

Warrensburg

MISSOURI
City of Warrensburg

Fiscal Year 2016 Annual Budget



BILL NO. 9-2-15

ORDINANCE NO. 5170

AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 FOR THE CITY OF WARRENSBURG, MISSOURI

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

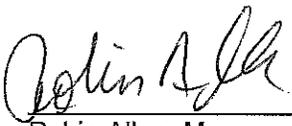
WHEREAS, the proposed budget provides a complete financial plan of all City Funds and activities for the fiscal year.

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

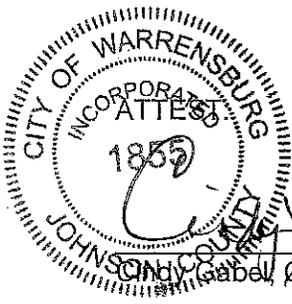
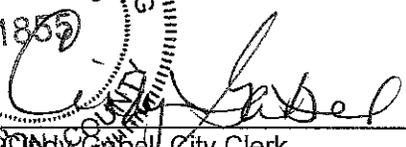
Section 1. The City Council hereby adopts the Annual Operating Budget for the fiscal year of October 1, 2015 through September 30, 2016. A copy of this document is on file in the Office of the City Clerk.

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

Read two times and finally passed by the City Council for the City of Warrensburg, Missouri, this 28th day of September, 2015.



Robin Allen, Mayor

Cindy Gabel, City Clerk



Donna DeFrain
Council Member

Charlie Rutt
Council Member

Casey Renfrow
Council Member

Bryan Jacobs
Chairman Pro Tem

Robin Allen
Mayor

*City of Warrensburg Missouri
Proposed Annual Budget for FY16*



Mission

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.

Motto

*Warrensburg
Right Here, Right Now!*

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.

GFOA Distinguished Budget Presentation Award

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, 2014**. 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 current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Warrensburg
Missouri**

For the Fiscal Year Beginning

October 1, 2014

A handwritten signature in cursive script, appearing to read 'Jeffrey R. Egan'.

Executive Director



Table of Contents

Title Page
Mission, Motto, Vision and Core Values Statement
GFOA Distinguished Budget Presentation Award
Table of Contents..... i

Budget Message
Letter from the City Manager..... 1
Demographics..... 5

Strategic Plan
Fiscal Year 2015 Strategic Plan..... 11

Building the Budget
Building the Budget..... 27
Budget Calendar..... 28
Financial Policy..... 29
Sewer Utility Rate Setting Policies..... 33
Investment Policy..... 40
Organizational Chart..... 44
Purpose Statement..... 45
Staff Chart..... 47
Full Time Pay Structure Fiscal Year 2015..... 49
Boards, Commissions and Task Forces..... 59

Budget in Brief
Summary of All Funds..... 61

General Fund
Summary of General Fund..... 63
Revenues..... 66
City Council..... 68
City Clerk 70
City Manager’s Office 72
Municipal Court 75
Legal Services..... 77
Public Information..... 79
Human Resources..... 82
General Administration 85
Finance 88
Information Technology 91
Buildings and Grounds 95
Emergency Management..... 97
Fire Protection..... 99



Table of Contents

Law Enforcement..... 102
 Animal Control 105
 Community Development 108
 Economic Development 112
 Street Maintenance 115
 Cemetery..... 119
 Debt Schedule..... 122

Capital Improvement Program (CIP)

CIP Narrative..... 123
 CIP Revenue / Expense Transportation..... 124
 CIP Revenue / Expense Half Cent..... 126
 CIP Transportation Debt Schedule..... 127
 CIP Half Cent Debt Schedule..... 129
 5yr plan..... See Capital Improvement Document

Debt Service

Debt Service Narrative..... 133
 Debt Service Revenue / Expense..... 134
 Debt Service Schedule..... 135

Neighborhood Improvement District (NID)

NID Narrative..... 141
 NID Exhibit A and B..... 142
 NID Debt Revenue / Expense..... 143
 NID Debt Schedule..... 144

Parks and Recreation

Summary Parks and Recreation..... 149
 Parks and Recreation Revenue..... 150
 General Administration..... 151
 Maintenance..... 154
 Recreation Programs..... 157
 Community Center..... 160
 Debt Schedule..... 162

Water Pollution Control (WPC)

WPC Narrative..... 167
 Summary of Water Pollution Control..... 168
 Revenue..... 169
 General Administration..... 170
 Treatment Plants..... 173



Table of Contents

Collections..... 177
Capital..... 181
Debt Schedule..... 183

Private Purpose Funds

Stevenson 187
Brown 188
Anderson—Stevenson 189
Crissey 190
Tri-centennial 191

Agencies

Children’s Memorial 193
Arts Commission 194

Fiscal Forecast

Three Year Historical Trend and Five Year Forecast..... 195

Glossary..... 203
Acknowledgements and Citations 207

Budget Message



Office of the City Manager

August 5, 2015

Honorable Mayor and City council
City of Warrensburg, Missouri

On behalf of staff, it is a pleasure and honor to submit the proposed FY16 Annual Budget to City Council. In accordance with Chapter 2, Section 2-122 (7) of the Warrensburg Code of Ordinances, this document provides a complete financial overview for the City of Warrensburg's upcoming fiscal year starting October 1, 2015. The development of the City's annual operating budget begins in January and includes extensive input from the Department Directors, City Council, and the community. This year's City Council and Department Director budget retreat was held on May 20 with additional study sessions on May 11 and June 22. The budget outlines the distribution of limited funds for specific purposes in FY16 and how to apply the funds to services that will grow and better Warrensburg in alignment with the proposed FY16 Strategic Plan.

FY15 Summary

The FY15 Annual Budget was adopted with a projected deficit, revenues (under) expenditures, of (\$71,414) for the Summary of All Funds. For the General Fund, the adopted budget projected net revenues (under) expenses at (\$253,140), representing a deficit spending of available cash above the required reserve on non-recurring items. However, increasing revenue trends and sound financial practices have covered some of these items and we now project revenues (under) expenses at (\$162,331) for the General Fund at year end. The Finance Department and staff continued the practice of tracking expenditures and revenues, sharing financial information with Council, managing costs through line by line review of all budget items with Department Directors, and preparing monthly Snapshots of City Operating Funds. We are estimating a cash balance of \$3,836,837 in the General Fund at the end of FY15, which includes the required reserve of \$2,115,277. We are projecting a cash balance in the Capital Improvement Program for the end of FY15 of \$417,237 which we will take forward into FY16.

FY15 Year End Projected/Unaudited Revenues and Expenditures

Revenues

- Total FY15 year to date General Fund revenues are 1.6% higher compared to FY14 year to date numbers.
- Sales Tax revenues are 1.2% higher in FY15 year to date over FY14 year to date.
- FY15 year to date Franchise Tax revenues have increased 3.9% over the previous year. Gains in Gas and Electric have offset reductions in Telephone and Cable. Water has remained relatively flat.
- Motor Vehicle tax revenue has seen a 3.2% increase year to date over this time in FY14.
- Use tax revenues are trending (8.0%) lower in FY15 compared to FY14.

Expenditures

- Estimated year end FY15 net revenues (under) expenditures for the General Fund are (\$162,331).
- Estimated expenditures for capital improvements total \$2,091,876

FY15 Accomplishments

The accomplishments are many across all departments and service sectors. In the pages that follow, each department budget has detailed their FY15 accomplishments. A few highlights include the following successes:

- Brought sewer billing in-house with a focus on customer service and accurate reporting
- Initiated design and engineering for Bus. 13/Hwy 50 bridge, ramps and Maguire St. corridor
- Completed Community Signage Study and construction documents for Primary Signs
- Completed “Start Up” of the Warrensburg Convention and Visitors Bureau
- Created and distributed the Employee Handbook and supervisor training sessions
- Updated the pay scale and implemented a new Compensation Plan
- Funded and began design for Downtown Revitalization Phase IV: Holden Street from Grover St. to South St.
- Completed annual street overlay and curb and sidewalk projects, Phase 2 of the Storm Water Master Plan and the Maguire sealcoat project
- Initiated Geographic Information System in partnership with the Johnson County Assessor’s Office
- Established the Percent for Art Public Improvements program
- Warrensburg exhibit booths at 2014 ICSC Chicago Deal Making Conference and SIOR Development Day in Kansas City
- Entered into contract to position Hawthorne city-owned properties for sale
- Bid out and entered into a new contract for Banking Services
- Continued implementing IT Master Plan including new backup systems, client improvements to migrate users off Citrix, upgrading broadband internet and installing new fiber optic connections to City Hall, Municipal Center and Community Center, and migrating email to the cloud

FY16 Budget Summary

FY16 Budget Guidelines

The following concepts were presented to Council at the budget retreat to guide staff in the development of the FY16 Annual Budget.

- Continue to grow revenues
- Stabilize expenditures
- Maintain healthy reserve levels and cash balances above reserve levels
- Stabilize sewer billing
- Performance measurement
- Sustainability review
 - Compensation Plan/Benefits
 - Recurring vs. non-recurring expenditures
- Debt schedules

Revenues

- Total General Fund revenues are projected 2.5% higher in FY16 than budgeted in FY15
- Sales Tax is budgeted at a 3% increase from FY15 budgeted numbers.
- Franchise taxes have been budgeted with 3% increases in Electric, Gas, and Water and flat for Telephone and Cable based on prior year trends.
- Property Tax revenues have been budgeted at a modest 2% increase due to anticipated growth and new construction.
- Use Tax has been budgeted flat with no increase.
- Total FY16 budgeted revenues for all General Funds is \$9,432,243
- The FY16 starting cash balance, above the reserve, of \$1,552,740 can be used to fund non-recurring expenses.

Expenditures

- Estimated total recurring expenditures for the General Fund are budgeted at \$9,339,410. This represents an increase of 3.9% over FY15 Original Budget levels.
- Estimated total non-recurring expenditures for the General Fund are budgeted at \$588,300. This will spend down the cash balance above the required reserve.

Notes

- Proposed budget includes a 28.1% increase in Medical Insurance premiums and a 5% reduction in Dental Insurance premiums with no changes to the plan design or carriers.
- Proposed budget includes a 1 step increase 1.5% for employees on the Compensation Plan and no Cost of Living Adjustment.
- Four new full-time positions and 2 new part-time positions were requested across 6 departments and none were funded in the proposed budget due to limited revenues.
- Proposed budget includes an unanticipated expense to true-up Microsoft licensing across all systems. A one-time of expense of \$46,700 will occur in FY15 with an on-going cost of \$54,200 annually.
- The proposed budget includes the purchase of 3 new police cars as a recurring expense with only 2 detective vehicle replacements as a non-recurring expense.
- The proposed budget includes level funding for contract entities and a new \$5,000 sponsorship for the Chamber of Commerce.
- The Water Pollution Control Fund is premised on a 3.5% rate increase starting October 1, 2015 following the outcomes of the Comprehensive Sewer Rate Study completed in FY14 and the Annual Sewer Rate Study in FY15 and a Rate hearing in August 2015.

Future Planning

Long Term Budget Planning Goals

- Future investment (s)
- Funding options for Capital Improvements
- Grow revenues with minimum risk
- Hold expenditures
- Maguire Street improvements and maintenance expenses
- Performance measurements and merit-based pay

Key Planning Tools

- Community and City Council input
- City's annual Strategic Plan
- Mayor and City Council priorities
- 5-Year budget history and forecast
- 5-Year Capital Improvement Program (CIP) FY16-FY20
- Comprehensive City Plan
- City Council adopted master plans and studies
- City adopted Major Street Plan

FY16 Strategic Plan

The development of the City's annual Strategic Plan is an important aspect for developing a budget. Input and direction on this year's plan from the City Council took place during the budget retreat and study sessions. A copy of the plan is included in the adopted budget and placed on the City's website. Throughout the year, all Council letters and staff reports brought to City Council include a statement about the consistency of the requested action with the adopted Strategic Plan.

5-Year Capital Improvement Program (CIP) FY16-FY20

Development of the FY16 Capital Improvement Program was impacted significantly by \$1,259,376 in scheduled debt, interest, and fee payments. The CIP also projected nominal increases in sales and gasoline tax revenues, and the goal to maintain a reserve for the CIP Fund of approximately \$300,000. In presenting the budget, staff has not been able to maintain a reserve of \$300,000 and is instead projecting a reserve of \$200,000.

CIP Projects budgeted for FY16 include the following:

- Annual Street Maintenance Overlay Program
- Oak Manor Area-completion of storm drainage project
- Maguire & Young Street striping and signal maintenance
- Comprehensive City Plan 5 year update
- Phase III Storm Water Master Plan analysis and report
- Annual Curb and Sidewalk Program
- 1% for Arts set aside from Capital Construction Projects
- Bike Lanes/Routes markings and paint
- Highway 50/Maguire St. Preliminary Engineering Services
- IT Infrastructure
- Emergency storm water repairs
- Lake Ridge culvert replacement-engineering/construction
- Municipal Center west wing roof repair
- GIS mapping contract with Johnson County
- Spirit Trail-consulting
- Fire Department Air Packs
- Maguire Street Right Turn

Conclusion and Outlook

The City is ending the fiscal year on a positive note with the successful completion of this year's street overlay program, curb and sidewalk program and the Maguire Street sealcoat project. Combined with several private construction projects this year, the City is taking on a new look with Buffalo Wild Wings, IHOP, Orangeleaf and other new business opening. The future is bright for Warrensburg and staff and Council welcome a new City Manager to lead us into the future.

A great deal of thanks goes out to the budget gurus Rachel Denfeld, Toni Yost, Peggy Hostetler, and Guy Parsons who have educated staff members and directors during the budget process to make the process more inclusive than ever before. We personally want to thank Department Directors for submitting budget numbers that reflect "needs" not "wants" and for pulling together to balance the budget and jointly prioritize the unfunded projects. This made the task infinitely easier for us as Co-Acting City Managers.

Upon adoption, the budget document will be posted to the City's website and copies will be made available at the Trails Regional Library, the UCM library and City Hall.

Sincerely,

Barbara Carroll, AICP
Co-Acting City Manager

Jim Kushner
Co-Acting City Manager



Demographics

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

Households:	<u>2015</u>	Square Mileage	<u>2015</u>
Total number of Households	7,128	Population:	8.5
Average Household Size	2.32	Population	19,640
Median Household Income	\$ 36,919	Median Age	24.7
Average Household Income	\$ 47,910	(JCEDC)	
Per Capita Income	\$ 18,433		
(ESRI)			

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 and City Clerk. The City Manager 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%
Total	<u>8.350%</u>
Hawthorne TDD	<u>0.500%</u>
Total inside Hawthorne TDD	8.850%

Demographics



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)	90
Snow Removal Vehicles	9
Public Parking Lots	5

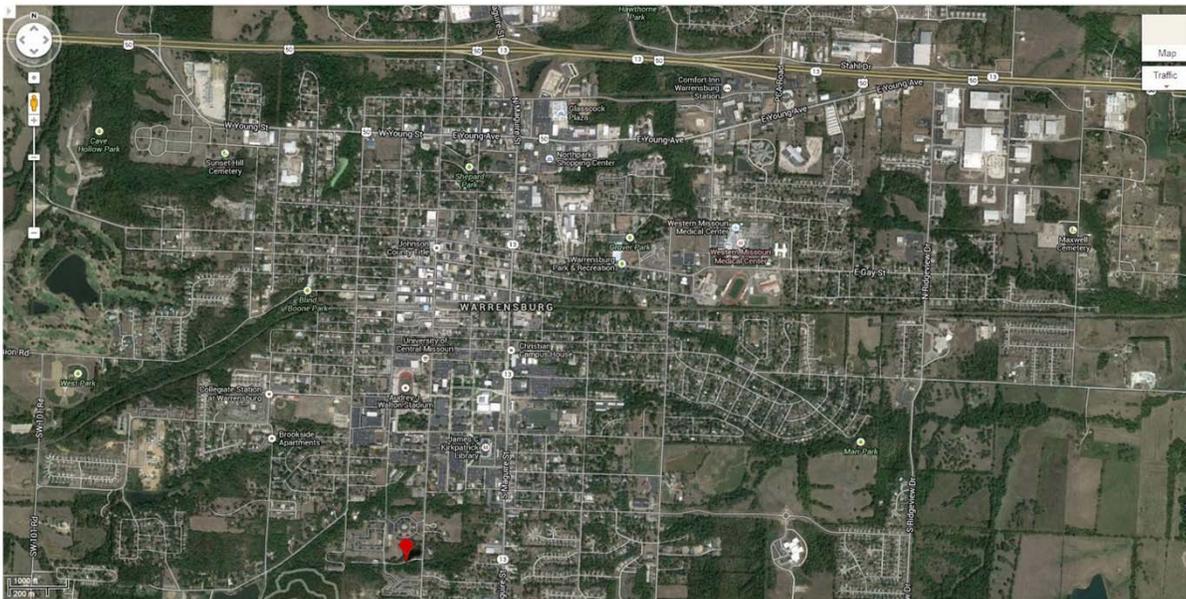
Fire Protection:

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

Demographics



85 Union Pacific trains each day. Amtrak also operates daily passenger service over these routes with daily stops in Warrensburg.

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 Airport provides general aviation services. Kansas City International Airport is 85 miles to the northwest located in North Kansas City.

(JCEDC)

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	84

(JCEDC)

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)	1

(JCEDC)

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 2012-2013 school year for the twelfth time since the 1998-1999 school year.

In 2015 the district reported an enrollment of 3,285 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.

(UCM Website)

Educational Attainment: Population - Age 25 Plus

2010

Associate Degree	9.5%
Bachelor's Degree	20.6%
Graduate or Professional Degree	15.4%

(American Community Survey)

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

Demographics



Sewer:

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

Electric:

KCP&L		800-303-0752
-------	--	--------------

Natural Gas:

Missouri Gas Energy		800-582-1234
---------------------	--	--------------

Telecommunications:

CenturyLink (JCEDC)		800-788-3500
------------------------	--	--------------

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 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
GOAL I: Maintain financially stable local economy and city government that meets community needs				
OBJECTIVE A: Pursue and maintain financial integrity of City operations				
Maintain Sustainable Budgets	City Council City Manager Dept. Directors	H	LT	Staffing
<i>100% Complete / Ongoing</i> Adopted policies include provision that the General Fund budget shall contain ongoing revenues and other sources in excess of ongoing expenditures and other uses. All other fund budgets are managed to ensure maintenance of positive cash reserves. The City Council continues to avoid unnecessary expenditures.				
Update and adopt city financial policies	City Council City Manager Finance	H	LT	Staffing
<i>100% Complete / Ongoing</i> Financial Policies updated and completed. Reviews are conducted annually with the budget process.				
Update financial procedures in support of the current financial policies	Finance	H	ST	Staffing
<i>50% Complete</i> Reviewing all procedures and implementing as needed. Structure, scope, authority, and purpose, along with two major sections of fixed assets and procurement have been implemented.				
Review and update Contracting Policies & Procedures <i>New</i>	Legal City Clerk	H	ST	Staffing & Legal
Review and update Request For Proposal process for banking services	Finance	H	ST	Staffing
<i>90% Complete - New RFP updated and will be releases pending review.</i>				
Implement recommendations from the financial auditors as contained in the management letter for FY14	Dir. Of Finance City Manager Dept. Directors	H	ST	Staffing & Training
<i>22% Complete - Plans specific to each auditor recommendation developed and in the process of implementing.</i>				
Update financial reports to provide concise, pertinent, and timely information	Finance	H	ST	Staffing
<i>25% Complete - All reporting procedures reviewed and updated.</i>				
Negotiate and document vendor terms that facilitates improved treasury management, increased days payables, decreased late payments.	Finance	H	ST	Incr. Investment Income Decr. Late Fees Staffing
<i>40% Complete - Check cycles moved from monthly to weekly. Payments now issued in accordance with documented terms.</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Develop a business model to implement & identify core programs and essential services, including future fund options 75% of programs and services will cost recover at target goals. <i>20% Complete</i>	Parks & Recreation	H	ST	Staffing
Develop a cost recovery plan for each program area and special events offered <i>0% Complete</i>	Parks & Recreation	H	ST	Staffing
OBJECTIVE B: Increase City management responsiveness to community needs				
Review possible reorganizations to improve efficiencies and achieve cost savings that can be rolled into added services <i>50% Complete - Community Development completed organization training, reorganization to mirror customer friendly and fully staffed. Public Works scheduled to complete similar process.</i> <i>75% Complete - Police Major and Day Shift Corporal established.</i>	City Manager Dept. Directors	H	ST	Staffing / Savings Rolled Into Added Services
Create One-Stop-Shop entry points for City services <i>75% Complete - Process still involves Public Works and Finance/Front Desk Operations/Sewer Utility</i>	City Manager Dept. Directors	H	ST-MT	Staffing
Identify and assist implementing tools and/or processes that could be automated to assist city staff in support of efficiencies <i>50% Complete - Court Online payments completed. Online forms need to be easier/more available and defined by department heads. Scan to folder/email needs to be standardized</i>	IT IT Committee	H	LT	Staffing
Option available to apply for and renew business licenses online. <i>On hold.</i>	Collector Finance	M	MT	Staffing, Software, Hosting Space
Actively pursue grants as additional sources of revenue to increase City services. <i>Ongoing. Staff directed to actively pursue grants, other sources of revenue, and build grant writing/grant administration capacity in house.</i>	City Manager Dept. Directors Contracting Agencies	H	MT-ST	Staffing
OBJECTIVE C: Bring Sewer Utility Delinquency Rate Down To Under 10% Through Collection Efforts				
Improve the billing and collections processes aimed at a more customer friendly yet productive service. <i>Ongoing - Staff continues to reach out to customers on collections based on priority, and only shutting off services when alternative efforts are unsuccessful.</i>	Collections Finance WPC	H	ST	Staffing, Printing
Correct reporting errors to ensure accurate analytical data is being used to measure delinquency rates. <i>100% Complete</i>	Collections Finance WPC	H	ST	

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Modify rate tables in Utility Software for upcoming rate study.	Collections Finance WPC	H	ST	Staffing
<i>Ongoing - New rate structure to be in place by October 2015.</i>				
GOAL II: Increase economic development and marketing efforts to recruit new businesses to our community				
OBJECTIVE A: Coordinate economic development efforts between city and other agencies. Foster a business community that encourages existing businesses to share resources and increase ownership in the development of the local economy.				
Actively recruit retail that "fits" Warrensburg. Network and connect potential retail opportunities	City Council City Manager Main Street JCEDC Consultant	H	ST-LT	Staffing
<i>Ongoing. Mayor and 2 Council members attended 2014 ICSC. Staff and 2 Council members attended Kansas City SIOR show in 2014. Followed-up with contacts after each show to keep conversation open and Warrensburg in front of them. Worked with Days on Liberty Plaza. Completed Keystone MOU and recieved TIF application in Spring 2015.</i>				
Identify "Gaps" and build on existing economic development data to assist with retail recruitment.	City Manager Consultant	H	ST	Consultant fees FY16 \$45,000
<i>10% Complete - met with retail recruitment firms at 2014 ICSC Chicago conference. Retail Coach and Retail Strategies made presentaiton to Council in Feb 2015. Will issue RFP to engage a firm in 2015.</i>				
Actively participate in development agreement processes.	City Manager	M		Staffing
<i>New</i>				
Dispose City owned Hawthorne property.	Consultant City Manager Legal, Broker	H	ST	Est 30k+Commission Asset Sales 590k
<i>3% Complete - Contract with listing agent for master planning, marketing and listing services.</i>				
Actively recruit new hotel and support efforts of existing hotels.	City Manager WCVB Main Street	H	ST	Exploring funding options.
<i>10% Complete. No change. Working with property owner at Highway 50 and Business 13.</i>				
Investigate the possibility of a public/private convention center through completion of a feasibility study.	City Manager	M	ST	
<i>25% Complete. Intern developed RFP Scope of Work and RFP.</i>				
Warrensburg/UCM Exhibitor at annual ICSC Chicago Deal Making Conference	City Manager PIO	M	ST	FY16 \$11,000
<i>Ongoing</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
OBJECTIVE B: Position and prepare City for future growth.				
Develop new Industrial Park/infrastructure including master site planning and financing options.	City Council City Manager CD, PW JCEDC	H	ST	FY16 \$50,000
<i>10% Complete. Identified priority site through JoCo Innovation District study. \$360,000 set up in the General Ledger in a Cash Account within the "pooled cash" and identified as Reserved Cash Business Park.</i>				
Evaluate and update financial incentive policy document and processes to stay competitive with other communities and consistent with state statutes.	City Council City Manager CD, Finance JCEDC	M	MT	staffing
<i>Ongoing - Adopted policy in July 2013.</i>				
Assist developers and owners that want to develop in the City through annexation, rezoning or conditional use permits and other pre-building permit activities	CD	H	ST	Staffing
<i>Ongoing</i>				
OBJECTIVE C: Promote Warrensburg through focused marketing efforts for new businesses and tourism destination				
Develop a marketing plan, materials, user friendly packages to increase visibility and usage of the parks department	Parks & Recreation	M	ST	Staffing
<i>35% Complete</i>				
Implement Community Signage program. Install Primary and Civic signs. Complete installation of wayfinding signs.	Public Works CD	H	MT	\$100,000 In CIP FY15 for construction
<i>15% Complete. Primary signs 100% engineered. Need to acquire ROW and bid out construction for Primary and Civic signs.</i>				
Refresh City's website design and construction. Identify plan to keep updated.	IT IT Committee PIO	H	ST	Staffing
<i>10% Complete - The information is updated continually but there is no formal policy to dictate roles. Website refresh planning needs to be started in conjunction with moving to new webhosting.</i>				
Schedule/market/support events, festivals, conferences, and conventions to attract visitors to fill hotels/motels and improve Warrensburg as a travel destination. Build on existing events and create new ones.	City Manager PIO Main Street CVB	H	MT-ST	Contractual funding
<i>Ongoing - PIO on Old Drum Days planning group and assisted Host Committee with Strategic Defence Symposium. Takes pictures at events and festivals to promote on City webpage and marketing purposes.</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Participate in and assist in planning of City festivals and provide safety overwatch. <i>Ongoing</i>	Fire Department Police Department	H	ST	Staff Resources
Develop marketing plan to increase public relation efforts to market and better communicate city services and information to citizens. <i>50% Complete. Designed, printed and distributing City Services magnet April 2015. Issue press releases and keep front page of webpage refreshed with new pictures and content. Push out social media updates to FB and Twitter 3-4 times/week. FB page currently has 1,378 likes.</i>	City Manager PIO	H	ST	FY16 - \$12,000 community mobile app
Promote City's pro-business and pro-environment message. <i>Ongoing</i>	City Council All Staff	H	ST	Staffing
OBJECTIVE D: Continue revitalization efforts for Downtown, Maguire and Young St. shopping districts.				
Identify/educate business owners, property owners/developers about innovative financing tools and opportunities for incentives. <i>Ongoing - Completed Keystone MOU and received TIF application. Held discussions with several other owners about incentives opportunities.</i>	City Manager Finance CD, PW JCEDC Chamber Main Street	H	ST	Staffing
Implement Downtown Façade Grant program and Maguire Street Beautification Grant program. <i>Ongoing - Awarded 4 downtown façade grants in FY15 as of April 30, 2015.</i>	City Manager CD, PW Chamber Main Street	H	ST	\$5K in FY15 budget for façade grant program \$40K in FY15 budget for Maguire St. grants
Seek funding for Maguire Street Corridor engineering, construction and additional ROW for "Green" landscaping. <i>Ongoing - assessed possibility of 2015 TIGER grant application and determined could not fund local cash match at this time. Issued RFP in April 2015 for preliminary engineering of the Bus 13/Hwy 50 interchange, ramps and block-by-block plans sheets and cost estimates for entire corridor. When complete, this work will allow for staff to write future grant application in-house.</i>	City Manager PW CD	H	ST	FY16 - \$50,000
Determine feasibility of Farmer's Market/Event Pavilion and location. <i>Ongoing discussions with property owners and Union Pacific railroad.</i>	Main Street City Manager CD & PW Finance	H	ST	Staffing

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
GOAL III: Maintain an efficient and effective city government that provides quality community leadership, fosters strong community relationships, and friendly business atmosphere. OBJECTIVE A: Develop a policy of expected and desired service levels. Review which services to keep, eliminate, or improve.				
Continue city recycling efforts regarding glass. Meet with haulers, Sheltered Workshop, University Administration, students, community to find effective alternatives. <i>90% Complete - installed city recycling bins downtown and throughout city facilities. New location Pine Street to include glass. Promote use by downtown business owners.</i>	CD City Manager Public Works UCM Office of Sustainability	H	ST	Staffing
Maintain safe community and emphasize crime prevention. <i>Serious crime clearance rate 40%. Less serious crime clearance rate is 60%. SRO positions funded by partnership with School District. 50% Complete. Whiteman, UCM MOSHP and Warrenton partnership.</i>	Police Department	H	MT	Staff Resource Volunteers
Seek further improvements to the City's fire insurance rating by moving from Protection Class 3 to Protection Class 2. Benefits of this action include reductions to fire insurance premiums and increased technical proficiency of members of the Fire Department. <i>45% Complete. Will need to increase training due to new ISO grading schedule.</i>	Fire Chief	M	MT	Staff Resources: Fill Training Officer Position.
Increase ridership on OATS transportation. Complete new contract ridership and increase advertising revenues <i>100% Complete. City provides \$15,000 lump sum OATS-Contractual.</i>	City Manager OATS Volunteers Visitor's Center Western Mo Medical	M	ST-MT	FY16 Proposed Budget \$15,000.
Investigate a City-wide health and wellness initiative by spearheading a task force. <i>Ongoing. On-site Health Assessments are scheduled for May 5, 2015 with BCBS. Offered on-site flu shots for employees and families in 2014-will continue as annual benefit. Medical Loss Ratio decreased 103% to 60.5% in 2014, target goal 77.5%. Working with Lockton on health or wellness initiatives.</i>	City Manager HR	H	MT	Staffing
Further implement Performance Management to support resource allocation decisions. <i>15% Complete - Concepts presented to department directors. Finance Procedure Manual supports as best practices. Target one performance measurement for each department.</i>	City Manager City Council Dept. Directors	H	MT	Staffing

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
% Complete / Current Status				
Provide Community Education Program for Emergency Management, providing instruction on preparation and post event procedures. Focus on understanding effects and protective measures during impending natural and man-made disasters. <i>25% Complete</i>	Fire Dept.	M	MT	Printing and purchasing instructional media and materials.
Targeted contributions to contractual entities. <i>New</i>	City Manager	M	ST	Contracts
Develop IT specific policies to coincide with IT Master Plan <i>Ongoing</i>	IT	M	MT	Staffing
Evaluate customer satisfaction, allow customers to be informed of the status of their IT work order. <i>Ongoing</i>	IT	M	MT	Staffing, Work Order Tracking Program, Survey
OBJECTIVE B: Recruit and retain employees dedicated to the stability and growth of our city.				
Develop Succession Plan <i>10% Complete. Early stages. HR to work with all Dept. heads on developing a Succession Plan. Some department already have something in place.</i>	City Manager Dept. Directors HR	M	MT	Staffing
Increase computer technology training and investment to increase efficiency and effectiveness of service delivery. <i>Need a training needs assessment to determine deficiencies. Once we know what the needs are, we can source training/funding.</i>	IT Dept. Directors	H	ST	Staff Resources
Increase good paying jobs <i>100% Ongoing. 124 New</i>	City Manager JCEDC	H	ST	Staffing & Incentives
Continue Internal Training and Coaching Efforts; Customer and Business Friendly <i>Ongoing</i>	City Manager HR Manager	H	ST	Staffing

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Re-establish Safety Committee and update/improve Safety Policies. <i>10% Complete. Process underway to re-establish committee. Coordinate with WC entities to include assessment.</i>	HR	M	ST	Staff Resources
Implement Sexual Harassment Training <i>100% Complete - Supervisor and Employee training completed. Will be ongoing training performed at least every 2 years.</i>	HR	H	ST	Staffing
Implement New Employee Compensation Plan <i>100% Complete - New Compensation and Pay plan implemented 10/1/14. Went from 15 step plan to 30 step plan with 1.5% increase between steps.</i>	City Manager HR Finance	H	ST	Staffing - Steps more sustainable
Review re-organization of staff to ensure efficiencies and achieve quality service. Plan staff retreat in October, 60% of employees attending 5+ hours of training (internal and external) per year. <i>50% Complete</i>	Parks and Recreation	H	ST	Staff
OBJECTIVE C: Take the lead in fostering strong, cooperative and effective working relationships with UCM, Whiteman AFB, JCEDC, Main Street, EDC, county, state, and federal governments.				
UCM interns to participate in city government <i>100% Complete - Ongoing</i>	Dept. Directors City Manager UCM	H	MT	Staffing
Enhance relations with UCM to develop IT intern program <i>0% Complete. Build internal processes to improve intern training efficiencies.</i>	IT	M	ST	Staff Resources
Continue efforts to partner and collaborate with stakeholders in community, UCM, Whiteman, National Guard, Businesses , R-6, WMMC. <i>Administrator's meet monthly to share ideas and strategies of mutual interest. Hosted Military Breakfast May 2015. City booth at community health fairs and festivals.</i>	City Manager Dept. Heads CVB JCEDC Main Street Parks Dept.	M	ST-MT	BCC WALC MAC Dollars spent to actively lobby.
Contuinue working with UCM Public Safety on residential facilities and the safety of the residents. <i>New</i>	Fire Chief	M	MT	Limited

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
<i>% Complete / Current Status</i>				
OBJECTIVE D: Invest in infrastructure and capital equipment to support existing service levels and future needs.				
Upgrade City Software - Utilize local desktops using currently supported operating systems. Reduce citrix usage to only those that have no other means of accessing the network.	IT IT Committee	H	ST	IT Master Plan Implementation
<i>5% - Effort ongoing. City Hall users will be addressed first. More users will come off Citrix as application upgrades allow.</i>				
Implement Energy Audit. Enhance energy efficiencies.	Public Works	H	ST	Staff Resources
<i>Ongoing - Completing Energy Audit for City Buildings and Facilities with OPTERRA Energy Services to determine best alternative solutions to reduce energy costs.</i>				
Replace accounts payable checks with ACH, whenever possible.	Finance	H	ST	Staff - Savings On Supplies & Fees
<i>Ongoing - The ACH option is given to all employees and vendors.</i>				
Offer electronic W-2's and paystubs, review other available Incode paperless processes	Finance	M	ST	Staff - Savings On Supplies & Fees
<i>5% Complete - Currently working on the cost/benefit analysis.</i>				
Automate employee benefit processes.	City Manager HR IT	H	ST	Staff Resources / Existing Broker Commissions
<i>On-hold</i>				
Maintain Vehicle and Equipment Amortization Schedule.	Finance	H	ST	Staff Resources
<i>100% Complete / Ongoing - City owned equipment list complete.</i>				
Promote FOG Program (Fats, Oils, & Grease)	Public Works	H	LT	Staffing
<i>Staff is performing inspections of food preparation businesses to develop awareness. Reduction will reduce sanitary sewer treatment cost and reduce copper in effluent.</i>				
Implement GIS system in conjunction with JoCo Assessor's Office. Use for mapping and development services.	City Manager CD Consultant	H	ST	\$33,470 FY15 \$20,000 FY16 \$10,000 FY17
<i>10% Complete - Executed contracts for 6" orthophotography for Warrensburg and new GIS base map and data in Spring 2015. Will take 18 months to get system in place.</i>				
Complete and implement IT Master Plan	IT	H	ST	CIP Project
<i>Master Plan Complete - Implementation over next 5 years. Develop and fund process to ensure master plan is updated on a biennial basis.</i>				
Develop Inflow and Infiltration Study implementation program.	Public Works	H	LT	Staffing
<i>Ongoing - Study is complete will implement and fund projects according to priority list outlined in the study. Determine budget amount yearly dedicated to those improvements.</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Develop Storm Water Master Plan Phase 3 <i>Phases 1 and 2 of 4 have been completed with future funding to be determined.</i>	Public Works	H	MT	CIP includes \$50,000/yearly
Implement MS4 Program by working with developers and the public to educate them in Best Management Practices.	Public Works	H	LT	Staff Resources
<i>The Erosion Control & Land Disturbance Ordinances are being implemented. Public education is being focused on to develop awareness. Staff working on storm inlet markings and inlet art program.</i>				
Work with Pedestrian / Cycling Transportation Task Force to improve sidewalk connectivity and appropriately mark bike routes with painted Sharrows.	Public Works	H	MT	Staff Resources + \$5,000 Yearly
<i>Ongoing. Staff has been able to initiate a Sharrow markings program thru use of community volunteers. Certain sidewalk connectivity issues were addressed by including them in the Curb and Sidewalk program.</i>				
OBJECTIVE E: Increase public involvement and understanding of City government.				
Recognize service on boards and commissions and other acts of volunteerism.	City Clerk	H	ST	Staffing
<i>Can be scheduled if the Mayor and City Council wish.</i>				
Encourage involvement with community-wide groups and look for ways to formally communicate information shared at meetings and seek out speaking engagements for City Manager and Department Directors.	City Manager PIO	L	MT	Staff Resources
<i>40% Complete - Directors and CM serve on many community-wide groups. Agendas and Council packets are online. Communicate with public over Internet using website, facebook and twitter.</i>				
Goal IV: Maintain existing and develop new points of pride in the community for our residents and visitors.				
OBJECTIVE A: Identify and increase City beautification projects.				
Work with the Park Board to enhance City trails with landscape and lighting plan. Begin and plan Southwest Drive, Main Street, and Pine Street pedestrian improvements.	Parks & Recreation City Manager Public Works	H	ST	Staff Resources
<i>Ongoing-0%</i>				
Enhance Street Light Upgrades and Efficiencies.	City Manager Public Works	H	MT	Staff Resources
<i>Ongoing</i>				
Support efforts of Park Board to improve Lion's Lake.	Parks & Recreation	H	ST	Staff Resources
<i>Ongoing-75% Complete</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Percent for Art-Public improvements set aside.	City Manger	M	ST	FY16 \$1,000
<i>Ongoing - 1% for Arts Ordinance approved January 2015.</i>				
Improve street appearance, quality, and number of miles improved with asphalt overlay yearly.	Public Works	H	ST	CIP Plan - Funding Increased
<i>Ongoing. Focus of this year's program is preventative maintenance, increased asphalt overlay quantities, and pavement preservation.</i>				
OBJECTIVE B: Implement Comprehensive City Plan Recommendations.				
Develop and Approve an Environmental Resolution that communicates City Council Policy.	City Manager Dept. Directors	H	ST	Staff Resources
Hwy DD/Whiteman Trail - finalize trail route and secure preliminary funding	City Manager County Comm Pioneer Trails RPC	H-M	MT-ST	FY16 - \$16,000
<i>30% Complete. Funding has been completed for the project with construction expected to begin in the summer of 2015</i>				
OBJECTIVE C: Improve major corridors through the community to improve traffic flow and connectivity.				
Improve connectivity between UCM campus, downtown and community at large.	City Manager Main Street UCM CVB PW	H	MT	CIP Projects As Funding Available
<i>Ongoing. The Downtown Phase IV engineering will be completed in 2015 with construction expected to begin in 2016. A cooperative agreement will be explored with UCM to share the cost of improving the intersection of Holden and South St. Banner system installed across Holden St. south of Gay St. in 2014.</i>				
Complete Maguire Street Traffic Signalization study and implement phase 1 equipment	Public Works	H	MT	proposed FY16 CIP
<i>3% Complete - Study included in scope of the Maguire Street Corridor Engineering and Design RFP issued Spring 2015.</i>				
Develop trails and sidewalk connection, implementation, improve ADA Accessibility.	Public Works	H	MT	Part of Curb & Sidewalk In CIP
<i>30% Complete. Ongoing yearly focus.</i>				
OBJECTIVE D: Preserve and highlight the history and culture of Warrensburg.				
Preserve existing neighborhoods through code enforcement, trash collection and cleanup.	CD Public Works	M	MT	Staff Resources FY16 - \$12,000 Grant
<i>Ongoing</i>				

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
% Complete / Current Status				
Promote and assist development of cultural amenities within our community. <i>Approved establishment of Arts Commission and Tree Board. Pine Street art completed. Created first Historic District in Warrensburg on Grover Street</i>	Arts Commission Main Street	L	MT	Arts Fund, \$10,000
GOAL V: Provide comprehensive facilities that enhance the quality of life for the Citizens of Warrensburg.				
OBJECTIVE A: Develop and prepare Parks and Recreation Department for future growth.				
Establish a standing working group to coordinate and implement action items related to park planning <i>50% Complete</i>	Parks and Recreation	H	ST	Staff Resources
Follow the time-line from the UCM Construction Management Department on Lions Lake Trail <i>25% Complete.</i>	Dept. Director WCC Supt Public Works	H	MT	\$120,000
Connectivity of Trail System – Farmer Market, Maguire Street, Blind Boone Park <i>0% Complete. Assist where needed</i>	Parks and Recreation	M	MT	Staff Resources
Develop an overall park system strategy to address maintenance, accessibility, planning and signage <i>15 % Complete</i>	Parks and Recreation	M	MT	Staff Resources
Develop a plan for replacement or improvements to the soccer fields, picnic shelters and parking lots <i>10% Complete</i>	Parks and Recreation	M	MT	Staff Resources
OBJECTIVE B: Maintaining current facilities				
Review and update Master Plan for Cave Hollow and West Park <i>5% Complete</i>	Parks and Recreation	M	MT	Staff Resources
ADA Staff Transition Plan Update <i>50% Complete for the year/ongoing.</i>	WCC Supt.	H	LT	Staff Resources
OBJECTIVE C: Partnerships to provide quality community parks and recreation type facilities.				
GOAL VI: Provide comprehensive programs and services, to enhance the quality of life for the citizens of Warrensburg.				
OBJECTIVE A: Continue and Develop new and innovative methods of marketing for programs and facilities				
Warrensburg citizen survey - 1st time. <i>New</i>	City Manager	L	LT	Staff Resources

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Upgrade Parks & Recreation Software to meet the demands of the department 20% Complete	Parks and Recreation	M	MT	Staff, \$18,000
other services.				
Promote Healthy Urban Foresty for long-term sustainability 75% Complete	Parks and Recreation	M	MT	Staff
OBJECTIVE C: Partnerships to promote health/fitness programs for the community.				
Partner with Warrensburg R-VI School District in promoting active lifestyle in youth. 50% Complete.	Recreation Superintendent	M	MT	Staff Resources Program Cost
Partner with WMMC and community base organizations and businesses to promote a "Warrensburg Fit Challenge" - all ages year long events. 75% Complete	Rec Supt., Rec Supervisor	H	MT	Staff Resources, Program Cost
Partnering with Johnson County Historical Society, Main Street, Chamber of Commerce and Visitor Center and Volunteers Old Drum Days & Burg Dog Unleashed Art Project 75% Complete/ongoing	Dept. Directors, Rec Supt. Marketing Super.	H	ST	Staff Resources and Marketing Budget
Provide crime prevention presentations / programs to businesses and individual organizations. Ongoing to community groups including businesses, service organizations, and scout groups.	Police Department	M	MT	Staff Resources
Provide School Resource Officer services to R-6 School District includign DARE Program. Ongoing - 2 SRO's full-time in schools, 1 SRO part time in school. Still working to hire up to full-strength.	Police Department	H	ST	Staff Resources, 3 SRO Officers
GOAL VII: Identify and Foster Quality Visitor Experiences				
OBJECTIVE A: Create and offer materials accessible in one location where vistors to the community can obtain information about points of interest and activities				
Creating an inventory of assets and packages for better customer service New	TD CVB Board	H	ST	
Collect existing marketing material to provide in Visitor Center New	TD	H	ST	

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Create brand for WCVB, using Old Drum and the phrase "Man's Best Friend" to distinguish us from other communities, logo <i>New</i>	TD CVB Board	H	ST	
Build relationship/partnership with community entities <i>New</i>	TD CVB Board	H	ST	
Use website/social media to reach target market for existing activities and stay updated <i>New</i>	TD	H	ST	
Create marketing material to place in hotels, restaurants, etc. <i>New</i>	TD	H	ST	
Increase usage of public transportation system <i>New</i>	TD CVB Board	H	ST	
Develop a volunteer database that entities can use for events <i>New</i>	TD	H	ST	
Meet with business owners as advocates for tourism destination <i>New</i>	TD	H	ST	
Develop survey to better understand what customer wants and learning from their experience <i>New</i>	TD CVB Board	H	ST	
Creating map of Warrensburg with main attractions, art tour, and old homes tour <i>New</i>	TD	H	ST	
Create tourism hub that encompasses all information about community <i>New</i>	TD	H	ST	
Create "One Stop Shop" <i>New</i>	TD	H	ST	

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps <i>% Complete / Current Status</i>	Responsibility & Contact Agencies	Priority <i>H-high</i> <i>M-medium</i> <i>L-low</i>	Term <i>ST 1-2 yrs</i> <i>MT 3-5 yrs</i> <i>LT 5-10 yrs</i>	Budget Effect / Resources
--	--	---	---	--

GOAL VIII: Attract and Schedule Events and Conferences

OBJECTIVE A: Identify new opportunities for growth by performing an industry analysis

Determine our target market and developing a niche market <i>New</i>	TD CVB Board	H	ST	
Develop a presence that attracts events to community as destination <i>New</i>	TD CVB Board	H	ST	
Develop relationship with existing facilities <i>New</i>	TD	H	ST	

GOAL IX: Develop and Cultivate Sports Tourism Opportunities

OBJECTIVE A: Actively recruit sports

Develop relationship with Parks & Rec, UCM, and YES Program to recruit youth and adult sports programs <i>New</i>	TD CVB Board	H	ST	
Reach out to existing network of sports contacts to build pipeline <i>New</i>	TD CVB Board	M	ST	
Attend conferences/seminars to build pipeline with new contacts <i>New</i>	TD	H	ST	
Develop existing sports facilities, create sports complex <i>New</i>	TD CVB Board	H	LT	

GOAL X: Generate Positive Economic Opportunities for the Warrensburg Community

OBJECTIVE A: Promote Warrensburg through focused marketing efforts for new businesses and tourism destination

Work with City to actively recruit businesses through increased tourism <i>New</i>	TD City Staff	H	LT	
Developing KPI's and Google Analytics to determine returning tourists, returning events, etc... <i>New</i>	TD	H	ST	

Fiscal Year 2016 Strategic Plan



Goal Objective Action Steps % Complete / Current Status	Responsibility & Contact Agencies	Priority H-high M-medium L-low	Term ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Budget Effect / Resources
Determine expected objectives, competencies, and priorities <i>New</i>	TD CVB Board	H	ST	
Build relationship with Whiteman AFB to market to young airmen and families that do not live in Warrensburg <i>New</i>	TD	H	ST	
OBJECTIVE B: Support efforts of existing hotels by decreasing vacant rooms and improve Warrensburg as a travel destination.				
Partner with Old Trails Region and Hwy 13 Coalition <i>New</i>	TD	H	ST	
Meet with hotel owners/managers to determine when rooms are vacant and work with community groups to fill rooms <i>New</i>	TD	H	ST	
OBJECTIVE C: Generate Revenue to build the community and promote as destination city.				
Implementing membership program <i>New</i>	TD	H	ST	
Grant writing to support WCVB efforts <i>New</i>	TD	H	MT	

Building The Budget



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 description of each of these Funds is provided in the individual sections.

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 majority of the City Services and is funded primarily from general revenues of the City such as Sales, 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 Capital Improvement 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 Capital Improvement Funds are used to account for specific revenue streams designated for capital improvement 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 the activity of two specific NID’s. The activity of these NID’s are generally associated with the collection of special assessments dedicated to servicing the debt incurred to fund a specific neighborhood improvement project.

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.

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.

Budget Calendar



Feb	<p>Meeting with Department Heads regarding CIP Process</p> <p>Strategic Plan Review - Performance Measurement Discussion</p> <p>Strategic Plan Staff Review</p>
Mar	<p>Proposed FY15 Budget available in Incode for departments to begin entering their numbers</p> <p>Review of unfunded FY14 Priorities remaining on the list</p> <p>Personnel Base Budget Complete (based on current staff and benefits)</p> <p>Revenue Projection for CIP</p> <p>Personnel Compensation Package Review</p>
Apr	<p>CIP Committee Meets</p> <p>Personnel Requests from Departments to Finance and Human Resources (HR)</p> <p>Retreat slides to City Manager for review</p> <p>CM/City Clerk/Department Heads meet with JCEDC, Main Street Chamber of Commerce, Visitor's Center, Big Brothers Big Sisters</p> <p>Art Commission, Pioneer Trails, Depot Renovation, Tree Board, Historic Preservation, Children's Memorial WALC, OATS</p> <p>Review of non health insurance related benefits</p> <p>Report to City Manager for cost of Personnel Proposals</p>
May	<p>Budget Retreat</p> <p>Review FY14 Unfunded Priorities List</p> <p>Completion of initial budget numbers by departments</p> <p>Departments review budget numbers with Finance and the City Manager including CIP and HR request</p> <p>Review of FY14 Budget vs Actuals</p> <p>Preliminary Health Discussion Plan Design</p>
Jun	<p>Department meetings with Finance and the City Manager - Final Proposals</p> <p>Personnel Package Review</p> <p>Health Plan Design Analysis</p>
Jul	<p>Final FY16 Budget Changes Due</p> <p>FY16 Unfunded List Determined</p> <p>Final Review of Complete Benefit Package</p> <p>FY16 Revenue numbers updated</p> <p>Notice for Public Hearing for Tax Levies</p> <p>Public Comment with City Council Revisions and Approval of 5 Year CIP</p>
Aug	<p>Public Comment & Hearing on Tax Levies & Ordinance</p> <p>Budget Complete and Forwarded to Council</p> <p>Budget Presentation by City Manager to Council and Public</p>
Sep	<p>Public Hearing Adjusting Sewer Rates (If Required)</p> <p>First Reading for FY16 Budget Ordinance</p> <p>Second Reading and Approval of Budget Ordinance</p> <p>Budgets Incorporated in Financial System</p>
Oct	<p>Prepare for Audit & Capital Improvement Projects/ Bidding and Contracts</p> <p>Submit Budget to GFOA for Award Consideration</p>
Nov	<p>Auditors Begin Audit</p>

Financial Management Policies

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

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. Capital Improvement Policy

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

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 recommendations for programs and priorities, which in the opinion of the City Manager, will be of benefit to the City.

8. In late May or Early June, before the preliminary budget numbers are completed by the department directors, the City Manager conducts a Council Retreat. The retreat is attended by the Council, City Manager and Department Directors 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.
3. A contingency reserve account of 1% of the proposed budgeted General Fund expenditures will be annually appropriated by the City Council to provide for unanticipated expenditures of a nonrecurring nature and/or meet unexpected increases in costs. This contingency reserve shall be considered as recurring for purposes of application to the operating expenditure policy in section III(1).

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 design - design rates for each class of service to meet the revenue needs of the utility, along with any other rate design goals and objectives.

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 rates) greater than or equal to zero (\$).

4.2.2 Wastewater utility should have annual debt service coverage ratio ≥ 1.50 on revenue bonds (see bond covenants), and ≥ 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

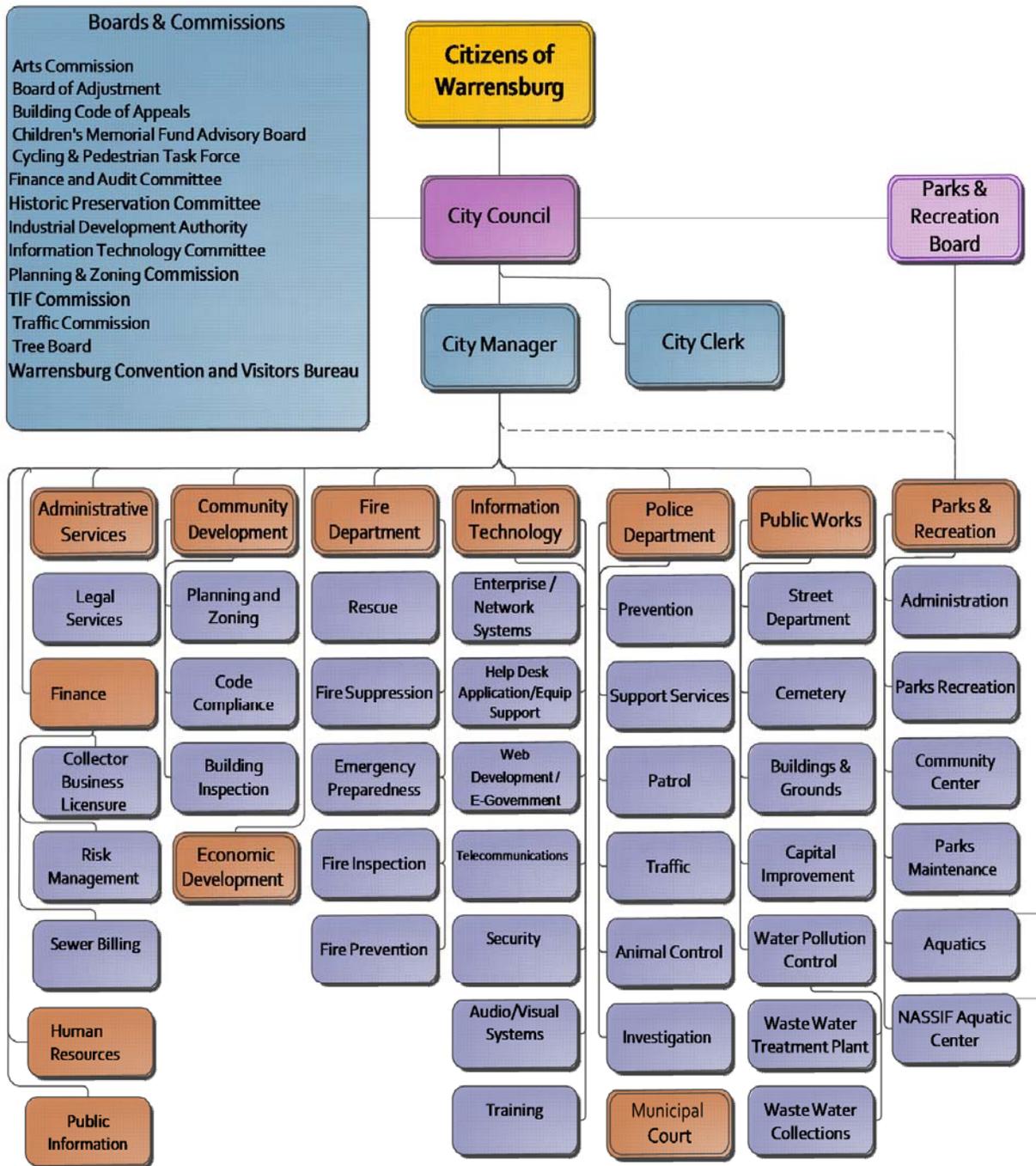
The securities for which repurchase agreements will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the City's designated Custodial Agent. Funds and securities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

Organization Chart



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)

NUMBER OF REGULAR FULL TIME EMPLOYEES FY13 - FY16

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROPOSED
General Fund				
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	1	2	2
Finance	4	4	6	6
Information Technology	2	2	2	2
Buildings and Grounds	2	2	1	1
Fire Protection	25	25	25	25
Law Enforcement	37	35	38	38
Animal Control - Shelter	2	3	3	3
Community Development	7	7	7	7
Street Maintenance	12	11	14	13
Cemetery	1	1	1	1
Total General Fund	99	97	105	104
Parks Fund				
Administration	2	2	3	3
Maintenance	4	4	4	4
Recreation	4	4	3	4
Community Center	1	1	1	1
Total Parks Fund	11	11	11	12
Water Pollution Control Fund				
Administration	1	1	0	1
Plants	7	7	7	7
Collections	5	5	5	5
Total WPC	13	13	12	13
TOTAL FULL TIME	123	121	128	129

The Street Department and Water Pollution Control share 2 full time positions.

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 was included in the Intergovernmental Transfer done from Water Pollution Control to the General Fund, previously their time had been divided between the two funds during each 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.

NUMBER OF REGULAR PART-TIME EMPLOYEES FY13 - FY16

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROPOSED
General Fund				
General Administration	0	0	0	0
Public Information Office	0	1	1	1
Finance	1	1	1	1
Fire Protection	24	24	24	24
Law Enforcement	2	2	2	2
Animal Control	2	2	2	2
Streets	0	0	0	0
Total General Fund	29	30	30	30
WPC				
Administration	0.5	0	0	0
Collections	0	0	0	1
Total WPC	0.5	0	0	1
TOTAL REGULAR PART TIME	29.5	30	30	31

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

The Fire Department was authorized 30 part time positions in FY11 and into FY12. Their actual part time employees were less. In FY13 they went to 24 and are currently authorized for the 24.

Pay Structure



Grade	Titles	Base	Step 1	Step 2	Step 3	Step 4	Step 5
B	Animal Shelter Laborer	19,011.20	19,302.40	19,593.60	19,884.80	20,176.00	20,488.00
	Housekeeping Specialist	731.20	742.40	753.60	764.80	776.00	788.00
	Parking Control Officer	9.14	9.28	9.42	9.56	9.70	9.85
C		20,280.00	20,592.00	20,904.00	21,216.00	21,528.00	21,860.80
		780.00	792.00	804.00	816.00	828.00	840.80
		9.75	9.90	10.05	10.20	10.35	10.51
D		21,652.80	21,985.60	22,318.40	22,651.20	22,984.00	23,337.60
		832.80	845.60	858.40	871.20	884.00	897.60
		10.41	10.57	10.73	10.89	11.05	11.22
E	Assistant Court Clerk	23,108.80	23,462.40	23,816.00	24,169.60	24,523.20	24,897.60
	Public Information	888.80	902.40	916.00	929.60	943.20	957.60
	PT WPC Collections Rep.	11.11	11.28	11.45	11.62	11.79	11.97
	Records Clerk PD Support Services Specialist						
F	Park Maintenance I	24,689.60	25,064.00	25,438.40	25,812.80	26,208.00	26,603.20
	Permit Clerk	949.60	964.00	978.40	992.80	1,008.00	1,023.20
	Street Maintenance I	11.87	12.05	12.23	12.41	12.60	12.79
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	9.03	9.17	9.31	9.45	9.59	9.73
FFB	Firefighter/EMT	10.41	10.57	10.73	10.89	11.05	11.22
FFC	Firefighter/Specialist	12.12	12.30	12.48	12.67	12.86	13.05
FFP	Officer (40 hour)	17.45	17.71	17.98	18.25	18.52	18.80
	(40 Hour)						
FFD	Fire Captain	13.63	13.83	14.04	14.25	14.46	14.68
FFE	Battalion Chief (56 Hour)	14.95	15.17	15.40	15.63	15.86	16.10
	(56 Hour)						
FFF	Battalion Chief (40 Hour)	21.43	21.75	22.08	22.41	22.75	23.09
	(40 Hour)						
G	Animal Control Officer	26,374.40	26,769.60	27,164.80	27,580.80	27,996.80	28,412.80
	Assistant Shelter Manager	1,014.40	1,029.60	1,044.80	1,060.80	1,076.80	1,092.80
	Executive Assistant II	12.68	12.87	13.06	13.26	13.46	13.66
	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						
H	Executive Assistant III	28,246.40	28,662.40	29,099.20	29,536.00	29,972.80	30,430.40
	Indoor/Outdoor Crew Leader - Parks	1,086.40	1,102.40	1,119.20	1,136.00	1,152.80	1,170.40
	Code Enforcement Inspector	13.58	13.78	13.99	14.20	14.41	14.63
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						

Pay Structure



Grade	Titles	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
B	Animal Shelter Laborer	20,800.00	21,112.00	21,424.00	21,736.00	22,068.80	22,401.60
	Housekeeping Specialist	800.00	812.00	824.00	836.00	848.80	861.60
	Parking Control Officer	10.00	10.15	10.30	10.45	10.61	10.77
C		22,193.60	22,526.40	22,859.20	23,192.00	23,545.60	23,899.20
		853.60	866.40	879.20	892.00	905.60	919.20
		10.67	10.83	10.99	11.15	11.32	11.49
D		23,691.20	24,044.80	24,398.40	24,772.80	25,147.20	25,521.60
		911.20	924.80	938.40	952.80	967.20	981.60
		11.39	11.56	11.73	11.91	12.09	12.27
E	Assistant Court Clerk	25,272.00	25,646.40	26,020.80	26,416.00	26,811.20	27,206.40
	Public Information	972.00	986.40	1,000.80	1,016.00	1,031.20	1,046.40
	PT WPC Collections Rep.	12.15	12.33	12.51	12.70	12.89	13.08
	Records Clerk PD Support Services Specialist						
F	Park Maintenance I	26,998.40	27,393.60	27,809.60	28,225.60	28,641.60	29,078.40
	Permit Clerk	1,038.40	1,053.60	1,069.60	1,085.60	1,101.60	1,118.40
	Street Maintenance I	12.98	13.17	13.37	13.57	13.77	13.98
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	9.88	10.03	10.18	10.33	10.48	10.64
FFB	Firefighter/EMT	11.39	11.56	11.73	11.91	12.09	12.27
FFC	Firefighter/Specialist	13.25	13.45	13.65	13.85	14.06	14.27
FFP	Officer (40 hour)	19.08	19.37	19.66	19.95	20.25	20.55
	(40 Hour)						
FFD	Fire Captain	14.90	15.12	15.35	15.58	15.81	16.05
FFE	Battalion Chief (56 Hour)	16.34	16.59	16.84	17.09	17.35	17.61
	(56 Hour)						
FFF	Battalion Chief (40 Hour)	23.44	23.79	24.15	24.51	24.88	25.25
	(40 Hour)						
G	Animal Control Officer	28,828.80	29,265.60	29,702.40	30,139.20	30,596.80	31,054.40
	Assistant Shelter Manager	1,108.80	1,125.60	1,142.40	1,159.20	1,176.80	1,194.40
	Executive Assistant II	13.86	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						
H	Executive Assistant III	30,888.00	31,345.60	31,824.00	32,302.40	32,780.80	33,280.00
	Indoor/Outdoor Crew Leader - Parks	1,188.00	1,205.60	1,224.00	1,242.40	1,260.80	1,280.00
	Code Enforcement Inspector	14.85	15.07	15.30	15.53	15.76	16.00
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						

Pay Structure



Grade	Titles	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
B	Animal Shelter Laborer	22,734.40	23,067.20	23,420.80	23,774.40	24,128.00	24,481.60
	Housekeeping Specialist	874.40	887.20	900.80	914.40	928.00	941.60
	Parking Control Officer	10.93	11.09	11.26	11.43	11.60	11.77
C		24,252.80	24,606.40	24,980.80	25,355.20	25,729.60	26,124.80
		932.80	946.40	960.80	975.20	989.60	1,004.80
		11.66	11.83	12.01	12.19	12.37	12.56
D		25,896.00	26,291.20	26,686.40	27,081.60	27,497.60	27,913.60
		996.00	1,011.20	1,026.40	1,041.60	1,057.60	1,073.60
		12.45	12.64	12.83	13.02	13.22	13.42
E	Assistant Court Clerk	27,622.40	28,038.40	28,454.40	28,891.20	29,328.00	29,764.80
	Public Information	1,062.40	1,078.40	1,094.40	1,111.20	1,128.00	1,144.80
	PT WPC Collections Rep.	13.28	13.48	13.68	13.89	14.10	14.31
	Records Clerk PD Support Services Specialist						
F	Park Maintenance I	29,515.20	29,952.00	30,409.60	30,867.20	31,324.80	31,803.20
	Permit Clerk	1,135.20	1,152.00	1,169.60	1,187.20	1,204.80	1,223.20
	Street Maintenance I	14.19	14.40	14.62	14.84	15.06	15.29
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	10.80					
FFB	Firefighter/EMT	12.45	12.64	12.83	13.02	13.22	13.42
FFC	Firefighter/Specialist	14.48	14.70	14.92	15.14	15.37	15.60
FFP	Officer (40 hour)	20.86	21.17	21.49	21.81	22.14	22.47
	(40 Hour)						
FFD	Fire Captain	16.29	16.53	16.78	17.03	17.29	17.55
FFE	Battalion Chief (56 Hour)	17.87	18.14	18.41	18.69	18.97	19.25
	(56 Hour)						
FFF	Battalion Chief (40 Hour)	25.63	26.01	26.40	26.80	27.20	27.61
	(40 Hour)						
G	Animal Control Officer	31,512.00	31,990.40	32,468.80	32,947.20	33,446.40	33,945.60
	Assistant Shelter Manager	1,212.00	1,230.40	1,248.80	1,267.20	1,286.40	1,305.60
	Executive Assistant II	15.15	15.38	15.61	15.84	16.08	16.32
	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						
H	Executive Assistant III	33,779.20	34,278.40	34,798.40	35,318.40	35,838.40	36,379.20
	Indoor/Outdoor Crew Leader - Parks	1,299.20	1,318.40	1,338.40	1,358.40	1,378.40	1,399.20
	Code Enforcement Inspector	16.24	16.48	16.73	16.98	17.23	17.49
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						

Pay Structure



Grade	Titles	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23
B	Animal Shelter Laborer	24,856.00	25,230.40	25,604.80	25,979.20	26,374.40	26,769.60
	Housekeeping Specialist	956.00	970.40	984.80	999.20	1,014.40	1,029.60
	Parking Control Officer	11.95	12.13	12.31	12.49	12.68	12.87
C		26,520.00	26,915.20	27,310.40	27,726.40	28,142.40	28,558.40
		1,020.00	1,035.20	1,050.40	1,066.40	1,082.40	1,098.40
		12.75	12.94	13.13	13.33	13.53	13.73
D		28,329.60	28,745.60	29,182.40	29,619.20	30,056.00	30,513.60
		1,089.60	1,105.60	1,122.40	1,139.20	1,156.00	1,173.60
		13.62	13.82	14.03	14.24	14.45	14.67
E	Assistant Court Clerk	30,201.60	30,659.20	31,116.80	31,574.40	32,052.80	32,531.20
	Public Information	1,161.60	1,179.20	1,196.80	1,214.40	1,232.80	1,251.20
	PT WPC Collections Rep.	14.52	14.74	14.96	15.18	15.41	15.64
	Records Clerk PD Support Services Specialist						
F	Park Maintenance I	32,281.60	32,760.00	33,259.20	33,758.40	34,257.60	34,777.60
	Permit Clerk	1,241.60	1,260.00	1,279.20	1,298.40	1,317.60	1,337.60
	Street Maintenance I	15.52	15.75	15.99	16.23	16.47	16.72
	WPC Operator I Collections						
FFA	Firefighter (Part Time)						
FFB	Firefighter/EMT	13.62	13.82	14.03	14.24	14.45	14.67
FFC	Firefighter/Specialist	15.83	16.07	16.31	16.55	16.80	17.05
FFP	Officer (40 hour)	22.81	23.15	23.50	23.85	24.21	24.57
	(40 Hour)						
FFD	Fire Captain	17.81	18.08	18.35	18.63	18.91	19.19
FFE	Battalion Chief (56 Hour)	19.54	19.83	20.13	20.43	20.74	21.05
	(56 Hour)						
FFF	Battalion Chief (40 Hour)	28.02	28.44	28.87	29.30	29.74	30.19
	(40 Hour)						
G	Animal Control Officer	34,444.80	34,964.80	35,484.80	36,025.60	36,566.40	37,107.20
	Assistant Shelter Manager	1,324.80	1,344.80	1,364.80	1,385.60	1,406.40	1,427.20
	Executive Assistant II	16.56	16.81	17.06	17.32	17.58	17.84
	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						
H	Executive Assistant III	36,920.00	37,481.60	38,043.20	38,604.80	39,187.20	39,769.60
	Indoor/Outdoor Crew Leader - Parks	1,420.00	1,441.60	1,463.20	1,484.80	1,507.20	1,529.60
	Code Enforcement Inspector	17.75	18.02	18.29	18.56	18.84	19.12
	Recreation Supervisor I						
	Shelter Manager						
	Utility Inspector						
	WPC Laboratory Technician WPC Collections Crew Leader						

Pay Structure



Grade	Titles	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
B	Animal Shelter Laborer	27,164.80	27,580.80	27,996.80	28,412.80	28,828.80	29,265.60	29,702.40
	Housekeeping Specialist	1,044.80	1,060.80	1,076.80	1,092.80	1,108.80	1,125.60	1,142.40
	Parking Control Officer	13.06	13.26	13.46	13.66	13.86	14.07	14.28
C		28,995.20	29,432.00	29,868.80	30,326.40	30,784.00	31,241.60	31,720.00
		1,115.20	1,132.00	1,148.80	1,166.40	1,184.00	1,201.60	1,220.00
		13.94	14.15	14.36	14.58	14.80	15.02	15.25
D		30,971.20	31,428.80	31,907.20	32,385.60	32,864.00	33,363.20	33,862.40
		1,191.20	1,208.80	1,227.20	1,245.60	1,264.00	1,283.20	1,302.40
		14.89	15.11	15.34	15.57	15.80	16.04	16.28
E	Assistant Court Clerk	33,009.60	33,508.80	34,008.00	34,528.00	35,048.00	35,568.00	36,108.80
	Public Information	1,269.60	1,288.80	1,308.00	1,328.00	1,348.00	1,368.00	1,388.80
	PT WPC Collections Rep.	15.87	16.11	16.35	16.60	16.85	17.10	17.36
	Records Clerk PD							
	Support Services Specialist							
F	Park Maintenance I	35,297.60	35,817.60	36,358.40	36,899.20	37,460.80	38,022.40	38,584.00
	Permit Clerk	1,357.60	1,377.60	1,398.40	1,419.20	1,440.80	1,462.40	1,484.00
	Street Maintenance I	16.97	17.22	17.48	17.74	18.01	18.28	18.55
	WPC Operator I Collections							
FFA	Firefighter (Part Time)							
FFB	Firefighter/EMT	14.89	15.11	15.34	15.57			
FFC	Firefighter/Specialist	17.31	17.57	17.83	18.10			
FFP	Officer (40 hour)	24.94	25.31	25.69	26.08			
	(40 Hour)							
FFD	Fire Captain	19.48	19.77	20.07	20.37			
FFE	Battalion Chief (56 Hour)	21.37	21.69	22.02	22.35			
	(56 Hour)							
FFF	Battalion Chief (40 Hour)	30.64	31.10	31.57	32.04			
	(40 Hour)							
G	Animal Control Officer	37,668.80	38,230.40	38,812.80	39,395.20	39,977.60	40,580.80	41,184.00
	Assistant Shelter Manager	1,448.80	1,470.40	1,492.80	1,515.20	1,537.60	1,560.80	1,584.00
	Executive Assistant II	18.11	18.38	18.66	18.94	19.22	19.51	19.80
	Finance Assistant/AP							
	Municipal Court Clerk							
	Parks Maintenance II							
	Public Works Project Technician							
	Sewer Utility Billing Specialist							
	Sewer Utility Collections Specialist							
	Sign Technician							
H	Executive Assistant III	40,372.80	40,976.00	41,600.00	42,224.00	42,848.00	43,492.80	44,137.60
	Indoor/Outdoor Crew Leader - Parks	1,552.80	1,576.00	1,600.00	1,624.00	1,648.00	1,672.80	1,697.60
	Code Enforcement Inspector	19.41	19.70	20.00	20.30	20.60	20.91	21.22
	Recreation Supervisor I							
	Shelter Manager							
	Utility Inspector							
	WPC Laboratory Technician							
	WPC Collections Crew Leader							

Pay Structure



Grade	Titles	Base	Step 1	Step 2	Step 3	Step 4	Step 5
I	Bldg & Grounds Foreman	30,118.40	30,576.00	31,033.60	31,491.20	31,969.60	32,448.00
	Computer Technician	1,158.40	1,176.00	1,193.60	1,211.20	1,229.60	1,248.00
	Equipment Technician	14.48	14.70	14.92	15.14	15.37	15.60
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman Cemetery						
	Maintenance Foreman - Streets						
	Office Manager Recreation Supervisor II						
J	Accountant	32,177.60	32,656.00	33,155.20	33,654.40	34,153.60	34,673.60
	Asst Systems Admin	1,237.60	1,256.00	1,275.20	1,294.40	1,313.60	1,333.60
	Building Inspector	15.47	15.70	15.94	16.18	16.42	16.67
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Parks						
K	Compliance Technician	34,382.40	34,902.40	35,422.40	35,963.20	36,504.00	37,044.80
	Neighborhood Services Coord.	1,322.40	1,342.40	1,362.40	1,383.20	1,404.00	1,424.80
	Police Corporal	16.53	16.78	17.03	17.29	17.55	17.81
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III Senior Computer Technician WPC Operator III Plants						
L	City Planner	37,128.00	37,689.60	38,251.20	38,833.60	39,416.00	39,998.40
	Manager of Operations - Parks	1,428.00	1,449.60	1,471.20	1,493.60	1,516.00	1,538.40
	Project Manager II	17.85	18.12	18.39	18.67	18.95	19.23
M	Building Official	39,312.00	39,894.40	40,497.60	41,100.80	41,724.80	42,348.80
	CC/Parks Maintenance Supt	1,512.00	1,534.40	1,557.60	1,580.80	1,604.80	1,628.80
	Manager of Operations - ST	18.90	19.18	19.47	19.76	20.06	20.36
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST)						
N		42,036.80	42,660.80	43,305.60	43,950.40	44,616.00	45,281.60
		1,616.80	1,640.80	1,665.60	1,690.40	1,716.00	1,741.60
		20.21	20.51	20.82	21.13	21.45	21.77
O	Human Resources Manager	44,948.80	45,614.40	46,300.80	46,987.20	47,694.40	48,401.60
	Police Lieutenant	1,728.80	1,754.40	1,780.80	1,807.20	1,834.40	1,861.60
	Systems Administrator	21.61	21.93	22.26	22.59	22.93	23.27
P	Assistant Fire Chief	46,155.20	46,841.60	47,548.80	48,256.00	48,984.00	49,712.00
	Assistant Public Works Director	1,775.20	1,801.60	1,828.80	1,856.00	1,884.00	1,912.00
	Police Major	22.19	22.52	22.86	23.20	23.55	23.90

Pay Structure



Grade	Titles	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
I	Bldg & Grounds Foreman	32,926.40	33,425.60	33,924.80	34,424.00	34,944.00	35,464.00
	Computer Technician	1,266.40	1,285.60	1,304.80	1,324.00	1,344.00	1,364.00
	Equipment Technician	15.83	16.07	16.31	16.55	16.80	17.05
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman Cemetery						
	Maintenance Foreman - Streets						
	Office Manager Recreation Supervisor II						
J	Accountant	35,193.60	35,713.60	36,254.40	36,795.20	37,356.80	37,918.40
	Asst Systems Admin	1,353.60	1,373.60	1,394.40	1,415.20	1,436.80	1,458.40
	Building Inspector	16.92	17.17	17.43	17.69	17.96	18.23
	Collector						
	Human Resources Clerk						
	Office Manager II Police Officer Parks						
K	Compliance Technician	37,606.40	38,168.00	38,750.40	39,332.80	39,915.20	40,518.40
	Neighborhood Services Coord.	1,446.40	1,468.00	1,490.40	1,512.80	1,535.20	1,558.40
	Police Corporal	18.08	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	40,601.60	41,204.80	41,828.80	42,452.80	43,097.60	43,742.40
	Manager of Operations - Parks	1,561.60	1,584.80	1,608.80	1,632.80	1,657.60	1,682.40
	Project Manager II	19.52	19.81	20.11	20.41	20.72	21.03
M	Building Official	42,993.60	43,638.40	44,283.20	44,948.80	45,614.40	46,300.80
	CC/Parks Maintenance Supt	1,653.60	1,678.40	1,703.20	1,728.80	1,754.40	1,780.80
	Manager of Operations - ST	20.67	20.98	21.29	21.61	21.93	22.26
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST)						
N		45,968.00	46,654.40	47,361.60	48,068.80	48,796.80	49,524.80
		1,768.00	1,794.40	1,821.60	1,848.80	1,876.80	1,904.80
		22.10	22.43	22.77	23.11	23.46	23.81
O	Human Resources Manager	49,129.60	49,857.60	50,606.40	51,355.20	52,124.80	52,915.20
	Police Lieutenant	1,889.60	1,917.60	1,946.40	1,975.20	2,004.80	2,035.20
	Systems Administrator	23.62	23.97	24.33	24.69	25.06	25.44
P	Assistant Fire Chief	50,460.80	51,209.60	51,979.20	52,748.80	53,539.20	54,350.40
	Assistant Public Works Director	1,940.80	1,969.60	1,999.20	2,028.80	2,059.20	2,090.40
	Police Major	24.26	24.62	24.99	25.36	25.74	26.13

Pay Structure



Grade	Titles	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
I	Bldg & Grounds Foreman	36,004.80	36,545.60	37,086.40	37,648.00	38,209.60	38,792.00
	Computer Technician	1,384.80	1,405.60	1,426.40	1,448.00	1,469.60	1,492.00
	Equipment Technician	17.31	17.57	17.83	18.10	18.37	18.65
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman Cemetery						
	Maintenance Foreman - Streets						
	Office Manager Recreation Supervisor II						
J	Accountant	38,480.00	39,062.40	39,644.80	40,248.00	40,851.20	41,454.40
	Asst Systems Admin	1,480.00	1,502.40	1,524.80	1,548.00	1,571.20	1,594.40
	Building Inspector	18.50	18.78	19.06	19.35	19.64	19.93
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Parks						
K	Compliance Technician	41,121.60	41,745.60	42,369.60	43,014.40	43,659.20	44,304.00
	Neighborhood Services Coord.	1,581.60	1,605.60	1,629.60	1,654.40	1,679.20	1,704.00
	Police Corporal	19.77	20.07	20.37	20.68	20.99	21.30
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III Senior Computer Technician WPC Operator III Plants						
L	City Planner	44,408.00	45,073.60	45,760.00	46,446.40	47,132.80	47,840.00
	Manager of Operations - Parks	1,708.00	1,733.60	1,760.00	1,786.40	1,812.80	1,840.00
	Project Manager II	21.35	21.67	22.00	22.33	22.66	23.00
M	Building Official	46,987.20	47,694.40	48,401.60	49,129.60	49,857.60	50,606.40
	CC/Parks Maintenance Supt	1,807.20	1,834.40	1,861.60	1,889.60	1,917.60	1,946.40
	Manager of Operations - ST	22.59	22.93	23.27	23.62	23.97	24.33
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST)						
N		50,273.60	51,022.40	51,792.00	52,561.60	53,352.00	54,142.40
		1,933.60	1,962.40	1,992.00	2,021.60	2,052.00	2,082.40
		24.17	24.53	24.90	25.27	25.65	26.03
O	Human Resources Manager	53,705.60	54,516.80	55,328.00	56,160.00	57,012.80	57,865.60
	Police Lieutenant	2,065.60	2,096.80	2,128.00	2,160.00	2,192.80	2,225.60
	Systems Administrator	25.82	26.21	26.60	27.00	27.41	27.82
P	Assistant Fire Chief	55,161.60	55,993.60	56,825.60	57,678.40	58,552.00	59,425.60
	Assistant Public Works Director	2,121.60	2,153.60	2,185.60	2,218.40	2,252.00	2,285.60
	Police Major	26.52	26.92	27.32	27.73	28.15	28.57

Pay Structure



Grade	Titles	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23
I	Bldg & Grounds Foreman	39,374.40	39,956.80	40,560.00	41,163.20	41,787.20	42,411.20
	Computer Technician	1,514.40	1,536.80	1,560.00	1,583.20	1,607.20	1,631.20
	Equipment Technician	18.93	19.21	19.50	19.79	20.09	20.39
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman Cemetery						
	Maintenance Foreman - Streets						
	Office Manager Recreation Supervisor II						
J	Accountant	42,078.40	42,702.40	43,347.20	43,992.00	44,657.60	45,323.20
	Asst Systems Admin	1,618.40	1,642.40	1,667.20	1,692.00	1,717.60	1,743.20
	Building Inspector	20.23	20.53	20.84	21.15	21.47	21.79
	Collector						
	Human Resources Clerk						
	Office Manager II						
	Police Officer Parks						
K	Compliance Technician	44,969.60	45,635.20	46,321.60	47,008.00	47,715.20	48,422.40
	Neighborhood Services Coord.	1,729.60	1,755.20	1,781.60	1,808.00	1,835.20	1,862.40
	Police Corporal	21.62	21.94	22.27	22.60	22.94	23.28
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III Senior Computer Technician WPC Operator III Plants						
L	City Planner	48,568.00	49,296.00	50,044.80	50,793.60	51,563.20	52,332.80
	Manager of Operations - Parks	1,868.00	1,896.00	1,924.80	1,953.60	1,983.20	2,012.80
	Project Manager II	23.35	23.70	24.06	24.42	24.79	25.16
M	Building Official	51,355.20	52,124.80	52,915.20	53,705.60	54,516.80	55,328.00
	CC/Parks Maintenance Supt	1,975.20	2,004.80	2,035.20	2,065.60	2,096.80	2,128.00
	Manager of Operations - ST	24.69	25.06	25.44	25.82	26.21	26.60
	Manager of Operations - WPC						
	Police Sergeant						
	Recreation Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST)						
N		54,953.60	55,785.60	56,617.60	57,470.40	58,323.20	59,196.80
		2,113.60	2,145.60	2,177.60	2,210.40	2,243.20	2,276.80
		26.42	26.82	27.22	27.63	28.04	28.46
O	Human Resources Manager	58,739.20	59,612.80	60,507.20	61,422.40	62,337.60	63,273.60
	Police Lieutenant	2,259.20	2,292.80	2,327.20	2,362.40	2,397.60	2,433.60
	Systems Administrator	28.24	28.66	29.09	29.53	29.97	30.42
P	Assistant Fire Chief	60,320.00	61,235.20	62,150.40	63,086.40	64,022.40	64,979.20
	Assistant Public Works Director	2,320.00	2,355.20	2,390.40	2,426.40	2,462.40	2,499.20
	Police Major	29.00	29.44	29.88	30.33	30.78	31.24

Pay Structure



Grade	Titles	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
I	Bldg & Grounds Foreman	43,056.00	43,700.80	44,366.40	45,032.00	45,697.60	46,384.00	47,070.40
	Computer Technician	1,656.00	1,680.80	1,706.40	1,732.00	1,757.60	1,784.00	1,810.40
	Equipment Technician	20.70	21.01	21.33	21.65	21.97	22.30	22.63
	Finance Asst/Payroll & Budget Analyst							
	Maintenance Foreman Cemetery							
	Maintenance Foreman - Streets							
	Office Manager Recreation Supervisor II							
J	Accountant	46,009.60	46,696.00	47,403.20	48,110.40	48,838.40	49,566.40	50,315.20
	Asst Systems Admin	1,769.60	1,796.00	1,823.20	1,850.40	1,878.40	1,906.40	1,935.20
	Building Inspector	22.12	22.45	22.79	23.13	23.48	23.83	24.19
	Collector							
	Human Resources Clerk							
	Office Manager II							
	Police Officer Parks							
K	Compliance Technician	49,150.40	49,878.40	50,627.20	51,396.80	52,166.40	52,956.80	53,747.20
	Neighborhood Services Coord.	1,890.40	1,918.40	1,947.20	1,976.80	2,006.40	2,036.80	2,067.20
	Police Corporal	23.63	23.98	24.34	24.71	25.08	25.46	25.84
	Project Manager Com Dev							
	Project Manager Streets							
	Project Manager WPC							
	Recreation Supervisor III Senior Computer Technician WPC Operator III Plants							
L	City Planner	53,123.20	53,913.60	54,724.80	55,536.00	56,368.00	57,220.80	58,073.60
	Manager of Operations - Parks	2,043.20	2,073.60	2,104.80	2,136.00	2,168.00	2,200.80	2,233.60
	Project Manager II	25.54	25.92	26.31	26.70	27.10	27.51	27.92
M	Building Official	56,160.00	57,012.80	57,865.60	58,739.20	59,612.80	60,507.20	61,422.40
	CC/Parks Maintenance Supt	2,160.00	2,192.80	2,225.60	2,259.20	2,292.80	2,327.20	2,362.40
	Manager of Operations - ST	27.00	27.41	27.82	28.24	28.66	29.09	29.53
	Manager of Operations - WPC							
	Police Sergeant							
	Recreation Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST)							
N		60,091.20	60,985.60	61,900.80	62,836.80	63,772.80	64,729.60	65,707.20
		2,311.20	2,345.60	2,380.80	2,416.80	2,452.80	2,489.60	2,527.20
		28.89	29.32	29.76	30.21	30.66	31.12	31.59
O	Human Resources Manager	64,230.40	65,187.20	66,164.80	67,163.20	68,161.60	69,180.80	70,220.80
	Police Lieutenant	2,470.40	2,507.20	2,544.80	2,583.20	2,621.60	2,660.80	2,700.80
	Systems Administrator	30.88	31.34	31.81	32.29	32.77	33.26	33.76
P	Assistant Fire Chief	65,956.80	66,955.20	67,953.60	68,972.80	70,012.80	71,052.80	72,113.60
	Assistant Public Works Director	2,536.80	2,575.20	2,613.60	2,652.80	2,692.80	2,732.80	2,773.60
	Police Major	31.71	32.19	32.67	33.16	33.66	34.16	34.67



Boards, Commission and Task Forces

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

- | | |
|----------------------------------|--|
| Arts Commission | Children’s Memorial Advisory Board |
| Board of Adjustment | TIF Commission |
| Planning & Zoning Commission | Traffic Commission |
| Building Code of Appeals | Finance Advisory and Audit Committee |
| Industrial Development Authority | Information Technology Advisory Committee |
| Cycling & Pedestrian Task Force | Historic Preservation Committee |
| Tree Board | Warrensburg Convention and Visitors Bureau |

Fiscal Year 2016 Strategic Plan Initiatives

Many of the initiatives 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.

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

Action Step

- Work with Pedestrian / Cycling Transportation Task Force to improve sidewalk connectivity and appropriately mark bike routes with painted Sharrows
 - Action Step*
 - Recognize service on boards and commissions and other acts of volunteerism

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

Action Step

- Promote and assist development of cultural amenities within our community

GOAL VI: Provide comprehensive programs and services, to enhance the quality of life for the citizens of Warrensburg.

Action Step

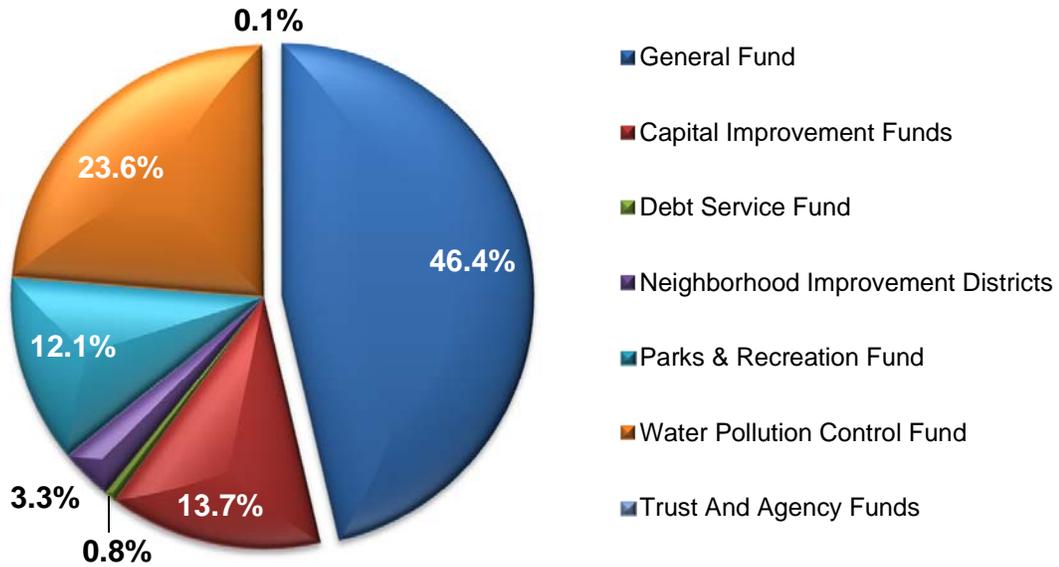
- Partnering with Johnson County Historical Society, Main Street, Chamber of Commerce and Visitor Center and Volunteers Old Drum Days & Burg Dog Unleashed Art Project

Summary Of All Funds



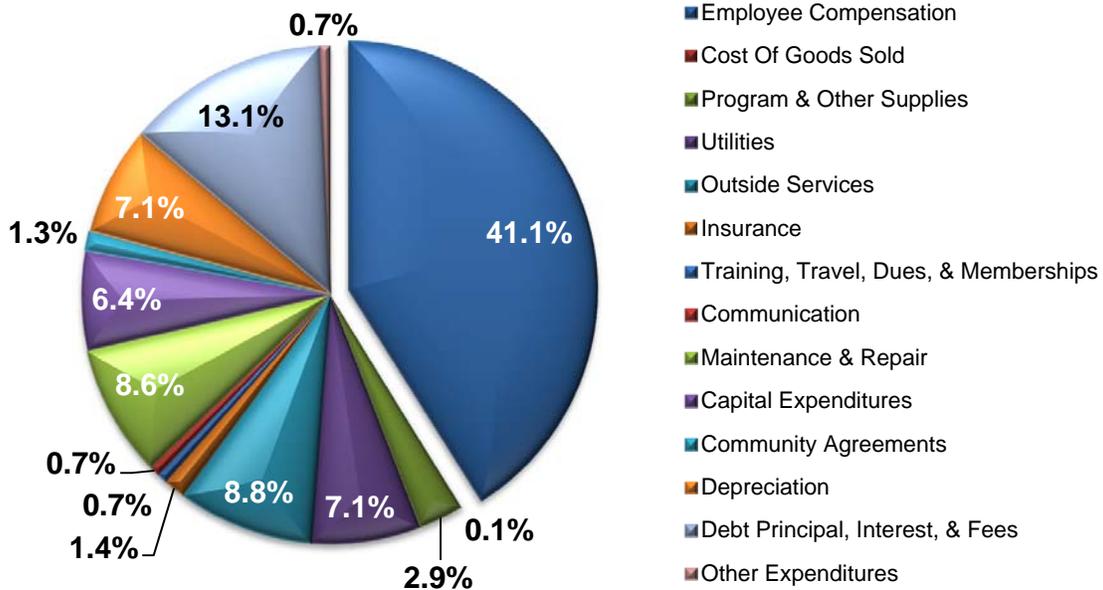
The FY16 total revenue budget for All Funds is \$ 20,378,029, and total expenditures are \$ 20,325,794, resulting in net revenues and other sources over expenditures and other uses of \$ 52,235. The General Fund accounts for the largest portion of revenues at 46.4%, with the Water Pollution Control Fund representing 23.6%, followed by the Capital Improvement Funds at 13.7% of All Funds total revenue.

All Funds FY16 Revenues



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%.

All Funds FY16 Expenditures



Summary Of All Funds



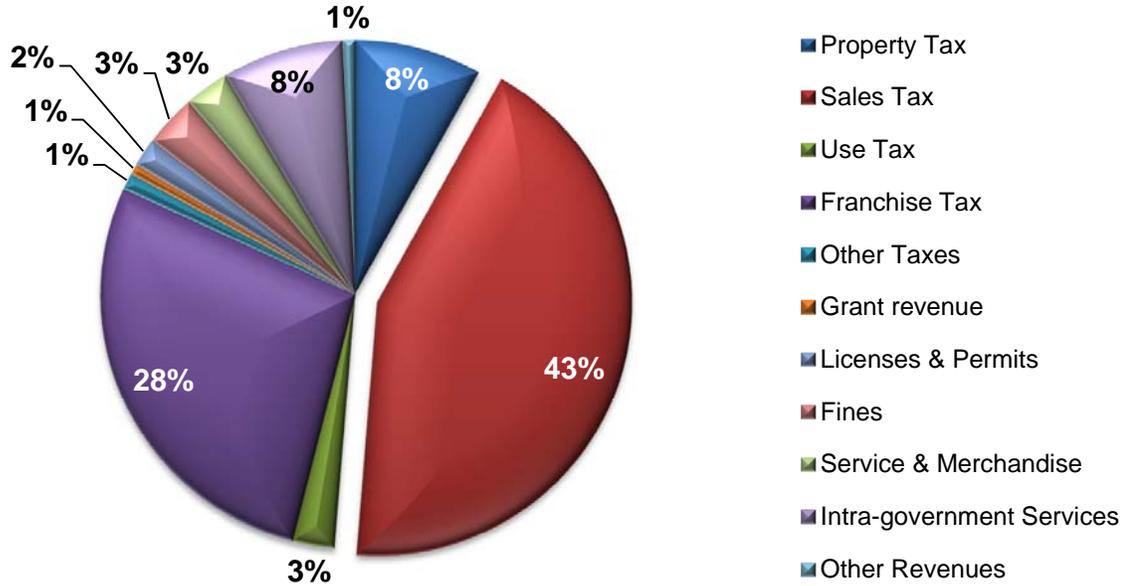
Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Revenues				
Property Tax	\$ 1,233,133	\$ 1,238,943	1,245,223.48	\$ 1,264,199
Sales Tax	6,764,985	6,639,850	6,709,850.00	6,813,697
Use Tax	466,345	449,190	449,190.00	452,690
Franchise Tax	2,622,267	2,567,000	2,567,000.00	2,635,768
Tax - Non Categorized	98,887	98,000	105,000.00	99,000
Intergovernmental - Fed Grant	-	85,500	-	380,000
Intergovernmental - St Grant	920,901	874,200	909,200.00	769,140
Intergovernmental - Local Grant	21,040	148,355	148,355.00	20,000
Licenses	90,152	93,456	93,456.00	93,456
Permits	88,322	79,975	79,975.00	83,475
Fines	309,208	344,550	344,550.00	313,500
Service & Merchandise	5,051,111	4,895,109	4,819,309.00	5,552,838
Intra-governmental Services/Reimbursement	497,587	760,227	760,226.73	724,230
Asset Sales	1,000	616,766	653,431.00	599,200
Interest Income	410,816	345,512	345,511.56	347,186
Donation	44,976	43,500	49,712.00	43,500
Revenue - Non Categorized	913,189	171,150	223,492.75	186,150
Total Revenues	\$ 19,533,920	\$ 19,451,283	\$ 19,503,483	\$ 20,378,029
Expenditures				
Salaries and Wages	\$ 5,580,471	\$ 6,068,237	\$ 6,020,364	\$ 6,138,848
Employee Taxes	398,639	464,135	468,299	468,763
Employee Retirement	462,753	473,011	473,468	344,595
Employee Insurance	689,196	764,263	759,361	963,479
Workers' Compensation	157,011	199,308	199,674	255,089
Unemployment	8,098	-	640	-
Employer Provided Ser - Other	1,183	3,818	4,083	50
Cost of Goods Sold	19,966	26,500	20,900	22,250
Program and Other Supplies	434,903	485,197	545,712	585,233
Utilities	1,345,879	1,391,615	1,375,605	1,414,099
Outside Services	1,583,684	1,806,243	1,954,909	2,001,383
Insurance	241,574	253,356	263,172	279,500
Training and Travel	53,914	76,456	72,162	105,950
Dues And Memberships	17,730	20,998	22,313	24,304
Communication	73,416	118,850	170,938	130,745
Maintenance And Repair	744,905	1,067,835.80	1,136,091	1,189,663
Service- Non Categorized	216,370	414,874	487,776	533,776
Capital - Expenditures	882,964	1,361,309	2,451,488	1,396,300
Debt Service	2,688,858	2,649,901	2,649,901	2,604,511
Court	-	-	-	-
Third Party Ticket Sales	136	100	100	100
Community Agreements	268,668	317,725	259,122	311,161
Over (Short)	107	100	150	100
Bad Debt	611,683	35,050	35,000	35,000
Depreciation	1,505,747	1,415,000	1,415,000	1,415,000
Donations and Grants	6,680	13,700	13,700	7,600
Non Categorized	-	-	-	-
Contingency Reserve	-	95,114	95,114	98,294
Total Expenditures	\$ 17,994,535	\$ 19,522,696	\$ 20,895,042	\$ 20,325,794
Revenues Over (Under) Expenditures	\$ 1,539,385	\$ (71,414)	\$ (1,391,560)	\$ 52,235
Other Sources (Uses)				
Lease, Loan, & Bond Proceeds	\$ -	-	-	-
Intra-government Transfers Net	(14,889)	-	-	-
Net Other Sources (Uses)	\$ -	-	-	-
Net Sources Over (Under) Uses	\$ (14,889)	\$ -	\$ -	\$ -

Summary Of General Funds



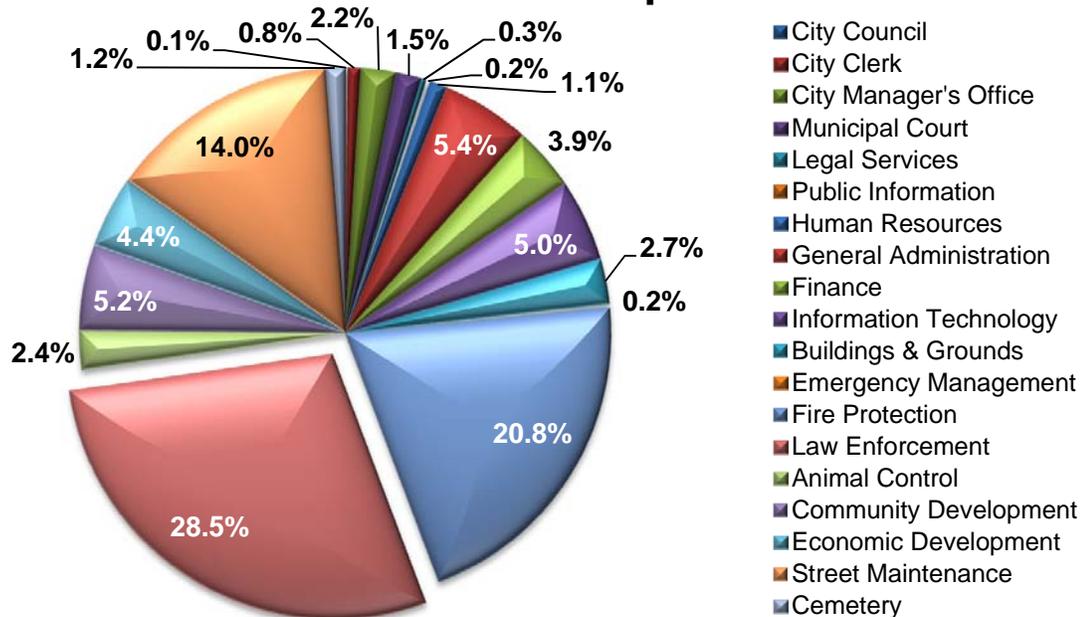
The General Fund is the general operating fund, and the largest fund in the City. It includes government services such as Public Safety, Street Maintenance, Community and Economic Development, Fire Protection, Public Information, Emergency Management and Law Enforcement. Sales taxes are the leading source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

General Fund FY16 Revenues



In the General Fund public safety services represent the largest expenses, with Law Enforcement and Fire Protection combining for 49.3% of the total expenditures. Street Maintenance, known as Public Works, accounts for 14% of the General Fund total.

General Fund FY16 Expenditures



Summary Of General Fund



Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY2016 Recurring	FY2016 Non- Recurring	FY 2016 Budget
Projected Cash Balance at October 1, 2015						\$ 3,736,836
Revenues						
Property Tax	\$ 744,155	\$ 748,444	\$ 748,444	\$ 766,200		\$ 766,200
Sales Tax	4,010,277	3,954,150	3,954,150	4,060,938		4,060,938
Use Tax	249,307	252,500	252,500	252,500		252,500
Franchise Tax	2,622,267	2,567,000	2,567,000	2,635,768		2,635,768
Tax - Non Categorized	98,887	98,000	105,000	99,000		99,000
Intergovernmental - Federal Grant	-	85,500	-	-		-
Intergovernmental - State Grant	41,125	56,200	56,200	43,000	10,140	53,140
Intergovernmental - Local Grant	11,040	138,355	138,355	-	10,000	10,000
Licenses	90,152	93,456	93,456	93,456		93,456
Permits	81,790	73,475	73,475	78,475		78,475
Fines	309,208	344,550	344,550	313,500		313,500
Service and Merchandise	128,277	141,984	141,984	267,692		267,692
Intra- government Services/Reimburse	497,587	760,227	760,227	724,230		724,230
Asset Sales	-	6,566	31,431	9,000	-	9,000
Interest Income	16,156	15,350	15,350	27,845		27,845
Donations	15,815	16,000	16,000	-	16,000	16,000
Revenue - Non Categorized	30,647	10,000	15,659	-	24,500	24,500
Total Revenues	\$ 8,946,689	\$ 9,361,757	\$ 9,313,781	\$ 9,371,603	\$ 60,640	\$ 9,432,243
Expenditures						
Salaries and Wages	\$ 4,382,156	\$ 4,862,227	\$ 4,823,808	\$ 4,829,327	\$ -	\$ 4,829,327
Employee Taxes	310,254	371,974	373,296	369,706		369,706
Employee Retirement	380,649	389,493	389,950	270,414		270,414
Employee Insurance	553,845	625,360	620,458	777,710		777,710
Worker's Compensation	128,726	170,578	170,638	224,115		224,115
Unemployment	8,098	-	640	-		-
Employer Provided Services - Other	1,109	3,768	4,033	-		-
Cost of Goods Sold	87	-	-	-		-
Program and Other Supplies	233,436	303,332	323,049	305,658	67,450	373,108
Utilities	708,049	717,113	707,428	750,171		750,171
Outside Services	408,333	508,262	560,264	574,545	94,400	668,945
Insurance	175,060	172,356	180,000	185,000		185,000
Training and Travel	48,504	69,056	64,742	95,057		95,057
Dues and Memberships	11,862	14,948	16,263	17,554		17,554
Communication	33,512	56,693	109,281	93,095	750	93,845
Maintenance and Repair	265,389	278,089	306,594	365,332		365,332
Services - Non Categorized	28,393	34,859	58,306	38,279		38,279
Capital - Buildings	-	-	-	-	-	-
Capital - Equipment	22,865	138,400	49,955	-	148,200	148,200
Capital - Software	-	-	-	-	-	-
Capital - Infrastructure	17,403	16,500	46,500	-	1,500	1,500
Capital - Vehicles	80,481	189,000	209,121	89,000	66,000	155,000
Capital - Non Categorized	-	280,000	278,200	-	155,000	155,000
Debt Principal	91,420	-	-	-		-
Debt Interest	2,052	-	-	-		-
Court Fines Distribution	-	-	-	-		-
Community Agreements	268,668	317,725	259,122	256,161	55,000	311,161
Bad Debt And (Over) Short	(1)	50	50	-		-
Donations	1	-	-	-		-
Contingency Appropriation	-	95,114	95,114	98,286		98,294
Total Expenditures	\$ 8,160,351	\$ 9,614,897	\$ 9,646,812	\$ 9,339,410	\$ 588,300	\$ 9,927,719
Revenues Over (Under) Expenditures	\$ 786,338	\$ (253,140)	\$ (333,031)	\$ 32,193	\$ (527,660)	\$ (495,475)

Summary Of General Fund



Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY2016 Recurring	FY2016 Non- Recurring	FY 2016 Budget
Other Sources						
Lease Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Capital Improvement	-	-	-	-	-	-
Transfer from Parks & Recreation	16,022	15,636	15,636	-	15,250	15,250
Transfer from Wastewater	-	-	-	-	-	-
Total Other Sources	\$ 16,022	\$ 15,636	\$ 15,636	\$ -	\$ 15,250	\$ 15,250
Other Uses						
Transfer to Debt Service Fund	\$ 56,920	\$ 10,069	\$ 31,069	\$ -	\$ -	\$ -
Transfer to Capital Improvement	-	-	-	-	-	-
Transfer to Neighborhood Improvement	-	-	-	-	-	-
Transfer to Parks and Recreation	-	-	-	-	-	-
Transfer to Old Drum	-	-	-	-	-	-
Transfer to Children's Memorial Fund	-	-	-	-	-	-
Transfer to Art Commission	-	-	-	-	-	-
Total Other Uses	\$ 56,920	\$ 10,069	\$ 31,069	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ (40,898)	\$ 5,567	\$ (15,433)	\$ -	\$ 15,250	\$ 15,250
Revenue & Other Sources Over (Under) Expenditures & Other Uses	\$ 745,440	\$ (247,573)	\$ (348,463)	\$ 32,193	\$ (512,410)	\$ (480,225)
Additional Items Affecting Cash Balance						
Change From Due To / From Accounts						\$ -
Projected Cash Balance at September 30, 2016						\$ 3,256,611

General Fund Revenues



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Property Tax					
110-51105	Property Tax - Current	677,028.35	680,000.00	680,000.00	694,000.00
110-51110	Property Tax - Delinquent	12,684.26	14,000.00	14,000.00	14,000.00
110-51115	Railroad Tax	29,399.07	29,400.00	29,400.00	32,000.00
110-51125	Financial Institution	3,064.00	3,064.00	3,064.00	3,200.00
110-51130	M & M Surtax	21,979.14	21,980.00	21,980.00	23,000.00
Sales Tax					
110-51205	Sales Tax	3,200,161.83	3,156,250.00	3,156,250.00	3,250,937.50
110-51210	Law Enforcement	810,114.93	797,900.00	797,900.00	810,000.00
Use Tax					
110-51305	Use Tax	249,307.05	252,500.00	252,500.00	252,500.00
Franchise Tax					
110-51405	Franchise - Electric	1,505,658.40	1,500,000.00	1,500,000.00	1,550,000.00
110-51410	Franchise - Gas	322,009.32	312,750.00	312,750.00	325,000.00
110-51415	Franchise - Water	208,147.56	217,250.00	217,250.00	223,767.50
110-51420	Franchise - Telephone	361,640.30	370,000.00	370,000.00	370,000.00
110-51425	Franchise - Cable Television	224,811.75	167,000.00	167,000.00	167,000.00
Tax - Non Categorized					
110-51905	Taxes - Lodging	98,886.58	98,000.00	105,000.00	99,000.00
Intergovernmental - Federal Grant					
110-52105	Grants - Federal	-	85,500.00	-	-
Intergovernmental - State Grant					
110-52205	Grants - MODOT	-	-	-	-
110-52215	Grants - Cigarette Tax	40,125.10	43,000.00	43,000.00	43,000.00
110-52235	Grants - Dept Natural Resources	-	3,200.00	3,200.00	10,140.00
110-52240	Grants - Dept of Conservation	-	10,000.00	10,000.00	-
110-52245	Grants - Dept of Agriculture	-	-	-	-
110-52250	Grants - Comm On Human Rights	1,000.00	-	-	-
Intergovernmental - Local Gants					
110-52305	Grants - Local	11,040.00	138,355.00	138,355.00	10,000.00
Licenses					
110-53105	License - Business	64,783.47	67,584.00	67,584.00	67,584.00
110-53110	License - Cigarette & Pinball	360.00	372.00	372.00	372.00
110-53115	License - Dog	2,374.00	2,500.00	2,500.00	2,500.00
110-53120	License - Liquor	22,635.00	23,000.00	23,000.00	23,000.00
Permits					
110-53205	Permit - Building	56,182.02	50,000.00	50,000.00	55,000.00
110-53210	Permit - Right of Way	25,165.00	23,000.00	23,000.00	23,000.00
110-53299	Permit - Non Categorized	443.00	475.00	475.00	475.00
Fines					
110-54105	Compensation	744.67	-	-	-
110-54110	Court	279,720.99	318,550.00	318,550.00	290,000.00
110-54120	Inmate Security	2,845.50	3,000.00	3,000.00	2,500.00
110-54135	Training 1	5,552.27	-	-	-
110-54140	Violations	20,345.00	23,000.00	23,000.00	21,000.00
Service & Merchandise					
110-55110	Adoptions	51,649.80	60,000.00	60,000.00	60,000.00
110-55130	Construction	-	-	-	-
110-55135	Development	5,217.75	2,950.00	2,950.00	3,000.00
110-55140	Services	975.00	975.00	975.00	900.00
110-55141	Contractual services	-	-	-	134,513.09

General Fund Revenues



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
110-55145	Foundations	850.00	750.00	750.00	750.00
110-55150	Grave Openings	40,145.00	40,000.00	40,000.00	40,000.00
110-55155	Lot	18,750.00	18,000.00	18,000.00	18,000.00
110-55170	Programs	4,780.00	4,780.00	4,780.00	2,000.00
110-55175	Rentals	300.00	6,000.00	6,000.00	-
110-55180	Reports	4,749.60	4,900.00	4,900.00	4,900.00
110-55190	Merchandise	-	-	-	-
110-55199	Services - Non Categorized	859.35	3,629.00	3,629.00	3,629.00
Intra-government Services/Reimbursements					
110-55500	Intra-governmental Services/Reimb	497,587.00	760,226.73	760,226.73	724,229.81
Asset Sales					
110-56105	Asset Sales - Land	-	-	-	-
110-56110	Asset Sales - Equipment	-	6,566.00	31,431.00	9,000.00
Interest Income					
110-57105	Interest on Deposits	-	-	-	27,745.00
110-57110	Interest-Sales Tax	-	-	-	-
110-57120	Earnings Credit	16,127.85	15,250.00	15,250.00	-
110-57125	Payment Terms Discounts	27.68	100.00	100.00	100.00
Donations					
110-59105	Donations-United Way	-	-	-	-
110-59110	Donations	25.00	-	-	-
110-59115	Donations - Animal Control	7,579.52	6,000.00	6,000.00	6,000.00
110-59120	Donations - Cemetery	8,210.00	10,000.00	10,000.00	10,000.00
Revenue - Non Categorized					
110-59905	Grants - Non Governmental	2,190.00	-	-	-
110-59910	Claims / Reimbursements	28,442.28	10,000.00	15,659.49	24,500.00
110-59920	Lease Proceeds	-	-	-	-
110-59999	Non Categorized	15.00	-	-	-
Total Revenues		8,946,689.4	9,361,756.7	9,313,781.2	9,432,242.9

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.

Fiscal Year 2015 Accomplishments

Since October 2014 the City Council passed over 90 ordinances and 10 resolutions. In addition to this new legislation, many contractual agreements were signed and executed.

The Mayor and City Council welcomed several new businesses to the area.

In excess of 18 organizations were reorganized with a proclamation or resolution from the City.

The Warrensburg Convention and Visitors' Bureau opened to the public in June.



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-601-1101	Wages	360.42	5.00	5.00	5.00
110-601-1105	Wages - Supplemental	1,440.00	1,800.00	1,800.00	1,800.00
Employee Taxes					
110-601-2101	FICA Taxes	138.22	138.08	138.08	138.46
Worker's Compensation					
110-601-2401	Worker's Compensation	4.30	4.51	4.51	4.51
Program and Other Supplies					
110-601-4103	Computer Supplies			-	-
110-601-4108	Meeting Supplies	2,429.02	2,151.00	2,751.00	-
110-601-4109	Office Supplies	573.73	400.00	400.00	400.00
110-601-4114	Software			350.00	-
110-601-4117	Food			-	2,500.00
110-601-4199	Supplies - Non Categorized	-	-	-	-
Outside Services					
110-601-5206	Legal Services			100.00	-
Training And Travel					
110-601-5401	Travel - Meals	241.97	1,700.00	1,000.00	1,700.00
110-601-5402	Mileage	325.44	1,700.00	1,000.00	1,700.00
110-601-5403	Travel - Room	286.87	1,300.00	500.00	1,300.00
110-601-5404	Schools and Seminars	405.00	1,260.00	1,260.00	1,260.00
Dues and Memberships					
110-601-5501	Dues and Memberships	1,425.00	1,300.00	1,300.00	1,300.00
Communication					
110-601-5601	Advertising	70.00	300.00	300.00	300.00
110-601-5602	Postage	-	-	-	-
110-601-5605	Outside Fundraising Events			-	1,000.00
Service - Non Categorized					
110-601-5906	Programs / Events Expense	472.00	1,150.00	1,150.00	-
110-601-5999	Services-Non Categorized			-	500.00
Total Expenditures		8,171.97	13,208.59	12,058.59	13,907.97



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.

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.

Fiscal Year 2015 Accomplishments

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

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
City Clerk	Exempt	1	1	1	1
Totals		1	1	1	1



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-602-1101	Wages	41,854.88	43,153.34	44,583.34	46,852.54
110-602-1103	Wages-Overtime			-	-
110-602-1105	Wages - Supplemental	240.00	240.00	240.00	240.00
Employee Taxes					
110-602-2101	FICA Taxes	3,084.87	3,319.59	3,555.59	3,602.58
Employee Retirement					
110-602-2201	Employee Retirement	3,965.44	3,905.40	4,180.40	3,437.76
Employee Insurance					
110-602-2301	Insurance - Dental	347.64	835.56	435.56	793.80
110-602-2302	Insurance - Health	5,109.96	5,105.52	5,105.52	6,538.08
110-602-2303	Insurance - Health Deductible	-	-	-	-
110-602-2304	Insurance - Life	79.20	72.00	72.00	74.88
110-602-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-602-2401	Worker's Compensation	97.89	108.48	108.48	160.11
Program and Other Supplies					
110-602-4103	Computer Supplies	89.99	150.00	100.00	215.00
110-602-4108	Meeting Supplies	465.89	50.00	105.00	50.00
110-602-4109	Office Supplies	383.60	250.00	3,003.00	250.00
110-602-4112	Publications	360.00	240.00	180.00	240.00
110-602-4114	Software			-	350.00
Utilities					
110-602-5106	Utility - Telephone	210.00	210.00	210.00	210.00
Outside Services					
110-602-5206	Legal Services	512.50	700.00	500.00	500.00
Training and Travel					
110-602-5401	Travel - Meals	-	140.00	140.00	140.00
110-602-5402	Mileage	-	250.00	250.00	250.00
110-602-5403	Travel-Room			-	-
110-602-5404	Schools and Seminars	-	300.00	300.00	300.00
Dues and Memberships					
110-602-5501	Dues and Memberships	400.00	325.00	325.00	325.00
Communication					
110-602-5601	Advertising	-	60.00	60.00	60.00
110-602-5602	Postage			-	
110-602-5603	Printing and Binding	5,779.99	6,000.00	6,500.00	6,000.00
Maintenance and Repair					
110-602-5703	Equipment Maintenance and Repair	90.00	65.00	65.00	-
110-602-5704	Software Maintenance and Repair			-	57.00
Services - Non Categorized					
110-602-5903	Health and Wellness	47.00	47.00	47.00	-
110-602-5999	Services - Non Categorized	2,620.98	3,500.00	3,000.00	4,050.00
Capital-Equipment					
110-602-6206	Equipment-Office			-	17,500.00
Total Expenditures		\$ 65,739.83	\$ 69,026.89	\$ 73,065.89	\$ 92,196.75

FY16 budget notes:

Services - Non Categorized, is for the municipal election costs.

Administration strives to ensure that the operations of the City remain efficient and effective. The Mayor, City Council and Public are informed about all municipal affairs and that the City is operating within the approved budget. 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 quality customer service.

Fiscal Year 2015 Accomplishments

- Development agreements adopted and implemented utilizing sales tax sharing agreements with Warrensburg Chrysler, Warrensburg Ford, and Glascock Jewelry for storm drainage improvements.
- 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
- Able to recommend affordable and sustainable Compensation Plan estimating three (3) years out pending continued revenue growth.
- Implementation of Credit Union cost share agreement, Veterans Clinic cost share agreement, Rib Crib and Hawthorne Plaza sales tax sharing agreements
- 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 2016 Strategic Plan Initiatives

GOAL I: Maintain financially stable local economy and city government that meet Community needs.

Action Steps

- Submit FY16 Balanced Budget
- Ensure recommendations from FY14 Audit and management letter are implemented
- Encourage, recognize and celebrate efficiencies that achieve cost savings and improved customer service
- Monitor and make changes as necessary to improve coordination and public approval of the sewer utility with regards to the rate structure
- Continue to monitor revenue growth with regards to cash reserves, capital needs and priorities, and continue funding for the employee Compensation Pay Plan
- Introduce performance and merit into compensation plan and employee evaluation process

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

Action Steps

- Coordinate the City's retail recruitment efforts
- Continue participation in recruitment of new primary employers and support of existing companies and businesses
- Further planning and development efforts for new Industrial/Business Park within city limits
- Finalize preparation and sale plans for city-owned Hawthorne Development properties to realize greatest return, highest value, and visibly appealing area
- Oversee the Public Information Office to identify and focus marketing efforts
- Utilize "set aside" incentive funding for worthy and performance measured projects



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

Action Steps

- Implement FY16 Strategic Plan
- Ensure Mayor and City Council priorities are met
- Ensure appropriate and timely responses to citizen's requests, complaints and feedback
- Completion of front reception area to accommodate sewer billing operations
- Identify remaining city services that need to be competitively bid and brought under current contractual arrangements with the City

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

Action Steps

- Support efforts, initiatives, and encourage innovative and creative efforts of stakeholders that contract with the City
- Search for additional grant funding to complete connectivity of downtown beautification to UCM campus
- Plan, prepare, and submit funding application for phasing the Maguire Street Corridor Capital Improvement Project

Performance Measurement

15% reduction in time and actual expenditures for Council packet preparation and delivery.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
City Manager	Exempt	1	1	1	1
Executive Assistant	G	1	1	1	1
Totals		2	2	2	2

City Manager's Office



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-603-1101	Wages	135,588.18	139,749.79	115,919.29	149,512.00
110-603-1102	Wages - Part Time		-	-	-
110-603-1103	Wages - Overtime	273.54	531.15	206.15	227.25
110-603-1105	Wages - Supplemental	5,200.00	4,800.00	4,800.00	8,800.00
Employee Taxes					
110-603-2101	FICA Taxes	10,241.18	11,098.69	11,098.69	12,128.25
Employee Retirement					
110-603-2201	Employee Retirement - Lagers	11,827.77	13,057.29	13,057.29	11,573.37
Employee Insurance					
110-603-2301	Insurance - Dental	695.28	1,671.12	1,671.12	1,587.60
110-603-2302	Insurance - Health	10,645.75	10,211.04	7,311.04	13,076.16
110-603-2303	Insurance - Health Deductible	-	-	-	-
110-603-2304	Insurance - Life	158.40	144.00	144.00	149.76
110-603-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-603-2401	Worker's Compensation	327.67	362.26	362.26	538.52
Program and Other Supplies					
110-603-4102	Clothing	-	-	-	200.00
110-603-4103	Computer Supplies	-	-	-	500.00
110-603-4108	Meeting Supplies	295.63	200.00	191.44	200.00
110-603-4109	Office Supplies	10.27	150.00	2,660.00	100.00
110-603-4112	Publications	320.28	300.00	300.00	300.00
110-603-4114	Software	463.31	464.00	472.56	464.00
110-603-4117	Food	313.22	500.00	500.00	300.00
Utilities					
110-603-5106	Utility - Telephone	900.00	900.00	700.00	900.00
110-603-5107	Utility-Data				
Outside Services					
110-603-5202	Consulting Services	-	-	9,945.50	-
110-603-5206	Legal Services	412.50	200.00	1,100.00	2,000.00
110-603-5209	Rent/Lease			-	-
Training and Travel					
110-603-5401	Travel - Meals	79.02	150.00	1,900.00	534.00
110-603-5402	Mileage	992.32	400.00	2,100.00	500.00
110-603-5403	Travel - Room	1,103.07	271.00	271.00	1,600.00
110-603-5404	Schools and Seminars	1,193.00	500.00	1,150.00	1,800.00
Dues and Memberships					
110-603-5501	Dues and Memberships	2,630.63	1,000.00	1,600.00	1,731.00
Communication					
110-603-5601	Advertising	-	100.00	400.00	500.00
110-603-5602	Postage	-	20.00	20.00	-
Services - Non Categorized					
110-603-5903	Health and Wellness	-	47.00	47.00	-
110-603-5904	Employment	47.00	-	8,900.00	150.00
Total Expenditures		183,718.02	186,827.34	186,827.34	209,371.91

Municipal Court



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

Fiscal Year 2015 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).
- Implemented process for accepting traffic payments online.

Fiscal Year 2016 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.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Municipal Court Clerk	G	1	1	1	1
Assistant Court Clerk	E	1	1	1	1
Totals		2	2	2	2

Municipal Court



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-604-1101	Wages	43,423.78	51,024.48	50,793.48	51,103.31
110-604-1103	Wages - Overtime	903.45	979.58	979.58	991.81
110-604-1105	Wages - Supplemental	-	60.00	60.00	60.00
Employee Taxes					
110-604-2101	FICA Taxes	3,135.58	3,982.90	3,982.90	3,989.87
Employee Retirement					
110-604-2201	Employee Retirement	3,015.02	4,685.77	4,685.77	3,807.32
Employee Insurance					
110-604-2301	Insurance - Dental	1,099.77	1,671.12	1,671.12	1,587.60
110-604-2302	Insurance - Health	8,870.03	10,211.04	10,211.04	13,076.16
110-604-2303	Insurance - Health Deductible	-	-	-	-
110-604-2304	Insurance - Life	137.48	144.00	144.00	149.76
Worker's Compensation					
110-604-2401	Worker's Compensation	116.96	129.34	129.34	175.13
Program and Other Supplies					
110-604-4103	Computer Supplies	123.15	300.00	350.00	300.00
110-604-4109	Office Supplies	436.97	450.00	850.00	850.00
110-604-4199	Supplies-Non Categorized	-	-	1,300.00	-
Outside Services					
110-604-5204	Judicial Services	33,271.07	35,543.75	34,093.75	35,543.75
110-604-5206	Legal Services	162.50	-	175.00	-
110-604-5208	Prosecutor Services	32,548.64	32,595.00	32,595.00	32,649.96
Training and Travel					
110-604-5401	Travel - Meals	103.48	224.00	48.00	224.00
110-604-5402	Mileage	255.38	326.00	128.00	326.00
110-604-5403	Travel - Room	419.64	450.00	450.00	450.00
110-604-5404	Schools and Seminars	400.00	400.00	200.00	400.00
Dues and Memberships					
110-604-5501	Dues and Memberships	150.00	150.00	150.00	150.00
Communication					
110-604-5601	Advertising	117.70	-	149.00	150.00
Maintenance and Repair					
110-604-5704	Software Maintenance and Repair	1,214.00	1,456.80	1,456.80	1,457.00
Services - Non Categorized					
110-604-5903	Health and Wellness	81.87	-	66.00	-
110-604-5904	Employment	94.00	-	115.00	115.00
110-604-5905	Security	767.73	812.00	812.00	868.00
Total Expenditures		\$ 130,848.20	\$ 145,595.78	\$ 145,595.78	\$ 148,424.67

The City Counselor 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.

Fiscal Year 2015 Accomplishments

- Development and training all City Employees in Hostile Work Environment and Sexual Harassment
- Review City contracts and Requests for Proposals
- Broad experience and support for City legal issues in particular; personnel matters, Keystone Tax Increment Financing, Incentive Based Development Agreements, ordinance updates and statute compliance.
- Actively assisted City Staff through Warrensburg Convention and Visitors Bureau (WCVB) development, implementation, and legal process

Fiscal Year 2016 Strategic Plan Initiatives

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

Action Steps

- Participate in development agreement process by drafting and negotiating agreements
- Assist with Keystone TIF application review, the TIF Commission hearing and consideration of development agreement
- 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

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

Action Steps

- 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

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 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Program and Other Supplies					
110-605-4112	Publications	-	-	-	-
Outside Services					
110-605-5206	Legal Services	27,559.10	32,415.00	32,415.00	55,000.00
Total Expenditures		27,559.10	32,415.00	32,415.00	55,000.00

The mission of the City of Warrensburg Public Information Officer is to increase citizen and employee understanding and awareness of City government programs. Pursuing this mission includes broad and open delivery of information to increase awareness and participation in City programs, services and events.

The Public Information Office will achieve the above through marketing, advertising, innovative and creative outreach opportunities, electronic methods including social media sites, City website, email blasts, and radio announcements to generate higher participation and interest levels in City programs and outreach.

Fiscal Year 2015 Accomplishments

- Posted 3-4 Facebook posts and Twitter messages a week. Achieved 1800+ Facebook followers
- Provided public relations support for roll out of in-house sewer billing procedures
- Assisted Police Department with setting up a Facebook page
- Maintained City website front page and kept updated with new photos of community events
- Assisted with coordination of City sponsored events including Old Drum Day Festival, 3rd Annual Tailgate with the City, and the City's summer concert
- Assisted with the Strategic Deterrent Coalition Symposium
- Created and distributed marketing magnet of City services and contacts
- Planned, prepared, and coordinated together with City employee Wage and Benefit Committee, other employee volunteers, and City Council members the 2nd Military Appreciation Breakfast
- Attended Missouri Travel Tourism Convention and Crisis Communication Training

Fiscal Year 2016 Strategic Plan Initiatives

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

Action Steps

- Responsible for City website content management and coordinate efforts with IT Department, other City Departments, and community entities
- Content management and streaming of all information for City LG Screens
- Explore with IT development of City "App"
- Maintain City presence on social media sites including Facebook and Twitter
- Actively support events, festivals, conferences, conventions, and tourism
- Develop Article for Missouri Life, Midwest Living, Southern Living, Whiteman Air Force magazine or other major publications for Warrensburg as destination
- Lead the planning and implementation of the Military Appreciation Breakfast and City sponsored concert for the Summer Concert Series

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

Action Steps

- Increase public relation efforts to market and better communicate City services and information to citizens
- Coordinate with all City departments to effectively provide marketing support
- Provide press releases to local media and other marketing publications to improve citizens' quality of life with pertinent information regarding City services, projects and programs
- Attend networking functions to promote the City and obtain important information to provide to the public via press releases, City website and social media pages



Performance Measurement

This office will issue a minimum of 100 press releases/year and 4 social media interactions/week.

This area has one part-time position.

Public Information



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-606-1102	Wages - Part Time	5,691.11	11,721.84	11,721.84	12,086.62
Employee Taxes					
110-606-2101	FICA Taxes	435.34	896.72	896.72	924.62
Worker's Compensation					
110-606-2401	Worker's Compensation	1.55	29.30	29.30	41.10
Program and Other Supplies					
110-606-4103	Computer Supplies	-	450.00	150.00	100.00
110-606-4108	Meeting Supplies	193.64	150.00	150.00	30.00
110-606-4109	Office Supplies	731.15	1,000.00	1,000.00	100.00
110-606-4111	Program Supplies	-	-	115.00	750.00
110-606-4112	Publications	-	2,000.00	300.00	100.00
110-606-4114	Software	349.89	-	550.00	12,600.00
110-606-4117	Food	1,017.00	500.00	875.00	750.00
110-606-4199	Supplies-Non Categorized	-	-	-	200.00
Utilities					
110-606-5106	Utility-Telephone	210.00	-	-	-
Outside Services					
110-606-5206	Legal Services	-	-	-	100.00
Training and Travel					
110-606-5401	Travel-Meals	-	-	35.00	50.00
110-606-5402	Mileage	265.39	-	105.00	450.00
110-606-5403	Travel-Room	-	-	105.00	350.00
110-606-5404	Schools and Seminars	93.00	-	260.00	900.00
Dues And Memberships					
110-606-5501	Dues and Memberships	-	-	25.00	-
Communication					
110-606-5601	Advertising	957.14	3,150.00	1,000.00	4,000.00
110-606-5602	Postage	19.95	-	-	-
110-606-5603	Printing and Binding	-	-	-	-
110-606-5604	Shows/Expo/Events Expense	-	-	-	100.00
Services-Non Categorized					
110-606-5999	Services-Non Categorized	-	-	825.00	500.00
Total Expenditures		9,965.16	19,897.86	18,142.86	34,132.34

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 2015 Accomplishments

- Continued compliance with the Affordable Care Act
 - New reporting requirements for 2015/2016
- Created Employee Handbook and distributed
- Worked with Broker to bid out Employee Insurance Benefits
- City Wide Health and Wellness Initiative
 - On-site health assessments, and flu shots for employees and family
- Drug and Alcohol Compliance Training for all DOT and Supervisors
- Management Boot Camp Training for all Management Staff and Supervisors
- Attended 2015 SHRM State Conference
- Attended the LEAP Employment Law Conference
- Attended Worker's Compensation Training
- Worker's Compensation Claim Cost down \$3,373; experience MOD down 0.96 – 0.88; received dividends refund of \$2,633
- Acquired Cyber Liability Insurance and additional coverage for a total of \$1,100,000 for the City
- Worked with Finance and Parks Department for compliance with our Employees versus Contractors
- Hosted the IPMA-HR City/County Meeting
- Reviewed and updated Personnel Policies

Fiscal Year 2016 Strategic Plan Initiatives

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

Action Steps

- Develop a Succession Plan
- Re-establish Safety Committee
- Update the Safety Policies
- Automate Employee Benefit Processes

Additional Initiatives

- Bid out:
 - Worker's Compensation Provider, Drug Screening Provider, and Health Insurance Broker
- Develop process to streamline new hire orientation and annual open enrollment meetings
- Continue to monitor wage and benefit data
- Streamline recording mechanisms for FMLA and other leaves
- Working towards a paperless process
- Pay for Performance Evaluations
- Re-evaluate Personnel Policies annually



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%.

Human Resources



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-610-1101	Wages	54,158.40	56,646.72	58,665.36	59,852.52
110-610-1105	Wages-Supplemental	-	-	900.00	1,800.00
Employee Taxes					
110-610-2101	FICA Taxes	3,831.25	4,333.47	4,591.47	4,716.42
Employee Retirement					
110-610-2201	Employee Retirement	5,092.00	5,098.20	5,559.20	4,500.63
Employee Insurance					
110-610-2301	Insurance - Dental	347.64	835.56	343.72	793.80
110-610-2302	Insurance - Health	4,684.13	5,105.52	5,105.52	6,538.08
110-610-2303	Insurance - Health Deductible	-	-	-	-
110-610-2304	Insurance - Life	79.20	72.00	72.00	74.88
Worker's Compensation					
110-610-2401	Worker's Compensation	74.22	141.62	141.62	209.62
Employer Provided Services - Other					
110-610-2601	Flex Spending Account	57.00	-	90.00	-
110-610-2610	Employment Development	729.48	3,668.00	3,513.00	-
Program and Other Supplies					
110-610-4103	Computer Supplies	524.05	500.00	-	300.00
110-610-4108	Meeting Supplies	3,761.24	4,350.00	4,300.73	50.00
110-610-4109	Office Supplies	19.50	-	-	50.00
110-610-4111	Program Supplies	-	-	-	4,350.00
110-610-4117	Food	261.14	510.00	602.00	400.00
Utilities					
110-610-5106	Utility - Telephone	240.00	360.00	395.00	420.00
Outside Services					
110-610-5202	Consulting Services	-	-	-	4,000.00
110-610-5206	Legal Services	5,569.85	4,668.00	2,429.99	4,500.00
110-610-5299	Contractual - Non Categorized	-	3,283.50	4,156.98	4,610.00
Training and Travel					
110-610-5401	Travel - Meals	70.90	210.00	223.00	276.00
110-610-5402	Mileage	559.23	700.00	621.00	500.00
110-610-5403	Travel - Room	863.91	1,000.00	306.00	1,000.00
110-610-5404	Schools and Seminars	1,445.85	1,500.00	980.00	1,500.00
Dues and Memberships					
110-610-5501	Dues and Memberships	324.00	329.00	339.00	349.00
Communication					
110-610-5601	Advertising	1,070.10	160.00	-	500.00
110-610-5603	Printing and Binding	-	500.00	2,421.00	-
Services-Non Categorized					
110-610-5903	Health And Wellness	-	-	-	1,950.00
Total Expenditures		83,763.09	93,971.59	95,756.59	103,240.95

FY16 Budget Notes:

Contractual - Non Categorized, is for the Employee Assistance Program, (EAP), Employee Screening Services and TALX (the vendor who works with us on our unemployment reporting), these expenses were moved to the Human Resources department from General Administration in FY15, also includes Consolidated Omnibus Budget Reconciliation Act (COBRA) fees

General Administration



The General Administration staff are committed to providing excellent service to both their internal and external customers. Formerly known as Support Services, this area 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.

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	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Tourism					
Director	Exempt			1	1
Support Se	E	1	1	1	1
Totals		1	1	1	1

General Administration



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-611-1101	Wages	30,486.73	32,057.38	49,742.08	71,103.63
110-611-1102	Wages - Part Time	386.40	-	-	-
110-611-1103	Wages - Overtime	(30.00)	-	-	-
110-611-1105	Wages - Supplemental	155.00	180.00	180.00	180.00
Employee Taxes					
110-611-2101	FICA Taxes	2,215.82	2,466.16	3,813.43	5,453.20
Employee Retirement					
110-611-2201	Employee Retirement	2,961.84	2,901.36	4,492.99	5,203.70
Employee Insurance					
110-611-2301	Insurance - Dental	347.64	835.56	978.96	1,587.60
110-611-2302	Insurance - Health	5,535.79	5,105.52	7,232.82	13,076.16
110-611-2303	Insurance - Health Deductible	-	-	-	-
110-611-2304	Insurance - Life	79.20	72.00	102.00	149.76
Worker's Compensation					
110-611-2401	Worker's Compensation	538.43	80.59	140.72	243.43
Employer Provided Services - Other					
110-611-2601	Flex Spending Account	40.02	-	40.00	-
Program and Other Supplies					
110-611-4103	Computer Supplies	702.93	600.00	600.00	600.00
110-611-4108	Meeting Supplies	37.53	100.00	100.00	100.00
110-611-4109	Office Supplies	2,762.76	14,288.54	14,288.54	2,700.00
110-611-4112	Publications	-	-	-	-
110-611-4114	Software	-	-	320.00	320.00
110-611-4117	Food	7.98	-	-	-
110-611-4199	Supplies - Non Categorized	-	50.00	50.00	50.00
Utilities					
110-611-5106	Utility - Telephone	-	-	425.00	-
110-611-5107	Utility - Data Access	-	-	310.00	-
Outside Services					
110-611-5203	Financial Services	22,293.15	24,200.00	30,000.00	19,087.00
110-611-5205	Labor/Labor and Equipment	-	-	2,500.00	-
110-611-5206	Legal Services	940.00	1,000.00	1,000.00	500.00
110-611-5207	Management Services	-	-	-	-
110-611-5209	Rent/Lease	-	-	-	4,695.96
110-611-5299	Contractual - Non Categorized	3,228.27	-	-	2,204.88
Insurance					
110-611-5301	Property Insurance	175,060.20	172,356.00	180,000.00	185,000.00
Dues and Memberships					
110-611-5501	Dues and Memberships	2,158.80	2,500.00	3,600.00	2,700.00
Communication					
110-611-5601	Advertising	-	-	90.00	-
110-611-5602	Postage	8,734.30	31,925.20	60,000.20	60,850.00
110-611-5603	Printing and Binding	-	-	12,000.00	-
Services - Non Categorized					
110-611-5904	Employment	10.28	-	100.00	-
110-611-5905	Security	255.22	-	-	-
110-611-5907	Development	6,150.00	-	2,166.44	-
110-611-5909	Public Security Processing	255.50	500.00	500.00	-
110-611-5999	Services - Non Categorized	-	-	-	-
Capital - Equipment					

General Administration



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
110-611-6202	Equipment - Computers	-	2,200.00	2,200.00	-
110-611-6206	Equipment - Office	-	13,500.00	5,000.00	-
Community Agreements					
110-611-9301	Community Agreements	98,886.58	98,000.00	79,397.20	52,235.95
Over (Short)					
110-611-9401	Over (Short)	(1.00)	-	50.00	-
Bad Debt					
110-611-9501	Bad Debt	1.40	50.00	-	-
Non Categorized					
110-611-9990	Contingency Appropriation	-	95,114.00	95,114.00	98,285.85
Total Expenditures		364,200.77	500,082.31	556,534.38	526,327.12

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, investment advisement, and risk management.

Fiscal Year 2015 Accomplishments

- Won the GFOA Distinguished Budget Presentation Award for the second time In two years
- Submitted a Request For Proposal for banking services, and selected the winning bank bid
- Fillable Collections and Finance forms made available online
- Corrected reporting errors to ensure accurate analytical data is being used to measure delinquency rates
- Completed implementation of in-house Sewer billing operation
- Reduced bad debt amounts carried in accounts receivable related to Sewer
- Online Sewer bill view and bill pay made available to the public
- Updated and implemented Red Flag Fraud Protection Policy
- Continued the updating and implementation of Financial Management Policies and Procedures

Fiscal Year 2016 Strategic Plan Initiatives

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

- Maintain Sustainable Budgets
- Update and adopt City financial policies
- Update financial procedures in support of the current financial policies
- Review and update Contracting Polices & Procedures
- Implement recommendations from the financial auditors as contained in the letter to management
- Update Financial reports to provide concise, pertinent, and timely information
- Negotiate and document vendor terms that facilitates improved treasury management, increased days payables, decreased late payments
- Review possible reorganizations to improve efficiencies and achieve cost savings that can be rolled into added services
- Option available to apply for and renew business licenses online
- Actively pursue grants as additional sources of revenue to increase City services.
- Improve the billing and collections processes aimed at a more customer friendly yet productive service

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

- Increase computer technology training and investment to increase efficiency and effectiveness of service delivery.
- Replace accounts payable checks with ACH, whenever possible
- Offer electronic W-2's and paystubs, review other available Incode paperless processes
- Maintain Vehicle and Equipment Amortization Schedule

Performance Management Initiatives

Accounts Payable Performance Management

- Customer Focus
 - More services per tax \$ through increased investment income on increased days of cash or discounts taken
 - Improved vendor relations with payment expectations identified and met
- Implementation Strategies
 - Negotiate and document payment terms including cash discounts
 - Take advantage of appropriate cash discounts
 - Reduce processing time for payments
 - All invoices sent directly to Accounts Payable
 - Department notification to Accounts Payable sooner through Purchase Order process utilization
- Performance Measurements
 - Increased % of current vendors with terms actively negotiated and documented
 - Increased \$ amount of discounts taken & % of total spend
 - Decreased late payments as a % of total payments made & total \$ / day late paid

License Application Performance Management

- Customer Focus
 - Easier, more efficient, and convenient license application and renewal process
- Implementation Strategies
 - Make application forms clear, concise, and in logical order
 - Make application forms available in pdf fillable format
 - Courtesy reminders sent regarding renewals
 - Readily identified single point of entry and processing
- Performance Measurements
 - Decreased time spent by businesses on the process
 - Increased first pass approval rate
 - Increased percentage of on time renewals

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Director of Finance	Exempt	0	1	1	1
Senior Accountant	M	1	0	0	0
City Collector	J	0	0	1	1
City Collector	I	1	1	0	0
Accountant	J	0	0	1	1
Finance Assistant/PR & Budget	I	1	1	0	0
Finance Assistant/AP	G	1	1	1	1
Sewer Utility Billing Specialist	G	0	0	2	2
Totals		4	4	6	6

There is also 1 Part Time Collections Assistant.

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.

FY15 Finance Assistant/Payroll and Budget is reclassified as Accountant.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-612-1101	Wages	168,802.67	231,684.13	227,544.13	238,628.94
110-612-1102	Wages - Part Time	12,598.06	15,103.14	15,103.14	15,332.59
110-612-1103	Wages - Overtime	1,490.91	3,543.48	5,543.48	3,204.56
110-612-1105	Wages - Supplemental	180.00	180.00	640.00	1,380.00
Employee Taxes					
110-612-2101	FICA Taxes	13,389.50	19,164.07	19,164.07	19,778.78
Employee Retirement					
110-612-2201	Employee Retirement	16,023.93	21,186.69	21,186.69	17,754.58
Employee Insurance					
110-612-2301	Insurance - Dental	2,330.18	5,013.36	4,913.36	4,762.80
110-612-2302	Insurance - Health	19,660.58	30,633.12	30,633.12	39,228.48
110-612-2303	Insurance - Health Deductible	126.00	-	-	-
110-612-2304	Insurance - Life	304.72	432.00	432.00	449.28
110-612-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-612-2401	Worker's Compensation	407.42	625.16	625.16	871.97
Unemployment					
110-612-2501	Unemployment	7,807.70	-	-	-
Employer Provided SER OT					
110-612-2601	Flex Spending Account	-	-	100.00	-
Program and Other Supplies					
110-612-4103	Computer Supplies	361.47	500.00	850.00	1,000.00
110-612-4109	Office Supplies	1,477.72	2,500.00	2,500.00	2,225.00
110-612-4112	Publications	1,005.35	1,040.00	1,040.00	680.00
110-612-4117	Food	-	150.00	250.00	50.00
Utilities					
110-612-5106	Utility - Telephone	810.00	810.00	435.00	630.00
Outside Services					
110-612-5201	Audit Services	13,900.00	19,500.00	15,000.00	19,500.00
110-612-5202	Consulting Services	-	-	-	1,000.00
110-612-5206	Legal Services	1,044.60	1,417.00	1,417.00	1,200.00
Training and Travel					
110-612-5401	Travel - Meals	82.97	370.00	70.00	400.00
110-612-5402	Mileage	495.20	700.00	650.00	850.00
110-612-5403	Travel - Room	686.05	800.00	100.00	800.00
110-612-5404	Schools and Seminars	537.50	1,450.00	230.00	3,843.00
Dues and Memberships					
110-612-5501	Dues and Memberships	670.00	670.00	670.00	670.00
Communication					
110-612-5601	Advertising	354.52	200.00	2,500.00	900.00
110-612-5603	Printing and Binding	1,413.42	-	75.00	-
Services - Non Categorized					
110-612-5903	Health and Wellness	32.00	60.00	60.00	-
110-612-5904	Employment	47.83	98.00	125.00	125.00
110-612-5905	Security	-	-	-	-
Capital - Equipment					
110-612-6202	Equipment - Computers	938.49	-	3,550.00	-
110-612-6206	Equipment - Office	1,382.79	-	-	-
Total Expenditures		268,361.58	357,830.15	355,407.15	375,264.98

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 2015 Accomplishments

- Implementation of IT Master Plan started
- 70+ New computers acquired/deployed
- New backup system installed and operational
- Kace solution implemented; job tracking; upgrade deployment
- Dameware remote access support implemented
- Client Improvements
 - Migrated 10 users off Citrix; City Hall 100% by fiscal year end
 - ~95% Computers migrated to domain
 - 100% Anti-virus protection
- Upgraded external network connections
 - Fiber optic connections to City Hall, Municipal Center, and Community Center
 - Upgraded to broadband internet at Municipal Center, Police Department, Community Center, Street Dept., Nassif Pool, City Hall, and Fire Station 2
- Cloud centric solutions
 - Moving email to cloud
 - Researching other cloud opportunities, i.e. Firehouse, Class, CIMS
- Recycled Broken/Obsolete Equipment
 - 1,200 lbs. of electronic waste recycled

Fiscal Year 2016 Strategic Plan Initiatives

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

- Overhaul of the city's website to provide current and future businesses the desired information to city resources.
- Implement tools and processes to assist city staff in support of business goals.
 - Review processes to improve remote capabilities with continued remote access to city resources.
 - Purchase of programs to support department business goals

GOAL III: Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

- Improve city staff efficiency by taking advantage of available and affordable software and infrastructure
- Overhaul of the city's website to provide current and future citizens the desired information to city resources.
 - Improve employee access to technology resources to provide better support to the local community.
- Enhance computer technology training to increase efficiency and effectiveness of service delivery.

GOAL IV: Enhance the quality of life for Warrensburg residents by maintaining existing and developing new points of pride in our community.

- Overhaul the city's website in providing to our citizens and visitors the desired information to city resources.

Performance Measurement

The IT office continues to use web based IT ticket processing. The initial ticket tracking system, Spiceworks, is being replaced by our new Dell Kace system. In all, 1,380 tickets have been created in FY15 to document user issues and management of the IT infrastructure. Of those, 1,222 tickets have been closed and 158 tickets remain open.

Goal:

Continue to increase customer satisfaction through interaction with the customer via updates on the CoW IT Portal.

Result:

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

Primary measure: Initial work orders 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.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Systems Administrator	O	1	1	0	0
Senior Computer Technician	K	0	0	1	1
Computer Technician	I	0	1	1	1
Totals		1	2	2	2

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 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-613-1101	Wages	77,221.22	80,451.07	63,055.07	74,226.50
110-613-1102	Wages - Part Time	-	-	-	-
110-613-1103	Wages - Overtime	3,497.03	2,900.88	9,540.88	104.96
110-613-1105	Wages - Supplemental	60.00	60.00	-	-
Employee Taxes					
110-613-2101	FICA Taxes	5,865.22	6,381.01	6,244.01	5,949.98
Employee Retirement					
110-613-2201	Employee Retirement	7,187.39	7,507.08	6,050.08	5,677.76
Employee Insurance					
110-613-2301	Insurance - Dental	1,687.92	1,671.12	1,671.12	1,587.60
110-613-2302	Insurance - Health	10,219.92	10,211.04	7,400.04	13,076.16
110-613-2303	Insurance - Health Deductible	-	-	-	-
110-613-2304	Insurance - Life	158.40	144.00	144.00	149.76
110-613-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-613-2401	Worker's Compensation	192.23	206.11	206.11	341.87
Unemployment					
110-613-2501	Unemployment	-	-	640.00	-
Employer Provided SER OT					
110-613-2601	Flex Spending Account	-	-	-	-
Program and Other Supplies					
110-613-4103	Computer Supplies	777.67	250.00	450.00	2,700.00
110-613-4109	Office Supplies	134.19	850.00	850.00	1,300.00
110-613-4111	Program Supplies	19.42	200.00	200.00	-
110-613-4112	Publications	-	-	-	-
110-613-4114	Software	20.00	-	5,976.00	49,494.00
110-613-4115	Tools	-	3,800.00	3,800.00	750.00
Utilities					
110-613-5105	Utility - Cable Television	131.60	147.00	500.00	1,680.00
110-613-5106	Utility - Telephone	29,732.96	32,694.00	32,694.00	38,106.00
110-613-5107	Utility - Data Access	32,013.83	31,980.00	45,750.00	40,020.00
Outside Services					
110-613-5202	Consulting Services	-	800.00	21,507.00	2,500.00
110-613-5205	Labor / Labor and Equipment	12,015.86	22,680.16	22,680.16	67,100.00
110-613-5206	Legal Services	950.00	1,000.00	1,600.00	2,000.00
110-613-5209	Rent/Lease	-	-	-	4,346.00
Training and Travel					
110-613-5401	Travel-Meals	-	-	-	-
110-613-5402	Mileage	-	100.00	100.00	700.00
110-613-5403	Travel-Room	-	-	-	-
110-613-5404	Schools and Seminars	3,385.00	800.00	800.00	10,000.00
Dues and Memberships					
110-613-5501	Dues and Memberships	99.95	100.00	-	100.00
Communication					
110-613-5601	Advertising	-	-	676.30	500.00
110-613-5602	Postage	22.92	-	-	-
Maintenance and Repair					
110-613-5702	Computer Maintenance and Repair	1,078.37	500.00	300.00	250.00
110-613-5703	Equipment Maintenance and Repair	5,007.58	2,300.00	2,300.00	8,628.00
110-613-5704	Software Maintenance and Repair	83,420.52	91,836.00	107,002.05	149,032.00

Information Technology



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Services - Non Categorized					
110-613-5903	Health and Wellness	48.50	-	-	-
110-613-5904	Employment	-	-	64.70	-
Capital - Equipment					
110-613-6201	Equipment -Communications	158.00	-	-	3,000.00
110-613-6202	Equipment - Computers	-	-	3,855.00	5,400.00
110-613-6206	Equipment - Office	1,564.81	2,500.00	2,000.00	-
Capital - Software					
110-613-6301	System Software	-	-	-	-
Total Expenditures		276,670.51	302,069.47	348,056.52	488,720.59

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 2015 Accomplishments

- 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 2016 Strategic Plan Initiatives

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

- Continue programs within this budget that support community services.
- Explore 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.

Strategies

- 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.

Performance Measurement

Improved ability to prioritize service request and track cost incurred which will help to better manage the budget for maintenance.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Buildings/Grounds Foreman	I	1	1	1	1
Custodian	B	1	0	0	0
Totals		2	1	1	1

Custodian position has been contracted out and is now budgeted in Labor/
Labor and Equipment.

Buildings And Grounds



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-614-1101	Wages	50,848.16	32,460.48	32,460.48	32,934.72
110-614-1102	Wages-Part Time			-	-
110-614-1103	Wages - Overtime	177.25	234.09	634.09	1,015.36
110-614-1105	Wages - Supplemental	255.00	-	-	-
Employee Taxes					
110-614-2101	FICA Taxes	3,795.34	2,501.13	2,501.13	2,597.18
Employee Retirement					
110-614-2201	Employee Retirement	4,727.30	2,942.51	2,942.51	2,478.36
Employee Insurance					
110-614-2301	Insurance - Dental	910.28	835.56	435.56	793.80
110-614-2302	Insurance - Health	8,516.60	5,105.52	5,105.52	6,538.08
110-614-2304	Insurance - Life	132.00	72.00	72.00	74.88
Worker's Compensation					
110-614-2401	Worker's Compensation	1,338.87	1,040.47	1,040.47	1,444.77
Program and Other Supplies					
110-614-4102	Clothing	-	150.00	150.00	200.00
110-614-4103	Computer Supplies			-	-
110-614-4104	Custodial Supplies	1,347.64	1,000.00	2,000.00	2,000.00
110-614-4106	Lawn and Field Care	306.89	1,200.00	1,200.00	7,550.00
110-614-4107	Maintenance and Repair Supplies	918.95	2,000.00	3,500.00	4,000.00
110-614-4109	Office Supplies	-	-	-	-
110-614-4115	Tools	325.54	550.00	550.00	850.00
110-614-4199	Supplies - Non Categorized	648.62	700.00	700.00	750.00
Utilities					
110-614-5101	Utility - Electric	33,028.40	35,000.00	35,000.00	35,000.00
110-614-5102	Utility - Gas	6,730.03	6,000.00	7,400.00	6,000.00
110-614-5103	Utility - Water	6,660.93	5,900.00	5,900.00	8,050.00
110-614-5104	Utility -Trash	2,712.00	2,844.00	2,844.00	2,844.00
110-614-5106	Utility - Telephone	192.50	210.00	210.00	210.00
110-614-5107	Utility-Data Access				-
110-614-5108	Fuel	90.30	300.00	300.00	300.00
Outside Services					
110-614-5205	Labor / Labor & Equipment	5,280.00	46,448.00	46,448.00	41,648.00
110-614-5206	Legal Services	550.00	350.00	450.00	450.00
110-614-5209	Rent / Lease	-	-	-	-
110-614-5299	Contractual - Non Categorized	102,042.64	93,010.00	93,010.00	101,010.00
Training and Travel					
110-614-5404	Schools and Seminars	280.00	-	-	-
Communication					
110-614-5601	Advertising	939.00	600.00	900.00	1,300.00
Maintenance and Repair					
110-614-5701	Building Maintenance and Repair	1,681.00	2,000.00	5,500.00	5,500.00
110-614-5703	Equipment Maintenance and Repair	-	200.00	200.00	200.00
Services - Non Categorized					
110-614-5903	Health and Wellness	33.87	40.00	80.00	80.00
Capital - Equipment					
110-614-6299	Equipment - Non Categorized	-	-	-	-
Capital - Vehicles					
110-614-6501	Vehicles	-	-	-	20,000.00
Total Expenditures		234,469.11	243,693.76	251,533.76	285,819.15



Emergency Management

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 2015 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
- Assisted UCM with a Campus Emergency Response Team and Building Emergency Response Team
- Critiqued UCM and assisted in plan updates on the building evacuation plans

Fiscal Year 2016 Strategic Plan Initiatives

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

- 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)
- Test the City Emergency Operation Center
- Maintain NIMS compliancy
- Maintain City Operations Plan in conjunction with the County plan
- Maintain and Monitor the City-wide sirens, Informers, and work toward being a "Storm Ready" community

Emergency Management



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Program and Other Supplies					
110-620-4103	Computer Supplies	282.98	4,000.00	3,000.00	500.00
110-620-4109	Office Supplies	249.17	1,370.00	1,370.00	400.00
110-620-4199	Supplies - Non Categorized	746.45	970.00	750.00	1,230.00
Utilities					
110-620-5106	Utility - Telephone	218.00	-	-	-
Outside Services					
110-620-5206	Legal Services	-	100.00	-	50.00
Training and Travel					
110-620-5401	Travel - Meals	-	250.00	-	250.00
110-620-5402	Mileage	-	250.00	-	250.00
110-620-5403	Travel - Room	-	750.00	-	750.00
110-620-5404	Schools and Seminars	-	1,000.00	-	1,000.00
Dues and Memberships					
110-620-5501	Dues and Memberships	-	300.00	100.00	100.00
Maintenance and Repair					
110-620-5703	Equipment Maintenance and Repair	11,720.00	11,856.00	11,856.00	13,300.00
Capital - Equipment					
110-620-6207	Equipment - Radios	-	2,000.00	2,000.00	-
110-620-6999	Capital - Non Categorized	539.51	2,700.00	2,700.00	3,000.00
Total Expenditures		13,756.11	25,546.00	21,776.00	20,830.00



Fire Protection

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 2015 Accomplishments

- We conducted another firefighter training academy during FY 15.
- 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 ninth consecutive year, we maintained an average annual response time under four minutes to emergency incidents.
- Began a safety committee and produced a safety manual.
- We participated in the blood drives.

Fiscal Year 2016 Strategic Plan Initiatives

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

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

Performance Management

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 FY 16 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	FY13	FY14	FY15	FY16
	Grade	Actual	Actual	Actual	Proposed
Fire Chief	Exempt	1	1	1	1
Assistant Fire Chief	P	1	1	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	6	7	8	8
Firefighter/EMT	FFB	6	5	4	4
Totals		25	25	25	25

This department also includes 24 budgeted Part Time Firefighter positions.

Fire Protection



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-621-1101	Wages	1,015,825.80	1,137,749.14	1,085,517.74	1,086,433.02
110-621-1102	Wages - Part Time	134,804.60	122,263.24	110,280.64	101,500.00
110-621-1103	Wages - Overtime	101,836.30	81,158.67	146,158.67	145,749.04
110-621-1104	Wages - FLSA	40,018.66	-	-	-
110-621-1105	Wages - Supplemental	2,520.00	2,640.00	2,650.00	2,700.00
Employee Taxes					
110-621-2101	FICA Taxes	90,839.40	102,815.31	102,433.31	102,233.22
Employee Retirement					
110-621-2201	Employee Retirement	103,200.10	101,403.40	100,989.40	67,918.51
Employee Insurance					
110-621-2301	Insurance - Dental	18,744.68	20,889.00	20,789.00	20,638.80
110-621-2302	Insurance - Health	124,763.38	127,638.00	127,638.00	169,990.08
110-621-2303	Insurance - Health Deductible	-	-	-	-
110-621-2304	Insurance - Life	1,906.13	1,800.00	1,800.00	1,946.88
Worker's Compensation					
110-621-2401	Worker's Compensation	61,371.51	82,220.48	82,220.48	104,967.37
Unemployment					
110-621-2501	Unemployment	12.62	-	-	-
Employer Provided Services - Other					
110-621-2601	Flex Spending Account	-	-	100.00	-
Program and Other Supplies					
110-621-4102	Clothing	31,481.82	31,500.00	31,500.00	31,500.00
110-621-4103	Computer Supplies	6,375.00	3,500.00	3,500.00	900.00
110-621-4104	Custodial Supplies	2,499.12	2,500.00	2,505.00	3,000.00
110-621-4105	Lab and Chemicals	404.97	500.00	-	500.00
110-621-4107	Maintenance and Repair Supplies	14,968.73	21,000.00	21,500.00	21,000.00
110-621-4108	Meeting Supplies	544.99	550.00	678.00	100.00
110-621-4109	Office Supplies	1,847.91	2,000.00	2,000.00	2,000.00
110-621-4111	Program Supplies	-	-	-	1,250.00
110-621-4112	Publications	2,469.06	2,500.00	2,500.00	1,200.00
110-621-4114	Software	-	-	-	1,300.00
110-621-4115	Tools	750.00	750.00	750.00	750.00
110-621-4117	Food	-	-	-	500.00
110-621-4199	Supplies - Non Categorized	7,666.24	4,750.00	6,752.40	5,000.00
Utilities					
110-621-5101	Utility - Electric	11,500.28	12,600.00	12,600.00	12,600.00
110-621-5102	Utility - Gas	5,779.17	6,000.00	6,300.00	6,500.00
110-621-5103	Utility - Water	1,519.41	1,560.00	1,560.00	1,560.00
110-621-5104	Utility -Trash	539.00	600.00	600.00	600.00
110-621-5105	Utility - Cable Television	73.45	75.00	110.00	-
110-621-5106	Utility - Telephone	3,319.86	3,380.00	3,180.00	1,680.00
110-621-5107	Utility - Data Access	2,644.32	3,144.00	3,527.00	-
110-621-5108	Fuel	19,514.44	23,000.00	22,150.00	23,000.00
Outside Services					
110-621-5205	Labor / Labor and Equipment	15,151.08	-	-	-
110-621-5206	Legal Services	1,437.50	1,200.00	1,200.00	1,200.00
110-621-5299	Contractual - Non Categorized	-	-	-	-
Training and Travel					
110-621-5401	Travel - Meals	452.41	500.00	575.00	500.00
110-621-5402	Mileage	396.86	1,250.00	520.00	1,250.00

Fire Protection



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
110-621-5403	Travel - Room	1,808.33	1,250.00	1,937.00	1,250.00
110-621-5404	Schools and Seminars	7,575.74	16,210.00	16,162.00	16,210.00
Dues and Memberships					
110-621-5501	Dues and Memberships	1,125.00	2,000.00	1,500.00	1,500.00
Communication					
110-621-5601	Advertising	-	400.00	-	400.00
110-621-5602	Postage	265.47	500.00	500.00	500.00
110-621-5603	Printing and Binding	298.64	400.00	-	400.00
110-621-5699	Communication Non Categorized	1,250.00	1,250.00	1,250.00	-
Maintenance and Repair					
110-621-5701	Building Maintenance and Repair	13,913.97	12,283.00	13,233.46	9,283.00
110-621-5703	Equipment Maintenance and Repair	22,206.50	23,000.00	23,600.00	25,000.00
110-621-5704	Software Maintenance and Repair	-	-	-	4,000.00
Services - Non Categorized					
110-621-5903	Health and Wellness	11,989.86	20,000.00	20,000.00	20,000.00
110-621-5904	Employment	2,044.87	4,000.00	4,000.00	3,450.00
110-621-5999	Services - Non Categorized	-	-	-	-
Capital Equipment					
110-621-6201	Equipment-Communications	-	-	-	-
110-621-6202	Equipment-Computers	-	-	-	-
110-621-6206	Equipment-Office	-	-	-	-
110-621-6207	Equipment - Radios	6,491.95	6,500.00	6,500.00	6,500.00
110-621-6299	Equipment - Non Categorized	11,591.71	99,000.00	9,000.00	30,000.00
Total Expenditures		1,907,740.84	2,090,229.24	2,002,267.10	2,040,459.92

Law Enforcement



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 ordinances and statutes.

Accomplishments

- School Resource Officer agreement implemented with R-6 School District
- Continued combined efforts with Whiteman AFB, UCM and other agencies on alcohol compliance
- Continued joint training with other agencies
- Transitioned to new leadership within the department

Police Department by the Numbers

- Hundreds of Pounds of Prescription Drugs collected during Drug Take-Back Program
- 392 Units of Blood Collected in Blood Drives (received Gold Star Award)
- 25 Children Taken Shopping with the Shop with a Cop Program
- 16,497 Calls for Service Answered/Initiated
- 979 Traffic Accidents Responded to
- 1,017 Vehicle Lockouts Handled

Performance Measurement

Maintain a crime clearance rate that is above the National Average for Part 1 and Part 2 crimes for cities of similar size.

Clearance rate for Part 1 Crimes for WPD is 40% while the national average is 26% for cities of our size.

Clearance rate for Part 2 Crimes for WPD is 60% while the national average is 37% for cities of our size.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Chief of Police	Exempt	1	1	1	1
Police Major	P	0	1	1	1
Lieutenant	O	3	2	2	2
Sergeant	M	4	4	4	4
Detective	O	4	4	4	4
Corporal	K	6	6	6	6
Patrol Officer	J	14	14	17	17
Executive Assistant	G	1	1	0	0
Executive Assistant 3	H	0	0	1	1
Parking Control Officer	B	0	0	0	0
Records Clerk	E	2	2	2	2
Totals		35	35	38	38

This department also includes two Part Time Records Clerk positions.

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

In FY15 the Executive Assistant Position was reclassified as an Executive Position 3.

Law Enforcement



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-622-1101	Wages	1,539,013.31	1,692,315.06	1,652,063.06	1,633,386.14
110-622-1102	Wages - Part Time	23,118.08	25,268.26	25,268.26	25,647.34
110-622-1103	Wages - Overtime	55,389.82	58,921.89	73,921.89	60,426.08
110-622-1105	Wages - Supplemental	4,570.00	4,860.00	4,860.00	4,020.00
Employee Taxes					
110-622-2101	FICA Taxes	114,063.00	136,274.44	136,274.44	131,846.18
Employee Retirement					
110-622-2201	Employee Retirement	149,915.08	136,476.47	136,476.47	77,544.04
Employee Insurance					
110-622-2301	Insurance - Dental	26,470.39	31,751.28	31,751.28	30,164.40
110-622-2302	Insurance - Health	176,298.43	194,009.76	194,009.76	248,447.04
110-622-2303	Insurance - Health Deductible	-	-	-	-
110-622-2304	Insurance - Life	2,725.87	2,736.00	2,736.00	2,845.44
110-622-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-622-2401	Worker's Compensation	38,018.21	49,773.54	49,773.54	64,105.20
Unemployment					
110-622-2501	Unemployment	-	-	-	-
Employer Provided Services - Other					
110-622-2601	Flex Spending Account	96.99	-	-	-
Program and Other Supplies					
110-622-4101	Animal Care	697.02	1,000.00	1,000.00	1,000.00
110-622-4102	Clothing	8,226.65	13,688.62	32,199.62	15,000.00
110-622-4103	Computer Supplies	9,075.28	9,500.00	9,000.00	7,500.00
110-622-4104	Custodial Supplies	787.37	800.00	1,400.00	1,500.00
110-622-4107	Maintenance and Repair Supplies	2,970.21	3,000.00	2,500.00	2,000.00
110-622-4108	Meeting Supplies	958.31	1,000.00	1,557.00	1,500.00
110-622-4109	Office Supplies	4,421.18	4,500.00	6,000.00	5,250.00
110-622-4110	Prisoner Care Supplies	-	-	-	-
110-622-4111	Program Supplies	11,611.75	12,500.00	15,500.00	14,000.00
110-622-4112	Publications	88.46	-	-	90.00
110-622-4114	Software	-	-	-	15,000.00
110-622-4115	Tools	-	-	-	-
110-622-4117	Food	523.03	500.00	671.00	500.00
110-622-4199	Supplies - Non Categorized	5,177.12	6,000.00	7,510.00	7,000.00
Utilities					
110-622-5101	Utility - Electric	41,788.89	40,000.00	45,000.00	45,000.00
110-622-5102	Utility-Gas	-	-	-	-
110-622-5103	Utility - Water	2,811.27	2,500.00	2,500.00	2,500.00
110-622-5104	Utility -Trash	-	600.00	600.00	-
110-622-5105	Utility - Cable Television	267.66	-	-	-
110-622-5106	Utility - Telephone	6,163.25	7,350.00	6,350.00	4,350.00
110-622-5107	Utility - Data Access	6,435.33	6,500.00	6,850.00	-
110-622-5108	Fuel	69,204.61	72,000.00	46,000.00	65,000.00
Outside Services					
110-622-5206	Legal Services	512.50	-	6,500.00	5,500.00
110-622-5209	Rent/Lease	-	-	-	-
110-622-5210	Prisoner Care Services	14,223.88	14,351.29	14,951.29	14,350.00
110-622-5299	Contractual - Non Categorized	13,405.59	14,000.00	14,000.00	14,500.00

Law Enforcement



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Training and Travel					
110-622-5401	Travel - Meals	906.70	800.00	1,295.00	1,000.00
110-622-5402	Mileage	-	-	415.00	-
110-622-5403	Travel - Room	1,821.24	2,400.00	1,926.00	3,000.00
110-622-5404	Schools and Seminars	9,699.23	10,000.00	9,100.00	16,000.00
Dues and Memberships					
110-622-5501	Dues and Memberships	765.00	800.00	1,245.00	800.00
Communication					
110-622-5601	Advertising	263.50	250.00	4,500.00	500.00
110-622-5602	Postage	-	-	-	-
110-622-5603	Printing and Binding	2,652.26	3,000.00	3,770.00	3,000.00
110-622-5699	Communication-Non Category	-	-	-	-
Maintenance and Repair					
110-622-5701	Building Maintenance and Repair	41,272.89	37,500.00	42,700.00	39,000.00
110-622-5703	Equipment Maintenance and Repair	623.48	1,000.00	1,080.00	1,000.00
110-622-5704	Software Maintenance and Repair	11,929.00	12,000.00	12,383.00	12,500.00
110-622-5706	Vehicle Maintenance and Repair	17,086.57	20,000.00	22,500.00	22,000.00
Services - Non Categorized					
110-622-5903	Health and Wellness	368.29	650.00	1,100.00	1,250.00
110-622-5904	Employment	211.66	-	1,000.00	200.00
110-622-5905	Security	1,583.91	1,400.00	1,400.00	1,550.00
110-622-5906	Programs	-	-	-	-
Capital - Equipment					
110-622-6202	Equipment - Computers	-	-	-	-
110-622-6206	Equipment - Office	-	-	-	12,500.00
1110-622-6207	Equipment - Radios	-	-	-	19,000.00
110-622-6299	Equipment - Non Categorized	-	-	-	-
Capital - Vehicles					
110-622-6501	Vehicles	80,481.00	167,000.00	167,339.00	135,000.00
Total Expenditures		2,498,693.27	2,798,976.61	2,798,976.61	2,768,271.86



Animal Control

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

- Euthanasia rate of <10%
- First Place for Community Float in UCM Homecoming Parade
- Displayed animals at the Tailgate With The City event
- Hosted first Children Fun & Education Day at the Shelter

Animal Shelter by the Numbers

- 957 Animals Checked into the Shelter in 2014 including 5 Birds, 4 Snakes and 4 Goats
- 817 Animals were Adopted/Transferred/Reclaimed in 2014
- 86 Animals in Residence at Years End Awaiting Adoption

Performance Measurement

- Maintain euthanasia rate that is no more than 15%

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Shelter Manager	H	1	1	1	1
Assist Shelter Manager	G	1	1	1	1
Animal Control Officer	G	1	1	1	1
Totals		3	3	3	3

This department also includes 3 Part Time Employees.

Animal Control



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-623-1101	Wages	88,578.84	92,926.08	92,926.08	93,040.58
110-623-1102	Wages - Part Time	21,770.62	21,026.28	21,026.28	31,998.78
110-623-1103	Wages - Overtime	433.61	984.71	984.71	2,030.83
110-623-1105	Wages - Supplemental	165.00	180.00	180.00	180.00
Employee Taxes					
110-623-2101	FICA Taxes	8187.19	8,806.46	8,806.46	9,734.64
Employee Retirement					
110-623-2201	Employee Retirement	8549.51	8,468.17	8,468.17	6,953.35
Employee Insurance					
110-623-2301	Insurance - Dental	1787.40	2,506.68	2,506.68	2,381.40
110-623-2302	Insurance - Health	15329.88	15,316.56	15,316.56	19,614.24
110-623-2303	Insurance - Health Deductible		-	-	-
110-623-2304	Insurance - Life	237.60	216.00	216.00	224.64
110-623-2305	Health Insurance Tax/Fees		-	-	-
Worker's Compensation					
110-623-2401	Worker's Compensation	1647.32	1,985.85	1,985.85	2,959.34
Program and Other Supplies					
110-623-4101	Animal Care	5640.70	6,500.00	6,500.00	10,500.00
110-623-4102	Clothing	172.00	200.00	200.00	200.00
110-623-4103	Computer Supplies	313.98	300.00	300.00	500.00
110-623-4104	Custodial Supplies	491.18	600.00	600.00	600.00
110-623-4105	Lab and Chemicals	3500.26	7,000.00	3,500.00	4,000.00
110-623-4109	Office Supplies	238.77	425.00	425.00	550.00
110-623-4112	Publications	-	-	-	175.00
110-623-4117	Food	6.99	-	-	-
110-623-4199	Supplies - Non Categorized	7260.06	5,500.00	4,100.00	3,000.00
Utilities					
110-623-5101	Utility - Electric	9627.65	10,500.00	8,500.00	11,500.00
110-623-5103	Utility - Water	1409.92	1,000.00	1,400.00	1,400.00
110-623-5104	Utility -Trash	1804.00	1,968.00	1,968.00	1,968.00
110-623-5106	Utility - Telephone	630.88	650.00	650.00	650.00
110-623-5107	Utility - Data Access	686.16	700.00	700.00	-
Outside Services					
110-623-5206	Legal Services	12.50	50.00	300.00	250.00
110-623-5299	Contractual - Non Categorized	11628.00	15,500.00	21,500.00	23,000.00
Training and Travel					
110-623-5401	Travel - Meals	-	-	-	50.00
110-623-5402	Mileage	-	-	-	250.00
110-623-5403	Travel - Room	-	-	-	200.00
110-623-5404	Schools and Seminars	72.39	450.00	450.00	100.00
Dues and Memberships					
110-623-5501	Dues and Memberships	-	-	-	220.00
Communication					
110-623-5601	Advertising	0.00	100.00	610.00	400.00
110-623-5603	Printing and Binding	92.55	100.00	100.00	100.00
Maintenance & Repair					
110-623-5701	Building Maintenance and Repair	4,934.61	1,000.00	1,000.00	1,500.00
110-623-5703	Equipment Maintenance and Repair	-	-	-	-
110-623-5704	Software Maintenance and Repair	-	-	-	750.00
110-623-5706	Vehicle Maintenance and Repair	-	-	-	300.00

Animal Control



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Services - Non Categorized					
110-623-5903	Health and Wellness			7.00	
110-623-5904	Employment	-	-	250.00	250.00
110-623-5999	Services - Non Categorized			550.00	500.00
Capital - Vehicles					
110-623-6501	Vehicles	-	22,000.00	22,000.00	-
Total Expenditures		195,209.57	226,959.79	228,026.79	232,030.80

Animal Control Donations

110-624-4199	Supplies - Non Categorized	-	-	5120.00	-
110-624-5601	Advertising	-	100.00	100.00	-
Total Expenses Paid Using Donations		-	100.00	5,220.00	-

FY16 Budget Notes: In FY15 accounts were set up to reflect expenditures made from money donated to the Animal Shelter, the \$4,370 was for stainless steel cages and supplies for a concrete pad to be used as a meet and greet for adoptions

Community Development



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

Fiscal Year 2015 Accomplishments

- Converted all on-line forms to fillable PDF forms
- Developed and implemented booth exhibit at the International Council of Shopping Center's 2014 Deal Making Conference and the 2014 Society of Office and Industrial Realtors Development Day in Kansas City
- Implemented a Carbon Monoxide detector program to encourage compliance with the Property Maintenance Code requirements
- 4 buildings in the Dangerous Building program were abated and 44 Property Maintenance Code cases were abated.
- Removed 32 hazardous street and park trees through the efforts of the Tree Board, City staff, and a Tree Resource and Improvement and Maintenance Grant
- Awarded 4 Downtown Façade Grants funded by the City and 2 funded by Main Street
- Wrote 4 ordinance updates that were approved by City Council including adopting Green Building Codes, Landscaping Buffer Requirements, and Efficiency Apartment standards
- Offered 4 educational sessions through partnerships with the Chamber of Commerce, Midwest Board of Realtors, Tree Board and Parks and Recreation Department
- Completed the visioning and design of the Community Signage project
- Initiated start-up of Geophonic Information System (GIS) in partnership with Johnson County Assessor's Office

Fiscal Year 2016 Strategic Plan Initiatives

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

Action Steps

- Continue to network and connect potential retail opportunities.
- Actively participate in development agreement processes.
- Evaluate and update financial incentive policy to stay competitive with other communities and consistent with state statutes.
- Develop new Industrial Park/Infrastructure including master site planning and financing options
- Identify/educate business owners, property owners/developers about innovative financing tools and opportunities for incentives.
- Implement community signage program by installing Primary and Civic signs.
- Implement Downtown Façade Grant program.
- Seek funding for Maguire Street Corridor design and additional right of way (ROW) for "Green" landscaping.

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

Action Steps

- Implement GIS program.
- Preserve existing neighborhoods through code enforcement, trash collection and cleanup.

Performance Measurement

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

Community Development



Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Community Development Director	Exempt	1	1	1	1
Building Official	M	1	1	1	1
City Planner	L	1	1	1	1
Project Manager - CD	K	1	0	0	0
Neighborhood Services Coordinator	K	0	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
Totals		7	7	7	7

Community Development



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-641-1101	Wages	251,156.77	314,931.55	314,931.55	322,168.01
110-641-1102	Wages - Part Time	-	2,833.40	2,833.40	-
110-641-1103	Wages - Overtime	-	-	-	-
110-641-1105	Wages - Supplemental	405.00	540.00	540.00	480.00
Employee Taxes					
110-641-2101	FICA Taxes	18,137.54	24,350.33	24,350.33	24,681.04
Employee Retirement					
110-641-2201	Employee Retirement	20,187.22	28,392.44	28,392.44	23,551.85
Employee Insurance					
110-641-2301	Insurance - Dental	3,028.74	5,848.92	5,848.92	5,556.60
110-641-2302	Insurance - Health	28,104.78	35,738.54	35,738.64	45,766.56
110-641-2303	Insurance - Health Deductible	-	-	-	-
110-641-2304	Insurance - Life	435.60	504.00	504.00	524.16
Worker's Compensation					
110-641-2401	Worker's Compensation	5,987.68	6,486.68	6,486.68	8,629.53
Unemployment					
110-641-2501	Unemployment	277.62	-	-	-
Employer Provided Services - Other					
110-641-2601	Flex Spending Account	96.99	100.00	100.00	-
Program and Other Supplies					
110-641-4102	Clothing	229.43	548.00	548.00	300.00
110-641-4103	Computer Supplies	233.90	555.00	555.00	1,750.00
110-641-4108	Meeting Supplies	1,268.58	600.00	200.00	300.00
110-641-4109	Office Supplies	931.85	1,535.00	1,535.00	2,000.00
110-641-4115	Tools	-	-	-	950.00
110-641-4117	Food	-	-	-	200.00
110-641-4112	Publications	420.85	100.00	191.16	436.00
110-641-4199	Supplies - Non Categorized	1,817.90	5,854.48	6,671.32	5,914.48
Utilities					
110-641-5106	Utility - Telephone	1,530.74	1,919.28	1,919.28	1,470.00
110-641-5107	Utility - Data Access	999.74	1,439.64	1,439.64	-
110-641-5108	Fuel	6,289.12	5,400.00	5,400.00	7,200.00
Outside Services					
110-641-5202	Consulting Services	935.60	17,000.00	9,750.00	24,900.00
110-641-5205	Labor / Labor and Equipment	-	1,000.00	1,000.00	8,500.00
110-641-5206	Legal Services	4,037.50	3,500.00	5,250.00	4,000.00
Training and Travel					
110-641-5401	Travel - Meals	11.94	488.00	488.00	640.00
110-641-5402	Mileage	232.47	975.00	975.00	525.00
110-641-5403	Travel - Room	756.59	3,479.00	3,479.00	2,424.00
110-641-5404	Schools and Seminars	2,773.34	3,100.00	3,100.00	3,055.00
Dues and Memberships					
110-641-5501	Dues & Memberships	655.00	1,249.00	1,469.00	1,174.00
Communication					
110-641-5601	Advertising	3,547.57	1,300.00	2,000.00	2,550.00
110-641-5602	Postage	0	100.00	100.00	100.00
110-641-5603	Printing and Binding	646.70	1,227.50	749.50	750.00
110-641-5604	Shows/Expo Expenses	-	-	-	200.00
Maintenance and Repair					
110-641-5706	Vehicle Maintenance and Repair	1,211.21	1,612.00	1,612.00	1,275.00

Community Development



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Services - Non Categorized					
110-641-5903	Health and Wellness	134.37	12.00	100.00	-
110-641-5904	Employment	170.53	296.00	296.00	200.00
110-641-5999	Services - Non Categorized	756.3	1,832.00	11,000.00	2,266.00
Capital - Equipment					
110-641-6202	Equipment - Computers	197.98	10,000.00	10,000.00	-
110-641-6206	Equipment - Office	-	-	3,150.00	-
Capital - Vehicles					
110-641-6501	Vehicles	-	-	19,782.00	-
Total Expenditures		357,607.15	484,847.76	512,485.86	504,437.23

Through budget allocation to the Economic Development Department, strategic efforts and activities are undertaken to increase economic growth, business development, recruitment, entrepreneurship, and job development in Warrensburg. Much of the department funding is and will continue to be strategically targeted towards incentives for existing and new businesses. Working with and funding many of our community partners assists the effort to grow existing businesses and recruit new ones so that a growing sales and property tax base will support a vibrant, healthy, and financially sound Warrensburg.

Fiscal Year 2015 Strategic Accomplishments

- Western Missouri Medical Center – new cancer and pediatric centers opened
- University of Central Missouri (UCM) – opened The Crossing at South and Holden with new student housing apartments, Spin Pizza, Starbucks and a new retail space for the University Bookstore
- Veterans Affairs Community-Based Outpatient Clinic opened to serve veterans in the area
- Hawthorne Senior Housing near Hawthorne Plaza started construction
- Downtown Façade Grants awarded and leveraged with Main Street dollars
- Exhibits at the International Conference of Shopping Centers 2014 Deal Making conference and at the Kansas City SIOR Development Day
- Completed start-up of Warrensburg Convention and Visitors Bureau
- Initiated a GIS system in partnership with the County Assessor's Office
- Adopted 1% for Art to set aside funding for public art acquisition and maintenance
- Completed selection process for engineering firm to complete preliminary engineering for the Hwy 50/Bus 13 interchange and Maguire Street corridor
- Started design for Downtown Revitalization Phase IV Holden Street to South Street improvements

Fiscal Year 2016 Strategic Plan Initiatives

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

Action Steps

- Continue active role in recruiting retail that “fits” Warrensburg and develop “team” to assist process
- Exhibit at the International Shopping Center Conference (ICSC) October 2015 Deal Making Conference and at the Kansas City SIOR Development Day
- Mature plan for new Industrial/Business Park within city limits
- Sell city owned Hawthorne properties to achieve greatest return
- Retain retail firm to develop economic and demographic data and to recruit new businesses support expansion of existing businesses
- Actively pursue grants as additional sources of revenue where they relate to the
- Identify opportunities and utilize economic incentive agreements to grow Warrensburg
- Construct Primary sign at the north entrance to the community
- Maguire Street Corridor Improvement funding development and phasing plan
- Complete engineering design of Downtown Beautification Grover to South Street.

Economic Development



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

- Specific city funding and contractual relationships with other entities to support and foster economic development in accordance with FY15 Strategic Plan:

-

	Proposed FY16
ICSC Chicago Deal Making October 2015 and 2016	\$ 11,000
Warrensburg Main Street, Inc	\$ 51,000
Burg Fest	\$ 5,000
Johnson County Economic Development Corp.	\$ 75,000
Downtown Façade Improvement Grants	\$ 5,000
Future Development Agreements, Economic Incentives	\$ 75,000
Depot Renovation, Preservation, Maintenance Corporation	\$ 5,500
Pioneer Trails Regional Planning Commission	\$ 5,000
Reserve for Business/Industrial Park	\$ 50,000
Whiteman Area Leadership Council	\$ 3,000
Big Brothers/Big Sisters	\$ 5,600
Oats-Old Drum Transportation	\$ 15,000
Chamber of Commerce sponsorship	\$ 5,000
Art Commission	\$ 10,000
1% For the Arts	\$ 1,000
Existing Sales Tax Agreements	\$ 37,200

Performance Measurement

As a result of exhibiting at the **ICSC 2015 Deal Makers Conference** for the 3rd year, approximate cumulative cost of \$11,000 , 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. At least one new deal making appointment
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.

Economic Development



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Program and Other Supplies					
110-642-4102	Clothing	-	-	115.00	50.00
110-642-4108	Meeting Supplies	740.54	375.00	75.00	120.00
110-642-4109	Office Supplies	-	-	-	100.00
110-642-4111	Program Supplies	-	-	-	250.00
110-642-4112	Publications	305.75	244.00	-	-
110-642-4199	Supplies - Non Categorized	820.61	800.00	5,800.00	300.00
Utilities					
110-642-5101	Utility - Electric	-	-	-	-
110-642-5104	Utility - Trash	82.19	-	-	-
Outside Services					
110-642-5202	Consulting Services	17,500.00	30,000.00	15,000.00	55,000.00
110-642-5206	Legal Services	4,143.61	2,500.00	17,500.00	21,000.00
110-642-5299	Contractual - Non Categorized	28,020.59	10,000.00	20,999.70	-
Insurance					
110-642-5302	General Liability Insurance	-	-	-	-
Training and Travel					
110-642-5401	Travel - Meals	387.00	235.00	900.00	480.00
110-642-5402	Mileage	2,216.06	1,300.00	2,020.92	2,200.00
110-642-5403	Travel - Room	927.83	1,273.00	1,800.01	3,500.00
110-642-5404	Schools and Seminars	1,880.00	2,295.00	1,821.07	500.00
Dues & Memberships					
110-642-5501	Dues & Memberships	1,035.00	3,625.00	3,640.00	5,835.00
Communication					
110-642-5601	Advertising	210.7	500.00	1,500.00	500.00
110-642-5603	Printing and Binding	-	1,550.00	550.00	350.00
110-642-5604	Shows/Expo Expenses	4,913.92	2,300.00	5,800.00	7,260.00
Capital - Non Categorized					
110-642-6999	Capital - Non Categorized	-	280,000.00	278,200.00	155,000.00
Community Agreements					
110-642-9301	Community Agreements	171,584.91	219,725.00	179,725.00	258,925.00
Total Expenditures		234,768.71	556,722.00	535,446.70	511,370.00

Street Maintenance



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

Fiscal Year 2015 Accomplishments

- Manage recycling transfer site to assure cleanliness
- Effectively managed snow removal for snow events.
- Monitored storm drainage system during extensively wet spring and initiated numerous repairs
- Constructed the base and foundation for the new salt storage structure
- Enhanced the Street Maintenance Program with the seal coating of a section of Maguire Street.
- The Curb and Sidewalk Program addressed ADA accessibility, sidewalk connectivity, and needed improvements at intersections.

Fiscal Year 2016 Strategic Plan Initiatives

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

- 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.
- 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.

Strategies

- 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

Performance Measurement

Increased number of street miles improved by maintenance yearly by 10%

Street Maintenance



Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Director of Public Works	Exempt	0.5	0.5	1	0.5
Manager of Street Operations	M	1	1	1	1
Senior Project Manager	M	0	0.7	1	1
Project Manager - Streets	K	1.5	0.5	1	0.5
Street Foreman	I	1	1	1	1
Equipment Technician	H	1	1	1	1
Project Technician	G	0	0.5	1	1
Sign Technician	G	1	1	1	1
Maintenance Worker II	G	3	3	5	6
Maintenance Worker I	F	2	2	1	0
Totals		11	11.2	14	13

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.

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 Intergovernmental Transfer done from Water Pollution Control to the General Fund, previously their time had been divided between the two funds during each 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.

Street Maintenance



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-643-1101	Wages	402,955.11	527,753.41	527,753.41	477,620.94
110-643-1102	Wages - Part Time	77.59	-	-	-
110-643-1103	Wages - Overtime	32,742.21	33,069.08	33,069.08	36,415.53
110-643-1105	Wages - Supplemental	1,224.00	1,620.00	1,620.00	1,410.00
Employee Taxes					
110-643-2101	FICA Taxes	30,741.77	43,026.84	43,026.84	39,431.66
Employee Retirement					
110-643-2201	Employee Retirement	41,137.57	50,622.82	50,622.82	37,627.60
Employee Insurance					
110-643-2301	Insurance - Dental	7,272.32	11,697.84	11,697.84	10,319.40
110-643-2302	Insurance - Health	57,554.33	71,477.28	71,477.28	84,995.04
110-643-2303	Insurance - Health Deductible	-	-	-	-
110-643-2304	Insurance - Life	888.75	1,008.00	1,008.00	973.44
110-643-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-643-2401	Worker's Compensation	17,312.24	25,788.44	25,788.44	37,212.35
Employer Provided Services - Other					
110-603-2601	Flex Spending Account	88.56	-	90.00	-
Program and Other Supplies					
110-643-4102	Clothing	8,716.34	10,075.00	10,075.00	13,510.00
110-643-4103	Computer Supplies	89.99	100.00	100.00	800.00
110-643-4104	Custodial Supplies	5,197.95	5,000.00	5,000.00	5,000.00
110-643-4106	Lawn and Field Care	1,743.58	1,500.00	1,675.00	2,200.00
110-643-4107	Maintenance and Repair Supplies	6,901.55	7,000.00	7,000.00	7,000.00
110-643-4108	Meeting Supplies	83.90	100.00	200.00	200.00
110-643-4109	Office Supplies	539.13	500.00	1,000.00	550.00
110-643-4113	Sand and Salt	43,372.92	35,000.00	36,940.00	39,500.00
110-643-4114	Software	-	-	-	500.00
110-643-4115	Tools	1,917.75	4,400.00	4,400.00	2,200.00
110-643-4199	Supplies - Non Categorized	147.23	-	-	19,625.00
Utilities					
110-643-5100	Electric Street Lights and Signals	-	-	-	340,285.00
110-643-5101	Utility - Electric	315,287.99	315,000.00	315,000.00	9,785.00
110-643-5102	Utility - Gas	3,925.40	3,200.00	3,225.00	3,200.00
110-643-5103	Utility - Water	5,578.43	5,500.00	5,500.00	5,500.00
110-643-5104	Utility - Trash	650.00	780.00	780.00	780.00
110-643-5105	Utility - Cable Television	73.45	73.62	73.62	73.62
110-643-5106	Utility - Telephone	2,073.68	2,093.28	2,093.28	2,093.28
110-643-5107	Utility - Data Access	2,590.89	2,519.04	2,519.04	-
110-643-5108	Fuel	62,294.86	60,000.00	58,640.00	60,000.00
Outside Services					
110-643-5205	Labor/Labor and Equipment	4,500.00	2,500.00	2,500.00	2,500.00
110-643-5206	Legal Services	804.00	700.00	700.00	500.00
110-643-5209	Rent/Lease	-	11,000.00	11,000.00	21,750.00
110-643-5299	Contractual - Non Categorized	6,657.67	16,550.00	16,550.00	10,100.00
Training and Travel					
110-643-5401	Travel - Meals	-	-	-	250.00
110-643-5403	Travel - Room	-	500.00	466.00	1,500.00
110-643-5404	Schools and Seminars	1,736.00	2,600.00	1,330.00	3,000.00

Street Maintenance



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Dues and Memberships					
110-643-5501	Dues and Memberships	443.92	600.00	300.00	600.00
Communication					
110-643-5601	Advertising	427.25	500.00	500.00	500.00
110-643-5602	Postage	23.85	-	-	-
Maintenance and Repair					
110-643-5701	Building Maintenance and Repair	3,789.55	3,500.00	3,500.00	6,500.00
110-643-5703	Equipment Maintenance and Repair	27,586.77	27,000.00	27,325.96	33,000.00
110-643-5706	Vehicle Maintenance and Repair	16,365.70	25,000.00	25,000.00	29,000.00
Services - Non Categorized					
110-643-5903	Health and Wellness	169.50	150.00	280.23	-
110-643-5904	Employment	-	189.50	189.50	200.00
Capital - Equipment					
110-643-6205	Equipment - Mower	-	-	-	19,000.00
110-643-6207	Equipment - Radios	-	-	-	-
110-643-6299	Equipment - Non Categorized	-	-	-	32,300.00
Capital - Infrastructure					
110-643-6401	Signs	17,540.07	15,000.00	15,000.00	-
110-643-6405	Storm Drainage	-	30,000.00	30,000.00	-
Debt Principal					
110-643-7103	Lease Purchase Principal	91,419.71	-	-	-
Debt Interest					
110-643-7203	Lease Purchase Interest	2,052.37	-	-	-
Total Expenditures		1,226,695.85	1,354,694.15	1,355,016.34	1,399,507.86

Cemetery



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

Fiscal Year 2015 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.

Fiscal Year 2016 Strategic Plan Initiatives

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

- 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.

Strategies

- 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.

Performance Measurement

With the installation of the signs there should be fewer public inquiries regarding location of graves.

Position Detail

	Salary Grade	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proposed
Maintenance Foreman	I	1	1	1	1
Totals		1	1	1	1

Cemetery



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
110-644-1101	Wages	30,244.80	\$ 31,505.76	\$ 31,505.76	\$ 31,963.57
110-644-1103	Wages - Overtime	43.44	113.60	599.60	714.57
110-644-1105	Wages - Supplemental	-	-	-	-
Employee Taxes					
110-644-2101	FICA Taxes	2,152.60	2,418.88	2,418.88	2,499.87
Employee Retirement					
110-644-2201	Employee Retirement	2,858.40	2,845.74	2,845.74	2,385.50
Employee Insurance					
110-644-2301	Insurance - Dental	843.96	835.56	835.56	793.80
110-644-2302	Insurance - Health	5,109.96	5,105.52	5,105.52	6,538.08
110-644-2304	Insurance - Life	79.20	72.00	72.00	74.88
110-644-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
110-644-2401	Worker's Compensation	1,289.31	1,594.87	1,594.87	2,209.85
Employer Provided Services - Other					
110-603-2601	Flex Spending Account	-	-	-	-
Cost of Goods Sold					
110-644-3200	COGS-Cemetery Lot	86.75	-	-	-
Program and Other Supplies					
110-644-4102	Clothing	343.31	275.00	275.00	275.00
110-644-4104	Custodial Supplies	7.67	75.00	75.00	75.00
110-644-4106	Lawn and Field Care	251.11	1,850.00	1,850.00	1,850.00
110-644-4107	Maintenance and Repair Supplies	717.73	600.00	600.00	600.00
110-644-4109	Office Supplies	79.26	100.00	100.00	100.00
110-644-4112	Publications	-	-	-	90.00
110-644-4115	Tools	151.12	250.00	250.00	250.00
110-644-4199	Supplies - Non Categorized	285.55	2,000.00	2,000.00	800.00
Utilities					
110-644-5101	Utility - Electric	2,954.44	2,800.00	2,800.00	2,800.00
110-644-5102	Utility - Gas	790.17	700.00	700.00	700.00
110-644-5103	Utility - Water	800.20	900.00	900.00	900.00
110-644-5104	Utility - Trash	400.00	480.00	480.00	480.00
110-644-5106	Utility - Telephone	743.68	726.53	726.53	726.53
110-644-5107	Utility - Data Access	611.28	599.40	599.40	-
110-644-5108	Fuel	1,626.62	1,500.00	1,014.00	1,500.00
Outside Services					
110-644-5205	Labor/Labor and Equipment	46,083.96	48,300.00	48,300.00	55,500.00
110-644-5206	Legal Services	87.50	200.00	140.00	200.00
110-644-5209	Rent / Lease	-	-	-	-
Training and Travel					
110-644-5401	Travel - Meals	-	-	-	120.00
110-644-5403	Travel - Room	-	300.00	300.00	300.00
110-644-5404	Schools and Seminars	280.00	400.00	400.00	400.00
Communication					
110-644-5601	Advertising	-	100.00	160.00	175.00
Maintenance and Repair					
110-644-5701	Building Maintenance and Repair	95.44	100.00	100.00	100.00
110-644-5703	Equipment Maintenance and Repair	396.11	2,680.00	2,680.00	500.00
110-644-5704	Software Maintenance and Repair	598.50	600.00	600.00	600.00
110-644-5706	Vehicles Maintenance and Repair	-	600.00	600.00	600.00

Cemetery



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Services - Non Categorized					
110-644-5903	Health and Wellness	-	75.00	75.00	75.00
110-644-5904	Employment	-	-	-	-
Capital - Equipment					
110-644-6205	Equipment - Mower	-	-	-	-
Capital - Infrastructure					
110-644-6401	Signs	922.00	1,500.00	1,500.00	1,500.00
Total Expenditures		\$ 100,934.07	\$ 112,202.86	\$ 112,202.86	\$ 118,396.65

General Fund Debt Schedule By Fiscal Year



<u>Issuance</u>	<u>Uses</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Totals</u>
COP 2011 Principal	Vehicles	33,400.00	9,800.00			43,200.00
COP 2011 Interest	Vehicles	927.50	171.50			1,099.00
COP 2011 Fees	Vehicles	372.50	97.00			469.50
Fund Totals		<u>34,700.00</u>	<u>10,068.50</u>			<u>44,768.50</u>

Note: Fees are estimated for budgeting purposes.

COP is an abbreviation for Certificates of Participation

Capital Improvement



The City publishes a separate comprehensive five-year Capital Improvement 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 capital improvement 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 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. In FY14 we have separated the funds based on the sources of revenue. This provides more transparency regarding the revenues and expenditures.

The Capital Improvements in the proposed FY16 Capital Improvement Transportation fund include:

- Street Maintenance
- Curb and Sidewalk Project
- Lake Ridge Culvert Replacement
- City Wide Traffic Engineering

The Capital Improvements in the proposed FY16 Capital Improvement Half Cent fund include:

- Information Technology Infrastructure Project
- Storm Water Master Plan
- Fire Department Air Packs
- Comprehensive City Plan 5 year update
- Municipal Center West Wing Roof Repairs
- GIS Mapping
- Hwy DD Trails Initiative Johnson County Trails Coalition

Capital Improvement Transportation



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					430,902.00
Revenues					
210-52105	Grants - Federal	-	-	-	-
210-52205	Grants - MODOT	149,547.00	72,000.00	72,000.00	-
210-52210	Grants - CDBG	-	-	-	-
210-52220	Grants - Gasoline Tax	486,076.02	478,000.00	478,000.00	478,000.00
210-52225	Grants - Motor Vehicle Fee	79,684.35	78,000.00	78,000.00	78,000.00
210-52230	Grants - Motor Vehicle Sales	146,278.24	135,000.00	135,000.00	135,000.00
210-52235	Grants - Dept Natural Resources	-	-	-	-
210-52305	Grants - Local	-	-	-	-
210-52305	Development	1,176.00	-	-	1,000.00
210-57105	Interest on Deposits	-	-	-	5,576.00
210-57125	Payment Terms Discounts	-	25.00	25.00	-
210-59910	Claims / Reimbursements	-	-	-	-
210-59920	Lease Proceeds	-	-	-	-
210-59999	Non Categorized	-	-	-	-
Total Revenues		862,761.61	763,025.00	763,025.00	697,576.00
Expenditures					
Program & Other Supplies					
210-680-4108	Meeting Supplies	-	-	-	-
210-680-4109	Office Supplies	-	-	-	-
Outside Services - General					
210-611-5203	Financial Services	-	-	-	3,150.00
Outside Services					
210-680-5202	Consulting Services	-	-	-	-
210-680-5206	Legal Services	900.00	1,700.00	1,700.00	1,000.00
Training and Travel					
210-680-5401	Travel - Meals	-	-	-	-
210-680-5402	Mileage	-	-	-	-
210-680-5403	Travel - Room	-	-	-	-
Communication					
210-680-5601	Advertising	1,068.56	1,400.00	900.00	1,200.00
210-680-5602	Postage	-	-	-	-
210-680-5603	Printing and Binding	-	-	-	-
210-680-5699	Communication - Non Categorized	-	30,000.00	30,000.00	-
Maintenance & Repair					
210-680-5703	Equipment Maintenance and Repair	-	40,000.00	40,000.00	40,000.00
210-680-5705	Trail Maintenance and Repair	-	-	-	-
210-680-5707	Road maintenance and Repair	343,707.69	539,100.00	539,100.00	590,550.00
Service - Non Categorized					
210-680-5901	Engineering	3,596.58	208,700.00	266,325.00	54,400.00
210-680-5902	Legal Rights	-	-	-	-
210-680-5908	Permits	-	-	-	-
210-680-5999	Services - Non Categorized	1,686.35	-	-	-
Capital - Buildings					
210-680-6101	Buildings	-	76,400.00	76,400.00	-
Capital - Equipment					
210-680-6201	Equipment - Communications	-	-	-	-
210-680-6205	Equipment - Mower	-	-	-	-
210-680-6299	Equipment - Non Categorized	-	23,000.00	23,000.00	-
Capital - Software					
210-680-6301	System Software	-	-	-	-
Capital - Infrastructure					
210-680-6401	Signs	4,218.00	-	-	-

Capital Improvement Transportation



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
210-680-6403	Roads	3,807.14	15,000.00	70,500.00	15,500.00
210-680-6405	Storm Drainage	-	-	-	-
210-680-6406	Curb / Sidewalk	61,766.19	59,600.00	45,600.00	79,350.00
210-680-6499	Infrastructure - Non Categorized	240,552.75	-	-	-
Capital - Vehicles					
210-680-6501	Vehicles	-	-	-	-
Bad Debt					
210-680-9501	Bad Debt	-	-	-	-
Total Expenditures		661,303.26	994,900.00	1,093,525.00	785,150.00
Revenues Over (Under) Expenditures		201,458.35	(231,875.00)	(330,500.00)	(87,574.00)
Other Sources					
	Transfer from General Fund	-	-	-	-
	Transfer from Capital Improvement Half Cent	-	-	-	-
	Transfer from Debt Service Fund	-	-	-	-
	Total Other Sources	-	-	-	-
Other Uses					
	Transfer to Debt Service Fund	148,802.99	81,794.57	81,794.57	61,511.32
	Total Other Uses	148,802.99	81,794.57	81,794.57	61,511.32
Net Sources Over (Under) Uses		52,655.36	(313,669.57)	(412,294.57)	(149,085.32)
Projected Cash Balance at September 30, 2016					281,816.68

Capital Improvement Half Cent



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					233,216.00
Revenues					
215-51205	Sales Tax	1,600,066.31	1,585,700.00	1,585,700.00	1,602,759.00
215-51305	Use Tax	124,668.45	120,190.00	120,190.00	120,190.00
215-52105	Grants - Federal	-	-	-	380,000.00
215-52235	Grant - Depart of Natural Resources	8,190.26	-	-	0.00
215-55135	Development	-	-	-	-
215-57105	Interest on Deposits	-	-	-	5,510.00
215-59910	Claims/Reimbursement	-	-	-	-
Total Revenues		1,732,925.02	1,705,890.00	1,705,890.00	2,108,459.00
Expenditures					
Outside Services - General					
215-611-5203	Financial Services	-	-	-	3,112.00
215-611-5250	Intra-governmental Svc's/Reimb	205,477.00	215,206.00	215,206.00	215,206.00
Program & Other Supplies					
215-680-4114	Software	-	15,583.00	15,583.00	-
Outside Services					
215-680-5202	Consulting Services	118,761.21	8,500.00	163,133.03	36,000.00
215-680-5206	Legal Services	2,132.50	-	-	300.00
Communication					
215-680-5601	Advertising	509.60	-	-	700.00
Service - Non Categorized					
215-680-5901	Engineering	45,335.81	93,575.00	93,575.00	118,282.00
215-680-5908	Permits	60.00	-	-	-
215-680-5999	Services - Non Categorized	11,825.00	14,960.00	14,960.00	29,350.00
Capital - Buildings					
215-680-6101	Buildings	-	60,000.00	60,000.00	-
Capital - Equipment					
215-680-6202	Equipment - Computers	113,842.71	27,218.00	55,999.00	108,250.00
215-680-6299	Equipment - Non Categorized	-	30,000.00	38,944.00	451,500.00
Capital - Software					
215-680-6301	System Software	4,416.00	9,063.00	28,165.00	-
Capital - Infrastructure					
215-680-6401	Signs	7,792.91	80,000.00	80,000.00	-
215-680-6404	Parking	-	-	206,730.28	-
215-680-6405	Storm Drainage	67,122.74	-	-	15,000.00
215-680-6499	Infrastructure - Non Categorized	-	25,000.00	25,000.00	-
Capital - Land Easement					
215-680-6602	Land Easement	-	10,000.00	1,056.00	-
Total Expenditures		577,275.48	589,105.00	998,351.31	977,700.00
Revenues Over (Under) Expenditures		1,155,649.54	1,116,785.00	707,538.69	1,130,759.00
Other Uses					
Transfer to Debt Service Fund		1,141,025.18	1,168,106.17	1,168,106.17	1,197,864.77
Total Other Uses		1,141,025.18	1,168,106.17	1,168,106.17	1,197,864.77
Net Sources Over (Under) Uses		14,624.36	(51,321.17)	(460,567.48)	(67,105.77)
Projected Cash Balance at September 30, 2016					166,110.23



Debt Schedule For The Capital Improvement Transportation Fund

<u>Issuance</u>	<u>Uses</u>	<u>FY15</u>	<u>FY16</u>
COP 2008B Principal	Public Works Vehicles		
COP 2008B Interest	Public Works Vehicles		
COP 2008B Fees	Public Works Vehicles		
COP 2011 Principal	Sign/Service Truck/Street Sweeper	46,700.00	27,800.00
COP 2011 Interest	Sign/Service Truck/Street Sweeper	3,041.25	1,668.00
COP 2011 Fees	Sign/Service Truck/Street Sweeper	555.00	545.00
Lease Purchase Interest	Tandem Truck	4,121.24	3,077.78
Lease Purchase Principal	Tandem Truck	27,377.08	28,420.54
Fund Totals		<u>81,794.57</u>	<u>61,511.32</u>

Note: Fees are estimated for budgeting purposes.

COP is an abbreviation for Certificates of Participation



Debt Schedule For The Capital Improvement Transportation Fund

<u>Issuance</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Totals</u>
COP 2008B Principal				-
COP 2008B Interest				-
COP 2008B Fees				-
COP 2011 Principal	27,800.00	Final Payment		102,300.00
COP 2011 Interest	556.00	Feb. 2017		5,265.25
COP 2011 Fees	545.00			1,645.00
Lease Purchase Interest	1,994.56	870.05		10,063.63
Lease Purchase Principal	29,503.76	30,628.27		115,929.65
Fund Totals	<u>60,399.32</u>	<u>31,498.32</u>	<u>-</u>	<u>235,203.53</u>

Debt Schedule For The Capital Improvement Half Cent Fund



<u>Issuance</u>	<u>Uses</u>	<u>FY15</u>	<u>FY16</u>
COP 2009 Principal	City Buildings	225,000.00	200,000.00
COP 2009 Interest	City Buildings	82,700.02	75,950.02
COP 2009 Fees	City Buildings	996.00	996.00
COP 2009 Reserve	City Buildings		
COP 2013 Principal	Refinancing COP 07 - City Buildings	480,000.00	550,000.00
COP 2013 Interest	Refinancing COP 07 - City Buildings	178,600.00	166,908.75
COP 2013 Fees	Refinancing COP 07 - City Buildings	2,500.00	2,500.00
COP 2010 Principal	City Hall Remodel/Hamilton	60,000.00	65,000.00
COP 2010 Interest	City Hall Remodel/Hamilton	136,455.15	134,655.00
COP 2010 Fees	City Hall Remodel/Hamilton	1,855.00	1,855.00
Fund Totals		<u>1,168,106.17</u>	<u>1,197,864.77</u>

Note: 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

Debt Schedule For The Capital Improvement Half Cent Fund



<u>Issuance</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
COP 2009 Principal	210,000.00	220,000.00	195,000.00	195,000.00	180,000.00
COP 2009 Interest	69,700.00	61,300.00	53,600.00	45,800.00	38,000.00
COP 2009 Fees	996.00	996.00	996.00	996.00	996.00
COP 2009 Reserve					
COP 2013 Principal	710,000.00	640,000.00	725,000.00	785,000.00	865,000.00
COP 2013 Interest	153,043.75	136,828.75	121,201.25	103,811.25	84,893.75
COP 2013 Fees	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
COP 2010 Principal	65,000.00	75,000.00	75,000.00	75,000.00	75,000.00
COP 2010 Interest	132,705.00	130,105.00	127,105.00	124,105.00	121,105.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
Fund Totals	1,345,799.75	1,268,584.75	1,302,257.25	1,334,067.25	1,369,349.75

Note: 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

Debt Schedule For The Capital Improvement Half Cent Fund



<u>Issuance</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
COP 2009 Principal	165,000.00	150,000.00	455,000.00		
COP 2009 Interest	30,800.00	24,200.00	18,200.00		
COP 2009 Fees	996.00	996.00	996.00		
COP 2009 Reserve			(317,821.96)		
COP 2013 Principal	940,000.00	1,020,000.00	1,005,000.00		
COP 2013 Interest	64,155.00	41,595.00	17,683.75		
COP 2013 Fees	2,500.00	2,500.00	2,500.00		
COP 2010 Principal	75,000.00	85,000.00	80,000.00	415,000.00	435,000.00
COP 2010 Interest	118,105.00	114,730.00	110,905.00	107,305.00	88,630.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
Fund Totals	1,398,411.00	1,440,876.00	1,374,317.79	524,160.00	525,485.00

Note: 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



Debt Schedule For The Capital Improvement Half Cent Fund

<u>Issuance</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>Totals</u>
COP 2009 Principal				2,195,000.00
COP 2009 Interest				500,250.04
COP 2009 Fees				9,960.00
COP 2009 Reserve				
COP 2013 Principal				7,720,000.00
COP 2013 Interest				1,068,721.25
COP 2013 Fees				25,000.00
COP 2010 Principal	455,000.00	475,000.00	500,000.00	3,010,000.00
COP 2010 Interest	68,185.00	46,800.00	24,000.00	1,584,895.15
COP 2010 Fees	1,855.00	1,855.00	1,855.00	27,825.00
Fund Totals	<u>525,040.00</u>	<u>523,655.00</u>	<u>525,855.00</u>	<u>16,141,651.44</u>

Note: 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

Debt Service



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, Capital Improvement 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 \$38 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 FY16 the City has four Certificates of Participation (COP) and one Lease Purchase Agreement. The City's debt is 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, street extension, and a tandem truck. 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 park equipment and the Nassif Aquatic Center. The Parks current debt obligations processed through the debt service fund complete in FY33.

Debt Service



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					0.00
Revenues					
310-57105	Interest on Deposits	1.53	-	-	-
310-57115	Interest Credit	5,302.96	-	-	-
310-59910	Claims / Reimbursements	158,862.50	159,150.00	159,150.00	159,650.00
Total Revenues		164,166.99	159,150.00	159,150.00	159,650.00
Expenditures					
Debt Principal					
310-611-7101	Bond Principal	1,069,600.00	1,072,800.00	1,072,800.00	1,098,800.00
310-611-7103	Lease Purchase Principal	26,371.93	27,377.08	27,377.08	28,420.54
Debt Interest					
310-611-7201	Bond Interest	611,560.00	596,934.06	596,934.06	568,643.17
310-611-7203	Lease Purchase Interest	5,126.39	4,121.24	4,121.24	3,077.78
Debt Fees					
310-611-7301	Bond Fees	7,316.69	7,520.86	7,520.86	7,223.00
310-611-7303	Lease Purchase Fees	-	-	-	-
310-611-7304	Loss on Defeasance	-	-	-	-
Total Expenditures		1,719,975.01	1,708,753.24	1,708,753.24	1,706,164.49
Revenues Over (Under) Expenditures		(1,555,808.02)	(1,549,603.24)	(1,549,603.24)	(1,546,514.49)
Other Sources					
310-59915	Bond Proceeds	-	-	-	-
310-71110	Transfer from General Fund	36,313.59	10,068.50	10,068.50	0.00
310-71210	Transfer from Capital Improvement - Trans	147,520.99	81,794.57	81,794.57	61,511.32
310-71215	Transfer from Capital Improvement - Half Cent	1,141,025.18	1,168,106.17	1,168,106.17	1,197,864.77
310-71430	Transfer from Parks & Recreation	237,136.56	289,634.00	289,634.00	287,138.40
Total Other Sources		1,561,996.32	1,549,603.24	1,549,603.24	1,546,514.49
Net Sources Over (Under) Uses		6,188.30	0.00	0.00	0.00
Projected Cash Balance at September 30, 2016					0.00

Debt Service Debt 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-Eighths Cent
COP 2009 Principal	Nassif Pool / Park Equip	Parks & Recreation Three-Eighths Cent
COP 2009 Fees	Nassif Pool / Park Equip	Parks & Recreation Three-Eighths Cent
COP 2009 Reserve	Nassif Pool / Park Equip	Parks & Recreation Three-Eighths 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	General Fund
COP 2011 Interest	Vehicles	General Fund
COP 2011 Fees	Vehicles	General Fund
COP 2011 Principal	Vehicles	Capital Improvement Transportation
COP 2011 Interest	Vehicles	Capital Improvement Transportation
COP 2011 Fees	Vehicles	Capital Improvement Transportation
COP 2011 Principal	Fitness Equipment	Parks & Recreation Three-Eighths Cent
COP 2011 Interest	Fitness Equipment	Parks & Recreation Three-Eighths Cent
COP 2011 Fees	Fitness Equipment	Parks & Recreation Three-Eighths Cent
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	
COP 2014 Interest	Community Center Roof	
COP 2014 Fees	Community Center Roof	

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 FY14 Budget Document Parks rounds to the whole dollar,
this debt schedule is not rounded.

Debt Service Debt Schedule



Issuance	FY15	FY16	FY17	FY18	FY19
COP 2009 Interest	82,700.02	75,950.02	69,700.00	61,300.00	53,600.00
COP 2009 Principal	225,000.00	200,000.00	210,000.00	220,000.00	195,000.00
COP 2009 Fees	996.00	996.00	996.00	996.00	996.00
COP 2009 Reserve					
COP 2009 Interest	169,687.50	168,337.50	167,087.50	165,287.50	163,537.50
COP 2009 Principal	45,000.00	40,000.00	45,000.00	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	60,000.00	65,000.00	65,000.00	75,000.00	75,000.00
COP 2010 Interest	136,455.15	134,655.00	132,705.00	130,105.00	127,105.00
COP 2010 Fees	1,855.00	1,855.00	1,855.00	1,855.00	1,855.00
COP 2010 Principal	150,000.00	155,000.00			
COP 2010 Interest	9,150.00	4,650.00			
COP 2011 Principal	9,800.00				
COP 2011 Interest	171.50				
COP 2011 Fees	97.00				
COP 2011 Principal	46,700.00	27,800.00	27,800.00		
COP 2011 Interest	3,041.25	1,668.00	556.00		
COP 2011 Fees	555.00	545.00	545.00		
COP 2011 Principal	18,300.00				
COP 2011 Interest	320.25				
COP 2011 Fees	190.50				
Lease Purchase Interest	4,121.24	3,077.78	1,994.56	870.05	
Lease Purchase Principal	27,377.08	28,420.54	29,503.76	30,628.27	
COP 2013 Principal	480,000.00	550,000.00	710,000.00	640,000.00	725,000.00
COP 2013 Interest	178,600.00	166,908.75	153,043.75	136,828.75	121,201.25
COP 2013 Fees	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
COP 2014 Principal	38,000.00	61,000.00	63,000.00	65,000.00	67,000.00
COP 2014 Interest	16,808.39	17,461.10	14,845.20	13,163.10	11,427.60
COP 2014 Fees	180.00	300.00	180.00	180.00	180.00
Fund Totals	1,708,752.88	1,707,271.69	1,697,458.77	1,594,860.67	1,595,549.35

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 FY14 Budget Document Parks rounds to the whole dollar,
this debt schedule is not rounded.

Debt Service Debt Schedule



Issuance	FY20	FY21	FY22	FY23	FY24
COP 2009 Interest	45,800.00	38,000.00	30,800.00	24,200.00	18,200.00
COP 2009 Principal	195,000.00	180,000.00	165,000.00	150,000.00	455,000.00
COP 2009 Fees	996.00	996.00	996.00	996.00	996.00
COP 2009 Reserve					(317,821.96)
COP 2009 Interest	161,537.50	159,537.50	157,537.50	154,737.50	150,537.50
COP 2009 Principal	50,000.00	50,000.00	70,000.00	105,000.00	130,000.00
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	75,000.00	85,000.00	80,000.00
COP 2010 Interest	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
COP 2010 Principal					
COP 2010 Interest					
COP 2011 Principal					
COP 2011 Interest					
COP 2011 Fees					
COP 2011 Principal					
COP 2011 Interest					
COP 2011 Fees					
COP 2011 Principal					
COP 2011 Interest					
COP 2011 Fees					
Lease Purchase Interest					
Lease Purchase Principal					
COP 2013 Principal	785,000.00	865,000.00	940,000.00	1,020,000.00	1,005,000.00
COP 2013 Interest	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
COP 2014 Principal	69,000.00	70,000.00	72,000.00	74,000.00	76,000.00
COP 2014 Interest	9,638.70	7,796.40	5,927.40	4,005.00	2,029.20
COP 2014 Fees	180.00	180.00	180.00	180.00	180.00
Fund Totals	1,625,570.45	1,658,010.65	1,705,202.90	1,779,945.50	1,734,211.49

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 FY14 Budget Document Parks rounds to the whole dollar,
this debt schedule is not rounded.

Debt Service Debt Schedule



<u>Issuance</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
COP 2009 Interest						
COP 2009 Principal						
COP 2009 Fees						
COP 2009 Reserve						
COP 2009 Interest	145,337.50	138,137.50	129,362.50	119,012.50	107,312.50	93,812.50
COP 2009 Principal	160,000.00	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	1,147.00
COP 2009 Reserve						
COP 2010 Principal	415,000.00	435,000.00	455,000.00	475,000.00	500,000.00	
COP 2010 Interest	107,305.00	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	1,855.00	
COP 2010 Principal						
COP 2010 Interest						
COP 2011 Principal						
COP 2011 Interest						
COP 2011 Fees						
COP 2011 Principal						
COP 2011 Interest						
COP 2011 Fees						
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>830,644.50</u>	<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>

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 FY14 Budget Document Parks rounds to the whole dollar,

this debt schedule is not rounded.

Debt Service Debt Schedule



Issuance	FY31	FY32	FY33	Totals
COP 2009 Interest				500,250.04
COP 2009 Principal				2,195,000.00
COP 2009 Fees				9,960.00
COP 2009 Reserve				(317,821.96)
COP 2009 Interest	77,662.50	59,137.50	38,712.50	2,526,312.50
COP 2009 Principal	390,000.00	430,000.00	815,000.00	3,755,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	21,793.00
COP 2009 Reserve			(385,506.26)	(385,506.26)
COP 2010 Principal				3,010,000.00
COP 2010 Interest				1,584,895.15
COP 2010 Fees				27,825.00
COP 2010 Principal				305,000.00
COP 2010 Interest				13,800.00
COP 2011 Principal				9,800.00
COP 2011 Interest				171.50
COP 2011 Fees				97.00
COP 2011 Principal				102,300.00
COP 2011 Interest				5,265.25
COP 2011 Fees				1,645.00
COP 2011 Principal				18,300.00
COP 2011 Interest				320.25
COP 2011 Fees				190.50
Lease Purchase Interest				10,063.63
Lease Purchase Principal				115,929.65
COP 2013 Principal				7,720,000.00
COP 2013 Interest				1,068,721.25
COP 2013 Fees				25,000.00
COP 2014 Principal				693,000.00
COP 2014 Interest				119,910.48
COP 2014 Fees				2,100.00
Fund Totals	468,809.50	490,284.50	469,353.24	23,084,333.59

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 pay

COP 2010 Issuance includes the portion the School pays thru the

In the FY14 Budget Document Parks rounds to the whole dollar,

this debt schedule is not rounded.

Neighborhood Improvement Districts



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 Amount	City Credit Bid	Annual Assessment	Remaining Assessments (18) Years
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, 2015

<u>Description</u>	Annual Assessment	Remaining Assessments (16) Years
Hawthorne Development LT 006	\$ 31,185.26	\$ 498,964.16
Hawthorne Development TR L	59.35	949.60
Hawthorne Development LT 007	83,898.15	1,342,370.40
Hawthorne Development LT 008	32,242.39	515,878.24
Hawthorne Development LT 009	11,918.64	190,698.24
Hawthorne Development TR J	39.78	636.48
Hawthorne Development TR G	46.42	742.72
Hawthorne Development TR I	65.93	1,054.88
Hawthorne Development TR K*	1,575.31	25,204.96
Hawthorne Development TR O	667.17	10,674.72
Hawthorne Plaza TR A	193.29	3,092.64
Total	\$ 161,891.69	\$ 2,590,267.04

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



Neighborhood Improvement Districts

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					694,090.50
Revenues					
410-51120	Property - Special Assessment	86,503.12	86,499.48	86,499.48	86,499.48
410-55175	Rentals	-	-	-	5,610.00
410-56105	Asset Sales - Land	-	610,000.00	610,000.00	590,000.00
Total Revenues		86,503.12	696,499.48	696,499.48	682,109.48
Expenditures					
Russell Avenue NID					
410-691-7101	Bond Principal	6,000.00	6,000.00	6,000.00	6,000.00
410-691-7201	Bond Interest	2,925.01	2,587.51	2,587.51	2,250.01
410-691-7301	Bond Fees	318.00	325.00	325.00	325.00
Subtotal Russell Avenue Expenditures		9,243.01	8,912.51	8,912.51	8,575.01
Hawthorne Development NID					
410-692-4107	Maintenance and Repair Supplies	-	-	-	-
410-692-5202	Consulting Services	-	40,000.00	40,000.00	25,000.00
410-692-5206	Legal Services	1,487.50	10,000.00	10,000.00	-
410-692-5601	Advertising	2,585.20	-	0.00	-
410-692-5602	Postage	-	-	-	-
410-692-5999	Services - Non Categorized	-	-	-	251,160.00
410-692-6406	Curb / Sidewalk	12,141.80	-	-	-
410-692-6999	Capital - Non Categorized	-	50,000.00	50,000.00	5,000.00
410-692-7101	Bond Principal	-	135,000.00	135,000.00	140,000.00
410-692-7201	Bond Interest	118,312.50	116,287.50	116,287.50	112,162.50
410-692-7301	Bond Fees	275.00	275.00	275.00	250.00
Subtotal Hawthorne Expenditures		134,802.00	351,562.50	351,562.50	533,572.50
Total Expenditures		144,045.01	360,475.01	360,475.01	542,147.51
Revenues Over (Under) Expenditures		(57,541.89)	336,024.47	336,024.47	139,961.97
Other Sources					
410-71110	Transfer from General Fund	-	-	-	-
410-71210	Transfer from Capital Improvement	-	-	-	-
Total Other Sources		0.00	0.00	0.00	0.00
Net Sources Over (Under) Uses		(57,541.89)	336,024.47	336,024.47	139,961.97
Projected Cash Balance at September 30, 2016					834,052.47

Neighborhood Improvement Districts Debt Schedule



<u>Issuance</u>	<u>Uses</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
2001 Series Principal	Russell Avenue NID	6,000.00	6,000.00	7,000.00	7,000.00	7,000.00
2001 Series Interest	Russell Avenue NID	2,587.51	2,250.01	1,884.38	1,490.63	1,096.88
2001 Series Fees	Russell Avenue NID	325.00	325.00	325.00	325.00	325.00
2011 Series Principal	Hawthorne NID	135,000.00	140,000.00	145,000.00	150,000.00	155,000.00
2011 Series Interest	Hawthorne NID	116,287.50	112,162.50	107,887.50	103,462.50	98,693.75
2011 Series Fees	Hawthorne NID	250.00	250.00	250.00	250.00	250.00
2011 Series Reserve	Hawthorne NID					
Fund Totals		<u>260,450.01</u>	<u>260,987.51</u>	<u>262,346.88</u>	<u>262,528.13</u>	<u>262,365.63</u>

Note: 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



<u>Issuance</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
2001 Series Principal	8,000.00	8,000.00				
2001 Series Interest	675.00	225.00				
2001 Series Fees	325.00	325.00				
2011 Series Principal	160,000.00	165,000.00	170,000.00	180,000.00	185,000.00	190,000.00
2011 Series Interest	93,575.00	88,087.50	82,225.00	75,650.00	68,350.00	60,850.00
2011 Series Fees	250.00	250.00	250.00	250.00	250.00	250.00
2011 Series Reserve						
Fund Totals	<u>262,825.00</u>	<u>261,887.50</u>	<u>252,475.00</u>	<u>255,900.00</u>	<u>253,600.00</u>	<u>251,100.00</u>

Note: 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



<u>Issuance</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>FY31</u>
2001 Series Principal						
2001 Series Interest						
2001 Series Fees						
2011 Series Principal	200,000.00	210,000.00	220,000.00	225,000.00	235,000.00	250,000.00
2011 Series Interest	52,925.00	44,468.75	35,600.00	26,140.63	16,078.13	5,468.75
2011 Series Fees	250.00	250.00	250.00	250.00	250.00	250.00
2011 Series Reserve					(5,218.75)	(255,718.75)
Fund Totals	<u>253,175.00</u>	<u>254,718.75</u>	<u>255,850.00</u>	<u>251,390.63</u>	<u>246,109.38</u>	<u>-</u>

Note: 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



<u>Issuance</u>	<u>Totals</u>
2001 Series Principal	49,000.00
2001 Series Interest	10,209.41
2001 Series Fees	2,275.00
2011 Series Principal	3,115,000.00
2011 Series Interest	1,187,912.51
2011 Series Fees	4,250.00
2011 Series Reserve	(260,937.50)
Fund Totals	<u>4,107,709.42</u>

Note: 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

Summary Of Parks And Recreation Fund



Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015				\$ 616,023.00
Revenues				
Property Tax	\$ 402,474.73	\$ 404,000.00	\$ 410,280.00	\$ 411,500.00
Sales Tax	1,154,641.95	1,100,000.00	1,170,000.00	1,150,000.00
Use Tax	92,369.91	76,500.00	76,500.00	80,000.00
Intergovernmental - State Grant	10,000.00	55,000.00	90,000.00	25,000.00
Service and Merchandise	697,840.67	767,050.00	691,250.00	783,550.00
Asset Sales	-	200.00	12,000.00	200.00
Interest Income	28.92	-	-	-
Donations	18,138.37	18,000.00	24,212.00	18,000.00
Revenue - Non Categorized	705,262.13	2,000.00	48,683.26	2,000.00
Total Revenues	\$ 3,080,756.68	\$ 2,422,750.00	\$ 2,522,925.26	\$ 2,470,250.00
Expenditures				
Salaries and Wages	\$ 636,540.03	\$ 704,779.00	\$ 686,946.00	\$ 730,311.00
Employee Taxes	46,245.48	53,817.00	56,017.00	55,665.00
Employee Retirement	31,381.52	38,407.00	38,407.00	32,788.00
Employee Insurance	55,103.24	66,746.00	66,746.00	89,481.00
Worker's Compensation	16,152.46	15,825.00	15,825.00	17,000.00
Unemployment	-	-	-	-
Employer Provided Services	65.76	50.00	50.00	50.00
COGS-Food & Beverages	19,759.37	26,000.00	20,400.00	22,000.00
COGS -Pro Shop	119.97	500.00	500.00	250.00
Program & Other Supplies	159,309.06	153,380.00	163,380.00	139,600.00
Utilities	290,855.98	318,200.00	311,875.00	308,650.00
Outside Services	352,777.79	356,000.00	298,830.00	353,524.00
Insurance	30,893.19	31,000.00	33,172.00	34,500.00
Training And Travel	603.29	3,250.00	3,270.00	4,193.00
Dues and Memberships	1,271.00	1,500.00	1,500.00	2,000.00
Communication	32,451.19	27,707.00	27,707.00	28,200.00
Maintenance & Repair	82,005.80	75,972.00	115,972.00	84,200.00
Services - Non Categorized	78,122.67	4,400.00	5,556.00	5,950.00
Capital - Buildings	86,555.43	48,319.00	826,504.00	128,000.00
Capital - Equipment	110,606.60	47,850.00	129,125.00	34,850.00
Capital - Infrastructure	21,267.31	120,000.00	124,479.52	85,000.00
Debt Principal	37,874.00	-	-	-
Debt Interest	1,641.06	-	-	-
Third Party Ticket Sales	136.00	100.00	100.00	100.00
Over (Short)	108.42	100.00	100.00	100.00
Bad Debts	80.00	-	-	-
Non Categorized	-	-	-	-
Total Expenditures	\$ 2,091,926.62	\$ 2,093,902.00	\$ 2,926,461.52	\$ 2,156,412.00
Revenues Over (Under) Expenditures	\$ 988,830.06	\$ 328,848.00	\$ (403,536.26)	\$ 313,838.00
Other Sources				
Transfer from General Fund	\$ -	\$ -	\$ 21,000.00	\$ -
Total Other Sources	\$ -	\$ -	\$ 21,000.00	\$ -
Other Uses				
Transfer to General Fund	\$ 16,021.44	\$ 15,636.00	\$ 15,636.00	\$ 15,250.00
Transfer to Debt Service Fund	237,136.56	289,634.00	289,634.00	292,774.00
Total Other Uses	\$ 253,158.00	\$ 305,270.00	\$ 305,270.00	\$ 308,024.00
Net Sources Over (Under) Uses	\$ 735,672.06	\$ 23,578.00	\$ (687,806.26)	\$ 5,814.00
Projected Cash Balance at September 30, 2016				\$ 621,837.00



Parks And Recreation Revenues

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Property Tax					
430-51105	Property Tax - Current	367,680.84	368,000.00	374,000.00	375,000.00
430-51110	Property Tax - Delinquent	6,889.03	8,500.00	6,000.00	7,000.00
430-51115	Railroad Tax	15,967.41	16,000.00	16,967.00	17,000.00
430-51120	Property - Special Assessment	-	-	-	-
430-51130	M & M Surtax	11,937.45	11,500.00	13,313.00	12,500.00
Sales Tax					
430-51205	Sales Tax	1,154,641.95	1,100,000.00	1,170,000.00	1,150,000.00
Use Tax					
430-51305	Use Tax	92,369.91	76,500.00	76,500.00	80,000.00
Intergovernmental - State Grant					
430-52235	Grant - Dept Natural Resources	-	55,000.00	90,000.00	-
430-52240	Grants - Dept of Conservation	10,000.00	-	-	25,000.00
Service & Merchandise					
430-55105	Admissions	182,334.08	215,000.00	183,100.00	215,000.00
430-55115	Advertising	1,490.00	3,000.00	-	3,000.00
430-55120	Concessions	43,406.41	50,000.00	43,000.00	55,000.00
430-55170	Programs	320,317.08	350,000.00	321,000.00	360,000.00
430-55175	Rentals	74,680.37	80,500.00	80,500.00	82,000.00
430-55185	Health & Wellness	79,626.43	80,500.00	75,600.00	80,500.00
430-55198	Discounts	(4,035.80)	(12,000.00)	(12,000.00)	(12,000.00)
430-55199	Services - Non Categorized	22.10	50.00	50.00	50.00
Asset Sales					
430-56110	Asset Sales - Equipment	-	200.00	12,000.00	200.00
Interest Income					
430-57105	Interest on Deposits	1.00	-	-	-
430-57125	Payment Terms Discounts	27.92	-	-	-
Donations					
430-59105	Donations - United Way	7,670.42	8,000.00	8,000.00	8,000.00
430-59110	Donations	10,467.95	10,000.00	16,212.00	10,000.00
Revenue - Non Categorized					
430-59905	Grants - Non Governmental	-	-	-	-
430-59910	Claims / Reimbursements	12,388.13	2,000.00	48,683.26	2,000.00
430-59920	Lease Proceeds	692,874.00			
	Total Revenues	3,080,756.68	2,422,750.00	2,522,925.26	2,470,250.00

Parks And Recreation General Administration



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

Fiscal Year 2015 Accomplishments

- Implementation of the Parks & Recreation Master Plan over the next 5-7 years.
- Assisted with the “The Old Drum Best Friend Dog Park” committee to construct a dog park in Cave Hollow Park.
- Assisted in the 4th Annual Old Drum Day Festival, increased booth participation, dog related events, and music.
- Hamann Family donated over \$15,000 to the Lions Lake Trail.

Fiscal Year 2016 Strategic Plan Initiatives

- Establish standing working committees to coordinate and implement action items related to park planning.
- 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.
- Review reorganization of staff to insure efficiencies and achieve quality services.
- Develop a marketing plan that is; user friendly, increases visibility and usage of the overall parks department.
- Upgrade software to meet the demands of the department.
- 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.

Parks And Recreation General Administration



Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Director of Parks and Recreation	Exempt	1	1	1	1
Public Info and Marketing Supervisor	J	0	0	1	1
Office Manager 2	J	0	0	1	1
Office Manager	I	1	1	0	0
Totals		2	2	3	3

Parks Administration Department currently has 12 Part Time employees position and has added a Part Time Assistant

The Public Information Marketing Supervisor position has been moved from the Recreation Department to the Parks Administration Department.

Parks And Recreation General Administration



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
430-611-1101	Wages	102,909.28	152,741.00	117,000.00	154,191.00
430-611-1102	Wages - Part Time	-	56,262.00	70,000.00	70,000.00
430-611-1103	Wages-Overtime	127.81	-	-	-
430-611-1105	Wages - Supplemental	-	-	-	-
Employee Taxes					
430-611-2101	FICA Taxes	7,126.03	15,988.00	15,988.00	17,151.00
Employee Retirement					
430-611-2201	Employee Retirement	8,354.63	13,747.00	13,747.00	11,256.00
Employee Insurance					
430-611-2301	Insurance - Dental	1,162.63	2,507.00	2,507.00	2,381.00
430-611-2302	Insurance - Health	9,794.09	15,317.00	15,317.00	19,614.00
430-611-2304	Insurance - Life	151.80	216.00	216.00	225.00
Worker's Compensation					
430-611-2401	Worker's Compensation	253.12	2,078.00	2,078.00	2,100.00
Program and Other Supplies					
430-611-4103	Computer Supplies	18,668.99	19,000.00	19,000.00	500.00
430-611-4109	Office Supplies	11,020.03	13,500.00	13,500.00	13,500.00
Utilities					
430-611-5106	Utility - Telephone	3,520.60	4,000.00	4,000.00	3,400.00
430-611-5107	Utility - Data Access	5,309.43	6,000.00	6,000.00	4,000.00
Outside Services					
430-611-5203	Financial Services	12,521.18	11,000.00	11,000.00	8,000.00
430-611-5299	Contractual-Non Categorized	-	-	-	9,000.00
Insurance					
430-611-5301	Property Insurance	30,893.19	31,000.00	33,172.00	34,500.00
Training and Travel					
430-611-5401	Travel - Meals	24.31	200.00	200.00	93.00
430-611-5402	Mileage	-	200.00	360.00	200.00
430-611-5403	Travel - Room	-	500.00	640.00	500.00
430-611-5404	Schools and Seminars	118.00	1,350.00	1,050.00	1,400.00
Dues and Memberships					
430-611-5501	Dues and Memberships	1,486.64	1,500.00	1,500.00	2,000.00
Communication					
430-611-5601	Advertising	31,451.19	25,707.00	25,707.00	26,700.00
430-611-5602	Postage	1,000.00	2,000.00	2,000.00	1,500.00
Maintenance and Repair					
430-611-5704	Software Maintenance and Repair	-	-	-	10,000.00
Services - Non Categorized					
430-611-5903	Health and Wellness	114.56	-	-	-
430-611-5904	Employment	3,916.86	3,500.00	4,600.00	5,000.00
430-611-5999	Services - Non Categorized	73,497.50	-	-	-
Capital - Equipment					
430-611-6206	Equipment - Office	54.04	100.00	100.00	100.00
430-611-6299	Equipment - Non Categorized	-	250.00	250.00	250.00
Capital - Infrastructure					
430-611-6402	Recreation Trails	22,438.48	120,000.00	89,979.52	-
Over (Short)					
430-611-9401	Over (Short)	108.42	100.00	100.00	100.00
Bad Debts					
430-611-9501	Bad Debts	80.00	-	-	-
Total Expenditures		346,102.81	498,763.00	450,011.52	397,661.00



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 2015 Accomplishments

- Constructed new T-Boxes for the Disc Golf Course in Marr Park.
- “Bobbers” Art Project at Lions Lake Park by the Warrensburg Art Commission.
- Named the Lions Lake Trail: Todd Hamann Trail.
- Received five donated benches for the Todd Hamann Trail at Lions Lake Park.
- Review and update site master plan for Cave Hollow and West Parks.
- Eagle Scout Projects completed: Tree plantings, Blind Boone Park improvements, Bat holders for each dugout at all ball fields, Flower Garden at Lions Lake ball field.
- Partnered with UCM Construction Management Team on the Lions Lake Trail Project. Their team has built two (2) board walks for the project, assisted in the construction and saved over \$40,000 in the overall project.
- Public Works and Parks Departments worked together to construct the Lions Lake Trail a savings of \$100,000.

Fiscal Year 2016 Strategic Plan Initiatives

- Develop a plan for replacement or improvements to the soccer fields, picnic shelters & parking lots.
- Develop an overall park system strategy to address maintenance, accessibility, planning & signage.
- Review and update site master plan for Cave Hollow and West Park
- ADA Transition Plan updated.
- Promote Healthy Urban Forest for long-term sustainability.

Fiscal Year 2016 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 an 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.
 - Measuring the number of people utilize each park in different seasons.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Parks Maint Superintendent	M	0	0	1	1
Parks Operations Manager	L	1	1	0	0
Maintenance Worker II	G	2	2	2	2
Maintenance Worker I	F	1	1	1	1
Totals		4	4	4	4

This department currently has 4 Seasonal/Temporary Part Time employees.



Parks And Recreation Maintenance

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
430-631-1101	Wages	129,504.75	134,742.00	138,242.00	124,738.00
430-631-1102	Wages - Part Time	17,770.93	20,000.00	18,000.00	23,000.00
430-631-1103	Wages - Overtime	478.87	1,500.00	1,800.00	1,500.00
430-631-1105	Wages - Supplemental	300.00	360.00	500.00	300.00
Employee Taxes					
430-631-2101	FICA Taxes	10,827.26	11,882.00	11,882.00	11,301.00
Employee Retirement					
430-631-2201	Employee Retirement	12,434.33	12,179.00	12,179.00	9,106.00
Employee Insurance					
430-631-2301	Insurance - Dental	3,375.84	3,342.00	3,342.00	3,175.00
430-631-2302	Insurance - Health	20,439.84	20,422.00	20,422.00	26,152.00
430-631-2304	Insurance - Life	316.80	288.00	288.00	300.00
Worker's Compensation					
430-631-2401	Worker's Compensation	4,077.47	4,318.00	4,318.00	4,300.00
Program and Other Supplies					
430-631-4102	Clothing	567.18	600.00	600.00	600.00
430-631-4104	Custodial Supplies	1,874.94	2,000.00	2,000.00	2,000.00
430-631-4106	Lawn and Field Care	23,253.90	16,000.00	16,000.00	16,000.00
430-631-4115	Tools	853.46	1,000.00	1,000.00	1,000.00
Utilities					
430-631-5101	Utility Electric	22,923.24	24,000.00	24,000.00	23,500.00
430-631-5102	Utility Gas	2,249.87	2,300.00	9,000.00	9,000.00
430-631-5103	Utility - Water	15,789.50	14,500.00	14,500.00	14,500.00
430-631-5104	Utility - Trash	4,085.55	8,000.00	8,000.00	7,500.00
430-631-5106	Utility - Telephone	630.00	650.00	650.00	650.00
430-631-5108	Fuel	15,248.35	15,100.00	15,100.00	15,000.00
Outside Services					
430-631-5205	Labor / Labor and Equipment	-	1,000.00	500.00	524.00
430-631-5209	Rent / Lease	237.20	4,000.00	4,000.00	3,000.00
Maintenance and Repair					
430-631-5701	Building Maintenance and Repair	4,747.49	4,500.00	4,500.00	4,500.00
430-631-5703	Equipment Maintenance and Repair	9,573.96	9,172.00	9,172.00	9,500.00
430-631-5706	Vehicle Maintenance and Repair	2,036.99	2,800.00	2,800.00	2,200.00
Service-Non Categorized					
430-631-5903	Health and Wellness			56.00	
430-631-5904	Employment	11.33			
Capital - Buildings					
430-631-6101	Buildings	26,256.18	28,000.00	26,504.00	28,000.00
Capital - Equipment					
430-631-6205	Equipment - Mower	8,016.00	8,500.00	8,500.00	10,000.00
430-631-6299	Equipment - Non-Categorized	41,374.00	-	90,000.00	-
Capital-Infrastructure					
430-631-6499	Infrastructure-Non Categorized	-	-	34,500.00	85,000.00
Debt Principal					
430-631-7103	Lease Purchase Principal	37,874.00	-	-	-
Debt Interest					
430-631-7203	Lease Purchase Interest	1,641.06	-	-	-
Total Expenditures		\$ 418,770.29	\$ 351,155.00	\$ 482,355.00	\$ 436,346.00

Parks And Recreation Maintenance



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
---------------------------	--------------------	---------------------------	--	---------------------------------------	---------------------------

FY16 Budget Note: Infrastructure-Non Categorized - parking lot

Parks And Recreation - 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 2015 Accomplishments

- Partnered with Western Missouri Medical Center, increased participation in the Wellness Challenge 300 people.
- Hired 2 Recreation Supervisors.
- New uniforms for youth sports programs.
- Offered 535 programs/events for all ages.
- \$125,000 saved because of volunteer partnerships within the department.
- Wal-Mart donated basketballs to the department.
- Western Missouri Medical Center donated 2 AED to the department.
- Purchased a bounce house for programs and rentals.
- Provided over 100 free lunches daily for youth this summer.

Fiscal Year 2016 Strategic Plan Initiatives

- Develop a business model to implement and identify core programs and essential services spelled out in the FY2014 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.
- 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
 - 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 2014 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

Parks And Recreation - Recreation Programs



Position Detail

	Salary	FY13	FY14	FY15	FY16
	Grade	Actual	Actual	Actual	Proposed
Recreation Superintendent	M	1	1	1	1
Marketing Supervisor	J	1	0	0	0
Recreation Supervisor	I	0	1	1	1
Recreation Supervisor	H	2	1	1	2
Totals		4	3	3	4

Marketing Supervisor position moves to Parks Administration

This department currently has 110 Seasonal Part Time employees that work at different times throughout the year.

Parks And Recreation - Recreation Programs



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
430-632-1101	Wages	104,299.23	110,012.00	110,012.00	141,170.00
430-632-1102	Wages - Part Time	161,799.82	160,000.00	181,000.00	160,524.00
430-632-1103	Wages - Overtime	-	-	-	-
430-632-1105	Wages - Supplemental	60.00	-	-	-
Employee Taxes					
430-632-2101	FICA Taxes	19,537.39	20,656.00	22,856.00	23,039.00
Employee Retirement					
430-632-2201	Employee Retirement	7,517.91	9,901.00	9,901.00	10,305.00
Employee Insurance					
430-632-2301	Insurance - Dental	2,072.73	2,507.00	2,507.00	3,175.00
430-632-2302	Insurance - Health	14,052.39	15,317.00	15,317.00	26,152.00
430-632-2303	Insurance - Health Deductible	-	-	-	-
430-632-2304	Insurance - Life	217.80	216.00	216.00	300.00
430-632-2305	Health Insurance Tax/Fees	-	600.00	600.00	600.00
Worker's Compensation					
430-632-2401	Worker's Compensation	8,291.45	7,506.00	7,506.00	7,000.00
Unemployment					
430-632-2501	Unemployment	-	-	-	-
Employer Provided Services - Other					
430-632-2601	Flex Spending Account	18.77	50.00	50.00	50.00
Cost of Goods Sold					
430-632-3101	COGS - Food/Beverage	19,759.37	26,000.00	20,400.00	22,000.00
430-632-3202	COGS - Pro Shop	119.97	500.00	500.00	250.00
Program and Other Supplies					
430-632-4102	Clothing	445.06	500.00	500.00	500.00
430-632-4111	Program Supplies	73,928.80	66,280.00	73,380.00	70,000.00
430-632-4116	Aquatic Supplies	1,673.07	5,000.00	4,100.00	4,000.00
Utilities					
430-632-5106	Utility - Telephone	565.91	800.00	925.00	950.00
430-632-5107	Utility - Data Access	189.27	-	-	300.00
Outside Services					
430-632-5205	Labor / Labor and Equipment	24,562.00	31,000.00	28,400.00	28,500.00
430-632-5206	Legal Services	2,512.50	1,500.00	2,350.00	3,000.00
430-632-5207	Management Services	285,778.00	290,000.00	234,805.00	286,000.00
430-632-5209	Rent / Lease	5,276.91	6,000.00	6,000.00	6,500.00
Training and Travel					
430-632-5404	Schools and Seminars	460.98	1,000.00	1,020.00	2,000.00
Maintenance and Repair					
430-632-5703	Equipment Maintenance and Repair	1,855.78	2,500.00	2,500.00	2,000.00
Service - Non Categorized					
430-632-5903	Health and Wellness	48.50	500.00	500.00	500.00
430-632-5904	Employment	443.59	300.00	300.00	450.00
Capital - Equipment					
430-632-6203	Equipment - Fitness	741.11	4,000.00	2,000.00	2,500.00
430-632-6208	Equipment - Ball fields	-	5,000.00	-	2,000.00
430-632-6209	Equipment - Playground	35,860.88	-	-	-
Third Party Tickets / Passes					
430-632-9201	Third Party Tickets / Passes	136.00	100.00	100.00	100.00
Total Expenditures		772,225.19	767,745.00	727,745.00	803,865.00

Parks And Recreation Community Center



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 2015 Accomplishments

- Replaced roof on the Warrensburg Community Center, under budget with great support from the City Council.
- Pool area replaced lights with LED lights, painted the walls, and replaced all electrical wiring within the pool area.
- 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.
- Average attendance per month for Silver Sneakers Program is 230 participants.

Fiscal Year 2016 Strategic Plan Initiatives

- Upgrade software program to meet the needs of our citizens.
- Ensure each patron has pleasant experiences while signing up for a program, activity or facility.
- Continue to provide clean facilities to meet the needs of the community.
- Review reorganization of staff to insure efficiencies and achieve quality services.
- 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.

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.
 - 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	FY13	FY14	FY15	FY16
	Grade	Actual	Actual	Actual	Proposed
Maint Superintendent	M	1	0	0	0
Parks Maint Crew Leader	H	0	0	1	1
Totals		1	0	1	1

Maintenance Superintendent became vacant mid year, during a review of Parks Department positions there was reclassification of this position for FY15. This position reports to the Parks Maintenance Superintendent.

This department currently has 6 Seasonal Part Time employees.

Parks And Recreation Community Center



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
430-633-1101	Wages	32,450.46	28,662.00	19,292.00	29,057.00
430-633-1102	Wages - Part Time	86,718.88	40,500.00	31,000.00	25,500.00
430-633-1103	Wages - Overtime	-	-	100.00	331.00
430-633-1105	Wages - Supplemental	120.00	-	-	-
Employee Taxes					
430-633-2101	FICA Taxes	8,754.80	5,291.00	5,291.00	4,174.00
Employee Retirement					
430-633-2201	Employee Retirement	3,074.65	2,580.00	2,580.00	2,121.00
Employee Insurance					
430-633-2301	Insurance - Dental	492.31	836.00	836.00	794.00
430-633-2302	Insurance - Health	2,980.81	5,106.00	5,106.00	6,538.00
430-633-2303	Insurance - Health Deductible	-	-	-	-
430-633-2304	Insurance - Life	46.20	72.00	72.00	75.00
430-633-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
430-633-2401	Worker's Compensation	3,530.42	1,923.00	1,923.00	3,600.00
Employer Provided Services - Other					
430-633-2601	Flex Spending Account	46.99	-	-	-
Program and Other Supplies					
430-633-4102	Clothing	496.92	500.00	500.00	500.00
430-633-4103	Computer Supplies	-	-	-	-
430-633-4104	Custodial Supplies	19,670.47	20,000.00	20,000.00	22,000.00
430-633-4107	Maintenance & Repair Supplies	4,451.41	6,000.00	9,800.00	6,000.00
430-633-4199	Supplies - Non Categorized	3,956.16	3,000.00	3,000.00	3,000.00
Utilities					
430-633-5101	Utility - Electric	137,879.57	145,000.00	143,700.00	140,000.00
430-633-5102	Utility - Gas	54,789.29	58,500.00	49,100.00	52,000.00
430-633-5103	Utility - Water	32,194.72	36,000.00	32,100.00	33,000.00
430-633-5104	Utility - Trash	2,816.00	2,900.00	2,900.00	2,850.00
430-633-5105	Utility - Cable Television	140.79	150.00	1,600.00	1,800.00
430-633-5106	Utility - Telephone	183.75	300.00	300.00	200.00
Outside Services					
430-633-5203	Financial Services	4,923.00	-	-	-
430-633-5205	Labor / Labor and Equipment	-	2,500.00	2,500.00	-
430-633-5206	Legal Services	10,012.50	-	275.00	-
430-633-5299	Contractual - Non Categorized	7,017.00	9,000.00	9,000.00	9,000.00
Maintenance and Repair					
430-633-5701	Building Maintenance and Repair	39,746.06	30,000.00	30,000.00	30,000.00
430-633-5703	Equipment Maintenance and Repair	24,045.52	27,000.00	67,000.00	26,000.00
Services - Non Categorized					
430-633-5903	Health and Wellness	32.00	50.00	50.00	-
430-633-5904	Employment	58.33	50.00	50.00	-
Capital - Buildings					
430-633-6101	Buildings	60,299.25	20,319.00	800,000.00	100,000.00
Capital - Equipment					
430-633-6299	Equipment - Non Categorized	25,470.30	30,000.00	28,275.00	20,000.00
Total Expenditures		566,398.56	476,239.00	1,266,350.00	518,540.00

FY16 Budget Notes: Building includes the HVAC and Signage, Equipment Non Categorized also includes the HVAC



Parks And Recreation Debt Schedule

<u>Issuance</u>	<u>Uses</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
COP 2011 Principal	Fitness Equipment	18,300.00			
COP 2011 Interest	Fitness Equipment	320.25			
COP 2011 Fees	Fitness Equipment	190.50			
COP 2009 Principal	Nassif Pool / Park Equip	45,000.00	40,000.00	45,000.00	50,000.00
COP 2009 Interest	Nassif Pool / Park Equip	169,687.50	168,337.50	167,087.50	165,287.50
COP 2009 Fees	Nassif Pool / Park Equip	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	38,000.00	61,000.00	63,000.00	65,000.00
COP 2014 Interest	Community Center Roof	17,815.64	17,461.10	15,734.40	13,951.90
COP 2014 Fees	Community Center Roof	180.00	300.00	180.00	180.00
Fund Totals		<u>290,640.89</u>	<u>288,245.60</u>	<u>292,148.90</u>	<u>295,566.40</u>

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.

<u>Inter-Fund Loan</u>	<u>Uses</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
From General Fund	Lion's Lake Project				
Principal	Lion's Lake Project	13,791.17	13,773.37	13,763.77	14,906.67
Interest	Lion's Lake Project	1,844.55	1,476.64	1,100.53	729.02
Totals		<u>15,635.72</u>	<u>15,250.01</u>	<u>14,864.30</u>	<u>15,635.69</u>



Parks And Recreation Debt Schedule

Issuance	FY19	FY20	FY21	FY22	FY23	FY24
COP 2011 Principal						
COP 2011 Interest						
COP 2011 Fees						
COP 2009 Principal	50,000.00	50,000.00	50,000.00	70,000.00	105,000.00	130,000.00
COP 2009 Interest	163,537.50	161,537.50	159,537.50	157,537.50	154,737.50	150,537.50
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve						
COP 2014 Principal	67,000.00	69,000.00	70,000.00	72,000.00	74,000.00	76,000.00
COP 2014 Interest	12,112.40	10,216.30	8,262.60	6,282.60	4,245.00	2,150.80
COP 2014 Fees	180.00	180.00	180.00	180.00	180.00	180.00
Fund Totals	293,976.90	292,080.80	289,127.10	307,147.10	339,309.50	360,015.30

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.

Inter-Fund Loan	FY19	Totals
From General Fund		
Principal	15,586.41	71,821.39
Interest	310.71	5,461.45
Totals	15,897.12	77,282.84

Parks And Recreation Debt Schedule



<u>Issuance</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
COP 2011 Principal						
COP 2011 Interest						
COP 2011 Fees						
COP 2009 Principal	160,000.00	195,000.00	230,000.00	260,000.00	300,000.00	340,000.00
COP 2009 Interest	145,337.50	138,137.50	129,362.50	119,012.50	107,312.50	93,812.50
COP 2009 Fees	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00	1,147.00
COP 2009 Reserve						
COP 2014 Principal						
COP 2014 Interest						
COP 2014 Fees						
Fund Totals	<u>306,484.50</u>	<u>334,284.50</u>	<u>360,509.50</u>	<u>380,159.50</u>	<u>408,459.50</u>	<u>434,959.50</u>

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.

Inter-Fund Loan

From General Fund	-----NA-----
Principal	
Interest	
Totals	



Parks And Recreation Debt Schedule

<u>Issuance</u>	<u>FY31</u>	<u>FY32</u>	<u>FY33</u>	<u>Totals</u>
COP 2011 Principal				18,300.00
COP 2011 Interest				320.25
COP 2011 Fees				190.50
COP 2009 Principal	390,000.00	430,000.00	815,000.00	3,755,000.00
COP 2009 Interest	77,662.50	59,137.50	38,712.50	2,526,312.50
COP 2009 Fees	1,147.00	1,147.00	1,147.00	21,793.00
COP 2009 Reserve			(385,506.26)	(385,506.26)
COP 2014 Principal				655,000.00
COP 2014 Interest				108,232.74
COP 2014 Fees				1,920.00
Fund Totals	<u>468,809.50</u>	<u>490,284.50</u>	<u>469,353.24</u>	<u>6,701,562.73</u>

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.

Inter-Fund Loan

From General Fund	-----NA-----
Principal	
Interest	
Totals	

Water Pollution Control



City of Warrensburg Water Pollution Control Division is under the supervision of the Public Works Department. The Administration budget includes wastewater billing to customers, and payment of the State Revolving Fund bonds and loan for the improvements made to the plants and the collection system

As this fund is an Enterprise fund, designed to recover all expenditures through rates, the FY16 proposed budget is presented on the accrual basis of accounting. The debt principal money received and debt principal amounts paid are changes in liabilities and **are not budgeted as revenues or expenditures**. Likewise capital improvements or assets procured are changes in assets and **are not budgeted as expenditures**. Conversely under the accrual basis, the economic use or consumption of assets are recognized as depreciation and **included in the expenditures** section of this budget. In accordance with the current budgeting policies the effects of these items on the change in cash balances are shown near the bottom of the summary budget pages. The City also modified the method of reporting the payments made to the General Fund. These payments are in recognition of reimbursement for administrative type services such as Accounting, Information Technology, Human Resources, and overall management provided through the General Fund. Therefore, beginning with the FY14 budget, these payments are shown as an expense in this fund and as a revenue in the General Fund. Historically these payments were reflected as transfers.

There are two wastewater treatment plants located northwest and northeast of the City, each serving the East and West halves of the City. Two years ago the North Lagoon was taken off-line and a pumping station was constructed to discharge to the West Plant. Additionally the City services the Southeast Sewer District which sits outside the existing city limits. There has been some additional residential growth encompassing this district over the past year. The plants have been upgraded to a reed bed sludge digestion system rather than the land application of the sludge. This is a very successful alternative for the City with labor and land application equipment costs reduced. Future plans are to clear out the reed beds, which is required every five to six years, for continued sludge management capacity.

The wastewater collection system maintains the sewer collection lines throughout the city. This department is responsible for the upkeep and cleaning of the lines to avoid any problems in the future. The ability to camera the lines, helps determine the trouble areas with tree roots, or breaks in the line before there is a major problem. An aggressive schedule is set for problem lines by using a monthly, quarterly and annual cleaning and inspections. Included within this division are staff that perform weekly notifications to customers for potential shut-offs of water service.

Summary Of Water Pollution Control (WPC) Fund



Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015				\$ 558,933.21
Revenues				
Permits	6,532.00	6,500.00	6,500.00	5,000.00
Connections	17,725.00	15,000.00	15,000.00	8,000.00
Service and Merchandise	4,204,185.49	3,969,175.00	3,969,175.00	4,486,986.00
Asset Sales	1,000.00	-	-	-
Interest Income	389,327.01	330,136.56	330,136.56	306,803.24
Revenue - Non Categorized	18,417.19	-	-	-
Total Revenues	\$ 4,637,186.69	\$ 4,320,811.56	\$ 4,320,811.56	\$ 4,806,789.24
Expenses				
Salaries and Wages	\$ 561,774.84	\$ 501,231.09	\$ 509,610.09	\$ 579,209.97
Employee Taxes	42,139.98	38,344.18	38,985.17	43,391.66
Employee Retirement	50,723.33	45,110.79	45,110.79	41,392.79
Employee Insurance	80,247.56	72,156.96	72,156.96	96,287.88
Worker's Compensation	12,132.52	12,905.48	13,211.32	13,974.48
Program and Other Supplies	39,943.06	42,400.00	43,200.00	68,525.00
Utilities	346,974.06	356,302.64	356,302.64	355,277.96
Outside Services ¹	491,649.25	666,575.73	665,775.73	695,145.81
Insurance	35,620.36	50,000.00	50,000.00	60,000.00
Training And Travel	4,706.06	4,150.00	4,150.00	5,200.00
Dues and Memberships	4,571.83	4,550.00	4,550.00	4,750.00
Communication	1,221.20	1,250.00	1,250.00	2,700.00
Maintenance and Repair	53,903.98	134,675.00	134,425.00	109,581.00
Services - Non Categorized	49,715.50	58,380.00	49,054.17	35,755.00
Capital - Equipment ²	3,350.99	20,959.00	21,209.00	9,450.00
Capital - Infrastructure ²	17,799.00	-	-	-
Capital - Vehicles ²	-	-	-	-
Debt Interest	601,874.73	566,690.00	566,690.00	529,625.00
Debt Fees	106,190.35	113,983.00	113,983.00	106,627.00
Bad Debts	611,601.61	35,000.00	35,000.00	35,000.00
Depreciation	1,505,747.13	1,415,000.00	1,415,000.00	1,415,000.00
Total Expenses	4,621,887.34	4,139,663.87	4,139,663.87	4,206,893.55
Revenues Over (Under) Expenditures	\$ 15,299.35	\$ 181,147.69	\$ 181,147.69	\$ 599,895.69
Other Uses				
Transfer to General Fund ¹	\$ -	\$ -	\$ -	\$ -
Total Other Uses	\$ -	\$ -	\$ -	\$ -
Net Income - Enterprise Fund	\$ 15,299.35	\$ 181,147.69	\$ 181,147.69	\$ 599,895.69
Additional Items Affecting Cash Balance				
Depreciation Included In Expense - Not Requiring Cash				\$ 1,415,000.00
(Increase) Decrease In Other Assets				-
Increase (Decrease) In Liabilities				(1,188,200.00)
Change From Due To / From Accounts				-
Projected Cash Balance at September 30, 2016				\$ 1,385,628.90

¹ Administrative services provided by the General Fund have historically been accounted for as transfers. Beginning in FY14 these expenses are accounted for as an expense to this enterprise fund and a revenue to the General Fund.

² As an enterprise fund fixed assets are recorded as a balance sheet transaction. The expenses shown here are items that are expensed in the current year because they do not meet the definition of a fixed asset in accordance with the financial policies.



Water Pollution Control Revenues

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Permits					
610-53215	Permit - Discharge	6,532.00	6,500.00	6,500.00	5,000.00
Service & Merchandise					
610-55125	Connections	17,725.00	15,000.00	15,000.00	15,000.00
610-55140	Services	4,197,010.49	3,762,000.00	3,762,000.00	4,424,111.00
610-55145	Disconnect and Reconnect Fees	-	-	-	8,000.00
610-55165	Penalties	-	200,000.00	200,000.00	40,000.00
610-55175	Rentals	7,175.00	7,175.00	7,175.00	7,175.00
610-55199	Services - Non Categorized	-	-	-	700.00
Asset Sales					
610-56110	Asset Sales - Equipment	1,000.00	-	-	-
Interest Income					
610-57105	Interest On Deposits	-	-	-	3,700.00
610-57115	Interest Credit	389,259.30	329,986.56	329,986.56	303,003.24
610-57120	Earnings Credit	52.40	50.00	50.00	-
610-57125	Payment Terms Discounts	15.31	100.00	100.00	100.00
Donation					
610-59110	Donations	-	-	-	-
Revenue - Non Categorized					
610-59910	Claims / Reimbursements	18,417.19	-	-	-
610-59999	Non - Categorized	-	-	-	-
Total Revenues		4,637,186.69	4,320,811.56	4,320,811.56	4,806,789.24

Water Pollution Control General Administration



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 2015 Accomplishments

- Reduced delinquencies by implementing shut-offs of accounts in arrears.
- Worked with staff and DNR to achieve permit modification for Copper discharge

Fiscal Year 2016 Strategic Plan Initiatives

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

Customer Focus

- Provide the customer with efficient information on all aspects of the wastewater departments and continue to be in compliance with EPA and MDNR.

Strategies

- 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.
- Work with the public to implement in-house sewer billing with minimum difficulties.

Performance Measurement

Positive and proactive work with the public in regard to education on all aspects of treatment of wastewater and sewer billing services.

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Director of Public Works	Exempt	0.5	0.5	0	0.5
Project Manager - WPC	K	0.5	0.3	0	0.5
Project Technician	G	0	0.5	0	0
Totals		1	1.3	0	1

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 was included in the Intergovernmental Transfer done from Water Pollution Control to the General Fund, previously their time had been split between the two funds during the payroll process.

In FY16 the budgeting method for the Director and Project Manager, has returned to the split method for their wages and wage related expenses per request of their department, they felt it provides better visibility to their direct costs.

Water Pollution Control General Administration



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries & Wages					
610-611-1101	Wages	82,168.73	0.00	0.00	57,016.86
610-611-1102	Wages Part Time	77.59	-	8,379.00	-
610-611-1103	Wages - Overtime	232.72	-	-	421.18
610-611-1105	Wages - Supplemental	216.00	-	-	210.00
Employee Taxes					
610-611-2101	FICA Taxes	7,857.72	-	640.99	4,444.50
Employee Retirement					
610-611-2201	Retirement - Lagers	7,076.71	-	-	4,241.16
Employee Insurance					
610-611-2301	Insurance - Dental	1,245.44	-	-	793.80
610-611-2302	Insurance - Health	9,043.94	-	-	6,538.08
610-611-2304	Insurance - Life	136.87	-	-	74.88
610-611-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
610-611-2401	Worker's Compensation	2,894.07	1.55	307.39	227.18
Employer Provided SER OT					
610-611-2601	Flex Spending Account	8.43	-	-	-
Program & Other Supplies					
610-611-4102	Clothing	-	-	-	200.00
610-611-4103	Computer Supplies	-	-	-	1,000.00
610-611-4108	Meeting Supplies	159.14	150.00	150.00	150.00
610-611-4109	Office Supplies	350.37	500.00	500.00	10,700.00
610-611-4114	Software	-	-	-	8,500.00
610-611-4199	Supplies-Non Categorized	-	-	-	325.00
Utilities					
610-611-5106	Utility - Telephone	157.56	157.56	157.56	157.56
Outside Services					
610-611-5201	Audit Services	6,500.00	7,500.00	7,500.00	7,500.00
610-611-5203	Financial Services	142.26	180.00	180.00	38,232.00
610-611-5206	Legal Services	2,467.00	5,000.00	5,000.00	5,000.00
610-611-5209	Rent/Lease	-	-	-	2,400.00
610-611-5250	Intra-governmental Services	292,110.00	545,020.73	545,020.73	509,023.81
610-611-5299	Contractual - Non Categorized	120,420.90	24,470.00	24,470.00	43,470.00
Insurance					
610-611-5301	Property Insurance	35,620.36	50,000.00	50,000.00	60,000.00
Training and Travel					
610-611-5404	Schools and Seminars	1,047.50	500.00	500.00	500.00
Dues and Memberships					
610-611-5501	Dues and Memberships	3,305.00	3,250.00	3,250.00	3,300.00
Communication					
610-611-5601	Advertising	42.00	500.00	500.00	500.00
610-611-5603	Printing and Binding	75.75	-	-	1,500.00
Maintenance And Repair					
610-611-5704	Software Maintenance and Repair	-	-	-	8,981.00
Services - Non Categorized					
610-611-5901	Engineering	43,980.23	21,720.00	21,720.00	21,720.00
610-611-5903	Health and Wellness	-	35.00	35.00	235.00
610-611-5304	Employment	-	100.00	100.00	100.00
610-611-5908	Permits	7,415.70	13,550.00	13,550.00	13,550.00
610-611-5999	Services - Non Categorized	60.99	22,500.00	13,174.17	-

Water Pollution Control General Administration



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Capital - Equipment					
610-611-6206	Equipment - Office	-	10,000.00	10,000.00	2,150.00
Debt - Interest					
610-611-7201	Bond Interest	601,363.07	566,690.00	566,690.00	529,625.00
610-611-7203	Lease Purchase Interest	511.66	-	-	-
Debt Fees					
610-611-7301	Bond Fees	106,190.35	113,983.00	113,983.00	106,627.00
Bad Debt					
610-611-9501	Bad Debt	611,601.61	35,000.00	35,000.00	35,000.00
Depreciation					
610-611-9601	Depreciation	1,505,747.13	1,415,000.00	1,415,000.00	1,415,000.00
Total Expenditures		3,450,226.80	2,835,807.84	2,835,807.84	2,899,414.01

Water Pollution Control Treatment Plants



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 2015 Accomplishments

- On October 9, 2013 Warrensburg Wastewater Treatment facilities were issued permit modification from MDNR concerning Copper and Lead, Total Recoverable, staff continues to monitor those 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.
- Began working with food service establishments on reduction of discharge of Fats, Oils, and Grease (FOG)

Fiscal Year 2016 Strategic Plan initiatives:

- 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.
- 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.

Customer Focus

- Provide the customer with efficient sewer plant operations that continue to be in compliance with EPA and MDNR.

Strategies

- Educate the public in regards 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.
- Conduct "Open Houses" at the wastewater facilities to encourage the public to better understand the operations and processes involved in treating wastewater.

Performance Measurement

Through positive and proactive work with the public in regard to education on the benefits of reducing FOG, copper levels at the wastewater plants should be reduced by 50% in the first year.

Water Pollution Control Treatment Plants



Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 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
Totals		7	7	7	7

Water Pollution Control Treatment Plants



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
610-671-1101	Wages	302,789.54	311,189.76	311,189.76	315,782.45
610-671-1103	Wages - Overtime	21,933.56	22,240.39	22,240.39	22,569.74
610-671-1105	Wages - Supplemental	1,105.00	1,200.00	1,200.00	1,200.00
Employee Taxes					
610-671-2101	FICA Taxes	23,129.24	25,599.21	25,599.21	25,975.74
Employee Retirement					
610-671-2201	Retirement - Lagers	30,877.00	30,116.71	30,116.71	24,787.31
Employee Insurance					
610-671-2301	Insurance - Dental	5,411.40	5,848.92	5,848.92	5,556.60
610-671-2302	Insurance - Health	35,769.72	35,738.64	35,738.64	45,766.56
610-671-2303	Insurance - Health Deductible	-	-	-	-
610-671-2304	Insurance - Life	554.40	504.00	504.00	524.16
610-671-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
610-671-2401	Worker's Compensation	6,199.96	7,951.37	7,951.37	8,250.00
Program and Other Supplies					
610-671-4102	Clothing	4,509.00	4,500.00	4,500.00	5,825.00
610-671-4103	Computer Supplies	905.98	500.00	500.00	500.00
610-671-4104	Custodial Supplies	666.20	600.00	600.00	600.00
610-671-4105	Lab and Chemicals	10,260.01	11,000.00	11,000.00	11,000.00
610-671-4106	Lawn and Field Care	1,363.03	1,800.00	1,800.00	2,300.00
610-671-4107	Maintenance and Repair Supplies	7,987.21	8,000.00	8,000.00	9,000.00
610-671-4108	Meeting Supplies	50.00	100.00	100.00	100.00
610-671-4109	Office Supplies	811.03	600.00	600.00	600.00
610-671-4112	Publications	39.95	350.00	350.00	350.00
610-671-4114	Software	49.00	-	-	-
610-671-4115	Tools	676.65	1,000.00	1,000.00	500.00
610-671-4199	Supplies - Non Categorized	4,921.38	5,000.00	5,000.00	5,000.00
Utilities					
610-671-5101	Utility - Electric	290,490.74	285,000.00	285,000.00	285,000.00
610-671-5102	Utility - Gas	19,149.65	20,000.00	20,000.00	20,000.00
610-671-5103	Utility - Water	2,758.38	2,700.00	2,700.00	2,700.00
610-671-5104	Utility - Trash	2,783.00	3,050.00	3,050.00	3,050.00
610-671-5106	Utility - Telephone	5,154.97	5,147.36	5,147.36	5,255.00
610-671-5107	Utility - Data Access	1,884.47	1,504.80	1,504.80	2,532.12
610-671-5108	Fuel	11,613.10	13,550.00	13,550.00	13,550.00
Outside Services					
610-671-5205	Labor/Labor and Equipment	18,617.70	32,000.00	32,000.00	30,000.00
610-671-5206	Legal Services	137.50	150.00	150.00	150.00
610-671-5209	Rent/Lease	1,850.54	2,285.00	2,285.00	2,900.00
610-671-5211	Laboratory Testing	20,648.69	26,200.00	26,200.00	27,000.00
610-671-5299	Contractual - Non Categorized	23,702.88	15,370.00	15,370.00	15,570.00
Training and Travel					
610-671-5401	Travel - Meals	6.11	-	-	-
610-671-5402	Travel - Mileage	120.91	-	-	-
610-671-5403	Travel - Room	-	-	-	-
610-671-5404	Schools and Seminars	1,717.49	1,500.00	1,500.00	2,300.00
Dues and Memberships					
610-671-5501	Dues and Memberships	931.83	850.00	850.00	1,000.00

Water Pollution Control Treatment Plants



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Communication					
610-671-5601	Advertising	627.20	550.00	550.00	400.00
610-671-5602	Postage	-	-	-	-
610-671-5603	Printing	-	-	-	50.00
Maintenance and Repair					
610-671-5701	Building Maintenance and Repair	8,914.29	7,500.00	7,250.00	1,000.00
610-671-5703	Equipment Maintenance and Repair	6,178.34	59,975.00	59,975.00	14,200.00
610-671-5706	Vehicle Maintenance and Repair	12,308.73	2,000.00	2,000.00	2,800.00
610-671-5799	Maintenance/Repair - Non Categorized	17,005.05	16,200.00	16,200.00	18,000.00
Services - Non Categorized					
610-671-5901	Engineering	-	-	-	-
610-671-5903	Health and Wellness	295.38	75.00	75.00	-
610-671-5904	Employment	-	50.00	50.00	50.00
Capital - Buildings					
610-671-6101	Buildings	-	-	-	-
Capital - Equipment					
610-671-6202	Equipment-Computers			250.00	
610-671-6204	Equipment - Laboratory	2,008.75	5,959.00	5,959.00	5,800.00
610-671-6206	Equipment - Office	362.24	-	-	-
610-671-6299	Equipment - Non Categorized	-	5,000.00	5,000.00	1,500.00
Capital - Vehicles					
610-671-6501	Vehicles	-	-	-	-
Total Expenditures		909,277.20	980,455.16	980,455.16	940,994.68

Water Pollution Control Collections



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 2015 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 is involved with customer notification and water service shut-off for delinquent sewer bills, an additional part time employee was hired to assist with this program.
- Completed all Department and Natural Resources Training Requirements.

Fiscal Year 2016 Strategic Plan Initiatives

- Perform a preventative sewer line maintenance program to reduce the incidents of sewer backups.
- Continue to work toward the goal of completing the jetting, 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.

Customer Focus

- Provide the best cost effective sanitary sewer service to the city's customers while maintaining the existing rates.

Strategies

- Upon completion of the Inflow and Infiltration Study, fund and improve areas of deficiency.
- Continue preventative line cleaning program to proactively prevent customer backups.
- Reduce customer delinquency in payments by increasing number of shut-offs monthly.

Performance Measurement

Decrease the payment delinquency percentage by 50% by proactively addressing the issue and gaining increased customer response.



Water Pollution Control Collections

Position Detail

	Salary Grade	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Proposed
Project Manager	L	0	0	0	1
Project Manager	K	1	1	1	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
Totals		5	5	5	4

The Project Manager position has been reclassified in FY16.

The Collections has 1 part time employee.

Water Pollution Control Collections



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Salaries and Wages					
610-672-1101	Wages	149,214.08	162,824.64	162,824.64	165,539.42
610-672-1102	Wages-Part Time	-	-	-	12,635.53
610-672-1103	Wages - Overtime	3,857.62	3,536.30	3,536.30	3,594.79
610-672-1105	Wages - Supplemental	180.00	240.00	240.00	240.00
Employee Taxes					
610-672-2101	FICA Taxes	11,153.02	12,744.97	12,744.97	12,971.42
Employee Retirement					
610-672-2201	Retirement - Lagers	12,769.62	14,994.08	14,994.08	12,364.32
Employee Insurance					
610-672-2301	Insurance - Dental	3,608.69	4,177.80	4,177.80	3,969.00
610-672-2302	Insurance - Health	24,103.52	25,527.60	25,527.60	32,690.40
610-672-2303	Insurance - Health Deductible	-	-	-	-
610-672-2304	Insurance - Life	373.58	360.00	360.00	374.40
610-672-2305	Health Insurance Tax/Fees	-	-	-	-
Worker's Compensation					
610-672-2401	Worker's Compensation	3,038.49	4,952.56	4,952.56	5,497.30
Program and Other Supplies					
610-672-4102	Clothing	4,406.02	4,500.00	4,500.00	4,500.00
610-672-4103	Computer Supplies	260.62	300.00	1,100.00	300.00
610-672-4104	Custodial Supplies	150.22	250.00	250.00	250.00
610-672-4107	Maintenance and Repair Supplies	147.90	150.00	150.00	150.00
610-672-4108	Meeting Supplies	-	100.00	100.00	100.00
610-672-4109	Office Supplies	546.91	750.00	750.00	1,575.00
610-672-4112	Publications	-	-	-	-
610-672-4115	Tools	345.23	750.00	750.00	1,000.00
610-672-4199	Supplies - Non Categorized	1,578.78	1,500.00	1,500.00	4,000.00
Utilities					
610-672-5101	Utility - Electric	16,187.24	12,000.00	12,000.00	9,500.00
610-672-5102	Utility - Gas	1,049.36	1,050.00	1,050.00	1,050.00
610-672-5103	Utility - Water	772.74	775.00	775.00	775.00
610-672-5105	Utility - Cable Television	73.45	80.00	80.00	420.00
610-672-5106	Utility - Telephone	1,915.39	4,848.28	4,848.28	4,848.28
610-672-5707	Utility - Data Access	1,186.36	1,439.64	1,439.64	1,440.00
610-672-5108	Fuel	3,899.92	5,000.00	5,000.00	5,000.00
Outside Services					
610-672-5205	Labor/Labor and Equipment	662.60	2,600.00	2,600.00	2,350.00
610-672-5206	Legal Services	-	300.00	300.00	300.00
610-672-5209	Rent/Lease	-	500.00	500.00	5,250.00
610-672-5299	Contractual - Non Categorized	4,564.18	5,000.00	4,200.00	6,000.00
Training and Travel					
610-672-5401	Travel-Meals	-	-	-	100.00
610-672-5403	Travel - Room	97.70	150.00	150.00	300.00
610-672-5404	Schools and Seminars	1,716.35	2,000.00	2,000.00	2,000.00
Dues and Memberships					
610-672-5501	Dues and Memberships	335.00	450.00	450.00	450.00
Communication					
610-672-5601	Advertising	356.75	50.00	50.00	100.00
610-672-5603	Printing and Binding	119.50	150.00	150.00	150.00



Water Pollution Control Collections

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Maintenance and Repair					
610-672-5701	Building Maintenance and Repair	1,125.30	2,000.00	2,000.00	3,500.00
610-672-5703	Equipment Maintenance and Repair	2,751.07	10,000.00	10,000.00	14,100.00
610-672-5706	Vehicle Maintenance and Repair	1,073.54	2,000.00	2,000.00	2,500.00
610-672-5799	Maintenance/Repair - Non Categorized	4,547.66	35,000.00	35,000.00	44,500.00
Services - Non Categorized					
610-672-5901	Engineering	4,241.00	-	-	-
610-672-5903	Health and Wellness	351.87	250.00	250.00	-
610-672-5904	Employment	11.33	100.00	100.00	100.00
Capital - Equipment					
610-672-6202	Equipment - Computers	-	-	-	-
610-672-6207	Equipment - Radios	980.00	-	-	-
610-672-6299	Equipment - Non Categorized	-	-	-	-
Total Expenditures		\$ 263,752.61	\$ 323,400.87	\$ 323,400.87	\$ 366,484.86

Water Pollution Control Capital Improvement



Wastewater Capital Improvement Fund 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.

The Capital Improvements in the Proposed FY16 Wastewater Capital Improvements Fund include:

- Inflow and Infiltration Study
- Wastewater Treatment Plant Equipment Replacement
- Sewer Rehabilitation Projects
- Undesignated Capital Projects
- Reserve Capital Improvement Fund
- Develop construction plans for the installation of drying beds for reed bed cleaning.

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

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

Customer Focus

- Provide the customer with a safe community by continuing to be in compliance with Environmental Protection Agency and Missouri Department of Natural Resources.

Strategies

- Educate staff and public on future state and federal mandates that will affect all residents of Warrensburg.

Performance Measurement

Positive and proactive work with the public in regard to education on all aspects of treatment of wastewater.

Water Pollution Control Capital Improvement



Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Outside Services					
610-680-5206	Legal Services	-	-	-	-
610-680-5212	Appraisals	-	-	-	-
Communication					
610-680-5601	Advertising	-	-	-	-
610-680-5602	Postage	-	-	-	-
Service - Non Categorized					
610-680-5901	Engineering	-	-	-	-
610-680-5902	Legal Rights	-	-	-	-
610-680-5908	Permits	-	-	-	-
Capital - Infrastructure					
610-680-6407	Sewer Lines	17,799.00	-	-	-
Capital - Land Easement					
610-680-6602	Land Easement	-	-	-	-
Total Expenditures		\$ 17,799.00	\$ -	\$ -	\$ -

Water Pollution Control Debt Schedule



<u>ISSUANCE</u>	<u>PURCHASED</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
COP 2011 Principal	Sewerjet	25,400	25,200	27,200	27,200	
COP 2011 Interest	Sewerjet	3,503	2,617	1,632	544	
COP 2011 Fees	Sewerjet	402	402	402	402	
SRF 1992A Principal	Sewer Improvements	565,000				
SRF 1992A Interest	Sewer Improvements	37,008				
SRF 2007A Principal	Sewer Improvements	740,000	750,000	765,000	775,000	790,000
SRF 2007A Interest	Sewer Improvements	488,075	458,275	427,975	397,175	365,875
SRF 2007A Admin Fees	Sewer Improvements	83,074	77,790	72,435	66,973	61,440
2010 Direct Loan Principal	Lagoon Bypass	361,497	389,000	396,000	404,000	412,000
2010 Direct Loan Interest	Lagoon Bypass	109,324	105,798	100,018	94,128	88,119
2010 Direct Loan Admin Fees	Lagoon Bypass	37,560	35,743	33,790	31,800	29,770
Fund Totals		<u>2,450,843</u>	<u>1,844,825</u>	<u>1,824,452</u>	<u>1,797,222</u>	<u>1,747,204</u>

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



Water Pollution Control Debt Schedule

ISSUANCE	FY19	FY20	FY21	FY22	FY23	FY24
COP 2011 Principal						
COP 2011 Interest						
COP 2011 Fees						
SRF 1992A Principal						
SRF 1992A Interest						
SRF 2007A Principal	800,000	815,000	830,000	845,000	865,000	885,000
SRF 2007A Interest	334,075	301,266	265,781	227,038	186,425	147,075
SRF 2007A Admin Fees	55,799	50,087	44,268	38,342	32,309	26,132
2010 Direct Loan Principal	420,000	430,000	438,000	446,000	456,000	464,000
2010 Direct Loan Interest	81,992	75,739	69,345	62,833	56,196	49,417
2010 Direct Loan Admin Fees	27,700	25,588	23,428	21,288	18,985	16,695
Fund Totals	<u>1,719,566</u>	<u>1,697,680</u>	<u>1,670,822</u>	<u>1,640,501</u>	<u>1,614,915</u>	<u>1,588,319</u>

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

Water Pollution Control Debt Schedule



<u>ISSUANCE</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>TOTAL</u>
COP 2011 Principal							105,000
COP 2011 Interest							8,296
COP 2011 Fees							1,608
SRF 1992A Principal							565,000
SRF 1992A Interest							37,008
SRF 2007A Principal	905,000	925,000	945,000				11,635,000
SRF 2007A Interest	106,775	63,312	20,672				3,789,794
SRF 2007A Admin Fees	19,814	13,352	6,747				648,562
2010 Direct Loan Principal	474,000	483,000	493,000	503,000	513,000	386,540	7,469,037
2010 Direct Loan Interest	42,513	35,468	28,283	20,949	13,468	5,839	1,039,429
2010 Direct Loan Admin Fees	14,363	11,983	9,555	7,078	4,550	1,973	351,849
Fund Totals	<u>1,562,465</u>	<u>1,532,115</u>	<u>1,503,257</u>	<u>531,027</u>	<u>531,018</u>	<u>394,352</u>	<u>25,650,583</u>

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

Stevenson Trust



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. As of October 1, 2015 the principal balance of the Fund 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".

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 140,540.46
Revenues					
710-57105	Interest on Deposits	-	-	-	841.00
710-59110	Donations	-	-	-	-
Total Revenues		0.00	0.00	0.00	841.00
Expenditures					
710-611-5203	Financial Services	-	-	-	-
710-611-9701	Donations	2,700.00	2,100.00	2,100.00	2,000.00
Total Expenditures		2,700.00	2,100.00	2,100.00	2,000.00
Revenues Over (Under) Expenditures		(2,700.00)	(2,100.00)	(2,100.00)	(1,159.00)
Projected Cash Balance at September 30, 2016					\$ 139,381.46

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.

Funds are to be invested in "high grade securities" in the nature of US Treasury bonds, or state, or local bonds. 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".

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 24,850.62
Revenues					
720-57105	Interest on Deposits	-	-	-	149.00
Total Revenues		0.00	0.00	0.00	149.00
Expenditures					
720-611-5203	Financial Services				
720-611-9701	Donations	-	-	-	-
Total Expenditures		0.00	0.00	0.00	0.00
Revenues Over (Under) Expenditures		0.00	0.00	0.00	149.00
Projected Cash Balance at September 30, 2016					\$ 24,999.62

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 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.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 18,095.41
Revenues					
730-57105	Interest on Deposits	-	-	-	114.00
730-59110	Donations	1,000.00	1,000.00	1,000.00	1,000.00
Total Revenues		1,000.00	1,000.00	1,000.00	1,114.00
Expenditures					
730-611-5203	Financial Services	-	-	-	-
730-611-9701	Donations	1,000.00	1,000.00	1,000.00	1,000.00
Total Expenditures		1,000.00	1,000.00	1,000.00	1,000.00
Revenues Over (Under) Expenditures		0.00	0.00	0.00	114.00
Projected Cash Balance at September 30, 2016					\$ 18,209.41

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 from the fund to be given to the City to assist the "needy poor". The funds are restricted to use of 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.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 20,107.83
Revenues					
740-57105	Interest on Deposits	-	-	-	124.00
Total Revenues		0.00	0.00	0.00	124.00
Expenditures					
740-611-5203	Financial Services	-	-	-	-
740-611-9701	Donations	400.00	600.00	600.00	600.00
Total Expenditures		400.00	600.00	600.00	600.00
Revenues Over (Under) Expenditures		\$ (400.00)	\$ (600.00)	\$ (600.00)	\$ (476.00)
Projected Cash Balance at September 30, 2016					\$ 19,631.83

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.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 13,965.56
Revenues					
750-57105	Interest on Deposits	-	-	-	84.00
Total Revenues		0.00	0.00	0.00	84.00
Expenditures					
750-611-4199	Supplies - Non Categorized	-	-	-	-
750-611-5203	Financial Services	-	-	-	-
Total Expenditures		0.00	0.00	0.00	0.00
Revenues Over (Under) Expenditures		0.00	0.00	0.00	84.00
Projected Cash Balance at September 30, 2016					\$ 14,049.56

Children's Memorial Fund



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.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015					\$ 17,332.64
Revenues					
810-57105	Interest on Deposits	-	-	-	140.00
810-59110	Donations	10,023.32	8,500.00	8,500.00	8,500.00
Total Revenues		10,023.32	8,500.00	8,500.00	8,640.00
Expenditures					
Program and Other Supplies					
810-611-4106	Lawn and Field Care	-	-	-	-
810-611-4117	Food	-	-	-	-
810-611-4199	Supplies - Non Categorized	513.65	500.00	500.00	500.00
Outside Services					
810-611-5203	Financial Services	-	-	-	-
Communication					
810-611-5601	Advertising	1,601.85	1,800.00	1,800.00	1,000.00
810-611-5603	Printing and Binding	-	-	-	100.00
Service-Non Categorized					
810-611-5999	Service-Non Categorized	-	-	-	600.00
Capital - Non Categorized					
810-611-6999	Capital - Non Categorized	6,975.00	5,000.00	5,000.00	4,700.00
Total Expenditures		9,090.50	7,300.00	7,300.00	6,900.00
Revenues Over (Under) Expenditures		\$ 932.82	\$ 1,200.00	\$ 1,200.00	\$ 1,740.00
Other Sources					
810-71110	Transfer from General Fund	7,000.00	-	-	-
Total Other Sources		7,000.00	-	-	-
Net Sources Over (Under) Uses		\$ 7,932.82	\$ 1,200.00	\$ 1,200.00	\$ 1,740.00
Projected Cash Balance at September 30, 2016					\$ 19,072.64

Arts Commission Fund



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.

Account Number	Description	FY 2014 Actual	FY 2015 Original Budget	FY 2015 Amended Budget	FY 2016 Budget
Projected Cash Balance at October 1, 2015				\$	14,000.00
Revenues					
820-52305	Grants - Local	10,000.00	10,000.00	10,000.00	10,000.00
820-55105	Admission	1,907.00	1,900.00	1,900.00	-
820-55199	Services - Non Categorized	-	-	-	-
820-59110	Donations	-	-	-	-
820-59999	Non - Categorized	-	-	-	-
Total Revenues		\$ 11,907.00	\$ 11,900.00	\$ 11,900.00	\$ 10,000.00
Expenditures					
Program and Other Supplies					
820-611-4108	Meeting Supplies	-	-	-	500.00
820-611-4109	Office Supplies	-	-	-	-
820-611-4111	Program Supplies	1,710.49	-	-	3,000.00
Utilities					
820-611-5106	Utility - Telephone	-	-	-	-
Outside Services					
820-611-5299	Contractual - Non Categorized	2,415.00	-	-	-
Training and Travel					
820-611-5404	Schools and Seminars	100.00	-	-	1,500.00
Dues and Memberships					
820-611-5501	Dues and Memberships	25.00	-	-	-
Communication					
820-611-5601	Advertising	466.43	-	-	3,000.00
820-611-5602	Postage	-	-	-	-
Grants					
820-611-9801	Grants	2,580.00	10,000.00	10,000.00	4,000.00
Total Expenditures		\$ 7,296.92	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00
Revenues Over (Under) Expenditures		\$ 4,610.08	\$ 1,900.00	\$ 1,900.00	\$ (2,000.00)
Projected Cash Balance at September 30, 2016				\$	12,000.00

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 2013 and 2014. The amounts shown for 2015 are based on the fiscal year 2015 adopted budget, and the fiscal year 2016 amounts are based on the fiscal year 2016 proposed budget.

The forecasted numbers for fiscal years 2017 through 2020 conservatively are based on trends and assumptions described below in brief detail.

General Fund Revenues:

- Property Tax revenues are trending at a steady pace of 2.5% from FY12 through FY15, we chose a conservative 1% year over year increase FY17-20
- Sales Tax revenues have increased 3.4% from FY12 through FY15, but at a downward pace. We have chosen a conservative approach with a 2% increase in FY17, but a 1.5% increase year over year for FY18-20
- Franchise Tax revenues have averaged 1.8% increase from FY12 through FY15, but this is a downward trending average. We have chosen a 1% increase in FY17, but a 0.5% year over year increase FY18-20
- Lodging Tax revenues averaged 5.2% FY12 through FY15, but we chose to stay more conservative with a 1.5% year over year increase FY17-20
- License and Permits are trending flat, while Fines are down and Service revenues are up. With this uncertainty we have assumed a 0.5% year over year increase FY17-20
- Intra-governmental Service revenues are based on allocations of increases in components that include wages and utilities. Based on these fluctuations we assumed a 0.5% increase year over year increase FY17-20

General Fund Expenditures:

In fiscal year 2016, Health care cost negatively impacted the proposed budget. Although we do not expect the same increases in the future, we will continue to increase the expected employee compensation by an assumed 1.5% combined with the wage step program at 1.5%. 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 3.4% from FY12 through FY15, but at a downward pace. We have chosen a conservative approach with a 2% increase in FY17, but a 1.5% increase year over year for FY18-20
- Fuel Taxes and Vehicle Fees have continued a 2% increase FY12 through FY15, mostly due to low gas prices. We chose to keep the conservative approach and forecast a 0.5% year over year increase FY17-20

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.

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:

- Property Tax revenues are trending at a steady pace of 2.5% from FY12 through FY15, we chose a conservative 1% year over year increase FY17-20

Three Year Historical Trend And Five Year Forecast



- Sales Tax revenues have increased 3.4% from FY12 through FY15, but at a downward pace. We have chosen a conservative approach with a 2% increase in FY17, but a 1.5% increase year over year for FY18-20
- User Fee and Merchandise Sales revenues are affected to a large degree by weather and staffing for program design and coordination. FY15 rainy weather during the summer swimming pool season adversely affected these revenues. 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% year over year for FY17-20

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 FY17-20 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 FY16-19
- The User Fee and Service revenue increase recommended from the comprehensive sewer rate study was 3.5% per year for FY16-19. A 1% growth rate increase was added to FY20

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 2013 Actual Amounts	FY 2014 Actual Amounts	FY 2015 Current Budget	FY 2016 Budget
General Fund				
Revenues				
Property Taxes	\$ 724,262	\$ 744,155	\$ 748,444	\$ 766,200
Sales & Use Taxes	3,917,753	4,259,584	4,206,650	4,313,438
Franchise Taxes	2,479,758	2,622,267	2,567,000	2,635,768
Tax - Non Categorized	90,101	98,887	105,000	99,000
Grants	56,585	52,165	194,555	63,140
Licenses, Permits, Fines, & Services	641,215	609,427	653,465	753,123
Intra-government Services/Reimburse ¹	-	497,587	760,227	724,230
Other Revenues	119,656	62,617	78,440	77,345
Total Revenues	\$ 8,029,330	\$ 8,946,689	\$ 9,313,781	\$ 9,432,243
Expenditures				
City Council / Legislative	\$ 7,739	\$ 8,172	\$ 12,059	\$ 13,908
City Clerk	63,469	65,740	73,066	92,197
City Manager	183,296	183,718	186,827	209,372
Municipal Court	160,613	130,848	145,596	148,425
Legal Services	48,323	27,559	32,415	55,000
Public Information	-	9,965	18,143	34,132
Human Resources	-	83,763	95,757	103,241
General Administration	500,425	364,201	556,534	526,336
Finance	247,312	268,362	355,407	375,265
Information Technology	245,611	276,671	348,057	488,721
Buildings And Grounds	244,003	234,469	251,534	285,819
Emergency Management	-	13,756	21,776	20,830
Fire Protection	1,954,883	1,907,741	2,002,267	2,040,460
Law Enforcement	2,405,879	2,498,693	2,798,977	2,768,272
Animal Control	181,826	195,210	206,027	232,031
Animal Control Donation			27,220	-
Community Development	379,044	357,607	512,486	504,437
Economic Development	341,238	234,769	535,447	511,370
Street Maintenance	1,230,588	1,226,696	1,355,016	1,399,508
Cemetery	105,081	100,934	\$ 112,203	118,397
Total Expenditures	\$ 8,299,330	\$ 8,188,873	\$ 9,646,814	\$ 9,927,721
Revenues Over (Under) Expenditures	\$ (270,000)	\$ 757,816	\$ (333,033)	\$ (495,478)
Other Sources (Uses) Of Funds	382,775	(40,899)	(15,433)	15,250
Net Sources Over (Under) Uses	\$ 112,775	\$ 716,918	\$ (348,466)	\$ (480,228)

Three Year Historical Trend And Five Year Forecast



Description	FY 2013 Actual Amounts	FY 2014 Actual Amounts	FY 2015 Current Budget	FY 2016 Budget
210-Capital Improvement Funds				
Revenues				
Sales & Use Taxes	\$ 1,587,623			\$ -
Fuel Taxes & Vehicle Fees	677,556	861,586	691,000	691,000
Other Grants	133,252		72,000	
Other Revenues	10,292	1,176	25	6,576
Total Revenues	\$ 2,408,723	\$ 862,762	\$ 763,025	\$ 697,576
Capital Improvement Expenditures	\$ 534,011	\$ 661,303	\$ 1,093,525	\$ 785,150
Revenues Over (Under) Expenditures	\$ 1,874,712	\$ 201,458	\$ (330,500)	\$ (87,574)
Other Sources (Uses) Of Funds	\$ (1,501,650)	\$ -	\$ (81,795)	\$ (61,511)
Net Sources Over (Under) Uses	\$ 373,061	\$ 201,458	\$ (412,295)	\$ (149,085)
215-Capital Improvement Funds 1/2 CENT				
Revenues				
Sales & Use Taxes		\$ 1,724,735	\$ 1,705,890	1,722,949
Fuel Taxes & Vehicle Fees				
Other Grants		8,190		380,000
Other Revenues				5,510
Total Revenues		\$ 1,732,925	\$ 1,705,890	\$ 2,108,459
Capital Improvement Expenditures		\$ 577,275	\$ 998,351	\$ 977,700
Revenues Over (Under) Expenditures		\$ 1,155,650	\$ 707,539	\$ 1,130,759
Other Sources (Uses) Of Funds		\$ (1,141,025)	\$ (1,168,106)	\$ (1,197,865)
Net Sources Over (Under) Uses		\$ 14,624	\$ (460,567)	\$ (67,106)
Debt Service				
Revenues	\$ 172,834	\$ 164,167	\$ 159,150	\$ 159,650
Debt Service Expenditures	\$ 11,187,873	\$ 1,719,975	\$ 1,708,753	\$ 1,707,272
Revenues Over (Under) Expenditures	\$ (11,015,039)	\$ (1,555,808)	\$ (1,549,603)	\$ (1,547,622)
Other Sources (Uses) Of Funds	\$ 10,132,334	\$ 1,561,996	\$ 1,549,603	\$ 1,547,622
Net Sources Over (Under) Uses	\$ (882,705)	\$ 6,188	\$ -	\$ -
Neighborhood Improvement Districts				
Revenues	\$ 556,758	\$ 86,503	\$ 696,499	\$ 682,109
Debt Service & Other Expenditures	\$ 213,270	\$ 144,045	\$ 360,475	\$ 542,148
Revenues Over (Under) Expenditures	\$ 343,488	\$ (57,542)	\$ 336,024	\$ 139,961
Other Sources (Uses) Of Funds	\$ 89,720	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ 433,208	\$ (57,542)	\$ 336,024	\$ 139,961

Three Year Historical Trend And Five Year Forecast



Description	FY 2013 Actual Amounts	FY 2014 Actual Amounts	FY 2015 Current Budget	FY 2016 Budget
Parks & Recreation				
Revenues				
Property Taxes	\$ 391,479	\$ 402,475	\$ 410,280	\$ 411,500
Sales & Use Taxes	1,141,136	1,247,012	1,246,500	1,230,000
Grants	10,000	10,000	90,000	25,000
User Fees & Merchandise Sales	731,949	697,841	691,250	783,550
Other Revenues	40,265	723,429	84,895	20,200
Total Revenues	\$ 2,314,829	\$ 3,080,757	\$ 2,522,925	\$ 2,470,250
Expenditures				
Administration	\$ 278,365	\$ 346,103	\$ 450,012	\$ 397,661
Maintenance	320,227	418,770	482,355	436,346
Recreation Programs	759,430	772,225	727,745	803,865
Community Center	520,154	566,399	1,266,350	518,540
Total Expenditures	\$ 1,878,176	\$ 2,103,497	\$ 2,926,462	\$ 2,156,412
Revenues Over (Under) Expenditures	\$ 436,653	\$ 977,260	\$ (403,537)	\$ 313,838
Other Sources (Uses) Of Funds	\$ (238,884)	\$ (253,158)	\$ (284,270)	\$ (308,024)
Net Sources Over (Under) Uses	\$ 197,769	\$ 724,102	\$ (687,807)	\$ 5,814
Water Pollution Control				
Revenues				
Permits & Connections	\$ 21,492	\$ 6,532	\$ 6,500	\$ 5,000
User Fees & Services	3,700,576	4,221,910	3,984,175	4,494,986
Interest Credit On Debt	448,080	389,327	330,137	306,803
Other Revenues	4,456	19,417	-	-
Total Revenues	\$ 4,174,604	\$ 4,637,187	\$ 4,320,812	\$ 4,806,789
Expenditures				
Administration, Interest, Depreciation	\$ 2,436,992	\$ 3,158,117	\$ 2,290,787	\$ 2,390,390
Intra-government Services	292,110	292,110	545,021	509,024
Plant Operations	927,131	909,277	980,455	940,995
Wastewater Collections Operations	273,910	263,753	323,401	366,485
Other Capital Maintenance	6,761	17,799	-	-
Total Expenditures	\$ 3,936,904	\$ 4,641,056	\$ 4,139,664	\$ 4,206,894
Net Operating Income (Loss)	\$ 237,700	\$ (3,869)	\$ 181,148	\$ 599,895
Gain (Loss) On Sale of Assets	\$ 1,500	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 239,200	\$ (3,869)	\$ 181,148	\$ 599,895

Three Year Historical Trend And Five Year Forecast



Description	FY 2017 Forecasted Budget	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget
General Fund				
Revenues				
Property Taxes	\$ 773,862	\$ 781,601	\$ 789,417	\$ 797,311
Sales & Use Taxes	4,399,707	4,465,703	4,532,689	4,600,679
Franchise Taxes	2,662,125	2,675,436	2,688,813	2,702,257
Tax - Non Categorized	100,485	101,992	103,522	105,075
Grants	63,140	63,140	63,140	63,140
Licenses, Permits, Fines, & Services	756,889	760,673	764,476	768,298
Intra-government Services/Reimburse ¹	726,946	729,672	732,408	735,155
Other Revenues	78,118	78,899	78,899	79,688
Total Revenues	<u>\$ 9,561,272</u>	<u>\$ 9,657,116</u>	<u>\$ 9,753,364</u>	<u>\$ 9,851,603</u>
Expenditures				
City Council / Legislative	\$ 13,936	\$ 13,964	\$ 13,992	14,027
City Clerk	93,079	93,961	94,843	95,080
City Manager	212,109	214,846	217,583	218,127
Municipal Court	149,700	150,975	152,250	152,631
Legal Services	55,081	55,162	55,243	55,381
Public Information	34,340	34,548	34,756	34,843
Human Resources	104,425	105,991	107,175	107,443
General Administration	528,132	529,928	531,724	533,053
Finance	380,254	385,243	390,232	391,208
Information Technology	490,845	492,969	495,093	496,331
Buildings And Grounds	286,993	288,167	289,341	290,064
Emergency Management	20,894	20,958	21,022	21,075
Fire Protection	2,067,943	2,095,426	2,122,909	2,128,216
Law Enforcement	2,804,424	2,840,576	2,876,728	2,883,920
Animal Control	234,504	236,977	239,450	240,049
Animal Control Donation				
Community Development	510,896	517,355	523,814	525,124
Economic Development	514,247	517,146	520,068	521,368
Street Maintenance	1,412,471	1,425,434	1,438,397	1,441,993
Cemetery	119,234	120,071	120,908	121,210
Total Expenditures	<u>\$ 10,033,507</u>	<u>\$ 10,139,697</u>	<u>\$ 10,245,528</u>	<u>\$ 10,271,143</u>
Revenues Over (Under) Expenditures	<u>\$ (472,235)</u>	<u>\$ (482,581)</u>	<u>\$ (492,164)</u>	<u>\$ (419,540)</u>
Other Sources (Uses) Of Funds	14,864	15,636	15,897	-
Net Sources Over (Under) Uses	<u><u>\$ (457,371)</u></u>	<u><u>\$ (466,945)</u></u>	<u><u>\$ (476,267)</u></u>	<u><u>\$ (419,540)</u></u>

Three Year Historical Trend And Five Year Forecast



Description	FY 2017 Forecasted Budget	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget
210-Capital Improvement Funds				
Revenues				
Sales & Use Taxes	\$ -	\$ -	\$ -	\$ -
Fuel Taxes & Vehicle Fees	694,465	697,947	701,446	704,963
Other Grants	764,000	764,160		-
Other Revenues	6,576	6,576	6,576	6,576
Total Revenues	\$ 1,465,041	\$ 1,468,683	\$ 708,022	\$ 711,539
Capital Improvement Expenditures	\$ 1,914,000	\$ 1,713,200	\$ 762,500	\$ 742,500
Revenues Over (Under) Expenditures	\$ (448,959)	\$ (244,517)	\$ (54,478)	\$ (30,961)
Other Sources (Uses) Of Funds	\$ (60,399)	\$ (31,498)	\$ -	\$ -
Net Sources Over (Under) Uses	\$ (509,358)	\$ (276,015)	\$ (54,478)	\$ (30,961)
215-Capital Improvement Funds 1/2 CENT				
Revenues				
Sales & Use Taxes	1,740,178	1,757,580	1,775,156	1,792,908
Fuel Taxes & Vehicle Fees				
Other Grants				
Other Revenues				
Total Revenues	\$ 1,740,178	\$ 1,757,580	\$ 1,775,156	\$ 1,792,908
Capital Improvement Expenditures	827,809	350,714	798,318	248,318
Revenues Over (Under) Expenditures	\$ 912,369	\$ 1,406,866	\$ 976,838	\$ 1,544,590
Other Sources (Uses) Of Funds	\$ (1,345,800)	\$ (1,268,585)	\$ (1,302,257)	\$ (1,334,067)
Net Sources Over (Under) Uses	\$ (433,431)	\$ 138,281	\$ (325,419)	\$ 210,523
Debt Service				
Revenues	\$ -	\$ -	\$ -	\$ -
Debt Service Expenditures	\$ 1,698,168	\$ 1,595,469	\$ 1,596,054	\$ 1,625,968
Revenues Over (Under) Expenditures	\$ (1,698,168)	\$ (1,595,469)	\$ (1,596,054)	\$ (1,625,968)
Other Sources (Uses) Of Funds	\$ 1,698,168	\$ 1,595,469	\$ 1,596,054	\$ 1,625,968
Net Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -
Neighborhood Improvement Districts				
Revenues	\$ 261,044	\$ 261,044	\$ 261,044	\$ 261,044
Debt Service & Other Expenditures	\$ 301,311	\$ 301,492	\$ 301,329	\$ 301,789
Revenues Over (Under) Expenditures	\$ (40,267)	\$ (40,448)	\$ (40,285)	\$ (40,745)
Other Sources (Uses) Of Funds	\$ -	\$ -	\$ -	\$ -
Net Sources Over (Under) Uses	\$ (40,267)	\$ (40,448)	\$ (40,285)	\$ (40,745)

Three Year Historical Trend And Five Year Forecast



Description	FY 2017 Forecasted Budget	FY 2018 Forecasted Budget	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget
Parks & Recreation				
Revenues				
Property Taxes	\$ 414,390	\$ 417,300	\$ 420,230	\$ 423,181
Sales & Use Taxes	1,248,450	1,267,177	1,286,185	1,305,478
Grants	25,000	25,000	25,000	25,000
User Fees & Merchandise Sales	791,386	799,300	807,293	815,366
Other Revenues	20,200	20,200	20,200	20,200
Total Revenues	\$ 2,499,426	\$ 2,528,977	\$ 2,558,908	\$ 2,589,225
Expenditures				
Administration	\$ 487,144	\$ 449,127	\$ 453,610	\$ 457,856
Maintenance	397,337	415,828	419,319	421,973
Recreation Programs	803,334	805,342	807,355	809,373
Community Center	520,793	523,046	525,299	531,380
Total Expenditures	\$ 2,208,608	\$ 2,193,343	\$ 2,205,583	\$ 2,220,582
Revenues Over (Under) Expenditures	\$ 290,818	\$ 335,634	\$ 353,325	\$ 368,643
Other Sources (Uses) Of Funds	\$ (306,124)	\$ (310,413)	\$ (309,189)	\$ (291,503)
Net Sources Over (Under) Uses	\$ (15,306)	\$ 25,221	\$ 44,136	\$ 77,140
Water Pollution Control				
Revenues				
Permits & Connections	\$ 5,025	\$ 5,050	\$ 5,075	\$ 5,100
User Fees & Services	4,652,311	4,815,142	4,983,672	5,033,509
Interest Credit On Debt	306,803	306,803	306,803	306,803
Other Revenues	-	-	-	-
Total Revenues	\$ 4,964,139	\$ 5,126,995	\$ 5,295,550	\$ 5,345,412
Expenditures				
Administration, Interest, Depreciation	\$ 2,434,028	\$ 2,477,666	\$ 2,521,304	\$ 2,529,494
Intra-government Services	511,569	514,127	516,698	519,281
Plant Operations	949,669	958,343	967,017	968,941
Wastewater Collections Operations	367,896	369,307	370,718	370,953
Other Capital Maintenance	-	-	-	-
Total Expenditures	\$ 4,263,162	\$ 4,319,443	\$ 4,375,737	\$ 4,388,669
Net Operating Income (Loss)	\$ 700,977	\$ 807,552	\$ 919,813	\$ 956,743
Gain (Loss) On Sale of Assets	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 700,977	\$ 807,552	\$ 919,813	\$ 956,743

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: Capital Improvements Program

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

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.

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

Acknowledgements And Citations



Department Directors:

Barbara Carroll – Community Development and Acting City Manager
Marvin Coleman - Public Works
Tim Lowry (Acting) - Police Department
James Kushner - Fire Department and Acting City Manager
Matthew Lue – Director Finance
Dodee Matthews - Parks and Recreation

The City of Warrensburg would like to thank and acknowledge the contributions made by the following to the FY16 Budget Book.

Rachel Denfeld - Accountant
Toni Yost - Finance Assistant
Peggy Hostetler - Project Manager Administration
Amanda Jacobson – City Planner
Gary Swanson – Senior Computer Technician

Cover Design – Barbara Carroll – Acting City Manager

Cited Works:

Demographic Narratives and Statistics

JCEDC (Johnson County Economic Development Corporation). web. August 17, 2012.
http://www.growjocomo.com/?page_id=556

Google Maps, JCEDC. Warrensburg, MO. web. August 20,2012.
http://www.growjocomo.com/?page_id=556

UCM Website

Missouri Comprehensive Data System Website

American Community Survey