



**City of Smithville**

**Policy Manual**

**December 1, 2015**

**City of Smithville  
Policy Manual  
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**Title: Donation Policy**  
**Effective Date: August 5, 2014**

**Section 1. Purpose.**

The purpose of this policy is to establish procedures for the acceptance of donations to the City. A uniform set of procedures shall be followed in acceptance of all unsolicited donations and proper approval shall be obtained prior to acceptance. All cash, equipment, in-kind services, materials and sponsorships donated to the City shall be accounted for in accordance with the procedures set forth in this policy.

**Section 2. Policy.**

The City Administrator will accept or reject offers of donations of money, equipment and in-kind contributions or sponsorships to the City in general up to \$5,000.

Donated money will be expended for general purposes or specified purposes, if agreed upon with the donor, as one-time supplements to the City's operating budget.

Donations of equipment will be considered based on program outcomes, department goals and needs. Each donation will be evaluated for usefulness and costs of potential replacement/rental rates will be considered. In-kind contributions and sponsorships for specific events will be treated in the same way as donated funds.

For monetary, equipment and in-kind contributions or sponsorships with values over \$5,000, a Request for Action will be written for the Board of Aldermen outlining the purpose of each donation and the advantages and disadvantages of accepting the gift. For monetary donations, it will be stated in the RFA if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for a number of years. The Board will decide, on a per case basis, if money should be accepted or rejected. An RFA will also be written so that the Board can decide to reject or accept equipment valued at over \$5,000. In-kind contributions and sponsorships of over \$5,000 in value will also require an RFA. Corporations offering sponsorships or in-kind contributions will be requested to state the value of the offered service.

Upon acceptance of any donation by the City, any donation shall become the property of the City of Smithville and be treated as such.

### **Section 3. Definitions.**

A. Gift or Donation. For purposes of this policy, the terms "gift" and "donation" shall be synonymous and may be a monetary contribution and/or equipment, in-kind goods or services or sponsorships which the City has accepted and for which the donor has not received any goods or service in return.

### **Section 4. Donations to the City.**

A. Responsibility. Upon acceptance of a donation by the City Administrator or the Board of Aldermen, responsibility for management of donations shall lie solely with the City.

The Administration Department will establish separate donation accounts for each City department and a general account for the City to accept donations and expend donations for specified purposes.

B. Accepting Unsolicited Donations. Unsolicited donations shall be accepted only if they have a valid use to the City.

1. If the item obviously has no use to the City or would be more effectively used elsewhere, the donor will be informed, as soon as possible.
2. Proof of Ownership. If there is any question as to the legal owner of the donated item, proof of ownership may be requested.
3. Restrictions. Donors shall be encouraged to place minimal restrictions on donated items or funds, allowing the City department or the City in general as much flexibility as possible on determining its use.

C. Conditions for accepting/rejecting donations. Staff shall work with the donor to assure that restrictions are reasonable and do not leave the donor with unrealistic expectations regarding permanency of life or ownership of the donation. The following are criteria which may be applied in determining if a donation is appropriate for acceptance:

1. Is the use of the item or money for a designated purchase consistent with existing City policy, program outcomes and department/city goals?
2. Do restrictions upon the use of the item or funds make it practical to accept?
3. Do restrictions on disposal or retention of the item or funds make it practical to accept?

4. Is required accounting for the item or funds excessively difficult?
5. Would equipment require extensive repair or maintenance, and if so, is maintenance support available?
6. Does use of equipment or materials require the purchase of additional items to be useful?
7. Does acceptance of funds, equipment or in-kind services or materials present a conflict of interest for the City or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor or there is reason to believe there may be a conflict of interest, then the City Administrator will determine if the gift should be accepted, rejected or submitted to the Board for approval.
8. Will the donation result in an increase to the City's budget? Recipients must bear in mind that donations are to be considered one-time supplements to departments and should not be used to develop new programs or services which would require budget supplements from the City in the current or subsequent years.

## **Section 5. Procedures.**

### A. Gifts valued at \$5,000 or less.

1. Donation Receipt Form will be completed when donations are received, with the form completed by City staff.
2. The donor, not staff, must place a value on the gift.
3. The City will acknowledge each gift by letter, thanking the donor for the gift. A draft letter is included.

### B. Gifts valued at more than \$5,000.

1. Acceptance of all gifts valued at more than \$5,000 as determined by the donor require Board of Aldermen approval. Subsequent to the Board's acceptance, procedures for acceptance of gifts in excess of \$5,000 shall be the same as those in Section A above.

### C. Cash Gifts.

1. Depositing and expending cash gifts: All cash gifts shall be deposited immediately in accordance with City cash collection policy and procedure. Funds will be deposited in the City's general fund, if appropriate. Funds can also be expended from those accounts. The City Administrator will

oversee general donations to the City.

2. Recording cash donations. Donations must be supported by the Donation Receipt signed by the donor which identifies the name of the donor, the amount and date of the donation, and the nature of restrictions on spending, if any.
3. Board Authorization and Notification: A request for authorization for monetary gifts and others valued over \$5,000 should come to the Board.

D. Donations of equipment and in-kind services or materials or sponsorships. As with cash gifts, donations of equipment and /or in-kind services or materials can be accepted by the City Administrator if values are under \$5,000. Equipment or in-kind services or materials valued over \$5,000 by the donor, must be authorized by the Board of Aldermen.

**Title: Social Media Policy****Effective Date: October 21, 2014****Purpose**

This policy establishes guidelines for the establishment and use by the City of Smithville of social media sites as a means of conveying City of Smithville (“City”) information to its citizens.

The intended purpose behind establishing City of Smithville social media sites is to disseminate information from the City, about the City, to its citizens.

The City of Smithville has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites.

For the purpose of this policy, “social media” is understood to be created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Social media includes, but is not limited to sites such as Facebook, blogs, MySpace, RSS, YouTube, Twitter, LinkedIn, and Instagram. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative content posted on a City of Smithville social media site.

**General Policy**

1. The establishment and use by any City department of City social media sites are subject to approval by the City Administrator or his/her designees. All City of Smithville social media sites shall be administered by members of City of Smithville staff.
2. City social media sites should make clear that they are maintained by the City of Smithville and that they follow the City’s Social Media Policy.
3. Wherever possible, City social media sites should link back to the official City of Smithville website for forms, documents, online services and other information necessary to conduct business with the City of Smithville.

4. The Department Heads will monitor content on the City social media sites to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of Smithville.
5. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Head for a reasonable period of time, including the time, date and identity of the poster, when available.
6. These guidelines must be displayed to users or made available by hyperlink.
7. The City will approach the use of social media tools as consistently as possible, enterprise wide.
8. The City of Smithville's website at [www.smithvillemo.org](http://www.smithvillemo.org) will remain the City's primary and predominant internet presence.
9. All City social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
10. City social media sites are subject to the Missouri Sunshine Law. Any content maintained on a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
11. Comments on topics or issues not within the jurisdictional purview of the City of Smithville may be removed.
12. Employees representing the City government via social media sites must conduct themselves at all times as a representative of the City and in accordance with all City policies. Employees exhibiting behavior on social media sites that is not in accordance with City policy are subject to disciplinary action.
13. This Social Media Policy may be revised at any time.



## Comment Policy

1. As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing City of Smithville social medial sites is to disseminate information from the City, about the City, to its residents.
3. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Smithville social media sites and are subject to removal and/or restriction by the City Administrator or his designees:
  - a. Comments not related to the original topic, including random or unintelligible comments;
  - b. Profane, obscene, violent, or pornographic content and/or language;
  - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed color, age, religion, gender or national origin;
  - d. Defamatory or personal attacks;
  - e. Threats to any person or organization;
  - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
  - h. Conduct in violation of any federal , state or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may tend to compromise the safety or security of the public or public systems; or

- k. Content that violates a legal ownership interest, such as a copyright, of any party.
- 4. A comment posted by a member of the public on any City of Smithville social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Smithville, nor do such comments necessarily reflect the opinions or policies of the City of Smithville.
- 5. The City of Smithville reserves the right to deny access to City of Smithville social media sites for any individual, who violates the City of Smithville Social Media Policy, at any time and without prior notice.
- 6. Departments shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.
- 7. When a City of Smithville employee responds to a comment, in his/her capacity as a City of Smithville employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other City employees.
- 8. All comments posted to any City of Smithville social media site are bound by the social media site's terms and policies. The City of Smithville reserves the right to report any violation of the social media site's terms and policies to the social media site with the intent of the social media site taking appropriate and reasonable responsive action.

**Title: City Provided Meals Policy**  
**Effective Date: December 2, 2014**

I. General Statement

It is the policy of the City of Smithville to allow for food to be provided in conjunction with official business and City sponsored activities within parameters outlined below.

Within the context of this policy, “official business” includes meetings (whether closed or public), commission and board meetings, hearings, seminars, training sessions and similar functions when conducted as part of the City’s operation. “Other City sponsored activities” includes ceremonies recognizing awards, accomplishments, tenure, retirement, etc. of an employee or employees, business partners and other associates.

This policy is not intended as a substitute for sound and prudent business judgment. Effective cost control is a management issue and this policy does not take the place of necessary management oversight.

This policy is not intended to establish guidelines under which the City is required or should be expected to provide food, refreshment or beverage service for any of its activities or functions.

II. Guidelines and Procedures

A. Food at Official Business Functions

1. The City may purchase food in conjunction with its official business functions when it is determined that providing food or beverage service will promote the efficient conduct of business.
2. During breaks, light snacks and beverages may be provided. Costs for snacks and beverages should be at a nominal charge per person.

3. Lunch or dinner may be provided if there is a substantial business reason for doing so. Any meal provided must comply with the IRS guideline of being for the convenience of the employer.
4. Meals and refreshments may be provided during Commission and Board meetings for members, meeting participants and staff directly assigned to those Commissions and Boards.

#### B. Food at Other City Sponsored Activities

1. The City may purchase light refreshments in conjunction with activities that recognize the retirement or special accomplishments of its employees, business partners or other associates.
2. Light refreshments (such as cake and punch) may be provided for employee retirement receptions or other employee recognition events. Costs for such events should be at a nominal charge per person.
3. The City may not pay for banquets for employee retirement or other recognition events.

#### C. Food During Emergency Situations

Reimbursement may be made for food expenses incurred within an employee's official domicile to continue the operations of the City's programs or services that are necessary for the life, health, or safety of the City's residents. This provision is intended to allow the City to keep critical staff available during emergency situations.

#### D. Food When Officially Representing the City

Food expenses incurred by an employee when representing the City in an official capacity at a non-City event are allowable, unless otherwise prohibited by state law, City ordinance or City policy.

#### E. Required Documentation

Food purchases in conjunction with City official business or for City-sponsored events must include the following documentation:

1. The City business being conducted, or the name of the employee(s) recognized and the reason for the recognition.
2. A list of participants, or, in the case of recognition events for which invitations are issued, the estimated number of invitees.
3. The cost of food provided.

#### F. Cost Guidelines

1. Generally, a “nominal charge” for receptions should be no more than \$2 to \$3 per person. Greater amounts may be acceptable to commensurate with the nature of the event and the honoree(s).
2. The cost for City-provided meals should be generally in line with allowable costs under the City travel regulations.

#### G. Meals Provided to Public Officials

Food expenditures bestowed on public officials, except those meals that are given to a public official or employee when such person is acting in his or her official capacity, should be reported to the Missouri Ethics Commission as lobbying expenses as provided in RSMo 105.470-473.

## **Title: Travel Policy**

**Effective Date: December 2, 2014**

### I. General Statement

Travel to conduct City business should be accomplished in the most economical and efficient manner possible. This policy governs allowable expenses, the means by which travel is obtained and the required procedures and documentation.

This policy applies to any official or employee who travels as well as anyone who arranges, approves, pays for or processes transactions related to travel.

### II. General Guidelines

- A. The City pays or reimburses reasonable and necessary expenses for City travel, with proper approval by the City.
- B. Travel is often part of the job and travel arrangements and payments are intended to be neutral to the employee with no advantage or benefit to the employee.
- C. The City's reimbursement policies are based on IRS guidelines for an accountable plan, which allows the City to reimburse employees for authorized business expenses without creating a taxable event for the employee.
- D. It is your responsibility to demonstrate that the expenses you incur or approve are reasonable and necessary. As needed, you should include explanations and documentation to fully substantiate travel expenses.

The standard you should apply is that each travel expense should stand on its own without the need to seek further explanation. In other words, an individual who did not take or approve a trip could review the trip documentation and readily understand what expenses were incurred and why and how they relate to transacting City business.

As a traveler or approver, you are responsible for being familiar with and adhering to City travel rules and policies. Deliberate disregard for City travel rules or policies or intentionally filing or approving a fraudulent or misleading expense report are grounds for disciplinary action including termination of employment.

- E. Where feasible and appropriate, you should have the City pay travel expenses before the trip, such as airfare and registration. Eligible expenses you incur are reimbursable after the travel has occurred.
- F. The City has two credit cards (Procurement Card and Fuel Card) that may be used to pay for travel expenses. Collision damage coverage is provided by the card issuer when the Procurement Card is used to pay for rental cars.

### III. Types of Travel Expenses

#### A. Vehicle

For travel by vehicle, use City issued fuel credit cards to purchase fuel for City owned vehicles.

Reasonable expenses for oil, washing, filters and other necessary services are allowable as long as you attach receipts to your expense report or provide other justification, such as for a coin operated car wash.

It is the intent of the City to use City vehicles whenever possible in lieu of use of personal vehicles for City travel purposes. When a City vehicle is not available or appropriate, mileage shall be reimbursed at the standard mileage rate set by the Internal Revenue Service for use of a personal vehicle for official City business when traveling more than fifteen (15) miles outside City limits.

#### B. Air Travel

You are expected to exercise prudent care in arranging airfare in order to obtain the lowest feasible fare. Only coach fare is allowed. You should

obtain the lowest reasonable, logical airfare. Air travel arrangements should be made on the basis of what benefits the City and not on accruing frequent flyer miles for an individual.

### C. Lodging

Lodging shall be reimbursed when travel extends beyond seventy-five (75) miles from the City, or a greater than ninety (90) minute one-way trip.

You are expected to select the location, type and cost of lodging that best meet the needs of the City and your work requirements. Reasonable and necessary amounts are allowed for the cost of lodging at the single room rate, in accordance with the U.S. General Services Administration lodging rates. In areas where comparable accommodations are available at significantly different prices you should seek prior approval for selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.

Key issues that determine hotel acceptability to the City include accountability, transparency, price, safety, convenience, ease of booking and payment, oversight and issue resolution.

When traveling on City business in Missouri, your lodging is exempt from state sales tax. At the time of check-in, provide a copy of the Missouri Sales and Use Tax Exemption Certificate.

An itemized statement furnished by the lodging provider and documentation of payment are required for all lodging expenses.

### D. Meals

Employees may claim the applicable per diem rate for each eligible meal (breakfast, lunch or dinner) while in travel status. Tips on meals are part of the per diem and may not be claimed separately. Employees may not use the Procurement Card to pay for meals while in travel status.



Employees must pay for meals from their own funds. Their actual expense may differ from the applicable meal per diem.

Travel status begins when you leave your residence or domicile to travel on City business. Travel status ends when you return to your residence or domicile. You are not in travel status if any part of your trip involves a commute. When your official domicile and residence are different, the travel status begins and ends on whichever is less.

To qualify for a meal per diem when no overnight lodging is indicated, you must be in travel status for twelve (12) hours or more.

Eligible meal is defined as follows:

Breakfast –if travel status begins no later than 7:00 a.m.

Lunch –if travel status begins no later than 10:00 a.m. and continues past 2:00 p.m. until you return.

Dinner –if travel status begins no later than 5:00 p.m. and continues past 7:00 p.m. until you return.

The per diem rate is set in accordance with the U.S. General Services Administration meals and incidental expenses breakdown.

When attending a meeting or conference you may claim the applicable meal per diem for those meal times where you document that no meal was provided.

#### E. Miscellaneous Expenses

You may request reimbursement for reasonable and necessary business expenses you actually incur related to travel, including:

1. Taxis or other ground transportation to or from the airport and to or from meetings away from your hotel.

2. Parking
3. Transportation to attend official events outside the hotel or to get a meal.
4. Toll charges for bridges and turnpikes.
5. Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges when necessary for transacting City business while traveling. Attach proof of payment to your expense report.

Expenses incurred for your sole benefit, such as any type of insurance, Individual Business Travel Card late payment fees or finance charges, travel loan finance charges, personal credit card fees or dues, entertainment such as television or movie charges, bar bills, fitness membership fees, extra meals or snacks, bulk food/beverage purchases, newspapers, magazines and other like charges are not allowed as reimbursable travel expenses.

Items which have been properly purchased and invoiced directly to the City of Smithville are not reimbursable and should not be included on an expense report.

#### IV. Reimbursement Process

- A. A Monthly Expense Report is required to request reimbursement of travel expenses. Attach itemized receipts for each item for which reimbursement is requested.
- B. Expenses Reports must be submitted within 90 days after the end of the trip on which the expenses are paid or incurred or the reimbursement may be taxable to the employee. For expenses reported more than 90 days after the end of the trip, you must document the reason for the delay. Reimbursement is subject to the availability of funds and the City has the discretion to deny reimbursement.

C. The person incurring the expenses must sign the form and submit it for approval.

V. Other Requirements

A. Resident City Other Than Official Domicile

If your residence is in some place other than the City of Smithville (your official domicile), you are not allowed expenses while in your resident city or mileage for travel between your resident city and your official domicile. You may request reimbursement for a meal charge you incur within your resident city if incurred as part of a City sponsored conference or business meeting. This represents meals served to officials and employees at conferences and meetings while they are interacting and conducting City business. Any additional travel expense incurred because you reside in a place other than the official domicile is not eligible for reimbursement.

B. Alternate Travel Arrangements

Employees may request approval to travel by alternative means or under an alternative time frame. Examples are traveling by personal vehicle to a meeting and extending the time of travel before and/or after the meeting. The City will pay or reimburse no more than what it would have had the employee traveled by conventional means and under normal time constraints. Your request must include the following information:

1. Your reason for requesting this arrangement
2. Documentation of what your expenses would have been had you traveled in a conventional manner
3. A clear demonstration that this alternate arrangement is not to the detriment of the City.

4. Whether or not your alternate arrangement will have you traveling at times that normally would be work times. In these cases you may need to seek approved time off.
5. If you elect to drive a personal vehicle rather than fly, you must provide a comparison between the estimated total cost to drive and the estimated total cost to fly. If approved the City will reimburse the lower of your actual cost to drive or the estimated cost to fly.

Additional provisions regarding alternate arrangements include:

1. Only authorized passengers are permitted to ride in City owned vehicles, including vehicles rented under the City's name. Non-City individuals such as volunteers, spouses, and children should not be passengers in a City vehicle unless they are involved in the conduct of City business.
2. If an employee personally rents a vehicle for City business travel because they want to take an "unauthorized passenger" with them in the rental, the employee must purchase liability and collision coverage through their personal auto insurance or directly from the rental company. In the event of an accident, the employee's coverage or insurance purchased from the rental agency would provide primary coverage. Any expenses incurred beyond the rental charge and fuel are not allowable for reimbursement.

### C. Spouse and Family Expenses

Expenses for a spouse and family at an official business function are allowable under the following circumstances:

1. This expense must be for a legitimate business reason where attendance of the spouse is required to represent the City. City employees and officials may be reimbursed for expenses incurred by their spouses or other members of their family only as provided in City policy.
2. Approval of these expenses should be attached to the applicable expense documents.

#### D. Exceptions

As this policy is approved by the Board of Aldermen, any exceptions to the policy must be in writing and approved by a majority vote of the Board of Aldermen.

**Title: Employment Application & Appointment Policy**  
**Effective Date: February 17, 2015**

I. Recruitment

The City Administrator shall advertise for any Appointment to a Position. Notice of employment opportunities in the City service shall be in a venue that, in the opinion of the City Administrator, is the most cost effective to obtain appropriately qualified applicants. Notice of all examinations for Promotion shall be published by posting and other methods. The announcements shall specify the Class title and salary range of the Class for which the examination is announced; the nature of the work to be performed; the minimum qualifications required for the performance of the work of the Class; the time, place, and manner of making application; the closing date for receiving applications; and other pertinent information.

II. Application Form

All applications shall be made on forms prescribed by the City and shall be filed on or prior to the closing date specified in the announcement. Applications may require information concerning personal characteristics, education, experience, references, and other pertinent information. All applications shall be signed and the truth of the statements contained therein certified by signature. The City shall require such proof of education, experience, and other claims as may be appropriate.

III. Disqualification

The City (may refuse to examine an applicant, or, after examination, may disqualify such applicant, remove a name from an eligible list, or refuse to interview an applicant, or may take steps to remove such person already appointed if the applicant or employee: does not meet the preliminary requirements established for the pertinent Class; has a physical or mental disability such that the person is unable to perform the essential functions of the job; tests "positive" to drug tests, is a current user of narcotics or the habitual use of intoxicating liquors to excess; has made a false statement in an application; has used or attempted to use political pressure or bribery to secure an advantage in the examination; has directly, or indirectly, obtained information regarding the examination to which, as an applicant, the applicant was not entitled; has failed to submit the application correctly or within the prescribed time limits; has taken part in the compilation, administration, or

correction of the examination for which the application was made; has previously been dismissed from a Position in the City service or has resigned while charges for dismissal were pending; has otherwise willfully violated the provisions of these rules; has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate unsuitability for employment; has taken for another or allowed another to take all or part of the examination, or has been found cheating in any other way on an examination; has a criminal history that may expose the public to a risk of harm or loss.

#### IV. Disqualification by Reason of Police Record

Employees and applicants may have their applications rejected or be subject to dismissal if a background check reveals conviction of a felony or misdemeanor that has a bearing on the work to be performed for the City or if they pose a risk of harm or loss to the public.

#### V. Examinations

Competitive examinations. Examinations shall relate to those matters which fairly test the aptitude, capability, and fitness of the persons examined to perform the duties of the Positions they seek. Examinations may include written, oral, physical, or performance tests, or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, physical fitness, or any other qualifications or attributes which enter into the determination of the relative fitness of applicants.

Promotional examinations shall be of kind and character similar to those for original Appointment to the service. In addition to other factors, promotional examinations may take into consideration the quality and length of service where records are available to provide the basis for such rating.

Entry-level and promotional examinations for sworn law enforcement Positions shall be administered by the Chief of Police or his designee.

#### VI. Examination Administration

Examinations shall be announced and held at such times and places as most nearly meet the needs of the City.

#### VII. Rating of Examinations

Sound measurement techniques and procedures shall be used in rating the results of examinations and determining the relative standings of the competitors. In all examinations the minimum ratings by which eligibility may be achieved shall be set by the City.

When a rating of training and experience form a part of the examination, the City shall develop such procedures for the evaluation of these factors as will serve to assist in the selection of the best qualified candidates. These procedures shall take into consideration the quality, recency, and amount of experience, and the pertinence, quality, and amount of education.

#### VIII. Medical Examinations

Employees must possess the prescribed standard of health and physical fitness necessary to perform the essential functions of their jobs. Medical examinations when required by the City shall be conducted at the City's expense by a physician designated by the City. The City shall pay for the cost of the examination only. Any referral or additional charge outside the examination is the employee's responsibility.

#### IX. Residency Requirements

Except as otherwise specifically required by Ordinance, Employees of the City of Smithville shall not be required to live within the City limits, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of City employees. At the time of Appointment, Promotion, Demotion, etc., if all other factors are equal, City Residents shall be given favorable preference.

#### X. Age Requirements

The minimum age for employment shall be eighteen (18) years of age. The minimum age for employment of seasonal employees shall be sixteen (16) years of age. The maximum age of employees employed as a police officer shall be sixty-five (65).

#### XI. Appointments

Appointments to fill vacancies shall be made from a pool of qualified applicants. Vacancies in Positions which require the successful completion of



examination(s) are filled from a pool of qualified applicants. Appointments to all classified Positions shall be solely on the basis of merit, which shall be determined by evaluation of the applicant's: training, education, experience and physical fitness; oral interview; and whenever practical, an examination or demonstration test.

## XII. Appointment Authority

Except for the Position of the City Administrator and the City Officials as set forth in Chapter 105 of the Smithville Code, the City Administrator shall be the Appointing Authority in all departments, unless provided otherwise by Missouri law.

## XIII. Appointment Forms

No duly appointed employee may be placed on the payroll until all Appointment forms have been properly signed by the City Administrator and pre-employment forms have been completed and signed by the employee.

## XIV. Transfer/Promotion/Demotion.

A Position may be filled by selection from qualified employees in another department or Class having a lower/higher maximum salary range. Upon notification of a Transfer/Promotion/Demotion, the relinquishing department, with approval of the City Administrator, may delay the Transfer/Promotion/Demotion until the beginning of a pay period, but not to exceed fourteen (14) days.

Promotions to all classified Positions shall be solely on the basis of merit, which shall be determined by evaluation of the applicant's: training, education, experience and physical fitness; oral interview; and whenever practical, an examination or demonstration test.

Each employee receiving a Promotion to a Position in the classified service must serve a probationary period of a minimum of ninety (90) days before the Promotion shall be considered permanent. If the promoted Full-time Employee fails to meet required standards of performance, the employee may be restored to the Position from which he or she was promoted or to a comparable Position at the discretion of the City Administrator.

**Title: Traffic Control Measures Policy**  
**Effective Date: August 19, 2014**

Intent

The intent of this policy is to establish procedures to handle all traffic control issues, including speeding, stop signs and parking on city streets. This policy should be used as an aid to, and not to change the Capital Improvement Program or any existing annual budget.

Scope and Purpose

The phrase traffic control measure shall mean the street size, the placement of parking spaces and all aspects of traffic signs. It is the general intent that all streets and highways be designed, constructed and operated in accordance with all adopted engineering standards, including the Manual on Uniform Traffic Control Devices for not only safety, but to reduce or eliminate risk or exposure to lawsuits against the City. It is also understood that from time to time certain streets, intersections or areas may become concerns for the travelling public and the adjacent property owners. It is the intent of this policy to set forth certain parameters on how public concerns of traffic safety will be addressed or changed by staff and the Board. The paramount concern of the policy is to establish or make changes to any specific condition based primarily upon the engineering standards and manuals adopted by the City first, and any adjustments to the conditions do not simply move the condition from one street to another, or make additional or different conditions which are just as concerning. Changes to any traffic control measure may be generated by either initiative of City Staff or upon a justified complaint from citizens. The following procedures shall be followed prior to adjusting any existing traffic control measure.

Procedures for Review

In the event the Police Department identifies an area, intersection, or street that suffers, due to the design, parking, signage or traffic conditions is a risk to the general public, or is not in compliance with minimum design standards, they shall commence a review of the area in conjunction with the Community Development Department. The departments shall review all applicable data, including 12-month average accident data, traffic counts, and current site conditions and traffic patterns. If, based upon the data reviewed, and the existing design standards, a change is needed to the traffic control measures; the departments shall prepare a report to the Board of Aldermen

with a recommendation for any change, including any ordinance changes for traffic control signs. The Board shall review the report and take any action it deems is in the best interest of the City and the travelling public.

A citizen, or citizen group, including Homeowner's Associations, may make a request for changes to any traffic control measure. In order to initiate the process, the citizen or group shall provide a written description of the problem or concern, the exact location of the area, and contact information for the complainant. Upon receipt of the complaint, City Staff shall commence a review of the complaint using the same standards as staff initiated complaints. If the review by City Staff reveals a change is warranted, staff shall prepare such reports and recommendations to the Board for its' review and decision. If the Staff review indicates that the street design, signage and use meet the currently adopted standards, staff shall refer the complainant to apply for inclusion into a Residential Speed Resolution Program.

#### Residential Speed Resolution Program

The residential speeding resolution program shall include a public information and education program to initiate citizen involvement. Citizen involvement should begin with a Neighborhood Speed Watch Program that will include notification to residents of the concerns in the area. The neighbors must educate each other, establish their goals, and police themselves. Neighbors may identify the speeders; the police make personal contact for the purpose of educating the speeder, and involve law enforcement as a last resort. Continued problems with speeding not resolved with these initial efforts may be considered for installation of additional traffic calming measures.

Any additional traffic calming measures which are not included in existing street designs, but may alleviate continued speeding, may be considered. The cost of any such additional measure will be the responsibility of the complainant. City Staff is directed by this policy to prepare and maintain a program that would allow the installation of additional traffic calming measures, at the cost of the complainant, and upon approval by the Board.

## **Title: Tax Increment Financing (TIF)**

**Effective Date: November 1, 2015**

### Purpose and Scope

The purpose of this document is to provide guidance to City staff and the Smithville Tax Increment Financing Commission on Tax Increment Financing applications. This policy is also designed to provide direction and expectations to potential applicants/developers. The scope of this policy is to discuss the nature and type of Tax Increment Financing projects the City of Smithville is most receptive to considering. This policy addresses the general TIF process, associated fees and the application process. The City and/or the Smithville TIF Commission, in their discretion, reserve the right to modify or waive, on a case-by-case basis, any of the procedures set forth herein, provided that all of the requirements set forth in 99.800-99.865 et seq. RSMO are met.

### General TIF Process Outline

- Pre-Application – No Fee
- Application - \$150 Application Fee
- Public Notice Publishing – Statutory Requirement (15 days to submit alternative proposals)

#### 1) Requests for Proposals

- Mail Notice to ALL Taxing Jurisdictions within proposed TIF District – not less than 45 days prior to Smithville TIF Commission Public Hearing
- Applicant Executes a Funding Agreement with the City of Smithville, Mo.
- Deposit made to the City Clerk by the developer – (established in Preliminary Funding Agreement)

PRIOR to City staff presenting Proposed TIF Plan to the Smithville TIF Commission

- Public Notice Publishing – Statutory Requirement

1) First Public Hearing Notice (not more than 30 days before Smithville TIF Commission Public Hearing)

2) Second Public Hearing Notice (not more than 10 days before Smithville TIF Commission Public Hearing)

### Smithville TIF Commission Public Hearing

Smithville TIF Commission Vote of Recommendation to the Board of Aldermen

Board of Aldermen consider Proposed TIF Plan

Board of Aldermen approve Redevelopment Plan and Redevelopment Agreement

Execute a Redevelopment Agreement between the City and the Developer.

Pre-Application

1) All TIF Applicants are required to submit a TIF Pre-Application to the City Administrator or the City Administrator's designee, prior to submitting any Proposed TIF Plan or Project.

2) The City Administrator, or her/his designee, will review the Pre-Application and determine if the proposed TIF project and request meet the City's TIF Policy and generally comply with TIF Statutory Compliance.

NOTE: There is no fee for completing and submitting a TIF Pre-Application.

A TIF Pre-Application Form may be obtained from City Hall or the City website – [www.SmithvilleMo.org](http://www.SmithvilleMo.org)

#### Application

Complete and submit a TIF Application to the City Administrator, or her/his designee, AFTER completing and submitting a TIF Pre-Application **and** AFTER receiving response from City staff.

The Applicant must identify by name, the percentage of ownership, of each member of the developer entity.

All applicants will complete a Consent for Credit Report, on their own behalf, or that of their client (developer), allowing City staff to obtain a Credit Report on the developer.

NOTE: There is a \$150 TIF Application Fee – to be received with the TIF Application

#### Requests for Qualifications

All developers presenting a Proposed TIF Plan request and completing a TIF Application Form will be required to provide a Resume of Work, Sample/s of Similar Projects, References and any credentials possessed or being pursued that express your experience, expertise and capacity with the proposed TIF Plan Project.

#### Funding Agreement

Each developer submitting a TIF Application will be expected to execute a Funding Agreement with the City of Smithville, Missouri and to establish a **Deposit Account**, prior to City staff presenting the proposed TIF Plan to the Smithville TIF Commission for Public Hearing.

The executed Funding Agreement will outline that ALL costs associated with the Proposed TIF Plan Application, including up-front costs, processing costs and soft costs, are the responsibility of the developer. The Funding Agreement will also outline the requirement to establish a **Deposit Account** with the City Clerk, in the amount of **\$40,000**. This **Deposit Account** will fund associated costs of a Proposed TIF Plan and is required to be replenished every 30 days, upon depletion through payment of monthly outstanding Invoices. Outstanding Invoices are to be billed and paid every 30 days.

City staff reserves the right to postpone presentation to the Smithville TIF Commission, or the Board of Aldermen, for consideration if ANY non-compliance

with the executed Funding Agreement is experienced, until FULL compliance is achieved.

The requirements of the developer and the **Deposit Account** will be addressed fully in the executed Funding Agreement. In general, each developer making application for TIF assistance shall establish a Deposit Account in the amount of \$40,000.

Outstanding Invoices incurred by TIF associated costs will be paid from this Deposit Account. Outstanding Invoices will be billed and paid monthly. The Deposit Account will be replenished every 30 days to cure Outstanding Invoices and maintain a balance of \$40,000.

NOTE: The Deposit Account is to be established and fully funded, \$40,000, **PRIOR** to City staff presenting the TIF Application to the Smithville TIF Commission for Public Hearing.

NOTE: Remaining or excess Deposit funds will be returned to the developer, upon **PAYMENT IN FULL OF ALL OUTSTANDING INVOICES AND CITY EXPENSES** associated with the proposed TIF Plan.

#### Fees

Fees shall cover the costs of application review, evaluation and consideration and, if applicable, on-going project administration costs incurred by the City or the Smithville TIF Commission; the preparation of redevelopment plans; the coordination with the Smithville TIF Commission and other taxing districts that levy taxes on land included within the area covered by the application; and the presentation of testimony before the Smithville TIF Commission with regard to the approval of applications contemplating the use of Tax Increment Financing.

#### Project Scale

All project proposals seeking Tax Increment Financing assistance and meeting eligibility criteria will be considered by the City of Smithville. Proposed TIF Plans of 10 acres or more, or in excess of \$20,000,000 total project cost (investment) will be given the most favorable consideration.

#### Designated Preferred Geographic TIF Areas

Preferential consideration will be given to Proposed TIF Plans located in the geographic areas listed below and identified in the Character Area Plan Map of the adopted Smithville Comprehensive Plan. A Proposed TIF Plan located in these areas listed below, should comply with the intent of the Comprehensive Plan and should also correspond with the TIF Policy.

Properties located in these identified areas and presented for Proposed TIF Plan consideration, should be qualified as, either “blighted” (“economic blight”, not isolated to solely express “depleted structures”), “conservation area” (refers to structures, not vegetation) or “economic development” (typically of a significant scale and benefiting the community beyond the Proposed TIF Plan Area boundaries).

NOTE: A copy of the Smithville Comprehensive Plan, or the Character Area Plan Map may be obtained at City Hall or from the City website – [www.SmithvilleMo.org](http://www.SmithvilleMo.org).

*Designated Preferred Geographic TIF Areas:*

Downtown Area

Hospital Bluff Area

South 169 Area

*Project Types*

Proposed retail projects will receive favorable consideration. Commercial services and industrial TIF projects will also be accepted.

Generally, TIF assistance for residential development is discouraged. Exceptions may be considered with mixed-use projects, in which the proposed TIF Project is retail skewed and emphasis is not on residential development.

*Analysis and Third Party Consulting*

The City of Smithville typically will contract with third-party consultants to perform the “But For” Test (for Statutory compliance) and to conduct a Cost/Benefit Analysis (for City and TIF Commission review and consideration). The costs of these Reports will be the responsibility of the developer (applicant), funded through the Deposit Account established with the City clerk by the Developer. Costs associated with any third-party Blight Studies will be the responsibility of the Developer.

*Tenant Incentives*

Tenant Incentives are discouraged in general, though exceptions may be considered on a case-by-case basis for each Proposed TIF Plan Application.

*Economic Development Programs*

Developers requesting TIF assistance are encouraged to use other Economic Development tools in concert with Tax Increment Financing. Economic Development tools available include Community Improvement District (CID), Transportation Development District (TDD), Neighborhood Improvement District (NID) and others. Contact the Economic Development Director for information on these Economic Development tools and programs.

*TIF Terms*

Most favorable consideration will be given to Proposed TIF Plans seeking a maximum of 50% Payments In Lieu of Taxes (PILOTS) for eligible reimbursement **and** a maximum term of 15 years payout.

*TIF Funding*

Most favorable consideration will be given to Proposed TIF Plans with TIF assistance requests equaling no more than 15% of Total Project Costs.

*Debt Coverage Ratio*

All TIF Applications requesting the issuance of bonds or notes will be required to demonstrate that the payments in-lieu of taxes and/or the economic activity taxes expected to be generated will be sufficient to provide a debt coverage factor of at least 1.25 times the projected debt service on any tax increment bonds or notes. This will require by affidavit from applicant the naming of the number and type of tenants committed to the project and anticipated sales volumes of those tenants committed.

This limitation shall not apply to infrastructure projects which involve the redevelopment of existing structures or the assembly and clearance of land upon which existing structures are located.

#### Equity Funding

Most favorable consideration will be given to Proposed TIF Plans with equity funding in excess of 15%.

#### Pay-As-You-Go

Most favorable consideration will be given to Proposed TIF Plans funded on a Pay-As-You-Go basis.

#### **Economic Activity Taxes (EATS)**

The City of Smithville will consider only local option sales taxes as incremental economic activity taxes eligible for reimbursement purposes for eligible infrastructure costs. Developers should not include utility franchise taxes when performing revenue projections, as they are not a significant source of revenue. Developers are discouraged from including the “emergency” taxing jurisdictions incremental tax revenue, as they have a Statutory opt-out option, leaving this source of revenue uncertain for TIF assisted projects.

#### Attorneys’ and Consultants’ Fees

While there is no cap on the fee structure charged by attorneys and consultants, or used by the developer, the reimbursable fees for legal and consulting work associated with TIF assisted projects will be capped at the market rate, as determined by the City.

#### Project Quality and Developer Obligations

The City reserves the right to reduce any assistance to the developer, if satisfactory evidence is not shown that the degree, nature and/or quality of the benefits generated to the City by the project are not realized, as expressed in the application, which resulted in the recommendation of the TIF Plan and the designation of the TIF District.

#### Deadlines

City staff reserves the right to postpone presentation of the proposed TIF Plan to the Smithville TIF Commission or the Board of Aldermen, or to consider incremental reduction of assistance offered, **if deadlines are not met**, whether it is the submission of documentation, or the beginning or continuance of project work.



**Title: Purchasing Card Policy**  
**Effective Date: November 1, 2015**

## I. OVERVIEW

The purpose of the Smithville Purchasing Card program is to establish a more efficient, cost effective method of purchasing and paying for goods and services within established limits. This program is designed to reduce the number of checks issued, thereby enhancing efficiency and cost-cutting measures.

The Purchasing Card is NOT intended:

- to avoid or bypass procurement or payment policies and procedures.
- to be used for entertainment purchases.
- for personal use.

Each cardholder is responsible for the security of their card. The card is issued by name and any purchases made against the card will be the cardholder's responsibility. Use of the card not in accordance with established guidelines may result in personal liability.

## II. CARD USE PROCEDURES

### a. Obtaining a Card

The Purchasing Card is issued by the City, in coordination with US Bank. Cardholder must be a current City staff member or Official. Employees interested in receiving a City Purchasing Card for official City business purchasing must read and understand the terms and conditions outlined in the Purchasing Card Policy and the Cardholder Agreement (Appendix 1). The employee's signature on the Cardholder Agreement indicates they understand the policy and agree to adhere to established guidelines.

### b. Card Cancellation/Closing Accounts

To cancel a card, cut the card in half and forward it to the City Clerk with a request to cancel.

Card usage will be monitored and card privileges can be rescinded if card violations occur. The City reserves the right to cancel cards at any time.

### c. Reporting a Lost or Stolen Card

If a Purchasing Card is lost or stolen, immediately notify the City Clerk. Immediate notification of a lost or stolen Purchasing Card will prevent the cardholder from being held personally responsible for the payment of unauthorized transactions.

### d. Spending Limits

A cardholder's per transaction, daily, and cycle limits shall not exceed that which is indicated on the cardholder agreement.

### III. CARDHOLDER RESPONSIBILITIES

#### a. General

Cardholders are responsible for the security of their Purchasing Card and the transactions made against them. The card is issued by name and any purchases made against the card will be the cardholder's responsibility. Use of the card not in accordance with established guidelines can result in personal liability and/or disciplinary actions.

#### b. Personal Use

Although the card is issued in your name, it is the property of the City of Smithville and is only to be used for official City business purchased defined in this policy. Personal use of the card is prohibited.

#### c. Purchasing Card Security

When the card is received, cardholders must sign the back of the card immediately and always keep it in a secure place. Only the authorized cardholder may use the card. Card sharing between employees is not allowed and will cause revocation of card privileges. The card and card number must be safeguarded against use by unauthorized individuals in the same manner cardholders would secure personal credit cards.

#### d. Purchasing Card Violations

Cardholders are responsible for and accountable to their department for all charges made with the City Purchasing Card. Violation of any policies or procedures of this program will result in an evaluation of cardholder privileges. Improper use of the Purchasing card may cause revocation of the card, disciplinary action up to and including termination, and may subject cardholders to criminal prosecution. Amounts attributable to improper use by the cardholder may be withheld from their paycheck. If a purchase appears inappropriate on a monthly billing statement, the cardholder must supply written justification to City management, as appropriate. If the justification is insufficient, appropriate action is at the discretion of management. In addition, steps should be taken to return the goods for a credit on the Purchasing Card account, or have the cardholder pay the vendor directly and the vendor refund the Purchasing Card.

Splitting transactions to bypass single transaction limits, monthly billing cycle limits, and/or purchasing policies and procedures is strictly prohibited.

#### e. Receipt of Goods and Services

The intended use of the Purchasing Card is to procure good(s) and/or service(s). The decision to utilize the Purchasing Card should be made at the time the order is placed, not after the good(s) or service(s) and invoice are received. The risk of compromising established internal controls to prevent duplicate payments increases when the Purchasing Card is used to pay an invoice. If extenuating circumstances require the Purchasing Card to pay a vendor invoice after good(s) or service(s) are received, then a payment confirmation from the vendor must be included with supporting documentation.

Retain the credit card receipt and shipping documentation. All purchases require detailed transaction documentation from the vendor regardless of the order method. The detailed charge receipt from the vendor will serve as an invoice. However, the vendor needs to provide a detailed description of the goods on the charge receipt, not just "misc." If a detailed receipt cannot be obtained from the vendor, a written itemization of the charges must be attached to the receipt from the vendor showing the charge amount.

#### f. Record Keeping and Documentation

Standard payment policies require retention of receipts and other documentation. Recordkeeping is essential to ensure the success and compliance of the program. To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all credit card slips, cash register receipts, packing slips, etc. until submitted to the City Clerk.

#### g. Reconciliation

- i. A receipt is required for every transaction.
- ii. Attach receipts to the statement in the order they appear on the statement. Each receipt must be approved by the cardholder and/or department supervisor and coded to the appropriate general ledger (budgeted) account.
- iii. The reconciled statement must be sent to the City Clerk within seven (7) days of the due date for timely payment.

#### h. Missouri State Sales Tax Exemption

The City is exempt from paying Missouri State Sales tax. The cardholder is responsible for ensuring Missouri State Sales tax is not included in each charge. If sales tax is included, the cardholder must work with the vendor to correct the purchase amount. If sales tax is charged to the Purchasing Card, the cardholder must supply written justification explaining why the charging of sales tax was approved at the time of the purchase.

### IV. CITY RESPONSIBILITIES

The responsibilities of the City include, but are not limited to:

- Ensuring every cardholder has a copy of the Purchasing Card Policy and has a signed Cardholder Agreement.
- Ensuring the cardholder has attached a credit slip, charge slip, packing slip, or cash register slip, etc., for each item listed on the monthly billing statement.
- Verifying the vendor name on the monthly billing statement agrees with the credit slip, etc., supplied by the cardholder or other appropriate personnel.
- Ensuring the “Ship To” address on the documentation appears to be correct. If not, question the cardholder or other appropriate personnel.
- Requesting written justification from the cardholder for any sales tax charges.
- Updating the Purchasing Card Policy and other documentation, as needed.
- Maintaining a master list of all Purchasing Cards, including but not limited to, department name, cardholder name, and card/account number in a locked file.
- Retain proof of destruction and cancellation of cancelled cards for audit purposes.
- Reviewing the payment coding for proper appropriation.

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**Appendix 1  
Cardholder Agreement**

Cardholder Name \_\_\_\_\_ Card # \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Cardholder agrees to accept responsibility for the protection and proper use of the City Purchasing Card in accordance with the terms and conditions below:

1. The cardholder agrees to provide the supporting receipts from the vendor for each transaction. Failure to report or document any purchase may be deemed an improper use of the card.
  
2. If the card is lost or stolen, the cardholder shall immediately notify the City Clerk.
  
3. The cardholder may not make personal purchases on the card. Cardholder understands that he or she shall be personally liable for any improper use of the card and agrees to pay the card issuer of the card for such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. The cardholder understands that his or her improper use of the card may be cause for disciplinary action by the City including employment termination and that improper use of the card may subject the cardholder to criminal prosecution. The cardholder understands that the City may withhold amounts attributable to improper use by the cardholder from any paycheck.
  
4. The cardholder understands that should his or her employment with the City terminate for any reason, the card must be returned to the City Clerk. The cardholder also understands that the City reserves the right to withdraw authorization to use the card and require the return of the card at any time for any reason.
  
5. All purchases must comply with City purchasing ordinances and State statutes.
  
6. The cardholder acknowledges by his or her signature to this agreement that he or she has received, read and understands the City Purchasing Card Policy, and has read and accepts the terms of this agreement.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**Title: Information Published on Utility Bills**  
**Effective Date: June 16, 2009**

The intent of this policy is to provide guidance and direction concerning the information section on the City's water bills. The primary purpose of this section is to provide our water and sewer customers with information concerning the utility. However, there are times during the year that the utility does not have mission critical information to pass on to its customers; therefore, making the space available for other information.

The City of Smithville allows the use of this information section on the water bill for other community related information. In the establishing and maintaining this information section, the City does not intend in any manner to create a forum or other means by which public disclosure, exchange of opinions, or discussion on issues of any nature may occur. Rather, the sole and limited purpose of this information section is to provide non-political, non-religious factual information about the City of Smithville including various services, resources, and community events available within and around the City, or as may be available from other government agencies, non-profit organizations, and the Smithville Area Chamber of Commerce.

Information will be prioritized in the following manner –

1. Water/Waste Water information to customers
2. Other City related information
3. Other Community related information

The City Administrator is responsible for the management and oversight of any information deemed appropriate for inclusion in the information section on the City of Smithville water bill.

## **Title: General Fund Reserve Policy**

### PURPOSE:

The purpose of the General Fund Reserve Policy is to provide guidelines to the Board of Aldermen and staff for establishing, maintaining and performing an annual review of the minimum and appropriate level for General Fund balance.

### BACKGROUND:

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy regarding the level of fund reserves that should be maintained to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, natural disasters and to ensure the ability for stable and acceptable rate changes.

A minimum unassigned fund reserve is generally considered a prudent and fiscally responsible policy to deal with unforeseen situation including but not limited to:

- Unfunded Federal, State or Other Mandates
- Revenue Shortfalls due to Economic Downturns or other unexpected conditions
- Expenses Incurred for Restoration of Service due to Weather Events or other Natural Disasters
- Credit rating agencies continually monitor the levels of unassigned fund balance when evaluating the creditworthiness and assigned a credit rating for debt issuance.

The City has established and approved a Fund Balance Reserve Policy where the City shall maintain a minimum unassigned fund balance equal to forty percent (40%) of the General Fund budgeted expenditures for any given year.

Designation of an appropriate level for fund reserve is recommended for use as a financial planning tool in the budget process and with bond rating agencies.

### POLICY:

The City shall maintain a minimum General fund reserves equal to forty percent (40%) of the General fund total annual expenses for any given year. The reserves shall be used when approved by formal Board of Aldermen action or under the following circumstances:

- Large one-time cost where use of reserves would provide long-term cost savings.
- To mitigate service impacts from significant revenue shortfall due to economic downturn or other unexpected loss of revenue.
- Restoration due to weather events or other natural disasters.
- Unexpected liabilities created by Federal, State or other mandates out of its control.

If in any fiscal year the General Fund Reserve Balance is required to be used or is not achieved, the City Administrator shall present to the Board of Aldermen a strategy to meet the Fund Reserve minimum reserve level within two (2) fiscal years.

Staff shall ensure that the provisions of this policy are effectively implemented. If it is determined that there is a conflict between this policy and other more specific governing policies involving the operating or capital improvement budgets, this shall be brought to the attention of the City Administrator who will determine the appropriate course of action.



## **Title: Park Regulations**

**Effective Date: February 18, 2014**

1. No person shall possess or consume any alcoholic beverage of any kind at any time within City parks, except at individual camp sites at the campground or as allowed by permit issued by the Board of Aldermen.
2. No person shall leave a motor vehicle, travel trailer, recreational vehicle or other vehicle in a City park, without proper permit, between the hours of 11:00 P.M. and 6:00 A.M. The campground shall be exempt from this prohibition.
3. No person shall enter or remain in a City park between the hours of 11:00 P.M. and 6:00 A.M. The campground shall be exempt from this prohibition.
4. Park hours shall generally be from daylight until dark except in those areas where artificial lighting allows use during nighttime hours. In areas lit by artificial means, the park will close from 11:00 P.M. until 6:00 A.M. of the next day.
5. No planned or scheduled event will continue past 11:00 P.M., nor start prior to 6:00 A.M., without a permit from the City of Smithville.
6. The parks and buildings may be closed by City personnel during times of emergency or other dire need as deemed necessary for the safety of park employees and the general public.
7. All fees for use of Park facilities shall be as listed on a Schedule of Fees, subject to approval of the Board of Aldermen, and the Board may, at its discretion waive said fees as deemed necessary for the public good. In general, park fees will be set at a level that will make individual activities self supporting.
8. The proposed activity or use of the park will not interfere with or detract from the general enjoyment of the adjacent park areas.
9. The proposed activity will not place an undue burden on the park or City employees and all expenses shall be paid by the user.
10. No vehicle shall be parked on park property except in designated parking areas during designated times excluding City vehicles and employees while on duty.
11. No person shall conduct oneself in a loud, disturbing or harassing manner.
12. No person shall operate a motor vehicle in excess of ten (10) miles per hour except where posted.
13. No person shall interfere with any patron peacefully using park property or attending any approved function, and shall not enter a reserved area of a park without permission of the party who obtained the reservation receipt.

14. Throwing any rocks, sticks, bottles or other similar items by hand or other device is prohibited.
15. No person shall mark upon, tear up, injure, deface, cut, dig, or in any other way intentionally injure or impair the usefulness of structures, grass, trees, shrubs, or plants, pavement, sidewalks or roadways.
16. No person shall attach wires, ropes, placards, notices, or other contrivances to any structure, tree, shrub or plant. No advertisements shall be placed on any park property without a permit or prior written approval from the City of Smithville.
17. No person shall remove any property from any park belonging to the City.
18. Erection of any type of structure, including tents and booths, without first obtaining a permit from the City of Smithville is prohibited.
19. No person shall throw, discharge or otherwise place or cause or permit to be placed or discharged into any fountain, pool, pond, stream or other body of water any substance, matter or thing which might cause the water to be harmful to persons or things or to give forth objectionable odors or to appear unsightly or otherwise pollute the waters.
20. No person shall carry, possess or discharge any firearm, pellet gun or pistol, BB gun or other similar device, bow and arrow, crossbow or other device capable of projecting a missile able to inflict harm to any person or animal or to injure property unless otherwise authorized or prohibited by Federal or State law. Law Enforcement Officers in the performance of their duties are exempt from prohibition.
21. All athletic contests will be held in designated areas only.
22. Use of loudspeaker or amplifier without a permit from the City of Smithville is prohibited.
23. Conducting any organized activity or event involving more than twenty (20) people without a permit from the City of Smithville is prohibited.
24. No person shall participate in or enter upon the grounds of any activity where charges are made for entrance without paying the established fees(s).
25. Camping or picnicking in any area not so designated is prohibited.
26. No person shall start a fire in any portion or place on park property not so designated. Grills provided by the City shall be used for cooking food only. The Park Director may prohibit fires during dry seasons as a protective measure. Campfires shall be only on fire rings and attended at all times.

27. No person shall operate motorized vehicles, bicycles or tricycles except in designated areas,
28. No person shall allow cattle, horses or other livestock to be on park property except as permitted by the City of Smithville.
29. Pets, including dogs, cats, birds, rodents, snakes, monkeys, or other animal, must be under the immediate control of the owner or designated person while on park property. Dogs and cats must be on a leash no greater than six (6) feet in length. Animals are prohibited from all enclosed park buildings and all athletic facilities except as permitted by the City of Smithville. None of these regulations will be construed to prohibit any animal in use as a service animal to a handicapped individual from its use in or around park property or functions.
30. No person shall permit the droppings or waste products of any animal under their control to remain on park property.
31. No person shall enter on or in any portion of any grounds or buildings of a park where signs are posted prohibiting entry.
32. Soliciting business, selling or offering to sell goods, merchandise or services, posting any commercial signs, advertisements or circulars without a permit from the City of Smithville is prohibited.
33. Taking pictures, motion pictures or videos for commercial purposes when the City of Smithville has entered into a contract with another entity is prohibited.
34. No person shall interfere with the duties and responsibilities of park personnel or City employee(s) while said personnel or employee is working in the capacity for the park or City.

**Title: Public Facility Use Policy**  
**Effective Date: November 1, 2015**

I. Purpose

The Facility Use Policy governs use of public facilities pursuant to Section 105.030 of the Municipal Code. The purpose of this policy is to fairly and reasonably provide access to City facilities for the Smithville community. It is the goal of the City to balance the needs of users to reserve facilities for exclusive use, and the needs and expectations of residents so they will have access to City facilities for their use. The primary purpose of public parks is for the use and enjoyment of City residents. Uses which will substantially impair the rights of the public in general to use public facilities in favor of specific individuals or groups should not be permitted.

II. Rate Categories

A. The following categories are utilized only for the purpose of determining fees and charges. Category status is determined based upon the type of event and individual or group who is reserving. Category status is determined when the reservation application is approved. All events will be charged as a Category V unless documentation required is submitted.

Misrepresentation of any event category will result in loss of an organization's category status; all deposits and/or fees paid, and may jeopardize future reservations.

*Category I     A – City*

B – City co-sponsor

A Joint Use Agreement with the City is required. Generally, applicants do not pay rental fees unless the event imposes additional expenses to the City.

*Category II     Other governmental entities*

Must provide a Letter of Authorization on letterhead from the governmental entity responsible for the event.

*Category III Smithville-incorporated non-profit entities*

Must submit the following items to maintain status:

- A copy of the organization's State of Missouri certification of good standing
- A copy of the organization's tax-exempt IRS 501(c)(3) letter
- Proof of a current City of Smithville Business License
- A Letter of Authorization on letterhead from the organization responsible for the event.

*Category IV Smithville-incorporated for-profit entities, residents*

Businesses must provide proof of a current City of Smithville Business License and a Letter of Authorization on letterhead from the entity responsible for the event. Residents must provide photo identification to provide proof of resident status.

*Category V Non Smithville-incorporated businesses, non-residents and any other individual or group not identified elsewhere*

Businesses using City facilities for commercial purposes must provide proof of a current City of Smithville Business License.

III. Indoor Facility Permits

A. Facilities

1. Senior Center

The primary use of this facility is by the Smithville Senior Citizens. The facility may be reserved during hours of operation not reserved under the lease with the Smithville Senior Citizens.

2. City Hall Meeting Room

The City Hall Meeting Room is a government facility. The primary use of this facility is for City functions. To protect the integrity of the City Hall Meeting room and preserves space for government functions, while allowing citizen access for civic function, the City Hall Meeting Room may be available for use to Category I or Category II facility users in good standing.

IV. Outdoor Facility Permits

A. Facilities

1. Heritage Park Shelter Houses

When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

2. Smith's Fork Park Shelter Houses

When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

3. Smith's Fork Park Boy Scout Camping Area

When the camping area is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

4. Courtyard Park

When the park is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

5. Smith's Fork Campground

Use of the Smith's Fork Campground requires a reservation.

6. Lake Remote Trail System  
When the trail system is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.
7. Smith's Fork Cross Country Trail System  
When the trail system is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.
8. Helvey Park  
When the park is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

V. Permits for Parades and Special Events

A. Parades

A parade is defined as any parade, march, race, walk or procession, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code.

1. Standards of Issuance  
A parade permit shall be issued under the following considerations:
  - a. The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
  - b. The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper police protection of areas contiguous to such assembly areas;
  - c. The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance; and

- d. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

2. Exceptions

This article shall not apply to:

- a. Funeral or wedding processions;
- b. Students going to and from school classes or participating in education activities, providing such conduct is under the immediate discretion and supervision of the proper school authorities; or
- c. A governmental agency acting within the scope of its functions.

B. Special Events

A special event is defined as any ceremony, show, exhibition, festival, pageant or gathering, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code.

1. Standards of Issuance

A special event permit shall be issued under the following considerations:

- a. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- b. The concentration of persons, animals and vehicles at assembly points of the special event will not unduly interfere with proper police protection of areas contiguous to such assembly areas; and
- c. The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.



2. Exceptions

This article shall not apply to:

- a. Funeral or wedding processions;
- b. Students going to and from school classes or participating in education activities, providing such conduct is under the immediate discretion and supervision of the proper school authorities; or
- c. A governmental agency acting within the scope of its functions.

VI. Sports Field Permits

A. General

1. Concession Stands

Applicants requesting use of a concession stand must complete a Concession Stand Request Form. The City reserves the right to operate concession stands. The City may elect to offer these concessions and retain all proceeds without compensation to the applicant.

3. Field Maintenance

Field maintenance is mandatory and will be provided by the Smithville Parks Department.

B. Annual Meeting

An annual meeting will be held to determine the initial order in which athletic field reservations for games and tournaments are made. A lottery system will be used to determine the order in which each team present will select time slots. Only one representative from each team must be designated to select time slots. Each team will select two 2-hour time slots during each round of the selection process. After the annual meeting, reservations for scheduling practices and additional games are taken on a first-come, first-serve basis during normal business hours.

## C. Sports Fields

### 1. Heritage Park Baseball Fields

Heritage Park Baseball Fields are open the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks is prohibited without a permit.

### 2. Heritage Park Soccer Fields

Heritage Park Soccer Fields are open the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks is prohibited without a permit.

### 3. Smith's Fork Park Baseball Fields

Smith's Fork Park Baseball Fields are open the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks is prohibited without a permit.

### 4. Smith's Fork Park Soccer Fields

Smith's Fork Park Soccer Fields are open the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks is prohibited without a permit.

5. Smith's Fork Park Football Field  
Smith's Fork Park Football Fields are open the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks is prohibited without a permit.

## VII. Requirements for Use

- A. Availability  
Facilities are available for general reservation on a first-come, first-served basis. The City reserves the right to determine which days, times, and facilities are reserved based on other scheduled use, wear and maintenance issues. The City does not grandfather or give priority to returning reservations.
- B. Signs and Advertisement
  1. Posting Signs in City Parks  
Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in Section 400.505 of the Municipal Code. Requests must be approved during the application process. Signs must be removed at the end of the reservation.
  2. Advertisements  
For any event that will be advertised to the public, the following disclaimer is required to be printed on the flyer or electronic communication: *This event is a private reservation and is not endorsed or sponsored by the City of Smithville.*
- C. Applications and Cancellations
  1. Applications  
Applications and all required documentation should be submitted at least thirty (30) calendar days prior to the requested reservation date. Requests received outside this timeframe may be granted

only if time and conditions allow. A nonrefundable application fee of 10% or \$25 (whichever is higher) is required at the time of application. Once an application has been approved, the fee will be applied toward reservation fees. An approved application does not guarantee access to the facility. A facility is not considered reserved until payment in full is received.

An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities.

2. Changes and Cancellations

The City will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the City's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. The City reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

a. Changes

Changes include, but are not limited to any adjustment to time, number of attendees, etc. One change per applications will be processed at no charge. Additional changes made will be charged an additional non-refundable application fee per change.

b. Cancellations

Cancellations are defined as discontinuing a reservation and not rescheduling. Cancellations made more than thirty (30) days prior to the event forfeit the non-refundable application fee; the remainder will be refunded.

Cancellations made less than thirty (30) days prior to the original reservation date forfeit all fees paid (excluding deposits). No shows are considered cancellations

D. Deposits

If the reservation begins prior to or ends after the scheduled reservation, the deposit will be forfeited.

Any expense incurred by the City to correct facilities and/or equipment not returned to original condition due to the applicant's use will be billed against the applicant's deposits.

The City reserves the right to bill the applicant for damages and costs incurred above the deposit amount.

D. Insurance

Liability insurance coverage in the amount of \$2,000,000 per occurrence is required for outdoor events consisting of 100 or more people. Any event requiring such liability insurance must provide a copy of the certificate of insurance and a separate endorsement page naming the City of Smithville as additionally insured. Events held at Smith's Fork Park facilities also require the Army Corps of Engineers to be listed as additional insured.

A City of Smithville "Hold Harmless Agreement" is required as part of the application.

Liquor liability insurance is required for all events serving alcoholic beverages.

E. Alcohol Use

1. Alcohol is prohibited for indoor facility permits.
2. Liquor liability insurance and security are both required for all events serving alcoholic beverages.
3. Any person or group wishing to serve alcoholic beverages at a facility will be required to prove bartenders are at least twenty-one (21) years of age, with proof of completion of the State of Missouri Alcohol Responsibility Training (SMART) Online Server Training Program. Bartenders and serving attendants are not allowed to drink alcoholic beverages or be under the influence of alcohol while serving alcohol.

4. Alcohol may only be consumed with the facility or authorized area, and not beyond the perimeters of these areas. (Alcohol use is not permitted on athletic fields or courts.)
5. The applicant is responsible for contacting the Missouri Department of Public Safety to obtain a license if alcohol is to be sold during the scheduled activity. A copy of all applicable liquor licenses must be provided.
6. Service to or consumption of alcoholic beverages by minors will result in immediate cancellation of the event without refund of fees. Alcohol is not allowed at events where the majority of participants are minors.
7. Alcoholic beverages may only be served within a designated area that is pre-approved by the City, pursuant to Section 600.070 of the Municipal Code.
8. Alcoholic service must be suspended one (1) hour prior to the ending time of the event. At last call, only one (1) drink per person will be allowed, and the serving cup size may not exceed ten (10) ounces.

F. Smoking

Smoking is prohibited in all indoor facilities.

G. Security

The City of Smithville reserves the right to require security at events held on City property, including but not limited to:

1. Events where alcohol is served. Security is required one hour prior to the arrival of guests as well as one hour after the ending time of the event.

2. Events with an attendance greater than one hundred (100). A minimum of one (1) security guard per one hundred (100) attendants is required.

The Smithville Police Department is not obligated to provide off-duty police services. Applicants may provide their own security guards, so long as it is through a licensed company with preapproval of the City. If security is provided by the Smithville Police Department, it will be pursuant to the Off-Duty Police Employment Policy.

#### H. Street Closings

If an event will require the closure of any portion of City roadways (i.e., partial lane closures or complete road closures), a map and traffic control plan showing road and lane closures, delineation, and detour routes meeting the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) is required.

Certification that the applicant or sponsoring organization has notified in writing all owners, managers, or residents of property adjacent to the proposed street closing(s), to include 1) name of event; 2) name of sponsor organization, mailing address, and telephone number; 3) date of event; 4) starting and ending times; and 5) detailed description of streets to be closed.

##### 1. Block Parties

A Block Party is defined as barricading a specific portion of a residential street, denying access to the through-traffic for a purpose of allowing the residents who reside within the barricaded area to conduct a special event.

At least 60% of the residents who live in the blocked-off area must sign this application indicating they are in favor. Neighborhood block parties are to be conducted only between the hours of 7:00 a.m. and 10:00 p.m.

I. Reservation Times

Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event. Use of any facility without a reservation will be billed at 150% of the applicable rate. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.

J. Festival Vendors

If an event will have vendors present, the vendors are subject to Section 610.110 of the Municipal Code.

K. Structures

If an event includes structures (i.e. bleachers, tents, stages, platforms, etc.), a site plan identifying the location of such structures, including electrical, plumbing, and sanitation plans is required as part of the application process.



**Title: Required Reading Policy (Emergency Ordinance Policy)**  
**Effective Date: September 2, 2014**

Ordinances

Missouri Law (§79.130) states: “Every proposed ordinance shall be introduced to the Board of Aldermen in writing and shall be read by title or in full two times prior to passage, both readings may occur at a single meeting of the board of aldermen.”

**POLICY:**

It is the policy of the Board of Aldermen to endeavor to separate the first and second readings of ordinances between two consecutive meetings to allow for opportunities for residents to comment on such actions.

In matters of timeliness or other constraints, the Board can allow for a second reading of an ordinance in the same meeting as the first reading occurred, if it is declared an Emergency Ordinance on the Agenda. An Emergency Ordinance is one that has time constraints or other clearly defined reasons as to why the proposed ordinance should be passed as an Emergency Ordinance. In order to be declared an Emergency Ordinance and placed on the agenda, the Mayor or an alderman must sponsor the bill as an Emergency Ordinance. The agenda must identify the sponsor of any Emergency Ordinance.

**Title: Public Comment and Conduct Policy**  
**Effective Date: September 2, 2014**

**Section 1. Purpose.** The purpose of this policy is to establish procedures for public comment and conduct at meetings of the Board of Aldermen to insure compliance with the Missouri Sunshine Law. A uniform set of procedures shall be followed in public comments and appearances before the Board by the public.

**Section 2. Policy.** Regular sessions of the Board of Aldermen are considered open meetings under the Missouri Sunshine Law and are a time for the Board to formally meet, discuss and consider topics that affect the City government and community. In order for the Board of Aldermen to be able to discuss any matter, it must be on the agenda. In order to accommodate public input on City matters, there are two separate and distinct types of public comment.

Individuals who wish to speak on topics which appear on the agenda shall comply with the following procedures:

- A. Complete a Public Comment Card complete with name, address and applicable agenda item.
- B. Approach the podium when called upon by the Mayor or Presiding Officer.
- C. State their name and address for the record
- D. Limit any remarks to three (3) minutes

For individuals who wish to speak on topics which do not appear on the agenda shall comply with the following procedures:

- A. Complete a Public Comment Card complete with name, address and subject matter.
- B. Approach the podium when called upon by the Mayor or Presiding Officer.
- C. State name and address for the record
- D. Limit any remarks to three (3) minutes.

The Missouri Sunshine Law prohibits Board discussion of public comment items not on the agenda; however, immediately following public comment, the Board Agenda does allow Board members to request an item be placed on a future agenda. If a Board member requests an item be placed on a future agenda, individuals are encouraged to attend the meeting, and be prepared to provide additional information during the discussion item.

Individuals are encouraged to attend Work Sessions of the Board of Aldermen. From time to time individuals from outside the organization may be called upon to present to the Board, however discussion is generally limited to Board members.

**Title: Expense Policy for Elected Officials**  
**Effective Date: December 2, 2014**

General Policy

All expenses which are to be paid by the City of Smithville must be reasonable, necessary, and directly attributable to the participation in and attendance at the function involved. Each year, the Board of Aldermen shall establish a Training Allowance intended to cover all expenses related to training and travel expenses related to training, including but not limited to transportation, registration, mileage, meals, and lodging. In addition, each year, the Board of Aldermen shall establish a Community Relations Allowance intended to cover all expenses related to community relations including but not limited to the activities, events, and meetings, and the cost of meals associated with community relations and City business activities.

II. Training Expenses

- A. Annual Allowance - Establishment. Each year, the Board of Aldermen shall establish an expense allowance for each board member and for the Mayor.
- B. Adjustments. Adjustment to the aforesaid amounts may be made by the Board of Aldermen annually.
- C. Pro-rations. When any elected official assumes office during the calendar year, that elected official's Annual Allowance shall be pro-rated through the end of the year.
- D. If Annual Amounts Are Not Established. In the event the Board of Aldermen in any given year fails to establish such Annual Allowances, the amount of the Allowances shall remain at the prior year's level; provided that there are sufficient funds budgeted for such purposes in the City's budget.
- E. Training and Travel Arrangements. Elected officials will work with the City Clerk regarding training and travel plans, including conference or seminar registrations, meetings, lodging accommodations, and travel arrangements. Expenses will be reimbursed in accordance with the Travel Policy.

- F. Report to Board of Aldermen. After attending a conference, seminar, or any other training and travel function for which the City has paid each elected official shall provide a written report to the City Clerk to be published in the subsequent board meeting agenda packet. Such report shall be made within 30 days of completion of the conference, seminar, or other training and travel function, and shall be required for reimbursement of expenses. The Board of Aldermen recognizes the positive public and community benefits that result from participation by elected officials in training opportunities.
- G. Report from the Administration Department. On a monthly basis, the Board shall receive a special report from the Administration Department regarding the annual allowance expenditures for training for elected officials' year to-date.
- H. Approval. Each Board of Aldermen member and the Mayor shall have expense reports approved by the Mayor Pro Tem. The Mayor Pro Tem shall have his/her expense reports approved by the Mayor.

### III. Community Relations

- A. Annual Allowance - Establishment. Each year, the Board of Aldermen shall establish an expense allowance for each board member and for the Mayor.
- B. Adjustments. Adjustment to the aforesaid amounts may be made by the Board of Aldermen annually.
- C. Pro-rations. When any elected official assumes office during the calendar year, that elected official's Annual Allowance shall be pro-rated through the end of the year.
- D. If Annual Amounts Are Not Established. In the event the Board of Aldermen in any given year fails to establish such Annual Allowances, the amount of the Allowances shall remain at the prior year's level; provided that there are sufficient funds budgeted for such purposes in the City's budget.

- E. Invited Guests. Invited guests of elected officials may attend community relations events at the expense of the City of Smithville; however, the elected official must also be in attendance at the event. Any expense incurred as a result of an elected official's guest attending a community relations event shall be counted as an expenditure of the elected official's Annual Community Relations Allowance.
- F. Reservations and Arrangements. Reservations, arrangements, and payment for Community Related events will be made by the City Clerk. Expenses will be reimbursed in accordance with the Travel Policy.
- G. Report from the Administration Department. Once a monthly basis, the Board shall receive a special report from the Administration Department regarding the expenditures for community relations activities and events for elected officials. The Board of Aldermen recognizes the positive public and community benefits that result from participation by elected officials in community activities and events. Direct participation by elected officials in these activities promotes interaction and communication with citizens, volunteers, and local businesses thus facilitating healthy relationships with city government.
- H. Approval. Each Board of Aldermen member and the Mayor shall have expense reports approved by the Mayor Pro Tem. The Mayor Pro Tem shall have his/her expense reports approved by the Mayor.

IV. Amounts of Annual Allowances Established.

- A. For each member of the Board of Aldermen, the amount of the Training Allowance is hereby set as \$750.
- B. For the Mayor, the amount of the Training Allowance is hereby set as \$750.
- C. For each member of the Board of Aldermen, the amount of the Community Relations Allowance is hereby set as \$250.
- D. For the Mayor, the amount of the Community Relations Allowance is hereby set as \$500.

**Title: Order of Business Policy**  
**Effective Date: July 7, 2015**

**Section 1. Purpose.**

The purpose of this policy is to establish procedures for the order of business of Regular Session Board of Aldermen meetings.

**Section 2. Policy.**

The following is the general order of business in regular meetings of the Smithville Board of Aldermen:

*Call to Order.* The Mayor shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the meeting to order. In the absence of the Mayor or Mayor Pro-Tem, the City Clerk, or designated representative, shall call the Board to order, whereupon a temporary chairman will be elected by the members of the Board present. Upon the arrival of the Mayor or Mayor Pro Tem, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Board of Aldermen.

*Confirmation of a Quorum.* A majority of all the members elected to the Board shall constitute a quorum at any regular or special meeting of the Board of Aldermen. The quorum shall be confirmed by the Mayor, but he or she is not required to announce it aloud.

*Consent Agenda.* The regular session of the Smithville Board of Aldermen has a heavy work load including a large number of routine or noncontroversial matters and the consent agenda a useful tool for disposing of such items of business. Items appearing on the consent agenda are taken up in total, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. The approval of minutes generally appears on the consent agenda. Unless a reading of the minutes of a Board meeting is requested by a majority of the members of the Board, such minutes may be approved without a reading if each member has previously been furnished with a copy thereof.

*Reports from officers and standing committees.* Reports of officers and committees are for information only and do not require action by the Board.

*Ordinances.* Ordinances shall be prepared for presentation to the Board upon the initiation of the City Attorney, City Administrator, Mayor or an Alderman. The procedure to enact an ordinance is specified in Section 130.050 of the Municipal Code.

*Other Matters before the Board.* Other matters before the Board are items requiring individual action or attention by the Board of Aldermen.

*Public comment.* Public comment shall be received in accordance with the Public Comment and Conduct Policy.

*New business proposed from the floor.* For an Alderperson to place a new item on a future agenda, any Alderperson may make a verbal request during the new business proposed from the floor agenda section of a public meeting to place an item on an agenda no later than the second (2nd) meeting from date of request. If appropriate, such new business item may be sent to an advisory committee prior to placement on Board of Aldermen agenda. An Alderperson may also submit a written request to the Mayor to place an item on the meeting agenda no later than the second (2nd) meeting after the request. All written requests must be delivered before the close of business on the preceding Tuesday before the meeting. If appropriate, such new business item may be sent to an advisory board prior to placement on Board of Aldermen agenda.

*Adjournment.* If no further business is to be considered and the meeting is concluded, then a motion is made to adjourn.



**Title: Technology Communications Policy for Elected Officials**  
**Effective Date: November 1, 2015**

**Purpose**

The City of Smithville continually strives for efficiency and transparency in City operations. Technology is a key component in achieving these goals. The City of Smithville recognizes the benefits of utilizing digital communication and information and, therefore, may provide an iPad to the Mayor and each Board of Aldermen member (“Users”), for use in performing official duties. This policy is to ensure the Users of the iPad acknowledge, understand, and respect the iPad, Internet, and usage policy.

**Scope**

This policy applies to elected officials of the City of Smithville issued an iPad by the City.

**Policy**

It is the policy of the City of Smithville to provide iPads to the City’s elected officials for the duration of their terms. Those in receipt of iPads shall adhere to this policy and procedures to ensure appropriate use and optimum functionality of City-issued communication devices. The iPad, Internet, and email access that the City provides to Users are tools for conducting City business. Thus, use of such tools will be primarily for City business related purposes.

*Issuance and Return*

Before an iPad is issued, a signed acknowledgement of this policy must be completed by the User. The iPad and all issued accessories must be returned to the City when the elected official’s term ceases (not re-elected, resigns, etc.) Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information, and issued to the User’s successor in office.

*Usage*

The City will direct all of its email and other electronic transmissions for a User to the User’s City email address, which can be retrieved on the iPad. All agenda and meeting documents will be made available to elected officials electronically utilizing the City website whenever possible. Elected officials will be advised by the City Administrator’s Executive Assistant when documents are available on the City website. In addition, Users will have access to an individual calendar on the iPad

which can be utilized to record availability. The City Administrator's Executive Assistant will have access to availability for scheduling purposes.

#### *Transparency*

City records, whether paper or electronic, are governed by the public disclosure requirements of the Missouri Sunshine Law. The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, use of such tools by elected officials will be solely for City business related purposes. All of the City's computer systems, including the iPad, are considered to be public property. All documents, data, files and e-mail messages created, received, stored in, or sent from any City iPad are considered public records, subject to disclosure to the public pursuant to the Missouri Sunshine Law (with only limited exceptions), and are considered the property of the City of Smithville. Elected officials may not use personal e-mail accounts on any device in the conduct of City business.

#### *Accessories & Applications (Apps)*

City staff will be responsible for the initial setup of the iPads and download a standard set of apps. For asset protection purposes, downloading of apps by elected officials is prohibited. All iPads will be distributed with a protective cover and charging equipment.

#### *Replacement*

The technological life of the iPad is estimated at three years; therefore, the iPads will be assessed every three years and, if authorized through the budgeting process, the City will purchase upgraded devices. Replacement or upgrade decisions shall be made by City staff to ensure optimum performance and compatibility at a reasonable cost. iPads will only be replaced prior to their scheduled replacement date if they no longer operate effectively and cannot be economically repaired or have been lost/stolen. It is the responsibility of the User to ensure the City-provided iPad is kept in a reasonable and safe condition. Should an iPad be accidentally lost, damaged, or stolen, the City shall pay the cost of the repair and replacement. Should an iPad be accidentally lost, damaged, or stolen a second and subsequent time, the User shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss. iPads that are damaged or destroyed through intentional, reckless or negligent misuse must be repaired or replaced solely at the User's expense.

**Title: Water Line Extension**  
**Effective Date: January 20, 2004**

The City of Smithville continues to endure unprecedented residential and commercial growth due to many factors. Because of this growth, residential and commercial developers continually expand the City's infrastructure by extending and connecting to the City's water lines.

In addition, the City has implemented water impact fees per water connection to aid in the construction of additional infrastructure such as larger water mains, water booster stations, and water towers. Given the growth of the City, these impact fees have the potential to provide significant revenues to fund the required construction of additional facilities.

The City holds in high regard and is committed to a policy that private development should entirely pay itself. However, certain requests for assistance in paying for the extension of water lines have merit and are plausible for properly expending public funds for infrastructure improvements related to developmental growth.

Much difficulty arises when establishing an objective way to evaluate requests for assistance that ensure that public funds are properly spent, that the utility benefits from said infrastructure expansion, and that said request is evaluated in a manner that is fair, consistent, and equitable to all requesting parties. It was decided that the following policy should be reviewed and approved by the Board of Alderman as an effective evaluation tool.

**POLICY GOAL** - To provide a general and objective evaluation formula for City Staff to use in determining the plausibility of a request for assistance for the expansion or extension of infrastructure. The Mayor and Board of Alderman must ultimately approve all requests for said assistance. This policy is to be used as an objective tool in the making of a formal recommendation for the Board of Alderman's consideration.

**Water Line Extension Formula - Function Justification**

It was determined that the following four criteria and point system should be used to objectively evaluate assistance requests: (Detailed descriptions follow)

- |    |                           |          |
|----|---------------------------|----------|
| 1. | Utility Benefit           | 4 points |
| 2. | Entity Type               | 3 points |
| 3. | Project Scope             | 2 points |
| 4. | Additional Considerations | 1 point  |

Total 10 points

***Criterion 1 – Utility Benefit 4 points possible***

The most important criterion is whether or not the utility benefits from the extension or expansion of the infrastructure. If the utility does not benefit, then no public funds

should be expended upon such project. Therefore four points are assigned to this criterion based upon the following requirements:

- 1. Listed as a water master plan priority 1 point
- 2. Increase in fire flows in area 1 point
- 3. Loops existing dead end mains 1 point
- 4. Improves water quality 1 point

***Criterion 2 – Entity Type 3 points possible***

Another important criterion includes whether or not the project is intended for a private and for profit party or a public institution. Following the “development pays for itself policy”, the criterion should not award points for private requests. Therefore the following three points are awarded in the following manner:

- 1. Project is for non-profit, tax-supported entity 3 points
- 2. Project is for a non-profit, supported by “other” revenues 2 points
- 3. Project is for a private for profit venture 0 points

***Criterion 3 – Project Scope 2 points possible***

The project scope may determine whether or not the utility should participate. Large, complex projects that may be remote from existing infrastructure may not be in the best interest of the utility and therefore should not be awarded points. However, small, easily managed projects that encourage system improvements may have significant effect and should be undertaken. The following two points are awarded in the following manner:

- 1. Project is small, easily constructed 2 points
- 2. Project is large and remote from existing water lines 0 points.

***Criterion 4 – Additional Consideration 1 point possible***

Certain projects may be unique and beyond the scope of this formula but still may deserve consideration. Therefore one additional point may be awarded to assist in the fair evaluation of such a request.

- 1. Project is unique causing it to be beyond fair review by the existing criterion 1 point

**DETERMINING UTILITY PARTICIPATION**

The ultimate questions that need to be answered are should the utility participate and at what level. Administrative staff will use the point total of the evaluation formula to determine the answers to the questions and make a recommendation based upon the following table:

<b>Point Total</b>	<b>Utility Participation</b>	<b>Level of Participation</b>
7 or greater	<b>Yes</b>	100% of annual project allowance
5 to 6 points	<b>Yes</b>	50% of annual project allowance

Less than 5 points	<b>No</b>	0% of annual project allowance
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**ANNUAL PROJECT ALLOWANCE**

It is in the utility’s best interest and extremely important to protect the majority of the annual impact fees for large and costly infrastructure projects such as water towers. Therefore this policy is set up to protect one-half of the annual estimated revenues expected to be collected in a fiscal year. In addition, it is in the utility’s best interest to fund only ten requests for assistance in any one fiscal year. Therefore the annual project allowance shall be determined in the following manner:

- Estimated impact fee revenue in the applicable fiscal year
- Fiscal year revenue \* 50%
- Allowable revenue / by 10 projects per year
- Utilities maximum contribution shall not be more than 40% of the total project cost.

It is the intent of this policy to provide Staff with an objective way to determine if requests for assistance with infrastructure expansion have merit and whether public funds should be expended for aforesaid requests. This policy should only be used as a tool in making recommendations to the Board of Alderman that shall have the ultimate authority in awarding any and all public funds.

Staff Comments: While the Committee first set the allocation formula at 50% of the annual revenue and divided that number by 10 projects, Staff is concerned about exposing 50% of our impact fee revenues in this manner. Staff suggests that 25% of the annual revenue and only funding 5 project requests per year may be better.

**Title: Wastewater and Water Connections Policy**  
**Effective Date: October 7, 2014**

Intent

The intent of this policy is to establish procedures to handle all requests for connections to the City wastewater and water systems from interested parties who desire to connect to the system with properties located outside the corporate limits of the City of Smithville.

Scope and Purpose

For properties located in the city limits but not connected to the wastewater or water system, Chapters 700, 705 and 710 direct and control when and how connections can and must occur. However, those procedures are not applicable to property outside city corporate limits. The scope of this policy applies only to properties located outside the corporate limits of the City of Smithville.

It is the intent of the Board of Aldermen of the City of Smithville to protect the investment of public tax dollars by requiring any and all connections to city water or wastewater systems come only from properties inside city limits. If a property owner desires to connect property located outside the corporate limits of the City of Smithville to these utilities, the property owner must first annex all of the property to be served by such water or wastewater services into the corporate limits of the City of Smithville.

It is specifically acknowledged by the Board of Aldermen that such requests may come from properties that are not contiguous to the corporate limits of the City and, therefore, not capable of being annexed. However, it is the desire and intent of the Board of Aldermen to utilize efficient planning and development practices that do not consider extending services inefficiently or cause difficulties in enforcement of city utility rules to properties not contiguous to its borders.