



## AGENDA

### City Council Meeting Municipal Court Building, 540 Civic Blvd September 20, 2022 at 6:00 PM

**Matt Russell, Mayor**  
Eric Gerke, Ward I  
Garry Wilson, Ward II  
Christopher Updike, Ward III  
Jennifer Mitchell, Ward IV  
  
Eric Franklin, Ward I  
Gerry Pool, Ward II  
Brandon Self, Ward III  
Clint Gerlek, Ward IV

#### Call Meeting to Order

#### Opening Prayer

#### Pledge of Allegiance to the United States Flag

#### Proclamations

1. Missouri Good Neighbor Week

#### Citizen Participation

#### Consent Agenda

2. Approve September 6, 2022 City Council Minutes.
3. Approve Vendor List.

#### Board, Commission, and Committee Schedule

Planning & Zoning Meeting	October 3, 2022
City Council Meeting	October 4, 2022
Board of Adjustment Meeting	October 6, 2022-Cancelled
City Council Meeting	October 18, 2022

#### Old Business and Tabled Items

4. 22-51 An Ordinance of the City Council Amending the Municipal Code of the City of Republic, Missouri by Amending Title I, Government Code, Chapter 105, Elections, Section 105.030, Declaration of Candidacy-Dates for Filing, Section 105.040, Declaration of Candidacy-Notice to Public, and Section 105.060, Notice of Elections.
5. 22-52 An Ordinance of the City Council Amending Title I, Government Code, Chapter 150, Fraud Prevention and Detection Policy, Section 150.010, Adoption of Policy, Adopting a Revised Policy Entitled City of Republic's Fraud Prevention and Detection Policy.
6. 22-53 An Ordinance of the City Council Amending Title I, Government Code, Chapter 110, Administration Policies, Article II, Purchasing and Surplus Property Disposal, Section 110.020.01 Purchasing Policy and Procedures, and Adopting a Revised Policy Entitled City Of Republic's Purchasing & Disposal Policy.

#### New Business (First Reading of Ordinances)

7. 22-54 An Ordinance of the City Council Approving an Application to Change the Zoning Classification of Approximately Ten Point Two-Three (10.23) Acres, Located at the 904-924 Block of North Main Street, from Zero Lot Line Residential (R1-Z) to Trinity-Republic Self Storage Planned Development District (PDD).
8. 22-55 An Ordinance of the City Council Approving a Special Use Permit for Timberline Land Co LLC to Operate a Boat, Vehicle, and Self-Storage Facility at the 3400 Block of East U.S. Highway 60.

Individuals addressing the Council are asked to step to the microphone and clearly state their name and address before speaking. In accordance with ADA guidelines, if you need special accommodations to attend any city meeting, please notify the City Clerk's Office at 417-732-3101 at least three days prior to the scheduled meeting. **All meetings are recorded for public viewing.**

- [9.](#) 22-56 An Ordinance of the City Council Approving the Final Plat of the Westbury Gardens Phase One Subdivision.

**Other Business (Resolutions)**

- [10.](#)22-R-58 A Resolution of the City Council Awarding the Bid for Independent Auditing Services for a Five-Year Term to KPM CPAs, PC.

- [11.](#)22-R-59 A Resolution of the City Council Adopting a Cash Handling Policy.

- [12.](#)22-R-60 A Resolution of the City Council Adopting an Anti-Bribery and Corruption Policy.

**Reports from Staff**

**Executive Session:** *No further action, other than announcing adjournment by the Mayor, shall take place after an Executive Session that is scheduled as the last matter on the Agenda unless otherwise stated on the Agenda or as allowed per RSMo. 610.02.*

1. RSMo 610.021.1 Pending and/or potential litigation. Closed session. Closed vote. Closed record.
2. RSMo 610.021.2 Real estate acquisition. Closed session. Closed vote. Closed record.
3. RSMo 610.021.3 Hiring, firing, promotion, or disciplining personnel. Closed session. Closed vote. Closed record.

**Adjournment**



## PROCLAMATION

### Missouri Good Neighbor Week

WHEREAS, local and national research show that most Americans think a good neighbor is someone who is quiet and leaves them alone; and

WHEREAS, the vast majority of Americans do not know the names of their neighbors or engage with them in any meaningful way; and

WHEREAS, research shows that knowing your neighbors helps to create a neighborhood that is safe, friendly, and clean, with reduced crime and increased life expectancy; and

WHEREAS we are created for social connections, and research shows that developing positive neighbor relationships can develop local leaders, aid in community decisions making, improve emergency preparedness and create more inclusive communities; and

WHEREAS, current research shows many Americans suffer from a lack of personal relationships, which leads to isolation, depression, and anger; and

WHEREAS, developing relationships with our neighbors can help us overcome loneliness, depression, and isolation; and

WHEREAS, neighboring is an opportunity to be thankful for those living nearest us, a chance to be a blessing or generous, and an opportunity also to receive; and

WHEREAS, good neighbors help to create good neighborhoods and vibrant communities; and

WHEREAS, the state of Missouri has officially voted to make September 28th to October 4th Missouri Good Neighbor Week.

NOW, THEREFORE, BE IT RESOLVED that I, the Mayor of the City of Republic, Missouri, proclaims Sept. 28 to Oct. 4, 2022, as

### “Good Neighbor Week”

and encourage our citizens to participate in the 10,000 Acts of Neighboring Challenge organized across Missouri by University of Missouri Extension and the Hopeful Neighborhood Project.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seal of the City of Republic, this 20th day of September 2022.

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Matt Russell, Mayor



**REPUBLIC**  
MISSOURI

## MINUTES

**City Council Meeting**  
**Municipal Court Building, 540 Civic Blvd**  
**September 06, 2022 at 6:00 PM**

**Matt Russell, Mayor**  
Eric Gerke, Ward I  
Garry Wilson, Ward II  
Christopher Updike, Ward III  
Jennifer Mitchell, Ward IV  
  
Eric Franklin, Ward I  
Gerry Pool, Ward II  
Brandon Self, Ward III  
Clint Gerlek, Ward IV

### Call Meeting to Order

The regular session meeting of the City Council of the City of Republic, Greene County, Missouri, was called to order by Mayor Matt Russell at 6:00 p.m. Council Members present included Eric Franklin, Garry Wilson, Eric Gerke, Gerry Pool, Chris Updike, Clint Gerlek, Brandon Self, and Jennifer Mitchell. Others in attendance were: City Administrator David Cameron, City Attorney Megan McCullough, Assistant City Administrator Jared Keeling, Police Chief Brian Sells, Finance Director Meghin Cook, BUILDS Administrator Andrew Nelson, Assistant BUILDS Administrator Karen Haynes, Fire Chief Duane Compton, Engineering Manager Garrett Brickner, Chief of Staff Lisa Addington, IT Director Chris Crosby, Assistant Parks and Recreation Director Jennafer Mayfield, and City Clerk Laura Burbridge.

### Opening Prayer

Opening prayer was led by City Administrator David Cameron.

### Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mayor Matt Russell.

### Citizen Participation

Mayor Russell opened citizen participation at 6:01 p.m. Bolivar Finance Director Natalie Scrivner, City Clerk Paula Henderson, and Tracy Mason presented City Clerk Laura Burbridge with her certificate for obtaining her Certified Municipal Clerk certification. Mayor Russell closed citizen participation at 6:04 p.m.

### Consent Agenda

Motion was made by Council Member Pool and seconded by Council Member Updike to approve the consent agenda. The vote was 8 Aye-Franklin, Gerke, Gerlek, Pool, Mitchell, Self, Updike, and Wilson. 0 Nay. Motion Carried.

1. Approve August 23, 2022 City Council Minutes.
2. 22-R-53 A Resolution of the City Council Authorizing the City Administrator to Execute an Agreement with NCR Payment Solutions, LLC for Processing Debit and Credit Card Payments at Republic Municipal Court.

### Board, Commission, and Committee Schedule

Planning & Zoning Meeting	September 12, 2022
City Council Meeting	September 20, 2022
Planning & Zoning Meeting	October 3, 2022
City Council Meeting	October 4, 2022

### Old Business and Tabled Items

3. **22-50 An Ordinance of the City Council Establishing a Procedure for Disclosing Potential Conflicts of Interest and Substantial Interests for Certain Officials.**



Motion was made by Council Member Updike and seconded by Council Member Mitchell to have the second reading of Bill 22-50 by title only. The vote was 8 Aye-Franklin, Gerke, Gerlek, Pool, Mitchell, Self, Updike, and Wilson. 0 Nay. Motion Carried. Megan McCullough was available for questions from Council. Council Member Wilson motioned for the passage of Bill 22-50. Council Member Updike seconded. A roll call vote was taken digitally. The vote was 8 Aye-Franklin, Gerke, Gerlek, Mitchell, Pool, Self, Updike, and Wilson. 0 Nay. Motion Carried.

#### **New Business (First Reading of Ordinances)**

4. **22-51 An Ordinance of the City Council Amending the Municipal Code of the City of Republic, Missouri by Amending Title I, Government Code, Chapter 105, Elections, Section 105.030, Declaration of Candidacy-Dates for Filing, Section 105.040, Declaration of Candidacy-Notice to Public, and Section 105.060, Notice of Elections.**

Motion was made by Council Member Pool and seconded by Council Member Updike to have the first reading of Bill 22-51 by title only. The vote was 8 Aye-Franklin, Gerke, Gerlek, Pool, Mitchell, Self, Updike, and Wilson. 0 Nay. Motion Carried. Laura Burbridge provided an overview of the bill. Mayor Russell reminded Council that this is a first read and to get with staff before the next meeting with any questions.

5. **22-52 An Ordinance of the City Council Amending Title I, Government Code, Chapter 150, Fraud Prevention and Detection Policy, Section 150.010, Adoption of Policy, Adopting a Revised Policy Entitled City of Republic's Fraud Prevention and Detection Policy.**

Motion was made by Council Member Updike and seconded by Council Member Pool to have the first reading of Bill 22-52 by title only. The vote was 8 Aye-Franklin, Gerke, Gerlek, Pool, Mitchell, Self, Updike, and Wilson. 0 Nay. Motion Carried. Meghin Cook provided an overview of the bill. Mayor Russell reminded Council that this is a first read and to get with staff before the next meeting with any questions.

6. **22-53 An Ordinance of the City Council Amending Title I, Government Code, Chapter 110, Administration Policies, Article II, Purchasing and Surplus Property Disposal, Section 110.020.01 Purchasing Policy and Procedures, and Adopting a Revised Policy Entitled City Of Republic's Purchasing & Disposal Policy.**

Motion was made by Council Member Pool and seconded by Council Member Mitchell to have the first reading of Bill 22-53 by title only. The vote was 8 Aye-Franklin, Gerke, Gerlek, Pool, Mitchell, Self, Updike, and Wilson. 0 Nay. Motion Carried. Meghin Cook provided an overview of the bill. Mayor Russell reminded Council that this is a first read and to get with staff before the next meeting with any questions.

#### **Other Business (Resolutions)**

7. **22-R-54 A Resolution of the City Council Awarding the Bid for Waterline Materials at Hankins Farm Industrial Park to Core & Main, LP.**

Motion was made by Council Member Wilson and seconded by Council Member Self to approve Resolution 22-R-54. Garrett Brickner provided an overview of the Resolution. The vote was 8 Aye-Franklin, Gerke, Gerlek, Mitchell, Pool, Self, Updike, and Wilson. 0 Nay. Motion Carried.

8. **22-R-55 A Resolution of the City Council Authorizing the City Administrator to Enter into an Agreement with Donelson Construction Company, LLC for Microsealing of Identified Streets in the Island Green Subdivision.**

Motion was made by Council Member Wilson and seconded by Council Member Pool to approve Resolution 22-R-55. Andrew Nelson provided an overview of the Resolution. Debbie Allen, 104 Long Dr. spoke in favor of the bill. The vote was 6 Aye-Gerke, Gerlek, Mitchell, Pool, Self, and Wilson. 2 Nay-Franklin and Updike. Motion Carried.

9. **22-R-56 A Resolution of the City Council Awarding The Bid for Sand Blasting and Re-painting of the Water Tower Located at Well 6 to Hogan's Inc.**

Motion was made by Council Member Franklin and seconded by Council Member Updike to approve Resolution 22-R-56. Garrett Brickner provided an overview of the Resolution. Attorney Megan McCullough noted an updated Resolution was placed at each Council Member's seat that added to the second whereas clause that the project would be completed utilizing through ARPA funds. The vote was 8 Aye-Franklin, Gerke, Gerlek, Mitchell, Pool, Self, Updike, and Wilson. 0 Nay. Motion Carried.

10. **22-R-57 A Resolution of the City Council Authorizing the City Administrator to Partner With the Springfield-Greene County Library for a Potential Land Transaction as an In-Kind Contribution to Bring a New Library to the City of Republic.**

Motion was made by Council Member Pool and seconded by Council Member Updike to approve Resolution 22-R-57. David Cameron provided an overview of the Resolution. The vote was 7 Aye-Franklin, Gerke, Gerlek, Mitchell, Pool, Updike, and Wilson. 0 Nay. 1 Abstain-Self. Motion Carried.

### Reports from Staff

City Administrator David Cameron notified Council he has scheduled a work session at 5:00 p.m. on September 20th to discuss wastewater. Mr. Cameron noted we have new members on Council and would like to tell them the history of Republic's wastewater. Mr. Cameron added we will also record the work session to assist in communicating the information with citizens. The meeting will also include a status update. Mr. Cameron noted that rate increases are not fun but we are addressing the administrative order from what the city did not address historically. Mr. Cameron reminded everyone that we raised \$25 million at the legislative session and we appreciate Ryan and the press notifying the community of that work. This will be an elementary discussion to help Council answer questions of their constituents. Mr. Cameron noted we have a meeting in Kansas City on October 3rd for an update.

City Administrator David Cameron congratulated Andrew Nelson for being appointed as Deputy City Administrator, congratulated Karen Haynes for moving to BUILDS Administrator and Garrett Brickner for moving up to Assistant BUILDS Administrator. Mr. Cameron congratulated Laura Burbridge again for earning her certification.

City Administrator David Cameron noted we are working on over a quarter billion dollars in infrastructure including water, sewer, streets, and parks. For reference, Mr. Cameron noted that the improvements at State Highway 174 and US 60 Highway cost \$2.5 million and we were thrilled to get those funds. Mr. Cameron credited the work of staff in recovering those funds through their work. Mr. Cameron shared his appreciation for the conversation tonight, noting staff doesn't see ward lines, we just look at streets and their condition. Mr. Cameron added we don't get to pick and choose which streets to work on first. Mr. Cameron added there wasn't an engineer (PE) on staff when he arrived and now we have 4 on staff. They must make recommendations despite how hard it is. Mr. Cameron added if you could see the condition of the sewer lines, you would say just fix it, regardless of location. Those cost an immense amount of money but we must trust the engineers to make those determinations. Mr. Cameron noted we are working hard on building the communication piece. Mr. Cameron thanked the voters for last August for freeing up this money to begin the work. Mr. Cameron also noted we cannot bind a future

Council on what we will spend on maintenance and repair, so committing to the \$1.2 million annually cannot be guaranteed, as they may decide on a large project one year and that is a decision they can make in future.

City Administrator David Cameron thanked Meghin Cook for the great job on the policies, noting she is making sure we are right with the auditor. Mr. Cameron added prices are lasting 24 hours, so within purchasing policy, that fluctuation would allow us the ability to maneuver and move forward. Mr. Cameron added the one-year sunset is for accountability. Mr. Cameron applauded Mrs. Cook for looking and thinking outside the box.

City Administrator David Cameron noted to Council Member Pool that he gripes about the Hines Street water tower as well. Mr. Cameron also noted to Council Member Franklin that it isn't grass growing inside the tank of the water tower, it is usually rust. Mr. Cameron added they send divers in the towers to inspect them.

Council Member Pool noted she was going to climb up and look in it when she was Mayor.

Council Member Franklin noted to Mr. Nelson that he doesn't have to go to Colorado to find a bear. Mr. Franklin added he appreciated Garrett and Andrew spending a couple hours last week discussing the streets, noting it was a great conversation. Mr. Franklin noted it was a lot of information to take to the constituents. Mr. Franklin congratulated everyone.

Council Member Gerlek asked how their chairs were chosen, noting Jennifer has to look at his back all the time due to their size difference.

Mayor Russell noted we see pictures of David Cameron and Andrew Nelson on magazines as well as Parks and Recreation out there all the time. Mayor Russell noted we are starting to get notoriety for those who want to hide in the corner and be quiet, and that shows Republic is doing well. Mayor Russell added some people don't like the limelight but people who do their job well are getting recognized. Mayor Russell noted the clerks wanted to surprise Laura Burbridge, left their cities to come here and recognize her, and that is cool.

**Executive Session:** *No further action, other than announcing adjournment by the Mayor, shall take place after an Executive Session that is scheduled as the last matter on the Agenda unless otherwise stated on the Agenda or as allowed per RSMo. 610.02.*

1. RSMo 610.021.1 Pending and/or potential litigation. Closed session. Closed vote. Closed record.
2. RSMo 610.021.2 Real estate acquisition. Closed session. Closed vote. Closed record.
3. RSMo 610.021.3 Hiring, firing, promotion, or disciplining personnel. Closed session. Closed vote. Closed record.

### Adjournment

Mayor Russell adjourned the meeting at 7:09 p.m.

ATTEST:

\_\_\_\_\_  
Laura Burbridge, City Clerk

\_\_\_\_\_  
Matt Russell, Mayor



City of Republic

# Vendor Audit Report

Item 3.

For Date Range 08/01/2022 - 08/31/2022

Vendor	Added	Added User	Deleted	Deleted User
07911 - Sound Uniform Solutions Inc	08/05/2022	SHERRI WOODS		
07912 - Feed Me Food Company LLC	08/10/2022	SHERRI WOODS		
07913 - Kristin R Norris	08/10/2022	SHERRI WOODS		
07914 - TraMar Contracting Inc	08/15/2022	SHERRI WOODS		
07915 - Karen L Fielding	08/15/2022	SHERRI WOODS		
07916 - Joshua Gallardo	08/16/2022	SHERRI WOODS		
07917 - Madison Hillenburg	08/16/2022	SHERRI WOODS		
07918 - DNS Equipment LLC	08/17/2022	SHERRI WOODS		
07919 - Melissa Milan	08/19/2022	SHERRI WOODS		
07920 - Spike's Tactical LLC	08/19/2022	SHERRI WOODS		
07921 - Taylor Enterprises LLC	08/23/2022	SHERRI WOODS		
07922 - ODP Business Solutions LLC	08/25/2022	SHERRI WOODS		
07923 - Republic Parks & Recreation	08/25/2022	SHERRI WOODS		
07924 - SHI International Corp	08/25/2022	SHERRI WOODS		
07925 - Meagan E Collins	08/26/2022	SHERRI WOODS		
07926 - xByte Technologies Inc	08/29/2022	SHERRI WOODS		

Vendor Count: (16)



## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-51 An Ordinance of the City Council Amending the Municipal Code of the City of Republic, Missouri by Amending Title I, Government Code, Chapter 105, Elections, Section 105.030, Declaration of Candidacy-Dates for Filing, Section 105.040, Declaration of Candidacy-Notice to Public, and Section 105.060, Notice of Elections.

Submitted By: Laura Burbridge, City Clerk

Date: September 20, 2022

### Issue Statement

To amend the Municipal Code to comply with the election requirements of the Secretary of State.

### Discussion and/or Analysis

The Municipal Code currently identifies calendar dates for filing for Mayor and/or City Council. It also provides deadlines for publication of the notice of candidate filing in the newspaper by specific Tuesdays of the year. However, these dates and deadlines do not match the dates required by the Secretary of State's Election Calendar. As the City is not the Election Authority, we are subject to the requirements made by the Missouri Secretary of State's Office and the County Clerk of Greene County and Christian County. This code change references the Secretary of State's Election Calendar, which is the calendar we are required to follow for all elections.

This change also allows for digital submission of election paperwork. The Municipal Code currently specifies by Fax; however, both County Clerks accept election documents in digital form.

### Recommended Action

Staff Recommends Approval.

**AN ORDINANCE OF THE CITY COUNCIL AMENDING THE MUNICIPAL CODE OF THE CITY OF REPUBLIC, MISSOURI BY AMENDING TITLE I, GOVERNMENT CODE, CHAPTER 105, ELECTIONS, SECTION 105.030, DECLARATION OF CANDIDACY-DATES FOR FILING, SECTION 105.040, DECLARATION OF CANDIDACY-NOTICE TO PUBLIC, AND SECTION 105.060, NOTICE OF ELECTIONS**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, the City’s Municipal Code (“Code”) currently identifies deadlines by calendar date(s) for filing notices of candidacy for Mayor and City Council; and

**WHEREAS**, the Code also provides deadlines by specific Tuesdays in the calendar year for publishing notices of candidacy in the newspaper; and

**WHEREAS**, the current calendar date deadlines do not match those required by the Secretary of the State’s Election Calendar, which the City is required to follow; and

**WHEREAS**, the proposed amendments to the Code are to follow the governing Secretary of State’s Election Calendar, and also to allow for digital submission of election paperwork, which is an accepted submission method by the County Clerks of Greene and Christian Counties; and

**WHEREAS**, the Council finds the amendments to the Code are in the best interest of the City, as they will ensure compliance with the governing Secretary of State’s Election Calendar and will allow for more expeditious submission of election paperwork digitally.

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

**Section 1:** Title I, Government Code, Chapter 105, “Elections”, Section 105.030, “Declaration of Candidacy-Dates for Filing”, Section 105.040, “Declaration of Candidacy-Notice to Public”, and Section 105.060, “Notice of Elections” are hereby amended by the Sections below to read as follows:

**105.030 Declaration Of Candidacy -- Dates For Filing**

Any person who desires to become a candidate for an elective City office at the general City election shall file with the City Clerk, not prior to the hour of 8:00 A.M., on the ~~fifteenth (15th) Tuesday prior to~~ **First Day of Candidate Filing as indicated by the Secretary of State's Election Calendar**, nor later than 5:00 P.M., on the ~~eleventh (11th) Tuesday prior to the next City municipal election~~ **Last Day for Candidate Filing as indicated by the Secretary of State's Election Calendar**, a written declaration of his/her intent to become a candidate at said election. The City Clerk shall keep a permanent record of the names of the candidates, the offices for which they seek election, and the date of their filing, and their names shall appear on the ballots in that order.

**105.040 Declaration Of Candidacy -- Notice To Public**

The City Clerk shall, on or before the ~~fifteenth (15th) Tuesday~~ **First Day of Candidate Filing as indicated by the Secretary of State's Election Calendar**, prior to any election at which City offices are to be filled by said election, notify the general public of the opening filing date, the office or offices to be filled, the

proper place for filing and the closing filing date of the election. Such notification may be accomplished by legal notice published in at least one (1) newspaper of general circulation in the City.

**105.060 Notice Of Elections**

In City elections, the City Clerk shall notify the County Clerk prior to 5:00 P.M. on the ~~tenth (10th) Tuesday~~ **Final Certification Date as designated by the Secretary of State's Election Calendar** prior to any City election except as noted in Section 115.125.1, RSMo. The notice shall be in writing, shall specify that the City Council is calling the election, the purpose of the election, the date of the election, and shall include a certified copy of the legal notice to be published including the sample ballot. The written notice shall be executed on behalf of the City Council by the Mayor of the Board and shall include the attestation of the City Clerk and shall have affixed thereto the Seal of the City of Republic. The notice and any other information required by this Section may, with the prior notification to the election authority receiving the notice, be accepted ~~by facsimile transmission~~ **in digital form** prior to 5:00 P.M. on the ~~tenth (10th) Tuesday~~ **Final Certification Date as designated by the Secretary of State's Election Calendar** prior to the election, provided that the original copy of the notice and a certified copy of the legal notice to be published shall be received in the office of the election authority within three (3) business days from the date ~~of the facsimile transmission~~ **of digital submission**.

EXPLANATION(S) - Matter in underlined type in the above is added language. Matter in ~~strikethrough~~ in the above is deleted.

- Section 2:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance shall remain unmodified and in full force and effect.
- Section 3:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute this Ordinance.
- Section 4:** The WHEREAS clauses above are specifically incorporated herein by reference.
- Section 5:** The provisions of this Ordinance are severable, and if any provisions hereof are declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.
- Section 6:** This Ordinance shall take effect and be in force from and after its passage as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

A handwritten signature in blue ink, appearing to read 'Megan McCullough', is written over a horizontal line.

Megan McCullough, City Attorney





## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-52 An Ordinance of the City Council Amending Title I, Government Code, Chapter 150, Fraud Prevention and Detection Policy, Section 150.010, Adoption of Policy, Adopting a Revised Policy Entitled City of Republic’s Fraud Prevention and Detection Policy.

Submitted By: Meghin Cook, Finance Director

Date: 09/20/2022

### Issue Statement

The City of Republic’s “Fraud Policy” has been updated as a better summarized version that provides precise and clear instructions. These changes allow for an investigation to occur with all parties needed to complete the investigation without the need to assign a “Fraud Investigator” as the current policy requires. This policy provides a process should an investigation occur, outlines staff responsibilities that encourage ethical activity, and provides a framework to catch and limit fraud. The changes to the document will be listed below. Not detailed below are minor spelling and formatting changes.

### Discussion and/or Analysis

The following sections listed below were updated or removed with the intent to be more consistent and precise and eliminate the unnecessary wording and sections in order to provide a specific set of guidelines and simplify the overall process of investigation and allowing for delegation of multiple departments as needed.

#### IV. DEFINITIONS

- Fraud Investigator (removed) – to be streamline and allow multiple departments to be brought into the investigation process as needed instead of assigning an investigator each time.

#### VI. RESPONSIBILITIES

- Mayor and City Council Responsibilities
- Management Responsibilities
- Employee Responsibilities
- Fraud Investigator Responsibilities

#### VII. AUTHORITY AND INVESTIGATION

City of Republic - Business Ethics (removed)

**Intent:** The Business Ethics section didn’t seem to belong with the Fraud policy and would be better suited in the Anti-Bribery and Corruption Policy.



FRAUD RECOGNITION AND UNDERSTANDING FORM (updated)

**Intent:** Removed the Business Ethics section from the Fraud Policy and also removed the paragraph acknowledging the employee has read and understands the City of Republic Business Ethics policy due to no longer be included.

Refer to the redlined version to see more details outlined in regard to changes.

**Recommended Action**

Staff recommends approval.

**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE I, GOVERNMENT CODE, CHAPTER 150, FRAUD PREVENTION AND DETECTION POLICY, SECTION 150.010, ADOPTION OF POLICY, ADOPTING A REVISED POLICY ENTITLED CITY OF REPUBLIC’S FRAUD PREVENTION AND DETECTION POLICY**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, the City has recognized the need to continually review and revise the Municipal Code to enhance clarity, eliminate ambiguity, and meet the evolving demands and needs of the citizens, so long as they are in accord with the City’s mission, vision and values, and in the best interests of the City; and

**WHEREAS**, on January 26, 2015, in Resolution 15-R-04, the City Council adopted a policy entitled Fraud Prevention and Detection Policy (“Fraud Policy”), which is expressly incorporated by reference in Municipal Code Section 105.010; and

**WHEREAS**, the City has identified a need for revisions to the Fraud Policy to ensure clarity in the processes governing investigations of suspected fraudulent conduct, by, among other things, outlining the responsibilities of employees and procedural steps of an investigation, and to further encourage ethical conduct in the workplace and establish a framework to intercept and prevent fraud, and

**WHEREAS**, the Council finds that the updated Fraud Policy is in the best interest of the City, and its citizens.

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

- Section 1:** The policy entitled “City of Republic’s Fraud Prevention and Detection Policy”, attached hereto as Attachment 1 and incorporated herein by reference, is hereby adopted.
- Section 2:** Title I, "Government Code," Chapter 150, "Fraud Prevention and Detection Policy," Section 150.010, “Adoption of Policy,” is hereby amended by the Sections below to read as follows:

**150.010 Adoption Of Policy**

The City Council hereby adopts the policy entitled the City of Republic’s ~~attached~~ Fraud Prevention and Detection Policy, on file in the City Clerk’s office and incorporated herein by reference. ~~is hereby adopted.~~

EXPLANATION(S) - Matter in underlined type in the above is added language. Matter in strikethrough in the above is deleted.

- Section 3:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance shall remain unmodified and in full force and effect.

**Section 4:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute this Ordinance.

**Section 5:** The WHEREAS clauses above are specifically incorporated herein by reference.

**Section 6:** This Ordinance shall take effect and be in force from and after its passage as provided by law.


**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_  
Megan McCullough, City Attorney

**Final Passage and Vote:**



## FRAUD PREVENTION AND DETECTION POLICY

### ~~CITY OF REPUBLIC, MISSOURI~~ ~~FRAUD PREVENTION AND DETECTION POLICY~~

The purpose of this Fraud Prevention and Detection Policy ("Policy") ~~document~~ is to communicate municipal policy regarding the deterrence and investigation of suspected fraudulent conduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

#### I. INTRODUCTION

The City of Republic ~~(City)~~ is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees, to gain by ~~fraudulent conduct~~ Fraudulent Conduct, financial or other benefits at the expense of City taxpayers.

City officials and employees must, at all times, comply with all applicable laws and regulations. The City shall not condone the activities of officials or employees who achieve results through violation of the law or unethical business dealings. The City does not permit any activity that fails to stand the closest possible public scrutiny.

This ~~policy~~ Policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of ~~fraudulent conduct~~ Fraudulent Conduct and other similar irregularities.

The impact of ~~fraudulent conduct~~ Fraudulent Conduct and dishonesty may include, but is not limited to:

- The actual financial loss incurred
- Damage to the reputation of the City and its employees
- Negative publicity
- The cost of investigation
- Loss of employees
- Loss of public confidence
- Damaged relationships with City contractors and suppliers
- Litigation
- Damages to employee morale

The goal of this ~~policy~~ Policy is to establish and maintain an environment of fairness, ethics and



## FRAUD PREVENTION AND DETECTION POLICY

honesty for city employees, citizens, ~~city~~-vendors and anyone else with whom the City has a relationship. To maintain such an environment, requires the diligence of each city employee and manager while in the performance of their duties.

The City of Republic is committed to the deterrence, detection and correction of ~~fraudulent conduct~~Fraudulent Conduct, misconduct and dishonesty. The discovery, reporting and documentation of such acts provide a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, and the referral to appropriate law enforcement agencies, when warranted by the circumstances. ~~by facts and the recovery of assets.~~

### II. APPLICABILITY

This ~~policy~~Policy applies to all elected officials, appointed committee/board members and employees of the City of Republic, as well as any individual or entity purporting to act on behalf of the City or doing business with the City.

### III. PROHIBITION

All elected officials of the City, appointed committee/board members of the City, and employees of the City ~~of Republic~~, as well as any individual or entity purporting to act on behalf of the City or doing business with the City, are expressly prohibited from engaging in ~~fraudulent conduct~~Fraudulent Conduct in the scope or course of their employment, duties or business relations with the City.

### IV. DEFINITIONS

Fraudulent conduct ("Fraudulent Conduct") is defined herein as the use of one's occupation or position for personal enrichment or the personal enrichment of others through the voluntary or deliberate misuse or misapplication of ~~the City's~~City resources or City assets, ~~or for the personal enrichment of others~~. There are three major categories of ~~fraudulent conduct~~Fraudulent Conduct:

1. **Asset misappropriations.** Theft or misuse of an organization's assets.
  - o Cash.
    - Fraudulent Disbursements. Perpetrator causes organization to disburse funds through some trick or device (e.g., submitting false invoices/time cards/sheets, expense reimbursement schemes, check tampering, etc.) ~~or prevents the timeliness of the disbursement of funds.~~



## FRAUD PREVENTION AND DETECTION POLICY

- Embezzlement. Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
  - Skimming. Cash is stolen from an organization before it is recorded on the organization's books and records.
  - Cash Larceny. Cash is stolen from an organization after it has been recorded on the organization's books and records.
  - Inventory and all other assets.
    - Misuse. Improper use, misappropriation, misapplication, destruction, removal or concealment of an organization's inventory or assets for personal use (e.g., City vehicles, computers, supplies, etc.)
    - Larceny. Inventory or other assets are stolen from an organization.
2. **Corruption.** Wrongful use of influence in a business transaction in order to procure some benefit for themselves or another person, contrary to duty to one's employer or the rights of another.
- Conflict of Interest. An undisclosed economic or personal interest in a transaction that adversely affects the employer.
  - Bribery. The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
  - Illegal Gratuities. A party that benefits from an official act or a business decision in giving of a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
  - Economic Extortion. An employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.
3. **Fraudulent Statements.** Falsification of an organization's financial statements.

**Other Similar Irregularities.** Any activity involving questionable behavior or business dealings by members of the public, contractors, vendors, ~~agents~~agents, or city employees, that put city revenue, property, information and other assets at risk of waste or abuse.

~~**Fraud Investigator.** In this context, reference is to any person or persons assigned by the City Administrator and/or City Attorney in consultation with the City Council (whether a city employee or an individual or firm retained by the City on a contract basis) to investigate any fraud or similar activity.~~

#### 4. POLICY ACKNOWLEDGEMENT



## FRAUD PREVENTION AND DETECTION POLICY

All City Councilmembers appointed committee/board members and employees of the City of Republic shall be responsible for understanding and adhering to this ~~policy~~Policy. On an annual basis, these applicable individuals are required to review the current City of Republic Fraud Policy and acknowledge their understanding of it by signing the *Fraud Recognition and Understanding Form* found at the end of this document.

It is the responsibility of the City Council, City Administrator and/or City Attorney, managers/supervisors and chairpersons to ensure all applicable individuals have read and understand the *City of Republic Fraud Prevention and Detection Policy* and understand their responsibilities as related to the prevention, detection and reporting of suspected fraud, misconduct and dishonesty. Signing of the attached *Fraud Recognition and Understanding Form* signifies that this process has occurred.

### 5. RESPONSIBILITIES

The City Administrator and each City Council Member, manager/supervisor or employee has defined responsibilities and procedures to follow when there is knowledge or suspicion of an act committed in violation of this ~~policy~~Policy.

#### a. Mayor and City Council Responsibilities:

- i. If the Mayor or any Council ~~M~~member observes an incident of Fraudulent Conduct or has reason to suspect that such an incident ~~of fraudulent conduct~~ has occurred, he/she shall immediately ~~contact~~ notify the City Administrator.
- ii. The Mayor or City Council shall not attempt to investigate the suspected incident of ~~fraudulent conduct~~Fraudulent Conduct or discuss the matter with anyone other than the City Administrator, or their designee.
- iii. The alleged fraud, and any resulting or related investigation, ~~or audit investigation~~ shall not be discussed with the media by any person other than ~~through~~ the City Administrator, in consultation with and upon advice of the City Attorney, ~~and the Fraud Investigator~~.
- iv. If a fraud allegation involves the City Administrator, the Mayor and City Council shall collectively select ~~a Fraud Investigator for the purpose of investigating the allegation and reporting the results thereof. The City Council shall select~~ a professional services firm or individual, independent of the City, to ~~act as the Fraud Investigator~~ investigate the





## FRAUD PREVENTION AND DETECTION POLICY

allegation and report the results and findings to. ~~In this situation, the Fraud Investigator shall inform~~ the City Council of pertinent investigative findings and results.

~~iv.~~

~~iv.~~ v. If a violation of this ~~policy~~ Policy is determined, the City Council will take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the City Attorney.

### **b. Management Responsibilities:**

~~i.~~ Each manager/supervisor of the City is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of ~~fraudulent conduct~~ Fraudulent Conduct and other similar irregularities.

~~i.~~ ~~Each manager/supervisor should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.~~

~~ii.~~ Management is responsible for being alert to and reporting ~~fraudulent or related dishonest activities~~ Fraudulent Conduct in their areas of responsibility.

i.

When an improper activity is detected or suspected, management should contact the Finance Director to assist in ~~determine~~ determination of whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.

~~ii.~~ If Fraudulent Conduct is suspected, management shall notify the City Administrator, or their designee. shall be notified.

~~If any member of management determines a suspected activity may involve fraud or related dishonest activity, their immediate supervisor shall be informed. Department Directors/Managers/Heads shall contact the City Administrator.~~

iii. Upon receipt of any allegation of fraud, the City Administrator, or their designee, shall notify the City Council of such allegation. All efforts shall be exercised to ensure that the City Council is fully aware of the nature of the allegation presented while ensuring that the rights and identity of any City employee involved are duly protected.

~~iv.~~ ~~In notifying the City Council, the City Administrator shall exercise care to ensure that the City Council is fully aware of the nature of the~~



## FRAUD PREVENTION AND DETECTION POLICY

- ~~allegation presented while ensuring that the rights and identity of any city employee involved are duly protected.~~
- ~~v. Based upon consultation with the City Council, the City Administrator shall select a Fraud Investigator for the purpose of investigating the allegation and reporting the results thereof.~~
- ~~vi. The selection of a Fraud Investigator shall be based upon careful consideration as to whether city staff has the necessary degree of independence and competence as well as sufficient time available to ascertain the validity of the allegation that has been brought forth. If these qualifications are not met by internal staff, the City Administrator in consultation with the City Council, shall select a professional services firm or individual to act as the Fraud Investigator.~~
- ~~vii.i. If any member of management determines a suspected activity may involve fraud or related dishonest activity, their immediate supervisor shall be informed. Department Heads shall contact the City Administrator.~~
- ~~viii. Management shall not attempt to conduct individual investigations, interviews or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions. Management shall support the City's responsibilities and cooperate fully with the Fraud Investigator, other involved departments and law enforcement agencies in the detection, reporting and investigation of criminal acts, including the prosecution of offenders.~~
- ~~ix. Management shall give full and unrestricted access to all necessary records and personnel as allowed by law. All city property is open to inspection at any time and there is no assumption of privacy.~~
- iv. The City Administrator shall notify all Department's should they need to be involved in any fraud investigation so an investigation can be started and documented thereafter.
1. Management shall give full and unrestricted access to all necessary records and personnel. All City property is open to inspection at any time and there is no assumption to privacy.
- ~~x.v. In dealing with suspected dishonest or fraudulent activities, great care must be exercised. Management should avoid the following:~~
- ~~1. Incorrect accusations.~~
  - ~~2. Alerting suspected individuals that an investigation is underway.~~
  - ~~3. Unfair treatment of employees.~~



## FRAUD PREVENTION AND DETECTION POLICY

4. Making of statements that could lead to claims of false accusations or other offenses.

~~xi. In handling dishonest or fraudulent activities, management shall:~~

- ~~1. Make no contact (unless requested) with the suspected individual to determine the facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.~~
- ~~2. Avoid discussion of the case, facts, suspicions or allegations with anyone outside the city government, unless specifically directed to do so by the City Attorney.~~
- ~~3. Avoid discussion of the case with anyone inside the city government other than employees who have a need to know such as the City Administrator, Fraud Investigator, City Attorney or law enforcement personnel.~~
- ~~4. Direct all inquiries from the suspected individual, or representative, to the City Administrator or City Attorney. All inquiries by an attorney of the suspected individual shall be directed to the City Attorney. All inquiries from the media shall be directed to the City Administrator.~~
- ~~5. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the City Attorney and/or if applicable, the labor relations representative, in conformance with the city's personnel policies.~~

### c. Employee Responsibilities:

- ~~i. In the event an employee observes a~~ A suspected fraudulent incident or practice involving City personnel, property or other City business, that employee is required to ~~observed by, or made known to, an employee shall be reported promptly report the incident~~ to the employee's supervisor(s). ~~for reporting to the proper management official.~~
- i. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the City Administrator.
- ii. The reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator or further discussion of the incident with anyone, unless specifically requested by the City Administrator, ~~Fraud Investigator,~~ City Attorney, Republic Police Department or other law enforcement personnel with jurisdiction.



## FRAUD PREVENTION AND DETECTION POLICY

### **d. ~~Fraud Investigator Responsibilities:~~**

- ~~i. Upon assignment by the City Administrator, the Fraud Investigator shall promptly investigate the fraud.~~
- ~~ii. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Fraud Investigator, in consultation with the City Attorney, shall contact the Republic Police Department or other appropriate law enforcement authorities.~~
- ~~iii. The Fraud Investigator shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.~~
- ~~iv. If evidence is uncovered showing possible dishonest or fraudulent activities, the Fraud Investigator shall proceed as follows:
 
  - ~~1. Discuss the findings with management and the department manager, if appropriate.~~
  - ~~2. Advise management, if the case involves staff members, to meet with the City Administrator (or designated representative) to determine if, and the extent of, disciplinary actions to be taken.~~
  - ~~3. Report to the city's external auditor of such activities in order to assess the effect of the illegal activity on the city's financial statements.~~
  - ~~4. Determine proper notifications to insurers and filing of insurance claims.~~
  - ~~5. Take immediate action, in consultation with the City Attorney, to prevent the theft, alteration or destruction of evidentiary records. Such action shall include, but not be limited to:
 
    - ~~-Removal of records to a place in a secure location or limit access to the location where the records currently exist.~~
    - ~~-Prevent the individual suspected of committing the fraud from having access to the records.~~~~
  - ~~6. In consultation with the City Attorney and the Republic Police Department, the Fraud Investigator may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.~~
  - ~~7. If the Fraud Investigator is contacted by the media regarding an alleged fraud or audit investigation, the Fraud Investigator shall consult with the City Administrator and the City Attorney, as appropriate, before responding to a media request for information or interview.~~
  - ~~8. At the conclusion of the investigation, the Fraud Investigator~~~~



## FRAUD PREVENTION AND DETECTION POLICY

~~shall document the results in a confidential memorandum report to the City Administrator and City Attorney. If the report concludes that the allegations are founded, the report shall be forwarded to the Republic Police Department and City Council.~~

- ~~9. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Fraud Investigator no later than seven (7) calendar days after notice is received.~~
- ~~10. The Fraud Investigator shall be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.~~
- ~~11. Upon completion of the investigation, including all legal and personnel actions, all records, documents and other evidentiary material obtained from the department under investigation shall be returned by the Fraud Investigator to the respective department(s).~~

### 6. AUTHORITY AND INVESTIGATION

It is the City's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation shall be conducted regardless of the position, title, length of service or relationship with the City of any party who might be or becomes involved in or becomes/is the subject of such investigation.

- ~~a. The Fraud Investigator has the primary responsibility for the investigation of all activity as defined in this policy.~~
- ~~b. Throughout the investigation, the Fraud Investigator shall inform the City Administrator of pertinent investigative findings.~~
- ~~c. Upon conclusion of the investigation, the results shall be reported to the City Administrator.~~
- ~~d. The City Administrator, following review of investigation results, shall take appropriate action regarding employee misconduct. Disciplinary action may include termination and referral of the case for possible prosecution.~~
- ~~e. The City shall pursue every reasonable effort, including court order restitution, to obtain recovery of city losses from the offender or other appropriate sources.~~
- a. The City Administrator, or their designee, will investigate situations involving possible fraud or related dishonesty activity.
- b. The City of Republic Finance Department and/or the City of Republic Police Department will assist the City Administrator in this task, if deemed necessary.



## FRAUD PREVENTION AND DETECTION POLICY

- c. ~~In the event of an investigation being~~ is deemed necessary ~~required~~, the evidence obtained through the investigation will be ~~displayed~~ closed as follows.
- i. The City Administrator, or their designee, will discuss the finding(s) with the City Council and appropriate Department Director(s).
  - ii. The City Administrator, or their designee, will ~~advise~~ direct the ~~applicable~~ Department Director(s) who oversee the employee(s) subject to the investigation, ~~if the case involves their staff,~~ to meet with Human Resources, for the purpose of ~~to~~ determining whether ~~e if~~ disciplinary actions or criminal prosecution should be taken.
  - iii. If illegal activity appears to have occurred, the evidence will be provided to the ~~City of~~ Republic Police Department, City Attorney, and City Prosecutor for review.

### 7. WHISTLE-BLOWER PROTECTION

Employees who observe and in good faith report a violation of ~~the city's fraud~~ this ~~P~~ policy shall be granted the protections contained herein. However, such protection shall not be afforded to employees on a retroactive basis to those employees who are the subject of pending disciplinary action. When informed of a suspected impropriety, neither the City nor any person acting on behalf of the City shall:

- Dismiss or threaten to dismiss the reporting employee;
- Discipline, suspend or threaten to discipline or suspend the reporting employee;
- Impose any penalty upon the reporting employee; or
- Intimidate or coerce the reporting employee.

Violation of this section shall result in discipline up to and including dismissal in accordance with applicable federal, state and local administrative laws.

### 8. DISCIPLINE

Violations of this ~~policy~~ Policy by an employee will be handled in accordance with the city's Personnel Policy Manual. All other persons or entities that are found to have violated this ~~P~~ policy will be either removed from the applicable board or committee or subject to suspension by the City from future business transactions for a specified period of time.

### 9. EXCEPTIONS

There shall be no exceptions to this policy unless provided and approved by the City Council.



FRAUD PREVENTION AND DETECTION POLICY

\*Passed and Approved by City Council via Resolution 15-R-04 on January 26, 2015.



FRAUD PREVENTION AND DETECTION POLICY

**CITY OF REPUBLIC, MISSOURI**  
**FRAUD RECOGNITION AND UNDERSTANDING FORM**

~~My signature signifies that I have read the City of Republic Fraud Prevention and Detection Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected fraud, misconduct, dishonesty and other similar irregularities.~~

~~I also acknowledge that I have read and understand the City of Republic Business Ethics Policy. Failure to disclose a relationship with a city vendor, as outlined in the Business Ethics Policy, that is used by my department or by a department that I am in a position to influence may subject me to disciplinary action in accordance with the city Personnel Policy Manual. Attached is a separate listing of city used vendors with which I have a relationship identified as constituting a conflict of interest.~~

**Print Name:**

**Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager/Supervisor/Chairperson:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

My signature signifies that I have read the City of Republic Fraud Prevention and Detection Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected fraud, misconduct, dishonesty, and other similar irregularities.

\_\_\_\_\_  
Printed Employee Name:

\_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Manager/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## FRAUD PREVENTION AND DETECTION POLICY

### CITY OF REPUBLIC, MISSOURI BUSINESS ETHICS

~~Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in activities outside of his or her employment which is private in nature and do not in any way conflict with or reflect poorly on the City.~~

~~Management reserves the right, however, to determine when an employee's activities represent a conflict with the city's interests and to take whatever action is necessary to resolve the situation — including termination of the employee.~~

~~It is impossible in a general policy statement to define all the various circumstances and relationships that would be considered "unethical." Following is a non-exclusive list of activities that would reflect in a negative way on the employee's personal integrity or that would limit the employee's ability to discharge job duties and responsibilities in an ethical manner.~~

- ~~1. Carrying on city business with a firm in which the employee, or a close relative of the employee, has substantial ownership or interest.~~
- ~~2. Holding a substantial interest in, or participating in, the management of a firm, from which the City makes purchases.~~
- ~~3. Borrowing money from customers or firms, other than recognized loan institutions, from which the City buys services, materials, equipment or supplies.~~
- ~~4. Accepting substantial gifts or excessive entertainment from an outside organization or agency.~~
- ~~5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the City.~~
- ~~6. Misusing privileged information or revealing confidential data to outsiders.~~
- ~~7. Using one's position in the City or knowledge of its affairs for outside personal gain.~~

~~Employment with the City carries a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the City.~~



## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-53 An Ordinance of the City Council Amending Title I, Government Code, Chapter 110, Administration Policies, Article II, Purchasing and Surplus Property Disposal, Section 110.020.01 Purchasing Policy and Procedures, and Adopting a Revised Policy Entitled City Of Republic’s Purchasing & Disposal Policy.

Submitted By: Meghin Cook, Finance Director

Date: 09/20/2022

### Issue Statement

The City of Republic’s “Purchasing & Disposal Policy” has been updated with more relevant policy changes that are aligned with state statute, encourage ethical purchases, and provide framework to catch and limit fraud. The changes to the document are listed below.

### Discussion and/or Analysis

The following sections listed below were updated, added, or removed with the intent to clarify the policies that are put in place, be more consistent and precise throughout the document. The updated policy also includes the changes on lease agreements to follow upcoming GASB provisions and changes in our emergency provision section.

#### The following sections have been updated:

Purchasing Approval Limitations, Section B. Small Expenditure Limitation

- **Intent:** We have updated this section to reflect current requisition process. We have gone away from paper requisitions to entry directly into our financial software system.

Purchasing Approval Limitations, Section D. Large Expenditure Limitation

- **Intent:** We updated the first sentence to be consistent with the verbiage from the other sections within the Purchasing Approval Limitations. We removed the “or \$70,000.00 for construction projects” in the second paragraph as this does not belong in this section and is already included under section E, Formal Bid Limitation.

Leases/Rental Items

- **Intent:** We have updated lease terms to align with GASB 87 provisions. For accounting purposes, both long-term and short-term leases were defined. Procedures for short-term leases were updated to align with the approval matrix for better consistency and clarity to ensure better overall due diligence.

#### Purchasing Approval Limitations, Section F. Exception to Bidding Requirements (NEW)

- **Intent:** This is a new section to list out specific exceptions to keep in mind through purchasing process and includes a specific expiration after one year of adoption.

#### Emergency Expenditures

- Added in a provision: The City Administrator may approve an emergency purchase not to exceed One-hundred thousand dollars (\$100,000.00), or **Two-hundred thousand dollars (\$200,000.00) with the consent of the Mayor.** A Department Director may be authorized to make an emergency purchase not to exceed One- hundred thousand dollars (\$100,000.00) with the approval of the City Administrator.
- **Intent:** To provide the City Administrator authorization to approve an emergency expenditure in a timely manner as required and outlined above. This still provides accountability since all emergency expenditures will be announced to Council and documentation will be submitted to the Finance Department for annual auditing documentation purposes.

#### Grant Funding

- **Intent:** To list out the duties and remove repeated verbiage for a more concise section.

#### Petty Cash

- **Intent:** To provide a concise set of rules and responsibilities to our petty cash system within the City. Previously there was no such doctrine to provide information on the ins and outs of the petty cash system. The new section gives some general direction and gives the Finance Director a policy to reference in regard to internal control procedures.

#### Purchase Card Program

- **Intent:** To provide a concise set of rules and responsibilities to our purchasing card program within the City. Previously there was no official outline of cardholder responsibilities that can be referenced as needed. It is necessary to instill provisions on cardholders so there is an end-result shall internal controls not be met. In addition, the “required documentation and training” that are needed will be implemented to all new purchase cardholders to ensure they are aware of the correct procedures of the program and proper internal controls are met ongoing.

Refer to the redlined version to see more details outlined in regards to changes.

#### **Recommended Action**

Staff recommends approval.

**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE I, GOVERNMENT CODE, CHAPTER 110, ADMINISTRATION POLICIES, ARTICLE II, PURCHASING AND SURPLUS PROPERTY DISPOSAL, SECTION 110.020.01 PURCHASING POLICY AND PROCEDURES, AND ADOPTING A REVISED POLICY ENTITLED CITY OF REPUBLIC’S PURCHASING & DISPOSAL POLICY**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, the City has recognized the need to continually review and revise the Municipal Code to enhance clarity, eliminate ambiguity, and meet the evolving demands and needs of the citizens, so long as they are in accord with the City’s mission, vision and values, and in the best interests of the City; and

**WHEREAS**, on April 6, 2021, in Ordinance 21-18, the City Council adopted a policy entitled City of Republic’s Purchasing Policy and Procedures (“Purchasing Policy”); and

**WHEREAS**, the City has identified a need for revisions to the Purchasing Policy in order to align with the City’s ongoing growth rate by, among other things, improving efficiency, encouraging ethical purchasing practices and establishing a framework to intercept and prevent fraud; and

**WHEREAS**, the Council finds this updated Purchasing Policy, to be entitled “City of Republic’s Purchasing & Disposal Policy,” is in the best interests of the City and its citizens.

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

**Section 1:** The policy entitled “City of Republic’s Purchasing & Disposal Policy”, attached hereto as Attachment 1 and incorporated herein by reference, is hereby adopted.

**Section 2:** Title I, "Government Code," Chapter 110, "Administrative Policies," Article II, "Purchasing and Surplus Property Disposal," is hereby amended by the Sections below to read as follows:

**110.020.01 Purchasing Policy And Procedures**

The City Council hereby adopts the policy entitled the City of Republic's Purchasing ~~Policy and Procedures~~ & Disposal Policy, on file in the City Clerk’s office and incorporated herein by reference.

EXPLANATION(S) - Matter in underlined type in the above is added language.  
Matter in strikethrough in the above is deleted.

**Section 3:** All other Sections of the Municipal Code of the City of Republic, Missouri, not specifically referenced in this Ordinance shall remain unmodified and in full force and effect.

**Section 4:** The City Administrator or his/her designee, on behalf of the City, is authorized to take the necessary steps to execute this Ordinance.

**Section 5:** The WHEREAS clauses above are specifically incorporated herein by reference.

**Section 6:** This Ordinance shall take effect and be in force from and after its passage as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**



Megan McCullough, City Attorney

**Final Passage and Vote:**

## Purchasing Policy

### **City of Republic's Purchasing Policy and Procedures**

#### **Introduction**

The City of Republic is a public agency that is required to establish and follow formal procurement rules established in the City Charter and City Ordinances and approved by the City Council. The primary purpose of this procurement policy ("Policy") is to ensure that all publicly funded acquisitions are obtained through an open and competitive process and that honest and ethical procedures are consistently followed to attain best value, cost, and quality. Department Directors are entrusted with the responsibility of implementing and enforcing this Policy within their departments. Training is offered to all users of this Policy. It is the intent of this Policy to clarify and outline the purchasing procedures for routine expenditures to comply with the requirements as set forth in the City's Charter, City Ordinances, and applicable state law.

#### **Purchasing Agent**

The City Administrator shall serve as the purchasing agent and shall supervise the purchasing of the City and shall see that the purchasing is done in accordance with the purchasing rules and procedures now in effect or later approved by the City Council.

The Purchasing Department functions are carried out by the Finance Department.

#### **Department Directors' Responsibilities and Budgetary Requirements**

All Department Directors are required to adhere to the provisions of the procedures outlined in this Policy. Failure to meet the requirement will result in additional oversight requirements whereby purchase approval authority will be revoked and disciplinary action may be taken, as follows:

1. Upon a first offense, the Department Director's purchase approval authority will be revoked for all purchases in excess of \$500.00 for a minimum of three (3) months, during which time the Finance Director's approval of such purchases shall be required..
2. Upon a second offense, the Department Director's purchase approval authority will be revoked for up to one (1) year, during which time the Finance Director's approval of such purchases shall be required, but only after a purchase requisition and three (3) written quotes have been obtained and provided to the Finance Director.
3. Upon a third offense, the Department Director's purchase approval authority will be revoked indefinitely pending a formal review and re-consideration of the Department Director's ability to perform in his/her capacity, and the Department Director shall be subject to further disciplinary action as determined appropriate and necessary.

## **Purchasing Approval Limitations**

### **A. Micro Expenditure Limitation.**

Purchases less than or equal to \$-5,000.00:

The purchase of routine, day-to-day supplies and operational needs, the expenditure for which is less than or equal to \$5,000.00, including freight, may be made through prudent and practical selectivity of the best price source. These purchases will require supervisor or Department Director sign-off and approval. A purchase requisition is not required.

### **B. Small Expenditure Limitation.**

Purchases in excess of \$5,000.00, but less than or equal to \$10,000.00:

All purchases by the City, for supplies, services, apparatus, materials, equipment, or other things for public purpose, wherein the expenditure is in excess of \$5,000.00, but less than or equal to \$10,000.00, including freight, must have approval from the Department Director or designee, but only after the completion of a purchase requisition and three written or verbal quotes.

Quotes must be attached and the recommended vendor, account numbers, and other requested information must be ~~written on~~provided for the purchase requisition. ~~form.~~

### **C. Intermediate Expenditure Limitation.**

Purchases in excess of \$10,000.00, but less than or equal to \$30,000.00:

All purchases by the City for supplies, services, apparatus, materials, equipment, or other things for public purpose, wherein the expenditure is in excess of \$10,000.00, but less than or equal to \$30,000.00, including freight, must be approved by the Finance Director (or ~~Finance Director~~their designee), or alternatively, by a minimum of three Department Directors, but only after completion of a purchase requisition and three (3) written quotes. Quotes must be attached with the completed purchase requisition ~~form~~ before approval will be considered.

A 24-hour notice, not including weekends or holidays, is required for review purposes, unless an emergency is declared and approved by the City Administrator.

### **D. Large Expenditure Limitation.**

Purchases ~~of any item~~ in excess of \$30,000.00, but less than or equal to \$50,000.00:

All purchases by the City for supplies, services, apparatus, materials, equipment, or other things for public purpose, wherein the expenditure is in excess of \$30,000.00, but less than or equal to \$50,000.00, including freight, ~~or \$70,000.00 for construction projects,~~ must be

approved by both the City Administrator (or ~~City Administrator~~ their designee) and the Finance Director (or ~~Finance Director~~ their designee), but only after completion of a purchase requisition and three written quotes. Written quotes must be attached with the completed purchase requisition ~~form~~ before approval will be considered.

A 24-hour notice, not including weekends or holidays, is required for review purposes, unless an emergency is declared and approved by the City Administrator.

**E. Formal Bid Limitation.**

All purchases by the City for infrastructure construction projects wherein the expenditure is in excess of \$70,000, and all purchases by the City for any other public purpose in excess of \$50,000.00:

For all purchases in excess of \$50,000.00, and all purchases for infrastructure construction projects in excess of \$70,000.00, formal competitive bidding is required, followed by City Council approval of the purchase.

A 24-hour notice, not including weekends or holidays, is required for review purposes, unless an emergency is declared and approved by the City Administrator.

**Purchasing Procedures and Approval Matrix**

Purchase Threshold	Purchasing Procedure	Purchasing Approval
\$5,000.00 or under	*Purchase lowest priced item that meets specifications. *Invoice/Receipt documentation submitted with invoice.	* Department Director Approval
\$5,000.01 - \$10,000.00	*Purchase lowest priced item that meets specifications. *Invoice/Receipt documentation *Three (3) written, verbal, facsimile, or electronic quotes.	*Purchase Requisition *Department Director Approval
	*Three (3) written quotes, verbal quotes	*Purchase Requisition *Three (3) quotes *Department Director Approval



<p>\$10,000.01 - \$30,000.00</p>	<p>facsimile, or electronic quotes. *Purchase lowest and best priced item that meets specifications. *Invoice/Receipt documentation of purchase.</p>	<p>*Finance Director Approval *Or three (3) Department Directors Approval</p>
<p>\$30,000.01 - \$50,000.00</p>	<p>*Three (3) written quotes. *Purchase lowest and best priced item that meets specifications.</p>	<p>*Purchase Requisition *Three written (3) quotes *Finance Director Approval *City Administrator or <del>City Administrator</del> <u>their D</u>esignee Approval *City Administrator and Finance Director need to be notified for unbudgeted purchases over \$10,000.00. *Unbudgeted purchases over \$20,000.00 must be included in City Administrator’s report to City Council</p>
<p>Over \$50,000.00 <u>or</u> Over \$70,000.00 for infrastructure construction projects</p>	<p>*Sealed ITBs, RFPs or RFQs. *See Formal Bidding Methods.</p>	<p>*Purchase Requisition *City Administrator or <del>City Administrator</del> <u>their D</u>esignee Approval *City Council Approval (of contract) *City Council Approval of Budget or Budget Amendment *City Administrator Signature on Contract</p>
<p><b>Exceptions to Competitive Bidding Methods:</b> Refer to “Exceptions to Competitive Bidding Methods” Section, below.</p>		

**Non-Budgeted Items**

A. Purchases of any non-budgeted items less than or equal to \$10,000.00:

Support for any non-budgeted expenditures less than or equal to \$10,000.00 must be forwarded to the Department Director and Finance Director for notification purposes only. Non-budgeted items include all items not specifically identified during the budget process. Pursuant to Republic Municipal Code Section 135.050, no expenditure shall be made which would result in the expenditure for that fund to go above the amount authorized by Council in the budget unless the requirements of Section 135.050 are met.

B. Purchases of any non-budgeted items in excess of \$10,000.00 but less than or equal to \$20,000.00:

Support for any non-budgeted expenditures in excess of \$10,000.00 must be forwarded to the City Administrator (or ~~City Administrator~~their designee) and the Finance Director for notification purposes only. Non-budgeted items include all items not specifically identified during the budget process. Pursuant to Republic Municipal Code Section 135.050, no expenditure shall be made which would result in the expenditure for that fund to go above the amount authorized by Council in the budget unless the requirements of Section 135.050 are met.

C. Purchase of any non-budgeted items in excess of \$20,000.00:

Support for any ~~Any~~ non-budgeted expenditure in excess of \$20,000.00 requires signature of the City Administrator (or ~~City Administrator~~their Ddesignee) and shall be specifically listed in the City Administrator's written report presented at the next regular meeting of the City Council. Pursuant to Republic Municipal Code Section 135.050, no expenditure shall be made which would result in the expenditure for that fund to go above the amount authorized by Council in the budget unless the requirements of Section 135.050 are met.

## **Bidding Methods**

### **Informal Bidding Methods**

A. Verbal Bids

A minimum of three verbal bids shall be received for all purchases that allow verbal bids. The Finance Director shall utilize a "verbal bid" tracking form. Formal bids shall not be required. Local qualified vendors will be given priority as outlined in the Buy Local section of this Policy. The procurement of several items of the same type at substantially the same time is a single purchase for the purpose of this section and the total cost of all such items will determine whether a formal competitive bidding procedure must be followed.

B. Written Bids

A minimum of three written bids shall be received for all purchases that allow written bids. The procurement of several items of the same type at substantially the same time is a single purchase for the purpose of this section and the total cost of all such items will determine whether a formal competitive bidding procedure must be followed. Email, facsimile, and letters all qualify as written bids.

C. Invitation to Bid (ITB)

Informal – \$50,000.00 and under – no public opening; written bids must be solicited if using an ITB.

### **Formal/Competitive Bidding Methods**

A. Competitive Bids

Contracts will be made only after ample competition. The City Administrator may reject

any and all such bids or waive non-prejudicial irregularities.

#### B. Formal Solicitation Types Used by the City.

Contracts made for purchases of goods, services, or other items exceeding \$50,000.00, or \$70,000.00 for infrastructure construction projects, shall be made only after the notification to the public that bids will be received, opened, and read in public at a particular time, place, and date which provides potential vendors adequate time to submit bids.

The City will primarily utilize the City of Republic website for notification to the public. A central bidders list will be maintained for vendor notifications. Electronic bid submissions are allowed through an e-bidding system. The City may, in addition to the above, advertisement in any newspaper of general circulation in an area of resource which will supply the need, and/or by advertisement in any locally published newspaper. All formal bidding shall set a date, time, and place for the bid opening and such bid opening shall not occur sooner than fifteen (15) calendar days after the solicitation is published.

#### C. Invitation to Bid (ITB)

- Formal – Over \$50,000.00 – public bid opening required.
- Unit price prevails in the event of pricing discrepancy.
- The bid documents and specifications are definite and specific. Awards will be made to the bidder offering the lowest cost who is the most responsive to the requirements of the bid documents, without material exception, and who is responsible and capable of providing the item(s) to be purchased.
- Evaluation and award are limited to cost, determination of compliance with the specifications and conditions specified in the bid documents, and the responsibility of the bidder.

**Negotiations are not permitted. This method does not permit comparison of the relative specifications of competing bidders but only comparison to the specifications contained in the bid documents.**

#### D. Request for Proposals (RFP)

- No public opening – to preserve confidentiality until award or notice of intent to award is made.
- Negotiations are permitted. This method permits negotiations and discussions with competing vendors after proposals are opened; therefore, no information taken from proposals received shall be disclosed to any competing vendor until after a contract is executed or all proposals are rejected and as required by the Sunshine Law.
- This method can be used whenever detailed specifications cannot be determined, whenever

several methods may satisfy the City's requirements, or whenever the nature of the requirements is such that subjective evaluation of criteria other than cost is necessary. This method can be utilized when definite specifications cannot be determined in advance, when a scope of work is required which makes comparison of competing proposals relative to each other appropriate

- The purpose is to award to the supplier able to provide the best value to the City, not necessarily lowest price, using numerical scoring.
- An evaluation team, ideally comprised of three to five members, evaluates using criteria disclosed in the RFP.
- Subjective criteria may be used in the evaluation of competing proposals. The relative value of the evaluation criteria shall be established in the Request for Proposal documents published by the City.

#### E. Request for Information (RFI)

- A Request for Information (RFI) may be used to request information on potential vendor(s) or service provider(s) to:
  - o Determine what products and services are available
  - o Learn about the capabilities of the vendors/providers in terms of availability, offerings and strengths of the company
- Best used for the purpose of obtaining information necessary to prepare a Request for Proposal (RFP) or Request for Qualifications (RFQ), or for developing strategy and/or building a database.
- Additional or other specific procedures to be followed when using an RFI shall be set forth by the Finance Director.

#### F. Request for Qualifications (RFQ)

- This method is a qualifications-based selection process. It is NOT a bid.
- It is a request for firms/contractors to submit their qualifications in order to be considered for a project.
- The most qualified firm/contractor will be selected and the fee will then be negotiated.
- If agreeable terms cannot be negotiated, the City then has the option to move to the second or third choice.
- Pursuant to the requirements of RSMo. Chapter 8 governing political subdivisions, this procurement method must be used for Professional Architectural, Engineering, and Land Surveying Services, as defined in § 8.285, RSMo., that are for construction management,

feasibility studies, preliminary studies, preliminary engineering design, architectural, engineering, surveying, mapping or related services.

### **Non-Responsive or Unacceptable Bids.**

The City shall reject any bid or proposal which is materially non-responsive to the requirements outlined in the bid documents. The City may re-solicit bids or proposals if the bids received from a solicitation for bids or proposals are not acceptable for any reason. Such re-solicitation will not be to direct the award to a particular bidder. The City is not required to accept the low bid of any bidder that is not responsive and reserves the right to reject any bid for any reason.

### **Buy Local.**

It is the policy and intent of the City in awarding of contracts and the purchase of goods and materials to encourage doing business with suppliers located within the City of Republic, Greene County, or Christian County. The cost difference between the lowest bidder and the local bidder should be no greater than three (3) percent.

Buy Local is prohibited on Federal Grants. The City shall follow Federal Grant guidance for procurement under a grant award.

### **Parcel or Split Purchase.**

It is expressly forbidden to parcel or split purchases with intent of circumventing the more competitive bidding requirement. Doing so will result in disciplinary action and limited sign-off privileges for up to 1 year during which time quotes will be required for all purchases in excess of \$500.00 and Finance Director approval will be required.

This does not prohibit the City from bidding out projects individually. Since the scope of these projects may not be known at the time that other bids are prepared, the City can bid on a project basis, but will not purposely split a bid to circumvent the formal bid requirement. Bulk bids for construction materials will be utilized whenever feasible.

### **Bid Process Exceptions**

#### **Sole Source**

In situations when there is a sole source of supply as determined by the City Administrator, (or ~~City Administrator~~ their designee), the City Administrator shall by writing certify such conditions as effect such “sole source” supply, and competitive bidding requirements may be waived or modified by further resolution of the City Council.

#### **Emergency Expenditures**

~~Upon a failure of existing facilities, the immediate repair or replacement of which must be~~

~~accomplished to avoid threat to the health, peace or safety of citizens of the City, the City Administrator with the consent of the Mayor and or Mayor Pro Tem is authorized and responsible to effect emergency repairs by the most expeditious available means. Such instances will be exempt from the competitive bid process. The City Administrator will submit a full written report of such emergency procedures to the City Council and certify the need for effecting such procedure, justifying both method and cost in effecting emergency repair, at the next regular meeting of the Council. This procedure may be used for emergency situations described herein even if an emergency is not declared pursuant to Chapter 230, Article II of The Municipal Code.~~

An emergency is defined as an unexpected situation of a serious nature that demands immediate action affecting public health, loss of service, a threat to the community, or a risk of substantial financial loss to the City unless the required supplies, materials, equipment, or services are obtained in the most expeditious means possible. This includes purchases for construction projects due to demand and supply that may directly impact project completion and timelines.

The City Administrator is authorized and responsible to effect emergency repairs and purchases by the most expeditious available means. The City Administrator may utilize an emergency expenditure described herein even if an emergency is not declared pursuant to Chapter 230, Article II of The Municipal Code. The City Administrator may approve an emergency purchase not to exceed One-hundred thousand dollars (\$100,000.00), or Two-hundred thousand dollars (\$200,000.00) with the consent of the Mayor. A Department Director may be authorized to make an emergency purchase not to exceed One- hundred thousand dollars (\$100,000.00) with the approval of the City Administrator.

The Finance Director shall be notified, and all proper documentation will need to be submitted to the Finance Department in a timely manner prior to the purchase. The respective department will work with the City Administrator to submit a full report at the next available City Council meeting and certify the need for the emergency expenditure in such an event the City Administrator will give the Mayor notice of such purchase.

An authorized emergency expenditure is exempt from any bidding process. For the use of an emergency expenditure, all verbal communication between departments and vendors will be followed up with required written documentation.

Additionally, emergency expenditures can be used in times of local emergency. If a local emergency is declared, please refer to additional guidance outlined in Title II Chapter 230.

### **Change Orders**

Change orders that do not exceed fifteen percent (15%) of the approved project amount and are within the spending authority of the City Administrator shall not require City Council's approval. However, all change orders over and above the formal bid limitation shall be reported in the City Administrator's written report presented at the next regular meeting of the City Council. The estimated total cost of unit-price contracts may be exceeded without prior Council approval unless the scope of the work, or the price per unit, is increased. By written report presented at the next

regular meeting of the City Council, the City Administrator shall report the amount by which any unit-price contract has exceeded the bid estimate.

### **Exceptions to Competitive Bidding Methods**

In the following cases, competitive bidding is not required:

1. Professional Services: On purchases for Professional Services as defined in § 8.285, RSMo., totaling an expenditure of \$50,000.00 or less, a prequalification RFP may be used. For professional services purchases totaling an expenditure of over \$50,000.00, an RFP or RFQ is required.
2. Insurance provided or procured under Section 537.620, RSMo., which is expressly exempt from competitive bidding by statute.
3. Purchases made cooperatively with other units of government.
4. Personal services contracts involving the services of individuals possessing a high degree of professional skill (sole source in nature).
5. Purchases from federal, state, or other local governmental units.
6. Contracts for printing or engraving of bonds or other evidence of indebtedness.
7. Fuel purchases.
8. Items or services for data processing when the item or service is designed to be used in connection with an existing data processing system and the City Administrator or ~~City Administrator~~their designee has determined that it is reasonable to require that all such items or services to be used with the existing data processing system shall be compatible in order to fix for the continuing operations and maintenance of the system.
9. Items purchased through the State of Missouri at a price deemed below that obtainable from private dealers pursuant to the procedures authorized by state-local Technical Services Act Sections 67.330 through 67.390 RSMo. And pursuant to the rules and regulations governing cooperative procurement established by the State.
10. Recurring payments such as utilities, postage, telephone, travel, mileage, principal and interest on debt, rents, payroll taxes, pension contributions, judgments and claims, and professional membership affiliation dues.

11. Sole source items as determined by the City Administrator or ~~City Administrator~~ their Designee.

12. Items procured utilizing funds donated or granted to the City if the terms of the grant or donation agreement require the City to purchase a specific item from a specific source.

~~Short-term rentals and leases do not need competitive quotes. If rental needs extend past 3 months, it should be evaluated to see if a purchase would be better utilized. If a long-term rental is needed, then a purchase requisition process would be followed. Short-term is defined as 3 months. Quotes would be utilized instead of competitive bidding.~~

13. Market Fluctuation During or Immediately Following Competitive Bidding:

- When the City has already undergone the competitive bidding process and received written or verbal quotes, the bid price, unit price or total not-to-exceed (NTE) price may be adjusted by 25% in either direction at the time of purchase approval without undergoing an additional competitive bidding process if such an adjustment is needed due to cost fluctuation, market volatility, or supply chain issues; provided, the following conditions are met: the adjustment is made with approval of the City Administrator (or their designee), and adequate funds are budgeted to account for the adjustment.
- This exception does not exempt the purchase from adherence to the purchase approval limitations specified above.
- This exception shall expire one (1) year from the date of approval by the City Council.

14. Leases:

- a. Short-Term Lease: A lease with a term of twelve (12) months or less shall be considered a “Short-Term Lease” under this Policy. To determine the total purchase price of a Short-Term Lease, the monthly cost shall be multiplied by the number of months in the lease. The respective amount must then be applied to the approval matrix herein for determining applicable procedure under this Policy.
- b. Long-Term Lease: A lease with a term exceeding twelve (12) months shall be considered a “Long-Term Lease” under this Policy. All Long-Term Leases should be evaluated on a case-by-case basis to determine whether a purchase would be better utilized under the circumstances. For Long-Term Leases, formal bidding must be utilized.
- c. Reporting/Audit Requirements for Leases/Rentals:

With respect to activity and annual financial reporting, both Short-Term Leases and Long-Term Leases shall be evaluated to the following thresholds in regards to auditing requirements. Thresholds shall be set at



\$50,000.00 per year on any lease city-wide or \$75,000.00 on any lease in the Public Works Department.

## **Payment and Accounting**

### **Approval of Payment**

The Finance Director may approve or disapprove any bills, debts, or liabilities asserted as claims against the City for payment out of any funds appropriated for that purpose when funds on hand are adequate to pay such bills, debts or liabilities.

Funds will be deemed appropriated as follows.

1. When the expenditure is specified in a budget currently approved by the City Council or is other specifically approved by vote of the City Council; or
2. For emergency expenditures less than twenty thousand dollars (\$20,000.00), when the payment is stated in the written City Administrator report, provided that the budget shall be amended to reflect the expense, and will remain a balance budget.

### **Documentation**

Approved purchase requests and written quotes (if applicable) are to be attached with the related invoice when turned in for payment. If multiple invoices are subject to the same purchase request, a copy of the purchase request is to be attached with each additional invoice.

### **Records**

All paperwork associated with a fulfilled transaction is filed and stored with Accounts Payable. All previous year records are maintained and stored in the vault as required by law until appropriate retention schedule has been met.

### **Grant Funding**

The Department Director shall review the requirements contained in the grant to make sure all the appropriate federal, state, and local requirements can be met by the City in the application and administration of the grant. Since some grant opportunities contain provisions that are not contained in this Policy, the City Administrator shall have the authority to supplement this Policy to comply with the grant requirements. Any such supplement by the City Administrator shall be in writing.

The City shall have an official Grant Coordinator and Grant Administrator as designated in writing by the Finance Director.

The duties of the Grant Coordinator shall include, but are not limited to:;

1. eCollection of all grant documentation in a central location.
2. Verify the required grant paperwork is in order.
3. Route grant payment requests before payment to ensure compliance with the grant requirements.
4. Maintain the official electronic files for each grant and copies of payment records.

The duties of the Grant Administrator shall include, but are not limited to:

1. Developing a grant compliance program.
2. Review any final grant paperwork to ensure compliance with granting requirements before submission.
3. Work with grantees in the case of audit or documentation requests.
4. Work with fulfilling audit requirements for grant administration.
5. Set guidance and policies for the City's grant management.

Prior to applying for a grant, the Grant Administrator will review all grant submissions. The Grant Administrator has the authority to submit grants on behalf of the City.

Grant Contractual Agreements – grant applications that require a contract agreement (IGA, MOU) with the City of Republic will be brought to Council for approval. If a grant creates liability to the City over the formal bid limitation, it needs to go to Council for approval.

### **Disposal of Property other than Real Property**

#### A. Negligible or no value

Upon determination that surplus City supplies, materials, or equipment have negligible or no value, the City Administrator is authorized and directed to dispose thereof through recommended industry practice, in compliance with disposal requirements.

#### B. Value under \$10,000.00

The procedure for disposal of surplus, worn-out, or obsolete property with a value under \$10,000.00 shall be addressed through administrative policy.

#### C. Value \$10,000.00 or over

The City Administrator, or their designee, may sell or exchange any municipal supplies, materials, or equipment, which have a value of \$10,000.00 or more after declaration as surplus by the City Council. The City Administrator (or ~~his/her~~their duly authorized representative) may dispose of such surplus by:

1. As authorized by the City Council.
2. Selling the items at public auction, including approved online auction sites.
3. Undergoing competitive bidding.
4. Utilizing said items for trade-in.
5. Disposing of the items as otherwise authorized by State law, including transfer to another governmental entity within the State.

#### D. Determination of surplus and value

The City Administrator (or their designee) may declare any municipal supplies, materials, or equipment which have a value of less than ten thousand dollars (\$10,000.00), as determined by the City's Finance Director, surplus or obsolete to the needs of the City.

#### E. Items Purchased with Federal Funds.

When a department needs to dispose of items or equipment that were purchased with federal grant funds, disposition restrictions must be researched and resolved by the Finance Department. Special rules apply to equipment purchased with Federal Funds. The original grant guidance will outline the allowable disposal methods.

### Other Purchasing Policies

#### Petty Cash:

~~The Director of Finance is authorized to create petty cash funds where the funds are needed within the City. The size of the petty cash funds will be controlled by the Director of Finance. Routine purchases of items of less than \$100.00 may be made from petty cash. Exceptions to the dollar threshold can be made for the benefit of City and approval of the Finance Director. The procedures for petty cash are outlined in a separate Administrative Policy.~~

The Finance Director is authorized to approve petty cash funds where they deem necessary within the City Government. Routine items of less than One Hundred Dollars (\$100.00) may be made from petty cash without contacting the Finance Department. The following set of procedures will apply to any petty cash purchases.

1. Petty cash cannot be used to cash personal or payroll checks.
2. It shall be the responsibility of the respective department to properly classify and document each expenditure.

3. Reimbursement is not to be made until a valid receipt or certificate of expenditure is received by the Finance Department.

Custodians of petty cash funds shall submit for replenishment of the fund in a timely manner and in the least a monthly basis. A petty cash reimbursement request will need to be sent to the Finance Department along with proper documentation.

4. Custodians, Supervisors, and Department Directors of petty cash drawers must abide by processes and procedures as outlined in the Cash Handling Policy.

5. All petty cash funds will be subject to audit at unannounced times by the Finance Director or their designee.

### **Purchasing Card Program:**

~~The City will utilize a credit card program to assist in the everyday purchases that might come up that require immediate payment or vendors that do not accept checks. The proper purchasing approvals are still required in advance of a purchase. (Procedures for the Purchase/Credit Card Program are outlined in a separate Administrative Policy.)~~

The City will utilize a credit card program to assist in the everyday purchases that might come up that require immediate payment or vendors that do not accept checks. The proper purchasing approvals are still required in advance of a purchase. The following rules apply to the Purchase Card purchases and holders.

1. It is the Director's responsibility to submit all requests to the Finance Director and staff for all new and termination requests of purchasing cards or credit limit establishment for their respective departments and staff.

2. Cardholders must meet with the Finance Department to complete all required documentation and training.

3. Cardholders are responsible for the funding limits set on their card and therefore shall not allow another employee to borrow their purchasing card for offsite purchases.

4. Purchases are only authorized if they are in accordance with established policies.

5. In the event there is inappropriate use or fraudulent activity on a purchasing card, each incidence must be reported to the Finance Department immediately.

6. Itemized receipts must be kept for each transaction and turned into the Finance Department in a timely manner.

7. Due diligence shall be exercised to ensure sales tax is excluded on purchases within the State of Missouri. If needed, request the tax-exempt certificate from the Finance Department. In the event

tax is charged, all efforts must be exhausted in order to get the tax amount refunded.

8. All efforts must be exhausted to obtain a copy of a receipt prior to an affidavit for no receipt being submitted in place of an original receipt. The Finance Department is available as needed for guidance in this process.

9. Purchasing cards should not be used to pay invoices if a vendor receives checks as a form of payment. All invoices should be processed through the normal accounts payable methods.

After three occurrences of failure to comply with these procedures and follow up has been made by the Finance Department in writing, the end result may be temporary suspension or up to full termination of the cardholder's purchasing card rights.

### **Sponsorships/Gifts:**

The City shall not use public funds to sponsor any event, business, or nonprofit, including advertising at community events, unless it is to provide information to the community about available services as part of the overall City communication/marketing plan. The City may pay dues to organizations that the City is required to be a member of to receive federal funding (e.g., Ozarks Transportation Organization and SMOG) or to conduct regional business.

### **Gifts:**

The City shall not use public funds to give employees, citizens, or Council Members gifts, except plaques or trophies required for the normal function of government (e.g., recognition of citizens or employees by the Mayor/Council for outstanding actions in the community, employee retirement recognition, and recognition of Council Members at the end of their terms).

## **Ethics**

### A. General Ethical Standards

1. For Employees: Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of ethical standards.
2. For Non-Employees: Any effort to influence any public employee to breach the standards of ethical conduct set forth in this manual is also a breach of ethical standards.

### B. Employee Conflict of Interest

1. Conflict of Interest: It will be a breach of ethical standards for any employee to participate directly or indirectly in a contract for purchase or sale when the employee is aware:

- a. The employee or any member of the employee's immediate family has a financial

interest pertaining to the purchase or sale.

b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the purchase or sale; or

c. Any other person, business, or organization with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the purchase or sale.

2. Discovery of Actual or Potential Conflict of Interest: Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification with the City Administrator and shall withdraw from further participation in the transaction involved.

3. Disqualification of Business: Where an Employee has a Financial Interest: It shall be a breach of ethical standards for a business in which an employee has a financial interest knowingly to act as a principal, or as an agent for anyone other than the City.

4. Gratuities: It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a contract requirement, specification, or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any requirement, contract, subcontract, or any solicitation or proposal therefor.

5. Kickback: It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made to an employee or officer of the City by or on behalf of a contractor or subcontractor under a contract to the City, prime contractor, or higher tier subcontractor, or any person associated there within, as an inducement for the award of a subcontract or order.

6. Confidential Information: It shall be a breach of ethical standards for any employee or former employee to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

C. Violation of the City's ethical standards may be grounds for the City to reject a bid and the employee will be subject to disciplinary action.

### **Applicable State Requirements**

Section 432.070, RSMo. requires any contract made by the City to be in writing and dated, to be executed before any performance or payment, within the scope of the City's authority, and subscribed by the parties or their authorized agents.

Section 105.458, RSMo. prohibits any member of the governing body from performing any services for such governing body for any consideration other than the compensation provided for the performance of that member's official duties, and further prohibits governing body members from selling items, renting, or leasing property to the City having a value in excess of \$500 unless such transaction is made pursuant to an award on a contract following the requirements of this Section.

Section 376.696, RSMo. requires competitive bidding at least every six years for insurance. The contract must be awarded to the lowest or best bidder. Section 537.620, RSMo. allows an exception to competitive bidding on insurance procured through a pool of three or more political subdivisions in accord with the provisions of Section 537.620.

Section 67.150, RSMo. requires competitive bidding at least every three years for health insurance. The contract must be awarded to the lowest or best bidder.

Section 8.285, RSMo. requires that services for architectural, engineering, and land surveying shall be based upon demonstrated competence and qualifications and at a fair and reasonable price.

Section 8.679, RSMo. requires advertisement and solicitation of proposals from qualified construction managers when the City determines that a public works project should be performed with construction management services.

Article III, Section 39 of the Missouri Constitution does not allow the City to grant or authorize extra compensation to any public officer or contractor after or services have been rendered or the contract has been entered into.



## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-54 An Ordinance of the City Council Approving an Application to Change the Zoning Classification of Approximately Ten Point Two-Three (10.23) Acres, Located at the 904-924 Block of North Main Street, from Zero Lot Line Residential (R1-Z) to Trinity-Republic Self Storage Planned Development District (PDD).

Submitted By: Karen Haynes, BUILDS Administrator

Date: September 20, 2022

### Issue Statement

Republic, MO Property LLC and Robert Trout have applied to change the Zoning Classification of approximately (10.23) acres of property located at the 904-924 Block of North Main Street from Zero Lot Line Residential (R1-Z) to **Trinity-Republic Self Storage Planned Development District (PDD)**.

### Discussion and/or Analysis

The property subject to this Rezoning Application is comprised of approximately **(10.23) acres** of land located between 904 and 924 North Main Street and is comprised of three parcels of land.

### Applicant's Proposal

The Applicant is proposing the Rezoning of this property to a Planned Development District (PDD) to allow for a self-storage facility, comprised of (7.37) acres and a perimeter queuing road for the Republic School System, comprised of (2.86) acres. The Development Plan also contains new water, sanitary sewer, access, and stormwater detention to support the development.

Specifically, the Applicant's proposal includes the following elements:

- **Lot 1: Self-Storage Facility**
  - Total Area: (7.37) acres
  - Permitted Uses: (650) Self-Storage Units (130,000 SF); (800) SF Office Area
  
- **Lot 2: Republic Schools Perimeter Road**
  - Total Area: (2.86) acres
  - Permitted Uses: Republic Schools Vehicle Queuing

The following paragraphs contain brief analyses of present site conditions as well as the proposal's relationship to **adopted plans of the City**.

### Consistency with the Planned Development District (PDD) Ordinance



The purpose of the Planned Development Regulations is to allow for mixed-use, unconventional, or innovative arrangements of land and public facilities, which would be difficult to develop under the conventional land use and development regulations of the City.

Planned Unit Developments must demonstrate substantial congruence with each of the following conditions in order to be considered eligible for approval:

- The proposed Development Plan shall involve a mixture or variation of land uses or densities.
  - The Trinity-Republic Self Storage PDD is a commercial mixed-use development consisting of a self-storage facility and perimeter queuing road for the Republic Schools located off Main Street and West State Highway 174.
- The proposed Development Plan shall involve the provision of all infrastructure deemed necessary to adequately serve the potential development.
  - The Development Plan includes provisions for municipal water and sewer services and a plan for stormwater management; Lot 2 of the Plan provides a perimeter road for the Republic Schools to assist in traffic management during dropping off and picking up children from the schools.
- The proposed Development Plan shall involve design elements that promote the City of Republic's Comprehensive Plan and other adopted plans of the City.
  - The City of Republic's Comprehensive and Land Use Plans promote the expansion of commercial development at locations supported by the City's water, sanitary sewer, and transportation networks; the development can be adequately supported by the City's capacities for water, sewer, and transportation.
- The proposed Development Plan shall involve design elements intended to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to preserve features of historical significance; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public improvements.
  - The Development Plan includes a perimeter road for the Republic Schools, which will provide queuing space for vehicles dropping off and picking up of children at the schools. The perimeter road will provide queuing space to reduce the traffic backups which often occur on State Highway 174 and Main Street, as well as the four-way intersection of these streets.

#### **Consistency with the Comprehensive Plan**

The City's Comprehensive Plan generally encourages the expansion of commercial development through proactive rezoning of land at appropriate locations. Appropriate locations are described generally throughout the Plan with regard to the **relationship of land at particular locations to infrastructure capable of supporting various intensities and densities of uses.**

The 2021 Comprehensive Plan and Land Use Plan identifies Land Use Goals and Objectives relating to development, as follows:

- **Goal:** Coordination with Infrastructure
  - **Objective:** Support new development that is well-connected to the existing community
  - **Objective:** Recognize infill sites as opportunities for development
- **Goal:** Community Support
  - **Objective:** Utilize partnerships to support development that places the City in a better position to serve residents

### **Compatibility with Surrounding Land Uses**

The subject site is surrounded by existing agricultural and residential zoned properties and uses:

- North: Medium Density Single-Family Residential (R1-M)
  - One Residential Dwelling
- South: Republic Schools
- East: Medium Density Single-Family Residential (R1-M)
  - Undeveloped Floodplain
- West: Light Industrial (M-1)
  - Main Street; Duplexes and Apartments

The land uses permitted in the Applicant's proposal are considered to be generally compatible with the surrounding properties and uses in proximity to the subject parcel.

### **Capacity to Serve Potential Development and Land Use**

**Municipal Water and Sewer Service:** This site is currently served by City of Republic sanitary sewer and water service, with existing points of connection to a house and a demolished house on the subject property.

The Development Plan includes water and sewer service to the Self-Storage Office Building on North Main Street and a looped water main system, providing hydrants for fire protection throughout the development.

The Self-Storage Office Building sewer service will be served by the existing sanitary sewer mains on Main Street. The effluent will travel from the development to the Evergreen Lift Station before being pumped to the Wastewater Treatment Plant.

**The municipal water and wastewater systems have current capacity to serve the proposed development at full build-out.**

**Transportation:** The intent of the Development Plan is to provide for two distinct uses, which will operate in conjunction with one another, a Self-Storage Facility (Lot 1) and a perimeter queuing road for Republic Schools (Lot 2). Lot 1 and Lot 2 will have separate points of access to North Main Street and no comingling of vehicles will occur. The perimeter road will connect directly to the school's internal



northern access drive with the sole purpose of providing queuing for vehicles dropping off and picking up children at the schools. The perimeter roads queuing space will reduce traffic backups on Highway 174 and Main Street, as well as the four-way intersection of these streets.

**Stormwater:** The Development Plan contains an area designated for a stormwater basin, designed to accommodate stormwater generated by the development. The stormwater basin and all open space will be owned and maintained by the property owner.

**Floodplain:** The subject parcel **does not** contain a **Special Flood Hazard Area (SFHA/Floodplain)**.

**Sinkholes:** The subject parcel **does not** contain identified sinkholes.

All developments must include site design providing for sufficient emergency vehicle access as well as fire protection facilities (e.g. fire hydrants). **Additional elements of code compliance, evaluated at the time of infrastructure design, impacting the development of the subject property, include, but are not limited to, the City's Zoning Regulations, adopted Fire Code, and adopted Building Code.** The next steps in the process of development of the subject parcel, upon a favorable rezoning outcome, will be the development, review, and approval of an Infrastructure Permit for the construction of utility services and roads.

#### **Recommended Action**

Staff considers the **proposed Zoning Map Amendment (Rezoning to Planned Development District)** to be generally consistent with the **goals and objectives of the Comprehensive and Land Use Plans**, generally consistent with the **trend of development in the vicinity of the site**, generally **compatible with surrounding land uses**, and **able to be adequately served by municipal facilities**. Specifically, the proposed development can be adequately served by the City's municipal water and sanitary sewer services and the City's transportation network. Based upon this analysis (performed without the benefit of evidence and testimony of a public hearing), Staff recommends the approval of this application.

**AN ORDINANCE OF THE CITY COUNCIL APPROVING AN APPLICATION TO CHANGE THE ZONING CLASSIFICATION OF APPROXIMATELY TEN POINT TWO-THREE (10.23) ACRES, LOCATED AT THE 904-924 BLOCK OF NORTH MAIN STREET, FROM ZERO LOT LINE RESIDENTIAL (R1-Z) TO TRINITY-REPUBLIC SELF STORAGE PLANNED DEVELOPMENT DISTRICT (PDD)**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, Republic, MO Property LLC and Robert Trout (“Applicant”) submitted an application for a Special Use Permit (“Application”) that would change the zoning classification of approximately ten point two-three (10.23) acres, located at the 904-924 block of North Main Street from Zero Lot Line Residential (R1-Z) to Trinity-Republic Self Storage Planned Development District (PDD) in Republic, Missouri (“the Property”); and

**WHEREAS**, Applicant seeks approval of a development plan to allow for a self-storage facility comprised of seven point three-seven (7.37) acres and a perimeter queuing road for the Republic School System, comprised of two point eight-six (2.86) acres (“Development Plan”); and

**WHEREAS**, the City submitted the Application and Development Plan to the Planning and Zoning Commission (“Commission”) and set a public hearing before the Commission for September 12, 2022; and

**WHEREAS**, the City published notice of the time and date of the public hearing at least fifteen (15) days in advance, on August 24, 2022, in the *Greene County Commonwealth*, a newspaper of general circulation in the City; and

**WHEREAS**, the City gave notice of the public hearing to the record owners of all properties within 185 feet of the Property;

**WHEREAS**, the public hearing on the application was conducted by the Planning and Zoning Commission on September 12, 2022, at which all interested persons and entities were afforded the opportunity to present evidence or statement on the application, after which the Commission rendered written findings of fact and submitted the same, together with its recommendations, to the Council; and

**WHEREAS**, the Commission, by a vote of seven (7) Ayes to zero (0) Nays, recommended the approval of the Application; and

**WHEREAS**, the Application was submitted to the Council for first read at its regular meeting on September 20, 2022, and for second read at its regular meeting on October 4, 2022; and

**WHEREAS**, pursuant to Republic Code Section 405-IV Planned Development Districts, the rezoning to Planned Development District is generally consistent with the goals and objectives of the Comprehensive and Land Use Plans, generally consistent with the trend of development in the vicinity of the site, generally compatible with surrounding land uses, and able to be adequately served by the City’s municipal water and sanitary sewer services alongside the City’s transportation network.

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

**Section 1:** The Zoning Code and Official Zoning Map are hereby amended to reflect the rezoning of the real property tract comprising of approximately 10.23 acres, located at the 904-924 Block of North Main Street, more fully described in the legal description herein below, from Zero Lot Line Residential (R1-Z) to Trinity-Republic Self Storage Planned Development District (PDD):

ALL OF TRACT ONE (1) OF THE MINOR SUBDIVISION FOR ROBERT MARK TROUT AND JULIE A. TROUT IN THE CITY OF REPUBLIC, GREENE COUNTY, MISSOURI ACCORDING TO THE RECORDED PLAT THEREOF, FILED IN PLAT BOOK ZZ, AT PAGE 291.

TRACT I: COMMENCING 145 FEET SOUTH OF THE NORTHWEST CORNER OF THE SOUTH HALF (S½) OF THE SOUTH HALF (S½) OF THE NORTHWEST QUARTER (NW¼) OF THE SOUTHWEST QUARTER (SW¼) OF SECTION SEVENTEEN (17), TOWNSHIP TWENTY-EIGHT (28) RANGE TWENTY-THREE (23); THENCE EAST 600 FEET; THENCE NORTH 145 FEET; THENCE WEST 390 FEET; THENCE SOUTH 68 FEET; THENCE WEST 210 FEET; THENCE SOUTH 77 FEET TO THE BEGINNING. ALSO, BEGINNING AT THE NORTHWEST QUARTER (NW¼) OF THE SOUTHWEST QUARTER (SW¼), SECTION SEVENTEEN (17), TOWNSHIP TWENTY-EIGHT (28), RANGE TWENTY-THREE (23); THENCE EAST 210 FEET; THENCE SOUTH 68 FEET; THENCE WEST 210 FEET AND THENCE NORTH 68 FEET; ALL IN GREENE COUNTY, MISSOURI.

ALSO: A STRIP OF LAND IN THE NORTH HALF (N½) OF THE SOUTH HALF (S½) OF THE NORTHWEST QUARTER (NW¼) OF THE SOUTHWEST QUARTER (SW¼) OF SECTION SEVENTEEN (17), TOWNSHIP TWENTY-EIGHT (28) RANGE TWENTY-THREE (23) WEST, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTH ONE-HALF (N½) OF THE SOUTH ONE-HALF (S½) OF THE NORTHWEST QUARTER (NW¼) OF THE SOUTHWEST QUARTER (SW¼); THENCE NORTH 89°31'32" EAST 97.00 FEET ALONG THE SOUTH LINE OF SAME; THENCE NORTH 00°37'48" EAST 7.00 FEET; THENCE SOUTH 89°31'32" WEST 97.00 FEET; THENCE SOUTH 00°37'48" WEST 7.00 FEET TO THE POINT OF BEGINNING.

TRACT II: ALL OF TRACT TWO (2) OF THE MINOR SUBDIVISION FOR ROBERT MARK TROUT AND JULIE A. TROUT IN THE CITY OF REPUBLIC, GREENE COUNTY, MISSOURI ACCORDING TO THE RECORDED PLAT THEREOF, FILED IN PLAT BOOK ZZ, AT PAGE 291.

PROPERTY: 9.6918 + ACRE TRACT OF LAND IN REPUBLIC, MO.

**Section 2:** In all other aspects other than those herein amended, modified, or changed, the Zoning Code and Official Zoning Map shall remain the same and continue in full force and effect.

**Section 3:** The WHEREAS clauses above are specifically incorporated herein by reference.

**Section 4:** The provisions of this Ordinance are severable, and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

**Section 5:** This Ordinance shall take effect and be in force from and after its passage as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_

Megan McCullough, City Attorney

**Final Passage and Vote:**





**Owner**  
Republic MO Property LLC  
& Trout, Robert Mark

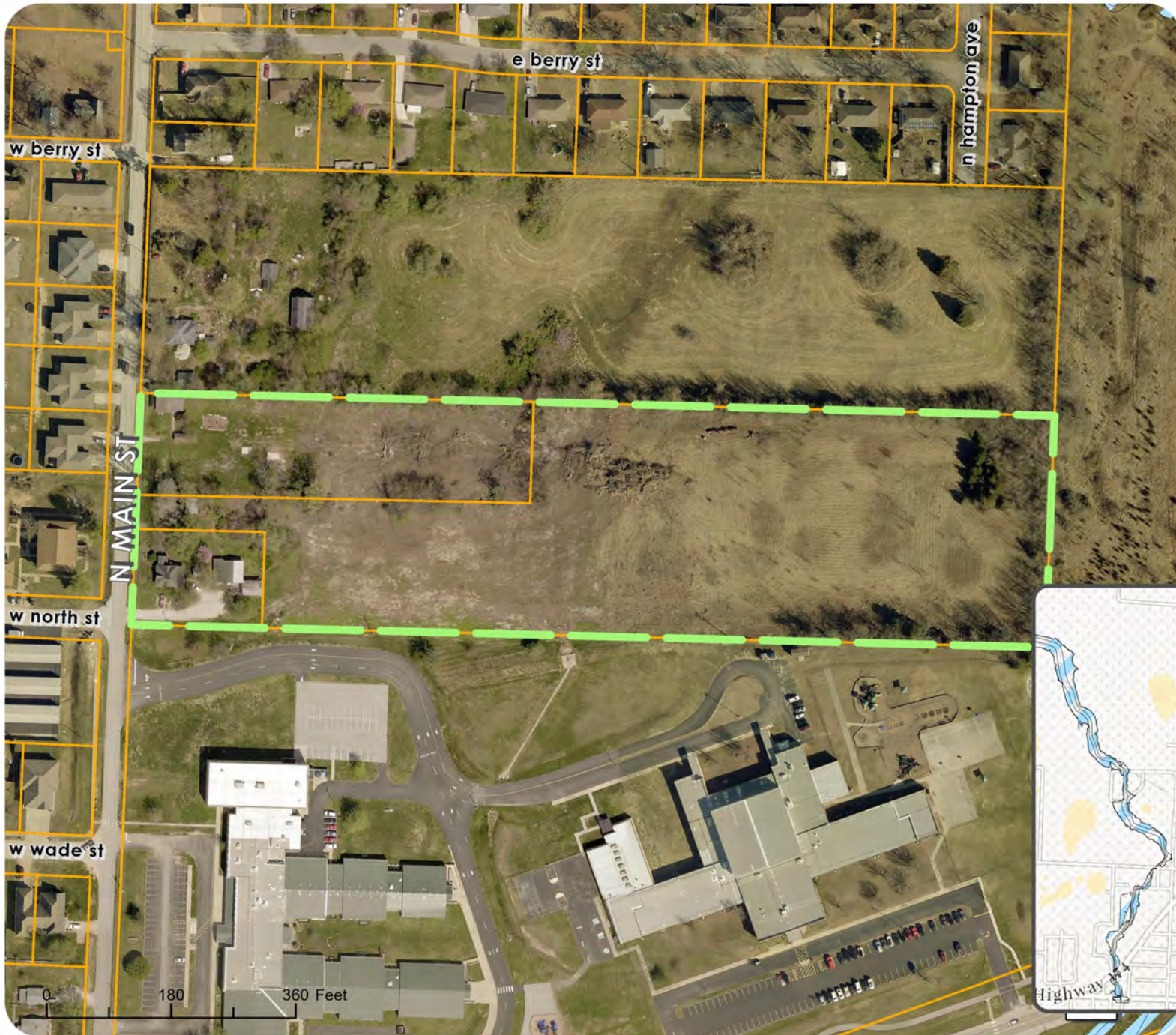
**Address**  
904 N MAIN ST

**PIN**  
881717301169,  
881717301007, 881717301168



**Zoning**  
R1-Z

**Acreage**  
10.2

**Ward**  
2



# PDD 22-005

 Parcels Greene County  
 Parcels Christian County

 Floodplain





**Owner**  
Republic MO Property LLC  
& Trout, Robert Mark

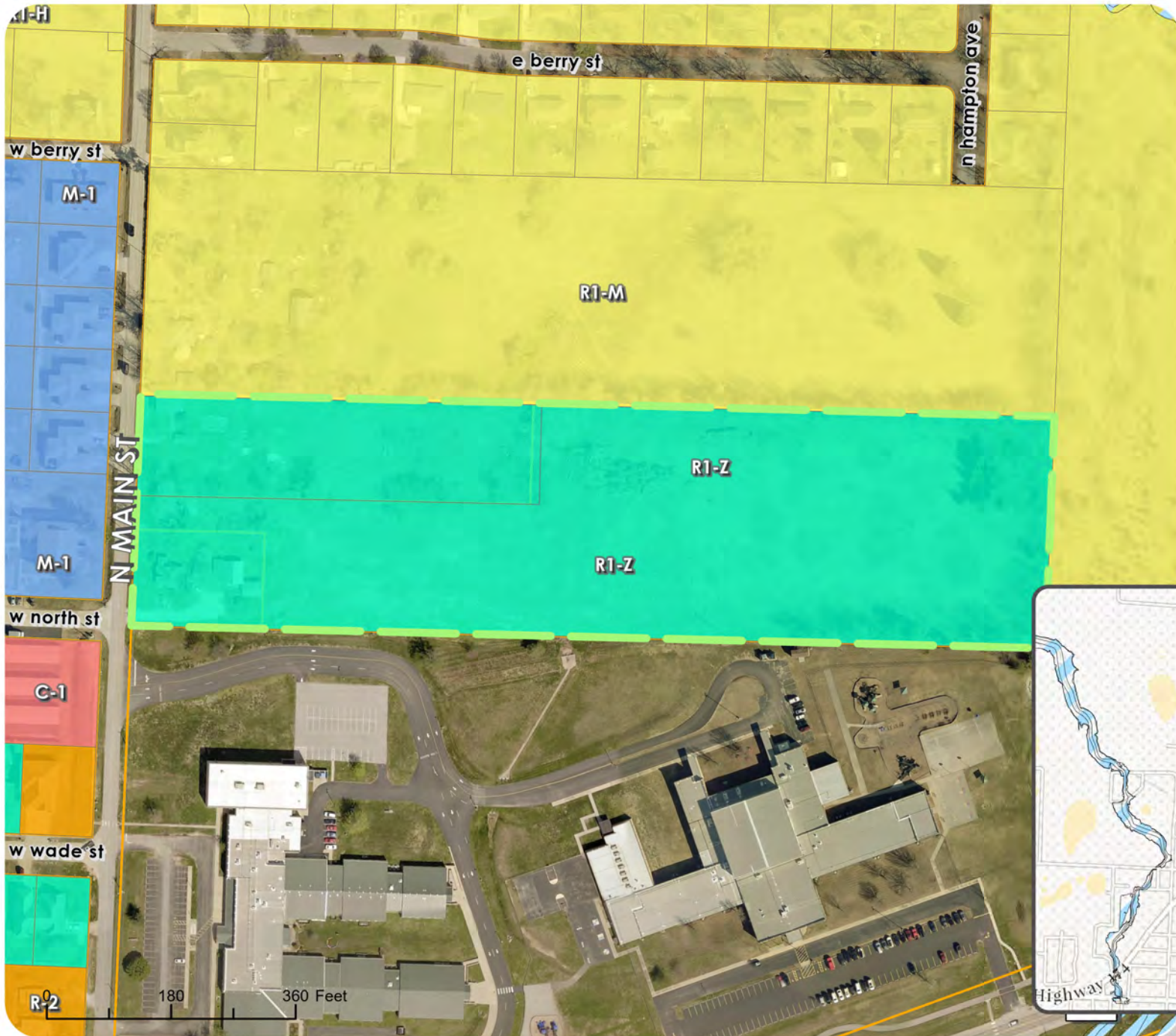
**Address**  
904 N MAIN ST

**PIN**  
881717301169,  
881717301007, 881717301168

**Zoning**  
R1-Z, Requesting PDD

**Acresage**  
10.2

**Ward**  
2

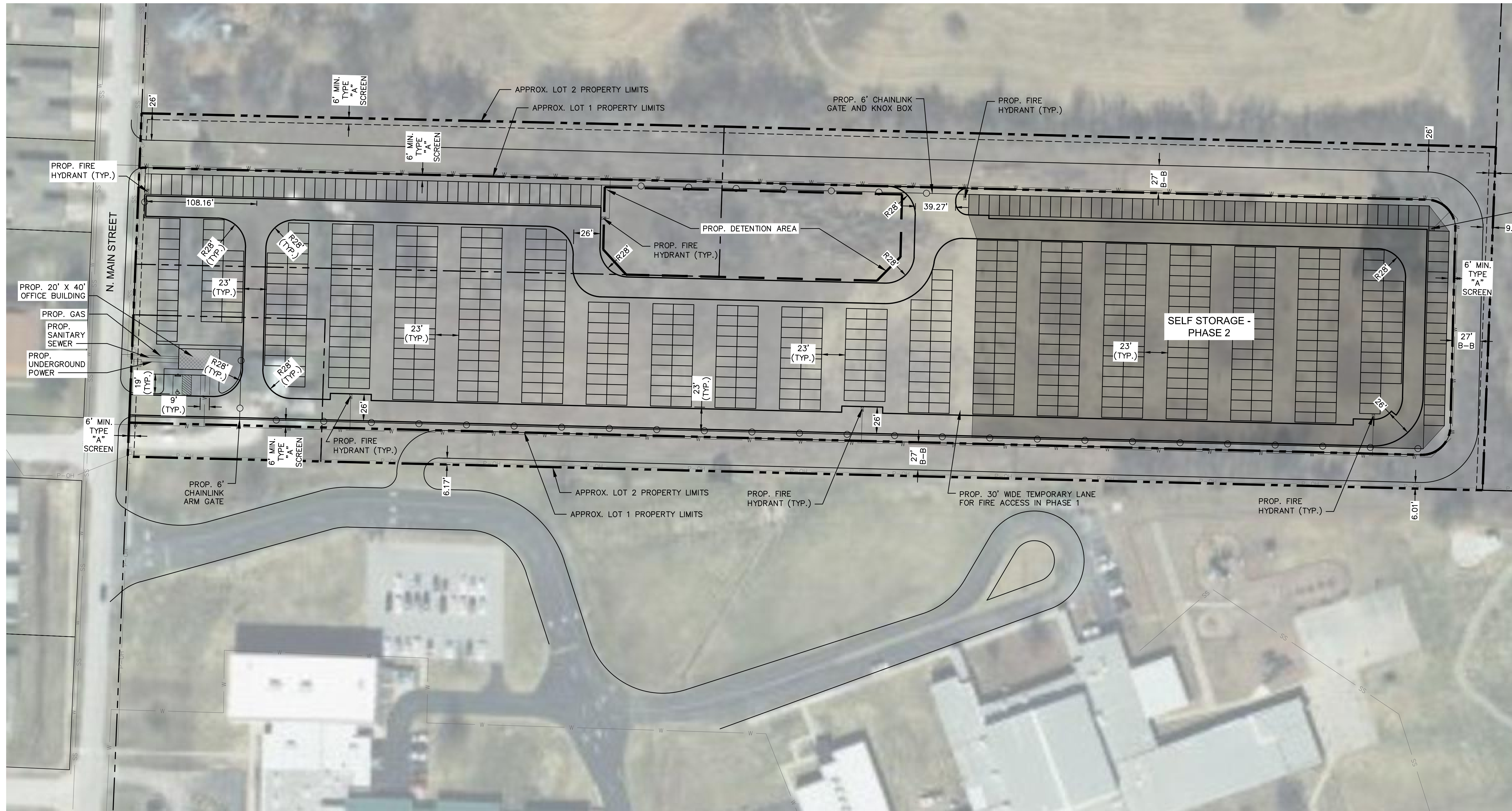


# PDD 22-005

Floodplain  
 Parcels Greene County

Parcels Christian County





**CITY REQUIREMENTS:**

- 405.570.A.6 - 3 SPACES PLUS 1 PER EMPLOYEE. 1 LOADING SPACE PER 10,000 SF
- 405.770 - 10% REQUIRED LANDSCAPED AREA
- 405.600 - 9X19' SPACES, 12' ONE-WAY (30' SPINE TO SPINE), 23' TWO-WAY (91' SPINE TO SPINE)
- 405.810 - SCREEN - TYPE A SCREEN - 6' OPAQUE SCREEN W/LARGE TREES 40' O/C, OR SMALL TREES 30' O/C W/ 6' EVERGREEN SHRUBS 4' O/C

**PROVIDED:**

- 5 SPACES (INCLUDING 1 ADA)
- SETBACK REQUIREMENTS MET
- LOT 1 - SELF STORAGE IMPERVIOUS AREA:**  
7.37 AC TOTAL  
6.22 AC IMPERVIOUS (84.40%)  
1.15 AC LANDSCAPED AREA (15.60%)
- LOT 2 - PERIMETER ROAD IMPERVIOUS AREA:**  
2.86 AC TOTAL  
1.63 AC IMPERVIOUS (56.99%)  
1.23 AC LANDSCAPED AREA (43.01%)

**STORAGE UNITS (MAXIMUM):**

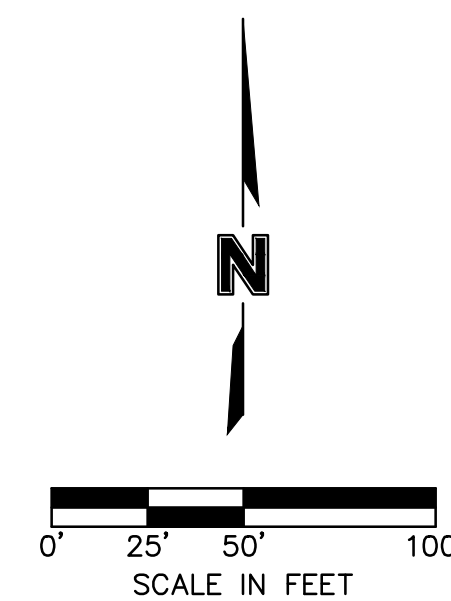
- PHASE 1 - 10'X20' UNITS - 356
- PHASE 2 - 10'X20' UNITS - 294
- TOTAL - 10'X20' UNITS - 650

**BUILDING AREA (MAXIMUM):**

- PHASE 1 - 10'X20' UNITS - 71,200 SF
- PHASE 2 - 10'X20' UNITS - 58,800 SF
- OFFICE - 800 SF
- TOTAL - 130,800 SF

**LEGEND**

- EXIST. PROPERTY LINE
- PROP. PROPERTY LINE
- PROP. LANDSCAPE SCREEN
- EXIST. SANITARY PIPE
- EXIST. OVERHEAD POWER
- EXIST. WATER PIPE
- PROP. 6" WATER MAIN
- PROP. 6" CHAINLINK FENCE
- PROP. DETENTION AREA
- LOT 1 - SELF STORAGE - PHASE 2



DWG: C:\Springfield\Trinity\Proposed\Trinity\_Housing - Republic Self Storage\Concept Plan\CONCEPT\_Plan\CONCEPT\_Plan\_V\_C\_PBASE\_XXXXXX-TD0.dwg  
DATE: Aug 04, 2022 6:02pm  
USER: rreynolds

PROJECT NO: XX-XXXX  
 DRAWN BY: TDD  
 DATE: 08/05/2022

TRINITY - REPUBLIC SELF STORAGE

**olsson**  
 600 St. Louis Street  
 Springfield, MD 21156  
 TEL: 417.890.8802

EXHIBIT  
61



# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

### Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

Ransom Ellis HE

Commissioner Signature:

Ransom Ellis

Date:

9/12/22

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

CYNTHIA HYDER

Commissioner Signature:

C. Hyder

Date:

9/12/2022

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

**Based upon the facts presented during the course of this hearing, I have found that the application is generally:**

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

**Statement of Relevant Facts Found:**

**Based on these findings, I have concluded to recommend the application to the City Council for:**

- Approval  Denial

Commissioner Name:

Michael Mann

Commissioner Signature:

*Michael Mann*

Date:

9/12/2022



# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

### Statement of Relevant Facts Found:

10.23 acres RL-2 → PDD  
Storage facility + Elementary school driveway queuing storage  
RL-M surrounding w/ Flood Plain to east  
Water + Sewer capabilities  
Easements or property purchase

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

Brian Pabrava

Commissioner Signature:



Date:

9-12-22

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

## Statement of Relevant Facts Found:

I'M CONCERNED W/ THE GROWING NUMBER OF SELF-STORAGE UNITS.

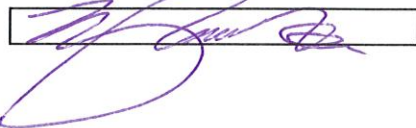
Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

WILLIAM PINNELL

Commissioner Signature:



Date:

9/12/22

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00

Type of Application:

Planned Development District

Name of Applicant:

Trinity Republic Self Storage PDD (PDD 22-005)

Location:

City Council Chambers

**Based upon the facts presented during the course of this hearing, I have found that the application is generally:**

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

**Statement of Relevant Facts Found:**

**Based on these findings, I have concluded to recommend the application to the City Council for:**

Approval  Denial

Commissioner Name:

Darran Campbell

Commissioner Signature:

Darran Campbell

Date:

9-12-22



# Findings of Fact

Date of Hearing:  Time:  Type of Application:

Name of Applicant:  Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

Statement of Relevant Facts Found:

Applicant Engineering Firm present  
- Buffer to residential zone  
- Solves/Helps with school traffic backups.  
No other speakers.  
Looks like a win win.

Based on these findings, I have concluded to recommend the application to the City Council for:  Approval  Denial

Commissioner Name:  Commissioner Signature:  Date:





## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-55 An Ordinance of the City Council Approving a Special Use Permit for Timberline Land Co LLC to Operate a Boat, Vehicle, and Self-Storage Facility at the 3400 Block of East U.S. Highway 60.

Submitted By: Chris Tabor, BUILDS Department Principal Planner

Date: September 20, 2022

### Issue Statement

Timberline Land Co LLC has applied for a Special Use Permit to operate a boat, vehicle, and self-storage facility on the property located at the 3400 Block of East US Hwy 60.

### Discussion and/or Analysis

The subject property of this application is comprised of approximately one point three-eight (1.38) acres of land and is zoned General Commercial (C-2). The lot is currently vacant.

The property is surrounded by:

- Fieldstone Planned Development District (PDD) to the South
- Heavy Manufacturing (M-2) across US Hwy 60 to the North and West
- Wilsons Valley Planned Development District (PDD) across S Farm Road 101

### Applicant's Special Use Permit Request

The Applicant is requesting a Special Use Permit to allow for the development and operation of a Self-Storage Facility of approximately 55,500 SF in total. This Application, were it to be approved, would allow for a future New Commercial Building Permit application in line with the proposed development plan.

### Compatibility with City's Special Use Ordinance

The City's Special Use Permit Ordinance, Section 405.670, authorizes, upon approval of the City Council, uses which are otherwise prohibited by the subject zoning district provided appropriate conditions and safeguards which may be imposed to protect the public welfare and to conserve and protect the condition and value of property in the neighborhood. Special Use Permits are required by Section 405.670 for Boat, Vehicle, and Self-Storage Facilities.

In addition, the operator of the site will be required to have a valid business license on file with the City prior to conducting business.

**Municipal Water and Sewer Service:** This site currently has access to City of Republic water and sanitary sewer services from the property to the south. Determinations as to the exact placement of water and sewer infrastructure will be made during the review process for a New Commercial Building Permit.

The City's Water and Wastewater systems have the capacity to serve the site improvement.

**Stormwater:** A Stormwater Report has been provided for the project. Development of the property will be required to meet the necessary improvements outlined in the report.

**Duration:** This Special Use Permit, if approved, would remain valid until a change in use or in the configuration of the use occurred. Changes in use or significant reconfiguration would void the Special Use Permit. Furthermore, the Applicant is required to abide by the various elements outlined in the submitted Site Plan as well as any additional conditions that may be placed on the permit at City Council's request. Design review of site improvements would occur during the review phase of the building permit application process.

**Transportation:** The property will be accessed from FR 101.

A Traffic Impact Study (TIS) was not required for the Rezoning Application, as the developer has indicated a use of low intensity. The traffic impact of the proposed use has been initially evaluated by the City Engineer; the proposed use generates less trips than other Permitted Uses within the General Commercial Zoning District.

**Floodplain:** The subject parcel **does not** contain a **Special Flood Hazard Area (SFHA/Floodplain)**.

**Sinkholes:** The subject parcel **does not** contain any **sinkholes**.

#### **Recommended Action**

Staff considers the **proposed Special Use Permit** request for a Storage Facility in a General Commercial (C-2) Zoning District, located at the 3400 Block of E US Hwy 60, to be **generally consistent with the City's Special Use Permit Ordinance** and **able to be adequately served by the City's transportation network and the City's municipal facilities**. The BUILDS Department's analysis is performed without the benefit of evidence and testimony of a Public Hearing and **does not account for the discretionary authority of the City Council to limit the placement and number of storage facilities in the City**.

**Development of the subject parcel will require adherence to the City's adopted Plans and Ordinances;** the next step in the process of development of the subject parcel, upon a favorable Special Use Permit outcome, will be the development, review, and approval of a Commercial Building Permit.

**AN ORDINANCE OF THE CITY COUNCIL APPROVING A SPECIAL USE PERMIT FOR  
TIMBERLINE LAND CO LLC TO OPERATE A BOAT, VEHICLE, AND SELF-STORAGE FACILITY ON REAL  
PROPERTY LOCATED AT THE 3400 BLOCK OF EAST U.S. HIGHWAY 60**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, Timberline Land Co LLC (“Applicant”) submitted an application for a Special Use Permit (“Application”) that would allow Applicant to operate a boat, vehicle, and self-storage facility on approximately one point three-eight (1.38) acres of real property located at the 3400 Block of East U.S. Highway 60, in Republic, Missouri (“the Property”); and

**WHEREAS**, under Republic Code Section 405.670, the City Council may authorize certain land uses on real property that are otherwise prohibited under Republic Code, subject to conditions and/or safeguards designed to protect the public welfare and to conserve and protect the condition and value of property in the surrounding area, as deemed necessary and/or appropriate by the Council; and

**WHEREAS**, under Section 405.670, a special use permit is required for any individual or entity to operate a boat, vehicle, and/or self-storage facility; and

**WHEREAS**, the City submitted the Application to the Planning and Zoning Commission (“Commission”) and set a public hearing before the Commission for September 12, 2022; and

**WHEREAS**, notice of the time and date of the public hearing before the Commission was published at least fifteen (15) days in advance thereof, on August 24, 2022, in the *Greene County Commonwealth*, a newspaper of general circulation in the City, and such notice was sent via mail to those property owners within 185 feet of the land subject to the proposed special use under the Application; and

**WHEREAS**, the public hearing on the Application was conducted by the Commission on September 12, 2022, at which all interested persons and entities were afforded the opportunity to present evidence or statement, and after which the Commission rendered written findings of fact and submitted those along with its recommendations to the Council; and

**WHEREAS**, the Commission, by a vote of seven (7) Ayes to zero (0) Nays, recommended the approval of the Application; and

**WHEREAS**, the Application was submitted to the Council for first read at its regular meeting on September 20, 2022, and submitted for second read at its regular meeting on October 4, 2022; and

**WHEREAS**, pursuant to Republic Code Section 405.670, the Council finds the proposed special use will not endanger the public’s health or safety, is in conformity with the City’s Comprehensive Plan and other adopted plans currently in place, and will generally be in harmony with the surrounding uses, and therefore approves the Special Use Permit for Applicant.

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

**Section 1:** A Special Use Permit is hereby approved for issuance to Timberline Land CO LLC to operate a boat, vehicle, and self-storage facility on real property located at the 3400 Block of East U.S. Highway 60 in Republic, Missouri, more specifically described as follows:

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 28 NORTH, RANGE 23 WEST, GREENE COUNTY, MISSOURI AND BEING THE LAND DESCRIBED BY THE WARRANTY DEED RECORDED IN BOOK 2008 PAGE 03121908 AND BEING MORE PARTICULARITY DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 10, AS SHOWN IN OLD STONE DEVELOPMENT SUBDIVISION, RECORDED IN BOOK 2005, PAGE 065605-05 AND WITH THE NORTH LINE OF SAID SUBDIVISION N 89°41'50"W, 422.50 FEET TO THE SOUTHEASTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 60; THENCE LEAVING THE NORHT LINE OF SAID SUBDIVISION AND WITH THE SOUTHEASTERLY RIGHT OF WAY LINE, N 56°15'20"E 511.85 FEET TO THE EAST LINE OF SAID SECTION 10; THENCE LEAVING SAID RIGHT OF WAY LINE AND WITH THE EAST LINE OF SAID SECTION, S 0°37'30"W, 286.57 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.38 ACRES.

**Section 2:** The following conditions and safeguards are hereby incorporated into the Special Use Permit issued under this Ordinance:

- A. The Application.
- B. Municipal Water and Sewer Service:
  - a. The Property currently has access to City water and sanitary sewer services through the adjacent property to the south.
  - b. Placement of additional water and sewer infrastructure shall be considered and determined upon review of the Applicant’s New Commercial Building Permit application. Applicant shall comply with the determinations made by the City in this regard.
- C. Stormwater:
  - a. All stormwater improvements to the Property shall be made in conformance with the submitted Stormwater Report.
- D. Duration:
  - a. The Special Use Permit shall remain valid until a change in use or in the configuration of the use occurs, which will void and invalidate the Special Use Permit.
- E. Transportation:
  - a. The property will be accessed from FR 101.
- F. Other Requirements:
  - a. Applicant must submit an application for a New Commercial Building Permit demonstrating conformance with all applicable City code and regulations, including, but not limited to, the City’s Zoning Regulations, Building Codes and Regulations and Fire Code, and comply with all procedural requirements for obtaining the appropriate building and other permits required for development of the storage facility.

**Section 3:** The WHEREAS clauses above are specifically incorporated herein by reference.

**Section 4:** The provisions of this Ordinance are severable, and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

**Section 5:** This Ordinance shall take effect and be in force from and after its passage as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

Matt Russell, Mayor

**Attest:**

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_

Megan McCullough, City Attorney

**Final Passage and Vote:**





**Owner**  
TIMBERLINE LAND CO LLC

**Address**  
S FARM ROAD 101

**PIN**  
881710100011

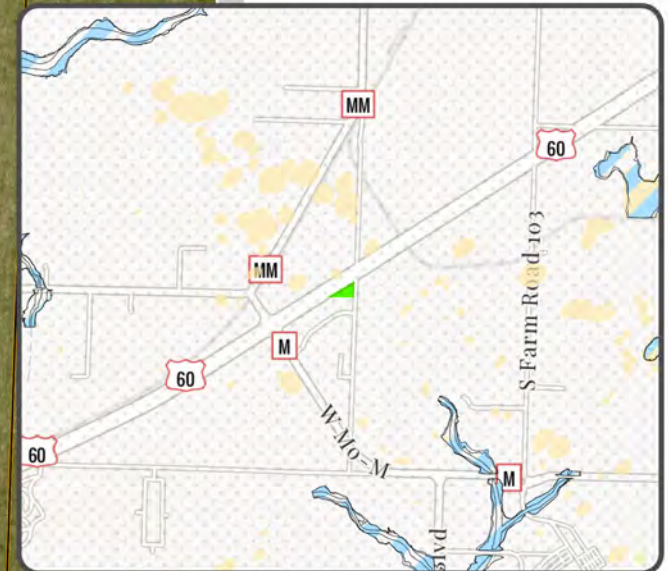
**Zoning**  
C-2 | Requested: N/A

**Acreage**  
1.2

**Ward**  
1



0 70 140 Feet



# Simply Smart Self Storage

SU 22-004 Special Use

- Sinkholes
- Parcels Greene County

- Parcels Christian Co





**Owner**  
TIMBERLINE LAND CO LLC

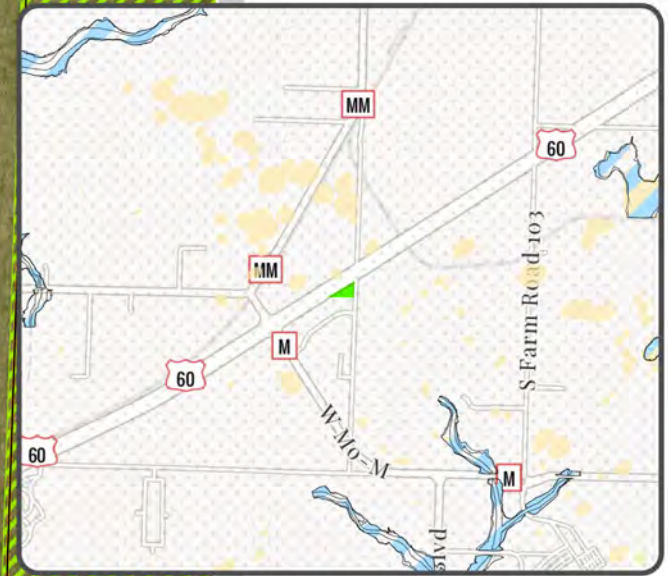
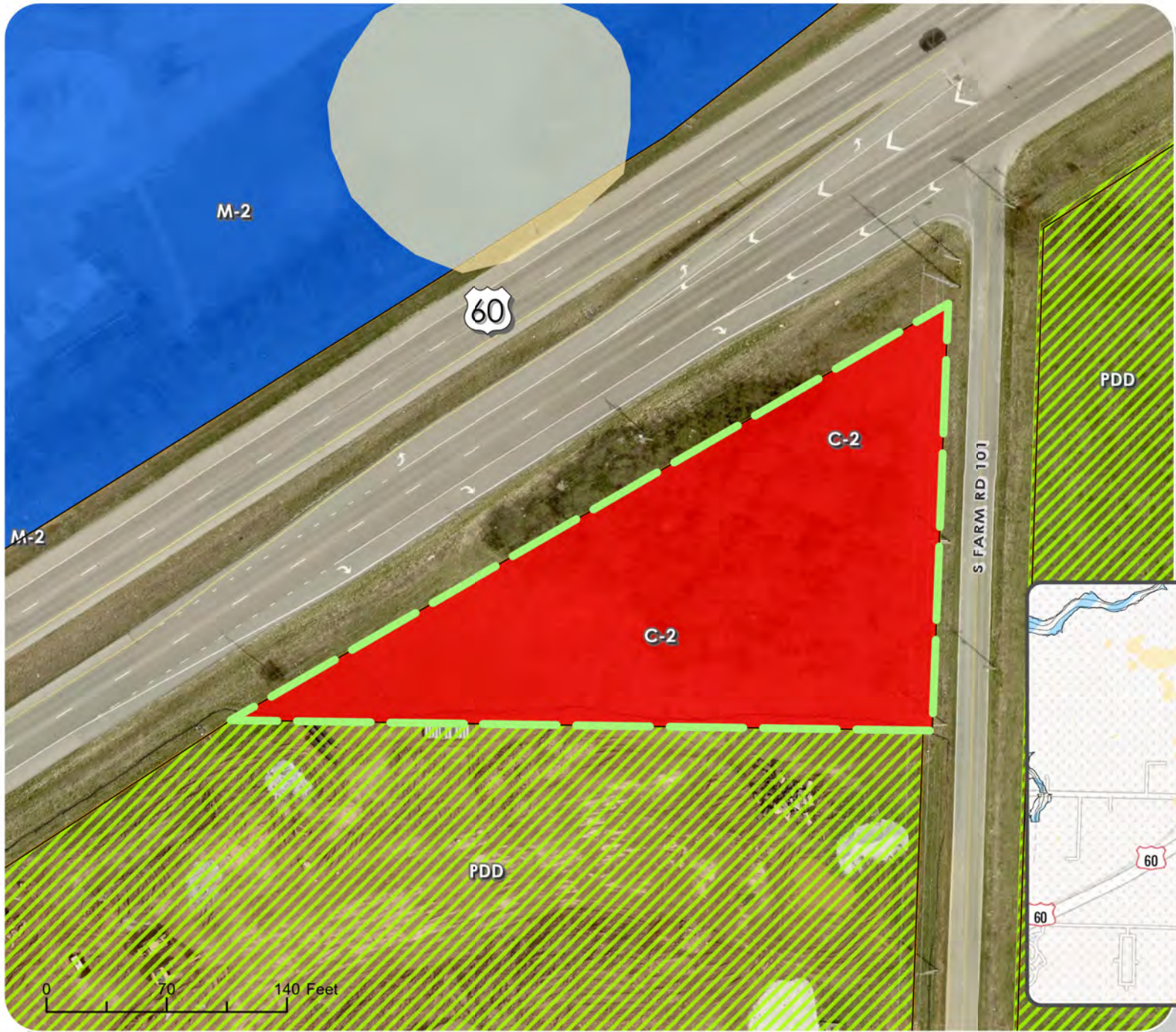
**Address**  
S FARM ROAD 101

**PIN**  
881710100011

**Zoning**  
C-2 | Requested: N/A

**Acres**  
1.2

**Ward**  
1



# Simply Smart Self Storage

SU 22-004 Special Use

- Sinkholes
- Parcels Greene County

- Parcels Christian Co







# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

**Based upon the facts presented during the course of this hearing, I have found that the application is generally:**

Conforming to the City's adopted Land Use Plan  Yes  No

Conforming to the City's adopted Transportation Plan  Yes  No

Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No

Compatible with surrounding land uses  Yes  No

Able to be adequately served by municipal infrastructure  Yes  No

Aligned with the purposes of RSMo. 89.040  Yes  No

**Statement of Relevant Facts Found:**

**Based on these findings, I have concluded to recommend the application to the City Council for:**

Approval  Denial

Commissioner Name:

Ransom Ellis III

Commissioner Signature:

Ransom Ellis III

Date:

9/12/22

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

CYNTHIA HYDER

Commissioner Signature:

C. Hyder

Date:

9/12/2022

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

Statement of Relevant Facts Found:

Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

Michael Mann

Commissioner Signature:

*Michael Mann*

Date:

9/12/2022



# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

### Statement of Relevant Facts Found:

C-2 → PDD 18,500 sq ft  
Access to sewer + water from south  
Stormwater alterations are detailed + acceptable  
FR 101 access + NO TIS

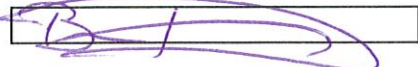
Based on these findings, I have concluded to recommend the application to the City Council for:

Approval  Denial

Commissioner Name:

Brian Dochtrava

Commissioner Signature:



Date:

9-12-22

# Findings of Fact

Date of Hearing:  Time:  Type of Application:

Name of Applicant:  Location:

Based upon the facts presented during the course of this hearing, I have found that the application is generally:

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

Statement of Relevant Facts Found:

INCREASINGLY, I AM CONCERNED OF THE GROWING NUMBER OF SELF-STORAGE UNITS. I STRONGLY WOULD CONSIDER THE CITY COUNCIL ADDRESS BY APPLYING THEIR DISCRETIONARY AUTHORITY TO LIMIT THE PLACEMENT & NUMBER.

Based on these findings, I have concluded to recommend the application to the City Council for:  Approval  Denial

Commissioner Name:  Commissioner Signature:  Date:

# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

**Based upon the facts presented during the course of this hearing, I have found that the application is generally:**

Conforming to the City's adopted Land Use Plan  Yes  No

Conforming to the City's adopted Transportation Plan  Yes  No

Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No

Compatible with surrounding land uses  Yes  No

Able to be adequately served by municipal infrastructure  Yes  No

Aligned with the purposes of RSMo. 89.040  Yes  No

**Statement of Relevant Facts Found:**

**Based on these findings, I have concluded to recommend the application to the City Council for:**

Approval  Denial

Commissioner Name:

Darran Campbell

Commissioner Signature:

*Darran Campbell*

Date:

9-12-22



# Findings of Fact

Date of Hearing:

09/12/2022

Time:

6:00PM

Type of Application:

Special Use Permit

Name of Applicant:

Timberline Land Co LLC (SU 22-004)

Location:

3400 Block E US HWY 60

**Based upon the facts presented during the course of this hearing, I have found that the application is generally:**

- Conforming to the City's adopted Land Use Plan  Yes  No
- Conforming to the City's adopted Transportation Plan  Yes  No
- Conforming to other adopted plans of the City (i.e. water, wastewater, parks, etc.)  Yes  No
- Compatible with surrounding land uses  Yes  No
- Able to be adequately served by municipal infrastructure  Yes  No
- Aligned with the purposes of RSMo. 89.040  Yes  No

**Statement of Relevant Facts Found:**

*Applicant Engineering firm present.  
No other speakers.  
No discussion.*

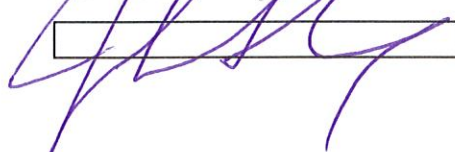
**Based on these findings, I have concluded to recommend the application to the City Council for:**

Approval  Denial

Commissioner Name:

John Alexander

Commissioner Signature:



Date:

9/12/22



**AGENDA ITEM ANALYSIS**

**Project/Issue Name:** 22-56 An Ordinance of the City Council Approving the Final Plat of the Westbury Gardens Phase 1 Subdivision.

**Submitted By:** Karen Haynes, Assistant BUILDS Administrator

**Date:** September 20, 2022

**Issue Statement**

The City of Republic’s BUILDS Department received an Application for Westbury Gardens Phase 1 Final Plat on September 06, 2022.

**Discussion and/or Analysis**

The Final Plat of Westbury Gardens Phase 1 will legally divide approximately twelve point eight (12.8) acres of land into thirty-one (31) residential lots and includes the dedication of Right-of-Way, Utility, and Stormwater Easements. The Final Plat includes approximately (3,717) linear feet of street and (3,815) linear feet of sidewalk.

The Final Plat of Westbury Gardens Phase 1 conforms to the Development Plan approved by City Council on July 21, 2020.

City Staff has reviewed the Final Plat and has determined that it substantially conforms to the requirements of the Approved Development Plan, in addition to the requirements of the City Code Chapter 410 Subdivision Regulations, and Article V Major Subdivision-Final Plat.

**Recommended Action**

Staff recommends approval of Westbury Gardens Phase 1 Final Plat.



**AN ORDINANCE OF THE CITY COUNCIL APPROVING THE FINAL PLAT OF  
THE WESTBURY GARDENS PHASE ONE SUBDIVISION**

**WHEREAS**, the City of Republic, Missouri, (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, on January 21, 2020, the City Council approved of the Preliminary Plat for the Westbury Gardens Phase 1 Subdivision in Resolution 20-R-02; and

**WHEREAS**, on September 6, 2022, the BUILDS Department received an application for review and approval of the Final Plat of Phase 1 of the Westbury Gardens Subdivision (“Westbury Gardens Phase 1”); and

**WHEREAS**, the BUILDS Department has reviewed the Final Plat of Westbury Gardens Phase 1 and has determined it substantially conforms to the requirements of the Development Plan, the requirements of the City Code Chapter 410 Subdivision Regulations, and Article V Major Subdivision-Final Plat.

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

- Section 1:** That all conditions imposed by the Planning and Zoning Commission and the City Council relating to the acceptance and approval of Westbury Gardens Phase 1 have been met.
- Section 2:** That the Final Plat of Westbury Gardens Phase 1, attached hereto and incorporated herein as “Attachment 1”, is hereby approved in all respects.
- Section 3:** That the approval of the Final Plat of Westbury Gardens Phase 1 is contingent upon the same being recorded within sixty (60) days after the approval certificate is signed and sealed under the hand of the City Clerk.
- Section 4:** That the sale of lots and construction of structures in the Westbury Gardens Phase 1 shall not commence until the Final Plat of Westbury Gardens Phase 1 has been recorded.
- Section 5:** The whereas clauses are hereby specifically incorporated herein by reference.
- Section 6:** The provisions of this Ordinance are severable and if any provision hereof is declared invalid, unconstitutional, or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.
- Section 7:** This Ordinance shall take effect and be in force from and after its passage as provided by law.


**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Attest:**

\_\_\_\_\_  
Matt Russell, Mayor

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

  
\_\_\_\_\_  
Megan McCullough, City Attorney

**Final Passage and Vote:**




# SUBD-FNL 22-009: Westbury Gardens Ph 1

Item 9.

### Vicinity Map



### Legend

-  Westbury Gardens Ph 1
-  Sinkhole
-  Floodplain

Parcel Owner: Westbury Gardens LLC; Modern Tractor & Supply Co. Inc.  
Parcel Location: 3400 Block of E US Hwy 60  
Area: 12.8 Acres  
Zoning: Zero Lot Line Res. (R1-Z) and Med. Density Single-Family Res. (R1-M)  
Lot Included: 31

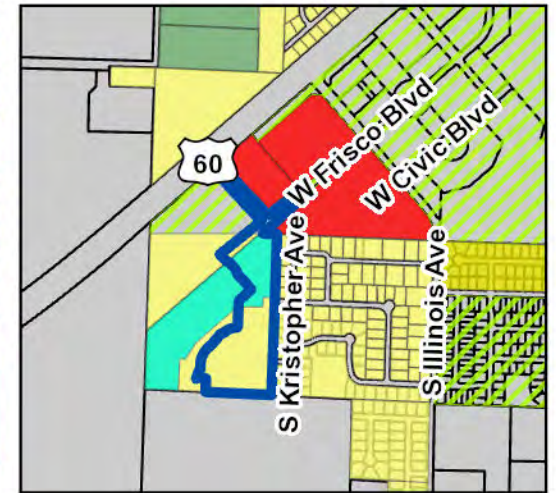
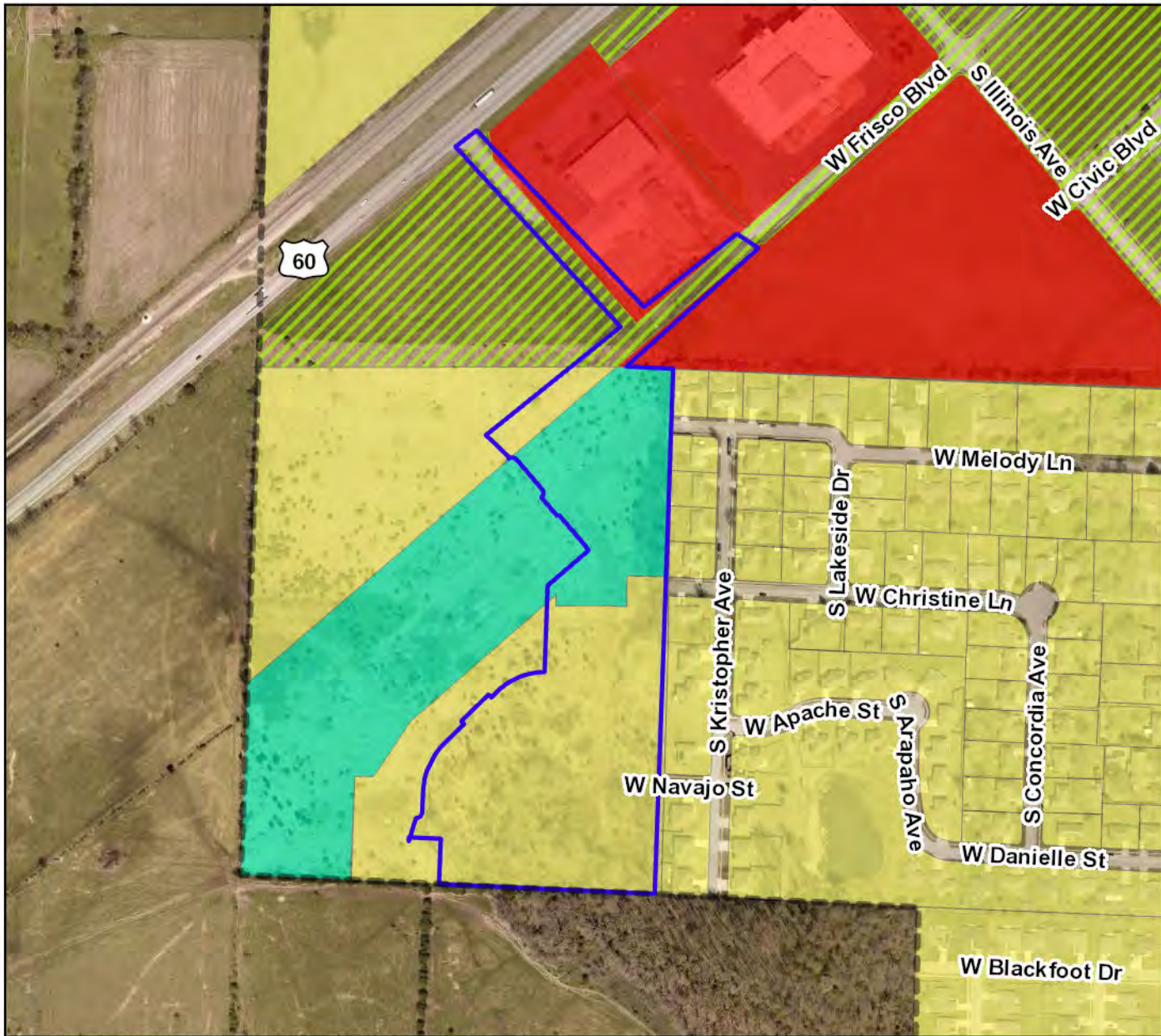




# SUBD-FNL 22-009: Westbury Gardens Ph 1

Item 9.

## Zoning Map



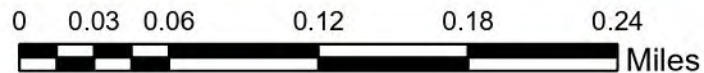
### Legend

Westbury Gardens Ph 1

### Zoning

- AG Agricultural
- C-1 Commercial
- C-2 General Commercial
- C-3 General Commercial
- M-1 Light Manufacturing
- M-2 Heavy Manufacturing
- PDD Planned Development
- R1-L Single Family Low Density
- R1-M Single Family Medium Density
- R1-H Single Family High Density
- R1-Z Zero Lot Line Residential
- R-2 Two-family Residential
- R-3 Multi-family Residential

Parcel Owner: Westbury Gardens LLC; Modern Tractor & Supply Co. Inc.  
 Parcel Location: 3400 Block of E US Hwy 60  
 Area: 12.8 Acres  
 Zoning: Zero Lot Line Res. (R1-Z) and Med. Density Single-Family Res. (R1-M)  
 Lot Included: 31











### AGENDA ITEM ANALYSIS

Project/Issue Name: 22-R-58 A Resolution of the City Council Awarding the Bid for Independent Auditing Services for a Five-Year Term to KPM CPAs, PC.

Submitted By: Meghin Cook, Finance Director

Date: 09/20/2022

#### Issue Statement

The City of Republic went out for bid for an Independent Auditing Services in July of 2022. The City is looking for Certified Public Accounting firms to perform financial auditing services for the fiscal year ending December 31, 2022. This engagement is subject to an annual renewal for four additional years, based upon a review of the firm’s performance.

#### Discussion and/or Analysis

The Finance department completed the Bid process request proposals for ongoing Auditing services. This included at least eight Independent Auditing Services and out of the eight companies, however, only one company responded with a proposal which was KPM.

KPM acts as our current auditing firm so this would extend our contract for a five-year term to include 2022 through 2026.

Pricing is fair in comparison to the past years of service with the anticipation of a growth factor to be expected over time.

The pricing matrix is as follows:

City of Republic   Audit Fees					
	2022	2023	2024	2025	2026
Financial Statement Audit	\$29,250	\$30,650	\$32,150	\$33,750	\$35,000
Uniform Guidance Single Audit*	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500

After the five-year term has been met, the City will go back out for bid on these services.

#### Recommended Action

Staff recommends approval.

**A RESOLUTION OF THE CITY COUNCIL AWARDING THE BID FOR INDEPENDENT AUDITING SERVICES FOR A FIVE-YEAR TERM TO KPM CPAs, PC**

**WHEREAS**, the City of Republic, Missouri (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, the City recently requested proposals (“RFP”) for providing the annual auditing services for the City for up to five years (“Project”); and

**WHEREAS**, the City received eight bids in response to the RFP, but KPM CPAs, PC (“KPM”) was the sole provider to respond with a proposal (“Proposal”); and

**WHEREAS**, KPM is a Certified Public Accounting firm capable of performing the financial auditing services for the City; and

**WHEREAS**, the Project is subject to an annual renewal for four (4) additional years following the first year of service, based upon a comprehensive review of KPM’s performance on the Project; and

**WHEREAS**, based on the recommendations of City staff, the Council finds that KPM is a qualified Certified Public Accounting firm, capable of supplying the auditing services requested within a reasonable price range, and should thus be awarded the Project.

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

- Section 1:** KPM is hereby awarded the Project at the rates listed in its City of Republic Audit Proposal 2022, attached hereto and labeled “Exhibit 1”.
- Section 2:** The City Administrator, and/or his designee, is authorized to take the necessary steps to execute this Resolution.
- Section 3:** The WHEREAS clauses are hereby specifically incorporated herein by reference.
- Section 4:** This Resolution shall become effective on and after the date of passage and approval as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.


\_\_\_\_\_  
Matt Russell, Mayor

**Attest:**

\_\_\_\_\_  
Laura Burbridge, City Clerk



**Approved as to Form:**



---

Megan McCullough, City Attorney

**Final Passage and Vote:**

# City of Republic



## Audit Proposal 2022





July 29, 2022

City of Republic  
Laura Burbridge, City Clerk  
213 N. Main Avenue  
Republic, MO 65738

Dear Laura:

The City of Republic (the City) continues to be a stable place for families to live in grow in Greene and Christian Counties. As the City is committed to its nearly 18,750 residents, KPM CPAs, PC (KPM) is devoted to the communities in which we live and work. At KPM, commitment to the area of governments goes beyond financial audits. Many of our shareholders and professional staff serve in leadership roles on boards and professional organizations serving local governments. At KPM, the dedication of time, resources, and expertise is a standard we are dedicated to maintaining.

As one of the largest locally owned CPA and advisory firms in Southwest Missouri and a top Midwestern firm, we believe we have the resources to continue to serve the City. The size of our firm provides us with a broad base of technical expertise, which comes from the knowledge of our staff. In addition, through our extensive experience working with more than 150 governmental entities across Missouri, including Republic R-III School District, Christian County, and Greene County, KPM understands local economic issues.

We are excited about the prospect of continuing to serve the City and build upon our strong working relationship. Please contact me by phone at 417-882-4300 or by email at [jcummings@kpmcpa.com](mailto:jcummings@kpmcpa.com), should you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Jonathan Cummings'.

Jonathan G. Cummings, CPA, CGMA  
Shareholder

[www.kpmcpa.com](http://www.kpmcpa.com)

1445 E. Republic Road Springfield, MO 65804 | 417-882-4300 | fax 417-882-4343  
500 W. Main Street, Suite 200 Branson, MO 65616 | 417-334-2987 | fax 417-336-3403

Member of The Leading Edge Alliance

# Table of Contents

**Response to Request for Proposal ..... 1**

    1. Audit Approach..... 1

    2. Response to RFP Requirements & Proposed Work Schedule..... 2

    3. References & Representative Clients..... 3

    4. Governmental Clients Lost..... 4

    5. Engagement Team ..... 4

    6. Time Commitment..... 7

    7. Technical Assistance Available..... 7

    8. Proposed Fees ..... 8

    9. Proposed Billing Schedule..... 8

**Appendix ..... 9**

    Municipality Profile ..... 9

    Our Firm ..... 10

    Quality Control ..... 13

# Response to Request for Proposal

*Interested firms are encouraged to use their own preferred style and format in preparing a proposal; however, it is suggested the proposal include at least the following:*

Below is KPM CPAs, PC's (KPM) response to the City of Republic's (the City) request for proposal.

## 1. Audit Approach

*Full description of the firm's planned audit approach and procedures used for this engagement.*

Our general audit approach is to develop an audit program modified to meet your specific accounting and operating environments. Your needs are unique and change as the City continues to grow. We tailor every audit to the needs of the individual client by reducing the use of packaged or standardized procedures and encouraging innovative, efficient audit planning, audit procedure design, and engagement administration. To develop this specific audit program, we first gain an understanding of the City, its various locations, its systems, and internal controls by reviewing a selection of organizational charts, employee handbooks, procedural manuals, and the financial reports in budgeted and actual form. We also use interviews and observation to assist us in developing an audit program as these methods allow us to exercise our professional judgment to identify key areas of risk to be targeted within the audit engagement. The audit documentation and financial statements are subject to a quality review prior to issuance. Our detailed audit approach can be summarized in the following phases:

### Phase 1

- Orientation – Our review of the audit's objectives, the principles of engagement administration, and any other important features of the City.
- Planning – We will perform inquiries, walk-throughs, observation, and analytical and substantive procedures to acquire a knowledge and understanding of the City and your environment. This will include internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures based on our risk assessments. We will review prior years' auditor's reports and documentation, prepare time budgets, perform preliminary analytical procedures, assign tasks to members of our engagement team, and establish priorities for the completion of the audit. In addition, we will provide a 'To Be Provided by Client' list via Suralink at least three weeks prior to the arrival of the audit team. Suralink's secure portal offers a convenient way to facilitate the secure transfer of information between KPM and our clients.

### Phase 2

- Audit Performance – We will use tailored audit programs prepared during our planning of the engagement to guide us through the necessary fieldwork (analytical procedures, internal controls, and substantive testing) to gain sufficient audit evidence to support our opinion on the financial statements. This will include our performance of the compliance audit of the federal programs, if required, and any other applicable compliance requirements.



**Phase 3**

- Audit Completion – We will assist you in the preparation of financial statements and footnotes. In addition, we will prepare our applicable reports on compliance and internal controls, noting any findings accordingly. We will then provide a draft of the above reports to the City’s management prior to its release.
- Report Preparation – After management’s review of the draft financial statements, we will prepare a final report on the basic financial statements as well as recommendations on operating procedures and internal controls for management. If so desired, we also will discuss the report and comments with the City’s officials prior to its release.
- Report Delivery – We will present the audit, audit findings, and recommendations to the City’s officials.

**2. Response to RFP Requirements & Proposed Work Schedule**

*Response to the conditions and requirements outlined in the RFP, including the proposed work schedule. Any reservations or exceptions to the RFP should be fully explained, as the City intends to incorporate the RFP and proposal into the final contract by reference.*

---

**Response to RFP Requirements**

KPM has proudly served the City since 2016 and understands the City is requesting a financial statement audit with a single audit performed under Uniform Guidance, if needed. Our audits are performed in accordance with Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Office of Management and Budget’s (OMB) Uniform Guidance (formerly OMB Circular A-133), in addition to Generally Accepted Accounting Principles and those promulgated by the American Institute of CPAs (AICPA), Government Finance Officers Association, and National Council on Governmental Accounting. Uniform Guidance Single Audits are required if federal award expenditures exceed \$750,000 in one year, and with more than 200 non-profit and governmental clients in Missouri, we perform many single audits for clients who meet this requirement annually.

**Governmental Expertise**

Our experienced advisors work with more than 200 governmental and non-profit entities across the state. To remain current with regulatory requirements, our team members regularly attend educational events and courses. The auditors assigned to the City’s audit annually receive 40 hours of continuing education, including 24 hours specific to the governmental industry. We are committed to meeting all state and federal continuing education requirements, and our audit team is qualified to perform yellow book audits.

To supplement our industry dedication, KPM is involved in associations locally, regionally, and nationally. Our professionals are not only involved as participants in conferences and courses but also are often recognized for their expertise and knowledge and requested to serve as presenters or instructors at local and national conferences, as well as serving on committees within these areas, including:

- AICPA Governmental Audit Quality Center (GAQC)
- Association of Government Accountants (AGA)
- AGA Ozarks Chapter
- Missouri City Clerks & Finance Officers Association
- Missouri Municipal League
- Missouri Association of Counties
- Missouri Association of County Auditors
- Missouri Society of CPAs (MOCPA) Peer Review Executive Committee
- MOCPA Governmental Accounting Committee



Our involvement in statewide city and county associations also has led us to sponsor and exhibit at various industry conferences. For more information on KPM’s municipality experience and services available, please see the profile sheet in the Appendix.

**Proposed Work Schedule & Process**

We understand the importance of timeliness when providing services to governmental clients and always strive to provide timely services that meet or exceed deadlines. As such, we anticipate preliminary fieldwork for the City to begin in January 2023 and fieldwork to occur in March 2023. We then expect the draft of the audited financial statements to be issued and delivered to the City by mid-June 2023, with the final reports being issued no later than June 30, 2023 to comply with Electronic Municipal Market Access (EMMA) by Municipal Securities Rulemaking Board and state auditor deadlines. Our timeline proposal is based on anticipated cooperation from the City and its representatives and does not include allowances for unforeseen circumstances beyond the City or KPM’s control.

As the City has experienced in recent years, it is our goal to provide a smooth audit process with minimal disruption to the City’s daily operations. This goal remains for future engagements. In preparing for your engagement, KPM will meet with the Finance Director to discuss a timely, efficient, and effective work plan to meet the City’s needs each year. We strive to keep open lines of communication with the City’s leadership team to keep them apprised of any assistance we will need from your accounting personal throughout the engagement, including requesting any necessary files needed to complete engagement activities and prepare the required reports.

**3. References & Representative Clients**

*Listing of present and former governmental clients for whom the local office of the firm has performed auditing services within the past three years, similar to those outlined in the RFP, including the names, addresses, and phone numbers of persons who may be contracted as referenced. Indicate which are current clients of the firm.*

.....

**Representative Clients**

KPM is proud to work with more than 45 municipalities throughout Missouri providing similar audit services. Current clients include:

- |                           |                        |
|---------------------------|------------------------|
| City of Ava               | City of Louisiana      |
| City of Bowling Green     | City of Mountain Grove |
| City of Branson West      | City of Mt. Vernon     |
| City of Buffalo           | City of Neosho         |
| City of Carthage          | City of Oronogo        |
| City of Conway            | City of Pleasant Hope  |
| City of Crane             | City of Richland       |
| City of El Dorado Springs | City of Rogersville    |
| City of Forsyth           | City of Southwest City |
| City of Highlandville     | City of Stockton       |
| City of Humansville       | City of Warsaw         |
| City of Kimberling City   | City of Waynesville    |
| City of Leeton            | City of Webb City      |
| City of Liberal           | City of West Plains    |
| City of Linn Creek        | City of Willard        |

**References**

Please feel free to contact the following client references, as they can speak to KPM’s level of expertise in providing governmental audit services:

**City of Bolivar**

**Contact Name:** Natalie Scrivner, Finance Director  
**Phone:** 417-328-5801  
**Address:** 345 S. Main Avenue | Bolivar, MO 65613

**City of St. Robert**

**Contact Name:** Edna Givins, Finance Officer  
**Phone:** 573-451-2000  
**Address:** 194 Eastlawn Avenue, Suite A | Saint Robert, MO 65584

**City of Warrensburg**

**Contact Name:** Marcella McCoy, Finance Director  
**Phone:** 660-262-4640  
**Address:** 102 S. Holden Street | Warrensburg, MO 64093

**4. Governmental Clients Lost**

*Listing of all governmental clients served by the local office of the firm that have been lost (no longer clients) within the last three years, and provide reasons for the loss.*

In the last three years, KPM has lost the following governmental clients: Gainesville R-V School District, Humansville R-IV School District, Bradleyville R-I School District, and Southwest R-V School District. These entities elected to utilize a former KPM employee who opened their own business, as they had a long-term relationship with that individual.

**5. Engagement Team**

*Professional resumes on all employees of the firm who will be assigned to this engagement, indicating specific auditing experience to date, with a clear indication as to what specific responsibility each individual will have.*

Following are brief resumes for the professionals who will be assigned to the City. While these individuals would have principal responsibility for this engagement, they also have the full resources of the entire firm supporting them. This approach gives our clients the benefit of our firm size while receiving the level of service that can only be achieved through individual attention. The audit of the City will be performed under the supervision of Jonathan G. Cummings, CPA, CGMA and shareholder of KPM.



**Jonathan G. Cummings, CPA, CGMA | Primary Shareholder**

Jon has more than 20 years of audit experience and is the co-leader of the audit and assurance department. He also helps lead the firm’s governmental team and primarily serves clients in the non-profit, education, and governmental industries. Jon’s practice emphasis includes municipalities, utilities, counties, school districts, charter schools, colleges, non-profit organizations, and special districts. He is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Association of Government Accountants, MOCPA Audits of School Districts Committee, and former member of the MOCPA Governmental Accounting Committee. He graduated from Arkansas State University with his B.S. degree in Accounting and his MBA degree. In addition to being a Certified Public Accountant, Jon is an AICPA Chartered Global Management Accountant.



**Rebecca J. Baker, CPA | Alternate Shareholder & Technical Advisor**

Rebecca has more than 15 years of audit experience and serves clients in the non-profit, education, and governmental industries. Her practice emphasis includes municipalities, counties, school districts, colleges, utilities, and non-profit organizations. Rebecca is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Association of Government Accountants, Accounting & Financial Women’s Alliance, and MOCPA Governmental Accounting Committee. She also is involved in the community, serving as treasurer of Team ANA 417 and volunteering with Ronald McDonald House Charities of the Ozarks. Rebecca graduated from Missouri State University with her B.S. degree in Accounting and holds the Advanced Single Audit Certificate from the AICPA.



**Sandra G. Barrera, CPA | Audit Manager & Remote Audit Team Member**

Sandra has more than 15 years of audit experience and primarily serves clients in the education, governmental, and non-profit industries. Her practice emphasis includes municipalities, school districts, colleges, utilities, and counties. Sandra is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Michigan Association of CPAs, American Woman’s Society of Certified Public Accountants, and National Association of Professional Women. She is a former member of the MOCPA Governmental Accounting Committee and presents at seminars, conferences, and training events addressing topics that affect government audits, reporting, and budgeting. Sandra graduated from the University of Wisconsin with her B.S. degree in Accountancy.



**Madison B. Moore, CPA | Alternate Audit Team Member & Special Testing Supervisor**

Madison has more than four years of experience and provides audit services to clients in the non-profit and governmental industries. Her practice emphasis includes municipalities, counties, utilities, school districts, special districts, colleges, and non-profit organizations. Madison is a member of the American Institute of CPAs and Missouri Society of CPAs. She also is active in the community, having volunteered with the United Way of the Ozarks. Madison graduated from College of the Ozarks with her B.S. degree in Accounting.



**Ethan J. Whiteis | Audit Team Member**

Ethan has more than two years of experience and provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, counties, school districts, special districts, colleges, and non-profit organizations. Ethan graduated from College of the Ozarks with his B.S. degree in Accounting and is currently pursuing his CPA certification.



**Nicolas S. Sterling | Audit Team Member**

Nick provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, counties, school districts, colleges, special districts, and non-profit organizations. Nick graduated from Southwest Baptist University with his B.S. degree in Accounting and is currently pursuing his CPA certification.



**William M. Koch | Alternate Audit & Special Testing Team Member**

Will provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, school districts, counties, colleges, special districts, and non-profit organizations. Will graduated from Southwest Baptist University with his B.S. degree in Accounting and Information Assurance and is currently pursuing his CPA certification.

## 6. Time Commitment

*Information as to what time commitment or workload is presently assigned to each person who will be working on this engagement.*

---

As the City’s current auditor, your full-time engagement team will continue to consist of the individuals listed below but also may be served by any member of KPM’s professional staff on a part-time basis.

- Jonathan G. Cummings, CPA, CGMA – Primary Shareholder
- Rebecca J. Baker, CPA – Alternate Shareholder & Technical Advisor
- Sandra G. Barrera, CPA – Audit Manager & Remote Audit Team Member
- Madison B. Moore, CPA – Alternate Audit Team Member & Special Testing Supervisor
- Ethan J. Whiteis – Audit Team Member
- Nicolas S. Sterling – Audit Team member
- William M. Koch – Alternate Audit & Special Testing Team Member

## 7. Technical Assistance Available

*Indication as to the degree of technical assistance that will be provided to the City throughout the fiscal year (outside of the audit process).*

---

KPM understands proactive communication is vital during the audit process. Your engagement team’s key individuals are available throughout the year to answer questions and provide technical consultations on matters related to the City’s engagement.

Fees for consulting throughout the year will depend on the level of assistance required. We do answer routine operational, bookkeeping, and related questions, at no additional charge. If the consulting matter requires significant additional time or a separate service is required, we will discuss it with you, arrive at a fee estimate, and obtain an engagement letter.



## 8. Proposed Fees

*Proposed fee for the engagement, for each of the five years.*

Fees shall be based on the expertise and time required of assigned engagement team members as well as the nature and complexity of the requested services. Our fees also are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your engagement.

City of Republic   Audit Fees					
	2022	2023	2024	2025	2026
Financial Statement Audit	\$29,250	\$30,650	\$32,150	\$33,750	\$35,000
Uniform Guidance Single Audit*	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500

*\*A Uniform Guidance Single Audit is only required if federal award expenditures exceed \$750,000 in one year*

## 9. Proposed Billing Schedule

*Proposed billing schedule.*

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. The final invoice for services will be billed after the presentation of the final audit report to the City.



# Appendix

## Municipality Profile

# Municipality Expertise

↳ Accounting, Tax, & Consulting Services for Municipalities

Municipalities are funded with taxpayer money and have an obligation to the citizens they serve. As such, fiscal responsibility, transparency, and efficiency are top priorities — ones we respect and understand well. Our broad experience includes financial statement and single audits, forensic accounting, GASB standards implementation, and rate studies.

### WE CAN HELP YOU WITH

- ▶ Accounting Outsourcing
- ▶ Employee Benefit Plan Audits & Consulting
- ▶ Financial Statement Audits
- ▶ Fraud Detection & Investigation
- ▶ Human Resources Consulting
- ▶ Internal Control Reviews
- ▶ Payroll Tax Services
- ▶ Uniform Guidance Single Audits
- ▶ Water & Sewer Rate Studies

**SERVING 45+ MUNICIPALITIES**

We are involved in associations locally, regionally, and nationally:

- American Institute of CPAs Governmental Audit Quality Center
- Association of Government Accountants
- Missouri Association of Counties
- Missouri City Clerks & Finance Officers Association
- Missouri Municipal League
- Missouri Society of CPAs (MOCPA)
- MOCPA Governmental Accounting Committee



### ▶ SUPPORTING MUNICIPALITIES

Our firm has a strong history of providing services to clients since 1966, and we understand every municipality is different. Our advisors will customize your services based on your size, budget, regulatory profile, and growth plans.

417-882-4300 | [info@kpmcpa.com](mailto:info@kpmcpa.com)

[www.kpmcpa.com](http://www.kpmcpa.com) | [#KPMCPAs](https://twitter.com/KPMCPAs)

1445 E. Republic Road | Springfield, MO 65804



**f t in i** Let's Connect

Contact Us Today To Speak With Our Advisors

## Our Firm

Founded in 1966, KPM has offices in Springfield and Branson, Missouri. KPM is one of the largest locally owned CPA and advisory firms in Southwest Missouri (Springfield Business Journal), a top Midwestern firm (Accounting Today), and a top 300 firm in the U.S. (INSIDE Public Accounting). We also are ranked as one of 'America's Best Tax & Accounting Firms' (Forbes). We believe the size of our firm provides us with a broad base of technical expertise, which comes from the vast experience of our professionals. KPM also is proud to offer articles and other valuable resources to help keep our clients informed on our website at [www.kpmcpa.com](http://www.kpmcpa.com).

In addition, KPM is a member of The Leading Edge Alliance (LEA Global). Founded in 1999, LEA Global is one of the largest international associations in the world, creating a high-quality alliance of nearly 200 independently owned accounting and consulting firms focused on accounting, financial, and business advisory services. LEA Global firms operate from 450 offices in more than 100 countries, giving clients of LEA Global firms access to the knowledge, skills, and expertise of 1,600 partners and 16,000 staff members.



For more information, please see our firm profile on the following page.

**Firm Profile**

# Why Choose KPM?

↳ **Nationally Ranked, Locally Invested, & Personally Committed**

We offer a wide range of accounting and advisory services so our clients may make informed financial decisions. Our CPAs and advisors put client service above all else. We never stop working to help you solve problems and find innovative ways to address the things that keep you up at night.

## WE CAN HELP YOU WITH

-  Accounting Outsourcing
-  Forensic & Valuation Services
-  Management Consulting
-  Audit & Assurance
-  Human Capital Solutions
-  Tax
-  Employee Benefit Plans
-  IT Consulting
-  Wealth Planning

## INDUSTRY EXPERTISE

- CONSTRUCTION & REAL ESTATE
- MANUFACTURING & DISTRIBUTION
- EDUCATION
- NON-PROFIT
- FINANCIAL INSTITUTIONS
- PROFESSIONAL SERVICES
- GOVERNMENTAL
- RETAIL & HOSPITALITY

### ► WE SPEAK YOUR LANGUAGE

We have served clients in highly-regulated industries since 1966. Our advisors thrive on connecting with clients to help them make wise financial decisions and grow their businesses.

### ► AT A GLANCE

We are a top Midwestern firm, top 300 firm in the U.S., and one of the largest locally-owned CPA and advisory firms in Southwest Missouri. With nearly 100 professionals, we have the depth of resources to provide a broad base of technical expertise, while also delivering the individualized attention our clients deserve.



**You Can ‘Account’ On Us.**

Contact Us To Help Solve Your Problems

**YOU CAN EXPECT**



**Client-Centered Solutions**

We are still a Midwestern firm that puts clients first. You can rely on our advisors to inform you of timely opportunities, quickly identify pertinent issues, and promptly provide solutions.



**Community-Focused Firm**

We believe in building stronger communities through the commitment of time, resources, and expertise and understand you must lead by example to create engaged societies.



**Far-Reaching Resources**

We are a member of The Leading Edge Alliance. This membership includes access to a high-quality association of nearly 200 firms focused on accounting and business advisory services.



**Technically Sound Advisors**

We are involved in associations locally, regionally, and nationally. Remaining apprised of industry trends, evolving tax laws, and accounting regulations allows us to better serve our clients.

We are an open book. How we treat clients and each other is clearly spelled out in our mission, vision, and values. For us, it's all about enriching the lives of our clients, communities, and professionals.

**CORE VALUES** ▶ **BALANCE INNOVATION**      **RESPECT SPIRIT**      **TEAMWORK TRUST**

▶ **MISSION**

KPM is committed to enhancing the lives of our clients, communities, and professionals.

▶ **VISION**

KPM will provide innovative solutions and insights to help clients prosper.



417-882-4300 | info@kpmcpa.com  
[www.kpmcpa.com](http://www.kpmcpa.com) | #KPMCPAs  
 1445 E. Republic Road | Springfield, MO 65804



**f** **t** **in** **ig** **Let's Connect**  
 Enough About Us. How We Can Help You?

## Quality Control

KPM's quality begins with the audit teams serving our clients. Our governmental and non-profit audit teams work exclusively in those industries. As such, all training and professional development resources are dedicated to enhancing the knowledge of our auditors on the subjects of governmental and non-profit accounting and auditing. This industry focus allows our auditors to assess client conditions and adapt audit procedures to each situation.

Our clients can be confident their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence through our technical review process. This process oversees that our engagements meet our high-quality standards. As a condition of the monitoring element of our quality control policies and procedures, we require all audit reports to be subjected to an independent second review by one of our audit shareholders prior to the reports being issued.

Our commitment to quality is further evidenced by our memberships in the AICPA Governmental Audit Quality Center (GAQC) and Private Companies Practice Section of the AICPA, and as such, we adhere to the established peer review requirements and practice guidelines. Members of GAQC demonstrate their commitment by voluntarily agreeing to adhere to their membership requirements, including designating a shareholder responsible for their non-profit and governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making peer review report findings publicly available.

Peer review reports provide clients with assurance knowing the reviewed firm has adequate internal controls in place to provide a quality product that conforms to all applicable audit standards. The review and comparison of peer review reports of prospective auditing firms is a critical step in the selection of a quality auditing firm. The lack of a peer review report or deficiencies reported could indicate the presence of elevated risks associated with engaging that firm.

We are happy to report that we received a peer review rating of pass with respect to our firm's quality control procedures during our most recent peer review. You can find a copy of our report on the following page.

You may visit the GAQC website here: [www.aicpa.org/GAQC](http://www.aicpa.org/GAQC).





Peer Review Report



**Report on the Firm's System of Quality Control**

May 14, 2021

To the Members of KPM CPAs, PC and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of KPM CPAs, PC (the firm) applicable to engagements in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <http://www.aicpa.org/prsummary>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Audit Standards, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of KPM CPAs, PC in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. KPM CPAs, PC has received a peer review rating of pass.

**ANDERS MINKLER HUBER & HELM LLP**  
**Certified Public Accountants**

Anders Minkler Huber & Helm LLP | 800 Market Street-Suite 500 | St. Louis, MO 63101-2501 | p (314) 655-5500 | f (314) 655-5501 | www.anderscpa.com



**AGENDA ITEM ANALYSIS**

Project/Issue Name: 22-R-59 A Resolution of the City Council Adopting a Cash Handling Policy.  
 Submitted By: Meghin Cook, Finance Director  
 Date: 9/20/2022

**Issue Statement**

A resolution to adopt the Cash Handling Policy. This is a new standalone policy as the City does not currently have one adopted for Cash Handling. We have practices set in place, but an adopted policy enhances internal controls.

**Discussion and/or Analysis**

The intent of the City of Republic’s Cash Handling Policy is to provide management with reasonable, but not absolute, assurance that resources are being utilized and accounted for accurately, appropriately, consistently, and completely. The reliability with which the City can place upon its financial records is further dependent upon the effectiveness of procedures and controls that must also ensure that transaction processes, in terms of cash, are not exposed to unauthorized access and use.

The goal of this Cash Handling Policy is to ensure adequate internal controls by effectively safeguarding, depositing, and accounting for cash on behalf of the City of Republic and to maintain public trust. Additionally, this policy will provide guidance to departments on improving cash handler (hereby referred to as “cashier/custodian”) skill and accountability, therefore limiting not only the City’s losses, but also the City’s involvement in investigations of losses of funds.

The term “Cash” is defined as currency, coin, check, money order, credit card, electronic funds, and other negotiable instruments payable in money to the City.

We outlined the responsibilities of City staff and standard cash handling procedures to include:

• Refunds	• Regulation of Change/Petty Cash
• Liability for Loss	• Regulation of Deposits
• Request/Increase/Change of Cash Funds	• Regulation of Returned Checks
• Security of Cash Funds	• Action Taken in Event of Theft

Refer to the attached copy of the Policy for additional details.

**Recommended Action**

Staff recommends approval.

**A RESOLUTION OF THE CITY COUNCIL ADOPTING A CASH HANDLING POLICY**

**WHEREAS**, the City of Republic, Missouri (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, through enacting the Cash Handling Policy, the City intends to provide management personnel with reasonable assurance that resources are being utilized and accounted for accurately, appropriately, consistently, and completely; and

**WHEREAS**, the Cash Handling Policy additionally aims to provide specific guidance to departments on improving cash handler skills and abilities, thereby limiting not only loss of City funds, but also the need for the City to engage in investigation of such losses;

**WHEREAS**, based on the recommendations of City staff, the Council finds it appropriate and in the best interests of the citizens to adopt the Cash Handling Policy.

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

- Section 1:** The Cash Handling Policy is hereby approved and affirmed in substantially the same form as “Exhibit 1” hereto.
- Section 2:** The City Administrator, and/or his designee, is authorized to take the necessary steps to execute this Resolution.
- Section 3:** The WHEREAS clauses are hereby specifically incorporated herein by reference.
- Section 4:** This Resolution shall become effective on and after the date of passage and approval as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Matt Russell, Mayor

**Attest:**

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

A handwritten signature in blue ink, appearing to read 'Megan McCullough', is written over a horizontal line.

Megan McCullough, City Attorney

**Final Passage and Vote:**

# CASH HANDLING POLICY



ADOPTED:  
September xx, 2022

## CONTENTS

PREFACE .....	3
PURPOSE.....	3
ADMINISTRATIVE PROCEDURES .....	3
DELEGATION OF AUTHORITY .....	4
DUTIES OF CITY DEPARTMENT HEADS.....	4
DUTIES OF CITY PERSONNEL.....	4
STANDARD CASH HANDLING PROCEDURE .....	5
REFUNDS.....	6
LIABILITY FOR LOSS.....	6
CERTIFICATION OF CASHIERS & CUSTODIANS.....	6
ESTABLISHMENT/INCREASE/CHANGE OF CASH FUNDS .....	6
TERMINATION OF CASH FUNDS.....	7
SECURITY OF CASH FUNDS.....	7
REGULATION OF CHANGE/PETTY CASH FUNDS .....	8
REGULATION OF DEPOSITS .....	8
REGULATION OF RETURNED CHECKS .....	9
ACTION TAKEN IN EVENT OF THEFT .....	9
CASH HANDLING CERTIFICATE OF RESPONSIBILITY .....	11



## **PREFACE**

The intent of the City of Republic's Cash Handling Policy is to provide management with reasonable, but not absolute, assurance that resources are being utilized and accounted for accurately, appropriately, consistently, and completely. The reliability with which the City can place upon its financial records is further dependent upon the effectiveness of procedures and controls that must also ensure that transaction processes, in terms of cash, are not exposed to unauthorized access and use.

## **PURPOSE**

The goal of this Cash Handling Policy is to ensure adequate internal controls by effectively safeguarding, depositing, and accounting for cash on behalf of the City of Republic and to maintain public trust. Additionally, this policy will provide guidance to departments on improving cash handler (hereby referred to as "cashier/custodian") skill and accountability, therefore limiting not only the City's losses, but also the City's involvement in investigations of losses of funds.

The term "Cash" is defined as currency, coin, check, money order, credit card, electronic funds, and other negotiable instruments payable in money to the City.

## **ADMINISTRATIVE PROCEDURES**

The importance of the Cash Handling Policy is included but limited to the following:

- Random drawer audits conducted under the direction of the Finance Director.
- Any deficiencies in regards to the set procedures will be reported to the Finance Director and the City Administrator or their designee in the form of a memorandum outlining the deficiencies.
- The Finance Director will notify the Department Head involved and explain these deficiencies, and the Department Head will be responsible for taking appropriate action to correct deficiencies along with providing a plan of action moving forward with the employee and/or procedure and given to Human Resources to be kept in the employee's personnel file.
- The Finance Director will notify the City Administrator or their designee in the event of any cash overage or shortage or any recurring inconsistency in daily deposits that have been submitted to the Finance department that shows an area of weakness.

If in a subsequent audit these deficiencies still exist:

- The Finance Director will advise the Department Head that the deficiencies still exist and discuss a plan of action to be taken.

- The Finance Director will notify the City Administrator or their designee of the existing situation.
- The City Administrator or their designee will review the existing situation and may take appropriate action to resolve deficiencies and ensure that the procedures as outlined are administered properly.

### **DELEGATION OF AUTHORITY**

The Finance Director is responsible for the administration of the cash handling policy; however, they may delegate applicable responsibilities as appropriate to Finance staff.

Through certification, the responsibility and accountability of the daily collection of funds is delegated to the cashier/custodians and their supervisors.

### **DUTIES OF CITY DEPARTMENT HEADS**

The Director of any City department who anticipates receiving City cash on a regular basis during its activities shall:

- Ensure that all staff who will handle cash and cash receipting in any way review this document and sign a copy of the Cash Handling Certificate of Responsibility that will then be submitted to the Finance Department to have on file.
- Collaborate with the Finance Director to establish and maintain a system of procedures, documentation and reporting on cash handling and deposit of City money.
- Notify the Finance Director and Police Department of any theft of City cash upon discovery immediately.
- Allow the Finance Director or designee to make on-site cash audit and observe the process and or procedures of City cash, and to make audit documentation of departmental collection records to be reported to the City Administrator monthly.
- Notify the Finance Director of any change in personnel responsible for any cash funds so the Finance Department can conduct final countdown and take note of any change overs in staff.

### **DUTIES OF CITY PERSONNEL**

Any cashier or employee who receives City cash in the normal scope and course of their duties, shall:

- Ensure safe keeping and balancing of their cash till/drawer daily. They are ultimately responsible for ensuring cash drawers are locked up and money is secure when they are

not at their desk. All cash drawers are to be locked and the key shall remain on the employee or turned into the supervisor prior to leaving the building.

- Departments that receipt cash in one drawer with more than one cashier or that have shift changes during the day shall conduct a cash drawer countdown prior to the staff changeover.
- Departments that receipt cash or cash equivalencies will count their money and store in a secure place (a safe on-site or submitted to City Hall) before the end of the business day.
- Comply with rules within this policy for documentation and dissemination of records, and with departmental internal procedures, established in conformity with this policy.
- Notify the employee's Department Head and Finance Director of any loss or theft of City money upon discovery.
- Be subject to disciplinary action up to and including termination for failure to comply with each department's operating policies and/or the duties described in this policy.

#### **STANDARD CASH HANDLING PROCEDURE**

- Before entry, cash handlers will pay particular attention to ensure date, amount in the legal line and box are the same, and payee are appropriate for checks that are received. Checks should not be filled in or altered by a City employee at any time and all checks should be entered into the system using the legal line amount.
- Daily, the cash handlers will conduct a blind, double count of deposits. At least two people will count the deposits. The deposits will then be sealed in a bank bag with the applicable deposit slip filled out for deposit.
- Once the deposit is secured in a bank bag, the cash handler will reconcile the amount to the day's activity report from the software system they use to cashier. Any differences should be noted of the discrepancies.
- A form detailing the total deposited amount and the daily activity should be given to the Finance Department to be entered into the General ledger.
- The bags should be secured in a safe place, preferably a safe, until a member of the department is able to transport the bag to City Hall for deposit.
- Departments shall work with the Finance Department to submit their deposits via locked bank bags on the same day of receipt no later than 5:00 p.m. Monday-Friday. Each of these

deposits are then entered into the main operating ledger of the City.

- The Parks & Recreation department shall submit their deposits via locked bank bags to the Finance Department the following business day by 1:00 p.m. Monday – Friday.
- All monies received at City Hall will be counted down with one employee from Finance and one employee from the corresponding department present prior to being secured in the Finance safe for deposit.

## **REFUNDS**

Generally, refunds should be submitted through the Finance Department with a memo requesting the refund that outlines who the refund should be issued to, reasoning behind the refund, the amount to be refunded, and a General Ledger code to post the refund against. Along with this memo, the department will also submit a copy of the original receipt of payment.

If a refund is to be issued from a department directly, a supervisor shall approve prior to the refund being issued and a reason shall be entered into the system or notated on the daily report and must be initialed by the approving supervisor. Finance will follow up on any refunds that look out of the norm.

Please refrain from voiding payments in the system. It is best practice to receipt a payment and issue a refund separately for better documentation.

No cash refunds shall be issued on any check or credit card payments at any time.

## **LIABILITY FOR LOSS**

The department has primary responsibility for care and liability for loss of City cash in its custody until it is submitted to the Finance Department for deposit.

Compliance with this policy establishes that City departments will exercise due care in its custody and care of City cash.

## **CERTIFICATION OF CASHIERS & CUSTODIANS**

All supervisors and their cash handlers must sign a Certificate of Responsibility verifying receipt of this policy. This policy shall be referenced often and reviewed to ensure compliance of cash handling.

## **REQUEST/INCREASE/CHANGE OF CASH FUNDS**

All requests for the establishment of cash funds must be written and submitted to the Finance Director in a timely manner. The department must also include the date the cash funds will be needed. The Finance Director will maintain a complete listing of all cash funds. The department location, cashier/custodian and the amount of the cash fund are to be maintained upon a written listing.

- An initial request for establishment or request for increase should be submitted to the Finance Director for the amount of the funds needed. The Finance Director will review the request and approve or notify the department if there are any questions or concerns.
- No funds are to be established out of cash receipts by any department.

### TERMINATION OF CASH FUNDS

The Department Head should notify the Finance Director that the cash fund is to be closed and request that an audit be performed prior to closing the cash fund.

- The Finance Director or their designee will perform an audit of the cash fund. Any variances are to be investigated and resolved by the Department Head and the Finance Director immediately.
- **If the variances cannot be resolved, the Department Head shall provide a written explanation regarding how the variance occurred, what investigation took place and why it could not be resolved, to the Finance Director within one week of cash fund closing.**
- Upon completion of the cash audit, the cash handler should deposit any cash on hand with the Finance Department and provide a copy of the deposit slip with any outstanding receipts.
- The Finance Director will provide the Finance Department with details of the expense accounts to be debited for preparation of a journal entry to close the cash fund. A copy of the details should also be attached to the journal entry as supporting documentation for auditing purposes.

### SECURITY OF CASH FUNDS

- Cash funds are to be kept in locked boxes or drawers. The locked box is to be kept in a secure area where only the designated cashier/custodian and the Supervisor/Department Head have keys and access to the funds. Keys to funds shall not be in close proximity to the cash drawers.
- Only the cash handler or person responsible for the cash fund and the Supervisor/Department head shall maintain keys and have access to the cash funds on hand.
- Bank bags must be secured and kept out of sight when transporting city funds for deposit to City Hall.
- All funds must be reviewed randomly by the responsible department head and are subject



to spot audits by Finance staff.

- The use of surveillance cameras may be used to monitor City funds.

## REGULATION OF CHANGE/PETTY CASH FUNDS

Change funds are to be maintained for the purpose of making change. Change funds are not to be co-mingled with other cash funds. Change funds are to be maintained only for this purpose and no department shall possess a change fund without establishing such a fund with the Finance Director.

### Maintenance of Change Funds

- Each change fund should have one person responsible for that fund or drawer at any one given time.
- Each change fund should be established for a set amount as outlined in this section, and the same amount should be maintained at all times. If an increase in a cash fund is needed, a written request should be sent to the Finance Director outlining the need and amount of funds requested is required.
- **Change funds are not to be used as petty cash funds.** They are to be used only for making change for City cash handling purposes and are not to be used to make change for paying customers.

### Maintenance of Petty Cash Funds

- Cash receipts are not to build up in a petty cash fund. These receipts are to be removed and submitted to the Finance Department for reimbursement within the same period they are expensed.
- A log shall be kept for all Petty Cash Funds and reconciled out at least monthly by the responsible department who is assigned this petty cash fund along with spot audits from the Finance Department.
- Receipts for all cash should be utilized so that an audit may be done at any time and the amount of the petty cash fund can be verified.
- Cashing of personal, payroll, and expense checks is strictly prohibited.

## REGULATION OF DEPOSITS

The City of Republic collects cash through various departments in a decentralized manner. However, all cash is then turned in to Finance Department for deposit to the bank no later than 5:00 p.m. on a daily basis. At no time shall cash be held overnight.

Several departments, such as the Municipal Court, Police, Animal Control, BUILDS, and Parks Departments collect cash through their individual department. The cash is then submitted to the Finance Department to be deposited at the bank and entered into the City-wide ledger by the following business day. All funds shall be secured in a locked safe overnight at City Hall.

### Losses/Shortages/Overages

- The Finance Director makes a clear distinction between a “loss” and “shortage” of City money. This is determined by the cash handler’s ability to obtain physical custody of the money and how that person safeguards the money. **Cashiers/custodians must report all losses to the Finance Department upon discovery.**
- A shortage is an unintentional collection error such as a change making error. An overage occurs when a cash handler has collected too much money and cannot immediately return the excess to a specific customer.
- On the other hand, a loss of City money is when a cash handler has obtained physical custody of money and then due to reasons like negligence or an unlawful action cannot deposit that money with the City.
  - An example of negligence is leaving City money unattended and not properly safeguarding that money from loss.

Repeated issues with losses and shortages will result in disciplinary action based on the city’s disciplinary policy. The decision to issue employee discipline will be made after consideration of a variety of factors including, but not limited to, the severity of the misconduct, the employee’s past work performance and prior disciplinary history, the employee’s length of service, and any mitigating circumstances.

### REGULATION OF RETURNED CHECKS

All returned checks will be charged a return check fee of \$20.00. This fee is applicable when a customer, taxpayer, or employee check for payment of fees, fines, court costs, taxes, utilities, or other charges has been dishonored by the maker’s bank and returned to the City of Republic. The fee, plus the base amount of the check, will be payable to the City by means of immediate funding sources such as cash, money order, cashier’s check, or credit card.

### ACTION TAKEN IN EVENT OF THEFT

The danger of security and loss is a constant threat when handling money. Fund cash handlers are expected to safeguard City funds against loss. Cash handlers should be familiar with what to do in times of emergency. In these circumstances, **protecting human life should be the first concern.**

Following the complete investigation performed in accordance with the Fraud Policy, the Finance Director will conduct a review of the cash handling procedures and related internal controls and issue a report of

conclusions on improvements to any cash handling procedures. The report will be discussed for implementation with the related department head in an effort to prevent future thefts from occurring.

Theft from an outside source should be reported to the Police Department, Finance Department, and City Administrator or their designee immediately.

Theft from an employee should be confidentially reported to the Chief of Staff/HR Director, City Administrator or their designee, and Finance Director for proper courses of action and ensure proper documentation.

## **REFERENCE**

This policy was drafted after reviewing other sources as examples.

City of Kennedale, Texas  
Internal Controls & Cash Handling Policy



**CITY OF REPUBLIC**  
CASH HANDLING CERTIFICATE OF RESPONSIBILITY

I have read and understand the City of Republic Cash Handling Policy. A copy of the Cash Handling Policy has been provided to me. I agree to be held responsible and accountable for the handling of City funds according to the City of Republic’s Cash Handling Policy for the following purpose(s):

*Please Initial*

- \_\_\_\_\_ Cash Drawer
- \_\_\_\_\_ Change Fund
- \_\_\_\_\_ Petty Cash
- \_\_\_\_\_ Other

I have also been informed and understand that surveillance camera equipment and other devices may be used to monitor City funds.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document, as well as the City of Republic’s Cash Handling Policy.

Training Date (If Applicable): \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Name (Print): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Director Name (Print): \_\_\_\_\_

Finance Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## AGENDA ITEM ANALYSIS

Project/Issue Name: 22-R-60 A Resolution of the City Council Adopting an Anti-Bribery and Corruption Policy.

Submitted By: Meghin Cook, Finance Director

Date: 9/20/2022

### Issue Statement

A resolution to adopt the Anti-Bribery and Corruption Policy. This is a new standalone policy as the City does not currently have one adopted but bits and pieces correspond with the Fraud Policy.

### Discussion and/or Analysis

The purpose of this policy is to ensure that all employees and independent contractors working on behalf of the City know and understand what it means to conduct City business in an ethical manner, follow requirements of all applicable laws and best practices in relation to anti-bribery and corruption.

We defined and provided examples of bribery and corruption, outlined the responsibilities of City staff or those operating on behalf of the City, and established an investigation process with consequences for violation of this policy.

Please note that the business ethics section that was removed from the Fraud Policy was added to this one as it aligned more with details outlined in this policy.

Refer to the attached copy of the Policy for additional details.

### Recommended Action

Staff recommends approval.



**A RESOLUTION OF THE CITY COUNCIL ADOPTING AN ANTI-BRIBERY AND CORRUPTION POLICY**

**WHEREAS**, the City of Republic, Missouri (“City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

**WHEREAS**, through enacting the Anti-Bribery and Corruption Policy, the City intends to provide its employees and independent contractors clear guidance on the ethical conduct standards it requires of such employees and/or contractors working for on behalf of the City; and

**WHEREAS**, the Anti-Bribery and Corruption Policy additionally sets forth an investigation process for suspected acts of bribery and/or corruption and establishes consequences for such conduct; and

**WHEREAS**, based on the recommendations of City staff, the Council finds it appropriate and in the best interests of the citizens to adopt the Anti-Bribery and Corruption Policy.

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

- Section 1:** The Anti-Bribery and Corruption Policy is hereby approved and affirmed in substantially the same form as “Exhibit 1” hereto.
- Section 2:** The City Administrator, and/or his designee, is authorized to take the necessary steps to execute this Resolution.
- Section 3:** The WHEREAS clauses are hereby specifically incorporated herein by reference.
- Section 4:** This Resolution shall become effective on and after the date of passage and approval as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Matt Russell, Mayor

**Attest:**

\_\_\_\_\_  
Laura Burbridge, City Clerk

**Approved as to Form:**

A handwritten signature in blue ink, appearing to read 'Megan McCullough', is written over a horizontal line.

Megan McCullough, City Attorney

**Final Passage and Vote:**



## ANTI-BRIBERY AND CORRUPTION POLICY

The purpose of this Policy is to ensure that all City employees, and independent contractors or other third parties working on behalf of the City, know and understand what it means to conduct City business in an ethical manner, specifically as it pertains to complying with all applicable laws governing anti-bribery and corruption, and best practices to avoid such conduct (or even the appearance of such conduct).

### I. INTRODUCTION

The City of Republic is committed to acting professionally and with integrity when conducting all business activities on behalf of the City. The City takes a zero-tolerance approach when it comes to bribery or corruption of any kind, including any attempt of bribery or corruption, either by City employees/officials, contractors, vendors, or other agents or third parties operating on behalf of the City.

City officials and employees must comply with all applicable laws and regulations as well as best practices as further specified within this Policy. The City shall not condone the activities of officials or employees who seek to gain and/or achieve results through violation of the law or unethical business dealings.

Any employees found to be in violation of this Policy, whether through past or ongoing conduct, may be subject to disciplinary action in accordance with the City's Personnel Policy Manual and/or may be subject to civil and criminal fines and prosecution.

### II. DEFINITIONS

- **Bribery.** An agreement, whether express or implied, to give any item of value in exchange for a public official taking an action, making a decision, or engaging in any other act in their official duties.
  - Inducement. A thing that persuades or influences someone to do something that brings about an action or desired result.
  - Business Advantage. Choosing a vendor over another as a means for personal gain by receiving anything of value that may influence an official business decision.
  - Gifts. A good or service received by a City employee on behalf of the City that is a personal gain in exchange for a promise to do business with a vendor by forgoing due diligence as required. (i.e., meals, gift certificates, tickets, or cash equivalencies)
- **Corruption.** Wrongful use of influence in connection with a business transaction in order to procure some benefit for oneself or another person, conflicting with one's duty to his or her employer or the rights of another.



## ANTI-BRIBERY AND CORRUPTION POLICY

**Conflict of Interest.** An undisclosed economic or personal interest in a transaction that adversely affects the employer.

- **Illegal Gratuities.** The giving of a gift in response to an action or decision by a public official. While bribery takes place before the decision or act, an illegal gratuity occurs when an item of value is given to a public official after the public official has made a decision or taken an act in his/her official capacity.
- **Kickback.** A payment or agreement made, the use of purchase orders, subcontracts, or consulting agreements, in order to channel business or payment to a vendor, an employee's relative, or a business associate.
- **Extortion.** Directly or indirectly accepting a kickback or bribe.
  - **Economic Extortion.** An employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

### III. STANDARDS

It is prohibited for any City employees, consultants, and contractors operating on the City's behalf, to condone:

- Engaging in any activity that is not in compliance as outlined and thus is a breach of this Policy.
- Providing payments without a proper paper trail which are out of compliance with the City's Purchasing and Disposal Policy and are not met with typical internal controls.
- Attending private meetings as requested by current or future vendors that are soliciting the City's business to gain an advantage outside the scope of normal bidding and/or due diligence practices.
- Contracts awarded to vendors that contain unexplained preferences over another vendor that would not meet the City's Purchasing and Disposal Policy requirements.
- Accepting gifts or payments from a vendor that it is offered as a "quid pro quo" act and thus a business advantage can be obtained.
- Providing payment in excess of the original contractual amount approved.
- Threatening an employee who has raised concern, is a whistleblower, or who has refused to take part in an act of bribery or corruption in an attempt of retaliation.



## ANTI-BRIBERY AND CORRUPTION POLICY

### IV. STATE STATUTES

The following State Statutes apply to this Policy:

576.010. Bribery of a public servant — penalty.

1. A person commits the offense of bribery of a public servant if he or she knowingly offers, confers or agrees to confer upon any public servant any benefit, direct or indirect, in return for:
  - (1) The recipient's official vote, opinion, recommendation, judgment, decision, action or exercise of discretion as a public servant; or
  - (2) The recipient's violation of a known legal duty as a public servant.
2. It is no defense that the recipient was not qualified to act in the desired way because he or she had not yet assumed office, or lacked jurisdiction, or for any other reason.
3. The offense of bribery of a public servant is a class E felony.

576.020. Public servant acceding to corruption — penalty.

1. A public servant commits the offense of acceding to corruption if he or she knowingly solicits, accepts or agrees to accept any benefit, direct or indirect, in return for his or her:
  - (1) Official vote, opinion, recommendation, judgment, decision, action or exercise of discretion as a public servant; or
  - (2) Violation of a known legal duty as a public servant.
2. The offense of acceding to corruption by a public servant is a class E felony.

576.040. Official misconduct — penalty. —

1. A public servant, in such person's public capacity or under color of such person's office or employment, commits the offense of official misconduct if he or she:
  - (1) Knowingly discriminates against any employee or any applicant for employment on account of race, creed, color, sex or national origin, provided such employee or applicant possesses adequate training and educational qualifications;
  - (2) Knowingly demands or receives any fee or reward for the execution of any official act or the performance of a duty imposed by law or by the terms of his or her employment, that is not due, or that is more than is due, or before it is due;
  - (3) Knowingly collects taxes when none are due, or exacts or demands more than is due;





## **ANTI-BRIBERY AND CORRUPTION POLICY**

- (4) Is a city or county treasurer, city or county clerk, or other municipal or county officer and knowingly orders the payment of any money, or draws any warrant, or pays over any money for any purpose other than the specific purpose for which the same was assessed, levied and collected, unless it is or shall have become impossible to use such money for that specific purpose;
- (5) Is an officer or employee of any court and knowingly charges, collects or receives less fee for his services than is provided by law;
- (6) Is an officer or employee of any court and knowingly, directly or indirectly, buys, purchases or trades for any fee taxed or to be taxed as costs in any court of this state, or any county warrant, at less than par value which may be by law due or to become due to any person by or through any such court; or
- (7) Is a county officer, deputy or employee and knowingly traffics for or purchases at less than the par value or speculates in any county warrant issued by order of the county commission of his or her county, or in any claim or demand held against such county.

2. The offense of official misconduct is a class A misdemeanor.

### **V. APPLICABILITY**

This Policy applies to all elected officials, appointed committee/board members and employees of the City of Republic, as well as any individual or entity doing business on behalf the City.

### **VI. BUSINESS ETHICS**

The City recognizes and respects the individual employee's right to engage in activities outside of his or her employment which is private in nature and do not in any way conflict with or reflect poorly on the City.

Management reserves the right, however, to determine when an employee's activities represent a conflict with the City's interests and to take whatever action is necessary to resolve the situation -- including termination of the employee.

It is impossible in a general Policy statement to define all the various circumstances and relationships that would be considered "*unethical*." Following is a non-exclusive list of activities that would reflect in a negative way on the employee's personal integrity or that would limit the employee's ability to discharge job duties and responsibilities in an ethical manner.



## ANTI-BRIBERY AND CORRUPTION POLICY

- Carrying on City business with a firm, in which the employee, or a close relative of the employee, has substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm, from which the City makes purchases.
- Borrowing money from customers or firms, other than recognized loan institutions, from which the City buys services, materials, equipment, or supplies.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by the City.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the City or knowledge of its affairs for outside personal gain.

Employment with the City carries a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the City.

### VII. RESPONSIBILITIES

The City Administrator, City Council Members, City Managers, and City employees have defined responsibilities and procedures to follow when there is knowledge or suspicion of an act committed in violation of this Policy.

- **Employee Responsibilities:**
  - If an employee has reason to suspect that an incident of bribery or corruption has occurred, he/she shall immediately contact the Finance Department.
  - If a violation of this Policy is determined, City Administration will take appropriate corrective and disciplinary action, up to and including dismissal as set forth in the City's Personnel Policy Manual.
- **Associated Entities:**
  - Each manager/supervisor of the City is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of bribery or corruption actions and other similar irregularities.



## ANTI-BRIBERY AND CORRUPTION POLICY

It is the responsibility of the City Council, City Administrator and/or City Attorney, managers/supervisors, and chairpersons to ensure all applicable individuals have read and understand the *City of Republic Anti-Bribery and Corruption Policy* and understand their responsibilities as related to the prevention, detection and reporting of suspected bribery or corruption, misconduct, and dishonesty. Signing of the attached *Anti-Bribery and Corruption Recognition and Understanding Form* signifies that this process has occurred.

### VIII. WHISTLE-BLOWER PROTECTION

Employees who observe and, in good faith, report a violation of the City's Anti-Bribery and Corruption Policy shall be granted the protections contained herein. However, such protection shall not be afforded to employees on a retroactive basis to those employees who are the subject of pending disciplinary action. When informed of a suspected impropriety, neither the City nor any person acting on behalf of the City shall:

- Dismiss or threaten to dismiss the reporting employee;
- Discipline, suspend or threaten to discipline or suspend the reporting employee;
- Impose any penalty upon the reporting employee; or
- Intimidate or coerce the reporting employee.

Violation of this section shall result in discipline up to and including dismissal in accordance with applicable federal, state, and local administrative laws.

### IX. AUTHORITY AND INVESTIGATION

It is the City's intent to fully investigate any suspected acts of bribery or corruption or other similar irregularity. An objective and impartial investigation shall be conducted regardless of the position, title, length of service or relationship with the City of any party who might be or becomes involved in or becomes/is the subject of such investigation.

- The Finance Department has the primary responsibility for the investigation of all activity as defined in this Policy.
- Throughout the investigation, the Finance Department shall inform the City Administrator of pertinent investigative findings.
- Upon conclusion of the investigation, the results shall be reported to the City Administrator.
- The City Administrator, following review of investigation results, shall take appropriate action regarding employee misconduct. Disciplinary action can include termination and referral of the case for possible prosecution.



**ANTI-BRIBERY AND CORRUPTION POLICY**

**X. DISCIPLINE**

Violations of this Policy by an employee will be handled in accordance with the City’s Personnel Policy Manual. All other persons or entities that are found to have violated this Policy will be either removed from the applicable board or committee or subject to suspension by the City from future business transactions for a specified period of time.

**XI. EXCEPTIONS**

There shall be no exceptions to this Policy.

**XII. POLICY ACKNOWLEDGEMENT**

All City employees and committee/board members of the City of Republic shall be responsible for understanding and adherence to this Policy. On an annual basis, these applicable individuals are required to review the current City of Republic Anti-Bribery and Corruption Policy and acknowledge their understanding of it by signing the Anti-Bribery and Corruption Policy Recognition and Understanding Form found at the end of this document.

***REFERENCES***

*City of Republic, Missouri’s Fraud Prevention and Detection Policy*

*Ascendant Resources Inc’s Anti-Bribery & Corruption Policy*



**ANTI-BRIBERY AND CORRUPTION POLICY**

**RECOGNITION AND UNDERSTANDING FORM**

My signature signifies that I have read the *Anti-Bribery and Corruption Policy* and that I understand my responsibilities related to the prevention, detection and reporting of suspected fraud, misconduct, dishonesty, and other similar irregularities.

\_\_\_\_\_  
*Printed Employee Name:*

\_\_\_\_\_  
*Employee Signature:*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Manager/Supervisor Signature:*

\_\_\_\_\_  
*Date:*