

ORDINANCE





CITY OF WARRENSBURG
CITY MANAGER

Council Letter No. 12-156

September 18, 2012

Handwritten initials, possibly 'PH' or 'PH/01', in black ink.

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members

SUBJECT: Second Reading of an Ordinance Adopting the Annual Operating Budget for the Fiscal Year Beginning October 1, 2012 for the City of Warrensburg, Missouri

This agenda item calls for approval of the operating budget for the City of Warrensburg for fiscal year 2013. At the last City Council meeting September 10, Council and the City Manager put together their priorities and decided to add the following two items from the FY12 ending cash balance to the current FY13 expenditures. Those two items consist of \$40,000 for state transportation program (STP) for match money and \$10,000 for the Johnson County Trail Coalition. These two changes are reflected in the General Fund budget

The Ordinance for a Second Reading of an Ordinance Adopting the Annual Operating Budget for the Fiscal Year Beginning October 1, 2012.

If you have any questions or desire further information please do not hesitate to contact my self or any of the Department Directors.

Respectfully,

Handwritten signature of Paula Hertwig Hopkins in black ink.

Paula Hertwig Hopkins
City Manager

Attachments: Budget Ordinance



BILL NO. 9-812

ORDINANCE NO. #1782

AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 FOR THE CITY OF WARRENSBURG, MISSOURI

WHEREAS, the City Manager has submitted a proposed budget to the City Council in accordance with Section 2-122 (7) of the City Ordinances; and

WHEREAS, the proposed budget provides a complete financial plan of all City funds and activities for the fiscal year;

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

Section 1. The City Council hereby adopts the Annual Operating Budget for the fiscal year of October 1, 2012, to September 30, 2013. A copy of this document is on file in the Office of the City Clerk.

Section 2. This ordinance shall be in full force and effect from and after its passage by the City Council.

Passed in open session this 24th day of September, 2012.



Cindy Gabel
Cindy Gabel, City Clerk

Don Butterfield
Don Butterfield, Mayor

COUNCIL LETTER No. 12-144



CITY OF WARRENSBURG CITY MANAGER

Council Letter No. 12-144

September 5, 2012

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

WJA
8/5/12

Dear Mayor and Council Members:

SUBJECT: Public Comment on the Proposed 2012-2013 City Operating Budget and First Reading of an Ordinance Adopting the Annual Operating Budget for the Fiscal Year Beginning October 1, 2012 for the City of Warrensburg, Missouri

BACKGROUND:

This agenda item calls for the City to take public comment on the Proposed 2012-2013 City Operating Budget and First reading of an Ordinance to approve said budget.

Chapter 2, Section 2-122 (7) of the Warrensburg Code of Ordinances places the responsibility on the City Manager to prepare and submit to the City Council an annual budget and the City Council's Financial Management Policy calls for the City Manager to submit this budget at your first regular City Council meeting in August. The Budget was presented at your City Council Meeting on August 13 and August 27, 2012.

The proposed budget was placed on the City's web page and filed with the City Clerk for public inspection and comment. As of this date, we have received no comments, but if we receive any written comments to the City Clerk or from the web page we will have them ready for your review at this meeting. The public comment and the first reading of the ordinance approving the budget will occur as noted on this September 10 City Council Agenda.

State law requires the City hold public hearings on our proposed General and Park tax levies and the approved ordinances must be submitted to the County Clerk no later than September 1, 2012. This hearing took place on August 30 prior to this budget comment and first reading ordinance.

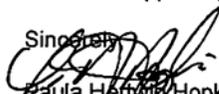
The second reading of the budget ordinance is scheduled for the City Council meeting September 24, 2012. This additional time should allow for any last minute budget adjustments and amendments before anticipated final adoption by the City Council at your September 24 City Council meeting.

ISSUE:

Public Comment on the proposed 2012-2013 City Operating Budget and first reading of an ordinance approving said budget.

RECOMMENDATIONS:

City staff recommends that the City Council accepts public comment and have the first reading of an ordinance approving the Proposed 2012-2013 Budget.

Sincerely,

Paula Herwig Hopkins
City Manager

Attachment: Budget Ordinance



BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 FOR THE CITY OF WARRENSBURG, MISSOURI

WHEREAS, the City Manager has submitted a proposed budget to the City Council in accordance with Section 2-122 (7) of the City Ordinances; and

WHEREAS, the proposed budget provides a complete financial plan of all City funds and activities for the fiscal year;

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

Section 1. The City Council hereby adopts the Annual Operating Budget for the fiscal year of October 1, 2012, to September 30, 2013. A copy of this document is on file in the Office of the City Clerk.

Section 2. This ordinance shall be in full force and effect from and after its passage by the City Council.

Passed in open session this _____ day of September, 2012.

Don Butterfield, Mayor

ATTEST:

Cindy Gabel, City Clerk



Don Butterfield, Mayor

ATTEST:

Cindy Gabel, City Clerk



Page Left Blank

3.2d



CITY OF WARRENSBURG
CITY MANAGER

Council Letter No. 12-132

August 23, 2012

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: Second Presentation of the Proposed FY13 City Operating Budget

BACKGROUND:

Chapter 2, Section 2-122 (7) of the Warrensburg Code of Ordinances places the responsibility on the City Manager to prepare and submit to the City Council an annual budget. The Council's Financial Management policy calls for the City Manager to submit this draft budget at your first regular City Council meeting in August of each year and a second review during the next regularly scheduled Council meeting. A budget document has been provided for review. Staff presented the proposed budget at your Study Session at 6:00 p.m. Monday, August 13, 2012 and will provide a second presentation of the proposed FY13 budget August 27, 2012.

I have provided the budget message which includes an overview of FY12 accomplishments, revenues, expenditures, FY13 projections, and Strategic Plan Action Steps. We will place the proposed budget on the City's web page; place a copy for public inspection with the City Clerk and at the front desk. In addition, we plan to communicate to the public that they may comment during a public comment period at the City Council meeting September 10, 2012. A final adopted copy will be on file at the Trails Regional Library, the Kirkpatrick Library at UCM, our auditor, and UMB Bank.

State law requires the City to hold public hearings on our proposed General and Park tax levies. This hearing is scheduled for Thursday, August 30, at 6:00 p.m. The approved ordinance must be submitted to the County Clerk no later than August 31, 2012.

ISSUE:

Second presentation of the proposed FY13 City and Capital Operating Budget and address follow-up information that Council provided after the August 13, 2012 presentation.

RECOMMENDATION:

Final Council input prior to first Council meeting in September.

Sincerely,

Handwritten signature of Paula Hertwig Hopkins in blue ink.

Paula Hertwig Hopkins
City Manager



COUNCIL LETTER No. AUGUST 13, 2012



CITY OF WARRENSBURG
CITY MANAGER

Council Letter No.

August 13, 2012

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: Presentation of the Proposed FY13 City Operating and Capital Budget

BACKGROUND:

Chapter 2, Section 2-122 (7) of the Warrensburg Code of Ordinances places the responsibility on the City Manager to prepare and submit to the City Council an annual budget. The Council's Financial Management Policy calls for the City Manager to submit this budget at your first regular City Council meeting in August of each year. A budget document has been provided for review. We plan to discuss the proposed budget at your Study Session at 6:00 p.m. Monday, August 13, 2012 and provide a brief presentation of the proposed FY13 Budget.

I have provided the budget message which includes an overview of FY12 accomplishments, revenues, expenditures, FY 13 projections, and Strategic Plan Action Steps. We will place the proposed budget on the City's web page; place a copy for public inspection with the City Clerk, Trails Regional Library and the University of Missouri Libraries. In addition, we plan to communicate to the public that they may comment during a public comment period prior to the draft readings of the budget occurring in August, and then final readings in September, 2012.

State law requires the City to hold public hearings on our proposed General and Park tax levies. The approved ordinances must be submitted to the County Clerk no later than August 31, 2012. Those hearings and ordinances are also scheduled for the August 13th and August 27th, 2012 City Council Meetings.

ISSUE:

Presentation of the proposed FY 2012-2013 City and Capital Operating Budget.

RECOMMENDATION:

Please ask any questions that you may have as this is the 1st draft of the proposed budget.
Thank you.

Sincerely,

Paula Hertwig Hopkins
City Manager



Page Left Blank

4.1b



**CITY OF WARRENSBURG
FINANCE**

Council Letter No. 12-151

September 5, 2012

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: An Ordinance Amending the Fiscal Year 2011-2012 Operating Budget for the City of Warrensburg, Missouri

BACKGROUND:

Following the complete examination of the City's financial status by audit firm Wilson Toellner and Associates and Lynn Solomon, independent contractor hired to assist with the budgeting of fiscal year 2011-2012 and review financial processes, with the approval by Council the Account structure was modified. The simultaneous nature of creating the new chart of accounts and fiscal year 2011-2012 budgeting posed a challenge for Departments due to the time limitation. The attached provides the Department with the ability to move budget.

The four sets of amendments presented in this amendment reflect the need to cover HVAC repairs needed to the Police Department Building, the moving of debt payments to reflect the payments from the appropriate source of funds, the increase needed to cover funds to the Old Drum Bus Fund, and funds for cost incurred by the Parks & Recreation to be covered by the General Fund.

ISSUE:

Consideration of the ordinance to amend the 2011-2012 operating budget.

RECOMMENDATION:

City staff recommends approval of the ordinance as submitted.

If you have any questions please call.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Martens".

Tracy Martens
Senior Accountant

Attachments: Ordinance



BILL NO. 97-12

ORDINANCE NO. H781

AN ORDINANCE AMENDING THE FISCAL YEAR 2011-2012 OPERATING BUDGET FOR THE CITY OF WARRENSBURG, MISSOURI

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:

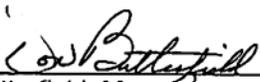
Section 1. That the 2011-2012 Operating Budget shall be amended in accordance with the following.

Account #	Account Name	Current Budget	Increase	Decrease	Adjusted Budget	Notes
<u>Police Department HVAC</u>						
110-622-4199	Supplies - Non Categorized	\$ 10,721.00		\$ 400.00	\$ 10,321.00	HVAC System
110-622-6299	Equipment - Non Categorized	\$ 9,600.00		\$ 9,600.00	\$ -	HVAC System
110-81210	Transfer to CIP	\$ -	\$ 10,000.00		\$ 10,000.00	HVAC System
210-71110	Transfer from General Fund	\$ -	\$ 10,000.00		\$ 10,000.00	HVAC System
210-680-6101	Buildings	\$ -	\$ 10,000.00		\$ 10,000.00	HVAC System
			<u>\$ 30,000.00</u>	<u>\$ 10,000.00</u>		
<u>Debt Restructure</u>						
J-81310	Transfer to Debt Service Fund	\$ 94,192.50	\$ 33,874.52		\$ 128,067.02	Debt Pmts from GF vs CIP
310-71110	Transfer from General Fund	\$ 94,192.50	\$ 33,874.52		\$ 128,067.02	Debt Pmts from GF vs CIP
210-81310	Transfer to Debt Service Fund	\$ 1,325,147.50		\$ 33,872.78	\$ 1,291,274.72	Debt Pmts from GF vs CIP
310-71210	Transfer from CIP	\$ 1,325,147.50		\$ 33,872.78	\$ 1,291,274.72	Debt Pmts from GF vs CIP
			<u>\$ 67,749.04</u>	<u>\$ 67,745.56</u>		
<u>Asset Purchase Move</u>						
210-680-6501	Capital - Vehicles	\$ 203,107.00		\$ 52,489.00	\$ 150,618.00	Vehicle Purchase moved to GF
210-680-6205	Equipment - Mower	\$ 4,531.00		\$ 4,531.00	\$ -	Mower Purchase moved to GF
			<u>\$ -</u>	<u>\$ 57,020.00</u>		
<u>Transfer to Parks & Recreation</u>						
110-81430	Transfer to Parks & Recreation	\$ -	\$ 3,745.00		\$ 3,745.00	Estimated amt needed for transfer.
430-71110	Transfer from General Fund	\$ -	\$ 3,745.00		\$ 3,745.00	Estimated amt needed for transfer.
			<u>\$ 7,490.00</u>	<u>\$ -</u>		

Section 2. That this ordinance shall be in full force and effect after its passage by the City Council.

Passed by the Council this 10th day of September, 2012.





Don Butterfield, Mayor



Cindy Gabel, City Clerk



Page Left Blank

5.1d



RESOLUTION NO. 2055

**A RESOLUTION OF THE COUNCIL OF THE CITY OF WARRENSBURG,
MISSOURI, AMENDING THE FINANCIAL MANAGEMENT POLICY FOR THE
CITY OF WARRENSBURG, MISSOURI**

WHEREAS, the City of Warrensburg in May, 2007, developed a Financial Management Policy to provide direction for the City with respect to financial matters; and

WHEREAS, the City of Warrensburg wishes to update that policy to more accurately reflect the direction of City Council and our Finance Department;

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WARRENSBURG,
MISSOURI, AS FOLLOWS:**

Section 1. The Financial Management Policy attached hereto is adopted as the Financial Management Policy of the City of Warrensburg, and the City reserve, debt, fiscal, and competitive employee salary and benefit policies and goals shall be held in accordance with its terms.

Section 2. The provision of this policy shall be in full force and effect from and after the passage of this resolution. The Financial Management Policy shall be reviewed annually and changes made by resolution as required.

Passed by the Council this 13th day of August, 2012.



Don Butterfield
Don Butterfield, Mayor

Cindy Gabel
Cindy Gabel, City Clerk



Page Left Blank

6.1b