



**City of Grain Valley Board of Aldermen
Regular Meeting Agenda**

March 11, 2024

7:00 P.M.

Open to the Public

Located in the Council Chambers of City Hall
711 Main Street | Grain Valley, Missouri

ITEM I: Call to Order

- Mayor Mike Todd

ITEM II: Roll Call

- City Clerk Jamie Logan

ITEM III: Invocation

- Valley Baptist Church

ITEM IV: Pledge of Allegiance

- Alderman Brian Bray

ITEM V: Approval of Agenda

- City Administrator Ken Murphy

ITEM VI: Proclamations

- Arts Education in Our Schools

ITEM VII: Public Comment

- The public is asked to please limit their comments to three (3) minutes

ITEM VIII: Consent Agenda

- February 26, 2024 – Board of Aldermen Regular Meeting Minutes
- March 11, 2024 – Accounts Payable

ITEM IX: Previous Business

- None

ITEM X: New Business

- None

ITEM XI: Presentations

- None

ITEM XII: Public Hearing

- None

ITEM XIII: Resolutions

ITEM XIII (A) R24-16 A Resolution by the Board of Aldermen of the City of Grain Valley Adopting the Updated Employee Handbook

*Introduced by
Alderman Tom
Cleaver*

To update the Employee Handbook

ITEM XIII (B) R24-17 A Resolution Authorizing the Allocation of the City of Grain Valley 2024 Emergency Management Contribution to the Central Jackson County Fire Protection District

*Introduced by
Alderman Rick
Knox*

To ensure Grain Valley is prepared for any emergency situations that may occur

ITEM XIII (C) R24-18 A Resolution by the Board of Aldermen of the City of Grain Valley Authorizing the City Administrator to Purchase Patrol Rifles From Sionics Weapons Systems

*Introduced by
Alderman Darren
Mills*

To ensure officers are well equipped for the highest level of law enforcement response to critical incidences, acts of violence, and threats of violence

ITEM XIII (D) R24-19 A Resolution by the Board of Aldermen of the City of Grain Valley Establishing the Need to Amend the 2024 Budget to Allocate Funding From Park Reserve Funds for the Design and Engineering of SW Eagles Parkway Trail

*Introduced by
Alderman Ryan
Skinner*

To provide the funding needed for design and engineering services for the SW Eagles Parkway Trail

ITEM XIII (E) R24-20 A Resolution by the Board of Aldermen of the City of Grain Valley Authorizing the City Administrator to Execute Task Order 2023-6 With Crawford, Murphy and Tilly, Inc. for Design and Engineering of the SW Eagles Parkway Trail Subject to All Provisions Included in the On-Call Professional Engineering Services Agreement

*Introduced by
Alderman Dale
Arnold*

To provide design and engineering services for the extension of the trail system on SW Eagles Parkway from the Blue Branch Creek Trail to Main Street/Buckner Tarsney Road

ITEM XIII (F) R24-21 A Resolution by the Board of Aldermen of the City of Grain Valley Authorizing the City Administrator to Sign a Tow Agreement With Hookers Tow LLC

*Introduced by
Alderman Brian
Bray*

To provide towing service for the Grain Valley Police Department for a period of March 12, 2024 to March 12, 2027

ITEM XIV: Ordinances

ITEM XIV (A) **An Ordinance of the Board of Aldermen of the City of Grain Valley, Missouri, Amending Sections 110.050 and 110.060 of the Municipal Code**
B24-03
2ND READ

*Introduced by
Alderman Rick
Knox*

To amend sections 110.050 and 110.060 to update meeting procedures

ITEM XIV (B) **An Ordinance of the City of Grain Valley Amending Chapter 342 of the Grain Valley Municipal Code - Alcohol-Related Traffic Offenses to Include Regulations for Operating Motor Vehicles Without an Ignition Interlock Device**
B24-04
2ND READ

*Introduced by
Alderman Darren
Mills*

To amend City Code chapter 342 Alcohol-Related Traffic Offenses

ITEM XIV (C) **An Ordinance by the Board of Aldermen of the City of Grain Valley, Missouri Authorizing the City Administrator to Amend the 2024 Budget to Allocate Funding From Park Reserve Funds for the Design and Engineering of SW Eagles Parkway Trail**
B24-05
1ST & 2ND READ

*Introduced by
Alderman Ryan
Skinner*

To provide the funding needed for design and engineering services for the SW Eagles Parkway Trail

ITEM XV: City Attorney Report

- City Attorney

ITEM XVI: City Administrator & Staff Reports

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

ITEM XVII: Board of Aldermen Reports & Comments

- Alderman Dale Arnold
- Alderman Brian Bray
- Alderman Tom Cleaver
- Alderman Rick Knox
- Alderman Darren Mills
- Alderman Ryan Skinner

ITEM XVIII: Mayor Report

- Mayor Mike Todd

ITEM XIX: Executive Session

- Legal Actions, Causes of Action of Litigation Pursuant to Section 610.021(1), RSMo. 1998, as Amended
- Leasing, Purchase or Sale of Real Estate Pursuant to Section 610.021(2), RSMo.

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

ITEM XX: Adjournment

Please Note

The next scheduled meeting of the Board of Aldermen is a Regular Meeting on March 25, 2024 at 7:00 P.M. The meeting will be in the Council Chambers of the Grain Valley City Hall. Persons requiring accommodation to participate in the meeting should contact the City Clerk at 816.847.6211 at least 48 hours before the meeting.

The City of Grain Valley is interested in effective communication for all persons. Upon request, the minutes from this meeting can be made available by calling 816.847.6211.

Consent

Agenda

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ITEM I: Call to Order

- The Board of Aldermen of the City of Grain Valley, Missouri, met in Regular Session on February 26, 2024, at 7:00 p.m. in the Board Chambers located at Grain Valley City Hall
- The meeting was called to order by Mayor Mike Todd

ITEM II: Roll Call

- Clerk Jamie Logan called roll
- *Present: Arnold, Bray, Cleaver, Knox, Mills*
- *Absent: Skinner*

-QUORUM PRESENT-

ITEM III: Invocation

- Invocation was given by Faith United Methodist Church

ITEM IV: Pledge of Allegiance

- The Pledge of Allegiance was led by Mayor Todd

ITEM V: Approval of Agenda

- No Changes

ITEM VI: Proclamations

- None

ITEM VII: Public Comment

- None

ITEM VIII: Consent Agenda

- February 12, 2024 – Board of Aldermen Regular Meeting Minutes
- February 26, 2024 – Accounts Payable
- *Alderman Arnold made a Motion to Accept the Consent Agenda*
- *The Motion was Seconded by Alderman Knox*
 - *No discussion*
- *Motion to Approve the Consent Agenda was voted on with the following voice vote:*
 - *Aye: Arnold, Bray, Cleaver, Knox, Mills*
 - *Nay:*
 - *Abstain:*

-Motion Approved: 5-0-

ITEM IX: Previous Business

- None

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

ITEM X: New Business

- None

ITEM XI: Presentations

- Dr. Brad Welle presented on the School District Ballot Measure
- The ballot measure requests an increase of 65 cents – or net 25 cents after reducing the debt levy by 40 cents to the overall levy to improve pay for the teachers, add another school resource officer and some other positions
- The district is still growing and it is time to become more competitive with their pay – one item the school is looking to correct with this change is the reduced application pool or lack of applications being received for open teaching positions as they are about half of what they were a few years ago. The school district is aiming to be at the middle of the pack for salaries and the tax base would not support being number one and that is not the goal
- The financial impact example for a house with a market value of \$250,000 would be \$119
- Alderman Cleaver asked City of Grain Valley's size, where does our teacher pay rank when looking at similar size community such as Oak Grove or Odessa; Dr. Welle stated (Grain Valley Schools) we compete well looking to the East and not well looking to the west, north or south
- Alderman Cleaver asked if we are in line with other cities our size ; Dr. Welle stated we are, but there aren't many our size.
- Alderman Cleaver asked how we compare to Blue Springs and Lee's Summit – with the passage of the levy we will compete with the first half of the teacher's salary and the tail end of the careers we fall behind and we cannot compete
- Dr. Welle stated we can close some of the pay gap, to show good will, but will not catch up to that gap and hoping the other positives of being in this community will help make it up
- Mayor Todd stated he and his wife teach in Blue Springs and his wife looked at Grain Valley to take a position when their daughter was born 8-9 years ago, and at that time it would have been a \$10,000 pay cut back then; Dr. Welle shared we have the lowest tax levy rate in Jackson County – even with this passage still the school district should still be one of the lowest in the county
- Mayor Todd asked what % of student body is out of City limits and in county - Dr. Welle stated the vast majority is in the city limits – Stony Point and Matthews have some of the county students

ITEM XII: Public Hearing

- None

ITEM XIII: Resolutions

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

Resolution No. R24-15 A Resolution by the Board of Aldermen of the City of Grain Valley Authorizing the City Administrator to Execute Task Order 2023-5 With Crawford, Murphy and Tilly, Inc. For Design of Intersection Improvements at Eagles Parkway and Kirby Road Subject to All Provisions Included in the On-Call Professional Engineering Services Agreement

- *Alderman Bray moved to approve Resolution No. R24-15*
- *The Motion was Seconded by Alderman Arnold*
 - *This is an item that was discussed during budget time and is a transportation project - This intersection has the schools and fire station right there and traffic can be pretty busy during certain times of day – there have been plans for a trail system in that area and also turning lanes; This will be funded from the transportation funds*
 - *Alderman Bray asked if there were any ideas of how this intersection could look; Mr. Murphy stated the design part of this project would provide this clarity; Mr. Trosen stated they are looking to widen the intersection, add turn lanes, and will work in conjunction with the trail project*
 - *Alderman Bray asked if we would work with the school since next to one of their buildings; yes, Mr. Trosen stated they do work with all involved*
 - *Mr. Murphy stated once the design is put together- grants could be looked at for some funding*
 - *Alderman Bray wanted to make sure a traffic circle was not in the plans*
- *Motion to approve Resolution No. R24-15 was voted upon with the following voice vote:*
 - *Aye: Arnold, Bray, Cleaver, Knox, Mills*
 - *Nay:*
 - *Abstain:*

-Resolution No. R24-15 Approved: 5-0

ITEM XIV: Ordinances

Bill No. B24-03: An Ordinance of the Board of Aldermen of the City of Grain Valley, Missouri, Amending Sections 110.050 and 110.060 of the Municipal Code

Bill No. B24-03 was read by City Clerk Jamie Logan for the second reading by title only

- *Alderman Knox moved to accept the second reading of Bill No. **B24-03** and approve it as ordinance #2444*
- *The Motion was Seconded by Alderman Mills*
 - *Alderman Arnold shared he was looking at this more in depth and saw under section C. the holiday meetings would be automatic cancellations – he feels it should be discussed by the board and take action as a board vs. autocancel*

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

- Alderman Arnold asked to table bill B24-03 to look into how many holidays this would actually be – worried that the board is required to hold one meeting a month and is concerned it would catch future boards by surprise
- Alderman Knox seconded the motion to table to Bill B24-03
 - Alderman Cleaver asked Alderman Arnold if he was concerned 2 holidays in a month would cancel the two meetings in a month
 - Alderman Arnold stated at the first of each year the board could cancel any holiday meetings
 - Alderman Cleaver stated the meetings are over business and items that need to be taken care of and in the past the items would shift to the meeting prior or the next meeting- Mr. Murphy stated the 1 meeting a month is required and that did not change; he stated the intent is not to cancel the meeting all together if it is needed on another date in that month
 - Mr. Knox stated he'd like to see the auto cancel of holidays to be removed and have the option/action by the board; Alderman Cleaver said there would at least be the one meeting a month and it could be determined then
 - Mr. Murphy stated this is the board's meeting and this is the attempt to update the board procedures in code – and this is up to the board to decide how they'd like to proceed
 - Mr. Lauber responded to Alderman Mill's question of what they need to do next; he stated, there is a motion to postpone and a second that needs to be addressed first, that motion would be a motion to postpone and not table as tabling moves something within the same meeting and not to the next meeting; Mr. Lauber shared the verbiage of section C could be restated in a different way - example, if the holiday falls on a Monday, the board will discuss the meeting prior to the holiday to determine if another meeting should be scheduled
 - Alderman Knox asked if the initial motion to postpone is voted down, can it be modified tonight instead and stated that is how the board handles it now
 - Alderman Arnold doesn't want this to be rushed through and thinks everyone needs more time to think it through
- Motion to postpone Bill B24-03 to the next meeting was voted with the following roll call
 - *Aye: Bray, Arnold, Cleaver, Knox, Mills*
 - *Nay:*
 - *Abstain:*

-Motion Approved-

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

Bill No. B24-04: An Ordinance of the City of Grain Valley Amending Chapter 342 of the Grain Valley Municipal Code - Alcohol-Related Traffic Offenses to Include Regulations for Operating Motor Vehicles Without an Ignition Interlock Device

Bill No. B24-04 was read by City Clerk Jamie Logan for the first reading by title only

- *Alderman Mills moved to accept the first reading of Bill No. B24-04 and bring it back for a second reading by title only at the next regular meeting*
- *The Motion was Seconded by Alderman Arnold*
 - Chief Turner shared the amount of alcohol related fatalities in the United States and 1/3 of those are preventable – this is an effective tool that our neighboring agencies utilize and the state recognizes as well and this is to update our code to be able to match that; a couple of weeks ago there was a an occasion of a violation of this in the community that could not be charged
 - Alderman Arnold asked if an offender was not in their vehicle with a device, would that fall under driving while suspended- Mayor Todd clarified if the driver had a 2nd car for example that does not have a device instead of the one with a device, how is that treated - Alderman Arnold asked if they drove another car without the device, would they be driving while suspended – Chief Turner stated he could look into that
 - Mayor Todd asked if the officer pulls someone over, how does the officer know if they are supposed to have the interlock; Chief did not know if DOR is tracking that via vehicle tag, but with driver's license
 - Alderman Arnold asked how the officer will know; Chief Turner stated the restriction is by person/Driver's License would show the restriction
 - Alderman Bray asked if the DUI requiring to drive the vehicle with interlock , is a permitted child allowed to drive it with the offender in the passenger seat
 - Mayor Todd asked if someone is a known offender and an officer sees the individual driving another car and they know that person is supposed to be driving with Interlock can they pull them over- Chief stated he believes probable cause would likely be needed like any other traffic stop
- *Motion to accept the first reading of Bill No. B24-04 bring it back for a second reading at the next regular meeting was voted upon with the following voice vote:*
 - *Aye: Arnold, Bray, Cleaver, Knox, Mills*
 - *Nay:*
 - *Abstain:*

-Motion Approved 5-0-

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

ITEM XV: City Attorney Report

- None

ITEM XVI: City Administrator & Staff Reports

- City Administrator Ken Murphy
 - Theresa Osenbaugh received the unsung hero award at the Grain Valley Chamber of Commerce event Saturday night
- Deputy City Administrator Theresa Osenbaugh
 - None
- Police Chief Ed Turner
 - None
- Finance Director Steven Craig
 - Absent
- Parks & Recreation Director Shannon Davies
 - Armstrong Park construction of the all-inclusive playground started last week; the 5-12 year old existing playground is going to remain there until the other park is built – this project has been long overdue; the play components are being installed now and the next step is the drainage system followed by the concrete border around the playground then the final piece will be the poured in place surfacing material. They are hoping for end of March – first part of April if the weather permits for completion. This playground will be named after Kiki Claphan a 10-year employee of the City and long time employee of the school district
- Community Development Director Mark Trosen
 - None
- City Clerk Jamie Logan
 - None

ITEM XVII: Board of Aldermen Reports & Comments

- Alderman Dale Arnold
 - None
- Alderman Brian Bray
 - Alderman Bray shared there have been comments from the public related to debris blowing from the Police Station to the Butterfly Trail- Mr. Murphy stated this is still being constructed and the detention pond is not complete
- Alderman Tom Cleaver
 - None
- Alderman Rick Knox
 - None
- Alderman Darren Mills
 - None
- Alderman Ryan Skinner

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

- Absent

ITEM XVIII: Mayor Report

- Mayor Todd asked how much fishing takes place at Butterfly Trail; Mr. Davies stated they stock the pond late April to early May annually in conjunction with a fishing derby; occasionally there is a second stocking each year with Grass carp to try and combat the moss that grows
- Alderman Arnold stated trout are put in by the conservation department in neighboring lakes and suggested we could reach out to them if they have interest in Butterfly
- Alderman Bray asked if there are limits there; Missouri State fishing regulations apply and Mr. Davies stated they could look to post regulations

ITEM XIX: Executive Session

- None

ITEM XX: Adjournment

- The meeting was adjourned at 7:42 P.M.

Minutes submitted by:

Jamie Logan
City Clerk

Date

Minutes approved by:

Mike Todd
Mayor

Date

ELECTED OFFICIALS PRESENT

Mayor Mike Todd
Alderman Dale Arnold
Alderman Brian Bray
Alderman Tom Cleaver
Alderman Rick Knox
Alderman Darren Mills

ELECTED OFFICIALS ABSENT

Alderman Ryan Skinner

STAFF OFFICIALS PRESENT

City Administrator Ken Murphy
Deputy City Administrator Theresa Osenbaugh
Community Development Director Mark Trosen
Parks and Recreation Director Shannon Davies
Finance Director Steven Craig
Police Chief Ed Turner
City Clerk Jamie Logan
City Attorney Joe Lauber

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
NON-DEPARTMENTAL	GENERAL FUND	KCMO CITY TREASURER	KC EARNINGS TAX WH	21.72		
		MO DEPT OF REVENUE	MISSOURI WITHHOLDING	2,938.95		
		FRATERNAL ORDER OF POLICE	EMPLOYEE DEDUCTIONS	431.46		
		HAMPEL OIL INC	CJC FUEL	935.40		
		AFLAC	AFLAC AFTER TAX	73.73		
			AFLAC CRITICAL CARE	11.88		
			AFLAC PRETAX	307.66		
			AFLAC-W2 DD PRETAX	301.34		
		MIDWEST PUBLIC RISK	DENTAL	180.12		
			COPAY	414.75		
			COPAY	499.10		
			COPAY	319.93		
			QHDHP HSA	563.50		
			QHDHP HSA	1,418.54		
			QHDHP HSA	22.70		
			VISION	40.00		
			VISION	44.02		
			VISION	110.00		
			VISION	14.35		
		HSA BANK	HSA - GRAIN VALLEY, MO	439.70		
			HSA - GRAIN VALLEY, MO	543.84		
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	595.54		
		CITY OF GRAIN VALLEY -FLEX	FLEX PLAN	15.00		
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	1,226.36		
			MISSIONSQUARE 457	395.00		
			MISSIONSQUARE ROTH IRA	218.35		
		INTERNAL REVENUE SERVICE	FEDERAL WH	7,788.12		
			SOCIAL SECURITY	5,697.72		
			MEDICARE	<u>1,332.50</u>		
			TOTAL:	26,901.28		
		HR/CITY CLERK	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	418.20
				WAGeworks INC	FEB 2024 MONTHLY FEES	59.00
				MIDWEST PUBLIC RISK	DENTAL	52.35
	COPAY			379.07		
	QHDHP HSA			265.15		
	QHDHP HSA			348.68		
HSA BANK	HSA - GRAIN VALLEY, MO			100.00		
THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY			27.02		
INTERNAL REVENUE SERVICE	SOCIAL SECURITY			192.55		
	MEDICARE			45.04		
CHERRYROAD MEDIA INC	COMBINED STMT OF REV-LEGAL			<u>96.00</u>		
	TOTAL:			1,983.06		
INFORMATION TECH	GENERAL FUND			NETSTANDARD INC	DATA BACK-UP SERVICES	770.00
			OFFICE 365 SOFTWARE	1,024.20		
			IT CLARITY SERVICES	3,522.60		
			EMC 1 YEAR UNITY PROSUPPORT	4,662.00		
			REPLACE UPC FOR SERVERS	3,835.00		
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	<u>80.02</u>		
			TOTAL:	13,893.82		
		BLDG & GRDS	GENERAL FUND	EVERGY	1024 - 600 BUCKNER TARNSEY	12.00
	1099 - 596 BUCKNER TARSNEY			15.00		
	1323-CAPPELL&FRONT/PH/PUBL			11.73		
	1769 - 618 JAMES ROLLO CT			93.57		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			2346 - 1608 NW WOODBURY	36.00
			4516 - 6100 S BUCKNER TARN	20.00
			4649- 618 JAMES ROLLO CT B	8.93
			5262 - 711 MAIN ST 70%	869.25
			8641 - 620 JAMES ROLLO CT	235.75
			9797 - 1805 NW WILLOW DR	34.41
		COMCAST	CITY HALL AND PD VOICE EDG	606.22
		ADVANCED TURF SOLUTIONS, INC	FERTILIZER/PRE-EMERGENT (2	<u>235.00</u>
			TOTAL:	2,177.86
ADMINISTRATION	GENERAL FUND	A&A ELECTRICAL INC	REPAIR CHRISTMAS WREATHS	357.00
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	593.68
		SAMS CLUB/SYNCHRONY BANK	COFFEE	44.98
		MIDWEST PUBLIC RISK	DENTAL	23.59
			QHDHP HSA	420.86
		HSA BANK	HSA - GRAIN VALLEY, MO	98.34
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	31.94
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	11.64
		GRAIN VALLEY ECONOMIC	KISSICK CLASSIC REGISTRATI	600.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	318.84
			MEDICARE	<u>74.57</u>
			TOTAL:	2,575.44
ELECTED	GENERAL FUND	VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	<u>40.01</u>
			TOTAL:	40.01
FINANCE	GENERAL FUND	MO DEPT OF REVENUE	MISSOURI WITHHOLDING	0.50
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	402.66
		MIDWEST PUBLIC RISK	DENTAL	34.90
			QHDHP HSA	265.16
			QHDHP HSA	348.68
		HSA BANK	HSA - GRAIN VALLEY, MO	100.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	26.02
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	199.29
			MEDICARE	<u>46.61</u>
			TOTAL:	1,423.82
COURT	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	213.05
		MIDWEST PUBLIC RISK	DENTAL	18.00
			COPAY	398.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	13.78
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	166.80
			MEDICARE	<u>39.01</u>
			TOTAL:	848.64
VICTIM SERVICES	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	221.57
		MIDWEST PUBLIC RISK	DENTAL	18.00
			QHDHP HSA	321.00
		HSA BANK	HSA - GRAIN VALLEY, MO	75.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	14.33
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	41.56
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	173.11
			MEDICARE	<u>40.48</u>
			TOTAL:	905.05
FLEET	GENERAL FUND	THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	16.00-

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	16.00-
POLICE	GENERAL FUND	GALLS LLC	5.11 WOMENS ATAC 2.0 6IN N	117.19
			PROPPER MENS L/S UNIFORM P	29.02
		MISSOURI LAGERS	EMPLOYER CONTRIBUTIONS	7,999.02
			MONTHLY CONTRIBUTIONS	866.75
		PETTY CASH	OFFICE DEPOT: USB FOR WERG	38.97
			CAR WASHES	32.00
		STOP STICK LTD	STOP STICKS - RED	756.00
		OREILLY AUTOMOTIVE INC	BATTERY/CORE CHARGE/CORE E	156.52
		STEVEN SMITH	250) PROPERTY SHEETS	230.00
		HAMPEL OIL INC	FUEL	2,821.33
		COMCAST	HIGH SPEED INTERNET	151.85
		MIDWEST PUBLIC RISK	DENTAL	180.00
			DENTAL	558.40
			STUEVE	88.00
			ARENDS	1,108.00-
			STUEVE	1,586.00
			STUEVE	16.00
			COPAY	1,964.25
			COPAY	796.00
			COPAY	1,722.90
			COPAY	758.10
			QHDHP HSA	2,121.20
			QHDHP HSA	2,568.00
			QHDHP HSA	4,184.10
		HSA BANK	HSA - GRAIN VALLEY, MO	525.00
			HSA - GRAIN VALLEY, MO	1,000.00
			KING	100.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	517.65
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	689.16
			CELLULAR SERVICE 01/19-02/	93.12
		DREW'S DIESEL INC	DIAGNOSIS	130.00
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	4,021.67
			MEDICARE	940.56
		REJIS COMMISSION	FEB 2024 LEWEB SUBSCRIPTIO	346.57
		AT&T MOBILITY	JAN 17 - FEB 16 PD HOT SPO	83.75
			TOTAL:	37,081.08
ANIMAL CONTROL	GENERAL FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	180.82
		MIDWEST PUBLIC RISK	COPAY	398.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	11.73
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	41.56
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	93.42
			MEDICARE	21.85
			TOTAL:	747.38
PLANNING & ENGINEERING GENERAL FUND		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	960.29
		HAMPEL OIL INC	FUEL	135.80
		MIDWEST PUBLIC RISK	DENTAL	31.39
			DENTAL	45.16
			COPAY	113.72
			QHDHP HSA	880.84
			QHDHP HSA	88.30
		HSA BANK	HSA - GRAIN VALLEY, MO	205.80
			HSA - GRAIN VALLEY, MO	14.38

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	62.02
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	121.58
			CELLULAR SERVICE 01/19-02/	6.23
			CELLULAR SERVICE 01/19-02/	11.64
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	532.08
			MEDICARE	<u>124.44</u>
			TOTAL:	3,333.67
NON-DEPARTMENTAL	PARK FUND	KCMO CITY TREASURER	KC EARNINGS TAX WH	25.32
		MO DEPT OF REVENUE	MISSOURI WITHHOLDING	543.12
		FAMILY SUPPORT PAYMENT CENTER	SMITH CASE 91316387	92.31
		AFLAC	AFLAC CRITICAL CARE	6.78
			AFLAC PRETAX	58.70
			AFLAC-W2 DD PRETAX	57.29
		MIDWEST PUBLIC RISK	DENTAL	13.65
			COPAY	19.39
			QHDHP HSA	135.24
			QHDHP HSA	40.54
			VISION	8.00
			VISION	17.18
			VISION	2.20
			VISION	0.80
		HSA BANK	HSA - GRAIN VALLEY, MO	211.50
			HSA - GRAIN VALLEY, MO	128.37
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	36.00
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	402.52
			MISSIONSQUARE 457	382.00
			MISSIONSQUARE ROTH IRA	199.24
			MISSIONSQUARE ROTH IRA	78.33
		INTERNAL REVENUE SERVICE	FEDERAL WH	1,516.80
			SOCIAL SECURITY	1,154.68
			MEDICARE	<u>270.06</u>
			TOTAL:	5,400.02
PARK ADMIN	PARK FUND	NETSTANDARD INC	IT CLARITY SERVICES	587.10
			REPLACE UPC FOR SERVERS	639.00
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	973.06
		HAMPEL OIL INC	FUEL	124.26
		KCMPRDA	DAVIES: 2024 MEMBERSHIP	75.00
		MIDWEST PUBLIC RISK	DENTAL	3.52
			DENTAL	52.35
			COPAY	75.81
			QHDHP HSA	636.36
			QHDHP HSA	62.83
			QHDHP HSA	139.48
		HSA BANK	HSA - GRAIN VALLEY, MO	14.68
			HSA - GRAIN VALLEY, MO	140.00
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	60.80
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	166.59
		LAMP RYNEARSON INC	B-T TRAIL DESIGN SERVICES	972.50
		COMCAST	CITY HALL AND PD VOICE EDG	101.04
			COMM CENTER VOICE EDGE	168.92
			PARKS MAINT VOICE EDGE	35.78
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	480.14
			MEDICARE	<u>112.30</u>
			TOTAL:	5,621.52

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
PARKS STAFF	PARK FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	724.08			
			FASTENAL COMPANY	ZIP TIES	220.29		
			MIDWEST PUBLIC RISK	DENTAL	54.00		
				QHDHP HSA	963.00		
			HSA BANK	HSA - GRAIN VALLEY, MO	225.00		
			THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	46.94		
			EVERGY	1095 - 701 SW EAGLES PWKY	134.81		
				1107 - ARMSTRONG PARK	102.21		
				1279 - ARMSTRON PARK DR	28.20		
				1326-ARMSTRONG PK CONC 098	107.16		
				1409 - ARMSTRONG PK 017576	115.16		
				1740 - 28605 E HWY AA	54.79		
				1762 - JAMES ROLLO SHELTER	42.01		
				1763- MAIN-ARMSTRONG SHEL	23.97		
				1769 - 618 JAMES ROLLO CT	46.78		
				1770- ARMSTRONG PK-SANTA H	54.73		
				1772 - 6100 S BUCKNER TARS	84.52		
				1794 - 28605 E OLD 40 HWY	23.97		
				4343 - 28605 E HWY AA FOOT	133.85		
				4649- 618 JAMES ROLLO CT B	4.47		
				LAWN & LEISURE	RIM AND WHEEL CENTER	307.45	
				INTERNAL REVENUE SERVICE	SOCIAL SECURITY	362.38	
					MEDICARE	<u>84.75</u>	
					TOTAL:	3,944.52	
			RECREATION	PARK FUND	INTERNAL REVENUE SERVICE	SOCIAL SECURITY	5.42
						MEDICARE	<u>1.27</u>
						TOTAL:	6.69
COMMUNITY CENTER	PARK FUND	MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	451.84			
			COSENTINOS FOOD STORES	STAFF MEETING FOOD	17.37		
			HOME DEPOT CREDIT SERVICES	WALL PANEL/SCREWS/KWIK SEA	90.27		
			MIDWEST PUBLIC RISK	DENTAL	36.00		
				QHDHP HSA	642.00		
			HSA BANK	HSA - GRAIN VALLEY, MO	150.00		
			THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	29.28		
			VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	41.56		
			EVERGY	6300 - 713 MAIN ST - COMM	1,206.98		
				9669 - 713 MAIN #A - PAVIL	312.75		
			MARY ALLGRUNN	02/06-02/15 LINE DANCING	117.90		
			TIFFANI KEY	02/05-02/16 SILVERSNEAKERS	125.00		
				02/05-02/16 SILVERSNEAKERS	125.00		
			INTERNAL REVENUE SERVICE	SOCIAL SECURITY	305.88		
				MEDICARE	71.54		
			ADVANCED TURF SOLUTIONS, INC	FERTILIZER/PRE-EMERGENT (2	<u>235.00</u>		
				TOTAL:	3,958.37		
			POOL	PARK FUND	INTERNAL REVENUE SERVICE	SOCIAL SECURITY	0.86
						MEDICARE	<u>0.20</u>
						TOTAL:	1.06
NON-DEPARTMENTAL	TRANSPORTATION	MO DEPT OF REVENUE	MISSOURI WITHHOLDING	180.65			
			FAMILY SUPPORT PAYMENT CENTER	DZEKUNSKAS CASE 41452523	30.00		
			AFLAC	AFLAC PRETAX	16.23		
				AFLAC-W2 DD PRETAX	8.05		
			MIDWEST PUBLIC RISK	DENTAL	17.24		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			COPAY	67.87
			QHDHP HSA	45.08
			QHDHP HSA	81.06
			QHDHP HSA	85.83
			VISION	1.60
			VISION	2.18
			VISION	2.20
			VISION	7.15
		HSA BANK	HSA - GRAIN VALLEY, MO	12.15
			HSA - GRAIN VALLEY, MO	89.38
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	12.10
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	94.80
			MISSIONSQUARE 457	60.00
			MISSIONSQUARE ROTH IRA	53.80
		INTERNAL REVENUE SERVICE	FEDERAL WH	517.05
			SOCIAL SECURITY	362.65
			MEDICARE	<u>84.83</u>
			TOTAL:	1,831.90
TRANSPORTATION	TRANSPORTATION	NETSTANDARD INC	DATA BACK-UP SERVICES	154.00
			OFFICE 365 SOFTWARE	205.00
			IT CLARITY SERVICES	352.26
			EMC 1 YEAR UNITY PROSUPPORT	777.00
			REPLACE UPC FOR SERVERS	384.00
		SUPERIOR BOWEN ASPHALT CO LLC	APWA TYPE 3 R	483.92
			SATUROCK PLUS	260.00
		CLARKS TOOL & EQUIPMENT	3/8" NUT DRIVER/M18 LED LI	110.84
		FELDMANS FARM & HOME	STRAW BALES	39.95
		K C BOBCAT	DIAMOND BLADE WET 20" CURE	59.79
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	678.99
		OREILLY AUTOMOTIVE INC	RECEIVERLOCK	6.19
		VANCE BROTHERS INC	COMMERCIAL SURFACE	783.03
			COMMERCIAL SURFACE	774.00
			COMMERCIAL SURFACE	652.74
		HAMPEL OIL INC	FUEL	65.59
		HOME DEPOT CREDIT SERVICES	HUSKY BIT SOCKET/FLAT WASH	14.54
			DRILL BIT/PARAWEDGE/LED FO	42.14
			TAPE MEASURE/FLASHLIGHTS/P	13.53
			S-TRAP/BLASTER/CLEAR DRUM	9.04
			KEEPER HD RATCHET/HD STRAP	46.92
		MIDWEST PUBLIC RISK	DENTAL	14.29
			DENTAL	66.10
			COPAY	79.60
			COPAY	265.33
			QHDHP HSA	212.12
			QHDHP HSA	254.89
			QHDHP HSA	278.94
			QHDHP HSA	333.97
		HSA BANK	HSA - GRAIN VALLEY, MO	59.55
			HSA - GRAIN VALLEY, MO	114.38
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	48.82
		J&A TRAFFIC PRODUCTS	(80) POSTS FOR EMERGENCY S	2,370.00
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	6.23
			CELLULAR SERVICE 01/19-02/	105.38
		CINTAS CORPORATION # 430	PW UNIFORMS	25.52
			PW UNIFORMS	26.35

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		EVERGY	1294 - 655 SW EAGLES PKWY	38.63
			1769 - 618 JAMES ROLLO CT	93.57
			3141 - AA HWY & SNI-A-BAR	34.15
			3332 - 702 SW EAGLES PKWY	38.13
			4086 - GRAIN VALLEY ST LIG	14,872.09
			4649- 618 JAMES ROLLO CT B	8.93
			5262 - 711 MAIN ST 6%	74.52
		DREW'S DIESEL INC	OIL CHANGE (NON DIESEL)	26.55
		COMCAST	CITY HALL AND PD VOICE EDG	60.62
			PW VOICE EDGE	18.09
		OAK GROVE RENTAL INC	DINGO/BUCKET/TRAILER/LOG C	45.00
		COMCAST	PUMP STATION INTERNET	25.37
		KLEINSCHMIDTS WESTERN STORE	WELSH UNIFORM	37.99
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	362.64
			MEDICARE	<u>84.83</u>
			TOTAL:	25,996.05
PUBLIC HEALTH	PUBLIC HEALTH	OATS, INC.	JANUARY 2024 SERVICE	<u>1,634.12</u>
			TOTAL:	1,634.12
NON-DEPARTMENTAL	ARPA FUND	CRAWFORD, MURPHY & TILLY INC	WATER TOWER 1/1/24-1/31/24	20,671.30
			INTERC/PUMP STN 1/1/24-1/3	5,472.50
		FLOCK GROUP INC	MASH TESTED POLE/SAFETY FA	<u>17,950.00</u>
			TOTAL:	44,093.80
NON-DEPARTMENTAL	2022 GO BONDS	LAMP RYNEARSON INC	PD BUILDING SPECIAL INSPEC	<u>508.75</u>
			TOTAL:	508.75
NON-DEPARTMENTAL	WATER/SEWER FUND	MO DEPT OF REVENUE	MISSOURI WITHHOLDING	1,197.78
		FAMILY SUPPORT PAYMENT CENTER	DZEKUNSKAS CASE 41452523	120.00
		AFLAC	AFLAC PRETAX	129.46
			AFLAC-W2 DD PRETAX	52.81
		MIDWEST PUBLIC RISK	DENTAL	98.39
			COPAY	368.41
			QHDHP HSA	383.18
			QHDHP HSA	486.36
			QHDHP HSA	365.02
			VISION	6.40
			VISION	16.62
			VISION	17.60
			VISION	33.70
		HSA BANK	HSA - GRAIN VALLEY, MO	83.23
			HSA - GRAIN VALLEY, MO	538.40
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	82.22
		MISSIONSQUARE RETIREMENT	MISSIONSQUARE 457 %	631.32
			MISSIONSQUARE 457	398.00
			MISSIONSQUARE ROTH IRA	448.52
		INTERNAL REVENUE SERVICE	FEDERAL WH	3,687.00
			SOCIAL SECURITY	2,445.55
			MEDICARE	<u>571.94</u>
			TOTAL:	12,161.91
WATER	WATER/SEWER FUND	NETSTANDARD INC	DATA BACK-UP SERVICES	308.00
			OFFICE 365 SOFTWARE	409.00
			IT CLARITY SERVICES	704.52
			EMC 1 YEAR UNITY PROSUPPORT	1,165.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			REPLACE UPC FOR SERVERS	767.00
		PEREGRINE CORPORATION	BILL PRINT AND MAIL	622.29
			BILL PRINT AND MAIL	91.34
		CLARKS TOOL & EQUIPMENT	3/8" NUT DRIVER/M18 LED LI	221.68
		K C BOBCAT	DIAMOND BLADE WET 20" CURE	119.60
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	2,329.83
		OREILLY AUTOMOTIVE INC	RECEIVERLOCK	12.40
		HAMPEL OIL INC	FUEL	295.15
		HOME DEPOT CREDIT SERVICES	TAPE MEASURE/FLASHLIGHTS/P	27.08
			S-TRAP/BLASTER/CLEAR DRUM	18.06
		MIDWEST PUBLIC RISK	DENTAL	53.60
			DENTAL	188.69
			WELSH	256.00-
			WELSH	6.00-
			COPAY	159.20
			COPAY	720.19
			QHDHP HSA	901.51
			QHDHP HSA	955.79
			QHDHP HSA	836.82
			QHDHP HSA	710.10
		HSA BANK	HSA - GRAIN VALLEY, MO	223.32
			HSA - GRAIN VALLEY, MO	365.63
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	158.11
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	14.55
			CELLULAR SERVICE 01/19-02/	11.64
			CELLULAR SERVICE 01/19-02/	210.74
		CINTAS CORPORATION # 430	PW UNIFORMS	51.04
			PW UNIFORMS	52.68
		EVERGY	0575 - 825 STONE BROOK DR	154.51
			1162 - 1301 TYER RD UNIT A	184.35
			1320 - 300 SW BUCKNER TARS	27.07
			1769 - 618 JAMES ROLLO CT	116.96
			4199 - 110 SNI-A-BAR BLVD	83.16
			4224 - 1301 TYER RD UNIT B	235.66
			4649 - 618 JAMES ROLLO CT	1,488.79
			4649- 618 JAMES ROLLO CT B	11.16
			5262 - 711 MAIN ST 12%	149.01
			7202 - 1012 STONEBROOK LN	91.30
		DREW'S DIESEL INC	OIL CHANGE (NON DIESEL)	53.11
		COMCAST	CITY HALL AND PD VOICE EDG	121.24
			PW VOICE EDGE	36.17
		OAK GROVE RENTAL INC	DINGO/BUCKET/TRAILER/LOG C	90.00
		COMCAST	PUMP STATION INTERNET	50.74
		KLEINSCHMIDTS WESTERN STORE	WELSH UNIFORM	75.98
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	1,222.77
			MEDICARE	<u>285.96</u>
			TOTAL:	16,920.50
SEWER	WATER/SEWER FUND	NETSTANDARD INC	DATA BACK-UP SERVICES	308.00
			OFFICE 365 SOFTWARE	409.00
			IT CLARITY SERVICES	704.52
			EMC 1 YEAR UNITY PROSUPPORT	1,165.00
			REPLACE UPC FOR SERVERS	766.00
		PEREGRINE CORPORATION	BILL PRINT AND MAIL	622.30
			BILL PRINT AND MAIL	91.34
		CLARKS TOOL & EQUIPMENT	3/8" NUT DRIVER/M18 LED LI	221.68

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		K C BOBCAT	DIAMOND BLADE WET 20" CURE	119.60
		MISSOURI LAGERS	MONTHLY CONTRIBUTIONS	2,329.74
		OREILLY AUTOMOTIVE INC	RECEIVERLOCK	12.40
		HAMPEL OIL INC	FUEL	295.15
		HOME DEPOT CREDIT SERVICES	TAPE MEASURE/FLASHLIGHTS/P	27.08
			S-TRAP/BLASTER/CLEAR DRUM	18.06
		MIDWEST PUBLIC RISK	DENTAL	53.61
			DENTAL	188.65
			COPAY	159.20
			COPAY	720.18
			QHDHP HSA	901.50
			QHDHP HSA	955.79
			QHDHP HSA	836.80
			QHDHP HSA	710.08
		HSA BANK	HSA - GRAIN VALLEY, MO	223.31
			HSA - GRAIN VALLEY, MO	365.61
		THE LINCOLN NATIONAL LIFE INSURANCE CO	MAR 2024 DISABILITY	158.11
		VERIZON WIRELESS	CELLULAR SERVICE 01/19-02/	14.55
			CELLULAR SERVICE 01/19-02/	11.64
			CELLULAR SERVICE 01/19-02/	210.74
		CINTAS CORPORATION # 430	PW UNIFORMS	51.04
			PW UNIFORMS	52.68
		EVERGY	0691 - 925 STONE BROOK	23.97
			1161 - WOODLAND DR	401.36
			1364 - 405 JAMES ROLLO DR	541.31
			1753 - 1326 GOLFVIEW DR, S	127.45
			1769 - 618 JAMES ROLLO CT	116.96
			3191 - WINDING CREEK SEWER	23.97
			4649- 618 JAMES ROLLO CT B	11.16
			5262 - 711 MAIN ST 12%	149.01
			5375 - 1201 SEYMOUR RD	23.97
			6289 - 110 NW SNI-A-BAR PK	23.97
			8641 - 1017 ROCK CREEK LN	23.97
		DREW'S DIESEL INC	OIL CHANGE (NON DIESEL)	53.11
		COMCAST	CITY HALL AND PD VOICE EDG	121.24
			PW VOICE EDGE	36.17
		OAK GROVE RENTAL INC	DINGO/BUCKET/TRAILER/LOG C	90.00
		COMCAST	PUMP STATION INTERNET	50.74
		KLEINSCHMIDTS WESTERN STORE	WELSH UNIFORM	75.98
		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	1,222.75
			MEDICARE	285.92

* REFUND CHECKS *

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	WATER/SEWER FUND	DANG, PHUONG	US REFUNDS	15.54
		JARNAGIN, KYLE	US REFUNDS	65.54
		WOODWARD, CHRIS	US REFUNDS	65.54
		BARNETT, TIMOTHY W	US REFUNDS	15.54
		PATTON, DEBORAH	US REFUNDS	65.54
		WESTERVELT, CARLYNN	US REFUNDS	26.62
		BENOIT, SHANNA	US REFUNDS	48.82
		BYRD-ROSE, CONSTANCE	US REFUNDS	56.22
		BEAVER, ASHLEY	US REFUNDS	15.54
		DRISCOLL, JAMES	US REFUNDS	94.59
		DERRICKSON, BRYCE	US REFUNDS	65.54
		JOHNSTON, WILLIAM	US REFUNDS	53.16
		RIAZI, YAZDAN	US REFUNDS	65.54
		MARTIN, BRITTANY	US REFUNDS	5.33
		SUREFLEX INC.	US REFUNDS	37.90
		TUBBS, DALTON	US REFUNDS	3.70
		HARKER, MICHAEL	US REFUNDS	58.89
		OLINGER, JENNIFER	US REFUNDS	<u>27.00</u>
			TOTAL:	16,892.92

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

100	GENERAL FUND	91,895.11
200	PARK FUND	18,932.18
210	TRANSPORTATION	27,827.95
230	PUBLIC HEALTH	1,634.12
285	ARPA FUND	44,093.80
291	2022 GO BONDS	508.75
600	WATER/SEWER FUND	45,975.33

	GRAND TOTAL:	230,867.24

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF GRAIN VALLEY
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 2/16/2024 THRU 2/29/2024
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM: YES

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Resolutions

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**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	03/11/2024	
BILL NUMBER	R24-16	
AGENDA TITLE	A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY ADOPTING THE UPDATED EMPLOYEE HANDBOOK	
REQUESTING DEPARTMENT	ADMINISTRATION	
PRESENTER	Ken Murphy, City Administrator	
FISCAL INFORMATION	Cost as recommended:	Not Applicable
	Budget Line Item:	Not Applicable
	Balance Available	Not Applicable
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To update the Employee Handbook	
BACKGROUND	The current handbook was approved in December 2021.	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	
REFERENCE DOCUMENTS ATTACHED	Resolution, Memorandum, Draft Employee Handbook	

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-16

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

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

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

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

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

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

PASSED and APPROVED, via voice vote, (-) this 11th Day of March, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk



HUMAN RESOURCES

MEMORANDUM

TO: Mayor & Board of Aldermen
FROM: Khalilah Holland, HR Administrator
CC: Ken Murphy, City Administrator
DATE: February 28, 2024
SUBJECT: Employee Handbook Update

Human Resources, in collaboration with the Workplace Improvement Committee, the Department Heads and City Administration, has reviewed and provided updates to the employee handbook. The purpose of this memo is to outline the requested updates.

To recruit and retain employees, staff would like to offer a paid family leave program. A paid family leave program can help employees balance work and family responsibilities. The policy will provide up to four weeks of paid leave for an employee's family members serious health condition, or the birth or adoption of a newborn or child. (10.7. Paid Family Leave)

City staff would like to offer a new full-time hire, who has shown extended full-time dedication to their most recent employer, the opportunity to accrue up to 80 hours of vacation leave for their commitment to make a significant decision to leave their previous employer. (10.2. New Full-Time Hire Vacation)

Similarly, we would like to extend a benefit to a current part-time employee who is offered full-time employment to accrue up to 40 hours of vacation leave for their continuous employment with the city. (10.2. New Full-Time Hire Vacation)

City staff desires to compensate approved employees for their bilingual skills in the use of their position and to meet the needs of the city. (8.8. Bilingual Pay)

A financial wellness allocation program is being recommended, to allow employees to gain the autonomy to allocate funds according to their individual financial needs and priorities. (9.6. Financial Wellness Allocation Policy)

The City values the service of all employees; therefore, the longevity benefit has been revised to include the continuous years of service of part-time employees who transition to full-time employment with the city. (9.11. Longevity Benefit)

By offering holiday pay to certain part-time and seasonal employees, it encourages a continual commitment to the city through income continuation when a holiday falls during their regular scheduled hours and enhances the recruitment of hard to fill positions. (10.6.5. Certain Part-Time & Seasonal Employees)

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LIFE OUTSIDE THE LINES



HUMAN RESOURCES

The employee handbook has been strengthened to prohibit the use of, possession or any related purpose of marijuana by employees in the workplace. (3.6.2. Causes for Corrective Action & 3.8. Substance Abuse Policy)

Employees have recently been more engaged in the 50 days of fitness program. The current policy is ambiguous and hard to follow. The update will be clearer for employees to understand how paid time off is earned and to be used for their exercise participation. (9.13. 50 Days of Fitness Program)

Staff recognizes the importance of domestic partners (and their family) in the lives of employees. The list of immediate family members under the funeral leave has been updated to reflect the significance of these relationships. (10.11. Funeral Leave)

The sick leave donation policy has been modified to limit the use to those who qualify for family medical leave. (10.4. Sick Leave Donation)

A definition has been updated to clearly define what constitutes excessive absenteeism and an unexcused absence. This clarification will provide both employees and supervisors with a clear understanding of the attendance expectations. (10.10.6. Excessive Absenteeism and Tardiness & 10.10.8. Unexcused Absence)

To prioritize safety and employee well-being, a policy for city office closure and late start has been added to provide clear direction to employees on how emergency and inclement weather situations will be managed. (10.16. City Office and Late Start Policy)

Welcome to the City of Grain Valley!

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

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

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

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

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Purpose of the Employee Handbook

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

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

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

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

1. Philosophy

1.1. Mission Statement

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

1.2. Open Door Policy

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

1.2.1. Complaint Procedure

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

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

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

1.3. Employment at Will

1.3.1. Definition

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

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

1.3.2. Not an Employment Contract

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

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

1.4. Collective Bargaining Agreements

1.4.1. Represented Employees

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

1.4.2. Conflicting Provisions Invalid

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

2. Commitment to Diversity

2.1. Equal Opportunity

2.1.1. Introduction

The City of Grain Valley is an equal opportunity employer committed to creating and maintaining a positive, productive work environment in which all employees are treated with dignity and respect and have an equal opportunity to succeed.

2.1.2. Policy

It is the City of Grain Valley's policy to prohibit discrimination and provide equal employment opportunities to all employees and applicants for employment without regard to any individual's legally-recognized status, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

2.1.3. Terms & Conditions of Employment

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, job-related training, and compensation.

2.1.4. Complaint Procedure

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

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

2.1.5. Protection Against Retaliation

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

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

2.2. Sexual and Other Unlawful Harassment

2.2.1. Policy

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

2.2.2. Definition of Sexual Harassment

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

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

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy: Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);

- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;

- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

2.2.3. Other Types of Harassment

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

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

2.2.4. Employee and Third-Party Harassment

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

2.2.5. Reporting Harassment

Any applicant or employee who believes they have been subjected to prohibited harassment or retaliation by a co-worker, supervisor, Department Head, agent, vendor, customer or other third party, or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are

no longer affiliated with the City, or concern conduct occurring outside of work if it impacts the individual at work.

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

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

2.2.6. Investigation and Response

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

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

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

2.2.7. Confidentiality

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

2.2.8. Manager's Responsibility

All supervisors and managers are responsible for:

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

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

2.2.9. Protection Against Retaliation

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

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

2.2.10. Good Faith

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

2.3. Disability and Accommodation

2.3.1. Policy

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

2.3.2. Reasonable Accommodation

Any employee who requires accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request

from the employee, such as when the City receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

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

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

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

2.3.3. Medical Information

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

2.4. Religious Accommodation

2.4.1. Policy

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

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

3. Standards of Conduct

3.1. Policies and Procedures

3.1.1. Policy Making Authority

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

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

3.1.2. Amendments/Revisions

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

3.1.3. Human Resources Officer

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

3.1.4. Authority of City Administrator or Department Head

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

3.1.5. Department Heads

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

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

3.1.6. Department Head and Supervisor Responsibilities

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

3.1.7. Parks and Recreation

The Parks and Recreation Director will work closely with the Parks & Recreation Board but will work under the direct guidance of the City Administrator, following all the personnel policies and procedures outlined in this manual.

3.1.8. Employee Responsibility

You are responsible for cooperating with Department Heads and other staff in a joint effort to attain the City's goals and objectives.

3.2. Levels of Supervision

3.2.1. Introduction

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

3.2.2. Questions or Concerns

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

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

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

3.3. Ethical Cooperation

3.3.1. Introduction

The City of Grain Valley strongly promotes and practices ethical cooperation in its daily activities with all employees, clients, and suppliers.

3.3.2. Definition

Ethical cooperation is defined as employees cooperating with other employees, clients and suppliers in an ethical and friendly manner that consistently meets or exceeds the

Citizens of Grain Valley's expectations. It also means that we treat each other with respect.

3.3.3. Failure to Comply

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

3.4. Code of Ethics

3.4.1. Introduction

This Code of Ethics sets forth the high ethical standards that you and all others representing the City of Grain Valley are to maintain while conducting the business of the City of Grain Valley.

3.4.2. Expectations

You and other City of Grain Valley representatives are expected to:

1. Assure compliance with laws and regulations that govern the City of Grain Valley's business activities.
2. Foster a standard of conduct that reflects positively on the City of Grain Valley and its employees.
3. Protect the City of Grain Valley from financial loss.
4. Promote an atmosphere and attitude of harmony, cooperation and understanding among all personnel of the City of Grain Valley.
5. Establish the rights and obligations of each person in order to minimize misunderstandings between the City of Grain Valley and the employees.
6. Preserve a professional atmosphere in which personal integrity and dignity are not compromised, as well as set forth the high expectations we have for employee performance and conduct.

3.4.3. Sale of Goods or Services

You shall not, in your official capacity, assist in the sale of any goods or services to be used for advertising purposes.

3.4.4. Gifts, Gratuities or Loans

You shall not accept gifts, gratuities, or loans for any amount or worth from organizations, business concerns, or individuals with whom an official relationship exists.

3.4.5. If in Direct Contact with the Public

If you are in direct contact with the public, you must guard against any relationship, which might be construed as evidence of favoritism, coercion, unfair advantage, or secret agreement.

3.4.6. Social Courtesies

These limitations are not intended to prohibit employees from accepting social courtesies, which prompt good public relations.

3.5. Proprietary and Conditional Materials

3.5.1. Policy

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

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

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

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

3.5.2. Upon Termination or Resignation

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

3.5.3. Failure to Comply

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

3.5.4. Recovering Damages

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

3.6. Code of Conduct

3.6.1. Introduction

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

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

3.6.2. Causes for Corrective Action

You shall not:

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

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

3.7. Workplace Violence Policy

3.7.1. Purpose

The safety and security of employees is of vital importance to the City of Grain Valley. Therefore, the City has adopted a zero-tolerance policy concerning workplace violence.

3.7.2. Policy

Threats or acts of violence – including intimidation, bullying, physical or mental abuse and/or coercion – that involve or affect City employees or that occur on City premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the City, including, but not limited to, City employees, supervisors, Department Heads, and other personnel, contractors, customers, vendors, and visitors.

Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.

3.7.3. Reporting Procedure

Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to your supervisor, Department Head, or Human Resources.

Do not engage in either physical or verbal confrontation with a potentially violent individual.

If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

3.7.4. Confidentiality

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented.

3.7.5. Employee Responsibility

You are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

3.7.6. Failure to Report

Violations of this policy, including your failure to report or fully cooperate in the City's investigation, may result in disciplinary action, up to and including termination.

3.8. Substance Abuse Policy

3.8.1. Policy

The City of Grain Valley strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. With this in mind, a policy has been adopted that requires all employees to report to work and remain completely free of recreational and medicinal marijuana, illegal drugs, abused or nonprescribed prescription drugs and alcohol.

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

3.8.2. Prohibited Conduct

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

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

3.8.3. Use of Legal and Prescription Drugs

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

3.8.4. Employee Responsibility

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

3.8.5. City of Grain Valley’s Responsibility

If you are receiving legal medication, the City of Grain Valley has the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to

perform safely. The City will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

3.8.6. Conviction or Probation Under a Criminal Drug Law

You must notify your supervisor or Department Head within five (5) days of any conviction or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance.

3.8.7. Failure to Report

Failure to report a conviction or guilty plea may result in disciplinary action, up to and including termination.

3.8.8. Off the Job Illegal Drug Use, Possession, and/or Sale

Off-the-job illegal drug use, possession, sale or other such activity may be deemed a violation of this policy and could result in disciplinary action, up to and including termination of employment.

In deciding the appropriate disciplinary action to take, the City of Grain Valley may take into consideration the nature of the activity charged, your total record with the City of Grain Valley, and other factors deemed relevant by the City for the protection of its employees and operations.

3.8.9. Testing of Employees

The City of Grain Valley may conduct testing of employees based on the circumstances noted below.

3.8.10. Refusal to Participate

Refusal to participate in such testing may result in disciplinary action, up to and including termination of employment.

3.8.11. Reasonable Suspicion Testing

Whenever the City of Grain Valley has a reasonable suspicion that you have violated this policy, the City may require you to submit to a drug/alcohol test as a condition of employment.

3.8.12. Reasonable Suspicion

“Reasonable suspicion” means a belief that you have used, or are using, drugs/alcohol in violation of the policy of the City of Grain Valley, based upon such factors as, but not limited to:

1. Observable signs, whether directly or indirectly, such as:
 - a. the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or
 - b. drug or alcohol use while at work or on duty.

2. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated.
3. Evidence that you have tampered with a drug or alcohol test during your employment with the City of Grain Valley.
4. Evidence that you are involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on City of Grain Valley premises or operating a vehicle, machinery or equipment of the City of Grain Valley.

3.8.13. Post-Accident Testing

The City of Grain Valley requires you to undergo drug or alcohol testing if you have been involved in a work-related accident that causes a serious injury or property damage.

3.8.14. Worker's Compensation

If you test positive for the presence of controlled substances, alcohol, illegal drugs, or illegally used chemicals, you may not be eligible for worker's compensation.

3.8.15. Random Testing

The City of Grain Valley may also institute random testing in accordance with this policy. "Random testing," means a mechanism for selection of employees for testing that result in an equal probability that any employee from a group of employees will be tested, and which does not give the City discretion to waive the selection of an employee selected by this random selection method.

Employees who have significant driving responsibilities related to their position will be randomly selected throughout the year.

Upon notification, the employee will immediately undergo the random drug test at the designated testing facility.

3.8.16. Scheduled, Periodic Testing

In addition, the City may conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or work groups.

Normally, such testing will not be scheduled more often than annually.

3.8.17. Post-Rehabilitation Testing

The City of Grain Valley may require an employee to undergo drug or alcohol testing without prior notice for a period of up to two (2) years commencing with the employee's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program under an employee benefit plan or at the request of the City.

3.8.18. Substances that May Be Tested

You may be tested for your use of alcohol (ethyl alcohol or ethanol), and for your use of commonly abused controlled substances, which (at the present time) include:

Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methaqualone, Opiates, Phencyclidine (PCP), hallucinogens, synthetic narcotics, designer drugs, or any metabolite of any of the substances listed above.

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

3.8.19. Testing Methods

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

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

3.8.20. Paid Expenses

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

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

3.8.21. Failure to Comply

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

3.8.22. Unemployment Compensation

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

3.8.23. Testing Positive

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

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

3.8.24. Right to Review Records

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

3.8.25. Retesting

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

3.8.26. Right to Explain Test Results

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

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

3.8.27. Employee Assistance Program

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

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

3.8.28. Confidentiality

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

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

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

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

3.9. Conflict of Interest

3.9.1. Policy

The City has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the City of Grain Valley to adhere to the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact your supervisor, Department Head, or Human Resources.

3.9.2. Definition

A conflict of interest occurs when the interest of an employee or another outside party actually or potentially affects the City in a negative way. Employees may not use their positions for personal benefit, for the benefit of friends or relatives, or to further any outside interests or personal agenda. Employees should at all times avoid the substance or appearance of a conflict of interest in their personal affairs and their work at the City.

3.9.3. Disclosure

You are required to disclose in writing any real or potential conflict of interest to your supervisor, Department Head, or Human Resources.

3.9.4. Failure to Comply

Failure to disclose a conflict or potential conflict may lead to disciplinary action, up to and including termination of employment.

3.10. Indemnification

3.10.1. Introduction

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

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

3.10.2. Policy

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

3.10.3. Disclosure

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

3.10.4. Cooperation

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

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

3.11. Contact with the Media

3.11.1. Policy

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

4. General Employment Policies

4.1. Outside Employment

4.1.1. Introduction

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

4.1.2. Policy

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

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

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

4.1.3. Disciplinary Actions

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

4.2. Visitors

4.2.1. Policy

While we encourage a family-friendly work environment, guests of City employees not on official business are to keep visitation brief.

Due to workplace interruptions and potential security or confidentiality issues, no former employees are allowed in work areas if present for non-official business.

4.2.2. No Solicitation

Individuals, such as salespeople and solicitors, who stop in unannounced will be asked to leave their information and/or to call to make an appointment.

4.2.3. For Additional Information

Your supervisor, Department Head, or Human Resources can provide you guidance if this policy is unclear.

4.3. Romantic Relationships in the Workplace

4.3.1. Policy

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

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

4.3.2. Disclosure

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

4.3.3. Failure to Comply

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

4.4. City of Grain Property

4.4.1. Your Responsibility

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

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

4.4.2. Failure to Property Care for Equipment

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

4.4.3. Property

Property includes, but is not limited to:

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

4.4.4. Upon Termination or Resignation

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

4.4.5. Identification Badge

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

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

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

4.5. Use of City or Personal Vehicles

4.5.1. Introduction

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

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

4.5.2. Policy

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

4.5.3. Tickets and Traffic Citations

- The City of Grain Valley is not responsible for tickets or other traffic citations incurred by you while on City of Grain Valley business.
- Accidents and traffic citations, no matter how minor, must be reported immediately.

4.5.4. Personal Vehicles

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

4.5.5. Reimbursement for Personal Vehicles

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

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

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

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

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

4.5.6. Mileage from Home or The Office

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

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

4.5.7. Out of State Training

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

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

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

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

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

4.6. Travel Policy

4.6.1. Purpose

The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for employees conducting business on behalf of the City of Grain Valley.

The list of allowable expenditure is intended to cover all reasonable and necessary travel costs, while providing the lowest and best cost of travel for the City.

4.6.2. Travel Days

Attendees to conferences beginning before 3:00 p.m., or which include trade shows, pre-conference seminars and exhibits, may travel the day immediately prior to the conference.

Same day travel is required for conferences that begin after 3:00 p.m.

Same day return travel from conferences ending before 3:00 p.m. is required.

Attendees to conferences ending after 3:00 p.m. may return the following day.

4.6.3. Allowable Expenditures within the Kansas City Metropolitan Area

Mileage expense to work related functions will be reimbursed at the current U.S. General Services Administration ("GSA") standard mileage rates. This applies only when you use your personal vehicle for City of Grain Valley business because a City vehicle was not available or you are not authorized to operate a City vehicle.

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

Luncheon seminars or professional organization meetings will be paid at actual cost, which may be more than the meal allowance, when supported by a copy of the meeting agenda or paid receipt.

4.6.4. Travel Authorization

For travel made while on City business, you must complete a "Travel Request/Expense Report" which must be approved by the appropriate supervisor and Department Head or the City Administrator prior to travel.

4.6.5. Receipts

You will be reimbursed for business travel when receipts are attached to a Travel Request/Expense Report form and approved by the supervisor and Department Head.

4.6.6. Airfare

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

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

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

4.6.7. Lodging

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

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

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

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

4.6.8. Lodging Expense for Non-City Employees

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

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

4.6.9. Meals

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

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

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

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

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

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

4.6.10. Other Reimbursable Expenses

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

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

4.6.11. Falsification

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

4.7. Credit Cards

4.7.1. Introduction

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

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

4.7.2. Prohibited Use

The following uses are prohibited with City issued credit cards:

1. Personal purchases.
2. For non-official City business of any kind.

3. Unauthorized purchases.
4. The purchase of alcohol, drugs or any illegal substance or act.

4.7.3. Accepted Use

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

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

4.7.4. Unauthorized Transactions

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

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

4.7.5. Deductions

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

4.7.6. Protection of Card

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

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

4.7.7. Receipts

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

4.7.8. Lost or Stolen Credit Cards

You must report lost or stolen credit cards to the accounts payable department and your Department Head immediately. Failure to properly report a lost or stolen credit card may

result in the employee being liable for any unauthorized transactions or purchases made following the loss or theft of the credit card.

4.7.9. Failure to Comply

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

4.8. Telecommuting Policy

4.8.1. Introduction

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

4.8.2. Policy

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

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

4.8.3. Authorization

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

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

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

4.8.4. Compliance with City Policies and Procedures

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

4.8.5. Special Considerations

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

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5. Technology Policies

5.1. Equipment Monitoring, Access or Inspection

5.1.1. Policy

All City of Grain Valley business machines, equipment and furnishings, including but not limited to desks, cabinets, files and lockers are City of Grain Valley property.

The City of Grain Valley reserves the right to monitor, access, and inspect such equipment and furnishings at any time.

5.1.2. Privacy

You should have no anticipation of privacy with respect to any information or material stored in City of Grain Valley owned equipment and furnishings.

5.2. Electronic Resources

5.2.1. Introduction

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

5.2.2. Policy

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

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

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

5.2.3. No Solicitation

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

5.2.4. Software Code of Ethics

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

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

5.2.5. Employee Responsibility

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

5.2.6. Computer and Systems Security

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

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

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

Employees should also be aware that duplicates of email transmitted through a personal, web-based email account using City equipment could be stored on that

equipment; likewise, information regarding internet sites that an employee has accessed may also be stored.

5.2.7. Email Content Screening

The City maintains the right to screen all inbound and outbound email content. Email messages or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related.

By using City equipment to send or receive communications, employees consent to any monitoring by the City and should understand that there is no right to privacy with respect to such communications, to the extent permissible under applicable law.

5.2.8. Failure to Comply

Failure to comply with this policy will subject you to disciplinary action, up to and including termination.

5.2.9. Upon Termination or Resignation

If you resign or are terminated from your employment with the City, passwords set up for computers, e-mail, and voice mail, and other electronic resources, must be disclosed to Human Resources before the separation of your employment with the City of Grain Valley.

5.2.10. For Additional Information

If you have questions regarding this policy or are unsure about what constitutes acceptable use of the City's electronic resources, ask your supervisor, Department Head, or Human Resources for further guidance and clarification.

5.3. Personal Devices

5.3.1. Policy

Although the City permits employees to bring personal electronic devices, including the latest technological devices such as smartphones, tablets, and smartwatches, into the workplace, employees are expected to remember that working time is for work.

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

5.4. Social Media Policy

5.4.1. Policy

This Social Media Policy should be read in conjunction with the City of Grain Valley's existing policies, including those relating to Confidentiality, Code of Conduct, Equal Employment Opportunity, and Harassment. Taken together, these policies govern the

use of social media by City employees, whether engaged in social media on the City's behalf or engaging in personal use. Nothing contained in this or any of the City's policies is intended to supersede applicable law and all policies are to be read in a manner consistent with applicable law.

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

5.4.2. Employee Responsibility

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

5.4.3. Confidentiality and Privacy

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

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

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

5.4.4. For Additional Information

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

6. Office Operations and General Procedures

6.1. Health and Safety

6.1.1. Introduction

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

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

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

6.1.2. Guidelines

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

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

6.1.3. Employee Responsibility

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

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

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

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

6.1.4. Reporting Accidents, Injuries or Damages

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

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

6.2. Parking

6.2.1. During Business Hours

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

6.3. Personal Property

6.3.1. Employee Responsibility

All personal property is your sole responsibility.

Exercising precautionary measures to protect your personal property is recommended.

6.3.2. Theft, Abuse, Misuse or Damage

The City of Grain Valley is not responsible for theft, abuse, misuse, or damage to any individual's personal property.

6.4. Tobacco Use

6.4.1. Policy

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

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

6.4.2. Employee Responsibility

Courtesy and consideration regarding the use of these products around other individuals is appreciated, and it is your responsibility to ensure proper disposal in the appropriate

waste container. Employees that violate this policy may be subject to disciplinary action up to and including termination.

6.5. Dress and Grooming Standard

6.5.1. Policy

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

6.5.2. Who Should Comply

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

6.5.3. Departmental Discretion

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

6.5.4. Workplace Clothing Guidelines

You are expected to:

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

6.5.5. Casual/Dress Down Days

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

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

6.5.6. Theme and Travel Days

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

6.5.7. Unacceptable Clothing

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

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

6.5.8. Tattoos and Body Piercing

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

6.5.9. Failure to Comply

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

6.5.10. For Additional Information

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

7. Staffing

7.1. Introductory Period

7.1.1. Introduction

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

7.1.2. Purpose

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

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

7.1.3. Orientation

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

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

7.1.4. Completion of Introductory Period

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

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

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

7.2. Hours of Operation and Schedule

7.2.1. General Hours

General hours of operation at Grain Valley City Hall are from 8 a.m. to 5 p.m., Monday through Friday.

The majority of City employees work a forty-hour (40) workweek.

7.2.2. Variations to Work Schedules

There may be exceptions to the normal workweek schedule in various departments to allow for emergency and/or continuous community service need fulfillment.

The City provides utility services twenty-four (24) hours a day; therefore, one employee will always be available on a standby basis for the water/sewer department.

To protect your health and welfare, you shall not be required to work more than a maximum of sixteen (16) hours in a twenty-four (24) hour period, unless extreme emergency circumstances require it.

7.2.3. Police Department

The Police Department will operate on a twenty-four (24) hour basis. Commissioned Police Department personnel will operate on a schedule that varies from a majority of City employees. This schedule will be established by the Chief of Police and can change, at any time, per the Chief's discretion.

7.3. Rest and Meal Periods

7.3.1. Rest Periods

Employees working full-time hours shall receive two (2) paid rest periods of fifteen (15) minutes. These rest periods occur generally once in the morning and once in the afternoon, scheduled at the discretion of the supervisor or Department Head.

7.3.2. Meal Periods

Non-exempt employees working at least eight (8) or more consecutive hours on any day will receive an unpaid sixty (60) minute meal period as close to the middle of their shift as possible.

You are to schedule your meal period as your work schedule permits and at the discretion of the supervisor or Department Head.

7.3.3. Work During Meal Periods

Non-exempt employees may not work during their meal period without prior approval. Failure to obtain approval before working through the meal period may result in disciplinary action.

7.4. Employment Classifications

7.4.1. Policy

It is the policy of the City of Grain Valley to categorize the status of employees in order to make distinctions in benefits and conditions of employment among employees and to aid in a better understanding of employment relationships with the City of Grain Valley.

7.4.2. Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor, Department Head, and/or Human Resources with any questions or concerns regarding this status.

7.4.3. Non-Exempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA exemption tests, and who are NOT exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked more than 40 hours each week. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisors, Department Head, or Human Resources with any questions or concerns regarding this status.

7.4.4. Full-Time Employees

“Full-time employees” are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work thirty (30) hours or more per workweek on a regular basis. This definition shall apply to both “exempt” and “non-exempt” employees, as defined in this Handbook.

7.4.5. Part-Time Employees

“Part-time employees” are those individuals who have completed their introductory period and are hired by the City of Grain Valley to work less than twenty-nine (29) hours per workweek (and not to exceed 1500 hours per year), based on the needs of the Department or City. This definition shall apply to both “exempt” and “non-exempt” employees, as defined in this Handbook.

7.4.6. Temporary Employees

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

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

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

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

7.5. Employment Eligibility Verification (I-9)

7.5.1. Policy

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

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

7.6. Verification of Employment

7.6.1. Policy

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

7.6.2. Procedure

All requests must be forwarded to Human Resources.

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

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

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

7.7. Nepotism – Employment of Relatives

7.7.1. Policy

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

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

parties may be separated by reassignment or terminated from employment, at the discretion of the City.

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

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

7.8. Rehire of Former Employees

7.8.1. Introduction

As a former employee, you may be considered for rehire if a position which matches your abilities and experience is available, and if you left the City of Grain Valley in good standing and are eligible for rehire.

7.8.2. Eligibility for Rehire

Good standing is obtained by providing the City of Grain Valley with a minimum two-week notice of intent to resign a position and have no disciplinary action counseling reports, which led to the former employee's separation of employment.

7.9. Employee Referral Program

7.9.1. Purpose

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

7.9.2. Objective

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

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

7.9.3. Incentive

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

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

7.9.4. Eligibility Requirements (Applicable to Full-Time Employment Only)

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

7.9.5. Procedure

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

8. Compensation

8.1. Wage and Salary Administration

8.1.1. Approval of Wages and Salaries

Salaries or wages of all employees, except those that have been expressly prescribed by ordinance, shall be determined by the City Administrator.

8.1.2. Salary Adjustments

Salary adjustments may be given annually based upon the Board of Aldermen approval of the fiscal year merit-based increases in conjunction with the performance evaluation process.

8.1.3. External Equity

The City of Grain Valley strives to maintain salaries and benefits that will attract and retain high quality and competent people.

Given the financial ability of the City of Grain Valley, we make an effort to keep employee compensation comparable to those in similar positions by those providing similar services.

8.1.4. Additional Information

The Pay Practice Policy addresses base pay, pay-for-performance practices, and a benefit system for longevity.

If you have a question regarding your compensation, please see your Department Head.

8.2. Pay Periods and Paychecks

8.2.1. Introduction

Employees are paid bi-weekly or every other Friday. The City requires employees to utilize direct deposit for the payment of wages.

8.2.2. Direct Deposit

Funds will be deposited into the account(s) of your choosing.

You will receive a pay statement identifying earnings for the pay period, as well as required-by-law deductions and any elected deductions made from your pay. This information will be issued to an active email account of your choice that you will provide to Human Resources at the time of hire.

8.2.3. Reporting Errors and Obtaining More Information

If any employee, exempt or nonexempt, has questions about deductions from their pay, believes they have been subjected to improper deductions, or believes that the amount

paid does not accurately reflect the employee's total hours worked or salary, that employee should promptly contact the Finance Department, Human Resources, a supervisor, or Department Head.

Every report will be fully investigated, and the City will provide the employee with any compensation to which the employee is entitled in a timely fashion.

The City complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by the City, even if the reports do not reveal any errors or wrongdoing.

8.3. Personal Data

8.3.1. Personal Data Changes

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

Items to report include:

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

8.4. Time Records

8.4.1. Introduction

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

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

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

8.4.2. Employee Responsibility

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

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

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

8.4.3. Falsification of Payroll Records

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

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

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

8.4.4. Approval of Changes

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

8.4.5. Failure to Comply

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

8.5. Overtime

8.5.1. Policy

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

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

8.5.2. Required Approvals

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

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

8.5.3. Overtime Pay for Non-Exempt Employees

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

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

8.5.4. Overtime Pay for Commissioned, Non-Exempt Employees

Overtime shall be compensated for commissioned, non-exempt employees working 12-hour shifts, at time of one and one-half (1½) for any hours worked over eighty (80) during a defined pay period.

Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.

8.5.5. Notification of Required Overtime

Reasonable advance notice of a minimum of two (2) hours shall be provided to employees whenever overtime is required by a supervisor and/or Department Head.

Such notice may be waived in emergency situations affecting the health, welfare, or safety of the community.

8.5.6. Failure to Work Required Overtime

Disciplinary action may be taken against employees who, without good or sufficient reason, refuse to work overtime, fail to appear when scheduled to work overtime; or fail to appear after having indicated they would work overtime.

8.5.7. Exempt Employees

Exempt employees shall not be eligible for overtime pay.

8.6. Compensatory Time

8.6.1. Non-Exempt Employees

Compensatory time off ("Comp. Time") in lieu of immediate overtime pay shall be allowed as an alternative to allow for both operating and budgetary flexibility at the discretion of the supervisor and/or Department Head.

8.6.2. Rate for Non-Exempt Employees

An employee receives time off at their standard rate when hours do not exceed forty (40) hours in the defined work period.

Hours worked which exceeds forty (40) hours in a defined work period shall receive compensatory time at a rate of one and one-half (1 ½) hours per hour worked more than forty (40) hours.

8.6.3. Accumulation of Hours for Non-Exempt Employees

In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours and must be taken as time off during the calendar year in which it is earned.

An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional hours worked over the defined work period.

8.6.4. Scheduled Time Off

When scheduling time off, it is required that compensatory time be used before vacation and/or personal time earned by and/or provided to you.

8.6.5. Unused Time

Any unused compensatory time at the end of the calendar year will be paid to you in the last paycheck for the year in which time was earned, minus applicable taxes.

8.6.6. Commissioned, Non-Exempt Employees

Commissioned, non-exempt employees receive time off at their standard rate when hours do not exceed eighty (80) hours in the defined payroll period.

Hours worked which exceeds eighty (80) hours in a defined pay period will receive compensatory time at a rate of one and one-half (1½) hours per hour worked more than eighty (80) hours.

8.6.7. Accumulation of Hours for Commissioned, Non-Exempt Employees

In no case shall compensatory time be allowed to accumulate in excess of forty (40) hours and must be taken as time off during the calendar year in which it is earned.

An employee who has accrued forty (40) hours of compensatory time will receive overtime pay for any additional overtime hours worked.

8.6.8. Scheduled Time Off

The City of Grain Valley will make every attempt to schedule time off in the same pay period as the period the compensatory time is earned.

8.6.9. Exempt Employees

Exempt employees or those employed in a bona fide executive, or professional capacity shall not be eligible for compensatory time.

8.7. On Call and Call Back Pay

8.7.1. Policy

To ensure that employees will be available to address and resolve issues that may arise, the City has instituted this on-call compensation policy to cover those nonexempt employees who may be required to be on-call and/or come back into work following their regularly scheduled shift.

8.7.2. On-Call Pay

Nonexempt on-call employees shall be paid at their normal rate of pay for any time worked while on-call, as specified in this policy.

Employees who are not required to perform any work during their on-call shift shall be paid one (1) day's regular pay for each week worked on call.

8.7.3. Call Back Pay

Nonexempt employees who are called back to work shall be paid at their normal rate of pay for any time worked when called back after their regular working hours.

8.7.4. Overtime and Compensatory Time

Nonexempt employees will be paid any applicable overtime rate if the time spent carrying out assigned duties during the call-in and/or come back time qualifies as overtime hours.

8.8. Bilingual Pay

8.8.1. Purpose

The purpose of bilingual pay is to compensate employees who utilize secondary language skills to enhance their job performance and to assist other departments within the city to better serve the citizens of Grain Valley.

8.8.2. Policy

A full-time employee who the City Administrator has deemed their bilingual skill to be useful for the employee's position or for assisting other departments will be eligible for bilingual pay upon passing the certification in a secondary language. A Department Head will submit a request to the City Administrator for consideration. Part-time employees, including regular part-time employees, will not be eligible for bilingual pay. Employees receiving bilingual pay will be required to translate on behalf of the city as requested during their normal regular work hours for their own department and on behalf of other departments if needed, even if such services are outside their job description.

Human Resources will maintain a bilingual pay eligibility list based on the needs of the department and/or organization as determined by the City Administrator. An employee will not be considered eligible for testing if the eligibility need has been met.

8.8.3. Bilingual Certification

An employee is eligible for bilingual pay after the employee passes a speaking and listening fluency proficiency examination as administered by the city's language certification testing agency. The examination will be paid for by the City.

8.8.4. Bilingual Pay

An employee will receive \$50 per pay period upon passing a proficiency examination. An employee will begin receiving bilingual pay the first pay period after passing the proficiency examination. Bilingual pay is not retroactive. There is no additional compensation for certification in multiple languages. An employee who declines reasonable translation services may become ineligible for bilingual pay.

8.9. Snow Incentive Pay

8.9.1. Purpose

The purpose of the snow incentive pay policy is to promote participation in the City's winter weather response program including snow and ice removal and to recognize employees who respond and work during winter storm emergencies through a monetary incentive.

8.9.2. Incentive

A monetary incentive shall be awarded to responders who report and actively participate in snow removal operations during events throughout the season.

Each employee on the snow removal team shall receive an additional amount per hour worked during a snow event.

8.9.3. Overtime

Overtime will be paid at 1.5 times the snow pay rate. The snow pay overtime rate will only be paid for hours worked in excess of 8 hours when an employee has been

activated to work the 12-hour shift rotation for an event and has worked more than 40 hours during the work week.

8.9.4. Responders Defined

All employees who are qualified and have a designated role in the Winter Weather Response Program.

8.9.5. For Additional Information

Please refer to the Winter Weather Response Program

8.10. Promotions, Transfers and Demotions

8.10.1. Promotions and Transfers

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

8.10.2. Demotions

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

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

No demotions shall be made unless you are qualified for employment in the lower class.

8.11. Deductions from Pay

8.11.1. Federal and State Law Requirements

Federal and state law requires certain deductions from your pay, which include federal, state, and local withholding taxes and social security.

8.11.2. Voluntary Deductions

These deductions, along with any voluntary deductions (e.g., insurance premiums, 457(b) contributions, etc.), and any garnishments against your pay, will be withheld each pay period.

8.11.3. Garnishments

When necessary, the City of Grain Valley will, according to law, accept court ordered wage assignments and garnishments and process them in the legally prescribed manner, which involves withholding the required amount from each paycheck until the debt is paid.

In the case where a garnishment is received, Human Resources will inform you, in writing, of said garnishment.

8.11.4. Reporting Improper Deductions from Pay

If you believe that the City of Grain Valley has improperly deducted amounts from your salary that should not have been deducted, you should immediately contact the Finance Department. If it is determined that the deduction was improper, you will be reimbursed for the deduction on your next regularly scheduled paycheck.

8.12. Pay Practice Policy

8.12.1. Purpose

The purpose of the policy is to outline the pay practice at the City of Grain Valley. The policy addresses base pay, pay-for-performance practices, promotion pay, reclassification and a benefit system for longevity (see Benefits).

8.12.2. Introduction

The following personnel actions shall affect your pay status in the manner described below.

All adjustments to pay will commence at the beginning of the next pay period following the approved change.

8.12.3. Philosophy

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

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

An employee's base pay will follow the approved compensation plan as well as the pay-for-performance strategy outlined in this policy.

The City is committed to providing a competitive employer paid benefits program: paid leave, holidays, employer paid medical and dental insurance for the employee, health savings contribution, LAGERS retirement, employee assistance program, life insurance and short-term disability.

The City is dedicated to recognizing and rewarding an employee's continued service to the City through a longevity benefit (see Benefits).

8.12.4. Base Pay

Base pay is the rate of compensation an employee receives in exchange for services. The approved compensation plan determines the minimum an employee will be paid for the position. In general, the base pay for a new hire will be the minimum of the position

grade. The Department Head will consult Human Resources and the City Administrator to justify a new hire being offered more than the minimum of the grade for the position.

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

8.12.5. Merit Pay/Pay for Performance

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

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

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

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

Example of a Merit Increase Matrix*

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

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

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

8.12.6. Promotion Pay

When an employee is promoted to a position in a grade having a higher minimum salary, the employee's salary will be adjusted as follows:

- If the employee's current salary is less than the minimum salary, the employee's salary will be increased to the minimum salary for the grade or a 5% salary increase; whichever is greater.
- If the employee's current salary is more than the minimum salary of the new grade, the employee will receive a five percent (5%) salary increase.

No increases will exceed the maximum salary of the grade or the amount allowed by the budget.

Discretion may be used by the Department Head to increase the wage more than five percent (5%), so long as the rate does not exceed the maximum salary of the grade.

Promotion pay is subject to Human Resources and City Administrator review and approval.

When an employee is promoted, the employee shall not be eligible for a merit increase for a period of six (6) months from the time of the promotion and the successful completion of the probationary period.

8.12.7. Transfer

When an employee is transferred between departments and divisions of the organization or between positions within the same grade, their salary rate can differ or can remain unchanged. This decision will be made at the discretion of the Department Head of the department of which the employee will be transferred.

8.12.8. Temporary Assignment to a Higher Level

Temporary assignment is defined as assignment to a vacant position. A temporary assignment does not include filling in for an employee on vacation, etc.

When you are assigned temporarily to work in a regular position in a grade with a higher maximum salary than your own, you shall be compensated at the minimum rate established for the higher grade.

If your salary equals or is greater than the minimum salary of the higher grade, a minimum of a five percent (5%) increase salary differential will be paid for the temporary assignment to a higher-level position.

8.12.9. Involuntary Demotion

When you are involuntarily demoted for disciplinary or similar reasons from a position in one grade to a position in a grade having a lower maximum salary rate, your salary shall be reduced to be within the pay range established for the position to which you are demoted. This decision is left to the discretion of your Department Head.

You shall not be eligible for promotion, or a salary increase for a period of one (1) year from the time of demotion.

8.12.10. Voluntary Demotion

When you are voluntarily demoted from a position in one grade to a position in a grade having a lower pay range, your rate of pay will be adjusted accordingly within the pay range of the lower grade.

8.12.11. Salary Reduction

A Department Head may request, for cause, the reduction of your salary within your assigned pay range.

Such a reduction shall not cause your salary to fall below the minimum pay for the position and shall be approved by the City Administrator.

8.12.12. Notification of Pay Deduction

Notice of intention to request a reduction in pay and the reasons for such action shall be given to you and to the City Administrator not less than thirty (30) calendar days prior to the proposed affected date of salary reduction.

8.12.13. Appeal to the City Administrator

You may appeal in writing to the City Administrator for a meeting within five (5) calendar days of notice of change in salary.

The City Administrator shall hear matters pertinent to the change. The City Administrator shall forward one (1) copy of the course of action she/he intends to follow to you and one (1) copy to the Department Head.

The City Administrator's course of action is final.

8.13. Pay Adjustment Dates

8.13.1. Introduction

The effective date of any salary adjustments shall be submitted at budget time and approved by the Board of Aldermen.

8.13.2. Merit Increase

The merit rate increase will be prorated depending on new hire date:

January <input type="checkbox"/>	February <input type="checkbox"/>	March <input type="checkbox"/>	100%
April <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>	75%
July <input type="checkbox"/>	August <input type="checkbox"/>	September <input type="checkbox"/>	50%
October <input type="checkbox"/>	November <input type="checkbox"/>	December <input type="checkbox"/>	Not Eligible

9. Benefits

9.1. Introduction

9.1.1. Approval of Wages and Salaries

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

The City of Grain Valley reserves the right to change the benefits offered to employees. Employees should contact Human Resources for detailed benefits information.

9.2. Health and Dental Insurance

9.2.1. Eligibility

The City currently offers medical and dental insurance to eligible employees and their spouses, dependents, and other qualifying family members in an equitable and cost-effective way and in compliance with applicable state and federal laws.

If you are a full-time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's health and dental insurance on the first day of the next month following your hire date. If hire date occurs on the first day of the month, benefits are effective on the first day of the month following your hire date.

Eligibility for group health insurance is determined by the plan documents.

9.2.2. Payment of Premiums

Premium payments for health and dental coverage are determined by the Board of Aldermen. For information on these payments and your responsibility, please contact Human Resources.

9.2.3. Dependent Coverage Premium

When you elect dependent coverage, your portion of the dependent premium is automatically deducted, pre-tax, from your paycheck.

9.2.4. Enrollment

Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please refer to Human Resources instances deemed to be qualifying events.

9.2.5. Opting Out of the Health Plan

If you are covered through another health plan, you are not required to participate in the City's program. Proof of coverage is required upon your decline of coverage, and a copy of current proof of health insurance will be kept in your official personnel file.

9.2.6. Leave of Absence

During an authorized leave of absence with pay, insurance coverage may continue for up to 90 days.

In the event you are authorized for leave of absence without pay, the City and you are mutually responsible for arranging for insurance coverage.

At all times during your leave of absence, you are required to pay your portion of the premiums.

9.2.7. Upon Separation from Employment

The City of Grain Valley's contributions toward your premium shall end on the last day of the month of separation (with or without cause), except as provided for in an employment or separation agreement.

You are responsible for your portion of all premium payments for the remainder of the month in which your separation from employment occurs. This may result in a possible increased deduction on your final paycheck.

You may be eligible and qualified to continue benefits at your expense (see COBRA in the Employee Relations Section of this handbook).

9.2.8. Increase in Premiums

The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium or for the entire amount if deemed necessary.

9.2.9. Notice of Changes

Premiums, contributions, and/or coverage are subject to change. The City of Grain Valley will provide at least thirty (30) days written notice of changes in the terms as governed by the plan documents.

9.2.10. Part-Time Employees

Part-time employees are not eligible to participate in City of Grain Valley health or dental insurance programs.

9.2.11. For Additional Information

For more details contact Human Resources or review the summary plan description.

9.3. Vision Insurance

9.3.1. Eligibility

If you are a full-time employee scheduled to work an average of thirty (30) hours or more per week, you are eligible for the City of Grain Valley's voluntary vision insurance on the first day of the next month following your hire date. Eligibility for group vision insurance is determined by the plan documents.

9.3.2. Payment of Premiums

You are responsible for payment of the entire premium. This payment will be automatically deducted, pre-tax, from your paycheck.

9.3.3. Enrollment

Enrollment forms are to be completed during orientation, and changes may be made only during open enrollment or with a qualifying event.

9.3.4. Increase in Premiums

The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium if deemed necessary.

9.3.5. Notice of Changes

Premiums, and/or coverage are subject to change. The City of Grain Valley will provide a minimum of thirty (30) days written notice of changes in the terms as governed by the plan documents.

9.3.6. Part-Time Employees

Part-time employees are not eligible to participate in the City of Grain Valley vision insurance program.

9.3.7. For Additional Information

For more details contact Human Resources or review the summary plan description.

9.4. Flexible Spending Accounts

9.4.1. Introduction

You have the option to enroll in the City of Grain Valley sponsored Flexible Spending Account ("FSA") plan to utilize tax savings through pre-tax spending accounts. FSA participation enables you to make pre-tax contributions to pay for eligible covered accounts.

9.4.2. Enrollment

Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed qualifying events.

9.4.3. Payroll Deductions

Deductions for FSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms.

The amount that you choose to be placed in your FSA account(s) will be prorated to meet the deadlines of the plan year.

9.4.4. Increase in Premiums

The City of Grain Valley reserves the right to ask you to pay for any increase in insurance premium if deemed necessary.

9.4.5. Reimbursements

For those who qualify under a health FSA account, the full amount of your contribution to the FSA will be available for reimbursement on the first day of the plan year.

Dependent Care FSA reimbursements will be allowed as the contributions are made.

For further clarification on FSA reimbursement policy, please contact Human Resources.

9.4.6. Re-Enrollment

You must re-enroll each year by completing an enrollment form during the open enrollment period.

9.4.7. Open Enrollment

Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period. Contribution amounts may be changed at that time.

9.4.8. Account Balances

FSA spending account balances not spent by the end of the plan year will be forfeited.

You are strongly advised to consider plan restrictions, as well as tax implications, before enrolling.

9.4.9. Unpaid Leave of Absence

When you take an unpaid leave of absence, you may not contribute to your FSA account(s) during months in which you are not paid.

9.4.10. Employment Separation

When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis.

Account usage is reconciled, and advance adjustments are made as necessary as part of the final check preparation.

9.5. Health Savings Accounts

9.5.1. Introduction

You have the option to enroll in the City of Grain Valley sponsored Health Savings Account (“HSA”) to utilize tax savings through a pre-tax spending account in accordance with IRS’ health savings account guidelines.

HSA participation enables you to make pre-tax contributions to pay for eligible covered health expenses.

9.5.2. Enrollment

Enrollment forms are to be completed no more than (5) working days after orientation. Changes to your benefit selections may be made only during open enrollment or with a qualifying event. Please ask Human Resources for instances deemed qualifying events.

9.5.3. Payroll Deductions

Deductions for HSA contributions will begin the first applicable payroll; provided payroll deadlines are met in relation to the submission of all application forms.

The amount that you elect placed in your HSA account will be deducted from your paycheck and deposited into a designated account set up by the City in your name. HSA contribution amounts can be changed throughout the benefit plan year.

9.5.4. Re-Enrollment

You must re-enroll each year by completing an enrollment form during the open enrollment period.

9.5.5. Open Enrollment

Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period.

9.5.6. Account Balances

HSA spending account balances not spent by the end of the plan year will be rolled over to the next plan year.

When financially allowed, the City will contribute to your HSA account, when applicable. The money deposited into your account by the City in addition to your annual contribution must meet federal regulated guidelines.

9.5.7. Unpaid Leave of Absence

When you take an unpaid leave of absence, you may still contribute to your HSA account during months in which you are not paid.

9.5.8. Employment Separation

When coverage ends due to employment termination or loss of eligibility, your participation may be continued as provided by COBRA on an after-tax contribution basis.

9.6. Financial Wellness Allocation Policy

9.6.1. Purpose

The Financial Wellness Allocation Program is designed to provide employees with the flexibility to allocate an annual sum determined by the City toward one of the financial wellness choices. This program aims to support diverse employee needs, promoting financial security and well-being.

9.6.2. Policy

The City of Grain Valley is enabling employees to make informed financial decisions that align with employees' unique financial goals and circumstances. During open enrollment for the upcoming benefit plan year, employees will be given the choice and flexibility to allocate funds to one (1) of the following:

- Health Savings Account (HSA); or
- Dependent Care Savings Account; or
- Voluntary Retirement Contribution; or
- Student Loan Reimbursement.

The employee may choose only one (1) option, and this election will remain in effect for the entire benefit plan year. The employee should take the time to review the details of each benefit carefully and make a choice that aligns with the employee's personal financial objectives.

9.6.3. Eligibility Requirements

All full-time benefit eligible employees may participate in the program.

9.6.4. Allocation Choice

1. Health Savings Account
 - a. An employee must be enrolled in a qualified high-deductible plan.
 - b. The allocation amount to be directly deposited by the city into the employees' HSA.

2. Dependent Care Savings Account
 - a. An employee must enroll in a Flexible Spending Account (FSA) for qualified dependent care expenses.
 - b. The allocation amount to be directly deposited by the city into the employees FSA.
 - c. The amount does not increase with the multiple dependents.
3. Voluntary Retirement Contribution
 - a. An employee must enroll in the city's 457(b) voluntary retirement program.
 - b. The allocation amount to be directly deposited by the city into the employees' deferred compensation account.
4. Student Loan Reimbursement
 - a. An employee must be actively making student loan payments.
 - b. The employee must provide documentation that the employee is actively participating in student loan repayment plan.
 - c. The allocation amount by the city will be in the form of a payroll deposit.
 - d. Under IRS guidelines, the employer contribution amount is tax free until January 2025.

9.6.5. Employee Responsibility

The employee is responsible for ensuring the IRS guidelines are followed for the specific financial wellness allocation choice the employee selects.

9.6.6. For Additional Information

Please refer to the Financial Wellness Allocation Program

9.7. Disability Insurance

9.7.1. Policy

To ensure the well-being of employees, the City offers disability insurance coverage for eligible employees. The disability insurance coverage provides financial assistance in the event of a qualifying illness or medical condition that prevents the employee from performing their job duties.

When an employee requires extended medical leave due to a covered disability, the City requires the employee to file a disability claim through the designated process. An extended medical leave is 15 days or more for medical care.

9.7.2. Eligibility

Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's short-term and long-term disability insurance program the first day of the next month following your hire date.

9.7.3. Payment of the Premiums

The City of Grain Valley agrees to pay one hundred percent (100%) of your entire short-term disability premium.

You are responsible for payment of the entire long-term disability premium. This payment will be automatically deducted, pre-tax, from your paycheck.

9.7.4. Upon Termination

Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.

9.7.5. Part-Time Employees

Part-time are not eligible to participate in the City of Grain Valley disability program.

9.7.6. Open Enrollment

Open enrollment elections take effect on July 1. You will be notified of the annual open enrollment period.

9.7.7. For Additional Information

Please consult Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

9.8. Life Insurance

9.8.1. Eligibility

Employees hired as "full-time" and are scheduled to work an average of thirty (30) hours or more per week are eligible for the City of Grain Valley's short-term and long-term disability insurance program the first day of the next month following your hire date.

9.8.2. Payment of the Premiums

The City of Grain Valley agrees to pay one hundred percent (100%) of the entire life insurance premium.

You are responsible for payment of the entire long-term disability premium. This payment will be automatically deducted, pre-tax, from your paycheck.

9.8.3. Upon Termination

Upon your termination of employment (with or without cause), the City of Grain Valley's contributions toward your premium shall end effective immediately.

9.8.4. Part-Time Employees

Part-time are not eligible to participate in the City of Grain Valley disability program.

9.8.5. For Additional Information

Please consult Human Resources, or refer to your insurance plan booklet, which can also be obtained by contacting Human Resources.

9.9. Retirement Plans

9.9.1. Introduction

Employees hired as “full-time” and are scheduled to work an average of thirty (30) hours or more per week will be enrolled in the Missouri Local Government Employees Retirement System (“LAGERS”) retirement plan in accordance with the terms and conditions set forth in the City of Grain Valley plan documents.

The City of Grain Valley also offers optional retirement plans such as a 457(b)-retirement plan and Roth IRA to all full-time employees.

9.9.2. LAGERS

LAGERS provides that the City will contribute a defined percentage of money to a retirement plan based off of your salary type of service with the City. The City will begin contributions into this account six (6) months after your start date. You will be considered “vested” after five years of employment with the City of Grain Valley and/or another Missouri public entity participating in the LAGERS program.

The City of Grain Valley LAGERS plan does not allow for contributions from employees into their account.

9.9.3. Optional Retirement Plan

The City of Grain Valley offers an optional 457(b) Retirement Plan to all full-time employees. This plan is based on contributions made by the City in accordance with the Financial Wellness Allocation policy or by the employee. It is at the employee’s discretion to participate as well as decide on the contribution type and amounts.

9.9.4. For Additional Information

Refer to the LAGERS and optional retirement plan information as provided by City of Grain Valley.

For additional information contact Human Resources.

9.10. Tuition Assistance

9.10.1. Policy

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

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

9.10.2. Request for Tuition Assistance

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

The institution for which you are seeking a degree must be accredited through the U.S. Department of Education.

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

9.10.3. Reimbursement

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

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

Please note the following regarding reimbursement:

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

9.10.4. Voluntary Terminations

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

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

9.10.5. Service Agreement

As a condition of participation in the tuition reimbursement program, you are required to sign a service agreement.

The agreement details the terms and conditions of the program.

9.10.6. For Additional Information

For more information, contact your Supervisor, Department Head or Human Resources.

9.11. Longevity Benefit

9.11.1. Policy

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

9.11.2. Eligibility & Administration

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

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

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

9.11.3. Oversight

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

9.12. Employee Assistance Program

9.12.1. Introduction

The City of Grain Valley will provide confidential and voluntary assistance to you and your immediate family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc.

9.12.2. Referrals

You and your family members can refer yourselves to the Employee Assistance Program ("EAP").

9.12.3. Counseling Services

EAP counselors are available to meet with you or your family members to assess a problem and develop a plan for resolution.

The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation.

Where you may be in need of information, a referral or suggestion may be made over the telephone.

9.12.4. Fee

Most EAP services will not incur a fee for the user or their family. However, some special services will have a fee associated, such as certain Legal Services. Please consult with the provider for specific details

9.12.5. Employee Responsibility

Rehabilitation is your responsibility.

9.12.6. Disciplinary Action

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

9.12.7. Confidentiality

All records of your use of the EAP program are confidential and no record of that referral, other than in statistical form, will be provided to or kept by the City of Grain Valley.

The City of Grain Valley will not be provided with information regarding your or your family members' problem identified by the EAP or regarding the nature of the treatment recommended for you.

This service will not jeopardize job security or promotional opportunities.

Nothing contained herein shall prohibit you from consenting to the release of your records by the EAP provider.

9.12.8. Contact Information

The program may be reached twenty-four (24) hours a day on weekdays and weekends. Please contact Human Resources for more information.

9.13. 50 Days of Fitness Program

9.13.1. Introduction

The 50 days of fitness program is designed to improve the quality of life for City of Grain Valley employees. The program rewards employees with four (4) hours of paid time off for being physically active. To qualify for this benefit, employees must complete 20 minutes of activity per day for a minimum of 50 days. This may be completed two times per calendar year.

9.13.2. Guidelines

1. Engage in physical activity for a minimum of 20 minutes outside of work-related duties.
2. Record the activity on the 50 Days of Fitness form available on the Employee Portal or contact Human Resources for the authorized activity list. If your activity is not listed, check with HR for approval.
3. After engaging in physical activity for 50 separate days (not necessarily consecutive) within a calendar year, the employee will earn four (4) hours of paid time off.
 - a. Employees can earn up to eight (8) hours of paid time off per calendar year.
 - i. The employee fitness time must be used in the calendar year it is earned or it is forfeited. Rollover to a new calendar year or payout is not allowed.
 - b. In 2024, employees may combine activity recorded in the 2023 calendar year with activity in the 2024 calendar year.
 - i. Employees may earn and use up to twelve (12) hours of paid time off in the 2024 calendar year.
 - c. Starting January 1, 2025, employees may only record, earn, and use up to eight (8) hours of paid time off per calendar year.
 - i. All time earned must be used in the calendar year it is earned.

9.13.3. Abuse of Policy

The City of Grain Valley is committed to promoting a healthy and positive work environment through the 50 Days of Fitness program. Any attempt to manipulate or abuse this policy, including falsifying activity records, will not be tolerated. Violations may result in the loss of program benefits and could lead to disciplinary actions, up to and including termination. Integrity in participation is essential to maintaining the spirit and effectiveness of this program for the benefit of all employees.

10. Time Away from Work

10.1. Vacation

10.1.1. Eligibility

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

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

10.1.2. Request for Time Off

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

10.1.3. Policy

Accrued monthly according to years of service. Accrual in a milestone anniversary year will occur on the month following the anniversary month.

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

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

10.1.4. Earning Vacation Time

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

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

10.1.5. Time Accumulation and Forfeiture

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

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

10.1.6. Holiday

If a holiday occurs during an approved vacation, the holiday is not counted as vacation time.

10.1.7. Vacation Pay

You are compensated for vacation time at your current rate of pay, not at the rate when accumulated.

10.1.8. Accrued, Unused Vacation Payout

Accrued, unused vacation shall be paid out at the time of employment separation (with or without cause); and is subject to all taxes applicable by law.

Vacation Payout does not apply for unused forfeited time.

10.1.9. Upon Death

Upon your death, accrued, unused current year and banked vacation time shall be paid to your designated beneficiary as outlined in your life insurance policy paid by the City.

10.1.10. Part-Time, Temporary and Seasonal Employees

Part-time, temporary, and seasonal employees do not earn vacation leave.

If you move from a full-time to part-time position, you will receive a payout of your accrued time on the paycheck to precede your status change date.

10.1.11. Re-Employment

When you are re-employed with the City, your re-hire date shall be the basis of computation of vacation time.

10.2. New Full-Time Hire Vacation

10.2.1. Introduction

At the City of Grain Valley, we value the experience and dedication of our full-time new hires, especially those with substantial years of full-time service at their most recent previous employer. As part of our commitment to recognizing and rewarding their loyalty and expertise, we offer a New Full-Time Hire Vacation Policy that allows eligible employees to accrue additional vacation hours based on their full-time years of service. This policy aims to recognize and reward the dedication and expertise of our new full-time hires while fostering a positive work environment.

10.2.2. Eligibility

All full-time new hires who present verified documentation of their full-time years of service (employment verification letter, background investigation, etc.) from their former employer may be eligible for the New Full-Time Hire Vacation Policy.

The following City of Grain Valley part-time positions are eligible for the new full-time hire vacation policy accrual structure as defined in section 10.2.3 upon accepting a full-time position with the City:

- Building Inspector
- Receptionist/Cashier
- Victim Advocate

New full-time hires hired before January 1, 2024, are ineligible for the new full-time hire vacation policy.

10.2.3. Accrual Structure

<i>Years of Continuous Part-Time Employment with the City of Grain Valley</i>	<i>Accrual Hours</i>
Years: 1-5	20 hours
Year: 6+	40 hours

<i>Years of Continuous Full-Time Employment with Most Recent Employer</i>	<i>Accrual Hours</i>
Years: 6-15	40 hours
Year: 16+	80 hours

The vacation accrual will be in addition to the regular vacation accrual.

10.2.4. Accrual Applied

The new full-time hire vacation accrual will be accrued the month after the employee is hired in accordance with the regular vacation accrual schedule.

10.2.5. Usage and Carryover

Vacation hours can be taken in increments consistent with the city's vacation policy.

Any unused additional vacation hours will carry over to the following year, subject to a maximum accumulation consistent with the city's vacation policy. Once the carryover limit is reached, further accrual will be suspended until the balance falls below the limit.

10.2.6. Termination or Resignation

Upon termination or resignation during the new full-time hire's probation period, the new full-time hire vacation accrual will be forfeited and will not be paid out to the employee.

10.3. Sick Leave

10.3.1. Policy

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

Eligible employees will begin accruing sick time beginning the first day of the succeeding month following their date of hire. Accrued sick leave is reflected on the employee's pay stub when the last day of the pay period falls within the month it is to be accrued. The maximum accumulated sick leave limit is nine hundred and sixty (960) hours. Unused sick time above the maximum accumulative amount will be forfeited. The City of Grain Valley does not buy back or pay you for unused forfeited time.

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

10.3.2. Resignation, Termination or Retirement

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

<i>Years of Continuous Service</i>	<i>Payout Percentage</i>
Years: 6-10	10%
Years: 11-20	25%
Years: 21+	50%

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

10.3.3. Earning Sick Time

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

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

10.3.4. Part-Time, Temporary and Seasonal Employees

Part-time, temporary, and seasonal employees do not earn sick leave.

If you move from a full-time to part-time or seasonal position, you will receive a payout of your accrued time on the paycheck to precede your status change date.

10.3.5. Unearned Accrued Sick Leave

Sick leave may never be taken in advance of earned time.

Use of accrued sick leave for absence from duty is not a privilege at your discretion but shall be allowed only in the event of your absence from duty during scheduled workdays, or as hereafter provided, due to illness or disability to yourself; or in case of illness in your immediate family, which necessitates your absence from employment.

10.3.6. Last Two Weeks of Tenure

Sick leave will not be granted during the last two (2) weeks of your tenure.

Any absence during the last two (2) weeks will be charged to compensatory time, personal time, vacation or leave without pay.

10.3.7. Notification to the Department Head or Supervisor

You must keep your supervisor or Department Head informed of your condition if the absence is more than a two (2) day duration.

When you find it necessary to be absent, you shall notify your supervisor or Department Head as soon as possible, or at minimum thirty (30) minutes prior to the time scheduled for reporting to work. Notification must be in person or over the telephone.

Unless the absence is reported as specified, the time off is taken without pay.

Paid time off for an absence is not automatic.

10.3.8. Medical Certification

When sick leave is more than three (3) working days, or if abuse of sick leave is indicated, your supervisor or Department Head may require a signed certificate from your attending physician.

10.3.9. Illness While on Vacation

If the illness occurs while on vacation, vacation time shall not be refunded and sick leave applied, unless such illness is certified by a physician and approved by your Department Head.

10.3.10. Payroll Time Sheet

All absences must be appropriately recorded on your payroll time sheet along with accompanying documentation signed by your supervisor or Department Head to accurately record and maintain a sick leave record.

10.4. Sick Leave Donation

10.4.1. Guidelines

The following are the sick leave donation guidelines:

- Employee has exhausted all sick, vacation, personal and compensatory time earned.
- Employee must be on approved FMLA leave.
- Formal request for sick leave donation must be completed at least one (1) pay period prior to the need for time; minus extenuating circumstances not allowing the prior notice to be given.
- Employee must report an estimated length of time the sick leave donation is being requested.
- Each employee may use one hundred and forty-seven (147) hours of time given in a twelve (12) month period.

- Sick leave donation may be used while utilizing disability coverage.
- Employee may not be on a performance improvement plan.
- Employee will be paid at their current rate of pay at the time the request is made.
- For calculating pay purposes, an employee will not be paid greater than 80 hours of pay while utilizing donated time.
- Only the employee's name and total amount of requested donation will be provided to fellow employees by Human Resources

10.4.2. Donating Sick Leave

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

Donations will be in four (4) hour increments.

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

10.4.3. Procedure

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

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

10.5. Family Medical Leave (FMLA)

10.5.1. Purpose

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

10.5.2. Eligibility

To be eligible for FMLA Leave benefits, employees must:

1. Have worked for the City of Grain Valley for a total of 12 months.
2. Have worked at least 1,250 hours over the previous 12 months.

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

10.5.3. Reasons for FMLA Leave

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

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

10.5.4. Definitions

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

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

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

"Covered Servicemember" means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical

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

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

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

10.5.5. Length of Leave

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

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

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

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

10.5.6. Intermittent of Reduced Scheduled Leave

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

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

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

10.5.7. Notice and Certification – Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements

Employees are required to provide:

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

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

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

10.5.8. Recertifications After Grant of Leave

In addition to the requirements listed above, if an employee's Family and Medical Leave is certified, the City may later require medical recertification in connection with an absence that the employee reports as qualifying for Family and Medical Leave. For example, the City may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee's encounter complications); or (3) the City receives information that casts doubt upon the employee's stated reason for the absence. In addition, the City may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the City will be at the employee's expense.

10.5.9. Military Emergency Leave Requirements

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances.
- A copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave.
- Completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form later.

Certification forms are available at Human Resources.

10.5.10. Failure to Provide Certification to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at leave's expiration and has not obtained an extension of the leave, the City may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

10.5.11. Compensation During Leave

Generally, FMLA Leave is unpaid. However, the City will require employees to use accrued paid leave to cover all of the FMLA leave, using personal leave first, then sick leave, then vacation leave prior to any unpaid leave. The use of paid benefits will not extend the length of a FMLA Leave.

10.5.12. Benefits During Leave

The City will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12-workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the City may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

The employee's length of service as of the leave will remain intact, but accrued benefits such as vacation and sick leave will not accrue while on an unpaid FMLA Leave.

10.5.13. Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if they had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

10.5.14. Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the City as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

10.5.15. Fraudulent Use of FMLA Prohibited

An employee who fraudulently obtains Family and Medical Leave from the City is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the City will take all available appropriate disciplinary action against such an employee due to such fraud.

10.5.16. Nondiscrimination

The City takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

10.6. Holidays

10.6.1. Policy

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

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

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

10.6.2. Holidays

The thirteen (13) holidays include the following:

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

10.6.3. Holidays that Fall on a Saturday or Sunday

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

10.6.4. Sick Leave

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

10.6.5. Certain Part-Time & Seasonal Employees

When a holiday coincides on a day when certain part-time and seasonal employees are typically scheduled to work, the part-time or seasonal employee is eligible to receive holiday pay for the number of hours they are regularly scheduled to work on that day of the week.

The following City of Grain Valley part-time and seasonal positions are eligible for holiday pay:

- Building Inspector
- Park Maintenance Worker
- Public Works Maintenance Worker
- Receptionist/Cashier
- Victim Advocate

10.6.6. Commissioned Police Officers

Commissioned Police Officers shall receive eight hours pay for each recognized holiday and shall additionally be paid time-and-one-half for all hours actually worked on any holiday.

10.7. Paid Family Care Leave

10.7.1. Policy

The paid Family Care Leave (“Leave”) policy enables employees to receive compensation when they take extended or intermittent time off work for qualifying reasons; to be used concurrently with family medical leave and short-term disability, if applicable. The policy addresses leave for various personal and family-related needs, such as basic medical, hygienic, nutritional, safety, transportation, physical care and psychological comfort, contributing to a healthy work-life balance and overall employee well-being.

10.7.2. Eligible Employees

Full-time employees with at least one year of full-time service.

10.7.3. Qualifying Events

The following are the qualifying events for paid family medical leave:

- Birth of a child, adoption of a child (other than an employee’s step-child), or placement of a child with the employee for foster care, within the first year following the birth, adoption or foster care placement.
- Caring for a family member due to the family member’s serious health condition. Generally, serious health conditions are illnesses, injuries, impairments, or physical or mental conditions that cause the family member to be incapacitated, and require inpatient care or continuing treatment by a healthcare provider.
- Attending appointments or leave otherwise required for employee to fulfill responsibilities as power of attorney for a family member (e.g. medical appointments, legal appointments, etc.).

10.7.4. Family Member Defined

For the paid family leave policy, a family member is defined as individuals related to the employee:

- Spouse, and parents of the spouse.
- Sons, daughters, and their spouses.
- Parents, and their spouses.
- Brothers and sisters, and spouses.
- Grandparents and grandchildren, and spouses.
- Aunts and uncles.
- Individuals for whom employees stand in loco parentis (in place of a parent).
- Domestic partner and their parents, including the domestic partners:
 - Sons, daughters, and their spouses.
 - Parents, and their spouses.
 - Brothers and sisters, and spouses.
 - Grandparents and grandchildren, and spouses.

10.7.5. Domestic Partner Defined

A “domestic partner” is a person in a domestic partnership with an employee. The term “domestic partnership” is defined as a committed relationship between two adults, of the opposite sex or same sex, in which the partners:

- are each other’s sole domestic partner and intend to remain so indefinitely;
- maintain a common residence, and intend to continue to do so;
- are at least 18 years of age and mentally competent to consent;
- share responsibility for a significant measure of each other’s financial obligations;
- are not married or joined in a civil union to anyone else;
- are not a domestic partner of anyone else;
- are not related in a way.

10.7.6. Benefit

An employee is eligible to receive four (4) weeks or 160 hours (used in one-quarter hour increments) of paid family care leave for a qualifying event per 12-month period at the employee’s normal rate of pay.

Paid Leave may not be accumulated, donated, or transferred.

10.7.7. Leave Applied

Leave will be applied concurrently with any applicable FMLA and/or short-term disability leave. Employees are not required to exhaust other forms of accrued paid leave prior to using the Leave program.

Paid Leave will not be considered as hours worked for the purpose of calculating overtime.

10.7.8. Request and Documentation

Employees will provide Human Resources with notice of the request for paid family leave at least thirty (30) days prior to the anticipated date of the leave. If an employee needs to take leave unexpectedly, the employee should notify Human Resources within the timeframe outlined in the City's regular absence reporting policy. If, due to unforeseeable circumstances, an employee cannot meet this requirement, the employee should notify Human Resources at the earliest opportunity that the employee can reasonably manage.

To receive paid family leave pay, the employee must submit sufficient documentation to verify their eligibility for the Leave program. Documentation must include either a Certification of Health Care Provider for Family Members' Serious Health Condition (FMLA) form or other designated form by Human Resources, if the leave event also qualifies for FMLA or the City's Family Care Leave Eligibility Certification form.

If the documentation submitted does not contain sufficient information to determine the employee's eligibility for Leave benefits, the employee's request for Leave benefits may be denied. It is the employee's responsibility to ensure that sufficient documentation is provided to Human Resources to substantiate the request in a timely manner.

10.7.9. Insurance Coverage

Insurance coverage may continue after the date in which the employee last worked while on the Leave program; however, any paid or unpaid leave may not exceed 90 days. At the conclusion of the 90 days, the employee will be terminated from the insurance program and COBRA will be offered.

Employees are required to maintain all insurance premiums while on the Leave program and any other form of paid or unpaid leave.

10.7.10. Other Leave Accrual

While on any paid leave, employees are eligible to accrue sick and vacation leave at the employee's current accrual rate.

10.7.11. Holidays

City holidays do not count against the Leave program and does not extend the benefit. Employees using paid Leave on City holiday shall receive any applicable holiday pay.

10.7.12. Merit Increases

An employee will be eligible for any merit increase upon returning from paid Leave.

10.7.13. Termination or Resignation

Upon termination or resignation, an employee forfeits any leave under the program and will not be paid out upon separation.

10.7.14. Abuse of Policy

A fraudulent request for paid Leave shall be grounds for disciplinary action, up to and including termination of employment.

10.8. Leave of Absence

10.8.1. Policy

This policy is reserved for extraordinary and unusual circumstances. Requests for leave will be considered and evaluated on an individual basis. The City Administrator may grant a leave of absence without pay for up to 180 days.

Approval or denial of such requests will be entirely at the City's discretion. In determining the feasibility of granting such requests, factors such as the purpose of requested leave, availability of coverage for job responsibility during the requested leave, previous absences, length of employment, prior work records and performance and similar considerations, will be considered. Such requests must be submitted to the City Administrator.

10.8.2. Returning to Work

Upon expiration of leave without pay, you shall return to work in the position held at the time leave was granted, or to any other similar vacant position.

10.8.3. Failure to Return to Work

Your failure, without good cause, to report promptly when leave has expired shall be considered a voluntary resignation of employment.

10.9. Workers Compensation

10.9.1. Policy

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

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

10.9.2. Failure to Report an Accident or Injury

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

10.9.3. Post-Accident Drug/Alcohol Test

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

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

10.9.4. No Discrimination or Retaliation

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

10.9.5. Return to Work/Light-Duty Compensation

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

To ensure that employees are able to perform their duties safely, the City may require individuals to undergo both post-job offer and post-employment medical examinations for certain positions or under certain circumstances. Such examinations will comply with applicable law, including the requirements of the Americans with Disabilities Act and FMLA

If you are placed on light duty or part-time duty, as determined by a health care provider, and you perform assigned work duties for the City of Grain Valley, your time will be recorded as actual time worked and you will be paid accordingly.

If you are placed on light duty or part-time duty, as determined by physician health care provider, and you choose not to perform assigned work duties for the City of Grain Valley, you will be required to take sick or vacation time.

Light duty may not be available for employees working in certain positions.

10.9.6. Leaves of Absence/Accommodation

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the City's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.

10.9.7. For Additional Information

Further details on workers' compensation is available upon request from Human Resources.

10.10. Attendance & Punctuality

10.10.1. Introduction

Prompt and regular attendance is key to the efficient operation of the City of Grain Valley and is considered an essential function of every employee's job.

When you are absent, schedules and customer commitments fall behind, and other employees must assume added workloads. To limit problems caused by employees' unapproved absences, we have adopted the following policy.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized City business or other authorized reason. Unapproved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

10.10.2. Notification

Notification of an absence or tardiness should occur as soon as you know you will not be able to attend work or will be late.

In any event, if an employee is unable to report for work on any day, they must notify their supervisor or Department Head at least thirty (30) minutes prior to the scheduled start time of your shift (unless it is impossible to do so, in which case you must call as soon as possible thereafter). Employees who need to leave early must notify their supervisor or Department Head as soon as they learn that they will not be able to complete their scheduled shift. The City may inquire about the general reason for absence, tardiness or early departure.

Failure to provide the notification required by this Policy may result in disciplinary action up to and including termination of employment.

10.10.3. Employee Responsibility

Except in cases of emergency, you are responsible for reporting unscheduled absences yourself rather than having family or friends do so for you.

You must speak to your supervisor or Department Head to properly notify the City of your absence.

10.10.4. Absences Extending More Than One Day

Unless extenuating circumstances exist, employees must call in on every scheduled day on which they will not report to work, unless they are on an approved leave of absence.

10.10.5. Absence in Excess of Three (3) Consecutive Days

Any absence more than three (3) or more days may require a doctor's release to return to work.

10.10.6. Excessive Absenteeism and Tardiness

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment unless the absence or tardiness is excused or pre-approved.

Excessive absenteeism is three (3) unexcused absences in a three-month period.

The following are examples of types of time off that will not be considered grounds for disciplinary action under this policy:

- Time off that was previously approved, including vacation and sick leave;
- Approved state and federal leaves of absence, including but not limited to jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave specifically approved by the City as an accommodation under the Americans with Disabilities Act or similar state laws; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

10.10.7. No Call/No Show

An employee's failure to report for work without any notification (No Call/No Show) Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter.

An employee who fails to report for work without any notification to their supervisor or Department Head will be subject to disciplinary action, up to and including termination, on the first occasion of any such absence. An employee who fails to report for work without any notification to their supervisor or Department Head and whose absence continues for a period of two (2) days will be considered to have abandoned and voluntarily terminated their employment, absent extraordinary circumstances.

10.10.8. Unexcused Absence

An unexcused absence for non-exempt employees is defined as any time off from a regularly scheduled shift that has not been approved prior to said absence and/or when an employee has no leave accrual to cover their absence unless otherwise covered by policy.

10.10.9. For Additional Information

Employees should contact Human Resources with any questions about this Policy.

10.11. Funeral Leave

10.11.1. Policy

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

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

10.11.2. Immediate Family Members

Immediate family of the employee includes:

- Spouse, and the parents of the spouse.
- Sons, daughters, and their spouses.
- Parents, and their spouses.
- Brothers, sisters, and their spouses.
- Grandparents, grandchildren, and their spouses.
- Domestic partner, parents of the domestic partner, including the domestic partners:
 - Sons, daughters, and their spouses.
 - Parents, and their spouses.
 - Brothers, sisters, and their spouses.
 - Grandparents, grandchildren, and their spouses.

10.11.3. Extended Family Members

Extended family of the employee includes:

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

10.12. Military Leave

10.12.1. Policy

A military leave of absence will be granted to employees who are absent from work because of service in accordance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and applicable state laws.

The City provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service,

and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to aid in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

10.12.2. Advance Notice

Advance notice of military service is required, preferably in writing, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor or Department Head with as much advance notice as possible of any anticipated leave of absence for military service.

10.12.3. Pay

If you are required to fulfill an annual military service obligation, you will be granted time off, and the City of Grain Valley shall pay the difference in wages between the active duty pay and your regular income for a period of up to one-hundred twenty (120) hours.

10.12.4. Vacation and Compensatory Time

When on a military leave of absence, you may use any available personal time, vacation time or compensatory time for the absence.

10.12.5. Healthcare Continuation

Accrued, unused vacation or leave will be paid during military leave at the employee's request. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.

10.12.6. Reinstatement

To be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the City will provide training to assist the employee in the transition back to the workforce.

Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began minus any vacation benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation benefits at the rate they would have attained if no military leave had been taken.

10.12.7. For Additional Information

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

10.13. Jury Duty and Witness Duty Leave

10.13.1. Policy

You shall be given the necessary time off without loss of pay when:

- Performing jury duty.
- Appearing in court as a witness in answer to a subpoena.
- In an official capacity in connection with the City.
- As an expert witness either for professional or observed knowledge.

10.13.2. Notification

When you receive a subpoena, summons, or other notice to serve, you must immediately notify your supervisor and/or Department Head and provide them a copy of such notification.

10.13.3. Pay

During such time away from the City, you will be paid your regular salary or wages.

10.13.4. Return to Work

You are to return to work the same day that you are not selected to serve on a jury if the remaining time in the workday equals four (4) or more hours. You may be required to provide verification of jury duty or witness service from the court clerk.

10.14. Victims of Domestic or Sexual Violence Leave

10.14.1. Purpose

The City of Grain Valley will grant unpaid leave in accordance with the requirements of the applicable state law in effect at the time the leave is granted.

10.14.2. Eligibility

1. Employee who is victim of domestic or sexual violence; or
2. Have a family or household member who is a victim of domestic or sexual violence.

10.14.3. Definitions

“Family or household member” for employees with a family or household member who is a victim of domestic or sexual violence, a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

“Parent” the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter who is a victim of domestic or sexual violence.

“Son or Daughter” a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age, or is eighteen years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence.

10.14.4. Leave

When an employee is eligible, an employee may take Domestic Violence or Sexual Violence unpaid leave.

10.14.5. Length of Leave

When an employee notifies the City of intent to take leave, the City must allow employee to take two weeks per twelve-month period of unpaid leave.

The period of leave may be taken by the employee in a single period, intermittently, or on a reduced work schedule.

10.14.6. Benefits During Leave

The City will maintain coverage for the employee and any family or household member covered under the employee’s group health plan for the duration of such leave and at the level and under the conditions as if the employee had maintained continuous employment.

At all times during a leave of absence, the employee is required to pay the employee portion of the premiums.

10.14.7. Certification

When an employee notifies the City of their intent to take leave, the City may request from the employee certification that the employee or the employee's family or household member is a victim of sexual or domestic abuse and that the leave is for one of the following (hereinafter referred to as the "Reasons"):

- Seeking medical attention for or recovery from physical or psychological injuries;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the victim; or
- Seeking legal assistance or remedies to ensure the health or safety of the victim.
- Certification may be satisfied by the employee providing a sworn statement to the City that leave was taken for one or more of the aforementioned reasons, and one of the following:
 - A police report or court record; or
 - Other corroborating evidence.

The City may also require an employee on leave for one of the aforementioned reasons to report periodically to the City on the status and intention of the employee to return to work.

10.14.8. Confidentiality

Maintain all information provided to the City by the employee in the strictest confidence, except to the extent disclosure is requested or consented to in writing by the employee or otherwise required under the law.

10.14.9. Safety Accommodations

The City will provide reasonable safety accommodations to the employee in a timely manner upon request and accompanied by a written statement by the employee or an individual acting on their behalf certifying that the reasonable safety accommodation is for an authorized purpose for one of the reasons.

"Reasonable safety accommodations" may include:

- Adjustment to job structure, workplace facility, or work requirement;
- Transfer, reassignment, or modified schedule;
- Leave from work;
- Changed telephone number or seating assignment;
- Installation of a lock or implementation of a safety procedure; or
- Assistance in documenting domestic violence that occurs in the workplace or in work-related settings, in response to actual or threatened violence.

- The above list is not exhaustive, but demonstrative of accommodations the City may provide.

Note: If the City can demonstrate that the accommodation would impose an undue hardship on the operation of the City, then the City is not required to provide such accommodation.

10.14.10. Job Reinstatement

Upon return from leave, a covered employee must be restored to the same position the employee held when leave commenced or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

10.14.11. Employee Obligations

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

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

10.14.12. Employer Responsibility

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

10.14.13. Failure to Return from Leave

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

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

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

10.14.14. Retaliation

Retaliation against employees for use of leave is prohibited.

10.14.15. Summary

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

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

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

10.15. Voting Time

10.15.1. Introduction

For Federal, State, and Municipal elections, you are encouraged to exercise your right to vote.

10.15.2. Requesting Time to Vote

Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If an employee does not have sufficient time to vote, however, that employee should discuss the matter with a supervisor to request time off to vote prior to the day of the election. The City will comply with all applicable state and municipal voting time laws.

10.16. City Office Closure and Late Start Policy

10.16.1. Policy

It is the policy of the City to always maintain essential services and operations; however, in the event of emergency situations or inclement weather conditions, the City may implement an office closure or late start to ensure the safety of employees. This policy outlines the procedures and compensation for employees during such instances.

10.16.2. Emergency Situations

Emergency closing conditions may include adverse conditions such as snow, ice, tornado, earthquake, flood or other natural disaster, fire, equipment failure, disruption of power and/or water, contamination by hazardous agents, terrorist acts or any other condition resulting in a forced evacuation.

10.16.3. Communication

Whenever possible, the City Administrator at the direction of the mayor will announce a city office closure or late start by 7 AM via email and the city's texting function (Text-Em-All).

10.16.4. Reporting to Work

Employees are required to report at the announced late start time. For the day following a city office closure, employees should assume city functions will resume as normal unless otherwise notified.

10.16.5. Compensation

Employees who are scheduled to work the day of a city office closure or late start will be compensated with "regular pay".

Employees who had previously scheduled time off will not receive additional compensation for their time away from work during a city office closure or late start. Instead, employees are required to utilize vacation time for the period of their absence that occurred during the city office closure or late start.

Employees will not receive extra pay, overtime, and/or comp time for reporting to work outside of the late start.

Employees who report to work before the late start will not be allowed to leave early to compensate for the time they reported to work before the late start.

10.16.6. Special Considerations

Officers and Sergeants will be paid "Police Holiday Worked" for the hours they were on duty between the normal city business hours and the announced late start or closure during a city office closure.

Employees who are subject to the Winter Weather Response Pay Policy are expected to report to work as directed and will be paid according to the policy when the city office closure or late start is related to events covered under that policy.

DRAFT

11. Employee Relations

11.1. Job (Position) Descriptions

11.1.1. Introduction

Each classified position with the City of Grain Valley shall have a job description. The City Administrator and Department Head related to the position will review and approve all job descriptions.

11.1.2. Department Head and Supervisor Responsibility

Supervisors and Department Heads are the most qualified source for defining job content and are responsible for aiding in the drafting of the position descriptions.

11.1.3. Employee Responsibility

In conjunction with annual performance reviews, employees may be asked to participate in the preparation and updating of their job descriptions to reflect current duties and responsibilities.

11.1.4. Content

Job descriptions contain:

- Job Summary - general overview of the position.
- Essential Functions - the overall accountability for a function.
- Qualifications - the minimum requirements a person needs in order to perform the job; skills, knowledge and abilities.
- Supervisor Roles (if applicable)
- Environmental Conditions - the location, weather, and physical requirements.
- Essential Physical Activities - physical obligations to perform the job.

11.2. Access to Personnel Files

11.2.1. Introduction

You may request and receive a copy of anything in your file that has been signed by you.

Contact Human Resources if you wish to review your personnel file or to make copies of documents signed by you.

11.2.2. Confidentiality

Only authorized supervisors, Department Heads, and Human Resources have access to an employee's personnel file. However, the City will cooperate with—and provide access to an employee's personnel file to—law enforcement officials or local, state or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.

11.2.3. Performance Reviews

Authorized supervisors, Department Heads, and Human Resources generally have access to performance reviews in your file if a promotion, transfer, or other change in employment status is contingent upon job and performance-related information. Access is also allowed to authorized supervisors, Department Heads, or Human Resources if disciplinary action is being taken.

11.3. Performance Management

11.3.1. Introduction

The continued growth and success of our City depends on its employees. As such, employees are evaluated regularly based on attendance, punctuality, work performance, and conduct. Performance reviews are generally scheduled twice a year, mid-year and annually. The City may also schedule performance reviews at other times at the City's discretion (including after a six-month probationary period). However, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

The performance review provides employees with a forum in which to discuss with their supervisor or Department Head their accomplishments, performance standards, opportunities for improvement, and the development of goals.

The Employee Performance Review and Evaluation Procedures outlines the purpose, content, process, and timeline of performance management.

11.3.2. Performance Counseling

Performance counseling should be an ongoing process over the course of employment with the City of Grain Valley.

11.3.3. Wage Adjustments

Performance reviews do not automatically result in a wage adjustment or promotion. These decisions are made at the discretion of the City and depend on a number of factors in addition to an employee's individual performance.

11.4. Suggestions for Improvement

11.4.1. Introduction

The City of Grain Valley values the input of its employees. We are always open to improving products, services, processes, and environmental conditions and both encourage and welcome the input of our employees.

11.4.2. Process

If you have a suggestion for improvement, please bring it to the attention of your supervisor or Department Head.

11.5. Corrective Action

11.5.1. Guideline

Although employment may be terminated at-will by either the employee or the City at any time, without following any formal system of discipline or warning, the City may exercise discretion to utilize forms of discipline that are less severe than termination. Disciplinary action cannot be administered according to an absolute set of rules; decisions must be made based on the facts of each case. As such, the City may utilize forms of discipline that include but are not limited to verbal and written warnings, demotions, suspensions, or termination.

11.5.2. At Will Employment

Nothing in this policy is intended to alter your at-will employment status or the City of Grain Valley's right to apply any form of discipline, including termination, which is deemed reasonable and appropriate under the circumstances.

11.5.3. Corrective Action Process

Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The City reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation:

- Verbal Notice
- Written Notice
- Counseling and Probation that may lead to one or more of the following:
 - Suspension Without Pay
 - Demotion
 - Dismissal

The type of corrective action will be determined by the nature, severity, and effect of the problem, by the type and frequency of previous problems, by the period elapsed since a previous problem, and by any circumstances relevant to the problem.

Action	Action Description
<i>VERBAL NOTICE</i>	A meeting between you and your immediate supervisor should be arranged during which your supervisor should explain in detail the reasons for the verbal notice. Your supervisor should state the problem, listen to your response, and encourage you to make suggestions for correcting the problem. The meeting should end with a plan of action for correcting the problem.
<i>WRITTEN NOTICE</i>	If, in the judgment of a supervisor, a verbal notice does not correct the problem, a written notice may be given to

	<p>you. This notice should describe the problem and the action required to correct it. You should be given an opportunity to discuss the notice with the supervisor and should be advised of the right to make a written reply. Copies of the notice and the employee's reply should be placed in the employee's file, both in the employing department and in Human Resources.</p>
<p><i>WRITTEN COUNSELING & PERFORMANCE IMPROVEMENT PLAN</i></p>	<p>You may be placed on a Performance Improvement Plan ("PIP") for a period up to twelve (12) months when in the judgment of your supervisor such action is warranted because of unsatisfactory work performance or behavior.</p> <p>During the probation period you and your supervisor should meet at regularly scheduled times to discuss your progress in meeting expectations. These meetings should be followed by a written summary prepared by your supervisor, addressed to you, and signed by your supervisor.</p> <p>Special rules of employment apply to employees on a PIP.</p> <p>An employee on a PIP is ineligible for promotion or for a salary increase.</p> <p>An employee on a PIP is not eligible for transfer.</p> <p>An employee may be placed on a PIP upon returning to work after a suspension without pay, provided the employee was notified of the probation when the suspension was imposed.</p>

11.6. Voluntary Resignation

11.6.1. Introduction

An employee who chooses to leave their employment with the City of Grain Valley voluntarily resigns from the City of Grain Valley.

11.6.2. Notice of Resignation

The City requests Employees submit a written letter of resignation to their Department Head at least two (2) weeks in advance stating the expected final date of employment.

11.6.3. Discretion of City

The City of Grain Valley reserves the right to determine an employee's final date of employment. At the City of Grain Valley's discretion, you may be asked to leave the facility immediately and forego the notice.

11.6.4. Final Week/Days of Employment

It is expected that during your final weeks, you will complete all assigned work possible and cooperate in an orderly transition of unfinished projects.

11.7. Layoffs/Reduction in Force

11.7.1. Introduction

The City Administrator shall direct layoff procedures to be implemented when positions are abolished due to lack of work; lack of funds; or reorganization.

The City Administrator shall determine and prepare a layoff plan that shall include the number and kind of positions affected, and institute abolishment of the positions.

11.7.2. Existing Vacancies

If you are laid off, the City Administrator may appoint you to any existing vacancy in a lower class for which you are qualified.

11.7.3. Department Head Participation

Department Heads may recommend separating you without prejudice because of lack of funds or curtailment of work.

In most cases, the Department Head shall give notice of at least ten (10) working days.

11.7.4. Temporary and Part-Time Employees

When reducing staff, temporary employees shall be separated before part-time employees, and part-time employees before regular, full-time employees.

Such termination will be reflected in your personnel file and will not reflect negatively on your work record.

11.7.5. Probationary Employees

An employee on probation status as a result of a promotion is considered a full-time employee for the purpose of layoffs.

11.7.6. Classified Positions

Whenever a classified position is abolished or reduction in force becomes necessary, layoffs shall be accomplished in the following manner:

1. The Department Heads and City Administrator shall determine criteria; including, but not limited to, attendance, performance reviews, provisional or probationary status, departmental demands and forecasts.

2. The Department Heads and City Administrator will consider such factors in determining who is reserved by such items including, but not limited to, an individual's total service with the City, special skills or abilities, and ability to perform other duties within the City.

11.7.7. Rehires

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

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

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

11.8. Exit Interview

11.8.1. Introduction

We are interested in obtaining information, impressions, and constructive comments concerning the City of Grain Valley.

11.8.2. Employee Responsibility

When you resign, you may be asked to participate in an exit interview with Human Resources, City Administrator, or Elected Officials.

Your comments will assist us in directing our management staff and business efforts for the future.

You will be required to turn in all City of Grain Valley property at this time.

11.8.3. Employer Responsibility

You will receive important information regarding your last paycheck, COBRA benefits, etc.

11.9. Unemployment Compensation

11.9.1. Introduction

The City of Grain Valley contributes to the Unemployment Compensation Insurance Plan, which provides income to eligible unemployed individuals.

11.9.2. Eligibility and Benefits

You must satisfy the statutory eligibility requirements to receive benefits.

The State Division of Employment Security determines your eligibility as well as the amount and duration of the benefits.

These benefits are based on your average monthly salary or wages during a specified period.

11.10. Health Insurance Continuation (COBRA)

11.10.1. Policy

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

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

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

DRAFT

Receipt of City of Grain Valley Employee Handbook

I acknowledge that I have received a copy of the City of Grain Valley Employee Handbook approved **March 11, 2024**. I understand that the Handbook sets forth the expectations of my employment with the City of Grain Valley, and I also understand that I am expected to read and understand what this Handbook says.

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

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

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

Refusal to sign this receipt does not exclude you from being required to follow the policies and procedures set forth in this Handbook.

Printed Employee Name

Signed Employee Name

Date

DRAFT

**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	3/11/2024	
BILL NUMBER	R24-17	
AGENDA TITLE	A RESOLUTION AUTHORIZING THE ALLOCATION OF THE CITY OF GRAIN VALLEY 2024 EMERGENCY MANAGEMENT CONTRIBUTION TO THE CENTRAL JACKSON COUNTY FIRE PROTECTION DISTRICT	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Ken Murphy, City Administrator	
FISCAL INFORMATION	Cost as recommended:	\$14,333.00
	Budget Line Item:	230-33-74300
	Balance Available:	\$16,000
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To ensure Grain Valley is prepared for any emergency situations that may occur	
BACKGROUND	The Central Jackson County Emergency Management Agency (CJCEMA) is a cooperative effort between the cities of Grain Valley, Blue Springs and Lake Tapawingo in conjunction with the Central Jackson County Fire Protection District.	
SPECIAL NOTES	This was a budgeted item in the approved 2024 FY budget	
ANALYSIS	Participating in the CJCEMA is essential to ensure that in the case of an emergency situation, the city will be in the best position possible to deal with anything that may happen. Being a part of this group allows Grain Valley to plan for and react to an emergency or disaster situation in more of a regional manner if necessary.	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	

DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution and CJCEMA Invoice

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-17

A RESOLUTION AUTHORIZING THE ALLOCATION OF THE CITY OF GRAIN VALLEY 2024 EMERGENCY MANAGEMENT CONTRIBUTION TO THE CENTRAL JACKSON COUNTY FIRE PROTECTION DISTRICT

WHEREAS, the Cities of Grain Valley, Blue Springs and Lake Tapawingo in conjunction with the Central Jackson County Fire Protection District formed the Central Jackson County Emergency Management Agency (CJCEMA); and

WHEREAS, the CJCEMA works collectively to plan and prepare for any imaginable emergency situation; and

WHEREAS, the Board of Aldermen support the CJCEMA to provide the highest level of protection for the citizens of Grain Valley; and

WHEREAS, the Board of Aldermen acknowledge the benefits of the City's involvement in the CJCEMA; and

WHEREAS, the City of Grain Valley, Missouri intends to continue its participation in the CJCEMA.

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

SECTION 1: The City Administrator is authorized to allocate the necessary funds for Grain Valley's contribution to the Central Jackson County Emergency Management Agency for 2024.

PASSED and APPROVED, via voice vote, (___ - ___) this 11th Day of March, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

[R24-17]

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INVOICE



CENTRAL JACKSON COUNTY FIRE PROTECTION DISTRICT

805 NE Jefferson Street, Blue Springs, MO 64014
Phone: (816) 229-2522 Fax (816) 229-5110

DATE: February 21, 2024
INVOICE #: 2024-02

City of Grain Valley
Attn: Ken Murphy, City Administrator
711 Main Street
Grain Valley, MO 64029

DESCRIPTION	AMOUNT
FY 2024 Emergency Management Agency Contribution	\$ 14,333.00
TOTAL	\$ 14,333.00

Make all checks payable to Central Jackson County F.P.D.
If you have any questions concerning this invoice, contact our Accounting Dept. 816-229-2522

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**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	3/11/2024	
BILL NUMBER	R24-18	
AGENDA TITLE	A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE PATROL RIFLES FROM SIONICS WEAPONS SYSTEMS	
REQUESTING DEPARTMENT	Police Department	
PRESENTER	Ed Turner, Chief of Police	
FISCAL INFORMATION	Cost as recommended:	\$32,000.00
	Budget Line Item:	285-00-74260
	Balance Available:	\$32,000.00
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To purchase patrol rifles to ensure officers are well equipped for the highest level of law enforcement response to critical incidences, acts of violence, and threats of violence.	
BACKGROUND	The Grain Valley Police Department currently deploys rifles that were built in the 1960's. The current rifles are sub-standard to the professional levels expected in law enforcement today. The new rifles will be equipped with high quality equipment, to include optics for accuracy, lights, and slings. Rifles are anticipated to be in service for 15 years depending on usage and wear.	
SPECIAL NOTES	The 16 rifles are a budgeted purchase from the approved 2024 FY ARPA budget.	

ANALYSIS	Officers are expected to respond to a variety of threats. Officers respond to areas of condensed housing and open farmlands. This requires equipment and tools applicable to the duties required of the Officers. The requested rifles will provide a higher level of service for the community's protection and officer safety. This purchase will greatly enhance safety, liability, functionality, and overall effectiveness of the tasks assigned to the Grain Valley Police Officers.
PUBLIC INFORMATION PROCESS	During the year 2023, the Board of Aldermen met and discussed the 2024 budget in a workshop. The purchase of 16 new patrol rifles were presented and approved.
BOARD OR COMMISSION RECOMMENDATION	N/A
DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-18

**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY
AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE PATROL RIFLES FROM
SIONICS WEAPONS SYSTEMS**

WHEREAS, the City of Grain Valley, is responsible for providing safety and security to all the citizens and visitors of the city; and

WHEREAS, the Grain Valley Police Officers are asked to respond to acts of violence that require specialized equipment and training to provide a high level of safety, security, and protection; and

WHEREAS, the Board of Aldermen support the officers efforts to provide the highest level of service to everyone contacted during the course of their duties; and

WHEREAS, the Board of Aldermen acknowledge the roles and responsibilities of officers in the community and their desire to enhance the service to citizens by outfitting and preparing officers with equipment that allows them to accomplish these tasks with the highest degree of professionalism; and

WHEREAS, the City of Grain Valley, Missouri intends to continue its efforts to elevate the service to the community by equipping and training those commissioned to serve.

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

SECTION 1: The City Administrator is authorized to purchase 16 patrol rifles for the Grain Valley Police Department to enhance police officer deployment and service to the community.

PASSED and APPROVED, via voice vote, (___ - ___) this 11th Day of March, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

[R24-16]

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**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	03/11/2024	
BILL NUMBER	R24-19	
AGENDA TITLE	A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY ESTABLISHING THE NEED TO AMEND THE 2024 BUDGET TO ALLOCATE FUNDING FROM PARK RESERVE FUNDS FOR THE DESIGN AND ENGINEERING OF SW EAGLES PARKWAY TRAIL	
REQUESTING DEPARTMENT	Parks & Recreation	
PRESENTER	Shannon Davies, Director of Parks & Recreation	
FISCAL INFORMATION	Cost as recommended:	\$78,225.00
	Budget Line Item:	200-22-78780
	Balance Available:	Current: \$55,000.00 With Amendment: \$78,225.00
	New Appropriation Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PURPOSE	To provide the funding needed for design and engineering services for the SW Eagles Parkway Trail.	
BACKGROUND	<p>This is a Transportation Alternatives Program (TAP) funded project. 80% of project costs are funded by the TAP. This equates to \$413,660.00 in TAP funding.</p> <p>This section of trail is listed as part of the City's Trails Master Plan.</p>	
SPECIAL NOTES	<p>This is an 8' wide recreational trail on the south side and parallel to SW Eagles Parkway. It extends from Buckner-Tarsney Road west to the Blue Branch Creek trailhead. The new trail section provides a critical link to the existing trail system by providing connectivity from the Blue Branch Creek Trail to Main Street and Downtown Grain Valley with bicycle access. This project was identified in the 5-year CIP and was approved with funds appropriated in the 2024 budget for design.</p>	
ANALYSIS	N/A	

PUBLIC INFORMATION PROCESS	The recent citizen surveys in conjunction with the Parks Master Plan ranked “Availability of Walking and Biking Trails” as the #1 recreation service that should receive the most emphasis from the City over the next two years.
BOARD OR COMMISSION RECOMMENDATION	Park Board Recommends Approval
DEPARTMENT RECOMMENDATION	Parks and Recreation Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-19

**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY
ESTABLISHING THE NEED TO AMEND THE 2024 BUDGET TO ALLOCATE FUNDING
FROM PARK RESERVE FUNDS FOR THE DESIGN AND ENGINEERING OF SW EAGLES
PARKWAY TRAIL**

WHEREAS, the Board of Aldermen of the City of Grain Valley adopted the Fiscal Year 2024 budget on November 27, 2023; and

WHEREAS, the Fiscal Year 2024 budget estimates the year's revenues and expenditures;
and

WHEREAS, there is an increased cost from what was budgeted to complete the design and engineering services for the SW Eagles Parkway trail; and

WHEREAS, the 2024 budget needs to be amended to allocate funds from the Park Reserve Fund for the SW Eagles Parkway trail project.

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

SECTION 1: The Board of Aldermen recognize the need to amend the 2024 budget to allocate funding from the Park Fund Reserves for the SW Eagles Parkway Trail project.

SECTION 2: The City Administrator is authorized to amend the 2024 budget for this expenditure contingent upon the passage of Bill Number B24-05.

PASSED and APPROVED, via voice vote, (__ - __) this 11th Day of March, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

[R24-19]

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**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	03/11/2024	
BILL NUMBER	R24-20	
AGENDA TITLE	<p>A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE TASK ORDER 2023-6 WITH CRAWFORD, MURPHY AND TILLY, INC. FOR DESIGN AND ENGINEERING OF THE SW EAGLES PARKWAY TRAIL SUBJECT TO ALL PROVISIONS INCLUDED IN THE ON-CALL PROFESSIONAL ENGINEERING SERVICES AGREEMENT</p>	
REQUESTING DEPARTMENT	PARKS AND RECREATION	
PRESENTER	Shannon Davies, Director of Parks & Recreation	
FISCAL INFORMATION	Cost as recommended:	\$78,225.00
	Budget Line Item:	200-22-78780
	Balance Available	\$55,000.00
	New Appropriation Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PURPOSE	To provide design and engineering services for the extension of the trail system on SW Eagles Parkway from the Blue Branch Creek Trail to Main Street/Buckner Tarsney Road.	
BACKGROUND	The new trail section provides a critical link to the existing trail system by providing connectivity from the Blue Branch Creek Trail to Main Street and Downtown Grain Valley with bicycle access. This project was identified in the 5-year CIP and was approved with funds appropriated in the 2024 budget for design. A grant was received in 2023 to assist with the construction portion of the project.	
SPECIAL NOTES	The 2024 Budget Appropriation for Engineering Design was \$55,000.00	

ANALYSIS	The City has an On-Call Professional Engineering Services Agreement with Crawford, Murphy and Tilly, Inc. (CMT) and staff wishes to utilize that agreement to design/engineer the proposed trail on SW Eagles Parkway.
PUBLIC INFORMATION PROCESS	Project is in the 2024 budget.
BOARD OR COMMISSION RECOMMENDATION	Park Board Recommends Approval
DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution and Task Order from CMT

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-20

**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE TASK ORDER 2023-6 WITH
CRAWFORD, MURPHY AND TILLY, INC. FOR DESIGN AND ENGINEERING OF THE SW
EAGLES PARKWAY TRAIL SUBJECT TO ALL PROVISIONS INCLUDED IN THE ON-CALL
PROFESSIONAL ENGINEERING SERVICES AGREEMENT**

WHEREAS, the Board of Alderman approved an agreement with Crawford, Murphy and Tilly, Inc. for professional engineering services on April 23, 2023 with Resolution R23-34; and

WHEREAS, the funds for design of the trail extension on SW Eagles Parkway were provided in the 2024 budget.

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

SECTION 1: The City Administrator is hereby authorized to execute Task Order 2023-6 with Crawford, Muphy and Tilly, Inc. for professional engineering services to design the trail extension on SW Eagles Parkway.

PASSED and APPROVED, via voice vote, (____ - ____) this ____ Day of ____, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

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City of Grain Valley

Route AA/SW Eagles Parkway Trail

TASK ORDER 2023-6

Date: January 2024

Name: Route AA/SW Eagles Parkway Trail

Project Description: Design of a 10' trail along the south side of Route AA/SW Eagles Parkway from Blue Branch Trail to Buckner Tarsney Road. From Kirby Road to the east, the existing sidewalk will be widened 5' to a total of 10'.

Services Required: See attached Attachment "A" for Scope of Services

Time Schedule:

Work will begin upon receipt of this executed Engineering Services Task Order and will be completed within 460 calendar days and submitted for appropriate review and approval.

Intermediate completion dates include:

NTP	2/12/2024
Preliminary & R/W Plans	5/20/2024
A-Date	6/17/2024
PS&E	6/9/2025

Compensation:

Compensation for the services provided under this Engineering Services Task Order will be in accordance with the provisions of the Retainer Contract. The compensation for the above services, including reimbursable expenses, will be invoiced as the work is performed. It is estimated that the compensation for the above services, including reimbursable expenses, will not exceed \$ 78,225.00. A fee breakdown for this task order is attached as Attachment "B".

Approval and Notice to Proceed:

City of Grain Valley, MO

Crawford, Murphy & Tilly, Inc.

By: _____

By: 

Title: City Administrator

Title: Sr. Vice President

Date: _____

Date: 02.01.2024

Notice to Proceed Date: _____

CMT Project No. 22005100.07

Services provided under this Engineering Services Task Order shall be in accordance with the Agreement for Professional Services dated 2023 for On-Call Engineering Services provided during calendar year 2024.

ATTACHMENT A - SCOPE OF WORK

SW Eagles Parkway Trail Project City of Grain Valley, Missouri

GENERAL PROJECT INFORMATION

CMT has been requested to perform design services for a trail extension in Grain Valley, MO. The trail will parallel SW Eagles Parkway from the Blue Branch Trail (at Blue Branch & SW Eagles Parkway) east to Grain Valley High School. From the High School east to Buckner Tarsney Road, the existing sidewalk will be widened from 5' to 10'. The trail will be designed to accommodate added turn lanes at Kirby Road. The limits of the project can be seen in **Exhibit A**. The project is to be bid by May 2025.



Exhibit A – Project Location

TASK ITEM SUMMARY:

TASK 01 – ADMINISTRATION / PROJECT MANAGEMENT/ QAP

- A. Continuous coordination and response to requests from City staff throughout the duration of the project.
- B. Contract administration, billing preparation and review, and management of staff.
- C. A Quality Assurance Plan will be developed, and a QC/QA review will be performed on the Preliminary/Right of Way and Final PS&E Deliverables.

TASK 02 – TOPOGRAPHIC SURVEY

- A. Obtain topographic and boundary survey of existing physical improvements and facilities within the project improvements shown in Exhibit A.
- B. Set Project Control Points
- C. Conduct topographic survey within the project limits, including utility locates.
- D. Determination of existing right of way.
 - a. Field locate and corners, property corners, and R/W markers to establish right of way, property lines and easements within the limits of the project.
- E. Perform topographic processing

TASK 03 – PERMITTING & ENVIRONMENTAL COMPLIANCE

- A. NEPA Documentation
 - a. The Consultant will prepare and submit the following National Environmental Policy Act (NEPA) related documentation required as part of the federal funding distributed through MoDOT.
 - b. Prepare and submit the Request for Environmental Review on MoDOT's system at the preliminary plan, right of way and final plan stages. This will include preparation of all necessary resource mapping as required. We assume based on the anticipated minor right of way and minor environmental impacts that a Programmatic Categorical Exclusion (PCE) will be applied to this project. A CE2 is not anticipated and is not included in this scope.
 - c. A request for Section 106 review will be prepared and coordinated with MoDOT and the Missouri DNR State Historic Preservation Office. Detailed architectural and archaeological studies are not anticipated
 - d. A hazardous materials assessment will include the following as part of the PCE evaluation:

ATTACHMENT A - SCOPE OF WORK

SW Eagles Parkway Trail Project City of Grain Valley, Missouri

- i. Site inspection to review the project corridor for signs of contamination, dumping or other activities that may result in the need for special material handling during construction
 - ii. Review of environmental agency databases to identify nearby potential sources of contaminants
 - iii. Review of topographical and geological records to assess the potential for travel of contaminants
 - e. Complete a biological assessment for possible endangered species impacts including:
 - i. A determination of species known to occur in the county using literature reviews through the submittal of the Natural Heritage Database request through Missouri Department of Conservation, and the US Fish and Wildlife Service Information for Planning and Consultation (IPaC).
 - ii. Trees determined to be suitable for roosting will be documented and located using GPS with sub-foot accuracy and photographs of each suitable roost tree will be collected
 - iii. An evaluation of available on-site habitat will be completed, including documenting a suitable summer habitat evaluation for the Indiana and Northern long-eared bats and observations for caves; any locations will be documented with GPS.
 - iv. A summary report will be prepared in accordance with MoDOT's LPA guidelines for any necessary coordination with USFWS
 - f. Evaluate recreational properties for potential 4(f) and 6(f) status. Documentation of possible 4(f) and 6(f) applicability will be completed. This documentation will include the following as part of the PCE evaluation:
 - i. Desktop review of project corridor for presence of Section 4(f)/6(f) properties
 - ii. Documentation of any nearby Section 4(f)/6(f) properties and potential project impacts to those properties in the RER
 - iii. Completion of applicable Section 4(f) forms as directed by MoDOT, if necessary
 - iv. Coordination with the Official with Jurisdiction (OWJ), if necessary.
 - g. Complete an evaluation of the potential for encountering hazardous materials during the construction of the project based on a review of regulatory information from nearby sites. Further assessments (Phase I Environmental Site Assessment of Phase II Environmental Site Assessment) are not expected to be necessary and are excluded from this scope.
- B. Permits
 - a. Land Disturbance Permit
 - i. The Consultant will provide exhibits and plans to the City and work cooperatively with City staff to complete the Land Disturbance permit and Storm Water Pollution Prevention Plan.
 - b. Environmental Permitting
 - i. CMT assumes that based on the development planned and the magnitude of stream impacts that may occur, a nationwide 404 permit will be necessary. While this step is not required prior to approval of the PCE, it will be required before project letting.
 - 1. USACE 404 Permit Form
 - 2. Wetland and stream avoidance and minimization documentation
 - 3. Wetland and stream delineation and qualitative analysis documentation
 - 4. Cultural resource documentation
 - 5. Endangered species documentation
 - 6. Detailed project information, including phasing schedule and the purpose and need for the project, including economic justifications/documentation
 - 7. Grading and cross sections for each surface water feature impacted
 - c. Mitigation
 - i. Compensatory mitigation for impacts may be required. We assume the project would prefer to mitigate at available banks and/or In-Lieu Fee programs. We will prepare the credit calculations based on the draft Missouri Wetland Assessment Method and/or Missouri Stream Mitigation Method, as applicable, and complete the adverse impact factors worksheet to determine the stream and/or wetland mitigation credits required. CMT will coordinate with the bank or in-lieu fee program owner to set up the purchase agreements.

TASK 04 – ROADWAY DESIGN

4.1 Preliminary Roadway Plans/Right of Way Plans – 60%

ATTACHMENT A - SCOPE OF WORK

SW Eagles Parkway Trail Project City of Grain Valley, Missouri

- A. Preliminary Plans will be developed to approximately 60%. One (1) electronic set in PDF format will be provided to the City for review and comment.
- B. The following sheets shall be included in the preliminary plan submittal.
 - a. Cover/Title
 - b. Typical Sections
 - c. Right of Way Plan
 - d. Plan & Profile (Trail)
 - e. Cross sections (every 50 feet + Critical Locations)
- C. Utility conflicts identified and coordination initiated to resolve conflicts.
- D. CMT shall prepare an opinion of probable construction costs. CMT will utilize BidTabs software to analyze recent bids for the determination of unit costs.
- E. Drawings shall be prepared in accordance with MoDOT Design Standards.
- F. Develop corridor model with topographic survey 3D surface to establish preliminary grading limits and estimated right-of-way impacts.
- G. CMT will attend one (1) meeting with the City to review preliminary/right of way plans and discuss comments.
- H. Design coordination meetings (assume weekly ½ hr meetings)

4.2 Final Plans

- E. Upon approval of the Preliminary/Right of Way Plans, CMT shall prepare final plans. The following sheets are anticipated for the trail improvements:
 - a. Cover/Title
 - b. General Notes
 - c. Typical Sections
 - d. Quantity Sheets
 - e. Removal/Clearing Plan
 - f. Right of Way Plan
 - g. Plan & Profile (Trail)
 - h. Erosion Control Plan
 - i. Cross Sections (50-foot intervals + Critical Locations)
- B. CMT shall address and incorporate Review Comments from the Preliminary/Right of Way plans.
- C. Utility Conflict analysis summary
- D. CMT shall prepare an opinion of probable construction costs. CMT will utilize BidTabs software to analyze recent bids for the determination of unit costs.
- E. Drawings shall be prepared in accordance with MoDOT Design Standards.
- F. One (1) electronic set in PDF format will be provided to the City for review and comment.
- G. Comments from the Final for Review Plans shall be addressed before submitting final plans and specifications.
- H. A disposition of comments will be included with the Final for Review Plans.
- I. Consultant shall prepare special provisions for any items not covered in MoDOT's standard specifications. A measurement and payment specification shall also be included to clearly describe each item in the bid proposal and how it shall be measured and paid.

~~TASK 05 – PUBLIC ENGAGEMENT~~

- ~~A. CMT will provide materials and attend one (1) public meeting following the preliminary/Right of Way plan review.~~
- ~~B. CMT will coordinate with the City to identify a host site.~~

~~TASK 06 – CONSTRUCTION PHASE SERVICES~~

- ~~C. During construction, CMT will review and provide clarification of plans and/or specifications.~~
- ~~D. CMT will provide responses to RFIs.~~
- ~~E. CMT will attend a preconstruction meeting.~~

ATTACHMENT A - SCOPE OF WORK

SW Eagles Parkway Trail Project City of Grain Valley, Missouri

ASSUMPTIONS/EXCLUSIONS:

The following assumptions were made when developing this scope of work. Any revisions to these assumptions would necessitate an amendment or supplement to the agreement.

- No traffic analysis will be conducted nor traffic counts collected.
- A detailed habitat assessment and assessment of impacts for endangered species will meet the requirements of the USFWS consultation process and no species-specific surveys (such as bat mist net surveys) will be required
- Mitigation banks and/or In-Lieu fee programs will have credits available for purchase and is the method preferred as compensatory mitigation
- No geotechnical analysis will be performed. Trail pavement will follow standard details for material and depths.
- Public engagement will be done concurrently with public engagement for the SW Eagles Parkway and Kirby Road intersection improvement project. The fee for public engagement is included with that project and is not duplicated in this project.
- No pavement design report will be prepared.
- MoDOT will confirm that a PCE is the correct level of environmental documentation.
- This Task Order excludes the limits of the SW Eagles Parkway at Kirby Road intersection project. The portion of the trail through those limits is included in that Task Order.
- No permanent right of way or temporary construction easements will be necessary. If permanent right of way or temporary construction easements need acquired, this will necessitate an amendment.
- No structural design elements (retaining walls, head walls, or structural features) will need designed and/or detailed.
- The traffic control plan will be covered by notes, standard details and specifications.
- Curb ramp design is excluded.
- The City of Grain Valley will handle the notice of the public meeting.
- Materials for public consumption will be hosted on a City website.
- No hydraulic or hydrologic analysis needed. Culvert extensions will match the existing pipe size.
- The project excludes any crossings of SW Eagles Parkway.
- Construction inspection services to be provided by others.
- Construction phase services is excluded from this initial Task Order. Inclusion of these services will require a contract amendment.
- The following environmental items are excluded from this scope of work:
 - o Soil or other sampling and analysis not specifically mentioned in the above scope of work
 - o Phase I Environmental Site Assessments
 - o Species Specific Endangered Species Surveys
 - o Cost of agency permit review fees

ADDITIONAL SERVICES

Additional services not noted previously can be provided on an as-needed basis in an amended contract.

CRAWFORD, MURPHY & TILLY, INC.
 CONTRACT ATTACHMENT B - 2024 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT City of Grain Valley, MO
 PROJECT NAME SW Eagles Parkway Trail
 CMT JOB NO. 22005100.07

Prep By GTB
 DATE 02/01/24

Approved by AM
 DATE 02/01/24

TASK NO.	TASKS \ CLASSIFICATIONS	MAN HOURS & LABOR SUMMARY												TOTAL															
		Principal	Proj Mgr II	Scientist I	Proj Eng II	Proj Envr Scien II	Proj Mgr I	Proj Struct Eng I	Sr. Architect II	Sr. Structural Eng II	Sr. Technician II	Aerial Mapping Specialist	Sr. Eng I		Sr. Structural Eng I	Technical Manager III	Sr. Arch I	Sr. Technician I	Eng I	Arch I	GIS Specialist	Sr. Planner I	Envr Scientist II	Technician II	Envr Scientist II	Proj Admin Assist	Planner I	Tech Mgr I	Tech I
	CURRENT YEAR 2024 HOURLY RATES	\$290	\$280	\$240	\$225	\$200	\$195	\$195	\$180	\$175	\$175	\$150	\$125																
1	Administration / Project Management / QAP		2	32							4										20					4		62	
2	Topographic Survey																												
3	Permitting & Environmental Compliance																								18	56		92	
4	Roadway Design																												154
5	Public Engagement																												
6	Construction Phase Services																												
7																													
8																													
9																													
10																													
11																													
12																													
13																													
14																													
15																													
	TOTAL MAN HOURS		2	70							34										108		34		60		308		
	SUBTOTAL - BASE LABOR EFFORT		\$560	\$16,800							\$6,630										\$18,900		\$5,100		\$7,500		\$55,490		
TASKS (CONTINUED)		TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES										TOTAL EXPENSE	TOTAL FEE															
			TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP-MENT	MISC	SURVEY T&B	SUBS	SUBS	OTHER EXP	OTHER EXP																	
1	Administration / Project Management / QAP	\$13,020	\$95											\$95	\$13,115														
2	Topographic Survey							\$22,584						\$22,584	\$22,584														
3	Permitting & Environmental Compliance	\$14,020													\$14,020														
4	Roadway Design	\$28,450	\$35		\$20									\$55	\$28,505														
5	Public Engagement																												
6	Construction Phase Services																												
7																													
8																													
9																													
10																													
11																													
12																													
13																													
14																													
15																													
	TOTALS	\$55,490	\$130		\$20			\$22,584						\$22,734	\$78,224														
TIME PERIOD OF PROJECT		2024	2025	2026	2027	TOTAL	EST % OF OT HRS INCLUDED ABOVE AVERAGE OVERTIME RATE PREMIUM					15%	MULTI-YEAR + OT MLTPLR & AMT																
PERCENTAGE OF WORK TO BE PERFORMED BY YEAR		100%				100%	OT ADJUSTMENT FACTOR						1.0000																
WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT		1.0000				1.0000																							
ESTIMATED CONTINGENCY																													
ROUNDING														\$1															
TOTAL FEE		MATH CROSS CHECK IS OK												\$78,225															

ENGINEERING TOMORROW'S INFRASTRUCTURE

Date: January 19, 2024

JERRY BOLLINGER PE, PTOE, RSP1
Project Engineer I
Crawford, Murphy & Tilly
1627 Main St Ste 600
Kansas City, MO 64108

RE: Proposal
LAND SURVEYING SERVICES,
Park Trail Master Plan
Grain Valley, MO
T&B New Business #2024-005

Dear Mr. Bollinger:

Taliaferro & Browne, Inc. (the Consultant) proposes to render professional land surveying services in connection with the **Park Trail Master Plan** project, located in Grain Valley, Missouri, (hereinafter called the "Project"). **Crawford, Murphy & Tilly** (the Client) is expected to furnish us with full information as to your requirements including any special or extraordinary considerations for the project or special services needed, and to make available all pertinent existing data.

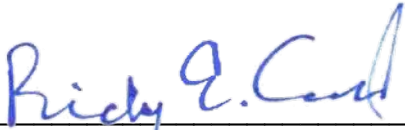
Our basic services will include:

1. Establish project control.
2. Provide a topographic survey along the south side of SW Eagles Parkway in Grain Valley, Missouri, from the back of curb to the approximate right-of-way line from Buckner Tarsney Road running west approximately 5,830 feet to the existing Blue Branch Creek Trail.
3. Establish the south right-of-way line and adjacent intersecting property lines from the best available evidence.
4. T&B will show the limits of any FEMA Flood Hazard Areas affecting the project property.
5. T&B will request utilities be located by Missouri One Call and will locate all visible evidence of utilities together with those marked by Missouri One Call.

Estimated fee: **TOTAL**

\$22,584.00

Very sincerely yours,
TALIAFERRO & BROWNE, INC.



Ricky E. Gard, P.L.S.
Survey Manager

Hagos Andebrhan, P.E., P.L.S
CEO

Client Acceptance

Accepted this _____ day of _____, 20 ____.

Crawford, Murphy & Tilly

By _____

Attachments:

Terms & Conditions
Land Surveying Understandings and Assumptions
Schedule "A"

Terms and Conditions

Performance of Services: The Consultant shall perform the services outlined on the attached Letter Agreement in consideration of the stated fee and payment terms.

Additional Services: For additional services not included above, the Consultant shall be compensated on an hourly basis in accordance with the consultants attached hourly rate Schedule "A". Prior approval shall be given in writing by the Client for any additional services.

Access to Site: Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

Billing/Payment: The Client agrees to pay the Consultant for all services performed and all costs incurred. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of such services or monthly. Invoices shall be due and payable upon receipt. If any invoice is not paid within 45 days, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 60 days after the billing, the Consultant may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of the Consultant.

Ownership of Documents: All documents produced by the Consultant under this Agreement are instruments of the Consultant's professional service and shall remain the property of the Consultant and may not be used by the Client for any other purpose without the prior written consent of the Consultant.

Dispute Resolution: Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of the Agreement shall be submitted to non-binding mediation. The Client and the Consultant agree to include a similar mediation agreement with all contractors, subcontracts, suppliers, and fabricators, providing for mediation as the primary method for dispute resolution among all parties.

Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

T&B No. 2024-006

Understandings and Assumptions

SURVEYING SERVICES

PARK TRAIL MASTER PLAN

GRAIN VALLEY, MO

January 19, 2024

BASIC SERVICES

1. Taliaferro & Browne, Inc. (T&B) will establish horizontal and vertical site control.
2. Survey will be in U.S. survey feet.
3. Horizontal control will be based on Missouri West Zone, State Plane Coordinates, NAD 83 datum.
4. Vertical datum will be NAVD 88.
5. T&B will set 9 horizontal and vertical control points at approximately 1,000-foot intervals.
6. T&B will request utilities to be located by Missouri One Call.
7. T&B will use conventional survey methods to perform a topographic survey of the project area.
8. T&B will process all field data and create an AutoCAD drawing at a convenient scale.
9. T&B understands right-of-entry will be secured by the client prior to the expected date of field surveys.
10. T&B will show the South right-of-way line of SW Eagle Parkway and adjacent intersecting rights-of-way and property lines from the best available record and physical information.
11. T&B understands that utilities will be located as marked by Missouri One Call or shown from utility maps provided by the client.
12. T&B understands no right-of-way or easement taking exhibits will be required.
13. T&B will show all easements, set-back lines and similar encumbrances disclosed in title reports provided by the client or as otherwise known to the surveyor.

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**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	3/11/2024	
BILL NUMBER	R24-21	
AGENDA TITLE	A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A TOW AGREEMENT WITH HOOKERS TOW LLC	
REQUESTING DEPARTMENT	Police Department	
PRESENTER	Ed Turner, Chief of Police	
FISCAL INFORMATION	Cost as recommended:	Not Applicable
	Budget Line Item:	Not Applicable
	Balance Available:	Not Applicable
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To provide towing service for the Grain Valley Police Department for a period of March 12, 2024 through March 12, 2027.	
BACKGROUND	The towing contract with Ron's Auto & Truck Towing Services expired January 2024. Three companies responded to the City's Request for Proposal with a bid for the tow contract. Hooker's Tow LLC was the only tow company located in and storing cars within the City of Grain Valley. Hooker's Tow LLC has cost that are significantly less than the other two tow companies. Hooker's Tow will be used to respond at the request of police officers. They will tow vehicles from the scene of a traffic accident, arrest of the driver, abandoned vehicles, illegally parked vehicles, etc.	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	The Notice of Request for Proposal was advertised in the Examiner Newspaper February 1, 2024. It was also posted on the City of Grain Valley's website on the same day it was posted in the Examiner Newspaper.	

BOARD OR COMMISSION RECOMMENDATION	N/A
DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Resolution

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

March 11, 2024

RESOLUTION NUMBER
R24-21

**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY
AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A TOW AGREEMENT WITH
HOOKERS TOW LLC**

WHEREAS, the Board of Aldermen of the City of Grain Valley, must approve all contracts; and

WHEREAS, the current towing service contract expired in January 2024; and

WHEREAS, the Grain Valley Police Department must investigate or identify vehicles which must be towed for reasons which may include arrests, traffic accidents, abandoned, traffic hazards, and vehicles involved in criminal investigations; and

WHEREAS, a Request for Proposal was distributed via newspaper outlets and City website, and submissions were reviewed to determine the most qualified company; and

WHEREAS, the Grain Valley Police Department finds that Hooker's Tow LLC has satisfied and fulfilled all requirements of the proposal.

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

SECTION 1: The City Administrator is authorized to sign an agreement for tow service with Hooker's Tow LLC Grain Valley, Missouri.

PASSED and APPROVED, via voice vote, (__ - __) this 11th Day of March, 2024.

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

[R24-21]

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2024
REQUEST FOR PROPOSALS FOR
TOW SERVICES
RFP #2024-02

The City of Grain Valley will accept sealed proposals from qualified contractors interested in providing the following:

Four (4) Signed Copies
MUST BE RECEIVED BY:
3:00 P.M. February 15, 2024

Please mark your submittal "Sealed Proposal –2024 Tow Services" and send it to:

City of Grain Valley
Attention: Ed Turner, Chief of Police
711 Main St.
Grain Valley, Missouri 64029
816-847-6200

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name Hooker's Towing LLC

Authorized Person (Print) Andrew Langer

511 James Rollo Dr

Address

Grain Valley, MO 64029

City/State/Zip

(816)836-8697

(913)273-0792

Telephone #

Fax #

hookerstowing816@gmail.com

E-mail

Signature

Owner

Title

02/07/24

Date

81-3418433

Tax ID #

LLC/S

Entity Type

711 Main Street
Grain Valley, MO 64029
816.847.6200

cityofgrainvalley.org

LIFE OUTSIDE THE LINES

HOOKER'S TOWING LLC

511 James D Rollo Dr Grain Valley, MO 64029 (816)836-8697

Qualifications Statement for RFP #2024-02

I am Andrew Langer; and I own Hooker's Towing LLC. Hooker's Towing LLC appreciates the opportunity to serve our local police force by utilizing our extensive expertise to provide towing services in accordance with the provided specifications.

Hooker's Towing LLC began serving the greater Kansas City area in 2020. Our 24/7 operation provides excellent towing services for individuals, small and large companies, as well as municipalities.

Hooker's Towing LLC currently holds a tow rotation contract with the City of Independence, Missouri Police Department out of our Independence Branch; and we have been a provider for IPD for the past 3-1/2 years. We deal with all manner of towing situations such as accidents, rollover situations, arrests, etc. The Rotation supervisor is Business License Compliance Officer Gabe Glaser. He can be reached at (816)325-7767.

Hooker's Towing LLC is also on the call list for the Missouri State Highway Patrol. Our point of contact at MSHP is Sgt. David Vandermark and he can be reached at (816)622-0717 Ext 6143.

Additionally; Hooker's Towing LLC provides contracted towing services for large companies such as Carmax in Independence, Missouri and Merriam, Kansas, U-Haul International and Aamco Transmissions, just to name a few.

Hooker's Towing LLC employs tow operators with a minimum of 3 years towing experience; and we submit the below list of operators and their length of experience for your review. We also have an extensive fleet of various towing vehicles including rollback, autoloader and wrecker.

Andrew Langer Owner/Operator 15 Years -Currently Operates 2023 Ram5500 Rollback

Tim Robinette Operator/Dispatcher 13 Years -Currently Operates 2020 International MV607 Rollback

Chuck Porter Operator 15 Years -Currently Operates 2019 Freightliner M2106 20Ton Heavy Wrecker

Michael Smith Operator 7 Years -Currently Operates 2024 Freightliner M2106 Rollback

Matthew Phillips Operator 8 Years -Currently Operates 2023 Ram5500 Autoloader

Brandon Creasy Operator 5 Years -Currently Operates 2024 Kenworth T280 Rollback

Thank You for your consideration.

Sincerely,

Andrew Langer



**Cover Title-Signature Page
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Selection Schedule

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Evaluation Process and Selection Criteria

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Exhibit "A" Non-Collusion Certification
General Conditions



CITY OF GRAIN VALLEY

REQUEST FOR PROPOSAL 2024-02

PROJECT

The City of Grain Valley posts an RFP (Request For Proposal) every 3 years for towing service which encompasses police ordered tows as well as various other City vehicle tow requests.

Considerations are given to all providers, but the City of Grain Valley has the responsibility to promote businesses in this area.

This RFP provides interested Tow Service Providers with information to prepare and submit a proposal for consideration by the City regarding its Tow services to review and make recommendations for a quality Towing Service Agreement consistent with Grain Valley Police Department's policy best practices. This RFP process is intended to identify potential Towing Companies with which the City may, in its sole discretion, choose to enter into an agreement for the proposed Towing services. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City to pursue an agreement with any proposer. All negotiations are subject to the consideration and discretionary approval of the City, which may, at its sole discretion, accept or reject any and/or all proposals and agreements.

PART I

GENERAL INFORMATION

The City of Grain Valley, located in eastern Jackson County, Missouri, is a growing, full-service community of approximately 16,000 residents. The City is a full-service municipality operating under a 4th class form of government with six Aldermen and Mayor elected at-large. The City Administrator, appointed by the Board of Aldermen, is the chief executive responsible for the administration of the various departments, the enforcement of all local ordinances, and implementation of policies adopted by the Board of Aldermen.

The City employs approximately 62 full-time employees, 30 part-time employees, and 12 seasonal employees. Employees are paid on a bi-weekly basis. Full-time employees are eligible for various benefit programs, including health, dental, vision, and life insurance. Within the City organization, there is one (1) collective bargaining unit: Fraternal Order of Police West Central Missouri Regional Lodge #50. The City is a member of Midwest Public Risk (MPR), which provides liability insurance and risk management services. MPR also administers the City's workers compensation program.

The City has five (5) departments: Administration, Community Development, Finance, Parks & Recreation and Police. The Administration department is comprised of the City Administrator, Deputy City Administrator, City Clerk, Human Resources Administrator, Public Information Officer and the Municipal Court Administrator. Community Development includes Planning & Engineering, Information Technology, Fleet Maintenance and Public Works Division.

711 Main Street
Grain Valley, MO 64029
816.847.6200
cityofgrainvalley.org

LIFE OUTSIDE THE LINES

DESCRIPTION OF THE PROJECT

The City is seeking to work with a Professional Towing Service Company that has a proven history of experience working with municipal, state, or federal law enforcement agencies under a Towing Service Agreements in the State of Missouri. The scope of work outlined below should not be viewed as rigid and the Towing Service is encouraged to offer alternative or additional efforts for this proposal where he/she believe appropriate.

PART II

AGREEMENT

After the Board of Aldermen's approval, the successful consultant will be required to sign an agreement with the City of Grain Valley that will incorporate this RFP and the final negotiated response proposal.

PART III

SCOPE OF SERVICES

SECTION 1. Area of Coverage

The entire city, as designated by its corporate boundaries and all contiguous roadways, streets, and alleys, shall be known as the Area of Coverage. Special provisions for City ordered tows outside this area are addressed in the Pricing Schedule.

SECTION 2. Administration

Any and all forms, records and reports required by this Agreement shall be of a form and nature determined by the City and will be maintained or provided in whatever manner dictated by the City. Such records as may be required shall be open to inspection by the City, without notice, at any time during normal business hours, normal business hours being defined as 8:00 a.m. to 5:00 p.m. Monday through Friday excluding recognized holidays.

The Towing Contractor shall keep all records at a central office. The City's administrative agent for overseeing the proper execution of this agreement shall be the City's Chief of Police or a designated representative.

SECTION 3. Scope

This agreement shall extend to:

- A. Police Ordered Tows - Vehicles ordered towed and / or impounded by the Police Department, for example; to clear roadway, protect property rights, and insure safekeeping.



- B. Non-Preference Tows - Vehicles towed at owner's request when request is transmitted through the Police with no preference indicated. The Towing Contract Agreement/Pricing Schedule shall not apply to these requests. This category shall include service calls of any type when the citizen has requested a particular company be contracted or they have made their own arrangements.
- C. City owned and / or operated - Vehicles towed at the request of the City.

SECTION 4. Required Minimum Services

- A. The Towing Contractor shall have a minimum of:
 - 1 Two (2) trucks, 1 Ton or larger, with a minimum GVW of 10,000 pounds.
 - 2 One (1) truck, 2 Ton or larger, with minimum GVW of 20,000 pounds.

The three (3) vehicles shall be equipped with dollying equipment, winching equipment, lifts or other accouterments as may be necessary for the safe, damage-free tow/recovery of vehicles. Each of these shall be equipped with emergency warning lighting in accordance with applicable law. These three vehicles shall be available on call 24 hours per days, 7 days a week including holidays. The vehicles shall be in good condition, available for inspection by the City. The Towing Contractor within thirty (30) days from date of agreement will furnish the City with a list of trucks, serial numbers, and equipment to be used.

B. Radio dispatching/ mobile communications shall be maintained by the Towing Contractor between the office and each tow vehicle. This requirement may be met through the use of pagers, cellular telephones or other two-way AM or FM radio equipment, but not through the use of CB or citizens band equipment. In addition, the Towing Contractor must maintain a 24-hour, 7 days per week including holidays, manned telephone at the office/ dispatching center.

C. Capability to tow/recover average tractor trailer. This requirement may be met by an existing subcontractor agreement which must be in effect prior to entering into this Agreement with the City and shall be maintained for the entire period of this Agreement. City shall be furnished any such subcontractor agreement and will review same prior to execution of this agreement.

D. Secure storage facility. The Towing Contractor shall maintain a secure storage area, capable of containing a minimum of 25 full size sedan type vehicles. This requirement may be met by an enclosed building of at least 10,000 square feet excluding office or maintenance areas or an outside storage area of the same size requirements which shall be surrounded by security fencing of at least 8 feet in height and provided with security lighting adequate to illuminate the entire area. The gates must be secured with a lock.

E. Tow lot must be located within a 5-mile radius of the Grain Valley City Hall; preferred within the city limits of Grain Valley.

SECTION 5. Operating Requirements

Charges for all services performed under this Agreement shall be as provided for in the Price Schedule approved by the City and included as a binding portion of this

A. Agreement as an addendum hereto. Towing Contractor shall be responsible for collections of all authorized charges from the party or parties owning or entitled to possession of the property towed and stored and shall hold the City and all its employees harmless for payment or collection of said charges. The City will only be responsible for storage charges if the Police Department authorizes the hold of the vehicles in writing. Upon the sale or titling of a police ordered towed vehicle, the Towing Contractor shall notify the Police Department in writing within five (5) working days. Towing Contractor shall comply with all State laws regarding mechanics liens and sales of stored vehicles to recover authorized fees.

B. Response Times. The Towing Contractor shall be required to arrive at any point within the Area of Coverage (Sec. 1) within twenty (20) minutes of notification by the police dispatcher, except that equipment required by Sec. 4.C. for tractor trailer shall be one (1) hour. These times assume normal weather conditions.

C. Secure Storage Lot. The Towing Contractor shall provide for release of vehicles without any assistance from City personnel. This storage area office shall be open 8:00 a.m. to 5:00 p.m. Monday through Friday. In addition, the Towing Contractor shall provide the capability to release vehicles on weekends, holidays, and at times other than normal business hours, by having personnel on call through the central telephone number (Sec. 4.B.). An additional charge (see Price Schedule) for such service will be authorized. Access to the storage area by City or Police personnel will be on a 24 hour per day, 7 day a week including holidays, basis without charge to the City. Specific rules, forms and reporting requirements associated with the operation of the storage there in accordance with this Agreement shall be as set forth by ordinance and as determined by the Chief of Police or the designated representative.

D. Accident Scene Clean Up. The Towing Contractor shall be responsible for the complete removal of debris at accident sites and shall equip each tow vehicle with equipment necessary for this task. The Contractor shall also be responsible for the preparation of any vehicles to be towed so that no "littering" shall occur from the towed vehicle. Clean up shall be completed prior to removal of towed vehicle from scene.

E. Accident Scene Cooperation. The Towing Contractor shall assure complete cooperation of all employees with Police Department personnel to include instructions by officers at the scene. Such orders as to destinations or special handling of impounded vehicles, which may be requested by officers at the scene, will be complied with unless a question of safety exists, in which case the Towing Contractor's employee shall make such safety matters known to the officer for consideration.

F. Access to view stored vehicles shall be allowed during normal business hours free of charge to owners, insurance adjusters, or their representatives. At other times, access shall be provided, but a charge equivalent to the release charge may be collected.



SECTION 6. Insurance and Holding Harmless Requirements

A. The Towing Contractor shall hold the City and Police Department, and all its employees, totally and completely harmless for any and all claims, settlements, and judgments which might arise from acts or failures to act in the performance or attempted performance of this Agreement by the Contractor or agents or employees of the Contractor and shall indemnify and hold the same harmless for any actions performed as a result of this Agreement.

B. Certificates of Insurance and coverage shall be maintained by the Towing Contractor in the amounts of \$100,000 / \$500,000 / \$100,000 each occurrence during the entire term of this Agreement which insurance shall provide coverage for all of the acts undertaken in furtherance of this Agreement. Towing Contractor shall designate City as an additional named insured immediately and not later than 24 hours from the date this contract is approved by the City. Towing Contractor shall also provide a fully executed copy of the insurance agreements which reflect said designation. In addition, Towing Contractor shall provide City with immediate written notification of any changes in or to this insurance coverage, including, but not limited to, cancellations; amendments; changes in coverage amounts; or any material alteration in or to said policies.

SECTION 7. Term of Agreement and Termination of Service Agreement

A. If Towing Contractor violates any of the terms and conditions of this Agreement, fails or refuses for any cause to furnish the services required, fails to maintain required equipment in proper working order, or charges a fee in excess of those authorized, then the City shall have the right to terminate this Agreement, such termination becoming effective upon delivery of written notice to Towing Contractor or an agent or employee thereof.

B. Towing Contractor may terminate this Agreement by notifying the City by certified mail 30 days prior to the desired termination date.

C. The term of this agreement is a three (3) year contract commencing on the date of the award. The City of Grain Valley reserves the right to renew the contract automatically for two (2) additional years, provided both parties are in agreement.

PRICING SCHEDULE

Item	Charge
A. Normal Tow/ Recovery Towing of automobiles, SUV's, vans, pickup trucks 3/4 ton and under, motorcycles, scooters, car trailers, boats on trailers, etc. (when all four wheels on ground, street or right of way that can be backed up to by tow vehicle and hooked up with minimal rotating of vehicles to be towed.)	\$ <u>55.00</u>

B. Special Tow/ Recovery

Operations requiring the righting of vehicles, winching from off roadway, or special preparation due to extensive damage (such as tying shut doors, removal of broken glass and loose parts) before vehicle can be towed.

- | | | | |
|----|-----------------|-------------|-----------------|
| 1. | Winching | Per Vehicle | \$ <u>45.00</u> |
| 2. | Dollies Service | Per Call | \$ <u>35.00</u> |

C. Large Vehicle Tow / Recovery

- | | | |
|----|--|-----------------|
| 1. | Towing of trucks and vehicles 1 ton and over | \$ <u>75.00</u> |
|----|--|-----------------|

D. Per Mile Charge

\$ 4.00

No mileage charge shall be allowed for normal tows within the Area of Coverage. A mileage charge may be assessed for tows accomplished in accordance with the scope of this Agreement for service which commences or ends outside the Area of Coverage, except that portion of the service within the Area of Coverage shall not have mileage charges assessed.

E. Storage Charges Per Day

\$ 30.00

Storage of vehicles described above shall have a per day rate assessed; beginning 24 hours following the time tow or recovery was performed and re-assessed each day or portion thereof that the vehicle remains in secure storage area.

F. Service Calls (Jump starts, tire changes, vehicle lockouts, etc.)

\$ 55.00

G. Release Charges

\$ 55.00

No charges will be assessed for releasing vehicles during normal business hours for allowing owners/ insurance adjusters access to vehicles during normal business hours. A service trip fee may be charged for releasing vehicles outside normal business hours, on weekends, and holidays.

H. Waiting Time

\$ 30.00

Waiting time charges will be allowed if required by the Police Department, and only if after arrival at the location a stand-by of more than 30 minutes before starting tow procedures occur. The tow ticket must be so annotated by the Police officer that in fact the Police Department required the tow to stand-by.

TIMELINE FOR RFP PROCESS

The timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule, but it may change due to different circumstances.

Post RFP Notification	Week of January 29, 2024
Pre-Proposal Meeting	Upon Request
Receive Proposals	By February 15, 2024 by 3:00 PM
Meet to review	Week of February 12, 2024 City Administrator will review for approval February 16, 2024
Notice to Proceed	BOA Approval February 26, 2024

PART IV

SUBMISSION OF PROPOSALS

Proposals will be submitted by **February 15, 2024** by 3 PM CST in the form of four (4) copies.
Mark and deliver to:

City of Grain Valley
Attention: Ed Turner, Chief of Police
711 Main St.
Grain Valley, Missouri 64029
Sealed Proposal – 2024 Tow Service

The information to be submitted shall be organized as listed below and on 8 1/2" by 11" pages with minimum 11-point font size, double sided, exclusive of front and back covers and tabs. Submissions must be spiral bound. All information should pertain to one of the categories listed and have relevance to this project.

Cover letter, RFP signature page: Include here any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the owner of the Towing Service who is responsible for the submittal.

Qualifications of the submitting Towing Service owner for the proposal: The specific qualifications of the Tow Service Owner(s) to accomplish the work outlined in the scope of services should be included. Identify previous agreements relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work.

Qualifications of the individuals who will work on the project: The qualifications must identify the project manager and explain how this point of contact will lead the consultant's efforts. If interviews are required for selection, it will be necessary for the proposed project manager to conduct most of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included. List any ongoing commitments on other projects and availability of staff assigned to project.

Project approach: The proposed approach must include the specific tasks anticipated for the project, including how each task would be implemented and the team members who would be responsible for each task.

Separate cost proposal: The submittal shall include a separate sealed envelope, labeled as "Project Fee", containing the estimated hours by task and a not-to-exceed lump sum fee if filed using a hard copy. If additional or alternative efforts are recommended, these should be broken out separately from the primary tasks. Training costs will be identified in a separate cost proposal from this RFP.

PART V
INSTRUCTIONS TO RESPONDENTS

1. Selection Process

The proposals will be evaluated by a Selection Committee comprised of selected City personnel. Proposals and recommendations will be forwarded to the City Administrator for consideration. The City Administrator, at his discretion, may elect to accept staff recommendations, request presentations from tow providers, or seek the advice of a sub-committee.

Evaluation of proposals and interviews by the selection committee will be based on the following criteria:

- Providers experience, credentials, and ability to provide a high level of service,
- Responsiveness to the request for proposals, including demonstrated commitment to customer service, and services they can offer.
- Cost



2. Respondent Cost to Develop Proposal

All costs for preparing and submitting proposals in response to this RFP are to be the responsibility of the respondent and will not be chargeable in any manner to the City.

3. Instructions for Responding to this RFP

Proposals must be completed as instructed, and one (1) unbound original returned in response to this RFP.

The proposal shall be organized using the following format:

1. Read through this RFP; where you see blank lines, please input the appropriate fee you will be charging for that service.
2. Fill out the attached reference page and submit with RFP.

4. Proposal Ranking Sheet

The following is a sample proposal ranking sheet that will be used to evaluate the proposals submitted by Respondents.

EVALUATION CRITERIA

<u>Evaluation Criteria</u>	Maximum Points	Score
1. Experience/Capabilities: Evaluate the Respondent's ability to provide a high level of service, including credentials and experience in performing similar work for other municipalities references, staff and equipment. .	35	_____
2. Responsiveness: • Evaluate the Respondent's demonstrated • Commitment to customer service ability to provide both required and optional services.	35	_____
3. Cost: Consider cost of required and optional services.	30	_____
	TOTAL POINTS	_____

Ranked By: _____
 711 Main Street
 Grain Valley, MO 64029
 816.847.6200



To be provided in event of awarded contract, prior to execution of contract:

The following documents are not required to be included in the contractor's proposal. However, the contractor must be able to provide the following prior to execution of a contract.

- a. **Current Business License.** A copy of the current business license will be required and will serve as documentation that the business has been in operation a minimum of two (2) years.
- b. **Professional Liability Insurance.** The contractor to whom the contract is awarded shall provide the City with documentation for the following: General Professional Liability Insurance Certificate with the following minimum limits: \$1,000,000 each incident/occurrence; auto insurance \$500,000 combined single limit per accident for bodily injury or property damage.
- c. **Workers Compensation Insurance.** The safety of the successful bidder's employees or representatives and others in or around the area of service or maintenance is the responsibility of the successful bidder. Proof of worker's compensation insurance will be required.
- d. **Completed W-9 or 1099 Tax Form.** Completed forms will be required.

Listed below are estimated dates and times of actions related to the RFP.

Date	Event
February 1, 2024	Issue RFP
February 15, 2024	Proposals due on or before 3:00 P.M.
February 16, 2024	Review of RFPs
February 26, 2024	Board of Aldermen approval
February 27, 2024	Contract

Questions regarding this Request for Proposal should be directed via email to:

Ed Turner
 Chief of Police
eturner@grainvalleypolice.org

Submissions must be turned in to Ed Turner at 711 Main Street, Grain Valley, MO 64029 by February 15, 2024 by 3 PM. Late submissions will not be accepted.

EXHIBIT "A" NON-COLLUSION CERTIFICATION

STATE OF MISSOURI
CITY/COUNTY OF: Grain Valley / Jackson

Andrew Langer being first duly sworn deposes,
(First Name, Last Name)

and says they are Owner
(Title of Person Signing)

of Hooker's Towing LLC
(Name of Bidding Company)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

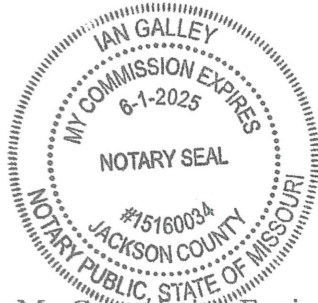
Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY Andrew Langer

BY _____

BY _____

SWORN to before me this 7th day of February 2024.



[Signature]
(Notary Public)

My Commission Expires 6/1/25



**GENERAL CONDITIONS
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS
City of Grain Valley, MO**

1. **SCOPE:** The following terms and conditions, unless otherwise modified by the City of Grain Valley within this document, shall govern the submission of proposals and subsequent contracts. The City of Grain Valley reserves the right to reject any proposal that takes exception to these conditions.

2. **DEFINITIONS AS USED HEREIN:**
 - a. The term "request for proposal" means a solicitation of a formal, sealed proposal.
 - b. The term "respondent" means the person, firm, bidder or corporation who submits a formal sealed proposal.
 - c. The term "City" means City of Grain Valley, MO.
 - d. The term "Board of Aldermen" means the governing body of the City of Grain Valley, MO.
 - e. The term "contractor" means the respondent awarded a contract under this proposal.

3. **COMPLETING PROPOSAL:** All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent of this RFP will become a part of any contract award as a result of this solicitation.

4. **REQUEST FOR INFORMATION:** Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be submitted in writing to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, referencing this RFP number, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.

5. **CONFIDENTIALITY OF PROPOSAL INFORMATION:** Each proposal must be submitted in or under cover of a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with RFP number and the name of the project.

All proposals and supporting documents will remain confidential until a final contract has been executed. Information that discloses proprietary or financial information submitted in response to qualification statements will not become public information. This is in accordance with the Missouri Sunshine Law.

6. SUBMISSION OF PROPOSAL: Proposals are to be sealed and submitted to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, prior to the date and time indicated on the cover sheet. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. ADDENDA: All changes, additions and/or clarifications in connection with this proposal will be issued by the Purchasing office in the form of a WRITTEN ADDENDUM. SUBMIT EQUAL NUMBER OF SIGNED ADDENDUM WITH THE NUMBER OF PROPOSALS REQUIRED. Verbal responses and/or representations shall not be binding on the City.
8. LATE PROPOSALS AND MODIFICATION OR WITHDRAWALS: Proposals received after the date and time indicated on the cover sheet shall not be considered.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted to the Purchasing Office prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.

9. BONDS:
When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
10. NEGOTIATION: The City reserves the right to negotiate any and all elements of this proposal.
11. TERMINATION: Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the City until said work or services are completed and accepted.

(a) TERMINATION FOR CONVENIENCE

In the event that the contract is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

(b) TERMINATION FOR CAUSE

Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

(c) TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

12. TAX EXEMPT: The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.
13. SAFETY: All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
14. RIGHTS RESERVED: The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the City.
15. RESPONDENT PROHIBITED: Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
16. DISCLAIMER OF LIABILITY: The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
17. HOLD HARMLESS: The contractor shall agree to protect defend, indemnify, and hold the Board of Aldermen, City of Grain Valley, MO, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.
18. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.
19. ANTI-DISCRIMINATION CLAUSE: No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

20. DOMESTIC PRODUCTS
The City of Grain Valley has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States. (City of Grain Valley Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5).
21. CONFLICTS: No salaried officer or employee of the City, and no member of the Board of Aldermen shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
22. DEBARMENT: By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal Department , agency or prevision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

Ordinances

INTENTIONALLY LEFT BLANK

**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	02/12/2024, 3/11/2024	
BILL NUMBER	B24-03	
AGENDA TITLE	AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI, AMENDING SECTIONS 110.050 AND 110.060 OF THE MUNICIPAL CODE	
REQUESTING DEPARTMENT	ADMINISTRATION	
PRESENTER	KEN MURPHY, CITY ADMINISTRATOR	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available:	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To amend sections 110.050 and 110.060 to update meeting procedures	
BACKGROUND	Following the increased use of online meetings as well as a request to change the meeting times to 6:30 PM, the proposed ordinances changes are presented in order to provide procedures for holding online meetings and update meeting times.	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	
DEPARTMENT RECOMMENDATION	Staff Recommends Approval	

**REFERENCE DOCUMENTS
ATTACHED**

Ordinance, Red-Lined Ordinance

**CITY OF
GRAIN VALLEY**

**STATE OF
MISSOURI**

BILL NO. B24-03

ORDINANCE NO.
SECOND READING
FIRST READING

February 12, 2024 (4-1)

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY,
MISSOURI, AMENDING SECTIONS 110.050 AND 110.060 OF THE MUNICIPAL CODE**

WHEREAS, the Board of Aldermen is required to meet regularly to make policy and budget decisions for the City of Grain Valley; and

WHEREAS, the option to hold meetings online when deemed appropriate has become more prevalent since the COVID-19 pandemic; and

WHEREAS, the procedures and times for holding these meetings are outlined via municipal code; and

WHEREAS, certain procedures are required to be met in order to be in compliance with the Missouri Sunshine Law.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Grain Valley,

Chapter 110. Mayor and Board of Aldermen

Article I. Board of Aldermen

Section 110.050. Regular Meetings

A. The Board of Aldermen of this City shall generally meet in regular session in the council room of the City Hall at the hour of 6:30 P.M. on the second and fourth Monday of each month.

B. If deemed necessary, the Board of Aldermen may move the regular scheduled meeting to another location, including online, provided it is appropriately noticed.

C. When any such meeting day falls on an observed holiday, the Board of Aldermen will determine if the regular meeting shall be cancelled or rescheduled at such time provided by the Board prior to the date of the scheduled meeting.

D. When deemed necessary by the Mayor to conduct a regular meeting by use of an online meeting platform, notification will given at least twenty four (24) hours prior to the meeting time. Such platform and details, including the link to the online meeting, will be identified on the posting of the meeting agenda by the City Clerk.

E. The Board may, by motion, dispense with any regular meeting, but at least one (1) meeting, regular or special, must be held in each calendar month.

Section 110.060. Special Meetings.

A. Special meetings of the Board of Aldermen may be called by the Mayor or by any two (2) members of the Board by written request filed with the City Clerk, who shall thereupon prepare a notice of such special meeting, stating time, place and object thereof, which notice shall be served upon each member of the Board by telephone, email or any other reasonable method as soon as possible but at least twelve (12) hours before the time of the meeting should 24 hours notice be impossible or impractical as identified in 610.020,RSMo. It shall also be the duty of the City Clerk, immediately upon receipt of the request for the meeting, to make diligent effort to notify each member of the Board in person, either by telephone or otherwise, of such special session.

B. The City Clerk shall make a diligent effort to notify those members of the mass media who customarily attend meetings of the Board of Aldermen of the special session, in the same manner as described above.

C. Failure to comply with the requirements of this Section shall not invalidate any action taken at a special meeting of the Board of Aldermen.

Read two times and PASSED by the Board of Aldermen this 26th day of February, 2024, the aye and nay votes being recorded as follows:

ALDERMAN ARNOLD	<u> nay </u>	ALDERMAN BRAY	<u> aye </u>
ALDERMAN CLEAVER	<u> aye </u>	ALDERMAN KNOX	<u> aye </u>
ALDERMAN MILLS	<u> aye </u>	ALDERMAN SKINNER	<u> absent </u>

Mayor _____ (in the event of a tie only)

Approved as to form:

Lauber Municipal Law
City Attorney

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	02/26/2024, 03/11/2024	
BILL NUMBER	B24-04	
AGENDA TITLE	AN ORDINANCE OF THE CITY OF GRAIN VALLEY AMENDING CHAPTER 342 OF THE GRAIN VALLEY MUNICIPAL CODE ALCOHOL-RELATED TRAFFIC OFFENSES TO INCLUDE REGULATIONS FOR OPERATING MOTOR VEHICLES WITHOUT AN IGNITION INTERLOCK DEVICE	
REQUESTING DEPARTMENT	POLICE	
PRESENTER	Ed Turner, Chief of Police	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available:	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To amend City Code Chapter 342 Alcohol-Related Traffic Offenses.	
BACKGROUND	<p>The change would add Section 041, Operation of Motor Vehicles Without An Ignition Interlock Device. The change would allow the City Code to reflect State of Missouri Statute requirements. The ordinance would allow Grain Valley officers to enforce restrictions placed upon drivers, who were previously found guilty in the court of law of alcohol-related traffic offenses and required to use an interlock device to legally operate a motor vehicle.</p> <p>The City of Grain Valley maintains traffic laws to reflect Missouri State statues. The city does not have a city ordinance requiring the use of an ignition interlock device to be used when a device is required by law. This ordinance will allow Grain Valley Police Officers to enforce driving restrictions mandated by the State of Missouri. A municipal ordinance for this violation has been adopted by most municipalities. The presented ordinance was reviewed by legal counsel.</p>	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	

PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
DEPARTMENT RECOMMENDATION	Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Ordinance

**CITY OF
GRAIN VALLEY**

**STATE OF
MISSOURI**

BILL NO. B24-04

ORDINANCE NO.
SECOND READING
FIRST READING

**AN ORDINANCE OF THE CITY OF GRAIN VALLEY AMENDING CHAPTER 342 OF THE
GRAIN VALLEY MUNICIPAL CODE ALCOHOL-RELATED TRAFFIC OFFENSES TO
INCLUDE REGULATIONS FOR OPERATING MOTOR VEHICLES WITHOUT AN IGNITION
INTERLOCK DEVICE**

WHEREAS, the City of Grain Valley, Missouri, imposes by ordinance the municipal offense of Operation of Motor Vehicles Without An Ignition Interlock Device; and

WHEREAS, the City's Board of Aldermen and Police Department have recognized that to protect the community's health, safety, morals, and/or general welfare, such ordinance is required.

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

Section 1. That Title III, Traffic Code, Chapter 342 – Alcohol-Related Traffic Offenses, of the Code of the City of Grain Valley, Missouri, be amended to add a new Section, **Section 041 – Operation of Motor Vehicles Without An Ignition Interlock Device**; and

Section 2. That **Section 041 – Operation of Motor Vehicles Without An Ignition Interlock Device**, shall read as follows:

Section . Operation of Motor Vehicles Without An Ignition Interlock Device.

- A. It is unlawful for any person to operate any motor vehicle without a functioning, certified ignition interlock device when that person has been ordered by a court to equip any vehicle they operate with such a device.
- B. It is unlawful for any person as described in subsection (A) of this Section to knowingly fail to notify another of said ignition interlock requirements if renting, leasing, or being loaned a motor vehicle by any other person.
- C. It is unlawful for any person to knowingly rent, lease, or lend a motor vehicle to a person known to have had their driving privilege restricted to operating vehicles equipped with an ignition interlock device, unless the vehicle being rented, leased, or loaned is equipped with a functioning, certified ignition interlock device.
- D. It is unlawful for any person to request or solicit any other person to blow into an ignition interlock device or to start a motor vehicle equipped with the device for the purpose of providing the person so restricted with an operable motor vehicle if the driving privilege of the person making the request is restricted under Chapter 302, RSMo., or Chapter 577, RSMo.

E. It is unlawful for any person to blow into an ignition interlock device or to start a motor vehicle equipped with the device for the purpose of providing an operable motor vehicle to a person whose driving privilege is restricted under Chapter 302, RSMo., or Chapter 577, RSMo.

F. It is unlawful for any person to tamper with or circumvent the operation of an ignition interlock device.

Section 4. That all other parts and provisions of the City Code not in conflict herewith shall remain in full force and effect unless previously or subsequently amended or appealed.

Section 5. That should any section, sentence or clause of this Ordinance be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining.

Section 6. That this Ordinance shall be in full force and effect from and after its passage and approval.

Section 7. That the City Clerk is authorized to correct any scrivener's errors identified within this Ordinance.

Read two times and PASSED by the Board of Aldermen this ____ day of _____, 2024, the aye and nay votes being recorded as follows:

ALDERMAN ARNOLD	_____	ALDERMAN BRAY	_____
ALDERMAN CLEAVER	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN SKINNER	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

Lauber Municipal Law
City Attorney

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

**CITY OF GRAIN VALLEY
BOARD OF ALDERMEN AGENDA ITEM**

MEETING DATE	03/11/2024	
BILL NUMBER	B24-05	
AGENDA TITLE	AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE 2024 BUDGET TO ALLOCATE FUNDING FROM PARK RESERVE FUNDS FOR THE DESIGN AND ENGINEERING OF SW EAGLES PARKWAY TRAIL	
REQUESTING DEPARTMENT	Parks and Recreation	
PRESENTER	Shannon Davies, Director of Parks & Recreation	
FISCAL INFORMATION	Cost as recommended:	\$78,225.00
	Budget Line Item:	Allocation from Park Reserves (200-00-31000) to: Line Item: 200-22-78780 (Trail Improvements)
	Balance Available:	\$1,324,150.00 (Park Reserves)
	New Appropriation Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PURPOSE	To provide the funding needed for design and engineering services for the SW Eagles Parkway Trail.	
BACKGROUND	<p>This is a Transportation Alternatives Program (TAP) funded project. 80% of project costs are funded by the TAP. This equates to \$413,660.00 in TAP funding.</p> <p>This section of trail is listed as part of the City's Trails Master Plan.</p>	
SPECIAL NOTES	This is an 8' wide recreational trail on the south side and parallel to SW Eagles Parkway. It extends from Buckner-Tarsney Road west to the Blue Branch Creek trailhead. The new trail section provides a critical link to the existing trail system by providing connectivity from the Blue Branch Creek Trail to Main Street and Downtown Grain Valley with bicycle access. This project was identified in the 5-year CIP and was approved with funds appropriated in the 2024 budget for design.	
ANALYSIS	N/A	

PUBLIC INFORMATION PROCESS	The recent citizen surveys in conjunction with the Parks Master Plan ranked "Availability of Walking and Biking Trails" as the #1 recreation service that should receive the most emphasis from the City over the next two years.
BOARD OR COMMISSION RECOMMENDATION	Park Board Recommends Approval
DEPARTMENT RECOMMENDATION	Parks and Recreation Staff Recommends Approval
REFERENCE DOCUMENTS ATTACHED	Ordinance

CITY OF
GRAIN VALLEY

STATE OF
MISSOURI

BILL NO. B24-05

ORDINANCE NO. _____
SECOND READING _____
FIRST READING _____

AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF GRAIN VALLEY, MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE 2024 BUDGET TO ALLOCATE FUNDING FROM PARK RESERVE FUNDS FOR THE DESIGN AND ENGINEERING OF SW EAGLES PARKWAY TRAIL

WHEREAS, the Board of Aldermen of the City of Grain Valley adopted the Fiscal Year 2024 budget on November 27, 2023; and

WHEREAS, the Fiscal Year 2024 budget estimates the year’s revenues and expenditures; and

WHEREAS, there is an increased cost from what was budgeted to complete the design and engineering services for the SW Eagles Parkway trail; and

WHEREAS, the 2024 budget needs to be amended to allocate funds from the Park Reserve Fund for the SW Eagles Parkway trail project.

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

SECTION 1: The City Administrator is hereby authorized to amend the 2024 budget to allocate funding from park reserves for design and engineering services for the SW Eagles Parkway Trail.

Read two times and PASSED by the Board of Aldermen this 11th day of March, 2024, the aye and nay votes being recorded as follows:

ALDERMAN ARNOLD	_____	ALDERMAN BRAY	_____
ALDERMAN CLEAVER	_____	ALDERMAN KNOX	_____
ALDERMAN MILLS	_____	ALDERMAN SKINNER	_____

Mayor _____ (in the event of a tie only)

Approved as to form:

Lauber Municipal Law
City Attorney

Mike Todd
Mayor

ATTEST:

Jamie Logan
City Clerk

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*Staff
Reports*

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Community Development
Mark Trosen, Director

Board of Aldermen Report
March 11, 2024

(For the Month of February; 2024 YTD)

Permits Issued – 126; YTD 230

Single Family – 4; YTD 4
Duplex – 0; YTD 0
Four-plex – 0; YTD 0
Commercial New – 0; YTD 0
Commercial Other – 0; YTD 1
Residential Other – 7; YTD 16
Fence – 4; YTD 6
Roof -107; YTD 196
Pools – 0; YTD 0
Irrigation – 0; YTD 0
Solar – 0; YTD 0
Right-of-Way – 3; YTD 6
Construction – 0; YTD 0
Signs – 1; YTD 1
Planning/Zoning – 0; YTD 0

Codes Enforcement & Inspections – 321; YTD 633

Total Building Inspections – 118; YTD 169
 Residential – 108; YTD 149
 Commercial – 10; YTD 20
 Misc. Stops- 0; YTD 0
Code Violation Inspections – 161; YTD 263
 New – 106; YTD 264
 Closed- 55; YTD 105
Utility Inspections – 42; YTD 95
 Sewer – 2; YTD 22
 Water – 0; YTD 20
 Sidewalks – 6; YTD 11
 Driveways – 12; YTD 18
 Final Grade – 5; YTD 5
 PW Finals – 17; YTD 19

Public Works

Work Orders Completed – 180; YTD 459
Utility Locate Requests – 255; YTD 416
Water Main Taps – 15; YTD 30
Water Meters –
 New Construction Install – 15; YTD 27
 Repairs/replacements – 17; YTD 25
Water Sampling for MoDNR Permit – Completed 15 state water samples.

Additional Items –

- Public Works newest employee, Clifton and two of our Parks employees, Jeff and Joe have been training for their CDL licenses. They've all 3 passed the permit portion and are working towards getting their certification license now.
- The crew has continued to work on our annual valve program, repairing potholes, and yard restorations from previous work completed throughout this month.
- There was a water service line that broke on Lindsey Lane that the crew went out and repaired, which consisted of having to dig out into the road to find where the break was at. Then they repaired the road and the residents' yard that the break occurred in.
- Annual Concrete replacement & paving – Pre-bid opening on March 14.

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MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: GRAIN VALLEY	Reporting Period: Feb 1, 2024 - Feb 29, 2024	
Mailing Address: 711 MAIN STREET, GRAIN VALLEY, MO 64029				
Physical Address: 711 MAIN STREET, GRAIN VALLEY, MO 64029			County: Jackson County	Circuit: 16
Telephone Number:		Fax Number:		
Prepared by: BETHANY SEARCY		E-mail Address:		
Municipal Judge:				
<u>II. MONTHLY CASELOAD INFORMATION</u>				
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		60	556	494
B. Cases (citations/informations) filed		2	42	25
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court/bench trial - GUILTY		0	0	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		4	22	8
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	5	0
6. dismissed by court		0	2	0
7. <i>nolle prosequi</i>		0	3	14
8. certified for jury trial (not heard in Municipal Division)		0	0	1
9. TOTAL CASE DISPOSITIONS		4	32	23
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		58	566	496
E. Trial de Novo and/or appeal applications filed		0	0	1
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>				
1. # Issued during reporting period		33	<u>IV. PARKING TICKETS</u>	
2. # Served/withdrawn during reporting period		25	<input type="checkbox"/> Court staff does not process parking tickets	
3. # Outstanding at end of reporting period		665		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

<u>COURT INFORMATION</u>	Municipality: GRAIN VALLEY	Reporting Period: Feb 1, 2024 - Feb 29, 2024
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$9,295.50	Court Automation	\$639.55
Clerk Fee - Excess Revenue	\$816.00	Total Other Disbursements	\$639.55
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$25.16	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$17,617.50
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Bond Refunds	\$2,100.00
Total Excess Revenue	\$10,136.66	Total Disbursements	\$19,717.50
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			
Fines - Other	\$5,233.50		
Clerk Fee - Other	\$280.36		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$91.36		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$651.42		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$8.65		
Law Enforcement Training (LET) Fund surcharge	\$182.00		
Domestic Violence Shelter surcharge	\$364.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$30.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$6,841.29		



HUMAN RESOURCES

MEMORANDUM

TO: Mayor & Board of Aldermen
FROM: Khalilah Holland, Human Resources Administrator
CC: Ken Murphy, City Administrator
DATE: March 4, 2024
SUBJECT: Human Resources Update

February in Review

- Finalized the employee handbook content for Board of Aldermen consideration.
The Employee Assessment Meetings have concluded. We are currently reviewing the collected data and will compile a summary of the findings.
The completion of the discovery workbook for the web-based timekeeping and scheduling system is underway.
Attended the Grain Valley Chamber luncheon to network and glean from a local company that provides Human Resources consulting services.
Participated in the Mid-America Regional Council (MARC) salary survey kick-off meeting to evaluate accuracy of data and affordability before committing to participation in the program.
Attended a tour of an occupational medicine facility to assess its suitability for handling workers' compensation cases for employees.
Took part in the Health & Wealth Expo hosted by MPR to gather fresh ideas for our upcoming safety, health, and wealth events, and to gather insights from MPR partners and vendors.
Completed the Missouri Municipal League (MML) Annual Wage and Salary survey.
Completed the Affordable Care Act (ACA) reporting requirements.
Participation in the Public Sector HR Association (PSHRA) monthly meeting: Managing the Intersection: FMLA, ADA and Workers' Compensation.
Attendance at the MPR Benefits Advisory Committee meeting.

Current Positions Available

Full-Time

Table with 4 columns: Position, Date Open, Applicants, Status. Rows include Police Officer (2), Fleet Technician (1), and Detective (1).



HUMAN RESOURCES

Seasonal

Position	Date Open	Applicants	Status
Concession Attendant	01/22/2024	14	Scheduling Interviews
Swim Instructor	01/22/2024	1	Accepting Applications
Park Maintenance	02/14/2024	0	Accepting Applications

Part-Time

- None

Promotions

- None

Recently Filled Positions

- Michelle Stueve, Crime Analyst & Evidence Technician

February Anniversaries

<u>Name</u>	<u>Department</u>	<u>Years of Service</u>
Shannon Davies	P&R	18
Bill Welsh	CD	12
Theresa Osenbaugh	Admin	7
Bethany Searcy	Admin	3
Eddie Saffell	CD	2
Ed Turner	PD	1
Cathy Hymer	PD	1