



# PRE-COUNCIL MEETING

Mayor's Conference Room  
Municipal Building  
Monday, December 16, 2013  
6:15 p.m.

**MAYOR: MARY ELAINE HORN**

**MAYOR PRO-TEM: BOB CROSS**

Work Session – 6:15 p.m.

1. Presentation – Sedalia Downtown Development Inc.: Annual Report

Committee Meetings – Immediately following work session

|  |   |
|--|---|
| <b>PUBLIC SAFETY COMMITTEE</b><br>Police and Fire  | <b>Stephen Galliher, Chair</b><br><b>Rebecca LaStrada, Vice Chair</b> |
| 1. Review Resolution authorizing a preliminary intergovernmental memorandum of understanding with the Pettis County Fire Protection District regarding fire service for Cambridge Village Subdivision and property tax negotiations. |   |

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|---|--|
| <b>PUBLIC WORKS COMMITTEE</b><br>Public Works, Water Pollution Control,<br>Community Development, Water, Parks,<br>Airport, Cemeteries and Community Center   | <b>Tolbert Rowe, Chair</b><br><b>Wanda Monsees, Vice Chair</b> |
| <ol style="list-style-type: none"> <li>1. Review Ordinance accepting for City maintenance Buckingham Drive, Buckingham Court, Cunningham Drive, Cunningham Court and Downing Lane all located in Cambridge Village Subdivision within the City of Sedalia, Missouri.</li> <li>2. Review Ordinance amending Ordinance No. 9940 relating to amending existing classifications and job descriptions for Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to reflect that said positions will be subject to random substance testing.</li> <li>3. Review Ordinance amending Section 7.15(C) (Controlled Substance and Alcohol Testing Policy – Applicability) of the City of Sedalia's Personnel Regulations Manual by adding the titles of Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to employee positions designated as safety sensitive.</li> </ol> |  |

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|--|---|
| <b>FINANCE/ADMINISTRATION COMMITTEE</b><br>Administrative, Library and Hospital  | <b>Jo Lynn Turley, Chair</b><br><b>Wiley Walter, Vice Chair</b> |
| <ol style="list-style-type: none"> <li>1. Review Records Destruction Request from the Personnel Department.</li> <li>2. Review Records Destruction Request from the City Clerk's Office.</li> <li>3. Review Ordinance adopting a Cash Management and Investment Policy for the City of Sedalia, Missouri.</li> <li>4. Review Ordinance adopting an Internal Control Policy for the City of Sedalia, Missouri.</li> <li>5. Review Ordinance adopting a General Fund-Fund Balance Policy for the City of Sedalia, Missouri.</li> </ol> |   |

**IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY CLERK'S OFFICE. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.**



# CITY COUNCIL MEETING AGENDA

City Council Chambers  
Municipal Building  
Monday, December 16, 2013  
7:00 p.m.

- I. MINUTES
  1. Pre-Council Meeting and Regular Council Meeting December 2, 2013
- II. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES
  1. Acceptance of Citizen's Traffic Advisory Commission Minutes dated November 13, 2013
- III. ROLL CALL OF STANDING COMMITTEES
  - A. PUBLIC SAFETY – Councilmember Stephen Galliher
  - B. PUBLIC WORKS – Councilmember Tolbert Rowe
  - C. FINANCE / ADMINISTRATION – Councilmember Jo Lynn Turley
    1. Approve Records Destruction Request from the Personnel Department
    2. Approve Records Destruction Request from the City Clerk's Office
- IV. NEW BUSINESS
  - A. ORDINANCES AND RESOLUTIONS
    - Accepting for City maintenance Buckingham Drive, Buckingham Court, Cunningham Drive, Cunningham Court and Downing Lane all located in Cambridge Village Subdivision with the City of Sedalia, Missouri
    - Amending Ordinance No. 9940 relating to amending existing classifications and job descriptions for Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to reflect that said positions will be subject to random substance testing
    - Amending Section 7.15(C) (Controlled Substance and Alcohol Testing Policy – Applicability) of the City of Sedalia's Personnel Regulations Manual by adding the titles of Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to employee positions designated as safety sensitive
    - Adopting a Cash Management and Investment Policy for the City of Sedalia, Missouri
    - Adopting an Internal Control Policy for the City of Sedalia, Missouri
    - Adopting a General Fund-Fund Balance Policy for the City of Sedalia, Missouri
    - R Authorizing a preliminary intergovernmental memorandum of understanding with the Pettis County Fire Protection District regarding fire service for Cambridge Village Subdivision and property tax negotiations
  - B. APPOINTMENTS
    1. Appoint – Chris Stewart – Park Board – 3 year term expiring June 2016
    2. Appoint – Mike Patton – Board of Appeals – Completing term of Donna Lewis that expires June 2014
    3. Appoint – Tolbert Rowe – Economic Development Board – Expiring December 2014
  - C. LIQUOR LICENSES
    - Renewal:
      - \*Darren Ross dba American Legion Post 642, 2016 W Main, Sunday Sales, \$300
  - D. APPROVAL OF DEPARTMENT BILLS
  - E. MISCELLANEOUS ITEMS FROM MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR

Click on any agenda item to view the related documentation

F. GOOD AND WELFARE

G. ADJOURN TO CLOSED DOOR SESSION – In accordance with Section 610.021 (1) RSMo to closed-door session for Legal Advice.

**IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY CLERK'S OFFICE. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.**



## OFFICE OF THE CITY ADMINISTRATOR

To: **Honorable Mayor Elaine Horn & ~~City Council Members~~**  
From: **Gary Edwards, City Administrator**  
Re: **Agenda items for City Council meeting on Monday, December 16, 2013**

### **Presentations:**

1. Sedalia Downtown Development Inc. Annual Report

### **Public Safety Committee:**

1. Review the Resolution authorizing a preliminary intergovernmental Memorandum Of Understanding with the Pettis County Fire Protection District regarding fire service for Cambridge Village Subdivision and property tax negotiations. The annexation of Cambridge Village becomes effective on January 1, 2014. However, two issues related to fire protection need to be addressed. (1) The Pettis County Fire District is in agreement that City of Sedalia Fire protection can begin on January 1, 2014. Approval of this resolution by the City Council recognizes the City coverage commencement. (2) The other issue is the payment of property taxes, as detailed in state statutes, to the fire district for the area that is now annexed. The City and the County Fire District have 60 days from the beginning date of the annexation to negotiate the property tax owed the county due to the County District's loss of Cambridge Village.

### **Public Works Committee:**

1. Review an Ordinance accepting the following streets into the City street system for maintenance purposes: Buckingham Drive; Buckingham Court; Cunningham Drive; Cunningham Court and Downing Lane. All are located in the recently annexed Cambridge Village Subdivision.
2. Review an Ordinance amending Ordinance No. 9940 relating to amending existing classifications and job descriptions for Parks and Recreation Director, Recreation Superintendant, Recreation Supervisor and Landscape supervisor/Secretary for the Parks and Recreation Department. This amendment mandates that these positions will be subject to random substance testing.
3. Review an Ordinance amending Section 7.15(C) (Controlled Substance and Alcohol Testing Policy – Applicability) of the City's Personnel's Regulations Manual by adding the titles of Parks and Recreation Director, Recreation Superintendant and Recreation Supervisor and Landscape Supervisor/Secretary to the list of positions that are considered safety sensitive.

### **Finance/Administration Committee:**

1. Review Records Destruction Request from the Personnel Department
2. Review Records Destruction Request from the City Clerk's office.
3. Review Ordinance adopting a Cash Management and Investment Policy for the City of Sedalia. This is not a new ordinance, it is an update of the existing ordinance that dates back to 1990. In addition to existing statutory requirements, this policy puts into place safeguards for city funds that are invested.
4. Review Ordinance adopting an Internal Control Policy for the City of Sedalia. This is not a new ordinance. It is an update of the existing ordinance. It pertains to the internal financial controls and puts into place financial safeguards to help protect the city against potential errors and fraud.
5. Review Ordinance adopting a General Fund – Fund Balance Policy for the City of Sedalia. This is a proposed new policy for the City. It sets minimum and maximum fund balance levels for the operating revenues. The proposed unassigned fund balance minimum is 25%. The proposed maximum is 50%. The City's current fund balance is in the area of the proposed maximum.



**CITY OF SEDALIA, MISSOURI**  
**PRE-COUNCIL MEETING – DECEMBER 2, 2013**

**WORK SESSION**

The Work Session started at 6:00 p.m. in the Council Chambers at the Municipal Building.

Council Members present were Stephen Galliher, Jo Lynn Turley, Rebecca LaStrada, Wanda Monsees, Wiley Walter, Bob Cross, Tolbert Rowe and Larry Stevenson.

**COMMITTEE MEETING**

Public Safety Committee – Councilman Galliher, Chairman – No Report.

Finance/Administration Committee – Councilman Turley, Chairman presented the following recommendation:

- Recommendation to establish the use of credit cards in the Finance, Court, Cemetery and Park offices to Third National Bank (One bid was lower, however the City already does business with Third National Bank and keeping with them will be more convenient for the City) was moved to full Council on motion by Rowe, seconded by Galliher. All in favor.

Public Works Committee – Councilman Rowe, Chairman, presented the following recommendations:

- Ordinance approving and accepting an agreement with Pittsburgh Corning Corporation for adjustment to sanitary sewer charges being paid to the City (part of last year's annual formula adjustment agreed to with Pittsburgh Corning) was moved to full Council on motion by Walter, seconded by Galliher. All in favor.
- **Presentation related to Proposed Certificates of Inspection Ordinances.**  
City Administrator, Gary Edwards, stated two versions of the ordinance will be discussed (the original version with suggested changes from Council; and the ordinance with amendments brought forward by Councilman Stevenson at the November 18, 2013 Council meeting).

City Administrator Edwards presented a brief history on issues previously discussed regarding the need for the ordinance: demolition cost, protecting the safety of the public in the downtown area and clarification on the details and intent of the ordinance.

Ordinance Draft Changes:

- April 1, 2016 deadline for initial inspections
- 2 year process for initial inspection of district
- Owners have option to select their own engineer – reimbursement up to \$500 per building from City (City Administrator Edwards stated the engineer selected must be a qualified engineer approved by the City)
- Follow-up City inspections every 3 years
- 3 inspections within 10 years instead of 10 inspections within 10 years

- Boundary Change – more manageable and contains budgetary and manpower benefits for the City (less cost; fewer personnel)
- “Private Areas” defined:
  - Locked closet or small locked room not exceeding 5’ x 5’ on inside wall of building
  - Cannot be defined as an entire floor of a building
  - Total floor area of all “private areas” must not exceed 1% of the total floor area of the building (all floors including basement)

If the original version of the ordinance, with stated changes, is passed, the proposed timeline for inspections will be as follows:

- December 2013 to March 2014: Issuance of Request for Proposals and Selection of Engineer
- April 1, 2014 to March 31, 2016: Initial Building Inspections
- April 1, 2017: Follow up inspections begin on 3 year schedule

City Administrator Edwards stated that Councilman Stevenson’s amendment to the ordinance would make any private areas not open to the public and exempt from inspections unless written consent is obtained from both the property owner and resident. The proposed amendment weakens the ordinance and makes it ineffective and unable to protect the public’s safety downtown by making it impossible in some cases to issue a certificate of inspection, if the owner considers the entire building as “private” (i.e. vacant buildings or buildings being used for storage).

Mayor Horn stated that copies of letters have been received and provided to Council, from Meg Liston, with Sedalia Downtown Development Inc.; Michelle Swords, Sword’s Family Pharmacy; and Becky Carr Imhauser, owner of 3 properties downtown; in support of the Certificates of Inspection ordinance with proposed changes from Council.

**Council Questions:**

Councilman Walter inquired if appointments would be made with property owners prior to inspections. Mayor Horn stated that appointments would be made with property owners.

Councilman Stevenson inquired how the amount of \$500 was determined by the City for reimbursement to property owners for hiring engineers and also inquired on the issue of no floor being exempt from inspections. City Administrator Edwards stated that the City received input from 5 different companies which were used in assessing the estimate of cost to property owners, and with the “floor” issue there is an exemption of the 5’ x 5’ area that the property owner has.

Councilman Cross stated that he has a concern with inspections of a residents living quarters however, public safety has to be protected.

**Audience Comments:**

David Esser, 116 E. Main, stated he is in favor of inspections and that if inspectors were not allowed into living quarters they would not see cracks in walls or problems with adjoining buildings.

Terry Cockrell, 808 E. 11<sup>th</sup>, stated that all buildings should be inspected, which the fire department does, and there are already codes in place for inspections. Mr. Cockrell added that if the City proceeds with the ordinance, then property should be rezoned as Commercial only with no living quarters. Mr. Cockrell further stated that the City should look at other cities that have had the same issues and use the same requirements and added the City should hire an historical engineer for inspections of historical buildings.

Kathleen Boswell, 312 S. Sneed, stated that Council should not wait any longer to pass the ordinance and have another building fall and added that since inspections are scheduled, the owners can be prepared when an inspector enters their residence.

Michelle Swords, 300 S. Ohio, stated that she and her husband own six buildings downtown and they take care of them and added that for the safety of the public the ordinance should be passed.

Doug Freed, 110 E. Main, stated he has spent a lot of money and time on his building and would like the vacant building next to his to be inspected to know if it is safe.

Following discussion, voting on both versions of the ordinance was as follows:

**A.** Ordinance adding Sections 10-100 to 10-106 to the Code of Ordinances relating to Certificates of Inspection relating to the City's Downtown Commercial District (based on original ordinance with changes suggested during the October 28, 2013 Council meeting) was moved to full Council on motion by Galliher, seconded by Monsees. All in favor except Stevenson who opposed.

**B.** Ordinance with Councilman Stevenson's amendment from the November 18, 2013 Council meeting pertaining to adding Sections 10-100 to 10-106 to the Code of Ordinances relating to Certificates of Inspection relating to the City's Downtown Commercial District (concerning private areas). Motion by Walter, seconded by Monsees to move item to full Council. With a show of hands, Councilmen LaStrada and Stevenson in favor, Councilmen Galliher, Turley, Monsees, Walter, Cross and Rowe opposed. Item not moved.

With no further comments, the meeting closed at 6:38 p.m.  
Respectfully submitted: Arlene Silvey, MRCC City Clerk



**CITY OF SEDALIA, MISSOURI**  
**COUNCIL MEETING – DECEMBER 2, 2013**

The Council of the City of Sedalia, Missouri duly met on Monday, December 2, 2013, at 7:00 p.m. at the Municipal Building with Mayor Mary Elaine Horn presiding. Mayor Horn called the meeting to order followed by the Pledge of Allegiance led by Councilman Monsees.

**ROLL CALL:**

|                  |         |                 |         |
|------------------|---------|-----------------|---------|
| Stephen Galliher | Present | Wiley Walter    | Present |
| Jo Lynn Turley   | Present | Bob Cross       | Present |
| Rebecca LaStrada | Present | Tolbert Rowe    | Present |
| Wanda Monsees    | Present | Larry Stevenson | Present |

**SERVICE AWARDS:**

10 Year Service Pin William Twenter, Fire Driver/Eng. – Fire Department

**MINUTES:**

The following minutes were approved on motion by Galliher, seconded by Cross. All in favor.

- Joint Meeting City Council & Bothwell Regional Health Center Board of Trustees November 12, 2013
- Pre-Council Meeting November 18, 2013
- Regular Council Meeting November 18, 2013

**REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES:** None.

**ROLL CALL OF STANDING COMMITTEES:**

**PUBLIC SAFETY** – STEPHEN GALLIHER, CHAIRMAN – No Report.

**PUBLIC WORKS** – TOLBERT ROWE, CHAIRMAN – No Report.

**FINANCE & ADMINISTRATION** – JO LYNN TURLEY, CHAIRMAN

Approve recommendation to establish the use of credit cards in the Finance, Court, Cemetery and Park offices (Proposal accepted from Third National Bank) on motion by Walter, seconded by Galliher. All in favor.

**NEW BUSINESS:**

BILL NO. 2013 – 102, ORDINANCE NO. 10138 – AN ORDINANCE APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND PITTSBURGH CORNING CORPORATION, A MISSOURI CORPORATION was read once by title.

2<sup>nd</sup> Reading – Motion by Rowe, 2<sup>nd</sup> by Galliher. All in favor.

Final Passage – Motion by Galliher, 2<sup>nd</sup> by Rowe. All in favor.

Roll Call Vote: Voting "Yes" were Galliher, Turley, LaStrada, Monsees, Walter, Cross, Rowe and Stevenson. No one voted "No".

BILL NO. 2013 – 98, ORDINANCE NO. 10139 – AN ORDINANCE ADDING SECTIONS 10-100 TO 10-106 TO THE CODE OF ORDINANCES RELATING TO CERTIFICATES OF INSPECTION RELATING TO THE CITY'S DOWNTOWN COMMERCIAL DISTRICT was read once by title.

2<sup>nd</sup> Reading – Motion by Galliher, 2<sup>nd</sup> by Rowe. All in favor.

Final Passage – Motion by Galliher, 2<sup>nd</sup> by Rowe. All in favor.

Roll Call Vote: Voting "Yes" were Galliher, Turley, LaStrada, Monsees, Walter, Cross, Rowe and Stevenson. No one voted "No".

APPOINTMENTS:

The following letter from the Police Personnel Board dated December 2, 2013 regarding Police Recruit Officers was read and approved on motion by Turley, seconded by Rowe. All in favor.

"Dear Ma'ams and Sirs:

As prescribed by the Ordinances of the City of Sedalia, the following applicants have successfully tested for the position of Police Officer/Reserve Officer for the City of Sedalia. The Board has certified these candidates, contingent upon the successful completion of psychological and/or physical exams. The qualified candidates are presented in alphabetical order below.

**Eligible for the Position of Police Officer/Reserve Officer:**

1. Andrew Bruce
2. Arthur DeSalme III
3. Kaleb Richerson

When any full-time police recruit position(s) becomes vacant, the Police Personnel Board will submit a recommendation to the Mayor and City Council for approval. Such recommendations(s) will be made from among those on the semi-annual eligibility list, by the Police Personnel Board.

Respectfully submitted, Jeff Leeman, Chairman, Police Personnel Board."

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The following letter from the Police Personnel Board dated December 2, 2013 regarding Police Recruit Officers was read and approved on motion by Turley, seconded by Galliher. All in favor.

"Dear Ma'ams and Sirs:

The Chief of Police has notified the Board that he will be submitting a request to the Mayor and Council for authorization to fill sworn vacancies. This letter responds to that notice.

As prescribed in the Ordinances of the City of Sedalia, the following individuals are on the current eligibility list for police officer, for the City of Sedalia. The Board recommends all of them for the vacant positions of Sedalia Police Officer, contingent upon the successful completion of the designated physical and psychological examinations.

**Recommended for the Position of Police Officer:**

1. Andrew Bruce

**2. Arthur DeSalme III**

**3. Kaleb Richerson**

Respectfully submitted, Jeff Leeman, Chairman, Police Personnel Board.”

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The following letter from Police Chief John DeGonia dated December 2, 2013 regarding Police Recruit Officers was read and approved on motion by Turley, seconded by Galliher. All in favor.

“Sirs and Ma’ams:

The Sedalia Police Department currently has two vacancies among its authorized sworn positions, with another vacant position in April. I have requested the Police Personnel Board to identify and recommend the top available candidates to fill these vacancies.

I was informed by the Police Personnel Board that: **1. Andrew Bruce, 2. Arthur DeSalme III, and 3. Kaleb Richerson** are the next eligible candidates. I respectfully request that you approve us to make a conditional offer of employment to them. The offer will be contingent on their successful completion of our standard physical and psychological examinations.

Thank you for your continued support of the Sedalia Police Department in fulfillment of its mission to protect and serve the citizens of, and visitors to, our community.”

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BIDS: None.

LIQUOR LICENSES:

The following Renewal Liquor License was read and approved on motion by Rowe, seconded by Galliher. All in favor.

- Stacey Fitter dba Fitter’s 5<sup>th</sup> St. Pub, 500 S. Ohio – Sunday Sales.

DEPARTMENT BILLS thru December 2, 2013 totaling \$243,705.66 were approved for payment on motion by Galliher, seconded by Cross. All in favor.

MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR:

Councilman Walter stated that Ohio Avenue should be closed on Halloween for trick or treating. Mayor Horn stated this will be taken for consideration next year.

GOOD & WELFARE:

The meeting adjourned at 7:10 p.m. to a Closed-Door Session in accordance with Section 610.021(1) RSMo for legal advice on motion by Monsees, seconded by Rowe. All in favor.

THE CITY OF SEDALIA, MISSOURI

Mary Elaine Horn  
Mary Elaine Horn, Mayor

Arlene Silvey MRCC  
Arlene Silvey, MRCC City Clerk

TRAFFIC ADVISORY COMMISSION MEETING  
NOVEMBER 13, 2013

The Traffic Advisory Commission duly met on Wednesday, November 13, 2013, at 12:00 p.m. at the City of Sedalia Municipal Building with Donna Heembrock presiding. Chairman Heembrock called the meeting to order.

ROLLCALL:

| Members          |             | Ex-Officio Members |         |
|------------------|-------------|--------------------|---------|
| Donna Heembrock  | Present     | Bill Beck          | Present |
| Deidre Esquivel  | Present     | Victoria Kottman   | Present |
| Ryan Heusinkveld | Not Present | Greg Harrell       | Present |
| John Rucker      | Present     |                    |         |
| Pete Daniels     | Present     |                    |         |
| Shirley Neff     | Not Present |                    |         |
| Bob Salmon       | Present     |                    |         |

Guests- Ellen Cross, Todd Fraley, Paula Schupp, Keri Anderson, Deanna Clark

Minutes of the last regular Traffic Advisory Commission meeting of October 16, 2013 were approved.

UNFINISHED BUSINESS:

NEW BUSINESS:

**Todd Fraley, Principal, Horace Mann Elementary, 1100 W. 16<sup>th</sup> Street, is requesting that S. Park Avenue between 14<sup>th</sup> Street and 16<sup>th</sup> Street be made a one way street going north.** Student drop off in the mornings are very dangerous and they have been working with the Police Department to try to make it safer. Since so many people park on both sides of S. Park Avenue, only one vehicle can make it down the street and if you meet another vehicle one has to back down the street. Also people are speeding and driving aggressively. Staff recommends the Commission approve the request. The school has been working with the police department to try to find a solution to this ongoing problem to try to make the area safer for the children.

Heembrock asked Fraley where the buses load. Fraley stated it is on 16<sup>th</sup> Street and he only has 2 buses. Fraley explained having the route going north on Park and then South on Stewart would be best that way the kids would not have to cross the street. Papa Jakes Donut Shop is very busy at that time of day also. Mr. Fraley has been receiving complaints about the traffic issue around the school. The worst time of day is the morning. On Stewart, if there are cars going both directions, one has to back down the street since vehicles park on both sides.

Heembrock asked if Fraley had much discussion from parents and staff about this. He indicated he has been at Horace Mann for two years and has fielded calls about this problem. Heembrock asked where the parents drop off the students. Fraley stated drop them off all over the place including the alley in the back. During bad weather the students go to the gym so most are dropped off on 16<sup>th</sup> or Park.

Fraley introduced two members of the PTA that came with him. Paula Schupp, stated her opinion is a little different. Her mother-in-law lives at 1402 S. Park and she is concerned about being able to get to her house if the street was a one way. She does understand the problem because she walks her children to school and traffic is very bad between 7:30 a.m. and 8:00 a.m. around the school. Park Avenue is particularly busy with Papa Jakes and this intersection is very scary. Kottman stated you cannot use the crosswalk at this location because of the vehicles in the way. Esquivel asked about the crossing guard at this intersection and Kottman stated there is not a crossing guard there in the morning, the crossing guard works 16<sup>th</sup> Street, not Park Avenue. In the afternoon a staff person does work the crosswalk on Park Avenue. Schupp stated she did not know what to propose but she did not care for the one way street. She stated the traffic is bad only for 45 minutes during school days but the one way streets would be all the time. Esquivel stated this would not stop people from parking on both sides of the street and staying there. Schupp stated this is mostly staff parking. Fraley stated most of the staff has to park either on Park, Stewart or 16<sup>th</sup>. Heembrock asked is they had a parking lot. Fraley stated they have a small one in the back with only about 20 spaces and they have about 75 staff.

Kottman asked, not from a police department stand point, if the enrollment was planned to increase at the school or were they at capacity. Fraley stated they district decreased the student size this year and he believes it will stay steady from here on out. Kottman asked if there were any construction plans in the near future. Fraley did not know of any. Heembrock asked if he had heard any comments from the residents around the school. Fraley stated he had not. Schupp stated that was one thing that concerned her, that there was nothing given to the residents about this so they could come and comment if they wanted to. Heembrock stated this committee was just an advisory committee to council and council has the final decision. Cross also explained the process that if this committee does not approve the request then it would go forward to the council only as recorded in the minutes. If this committee approved the request it would go the council in the form of an ordinance and before the council meeting letters would be sent to the residents explaining the request. That would give them a chance to speak to council about it.

Keri Anderson spoke and she is a parent at Horace Mann and she is in favor of the one way street. This has been a nightmare every year since her daughter started at the school. This is very dangerous for the children. Just a couple of days ago traffic was backed up on 16<sup>th</sup> Street because of vehicles on Stewart. Deanna Clark spoke and she is also a parent, and a district employee, and she is in favor of the one way streets. She believes if this is not approved then something else has to be done. She does not drop her child off on 16<sup>th</sup> Street because it is too dangerous with the amount of traffic, she tries to use Stewart. Even using this street is hard because of the two vehicles traveling down Stewart and it is narrow.

Esquivel asked if parking was restricted anywhere on Stewart or Park. Kottman stated the "no parking signs" were removed on Park and Stewart because during school start and end times the signs were violated all the time. Also the needs of the school changed and the parking restriction was no longer needed. The original signs were put up for the buses but now the buses use 16<sup>th</sup> Street. It was discussed that making the streets a one way would not restrict parking on either side so you still have vehicles parked on both sides. This would stop two vehicles trying to pass each other but as Kottman pointed out you now have two vehicles parked in the same direction

on both sides of the street pulling out into traffic while one vehicle is driving down the street. Esquivel wondered if "no parking" would help. Kottman stated people would violate it. Daniels stated he believes the one way streets would stop the vehicle conflicts going different directions. Kottman stated the ordinance change will not change driver behavior. Salmon stated if this saves one child from getting hurt he believes we should do it. **Salmon made a motion to approve the request. Second by Daniels. All were in favor.** Kottman asked if Fraley discussed this request with the district office because sometimes a letter is received from the district office making the official request. Fraley stated he did discuss this with them and if the committee wanted a letter from the district office he would get one. Daniels asked how many residents live in this area; Schupp stated there are 44 houses (she counted them).

**Todd Fraley, Principal, Horace Mann Elementary, 1100 W. 16<sup>th</sup> Street, is requesting that S. Stewart Avenue between 14<sup>th</sup> Street and 16<sup>th</sup> Street be made a one way street going south.** Student drop off in the mornings are very dangerous and they have been working with the Police Department to try to make it safer. Since so many people park on both sides of S. Park Avenue, only one vehicle can make it down the street and if you meet another vehicle one has to back down the street. Also people are speeding and driving aggressively. Staff recommends the Commission approve the request. The school has been working with the police department to try to find a solution to this ongoing problem to try to make the area safer for the children.

The discussion above was for both requests. **Salmon made a motion to approve the request. Second by Daniels. All were in favor.**

OTHER ITEMS FOR DISCUSSION:

AGENDA FOR NEXT MEETING:

The next meeting will be December 11, 2013

The meeting adjourned at 12:30 p.m.



PERSONNEL DEPARTMENT

December 16, 2013

Mayor Mary Elaine Horn  
Members of the City Council  
Sedalia, Missouri

RE: Original Records Destruction

As per RSMo 109.250(4), City records that are on file in the Personnel Office and have met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's Office. The Personnel Office does hereby request that the City Council authorize the destruction of the following documents:

- General applications of June, 2013 – Retention 6 month:

I hereby certify that the records described are no longer needed in the transaction of current business and no longer possess sufficient administrative, legal, historical or fiscal value to warrant further keeping.

Method of destruction will be by shredder.

Sincerely,

A handwritten signature in cursive script, appearing to read "John L. Rice".

John L. Rice  
Personnel Director



December 16, 2013

Mayor Mary Elaine Horn  
Members of the City Council  
Sedalia, Missouri

RE: Original Records Destruction

As per RSMo 109.230(4), City records that are on file in the City Clerk's Office and have met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's Office. The City Clerk's Office does hereby request that the City Council authorize the destruction of the following documents:

- Public Hearings/Meetings (Magnetic Tapes/CD's) (Apr 2012-Dec 2012)
- Certificates of Insurance – Retention 6 years
- Budget Preparation Records – (FY 2004-2005 to FY 2007-2008)
- Public Information Requests – Retention 3 years
- General Correspondence – (Apr 2000-Mar 2010)
- Job Notices – (Mar 2009-Apr 2010)
- Affidavits of Publication – (Apr 2007-May 2010)

I hereby certify that the records described are no longer needed in the transaction of current business and no longer possess sufficient administrative, legal, historical or fiscal value to warrant further keeping.

Method of destruction will be by shredder. The magnetic tapes/CD's described can be erased and re-used in the transaction of current business.

Sincerely,

*Arlene Silvey, MRCC*

Arlene Silvey, MRCC  
City Clerk

AS/jm

**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE ACCEPTING FOR CITY MAINTENANCE BUCKINGHAM DRIVE, BUCKINGHAM COURT, CUNNINGHAM DRIVE, CUNNINGHAM COURT AND DOWNING LANE ALL LOCATED IN CAMBRIDGE VILLAGE SUBDIVISION WITHIN THE CITY OF SEDALIA, MISSOURI.**

**WHEREAS**, R. Paul Beard, II, President of Cambridge Village Property Owners' Association, Inc., has asked the City of Sedalia to accept Buckingham Drive, Buckingham Court, Cunningham Drive, Cunningham Court and Downing Lane all located within Cambridge Village Subdivision for street maintenance; as said street improvements have been built to City specifications and standards within public rights-of-way.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI** as follows:

**Section 1.** The Council of the City of Sedalia, Missouri hereby approves and accepts for City maintenance Buckingham Drive, Buckingham Court, Cunningham Drive, Cunningham Court and Downing Lane all located in Cambridge Village Subdivision.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval with an effective maintenance date of January 1, 2014.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

**Cambridge Village Property Owners' Association, Inc.**

c/o Nancy Lowe, Treasurer  
3249 Buckingham Drive  
Sedalia, MO 65301  
660-827-1803

5 December 2013

Devin Lake  
Public Works Project Manager  
Public Works Department  
City of Sedalia  
200 S. Osage  
Sedalia, MO 65301

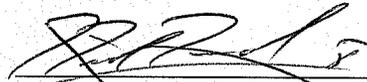
Re: Request to Accept Ownership and maintenance of streets for Cambridge Village

Dear City Council,

Please accept this letter as Cambridge Village's formal request that the City of Sedalia take ownership of and maintenance responsibilities for the streets in the Cambridge Village Subdivision, namely Buckingham Drive and Buckingham Court, Cunningham Drive and Cunningham Court, and Downing lane.

Therefore, we would ask that the City of Sedalia officially take over ownership, control and maintenance responsibilities for said services effective January 1, 2014.

Thank you,

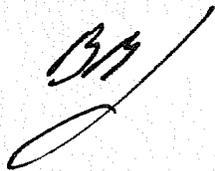
  
\_\_\_\_\_  
R. Paul Beard, II, President CVPOA

To: Gary Edwards  
From: Bill Beck  
Date: December 11, 2013  
Subject: Cambridge Village Subdivision - Adoption of Roads

I would like to recommend the City accept the streets, Buckingham Drive, Buckingham Court, Cunningham Drive, Cunningham Court and Downing Lane located in Cambridge Village Subdivision for ownership and maintenance effective January 1, 2014.

We have checked the streets and they appear to be in satisfactory condition. This subdivision will be annexed into the City of Sedalia on January 1, 2014. We would like to take ownership and maintenance of the streets at the same time.

Thank You,

A handwritten signature in black ink, appearing to be "Bill Beck", with a long, sweeping underline that extends to the right.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING ORDINANCE NO. 9940 RELATING TO AMENDING EXISTING CLASSIFICATIONS AND JOB DESCRIPTIONS FOR PARKS AND RECREATION DIRECTOR, RECREATION SUPERINTENDENT, RECREATION SUPERVISOR AND LANDSCAPE SUPERVISOR/SECRETARY FOR THE PARKS AND RECREATION DEPARTMENT TO REFLECT THAT SAID POSITIONS WILL BE SUBJECT TO RANDOM SUBSTANCE TESTING.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** Ordinance No. 9940 is hereby amended by amending existing employment classifications and job descriptions for Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to reflect that said positions will be subject to random substance testing for the efficient operation of the City of Sedalia, as follows:

Amendments:

**Parks and Recreation Director** – Parks and Recreation Department. Said job description is attached hereto and made a part hereof as if fully set out herein. (Receives car allowance similar to other department heads in testing pool)

**Recreation Superintendent** – Parks and Recreation Department. Said job description is attached hereto and made a part hereof as if fully set out herein. (Actively deals with the safety of park patrons through training, decision making and hiring)

**Recreation Supervisor** – Parks and Recreation Department. Said job description is attached hereto and made a part hereof as if fully set out herein. (Cited same as Recreation Superintendent)

**Landscape Supervisor/Secretary** – Parks and Recreation Department. Said job description is attached hereto and made a part hereof as if fully set out herein. (Actively drives Park Department vehicles)

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

# CITY OF SEDALIA, MISSOURI

Job Description



|                   |                                      |                           |      |
|-------------------|--------------------------------------|---------------------------|------|
| <b>Job Title:</b> | <b>PARKS AND RECREATION DIRECTOR</b> |                           |      |
| Department:       | Parks and Recreation                 |                           |      |
| Supervisor:       | Park Board                           |                           |      |
| Date:             | December 2013, Revision 1            | Position No.              | PR/1 |
| FLSA Status:      | Exempt                               | Random Substance Testing: | Y    |

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## Job Summary:

This position is responsible for directing the operations of the Parks and Recreation Department and the direct and indirect supervision of all related personnel.

## Job Scope:

The purpose of this position is to direct the operations of the Parks and Recreation Department. Successful performance helps ensure the provision of quality parks and recreation services to citizens.

## Essential Duties and Responsibilities:

1. Directs and supervises daily operations of the department.
2. Develops and administers park projects in conjunction with the department's five-year master plan.
3. Develops and administers a comprehensive recreation program for city residents.
4. Develops the annual department budget; monitors expenditures under the current budget.
5. Oversees the hiring and supervision of all personnel associated with all department programs.
6. Coordinates special projects with architects, contractors etc. from the planning phase to completion.
7. Coordinates athletic schedules and facilities use with local high schools.
8. Oversees a vast youth program in conjunction with outside boards, including girls' softball, youth soccer, Little League baseball, legion baseball, and youth football; coordinates scheduling and facilities use.
9. Communicates with program participants and the general public regarding department services and activities.

10. Performs public relations duties: appears on radio talk shows, gives newspaper interviews, makes presentations to local civic groups and organizations, and participates in Chamber of Commerce functions; serves on local boards and committees.
11. Provide leadership to the Park Administrative Board
12. Inspects parks and facilities on a daily basis for complaints, vandalism, and safety-related issues.
13. Evaluates existing programs; develops and implements new programs.
14. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Bachelor's degree in Park Management, Leisure Management or related field from an accredited college
2. 5 years of experience in Parks and Recreation or a related field with a minimum of 3 years supervisory experience
3. Missouri driver's license
4. Must agree to be subject to on-going random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of parks and recreation program administration.
2. Knowledge of city and department policies and procedures.
3. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
4. Skill in operating a computer and various software programs.
5. Skill in delivering public presentations.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.
8. Knowledge of the rules of a variety of sports.

**Guidelines:**

1. City ordinances, department policies and procedures.
2. Park Board directives and the rules manuals for a variety of sports.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied duties related to directing the operations of the Parks and Recreation Department. Changing priorities contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. Park Board and City Council members, representatives of state agencies, business leaders.
3. Members of churches and civic organizations, social services providers, contractors, vendors, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over Parks Superintendent, Assistant Parks Superintendent, Recreation Superintendents(s) and Senior Administrative Assistant.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.



# CITY OF SEDALIA, MISSOURI

## Job Description

|                   |                                  |                           |      |
|-------------------|----------------------------------|---------------------------|------|
| <b>Job Title:</b> | <b>RECREATION SUPERINTENDENT</b> |                           |      |
| Department:       | Parks and Recreation             |                           |      |
| Supervisor:       | Park and Recreation Director     |                           |      |
| Date:             | December 2013, Revision 1        | Position No.              | PR/6 |
| FLSA Status:      | Exempt                           | Random Substance Testing: | Y    |

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### Job Summary:

This position is responsible for overseeing all recreational activities, athletic leagues, aquatics operations, concessions, and special events offered by the department. Work includes planning, organizing, and conducting these activities and supervising the work of subordinate staff. This employee will work a flexible and varied schedule including weekends and evenings.

### Job Scope:

The purpose of this position is to plan, organize, and supervise the daily operations of city aquatics facilities, recreation programs, athletic leagues, and special events. Successful performance helps ensure the provision of quality recreation programs to the citizens of Sedalia.

### Essential Duties and Responsibilities:

1. Plans, organizes, implements, and schedules activities, programs and/or special events.
2. Develops new parks programs, expands existing programs, makes recommendations for strategic planning of the Parks and Recreation facilities, equipment, grounds, and staffing.
3. Hires, supervises disciplines, terminates, and coordinates volunteers, part-time and seasonal workers, and others who assist in conducting recreation activities. Handles schedules and payroll for paid staff. Supervises over 100 employees including hiring, scheduling, training, performance management, coaching, discipline and regular evaluations.
4. Assists with class registration. Handles telephone inquiries, greets visitors, and provides information.
5. Ensures that all rules, regulations and safety practices are properly enforced. Reports all accidents and ensures that victims receive proper care.
6. Prepares media releases and promotional materials to promote programs and activities.
7. Maintains accurate records for all programs; collects, reports, and deposits all fees. Prepares attendance, financial, and other reports as needed.
8. Coordinates with staff from other agencies; may solicit corporate and private donations for programs.

9. Makes decisions regarding facility openings and closings ensuring that the hotline and appropriate media are utilized.
10. Conducts training programs for aquatic staff, paid and volunteer.
11. Travels to aquatic facilities and athletic and recreation sites as needed.
12. Works with the other full-time staff to provide a safe recreation and aquatics environments for the members/patrons.
13. Required to work as the Program Supervisor on evenings and weekends as needed.
14. Performs related duties as needed or assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Possession of a Bachelor's degree in Recreation or related field and two years leadership experience in recreational activities; or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: Considerable knowledge of the philosophy of organized recreation; principles and practices of recreation program planning, development, and scheduling; and knowledge of the principles, rules, materials, and equipment requirements of recreational activities in assigned area.
2. Preferred Certifications: Lifeguard Training, Water Safety Instructor, Aquatic Facility Operator (AFO), and/or Certified Pool Operator (CPO)
3. Missouri driver's license. Use of personal vehicle is required.
4. Must agree to be subject to on-going random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of aquatics, recreation programs, and athletic leagues.
2. Skill in planning, organizing, developing, and promoting aquatics, recreational programs, and athletic leagues.
3. Skill in directing, hiring, evaluating, and supervising staff, especially young people, who are assigned to carry out aquatics, recreation programs, and athletic leagues.
4. Skill in maintaining discipline and enforcing safety policies and procedures.
5. Knowledge of basic accounting and bookkeeping practices.

6. Skill in performing standard first aid and CPR.
7. Skill in aquatic instruction.
8. Skill in public relations.
9. Skill in oral and written communication.
10. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
11. Skill in operating a computer, various software programs, and standard office equipment.
12. Skill in interpersonal relations.

**Guidelines:**

1. City and department policies and procedures
2. Health Department codes and American Red Cross guidelines
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related duties related to supervising the daily operations of city aquatics facilities, recreation programs, athletic leagues, and special events. The need to deal with the public contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees, general public.
2. Members of civic and community groups, day care providers, vendors, swim coaches, managers, instructors, lifeguards, teachers, maintenance workers.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over specific full-time and related part-time and seasonal personnel, at times numbering 50 or more.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office and outdoors. The employee may be exposed to noise, dirt, machinery with moving parts, cold and heat, and inclement weather. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.



# CITY OF SEDALIA, MISSOURI

## Job Description

**Job Title:** LANDSCAPE SUPERVISOR/SECRETARY  
**Department:** Parks and Recreation  
**Supervisor:** Park Supervision Structure  
**Date:** December 2013, Revision 1  
**FLSA Status:** Non-Exempt

**Position No.** PR/8  
**Random Substance Testing:** Y

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### Job Summary:

Responsible for supervision of the landscape staff to maintain the condition and appearance of trees, shrubs, plants and foliage for assigned landscaped areas within the Parks System or other properties assigned by the City of Sedalia.

Responsible for basic office work including but not limited to: receptionist, phone, clerical, accounts payable, assist with special events.

### Job Scope:

Responsible for supervision of the landscape staff to maintain the condition and appearance of trees, shrubs, plants and foliage for assigned landscaped areas within the Parks System or other properties assigned by the City of Sedalia

Responsible for basic office work including but not limited to: receptionist, phone, clerical, accounts payable, assist with special events

### Essential Duties and Responsibilities:

1. Plans, schedules, assigns, and supervises the landscaping, seeding, weeding, cultivating, and general care of the parks landscaped areas.
2. Performs periodic assessments of landscaped areas.
3. Plans and supervises cultivation, pruning, spraying, and transplanting of a large variety of plants, shrubs and trees.
4. Plans and supervises operation of a greenhouse.
5. Requisitions and distributes materials and equipment for landscaping.
6. Performs other duties as assigned.
7. Performs all work in a manner compatible with the philosophy of safety procedures set forth by the Sedalia Parks Department and City of Sedalia.
8. Hires, supervises, recommends discipline or termination, and coordinates volunteers & seasonal workers.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. Training in horticulture and experience in general landscaping preferred
3. Accounts Payable experience required.
4. Missouri driver's license
5. Must agree to be subject to on-going random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Supervises all landscaping personnel.
2. Planning, scheduling, organizing and directing work, training personnel, and recommending applicants for employment or for discipline, termination or retention.
3. Individuals in this position are required to teach and enforce safety regulations;
4. Assist landscape staff with hands-on approach in fulfilling landscaping requirements;
5. Maintain effective communication with other departments;
6. Order tools, equipment and supplies and ensure landscape operations are conducted within budget.
7. Required to work some weekends, a variety of shifts and over time with little or no notice during peak seasons and special events. Subject to work through lunch break or eat lunch in field. Must have home or cell phone in employee's name and reliable transportation.

**Guidelines:**

1. City and department policies and procedures.
2. Guidelines require judgment, selection, and interpretation in application. .

**Complexity:**

The work consists of varied community development and code enforcement duties. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. General public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

Hires, supervises, recommends discipline or termination, and coordinates up to 5 seasonal employees and volunteers.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.

**Work Environment:**

The work is typically performed outdoors. The employee may be exposure to dust, pollen, and a variety of insects stings and bites; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with equipment; may be exposed to hazardous chemicals associated with weed control.

# CITY OF SEDALIA, MISSOURI

Job Description



|                   |                              |                           |       |
|-------------------|------------------------------|---------------------------|-------|
| <b>Job Title:</b> | <b>RECREATION SUPERVISOR</b> |                           |       |
| Department:       | Parks and Recreation         |                           |       |
| Supervisor:       | Recreation Superintendent    |                           |       |
| Date:             | December 2013, Revision 1    | Position No.              | PR/10 |
| FLSA Status:      | Exempt                       | Random Substance Testing: | Y     |

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## Job Summary:

This position is responsible for overseeing all recreational activities, trips & tours, concessions, and special events offered by the department. Work includes planning, organizing, and conducting these activities and supervising the work of subordinate staff. This employee will work a flexible and varied schedule including weekends and evenings.

## Job Scope:

The purpose of this position is to plan, organize, and supervise the daily operations of concession facilities, recreation programs, trips & tours, and special events. May assist with athletic leagues as needed. Successful performance helps ensure the provision of quality recreation programs to the citizens of Sedalia.

## Essential Duties and Responsibilities:

1. Plans, organizes, implements, and schedules activities, programs and/or special events.
2. Develops new parks programs, expands existing programs, makes recommendations for strategic planning of the Parks and Recreation facilities, equipment, grounds, and staffing.
3. Hires, supervises disciplines, terminates, and coordinates volunteers, part-time and seasonal workers, and others who assist in conducting recreation activities. Handles schedules and payroll for paid staff. Supervises up to 100 employees which may include hiring, scheduling, training, performance management, coaching, discipline and regular evaluations.
4. Assists with class registration, handles telephone inquiries, greets visitors, and provides information.
5. Ensures that all rules, regulations and safety practices are properly enforced. Reports all accidents and ensures that victims receive proper care.
6. Prepares media releases and promotional materials to promote programs and activities.
7. Maintains accurate records for all programs, collects, reports, and deposits all fees. Prepares attendance, financial, and other reports as needed.

8. Coordinates with staff from other agencies; may solicit corporate and private donations for programs.
9. Conducts training programs for paid staff and volunteers.
10. Travels to concession sites on a daily basis when open.
11. Works with other full-time staff to provide a safe recreation and aquatics environments for members and/or patrons.
12. May be required to work as the Program Supervisor on evenings and weekends as needed.
13. Performs related duties as needed or assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Possession of a Bachelor's degree in Recreation from an approved college or related field and two years leadership experience in recreational activities; or any equivalent combination of education and experience.
2. Knowledge of the philosophy of organized recreation; principles and practices of recreation program planning, development, and scheduling; and knowledge of the principles, rules, materials, and equipment requirements of recreational activities in assigned area.
3. Certified in basic first Aid and CPR.
4. Proficient with products in Microsoft Office.
5. Valid Missouri driver's license.
6. Must agree to be subject to on-going random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of concessions, and recreation programs.
2. Skill in planning, organizing, developing, and promoting recreational programs and concessions.
3. Skill in directing, hiring, evaluating, and supervising staff, including youth workers, assigned to carry out concessions and recreation programs.
4. Skill in maintaining discipline and enforcing safety policies and procedures.
5. Knowledge of basic accounting and bookkeeping practices.
6. Skill in performing standard first aid and CPR.
7. Skill in public relations.
8. Skill in oral and written communication.
9. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

10. Skill in operating a computer, various software programs, and standard office equipment.
11. Skill in interpersonal relations.

**Guidelines:**

1. City and park department policies and procedures
2. Both Federal and Missouri Child Labor laws
3. Health Department codes and American Red Cross guidelines
4. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of duties related to supervising the daily operations of park concessions, trips & tours, recreation programs, and special events. May be required to work some nights and weekends with little or no notice during peak seasons and special events. Subject to work through normal lunch hours. Must have home or cell phone in employee's name and reliable transportation. Also, dealing with the public, youth workers, and extended family members contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees, general public.
2. Members of civic and community groups, day care providers, vendors, swim coaches, managers, instructors, lifeguards, teachers, maintenance workers.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over specific full-time, part-time and seasonal personnel that may number up to 100 or more.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office and outdoors. The employee may be exposed to noise, dirt, machinery with moving parts, cold and heat, and inclement weather. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 7.15(C) (CONTROLLED SUBSTANCE AND ALCOHOL TESTING POLICY – APPLICABILITY) OF THE CITY OF SEDALIA’S PERSONNEL REGULATIONS MANUAL BY ADDING THE TITLES OF PARKS AND RECREATION DIRECTOR, RECREATION SUPERINTENDENT, RECREATION SUPERVISOR AND LANDSCAPE SUPERVISOR/SECRETARY FOR THE PARKS AND RECREATION DEPARTMENT TO EMPLOYEE POSITIONS DESIGNATED AS SAFETY SENSITIVE.**

WHEREAS, The City has identified the need to amend Section 7.15(C) (Controlled Substance and Alcohol Testing Policy – Applicability) of the City’s Personnel Regulations Manual to include the positions of Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to the list of employee positions designated as safety sensitive.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

**Section 1.** Section 7.15(C) (Controlled Substance and Alcohol Testing Policy – Applicability) of the City’s Personnel Regulations Manual is amended to include the positions of Parks and Recreation Department, Recreation Superintendent, Recreation Supervisor and Landscape Supervisor/Secretary for the Parks and Recreation Department to read as follows:

“7.15(C) Employees occupying the following positions designated as safety-sensitive positions:

Parks Department: Superintendent, Assistant Superintendent, Maintenance Technician II (non-CDL), Maintenance Technician I, Parks and Recreation Director, Recreation Superintendent, Recreation Supervisor, Landscape Supervisor/Secretary.”

**Section 2.** This ordinance shall be in full force and effect after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING A CASH MANAGEMENT AND INVESTMENT POLICY FOR THE CITY OF SEDALIA, MISSOURI.**

**WHEREAS**, a Cash Management and Investment Policy for City funds was previously adopted by Resolution Number 998 on March 19, 1990; and

**WHEREAS**, the authority and responsibility to conduct cash management and investment on behalf of the City of Sedalia is delegated by the Mayor, through the City Administrator, to the Finance Director/Treasurer who is designated as cash management and investment officer of the City; and

**WHEREAS**, said previous policy is hereby repealed and replaced with a new Cash Management and Investment Policy attached to this ordinance as Exhibit A and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** The previous Cash Management and Investment Policy adopted by Resolution Number 998 on March 19, 1990 is hereby repealed and the Council of the City of Sedalia, Missouri hereby approves the adoption of a new Cash Management and Investment Policy for the City of Sedalia, Missouri as described in Exhibit A attached to this ordinance and incorporated by reference herein.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

# CITY OF SEDALIA, MISSOURI

## Cash Management and Investment Policy

### I. SCOPE

- A. This policy applies to the cash management activities of the City of Sedalia, Missouri.
- B. Excepted from this policy are the funds held by and for the Police and Fire Pension Funds, which are administered separately by the City Clerk.
- C. Debt service funds, reserve funds and other financial assets held by identified fiscal agents and trustees as provided by the appropriate bond ordinances and documents shall be subject primarily to the requirements of the respective Ordinances and documents, but subject to this policy as and if permitted by the applicable bond documents.
- D. The financial assets of all other funds and accounts shall be administered in accordance with the provisions of these policies.

### II. DELEGATION OF AUTHORITY

- A. The authority and responsibility to conduct cash management and investment on behalf of the City is delegated by the Mayor, through the City Administrator, to the Finance Director/Treasurer. The Finance Director/Treasurer is designated as cash management and investment officer of the City. The Finance Director/Treasurer is therefore responsible for investment decisions and activities consistent with this Policy.
- B. An exception from this delegation is that the City Clerk is delegated the responsibility for investment decisions and activities for funds held for nominal operating funds held in checking accounts for the Police and Fire Pension Funds, also consistent with this policy.

### III. OBJECTIVES

- A. Funds of the City shall be handled and invested in accordance with the applicable statutes of the State of Missouri, including but not limited to Sec. 95.280 thru 95.350 and 110.010 thru 110.060 RSMo and the applicable City Ordinances.
- B. Cash management and investment shall be undertaken in a manner that seeks to ensure the preservation of the capital in the portfolio. To attain this objective, diversification (as defined in paragraph VIII) is required to minimize the potential losses caused by loss of value of individual securities.
- C. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's legal investment risk constraints and the cash flow characteristics and requirements of the portfolio.

IV.  
PRUDENCE

- A. The standard of prudence to be used by anyone in authority making or approving decisions (investment officers) shall be the "prudent person" concept which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- B. The "Prudent Person" concept shall be applied in the context of sound management of the entire portfolio.
- C. Investment officers acting in accordance with this written policy and exercising due diligence, which includes reasonable written documentation of decisions, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided meaningful deviations from income expectations and/or projections are reported in a timely fashion and appropriate action is taken to protect City funds from unnecessary decline of income or loss of capital.

V. CONFLICTS OF INTEREST

- A. Officers and employees involved in the investment process shall refrain from any business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- B. Investment officials shall disclose to the City Administrator any material financial interest in financial institutions that conduct business with the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. The City Administrator shall report any disclosures to the City Clerk to be filed.
- C. Investment Officials and all employees involved in the cash management or investment process shall be familiar with and comply with the letter and intent of Missouri conflict of interest statutes and applicable ordinances, and shall further endeavor to prevent any appearance of conflict.

VI. INTERNAL CONTROLS

- A. The Finance Director/Treasurer is directed to establish a system of internal controls.
- B. The internal controls shall be designed to prevent losses of City funds by fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.
- C. The internal controls shall be reviewed by the City Administrator annually.
- D. The internal controls shall be submitted for annual examination by the independent auditor.

- E. All investments shall be reviewed by the City Administrator and Finance Director annually at a minimum.

## VII. INSTRUMENTS

- A. The Finance Director/Treasurer is delegated the authority to purchase the following securities as investment instruments for the City's Portfolios:
1. United States Treasury obligations such as but not limited to Treasury Bills, Treasury Notes and Treasury Bonds;
  2. United States Agency obligations such as but not limited to Government National Mortgage Assoc. (GNMA), Small Business Administration, (SBA), and Tennessee Valley Authority (TVA);
  3. United States Instrumentality obligations such as but not limited to Federal Home Loan Banks (FHLB), Federal National Mortgage Assoc. (FNMA), Federal Farm Credit System, Student Loan Marketing Assoc., Federal Land Banks, Federal Home Loan Mortgage Assoc.;
  4. Repurchase Agreements;
  5. Collateralized Certificates of Deposits;
  6. FDIC Insured Certificate of Deposit; and
  7. Collateralized Deposits in Savings and Loan Associations and Commercial Banks

## VIII. DIVERSIFICATION

- A. Assets in the City's investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issue, a specific issuer or a specific class of securities.
- B. In establishing specific diversification strategies, the following general policies and constraints shall apply:
1. Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector.
  2. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine and non-routine expenditures (payroll, bond payments, etc.) as well as sizeable blocks of anticipated revenue (property tax receipts, sales tax payments, franchise fee payments etc.) Maturities in this category shall normally not exceed twelve months.

## IX. RISKS

- A. Portfolio diversification is employed as a way to control default risk.
1. Investment officials are expected to display prudence in the selection of securities as a way to minimize default risk.
  2. In the event of default by a specific issuer, the Finance Director/Treasurer shall review the portfolio and if appropriate, proceed to liquidate securities having comparable credit risks.
- B. No individual investment transaction shall be considered, structured or executed that jeopardizes the total capital position of the Portfolio.
- C. To control risks of illiquidity, a minimum of 10 percent of the total portfolio shall be held in highly marketable U.S. Treasury Bills, overnight repurchase agreements, commercial bank demand deposits, or certificates of deposit.

X. SAFEKEEPING AND CUSTODY

- A. To protect against potential fraud and embezzlement, the investments of the City shall be secured through third-party custody and safekeeping procedures.
- B. Investment officials shall be bonded to protect the public against possible embezzlement and malfeasance.
- C. Book-entry securities and collateralized securities shall be purchased using the delivery vs. payment procedure.
- D. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third party custodial safekeeping.
- E. A written analysis of amounts on deposit at each financial institution and the corresponding FDIC/FSLIC and collateral protection shall be prepared not less than once every two months.
- F. Safekeeping procedures shall be submitted to the independent auditor for annual review.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

- A. Before the City invests any surplus funds, a competitive "bid" process shall be conducted by telephone.
  - 1. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement.
  - 2. If no specific maturity is required, a market trend analysis will be conducted to determine which maturities would be most advantageous.
- B. Bids shall be requested from a majority of local financial institutions and may be requested from a limited number for other financial institutions for various options with regards to term and instrument.
  - 1. Decisions on bids shall be made in the best interest of the City and shall not afford special financial advantage to any individual or corporate entity.
  - 2. Selection of a financial institution shall include consideration for the institution's financial strength which includes.
    - a. capital adequacy,
    - b. asset quality,
    - c. earnings, and
    - d. liquidity.Evaluation of a financial institution's financial strength may include use of an independent rating organization. Any financial institution selected must be insured by the F.D.I.C. and be incorporated under the laws of the State of Missouri or of the United States. Any institution which, in the judgment of the cash management and investment officer of the City, does not have reasonably good financial strength shall not be selected for City investments.

- C. The City will accept the bid which provides the highest rate of return within the maturity required and within the parameters of these policies, provided however that preference will be given to local financial institutions when their bid is within ten basis points of the high bid and they also meet the other requirements of this policy. Records will be kept of the bids offered, the bids accepted and a brief written explanation of the decision which was made regarding the investment, including a written explanation if the high bidder is not accepted.
- D. Upon request by the City Administrator, the Finance Director/Treasurer shall furnish a list of all the investments then owned by the City, which list shall include all pertinent data on each instrument.

XII. GENERAL CASH HANDLING

- A. All checks received by the City shall be promptly endorsed for deposit only and deposited on a daily basis.
- B. A receipt shall be issued for every receipt of cash or check and the daily summary totals reconciled to the daily deposits.
- C. All depository accounts shall be reconciled monthly.
- D. All disbursements shall be properly approved in advance and paid on a timely basis.
- E. Expenses incurred for banking or financial services shall be treated in the same competitive manner as other expenditures of City funds.
- F. All reasonable and prudent efforts shall be made to timely collect amounts owed to the City, including utilization of legal and/or collection agency efforts as a last resort.
- G. Investment of surplus funds and transfer of funds between accounts may be done by telephone or on line banking within the same financial institution or by issuance of a check. The transaction shall be recorded through journal entries.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING AN INTERNAL CONTROL POLICY FOR THE CITY OF SEDALIA, MISSOURI.**

**WHEREAS**, internal control is a major component of organization management and is comprised of plans, methods and procedures that are used to meet missions, goals and objectives; and

**WHEREAS**, internal control also serves as a first line of defense in the safeguarding of assets and the prevention and detection of errors and fraud; and

**WHEREAS**, internal controls shall be designed to prevent losses of City funds by fraud, employee error or imprudent actions by employees and/or officers of the City as more fully described in the Internal Control Policy attached to this ordinance as Exhibit A and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** The Council of the City of Sedalia, Missouri hereby approves the adoption of an Internal Control Policy for the City of Sedalia, Missouri as described in Exhibit A attached to this ordinance and incorporated by reference herein.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

## **CITY OF SEDALIA INTERNAL CONTROL POLICY**

Internal control is a major part of managing an organization. It comprises the plans, methods, and procedures used to meet missions, goals, and objectives. Internal control also serves as the first line of defense in safeguarding assets and preventing and detecting errors and fraud. Internal control helps government managers achieve desired results through effective stewardship of public resources.

This Policy applies to the handling of finances and assets of the City of Sedalia. The internal controls set forth shall be designed to prevent losses of City funds by fraud, employee error or imprudent actions by employees and/or officers of the City.

### **Accounting Procedures Manual**

The City of Sedalia maintains an accounting procedures manual which includes detailed, step-by-step tasks listed for each accounting procedure. This manual is a working tool to help in training new employees, as well as cross-training present employees. A copy of the manual is maintained in the Finance Director's office.

### **Fixed Asset Inventory Control**

An inventory listing is maintained in the City Clerk's office of all equipment. An annual accounting of all fixed assets over \$5,000 is included in the general ledger. A physical inspection of fixed assets is performed periodically.

### **Internal Control**

Internal control is not one event, but a series of actions and activities that occur throughout an entity's operations and on an ongoing basis. Internal control should be recognized as an integral part of each system that management uses to regulate and guide its operations.

### **Purchasing:**

The City follows the guide lines of the Purchasing Policy that was adopted June 19, 2006.

### **Payment of bills:**

The Finance department issues all checks for the City. Each invoice is reviewed by Finance Staff for accuracy and to avoid duplicate payments. Both staff members process invoices and are each responsible for certain departments. All invoices must have approval of the Department Head, Finance Director and City Administrator. The City Council approves the Payment Schedule included in the Agenda for each Council Meeting.

#### Financial Statements:

The City Administrator and Finance Director review the financial statements monthly. Each Department Head performs a monthly review of their expense report. The General Fund revenue report is provided to the Mayor and City Council monthly, expense reports are provided to them each quarter.

#### Budget process:

Each department prepares and submits their budget to the City Administrator. Bills must be coded to the proper expense code, even if they are over budget. This will help them to budget the following year. Although a line item may be over budget, the bottom line must be within the total budget for the department. After presentation by the Administrator, the City Council reviews, approves and adopts the budget. The budget must be approved prior to April 1<sup>st</sup> of each year. The Finance Director and City Administrator shall review reports monthly and measure against revenue projections. The Finance Director enters the approved budget figures into the financial statement for the new year.

#### Investments:

The Finance Director invests available funds in accordance with the City's Cash Managements and Investment Policy. The City Administrator performs a monthly review of investments.

#### Payroll:

Department Heads are responsible for preparing and submitting time sheets so the Finance staff can prepare payroll for distribution. Time sheets are approved by Department Heads and the City Administrator. Calculations are reviewed by the Finance Director. Employees receive their pay through direct deposit, checks are written for new employees that may not have all direct deposit paperwork completed. All employees receive a pay stub. Payroll reports are prepared by the Finance Department staff.

#### Receipt of monies:

Monies are collected in the Finance Department. All monies are turned in to the Finance Department office by the various department heads or designated staff. The Finance Department staff reconciles the deposit to the report submitted by the department, enters the transaction into the cash register, keyed to a specific code and issues a receipt. A cash receipt report is filled out for the Finance Director's review.

Monies wired in from various vendors are received in a separate bank account. The Finance Director monitors the account daily for any activity. When a wire is received the monies are transferred to the Vendor account and a report is issued for input through cash receipts. Payments made by credit card shall be entered into the City's cash receipts and general ledger. The Finance Department staff shall reconcile the credit card report each month.

Employees of the City who receive any cash (currency, coin, checks, etc.) for the City in the normal course of their employment shall deliver the same to the Finance Department

office by Friday of each week. This includes monies for copies, Dare, Community Policing and any other special fund.

## **Segregation of Duties**

### **Finance Office**

#### **Printing of checks:**

Payroll and Vendor checks are issued in the Finance Department. One staff member reconciles invoices to the payment schedule. The other staff member prints the checks. The checks are signed through the software when the checks are printed.

#### **Bank reconciliations:**

Bank reconciliations for the vendor, payroll and court bond accounts are conducted by the Finance Department staff. The reconciliations are rotated between staff every six months so that no one person completes the same reconciliation all of the time. The Finance Director reviews and signs off on the reconciliations. The Finance Director reconciles the reserve account, insurance proceeds account, and all certificates of deposits as well as the COP accounts. The City Clerk reviews and signs off on the reconciliation. The City Clerk reconciles the Fire and Police pension accounts; the Finance Director performs a review of the reconciliation.

#### **Cash receipts:**

The Finance staff enters the data at the time of the transaction through the computer software which posts to the General Ledger. The monies are deposited at the bank by the Finance Director or designated employee.

### **Court Office**

There is a cash drawer assigned to each court office employee which is balanced to the cash receipts at the end of each day. The monies in each drawer are combined, after reconciliation, to make up the daily deposit. The deposit is given to the Finance Director, the Finance Director or a designated employee takes the deposit to the bank. The Court Supervisor ensures daily transactions are kept segregated until each drawer has been reconciled. The Court Supervisor reconciles the bank statement at the end of each month, as well as balancing with the State Court Program that is used by the Municipal Court Office.

**BILL NO.** \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE ADOPTING A GENERAL FUND – FUND BALANCE POLICY FOR THE CITY OF SEDALIA, MISSOURI.**

**WHEREAS**, in an effort to ensure financial security through the maintenance of a healthy reserve fund which guides which guides the creation, maintenance and use of resources for financial stabilization; and

**WHEREAS**, the City of Sedalia’s primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures; and

**WHEREAS**, the City of Sedalia also seeks to maintain the highest possible credit ratings which are dependent on the City’s maintenance of a healthy fund balance as more fully described in the General Fund – Fund Balance Policy attached to this ordinance as Exhibit A and incorporated by reference herein.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:**

**Section 1.** The Council of the City of Sedalia, Missouri hereby approves the adoption of a General Fund – Fund Balance Policy for the City of Sedalia, Missouri as described in Exhibit A attached to this ordinance and incorporated by reference herein.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Presiding Officer of the Council

Approved by the Mayor of said City this 16<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

# City of Sedalia

## General Fund - Fund Balance Policy

### PURPOSE

The City of Sedalia, Missouri has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

### DEFINITIONS

**Fund balance** -- The excess of assets over liabilities in a governmental fund.

Designations listed from most to least restricted:

**Nonspendable fund balance** -- Amounts that are not in a spendable form (such as inventory or prepaid expenses) or are required to be maintained intact (such as the principle (corpus) of a deferred compensation account.)

**Restricted fund balance** -- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation. Example: Sedalia fund balance Restricted for Capital Improvements.

**Committed fund balance** -- Amounts constrained to specific purposes by a government itself imposed by formal action (ordinance) using its highest level of decision-making authority (Mayor and City Council) - amounts cannot be used for any other purpose unless the same group (Mayor and City Council) takes the same highest-level formal action (ordinance) to remove or change the constraint. Action to constrain resources must occur prior to the year end. For example: Sedalia fund balance Committed by Council action for a Lease/Purchase Acquisition or a Purchase Order for future service or purchase. Example: A fire truck.

**Assigned fund balance** - Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body (Mayor and City Council) or by an official (City Manager or Finance Director) who has been delegated authority by the Mayor and City Council to assign amounts, or body to which the governing body delegates the authority, but are neither restricted nor

committed. Example: Sedalia fund balance Assigned for Purchase Orders for amounts that do not require Council approval.

**Unassigned fund balance** -- Amounts that are available for any purpose; these amounts are reported only in the General Fund.

## **POLICY STATEMENT**

The fund balance of the City's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The fund balance may be used for working capital (payment of short-term debts), budgetary stabilization, and for responding to extreme events.

The target is to **maintain an unassigned fund balance of not less than 25 percent and generally not more than 50 percent of annual operating revenues for the fiscal year.**

The City's goal is to maintain annual expenditure increases at a growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The decision to retain an unassigned fund balance of not less than 25 percent of revenue stems from the following:

- This amount provides adequate funding to cover approximately two (2) months of operating expenses.
- This amount provides the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
- The Policy refers to Unassigned Fund Balance to assure a consistent basis year to year.
- This amount provides the liquidity to respond to contingent liabilities.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted, or unassigned if preferred, fund balance to be maintained should be no less than either two (2) months of regular operating revenues or expenditures.

This policy may be amended as deemed necessary by the City Council.

The City will spend the least restricted dollars before most restricted in the following order:

- 1) Unassigned
- 2) Assigned
- 3) Committed
- 4) Restricted
- 5) Nonspendable (if funds becomes spendable)

**Replenishing deficiencies** – when the unassigned fund balance falls below the minimum **25 percent** range, the City will replenish shortages/deficiencies using the following budgetary strategies and time-frames.

- The City will reduce recurring expenditures to eliminate structural deficit.
- The City will increase revenues or pursue other funding sources.
- The City will implement some combination of the two options above.

Minimum unassigned fund balance deficiencies shall be replenished **within the following time periods:**

- Deficiency resulting in a minimum fund balance between **22 percent** and **25 percent** shall be replenished over a period not to exceed two years.
- Deficiency resulting in a minimum fund balance between **19 percent** and **22 percent** shall be replenished over a period not to exceed four years.
- Deficiency resulting in a minimum fund balance of less than **19 percent** shall be replenished over a period not to exceed six years.

**Surplus fund balance** – Should the unassigned fund balance of the General Fund ever exceed the maximum **50 percent** range, the City will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and that will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION AUTHORIZING A PRELIMINARY INTERGOVERNMENTAL MEMORANDUM OF UNDERSTANDING WITH THE PETTIS COUNTY FIRE PROTECTION DISTRICT REGARDING FIRE SERVICE FOR CAMBRIDGE VILLAGE SUBDIVISION AND PROPERTY TAX NEGOTIATIONS.**

**WHEREAS**, as the annexation of the Cambridge Village Subdivision into the City of Sedalia, Missouri will be effective as of January 1, 2014, it is necessary to resolve any and all outstanding issues with the Pettis County Fire Protection District concerning said annexation; and

**WHEREAS**, the two main issues are commencement of the City's fire service to said subdivision and payments to said Fire District of the property taxes as stated in Section 321.322 of the Revised Statutes of Missouri, attached hereto and incorporated herein by reference; and

**WHEREAS**, in discussions with the Fire District's board of directors, there is no objection to the City commencing fire service as of January 1, 2014 but further information needs to be provided to both the Fire District and the City before they can reach an agreement regarding the property taxes; and

**WHEREAS**, said statute provides that the parties have up to 60 days from the effective date of the annexation to negotiate the fire service commencement by the city and regarding the payment of said property taxes.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI,** as follows:

**Section 1.** The Council of the City of Sedalia, Missouri, hereby approves and accepts the Preliminary Intergovernmental Memorandum of Understanding by and between the City of Sedalia, Missouri and Pettis County Fire Protection District in substantively the same form and content as said Memorandum has been proposed.

**Section 2.** The Mayor is hereby authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri, on the Memorandum of Understanding in substantively the same form and content as the Memorandum of Understanding has been proposed.

**Section 3.** The City Clerk is hereby directed to file in her office a duplicate or copy of the Memorandum of Understanding after it has been executed by the parties or their duly authorized representatives.

**Section 4.** This resolution shall take effect and be in full force and effect from and after its passage and approval.

**PASSED** by the Council of the City of Sedalia, Missouri, this 16th day of December, 2013.

\_\_\_\_\_  
Presiding Officer of the Council

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC  
City Clerk

**PRELIMINARY INTERGOVERNMENTAL  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SEDALIA, MISSOURI AND  
PETTIS COUNTY FIRE PROTECTION DISTRICT CONCERNING CAMBRIDGE VILLAGE  
SUBDIVISION**

This Preliminary Intergovernmental Memorandum of Understanding is entered into by and between the City of Sedalia, Missouri and the Pettis County Fire Protection District on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**WHEREAS**, as the annexation of the Cambridge Village Subdivision into the City of Sedalia will be effective as of January 1, 2014, it is necessary to resolve any and all outstanding issues with the Pettis County Fire Protection District concerning said annexation; and

**WHEREAS**, the two main issues are commencement of the City's fire service to said subdivision and payments to said Fire District of the property taxes as required by Section 321.322 of the Revised Statutes of Missouri; and

**WHEREAS**, in discussions with the Fire District board of directors, there is no objection to the City commencing fire service as of January 1, 2014 but further information needs to be provided to both the Fire District and the City before they can reach an agreement regarding the property taxes; and

**WHEREAS**, said statute provides that the parties have up to 60 days from the effective date of the annexation to negotiate the fire service commencement by the city and regarding the payment of said property taxes.

**WHEREAS**, the following items are the agreed to provision between the parties as of January 1, 2014:

1. The City shall commence fire protection service to the Cambridge Village Subdivision as of midnight, January 1, 2014.
2. By February 10, 2014, the City shall provide certified information to the Fire District from Pettis County officials regarding the legal description of the Cambridge Village Subdivision, the subdivision's assessed valuation for up to the past 5 years if available and the property taxes assessed against the subdivision for the past 5 years if available and calculation of the property taxes as of January 1, 2014.
3. If the parties fail to negotiate a lump sum payment regarding the property taxes by February 28, 2014, the City will agree to follow the payment for said taxes as provided by Section 321.322 of the Revised Statutes of Missouri.

Agreed to this \_\_\_\_\_ day of December, 2013.

CITY OF SEDALIA, MISSOURI

BY \_\_\_\_\_  
Mary Elaine Horn, Mayor

ATTEST:

\_\_\_\_\_  
Arlene Silvey, MRCC City Clerk

PETTIS COUNTY FIRE PROTECTION DISTRICT

BY \_\_\_\_\_  
Harold Ream, President

ATTEST:

\_\_\_\_\_  
Shayla Ficken, Secretary

# Missouri Revised Statutes

## Chapter 321 Fire Protection Districts Section 321.322

August 28, 2013

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### **Cities with population of 2,500 to 65,000 with fire department, annexing property in a fire protection district--rights and duties, procedure--exception.**

321.322. 1. If any property located within the boundaries of a fire protection district shall be included within a city having a population of at least two thousand five hundred but not more than sixty-five thousand which is not wholly within the fire protection district and which maintains a city fire department, then upon the date of actual inclusion of the property within the city, as determined by the annexation process, the city shall within sixty days assume by contract with the fire protection district all responsibility for payment in a lump sum or in installments an amount mutually agreed upon by the fire protection district and the city for the city to cover all obligations of the fire protection district to the area included within the city, and thereupon the fire protection district shall convey to the city the title, free and clear of all liens or encumbrances of any kind or nature, any such tangible real and personal property of the fire protection district as may be agreed upon, which is located within the part of the fire protection district located within the corporate limits of the city with full power in the city to use and dispose of such tangible real and personal property as the city deems best in the public interest, and the fire protection district shall no longer levy and collect any tax upon the property included within the corporate limits of the city; except that, if the city and the fire protection district cannot mutually agree to such an arrangement, then the city shall assume responsibility for fire protection in the annexed area on or before January first of the third calendar year following the actual inclusion of the property within the city, as determined by the annexation process, and furthermore the fire protection district shall not levy and collect any tax upon that property included within the corporate limits of the city after the date of inclusion of that property:

- (1) On or before January first of the second calendar year occurring after the date on which the property was included within the city, the city shall pay to the fire protection district a fee equal to the amount of revenue which would have been generated during the previous calendar year by the fire protection district tax on the property in the area annexed which was formerly a part of the fire protection district;
- (2) On or before January first of the third calendar year occurring after the date on which the property was included within the city, the city shall pay to the fire protection district a fee equal to four-fifths of the amount of revenue which would have been generated during the previous calendar year by the fire protection district tax on the property in the area annexed which was formerly a part of the fire protection district;
- (3) On or before January first of the fourth calendar year occurring after the date on which the property was included within the city, the city shall pay to the fire protection district a fee equal to three-fifths of the amount of revenue which would have been generated during the previous calendar year by the fire protection district tax on the property in the area annexed which was formerly a part of the fire protection district;

district;

(4) On or before January first of the fifth calendar year occurring after the date on which the property was included within the city, the city shall pay to the fire protection district a fee equal to two-fifths of the amount of revenue which would have been generated during the previous calendar year by the fire protection district tax on the property in the area annexed which was formerly a part of the fire protection district; and

(5) On or before January first of the sixth calendar year occurring after the date on which the property was included within the city, the city shall pay to the fire protection district a fee equal to one-fifth of the amount of revenue which would have been generated during the previous calendar year by the fire protection district tax on the property in the area annexed which was formerly a part of the fire protection district.

Nothing contained in this section shall prohibit the ability of a city to negotiate contracts with a fire protection district for mutually agreeable services. This section shall also apply to those fire protection districts and cities which have not reached agreement on overlapping boundaries previous to August 28, 1990. Such fire protection districts and cities shall be treated as though inclusion of the annexed area took place on December thirty-first immediately following August 28, 1990.

2. Any property excluded from a fire protection district by reason of subsection 1 of this section shall be subject to the provisions of section 321.330.

3. The provisions of this section shall not apply in any county of the first class having a charter form of government and having a population of over nine hundred thousand inhabitants.

4. The provisions of this section shall not apply where the annexing city or town operates a city fire department and was on January 1, 2005, a city of the fourth classification with more than eight thousand nine hundred but fewer than nine thousand inhabitants and entirely surrounded by a single fire district. In such cases, the provision of fire and emergency medical services following annexation shall be governed by subsections 2 and 3 of section 72.418.

5. The provisions of this section shall not apply where the annexing city or town operates a city fire department, is any city of the third classification with more than six thousand but fewer than seven thousand inhabitants and located in any county with a charter form of government and with more than two hundred thousand but fewer than three hundred fifty thousand inhabitants, and is entirely surrounded by a single fire protection district. In such cases, the provision of fire and emergency medical services following annexation shall be governed by subsections 2 and 3 of section 72.418.

(L. 1985 H.B. 167, et al. § 2, A.L. 1986 H.B. 861, A.L. 1988 S.B. 725, A.L. 1990 H.B. 1395 & 1448, A.L. 1991 S.B. 34, A.L. 1999 S.B. 160 & 82, A.L. 2005 H.B. 58 merged with S.B. 210, A.L. 2013 H.B. 307 merged with H.B. 336)

[Go To Top](#)

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## Office of the Mayor

TO: Members of City Council  
FROM: Mayor Elaine Horn *EH*  
DATE: December 12, 2013  
RE: Appointment to City Boards

I would like to make the following recommendations:

### New appointments:

| BOARD                   | MEMBER   | TERM   |
|-------------------------|--|--|
| <b>Board of Appeals</b> |  |  |
|                         | Mike Patton<br>2800 Keith Allen Drive            | Changing Mr. Patton from an alternate on this board to a board member. He will complete Donna Lewis' term which expires 06-2014. |
| <b>Park Board</b>       |  |  |
|                         | Chris Stewart<br>1624 W. 11 <sup>th</sup> Street | 3 Year Term<br>Expiring 06-2016  |

December 12, 2013

**The Honorable Mary Elaine Horn, Mayor  
Mr. Gary Edwards, Administrator  
City of Sedalia  
2<sup>nd</sup> & Osage  
Sedalia, Missouri 65301**

**Dear Mayor Horn and Mr. Edwards:**

**I wanted to thank you for your continued support of Economic Development Sedalia-Pettis County "ED-SPC."**

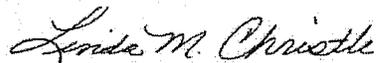
**I am requesting the Mayor and City Council to, at an upcoming City Council meeting, appoint a City Representative to the ED-SPC Board of Directors for FY 2014.**

**According to the bylaws of the ED-SPC "One director of the Board shall be appointed annually by the Mayor and the Sedalia City Council..."**

**On January 8, 2014, 12:00 Noon, we will hold our annual Economic Development Sedalia-Pettis County meeting. If we have received a response by that date, we will place the acceptance of the Board appointment from the City on the agenda. If not, we will defer to another date at the convenience of the City of Sedalia.**

**Have a wonderful new year.**

**Sincerely,**



**Linda M. Christle, CEcD  
Certified Economic Developer  
Executive Director**

*Economic Development Works For You*

**City of Sedalia  
Department Bills 12-16-2013**

| <b>Vendor Name</b>                        | <b>Invoice Number</b> | <b>Amount</b> |
|---|-----------------------|---------------|
| 511-Praxair Distribution Inc              | 47903512              | \$ 286.25     |
| Al Scheppers Motor Co Inc                 | T743969               | \$ 895.15     |
| Al Scheppers Motor Co Inc                 | T744704               | \$ 112.84     |
| Al Scheppers Motor Co Inc                 | W104217               | \$ 1,341.06   |
| Alliance Water Resources Inc              | 5847                  | \$ 22,111.00  |
| Alpha Imaging Supplies Inc                | 3805                  | \$ 990.00     |
| Al's Portable Welding                     | 3633                  | \$ 110.00     |
| Al's Portable Welding                     | 3634                  | \$ 70.00      |
| American Equipment Co.                    | 54145                 | \$ 3,767.00   |
| American Test Center                      | 2133299               | \$ 575.00     |
| Apac-Missouri Inc                         | 9000214625            | \$ 280.09     |
| Apac-Missouri Inc                         | 9000214626            | \$ 322.48     |
| Ascent Aviation Group, Inc.               | M115071               | \$ 46.00      |
| Ascent Aviation Group, Inc.               | M115915               | \$ 52.64      |
| AT & T                                    | 1213B                 | \$ 80.05      |
| AT & T                                    | 1213C                 | \$ 6,208.47   |
| Auto Glass Express                        | 79083                 | \$ 417.00     |
| BDF Enterprises LTD                       | 42970                 | \$ 127.85     |
| Benitz Service Co                         | 037523                | \$ 345.11     |
| Boone Quarries                            | 116266                | \$ 436.50     |
| Brownfield Oil Co Inc                     | 105621                | \$ 20,205.00  |
| Bryant Motor Co                           | 126108                | \$ 157.95     |
| Buckeye Mountain Inc                      | 13-0054               | \$ 323.00     |
| Central Missouri Electric Coop Inc        | 1213-61               | \$ 7,109.54   |
| Certified Laboratories                    | 1317788               | \$ 208.25     |
| Certified Laboratories                    | 1324163               | \$ 351.28     |
| Champion Brands LLC                       | 451977                | \$ 440.68     |
| Champion Brands LLC                       | 452397                | \$ 608.85     |
| Champion Brands LLC                       | 452715                | \$ 481.25     |
| Champion Brands LLC                       | 451975A               | \$ 483.10     |
| Charter Communications                    | 1113-19               | \$ 134.31     |
| Charter Communications                    | 1113-19A              | \$ 79.99      |
| Charter Communications                    | 1213-12B              | \$ 34.00      |
| Charter Communications                    | 1213-12D              | \$ 27.83      |
| Charter Communications                    | 1213-19               | \$ 134.31     |
| Cintas Corp #379                          | 379847972             | \$ 576.94     |
| Cintas Corp #379                          | 379849072             | \$ 576.49     |
| City of Sedalia                           | 1213                  | \$ 400.00     |
| City Safe & Lock Service                  | 072288                | \$ 26.25      |
| Clark's Tool & Equipment                  | 149639                | \$ 139.10     |
| Clark's Tool & Equipment                  | 150161                | \$ 39.30      |
| Clark's Tool & Equipment                  | 150408                | \$ 23.60      |
| Consolidated Electrical Distributors Inc. | 8075-493130           | \$ 5.15       |
| Consolidated Electrical Distributors Inc. | 8075-493357           | \$ 8.37       |
| Creative Product Sourcing Inc             | 67677                 | \$ 1,319.49   |

**City of Sedalia  
Department Bills 12-16-2013**

| Vendor Name        | Invoice Number | Amount      |
|--------------------|----------------|-------------|
| Crow-Burlingame Co | 00720056290    | \$ 115.97   |
| Crow-Burlingame Co | 00720056294    | \$ 37.39    |
| Crow-Burlingame Co | 00720056296    | \$ 14.98    |
| Crow-Burlingame Co | 00720056312    | \$ 20.33    |
| Crow-Burlingame Co | 00720056337    | \$ 29.99    |
| Crow-Burlingame Co | 00720056343    | \$ 15.49    |
| Crow-Burlingame Co | 00720056362    | \$ 57.00    |
| Crow-Burlingame Co | 00720056366    | \$ 135.44   |
| Crow-Burlingame Co | 00720056374    | \$ 5.53     |
| Crow-Burlingame Co | 00720056400    | \$ 102.00   |
| Crow-Burlingame Co | 00720056402    | \$ 3.99     |
| Crow-Burlingame Co | 00720056403    | \$ 57.00    |
| Crow-Burlingame Co | 00720056416    | \$ 89.50    |
| Crow-Burlingame Co | 00720056426    | \$ 17.22    |
| Crow-Burlingame Co | 00720056427    | \$ 256.99   |
| Crow-Burlingame Co | 00720056461    | \$ 47.50    |
| Crow-Burlingame Co | 00720056464    | \$ 4.40     |
| Crow-Burlingame Co | 00720056465    | \$ 7.80     |
| Crow-Burlingame Co | 00720056466    | \$ 8.12     |
| Crow-Burlingame Co | 00720056518    | \$ 42.42    |
| Crow-Burlingame Co | 00720056637    | \$ 8.49     |
| Crow-Burlingame Co | 00720056639    | \$ 17.09    |
| Crow-Burlingame Co | 00720056646    | \$ 29.50    |
| Crow-Burlingame Co | 00720056647    | \$ (149.21) |
| Crow-Burlingame Co | 00720056659    | \$ 14.14    |
| Crow-Burlingame Co | 00720056660    | \$ 9.99     |
| Crow-Burlingame Co | 00720056727    | \$ 15.99    |
| Crow-Burlingame Co | 00720056737    | \$ 4.06     |
| Crow-Burlingame Co | 00720056738    | \$ 55.27    |
| Crow-Burlingame Co | 00720056749    | \$ 4.06     |
| Crow-Burlingame Co | 00720056764    | \$ 46.96    |
| Crow-Burlingame Co | 00720056785    | \$ 150.58   |
| Crow-Burlingame Co | 00720056788    | \$ 17.87    |
| Crow-Burlingame Co | 00720056811    | \$ 36.00    |
| Crow-Burlingame Co | 00720056840    | \$ 75.00    |
| Crow-Burlingame Co | 00720056848    | \$ 46.99    |
| Crow-Burlingame Co | 00720056992    | \$ 13.64    |
| Crow-Burlingame Co | 00720057001    | \$ 5.81     |
| Crow-Burlingame Co | 00720057002    | \$ 5.81     |
| Crow-Burlingame Co | 00720057053    | \$ 7.15     |
| Crow-Burlingame Co | 00720057062    | \$ 10.10    |
| Crow-Burlingame Co | 00720057103    | \$ 165.98   |
| Crow-Burlingame Co | 00720057110    | \$ 36.95    |
| Crow-Burlingame Co | 00720057137    | \$ 11.21    |
| Crow-Burlingame Co | 00720057173    | \$ 14.50    |

**City of Sedalia  
Department Bills 12-16-2013**

| Vendor Name                                 | Invoice Number | Amount       |
|---|----------------|--------------|
| Crow-Burlingame Co                          | 00720057179    | \$ 73.57     |
| Crow-Burlingame Co                          | 00720057180    | \$ 7.27      |
| Crow-Burlingame Co                          | 00720057206    | \$ 22.45     |
| Crow-Burlingame Co                          | 00720057234    | \$ 4.06      |
| Crow-Burlingame Co                          | 00720057240    | \$ (50.63)   |
| Crow-Burlingame Co                          | 00720057257    | \$ 37.20     |
| Crow-Burlingame Co                          | 00720057262    | \$ 9.10      |
| Crow-Burlingame Co                          | 00720057273    | \$ 182.97    |
| Crow-Burlingame Co                          | 00720057306    | \$ 82.79     |
| Crow-Burlingame Co                          | 00720057372    | \$ 127.30    |
| Crow-Burlingame Co                          | 00720057480    | \$ 42.53     |
| Crow-Burlingame Co                          | 00720057612    | \$ 3.90      |
| Crow-Burlingame Co                          | 00720057616    | \$ 531.75    |
| Cummins Mid-South Llc                       | 023-29657      | \$ 1,735.08  |
| D C Battery Inc                             | 068386         | \$ 82.00     |
| D C Battery Inc                             | 068426         | \$ 596.00    |
| Deeter Foundry Inc                          | 183508         | \$ 195.00    |
| Elaine Horn                                 | 1213           | \$ 315.24    |
| Empire District                             | 1213-13        | \$ 676.53    |
| Empire District                             | 1213-17A       | \$ 131.97    |
| Empire District                             | 1213-19A       | \$ 117.48    |
| Empire District                             | 1213-61        | \$ 1,171.06  |
| Empire District                             | 1213-61A       | \$ 457.40    |
| Empire District                             | 1213-61B       | \$ 25.00     |
| Empire District                             | 1213-61N       | \$ 50.40     |
| Enviro-Line Company Inc                     | 0023379        | \$ 382.45    |
| Everett Wood                                | 1213           | \$ 57.13     |
| Fastenal Company                            | MOSED142226    | \$ 63.85     |
| Fastenal Company                            | MOSED142302    | \$ 315.12    |
| Fedex                                       | 2-487-33563    | \$ 21.89     |
| Fischer Concrete Service Inc                | 13516          | \$ 144.88    |
| Foley Industries                            | 0000269        | \$ 81.74     |
| Foley Industries                            | 0000375        | \$ 56.00     |
| Forklifts Of Central Missouri Inc           | S0024179       | \$ 105.60    |
| Galls LLC                                   | 001254229      | \$ 265.36    |
| Galls LLC                                   | 001261715      | \$ 53.07     |
| Galls LLC                                   | 001266756      | \$ 53.07     |
| GE Money Bank                               | 002740         | \$ 56.04     |
| GE Money Bank                               | 004643         | \$ 56.97     |
| GE Money Bank                               | 005736         | \$ 79.80     |
| GE Money Bank                               | 006033         | \$ 18.32     |
| GE Money Bank                               | 007331         | \$ 47.75     |
| Gier Oil Co Inc                             | 62996          | \$ 25,180.07 |
| Gw Van Keppel Co                            | W24130         | \$ 886.37    |
| Hank's Portable Toilets & Septic Tank Clean | 1069           | \$ 85.00     |

**City of Sedalia  
Department Bills 12-16-2013**

| Vendor Name                               | Invoice Number | Amount      |
|---|----------------|-------------|
| Harold E Smith & Sons Carpet Inc.         | 1213           | \$ 1,944.90 |
| Hazardous Waste Institute                 | 1213           | \$ 487.00   |
| IBT Inc.                                  | 6189497        | \$ 110.22   |
| IBT Inc.                                  | 6190492        | \$ 68.35    |
| IBT Inc.                                  | 6191384        | \$ 298.81   |
| Independent Salt Company                  | 0098843        | \$ 5,934.92 |
| Independent Salt Company                  | 0098903        | \$ 2,863.15 |
| Insurance & Benefits Group Llc            | 49177          | \$ 4,500.00 |
| International Council of Shopping Centers | 1213           | \$ 100.00   |
| Intoximeters                              | 451716         | \$ 138.00   |
| James Sparks                              | 1213           | \$ 387.50   |
| Jasper Engines & Trans Inc                | 6164866        | \$ 2,665.00 |
| Jasper Engines & Trans Inc                | 6183698        | \$ (820.00) |
| Joshua Zielke                             | 1213           | \$ 331.50   |
| Kay's Bridal & Tuxedo                     | 515805         | \$ 23.75    |
| KCP&L                                     | 1213-11        | \$ 17.69    |
| KCP&L                                     | 1213-11B       | \$ 619.56   |
| KCP&L                                     | 1213-11C       | \$ 118.91   |
| KCP&L                                     | 1213-11D       | \$ 26.88    |
| KCP&L                                     | 1213-11E       | \$ 22.15    |
| KCP&L                                     | 1213-11F       | \$ 17.19    |
| KCP&L                                     | 1213-19        | \$ 76.51    |
| KCP&L                                     | 1213-14I       | \$ 17.60    |
| KCP&L                                     | 1213-14J       | \$ 40.29    |
| KCP&L                                     | 1213-61        | \$ 2,603.95 |
| KCP&L                                     | 1213-61D       | \$ 34.31    |
| KCP&L                                     | 1213-61F       | \$ 267.86   |
| KCP&L                                     | 1213-61G       | \$ 85.83    |
| KCP&L                                     | 1213-61P       | \$ 74.14    |
| Kerie Stinson                             | 1213           | \$ 575.00   |
| Key Hydraulics                            | 13-30020       | \$ 132.63   |
| Key Hydraulics                            | 13-30121       | \$ 78.29    |
| KSIS - KSDL - KXKX Radio                  | 1131187        | \$ 54.00    |
| KSIS - KSDL - KXKX Radio                  | 1131188        | \$ 215.00   |
| Law Enforcement Targets                   | 0235444        | \$ 6,824.06 |
| Lea's Truck Service Llc                   | 6257AXX        | \$ 52.50    |
| Lochner                                   | C07040001-C-02 | \$ 316.74   |
| Lochner                                   | C07040001-C-03 | \$ 436.18   |
| Lowe's Business Account                   | 4870           | \$ 48.80    |
| Lowe's Business Account                   | 6069           | \$ 7.54     |
| Lowe's Business Account                   | 6382           | \$ 132.72   |
| Lowe's Business Account                   | 7366           | \$ 31.09    |
| Lowe's Business Account                   | 7385           | \$ 14.18    |
| Lowe's Business Account                   | 8703           | \$ 7.46     |
| Lowe's Business Account                   | 11673          | \$ 133.50   |

**City of Sedalia  
Department Bills 12-16-2013**

| <b>Vendor Name</b>             | <b>Invoice Number</b> | <b>Amount</b> |
|--------------------------------|-----------------------|---------------|
| Lowe's Business Account        | 25176                 | \$ 18.00      |
| Lowe's Business Account        | 25464                 | \$ 26.24      |
| Lowe's Business Account        | 28278                 | \$ 12.48      |
| Lowe's Business Account        | 28580                 | \$ 16.21      |
| Lowe's Business Account        | 28634                 | \$ 62.64      |
| Lowe's Business Account        | 28870                 | \$ 22.56      |
| Lowe's Business Account        | 28889                 | \$ 34.03      |
| Main Street Logo               | 1037                  | \$ 540.00     |
| Mastercard Bankcard Center     | 1213-Beck             | \$ 38.21      |
| Mastercard Bankcard Center     | 1213-DeGonia          | \$ 49.89      |
| Mastercard Bankcard Center     | 1213-Edwards          | \$ 380.33     |
| Mastercard Bankcard Center     | 1213-Evans            | \$ 280.16     |
| Mastercard Bankcard Center     | 1213-Horn             | \$ 113.06     |
| Mastercard Bankcard Center     | 1213-Rice             | \$ 48.00      |
| Mastercard Bankcard Center     | 1213-Richardson       | \$ 89.99      |
| Mastercard Bankcard Center     | 1213-Simmons          | \$ 460.17     |
| Mastercard Bankcard Center     | 1213-Ward             | \$ 810.41     |
| Mastercard Bankcard Center     | 1213-Wirt             | \$ 77.95      |
| Menards - Sedalia              | 39092                 | \$ 12.12      |
| MFA Oil & Propane              | D0000855380           | \$ 1,215.65   |
| Midland Printing Company       | 49307                 | \$ 72.27      |
| Mid-State Petroleum Equipment  | 8736                  | \$ 1,092.62   |
| Midwest Laboratories Inc       | 705298                | \$ 611.18     |
| Missouri Department Of Revenue | 1213                  | \$ 36.75      |
| Missouri Department Of Revenue | 1213                  | \$ 1,018.13   |
| Missouri One Call System Inc.  | 3110299               | \$ 245.70     |
| Missouri Peace Officer'S Assoc | 1213-Ward             | \$ 25.00      |
| Missouri Peace Officer'S Assoc | 1213-Woolery          | \$ 25.00      |
| Mitchell1                      | IB16066449            | \$ 195.27     |
| Mo Dept Of Natural Resources   | 1213                  | \$ 7,563.90   |
| Moperm                         | 124230                | \$ 224,311.00 |
| Morton Custom Contracting Llc  | 1213                  | \$ 3,240.00   |
| MTC Of Warrensburg Inc         | 26443                 | \$ 195.33     |
| MTC Of Warrensburg Inc         | 39247                 | \$ 31.98      |
| MTC Of Warrensburg Inc         | 39319                 | \$ 368.00     |
| Myron Corp                     | 84360148              | \$ 227.75     |
| National Pen Corporation       | 107189035             | \$ 241.40     |
| New World Systems Corporation  | 028097                | \$ 1,498.00   |
| Open Door Thrift Shop          | 414933                | \$ 8.00       |
| O'Reilly Automotive Inc.       | 0114-213608           | \$ 7.59       |
| O'Reilly Automotive Inc.       | 0114-213872           | \$ 189.63     |
| O'Reilly Automotive Inc.       | 0114-214952           | \$ 82.00      |
| O'Reilly Automotive Inc.       | 0114-217833           | \$ 26.59      |
| Otten Small Engine Service     | 123649                | \$ 28.00      |
| Otten Small Engine Service     | 124175                | \$ 137.38     |

**City of Sedalia  
Department Bills 12-16-2013**

| Vendor Name                               | Invoice Number | Amount      |
|---|----------------|-------------|
| Pettis County Recorder of Deeds           | 5076           | \$ 723.00   |
| Pettis County Recorder of Deeds           | 50135          | \$ 33.00    |
| Pettis County Recorder of Deeds           | 50137          | \$ 696.00   |
| Pettis County Recorder of Deeds           | 50138          | \$ 768.00   |
| Pettis County Recorder of Deeds           | 50255          | \$ 624.00   |
| Pettis County Title Co.                   | PSR13-123      | \$ 75.00    |
| Pettis County Title Co.                   | PSR13-124      | \$ 75.00    |
| Phillips Auto Electric Inc                | 1213           | \$ 99.85    |
| Pmsi Inc                                  | 10138400       | \$ 310.55   |
| Printlynx                                 | 103673         | \$ 18.00    |
| Prisha Inc                                | 1213           | \$ 450.00   |
| Prisha Inc                                | 1213A          | \$ 175.00   |
| Qscend Technologies Inc                   | 5955           | \$ 412.50   |
| Quicksilver Water                         | 705848         | \$ 7.00     |
| Quicksilver Water                         | 705857         | \$ 21.00    |
| Quicksilver Water                         | 706223         | \$ 20.25    |
| R.E. Pedrotti Co Inc                      | 00046656       | \$ 513.00   |
| Rac-Jac Properties                        | 1213           | \$ 1,895.17 |
| Rac-Jac Properties                        | 1213-13        | \$ 270.03   |
| Rac-Jac Properties                        | 1213-16        | \$ 5.50     |
| Rac-Jac Properties                        | 1213A          | \$ 1,582.91 |
| Red Municipal and Industrial Equipment Co | 7224           | \$ 270.51   |
| Reynaldo Talavera-Carlos                  | 1213           | \$ 15.00    |
| Schriefer's Office Equip Inc              | 243913         | \$ 59.08    |
| Schriefer's Office Equip Inc              | 244270         | \$ 69.56    |
| Sears Commercial One                      | 0641           | \$ 189.52   |
| Sears Commercial One                      | 0904           | \$ 99.99    |
| Sedalia Downtown Development              | 543            | \$ 7,500.00 |
| Sedalia Downtown Development              | 544            | \$ 3,750.00 |
| Sedalia Downtown Development              | 545            | \$ 1,500.00 |
| Sedalia Electric Motors Inc               | 7778           | \$ 325.00   |
| Sedalia Electric Motors Inc               | 7795           | \$ 775.00   |
| Sedalia Heating & Air                     | 7955           | \$ 76.00    |
| Sedalia Heating & Air                     | 7959           | \$ 65.00    |
| Sedalia Heating & Air                     | 7961           | \$ 64.47    |
| Sedalia Veterinary Center                 | 1213           | \$ 65.80    |
| Sedalia Water Department                  | 1213           | \$ 163.19   |
| SMC Electric Supply                       | 60187727-01    | \$ 363.11   |
| SMC Electric Supply                       | 60188381-00    | \$ 57.13    |
| SMC Electric Supply                       | 60188418-00    | \$ 61.53    |
| SMC Electric Supply                       | 60188438-00    | \$ 170.60   |
| SMC Electric Supply                       | 60188455-00    | \$ 123.04   |
| SMC Electric Supply                       | 60188551-00    | \$ 191.57   |
| Smith Paper & Janitor Supply              | 561245         | \$ 24.50    |
| Smith Paper & Janitor Supply              | 561970         | \$ 14.20    |

**City of Sedalia  
Department Bills 12-16-2013**

| <b>Vendor Name</b>           | <b>Invoice Number</b> | <b>Amount</b> |
|------------------------------|-----------------------|---------------|
| Smith Paper & Janitor Supply | 562446                | \$ 107.95     |
| Smith Paper & Janitor Supply | 562455                | \$ 188.80     |
| Smith Paper & Janitor Supply | 562758                | \$ 63.92      |
| Smith Paper & Janitor Supply | 562994                | \$ 59.80      |
| Smith Paper & Janitor Supply | 563005                | \$ 72.48      |
| Smith Paper & Janitor Supply | 560068-1              | \$ 28.00      |
| Smith Paper & Janitor Supply | 560463-1              | \$ 13.62      |
| Smith Paper & Janitor Supply | 562455-1              | \$ 57.80      |
| Sonequity Pest Management    | 108849                | \$ 70.00      |
| Sonequity Pest Management    | 109035                | \$ 68.00      |
| Sonequity Pest Management    | 109037                | \$ 67.00      |
| Sonequity Pest Management    | 109299                | \$ 52.00      |
| Staples Business Advantage   | 3213855690            | \$ 249.99     |
| Staples Business Advantage   | 3213855691            | \$ 740.26     |
| Staples Business Advantage   | 3214614570            | \$ 7.86       |
| Staples Business Advantage   | 3214614571            | \$ 114.09     |
| Staples Business Advantage   | 3214614572            | \$ 78.49      |
| Staples Business Advantage   | 3215124901            | \$ 83.98      |
| Staples Business Advantage   | 3215124902            | \$ 263.98     |
| Staples Business Advantage   | 3215124903            | \$ 114.09     |
| Staples Business Advantage   | 3215124904            | \$ 79.45      |
| Staples Business Advantage   | 3215629450            | \$ 230.21     |
| Staples Business Advantage   | 3215629451            | \$ 16.79      |
| Staples Business Advantage   | 3215629452            | \$ 49.28      |
| Staples Business Advantage   | 3215629453            | \$ 9.98       |
| Staples Business Advantage   | 3215629454            | \$ 46.88      |
| Staples Business Advantage   | 3215629455            | \$ 84.99      |
| Staples Business Advantage   | 3215629456            | \$ 84.99      |
| Staples Business Advantage   | 3215629457            | \$ 34.15      |
| Staples Business Advantage   | 3215629458            | \$ 66.45      |
| Staples Business Advantage   | 3215629459            | \$ 28.44      |
| Staples Business Advantage   | 3215629460            | \$ 24.87      |
| Staples Business Advantage   | 3216089863            | \$ 89.97      |
| Stericycle Inc.              | 4004527702            | \$ 30.00      |
| Stewart-Amos Equipment Co    | 267841                | \$ (700.00)   |
| Stewart-Amos Equipment Co    | 269276                | \$ 1,218.36   |
| Stewart-Amos Equipment Co    | 269289                | \$ 1,089.02   |
| Stewart-Amos Equipment Co    | 270607                | \$ (2,085.63) |
| Stewart-Amos Equipment Co    | 275910                | \$ 1,043.98   |
| Tap Publishing Co.           | 273805-20131111       | \$ 211.03     |
| The Helping Hammer           | 1213                  | \$ 12,600.00  |
| The Ups Store                | 3610                  | \$ 26.04      |
| The Ups Store                | 4116                  | \$ 32.30      |
| The Ups Store                | 6776                  | \$ 11.77      |
| Tim's Tree Service Llc       | 3456                  | \$ 400.00     |

**City of Sedalia  
Department Bills 12-16-2013**

| Vendor Name                          | Invoice Number | Amount               |
|--------------------------------------|----------------|----------------------|
| Tire Centers Llc                     | 6500133368     | \$ 427.12            |
| Tire Centers Llc                     | 6500133540     | \$ 740.83            |
| Tractor Supply Co                    | 62059          | \$ 219.99            |
| Tractor Supply Co                    | 114725         | \$ 105.97            |
| Tractor Supply Co                    | 116868         | \$ 44.99             |
| Tractor Supply Co                    | 116963         | \$ 81.53             |
| Trans-Central Suppliers Inc          | 0220437        | \$ 814.56            |
| Trans-Central Suppliers Inc          | 0220619        | \$ 29.80             |
| Trans-Central Suppliers Inc          | 0220620        | \$ 338.96            |
| Tri-State Construction Equipment Co. | 42249          | \$ 120.23            |
| United Rotary Brush Corp             | C1149070       | \$ 298.93            |
| Usa Bluebook                         | 199374         | \$ 61.65             |
| Usa Bluebook                         | 202654         | \$ 302.31            |
| Usps-Hasler                          | 1213           | \$ 1,500.00          |
| Verizon Wireless                     | 9715224243     | \$ 2,775.10          |
| Viebrock Sales LLC                   | 585            | \$ 805.20            |
| WCA Waste Systems Inc.               | 6870           | \$ 25,112.50         |
| Web And Sons Inc                     | 747            | \$ 3,420.00          |
| Western Extralite Company            | S4818765.001   | \$ 181.00            |
| Western Extralite Company            | S4833763.001   | \$ 142.03            |
| Western Extralite Company            | S4833763.002   | \$ 142.03            |
| Westlakes Hardware                   | 1200139        | \$ 6.84              |
| Westlakes Hardware                   | 1200293        | \$ 8.75              |
| Westlakes Hardware                   | 1200328        | \$ 3.09              |
| Westlakes Hardware                   | 1200329        | \$ 26.33             |
| Westlakes Hardware                   | 1200336        | \$ 166.03            |
| Westlakes Hardware                   | 1200351        | \$ 1.58              |
| Westlakes Hardware                   | 1200363        | \$ 10.24             |
| Westlakes Hardware                   | 1200432        | \$ 7.96              |
| Westlakes Hardware                   | 1200435        | \$ 1.29              |
| Westlakes Hardware                   | 1200437        | \$ (0.50)            |
| Westlakes Hardware                   | 1299969        | \$ 3.36              |
| W-K Chevrolet-Buick                  | 165699         | \$ 54.64             |
| W-K Chevrolet-Buick                  | 165709         | \$ 241.86            |
| Woods Super Market                   | 7              | \$ 50.94             |
| Woods Super Market                   | 27             | \$ 59.82             |
| Woods Super Market                   | 57             | \$ 2.38              |
| Woods Super Market                   | 83             | \$ 27.96             |
| <b>Total Invoices To Be Paid</b>     |                | <b>\$ 467,062.93</b> |