GRADING PERMITS	56	228.00	407	336	368.00	110	675	307.00
12 00	RIGHT-OF-WAY PERMITS	100	140.00	140	600	560.00	93	1,200	640.00
13 00	PERMIT ASSESSED FEE	133	299.00	225	798	2,391.00	300	1,600	791.00-
24 00	PLAN REVIEW FEE - INSPECT	3,167	12,638.32	399	19,002	17,013.04	90	38,000	20,986.96
322 **	CONSTRUCTION PERMITS	12,559	36,955.90	294	75,354	71,070.14	94	150,725	79,654.86
323	BUILDING INSPECTIONS								
06 00	RENTAL INSPECTIONS	396	360.00	91	2,376	3,005.00	127	4,750	1,745.00
323 **	BUILDING INSPECTIONS	396	360.00	91	2,376	3,005.00	127	4,750	1,745.00
324	APPLICATION FEE								
01 00	353 PROGRAM	83	.00		498	800.00	161	1,000	200.00
324 **	APPLICATION FEE	83	.00		498	800.00	161	1,000	200.00
320 ***	LICENSES & PERMITS	25,172	49,704.71		151,032	146,208.63		302,075	155,866.37
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL GRANTS								
01 02	MARC - SENIOR CENTER	1,066	662.50	62	6,396	3,768.75	59	12,792	9,023.25
04 01	FTA	14,167	11,905.35	84	85,002	55,491.92	65	170,000	114,508.08
331 **	FEDERAL GRANTS	15,233	12,567.85	83	91,398	59,260.67	65	182,792	123,531.33
334	STATE GRANTS								
05 00	STATE TRANSIT GRANT	1,286	.00		7,716	15,431.26	200	15,431	.26-
20 00	POLICE GRANTS - VARIOUS	100	.00		600	2,992.00	499	1,200	1,792.00-
334 **	STATE GRANTS	1,386	.00		8,316	18,423.26	222	16,631	1,792.26-
335	SHARED REVENUES								
04 01	MOTOR FUEL TAX	37,083	29,490.49	80	222,498	193,508.42	87	445,000	251,491.58
04 02	MOTOR VEHICLE SALES TAX	8,333	7,969.82	96	49,998	55,228.53	111	100,000	44,771.47

PREPARED 04/10/2024, 10:48:22 PROGRAM: GM259L			CITY OF EXCELSIOR SPRINGS REVENUE REPORT 50% OF YEAR LAPSED						PAGE 3	
CITY OF EXCELSIOR SPRINGS									ACCOUNTING PERIOD 06/2024	

FUND 101	GENERAL FUND									
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

	04 03	MOTOR VEHICLE FEE INCR	4,333	3,618.04	84	25,998	22,122.46	85	52,000	29,877.54
	04 *	MOTOR VEHICLE TAX	49,749	41,078.35	83	298,494	270,859.41	91	597,000	326,140.59
	09 00	COUNTY ROAD & BRIDGE	6,667	13,056.93	196	40,002	83,978.95	210	80,000	3,978.95-
335	**	SHARED REVENUES	56,416	54,135.28	96	338,496	354,838.36	105	677,000	322,161.64
330	***	INTERGOVERNMENTAL REVENUE	73,035	66,703.13		438,210	432,522.29		876,423	443,900.71
340		CHARGE FOR SERVICES								
342		PUBLIC SAFETY								
	01 01	AMBULANCE BILLINGS	225,000	235,254.00	105	1,350,000	1,419,050.00	105	2,700,000	1,280,950.00
	01 02	WRITEOFFS - AMBULANCE	32,500-	22,425.52-		195,000-	200,371.95-		390,000-	189,628.05-
	01 04	AMBULANCE CONTRACTS	9,583	.00		57,498	.00		115,000	115,000.00
	01 05	CONTRACTUAL ADJUSTMENTS	108,333-	100,688.57-		649,998-	582,614.58-		1,300,000-	717,385.42-
	01 *	AMBULANCE REVENUES	93,750	112,139.91	120	562,500	636,063.47	113	1,125,000	488,936.53
342	**	PUBLIC SAFETY	93,750	112,139.91	120	562,500	636,063.47	113	1,125,000	488,936.53
343		TRANSPORTATION CHARGES								
	01 01	OMNI	5,000	4,234.99	85	30,000	25,683.42	86	60,000	34,316.58
	02 02	EXPENSE MATCH MONIES	458	52.00	11	2,748	3,452.00	126	5,500	2,048.00
	08 00	CAR WASH USAGE	83	270.00	325	498	440.00	88	1,000	560.00
343	**	TRANSPORTATION CHARGES	5,541	4,556.99	82	33,246	29,575.42	89	66,500	36,924.58
344		PUBLIC UTILITY SERVICES								
344	**	PUBLIC UTILITY SERVICES	0	.00		0	.00		0	.00
340	***	CHARGE FOR SERVICES	99,291	116,696.90		595,746	665,638.89		1,191,500	525,861.11
350		FINES & FORFEITURES								
351		COURT FINES								
	01 00	COURT FEES	20,833	10,804.11	52	124,998	70,865.72	57	250,000	179,134.28
	02 00	POLICE TRAINING FUND	208	206.00	99	1,248	1,228.00	98	2,500	1,272.00
	03 00	DWI RECOUPMENT	250	100.00	40	1,500	400.00	27	3,000	2,600.00
	05 00	INMATE SECURITY FEES	250	204.50	82	1,500	1,226.50	82	3,000	1,773.50
	06 00	JUDICIAL EDUCATION FUND	142-	103.00		852-	575.62		1,700-	2,275.62-
351	**	COURT FINES	21,399	11,417.61	53	128,394	74,295.84	58	256,800	182,504.16
350	***	FINES & FORFEITURES	21,399	11,417.61		128,394	74,295.84		256,800	182,504.16
360		OTHER REVENUES								
361		INTEREST INCOME								

CITY OF EXCELSIOR SPRINGS
REVENUE REPORT
50% OF YEAR LAPSED

CITY OF EXCELSIOR SPRINGS										

FUND 101		GENERAL FUND								
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

	01 00	BANK ACCOUNTS	833	1,571.00	189	4,998	5,820.02	116	10,000	4,179.98
	07 00	DUE ON DELQ TAXES	1,000	2,384.54	239	6,000	6,550.09	109	12,000	5,449.91
361	**	INTEREST INCOME	1,833	3,955.54	216	10,998	12,370.11	113	22,000	9,629.89
363		RENTAL INCOME								
	01 00	TOWER RENTAL	5,417	5,536.35	102	32,502	31,601.27	97	65,000	33,398.73
	10 07	OFFICE SPACE RENTAL	875	875.00	100	5,250	5,250.00	100	10,500	5,250.00
363	**	RENTAL INCOME	6,292	6,411.35	102	37,752	36,851.27	98	75,500	38,648.73
369		MISC REV & REIMB EXPS								
	01 00	MISCELLANEOUS	833	412.63	50	4,998	1,395.65	28	10,000	8,604.35
	03 00	POLICE ACTIVITIES	14,583	958.00	7	87,498	5,268.00	6	175,000	169,732.00
	04 00	FIRE DEPT ACTIVITIES	333	100.00	30	1,998	898.00	45	4,000	3,102.00
	06 00	INSURANCE REIMBURSEMENTS	0	.00		0	77,655.37		0	77,655.37
369	**	MISC REV & REIMB EXPS	15,749	1,470.63	9	94,494	85,217.02	90	189,000	103,782.98
360	***	OTHER REVENUES	23,874	11,837.52		143,244	134,438.40		286,500	152,061.60
370		SPECIAL ASSESSMENT FINAN								
371		SPECIAL ASSESSMENTS								
	02 00	DEMOLITION/WEED ASSESSMNT	833	200.00	24	4,998	11,575.00	232	10,000	1,575.00
	03 00	Vacant Property Assessmen	250	.00		1,500	600.00	40	3,000	2,400.00
371	**	SPECIAL ASSESSMENTS	1,083	200.00	19	6,498	12,175.00	187	13,000	825.00
370	***	SPECIAL ASSESSMENT FINAN	1,083	200.00		6,498	12,175.00		13,000	825.00
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	01 00	TRANSFER FROM GENERAL	1,083	.00		6,498	.00		13,000	13,000.00
	02 00	TRANSFER FROM TRANS TRUST	3,083	.00		18,498	.00		37,000	37,000.00
	03 00	TRANSFER FROM CAPITAL IMP	1,000	.00		6,000	.00		12,000	12,000.00
	04 00	TRANSFER FROM PARKS & REC	1,417	.00		8,502	.00		17,000	17,000.00
	05 00	TRANSFER FROM POLLUTION	11,667	.00		70,002	.00		140,000	140,000.00
	06 00	TRANSFER FROM WATER	14,667	.00		88,002	.00		176,000	176,000.00
	07 00	TRANSFER FROM GOLF	1,083	.00		6,498	.00		13,000	13,000.00
	08 00	TRANSFER FROM COM CENTER	8,083	.00		48,498	.00		97,000	97,000.00
	10 00	TRANSFER FROM CONST SERV	2,500	.00		15,000	.00		30,000	30,000.00
	11 00	TRANSFER FROM COMM DEVEL	353	.00		2,118	.00		4,240	4,240.00
	14 00	TRANSFER FROM REFUSE	4,417	.00		26,502	.00		53,000	53,000.00
	19 00	TRANSFER FROM PSST FUND	61,910	69,096.67	112	371,460	411,311.56	111	742,918	331,606.44
	25 00	FROM CEMETERY	200	.00		1,200	.00		2,400	2,400.00
	26 00	TRANSFER FROM WATER FEE	8,810	8,349.42	95	52,860	53,286.73	101	105,715	52,428.27
	99 00	TRANSFERS FROM OTHER FUND	620	.00		3,720	.00		7,440	7,440.00
391	**	OPERATING TRANSFERS IN	120,893	77,446.09	64	725,358	464,598.29	64	1,450,713	986,114.71

CITY OF EXCELSIOR SPRINGS

FUND 101		GENERAL FUND									
ACCOUNT		ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
392	00 00	PROCEEDS FROM ASSET SALE		0	.00		0	131.50		0	131.50-
392	**	PROCEEDS FROM ASSET SALE		0	.00		0	131.50		0	131.50-
393		PROCEEDS FROM FINANCING									
393	**	PROCEEDS FROM FINANCING		0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES		120,893	77,446.09		725,358	464,729.79		1,450,713	985,983.21
FUND TOTAL GENERAL FUND				802,592	658,762.68		4,815,552	5,349,865.18		9,631,155	4,281,289.82

CITY OF EXCELSIOR SPRINGS										
FUND 210 PARKS & RECREATION			*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
310		TAX REVENUES								
311		GENERAL PROPERTY TAXES								
	01 00	REAL ESTATE TAX	42,083	11,483.07	27	252,498	494,297.53	196	505,000	10,702.47
	02 00	PERSONAL PROPERTY TAXES	12,500	8,095.73	65	75,000	136,628.13	182	150,000	13,371.87
	04 00	SUR-TAX	8,625	2,721.62	32	51,750	120,098.61	232	103,500	16,598.61
311	**	GENERAL PROPERTY TAXES	63,208	22,300.42	35	379,248	751,024.27	198	758,500	7,475.73
312		TAXES-OTHER THAN ASSESSED								
	01 00	RAILROAD & UTILITY	2,500	1,315.33	53	15,000	28,295.15	189	30,000	1,704.85
	03 00	HOUSING AUTHORITY	625	.00		3,750	.00		7,500	7,500.00
312	**	TAXES-OTHER THAN ASSESSED	3,125	1,315.33	42	18,750	28,295.15	151	37,500	9,204.85
313		GENERAL SALES & USE TAX								
313	**	GENERAL SALES & USE TAX	0	.00		0	.00		0	.00
314		SELECTIVE SALES & USE TAX								
	01 00	CIGARETTE TAX & OTHER	1,250	1,193.50	96	7,500	8,166.16	109	15,000	6,833.84
314	**	SELECTIVE SALES & USE TAX	1,250	1,193.50	96	7,500	8,166.16	109	15,000	6,833.84
310	***	TAX REVENUES	67,583	24,809.25		405,498	787,485.58		811,000	23,514.42
330		INTERGOVERNMENTAL REVENUE								
331		FEDERAL GRANTS								
331	**	FEDERAL GRANTS	0	.00		0	.00		0	.00
332		CLAY COUNTY GRANTS								
332	**	CLAY COUNTY GRANTS	0	.00		0	.00		0	.00
330	***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340		CHARGE FOR SERVICES								
347		RECREATIONAL REVENUES								
	02 11	CONCESSION STAND	42	.00		252	.00		500	500.00
	02 12	ADULT SPORTS	250	500.00	200	1,500	900.00	60	3,000	2,100.00
	02 13	YOUTH SPORTS	3,333	4,060.00	122	19,998	22,475.59	112	40,000	17,524.41
	02 15	OTHER REC. PROGRAMS	83	.00		498	.00		1,000	1,000.00
	02 *	PARKS & RECREATION	3,708	4,560.00	123	22,248	23,375.59	105	44,500	21,124.41
347	**	RECREATIONAL REVENUES	3,708	4,560.00	123	22,248	23,375.59	105	44,500	21,124.41
340	***	CHARGE FOR SERVICES	3,708	4,560.00		22,248	23,375.59		44,500	21,124.41

CITY OF EXCELSIOR SPRINGS											

FUND 210		PARKS & RECREATION		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

360			OTHER REVENUES								
361			INTEREST INCOME								
	01 00		BANK ACCOUNTS	333	466.16	140	1,998	1,458.27	73	4,000	2,541.73
	07 00		DUE ON DELQ TAXES	333	1,212.27	364	1,998	3,330.00	167	4,000	670.00
361	**		INTEREST INCOME	666	1,678.43	252	3,996	4,788.27	120	8,000	3,211.73
363			RENTAL INCOME								
	10 05		FIELD RENTS	83	5.00	6	498	5.00	1	1,000	995.00
	10 06		SHELTER RENTALS	125	134.00-	107	750	24.00-	3	1,500	1,524.00
	10 *		MISCELLANEOUS RENTS	208	129.00-	62	1,248	19.00-	2	2,500	2,519.00
363	**		RENTAL INCOME	208	129.00-	62	1,248	19.00-	2	2,500	2,519.00
365			CONTRIBUTIONS/DONATIONS								
	02 00		DONATIONS	1,667	.00		10,002	750.00	8	20,000	19,250.00
365	**		CONTRIBUTIONS/DONATIONS	1,667	.00		10,002	750.00	8	20,000	19,250.00
369			MISC REV & REIMB EXPS								
	01 00		MISCELLANEOUS	0	.00		0	1,375.00		0	1,375.00-
369	**		MISC REV & REIMB EXPS	0	.00		0	1,375.00		0	1,375.00-
360	***		OTHER REVENUES	2,541	1,549.43		15,246	6,894.27		30,500	23,605.73
390			OTHER FINANCING SOURCES								
391			OPERATING TRANSFERS IN								
391	**		OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
392			PROCEEDS FROM ASSET SALE								
	00 00		PROCEEDS FROM ASSET SALE	1,250	.00		7,500	.00		15,000	15,000.00
392	**		PROCEEDS FROM ASSET SALE	1,250	.00		7,500	.00		15,000	15,000.00
393			PROCEEDS FROM FINANCING								
393	**		PROCEEDS FROM FINANCING	0	.00		0	.00		0	.00
390	***		OTHER FINANCING SOURCES	1,250	.00		7,500	.00		15,000	15,000.00
FUND TOTAL PARKS & RECREATION				75,082	30,918.68		450,492	817,755.44		901,000	83,244.56

CITY OF EXCELSIOR SPRINGS									

FUND 211	E-911	PHONE TAX							
		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ANNUAL ESTIMATE

310		TAX REVENUES							
314		SELECTIVE SALES & USE TAX							
07 00		PHONE TAX FOR E-911	2,417	1,635.02	68	14,502	12,820.47	88	29,000
314	**	SELECTIVE SALES & USE TAX	2,417	1,635.02	68	14,502	12,820.47	88	29,000
310	***	TAX REVENUES	2,417	1,635.02		14,502	12,820.47		29,000
360		OTHER REVENUES							
361		INTEREST INCOME							
361	**	INTEREST INCOME	0	.00		0	.00		0
360	***	OTHER REVENUES	0	.00		0	.00		0
390		OTHER FINANCING SOURCES							
391		OPERATING TRANSFERS IN							
01 00		TRANSFER FROM GENERAL	1,000	.00		6,000	.00		12,000
391	**	OPERATING TRANSFERS IN	1,000	.00		6,000	.00		12,000
390	***	OTHER FINANCING SOURCES	1,000	.00		6,000	.00		12,000
FUND TOTAL	E-911	PHONE TAX	3,417	1,635.02		20,502	12,820.47		41,000
									28,179.53

CITY OF EXCELSIOR SPRINGS

FUND 212		EQUITABLE SHARING FUND		*****		CURRENT	*****		*****		YEAR-TO-DATE	*****		ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT	DESCRIPTION	ESTIMATED		ACTUAL	%REV	ESTIMATED		ACTUAL	%REV	ESTIMATE		ESTIMATE	BALANCE
<hr/>															
330			INTERGOVERNMENTAL REVENUE												
331			FEDERAL GRANTS												
331	**		FEDERAL GRANTS	0		.00		0		.00		0		.00	
330	***		INTERGOVERNMENTAL REVENUE	0		.00		0		.00		0		.00	
390			OTHER FINANCING SOURCES												
392			PROCEEDS FROM ASSET SALE												
392	**		PROCEEDS FROM ASSET SALE	0		.00		0		.00		0		.00	
390	***		OTHER FINANCING SOURCES	0		.00		0		.00		0		.00	
FUND TOTAL EQUITABLE SHARING FUND				0		.00		0		.00		0		.00	

CITY OF EXCELSIOR SPRINGS										

FUND 220	CAPITAL IMPROVEMENTS									
	ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

310		TAX REVENUES								
313		GENERAL SALES & USE TAX								
	01 00	CITY SALES TAX	91,667	91,603.72	100	550,002	580,421.06	106	1,100,000	519,578.94
	01 01	TIF ALLOCATION	1,667-	.00		10,002-	3,590.19-		20,000-	16,409.81-
	01 *	CITY SALES TAX	90,000	91,603.72	102	540,000	576,830.87	107	1,080,000	503,169.13
	03 00	CITY USE TAX	14,583	11,634.78	80	87,498	83,215.08	95	175,000	91,784.92
313	**	GENERAL SALES & USE TAX	104,583	103,238.50	99	627,498	660,045.95	105	1,255,000	594,954.05
310	***	TAX REVENUES	104,583	103,238.50		627,498	660,045.95		1,255,000	594,954.05
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	2,083	2,418.18	116	12,498	10,473.25	84	25,000	14,526.75
	02 00	INVESTMENT INTEREST	83	.00		498	712.50	143	1,000	287.50
361	**	INTEREST INCOME	2,166	2,418.18	112	12,996	11,185.75	86	26,000	14,814.25
369		MISC REV & REIMB EXPS								
369	**	MISC REV & REIMB EXPS	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	2,166	2,418.18		12,996	11,185.75		26,000	14,814.25
390		OTHER FINANCING SOURCES								
392		PROCEEDS FROM ASSET SALE								
392	**	PROCEEDS FROM ASSET SALE	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	CAPITAL IMPROVEMENTS		106,749	105,656.68		640,494	671,231.70		1,281,000	609,768.30

CITY OF EXCELSIOR SPRINGS										

FUND 230	TRANSPORTATION TRUST									
	ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

310		TAX REVENUES								
313		GENERAL SALES & USE TAX								
	01 00	CITY SALES TAX	91,667	87,495.34	95	550,002	554,062.48	101	1,100,000	545,937.52
	01 01	TIF ALLOCATION	1,667-	.00		10,002-	3,590.19-		20,000-	16,409.81-
	01 *	CITY SALES TAX	90,000	87,495.34	97	540,000	550,472.29	102	1,080,000	529,527.71
	03 00	CITY USE TAX	14,583	11,634.78	80	87,498	83,215.08	95	175,000	91,784.92
313	**	GENERAL SALES & USE TAX	104,583	99,130.12	95	627,498	633,687.37	101	1,255,000	621,312.63
310	***	TAX REVENUES	104,583	99,130.12		627,498	633,687.37		1,255,000	621,312.63
330		INTERGOVERNMENTAL REVENUE								
335		SHARED REVENUES								
	**	SHARED REVENUES	0	.00		0	.00		0	.00
330	***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	1,000	1,738.02	174	6,000	7,145.42	119	12,000	4,854.58
	02 00	INVESTMENT INTEREST	0	.00		0	366.49		0	366.49-
361	**	INTEREST INCOME	1,000	1,738.02	174	6,000	7,511.91	125	12,000	4,488.09
360	***	OTHER REVENUES	1,000	1,738.02		6,000	7,511.91		12,000	4,488.09
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	**	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
392		PROCEEDS FROM ASSET SALE								
392	**	PROCEEDS FROM ASSET SALE	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	TRANSPORTATION TRUST		105,583	100,868.14		633,498	641,199.28		1,267,000	625,800.72

CITY OF EXCELSIOR SPRINGS
REVENUE REPORT
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2024

CITY OF EXCELSIOR SPRINGS

FUND 241 ELMS HOTEL EVENT FEES										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	19	.00		114	12.06	11	225	212.94
361	**	INTEREST INCOME	19	.00		114	12.06	11	225	212.94
360	***	OTHER REVENUES	19	.00		114	12.06		225	212.94
370		SPECIAL ASSESSMENT FINAN								
371		SPECIAL ASSESSMENTS								
	06 00	EVENT FEES	4,086	.00		24,516	.00		49,026	49,026.00
371	**	SPECIAL ASSESSMENTS	4,086	.00		24,516	.00		49,026	49,026.00
370	***	SPECIAL ASSESSMENT FINAN	4,086	.00		24,516	.00		49,026	49,026.00
FUND TOTAL ELMS HOTEL EVENT FEES			4,105	.00		24,630	12.06		49,251	49,238.94

PREPARED 04/10/2024, 10:48:22			CITY OF EXCELSIOR SPRINGS						PAGE 13	
PROGRAM: GM259L			REVENUE REPORT							
			50% OF YEAR LAPSED						ACCOUNTING PERIOD 06/2024	
CITY OF EXCELSIOR SPRINGS										

FUND 250 CONSTRUCTION SERVICES										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

330		INTERGOVERNMENTAL REVENUE								
335		SHARED REVENUES								
09 00		COUNTY ROAD & BRIDGE	2,917		.00	17,502		.00	35,000	35,000.00
335	**	SHARED REVENUES	2,917		.00	17,502		.00	35,000	35,000.00
330	***	INTERGOVERNMENTAL REVENUE	2,917		.00	17,502		.00	35,000	35,000.00
340		CHARGE FOR SERVICES								
349		CONSTRUCTION BILLINGS								
01 00		CAPITAL PROJECTS	25,000	23,040.00	92	150,000	66,195.00	44	300,000	233,805.00
349	**	CONSTRUCTION BILLINGS	25,000	23,040.00	92	150,000	66,195.00	44	300,000	233,805.00
340	***	CHARGE FOR SERVICES	25,000	23,040.00		150,000	66,195.00		300,000	233,805.00
360		OTHER REVENUES								
369		MISC REV & REIMB EXPS								
369	**	MISC REV & REIMB EXPS	0		.00	0		.00	0	.00
360	***	OTHER REVENUES	0		.00	0		.00	0	.00
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
01 00		TRANSFER FROM GENERAL	5,000		.00	30,000	25,707.00	86	60,000	34,293.00
05 00		TRANSFER FROM POLLUTION	5,333		.00	31,998	26,000.00	81	64,000	38,000.00
06 00		TRANSFER FROM WATER	5,833		.00	34,998	46,610.00	133	70,000	23,390.00
25 00		FROM CEMETERY	4,262		.00	25,572		.00	51,146	51,146.00
99 00		TRANSFERS FROM OTHER FUND	500		.00	3,000		.00	6,000	6,000.00
391	**	OPERATING TRANSFERS IN	20,928		.00	125,568	98,317.00	78	251,146	152,829.00
393		PROCEEDS FROM FINANCING								
393	**	PROCEEDS FROM FINANCING	0		.00	0		.00	0	.00
390	***	OTHER FINANCING SOURCES	20,928		.00	125,568	98,317.00		251,146	152,829.00
FUND TOTAL CONSTRUCTION SERVICES			48,845	23,040.00		293,070	164,512.00		586,146	421,634.00

CITY OF EXCELSIOR SPRINGS										

FUND 260		COMMUNITY DEVELOPMENT								
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

330		INTERGOVERNMENTAL REVENUE								
331		FEDERAL GRANTS								
	02 00	CDBG	156,917		.00	941,502		.00	1,883,000	1,883,000.00
	02 *	CDBG	156,917		.00	941,502		.00	1,883,000	1,883,000.00
	04 02	ENHANCEMENT	154,167		.00	925,002		.00	1,850,000	1,850,000.00
	04 *	DEPARTMENT OF TRANSPORT	154,167		.00	925,002		.00	1,850,000	1,850,000.00
	08 03	LAND & WATER CONSERVATION	31,875		.00	191,250		.00	382,500	382,500.00
	08 *	NATURAL RESOURCES	31,875		.00	191,250		.00	382,500	382,500.00
	10 00	COVID-19	168,230		.00	1,009,380		.00	2,018,762	2,018,762.00
	11 00	SAT	3,522		.00	21,132	42,269.18	200	42,269	.18-
	17 00	CLAY COUNTY ARPA GRANT	4,753	331,900.04	6983	28,518	331,900.04	1164	57,030	274,870.04-
	19 00	WESTSIDE CID GRANT	20,833		.00	124,998		.00	250,000	250,000.00
331	**	FEDERAL GRANTS	540,297	331,900.04	61	3,241,782	374,169.22	12	6,483,561	6,109,391.78
330	***	INTERGOVERNMENTAL REVENUE	540,297	331,900.04		3,241,782	374,169.22		6,483,561	6,109,391.78
340		CHARGE FOR SERVICES								
341		HISTORIC PRESERVATION								
341	**	HISTORIC PRESERVATION	0		.00	0		.00	0	.00
340	***	CHARGE FOR SERVICES	0		.00	0		.00	0	.00
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	03 00	TRANSFER FROM CAPITAL IMP	82,625		.00	495,750	55,555.07	11	991,494	935,938.93
391	**	OPERATING TRANSFERS IN	82,625		.00	495,750	55,555.07	11	991,494	935,938.93
390	***	OTHER FINANCING SOURCES	82,625		.00	495,750	55,555.07		991,494	935,938.93
FUND TOTAL COMMUNITY DEVELOPMENT			622,922	331,900.04		3,737,532	429,724.29		7,475,055	7,045,330.71

CITY OF EXCELSIOR SPRINGS										

FUND 270	PUBLIC SAFETY SALES TAX									
	ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

310		TAX REVENUES								
313		GENERAL SALES & USE TAX								
	01 00	CITY SALES TAX	91,667	87,495.31	95	550,002	554,062.37	101	1,100,000	545,937.63
	01 01	TIF ALLOCATION	1,667-	.00		10,002-	3,590.19-		20,000-	16,409.81-
	01 *	CITY SALES TAX	90,000	87,495.31	97	540,000	550,472.18	102	1,080,000	529,527.82
	03 00	CITY USE TAX	14,583	11,626.64	80	87,498	83,156.85	95	175,000	91,843.15
	05 00	MO SB131	12,500	12,044.92	96	75,000	47,653.95	64	150,000	102,346.05
313	**	GENERAL SALES & USE TAX	117,083	111,166.87	95	702,498	681,282.98	97	1,405,000	723,717.02
310	***	TAX REVENUES	117,083	111,166.87		702,498	681,282.98		1,405,000	723,717.02
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	500	149.10	30	3,000	1,707.06	57	6,000	4,292.94
361	**	INTEREST INCOME	500	149.10	30	3,000	1,707.06	57	6,000	4,292.94
360	***	OTHER REVENUES	500	149.10		3,000	1,707.06		6,000	4,292.94
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
391	**	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
392		PROCEEDS FROM ASSET SALE								
	01 00	POLICE ASSET SOLD	2,917	.00		17,502	46,600.00	266	35,000	11,600.00-
392	**	PROCEEDS FROM ASSET SALE	2,917	.00		17,502	46,600.00	266	35,000	11,600.00-
390	***	OTHER FINANCING SOURCES	2,917	.00		17,502	46,600.00		35,000	11,600.00-
FUND TOTAL	PUBLIC SAFETY SALES TAX		120,500	111,315.97		723,000	729,590.04		1,446,000	716,409.96

CITY OF EXCELSIOR SPRINGS										

FUND 280	COMMUNITY CTR SALES TAX									
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

310	TAX REVENUES									
313	GENERAL SALES & USE TAX									
	01 00	CITY SALES TAX	183,333	174,990.50	95	1,099,998	1,108,182.46	101	2,200,000	1,091,817.54
	01 01	TIF ALLOCATION	3,750-	.00		22,500-	10,665.66-		45,000-	34,334.34-
	01 *	CITY SALES TAX	179,583	174,990.50	97	1,077,498	1,097,516.80	102	2,155,000	1,057,483.20
	03 00	CITY USE TAX	29,167	23,261.41	80	175,002	166,371.91	95	350,000	183,628.09
313	**	GENERAL SALES & USE TAX	208,750	198,251.91	95	1,252,500	1,263,888.71	101	2,505,000	1,241,111.29
310	***	TAX REVENUES	208,750	198,251.91		1,252,500	1,263,888.71		2,505,000	1,241,111.29
360	OTHER REVENUES									
361	INTEREST INCOME									
	01 00	BANK ACCOUNTS	2,500	5,706.48	228	15,000	29,762.15	198	30,000	237.85
361	**	INTEREST INCOME	2,500	5,706.48	228	15,000	29,762.15	198	30,000	237.85
369	MISC REV & REIMB EXPS									
369	**	MISC REV & REIMB EXPS	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	2,500	5,706.48		15,000	29,762.15		30,000	237.85
FUND TOTAL COMMUNITY CTR SALES TAX			211,250	203,958.39		1,267,500	1,293,650.86		2,535,000	1,241,349.14

CITY OF EXCELSIOR SPRINGS										

FUND 281	COMMUNITY CTR OPERATING									
	ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

330		INTERGOVERNMENTAL REVENUE								
331		FEDERAL GRANTS								
	01 02	MARC - SENIOR CENTER	1,667	8,366.67	502	10,002	16,700.02	167	20,000	3,299.98
331	**	FEDERAL GRANTS	1,667	8,366.67	502	10,002	16,700.02	167	20,000	3,299.98
332		CLAY COUNTY GRANTS								
	01 00	SENIOR SERVICES GRANT	1,350	.00		8,100	9,574.00	118	16,200	6,626.00
332	**	CLAY COUNTY GRANTS	1,350	.00		8,100	9,574.00	118	16,200	6,626.00
330	***	INTERGOVERNMENTAL REVENUE	3,017	8,366.67		18,102	26,274.02		36,200	9,925.98
340		CHARGE FOR SERVICES								
347		RECREATIONAL REVENUES								
	03 02	MEMBERSHIPS	141,667	94,795.50	67	850,002	539,486.22	64	1,700,000	1,160,513.78
	03 03	DAY PASSES	5,000	5,984.00	120	30,000	25,752.26	86	60,000	34,247.74
	03 *	COMMUNITY CENTER	146,667	100,779.50	69	880,002	565,238.48	64	1,760,000	1,194,761.52
347	**	RECREATIONAL REVENUES	146,667	100,779.50	69	880,002	565,238.48	64	1,760,000	1,194,761.52
340	***	CHARGE FOR SERVICES	146,667	100,779.50		880,002	565,238.48		1,760,000	1,194,761.52
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	375	437.56	117	2,250	1,897.17	84	4,500	2,602.83
361	**	INTEREST INCOME	375	437.56	117	2,250	1,897.17	84	4,500	2,602.83
363		RENTAL INCOME								
	11 01	ROOM RENTALS	1,667	625.00	38	10,002	14,118.10	141	20,000	5,881.90
	11 02	PROGRAM FEES	3,333	3,855.00	116	19,998	19,798.90	99	40,000	20,201.10
	11 03	CONCESSIONS	5,833	6,497.00	111	34,998	33,525.32	96	70,000	36,474.68
	11 04	DAYCARE	83	.00		498	.00		1,000	1,000.00
	11 05	BIRTHDAY PARTIES	1,250	2,575.00	206	7,500	16,149.80	215	15,000	1,149.80-
	11 06	SPORTS PERFORMANCE	2,917	765.00	26	17,502	2,675.96	15	35,000	32,324.04
	11 20	SENIOR PROGRAMS	0	.00		0	245.00		0	245.00-
	11 *	PROGRAM REVENUES	15,083	14,317.00	95	90,498	86,513.08	96	181,000	94,486.92
363	**	RENTAL INCOME	15,083	14,317.00	95	90,498	86,513.08	96	181,000	94,486.92
365		CONTRIBUTIONS/DONATIONS								
	02 01	SENIOR CENTER	0	.00		0	253.00		0	253.00-
365	**	CONTRIBUTIONS/DONATIONS	0	.00		0	253.00		0	253.00-

CITY OF EXCELSIOR SPRINGS																			

FUND 281		COMMUNITY CTR OPERATING		*****		CURRENT *****		*****		YEAR-TO-DATE *****		*****		ANNUAL		UNREALIZED			
ACCOUNT		DESCRIPTION		ESTIMATED		ACTUAL		%REV		ESTIMATED		ACTUAL		%REV		ESTIMATE		BALANCE	

369		MISC REV & REIMB EXPS																	
369		**	MISC REV & REIMB EXPS	0		.00				0		.00				0		.00	
360		***	OTHER REVENUES	15,458		14,754.56				92,748		88,663.25				185,500		96,836.75	
390		OTHER FINANCING SOURCES																	
391		OPERATING TRANSFERS IN																	
93 00		COMMUNITY CENTER TAX		83,333		.00				499,998		.00				1,000,000		1,000,000.00	
391		**	OPERATING TRANSFERS IN	83,333		.00				499,998		.00				1,000,000		1,000,000.00	
393		PROCEEDS FROM FINANCING																	
393		**	PROCEEDS FROM FINANCING	0		.00				0		.00				0		.00	
390		***	OTHER FINANCING SOURCES	83,333		.00				499,998		.00				1,000,000		1,000,000.00	
FUND TOTAL		COMMUNITY CTR OPERATING		248,475		123,900.73				1,490,850		680,175.75				2,981,700		2,301,524.25	

CITY OF EXCELSIOR SPRINGS

FUND 292 WALMART/ELMS REVENUE FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
310		TAX REVENUES								
312		TAXES-OTHER THAN ASSESSED								
312	**	TAXES-OTHER THAN ASSESSED	0	.00		0	.00		0	.00
313		GENERAL SALES & USE TAX								
313	**	GENERAL SALES & USE TAX	0	.00		0	.00		0	.00
310	***	TAX REVENUES	0	.00		0	.00		0	.00
360		OTHER REVENUES								
361		INTEREST INCOME								
361	**	INTEREST INCOME	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	0	.00		0	.00		0	.00
FUND TOTAL WALMART/ELMS REVENUE FUND			0	.00		0	.00		0	.00

CITY OF EXCELSIOR SPRINGS									

FUND 293	PARADISE PLAYHOUSE TIF								
	ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

310	TAX REVENUES								
312	TAXES-OTHER THAN ASSESSED								
312	** TAXES-OTHER THAN ASSESSED	0	.00		0	.00		0	.00
313	GENERAL SALES & USE TAX								
313	** GENERAL SALES & USE TAX	0	.00		0	.00		0	.00
310	*** TAX REVENUES	0	.00		0	.00		0	.00
FUND TOTAL	PARADISE PLAYHOUSE TIF	0	.00		0	.00		0	.00

CITY OF EXCELSIOR SPRINGS

FUND 294		VINTAGE DEVELOPMENT TIF	*****			*****			*****			ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV				ESTIMATE	BALANCE
<hr/>													
310		TAX REVENUES											
312		TAXES-OTHER THAN ASSESSED											
312	**	TAXES-OTHER THAN ASSESSED	0	.00		0	.00				0		.00
313		GENERAL SALES & USE TAX											
313	**	GENERAL SALES & USE TAX	0	.00		0	.00				0		.00
310	***	TAX REVENUES	0	.00		0	.00				0		.00
360		OTHER REVENUES											
361		INTEREST INCOME											
361	**	INTEREST INCOME	0	.00		0	.00				0		.00
360	***	OTHER REVENUES	0	.00		0	.00				0		.00
FUND TOTAL VINTAGE DEVELOPMENT TIF			0	.00		0	.00				0		.00

CITY OF EXCELSIOR SPRINGS

FUND 295		ELMS HOTEL TIF	*****			CURRENT	*****			*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE				

310		TAX REVENUES												
312		TAXES-OTHER THAN ASSESSED												
	04 00	TIF REVENUES - PILOTS	5,417	.00		32,502	127,201.24	391	65,000	62,201.24-				
312	**	TAXES-OTHER THAN ASSESSED	5,417	.00		32,502	127,201.24	391	65,000	62,201.24-				
313		GENERAL SALES & USE TAX												
	02 00	TIF REVENUES - EATS	8,333	540.07	7	49,998	58,622.69	117	100,000	41,377.31				
	04 00	COMMUNITY IMPR. DISTRICT	4,167	17,768.50	426	25,002	33,158.85	133	50,000	16,841.15				
313	**	GENERAL SALES & USE TAX	12,500	18,308.57	147	75,000	91,781.54	122	150,000	58,218.46				
310	***	TAX REVENUES	17,917	18,308.57		107,502	218,982.78		215,000	3,982.78-				
360		OTHER REVENUES												
361		INTEREST INCOME												
361	**	INTEREST INCOME	0	.00		0	.00		0	.00				
360	***	OTHER REVENUES	0	.00		0	.00		0	.00				
370		SPECIAL ASSESSMENT FINAN												
371		SPECIAL ASSESSMENTS												
371	**	SPECIAL ASSESSMENTS	0	.00		0	.00		0	.00				
370	***	SPECIAL ASSESSMENT FINAN	0	.00		0	.00		0	.00				
390		OTHER FINANCING SOURCES												
391		OPERATING TRANSFERS IN												
	99 00	TRANSFERS FROM OTHER FUND	833	.00		4,998	.00		10,000	10,000.00				
391	**	OPERATING TRANSFERS IN	833	.00		4,998	.00		10,000	10,000.00				
390	***	OTHER FINANCING SOURCES	833	.00		4,998	.00		10,000	10,000.00				
FUND TOTAL ELMS HOTEL TIF			18,750	18,308.57		112,500	218,982.78		225,000	6,017.22				

CITY OF EXCELSIOR SPRINGS									

FUND 296	VINTAGE PLAZA II TIF								
	ACCOUNT		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	
	ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ANNUAL ESTIMATE

310		TAX REVENUES							
312		TAXES-OTHER THAN ASSESSED							
312	**	TAXES-OTHER THAN ASSESSED	0	.00		0	.00		0
313		GENERAL SALES & USE TAX							
313	**	GENERAL SALES & USE TAX	0	.00		0	.00		0
310	***	TAX REVENUES	0	.00		0	.00		0
360		OTHER REVENUES							
361		INTEREST INCOME							
361	**	INTEREST INCOME	0	.00		0	.00		0
360	***	OTHER REVENUES	0	.00		0	.00		0
390		OTHER FINANCING SOURCES							
391		OPERATING TRANSFERS IN							
391	**	OPERATING TRANSFERS IN	0	.00		0	.00		0
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0
FUND TOTAL	VINTAGE PLAZA II TIF		0	.00		0	.00		0

CITY OF EXCELSIOR SPRINGS									

FUND 297 GOLF COURSE TIF									
ACCOUNT DESCRIPTION ***** CURRENT ***** YEAR-TO-DATE ***** ANNUAL UNREALIZED									
ACCOUNT DESCRIPTION ESTIMATED ACTUAL %REV ESTIMATED ACTUAL %REV ESTIMATE BALANCE									

310		TAX REVENUES							
312		TAXES-OTHER THAN ASSESSED							
312	**	TAXES-OTHER THAN ASSESSED	0	.00	0	.00	0	.00	
313		GENERAL SALES & USE TAX							
02 00		TIF REVENUES - EATS	700	289.52	41	4,200	1,337.87	32	8,400 7,062.13
313	**	GENERAL SALES & USE TAX	700	289.52	41	4,200	1,337.87	32	8,400 7,062.13
310	***	TAX REVENUES	700	289.52		4,200	1,337.87		8,400 7,062.13
360		OTHER REVENUES							
361		INTEREST INCOME							
01 00		BANK ACCOUNTS	2,500	626.90	25	15,000	2,489.87	17	30,000 27,510.13
361	**	INTEREST INCOME	2,500	626.90	25	15,000	2,489.87	17	30,000 27,510.13
365		CONTRIBUTIONS/DONATIONS							
365	**	CONTRIBUTIONS/DONATIONS	0	.00	0	.00	0	.00	.00
360	***	OTHER REVENUES	2,500	626.90		15,000	2,489.87		30,000 27,510.13
390		OTHER FINANCING SOURCES							
391		OPERATING TRANSFERS IN							
391	**	OPERATING TRANSFERS IN	0	.00	0	.00	0	.00	.00
392		PROCEEDS FROM ASSET SALE							
392	**	PROCEEDS FROM ASSET SALE	0	.00	0	.00	0	.00	.00
393		PROCEEDS FROM FINANCING							
393	**	PROCEEDS FROM FINANCING	0	.00	0	.00	0	.00	.00
390	***	OTHER FINANCING SOURCES	0	.00	0	.00	0	.00	.00
FUND TOTAL GOLF COURSE TIF			3,200	916.42		19,200	3,827.74		38,400 34,572.26

CITY OF EXCELSIOR SPRINGS																			

FUND 352		POLLUTION CONTROL IMPROVE		*****		CURRENT *****		*****		YEAR-TO-DATE *****		ANNUAL		UNREALIZED					
ACCOUNT		DESCRIPTION		ESTIMATED		ACTUAL		%REV		ESTIMATED		ACTUAL		%REV		ESTIMATE		BALANCE	

360		OTHER REVENUES																	
361		INTEREST INCOME																	
361		**	INTEREST INCOME	0		.00				0		.00				0		.00	
360		***	OTHER REVENUES	0		.00				0		.00				0		.00	
390		OTHER FINANCING SOURCES																	
393		PROCEEDS FROM FINANCING																	
393		**	PROCEEDS FROM FINANCING	0		.00				0		.00				0		.00	
390		***	OTHER FINANCING SOURCES	0		.00				0		.00				0		.00	
FUND TOTAL		POLLUTION CONTROL IMPROVE		0		.00				0		.00				0		.00	

CITY OF EXCELSIOR SPRINGS										

FUND 353 WATER SYSTEM IMPROVEMENTS										
		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

360		OTHER REVENUES								
361		INTEREST INCOME								
361	**	INTEREST INCOME	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	0	.00		0	.00		0	.00
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
391	**	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
393		PROCEEDS FROM FINANCING								
393	**	PROCEEDS FROM FINANCING	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL WATER SYSTEM IMPROVEMENTS			0	.00		0	.00		0	.00

CITY OF EXCELSIOR SPRINGS										

FUND 380 COMMUNITY CENTER PROJECT			*****			*****				
ACCOUNT		ACCOUNT DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

360		OTHER REVENUES								
361		INTEREST INCOME								
02 00		INVESTMENT INTEREST	42	.00		252	.00		500	500.00
361	**	INTEREST INCOME	42	.00		252	.00		500	500.00
369		MISC REV & REIMB EXPS								
369	**	MISC REV & REIMB EXPS	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	42	.00		252	.00		500	500.00
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
11 00		TRANSFER FROM COMM DEVEL	2,306	212,801.02	9228	13,836	212,801.02	1538	27,675	185,126.02-
99 00		TRANSFERS FROM OTHER FUND	14,583	.00		87,498	.00		175,000	175,000.00
391	**	OPERATING TRANSFERS IN	16,889	212,801.02	1260	101,334	212,801.02	210	202,675	10,126.02-
390	***	OTHER FINANCING SOURCES	16,889	212,801.02		101,334	212,801.02		202,675	10,126.02-
FUND TOTAL COMMUNITY CENTER PROJECT			16,931	212,801.02		101,586	212,801.02		203,175	9,626.02-

CITY OF EXCELSIOR SPRINGS										

FUND 405 DEBT SERVICE										

ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	583	.00		3,498	3,668.41	105	7,000	3,331.59
361	**	INTEREST INCOME	583	.00		3,498	3,668.41	105	7,000	3,331.59
360	***	OTHER REVENUES	583	.00		3,498	3,668.41		7,000	3,331.59
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	93 00	COMMUNITY CENTER TAX	120,000	.00		720,000	.00		1,440,000	1,440,000.00
	99 00	TRANSFERS FROM OTHER FUND	8,083	.00		48,498	.00		97,000	97,000.00
391	**	OPERATING TRANSFERS IN	128,083	.00		768,498	.00		1,537,000	1,537,000.00
390	***	OTHER FINANCING SOURCES	128,083	.00		768,498	.00		1,537,000	1,537,000.00
FUND TOTAL DEBT SERVICE			128,666	.00		771,996	3,668.41		1,544,000	1,540,331.59

CITY OF EXCELSIOR SPRINGS									

FUND 496 VINTAGE PLAZA DEBT SERVIC									
ACCOUNT DESCRIPTION ***** CURRENT ***** YEAR-TO-DATE ***** ANNUAL UNREALIZED									
ACCOUNT DESCRIPTION ESTIMATED ACTUAL %REV ESTIMATED ACTUAL %REV ESTIMATE BALANCE									

360		OTHER REVENUES							
361		INTEREST INCOME							
361	**	INTEREST INCOME	0	.00	0	.00	0	.00	
360	***	OTHER REVENUES	0	.00	0	.00	0	.00	
390		OTHER FINANCING SOURCES							
391		OPERATING TRANSFERS IN							
391	**	OPERATING TRANSFERS IN	0	.00	0	.00	0	.00	
393		PROCEEDS FROM FINANCING							
393	**	PROCEEDS FROM FINANCING	0	.00	0	.00	0	.00	
390	***	OTHER FINANCING SOURCES	0	.00	0	.00	0	.00	
FUND TOTAL		VINTAGE PLAZA DEBT SERVIC	0	.00	0	.00	0	.00	

PREPARED 04/10/2024, 10:48:22			CITY OF EXCELSIOR SPRINGS						PAGE	30
PROGRAM: GM259L			REVENUE REPORT						ACCOUNTING PERIOD 06/2024	
CITY OF EXCELSIOR SPRINGS			50% OF YEAR LAPSED							

FUND 510	WATER									
ACCOUNT	ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

340	CHARGE FOR SERVICES									
344	PUBLIC UTILITY SERVICES									
01 01	METERED SERVICE		238,403	222,898.79	94	1,430,418	1,397,077.03	98	2,860,841	1,463,763.97
01 02	COMMUNITY BILLING		113,998	111,078.03	97	683,988	734,392.22	107	1,367,973	633,580.78
01 03	UT ASSISTANCE PROGRAM		1,311-	1,197.69-		7,866-	6,943.95-		15,733-	8,789.05-
01 15	WATER TAPS		2,083	10,953.00	526	12,498	16,183.00	130	25,000	8,817.00
01 16	RECONNECT FEE		2,500	2,485.00	99	15,000	12,215.00	81	30,000	17,785.00
01 19	BILLED DEPOSIT		17	492.81	2899	102	185.56	182	200	14.44
01 *	WATER REVENUES		355,690	346,709.94	98	2,134,140	2,153,108.86	101	4,268,281	2,115,172.14
09 00	PENALTY INCOME		9,833	10,801.65	110	58,998	62,784.20	106	118,000	55,215.80
344	**	PUBLIC UTILITY SERVICES	365,523	357,511.59	98	2,193,138	2,215,893.06	101	4,386,281	2,170,387.94
340	***	CHARGE FOR SERVICES	365,523	357,511.59		2,193,138	2,215,893.06		4,386,281	2,170,387.94
360	OTHER REVENUES									
361	INTEREST INCOME									
01 00	BANK ACCOUNTS		1,667	3,314.99	199	10,002	21,456.28	215	20,000	1,456.28-
361	**	INTEREST INCOME	1,667	3,314.99	199	10,002	21,456.28	215	20,000	1,456.28-
363	RENTAL INCOME									
01 00	TOWER RENTAL		3,683	4,147.20	113	22,098	24,175.20	109	44,196	20,020.80
02 00	CROP RENT		1,311	.00		7,866	15,732.00	200	15,732	.00
363	**	RENTAL INCOME	4,994	4,147.20	83	29,964	39,907.20	133	59,928	20,020.80
369	MISC REV & REIMB EXPS									
01 00	MISCELLANEOUS		170	154.64	91	1,020	774.42	76	2,035	1,260.58
10 01	GRID SHARE		42	.00		252	.00		500	500.00
369	**	MISC REV & REIMB EXPS	212	154.64	73	1,272	774.42	61	2,535	1,760.58
360	***	OTHER REVENUES	6,873	7,616.83		41,238	62,137.90		82,463	20,325.10
390	OTHER FINANCING SOURCES									
391	OPERATING TRANSFERS IN									
11 00	TRANSFER FROM COMM DEVEL		11,042	.00		66,252	.00		132,500	132,500.00
391	**	OPERATING TRANSFERS IN	11,042	.00		66,252	.00		132,500	132,500.00
392	PROCEEDS FROM ASSET SALE									
392	**	PROCEEDS FROM ASSET SALE	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	11,042	.00		66,252	.00		132,500	132,500.00
FUND TOTAL	WATER		383,438	365,128.42		2,300,628	2,278,030.96		4,601,244	2,323,213.04

CITY OF EXCELSIOR SPRINGS										

FUND 520	POLLUTION CONTROL									
	ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

340		CHARGE FOR SERVICES								
344		PUBLIC UTILITY SERVICES								
	02 01	METERED SERVICE	308,445	293,363.16	95	1,850,670	1,841,067.04	100	3,701,337	1,860,269.96
	02 02	WHOLESALE SERVICES	2,293	788.73	34	13,758	4,641.18	34	27,515	22,873.82
	02 03	UT ASSISTANCE PROGRAM	1,696-	1,600.15-		10,176-	9,096.28-		20,357-	11,260.72-
	02 12	SEWER CONNECTIONS	2,083	4,800.00	230	12,498	9,700.00	78	25,000	15,300.00
	02 13	NON-POTABLE WATER	500	.00		3,000	2,469.60	82	6,000	3,530.40
	02 *	SEWAGE SERVICES	311,625	297,351.74	95	1,869,750	1,848,781.54	99	3,739,495	1,890,713.46
344	**	PUBLIC UTILITY SERVICES	311,625	297,351.74	95	1,869,750	1,848,781.54	99	3,739,495	1,890,713.46
340	***	CHARGE FOR SERVICES	311,625	297,351.74		1,869,750	1,848,781.54		3,739,495	1,890,713.46
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	1,333	211.74	16	7,998	13,336.19	167	16,000	2,663.81
361	**	INTEREST INCOME	1,333	211.74	16	7,998	13,336.19	167	16,000	2,663.81
363		RENTAL INCOME								
	02 00	CROP RENT	1,242	.00		7,452	14,904.00	200	14,904	.00
363	**	RENTAL INCOME	1,242	.00		7,452	14,904.00	200	14,904	.00
369		MISC REV & REIMB EXPS								
	01 00	MISCELLANEOUS	83	.00		498	.00		1,000	1,000.00
	06 00	INSURANCE REIMBURSEMENTS	150	.00		900	117,258.00	3029	1,800	115,458.00-
	10 01	GRID SHARE	417	.00		2,502	.00		5,000	5,000.00
369	**	MISC REV & REIMB EXPS	650	.00		3,900	117,258.00	3007	7,800	109,458.00-
360	***	OTHER REVENUES	3,225	211.74		19,350	145,498.19		38,704	106,794.19-
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
391	**	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
392		PROCEEDS FROM ASSET SALE								
392	**	PROCEEDS FROM ASSET SALE	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	POLLUTION CONTROL		314,850	297,563.48		1,889,100	1,994,279.73		3,778,199	1,783,919.27

CITY OF EXCELSIOR SPRINGS

FUND 530		GOLF								
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
340		CHARGE FOR SERVICES								
347		RECREATIONAL REVENUES								
	01 01	GREEN FEES	25,000	.00		150,000	35,525.00	24	300,000	264,475.00
	01 02	MEMBERSHIP DUES	22,540	.00		135,240	153,531.00	114	270,475	116,944.00
	01 03	GOLF CART REVENUE	21,524	.00		129,144	34,071.50	26	258,292	224,220.50
	01 05	RESTAURANT REVENUE	17,254	.00		103,524	32,341.10	31	207,053	174,711.90
	01 06	PRO SHOP SALES	4,417	.00		26,502	15,230.83	58	53,000	37,769.17
	01 07	DRIVING RANGE REVENUE	2,538	.00		15,228	2,907.00	19	30,460	27,553.00
	01 10	NT PRO SHOP SALES	0	.00		0	591.00		0	591.00-
	01 *	GOLF COURSE	93,273	.00		559,638	274,197.43	49	1,119,280	845,082.57
347	**	RECREATIONAL REVENUES	93,273	.00		559,638	274,197.43	49	1,119,280	845,082.57
340	***	CHARGE FOR SERVICES	93,273	.00		559,638	274,197.43		1,119,280	845,082.57
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	0	.00		0	887.04		0	887.04-
361	**	INTEREST INCOME	0	.00		0	887.04		0	887.04-
369		MISC REV & REIMB EXPS								
	01 00	MISCELLANEOUS	54	30.78	57	324	128.48	40	650	521.52
	01 01	MOWING AIRPORT	583	.00		3,498	228.85	7	7,000	6,771.15
	01 *	MISCELLANEOUS	637	30.78	5	3,822	357.33	9	7,650	7,292.67
369	**	MISC REV & REIMB EXPS	637	30.78	5	3,822	357.33	9	7,650	7,292.67
360	***	OTHER REVENUES	637	30.78		3,822	1,244.37		7,650	6,405.63
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	391	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
392		PROCEEDS FROM ASSET SALE								
	392	PROCEEDS FROM ASSET SALE	0	.00		0	.00		0	.00
393		PROCEEDS FROM FINANCING								
	393	PROCEEDS FROM FINANCING	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL GOLF			93,910	30.78		563,460	275,441.80		1,126,930	851,488.20

FUND 540		AIRPORT								
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
330		INTERGOVERNMENTAL REVENUE								
331		FEDERAL GRANTS								
331	**	FEDERAL GRANTS	0	.00		0	.00		0	.00
330	***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340		CHARGE FOR SERVICES								
345		AIRPORT								
345	**	AIRPORT	0	.00		0	.00		0	.00
340	***	CHARGE FOR SERVICES	0	.00		0	.00		0	.00
360		OTHER REVENUES								
361		INTEREST INCOME								
361	**	INTEREST INCOME	0	.00		0	.00		0	.00
363		RENTAL INCOME								
	02 00	CROP RENT	91	.00		546	.00		1,092	1,092.00
	04 00	AIRPORT FACILITY RENT	1,085	1,066.50	98	6,510	6,796.25	104	13,020	6,223.75
363	**	RENTAL INCOME	1,176	1,066.50	91	7,056	6,796.25	96	14,112	7,315.75
369		MISC REV & REIMB EXPS								
369	**	MISC REV & REIMB EXPS	0	.00		0	.00		0	.00
360	***	OTHER REVENUES	1,176	1,066.50		7,056	6,796.25		14,112	7,315.75
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
	07 00	TRANSFER FROM GOLF	1,200	.00		7,200	.00		14,400	14,400.00
391	**	OPERATING TRANSFERS IN	1,200	.00		7,200	.00		14,400	14,400.00
390	***	OTHER FINANCING SOURCES	1,200	.00		7,200	.00		14,400	14,400.00
FUND TOTAL AIRPORT			2,376	1,066.50		14,256	6,796.25		28,512	21,715.75

CITY OF EXCELSIOR SPRINGS										

FUND 550 REFUSE										

ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

340		CHARGE FOR SERVICES								
344		PUBLIC UTILITY SERVICES								
	03 01	SANITATION FEES	88,854	94,634.00	107	533,124	560,356.06	105	1,066,244	505,887.94
	03 03	UT ASSISTANCE PROGRAM	477-	455.20-		2,862-	2,695.53-		5,720-	3,024.47-
	03 *	SANITATION SERVICE	88,377	94,178.80	107	530,262	557,660.53	105	1,060,524	502,863.47
344	**	PUBLIC UTILITY SERVICES	88,377	94,178.80	107	530,262	557,660.53	105	1,060,524	502,863.47
340	***	CHARGE FOR SERVICES	88,377	94,178.80		530,262	557,660.53		1,060,524	502,863.47
360		OTHER REVENUES								
361		INTEREST INCOME								
	01 00	BANK ACCOUNTS	292	391.34	134	1,752	4,467.41	255	3,500	967.41-
361	**	INTEREST INCOME	292	391.34	134	1,752	4,467.41	255	3,500	967.41-
369		MISC REV & REIMB EXPS								
	12 00	RECYCLING REVENUE	1,500	1,626.40	108	9,000	9,096.25	101	18,000	8,903.75
	13 00	BULKY ITEM DROPOFF	1,500	3,216.00	214	9,000	8,953.00	100	18,000	9,047.00
369	**	MISC REV & REIMB EXPS	3,000	4,842.40	161	18,000	18,049.25	100	36,000	17,950.75
360	***	OTHER REVENUES	3,292	5,233.74		19,752	22,516.66		39,500	16,983.34
390		OTHER FINANCING SOURCES								
391		OPERATING TRANSFERS IN								
391	**	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL REFUSE			91,669	99,412.54		550,014	580,177.19		1,100,024	519,846.81

CITY OF EXCELSIOR SPRINGS
REVENUE REPORT
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2024

CITY OF EXCELSIOR SPRINGS

FUND 610 CEMETERY PERMANENT FUND										
ACCOUNT			***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
340		CHARGE FOR SERVICES								
348		CEMETERY LOT SALES								
00	00	CEMETERY LOT SALES	5,417	4,000.00	74	32,502	23,425.00	72	65,000	41,575.00
348	**	CEMETERY LOT SALES	5,417	4,000.00	74	32,502	23,425.00	72	65,000	41,575.00
340	***	CHARGE FOR SERVICES	5,417	4,000.00		32,502	23,425.00		65,000	41,575.00
360		OTHER REVENUES								
361		INTEREST INCOME								
01	00	BANK ACCOUNTS	13	53.08	408	78	264.87	340	150	114.87-
02	00	INVESTMENT INTEREST	217	182.77	84	1,302	1,313.29	101	2,600	1,286.71
361	**	INTEREST INCOME	230	235.85	103	1,380	1,578.16	114	2,750	1,171.84
363		RENTAL INCOME								
02	00	CROP RENT	206	.00		1,236	.00		2,475	2,475.00
363	**	RENTAL INCOME	206	.00		1,236	.00		2,475	2,475.00
360	***	OTHER REVENUES	436	235.85		2,616	1,578.16		5,225	3,646.84
FUND TOTAL CEMETERY PERMANENT FUND			5,853	4,235.85		35,118	25,003.16		70,225	45,221.84
GRAND TOTAL			3,409,163	2,691,419.91		20,454,978	16,389,546.11		40,910,016	24,520,469.89

PREPARED 03/06/2024,14:55:26
PROGRAM: GM339L
CITY OF EXCELSIOR SPRINGS

EXPENDITURE APPROVAL LIST
AS OF: 03/15/2024 PAYMENT DATE: 03/07/2024

PAGE 1

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0000791	00	AMEREN UE						
	001228		00	03/01/2024	101-1602-416.41-01	ELECTRIC SERVICE	186.62	
	001222		00	03/01/2024	101-2103-421.41-01	ELECTRIC SERVICE	127.57	
	001224		00	03/01/2024	101-3101-431.41-01	ELECTRIC SERVICE	272.64	
	001223		00	03/01/2024	210-1001-451.41-01	ELECTRIC SERVICE	354.22	
	001225		00	03/01/2024	250-1001-439.41-01	ELECTRIC SERVICE	17.99	
	001227		00	03/01/2024	510-1001-433.41-01	ELECTRIC SERVICE	1,656.06	
	001226		00	03/01/2024	540-1001-454.41-01	ELECTRIC SERVICE	189.06	
	001221		00	03/01/2024	610-1001-456.41-01	ELECTRIC SERVICE	21.91	
						VENDOR TOTAL *	2,826.07	
0001269	00	BEST SECURITY						
52264	001231		00	03/01/2024	210-1001-451.43-02	ALARM MONITORING	65.90	
						VENDOR TOTAL *	65.90	
0003297	00	BLUE SPARROW						
3243	001231	LAWN & LANDSCAPE, LLC	00	03/01/2024	281-1001-457.43-02	SNOW REMOVAL	445.00	
						VENDOR TOTAL *	445.00	
0000038	00	BOARD OF POLICE COMMISS						
11327	001290		00	03/06/2024	101-2101-421.61-04	UNIFORM/TRAINING	545.30	
	001290		00	03/06/2024	101-2101-421.67-03	UNIFORM/TRAINING	5,000.00	
						VENDOR TOTAL *	5,545.30	
0001269	00	BRIAN KENNEDY						
	001290		00	03/06/2024	101-2101-421.61-04	CLOTHING ALLOWANCE	150.00	
						VENDOR TOTAL *	150.00	
0003265	00	CENTURY CONCRETE, INC.						
1500593585	001229		00	03/01/2024	520-1001-432.43-22	CONCRETE	761.20	
						VENDOR TOTAL *	761.20	
0000306	00	CITY OF EXCELSIOR						
	001229		00	03/01/2024	220-1001-422.72-00	LABOR	1,755.00	
	001229		00	03/01/2024	230-1001-431.45-04	LABOR	9,315.00	
	001229		00	03/01/2024	230-1001-431.45-04	LABOR	2,160.00	
	001229		00	03/01/2024	230-1001-431.45-04	LABOR	9,810.00	
	001229		00	03/01/2024	230-1001-431.45-04	LABOR	2,250.00	
						VENDOR TOTAL *	25,290.00	
0001359	00	CITY OF EXCELSIOR/WATER BILLS						
	001295		00	03/06/2024	101-2201-422.41-03	CITY WATER USAGE	202.35	
	001296		00	03/06/2024	210-1001-451.41-03	CITY WATER USAGE	41.37	
	001293		00	03/06/2024	520-1001-432.41-03	CITY WATER USAGE	899.47	
	001292		00	03/06/2024	530-1001-455.41-03	CITY WATER USAGE	87.04	
	001294		00	03/06/2024	540-1001-454.41-03	CITY WATER USAGE	21.20	
						VENDOR TOTAL *	1,251.43	
0001269	00	CITY WIDE FACILITY SOLUTIONS						
32001047825	001271		00	03/04/2024	101-2101-421.61-03	JANITORIAL SERVICES	806.50	

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0001269	00	CITY WIDE FACILITY SOLUTIONS						
		001271	00	03/04/2024	101-2101-421.42-01	JANITORIAL SERVICES	175.50	
						VENDOR TOTAL *	982.00	
0001168	00	COMMWORLD						
		001271	00	03/04/2024	101-1301-414.53-01	TELEPHONE CHARGES	21.51	
3220698		001271	00	03/04/2024	101-1401-413.53-01	TELEPHONE CHARGES	42.98	
		001271	00	03/04/2024	101-1501-415.53-01	TELEPHONE CHARGES	107.46	
		001271	00	03/04/2024	101-1801-418.53-01	TELEPHONE CHARGES	42.98	
		001271	00	03/04/2024	101-1802-418.53-01	TELEPHONE CHARGES	64.48	
		001271	00	03/04/2024	101-1803-418.53-01	TELEPHONE CHARGES	42.98	
		001271	00	03/04/2024	101-1901-419.53-01	TELEPHONE CHARGES	42.98	
		001271	00	03/04/2024	101-6701-467.53-01	TELEPHONE CHARGES	62.51	
		001280	00	03/05/2024	210-1001-451.53-01	TELEPHONE CHARGES	36.26	
3221772		001280	00	03/05/2024	281-1001-457.53-01	TELEPHONE CHARGES	395.07	
3219617		001271	00	03/04/2024	510-1001-433.53-01	TELEPHONE CHARGES	93.77	
		001271	00	03/04/2024	520-1001-432.53-01	TELEPHONE CHARGES	125.30	
						VENDOR TOTAL *	1,078.28	
0000155	00	CULLIGAN WATER CONDITIONING						
INV386799		001231	00	03/01/2024	101-1601-416.43-02	WATER SOFTENER	42.74	
						VENDOR TOTAL *	42.74	
0003082	00	CYCLONE, INC.						
41271		001231	00	03/01/2024	210-1001-451.44-04	PORTA POTTIES	240.00	
						VENDOR TOTAL *	240.00	
0000724	00	EQUITABLE						
		001284	00	03/05/2024	780-0000-217.34-00	MONTHLY PREMIUM	21.75	
						VENDOR TOTAL *	21.75	
0000203	00	EXCELSIOR MEDICAL CENTER						
202689		001290	00	03/06/2024	101-2101-421.33-05	EMPLOYMENT PHYSICAL	29.00	
						VENDOR TOTAL *	29.00	
0000991	00	EXCELSIOR SPRINGS STANDARD						
4545		001280	00	03/05/2024	101-1801-418.54-00	PUBLIC NOTICES	84.00	
						VENDOR TOTAL *	84.00	
0001172	00	FIDELITY SECURITY LIFE INS./EYEMED						
166190060		001284	00	03/05/2024	780-0000-217.42-00	VISION PREMIUMS	667.78	
		001284	00	03/05/2024	780-0000-217.40-00	VISION PREMIUMS	76.65	
						VENDOR TOTAL *	744.43	
0001269	00	FIT SERVICE KC						
000441-R-0011		001231	00	03/01/2024	281-1001-457.43-02	FITNESS CENTER PM	1,100.00	
001796		001231	00	03/01/2024	281-1006-457.61-15	CABLE	231.25	
						VENDOR TOTAL *	1,331.25	
0003364	00	FIZER'S GARAGE						

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0003364	00	FIZER'S GARAGE						
4145		001271	00	03/04/2024	101-2101-421.43-10	ALTERNATOR/BATTERY/PUMP	1,585.34	
4147		001271	00	03/04/2024	101-2101-421.43-10	BRAKES/ROTORS	582.92	
4248		001290	00	03/06/2024	101-2101-421.43-10	TIRE REPAIR	20.00	
						VENDOR TOTAL *	2,188.26	
0002631	00	GALLS, LLC						
026994626		001282	00	03/05/2024	101-2201-422.61-04	UNIFORMS	140.35	
027023273		001282	00	03/05/2024	101-2201-422.61-04	UNIFORMS	283.20	
027060344		001282	00	03/05/2024	101-2201-422.61-04	UNIFORMS	65.91	
027062530		001282	00	03/05/2024	101-2201-422.61-04	UNIFORMS	26.08	
027013923		001282	00	03/05/2024	101-2201-422.61-04	UNIFORMS	68.73	
						VENDOR TOTAL *	584.27	
0002801	00	GBA ARCHITECTS ENGINEERS						
79825		001229	00	03/01/2024	260-1001-465.33-03	CONSULTING/ENGINEERING	40,264.50	
						VENDOR TOTAL *	40,264.50	
0000260	00	GOOD SAMARITAN CENTER						
		001276	00	03/05/2024	510-0000-202.30-00	UT ASSISTANCE PROGRAM	37.87	
						VENDOR TOTAL *	37.87	
0001269	00	GRISHAM CONSTRUCTION						
5171		001231	00	03/01/2024	210-1001-451.61-30	TOPSOIL	3,850.00	
						VENDOR TOTAL *	3,850.00	
0001116	00	HACH COMPANY						
13917862		001273	00	03/04/2024	520-1001-432.61-04	LAB EQUIPMENT	924.00	
						VENDOR TOTAL *	924.00	
0000911	00	HANNA RUBBER COMPANY						
1372492-IN		001278	00	03/05/2024	510-1001-433.43-12	MISC MATERIAL	785.10	
						VENDOR TOTAL *	785.10	
0000178	00	HILLYARD/KANSAS CITY						
605403376		001231	00	03/01/2024	281-1001-457.61-03	JANITORIAL SUPPLIES	1,055.08	
						VENDOR TOTAL *	1,055.08	
0000342	00	IDEKER, INC.						
135169		001282	00	03/05/2024	220-1001-422.72-00	ROCK	481.66	
135168		001282	00	03/05/2024	220-1001-422.72-00	ROCK	506.30	
						VENDOR TOTAL *	987.96	
0000635	00	INTERNATIONAL CODE COUNCIL, INC.						
1001835590		001280	00	03/05/2024	260-1001-413.67-03	BUDGETING GUIDE	100.95	
						VENDOR TOTAL *	100.95	
0001269	00	JACKSON COUNTY TOW SERVICE						
212155		001282	00	03/05/2024	220-1001-422.72-00	ROTATOR	2,500.00	
212156		001282	00	03/05/2024	220-1001-422.72-00	ROTATOR	2,500.00	

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0001269 211118	00	JACKSON COUNTY TOW SERVICE 001282	00 03/05/2024	220-1001-422.72-00	ROTATOR	2,500.00	
					VENDOR TOTAL *	7,500.00	
0001654 399335 01	00	KEARNEY WINSUPPLY CO. 001231	00 03/01/2024	101-1601-416.43-12	TOILET REPAIRS	83.04	
					VENDOR TOTAL *	83.04	
0000587 335651	00	KELLER FIRE AND SAFETY 001231	00 03/01/2024	210-1001-451.43-12	EXTINGUISHER INSPECTIONS	209.00	
					VENDOR TOTAL *	209.00	
0003217 2400009	00	KH CONSULTING 001287	00 03/05/2024	101-1401-413.33-03	CONSULTING FEE	2,150.00	
					VENDOR TOTAL *	2,150.00	
0002924 0324009.01 0323112.01-06	00	LAMP, RYNEARSON & ASSOCIATES, INC. 001282 001278	00 03/05/2024 00 03/05/2024	220-1001-422.72-00 510-1001-433.33-03	PROFESSIONAL SERVICES ENGINEERING	345.00 6,750.00	
					VENDOR TOTAL *	7,095.00	
0003283 41278968	00	LINDE GAS & EQUIPMENT, INC 001229 001229 001229	00 03/01/2024 00 03/01/2024 00 03/01/2024	101-3101-431.61-06 510-1001-433.61-06 520-1001-432.61-06	CHEMICALS CHEMICALS CHEMICALS	50.23 50.23 50.23	
					VENDOR TOTAL *	150.69	
0001269	00	MARLA ELLISON 001288	00 03/05/2024	101-1501-415.58-03	MILEAGE REIMBURSEMENT	23.64	
					VENDOR TOTAL *	23.64	
0003223 1061604	00	MEI TOTAL ELEVATOR SOLUTIONS 001231	00 03/01/2024	101-1601-416.43-02	ELEVATOR SERVICE	252.44	
					VENDOR TOTAL *	252.44	
0001269 66167 66161	00	MENARDS-KANSAS CITY 001282 001282	00 03/05/2024 00 03/05/2024	220-1001-422.72-00 220-1001-422.72-00	MISC MATERIAL MISC MATERIAL	101.58 2,459.90	
					VENDOR TOTAL *	2,561.48	
0000120 KC2400253	00	MICROBAC LABORATORIES , INC. 001229	00 03/01/2024	520-1001-432.34-01	MONTHLY TESTING	306.00	
					VENDOR TOTAL *	306.00	
0001269 1262829	00	MIDWEST EQUIPMENT COMPANY 001275	00 03/04/2024	281-1001-457.61-31	CAFE SUPPLIES	275.00	
					VENDOR TOTAL *	275.00	
0001269	00	MISSOURI DEPARTMENT OF 001204	00 02/29/2024	260-1001-465.34-18	DOCUMENT REVIEW	3,000.00	

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NO	NO	NO						AMOUNT
0001269	00	MISSOURI DEPARTMENT OF						
						VENDOR TOTAL *	3,000.00	
0000885	00	MISSOURI MUNICIPAL LEAGUE						
6758	001291		00	03/06/2024	101-2101-421.67-03	REGISTRATION/CONFERENCE	170.00	
						VENDOR TOTAL *	170.00	
0002327	00	MISSOURI ONE CALL SYSTEM, INC.						
4020166	001297		00	03/06/2024	510-1001-433.61-30	LOCATES	82.35	
	001297		00	03/06/2024	520-1001-432.61-30	LOCATES	82.35	
						VENDOR TOTAL *	164.70	
0001269	00	MO AIR POLLUTION CONTROL PROG						
E3405408142	001229		00	03/01/2024	520-1001-432.69-05	EMISSIONS FEE	55.00	
						VENDOR TOTAL *	55.00	
0000269	00	MO POLICE CHIEFS						
5411	001290		00	03/06/2024	101-2101-421.67-02	MEMBERSHIP DUES	500.00	
						VENDOR TOTAL *	500.00	
0003222	00	NAPA AUTO PARTS						
053381	001273		00	03/04/2024	101-6701-467.43-10	MISC PARTS	109.75	
053025	001231		00	03/01/2024	210-1001-451.43-10	SPLASH GUARDS	77.10	
053312	001230		00	03/01/2024	510-1001-433.43-10	PARTS	128.80	
053205	001230		00	03/01/2024	510-1001-433.61-07	SCANNER	212.61	
053221	001230		00	03/01/2024	510-1001-433.43-10	FILTERS/OIL	303.46	
						VENDOR TOTAL *	831.72	
0000239	00	O'REILLY AUTOMOTIVE						
166-299325	000935		00	02/02/2024	101-3101-431.43-10	GAS CAP	11.27	
166-300360	001016		00	02/12/2024	510-1001-433.43-10	MISC PARTS	157.56	
166-303840	001273		00	03/04/2024	510-1001-433.43-10	FILTERS/OIL	77.85	
166-303887	001273		00	03/04/2024	510-1001-433.43-10	FILTERS/OIL	7.17	
166-299196	000935		00	02/02/2024	520-1001-432.61-07	MISC TOOLS	59.46	
166-302787	001199		00	02/28/2024	520-1001-432.43-11	TOOLS	34.98	
166-303695	001230		00	03/01/2024	520-1001-432.43-11	BATTERY	32.58	
166-303697	001230		00	03/01/2024	520-1001-432.43-11	BOLT/PARTS	3.99	
166-303489	001230		00	03/01/2024	520-1001-432.61-03	JANITORIAL SUPPLIES	74.98	
						VENDOR TOTAL *	445.50	
0000554	00	OWEN LUMBER CO						
796669	001271		00	03/04/2024	220-1001-421.73-00	LUMBER	31.10	
796683	001230		00	03/01/2024	520-1001-432.43-22	READY MIX	277.20	
						VENDOR TOTAL *	308.30	
0001036	00	PITTMAN PRINTING INC.						
70405	001271		00	03/04/2024	101-2101-421.55-00	BUSINESS CARDS	858.00	
						VENDOR TOTAL *	858.00	
0001269	00	POLYDYNE INC.						

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NO	NO	NO						AMOUNT
0001269	00	POLYDYNE INC.						
1811096	001278		00	03/05/2024	520-1001-432.61-06	CHEMICALS	2,308.50	
						VENDOR TOTAL *	2,308.50	
0003267	00	POMP'S TIRE SERVICE, INC.						
1150098431	001230		00	03/01/2024	101-3101-431.43-11	TIRES	583.56	
1150098432	001230		00	03/01/2024	101-3101-431.43-11	SERVICE/TIRE BALANCE	96.30	
						VENDOR TOTAL *	679.86	
0000331	00	PRATHERSVILLE WATER DEPT						
	001280		00	03/05/2024	510-1001-433.41-03	WATER USAGE	1.68	
						VENDOR TOTAL *	1.68	
0002058	00	PRESTO-X LLC						
5724826	001291		00	03/06/2024	101-2101-421.67-02	PEST CONTROL	95.19	
57237732	001231		00	03/01/2024	281-1001-457.43-02	PEST CONTROL	106.17	
						VENDOR TOTAL *	201.36	
0003294	00	P1 SERVICE, LLC						
107113150	001231		00	03/01/2024	281-1001-457.43-12	CHECK RTU	158.62	
						VENDOR TOTAL *	158.62	
0000370	00	QUILL CORP						
36010733	001271		00	03/04/2024	101-2101-421.60-01	TONER	127.65	
37452044	001271		00	03/04/2024	101-2101-421.60-01	COPY PAPER	195.92	
37427123	001272		00	03/04/2024	101-2101-421.60-01	TONER	237.58	
37475593	001291		00	03/06/2024	101-2101-421.60-01	OFFICE SUPPLIES	478.28	
						VENDOR TOTAL *	1,039.43	
0003241	00	RECON AUTO REPAIR, LLC						
139834	001273		00	03/04/2024	101-3101-431.43-10	PARTS/LABOR	521.28	
						VENDOR TOTAL *	521.28	
0000092	00	REPUBLIC SERVICES #468						
	001273		00	03/04/2024	101-1601-416.41-05	CITY FACILITIES REFUSE	76.51	
	001273		00	03/04/2024	101-2101-421.41-05	CITY FACILITIES REFUSE	49.90	
0468-004281888	001273		00	03/04/2024	101-2103-421.41-05	CITY FACILITIES REFUSE	49.90	
	001273		00	03/04/2024	101-2201-422.41-05	CITY FACILITIES REFUSE	76.51	
	001273		00	03/04/2024	101-3101-431.41-05	CITY FACILITIES REFUSE	432.40	
	001273		00	03/04/2024	210-1001-451.41-05	CITY FACILITIES REFUSE	432.40	
	001273		00	03/04/2024	281-1001-457.41-05	CITY FACILITIES REFUSE	86.48	
	001273		00	03/04/2024	510-1001-433.41-05	CITY FACILITIES REFUSE	49.90	
	001273		00	03/04/2024	510-1001-433.41-05	CITY FACILITIES REFUSE	432.40	
	001273		00	03/04/2024	520-1001-432.41-05	CITY FACILITIES REFUSE	49.90	
	001273		00	03/04/2024	520-1001-432.41-05	CITY FACILITIES REFUSE	432.40	
	001273		00	03/04/2024	530-1001-455.41-05	CITY FACILITIES REFUSE	155.24	
	001273		00	03/04/2024	610-1001-456.41-05	CITY FACILITIES REFUSE	49.90	
	001273		00	03/04/2024	610-1001-456.41-05	CITY FACILITIES REFUSE	49.90	
						VENDOR TOTAL *	2,423.74	
0000988	00	RITE-WAY AUTO SERVICE						

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0000988 1188003	00 001231	RITE-WAY AUTO SERVICE	00 03/01/2024	210-1001-451.43-10	TIRE LABOR	49.50	
					VENDOR TOTAL *	49.50	
0001407 6374 293 6373 6356 6384 6381 6390 292 6370	00 001230 001283 001283 001273 001297 001297 001297 001230 001230	SCOTT'S CUSTOM TRAILERS	00 03/01/2024 00 03/05/2024 00 03/05/2024 00 03/04/2024 00 03/06/2024 00 03/06/2024 00 03/06/2024 00 03/01/2024 00 03/01/2024	101-3101-431.43-11 220-1001-422.72-00 220-1001-422.72-00 250-1001-439.43-10 250-1001-439.43-11 250-1001-439.61-07 250-1001-439.61-07 520-1001-432.43-11 520-1001-432.43-11	MISC MATERIAL MISC MATERIAL MISC MATERIAL LIGHTS REPAIR KIT JUMPER CABLES TAPE MISC MATERIAL MISC MATERIAL	10.00 294.20 274.52 7.50 32.50 32.99 26.19 501.84 98.54	
					VENDOR TOTAL *	1,278.28	
0000312 175237	00 001230	SMITH & LOVELESS INC	00 03/01/2024	520-1001-432.43-22	MISC MATERIAL	1,056.85	
					VENDOR TOTAL *	1,056.85	
0002793 0324-2000797	00 001271 001271	SOCKET	00 03/04/2024 00 03/04/2024	510-1001-433.53-01 520-1001-432.53-01	TELEPHONE CHARGES TELEPHONE CHARGES	167.29 166.68	
					VENDOR TOTAL *	333.97	
0002558 3866630 3844861	00 001271 001271 001231	SUMNER ONE	00 03/04/2024 00 03/04/2024 00 03/01/2024	101-1001-419.44-02 101-1801-418.44-02 281-1001-457.55-00	LEASE ON COPIER LEASE ON COPIER LEASE ON COPIER	375.85 375.84 2,046.48	
					VENDOR TOTAL *	2,798.17	
0000793 FEB 24	00 001205	SYNERGY SERVICES, INC.	00 02/29/2024	101-0000-202.06-00	SAFE HAVEN	248.00	
					VENDOR TOTAL *	248.00	
0001269 TS-INV-14108	00 001275	TEAM SIDELINE.COM	00 03/04/2024	210-1001-451.34-04	SCHEDULING SOFTWARE	699.00	
					VENDOR TOTAL *	699.00	
0002567 523237386	00 001281	TOSHIBA FINANCIAL SERVICES	00 03/05/2024	101-1801-418.44-02	LEASE ON SCANNER	249.47	
					VENDOR TOTAL *	249.47	
0001269 404182	00 001291	TRITECH SOFTWARE SYSTEMS	00 03/06/2024	270-1001-421.61-07	ENGAGE EVENT/REGISTRATION	899.00	
					VENDOR TOTAL *	899.00	
0001269 49332	00 001231	TW CUSTOM BRANDING	00 03/01/2024	210-1001-451.61-04	POLO SHIRTS	112.97	
					VENDOR TOTAL *	112.97	
0002829	00	UNUM LIFE INSURANCE COMPANY					

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VEND NO INVOICE NO	SEQ# VOUCHER NO	VENDOR NAME P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0002829	00	UNUM LIFE INSURANCE COMPANY 001289	00 03/05/2024	780-0000-217.37-00	PREMIUMS WITHHELD	260.65	
					VENDOR TOTAL *	260.65	
0002350	00	USA BLUE BOOK INV00270496	00 03/01/2024	520-1001-432.61-04	LAB SUPPLIES	785.71	
					VENDOR TOTAL *	785.71	
0002687	00	VALIDITY					
241314		001231	00 03/01/2024	101-1901-419.33-05	BACKGROUND CHECKS	9.00	
		001231	00 03/01/2024	101-2101-421.33-05	BACKGROUND CHECKS	13.00	
		001231	00 03/01/2024	210-1001-451.33-05	BACKGROUND CHECKS	120.00	
		001231	00 03/01/2024	250-1001-439.33-05	BACKGROUND CHECKS	40.00	
		001231	00 03/01/2024	281-1001-457.33-05	BACKGROUND CHECKS	80.00	
		001231	00 03/01/2024	281-1005-457.33-05	BACKGROUND CHECKS	400.00	
		001231	00 03/01/2024	281-1006-457.33-05	BACKGROUND CHECKS	40.00	
					VENDOR TOTAL *	702.00	
0000693	00	VANCE BROTHERS INC					
IG0024072		001231	00 03/01/2024	210-1001-451.43-28	ASPHALT	1,033.29	
					VENDOR TOTAL *	1,033.29	
0000271	00	VERIZON WIRELESS					
		001218	00 02/29/2024	101-1301-414.53-02	MOBILE PHONE CHARGES	50.59	
		001207	00 02/29/2024	101-1801-418.53-02	MOBILE PHONE CHARGES	40.01	
		001214	00 02/29/2024	101-1802-418.53-02	MOBILE PHONE CHARGES	101.18	
		001212	00 02/29/2024	101-1803-418.53-02	MOBILE PHONE CHARGES	79.79	
		001211	00 02/29/2024	101-1901-419.53-02	MOBILE PHONE CHARGES	40.59	
		001215	00 02/29/2024	101-2101-421.53-02	MOBILE PHONE CHARGES	933.95	
		001209	00 02/29/2024	101-2201-422.53-02	MOBILE PHONE CHARGES	241.33	
		001217	00 02/29/2024	101-3101-431.53-02	MOBILE PHONE CHARGES	134.23	
		001219	00 02/29/2024	101-6701-467.53-02	MOBILE PHONE CHARGES	202.95	
		001213	00 02/29/2024	210-1001-451.53-02	MOBILE PHONE CHARGES	313.76	
		001208	00 02/29/2024	250-1001-439.53-02	MOBILE PHONE CHARGES	199.70	
9957650345		001206	00 02/29/2024	281-1001-457.53-02	MOBILE PHONE CHARGES	202.95	
		001220	00 02/29/2024	510-1001-433.53-02	MOBILE PHONE CHARGES	583.10	
		001216	00 02/29/2024	520-1001-432.53-02	MOBILE PHONE CHARGES	381.24	
		001210	00 02/29/2024	530-1001-455.53-02	MOBILE PHONE CHARGES	40.15	
					VENDOR TOTAL *	3,545.52	
0001944	00	WESTLAKE HARDWARE					
6975306/506334		001278	00 03/05/2024	101-3101-431.43-15	LIGHTS	41.97	
6975316/506334		001297	00 03/06/2024	101-3101-431.43-11	CHAIN SAW PARTS	164.97	
6975317/506334		001297	00 03/06/2024	101-3101-431.43-11	CHAIN SAW PARTS	4.00	
6975324/506334		001297	00 03/06/2024	101-3101-431.43-11	CHAIN SAW PARTS	118.98	
6975296/506325		001283	00 03/05/2024	220-1001-422.72-00	MISC MATERIAL	311.82	
6975278/506325		001283	00 03/05/2024	220-1001-422.72-00	MISC MATERIAL	34.60	
6975289/506325		001283	00 03/05/2024	220-1001-422.72-00	MISC MATERIAL	33.48	
6975253/512622		001231	00 03/01/2024	281-1001-457.61-03	JANITORIAL SUPPLIES	27.57	
6975224/512622		001231	00 03/01/2024	281-1001-457.61-03	JANITORIAL SUPPLIES	76.22	

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR
INVOICE		VOUCHER	P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	HAND-ISSUED
NO		NO	NO		DATE	NO	DESCRIPTION	AMOUNT	AMOUNT
0001944	00	WESTLAKE	HARDWARE						
6975269/512622	001275			00	03/04/2024	281-1001-457.61-03	JANITORIAL SUPPLIES	31.97	
6975001/506334	001273			00	03/04/2024	510-1001-433.43-11	MISC MATERIAL	21.71	
6975264/506334	001230			00	03/01/2024	520-1001-432.43-11	MISC MATERIAL	152.51	
							VENDOR TOTAL *	781.84	
0003372	00	YATES ELECTRIC	CONSTRUCTION CO						
6365	PI0018	005373		00	02/16/2024	520-1001-432.43-22	PARTS/LABOR	4,260.00	
							VENDOR TOTAL *	4,260.00	
							TOTAL EXPENDITURES ****	145,034.54	
							GRAND TOTAL *****		145,034.54

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0003355	00	ACTIVE911, INC.						
554818		001355	00	03/13/2024	101-2201-422.43-01	ANNUAL SUBSCRIPTION	630.00	
						VENDOR TOTAL *	630.00	
0000417	00	ALTERATIONS & CUSTOM SEWING						
4483		001349	00	03/11/2024	101-2101-421.61-04	BALLISTIC VEST	971.26	
4586		001349	00	03/11/2024	101-2101-421.61-04	UNIFORMS	170.99	
71460		001356	00	03/13/2024	101-2201-422.42-01	ALTERATIONS	26.00	
						VENDOR TOTAL *	1,168.25	
0003358	00	AMAZON CAPITAL SERVICES, INC.						
		001266	00	03/04/2024	101-1301-414.61-07	MISC SUPPLIES	8.18	
		001267	00	03/04/2024	101-1301-414.60-01	MISC SUPPLIES	14.78	
		001268	00	03/04/2024	101-1301-414.60-01	MISC SUPPLIES	20.96	
		001269	00	03/04/2024	101-1301-414.60-01	MISC SUPPLIES	29.99	
		001270	00	03/04/2024	101-1401-413.60-01	MISC SUPPLIES	36.59	
		001277	00	03/05/2024	101-1401-413.60-01	MISC SUPPLIES	24.99	
		001270	00	03/04/2024	101-1501-415.60-01	MISC SUPPLIES	11.99	
		001270	00	03/04/2024	101-1501-415.60-01	MISC SUPPLIES	36.59	
		001270	00	03/04/2024	101-1501-415.60-01	MISC SUPPLIES	16.90	
		001270	00	03/04/2024	101-1501-415.60-01	MISC SUPPLIES	13.54	
		001270	00	03/04/2024	101-1501-415.60-01	MISC SUPPLIES	36.59	
		001270	00	03/04/2024	101-1801-418.60-01	MISC SUPPLIES	16.52	
		001279	00	03/05/2024	101-1801-418.60-01	MISC SUPPLIES	50.94	
		001279	00	03/05/2024	101-1801-418.60-01	MISC SUPPLIES	46.55	
		001279	00	03/05/2024	101-1801-418.60-01	MISC SUPPLIES	36.59	
		001270	00	03/04/2024	101-1901-419.60-01	MISC SUPPLIES	207.48	
		001321	00	03/08/2024	101-1901-419.60-01	MISC SUPPLIES	106.85	
		001343	00	03/11/2024	101-2101-421.60-01	MISC SUPPLIES	132.22	
		001344	00	03/11/2024	101-2101-421.61-03	MISC SUPPLIES	455.86	
		001345	00	03/11/2024	101-2101-421.61-07	MISC SUPPLIES	37.43	
		001347	00	03/11/2024	101-2101-421.61-07	MISC SUPPLIES	36.79	
		001348	00	03/11/2024	101-2101-421.61-07	MISC SUPPLIES	233.82	
		001346	00	03/11/2024	101-2103-421.61-03	MISC SUPPLIES	83.78	
		001332	00	03/11/2024	101-2201-422.60-01	MISC SUPPLIES	67.62	
		001333	00	03/11/2024	101-2201-422.43-12	MISC SUPPLIES	22.75	
		001334	00	03/11/2024	101-2201-422.61-16	MISC SUPPLIES	84.20	
		001335	00	03/11/2024	101-2201-422.61-16	MISC SUPPLIES	244.15	
		001336	00	03/11/2024	101-2201-422.61-03	MISC SUPPLIES	68.41	
		001337	00	03/11/2024	101-2201-422.61-03	MISC SUPPLIES	373.50	
		001338	00	03/11/2024	101-2201-422.43-12	MISC SUPPLIES	80.09	
		001274	00	03/04/2024	101-3101-431.43-15	MISC SUPPLIES	704.22	
		001318	00	03/08/2024	220-1001-422.72-00	MISC SUPPLIES	48.98	
		001318	00	03/08/2024	220-1001-422.72-00	MISC SUPPLIES	47.99	
		001318	00	03/08/2024	220-1001-422.72-00	MISC SUPPLIES	303.05	
		001270	00	03/04/2024	260-1001-416.43-09	MISC SUPPLIES	144.85	
		001270	00	03/04/2024	260-1001-416.43-09	MISC SUPPLIES	25.94	
		001235	00	03/04/2024	281-1001-457.61-03	MISC SUPPLIES	45.00	
		001236	00	03/04/2024	281-1001-457.61-31	MISC SUPPLIES	26.84	
		001237	00	03/04/2024	281-1001-457.61-31	MISC SUPPLIES	213.38	
		001240	00	03/04/2024	281-1001-457.43-12	MISC SUPPLIES		

VEND NO	SEQ#	VENDOR NAME	INVOICE	VOUCHER	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0003358	00	AMAZON CAPITAL SERVICES, INC.									
		001242				00	03/04/2024	281-1001-457.61-03	MISC SUPPLIES	33.99	
		001244				00	03/04/2024	281-1001-457.61-03	MISC SUPPLIES	11.97	
		001245				00	03/04/2024	281-1001-457.61-30	MISC SUPPLIES	56.13	
		001246				00	03/04/2024	281-1001-457.61-03	MISC SUPPLIES	78.81	
		001248				00	03/04/2024	281-1001-457.60-01	MISC SUPPLIES	52.89	
		001249				00	03/04/2024	281-1001-457.60-01	MISC SUPPLIES	59.04	
		001250				00	03/04/2024	281-1001-457.60-01	MISC SUPPLIES	34.78	
		001251				00	03/04/2024	281-1001-457.61-03	MISC SUPPLIES	57.95	
		001252				00	03/04/2024	281-1001-457.61-31	MISC SUPPLIES	77.25	
		001253				00	03/04/2024	281-1001-457.43-12	MISC SUPPLIES	35.99	
		001238				00	03/04/2024	281-1005-457.61-15	MISC SUPPLIES	75.99	
		001243				00	03/04/2024	281-1005-457.61-06	MISC SUPPLIES	124.57	
		001239				00	03/04/2024	281-1006-457.61-15	MISC SUPPLIES	68.29	
		001247				00	03/04/2024	281-1006-457.61-15	MISC SUPPLIES	39.14	
		001241				00	03/04/2024	281-1007-457.61-15	MISC SUPPLIES	61.31	
		001233				00	03/04/2024	281-4401-444.61-30	MISC SUPPLIES	21.58	
		001234				00	03/04/2024	281-4401-444.61-30	MISC SUPPLIES	38.24	
		001274				00	03/04/2024	510-1001-433.60-01	MISC SUPPLIES	30.26	
									VENDOR TOTAL *	4,973.60	
0000791	00	AMEREN UE									
		001306				00	03/07/2024	101-3101-431.41-01	ELECTRIC SERVICE	46.31	
		001396				00	03/13/2024	210-1001-451.41-01	ELECTRIC SERVICE	178.45	
		001396				00	03/13/2024	520-1001-432.41-01	ELECTRIC SERVICE	48.49	
									VENDOR TOTAL *	273.25	
0001349	00	AMERICAN EQUIPMENT CO.									
72037		001357				00	03/13/2024	720-0000-209.05-00	TOOL BOX	2,251.90	
									VENDOR TOTAL *	2,251.90	
0001269	00	BANK MIDWEST									
		001309				00	03/07/2024	101-1401-413.29-05	RETIREMENT GIFT CARDS	509.90	
									VENDOR TOTAL *	509.90	
0002980	00	BARTLETT & WEST									
730093528		001299				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	8,296.71
730093998		001300				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	6,240.12
730094453		001301				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	9,038.50
730095186		001302				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	12,116.24
730095691		001303				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	3,937.01
730095897		001304				00	03/07/2024	260-1001-431.73-00	ENGINEERING	CHECK #: 100071	2,618.37
									VENDOR TOTAL *	.00	42,246.95
0000232	00	BERRYROCK HOMES									
000027885		UT				00	03/12/2024	510-0000-115.20-01	UB CR REFUND	323.66	
									VENDOR TOTAL *	323.66	
0000232	00	BLASER, DYLAN B									
000027485		UT				00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	114.42	

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0000232	00	BLASER, DYLAN B						
						VENDOR TOTAL *	114.42	
0003345	00	BLUE CARDINAL CHEMICAL, LLC						
12362		001358	00	03/13/2024	520-1001-432.61-06	PLANT/CHEMICALS	1,078.92	
						VENDOR TOTAL *	1,078.92	
0001269	00	BOB D. CAMPBELL & CO.						
91562		001359	00	03/13/2024	220-1001-422.72-00	PROFESSIONAL SERVICES	510.00	
						VENDOR TOTAL *	510.00	
0002172	00	BRAD HOFFMAN						
MAR 24		001360	00	03/13/2024	101-2201-422.33-05	MEDICAL DIRECTOR	600.00	
						VENDOR TOTAL *	600.00	
0003279	00	C & B EQUIPMENT MIDWEST INC						
16706-00		001361	00	03/13/2024	520-1001-432.43-22	VALVE	1,247.76	
						VENDOR TOTAL *	1,247.76	
0003265	00	CENTURY CONCRETE, INC.						
1500597154		001349	00	03/11/2024	210-1001-451.73-00	CONCRETE	1,047.20	
1500596619		001349	00	03/11/2024	220-1001-421.73-00	CONCRETE	1,047.20	
						VENDOR TOTAL *	2,094.40	
0000015	00	CHUCK ANDERSON FORD MERCURY INC.						
FOCS176983		001362	00	03/13/2024	101-6701-467.43-10	PARTS/LABOR	2,484.70	
						VENDOR TOTAL *	2,484.70	
0000232	00	CITY OF EXCELSIOR						
000026499		UT	00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	84.20	
						VENDOR TOTAL *	84.20	
0000232	00	CITY OF EXCELSIOR SPRINGS						
000027047		UT	00	03/12/2024	510-0000-115.20-01	UB DEPOSIT REFUNDS/INTERE	200.00	
						VENDOR TOTAL *	200.00	
0001269	00	CLAY COUNTY DETENTION						
		001349	00	03/11/2024	101-2104-421.61-25	NOVEMBER INMATE HOUSING	118.68	
						VENDOR TOTAL *	118.68	
0000826	00	CLAY COUNTY ECONOMIC DEVELOP						
287		001353	00	03/13/2024	101-1801-418.67-02	MEMBERSHIP DUES	2,500.00	
						VENDOR TOTAL *	2,500.00	
0000155	00	CULLIGAN WATER CONDITIONING						
INV388001		001319	00	03/08/2024	510-1001-433.61-04	LAB SUPPLIES	218.06	
INV388002		001319	00	03/08/2024	520-1001-432.61-04	LAB SUPPLIES	227.70	
						VENDOR TOTAL *	445.76	
0002959	00	DATA PROSE, LLC						

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0002959	00	DATA PROSE, LLC						
DP2400913	001397		00	03/13/2024	510-1001-433.55-00	UTILITY BILLING/POSTAGE	339.42	
	001400		00	03/13/2024	510-1001-433.60-03	UTILITY BILLING/POSTAGE	839.89	
N84177	001403		00	03/13/2024	510-1001-433.34-18	LSLI FEBRUARY 2024	695.36	
	001398		00	03/13/2024	520-1001-432.55-00	UTILITY BILLING/POSTAGE	452.52	
	001401		00	03/13/2024	520-1001-432.60-03	UTILITY BILLING/POSTAGE	1,119.75	
	001399		00	03/13/2024	550-1001-434.55-00	UTILITY BILLING/POSTAGE	130.10	
	001402		00	03/13/2024	550-1001-434.60-03	UTILITY BILLING/POSTAGE	321.90	
						VENDOR TOTAL *	3,898.94	
0000232	00	DONNICI, CARRIE A						
000027555	UT		00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	147.41	
						VENDOR TOTAL *	147.41	
0000889	00	DOWNTOWN EXCELSIOR PARTNERSHIP						
2111	001342		00	03/11/2024	241-1001-413.54-00	PUBLIC SERVICE AGREEMENT	3,333.33	
						VENDOR TOTAL *	3,333.33	
0000232	00	EBERTS, JOSEPH						
000026949	UT		00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	77.39	
						VENDOR TOTAL *	77.39	
0002128	00	ED M. FELD EQUIPMENT COMPANY, INC.						
0436201-IN	001363		00	03/13/2024	101-2201-422.43-10	AIR BAG	261.00	
0436200-IN	001364		00	03/13/2024	101-2201-422.43-10	DOOR REPAIR	150.00	
						VENDOR TOTAL *	411.00	
0000384	00	EXCELSIOR ANIMAL CLINIC, INC.						
	001349		00	03/11/2024	101-2103-421.61-28	VET CHARGES	537.00	
						VENDOR TOTAL *	537.00	
0000203	00	EXCELSIOR MEDICAL CENTER						
4651	001365		00	03/13/2024	101-2201-422.61-02	EMS SUPPLIES	38.97	
						VENDOR TOTAL *	38.97	
0003364	00	FIZER'S GARAGE						
4198	001366		00	03/13/2024	260-1001-422.61-16	A/C REPAIR	489.94	
						VENDOR TOTAL *	489.94	
0000232	00	FRANZ, SETH ANDREW						
000025967	UT		00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	96.81	
						VENDOR TOTAL *	96.81	
0002631	00	GALLS, LLC						
027100300	001367		00	03/13/2024	101-2201-422.61-04	UNIFORM	183.23	
						VENDOR TOTAL *	183.23	
0003371	00	GLASS MASTERS OF HIGGINSVILLE						
1-42507	001368		00	03/13/2024	101-2201-422.43-10	WINDOW REPLACED	345.00	
						VENDOR TOTAL *	345.00	
0000891	00	HELGET GAS PRODUCTS						

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO						AMOUNT
0000891	00	HELGET GAS PRODUCTS						
0002149223		001369	00	03/13/2024	101-2201-422.61-02	CYLINDER RENTAL	72.22	
						VENDOR TOTAL *	72.22	
0000232	00	HOMETOWN VIBES, LLC						
000027681		UT	00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	129.44	
						VENDOR TOTAL *	129.44	
0000232	00	HUGHES, M. JUNE						
000024833		UT	00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	90.88	
						VENDOR TOTAL *	90.88	
0000342	00	IDEKER, INC.						
135313		001370	00	03/13/2024	220-1001-422.72-00	ROCK	520.30	
135311		001371	00	03/13/2024	220-1001-422.72-00	ROCK	529.26	
135312		001372	00	03/13/2024	220-1001-422.72-00	ROCK	496.50	
						VENDOR TOTAL *	1,546.06	
0003170	00	INT ASSN OF FIRE FIGHTERS, LOCAL 42						
		001352	00	03/12/2024	780-0000-217.52-00	FIRE UNION DUES	588.42	
						VENDOR TOTAL *	588.42	
0000336	00	JEFF BOYLE/CODE CONSULTANT SERVICE						
348		001353	00	03/13/2024	101-1802-418.33-03	3RD PARTY REVIEW	112.50	
						VENDOR TOTAL *	112.50	
0001269	00	JOE MADDICK						
		001373	00	03/13/2024	101-2201-422.58-04	REIMBURSEMENT/MEALS	12.00	
						VENDOR TOTAL *	12.00	
0001269	00	JOHN DONAT						
		001374	00	03/13/2024	510-1001-433.42-02	REIMBURSEMENT/BOOTS	175.00	
						VENDOR TOTAL *	175.00	
0002116	00	KC WIRELESS INC.						
61312		001375	00	03/13/2024	101-2201-422.43-10	RADIO REPAIR	82.00	
						VENDOR TOTAL *	82.00	
0003283	00	LINDE GAS & EQUIPMENT, INC						
41645253		001376	00	03/13/2024	510-1001-433.61-06	CO2	4,136.08	
						VENDOR TOTAL *	4,136.08	
0000232	00	MAHONEY, J LARRY & CICILY						
000002321		UT	00	03/12/2024	510-0000-115.20-01	UB CR REFUND	3.00	
						VENDOR TOTAL *	3.00	
0000611	00	MIDWAY FORD TRUCK CENTER						
100430793:01		001377	00	03/13/2024	260-1001-422.61-16	MED 3 REPAIRS	2,087.21	
						VENDOR TOTAL *	2,087.21	
0000232	00	MINGS, MICHAEL E						

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO						AMOUNT
0000232	00	MINGS, MICHAEL E						
000017049		UT	00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	23.40	
						VENDOR TOTAL *	23.40	
0000739	00	MISSION SQUARE RETIREMENT						
		001352	00	03/12/2024	780-0000-217.07-00	EMPLOYEE CONTRIBUTIONS	1,490.51	
						VENDOR TOTAL *	1,490.51	
0000617	00	MISSISSIPPI LIME						
1716504		001351	00	03/12/2024	510-1001-433.61-06	LIME	9,646.40	
						VENDOR TOTAL *	9,646.40	
0001096	00	MISSOURI AMBULANCE ASSOCIATION						
02351		001378	00	03/13/2024	101-2201-422.67-02	MEMBERSHIP DUES	500.00	
						VENDOR TOTAL *	500.00	
0003222	00	NAPA AUTO PARTS						
053545		001319	00	03/08/2024	101-3101-431.43-11	BATTERY	305.64	
053544		001319	00	03/08/2024	101-3101-431.43-11	BATTERIES	131.82	
053643		001351	00	03/12/2024	101-3101-431.43-10	PARTS	372.49	
053639		001351	00	03/12/2024	510-1001-433.43-11	PARTS	19.75	
053630		001351	00	03/12/2024	510-1001-433.43-11	OIL/FILTERS	302.68	
053578		001319	00	03/08/2024	520-1001-432.61-03	MISC SUPPLIES	61.44	
						VENDOR TOTAL *	1,193.82	
0002956	00	NUESYNERGY, INC.						
		001322	00	03/08/2024	101-1401-413.26-01	ADMIN FEES/SECTION 125	7.83	
		001323	00	03/08/2024	101-1501-415.26-01	ADMIN FEES/SECTION 125	7.83	
		001324	00	03/08/2024	101-1601-416.26-01	ADMIN FEES/SECTION 125	7.83	
		001325	00	03/08/2024	101-1901-419.26-01	ADMIN FEES/SECTION 125	7.83	
		001326	00	03/08/2024	101-2101-421.26-01	ADMIN FEES/SECTION 125	23.45	
		001327	00	03/08/2024	101-2201-422.26-01	ADMIN FEES/SECTION 125	7.83	
		001328	00	03/08/2024	210-1001-451.26-01	ADMIN FEES/SECTION 125	15.66	
		001329	00	03/08/2024	510-1001-433.26-01	ADMIN FEES/SECTION 125	7.83	
		001330	00	03/08/2024	520-1001-432.26-01	ADMIN FEES/SECTION 125	7.83	
		001331	00	03/08/2024	550-1001-434.26-01	ADMIN FEES/SECTION 125	7.83	
						VENDOR TOTAL *	101.75	
0000554	00	OWEN LUMBER CO						
797154		001349	00	03/11/2024	220-1001-421.73-00	LUMBER	484.11	
797383		001379	00	03/13/2024	510-1001-433.43-11	PAINT	10.99	
797037		001320	00	03/08/2024	520-1001-432.43-22	MISC MATERIAL	71.55	
						VENDOR TOTAL *	566.65	
0003362	00	PHOENIX PLUMBING LLC						
151		001349	00	03/11/2024	101-2101-421.43-12	CLEARED SINK DRAIN	229.00	
						VENDOR TOTAL *	229.00	
0000647	00	PLATTE-CLAY ELECTRIC						
		001342	00	03/11/2024	101-3101-431.41-01	ELECTRIC SERVICE	95.00	

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INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
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0000647	00	PLATTE-CLAY ELECTRIC						
						VENDOR TOTAL *	95.00	
0002058	00	PRESTO-X LLC						
57237734	001320		00	03/08/2024	101-1601-416.43-02	PEST CONTROL	106.17	
57237733	001380		00	03/13/2024	101-2201-422.43-12	PEST CONTROL	106.17	
						VENDOR TOTAL *	212.34	
0003294	00	P1 SERVICE, LLC						
J0067401	001349		00	03/11/2024	281-1001-457.43-12	REPAIR ROOF HATCH HINGES	1,665.00	
						VENDOR TOTAL *	1,665.00	
0002977	00	RED EQUIPMENT, LLC						
W00253	001351		00	03/12/2024	520-1001-432.43-11	PARTS & LABOR	7,943.64	
						VENDOR TOTAL *	7,943.64	
0000092	00	REPUBLIC SERVICES #468						
0468-004285476	001320		00	03/08/2024	550-1001-434.34-18	BULKY ITEM DUMPSTERS	454.57	
						VENDOR TOTAL *	454.57	
0000988	00	RITE-WAY AUTO SERVICE						
1187933	001349		00	03/11/2024	101-2101-421.43-10	TOW FEE	60.00	
1187791	PI0020	005375	00	02/22/2024	101-3101-431.43-10	TIRES	1,233.00	
1187762	PI0019	005375	00	02/22/2024	250-1001-439.43-10	TIRES	1,233.00	
1187873	PI0021	005375	00	02/22/2024	510-1001-433.43-10	TIRES	1,233.00	
1188387	001351		00	03/12/2024	520-1001-432.43-10	TIRES/MOUNT/BALANCE	982.00	
						VENDOR TOTAL *	4,741.00	
0003337	00	SCHRAEDER LAW FIRM						
3724	001310		00	03/07/2024	101-2201-422.33-01	LEGAL FEES	275.00	
						VENDOR TOTAL *	275.00	
0001407	00	SCOTT'S CUSTOM TRAILERS						
6386	001351		00	03/12/2024	101-3101-431.61-07	SHOVEL	18.09	
6385	001351		00	03/12/2024	101-3101-431.43-10	PARTS	25.20	
6394	001349		00	03/11/2024	210-1001-451.43-10	SQUARE LIGHT	5.75	
6396	001381		00	03/13/2024	220-1001-422.72-00	MISC MATERIAL	195.61	
294	001382		00	03/13/2024	220-1001-422.72-00	MISC MATERIAL	736.50	
6382	001320		00	03/08/2024	520-1001-432.61-18	DUCT TAPE	33.92	
						VENDOR TOTAL *	1,015.07	
0003307	00	SEALMASTER KC						
014810	001349		00	03/11/2024	210-1001-451.43-25	RESURFACE BB COURT	1,316.11	
						VENDOR TOTAL *	1,316.11	
0000736	00	SPIRE						
	001342		00	03/11/2024	101-1601-416.41-02	GAS SERVICE	16,638.75	
	001342		00	03/11/2024	101-1602-416.41-02	GAS SERVICE	603.32	
	001342		00	03/11/2024	101-2101-421.41-02	GAS SERVICE	2,264.86	
	001342		00	03/11/2024	101-2103-421.41-02	GAS SERVICE	65.39	

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
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0000736	00	SPIRE						
	001342		00	03/11/2024	101-2201-422.41-02	GAS SERVICE	2,507.57	
	001342		00	03/11/2024	101-2201-422.41-02	GAS SERVICE	62.70	
	001342		00	03/11/2024	101-6701-467.41-02	GAS SERVICE	215.83	
	001342		00	03/11/2024	101-6701-467.41-02	GAS SERVICE	649.98	
	001342		00	03/11/2024	281-1001-457.41-02	GAS SERVICE	28,433.50	
	001342		00	03/11/2024	510-1001-433.41-02	GAS SERVICE	714.76	
	001342		00	03/11/2024	510-1001-433.41-02	GAS SERVICE	413.17	
	001342		00	03/11/2024	510-1001-433.41-02	GAS SERVICE	1,735.81	
	001342		00	03/11/2024	530-1001-455.41-02	GAS SERVICE	667.45	
	001342		00	03/11/2024	540-1001-454.41-02	GAS SERVICE	913.69	
VENDOR TOTAL *							55,886.78	
0002777	00	STANION WHOLESALE ELECTRIC CO., INC						
5682475-01	001383		00	03/13/2024	510-1001-433.43-21	MISC MATERIAL	1,211.94	
5682461-02	001384		00	03/13/2024	510-1001-433.43-21	MISC MATERIAL	201.99	
VENDOR TOTAL *							1,413.93	
0002533	00	STRUCTURAL TECHNOLOGY, INC.						
14484	001385		00	03/13/2024	101-2201-422.43-11	LADDER TESTING	828.90	
VENDOR TOTAL *							828.90	
0001269	00	STRYKER SALES						
9205715114	001386		00	03/13/2024	101-2201-422.43-01	ANNUAL MAINT AGREEMENT	1,784.15	
VENDOR TOTAL *							1,784.15	
0002558	00	SUMNER ONE						
3862358	001387		00	03/13/2024	101-2201-422.43-01	LEASE ON COPIER	313.22	
3854524	001350		00	03/11/2024	281-1001-457.55-00	LEASE ON COPIER	59.40	
VENDOR TOTAL *							372.62	
0003379	00	UNITED BLOWER INC.						
4300-3965	001388		00	03/13/2024	520-1001-432.43-22	OIL/PARTS	1,400.00	
VENDOR TOTAL *							1,400.00	
0003270	00	UNITED FIBER						
7458100	001350		00	03/11/2024	210-1001-451.53-01	INTERNET SERVICE	69.95	
6264100	001350		00	03/11/2024	281-1001-457.53-03	INTERNET SERVICE	299.00	
VENDOR TOTAL *							368.95	
0000693	00	VANCE BROTHERS INC						
IG00024182	001320		00	03/08/2024	101-3101-431.43-16	ASPHALT	1,625.02	
VENDOR TOTAL *							1,625.02	
0000232	00	WALKER FLIPS KC LLC						
000026875	UT		00	03/07/2024	510-0000-115.20-01	UB CR REFUND-FINALS	129.44	
VENDOR TOTAL *							129.44	
0001944	00	WESTLAKE HARDWARE						
6975339/506334	001320		00	03/08/2024	101-3101-431.43-11	LOCK	29.99	

VEND NO	SEQ#	VENDOR NAME	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.	DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO					AMOUNT
0001944	00	WESTLAKE HARDWARE					
6975345/506334	001320		00 03/08/2024	101-3101-431.43-11	CUTTING WHEEL	230.00	
6975338/506334	001320		00 03/08/2024	101-3101-431.43-15	TRASH BAGS	18.99	
6975351/506334	001351		00 03/12/2024	101-3101-431.43-15	ROPE	27.98	
6975390/506334	001393		00 03/13/2024	101-3101-431.43-11	CHAIN/PARTS	41.99	
6975329/512622	001350		00 03/11/2024	210-1001-451.61-15	MISC SUPPLIES	9.29	
6975310/512622	001350		00 03/11/2024	210-1001-451.43-27	BATTERIES	11.99	
6975349/512622	001350		00 03/11/2024	210-1001-451.43-10	NUTS/BOLTS	1.62	
6975326/512622	001350		00 03/11/2024	210-1001-451.43-12	PAINT THINNER	36.99	
					VENDOR TOTAL *	408.84	
0003344	00	WHITE CAP, LP					
50025732893	001320		00 03/08/2024	230-1001-431.45-04	CONCRETE PINS	1,607.55	
					VENDOR TOTAL *	1,607.55	
0003237	00	WILLIAMS & CAMPO, P.C.					
924	001307		00 03/07/2024	101-1401-413.33-01	LEGAL FEES	6,247.20	
	001308		00 03/07/2024	101-2101-421.33-01	LEGAL FEES	149.20	
					VENDOR TOTAL *	6,396.40	
0003183	00	WORLD FUEL SERVICES, INC					
2744476-41525	001394		00 03/13/2024	510-1001-433.62-01	FUEL	20,955.91	
					VENDOR TOTAL *	20,955.91	
0001269	00	ZAC ST. JOHN					
	001395		00 03/13/2024	101-2201-422.58-04	REIMBURSEMENT/MEALS	22.55	
					VENDOR TOTAL *	22.55	
					HAND ISSUED TOTAL ***		42,246.95
					TOTAL EXPENDITURES ****	164,873.53	42,246.95
				GRAND TOTAL *****			207,120.48

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0001268	00	ALL NATIONS FLAG CO., INC						
91837		001428	00	03/18/2024	510-1001-433.61-18	FLAGS	525.00	
						VENDOR TOTAL *	525.00	
0001269	00	AMBULANCE MEDICAL BILLING						
0113853-IN		001487	00	03/19/2024	101-2201-422.34-17	FEBRUARY BILLING	5,358.54	
						VENDOR TOTAL *	5,358.54	
0000791	00	AMEREN UE						
		001480	00	03/19/2024	210-1001-451.41-01	ELECTRIC SERVICE	6.91	
		001480	00	03/19/2024	530-1001-455.41-01	ELECTRIC SERVICE	645.44	
						VENDOR TOTAL *	652.35	
0001269	00	BRIDGETTE ALTER						
		001429	00	03/18/2024	281-1001-457.67-01	REIMBURSEMENT/TRAINING	350.00	
						VENDOR TOTAL *	350.00	
0001359	00	CITY OF EXCELSIOR/WATER BILLS						
		001428	00	03/18/2024	101-1601-416.41-03	CITY WATER USAGE	204.26	
		001428	00	03/18/2024	101-1602-416.41-03	CITY WATER USAGE	57.19	
		001428	00	03/18/2024	101-2101-421.41-03	CITY WATER USAGE	162.21	
		001428	00	03/18/2024	101-2103-421.41-03	CITY WATER USAGE	110.62	
		001428	00	03/18/2024	101-6701-467.41-03	CITY WATER USAGE	1,101.36	
		001428	00	03/18/2024	210-1001-451.41-03	CITY WATER USAGE	414.44	
		001428	00	03/18/2024	281-1001-457.41-03	CITY WATER USAGE	3,444.29	
		001428	00	03/18/2024	510-1001-433.41-03	CITY WATER USAGE	423.97	
		001428	00	03/18/2024	510-1001-433.41-03	CITY WATER USAGE	17.77	
		001428	00	03/18/2024	610-1001-456.41-03	CITY WATER USAGE	16.31	
						VENDOR TOTAL *	5,952.42	
0001269	00	CLIA LABORATORY PROGRAM						
		001486	00	03/19/2024	101-2201-422.61-16	CERTIFICATE FEE	248.00	
						VENDOR TOTAL *	248.00	
0001168	00	COMMORLD						
3239251		001507	00	03/20/2024	101-2201-422.43-01	TELEPHONE CHARGES	493.41	
						VENDOR TOTAL *	493.41	
0003216	00	CRAFCO, INC.						
9403129884		001424	00	03/15/2024	720-0000-209.05-00	PAINT	3,524.00	
						VENDOR TOTAL *	3,524.00	
0000049	00	DANKO EMERGENCY EQUIPMENT						
134469		001488	00	03/19/2024	260-1001-422.61-16	PIERCING NOZZLE	1,563.94	
						VENDOR TOTAL *	1,563.94	
0002213	00	DELL USA LP						
10737292832		001428	00	03/18/2024	101-1301-414.61-07	LAPTOP BATTERIES	190.54	
						VENDOR TOTAL *	190.54	
0002128	00	ED M. FELD EQUIPMENT COMPANY, INC.						

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
<hr/>								
0002128	00	ED M. FELD EQUIPMENT COMPANY, INC.						
0436540-IN	001489		00	03/19/2024	101-2201-422.43-11	RATCHET	122.00	
0436539-IN	001490		00	03/19/2024	101-2201-422.43-10	AIR AUTO PUMP	894.30	
VENDOR TOTAL *							1,016.30	
0001269	00	EDGAR SECURITY SYSTEMS						
1240945	001429		00	03/18/2024	281-1001-457.43-12	SECURITY SYSTEM REPAIRS	604.90	
VENDOR TOTAL *							604.90	
0002289	00	ELAN FINANCIAL SERVICE/BANKMW						
	001418		00	03/14/2024	101-1301-414.60-01	CREDIT CARD PURCHASE	136.78	
	001419		00	03/14/2024	101-1301-414.60-01	CREDIT CARD PURCHASE	66.00	
	001508		00	03/20/2024	101-1401-413.34-04	CREDIT CARD PURCHASE	114.99	
	001509		00	03/20/2024	101-1401-413.60-01	CREDIT CARD PURCHASE	25.99	
	001420		00	03/14/2024	101-1501-415.67-01	CREDIT CARD PURCHASE	75.00	
	001421		00	03/14/2024	101-1501-415.64-00	CREDIT CARD PURCHASE	19.99	
	001423		00	03/15/2024	101-1601-416.43-12	CREDIT CARD PURCHASE	825.42	
	001425		00	03/15/2024	101-1801-418.64-00	CREDIT CARD PURCHASE	19.99	
	001426		00	03/15/2024	101-1801-418.58-04	CREDIT CARD PURCHASE	38.39	
	001425		00	03/15/2024	101-1803-418.64-00	CREDIT CARD PURCHASE	5.49	
	001425		00	03/15/2024	101-1803-418.64-00	CREDIT CARD PURCHASE	15.99	
	001510		00	03/20/2024	101-1901-419.29-05	CREDIT CARD PURCHASE	850.00	
	001417		00	03/14/2024	101-2101-421.61-07	CREDIT CARD PURCHASE	29.88	
	001464		00	03/19/2024	101-2101-421.34-01	CREDIT CARD PURCHASE	75.00	
	001465		00	03/19/2024	101-2101-421.43-10	CREDIT CARD PURCHASE	76.97	
	001466		00	03/19/2024	101-2101-421.53-01	CREDIT CARD PURCHASE	6.56	
	001467		00	03/19/2024	101-2101-421.54-00	CREDIT CARD PURCHASE	567.77	
	001468		00	03/19/2024	101-2101-421.54-00	CREDIT CARD PURCHASE	792.21	
	001469		00	03/19/2024	101-2101-421.58-01	CREDIT CARD PURCHASE	137.97	
	001470		00	03/19/2024	101-2101-421.58-04	CREDIT CARD PURCHASE	10.25	
	001472		00	03/19/2024	101-2101-421.61-07	CREDIT CARD PURCHASE	1,917.80	
	001474		00	03/19/2024	101-2101-421.67-03	CREDIT CARD PURCHASE	225.00	
	001473		00	03/19/2024	101-2103-421.61-03	CREDIT CARD PURCHASE	57.08	
	001479		00	03/19/2024	101-2103-421.61-03	CREDIT CARD PURCHASE	57.08	
	001475		00	03/19/2024	101-2104-421.61-29	CREDIT CARD PURCHASE	205.15	
	001476		00	03/19/2024	101-2104-421.61-29	CREDIT CARD PURCHASE	256.54	
	001477		00	03/19/2024	101-2104-421.61-29	CREDIT CARD PURCHASE	128.03	
	001471		00	03/19/2024	101-2201-422.62-01	CREDIT CARD PURCHASE	56.11	
	001484		00	03/19/2024	101-2201-422.61-02	CREDIT CARD PURCHASE	95.94	
	001423		00	03/15/2024	101-3101-431.43-10	CREDIT CARD PURCHASE	54.99	
	001423		00	03/15/2024	101-6701-467.33-05	CREDIT CARD PURCHASE	5.17	
	001423		00	03/15/2024	101-6703-467.58-01	CREDIT CARD PURCHASE	300.90	
	001423		00	03/15/2024	101-6703-467.58-01	CREDIT CARD PURCHASE	26.34	
	001432		00	03/18/2024	210-1001-451.58-04	CREDIT CARD PURCHASE	42.97	
	001435		00	03/18/2024	210-1001-451.34-04	CREDIT CARD PURCHASE	36.00	
	001438		00	03/18/2024	210-1001-451.34-04	CREDIT CARD PURCHASE	15.00	
	001439		00	03/18/2024	210-1001-451.62-01	CREDIT CARD PURCHASE	64.10	
	001440		00	03/18/2024	210-1001-451.58-01	CREDIT CARD PURCHASE	593.84	
	001441		00	03/18/2024	210-1001-451.58-01	CREDIT CARD PURCHASE	638.48	
	001442		00	03/18/2024	210-1001-451.58-04	CREDIT CARD PURCHASE	6.06	

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INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT

0002289	00	ELAN FINANCIAL SERVICE/BANKMW						
	001499		00	03/19/2024	210-1001-451.43-25	CREDIT CARD PURCHASE	319.72	
	001500		00	03/19/2024	210-1001-451.43-12	CREDIT CARD PURCHASE	498.40	
	001501		00	03/19/2024	210-1001-451.61-06	CREDIT CARD PURCHASE	99.99	
	001502		00	03/19/2024	210-1001-451.43-10	CREDIT CARD PURCHASE	115.84	
	001503		00	03/19/2024	210-1001-451.43-25	CREDIT CARD PURCHASE	78.67	
	001478		00	03/19/2024	212-1001-421.61-07	CREDIT CARD PURCHASE	339.93	
	001425		00	03/15/2024	220-1001-418.34-03	CREDIT CARD PURCHASE	29.99	
	001427		00	03/15/2024	220-1001-418.34-03	CREDIT CARD PURCHASE	308.20	
	001463		00	03/18/2024	220-1001-418.34-03	CREDIT CARD PURCHASE	308.20-	
	001484		00	03/19/2024	220-1001-422.72-00	CREDIT CARD PURCHASE	101.88	
	001511		00	03/20/2024	220-1001-416.45-01	CREDIT CARD PURCHASE	2,062.26	
	001425		00	03/15/2024	260-1001-413.67-03	CREDIT CARD PURCHASE	240.00	
	001425		00	03/15/2024	260-1001-413.67-03	CREDIT CARD PURCHASE	221.96	
	001425		00	03/15/2024	260-1001-413.67-03	CREDIT CARD PURCHASE	221.96	
	001426		00	03/15/2024	260-1001-413.67-03	CREDIT CARD PURCHASE	427.97	
	001484		00	03/19/2024	260-1001-422.61-16	CREDIT CARD PURCHASE	150.00	
	001430		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	72.86	
	001431		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	152.36	
	001433		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	152.38	
	001436		00	03/18/2024	281-1001-457.34-04	CREDIT CARD PURCHASE	129.60	
	001443		00	03/18/2024	281-1001-457.64-00	CREDIT CARD PURCHASE	54.99	
	001444		00	03/18/2024	281-1001-457.67-01	CREDIT CARD PURCHASE	114.00	
	001445		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	640.82	
	001447		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	144.00	
	001449		00	03/18/2024	281-1001-457.64-00	CREDIT CARD PURCHASE	72.99	
	001450		00	03/18/2024	281-1001-457.58-04	CREDIT CARD PURCHASE	48.33	
	001451		00	03/18/2024	281-1001-457.64-00	CREDIT CARD PURCHASE	165.00	
	001452		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	120.00	
	001453		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	311.98	
	001454		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	83.87	
	001455		00	03/18/2024	281-1001-457.34-04	CREDIT CARD PURCHASE	199.60	
	001457		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	266.64	
	001458		00	03/18/2024	281-1001-457.64-00	CREDIT CARD PURCHASE	104.50	
	001460		00	03/18/2024	281-1001-457.58-01	CREDIT CARD PURCHASE	593.84	
	001461		00	03/18/2024	281-1001-457.61-31	CREDIT CARD PURCHASE	72.86-	
	001434		00	03/18/2024	281-1005-457.61-15	CREDIT CARD PURCHASE	60.00	
	001446		00	03/18/2024	281-1005-457.61-15	CREDIT CARD PURCHASE	159.18	
	001459		00	03/18/2024	281-1005-457.61-15	CREDIT CARD PURCHASE	93.33	
	001461		00	03/18/2024	281-1005-457.61-15	CREDIT CARD PURCHASE	12.95-	
	001456		00	03/18/2024	281-1007-457.61-15	CREDIT CARD PURCHASE	74.17	
	001437		00	03/18/2024	281-4401-444.61-30	CREDIT CARD PURCHASE	12.74	
	001448		00	03/18/2024	281-4401-444.61-30	CREDIT CARD PURCHASE	241.84	
	001423		00	03/15/2024	510-1001-433.43-10	CREDIT CARD PURCHASE	98.62	
	001423		00	03/15/2024	510-1001-433.53-02	CREDIT CARD PURCHASE	.99	
	001423		00	03/15/2024	510-1001-433.53-02	CREDIT CARD PURCHASE	2.99	
	001423		00	03/15/2024	510-1001-433.67-03	CREDIT CARD PURCHASE	77.48	
	001423		00	03/15/2024	510-1001-433.61-18	CREDIT CARD PURCHASE	182.83	
	001423		00	03/15/2024	520-1001-432.43-11	CREDIT CARD PURCHASE	1,426.79	
	001423		00	03/15/2024	610-1001-456.43-25	CREDIT CARD PURCHASE	38.90	

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0002289	00	ELAN FINANCIAL SERVICE/BANKMW						
		001423	00	03/15/2024	610-1001-456.43-25	CREDIT CARD PURCHASE	10.00	
						VENDOR TOTAL *	19,403.60	
0002639	00	ELECTRONIC TECHNOLOGY, INC.						
23039		001429	00	03/18/2024	281-1001-457.43-12	CAMERA REPAIRS	405.00	
						VENDOR TOTAL *	405.00	
0001269	00	EPIC SPORTS						
E198720		001429	00	03/18/2024	210-1001-451.61-15	VOLLEYBALLS	142.46	
						VENDOR TOTAL *	142.46	
0002394	00	EX SPRINGS CHAMBER OF COMMERCE						
		001506	00	03/20/2024	101-1401-413.61-29	CHAMBER LUNCHEON	10.00	
		001422	00	03/15/2024	260-1001-465.54-00	REPLACEMENT TROLLEY	CHECK #: 100073	50,000.00
		001481	00	03/19/2024	260-1001-465.54-00	GRANT/FINANCIAL HARDSHIP	CHECK #: 100074	20,000.00
						VENDOR TOTAL *	10.00	70,000.00
0000203	00	EXCELSIOR MEDICAL CENTER						
113988		001482	00	03/19/2024	101-2101-421.33-05	DRUG SCREENS	211.00	
						VENDOR TOTAL *	211.00	
0002504	00	EZ QUICK LUBE						
161876		001491	00	03/19/2024	101-2201-422.62-02	OIL CHANGE	106.84	
						VENDOR TOTAL *	106.84	
0000643	00	FINANCE DEPT PETTY CASH						
		001410	00	03/14/2024	101-1401-413.29-05	MISC SUPPLIES/REIMB	18.12	
		001407	00	03/14/2024	101-1501-415.61-30	MISC SUPPLIES/REIMB	24.62	
		001409	00	03/14/2024	101-1601-416.61-07	MISC SUPPLIES/REIMB	74.58	
		001413	00	03/14/2024	101-1601-416.43-11	MISC SUPPLIES/REIMB	15.00	
		001408	00	03/14/2024	101-1801-418.60-01	MISC SUPPLIES/REIMB	74.00	
		001414	00	03/14/2024	101-3101-431.60-03	MISC SUPPLIES/REIMB	32.00	
		001411	00	03/14/2024	510-1001-433.61-18	MISC SUPPLIES/REIMB	9.55	
		001412	00	03/14/2024	510-1001-433.58-04	MISC SUPPLIES/REIMB	9.33	
		001406	00	03/14/2024	610-1001-456.43-25	MISC SUPPLIES/REIMB	43.45	
						VENDOR TOTAL *	300.65	
0003364	00	FIZER'S GARAGE						
4355		001480	00	03/19/2024	101-2101-421.43-10	OIL CHANGE	74.31	
4346		001480	00	03/19/2024	101-2101-421.43-10	OIL CHANGE	74.31	
4329		001480	00	03/19/2024	101-2101-421.43-10	OIL CHANGE	74.31	
4330		001480	00	03/19/2024	101-2101-421.43-10	TIRE REPAIR	24.00	
						VENDOR TOTAL *	246.93	
0000652	00	GEORGE WOOD SHEET METAL						
1351		001504	00	03/19/2024	220-1001-416.45-01	FURNACE/218 SOUTH ST.	3,500.00	
						VENDOR TOTAL *	3,500.00	
0001269	00	GROWYOURCAPTAINS.COM						

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0001269	00	GROWYOURCAPTAINS.COM						
1455		001493	00	03/19/2024	101-2201-422.67-03	TRAINING	2,000.00	
						VENDOR TOTAL *	2,000.00	
0003203	00	HAWKINS, INC.						
6708087		001424	00	03/15/2024	510-1001-433.61-06	CHEMICALS	6,600.00	
						VENDOR TOTAL *	6,600.00	
0000891	00	HELGET GAS PRODUCTS						
0002122092		001492	00	03/19/2024	101-2201-422.61-02	SHORT PAID INVOICE	3.57	
						VENDOR TOTAL *	3.57	
0002173	00	JCI						
8265451		001428	00	03/18/2024	510-1001-433.43-21	SERVICE/LABOR	1,499.00	
8265448		001428	00	03/18/2024	520-1001-432.43-22	MISC MATERIAL	2,977.08	
						VENDOR TOTAL *	4,476.08	
0001626	00	KEY EQUIPMENT & SUPPLY CO.						
KC211910		001424	00	03/15/2024	101-3101-431.43-11	PARTS	713.58	
						VENDOR TOTAL *	713.58	
0002924	00	LAMP, RYNEARSON & ASSOCIATES, INC.						
0323053.01-05		001483	00	03/19/2024	230-1001-431.33-03	ENGINEERING	10,990.10	
0323154.01-01		001512	00	03/20/2024	230-1001-431.33-03	ENGINEERING	23,900.00	
						VENDOR TOTAL *	34,890.10	
0001269	00	MARS/AMB						
2024.03.18		001494	00	03/19/2024	101-0000-115.01-00	PATIENT REFUND	255.47	
						VENDOR TOTAL *	255.47	
0001251	00	MCGUIRE LOCK & SAFE SERVICE						
158166		001424	00	03/15/2024	510-1001-433.61-18	CAR WASH REPAIR	175.00	
						VENDOR TOTAL *	175.00	
0000964	00	MID-AMERICA REGIONAL COUNCIL						
G-I-0017629		001480	00	03/19/2024	211-1001-421.53-01	911 EXPENSES	4,209.90	
						VENDOR TOTAL *	4,209.90	
0003256	00	MISSOURI ORGANIC RECYCLING, INC.						
31481		PI0022 005381	00	03/15/2024	550-1001-434.34-18	GRINDING	16,250.00	
						VENDOR TOTAL *	16,250.00	
0000309	00	MO DEPT OF REVENUE						
		001415	00	03/14/2024	510-0000-202.16-00	WITHHOLDING TAX	7,731.96	
		001415	00	03/14/2024	510-0000-369.01-00	WITHHOLDING TAX	154.64-	
		001415	00	03/14/2024	530-0000-202.16-00	WITHHOLDING TAX	1,539.48	
		001415	00	03/14/2024	530-0000-369.01-00	WITHHOLDING TAX	30.78-	
						VENDOR TOTAL *	9,086.02	
0003222	00	NAPA AUTO PARTS						

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INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
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0003222	00	NAPA AUTO PARTS						
053857	001495		00	03/19/2024	101-2201-422.61-07	MISC SUPPLIES	51.40	
053813	001496		00	03/19/2024	101-2201-422.43-10	WIPER BLADES	8.98	
053631	001424		00	03/15/2024	101-3101-431.43-11	OIL	32.04	
053834	001483		00	03/19/2024	101-3101-431.43-11	HOSE/FITTINGS	55.77	
053859	001483		00	03/19/2024	101-3101-431.43-11	HOSE/FITTINGS	114.12	
053989	001512		00	03/20/2024	101-3101-431.43-11	HOSE/FITTINGS	96.89	
054012	001512		00	03/20/2024	101-3101-431.43-11	PARTS	4.54	
053716	001429		00	03/18/2024	210-1001-451.43-11	HOSE/FITTINGS	52.60	
	001424		00	03/15/2024	510-1001-433.43-11	OIL	32.04	
053866	001428		00	03/18/2024	510-1001-433.43-10	BRAKE PADS/PARTS	42.08	
053855	001428		00	03/18/2024	510-1001-433.43-10	BRAKE PADS/PARTS	33.67	
	001424		00	03/15/2024	520-1001-432.43-11	OIL	32.04	
053842	001424		00	03/15/2024	520-1001-432.43-10	WD-40	30.58	
053933	001428		00	03/18/2024	520-1001-432.43-10	BRAKE PADS/PARTS	82.51	
053794	001428		00	03/18/2024	520-1001-432.43-11	BATTERY	92.78	
VENDOR TOTAL *							762.04	
0000554	00	OWEN LUMBER CO						
797602	001512		00	03/20/2024	101-3101-431.43-10	LUMBER	34.95	
797585	001512		00	03/20/2024	101-3101-431.43-10	MISC PARTS	27.20	
797443	001424		00	03/15/2024	510-1001-433.43-11	DRILL BITS	34.15	
VENDOR TOTAL *							96.30	
0003294	00	P1 SERVICE, LLC						
107113548	001429		00	03/18/2024	281-1001-457.43-02	MAINTENANCE AGREEMENT	1,294.00	
107113549	001429		00	03/18/2024	281-1001-457.43-02	MAINTENANCE AGREEMENT	1,278.00	
VENDOR TOTAL *							2,572.00	
0003067	00	RAY COUNTY STONE PRODUCERS, LLC						
J4709	001428		00	03/18/2024	510-1001-433.43-21	ROCK	1,648.36	
VENDOR TOTAL *							1,648.36	
0003020	00	SCHULTE SUPPLY INC.						
S1211883.001	001483		00	03/19/2024	510-1001-433.61-18	MARKING FLAGS	528.68	
VENDOR TOTAL *							528.68	
0001407	00	SCOTT'S CUSTOM TRAILERS						
6398	001428		00	03/18/2024	101-3101-431.61-06	WELDING WIRE	95.00	
6401	001512		00	03/20/2024	101-3101-431.43-10	HITCH/PIN	93.04	
6388	001424		00	03/15/2024	520-1001-432.61-04	MISC SUPPLIES	61.85	
	001424		00	03/15/2024	520-1001-432.61-07	MISC SUPPLIES	116.37	
VENDOR TOTAL *							366.26	
0001269	00	SHANTELE FRIE						
	001405		00	03/14/2024	101-1802-418.67-01	SCHOLARSHIP COSTS/REIMB	CHECK #: 100072	1,959.11
VENDOR TOTAL *							.00	1,959.11
0000234	00	SHEENA ELDRIDGE						
	001505		00	03/19/2024	210-0000-347.02-13	SOCCER REFUND	50.00	

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INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT

0000234	00	SHEENA ELDRIDGE						
						VENDOR TOTAL *	50.00	
0001269	00	SHI INTERNATIONAL CORP.						
B18031061	001480		00	03/19/2024	270-1001-421.61-07	FANFOID CASES	787.86	
						VENDOR TOTAL *	787.86	
0002777	00	STANION WHOLESALE ELECTRIC CO., INC						
5699132-00	001424		00	03/15/2024	510-1001-433.43-12	ELECTRICAL MATERIAL	23.84	
5682464-01	001424		00	03/15/2024	510-1001-433.43-21	ELECTRICAL MATERIAL	257.80	
5682246-00	001424		00	03/15/2024	510-1001-433.43-21	ELECTRICAL MATERIAL	143.43	
						VENDOR TOTAL *	425.07	
0001701	00	THE ELMS RESORT & SPA						
2023 TIF	001428		00	03/18/2024	295-1001-465.45-90	2023 PILOTS	66,082.77	
	001428		00	03/18/2024	295-1001-465.45-90	ALLOC LESS CITY ADMIN FEE	206,932.00	
	001428		00	03/18/2024	295-1001-465.45-90	CY 20223 EVEN FEE REBATE	10,000.00	
						VENDOR TOTAL *	283,014.77	
0000693	00	VANCE BROTHERS INC						
IG00024254	001424		00	03/15/2024	101-3101-431.43-16	ASPHALT	775.29	
						VENDOR TOTAL *	775.29	
0001944	00	WESTLAKE HARDWARE						
6975423/506325	001482		00	03/19/2024	101-1601-416.43-12	KEY TAGS	6.99	
6975140/506338	001480		00	03/19/2024	101-2101-421.61-03	LED BULBS	8.17	
6975332/506338	001480		00	03/19/2024	101-2101-421.61-07	PAINT/BATTERIES	21.98	
6975399/506334	001424		00	03/15/2024	101-3101-431.61-07	SPRAYER	15.99	
6975402/506334	001424		00	03/15/2024	101-3101-431.43-11	BAR/PARTS	54.99	
6975397/506334	001424		00	03/15/2024	101-3101-431.43-15	MISC MATERIAL	36.91	
6975450/506334	001512		00	03/20/2024	101-3101-431.43-10	FASTENERS	25.80	
6975383/512622	001429		00	03/18/2024	210-1001-451.61-15	CABLE TIES	29.18	
6975418/506334	001424		00	03/15/2024	510-1001-433.43-12	MISC MATERIAL	8.95	
						VENDOR TOTAL *	208.96	
0002866	00	WEX BANK						
95620165	001342		00	03/14/2024	101-6701-467.62-01	FUEL PURCHASES	1,434.79	
						VENDOR TOTAL *	1,434.79	
0000232	00	WHITE, SUSAN & ROBERT						
000012773	UT		00	03/14/2024	510-0000-115.20-01	UB CR REFUND	17.87	
						VENDOR TOTAL *	17.87	
						HAND ISSUED TOTAL ***		71,959.11
						TOTAL EXPENDITURES ****	416,153.85	71,959.11
						GRAND TOTAL *****		488,112.96

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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0000791	00	AMEREN UE						
		001531	00	03/25/2024	101-1601-416.41-01	ELECTRIC SERVICE	773.63	
		001532	00	03/25/2024	101-2101-421.41-01	ELECTRIC SERVICE	1,327.93	
		001530	00	03/25/2024	101-2201-422.41-01	ELECTRIC SERVICE	979.19	
		001533	00	03/25/2024	101-3101-431.41-01	ELECTRIC SERVICE	10,025.51	
		001534	00	03/25/2024	101-6701-467.41-01	ELECTRIC SERVICE	311.75	
		001538	00	03/25/2024	210-1001-451.41-01	ELECTRIC SERVICE	466.89	
		001539	00	03/25/2024	281-1001-457.41-01	ELECTRIC SERVICE	5,114.25	
		001535	00	03/25/2024	510-1001-433.41-01	ELECTRIC SERVICE	11,849.66	
		001537	00	03/25/2024	520-1001-432.41-01	ELECTRIC SERVICE	21,571.71	
		001536	00	03/25/2024	530-1001-455.41-01	ELECTRIC SERVICE	586.98	
						VENDOR TOTAL *	53,007.50	
0000378	00	ASHLOCK SIGNS INC						
10013		001551	00	03/26/2024	510-1001-433.43-10	DECALS	270.00	
						VENDOR TOTAL *	270.00	
0000232	00	BAKER, JOHN J & JOYCE						
000001703		UT	00	03/22/2024	510-0000-115.20-01	UB CR REFUND-FINALS	23.66	
						VENDOR TOTAL *	23.66	
0000232	00	BLUE COLLAR HOMES LLC						
000020085		UT	00	03/22/2024	510-0000-115.20-01	UB CR REFUND-FINALS	131.86	
						VENDOR TOTAL *	131.86	
0002795	00	BOUND TREE MEDICAL, LLC						
85290198		001550	00	03/26/2024	101-2201-422.61-02	EMS SUPPLIES	3.55	
085290197		001550	00	03/26/2024	101-2201-422.61-02	EMS SUPPLIES	824.24	
						VENDOR TOTAL *	827.79	
0000760	00	CDW GOVERNMENT, INC.						
QF60328		001540	00	03/25/2024	220-1001-413.61-07	SOFTWARE LICENSES	1,512.03	
						VENDOR TOTAL *	1,512.03	
0000194	00	CENTRAL STATES BUS SALES						
6975488/506325		001525	00	03/25/2024	101-1601-416.43-12	CARPET SUPPLIES	32.97	
						VENDOR TOTAL *	32.97	
0003265	00	CENTURY CONCRETE, INC.						
1500599758		001551	00	03/26/2024	220-1001-421.73-00	CONCRETE	1,906.50	
1500602474		001551	00	03/26/2024	220-1001-421.73-00	CONCRETE	2,416.00	
1500605077		001551	00	03/26/2024	230-1001-431.45-04	CONCRETE	255.34	
		001551	00	03/26/2024	510-1001-433.43-21	CONCRETE	510.66	
						VENDOR TOTAL *	5,088.50	
0003233	00	COLONIAL						
5447586-0313284001541			00	03/25/2024	780-0000-217.37-00	AFO COURSE	3,651.74	
						VENDOR TOTAL *	3,651.74	
0001168	00	COMMWORLD						

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
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0001168	00	COMMWORLD						
		001554	00	03/28/2024	101-2101-421.53-01	TELEPHONE CHARGES	691.43	
						VENDOR TOTAL *	691.43	
0000232	00	DAVID, KYLE						
000028111		UT	00	03/26/2024	510-0000-115.20-01	UB CR REFUND	41.26	
						VENDOR TOTAL *	41.26	
0000232	00	DAVIDSON, DOUGLAS I						
000027795		UT	00	03/22/2024	510-0000-115.20-01	UB CR REFUND-FINALS	1.98	
						VENDOR TOTAL *	1.98	
0000719	00	DELTA DENTAL OF MO						
		001542	00	03/25/2024	780-0000-217.41-00	DENTAL PREMIUM	6,323.06	
		001542	00	03/25/2024	780-0000-217.40-00	DENTAL PREMIUM	593.06	
						VENDOR TOTAL *	6,916.12	
0003364	00	FIZER'S GARAGE						
4410		001551	00	03/26/2024	101-2101-421.43-10	OIL CHANGE/TIRE ROTATION	79.37	
						VENDOR TOTAL *	79.37	
0002801	00	GBA ARCHITECTS ENGINEERS						
80400		001555	00	03/28/2024	260-1001-465.33-03	ENGINEERING	70,153.75	
						VENDOR TOTAL *	70,153.75	
0000260	00	GOOD SAMARITAN CENTER						
		001526	00	03/25/2024	510-0000-202.30-00	FY 22/23 CORRECTION	67.28	
		001526	00	03/25/2024	510-0000-202.30-00	FY 22/23 CORRECTION	64.00	
						VENDOR TOTAL *	131.28	
0001116	00	HACH COMPANY						
13962495		001556	00	03/28/2024	510-1001-433.61-04	LAB SUPPLIES	1,489.92	
						VENDOR TOTAL *	1,489.92	
0000891	00	HELGET GAS PRODUCTS						
0002772498		001550	00	03/26/2024	101-2201-422.61-02	OXYGEN	47.51	
						VENDOR TOTAL *	47.51	
0003170	00	INT ASSN OF FIRE FIGHTERS, LOCAL 42						
		001549	00	03/26/2024	780-0000-217.52-00	FIRE UNION DUES	587.26	
						VENDOR TOTAL *	587.26	
0000539	00	KANSAS CITY WINNELSON						
067030 01		PI0023 005363	00	03/12/2024	510-1001-433.43-21	METER PARTS	13,462.80	
						VENDOR TOTAL *	13,462.80	
0000662	00	KANSAS CITY WINWATER WORKS CO.						
073546 01		001517	00	03/21/2024	510-1001-433.43-21	METER PARTS	2,555.44	
						VENDOR TOTAL *	2,555.44	
0001269	00	KIMBERLY HERRING						

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0001269	00	KIMBERLY HERRING		001527		00 03/25/2024	101-1501-415.58-03	MILEAGE REIMBURSEMENT	66.33	
								VENDOR TOTAL *	66.33	
0002730	00	KONICA MINOLTA PREMIER FINANCE		001551		00 03/26/2024	510-1001-433.44-02	LEASE ON COPIER	180.63	
524927696				001551		00 03/26/2024	520-1001-432.44-02	LEASE ON COPIER	180.62	
								VENDOR TOTAL *	361.25	
0003278	00	LIFE-ASSIST, INC.		001550		00 03/26/2024	101-2201-422.61-02	EMS SUPPLIES	1,445.10	
1418715				001550		00 03/26/2024	101-2201-422.61-02	EMS SUPPLIES	152.64	
1416678								VENDOR TOTAL *	1,597.74	
0003283	00	LINDE GAS & EQUIPMENT, INC		001529		00 03/25/2024	510-1001-433.61-06	TORCH CHEMICALS	71.41	
41858337				001529		00 03/25/2024	510-1001-433.44-04	TANK RENTAL	698.71	
41777547				001529		00 03/25/2024	520-1001-432.61-06	TORCH CHEMICALS	71.42	
								VENDOR TOTAL *	841.54	
0001269	00	MACA		001551		00 03/26/2024	101-1201-412.67-01	REGISTRATION FEE	350.00	
								VENDOR TOTAL *	350.00	
0001269	00	MARK SHAFER		001557		00 03/28/2024	520-1001-432.43-22	REIMB/SEWER BACKUP	678.00	
								VENDOR TOTAL *	678.00	
0000120	00	MICROBAC LABORATORIES , INC.		001518		00 03/21/2024	520-1001-432.34-01	LAB TESTING	306.00	
KC2400398				001552		00 03/26/2024	520-1001-432.34-01	QUARTERLY ANALYSIS	72.75	
KC2400437								VENDOR TOTAL *	378.75	
0000964	00	MID-AMERICA REGIONAL COUNCIL		001551		00 03/26/2024	520-1001-432.33-03	WATER QUALITY EDCUCATION	1,150.00	
G-I-0017601								VENDOR TOTAL *	1,150.00	
0000739	00	MISSION SQUARE RETIREMENT		001549		00 03/26/2024	780-0000-217.07-00	EMPLOYEE CONTRIBUTIONS	1,490.51	
								VENDOR TOTAL *	1,490.51	
0000617	00	MISSISSIPPI LIME		001519		00 03/21/2024	510-1001-433.61-06	LIME	9,577.45	
1718406								VENDOR TOTAL *	9,577.45	
0000866	00	MO PARK & RECREATION ASSO		001541		00 03/25/2024	210-1001-451.67-01	AFO COURSE	275.00	
1748								VENDOR TOTAL *	275.00	
0000405	00	MUTUAL OF OMAHA								

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NO	NO	NO						AMOUNT

0000405	00	MUTUAL OF OMAHA						
		001542	00	03/25/2024	780-0000-217.38-00	LIFE INSURANCE PREMIUMS	2,011.09	
		001542	00	03/25/2024	780-0000-217.43-00	LIFE INSURANCE PREMIUMS	1,639.07	
		001542	00	03/25/2024	780-0000-217.38-00	LIFE INSURANCE PREMIUMS	106.79	
						VENDOR TOTAL *	3,756.95	
0003222	00	NAPA AUTO PARTS						
054044		001520	00	03/21/2024	101-3101-431.43-11	PARTS	17.41	
054000		001552	00	03/26/2024	101-3101-431.43-11	BLUE DEF	119.35	
054181		001552	00	03/26/2024	101-3101-431.43-10	PARTS	13.89	
054202		001552	00	03/26/2024	101-3101-431.43-10	PARTS	38.05	
054256		001552	00	03/26/2024	250-1001-439.43-11	BRAKE CLEANER	52.68	
		001552	00	03/26/2024	510-1001-433.43-11	BLUE DEF	119.36	
		001552	00	03/26/2024	510-1001-433.43-11	PUMP/PARTS	56.44	
054286		001552	00	03/25/2024	520-1001-432.61-07	MISC TOOLS	114.94	
054138		001529	00	03/25/2024	520-1001-432.43-10	PARTS	53.04	
054141		001552	00	03/26/2024	520-1001-432.43-11	BLUE DEF	119.36	
054279		001552	00	03/26/2024	520-1001-432.43-10	PARTS	8.94	
						VENDOR TOTAL *	713.46	
0000585	00	NEWMAN TRAFFIC SIGNS						
TRFINV052898		001529	00	03/25/2024	101-3101-431.43-13	SIGNS	154.94	
						VENDOR TOTAL *	154.94	
0000232	00	NORTHLAND HOME MGMNT.LLC						
000024551		UT	00	03/22/2024	510-0000-115.20-01	UB CR REFUND-FINALS	326.72	
						VENDOR TOTAL *	326.72	
0002956	00	NUESYNERGY, INC.						
235193		001525	00	03/25/2024	101-1501-415.26-01	ADMIN FEES/SECTION 125	4.75	
		001525	00	03/25/2024	101-1601-416.26-01	ADMIN FEES/SECTION 125	4.75	
		001525	00	03/25/2024	101-1901-419.26-01	ADMIN FEES/SECTION 125	4.75	
		001525	00	03/25/2024	101-2101-421.26-01	ADMIN FEES/SECTION 125	14.25	
		001525	00	03/25/2024	210-1001-451.26-01	ADMIN FEES/SECTION 125	9.50	
		001525	00	03/25/2024	510-1001-433.26-01	ADMIN FEES/SECTION 125	4.75	
		001525	00	03/25/2024	520-1001-432.26-01	ADMIN FEES/SECTION 125	4.75	
						VENDOR TOTAL *	47.50	
0000554	00	OWEN LUMBER CO						
797654		001552	00	03/26/2024	220-1001-421.73-00	LUMBER	70.69	
						VENDOR TOTAL *	70.69	
0001269	00	PERFORMANCE FOODSERVICE						
615940		001542	00	03/25/2024	281-1001-457.61-31	CAFE SUPPLIES	513.89	
						VENDOR TOTAL *	513.89	
0000647	00	PLATTE-CLAY ELECTRIC						
		001540	00	03/25/2024	520-1001-432.41-01	ELECTRIC SERVICE	617.91	
						VENDOR TOTAL *	617.91	
0002058	00	PRESTO-X LLC						

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0002058 58247556	00	PRESTO-X LLC 001552	00 03/26/2024	101-2101-421.43-12	PEST CONTROL	95.19	
					VENDOR TOTAL *	95.19	
0000370 37803653	00	QUILL CORP 001552	00 03/26/2024	101-2101-421.60-01	INK STAMP	2.79	
					VENDOR TOTAL *	2.79	
0001745	00	RAY COUNTY CORRECTIONAL FACILITY 001552	00 03/26/2024	101-2104-421.61-25	INMATE HOUSING	1,550.00	
					VENDOR TOTAL *	1,550.00	
0002977 W00278	00	RED EQUIPMENT, LLC 001552	00 03/26/2024	520-1001-432.43-11	PARTS	267.29	
					VENDOR TOTAL *	267.29	
0000092	00	REPUBLIC SERVICES #468 001557	00 03/28/2024	101-1601-416.41-05	CITY FACILITIES REFUSE	76.51	
		001557	00 03/28/2024	101-2101-421.41-05	CITY FACILITIES REFUSE	49.90	
0468-004301336		001557	00 03/28/2024	101-2103-421.41-05	CITY FACILITIES REFUSE	49.90	
		001557	00 03/28/2024	101-2201-422.41-05	CITY FACILITIES REFUSE	76.51	
		001557	00 03/28/2024	101-3101-431.41-05	CITY FACILITIES REFUSE	540.50	
		001557	00 03/28/2024	210-1001-451.41-05	CITY FACILITIES REFUSE	540.50	
		001557	00 03/28/2024	281-1001-457.41-05	CITY FACILITIES REFUSE	86.48	
		001557	00 03/28/2024	510-1001-433.41-05	CITY FACILITIES REFUSE	49.90	
		001557	00 03/28/2024	510-1001-433.41-05	CITY FACILITIES REFUSE	540.50	
		001557	00 03/28/2024	520-1001-432.41-05	CITY FACILITIES REFUSE	49.90	
		001557	00 03/28/2024	520-1001-432.41-05	CITY FACILITIES REFUSE	540.50	
		001557	00 03/28/2024	530-1001-455.41-05	CITY FACILITIES REFUSE	155.24	
MAR 24		001558	00 03/28/2024	550-1001-434.40-02	RESIDENTIAL REFUSE	76,723.65	
		001557	00 03/28/2024	610-1001-456.41-05	CITY FACILITIES REFUSE	49.90	
		001557	00 03/28/2024	610-1001-456.41-05	CITY FACILITIES REFUSE	49.90	
					VENDOR TOTAL *	79,579.79	
0003017 60140	00	S & S PRINTING 001528	00 03/25/2024	101-1801-418.60-01	BUSINESS CARDS	40.00	
					VENDOR TOTAL *	40.00	
0003020 S1211883.002	00	SCHULTE SUPPLY INC. 001522	00 03/21/2024	510-1001-433.61-18	MARKING FLAGS	269.00	
					VENDOR TOTAL *	269.00	
0001407 6358	00	SCOTT'S CUSTOM TRAILERS 001529	00 03/25/2024	520-1001-432.61-07	MISC TOOLS	61.53	
					VENDOR TOTAL *	61.53	
0003198	00	SHAWN L. BLAIR 001552	00 03/26/2024	101-1201-412.35-04	JUDGE SERVICES	1,800.00	
					VENDOR TOTAL *	1,800.00	
0003385	00	SHI INTERNATIONAL CORP					

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0003385	00	SHI INTERNATIONAL CORP						
B18051049		PI0024 005390 00 03/08/2024		270-1001-421.61-07	TICKET PRINTERS		5,040.72	
					VENDOR TOTAL *		5,040.72	
0002777	00	STANION WHOLESALE ELECTRIC CO., INC						
5701696-00		001552 00 03/26/2024		101-3101-431.43-14	LIGHT PARTS		59.23	
					VENDOR TOTAL *		59.23	
0001269	00	TARAN SVOBODA						
		001552 00 03/26/2024		101-1201-412.58-01	LODGING/CONFERENCE		739.45	
					VENDOR TOTAL *		739.45	
0001269	00	THE LODGE OF FOUR SEASONS						
		001558 00 03/28/2024		101-1201-412.58-01	LODGING/CONFERENCE		277.10	
					VENDOR TOTAL *		277.10	
0000232	00	THOMPSON, TRENT D						
000028225		UT 00 03/22/2024		510-0000-115.20-01	UB CR REFUND-FINALS		200.00	
					VENDOR TOTAL *		200.00	
0001612	00	UNITED HEALTHCARE INSURANCE COMPANY						
503789225798		001543 00 03/25/2024		780-0000-217.36-00	HEALTH INSURANCE		130,053.09	
		001544 00 03/25/2024		780-0000-217.38-00	HEALTH INSURANCE		20,946.08	
		001545 00 03/25/2024		780-0000-217.40-00	HEALTH INSURANCE		1,007.56	
		001546 00 03/25/2024		780-0000-217.40-00	HEALTH INSURANCE		8,819.12	
					VENDOR TOTAL *		160,825.85	
0002350	00	USA BLUE BOOK						
INV00299663		001523 00 03/21/2024		510-1001-433.61-04	LAB SUPPLIES		144.28	
					VENDOR TOTAL *		144.28	
0002038	00	WALMART COMMUNITY BRC						
02792		001191 00 02/27/2024		101-1601-416.43-12	OIL FOR DOOR HINGE		4.68	
01966		001482 00 03/19/2024		101-1601-416.43-12	LOCK		7.00	
08745		001505 00 03/19/2024		101-1801-418.60-01	MEETING SUPPLIES		46.09	
09840		001194 00 02/28/2024		101-2103-421.61-04	BOOTS/HOODIES		58.94	
08849		001194 00 02/28/2024		101-2103-421.61-27	MISC SUPPLIES		146.04	
		001194 00 02/28/2024		101-2103-421.61-03	MISC SUPPLIES		35.70	
01226		001350 00 03/11/2024		101-2103-421.61-03	MISC SUPPLIES		154.71	
08849		001514 00 03/21/2024		101-2103-421.61-27	DUPLICATE PAYMENT		146.05-	
		001515 00 03/21/2024		101-2103-421.61-03	DUPLICATE PAYMENT		35.70-	
09697		001197 00 02/28/2024		101-2201-422.58-04	MISC SUPPLIES		79.44	
		001197 00 02/28/2024		101-2201-422.61-03	MISC SUPPLIES		102.59	
		001197 00 02/28/2024		101-2201-422.61-16	MISC SUPPLIES		34.90	
06557		001392 00 03/13/2024		101-2201-422.60-01	OFFICE SUPPLIES		9.98	
02208		001497 00 03/19/2024		101-2201-422.58-04	MISC SUPPLIES		107.60	
		001498 00 03/19/2024		101-2201-422.61-03	MISC SUPPLIES		45.37	
06763		001391 00 03/13/2024		101-6703-467.60-01	INK		117.00	
06864		001547 00 03/25/2024		210-1001-451.60-01	MISC SUPPLIES		147.74	
03608		001168 00 02/21/2024		281-1001-457.61-31	MISC SUPPLIES		191.83	

EXPENDITURE APPROVAL LIST
AS OF: 04/05/2024 PAYMENT DATE: 03/28/2024

VEND NO	SEQ#	VENDOR NAME						EFT, EPAY OR
INVOICE		VOUCHER	P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	HAND- ISSUED
NO		NO	NO		DATE	NO	DESCRIPTION	AMOUNT
0002038	00	WALMART COMMUNITY BRC						
04230		001231		00	03/01/2024	281-1001-457.61-31	CAFE SUPPLIES	120.84
04508		001231		00	03/01/2024	281-1001-457.61-30	VACUUM	78.00
09689		001231		00	03/01/2024	281-1001-457.61-31	CAFE SUPPLIES	79.18
03925		001231		00	03/01/2024	281-1001-457.61-31	CAFE SUPPLIES	249.81
04958		001350		00	03/11/2024	281-1001-457.61-31	MISC SUPPLIES	119.01
04708		001350		00	03/11/2024	281-1001-457.61-31	MISC SUPPLIES	218.15
05568		001429		00	03/18/2024	281-1001-457.61-31	MISC SUPPLIES	109.51
05391		001429		00	03/18/2024	281-1001-457.61-15	MISC SUPPLIES	23.92
03499		001429		00	03/18/2024	281-1001-457.61-31	MISC SUPPLIES	209.47
02952		001547		00	03/25/2024	281-1001-457.61-31	CAFE SUPPLIES	160.53
03292		001231		00	03/01/2024	281-1006-457.61-15	THERMAL PAPER	12.16
03772		001231		00	03/01/2024	281-4401-444.61-30	MISC SUPPLIES	88.33
02701		001429		00	03/18/2024	281-4401-444.61-30	MISC SUPPLIES	16.00
05606		001547		00	03/25/2024	281-4401-444.61-30	MISC SUPPLIES	83.36
05232		001273		00	03/04/2024	510-1001-433.60-01	OFFICE/JANITORIAL SUPPLY	67.24
		001273		00	03/04/2024	510-1001-433.61-03	OFFICE/JANITORIAL SUPPLY	183.38
08117		001389		00	03/13/2024	510-1001-433.60-01	OFFICE/JANITORIAL SUPPLY	25.47
		001390		00	03/13/2024	510-1001-433.61-03	OFFICE/JANITORIAL SUPPLY	47.32
08941		001424		00	03/15/2024	520-1001-432.61-04	OFFICE/LAB SUPPLIES	137.19
VENDOR TOTAL *								3,136.73
0000232	00	WASHAM, ROY E						
000013907		UT		00	03/22/2024	510-0000-115.20-01	UB CR REFUND-FINALS	27.52
VENDOR TOTAL *								27.52
0001944	00	WESTLAKE HARDWARE						
6975448/506325		001524		00	03/21/2024	101-1601-416.43-12	CARPET SUPPLIES	35.56
6975451/512622		001547		00	03/25/2024	210-1001-451.61-06	MISC SUPPLIES	29.99
6975410/512622		001547		00	03/25/2024	210-1001-451.43-25	MISC SUPPLIES	86.29
6975463/512622		001547		00	03/25/2024	210-1001-451.43-25	RETURNED PARTS	39.99
6975462/512622		001547		00	03/25/2024	210-1001-451.43-25	MISC SUPPLIES	55.98
6975486/512622		001548		00	03/25/2024	210-1001-451.43-25	DRILL BIT	9.99
6975481/506334		001529		00	03/25/2024	610-1001-456.43-25	GAS CAN	38.99
VENDOR TOTAL *								216.81
0003183	00	WORLD FUEL SERVICES, INC						
2755444-41525		001529		00	03/25/2024	510-1001-433.62-01	FUEL	23,905.70
VENDOR TOTAL *								23,905.70
0003157	00	XYLEM WATER SOLUTIONS USA, INC.						
3556D16719		PI0025	005386	00	03/20/2024	520-1001-432.43-22	REPLACEMENT LIGHTS	8,637.00
VENDOR TOTAL *								8,637.00
TOTAL EXPENDITURES ****								470,548.78
GRAND TOTAL *****								470,548.78

Account	Description
101-1001	General - Administration
101-1201	General - Municipal Court
101-1204	General - Prisoner Expense (post-court)
101-1301	General – Technology Support
101-1401	General - City Manager and Council
101-1501	General - Finance
101-1502	General - Network Expense
101-1601	General - Hall of Waters
101-1801	General - Community Development - Administration
101-1802	General - Community Development - Planning
101-1803	General - Community Development - Inspections
101-1901	General - Human Resources
101-2101	General - Police Administration
101-2103	General - Animal Control
101-2104	General - Prisoner Expense (pre-court)
101-2201	General - Fire
101-2202	General - EMS
101-3101	General - Streets
101-6701	General - Transportation (OMNI)
101-6703	General - Transportation Dispatch
210-1001	Parks and Recreation - Administration
210-4401	Parks and Recreation - Senior Center
211-1001	E-911 Phone Tax
212-1001	Federal Forfeitures
220-1001	Capital Improvements
230-1001	Transportation Trust
240-1001	Neighborhood Improvement Fund
241-1001	Elms Event Fees
250-1001	Construction Services
260-1001	Community Development Block Grant
270-1001	Public Safety Sales Tax
280-1001	Community Center Sales Tax
281-1001	Community Center Administration
292-1001	Wal-Mart TIF
293-1001	Paradise Playhouse TIF
294-1001	Vintage Plaza TIF I
295-1001	Elms Hotel TIF
296-1001	Vintage Plaza TIF II
297-1001	Golf Clubhouse TIF
352-1001	Pollution Control Improvements (Bonds)
353-1001	Water System Improvements (Bonds)
380-1001	Community Center Project (Bonds)
405-1001	Debt Service
510-1001	Water
520-1001	Sewer
530-1001	Golf - Administration
530-1003	Golf - Pro Shop
530-1004	Golf - Food and Beverage
540-1001	Airport
550-1001	Refuse
610-1001	Cemetery
720-0000	Special Road District
740-0000	Hospital (Taxes)
780-0000	Payroll Agency Fund