



Warrensburg Convention and Visitors Bureau **Board Meeting**

Thursday, January 12, 2023 10:00 AM Central Time (US and Canada)

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1. Call To Order  
Tom Koenigsfeld, President
2. Roll Call  
Marcy Barnhart, Tourism Director
3. Adopt Agenda
4. Minutes Of Prior Meeting

Marcy Barnhart, Tourism Director

Documents:

[MINUTES 12082022.PDF](#)

5. Financial Report

Marcy Barnhart, Tourism Director

Documents:

[FINANCIAL REPORT JAN 9 2023.PDF](#)  
[LODGING TAX ACTUAL.PDF](#)

6. Order Of Business: Financial Policy

205 N Holden Renovation Change Order Policy

205 N Holden Purchase Policy

Marcy Barnhart, Tourism Director

Documents:

[CITY FINANCE PROCEDURE MANUAL.PDF](#)  
[DIRECTOR NOTES 205 N HOLDEN CHANGE ORDER AND PURCHASE POLICY.PDF](#)

7. FY 22-23 WCVB Budget Update

Marcy Barnhart, Tourism Director

Documents:

[DIRECTOR NOTES 2022-2023 BUDGET UPDATE.PDF](#)

8. Order Of Business: WCVB Community Support

- o WCVB 2023 Grant Program
- o WCVB Sponsorship Program

Marcy Barnhart, Tourism Director

Documents:

[DIRECTOR NOTES 2023 WCVB GRANT PROGRAM AND SPONSORSHIP PROGRAM.PDF](#)

9. WCVB Strategic Plan Update

Marcy Barnhart, Tourism Director

Documents:

[DIRECTORS NOTES STRATEGIC PLAN UPDATE.PDF](#)

10. Directors Report  
Marcy Barnhart, Tourism Director

Documents:

[01102023 WCVB DIRECTORS REPORT BOARD.PDF](#)

11. Appearances By The Public
12. City Of Warrensburg Update  
Jim Kushner, City of Warrensburg Mayor

Danielle Dulin, City Manager

13. Warrensburg Parks And Recreation Update  
Chris Deal, WPR Interim Director

14. Board Comments  
WCVB Board Members

15. Other Business  
Marcy Barnhart, Tourism Director

WCVB Board

16. CLOSED SESSION  
Closed Session:

Vote to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

# Warrensburg Convention & Visitors Bureau Minutes

Zoom

10 a.m. Thursday, December 8, 2022

A meeting of the Warrensburg Convention and Visitors Bureau was held by Zoom on Thursday, December 8, 2022 at 10:09 a.m. with President Tom Koenigsfeld presiding.

Roll was called as follows:

Present: Kelly Brooks, Tom Koenigsfeld, Ginny McTighe, and Diane Whitworth; exofficio members Chris Deal, Danielle Dulin and Jim Kushner

Absent: Dana, Phelps, Scott Thomason and Diane Thompson;

The adoption of the agenda was considered. McTighe made a motion to adopt the agenda as presented. The motion was seconded by Brooks. Motion passed.

Minutes of the November 10, 2022 WCVB Board meeting were considered. Brooks made a motion to approve the meeting minutes as presented. The motion was seconded by McTighe. Motion passed.

Financial report\* was provided by the WCVB director.

FY 2022-2023

As of December 6, 2022, 22% of budgeted expenses have been incurred.

As of December 6, 2022, 21% of the budgeted revenue have been received.

November transfer by the City had not been completed by report date.

\*Unaudited numbers provided.

The WCVB director presented the bids submitted for the renovation of 205 North Holden Street. Two bids were received: Enneking Construction \$341,614 and Dow Construction \$698,880. City of Warrensburg Public Works Senior Project Manager Bill Graves provided an overview of the bid process. He updated the Board on the project's timeline after the contract for services is awarded by the Board. Staff recommended the Board approve the contract for services with Enneking Construction LLC. Whitworth made a motion to approve the WCVB director to sign a contract to provide services with Enneking Construction LLC for the renovation of 205 N Holden. The motion was seconded by Koenigsfeld. Motion passed.

The WCVB director presented the request for a letter of support from Knob Noster State Park. Knob Noster State Park is applying for an Urban Night Sky Place certification from the International Dark Sky Association and the Missouri Chapter of IDA. Brooks made a motion to approve the request and authorize the WCVB director to provide a letter of support for the application on behalf of the WCVB. The motion was seconded by McTighe. Motion passed.

The WCVB director presented an update on the Local Tourism Asset Development Grant. The application is due December 14, 2022. The renovation of 205 N Holden will be the project being presented. The Board approved the application to be submitted at the November 10, 2022 Board meeting.

The WCVB director provided an update on the WCVB's strategic plan.

The WCVB director provided her director's report. The director discussed upcoming events; past events; important dates for the Visitor Center; and upcoming agenda items to be presented to the Board. Two thank you notes the WCVB had received were included in the meeting packet.

The City of Warrensburg update was provided by City Manager Danielle Dulin, Councilman Bruce Uhler, and Mayor Jim Kushner.

Warrensburg Parks and Recreation Interim Director Chris Deal introduced himself and provided an update from WPR.

The WCVB director reminded the Board of the upcoming WCVB Board meeting schedule. The January 2023 will be held in-person.

No other items were presented. Meeting adjourned at 10:58 a.m.



# Budget Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>							
<b>Revenue</b>							
<a href="#">830-51905</a>	TAXES - LODGING	350,000.00	350,000.00	0.00	53,657.15	-296,342.85	84.67 %
<a href="#">830-52200</a>	GRANTS - STATE	68,750.00	68,750.00	0.00	0.00	-68,750.00	100.00 %
<a href="#">830-55190</a>	MERCHANDISE	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
<a href="#">830-57105</a>	INTEREST ON DEPOSITS	2,000.00	2,000.00	0.00	3,431.23	1,431.23	171.56 %
<a href="#">830-57120</a>	EARNINGS CREDIT	500.00	500.00	0.00	126.01	-373.99	74.80 %
	<b>Revenue Total:</b>	<b>422,750.00</b>	<b>422,750.00</b>	<b>0.00</b>	<b>57,214.39</b>	<b>-365,535.61</b>	<b>86.47 %</b>
<b>Expense</b>							
<a href="#">830-611-1101</a>	WAGES	73,050.00	73,050.00	0.00	10,723.08	62,326.92	85.32 %
<a href="#">830-611-1102</a>	WAGES - PART TIME	24,500.00	24,500.00	0.00	1,838.63	22,661.37	92.50 %
<a href="#">830-611-1105</a>	WAGES - SUPPLEMENTAL	1,260.00	1,260.00	0.00	200.00	1,060.00	84.13 %
<a href="#">830-611-2101</a>	FICA TAXES	7,500.00	7,500.00	0.00	952.23	6,547.77	87.30 %
<a href="#">830-611-2201</a>	RETIREMENT - LAGERS	4,750.00	4,750.00	0.00	720.92	4,029.08	84.82 %
<a href="#">830-611-2301</a>	INSURANCE - DENTAL	840.00	840.00	0.00	138.52	701.48	83.51 %
<a href="#">830-611-2302</a>	INSURANCE - HEALTH	10,130.00	10,130.00	0.00	1,299.52	8,830.48	87.17 %
<a href="#">830-611-2304</a>	INSURANCE - LIFE	150.00	150.00	0.00	26.48	123.52	82.35 %
<a href="#">830-611-2305</a>	INSURANCE - SHORT TERM DISABIL	200.00	200.00	0.00	33.78	166.22	83.11 %
<a href="#">830-611-2306</a>	INSURANCE - LONG TERM DISABILI	160.00	160.00	0.00	26.72	133.28	83.30 %
<a href="#">830-611-2401</a>	WORKER'S COMPENSATION	170.00	170.00	0.00	27.64	142.36	83.74 %
<a href="#">830-611-4102</a>	CLOTHING	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">830-611-4103</a>	COMPUTER SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">830-611-4107</a>	MAINTENANCE & REPAIR SUPPLIES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">830-611-4108</a>	MEETING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-4109</a>	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	1,015.50	484.50	32.30 %
<a href="#">830-611-4114</a>	SOFTWARE	6,000.00	6,000.00	0.00	206.33	5,793.67	96.56 %
<a href="#">830-611-4117</a>	FOOD	850.00	850.00	0.00	176.66	673.34	79.22 %
<a href="#">830-611-4199</a>	SUPPLIES NON - CATEGORIZED	42,500.00	42,500.00	0.00	441.50	42,058.50	98.96 %
<a href="#">830-611-5101</a>	UTILITY - ELECTRIC	4,000.00	4,000.00	0.00	66.56	3,933.44	98.34 %
<a href="#">830-611-5102</a>	UTILITY - GAS	3,500.00	3,500.00	0.00	121.04	3,378.96	96.54 %
<a href="#">830-611-5103</a>	UTILITY - WATER	1,000.00	1,000.00	0.00	42.34	957.66	95.77 %
<a href="#">830-611-5106</a>	UTILITY - TELEPHONE	1,720.00	1,720.00	0.00	1,218.44	501.56	29.16 %
<a href="#">830-611-5107</a>	UTILITY - DATA ACCESS	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<a href="#">830-611-5109</a>	UTILITY - SEWER	1,000.00	1,000.00	0.00	52.00	948.00	94.80 %
<a href="#">830-611-5201</a>	AUDIT SERVICES	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">830-611-5202</a>	CONSULTING	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">830-611-5203</a>	FINANCIAL SERVICES	1,400.00	1,400.00	0.00	263.09	1,136.91	81.21 %
<a href="#">830-611-5206</a>	LEGAL SERVICES	500.00	500.00	0.00	75.00	425.00	85.00 %
<a href="#">830-611-5299</a>	CONTRACTUAL NON CATEGORIZED	15,000.00	15,000.00	0.00	814.02	14,185.98	94.57 %
<a href="#">830-611-5301</a>	PROPERTY INSURANCE	4,500.00	4,500.00	0.00	4,319.00	181.00	4.02 %
<a href="#">830-611-5401</a>	TRAVEL - MEALS	200.00	200.00	0.00	53.52	146.48	73.24 %
<a href="#">830-611-5402</a>	MILEAGE	550.00	550.00	0.00	388.75	161.25	29.32 %
<a href="#">830-611-5403</a>	TRAVEL - ROOMS	1,000.00	1,000.00	0.00	351.44	648.56	64.86 %
<a href="#">830-611-5404</a>	SCHOOLS AND SEMINARS	750.00	750.00	0.00	0.00	750.00	100.00 %
<a href="#">830-611-5501</a>	DUES AND MEMBERSHIPS	2,000.00	2,000.00	0.00	780.00	1,220.00	61.00 %
<a href="#">830-611-5601</a>	ADVERTISING	112,070.00	112,070.00	0.00	25,097.05	86,972.95	77.61 %
<a href="#">830-611-5602</a>	POSTAGE	500.00	500.00	0.00	70.00	430.00	86.00 %
<a href="#">830-611-5603</a>	PRINTING AND BINDING	10,000.00	10,000.00	0.00	335.00	9,665.00	96.65 %
<a href="#">830-611-5604</a>	SHOWS/ EXPO/ EVENTS EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-5699</a>	COMMUNICATION- NON CATEGORIZ...	1,500.00	1,500.00	0.00	1,216.06	283.94	18.93 %
<a href="#">830-611-5904</a>	EMPLOYMENT	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">830-611-5999</a>	SERVICES - NON CATEGORIZED	15,000.00	15,000.00	0.00	3,370.00	11,630.00	77.53 %

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 01/31/2023**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<a href="#">830-611-9301</a> COMMUNITY AGREEMENTS	25,000.00	25,000.00	0.00	2,500.00	22,500.00	90.00 %
<b>Expense Total:</b>	<b>422,750.00</b>	<b>422,750.00</b>	<b>0.00</b>	<b>58,960.82</b>	<b>363,789.18</b>	<b>86.05 %</b>
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,746.43</b>	<b>-1,746.43</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,746.43</b>	<b>-1,746.43</b>	<b>0.00 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>						
Revenue	422,750.00	422,750.00	0.00	57,214.39	-365,535.61	86.47 %
Expense	422,750.00	422,750.00	0.00	58,960.82	363,789.18	86.05 %
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,746.43</b>	<b>-1,746.43</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,746.43</b>	<b>-1,746.43</b>	<b>0.00 %</b>



**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
830 - WCVB TOURISM BUREAU	0.00	0.00	0.00	-1,746.43	-1,746.43
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,746.43</b>	<b>-1,746.43</b>

**CITY OF WARRENSBURG  
LODGING TAX TEN YEAR COMPARISON**



	FY13	FY14	FY15	FY17	FY18	FY19	FY20	FY21	FY22	FY23	CHANGE	%	
OCT				\$ 10,664.28	\$ 14,468.77	\$ 18,136.08	\$ 15,413.84	\$ 25,326.19	\$ 21,376.05	\$ 22,975.85	\$ 1,599.80	7.48%	OCT
NOV				\$ 11,856.62	\$ 10,528.83	\$ 10,744.89	\$ 40,257.33	\$ 13,459.83	\$ 36,383.86	\$ 54,849.16	\$ 18,465.30	50.75%	NOV
DEC				\$ 6,761.43	\$ 7,065.61	\$ 7,629.16	\$ 18,335.22	\$ 18,653.37	\$ 14,828.82				DEC
JAN				\$ 7,100.05	\$ 8,711.87	\$ 9,409.07	\$ 14,881.91	\$ 14,549.56	\$ 13,660.80				JAN
FEB				\$ 4,274.36	\$ 8,630.16	\$ 8,230.30	\$ 21,406.86	\$ 23,358.51	\$ 27,470.67				FEB
MAR				\$ 12,622.11	\$ 11,598.22	\$ 10,533.92	\$ 19,520.74	\$ 28,082.46	\$ 36,567.73				MAR
APR				\$ 9,345.76	\$ 13,836.05	\$ 12,894.11	\$ 14,101.18	\$ 28,468.79	\$ 20,899.61				APR
MAY				\$ 9,755.36	\$ 13,793.79	\$ 19,644.72	\$ 13,024.45	\$ 31,892.71	\$ 41,515.56				MAY
JUN				\$ 12,252.02	\$ 16,832.61	\$ 22,628.16	\$ 19,296.86	\$ 48,620.74	\$ 27,914.46				JUN
JULY				\$ 10,131.03	\$ 11,403.53	\$ 21,351.50	\$ 26,857.44	\$ 21,179.38	\$ 37,349.46				JULY
AUG				\$ 11,683.88	\$ 16,616.52	\$ 44,208.66	\$ 26,943.77	\$ 34,370.55	\$ 35,965.75				AUG
SEP				\$ 17,223.77	\$ 13,882.14	\$ 20,927.52	\$ 32,315.05	\$ 42,351.10	\$ 30,681.30				SEP
<b>TOTAL</b>				<b>\$ 123,670.67</b>	<b>\$ 147,368.10</b>	<b>\$ 206,338.09</b>	<b>\$ 262,354.65</b>	<b>\$ 330,313.19</b>	<b>\$ 344,614.07</b>	<b>\$ 77,825.01</b>	<b>\$ 20,065.10</b>	<b>34.74%</b>	<b>TOTAL</b>



City Of Warrensburg Missouri  
Finance  
Procedure Manual

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# City Of Warrensburg Missouri Finance Procedure Manual

## 1 Introduction

Through formal action Warrensburg City Council has adopted a set of Financial Management Policies. These financial management policies provide the overall direction and governance to staff regarding how the City finances shall be managed. This procedure manual is intended to provide additional guidance or detail of the methodologies and practices utilized to implement such City Financial Management Policies.

## 2 Scope and Authority

As the governing body for the City, the City Council sets policy for the City and appoints staff to carry out or execute such policies. The City Manager serves at the pleasure of the Council, and as the chief executive and administrative officer of the City, is responsible to conduct and oversee all operations to include the fiscal operations of the City in accordance with the policies adopted by Council. To assist in the financial management of the City operations, the City Manager appoints a Director of Finance. Under the direction and at the pleasure of the City Manager, the Director of Finance serves as the Treasurer and Chief Financial Officer of the City to carry out the financial policies for the City. The Director of Finance oversees the development, implementation, and updating of this procedure manual as a tool to assist staff to comply with the current duly adopted financial management policies.

For added clarity, this procedure manual is a tool to assist with compliance with policy. Thereby, this document does not state, amend, or modify, policy for the City which is reserved to the Council as the governing body. Therefore, any statements or procedures contained in this document that are in conflict with current adopted policy, shall be null and void and replaced with appropriate procedures to comply with such then current policy statements adopted by Council. Likewise, and in accordance with City policy, the City will conform to Generally Accepted Accounting Principles (GAAP) as monitored and updated by the Governmental Accounting Standards Board (GASB). Therefore, any statements or procedures that are in conflict with GAAP shall also be null and void and replaced with appropriate procedures to comply with such then current GAAP.

## 3 Purpose

### 3.1 Internal Controls

The primary purpose of this document is to set in place systems of internal controls that assure compliance with the financial policies of the City. Further, to provide reasonable assurances that in the normal course of performing their duties management can prevent, or detect and correct misstatements of financial recordings on a timely basis, and proper management oversight is employed to prevent or quickly detect, misuse of City funds or assets.

It shall be noted that an internal control system is inherently limited, in that the cost of implementing more stringent controls must be weighed against the benefit of such controls. Additionally, circumstances may change to render some controls ineffective, or controls may be circumvented. Therefore, the Director of Finance shall periodically review all financial management procedures to ensure the effectiveness of and compliance with each element of the internal controls. In this review, the cost vs. benefit shall be weighed and the Director of Finance shall use their best judgment, in consultation with, Department Heads, the City Manager, the Finance Advisory and Audit Committee, and City Council, in maintaining effective yet feasible procedures.



# City Of Warrensburg Missouri

## Finance

### Procedure Manual

#### **3.2 Customer Focus**

The finance department shall maintain a focus on providing excellent customer service to all its various customers (internal and external) by exceeding their expectations. The primary role of the department is to provide services in support of and to the rest of the governmental entity (internal customers) as well as providing essential services to the citizenry (external customers). In all they do, each member of the department shall continuously assess the needs and desires of each individual customer from their perspective and determine innovative ways to serve them through thinking win / win.

#### **3.3 Best Practices**

The finance department shall use a continuous improvement mindset to continuously review and improve all practices. Included in this process, each individual in the department will seek out information regarding industry defined best practices and determine relative applicability to the City for inclusion in the City's best practices. Sources such as Governmental Finance Officers Association (GFOA) and the International City / County Management Association (ICMA) should be utilized to bring new and fresh thoughts for improving the City's finance department function.

#### **3.4 Efficiencies**

As best practices, Performance Management should be employed to provide cost effective and efficient services. For summary here, Performance Management is a methodology of making resource allocation decisions based upon performance. An important piece of this methodology is the use of data as indicators of performance (a.k.a. performance measurements). Performance is measured in terms of value derived by the customer. Therefore, resource allocation decisions should be based upon reliable data indicating the relative value derived by the customer from the consumption of the resource. Additionally, the value derived by the customer must be equal to or greater than the cost or what they must give up to receive such value.

It should be noted that this section as well is centered on the customer in that we measure all we do in terms of "value" to the "customer". Thereby we measure our success in terms of providing more value to the customer for each dollar spent.

Looking beyond the department is necessary to truly determine the customer's relative value. In other words, a customer may derive more value by a different allocation of resources across traditional departments as well as within. We encourage each member of the department to adopt the perspective of the customer dealing with the larger of the whole City (for external customers) or the rest of the City (for internal customers) to measure the relativity of value delivered against the cost of delivering that value.

This approach of focusing on what has value to the customer relative to the cost to deliver such service to measure efficiencies; helps assure that we are focusing our efforts in the most beneficial manner. For example, becoming extremely efficient at providing a service that has little or no value is not nearly as desirable as replacing the activity with something that has more value to the customer.

## **4 Internal & Independent Auditing**

### **4.1 Independent Audit**

### **4.2 Finance Advisory and Audit Committee**

## **5 Budgeting**



## **6 Reporting**

## **7 Funds, Departments & Chart of Accounts**

## **8 Inter-Fund Transactions**

### **8.1 Fund Transfers**

### **8.2 Fund Loans**

### **8.3 Inter-Fund Services**

## **9 Journal Entries**

## **10 Cash**

### **10.1 Banking**

#### **10.1.1 Pooled Cash**

### **10.2 Fund Transfers**

### **10.3 Collections / Deposits**

### **10.4 Disbursements**

#### **10.4.1 Checks**

#### **10.4.2 ACH Transfers**

#### **10.4.3 Wire Transfers**

### **10.5 Account Transfers**

## **11 Investing**

## **12 Accounts Receivable / Invoicing**

### **12.1 Waste Water (Sewer Utility) Billings**

## **13 Prepaid Expenses**

## **14 Inventory**

## **15 Fixed Assets**

Purpose - Adequate accounting records for general fixed assets with significant investment are necessary to help assure that government property, land, buildings, plant, machinery and equipment are not stolen, misused, or subjected to undue wear and tear. The purpose of the Fixed Asset Procedures is to establish responsibility for specific assets and maintain necessary documentation for insurance purposes, maintenance costs and costs of services.

### **15.1 Definition of Fixed Asset**

A fixed asset will possess all three of the following attributes:

- (1) tangible in nature;
- (2) have a value of \$5,000 or greater; and





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(3) have a “useful life” of at least one year.

Exceptions may be established by the City Manager for inclusion of specific assets or types of assets for purposes of treatment as a fixed asset for purposes of these procedures.

When considering the dollar value for determining if these procedures apply, all relevant, associated costs should be included such as, freight, installation charges, carrying cases, adaptors and other items which are connected to the fixed asset and necessary for its operation or use installation costs. The threshold should also be considered on each individual asset rather than a group of assets unless the individual assets are used together in such a manner that one is useless without the other. For added clarity the following examples are offered:

- (1) A chair, desk, filing cabinet and other office furniture should be considered individually even if purchased at the same time and used in the same office.
- (2) The materials purchased to build a structure shall be considered together as the cost of the structure even if purchased separately.
- (3) A skid steer and the standard bucket should be considered together since they are purchased and used together. However, additional accessories or attachments for the same skid steer may be considered separately if purchased separately from the base unit and are interchangeable with other units.

## 15.2 Acquiring Fixed Assets

Fixed assets may be acquired by outright purchase, construction, lease-purchase, installment purchase, eminent domain, tax or special assessment, foreclosure, or gift. The purchase of fixed assets shall follow the procedures set out in the Procurement sections of this document.

## 15.3 Recording Fixed Assets

The “Fixed Asset Inventory Record” is a multi-use form to be used to record authorization for any transaction related to fixed assets, except for real estate. This form is available on the CityNet website.

The City of Warrensburg strives to record and manage all fixed assets, perform a physical inventory of these items periodically, properly retain acquisition and retirement or disposition documentation, identify by tagging fixed assets, and to record applicable depreciation as appropriate.

*Donated assets* should be reported at their estimated fair value when received.

The reported value of *constructed assets* should include legal and title fees, appraisal fees, broker’s fees, damage payments, architectural and engineering fees, site preparation, demolition, testing, transportation and installation.

An inventory was completed for the *City’s infrastructure* (streets, bridges, sidewalks, etc.) according to GASB34 regulations. This infrastructure inventory will be maintained by the Public Works Department, in conjunction with the Finance Officer. Additions of infrastructure items (donated, purchased, or constructed) shall be recorded as a fixed asset.

Fixed assets are to be classified as follows: land, building (including fixtures), site improvements, equipment, computer software, or infrastructure by category (streets, sidewalks, storm sewer, waste water sewer, etc).



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Assets will be assigned an identification number and recorded individually. The asset should be recorded where applicable by make, model and serial number and include any other relevant identifying information such as size, capacity, materials, date of purchase and expected life. Documentation regarding fixed assets will be recorded and maintained by the Finance Officer. It is the responsibility of the Department Directors or Managers to provide the necessary information to the Finance Officer, by completing approved forms and maintaining current records.

### **15.4 Transfers**

Fixed assets may be transferred from one department to another upon agreement of the applicable Department Directors and approval of the City Manager and with complete documentation.

### **15.5 Insurance & Titles**

Department Directors are to submit all original title documents and copies of invoices to risk management in finance for insurance purposes and safekeeping of title.

### **15.6 Physical Inventory**

To ensure the integrity of the City's records of fixed assets, a physical inventory will be performed at least once each year. The timing and completion of physical inventories is the responsibility of the respective Department Directors or Managers. However, one such physical inventory shall be conducted for all assets as of the end of each fiscal year. It is the Department Directors' or Managers' responsibility to review the records of fixed assets to ensure that, all assets are properly recorded and accounted for, all items are still being used and in their control, and are not subjected to misuse or abuse. All updated inventories are to be submitted to the Finance Department for keeping of comprehensive records for the City. The fiscal-year-end inventory shall be submitted to the Finance Department by October 15 of each year. Each Department Director or Manager may implement additional inventory controls of fixed assets utilized by their department than those presented herein. Therefore, employees involved in this process, should consult their Department Director or Manager for additional guidance.

### **15.7 Tagging**

Assets are to be tagged for identification and control when practical. A permanent tag bearing the asset identification number will be affixed to each fixed asset except for land improvements, buildings, or if the item has a serial number. Each department director has the option to provide stricter tagging control of their fixed assets than those presented in these policies and procedures. Certain assets may be identified by filming or photographs rather than tagging.

### **15.8 Disposition of Property**

It should be noted that the City has a duty to obtain a reasonable or fair value upon the disposition of any City asset, and not to provide City assets for private use under the City's constitutional restrictions. Stated another way, the City owes it to the taxpayers to recover as much as possible from any assets the City no longer needs to conduct its business.

Prior to disposition of any fixed asset, City Council shall review and approve by resolution the list of fixed assets to be disposed and terms of disposition. Prior to any fixed asset being placed before City Council for approval of disposition, the "Disposal of Fixed Assets Authorization Form" must be completed and approved by all Department Directors and City Manager. If it is a tagged asset, the tag will be removed and attached to the disposal



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transaction documentation.

The approved, executed documents are to be submitted to the Finance Officer so that the City's records are revised accordingly and to have the assets removed from insurance coverage.

## **15.9 Depreciation**

Depreciation shall be recorded in accordance with generally accepted accounting principles (GAAP). The Finance Officer is responsible for staying abreast of such requirements and ensuring proper recording of depreciation.

## **16 Accounts Payable**

## **17 Accruals**

## **18 Debt**

## **19 Fund Balances**

## **20 Revenues**

### **20.1 Taxes**

### **20.2 Services / Program Revenues**

### **20.3 Grant Administration**

## **21 Payroll**

## **22 Procurement**

The purpose of this procurement section is to establish methods for purchasing goods and services which comply with federal law, state law, and local ordinances, which assure the purchase of the best goods and services available at the most reasonable overall cost, while establishing and maintaining a reputation for accountability, fairness, transparency, and integrity. The focus of these procedures shall remain from a customer perspective in that the goal continues to be to provide the most value to the customer from the resources consumed. In applying this concept, looking at the overall cost of delivering the product or service to the end customer is necessary.

### **22.1 Contracting**

This section shall be viewed in concert with the City's policies and procedures for negotiation and execution of contracts. Some of the specific requirements for entering into and administering contracts are referred to in this document. However readers should refer to the City's specific contracting policies and procedures for a more complete understanding of all of the requirements.

### **22.2 Good Faith Negotiations & Prudent Person Test**

These procedures assume and rely on all parties involved in the procurement and contracting process to act in good faith. For added clarification of this concept, acting in good faith shall be measured by, if a prudent person acting without any undue influences or prejudices would arrive at materially the same or similar conclusions in the application of the procedures and concepts denoted herein in conducting an arms length transaction. Therefore, in the application of these procedures the reader should look beyond the literal



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sense of these procedures and seek not only to comply with such literal application, but also the spirit and intent for which they are written.

#### **22.3 Budget Controls**

This section shall be viewed in concert with the budgetary controls of the City. These procurement procedures are added guidance for purchasing items that are within a properly adopted budget. If the procurement of any good or services would be outside of the currently adopted budget, employees shall first refer to the budgetary procedures to obtain the proper authority to spend prior to proceeding with the procurement. For further clarification, the approvals and authorizations required in this section assume the purchase in question is within the budget authority and do not imply or substitute for obtaining the spending authority of the budget. It is explicitly the responsibility of the person initiating the procurement process to ensure that the proper spending authority is obtained prior to making any commitments to purchase.

#### **22.4 Grant Requirements**

Readers of this manual should be mindful that often specific grants or funding sources will have specific requirements for procurement procedures. If a grant or funding source imposes more stringent requirements than those denoted herein, those requirements shall be met in connection with administering such grant or utilizing such funding.

#### **22.5 Vendor Selection**

Subject to sections of these procedures outlining specific source selection methodologies, in general, vendors and contractors should be selected on the basis of which vendor or contractor can provide the goods or services at the lowest and best price to the City. In selection of vendors or contractors, the following factors should be considered:

- a. Price or cost to the City - note that this should include all related costs such as freight, delivery, setup, installation, handling, fees, etc.;
- b. Quality of goods or services to be provided – note that this should be factored into or expressed as the total cost to the City over the expected life or usage of the item or service;
- c. Ability to provide the goods or services in the time-frame required by the City;
- d. Support services and warranties;
- e. Prior experience of the City with the vendor/contractor;
- f. Reputation of the vendor/contractor in the industry; and
- g. Any other factors reasonably related to the overall cost to the City of purchasing and using the goods or services being requested along with the relative value derived by the City's customer.

##### **22.5.1 Preferences of Vendors**

When all other factors are equal, preference should be given to the purchase of goods and services provided by local vendors or contractors, vendors or contractors having a principal place of business within the State of Missouri, and/or goods made within the United States. [See also: Sec. 71.140 and Sec. 34.353, RSMo.]

The City also supports environmentally friendly efforts. Therefore if all other factors are equal, preference should be given to the purchase of goods or services from vendors that have adopted sound environmentally friendly practices.



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When a formal bid proposal is not required because a State Cooperative Program is available, local vendors may be given an opportunity to match state contract prices at the option of the Department Director with City Manager approval. If multiple local vendors are available to match the State Cooperative Program, they should be afforded the same opportunity. If multiple local vendors agree to match the State Cooperative Program, then the informal requests for bids/proposals procedures contained herein at 22.9.2 should be applied to select the vendor or vendors for award. For purposes of this paragraph, local shall mean having a business location within Johnson County Missouri.

#### **22.5.2 Vendor Suspension or Debarment**

A vendor may be suspended or debarred from consideration for award of bids or contracts subject to the procedures contained herein.

##### **22.5.2.1 Authority**

After reasonable notice to the vendor involved and reasonable opportunity for representatives of that vendor to be heard, the City Manager, after consultation with the City Counselor, shall have the authority to suspend or debar a vendor from consideration for award.

##### **22.5.2.1.1 Suspension**

Suspension shall not be for a period greater than three months and shall be based on probable cause for debarment, as determined by the City Manager in consultation with the City Counselor. The suspension period shall be used to further investigate or review the circumstances for the purposes of determining if debarment is warranted.

##### **22.5.2.2 Debarment**

Debarment shall not be for a period greater than three years. However, after a review of the circumstances, the City Manager, in consultation with the City Counselor may repeat the debarment indefinitely, as the circumstances warrant.

##### **22.5.2.3 Causes for Debarment or Suspension**

The causes for debarment or suspension include, but not limited to, the following:

- a. conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- b. conviction under State or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a contractor for the City;
- c. conviction under State or federal antitrust statutes arising out of the submission of bids or proposals;
- d. violation of contract provisions, as set forth below, of a character which is regarded by the City Manager to be so serious as to justify debarment action:
  - (i) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - (ii) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;



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- e. any other cause the City Manager determines to be so serious and compelling as to affect responsibility as a contractor for the City, including debarment by another governmental entity for any cause listed herein;
- f. for violation of the City's conflict of interest contracting policies or attempting to influence a City official involved in contracting decisions with personal gifts or monetary gain.

### **22.5.2.4 Decision and Notice of Suspension or Debarment**

The City Manager shall notify the suspended or debarred vendor in writing. Such notice shall include the reasons for the action being taken and the opportunity to appeal the decision of the City Manager to the City Council by submitting a written request stating the reasons for the appeal. The decision of City Manager, or the City Council if appealed, shall be final subject only to judicial review.

### **22.6 Quantity Purchases**

Departments must plan ongoing purchases of goods and services in a manner to take advantage of price discounts for quantity purchases. Departments should meet at least once annually prior to the beginning of the fiscal year to schedule and discuss routine commodity type requirements. Routine supplies will be considered in the annual aggregate city-wide when purchasing under this policy. When the total annual procurement of an item, or type of item, exceeds the bidding thresholds, the City shall solicit fixed price annual bids for purchasing of the item in question.

### **22.7 Timing of Purchases**

Departments shall consult with the Finance Officer regarding the timing of purchases in excess of \$10,000 so that such purchases may be scheduled, in so far as possible, to fit the general peaks and valleys of the City's receipt of revenue, along with expenditure trends.

### **22.8 Approvals**

Advance planning should be undertaken to assure that ample time is provided for the entire procurement process to include, the availability of the individual(s) approving the transaction and their time to adequately review. However, in infrequent, unavoidable situations when the approval of a City official or employee is required and that person is unavailable, the approval may be given by their designee; or by the Department Director, in the case of a supervisor; or the City Manager, in the case of a Department Director.

### **22.9 Bidding Requirements**

The City uses four basic methods to ensure that goods and services are purchased from the vendor/contractor who can provide the best goods or services at the lowest total cost to the City:

1. Formal Requests For Proposals or Bids (RFP or RFB)
2. Informal requests for proposals or bids
3. Quotations
4. Request for Proposal for Professional Services or Requests For Qualifications (RFQ)

Special attention should be noted that in application of these requirements, purchases are viewed in the aggregate of an item or type of item on an annualized basis. Therefore, purchases of goods or services may not be split in order to avoid the bidding requirements set out herein. Additionally, these procedures should be considered in their entirety,





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mindful of the spirit and intent being to assure the purchase of the best goods and services available at the most reasonable overall cost, while establishing and maintaining a reputation for accountability, fairness, transparency, and integrity in the process. In this regard, in some circumstances the use of a more stringent procurement process may be prudent even though not technically “required”. Therefore, employees are encouraged to look at the whole of the circumstances and exercise their best judgment in the application of these procedures.

### **22.9.1 Formal Requests for Proposals or Bids (RFP or RFB)**

#### **22.9.1.1 When Required**

- a. *Generally* - A formal request for bids/proposals is required when any one or more of the following circumstances apply:
  - (1) It is estimated that the single purchase or annual aggregate cost of goods or services of that type to be purchased is \$10,000 or more; or
  - (2) When the goods or services are to be purchased, either partially or in full, with state or federal funds and the use of those funds requires a formal bid procedure; or
  - (3) At the discretion of the Department Director making the purchase; or
  - (4) At the direction of the City Manager; or
  - (5) At the direction of the City Council; or
  - (6) When otherwise required by sections 105.458 or 150.458 RSMo or other law.
    - i. In general as it relates to this section RSMo 105.458 involves transactions with “certain elected and appointed public officials and employees”.
    - ii. In general as it relates to this section RSMo 105.458 involves transactions with “member of governing bodies” of the City.
- b. In place of less formal procedures. A formal request for bids/proposals may be used in place of either informal requests for bids/proposals or quotations.
- c. Exceptions - Unless specifically required herein or by law, a formal request for bids/proposals is not required when:
  - (1) in emergency situations where a delay in purchasing would prolong a safety hazard or cause damage or further damage to property;
  - (2) only one provider of the goods or services being purchased is reasonably expected to be able to fulfill the contract (i.e. sole source);
  - (3) the goods are being purchased on a fluctuating market and the use of the formal bid procedure would inhibit the ability of the City to obtain the best price; or
  - (4) a government cooperative is available that offers the desire goods or services at a rate superior to that would be reasonably expected to be obtained through a bid process and the goods or services are purchased in accordance with essentially the same relative terms.
- d. In all cases when a purchase is exempt from the formal bid process under this paragraph, the City Manager’s written approval must be obtained and, the next most



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formal process which is reasonably expected to produce the most favorable price for the city shall be used.

### **22.9.1.2 Advertising**

All formal requests for bids/proposals must be advertised, unless otherwise required by law, as follows:

- (1) Advertisements of formal requests for bids/proposals must allow a sufficient length of time for interested bidders to make a meaningful response. When prevailing wage rate requirements apply, a response time of at least 30 days prior to the date of bid opening must be allowed.
- (2) No meetings or bid responses will be required until after all dates for publication/advertisement of the bid have passed.
- (3) The methods for advertising shall include:
  - a. Posting on the bulletin board in City Hall, or the Community Center (in the case of purchases by the Parks Department); and
  - b. Posting on the City of Warrensburg's website; and
  - c. Advertisement in a local paper of general circulation or other appropriate means. The Department Director shall in consultation with the City Manager choose a means of advertising the requests that will be likely to get notice to interested potential vendors. Some potential common methods of advertising include the following:
    - i. At least one insertion in a local weekly paper and/or daily paper with general distribution in and around the City; or
    - ii. Placement on electronic bulletin boards; or
    - iii. Third party clearing houses and similar entities that accumulate requests for bids; or
    - iv. Publishing in applicable trade journals, magazines, etc.
  - d. In addition to the above, all vendors or contractors known to the City which the Department Director reasonably believes could provide the type, quality, and quantity of the goods or services being sought should be notified of the RFP/RFB being issued. Toward this end, Department Directors are encouraged to maintain a listing of vendors that have expressed interest in providing goods or services to the City and to let vendors know of the process to be included on such listing.
- (4) Additionally, all specific requirements of advertising for federally or state funded grants shall be observed.

### **22.9.1.3 Preparation of Requests for Proposals/Bids**

Requests for Proposals/Bids must be prepared by the department requesting the goods or services, reviewed by the City Counselor, approved by the Department Director, and by the City Manager or the City Manager's designee. Requests for Proposals/Bids must present, as a minimum:

- a. A description of the item(s) or services being purchased sufficient for a vendor or contractor to determine whether the goods or services the vendor/contractor has to offer fit the needs of the City. This shall include any technical specifications and/or





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specific scope of work requirements. However, see also the section covering requests for qualifications when procuring professional services.

- b. In the case of the purchase of services not otherwise covered as professional services herein:
  - (1) If required by the Department Director or City Manager, a statement that the bidder must provide a bid bond of 5% of the estimated cost of the work or services.
  - (2) If required by the Department Director or City Manager, a statement that, if awarded the contract, the bidder must provide a performance bond for the amount of the contract.
  - (3) If required by section 107.170 RSMo for public works a statement that, if awarded the contract, the bidder must provide a payment bond.
  - (4) If required by law, the Department Director, or City Manager, a statement that, if awarded the contract, the bidder must provide a maintenance bond.
- c. That the vendor or contractor must not owe any past-due taxes, fees, or other obligations to the City, the State of Missouri, or the Federal Government.
- d. That the vendor or contractor, if required by ordinance, either has or is willing to obtain a City business license prior to the commencement of the work or the delivery of the goods.
- e. If the City is proposing a specific contract document, a copy of the proposed contract.
- f. Any other conditions with which the vendor or contractor must comply either to be awarded the contract, or to carry out the contract.
- g. Whether the proposal or bid is to be by lump sum or by unit (of goods or time).
- h. Whether the City reserves the right to purchase only a portion of the goods or services being requested from any one vendor or contractor.
- i. The factors the City will weigh when awarding the contract.
- j. A statement that the City reserves the right to select the lowest and best responsible bidder based on consideration of all factors; that the City can reject bids which are not responsible or which are in violation of any bid requirement or are otherwise irregular; and that the City reserves the right to reject any or all bids.
- k. That proposals/bids must be submitted, if in hard copy, sealed, to the City Clerk by a time certain on a specified date marked "Do Not Open Until Bid Opening - Proposal (Bid) for \_\_\_\_\_ (where the blank is the name of request for proposal/bid project)". If electronic submissions are allowed, instructions on where and how to upload their proposal/bid. Such instructions shall allow for clear identification that this is a bid or proposal for the identified project. The location or method for submitting electronic proposals shall ensure that only the City Clerk will have access to the submission until the bid opening date.
- l. The name, title and telephone number of the person within the requesting department who may be contacted if a potential bidder has questions regarding the request.
- m. When services are sought that might be provided at varying levels of service (e.g.



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insurance deductibles), the request for bids will solicit proposals that list those various levels of service and corresponding differences in cost so that the City may determine the best value.

### **22.9.1.4 Bidding Process**

- a. When bids are advertised, no action responsive to the request for bids shall be required by a bidder until after the date for all publications of the bid request has passed.
- b. Departments utilizing a formal bid process and written contract for goods or services will comply with the City's contracting policy.

### **22.9.1.5 Cooperatives and Brokers**

When the goods or services sought are available through a government cooperative or through a brokerage service, proposals will be solicited from these sources during the bid process, to be kept confidential and sealed until bid opening.

### **22.9.1.6 Delivery to City Clerk**

Copies of the requests for proposals/bids must be delivered to the City Clerk, to be available to potential vendors/contractors.

### **22.9.1.7 Award**

- a. The sealed proposals/bids must be opened in public by the City Clerk, or his/her designee, and a department representative, read aloud, and bid tabulation prepared.
- b. The department will then review the bids for accuracy and for compliance with the request for bids/proposals. Upon determination that any or all proposals/bids are not responsive to the request, the department may remove such proposals/bids from further consideration. After completion of the departmental review, they shall recommend to the City Manager in writing either that the contract be awarded to a specified vendor or contractor, or that no award be made. The department's written recommendation must specify the reasons for the recommendation.
- c. If approved by the City Manager, contracts shall then be completed in consultation with the City Counselor and then signed by the vendor. The recommendation to enter into the contract shall then be presented to Council in the form of an Ordinance for adoption or rejection by Council to authorize entering into such contract.

### **22.9.1.8 Failure to Receive Bids**

If no responsive bids or proposals are received by the City and a formal bid process is not required by law, the department shall review whether it is in the City's best interest to:

- a. Re-bid with the same specifications at a later date.
- b. Re-bid with new specifications.
- c. Re-bid using an informal request for bids/proposals if:
  - (1) The City's time schedule is such that there is insufficient time to re-bid; or
  - (2) It is reasonably believed that formal re-bidding would not result in additional competitive bids, and if the department desires to proceed with an informal request for bids/proposals, the department must make a written request to the



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City Manager to proceed with an informal request for bids/proposals.

- d. Reasonably determine that there is only one provider feasibly available to provide the needed goods and services, and negotiate the best price with that provider.
- e. Defer purchasing the goods or services.

#### **22.9.1.9 Rejection of All Bids**

The department may reject any and all bids when the Department Director, in consultation with and upon the concurrence of the City Manager, determines it is in the City's best interest to do so, and upon such determination, handle the rejection of all bids in the same manner as set out above for when no bids have been received.

#### **22.9.2 Informal Requests for Bids/Proposals**

##### **22.9.2.1 When Used**

Informal Requests for Bids/Proposals may be used in all situations where a formal request for bids/proposals is not required, and shall be used for the purchase of goods or services with an estimated price of \$1,000 or more but less than \$10,000.

Informal Requests for Bids/Proposals are not required in case of emergency or in situations when the price may be difficult to project accurately without significant work (e.g. troubleshooting then repair of vehicles or equipment). The Department Director or designee must authorize purchases in which informal requests were not used for reasons contained in the paragraph, and document such authorization along with the reason with a copy sent to the City Manager.

##### **22.9.2.2 Preparation of Informal Requests for Bids/Proposals**

Informal requests for Bid/Proposals should contain at least the following:

- a. A description of the item(s) or services being purchased sufficient for a vendor or contractor to determine whether the goods or services the vendor/contractor has to offer fit the needs of the City. This shall include any technical specifications and/or specific scope of work requirements. However, see also the section covering requests for qualifications when procuring professional services.
- b. That the vendor or contractor must not owe any past-due taxes, fees, or other obligations to the City, the State of Missouri, or the Federal Government.
- c. That the vendor or contractor, if required by ordinance, either has or is willing to obtain a City business license prior to the commencement of the work or the delivery of the goods.
- d. If the City is proposing a specific contract document, a copy of the proposed contract.
- e. Whether the proposal or bid is to be by lump sum or by unit (of goods or time).
- f. Whether the City reserves the right to purchase only a portion of the goods or services being requested from any one vendor or contractor.
- g. The factors the City will weigh when awarding the bid.
- h. A statement that the City reserves the right to select the lowest and best responsible bidder based on consideration of all factors; that the City can reject bids which are not responsible or which are in violation of any bid requirement or are otherwise irregular; and that the City reserves the right to reject any or all bids.



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- i. The name, title and telephone number of the person within the requesting department who may be contacted if a potential bidder has questions regarding the request.
- j. When services are sought that might be provided at varying levels of service (e.g. insurance deductibles), the request for bids will solicit proposals that list those various levels of service and corresponding differences in cost so that the City may determine the best value.
- k. Any other conditions with which the vendor or contractor must comply to complete the transaction.

### **22.9.2.3 Solicitation of Informal Requests for Bids/Proposals**

The department requesting the materials or services shall contact all vendors known to the department that could reasonably be considered potential vendors. Departments are encouraged to maintain a list of known vendors of items routinely purchased by the department. Any vendor expressing interest in the transaction shall be sent a copy of the request for bid/proposal. Potential vendors or contractors shall be asked to respond to the department in writing by a specified date (in no longer than thirty days).

### **22.9.2.4 Award**

- a. After the time for responding has passed or the requested information has been obtained, the department must review the bids/proposals. The person coordinating the purchase must then tabulate the results from the bids and document the reasons for the purchase recommendation.
- b. Awards transactions covered by this section can be made upon approval of the Department Director when within budget and the low bid. Such approval shall be documented by the issuance of a purchase order under the Department Director's approval. A copy of the documentation called for in paragraph (a) of this section shall be attached to the purchase order when submitted for payment.
- c. All other awards must be approved by the City Manager or their designee. The Department Director or their designee shall submit their recommendation including the documentation called for in paragraph (a) to the City Manager. Upon approval by the City Manager or their designee, a purchase order shall be issued documenting the approval and the documentation shall be attached to the purchase order when submitted for payment.
- d. In those circumstances where the goods or services are to be provided over a period of time, a written agreement with the contractor/vendor may be prudent. This may take the form of a contract, an agreement or a memorandum of understanding. The Department Director, in consultation with the City Counselor, shall prepare any such documents that they deem appropriate. The Department Director shall then present draft documents to the City Manager or their designee for review and approval. Upon the City Manager's approval, the proposed documents shall be signed by the vendor and then placed on the agenda for City Council to authorize, in the form of an ordinance, staff to execute the documents on behalf of the City.

### **22.9.3 Quotations**

#### **22.9.3.1 When Used**

Goods and services may be purchased through the use of price quotations whenever the cost of the goods or services to be purchased does not exceed \$1,000. Quotations



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are not required when the price is less than \$100 but are still encouraged. Quotations should be used only when the goods or services to be purchased are easily identifiable and readily obtainable in the open, competitive market.

Quotations are not required in case of emergency or in situations when the price may be difficult to project accurately without significant work (e.g. troubleshooting then repair of vehicles or equipment). The Department Director or designee must authorize purchases in which quotations are not used for reasons contained in this paragraph, and document such authorization along with the reason with a copy sent to the City Manager.

### **22.9.3.2 Obtaining Quotations**

Quotations may be obtained in any manner which will reasonably determine the most competitive price for the goods or services, including, but not limited to: telephone calls or other communications with known vendors/contractors; advertisements in newspapers, fliers, and magazines; shelf prices; or on-line internet offers/quotes.

### **22.9.3.3 Award**

Results of price quotations shall be documented and retained by the Department. Such documentation shall show the tabulation of the quotes requested and set out the reasons for the purchase decision. Goods and services purchased through the use of price quotations may be approved by the Department Director or their designee and such approval shall be documented through the use of the approval process of purchase orders.

## **22.9.4 Request for Qualifications & Proposals for Professional Services (RFQ & RFP)**

### **22.9.4.1 When Used**

Often when procuring specialized professional services, the project requires input from the professional to assist in developing the scope of work in enough detail to finalize a proposal to include costing. Therefore, these procedures are used in conjunction with and to augment the formal and informal RFP procedures contained herein.

This procedure is to be followed when acquiring the services of specialized professionals, such as engineers, architects, information technology professionals, or accountants, when:

- a. the cost of services being requested is expected to exceed \$5,000; and
- b. where the professional's assistance is required to complete the scope of work or such scope will be negotiated to obtain the best service at the best value for the City.

If the estimated cost of services is less than \$5,000, a more informal process may be used in selecting the professional, and the expenditure must be approved by the City Manager or their designee.

When the services of a professional are anticipated to be used on an ongoing basis over a period of time whether for a single project or for ongoing services, a single Request for Professional Services may be used to obtain pricing for the provision of the ongoing services not to exceed the greater of (a) the length of the applicable specific project or, (b) two years.



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**22.9.4.2 Coordination With Other Requests For Bids/Proposal Sections**

This section is to be used to select a professional to negotiate with for the scope of services and development of the related specific proposal. The reader should refer to the provisions of other sections to determine requirements such as advertising, sealed responses, delivery requirements, etc.

**22.9.4.3 Preparation of Request for Qualifications**

Requests for Qualifications for Providing Professional Services must be prepared in consultation with the City Counselor, approved by the Department Director, and by the City Manager or their designee. Requests for qualifications must set out, as a minimum:

- a. A description of the project in as much specificity as practical. This shall include as much of the Scope of Services known which are being requested along with a description of the components of the Scope being requested to be negotiated with the professional. This should be as complete of a description as practical of the project and the services which the professional will be required to provide.
- b. A request for a general proposal of how the professional would approach the project based on the description provided.
- c. A request for an estimate of the cost for providing the services.
- d. The projected schedule/timing of the work.
- e. The number of copies to be submitted to the City Clerk.
- f. Proof of all required government licenses to engage in the profession.
- g. That the vendor or contractor must not owe any past-due taxes, fees, or other obligations to the City, the State of Missouri, or the Federal Government.
- h. That the vendor or contractor, if required by ordinance, either has or is willing to obtain a City business license prior to the commencement of the work or the delivery of the goods.
- i. If the City is proposing a specific contract document, a copy of the proposed contract.
- j. Any other conditions with which the vendor or contractor must comply either to be awarded the contract, or to carry out the contract.
- k. A statement that the City reserves the right to reject any and all submissions, and further that, the City reserves the right to negotiate with any vendor to obtain the best possible services at the best price considering all relevant factors as determined by the City.
- l. Statement of qualifications required by the firm for the nature of work to be performed.
- m. Request for references of the firm for similar projects completed.
- n. Request for names of key personnel/staff that will be assigned to the project along with short professional biographies which includes their credentials indicating their qualifications to perform the work.
- o. The Department Director must establish the criteria for awarding the work using a point system that weights the factors that demonstrate qualifications in accordance





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with priorities needed for the project. Such criteria that the award will be based upon should be included in the request.

An example of a point system is as follows:

<u>Factor</u>	<u>Points</u>
Experience of the firm with similar projects	15
Education and Experience of staff to be assigned to the project	15
Past experience with City – (firm & assigned staff)	15
Experience working with other involved entities (e.g., MODOT)	15
Expected ability to meet proposed schedule	15
Proximity of office and staff assigned to project	10
Overall proposal (e.g. understandable, concise, readable, detail level, ...)	15

### **22.9.4.4 Award**

The Department Director is encouraged to appoint a committee to review the qualifications for professional services and to recommend selection of a vendor to proceed with. However, in consultation with the City Manger, the use of a review committee may be forgone. If a committee is used the committee should have a makeup of stakeholders within the City, and if appropriate members of the community that have related experience or educational background that brings added value, credibility, transparency, and / or perspective to the process.

- a. Each committee member reviews the qualifications and assigns a point total to each submittal. The committee then meets to discuss the members' evaluations and to reach a consensus as to the provider to recommend.
- b. The successful firm is then asked to prepare a proposal in consultation or negotiation with the Department Director. This proposal should contain the details of the scope of work for the project, the projected schedule, and the cost of the services to be provided. Services may be provided on either an hourly basis, with a not to exceed figure, or on a lump sum (project) basis.
- c. Once the proposal is approved by the Department Director and the City Manager or their designee, the Department Director shall consult with the City Counselor to develop and negotiate their recommended documents for the transaction with the professional vendor. Note that these documents commonly take the form of engagement letters, memorandums of understanding point back to the proposal, or contracts and, since these types of transactions are often unique, the City Counselor's counsel should be sought as to the appropriate form of documentation to be used in the circumstances.
- d. Upon obtaining signatures on any document used pursuant to this section by the vendor, the Department Director shall recommend to City Council approval of an ordinance authorizing staff to execute such document(s).



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## **22.10 Exceptions to Bidding Requirements**

### **22.10.1 Relatively Small Purchases**

Purchases in an amount not exceeding \$100 may be made at the Department Director or their designees' discretion. However, employees are encouraged to at least shop through informal quotations or price checking these purchases as well.

### **22.10.2 Exemptions**

In addition to those exemptions or exceptions listed in particular sections of these procedures, some general exemptions may also apply. However, readers of these procedures should always be mindful of the creditability of the City's procurement practices. Therefore, just because an exemption is allowed does not necessarily mean it is the best practice or it will produce the best value to the City and thereby should not always be used.

Unless otherwise required by law, goods and services are exempt from the informal bid, formal bid and quotation procedure if:

- a. Purchases pursuant to responding to Civil Disasters and Emergencies may be exempted in accordance with Emergency Regulations established by the City Manager under Section 7-4 of the Code of Ordinances for the City of Warrensburg.
- b. The goods or services are available only from suppliers whose prices are set by governmental regulation, such as utility services;
- c. The goods or services are being obtained from another governmental entity, or agency or political subdivision of a state or federal government;
- d. The goods or services are of a type generally obtained through a negotiated price, and this method is determined to be the most advantageous to the City (such as when consideration for the purchase or sale will include terms and conditions in addition to, or in lieu of cash payment);
- e. The goods or services must be compatible with goods currently owned by the City or with prior work and inclusion of replacement of the incompatible portions in the transaction would not be reasonably expected to produce the best value to the City;
- f. Statutory Positions - Statutory positions with the City will be filled in compliance with applicable statutory eligibility and selection process requirements.

### **22.10.3 State Contracts**

Some of the sections herein refer to state contracts and the use of them. This section provides added information about these contacts or cooperative purchasing arrangements.

The State of Missouri offers local governments three cooperative purchasing opportunities: Surplus Property, Cooperative Procurement Program and Missouri Vocational Enterprises.

- (1) Surplus Property - The Missouri State Agency for Surplus Property provides surplus state and federal property at reduced cost. City employees are urged to consult and check their web page when making purchases, as many items are only a fraction of their original cost.  
(<http://www.oa.state.mo.us/purch/surplus.html>).

Generally, all departments will be contacted prior to a trip to the Agency for





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Surplus Property to help fill each department's needs in a cost-effective manner.

- (2) Cooperative Procurement Program - The City of Warrensburg is a member of the Cooperative Procurement Program and can purchase from statewide contracts. All information regarding the program is listed on the internet at the following address: [www.oa.mo.gov/purch/coop.html](http://www.oa.mo.gov/purch/coop.html). To view Cooperative Procurement statewide contracts, click on the statewide contract search located on the left side of the page under Quick Links. The contract search option page will appear. Scroll down on Item 5. Click the Coop radio button and then click on the submit button to view all of the Cooperative Procurement contracts. You will be able to download the contracts with specifications and pricing. This website lists current contracts the State has secured and changes constantly. As the City does not have a large storage capacity, many of the bulk items are too large for our consumption. However, the purchase of vehicles under the State Contract can be very advantageous.
- (3) Missouri Vocational Enterprises - The Missouri Vocational Enterprises (MVE) is a part of the Division of Offender Rehabilitative Services under the Missouri Department of Corrections. MVE utilizes offender labor, along with supervisors and administrative staff, to provide products and services to state agencies and other tax-supported entities. MVE produces a wide variety of merchandise and services that may be purchased by the City including: signs, wood furniture, clothing, chemical products, metal products and miscellaneous products and services.

### **22.11 PURCHASING PROCEDURES**

In conjunction with the specific procedures for sourcing goods and services, the City uses the following forms or methods to assist in obtaining and documenting the transaction and proper authorization of the expenditure.

- (1) Purchase Orders
- (2) Travel Expense Reimbursement Requests
- (3) Petty Cash Requests

This section describes how each of those forms is to be used.

#### **22.11.1 Purchase Orders**

##### **22.11.1.1 When Used**

A purchase order shall be used to document purchases that are not made through the use of Petty Cash, Request for Reimbursement, or when the purchase is below \$50.00 and a Procurement Card is used and a receipt obtained and sent to Accounts Payable.

##### **22.11.1.2 Authorization Limits**

In consultation with the Director of Finance, the City Manager shall establish purchase order approval levels for each of their direct reports. Each Department Director shall designate which employees within their department that are authorized to approve purchase orders and establish approval limits for each of these individuals (not to exceed the Department Director level). Each Department Director may also designate individuals that may submit purchase requisitions but not authorize purchase orders. The finance department shall maintain the system with the current approval levels as determined by the City Manager and Department Directors.



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#### **22.11.1.3 Purchase Requisition**

Upon identification of the need for goods or services, the individual responsible for sourcing the goods or services should determine the proper procedures, as described herein to, select the best source or vendor to supply the goods or services.

Once the source is selected, the responsible person shall start a purchase requisition in the City's accounting system and obtain the proper authorization(s). After authorization is obtained, the order should be placed with the vendor and complete the requisition which creates a purchase order.

#### **22.11.1.4 Purchase Order Processing**

The vendor shall whenever practical be provided a copy of the purchase order or at least the number, and instruct the vendor to refer to this number in all correspondence regarding the transaction to include, but not limited to, any packing slips, invoices, and statements.

- a. Upon receipt or partial receipt of the goods or services, the employee receiving the goods or services shall check the receipt against the purchase order and any other forms of documentation of the terms of the transaction (such as a contract) to ensure that what was delivered is consistent with the terms of agreement (i.e. what was ordered). The receiving individual should as soon as practical, notify the person that placed the order of any discrepancies in the delivery. As soon as practical, the person that ordered the goods or services shall notify the vendor of any discrepancies in the delivery and work with the vendor to resolve.
- b. Upon resolution of any receiving issues, the receiving person shall print a copy of the purchase order and clearly mark as received the items that were received. If only a portion of the items are received, the remaining items should be marked as, "still open" for items that will be delivered on a later date, or "closed" if this portion of the purchase is canceled. Copies of any packing slips or other documents received with the delivery shall be attached to a copy of this purchased order, signed by the receiving individual, and sent to Accounts Payable.
- c. The vendor shall be instructed to send all invoices directly to Accounts Payable, and if any invoices or statements are received by any other employee, they should be forwarded to Accounts Payable in the Finance Department.

#### **22.11.2 Travel Expense Reimbursement Requests**

##### **22.11.2.1 When Used**

A travel expense reimbursement request is used to reimburse an individual for payments they have made and to document travel related expenses and business meals incurred to conduct City business.

##### **22.11.2.2 Procedure**

A "Travel Expense Reimbursement Request" form is available on the CityNet website or from Accounts Payable.

- a. *Prior to Travel.* An employee planning to travel on City business should obtain the proper authorization by laying out estimated expenditures to their supervisor and procure certain items sufficiently in advance of the trip to obtain available discounts on registration, lodging, and transportation to the meeting location. City procurement cards should be used when practically available for most travel expenses, however when not available or if cash may be required, an employee



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may request an advance for anticipated reasonable expenses that are not likely to be paid through a procurement card (e.g. toll fees). To obtain such an advance, use the purchase order procedures with the person obtaining the advance as the vendor. Employees shall attempt to avoid paying sales taxes since the City is tax exempt. Sales tax exemption letters can be obtained from the Finance office for this purpose. However, the City recognizes that in some cases when paying for items during travel sales tax charges are unavoidable. In cases where the payment of sales taxes is unavoidable, the employee shall note the effort to obtain the tax exemption, and the taxes will be an allowable reimbursement.

- b. Amounts paid or reimbursed by the City shall be limited to reasonable and customary as well as economically prudent. For example, if an employee wishes to fly first class, then the City will only pay for the portion that would be attributable to coach. Likewise, if air fare would be cheaper but the employee wishes to drive their personal vehicle, the City will only reimburse up to what the costs would be if the more economical air travel were used.

(1) Expenses which will be paid for or reimbursed by the City include:

- a) Commercial travel, such as Airfare, Bus Fares, Train Fares, etc.
- b) Local transportation such as taxi cabs, shuttles, use of personal vehicle, fuel and other costs paid for City vehicles, etc. Unless specified differently in connection with a grant, the use of personal vehicle is reimbursed at the IRS mileage rate. The Finance Officer will be responsible for communicating and implementing said rate. For convenience the current rates can be located or verified through the use of the IRS website at [www.irs.gov](http://www.irs.gov) use the search box and search for "standard mileage rate".
- c) Parking, Tolls, etc.
- d) Lodging expenses and related and reasonable applicable charges.
- e) Meals, not to exceed a per diem established by the department prior to the travel.
- f) Reasonable business related meals.
- g) Reasonable Tips (meals, cabs, baggage handling, etc.).
- h) Reasonable internet connection fees when the employee is expected to and actually views business emails during the travel.
- i) Business phone calls. Employees are encouraged to use cell phones to avoid long distance charges, especially if the employee is provided a monthly cell phone reimbursement allowance.
- j) One ten-minute personal call per day. Employees are encouraged to use cell phones to avoid long distance charges, especially if the employee is provided a monthly cell phone reimbursement allowance.

(2) Expenses which will not be reimbursed by the City include:

- a) Entertainment
- b) Alcoholic beverages.
- c) Expenses related to a spouse or non-business related guest.



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- c. *Upon Returning from the Trip.* The employee must complete the Travel Expense Reimbursement Request, attach receipts for the expenses incurred, and obtain their supervisor's signature and if their supervisor is not a Department Head or the City Manager, then their Department Head's signature. The form with the receipts and signatures shall then be forwarded to Accounts Payable.

### **22.11.3 Petty Cash Requests**

#### **22.11.3.1 When Used**

A Petty Cash form may be used by an employee to request reimbursement of out of pocket expenses incurred on behalf of the City that do not exceed \$50.

#### **22.11.3.2 Procedure**

The employee purchases the item from a local vendor and pays for the item, when possible pay **sales tax exempt**, and then requests reimbursement from the City through use of a "Petty Cash Request" form. This form is available at the "CityNet" website or from the City Collector.

- a. Each "Petty Cash Request" form must contain the account number to be charged for the purchase and have the receipt attached.
- b. The "Petty Cash Request" must be approved by any individual in the department the expense is being charged to with sufficient purchase order approval authority as described herein.
- c. The completed form with attached receipt(s) shall then be taken to the City Collector for reimbursement.

## **WCVB Board Meeting**

**Meeting:** January 12, 2023

### **Items:**

205 N Holden Renovation Change Orders Policy

205 N Holden Purchasing of Goods and Services Policy

### **Overview:**

When the 2022-2023 WCVB Budget was approved in September 2022, the projected expense of renovating 205 N Holden was unable to be estimated due to the impact of the pandemic from supply chain issues and the hardship of securing services.

The bids for renovation were presented to the Board at the December 2022 WCVB Board meeting. Two bids were received. The bid was awarded to Enneking Construction for \$341,614. The motion to approve the contract for services did not specify a contingency percentage for change orders.

To keep the project on track with the timeline and provide complete transparency of the usage of the lodging tax, I am proposing the below purchase/contract policy for the project. The City of Warrensburg's purchase policy and contract policy were used as a resource. The proposed policies follow the City's, but in some instances the requirements have been increased due to the project's overall budget. The unwritten policy of the WCVB Board has been all purchases more than \$3,000 came before the Board for approval whether the purchase was included in the WCVB's budget and not.

The policies proposed will only pertain to change orders and purchases for 205 N Holden during the renovation project. The policies will no longer be utilized once the project is declared completed by the WCVB Board.

During the renovation project, the Board will receive an update on the project's budget including change orders and purchases during its monthly board meetings.

The proposed policy has been provided to City staff and administration for their review and approval.

### **205 North Holden Change Order Policy:**

#### **Individual Change Orders Equal To or Less Than \$10,000 With Enneking Construction**

The WCVB Director can approve change orders up to \$10,000 per change order. The WCVB Director will approve the change orders following consulting with City staff and administration. Following the approval, the WCVB Board will be notified of all change orders via email.

#### **Individual Change Orders More Than \$10,000 With Enneking Construction**

If a change order is more than \$10,000, the order will be presented to the Board for approval. A special Board meeting may be called.

If a change order is more than \$10,000, it is declared an emergency by the contractor and City staff, and/or a delay in approving would prolong a safety hazard or cause damage or future damage to the property, the Director will contact the WCVB Board President for approval prior to proceeding. The Board will be notified as soon as possible by email of the approval and reasoning.

#### **Total Change Orders for the Project With Enneking Construction**

Once the total of change orders for the project has reached 15 percent of the approved contracted amount (\$51,242), the Board will be presented the individual change orders for approval.

**\*\*The WCVB Board may revise the change order policy at any time during the project.\*\***

**205 North Holden Purchase of Goods and Services** *(excluding Enneking Construction Contract)*

The director shall follow the below policy for the purchase of goods or services for the property to serve as the Visitor Center, including but not limited to, furniture, technology needs, signage, and various building and office equipment. Once the Center is open to the public and the renovation project is completed, the policy will no longer apply. All vendors must provide a completed W9 to submit to the City of Warrensburg Finance Department.

*More than \$10,000:*

The director shall follow the City of Warrensburg's formal bid process for purchases more than \$10,000. The bids will be presented to the Board for approval. A special board meeting may be called, if necessary.

*Equal to or Less Than \$10,000:*

The director shall follow the City of Warrensburg's informal bid process for purchases equal to or less than \$10,000 but more than \$1,000. A minimum of three proposals shall be sought. The Board will be notified of the purchase during the project update in the monthly board meeting.

*Emergency Purchase:*

If a purchase is more than \$10,000, it is deemed an emergency after consulting with City staff and administration, and a delay in approving would prolong a safety hazard or cause damage or future damage to the property, the director will contact the WCVB Board President for approval to purchase prior to proceeding. The Board will be notified as soon as possible by email of the approval and reasoning.

**Additional Resources:**

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## WCVB Board Meeting

**Meeting:** January 12, 2023

### **Items:**

2022-2023 Budget Update

**Proposed budget revisions will be presented to the Board at the February 9, 2023 Board meeting.**

**557-44**

### **Overview:**

Bank Balance: \$534,000 (as of Jan. 9, 2023)

Last bank reconciliation received for November 2022 shows balance of \$557,000

*FY 2022-2023 Budget was approved August 11, 2022.*

*FY 2022-2023 Budget was approved with revisions Sept 8, 2022: Rounding of Accounts-Total Did NOT Change*

*FY 2022-2023 Budget Revision Approved October 13, 2022*

Part Time Originally Budgeted:	\$24,500	Revise: \$33,000
FICA Originally Budgeted:	\$7,500	Revise: \$8,250
WC Originally Budgeted:	\$140	Revise: \$200

Total Increase of Budget: \$9,310

### **Proposed 2022-2023 Budget Revisions:**

Construction Contract with Enneking Construction: \$341,614 (Fund Balance)

Contract Contingency (Change Orders-15%): \$51,242 (Fund Balance)

Visitor Center Supplies\*: \$65,000 (\$39,000 already budgeted-\$26,000 fund balance)

*\*Furniture, Supplies, IT & Miscellaneous*

## **WCVB Board Meeting**

**Meeting:** January 12, 2023

### **Items:**

2023 WCVB Grant Program

2023 WCVB Sponsorship Program

### **Overview:**

The WCVB Community Support Committee met December 20 to discuss the current grant program and proposed sponsorship program. The grant program is evaluated each year. The WCVB offers two grants (Tourism Marketing and Sports).

The sponsorship program being proposed is new. Sponsorships have been done in the past by the WCVB, but the criteria had not been established by the Board. This program approval will provide transparency and awareness of the WCVB's support to nonprofits hosting events in the area. Past sponsorships have been with UCM Orientation, Leadership Missouri, and Leadership Missouri 2.0.

It's crucial to remember all allocations of funds from the WCVB must be tourism related. As the lodging tax is utilized for these programs, Missouri State Statute 67.1003, City of Warrensburg Ordinance 3292 and IRS requirements apply.

Following Board approval, the website will be updated to reflect the grant program revisions and important dates and a new webpage will be created for the sponsorship program. We will also start marketing the programs through direct correspondence with past recipients, event venues, news releases and social media posts.

*Community Support 22-23 Budget: \$25,000*

### **WCVB 2023 Proposed Grant Program Changes:**

Award Amounts: (\$18,000)

- Tourism Marketing 2022 Award Maximum \$2,000; Proposed Maximum Award \$3,000
- Sports 2022 Award Maximum \$1,500; Proposed Maximum Award \$2,500

Blackout dates: Friday/Saturday of UCM Family Weekend and Friday/Saturday of UCM Homecoming

Program run budget year (Oct-Sept) and not calendar year.

Require documentation of how the WCVB was recognized for the grant in event promotion and during the event.

### Housecleaning Items:

Combine the three reimbursement forms into one form.

Strongly recommend one point of contact from the applicant.

Application Deadlines:

2023: February 3, 2023; March 31, 2023; June 30, 2023

2023-2024: September 29, 2023; January 5, 2024; March 29, 2024; June 28, 2024;



**WCVB 2023 Proposed Sponsorship Program:**

Award Amount: (\$7,000); Maximum Award \$1,000

One award per applicant per program year (Oct-Sept)

Must be a registered nonprofit (501c3 or 501c6)

Can NOT be eligible for the WCVB Grant Program

Must demonstrate the event/program will result in overnight lodging in Warrensburg

WCVB Director has the authority to approve the sponsorship award. The applications will be received and approved on a first come, first served basis. Once the budget allocated to the sponsorship program is allocated, the program will close until the next fiscal year. The WCVB Board will receive notification of the award during their board meeting, if not sooner by email from the director.

Complete application at least 30 days in advance of the event/project start date. Post evaluation form is due within 30 days of the event/project completion.

Award must be utilized for the event/program. If the event is not held or the project is not completed, the funds must be returned to the WCVB within of the event date or project completion date. If the funds are not returned, the applicant may be ineligible of future allocations from the WCVB.

## WCVB Board Meeting

**Meeting:** January 12, 2023

**Item:** Strategic Plan Update/Committee Updates

(Committee appointments made August 11, 2022)

*\*\*Exofficio to all Committees as per WCVB Bylaws: Tom Koenigsfeld, WCVB President*

### Goal: 1-Visitor Center

**Visitor Center Committee:** Dana Phelps, Diane Whitworth, Danielle Dulin and Jim Kushner

*The Committee meets the first Wednesday of the month at 9 a.m. via Zoom.*

#### **Committee met Friday, January 6.**

Provided an update on 205 N Holden renovation. Work began Jan 2 by Enneking Construction. No update regarding issue of moisture in the crawl space.

### Goal 2-Visitor Profile and Goal 3-Marketing Plan

**Marketing Committee:** Diane Thompson, Kelly Brooks and Dana Phelps

Both projects have been approved for funding assistance through the Missouri Division of Tourism Marketing Platform Development grant. The director submitting information as requested by Madden Media to start on the projects including budgets, past advertising efforts and more.

Visitor Profile Study data is expected to be received late January/early February.

### Parts of Goal 4: Foster Relationships (Grant Program)

**Grant:** Ginny McTighe and Kelly Brooks

Committee met December 20, 2022.

**The committee met to discuss the grant program and proposed revisions to the program along with the proposed new sponsorship program.**

### Goal 5-Financial Stability/Sustainability

**Finance:** Ginny McTighe and Diane Whitworth

Financial policies and procedures are in draft form. Committee will review following City Finance's review. All policies will come before the board for review/approval.

**WCVB DIRECTOR'S REPORT**  
Marcy Barnhart, Director of Tourism  
January 10, 2023

**WCVB Community Support**

The WCVB Community Support Committee met 2 pm Tuesday, December 20, 2022 by Zoom. The committee discussed sponsorships and the criteria for sponsorships. Each year the committee evaluates the program. The committee discussed offering a sponsorship program. The sponsorship program will be utilizing an allocation of the lodging tax so there will be criteria ensuring the funds meet the requirements of Missouri State Statute RSMo. 67.1003. An update will be provided to the Board at the January WCVB Board meeting. The Board will vote to approve the grant revisions and the sponsorship program. Following the Board's approval, we will launch the 2023 program.

**205 North Holden Update**

Enneking Construction was awarded the bid for the renovation of 205 North Holden. The bid was approved by the WCVB Board December 8. Enneking Construction started working on the project January 2. We will continue to keep everyone updated on the progress of 205 N Holden through postings on our social media accounts.

**Warrensburg Visitor Guide**

The format for the guide is changing for the 2023 piece. The reformatting will help us tell Warrensburg's story. It will take a bit more time than the tri-fold brochure we've done in the past. We are working with a designer to assist with the piece. It will be available for distribution early spring.

**WCVB Communication Coordinators Updates:**

**Social Media**

WCVB Communication Coordinator MaKhi Thurman has been working on the Visit Warrensburg social media accounts. We continue to find the Weekend Fun post is popular and it receives a lot of engagement. He posted throughout December where to find Santa for those important family pictures!

**Organizations/Projects**

WCVB Communication Coordinator Nan Fowler has been assisting with projects including organizing, archiving media placements, enewsletter distribution, brochure organization in the Visitor Center and more. She distributes community information to the local hotels. She is working on a volunteer program we can launch as soon as we get relocated into our new home. Unfortunately, at this time we don't have the space for volunteers, but we will!

**January WCVB Board Meeting**

The WCVB Board Meeting will be held 10 am Thursday, January 12, 2023 by Zoom. It was decided to move to Zoom as the weather forecast does not look good and this will guarantee we will have quorum. Meeting agendas can be found on the City's website: Agendas and Minutes.

**2023 WCVB Meeting Schedule:**

<b>In-Person</b>	<b>Zoom</b>
January	February
April	March
July	May
October	June
	August
	September
	November
	December

**WCVB Important Dates:**

January 12                   WCVB Board Meeting ZOOM  
January 16                   Center Closed MLK Jr. Holiday  
February 1                   WCVB Visitor Center Committee Meeting ZOOM