

BUILDING THE BUDGET



The FY13 budget process began by reviewing the FY12 budget early in the calendar year with an overall deficit of \$95,289 of all the operating funds combined, a deficit of \$309,299 in the General Fund, and in the capital improvement fund a \$305,885 shortfall. This was the “starting point” for the City Manager, Department Heads and Budget Team to work together in identifying strategies that would address the FY12 shortfalls and prepare a zero deficit budget for FY13.

Strategies:

- Review individual jobs, identify and validate processes.
- Utilizing current technology to streamline processes.
- Eliminate use of paper, wherever possible.
- Move from check processing to Automated Clearing House (ACH) to reduce costs by purchasing less checks and toner.
- Paying vendors in a more timely manner.
- Electronic Council Packets.
- Not filling vacant positions.
- Review all benefits and associated cost.
- Review our definition of overtime where events such as sick and vacation contribute to the calculation of overtime payment.
- Calculated a 1% and 2% return of budget from each department unspent.
- Grow Revenues:
 - Review fees, permits, fines and rates and increase, where appropriate.
 - Research availability of grants for projects or equipment, where appropriate.
 - Develop and implement retail and hotel recruitment.

Conducted meetings with all employees concerning current state of the City’s budget.

Additional employee meetings were held to discuss various benefits. Presented total costs requesting employees to prioritize importance of benefits.

Through Council meetings, City Manager reports, monthly financial reports and General Fund “snapshots”, Council was kept informed with input requested.

The City Council met during work sessions and at two City Council meetings to obtain public comment of the proposed budget. The City Council formally approves the budget and files it with the City Clerk’s office prior to the end of the fiscal year (September 30).

BUILDING THE BUDGET



Modified Accrual Fund Accounting is used for both budgeting and accounting purposes with the exception of the enterprise fund. Each fund is established for specific purpose.

The City of Warrensburg utilizes several different types of funds: General Fund, Enterprise, Debt Service Fund, Capital Improvement Fund and Fiduciary Fund.

The General Fund includes the majority of the City Services and full time Personnel. Services that are provided by the General Fund include City Council, Administration, Legal, Municipal Court, Human Resources, Finance, Information Technology, Building and Grounds, Fire, Police, Animal Shelter, Community Development, Economic Development, Street Maintenance and Cemetery.

Enterprise Fund accounts for operations that are considered to be like businesses with full accrual accounting systems. The Water Pollution Control Fund falls within the enterprise category.

Fiduciary Funds are used to account for assets held by the City of Warrensburg in a trustee capacity for private purpose trust and agencies.

BUDGET CALENDAR



Jan	
Feb	Five Year Capital Improvement Budget Process Begins
Mar	Capital Improvement Committee Formed 6 Proposed 2012-2013 Budget available in Incode for Departments to begin entering their numbers. (Does not include HR costs)
April	23 First and Second Quarter Financial Statement to Council
May	1 Start Revenue projections 11 Completion of initial Budget Numbers by Departments 21 Departments review budget numbers with the City Manager including CIP and HR Proposals 21-22 City Council Department Budget Retreat Council Begins Review of 5 Year Capital Improvement Program (CIP) Council Begins Review of Strategic Plan/Goals
June	Revenue Projection – Bond and Debt Numbers Completed Department meetings with City Manager final proposals Revenue Projections Second Review
July	Public Comment with Council Revisions and Approval of Strategic Plan Personnel Package Review 23 Third Quarter Financial Report Final Budget Changes Due Public Comment with City Council Revisions and Approval of 5 Year CIP
August	13 Budget Complete and Forwarded to Council Budget Presentation by City Manager to Council and Public First Reading Ordinance, Public Comment & Hearing on Tax Levies
Sept	Public Hearing on Sewer Rates Second Reading and Approval of Budget Ordinance 30 Budgets Incorporated in Financial System/ Personnel, Expense Approval
Oct	Prepare for Audit & Capital Improvement Projects/ Bidding and Contracts
Nov	Auditors Begin Audit



CITY OF WARRENSBURG, MISSOURI FINANCIAL MANAGEMENT POLICY

Purpose

The City of Warrensburg has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan for the adequate funding of services and facilities required and desired by the public.

The purpose in establishing a formal set of fiscal policies is to ensure that the public's trust is upheld. By adopting a set of fiscal policies, the City will be establishing the framework under which it will conduct its fiscal affairs, ensuring that it is and will continue to be capable of funding and providing outstanding local government services.

The City Manager is the chief executive and administrative officer of the city and is responsible to the council for the proper administration of all the City's affairs. The City Manager keeps the Council advised of the financial condition of the City and makes recommendations concerning its future needs.

The fiscal year of the City begins on the first day of October and ends the last day of September each year. The fiscal year constitutes the budget and accounting year.

The fiscal policies of the City of Warrensburg have specific objectives designed to ensure the continued fiscal health of the City. These objectives are:

1. To maintain Council policy-making ability by ensuring that important fiscal decisions are not driven by emergencies or financial problems.
2. To provide Council information so that policy decisions can be made timely and accurately.
3. To provide sound financial principles to guide Council and management in making decisions.
4. To employ revenue policies which prevent undue reliance on a single source of revenue and which distributes the cost of municipal services fairly among all programs.
5. To protect and maintain the City's credit rating.
6. To ensure legal compliance with the budget through systems of internal control.

Revenue Policy

1. A diversified revenue base shall be maintained to prevent revenue shortfalls due to reliance on a single revenue source.
2. All existing and potential revenue sources will be reviewed annually to ensure revenue trends are kept current.
3. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund ongoing services.
4. Monthly reports comparing actual to budgeted revenues will be prepared by the Finance Department and presented to the City Manager, the Mayor and the City Council.
5. All City funds will be invested in accordance with the approved investment policy.
6. User fees and rates will be examined annually to ensure that they are at levels that fully recover total direct and indirect costs.

FINANCIAL POLICY



7. The City will follow a policy of collecting, on a timely basis, all fees, charges, taxes, and other revenues properly due the City. The City will follow an aggressive policy of collecting all delinquencies due the City.

Operating Expenditure Policy

1. Current operating expenditures/expenses will not exceed current operating revenues. The City will adopt an annual General Fund budget in which expenditures, net of one-time expenditures, does not exceed projected recurring revenues.
2. Monthly reports comparing actual to budgeted expenditures/expenses will be prepared by the Finance Department and presented to the City Manager, the Mayor and the City Council.
3. The City will strive to maintain a competitive pay structure for its employees.

Capital Improvement Policy

1. The City will prepare, for the Council's annual adoption, a five year Capital Improvement Program which will detail each capital project, the estimated cost, the description and funding source
2. The Capital Improvement Program will be included in the Annual Budget.
3. The City will determine and use the most effective and efficient method for financing all new capital projects.

Fixed Asset Policy

1. Fixed assets shall be capitalized only if they have an estimated life of more than one year following the date of acquisition and have a purchase cost of \$5,000 or more. Items which cost less than \$5,000 and/or have a life of one year or less will be expensed upon acquisition.
2. Purchase cost of fixed asset includes freight, installation charges, carrying cases, adaptors and other items which are connected to the fixed asset and necessary for its operation or use.
3. Fixed assets' capitalization threshold should be applied to individual fixed assets rather than groups of fixed assets.
4. Departments will notify the Finance Department of any change in location or loss of a fixed asset.
5. Departments should exercise control over their non-capitalized fixed assets by establishing and maintaining adequate control procedures at the departmental level.
6. The Finance Office maintains the capitalized fixed asset file; and updates the file when necessary.

Accounting Policy

1. The City will use generally accepted accounting principles (GAAP) in all financial records and transactions. These principles will be monitored and updated as mandated by the Governmental Accounting Standards Board (GASB).
2. An independent annual audit will be performed by a public accounting firm, which will issue an official opinion on the annual financial statements and a management letter detailing areas needing improvement.
3. Full disclosure will be provided in the financial statements and bond representations.



4. Financial systems will be maintained to monitor revenues and expenditures/expenses on a monthly basis, with an analysis and adjustment of the Annual Budget at mid-year and any other appropriate time.
5. The Finance Department will monitor all financial systems.

Cash Management

1. The majority of unrestricted cash is combined into one pooled operating account to facilitate effective management of the City's resources.
2. The Finance Officer invests temporarily idle funds in accordance with the City's investment policies.

Debt Policy

1. Bonded indebtedness is limited by Sections 95.115 and 95.120 of the Missouri Revised Statutes to 10% of the assessed value of taxable tangible property.
2. Subject to the provisions of the law, the City may issue general obligation bonds, revenue bonds, special obligation bonds and short-term notes and leases.
3. The City will not issue debt to finance current operating expenditures or normal maintenance.
4. All debt issued, including use of lease-purchase method, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
5. Annually, a five-year budget will be developed analyzing all anticipated capital expenditures by year and identify associated funding sources.
6. The City's policy shall be to manage its budget and financial affairs in such a way so as to ensure continued high bond ratings.

Budget Policy

1. Budgets for all Funds will be presented as a change in Cash Balances.
2. Budgets for all Governmental Funds and Fiduciary Funds are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenditures, but revenues are recognized only when they are measurable and available.
3. The Proprietary Funds also recognize expenditures as encumbrances when a commitment is made, such as through a purchase order. Revenues; however, are recognized when they are obligated to the City. As an example, sewer revenues are recognized when the service is provided.
4. The City staff will strive to develop appropriate program measurements as part of the annual budget.
5. In all cases, when goods and services are not received by year-end, the encumbrances lapse.
6. Revenue and expenditure projections for the next five years for the General, Park and Capital Improvement Funds shall be prepared and presented within the annual proposed budget by the City Manager to City Council. All revenue forecasts shall be conservative.
7. Not less than 120 days prior to October 1 or the beginning of the new fiscal year, the City Manager shall prepare and submit to the Council a statement of the policy recommendations for programs and priorities, which in the opinion of the City Manager, will be of benefit to the City.



8. In late May or Early June, before the preliminary budget numbers are completed by the department directors, the City Manager conducts a Council Retreat. The retreat is attended by the Council, City Manager and Department Directors. This retreat provides an opportunity for the City Manager to present preliminary guidelines to the Council for their concurrence as well as to set priorities for the coming budget year. Department Directors present major topics to the Council for their input. Council should also express their views on what priorities should be in the budget.
9. The City Manager shall submit a budget to the Council at the first regular City Council meeting in August.
10. The approved budget shall be on record in the City Clerk's office and open to public inspection. In addition, a copy of the budget is available for the citizens of Warrensburg to view at the Trails Regional Library and the James Kirkpatrick Library on the campus of the University of Central Missouri.
11. After adoption of the budget, the budget can be amended via ordinance. The City Manager can submit ordinances to the Council to increase expenditures or revenues. When the Council approves the ordinance, additional appropriations are made in the appropriate department.
12. In accordance with Missouri Revised Statutes Section 67.070: if at the beginning of any fiscal year, the budget has not been approved or adopted, the approved previous budget will be reappropriated until such time that the budget is approved or adopted.

General Fund Reserve Policy

1. When preparing the annual proposed budget, the City Manager will calculate and include in the proposed budget an unreserved undesignated General Fund cash balance of at least 22% of General Fund expenditures for adoption by the City Council. These funds will be used to avoid cash flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining a high investment grade bond rating capacity.
2. In addition, the annual proposed and adopted budget will also project General Fund Revenues and Expenditures and include in those projections an ending General Fund cash balance for the third projected fiscal year of no less than 22% of the budget expenditures of that projected fiscal year.
3. A contingency reserve account of 2% of the proposed budgeted General Fund expenditures will be annually appropriated by the City Council to provide for unanticipated expenditures of a nonrecurring nature and/or meet unexpected increases in costs.

Enterprise Fund Policy

1. Enterprise funds will be used to account for the acquisition, operation, and maintenance of City facilities and services which are intended to be entirely or predominately self-supporting from user charges or for which periodic net income measurement is desirable.
2. Enterprise funds are required to establish rates that generate sufficient revenue to cover the cost of operations including debt expense, required reserves and capital needs.



City of Warrensburg Investment Policy Summary

The investment policy applies to the investment of all operating funds of the City of Warrensburg, Missouri (City). Longer-term funds, including investments of employees' retirement funds and proceeds from certain bond issues, are covered by a separate policy.

Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

Safety: Safety of principal is the foremost objective of the investment program.

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The City Manager or his/her designee acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the City Council and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.



Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business and any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

Responsibility for the operation of the investment program is delegated to the City Manager or his/her designee, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Manager or his/her designee. The City Manager or his/her designee shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Investment Transactions

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness as determined by the City Manager or his/her designee and approved by the City Council.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the City Manager or his/her designee.

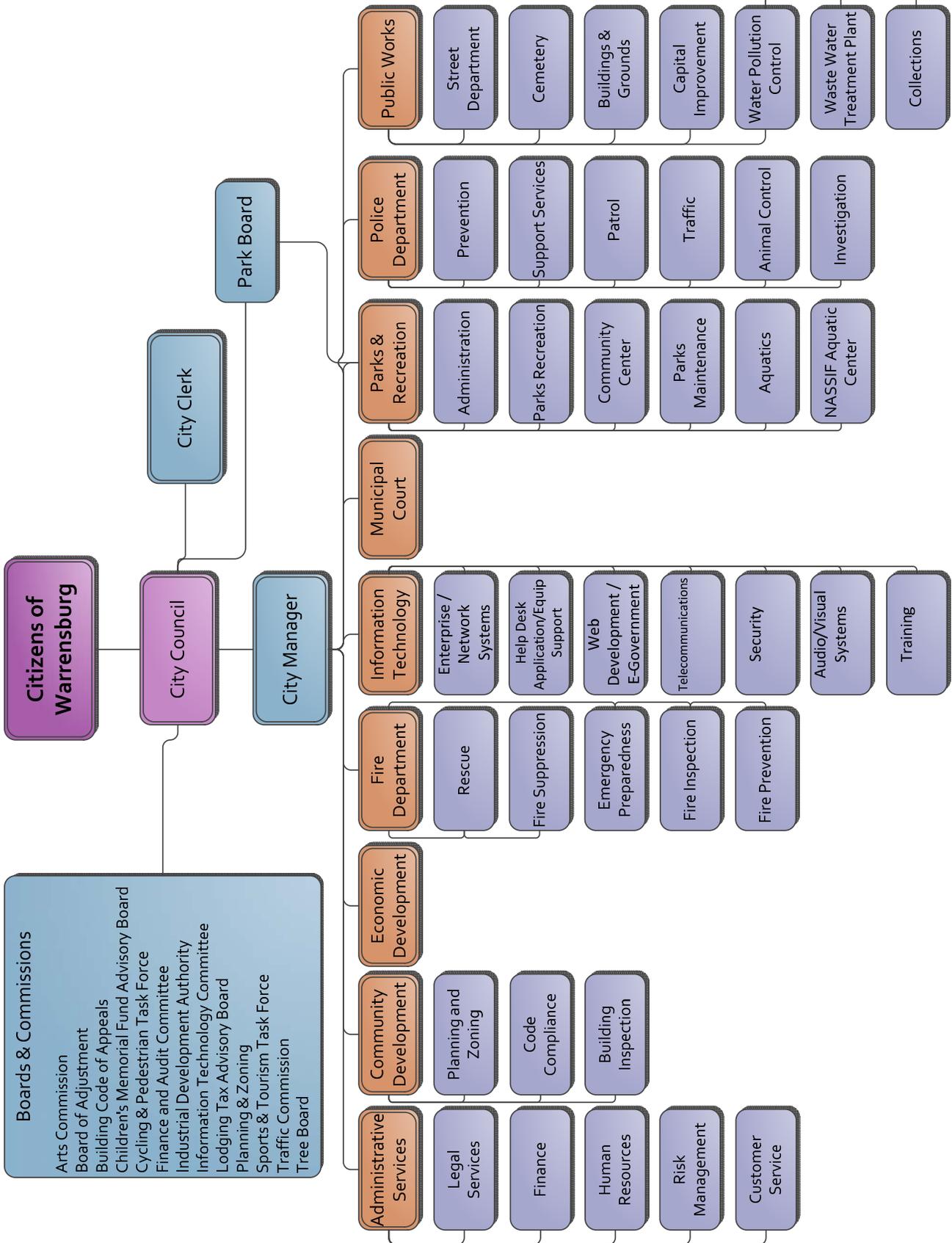
2. Internal Controls

The City Manager or his/her designee is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City's independent auditor. The internal control structure shall be designed to ensure that the assets of the City are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

ORGANIZATIONAL CHART



FULL TIME STAFF CHART



NUMBER OF REGULAR FULL-TIME EMPLOYEES FY10 - FY13

Includes 3 vacant positions

	FY10 ACTUAL	FY11 ACTUAL	FY12 BUDGET	FY12 ACTUAL	FY13 PROPOSED
GENERAL FUND					
City Clerk	1	1	1	1	1
Administration - City Manager	2	2	2	2	2
Municipal Court	2	2	2	2	2
Administration - Human Services	1	1	1	1	1
Administration - Customer Service	1	1	1	1	1
Finance	4	4	4	4	4
Information Technology	2	2	2	1	2
Buildings and Grounds	1	2	2	2	2
Fire Protection	26	25	25	25	25
Law Enforcement	38	38	37	35	35
Animal Control - Shelter	2	3	3	2	3
Community Development	7	7	7	7	7
Street Maintenance	13.5	13	12	11	11
Cemetery	1	1	1	1	1
TOTAL GENERAL FUND	101.5	102	100	95	97
PARKS FUND					
Administration	2	2	2	2	2
Maintenance	4	4	4	4	4
Recreation	4	4	4	4	4
Community Center	1	1	1	1	1
Nassif Aquatic Center	0	0	0	0	0
TOTAL PARKS FUND	11	11	11	11	11
WATER POLLUTION CONTROL					
Administration	1	1	1	1	1
Plants	7.5	7	7	7	7
Collections	5	5	5	4	5
TOTAL WPC	13.5	13	13	12	13
TOTAL ALL FUNDS	126	126	124	118	121

PART TIME STAFF CHART



NUMBER OF REGULAR PART-TIME EMPLOYEES FY10 - FY13					
	FY10 ACTUAL	FY11 ACTUAL	FY12 BUDGET	FY12 ACTUAL	FY13 PROPOSED
GENERAL FUND					
General Administration				1	
Finance		1	1	1	1
Information Technology				0	
Fire Protection	21	17	30	23	24
Law Enforcement	2	2	2	2	2
Animal Control	2	2	2	2	2
Streets					
TOTAL GENERAL FUND	25	22	35	29	29
TOTAL ALL FUNDS	25	22	35	29	29

Note: The Parks and Recreation Department has seasonal part time employees.
Community Development is adding a seasonal part time employee for nuisance/property code enforcement in FY13.

The Fire Department was authorized 30 part time positions in FY10, FY11 and into FY12.

FULL TIME PAY STRUCTURE FY13



Grade	Titles		Step 1	Step 2	Step 3	Step 4	Step 5
B	Animal Shelter Laborer	Annual	\$18,012.80	\$18,699.20	\$19,385.60	\$20,092.80	\$20,779.20
	Custodian	Bi-wkly	\$692.80	\$719.20	\$745.60	\$772.80	\$799.20
	Parking Control Officer	Hourly	\$8.66	\$8.99	\$9.32	\$9.66	\$9.99
E	Assistant Court Clerk	Annual	\$22,027.20	\$22,817.60	\$23,608.00	\$24,460.80	\$25,292.80
	Records Clerk PD	Bi-wkly	\$847.20	\$877.60	\$908.00	\$940.80	\$972.80
	Support Services Specialist	Hourly	\$10.59	\$10.97	\$11.35	\$11.76	\$12.16
F	Park Maintenance I	Annual	\$23,587.20	\$24,419.20	\$25,272.00	\$26,145.60	\$27,081.60
	Permit Clerk	Bi-wkly	\$907.20	\$939.20	\$972.00	\$1,005.60	\$1,041.60
	Street Maintenance I	Hourly	\$11.34	\$11.74	\$12.15	\$12.57	\$13.02
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly	\$8.39	\$8.75	\$9.10	\$9.45	\$9.81
FFB	Firefighter/EMT	Hourly	\$9.75	\$10.04	\$10.34	\$10.66	\$10.98
FFC	FF/SPECIALIST	Hourly	\$11.42	\$11.77	\$12.12	\$12.48	\$12.86
FFP	Fire & Emer Prevention Officer (40 Hour)	Annual	\$34,632.00	\$35,692.80	\$36,774.40	\$37,856.00	\$39,000.00
		Bi-Wkly	\$1,332.00	\$1,372.80	\$1,414.40	\$1,456.00	\$1,500.00
		Hourly	\$16.65	\$17.16	\$17.68	\$18.20	\$18.75
FFD	Fire Captain	Hourly	\$12.90	\$13.28	\$13.69	\$14.10	\$14.51
FFE	Battalion Chief (56 Hour)	Hourly	\$14.20	\$14.62	\$15.06	\$15.51	\$15.98
FFF	Battalion Chief (40 Hour)	Annual	\$43,076.80	\$44,345.60	\$45,676.80	\$47,049.60	\$48,464.00
		Bi-wkly	\$1,656.80	\$1,705.60	\$1,756.80	\$1,809.60	\$1,864.00
		Hourly	\$20.71	\$21.32	\$21.96	\$22.62	\$23.30
G	Animal Control Officer	Annual	\$25,230.40	\$26,124.80	\$27,040.00	\$27,976.00	\$28,974.40
	Executive Assistant II - AD, PD, ST	Bi-wkly	\$970.40	\$1,004.80	\$1,040.00	\$1,076.00	\$1,114.40
	Finance Assistant/AP	Hourly	\$12.13	\$12.56	\$13.00	\$13.45	\$13.93
	Municipal Court Clerk						
	Parks Maintenance II						
	Sign Technician						
	Street Maintenance II						
H	Code Enforcement Inspector	Annual	\$27,019.20	\$27,955.20	\$28,932.80	\$29,910.40	\$30,992.00
	Recreation Supervisor	Bi-wkly	\$1,039.20	\$1,075.20	\$1,112.80	\$1,150.40	\$1,192.00
	Shelter Manager	Hourly	\$12.99	\$13.44	\$13.91	\$14.38	\$14.90
I	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	\$28,912.00	\$29,910.40	\$30,971.20	\$32,032.00	\$33,176.00
	Collector	Bi-wkly	\$1,112.00	\$1,150.40	\$1,191.20	\$1,232.00	\$1,276.00
	Equipment Technician	Hourly	\$13.90	\$14.38	\$14.89	\$15.40	\$15.95
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman Cemetery						
	Maintenance Foreman - Streets						
	Public Infor/Marketing Supervisor - Parks						
Office Manager							

FULL TIME PAY STRUCTURE FY13



Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
\$21,465.60 \$825.60 \$10.32	\$22,172.80 \$852.80 \$10.66	\$22,859.20 \$879.20 \$10.99	\$23,524.80 \$904.80 \$11.31	\$24,252.80 \$932.80 \$11.66	\$24,918.40 \$958.40 \$11.98	\$25,604.80 \$984.80 \$12.31	\$26,145.60 \$1,005.60 \$12.57	\$26,956.80 \$1,036.80 \$12.96	\$27,747.20 \$1,067.20 \$13.34
\$26,041.60 \$1,001.60 \$12.52	\$26,852.80 \$1,032.80 \$12.91	\$27,643.20 \$1,063.20 \$13.29	\$28,475.20 \$1,095.20 \$13.69	\$29,328.00 \$1,128.00 \$14.10	\$30,201.60 \$1,161.60 \$14.52	\$31,116.80 \$1,196.80 \$14.96	\$32,032.00 \$1,232.00 \$15.40	\$33,009.60 \$1,269.60 \$15.87	\$33,987.20 \$1,307.20 \$16.34
\$27,872.00 \$1,072.00 \$13.40	\$28,724.80 \$1,104.80 \$13.81	\$29,577.60 \$1,137.60 \$14.22	\$30,472.00 \$1,172.00 \$14.65	\$31,387.20 \$1,207.20 \$15.09	\$32,323.20 \$1,243.20 \$15.54	\$33,300.80 \$1,280.80 \$16.01	\$34,278.40 \$1,318.40 \$16.48	\$35,318.40 \$1,358.40 \$16.98	\$36,379.20 \$1,399.20 \$17.49
\$11.30	\$11.65	\$11.99	\$12.35	\$12.73	\$13.04	\$13.36	\$13.64	\$13.98	\$14.32
\$13.25	\$13.65	\$14.06	\$14.47	\$14.84	\$15.21	\$15.58	\$15.90	\$16.22	\$16.54
\$40,185.60 \$1,545.60 \$19.32	\$41,412.80 \$1,592.80 \$19.91	\$42,640.00 \$1,640.00 \$20.50	\$43,888.00 \$1,688.00 \$21.10	\$45,011.20 \$1,731.20 \$21.64	\$46,134.40 \$1,774.40 \$22.18	\$47,257.60 \$1,817.60 \$22.72	\$48,235.20 \$1,855.20 \$23.19	\$49,192.00 \$1,892.00 \$23.65	\$50,169.60 \$1,929.60 \$24.12
\$14.96	\$15.40	\$15.87	\$16.34	\$16.75	\$17.17	\$17.59	\$17.95	\$18.31	\$18.67
\$16.46	\$16.96	\$17.46	\$17.99	\$18.43	\$18.90	\$19.37	\$19.76	\$20.15	\$20.55
\$49,920.00 \$1,920.00 \$24.00	\$51,438.40 \$1,978.40 \$24.73	\$52,956.80 \$2,036.80 \$25.46	\$54,579.20 \$2,099.20 \$26.24	\$55,910.40 \$2,150.40 \$26.88	\$57,324.80 \$2,204.80 \$27.56	\$58,760.00 \$2,260.00 \$28.25	\$59,945.60 \$2,305.60 \$28.82	\$61,131.20 \$2,351.20 \$29.39	\$62,337.60 \$2,397.60 \$29.97
\$29,827.20 \$1,147.20 \$14.34	\$30,742.40 \$1,182.40 \$14.78	\$31,657.60 \$1,217.60 \$15.22	\$32,614.40 \$1,254.40 \$15.68	\$33,571.20 \$1,291.20 \$16.14	\$34,569.60 \$1,329.60 \$16.62	\$35,630.40 \$1,370.40 \$17.13	\$36,670.40 \$1,410.40 \$17.63	\$37,793.60 \$1,453.60 \$18.17	\$38,937.60 \$1,497.60 \$18.72
\$32,011.20 \$1,231.20 \$15.39	\$33,051.20 \$1,271.20 \$15.89	\$34,070.40 \$1,310.40 \$16.38	\$35,131.20 \$1,351.20 \$16.89	\$36,150.40 \$1,390.40 \$17.38	\$37,190.40 \$1,430.40 \$17.88	\$38,209.60 \$1,469.60 \$18.37	\$39,374.40 \$1,514.40 \$18.93	\$40,539.20 \$1,559.20 \$19.49	\$41,766.40 \$1,606.40 \$20.08
\$34,153.60 \$1,313.60 \$16.42	\$35,193.60 \$1,353.60 \$16.92	\$36,233.60 \$1,393.60 \$17.42	\$37,336.00 \$1,436.00 \$17.95	\$38,438.40 \$1,478.40 \$18.48	\$39,603.20 \$1,523.20 \$19.04	\$402,688.00 \$15,488.00 \$193.60	\$42,016.00 \$1,616.00 \$20.20	\$43,284.80 \$1,664.80 \$20.81	\$44,553.60 \$1,713.60 \$21.42

FULL TIME PAY STRUCTURE FY13



Grade	Titles		Step 1	Step 2	Step 3	Step 4	Step 5
J	Asst Systems Admin	Annual	\$30,929.60	\$32,011.20	\$33,196.80	\$34,382.40	\$35,568.00
	Building Inspector	Bi-wkly	\$1,189.60	\$1,231.20	\$1,276.80	\$1,322.40	\$1,368.00
	Police Officer	Hourly	\$14.87	\$15.39	\$15.96	\$16.53	\$17.10
	Personnel Clerk						
K	Compliance Technician	Annual	\$33,092.80	\$34,236.80	\$35,443.20	\$36,670.40	\$37,960.00
	Fire Emer Prevention Officer	Bi-wkly	\$1,272.80	\$1,316.80	\$1,363.20	\$1,410.40	\$1,460.00
	Police Corporal	Hourly	\$15.91	\$16.46	\$17.04	\$17.63	\$18.25
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
WPC Operator III Plants							
L	City Planner	Annual	\$35,776.00	\$37,169.60	\$38,521.60	\$39,915.20	\$41,288.00
	Manager of Operations - Parks	Bi-wkly	\$1,376.00	\$1,429.60	\$1,481.60	\$1,535.20	\$1,588.00
		Hourly	\$17.20	\$17.87	\$18.52	\$19.19	\$19.85
M	Building Official	Annual	\$37,876.80	\$39,208.00	\$40,580.80	\$41,995.20	\$43,472.00
	CC/Parks Maintenance Supt	Bi-wkly	\$1,456.80	\$1,508.00	\$1,560.80	\$1,615.20	\$1,672.00
	Manager of Operations - ST	Hourly	\$18.21	\$18.85	\$19.51	\$20.19	\$20.90
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
Senior Accountant							
N	Human Resources Manager	Annual	\$40,518.40	\$41,953.60	\$43,430.40	\$44,928.00	\$46,508.80
		Bi-wkly	\$1,558.40	\$1,613.60	\$1,670.40	\$1,728.00	\$1,788.80
		Hourly	\$19.48	\$20.17	\$20.88	\$21.60	\$22.36
O	Assistant Fire Chief	Annual	\$43,368.00	\$44,886.40	\$46,446.40	\$48,089.60	\$49,774.40
	Assistant Public Works Director	Bi-wkly	\$1,668.00	\$1,726.40	\$1,786.40	\$1,849.60	\$1,914.40
	Systems Administrator	Hourly	\$20.85	\$21.58	\$22.33	\$23.12	\$23.93
	Police Lieutenant						

Note: General based on 2080 hours / Fire based on 2912 hours which includes FLSA.
 Pay Structure effective date is 1 October 2012

FULL TIME PAY STRUCTURE FY13



Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
\$36,732.80 \$1,412.80 \$17.66	\$37,939.20 \$1,459.20 \$18.24	\$39,124.80 \$1,504.80 \$18.81	\$40,310.40 \$1,550.40 \$19.38	\$41,496.00 \$1,596.00 \$19.95	\$42,660.80 \$1,640.80 \$20.51	\$43,867.20 \$1,687.20 \$21.09	\$45,032.00 \$1,732.00 \$21.65	\$46,300.80 \$1,780.80 \$22.26	\$47,694.40 \$1,834.40 \$22.93
\$39,104.00 \$1,504.00 \$18.80	\$40,268.80 \$1,548.80 \$19.36	\$41,496.00 \$1,596.00 \$19.95	\$42,723.20 \$1,643.20 \$20.54	\$44,012.80 \$1,692.80 \$21.16	\$45,344.00 \$1,744.00 \$21.80	\$46,696.00 \$1,796.00 \$22.45	\$48,089.60 \$1,849.60 \$23.12	\$49,545.60 \$1,905.60 \$23.82	\$51,022.40 \$1,962.40 \$24.53
\$42,660.80 \$1,640.80 \$20.51	\$44,033.60 \$1,693.60 \$21.17	\$45,427.20 \$1,747.20 \$21.84	\$46,800.00 \$1,800.00 \$22.50	\$48,172.80 \$1,852.80 \$23.16	\$49,566.40 \$1,906.40 \$23.83	\$50,918.40 \$1,958.40 \$24.48	\$52,312.00 \$2,012.00 \$25.15	\$53,705.60 \$2,065.60 \$25.82	\$55,057.60 \$2,117.60 \$26.47
\$44,761.60 \$1,721.60 \$21.52	\$46,113.60 \$1,773.60 \$22.17	\$47,507.20 \$1,827.20 \$22.84	\$48,921.60 \$1,881.60 \$23.52	\$50,398.40 \$1,938.40 \$24.23	\$51,916.80 \$1,996.80 \$24.96	\$53,456.00 \$2,056.00 \$25.70	\$55,057.60 \$2,117.60 \$26.47	\$56,721.60 \$2,181.60 \$27.27	\$58,427.20 \$2,247.20 \$28.09
\$47,902.40 \$1,842.40 \$23.03	\$49,337.60 \$1,897.60 \$23.72	\$50,814.40 \$1,954.40 \$24.43	\$52,353.60 \$2,013.60 \$25.17	\$53,934.40 \$2,074.40 \$25.93	\$55,536.00 \$2,136.00 \$26.70	\$57,200.00 \$2,200.00 \$27.50	\$58,926.40 \$2,266.40 \$28.33	\$60,694.40 \$2,334.40 \$29.18	\$62,504.00 \$2,404.00 \$30.05
\$51,251.20 \$1,971.20 \$24.64	\$52,790.40 \$2,030.40 \$25.38	\$54,392.00 \$2,092.00 \$26.15	\$56,014.40 \$2,154.40 \$26.93	\$57,678.40 \$2,218.40 \$27.73	\$59,425.60 \$2,285.60 \$28.57	\$61,193.60 \$2,353.60 \$29.42	\$63,044.80 \$2,424.80 \$30.31	\$64,937.60 \$2,497.60 \$31.22	\$66,892.80 \$2,572.80 \$32.16

BOARDS, COMMISSIONS AND TASK FORCES



The comprehensive mission of the City of Warrensburg's Boards and Commissions is to increase citizen awareness and participation in City government programs through volunteers that provide experience, expertise and valuable volunteer time. Each appointed board and commission has specific goals and responsibilities. Because of their efforts, the needs of our citizens, business and staff are further enhanced and supported with additional information, opportunities for public dialogue, open and transparent citizen discussion and higher participation in City programs and planning. This year our Mayor and Council hosted a Boards and Commissions Reception thanking our many volunteers for their time and commitment.

Arts Commission	Children's Memorial Advisory Board
Board of Adjustment	Lodging Tax Advisory Board
Planning & Zoning	Sports and Tourism Task Force
Building Code of Appeals	Traffic Commission
Industrial Development Authority	Tree Board
Cycling & Pedestrian Task Force	Finance Advisory and Audit Committee
Information Technology Advisory Committee	

Fiscal Year 2012 Accomplishments

- Planning & Zoning provided several scheduled public meetings for the DREAM Project and Maguire Street Corridor Study.
- Arts Commission took the lead on the Pine Street Public Art Project.
- Cycling & Pedestrian Task Force leading new initiatives including grant possibilities for cycling projects in the community.
- Finance Advisory and Audit Committee reviewed FY13 Audit proposals making a recommendation to Council.
- Information Technology Advisory Committee started review process of city website design and content.
- Tree Board worked with consultant to complete city tree inventory.
- Sports Tourism Task Force completed recommendation for promoting tourism in Warrensburg.

Fiscal Year 2013 Strategic Plan Initiatives

GOAL I: Maintain financially stable local economy and City government that meets community needs.

Action Step

- **Finance and Audit Advisory Committee:** Assist in Implementation of FY12 Audit Recommendations and Process for FY 13 Auditor Selection, Review of City Financial Policies and Procedures, Debt Schedule and Investment Policy.

GOAL II: Increase economic development and marketing efforts to support existing and recruit new businesses to our community.



Action Step

- **Lodging Tax Advisory Board, Information Technology Committee, Industrial Development Authority and Sports & Tourism Task Force:** promote/include Warrensburg brand in marketing plans, schedule/market events to attract visitors, fill lodging establishments and improve Warrensburg as a travel and tourism destination, assist in installation of city entryway signs, and provide input regarding website design and content.

GOAL III: Maintain an efficient and effective City government that provides quality community leadership, fosters strong community relationships, and friendly business atmosphere.

Action Step

- **Cycling & Pedestrian Task Force, Lodging Tax Advisory Board, Planning and Zoning, Tree Board, Traffic Commission, Children’s Memorial Fund Advisory Board, Board of Adjustment and Building Code of Appeals:** assist in the continuation of the city’s recycling efforts, development of the Highway DD Trail Project, and continue efforts to partner with different stakeholders on various projects.

GOAL IV: Maintain existing and develop new points of pride in the community for our residents and visitors.

Action Step

- **Arts Commission, Cycling & Pedestrian Task Force, Lodging Tax Advisory Board, Sports & Tourism Task Force, Building Code of Appeals, and Tree Board:** assist in the development of the Highway DD Trail Project, work with the Park Board to enhance city trails with landscape and lighting plan, preserve existing neighborhoods through code enforcement, trash collection and clean up, support efforts of Park Board to improve Lions Lake and assist in promoting community events and festivals.

