

# Warrensburg

MISSOURI  
City of Warrensburg

## Fiscal Year 2017 Annual Budget

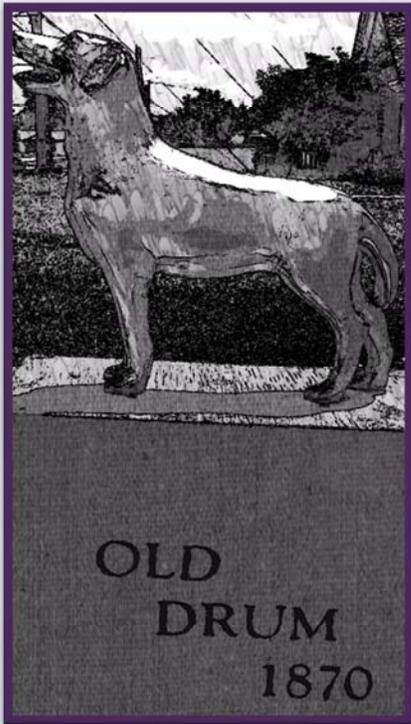


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2017 Warrensburg Budget Cover Photo Contest 2nd Place



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2017 Warrensburg Budget Cover Photo Contest Winner



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2017 Warrensburg Budget Cover Photo Contest 3rd Place





# Warrensburg

MISSOURI

City of Warrensburg

## Annual Budget for Fiscal Year 2017



*Danielle Johnston*  
**Council Member**

*Robin Allen*  
**Council Member**

*Bob Watts*  
**Council Member**

*Bryan Jacobs*  
**Chairman Pro Tem**

*Casey Renfrow*  
**Mayor**





## **Mission Statement**

**The City of Warrensburg will strive to provide a safe, comfortable and prosperous environment in which to live, work, and learn while delivering a high level of service.**

## **Vision**

**Warrensburg centers its focus on building a community of hometown values that will instill community pride, stimulate a vibrant economy through creative partnerships, and point towards the future**

## **Core Values**

With integrity as our guiding light, we will always strive to hold steadfast these core values in all our activities:

- **Passion** – Support the strong tradition of excellence and community pride.
- **Dignity** – Demonstrate a respect for everyone.
- **Growth** – Challenge ourselves and those around us to build upon our successes and actively move toward the future.
- **Stewardship** – Manage public funds and assets responsibly.
- **Professionalism** – Engage in ethical, honest, and compassionate behavior and communication.
- **Education** – Encourage quality life-long learning.
- **Safety and Wellness** – Commit to the health, protection and security of our community.
- **Collaboration** – Connect all community entities.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Warrensburg, Missouri for its annual budget for the fiscal year beginning October 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our Fiscal Year 2017 Budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.



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## Office of the City Manager

August 19, 2016

Mr. Mayor and Honorable City Council members,

I am pleased to present to you the Fiscal Year 2017 budget. Staff has worked diligently over the last couple of months preparing a budget that meets today's needs, accomplishes the Council's strategic plan, and improves the City's fiscal health in the future. This letter will contain a review of the City's revenue trend and key highlights of changes in expenditures from the previous fiscal year.

### **Revenues**

The City continues to experience moderate growth in overall General Fund revenues, which is a positive. This is mainly driven by sales tax growth within the community. Some revenues streams have declined, with the most significant one being franchise fees. Given the significant dependence of the City on sales tax revenues it is imperative that a constant focus is applied to sustaining growth in this revenue stream. Efforts such as the "Love What's Local" campaign become increasingly important. The real driver, however, will be to increase population and discretionary income levels within the city limits and local region.

Ideally the City would diversify its revenue streams to decrease dependency upon sales tax, particularly stronger property tax revenues. However, the Missouri legislature's enactment of the Hancock Amendment has made doing so more difficult. It is recommended that the Council consider placing significant infrastructure and capital purchase on the ballot for citizens to vote property tax increases to pay for these community needs. Examples of projects and capital purchases include the Maguire Street Corridor, Veteran's Road, and Public Safety apparatus and technology.

Sewer rates are not generating sufficient revenues to keep pace with the increasing operational costs and needed investments to properly keep the system functioning. As a result staff recommends a 7% increase in revenues be achieved in FY17 through rate increases.

### **Expenditures**

The proposed budget this year has several key changes and shifts in it compared to previous years. Most of the changes are investments into removing and planning for outstanding liabilities in an effort to better manage and reduce future costs. The most valuable and expensive asset of any organization is its employees and the key cost factors are health insurance, wages, and other benefits. The costs of changes in these areas are significant and the City cannot to alter all of them at once. This year management is recommending restructuring the most volatile factor, health insurance, in an effort to stabilize and better manage future costs. Eventually wage issues and retirement benefits will need to be addressed in future fiscal years, but doing so will be much easier when health insurance costs are less volatile.

### **Health Insurance**

Changes in health insurance include altering the financing model as well as increasing employer share in spouse/dependent coverage. Staff is recommending moving away from a fully insured plan to a cost-plus fully insured plan. In this plan the City begins taking on more of the risk of claims costs which drives down the premium costs. In good claims years, with proper budgeting, there should be surplus funds that can be set aside for future bad claims years. Over time the claims reserve should grow sufficiently that other insurance plans should be available for the City which will further drive down premium costs. Staff has also included beginning to contribute towards spouse/dependent coverage premiums. This change is recommended to encourage more healthy lives into the coverage pool to stabilize claim history, which will result in less volatile premium costs from year to year.

### **Vacation/Sick Leave**

Management is also recommending changes regarding vacation and sick leave policies for employees. Currently large banks of leave are accrued and there is no budgeting methodology for paying them out. This results in

unbudgeted large payouts as employees retire or leave employment. In order to better manage and budget for these financial liabilities it is recommended in this budget to transition to a Paid Time Off (PTO) policy. This will enable the City to better account for these benefits financially and remove the financial liability in the future. Starting with this fiscal year the City will annually buy back leave to manage the outstanding financial obligation this benefit represents.

## **Short Term/Long Term Liability Insurance**

With the conversion to PTO and lower annual carryover caps a replacement of short term and long term financial stability is needed for employees. Management is recommending the City institute a new benefit for employees of providing short term and long term liability.

## **Staffing Changes**

It is recommended to add one permanent fulltime police officer position and two temporary full time positions to help transition two key upcoming retirements in the public works department.

## **Capital Projects**

Routine vehicle and equipment replacement has been included in this budget. Significant investment in software and technology are funded. The Holden Street resurfacing project has been postponed an additional year into FY18 and no progress on Veteran's Road is planned for this budget. Staff will be seeking grants and ballot approval for the Maguire Street Bridge improvement and purchasing new fire trucks in FY 17. Staff is recommending using significant amounts of unrestricted reserves to pay for many of these capital projects.

## **Conclusion**

This fiscal year budget represents a very proactive approach in addressing current and future challenges while also seeking to improve tomorrow's financial health of the City. I would like to thank the finance staff, department heads, and all employees for their efforts and support in putting this budget together. I would also like to thank the City Council for their dedicated service to the community of Warrensburg and to the City organization.

## Johnson County History

The United States of America took possession of the land now referred to as Warrensburg as part of the contractual agreement President Thomas Jefferson made with France called the Louisiana Purchase. Further treaties were made with the Osage Tribe (around 1808) as very little trouble ever really existed between Native Americans and settlers in this area. Just one generation after the Revolutionary War, a man by the name of Pleasant Rice would lead an 1818 hunting expedition into the area that would later be named Warrensburg. He later lived off the land and become the first permanent citizen of the county. In 1834 Johnson County was formed and named in honor of a famous politician. Though many people would initially suggest President Andrew Johnson, those people would be incorrect for Johnson would not become president until the Lincoln Assassination following the Civil War. Instead, the county was named after lesser known Richard Mentor Johnson, a senator from Kentucky. In 1830, Johnson County land was free to anyone who would file claim to a specific plot or acreage. Prices would eventually spring up to \$1 to \$5 an acre and eventually increase to as much as \$5 to \$15 an acre by the 1850s. Yet, land pricing would remain rather inexpensive until the outbreak of the Civil War.

In 1838, planners and laborers began the first massive construction project in Warrensburg with their vision to create an extremely stable courthouse. The all brick building was two feet thick on the bottom with about a six inch width near the top. In 1872, two men by the name of Elhanan Roop and George Washington, of Centerview, created a petition in an attempt to move the county courthouse from Warrensburg into the neighboring town of Centerview. Most people in the county, living outside Warrensburg, had signed the petition and Warrensburg became frightened over the possibility of losing the county's capitol. Though the petition was presented in court, for some strange reason, Roop and Washington removed their formal request, and the courthouse still sits in Warrensburg today. The building would be used until 1875 and doubled as a school and church.

## Warrensburg Beginnings

In the early 1800's a man by the name of Martin Warren, a blacksmith by trade, had settled into the area in a centrally located house that was not difficult to discover. Prairie residents would repeatedly stop by at the Warren house to inquire information about settlements, laws, and other people. This stopping place was initially referred to as Warren's corner which over time became Warren's burg, and eventually became the current name Warrensburg. On May 9, 1836, a handful of original founding fathers authorized the purchase of the land area that would eventually become called Warrensburg in honor of Martin Warren, the first man to settle in the area. Contrary to popular belief, Warren was not tremendously in favor of creating a township in this area but eventually decided to sell some of the farm land he owned. On October 3, 1836, the township line of Warrensburg was drawn up from the north county line to the south county line. The original boundary lines were 12 miles wide on the south and 10.5 miles wide on the north. The boundary distance measured an incredible 26 miles distance which made the original area of Warrensburg more than 260 square miles. Over time, small pieces have been chopped away to create cities and towns decreasing total area to the current 64 square miles people live in today.

By frontier standards, Warrensburg grew rather rapidly as more and more settlers went west to seek their fortune and their future. In 1855, less than 20 years after the official creation of Warrensburg, the population exceeded 750 people. In that same year, people desired to incorporate their village and the measure was eventually signed into law on the 23rd day of November, 1855. On the first Monday of April 1856, less than one year after Warrensburg incorporated, the city held their first official election. The first mayor was named Dr. John Foushee and the first council consisted of William H. Anderson, James M. Bratton, Dr. William Calhoun, and Alexander Marr. The first county court would take place about three months later in August.

## The Legend of Old Drum

On the night of October 18, 1869 a frustrated man by the name of Leonidas Hornsby swore to shoot the first sheep-killing dog he found on his property, after a number of his sheep had recently been killed by what he suspected to be dogs. On that night, Charles Burden, the neighbor and brother-in-law of Leonidas Hornsby, found his favorite dog "Old Drum" dead. Although Hornsby had hunted with Old Drum and acknowledged him to be one of the best hunting dogs he had ever seen, he also suspected that Old Drum was the dog killing his sheep. Burden could not let the death of Old Drum go unpunished, and decided to take Hornsby to court for the damages.

This trial quickly became one of the strangest in the history of Johnson County, and each man was determined to win the case after multiple trials and appeals by the loser in each trial. After several magistrate court and district court trials the hunting dog was upheld. One of Burden's lawyers, a man named George Vest, won the case with his closing argument known as the "eulogy" to the dog.

The "Eulogy" to Old Drum

*"Gentlemen of the jury, the best friend a man has in this world may turn against him and become his enemy. His son or daughter whom he has reared with loving care may prove ungrateful. Those who are nearest and dearest to us — those whom we trust with our happiness and good name — may become traitors in their faith. The money that a man has he may lose. It flies away from him, perhaps when he needs it most. A man's reputation may be sacrificed in a moment of ill-considered action. The people who are prone to fall on their knees to do us honor when success is with us may be the first to throw the stone of malice when failure settles its cloud upon our heads. The one absolute, unselfish friend that man can have in this selfish world — the one that never proves ungrateful or treacherous — is his dog.*

*"Gentlemen of the jury, a man's dog stands by him in prosperity and poverty, in health and sickness. He will sleep on the cold ground, where the wintry winds blow, and the snow drives fiercely, if only he can be near his master's side. He will kiss the hand that has no food to offer; he will lick the wounds and sores that come in encounter with the roughness of the world. He guards the sleep of his pauper master as if he were a prince. When all other friends desert, he remains. When riches take wings and reputation falls to pieces, he is as constant in his love as the sun in its journey through the heavens.*

*"If fortune drives the master forth an outcast in the world, friendless and homeless, the faithful dog asks no higher privilege than that of accompanying him to guard against danger, to fight against his enemies. And when the last scene of all comes, and death takes the master in its embrace, and his body is laid away in the cold ground, no matter if all other friends pursue their way, there by his graveside will the noble dog be found, his head between his paws, his eyes sad but open in alert watchfulness, faithful and true even to death." — George Graham Vest*

There was no ill-will as a result of the trials and final outcome between the men, either before or after the case of Old Drum, and the years healed any wounds after the trial. According to relatives, though both men were not poverty stricken, it took several years to fully recover from the financial losses of the trial. Burden and Hornsby are buried a few yards apart in Hornsby Cemetery outside of Kingsville, Missouri.

For more information and facts about Warrensburg please visit [www.warrensburg-mo.com/city-information](http://www.warrensburg-mo.com/city-information) or [www.visitwarrensburg.com/about-warrensburg](http://www.visitwarrensburg.com/about-warrensburg)

Warrensburg, Missouri is located between Kansas City and St. Louis, on US Highway 50 and State Highway 13 in the center of the entire Midwest. It's located on the west side of Missouri and less than an hour's drive from Kansas City, Missouri. I-70, one of the major U.S. east and west highways is located north of Warrensburg and can be accessed within a short 15 minute drive.

<b>Households:</b>	<b><u>2016</u></b>		<b><u>2016</u></b>
Total number of Households	7,197	Square Mileage	9
Average Household Size	2.32	<b>Population:</b>	
		Population	19,718
Median Household Income	\$ 40,648	Median Age	24.3
Average Household Income	\$ 54,863	("JCEDC")	
Per Capita Income	\$ 21,382		
("JCEDC")			

**Description of Local Government**

The City Council is made up of five members, elected at large in a non-partisan election. Council members serve three-year, staggered terms. The Council elects one member to serve as Mayor. The Council adopts ordinances, sets tax rates, sets policies, approves the City budget and approves expenditures and contracts. The City Council employs the City Manager, who manages the City's business on a day-to-day basis. The City Manager appoints and oversees the employees in the various departments. Council Meetings are open to the public and citizens are encouraged to attend. Regular City Council meetings are held at 7:00 p.m. on the second and fourth Monday of each month in the Council Chambers of the Municipal Building located at 200 S. Holden Street. Telephone (660) 747-9131 for additional information or if you need an accommodation to attend any meeting

**Local Sales Tax Breakdown:**

200 – City General	1.000%
204 – City Capital Improvements	0.500%
246 – Storm Water / Parks	0.375%
300 – County	0.500%
302 – County Capital Improvement	0.500%
352 – County Law Enforcement	0.500%
- County 911	0.500%
- County Jail	<u>0.250%</u>
Local Sub-Total	4.125%

**State Sales Tax Breakdown:**

001 – State General	3.000%
003 – State Conservation	0.125%
005 – Education	1.000%
007 – Parks & Soil	<u>0.100%</u>
State Sub-Total	4.225%

**Total Sales Tax Breakdown:**

Local	4.125%
State	4.225%
Hawthorne TDD	<u>0.500%</u>
Total Including TDD	8.850%

**Police Protection:**

Number of Stations	1
Total Number of Employees	38
Total Sworn Positions	35
Number of Vehicles	17

**Public Works Street:**

Number of Employees	11
City Streets Paved (miles)	100
Snow Removal Vehicles	9
Public Parking Lots	5

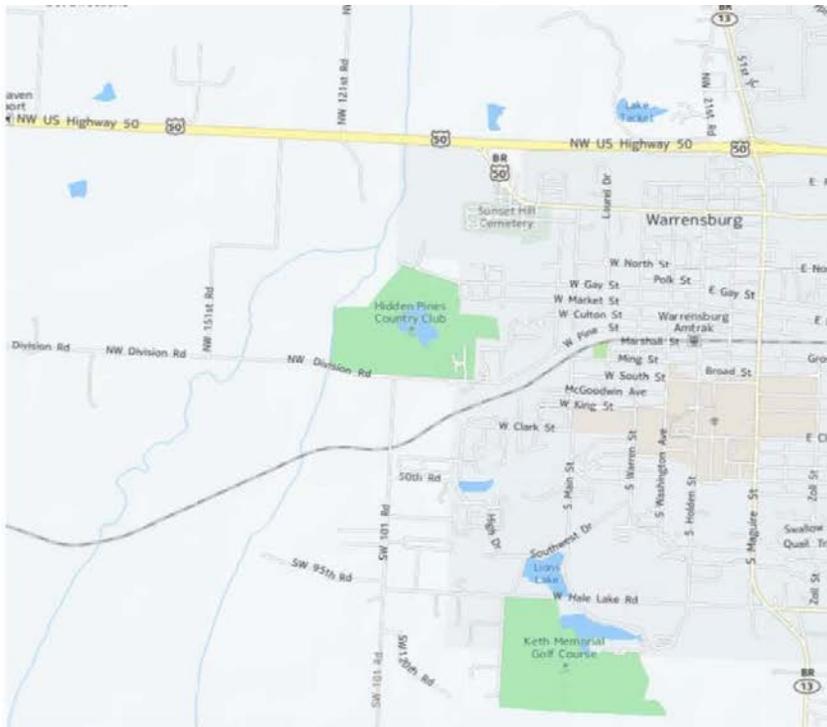
## Fire Protection:

Number of Stations	2
Total Full Time Employees	25
Total Part Time Employees	24
Number of Hydrants	755
Number of Engines	4
Number of Aerial Vehicles	1
Number of Rescue Vehicles	1
Number of Support Vehicles	2

## Transportation

### Interstates and Highways

Warrensburg is located on US Highway 50 (E/W) and Missouri Highway 13 (N/S). Missouri Highway 13 connects to Interstate 70, just 16 miles north of Warrensburg.



### Railway Infrastructure

Missouri is home to the nation's second and third largest rail centers; Kansas City and St. Louis. With important east-west and north-south corridors meeting in St. Louis, the state hosts about 85 Union Pacific trains each day. Amtrak also operates daily passenger service over these routes.

### Public Transportation Network

Public transportation is provided by OATS bus service within the city limits. Jefferson Bus Line offers passenger bus service from Kansas City to Springfield MO.

### Airport Infrastructure

University of Central Missouri's Max B. Swisher Skyhaven

**Community Facilities:**

Hospital	1
Hospital Beds	79
Library	1
Hotels & Motels	6
Number of Rooms	330
Conference Centers	2
Capacity of Largest Center	5,000
Churches	21
Restaurants & Bars	58
Retail Stores ("JCEDC")	84

**Recreation:**

18-Hole Golf Courses	2
Soccer Fields	4
Tennis Courts	14
Baseball Fields	6
Bike trails	1
Walking Trails	4
Swimming Pools	4
Parks	10
Health Clubs (Public/Private)	3
Skate Park	1
Camp Grounds (Knob Noster) ("JCEDC")	1

**Elementary and Secondary Education Overview**

The citizens of Warrensburg have good reason to be proud of an excellent school system. The district was accredited with Distinction in Performance by the Missouri State Board of Education for the 2011-2012 school year for the eleventh time since the 1998-1999 school year.

In 2013 the district reported an enrollment of 3,303 students and includes a preschool, four elementary schools, a middle school, high school, an alternative school and an area vocation technical school.

With a staff of 454, the district is the fifth largest employer in Warrensburg. Teachers average 13.5 years of classroom experience and 63.1 percent hold advanced degrees. District wide, the average student-to-teacher ratio is 14-1.  
(Missouri Comprehensive Data System)

The Warrensburg Area Career Center is a technical training center serving both youth and adults from a broad range of geographic area by providing technical instruction and skill training in trade, technical and health occupations. The instructional programs are designed to prepare persons for employment and to upgrade the skills and knowledge of persons who have already entered the labor force.  
("JCEDC")

**Higher Education Overview**

Warrensburg is home to the University of Central Missouri with a 1,561 acre campus. Why do some 11,878 graduate and undergraduate students choose UCM? Perhaps it is because they can choose from 150 career-building programs of study. Maybe it's the outstanding faculty. It could be the beautiful residential campus or the welcoming hometown atmosphere of Warrensburg. Others choose UCM to compete or cheer for the Mules and Jennies, one of NCAA-Division II's most successful intercollegiate athletics programs. For these and countless other reasons, students from across the state and around the globe find the University of Central Missouri the perfect choice for their educational goals.

University of Central Missouri remains committed to preparing students to excel as they enter the professional world as the teachers, business professionals, scientists, artists and aviators of tomorrow. Success at UCM translates to success in the professional setting. UCM's six-month job placement rate for undergraduates is 92 percent, and, reflecting its excellent financial support packages, the students benefit from one of the lowest student-debt ratios in the state.

Publicly supported, richly diverse in its people and programs, UCM offers a remarkable educational experience. (<https://www.ucmo.edu/>)

**Educational Attainment: Population - Age 25 Plus**

**2014**

Associate Degree	9.8%
Bachelor's Degree	20.5%
Graduate or Professional Degree (American Community Survey)	19.9%

**Business Climate**

Johnson County and Warrensburg residents enjoy the attractions of a nearby Kansas City metropolitan area and the advantages of a hometown life. Warrensburg is a self-contained city with a vibrant employment base, active cultural scene, and many civic events and activities. Warrensburg also serves as the county seat of Johnson County. Warrensburg is located within minutes of Whiteman Air Force Base and is home to the University of Central Missouri. Warrensburg's industry continues to benefit from this highly skilled workforce. Top Employers: Federal Government-National Security, Schools, Restaurants, Hospitals, Castings-Aluminum (Manufacturers), Department Stores, Primary Batteries-Dry & Wet (Mfg), Long Term Care and Assisted Living Centers, and lawn-care equipment manufacturers. ("JCEDC")

**Utilities:**

**Water:**

Missouri American Water Company 660-747-3192

**Sewer:**

City of Warrensburg	Billing	660-262-4549
	Emergency	660-747-9131

**Electric:**

KCP&L 800-303-0752

**Natural Gas:**

Missouri Gas Energy 800-582-1234

**Telecommunications:**

CenturyLink 800-788-3500  
("JCEDC")

**Communications:**

Print Media (Daily Star Journal)	1
Radio Stations (KTBG-FM, KOKO-AM)	2
Television Stations (KMOS-TV)	1

("JCEDC")

**Cultural Arts:**

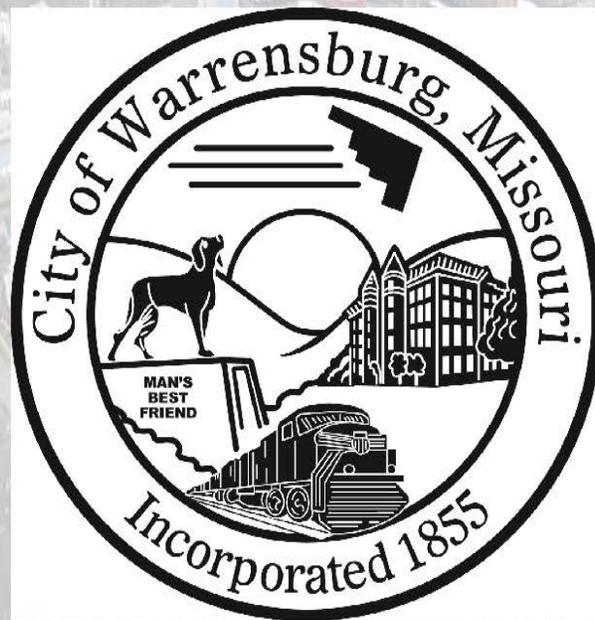
Movie Theater	10 Screens
Performing Art Organizations	3*
Museums/Galleries	2*
Art Festivals	3
Downtown Main Street Events	5

*\*Estimated Numbers*

("JCEDC")



# Fiscal Year 2017 Strategic Plan







# Fiscal Year 2017 Strategic Plan

## Framework

The City of Warrensburg's Strategic Plan is a clear description of where the City is going and how it intends to get there. It includes a vision, a set of multi-year goals that guide decisions, objectives and strategies for each goal. This plan is also the framework by which the City aligns programs and spending with long-term goals. It is an organizational roadmap that provides transparency and accountability for results, while ensuring the most effective use of limited resources by focusing on key priorities. The City staff will work to execute the Strategic Plan and report progress to City Council and the community throughout the fiscal year.

## Strategic Vision and Focus Areas

The City Council's strategic vision is a future of success, sustainability, and strength. This vision is centered on 4 focus areas, which illustrate specific needs or objectives within our community that will be necessary to achieve our desired vision:

- Infrastructure
- Economic Vitality
- Growth and Investment
- Regional Draw

While these focus areas are unique, they are joined together in our Strategic Plan to demonstrate the cause and effect between the choices and actions taken by Staff and Council.

## Understanding the Plan

Our Strategic Plan focuses the priorities that the organization will complete within the next ten years. This plan guides readers through the City of Warrensburg's goals resulting from the budget retreat held on May 18, 2016. Each goal has objectives and related strategies to be implemented during this strategic plan. The following is a brief definition of the goals, objectives and strategies:

**Goals** are the general topics that most likely will involve multiple departments and encompass many objectives. Combining objectives within goals helps to ensure that activities covering similar areas are aligned to produce more effective and efficient results.

**Objectives** are multi-year in nature. The timeframe for achieving an objective is typically three to five years, although some will take longer to accomplish.

**Strategies** are the means to achieve the goals. The timeframe for implementing strategies can be within a single budget year, or may span several years depending on the specific program or size of the projects undertaken.

# Fiscal Year 2017 Strategic Plan



## Focus I: Investment in Infrastructure

**Goal:** *Allocate resources efficiently to maintain existing infrastructure, while forecasting future needs and properly providing standards that ensure quality infrastructure for future growth*

### Objectives

The City of Warrensburg has identified four objectives to help achieve current infrastructure needs. These objectives are as followed:

1. Connect and Maintain City Sidewalks
2. Prepare an Infrastructure Investment Plan
3. Replace and improve aging infrastructure, aesthetics, and traffic flow in the Maguire Street corridor
4. Develop new Industrial-Business Park/infrastructure including master site planning and financing options

# Fiscal Year 2017 Strategic Plan

## Focus I: Investment in Infrastructure

### 1. Maintain City Sidewalks

Strategies	Start Year
1a. Work with Pedestrian / Cycling Transportation Task Force to improve sidewalk connectivity and appropriately mark bike routes with painted Sharrows	FY17
1b. Develop a trails and sidewalk connection implementation plan including the possible widening of Ridgeview Drive sidewalks	FY17-FY18
1c. Increase Curb and Sidewalk in CIP when possible	FY18

### 2. Infrastructure Investment Plan

Strategies	Start Year
2a. Develop Storm Water Master Plan Phase IV	FY17
2b. Develop inflow and infiltration study implementation program	FY18
2c. Implement MS4 program by working with developers and the public to educate them on Best Management Practices	FY18
2d. Improve street appearance, quality and number of miles improved with asphalt overlay yearly	FY17-FY21

### 3. Replace and improve aging infrastructure, aesthetics, and traffic flow in the Maguire Street corridor

Strategies	Start Year
3a. Complete Maguire Street corridor engineering	FY18
3b. Explore funding options for Maguire Street corridor construction	FY17-FY18
3c. Complete Maguire Street Traffic Signalization study and implement phase 1 equipment	FY18
3d. Connectivity of Trail System – Farmers Market, Maguire Street, Blind Boone Park	FY18

### 4. Develop new Industrial-Business Park/infrastructure including master site planning and financing options

Strategies	Start Year
4a. Identify priority site	FY17
4b. Actively participate in development agreement processes with JCEDC to promote Warrensburg to industrial businesses	FY17
4c. Continue to grow the cash reserve for Industrial-Business Park activities	FY17-FY21

## Fiscal Year 2017 Strategic Plan



### Focus II: Community Pride and Interaction

**Goal:** *Provide quality services to the community that preserve and stimulate economic prosperity*

#### Objectives

The City of Warrensburg has identified four objectives to support economic vitality. These objectives are as followed:

1. Engaging Communication via all forms of media
2. Increase regional partnerships for projects with multi-jurisdictional impact
3. Forge stronger partnership and increased support of Whiteman Air Force Base
4. Identify and promote projects that enhance quality of life in Warrensburg



# Fiscal Year 2017 Strategic Plan

## Focus II: Community Pride and Interaction

### 1. Engaging Communication via all forms of media

Strategies	Start Year
1a. Improve Public Relations by creating a point of contact at the city for community utilization	FY17
1b. Create New City Website	FY17
1c. Evaluate community satisfaction through surveys, and community meetings	FY17
1d. Use website/social media to reach target market for existing activities and stay updated	FY17

### 2. Increase regional partnerships for projects with multi-jurisdictional impact

Strategies	Start Year
2a. Assist in the completion of Spirit Trail	FY17-FY18
2b. Improve connectivity between UCM campus, downtown and community at large	FY18
2c. Increase ridership on OATS transportation	FY17
2d. Promote Rock Island Trail and connections to Warrensburg	FY17-FY18

### 3. Forge stronger partnership and increased support of Whiteman Air Force Base

Strategies	Start Year
3a. Market Warrensburg to those stationed at Whiteman Air Force Base that do not live in Warrensburg	FY17
3b. Continue to meet monthly to share ideas and strategies of mutual interest	FY17
3c. Hwy DD/Whiteman Trail - finalize engineering and secure preliminary funding	FY17-FY18

### 4. Identify and promote projects that enhance quality of life in Warrensburg

Strategies	Start Year
4a. Work with the Park Board to enhance City trails with landscape and lighting plan, and update aging playgrounds	FY17
4b. Enhance street light upgrades and efficiencies	FY17-FY21
4c. Coordinate community video that promotes the Warrensburg area	FY17-FY18
4d. Continue to seek environmentally sustainable solutions and approaches for our community	FY17-FY21

## Fiscal Year 2017 Strategic Plan



### Focus III: Growth and Investment

**Goal:** *Continued development to make our community more attractive, economically stronger, and more socially diverse*

#### Objectives

The City of Warrensburg has identified four objectives to promote growth and investment. These objectives are as followed:

1. Improve and maintain rankings and ratings that result in community savings and efficiencies
2. Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth
3. Promote Economic Vitality
4. Update and Implement new technologies

# Fiscal Year 2017 Strategic Plan

## Focus III: Growth and Investment

### *1. Improve and maintain rankings and ratings that result in community savings and efficiencies*

Strategies	Start Year
1a. Improve ISO Rating	FY17
1b. Maintain Current Bond Rating	FY17
1c. Update financial reports to provide concise, pertinent, and timely information	FY17
1d. Implement recommendations from the financial auditors yearly	FY17

### *2. Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth*

Strategies	Start Year
2a. Actively recruit new business, including retail and primary employers	FY17-FY21
2b. Update financial procedures in support of the current financial policies	FY17
2c. Create marketing materials to place in hotels, restaurants, etc.	FY17

### *3. Promote Economic Vitality*

Strategies	Start Year
3a. Implement next phases of community signage program	FY17-FY18
3b. Exhibitor at annual ICSC Chicago Deal Making Conference	FY17
3c. Continue the Downtown Façade Grant program and Maguire Street Beautification Grant program	FY17-FY19

### *4. Update and Implement new technologies*

Strategies	Start Year
4a. Implement GIS system	FY17-FY18
4b. Update Incode systems, including implementation of document management system	FY17-FY18
4c. Increase computer technology training	FY17
4d. Increase software and hardware investments to boost efficiency and effectiveness of services	FY18

## Fiscal Year 2017 Strategic Plan



### Focus IV: Regional Draw

**Goal:** Create a vibrant and inviting atmosphere that offers a unique feeling of inclusiveness

#### Objectives

The City of Warrensburg has identified four objectives to promote regional draw. These objectives are as followed:

1. Warrensburg Convention and Visitors Bureau (WCVB) continued focus to attract new events and enhance current events
2. Enhance culture of Old Drum Heritage with events and themes
3. Focus on Regional transportation efforts into Warrensburg
4. Develop City Owned Hawthorne Lots



# Fiscal Year 2017 Strategic Plan

**Focus IV: Regional Draw**

**1. WCVB Continued focus to attract new events and enhance current events**

Strategies	Start Year
1a. Meet with hotel owners/managers to determine when rooms are vacant and work with community groups to fill rooms	FY17
1b. Increase grant writing to support WCVB efforts	FY17
1c. Reexamine expected objectives, competencies, and priorities	FY17
1d. Work with City to actively recruit businesses through increased tourism	FY17

**2. Enhance culture of Old Drum Heritage with events and themes**

Strategies	Start Year
2a. Determine our target market and develop a niche market	FY17
2b. Support and grow Old Drum Days & Burg Dog Unleashed Art Project	FY17
2c. Support WCVB's efforts to promote the phrase "Man's Best Friend", and Old Drum logo	FY17

**3. Focus on Regional transportation efforts into Warrensburg**

Strategies	Start Year
3a. Meet with business owners as advocates for tourism destination	FY17
3b. Create a map of Warrensburg with main attractions, art tours, and old home tours	FY18
3c. Maintain WCVB tourism hub that encompasses all information about our community	FY17

**4. Develop City Owned Hawthorne Lots**

Strategies	Start Year
4a. Work with realtor to promote the sale of City owned land	FY17
4b. Explore options for new businesses to locate to the Hawthorne area	FY17



In accordance with Generally Accepted Accounting Principles (GAAP), the City of Warrensburg utilizes various “Funds” to account for its operations. A “Fund” is an accounting entity that has a set of self-balancing accounts, to record all financial transactions for specific activities or functions. These Funds are also utilized by the City to assist in demonstrating compliance with funding restrictions or requirements. In this way, specific revenues with like funding restrictions along with the allowable usages of these revenues are grouped into a specific Fund. An overview or summary of the City’s Fund structure along with the general purpose of each Fund is provided here. A more complete breakdown of sources and uses for each of these Funds is provided in the individual sections, and funding sources are located in the Fund matrix.

These Funds are grouped by type of Fund. The City of Warrensburg utilizes several different types of Funds: General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Fund, and Fiduciary Funds for Trust and Agency Funds.

The General Fund includes the City’s basic services and is funded almost entirely from Sales tax collected in the City, and in part by general revenues of the City such as Use, Property, and Franchise Taxes. Services accounted for in the General Fund include City Council or Legislative, General Administration, Public Information, Legal, Municipal Court, Human Resources, Finance, Information Technology, Building and Grounds, Fire, Police, Animal Shelter, Community Development, Street Maintenance and Cemetery.

Special Revenue Funds include activities or services provided by the City from revenues that are restricted or intended for use to support such activity or service. These Funds include: Parks And Recreation Fund, and the Community Investment Plan (CIP) Funds. The Parks and Recreation Fund is funded primarily from specific voter approved Sales, Use, and Property Taxes, along with user fees of these services. Activities associated with the provision and maintenance of parks and recreation services are accounted for in this Fund. The CIP Funds are used to account for specific revenue streams designated for investing in our community through capital improvements, and infrastructure maintenance programs.

A general Debt Service Fund is utilized to track the majority of the City’s debt service activities. In addition to the general debt service fund, the City also uses a Neighborhood Improvement District (NID) Fund to account for NID activities, and a Tax Incremental Financing fund (TIF) to account for TIF related activities. The activities of the NID and TIF funds are generally associated with the collection of special assessments dedicated to servicing the debt incurred to fund specific neighborhood improvement projects or defined tax districts.

An Enterprise Fund is utilized to account for the City’s Water Pollution Control Division. This Fund is intended to be entirely supported by user fees of the Sewer Utility at no profit to the Fund.

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

Although not required for all of these Funds, the City has opted to include all of these operations in its budgeting and audited financial statement presentations. Likewise the City subjects each of these Funds to the same formalized appropriation procedures through its City Council.

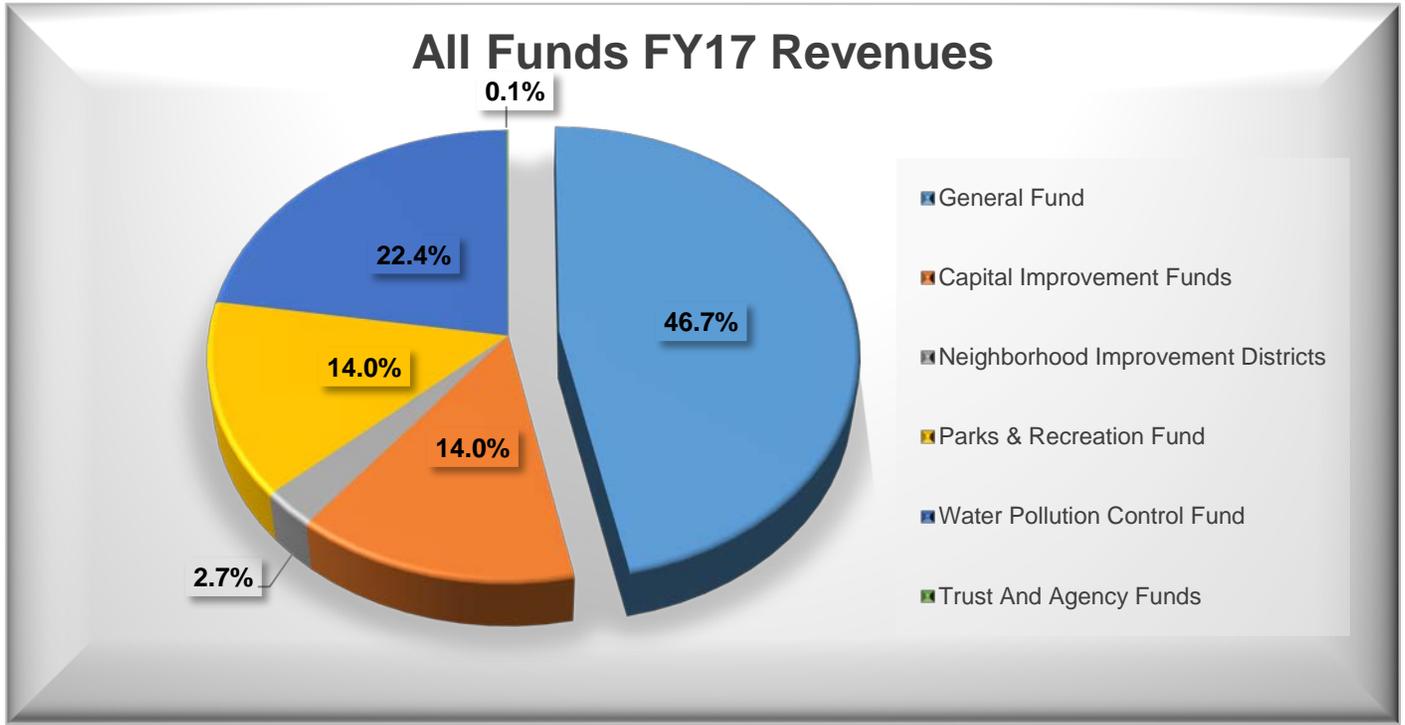
Modified Accrual Fund Accounting is used for both budgeting and accounting purposes with the exception of the enterprise fund. Enterprise Funds account for operations that are considered to be like businesses with Full Accrual accounting systems. Briefly, the Full Accrual measures transactions when economic resources are gained or used, while the Modified Accrual Basis generally recognizes transactions when relatively current financial resources are obtained or used.

# FY17 Budget Calendar

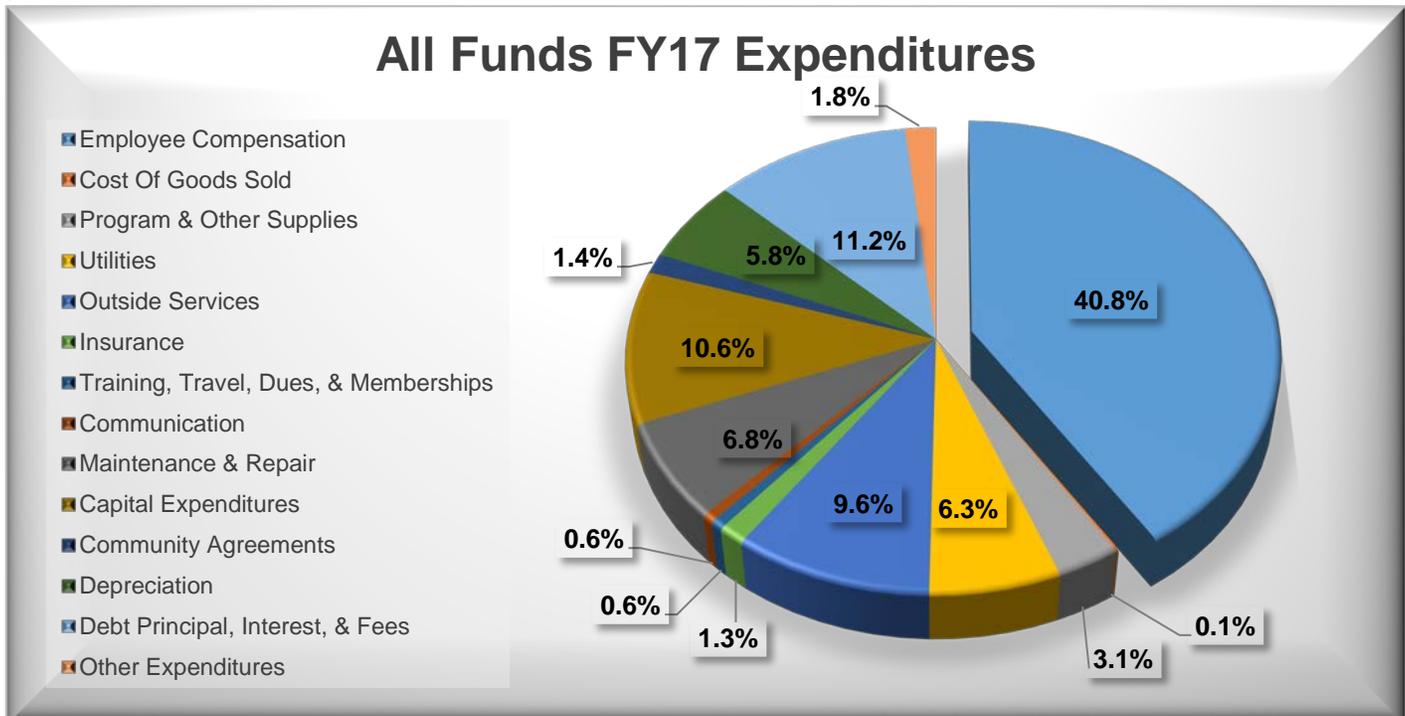


ACTIVITY		PLAN START Week	PLAN DURATION (in Weeks)
February	1 Strategic Plan Review - Performance Measurement Discussion	1	1
	9 CIP Process Meeting	2	1
	29 Complete Cover Art rules and guidelines, and set a public release date	3	2
March	1 Proposed FY17 Budget available for departments to enter numbers	5	10
	4 CIP and Capital Outlay Requests due	5	1
	7 Review of unfunded FY16 Priorities remaining on the list	6	1
	14 Personnel Base Budget Complete (based on current staff and current benefits)	7	1
	14 Revenue Projection for CIP	7	1
	21 CIP Committee Meets	8	1
	28 Personnel Requests from Departments to Finance and Human Resources (HR)	9	1
	28 Personnel Compensation Package Review	9	1
April	8 Retreat slides to City Manager for review	10	1
	11 Review of non health insurance related benefits	11	1
	20 Review of health insurance	12	1
	25 Report to City Manager for cost of Personnel Proposals	13	1
	26 New Strategic Plan - Performance Measurement Review	13	2
May	2 Completion of initial budget numbers by departments	14	1
	2 City Council tour through City Hall	14	1
	9 Budget Retreat	15	1
	11 Departments review budget numbers with Finance and the City Manager	15	2
	23 Review of FY16 Budget vs Actuals	17	1
	30 Preliminary Health Discussion Plan Design	18	1
June	2 Department meetings with Finance and the City Manager - Final Proposals	18	1
	6 Personnel Package Review	19	1
	13 Health Plan Design Analysis	20	1
	20 Final FY17 Budget Changes Due	21	2
	27 FY16 Unfunded List Determined	22	1
July	8 Final Review of Complete Benefit Package	23	1
	8 FY16 Revenue numbers updated	23	1
	11 Request Tax Levy information from the County	24	1
	18 Public Comment with City Council Revisions and Approval of 5 Year CIP	25	1
August	3 Budget Complete and Forwarded to Council	26	2
	8 Budget Presentation by City Manager to Council and Public	28	1
	11 Notice for Public Hearing for Tax Levies	28	1
	22 First Reading Ordinance, Public Comment & Hearing on Tax Levies	30	1
September	12 Public Hearing Adjusting Sewer Rates	32	1
	12 First Reading for FY16 Budget	32	1
	26 Second Reading and Approval of Budget Ordinance	34	1
	27 Budgets Incorporated in Financial System	34	1
October	3 Prepare for Audit & Capital Improvement Projects/Bidding and Contracts	35	4
	31 Submit Budget to GFOA for Award Consideration	38	2
	31 Auditors Begin Audit	39	1

The Fiscal Year 2017 total revenue budget for All Funds is projected at \$20,966,766, while the total expenditures are projected at \$22,480,881, resulting in net revenues and other sources under expenditures and other uses of -\$1,514,115. The City decided to spend down unrestricted reserves in order to address items and programs that were previously unfunded. The General Fund accounts for the largest portion of revenues at 46.7%, with the Water Pollution Control Fund representing 22.4%, followed by the Capital Improvement Funds at 14% of All Funds total revenue.



As in all service type organizations, employee compensation makes up a large portion of total expenditures at 41.1%, followed by debt and debt related expenses at 13.1%. Beginning in Fiscal Year 2017, The City of Warrensburg will make a conscience effort to invest in our workforce. The City feels that this will provide a solid base and stabilize the current workforce, while creating sustainable employee compensation expenses and increasing the quality of services provided.



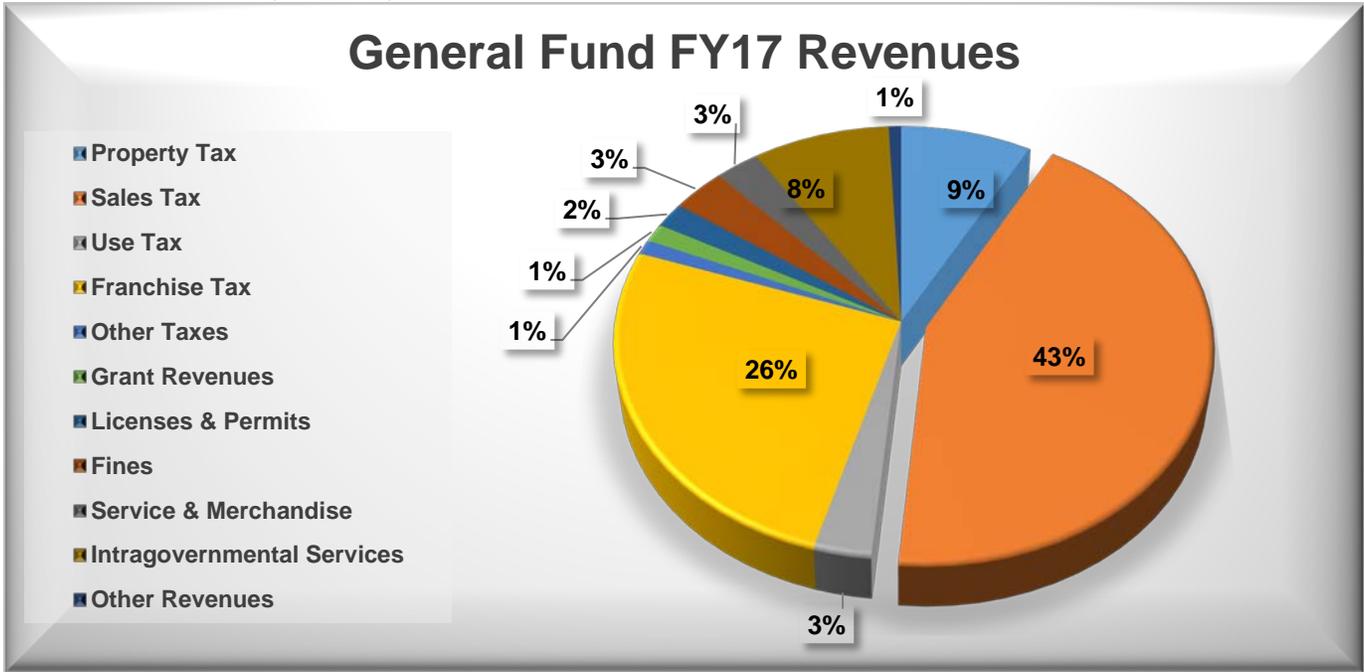
# Summary of All Funds



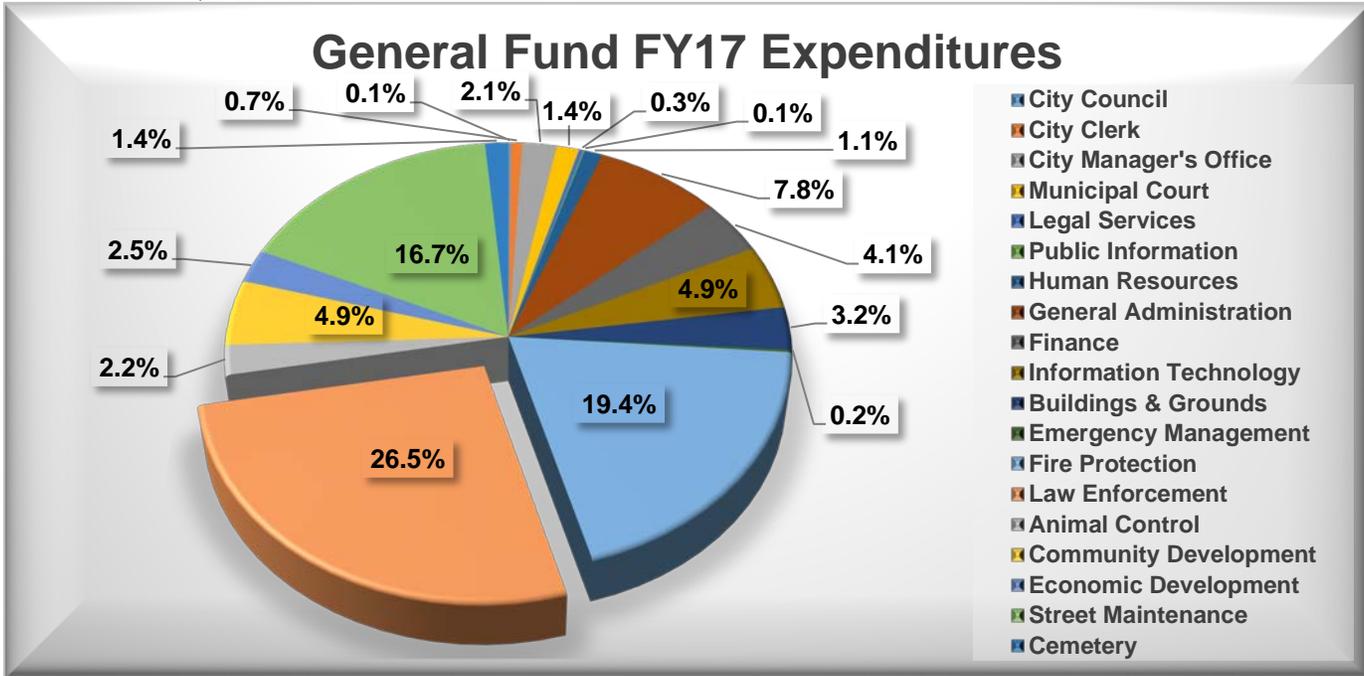
Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Revenues</b>				
Property Tax	1,460,785	1,264,199	1,264,199	1,288,520
Sales Tax	6,774,668	6,813,697	6,813,697	7,167,000
Use Tax	425,299	452,690	452,690	502,500
Franchise Tax	2,984,844	2,635,768	2,635,768	2,527,000
Tax - Non Categorized	107,763	99,000	99,000	107,000
Intergovernmental - Fed Grant	-	380,000	380,000	450,000
Intergovernmental - St Grant	881,563	769,140	770,532	960,448
Intergovernmental - Local Grant	14,200	20,000	20,000	10,000
Licenses	91,745	93,456	93,456	95,872
Permits	82,413	83,475	83,475	90,975
Fines	233,483	313,500	313,500	322,500
Service & Merchandise	4,983,615	5,552,838	5,552,838	5,444,809
Intragovernmental Services / Reimbursement	755,367	724,230	732,365	830,335
Asset Sales	302,481	599,200	599,200	486,200
Interest Income	350,356	347,186	347,186	353,066
Donation	47,675	43,500	43,500	208,041
Revenue - Non Categorized	248,634	186,150	186,150	122,500
<b>Total Revenues</b>	<b>19,744,893</b>	<b>20,378,029</b>	<b>20,387,556</b>	<b>20,966,766</b>
<b>Expenditures</b>				
Salaries & Wages	5,879,046	6,138,848	6,174,648	6,786,576
Employee Taxes	438,502	468,763	471,501	499,564
Employee Retirement	421,404	344,595	347,157	273,658
Employee Insurance	694,993	963,479	974,377	1,347,592
Worker's Compensation	177,177	255,089	258,257	266,587
Unemployment	640	-	-	-
Employer Provided Ser - Other	4,006	50	20,050	50
Cost of Goods Sold	21,852	22,250	22,725	30,300
Program & Other Supplies	489,708	585,233	608,690	686,194
Utilities	1,366,279	1,414,099	1,414,152	1,421,749
Outside Services	1,839,202	2,001,383	2,292,942	2,158,560
Insurance	269,760	279,500	279,500	293,000
Training And Travel	55,571	105,950	109,092	111,492
Dues And Memberships	18,632	24,304	24,304	26,316
Communication	136,598	130,745	130,845	130,497
Maintenance And Repair	965,143	1,189,663	1,189,663	1,527,699
Service - Non Categorized	184,168	533,776	860,543	352,720
Capital - Expenditures	1,703,576	1,396,300	1,731,476	2,380,190
Debt Service	2,626,850	2,604,511	2,629,391	2,521,170
Third Party Ticket Sales	106	100	100	100
Community Agreements	283,246	311,161	311,161	311,167
Over (Short)	72	100	100	100
Bad Debt	310	35,000	35,000	35,000
Depreciation	1,509,330	1,415,000	1,415,000	1,315,000
Donations & Grants	750	4,000	4,000	5,600
Non Categorized	-	-	-	-
Contingency Reserve	-	98,294	98,294	-
<b>Total Expenditures</b>	<b>19,086,920</b>	<b>20,322,194</b>	<b>21,402,969</b>	<b>22,480,881</b>
<b>Revenues Over (Under) Expenditures</b>	<b>657,973</b>	<b>55,835</b>	<b>(1,015,413)</b>	<b>(1,514,115)</b>

# Summary Of General Funds

The General Fund is the largest fund in the City. It includes government services such as Public Safety, Street Maintenance, Community and Economic Development, Fire Protection, Public Information, Emergency Management and Law Enforcement. Sales taxes are the main source of City revenue, and are essential to the prosperity of the City.



Within the General Fund, public safety services, Law Enforcement and Fire Protection, encompass the greatest expense combining for 47.8% of the funds total expenditures. Street Maintenance, or Public Works, accounts for 16.8% of the General Fund total.



# Summary of General Fund



Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Recurring Budget	FY 2017 Non- Recurring Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>						4,350,641
<b>Revenues</b>						
Property Tax	759,669	766,200	766,200	790,000		790,000
Sales Tax	4,019,963	4,060,938	4,060,938	4,250,000		4,250,000
Use Tax	226,812	252,500	252,500	292,500		292,500
Franchise Tax	2,984,844	2,635,768	2,635,768	2,527,000		2,527,000
Tax - Non Categorized	107,763	99,000	99,000	107,000		107,000
Intergovernmental - Federal Grant	-	-	-	-	70,000	70,000
Intergovernmental - State Grant	47,979	53,140	54,532	43,000	21,448	64,448
Intergovernmental - Local Grant	4,200	10,000	10,000	-		-
Licenses	91,745	93,456	93,456	95,872		95,872
Permits	80,593	78,475	78,475	90,475		90,475
Fines	233,483	313,500	313,500	322,500		322,500
Service & Merchandise	172,377	267,692	267,692	268,850		268,850
Intragovernment Services/Reimburse	755,367	724,230	732,365	830,335		830,335
Asset Sales	38,981	9,000	9,000	6,000		6,000
Interest Income	17,029	27,845	27,845	28,300		28,300
Donations	16,034	16,000	16,000	-	16,000	16,000
Revenue - Non Categorized	30,362	24,500	24,500	24,500		24,500
<b>Total Revenues</b>	<b>9,587,201</b>	<b>9,432,243</b>	<b>9,441,770</b>	<b>9,676,332</b>	<b>107,448</b>	<b>9,783,780</b>
<b>Expenditures</b>						
Salaries & Wages	4,682,012	4,829,327	4,872,460	5,110,962	250,000	5,360,962
Employee Taxes	348,361	369,706	373,006	390,603		390,603
Employee Retirement	345,563	270,414	272,976	211,427		211,427
Employee Insurance	568,190	777,710	788,608	991,818		991,818
Worker's Compensation	151,659	224,115	227,524	234,442		234,442
Unemployment	640	-	-	-		-
Employer Provided Services - Other	4,006	-	20,000	-		-
Cost of Goods Sold	76	-	475	-		-
Program And Other Supplies	303,328	373,108	386,565	353,088	7,906	360,994
Utilities	702,383	750,171	750,224	752,787		752,787
Outside Services	549,561	668,946	859,492	577,397	169,500	746,897
Insurance	179,837	185,000	185,000	200,000		200,000
Training and Travel	50,209	95,057	98,199	92,802	8,090	100,892
Dues and Memberships	11,986	17,554	17,554	18,416	475	18,891
Communication	106,119	93,845	94,145	91,802	675	92,477
Maintenance & Repair	289,362	365,332	365,332	443,472		443,472
Services - Non Categorized	49,886	38,279	38,687	42,249		42,249
Capital - Buildings	-	-	-	-	40,000	40,000
Capital - Equipment	45,025	148,200	148,950	-	321,500	321,500
Capital - Software	-	-	-	-		-
Capital - Infrastructure	31,631	1,500	19,716	1,500		1,500
Capital - Vehicles	206,834	155,000	155,000	-	89,000	89,000
Capital - Non Categorized	-	155,000	155,000	-		-
Debt Principal	-	-	-	-		-
Debt Interest	-	-	-	-		-
Court Fines Distribution	-	-	-	-		-
Community Agreements	283,246	311,161	311,161	54,742	213,925	268,667
Bad Debt And (Over) Short	14	-	-	-		-
Donations	-	-	-	-		-
Contingency Appropriation	-	98,294	98,294	-		-
<b>Total Expenditures</b>	<b>8,909,926</b>	<b>9,927,719</b>	<b>10,238,367</b>	<b>9,567,508</b>	<b>1,101,071</b>	<b>10,668,579</b>
<b>Revenues Over (Under) Expenditures</b>	<b>677,275</b>	<b>(495,476)</b>	<b>(796,597)</b>	<b>108,824</b>	<b>(993,623)</b>	<b>(884,799)</b>

# Summary of General Fund



Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Recurring Budget	FY 2017 Non-Recurring Budget	FY 2017 Budget
<b>Other Sources</b>						
Transfer from Parks & Recreation	15,636	15,250	15,250	-	-	-
<b>Total Other Sources</b>	<b>15,636</b>	<b>15,250</b>	<b>15,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses</b>						
Transfer to Debt Service Fund	31,069	-	-	-	-	-
<b>Total Other Uses</b>	<b>31,069</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Sources Over (Under) Uses</b>	<b>(15,433)</b>	<b>15,250</b>	<b>15,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenue and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>661,843</b>	<b>(480,226)</b>	<b>(781,347)</b>	<b>108,824</b>	<b>(993,623)</b>	<b>(884,799)</b>
<b>Additional Items Affecting Cash Balance</b>						
Change From Due To / From Accounts						-
<b>Projected Cash Balance at September 30, 2017</b>						<b>3,465,842</b>

# General Fund Revenues



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Taxes</b>					
110-51105	Property Tax - Current	688,454	694,000	694,000	710,000
110-51110	Property Tax - Delinquent	11,749	14,000	14,000	10,000
110-51115	Railroad Tax	31,241	32,000	32,000	36,000
110-51125	Financial Institution	3,713	3,200	3,200	4,000
110-51130	M & M Surtax	24,512	23,000	23,000	30,000
110-51205	Sales Tax	3,197,885	3,250,938	3,250,938	3,400,000
110-51210	Law Enforcement	822,078	810,000	810,000	850,000
110-51305	Use Tax	226,812	252,500	252,500	292,500
110-51405	Franchise - Electric	1,571,717	1,550,000	1,550,000	1,500,000
110-51410	Franchise - Gas	347,224	325,000	325,000	300,000
110-51415	Franchise - Water	209,448	223,768	223,768	220,000
110-51420	Franchise - Telephone	659,411	370,000	370,000	340,000
110-51425	Franchise - Cable Television	197,045	167,000	167,000	167,000
110-51905	Taxes - Lodging	107,763	99,000	99,000	107,000
<b>Total Tax Revenue</b>		<b>8,099,052</b>	<b>7,814,405</b>	<b>7,814,405</b>	<b>7,966,500</b>
<b>Intergovernmental - Grants</b>					
110-52105	Federal	-	-	-	70,000
110-52200	State	-	-	1,392	-
110-52215	Cigarette Tax	36,779	43,000	43,000	43,000
110-52235	Dept of Natural Resources	1,200	10,140	10,140	11,448
110-52240	Dept of Conservation	10,000	-	-	10,000
110-52305	Local	4,200	10,000	10,000	-
<b>Total Intergovernmental - Grants Revenue</b>		<b>52,179</b>	<b>63,140</b>	<b>64,532</b>	<b>134,448</b>
<b>Licenses and Permits</b>					
110-53105	License - Business	65,485	67,584	67,584	70,000
110-53110	License - Cigarette & Pinball	348	372	372	372
110-53115	License - Dog	2,411	2,500	2,500	2,500
110-53120	License - Liquor	23,501	23,000	23,000	23,000
110-53205	Permit - Building	44,073	55,000	55,000	60,000
110-53210	Permit - Right of Way	36,075	23,000	23,000	30,000
110-53299	Permit - Non Categorized	445	475	475	475
<b>Total Licenses and Permits Revenue</b>		<b>172,338</b>	<b>171,931</b>	<b>171,931</b>	<b>186,347</b>
<b>Fines</b>					
110-54105	Compensation	513	-	-	-
110-54110	Court	206,342	290,000	290,000	295,000
110-54120	Inmate Security	2,053	2,500	2,500	2,500
110-54135	Training	4,566	-	-	-
110-54140	Violations	20,010	21,000	21,000	25,000
<b>Total Fines</b>		<b>233,483</b>	<b>313,500</b>	<b>313,500</b>	<b>322,500</b>
<b>Charges for Services</b>					
110-55110	Adoptions	47,006	60,000	60,000	60,000
110-55135	Development	3,718	3,000	3,000	3,500
110-55140	Services	825	900	900	900
110-55141	Contractual services	61,365	134,513	134,513	134,700
110-55145	Foundations	725	750	750	750
110-55150	Grave Openings	32,950	40,000	40,000	40,000
110-55155	Lot	16,500	18,000	18,000	18,000
110-55170	Programs	-	2,000	2,000	2,000
110-55175	Rentals	4,000	-	-	-
110-55180	Reports	3,932	4,900	4,900	5,000
110-55199	Services - Non Categorized	1,356	3,629	3,629	4,000
<b>Total Charges for Services</b>		<b>172,377</b>	<b>267,692</b>	<b>267,692</b>	<b>268,850</b>

# General Fund Revenues



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Intragovernment Services / Reimbursements</b>					
110-55500	Intragovernmental Services / Reimb	755,367	724,230	732,365	830,335
<b>Total Intragovernment Services / Reimburse</b>		755,367	724,230	732,365	830,335
<b>Asset Sales</b>					
110-56110	Asset Sales - Equipment	38,981	9,000	9,000	6,000
<b>Total Asset Sales</b>		38,981	9,000	9,000	6,000
<b>Interest Income</b>					
110-57105	Interest on Deposits	0	27,745	27,745	28,200
110-57120	Earnings Credit	17,029	-	-	-
110-57125	Payment Terms Discounts	-	100	100	100
<b>Total Interest Income</b>		17,029	27,845	27,845	28,300
<b>Donations</b>					
110-59115	Donations - Animal Control	7,434	6,000	6,000	6,000
110-59120	Donations - Cemetery	8,600	10,000	10,000	10,000
<b>Total Donations</b>		16,034	16,000	16,000	16,000
<b>Revenue - Non Categorized</b>					
110-59910	Claims / Reimbursements	30,362	24,500	24,500	24,500
110-59999	Non Categorized	-	-	-	-
<b>Total Non Categorized</b>		30,362	24,500	24,500	24,500
<b>Total Revenues</b>		<b>9,587,201</b>	<b>9,432,243</b>	<b>9,441,770</b>	<b>9,783,780</b>

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The City Council consists of five members elected at large by the residents of the City. These five members are the governing body of the City of Warrensburg. The City Council is responsible for the care, management, and activities of the City. The City Council shall have power over and control of the administration of the City government. As the legislative body, the City Council strives to determine the community's needs and sets immediate and long-range policies consistent with those needs.

Service on the City Council is limited to two consecutive full terms. In April of each year, the City Council elects one of its members as Mayor and another as Chairman Pro Tem.

## **Accomplishments**

During fiscal year 2015-2016 many Ordinances and Resolutions were passed by the City Council. In addition to this new legislation, many contractual agreements were signed and executed.

The Mayor and City Council welcomed new businesses and a number of new building sites have begun around Warrensburg.

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-601-1101	Wages	0	5	5	5
110-601-1105	Wages - Supplemental	1,800	1,800	1,800	1,800
110-601-2101	FICA Taxes	138	138	138	138
110-601-2401	Worker's Compensation	4	5	5	5
<b>Total Personnel Expenses</b>		<b>1,943</b>	<b>1,948</b>	<b>1,948</b>	<b>1,948</b>
<b>Commodities</b>					
110-601-4108	Meeting Supplies	2,776	-	-	-
110-601-4109	Office Supplies	383	400	400	400
110-601-4114	Software	344	-	-	-
110-601-4117	Food	-	2,500	2,500	2,000
<b>Total Commodities</b>		<b>3,503</b>	<b>2,900</b>	<b>2,900</b>	<b>2,400</b>
<b>Services</b>					
110-601-5206	Legal Services	63	-	-	500
110-601-5401	Travel - Meals	369	1,700	1,700	1,940
110-601-5402	Mileage	-	1,700	1,700	1,400
110-601-5403	Travel - Room	102	1,300	1,300	2,650
110-601-5404	Schools and Seminars	375	1,260	1,260	1,260
110-601-5501	Dues and Memberships	1,160	1,300	1,300	1,600
110-601-5601	Advertising	212	300	300	300
110-601-5605	Outside Fundraising Events	-	1,000	1,000	1,000
110-601-5906	Programs / Events Expense	886	-	-	-
110-601-5999	Services - Non Categorized	-	500	500	1,000
<b>Total Services</b>		<b>3,166</b>	<b>9,060</b>	<b>9,060</b>	<b>11,650</b>
<b>Total Expenditures</b>		<b>8,611</b>	<b>13,908</b>	<b>13,908</b>	<b>15,998</b>

The City Clerk shall safely and properly keep all records and papers belonging to the City which may be entrusted to his or her care. The City Clerk's mission is to provide quality and efficient service to the citizens, City Council, and City staff.

The City Clerk conducts all City elections and administers campaign and finance disclosure laws.

**Department Initiatives:**

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

**Accomplishments:**

Continuing to improve the retention as well as the destruction of certain records.

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
City Clerk	Exempt	1	1	1	1
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-602-1101	Wages	45,467	46,853	46,853	48,496
110-602-1105	Wages - Supplemental	240	240	240	240
110-602-2101	FICA Taxes	3,471	3,603	3,603	3,710
110-602-2201	Employee Retirement	4,089	3,438	3,438	2,764
110-602-2301	Insurance - Dental	344	794	794	831
110-602-2302	Insurance - Health	5,106	6,538	6,538	6,170
110-602-2304	Insurance - Life	72	75	75	105
110-602-2305	Insurance - Short Term Disability	-	-	-	223
110-602-2306	Insurance - Long Term Disability	-	-	-	95
110-602-2401	Worker's Compensation	96	160	160	165
<b>Total Personnel Expenses</b>		<b>58,885</b>	<b>61,700</b>	<b>61,700</b>	<b>62,799</b>
<b>Commodities</b>					
110-602-4103	Computer Supplies	-	215	215	275
110-602-4108	Meeting Supplies	101	50	50	-
110-602-4109	Office Supplies	2,934	250	250	250
110-602-4112	Publications	180	240	240	240
110-602-4114	Software	-	350	350	350
<b>Total Commodities</b>		<b>3,215</b>	<b>1,105</b>	<b>1,105</b>	<b>1,115</b>
<b>Services</b>					
110-602-5106	Utility - Telephone	210	210	210	210
110-602-5206	Legal Services	325	500	500	500
110-602-5401	Travel - Meals	-	140	140	140
110-602-5402	Mileage	-	250	250	250
110-602-5403	Travel - Room	-	-	-	450
110-602-5404	Schools and Seminars	-	300	300	300
110-602-5501	Dues and Memberships	250	325	325	250
110-602-5601	Advertising	-	60	60	60
110-602-5603	Printing and Binding	6,454	6,000	6,000	6,000
110-602-5704	Software Maint and Repair	-	57	57	-
110-602-5999	Services - Non Categorized	2,082	4,050	4,050	4,050
<b>Total Services</b>		<b>9,320</b>	<b>11,892</b>	<b>11,892</b>	<b>12,210</b>
<b>Capital Outlay</b>					
110-602-6206	Equipment - Office	-	17,500	17,500	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>17,500</b>	<b>17,500</b>	<b>-</b>
<b>Total Expenditures</b>		<b>71,421</b>	<b>92,197</b>	<b>92,197</b>	<b>76,124</b>

Administration strives to ensure that the operations of the City remain efficient and effective. Transparency is maintained with the Mayor, City Council and Public and they are kept informed about all municipal affairs, budgeted expenditures and revenues. Additionally, the City Manager and staff are actively involved in the development and promotion of economic growth and vitality, organizational advancements in the delivery of services, fostering relationships with citizens, businesses, organizations and agencies, promoting good quality of life, and excellent customer service.

**Fiscal Year 2016 Accomplishments**

- Keystone TIF approval and Development Agreement
- Contracted Retail Coach to analyze economic data and recruit appropriate new retail businesses
- \$208,385 invested into community organizations (Main Street, WCVB, etc.)?
- Improved overall efficiency of City operations through updating Personnel Policies and Manuals
- Actively networked with business and retail leads to include Hawthorne Plaza, Liberty Plaza, etc.
- Positioned city-owned Hawthorne properties for marketing and final disposition
- Began sustainable Compensation and Health Care Plan, while making a long term investment in employees
- Maintained cost share agreements with Credit Union, Veterans Clinic, Rib Crib and Hawthorne Plaza
- Active participation in Johnson County Spirit Trail Coalition and search for funding
- Awarded Union Pacific grant for electrical upgrades and Christmas lights for the depot

**Fiscal Year 2017 Strategic Plan Initiatives**

**Focus II: Community Pride and Interaction**

*Action Steps*

- Engaging Communication via all forms of media
- Increase regional partnerships for projects with multi-jurisdictional impact
- Forge stronger partnership and increased support of Whiteman Air Force Base
- Identify and promote projects that enhance quality of life in Warrensburg

**Focus III: Growth and Investment**

*Action Steps*

- Improve and maintain rankings and ratings that result in community savings and efficiencies
- Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth
- Promote Economic Vitality

**Performance Measurement**

Successfully reduced time and actual expenditures for Council packet preparation and delivery by 15%

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
City Manager	Exempt	1	1	1	1
Special Projects Coordinator/PIO	L	0	0	1	1
Executive Assistant	G	1	1	0	0
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

FY16 Executive Assistant position was reclassified based on adding project management and public information office responsibilities.

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-603-1101	Wages	112,310	149,512	149,512	172,136
110-603-1102	Wages - Part Time	-	-	-	-
110-603-1103	Wages - Overtime	206	227	227	130
110-603-1105	Wages - Supplemental	3,800	8,800	8,800	4,800
110-603-2101	FICA Taxes	8,771	12,128	12,128	13,178
110-603-2201	Employee Retirement	9,458	11,573	11,573	9,819
110-603-2301	Insurance - Dental	410	1,588	1,588	1,662
110-603-2302	Insurance - Health	5,957	13,076	13,076	12,340
110-603-2304	Insurance - Life	84	150	150	209
110-603-2305	Insurance - Short Term Disability	-	-	-	446
110-603-2306	Insurance - Long Term Disability	-	-	-	190
110-603-2401	Worker's Compensation	322	539	539	585
<b>Total Personnel Expenses</b>		<b>141,317</b>	<b>197,593</b>	<b>197,593</b>	<b>215,497</b>
<b>Commodities</b>					
110-603-4102	Clothing	-	200	200	200
110-603-4103	Computer Supplies	-	500	500	500
110-603-4108	Meeting Supplies	118	200	200	200
110-603-4109	Office Supplies	2,769	100	100	100
110-603-4112	Publications	280	300	300	300
110-603-4114	Software	473	464	464	464
110-603-4117	Food	210	300	300	300
<b>Total Commodities</b>		<b>3,849</b>	<b>2,064</b>	<b>2,064</b>	<b>2,064</b>
<b>Services</b>					
110-603-5106	Utility - Telephone	600	900	900	1,320
110-603-5202	Consulting Services	9,946	-	-	-
110-603-5206	Legal Services	1,145	2,000	2,000	2,000
110-603-5401	Travel - Meals	1,850	534	534	594
110-603-5402	Mileage	2,106	500	500	500
110-603-5403	Travel - Room	78	1,600	1,600	1,600
110-603-5404	Schools and Seminars	1,480	1,800	1,800	2,600
110-603-5501	Dues and Memberships	1,557	1,731	1,731	1,731
110-603-5601	Advertising	364	500	500	500
110-603-5903	Health and Wellness	-	-	-	-
110-603-5904	Employment	7,202	150	150	150
<b>Total Services</b>		<b>26,326</b>	<b>9,715</b>	<b>9,715</b>	<b>10,995</b>
<b>Total Expenditures</b>		<b>171,493</b>	<b>209,372</b>	<b>209,372</b>	<b>228,556</b>

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

**Fiscal Year 2016 Accomplishments**

- Continued to provide customer service to citizens and/or their attorneys in a clear, concise and informative manner
- Continued to prepare all warrants for defendants failing to appear in court in a timely manner
- Continued to process all city ordinance violation cases on a daily basis
- Continued to process all payments of city ordinance violations on a daily basis
- Maintained reporting system of fines and costs paid to the Court to be provided to Judge on a monthly basis
- Maintained reporting system of net income and citations processed through the Municipal Court. Provided to the City Manager and City Council members monthly
- Continued to send out letters to those individuals in warrant status requesting payments for outstanding amounts due or notifying how these individuals need to proceed
- Continued accepting other court bonds and re-issuance of funds received to the appropriate court(s)
- Established an Attorney e-mail database for faster response time to attorney’s for notification of Court dates and Prosecutor Recommendations
- Court Clerk received Certified Court Administrator Award
- Streamlined processing of warrant issuance notification to Police Department and Johnson County Central Dispatch
- Completed review of outstanding warrants over 10 years old to determine dismissal, waiver of costs or continuance of warrant

**Fiscal Year 2017 Goals**

- Continue to provide customer service to citizens and/or their attorneys, in a clear, concise, and informative manner
- Continue to prepare warrants for defendants that fail to appear in court in a timely manner
- Continue to process city ordinance violation cases on a daily basis
- Continue to process payment of city ordinance violations on a daily basis
- Continue to process bond payments for City for Warrensburg Municipal Court and other Courts in a timely manner requesting appropriate payments to other Courts
- Continue an Attorney e-mail database for faster response time to attorney’s for notification of Court dates and Prosecutor Recommendations
- Continue to Streamline processing of warrant issuance notification to Police Department and Johnson County Central Dispatch
- Continue the review of outstanding warrants over 10 years old to determine dismissal, waiver of costs or continuance of warrant

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Municipal Court Clerk	G	1	1	1	1
Assistant Court Clerk	E	1	1	1	1
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# Municipal Court



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-604-1101	Wages	45,881	51,103	51,103	52,645
110-604-1103	Wages - Overtime	899	992	992	1,000
110-604-1105	Wages - Supplemental	60	60	60	60
110-604-2101	FICA Taxes	3,560	3,990	3,990	4,108
110-604-2201	Employee Retirement	3,766	3,807	3,807	3,061
110-604-2301	Insurance - Dental	1,178	1,588	1,588	1,662
110-604-2302	Insurance - Health	8,964	13,076	13,076	12,340
110-604-2304	Insurance - Life	126	150	150	209
110-604-2305	Insurance - Short Term Disability	-	-	-	446
110-604-2306	Insurance - Long Term Disability	-	-	-	190
110-604-2401	Worker's Compensation	115	175	175	180
<b>Total Personnel Expenses</b>		<b>64,550</b>	<b>74,941</b>	<b>74,941</b>	<b>75,902</b>
<b>Commodities</b>					
110-604-4103	Computer Supplies	339	300	300	400
110-604-4109	Office Supplies	849	850	850	700
<b>Total Commodities</b>		<b>1,189</b>	<b>1,150</b>	<b>1,150</b>	<b>1,100</b>
<b>Services</b>					
110-604-5204	Judicial Services	30,113	35,544	35,544	35,544
110-604-5206	Legal Services	125	-	-	100
110-604-5208	Prosecutor Services	32,609	32,650	32,650	32,650
110-604-5401	Travel - Meals	48	224	224	224
110-604-5402	Mileage	128	326	326	326
110-604-5403	Travel - Room	428	450	450	450
110-604-5404	Schools and Seminars	200	400	400	400
110-604-5501	Dues and Memberships	150	150	150	150
110-604-5601	Advertising	148	150	150	150
110-604-5704	Software Maint and Repair	1,274	1,457	1,457	1,457
110-604-5903	Health and Wellness	33	-	-	-
110-604-5904	Employment	112	115	115	115
110-604-5905	Security	804	868	868	938
<b>Total Services</b>		<b>66,172</b>	<b>72,334</b>	<b>72,334</b>	<b>72,504</b>
<b>Total Expenditures</b>		<b>131,910</b>	<b>148,425</b>	<b>148,425</b>	<b>149,506</b>

City Counselor office acts as legal advisor to the Mayor and City Council, departments, boards, committees, and commissions of the City to include coordination and direction of other specialty legal services, as necessary and appropriate. Several outside firms provide counsel for utility monitoring, personnel items, and financial bonds matters. The aim of this office is to assist the City in achieving an open and transparent environment as well as a defensible, law-abiding and socially acceptable manner.

## **City Counselor Office**

- Represents Mayor, City Council, City Administration and all assigned boards and committees in all matters of law pertaining to their official duties
- Represent City before administrative agencies and federal and state courts where the City is a party to or has an interest in legal proceedings
- Prepare ordinances, resolutions, contracts, bonds and other documents timely
- Prepare all other legal documents for City including those for enactment of all additions and amendments to the City Code.
- Represents City as the Prosecutor for Class C misdemeanors in a responsible and law-abiding manner

## **Fiscal Year 2017 Strategic Plan Initiatives**

### **Focus I: Investment in Infrastructure**

### **Focus IV: Regional Draw**

- Participate in development agreement process by drafting and negotiating agreements
- Assist City staff and consultant to position the city-owned Hawthorne properties for marketing and final disposition
- Should the development of a new Industrial Park become likely, provide assistance or referral, as appropriate

## **Performance Measurement**

Effective FY14, individual City Departments began budgeting for legal services in their respective budgets. This was an effort to increase awareness and achieve possible reductions based on the tracking mechanism itself, and develop greater department capacity in house to answer questions not necessarily legally related. Efforts will continue this year and look for a 1%-3% reduction in overall legal costs demonstrating greater familiarity, confidence, and capacity at the Senior Department level to address policy issues versus strictly legal matters.

This performance measure is not designed to diminish the value or importance of legal support. The intent is to develop greater capacity among City Staff to review and study City Code, Revised Missouri State Statutes, and overall City Policies and Procedures that will help them better frame issues and questions for Legal Counsel.

# Legal Services



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
110-605-5206	Legal Services	34,188	55,000	55,000	30,000
<b>Total Services</b>		<b>34,188</b>	<b>55,000</b>	<b>55,000</b>	<b>30,000</b>
<b>Total Expenditures</b>		<b>34,188</b>	<b>55,000</b>	<b>55,000</b>	<b>30,000</b>

The City of Warrensburg's Public Information Officer (PIO) aims to increase citizen and employee understanding of City government programs. Pursuing this mission includes the practice of inclusive dialog to increase awareness and participation in City programs, services, and events.

The PIO will achieve the above through marketing, advertising, and innovative outreach opportunities. Further, the PIO will explore communication through social media sites, City website, email blasts, and radio announcements to generate higher participation and interest in community festivities.

## **Fiscal Year 2017 Strategic Plan Initiatives and Performance Measurement**

### **FOCUS II: Economic Vitality—Engaging Communication via all forms of media**

- Improve Public Relations within community through creating person of contact for community support
- Create new City website
- Compete community satisfaction evaluation through surveys and community meetings
- Use social sites to reach target market with intended information

### **FOCUS III: Growth and Investment—Update and Implement new technologies**

- Increase computer technology training
- Increase software and hardware to boost efficiency and effectiveness of services

### **FOCUS III: Regional Draw—WCVB Enhance culture of Old Drum Heritage with events and themes**

- Support and grow Old Drum Days & Burg Dog Art Project
- Promote the Phrase "Man's Best Friend," and Old Drum Logo

The Public Information Office was originally staffed by one part time person. The budget for this person was included with the rest of the expenses in this department. In FY16 the position was combined with the full time Special Projects Coordinator Position in the City Manager's office.

# Public Information



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-606-1102	Wages - Part Time	10,064	12,087	12,087	-
110-606-2101	FICA Taxes	725	925	925	-
110-606-2401	Worker's Compensation	26	41	41	-
<b>Total Personnel Expenses</b>		10,816	13,052	13,052	-
<b>Commodities</b>					
110-606-4103	Computer Supplies	150	100	100	100
110-606-4108	Meeting Supplies	-	30	30	30
110-606-4109	Office Supplies	72	100	100	100
110-606-4111	Program Supplies	115	750	750	750
110-606-4112	Publications	-	100	100	100
110-606-4114	Software	450	12,600	12,600	600
110-606-4117	Food	663	750	750	750
110-606-4199	Supplies - Non Categorized	-	200	200	200
<b>Total Commodities</b>		1,450	14,630	14,630	2,630
<b>Services</b>					
110-606-5206	Legal Services	-	100	100	100
110-606-5401	Travel - Meals	32	50	50	50
110-606-5402	Mileage	102	450	450	450
110-606-5403	Travel - Room	103	350	350	350
110-606-5404	Schools and Seminars	253	900	900	900
110-606-5501	Dues and Memberships	25	-	-	400
110-606-5601	Advertising	906	4,000	4,000	3,000
110-606-5604	Shows / Expo / Events Expense	-	100	100	100
110-606-5999	Services - Non Categorized	827	500	500	500
<b>Total Services</b>		2,248	6,450	6,450	5,850
<b>Total Expenditures</b>		14,513	34,132	34,132	8,480

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

Human Resources Mission Statement: The Human Resources Department strives to attract, develop, motivate and retain a professional workforce while creating a work environment that promotes employee self-reliance, a safe and secure workplace, a positive approach to problem solving and innovation that enhances the City's capacity to change and improve.

**Fiscal Year 2016 Accomplishments**

- New Hire forms/paperwork available electronically

**Fiscal Year 2017 Initiatives**

- Continue work with new benefits broker to implement benefit changes within 2017 fiscal budget
- Continue to monitor benefits to ensure a competitive benefits package for employees of the City of Warrensburg
- Analyze and update all job descriptions
- Develop and implement performance evaluation
- Begin to analyze, develop and implement pay for performance pay ranges compensation system
- Continue to re-evaluate personnel policies on a regular basis
- Continue working to automate human resources processes including: application, hiring, benefit and other Federally mandated programs
- Expand wellness program for City employees

**Performance Measurement**

Measureable Objectives

- Work with Insurance Broker to reduce Medical Loss Ratio (MLR) by 20%.
- Work with Worker's Compensation provider to lower claims cost by 10%.

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Human Resource Director	EXEMPT	0	1	1	1
Human Resource Manager	N	1	0	0	0
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

FY15

The Human Resource Manager position was reclassified as Human Resource Director

# Human Resources



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-610-1101	Wages	58,675	59,853	59,853	77,002
110-610-1105	Wages - Supplemental	900	1,800	1,800	1,200
110-610-2101	FICA Taxes	4,412	4,716	4,716	5,982
110-610-2201	Employee Retirement	5,331	4,501	4,501	4,457
110-610-2301	Insurance - Dental	344	794	794	831
110-610-2302	Insurance - Health	5,106	6,538	6,538	6,170
110-610-2304	Insurance - Life	72	75	75	105
110-610-2305	Insurance - Short Term Disability	-	-	-	223
110-610-2306	Insurance - Long Term Disability	-	-	-	95
110-610-2401	Worker's Compensation	126	210	210	266
110-610-2601	Flex Spending Account	93	-	-	-
110-610-2610	Employment Development	3,513	-	-	-
<b>Total Personnel Expenses</b>		<b>78,572</b>	<b>78,486</b>	<b>78,486</b>	<b>96,331</b>
<b>Commodities</b>					
110-610-4103	Computer Supplies	-	300	300	300
110-610-4108	Meeting Supplies	4,217	50	50	50
110-610-4109	Office Supplies	-	50	50	210
110-610-4111	Program Supplies	-	4,350	4,350	4,350
110-610-4117	Food	602	400	400	400
<b>Total Commodities</b>		<b>4,818</b>	<b>5,150</b>	<b>5,150</b>	<b>5,310</b>
<b>Services</b>					
110-610-5106	Utility - Telephone	395	420	420	420
110-610-5202	Consulting Services	-	4,000	4,000	3,000
110-610-5206	Legal Services	2,524	4,500	4,500	4,000
110-610-5299	Contractual - Non Categorized	4,292	4,610	4,610	4,610
110-610-5401	Travel - Meals	223	276	276	276
110-610-5402	Mileage	621	500	500	500
110-610-5403	Travel - Room	305	1,000	1,000	1,000
110-610-5404	Schools and Seminars	980	1,500	1,500	1,500
110-610-5501	Dues and Memberships	339	349	349	349
110-610-5601	Advertising	-	500	500	500
110-610-5603	Printing and Binding	2,420	-	-	-
110-610-5903	Health And Wellness	-	1,950	1,950	1,950
<b>Total Services</b>		<b>12,099</b>	<b>19,605</b>	<b>19,605</b>	<b>18,105</b>
<b>Total Expenditures</b>		<b>95,489</b>	<b>103,241</b>	<b>103,241</b>	<b>119,746</b>

General Administration, formerly known as Support Services, continuously seeks innovative and efficient approaches to deliver prompt and courteous customer service to the rapidly changing needs of the citizens of Warrensburg and the organization's internal customers. Previously this department had the position of Support Services Specialist, with the changing job duties that resulted due to bringing sewer billing in house and adding the Public Information Office the Support Services position has been reclassified as Receptionist. Since this position reports to and assists the City Collector the Receptionist position has been moved to the Finance Department.

The budget for this department includes the cost to the general fund of the new employee benefits added in FY17. The City will be paying 65% of the cost of the employee's spouse/children/family medical insurance and employee short term/long term disability insurance. The budget for this department also includes general supplies and the property and liability insurance for the General Fund.

Since bringing sewer billing in-house in FY15, there have been a few items identified that serve a dual purpose for sewer billing and other City operations supported in the General Fund. Those expenditures have been budgeted in General Administration and an allocation made from the Sewer Fund to the General Fund to cover the sewer portion of expenses. An example is a machine that folds and sorts sewer bills that will also be used during the business license renewal process.

This is also the department where the City's budget captures the local lodging tax and disperses those funds to the Warrensburg Convention and Visitor's Bureau (WCVB) per the terms of the annual approved contract. The City withholds the lodging tax funds necessary for the payroll expenses for the Director of Tourism and budgets those expenses in this department.

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Tourism					
Director	Exempt	0	1	1	1
Support Services Specialist	E	1	1	0	0
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

## FY16

Support Services Specialist position was moved to Finance from General, in the past the position reported to Finance but was in its own department.

# General Administration



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-611-1101	Wages	49,441	71,104	55,550	39,728
110-611-1105	Wages - Supplemental	180	180	180	250,000
110-611-2101	FICA Taxes	3,645	5,453	4,263	3,039
110-611-2201	Employee Retirement	4,340	5,204	4,912	2,265
110-611-2301	Insurance - Dental	480	1,588	1,125	831
110-611-2302	Insurance - Health	7,233	13,076	9,262	189,106
110-611-2304	Insurance - Life	102	150	106	105
110-611-2305	Insurance - Short Term Disability	-	-	-	223
110-611-2306	Insurance - Long Term Disability	-	-	-	95
110-611-2401	Worker's Compensation	72	243	243	135
110-611-2601	Flex Spending Account	40	-	-	-
110-611-2615	Tuition Assistance	-	-	20,000	-
<b>Total Personnel Expenses</b>		<b>65,531</b>	<b>96,997</b>	<b>95,641</b>	<b>485,526</b>
<b>Commodities</b>					
110-611-4103	Computer Supplies	299	600	600	-
110-611-4108	Meeting Supplies	52	100	100	100
110-611-4109	Office Supplies	11,404	2,700	2,700	2,700
110-611-4114	Software	-	320	320	320
110-611-4199	Supplies - Non Categorized	2	50	50	50
<b>Total Commodities</b>		<b>11,757</b>	<b>3,770</b>	<b>3,770</b>	<b>3,170</b>
<b>Services</b>					
110-611-5106	Utility - Telephone	101	-	-	-
110-611-5203	Financial Services	42,410	19,087	19,087	20,663
110-611-5205	Labor / Labor and Equipment	2,205	-	-	-
110-611-5206	Legal Services	175	500	500	-
110-611-5209	Rent / Lease	-	4,696	4,696	6,901
110-611-5299	Contractual - Non Categorized	-	2,205	2,205	-
110-611-5301	Property Insurance	179,837	185,000	185,000	200,000
110-611-5501	Dues and Memberships	3,534	2,700	2,700	2,700
110-611-5601	Advertising	88	-	-	-
110-611-5602	Postage	59,949	60,850	60,850	60,850
110-611-5603	Printing and Binding	10,371	-	-	-
110-611-5904	Employment	35	-	-	-
110-611-5907	Development	2,166	-	-	-
<b>Total Services</b>		<b>300,870</b>	<b>275,038</b>	<b>275,038</b>	<b>291,114</b>
<b>Capital Outlay</b>					
110-611-6202	Equipment - Computers	1,938	-	-	-
110-611-6206	Equipment - Office	5,950	-	-	-
<b>Total Capital Outlay</b>		<b>7,888</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Categorized</b>					
110-611-9301	Community Agreements	82,435	52,236	52,236	54,742
110-611-9401	Over (Short)	14	-	-	-
110-611-9990	Contingency Appropriation	-	98,294	98,294	-
<b>Total Non-Categorized</b>		<b>82,449</b>	<b>150,530</b>	<b>150,530</b>	<b>54,742</b>
<b>Total Expenditures</b>		<b>468,496</b>	<b>526,336</b>	<b>524,979</b>	<b>834,552</b>

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

The Finance Department

## Fiscal Year 2016 Accomplishments

- Won the GFOA Distinguished Budget Presentation Award for the third consecutive year
- Selected Piper Jaffray as the City's Municipal Advisor
- Established ACMI as the City's collection agency to continue the efforts to reduce bad debt
- Continued the updating and implementation of Financial Management Policies and Procedures

## Fiscal Year 2017 Strategic Plan Initiatives

### Focus III: Growth and Investment

- Maintain Current Bond Rating
- Update financial reports to provide concise, pertinent, and timely information
- Implement recommendations from the financial auditors yearly
- Update financial procedures in support of the current financial policies
- Update Incode systems, including implementation of document management system

## FY16 Follow-up Performance Measurement Initiatives

### Accounts Payable Performance Management

- Implemented Strategies
  - Reduced processing time for payments
  - Invoices sent directly to Accounts Payable through mail sorting process
  - Department notification to Accounts Payable sooner through Purchase Order process utilization

### License Application Performance Management

- Implemented Strategies
  - Courtesy reminders sent regarding renewals
  - Readily identified single point of entry and processing
  - Increased first pass approval rate
  - Increased percentage of on time renewals by 7% since FY13

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Director of Finance	Exempt	1	1	1	1
City Collector	J	0	1	1	1
City Collector	I	1	0	0	0
Accountant	J	0	1	1	1
Finance Assistant/PR & Budget	I	1	0	0	0
Finance Assistant/AP & Capital	I	0	0	0	1
Finance Assistant/AP	G	1	1	1	0
Sewer Utility Billing Specialist	G	0	1	1	1
Sewer Utility Collections Specialist	G	0	1	1	1
Receptionist	E	0	0	0	1
Support Services Specialist	E	0	0	1	0
Collections Representative	E	0	0	1	1
<b>Totals</b>		<b>4</b>	<b>6</b>	<b>8</b>	<b>8</b>

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## **Position Detail (continued)**

### FY17

The Support Services position has been changed to Receptionist based on the change of job duties.

The position of Finance Assistant AP (Account Payables) has had duties and responsibilities added and is being reclassified as Finance Assistant/AP & Capital.

### FY16

The part time Collectors Clerk was combined with the part time Collections Representative, from the Water Pollution Control Collections department creating a full time position in Finance.

Support Services Specialist position was moved to Finance from General, in the past the position reported to Finance but was in its own department.

### FY15

City Collector position upgraded and two Sewer Utility Billing Specialists added with the Sewer Billing returning to the City and no longer contracted out.

Finance Assistant/Payroll and Budget is reclassified as Accountant.

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-612-1101	Wages	215,135	238,629	268,759	295,651
110-612-1102	Wages - Part Time	14,705	15,333	4,743	-
110-612-1103	Wages - Overtime	5,134	3,205	3,205	2,500
110-612-1105	Wages - Supplemental	640	1,380	1,380	1,565
110-612-2101	FICA Taxes	17,453	19,779	21,274	22,928
110-612-2201	Employee Retirement	15,129	17,755	18,209	17,084
110-612-2301	Insurance - Dental	2,599	4,763	5,226	6,649
110-612-2302	Insurance - Health	27,626	39,228	46,856	49,360
110-612-2304	Insurance - Life	390	449	543	837
110-612-2305	Insurance - Short Term Disability	-	-	-	1,784
110-612-2306	Insurance - Long Term Disability	-	-	-	760
110-612-2401	Worker's Compensation	555	872	1,114	1,013
110-612-2601	Flex Spending Account	84	-	-	-
<b>Total Personnel Expenses</b>		<b>299,449</b>	<b>341,392</b>	<b>371,308</b>	<b>400,132</b>
<b>Commodities</b>					
110-612-4102	Clothing	-	-	57	250
110-612-4103	Computer Supplies	657	1,000	1,000	1,000
110-612-4109	Office Supplies	2,475	2,225	2,225	3,550
110-612-4112	Publications	1,192	680	680	680
110-612-4117	Food	241	50	50	75
<b>Total Commodities</b>		<b>4,566</b>	<b>3,955</b>	<b>4,012</b>	<b>5,555</b>
<b>Services</b>					
110-612-5106	Utility - Telephone	435	630	683	720
110-612-5107	Fuel	-	-	-	800
110-612-5201	Audit Services	17,616	19,500	19,500	18,500
110-612-5202	Consulting Services	-	1,000	1,000	5,000
110-612-5206	Legal Services	850	1,200	1,200	1,200
110-612-5401	Travel - Meals	35	400	400	400
110-612-5402	Mileage	642	850	850	650
110-612-5403	Travel - Room	92	800	800	800
110-612-5404	Schools and Seminars	226	3,843	3,843	5,835
110-612-5501	Dues and Memberships	670	670	670	670
110-612-5601	Advertising	1,835	900	900	900
110-612-5603	Printing and Binding	72	-	-	-
110-612-5706	Vehicle Maint and Repair	-	-	-	1,250
110-612-5904	Employment	124	125	125	125
<b>Total Services</b>		<b>22,597</b>	<b>29,918</b>	<b>29,971</b>	<b>36,850</b>
<b>Capital Outlay</b>					
110-612-6202	Equipment - Computers	2,926	-	-	-
110-612-6206	Equipment - Office	1,122	-	-	-
<b>Total Capital Outlay</b>		<b>4,047</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>330,659</b>	<b>375,265</b>	<b>405,291</b>	<b>442,537</b>

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

## **Fiscal Year 2016 Accomplishments**

- Continued implementation of IT Master Plan
- Deployed over 30 new computers
- Implemented TOP on INCODE; employees can now receive pay stubs via email; TOP will also be used to email sewer billing customers
- Completed Fiber Optic installations between Municipal Center/City Hall and Street Barn/Collections
- Completed upgrades of Active Directory and Domain Controllers; DHCP cutover ~80% complete; upgraded network core management from Windows Server 2000 to Windows Server 2012r2 level
- Major projects currently in progress
  - Upgrading ShoreTel phone system from version 9.1 to 14.2
  - Upgrading network storage
  - Overhaul of Citrix remote access and application servers
- Client Improvements
  - All City Hall users removed from outdated Citrix desktop
  - ~20% of Police Department Users removed from outdated Citrix desktop
  - 100% Computers migrated to domain
  - Corrected numerous licensing issues with application software; continue to work physical installations to align usage to applicable licenses
  - Completed the change out of all CRT monitors with LED monitors
- Upgraded external network connections
  - Connected Parks Maintenance to Nassif via wireless bridge; \$50/month savings
  - Upgraded unsupported Firewalls at Nassif and Street Barn
- Infrastructure Upgrades
  - Installed additional equipment racks in primary server room
  - Shut down 3 legacy physical servers; Exch\_Server, NT\_Server, and DoubleCheck server
  - Completed emergency transfer of file server to new virtual infrastructure
- Cloud centric solutions
  - Working to move in house systems to cloud; Firehouse, CIMS
  - Completed move to the cloud for Parks and Recreation software
  - Migrated email to Office 365 cloud services; all email now managed on Microsoft systems
- Recycled Broken/Obsolete Equipment
  - 600 lbs. of electronic waste recycled

## **Performance Measurement**

### **IT Support Ticketing**

The IT office continues to use web based IT ticket processing. City IT users document requirements in Spiceworks and the IT department documents internal IT requirements in Dell KACE. In the future, all tickets will be documented in Dell KACE. To date, 1,439 tickets have been created in FY16 to document user issues and management of the IT infrastructure. Of those, 1,432 tickets have been closed and 69 tickets are in an open status, down from 159 tickets at the same point last year.

#### **Goal:**

Continue to increase customer satisfaction through interaction with the customer via updates on the City of Warrensburg (COW) IT Portal

#### **Result:**

IT is better able to meet customer requirements and also document recurring maintenance

Primary measure: Initial work order response time to meet the times listed by the levels:

High – within two business hours

Medium – within one business day

Low – within two business days

FY16 to date, average initial response time for all tickets is 2.11 hours

FY16 to date, average ticket completion time for all tickets is 3.3 days

## Recurring Software Cost Reduction

Software maintenance costs continue to rise on an annual basis which makes this a prime candidate to find cost reductions. Starting in FY17 and over the next three to five years, the IT Office will identify application software that can have software maintenance paid for multiple years vs. the current practice of paying annually.

### Goal:

Whenever possible, pay for software maintenance in multiple year blocks to yield savings of 20% to 30% annually

The IT Office is currently identifying software that can be licensed for multiple years and will begin this process in FY17 with 3-year software maintenance agreements for SonicWall Comprehensive Gateway Security on our two primary firewalls.

### Result:

The City will save approximately \$300/year/license for a total savings of \$600/year for just these two applications. By leveraging this method across as many software packages as possible, we expect to reduce annual recurring costs by up to \$20,000. Purchases will be set up to stagger due dates as much as possible to evenly distribute costs year by year.

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Systems Administrator	O	1	0	0	0
Senior Computer Technician	K	0	1	1	1
Computer Technician	I	1	1	1	1
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

In FY15 the Information and Technology department was reorganized replacing the Systems Administrator position with the Senior Computer Technician and increasing the consulting budget for outside assistance needed.

# Information Technology



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-613-1101	Wages	55,977	74,227	74,227	75,379
110-613-1103	Wages - Overtime	8,648	105	105	7,500
110-613-2101	FICA Taxes	5,104	5,950	5,950	6,340
110-613-2201	Employee Retirement	4,722	5,678	5,678	4,724
110-613-2301	Insurance - Dental	1,184	1,588	1,588	1,662
110-613-2302	Insurance - Health	7,233	13,076	13,076	12,340
110-613-2304	Insurance - Life	102	150	150	209
110-613-2305	Insurance - Short Term Disability	-	-	-	446
110-613-2306	Insurance - Long Term Disability	-	-	-	190
110-613-2401	Worker's Compensation	183	342	342	265
110-613-2501	Unemployment	640	-	-	-
<b>Total Personnel Expenses</b>		<b>83,793</b>	<b>101,115</b>	<b>101,115</b>	<b>109,056</b>
<b>Commodities</b>					
110-613-4102	Clothing	-	-	-	300
110-613-4103	Computer Supplies	441	2,700	2,700	13,300
110-613-4109	Office Supplies	838	1,300	1,300	500
110-613-4111	Program Supplies	164	-	-	-
110-613-4114	Software	5,976	49,494	62,594	8,650
110-613-4115	Tools	3,800	750	750	650
<b>Total Commodities</b>		<b>11,219</b>	<b>54,244</b>	<b>67,344</b>	<b>23,400</b>
<b>Services</b>					
110-613-5105	Utility - Cable Television	397	1,680	1,680	-
110-613-5106	Utility - Telephone	29,577	38,106	38,106	44,010
110-613-5107	Utility - Data Access	44,202	40,020	40,020	44,460
110-613-5108	Fuel	-	-	-	500
110-613-5202	Consulting Services	17,577	2,500	2,500	2,500
110-613-5205	Labor / Labor and Equipment	21,060	67,100	67,100	55,100
110-613-5206	Legal Services	1,213	2,000	2,000	1,000
110-613-5209	Rent / Lease	-	4,346	4,346	4,346
110-613-5299	Contractual Non Categorized	-	-	35,000	-
110-613-5401	Travel - Meals	-	-	140	200
110-613-5402	Mileage	-	700	700	550
110-613-5403	Travel - Room	-	-	525	450
110-613-5404	Schools and Seminars	800	10,000	9,335	10,000
110-613-5501	Dues and Memberships	-	100	100	350
110-613-5601	Advertising	676	500	500	500
110-613-5601	Postage	-	-	-	200
110-613-5701	Building Maint and Repair	-	-	-	7,750
110-613-5702	Computer Maint and Repair	259	250	250	700
110-613-5703	Equipment Maint and Repair	2,118	8,628	8,628	6,715
110-613-5704	Software Maint and Repair	106,697	149,032	149,032	191,250
110-613-5706	Vehicle Maint and Repair	-	-	-	2,500
110-613-5904	Employment	65	-	-	-
<b>Total Services</b>		<b>224,641</b>	<b>324,962</b>	<b>359,962</b>	<b>373,081</b>
<b>Capital Outlay</b>					
110-613-6201	Equipment - Communications	-	3,000	3,000	-
110-613-6202	Equipment - Computers	3,854	5,400	5,400	5,500
110-613-6206	Equipment - Office	1,906	-	-	8,500
<b>Total Capital Outlay</b>		<b>5,759</b>	<b>8,400</b>	<b>8,400</b>	<b>14,000</b>
<b>Total Expenditures</b>		<b>325,412</b>	<b>488,721</b>	<b>536,821</b>	<b>519,537</b>

# Buildings and Grounds



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

## Fiscal Year 2016 Accomplishments

- Implemented the Maintenance Assistant computer program to manage equipment maintenance and scheduled service in and around City facilities
- Continued familiarization with equipment functions in buildings throughout the Municipal Complex to assure proper function and efficiency of operation while maintaining scheduled service
- Established scheduled cleaning and janitorial services for a high level of safety, usability and cleanliness while minimizing disruptions to staff and/or public
- Maintained the grounds appearance in the most professional way to instill pride in the community

## Fiscal Year 2017 Strategic Plan Initiatives

**FOCUS II: Community Pride and Interaction, Goal: Provide quality services to the community that preserve and stimulate economic prosperity**

- Continue programs within this budget that support community services
- Continue to enter relevant data into Maintenance Assistant work order system to allow for more efficient response to request for services
- Customer Focus – Maintain a customer friendly aesthetically pleasing municipal complex that meets the needs of the community which it serves

## Performance Measurement

- Implement a work order system to schedule needed services and better track cost for maintaining facilities
- Design a routine equipment maintenance schedule to assure that equipment is serviced in a timely manner
- Improved ability to prioritize service request and track cost incurred which will help to better manage the budget for maintenance

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Buildings/Grounds Foreman	I	1	1	1	1
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# Buildings and Grounds



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-614-1101	Wages	32,734	32,935	32,935	33,925
110-614-1103	Wages - Overtime	562	1,015	1,015	1,000
110-614-1105	Wages - Supplemental	-	-	-	60
110-614-2101	FICA Taxes	2,533	2,597	2,597	2,676
110-614-2201	Employee Retirement	2,973	2,478	2,478	1,994
110-614-2301	Insurance - Dental	344	794	794	831
110-614-2302	Insurance - Health	5,106	6,538	6,538	6,170
110-614-2304	Insurance - Life	72	75	75	105
110-614-2305	Insurance - Short Term Disability	-	-	-	223
110-614-2306	Insurance - Long Term Disability	-	-	-	95
110-614-2401	Worker's Compensation	924	1,445	1,445	1,489
<b>Total Personnel Expenses</b>		<b>45,247</b>	<b>47,877</b>	<b>47,877</b>	<b>48,569</b>
<b>Commodities</b>					
110-614-4102	Clothing	150	200	200	200
110-614-4104	Custodial Supplies	1,722	2,000	2,000	2,000
110-614-4106	Lawn and Field Care	474	7,550	7,550	13,050
110-614-4107	Maint and Repair Supplies	3,150	4,000	4,000	4,000
110-614-4114	Software	-	-	300	348
110-614-4115	Tools	353	850	850	850
110-614-4199	Supplies - Non Categorized	733	750	750	1,750
<b>Total Commodities</b>		<b>6,582</b>	<b>15,350</b>	<b>15,650</b>	<b>22,198</b>
<b>Services</b>					
110-614-5101	Utility - Electric	39,924	35,000	35,000	36,500
110-614-5102	Utility - Gas	7,435	6,000	6,000	6,000
110-614-5103	Utility - Water	5,195	8,050	8,050	7,550
110-614-5104	Utility -Trash	2,844	2,844	2,844	2,844
110-614-5106	Utility - Telephone	70	210	210	210
110-614-5108	Fuel	79	300	300	1,000
110-614-5205	Labor / Labor and Equipment	29,872	41,648	44,148	41,648
110-614-5206	Legal Services	400	450	450	450
110-614-5299	Contractual - Non Categorized	112,107	101,010	181,010	171,685
110-614-5601	Advertising	1,587	1,300	1,000	1,300
110-614-5701	Building Maint and Repair	5,657	5,500	5,500	5,500
110-614-5703	Equipment Maint and Repair	35	200	200	200
110-614-5903	Health and Wellness	79	80	80	80
<b>Total Services</b>		<b>205,284</b>	<b>202,592</b>	<b>284,792</b>	<b>274,967</b>
<b>Capital Outlay</b>					
110-614-6501	Vehicles	-	20,000	20,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>Total Expenditures</b>		<b>257,112</b>	<b>285,819</b>	<b>368,319</b>	<b>345,734</b>

Emergency Management division is for preparation and training in the event of large scale natural and man-made disasters in our community. We strive to provide a unified command to bring the city together in the event of these emergencies.

## **Fiscal Year 2016 Accomplishments**

- Evaluated present City status to guide improvement
- Attended an evaluation and exercise workshop
- Added an Informer at Stahl's Manufacturing
- Worked with County EMA and covered for them while away at a conference
- Test the City Emergency Operation Center
- Completed "Storm Ready" designation

## **Fiscal Year 2017 Strategic Plan Initiatives**

**Focus II:** Provide quality services to the community that preserve economic prosperity.

- Continue exercises to measure readiness
- Hold CPR and First aid courses for employees
- Complete evacuation and shelter plans for all City buildings
- Work towards a Continuity of Operations Plan (COOP)
- Maintain NIMS compliancy
- Maintain City Operations Plan in conjunction with the County plan
- Maintain and Monitor the City-wide sirens, Informers

# Emergency Management



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Commodities</b>					
110-620-4103	Computer Supplies	2,736	500	500	300
110-620-4109	Office Supplies	970	400	400	400
110-620-4199	Supplies - Non Categorized	414	1,230	1,230	3,800
<b>Total Commodities</b>		4,120	2,130	2,130	4,500
<b>Services</b>					
110-620-5206	Legal Services	-	50	50	50
110-620-5401	Travel - Meals	-	250	250	250
110-620-5402	Mileage	-	250	250	250
110-620-5403	Travel - Room	-	750	750	500
110-620-5404	Schools and Seminars	-	1,000	1,000	550
110-620-5501	Dues and Memberships	100	100	100	100
110-620-5703	Equipment Maint and Repair	11,553	13,300	13,300	13,300
<b>Total Services</b>		11,653	15,700	15,700	15,000
<b>Capital Outlay</b>					
110-620-6207	Equipment - Radios	1,735	-	-	-
110-620-6999	Capital - Non Categorized	2,701	3,000	3,000	-
<b>Total Capital Outlay</b>		4,436	3,000	3,000	-
<b>Total Expenditures</b>		20,209	20,830	20,830	19,500

Members of the Warrensburg Fire Department are committed to delivering excellent service. We make every effort to provide effective fire department services to take action promptly in a professional and skilled manner. We work to be a valued member of the community.

### Fiscal Year 2016 Accomplishments

- We conducted another firefighter training academy during FY16
- We continue our interaction with UCM by providing courtesy Fire Code reviews in connection with new construction projects on the campus
- We continue to work with the county-wide fire investigation team to supplement local sources
- We worked with county fire districts and the dispatch center to enhance reliable communications for fire service use
- For the 10<sup>th</sup> consecutive year, we maintained an average annual response time under four minutes to emergency incidents
- We participated in the blood drives
- Replaced and upgraded thermal imaging cameras
- All chief Officers attended a performance enhancement seminar

### Fiscal Year 2017 Strategic Plan Initiatives

#### **Focus III: Continued development to make our community more attractive, economically stronger, and more socially diverse**

- Conduct Firefighter Certification Training Course for new part-time firefighters
- Pursue lowering ISO rating of Class 3 to a Class 2 according to new parameters
- Increase multi-company and mutual aid training for all Fire Department personnel
- Maintain annual average response time to emergencies at or below 4 minutes
- Complete Department policy manual

### Performance Measurement

We will make every effort to receive an improved rating from the Insurance Services Office (ISO) by re-evaluation in 2017. A reduction in the rating from a 3 to a 2 rating will lead to a reduction of fire insurance premiums for both residents and businesses. This will occur with an increase in departmental training, measurement of available water, and communication efficiency. In FY16 we will develop a cost/benefit analysis, a revised training regimen, and implement to the best of our ability the increased training needed to reach this goal.

### Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Fire Chief	Exempt	1	1	1	1
Assistant Fire Chief	P	1	1	1	1
Training Officer	FFP	0	0	1	1
Fire/Emergency Prevention Officer	FFP	1	1	1	1
Battalion Chief (Suppression)	FFE	3	3	3	3
Battalion Chief (Administrative)	FFF	1	1	1	1
Fire Captain	FFD	6	6	6	6
Firefighter Specialist	FFC	7	8	8	6
Firefighter/EMT	FFB	5	4	4	6
<b>Totals</b>		<b>25</b>	<b>25</b>	<b>26</b>	<b>26</b>

Mid Fiscal Year FY16 the position of Training Officer was authorized

This department also includes 24 budgeted Part Time Firefighter positions

# Fire Department



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-621-1101	Wages	1,076,231	1,086,433	1,111,883	1,140,684
110-621-1102	Wages - Part Time	105,184	101,500	101,500	105,000
110-621-1103	Wages - Overtime	143,749	145,749	145,749	138,108
110-621-1105	Wages - Supplemental	2,650	2,700	2,700	2,560
110-621-2101	FICA Taxes	98,221	102,233	104,180	106,056
110-621-2201	Employee Retirement	98,577	67,919	69,318	41,003
110-621-2301	Insurance - Dental	17,943	20,639	21,057	21,609
110-621-2302	Insurance - Health	126,980	169,990	173,053	160,421
110-621-2304	Insurance - Life	1,795	1,947	1,983	2,408
110-621-2305	Insurance - Short Term Disability	-	-	-	5,797
110-621-2306	Insurance - Long Term Disability	-	-	-	2,471
110-621-2401	Worker's Compensation	73,116	104,967	107,120	109,496
110-621-2601	Flex Spending Account	83	-	-	-
<b>Total Personnel Expenses</b>		<b>1,744,528</b>	<b>1,804,077</b>	<b>1,838,543</b>	<b>1,835,612</b>
<b>Commodities</b>					
110-621-4102	Clothing	31,509	31,500	31,500	33,500
110-621-4103	Computer Supplies	3,498	900	900	500
110-621-4104	Custodial Supplies	2,505	3,000	3,000	3,000
110-621-4105	Lab and Chemicals	-	500	500	500
110-621-4107	Maint and Repair Supplies	21,324	21,000	21,000	21,000
110-621-4108	Meeting Supplies	678	100	100	300
110-621-4109	Office Supplies	1,980	2,000	2,000	2,000
110-621-4111	Program Supplies	-	1,250	1,250	1,500
110-621-4112	Publications	2,499	1,200	1,200	1,200
110-621-4114	Software	-	1,300	1,300	1,300
110-621-4115	Tools	725	750	750	750
110-621-4117	Food	-	500	500	750
110-621-4199	Supplies - Non Categorized	6,129	5,000	5,000	15,000
<b>Total Commodities</b>		<b>70,847</b>	<b>69,000</b>	<b>69,000</b>	<b>81,300</b>
<b>Services</b>					
110-621-5101	Utility - Electric	12,438	12,600	12,600	12,600
110-621-5102	Utility - Gas	6,185	6,500	6,500	6,500
110-621-5103	Utility - Water	1,477	1,560	1,560	1,560
110-621-5104	Utility - Trash	588	600	600	600
110-621-5105	Utility - Cable Television	92	-	-	-
110-621-5106	Utility - Telephone	3,217	1,680	1,680	1,890
110-621-5107	Utility - Data Access	3,434	-	-	-
110-621-5108	Fuel	19,878	23,000	23,000	23,000
110-621-5206	Legal Services	688	1,200	1,200	1,200
110-621-5401	Travel - Meals	574	500	500	500
110-621-5402	Mileage	510	1,250	1,250	1,250
110-621-5403	Travel - Room	1,937	1,250	1,250	1,250
110-621-5404	Schools and Seminars	12,715	16,210	16,210	15,500
110-621-5501	Dues and Memberships	1,062	1,500	1,500	1,800
110-621-5601	Advertising	-	400	700	400
110-621-5602	Postage	306	500	500	500
110-621-5603	Printing and Binding	-	400	400	400
110-621-5699	Communication Non Categorized	1,212	-	-	-
110-621-5701	Building Maint and Repair	13,193	9,283	9,283	12,500
110-621-5703	Equipment Maint and Repair	23,600	25,000	25,000	25,500
110-621-5704	Software Maint and Repair	-	4,000	4,000	4,000
110-621-5903	Health and Wellness	18,631	20,000	20,000	20,000
110-621-5904	Employment	1,971	3,450	3,552	3,450
<b>Total Services</b>		<b>123,707</b>	<b>130,883</b>	<b>131,285</b>	<b>134,400</b>

# Fire Department



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Capital Outlay</b>					
110-621-6207	Equipment - Radios	6,492	6,500	6,500	6,500
110-621-6299	Equipment - Non Categorized	8,841	30,000	30,000	17,000
<b>Total Capital Outlay</b>		15,333	36,500	36,500	23,500
<b>Total Expenditures</b>		1,954,415	2,040,460	2,075,328	2,074,812

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

## **Accomplishments for FY2016**

- After a nationwide search, hired Rich Lockhart as the new police chief
- Hired 14 new officers to fill vacancies created by retirements and resignations (40% of the department's total staffing)
- Replaced officer uniforms with a more comfortable and durable fabric
- Replaced the squad room lighting with a more energy efficient but brighter lighting
- Signed a memorandum of understanding the Johnson County Sheriff's office creating a joint Special Emergency Response Team

## **Police Department by the Numbers for 2015**

- 20,240 calls for service (up 23%, +3743 calls)
- 559 accidents (up 6%, +33 accidents)
- 46 violent crimes (-2%, -1 crime)
- 737 property crimes (+14%, +89 crimes)
- 1133 traffic tickets (0% change, +2 tickets)
- 1008 other tickets (6% decrease, -67 tickets)
- Hundreds of Pounds of Prescription Drugs collected during Drug Take-Back Program
- 453 units of Blood Collected in Blood Drives (15% increase, +61 units: received Gold Star Award)
- 25 children participated in the Shop with a Cop Program

## **Fiscal Year 2017 Strategic Plan Initiatives**

### **Focus II: Community Pride and Interaction**

- Reduce overall crime by 5%
- Reduce violent crime by 5%
- Reduce property crime by 5%

## **Performance Measurement for Police Department for 2017**

Maintain a crime clearance rate that is above the National Average for violent and property crimes for cities of similar size.

- Clearance rate for violent crimes for WPD is 52% while the national average is 62% for cities of our size
- Clearance rate for property crimes for WPD is 27% while the national average is 27% for cities of our size

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Chief of Police	Exempt	1	1	1	1
Police Major	P	1	1	0	0
Lieutenant	O	2	2	3	3
Sergeant	M	4	4	4	4
Detective	O	4	4	4	3
Corporal	K	6	6	6	6
Patrol Officer	J	14	17	17	19
Office Manager	I	0	0	1	1
Executive Assistant 2	G	1	0	0	0
Executive Assistant 3	H	0	1	0	0
Records Clerk	E	2	2	2	2
<b>Totals</b>		<b>35</b>	<b>38</b>	<b>38</b>	<b>39</b>

This department also includes two Part Time Records Clerk positions.

**FY15**

The School Resource Officer Program expanded in FY15 adding 3 new Officer Positions.

**FY16**

The Executive Assistant Position 3 was reclassified as an Office Manager.



# Law Enforcement



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-622-1101	Wages	1,572,914	1,633,386	1,634,738	1,705,371
110-622-1102	Wages - Part Time	24,811	25,647	25,647	24,918
110-622-1103	Wages - Overtime	74,384	60,426	60,426	61,982
110-622-1105	Wages - Supplemental	4,665	4,020	4,020	3,685
110-622-2101	FICA Taxes	124,634	131,846	131,950	137,391
110-622-2201	Employee Retirement	115,021	77,544	77,643	62,539
110-622-2301	Insurance - Dental	24,635	30,164	30,164	32,414
110-622-2302	Insurance - Health	172,557	248,447	248,447	240,631
110-622-2304	Insurance - Life	2,427	2,845	2,845	4,083
110-622-2305	Insurance - Short Term Disability	-	-	-	8,695
110-622-2306	Insurance - Long Term Disability	-	-	-	3,707
110-622-2401	Worker's Compensation	44,273	64,105	64,110	66,900
110-622-2601	Flex Spending Account	93	-	-	-
<b>Total Personnel Expenses</b>		<b>2,160,416</b>	<b>2,278,432</b>	<b>2,279,991</b>	<b>2,352,316</b>
<b>Commodities</b>					
110-622-4101	Animal Care	999	1,000	1,000	1,000
110-622-4102	Clothing	32,019	15,000	15,000	15,000
110-622-4103	Computer Supplies	10,053	7,500	7,500	7,500
110-622-4104	Custodial Supplies	1,380	1,500	1,500	1,500
110-622-4107	Maint and Repair Supplies	5,198	2,000	2,000	2,000
110-622-4108	Meeting Supplies	1,557	1,500	1,500	1,500
110-622-4109	Office Supplies	5,841	5,250	5,250	5,250
110-622-4111	Program Supplies	14,971	14,000	14,000	14,000
110-622-4112	Publications	-	90	90	90
110-622-4114	Software	-	15,000	15,000	10,000
110-622-4117	Food	661	500	500	500
110-622-4199	Supplies - Non Categorized	6,587	7,000	7,000	7,000
<b>Total Commodities</b>		<b>79,265</b>	<b>70,340</b>	<b>70,340</b>	<b>65,340</b>
<b>Services</b>					
110-622-5101	Utility - Electric	46,572	45,000	45,000	45,000
110-622-5103	Utility - Water	2,521	2,500	2,500	2,500
110-622-5106	Utility - Telephone	5,893	4,350	4,350	4,530
110-622-5107	Utility - Data Access	7,583	-	-	-
110-622-5108	Fuel	43,827	65,000	65,000	55,000
110-622-5206	Legal Services	6,365	5,500	5,500	5,500
110-622-5210	Prisoner Care Services	14,434	14,350	14,350	14,350
110-622-5299	Contractual - Non Categorized	12,951	14,500	14,500	14,500
110-622-5401	Travel - Meals	1,264	1,000	1,000	1,000
110-622-5402	Mileage	410	-	-	-
110-622-5403	Travel - Room	1,826	3,000	3,000	3,000
110-622-5404	Schools and Seminars	8,780	16,000	17,392	16,000
110-622-5501	Dues and Memberships	1,235	800	800	800
110-622-5601	Advertising	4,420	500	500	500
110-622-5603	Printing and Binding	3,770	3,000	3,000	3,000
110-622-5701	Building Maint and Repair	39,901	39,000	39,000	39,000
110-622-5703	Equipment Maint and Repair	996	1,000	1,000	1,000
110-622-5704	Software Maint and Repair	12,383	12,500	12,500	12,500
110-622-5706	Vehicle Maint and Repair	22,028	22,000	22,000	22,000
110-622-5903	Health and Wellness	1,096	1,250	1,250	1,250
110-622-5904	Employment	1,301	200	200	200
110-622-5905	Security	1,310	1,550	1,550	1,550
110-622-5999	Services Non Categorized	-	-	-	3,500
<b>Total Services</b>		<b>240,865</b>	<b>253,000</b>	<b>254,392</b>	<b>246,680</b>

# Law Enforcement



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Capital Outlay</b>					
110-622-6206	Equipment - Office	-	12,500	12,500	-
110-622-6207	Equipment - Radios	-	19,000	19,000	19,000
110-622-6299	Equipment - Non Categorized	-	-	-	60,000
110-622-6501	Vehicles	166,130	135,000	135,000	89,000
<b>Total Capital Outlay</b>		166,130	166,500	166,500	168,000
<b>Total Expenditures</b>		2,646,675	2,768,272	2,771,223	2,832,336



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

**Accomplishments**

- Maintained euthanasia rate of <10%
- Purchased additional Shor-line cages to establish an isolation area for sick/injured animals entering the shelter
- Worked with local Boy Scout troop to construct a meet-and-greet area for families to get to know adoptable dogs before taking them home
- Worked with UCM IBE (Integrated Business Experience) class on several fundraising projects. More than \$2,400 was collected and donated to the shelter

**Animal Shelter by the Numbers**

- 906 Animals Checked into the Shelter in 2015 including 6 Guinea pigs, 1 Hamster, 1 Pig, and 1 Rabbit
- 830 Animals were Adopted/Transferred/Reclaimed in 2015
- 90 Animals in Residence at Years End Awaiting Adoption

**Fiscal Year 2017 Strategic Plan Initiatives**

**Focus II: Community Pride and Interaction**

- Explore options for facility updates to improve safety, sanitation and aesthetics of the shelter

**Performance Measurement**

- Maintain euthanasia rate that is no more than 15%
- Study cost of supplies and look at alternative vendors to achieve cost savings, and improved program development

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Shelter Manager	H	1	1	1	1
Assistant Shelter Manager	G	1	1	1	1
Animal Control Officer	G	1	1	1	1
<b>Totals</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

This department also includes 3 Part Time Employees.

# Animal Control



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-623-1101	Wages	91,008	93,041	93,041	100,422
110-623-1102	Wages - Part Time	22,276	31,999	31,999	29,099
110-623-1103	Wages - Overtime	2,091	2,031	2,031	2,000
110-623-1105	Wages - Supplemental	180	180	180	210
110-623-2101	FICA Taxes	8,818	9,735	9,735	10,077
110-623-2201	Employee Retirement	7,027	6,953	6,953	5,850
110-623-2301	Insurance - Dental	1,987	2,381	2,381	2,493
110-623-2302	Insurance - Health	14,891	19,614	19,614	18,510
110-623-2304	Insurance - Life	210	225	225	314
110-623-2305	Insurance - Short Term Disability	-	-	-	669
110-623-2306	Insurance - Long Term Disability	-	-	-	285
110-623-2401	Worker's Compensation	1,764	2,959	2,959	3,722
<b>Total Personnel Expenses</b>		<b>150,252</b>	<b>169,118</b>	<b>169,118</b>	<b>173,653</b>
<b>Commodities</b>					
110-623-4101	Animal Care	7,146	10,500	10,500	12,000
110-623-4102	Clothing	230	200	200	200
110-623-4103	Computer Supplies	252	500	500	500
110-623-4104	Custodial Supplies	634	600	600	800
110-623-4105	Lab and Chemicals	2,500	4,000	4,000	4,000
110-623-4109	Office Supplies	421	550	550	550
110-623-4112	Publications	-	175	175	175
110-623-4199	Supplies - Non Categorized	4,155	3,000	3,000	3,000
<b>Total Commodities</b>		<b>15,338</b>	<b>19,525</b>	<b>19,525</b>	<b>21,225</b>
<b>Services</b>					
110-623-5101	Utility - Electric	9,708	11,500	11,500	11,500
110-623-5103	Utility - Water	1,241	1,400	1,400	1,500
110-623-5104	Utility - Trash	1,968	1,968	1,968	1,968
110-623-5106	Utility - Telephone	642	650	650	650
110-623-5107	Utility - Data Access	736	-	-	-
110-623-5206	Legal Services	325	250	250	250
110-623-5299	Contractual - Non Categorized	21,498	23,000	23,000	23,000
110-623-5401	Travel - Meals	-	50	50	50
110-623-5402	Mileage	272	250	100	250
110-623-5403	Travel - Room	-	200	200	200
110-623-5404	Schools and Seminars	433	100	250	1,000
110-623-5501	Dues and Memberships	-	220	220	250
110-623-5601	Advertising	603	400	400	400
110-623-5603	Printing and Binding	99	100	100	100
110-623-5701	Building Maint and Repair	990	1,500	1,500	1,500
110-623-5704	Software Maint and Repair	-	750	750	750
110-623-5706	Vehicle Maint and Repair	-	300	300	300
110-623-5903	Health and Wellness	7	-	-	-
110-623-5904	Employment	197	250	250	250
110-623-5999	Services - Non Categorized	-	500	500	500
<b>Total Services</b>		<b>38,719</b>	<b>43,388</b>	<b>43,388</b>	<b>44,418</b>
<b>Total Expenditures</b>		<b>204,308</b>	<b>232,031</b>	<b>232,031</b>	<b>239,296</b>

# Animal Control



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Animal Control Donations</b>					
<b>Cost of Good Sold</b>					
110-624-3102	COGS - Other	-	-	475	-
<b>Total Cost of Goods Sold</b>		-	-	475	-
<b>Services</b>					
110-624-4199	Supplies - Non Categorized	5,120	-	-	-
<b>Total Services</b>		5,120	-	-	-
<b>Capital Outlay</b>					
110-624-6501	Vehicles	20,922	-	-	-
<b>Total Capital Outlay</b>		20,922	-	-	-
<b>Total Expenditures</b>		26,042	-	475	-

Partnering in the growth and development of Warrensburg through professionalism, education, innovation, listening and follow-up is our most important business.

## Fiscal Year 2016 Accomplishments

- Developed and implemented booth exhibit at the International Council of Shopping Center's 2015 Deal Making Conference and the 2015 Society of Office and Industrial Realtors Development Day in Kansas City
- Entered into contract with The Retail Coach for retail recruitment services
- 3 buildings in the Dangerous Building program were abated as of April 2016
- Began implementation of City GIS program through a partnership with Johnson County. Purchased ESRI license, GIS workstation, and developing subdivision and zoning layers.
- Awarded 1 Downtown Façade Grant funded by the City
- Wrote 6 ordinance updates that were approved by City Council including eliminating the Conditional Use Permit (CUP) requirement for dwelling conversions under 5 units, tweaking the Landscape Buffer requirements, and updating setback requirements for decks, and overhauling the requirements for residential driveways and required parking spaces
- Wrote and awarded a State Historic Preservation Office grant and selected consultant to write a National Register of Historic Places nomination for the Holden St. and Pine St. Commercial Historic District
- Selected consulting firm and began update of the Comprehensive City Plan
- Completed the 2016 update to the City's A.D.A. Transition Plan

## Fiscal Year 2017 Strategic Plan Initiatives

### **Focus III: Growth and Investment**

- Move to cloud based GIS server to achieve real-time info for the public using our website
- Purchase 2 roll color plotter for aerial prints and GIS maps
- Submit National Register of Historic Places nomination for the Holden St. and Pine St. Commercial Historic District
- Finish Comprehensive City Plan Update
- Administer TRIM grant—remove hazardous street and park trees with an emphasis on Ash trees
- Submit US Dept. of Agriculture Housing Preservation Grant Program grant for neighborhood improvements
- Update Building Permit and Code Enforcement software and hardware to creating an online portal for builders
- Purchase and install new shelving system for archiving multi-family, commercial and industrial plans

## Performance Measurement

Decrease staff time spent on the first plan review for Commercial Building Permits from 14 to 10 days

## Revenues

US Dept. of Agriculture Housing Preservation Grant Program	\$10,000
Department of Natural Resources Historic Preservation Grant Fund	\$11,448
Building Permit fees	\$55,000
Development Fees	\$3,500

## POSITION DETAIL

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Community Development Director	Exempt	1	1	1	1
Building Official	M	1	1	1	1
City Planner	L	1	1	1	1
Neighborhood Services Coordinator	K	1	1	1	1
Building Inspector	J	1	1	1	1
Code Enforcement Inspector	H	1	1	1	1
Permit Clerk	F	1	1	1	1
<b>Totals</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

# Community Development



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-641-1101	Wages	315,072	322,168	322,168	331,843
110-641-1103	Wages - Overtime	7	-	-	300
110-641-1105	Wages - Supplemental	415	480	480	510
110-641-2101	FICA Taxes	24,151	24,681	24,681	25,448
110-641-2201	Employee Retirement	25,488	23,552	23,552	18,961
110-641-2301	Insurance - Dental	4,264	5,557	5,557	5,818
110-641-2302	Insurance - Health	35,314	45,767	45,767	43,190
110-641-2304	Insurance - Life	498	524	524	733
110-641-2305	Insurance - Short Term Disability	-	-	-	1,561
110-641-2306	Insurance - Long Term Disability	-	-	-	665
110-641-2401	Worker's Compensation	5,761	8,630	8,630	9,040
110-641-2601	Flex Spending Account	9	-	-	-
<b>Total Personnel Expenses</b>		<b>410,980</b>	<b>431,358</b>	<b>431,358</b>	<b>438,069</b>
<b>Commodities</b>					
110-641-4102	Clothing	251	300	300	380
110-641-4103	Computer Supplies	308	1,750	1,750	557
110-641-4108	Meeting Supplies	85	300	300	300
110-641-4109	Office Supplies	1,278	2,000	2,000	1,970
110-641-4112	Publications	167	436	436	100
110-641-4115	Tools	-	950	950	900
110-641-4117	Food	-	200	200	700
110-641-4199	Supplies - Non Categorized	5,701	5,914	5,914	9,573
<b>Total Commodities</b>		<b>7,791</b>	<b>11,850</b>	<b>11,850</b>	<b>14,480</b>
<b>Services</b>					
110-641-5106	Utility - Telephone	1,766	1,470	1,470	1,680
110-641-5107	Utility - Data Access	1,017	-	-	-
110-641-5108	Fuel	4,106	7,200	7,200	6,000
110-641-5202	Consulting Services	1,027	24,900	24,900	31,250
110-641-5205	Labor / Labor and Equipment	-	8,500	8,500	8,500
110-641-5206	Legal Services	4,888	4,000	4,000	4,800
110-641-5401	Travel - Meals	224	640	640	798
110-641-5402	Mileage	245	525	525	869
110-641-5403	Travel - Room	1,668	2,424	2,424	3,500
110-641-5404	Schools and Seminars	1,471	3,055	3,055	3,460
110-641-5501	Dues and Memberships	1,029	1,174	1,174	1,511
110-641-5601	Advertising	1,691	2,550	2,550	3,050
110-641-5602	Postage	42	100	100	100
110-641-5603	Printing and Binding	494	750	750	767
110-641-5604	Shows / Expo Expenses	-	200	200	200
110-641-5706	Vehicle Maint and Repair	549	1,275	1,275	750
110-641-5903	Health and Wellness	96	-	-	-
110-641-5904	Employment	113	200	200	200
110-641-5999	Services - Non Categorized	10,274	2,266	2,266	2,066
<b>Total Services</b>		<b>30,698</b>	<b>61,229</b>	<b>61,229</b>	<b>69,501</b>
<b>Capital Outlay</b>					
110-641-6202	Equipment - Computers	7,066	-	750	6,000
110-641-6206	Equipment - Office	496	-	-	-
110-641-6501	Vehicles	19,782	-	-	-
<b>Total Capital Outlay</b>		<b>27,343</b>	<b>-</b>	<b>750</b>	<b>6,000</b>
<b>Total Expenditures</b>		<b>476,812</b>	<b>504,437</b>	<b>505,187</b>	<b>528,050</b>

Warrensburg’s Economic Development Division focuses on strategic efforts to increase economic growth, business development, recruitment, entrepreneurship, and job development within the region. Most of the department funding is directed towards incentives for existing and new businesses. While working with a number of community partners, the goal is to grow existing businesses and recruit new ones. Together, we are working to create a more vibrant, healthy, and financially sound Warrensburg.

The City of Warrensburg significantly contributes to community organizations that help to recruit, maintain and grow our city. Below are the budgeted contributions that will be made in Fiscal year 2017:

<u>Organization</u>	<u>Proposed Amount FY17</u>
Big Brothers/Big Sisters	\$ 5,600
Burg Fest	\$ 5,000
Chamber of Commerce sponsorship	\$ 5,000
ICSC Chicago Deal Making October 2016	\$ 6,990
Johnson County Economic Development Corp.	\$ 75,000
Oats-Old Drum Transportation	\$ 15,000
Pioneer Trails Regional Planning Commission	\$ 5,000
Reserve for Business/Industrial Park	\$ 50,000
Survival House <sup>1</sup>	\$ 5,000
Sales Tax Agreements	\$ 37,200
Tree Board <sup>2</sup>	\$ 12,210
Warrensburg Arts Commission	\$ 10,000
Warrensburg Depot Renovation Corporation	\$ 5,500
Warrensburg Historic Preservation Commission <sup>3</sup>	\$ 21,075
Warrensburg Main Street, Inc	\$ 41,000
Whiteman Area Leadership Council	\$ 3,000

**Focus II: Community Pride and Interaction**

Goal: Provide quality services to the community that preserve and stimulate economic prosperity

**Focus IV: Regional Draw**

Goal: Create a vibrant and inviting atmosphere that offers a unique feeling of inclusiveness

**Performance Measurement**

Outcomes from 2015 ICSC Deal Makers Conference and 2016 ICSC Las Vegas Conference:

- 1 Pipeline Lead
- 1 Site visit
- 3 new deal making appointments

As a result of exhibiting at the **ICSC 2016 Deal Makers Conference** for the 4<sup>th</sup> year, return on investment would be measured by the following:

1. 2-4 deal making appointments at the Conference that “mature” into pipeline leads
2. Establish and/or reacquaint with two (2) current network relationships that lead to an actual analysis and/or site visit to Warrensburg
3. Two new deal making appointments
4. At least one successful recruit to Warrensburg

Successful completion of all or at least 75% of these measurements will guide FY17 budget allocation decisions and whether the City will continue, or at what level, during subsequent years.

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<sup>1</sup> Survival House is a new request

<sup>2</sup> Offset \$10,000 by grant

<sup>3</sup> Offset \$18,725 by grant

# Economic Development



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Commodities</b>					
110-642-4102	Clothing	115	50	50	50
110-642-4108	Meeting Supplies	40	120	120	120
110-642-4109	Office Supplies	-	100	100	100
110-642-4111	Program Supplies	-	250	250	250
110-642-4199	Supplies - Non Categorized	3,866	300	300	300
<b>Total Commodities</b>		<b>4,021</b>	<b>820</b>	<b>820</b>	<b>820</b>
<b>Services</b>					
110-642-5202	Consulting Services	12,500	55,000	53,250	27,000
110-642-5205	Labor / Labor and Equipment	-	-	-	10,000
110-642-5206	Legal Services	17,744	21,000	20,796	1,000
110-642-5299	Contractual - Non Categorized	20,847	-	-	-
110-642-5401	Travel - Meals	880	480	480	400
110-642-5402	Mileage	751	2,200	2,700	1,600
110-642-5403	Travel - Room	2,714	3,500	4,180	2,150
110-642-5404	Schools and Seminars	245	500	1,070	1,100
110-642-5501	Dues & Memberships	490	5,835	5,835	5,525
110-642-5601	Advertising	519	500	500	350
110-642-5603	Printing and Binding	-	350	350	50
110-642-5604	Shows / Expo / Events Expense	7,887	7,260	7,260	6,125
110-642-5999	Services - Non Categorized	-	-	204	-
<b>Total Services</b>		<b>64,576</b>	<b>96,625</b>	<b>96,625</b>	<b>55,300</b>
<b>Capital Outlay</b>					
110-642-6999	Capital - Non Categorized	-	155,000	155,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>155,000</b>	<b>155,000</b>	<b>-</b>
<b>Non-Categorized</b>					
110-642-9301	Community Agreements	200,811	258,925	258,925	213,925
<b>Total Non-Categorized</b>		<b>200,811</b>	<b>258,925</b>	<b>258,925</b>	<b>213,925</b>
<b>Total Expenditures</b>		<b>269,408</b>	<b>511,370</b>	<b>511,370</b>	<b>270,045</b>

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

## **Fiscal Year 2016 Accomplishments**

- Managed recycling transfer site to assure cleanliness
- Finished construction of the new salt storage structure
- Staff constructed storm drainage system at Public Works Street Maintenance facility
- Staff manufactured mobile sander stands in-house for most of the units
- Staff completed the Oak Manor storm drainage project
- The Curb and Sidewalk Program addressed ADA accessibility, sidewalk connectivity, and needed improvements at intersections

## **Fiscal Year 2017 Strategic Plan Initiatives**

**FOCUS I: Investment in Infrastructure, Goal: Allocate resources efficiently to maintain existing infrastructure, while forecasting future needs and properly providing standards that ensure quality infrastructure for future growth.**

**FOCUS II: Community Pride and Interaction, Goal: Provide quality services to the community that preserve and stimulate economic prosperity.**

**FOCUS III: Growth and Investment, Goal: Continued development to make our community more attractive, economically stronger, and more socially diverse.**

**FOCUS IV: Regional Draw, Goal: Create a vibrant and inviting atmosphere that offers a unique feeling of inclusiveness.**

- Continue to maintain essential services to keep up the appearance of the community and improve the desirability of the community for future business development
- As funded, complete asphalt overlay of as many city streets as possible
- Assess the Polymer Overcoat Program to determine value and if it can be continued
- Continue to encourage street marking program for bicycle routes within the community
- Continue to improve ADA accessibility
- Support community events
- Upgrade appearance of streets to have newer look and compliment newly developed businesses

## **Performance Measurement**

- Evaluate products that are less costly vs. asphalt overlay
- Determine what citizens want and expect by requesting public input
- Determine future funding strategies to meet those needs
- Evaluate potential cost savings of including contracted street patching in the Street Maintenance Program

Staff and general operations are funded by the General Operating Fund, equipment and projects that the department works on are funded not only by the General Fund with the One Cent Sales Tax but also by the Motor Vehicle Sales Tax, Motor Vehicle Fees and the Gasoline Tax. Another funding source for projects for this department is the Half Cent Sales/Use Tax. The projects funded by these taxes are defined in the Community Investment Plan (CIP) Transportation (Fund 210) and Half Cent (Fund 215).

The Motor Vehicle Sales Tax, Motor Vehicle Fees, Gasoline Tax and Half Cent Sales/Use Tax have more restrictions regarding the use of their revenues than the One Cent Sales Tax.

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Director of Public Works	Exempt	0.5	1	0.5	0.5
Assistant Director of Public Works	P	0	0	0	0.5
Manager of Street Operations	M	1	1	1	1
Senior Project Manager	M	0.7	1	1	1
Project Manager - Streets	K	0.5	1	0.5	1.5
Street Foreman	I	1	1	1	1
Equipment Technician	H	1	1	1	1
Project Technician	G	0.5	1	1	0
Sign Technician	G	1	1	1	1
Executive Assistant II	G	0	0	0	0.5
Maintenance Worker II	G	3	5	6	6
Maintenance Worker I	F	2	1	1	1
<b>Totals</b>		<b>11.2</b>	<b>14</b>	<b>14</b>	<b>15</b>

**FY17**

Two positions have been added to the Street Department budget, Assistant Public Works Director and Executive Assistant II, these positions and their wage related expenses will be split with the Water Pollution Control Department

**FY16**

The budgeting for the Director and Administrative Project Manager, has returned to dividing wages and wage related expenses with Water Pollution Control during each payroll process, per department request, they felt it provides better visibility to their direct costs.

**FY15**

The Director, Project Manager and Project Technician are utilized by both the Street Department and the Water Pollution Control Department. In the FY15 budget their time is included in the Intragovernmental Reimbursement done from Water Pollution Control to the General Fund, previously their time had been divided between two funds during each payroll process.

The Street Maintenance Worker position that was left vacant in FY13 due to flat revenues was added back to the Street Department in FY15 now that revenues continue to reflect growth.

# Street Department



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-643-1101	Wages	525,478	477,621	489,966	576,457
110-643-1103	Wages - Overtime	23,704	36,416	36,416	36,000
110-643-1105	Wages - Supplemental	1,570	1,410	1,410	1,350
110-643-2101	FICA Taxes	40,293	39,432	40,376	46,956
110-643-2201	Employee Retirement	46,765	37,628	38,529	34,987
110-643-2301	Insurance - Dental	8,115	10,319	10,737	12,467
110-643-2302	Insurance - Health	69,351	84,995	88,058	92,550
110-643-2304	Insurance - Life	978	973	1,009	1,570
110-643-2305	Insurance - Short Term Disability	-	-	-	3,344
110-643-2306	Insurance - Long Term Disability	-	-	-	1,426
110-643-2401	Worker's Compensation	22,905	37,212	38,222	38,905
110-643-2601	Flex Spending Account	93	-	-	-
<b>Total Personnel Expenses</b>		<b>739,251</b>	<b>726,006</b>	<b>744,723</b>	<b>846,012</b>
<b>Commodities</b>					
110-643-4102	Clothing	10,465	13,510	13,510	15,000
110-643-4103	Computer Supplies	-	800	200	800
110-643-4104	Custodial Supplies	4,648	5,000	5,000	5,000
110-643-4106	Lawn and Field Care	1,757	2,200	2,200	3,200
110-643-4107	Maint and Repair Supplies	7,692	7,000	7,000	9,000
110-643-4108	Meeting Supplies	193	200	200	300
110-643-4109	Office Supplies	1,074	550	550	830
110-643-4113	Sand and Salt	36,939	39,500	39,500	40,000
110-643-4114	Software	-	500	1,300	3,392
110-643-4115	Tools	3,765	2,200	2,200	2,200
110-643-4199	Supplies - Non Categorized	28	19,625	19,425	19,825
<b>Total Commodities</b>		<b>66,560</b>	<b>91,085</b>	<b>91,085</b>	<b>99,547</b>
<b>Services</b>					
110-643-5100	Electric St Lights and Signals	-	340,285	340,285	340,285
110-643-5101	Utility - Electric	333,636	9,785	9,785	11,000
110-643-5102	Utility - Gas	3,162	3,200	3,200	3,200
110-643-5103	Utility - Water	5,572	5,500	5,500	5,500
110-643-5104	Utility - Trash	780	780	780	780
110-643-5105	Utility - Cable Television	92	74	74	-
110-643-5106	Utility - Telephone	2,307	2,093	2,093	2,093
110-643-5107	Utility - Data Access	2,901	-	-	-
110-643-5108	Fuel	45,564	60,000	60,000	60,300
110-643-5205	Labor / Labor and Equipment	494	2,500	2,500	2,500
110-643-5206	Legal Services	182	500	500	1,200
110-643-5209	Rent / Lease	-	21,750	31,750	58,000
110-643-5299	Contractual - Non Categorized	17,833	10,100	75,100	13,600
110-643-5401	Travel - Meals	-	250	250	250
110-643-5403	Travel - Room	451	1,500	1,500	1,500
110-643-5404	Schools and Seminars	1,375	3,000	3,000	4,000
110-643-5501	Dues and Memberships	385	600	600	705
110-643-5601	Advertising	110	500	800	1,000
110-643-5701	Building Maint and Repair	2,883	6,500	6,500	11,500
110-643-5703	Equipment Maint and Repair	31,069	33,000	33,000	33,500
110-643-5706	Vehicle Maint and Repair	13,982	29,000	29,000	44,000
110-643-5903	Health and Wellness	322	-	-	-
110-643-5904	Employment	154	200	302	200
<b>Total Services</b>		<b>463,254</b>	<b>531,117</b>	<b>606,519</b>	<b>595,113</b>
<b>Capital Outlay</b>					
110-643-6101	Building	-	-	-	40,000
110-643-6205	Equipment - Mower	-	19,000	19,000	-
110-643-6299	Equipment - Non Categorized	-	32,300	32,300	199,000
110-643-6401	Signs	13,680	-	-	-
110-643-6405	Storm Drainage	16,490	-	18,216	-
<b>Total Capital Outlay</b>		<b>30,170</b>	<b>51,300</b>	<b>69,516</b>	<b>239,000</b>
<b>Total Expenditures</b>		<b>1,299,236</b>	<b>1,399,508</b>	<b>1,511,843</b>	<b>1,779,672</b>

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

**Fiscal Year 2016 Accomplishments**

- Supported and assisted volunteer efforts on Memorial Day to place flags on all Military graves
- Monitored contract mowing program of the cemetery to reduce labor and equipment cost
- Continued entering cemetery data in program to improve record keeping
- Continued work on signage within the grounds of the cemetery
- Cleaned and painted gazebo in Nancy Anderson Park
- Purchased tent for funerals involving infants and cremations

**Fiscal Year 2017 Strategic Plan Initiatives**

**FOCUS II: Community Pride and Interaction, Goal: Provide quality services to the community that preserve and stimulate economic prosperity**

- Continue to enter cemetery records into the system and increased efficiency
- Continue to maintain the cemetery grounds to meet the acceptance of the public and exploring opportunities to reduce operational costs
- Customer Focus – Maintain the grounds of the cemetery at the highest level possible while focusing on the needs of the family

**Performance Measurement**

- Work to install additional signage within the grounds that identifies sections of the cemetery
- Continue to address the genealogical needs of clients by working with the Historical Society to research inquiries
- Improve the appearance of the grounds by reseeding sections that have less appealing grass cover

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget
Maintenance Foreman	I	1	1	1	1
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# Cemetery



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
110-644-1101	Wages	31,618	31,964	31,964	32,926
110-644-1103	Wages - Overtime	545	715	715	715
110-644-2101	FICA Taxes	2,432	2,500	2,500	2,574
110-644-2201	Employee Retirement	2,878	2,386	2,386	1,918
110-644-2301	Insurance - Dental	836	794	794	831
110-644-2302	Insurance - Health	5,106	6,538	6,538	6,170
110-644-2304	Insurance - Life	72	75	75	105
110-644-2305	Insurance - Short Term Disability	-	-	-	223
110-644-2306	Insurance - Long Term Disability	-	-	-	95
110-644-2401	Worker's Compensation	1,417	2,210	2,210	2,275
<b>Total Personnel Expenses</b>		<b>44,902</b>	<b>47,180</b>	<b>47,180</b>	<b>47,831</b>
<b>Cost of Good Sold</b>					
110-644-3200	COGS - Cemetery Lot	76	-	-	-
<b>Total Cost of Goods Sold</b>		<b>76</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Commodities</b>					
110-644-4102	Clothing	252	275	275	275
110-644-4103	Computer Supplies	-	-	-	1,000
110-644-4104	Custodial Supplies	-	75	75	75
110-644-4106	Lawn and Field Care	369	1,850	1,850	1,850
110-644-4107	Maint and Repair Supplies	366	600	600	600
110-644-4109	Office Supplies	21	100	100	200
110-644-4112	Publications	-	90	90	90
110-644-4115	Tools	261	250	250	250
110-644-4199	Supplies - Non Categorized	962	800	800	500
<b>Total Commodities</b>		<b>2,233</b>	<b>4,040</b>	<b>4,040</b>	<b>4,840</b>
<b>Services</b>					
110-644-5101	Utility - Electric	3,069	2,800	2,800	2,800
110-644-5102	Utility - Gas	723	700	700	700
110-644-5103	Utility - Water	654	900	900	900
110-644-5104	Utility - Trash	480	480	480	480
110-644-5106	Utility - Telephone	901	727	727	727
110-644-5107	Utility - Data Access	640	-	-	-
110-644-5108	Fuel	647	1,500	1,500	1,000
110-644-5205	Labor / Labor and Equipment	56,974	55,500	55,500	58,000
110-644-5206	Legal Services	-	200	200	200
110-644-5299	Contractual Non Categorized	-	-	-	30,000
110-644-5401	Travel - Meals	-	120	120	120
110-644-5403	Travel - Room	-	300	300	300
110-644-5404	Schools and Seminars	-	400	400	300
110-644-5601	Advertising	153	175	175	175
110-644-5701	Building Maint Repair	77	100	100	200
110-644-5703	Equipment Maint and Repair	428	500	500	2,500
110-644-5704	Software Maint and Repair	-	600	600	750
110-644-5706	Vehicles Maint and Repair	376	600	600	600
110-644-5903	Health and Wellness	-	75	75	75
110-644-5904	Employment	-	-	-	100
<b>Total Services</b>		<b>65,123</b>	<b>65,677</b>	<b>65,677</b>	<b>99,927</b>
<b>Capital Outlay</b>					
110-644-6401	Signs	1,461	1,500	1,500	1,500
<b>Total Capital Outlay</b>		<b>1,461</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Expenditures</b>		<b>113,795</b>	<b>118,397</b>	<b>118,397</b>	<b>154,098</b>
<b>Cemetery Donations</b>					
<b>Services</b>					
110-645-4199	Supplies - Non Categorized	-	-	-	-
<b>Total Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Community Investment Plan



The City publishes a separate comprehensive five-year Community Investment Plan (CIP). Information for the current year is also included in this section of the budget document. Summary information is included in the fiscal forecast section for the following four years.

A CIP is a necessary or desired project that extends or improves infrastructure and provides safe and desirable services for the benefit of the community and the quality of life in Warrensburg. These projects directly affect the way citizens and visitors live, travel, and conduct business within the community.

A major public infrastructure planning tool for local governments, the CIP reflects the community's assets, needs and goals, and is a statement of the City's policies and projected financial ability to manage the physical development of the community. The development of a CIP matches information regarding planned public improvements with anticipated funding, and presents a systematic plan for providing the needed improvements within a prioritized framework.

The CIP is a fluid document that can be revised as requirements change and when funding becomes available. The remaining four (4) years of the five-year plan represents all projects that are currently proposed for future funding based on revenue projections. As priorities and revenues change, projects may be added or removed from the CIP. Estimated expenses and revenues are reviewed annually and adjusted if necessary.

Missouri Motor Vehicle Sales Tax, Motor Vehicle Fees, and State Collected Gasoline Revenues provide funding sources for transportation expenditures. The voter approved One-Half Cent Sales and Use Taxes are collected as revenue to fund the debt payments on the loans that primarily occurred during construction and remodel of City buildings and for additional infrastructure projects.

The Capital Improvements in the proposed FY17 Community Investment Plan fund include:

- Street Maintenance
- Curb and Sidewalk Project
- Lake Ridge Culvert Replacement
- Maguire Street Striping and Signal Maintenance

The Capital Improvements in the proposed FY17 Community Investment Plan Half Cent fund include:

- Building Permit Software
- Storm Water Master Plan
- Fire Department Air Packs
- Tyler Document Management Software
- Core Network Hardware at City Hall
- Color Printer/Plotter
- GIS Mapping to the Cloud

## Impact to the General Fund

The addition of the GIS Mapping to the Cloud will increase the Information and Technology Department budget \$5,000 per year for the license fee.

The Color Printer/Plotter will increase the Community Development budget per year for the annual maintenance fee of \$975.00.

The Building Permit Software will increase the Information and Technology Department budget for the annual maintenance fee approximately \$8,000.

This year the CIP Half Cent Fund transfers \$215,206 to the General Fund to help pay for the cost to maintain the new and remodeled buildings paid for by the One-Half Cent Sales Tax, we are reviewing a process to begin to decrease the amount of the transfer to the General Fund so that those expenses are paid for by General Fund revenue before the voter approved One-Half Cent Sales Tax ends in December of 2025.

# Community Investment Plan Transportation



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					162,690
<b>Revenues</b>					
210-52205	Grants - MODOT	-	-	-	-
210-52220	Grants - Gasoline Tax	503,218	478,000	478,000	500,000
210-52225	Grants - Motor Vehicle Fee	81,875	78,000	78,000	81,000
210-52230	Grants - Motor Vehicle Sales	157,046	135,000	135,000	165,000
210-52305	Development	829	1,000	1,000	1,000
210-57105	Interest on Deposits	-	5,576	5,576	5,576
210-57125	Payment Terms Discounts	-	-	-	-
210-59910	Claims / Reimbursements	2,722	-	-	-
210-59920	Lease Proceeds	-	-	-	-
<b>Total Revenue</b>		<b>745,690</b>	<b>697,576</b>	<b>697,576</b>	<b>752,576</b>
<b>Expenditures</b>					
<b>Services</b>					
210-611-5203	Financial Services	-	3,150	3,150	3,150
210-680-5206	Legal Services	955	1,000	1,783	300
210-680-5601	Advertising	1,288	1,200	1,200	1,000
210-680-5703	Equipment Maint and Repair	12,488	40,000	40,000	42,000
210-680-5707	Road Maint and Repair	457,603	590,550	590,550	711,850
210-680-5901	Engineering	24,336	54,400	423,889	5,000
<b>Total Services</b>		<b>496,671</b>	<b>690,300</b>	<b>1,060,571</b>	<b>763,300</b>
<b>Capital Outlay</b>					
210-680-6101	Buildings	69,968	-	19,143	-
210-680-6299	Equipment - Non Categorized	22,703	-	-	-
210-680-6403	Roads	70,500	15,500	15,500	15,500
210-680-6406	Curb / Sidewalk	39,033	79,350	79,350	79,350
<b>Total Capital Outlay</b>		<b>202,204</b>	<b>94,850</b>	<b>113,993</b>	<b>94,850</b>
<b>Total Expenditures</b>		<b>698,875</b>	<b>785,150</b>	<b>1,174,564</b>	<b>858,150</b>
<b>Revenues Over (Under) Expenditures</b>		<b>46,815</b>	<b>(87,574)</b>	<b>(476,988)</b>	<b>(105,574)</b>
<b>Other Uses</b>					
<b>Transfer to Debt Fund</b>		<b>82,261</b>	<b>61,511</b>	<b>61,511</b>	<b>31,498</b>
<b>Total Other Uses</b>		<b>82,261</b>	<b>61,511</b>	<b>61,511</b>	<b>31,498</b>
<b>Net Sources Over (Under) Uses</b>		<b>(35,446)</b>	<b>(149,085)</b>	<b>(538,499)</b>	<b>(137,072)</b>
<b>Projected Cash Balance at September 30, 2017</b>					<b>25,617.8</b>

# Community Investment Plan

## Transportation Fund Debt Schedule



Issuance	Uses	FY16	FY17	FY18	Totals
COP 2011 Principal	Sign/Service Truck/Street Sweeper	27,800.00			27,800.00
COP 2011 Interest	Sign/Service Truck/Street Sweeper	1,668.00			1,668.00
COP 2011 Fees	Sign/Service Truck/Street Sweeper	545.00			545.00
Lease Purchase Interest	Tandem Truck	3,077.78	1,994.56	870.05	5,942.39
Lease Purchase Principal	Tandem Truck	28,420.54	29,503.76	30,628.27	88,552.57
<b>Fund Totals</b>		<b>61,511.32</b>	<b>31,498.32</b>	<b>31,498.32</b>	<b>124,507.96</b>

Notes: Fees are estimated for budgeting purposes.  
 COP is an abbreviation for Certificates of Participation  
 COP 2011 was paid of ahead of schedule out of proceeds  
 from the General Fund, on February 1, 2016, realizing an  
 approximate savings of \$1,044.00  
 Originally scheduled to be paid off in FY17

# Community Investment Plan Half Cent



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					294,532
<b>Revenues</b>					
215-51205	Sales Tax	1,552,231	1,602,759	1,602,759	1,675,000
215-51305	Use Tax	113,427	120,190	120,190	125,000
215-52105	Grants - Federal	-	380,000	380,000	380,000
215-52235	Grants - DNR	1,445	-	-	-
215-57105	Interest on Deposits	-	5,510	5,510	5,510
215-59910	Claims/Reimbursement	7,500	-	-	-
<b>Total Revenues</b>		<b>1,674,604</b>	<b>2,108,459</b>	<b>2,108,459</b>	<b>2,185,510</b>
<b>Expenditures</b>					
<b>Commodities</b>					
215-680-4114	Software	-	-	10,000	96,300
<b>Total Commodities</b>		-	-	10,000	96,300
<b>Services</b>					
215-611-5203	Financial Services	-	3,112	3,112	3,112
215-611-5250	Intragovernmental Svc/Reimb	215,206	215,206	215,206	215,206
215-680-5202	Consulting Services	106,699	36,000	128,244	24,500
215-680-5206	Legal Services	488	300	150	-
215-680-5601	Advertising	109	700	500	-
215-680-5901	Engineering	82,055	118,282	75,153	75,841
215-680-5908	Permits	-	-	-	-
215-680-5999	Services - Non Categorized	3,560	29,350	29,350	-
<b>Total Services</b>		<b>408,117</b>	<b>402,950</b>	<b>451,715</b>	<b>318,659</b>
<b>Capital Outlay</b>					
215-680-6101	Buildings	15,265	-	44,885	-
215-680-6202	Equipment - Computers	52,231	108,250	108,250	60,590
215-680-6299	Equipment - Non Categorized	16,661	451,500	473,783	420,400
215-680-6301	System Software	9,126	-	-	12,300
215-680-6401	Signs	-	-	80,000	-
215-680-6404	Parking	207,225	-	-	-
215-680-6405	Storm Drainage	-	15,000	15,000	30,000
215-680-6499	Infrastructure NonCategorized	8,938	-	5,000	-
<b>Total Capital Outlay</b>		<b>309,445</b>	<b>574,750</b>	<b>726,918</b>	<b>523,290</b>
<b>Total Expenditures</b>		<b>717,562</b>	<b>977,700</b>	<b>1,188,633</b>	<b>938,249</b>
<b>Revenues Over (Under) Expenditures</b>		<b>957,042</b>	<b>1,130,759</b>	<b>919,826</b>	<b>1,247,261</b>
<b>Other Uses</b>					
<b>Transfer to Debt Fund</b>		<b>1,163,820</b>	<b>1,197,865</b>	<b>1,197,865</b>	<b>1,345,989</b>
<b>Total Other Uses</b>		<b>1,163,820</b>	<b>1,197,865</b>	<b>1,197,865</b>	<b>1,345,989</b>
<b>Net Sources Over (Under) Uses</b>		<b>(206,778)</b>	<b>(67,106)</b>	<b>(278,039)</b>	<b>(98,728)</b>
<b>Projected Cash Balance at September 30, 2017</b>					<b>195,804</b>

# Community Investment Plan Half Cent Fund Debt Schedule



<b>Issuance</b>	<b>Uses</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
COP 2009 Principal	City Buildings	200,000.00	210,000.00	220,000.00
COP 2009 Interest	City Buildings	75,950.02	69,700.00	61,300.00
COP 2009 Fees	City Buildings	996.00	996.00	996.00
COP 2009 Reserve	City Buildings			
COP 2010 Principal	City Hall Remodel/Hamilton	65,000.00	65,000.00	75,000.00
COP 2010 Interest	City Hall Remodel/Hamilton	134,655.00	132,705.00	130,105.00
COP 2010 Fees	City Hall Remodel/Hamilton	1,855.00	1,855.00	1,855.00
COP 2013 Principal	Refinancing COP 07 - City Buildings	550,000.00	710,000.00	640,000.00
COP 2013 Interest	Refinancing COP 07 - City Buildings	166,908.75	153,043.75	136,828.75
COP 2013 Fees	Refinancing COP 07 - City Buildings	2,500.00	2,500.00	2,500.00
<b>Fund Totals</b>		<b>1,197,864.77</b>	<b>1,345,799.75</b>	<b>1,268,584.75</b>

Notes: Fees are estimated for budgeting purposes.  
 Debt reserve to be used as part of the final payment.  
 COP is an abbreviation for Certificates of Participation

# Community Investment Plan Half Cent Fund Debt Schedule



<b>Issuance</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
COP 2009 Principal	195,000.00	195,000.00	180,000.00	165,000.00	150,000.00	455,000.00
COP 2009 Interest	53,600.00	45,800.00	38,000.00	30,800.00	24,200.00	18,200.00
COP 2009 Fees	996.00	996.00	996.00	996.00	996.00	996.00
COP 2009 Reserve						(317,821.96)
COP 2010 Principal	75,000.00	75,000.00	75,000.00	75,000.00	85,000.00	80,000.00
COP 2010 Interest	127,105.00	124,105.00	121,105.00	118,105.00	114,730.00	110,905.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
COP 2013 Principal	725,000.00	785,000.00	865,000.00	940,000.00	1,020,000.00	1,005,000.00
COP 2013 Interest	121,201.25	103,811.25	84,893.75	64,155.00	41,595.00	17,683.75
COP 2013 Fees	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<b>Fund Totals</b>	<b>1,302,257.25</b>	<b>1,334,067.25</b>	<b>1,369,349.75</b>	<b>1,398,411.00</b>	<b>1,440,876.00</b>	<b>1,374,317.79</b>

# Community Investment Plan Half Cent Fund Debt Schedule



<b>Issuance</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>Totals</b>
COP 2009 Principal						1,970,000.00
COP 2009 Interest						417,550.02
COP 2009 Fees						8,964.00
COP 2009 Reserve						
COP 2010 Principal	415,000.00	435,000.00	455,000.00	475,000.00	500,000.00	2,950,000.00
COP 2010 Interest	107,305.00	88,630.00	68,185.00	46,800.00	24,000.00	1,448,440.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00	25,970.00
COP 2013 Principal						7,240,000.00
COP 2013 Interest						890,121.25
COP 2013 Fees						22,500.00
<b>Fund Totals</b>	<b>524,160.00</b>	<b>525,485.00</b>	<b>525,040.00</b>	<b>523,655.00</b>	<b>525,855.00</b>	<b>14,973,545.27</b>



The Debt Service Fund was established in FY09 to provide visibility to the debt being paid out of the Governmental Funds. This fund does not include debt payments for Neighborhood Improvement District or debt from the Water Pollution Control Fund. Debt payments are made through the debt fund from money transferred from the General, Community Investment Plan and Park Funds.

The Missouri Constitution sets limits on the amount of General Obligation debt the City may have as a percentage of the assessed valuation of property within the City. The City is limited to 10% of total assessed valuation for general obligation bonds. The City could have additional general obligation bonds up to another 10% to fund infrastructure items like streets, sewer systems, or other utilities. In general terms this results in a general obligation debt limit in excess of \$40 million. The City currently does not have any general obligation bonds outstanding and therefore the current debt arrangements are not subject to these limits.

For FY17 the City has three Certificates of Participation (COP) and one Lease Purchase Agreement. The City's debt for the construction of new buildings including Police, Public Works and Animal Shelter, the remodeling of City Hall and Fire Station, fire trucks, siren system are street extension (the three COP's) are paid from revenues collected from a voter approved half cent Sales/Use Tax which will be collected until December 2025. A Missouri State Gasoline Tax, Motor Vehicle Sales Tax and Motor Vehicle Fees pay the debt on the Tandem Truck lease purchase agreement. The City's current debt obligations processed through the debt service fund other than Parks & Recreation complete in FY29.

The Parks and Recreation department has two Certificates of Participation. In FY14 the Parks department issued debt to have a new roof put on the Community Center. Other Parks debt is for the Nassif Aquatic Center. This debt is paid from revenues from a three eight cent sales tax. The Parks and Recreation current debt obligations processed through the debt service fund complete in FY33.

In FY17 the Parks and Recreation department will be issuing debt to purchase fitness equipment.

# Debt Service



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					152,890.01
<b>Revenues</b>					
310-57105	Interest on Deposits	-	-	-	-
310-57115	Interest Credit	4,750	-	-	-
310-59910	Claims / Reimbursements	159,150	159,650	159,650	-
<b>Total Revenues</b>		<b>163,900</b>	<b>159,650</b>	<b>159,650</b>	<b>-</b>
<b>Expenditures</b>					
<b>Debt</b>					
310-611-7101	Bond Principal	1,072,800	1,098,800	1,123,600	1,093,000
310-611-7103	Lease Purchase Principal	27,377	28,421	28,421	29,504
310-611-7201	Bond Interest	598,169	569,630	569,670	537,381
310-611-7203	Lease Purchase Interest	4,121	3,078	3,078	1,995
310-611-7301	Bond Fees	9,770	7,343	7,343	6,867
<b>Total Expenditures</b>		<b>1,712,237</b>	<b>1,707,272</b>	<b>1,732,112</b>	<b>1,668,747</b>
<b>Revenues Over (Under) Expenditures</b>		<b>(1,548,337)</b>	<b>(1,547,622)</b>	<b>(1,572,462)</b>	<b>(1,668,747)</b>
<b>Other Sources</b>					
310-71110	Transfer from General Fund	10,073	-	27,840	-
310-71210	Transfer from CIP Transportation	82,261	61,511	61,511	31,498
310-71215	Transfer from CIP Half Cent	1,035,593	1,197,865	1,197,865	1,345,989
310-71430	Transfer from Parks	416,245	288,246	288,246	291,260
<b>Total Other Sources</b>		<b>1,544,172</b>	<b>1,547,622</b>	<b>1,575,462</b>	<b>1,668,747</b>
<b>Net Sources Over (Under) Uses</b>		<b>(4,165)</b>	<b>-</b>	<b>3,000</b>	<b>-</b>
<b>Projected Cash Balance at September 30, 2017</b>					<b>152,890.01</b>

# Debt Service Schedule



<u>Issuance</u>	<u>Uses</u>	<u>Funding Source</u>
COP 2009 Interest	City Buildings	Capital Improvement Half Cent
COP 2009 Principal	City Buildings	Capital Improvement Half Cent
COP 2009 Fees	City Buildings	Capital Improvement Half Cent
COP 2009 Reserve	City Buildings	Capital Improvement Half Cent
COP 2009 Interest	Nassif Pool / Park Equip	Parks & Recreation Three - Eights Cent
COP 2009 Principal	Nassif Pool / Park Equip	Parks & Recreation Three - Eights Cent
COP 2009 Fees	Nassif Pool / Park Equip	Parks & Recreation Three - Eights Cent
COP 2009 Reserve	Nassif Pool / Park Equip	Parks & Recreation Three - Eights Cent
COP 2010 Principal	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Interest	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Fees	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Principal	Hamilton Street - School Portion	School District
COP 2010 Interest	Hamilton Street - School Portion	School District
COP 2011 Principal	Vehicles	Capital Improvement Transportation
COP 2011 Interest	Vehicles	Capital Improvement Transportation
COP 2011 Fees	Vehicles	Capital Improvement Transportation
Lease Purchase Interest	Tandem Truck	Capital Improvement Transportation
Lease Purchase Principal	Tandem Truck	Capital Improvement Transportation
COP 2013 Principal	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2013 Interest	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2013 Fees	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2014 Principal	Community Center Roof	Parks & Recreation Three-Eights Cent
COP 2014 Interest	Community Center Roof	Parks & Recreation Three-Eights Cent
COP 2014 Fees	Community Center Roof	Parks & Recreation Three-Eights Cent
Fund Totals		

Note: Fees are estimated for budgeting purposes.

COP is an abbreviation for Certificates of Participation

Debt reserve has been set aside to be used as part of the final payment.

COP 2010 Issuance includes the portion the School pays thru the City.

In the FY16 and FY17 Budget Document Parks rounds to the whole dollar, this debt schedule is not rounded.

# Debt Service Schedule



<b>Issuance</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
COP 2009 Interest	75,950.02	69,700.00	61,300.00	53,600.00	45,800.00
COP 2009 Principal	200,000.00	210,000.00	220,000.00	195,000.00	195,000.00
COP 2009 Fees	996.00	1,035.00	1,035.00	1,035.00	1,035.00
COP 2009 Reserve					
COP 2009 Interest	168,337.50	167,087.50	165,287.50	163,537.50	161,537.50
COP 2009 Principal	40,000.00	45,000.00	50,000.00	50,000.00	50,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve					
COP 2010 Principal	65,000.00	65,000.00	75,000.00	75,000.00	75,000.00
COP 2010 Interest	134,655.00	132,705.00	130,105.00	127,105.00	124,105.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
COP 2010 Principal	155,000.00				
COP 2010 Interest	4,650.00				
COP 2011 Principal	55,000.00	COP 2011 was paid off ahead of schedule on February 1, 2016 realizing an approximate savings of \$1,044.00 (does not include additional savings for the Water Pollution Control Fund) Originally scheduled to be paid off in FY17			
COP 2011 Interest	1,179.22				
COP 2011 Fees	545.00				
Lease Purchase Interest	3,077.78	1,994.56	870.05		
Lease Purchase Principal	28,420.54	29,503.76	30,628.27		
COP 2013 Principal	550,000.00	710,000.00	640,000.00	725,000.00	785,000.00
COP 2013 Interest	166,908.75	153,043.75	136,828.75	121,201.25	103,811.25
COP 2013 Fees	2,500.00	2,650.00	2,650.00	2,650.00	2,650.00
COP 2014 Principal	61,000.00	63,000.00	65,000.00	67,000.00	69,000.00
COP 2014 Interest	17,461.10	14,845.20	13,163.10	11,427.60	9,638.70
COP 2014 Fees	300.00	180.00	180.00	180.00	180.00
<b>Fund Totals</b>	<b>1,733,982.91</b>	<b>1,668,746.77</b>	<b>1,595,049.67</b>	<b>1,595,738.35</b>	<b>1,625,759.45</b>

# Debt Service Schedule



<u>Issuance</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
COP 2009 Interest	38,000.00	30,800.00	24,200.00	18,200.00	
COP 2009 Principal	180,000.00	165,000.00	150,000.00	455,000.00	
COP 2009 Fees	1,035.00	1,035.00	1,035.00	1,035.00	
COP 2009 Reserve				(317,821.96)	
COP 2009 Interest	159,537.50	157,537.50	154,737.50	150,537.50	145,337.50
COP 2009 Principal	50,000.00	70,000.00	105,000.00	130,000.00	160,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve					
COP 2010 Principal	75,000.00	75,000.00	85,000.00	80,000.00	415,000.00
COP 2010 Interest	121,105.00	118,105.00	114,730.00	110,905.00	107,305.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
COP 2010 Principal					
COP 2010 Interest					
COP 2011 Principal					
COP 2011 Interest					
COP 2011 Fees					
Lease Purchase Interest					
Lease Purchase Principal					
COP 2013 Principal	865,000.00	940,000.00	1,020,000.00	1,005,000.00	
COP 2013 Interest	84,893.75	64,155.00	41,595.00	17,683.75	
COP 2013 Fees	2,650.00	2,650.00	2,650.00	2,650.00	
COP 2014 Principal	70,000.00	72,000.00	74,000.00	76,000.00	
COP 2014 Interest	7,796.40	5,927.40	4,005.00	2,029.20	
COP 2014 Fees	180.00	180.00	180.00	180.00	
Fund Totals	<u>1,658,199.65</u>	<u>1,705,391.90</u>	<u>1,780,134.50</u>	<u>1,734,400.49</u>	<u>830,644.50</u>

# Debt Service Schedule



<b>Issuance</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
COP 2009 Interest					
COP 2009 Principal					
COP 2009 Fees					
COP 2009 Reserve					
COP 2009 Interest	138,137.50	129,362.50	119,012.50	107,312.50	93,812.50
COP 2009 Principal	195,000.00	230,000.00	260,000.00	300,000.00	340,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve					
COP 2010 Principal	435,000.00	455,000.00	475,000.00	500,000.00	
COP 2010 Interest	88,630.00	68,185.00	46,800.00	24,000.00	
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	
COP 2010 Principal					
COP 2010 Interest					
COP 2011 Principal					
COP 2011 Interest					
COP 2011 Fees					
Lease Purchase Interest					
Lease Purchase Principal					
COP 2013 Principal					
COP 2013 Interest					
COP 2013 Fees					
COP 2014 Principal					
COP 2014 Interest					
COP 2014 Fees					
Fund Totals	<u>859,769.50</u>	<u>885,549.50</u>	<u>903,814.50</u>	<u>934,314.50</u>	<u>434,959.50</u>

# Debt Service Schedule



<b>Issuance</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>Totals</b>
COP 2009 Interest				417,550.02
COP 2009 Principal				1,970,000.00
COP 2009 Fees				9,276.00
COP 2009 Reserve				(317,821.96)
COP 2009 Interest	77,662.50	59,137.50	38,712.50	2,356,625.00
COP 2009 Principal	390,000.00	430,000.00	815,000.00	3,710,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	20,646.00
COP 2009 Reserve			(385,506.26)	(385,506.26)
COP 2010 Principal				2,950,000.00
COP 2010 Interest				1,448,440.00
COP 2010 Fees				25,970.00
COP 2010 Principal				155,000.00
COP 2010 Interest				4,650.00
COP 2011 Principal				55,000.00
COP 2011 Interest				1,179.22
COP 2011 Fees				545.00
Lease Purchase Interest				5,942.39
Lease Purchase Principal				88,552.57
COP 2013 Principal				7,240,000.00
COP 2013 Interest				890,121.25
COP 2013 Fees				23,700.00
COP 2014 Principal				617,000.00
COP 2014 Interest				86,293.70
COP 2014 Fees				1,740.00
<b>Fund Totals</b>	<b>468,809.50</b>	<b>490,284.50</b>	<b>469,353.24</b>	<b>21,374,902.93</b>



## **Russell Road Neighborhood Improvement District (NID):**

The Neighborhood Improvement District Fund was established in the FY01 budget year to account for funds dedicated to the neighborhood improvement district created to fund the extension of Russell Road from Burkarth Road east to PCA Road. Bonds were issued to pay the cost of construction and are repaid from a special tax assessed against the benefited property owners through FY21 when these bonds will be retired.

## **Hawthorne Neighborhood Improvement District (NID):**

The Hawthorne Neighborhood Improvement District (NID) was first undertaken in 2005 pursuant to a Development Agreement and in accordance with state statute. The Hawthorne NID includes various subdivisions: Hawthorne Plaza, Hawthorne Development, Caleb's Place PUD, and D-C Developments. Final bonds were issued in 2011 to provide permanent financing for public improvements previously completed. Notices of Assessment were delivered to the property owners and recorded with the Recorder of Deeds. The first of 20 annual assessments were imposed with taxes at the end of 2011. Each lot within the District receives an annual assessment for the life of the NID, which is twenty years.

Upon default by property owners of Hawthorne Plaza and Hawthorne Development parcels to reimburse for the NID obligations, the City initiated foreclosure proceedings culminating in a court order to proceed with a Sheriff Auction April 5, 2013. 6 of the Hawthorne Plaza lots and 5 of the Hawthorne Development lots/tracts listed on order of sale were sold to others and not the City. Compensation to the City for outstanding special assessments and fees totaled \$459,103.44.

The City made credit bids for the remaining lots totals \$191,779.84. See **Exhibit A** for a list of the City owned lots and annual assessment obligations as of April 5, 2013.

NID public improvements included road construction, intersection improvements, street lights, storm water and sanitary sewer and water line extensions with a combined value of \$3.1 million.

As an incentive when purchasing into the NID, the City will reimburse owners an amount not to exceed 50% of the City 1 cent Sales Tax collected by the City for retail sales. This incentive is available immediately following the payment of the first two annual installments of Special Assessments, and is not to exceed the amount of the Assessment for that current calendar year.

## **Hawthorne Transportation Development District (TDD):**

As of note, but unrelated to the City, the Hawthorne Transportation Development District (TDD) was established in 2005. The Hawthorne TDD is a separate political subdivision that includes the Hawthorne NID properties, Lots 4 and 9 of Hawthorne Development, Wal-Mart and Liberty Plaza. The TDD prohibits discount department stores, or other discount stores, and grocery stores or supermarkets in excess of 45,000 square feet. Public improvements of the TDD totaled \$4.3 million. To finance the improvements, an additional ½ cent sales tax is imposed on businesses located within the TDD.

# Neighborhood Improvement Districts



## Exhibit A

### City Of Warrensburg

Hawthorne Neighborhood Improvement District - Sheriff Sale Results April 5, 2013

<u>Description</u>	Foreclosed		Annual Assessment	Remaining Assessments (18) Years
	Amount	City Credit Bid		
Hawthorne Development LT 004	\$ 16,367.59	\$ 16,367.59	\$ 15,041.11	\$ 270,739.98
Hawthorne Development TR D	57.85	57.85	53.18	957.24
Hawthorne Development TR E	58.70	58.70	53.97	971.46
Hawthorne Development TR N	58.69	58.69	53.96	971.28
Hawthorne Development LT 006	33,936.33	33,936.33	31,185.26	561,334.68
Hawthorne Development TR L	64.45	64.45	59.35	1,068.30
Hawthorne Development LT 007	91,299.57	91,299.57	83,898.15	1,510,166.70
Hawthorne Development LT 008	35,086.46	35,086.46	32,242.39	580,363.02
Hawthorne Development LT 009	12,970.49	12,970.49	11,918.64	214,535.52
Hawthorne Development TR J	43.51	43.51	39.78	716.04
Hawthorne Development TR G	50.62	50.62	46.42	835.56
Hawthorne Development TR I	71.50	71.50	65.93	1,186.74
Hawthorne Development TR K	1,714.08	1,714.08	1,575.31	28,355.58
Total Hawthorne Development	\$ 191,779.84	\$ 191,779.84	\$ 176,233.45	\$ 3,172,202.10

## Exhibit B

### City Of Warrensburg

Hawthorne Neighborhood Improvement District

City Owned Properties as of October 1, 2016

<u>Description</u>	Annual Assessment	Remaining Assessments (15) Years
Hawthorne Development LT 006	\$ 31,185.26	\$ 467,778.90
Hawthorne Development TR L	59.35	890.25
Hawthorne Development LT 007	83,898.15	1,258,472.25
Hawthorne Development LT 008	32,242.39	483,635.85
Hawthorne Development LT 009	11,918.64	178,779.60
Hawthorne Development TR J	39.78	596.70
Hawthorne Development TR G	46.42	696.30
Hawthorne Development TR I	65.93	988.95
Hawthorne Development TR K*	1,575.31	23,629.65
Hawthorne Development TR O**	667.17	10,007.55
Hawthorne Plaza TR A**	193.29	2,899.35
Total	\$ 161,891.69	\$ 2,428,375.35

\*Tract K is owned by the Johnson County 911 Board, but the City of Warrensburg is still responsible for paying the annual assessment.

\*\*Tract O and A are both signs that the City leases to businesses within the development

# Neighborhood Improvement Districts



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					497,302.31
<b>Revenues</b>					
410-51120	Property - Special Assessment	290,536	86,499	86,499	74,020
410-55175	Rentals	-	5,610	5,610	5,610
410-56105	Asset Sales - Land	260,000	590,000	590,000	480,000
<b>Total Revenues</b>		<b>550,536</b>	<b>682,109</b>	<b>682,109</b>	<b>559,630</b>
<b>Expenditures</b>					
<b>Russell Avenue NID</b>					
410-691-7101	Bond Principal	6,000	6,000	6,000	7,000
410-691-7201	Bond Interest	2,588	2,250	2,250	1,884
410-691-7301	Bond Fees	318	325	325	325
<b>Total Russell Avenue Expenditures</b>		<b>8,906</b>	<b>8,575</b>	<b>8,575</b>	<b>9,209</b>
<b>Hawthorne Development NID</b>					
410-692-5202	Consulting Services	11,425	25,000	25,000	20,000
410-692-5206	Legal Services	-	-	-	-
410-692-5601	Advertising	161	-	-	-
410-692-5999	Services - Non Categorized	-	251,160	251,160	48,000
410-692-6406	Curb / Sidewalk	600	-	-	-
410-692-6999	Capital - Non Categorized	1,000	5,000	5,000	5,000
410-692-7101	Bond Principal	135,000	140,000	140,000	145,000
410-692-7201	Bond Interest	116,288	112,163	112,163	107,888
410-692-7301	Bond Fees	275	250	250	250
<b>Total Hawthorne Expenditures</b>		<b>264,748</b>	<b>533,573</b>	<b>533,573</b>	<b>326,138</b>
<b>Total Expenditures</b>		<b>273,654</b>	<b>542,148</b>	<b>542,148</b>	<b>335,347</b>
<b>Revenues Over (Under) Expenditures</b>		<b>276,882.75</b>	<b>139,961.97</b>	<b>139,961.97</b>	<b>224,283.12</b>
<b>Projected Cash Balance at September 30, 2017</b>					<b>721,585.43</b>

# Neighborhood Improvement Districts Debt Schedule



<u>Issuance</u>	<u>Uses</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
2001 Series Principal	Russell Avenue NID	6,000.00	7,000.00	7,000.00	7,000.00	8,000.00
2001 Series Interest	Russell Avenue NID	2,250.01	1,884.38	1,490.63	1,096.88	675.00
2001 Series Fees	Russell Avenue NID	325.00	325.00	325.00	325.00	325.00
2011 Series Principal	Hawthorne NID	140,000.00	145,000.00	150,000.00	155,000.00	160,000.00
2011 Series Interest	Hawthorne NID	112,162.50	107,887.50	103,462.50	98,693.75	93,575.00
2011 Series Fees	Hawthorne NID	250.00	250.00	250.00	250.00	250.00
2011 Series Reserve	Hawthorne NID					
Fund Totals		<u>260,987.51</u>	<u>262,346.88</u>	<u>262,528.13</u>	<u>262,365.63</u>	<u>262,825.00</u>

Notes: Fees are estimated for budgeting purposes.  
Debt reserve has been established that can assist in the final payment.  
NID is an abbreviation for Neighborhood Improvement District.

# Neighborhood Improvement Districts Debt Schedule



<b>Issuance</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
2001 Series Principal	8,000.00						
2001 Series Interest	225.00						
2001 Series Fees	325.00						
2011 Series Principal	165,000.00	170,000.00	180,000.00	185,000.00	190,000.00	200,000.00	210,000.00
2011 Series Interest	88,087.50	82,225.00	75,650.00	68,350.00	60,850.00	52,925.00	44,468.75
2011 Series Fees	250.00	250.00	250.00	250.00	250.00	250.00	250.00
2011 Series Reserve							
<b>Fund Totals</b>	<b><u>261,887.50</u></b>	<b><u>252,475.00</u></b>	<b><u>255,900.00</u></b>	<b><u>253,600.00</u></b>	<b><u>251,100.00</u></b>	<b><u>253,175.00</u></b>	<b><u>254,718.75</u></b>

# Neighborhood Improvement Districts Debt Schedule



<u>Issuance</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>FY31</u>	<u>Totals</u>
2001 Series Principal					43,000.00
2001 Series Interest					7,621.90
2001 Series Fees					1,950.00
2011 Series Principal	220,000.00	225,000.00	235,000.00	250,000.00	2,980,000.00
2011 Series Interest	35,600.00	26,140.63	16,078.13	5,468.75	1,071,625.01
2011 Series Fees	250.00	250.00	250.00	250.00	4,000.00
2011 Series Reserve			(5,218.75)	(255,718.75)	(260,937.50)
Fund Totals	<u>255,850.00</u>	<u>251,390.63</u>	<u>246,109.38</u>	<u>-</u>	<u>3,847,259.41</u>

# Summary of Parks and Recreation Fund



Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Recurring Budget	FY 2017 Non- Recurring Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>						772,388
<b>Revenues</b>						
Property Tax	410,580	411,500	411,500	424,500		424,500
Sales Tax	1,202,474	1,150,000	1,150,000	1,202,000		1,202,000
Use Tax	85,060	80,000	80,000	85,000		85,000
Intergovernmental - State Grant	90,000	25,000	25,000	150,000		150,000
Service and Merchandise	711,618	783,550	783,550	780,924		780,924
Asset Sales	3,500	200	200	200		200
Interest Income	22	-	-	4,000		4,000
Donations	22,539	18,000	18,000	183,041		183,041
Revenue - Non Categorized	48,741	2,000	2,000	98,000		98,000
<b>Total Revenues</b>	<b>2,574,533</b>	<b>2,470,250</b>	<b>2,470,250</b>	<b>2,927,665</b>	<b>-</b>	<b>2,927,665</b>
<b>Expenditures</b>						
Salaries & Wages	682,071	730,311	730,311	803,094		803,094
Employee Taxes	51,163	55,665	55,665	61,342		61,342
Employee Retirement	30,926	32,788	32,788	26,751		26,751
Employee Insurance	56,300	89,481	89,481	132,927		132,927
Worker's Compensation	14,056	17,000	17,000	13,600		13,600
Unemployment	-	-	-	-		-
Employer Provided Services - Other	-	50	50	50		50
Cost of Goods Sold	21,776	22,250	22,250	30,300		30,300
Program And Other Supplies	149,442	139,600	139,600	158,900		158,900
Utilities	298,378	308,650	308,650	311,250		311,250
Outside Services	266,229	353,524	353,524	348,558		348,558
Insurance	33,172	34,500	34,500	33,000		33,000
Training and Travel	2,015	4,193	4,193	3,900		3,900
Dues and Memberships	1,722	2,000	2,000	2,000		2,000
Communication	23,960	28,200	28,200	30,500		30,500
Maintenance & Repair	95,953	84,200	84,200	68,114		68,114
Services - Non Categorized	4,237	5,950	5,950	5,700		5,700
Capital - Buildings	753,930	128,000	182,900	50,000	300,000	350,000
Capital - Equipment	22,369	34,850	124,850	124,469		124,469
Capital - Infrastructure	108,570	85,000	85,000	405,541		405,541
Debt Principal	-	-	-	-		-
Debt Interest	-	-	-	-		-
Third Party Ticket Sales	106	100	100	100		100
Over (Short)	58	100	100	100		100
Bad Debt	-	-	-	-		-
Donations	-	-	-	-		-
Non Categorized	-	-	-	-		-
<b>Total Expenditures</b>	<b>2,616,432</b>	<b>2,156,412</b>	<b>2,301,312</b>	<b>2,610,196</b>	<b>300,000</b>	<b>2,910,196</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(41,899)</b>	<b>313,838</b>	<b>168,938</b>	<b>317,469</b>	<b>(300,000)</b>	<b>17,469</b>
<b>Other Sources</b>						
Transfer from the General Fund	21,000	-	-	-	-	-
<b>Total Other Sources</b>	<b>21,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Uses</b>						
Transfer to Debt Service Fund	303,654	308,024	350,804	313,750	-	313,750
<b>Total Other Uses</b>	<b>303,654</b>	<b>308,024</b>	<b>350,804</b>	<b>313,750</b>	<b>-</b>	<b>313,750</b>
<b>Net Sources Over (Under) Uses</b>	<b>(282,654)</b>	<b>(308,024)</b>	<b>(350,804)</b>	<b>(313,750)</b>	<b>-</b>	<b>(313,750)</b>
<b>Revenue and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>(324,553)</b>	<b>5,814</b>	<b>(181,866)</b>	<b>3,719</b>	<b>(300,000)</b>	<b>(296,281)</b>
<b>Additional Items Affecting Cash Balance</b>						
<b>Projected Cash Balance at September 30, 2017</b>						<b>476,107</b>

# Parks and Recreation Revenues



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Property Tax</b>					
430-51105	Property Tax - Current	373,918	375,000	375,000	386,000
430-51110	Property Tax - Delinquent	6,381	7,000	7,000	6,000
430-51115	Railroad Tax	16,968	17,000	17,000	18,500
430-51130	M & M Surtax	13,313	12,500	12,500	14,000
<b>Sales Tax</b>					
430-51205	Sales Tax	1,202,474	1,150,000	1,150,000	1,202,000
<b>Use Tax</b>					
430-51305	Use Tax	85,060	80,000	80,000	85,000
<b>Intergovernmental - State Grant</b>					
430-52235	Grant - Dept Natural Resources	90,000	-	-	150,000
430-52240	Grants - Dept of Conservation	-	25,000	25,000	-
<b>Service &amp; Merchandise</b>					
430-55105	Admissions	194,694	215,000	215,000	188,000
430-55115	Advertising	-	3,000	3,000	6,000
430-55120	Concessions	45,977	55,000	55,000	62,700
430-55170	Programs	331,940	360,000	360,000	369,174
430-55175	Rentals	67,749	82,000	82,000	81,000
430-55185	Health & Wellness	76,134	80,500	80,500	80,000
430-55198	Discounts	(4,877)	(12,000)	(12,000)	(6,000)
430-55199	Services - Non Categorized	3	50	50	50
<b>Asset Sales</b>					
430-56110	Asset Sales - Equipment	3,500	200	200	200
<b>Interest Income</b>					
430-57105	Interest on Deposits	22	-	-	4,000
<b>Donations</b>					
430-59105	Donations - United Way	6,239	8,000	8,000	7,500
430-59110	Donations	16,300	10,000	10,000	175,541
<b>Revenue - Non Categorized</b>					
430-59910	Claims / Reimbursements	48,741	2,000	2,000	8,000
430-59920	Lease Proceeds	-	-	-	90,000
<b>Total Revenues</b>		<b>2,574,533</b>	<b>2,470,250</b>	<b>2,470,250</b>	<b>2,927,665</b>

Mission of the City of Warrensburg Parks Administration Department is to provide administrative support to all divisions of Warrensburg Parks and Recreation.

## **Fiscal Year 2016 Accomplishments**

- Implementation of the Parks & Recreation Master Plan over the next 5-6 years.
- Hired a Business & Information Specialist for the department.
- Assisted in the 5<sup>th</sup> Annual Old Drum Day Festival, increased booth participation, dog related events, and music.
- Received a TRIM Grant for \$10,000 to remove park a street trees.
- Developed a Marketing Plan and Handbook.
- Upgraded software for the whole department.
- Wrote a grant for an Inclusive Playground in Cave Hollow Park.
- Hired a consulting firm to assist with the West Park Master Plan and Site Analysis.
- Parks for the 21<sup>st</sup> Century received \$10,000 in funding for WPR.

## **Fiscal Year 2017 Strategic Plan Initiatives**

### **Focus II: Community Pride and Interaction**

#### **Objective 4: Identify and promote projects that enhance quality of life in Warrensburg**

### **Focus IV: Regional Draw**

#### **Objective 1: Assist WCVB in the continue focus to attract new events and enhance current events**

- Establish standing working committees to coordinate and implement action items related to park planning.
- Partner with JCBS (Johnson County Board of Services) to bring the Inclusive Playground in Warrensburg and Johnson County.
- Work with IT department to rewired the WCC.
- Track and measure community center usage.
- Increase public relations efforts through marketing and better communication about park services and information to our citizens
- Develop a business model to implement and identify core programs and essential services.
- Actively pursue grants as an additional source of revenue.
- Identify potential land for development in the park system and means of purchase.

## **Performance Management Initiatives**

### Financial Sustainability Performance Management

- Customer Focus – what does it mean to the customer to establish guidelines to track revenues and expenditures on an ongoing basis:
  - Provide better cost of a program, activity or service.
  - Opportunity for scholarships within each program.
- Strategies – what are we doing to make it happen
  - Track revenues and expenditures for each program, activity or service.
  - Develop monthly performance reports.
  - Adopt pricing policy.
- Performance Measurements – how will we measure success (during the current year we will set up measurement process to capture baseline data)
  - Create a report of revenues and expenditures reports.
  - Increase the number of participants to establish a percent by controlling the cost of service
  - By identifying key performance indicators will assist in the overall quality of a program, activity or service.

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Director of Parks and Recreation	Exempt	1	1	1	1
Business and Information Specialist	O	0	0	1	1
Office Manager 2	J	1	1	1	1
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

Parks Administration Department currently has 14 part time employees and has added a part time assistant

FY16

The Business and Information Specialist will hire a part time marketing person.

# Parks and Recreation Administration



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
430-611-1101	Wages	112,339	154,191	154,191	169,090
430-611-1102	Wages - Part Time	69,618	70,000	70,000	88,455
430-611-1103	Wages - Overtime	-	-	-	1,000
430-611-1105	Wages - Supplemental	-	-	-	-
430-611-2101	FICA Taxes	13,296	17,151	17,151	19,702
430-611-2201	Employee Retirement	10,158	11,256	11,256	9,636
430-611-2301	Insurance - Dental	1,671	2,381	2,381	2,493
430-611-2302	Insurance - Health	10,212	19,614	19,614	29,471
430-611-2304	Insurance - Life	144	225	225	314
430-611-2305	Insurance - Short Term Disability	-	-	-	669
430-611-2306	Insurance - Long Term Disability	-	-	-	285
430-611-2401	Worker's Compensation	1,846	2,100	2,100	1,900
<b>Total Personnel Expenses</b>		<b>219,283</b>	<b>276,918</b>	<b>276,918</b>	<b>323,015</b>
<b>Commodities</b>					
430-611-4102	Clothing	-	-	-	500
430-611-4103	Computer Supplies	18,983	500	500	5,100
430-611-4109	Office Supplies	12,933	13,500	13,500	12,500
430-611-4199	Supplies Non Categorized	-	-	-	2,250
<b>Total Commodities</b>		<b>31,916</b>	<b>14,000</b>	<b>14,000</b>	<b>20,350</b>
<b>Services</b>					
430-611-5106	Utility - Telephone	3,760	3,400	3,400	4,500
430-611-5107	Utility - Data Access	5,860	4,000	4,000	5,100
430-611-5202	Consulting Services	-	-	-	-
430-611-5203	Financial Services	13,765	8,000	8,000	27,834
430-611-5299	Contractual - Non Categorized	-	9,000	9,000	-
430-611-5301	Property Insurance	33,172	34,500	34,500	33,000
430-611-5401	Travel - Meals	-	93	93	200
430-611-5402	Mileage	358	200	200	200
430-611-5403	Travel - Room	637	500	500	500
430-611-5404	Schools and Seminars	-	1,400	1,400	1,500
430-611-5501	Dues and Memberships	1,722	2,000	2,000	2,000
430-611-5601	Advertising	23,575	26,700	26,700	29,000
430-611-5602	Postage	385	1,500	1,500	1,500
430-611-5704	Software Maint and Repair	-	10,000	10,000	8,000
430-611-5903	Health and Wellness	-	-	-	-
430-611-5904	Employment	3,552	5,000	5,000	5,000
430-611-5999	Services - Non Categorized	-	-	-	-
<b>Total Services</b>		<b>86,786</b>	<b>106,293</b>	<b>106,293</b>	<b>118,334</b>
<b>Capital Outlay</b>					
430-611-6206	Equipment - Office	87	100	100	-
430-611-6299	Equipment - Non Categorized	-	250	250	-
430-611-6402	Recreation Trails	74,169	-	-	-
430-611-5999	Infrastructure Non Categorized	-	-	-	340,541
<b>Total Capital Outlay</b>		<b>74,256</b>	<b>350</b>	<b>350</b>	<b>340,541</b>
<b>Non-Categorized</b>					
430-611-9401	Over (Short)	58	100	100	100
<b>Total Non-Categorized</b>		<b>58</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Expenditures</b>		<b>412,299</b>	<b>397,661</b>	<b>397,661</b>	<b>802,340</b>

# Parks and Recreation Maintenance



Mission of the City of Warrensburg Parks Maintenance Department is to provide maintenance and development of the City's Parks and Recreation facilities. Provide adequate, safe, and attractive buildings/grounds for all citizens of Warrensburg.

## Fiscal Year 2016 Accomplishments

- Completion of the Todd Hamann Trail at Lions Lake Park.
- Completion of the Old Drum Best Friends Dog Park at Cave Hollow Park.
- Completion of the WCC Roof Project.
- Oversaw six (6) Eagle Scout Projects.
- High School Girls Softball played on Lions Lake Field.
- Partnering with Lions Club to plant trees in Lions Lake Park.
- Partnering with Optimist Club to make needed improvements to Marr Park.
- Improvements to parking lots within the department.
- Partnered with the Citizens for Environmental Action (CEA) maintain the Turkeyfoot Prairie at West Park.

## Fiscal Year 2017 Strategic Plan Initiatives

### **Focus II: Community Pride and Interaction**

#### **Objective 4: Identify and promote projects that enhance quality of life in Warrensburg**

- Assist in the development of a site master plan for West Park.
- Develop an overall park system strategy to address maintenance, accessibility, planning & signage.
- Additional improvement for the Parks portion of the ADA Plan.
- Improvements to parking lots within the department.
- Improvements to Nassif Aquatic Center.
- Promote Healthy Urban Forest for long-term sustainability.

## Fiscal Year 2017 Performance Management Initiatives

### Park Maintenance Sustainability Performance Management

- Customer Focus – what does it mean to the customer to have a well groomed park to play, relax and enjoy with family, friends:
  - Provide parks to meet the needs of the customers.
  - Increase usage by establishing a Park Planning Working Group
- Strategies – what are we doing to make it happen
  - Improve and replace facilities within the park as listed in detail in Park Master Plan.
- Performance Measurements – how will we measure success (during the current year we will set up measurement process to capture baseline data)
  - Making those improvements or repairs listed for 2016-2017.
  - Measuring the number of people utilize each park in different seasons.

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Parks Maintenance Superintendent	M	1	1	1	1
Maintenance Worker II	G	2	2	2	2
Maintenance Worker I	F	1	1	1	1
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

This department currently has 4 seasonal/temporary part time employees.

# Parks and Recreation Maintenance



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
430-631-1101	Wages	137,769	124,738	124,738	132,746
430-631-1102	Wages - Part Time	17,272	23,000	23,000	19,000
430-631-1103	Wages - Overtime	1,731	1,500	1,500	4,000
430-631-1105	Wages - Supplemental	490	300	300	5,300
430-631-2101	FICA Taxes	11,605	11,301	11,301	12,300
430-631-2201	Employee Retirement	11,956	9,106	9,106	7,567
430-631-2301	Insurance - Dental	3,203	3,175	3,175	3,324
430-631-2302	Insurance - Health	19,571	26,152	26,152	39,294
430-631-2304	Insurance - Life	270	300	300	418
430-631-2305	Insurance - Short Term Disability	-	-	-	892
430-631-2306	Insurance - Long Term Disability	-	-	-	380
430-631-2401	Worker's Compensation	3,835	4,300	4,300	4,000
<b>Total Personnel Expenses</b>		<b>207,702</b>	<b>203,872</b>	<b>203,872</b>	<b>229,221</b>
<b>Commodities</b>					
430-631-4102	Clothing	557	600	600	650
430-631-4104	Custodial Supplies	1,218	2,000	2,000	2,000
430-631-4106	Lawn and Field Care	15,188	16,000	16,000	16,000
430-631-4115	Tools	798	1,000	1,000	800
<b>Total Commodities</b>		<b>17,761</b>	<b>19,600</b>	<b>19,600</b>	<b>19,450</b>
<b>Services</b>					
430-631-5101	Utility - Electric	22,040	23,500	23,500	23,800
430-631-5102	Utility - Gas	8,903	9,000	9,000	6,000
430-631-5103	Utility - Water	12,521	14,500	14,500	16,500
430-631-5104	Utility - Trash	7,266	7,500	7,500	7,500
430-631-5106	Utility - Telephone	630	650	650	750
430-631-5108	Fuel	10,838	15,000	15,000	12,500
430-631-5205	Labor / Labor and Equipment	-	524	524	300
430-631-5206	Legal Services	128	-	-	-
430-631-5209	Rent / Lease	2,806	3,000	3,000	4,054
430-631-5701	Building Maint & Repair	4,393	4,500	4,500	5,000
430-631-5703	Equipment Maint & Repair	7,715	9,500	9,500	9,614
430-631-5706	Vehicle Maint & Repair	2,144	2,200	2,200	4,000
460-631-5903	Health and Wellness	56	-	-	-
430-631-5904	Employment	-	-	-	-
<b>Total Services</b>		<b>79,439</b>	<b>89,874</b>	<b>89,874</b>	<b>90,018</b>
<b>Capital Outlay</b>					
430-631-6101	Buildings	8,889	28,000	28,000	20,000
430-631-6205	Equipment - Mower	8,090	10,000	10,000	11,000
430-631-6299	Equipment - Non Categorized	-	-	90,000	-
430-631-6499	Infrastructure-Non Categorized	34,401	85,000	85,000	65,000
<b>Total Capital Outlay</b>		<b>51,380</b>	<b>123,000</b>	<b>213,000</b>	<b>96,000</b>
<b>Total Expenditures</b>		<b>356,282</b>	<b>436,346</b>	<b>526,346</b>	<b>434,689</b>

# Parks and Recreation Programs



Mission of the City of Warrensburg Parks Recreation Department is to provide recreational activities, programming and events that enhance the quality of life for the citizens of Warrensburg.

## Fiscal Year 2016 Accomplishments

- Partnered with American Legion at the West Park Concessions.
- 288 scholarships were given to youth in Johnson County to play a sport, participate in a program or camp.
- Offered over Western Missouri Medical Center, increased participation in the Wellness Challenge 300 people.
- New uniforms for youth sports programs.
- Offered 525 programs/events for all ages.
- \$145,000 saved because of volunteer partnerships within the department.
- Provided over 100 free lunches daily for youth this summer.

## Fiscal Year 2017 Strategic Plan Initiatives

### **Focus II: Community Pride and Interaction**

#### **Objective 4: Identify and promote projects that enhance quality of life in Warrensburg**

### **Focus IV: Regional Draw**

#### **Objective 1: Assist WCVB in the continue focus to attract new events and enhance current events**

- Develop a business model to implement and identify core programs and essential services spelled out in the Parks and Recreation Master Plan.
- Provide a balanced portfolio of recreation programs that align with Community needs.
- Develop a cost recovery plan for each program area and special event offered and include financial standards.
- Purchase Fitness Equipment to meet the needs of our customers.
- Update the plan for sports equipment replacement.
- Partner with Warrensburg organizations and business to promote an active lifestyle for all.

## Performance Management Initiatives

### Balanced Portfolio Performance Management

- Customer Focus – what does it mean to the customer to align recreation programs with community needs:
  - Provide better service to meet the overall needs of the community
  - Opportunity for maximum participation
- Strategies – what are we doing to make it happen
  - Designate core programs areas
  - Finalize Adjust programming so that about 50-60% of all recreation programs are Intro, growth, or take off lifecycle stages
  - Ensure 40% of all recreation programs are in the Mature Stage as listed in the Master Plan
- Performance Measurements – how will we measure success (during the current year we will set up measurement process to capture baseline data)
  - List of core program areas
  - Number of programs in each stage

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Recreation Superintendent	M	1	1	1	1
Recreation Supervisor	I	1	1	1	1
Recreation Supervisor	H	1	1	2	2
<b>Totals</b>		<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

This department currently has 110 seasonal part time employees that work at different times throughout the year.

# Parks and Recreation Programs



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
430-632-1101	Wages	107,497	141,170	141,170	137,530
430-632-1102	Wages - Part Time	185,073	160,524	160,524	180,000
430-632-1103	Wages - Overtime	-	-	-	4,000
430-632-1105	Wages - Supplemental	-	-	-	-
430-632-2101	FICA Taxes	22,402	23,039	23,039	24,600
430-632-2201	Employee Retirement	8,352	10,305	10,305	7,839
430-632-2301	Insurance - Dental	2,015	3,175	3,175	3,324
430-632-2302	Insurance - Health	15,317	26,152	26,152	39,294
430-632-2304	Insurance - Life	216	300	300	419
430-632-2305	Insurance - Short Term Disability	-	600	600	892
430-632-2306	Insurance - Long Term Disability	-	-	-	380
430-632-2401	Worker's Compensation	6,667	7,000	7,000	5,100
430-632-2501	Unemployment	-	-	-	-
430-632-2601	Flex Spending Account	-	50	50	50
<b>Total Personnel Expenses</b>		<b>347,539</b>	<b>372,315</b>	<b>372,315</b>	<b>403,428</b>
<b>Cost of Goods Sold</b>					
430-632-3101	COGS - Food / Beverage	21,398	22,000	22,000	30,000
430-632-3202	COGS - Pro Shop	378	250	250	300
<b>Total Cost of Goods Sold</b>		<b>21,776</b>	<b>22,250</b>	<b>22,250</b>	<b>30,300</b>
<b>Commodities</b>					
430-632-4102	Clothing	425	500	500	600
430-632-4111	Program Supplies	67,566	70,000	70,000	82,000
430-632-4116	Aquatic Supplies	4,095	4,000	4,000	4,000
<b>Total Commodities</b>		<b>72,086</b>	<b>74,500</b>	<b>74,500</b>	<b>86,600</b>
<b>Services</b>					
430-632-5106	Utility - Telephone	922	950	950	800
430-632-5107	Utility - Data Access	96	300	300	-
430-632-5205	Labor / Labor and Equipment	28,389	28,500	28,500	24,000
430-632-5206	Legal Services	2,175	3,000	3,000	2,500
430-632-5207	Management Services	203,162	286,000	286,000	275,000
430-632-5209	Rent / Lease	6,788	6,500	6,500	7,000
430-632-5404	Schools and Seminars	1,020	2,000	2,000	1,500
430-632-5703	Equipment Maint and Repair	1,179	2,000	2,000	1,500
430-632-5903	Health and Wellness	426	500	500	700
430-632-5904	Employment	204	450	450	-
<b>Total Services</b>		<b>244,360</b>	<b>330,200</b>	<b>330,200</b>	<b>313,000</b>
<b>Capital Outlay</b>					
430-632-6203	Equipment - Fitness	1,920	2,500	2,500	90,000
430-632-6208	Equipment - Ball fields	-	2,000	2,000	3,469
<b>Total Capital Outlay</b>		<b>1,920</b>	<b>4,500</b>	<b>4,500</b>	<b>93,469</b>
<b>Non-Categorized</b>					
430-632-9201	Third Party Tickets / Passes	106	100	100	100
<b>Total Non-Categorized</b>		<b>106</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Expenditures</b>		<b>687,786</b>	<b>803,865</b>	<b>803,865</b>	<b>926,897</b>

Mission of the City of Warrensburg Parks Community Center is to provide supervision for scheduling of activities, programs, and maintenance of the facilities within the Parks and Recreation Department.

**Fiscal Year 2016 Accomplishments**

- Replaced roof on the Warrensburg Community Center, under budget with great support from the City Council.
- Started the replacement program for inside doors of the Community Center.
- Provided 95 hours a week for babies’ to seniors’ an opportunity to enjoy the gym, track, indoor pool, multipurpose rooms, senior citizen center, programs & fitness.
- Replaced the drivers and controllers for the air handling units.

**Fiscal Year 2017 Strategic Plan Initiatives**

**Focus I: Investment in Infrastructure**

**Objective 3: Replace and improve aging infrastructure**

**Focus II: Community Pride and Interaction**

**Objective 4: Identify and promote projects that enhance quality of life in Warrensburg**

- Replacement of the ageing air handling units for the WCC.
- Ensure each patron has pleasant experiences while signing up for a program, activity or facility.
- Improve the new upgraded software program to meet the needs of our citizens.
- Continue to provide clean facilities to meet the needs of the community.
- Conduct annual review of the enrollment process to ensure staff and leadership are meeting the needs of the participant.
- Develop a maintenance plan for each facility to ensure safe opportunities.

**Fiscal Year 2017 Performance Management Initiatives**

**Program Enrollment Performance Management**

- Customer Focus – what does it mean to the customer when signing up for a program, activity or facility:
  - Provide an easy transition from registration to participation
  - Opportunity for promotion of programs, activity or facility
- Strategies – what are we doing to make it happen
  - Upgrade software improvements.
  - Conduct an annual review or the process to register for a program, activity or facility.
  - Develop monthly performance reports.
- Performance Measurements – how will we measure success (during the current year we will set up measurement process to capture baseline data)
  - Number of program area reviewed
  - List of standards or policies and those that have changed due to the review.

**Position Detail**

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Parks Maint Crew Leader	H	0	1	1	1
<b>Totals</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>

This department currently has 6 seasonal part time employees.

# Parks and Recreation Community Center



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
430-633-1101	Wages	17,400	29,057	29,057	29,973
430-633-1102	Wages - Part Time	32,800	25,500	25,500	31,000
430-633-1103	Wages - Overtime	83	331	331	1,000
430-633-2101	FICA Taxes	3,861	4,174	4,174	4,740
430-633-2201	Employee Retirement	460	2,121	2,121	1,709
430-633-2301	Insurance - Dental	229	794	794	831
430-633-2302	Insurance - Health	3,404	6,538	6,538	9,824
430-633-2304	Insurance - Life	48	75	75	105
430-633-2305	Insurance - Short Term Disability	-	-	-	223
430-633-2306	Insurance - Long Term Disability	-	-	-	95
430-633-2401	Worker's Compensation	1,708	3,600	3,600	2,600
<b>Total Personnel Expenses</b>		<b>59,993</b>	<b>72,190</b>	<b>72,190</b>	<b>82,100</b>
<b>Commodities</b>					
430-633-4102	Clothing	444	500	500	500
430-633-4104	Custodial Supplies	18,697	22,000	22,000	18,500
430-633-4107	Maint and Repair Supplies	9,349	6,000	6,000	10,000
430-633-4199	Supplies - Non Categorized	2,852	3,000	3,000	3,500
<b>Total Commodities</b>		<b>31,342</b>	<b>31,500</b>	<b>31,500</b>	<b>32,500</b>
<b>Services</b>					
430-633-5101	Utility - Electric	140,247	140,000	140,000	141,000
430-633-5102	Utility - Gas	48,755	52,000	52,000	48,000
430-633-5103	Utility - Water	32,385	33,000	33,000	36,000
430-633-5104	Utility - Trash	2,558	2,850	2,850	3,000
430-633-5105	Utility - Cable Television	1,457	1,800	1,800	5,500
430-633-5106	Utility - Telephone	140	200	200	300
430-633-5206	Legal Services	275	-	-	-
430-633-5299	Contractual - Non Categorized	8,741	9,000	9,000	7,870
430-633-5701	Building Maint and Repair	27,884	30,000	30,000	20,000
430-633-5703	Equipment Maint and Repair	52,933	26,000	26,000	20,000
<b>Total Services</b>		<b>315,375</b>	<b>294,850</b>	<b>294,850</b>	<b>281,670</b>
<b>Capital Outlay</b>					
430-633-6101	Buildings	745,041	100,000	154,900	330,000
430-633-6299	Equipment - Non Categorized	12,272	20,000	20,000	20,000
<b>Total Capital Outlay</b>		<b>757,313</b>	<b>120,000</b>	<b>174,900</b>	<b>350,000</b>
<b>Total Expenditures</b>		<b>1,164,023</b>	<b>518,540</b>	<b>573,440</b>	<b>746,270</b>

# Parks and Recreation Debt Schedule



Issuance	Uses	FY16	FY17	FY18	FY19	FY20	FY21
COP 2009 Principal	Nassif Pool / Park Equip	40,000.00	45,000.00	50,000.00	50,000.00	50,000.00	50,000.00
COP 2009 Interest	Nassif Pool / Park Equip	168,337.50	167,087.50	165,287.50	163,537.50	161,537.50	159,537.50
COP 2009 Fees	Nassif Pool / Park Equip	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve	Nassif Pool / Park Equip						
COP 2014 Principal	Community Center Roof	61,000.00	63,000.00	65,000.00	67,000.00	69,000.00	70,000.00
COP 2014 Interest	Community Center Roof	16,473.90	14,845.20	13,163.10	11,427.60	9,638.70	7,796.40
COP 2014 Fees	Community Center Roof	180.00	180.00	180.00	180.00	180.00	180.00
<b>Fund Totals</b>		<b>287,138.40</b>	<b>291,259.70</b>	<b>294,777.60</b>	<b>293,292.10</b>	<b>291,503.20</b>	<b>288,660.90</b>

Note: Fees are estimated for budgeting purposes

COP is an abbreviation for Certificates of Participation  
 Debt reserve has been set aside to be used as part of the  
 final payment

In the Budget Document Parks rounds to the whole dollar,  
 this debt schedule is not rounded.

### Lion's Lake Project

Inter-Fund Loan	FY16	Totals
From General Fund		
Principal	58,030.22	58,030.22
Interest		-
Totals	<u>58,030.22</u>	<u>58,030.22</u>

Parks and Recreation paid of the Inter-Fund loan on January 26, 2016  
 Originally scheduled to be paid off in FY19

# Parks and Recreation Debt Schedule



<b>Issuance</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
COP 2009 Principal	70,000.00	105,000.00	130,000.00	160,000.00	195,000.00	230,000.00	260,000.00
COP 2009 Interest	157,537.50	154,737.50	150,537.50	145,337.50	138,137.50	129,362.50	119,012.50
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve							
COP 2014 Principal	72,000.00	74,000.00	76,000.00				
COP 2014 Interest	5,927.40	4,005.00	2,029.20				
COP 2014 Fees	180.00	180.00	180.00				
<b>Fund Totals</b>	<b>306,791.90</b>	<b>339,069.50</b>	<b>359,893.70</b>	<b>306,484.50</b>	<b>334,284.50</b>	<b>360,509.50</b>	<b>380,159.50</b>

# Parks and Recreation Debt Schedule



<b>Issuance</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>Totals</b>
COP 2009 Principal	300,000.00	340,000.00	390,000.00	430,000.00	815,000.00	3,710,000.00
COP 2009 Interest	107,312.50	93,812.50	77,662.50	59,137.50	38,712.50	2,356,625.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	20,646.00
COP 2009 Reserve					(385,506.26)	(385,506.26)
COP 2014 Principal						617,000.00
COP 2014 Interest						85,306.50
COP 2014 Fees						1,620.00
<b>Fund Totals</b>	<b>408,459.50</b>	<b>434,959.50</b>	<b>468,809.50</b>	<b>490,284.50</b>	<b>469,353.24</b>	<b>6,405,691.24</b>

## **Keystone Tax Incremental Financing (TIF)**

The Keystone Tax Incremental Financing Project was approved by the Warrensburg Tax Incremental Financing Commission and City Council in 2015. Under the guidelines of this contract, the City will reimburse the Developer for all verified Reimbursable Project Costs. The reimbursable cost are limited to:

1. \$1,500,000 upon completion of the purchase of all property within the Redevelopment Area (even if subsequently conveyed to a third party), issuance of a Certificate of Completion of Construction for all public infrastructure, including all storm water installations, built in accordance with the City's code regulations and requirements serving the Redevelopment Area, and grading of the Redevelopment Area so that it is building ready to support development of the Redevelopment Project
2. An additional \$550,000 upon issuance of a Certificate of Completion of Construction of a Hotel
3. An additional \$100,000 upon issuance of a Certificate of Completion of Construction for each restaurant pad site (total of four sites)
4. An additional \$25,000 upon issuance of a Certificate of Completion of Construction for retail space
5. An additional \$25,000 upon issuance of a Certificate of Completion of Construction for office or retail space

In no event will the City's total obligation for reimbursement exceed the total Reimbursable Project Costs Cap. The reimbursable amounts listed in the Project Budget do not represent caps on any individual expenditure (e.g., demolition) or category of expenditures (e.g., land acquisition, site work, etc.) as reimbursable amounts may be moved from one reimbursable line item or category to another to the full extent permitted by law, to reflect actual expenditures, subject to the Reimbursable Project Costs Cap.

This Fund was established to account for the Special Allocations associated with the TIF agreement, and contains separate accounts for Payments in Lieu of Taxes, Economic Activity Taxes, and the Reimbursable Project Cost.

# Tax Incremental Financing



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
	<b>Projected Cash Balance at October 1, 2016</b>				-
	<b>Revenues</b>				
440-51205	Sales Tax	-	-	-	40,000
	<b>Total Revenues</b>	-	-	-	40,000
440-693-9301	Community Agreements	-	-	-	40,000
	<b>Total Expenditures</b>	-	-	-	40,000
	<b>Revenues Over (Under) Expenditures</b>	-	-	-	-
	<b>Projected Cash Balance at September 30, 2017</b>				-

# Summary of Water Pollution Control Fund (WPC)



Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
Projected Cash Balance at October 1, 2016				773,676
Revenues				
Permits	1,820	5,000	5,000	500
Service & Merchandise	4,098,792	4,494,986	4,494,986	4,388,425
Interest Income	328,556	306,803	306,803	308,228
Revenue - Non Categorized	159	-	-	-
Total Revenues	<u>4,429,326</u>	<u>4,806,789</u>	<u>4,806,789</u>	<u>4,697,153</u>
Expenses				
Salaries & Wages	514,963	579,210	571,877	622,520
Employee Taxes	38,977	43,392	42,831	47,619
Employee Retirement	44,915	41,393	41,393	35,480
Employee Insurance	70,503	96,288	96,288	222,847
Worker's Compensation	11,463	13,974	13,733	18,545
Program & Other Supplies	36,903	68,525	68,525	69,500
Utilities	365,518	355,278	355,278	357,712
Outside Services	681,285	695,146	703,281	773,338
Insurance	56,752	60,000	60,000	60,000
Training And Travel	2,850	5,200	5,200	5,200
Dues and Memberships	4,898	4,750	4,750	5,425
Communication	483	2,700	2,700	4,520
Maintenance & Repair	109,737	109,581	109,581	262,263
Services - Non Categorized	20,093	35,755	35,755	173,930
Capital - Equipment	14,233	9,450	9,450	88,040
Capital - Software	-	-	-	300,000
Capital - Infrastructure	8,336	-	-	19,000
Capital - Non Categorized	-	-	-	28,000
Debt Interest	557,520	529,625	529,665	491,303
Debt Fees	96,624	106,627	106,627	98,773
Bad Debt	310	35,000	35,000	35,000
Depreciation	1,509,330	1,415,000	1,415,000	1,315,000
Total Expenses	<u>4,145,693</u>	<u>4,206,894</u>	<u>4,206,934</u>	<u>5,034,014</u>
Revenues Over (Under) Expenditures	<u>283,633</u>	<u>599,896</u>	<u>599,856</u>	<u>(336,861)</u>
<b>Additional Items Affecting Cash Balance</b>				
<b>Projected Cash Balance at September 30, 2017</b>				<u><u>436,816</u></u>

# WPC Revenues



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
Permits					
610-53215	Permit - Discharge	1,820	5,000	5,000	500
Service & Merchandise					
610-55125	Connections	14,500	15,000	15,000	15,750
610-55140	Services	3,986,317	4,424,111	4,424,111	4,300,000
610-55145	Disconnect & Reconnect Fees	27,829	8,000	8,000	15,000
610-55165	Penalties	62,096	40,000	40,000	50,000
610-55175	Rentals	7,175	7,175	7,175	7,175
610-55199	Services - Non Categorized	875	700	700	500
Asset Sales					
610-56110	Asset Sales - Equipment	-	-	-	-
Interest Income					
610-57105	Interest On Deposits	-	3,700	3,700	5,125
610-57115	Interest Credit	328,316	303,003	303,003	303,003
610-57120	Earnings Credit	231	-	-	-
610-57125	Payment Terms Discounts	9	100	100	100
Revenue - Non Categorized					
610-59910	Claims / Reimbursements	159	-	-	-
610-59999	Non - Categorized	-	-	-	-
<b>Total Revenues</b>		<b>4,429,326</b>	<b>4,806,789</b>	<b>4,806,789</b>	<b>4,697,153</b>

The Mission of the City of Warrensburg Water Pollution Control Administration Department is to oversee safe and efficient sewer collection and sanitary sewer water treatment for the City and stay in compliance with state and federal standards.

### Fiscal Year 2016 Accomplishments

- Continued to reduce delinquencies by implementing shut-offs of accounts in arrears.
- Worked with staff and MDNR to achieve permit modifications for discharge limits

### Fiscal Year 2017 Strategic Plan Initiatives

**FOCUS III: Growth and Investment, Goal: Continued development to make our community more attractive, economically stronger and more socially diverse.**

- Provide knowledge to employees at both treatment plants for full compliance during the current year and into the future.
- Initiate an expanded FOG (fats, oils, and grease) program to obtain greater compliance from the public and restaurant establishments
- Provide the customer with efficient information on all aspects of the wastewater departments and continue to be in compliance with EPA and MDNR.

### Performance Measurement

- Educate the public in regard to the requirements and regulations of the governing agencies to better protect the environment.
- Implement a proactive Fat, Oils, and Grease Program (FOG) which will insure compliance with discharge regulations.
- Positive and proactive work with the public in regard to education on all aspects of treatment of wastewater.

### Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Director of Public Works	Exempt	0.5	0	0.5	0.5
Assistant Public Works Director	O	0	0	0	0.5
Project Manager - WPC	K	0.3	0	0.5	0.5
Executive Assistant II	G	0	0	0	0.5
Project Technician	G	0.5	0	0	0
<b>Totals</b>		<b>1.3</b>	<b>0</b>	<b>1</b>	<b>2</b>

#### FY17

Two positions have been added to the Street Department budget, Assistant Public Works Director and Executive Assistant II, these positions and their wage related expenses will be split with the Water Pollution Control Department

#### FY16

The budgeting for the Director and Administrative Project Manager, has returned to dividing wages and wage related expenses with Water Pollution Control per request their department they felt it provides better visibility to their direct costs.

#### FY15

The Director, Project Manager and Project Technician are utilized by both the Street Department and the Water Pollution Control Department. In the FY15 budget their time is included in the Intragovernmental Reimbursement done from Water Pollution Control to the General Fund, previously their time had been divided between two funds during each payroll process.

# WPC General Administration



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
610-611-1101	Wages	-	57,017	57,017	98,228
610-611-1102	Wages - Part Time	6,240	-	-	-
610-611-1103	Wages - Overtime	-	421	421	-
610-611-1105	Wages - Supplemental	-	210	210	210
610-611-2101	FICA Taxes	627	4,445	4,445	7,531
610-611-2201	Retirement - Lagers	249	4,241	4,241	5,610
610-611-2301	Insurance - Dental	-	794	794	1,662
610-611-2302	Insurance - Health	-	6,538	6,538	21,487
610-611-2304	Insurance - Life	-	75	75	209
610-611-2305	Insurance - Short Term Disability	-	-	-	446
610-611-2306	Insurance - Long Term Disability	-	-	-	190
610-611-2401	Worker's Compensation	1	227	227	525
610-611-2601	Flex Spending Account	-	-	-	-
<b>Total Personnel Expenses</b>		<b>7,118</b>	<b>73,968</b>	<b>73,968</b>	<b>136,099</b>
<b>Commodities</b>					
610-611-4102	Clothing	-	200	200	200
610-611-4103	Computer Supplies	-	1,000	1,000	500
610-611-4108	Meeting Supplies	106	150	150	300
610-611-4109	Office Supplies	508	10,700	10,700	500
610-611-4114	Software	417	8,500	8,500	-
610-611-4199	Supplies - Non Categorized	-	325	325	-
<b>Total Commodities</b>		<b>1,031</b>	<b>20,875</b>	<b>20,875</b>	<b>1,500</b>
<b>Services</b>					
610-611-5106	Utility - Telephone	-	158	158	158
610-611-5107	Utility - Data Access	-	-	320	-
610-611-5201	Audit Services	5,684	7,500	7,500	7,500
610-611-5203	Financial Services	226	38,232	38,232	4,500
610-611-5206	Legal Services	2,552	5,000	5,000	1,000
610-611-5209	Rent / Lease	-	2,400	2,400	-
610-611-5213	Collection Agency Fees	-	-	-	-
610-611-5250	Intra-governmental Services	540,161	509,024	517,159	615,129
610-611-5299	Contractual - Non Categorized	56,293	43,470	43,470	70
610-611-5301	Property Insurance	56,752	60,000	60,000	60,000
610-611-5404	Schools and Seminars	-	500	500	500
610-611-5501	Dues and Memberships	3,324	3,300	3,300	3,300
610-611-5601	Advertising	172	500	500	100
610-611-5603	Printing and Binding	-	1,500	1,500	-
610-611-5704	Software Maint and Repair	-	8,981	8,981	-
610-611-5901	Engineering	5,930	21,720	21,720	21,720
610-611-5903	Health and Wellness	62	235	235	235
610-611-5304	Employment	184	100	100	100
610-611-5908	Permits	7,976	13,550	13,550	13,550
610-611-5999	Services - Non Categorized	990	-	-	-
<b>Total Services</b>		<b>680,305</b>	<b>716,169</b>	<b>724,625</b>	<b>727,861</b>
<b>Capital Outlay</b>					
610-611-6206	Equipment - Office	2,659	2,150	2,150	-
<b>Total Capital Outlay</b>		<b>2,659</b>	<b>2,150</b>	<b>2,150</b>	<b>-</b>
<b>Debt</b>					
610-611-7201	Bond Interest	557,520	529,625	529,665	491,303
610-611-7301	Bond Fees	96,624	106,627	106,627	98,773
<b>Total Debt</b>		<b>654,144</b>	<b>636,252</b>	<b>636,292</b>	<b>590,076</b>
<b>Non-Categorized</b>					
610-611-9501	Bad Debt	310	35,000	35,000	-
<b>Total Non Categorized</b>		<b>310</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>

# WPC General Administration



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Depreciation</b>					
610-611-9601	Depreciation	1,509,330	1,415,000	1,415,000	1,315,000
<b>Total Depreciation</b>		1,509,330	1,415,000	1,415,000	1,315,000
<b>Total Expenditures</b>		2,854,897	2,899,414	2,907,910	2,770,536

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The Mission of the City of Warrensburg Water Pollution Control Finance Department is to oversee efficient sewer utility collections and stay in compliance with state and federal standards.

### **Fiscal Year 2016 Accomplishments**

- Continued to reduce delinquencies by implementing shut-offs of accounts in arrears

### **Fiscal Year 2017 Strategic Plan Initiatives**

**FOCUS III: Growth and Investment, Goal: Continued development to make our community more attractive, economically stronger, and more socially diverse.**

- Provide knowledge and support to front line employees with implementation of in-house sewer billing

### **Performance Measurement**

- Provide the customer with efficient information on all aspects of the wastewater departments
- Work with the public and staff to maintain the in-house sewer billing with minimum difficulties
- Positive and proactive work with the public in regard to education on all aspects of treatment of wastewater and sewer billing services

The staffing for this department is in the General Fund Finance Department, the Water Pollution Control Fund reimburses the General Fund quarterly for the time spent on sewer utility billing.

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Commodities</b>					
610-612-4109	Office Supplies				12,000
610-612-4114	Software				8,500
<b>Total Commodities</b>		-	-	-	20,500
<b>Services</b>					
610-612-5107	Utility - Data Access				500
610-612-5203	Financial Services				24,000
610-612-5206	Legal Services				2,000
610-612-5209	Rent / Lease				4,389
610-612-5213	Collection Agency Fees				1,000
610-611-5299	Contractual - Non Catorized				13,400
610-612-5603	Printing and Binding				720
610-612-5704	Software Maintenance				10,313
<b>Total Services</b>		-	-	-	56,322
<b>Non-Categorized</b>					
610-612-9501	Bad Debt				35,000
<b>Total Non-Categorized</b>		-	-	-	35,000
<b>Total Expenditures</b>		-	-	-	111,822

Mission of the City of Warrensburg Water Pollution Control Treatment Plants Department is to operate and maintain the facility in the most effective manner to properly treat the wastewater. This is accomplished by following current approved federal and state policies and regulations to assure compliance for discharge into the waters of the state.

## Fiscal Year 2016 Accomplishments

- Reviewed and commented to MDNR on new plant operational permit requirements
- Performed electrical use survey for more economical operations of the facilities to reduce electrical power consumption
- Continued to adjusted equipment startup times, thus limiting excessive peak loading to reduce electrical consumption. This is accomplished by offsetting motors during start up
- Successfully treated the wastewater influent flow to consistently meet NPDES permit limits through precise computer programming and continued monitoring
- Continued to work with food service establishments on reduction of discharge of Fats, Oils, and Grease (FOG)
- Determined the need to update the SCADA plant monitoring and operations system
- Constructed Reed Drying Bed at the West Treatment Plant

## Fiscal Year 2017 Strategic Plan initiatives:

**FOCUS I: Investment in Infrastructure, Goal: Allocate resources efficiently to maintain existing infrastructure, while forecasting future needs and properly providing standards that ensure quality infrastructure for future growth.**

- Continue successfully meeting the NPDES permit limitations at both treatment facilities
- Participate in the EPA Storm Water Phase II Final Rule concerning public education of Illicit Discharge Detection and Elimination Minimum Control Measures
- Complete and implement a Fats, Oil and Grease Management Policy through formal action of the Warrensburg City Council. The purpose of a policy is to establish uniform guidelines for pumping, cleaning, maintenance, and monitoring requirements minimizing the discharge of fats, oils, and grease (FOG) from the Food Service Establishments (FSE) pretreatment and other devices
- Installation of a low temperature alarm at the West and East plants headworks structures
- Review EPA's National Pretreatment Program (40 CFR) Streamlining rule for required changes and report any necessary modifications to the approval authority
- Implement new updated SCADA System at both treatment facilities
- Establish the most economical operation of the facility to reduce electrical power consumption by offsetting equipment startup times to limit peak loading. This is accomplished through precise computer programming and continued monitoring of daily flows
- Construct Reed Drying Bed at the East Treatment Plant

## Performance Measurement

- Provide the customer with efficient sewer plant operations that continue to be in compliance with EPA and MDNR
- Educate the public in regards to the requirements and regulations of the governing agencies to better protect the environment
- Proactively implement a Fat, Oils, and Grease Program (FOG) which will insure compliance with discharge regulations
- Conduct "Open Houses" at the wastewater facilities to encourage the public to better understand the operations and processes involved in treating wastewater

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Manager of Operations	M	1	1	1	1
WPC Operator III	K	2	2	2	2
Compliance Technician	K	1	1	1	1
WPC Lab Technician	H	1	1	1	1
WPC Operator II	G	2	2	2	2
<b>Totals</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

# WPC Treatment Plants



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
610-671-1101	Wages	322,198	315,782	315,782	323,471
610-671-1103	Wages - Overtime	18,818	22,570	22,570	22,570
610-671-1105	Wages - Supplemental	1,195	1,200	1,200	1,200
610-671-2101	FICA Taxes	25,919	25,976	25,976	26,560
610-671-2201	Retirement - Lagers	30,701	24,787	24,787	19,790
610-671-2203	Net Pension Expense	(155)	-	-	-
610-671-2301	Insurance - Dental	5,358	5,557	5,557	5,818
610-671-2302	Insurance - Health	35,741	45,767	45,767	107,221
610-671-2304	Insurance - Life	504	524	524	733
610-671-2305	Insurance - Short Term Disability	-	-	-	1,561
610-671-2306	Insurance - Long Term Disability	-	-	-	665
610-671-2401	Worker's Compensation	4,399	8,250	8,250	10,961
<b>Total Personnel Expenses</b>		<b>444,677</b>	<b>450,413</b>	<b>450,413</b>	<b>520,548</b>
<b>Commodities</b>					
610-671-4102	Clothing	4,747	5,825	5,825	5,825
610-671-4103	Computer Supplies	31	500	500	500
610-671-4104	Custodial Supplies	707	600	600	750
610-671-4105	Lab and Chemicals	9,226	11,000	11,000	11,000
610-671-4106	Lawn and Field Care	828	2,300	2,300	2,300
610-671-4107	Maintenance and Repair Supplies	7,869	9,000	9,000	10,500
610-671-4108	Meeting Supplies	-	100	100	100
610-671-4109	Office Supplies	325	600	600	600
610-671-4112	Publications	-	350	350	450
610-671-4115	Tools	980	500	500	600
610-671-4199	Supplies - Non Categorized	4,448	5,000	5,000	5,000
<b>Total Commodities</b>		<b>29,161</b>	<b>35,775</b>	<b>35,775</b>	<b>37,625</b>
<b>Services</b>					
610-671-5101	Utility - Electric	304,094	285,000	285,000	285,000
610-671-5102	Utility - Gas	11,058	20,000	20,000	16,000
610-671-5103	Utility - Water	2,838	2,700	2,700	2,150
610-671-5104	Utility - Trash	3,036	3,050	3,050	3,050
610-671-5106	Utility - Telephone	4,959	5,255	5,255	5,537
610-671-5107	Utility - Data Access	2,754	2,532	2,532	2,244
610-671-5108	Fuel	9,278	13,550	13,550	11,400
610-671-5205	Labor / Labor and Equipment	24,903	30,000	30,000	30,000
610-671-5206	Legal Services	250	150	150	600
610-671-5209	Rent / Lease	2,750	2,900	2,900	2,900
610-671-5211	Laboratory Testing	16,406	27,000	27,000	30,600
610-671-5299	Contractual - Non Categorized	26,980	15,570	15,570	14,600
610-671-5404	Schools and Seminars	1,429	2,300	2,300	2,300
610-671-5501	Dues and Memberships	1,265	1,000	1,000	1,500
610-671-5601	Advertising	-	400	400	550
610-671-5603	Printing	-	50	50	-
610-671-5701	Building Maintenance & Repair	274	1,000	1,000	9,000
610-671-5703	Equipment Maintenance & Repair	60,711	14,200	14,200	104,050
610-671-5706	Vehicle Maintenance & Repair	2,364	2,800	2,800	4,100
610-671-5799	Maint and Repair - Non Categorized	20,698	18,000	18,000	72,300
610-671-5901	Engineering	-	-	-	10,000
610-671-5903	Health and Wellness	68	-	-	75
610-671-5904	Employment	-	50	50	100
<b>Total Services</b>		<b>496,114</b>	<b>447,507</b>	<b>447,507</b>	<b>608,056</b>
<b>Capital Outlay</b>					
610-671-6201	Communications	-	-	-	10,000
610-671-6202	Equipment - Computers	204	-	-	-
610-671-6204	Equipment - Laboratory	5,802	5,800	5,800	29,040
610-671-6299	Equipment - Non Categorized	5,568	1,500	1,500	-
<b>Total Capital Outlay</b>		<b>11,574</b>	<b>7,300</b>	<b>7,300</b>	<b>39,040</b>
<b>Total Expenditures</b>		<b>981,526</b>	<b>940,995</b>	<b>940,995</b>	<b>1,205,269</b>

Mission of the City of Warrensburg Collections Department is to provide professional, safe, and efficient sewer service to the public. Collections crews maintain, service, and repair sewer collection systems within the community while striving to meet all compliance standards in accordance to state and federal regulation.

## Fiscal Year 2016 Accomplishments

- This division has successfully maintained the collection system through preventative maintenance and scheduled preemptive servicing of problem lines therefore reducing the number of backups. Additional focus has been on inspecting sewer lines that have not had a recent history of being serviced.
- The Inflow and Infiltration Study was completed with staff beginning to implement portions of the study.
- This division also provides for utility location of sewer lines and storm drains along with inspection of improvements within the right-of-ways and inspect connections to city sewer mains.
- Considerable work has been done involving record management and mapping through more precise data entry and updating the file system.
- Currently the Operations Manager assist in the part time employee with customer notification and water service shut-off for delinquent sewer bills. The shut-off procedure has proven very effective in reducing the number of accounts in arrears.
- Completed all Department and Natural Resources Training Requirements.

## Fiscal Year 2017 Strategic Plan Initiatives

**FOCUS I: Investment in Infrastructure, Goal: Allocate resources efficiently to maintain existing infrastructure, while forecasting future needs and properly providing standards that ensure quality infrastructure for future growth.**

- Continue with preventative sewer line maintenance program to reduce the incidents of sewer backups.
- Continue to work toward the goal of completing the cleaning, televising, and smoke testing of sewers to determine needs for repairs in the system as mandated by DNR in compliance with the Inflow and Infiltration Study.
- Work with customers in reducing inflow and infiltration by educating and assisting them with minimal cost methods.
- Provide the best cost effective sanitary sewer service to the city's customers while maintaining low rates.

## Performance Measurement

- Upon completion of the Inflow and Infiltration Study, fund and improve areas of deficiency.
- Continue preventive line cleaning program to proactively prevent customer backups.
- Reduction of insurance claims.

## Position Detail

	Salary Grade	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Proposed
Project Manager	L	0	0	1	1
Project Manager	K	1	1	0	0
Utility Inspector	H	1	1	1	1
WPC Collections Crew Leader	H	1	1	1	1
WPC Collections Operator II	G	1	1	1	1
WPC Collections Operator I	F	1	1	1	1
<b>Totals</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### FY16

The Project Manager position was reclassified.

The part time Collectors Clerk was combined with the part time Collections Representative, from the Water Pollution Control Collections department creating a full time position in Finance.

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Personnel Expenses</b>					
610-672-1101	Wages	160,146	165,539	165,539	171,571
610-672-1102	Wages - Part Time	-	12,636	5,303	-
610-672-1103	Wages - Overtime	6,147	3,595	3,595	5,000
610-672-1105	Wages - Supplemental	220	240	240	270
610-672-2101	FICA Taxes	12,431	12,971	12,410	13,528
610-672-2201	Retirement - Lagers	14,191	12,364	12,364	10,080
610-672-2203	Net Pension Expense	(71)	-	-	-
610-672-2301	Insurance - Dental	3,875	3,969	3,969	4,156
610-672-2302	Insurance - Health	24,677	32,690	32,690	76,586
610-672-2304	Insurance - Life	348	374	374	523
610-672-2305	Insurance - Short Term Disability	-	-	-	1,115
610-672-2306	Insurance - Long Term Disability	-	-	-	475
610-672-2401	Worker's Compensation	7,062	5,497	5,255	7,059
<b>Total Personnel Expenses</b>		<b>229,025</b>	<b>249,877</b>	<b>241,741</b>	<b>290,363</b>
<b>Commodities</b>					
610-672-4102	Clothing	5,157	4,500	4,500	5,000
610-672-4103	Computer Supplies	1,052	300	300	300
610-672-4104	Custodial Supplies	233	250	250	250
610-672-4107	Maintenance & Repair Supplies	122	150	150	150
610-672-4108	Meeting Supplies	-	100	100	100
610-672-4109	Office Supplies	620	1,575	1,575	1,575
610-672-4115	Tools	268	1,000	1,000	1,000
610-672-4199	Supplies - Non Categorized	1,203	4,000	4,000	1,500
<b>Total Commodities</b>		<b>8,656</b>	<b>11,875</b>	<b>11,875</b>	<b>9,875</b>
<b>Services</b>					
610-672-5101	Utility - Electric	19,438	9,500	9,500	19,000
610-672-5102	Utility - Gas	997	1,050	1,050	1,050
610-672-5103	Utility - Water	774	775	775	775
610-672-5105	Utility - Cable Television	92	420	420	-
610-672-5106	Utility - Telephone	1,884	4,848	4,848	4,848
610-672-5707	Utility - Data Access	1,262	1,440	1,120	1,000
610-672-5108	Fuel	3,140	5,000	5,000	5,000
610-672-5205	Labor/Labor & Equipment	958	2,350	2,350	2,350
610-672-5206	Legal Services	-	300	300	300
610-672-5209	Rent/Lease	-	5,250	5,250	10,500
610-672-5299	Contractual - Non Categorized	4,510	6,000	6,000	6,000
610-672-5401	Travel-Meals	-	100	100	100
610-672-5403	Travel - Room	428	300	300	300
610-672-5404	Schools and Seminars	993	2,000	2,000	2,000
610-672-5501	Dues and Memberships	309	450	450	625
610-672-5601	Advertising	312	100	100	500
610-672-5603	Printing and Binding	-	150	150	150
610-672-5701	Building Maintenance & Repair	296	3,500	3,500	3,500
610-672-5703	Equipment Maintenance & Repair	7,397	14,100	14,100	12,000
610-672-5706	Vehicle Maintenance & Repair	2,088	2,500	2,500	2,500
610-672-5799	Maint and Repair - Non Categorized	16,183	44,500	44,500	44,500
610-672-5901	Engineering	4,589	-	-	-
610-672-5903	Health and Wellness	148	-	-	-
610-672-5904	Employment	146	100	100	150
<b>Total Services</b>		<b>65,945</b>	<b>104,733</b>	<b>104,413</b>	<b>117,148</b>
<b>Total Expenditures</b>		<b>303,626</b>	<b>366,485</b>	<b>358,029</b>	<b>417,387</b>

Water Pollution Control Community Investment Plan (CIP) was established for the construction of major capital projects that are part of the sewer improvements program and to account for expenditures under the State Revolving Fund Program (SRF).

Future funding will be required for projects developed from data collected in regard to the ongoing Inflow and Infiltration Study.

## Fiscal Year 2016 Accomplishments

- Construction of Reed Drying Bed located at West Wastewater Plant
- Repair roof West Wastewater Plant Laboratory
- Replace outdated equipment and vehicles

## Fiscal Year 2017 Strategic Plan Initiatives

FOCUS I: Investment in Infrastructure, Goal 2: Infrastructure Investment Plan.

FOCUS III: Growth and Investment, Goal: Continued development to make our community more attractive, economically stronger and more socially diverse.

- Inflow and Infiltration Sewer Line Rehabilitation
- Inflow and Infiltration Sewer Manhole Rehabilitation
- Collection Line Repair – Burkarth and Russell Streets
- Wastewater Treatment Plant Equipment Replacement
- Spare Mixer Pump
- SCADA Engineering and Components Upgrade
- Replant 4 Reed Beds annually

Within the approved Comprehensive Sewer Rate Study presented to Council, June 2014, specific policies and Target Financial Measures Shall be Developed to Create Stability in the Financial Status of the Utility.

Reserve Funds shall be segregated from other City funds (Enterprise Fund) using:

- Operating Reserves (Working Capital)
- Capital Reserves
- Impact (Capacity) Fee Reserve
- Emergency Reserve

These Reserve funds will be implemented within the Enterprise Fund within the next 5 years.

## Performance Measurement

- Provide the customer with a safe community by continuing to be in compliance with Environmental Protection Agency and Missouri Department of Natural Resources.
- Educate staff and public on future state and federal mandates that will affect all residents of Warrensburg.
- Positive and proactive work with the public in regard to education on all aspects of treatment of wastewater.

# WPC Community Investment Plan



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Services</b>					
610-680-5206	Legal Services	-	-	-	3,000
610-680-5601	Advertising	-	-	-	3,000
610-680-5901	Engineering	-	-	-	30,000
610-680-5999	Services - Non Categorized	-	-	-	98,000
<b>Total Services</b>		-	-	-	134,000
<b>Capital Outlay</b>					
610-680-6299	Equipment - Non Categorized	-	-	-	49,000
610-680-6301	System Software	-	-	-	300,000
610-680-6407	Sewer Lines	8,336	-	-	19,000
610-680-6499	Infrastructure - Non Categorized	-	-	-	129,000
610-680-6999	Capital - Non Categorized	-	-	-	28,000
<b>Total Capital Outlay</b>		8,336	-	-	525,000
<b>Total Expenditures</b>		8,336	-	-	659,000

# WPC Debt Schedule



ISSUANCE	PURCHASE	FY16	FY17	FY18	FY19	FY20	FY21
COP 2011 Principal	Sewerjet	54,400					
COP 2011 Interest	Sewerjet	1,088	COP 2011 was paid off ahead of schedule on February 1, 2016				
COP 2011 Fees	Sewerjet	402	Originally scheduled to be paid off in FY17				
SRF 1992A Principal	Sewer Improvements						
SRF 1992A Interest	Sewer Improvements						
SRF 2007A Principal	Sewer Improve	765,000	775,000	790,000	800,000	815,000	830,000
SRF 2007A Interest	Sewer Improve	427,975	397,175	365,875	334,075	301,266	265,781
SRF 2007A Admin Fees	Sewer Improve	72,435	66,973	61,440	55,799	50,087	44,268
2010 Direct Loan Principal	Lagoon Bypass	396,000	404,000	412,000	420,000	430,000	438,000
2010 Direct Loan Interest	Lagoon Bypass	100,018	94,128	88,119	81,992	75,739	69,345
2010 Direct Loan Admin Fees	Lagoon Bypass	33,790	31,800	29,770	27,700	25,588	23,428
Fund Totals		1,851,108	1,769,076	1,747,204	1,719,566	1,697,680	1,670,822

Note: SRF is an abbreviation for State Revolving Fund  
 SRF Interest is offset by interest earned on  
 reserved funds administered by the State

# WPC Debt Schedule



ISSUANCE	FY22	FY23	FY24	FY25	FY26	FY27	FY28
COP 2011 Principal							
COP 2011 Interest							
COP 2011 Fees							
SRF 1992A Principal							
SRF 1992A Interest							
SRF 2007A Principal	845,000	865,000	885,000	905,000	925,000	945,000	
SRF 2007A Interest	227,038	186,425	147,075	106,775	63,312	20,672	
SRF 2007A Admin Fees	38,342	32,309	26,132	19,814	13,352	6,747	
2010 Direct Loan Principal	446,000	456,000	464,000	474,000	483,000	493,000	503,000
2010 Direct Loan Interest	62,833	56,196	49,417	42,513	35,468	28,283	20,949
2010 Direct Loan Admin Fees	21,288	18,985	16,695	14,363	11,983	9,555	7,078
Fund Totals	1,640,501	1,614,915	1,588,319	1,562,465	1,532,115	1,503,257	531,027

# WPC Debt Schedule



<b>ISSUANCE</b>	<b>FY29</b>	<b>FY30</b>	<b>TOTAL</b>
COP 2011 Principal			54,400
COP 2011 Interest			1,088
COP 2011 Fees			402
SRF 1992A Principal			-
SRF 1992A Interest			-
SRF 2007A Principal			10,145,000
SRF 2007A Interest			2,843,444
SRF 2007A Admin Fees			487,698
2010 Direct Loan Principal	513,000	386,540	6,718,540
2010 Direct Loan Interest	13,468	5,839	824,307
2010 Direct Loan Admin Fees	4,550	1,973	278,546
Fund Totals	<u>531,018</u>	<u>394,352</u>	<u>21,353,425</u>

The City of Warrensburg has four trust funds and a special revenue fund that is operated like a trust fund.

## **Stevenson Trust Fund**

The Stevenson Fund resulted from a bequest from Charles Stevenson under his will dated 1928. The bequest is to be held in a trust by the City of Warrensburg. Funds are to be invested in "high grade securities" in the nature of US Treasury bonds, or state, or local bonds. The balance of the Fund as of October 1, 2016 is \$70,280.55 Ten percent of the annual income is to be retained in the fund, together with the principal of the fund to remain intact. The remainder of the funds are to be held and used for "charitable, educational, or library purposes"

## **Brown Trust**

The Brown fund is a result of the closure of the original charity benefited under the will of Matthew Brown. Mr. Brown left a sum of money in trust for the benefit of the "City Aid Society" which later disbanded. The funds were transferred to the City under the terms and conditions of the Stevenson Trust Fund. The same terms and conditions apply to the funds held, although the City has maintained a separate balance, and identity of the fund in Mr. Brown's name. In 2008, the City Council passed a resolution which states the balance in the Brown Fund shall not be reduced below \$20,000.

Ten percent of the annual income is to be retained in the fund, together with the principal of the fund to remain intact. The remainder of the funds are to be held and used for "charitable educational, or library purposes".

## **Anderson - Stevenson Trust**

An endowment fund was created for the purpose of maintaining an annual scholarship for City employees' children to be known as the "Nancy J Anderson - Charles W. Stevenson Scholarship Endowment". The annual amount of the scholarship shall not exceed ninety (90) percent of the net income of the fund after payment of all the expenses of administering the fund. Ten (10) percent of all annual investment earnings shall be returned to principal of the fund each year. The principal of the fund, if any shall be invested by the committee in accordance with the investment policies and practices of the City of Warrensburg.

## **Crissey Trust**

The Crissey Fund originated under the will of William Crissey, dated 1920. Pursuant to this will, two thousand dollars was granted to the county, with the interest of the fund to be given to the City to assist the "needy poor". The funds are restricted to use the interest only. In 2008 the City Council passed a resolution which states the balance in the Crissey Fund shall not be reduced below \$15,000.

## **Tri-Centennial Fund**

Tri-Centennial Special Revenue Fund was established with an initial \$1,000 contribution. The purpose of the fund is to accumulate monies to celebrate the 300th anniversary of the Country's founding, in the year 2076. The fund is operated like a trust fund, in that investment earnings from the fund's balance is maintained in the fund for use in accordance with the fund's purpose.

# Trust Funds



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Stevenson Trust Fund</b>					
Projected Cash Balance at October 1, 2016					70,281
<b>Revenues</b>					
710-57105	Interest on Deposits	-	841	841	841
710-59110	Donations	-	-	-	-
<b>Total Revenues</b>		-	841	841	841
<b>Expenditures</b>					
710-611-9701	Donations	1,500	2,000	2,000	2,000
<b>Total Expenditures</b>		1,500	2,000	2,000	2,000
<b>Revenues Over (Under) Expenditures</b>		(1,500)	(1,159)	(1,159)	(1,159)
Projected Cash Balance at September 30, 2017					69,122
<b>Brown Trust</b>					
Projected Cash Balance at October 1, 2016					5,548
<b>Revenues</b>					
720-57105	Interest on Deposits	-	149	149	149
<b>Total Revenues</b>		-	149	149	149
<b>Expenditures</b>					
720-611-9701	Donations	-	-	-	-
<b>Total Expenditures</b>		-	-	-	-
<b>Revenues Over (Under) Expenditures</b>		-	149	149	149
Projected Cash Balance at September 30, 2017					5,697
<b>Anderson - Stevenson Trust</b>					
Projected Cash Balance at October 1, 2016					153
<b>Revenues</b>					
730-57105	Interest on Deposits	-	114	114	114
730-59110	Donations	1,000	1,000	1,000	1,000
<b>Total Revenues</b>		1,000	1,114	1,114	1,114
<b>Expenditures</b>					
730-611-9701	Donations	1,000	1,000	1,000	1,000
<b>Total Expenditures</b>		1,000	1,000	1,000	1,000
<b>Revenues Over (Under) Expenditures</b>		-	114	114	114
Projected Cash Balance at September 30, 2017					267
<b>Crissey Trust</b>					
Projected Cash Balance at October 1, 2016					20,708
<b>Revenues</b>					
740-57105	Interest on Deposits	-	124	124	124
<b>Total Revenues</b>		-	124	124	124
<b>Expenditures</b>					
740-611-9701	Donations	-	600	600	600
<b>Total Expenditures</b>		-	600	600	600
<b>Revenues Over (Under) Expenditures</b>		-	(476)	(476)	(476)
Projected Cash Balance at September 30, 2017					20,232
<b>Tri-Centennial Fund</b>					
Projected Cash Balance at October 1, 2016					6,631
<b>Revenues</b>					
750-57105	Interest on Deposits	-	84	84	84
<b>Total Revenues</b>		-	84	84	84
Projected Cash Balance at September 30, 2017					6,715

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## **Children's Memorial**

Children's Memorial Fund was established in 1999. The goal of the agency is to provide a permanent tribute to children who had untimely deaths and as a remembrance of families who have suffered this loss. In 2006, the Children's Memorial Advisory Committee requested that the area where the children statues are placed be called the Children's Memorial Gardens at Nancy Anderson Park. In addition, they requested that a combined advisory committee be established. This memorial is to be funded through donations from the greater Warrensburg area.

## **Arts Commission**

Arts Commission Agency Fund was established in the FY11 budget year. The goal of the fund is to elevate the importance of art activities throughout the community and adequately account for the Arts Commission's activities.

## **Public Art Fund**

Per Ordinance this fund has been set up to receive monies from eligible capital construction projects equal to 1% of the total project construction cost. The line item 1% for arts will be included when the capital construction project is submitted to City Council for approval. The monies received will be used for Public Art projects

# Children's Memorial Fund



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					15,443
<b>Revenues</b>					
810-57105	Interest on Deposits	-	140	140	140
810-59110	Donations	8,102	8,500	8,500	8,000
<b>Total Revenues</b>		<b>8,102</b>	<b>8,640</b>	<b>8,640</b>	<b>8,140</b>
<b>Expenditures</b>					
<b>Commodities</b>					
810-611-4199	Supplies - Non Categorized	-	500	500	-
<b>Total Commodities</b>		<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>Services</b>					
810-611-5203	Financial Services	-	-	-	-
810-611-5205	Labor / Labor and Equipment	7,355	-	-	-
810-611-5601	Advertising	2,031	1,000	1,000	1,000
810-611-5603	Printing and Binding	-	100	100	-
810-611-5999	Service - Non Categorized	-	600	600	2,000
<b>Total Services</b>		<b>9,386</b>	<b>1,700</b>	<b>1,700</b>	<b>3,000</b>
<b>Capital Outlay</b>					
810-611-6999	Capital - Non Categorized	-	4,700	4,700	5,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>4,700</b>	<b>4,700</b>	<b>5,000</b>
<b>Total Expenditures</b>		<b>9,386</b>	<b>6,900</b>	<b>6,900</b>	<b>8,000</b>
<b>Revenues Over (Under) Expenditures</b>		<b>(1,284)</b>	<b>1,740</b>	<b>1,740</b>	<b>140</b>
<b>Projected Cash Balance at September 30, 2017</b>					15,583.48

# Art Commission Fund and Public Arts Fund



Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					21,980
<b>Revenues</b>					
820-52305	Grants - Local	10,000	10,000	10,000	10,000
820-57105	Interest on Deposits	-	-	-	-
<b>Total Revenues</b>		<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Expenditures</b>					
<b>Commodities</b>					
820-611-4108	Meeting Supplies	-	500	500	500
820-611-4109	Office Supplies	-	-	-	-
820-611-4111	Program Supplies	35	3,000	3,000	-
<b>Total Commodities</b>		<u>35</u>	<u>3,500</u>	<u>3,500</u>	<u>500</u>
<b>Services</b>					
820-611-5203	Financial Services	-	-	-	-
820-611-5209	Rent/Lease	-	-	-	10,500
820-611-5299	Contractual Non Categorized	-	-	-	8,000
820-611-5401	Travel - Meals	27	-	-	-
820-611-5402	Mileage	102	-	-	-
820-611-5403	Travel - Rooms	269	-	-	-
820-611-5404	Schools and Seminars	100	1,500	1,500	1,500
820-611-5501	Dues and Memberships	25	-	-	-
820-611-5601	Advertising	2,447	3,000	3,000	1,000
<b>Total Services</b>		<u>2,970</u>	<u>4,500</u>	<u>4,500</u>	<u>21,000</u>
<b>Non-Categorized</b>					
820-611-9301	Community Agreement	-	-	-	2,500
820-611-9801	Grants	750	4,000	4,000	2,000
<b>Total Non-Categorized</b>		<u>750</u>	<u>4,000</u>	<u>4,000</u>	<u>4,500</u>
<b>Total Expenditures</b>		<u>3,754</u>	<u>12,000</u>	<u>12,000</u>	<u>26,000</u>
<b>Revenues Over (Under) Expenditures</b>		<u>6,246</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(16,000)</u>
<b>Projected Cash Balance at September 30, 2017</b>					5,980

## Public Arts

Account Number	Description	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Amended Budget	FY 2017 Budget
<b>Projected Cash Balance at October 1, 2016</b>					689
<b>Revenues</b>					
825-52305	Grants - Local	-	-	-	-
825-57105	Interest on Deposits	-	-	-	-
<b>Total Revenues</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Projected Cash Balance at September 30, 2017</b>					689



# Three Year Historical Trend and Five Year Forecast

In order to compose a complete five year fiscal forecast, we have included actual year-end amounts for the fiscal years of 2014 and 2015. The amounts shown for 2016 are based on the fiscal year 2016 adopted budget, and the fiscal year 2017 amounts are based on the fiscal year 2017 proposed budget.

The forecasted numbers for fiscal years 2018 through 2021 are based on liner and logarithmic trends, and assumptions described below in brief detail.

## **General Fund Revenue Trends and Forecasting Methodology:**

To forecast the revenues for future fiscal years, a new approach was adopted for this budget. Ten years of revenue data was compiled to formulate a more complete picture of the revenue trends for the City of Warrensburg.

- Property Tax revenues are fixed in nature, but the growth within the greater Warrensburg area has led to a 10 year, year over year average trend increase of 2.8%. We have decided on a slightly more conservative approach budgeting a 2.3% increase for FY17 and a 2.1% increase thereafter.
- Sales Tax revenues have increased at a yearly average of 4.1% over the past 10 years. This average in conjunction with scheduled construction and new City businesses has led staff to a budgeted 4.1% increase in Sales tax for FY17 over projected FY16 ending numbers, with a 3% average increase for the four years following.
- Franchise Tax revenues have begun a downward trend, mostly due to residence and businesses becoming more energy efficient. This has led the to a negative average projection trend of (0.8%) over the next five years
- Lodging Tax revenues averaged 1.7% FY06 through FY15, but with plans for new lodging facilities coming to fruition, Staff has chosen a 1.6% increase for FY17 and a progressing increase of 1.7% for the four years thereafter
- In FY16 Fees were up substantially mostly due to new construction, and in FY17 we have budgeted for the trend to continue followed by a slight dip in FY18 and a minimal 0.8% increase thereafter
- Intra-governmental Service revenues are based on allocations of increases in components that include wages and utilities. With the new focus on correcting employee wages, FY17 will see a sizable increase followed by an assumed 0.5% increase year over year FY18-21

## **General Fund Expenditures:**

In fiscal year 2016, investments in the City workforce significantly increased the proposed budget. The City Council approved payment of 65% of dependent coverage, while continuing to increase the expected employee compensation by assuming a cost of living adjustment will be given every other year at 1.5% combined with the wage step program at 1.5% every year. Other expenditures in total are estimated at a year over year increase of 0.25%, for a combined weighted average increase of 0.9%. The City continues to work diligently to contain costs, but at the same time equip its employees with the necessary tools to do their duties efficiently.

**General Fund Other Sources and Uses** are based on Debt schedule transfers.

## **Capital Improvement Funds Revenues:**

- Sales Tax revenues have increased 4.1% from FY06 through FY15. As with the General fund, we have budgeted a 2.3% increase for FY17 and a 2.1% increase thereafter
- Fuel Taxes and Vehicle Fees have been somewhat volatile over the last 10 years, so we took a different approach to forecasting these revenues for the next five years. A liner equation was formulated from a running three year average, which produced a 4.4% average increase over the five year period from FY17-FY21

**Capital Improvement Funds Expenditures** are based upon the Five Year Capital Improvement Plan (CIP) adopted by the City. Interested readers should refer to this document for more detailed information.

**Capital Improvement Funds Other Sources and Uses** are based on Debt schedule transfers.

**Debt Service Fund** forecasts are based on detailed Debt schedules. These schedules are located within the FY17 Budget document under Debt Service.

**Neighborhood Improvement Districts Fund** forecasts are based on detailed Debt schedules and Special Assessment revenues received from properties in the NID.

## **Parks and Recreation Fund Revenues:**

- As with the General Fund, Property Tax revenues are fixed in nature, but the growth within the greater Warrensburg area has led to a 10 year, year over year average trend increase of 2.8%. We have decided on a slightly more conservative approach budgeting a 2.3% increase for FY17 and a 2.1% increase thereafter.

# Three Year Historical Trend and Five Year Forecast

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- Sales Tax revenues have increased 4.1% over the past 10 years, but we have chosen a conservative approach with a 2.7% average increase from FY17 to FY21
- User Fee and Merchandise Sales revenues are affected to a large degree by weather and staffing for program design and coordination. Anticipating a more stable environment, starting from a reduced base, and targeted efforts aimed specifically at increasing these revenues, we have estimated an increase of 1.1% year over year for FY17-21

**Parks and Recreation Fund Expenditures** the same methodology, rationale, and assumptions are used for the Parks and Recreation Fund expenditure forecasts as explained above for the General Fund. The capital expenditures forecasts for FY17-21 were based on the detailed in the Five Year Capital Improvement Plan (CIP). Interested readers should refer to this document for more detailed information.

**Parks and Recreation Fund Other Sources and Uses** are based upon transfers in accordance with debt schedules.

**Water Pollution Control Fund Revenues:**

- As an enterprise fund, the fund is managed to be self-sufficient from user fees. Accordingly, rates are reviewed at least annually to ensure that the costs of delivering these services are being covered. In FY15 the City conducted a comprehensive sewer rate study to insure the revenues generated would cover the expenses of the fund. This study analyzed revenues and cost over a five year period. Much of this forecast is based upon the work conducted in this study.
- Permits and Connection fees are forecasted at a 0.5% increase year over year FY17-21
- The User Fee and Service revenue increase recommended from the comprehensive sewer rate study was 3.5% per year for FY17-21.

**Water Pollution Control Fund Expenditures** the same methodology, rationale, and assumptions are used for the Water Pollution Control Fund expenditure forecasts as explained above for the General Fund, along with payments made in accordance with debt schedules.

# Three Year Historical Trend And Five Year Forecast



Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2017 Budget
<b>General Fund</b>				
Revenues				
Property Taxes	\$ 744,155	\$ 759,669	\$ 766,200	\$ 790,000
Sales & Use Taxes	4,259,584	4,246,775	4,313,438	4,542,500
Franchise Taxes	2,622,267	2,984,844	2,635,768	2,527,000
Tax - Non Categorized	98,887	107,763	99,000	107,000
Grants	52,165	52,179	64,532	134,448
Licenses, Permits, Fines, & Services	609,427	578,198	753,123	777,697
Intra-government Services/Reimburse <sup>1</sup>	497,587	755,367	732,365	830,335
Other Revenues	62,617	102,406	77,345	74,800
Total Revenues	<u>\$ 8,946,689</u>	<u>\$ 9,587,201</u>	<u>\$ 9,441,774</u>	<u>\$ 9,783,785</u>
Expenditures				
City Council / Legislative	\$ 8,172	\$ 8,611	\$ 13,908	\$ 15,998
City Clerk	65,740	71,421	92,197	76,124
City Manager	183,718	171,493	209,372	228,556
Municipal Court	130,848	131,910	148,425	149,506
Legal Services	27,559	34,188	55,000	30,000
Public Information	9,965	14,513	34,132	8,480
Human Resources	83,763	95,489	103,241	119,746
General Administration	364,201	468,496	524,979	834,552
Finance	268,362	330,659	405,291	442,537
Information Technology	276,671	325,412	536,821	519,537
Buildings And Grounds	234,469	257,112	368,319	345,734
Emergency Management	13,756	20,209	20,830	19,500
Fire Protection	1,907,741	1,954,415	2,075,328	2,074,812
Law Enforcement	2,498,693	2,646,675	2,771,223	2,832,336
Animal Control	195,210	204,308	232,031	239,296
Animal Control Donation	-	26,042	475	-
Community Development	357,607	476,812	505,187	528,050
Economic Development	234,769	269,408	511,370	270,045
Street Maintenance	1,226,696	1,299,236	1,511,843	1,779,672
Cemetery	100,934	\$ 113,795	118,397	154,098
Total Expenditures	<u>\$ 8,188,873</u>	<u>\$ 8,920,205</u>	<u>\$ 10,238,369</u>	<u>\$ 10,668,579</u>
Revenues Over (Under) Expenditures	<u>\$ 757,816</u>	<u>\$ 666,997</u>	<u>\$ (796,595)</u>	<u>\$ (884,794)</u>
Other Sources (Uses) Of Funds	(40,899)	(15,438)	(12,590)	-
Net Sources Over (Under) Uses	<u>\$ 716,918</u>	<u>\$ 651,559</u>	<u>\$ (809,185)</u>	<u>\$ (884,794)</u>

# Three Year Historical Trend And Five Year Forecast



Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2017 Budget
<b>210-Community Investment Plan</b>				
Revenues				
Sales & Use Taxes				
Fuel Taxes & Vehicle Fees	\$ 861,586	\$ 742,139	\$ 691,000	746,000
Other Grants	-	-	-	-
Other Revenues	1,176	3,551	6,576	6,576
Total Revenues	\$ 862,762	\$ 745,690	\$ 697,576	\$ 752,576
Capital Improvement Expenditures	\$ 661,303	\$ 698,875	\$ 1,174,564	858,150
Revenues Over (Under) Expenditures	\$ 201,458	\$ 46,815	\$ (476,988)	\$ (105,574)
Other Sources (Uses) Of Funds	\$ -	\$ (82,261)	\$ (61,511)	\$ (31,498)
Net Sources Over (Under) Uses	\$ 201,458	\$ (35,446)	\$ (538,499)	\$ (137,072)
<b>215-Community Investment Plan 1/2 CENT</b>				
Revenues				
Sales & Use Taxes	\$ 1,724,735	\$ 1,665,658	1,722,949	1,800,000
Fuel Taxes & Vehicle Fees	-	-	-	-
Other Grants	8,190	1,445	380,000	380,000
Other Revenues		7,500	5,510	5,510
Total Revenues	\$ 1,732,925	\$ 1,674,604	\$ 2,108,459	\$ 2,185,510
Capital Improvement Expenditures	\$ 577,275	\$ 717,562	\$ 1,188,633	938,249
Revenues Over (Under) Expenditures	\$ 1,155,650	\$ 957,042	\$ 919,826	\$ 1,247,261
Other Sources (Uses) Of Funds	\$ (1,141,025)	\$ (1,163,820)	\$ (1,197,865)	\$ (1,345,989)
Net Sources Over (Under) Uses	\$ 14,624	\$ (206,778)	\$ (278,039)	\$ (98,728)
<b>Debt Service</b>				
Revenues	\$ 164,167	\$ 163,900	\$ 159,650	\$ -
Debt Service Expenditures	\$ 1,719,975	\$ 1,712,237	\$ 1,732,112	\$ 1,668,747
Revenues Over (Under) Expenditures	\$ (1,555,808)	\$ (1,548,337)	\$ (1,572,462)	\$ (1,668,747)
Other Sources (Uses) Of Funds	\$ 1,561,996	\$ 1,544,172	\$ 1,575,462	\$ 1,668,747
Net Sources Over (Under) Uses	\$ 6,188	\$ (4,165)	\$ 3,000	\$ -
<b>Neighborhood Improvement Districts</b>				
Revenues	\$ 86,503	\$ 550,536	\$ 682,109	\$ 559,630
Debt Service & Other Expenditures	\$ 144,045	\$ 273,654	\$ 542,148	\$ 335,347
Revenues Over (Under) Expenditures	\$ (57,542)	\$ 276,883	\$ 139,961	\$ 224,283
Other Sources (Uses) Of Funds	\$ -	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ (57,542)	\$ 276,883	\$ 139,961	\$ 224,283

# Three Year Historical Trend And Five Year Forecast



Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2017 Budget
<b>Parks &amp; Recreation</b>				
Revenues				
Property Taxes	\$ 402,475	\$ 410,580	\$ 411,500	\$ 424,500
Sales & Use Taxes	1,247,012	1,287,534	1,230,000	1,287,000
Grants	10,000	90,000	25,000	150,000
User Fees & Merchandise Sales	697,841	711,618	783,550	780,924
Other Revenues	723,429	74,802	20,200	285,241
Total Revenues	<u>\$ 3,080,757</u>	<u>\$ 2,574,533</u>	<u>\$ 2,470,250</u>	<u>\$ 2,927,665</u>
Expenditures				
Administration	\$ 346,103	\$ 412,299	\$ 397,661	\$ 802,340
Maintenance	418,770	356,282	526,346	434,689
Recreation Programs	772,225	687,786	803,865	926,897
Community Center	566,399	1,164,023	573,440	746,270
Total Expenditures	<u>\$ 2,103,497</u>	<u>\$ 2,620,390</u>	<u>\$ 2,301,312</u>	<u>\$ 2,910,196</u>
Revenues Over (Under) Expenditures	<u>\$ 977,260</u>	<u>\$ (45,857)</u>	<u>\$ 168,938</u>	<u>\$ 17,469</u>
Other Sources (Uses) Of Funds	\$ (253,158)	\$ (282,654)	\$ (181,866)	\$ (313,750)
Net Sources Over (Under) Uses	<u><b>\$ 724,102</b></u>	<u><b>\$ (328,511)</b></u>	<u><b>\$ (12,928)</b></u>	<u><b>\$ (296,281)</b></u>
<b>Water Pollution Control</b>				
Revenues				
Permits & Connections	\$ 6,532	\$ 1,820	\$ 5,000	\$ 500
User Fees & Services	4,221,910	4,098,792	4,494,986	4,388,425
Interest Credit On Debt	389,327	328,556	306,803	308,228
Other Revenues	19,417	159	-	-
Total Revenues	<u>\$ 4,637,187</u>	<u>\$ 4,429,326</u>	<u>\$ 4,806,789</u>	<u>\$ 4,697,153</u>
Expenditures				
Administration, Interest, Depreciation	\$ 3,158,117	\$ 2,249,981	\$ 2,294,149	\$ 2,155,407
Intra-government Services	292,110	604,916	613,761	615,129
Finance	-	-	-	111,822
Plant Operations	909,277	981,526	940,995	1,205,269
Wastewater Collections Operations	263,753	303,626	358,029	417,387
Other Capital Maintenance	17,799	8,336	-	659,000
Total Expenditures	<u>\$ 4,641,056</u>	<u>\$ 4,148,385</u>	<u>\$ 4,206,934</u>	<u>\$ 5,164,014</u>
Net Operating Income (Loss)	<u>\$ (3,869)</u>	<u>\$ 280,941</u>	<u>\$ 599,855</u>	<u>\$ (466,861)</u>
Gain (Loss) On Sale of Assets	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	<u><b>\$ (3,869)</b></u>	<u><b>\$ 280,941</b></u>	<u><b>\$ 599,855</b></u>	<u><b>\$ (466,861)</b></u>

# Three Year Historical Trend And Five Year Forecast



Description	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget
<b>General Fund</b>				
Revenues				
Property Taxes	810,239	827,336	844,433	861,530
Sales & Use Taxes	4,570,452	4,690,546	4,810,640	4,930,734
Franchise Taxes	2,451,190	2,475,702	2,500,459	2,525,464
Tax - Non Categorized	113,341	118,773	129,637	140,501
Grants	70,586	73,477	76,367	79,258
Licenses, Permits, Fines, & Services	747,962	754,298	760,634	766,970
Intra-government Services/Reimburse <sup>1</sup>	838,638	847,024	855,495	864,050
Other Revenues	80,015	87,454	94,893	102,332
<b>Total Revenues</b>	<b>\$ 9,682,429</b>	<b>\$ 9,874,617</b>	<b>\$ 10,072,567</b>	<b>\$ 10,270,848</b>
Expenditures				
City Council / Legislative	\$ 16,318	\$ 16,644	\$ 16,852	\$ 17,063
City Clerk	77,646	79,199	80,189	81,192
City Manager	233,127	237,789	240,762	243,771
Municipal Court	152,496	155,546	157,490	159,459
Legal Services	30,600	31,212	31,602	31,997
Public Information	8,650	8,823	8,933	9,045
Human Resources	122,141	124,584	126,141	127,718
General Administration	851,243	868,268	879,121	890,110
Finance	451,388	460,416	466,171	471,998
Information Technology	529,928	540,526	547,283	554,124
Buildings And Grounds	352,648	359,701	364,197	368,750
Emergency Management	19,890	20,288	20,541	20,798
Fire Protection	2,116,308	2,158,635	2,185,618	2,212,938
Law Enforcement	2,888,982	2,946,762	2,983,596	3,020,891
Animal Control	244,082	248,963	252,076	255,226
Animal Control Donation	-	-	-	-
Community Development	538,611	549,384	556,251	563,204
Economic Development	275,446	280,955	284,467	288,023
Street Maintenance	1,815,266	1,851,571	1,874,716	1,898,150
Cemetery	157,180	160,324	162,328	164,357
<b>Total Expenditures</b>	<b>\$ 10,881,950</b>	<b>\$ 11,099,589</b>	<b>\$ 11,238,334</b>	<b>\$ 11,378,813</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (1,199,521)</b>	<b>\$ (1,224,972)</b>	<b>\$ (1,165,768)</b>	<b>\$ (1,107,966)</b>
Other Sources (Uses) Of Funds	-	-	-	-
<b>Net Sources Over (Under) Uses</b>	<b>\$ (1,199,521)</b>	<b>\$ (1,224,972)</b>	<b>\$ (1,165,768)</b>	<b>\$ (1,107,966)</b>

# Three Year Historical Trend And Five Year Forecast



Description	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget
<b>210-Community Investment Plan</b>				
Revenues				
Sales & Use Taxes				
Fuel Taxes & Vehicle Fees	747,991	815,852	883,713	951,575
Other Grants	764,160	-	-	
Other Revenues	505,006	3,768	4,144.44	4,558.88
Total Revenues	\$ 2,017,157	\$ 819,620	\$ 887,858	\$ 956,134
Capital Improvement Expenditures	2,157,451	1,697,700	762,500	\$ 742,500
Revenues Over (Under) Expenditures	\$ (140,294)	\$ (878,080)	\$ 125,358	\$ 213,634
Other Sources (Uses) Of Funds	\$ (31,498)	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ (171,793)	\$ (878,080)	\$ 125,358	\$ 213,634
<b>215-Community Investment Plan 1/2 CENT</b>				
Revenues				
Sales & Use Taxes	1,837,703	1,861,127	1,884,551	1,907,975
Fuel Taxes & Vehicle Fees	-	-	-	-
Other Grants				
Other Revenues	5,786	5,843	5,902	5,961
Total Revenues	\$ 1,843,488	\$ 1,866,970	\$ 1,890,452	\$ 1,913,935
Capital Improvement Expenditures	588,753	561,857	537,357	247,857
Revenues Over (Under) Expenditures	\$ 1,254,735	\$ 1,305,113	\$ 1,353,095	\$ 1,666,078
Other Sources (Uses) Of Funds	\$ (1,268,585)	\$ (1,302,257)	\$ (1,334,067)	\$ (1,334,067)
Net Sources Over (Under) Uses	\$ (13,850)	\$ 2,856	\$ 19,028	\$ 332,011
<b>Debt Service</b>				
Revenues	\$ -	\$ -	\$ -	\$ -
Debt Service Expenditures	\$ 1,595,469	\$ 1,596,054	\$ 1,625,968	\$ 1,625,968
Revenues Over (Under) Expenditures	\$ (1,595,469)	\$ (1,596,054)	\$ (1,625,968)	\$ (1,625,968)
Other Sources (Uses) Of Funds	\$ 1,595,469	\$ 1,596,054	\$ 1,625,968	\$ 1,625,968
Net Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -
<b>Neighborhood Improvement Districts</b>				
Revenues	\$ 554,450	\$ 554,450	\$ 554,450	\$ 554,450
Debt Service & Other Expenditures	\$ 261,953	\$ 261,791	\$ 262,250	\$ 261,313
Revenues Over (Under) Expenditures	\$ 292,497	\$ 292,659	\$ 292,200	\$ 293,138
Other Sources (Uses) Of Funds	\$ -	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ 292,497	\$ 292,659	\$ 292,200	\$ 293,138

# Three Year Historical Trend And Five Year Forecast



Description	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget
<b>Parks &amp; Recreation</b>				
Revenues				
Property Taxes	433,747	442,592	451,436	460,280
Sales & Use Taxes	1,303,079	1,337,750	1,372,421	1,407,092
Grants	10,000	10,000	10,000	10,000
User Fees & Merchandise Sales	800,723	809,540	818,358	827,175
Other Revenues	22,220	313,765	24,442	345,142
Total Revenues	\$ 2,569,769	\$ 2,913,646	\$ 2,676,656	\$ 3,049,688
Expenditures				
Administration	\$ 518,387	\$ 528,755	\$ 535,364	\$ 542,056
Maintenance	\$ 443,383	\$ 452,250	\$ 457,904	\$ 463,627
Recreation Programs	\$ 945,435	\$ 945,806	\$ 957,628	\$ 969,599
Community Center	\$ 761,195	\$ 776,419	\$ 786,125	\$ 795,951
Total Expenditures	\$ 2,668,400	\$ 2,703,230	\$ 2,737,020	\$ 2,771,233
Revenues Over (Under) Expenditures	\$ (98,631)	\$ 210,416	\$ (60,364)	\$ 278,455
Other Sources (Uses) Of Funds	\$ (317,239)	\$ (315,650)	\$ (313,754)	\$ (310,800)
Net Sources Over (Under) Uses	\$ (415,871)	\$ (105,233)	\$ (374,118)	\$ (32,345)
<b>Water Pollution Control</b>				
Revenues				
Permits & Connections	\$ 575	\$ 661	\$ 760	\$ 875
User Fees & Services	4,607,846	4,838,239	5,080,150	5,334,158
Interest Credit On Debt	365,875	334,075	301,266	265,781
Other Revenues	-	-	-	-
Total Revenues	\$ 4,974,296	\$ 5,172,975	\$ 5,382,177	\$ 5,600,814
Expenditures				
Administration, Interest, Depreciation	\$ 2,398,516	\$ 2,446,486	\$ 2,477,067	\$ 2,508,030
Intra-government Services	\$ 627,431	\$ 639,980	\$ 647,980	\$ 656,079
Finance	\$ 112,940	\$ 114,070	\$ 115,210	\$ 116,362
Plant Operations	\$ 1,229,375	\$ 1,253,962	\$ 1,269,637	\$ 1,285,507
Wastewater Collections Operations	\$ 425,734	\$ 434,249	\$ 439,677	\$ 445,173
Other Capital Maintenance	\$ 807,000	\$ 747,000	\$ 767,000	\$ 771,000
Total Expenditures	\$ 5,600,996	\$ 5,635,746	\$ 5,716,571	\$ 5,782,152
Net Operating Income (Loss)	\$ (626,700)	\$ (462,772)	\$ (334,394)	\$ (181,339)
Gain (Loss) On Sale of Assets	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ (626,700)	\$ (462,772)	\$ (334,394)	\$ (181,339)

This budget may contain terms that may not be familiar to the casual reader. To assist the reader in understanding the terms contained in the budget and those terms that may arise during budget discussions, this glossary has been included in the budget document.

**Accrual Basis of Accounting:** This basis of accounting recognizes revenues when earned (including unbilled services) and expenses are recorded when liabilities are incurred.

**Accrued Expenses:** Expenses incurred but not due until a later date.

**ADA:** American Disability Act

**Appropriation:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: The Johnson County Assessor establishes Property values.)

**Basic Financial Statements:** Those financial statements, including notes thereto, which are necessary for a fair presentation of the financial position and results of operations of an entity in conformity with Generally Accepted Accounting Principles (GAAP). Under Statement 1, they include a balance sheet, "all-inclusive" operating statements, and (for proprietary funds and fund types, Pension Trust Funds, and Non-expendable Trust Funds) a statement of changes in financial position.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used on two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether the appropriating body has approved it.

**Budget Amendment:** A legal procedure utilized by the City staff and City Council to revise a budget appropriation. The City Council must pass an ordinance approving any amendment that involves the transfer of appropriations between different funds. City staff has the prerogative to adjust expenditures within a departmental budget.

**Budget Calendar:** The schedule of key dates or milestones which the City's departments will follow in the preparation, adoption, and administration of the budget.

**Budget Document:** The instrument used to present a comprehensive financial program to the City Council.

**Budget Message:** The opening section of the budget that provides the Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal year, and the views and recommendations of the City Manager.

**Cash Management:** The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

**CD:** Community Development

**CDBG:** Community Development Block Grant-Grant Funds allocated by the federal government to the small Missouri communities to improve local facilities, address critical health and safety concerns, and develop a greater capacity for growth.

**CIP:** Community Investment Plan

**Current Taxes:** Taxes that are due and levied within one year.

**Debt Services:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to pre-determined payment schedule.

**Delinquent Taxes:** Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

**Depreciation:** The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**DNR:** Department of Natural Resources

**DREAM:** Downtown Revitalization and Economic Assistance for Missouri

**EEOC:** Equal Employment Opportunity Commission

**Enterprise Fund:** A fund established to account for operations that (1) are financed and operated in a manner similar to private business enterprises –where the intent of the governing body is that the costs (expenses, including depreciation) for providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**Encumbrances:** Commitments related to unperformed (executory) contracts for goods or services.

**EPA:** Environmental Protection Agency

**ESRI:** Environmental Systems Research Institute

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: an encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

**Financial and Compliance Audit.** An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conform with GAAP and (2) the audited entity's compliance with the various finance related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship.

**FY:** Fiscal Year

**Fiscal Year:** The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Warrensburg has specified October 1 to September 30 as its fiscal year.

**Fixed Assets:** Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, improvements, machinery, equipment and computer-related hardware and software.

**Franchise License Tax:** This is a charge paid for the use of City streets and public rights of way.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds and special assessment funds.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards and guidelines of financial accounting and reporting. They cover the form and content of the basic financial statements of an entity. They encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

**Grants:** Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity of facility.

**HR:** Human Resources

**ICSC:** International Conference for Shopping Centers

**Income:** A term used in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

**Interfund transfers:** Amounts transferred from one fund to another.

**Investments:** Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**ISO:** Insurance Services Office

**IPMA:** International Public Management Association for Human Resources

**IT:** Information Technology

**JCEDC:** Johnson County Economic Development Corporation

**LAGERS:** Local government employee's retirement system.

**Levy:** (verb) To impose taxes, special assessments or service charges for the support of governmental activities. (noun) The total amount of taxes, special assessments or service charges imposed by a government.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**MDNR:** Missouri Department of Natural Resources

**MODOT:** Missouri Department of Transportation

**MS4:** Municipal Separate Storm Sewer System

**MPRA:** Missouri Parks and Recreation Association

**NID:** Neighborhood Improvement District-Program to finance improvements that will be used by the public and must confer a benefit on property within the district; with revenue from a special assessment.

**NIMS:** National Incident Managing System

**NPDES:** National Pollutant Discharge Elimination System

**OATS:** Transportation Services

**Operating Budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisitions, spending and service delivery activities of the government are controlled. Law usually requires the use of annual operating budgets. Even where not required by law, however, annual operating budgets are essential for sound financial management and should be adopted by every government.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with a higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and is of a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**Property Tax:** Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

**ROW:** Right of Way

**Sales Tax:** A general "sales tax" is levied on all businesses and persons selling merchandise in the City limits. Monies collected under authorization of this tax is for the use and benefit of the City.

**SCADA:** Supervisory Control and Data Acquisition

**SERT:** Special Emergency Response Team

**SHRM:** Society for Human Resource

**SIOR:** Society of Office and Industrial Realtors

**SRF:** State Revolving Fund

**SRO:** School Resource Officer

**STP:** Surface Transportation Program

**TRIM Grant:** Tree Resource Improvement and Maintenance Grant

**Tax Rate:** The amount of tax stated in terms of unit of the tax base; for example, \$.50 per \$100 (one hundred dollars) assessed valuation of taxable property.

**TIF:** Tax Increment Financing, a TIF allows the use of a portion of state or local property and sales taxes to assist funding the redevelopment of blighted areas.

**UCM:** University of Central Missouri

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

**Use Tax:** Uncollected sales tax that is paid at the time of consumption instead of at the time of the sale.

**WAFB:** Whiteman Air Force Base

**WCC:** Warrensburg Community Center

**WCVB:** Warrensburg Convention and Visitors Bureau

**WMMC:** Western Missouri Medical Center

**WPR:** Warrensburg Parks and Recreation

# Purpose Statement

The City of Warrensburg Personnel Policies have been prepared to provide the City of Warrensburg employees with the personnel policies, procedures, rules and regulations that govern all employees of the City. The Policies of the City of Warrensburg help to serve the following purposes:

- A. The City of Warrensburg realizes that one of its most valuable assets is our employees. Our goal is to treat employees equitably, respectfully, and maintain an appropriate atmosphere for addressing personnel matters.
- B. The City is an Equal Opportunity Employer and will not discriminate against applicants or employees on the basis of race, color, sex, age, creed, disability (if otherwise qualified), or religious or political affiliations.
- C. City employees shall abide by the ordinances, policies, and regulations established by the City of Warrensburg including but not limited to Personnel Policies, Safety Manual, Finance Policies and other functionally related city and departmental standard operating procedures, manuals, and management directives. Copies of the above documents are kept in each applicable department and available for review by employees. The Personnel Policies will be issued to each Department in a loose-leaf binder so changes can be posted promptly or electronically via the City's Intranet.
- D. With the proper use of the City's policies, the City can provide the highest degree of customer service.
- E. The City works to recognize and celebrate employees who deliver city services in an efficient, responsible, innovative and compassionate manner.
- F. The City strives to provide prompt and fair attention in the handling of all personnel matters, including but not limited to, complaints, grievances and disciplinary action.
- G. The City understands that confidentiality is of utmost importance to our employees. For that reason the City attempts to comply with all lawful requirements regarding personnel information.
- H. Rates of compensation ranges and job classifications are established by the City's approved Pay Plan.
- I. The City identifies the talent needed to perform the job, strives to attract and retain the best qualified candidates for the position with competitive salaries and benefits and thoroughly documents the recruitment process to comply with hiring guidelines and employment laws and ensure a bias-free selection.
- J. The training and education of City employees is encouraged
- K. The City makes every effort to provide employees with satisfactory working conditions. Employees are always encouraged to bring matters of concern forward for review.
- L. In the event that any provision of the City's personnel policies shall conflict with state, local or federal law, then the state, local or federal law shall take precedence and such sections in conflict shall be deemed revised with language that as closely as practical accomplishes the intent of the policy or procedure without conflict. Any such conflict noticed by any employee, should be brought to the attention of the Human Resources Department as soon as practical after discovering the conflict.
- M. Nothing in this Manual is to be construed to create a contract between the City of Warrensburg and its employees or to create a contractual entitlement to any benefit. Any benefit provided as described this Manual may be modified or withdrawn at any time without notice, except as provided by federal, state and local laws.

The approval of the Personnel Policies is in accordance with Section 2-82 of the Code of City Ordinances.

**Sec. 2-82. - Personnel policies and procedures approved.**

The personnel policies of the city shall be approved by the city council by resolution from time to time, except as otherwise set forth in this chapter. Upon approval by the city council, said policies will serve as guides to administrative actions concerning the various personnel activities and transactions in the city service. The city council in approving the policies may grant the city manager the authority to promulgate procedures and forms to implement the personnel policies and to provide additional guidance for administrative actions concerning the various personnel activities and transactions in the city service. (Ord. No. 4099, § 1, 3-13-06)

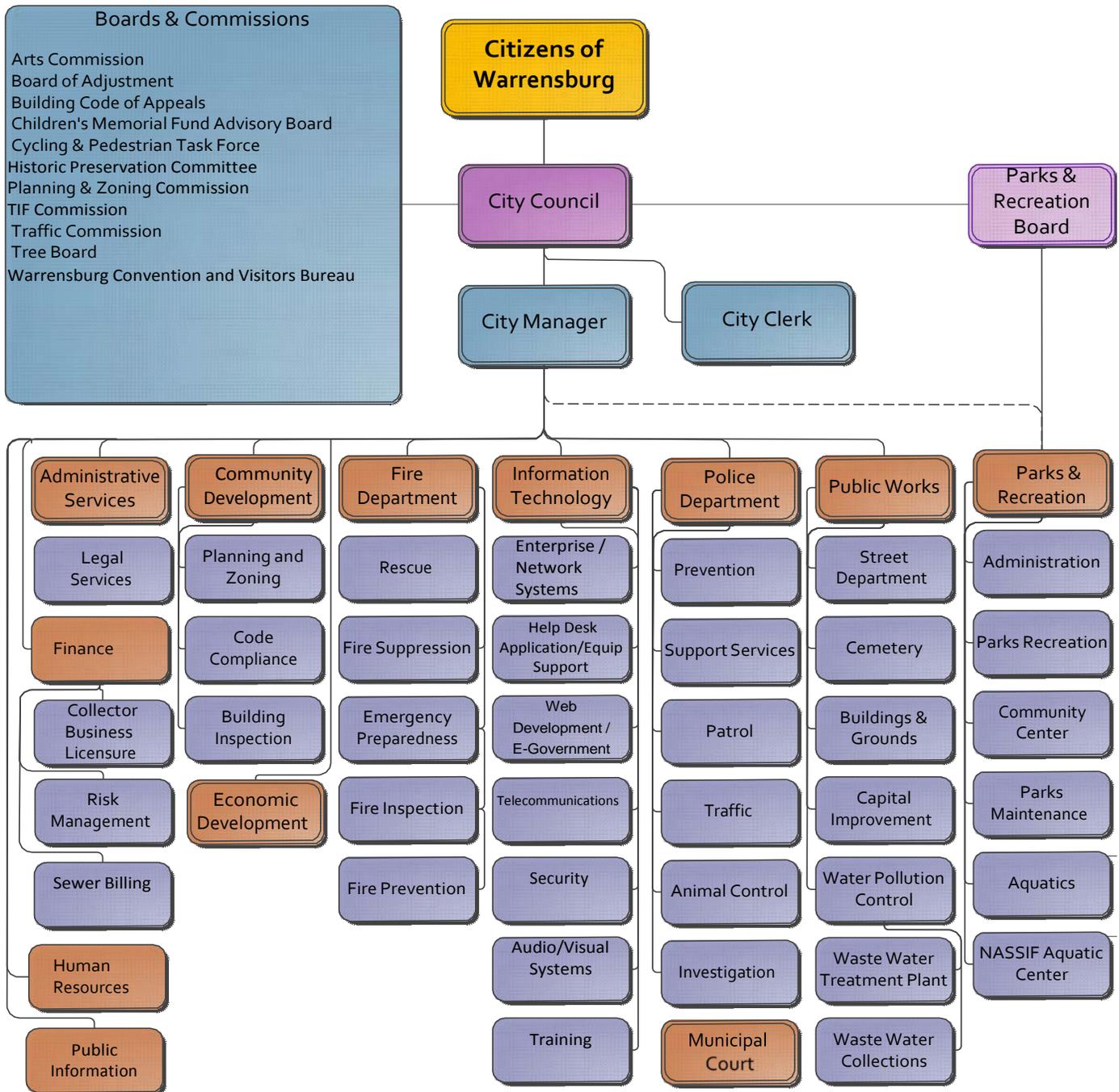
# Funding Matrix

Fund Name	Funding Source	Fund Description	Key Funding's	Amount	Limitations
<b>General Fund</b>	1 Cent Sales and Use tax, Law Enforcement Tax, Property Tax, Fees for Services, Donations	The General Fund includes the City's basic services Legislative, General Administration, Public Information, Legal, Municipal Court, Human Resources, Finance, Information Technology, Building and Grounds, Fire, Police, Animal Shelter, Community Development, Street Maintenance and Cemetery.	Tack Trailer Replacement Equipment Bobcat Bucket Broom Vibra Plate UPS for primary servers Fence for PW Maintenance Lot Field Tablets Workbenches and Chairs Fire Department Furnishings Holden St Commercial Grant Retail recruitment PD and FD Radios Replace 1 Detective Vehicle Cemetery overlay City Website Grant Related Expenses Sign Building Siding and Roof Replace 2 Patrol Vehicles Dash Cameras (Off-setting Grant) Downtown Electrical Upgrade Tandem Truck W/Sander Plow Community Agreements Employee PTO Buy Back	3,000 5,000 5,000 5,000 5,500 6,000 6,000 8,500 17,000 18,250 22,000 25,500 28,000 30,000 35,000 36,821 40,000 56,000 60,000 70,000 180,000 213,925 250,000	Sales tax comprises 43% of the General Fund revenues. Due to the City's extreme dependence on Sales tax, our limitations are tied directly to the success of current business, visitor spending, and growth.
<b>Transportation Capital Improvement fund (CIP)</b>	Motor Fuel Tax, Vehicle Sales Tax, Vehicle Fees	Established for the visibility of received and expensed restricted funds, that are used for the purpose of infrastructure development and repairs related to transportation within the City.	LED Traffic Signal Lights Bike Lanes/Routes Markings and Paint Right Turn Lane - Agreement Street Striping and Signal Maintenance Curb and Sidewalk Program/ADA Lake Ridge Culvert Replacement Annual Street Maintenance Program	2,000 2,500 15,500 40,000 80,000 155,000 560,000	This fund is financed primarily by the Motor Fuel Tax, and is sensitive to price increases reeled to motor fuel.
<b>1/2 Cent Capital Improvement fund (CIP)</b>	1/2 Cent Sales and Use tax	Created in 2007 by voter approval, this fund finances the debt service associated with the construction of City buildings, fire trucks, and emergency sirens. Revenue in excess of the current years debt payments may be used for additional capital projects.	GIS Mapping Contract with County Color Plotter/Printer GIS to the Cloud Comprehensive City Plan 5 year Update Air Packs Storm water Emergency Repairs Tyler Document Management IT Master Plan Building Permit/ Call Center Software Phase IV Analysis	10,000 10,400 12,300 14,500 20,000 30,000 35,000 60,590 61,300 75,841	This fund is limited by the repayment of the associated debt, and the looming sunset of the 1/2 Cent Sales Tax that will leave

# Funding Matrix

Fund Name	Funding Source	Fund Description	Key Funding's	Amount	Limitations
<b>Debt Service fund</b>	Funded by the General Fund, CIP Funds, Parks and Recreation	Provides visibility to outstanding debt and debt payments funded by Governmental Funds.	Tandem Truck Lease Certificates of Participation Series 2014 Certificates of Participation Series 2010 Certificates of Participation Series 2009 Certificates of Participation Series 2013	31,498 78,025 199,560 493,970 865,694	Borrowings shall not exceed 10% of the value of the taxable tangible property in the City. Article VI, Section 26(b) and (c)
<b>Neighborhood Improvement Fund (NID)</b>	Special Assessments, Sales Tax Agreements	Special Allocation Fund containing separate segregated accounts associated with NID activities.	Certificates of Participation Series 2001 Certificates of Participation Series 2011	9,209 253,138	This fund is limited only by the number of businesses participating in NID activities.
<b>Parks and Recreation Fund</b>	3/8 Cent Sales and Use tax, Property Tax, Fees for Services, Donations	Provide quality recreational facilities and activates for the City and its residents	Software Improvements Park Signage Maintenance Equipment Lions Lake Park Improvements Fitness Equipment WCC Improvement HVAC System Inclusive Playground (Off-setting Grant)	2,500 10,000 11,000 60,000 90,000 100,000 300,000 340,541	Sales tax accounts for 47% of the Parks and Recreation Fund revenue. As with the General Fund, limitations are tied directly to the success of current business, visitor spending, and growth.
<b>Tax Incremental Financing Fund (TIF)</b>	Special Assessments, Sales Tax Agreements	Special Allocation Fund containing separate segregated accounts associated with TIF activities.	N/A	N/A	This fund is limited only by the number of businesses participating in TIF activities.
<b>Water Pollution Control Fund (WPC)</b>	Fees for Services	An Enterprise fund designed to recover all expenditures through sewer rates.	Replant 18 Reed Beds 4/year Spare Mixer Pump Collections Line Repair Sewer Line Relining Manhole Relining SCADA Engineering SCADA Components	28,000 50,000 20,000 50,000 50,000 30,000 301,000	WPC projects and sewer updates can only be financed through sewer rates
<b>Private Trust Funds</b>	Donations, General Fund	Funds donated to the city for specific purposes	N/A	N/A	10% of the annual income is to be retained within the funds
<b>Agency Funds</b>	Donations, General Fund	Funds held on behalf of smaller Commissions, Boards, or Groups.	Sculpture Project Mural Project Piano Project Sculpture Maintenance	10,500 8,000 1,500 4,000	N/A

# Organization Chart



NUMBER OF REGULAR FULL TIME EMPLOYEES FY14 - FY17

	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET
<b><u>General Fund</u></b>				
City Clerk	1	1	1	1
Administration - City Manager	2	2	2	2
Municipal Court	2	2	2	2
Administration - Human Resources	1	1	1	1
Administration - Customer Service	1	2	0	0
Finance	4	6	8	8
Information Technology	2	2	2	2
Buildings and Grounds	2	1	1	1
Fire Protection	25	25	24	26
Law Enforcement	35	38	37	39
Animal Control - Shelter	3	3	3	3
Community Development	7	7	7	7
Street Maintenance	11	14	13	15
Cemetery	1	1	1	1
<b>Total General Fund</b>	<b>97</b>	<b>105</b>	<b>102</b>	<b>108</b>
<b><u>Parks Fund</u></b>				
Administration	2	3	3	3
Maintenance	4	4	3	4
Recreation	4	3	1	4
Community Center	1	1	1	1
<b>Total Parks Fund</b>	<b>11</b>	<b>11</b>	<b>8</b>	<b>12</b>
<b><u>Water Pollution Control Fund</u></b>				
Administration	1	0	1	2
Plants	7	7	7	7
Collections	5	5	5	5
<b>Total WPC</b>	<b>13</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>TOTAL FULL TIME</b>	<b>121</b>	<b>128</b>	<b>123</b>	<b>134</b>

For FY17 three open positions have been added, one Police Officer, and for Public Works an Assistant Director and an Executive Assistant II.

In the FY15 budget their time was included in the quarterly reimbursement from the Water Pollution Control to the General Fund, previously their time had divided between the two funds during the payroll process.

In FY16 the budgeting for the Director and Administrative Project Manager has returned to dividing wages and wage related expenses with Water Pollution Control per request of their department they felt it provides better visibility to their direct costs.

In FY15 the Sewer Utility Billing process returned to the City increasing the Finance full time staff by two, in FY16 two part time positions were combined (part time Collections clerk from Finance and Part time Collections representative from Water Pollution Control Collections) and placed in the Finance department increasing the Full time positions to seven. The Collections Representative portion of the position will be reimbursed to the General Fund as part of the quarterly reimbursement from the Water Pollution Control fund.

In FY15 three Police Officer positions were added as part of an agreement with the School District providing reimbursement.

### NUMBER OF REGULAR PART TIME EMPLOYEES FY14 - FY17

	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET
<b><u>General Fund</u></b>				
General Administration	0	0	0	0
Public Information Office	1	1	0	0
Finance	1	1	1	0
Fire Protection	24	24	18	24
Law Enforcement	2	2	2	2
Animal Control	2	2	2	3
Streets	0	0	0	0
<b>Total General Fund</b>	<b>30</b>	<b>30</b>	<b>23</b>	<b>29</b>
<b><u>WPC</u></b>				
Administration	0	0	0	0
Collections	0	0	0	0
<b>Total WPC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REGULAR PART TIME</b>	<b>30</b>	<b>30</b>	<b>23</b>	<b>29</b>

The Parks and Recreation Department has seasonal and temporary part time employees.

The Fire Department is authorized for 24 part time positions currently only 18 are filled.

### FY16

The Public Information Office part time position was combined with the full time Administrative Assistant position in the City Manager's department. This eliminated one part time position.

# Pay Structure



Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5
B	Animal Shelter Laborer	Annual	19,302.40	19,593.60	19,884.80	20,176.00	20,488.00	20,800.00
	Housekeeping Specialist	Bi-wkly	742.40	753.60	764.80	776.00	788.00	800.00
	Parking Control Officer	Hourly	9.28	9.42	9.56	9.70	9.85	10.00
C		Annual	20,592.00	20,904.00	21,216.00	21,528.00	21,860.80	22,193.60
		Bi-wkly	792.00	804.00	816.00	828.00	840.80	853.60
		Hourly	9.90	10.05	10.20	10.35	10.51	10.67
D		Annual	21,985.60	22,318.40	22,651.20	22,984.00	23,337.60	23,691.20
		Bi-wkly	845.60	858.40	871.20	884.00	897.60	911.20
		Hourly	10.57	10.73	10.89	11.05	11.22	11.39
E	Assistant Court Clerk	Annual	23,462.40	23,816.00	24,169.60	24,523.20	24,897.60	25,272.00
	Public Information	Bi-wkly	902.40	916.00	929.60	943.20	957.60	972.00
	WPC Collections Representative Records Clerk PD Receptionist	Hourly	11.28	11.45	11.62	11.79	11.97	12.15
F	Park Maintenance I	Annual	25,064.00	25,438.40	25,812.80	26,208.00	26,603.20	26,998.40
	Permit Clerk	Bi-wkly	964.00	978.40	992.80	1,008.00	1,023.20	1,038.40
	Street Maintenance I WPC Operator I Collections	Hourly	12.05	12.23	12.41	12.60	12.79	12.98
FFA	Firefighter (Part Time)	Hourly	9.17	9.31	9.45	9.59	9.73	9.88
FFB	Firefighter/EMT	Hourly	10.57	10.73	10.89	11.05	11.22	11.39
FFC	Firefighter/Specialist	Hourly	12.30	12.48	12.67	12.86	13.05	13.25
FFP	Fire and Emergency Pervation Officer	Hourly	17.71	17.98	18.25	18.52	18.80	19.08
	Training Officer							
FFD	Fire Captain	Hourly	13.83	14.04	14.25	14.46	14.68	14.90
FFE	Battalion Chief (56 Hour)	Hourly	15.17	15.40	15.63	15.86	16.10	16.34
FFF	Battalion Chief (40 Hour)	Hourly	21.75	22.08	22.41	22.75	23.09	23.44
G	Animal Control Officer	Annual	26,769.60	27,164.80	27,580.80	27,996.80	28,412.80	28,828.80
	Assistant Shelter Manager	Bi-wkly	1,029.60	1,044.80	1,060.80	1,076.80	1,092.80	1,108.80
	Executive Assistant II	Hourly	12.87	13.06	13.26	13.46	13.66	13.86
	Finance Assistant/AP							
	Municipal Court Clerk							
	Parks Maintenance II							
	Public Works Project Technician							
	Sewer Utility Billing Specialist							
	Sewer Utility Collections Specialist							
	Sign Technician							
	Street Maintenance II WPC Operator II Collections WPC Operator II Plants							

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5	
H	Executive Assistant III	Annual	28,662.40	29,099.20	29,536.00	29,972.80	30,430.40	30,888.00	
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,102.40	1,119.20	1,136.00	1,152.80	1,170.40	1,188.00	
	Code Enforcement Inspector	Hourly	13.78	13.99	14.20	14.41	14.63	14.85	
	Recreation Supervisor I								
	Shelter Manager								
	Utility Inspector WPC Laboratory Technician WPC Collections Crew Leader								
I	Bldg & Grounds Foreman	Annual	30,576.00	31,033.60	31,491.20	31,969.60	32,448.00	32,926.40	
	Computer Technician	Bi-wkly	1,176.00	1,193.60	1,211.20	1,229.60	1,248.00	1,266.40	
	Equipment Technician	Hourly	14.70	14.92	15.14	15.37	15.60	15.83	
	Finance Asst/Payroll & Budget Analyst								
	Finance Asst/Accounts Payable & Capital								
	Maintenance Foreman - Cemetery Maintenance Foreman - Streets Office Manager Recreation Supervisor II								
J	Accountant	Annual	32,656.00	33,155.20	33,654.40	34,153.60	34,673.60	35,193.60	
	Asst Systems Admin	Bi-wkly	1,256.00	1,275.20	1,294.40	1,313.60	1,333.60	1,353.60	
	Building Inspector	Hourly	15.70	15.94	16.18	16.42	16.67	16.92	
	Collector								
	Human Resources Clerk Office Manager II Police Officer Public Infor/Marketing Supervisor - Parks								
	K	Compliance Technician	Annual	34,902.40	35,422.40	35,963.20	36,504.00	37,044.80	37,606.40
Neighborhood Services Coord.		Bi-wkly	1,342.40	1,362.40	1,383.20	1,404.00	1,424.80	1,446.40	
Police Corporal		Hourly	16.78	17.03	17.29	17.55	17.81	18.08	
Project Manager Com Dev Project Manager Streets Project Manager WPC Recreation Supervisor III Senior Computer Technician WPC Operator III Plants									
L		City Planner	Annual	37,689.60	38,251.20	38,833.60	39,416.00	39,998.40	40,601.60
		Special Projects Coord/PIO	Bi-wkly	1,449.60	1,471.20	1,493.60	1,516.00	1,538.40	1,561.60
	Manager of Operations - Parks Project Manager II	Hourly	18.12	18.39	18.67	18.95	19.23	19.52	

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# Pay Structure



Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5
M	Building Official	Annual	39,894.40	40,497.60	41,100.80	41,724.80	42,348.80	42,993.60
	CC/Parks Maintenance Supt	Bi-wkly	1,534.40	1,557.60	1,580.80	1,604.80	1,628.80	1,653.60
	Manager of Operations - ST	Hourly	19.18	19.47	19.76	20.06	20.36	20.67
	Manager of Operations - WPC							
	Police Sergeant							
	Recreation Superintendent							
	Parks Operations Superintendent							
	Senior Accountant							
	Senior Project Manager (WPC/PW/ST)							
N		Annual	42,660.80	43,305.60	43,950.40	44,616.00	45,281.60	45,968.00
		Bi-wkly	1,640.80	1,665.60	1,690.40	1,716.00	1,741.60	1,768.00
		Hourly	20.51	20.82	21.13	21.45	21.77	22.10
O	Human Resources Manager	Annual	45,614.40	46,300.80	46,987.20	47,694.40	48,401.60	49,129.60
	Police Lieutenant	Bi-wkly	1,754.40	1,780.80	1,807.20	1,834.40	1,861.60	1,889.60
	Systems Administrator	Hourly	21.93	22.26	22.59	22.93	23.27	23.62
	Business and Information Specialist							
P	Assistant Fire Chief	Annual	46,841.60	47,548.80	48,256.00	48,984.00	49,712.00	50,460.80
	Assistant Public Works Director	Bi-wkly	1,801.60	1,828.80	1,856.00	1,884.00	1,912.00	1,940.80
	Police Major	Hourly	22.52	22.86	23.20	23.55	23.90	24.26

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

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# Pay Structure



Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
B	Animal Shelter Laborer	Annual	21,112.00	21,424.00	21,736.00	22,068.80	22,401.60
	Housekeeping Specialist	Bi-wkly	812.00	824.00	836.00	848.80	861.60
	Parking Control Officer	Hourly	10.15	10.30	10.45	10.61	10.77
C		Annual	22,526.40	22,859.20	23,192.00	23,545.60	23,899.20
		Bi-wkly	866.40	879.20	892.00	905.60	919.20
		Hourly	10.83	10.99	11.15	11.32	11.49
D		Annual	24,044.80	24,398.40	24,772.80	25,147.20	25,521.60
		Bi-wkly	924.80	938.40	952.80	967.20	981.60
		Hourly	11.56	11.73	11.91	12.09	12.27
E	Assistant Court Clerk	Annual	25,646.40	26,020.80	26,416.00	26,811.20	27,206.40
	Public Information	Bi-wkly	986.40	1,000.80	1,016.00	1,031.20	1,046.40
	WPC Collections Representative Records Clerk PD Receptionist	Hourly	12.33	12.51	12.70	12.89	13.08
F	Park Maintenance I	Annual	27,393.60	27,809.60	28,225.60	28,641.60	29,078.40
	Permit Clerk	Bi-wkly	1,053.60	1,069.60	1,085.60	1,101.60	1,118.40
	Street Maintenance I WPC Operator I Collections	Hourly	13.17	13.37	13.57	13.77	13.98
FFA	Firefighter (Part Time)	Hourly	10.03	10.18	10.33	10.48	10.64
FFB	Firefighter/EMT	Hourly	11.56	11.73	11.91	12.09	12.27
FFC	Firefighter/Specialist	Hourly	13.45	13.65	13.85	14.06	14.27
FFP	Fire and Emergency Pervation Officer Training Officer	Hourly	19.37	19.66	19.95	20.25	20.55
FFD	Fire Captain	Hourly	15.12	15.35	15.58	15.81	16.05
FFE	Battalion Chief (56 Hour)	Hourly	16.59	16.84	17.09	17.35	17.61
FFF	Battalion Chief (40 Hour)	Hourly	23.79	24.15	24.51	24.88	25.25
G	Animal Control Officer	Annual	29,265.60	29,702.40	30,139.20	30,596.80	31,054.40
	Assistant Shelter Manager	Bi-wkly	1,125.60	1,142.40	1,159.20	1,176.80	1,194.40
	Executive Assistant II	Hourly	14.07	14.28	14.49	14.71	14.93
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
Street Maintenance II							
WPC Operator II Collections							
WPC Operator II Plants							

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# Pay Structure



Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
H	Executive Assistant III	Annual	31,345.60	31,824.00	32,302.40	32,780.80	33,280.00
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,205.60	1,224.00	1,242.40	1,260.80	1,280.00
	Code Enforcement Inspector	Hourly	15.07	15.30	15.53	15.76	16.00
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	33,425.60	33,924.80	34,424.00	34,944.00	35,464.00
	Computer Technician	Bi-wkly	1,285.60	1,304.80	1,324.00	1,344.00	1,364.00
	Equipment Technician	Hourly	16.07	16.31	16.55	16.80	17.05
	Finance Asst/Payroll & Budget Analyst						
	Finance Asst/Accounts Payable & Capital						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets Office Manager Recreation Supervisor II						
J	Accountant	Annual	35,713.60	36,254.40	36,795.20	37,356.80	37,918.40
	Asst Systems Admin	Bi-wkly	1,373.60	1,394.40	1,415.20	1,436.80	1,458.40
	Building Inspector	Hourly	17.17	17.43	17.69	17.96	18.23
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	38,168.00	38,750.40	39,332.80	39,915.20	40,518.40
	Neighborhood Services Coord.	Bi-wkly	1,468.00	1,490.40	1,512.80	1,535.20	1,558.40
	Police Corporal	Hourly	18.35	18.63	18.91	19.19	19.48
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III Senior Computer Technician WPC Operator III Plants						
L	City Planner	Annual	41,204.80	41,828.80	42,452.80	43,097.60	43,742.40
	Special Projects Coord/PIO	Bi-wkly	1,584.80	1,608.80	1,632.80	1,657.60	1,682.40
	Manager of Operations - Parks	Hourly	19.81	20.11	20.41	20.72	21.03
	Project Manager II						

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 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
M	Building Official	Annual	43,638.40	44,283.20	44,948.80	45,614.40	46,300.80
	CC/Parks Maintenance Supt	Bi-wkly	1,678.40	1,703.20	1,728.80	1,754.40	1,780.80
	Manager of Operations - ST	Hourly	20.98	21.29	21.61	21.93	22.26
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
	Parks Operations Superintendent						
	Senior Accountant						
	Senior Project Manager (WPC/PW/ST)						
N		Annual	46,654.40	47,361.60	48,068.80	48,796.80	49,524.80
		Bi-wkly	1,794.40	1,821.60	1,848.80	1,876.80	1,904.80
		Hourly	22.43	22.77	23.11	23.46	23.81
O	Human Resources Manager	Annual	49,857.60	50,606.40	51,355.20	52,124.80	52,915.20
	Police Lieutenant	Bi-wkly	1,917.60	1,946.40	1,975.20	2,004.80	2,035.20
	Systems Administrator	Hourly	23.97	24.33	24.69	25.06	25.44
	Business and Information Specialist						
P	Assistant Fire Chief	Annual	51,209.60	51,979.20	52,748.80	53,539.20	54,350.40
	Assistant Public Works Director	Bi-wkly	1,969.60	1,999.20	2,028.80	2,059.20	2,090.40
	Police Major	Hourly	24.62	24.99	25.36	25.74	26.13

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
B	Animal Shelter Laborer	Annual	22,734.40	23,067.20	23,420.80	23,774.40	24,128.00
	Housekeeping Specialist	Bi-wkly	874.40	887.20	900.80	914.40	928.00
	Parking Control Officer	Hourly	10.93	11.09	11.26	11.43	11.60
C		Annual	24,252.80	24,606.40	24,980.80	25,355.20	25,729.60
		Bi-wkly	932.80	946.40	960.80	975.20	989.60
		Hourly	11.66	11.83	12.01	12.19	12.37
D		Annual	25,896.00	26,291.20	26,686.40	27,081.60	27,497.60
		Bi-wkly	996.00	1,011.20	1,026.40	1,041.60	1,057.60
		Hourly	12.45	12.64	12.83	13.02	13.22
E	Assistant Court Clerk	Annual	27,622.40	28,038.40	28,454.40	28,891.20	29,328.00
	Public Information	Bi-wkly	1,062.40	1,078.40	1,094.40	1,111.20	1,128.00
	WPC Collections Representative Records Clerk PD Receptionist	Hourly	13.28	13.48	13.68	13.89	14.10
F	Park Maintenance I	Annual	29,515.20	29,952.00	30,409.60	30,867.20	31,324.80
	Permit Clerk	Bi-wkly	1,135.20	1,152.00	1,169.60	1,187.20	1,204.80
	Street Maintenance I WPC Operator I Collections	Hourly	14.19	14.40	14.62	14.84	15.06
FFA	Firefighter (Part Time)	Hourly	10.80	10.96			
FFB	Firefighter/EMT	Hourly	12.45	12.64	12.83	13.02	13.22
FFC	Firefighter/Specialist	Hourly	14.48	14.70	14.92	15.14	15.37
FFP	Fire and Emergency Pervation Officer	Hourly	20.86	21.17	21.49	21.81	22.14
	Training Officer						
FFD	Fire Captain	Hourly	16.29	16.53	16.78	17.03	17.29
FFE	Battalion Chief (56 Hour)	Hourly	17.87	18.14	18.41	18.69	18.97
FFF	Battalion Chief (40 Hour)	Hourly	25.63	26.01	26.40	26.80	27.20
G	Animal Control Officer	Annual	31,512.00	31,990.40	32,468.80	32,947.20	33,446.40
	Assistant Shelter Manager	Bi-wkly	1,212.00	1,230.40	1,248.80	1,267.20	1,286.40
	Executive Assistant II	Hourly	15.15	15.38	15.61	15.84	16.08
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections WPC Operator II Plants						

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
H	Executive Assistant III	Annual	33,779.20	34,278.40	34,798.40	35,318.40	35,838.40
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,299.20	1,318.40	1,338.40	1,358.40	1,378.40
	Code Enforcement Inspector	Hourly	16.24	16.48	16.73	16.98	17.23
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	36,004.80	36,545.60	37,086.40	37,648.00	38,209.60
	Computer Technician	Bi-wkly	1,384.80	1,405.60	1,426.40	1,448.00	1,469.60
	Equipment Technician	Hourly	17.31	17.57	17.83	18.10	18.37
	Finance Asst/Payroll & Budget Analyst						
	Finance Asst/Accounts Payable & Capital						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	38,480.00	39,062.40	39,644.80	40,248.00	40,851.20
	Asst Systems Admin	Bi-wkly	1,480.00	1,502.40	1,524.80	1,548.00	1,571.20
	Building Inspector	Hourly	18.50	18.78	19.06	19.35	19.64
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	41,121.60	41,745.60	42,369.60	43,014.40	43,659.20
	Neighborhood Services Coord.	Bi-wkly	1,581.60	1,605.60	1,629.60	1,654.40	1,679.20
	Police Corporal	Hourly	19.77	20.07	20.37	20.68	20.99
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	44,408.00	45,073.60	45,760.00	46,446.40	47,132.80
	Special Projects Coord/PIO	Bi-wkly	1,708.00	1,733.60	1,760.00	1,786.40	1,812.80
	Manager of Operations - Parks	Hourly	21.35	21.67	22.00	22.33	22.66
	Project Manager II						

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
M	Building Official	Annual	46,987.20	47,694.40	48,401.60	49,129.60	49,857.60
	CC/Parks Maintenance Supt	Bi-wkly	1,807.20	1,834.40	1,861.60	1,889.60	1,917.60
	Manager of Operations - ST	Hourly	22.59	22.93	23.27	23.62	23.97
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
	Parks Operations Superintendent						
	Senior Accountant						
	Senior Project Manager (WPC/PW/ST)						
N		Annual	50,273.60	51,022.40	51,792.00	52,561.60	53,352.00
		Bi-wkly	1,933.60	1,962.40	1,992.00	2,021.60	2,052.00
		Hourly	24.17	24.53	24.90	25.27	25.65
O	Human Resources Manager	Annual	53,705.60	54,516.80	55,328.00	56,160.00	57,012.80
	Police Lieutenant	Bi-wkly	2,065.60	2,096.80	2,128.00	2,160.00	2,192.80
	Systems Administrator	Hourly	25.82	26.21	26.60	27.00	27.41
	Business and Information Specialist						
P	Assistant Fire Chief	Annual	55,161.60	55,993.60	56,825.60	57,678.40	58,552.00
	Assistant Public Works Director	Bi-wkly	2,121.60	2,153.60	2,185.60	2,218.40	2,252.00
	Police Major	Hourly	26.52	26.92	27.32	27.73	28.15

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
B	Animal Shelter Laborer	Annual	24,481.60	24,856.00	25,230.40	25,604.80	25,979.20
	Housekeeping Specialist	Bi-wkly	941.60	956.00	970.40	984.80	999.20
	Parking Control Officer	Hourly	11.77	11.95	12.13	12.31	12.49
C		Annual	26,124.80	26,520.00	26,915.20	27,310.40	27,726.40
		Bi-wkly	1,004.80	1,020.00	1,035.20	1,050.40	1,066.40
		Hourly	12.56	12.75	12.94	13.13	13.33
D		Annual	27,913.60	28,329.60	28,745.60	29,182.40	29,619.20
		Bi-wkly	1,073.60	1,089.60	1,105.60	1,122.40	1,139.20
		Hourly	13.42	13.62	13.82	14.03	14.24
E	Assistant Court Clerk	Annual	29,764.80	30,201.60	30,659.20	31,116.80	31,574.40
	Public Information	Bi-wkly	1,144.80	1,161.60	1,179.20	1,196.80	1,214.40
	WPC Collections Representative Records Clerk PD Receptionist	Hourly	14.31	14.52	14.74	14.96	15.18
F	Park Maintenance I	Annual	31,803.20	32,281.60	32,760.00	33,259.20	33,758.40
	Permit Clerk	Bi-wkly	1,223.20	1,241.60	1,260.00	1,279.20	1,298.40
	Street Maintenance I WPC Operator I Collections	Hourly	15.29	15.52	15.75	15.99	16.23
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	13.42	13.62	13.82	14.03	14.24
FFC	Firefighter/Specialist	Hourly	15.60	15.83	16.07	16.31	16.55
FFP	Fire and Emergency Pervation Officer Training Officer	Hourly	22.47	22.81	23.15	23.50	23.85
FFD	Fire Captain	Hourly	17.55	17.81	18.08	18.35	18.63
FFE	Battalion Chief (56 Hour)	Hourly	19.25	19.54	19.83	20.13	20.43
FFF	Battalion Chief (40 Hour)	Hourly	27.61	28.02	28.44	28.87	29.30
G	Animal Control Officer	Annual	33,945.60	34,444.80	34,964.80	35,484.80	36,025.60
	Assistant Shelter Manager	Bi-wkly	1,305.60	1,324.80	1,344.80	1,364.80	1,385.60
	Executive Assistant II	Hourly	16.32	16.56	16.81	17.06	17.32
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
Street Maintenance II							
WPC Operator II Collections							
WPC Operator II Plants							

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
H	Executive Assistant III	Annual	36,379.20	36,920.00	37,481.60	38,043.20	38,604.80
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,399.20	1,420.00	1,441.60	1,463.20	1,484.80
	Code Enforcement Inspector	Hourly	17.49	17.75	18.02	18.29	18.56
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	38,792.00	39,374.40	39,956.80	40,560.00	41,163.20
	Computer Technician	Bi-wkly	1,492.00	1,514.40	1,536.80	1,560.00	1,583.20
	Equipment Technician	Hourly	18.65	18.93	19.21	19.50	19.79
	Finance Asst/Payroll & Budget Analyst						
	Finance Asst/Accounts Payable & Capital						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	41,454.40	42,078.40	42,702.40	43,347.20	43,992.00
	Asst Systems Admin	Bi-wkly	1,594.40	1,618.40	1,642.40	1,667.20	1,692.00
	Building Inspector	Hourly	19.93	20.23	20.53	20.84	21.15
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	44,304.00	44,969.60	45,635.20	46,321.60	47,008.00
	Neighborhood Services Coord.	Bi-wkly	1,704.00	1,729.60	1,755.20	1,781.60	1,808.00
	Police Corporal	Hourly	21.30	21.62	21.94	22.27	22.60
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	47,840.00	48,568.00	49,296.00	50,044.80	50,793.60
	Special Projects Coord/PIO	Bi-wkly	1,840.00	1,868.00	1,896.00	1,924.80	1,953.60
	Manager of Operations - Parks	Hourly	23.00	23.35	23.70	24.06	24.42
	Project Manager II						

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
M	Building Official	Annual	50,606.40	51,355.20	52,124.80	52,915.20	53,705.60
	CC/Parks Maintenance Supt	Bi-wkly	1,946.40	1,975.20	2,004.80	2,035.20	2,065.60
	Manager of Operations - ST	Hourly	24.33	24.69	25.06	25.44	25.82
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
	Parks Operations Superintendent						
	Senior Accountant						
	Senior Project Manager (WPC/PW/ST)						
N		Annual	54,142.40	54,953.60	55,785.60	56,617.60	57,470.40
		Bi-wkly	2,082.40	2,113.60	2,145.60	2,177.60	2,210.40
		Hourly	26.03	26.42	26.82	27.22	27.63
O	Human Resources Manager	Annual	57,865.60	58,739.20	59,612.80	60,507.20	61,422.40
	Police Lieutenant	Bi-wkly	2,225.60	2,259.20	2,292.80	2,327.20	2,362.40
	Systems Administrator	Hourly	27.82	28.24	28.66	29.09	29.53
	Business and Information Specialist						
P	Assistant Fire Chief	Annual	59,425.60	60,320.00	61,235.20	62,150.40	63,086.40
	Assistant Public Works Director	Bi-wkly	2,285.60	2,320.00	2,355.20	2,390.40	2,426.40
	Police Major	Hourly	28.57	29.00	29.44	29.88	30.33

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

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# Pay Structure



Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
B	Animal Shelter Laborer	Annual	26,374.40	26,769.60	27,164.80	27,580.80	27,996.80
	Housekeeping Specialist	Bi-wkly	1,014.40	1,029.60	1,044.80	1,060.80	1,076.80
	Parking Control Officer	Hourly	12.68	12.87	13.06	13.26	13.46
C		Annual	28,142.40	28,558.40	28,995.20	29,432.00	29,868.80
		Bi-wkly	1,082.40	1,098.40	1,115.20	1,132.00	1,148.80
		Hourly	13.53	13.73	13.94	14.15	14.36
D		Annual	30,056.00	30,513.60	30,971.20	31,428.80	31,907.20
		Bi-wkly	1,156.00	1,173.60	1,191.20	1,208.80	1,227.20
		Hourly	14.45	14.67	14.89	15.11	15.34
E	Assistant Court Clerk	Annual	32,052.80	32,531.20	33,009.60	33,508.80	34,008.00
	Public Information	Bi-wkly	1,232.80	1,251.20	1,269.60	1,288.80	1,308.00
	WPC Collections Representative Records Clerk PD Receptionist	Hourly	15.41	15.64	15.87	16.11	16.35
F	Park Maintenance I	Annual	34,257.60	34,777.60	35,297.60	35,817.60	36,358.40
	Permit Clerk	Bi-wkly	1,317.60	1,337.60	1,357.60	1,377.60	1,398.40
	Street Maintenance I WPC Operator I Collections	Hourly	16.47	16.72	16.97	17.22	17.48
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	14.45	14.67	14.89	15.11	15.34
FFC	Firefighter/Specialist	Hourly	16.80	17.05	17.31	17.57	17.83
FFP	Fire and Emergency Pervation Officer	Hourly	24.21	24.57	24.94	25.31	25.69
	Training Officer						
FFD	Fire Captain	Hourly	18.91	19.19	19.48	19.77	20.07
FFE	Battalion Chief (56 Hour)	Hourly	20.74	21.05	21.37	21.69	22.02
FFF	Battalion Chief (40 Hour)	Hourly	29.74	30.19	30.64	31.10	31.57
G	Animal Control Officer	Annual	36,566.40	37,107.20	37,668.80	38,230.40	38,812.80
	Assistant Shelter Manager	Bi-wkly	1,406.40	1,427.20	1,448.80	1,470.40	1,492.80
	Executive Assistant II	Hourly	17.58	17.84	18.11	18.38	18.66
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections WPC Operator II Plants						

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
H	Executive Assistant III	Annual	39,187.20	39,769.60	40,372.80	40,976.00	41,600.00
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,507.20	1,529.60	1,552.80	1,576.00	1,600.00
	Code Enforcement Inspector	Hourly	18.84	19.12	19.41	19.70	20.00
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	41,787.20	42,411.20	43,056.00	43,700.80	44,366.40
	Computer Technician	Bi-wkly	1,607.20	1,631.20	1,656.00	1,680.80	1,706.40
	Equipment Technician	Hourly	20.09	20.39	20.70	21.01	21.33
	Finance Asst/Payroll & Budget Analyst						
	Finance Asst/Accounts Payable & Capital						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager Recreation Supervisor II						
J	Accountant	Annual	44,657.60	45,323.20	46,009.60	46,696.00	47,403.20
	Asst Systems Admin	Bi-wkly	1,717.60	1,743.20	1,769.60	1,796.00	1,823.20
	Building Inspector	Hourly	21.47	21.79	22.12	22.45	22.79
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	47,715.20	48,422.40	49,150.40	49,878.40	50,627.20
	Neighborhood Services Coord.	Bi-wkly	1,835.20	1,862.40	1,890.40	1,918.40	1,947.20
	Police Corporal	Hourly	22.94	23.28	23.63	23.98	24.34
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician WPC Operator III Plants						
L	City Planner	Annual	51,563.20	52,332.80	53,123.20	53,913.60	54,724.80
	Special Projects Coord/PIO	Bi-wkly	1,983.20	2,012.80	2,043.20	2,073.60	2,104.80
	Manager of Operations - Parks	Hourly	24.79	25.16	25.54	25.92	26.31
	Project Manager II						

Effective September 26, 2016  
 This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
M	Building Official	Annual	54,516.80	55,328.00	56,160.00	57,012.80	57,865.60
	CC/Parks Maintenance Supt	Bi-wkly	2,096.80	2,128.00	2,160.00	2,192.80	2,225.60
	Manager of Operations - ST	Hourly	26.21	26.60	27.00	27.41	27.82
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
	Parks Operations Superintendent						
	Senior Accountant						
	Senior Project Manager (WPC/PW/ST)						
N		Annual	58,323.20	59,196.80	60,091.20	60,985.60	61,900.80
		Bi-wkly	2,243.20	2,276.80	2,311.20	2,345.60	2,380.80
		Hourly	28.04	28.46	28.89	29.32	29.76
O	Human Resources Manager	Annual	62,337.60	63,273.60	64,230.40	65,187.20	66,164.80
	Police Lieutenant	Bi-wkly	2,397.60	2,433.60	2,470.40	2,507.20	2,544.80
	Systems Administrator	Hourly	29.97	30.42	30.88	31.34	31.81
	Business and Information Specialist						
P	Assistant Fire Chief	Annual	64,022.40	64,979.20	65,956.80	66,955.20	67,953.60
	Assistant Public Works Director	Bi-wkly	2,462.40	2,499.20	2,536.80	2,575.20	2,613.60
	Police Major	Hourly	30.78	31.24	31.71	32.19	32.67

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

This pay plan includes a 1.5% COLA for Fiscal Year 2016-2017

# Pay Structure



Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
B	Animal Shelter Laborer	Annual	28,412.80	28,828.80	29,265.60	29,702.40	30,139.20
	Housekeeping Specialist	Bi-wkly	1,092.80	1,108.80	1,125.60	1,142.40	1,159.20
	Parking Control Officer	Hourly	13.66	13.86	14.07	14.28	14.49
C		Annual	30,326.40	30,784.00	31,241.60	31,720.00	32,198.40
		Bi-wkly	1,166.40	1,184.00	1,201.60	1,220.00	1,238.40
		Hourly	14.58	14.80	15.02	15.25	15.48
D		Annual	32,385.60	32,864.00	33,363.20	33,862.40	34,361.60
		Bi-wkly	1,245.60	1,264.00	1,283.20	1,302.40	1,321.60
		Hourly	15.57	15.80	16.04	16.28	16.52
E	Assistant Court Clerk	Annual	34,528.00	35,048.00	35,568.00	36,108.80	36,649.60
	Public Information	Bi-wkly	1,328.00	1,348.00	1,368.00	1,388.80	1,409.60
	WPC Collections Representative	Hourly	16.60	16.85	17.10	17.36	17.62
	Records Clerk PD Receptionist						
F	Park Maintenance I	Annual	36,899.20	37,460.80	38,022.40	38,584.00	39,166.40
	Permit Clerk	Bi-wkly	1,419.20	1,440.80	1,462.40	1,484.00	1,506.40
	Street Maintenance I	Hourly	17.74	18.01	18.28	18.55	18.83
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	15.57	15.80			
FFC	Firefighter/Specialist	Hourly	18.10	18.37			
FFP	Fire and Emergency Pervation Officer	Hourly	26.08	26.47			
	Training Officer						
FFD	Fire Captain	Hourly	20.37	20.68			
FFE	Battalion Chief (56 Hour)	Hourly	22.35	22.69			
FFF	Battalion Chief (40 Hour)	Hourly	32.04	32.52			
G	Animal Control Officer	Annual	39,395.20	39,977.60	40,580.80	41,184.00	41,808.00
	Assistant Shelter Manager	Bi-wkly	1,515.20	1,537.60	1,560.80	1,584.00	1,608.00
	Executive Assistant II	Hourly	18.94	19.22	19.51	19.80	20.10
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections						
	WPC Operator II Plants						

Effective September 26, 2016  
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# Pay Structure



Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
H	Executive Assistant III	Annual	42,224.00	42,848.00	43,492.80	44,137.60	44,803.20
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,624.00	1,648.00	1,672.80	1,697.60	1,723.20
	Code Enforcement Inspector	Hourly	20.30	20.60	20.91	21.22	21.54
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	45,032.00	45,697.60	46,384.00	47,070.40	47,777.60
	Computer Technician	Bi-wkly	1,732.00	1,757.60	1,784.00	1,810.40	1,837.60
	Equipment Technician	Hourly	21.65	21.97	22.30	22.63	22.97
	Finance Asst/Payroll & Budget Analyst						
	Finance Asst/Accounts Payable & Capital						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	48,110.40	48,838.40	49,566.40	50,315.20	51,064.00
	Asst Systems Admin	Bi-wkly	1,850.40	1,878.40	1,906.40	1,935.20	1,964.00
	Building Inspector	Hourly	23.13	23.48	23.83	24.19	24.55
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	51,396.80	52,166.40	52,956.80	53,747.20	54,558.40
	Neighborhood Services Coord.	Bi-wkly	1,976.80	2,006.40	2,036.80	2,067.20	2,098.40
	Police Corporal	Hourly	24.71	25.08	25.46	25.84	26.23
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	55,536.00	56,368.00	57,220.80	58,073.60	58,947.20
	Special Projects Coord/PIO	Bi-wkly	2,136.00	2,168.00	2,200.80	2,233.60	2,267.20
	Manager of Operations - Parks	Hourly	26.70	27.10	27.51	27.92	28.34
	Project Manager II						

Effective September 26, 2016  
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# Pay Structure



Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
M	Building Official	Annual	58,739.20	59,612.80	60,507.20	61,422.40	62,337.60
	CC/Parks Maintenance Supt	Bi-wkly	2,259.20	2,292.80	2,327.20	2,362.40	2,397.60
	Manager of Operations - ST	Hourly	28.24	28.66	29.09	29.53	29.97
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent						
	Parks Operations Superintendent						
	Senior Accountant						
	Senior Project Manager (WPC/PW/ST)						
N		Annual	62,836.80	63,772.80	64,729.60	65,707.20	66,684.80
		Bi-wkly	2,416.80	2,452.80	2,489.60	2,527.20	2,564.80
		Hourly	30.21	30.66	31.12	31.59	32.06
O	Human Resources Manager	Annual	67,163.20	68,161.60	69,180.80	70,220.80	71,281.60
	Police Lieutenant	Bi-wkly	2,583.20	2,621.60	2,660.80	2,700.80	2,741.60
	Systems Administrator	Hourly	32.29	32.77	33.26	33.76	34.27
	Business and Information Specialist						
P	Assistant Fire Chief	Annual	68,972.80	70,012.80	71,052.80	72,113.60	73,195.20
	Assistant Public Works Director	Bi-wkly	2,652.80	2,692.80	2,732.80	2,773.60	2,815.20
	Police Major	Hourly	33.16	33.66	34.16	34.67	35.19

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information

Officer (PIO)

Training Officer

Effective September 26, 2016

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

Arts Commission  
Parks and Recreation Board  
Board of Adjustment  
Planning & Zoning Commission  
Building Code of Appeals  
Cycling & Pedestrian Task Force

Historic Preservation Committee  
Children's Memorial Advisory Board  
TIF Commission  
Traffic Commission  
Tree Board  
Warrensburg Convention and Visitors Bureau

## **Fiscal Year 2017 Strategic Plan**

Many of the objectives and strategies include working directly with or through a board, commission, or advisory committee. The Council and staff rely heavily on the involvement of the volunteers serving in these areas. Therefore one or more of these entities is involved in some way in every area of the strategic plan initiatives. As examples we have listed a few specific areas below.

### **Focus I: Investment in Infrastructure**

Objective 1. Maintain City Sidewalks

Strategies 1a. Work with Pedestrian/Cycling Transportation Task Force to improve sidewalk connectivity and appropriately mark bike routes with painted Sharrows

### **Focus II: Community Pride and Interaction**

Objective 4. Identify and promote projects that enhance quality of life in Warrensburg

Strategies 4a. Work with the Park Board to enhance City trails with landscape and lighting plan, and update aging playgrounds

### **Focus III: Growth and Investment**

Objective 2. Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth

### **Focus IV: Regional Draw**

Objective 1. Warrensburg Convention and Visitors Bureau (WCVB) continued focus to attract new events and enhance current events

## **I. Purpose**

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

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

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

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

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

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

## **II. Revenue Policy**

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

## **III. Operating Expenditure Policy**

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

## **IV. Community Investment Plan**

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

## **V. Fixed Asset Policy**

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

## **VI. Accounting Policy**

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

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

## **VII. Cash Management**

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

## **VIII. Debt Policy**

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

## **IX. Budget Policy**

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

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

## **X. General Fund Reserve Policy**

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

## **XI. Enterprise Fund Policy**

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

## I. Overview of the Policy Approach

### General Format of the Policy Statements

<u>Type of Policy</u>	<u>Policy No.</u>	<u>Policy Statement</u>
Global	1	Strive for Cost-Based Rates
↓		
General	1.1	Develop a Revenue Requirement Analysis to Determine Operating and Capital Needs
Specific	1.1.1	Utilize a "Cash Basis" Revenue Requirement, that Projects Future Costs Out Five Years

## II. Definitions

**Cash basis** - the method of establishing annual revenue requirements giving consideration to the annual budget expenditures for operation and maintenance expenses, debt-service payments, cash-financed improvements, reserve fund requirements, and taxes and/or transfer payments. Debt service coverage requirements must also be taken into account to establish cash-needs revenue requirements.

**Cost allocation methodology** - method to determine the cost of services provided to users of that service. It does not determine the price of the service, but rather determines what the service costs to provide.

**Cost of service** - equitably allocates the revenue requirements between the various customer classes of service.

**Equitable** - in ratemaking, equitable rates are achieved when they are cost-based and cost responsibility is fairly allocated between customers using a generally accepted rate setting methodology.

**Financial stability** - the adoption and use of financial plans and practices which provide within the short-term and the long-term sufficient revenue sources and management of expenditures to satisfy revenue requirement needs, while minimizing instability and risk.

**Fixed asset record system** - a system that records the utility's tangible items used in the operation of the utility that have a valuation of more than \$5,000 and a useful life expectancy of more than one year (fixed assets). The system of records tracks the individual assets, including descriptions of the assets, their cost, anticipated useful life, acquisition or placed in service date, and applicable depreciation.

**Fixed charge** - up-front fixed costs associated with serving customers.

**Rate methodology** - the use of "generally accepted" rate setting theory and approaches. The Water Environment Federation (WEF) Manual of Practice No. 27, Financing and Charges for Wastewater Systems provides a source for these generally accepted methodologies.

**Revenue requirement** - compares the revenues of the utility to its expenses to determine the overall level of rate adjustment.

**Volumetric charge** - attempts to recover variable costs of operating the utility, typically based upon metered consumption.

## 1 **Financial Rate Policy No. 1**

### Global Policy

- 1 The Utility's financial and operating needs shall be balanced with the rates and financial impacts to customers.
  - Promotes customer confidence
  - Recognizes financial impacts to customers

### General Policy

- 1.1 Rates shall be easy to understand and attempt to minimize the financial impact to the wastewater utility's customers.

### Specific Policies

- 1.1.1 Rates shall be structured to promote understanding by the wastewater utility's customers (e.g. bills that are easy to understand).
- 1.1.2 Rate adjustments shall be phased-in, over time, when large financial impacts to customers are reasonably expected (e.g. eliminate rate shock).

## 2 **Financial Rate Policy No. 2**

### Global Policy

- 2 The costs of the wastewater utility shall be accounted for separately. Any City common and joint costs will be equitably allocated to the wastewater utility using an equitable approach.
  - Strives to avoid major subsidies
  - Sends the proper "price signal" to the customer about the cost of the commodity/service
  - Matches costs to the benefits derived by the customer

## General Policy

- 2.1 The wastewater utility's costs will be separately budgeted and accounted for. Any common and joint costs shall be accounted for on a City-wide basis and when required, a proportional share of the common and joint costs will be allocated between benefiting users of the service.

## Specific Policies

- 2.1.1 Joint/common costs related to the wastewater utility will be allocated utilizing an allocation method that is related to the way costs are incurred. (Also See 3.1.3.)
- 2.1.2 The Utility shall be in conformance with standard accounting practices.
- 2.1.3 The Utility shall maintain books and records in accordance with the Utility Accounting Standards.
- 2.1.4 The Utility shall prepare monthly statements for each utility summarizing the financial activities, consumption and sales statistics, and the financial/operating status of the utility.
- 2.1.5 Where possible, data will be functionalized to aid in identifying specific types of costs associated with each utility (e.g. treatment, pumping, collection, etc.)
- 2.1.6 A fixed asset record system shall be established and maintained.
- 2.1.7 The Utility will conduct an annual audit of the Utility records and have a financial opinion issued.

## **3 Financial Rate Policy No. 3**

### Global Policy

- 3 Rates Should Be Reviewed and Set Utilizing a "Generally Accepted" Rate Setting Methodology.
  - Legally defensible
  - Consistency (of methodology)

### General Policy

- 3.1 The Utility will utilize the following "generally accepted" approaches to establish the Utility's rates.
  - Revenue requirements analysis
  - Cost of service analysis
  - Rate design analysis

## Specific Policies

### ***Revenue Requirements -***

- 3.1.1** Revenue requirements will be established on a "cash basis" approach that will review operation & maintenance expenses, taxes/transfer payments, debt service and capital improvements funded from rates.
- 3.1.2** Costs will be projected for a minimum of a five-year projected test period.
- 3.1.3** Costs, if shared across utilities or other City entities, shall be allocated to each utility/entity based upon labor ratios, number of customers, revenues, usage, etc. The allocation method should be whichever method is deemed by the Utility to be most appropriate to the specific cost being allocated.

### ***Cost of Service -***

- 3.2.1** A cost of service study shall be utilized to allocate costs to customer classes of service.
- 3.2.2** The cost allocation methodology shall utilize techniques that are "generally accepted" by the industry (e.g. Water Environment Federation).
- 3.2.3** The cost of service shall allocate to customer classes of service the projected costs for the time period that rates are to be set.
- 3.2.4** The cost of service methodology should recognize the specific and unique circumstances of the wastewater utility and its customers (e.g. flow, strength, etc.)

### ***Rate Design -***

- 3.3.1** Rate designs shall be reflective of utility needs and also reflect the greater public purpose (e.g. economic development, conservation, etc.).
- 3.3.2** Rates may recognize a fixed charge for the up-front fixed costs associated with serving customers and a usage or volumetric charge that attempts to recover the variable costs of operating the utility.
- 3.3.3** Rates shall be set at a level that recovers necessary overall costs yet flexible enough, by class of service, to accomplish the City's objectives (e.g. revenue stability, affordability, etc.).
- 3.3.4** The volumetric charge shall be based upon a method of establishing volumetric usage that considers the use of a winter averaging policy and new users who have not established a winter average.

## 4 Financial Rate Policy No. 4

### Global Policy

- 4 The Wastewater Utility Should be Managed to Attempt to Maintain Financial Stability Over Time.
- Minimize financial problems
  - May minimize financing (borrowing) costs
  - Indicates strong management
  - Consistency

### General Policy

- 4.1 Financial Policies and Target Financial Measures Shall Be Developed to Create Stability in the Financial Status of the Utility.

### Specific Policies

#### **Reserves:**

- 4.1.1 Reserve funds shall be segregated from other City funds (Enterprise Fund). Minimum reserve funds, excluding bond reserve funds, shall be:

Operating (Working Capital) Reserve: The operating reserve is for day-to-day cash flow requirements. The minimum reserve for working capital shall be at least 90 days of total wastewater O&M expenses plus six months of bond payments.

Capital Reserves: Capital reserves are intended to manage the annual variances of capital projects and their funding needs. The City will target a minimum of one year of renewal and replacement capital projects as a typical reserve level.

Impact (Capacity) Fee Reserve: The City shall maintain an accounting for all collections related to impact (capacity) fees. These reserves shall not be used for O&M. The funds collected and these reserves shall be used to pay for capacity related expansion projects or for expansion (growth) related debt service.

Emergency Reserve: The City shall maintain a reserve of \$200,000 for emergency situations (e.g. catastrophic event).

- 4.1.2 Maintenance of minimum reserves should not, on its own, trigger the need for a rate adjustment (e.g. rates shall be reviewed after two consecutive years of loss of revenue or diminishing reserves as a result of covering costs).

#### **Cash Flow**

- 4.2.1 Wastewater utility should have an annual net income (total revenue less; O&M, taxes, debt service and capital projects funded from

- 4.2.2 Wastewater utility should have annual debt service coverage ratio  $\geq 1.50$  on revenue bonds (see bond covenants), and  $\geq 1.30$  on all outstanding debt service.
- 4.2.3 Wastewater utility should be funding capital projects from rates in an amount equal to or greater than annual depreciation expense.

## 5 Financial Rate Policy No. 5

### Global Policy

- 5 Rates Should be Stable Over Time
  - Helps to assure financial stability
  - Increases the utility's credibility with their customers

### General Policy

- 5.1 Rates should be stable in their ability to generate sufficient revenues, but also in the perception of the customer from rate changes from year to year.

### Specific Policies

- 5.1.1 Rates should be reviewed by management, on an annual basis, to assure that they provide sufficient revenues.
- 5.1.2 Annual rate reviews shall consider a minimum of a five-year projected period to attempt to stabilize and minimize rates over time.
- 5.1.3 Needed rate adjustments will attempt to minimize impacts to customers by phasing-in large rate adjustments over time.
- 5.1.4 Any rate adjustments shall be considered in the context of the Utility's rates to comparable communities, but not drive the final decision on rates to the financial detriment of the utility and these policies.

## 6 Financial Rate Policy No. 6

### Global Policy

- 6 The Utility shall maintain utility facilities at a level which will provide for the public well-being and safety of the residents.
  - Assures system reliability
  - Reduces infrastructure costs in the long-term

### General Policy

- 6.1 Sufficient funding should be made to provide for growth and adequate maintenance and/or replacement of existing capital plant and equipment.

## Specific Policies

- 6.1.1** The Utility shall adequately fund costs for meeting current industry standards and regulations.
- 6.1.2** The Utility will develop a five-year capital improvement plan, and update it annually.
- 6.1.3** The Utility will plan capital improvements according to an adopted Capital Improvement Program. The adopted Capital Improvement Program will take into consideration the City's adopted Strategic Plan or Comprehensive Growth Plan.
- 6.1.4** The Capital Improvement Program shall consider mandated capital, growth-related capital and renewal and replacement capital projects.

## I. Scope

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

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

## II. Objectives

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

**Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

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

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

## III. Standard of Care

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

Investments shall be made with judgment and care which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for

investment, considering the probable safety of their capital as well as the probable income to be derived.

## **IV. Conflicts And Controls**

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

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

## **V. Investment Transactions**

### **1. Authorized Financial Dealers and Institutions**

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

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

### **2. Internal Controls**

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

The internal controls shall address the following points:

- a. Control of collusion.
- b. Separation of transaction authority from accounting and record keeping.
- c. Custodial safekeeping.
- d. Avoidance of physical delivery securities.

- f. Written confirmation of transactions for investments and wire transfers.
- g. Development of a wire transfer agreement with the lead bank and third party custodian.

### **3. Delivery vs. Payment**

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the City and shall be held by a third-party custodian as evidenced by safekeeping receipts.

## **VI. Suitable and Authorized Investments**

### **1. Investment Types**

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that City will consider and which shall be authorized for the investments of funds by the City.

- a. United States Treasury Securities.
- b. United States Agency Securities.
- b. Repurchase Agreements.
- c. Collateralized Public Deposits (Certificates of Deposit).

### **2. Security Selection**

The following list represents the entire range of United States Agency Securities that the City will consider and which shall be authorized for the investment of funds by the City:

- a. U.S. Govt. Agency Coupon and Zero Coupon Securities.
- b. U.S. Govt. Agency Discount Notes
- c. U.S. Govt. Agency Callable Securities.
- d. U.S. Govt. Agency Step-Up Securities.
- e. U.S. Govt. Agency Floating Rate Securities.
- f. U.S. Govt. Mortgage Backed Securities.

### **3. Investment Restrictions and Prohibited Transactions**

To provide for the safety and liquidity of the City's funds, the following items will be prohibited from the investment portfolio:

- a. Borrowing for investment purposes ("Leverage").
- b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities or investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars).
- c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market.

### **4. Collateralization**

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. The market value (including accrued interest) of the collateral should be at least 100%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution, must be safe kept at a non-affiliated custodial facility. The City shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the City's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

## **5. Repurchase Agreements**

The securities for which repurchase agreements will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the City's designated Custodial Agent. Funds and securities will be transferred on a delivery vs. payment basis.

## **VII. Investment Parameters-Maximum Maturities**

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Investments shall mature and become payable not more than five (5) years from the date of purchase. The City shall adopt weighted average maturity limitations that should not exceed three (3) years and is consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

# Acknowledgements and Citations

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## Department Directors:

Harold Stewart – City Manager  
Barbara Carroll – Community Development  
Marvin Coleman - Public Works  
Rich Lockhart - Police Department  
James Kushner - Fire Department and Information Technology  
Matthew Lue – Director Finance  
Dodee Matthews - Parks and Recreation  
Greg McCullough – Human Resources

The City of Warrensburg would like to thank and acknowledge the following people for their contributions to the Fiscal Year 2017 Budget Book:

Rachel Denfeld - Accountant  
Toni Yost - Finance Assistant  
Peggy Hostetler - Project Manager Administration  
Amanda Jacobson – City Planner  
Gary Swanson - Senior Computer Technician  
Donyell Wolfe – Special Projects Coordinator/PIO

Cover Design - Amanda Jacobson– City Planner  
Cover Photos - 1<sup>st</sup> Place - Jack M. Ventimiglia  
2<sup>nd</sup> Place - Trae Venerable  
3<sup>rd</sup> Place - Trae Venerable

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