

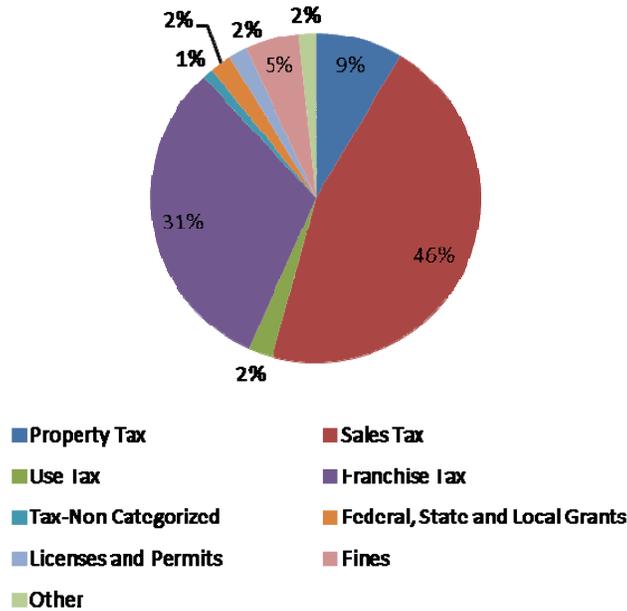
GENERAL FUND

SUMMARY OF GENERAL FUND

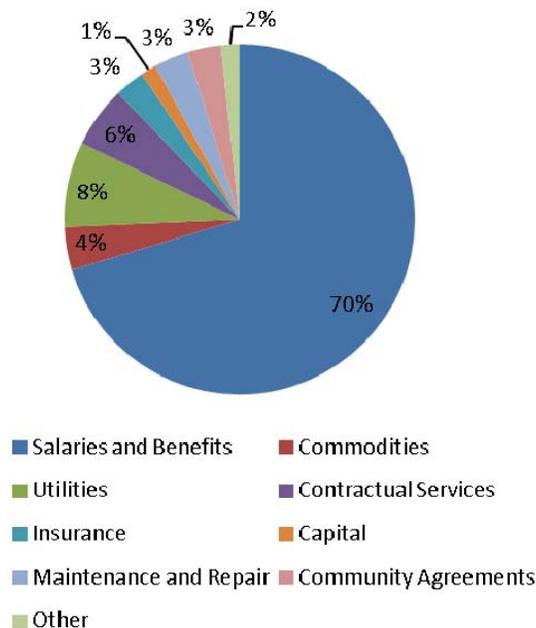


The General Fund is the general operating fund, and the largest fund in the City. It includes government services such as public safety, street maintenance, development services and internal service departments.

GENERAL FUND FY13 REVENUES



GENERAL FUND FY13 EXPENSES



SUMMARY OF GENERAL FUND



Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
Projected Cash Balance at October 1, 2012			\$3,542,612.97
Property Tax	\$686,393.00	\$686,393.00	\$681,779.38
Sales Tax	\$3,510,980.00	\$3,510,980.00	\$3,628,765.73
Use Tax	\$150,000.00	\$150,000.00	\$190,023.37
Franchise Tax	\$2,505,914.00	\$2,505,914.00	\$2,509,828.31
Tax - Non Categorized	\$88,000.00	\$88,000.00	\$81,000.00
Intergovernmental - Federal Grant	\$52,034.00	\$52,034.00	\$90,963.00
Intergovernmental - State Grant	\$78,058.00	\$81,258.00	\$47,000.00
Intergovernmental - Local Grant	\$35,000.00	\$35,000.00	\$33,827.60
Licenses	\$91,763.00	\$91,763.00	\$87,872.00
Permits	\$45,000.00	\$45,000.00	\$56,475.00
Fines	\$428,640.00	\$428,640.00	\$416,926.02
Service & Merchandise	\$90,500.00	\$90,500.00	\$91,935.00
Asset Sales	\$5,000.00	\$5,050.60	\$10,000.00
Interest Income	\$7,000.00	\$7,000.00	\$14,400.00
Donations	\$16,180.00	\$20,891.00	\$16,000.00
Revenue - Non Categorized	\$30,500.00	\$33,616.42	\$300.00
Total Revenues	\$7,820,962.00	\$7,832,040.02	\$7,957,095.41
Salaries & Wages	\$4,437,552.00	\$4,430,950.00	\$4,347,962.20
Employee Taxes	\$339,710.00	\$340,501.00	\$332,537.45
Employee Retirement	\$368,802.00	\$368,080.00	\$402,263.80
Employee Insurance	\$623,131.00	\$608,415.00	\$583,481.60
Worker's Compensation	\$153,206.00	\$153,103.00	\$150,234.15
Unemployment	\$0.00	\$2,880.00	\$0.00
Employer Provided Services - Other	\$0.00	\$73.75	\$0.00
Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Commodities	\$332,155.00	\$331,390.25	\$328,577.47
Utilities	\$688,637.00	\$699,254.00	\$649,606.08
Contractual Services	\$422,340.00	\$463,515.43	\$468,066.00
Insurance	\$205,531.00	\$205,531.00	\$227,454.18
Meal and Travel	\$53,280.00	\$51,254.00	\$43,940.00
Dues and Memberships	\$125,900.00	\$128,700.00	\$13,947.00
Communication	\$31,958.00	\$36,788.61	\$27,095.00
Maintenance & Repair	\$315,217.00	\$309,397.00	\$265,900.61
Services - Non Categorized	\$27,431.00	\$35,198.00	\$31,243.24
Capital - Buildings	\$0.00	\$4,711.00	\$0.00
Capital - Equipment	\$99,616.00	\$92,565.98	\$79,850.00
Capital - Software	\$7,350.00	\$7,350.00	\$0.00
Capital - Infrastructure	\$18,700.00	\$18,700.00	\$23,000.00
Capital - Vehicles	\$0.00	\$0.00	\$15,690.00
Court	\$29,940.00	\$29,940.00	\$25,925.94
Community Agreements	\$202,233.00	\$186,400.00	\$253,100.00

SUMMARY OF GENERAL FUND



Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
Donations	\$24,431.00	\$0.00	\$0.00
Total Expenditures	\$8,507,120.00	\$8,504,698.02	\$8,269,874.72
Net Revenue & Expenditures	(\$686,158.00)	(\$672,658.00)	(\$312,779.31)
Transfer from Capital Improvement	\$205,477.00	\$205,477.00	\$205,477.00
Transfer from Parks & Recreation	\$16,792.00	\$16,792.00	\$0.00
Transfer from Wastewater	\$292,110.00	\$292,110.00	\$292,110.00
Total Sources	\$514,379.00	\$514,379.00	\$497,587.00
Transfer to Debt Service Fund	\$137,525.00	\$128,067.02	\$136,351.09
Transfer to CIP	\$0.00	\$10,000.00	\$0.00
Transfer to Parks and Recreation	\$0.00	\$3,745.00	\$0.00
Transfer to Old Drum	\$0.00	\$19,000.00	\$15,000.00
Transfer to Art Commission	\$0.00	\$0.00	\$3,300.00
Total Uses	\$137,525.00	\$160,812.02	\$154,651.09
Net Income	(\$309,304.00)	(\$319,091.02)	\$30,156.60
Additional Budget From FY12 Cash Balance			
Transfer to CIP - HWY DD Trails	\$0.00	\$0.00	\$10,000.00
Transfer to CIP - STP Match	\$0.00	\$0.00	\$40,000.00
Total Budget from FY12 Cash Balance	\$0.00	\$0.00	\$50,000.00

Projected Cash Balance at September 30, 2013	\$3,522,769.57
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The City Council approved on September 24, 2012 the use of a portion of the FY12 ending cash balance of the General Fund for the HWY DD Initiative and a match for possible available Special Transportation Fund (STP), amounts approved will be transferred from the General Fund to the Capital Improvement Fund and incorporated into the FY13 Budget for both Funds as noted above.

GENERAL FUND—REVENUES



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Property Tax</i>				
110-51105	Property Tax - Current	\$590,444.00	\$590,444.00	\$626,879.38
110-51110	Property Tax - Delinquent	\$53,676.00	\$53,676.00	\$12,000.00
110-51115	Railroad Tax	\$22,737.00	\$22,737.00	\$22,000.00
110-51125	Financial Institution	\$946.00	\$946.00	\$2,200.00
110-51130	M & M Surtax	\$18,590.00	\$18,590.00	\$18,700.00
<i>Sales Tax</i>				
110-51205	Sales Tax	\$2,820,000.00	\$2,820,000.00	\$2,890,790.10
110-51210	Law Enforcement	\$690,980.00	\$690,980.00	\$737,975.63
<i>Use Tax</i>				
110-51305	Use Tax	\$150,000.00	\$150,000.00	\$190,023.37
<i>Franchise Tax</i>				
110-51405	Franchise - Electric	\$1,385,000.00	\$1,385,000.00	\$1,479,461.50
110-51410	Franchise - Gas	\$352,753.00	\$352,753.00	\$277,568.08
110-51415	Franchise - Water	\$190,018.00	\$190,018.00	\$210,361.13
110-51420	Franchise - Telephone	\$410,500.00	\$410,500.00	\$387,591.60
110-51425	Franchise - Cable Television	\$167,643.00	\$167,643.00	\$154,846.00
<i>Tax - Non Categorized</i>				
110-51905	Taxes - Lodging	\$88,000.00	\$88,000.00	\$81,000.00
<i>Intergovernmental - Federal Grant</i>				
110-52105	Grants - Federal	\$52,034.00	\$52,034.00	\$90,963.00
<i>Intergovernmental - State Grant</i>				
110-52205	Grants - MODOT	\$1,300.00	\$1,300.00	\$0.00
110-52215	Grants - Cigarette Tax	\$37,500.00	\$37,500.00	\$35,000.00
110-52235	Grants - Dept Natural Resources	\$39,258.00	\$40,458.00	\$2,000.00
110-52240	Grants - Dept of Conservation	\$0.00	\$0.00	\$10,000.00
110-52245	Grants - Dept of Agriculture	\$0.00	\$2,000.00	\$0.00
<i>Intergovernmental - Local Grants</i>				
110-52305	Grants - Local	\$35,000.00	\$35,000.00	\$33,827.60
<i>Licenses</i>				
110-53105	License - Business	\$66,500.00	\$66,500.00	\$62,000.00
110-53110	License - Cigarette & Pinball	\$438.00	\$438.00	\$372.00
110-53115	License - Dog	\$2,700.00	\$2,700.00	\$2,500.00
110-53120	License - Liquor	\$22,125.00	\$22,125.00	\$23,000.00
<i>Permits</i>				
110-53205	Permit - Building	\$35,000.00	\$35,000.00	\$39,000.00
110-53210	Permit - Right of Way	\$10,000.00	\$10,000.00	\$17,000.00
110-53299	Permit - Non Categorized	\$0.00	\$0.00	\$475.00

GENERAL FUND—REVENUES



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Fines</i>				
110-54105	Compensation	\$21,600.00	\$21,600.00	\$17,993.94
110-54110	Court	\$365,000.00	\$365,000.00	\$365,000.00
110-54115	Domestic Violence	\$5,000.00	\$5,000.00	\$5,048.00
110-54120	Inmate Security	\$3,000.00	\$3,000.00	\$3,000.00
110-54125	Parking	\$700.00	\$700.00	\$0.00
110-54130	Recoupment	\$790.00	\$790.00	\$360.00
110-54135	Training	\$9,550.00	\$9,550.00	\$2,524.08
110-54140	Violations	\$23,000.00	\$23,000.00	\$23,000.00
<i>Service & Merchandise</i>				
110-55110	Adoptions	\$0.00	\$0.00	\$45,000.00
110-55135	Development	\$2,000.00	\$2,000.00	\$2,950.00
110-55145	Foundations	\$700.00	\$700.00	\$750.00
110-55150	Grave Openings	\$28,300.00	\$28,300.00	\$28,300.00
110-55155	Lot	\$6,500.00	\$6,500.00	\$8,000.00
110-55180	Reports	\$0.00	\$0.00	\$3,306.00
110-55190	Merchandise	\$45,000.00	\$45,000.00	\$0.00
110-55199	Services - Non Categorized	\$8,000.00	\$8,000.00	\$3,629.00
<i>Asset Sales</i>				
110-56105	Asset Sales - Land	\$0.00	\$0.00	\$10,000.00
110-56110	Asset Sales - Equipment	\$5,000.00	\$5,050.60	\$0.00
<i>Interest Income</i>				
110-57105	Interest on Deposits	\$7,000.00	\$7,000.00	\$0.00
110-57120	Earnings Credit	\$0.00	\$0.00	\$14,400.00
<i>Donations</i>				
110-59110	Donations	\$16,180.00	\$20,891.00	\$16,000.00
<i>Revenue - Non Categorized</i>				
110-59905	Grants - Non Governmental	\$10,000.00	\$11,100.00	\$0.00
110-59910	Claims / Reimbursements	\$20,500.00	\$22,516.42	\$0.00
110-59999	Non Categorized	\$0.00	\$0.00	\$300.00
Total Revenues		\$7,820,962.00	\$7,832,040.02	\$7,957,095.41



City Council consists of five members elected by the citizens who serve as the governing body of the City of Warrensburg. As the legislative body, the City Council strives to determine the community's needs and sets immediate and long-range policies consistent with those needs. The FY13 City Strategic Plan (Goals, Objectives and Action Steps) is an example of City Council's commitment to leading the City of Warrensburg forward.

Fiscal Year 2012 Accomplishments

- Chairman Pro Tem Rutt attended the International Council of Shopping Centers Conference in Chicago to market the City of Warrensburg.
- Appointed an Interim Acting City Manager.
- Council hired an accountant to prepare the FY 2011-2012 budget.
- Conducted a nationwide search for a new City Manager.
- Mayor Butterfield and City Council hosted a Boards and Commissions volunteer reception.
- Hosted UCM President Dr. Ambrose announcement of the proposed 320 bed student commercial complex near downtown.
- First public art project at the Pine Street alley.
- Completion of the Downtown Revitalization Project Phase III.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Steps

- Actively recruit retail – participate in upcoming ICSC in Chicago, October 3-4, 2012 to recruit retail.
- Identify/develop new Industrial Park.
- Adopt development and incentive tool kit.

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

Action Steps

- Adopt Property Maintenance Code.

Other Initiatives

- Adopt an Access Management Policy.
- Actively develop options for Hawthorne property.

CITY COUNCIL



Account		FY 2012	FY 2012	FY 2013
Number	Description	Original Budget	Amended Budget	Proposed Budget
<u>Salaries & Wages</u>				
110-601-1101	Wages	\$5.00	\$5.00	\$5.00
110-601-1105	Wages - Supplemental	\$1,800.00	\$1,800.00	\$1,800.00
<u>Employee Taxes</u>				
110-601-2101	FICA Taxes	\$139.00	\$139.00	\$138.08
<u>Worker's Compensation</u>				
110-601-2401	Worker's Compensation	\$0.00	\$0.00	\$5.23
<u>Commodities</u>				
110-601-4108	Meeting Supplies	\$3,800.00	\$3,800.00	\$3,700.00
110-601-4109	Office Supplies	\$1,100.00	\$1,100.00	\$695.69
<u>Meal and Travel</u>				
110-601-5401	Travel - Meals	\$0.00	\$0.00	\$700.00
110-601-5402	Mileage	\$750.00	\$750.00	\$475.00
110-601-5404	Schools and Seminars	\$1,000.00	\$1,000.00	\$575.00
<u>Dues and Memberships</u>				
110-601-5501	Dues and Memberships	\$1,600.00	\$1,600.00	\$1,000.00
<u>Communication</u>				
110-601-5601	Advertising	\$100.00	\$100.00	\$75.00
110-601-5602	Postage	\$0.00	\$0.00	\$0.00
Total Expenditures		\$10,294.00	\$10,294.00	\$9,169.00



City Clerk provides quality and efficient service to the citizens, City Council and staff as related to the operations of the City Clerk’s office.

Fiscal Year 2012 Accomplishments

- Planned a reception hosted by the Mayor and City Council Members to honor those individuals who volunteered their time to serve on various City boards and commissions.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Step

- Recognize service on boards, commissions and other acts of volunteerism.

Other Initiatives

- Maintain an accurate and efficient record of City documents.
- Preserve current and historical records.
- Facilitate efficient management of official elections.
- Coordinate responses to request for public information in a timely manner.
- Follow guidelines and procedures for the posting of official meeting notices.
- Maintain certifications and other educational training opportunities.
- With the guidance of the Mayor and City Council, the City Clerk writes proclamations in order to recognize the achievements of individuals, boards and commissions for their achievements.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
City Clerk	Exempt	1	1	1	1
Totals		1	1	1	1

CITY CLERK



	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>			
110-602-1101 Wages	\$40,358.00	\$40,358.00	\$40,257.62
110-602-1105 Wages - Supplemental	\$240.00	\$240.00	\$0.00
<u>Employee Taxes</u>			
110-602-2101 FICA Taxes	\$3,106.00	\$3,106.00	\$3,079.71
<u>Employee Retirement</u>			
110-602-2201 Employee Retirement	\$3,776.00	\$3,776.00	\$4,146.53
<u>Employee Insurance</u>			
110-602-2301 Insurance - Dental	\$829.00	\$829.00	\$829.32
110-602-2302 Insurance - Health	\$5,200.00	\$5,200.00	\$4,992.72
110-602-2303 Insurance - Health Deductible	\$100.00	\$100.00	\$100.00
110-602-2304 Insurance - Life	\$83.00	\$83.00	\$82.80
<u>Worker's Compensation</u>			
110-602-2401 Worker's Compensation	\$118.00	\$118.00	\$116.75
<u>Commodities</u>			
110-602-4103 Computer Supplies	\$150.00	\$150.00	\$150.00
110-602-4108 Meeting Supplies	\$500.00	\$500.00	\$375.00
110-602-4109 Office Supplies	\$765.00	\$765.00	\$486.00
110-602-4112 Publications	\$200.00	\$200.00	\$120.00
<u>Utilities</u>			
110-602-5106 Utility - Telephone	\$220.00	\$220.00	\$210.00
<u>Meal and Travel</u>			
110-602-5401 Travel - Meals	\$150.00	\$150.00	\$140.00
110-602-5404 Schools and Seminars	\$300.00	\$300.00	\$300.00
<u>Dues and Memberships</u>			
110-602-5501 Dues and Memberships	\$250.00	\$250.00	\$150.00
<u>Communication</u>			
110-602-5601 Advertising	\$74.00	\$74.00	\$60.00
110-602-5603 Printing & Binding	\$4,400.00	\$4,400.00	\$4,140.00
<u>Maintenance and Repair</u>			
110-602-5703 Equipment Maintenance & Repair	\$75.00	\$75.00	\$65.00
<u>Services - Non Categorized</u>			
110-602-5903 Health & Wellness	\$47.00	\$47.00	\$47.00
110-602-5999 Sevices - Non Categorized	\$5,800.00	\$5,800.00	\$4,000.00
Total Expenditures	\$66,741.00	\$66,741.00	\$63,848.45



Administration strives to ensure that the operations of the City remain efficient and effective. The Mayor, City Council and public are informed about municipal affairs and that the City is operating within the approved budget. Additionally, the City Manager and staff are actively involved in the development of the local economy, organizational advancements in technology, and fostering relationships with citizens, businesses, organizations and agencies, in promoting quality of life and excellent customer service.

Fiscal Year 2012 Accomplishments

- Successfully implemented an internal and external recycling program for the city. Outdoor bins have been placed downtown and indoor bins have been located at each city building in each department.
- Initiated public art to be incorporated into Downtown Revitalization Project Phase III.
- Hired an intern to assist with new website design.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Step

- Submit FY13 balanced budget.

GOAL III: Maintain an efficient and effective city government to provide community leadership, foster strong community relationships, and a friendly business atmosphere

- Overall management of city operations and coordination with all departments.
- Implement the FY13 Strategic Plan.
- Ensure the goals of the Mayor and City Council are met.
- Ensure appropriate and timely responses to citizen’s requests, complaints and feedback.

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

Action Step

- Hwy DD/Whiteman Trail-finalize trail route and secure preliminary funding.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
City Manager	Exempt	1	1	1	1
Executive Assistant	G	1	1	1	1
Totals		2	2	2	2

CITY MANAGER



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-603-1101	Wages	\$109,633.00	\$119,639.00	\$128,974.56
110-603-1102	Wages - Part Time	\$2,080.00	\$2,080.00	\$0.00
110-603-1103	Wages - Overtime	\$0.00	\$42.00	\$0.00
110-603-1105	Wages - Supplemental	\$60.00	\$3,410.00	\$4,800.00
<u>Employee Taxes</u>				
110-603-2101	FICA Taxes	\$8,785.00	\$9,576.00	\$10,233.75
<u>Employee Retirement</u>				
110-603-2201	Employee Retirement - Lagers	\$10,189.00	\$11,440.00	\$13,778.78
110-603-2202	Employee Retirement - 457	\$3,058.00	\$1,085.00	\$0.00
<u>Employee Insurance</u>				
110-603-2301	Insurance - Dental	\$1,659.00	\$777.00	\$1,658.64
110-603-2302	Insurance - Health	\$25,287.00	\$11,453.00	\$9,985.44
110-603-2303	Insurance - Health Deductible	\$200.00	\$200.00	\$200.00
110-603-2304	Insurance - Life	\$166.00	\$166.00	\$165.60
<u>Worker's Compensation</u>				
110-603-2401	Worker's Compensation	\$440.00	\$337.00	\$387.95
<u>Unemployment</u>				
110-603-2501	Unemployment	\$0.00	\$2,880.00	\$0.00
<u>Commodities</u>				
110-603-4103	Computer Supplies	\$300.00	\$300.00	\$1,000.00
110-603-4108	Meeting Supplies	\$1,300.00	\$400.00	\$50.00
110-603-4109	Office Supplies	\$250.00	\$250.00	\$150.00
110-603-4112	Publications	\$350.00	\$200.00	\$200.00
110-603-4117	Food	\$0.00	\$400.00	\$100.00
<u>Utilities</u>				
110-603-5106	Utility - Telephone	\$500.00	\$375.00	\$900.00
<u>Contractual Services</u>				
110-603-5202	Consulting Services	\$14,000.00	\$9,710.00	\$2,000.00
110-603-5209	Rent / Lease	\$0.00	\$60.00	\$0.00
<u>Meal and Travel</u>				
110-603-5401	Travel - Meals	\$0.00	\$250.00	\$250.00
110-603-5402	Mileage	\$0.00	\$2,584.00	\$0.00
110-603-5403	Travel - Room	\$0.00	\$190.00	\$350.00
110-603-5404	Schools and Seminars	\$2,500.00	\$500.00	\$2,000.00
<u>Dues and Memberships</u>				
110-603-5501	Dues and Memberships	\$2,100.00	\$1,200.00	\$1,990.00
<u>Communication</u>				
110-603-5601	Advertising	\$0.00	\$90.00	\$0.00
<u>Services - Non Categorized</u>				
110-603-5903	Health & Wellness	\$40.00	\$40.00	\$0.00
110-603-5904	Employment	\$0.00	\$3,263.00	\$100.00
Total Expenditures		\$182,897.00	\$182,897.00	\$179,274.72



Municipal Court strives to ensure that all case processing within the Court is handled in an efficient, fair and timely manner.

Fiscal Year 2012 Accomplishments

- Provided customer service to citizens and/or their attorneys in a clear, concise and informative manner.
- Prepared all warrants for defendants failing to appear in court in a timely manner.
- Processed all city ordinance violation cases on a daily basis.
- Processed all payments of city ordinance violations on a daily basis.
- Established reporting system of fines and costs paid to the Court to be provided to Judge on a monthly basis.
- Established reporting system of net income and citations processed through the Municipal Court. Provided to the City Manager and City Council members monthly.
- Completed warrant review of citations payable out of Court and sent out letters to those individuals requesting payment for outstanding amounts due.
- Established procedures for accepting other court bonds and re-issuance of funds received to the appropriate court(s).

Fiscal Year 2013 Strategic Plan Initiatives

- Provide customer service to citizens and/or their attorneys, in a clear, concise, and informative manner.
- Prepare warrants for defendants that fail to appear in court in a timely manner.
- Process city ordinance violation cases on a daily basis.
- Process payment of city ordinance violations on a daily basis.
- Process bond payments for City for Warrensburg Municipal Court and other Courts in a timely manner requesting appropriate payments to other Courts.

Position Detail

	<u>Salary Grade</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Proposed</u>
Municipal Court Clerk	G	1	1	1	1
Assistant Court Clerk	E	1	1	1	1
Totals		2	2	2	2

MUNICIPAL COURT



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-604-1101	Wages	\$49,038.00	\$49,038.00	\$48,838.40
110-604-1103	Wages - Overtime	\$512.00	\$512.00	\$511.92
<u>Employee Taxes</u>				
110-604-2101	FICA Taxes	\$3,791.00	\$3,791.00	\$3,775.30
<u>Employee Retirement</u>				
110-604-2201	Employee Retirement	\$4,608.00	\$4,608.00	\$5,083.08
<u>Employee Insurance</u>				
110-604-2301	Insurance - Dental	\$1,659.00	\$1,659.00	\$1,658.64
110-604-2302	Insurance - Health	\$10,399.00	\$10,399.00	\$9,985.44
110-604-2303	Insurance - Health Deductible	\$200.00	\$200.00	\$200.00
110-604-2304	Insurance - Life	\$166.00	\$166.00	\$165.60
<u>Worker's Compensation</u>				
110-604-2401	Worker's Compensation	\$144.00	\$144.00	\$143.12
<u>Commodities</u>				
110-604-4103	Computer Supplies	\$418.00	\$418.00	\$100.00
110-604-4109	Office Supplies	\$950.00	\$950.00	\$400.00
<u>Contractual Services</u>				
110-604-5204	Judicial Services	\$31,500.00	\$31,500.00	\$31,500.00
110-604-5208	Prosecutor Services	\$34,500.00	\$34,500.00	\$34,500.00
<u>Meal and Travel</u>				
110-604-5401	Travel - Meals	\$300.00	\$300.00	\$120.00
110-604-5402	Mileage	\$0.00	\$0.00	\$200.00
110-604-5403	Travel - Room	\$0.00	\$0.00	\$355.00
110-604-5404	Schools and Seminars	\$1,400.00	\$1,400.00	\$325.00
<u>Dues and Memberships</u>				
110-604-5501	Dues and Memberships	\$150.00	\$150.00	\$136.00
<u>Communication</u>				
110-604-5601	Advertising	\$150.00	\$150.00	\$90.00
<u>Maintenance & Repair</u>				
110-604-5704	Software Maintenance & Repair	\$1,102.00	\$1,102.00	\$1,000.00
<u>Services - Non Categorized</u>				
110-604-5903	Health & Wellness	\$80.00	\$80.00	\$0.00
110-604-5905	Security	\$835.00	\$835.00	\$500.00
<u>Capital - Equipment</u>				
110-604-6202	Equipment - Computers	\$2,200.00	\$2,200.00	\$1,000.00
<u>Court</u>				
110-604-9101	Peace Officer Training	\$2,550.00	\$2,550.00	\$2,524.00
110-604-9102	UCM Recoupment	\$790.00	\$790.00	\$360.00
110-604-9103	CVC to State	\$21,600.00	\$21,600.00	\$17,993.94
110-604-9104	Domestic Violence	\$5,000.00	\$5,000.00	\$5,048.00
Total Expenditures		\$ 174,042.00	\$ 174,042.00	\$ 166,513.44



City Counselor's office acts as legal advisor to the Mayor and City Council, departments, boards and committees of the City. The aim of this office is to assist these entities in achieving their missions in a defensible, law-abiding and socially acceptable manner.

Fiscal Year 2013 Strategic Plan Initiatives

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

- **Objective B:** Position and prepare City for future growth.

Additional Initiatives

- Represent the Mayor, City Council, City Administration and all assigned boards and committees in all matters of law pertaining to their official duties to the best of this office's abilities.
- Represent the City before administrative agencies and federal and state courts where the City is a party to or has an interest in legal proceedings.
- Prepare ordinances, resolutions, contracts, bonds and other documents in a timely fashion.
- Prepare all other legal documents for the city including those for enactment of all additions and amendments to the City Code.
- Represent the City as the prosecutor for Class C misdemeanors in a responsible and law-abiding manner.
- Refer the City Manager and City Council to other legal counsel, as appropriate.
- Assist the City Manager in the oversight of additional outside legal services.

LEGAL SERVICES



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Commodities</i>				
110-605-4112	Publications	\$100.00	\$100.00	\$0.00
<i>Contractual Services</i>				
110-605-5206	Legal Services	\$65,000.00	\$65,000.00	\$60,000.00
Total Expenditures		\$65,100.00	\$65,100.00	\$60,000.00



CUSTOMER SERVICE

City of Warrensburg General Administration—Customer Service is committed to enhancing the quality of life by continuously seeking innovative and efficient approaches to deliver prompt and courteous customer service to the rapidly changing needs of the citizens of Warrensburg and the organizations internal customers.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Support Services Specialist	E	1	1	1	1
Totals		1	1	1	1

RISK MANAGEMENT

Risk Management section of the Human Resources Department identifies, evaluates and effectively minimizes loss exposures to the City of Warrensburg while providing optimum risk management services to City employees through the centralized administration of healthcare and wellness initiatives, safety, loss control, and other risk management programs. Risk Management administers all insurance claims on behalf of the City and assists with investigation and negotiation with claimants, insurance companies and their representatives.

Fiscal Year 2012 Accomplishments

- Successfully completed workers compensation audit.
- Coordinated Alcohol and Substance Abuse training for general supervisors and by position for supervisors over D.O.T. employees.

Fiscal Year 2013 Strategic Plan Initiatives

Additional Initiatives

- Reactivate the Wellness and Safety Committee.
- Re-write the Safety Policies Manual.
- Develop a database/registry to streamline inventories of vehicles, inland marine and real estate for insurance purposes.
- Ascertain if all departments keep fleet maintenance records on vehicles and equipment, and determine financial impact of proper equipment maintenance.
- Initiate and/or track safety & wellness training on a regular basis for all departments.
- Work with loss control agents of both workers compensation and general liability insurance carriers to review claims and better incorporate departments in claims resolutions.
- Develop an innovative methodology for claims investigations to diminish potential risks for a better and safer environment.



HUMAN RESOURCES

Human Resources provides recruitment, hiring, and retention of a diverse, qualified workforce, and works in partnership with the City Manager, department directors, individual employees, and other groups to provide programs and services that create and maintain a supportive work environment. Human Resources ensures that the City is an equal opportunity employer and does not discriminate on the basis of race, gender, religion, age, national or ethnic origin, disability, or any other characteristic protected under applicable federal, state and local law.

Fiscal Year 2012 Accomplishments

- Coordinated benefit open enrollment meetings which included a new medical insurance provider.
- Coordinated the “Leap Into Wellness” initiative in February for employees through our medical insurance carrier.
- Registered to run MACHS for Missouri background checks.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Steps

- Review possible reorganizations to improve efficiencies and achieve cost savings.

Additional Initiatives

- Update the 2000 Personnel Policies Manual to current standards and implement practices to efficiently administer such standards.
- Streamline benefits administration either through the integration of people or technology.
- Develop a process to streamline the new hire orientation and annual open enrollment meetings.
- Initiate benefit and human resource policy reviews as legislative, economic or market conditions affect the financial, legal or other operations of the City and respond appropriately.
- Continue to monitor Wage and Benefit data.
- Develop venue for accessibility of online human resource and risk management forms.
- Re-visit and define a true Employee Assistance Program.
- Streamline recording mechanisms for FMLA and other leaves.
- Initiate a comprehensive wellness program.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Human Resource Manager	N				1
Personnel Clerk	J	1	1	1	0
Totals		1	1	1	1

Note: Reclassification of position in January 2013.



MARKETING

Mission of the City of Warrensburg Marketing Department is to increase citizen and employee understanding, awareness of, and participation in City government programs by communicating through marketing campaigns, publications, and other media. The Marketing Department also supports the information needs of citizens, businesses, visitors and others through electronic methods including social media sites, the City's website and email blasts to generate higher participation levels in City programs.

Fiscal Year 2012 Accomplishments

- Provided 73 press releases to the media in support of all City department programs and services.
- Approximately a dozen press releases have resulted in telephone interviews with KMZU radio, department heads and/or points of contact for those press releases.
- Created 25 fliers, four brochures, and two postcards in support of all City department programs and services.
- Completed four glossy pages of "The Burg" for the Spring/Summer 2012 issue released early April 2012 and the Fall 2012 issue released late July 2012.
- Assisted Main Street, Inc. with marketing efforts for the Downtown Revitalization Project Phase III including planning the groundbreaking event, attending weekly meetings, and creating and distributing "The Pine Street Publisher" with construction updates in a weekly email blast to the public.
- Fostered a relationship with the digitalBurg which provides the weekly construction updates for the Downtown Revitalization Project Phase III on their website as well as the Chamber of Commerce.
- Responsible for putting together all department information for the Annual Report 2011 released in February 2012.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Steps

- Assist in the completion of the City's new website design and construction.

Additional Initiatives

- Provide marketing related updates on the new City website.
- Maintain the City's presence on social media sites including Facebook and Twitter.

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

Action Steps

- Increase public relation efforts to market and better communicate City services and information to citizens.

Additional Initiatives

- Coordinate with all City departments to effectively provide marketing support.
- Provide press releases to local media and other marketing publications to improve citizens' quality of life with pertinent information regarding City services, projects and programs.

GENERAL ADMINISTRATION



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Salaries and Wages</i>				
110-611-1101	Wages	\$68,653.00	\$68,653.00	\$75,547.60
110-611-1102	Wages - Part Time	\$15,122.00	\$15,122.00	\$8,840.00
110-611-1103	Wages - Overtime	\$0.00	\$0.00	\$0.00
110-611-1105	Wages - Supplemental	\$360.00	\$360.00	\$0.00
<i>Employee Taxes</i>				
110-611-2101	FICA Taxes	\$6,436.00	\$6,436.00	\$6,455.65
<i>Employee Retirement</i>				
110-611-2201	Employee Retirement	\$6,418.00	\$6,418.00	\$7,839.08
<i>Employee Insurance</i>				
110-611-2301	Insurance - Dental	\$1,659.00	\$1,659.00	\$1,658.64
110-611-2302	Insurance - Health	\$10,399.00	\$10,399.00	\$9,985.44
110-611-2303	Insurance - Health Deductible	\$200.00	\$200.00	\$200.00
110-611-2304	Insurance - Life	\$166.00	\$166.00	\$165.60
<i>Worker's Compensation</i>				
110-611-2401	Worker's Compensation	\$731.00	\$731.00	\$246.63
<i>Commodities</i>				
110-611-4103	Computer Supplies	\$3,000.00	\$3,000.00	\$930.00
110-611-4108	Meeting Supplies	\$4,500.00	\$4,500.00	\$4,200.00
110-611-4109	Office Supplies	\$6,000.00	\$6,000.00	\$1,500.00
110-611-4112	Publications	\$200.00	\$200.00	\$0.00
110-611-4199	Supplies - Non Categorized	\$3,000.00	\$3,000.00	\$0.00
<i>Contractual Services</i>				
110-611-5201	Audit Services	\$19,280.00	\$19,280.00	\$19,500.00
110-611-5202	Consulting Services	\$0.00	\$0.00	\$3,000.00
110-611-5203	Financial Services	\$12,800.00	\$12,800.00	\$19,200.00
110-611-5206	Legal Services	\$12,000.00	\$12,000.00	\$0.00
110-611-5299	Contractual - Non Categorized	\$5,500.00	\$5,500.00	\$1,066.00
<i>Insurance</i>				
110-611-5301	Property Insurance	\$205,531.00	\$205,531.00	\$227,454.18
<i>Meal and Travel</i>				
110-611-5401	Travel - Meals	\$500.00	\$500.00	\$0.00
110-611-5404	Schools and Seminars	\$1,000.00	\$1,000.00	\$3,440.00
<i>Dues and Memberships</i>				
110-611-5501	Dues and Memberships	\$5,000.00	\$5,000.00	\$2,100.00

GENERAL ADMINISTRATION



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Communication</u>				
110-611-5601	Advertising	\$2,000.00	\$2,000.00	\$1,000.00
110-611-5602	Postage	\$11,000.00	\$11,000.00	\$9,650.00
110-611-5603	Printing & Binding	\$4,800.00	\$4,800.00	\$2,000.00
<u>Maintenance & Repair</u>				
110-611-5703	Equipment Maintenance & Repair	\$300.00	\$300.00	\$0.00
<u>Services - Non Categorized</u>				
110-611-5904	Employment	\$0.00	\$0.00	\$88.50
110-611-5907	Development	\$1,000.00	\$1,000.00	\$2,700.00
110-611-5999	Services - Non Categorized	\$0.00	\$0.00	\$3,234.24
<u>Capital - Equipment</u>				
110-611-6206	Equipment - Office	\$500.00	\$500.00	\$0.00
110-611-6299	Equipment - Non Categorized	\$45,666.00	\$45,666.00	\$0.00
<u>Community Agreements</u>				
110-611-9301	Community Agreements	\$96,400.00	\$96,400.00	\$81,000.00
Total Expenditures		\$550,121.00	\$550,121.00	\$493,001.56



Mission of the City of Warrensburg Finance Department is to provide general financial counsel and the overall fiscal management of the City. This department includes accounting, budgeting, and investment services.

Fiscal Year 2012 Accomplishments

- Set up new chart of accounts to provide better visibility of expenses and revenues.
- Review of accounts payable process and set up guidelines for department submittal of bills.
- Accounts Payable began paying bills on a weekly basis instead of once a month. This move eliminated late fees and now provides better customer service to vendors and departments.
- Cross training in the accounts payable process.
- Transition billing process from Missouri American Water to TPI Billing Solutions.
- Set up agreement for sewer bill receipts through First Tech at Bi-Lo Country Mart.

Fiscal Year 2013 Strategic Plan Initiatives

Goal I: Maintain financially stable local economy and city government that meet community needs.

Objective A: Pursue and maintain financial integrity

Action Steps

- Implement FY12 audit recommendations.
- Submit FY13 balanced budget.
- Update and adopt city financial policies and schedule of financial reports.
- Review possible reorganizations to improve efficiencies and achieve cost savings.

Goal III Maintain an efficient and effective city government that provides community leadership, fosters strong community relationships, and a friendly business atmosphere.

Action Steps

- Replace accounts payable checks with ACH, whenever possible.
- Complete vehicle and equipment amortization schedule.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Senior Accountant	M	1	1	1	1
City Collector	I	1	1	1	1
Finance Assistant/ Payroll & Budget	I	1	1	1	1
Finance Assistant/ Accounts Payable	G	1	1	1	1
Totals		4	4	4	4

In addition to the full time staff, there is one part time collections clerk.

FINANCE



Account		FY 2012	FY 2012	FY 2013
Number	Description	Original Budget	Amended Budget	Proposed Budget
<u>Salaries & Wages</u>				
110-612-1101	Wages	\$148,038.00	\$148,038.00	\$147,638.40
110-612-1102	Wages - Part Time	\$11,114.00	\$11,114.00	\$11,013.60
110-612-1103	Wages - Overtime	\$1,730.00	\$1,730.00	\$1,729.26
110-612-1105	Wages - Supplemental	\$360.00	\$360.00	\$0.00
<u>Employee Taxes</u>				
110-612-2101	FICA Taxes	\$12,335.00	\$12,335.00	\$12,269.17
<u>Employee Retirement</u>				
110-612-2201	Employee Retirement	\$13,962.00	\$13,962.00	\$15,384.87
<u>Employee Insurance</u>				
110-612-2301	Insurance - Dental	\$3,317.00	\$3,317.00	\$3,317.28
110-612-2302	Insurance - Health	\$20,798.00	\$20,798.00	\$19,970.88
110-612-2303	Insurance - Health Deductible	\$400.00	\$400.00	\$400.00
110-612-2304	Insurance - Life	\$331.00	\$331.00	\$331.20
<u>Worker's Compensation</u>				
110-612-2401	Worker's Compensation	\$468.00	\$468.00	\$465.11
<u>Commodities</u>				
110-612-4103	Computer Supplies	\$2,100.00	\$2,100.00	\$360.00
110-612-4109	Office Supplies	\$1,800.00	\$1,800.00	\$800.00
110-612-4112	Publications	\$840.00	\$840.00	\$840.00
<u>Utilities</u>				
110-612-5106	Utility - Telephone	\$220.00	\$220.00	\$210.00
<u>Meal and Travel</u>				
110-612-5401	Travel - Meals	\$500.00	\$500.00	\$250.00
110-612-5404	Schools and Seminars	\$800.00	\$800.00	\$1,000.00
<u>Dues and Memberships</u>				
110-612-5501	Dues and Memberships	\$300.00	\$300.00	\$140.00
<u>Communication</u>				
110-612-5601	Advertising	\$150.00	\$150.00	\$150.00
110-612-5603	Printing & Binding	\$1,200.00	\$1,200.00	\$1,200.00
<u>Services - Non Categorized</u>				
110-612-5903	Health & Wellness	\$80.00	\$80.00	\$80.00
Total Expenditures		\$220,843.00	\$220,843.00	\$217,549.77



Mission of the City of Warrensburg Information Technology Department is to evaluate, integrate and support innovative technologies to help internal and external customers achieve their goals, maximize return on resources, and provide cost effective methods for citizens, businesses, and vendors.

Fiscal Year 2012 Accomplishments

- Provided network design for the new construction projects.
- Initiated review of our financial application. To accomplish this goal Council appointed an Information Technology/Advisory Committee to examine our processes and make recommendations for system and operational changes.
- Implement new SQL server to provide redundancy for critical applications.
- Implement one new Citrix server to meet the demand of the growing user base.
- Implement a new content management package for our website to allow departments to facilitate site updates.
- Complete City website.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Evaluate processes that could be automated assisting city staff efficiency initiatives.
 - Promote paperless initiative.
 - Aid Finance Department efficiency effort in automated check payment.
 - Support Human Resource Department efficiency efforts in personnel hiring and annual benefits processes.
- Continued services to public relations to inform citizens through the city Website, Facebook, and Twitter.

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

- Maintain public communications through committee's and focus groups.
- Increase staff training use of technology aiding efficiency and effectiveness.
 - Use of Webinar's
 - Software Vendor Training Programs
 - City Intranet
- Evaluate current software abilities and efficiencies, i.e. Incode, Microsoft, Citrix.
- Explore use of new technologies/software. (Example is Incode Version 10)
- Foster professional growth with intern programs with UCM students.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
System Administrator	O	1	1	1	1
Assistant System Administrator	J	1	1	0	1
Totals		2	2	1	2

In addition to the full time staff, there is one part time Web intern.

INFORMATION TECHNOLOGY



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-613-1101	Wages	\$79,136.00	\$46,000.00	\$74,297.60
110-613-1102	Wages - Part Time	\$0.00	\$6,000.00	\$0.00
110-613-1103	Wages - Overtime	\$849.00	\$7,985.00	\$0.00
110-613-1105	Wages - Supplemental	\$120.00	\$120.00	\$0.00
<u>Employee Taxes</u>				
110-613-2101	FICA Taxes	\$6,128.00	\$6,128.00	\$5,683.77
<u>Employee Retirement</u>				
110-613-2201	Employee Retirement	\$7,450.00	\$7,450.00	\$7,652.65
<u>Employee Insurance</u>				
110-613-2301	Insurance - Dental	\$1,659.00	\$1,659.00	\$1,658.64
110-613-2302	Insurance - Health	\$10,399.00	\$10,399.00	\$9,985.44
110-613-2303	Insurance - Health Deductible	\$200.00	\$200.00	\$200.00
110-613-2304	Insurance - Life	\$166.00	\$166.00	\$165.60
<u>Worker's Compensation</u>				
110-613-2401	Worker's Compensation	\$232.00	\$232.00	\$215.46
<u>Commodities</u>				
110-613-4103	Computer Supplies	\$1,000.00	\$1,000.00	\$250.00
110-613-4109	Office Supplies	\$1,000.00	\$1,000.00	\$250.00
110-613-4114	Software	\$10,000.00	\$10,000.00	\$0.00
110-613-4115	Tools	\$500.00	\$500.00	\$500.00
<u>Utilities</u>				
110-613-5105	Utility - Cable Television	\$0.00	\$140.00	\$145.00
110-613-5106	Utility - Telephone	\$28,458.00	\$28,600.00	\$25,785.82
110-613-5107	Utility - Data Access	\$21,440.00	\$31,900.00	\$29,069.18
<u>Contractual Services</u>				
110-613-5202	Consulting Services	\$0.00	\$499.95	\$1,500.00
110-613-5205	Labor / Labor & Equipment	\$8,410.00	\$22,758.88	\$18,500.00
<u>Meal and Travel</u>				
110-613-5401	Travel - Meals	\$500.00	\$500.00	\$0.00
110-613-5404	Schools and Seminars	\$2,500.00	\$2,500.00	\$0.00
<u>Communication</u>				
110-613-5601	Advertising	\$0.00	\$1,000.00	\$250.00
110-613-5602	Postage	\$0.00	\$15.61	\$0.00
<u>Maintenance & Repair</u>				
110-613-5702	Computer Maintenance & Repair	\$0.00	\$1,000.00	\$500.00
110-613-5703	Equipment Maintenance & Repair	\$0.00	\$1,000.00	\$3,130.00
110-613-5704	Software Maintenance & Repair	\$102,300.00	\$92,300.00	\$98,670.00
<u>Services - Non Categorized</u>				
110-613-5904	Employment	\$0.00	\$210.00	\$103.50
<u>Capital - Equipment</u>				
110-613-6201	Equipment - Communications	\$0.00	\$800.00	\$0.00
110-613-6202	Equipment - Computers	\$12,000.00	\$14,000.00	\$8,400.00
110-613-6206	Equipment - Office	\$0.00	\$399.98	\$200.00

INFORMATION TECHNOLOGY



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Capital - Software</i>				
110-613-6301	System Software	\$7,350.00	\$7,350.00	\$0.00
Total Expenditures		\$301,797.00	\$303,813.42	\$287,112.66

BUILDINGS AND GROUNDS



Mission of the City of Warrensburg Buildings and Grounds Department is to maintain the Civic Center Complex buildings and physical grounds in a clean, safe, and aesthetically pleasing manner.

Fiscal Year 2012 Accomplishments

- Work continues on development of a more accurate budget for this department due to the actual cost of maintenance and services throughout the Municipal Complex.
- Reduced the need for contracted maintenance and repairs by doing projects in-house.
- Maintained landscape throughout the facility with mowed, swept and cleaned grounds which resulted in a professionally groomed complex.
- Assisted in recycling program for the Civic Center Complex.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Familiarization with equipment functions in buildings throughout the Municipal Complex to assure proper function and efficiency of operation while maintaining scheduled service.
- Establish scheduled cleaning and janitorial services for a high level of safety, usability and cleanliness while minimizing disruptions to staff and/or public.
- Maintain the grounds appearance in the most professional way to instill pride in the community.

Position Detail

	<u>Salary Grade</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Proposed</u>
Buildings & Grounds					
Foreman	I	1	1	1	1
Custodian	B	1	1	1	1
Totals		2	2	2	2

BUILDINGS AND GROUNDS



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Salaries & Wages</i>				
110-614-1101	Wages	\$58,918.00	\$58,918.00	\$57,657.60
110-614-1103	Wages - Overtime	\$60.00	\$60.00	\$0.00
110-614-1105	Wages - Supplemental	\$180.00	\$180.00	\$0.00
<i>Employee Taxes</i>				
110-614-2101	FICA Taxes	\$4,526.00	\$4,526.00	\$4,410.81
<i>Employee Retirement</i>				
110-614-2201	Employee Retirement	\$5,502.00	\$5,502.00	\$5,938.73
<i>Employee Insurance</i>				
110-614-2301	Insurance - Dental	\$1,659.00	\$1,659.00	\$1,658.64
110-614-2302	Insurance - Health	\$10,399.00	\$10,399.00	\$9,985.44
110-614-2303	Insurance - Health Deductible	\$200.00	\$200.00	\$200.00
110-614-2304	Insurance - Life	\$166.00	\$166.00	\$165.60
<i>Worker's Compensation</i>				
110-614-2401	Worker's Compensation	\$2,076.00	\$2,076.00	\$2,023.78
<i>Commodities</i>				
110-614-4102	Clothing	\$250.00	\$250.00	\$100.00
110-614-4104	Custodial Supplies	\$3,300.00	\$3,300.00	\$1,000.00
110-614-4106	Lawn and Field Care	\$0.00	\$600.00	\$1,250.00
110-614-4107	Maintenance & Repair Supplies	\$0.00	\$700.00	\$2,000.00
110-614-4115	Tools	\$850.00	\$450.00	\$250.00
110-614-4199	Supplies - Non Categorized	\$1,200.00	\$700.00	\$400.00
<i>Utilities</i>				
110-614-5101	Utility - Electric	\$36,000.00	\$36,000.00	\$23,000.00
110-614-5102	Utility - Gas	\$8,490.00	\$8,490.00	\$4,500.00
110-614-5103	Utility - Water	\$4,850.00	\$4,850.00	\$4,646.00
110-614-5104	Utility -Trash	\$2,844.00	\$2,844.00	\$2,344.00
110-614-5105	Utility - Cable Television	\$90.00	\$90.00	\$0.00
110-614-5106	Utility - Telephone	\$210.00	\$210.00	\$210.00
110-614-5108	Fuel	\$0.00	\$0.00	\$300.00
<i>Contractual Services</i>				
110-614-5205	Labor / Labor & Equipment	\$12,000.00	\$12,000.00	\$5,750.00
110-614-5209	Rent / Lease	\$0.00	\$0.00	\$500.00
110-614-5299	Contractual - Non Categorized	\$39,000.00	\$39,000.00	\$74,750.00
<i>Maintenance & Repair</i>				
110-614-5701	Building Maintenance & Repair	\$4,500.00	\$4,500.00	\$2,000.00
110-614-5703	Equipment Maintenance & Repair	\$1,000.00	\$1,000.00	\$200.00
<i>Services - Non Categorized</i>				
110-614-5903	Health & Wellness	\$0.00	\$0.00	\$40.00
<i>Capital - Equipment</i>				
110-614-6205	Equipment - Mower	\$400.00	\$0.00	\$0.00
Total Expenditures		\$198,670.00	\$198,670.00	\$205,280.60

Note: An additional clean-up for bulky waste, brush and limbs has been added to the Buildings and Grounds budget for FY13 bringing the number of clean-up per fiscal year back to two. FY12 was reduced to one clean-up due to budget concerns.

FIRE PROTECTION



Members of the Warrensburg Fire Department are committed to delivering excellent service. We strive to provide effective fire department services to respond promptly in a professional and skilled manner.

Fiscal Year 2012 Accomplishments

- Acquired a radio repeater station for improved tactical communications during emergencies.
- Continued pre-incident planning activities with increased emphasis at the University of Central Missouri and Western Missouri Medical Center.
- Expanded the number of personnel who are trained and certified as fire investigators, fire instructors and fire officers by the State of Missouri.
- Increased Fire Code enforcement efforts, especially in public assembly occupancies.
- Recruited, tested and employed new part-time firefighters to fill many of the vacant positions.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Conduct Firefighter Certification Training Course for new part-time firefighters.
- Conduct flow testing of Warrensburg fire hydrants.
- Expand use of fire training unit acquired in 2009.
- Identify and implement ways of reducing the numbers of false fire alarm responses.
- Increase multi-company training for all Fire Department personnel.
- Maintain annual average response time to emergencies at or below 4 minutes.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Fire Chief	Exempt	1	1	1	1
Assistant Fire Chief	O	1	1	1	1
Fire/Emergency Prevention Officer	K	1	1	1	1
Battalion Chief (Suppression)	FFE	3	3	3	3
Battalion Chief (Administrative)	M	1	1	1	1
Battalion Chief (Training)	M	1	0	0	0
Fire Captain	FFD	6	6	6	6
Firefighter Specialist	FFC	1	6	6	9
Firefighter/EMT	FFB	11	6	6	3
Totals		26	25	25	25

FIRE PROTECTION



Account		FY 2012	FY 2012	FY 2013
Number	Description	Original Budget	Amended Budget	Proposed Budget
<u>Salaries & Wages</u>				
110-621-1101	Wages	\$972,749.00	\$972,749.00	\$1,010,817.84
110-621-1102	Wages - Part Time	\$140,000.00	\$140,000.00	\$104,500.00
110-621-1103	Wages - Overtime	\$114,503.00	\$114,503.00	\$107,610.00
110-621-1104	Wages - FLSA	\$100,396.00	\$100,396.00	\$105,176.82
110-621-1105	Wages - Supplemental	\$2,340.00	\$2,340.00	\$0.00
<u>Employee Taxes</u>				
110-621-2101	FICA Taxes	\$101,744.00	\$101,744.00	\$101,646.57
<u>Employee Retirement</u>				
110-621-2201	Employee Retirement	\$88,059.00	\$88,059.00	\$102,833.91
<u>Employee Insurance</u>				
110-621-2301	Insurance - Dental	\$19,835.00	\$19,835.00	\$20,733.00
110-621-2302	Insurance - Health	\$124,357.00	\$124,357.00	\$124,818.00
110-621-2303	Insurance - Health Deductible	\$2,400.00	\$2,400.00	\$2,500.00
110-621-2304	Insurance - Life	\$1,980.00	\$1,980.00	\$2,070.00
<u>Worker's Compensation</u>				
110-621-2401	Worker's Compensation	\$67,164.00	\$67,164.00	\$67,832.42
<u>Commodities</u>				
110-621-4102	Clothing	\$35,500.00	\$35,500.00	\$98,900.50
110-621-4103	Computer Supplies	\$13,000.00	\$13,000.00	\$7,700.00
110-621-4104	Custodial Supplies	\$2,000.00	\$2,000.00	\$2,000.00
110-621-4105	Lab & Chemicals	\$500.00	\$500.00	\$500.00
110-621-4107	Maintenance & Repair Supplies	\$20,000.00	\$20,000.00	\$15,000.00
110-621-4108	Meeting Supplies	\$550.00	\$550.00	\$550.00
110-621-4109	Office Supplies	\$3,850.00	\$3,850.00	\$2,000.00
110-621-4112	Publications	\$3,000.00	\$3,000.00	\$2,500.00
110-621-4115	Tools	\$750.00	\$750.00	\$750.00
110-621-4199	Supplies - Non Categorized	\$12,150.00	\$12,150.00	\$10,000.00
<u>Utilities</u>				
110-621-5101	Utility - Electric	\$13,800.00	\$13,800.00	\$13,800.00
110-621-5102	Utility - Gas	\$8,500.00	\$8,500.00	\$8,500.00
110-621-5103	Utility - Water	\$1,560.00	\$1,560.00	\$1,560.00
110-621-5104	Utility -Trash	\$600.00	\$600.00	\$600.00
110-621-5105	Utility - Cable Television	\$130.00	\$130.00	\$130.00
110-621-5106	Utility - Telephone	\$3,804.00	\$3,804.00	\$3,804.00
110-621-5107	Utility - Data Access	\$9,907.00	\$9,907.00	\$4,907.00
110-621-5108	Fuel	\$21,500.00	\$21,500.00	\$21,500.00
<u>Contractual Services</u>				
110-621-5205	Labor / Labor & Equipment	\$11,200.00	\$11,200.00	\$11,149.40
110-621-5299	Contractual - Non Categorized	\$0.00	\$50.60	\$50.60

FIRE PROTECTION



Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i><u>Meal and Travel</u></i>			
110-621-5401 Travel - Meals	\$0.00	\$1,000.00	\$500.00
110-621-5402 Mileage	\$0.00	\$500.00	\$500.00
110-621-5403 Travel - Room	\$0.00	\$1,000.00	\$500.00
110-621-5404 Schools and Seminars	\$12,500.00	\$10,000.00	\$8,750.00
<i><u>Dues & Memberships</u></i>			
110-621-5501 Dues & Memberships	\$2,100.00	\$2,100.00	\$1,500.00
<i><u>Communication</u></i>			
110-621-5601 Advertising	\$600.00	\$600.00	\$400.00
110-621-5602 Postage	\$500.00	\$500.00	\$500.00
110-621-5603 Printing & Binding	\$1,050.00	\$1,050.00	\$400.00
110-621-5699 Communication - Non Categorized	\$500.00	\$500.00	\$1,250.00
<i><u>Maintenance & Repair</u></i>			
110-621-5701 Building Maintenance & Repair	\$15,560.00	\$15,560.00	\$6,282.61
110-621-5703 Equipment Maintenance & Repair	\$21,700.00	\$22,800.00	\$22,800.00
<i><u>Services - Non Categorized</u></i>			
110-621-5903 Health & Wellness	\$16,000.00	\$16,000.00	\$14,200.00
110-621-5904 Employment	\$2,300.00	\$2,300.00	\$1,500.00
<i><u>Capital Equipment</u></i>			
110-621-6207 Equipment - Radios	\$7,000.00	\$7,000.00	\$7,000.00
110-621-6299 Equipment - Non Categorized	\$18,500.00	\$18,500.00	\$45,500.00
Total Expenditures	\$1,996,138.00	\$1,997,288.60	\$2,068,022.67

Note : For FY13 the Fire Department has applied for the Assistance Firefighter Grant for the amount of \$95,750.00, this includes a 5% match from the City. With this Grant the Fire Department will purchase Wildland Firefighter Gear and Rescue Tools. If the Fire Department is not awarded the grant revenues will be reduced by \$90,963.00 and expenditures by \$95,750.00.

LAW ENFORCEMENT



Mission of the Warrensburg Police Department is to ensure the safety, security and well-being of our community through proactive patrol, community based interaction, crime prevention programs, investigation of offenses, accidents and enforcement of ordinances and statutes.

Fiscal Year 2012 Accomplishments

- Alcohol Compliance Initiatives with UCM, Department of Public Safety, and Whiteman AFB (EUDL Grant).
- Active participation in West Central Missouri Major Case Squad.
- Active participation in Midwest Criminal Justice Information Association.
- Participation in Warrensburg Fraternal Order of Police “Shop with a Cop” program.
- Earned Community Star and Outstanding Community Awards for Blood Drives.
- UCM Criminal Justice Internships with Patrol Division.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Overall Criminal Offenses for 2011 down by 7%.
- Serious Crime Clearance Rate at WPD for 2011 was 39% (nationally for our size city is 26%).
- DARE Program taught in our schools.
- Drug Take-Back Program.
- Alcohol Compliance Checks and participation in Alcohol Grant with UCM and WAFB.
- After Hours Security Checks/Patrols of our businesses.
- Low Crime Index compared to other cities of our size.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Chief of Police	Exempt	1	1	1	1
Lieutenant	O	3	3	3	3
Sergeant	M	4	4	4	4
Detective	O	3	3	3	3
Corporal	K	7	7	7	7
Patrol Officer	J	16	16	15	13
Executive Assistant	G	1	1	1	1
Parking Control Officer	B	1	1	0	0
Records Clerk	E	2	2	2	2
Totals		38	38	36	34

LAW ENFORCEMENT



Account		FY 2012	FY 2012	FY 2013
Number	Description	Original Budget	Amended Budget	Proposed Budget
<u>Salaries & Wages</u>				
110-622-1101	Wages	\$1,554,129.00	\$1,542,166.32	\$1,505,545.60
110-622-1102	Wages - Part Time	\$23,413.00	\$35,375.68	\$23,212.80
110-622-1103	Wages - Overtime	\$60,000.00	\$60,000.00	\$52,533.74
110-622-1105	Wages - Supplemental	\$4,500.00	\$4,500.00	\$0.00
<u>Employee Taxes</u>				
110-622-2101	FICA Taxes	\$125,616.00	\$125,616.00	\$120,884.68
<u>Employee Retirement</u>				
110-622-2201	Employee Retirement	\$145,908.00	\$145,908.00	\$155,891.86
<u>Employee Insurance</u>				
110-622-2301	Insurance - Dental	\$29,856.00	\$29,856.00	\$29,026.20
110-622-2302	Insurance - Health	\$187,186.00	\$187,186.00	\$174,745.20
110-622-2303	Insurance - Health Deductible	\$3,600.00	\$3,600.00	\$3,500.00
110-622-2304	Insurance - Life	\$2,981.00	\$2,981.00	\$2,898.00
<u>Worker's Compensation</u>				
110-622-2401	Worker's Compensation	\$48,646.00	\$48,646.00	\$47,210.30
<u>Commodities</u>				
110-622-4101	Animal Care	\$1,050.00	\$1,050.00	\$1,000.00
110-622-4102	Clothing	\$16,800.00	\$16,800.00	\$10,000.00
110-622-4103	Computer Supplies	\$15,295.00	\$15,295.00	\$10,500.00
110-622-4104	Custodial Supplies	\$0.00	\$0.00	\$1,750.00
110-622-4107	Maintenance & Repair Supplies	\$0.00	\$0.00	\$3,000.00
110-622-4108	Meeting Supplies	\$1,050.00	\$1,050.00	\$1,050.00
110-622-4109	Office Supplies	\$4,200.00	\$4,200.00	\$4,200.00
110-622-4111	Program Supplies	\$23,830.00	\$23,830.00	\$12,500.00
110-622-4112	Publications	\$0.00	\$0.00	\$200.00
110-622-4117	Food	\$0.00	\$0.00	\$500.00
110-622-4199	Supplies - Non Categorized	\$10,721.00	\$10,321.00	\$6,000.00
<u>Utilities</u>				
110-622-5101	Utility - Electric	\$48,000.00	\$48,000.00	\$40,000.00
110-622-5103	Utility - Water	\$2,496.00	\$2,496.00	\$2,400.00
110-622-5104	Utility -Trash	\$600.00	\$600.00	\$600.00
110-622-5105	Utility - Cable Television	\$705.00	\$705.00	\$400.00
110-622-5106	Utility - Telephone	\$10,000.00	\$10,000.00	\$8,500.00
110-622-5107	Utility - Data Access	\$5,931.00	\$5,931.00	\$6,200.00
110-622-5108	Fuel	\$72,000.00	\$72,000.00	\$72,000.00
<u>Contractual Services</u>				
110-622-5210	Prisoner Care Services	\$12,500.00	\$12,500.00	\$18,500.00
110-622-5299	Contractual - Non Categorized	\$23,190.00	\$21,846.00	\$11,190.00
<u>Meal and Travel</u>				
110-622-5401	Travel - Meals	\$0.00	\$0.00	\$600.00
110-622-5403	Travel - Room	\$0.00	\$0.00	\$1,500.00
110-622-5404	Schools and Seminars	\$13,387.00	\$13,387.00	\$8,900.00

LAW ENFORCEMENT



Account		FY 2012	FY 2012	FY 2013
Number	Description	Original Budget	Amended Budget	Proposed Budget
<i><u>Dues & Memberships</u></i>				
110-622-5501	Dues & Memberships	\$1,250.00	\$1,250.00	\$500.00
<i><u>Communication</u></i>				
110-622-5601	Advertising	\$484.00	\$484.00	\$475.00
110-622-5602	Postage	\$0.00	\$0.00	\$75.00
110-622-5603	Printing & Binding	\$3,000.00	\$3,000.00	\$1,950.00
<i><u>Maintenance & Repair</u></i>				
110-622-5701	Building Maintenance & Repair	\$40,780.00	\$40,780.00	\$33,000.00
110-622-5703	Equipment Maintenance & Repair	\$1,000.00	\$1,000.00	\$1,000.00
110-622-5704	Software Maintenance & Repair	\$0.00	\$0.00	\$12,000.00
110-622-5706	Vehicle Maintenance & Repair	\$24,000.00	\$24,000.00	\$24,000.00
<i><u>Services - Non Categorized</u></i>				
110-622-5903	Health & Wellness	\$1,025.00	\$1,025.00	\$650.00
110-622-5905	Security	\$0.00	\$1,344.00	\$1,350.00
<i><u>Capital - Equipment</u></i>				
110-622-6299	Equipment - Non Categorized	\$9,600.00	\$0.00	\$9,600.00
Total Expenditures		\$2,528,729.00	\$2,518,729.00	\$2,421,538.38

ANIMAL CONTROL



Mission of the Warrensburg Animal Shelter and Control is to provide a level of service conducive to the positive health, safety and welfare of animals in our community through proactive programs, services and enforcement.

Fiscal Year 2012 Accomplishments

- Nuisance Cat Issue addressed with Ordinance.
- Euthanize Rate was 13%.
- In February, 118 Animals were adopted/placed in new homes by Shelter staff.
- Shelter received \$2,000 for Spay/Neuter Grant from the State.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Shelter receives 50-70% discount from Pfizer Pharmaceuticals .
- Shelter applies for and receives \$2,000 for Spay/Neuter Grant from State.
- Community service is offered as option by Municipal Court/Prosecutor.
- Volunteer Program is re-opened.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Shelter Manager	H	1	1	1	1
Assist Shelter Manager	G	0	0	0	1
Animal Control Officer	G	1	1	1	1
Laborer	B	0	1	0	0
Totals		2	3	2	3

There are also 2 regular Part Time Laborers

ANIMAL CONTROL



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-623-1101	Wages	\$78,279.00	\$78,279.00	\$85,196.80
110-623-1102	Wages - Part Time	\$18,313.00	\$18,313.00	\$18,012.80
110-623-1103	Wages - Overtime	\$3,000.00	\$3,000.00	\$1,000.00
110-623-1105	Wages - Supplemental	\$120.00	\$120.00	\$0.00
<u>Employee Taxes</u>				
110-623-2101	FICA Taxes	\$7,628.00	\$7,628.00	\$7,972.03
<u>Employee Retirement</u>				
110-623-2201	Employee Retirement	\$7,570.00	\$7,570.00	\$8,878.27
<u>Employee Insurance</u>				
110-623-2301	Insurance - Dental	\$2,488.00	\$2,488.00	\$2,487.96
110-623-2302	Insurance - Health	\$15,599.00	\$15,599.00	\$14,978.16
110-623-2303	Insurance - Health Deductible	\$300.00	\$300.00	\$300.00
110-623-2304	Insurance - Life	\$248.00	\$248.00	\$248.40
<u>Worker's Compensation</u>				
110-623-2401	Worker's Compensation	\$1,974.00	\$1,974.00	\$2,042.51
<u>Commodities</u>				
110-623-4101	Animal Care	\$5,700.00	\$5,700.00	\$8,460.00
110-623-4102	Clothing	\$510.00	\$510.00	\$210.00
110-623-4103	Computer Supplies	\$500.00	\$500.00	\$200.00
110-623-4104	Custodial Supplies	\$750.00	\$750.00	\$550.00
110-623-4105	Lab & Chemicals	\$12,000.00	\$12,000.00	\$9,000.00
110-623-4109	Office Supplies	\$350.00	\$350.00	\$350.00
110-623-4199	Supplies - Non Categorized	\$8,400.00	\$8,400.00	\$6,230.00
<u>Utilities</u>				
110-623-5101	Utility - Electric	\$6,800.00	\$6,800.00	\$6,800.00
110-623-5103	Utility - Water	\$3,500.00	\$3,500.00	\$1,500.00
110-623-5104	Utility -Trash	\$1,848.00	\$1,848.00	\$1,850.00
110-623-5106	Utility - Telephone	\$572.00	\$572.00	\$1,500.00
110-623-5107	Utility - Data Access	\$617.00	\$617.00	\$350.00
<u>Contractual Services</u>				
110-623-5299	Contractual - Non Categorized	\$18,850.00	\$20,850.00	\$17,000.00
<u>Meal and Travel</u>				
110-623-5404	Schools and Seminars	\$700.00	\$700.00	\$600.00
<u>Communication</u>				
110-623-5601	Advertising	\$0.00	\$0.00	\$200.00
110-623-5603	Printing & Binding	\$0.00	\$0.00	\$100.00
<u>Maintenance & Repair</u>				
110-623-5701	Building Maintenance & Repair	\$2,000.00	\$2,000.00	\$1,000.00
<u>Services - Non Categorized</u>				
110-623-5904	Employment	\$0.00	\$0.00	\$250.00
<u>Capital - Buildings</u>				
110-623-6101	Buildings	\$0.00	\$4,711.00	\$0.00
Total Expenditures		\$198,616.00	\$205,327.00	\$197,266.93



Mission of the City of Warrensburg Community Development Department is to enhance the quality of life of residents through proper planning and code compliance, to promote the growth of the community through proactive development services and effective customer service.

Fiscal Year 2012 Accomplishments

- Adopted the City's ADA Transition Plan Update and established an Accessibility Committee comprised of representatives from various City-wide community organizations.
- Grover Street Victorian Historic District listed as Warrensburg's 1st National Register historic district.
- Formed a Building Code Update Committee and evaluated 2012 International Building Codes.
- Maguire Street Corridor Study completed with significant public input.
- Administered 4 grants totaling \$205,103.
- Completed and successfully adopted seven zoning ordinance amendments including ordinances concerning accessible parking, restaurant parking, wind and solar energy systems.
- Staff generated nuisances cases has increased from 39% (FY10) to 43% (FY11) to 73% (FY12) of total cases over last three years.
- Ten residential dangerous buildings abated as of July 15, 2012 compared to seven cases in all of FY11.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Steps

- Develop and implement Annexation Plan in conjunction with City Manager's office.
- Finish DREAM Initiative and receive all final reports.

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

Action Steps

- Work to implement the Maguire Street Corridor Study.
- Develop and adopt Property Maintenance Code.
- Continue to enhance neighborhoods by enforcing the nuisance and dangerous building ordinances.

Additional Initiatives:

- Complete Phase II of the Street Tree Inventory, if grant funds received.
- Adopt 2012 International Building Codes.

COMMUNITY DEVELOPMENT



Position Detail

	<u>Salary Grade</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Proposed</u>
Community Development					
Director	Exempt	1	1	1	1
Building Official	M	1	1	1	1
City Planner	L	1	1	1	1
Project Manager - CD	K	1	1	1	1
Building Inspector Code Enforcement	J	1	1	1	1
Inspector	H	1	1	1	1
Permit Clerk	F	1	1	1	1
Totals		7	7	7	7

COMMUNITY DEVELOPMENT



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-641-1101	Wages	\$303,070.00	\$303,070.00	\$302,369.60
110-641-1102	Wages - Part Time	\$0.00	\$0.00	\$4,113.60
110-641-1103	Wages - Overtime	\$0.00	\$0.00	\$500.00
110-641-1105	Wages - Supplemental	\$420.00	\$420.00	\$0.00
<u>Employee Taxes</u>				
110-641-2101	FICA Taxes	\$23,217.00	\$23,217.00	\$23,484.21
<u>Employee Retirement</u>				
110-641-2201	Employee Retirement	\$28,225.00	\$28,225.00	\$31,195.57
<u>Employee Insurance</u>				
110-641-2301	Insurance - Dental	\$5,805.00	\$5,805.00	\$5,805.24
110-641-2302	Insurance - Health	\$36,397.00	\$36,397.00	\$34,949.04
110-641-2303	Insurance - Health Deductible	\$700.00	\$700.00	\$700.00
110-641-2304	Insurance - Life	\$580.00	\$580.00	\$579.60
<u>Worker's Compensation</u>				
110-641-2401	Worker's Compensation	\$6,017.00	\$6,017.00	\$6,183.31
<u>Employer Provided Services - Other</u>				
110-641-2601	Flex Spending Account	\$0.00	\$73.75	\$0.00
<u>Commodities</u>				
110-641-4102	Clothing	\$175.00	\$175.00	\$290.00
110-641-4103	Computer Supplies	\$2,976.00	\$2,402.25	\$2,334.00
110-641-4108	Meeting Supplies	\$550.00	\$831.00	\$230.00
110-641-4109	Office Supplies	\$1,500.00	\$1,000.00	\$1,000.00
110-641-4112	Publications	\$6,000.00	\$7,000.00	\$100.00
110-641-4199	Supplies - Non Categorized	\$1,000.00	\$900.00	\$1,816.28
<u>Utilities</u>				
110-641-5106	Utility - Telephone	\$2,683.00	\$2,683.00	\$1,740.00
110-641-5107	Utility - Data Access	\$988.00	\$988.00	\$959.76
110-641-5108	Fuel	\$4,070.00	\$4,070.00	\$4,300.24
<u>Contractual Services</u>				
110-641-5202	Consulting Services	\$12,500.00	\$31,750.00	\$18,000.00
110-641-5205	Labor / Labor & Equipment	\$2,000.00	\$1,500.00	\$2,000.00
<u>Meal and Travel</u>				
110-641-5401	Travel - Meals	\$300.00	\$510.00	\$330.00
110-641-5402	Mileage	\$225.00	\$945.65	\$300.00
110-641-5403	Travel - Room	\$3,225.00	\$2,219.35	\$1,430.00
110-641-5404	Schools and Seminars	\$5,630.00	\$3,275.00	\$2,940.00
<u>Dues & Memberships</u>				
110-641-5501	Dues & Memberships	\$1,275.00	\$1,375.00	\$2,206.00
<u>Communication</u>				
110-641-5601	Advertising	\$900.00	\$1,650.00	\$1,252.00
110-641-5602	Postage	\$300.00	\$300.00	\$100.00
110-641-5603	Printing & Binding	\$750.00	\$750.00	\$828.00

COMMUNITY DEVELOPMENT



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i>Maintenance & Repair</i>				
110-641-5703	Equipment Maintenance & Repair	\$800.00	\$0.00	\$0.00
110-641-5706	Vehicle Maintenance & Repair	\$0.00	\$1,000.00	\$1,653.00
<i>Services - Non Categorized</i>				
110-641-5903	Health & Wellness	\$224.00	\$224.00	\$108.00
110-641-5999	Services - Non Categorized	\$0.00	\$2,700.00	\$1,892.00
<i>Capital - Equipment</i>				
110-641-6202	Equipment - Computers	\$0.00	\$0.00	\$1,600.00
110-641-6206	Equipment - Office	\$1,750.00	\$1,500.00	\$950.00
<i>Capital - Vehicles</i>				
110-641-6501	Vehicles	\$0.00	\$0.00	\$15,690.00
<i>Donations</i>				
110-641-9701	Donation	\$24,431.00	\$0.00	\$0.00
Total Expenditures		\$478,683.00	\$474,253.00	\$473,929.45



City of Warrensburg Economic Development Division coordinates and increases overall economic growth, business and job development, and marketing efforts city wide; fosters a spirit of business and visitor friendliness; grows revenues with a minimum amount of risk and works with the University of Central Missouri and our other contracting agencies/entities to actively pursue opportunities that will support our existing businesses and recruit new ones.

Fiscal Year 2013 Strategic Plan Initiatives

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

Action Step

- Actively pursue grants as additional sources of revenue, where grants relate to city goals/strategies.

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

Action Steps

- Actively recruit new hotels and support efforts of existing hotels.
- Adopt Development Incentive Tool kit.
- Schedule/market events to attract visitors to fill hotels/motels and improve Warrensburg as a travel destination. Increase number of businesses downtown.

Additional Initiatives:

Collaborate with other economic development organizations including Johnson County Economic Development, Chamber of Commerce and Visitors Center and Main Street to foster a business community that encourages existing businesses to share resources and increase ownership in the development of the local economy.

	<u>Proposed FY13</u>
Retail/Hotel Marketing/Recruitment	\$15,630.00
Warrensburg Downtown Main Street, Inc	\$30,000.00
Downtown Main Street Events Coordinator	\$10,000.00
Tree Board	\$12,000.00
Johnson County Economic Development Corp.	\$75,000.00
Economic Development Initiative	\$1,000.00
Downtown Pine Street Façade Improvement Matching Grants	\$5,500.00
Street Banners – Phase II	\$2,000.00
Hwy DD Trails Initiative – Johnson County Trails Coalition	\$10,000.00
Depot Beautification	\$2,000.00
Development Incentives Toolkit Brochure	\$1,500.00
Warrensburg Area Leadership Council (WALC)	\$3,000.00
Pioneer Trails Regional Planning Comm. dues	\$5,000.00

ECONOMIC DEVELOPMENT



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Commodities</u>				
110-642-4108	Meeting Supplies	\$0.00	\$833.00	\$325.00
110-642-4109	Office Supplies	\$0.00	\$25.00	\$0.00
110-642-4199	Supplies - Non Categorized	\$0.00	\$0.00	\$2,300.00
<u>Contractual Services</u>				
110-642-5202	Consulting Services	\$0.00	\$11,500.00	\$22,000.00
<u>Meal and Travel</u>				
110-642-5401	Travel - Meals	\$0.00	\$225.00	\$450.00
110-642-5402	Mileage	\$0.00	\$800.00	\$1,600.00
110-642-5403	Travel - Room	\$0.00	\$750.00	\$1,500.00
110-642-5404	Schools and Seminars	\$3,500.00	\$1,005.00	\$1,560.00
<u>Dues & Memberships</u>				
110-642-5501	Dues & Memberships	\$111,125.00	\$114,725.00	\$3,725.00
<u>Communication</u>				
110-642-5601	Advertising	\$0.00	\$2,350.00	\$675.00
110-642-5603	Printing & Binding	\$0.00	\$375.00	\$175.00
<u>Community Agreements</u>				
110-642-9301	Community Agreements	\$105,833.00	\$90,000.00	\$172,100.00
Total Expenditures		\$ 220,458.00	\$ 222,588.00	\$ 206,410.00

STREET MAINTENANCE



City of Warrensburg Street Maintenance Department mission is to provide our community with the highest quality public service that continually enhances the quality of life for all of our citizens. This commitment is accomplished through the proper utilization of funds and resources with an emphasis on pride of the finished project.

Fiscal Year 2012 Accomplishments

- Reduced the number of sign posts along the Maguire Street and Young Street corridors by combining street name signs with stop sign posts.
- Installation of a dedicated right turn lane on Maguire Street at South Street to improve traffic flow.
- The storm drainage improvements were completed by Street Department crew in the Oak Manor Subdivision which resulted in a significant cost savings for the project.
- The Street Maintenance Program was dedicated to asphalt repairs and maintenance in order to save Capital Improvements Funds. This also allowed the crew to move forward with maintenance in areas of need that will be included in future asphalt overlay programs.
- Assisted recycling efforts by removing and installing new containers in the downtown area.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Familiarize staff with the new right-of way areas taken over by the City from Missouri Department of Transportation for maintenance, including additional storm drainage, pavement repair, signage, signals, paint striping and snow removal to the street system.
- Initiate training on maintenance and repair of traffic signals through nationally recognized certification.
- As funded, complete more asphalt overlay at city streets.

Position Detail

	Salary Grade	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Proposed
Director of Public Works	Exempt	0.5	0.5	0.5	0.5
Assistant Director of Public Works	O	0.5	0	0	0
Manager of Street Operations	M	1	1	1	1
Project Manager - Streets	K	2	2	1.5	1.5
Street Foreman	I	1	1	1	1
Equipment Technician	H	1	1	1	1
Executive Assistant	G	0.5	0.5	0	0
Sign Technician	G	1	1	1	1
Maintenance Worker II	G	5	5	5	5
Maintenance Worker II	F	1	1	1	1
Totals		13.5	13	12	12

STREET MAINTENANCE



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-643-1101	Wages	\$415,567.00	\$415,567.00	\$386,557.60
110-643-1103	Wages - Overtime	\$26,000.00	\$26,000.00	\$6,641.03
110-643-1105	Wages - Supplemental	\$1,200.00	\$1,200.00	\$0.00
<u>Employee Taxes</u>				
110-643-2101	FICA Taxes	\$33,873.00	\$33,873.00	\$30,034.46
<u>Employee Retirement</u>				
110-643-2201	Employee Retirement	\$41,177.00	\$41,177.00	\$40,438.54
<u>Employee Insurance</u>				
110-643-2301	Insurance - Dental	\$9,952.00	\$9,952.00	\$9,951.84
110-643-2302	Insurance - Health	\$62,395.00	\$62,395.00	\$54,919.92
110-643-2303	Insurance - Health Deductible	\$1,200.00	\$1,200.00	\$1,200.00
110-643-2304	Insurance - Life	\$994.00	\$994.00	\$993.60
<u>Worker's Compensation</u>				
110-643-2401	Worker's Compensation	\$23,733.00	\$23,733.00	\$21,847.75
<u>Commodities</u>				
110-643-4102	Clothing	\$13,050.00	\$13,050.00	\$13,500.00
110-643-4103	Computer Supplies	\$2,300.00	\$2,300.00	\$250.00
110-643-4104	Custodial Supplies	\$5,250.00	\$9,250.00	\$5,750.00
110-643-4106	Lawn and Field Care	\$0.00	\$0.00	\$2,500.00
110-643-4107	Maintenance & Repair Supplies	\$10,750.00	\$10,750.00	\$16,000.00
110-643-4108	Meeting Supplies	\$0.00	\$500.00	\$100.00
110-643-4109	Office Supplies	\$2,000.00	\$1,000.00	\$750.00
110-643-4113	Sand and Salt	\$40,000.00	\$35,250.00	\$38,450.00
110-643-4115	Tools	\$2,000.00	\$2,000.00	\$2,700.00
<u>Utilities</u>				
110-643-5101	Utility - Electric	\$274,000.00	\$274,000.00	\$275,000.00
110-643-5102	Utility - Gas	\$3,000.00	\$3,000.00	\$1,800.00
110-643-5103	Utility - Water	\$4,500.00	\$4,500.00	\$4,700.00
110-643-5104	Utility - Trash	\$715.00	\$715.00	\$780.00
110-643-5105	Utility - Cable Television	\$150.00	\$150.00	\$75.12
110-643-5106	Utility - Telephone	\$2,122.00	\$2,122.00	\$1,935.84
110-643-5107	Utility - Data Access	\$2,594.00	\$2,594.00	\$2,519.04
110-643-5108	Fuel	\$64,366.00	\$64,366.00	\$60,000.00
<u>Contractual Services</u>				
110-643-5205	Labor/Labor & Equipment	\$11,520.00	\$10,520.00	\$18,000.00
110-643-5209	Rent/Lease	\$17,890.00	\$17,890.00	\$18,360.00
110-643-5299	Contractual - Non Categorized	\$0.00	\$1,000.00	\$5,050.00
<u>Meal and Travel</u>				
110-643-5401	Travel - Meals	\$100.00	\$100.00	\$0.00
110-643-5403	Travel - Room	\$0.00	\$100.00	\$100.00
110-643-5404	Schools and Seminars	\$863.00	\$1,513.00	\$1,400.00

STREET MAINTENANCE



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i><u>Dues and Memberships</u></i>				
110-643-5501	Dues and Memberships	\$750.00	\$750.00	\$500.00
<i><u>Communication</u></i>				
110-643-5601	Advertising	\$0.00	\$250.00	\$100.00
<i><u>Maintenance and Repair</u></i>				
110-643-5701	Building Maintenance and Repair	\$2,000.00	\$2,000.00	\$3,500.00
110-643-5703	Equipment Maintenance and Repair	\$39,000.00	\$39,000.00	\$29,000.00
110-643-5706	Vehicle Maintenance and Repair	\$57,000.00	\$57,000.00	\$25,000.00
<i><u>Services - Non Categorized</u></i>				
110-643-5903	Health and Wellness	\$0.00	\$100.00	\$150.00
110-643-5904	Employment	\$0.00	\$150.00	\$100.00
<i><u>Capital - Equipment</u></i>				
110-643-6207	Equipment - Radios	\$2,000.00	\$2,000.00	\$2,000.00
<i><u>Capital - Infrastructure</u></i>				
110-643-6401	Signs	\$17,500.00	\$17,500.00	\$23,000.00
Total Expenditures		\$1,191,511.00	\$1,191,511.00	\$1,105,654.74

CEMETERY



Mission of the City of Warrensburg Sunset Hill Cemetery is to provide the community with a professionally maintained facility and quality service in a caring manner.

Fiscal Year 2012 Accomplishments

- Performed maintenance and repair projects on cemetery grounds involving painting of the entrance gates and sign post, re-roofing the equipment storage shed, and the installation of a new “Cemetery Office” sign.
- Other signage was also upgraded to better inform the public as to cemetery regulations and policy.
- Installed recycled trash receptacles formerly used in the downtown area to improve the appearance of the cemetery grounds.

Fiscal Year 2013 Strategic Plan Initiatives

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

- Complete installation and implementation of computer software for better cemetery records and increased efficiency.
- Increase of fees for best alignment with other area cemetery fee structures and recovery of costs.

Position Detail

	<u>Salary Grade</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Proposed</u>
Maintenance Foreman	I	1	1	1	1
Totals		1	1	1	1

CEMETERY



Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<u>Salaries & Wages</u>				
110-644-1101	Wages	\$31,071.00	\$31,071.00	\$32,162.41
110-644-1103	Wages - Overtime	\$116.00	\$116.00	\$100.00
<u>Employee Taxes</u>				
110-644-2101	FICA Taxes	\$2,386.00	\$2,386.00	\$2,469.26
<u>Employee Retirement</u>				
110-644-2201	Employee Retirement	\$2,900.00	\$2,900.00	\$3,201.93
<u>Employee Insurance</u>				
110-644-2301	Insurance - Dental	\$829.00	\$829.00	\$829.32
110-644-2302	Insurance - Health	\$5,200.00	\$5,200.00	\$4,992.72
110-644-2303	Insurance - Health Deductible	\$100.00	\$100.00	\$100.00
110-644-2304	Insurance - Life	\$83.00	\$83.00	\$82.80
<u>Worker's Compensation</u>				
110-644-2401	Worker's Compensation	\$1,463.00	\$1,463.00	\$1,513.83
<u>Commodities</u>				
110-644-4102	Clothing	\$375.00	\$375.00	\$275.00
110-644-4103	Computer Supplies	\$250.00	\$0.00	\$0.00
110-644-4104	Custodial Supplies	\$0.00	\$0.00	\$75.00
110-644-4106	Lawn and Field Care	\$0.00	\$600.00	\$475.00
110-644-4107	Maintenance & Repair Supplies	\$0.00	\$0.00	\$300.00
110-644-4108	Meeting Supplies	\$0.00	\$120.00	\$0.00
110-644-4115	Tools	\$1,000.00	\$1,000.00	\$1,300.00
110-644-4199	Supplies - Non Categorized	\$800.00	\$500.00	\$0.00
<u>Utilities</u>				
110-644-5101	Utility - Electric	\$2,300.00	\$2,300.00	\$1,600.00
110-644-5102	Utility - Gas	\$1,976.00	\$1,976.00	\$400.00
110-644-5103	Utility - Water	\$2,138.00	\$2,138.00	\$750.00
110-644-5104	Utility - Trash	\$480.00	\$480.00	\$480.00
110-644-5106	Utility - Telephone	\$669.00	\$669.00	\$745.68
110-644-5107	Utility - Data Access	\$617.00	\$617.00	\$599.40
110-644-5108	Fuel	\$5,077.00	\$5,077.00	\$3,000.00
<u>Contractual Services</u>				
110-644-5205	Labor/Labor & Equipment	\$58,700.00	\$58,300.00	\$55,000.00
<u>Meal and Travel</u>				
110-644-5401	Travel - Meals	\$50.00	\$0.00	\$0.00
110-644-5404	Schools and Seminars	\$600.00	\$0.00	\$0.00

CEMETERY

Account Number	Description	FY 2012 Original Budget	FY 2012 Amended Budget	FY 2013 Proposed Budget
<i><u>Maintenance and Repair</u></i>				
110-644-5701	Building Maintenance and Repair	\$600.00	\$1,000.00	\$100.00
110-644-5703	Equipment Maintenance and Repa	\$1,000.00	\$1,000.00	\$500.00
110-644-5704	Software Maintenance & Repair	\$500.00	\$980.00	\$500.00
<i><u>Services - Non Categorized</u></i>				
110-644-5903	Health and Wellness	\$0.00	\$0.00	\$75.00
110-644-5904	Employment	\$0.00	\$0.00	\$75.00
<i><u>Capital - Equipment</u></i>				
110-644-6205	Equipment - Mower	\$0.00	\$0.00	\$3,600.00
<i><u>Capital - Infrastructure</u></i>				
110-644-6401	Signs	\$1,200.00	\$1,200.00	\$0.00
Total Expenditures		\$122,480.00	\$122,480.00	\$115,302.35