Photo by Sharell Middleton
2018 Warrensburg Budget Cover Photo Contest Winner

CITY OF WARRENSBURG FISCAL YEAR 2018 ANNUAL BUDGET

Photo by Gigi McCullough
2018 Warrensburg Budget Cover Photo Contest 2nd Place

Photo by Hannah Pilgrim
2018 Warrensburg Budget Cover Photo Contest 3rd Place

Warrensburg City Council

Council Member
• Bob Watts

Council Member
• Robin Allen

Council Member
• Casey Lund

Chairman Pro Tem
• Danielle Johnston

Mayor
• Bryan Jacobs

BILL NO. 9-2-17 ORDINANCE NO. 5365

AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 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, 2017 through September 30, 2018. 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 and passed by the City Council for the City of Warrensburg, Missouri, this 11th day of September, 2017.

CITY OF WARRENSBURG INCORPORATED 1855 JOHNSON COUNTY

ATTEST:

Cindy Gabel, City Clerk

Bryan Jacobs, Mayor

Warrensburg
MISSOURI
City of Warrensburg

Mission Statement

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

Vision

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

Core Values

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

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

GFOA Distinguished Budget Presentation Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Warrensburg

Missouri

For the Fiscal Year Beginning

October 1, 2016

Christopher P. Morrill

Executive Director

Table of Contents

Title Page
Mission, Vision and Core Values Statement…… i
GFOA Distinguished Budget Presentation Award…… ii
Table of Contents…… iii

Budget Message
Letter from the City Manager…… 1
Warrensburg History…… 3
Demographics…… 5

Strategic Plan
Fiscal Year 2018 Strategic Plan…… 9

Building the Budget
Building the Budget…… 27
Budget Calendar…… 28
Budget in Brief…… 29
Summary of All Funds…… 30

General Fund
Summary of General Fund…… 31
Revenues…… 34
City Council…… 36
City Clerk …… 38
City Manager's Office…… 40
Municipal Court…… 42
Legal Services…… 44
Public Information…… 46
Human Resources…… 48
General Administration…… 50
Finance…… 52
Information Technology…… 55
Buildings and Grounds…… 59
Emergency Management…… 61
Fire Protection…… 63
Law Enforcement…… 66
Animal Control…… 70
Community Development…… 73
Economic Development…… 75
Street Department…… 77
Cemetery…… 80
General Fund Debt Schedule…… 82

Community Improvement Plan (CIP)
CIP Narrative…… 83
CIP Revenue / Expense Transportation…… 85
CIP Transportation Debt Schedule…… 86
CIP Revenue / Expense Half Cent…… 87
CIP Half Cent Debt Schedule…… 88
CIP Revenue / Expense General Obligation Bonds…… 91
CIP General Obligation Bonds Debt Schedule…… 92

Debt Service
Debt Service Narrative…… 95
Debt Service Revenue / Expense…… 96
Debt Service Schedule…… 97

Table of Contents

Neighborhood Improvement District (NID)
NID Narrative…… 101
NID Exhibit A and B…… 102
NID Debt Revenue / Expense…… 103
NID Debt Schedule…… 104

Parks and Recreation
Summary Parks and Recreation…… 107
Parks and Recreation Revenue…… 108
General Administration…… 109
Maintenance…… 111
Recreation Programs…… 113
Community Center…… 115
Debt Schedule…… 117

Tax Incramental Financing (TIF)
TIF Narrative…… 121
TIF Revenue / Expense…… 122

Water Pollution Control (WPC)
Summary of Water Pollution Control…… 123
WPC Revenue…… 124
WPC General Administration…… 125
WPC Finance…… 128
WPC Treatment Plants…… 130
WPC Collections…… 132
WPC Community Improvement Plan…… 134
WPC Debt Schedule…… 136

Private Purpose Funds
Trust Fund Narrative…… 139
Stevenson…… 140
Brown…… 140
Anderson—Stevenson…… 140
Crissey…… 140
Tri-centennial…… 140

Agencies
Agencies Narrative…… 141
Children's Memorial…… 142
Arts Commission…… 143
Public Art Fund…… 143

Fiscal Forecast
Three Year Historical Trend and Five Year Forecast…… 145

Warrensburg Convention and Visitors Bureau…… 153

Glossary…… 157

Apendix
Purpose Statement…… 161
Funding Matrix…… 163
General Fund Funding Matrix…… 165
Funding Matrix…… 166
Organizational Chart…… 167
Staff Chart…… 168
Full Time Pay Structure Fiscal Year 2015…… 170
Boards, Commissions and Task Forces…… 188

Table of Contents

Financial Policy…… 189
Sewer Utility Rate Setting Policies…… 193
Investment Policy…… 200

Acknowledgements and Citations…… 204

This page intentionally left blank.

Budget Message

Office of the City Manager

August 21, 2017

Mr. Mayor and Honorable City Council members,

I am pleased to present to you the Fiscal Year 2018 budget. Staff has worked diligently over the last couple of months preparing a budget that meets today's needs, accomplishes the Council's strategic plan, continues to improve the City's fiscal health, and solidify a prosperous future. This letter will contain a review of the City's revenue trends and key highlights of changes in expenditures from the previous fiscal year.

Revenues

The City continues to experience stability in overall General Fund revenues, which is a positive. Overall revenues have plateaued and staff does not anticipate any increase or decrease in the upcoming fiscal year. Some revenues streams have declined, with the most significant one being franchise fees. Given the significant dependence of the City on sales tax revenues it is imperative that a constant focus is applied to sustaining growth in this revenue stream. Efforts such as the "Love What's Local" campaign become increasingly important. The real driver, however, will be to increase population and discretionary income levels within the city limits and local region. Conversation also needs to continue with State and Federal elected officials regarding the disparity between online and local sales transactions.

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

In fiscal year 2017, the City joined the Missouri Securities Investment Program (MOSIP). This has allowed the City to earn interest above what is currently offered by the City's banking institution, while maintaining compliance with state approved investments for municipalities.

Sewer rates are not generating sufficient revenues to keep pace with the increasing operational costs and needed investments to properly keep the system functioning. As a result, staff recommends an increase to the fixed portion of the Sewer Rate to achieve level funding for FY18.

Expenditures

Given the lack of growing revenues this year staff has cut back on many expenditures in both the FY 17-18 Budget as well as the current FY 16-17 budget. Staff has proposed a budget that maintains current staff positions, includes a step increase and a cost of living adjustment, and continues management's commitment to employees of assessing wages by conducting a Wage Analysis. Several projects and expenditures were postponed until revenues begin increasing again at some point in future budgets.

Health Insurance

Last year's changes in health insurance methodology is working very well and has resulted in no increase in health insurance premiums for the next budget. In addition, due to low claims history this year the planned reserve for health costs to assist with transitioning towards a fully self-insured plan is growing aggressively.

Staffing Changes

Staffing changes this year were limited to the addition of a fulltime human resource position with the costs split between the general fund and the Parks' account, and the part time evidence clerk re-classed to a full time position.

Capital Projects

Projects in FY18 will include the voter approved Veteran's Road extensions, the purchase of a new ladder truck and pumper, and the upgrade to all controlled intersection lights under the responsibility of the City. Work will also begin on the intersection of Hawthorne and Maguire. The Holden Street resurfacing project will also take place this year to capitalize on previously appropriated Surface Transportation Planning (STP) funds.

Conclusion

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

Johnson County History

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

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

Warrensburg Beginnings

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

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

The Legend of Old Drum

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

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

The "Eulogy" to Old Drum

> *"Gentlemen of the jury, the best friend a man has in this world may turn against him and become his enemy. His son or daughter whom he has reared with loving care may prove ungrateful. Those who are nearest and dearest to us — those whom we trust with our happiness and good name — may become traitors in their faith. The money that a man has he may lose. It flies away from him, perhaps when he needs it most. A man's reputation may be sacrificed in a moment of ill-considered action. The people who are prone to fall on their knees to do us honor when success is with us may be the first to throw the stone of malice when failure settles its cloud upon our heads. The one absolute, unselfish friend that man can have in this selfish world — the one that never proves ungrateful or treacherous — is his dog.*
>
> *"Gentlemen of the jury, a man's dog stands by him in prosperity and poverty, in health and sickness. He will sleep on the cold ground, where the wintry winds blow, and the snow drives fiercely, if only he can be near his master's side. He will kiss the hand that has no food to offer; he will lick the wounds and sores that come in encounter with the roughness of the world. He guards the sleep of his pauper master as if he were a prince. When all other friends desert, he remains. When riches take wings and reputation falls to pieces, he is as constant in his love as the sun in its journey through the heavens.*
>
> *"If fortune drives the master forth an outcast in the world, friendless and homeless, the faithful dog asks no higher privilege than that of accompanying him to guard against danger, to fight against his enemies. And when the last scene of all comes, and death takes the master in its embrace, and his body is laid away in the cold ground, no matter if all other friends pursue their way, there by his graveside will the noble dog be found, his head between his paws, his eyes sad but open in alert watchfulness, faithful and true even to death." – George Graham Vest*

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

On Friday June 23, 2017 Old Drum was designated the Historical Dog of Missouri.

For more information and facts about Warrensburg please visit www.warrensburg-mo.com/city-information or

Demographics

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

Households:	**2016**
Total number of Households	7,197
Average Household Size	2.32
Median Household Income	$ 40,789
Average Household Income	$ 54,863
Per Capita Income ("JCEDC")	$ 21,382

	2016
Square Mileage	9
Population:	
Population	19,718
Median Age ("JCEDC")	24.3

Description of Local Government

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

Local Sales Tax Breakdown:

200 – City General	1.000%
204 – City Capital Improvements	0.500%
246 – Storm Water / Parks	0.375%
300 – County	0.500%
302 – County Capital Improvement	0.500%
352 – County Law Enforcement	0.500%
- County 911	0.500%
- County Jail	0.250%
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	0.100%
State Sub-Total	4.225%

Total Sales Tax Breakdown:

Local	4.125%
State	4.225%
Hawthorne TDD	0.500%
Total Including TDD	8.850%

Police Protection:

Number of Stations	1
Total Number of Employees	38
Total Sworn Positions	36
Number of Vehicles	19

Public Works Street:

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

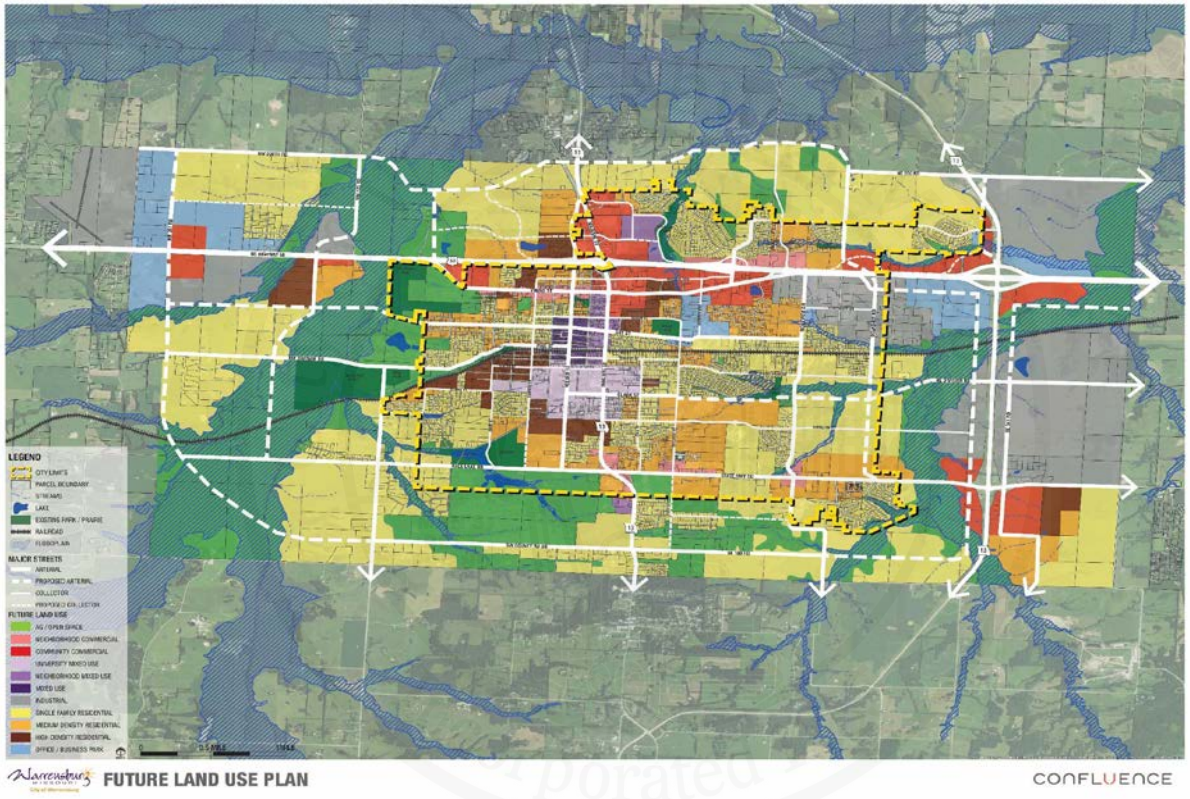
Fire Protection:

Number of Stations	2
Total Full Time Employees	25
Total Part Time Employees	24
Number of Hydrants	890
Number of Engines	5
Number of Aerial Vehicles	1
Number of Rescue Vehicles	1
Number of Support Vehicles	2

Transportation

Interstates and Highways

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



Railway Infrastructure

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

Public Transportation Network

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

Airport Infrastructure

University of Central Missouri's Max B. Swisher Skyhaven 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	84
Library	2
Hotels & Motels	6
Number of Rooms	339
Conference Centers	2
Capacity of Largest Center	5,000
Churches	20
Restaurants & Bars	56
Retail Stores	103

("JCEDC")

Recreation:

18-Hole Golf Courses	3
Soccer Fields	9
Tennis Courts	15
Baseball Fields	17
Bike trails	6
Walking Trails	17
Swimming Pools	3
Parks	11
Health Clubs (Public/Private)	6
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 2011-2012 school year for the eleventh time since the 1998-1999 school year.

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

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

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

Higher Education Overview

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

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

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

Educational Attainment: Population - Age 25 Plus	**2014**
Associate Degree	9.8%
Bachelor's Degree	20.5%
Graduate or Professional Degree	19.9%

(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

Sewer:

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

Electric:

KCP&L	800-303-0752

Natural Gas:

Missouri Gas Energy	800-582-1234

Telecommunications:

CenturyLink	800-788-3500

(“JCEDC”)

Communications:

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

(“JCEDC”)

Cultural Arts:

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

**Estimated Numbers*
(“JCEDC”)

CITY OF WARRENSBURG STRATEGIC PLAN

Fiscal Year 2018

2018 to 2023
Strategic Plan

Framework

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

Strategic Vision and Focus Areas

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

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

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

Understanding the Plan

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

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

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

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

2018 to 2023
Strategic Plan

Focus I: Investment in Infrastructure

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

Objectives

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

1. Connect and Maintain City Sidewalks

2. Prepare an Infrastructure Investment Plan

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

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

2018 to 2023
Strategic Plan

Focus I: Investment in Infrastructure

1. Maintain City Sidewalks

Strategies	Start Year
1a. Increase Curb and Sidewalk program in CIP when possible	FY18
1b. Add ADA accessibility to all new and reconstructed sidewalks	FY18
1c. Continue trails and sidewalk connection implementation plan	FY18

2. Infrastructure Investment Plan

Strategies	Start Year
2a. Complete Storm Water Master Plan Phase V	FY18
2b. Explore funding methods for Storm water Utility	FY18
2c. Develop inflow and infiltration study implementation program	FY18
2d. Improve street appearance, quality and number of miles improved with asphalt overlay yearly	FY17-FY21

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

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

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

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

2018 to 2023
Strategic Plan

Focus II: Community Pride and Interaction

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

Objectives

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

1. Engaging Communication via all forms of media

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

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

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

2018 to 2023
Strategic Plan

Focus II: Community Pride and Interaction

1. Engaging Communication via all forms of media

Strategies	Start Year
1a. Improve Public Relations by creating a point of contact at the city for community utilization	FY17
1b. Maintain new City website daily	FY17
1c. Evaluate community satisfaction through surveys, and community meetings	FY18
1d. Use website/social media to reach target market for existing activities and stay updated	FY17

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

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

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

Strategies	Start Year
3a. Market Warrensburg to those stationed at Whiteman Air Force Base that do not live in Warrensburg	FY17
3b. Continue to meet monthly to share ideas and strategies of mutual interest	FY17
3c. Hwy DD/Whiteman Trail - finalize engineering and secure preliminary funding	FY17-FY18
3d. Maintain participation in parades, BRAC, Whiteman Heritage Center, and 4th of July events	FY18

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

Strategies	Start Year
4a. Explore marketing/public relations positing (Full time Vs. Internship)	FY17
4b. Enhance street light upgrades and efficiencies	FY17-FY21
4c. Coordinate visual advertising campaign that promotes the Warrensburg area	FY17-FY18
4d. Continue to seek environmentally sustainable solutions and approaches for our community	FY17-FY21

2018 to 2023
Strategic Plan

Focus III: Growth and Development

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

Objectives

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

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

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

3. Focus on General Obligation Bond developments and spending transparency

4. Update and Implement new technologies

2018 to 2023
Strategic Plan

Focus III: Growth and Investment

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

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

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

Strategies	Start Year
2a. Actively recruit new business, including retail and primary employers	FY18
2b. Identify property for building residential homes	FY17
2c. Identify incentives to promote residential building	FY18
2d. Focus on development needs through one on one meetings with developers	FY17

3. Focus on General Obligation Bond developments and spending transparency

Strategies	Start Year
3a. Publish a timeline on the City website that outlines accomplishments and project milestones	FY17-FY18
3b. Identify and report every dollar spent on GO Bond projects	FY17
3c. Construct signs that identify the projects that were paid for with GO Bond funds	FY18-FY19
3d. Display new Fire apparatus to the public	FY18-FY19

4. Update and Implement new technologies

Strategies	Start Year
4a. City wide Fiber installation	FY18
4b. Update Incode systems, including implementation of document management system	FY17
4c. Install Wi-Fi connections to City buildings	FY17
4d. Increase software and hardware investments to boost efficiency and effectiveness of services	FY18

2018 to 2023
Strategic Plan

Focus IV: Regional Draw

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

Objectives

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

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

2. Enhance culture of Warrensburg Heritage with events and themes

3. Enhance Warrensburg Arts

4. Develop City Owned Hawthorne Lots

2018 to 2023
Strategic Plan

Focus IV: Regional Draw

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

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

2. Enhance culture of Warrensburg Heritage with events and themes

Strategies	Start Year
2a. Determine our target market and develop a niche market	FY17
2b. Support and grow Old Drum Days	FY17
2c. Support WCVB's efforts to promote the phrase "Man's Best Friend", and Old Drum logo	FY17
2d. Further promote Dickens Christmas	FY18

3. Enhance Warrensburg Arts

Strategies	Start Year
2c. Enhanced promotion of the Burg Dog Unleashed Art Project	FY17
3b. Create a map of Warrensburg with main attractions, art tours, and old home tours	FY18
3c. Maintain WCVB tourism hub that encompasses all information about our community	FY17

4. Develop City Owned Hawthorne Lots

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

2018 to 2023
Strategic Plan

Focus V: Employee Morale and Retention

Goal: ***Establish an inviting working environment for employees***

Objectives

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

1. Create open communication between employees and management

2. Provide employees with the best, and most economical benefits

3. Encourage ongoing education and learning opportunities

4. Promote from within when possible

2018 to 2023
Strategic Plan

Focus V: Employee Morale and Retention

1. Create open communication between employees and management

Strategies	Start Year
1a. Be open, honest, and transparent with Staff	FY17
1b. Conduct department meetings with Staff on a monthly basis	FY18
1c. Provide employee recognition quarterly	FY18

2. Provide employees with the best, and most economical benefits

Strategies	Start Year
2a. Continue the PTO buy-back program	FY17
2b. Increase the amount of family coverage provided by the City	FY17
2c. Implement wage increases based on performance	FY18

3. Encourage ongoing education and learning opportunities

Strategies	Start Year
3a. Offer and fund the tuition reimbursement program	FY17
3b. Encourage Staff to attend continuing education courses, conferences and seminars	FY18
3c. Offer incentives for completing levels of higher education and job related certifications	FY18

4. Promote from within when possible

Strategies	Start Year
4a. Help employees develop skills for future use	FY18
4b. Advocate carrier development	FY18
4c. Give Staff visibility on career development options	FY18

City of Warrensburg
Reporting and Accountability (Status) Worksheet

Focus I: Investment in Infrastructure							
Objective	**Strategy**	**Responsible Department**	**Funded**	**Estimated Cost**	**Recurring Cost**	**Project Start**	**Projected Completion**
1. Connect and Maintain City Sidewalks	Increase Curb and Sidewalk program in CIP when possible	Public Works		$5,000	YES	FY18	Indefinite
	Add ADA accessibility to all new and reconstructed sidewalks	Public Works	X	$40,000	YES		Indefinite
	Continue trails and sidewalk connection implementation plan	Public Works		$40,000	YES		Indefinite
2. Infrastructure Investment Plan	Complete Storm Water Master Plan	WPC	X	$78,116	-	FY13	FY18
	Explore funding methods for Storm water Utility	Finance/ WPC	N/A	-	-	FY17	Indefinite
	Develop inflow and infiltration study implementation program	WPC	X	$100,000	YES	FY18	Indefinite
	Implement MS4 program	WPC	X			FY17	FY17
	Improve street appearance, quality and number of miles improved with asphalt overlay yearly	Public Works		$600,000	YES	FY17	Indefinite
3. Replace and improve aging infrastructure, aesthetics, and traffic flow in the Maguire Street corridor	Complete Maguire Street corridor engineering	Public Works					
	Explore funding options for Maguire Street corridor construction	Finance/ Public Works	X	-	-	FY17	Indefinite
	Implement phase 1 of the Maguire Street Traffic Signalization	Public Works	X	$1,279,028	NO	FY17	FY18
	Connectivity of Trail System – Farmers Market, Maguire Street, Blind Boone Park	Public Works					
4. Develop new Industrial-Business Park/infrastructure including master site planning and financing options	Identify priority site	City Manager/ Public Works	X	-	-	FY17	FY17
	Identify and recruit corporations	City Manager	X	$27,000	$27,000	FY17	Indefinite
	Actively participate in development agreement processes with JCEDC to promote Warrensburg to industrial businesses	City Manager	X	-	-	FY17	Indefinite
	Continue to grow the cash reserve for Industrial-Business Park activities	Finance	X	$75,000	$75,000	FY17	FY22

City of Warrensburg
Reporting and Accountability (Status) Worksheet

Focus II: Community Pride and Interaction							
Objective	**Strategy**	**Responsible Department**	**Funded**	**Estimated Cost**	**Recurring Cost**	**Project Start**	**Projected Completion**
1. Engaging Communication via all forms of media	Improve Public Relations by creating a point of contact at the city for community utilization	PIO	X	-	-	FY18	Indefinite
	Create New City Website	PIO	X	$30,000		FY17	FY17
	Evaluate community satisfaction through surveys, and community meetings	City Manager/PIO	X	$14,000	-	FY18	FY18
	Use website/social media to reach target market for existing activities and stay updated	PIO	X	N/A	NO	FY17	Indefinite
2. Increase regional partnerships for projects with multi-jurisdictional impact	Assist in the completion of Spirit Trail	Public Works		-	-		
	Improve connectivity between UCM campus, downtown and community at large	Public Works	X	$709,000	NO	FY18	FY18
	Increase ridership and communication OATS transportation	PIO/ City Clerk		-	-	FY17	FY22
	Promote Rock Island Trail and connections to Warrensburg	PIO		-	-		
3. Forge stronger partnership and increased support of Whiteman Air Force Base	Market Warrensburg to those stationed at Whiteman Air Force Base that do not live in Warrensburg	PIO	X	$100	YES	FY17	Indefinite
	Continue to meet monthly to share ideas and strategies of mutual interest	City Manager	X	-	NO	FY17	Indefinite
	Hwy DD/Whiteman Trail - finalize engineering and secure preliminary funding	Public Works	X	$15,000	NO	FY17	FY18
	Maintain participation in parades, BRAC, Whiteman Heritage Center, and 4th of July events	City Manager	X	-	NO	FY17	Indefinite
4. Identify and promote projects that enhance quality of life in Warrensburg	Work with the Park Board to enhance City trails with landscape and lighting plan, and update aging playgrounds	City Manager/ Public Works/ Parks and Rec		-	-	FY17	FY22
	Explore marketing/public relations positing (Full time Vs. Internship)	City Manager	X	-	NO	FY18	
	Enhance street light upgrades and efficiencies	Public Works	X	$2,500	YES	FY17	FY22
	Coordinate community video that promotes the Warrensburg area	PIO/ City Manager		-	NO	FY17	FY22
	Continue to seek environmentally sustainable solutions and approaches for our community	City Manager	X	-	-	FY17	Indefinite

City of Warrensburg
Reporting and Accountability (Status) Worksheet

Focus III: Growth and Development							
Objective	**Strategy**	**Responsible Department**	**Funded**	**Estimated Cost**	**Recurring Cost**	**Project Start**	**Projected Completion**
1. Improve and maintain rankings and ratings that result in community savings and efficiencies	Improve ISO Rating	Fire	X	$200,000	YES	FY17	FY18
	Maintain Current Bond Rating	Finance	X	-	-	FY17	FY18
	Update financial reports to provide concise, pertinent, and timely information	Finance	X	-	-	FY17	Indefinite
	Implement recommendations from the financial auditors yearly	Finance	X	-	-	FY17	Indefinite
2. Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth	Actively recruit new business, including retail and primary employers	City Manager/ Economic Development	X	$27,000	YES	FY17	Indefinite
	Update financial procedures in support of the current financial policies	Finance	X	-	-	FY17	Indefinite
	Identify property for building residential homes	Community Development	X	-	-	FY18	FY22
	Identify incentives to promote residential building	Community Development	X	-	-	FY18	FY22
	Create marketing materials to place in hotels, restaurants, etc.	PIO		-	-	FY19	FY19
3. Focus on General Obligation Bond developments and spending transparency	Publish a timeline on the City website that outlines accomplishments and project milestones	Finance/ Public Works/ Fire	X	-	-	FY18	FY19
	Identify and report every dollar spent on GO Bond projects	Finance/ Public Works/ Fire	X	-	-	FY18	FY19
	Construct signs that identify the projects that were paid for with GO Bond funds	Public Works	X	-	-	FY18	FY19
	Display new Fire apparatus to the public	Fire	X	-	-	FY18	FY19
4. Update and Implement new technologies	Implement GIS system	Community Development	X	$9,156	YES	FY16	Indefinite
	City wide Fiber installation	IT		-	-	FY19	FY22
	Update Incode systems, including implementation of document management system	IT/ Finance	X	$160,000	YES	FY17	FY18
	Install Wi-Fi connections to City buildings	IT	X	$75,000	NO	FY18	FY19
	Increase software and hardware investments to boost efficiency and effectiveness of services	IT	X	$75,000	YES	FY19	Indefinite

City of Warrensburg
Reporting and Accountability (Status) Worksheet

Focus IV: Regional Draw							
Objective	**Strategy**	**Responsible Department**	**Funded**	**Estimated Cost**	**Recurring Cost**	**Project Start**	**Projected Completion**
1. Warrensburg Convention and Visitors Bureau (WCVB) continued focus to attract new events and enhance current events	Meet with hotel owners/managers to determine when rooms are vacant and work with community groups to fill rooms	WCVB Director	X	-	NO	FY17	Indefinite
	Increase grant writing to support WCVB efforts	WCVB Director	X	-	NO	FY17	FY22
	Examine expected objectives, competencies, and priorities	WCVB Director	X	-	NO	FY17	FY18
	Work with City to actively recruit businesses through increased tourism	WCVB Director	X	-	NO	FY17	Indefinite
2. Enhance culture of Warrensburg Heritage with events and themes	Determine our target market and develop a niche market	PIO	X	$15,000	NO	FY17	FY18
	Support and grow Old Drum Days & Burg Dog Unleashed Art Project	WCVB Director/ Economic Development	X	$700	YES	FY17	FY22
	Support WCVB's efforts to promote the phrase "Man's Best Friend", and Old Drum logo	Economic Development	X	-	NO	FY17	FY22
	Further promote Dickens Christmas	PIO	X	$100	YES	FY18	FY22
3. Enhance Warrensburg Arts	Enhanced promotion of the Burg Dog Unleashed Art Project	WCVB Director/ PIO	X	-	NO	FY18	FY22
	Create a map of Warrensburg with main attractions, art tours, and old home tours	WCVB Director/ Economic Development		-	-		
	Maintain WCVB tourism hub that encompasses all information about our community	WCVB Director/ Economic Development	X	-	-	FY17	Indefinite
4. Develop City Owned Hawthorne Lots	Work with realtor to promote the sale of City owned land	Community Development	X	8% of Sale	NO	FY17	Indefinite
	Explore options for new businesses to locate to the Hawthorne area	Community Development	X	-	-	FY17	Indefinite

Focus V: Employee Morale and Retention							
Objective	**Strategy**	**Responsible Department**	**Funded**	**Estimated Cost**	**Recurring Cost**	**Project Start**	**Projected Completion**
1. Create open communication between employees and management	Be open, honest, and transparent with Staff	Department Heads	X	-	-	FY17	Indefinite
	Conduct department meetings with Staff on a monthly basis	Department Heads	X	-	-	FY18	Indefinite
	Provide employee recognition quarterly	HR	X	$1,000	YES	FY18	Indefinite
2. Provide employees with the best, and most economical benefits	Continue the PTO buy-back program	City Manager/HR	X	$175,000	YES	FY17	Indefinite
	Increase the amount of family coverage provided by the City	City Manager/HR		-	YES	FY17	FY22
	Implement wage increases based on performance	City Manager/HR		-	YES	FY18	Indefinite
3. Encourage ongoing education and learning opportunities	Offer and fund the tuition reimbursement program	City Manager/HR	X	$20,000	YES	FY17	Indefinite
	Encourage Staff to attend continuing education courses, conferences and seminars	HR/Department Heads	X	$74,000	YES	FY18	Indefinite
	Offer incentives for completing levels of higher education and job related certifications	City Manager/HR		-	YES	FY18	Indefinite
4. Promote from within when possible	Help employees develop skills for future use	Department Heads	X	-	-	FY18	Indefinite
	Advocate carrier development	Department Heads	X	-	-	FY18	Indefinite
	Give Staff visibility on career development options	HR	X	-	-	FY18	Indefinite

This page intentionally left blank.

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 breakdown of sources and uses of each of these Funds is provided in the individual sections, and funding sources are located in the Fund matrix.

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

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

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

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

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

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

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

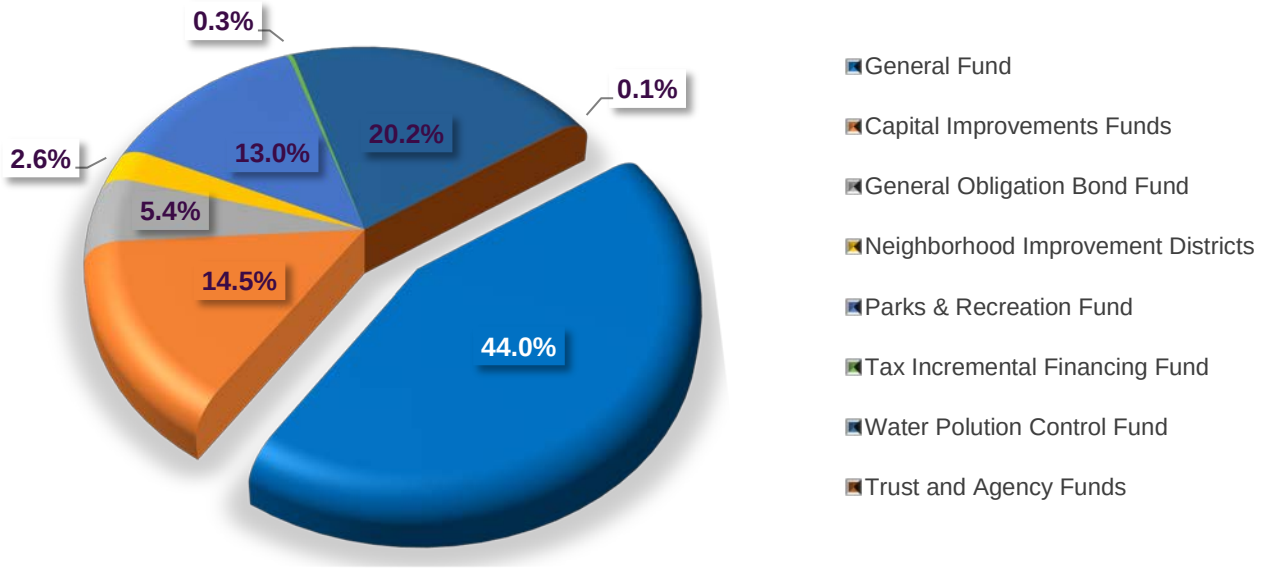
Modified Accrual Fund Accounting is used for both budgeting and accounting purposes with the exception of the enterprise fund. Enterprise Funds account for operations that are considered to be like businesses with Full Accrual accounting systems. Briefly, the Full Accrual measures transactions when economic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

FY18 Budget Calendar

		ACTIVITY	PLAN START	PLAN DURATION
February	15	Complete Cover Art rules and guidelines, and set a public release date	1	1
	22	Strategic Plan Review - Performance Measurement Discussion	2	1
	28	CIP and Capital Outlay Requests due	3	2
March	1	Proposed FY18 Budget available for departments to enter numbers	4	10
	3	CIP Committee Meets	4	1
	10	Review FY18 Budget Priorities with Staff	5	1
	15	Revenue Projection for CIP	6	1
	20	Personnel Base Budget Complete (based on current staff and current benefits)	7	1
	22	Personnel Requests from Departments to Finance and Human Resources (HR)	7	1
	31	Personnel Compensation Package Review	8	1
April	7	Report to City Manager for cost of Personnel Compensation Package	9	1
	17	Performance Measurements and Narratives sent to department heads	11	1
	24	City Council tour through City Hall	12	1
	26	Budget Retreat	12	2
	28	Send meeting request for Boards and Community funding request	12	1
May	5	Completion of initial budget numbers by departments	13	1
	9	FY18 Strategic Plan meeting and Budget Retreat Review	14	1
	16	Departments review budget numbers with Finance and the City Manager	15	1
	19	Review of FY17 Budget vs Actuals	16	2
	30	Performance Measurement/Narrative Review	17	1
	31	Preliminary Health Discussion Plan Design	17	1
June	5	Department meetings with Finance and the City Manager - Final Proposals	18	1
	15	Health Plan Design Analysis	19	1
	23	Final FY18 Budget Changes Due	20	1
	26	Community Funding Request To Council	21	2
	28	FY18 Unfunded List Determined by Staff	21	1
July	6	Final Review of Complete Personnel and Benefit Package	22	1
	7	FY18 Revenue numbers updated	22	1
	10	Sewer Rate report to Council	23	1
	17	Begin binding the FY18 Budget	24	2
	21	Request Tax Levy information from the County	24	1
	24	Public Hearing Adjusting Sewer Rates	25	1
	24	Public Comment with City Council Revisions and Approval of 5 Year CIP	25	1
August	9	Budget Complete and Forwarded to Council	27	2
	14	Budget Presentation by City Manager to Council and Public	28	1
	14	Notice for Public Hearing for Tax Levies	28	1
	28	First Reading Ordinance, Public Comment & Hearing on Tax Levies	30	1
September	11	Final Budget Presented to Council	32	1
	11	First Reading for FY18 Budget	32	1
	25	Second Reading and Approval of Budget Ordinance	34	1
	29	Budgets Incorporated in Financial System	34	1
October	2	Prepare for Audit & Capital Improvement Projects/ Bidding and Contracts	35	4
	23	Submit Budget to GFOA for Award Consideration	38	2
	30	Auditors Begin Audit	39	1

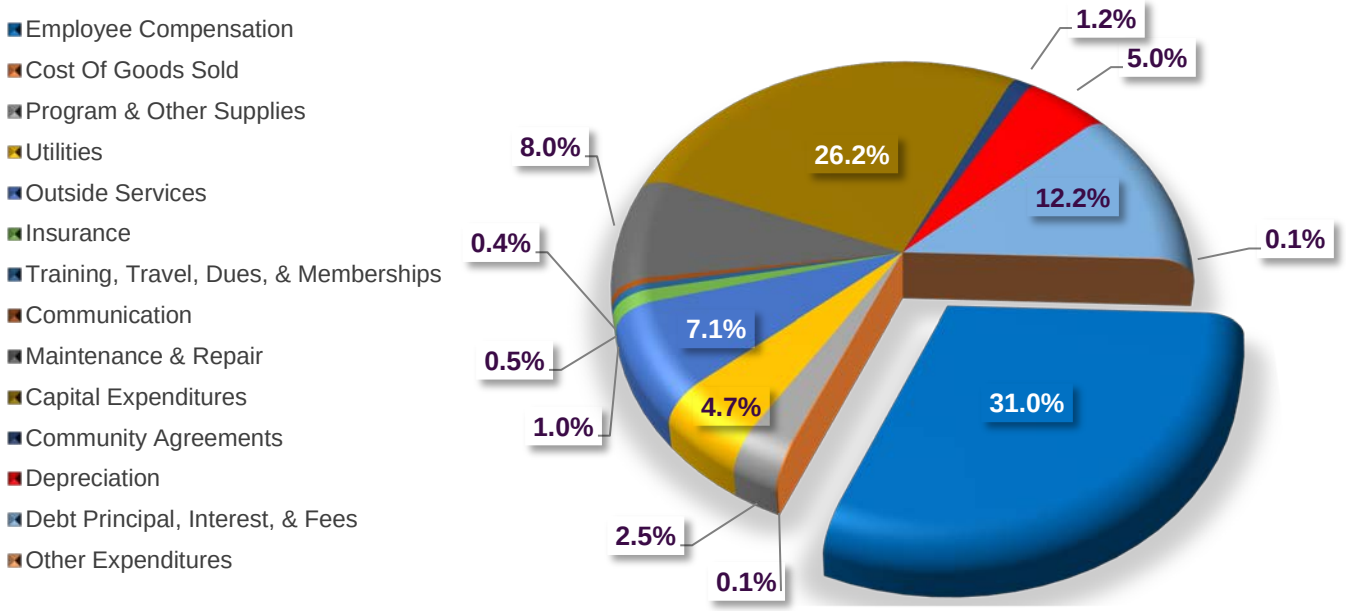
The projected Fiscal Year 2018 All Funds revenue budget is $22,383,865, total projected All Funds expenditures are budgeted at $28,902,272, which results in net revenues under expenditures and other uses of -$6,494,355.
This large disparity is the reuslt of funding and expenses crossing fiscal years. In FY17, The City received $5,500,000 in General Obligation Bond proceeds, but the majority of the expenses will be realized in FY18. All Funds revenue is comprised largly by General fund income 44%, Water Polution Control fund 20.2%, and the CIP fund 14.4%.

All Funds FY18 Revenues



At 31.1% of the total, a large portion of the total ependitures are employee compensation related, followed by Capital Expenditures at 26% where the bulk General Obligation Bond expenses reside. In Fiscal Year 2017 the City made a conscience effort to invest in it's workforce. In doing so, the City has stabilized employee PTO by limiting the amount carried over from year to year, and assignig a cash value to remaining balances. The City has also began a plan to become fully self insured by 2021.

All Funds FY18 Expenditures



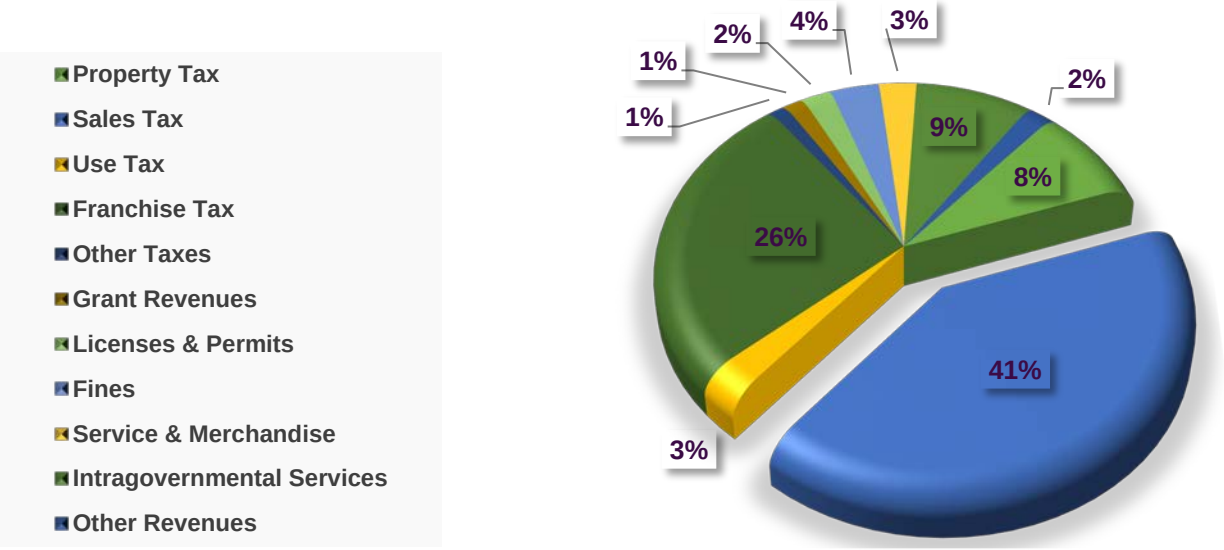
Summary of All Funds

Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Revenues				
Property Tax	1,260,030	1,288,520	1,288,520	2,573,120
Sales Tax	6,920,967	7,167,000	7,167,000	6,879,000
Use Tax	468,666	502,500	502,500	480,050
Franchise Tax	2,513,128	2,527,000	2,527,000	2,570,000
Tax - Non Categorized	106,647	107,000	107,000	116,000
Intergovernmental - Fed Grant	-	450,000	450,000	467,000
Intergovernmental - St Grant	815,266	960,448	840,448	1,278,248
Intergovernmental - Local Grant	10,689	10,000	10,000	18,000
Licenses	99,529	95,872	95,872	105,450
Permits	109,045	90,975	90,975	108,880
Fines	322,640	322,500	322,500	354,730
Service & Merchandise	5,138,499	5,444,809	5,444,809	5,411,630
Intragovernmental Services / Reimbursement	548,054	830,335	830,335	846,020
Asset Sales	63,731	486,200	486,200	506,200
Interest Income	386,133	353,066	353,066	352,736
Donation	33,138	208,041	57,596	223,541
Revenue - Non Categorized	238,848	122,500	5,841,416	117,312
Total Revenues	19,035,009	20,966,766	26,415,237	22,407,917
Expenditures				
Salaries & Wages	5,892,434	6,786,576	6,662,873	6,808,860
Employee Taxes	457,692	499,564	509,541	501,621
Employee Retirement	354,970	273,658	277,003	280,543
Employee Insurance	881,948	1,347,592	1,218,323	1,147,562
Worker's Compensation	181,043	266,587	192,356	213,189
Unemployment	0	-	-	-
Employer Provided Ser - Other	894	50	50	2,000
Cost of Goods Sold	35,146	30,300	35,400	31,300
Program & Other Supplies	496,397	686,194	533,825	723,410
Utilities	1,291,771	1,421,749	1,335,671	1,360,230
Outside Services	1,661,755	2,158,560	2,300,708	2,049,002
Insurance	273,682	293,000	297,719	295,000
Training And Travel	85,235	111,492	87,818	120,842
Dues And Memberships	23,649	26,316	26,087	27,680
Communication	109,173	130,497	118,254	122,765
Maintenance And Repair	1,026,384	1,527,699	1,448,894	1,342,628
Service - Non Categorized	463,378	352,720	481,460	982,101
Capital - Expenditures	965,786	2,380,190	2,346,332	7,561,108
Debt Service	2,599,223	2,521,170	2,644,090	3,519,671
Third Party Ticket Sales	59	100	100	100
Community Agreements	259,753	311,167	311,167	342,961
Over (Short)	79	100	100	100
Bad Debt	-	35,000	35,000	15,000
Depreciation	1,497,086	1,315,000	1,315,000	1,450,000
Donations & Grants	2,000	5,600	5,600	4,600
Non Categorized	-	-	-	-
Total Expenditures	18,559,535	22,480,881	22,183,373	28,902,272
Revenues Over (Under) Expenditures	475,474	(1,514,115)	4,231,864	(6,494,355)

Summary Of General Funds

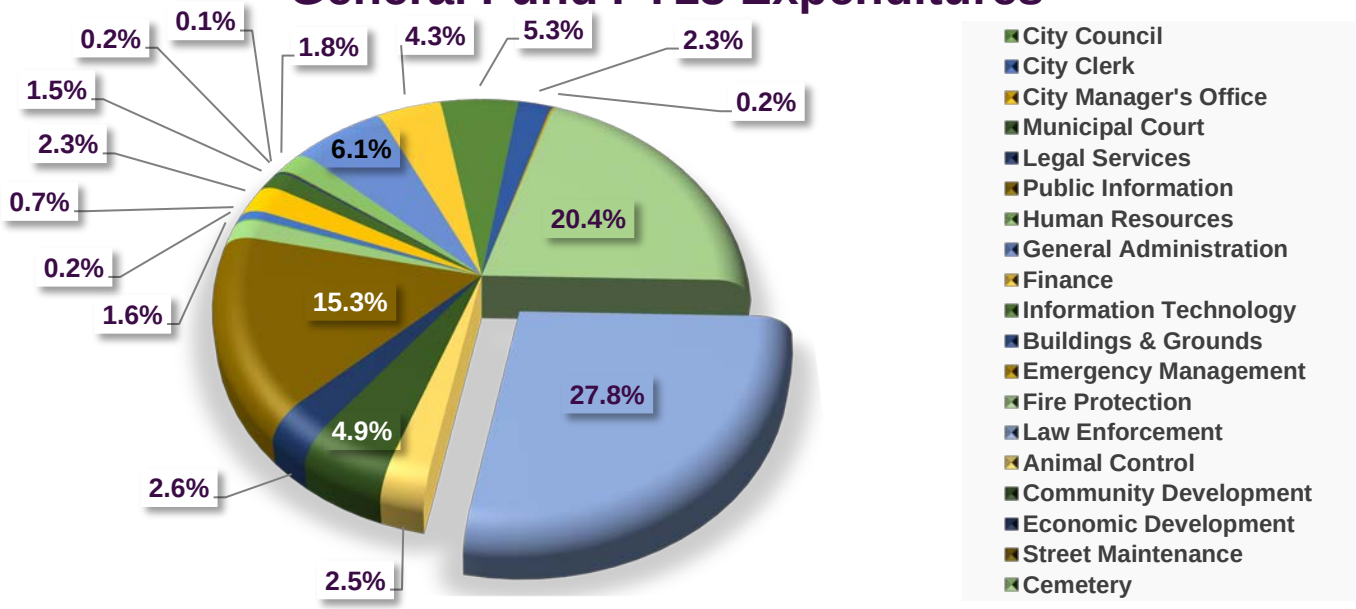
The General Fund is the largest fund in the City. It includes essential government services such as Fire Protection, Law Enforcement, Emergency Management, Street Maintenance, Public Information, Community and Economic Development. Sales and Franchise taxes make up nearly 70% of the general fund revenue. Quality and volume of City services depend heavily on these extremely volatile revenue streams.

General Fund FY18 Revenues



Within the General Fund, public safety services, Law Enforcement and Fire Protection, constitute the greatest expense combining for 48.3% of the funds total expenditures. Street Maintenance, or Public Works, accounts for 15.3% of the General Fund total. In essence, City of Warrensburg's tax payer revenue directly correlates to the quality service that the City can provide.

General Fund FY18 Expenditures



Summary of General Fund

Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Recurring Budget	FY 2018 Non-Recurring Budget	FY 2018 Budget
Projected Cash Balance at October 1, 2017						4,391,405
Revenues						
Property Tax	779,593	790,000	790,000	812,400		812,400
Sales Tax	4,097,115	4,250,000	4,250,000	4,090,000		4,090,000
Use Tax	249,939	292,500	292,500	250,000		250,000
Franchise Tax	2,513,128	2,527,000	2,527,000	2,570,000		2,570,000
Tax - Non Categorized	106,647	107,000	107,000	116,000		116,000
Intergovernmental - Federal Grant	-	70,000	70,000	-	87,000	87,000
Intergovernmental - State Grant	35,019	64,448	64,448	-	48,000	48,000
Intergovernmental - Local Grant	-	-	-	-	8,000	8,000
Licenses	99,529	95,872	95,872	105,450		105,450
Permits	108,895	90,475	90,475	108,380		108,380
Fines	322,640	322,500	322,500	354,730		354,730
Service & Merchandise	213,292	268,850	268,850	271,470		271,470
Intragovernment Services/Reimburse	548,054	830,335	830,335	846,020		846,020
Asset Sales	13,700	6,000	6,000	6,000		6,000
Interest Income	40,956	28,300	28,300	57,017		57,017
Donations	11,358	16,000	16,096	-	18,000	18,000
Revenue - Non Categorized	73,193	24,500	265,213	35,000	74,312	109,312
Total Revenues	9,213,059	9,783,780	10,024,589	9,622,467	235,312	9,857,779
Expenditures						
Salaries & Wages	4,653,922	5,360,962	5,237,259	5,386,267		5,386,267
Employee Taxes	360,307	390,603	400,581	393,997		393,967
Employee Retirement	252,203	211,427	214,772	214,442		214,442
Employee Insurance	724,521	991,818	862,549	924,716		924,716
Worker's Compensation	159,263	234,442	160,211	184,111		184,111
Unemployment	0	-	-	-		-
Employer Provided Services - Other	894	-	-	2,000		2,000
Cost of Goods Sold	542	-	-	-		-
Program And Other Supplies	298,662	360,994	304,925	359,570	2,200	361,540
Utilities	647,251	752,787	670,162	712,432		712,432
Outside Services	545,151	746,897	750,626	553,619	83,000	636,619
Insurance	189,629	200,000	200,000	200,000		200,000
Training and Travel	79,762	100,892	77,218	112,198	4,344	104,992
Dues and Memberships	17,061	18,891	18,662	20,255		20,255
Communication	80,664	92,477	80,234	89,215		89,215
Maintenance & Repair	326,010	443,472	342,467	394,285	31,000	425,285
Services - Non Categorized	33,602	42,249	28,334	46,866		46,866
Capital - Buildings	-	40,000	42,500	-	50,000	50,000
Capital - Equipment	113,115	321,500	314,039	-	189,780	189,780
Capital - Software	-	-	302,247	-	74,312	74,312
Capital - Infrastructure	1,446	1,500	1,000	-	7,500	7,500
Capital - Vehicles	154,303	89,000	255,800	-	138,545	138,545
Capital - Non Categorized	-	-	-	-		-
Debt Principal	-	-	-	-		-
Debt Interest	-	-	-	-		-
Court Fines Distribution	-	-	-	-		-
Community Agreements	254,849	268,667	268,667	37,200	225,885	267,961
Bad Debt And (Over) Short	(23)	-	-	-		-
Donations	-	-	-	-		-
Contingency Appropriation	-	-	-	-		-
Total Expenditures	8,893,133	10,668,579	10,532,255	9,631,172	806,565	10,430,803
Revenues Over (Under) Expenditures	319,926	(884,799)	(507,667)	(8,705)	(571,253)	(573,024)

Summary of General Fund

Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Recurring Budget	FY 2018 Non-Recurring Budget	FY 2018 Budget
Other Sources						
Transfer from Parks & Recreation	58,030	-	-	-	-	-
Total Other Sources	58,030	-	-	-	-	-
Other Uses						
Transfer to Debt Service Fund	27,800	-	32,149	-	-	64,298
Total Other Uses	27,800	-	32,149	-	-	64,298
Net Sources Over (Under) Uses	30,230	-	(32,149)	-	-	(64,298)
Revenue and Other Sources Over (Under) Expenditures and Other Uses	350,156	(884,799)	(539,816)	(8,705)	(571,253)	(637,322)
Additional Items Affecting Cash Balance						
Change From Due To / From Accounts						-
Projected Cash Balance at September 30, 2018						3,754,083

General Fund Revenues

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Taxes					
110-51105	Property Tax - Current	706,612	710,000	710,000	730,000
110-51110	Property Tax - Delinquent	8,899	10,000	10,000	10,000
110-51115	Railroad Tax	33,319	36,000	36,000	36,000
110-51125	Financial Institution	3,486	4,000	4,000	3,600
110-51130	M & M Surtax	27,277	30,000	30,000	32,800
110-51205	Sales Tax	3,264,141	3,400,000	3,400,000	3,260,000
110-51210	Law Enforcement	832,974	850,000	850,000	830,000
110-51305	Use Tax	249,939	292,500	292,500	250,000
110-51405	Franchise - Electric	1,537,786	1,500,000	1,500,000	1,580,000
110-51410	Franchise - Gas	249,190	300,000	300,000	240,000
110-51415	Franchise - Water	208,917	220,000	220,000	250,000
110-51420	Franchise - Telephone	334,302	340,000	340,000	320,000
110-51425	Franchise - Cable Television	182,933	167,000	167,000	180,000
110-51905	Taxes - Lodging	106,647	107,000	107,000	116,000
Total Tax Revenue		7,746,422	7,966,500	7,966,500	7,838,400
Intergovernmental - Grants					
110-52105	Federal	-	70,000	70,000	87,000
110-52200	State	1,392	-	-	-
110-52215	Cigarette Tax	33,627	43,000	43,000	38,000
110-52235	Dept of Natural Resources	-	11,448	11,448	-
110-52240	Dept of Conservation	-	10,000	10,000	10,000
110-52305	Non Categorized	-	-	-	8,000
Total Intergovernmental - Grants Revenue		35,019	134,448	134,448	143,000
Licenses and Permits					
110-53105	License - Business	69,764	70,000	70,000	73,000
110-53110	License - Cigarette & Pinball	384	372	372	350
110-53115	License - Dog	2,284	2,500	2,500	2,100
110-53120	License - Liquor	27,098	23,000	23,000	30,000
110-53205	Permit - Building	76,483	60,000	60,000	72,000
110-53210	Permit - Right of Way	32,000	30,000	30,000	36,000
110-53299	Permit - Non Categorized	412	475	475	380
Total Licenses and Permits Revenue		208,424	186,347	186,347	213,830
Fines					
110-54105	Compensation	773	-	-	430
110-54110	Court	297,013	295,000	295,000	331,000
110-54120	Inmate Security	3,133	2,500	2,500	3,600
110-54135	Training	4,182	-	-	2,700
110-54140	Violations	17,540	25,000	25,000	17,000
Total Fines		322,640	322,500	322,500	354,730
Charges for Services					
110-55110	Adoptions	55,848	60,000	60,000	60,000
110-55135	Development	4,919	3,500	3,500	7,700
110-55140	Services	75	900	900	900
110-55141	Contractual services	109,566	134,700	134,700	149,355
110-55145	Foundations	625	750	750	475
110-55150	Grave Openings	24,425	40,000	40,000	35,000
110-55155	Lot	7,500	18,000	18,000	8,000
110-55170	Programs	700	2,000	2,000	690
110-55175	Rentals	3,390	-	-	3,400
110-55180	Reports	4,709	5,000	5,000	4,600
110-55199	Services - Non Categorized	1,536	4,000	4,000	1,350
Total Charges for Services		213,292	268,850	268,850	271,470

General Fund Revenues

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Intragovernment Services / Reimbursements					
110-55500	Intragovernmental Services / Reimb	548,054	830,335	830,335	846,020
Total Intragovernment Services / Reimburse		548,054	830,335	830,335	846,020
Asset Sales					
110-56110	Asset Sales - Equipment	13,700	6,000	6,000	6,000
Total Asset Sales		13,700	6,000	6,000	6,000
Interest Income					
110-57105	Interest on Deposits	40,504	28,200	28,200	57,000
110-57120	Earnings Credit	451	-	-	17
110-57125	Payment Terms Discounts	-	100	100	-
Total Interest Income		40,956	28,300	28,300	57,017
Donations					
110-59110	Donations	30	-	96	-
110-59115	Donations - Animal Control	3,898	6,000	6,000	9,000
110-59120	Donations - Cemetery	7,430	10,000	10,000	9,000
Total Donations		11,358	16,000	16,096	18,000
Revenue - Non Categorized					
110-59910	Claims / Reimbursements	71,122	24,500	24,500	35,000
110-59920	Lease Proceeds	-	-	227,247	74,312
110-59999	Non Categorized	2,071	-	13,466	-
Total Non Categorized		73,193	24,500	265,213	109,312
	Total Revenues	9,213,058	9,783,780	10,024,589	9,857,779

City Council

Mission

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

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

Accomplishments

During fiscal year 2016-2017 the City Council passed many Ordinances and Resolutions. In addition to this new legislation, many contractual agreements were signed and executed.

The Mayor and City Council welcomed many new businesses and several new building sites have begun around Warrensburg

City Council

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-601-1101	Wages	90	5	5	5
110-601-1105	Wages - Supplemental	1,710	1,800	1,800	1,800
110-601-2101	FICA Taxes	138	138	138	138
110-601-2401	Worker's Compensation	111	5	3	5
Total Personnel Expenses		2,050	1,948	1,947	1,948
Commodities					
110-601-4108	Meeting Supplies	1,218	-	-	-
110-601-4109	Office Supplies	386	400	400	400
110-601-4114	Software	-	-	-	-
110-601-4117	Food	1,383	2,000	2,000	2,000
Total Commodities		2,986	2,400	2,400	2,400
Services					
110-601-5206	Legal Services	763	500	500	500
110-601-5401	Travel - Meals	301	1,940	1,940	1,700
110-601-5402	Mileage	565	1,400	1,400	1,200
110-601-5403	Travel - Room	-	2,650	2,650	1,300
110-601-5404	Schools and Seminars	650	1,260	1,260	1,260
110-601-5501	Dues and Memberships	1,548	1,600	1,600	1,600
110-601-5601	Advertising	109	300	300	1,850
110-601-5605	Outside Fundraising Events	500	1,000	1,000	1,000
110-601-5906	Programs / Events Expense	-	-	-	-
110-601-5999	Services - Non Categorized	15	1,000	1,000	1,000
Total Services		4,450	11,650	11,650	11,410
	Total Expenditures	9,486	15,998	15,997	15,758

City Clerk

Mission

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

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

Department Initiatives:

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

Accomplishments:

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
City Clerk	Exempt	1	1	1	1
Totals		1	1	1	1

City Clerk

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-602-1101	Wages	47,776	48,496	48,496	49,712
110-602-1105	Wages - Supplemental	240	240	240	240
110-602-2101	FICA Taxes	3,805	3,710	3,710	3,772
110-602-2201	Employee Retirement	3,644	2,764	2,764	3,097
110-602-2301	Insurance - Dental	327	831	342	342
110-602-2302	Insurance - Health	6,538	6,170	6,170	5,845
110-602-2304	Insurance - Life	86	105	105	125
110-602-2305	Insurance - Short Term Disability	-	223	223	234
110-602-2306	Insurance - Long Term Disability	-	95	95	114
110-602-2401	Worker's Compensation	8	165	113	95
Total Personnel Expenses		62,424	62,799	62,258	63,577
Commodities					
110-602-4103	Computer Supplies	571	275	275	275
110-602-4108	Meeting Supplies	38	-	-	-
110-602-4109	Office Supplies	134	250	250	250
110-602-4112	Publications	180	240	240	240
110-602-4114	Software	-	350	350	350
Total Commodities		923	1,115	1,115	1,115
Services					
110-602-5106	Utility - Telephone	210	210	210	210
110-602-5206	Legal Services	150	500	500	500
110-602-5299	Contractual - Non Categorized	48	-	-	-
110-602-5401	Travel - Meals	12	140	140	140
110-602-5402	Mileage	-	250	250	250
110-602-5403	Travel - Room	-	450	450	450
110-602-5404	Schools and Seminars	-	300	300	300
110-602-5501	Dues and Memberships	200	250	250	250
110-602-5601	Advertising	60	60	60	60
110-602-5603	Printing and Binding	5,800	6,000	6,000	6,000
110-602-5704	Software Maint and Repair	-	-	-	-
110-602-5999	Services - Non Categorized	-	4,050	4,050	4,050
Total Services		6,480	12,210	12,210	12,210
Capital Outlay					
110-602-6206	Equipment - Office	-	-	17,500	-
Total Capital Outlay		-	-	17,500	-
	Total Expenditures	69,827	76,124	93,083	76,902

City Manager

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

Fiscal Year 2017 Accomplishments

- Announcement of Warrensburg as the location of the 23rd Dollar Tree Distribution Center in the U.S.
- New City website launched
- Achieved a AA- Bond Rating with a very strong outlook from Standard & Poor's
- Community passed its first ever, voter approved General Obligation Bond measure at the ballot
- Stabilized health insurance costs and premiums
- Implemented financial planning and control measures for employee Paid Time Off and benefits
- Have two Hawthorne lots under option for purchase

Fiscal Year 2018 Strategic Plan Initiatives

Focus II: Community Pride and Interaction

Action Steps

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

Focus III: Growth and Investment

Action Steps

- Improve and maintain rankings and ratings that result in community savings and efficiencies
- Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth
- Focus on General Obligation Bond developments and spending transparency
- Update and Implement new technologies

FY17 Follow-up Performance Management Initiatives

Successfully reduced time and actual expenditures for Council packet preparation and delivery by 15% - *Increased the number of electronic copies circulated, and reduced the printed versions to of the packet to 4.*

FY18 Performance Management Initiatives

- Complete community survey and update 2-5 year goals for the City
- Implement recommendations from the City wage study
- Insure that all capital projects related to GO Bonds and the Hawthorne TDD are on schedule and completed on time

City Manager

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-603-1101	Wages	126,668	172,136	172,136	173,098
110-603-1102	Wages - Part Time	693	-	-	-
110-603-1103	Wages - Overtime	-	130	130	-
110-603-1105	Wages - Supplemental	6,800	4,800	4,800	4,800
110-603-2101	FICA Taxes	10,270	13,178	13,178	13,510
110-603-2201	Employee Retirement	5,505	9,819	9,819	11,030
110-603-2301	Insurance - Dental	918	1,662	1,173	1,173
110-603-2302	Insurance - Health	8,053	12,340	21,469	20,799
110-603-2304	Insurance - Life	107	209	209	436
110-603-2305	Insurance - Short Term Disability	-	446	446	804
110-603-2306	Insurance - Long Term Disability	-	190	190	393
110-603-2401	Worker's Compensation	419	585	400	337
Total Personnel Expenses		159,434	215,497	223,951	226,380
Commodities					
110-603-4102	Clothing	-	200	200	200
110-603-4103	Computer Supplies	-	500	500	500
110-603-4108	Meeting Supplies	-	200	200	200
110-603-4109	Office Supplies	40	100	100	100
110-603-4112	Publications	132	300	300	300
110-603-4114	Software	-	464	464	464
110-603-4117	Food	215	300	300	500
Total Commodities		387	2,064	2,064	2,264
Services					
110-603-5106	Utility - Telephone	1,005	1,320	1,320	1,320
110-603-5202	Consulting Services	-	-	-	-
110-603-5206	Legal Services	1,663	2,000	2,000	2,000
110-603-5401	Travel - Meals	304	594	594	594
110-603-5402	Mileage	843	500	500	500
110-603-5403	Travel - Room	483	1,600	1,600	1,600
110-603-5404	Schools and Seminars	3,955	2,600	2,600	2,600
110-603-5501	Dues and Memberships	2,413	1,731	1,731	1,731
110-603-5601	Advertising	573	500	500	500
110-603-5903	Health and Wellness	-	-	-	-
110-603-5904	Employment	48	150	150	150
Total Services		11,287	10,995	10,995	10,995
	Total Expenditures	171,108	228,556	237,010	239,639

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 2017 Accomplishments

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

Fiscal Year 2018 Goals

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
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 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-604-1101	Wages	51,504	52,645	49,247	53,872
110-604-1103	Wages - Overtime	492	1,000	5,500	1,000
110-604-1105	Wages - Supplemental	60	60	60	60
110-604-2101	FICA Taxes	4,271	4,108	4,193	4,103
110-604-2201	Employee Retirement	3,336	3,061	3,124	3,060
110-604-2301	Insurance - Dental	1,588	1,662	1,196	1,662
110-604-2302	Insurance - Health	13,076	12,340	9,909	11,691
110-604-2304	Insurance - Life	173	209	209	151
110-604-2305	Insurance - Short Term Disability	-	446	446	280
110-604-2306	Insurance - Long Term Disability	-	190	190	137
110-604-2401	Worker's Compensation	127	180	123	103
Total Personnel Expenses		74,626	75,902	74,198	76,118
Commodities					
110-604-4103	Computer Supplies	139	400	400	400
110-604-4109	Office Supplies	1,862	700	700	700
110-604-4114	Software	-	-	-	2,750
Total Commodities		2,001	1,100	1,100	3,850
Services					
110-604-5204	Judicial Services	33,303	35,544	35,544	35,544
110-604-5206	Legal Services	63	100	100	100
110-604-5208	Prosecutor Services	32,670	32,650	32,650	32,650
110-604-5401	Travel - Meals	177	224	174	224
110-604-5402	Mileage	296	326	326	326
110-604-5403	Travel - Room	6,687	450	450	450
110-604-5404	Schools and Seminars	-	400	200	400
110-604-5501	Dues and Memberships	150	150	170	170
110-604-5601	Advertising	-	150	380	150
110-604-5704	Software Maint and Repair	-	1,457	1,457	1,375
110-604-5903	Health and Wellness	-	-	-	-
110-604-5904	Employment	98	115	115	115
110-604-5905	Security	646	938	938	938
Total Services		74,089	72,504	72,504	72,442
	Total Expenditures	150,716	149,506	147,801	152,410

Legal Services

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

City Counselor Office

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

Fiscal Year 2018 Strategic Plan Initiatives

Focus I: Investment in Infrastructure
Focus IV: Regional Draw

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

Performance Measurement

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

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

Legal Services

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
110-605-5206	Legal Services	38,551	30,000	13,000	20,000
Total Services		38,551	30,000	13,000	20,000
	Total Expenditures	38,551	30,000	13,000	20,000

Public Information

The City of Warrensburg's Administrative Project Manager reports to the City Manager and works directly with internal staff, citizens, and City Council. Both Public Information and Special Projects Coordinator duties fall under this position.

The Public Information Officer (PIO) aims to increase citizen and employee understanding of City government programs. Pursuing this mission includes the practice of inclusive dialog to increase awareness and participation in City programs, services, and events. The PIO will achieve the above through marketing, advertising, and innovative outreach opportunities. Further, the PIO will explore communication through social media sites, City website, email blasts, and radio announcements to generate higher participation and interest in community festivities. Under Coordinating Special Projects, as a member of a team, this position promotes Warrensburg's vision, mission and values assuring professionalism to complete tasks. Some of the responsibilities completed under this role are listed below. In the future, this position will contribute to the areas listed under Fiscal Year 2017 Strategic Plan.

Fiscal Year 2017 Accomplishments under General Administration

- Launched new website through partnership with CivicPlus
- Organized and awarded grant from PetCo Foundation for Animal Shelter
- Established Diversity and Inclusion Task Force
- Assembled Community Survey
- Prepared plans for consolidating copier/printer contracts citywide

Fiscal Year 2017 - Fiscal Year 2022 Five Year Strategic Plan Initiatives

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

Objectives:
1. Engaging in communication via all forms of media
2. Identify and promote projects that enhance quality of life in Warrensburg

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

Objectives:
1. Improve and maintain ranking and ratings that result in community savings and efficiencies
2. Update and implement new technologies

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

Objective:
1. Enhance culture of Old Drum Heritage with events and themes

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

Public Information

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-606-1102	Wages - Part Time	395	-	-	-
110-606-2101	FICA Taxes	75	-	-	-
110-606-2401	Worker's Compensation	-	-	-	-
Total Personnel Expenses		470	-	-	-
Commodities					
110-606-4103	Computer Supplies	-	100	100	100
110-606-4108	Meeting Supplies	-	30	30	30
110-606-4109	Office Supplies	23	100	100	100
110-606-4111	Program Supplies	-	750	750	750
110-606-4112	Publications	-	100	100	100
110-606-4114	Software	600	600	600	600
110-606-4117	Food	-	750	750	750
110-606-4199	Supplies - Non Categorized	-	200	200	200
Total Commodities		623	2,630	2,630	2,630
Services					
110-606-5206	Legal Services	109	100	100	100
110-606-5401	Travel - Meals	39	50	50	50
110-606-5402	Mileage	289	450	450	450
110-606-5403	Travel - Room	-	350	350	350
110-606-5404	Schools and Seminars	480	900	900	900
110-606-5501	Dues and Memberships	75	400	400	400
110-606-5601	Advertising	1,025	3,000	1,000	3,000
110-606-5604	Shows / Expo / Events Expense	15	100	100	100
110-606-5999	Services - Non Categorized	498	500	500	500
Total Services		2,530	5,850	3,850	5,850
	Total Expenditures	3,622	8,480	6,480	8,480

Human Resources

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 and diverse workforce while creating a work environment that fosters employee self-reliance, a safe and productive work environment, a positive approach to problem solving and innovation that enhances the City's capacity to change and improve.

Fiscal Year 2017 Accomplishments

- Implemented benefits enhancements including: Basic Life, AD&D benefits at 1 x Salary, Short Term Disability and Long Term Disability to full-time employees at no cost, dental charges for exams, x-rays and fluoride treatments no longer apply to maximum coverage available
- Implemented a Paid Time Off policy for all City employees
- Implemented a Cost Plus medical claims program for payment and monitoring of medical claims expenses

Fiscal Year 2018 Initiatives

- Continue work with new benefits broker to implement benefit changes within 2018 fiscal budget
- Continue to monitor benefits to ensure a competitive benefits package for employees of the City of Warrensburg
- Analyze and update all job descriptions
- Implement performance evaluation system
- Begin to analyze, develop and implement pay for performance pay ranges compensation system
- Continue to re-evaluate personnel policies on a regular basis
- Continue working to automate human resources processes including: application, hiring, benefit and other Federally mandated programs
- Continue to develop, implement and monitor wellness program for City employees

Performance Measurement

Measureable Objectives

- Work with Insurance Broker to maintain a positive claims carryforward surplus on a monthly basis. (Positive carryforward represents a surplus, or Unused Maximum Claims Liability).
- Work with departments to increase safety programs and therefore reduce incident reports by 10%.
- Work with Worker's Compensation provider to lower claims cost by 10%.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Human Resource Director	EXEMPT	1	1	1	1
Human Resource Assistant	J	0	0	0	1
Totals		**1**	**1**	**1**	**2**

FY18

Full time Resource Assistant position has been added, the cost of the position will be split with the Parks Department

Human Resources

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-610-1101	Wages	51,800	77,002	77,002	95,659
110-610-1103	Wages - Part Time	205	-	-	-
110-610-1105	Wages - Supplemental	900	1,200	1,200	1,200
110-610-2101	FICA Taxes	4,056	5,982	5,982	7,335
110-610-2201	Employee Retirement	2,446	4,457	4,145	6,005
110-610-2301	Insurance - Dental	296	831	831	1,247
110-610-2302	Insurance - Health	4,359	6,170	12,038	17,570
110-610-2304	Insurance - Life	58	105	195	241
110-610-2305	Insurance - Short Term Disability	-	223	363	449
110-610-2306	Insurance - Long Term Disability	-	95	177	217
110-610-2401	Worker's Compensation	152	266	182	183
110-610-2601	Flex Spending Account	-	-	-	-
110-610-2610	Employment Development	-	-	-	2,000
Total Personnel Expenses		64,271	96,331	102,115	132,107
Commodities					
110-610-4103	Computer Supplies	-	300	306	300
110-610-4108	Meeting Supplies	-	50	50	50
110-610-4109	Office Supplies	177	210	395	210
110-610-4111	Program Supplies	3,780	4,350	4,350	4,350
110-610-4117	Food	285	400	243	400
Total Commodities		4,242	5,310	5,344	5,310
Services					
110-610-5106	Utility - Telephone	315	420	420	420
110-610-5202	Consulting Services	1,600	3,000	-	38,000
110-610-5206	Legal Services	1,100	4,000	4,000	3,000
110-610-5299	Contractual - Non Categorized	5,279	4,610	4,885	4,610
110-610-5401	Travel - Meals	53	276	100	150
110-610-5402	Mileage	-	500	250	500
110-610-5403	Travel - Room	205	1,000	-	1,000
110-610-5404	Schools and Seminars	600	1,500	500	1,000
110-610-5501	Dues and Memberships	339	349	200	400
110-610-5601	Advertising	1,373	500	500	575
110-610-5603	Printing and Binding	-	-	-	-
110-610-5903	Health And Wellness	2,056	1,950	2,068	1,950
110-610-6202	Employment	3,082	-	75	58
Total Services		16,001	18,105	12,998	51,663
	Total Expenditures	84,514	119,746	120,458	189,079

General Administration

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

The budget for this department includes the cost to the general fund of the new employee benefits added in FY17. The City will be paying 65% of the cost of the employee's spouse/children/family medical insurance. For current employees the City's contribution for dependent medical insurance is budgeted in their department. Estimates for new employee dependent insurance for the City's contribution is included in the General Administration budget. This budget will be distributed to the departments as new employees sign up for health insurance benefits. The budget for this department also includes general supplies and the property and liability insurance for the General Fund.

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

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

General Administration

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-611-1101	Wages	77,383	39,728	41,725	48,000
110-611-1105	Wages - Supplemental	195	250,000	-	175,000
110-611-2101	FICA Taxes	4,518	3,039	3,192	3,623
110-611-2201	Employee Retirement	3,926	2,265	2,378	2,976
110-611-2301	Insurance - Dental	541	831	831	831
110-611-2302	Insurance - Health	8,173	189,106	6,171	60,845
110-611-2304	Insurance - Life	104	105	105	121
110-611-2305	Insurance - Short Term Disability	-	223	223	220
110-611-2306	Insurance - Long Term Disability	-	95	95	110
110-611-2401	Worker's Compensation	176	135	92	101
110-611-2601	Flex Spending Account	894	-	-	-
110-611-2615	Tuition Assistance	-	-	-	-
Total Personnel Expenses		95,910	485,526	54,813	291,827
Commodities					
110-611-4103	Computer Supplies	544	-	-	-
110-611-4108	Meeting Supplies	-	100	100	100
110-611-4109	Office Supplies	1,974	2,700	2,700	2,700
110-611-4114	Software	-	320	320	320
110-611-4199	Supplies - Non Categorized	1,141	50	50	50
Total Commodities		3,659	3,170	3,170	3,170
Services					
110-611-5106	Utility - Telephone	-	-	-	-
110-611-5203	Financial Services	25,422	20,663	20,663	20,663
110-611-5205	Labor / Labor and Equipment	2,205	-	-	-
110-611-5206	Legal Services	-	-	-	-
110-611-5209	Rent / Lease	4,696	6,901	6,901	6,901
110-611-5299	Contractual - Non Categorized	-	-	-	-
110-611-5301	Property Insurance	189,629	200,000	200,000	200,000
110-611-5501	Dues and Memberships	2,284	2,700	2,700	2,700
110-611-5601	Advertising	394	-	-	-
110-611-5602	Postage	55,686	60,850	50,850	60,850
110-611-5603	Printing and Binding	-	-	-	-
110-611-5904	Employment	4,068	-	-	-
110-611-5907	Development	-	-	-	-
110-611-5999	Services Non Categorized	880	-	-	-
Total Services		285,264	291,114	281,114	291,114
Capital Outlay					
110-611-6202	Equipment - Computers	-	-	-	-
110-611-6206	Equipment - Office	-	-	-	-
Total Capital Outlay		-	-	-	-
Non-Categorized					
110-611-9301	Community Agreements	43,649	54,742	54,742	54,160
110-611-9401	Over (Short)	(23)	-	-	-
110-611-9990	Contingency Appropriation	-	-	-	-
Total Non-Categorized		43,626	54,742	54,742	54,160
	Total Expenditures	428,459	834,552	393,839	640,271

Finance

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

The Finance Department

Fiscal Year 2017 Accomplishments

- Received voter approval to issue General Obligation Bonds
- Awarded the purchase of the General Obligation Bonds
- Received a AA-/Stable rating for the GO Bond Issuance, and affirmed AA-/Stable rating on current date
- Financed a new Pumper Fire Apparatus
- Won the GFOA Distinguished Budget Presentation Award for the fourth consecutive year
- Continued the updating and implementation of Financial Management Policies and Procedures

Fiscal Year 2018 Strategic Plan Initiatives

Focus III: Growth and Investment

- Update financial reports to provide concise, pertinent, and timely information
- Implement recommendations from the financial auditor's yearly
- Update financial procedures in support of the current financial policies
- Publish a timeline on the City website that outlines accomplishments and project milestones
- Identify and report every dollar spent on GO Bond projects

FY17 Follow-up Performance Management Initiatives

Finance Performance Management
- Fiduciary Focus
  - Increase investments and investment income – *Joined the MOSIP program and invested*
  - Update Fixed Asset policies and procedures – *Updates are ongoing and should be completed in FY18*

FY18 Performance Management Initiatives

Finance Performance Management
- Fiduciary Focus
  - Increase investments and investment income
  - Conduct City wide cash audits
  - Update Fixed Asset list

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 budget
Director of Finance	Exempt	1	1	1	1
City Collector	J	1	1	1	1
Accountant	J	1	1	1	1
Finance Assistant/AP & Capital	I	0	0	1	1
Finance Assistant/AP	G	1	1	0	0
Sewer Utility Billing Specialist	G	1	1	1	1
Sewer Utility Collections Specialist	G	1	1	1	1
Receptionist	E	0	0	1	1
Support Services Specialist	E	0	1	0	0
Collections Representative	E	0	1	1	1
Totals		6	8	8	8

FY17

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

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

FY16

The part time Collectors Clerk was combined with the part time Collections Representative, from the Water Pollution Control Collections department creating a full time position in Finance. Support Services Specialist position was moved to Finance from General, in the past the position reported to Finance but was in its own department.

Finance

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-612-1101	Wages	272,517	295,651	299,197	301,000
110-612-1102	Wages - Part Time	4,742	-	-	-
110-612-1103	Wages - Overtime	2,198	2,500	2,500	2,000
110-612-1105	Wages - Supplemental	1,440	1,565	1,620	1,680
110-612-2101	FICA Taxes	21,302	22,928	23,200	23,146
110-612-2201	Employee Retirement	18,509	17,084	17,286	18,620
110-612-2301	Insurance - Dental	3,277	6,649	4,717	5,183
110-612-2302	Insurance - Health	46,856	49,360	64,845	56,281
110-612-2304	Insurance - Life	619	837	837	799
110-612-2305	Insurance - Short Term Disability	-	1,784	1,400	1,431
110-612-2306	Insurance - Long Term Disability	-	760	760	699
110-612-2401	Worker's Compensation	806	1,013	693	580
110-612-2601	Flex Spending Account	-	-	-	-
Total Personnel Expenses		372,267	400,132	417,054	411,419
Commodities					
110-612-4102	Clothing	57	250	250	230
110-612-4103	Computer Supplies	476	1,000	500	1,300
110-612-4109	Office Supplies	3,319	3,550	3,550	2,500
110-612-4112	Publications	350	680	700	949
110-612-4117	Food	159	75	145	250
Total Commodities		4,361	5,555	5,145	5,229
Services					
110-612-5106	Utility - Telephone	683	720	720	720
110-612-5107	Fuel	320	800	800	800
110-612-5201	Audit Services	16,115	18,500	14,281	17,000
110-612-5202	Consulting Services	375	5,000	-	5,000
110-612-5206	Legal Services	813	1,200	1,200	1,000
110-612-5401	Travel - Meals	115	400	400	400
110-612-5402	Mileage	88	650	814	1,050
110-612-5403	Travel - Room	927	800	1,078	1,600
110-612-5404	Schools and Seminars	2,458	5,835	100	4,250
110-612-5501	Dues and Memberships	652	670	670	1,265
110-612-5601	Advertising	467	900	900	150
110-612-5603	Printing and Binding	-	-	10	-
110-612-5706	Vehicle Maint and Repair	843	1,250	500	750
110-612-5904	Employment	134	125	125	125
Total Services		23,990	36,850	21,598	34,110
Capital Outlay					
110-612-6202	Equipment - Computers	705	-	-	-
110-612-6206	Equipment - Office	-	-	-	-
Total Capital Outlay		705	-	-	-
	Total Expenditures	401,322	442,537	443,797	450,757

Information Technology

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 2017 Accomplishments

- Continued implementation of IT Master Plan
- Deployed 14 new computers
- Completed DHCP migration to virtual infrastructure
- Procured and installed new computer workstations in IT office
- Major projects currently in progress
    - Upgrading Citrix from version 4.5 to version 7.6
    - Rewiring of Community Center
    - Constructing RFP for Core Switch Upgrade and Wireless implementation
- Client Improvements
    - All PD users removed from Citrix
    - Continued to align user licenses to meet licensing scheme
    - Started migration of MS Office from 2010/2013 to Office 2016
    - Rolled out new MDT in all PD and Fire vehicles; first upgrade in 8-10 years
- Upgraded external network connections
    - Upgraded unsupportable Firewalls at West Plant, Cemetery, and Animal Shelter; first time in over 4 years that all primary network security devices are current
    - Implemented VPN connection between JOCO Dispatch and City Hall; replaced unreliable and costly wireless network bridge
- Infrastructure Upgrades
    - Continued interconnectivity wiring between server racks and DEMARC panels in server room
    - Shut down 1 legacy physical server
    - Installed additional UPS to provide redundant emergency power
    - Constructed new virtual servers for Incode, EnerGov, and SQL applications
    - Rewired Municipal Center network infrastructure
    - Rebuilt Council Chamber television system
    - Implemented solution to record City Council meetings and upload to YouTube
    - Installed video switching equipment in PD training to allow monitors to show different video sources
    - Installed new PD Records servers and programmed switches to bring online
- Cloud centric solutions
    - Assisted departments to move Fire Department and Cemetery software to the cloud
    - Assisted Public Works to implement cloud based maintenance management system
    - Implemented cloud based IT ticketing system to replace in-house system
    - Acquired .gov domain for new City website
    - Upgraded Active Directory Cloud Synchronization method to meet new security requirements
- Recycled Broken/Obsolete Equipment
    - 750 lbs. of electronic waste recycled

Performance Measurements

IT Support Ticketing
The IT office moved to a new cloud based work order ticketing system on January 1, 2017. Previously the City had been using an in house ticket system to manage IT requests. Moving to the cloud was a positive change that reduced maintenance hours required to keep the in house system in operation and allowed IT staff to focus on other areas needing attention. All customer related job tickets are managed in the new online solution called Freshdesk. This system provides outstanding reporting that allows the help desk to easily see how we are meeting the needs of our customers. The system also provides an avenue for customer feedback on how IT is performing to our customer's expectations.

To date, 1,213 tickets have been created in FY17 to document user issues and management of the IT infrastructure. Of those, 1,170 tickets have been closed and 43 tickets are in an open status, down from 69 tickets at the same point last year and 159 tickets two years ago.

Goal:
Continue to increase customer satisfaction through interaction with the customer via the Freshdesk interface and meet/exceed our service level goals.

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

Primary measure: Initial work order Assign Time/Response times and Customer Satisfaction Surveys

Ticket Assign Time/Response Time/Restoral Time
Urgent – Assign within two business hours; Respond within two business hours; Restore within 2 days
High – Assign within two business hours; Respond within two business hours; Restore within 7 days
Medium – Assign within eight business hours; Respond within eight business hours; Restore within 30 days
Low – Assign within eight business hours; Respond within one business day; restore within 365 days

Statistics since 1 January 2017
Average 1st Response Time: 4h27m
Average Resolution Time: 20h20m
Average Assign Time: 38m
72% First Contact Resolution

Assign/Response Time Statistics by Priority
Urgent – No urgent tickets in time period
High – No high tickets in time period
Medium – 0m44s Assign Time; 9h42m Response Time
Low – 37m36s Assign Time; 4h10m Response Time

Customer Satisfaction Survey
38 Customers provided feedback using the satisfaction survey. There were 36 Extremely Satisfied ratings and 2 Extremely Dissatisfied ratings.

Projects – All projects are tracked in Dell KACE. Projects are tasks that are higher level of work that may include a requirement for funding and contractor support. Projects differ from normal day to day workload in cost, scope, and expected man hours to complete. In some instances, a user submitted ticket may become a project if the scope and cost have not been addressed in the current fiscal year.

FY15 – 21 Projects; 1 remains open
FY16 – 16 Projects; 7 remain open
FY17 – 19 Projects; 11 remain open

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

Goal:
Whenever possible, pay for recurring maintenance in multiple year blocks to yield savings of 10% to 20% annually.

The plan for FY17 was to start buying software maintenance in 3-year blocks vs. purchasing one year blocks to lower our maintenance costs. Our initial target was the Sonicwall Comprehensive Gateway Security Suite for 2 firewalls. We were only able to pursue this for one firewall due to the other one no longer being supported. We redirected the effort to cover one firewall and also our Veeam Backup and Recovery software.

System	1-Year Cost	3-Year Cost	Total Savings	Annual Savings
Sonicwall NSA 3600	$1385	$3300	$855	$285
Veeam Backup	$1037	$3112	$404	$135

Result:
This yielded a 1-year savings of $420 and a $1,260 savings over the next 3-years. We will continue to identify additional savings opportunities in future fiscal years. Our goal is to save between $10,000 and $20,000 per year through multiple year maintenance.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Senior Computer Technician	K	1	1	1	1
Computer Technician	I	1	1	1	1
Totals		2	2	2	2

Information Technology

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-613-1101	Wages	74,117	75,379	77,490	77,667
110-613-1103	Wages - Overtime	4,203	7,500	7,500	7,500
110-613-2101	FICA Taxes	6,364	6,340	6,502	6,416
110-613-2201	Employee Retirement	5,506	4,724	4,844	5,280
110-613-2301	Insurance - Dental	1,588	1,662	1,662	1,662
110-613-2302	Insurance - Health	13,076	12,340	12,340	11,691
110-613-2304	Insurance - Life	173	209	209	196
110-613-2305	Insurance - Short Term Disability	-	446	446	365
110-613-2306	Insurance - Long Term Disability	-	190	190	179
110-613-2401	Worker's Compensation	247	265	181	152
110-613-2501	Unemployment	-	-	-	-
Total Personnel Expenses		105,273	109,056	111,365	111,108
Commodities					
110-613-4102	Clothing	-	300	300	200
110-613-4103	Computer Supplies	2,698	13,300	13,300	8,000
110-613-4109	Office Supplies	1,299	500	500	500
110-613-4111	Program Supplies	-	-	-	-
110-613-4114	Software	8,900	8,650	4,374	15,300
110-613-4115	Tools	1,095	650	650	500
Total Commodities		13,992	23,400	19,124	24,500
Services					
110-613-5105	Utility - Cable Television	529	-	-	-
110-613-5106	Utility - Telephone	39,435	44,010	44,010	46,290
110-613-5107	Utility - Data Access	38,866	44,460	42,660	45,780
110-613-5108	Fuel	-	500	150	500
110-613-5202	Consulting Services	-	2,500	-	2,500
110-613-5205	Labor / Labor and Equipment	56,332	55,100	55,100	55,100
110-613-5206	Legal Services	713	1,000	300	1,000
110-613-5209	Rent / Lease	6,147	4,346	4,346	4,346
110-613-5299	Contractual Non Categorized	-	-	35,000	-
110-613-5401	Travel - Meals	-	200	20	200
110-613-5402	Mileage	318	550	-	400
110-613-5403	Travel - Room	446	450	-	-
110-613-5404	Schools and Seminars	7,077	10,000	5,888	10,000
110-613-5501	Dues and Memberships	-	350	350	350
110-613-5601	Advertising	86	500	100	500
110-613-5601	Postage	24	200	-	200
110-613-5701	Building Maint and Repair	7,454	7,750	7,750	7,750
110-613-5702	Computer Maint and Repair	250	700	10,397	24,200
110-613-5703	Equipment Maint and Repair	7,800	6,715	6,118	5,780
110-613-5704	Software Maint and Repair	148,538	191,250	159,045	191,350
110-613-5706	Vehicle Maint and Repair	-	2,500	-	2,000
110-613-5904	Employment	-	-	-	-
Total Services		314,016	373,081	371,234	398,246
Capital Outlay					
110-613-6201	Equipment - Communications	1,424	-	-	-
110-613-6202	Equipment - Computers	5,028	5,500	5,500	22,200
110-613-6206	Equipment - Office	-	8,500	8,500	
Total Capital Outlay		6,453	14,000	14,000	22,200
	Total Expenditures	439,733	519,537	515,723	556,054

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 2017 Accomplishments

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

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

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

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

Performance Measurement

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Buildings/Grounds Foreman	I	1	1	1	1
Totals		1	1	1	1

Buildings and Grounds

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-614-1101	Wages	33,021	33,925	33,925	34,944
110-614-1103	Wages - Overtime	392	1,000	1,000	1,000
110-614-1105	Wages - Supplemental	-	60	60	60
110-614-2101	FICA Taxes	2,651	2,676	2,676	2,705
110-614-2201	Employee Retirement	2,530	1,994	1,994	2,232
110-614-2301	Insurance - Dental	327	831	587	831
110-614-2302	Insurance - Health	6,538	6,170	6,170	5,845
110-614-2304	Insurance - Life	86	105	105	88
110-614-2305	Insurance - Short Term Disability	-	223	223	165
110-614-2306	Insurance - Long Term Disability	-	95	95	80
110-614-2401	Worker's Compensation	1,045	1,489	1,018	1,253
Total Personnel Expenses		46,590	48,569	47,853	49,203
Commodities					
110-614-4102	Clothing	98	200	200	250
110-614-4104	Custodial Supplies	1,740	2,000	2,000	2,000
110-614-4106	Lawn and Field Care	1,668	13,050	4,050	4,050
110-614-4107	Maint and Repair Supplies	2,786	4,000	4,000	4,000
110-614-4114	Software	232	348	348	435
110-614-4115	Tools	788	850	850	850
110-614-4199	Supplies - Non Categorized	551	1,750	1,750	2,050
Total Commodities		7,863	22,198	13,198	13,635
Services					
110-614-5101	Utility - Electric	40,809	36,500	36,500	35,500
110-614-5102	Utility - Gas	4,649	6,000	4,500	5,500
110-614-5103	Utility - Water	5,582	7,550	6,550	7,350
110-614-5104	Utility -Trash	2,844	2,844	2,844	2,844
110-614-5106	Utility - Telephone	210	210	210	210
110-614-5108	Fuel	-	1,000	1,000	500
110-614-5205	Labor / Labor and Equipment	39,325	41,648	39,648	45,648
110-614-5206	Legal Services	356	450	450	450
110-614-5299	Contractual - Non Categorized	88,272	171,685	185,084	68,121
110-614-5601	Advertising	1,342	1,300	1,300	1,300
110-614-5701	Building Maint and Repair	4,427	5,500	1,505	5,500
110-614-5703	Equipment Maint and Repair	191	200	200	350
110-614-5903	Health and Wellness	-	80	80	80
110-614-6299	Services - Non Categorized	-	-	-	800
Total Services		188,006	274,967	279,871	174,153
Capital Outlay					
110-614-6501	Vehicles	20,189	-	-	-
Total Capital Outlay		20,189	-	-	-
	Total Expenditures	262,649	345,734	340,922	236,991

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 2017 Accomplishments

- Evaluated present City status to guide improvement
- Worked with County EMA and covered for them while away at a conference
- Worked with the Veterans Administration Home to form an evacuation exercise
- Worked with health organizations in compliance with new federal regulations

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

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

- Continue exercises to measure readiness
- Evaluate the need for additional warning sirens
- Increase Community awareness and outreach
- Work towards a Continuity of Operations Plan (COOP)
- Maintain NIMS compliancy
- Maintain City Operations Plan in conjunction with the County plan
- Maintain and Monitor the City-wide sirens, Informers

Emergency Management

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Commodities					
110-620-4103	Computer Supplies	293	300	182	150
110-620-4109	Office Supplies	179	400	-	400
110-620-4199	Supplies - Non Categorized	804	3,800	673	2,000
Total Commodities		1,276	4,500	855	2,550
Services					
110-620-5206	Legal Services	75	50	38	50
110-620-5401	Travel - Meals	-	250	-	-
110-620-5402	Mileage	-	250	-	-
110-620-5403	Travel - Room	-	500	-	-
110-620-5404	Schools and Seminars	175	550	-	-
110-620-5501	Dues and Memberships	100	100	-	100
110-620-5703	Equipment Maint and Repair	12,965	13,300	12,965	13,500
Total Services		13,315	15,000	13,003	13,650
Capital Outlay					
110-620-6207	Equipment - Radios	-	-	-	-
110-620-6999	Capital - Non Categorized	2,235	-	-	-
Total Capital Outlay		2,235	-	-	-
	Total Expenditures	16,827	19,500	13,858	16,200

Fire Department

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 2017 Accomplishments

- We achieved an ISO rating reduction to a Class 2
- We conducted another firefighter training academy during FY17
- We received a bond passage to replace an engine and aerial platform
- 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 continually work with county fire districts and the dispatch center to enhance reliable communications for fire service use
- For the 11th consecutive year, we maintained an average annual response time under four minutes to emergency incidents
- We participated in the blood drives
- All chief officers attended leadership training

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

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

- Conduct Firefighter Certification Training Course for new part-time firefighter• Pursue lowering ISO rating of Class 2 to a Class 1 further reducing insurance premiums
- Increase multi-company and mutual aid training for all Fire Department personnel
- Maintain annual average response time to emergencies at or below 4 minutes
- Complete Department policy manual

Performance Management

We will make every effort to further improve the rating from the Insurance Services Office (ISO) by re-evaluation in 2018. A reduction in the rating from a 2 to a 1 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 FY17 we filled the training officer to implement a revised training regimen, and implement to the best of our ability the increased training needed to reach this goal.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget
Fire Chief	Exempt	1	1	1	1
Assistant Fire Chief	P	1	1	1	1
Training Officer	FFP	0	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	8	8	6	8
Firefighter/EMT	FFB	4	4	6	4
Totals		25	26	26	26

Mid Fiscal Year FY16 the position of Training Officer was authorized

This department also includes 24 budgeted Part Time Firefighter positions

Fire Department

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-621-1101	Wages	1,094,029	1,140,684	1,200,641	1,154,163
110-621-1102	Wages - Part Time	78,639	105,000	105,000	108,150
110-621-1103	Wages - Overtime	145,867	138,108	138,108	152,408
110-621-1105	Wages - Supplemental	2,685	2,560	2,880	2,820
110-621-2101	FICA Taxes	103,074	106,056	110,643	107,218
110-621-2201	Employee Retirement	67,752	41,003	42,922	23,597
110-621-2301	Insurance - Dental	16,088	21,609	16,433	17,699
110-621-2302	Insurance - Health	158,389	160,421	195,381	178,719
110-621-2304	Insurance - Life	2,094	2,408	2,563	3,099
110-621-2305	Insurance - Short Term Disability	-	5,797	5,797	5,795
110-621-2306	Insurance - Long Term Disability	-	2,471	2,471	2,832
110-621-2401	Worker's Compensation	72,865	109,496	74,826	77,354
110-621-2601	Flex Spending Account	-	-	-	-
Total Personnel Expenses		1,741,481	1,835,612	1,897,665	1,833,852
Commodities					
110-621-4102	Clothing	31,323	33,500	27,396	34,675
110-621-4103	Computer Supplies	796	500	500	500
110-621-4104	Custodial Supplies	2,999	3,000	3,000	3,000
110-621-4105	Lab and Chemicals	318	500	200	1,000
110-621-4107	Maint and Repair Supplies	20,396	21,000	21,000	21,000
110-621-4108	Meeting Supplies	97	300	300	300
110-621-4109	Office Supplies	2,005	2,000	2,000	2,000
110-621-4111	Program Supplies	1,262	1,500	1,500	1,750
110-621-4112	Publications	1,156	1,200	1,200	1,200
110-621-4114	Software	1,305	1,300	1,346	1,500
110-621-4115	Tools	729	750	530	750
110-621-4117	Food	419	750	750	750
110-621-4199	Supplies - Non Categorized	4,845	15,000	12,832	15,000
Total Commodities		67,649	81,300	72,553	83,425
Services					
110-621-5101	Utility - Electric	12,533	12,600	11,700	12,600
110-621-5102	Utility - Gas	3,392	6,500	3,600	6,500
110-621-5103	Utility - Water	1,528	1,560	1,530	1,560
110-621-5104	Utility - Trash	588	600	588	600
110-621-5105	Utility - Cable Television	-	-	-	-
110-621-5106	Utility - Telephone	1,540	1,890	1,558	1,890
110-621-5107	Utility - Data Access	-	-	-	-
110-621-5108	Fuel	13,824	23,000	15,000	23,000
110-621-5206	Legal Services	1,125	1,200	1,200	1,200
110-621-5401	Travel - Meals	567	500	500	500
110-621-5402	Mileage	450	1,250	1,250	1,250
110-621-5403	Travel - Room	1,714	1,250	3,845	1,250
110-621-5404	Schools and Seminars	15,464	15,500	12,384	16,750
110-621-5501	Dues and Memberships	1,207	1,800	1,800	1,600
110-621-5601	Advertising	371	400	400	400
110-621-5602	Postage	356	500	500	500
110-621-5603	Printing and Binding	326	400	17	400
110-621-5699	Communication Non Categorized	-	-	-	-
110-621-5701	Building Maint and Repair	9,252	12,500	10,500	10,660
110-621-5703	Equipment Maint and Repair	28,912	25,500	21,500	25,500
110-621-5704	Software Maint and Repair	2,049	4,000	4,000	2,500
110-621-5903	Health and Wellness	11,730	20,000	8,332	20,000
110-621-5904	Employment	1,520	3,450	157	3,450
110-621-5999	Services - Non Categorized	-	-	-	840
Total Services		108,448	134,400	100,361	132,950

Fire Department

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Capital Outlay					
110-621-6101	Buildings	-	-	-	10,000
110-621-6207	Equipment - Radios	6,504	6,500	5,268	8,000
110-621-6299	Equipment - Non Categorized	29,996	17,000	16,271	20,000
110-621-6501	Vehicles	-	-	185,000	43,545
Total Capital Outlay		36,500	23,500	206,539	81,545
	Total Expenditures	1,954,077	2,074,812	2,277,119	2,131,772

Law Enforcement

The mission of the Warrensburg Police Department is to create a safe city through partnerships with the community.

Accomplishments for FY2017

- Hosted a first ever community forum on Fair and Impartial Policing and developed a Fair and Impartial Policing policy with community and department input
- Received a grant to begin the CALEA process
- Began the strategic planning process
- Created the Proactive Crime Unit to address crime patterns and manage narcotics investigations
- Created a memorial wall for City Marshal James Ryan and Officer James Basham who were killed in the line of duty in 1908
- Received a prescription drug take back box for the lobby through a grant
- Hosted a train the trainer for Fair and Impartial Policing and began training officers
- Co-hosted the first segmented Crisis Intervention Team training with the West Central CIT Council.
- Received approval from the state CIT Council to offer a 5 week segmented CIT training, the first time this format has been approved in Missouri
- Transitioned patrol officers to a 12 hour shift and detectives to a 10 hour shift
- Promoted Jason Gilbert and Dustin Mayden to sergeant

Police Department by the Numbers for 2016

- 25,153 calls for service (up 24%, +4913 calls)
- 539 accidents (down 4%, -20 accidents)
- 863 Part 1 Crimes (down 16%, -163 crimes)
- 227 Violent crimes (down 5%, -12 crimes)
- 636 Property crimes (down 19%, -151 crimes)
- 1947 Traffic tickets (up 72%, +814 tickets)
- 1265 Other tickets (up 25%, +257 tickets)
- Hundreds of Pounds of Prescription Drugs collected during Drug Take-Back Program
- 411 Units of Blood Collected in Blood Drives
- 27 Children participated in the Shop with a Cop Program

Fiscal Year 2018 Strategic Plan Initiatives

Focus II: Community Pride and Interaction

- Reduce overall crime by 5%
- Reduce violent crime by 5%
- Reduce property crime by 5%
- Create positive community contacts that are not related to a call for service

Performance Measurement for Police Department for 2018

- Have 100% of officers trained in Crisis Intervention Team principles by September 30, 2018
- Have 100% of police staff (law enforcement and civilian) trained in Mental Health First Aid by September 30, 2018
- Have 100% of police staff trained in Fair and Impartial Policing by March 31, 2018
- Complete substantial steps toward Commission on Accreditation for Law Enforcement Agencies process
- Hold quarterly community forums for residents to provide feedback about their police department

Law Enforcement

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	
Chief of Police	Exempt	1	1	1	1	
Police Major	P	1	0	0	0	
Lieutenant	O	2	3	3	3	
Sergeant	M	4	4	4	6	
Detective	O	4	4	3	2	see FY18 note below
Corporal	K	6	6	6	4	
Patrol Officer	J	17	17	19	21	
Office Manager	I	0	1	1	1	
Executive Assistant 3	H	1	0	0	0	
Evidence Clerk	F	0	0	0	1	
Records Clerk	E	2	2	2	2	
Totals		**38**	**38**	**39**	**40**	

FY18

There is an open Sargeant position that will be filled internally by either a Detective, Corporal or Patrol Officer. When the Sergeant position is filled the position vacated will not be filled, leaving 40 positions in the Police Department.

In FY17 one of the Part time Records Clerk Positions was reclassified as a Part time Evidence Clerk. In FY18 the Part time Evidence Clerk became a Full time position.

FY15

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

This department also includes one Part Time Records Clerk position.

Law Enforcement

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-622-1101	Wages	1,520,641	1,705,371	1,792,463	1,765,438
110-622-1102	Wages - Part Time	25,707	24,918	29,339	13,406
110-622-1103	Wages - Overtime	67,570	61,982	61,982	63,842
110-622-1105	Wages - Supplemental	3,475	3,685	3,900	3,840
110-622-2101	FICA Taxes	124,461	137,391	144,755	139,616
110-622-2201	Employee Retirement	68,660	62,539	65,750	75,671
110-622-2301	Insurance - Dental	24,281	32,414	25,744	29,677
110-622-2302	Insurance - Health	233,044	240,631	267,489	278,286
110-622-2304	Insurance - Life	3,082	4,083	4,083	4,467
110-622-2305	Insurance - Short Term Disability	-	8,695	7,695	8,458
110-622-2306	Insurance - Long Term Disability	-	3,707	3,707	4,132
110-622-2401	Worker's Compensation	46,356	66,900	45,718	60,356
110-622-2601	Flex Spending Account	-	-	-	-
Total Personnel Expenses		2,117,277	2,352,316	2,452,625	2,447,190
Commodities					
110-622-4101	Animal Care	992	1,000	1,000	1,000
110-622-4102	Clothing	15,329	15,000	28,466	15,000
110-622-4103	Computer Supplies	6,722	7,500	5,900	7,500
110-622-4104	Custodial Supplies	1,494	1,500	1,500	1,500
110-622-4107	Maint and Repair Supplies	188	2,000	500	2,000
110-622-4108	Meeting Supplies	471	1,500	-	1,500
110-622-4109	Office Supplies	5,319	5,250	3,250	5,250
110-622-4111	Program Supplies	12,838	14,000	12,000	14,000
110-622-4112	Publications	-	90	90	200
110-622-4114	Software	15,849	10,000	6,000	2,500
110-622-4117	Food	1,205	500	500	500
110-622-4199	Supplies - Non Categorized	5,887	7,000	3,000	6,000
Total Commodities		66,292	65,340	62,206	56,950
Services					
110-622-5101	Utility - Electric	43,911	45,000	41,500	45,000
110-622-5103	Utility - Water	2,491	2,500	2,500	2,500
110-622-5106	Utility - Telephone	3,321	4,530	3,530	3,000
110-622-5107	Utility - Data Access	-	-	-	-
110-622-5108	Fuel	40,944	55,000	40,000	54,000
110-622-5205	Labor / Labor and Equipment	-	-	32,520	33,600
110-622-5206	Legal Services	4,463	5,500	3,000	5,500
110-622-5210	Prisoner Care Services	20,105	14,350	21,850	16,800
110-622-5299	Contractual - Non Categorized	38,694	14,500	14,500	14,500
110-622-5401	Travel - Meals	890	1,000	1,000	1,000
110-622-5402	Mileage	-	-	-	-
110-622-5403	Travel - Room	4,420	3,000	3,000	3,000
110-622-5404	Schools and Seminars	14,339	16,000	12,400	24,344
110-622-5501	Dues and Memberships	790	800	800	1,800
110-622-5601	Advertising	494	500	500	500
110-622-5603	Printing and Binding	2,779	3,000	2,000	3,000
110-622-5701	Building Maint and Repair	34,157	39,000	10,480	5,940
110-622-5703	Equipment Maint and Repair	893	1,000	1,000	1,000
110-622-5704	Software Maint and Repair	5,022	12,500	-	-
110-622-5706	Vehicle Maint and Repair	15,307	22,000	20,700	28,000
110-622-5903	Health and Wellness	303	1,250	1,250	1,250
110-622-5904	Employment	5,925	200	200	200
110-622-5905	Security	217	1,550	1,550	1,550
110-622-5999	Services - Non Categorized	-	3,500	3,500	5,340
Total Services		239,467	246,680	217,780	251,824

Law Enforcement

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Capital Outlay					
110-622-6206	Equipment - Office	6,179	-	-	-
110-622-6207	Equipment - Radios	19,905	19,000	16,000	-
110-622-6299	Equipment - Non Categorized	80	60,000	-	72,000
110-622-6301	Software	-	-	302,247	74,312
110-622-6501	Vehicles	134,114	89,000	70,800	-
Total Capital Outlay		160,278	168,000	389,047	146,312
	Total Expenditures	2,583,314	2,832,336	3,121,658	2,902,275

Animal Control

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

Accomplishments

- Maintained euthanasia rate of <10%
- Changed the name of the Warrensburg Animal Shelter to Old Drum and Friends Animal Shelter
- Awarded Petco Grant of $8,000 (Used to repair Kennels)
- On July 4, 2017, 16 neglected dogs were abandoned near the Warrensburg Animal Shelter. Through the cooperative efforts of the Police Department and shelter staff, they were captured and received care at the shelter until placements into new homes could be arranged.
- Continued the “Barn Buddies” programs enabling placement of feral cats
- Worked with our partner shelters and rescue groups transferring animals to help find homes for those animals.

Animal Shelter by the Numbers

- 941 Animals Checked into the Shelter in 2016
- 783 Animals were Adopted/Transferred/Reclaimed in 2016
- 106 Animals in Residence at Years End Awaiting Adoption

Performance Measurement

- Maintain euthanasia rate that is no more than 15%

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Shelter Manager	H	1	1	1	1
Assistant 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 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-623-1101	Wages	92,941	100,422	107,606	103,459
110-623-1102	Wages - Part Time	24,258	29,099	29,099	29,682
110-623-1103	Wages - Overtime	2,697	2,000	2,000	2,000
110-623-1105	Wages - Supplemental	180	210	210	240
110-623-2101	FICA Taxes	9,522	10,077	10,627	10,208
110-623-2201	Employee Retirement	7,272	5,850	6,259	6,553
110-623-2301	Insurance - Dental	1,915	2,493	2,005	2,005
110-623-2302	Insurance - Health	19,614	18,510	18,510	17,536
110-623-2304	Insurance - Life	259	314	314	265
110-623-2305	Insurance - Short Term Disability	-	669	669	465
110-623-2306	Insurance - Long Term Disability	-	285	285	227
110-623-2401	Worker's Compensation	2,140	3,722	2,544	2,382
Total Personnel Expenses		160,798	173,653	180,128	175,021
Commodities					
110-623-4101	Animal Care	12,586	12,000	12,000	13,500
110-623-4102	Clothing	195	200	200	200
110-623-4103	Computer Supplies	218	500	500	1,480
110-623-4104	Custodial Supplies	598	800	800	1,600
110-623-4105	Lab and Chemicals	1,649	4,000	4,000	8,000
110-623-4109	Office Supplies	384	550	550	550
110-623-4112	Publications	49	175	175	175
110-623-4199	Supplies - Non Categorized	2,485	3,000	3,000	3,800
Total Commodities		18,164	21,225	21,225	29,305
Services					
110-623-5101	Utility - Electric	8,089	11,500	11,500	11,500
110-623-5103	Utility - Water	1,387	1,500	1,500	1,500
110-623-5104	Utility - Trash	1,804	1,968	1,968	1,968
110-623-5106	Utility - Telephone	374	650	650	650
110-623-5107	Utility - Data Access	-	-	-	-
110-623-5205	Labor / Labor and Equipment	-	-	-	1,000
110-623-5206	Legal Services	338	250	250	250
110-623-5299	Contractual - Non Categorized	24,379	23,000	23,000	23,000
110-623-5401	Travel - Meals	-	50	50	50
110-623-5402	Mileage	-	250	250	250
110-623-5403	Travel - Room	-	200	200	200
110-623-5404	Schools and Seminars	316	1,000	1,000	2,000
110-623-5501	Dues and Memberships	190	250	250	280
110-623-5601	Advertising	181	400	400	400
110-623-5603	Printing and Binding	23	100	100	350
110-623-5701	Building Maint and Repair	658	1,500	1,500	10,000
110-623-5704	Software Maint and Repair	310	750	750	350
110-623-5706	Vehicle Maint and Repair	-	300	300	300
110-623-5903	Health and Wellness	-	-	-	-
110-623-5904	Employment	120	250	250	250
110-623-5999	Services - Non Categorized	340	500	500	500
Total Services		38,508	44,418	44,418	54,798
	Total Expenditures	217,470	239,296	245,771	259,124

Animal Control

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Animal Control Donations					
Cost of Good Sold					
110-624-3102	COGS - Other	542	-	-	-
Total Cost of Goods Sold		542	-	-	-
Services					
110-624-4199	Supplies - Non Categorized	3,256	-	-	-
Total Services		3,256	-	-	-
Capital Outlay					
110-624-6501	Vehicles	-	-	-	-
Total Capital Outlay		-	-	-	-
	Total Expenditures	3,798	-	-	-

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 2017 Accomplishments

- Developed and implemented booth exhibit at the International Council of Shopping Center's 2016 Deal Making Conference and the 2016 Society of Office and Industrial Realtors Development Day in Kansas City
- Entered into second year contract with The Retail Coach to continue retail recruitment services
- Implemented cloud based GIS server to achieve real-time info for the public using the City's new website
- Awarded 3 Downtown Façade Grants funded by the City
- Holden St. and Pine St. Commercial Historic District listed on the National Register of Historic Places on April 3, 1017
- Comprehensive City Plan Update adopted on April 3, 3017
- Purchased 2 roll color plotter/scanner for aerial prints and GIS maps
- Administered the 2016 TRIM grant and removed 32 hazardous street and park trees
- Researched and purchased new Building Permit and Code Enforcement software including online portal for builders to access.
- Implemented a new archive file shelf system and new filing system for commercial permits based on address instead of year

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

- Establish building code review committee for adoption of 2018 building codes to be adopted in 2019. Adopt City goals, policies and plans to support and encourage residential, commercial, and industrial growth.
- Prepare for Building Division ISO visit in summer 2018. Improve and maintain rankings and ratings that result in community savings and efficiencies, Focus III, Objective 1.
- Begin Census 2020 preparations (LUCA, Group Quarters, local Count Committee)
- Implement new Building Permit and Code Enforcement Software including online portal for builders. Update and Implement new technologies Focus III, Objective 4.
- Purchase 1 more set of shelves for archive system and complete reorganization of archive files. Update and Implement new technologies Focus III, Objective 4.

Performance Measurement

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

Revenues

Building Permit fees	$72,000
Development Fees	$7,700

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Community Development Director	Exempt	1	1	1	1
Building Official	M	1	1	1	1
City Planner	L	1	1	1	1
Neighborhood Services Coordinator	K	1	1	1	1
Building Inspector	J	1	1	1	1
Code Enforcement Inspector	H	1	1	1	1
Permit Clerk	F	1	1	1	1
Totals	7	7	7	7	

Community Development

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-641-1101	Wages	322,300	331,843	334,704	340,000
110-641-1103	Wages - Overtime	-	300	500	300
110-641-1105	Wages - Supplemental	480	510	360	510
110-641-2101	FICA Taxes	25,194	25,448	25,667	25,870
110-641-2201	Employee Retirement	24,561	18,961	19,124	19,905
110-641-2301	Insurance - Dental	4,156	5,818	4,185	4,840
110-641-2302	Insurance - Health	45,757	43,190	45,510	46,785
110-641-2304	Insurance - Life	592	733	747	866
110-641-2305	Insurance - Short Term Disability	-	1,561	1,438	1,619
110-641-2306	Insurance - Long Term Disability	-	665	702	791
110-641-2401	Worker's Compensation	6,240	9,040	6,177	7,172
110-641-2601	Flex Spending Account	-	-	-	-
Total Personnel Expenses		429,281	438,069	439,114	448,658
Commodities					
110-641-4102	Clothing	269	380	380	655
110-641-4103	Computer Supplies	1,619	557	557	2,485
110-641-4108	Meeting Supplies	128	300	300	125
110-641-4109	Office Supplies	1,494	1,970	1,970	1,737
110-641-4112	Publications	83	100	400	4,600
110-641-4114	Software	-	-	210	-
110-641-4115	Tools	451	900	650	430
110-641-4117	Food	207	700	200	400
110-641-4199	Supplies - Non Categorized	2,549	9,573	6,573	2,565
Total Commodities		6,800	14,480	11,240	12,997
Services					
110-641-5106	Utility - Telephone	1,470	1,680	1,680	1,680
110-641-5107	Utility - Data Access	-	-	-	-
110-641-5108	Fuel	3,764	6,000	4,500	4,800
110-641-5202	Consulting Services	3,500	31,250	23,050	13,000
110-641-5205	Labor / Labor and Equipment	-	8,500	1,000	2,000
110-641-5206	Legal Services	3,563	4,800	3,800	4,800
110-641-5401	Travel - Meals	238	798	798	691
110-641-5402	Mileage	115	869	869	925
110-641-5403	Travel - Room	1,077	3,500	3,500	2,978
110-641-5404	Schools and Seminars	2,103	3,460	3,460	3,225
110-641-5501	Dues and Memberships	1,273	1,511	1,511	1,354
110-641-5601	Advertising	1,618	3,050	4,550	600
110-641-5602	Postage	-	100	100	100
110-641-5603	Printing and Binding	406	767	767	730
110-641-5604	Shows / Expo Expenses	-	200	200	100
110-641-5706	Vehicle Maint and Repair	473	750	750	750
110-641-5903	Health and Wellness	-	-	-	-
110-641-5904	Employment	-	200	200	200
110-641-5999	Services - Non Categorized	1,576	2,066	2,566	2,066
Total Services		21,175	69,501	53,301	39,999
Capital Outlay					
110-641-6202	Equipment - Computers	714	6,000	-	9,000
110-641-6206	Equipment - Office	-	-	-	1,080
110-641-6501	Vehicles	-	-	-	-
Total Capital Outlay		714	6,000	-	10,080
	Total Expenditures	457,970	528,050	503,656	511,735

Economic Development

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

The City of Warrensburg significantly contributes to community organizations that help to recruit, maintain and grow our city. Below are the budgeted contributions that will be made in Fiscal year 2018:

Organization	Proposed Amount FY17
Big Brothers/Big Sisters	$ 5,600
Burg Fest	$ 5,000
Chamber of Commerce sponsorship	$ 5,000
ICSC Chicago Deal Making October 2017	$ 4,125
Johnson County Economic Development Corp.	$ 75,000
Oats-Old Drum Transportation	$ 15,000
Pioneer Trails Regional Planning Commission	$ 5,000
Art Commission	$ 10,000
Downtown Façade Grants	$ 5,000
Sales Tax Agreements	$ 37,200
Tree Board[1]	$ 12,210
Warrensburg Arts Commission	$ 10,000
Warrensburg Depot Renovation Corporation	$ 5,500
Warrensburg Historic Preservation Commission	$ 4,876
Warrensburg Main Street, Inc.	$ 41,000
Whiteman Area Leadership Council	$ 3,000

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

Focus IV: Regional Draw
Goal: Create a vibrant and inviting atmosphere that offers a unique feeling of inclusiveness

Performance Measurement

Outcomes from 2016 ICSC Deal Makers Conference and 2017 ICSC Las Vegas Conference where:

- 5 Pipeline Leads
- 1 Site visit
- 4 new deal making appointments

As a result of exhibiting at the ***ICSC 2017 Deal Makers Conference*** for the 5th year, return on investment would be measured by the following:

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

Successful completion of 75% of these measurements where achieved in FY17. FY18 budget allocation decisions have been made and the City will continue level funding for an additional year.

[1] Offset $10,000 by grant

Economic Development

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Commodities					
110-642-4102	Clothing	-	50	50	50
110-642-4108	Meeting Supplies	-	120	120	120
110-642-4109	Office Supplies	-	100	100	100
110-642-4111	Program Supplies	-	250	250	250
110-642-4199	Supplies - Non Categorized	217	300	300	300
Total Commodities		217	820	820	820
Services					
110-642-5202	Consulting Services	29,133	27,000	41,267	27,000
110-642-5205	Labor / Labor and Equipment	-	10,000	10,000	10,000
110-642-5206	Legal Services	17,273	1,000	1,000	1,000
110-642-5299	Contractual - Non Categorized	-	-	-	-
110-642-5401	Travel - Meals	223	400	400	240
110-642-5402	Mileage	1,872	1,600	1,600	1,700
110-642-5403	Travel - Room	3,967	2,150	2,150	1,200
110-642-5404	Schools and Seminars	895	1,100	1,100	1,325
110-642-5501	Dues & Memberships	5,140	5,525	5,525	5,540
110-642-5601	Advertising	202	350	350	350
110-642-5603	Printing and Binding	-	50	50	50
110-642-5604	Shows / Expo / Events Expense	5,623	6,125	6,125	4,125
110-642-5999	Services - Non Categorized	204	-	-	-
Total Services		64,531	55,300	69,567	52,530
Capital Outlay					
110-642-6999	Capital - Non Categorized	-	-	-	-
Total Capital Outlay		-	-	-	-
Non-Categorized					
110-642-9301	Community Agreements	211,200	213,925	213,925	213,801
Total Non-Categorized		211,200	213,925	213,925	213,801
	Total Expenditures	275,947	270,045	284,312	267,151

Street Department

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 2017 Accomplishments

- Managed recycling transfer site to assure cleanliness
- Staff constructed storm drainage system at Public Works Street Maintenance facility
- Monitored storm drainage areas during severe rainfall for Storm Water Plan reports
- Continue maintenance of all streets and signage
- Implemented new Polymer Overcoat Street Maintenance Program to save maintenance cost

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

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

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

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

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

- Continue to maintain essential services to keep up the appearance of the community and improve the desirability of the community for future business development.
- As funded, complete asphalt overlay of as many city streets as possible.
- Assess the Polymer Overcoat Program to determine value and public acceptance.
- Pursue establishing marked bike route from the DD Trail to the Depot via Hale Lake Road and Holden St.
- Continue to improve ADA accessibility.
- Support community events
- Upgrade appearance of streets to have newer look and compliment newly developed businesses.

Performance Measurement

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Director of Public Works	Exempt	1	0.5	0.5	0.5
Assistant Director of Public Works	P	0	0	0.5	0.5
Manager of Street Operations	M	1	1	1	1
Senior Project Manager	M	1	1	1	1
Project Manager - Streets	K	1	0.5	1.5	1.5
Street Foreman	I	1	1	1	1
Equipment Technician	H	1	1	1	1
Project Technician	G	1	1	0	0
Sign Technician	G	1	1	1	1
Executive Assistant II	G	0	0	0.5	0.5
Maintenance Worker II	G	5	6	6	6
Maintenance Worker I	F	1	1	1	1
Totals		**14**	**14**	**15**	**15**

The Director and Assistant Director of Public Works, one Project Manager and the Executive Assistant 2 position are split with Water Pollution Control.

FY17
The Project Technician position was reclassified as a Project Manager position

Street Department

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-643-1101	Wages	466,511	576,457	539,218	541,867
110-643-1102	Wages - Part Time	-	-	15,424	15,654
110-643-1103	Wages - Overtime	12,947	36,000	13,200	22,000
110-643-1105	Wages - Supplemental	1,425	1,350	1,350	1,470
110-643-2101	FICA Taxes	38,079	46,956	43,543	43,701
110-643-2201	Employee Retirement	36,125	34,987	32,444	34,262
110-643-2301	Insurance - Dental	7,001	12,467	7,897	9,155
110-643-2302	Insurance - Health	82,797	92,550	77,174	83,295
110-643-2304	Insurance - Life	1,094	1,570	1,570	1,397
110-643-2305	Insurance - Short Term Disability	-	3,344	3,344	2,535
110-643-2306	Insurance - Long Term Disability	-	1,426	1,426	1,239
110-643-2401	Worker's Compensation	26,974	38,905	26,587	32,116
Total Personnel Expenses		672,955	846,012	763,176	788,692
Commodities					
110-643-4102	Clothing	10,091	15,000	15,000	15,790
110-643-4103	Computer Supplies	82	800	800	2,300
110-643-4104	Custodial Supplies	5,897	5,000	5,000	5,500
110-643-4106	Lawn and Field Care	1,327	3,200	2,200	3,200
110-643-4107	Maint and Repair Supplies	11,027	9,000	6,000	8,000
110-643-4108	Meeting Supplies	211	300	300	300
110-643-4109	Office Supplies	550	830	830	750
110-643-4113	Sand and Salt	39,556	40,000	28,000	40,000
110-643-4114	Software	928	3,392	1,740	3,740
110-643-4115	Tools	2,148	2,200	2,200	8,200
110-643-4199	Supplies - Non Categorized	14,393	19,825	13,825	19,500
Total Commodities		86,209	99,547	75,895	107,280
Services					
110-643-5100	Electric St Lights and Signals	306,500	340,285	320,285	313,450
110-643-5101	Utility - Electric	12,183	11,000	11,000	11,000
110-643-5102	Utility - Gas	2,125	3,200	2,400	3,200
110-643-5103	Utility - Water	5,621	5,500	5,500	5,500
110-643-5104	Utility - Trash	780	780	780	780
110-643-5106	Utility - Telephone	945	2,093	2,093	630
110-643-5108	Fuel	37,774	60,300	37,300	52,300
110-643-5205	Labor / Labor and Equipment	-	2,500	2,500	2,500
110-643-5206	Legal Services	374	1,200	1,200	1,200
110-643-5209	Rent / Lease	-	58,000	-	2,000
110-643-5299	Contractual - Non Categorized	4,846	13,600	26,000	12,786
110-643-5401	Travel - Meals	13	250	250	250
110-643-5403	Travel - Room	395	1,500	219	1,500
110-643-5404	Schools and Seminars	3,162	4,000	1,259	5,650
110-643-5501	Dues and Memberships	700	705	705	865
110-643-5601	Advertising	680	1,000	1,000	1,200
110-643-5701	Building Maint and Repair	1,518	11,500	5,500	6,080
110-643-5703	Equipment Maint and Repair	27,565	33,500	29,500	39,500
110-643-5706	Vehicle Maint and Repair	16,422	44,000	34,000	40,000
110-643-5903	Health and Wellness	-	-	129	250
110-643-5904	Employment	143	200	423	609
110-643-5999	Services - Non Categorized	-	-	-	420
Total Services		421,745	595,113	482,044	501,670
Capital Outlay					
110-643-6101	Building	-	40,000	42,500	40,000
110-643-6205	Equipment - Mower	15,750	-	-	-
110-643-6299	Equipment - Non Categorized	24,595	199,000	245,000	57,500
110-643-6401	Signs	-	-	-	1,000
110-643-6405	Storm Drainage	1,373	-	-	-
110-643-6501	Vehicles	-	-	-	95,000
Total Capital Outlay		41,718	239,000	287,500	193,500
	Total Expenditures	1,222,626	1,779,672	1,608,615	1,591,142

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 2017 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 2018 Strategic Plan Initiatives

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

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

Performance Measurement

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Maintenance Foreman	I	1	1	1	1
Totals		**1**	**1**	**1**	**1**

Cemetery

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
110-644-1101	Wages	31,977	32,926	32,926	33,925
110-644-1103	Wages - Overtime	52	715	715	736
110-644-1105	Wages - Supplemental	-	-	-	60
110-644-2101	FICA Taxes	2,527	2,574	2,574	2,607
110-644-2201	Employee Retirement	2,432	1,918	1,918	2,153
110-644-2301	Insurance - Dental	794	831	831	831
110-644-2302	Insurance - Health	6,538	6,170	6,170	5,845
110-644-2304	Insurance - Life	86	105	105	85
110-644-2305	Insurance - Short Term Disability	-	223	223	160
110-644-2306	Insurance - Long Term Disability	-	95	95	78
110-644-2401	Worker's Compensation	1,598	2,275	1,555	1,923
Total Personnel Expenses		46,004	47,831	47,111	48,404
Commodities					
110-644-4102	Clothing	257	275	275	275
110-644-4103	Computer Supplies	-	1,000	1,000	500
110-644-4104	Custodial Supplies	26	75	75	75
110-644-4106	Lawn and Field Care	439	1,850	1,850	1,850
110-644-4107	Maint and Repair Supplies	111	600	600	600
110-644-4109	Office Supplies	103	200	200	200
110-644-4112	Publications	-	90	90	90
110-644-4115	Tools	195	250	250	250
110-644-4199	Supplies - Non Categorized	688	500	500	500
Total Commodities		1,821	4,840	4,840	4,340
Services					
110-644-5101	Utility - Electric	2,711	2,800	2,800	2,800
110-644-5102	Utility - Gas	637	700	700	700
110-644-5103	Utility - Water	997	900	900	900
110-644-5104	Utility - Trash	480	480	480	480
110-644-5106	Utility - Telephone	35	727	727	-
110-644-5107	Utility - Data Access	-	-	-	-
110-644-5108	Fuel	95	1,000	-	-
110-644-5205	Labor / Labor and Equipment	41,130	58,000	58,000	64,500
110-644-5206	Legal Services	88	200	200	200
110-644-5299	Contractual Non Categorized	-	30,000	30,000	35,000
110-644-5401	Travel - Meals	-	120	-	120
110-644-5403	Travel - Room	-	300	-	-
110-644-5404	Schools and Seminars	-	300	-	-
110-644-5601	Advertising	149	175	175	175
110-644-5701	Building Maint Repair	98	200	200	300
110-644-5703	Equipment Maint and Repair	308	2,500	500	500
110-644-5704	Software Maint and Repair	599	750	750	750
110-644-5706	Vehicles Maint and Repair	-	600	600	600
110-644-5903	Health and Wellness	-	75	75	75
110-644-5904	Employment	-	100	100	100
Total Services		47,327	99,927	96,207	107,200
Capital Outlay					
110-644-6401	Signs	73	1,500	1,000	5,000
Total Capital Outlay		73	1,500	1,000	5,000
	Total Expenditures	95,225	154,098	149,158	164,944
Cemetery Donations					
Services					
110-645-4199	Supplies - Non Categorized	5,941	-	-	-
Total Services		5,941	-	-	-
Capital Outlay					
110-645-6401	Signs	-	-	-	1,500
Total Capital Outlay		-	-	-	1,500
	Total Expenditures	5,941	-	-	1,500

General Fund Debt Schedule

Issuance	Uses	Funding Source	FY18	FY19	FY20	FY21	FY22	Totals
Lease Purchase Interest	PD RMS	General One Cent	6,209	4,761	3,277	1,755	295	16,297
Lease Purchase Principal	PD RMS	General One Cent	58,090	59,538	61,022	62,543	31,854	273,046
Fund Totals			64,298	64,298	64,298	64,298	32,149	289,343

Community Investment Plan

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

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

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

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

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

In 2017, voters approved the sale of a $3.5 million General Obligation Bonds for financing the Maguire Street Traffic Signal upgrade and construction of Veterans Road projects and $2 million for a Fire Pumper Truck and Fire Ladder Truck. This marked the first time in the history of Warrensburg that these type of bonds were issued to finance projects. The City will maintain transparency every step of the way to insure the public's trust and to let them know exactly what it is that there tax dollars paid for.

The Improvements in the proposed FY18 Community Investment Transportation fund include:

Recurring Capital Projects
- Street Maintenance - $600,000
- Curb and Sidewalk Projects - $80,000
- Maguire Street Striping and Signal Maintenance - $40,000

Nonrecurring Capital Projects
- Downtown Phase IV Construction $709,151

The employees of the Street Department are paid out of the General Fund while working the projects that are included in the Community Investment Transportation fund.

The Improvements in the proposed FY18 Community Investment Half Cent fund include:

Recurring Capital Projects
- Storm Water Emergency Repairs - $30,000

Nonrecurring Capital Projects
- Building Permit Software - $88,625
- Financial Software Upgrade - $49,000
- Storm Water Master Plan $78,116 (FY18 Last Payment)
- Fire Department Air Packs $150,000
- Northfield Subdivision Storm Drain Repair - $151,000
- Storm Water Emergency Repairs - $30,000
- Edge Network/Wireless Upgrade - $105,000
- IT Infrastructure Projects - $67,000
- Fire Suppression System in IT Server Room - $30,000

The Improvements in the proposed FY18 Community Investment General Obligation fund include:

Nonrecurring Capital Projects
- Traffic Signal Upgrades - $1,279,028
- Commerce Park, Veterans Road Phase II - $2,158,216
- Fire Pumper Truck - $550,000
- Fire Ladder Truck - $1,450,000

Impact to the General Fund

The Street Maintenance Project is a recurring capital project with an impact of approximately $4,900.00 in additional wages to the Street Department in the General Fund through overtime and part time seasonal employee expenses during a four-week time-period. This is a recurring impact.

The Edge Network/Wireless Upgrade will impact the General Fund with either a subscription or annual maintenance fee. This amount has not been determined, the Request for Proposal was posted August 14, 2017.

The new Building Permit Software impact to the General Fund will begin in FY19 with an increase in the maintenance of approximately $8,000 a year, since the software will be implemented in FY18 there will be no maintenance fee charged in FY18.

The impact to the General Fund with the new Fire Trucks will be a reduction to the General Fund since the older Fire Trucks that require more maintenance will be sold once they have been replaced. Due to the time that it takes to receive a Fire Truck after it is ordered that savings may not be realized until FY19. The actual amount of savings as yet to be deteremined.

Community Investment Plan
Transportation

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				391,297
	Revenues				
210-52205	Grants - MODOT	45,198	-	-	346,248
210-52220	Grants - Gasoline Tax	501,403	500,000	500,000	510,000
210-52225	Grants - Motor Vehicle Fee	81,111	81,000	81,000	84,000
210-52230	Grants - Motor Vehicle Sales	142,534	165,000	165,000	170,000
210-55135	Development	2,138	1,000	1,000	1,000
210-57105	Interest on Deposits	5,083	5,576	5,576	5,050
210-57125	Payment Terms Discounts	6	-	-	-
210-59910	Claims / Reimbursements	-	-	-	-
210-59920	Lease Proceeds	-	-	-	-
Total Revenue		777,472	752,576	752,576	1,116,298
	Expenditures				
Services					
210-611-5203	Financial Services	2,044	3,150	3,150	3,150
210-680-5206	Legal Services	1,050	300	300	5,300
210-680-5601	Advertising	757	1,000	1,000	2,000
210-680-5703	Equipment Maint and Repair	15,317	42,000	42,000	42,000
210-680-5707	Road Maint and Repair	462,945	711,850	740,550	599,350
210-680-5901	Engineering	306,338	5,000	84,280	114,440
Total Services		788,450	763,300	871,280	766,240
Capital Outlay					
210-680-6101	Buildings	6,887	-	-	-
210-680-6299	Equipment - Non Categorized	-	-	-	-
210-680-6403	Roads	15,500	15,500	15,500	15,500
210-680-6406	Curb / Sidewalk	78,971	79,350	79,350	79,350
210-680-6499	Infrastructure NonCategorized	-	-	-	588,711
Total Capital Outlay		101,358	94,850	94,850	683,561
	Total Expenditures	889,808	858,150	966,130	1,449,801
	Revenues Over (Under) Expenditures	(112,336)	(105,574)	(213,554)	(333,503)
	Other Uses				
	Transfer to Debt Fund	60,410	31,498	31,498	31,498
	Total Other Uses	60,410	31,498	31,498	31,498
	Net Sources Over (Under) Uses	(172,746)	(137,072)	(245,053)	(365,001)
	Projected Cash Balance at September 30, 2018				26,296

Community Investment Plan
Transportation Fund Debt Schedule

Issuance	Uses	Funding Source	FY18	Totals
Lease Purchase Interest	Tandem Truck	Capital Improvement Transportation	870	870
Lease Purchase Principal	Tandem Truck	Capital Improvement Transportation	30,628	30,628
Fund Totals			31,498	31,498

Community Investment Plan Half Cent

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				738,793
	Revenues				
215-51205	Sales Tax	1,634,487	1,675,000	1,675,000	1,600,000
215-51305	Use Tax	124,993	125,000	125,000	133,050
215-52105	Grants - Federal	-	380,000	380,000	380,000
215-52235	Grants - DNR	-	-	-	-
215-57105	Interest on Deposits	5,849	5,510	5,510	9,050
215-59910	Claims/Reimbursement	2	-	-	-
Total Revenues		1,765,331	2,185,510	2,185,510	2,122,100
	Expenditures				
Commodities					
215-680-4114	Software	4,453	96,300	-	137,625
Total Commodities		4,453	96,300	-	137,625
Services					
215-611-5203	Financial Services	2,299	3,112	3,112	3,112
215-611-5250	Intragovernmental Svc/Reimb	161,405	215,206	215,206	215,206
215-680-5202	Consulting Services	70,097	24,500	82,648	-
215-680-5206	Legal Services	1,050	-	-	500
215-680-5601	Advertising	235	-	-	500
215-680-5901	Engineering	75,092	75,841	75,841	128,116
215-680-5908	Permits	-	-	-	250
215-680-5999	Services - Non Categorized	-	-	-	-
Total Services		310,177	318,659	376,807	347,684
Capital Outlay					
215-680-6101	Buildings	19,948	-	-	30,000
215-680-6202	Equipment - Computers	107,698	60,590	15,290	172,000
215-680-6299	Equipment - Non Categorized	37,908	410,400	410,997	150,000
215-680-6301	System Software	-	12,300	12,300	-
215-680-6401	Signs	71,114	-	-	-
215-680-6404	Parking	-	-	-	-
215-680-6405	Storm Drainage	7,874	30,000	30,000	130,000
215-680-6499	Infrastructure NonCategorized	4,205	-	-	-
Total Capital Outlay		248,746	513,290	468,587	482,000
	Total Expenditures	563,376	928,249	845,394	967,309
	Revenues Over (Under) Expenditures	1,201,955	1,257,261	1,340,116	1,154,791
	Other Uses				
	Transfer to Debt Fund	1,196,097	1,345,989	1,345,989	1,360,405
	Total Other Uses	1,196,097	1,345,989	1,345,989	1,360,405
	Net Sources Over (Under) Uses	5,858	(88,728)	(5,872)	(205,614)
	Projected Cash Balance at September 30, 2018				533,179

Community Investment Plan
Half Cent Fund Debt Schedule

Issuance	Uses	Funding Source	FY18
COP 2009 Interest	City Buildings	Capital Improvement Half Cent	61,300
COP 2009 Principal	City Buildings	Capital Improvement Half Cent	220,000
COP 2009 Fees	City Buildings	Capital Improvement Half Cent	996
COP 2009 Reserve	City Buildings	Capital Improvement Half Cent	
COP 2010 Principal	City Hall Remodel / Hamilton	Capital Improvement Half Cent	75,000
COP 2010 Interest	City Hall Remodel / Hamilton	Capital Improvement Half Cent	130,105
COP 2010 Fees	City Hall Remodel / Hamilton	Capital Improvement Half Cent	1,855
COP 2010 Principal	Hamilton Street - School Portion	School District	
COP 2010 Interest	Hamilton Street - School Portion	School District	
COP 2013 Principal	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent	640,000
COP 2013 Interest	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent	136,829
COP 2013 Fees	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent	2,500
Lease Purchase Interest	Fire Truck	Capital Improvement Half Cent	8,927
Lease Purchase Principal	Fire Truck	Capital Improvement Half Cent	82,893
Fund Totals			1,360,405

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.

Community Investment Plan
Half Cent Fund Debt Schedule

Issuance	FY19	FY20	FY21	FY22	FY23	FY24
COP 2009 Interest	53,600	45,800	38,000	30,800	24,200	18,200
COP 2009 Principal	195,000	195,000	180,000	165,000	150,000	455,000
COP 2009 Fees	996	996	996	996	996	996
COP 2009 Reserve						(317,822)
COP 2010 Principal	75,000	75,000	75,000	75,000	85,000	80,000
COP 2010 Interest	127,105	124,105	121,105	118,105	114,730	110,905
COP 2010 Fees	1,855	1,855	1,855	1,855	1,855	1,855
COP 2010 Principal						
COP 2010 Interest						
COP 2013 Principal	725,000	785,000	865,000	940,000	1,020,000	1,005,000
COP 2013 Interest	121,201	103,811	84,894	64,155	41,595	17,684
COP 2013 Fees	2,500	2,500	2,500	2,500	2,500	2,500
Lease Purchase Interest	6,780	4,578	2,318			
Lease Purchase Principal	85,040	87,243	89,502			
Fund Totals	1,394,078	1,425,888	1,461,170	1,398,411	1,440,876	1,374,318

Community Investment Plan
Half Cent Fund Debt Schedule

Issuance	FY25	FY26	FY27	FY28	FY29	Totals
COP 2009 Interest						271,900
COP 2009 Principal						1,560,000
COP 2009 Fees						6,972
COP 2009 Reserve						(317,822)
COP 2010 Principal	415,000	435,000	455,000	475,000	500,000	2,820,000
COP 2010 Interest	107,305	88,630	68,185	46,800	24,000	1,181,080
COP 2010 Fees	1,855	1,855	1,855	1,855	1,855	22,260
COP 2010 Principal						-
COP 2010 Interest						-
COP 2013 Principal						5,980,000
COP 2013 Interest						570,169
COP 2013 Fees						17,500
Lease Purchase Interest						22,603
Lease Purchase Principal						519,678
Fund Totals	524,160	525,485	525,040	523,655	525,855	12,479,340

General Obligation Bonds

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				5,456,201
	Revenues				
225-51105	Property Tax - Current	-	-	-	1,011,283
225-51110	Property Tax - Delinquent	-	-	-	-
225-57105	Interest on Deposits	-	-		-
225-59915	Bond Proceeds	-	-	5,500,000	-
Total Revenue		-	-	5,500,000	1,011,283
	Expenditures				
Services					
225-611-5202	Consulting	-	-	-	-
225-611-5203	Financial Services	-	-	-	-
225-611-7101	Bond Principal			-	
255-611-7201	Bond Interest			-	
225-611-7301	Bond Fees	-	-	-	
225-680-5206	Legal Services	-	-	750	2,250
225-680-5601	Advertising	-	-	-	750
225-680-5901	Engineering	-	-	60,968	505,129
225-680-5908	Permits	-	-	-	-
225-680-5999	Services - Non Categorized	-	-	2,800	-
Total Services		-	-	64,518	508,129
Capital Outlay					
225-680-6401	Signs	-	-	-	2,000
225-680-6403	Roads	-	-	-	949,135
225-680-6405	Storm Drainage	-	-	-	-
225-680-6406	Curb / Sidewalk	-	-	-	-
225-680-6499	Infrastructure NonCategorized	-	-	-	1,977,980
225-680-6501	Vehicles				2,000,000
225-680-6602	Land Easement	-	-	-	-
Total Capital Outlay		-	-	-	4,929,115
	Total Expenditures	-	-	64,518	5,437,244
	Revenues Over (Under) Expenditures	-	-	5,435,482	(4,425,961)
	Other Uses				
	Transfer to Debt Fund	-	-	-	943,900
	Total Other Uses	-	-	-	943,900
	Net Sources Over (Under) Uses	-	-	5,435,482	(5,369,861)
	Projected Cash Balance at September 30, 2018				86,340

Community Investment Program
General Obligation Bonds

Issuance	Uses	Funding Source	FY18	FY19	FY20	FY21
Bond Principal	Fire Trucks	Property Tax	145,000	170,000	180,000	190,000
Bond Interest	Fire Trucks	Property Tax	58,497	50,450	42,600	35,200
Bond Principal	Streets	Property Tax	610,000	665,000	705,000	740,000
Bond Interest	Streets	Property Tax	130,103	97,825	67,100	38,200
Bond Fees	Fire Trucks/Streets	Property Tax	300	300	300	300
Fund Totals			943,900	943,900	995,000	1,003,700

Community Investment Program
General Obligation Bonds

Issuance	FY22	FY23	FY24	FY25	FY26	FY27	Total
Bond Principal	200,000	210,000	220,000	235,000	245,000	255,000	2,050,000
Bond Interest	28,400	22,250	16,900	12,350	7,550	2,550	276,747
Bond Principal	780,000						3,500,000
Bond Interest	11,700						344,928
Bond Fees	300	300	300	300	300	300	3,000
Fund Totals	1,020,400	232,550	237,200	247,650	252,850	257,850	6,174,675

This page intentionally left blank.

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, Community Investment Plan and Park Funds.

The Missouri Constitution sets limits on the amount of General Obligation debt the City may have as a percentage of the assessed valuation of property within the City. The City is limited to 10% of total assessed valuation for general obligation bonds. The City could have additional general obligation bonds up to another 10% to fund infrastructure items like streets, sewer systems, or other utilities. In general terms this results in a general obligation debt limit in excess of $40 million. The City currently has 5.5 million in general obligation bonds outstanding. These bonds are for street infrastructure projects, Fire apparatus and equipment. These General Obligation Bonds will be paid for from a voter approved increase to Property taxes.

For FY18 the City has three Certificates of Participation, (COP) and two Lease Purchase Agreements. The City's debt for the construction of new buildings including Police, Public Works and Animal Shelter, the remodeling of City Hall and Fire Station, Fire trucks, Siren system and street extension (the three COP's) are paid from revenues collected from a voter approved half cent Sales/Use Tax which will be collected until December 2025. A Missouri State Gasoline Tax, Motor Vehicle Sales Tax and Motor Vehicle Fees pay the debt on the Tandem Truck lease purchase agreement. The lease purchase agreement for the Police Departments records management system (RMS) and the Fire Departments pumper fire engine is paid from revenues from the one-cent sales tax. 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. COP09 debt is for the Nassif Aquatic Center and COP14 was issued for a new roof on the Community Center. In FY17 the Parks and Recreation department added a lease purchase for Fitness Equipment. The Parks and Recreation department debt is paid from revenues from a three eight cent sales tax. The Parks and Recreation current debt obligations processed through the debt service fund complete in FY33.

The process has started for the refinancing of COP09 and COP10. This will reduce the amount of the transfer to the Debt Service Fund for both the CIP Half Cent Sales Tax fund and the Parks and Recreation fund. Current estimates have a savings of $522,834.79 for COP09 and $259,130.00 for COP10 for the remainder of the debt.

Debt Service

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				156,984.66
	Revenues				
310-57105	Interest on Deposits	0	-	-	-
310-57115	Interest Credit	12,429	-	2,216	-
310-59910	Claims / Reimbursements	159,650	-	-	-
Total Revenues		172,079	-	2,216	-
	Expenditures				
Debt					
310-611-7101	Bond Principal	1,126,600	1,093,000	1,093,000	1,805,000
310-611-7103	Lease Purchase Principal	28,421	29,504	64,465	184,749
310-611-7201	Bond Interest	569,142	537,381	537,381	696,073
310-611-7203	Lease Purchase Interest	3,078	1,995	6,454	17,410
310-611-7301	Bond Fees	10,133	6,867	6,867	8,706
Total Expenditures		1,737,373	1,668,747	1,708,167	2,711,938
	Revenues Over (Under) Expenditures	(1,565,294)	(1,668,747)	(1,705,951)	(2,711,938)
	Other Sources				
	Transfer from General Fund	27,800	-	32,149	64,298
	Transfer from CIP Transportation	60,410	31,498	31,498	31,498
	Transfer from CIP Half Cent	1,196,097	1,345,989	1,345,989	1,360,405
	Transfer from CIP GO Bonds	-	-	-	943,900
	Transfer from Parks	289,931	291,260	298,531	311,837
	Total Other Sources	1,574,238	1,668,747	1,708,167	2,711,938
	Net Sources Over (Under) Uses	8,944	-	2,216	-
	Projected Cash Balance at September 30, 2018				156,984.66

Debt Service Schedule

Issuance	Uses	Funding Source
COP 2009 Interest	City Buildings	Capital Improvement Half Cent
COP 2009 Principal	City Buildings	Capital Improvement Half Cent
COP 2009 Fees	City Buildings	Capital Improvement Half Cent
COP 2009 Reserve	City Buildings	Capital Improvement Half Cent
COP 2009 Interest	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent
COP 2009 Principal	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent
COP 2009 Fees	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent
COP 2009 Reserve	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent
COP 2010 Principal	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Interest	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Fees	City Hall Remodel / Hamilton	Capital Improvement Half Cent
COP 2010 Principal	Hamilton Street - School Portion	School District
COP 2010 Interest	Hamilton Street - School Portion	School District
Lease Purchase Interest	Tandem Truck	Capital Improvement Transportation
Lease Purchase Principal	Tandem Truck	Capital Improvement Transportation
COP 2013 Principal	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2013 Interest	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2013 Fees	Refinancing COP 07 - City Buildings	Capital Improvement Half Cent
COP 2014 Principal	Community Center Roof	Parks & Recreation Three-Eights Cent
COP 2014 Interest	Community Center Roof	Parks & Recreation Three-Eights Cent
COP 2014 Fees	Community Center Roof	Parks & Recreation Three-Eights Cent
Lease Purchase Interest	PD RMS	General Fund One Cent
Lease Purchase Principal	PD RMS	General Fund One Cent
Lease Purchase Interest	Fire Truck	Capital Improvement Half Cent
Lease Purchase Principal	Fire Truck	Capital Improvement Half Cent
Lease Purchase Interest	Parks Fitness Equipment	Parks & Recreation Three-Eights Cent
Lease Purchase Principal	Parks Fitness Equipment	Parks & Recreation Three-Eights Cent
Bond Principal	Fire Trucks	Property Tax
Bond Interest	Fire Trucks	Property Tax
Bond Principal	Streets	Property Tax
Bond Interest	Streets	Property Tax
Bond Fees	Fire Trucks/Streets	Property Tax
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.

Debt Service Schedule

Issuance	FY18	FY19	FY20	FY21	FY22	FY23
COP 2009 Interest	61,300	53,600	45,800	38,000	30,800	24,200
COP 2009 Principal	220,000	195,000	195,000	180,000	165,000	150,000
COP 2009 Fees	996	996	996	996	996	996
COP 2009 Reserve						
COP 2009 Interest	165,288	163,538	161,538	159,538	157,538	154,738
COP 2009 Principal	50,000	50,000	50,000	50,000	70,000	105,000
COP 2009 Fees	1,147	1,147	1,147	1,147	1,147	1,147
COP 2009 Reserve						
COP 2010 Principal	75,000	75,000	75,000	75,000	75,000	85,000
COP 2010 Interest	130,105	127,105	124,105	121,105	118,105	114,730
COP 2010 Fees	1,855	1,855	1,855	1,855	1,855	1,855
COP 2010 Principal						
COP 2010 Interest						
Lease Purchase Interest	870					
Lease Purchase Principal	30,628					
COP 2013 Principal	640,000	725,000	785,000	865,000	940,000	1,020,000
COP 2013 Interest	136,829	121,201	103,811	84,894	64,155	41,595
COP 2013 Fees	2,500	2,500	2,500	2,500	2,500	2,500
COP 2014 Principal	65,000	67,000	69,000	70,000	72,000	74,000
COP 2014 Interest	13,952	12,112	10,216	8,264	6,283	4,245
COP 2014 Fees	1,908	1,908	1,908	1,908	1,908	1,908
Lease Purchase Interest	6,209	4,761	3,277	1,755	295	
Lease Purchase Principal	58,090	59,538	61,022	62,543	31,854	
Lease Purchase Interest	8,927	6,780	4,578	2,318		
Lease Purchase Principal	82,893	85,040	87,243	89,502		
Lease Purchase Interest	1,404	1,077	741	397	67	
Lease Purchase Principal	13,138	13,466	13,801	14,145	7,204	
Bond Principal	145,000	170,000	180,000	190,000	200,000	210,000
Bond Interest	58,497	50,450	42,600	35,200	28,400	22,250
Bond Principal	610,000	665,000	705,000	740,000	780,000	
Bond Interest	130,103	97,825	67,100	38,200	11,700	
Bond Fees	300	300	300	300	300	300
Fund Totals	2,711,938	2,752,198	2,793,537	2,834,567	2,767,107	2,014,464

Debt Service Schedule

Issuance	FY24	FY25	FY26	FY27	FY28	FY29
COP 2009 Interest	18,200					
COP 2009 Principal	455,000					
COP 2009 Fees	996					
COP 2009 Reserve	(317,822)					
COP 2009 Interest	150,538	145,338	138,138	129,363	119,013	107,313
COP 2009 Principal	130,000	160,000	195,000	230,000	260,000	300,000
COP 2009 Fees	1,147	1,147	1,147	1,147	1,147	1,147
COP 2009 Reserve						
COP 2010 Principal	80,000	415,000	435,000	455,000	475,000	500,000
COP 2010 Interest	110,905	107,305	88,630	68,185	46,800	24,000
COP 2010 Fees	1,855	1,855	1,855	1,855	1,855	1,855
COP 2010 Principal						
COP 2010 Interest						
Lease Purchase Interest						
Lease Purchase Principal						
COP 2013 Principal	1,005,000					
COP 2013 Interest	17,684					
COP 2013 Fees	2,500					
COP 2014 Principal	76,000					
COP 2014 Interest	2,151					
COP 2014 Fees	1,908					
Lease Purchase Interest						
Lease Purchase Principal						
Lease Purchase Interest						
Lease Purchase Principal						
Lease Purchase Interest						
Lease Purchase Principal						
Bond Principal	220,000	235,000	245,000	255,000		
Bond Interest	16,900	12,350	7,550	2,550		
Bond Principal						
Bond Interest						
Bond Fees	300	300	300	300		
Fund Totals	1,973,261	1,078,295	1,112,620	1,143,400	903,815	934,315

Debt Service Schedule

Issuance	FY30	FY31	FY32	FY33	Totals
COP 2009 Interest					271,900
COP 2009 Principal					1,560,000
COP 2009 Fees					6,972
COP 2009 Reserve					(317,822)
COP 2009 Interest	93,813	77,663	59,138	38,713	2,021,200
COP 2009 Principal	340,000	390,000	430,000	815,000	3,625,000
COP 2009 Fees	1,147	1,147	1,147	1,147	18,352
COP 2009 Reserve				(385,506)	(385,506)
COP 2010 Principal					2,820,000
COP 2010 Interest					1,181,080
COP 2010 Fees					22,260
COP 2010 Principal					
COP 2010 Interest					
Lease Purchase Interest					870
Lease Purchase Principal					30,628
COP 2013 Principal					5,980,000
COP 2013 Interest					570,169
COP 2013 Fees					17,500
COP 2014 Principal					493,000
COP 2014 Interest					57,223
COP 2014 Fees					13,356
Lease Purchase Interest					16,297
Lease Purchase Principal					273,046
Lease Purchase Interest					22,603
Lease Purchase Principal					344,678
Lease Purchase Interest					3,686
Lease Purchase Principal					61,755
Bond Principal					2,050,000
Bond Interest					276,747
Bond Principal					3,500,000
Bond Interest					344,928
Bond Fees					3,000
Fund Totals	434,960	468,810	490,285	469,353	24,882,921

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.

In June of 2017, the TDD Board refinanced the debt paid for with the ½ cent sales tax, to take advantage of lower interest rates and include road improvements.

Exhibit A

City Of Warrensburg

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

Description	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, 2017

Description	Annual Assessment	Remaining Assessments (14) Years
Hawthorne Development LT 006	$31,185.26	$436,593.64
Hawthorne Development TR L	59.35	830.9
Hawthorne Development LT 007	83,898.15	1,174,574.10
Hawthorne Development LT 008	32,242.39	451,393.46
Hawthorne Development LT 009	11,918.64	166,860.96
Hawthorne Development TR J	39.78	556.92
Hawthorne Development TR G	46.42	649.88
Hawthorne Development TR I	65.93	923.02
Hawthorne Development TR K*	1,575.31	22054.34
Hawthorne Development TR O**	667.17	9340.38
Hawthorne Plaza TR A**	193.29	2706.06
Total	$161,891.69	$2,266,483.66

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

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

Neighborhood Improvement Districts

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				623,884.17
	Revenues				
410-51120	Property - Special Assessment	58,728	74,020	74,020	67,220
410-55175	Rentals	-	5,610	5,610	5,610
410-56105	Asset Sales - Land	50,031	480,000	480,000	500,000
Total Revenues		108,759	559,630	559,630	572,830
	Expenditures				
	Russell Avenue NID				
410-691-7101	Bond Principal	6,000	7,000	7,000	7,000
410-691-7201	Bond Interest	2,250	1,884	1,884	1,491
410-691-7301	Bond Fees	318	325	325	325
Total Russell Avenue Expenditures		8,568	9,209	9,209	8,816
	Hawthorne Development NID				
410-692-5202	Consulting Services	5,148	20,000	20,000	-
410-692-5206	Legal Services	-	-	-	-
410-692-5601	Advertising	-	-	-	-
410-692-5999	Services - Non Categorized	978	48,000	48,000	40,000
410-692-6406	Curb / Sidewalk	-	-	-	-
410-692-6999	Capital - Non Categorized	-	5,000	5,000	5,000
410-692-7101	Bond Principal	140,000	145,000	145,000	150,000
410-692-7201	Bond Interest	112,163	107,888	107,888	103,463
410-692-7301	Bond Fees	275	250	250	250
Total Hawthorne Expenditures		258,564	326,138	326,138	298,713
	Total Expenditures	267,132	335,347	335,347	307,528
	Revenues Over (Under) Expenditures	(158,373.13)	224,283.12	224,283.12	265,301.87
	Projected Cash Balance at September 30, 2018				889,186.04

Neighborhood Improvement Districts Debt Schedule

Issuance	Uses	FY18	FY19	FY20	FY21
2001 Series Principal	Russell Avenue NID	7,000	7,000	8,000	8,000
2001 Series Interest	Russell Avenue NID	1,491	1,097	675	225
2001 Series Fees	Russell Avenue NID	325	325	325	325
2011 Series Principal	Hawthorne NID	150,000	155,000	160,000	165,000
2011 Series Interest	Hawthorne NID	103,463	98,694	93,575	88,088
2011 Series Fees	Hawthorne NID	250	250	250	250
2011 Series Reserve	Hawthorne NID				
Fund Totals		262,528	262,366	262,825	261,888

Notes: 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

Issuance	FY22	FY23	FY24	FY25	FY26	FY27
2001 Series Principal						
2001 Series Interest						
2001 Series Fees						
2011 Series Principal	170,000	180,000	185,000	190,000	200,000	210,000
2011 Series Interest	82,225	75,650	68,350	60,850	52,925	44,469
2011 Series Fees	250	250	250	250	250	250
2011 Series Reserve						
Fund Totals	252,475	255,900	253,600	251,100	253,175	254,719

Neighborhood Improvement Districts Debt Schedule

Issuance	FY28	FY29	FY30	FY31	Totals
2001 Series Principal					37,000
2001 Series Interest					5,372
2001 Series Fees					1,625
2011 Series Principal	220,000	225,000	235,000	250,000	2,840,000
2011 Series Interest	35,600	26,141	16,078	5,469	959,463
2011 Series Fees	250	250	250	250	3,750
2011 Series Reserve			(5,219)	(255,719)	(260,938)
Fund Totals	255,850	251,391	246,109	-	3,586,272

Summary of Parks and Recreation Fund

Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Recurring Budget	FY 2018 Non-Recurring Budget	FY 2018 Budget
Projected Cash Balance at October 1, 2017						771,227
Revenues						
Property Tax	421,709	424,500	424,500	433,500		433,500
Sales Tax	1,184,510	1,202,000	1,202,000	1,177,000		1,177,000
Use Tax	93,733	85,000	85,000	97,000		97,000
Intergovernmental - State Grant	10,000	150,000	30,000	120,000		120,000
Service and Merchandise	802,276	780,924	780,924	877,050		877,050
Asset Sales	-	200	200	200		200
Interest Income	7,705	4,000	4,000	10,000		10,000
Donations	12,226	183,041	32,500	196,541		196,541
Revenue - Non Categorized	6,003	98,000	76,203	8,000		8,000
Total Revenues	2,538,162	2,927,665	2,635,327	2,919,291	-	2,919,291
Expenditures						
Salaries & Wages	672,068	803,094	803,094	833,735		833,735
Employee Taxes	53,202	61,342	61,342	62,607		62,607
Employee Retirement	23,358	26,751	26,751	29,592		29,592
Employee Insurance	66,362	132,927	132,927	94,324		94,324
Worker's Compensation	12,047	13,600	13,600	12,229		12,229
Unemployment	-	-	-	-		-
Employer Provided Services - Other	-	50	50	-		-
Cost of Goods Sold	34,604	30,300	35,400	31,300		31,300
Program And Other Supplies	137,727	158,900	158,900	151,250		151,250
Utilities	307,507	311,250	307,797	289,150		289,150
Outside Services	349,521	348,558	414,078	394,200		394,200
Insurance	31,504	33,000	37,719	35,000		35,000
Training and Travel	2,371	3,900	3,900	8,000		8,000
Dues and Memberships	1,219	2,000	2,000	2,000		2,000
Communication	24,612	30,500	30,500	26,000		26,000
Maintenance & Repair	81,900	68,114	61,614	63,700		63,700
Services - Non Categorized	5,412	5,700	5,700	5,700		5,700
Capital - Buildings	153,529	350,000	145,000	15,000	322,029	337,029
Capital - Equipment	125,746	124,469	107,969	45,000		45,000
Capital - Infrastructure	64,636	405,541	191,000	365,541		365,541
Debt Principal	-	-	-	-		-
Debt Interest	-	-	-	-		-
Third Party Ticket Sales	59	100	100	100		100
Over (Short)	102	100	100	100		100
Bad Debt	-	-	-	-		-
Donations	-	-	-	-		-
Non Categorized	-	-	-	-		-
Total Expenditures	2,147,486	2,910,196	2,539,542	2,464,528	322,029	2,786,557
Revenues Over (Under) Expenditures	390,676	17,469	95,786	454,763	(322,029)	132,734
Other Sources						
Transfer from the General Fund	-	-	-	-	-	-
Total Other Sources	-	-	-	-	-	-
Other Uses						
Transfer to Debt Service Fund	347,961	313,750	313,750	311,048	-	311,048
Total Other Uses	347,961	313,750	313,750	311,048	-	311,048
Net Sources Over (Under) Uses	(347,961)	(313,750)	(313,750)	(311,048)	-	(311,048)
Revenue and Other Sources Over (Under) Expenditures and Other Uses	42,715	(296,281)	(217,964)	143,715	(322,029)	(178,314)
Additional Items Affecting Cash Balance						
Projected Cash Balance at September 30, 2018						592,913

Parks and Recreation Revenues

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Taxes					
430-51105	Property Tax - Current	383,780	386,000	386,000	395,000
430-51110	Property Tax - Delinquent	5,018	6,000	6,000	5,500
430-51115	Railroad Tax	18,096	18,500	18,500	18,500
430-51130	M & M Surtax	14,815	14,000	14,000	14,500
430-51205	Sales Tax	1,184,510	1,202,000	1,202,000	1,177,000
430-51305	Use Tax	93,733	85,000	85,000	97,000
Total Tax Revenue		1,699,952	1,711,500	1,711,500	1,707,500
Intergovernmental - Grants					
430-52235	Grant - Dept Natural Resources	-	150,000	30,000	120,000
430-52240	Grants - Dept of Conservation	10,000	-	-	-
Total Intergovernmental - Grants		10,000	150,000	30,000	120,000
Service & Merchandise					
430-55105	Admissions	213,685	188,000	188,000	235,000
430-55115	Advertising	100	6,000	6,000	10,000
430-55120	Concessions	63,704	62,700	62,700	65,000
430-55170	Programs	368,114	369,174	369,174	370,000
430-55175	Rentals	72,115	81,000	81,000	75,000
430-55185	Health & Wellness	87,358	80,000	80,000	125,000
430-55190	Merchandise	502	-	-	-
430-55198	Discounts	(3,168)	(6,000)	(6,000)	(3,000)
430-55199	Services - Non Categorized	(133)	50	50	50
Total Service & Merchandise		802,276	780,924	780,924	877,050
Asset Sales					
430-56110	Asset Sales - Equipment	-	200	200	200
Total Asset Sales		-	200	200	200
Interest Income					
430-57105	Interest on Deposits	7,705	4,000	4,000	10,000
Total Interest Income		7,705	4,000	4,000	10,000
Donations					
430-59105	Donations - United Way	6,728	7,500	7,500	6,000
430-59110	Donations	5,497	175,541	25,000	190,541
Total Donations		12,226	183,041	32,500	196,541
Revenue - Non Categorized					
430-59910	Claims / Reimbursements	6,003	8,000	8,000	8,000
430-59920	Lease Proceeds	-	90,000	68,203	-
Total Revenue - Non Categorized		6,003	98,000	76,203	8,000
	Total Revenues	2,538,162	2,927,665	2,635,327	2,919,291

Parks and Recreation 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 2017 Accomplishments

- Received an LWCF Grant for Inclusive Playground – Playground for All
- Implementation of the Parks & Recreation Master Plan over the next 5-6 years.
- Start discussion of Implementation for West Park Master Plan
- Assisted in the 6th Annual Old Drum Day Festival, increased booth participation, dog related events, and music.
- Improved Park Board Orientation for new members

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

Focus II: Community Pride and Interaction

- Inclusive Playground
- Evaluate Building hours and fees
- Assist with Art in The Park
- Actively pursue grants as an additional source of revenue.
- Improve hiring procedures
- Replace the display sign in front of building
- Invest in an advertisement screen
- Promote WCC Birthday – 20 years

Fiscal Year 2018 Performance Management Initiatives

- Track customer usage with additional building hours
- Track revenues with expenses
- 100% accuracy in Employment Paperwork/Salary/Grade

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Director of Parks and Recreation	Exempt	1	1	1	1
Business and Information Specialist	O	0	1	1	1
Office Manager 2	J	1	1	0	0
Office Manager 1	I	0	0	1	1
Totals		**2**	**3**	**3**	**3**

Parks Administration Department currently has 17 part time employees and has added a part time assisstant

FY17

The Office Manager 2 position became vacant in FY17 and was replaced with an Office Manager 1

Parks and Recreation Administration

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
430-611-1101	Wages	129,118	169,090	169,090	177,118
430-611-1102	Wages - Part Time	64,815	88,455	88,455	92,300
430-611-1103	Wages - Overtime	-	1,000	1,000	1,000
430-611-1105	Wages - Supplemental	30	-	-	60
430-611-2101	FICA Taxes	15,459	19,702	19,702	20,610
430-611-2201	Employee Retirement	8,673	9,636	9,636	10,981
430-611-2301	Insurance - Dental	1,319	2,493	2,493	2,909
430-611-2302	Insurance - Health	14,702	29,471	29,471	23,488
430-611-2304	Insurance - Life	196	314	314	457
430-611-2305	Insurance - Short Term Disability	-	669	669	800
430-611-2306	Insurance - Long Term Disability	-	285	285	475
430-611-2401	Worker's Compensation	1,519	1,900	1,900	1,829
Total Personnel Expenses		235,831	323,015	323,015	332,027
Commodities					
430-611-4102	Clothing	-	500	500	500
430-611-4103	Computer Supplies	1,281	5,100	5,100	5,000
430-611-4109	Office Supplies	12,152	12,500	12,500	12,000
430-611-4199	Supplies Non Categorized	-	2,250	2,250	-
Total Commodities		13,433	20,350	20,350	17,500
Services					
430-611-5106	Utility - Telephone	4,681	4,500	4,500	4,500
430-611-5107	Utility - Data Access	1,889	5,100	5,100	3,000
430-611-5202	Consulting Services	23,740	-	30,520	-
430-611-5203	Financial Services	31,502	27,834	27,834	25,000
430-611-5299	Contractual - Non Categorized	2,112	-	-	-
430-611-5301	Property Insurance	31,504	33,000	37,719	35,000
430-611-5401	Travel - Meals	214	200	200	500
430-611-5402	Mileage	445	200	200	500
430-611-5403	Travel - Room	-	500	500	3,000
430-611-5404	Schools and Seminars	600	1,500	1,500	2,000
430-611-5501	Dues and Memberships	1,219	2,000	2,000	2,000
430-611-5601	Advertising	23,669	29,000	29,000	25,000
430-611-5602	Postage	944	1,500	1,500	1,000
430-611-5704	Software Maint and Repair	12,598	8,000	1,500	2,000
430-611-5903	Health and Wellness	-	-	-	-
430-611-5904	Employment	4,521	5,000	5,000	4,000
430-611-5999	Services - Non Categorized	-	-	-	-
Total Services		139,636	118,334	147,074	107,500
Capital Outlay					
430-611-6206	Equipment - Office	67	-	-	-
430-611-6299	Equipment - Non Categorized	250	-	-	-
430-611-6402	Recreation Trails	-	-	-	-
430-611-5999	Infrastructure Non Categorized	-	340,541	50,000	290,541
Total Capital Outlay		317	340,541	50,000	290,541
Non-Categorized					
430-611-9401	Over (Short)	102	100	100	100
Total Non-Categorized		102	100	100	100
	Total Expenditures	389,320	802,340	540,539	747,668

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 2017 Accomplishments

- Improve parking lot at Lions Lake
- Sandblast Nassif Lap Pool
- Added shade structures and benches to the Old Drum Best Friends Dog Park
- Two (2) Eagle Scout Projects.
- High School Girls Softball played on West Park.
- Replaced the American Legions Scoreboard
- Replace roof on pavilion at Grover Park with Metal
  .

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

Focus I: Investment in Infrastructure
Allocate resources efficiently to maintain existing infrastructure

- Additional improvement for the Parks portion of the ADA Plan.
- Implement West Park Master Plan
- Incorporate LED Lightening program throughout the parks
- Improvements to parking lots within the department.
- Promote Healthy Urban Forest for long-term sustainability.

Fiscal Year 2018 Performance Management Initiatives

Park Maintenance Sustainability Performance Management
- Continue to make improvements in our facilities and parks
- Maintaining every Park every week 100% of the time.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Parks Maintenance Superintendent	M	1	1	1	1
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 part time employees.

Parks and Recreation Maintenance

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
430-631-1101	Wages	111,943	132,746	132,746	131,329
430-631-1102	Wages - Part Time	17,061	19,000	19,000	20,000
430-631-1103	Wages - Overtime	497	4,000	4,000	4,000
430-631-1105	Wages - Supplemental	120	5,300	5,300	5,300
430-631-2101	FICA Taxes	10,285	12,300	12,300	11,580
430-631-2201	Employee Retirement	7,592	7,567	7,567	7,911
430-631-2301	Insurance - Dental	2,545	3,324	3,324	3,324
430-631-2302	Insurance - Health	22,883	39,294	39,294	24,800
430-631-2304	Insurance - Life	302	418	418	345
430-631-2305	Insurance - Short Term Disability	-	892	892	662
430-631-2306	Insurance - Long Term Disability	-	380	380	260
430-631-2401	Worker's Compensation	3,109	4,000	4,000	3,200
Total Personnel Expenses		176,337	229,221	229,221	212,711
Commodities					
430-631-4102	Clothing	597	650	650	650
430-631-4104	Custodial Supplies	1,987	2,000	2,000	2,500
430-631-4106	Lawn and Field Care	15,138	16,000	16,000	15,500
430-631-4115	Tools	986	800	800	800
Total Commodities		18,707	19,450	19,450	19,450
Services					
430-631-5101	Utility - Electric	23,617	23,800	23,800	25,000
430-631-5102	Utility - Gas	1,341	6,000	6,000	4,000
430-631-5103	Utility - Water	20,857	16,500	16,500	17,500
430-631-5104	Utility - Trash	10,265	7,500	7,500	7,800
430-631-5106	Utility - Telephone	805	750	750	1,000
430-631-5108	Fuel	10,033	12,500	12,500	10,500
430-631-5205	Labor / Labor and Equipment	169	300	300	200
430-631-5206	Legal Services	-	-	-	
430-631-5209	Rent / Lease	2,989	4,054	4,054	3,000
430-631-5701	Building Maint & Repair	6,263	5,000	5,000	5,000
430-631-5703	Equipment Maint & Repair	8,623	9,614	9,614	8,200
430-631-5706	Vehicle Maint & Repair	3,381	4,000	4,000	4,000
460-631-5903	Health and Wellness	-	-	-	-
430-631-5904	Employment	78	-	-	-
Total Services		88,422	90,018	90,018	86,200
Capital Outlay					
430-631-6101	Buildings	13,807	20,000	20,000	15,000
430-631-6205	Equipment - Mower	10,346	11,000	11,000	13,000
430-631-6299	Equipment - Non Categorized	88,439	-	-	-
430-631-6499	Infrastructure-Non Categorized	64,636	65,000	141,000	75,000
Total Capital Outlay		177,228	96,000	172,000	103,000
	Total Expenditures	460,695	434,689	510,689	421,361

Parks and Recreation Programs

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

Fiscal Year 2017 Accomplishments

- 295 scholarships were given to youth in Johnson County to play a sport, participate in a program or camp.
- Offered 552 programs/events for all ages.
- $125,000 saved because of volunteer partnerships within the department.
- Provided over 105 free lunches daily for youth this summer.
- Purchased fitness equipment

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

Focus II: Community Pride and Interaction
Focus IV: Regional Draw

- Develop a business model for Sports programs.
- Provide the facility for championship swim meet, drawing large group,
- Develop a cost recovery plan for each program area and special event offered and include financial standards.
- Update sports equipment.
- Work with a sports director to hold tournaments
- Partner with Warrensburg organizations and business to promote an active lifestyle for all.

Fiscal Year 2018 Performance Management Initiatives

- Improve the sports programs to better serve the whole community, 100% of the time.
- Continue with a well-designed Health and Wellness program for the whole community.
- Designate core programs areas.
- Improve training process for staff

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Recreation Superintendent	M	1	1	1	1
Recreation Supervisor	I	1	1	1	1
Recreation Supervisor	H	1	2	2	2
Totals		**3**	**4**	**4**	**4**

This department currently has 111 part time employees that work at different times throughtout the year.

Parks and Recreation Programs

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
430-632-1101	Wages	83,771	137,530	137,530	141,690
430-632-1102	Wages - Part Time	204,236	180,000	180,000	195,000
430-632-1103	Wages - Overtime	-	4,000	4,000	4,000
430-632-1105	Wages - Supplemental	1,099	-	-	50
430-632-2101	FICA Taxes	22,841	24,600	24,600	25,759
430-632-2201	Employee Retirement	4,857	7,839	7,839	8,785
430-632-2301	Insurance - Dental	1,413	3,324	3,324	3,324
430-632-2302	Insurance - Health	15,793	39,294	39,294	24,800
430-632-2304	Insurance - Life	258	419	419	360
430-632-2305	Insurance - Short Term Disability	-	892	892	702
430-632-2306	Insurance - Long Term Disability	-	380	380	301
430-632-2401	Worker's Compensation	4,816	5,100	5,100	5,000
430-632-2501	Unemployment	-	-	-	-
430-632-2601	Flex Spending Account	-	50	50	-
Total Personnel Expenses		339,082	403,428	403,428	409,771
Cost of Goods Sold					
430-632-3101	COGS - Food / Beverage	34,431	30,000	35,100	31,000
430-632-3202	COGS - Pro Shop	174	300	300	300
Total Cost of Goods Sold		34,604	30,300	35,400	31,300
Commodities					
430-632-4102	Clothing	516	600	600	600
430-632-4111	Program Supplies	72,649	82,000	84,000	80,000
430-632-4116	Aquatic Supplies	3,316	4,000	2,000	1,500
Total Commodities		76,482	86,600	86,600	82,100
Services					
430-632-5106	Utility - Telephone	490	800	800	500
430-632-5107	Utility - Data Access	-	-	-	-
430-632-5205	Labor / Labor and Equipment	23,812	24,000	24,000	24,000
430-632-5206	Legal Services	2,294	2,500	2,500	3,000
430-632-5207	Management Services	253,108	275,000	310,000	324,000
430-632-5209	Rent / Lease	4,398	7,000	7,000	7,000
430-632-5404	Schools and Seminars	1,112	1,500	1,500	2,000
430-632-5703	Equipment Maint and Repair	1,534	1,500	1,500	1,500
430-632-5903	Health and Wellness	812	700	700	700
430-632-5904	Employment	-	-	-	1,000
Total Services		287,560	313,000	348,000	363,700
Capital Outlay					
430-632-6203	Equipment - Fitness	3,443	90,000	73,500	3,500
430-632-6208	Equipment - Ball fields	871	3,469	3,469	5,000
430-632-6209	Equipment - Playground	-	-	-	3,500
Total Capital Outlay		4,314	93,469	76,969	12,000
Non-Categorized					
430-632-9201	Third Party Tickets / Passes	59	100	100	100
Total Non-Categorized		59	100	100	100
	Total Expenditures	742,101	926,897	950,497	898,971

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 2017 Accomplishments

- Beginning to replace 4 HVAC Systems
- Finished with replacement program for inside doors of the Community Center.

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

Focus I: Investment in Infrastructure
Focus II: Community Pride and Interaction

- Continue to replacement HVAC System
- Replace lights with LED in the building
- Replace carpet in the hallways of the building.
- Redo the flat roofs on the building after 20 years
- Continue to provide clean facilities to meet the needs of the community.
- Develop a maintenance plan for each facility to ensure safe opportunities.

Fiscal Year 2018 Performance Management Initiatives

- Provide a clean facility for our guest, 100% of the time.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Parks Maintenance Crew Leader	H	1	1	1	1
Totals		**1**	**1**	**1**	**1**

This department currently has 3 part time employees.

Parks and Recreation
Community Center

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
430-633-1101	Wages	29,099	29,973	29,973	30,888
430-633-1102	Wages - Part Time	29,420	31,000	31,000	30,000
430-633-1103	Wages - Overtime	860	1,000	1,000	1,000
430-633-2101	FICA Taxes	4,618	4,740	4,740	4,658
430-633-2201	Employee Retirement	2,236	1,709	1,709	1,915
430-633-2301	Insurance - Dental	327	831	831	831
430-633-2302	Insurance - Health	6,538	9,824	9,824	6,200
430-633-2304	Insurance - Life	86	105	105	78
430-633-2305	Insurance - Short Term Disability	-	223	223	140
430-633-2306	Insurance - Long Term Disability	-	95	95	68
430-633-2401	Worker's Compensation	2,603	2,600	2,600	2,200
Total Personnel Expenses		75,787	82,100	82,100	77,978
Commodities					
430-633-4102	Clothing	479	500	500	500
430-633-4104	Custodial Supplies	19,383	18,500	18,500	18,500
430-633-4107	Maint and Repair Supplies	5,971	10,000	10,000	10,000
430-633-4199	Supplies - Non Categorized	3,270	3,500	3,500	3,200
Total Commodities		29,104	32,500	32,500	32,200
Services					
430-633-5101	Utility - Electric	138,769	141,000	125,547	130,000
430-633-5102	Utility - Gas	39,371	48,000	48,000	43,500
430-633-5103	Utility - Water	47,504	36,000	48,000	35,000
430-633-5104	Utility - Trash	2,805	3,000	3,000	3,200
430-633-5105	Utility - Cable Television	4,870	5,500	5,500	3,400
430-633-5106	Utility - Telephone	210	300	300	250
430-633-5206	Legal Services	-	-	-	-
430-633-5299	Contractual - Non Categorized	5,397	7,870	7,870	8,000
430-633-5701	Building Maint and Repair	27,225	20,000	20,000	23,000
430-633-5703	Equipment Maint and Repair	22,275	20,000	20,000	20,000
Total Services		288,426	281,670	278,217	266,350
Capital Outlay					
430-633-6101	Buildings	139,722	330,000	125,000	322,029
430-633-6299	Equipment - Non Categorized	22,330	20,000	20,000	20,000
Total Capital Outlay		162,052	350,000	145,000	342,029
	Total Expenditures	555,370	746,270	537,817	718,557

Parks and Recreation Debt Schedule

Issuance	Uses	Funding Source	FY18
COP 2009 Interest	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent	165,287.50
COP 2009 Principal	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent	50,000.00
COP 2009 Fees	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent	1,147.00
COP 2009 Reserve	Nassif Pool / Park Equip	Parks & Recreation Three-Eights Cent	
COP 2014 Principal	Community Center Roof	Parks & Recreation Three-Eights Cent	65,000.00
COP 2014 Interest	Community Center Roof	Parks & Recreation Three-Eights Cent	13,951.90
COP 2014 Fees	Community Center Roof	Parks & Recreation Three-Eights Cent	1,908.00
Lease Purchase Interest	Parks Fitness Equipment	Parks & Recreation Three-Eights Cent	1,404.27
Lease Purchase Principal	Parks Fitness Equipment	Parks & Recreation Three-Eights Cent	13,138.07
Fund Totals			311,836.74

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.

Parks and Recreation Debt Schedule

Issuance	FY19	FY20	FY21	FY22	FY23	FY24
COP 2009 Interest	163,537.50	161,537.50	159,537.50	157,537.50	154,737.50	150,537.50
COP 2009 Principal	50,000.00	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	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	8,263.60	6,282.60	4,245.00	2,150.80
COP 2014 Fees	1,908.00	1,908.00	1,908.00	1,908.00	1,908.00	1,908.00
Lease Purchase Interest	1,076.75	741.05	396.99	66.80		
Lease Purchase Principal	13,465.60	13,801.29	14,145.35	7,204.37		
Fund Totals	310,247.24	308,351.14	305,398.44	316,146.27	341,037.50	361,743.30

Parks and Recreation Debt Schedule

Issuance	FY25	FY26	FY27	FY28	FY29	FY30
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 2014 Principal						
COP 2014 Interest						
COP 2014 Fees						
Lease Purchase Interest						
Lease Purchase Principal						
Fund Totals	306,484.50	334,284.50	360,509.50	380,159.50	408,459.50	434,959.50

Parks and Recreation Debt Schedule

Issuance	FY31	FY32	FY33	Totals
COP 2009 Interest	77,662.50	59,137.50	38,712.50	2,021,200.00
COP 2009 Principal	390,000.00	430,000.00	815,000.00	3,625,000.00
COP 2009 Fees	1,147.00	1,147.00	1,147.00	18,352.00
COP 2009 Reserve			(385,506.26)	(385,506.26)
				-
COP 2014 Principal				493,000.00
COP 2014 Interest				57,222.60
COP 2014 Fees				13,356.00
				-
Lease Purchase Interest				3,685.86
Lease Purchase Principal				61,754.69
Fund Totals	468,809.50	490,284.50	469,353.24	5,908,064.89

Keystone Tax Incremental Financing (TIF)

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

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

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

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

Tax Incremental Financing

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				-
	Revenues				
440-51120	Property - Special Assessments	-	-	-	60,000
440-51205	Sales Tax	4,855	40,000	40,000	12,000
Total Revenues		4,855	40,000	40,000	12,000
440-693-9301	Community Agreements	4,855	40,000	40,000	72,000
Total Expenditures		4,855	40,000	40,000	72,000
	Revenues Over (Under) Expenditures	-	-	-	(60,000)
	Projected Cash Balance at September 30, 2018				(60,000.00)

Summary of Water Pollution Control Fund (WPC)

Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Projected Cash Balance at October 1, 2017				1,059,397
Revenues				
Permits	150	500	500	500
Service & Merchandise	4,120,794	4,388,425	4,388,425	4,256,500
Interest Income	312,039	308,228	308,228	270,100
Revenue - Non Categorized	-	-	-	-
Total Revenues	4,432,983	4,697,153	4,697,153	4,527,100
Expenses				
Salaries & Wages	566,443	622,520	622,520	588,858
Employee Taxes	44,182	47,619	47,619	45,048
Employee Retirement	79,409	35,480	35,480	36,509
Employee Insurance	91,066	222,847	222,847	128,522
Worker's Compensation	9,732	18,545	18,545	16,849
Program & Other Supplies	55,369	69,500	69,500	70,265
Utilities	337,012	357,712	357,712	358,648
Outside Services	516,325	773,338	773,338	777,665
Insurance	52,549	60,000	60,000	60,000
Training And Travel	2,259	5,200	5,200	5,200
Dues and Memberships	4,937	5,425	5,425	5,425
Communication	1,880	4,520	4,520	2,300
Maintenance & Repair	140,212	262,263	262,263	212,293
Services - Non Categorized	41,956	173,930	194,255	139,600
Capital - Equipment	5,091	88,040	71,340	6,725
Capital - Software		300,000	300,000	-
Capital - Infrastructure	-	19,000	19,000	180,000
Capital - Vehicles	-	-	-	30,000
Capital - Non Categorized	-	28,000	28,000	37,000
Debt Interest	486,013	491,303	491,303	453,994
Debt Fees	114,832	98,773	98,773	91,210
Bad Debt	-	35,000	35,000	15,000
Depreciation	1,497,086	1,315,000	1,315,000	1,450,000
Total Expenses	4,046,353	5,034,014	5,037,639	4,711,112
Revenues Over (Under) Expenditures	386,629	(336,861)	(340,486)	(184,012)
Additional Items Affecting Cash Balance				
Projected Cash Balance at September 30, 2018				875,385

WPC Revenues

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Permits					
610-53215	Permit - Discharge	150	500	500	500
Total Permits		150	500	500	500
Service & Merchandise					
610-55125	Connections	18,000	15,750	15,750	19,000
610-55140	Services	4,010,836	4,300,000	4,300,000	4,150,000
610-55145	Disconnect & Reconnect Fees	19,638	15,000	15,000	15,000
610-55165	Penalties	64,695	50,000	50,000	65,000
610-55175	Rentals	7,175	7,175	7,175	7,000
610-55199	Services - Non Categorized	450	500	500	500
Total Service & Merchandise		4,120,794	4,388,425	4,388,425	4,256,500
Asset Sales					
610-56110	Asset Sales - Equipment	-	-	-	-
Total Asset Sales		**-**	**-**	**-**	**-**
Interest Income					
610-57105	Interest On Deposits	8,871	5,125	5,125	12,000
610-57115	Interest Credit	303,168	303,003	303,003	258,000
610-57120	Earnings Credit	-	-	-	-
610-57125	Payment Terms Discounts	-	100	100	100
Total Interest Income		**312,039**	**308,228**	**308,228**	**270,100**
Revenue - Non Categorized					
610-59910	Claims / Reimbursements	-	-	-	-
610-59999	Non - Categorized	-	-	-	-
Total Revenue - Non Categorized		**-**	**-**	**-**	**-**
	Total Revenues	4,432,983	4,697,153	4,697,153	4,527,100

WPC 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 2017 Accomplishments

- Continue monitoring of budgets for all water pollution control departments

Fiscal Year 2018 Strategic Plan Initiatives

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

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

Performance Measurement

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Director of Public Works	Exempt	0	0.5	0.5	0.5
Assistant Public Works Director	O	0	0	0	0.5
Project Manager - WPC	K	0	0.5	0.5	0.5
Executive Assistant II	G	0	0	0	0.5
Totals		**0**	**1**	**1**	**2**

FY18

The two positions added in FY17, Assistant Public Works Director and Executive Assistant II were not filled in FY17 and have been budgeted for the fourth quarter of the FY18 fiscal year.

FY17

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

FY16

The budgeting for the Director and Administrative Project Manager, has returned to dividing wages and wage related expenses with Water Pollution Control it was felt it provides better visiblility to their direct costs

WPC General Administration

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
610-611-1101	Wages	60,279	98,228	98,228	70,515
610-611-1102	Wages - Part Time	4,629	-	-	-
610-611-1103	Wages - Overtime	26	-	-	-
610-611-1105	Wages - Supplemental	210	210	210	210
610-611-2101	FICA Taxes	4,765	7,531	7,531	5,410
610-611-2201	Retirement - Lagers	4,234	5,610	5,610	4,385
610-611-2201	Net Pension Expense	4,367	-	-	-
610-611-2301	Insurance - Dental	514	1,662	1,662	1,039
610-611-2302	Insurance - Health	5,993	21,487	21,487	42,307
610-611-2304	Insurance - Life	79	209	209	179
610-611-2305	Insurance - Short Term Disability	-	446	446	334
610-611-2306	Insurance - Long Term Disability	-	190	190	163
610-611-2401	Worker's Compensation	164	525	525	263
610-611-2601	Flex Spending Account	-	-	-	-
Total Personnel Expenses		85,261	136,099	136,099	124,805
Commodities					
610-611-4102	Clothing	90	200	200	550
610-611-4103	Computer Supplies	978	500	500	500
610-611-4108	Meeting Supplies	120	300	300	300
610-611-4109	Office Supplies	10,688	500	500	500
610-611-4114	Software	3,960	-	-	-
610-611-4199	Supplies - Non Categorized	71	-	-	250
Total Commodities		15,906	1,500	1,500	2,100
Services					
610-611-5106	Utility - Telephone	23	158	158	210
610-611-5107	Utility - Data Access	320	-	-	-
610-611-5201	Audit Services	-	7,500	7,500	7,500
610-611-5203	Financial Services	20,824	4,500	4,500	4,500
610-611-5206	Legal Services	827	1,000	1,000	2,000
610-611-5209	Rent / Lease	4,388	-	-	-
610-611-5213	Collection Agency Fees	1,886	-	-	-
610-611-5250	Intra-governmental Services	386,649	615,129	615,129	630,814
610-611-5299	Contractual - Non Categorized	10,141	70	70	70
610-611-5301	Property Insurance	52,549	60,000	60,000	60,000
610-611-5404	Schools and Seminars	-	500	500	500
610-611-5501	Dues and Memberships	3,190	3,300	3,300	3,300
610-611-5601	Advertising	150	100	100	100
610-611-5603	Printing and Binding	538	-	-	-
610-611-5704	Software Maint and Repair	7,313	-	-	-
610-611-5901	Engineering	2,800	21,720	25,345	21,720
610-611-5903	Health and Wellness	-	235	235	235
610-611-5304	Employment	62	100	100	100
610-611-5908	Permits	9,194	13,550	13,550	13,550
610-611-5999	Services - Non Categorized	-	-	-	250
Total Services		500,854	727,861	731,486	744,849
Capital Outlay					
610-611-6206	Equipment - Office	-	-	-	-
Total Capital Outlay		-	-	-	-
Debt					
610-611-7201	Bond Interest	486,013	491,303	491,303	453,994
610-611-7301	Bond Fees	90,192	98,773	98,773	91,210
610-611-7304	loan fees	24,640	-	-	-
Total Debt		600,845	590,076	590,076	545,204

WPC General Administration

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Non-Categorized					
610-611-9501	Bad Debt	-	-	-	-
Total Non Categorized		-	-	-	-
Depreciation					
610-611-9601	Depreciation	1,497,086	1,315,000	1,315,000	1,450,000
Total Depreciation		1,497,086	1,315,000	1,315,000	1,450,000
	Total Expenditures	2,699,951	2,770,536	2,774,161	2,866,959

WPC Finance

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

Fiscal Year 2017 Accomplishments

- Further reduced delinquencies and shut-offs by increased customer contact
- Create and gain Council approval for a 5 year rate increase schedule to fund the increasing sewer utility cost

Fiscal Year 2018 Strategic Plan Initiatives

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

- Develop inflow and infiltration study implementation program

Performance Measurement

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

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

WPC Finance

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Commodities					
610-612-4109	Office Supplies		12,000	12,000	12,000
610-612-4114	Software		8,500	8,500	8,500
Total Commodities		-	20,500	20,500	20,500
Services					
610-612-5107	Utility - Data Access		500	500	500
610-612-5203	Financial Services		24,000	24,000	25,000
610-612-5205	Labor / Labor and Equipment		-	-	720
610-612-5206	Legal Services		2,000	2,000	2,000
610-612-5209	Rent / Lease		4,389	4,389	4,389
610-612-5213	Collection Agency Fees		1,000	1,000	2,000
610-611-5299	Contractual - Non Catorized		13,400	13,400	8,900
610-612-5603	Printing and Binding		720	720	-
610-612-5704	Software Maintenance		10,313	10,313	8,813
Total Services		-	56,322	56,322	52,322
Non-Categorized					
610-612-9501	Bad Debt		35,000	35,000	15,000
Total Non-Categorized		-	35,000	35,000	15,000
	Total Expenditures	-	111,822	111,822	87,822

WPC 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 2017 Accomplishments

- Reviewed and commented to MDNR on new plant operational permit requirements.
- Performed electrical use survey for more economical operations of the facilities to reduce electrical power consumption.
- Continue to adjust equipment startup times, thus limiting excessive peak loading to reduce electrical consumption. This is accomplished by offsetting motors during start up.
- Successfully treat the wastewater influent flow to consistently meet NPDES permit limits through precise computer programming and continued monitoring.
- Continue to work with food service establishments on reduction of discharge of Fats, Oils, and Grease (FOG)

Fiscal Year 2017 – Fiscal Year 2022 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.
- Proactively implement a Fat, Oils, and Grease Program (FOG) which will insure compliance with discharge regulations.
- Conduct "Open Houses" at the wastewater facilities to encourage the public to better understand the operations and processes involved in treating wastewater.

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.

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
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**

WPC Treatment Plants

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
610-671-1101	Wages	316,549	323,471	323,471	309,829
610-671-1103	Wages - Overtime	23,475	22,570	22,570	23,247
610-671-1105	Wages - Supplemental	1,140	1,200	1,200	960
610-671-2101	FICA Taxes	26,736	26,560	26,560	25,554
610-671-2201	Retirement - Lagers	24,435	19,790	19,790	20,710
610-671-2203	Net Pension Expense	24,216	-	-	-
610-671-2301	Insurance - Dental	4,646	5,818	5,818	5,818
610-671-2302	Insurance - Health	44,634	107,221	107,221	40,917
610-671-2304	Insurance - Life	590	733	733	755
610-671-2305	Insurance - Short Term Disability	-	1,561	1,561	1,361
610-671-2306	Insurance - Long Term Disability	-	665	665	665
610-671-2401	Worker's Compensation	3,800	10,961	10,961	9,938
Total Personnel Expenses		470,221	520,548	520,548	439,755
Commodities					
610-671-4102	Clothing	5,262	5,825	5,825	5,825
610-671-4103	Computer Supplies	56	500	500	500
610-671-4104	Custodial Supplies	677	750	750	750
610-671-4105	Lab and Chemicals	7,507	11,000	11,000	11,000
610-671-4106	Lawn and Field Care	839	2,300	2,300	2,300
610-671-4107	Maintenance and Repair Supplies	8,262	10,500	10,500	10,500
610-671-4108	Meeting Supplies	68	100	100	100
610-671-4109	Office Supplies	376	600	600	600
610-671-4112	Publications	-	450	450	450
610-671-4114	Software	-	-	-	165
610-671-4115	Tools	771	600	600	600
610-671-4199	Supplies - Non Categorized	6,275	5,000	5,000	5,000
Total Commodities		30,094	37,625	37,625	37,790
Services					
610-671-5101	Utility - Electric	290,002	285,000	285,000	285,000
610-671-5102	Utility - Gas	4,311	16,000	16,000	16,000
610-671-5103	Utility - Water	2,409	2,150	2,150	2,150
610-671-5104	Utility - Trash	3,036	3,050	3,050	3,050
610-671-5106	Utility - Telephone	5,451	5,537	5,537	5,747
610-671-5107	Utility - Data Access	2,265	2,244	2,244	4,044
610-671-5108	Fuel	5,524	11,400	11,400	11,400
610-671-5205	Labor / Labor and Equipment	47,667	30,000	30,000	30,000
610-671-5206	Legal Services	648	600	600	600
610-671-5209	Rent / Lease	2,969	2,900	2,900	2,900
610-671-5211	Laboratory Testing	15,898	30,600	30,600	30,600
610-671-5299	Contractual - Non Categorized	20,348	14,600	14,600	14,702
610-671-5404	Schools and Seminars	1,206	2,300	2,300	2,300
610-671-5501	Dues and Memberships	1,306	1,500	1,500	1,500
610-671-5601	Advertising	505	550	550	550
610-671-5701	Building Maintenance & Repair	750	9,000	9,000	11,000
610-671-5703	Equipment Maintenance & Repair	35,436	104,050	104,050	53,300
610-671-5706	Vehicle Maintenance & Repair	5,040	4,100	4,100	3,200
610-671-5799	Maint and Repair - Non Categorized	37,563	72,300	72,300	74,800
610-671-5901	Engineering	29,776	10,000	10,000	5,000
610-671-5903	Health and Wellness	-	75	75	75
610-671-5904	Employment	13	100	100	100
Total Services		512,124	608,056	608,056	558,018
Capital Outlay					
610-671-6201	Communications	-	10,000	10,000	-
610-671-6204	Equipment - Laboratory	3,992	29,040	29,040	6,725
610-671-6299	Equipment - Non Categorized	1,099	-	-	-
Total Capital Outlay		5,091	39,040	39,040	6,725
	Total Expenditures	1,017,531	1,205,269	1,205,269	1,042,288

WPC 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 2017 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.
- Completed all Department and Natural Resources Training Requirements.

Fiscal Year 2017 – Fiscal Year 2022 Strategic Plan Initiatives

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

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

Performance Measurement

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

Position Detail

	Salary Grade	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget
Project Manager II	L	0	1	1	1
Project Manager	K	1	0	0	0
Utility Inspector	H	1	1	1	1
WPC Collections Crew Leader	H	1	1	1	1
WPC Collections Operator II	G	1	1	1	1
WPC Collections Operator I	F	1	1	1	1
Totals		**5**	**5**	**5**	**5**

FY16

The Project Manager position was reclassified.

WPC Collections

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Personnel Expenses					
610-672-1101	Wages	155,141	171,571	171,571	178,467
610-672-1102	Wages - Part Time	-	-	-	-
610-672-1103	Wages - Overtime	4,754	5,000	5,000	5,150
610-672-1105	Wages - Supplemental	240	270	270	480
610-672-2101	FICA Taxes	12,681	13,528	13,528	14,083
610-672-2201	Retirement - Lagers	11,041	10,080	10,080	11,414
610-672-2203	Net Pension Expense	11,116	-	-	-
610-672-2301	Insurance - Dental	3,704	4,156	4,156	4,156
610-672-2302	Insurance - Health	30,502	76,586	76,586	29,226
610-672-2304	Insurance - Life	403	523	523	431
610-672-2305	Insurance - Short Term Disability	-	1,115	1,115	786
610-672-2306	Insurance - Long Term Disability	-	475	475	384
610-672-2401	Worker's Compensation	5,767	7,059	7,059	6,647
Total Personnel Expenses		235,350	290,363	290,363	251,226
Commodities					
610-672-4102	Clothing	4,975	5,000	5,000	5,000
610-672-4103	Computer Supplies	114	300	300	300
610-672-4104	Custodial Supplies	145	250	250	250
610-672-4107	Maintenance & Repair Supplies	152	150	150	150
610-672-4108	Meeting Supplies	97	100	100	100
610-672-4109	Office Supplies	399	1,575	1,575	1,575
610-672-4115	Tools	357	1,000	1,000	1,000
610-672-4199	Supplies - Non Categorized	3,130	1,500	1,500	1,500
Total Commodities		9,368	9,875	9,875	9,875
Services					
610-672-5101	Utility - Electric	18,343	19,000	19,000	17,874
610-672-5102	Utility - Gas	749	1,050	1,050	1,050
610-672-5103	Utility - Water	795	775	775	775
610-672-5105	Utility - Cable Television	144	-	-	-
610-672-5106	Utility - Telephone	1,802	4,848	4,848	4,848
610-672-5707	Utility - Data Access	1,120	1,000	1,000	1,000
610-672-5108	Fuel	718	5,000	5,000	5,000
610-672-5205	Labor/Labor & Equipment	1,477	2,350	2,350	2,100
610-672-5206	Legal Services	165	300	300	300
610-672-5209	Rent/Lease	-	10,500	10,500	500
610-672-5299	Contractual - Non Categorized	4,433	6,000	6,000	7,070
610-672-5401	Travel-Meals	-	100	100	100
610-672-5403	Travel - Room	-	300	300	300
610-672-5404	Schools and Seminars	1,053	2,000	2,000	2,000
610-672-5501	Dues and Memberships	441	625	625	625
610-672-5601	Advertising	688	500	500	500
610-672-5603	Printing and Binding	-	150	150	150
610-672-5701	Building Maintenance & Repair	2,617	3,500	3,500	2,080
610-672-5703	Equipment Maintenance & Repair	7,426	12,000	12,000	12,100
610-672-5706	Vehicle Maintenance & Repair	1,212	2,500	2,500	2,500
610-672-5799	Maint and Repair - Non Categorized	42,855	44,500	44,500	44,500
610-672-5901	Engineering	-	-	-	-
610-672-5904	Employment	112	150	150	150
610-672-5999	Services - Non Categorized	-	-	-	420
Total Services		86,148	117,148	117,148	105,942
Capital Outlay					
610-672-6501	Vehicles	-	-	-	30,000
Total Capital Outlay		-	-	-	30,000
	Total Expenditures	330,866	417,387	417,387	397,043

WPC Community Investment Plan

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

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

Fiscal Year 2017 Accomplishments

- SCADA Engineering and Components Upgrade for two plants
- Repair of roof on West Wastewater Plant Laboratory
- Replaced a portion of outdated equipment and vehicles
- Collection Line Repair – Burkarth Road and Russell Street
- Began Inflow and Infiltration Rehabilitation Program

Fiscal Year 2017 thru Fiscal Year 2018 Strategic Plan Initiatives

FOCUS I: Investment in Infrastructure, Goal 2: Infrastructure Investment Plan.
FOCUS III: Growth and Investment, Goal: Continued development to make our community more attractive, economically stronger and more socially diverse.

- Inflow and Infiltration Sewer Line Rehabilitation
- Inflow and Infiltration Sewer Manhole Rehabilitation
- Wastewater Treatment Plant Equipment Replacement
- Replant 4 Reed Beds annually

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

Reserve Funds shall be segregated from other City funds (Enterprise Fund) using:
- Operating Reserves (Working Capital)
- Capital Reserves
- Impact (Capacity) Fee Reserve
- Emergency Reserve

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

Performance Measurement

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

WPC Community Investment Plan

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Services					
610-680-5206	Legal Services	-	2,500	2,500	1,000
610-680-5601	Advertising	-	2,500	2,500	1,000
610-680-5901	Engineering	-	30,000	46,700	-
610-680-5999	Services - Non Categorized	-	98,000	98,000	98,000
Total Services		-	133,000	149,700	100,000
Capital Outlay					
610-680-6299	Equipment - Non Categorized	-	49,000	32,300	-
610-680-6301	System Software	-	300,000	300,000	-
610-680-6407	Sewer Lines	-	19,000	19,000	180,000
610-680-6499	Infrastructure - Non Categorized	-	-	-	-
610-680-6999	Capital - Non Categorized	-	28,000	28,000	37,000
Total Capital Outlay		-	396,000	379,300	217,000
	Total Expenditures	-	529,000	529,000	317,000

WPC Debt Schedule

ISSUANCE	PURCHASED	FY18	FY19	FY20	FY21
SRF 2007A Principal	Sewer Improvements	790,000	800,000	815,000	830,000
SRF 2007A Interest	Sewer Improvements	365,875	334,075	301,266	265,781
SRF 2007A Admin Fees	Sewer Improvements	61,440	55,799	50,087	44,268
2010 Direct Loan Principal	Lagoon Bypass	412,000	420,000	430,000	438,000
2010 Direct Loan Interest	Lagoon Bypass	88,119	81,992	75,739	69,345
2010 Direct Loan Admin Fees	Lagoon Bypass	29,770	27,700	25,588	23,428
Fund Totals		1,747,204	1,719,566	1,697,680	1,670,822

WPC Debt Schedule

ISSUANCE	FY22	FY23	FY24	FY25	FY26
SRF 2007A Principal	845,000	865,000	885,000	905,000	925,000
SRF 2007A Interest	227,038	186,425	147,075	106,775	63,312
SRF 2007A Admin Fees	38,342	32,309	26,132	19,814	13,352
2010 Direct Loan Principal	446,000	456,000	464,000	474,000	483,000
2010 Direct Loan Interest	62,833	56,196	49,417	42,513	35,468
2010 Direct Loan Admin Fees	21,288	18,985	16,695	14,363	11,983
Fund Totals	1,640,501	1,614,915	1,588,319	1,562,465	1,532,115

WPC Debt Schedule

ISSUANCE	FY27	FY28	FY29	FY30	TOTAL
SRF 2007A Principal	945,000				8,605,000
SRF 2007A Interest	20,672				2,018,294
SRF 2007A Admin Fees	6,747				348,290
2010 Direct Loan Principal	493,000	503,000	513,000	524,500	6,056,500
2010 Direct Loan Interest	28,283	20,949	13,468	5,839	630,161
2010 Direct Loan Admin Fees	9,555	7,078	4,550	1,973	212,956
Fund Totals	1,503,257	531,027	531,018	532,312	17,871,201

Trust Funds

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

Stevenson Trust Fund

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

Brown Trust

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

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

Anderson - Stevenson Trust

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

Crissey Trust

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

Tri-Centennial Fund

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

Requesting Assistance from Trust Funds

The maximum amount for a single request is $1,000, and no fund will disburse more than $5,000 per fiscal year (The Nancy Anderson Trust Fund will not disburse more than $1,000 per fiscal year). An assistance request form should be completed by the individual and entity, and returned to the City Clerk for processing. Request will be reviewed, granted or denied by the City council.

Trust Funds

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Stevenson Trust Fund				
	Projected Cash Balance at October 1, 2017				137,080
	Revenues				
710-57105	Interest on Deposits	1,140	841	841	841
710-59110	Donations	-	-	-	-
	Total Revenues	1,140	841	841	841
	Expenditures				
710-611-9701	Donations	1,600	2,000	2,000	2,000
	Total Expenditures	1,600	2,000	2,000	2,000
	Revenues Over (Under) Expenditures	(460)	(1,159)	(1,159)	(1,159)
	Projected Cash Balance at September 30, 2018				135,921
	Brown Trust				
	Projected Cash Balance at October 1, 2017				19,657
	Revenues				
720-57105	Interest on Deposits	204	149	149	216
	Total Revenues	204	149	149	216
	Expenditures				
720-611-9701	Donations	-	-	-	-
	Total Expenditures	-	-	-	-
	Revenues Over (Under) Expenditures	204	149	149	216
	Projected Cash Balance at September 30, 2018				19,873
	Anderson - Stevenson Trust				
	Projected Cash Balance at October 1, 2017				18,211
	Revenues				
730-57105	Interest on Deposits	149	114	114	114
730-59110	Donations	1,000	1,000	1,000	1,000
	Total Revenues	1,149	1,114	1,114	1,114
	Expenditures				
730-611-9701	Donations	1,000	1,000	1,000	1,000
	Total Expenditures	1,000	1,000	1,000	1,000
	Revenues Over (Under) Expenditures	149	114	114	114
	Projected Cash Balance at September 30, 2018				18,325
	Crissey Trust				
	Projected Cash Balance at October 1, 2017				21,018
	Revenues				
740-57105	Interest on Deposits	170	124	124	124
	Total Revenues	170	124	124	124
	Expenditures				
740-611-9701	Donations	-	600	600	600
	Total Expenditures	-	600	600	600
	Revenues Over (Under) Expenditures	170	(476)	(476)	(476)
	Projected Cash Balance at September 30, 2018				20,542
	Tri-Centennial Fund				
	Projected Cash Balance at October 1, 2017				6,778
	Revenues				
750-57105	Interest on Deposits	115	84	84	84
	Total Revenues	115	84	84	84
	Projected Cash Balance at September 30, 2018				6,862

Children's Memorial

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

Arts Commission

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

Public Arts Fund

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

Children's Memorial Fund

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				18,254
	Revenues				
810-57105	Interest on Deposits	114	140	140	140
810-59110	Donations	8,554	8,000	8,000	8,000
Total Revenues		8,669	8,140	8,140	8,140
	Expenditures				
Commodities					
810-611-4199	Supplies - Non Categorized	-	-	-	-
Total Commodities		-	-	-	-
Services					
810-611-5203	Financial Services	43	-	-	-
810-611-5205	Labor / Labor and Equipment	6,993	5,000	5,000	3,000
810-611-5601	Advertising	865	1,000	1,000	1,000
810-611-5603	Printing and Binding	-	-	-	-
810-611-5999	Service - Non Categorized	-	2,000	2,000	2,000
Total Services		7,900	8,000	8,000	6,000
Capital Outlay					
810-611-6999	Capital - Non Categorized	-	-	-	-
Total Capital Outlay		-	-	-	-
	Total Expenditures	7,900	8,000	8,000	6,000
Revenues Over (Under) Expenditures		768	140	140	2,140
	Projected Cash Balance at September 30, 2018				20,394.02

Art Commission Fund and Public Arts Fund

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				11,251
	Revenues				
820-52305	Grants - Local	10,000	10,000	10,000	10,000
820-57105	Interest on Deposits	173	-	-	-
Total Revenues		10,173	10,000	10,000	10,000
	Expenditures				
Commodities					
820-611-4107	Maintenance & Repair Supplies	-	-	-	2,000
820-611-4108	Meeting Supplies	44	500	500	500
820-611-4109	Office Supplies	-	-	-	-
820-611-4111	Program Supplies	142	-	-	-
Total Commodities		186	500	500	2,500
Services					
820-611-5202	Consulting Services	500	-	-	-
820-611-5203	Financial Services	67	-	-	-
820-611-5209	Rent/Lease	64	10,500	10,500	8,000
820-611-5299	Contractual Non Categorized	-	8,000	8,000	-
820-611-5401	Travel - Meals	278	-	-	-
820-611-5402	Mileage	-	-	-	-
820-611-5403	Travel - Rooms	365	-	-	-
820-611-5404	Schools and Seminars	200	1,500	1,500	1,500
820-611-5501	Dues and Memberships	433	-	-	-
820-611-5601	Advertising	160	1,000	1,000	1,000
Total Services		2,066	21,000	21,000	10,500
Non-Categorized					
820-611-9301	Community Agreements	50	2,500	2,500	3,000
820-611-9801	Grants	2,000	2,000	2,000	1,000
Total Non-Categorized		2,050	4,500	4,500	4,000
	Total Expenditures	4,302	26,000	26,000	17,000
Revenues Over (Under) Expenditures		5,871	(16,000)	(16,000)	(7,000)
	Projected Cash Balance at September 30, 2018				4,251

Public Arts

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				689
	Revenues				
825-52305	Grants - Local	-	-	-	-
825-57105	Interest on Deposits	-	-	-	-
Total Revenues		-	-	-	-
	Projected Cash Balance at September 30, 2018				689

This page intentionally left blank.

Three Year Historical Trend and Five Year Forecast

To compose the complete five-year fiscal forecast, the actual year-end amounts for the fiscal years of 2015 and 2016 have been included. 2017 amounts that are shown are based on the fiscal year 2017 current budget, and the fiscal year 2018 amounts are based on the fiscal year 2018 proposed budget.

The forecasted numbers for fiscal years 2019 through 2022 are based on liner, logarithmic, and year-over-year trends and assumptions that are described below in brief detail.

General Fund Revenue Trends and Forecasting Methodology:
To forecast the revenues for future fiscal years, a new approach was adopted for this budget. Ten years of revenue data was compiled to formulate a more complete picture of the revenue trends for the City of Warrensburg.

- Property Tax revenues are fixed in nature, but the growth within the greater Warrensburg area has led to a 10 year, year over year average trend increase of 3%. We have decided on a slightly more conservative approach budgeting a 2.8% increase for FY18 and an average of a 2% increase thereafter.
- Sales Tax revenues have increased at a yearly average of 2.3% over the past 10 years. But with the unforeseen decrease in Sales Tax revenue in fiscal year 2017, Staff has decided to budget Sales Tax flat for FY18 and then increasing FY19 through FY22 at a 2% average
- Franchise Tax revenues have begun a downward trend, mostly due to residence and businesses becoming more energy efficient. But the increase in fee charges by local utility companies has all but made up for this trend. Staff has chosen to stay on the conservative side and forecast a 1% increase for the foreseeable future.
- Lodging Tax 10-year average increase is 2%, but with a new 91 room inn and construction in progress at another site, growth for lodging has been estimated at a 4% increase year over year.
- In FY17 Licenses, Permits, Fines, & Services continued an upward trend partially due to new construction and higher contractuals. In FY18 we have budgeted for the trend to continue, followed by a 3% increase thereafter.
- Intra-governmental Service revenues are based on allocations of increases in components that include wages and utilities. With the new focus on correcting employee wages, FY18 will see a sizable increase followed by an assumed 0.3% increase year over year FY19-22

General Fund Expenditures:
In fiscal year 2017, investments in the City workforce significantly increased the proposed budget. The City Council approved payment of 65% of dependent coverage, while continuing to increase the expected employee compensation by assuming a cost of living adjustment will be given every other year at 1.5% combined with the wage step program at 1.5% every year. Other expenditures in total are estimated at a year over year increase of 0.25%, for a combined weighted average increase of 0.9%. The City continues to work diligently to contain costs, but at the same time equip its employees with the necessary tools to do their duties efficiently.

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

Capital Improvement Funds Revenues:

- From FY07 to FY16 Sales Tax increased on average 2.3% per year. But with the unforeseen decrease in Sales Tax revenue in fiscal year 2017, as with the General fund, Staff has decided to budget Sales Tax flat for FY18 and then increasing FY19 through FY22 at a 2% average.
- Fuel Taxes and Vehicle Fees have been somewhat volatile over the last 10 years, so we took a different approach to forecasting these revenues for the next five years. A liner equation was formulated from a running five-year average, which produced a 4.4% average increase over the five-year period from FY18-FY22

Community Investment Fund Expenditures are based upon the Five Year Community Investment Plan (CIP) adopted by the City. Interested readers should refer to this document for more detailed information.

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

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

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

Parks and Recreation Fund Revenues:

- Property Tax revenues are fixed in nature, but the growth within the greater Warrensburg area has led to a 10 year, year over year average trend increase of 3%. We have decided on a slightly more conservative approach budgeting a 2.8% increase for FY18 and an average of a 2% increase thereafter.
- As with the General Fund and CIP, Sales Tax revenues have increased at a yearly average of 2.3% over the past 10 years. But with the unforeseen decrease in Sales Tax revenue in fiscal year 2017, Staff has decided to budget Sales Tax flat for FY18 and then increasing FY19 through FY22 at a 2% average
- User Fee and Merchandise Sales revenues are affected to a large degree by weather and staffing for program design and coordination. Parks is anticipating a more stable environment, starting from a reduced base, and targeted efforts aimed specifically at increasing these revenues. A liner equation was formulated from a running five-year average, which produced an average 3% increase for FY19-FY22.

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 FY18-22 were based on the detailed in the Five Year Community Investment 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 FY18-22
- The comprehensive sewer rate study recommended a service revenue increase of 3.5% per year for FY18-22.

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 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2018 Budget
General Fund				
Revenues				
Property Taxes	$ 759,669	$ 779,593	$ 790,000	812,400
Sales & Use Taxes	4,246,775	4,347,055	4,542,500	4,340,000
Franchise Taxes	2,984,844	2,513,128	2,527,000	2,570,000
Tax - Non Categorized	107,763	106,647	107,000	116,000
Grants	52,179	35,019	134,448	143,000
Licenses, Permits, Fines, & Services	578,198	744,357	777,697	840,030
Intra-government Services/Reimburse [1]	755,367	548,054	830,335	846,020
Other Revenues	102,406	139,206	315,609	190,329
Total Revenues	$ 9,587,201	$ 9,213,063	$ 10,024,594	$ 9,857,785
Expenditures				
City Council / Legislative	$ 8,611	$ 9,486	$ 15,996	$ 15,758
City Clerk	71,421	69,827	93,083	76,902
City Manager	171,493	171,108	237,009	239,639
Municipal Court	131,910	150,716	147,801	152,410
Legal Services	34,188	38,551	13,000	20,000
Public Information	14,513	3,622	6,480	8,480
Human Resources	95,489	84,514	120,457	189,079
General Administration	468,496	428,459	393,838	640,271
Finance	330,659	401,322	443,798	449,377
Information Technology	325,412	439,733	515,722	556,054
Buildings And Grounds	257,112	262,649	340,922	236,991
Emergency Management	20,209	16,827	13,858	16,200
Fire Protection	1,954,415	1,954,078	2,277,119	2,131,772
Law Enforcement	2,646,675	2,583,314	3,121,658	2,902,275
Animal Control	204,308	217,470	245,771	259,124
Animal Control Donation	26,042	3,798	-	-
Community Development	476,812	457,970	503,655	511,735
Economic Development	269,408	275,947	284,312	267,151
Street Maintenance	1,299,236	1,222,626	1,608,615	1,591,142
Cemetery	113,795	101,166	149,159	166,444
Total Expenditures	$ 8,920,205	$ 8,893,183	$ 10,532,253	$ 10,430,803
Revenues Over (Under) Expenditures	$ 666,997	$ 319,880	$ (507,659)	$ (573,018)
Other Sources (Uses) Of Funds	(15,438)	30,230	(32,149)	(64,298)
Net Sources Over (Under) Uses	**$ 651,559**	**$ 350,110**	**$ (539,808)**	**$ (637,316)**

Three Year Historical Trend And Five Year Forecast

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2018 Budget
210-Community Investment Plan				
Revenues				
Sales & Use Taxes				
Fuel Taxes & Vehicle Fees	$ 742,139	$ 725,048	$ 746,000	$ 764,000
Other Grants	-	45,198	-	346,248
Other Revenues	3,551	7,226	6,576	6,050
Total Revenues	$ 745,690	$ 777,472	$ 752,576	$ 1,116,298
Capital Improvement Expenditures	$ 698,875	$ 889,808	$ 966,130	$ 1,449,801
Revenues Over (Under) Expenditures	$ 46,815	$ (112,336)	$ (213,554)	$ (333,503)
Other Sources (Uses) Of Funds	$ (82,261)	$ (60,410)	$ (31,498)	$ (31,498)
Net Sources Over (Under) Uses	**$ (35,446)**	**$ (172,746)**	**$ (245,052)**	**$ (365,001)**
215-Community Investment Plan 1/2 CENT				
Revenues				
Sales & Use Taxes	$ 1,665,658	$ 1,759,480	$ 1,800,000	$ 1,733,050
Fuel Taxes & Vehicle Fees	-	-	-	-
Other Grants	1,445	-	380,000	380,000
Other Revenues	7,500	5,510	5,510	9,050
Total Revenues	$ 1,674,604	$ 1,764,990	$ 2,185,510	$ 2,122,100
Capital Improvement Expenditures	$ 717,562	$ 563,376	$ 845,394	$ 967,309
Revenues Over (Under) Expenditures	$ 957,042	$ 1,201,614	$ 1,340,116	$ 1,154,791
Other Sources (Uses) Of Funds	$ (1,163,820)	$ (1,196,097)	$ (1,345,989)	$ (1,360,405)
Net Sources Over (Under) Uses	**$ (206,778)**	**$ 5,517**	**$ (5,873)**	**$ (205,614)**
225-General Obligation Fund				
Revenues				
Property Taxes				$ 1,011,283
Bond Proceeds			$ 5,500,000	
Total Revenues	$ -	$ -	$ 5,500,000	$ 1,011,283
Capital Improvement Expenditures			$ 64,518	$ 5,437,244
Revenues Over (Under) Expenditures	$ -	$ -	$ 5,435,482	$ (4,425,961)
Other Sources (Uses) Of Funds	$ -	$ -	$ -	$ (943,900)
Net Sources Over (Under) Uses	**$ -**	**$ -**	**$ 5,435,482**	**$ (5,369,861)**
Debt Service				
Revenues	$ 163,900	$ 172,079	$ 2,216	$ -
Debt Service Expenditures	$ 1,712,237	$ 1,737,373	$ 1,708,167	$ 2,711,938
Revenues Over (Under) Expenditures	$ (1,548,337)	$ (1,565,294)	$ (1,705,951)	$ (2,711,938)
Other Sources (Uses) Of Funds	$ 1,544,172	$ 1,574,238	$ 1,708,167	$ 2,711,938
Net Sources Over (Under) Uses	**$ (4,165)**	**$ 8,944**	**$ 2,216**	**$ -**

Three Year Historical Trend And Five Year Forecast

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2018 Budget
Neighborhood Improvement Districts				
Revenues	$ 550,536	$ 108,759	$ 559,630	$ 572,830
Debt Service & Other Expenditures	$ 273,654	$ 267,132	$ 335,347	$ 307,528
Revenues Over (Under) Expenditures	$ 276,883	$ (158,373)	$ 224,283	$ 265,302
Other Sources (Uses) Of Funds	$ -	$ -	$ -	$ -
Net Sources Over (Under) Uses	**$ 276,883**	**$ (158,373)**	**$ 224,283**	**$ 265,302**
Parks & Recreation				
Revenues				
Property Taxes	$ 410,580	$ 421,709	$ 424,500	$ 433,500
Sales & Use Taxes	1,287,534	1,278,243	1,287,000	1,274,000
Grants	90,000	10,000	30,000	120,000
User Fees & Merchandise Sales	711,618	802,276	780,924	877,050
Other Revenues	74,802	25,934	112,903	214,741
Total Revenues	$ 2,574,533	$ 2,538,162	$ 2,635,327	$ 2,919,291
Expenditures				
Administration	$ 412,299	$ 389,320	$ 540,539	$ 747,668
Maintenance	356,282	460,695	510,689	$ 421,361
Recreation Programs	687,786	742,101	950,497	$ 898,971
Community Center	1,164,023	555,370	537,817	$ 718,557
Total Expenditures	$ 2,620,390	$ 2,147,486	$ 2,539,542	$ 2,786,557
Revenues Over (Under) Expenditures	$ (45,857)	$ 390,676	$ 95,786	$ 132,734
Other Sources (Uses) Of Funds	$ (282,654)	$ (347,961)	$ (313,750)	$ (311,048)
Net Sources Over (Under) Uses	**$ (328,511)**	**$ 42,715**	**$ (217,964)**	**$ (178,314)**
Water Pollution Control				
Revenues				
Permits & Connections	$ 1,820	$ 150	$ 500	$ 500
User Fees & Services	4,098,792	4,120,794	4,388,425	4,256,500
Interest Credit On Debt	328,556	312,039	308,228	270,100
Other Revenues	159	-	-	-
Total Revenues	$ 4,429,326	$ 4,432,983	$ 4,697,153	$ 4,527,100
Expenditures				
Administration, Interest, Depreciation	$ 2,249,981	$ 2,313,302	$ 2,159,032	$ 2,236,144
Intra-government Services	604,916	386,649	615,129	630,814
Finance	-	-	111,822	87,822
Plant Operations	981,526	1,017,531	1,205,269	1,042,288
Wastewater Collections Operations	303,626	330,866	417,387	397,043
Other Capital Maintenance	8,336	-	529,000	317,000
Total Expenditures	$ 4,148,385	$ 4,048,348	$ 5,037,639	$ 4,711,111
Net Operating Income (Loss)	$ 280,941	$ 384,634	$ (340,486)	$ (184,011)
Gain (Loss) On Sale of Assets	$ -	$ -	$ -	$ -
Net Income (Loss)	**$ 280,941**	**$ 384,634**	**$ (340,486)**	**$ (184,011)**
All funds Net Income (Loss)	$ 634,482	$ 475,474	$ 4,231,864	$ (6,494,355)

Three Year Historical Trend And Five Year Forecast

Description	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget	FY 2022 Forecasted Budget
General Fund				
Revenues				
Property Taxes	827,336	844,433	861,530	878,627
Sales & Use Taxes	4,690,546	4,810,640	4,930,734	5,050,828
Franchise Taxes	2,595,700	2,621,657	2,647,874	2,674,352
Tax - Non Categorized	118,773	129,637	140,501	151,365
Grants	161,731	170,434	174,786	183,489
Licenses, Permits, Fines, & Services	881,657	904,504	927,350	938,774
Intra-government Services/Reimburse [1]	871,401	897,543	924,469	952,203
Other Revenues	87,454	94,893	102,332	109,771
Total Revenues	$ 10,234,605	$ 10,473,749	$ 10,709,585	$ 10,939,420
Expenditures				
City Council / Legislative	$ 16,014	$ 16,274	$ 16,539	$ 16,683
City Clerk	78,151	79,421	80,712	81,418
City Manager	243,533	247,490	251,512	253,713
Municipal Court	154,886	157,403	159,961	161,361
Legal Services	20,325	20,655	20,991	21,175
Public Information	8,618	8,758	8,900	8,978
Human Resources	192,152	195,274	198,448	200,184
General Administration	650,675	661,249	671,994	677,874
Finance	456,680	464,101	471,643	475,769
Information Technology	565,090	574,273	583,604	588,711
Buildings And Grounds	240,842	244,756	248,733	250,909
Emergency Management	16,463	16,731	17,003	17,151
Fire Protection	2,166,413	2,201,618	2,237,394	2,256,971
Law Enforcement	2,949,437	2,997,365	3,046,072	3,072,725
Animal Control	263,334	267,614	271,962	274,342
Animal Control Donation	-	-	-	-
Community Development	520,051	528,501	537,090	541,789
Economic Development	271,492	275,904	280,387	282,841
Street Maintenance	1,616,998	1,643,274	1,669,978	1,684,590
Cemetery	169,148	171,897	174,690	176,219
Total Expenditures	$ 10,600,303	$ 10,772,558	$ 10,947,612	$ 11,043,404
Revenues Over (Under) Expenditures	$ (365,698)	$ (298,809)	$ (238,027)	$ (103,984)
Other Sources (Uses) Of Funds	(64,298)	(64,298)	(64,298)	(32,149)
Net Sources Over (Under) Uses	**$ (429,997)**	**$ (363,108)**	**$ (302,325)**	**$ (136,133)**

Three Year Historical Trend And Five Year Forecast

Description	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget	FY 2022 Forecasted Budget
210-Community Investment Plan				
Revenues				
Sales & Use Taxes				
Fuel Taxes & Vehicle Fees	778,154	792,570	807,253	822,208
Other Grants	300,000	-		
Other Revenues	3,768	4,144.44	4,558.88	5,014.77
Total Revenues	$ 1,081,921	$ 796,714	$ 811,812	$ 827,223
Capital Improvement Expenditures	1,115,000	764,500	784,500	804,500
Revenues Over (Under) Expenditures	$ (33,079)	$ 32,214	$ 27,312	$ 22,723
Other Sources (Uses) Of Funds	$ -	$ -	$ -	$ 1
Net Sources Over (Under) Uses	**$ (33,079)**	**$ 32,214**	**$ 27,312**	**$ 22,724**
215-Community Investment Plan 1/2 CENT				
Revenues				
Sales & Use Taxes	1,862,569	1,909,067	1,955,564	2,002,062
Fuel Taxes & Vehicle Fees	-	-	-	1
Other Grants				
Other Revenues	9,141	9,232	9,324	9,417
Total Revenues	$ 1,871,709	$ 1,918,298	$ 1,964,888	$ 2,011,480
Capital Improvement Expenditures	529,950	358,425	367,250	298,850
Revenues Over (Under) Expenditures	$ 1,341,759	$ 1,559,873	$ 1,597,638	$ 1,712,630
Other Sources (Uses) Of Funds	$ (1,394,078)	$ (1,425,888)	$ (1,461,170)	$ (1,398,411)
Net Sources Over (Under) Uses	**$ (52,318)**	**$ 133,986**	**$ 136,468**	**$ 314,219**
225-General Obligation Fund				
Revenues				
Property Taxes	$ 1,029,875	$ 1,051,158	$ 1,072,440	$ 1,093,723
Bond Proceeds				
Total Revenues	$ 1,029,875	$ 1,051,158	$ 1,072,440	$ 1,093,723
Capital Improvement Expenditures				
Revenues Over (Under) Expenditures	$ 1,029,875	$ 1,051,158	$ 1,072,440	$ 1,093,723
Other Sources (Uses) Of Funds	$ (943,900)	$ (995,000)	$ (1,003,700)	$ (1,020,400)
Net Sources Over (Under) Uses	**$ 85,976**	**$ 56,158**	**$ 68,740**	**$ 73,323**
Debt Service				
Revenues	$ -	$ -	$ -	$ 1
Debt Service Expenditures	$ 2,752,198	$ 2,793,537	$ 2,834,567	$ 2,767,107
Revenues Over (Under) Expenditures	$ (2,752,198)	$ (2,793,537)	$ (2,834,567)	$ (2,767,106)
Other Sources (Uses) Of Funds	$ 2,752,198	$ 2,793,537	$ 2,834,567	$ 2,767,106
Net Sources Over (Under) Uses	**$ -**	**$ -**	**$ -**	**$ -**

Three Year Historical Trend And Five Year Forecast

Description	FY 2019 Forecasted Budget	FY 2020 Forecasted Budget	FY 2021 Forecasted Budget	FY 2022 Forecasted Budget
Neighborhood Improvement Districts				
Revenues	$ 152,000	$ 444,500	$ 644,634	$ 67,500
Debt Service & Other Expenditures	$ 262,366	$ 262,825	$ 261,888	$ 252,475
Revenues Over (Under) Expenditures	$ (110,366)	$ 181,675	$ 382,747	$ (184,975)
Other Sources (Uses) Of Funds	$ -	$ -	$ -	$ -
Net Sources Over (Under) Uses	**$ (110,366)**	**$ 181,675**	**$ 382,747**	**$ (184,975)**
Parks & Recreation				
Revenues				
Property Taxes	441,470	450,593	459,716	468,839
Sales & Use Taxes	1,369,212	1,403,393	1,437,575	1,471,756
Grants	10,000	10,000	10,000	10,000
User Fees & Merchandise Sales	869,090	897,323	925,556	953,789
Other Revenues	236,215	259,837	285,820	314,402
Total Revenues	$ 2,925,987	$ 3,021,146	$ 3,118,667	$ 3,218,786
Expenditures				
Administration	$ 759,818	$ 772,165	$ 784,712	$ 791,579
Maintenance	$ 428,208	$ 435,166	$ 442,238	$ 446,108
Recreation Programs	$ 913,579	$ 928,425	$ 943,512	$ 951,768
Community Center	$ 567,397	$ 576,617	$ 585,987	$ 591,115
Total Expenditures	$ 2,669,002	$ 2,712,373	$ 2,756,449	$ 2,780,568
Revenues Over (Under) Expenditures	$ 256,985	$ 308,773	$ 362,218	$ 438,218
Other Sources (Uses) Of Funds	$ (315,650)	$ (313,754)	$ (310,800)	$ (310,800)
Net Sources Over (Under) Uses	**$ (58,665)**	**$ (4,981)**	**$ 51,418**	**$ 127,418**
Water Pollution Control				
Revenues				
Permits & Connections	$ 575	$ 661	$ 760	$ 875
User Fees & Services	4,469,325	4,692,791	4,927,431	5,173,802
Interest Credit On Debt	334,075	301,266	265,781	265,781
Other Revenues	-	-	-	1
Total Revenues	$ 4,803,975	$ 4,994,719	$ 5,193,972	$ 5,440,459
Expenditures				
Administration, Interest, Depreciation	$ 2,272,482	$ 2,309,410	$ 2,346,937	$ 2,367,473
Intra-government Services	641,065	651,482	662,069	667,862
Finance	90,500	93,200	96,000	96,840
Plant Operations	1,073,600	1,105,800	1,139,000	1,148,966
Wastewater Collections Operations	378,100	389,400	401,100	404,610
Other Capital Maintenance	300,000	400,000	745,000	771,000
Total Expenditures	$ 4,755,747	$ 4,949,292	$ 5,390,106	$ 5,456,751
Net Operating Income (Loss)	$ 48,228	$ 45,427	$ (196,134)	$ (16,292)
Gain (Loss) On Sale of Assets	$ -	$ -	$ -	$ 1
Net Income (Loss)	**$ 48,228**	**$ 45,427**	**$ (196,134)**	**$ (16,291)**
All funds Net Income (Loss)	$ (550,220)	$ 81,371	$ 168,225	$ 200,285

WARRENSBURG

HOME OF MAN'S BEST FRIEND

COME • SIT • STAY

WARRENSBURG CONVENTION & VISITORS BUREAU

FISCAL YEAR 2018 BUDGET

WARRENSBURG CONVENTION & VISITORS BUREAU

FISCAL YEAR 2018 BUDGET

The citizens of the City of Warrensburg have authorized the City to implement a 2.5 percent Lodging Tax, and the proceeds from the tax must be expended for the promotion of tourism, conventions, visitors, and the tourist center.

Expenditures from the lodging tax fund shall be made under the terms of a contract for services with the Warrensburg Convention and Visitors Bureau, Inc. The board was formed to promote tourism in Warrensburg.

The nine Warrensburg Convention and Visitors Bureau (WCVB) board members are appointed by the City Council. The City Manager, Parks and Recreation Director, and one City Council member serve as nonvoting ex-officio members. The appointed board members serve three-year terms. Except in the case of a resignation or removal, members shall hold office until their successors are appointed. New elections among the members of the board for all officer appointments shall occur annually during the month of July.

2018 Budget

The WCVB Fund is projected to begin FY 2018 with a starting balance of $158,257. The Lodging Tax is conservatively projected to increase five percent from 2017, $116,000. Revenue includes a grant with the Missouri Division of Tourism in the amount of $4,823.

Expenses were kept in-line with the City of Warrensburg and WCVB's mission of promoting tourism in Warrensburg and maintaining a balance budget. This ensures the fund will continue to maintain a strong balance. The FY 2018 expense reflects an increase of four percent.

WCVB MISSION

The Warrensburg Convention and Visitors Bureau is committed to identifying and executing quality and sustainable tourism products that will: 1) entice/attract visitors to travel to Warrensburg; 2) provide satisfying visitor experiences that result in a greater appreciation of the Warrensburg community; and 3) lead to a higher quality of life and economic development in the Warrensburg community.

Warrensburg Convention and Visitors Bureau

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
	Projected Cash Balance at October 1, 2017				158,257
	Revenues				
830-51905	Taxes - Lodging	106,814	108,971	109,975	116,000
830-52200	Grants - State	-	-	3,500	4,823
830-55105	Admissions	-	-	-	-
830-55115	Advertising	-	-	996	-
830-57105	Interest on Deposits	-	-	4	-
830-59910	Claims / Reimbursement	27	-	-	-
830-59930	Transfer from Other Source	-	6,500	6,500	-
Total Revenues		106,841	115,471	120,975	120,823
Personnel Expenses					
830-611-1101	Wages	38,498	39,728	42,977	48,000
830-611-1103	Wages - Overtime	-	-	-	-
830-611-2101	FICA Taxes	2,953	3,000	3,262	3,672
830-611-2201	Retirement - Lagers	2,617	2,815	2,466	2,976
830-611-2301	Insurance - Dental	300	327	394	832
830-611-2302	Insurance - Health	5,993	6,500	5,687	6,500
830-611-2304	Insurance - Life	79	175	93	175
830-611-2305	Insurance - Short Term Disability	-	-	182	226
830-611-2306	Insurance - Long Term Disability	-	-	124	110
830-611-2401	Worker's Compensation	131	131	115	130
Total Personnel Expenses		50,571	52,676	55,300	62,621
	Expenditures				
Commodities					
830-611-4102	Clothing	27	100	27	100
830-611-4103	Computer Supplies	20	100	-	100
830-611-4108	Meeting Supplies	76	100	-	100
830-611-4109	Office Supplies	849	1,000	400	350
830-611-4114	Software	324	480	340	500
830-611-4117	Food	268	446	120	300
830-611-4199	Supplies Non-Categorized	412	500	250	500
Total Commodities		1,976	2,726	1,137	1,950
Services					
830-611-5106	Utility - Telephone	-	-	-	-
830-611-5107	Utility - Data Access	1,482	1,380	896	1,380
830-611-5202	Consulting	7,000	6,000	-	-
830-611-5203	Financial Services	47	2,500	200	100
830-611-5206	Legal Services	-	1,000	500	1,000
830-611-5301	Property Insurance	1,531	1,578	1,578	1,578
830-611-5401	Travel - Meals	83	500	225	300
830-611-5402	Mileage	1,565	2,430	1,692	2,230
830-611-5403	Travel - Rooms	1,425	1,310	986	1,310
830-611-5404	Schools and Seminars	3,430	5,315	2,215	5,315
830-611-5501	Dues and Memberships	1,449	2,146	1,402	2,146
830-611-5601	Advertising	461	22,418	13,500	23,017
830-611-5602	Postage	178	300	96	346
830-611-5603	Printing and Binding	1,891	2,500	42	2,000
830-611-5604	Shows/Expo/Events Expense	-	485	496	500
830-611-5699	Communication - Non Categorized	2,050	2,928	1,306	7,750
830-611-5904	Employment	-	30	-	30
830-611-5999	Services Non - Categorized	120	250	150	250
Total Services		22,711	53,069	25,283	49,252
Capital Outlay					
830-611-6206	Equipment - Office	147	-	-	-
Total Capital Outlay		147	-	-	-

Warrensburg Convention and Visitors Bureau

Account Number	Description	FY 2016 Actual	FY 2017 Original Budget	FY 2017 Amended Budget	FY 2018 Budget
Non-Categorized					
830-611-9301	Community Agreements	8,007	7,000	7,000	7,000
Total Non-Categorized		8,007	7,000	7,000	7,000
	Total Expenditures	83,413	115,471	88,720	120,823
Revenues Over (Under) Expenditures		23,429	-	32,255	-
	Projected Cash Balance at September 30, 2018				158,257

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

AP: Accounts Payable

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.

BRAC: Base Realignment and Closure

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

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

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

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

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

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

CD: Community Development

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

CIP: Community Investment Plan

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

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

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

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

DNR: Department of Natural Resources

DREAM: Downtown Revitalization and Economic Assistance for Missouri

EEOC: Equal Employment Opportunity Commission

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

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

EPA: Environmental Protection Agency

ESRI: Environmental Systems Research Institute

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

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

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

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.

FY: Fiscal Year

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.

GFOA: Government Finance Officers Association

GO Bond: General Obligation Bond

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

MOSIP: Missouri Securities Investment Program

MPRA: Missouri Parks and Recreation Association

MS4: Municipal Separate Storm Sewer System

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

NIMS: National Incident Managing System

NPDES: National Pollutant Discharge Elimination System

OATS: Transportation Services

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

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with a higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and is of a lower legal status. Ordinarily, the statues 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.

PTO: Paid Time Off

ROW: Right of Way

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

SCADA: Supervisory Control and Data Acquisition

SERT: Special Emergency Response Team

SHRM: Society for Human Resource

SIOR: Society of Office and Industrial Realtors

SRF: State Revolving Fund

SRO: School Resource Officer

STP: Surface Transportation Program

TRIM Grant: Tree Resource Improvement and Maintenance Grant

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

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

UCM: University of Central Missouri

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

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

WAFB: Whiteman Air Force Base

WCC: Warrensburg Community Center

WCVB: Warrensburg Convention and Visitors Bureau

WMMC: Western Missouri Medical Center

WPR: Warrensburg Parks and Recreation

Purpose Statement

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

A. The City of Warrensburg realizes that one of its most valuable assets is our employees. Our goal is to treat employees equitably, respectfully, and maintain an appropriate atmosphere for addressing personnel matters.

B. The City is an Equal Opportunity Employer and will not discriminate against applicants or employees on the basis of race, color, sex, age, creed, disability (if otherwise qualified), or religious or political affiliations.

C. City employees shall abide by the ordinances, policies, and regulations established by the City of Warrensburg including but not limited to Personnel Policies, Safety Manual, Finance Policies and other functionally related city and departmental standard operating procedures, manuals, and management directives. Copies of the above documents are kept in each applicable department and available for review by employees. The Personnel Policies will be issued to each Department in a loose-leaf binder so changes can be posted promptly or electronically via the City's Intranet.

D. With the proper use of the City's policies, the City can provide the highest degree of customer service.

E. The City works to recognize and celebrate employees who deliver city services in an efficient, responsible, innovative and compassionate manner.

F. The City strives to provide prompt and fair attention in the handling of all personnel matters, including but not limited to, complaints, grievances and disciplinary action.

G. The City understands that confidentiality is of utmost importance to our employees. For that reason the City attempts to comply with all lawful requirements regarding personnel information.

H. Rates of compensation ranges and job classifications are established by the City's approved Pay Plan.

I. The City identifies the talent needed to perform the job, strives to attract and retain the best qualified candidates for the position with competitive salaries and benefits and thoroughly documents the recruitment process to comply with hiring guidelines and employment laws and ensure a bias-free selection.

J. The training and education of City employees is encouraged

K. The City makes every effort to provide employees with satisfactory working conditions. Employees are always encouraged to bring matters of concern forward for review.

L. In the event that any provision of the City's personnel policies shall conflict with state, local or federal law, then the state, local or federal law shall take precedence and such sections in conflict shall be deemed revised with language that as closely as practical accomplishes the intent of the policy or procedure without conflict. Any such conflict noticed by any employee, should be brought to the attention of the Human Resources Department as soon as practical after discovering the conflict.

M. Nothing in this Manual is to be construed to create a contract between the City of Warrensburg and its employees or to create a contractual entitlement to any benefit. Any benefit provided as described this Manual may be modified or withdrawn at any time without notice, except as provided by federal, state and local laws.

Purpose Statement

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

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

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

Funding Matrix

Fund Name	Funding Source	Fund Description	Key Funding's	Amount	Limitations
General Fund	1 Cent Sales and Use tax, Law Enforcement Tax, Property Tax, Fees for Services, Donations	The General Fund includes the City's basic services Legislative, General Administration, Public Information, Legal, Municipal Court, Human Resources, Finance, Information Technology, Building and Grounds, Fire, Police, Animal Shelter, Community Development, Street Maintenance and Cemetery.	Station 2 Security System Typhon Deck Gun Fire Department Radios Emergency Response Vehicle Concrete Breaker Bobcat Replace S185 Ford F550 Truck Police Vehicle Equipment Replacement Tack Trailer UPS Upgrade Server Room 70" LCD Monitor for Training Room KAPP 84" Electric White Board Firewall Replacement FS2 Data 911 Computer Sign Shop Siding and Doors Street Signage Cemetery Signage Field Tablets	10,000 7,000 8,000 43,545 7,500 35,000 95,000 5,000 15,000 5,500 2,000 1,200 8,000 5,500 40,000 1,000 5,000 3,000	Sales tax comprises 42% of the General Fund revenues. Due to the City's extreme dependence on Sales tax, our limitations are tied directly to the success of current business, visitor spending, and growth.
Transportation Capital Improvement Fund (CIP)	Motor Fuel Tax, Vehicle Sales Tax, Vehicle Fees	Established for the visibility of received and expensed restricted funds, that are used for the purpose of infrastructure development and repairs related to transportation within the City.	Downtown Phase IV Construction Annual Street Maintenance Program Curb and Sidewalk Program/ADA Street Striping/Signal Maintenance Right Turn Lane, Maguire/Young Street LED Traffic Signal Luminaries	376,956 600,000 80,000 40,000 15,500 2,000	This fund is financed primarily by the Motor Fuel Tax, and is sensitive to price increases reeled to motor fuel.
1/2 Cent Capital Improvement Fund (CIP)	1/2 Cent Sales and Use tax	Created in 2007 by voter approval, this fund finances the debt service associated with the construction of City buildings, fire trucks, and emergency sirens. Revenue in excess of the current years debt payments may be used for additional capital projects.	Fire Department Air Packs Northfield Subdivision Storm Repair Storm water Phase V Analysis and Report Storm water Emergency Repairs Fire Suppression System Server Room Building Permit/ Call Center Software Edge Network/Wireless Upgrade Incode 10 Upgrade Routine Computer Upgrade/Maintenance	200,000 150,000 78,116 30,000 30,000 88,625 150,300 49,000 22,000	This fund is limited by the repayment of the associated debt, and the looming sunset of the 1/2 Cent Sales Tax that will leave
General Obligation Bond Fund	Real Property Tax (Excludes personal Property)	Established in fiscal year 2018 to track spending associated with the general obligation band funds.	Fire Ladder Truck Brady Commerce Park Development Traffic Signal Upgrade Phase I Veteran's Road Extension Fire Pumper Truck	1,450,000 1,328,785 1,279,028 891,149 550,000	This Fund is limited to $5.5 million, which was approved by a vote of the public, and the items listed under "Key Funding's"

Funding Matrix

Fund Name	Funding Source	Fund Description	Key Funding's	Amount	Limitations
Debt Service Fund	Funded by the General Fund, CIP Funds, Parks and Recreation	Provides visibility to outstanding debt and debt payments funded by Governmental Funds.	Tandem Truck Lease Certificates of Participation Series 2014 Certificates of Participation Series 2010 Certificates of Participation Series 2009 Certificates of Participation Series 2013 Fire Apperatis Lease PD RMS Lease Parks Fitness Equipment Lease	31,498 80,071 210,670 500,874 779,329 91,820 64,298 14,542	Borrowings shall not exceed 10% of the value of the taxable tangible property in the City. Article VI, Section 26(b) and (c)
Neighborhood Improvement Fund (NID)	Special Assessments, Sales Tax Agreements	Special Allocation Fund containing separate segregated accounts associated with NID activities.	Certificates of Participation Series 2001 Certificates of Participation Series 2011	21,954 253,963	This fund is limited only by the number of businesses participating in NID activities.
Parks and Recreation Fund	3/8 Cent Sales and Use tax, Property Tax, Fees for Services, Donations	Provide quality recreational facilities and activates for the City and its residents	Recreation Sports Equipment HVAC System Inclusive Playground (Off-setting Grant)	5,000 234,500 290,541	Sales tax accounts for 47% of the Parks and Recreation Fund revenue. As with the General Fund, limitations are tied directly to the success of current business, visitor spending, and growth.
Tax Incremental Financing Fund (TIF)	Special Assessments, Sales Tax Agreements	Special Allocation Fund containing separate segregated accounts associated with TIF activities.	N/A	N/A	This fund is limited only by the number of businesses participating in TIF activities.
Water Pollution Control Fund (WPC)	Fees for Services	An Enterprise fund designed to recover all expenditures through sewer rates.	Commerce Park Sanitary main Sewer Line Relining Manhole Relining Clean and Replant Reed Beds	180,000 50,000 50,000 37,000	WPC projects and sewer updates can only be financed through sewer rates
Private Trust Funds	Donations, General Fund	Funds donated to the city for specific purposes	N/A	N/A	10% of the annual income is to be retained within the funds
Agency Funds	Donations, General Fund	Funds held on behalf of smaller Commissions, Boards, or Groups.	Sculpture Project Mural Project Piano Project Sculpture Maintenance	8,000 8,000 1,000 5,000	N/A

General Fund Funding Matrix

Department	Revenue Source	Revenue Account	Amount	Key Funding's	Expense Account
Fire Department	Grant	110-52105	20,000	Amkus Rescue System	110-621-6299
Police Department	Law Enforcement Tax	110-51210	830,000	Law Enforcement Expenses	110-622-XXXX
	Grants	110-52105	60,000	Dash Cameras	110-622-6299
		110-52105	7,000	Tasers	110-622-6299
	Lease Proceeds	110-59920	74,312	RMS Software	110-622-6301
	Contractual Services	110-55141	132,355	School Resource Officers	Personnel Expenses
		110-55141	5,000	School Based Overtime	Personnel Expenses
Animal Control	Grant	110-52305	8,000	Animal Shelter Kennels	110-623-5701
	Donations	110-59115	3,000	to be Determined	110-624-XXXX
	Contractual Services	110-55141	12,000	County use of Shelter	110-623-XXXX
Economic Development	Grant	110-52240	10,000	Tree Board	110-642-5205
Cemetery	Donations	110-59120	8,900	Cemetery Signs	110-645-6401

Animal Shelter Donations and Cemetery Donations that have not been used in the Fiscal Year that they were donated are restricted for future use by those departments. Expenses that are covered by donations are budgeted and expensed in departments that have been set up to provide visibility of what those donations are being used for.

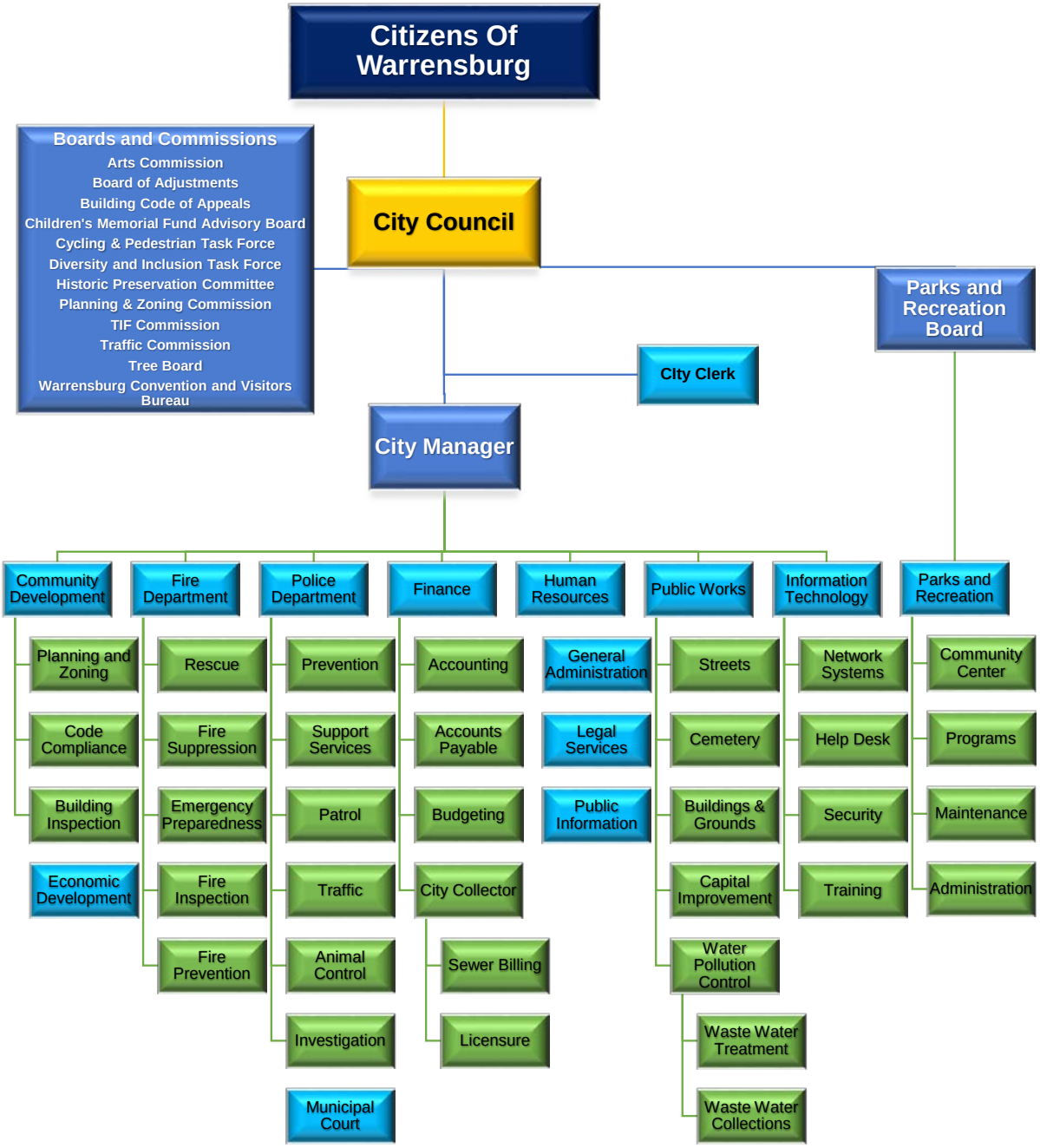
Fund Transfer Matrix

Transfers in To	Amount	Transfers Out From	Reason	Recurring
General Fund	630,814	Sewer	Reimbursement for Administration Services	Yes, the total amount is broken up into quarterly transfers
	215,206	CIP Half Cent	Reimbursement for Maintenance and Utilities of new and remodeled buildings	
Total General Fund	**846,020**			
Debt Fund	64,298	General	Debt payments for COP's or Lease Purchase	Recurring as debt is incurred, once debt is paid off it no longer requires transfer of Funds
	31,498	CIP Transportation		
	1,360,405	CIP Half Cent		
	309,440	Parks Fund		
Total Debt Fund	**1,765,642**			
Total Transfers In	**2,611,662**			

Transfers out From	Amount	Transfers in To	Reason	Recurring
General Fund	**64,298**	Debt	Debt payments for COP's or Lease Purchase	Recurring as debt is incurred, once debt is paid off it no longer requires transfer of Funds
CIP Transportation	**31,498**	Debt	Debt payments for Lease Purchase	Recurring as debt is incurred, once debt is paid off it no longer requires transfer of Funds
CIP Half Cent	215,206	General	Reimbursement for Maintenance and Utilities of new and remodeled buildings	Yes, the total amount is broken up into quarterly transfers
	1,360,405	Debt	Debt payments for COP's or Lease Purchase	Recurring as debt is incurred, once debt is paid off it no longer requires transfer of Funds
Total CIP Half Cent	**1,575,611**			
Parks Fund	309,440	Debt	Debt payments for COP's or Lease Purchase	Recurring as debt is incurred, once debt is paid off it no longer requires transfer of Funds
Sewer Fund	**630,814**	General	Reimbursement for Administration Services	Yes, the total amount is broken up into quarterly transfers
Total Transfers Out	**2,611,662**			

Note: Half cent sales tax has a sunset of December 2025

Organization Chart



City Staff

NUMBER OF REGULAR FULL TIME EMPLOYEES FY15 - FY18

	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 BUDGET
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	2	0	0	0
Finance	6	8	8	8
Information Technology	2	2	2	2
Buildings and Grounds	1	1	1	1
Fire Protection	25	24	26	26
Law Enforcement	38	37	39	40
Animal Control - Shelter	3	3	3	3
Community Development	7	7	7	7
Street Maintenance	14	13	14	14
Cemetery	1	1	1	1
Total General Fund	**105**	**102**	**107**	**108**
Parks Fund				
Administration	3	3	3	3
Maintenance	4	3	4	4
Recreation	3	1	4	4
Community Center	1	1	1	1
Total Parks Fund	**11**	**8**	**12**	**12**
Water Pollution Control Fund				
Administration	0	1	1	1
Plants	7	7	7	7
Collections	5	5	5	5
Total WPC	**12**	**13**	**13**	**13**
TOTAL FULL TIME	**128**	**123**	**132**	**133**

For FY18 a Human Resources Assistant position has been added with the personnel expense split between the Human Resource department in the General Fund and the Parks department in the Parks Fund. In the Police Department a part time Records Clerk position has been reclassified and has become a Full time Evidence Clerk.

For FY17 three open positions were added, one Police Officer, and for Public Works an Assistant Director and an Executive Assistant II. The Assistant Director and Executive Assistant II positions were not filled and have been removed from the FY17 budget.

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

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

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

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

NUMBER OF REGULAR PART-TIME EMPLOYEES FY15 - FY18

	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 BUDGET
General Fund				
General Administration	0	0	0	0
Public Information Office	1	0	0	0
Finance	1	1	0	0
Fire Protection	24	18	24	24
Law Enforcement	2	2	2	1
Animal Control	2	2	3	3
Streets	0	0	0	0
Total General Fund	**30**	**23**	**29**	**28**
WPC				
Administration	0	0	0	0
Collections	0	0	0	0
Total WPC	0	0	0	0
TOTAL REGULAR PART TIME	**30**	**23**	**29**	**28**

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

The Fire Department is authorized for 24 part time positions currently only 17 are filled.

FY16

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

Pay Structure

Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5
B	Animal Shelter Laborer	Annual	19,593.60	19,884.80	20,176.00	20,488.00	20,800.00	21,112.00
	Housekeeping Specialist	Bi-wkly	753.60	764.80	776.00	788.00	800.00	812.00
	Parking Control Officer	Hourly	9.42	9.56	9.70	9.85	10.00	10.15
C		Annual	20,904.00	21,216.00	21,528.00	21,860.80	22,193.60	22,526.40
		Bi-wkly	804.00	816.00	828.00	840.80	853.60	866.40
		Hourly	10.05	10.20	10.35	10.51	10.67	10.83
D		Annual	22,318.40	22,651.20	22,984.00	23,337.60	23,691.20	24,044.80
		Bi-wkly	858.40	871.20	884.00	897.60	911.20	924.80
		Hourly	10.73	10.89	11.05	11.22	11.39	11.56
E	Assistant Court Clerk	Annual	23,816.00	24,169.60	24,523.20	24,897.60	25,272.00	25,646.40
	Public Information	Bi-wkly	916.00	929.60	943.20	957.60	972.00	986.40
	WPC Collections Representative	Hourly	11.45	11.62	11.79	11.97	12.15	12.33
	Records Clerk PD							
	Receptionist							
F	Evidence Clerk	Annual	25,438.40	25,812.80	26,208.00	26,603.20	26,998.40	27,393.60
	Park Maintenance I	Bi-wkly	978.40	992.80	1,008.00	1,023.20	1,038.40	1,053.60
	Permit Clerk	Hourly	12.23	12.41	12.60	12.79	12.98	13.17
	Street Maintenance I							
	WPC Operator I Collections							
FFA	Firefighter (Part Time)	Hourly	9.31	9.45	9.59	9.73	9.88	10.03
FFB	Firefighter/EMT	Hourly	10.73	10.89	11.05	11.22	11.39	11.56
FFC	Firefighter/Specialist	Hourly	12.48	12.67	12.86	13.05	13.25	13.45
FFP	Fire and Emergency Pervention Officer	Hourly	17.98	18.25	18.52	18.80	19.08	19.37
	Training Officer							
FFD	Fire Captain	Hourly	14.04	14.25	14.46	14.68	14.90	15.12
FFE	Battalion Chief (56 Hour)	Hourly	15.40	15.63	15.86	16.10	16.34	16.59
FFF	Battalion Chief (40 Hour)	Hourly	22.08	22.41	22.75	23.09	23.44	23.79
G	Animal Control Officer	Annual	27,164.80	27,580.80	27,996.80	28,412.80	28,828.80	29,265.60
	Assistant Shelter Manager	Bi-wkly	1,044.80	1,060.80	1,076.80	1,092.80	1,108.80	1,125.60
	Executive Assistant II	Hourly	13.06	13.26	13.46	13.66	13.86	14.07
	Finance Assistant/AP							
	Municipal Court Clerk							
	Parks Maintenance II							
	Public Works Project Technician							
	Sewer Utility Billing Specialist							
	Sewer Utility Collections Specialist							
	Sign Technician							
	Street Maintenance II							
	WPC Operator II Collections							
	WPC Operator II Plants							

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5
H	Executive Assistant III	Annual	29,099.20	29,536.00	29,972.80	30,430.40	30,888.00	31,345.60
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,119.20	1,136.00	1,152.80	1,170.40	1,188.00	1,205.60
	Code Enforcement Inspector	Hourly	13.99	14.20	14.41	14.63	14.85	15.07
	Recreation Supervisor I							
	Utility Inspector							
	WPC Laboratory Technician							
	WPC Collections Crew Leader							
I	Bldg & Grounds Foreman	Annual	31,033.60	31,491.20	31,969.60	32,448.00	32,926.40	33,425.60
	Computer Technician	Bi-wkly	1,193.60	1,211.20	1,229.60	1,248.00	1,266.40	1,285.60
	Equipment Technician	Hourly	14.92	15.14	15.37	15.60	15.83	16.07
	Finance Asst/Accounts Payable & Capital							
	Finance Asst/Payroll & Budget Analyst							
	Maintenance Foreman - Cemetery							
	Maintenance Foreman - Streets							
	Office Manager							
	Recreation Supervisor II							
J	Accountant	Annual	33,155.20	33,654.40	34,153.60	34,673.60	35,193.60	35,713.60
	Asst Systems Admin	Bi-wkly	1,275.20	1,294.40	1,313.60	1,333.60	1,353.60	1,373.60
	Building Inspector	Hourly	15.94	16.18	16.42	16.67	16.92	17.17
	Collector							
	Human Resources Assistant							
	Office Manager II							
	Police Officer							
	Public Infor/Marketing Supervisor - Parks							
K	Compliance Technician	Annual	35,422.40	35,963.20	36,504.00	37,044.80	37,606.40	38,168.00
	Neighborhood Services Coord.	Bi-wkly	1,362.40	1,383.20	1,404.00	1,424.80	1,446.40	1,468.00
	Police Corporal	Hourly	17.03	17.29	17.55	17.81	18.08	18.35
	Project Manager Com Dev							
	Project Manager Streets							
	Project Manager WPC							
	Recreation Supervisor III							
	Senior Computer Technician							
	WPC Operator III Plants							
L	City Planner	Annual	38,251.20	38,833.60	39,416.00	39,998.40	40,601.60	41,204.80
	Special Projects Coord/PIO	Bi-wkly	1,471.20	1,493.60	1,516.00	1,538.40	1,561.60	1,584.80
	Manager of Operations - Parks	Hourly	18.39	18.67	18.95	19.23	19.52	19.81
	Project Manager II							

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Base	Step 1	Step 2	Step 3	Step 4	Step 5
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual	40,497.60	41,100.80	41,724.80	42,348.80	42,993.60	43,638.40
		Bi-wkly	1,557.60	1,580.80	1,604.80	1,628.80	1,653.60	1,678.40
		Hourly	19.47	19.76	20.06	20.36	20.67	20.98
N		Annual	43,305.60	43,950.40	44,616.00	45,281.60	45,968.00	46,654.40
		Bi-wkly	1,665.60	1,690.40	1,716.00	1,741.60	1,768.00	1,794.40
		Hourly	20.82	21.13	21.45	21.77	22.10	22.43
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual	46,300.80	46,987.20	47,694.40	48,401.60	49,129.60	49,857.60
		Bi-wkly	1,780.80	1,807.20	1,834.40	1,861.60	1,889.60	1,917.60
		Hourly	22.26	22.59	22.93	23.27	23.62	23.97
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual	47,548.80	48,256.00	48,984.00	49,712.00	50,460.80	51,209.60
		Bi-wkly	1,828.80	1,856.00	1,884.00	1,912.00	1,940.80	1,969.60
		Hourly	22.86	23.20	23.55	23.90	24.26	24.62

Changes/Additions FY2017-FY2018

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
B	Animal Shelter Laborer	Annual	21,424.00	21,736.00	22,068.80	22,401.60	22,734.40
	Housekeeping Specialist	Bi-wkly	824.00	836.00	848.80	861.60	874.40
	Parking Control Officer	Hourly	10.30	10.45	10.61	10.77	10.93
C		Annual	22,859.20	23,192.00	23,545.60	23,899.20	24,252.80
		Bi-wkly	879.20	892.00	905.60	919.20	932.80
		Hourly	10.99	11.15	11.32	11.49	11.66
D		Annual	24,398.40	24,772.80	25,147.20	25,521.60	25,896.00
		Bi-wkly	938.40	952.80	967.20	981.60	996.00
		Hourly	11.73	11.91	12.09	12.27	12.45
E	Assistant Court Clerk	Annual	26,020.80	26,416.00	26,811.20	27,206.40	27,622.40
	Public Information	Bi-wkly	1,000.80	1,016.00	1,031.20	1,046.40	1,062.40
	WPC Collections Representative	Hourly	12.51	12.70	12.89	13.08	13.28
	Records Clerk PD						
	Receptionist						
F	Evidence Clerk	Annual	27,809.60	28,225.60	28,641.60	29,078.40	29,515.20
	Park Maintenance I	Bi-wkly	1,069.60	1,085.60	1,101.60	1,118.40	1,135.20
	Permit Clerk	Hourly	13.37	13.57	13.77	13.98	14.19
	Street Maintenance I						
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly	10.18	10.33	10.48	10.64	10.80
FFB	Firefighter/EMT	Hourly	11.73	11.91	12.09	12.27	12.45
FFC	Firefighter/Specialist	Hourly	13.65	13.85	14.06	14.27	14.48
FFP	Fire and Emergency Pervention Officer	Hourly	19.66	19.95	20.25	20.55	20.86
	Training Officer						
FFD	Fire Captain	Hourly	15.35	15.58	15.81	16.05	16.29
FFE	Battalion Chief (56 Hour)	Hourly	16.84	17.09	17.35	17.61	17.87
FFF	Battalion Chief (40 Hour)	Hourly	24.15	24.51	24.88	25.25	25.63
G	Animal Control Officer	Annual	29,702.40	30,139.20	30,596.80	31,054.40	31,512.00
	Assistant Shelter Manager	Bi-wkly	1,142.40	1,159.20	1,176.80	1,194.40	1,212.00
	Executive Assistant II	Hourly	14.28	14.49	14.71	14.93	15.15
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections						
	WPC Operator II Plants						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
H	Executive Assistant III	Annual	31,824.00	32,302.40	32,780.80	33,280.00	33,779.20
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,224.00	1,242.40	1,260.80	1,280.00	1,299.20
	Code Enforcement Inspector	Hourly	15.30	15.53	15.76	16.00	16.24
	Recreation Supervisor I						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	33,924.80	34,424.00	34,944.00	35,464.00	36,004.80
	Computer Technician	Bi-wkly	1,304.80	1,324.00	1,344.00	1,364.00	1,384.80
	Equipment Technician	Hourly	16.31	16.55	16.80	17.05	17.31
	Finance Asst/Accounts Payable & Capital						
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	36,254.40	36,795.20	37,356.80	37,918.40	38,480.00
	Asst Systems Admin	Bi-wkly	1,394.40	1,415.20	1,436.80	1,458.40	1,480.00
	Building Inspector	Hourly	17.43	17.69	17.96	18.23	18.50
	Collector						
	Human Resources Assistant						
	Office Manager II						
	Police Officer						
	Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	38,750.40	39,332.80	39,915.20	40,518.40	41,121.60
	Neighborhood Services Coord.	Bi-wkly	1,490.40	1,512.80	1,535.20	1,558.40	1,581.60
	Police Corporal	Hourly	18.63	18.91	19.19	19.48	19.77
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	41,828.80	42,452.80	43,097.60	43,742.40	44,408.00
	Special Projects Coord/PIO	Bi-wkly	1,608.80	1,632.80	1,657.60	1,682.40	1,708.00
	Manager of Operations - Parks	Hourly	20.11	20.41	20.72	21.03	21.35
	Project Manager II						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 6	Step 7	Step 8	Step 9	Step 10
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual Bi-wkly Hourly	44,283.20 1,703.20 21.29	44,948.80 1,728.80 21.61	45,614.40 1,754.40 21.93	46,300.80 1,780.80 22.26	46,987.20 1,807.20 22.59
N		Annual Bi-wkly Hourly	47,361.60 1,821.60 22.77	48,068.80 1,848.80 23.11	48,796.80 1,876.80 23.46	49,524.80 1,904.80 23.81	50,273.60 1,933.60 24.17
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual Bi-wkly Hourly	50,606.40 1,946.40 24.33	51,355.20 1,975.20 24.69	52,124.80 2,004.80 25.06	52,915.20 2,035.20 25.44	53,705.60 2,065.60 25.82
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual Bi-wkly Hourly	51,979.20 1,999.20 24.99	52,748.80 2,028.80 25.36	53,539.20 2,059.20 25.74	54,350.40 2,090.40 26.13	55,161.60 2,121.60 26.52

<u>Changes/Additions FY2017-FY2018</u>

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

<u>Changes/Additions FY2016-FY2017</u>

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

<u>Additions FY2015-FY2016</u>

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
B	Animal Shelter Laborer	Annual	23,067.20	23,420.80	23,774.40	24,128.00	24,481.60
	Housekeeping Specialist	Bi-wkly	887.20	900.80	914.40	928.00	941.60
	Parking Control Officer	Hourly	11.09	11.26	11.43	11.60	11.77
C		Annual	24,606.40	24,980.80	25,355.20	25,729.60	26,124.80
		Bi-wkly	946.40	960.80	975.20	989.60	1,004.80
		Hourly	11.83	12.01	12.19	12.37	12.56
D		Annual	26,291.20	26,686.40	27,081.60	27,497.60	27,913.60
		Bi-wkly	1,011.20	1,026.40	1,041.60	1,057.60	1,073.60
		Hourly	12.64	12.83	13.02	13.22	13.42
E	Assistant Court Clerk	Annual	28,038.40	28,454.40	28,891.20	29,328.00	29,764.80
	Public Information	Bi-wkly	1,078.40	1,094.40	1,111.20	1,128.00	1,144.80
	WPC Collections Representative	Hourly	13.48	13.68	13.89	14.10	14.31
	Records Clerk PD						
	Receptionist						
F	Evidence Clerk	Annual	29,952.00	30,409.60	30,867.20	31,324.80	31,803.20
	Park Maintenance I	Bi-wkly	1,152.00	1,169.60	1,187.20	1,204.80	1,223.20
	Permit Clerk	Hourly	14.40	14.62	14.84	15.06	15.29
	Street Maintenance I						
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly	10.96	11.12			
FFB	Firefighter/EMT	Hourly	12.64	12.83	13.02	13.22	13.42
FFC	Firefighter/Specialist	Hourly	14.70	14.92	15.14	15.37	15.60
FFP	Fire and Emergency Pervention Officer	Hourly	21.17	21.49	21.81	22.14	22.47
	Training Officer						
FFD	Fire Captain	Hourly	16.53	16.78	17.03	17.29	17.55
FFE	Battalion Chief (56 Hour)	Hourly	18.14	18.41	18.69	18.97	19.25
FFF	Battalion Chief (40 Hour)	Hourly	26.01	26.40	26.80	27.20	27.61
G	Animal Control Officer	Annual	31,990.40	32,468.80	32,947.20	33,446.40	33,945.60
	Assistant Shelter Manager	Bi-wkly	1,230.40	1,248.80	1,267.20	1,286.40	1,305.60
	Executive Assistant II	Hourly	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						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
H	Executive Assistant III	Annual	34,278.40	34,798.40	35,318.40	35,838.40	36,379.20
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,318.40	1,338.40	1,358.40	1,378.40	1,399.20
	Code Enforcement Inspector	Hourly	16.48	16.73	16.98	17.23	17.49
	Recreation Supervisor I						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	36,545.60	37,086.40	37,648.00	38,209.60	38,792.00
	Computer Technician	Bi-wkly	1,405.60	1,426.40	1,448.00	1,469.60	1,492.00
	Equipment Technician	Hourly	17.57	17.83	18.10	18.37	18.65
	Finance Asst/Accounts Payable & Capital						
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	39,062.40	39,644.80	40,248.00	40,851.20	41,454.40
	Asst Systems Admin	Bi-wkly	1,502.40	1,524.80	1,548.00	1,571.20	1,594.40
	Building Inspector	Hourly	18.78	19.06	19.35	19.64	19.93
	Collector						
	Human Resources Assistant						
	Office Manager II						
	Police Officer						
	Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	41,745.60	42,369.60	43,014.40	43,659.20	44,304.00
	Neighborhood Services Coord.	Bi-wkly	1,605.60	1,629.60	1,654.40	1,679.20	1,704.00
	Police Corporal	Hourly	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	Annual	45,073.60	45,760.00	46,446.40	47,132.80	47,840.00
	Special Projects Coord/PIO	Bi-wkly	1,733.60	1,760.00	1,786.40	1,812.80	1,840.00
	Manager of Operations - Parks	Hourly	21.67	22.00	22.33	22.66	23.00
	Project Manager II						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 11	Step 12	Step 13	Step 14	Step 15
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual Bi-wkly Hourly	47,694.40 1,834.40 22.93	48,401.60 1,861.60 23.27	49,129.60 1,889.60 23.62	49,857.60 1,917.60 23.97	50,606.40 1,946.40 24.33
N		Annual Bi-wkly Hourly	51,022.40 1,962.40 24.53	51,792.00 1,992.00 24.90	52,561.60 2,021.60 25.27	53,352.00 2,052.00 25.65	54,142.40 2,082.40 26.03
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual Bi-wkly Hourly	54,516.80 2,096.80 26.21	55,328.00 2,128.00 26.60	56,160.00 2,160.00 27.00	57,012.80 2,192.80 27.41	57,865.60 2,225.60 27.82
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual Bi-wkly Hourly	55,993.60 2,153.60 26.92	56,825.60 2,185.60 27.32	57,678.40 2,218.40 27.73	58,552.00 2,252.00 28.15	59,425.60 2,285.60 28.57

Changes/Additions FY2017-FY2018

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
B	Animal Shelter Laborer	Annual	24,856.00	25,230.40	25,604.80	25,979.20	26,374.40
	Housekeeping Specialist	Bi-wkly	956.00	970.40	984.80	999.20	1,014.40
	Parking Control Officer	Hourly	11.95	12.13	12.31	12.49	12.68
C		Annual	26,520.00	26,915.20	27,310.40	27,726.40	28,142.40
		Bi-wkly	1,020.00	1,035.20	1,050.40	1,066.40	1,082.40
		Hourly	12.75	12.94	13.13	13.33	13.53
D		Annual	28,329.60	28,745.60	29,182.40	29,619.20	30,056.00
		Bi-wkly	1,089.60	1,105.60	1,122.40	1,139.20	1,156.00
		Hourly	13.62	13.82	14.03	14.24	14.45
E	Assistant Court Clerk	Annual	30,201.60	30,659.20	31,116.80	31,574.40	32,052.80
	Public Information	Bi-wkly	1,161.60	1,179.20	1,196.80	1,214.40	1,232.80
	WPC Collections Representative	Hourly	14.52	14.74	14.96	15.18	15.41
	Records Clerk PD						
	Receptionist						
F	Evidence Clerk	Annual	32,281.60	32,760.00	33,259.20	33,758.40	34,257.60
	Park Maintenance I	Bi-wkly	1,241.60	1,260.00	1,279.20	1,298.40	1,317.60
	Permit Clerk	Hourly	15.52	15.75	15.99	16.23	16.47
	Street Maintenance I						
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	13.62	13.82	14.03	14.24	14.45
FFC	Firefighter/Specialist	Hourly	15.83	16.07	16.31	16.55	16.80
FFP	Fire and Emergency Pervention Officer	Hourly	22.81	23.15	23.50	23.85	24.21
	Training Officer						
FFD	Fire Captain	Hourly	17.81	18.08	18.35	18.63	18.91
FFE	Battalion Chief (56 Hour)	Hourly	19.54	19.83	20.13	20.43	20.74
FFF	Battalion Chief (40 Hour)	Hourly	28.02	28.44	28.87	29.30	29.74
G	Animal Control Officer	Annual	34,444.80	34,964.80	35,484.80	36,025.60	36,566.40
	Assistant Shelter Manager	Bi-wkly	1,324.80	1,344.80	1,364.80	1,385.60	1,406.40
	Executive Assistant II	Hourly	16.56	16.81	17.06	17.32	17.58
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections						
	WPC Operator II Plants						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
H	Executive Assistant III	Annual	36,920.00	37,481.60	38,043.20	38,604.80	39,187.20
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,420.00	1,441.60	1,463.20	1,484.80	1,507.20
	Code Enforcement Inspector	Hourly	17.75	18.02	18.29	18.56	18.84
	Recreation Supervisor I						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	39,374.40	39,956.80	40,560.00	41,163.20	41,787.20
	Computer Technician	Bi-wkly	1,514.40	1,536.80	1,560.00	1,583.20	1,607.20
	Equipment Technician	Hourly	18.93	19.21	19.50	19.79	20.09
	Finance Asst/Accounts Payable & Capital						
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	42,078.40	42,702.40	43,347.20	43,992.00	44,657.60
	Asst Systems Admin	Bi-wkly	1,618.40	1,642.40	1,667.20	1,692.00	1,717.60
	Building Inspector	Hourly	20.23	20.53	20.84	21.15	21.47
	Collector						
	Human Resources Assistant						
	Office Manager II						
	Police Officer						
	Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	44,969.60	45,635.20	46,321.60	47,008.00	47,715.20
	Neighborhood Services Coord.	Bi-wkly	1,729.60	1,755.20	1,781.60	1,808.00	1,835.20
	Police Corporal	Hourly	21.62	21.94	22.27	22.60	22.94
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	48,568.00	49,296.00	50,044.80	50,793.60	51,563.20
	Special Projects Coord/PIO	Bi-wkly	1,868.00	1,896.00	1,924.80	1,953.60	1,983.20
	Manager of Operations - Parks	Hourly	23.35	23.70	24.06	24.42	24.79
	Project Manager II						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 16	Step 17	Step 18	Step 19	Step 20
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual Bi-wkly Hourly	51,355.20 1,975.20 24.69	52,124.80 2,004.80 25.06	52,915.20 2,035.20 25.44	53,705.60 2,065.60 25.82	54,516.80 2,096.80 26.21
N		Annual Bi-wkly Hourly	54,953.60 2,113.60 26.42	55,785.60 2,145.60 26.82	56,617.60 2,177.60 27.22	57,470.40 2,210.40 27.63	58,323.20 2,243.20 28.04
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual Bi-wkly Hourly	58,739.20 2,259.20 28.24	59,612.80 2,292.80 28.66	60,507.20 2,327.20 29.09	61,422.40 2,362.40 29.53	62,337.60 2,397.60 29.97
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual Bi-wkly Hourly	60,320.00 2,320.00 29.00	61,235.20 2,355.20 29.44	62,150.40 2,390.40 29.88	63,086.40 2,426.40 30.33	64,022.40 2,462.40 30.78

Changes/Additions FY2017-FY2018

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
B	Animal Shelter Laborer	Annual	26,769.60	27,164.80	27,580.80	27,996.80	28,412.80
	Housekeeping Specialist	Bi-wkly	1,029.60	1,044.80	1,060.80	1,076.80	1,092.80
	Parking Control Officer	Hourly	12.87	13.06	13.26	13.46	13.66
C		Annual	28,558.40	28,995.20	29,432.00	29,868.80	30,326.40
		Bi-wkly	1,098.40	1,115.20	1,132.00	1,148.80	1,166.40
		Hourly	13.73	13.94	14.15	14.36	14.58
D		Annual	30,513.60	30,971.20	31,428.80	31,907.20	32,385.60
		Bi-wkly	1,173.60	1,191.20	1,208.80	1,227.20	1,245.60
		Hourly	14.67	14.89	15.11	15.34	15.57
E	Assistant Court Clerk	Annual	32,531.20	33,009.60	33,508.80	34,008.00	34,528.00
	Public Information	Bi-wkly	1,251.20	1,269.60	1,288.80	1,308.00	1,328.00
	WPC Collections Representative	Hourly	15.64	15.87	16.11	16.35	16.60
	Records Clerk PD						
	Receptionist						
F	Evidence Clerk	Annual	34,777.60	35,297.60	35,817.60	36,358.40	36,899.20
	Park Maintenance I	Bi-wkly	1,337.60	1,357.60	1,377.60	1,398.40	1,419.20
	Permit Clerk	Hourly	16.72	16.97	17.22	17.48	17.74
	Street Maintenance I						
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	14.67	14.89	15.11	15.34	15.57
FFC	Firefighter/Specialist	Hourly	17.05	17.31	17.57	17.83	18.10
FFP	Fire and Emergency Pervention Officer	Hourly	24.57	24.94	25.31	25.69	26.08
	Training Officer						
FFD	Fire Captain	Hourly	19.19	19.48	19.77	20.07	20.37
FFE	Battalion Chief (56 Hour)	Hourly	21.05	21.37	21.69	22.02	22.35
FFF	Battalion Chief (40 Hour)	Hourly	30.19	30.64	31.10	31.57	32.04
G	Animal Control Officer	Annual	37,107.20	37,668.80	38,230.40	38,812.80	39,395.20
	Assistant Shelter Manager	Bi-wkly	1,427.20	1,448.80	1,470.40	1,492.80	1,515.20
	Executive Assistant II	Hourly	17.84	18.11	18.38	18.66	18.94
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections						
	WPC Operator II Plants						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
H	Executive Assistant III	Annual	39,769.60	40,372.80	40,976.00	41,600.00	42,224.00
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,529.60	1,552.80	1,576.00	1,600.00	1,624.00
	Code Enforcement Inspector	Hourly	19.12	19.41	19.70	20.00	20.30
	Recreation Supervisor I						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	42,411.20	43,056.00	43,700.80	44,366.40	45,032.00
	Computer Technician	Bi-wkly	1,631.20	1,656.00	1,680.80	1,706.40	1,732.00
	Equipment Technician	Hourly	20.39	20.70	21.01	21.33	21.65
	Finance Asst/Accounts Payable & Capital						
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	45,323.20	46,009.60	46,696.00	47,403.20	48,110.40
	Asst Systems Admin	Bi-wkly	1,743.20	1,769.60	1,796.00	1,823.20	1,850.40
	Building Inspector	Hourly	21.79	22.12	22.45	22.79	23.13
	Collector						
	Human Resources Assistant						
	Office Manager II						
	Police Officer						
	Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	48,422.40	49,150.40	49,878.40	50,627.20	51,396.80
	Neighborhood Services Coord.	Bi-wkly	1,862.40	1,890.40	1,918.40	1,947.20	1,976.80
	Police Corporal	Hourly	23.28	23.63	23.98	24.34	24.71
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	52,332.80	53,123.20	53,913.60	54,724.80	55,536.00
	Special Projects Coord/PIO	Bi-wkly	2,012.80	2,043.20	2,073.60	2,104.80	2,136.00
	Manager of Operations - Parks	Hourly	25.16	25.54	25.92	26.31	26.70
	Project Manager II						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 21	Step 22	Step 23	Step 24	Step 25
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual Bi-wkly Hourly	55,328.00 2,128.00 26.60	56,160.00 2,160.00 27.00	57,012.80 2,192.80 27.41	57,865.60 2,225.60 27.82	58,739.20 2,259.20 28.24
N		Annual Bi-wkly Hourly	59,196.80 2,276.80 28.46	60,091.20 2,311.20 28.89	60,985.60 2,345.60 29.32	61,900.80 2,380.80 29.76	62,836.80 2,416.80 30.21
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual Bi-wkly Hourly	63,273.60 2,433.60 30.42	64,230.40 2,470.40 30.88	65,187.20 2,507.20 31.34	66,164.80 2,544.80 31.81	67,163.20 2,583.20 32.29
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual Bi-wkly Hourly	64,979.20 2,499.20 31.24	65,956.80 2,536.80 31.71	66,955.20 2,575.20 32.19	67,953.60 2,613.60 32.67	68,972.80 2,652.80 33.16

Changes/Additions FY2017-FY2018

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
B	Animal Shelter Laborer	Annual	28,828.80	29,265.60	29,702.40	30,139.20	30,596.80
	Housekeeping Specialist	Bi-wkly	1,108.80	1,125.60	1,142.40	1,159.20	1,176.80
	Parking Control Officer	Hourly	13.86	14.07	14.28	14.49	14.71
C		Annual	30,784.00	31,241.60	31,720.00	32,198.40	32,676.80
		Bi-wkly	1,184.00	1,201.60	1,220.00	1,238.40	1,256.80
		Hourly	14.80	15.02	15.25	15.48	15.71
D		Annual	32,864.00	33,363.20	33,862.40	34,361.60	34,881.60
		Bi-wkly	1,264.00	1,283.20	1,302.40	1,321.60	1,341.60
		Hourly	15.80	16.04	16.28	16.52	16.77
E	Assistant Court Clerk	Annual	35,048.00	35,568.00	36,108.80	36,649.60	37,190.40
	Public Information	Bi-wkly	1,348.00	1,368.00	1,388.80	1,409.60	1,430.40
	WPC Collections Representative	Hourly	16.85	17.10	17.36	17.62	17.88
	Records Clerk PD						
	Receptionist						
F	Evidence Clerk	Annual	37,460.80	38,022.40	38,584.00	39,166.40	39,748.80
	Park Maintenance I	Bi-wkly	1,440.80	1,462.40	1,484.00	1,506.40	1,528.80
	Permit Clerk	Hourly	18.01	18.28	18.55	18.83	19.11
	Street Maintenance I						
	WPC Operator I Collections						
FFA	Firefighter (Part Time)	Hourly					
FFB	Firefighter/EMT	Hourly	15.80	16.04			
FFC	Firefighter/Specialist	Hourly	18.37	18.65			
FFP	Fire and Emergency Pervention Officer	Hourly	26.47	26.87			
	Training Officer						
FFD	Fire Captain	Hourly	20.68	20.99			
FFE	Battalion Chief (56 Hour)	Hourly	22.69	23.03			
FFF	Battalion Chief (40 Hour)	Hourly	32.52	33.01			
G	Animal Control Officer	Annual	39,977.60	40,580.80	41,184.00	41,808.00	42,432.00
	Assistant Shelter Manager	Bi-wkly	1,537.60	1,560.80	1,584.00	1,608.00	1,632.00
	Executive Assistant II	Hourly	19.22	19.51	19.80	20.10	20.40
	Finance Assistant/AP						
	Municipal Court Clerk						
	Parks Maintenance II						
	Public Works Project Technician						
	Sewer Utility Billing Specialist						
	Sewer Utility Collections Specialist						
	Sign Technician						
	Street Maintenance II						
	WPC Operator II Collections						
	WPC Operator II Plants						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
H	Executive Assistant III	Annual	42,848.00	43,492.80	44,137.60	44,803.20	45,468.80
	Indoor/Outdoor Crew Leader - Parks	Bi-wkly	1,648.00	1,672.80	1,697.60	1,723.20	1,748.80
	Code Enforcement Inspector	Hourly	20.60	20.91	21.22	21.54	21.86
	Recreation Supervisor I						
	Utility Inspector						
	WPC Laboratory Technician						
	WPC Collections Crew Leader						
I	Bldg & Grounds Foreman	Annual	45,697.60	46,384.00	47,070.40	47,777.60	48,484.80
	Computer Technician	Bi-wkly	1,757.60	1,784.00	1,810.40	1,837.60	1,864.80
	Equipment Technician	Hourly	21.97	22.30	22.63	22.97	23.31
	Finance Asst/Accounts Payable & Capital						
	Finance Asst/Payroll & Budget Analyst						
	Maintenance Foreman - Cemetery						
	Maintenance Foreman - Streets						
	Office Manager						
	Recreation Supervisor II						
J	Accountant	Annual	48,838.40	49,566.40	50,315.20	51,064.00	51,833.60
	Asst Systems Admin	Bi-wkly	1,878.40	1,906.40	1,935.20	1,964.00	1,993.60
	Building Inspector	Hourly	23.48	23.83	24.19	24.55	24.92
	Collector						
	Human Resources Assistant						
	Office Manager II						
	Police Officer						
	Public Infor/Marketing Supervisor - Parks						
K	Compliance Technician	Annual	52,166.40	52,956.80	53,747.20	54,558.40	55,369.60
	Neighborhood Services Coord.	Bi-wkly	2,006.40	2,036.80	2,067.20	2,098.40	2,129.60
	Police Corporal	Hourly	25.08	25.46	25.84	26.23	26.62
	Project Manager Com Dev						
	Project Manager Streets						
	Project Manager WPC						
	Recreation Supervisor III						
	Senior Computer Technician						
	WPC Operator III Plants						
L	City Planner	Annual	56,368.00	57,220.80	58,073.60	58,947.20	59,841.60
	Special Projects Coord/PIO	Bi-wkly	2,168.00	2,200.80	2,233.60	2,267.20	2,301.60
	Manager of Operations - Parks	Hourly	27.10	27.51	27.92	28.34	28.77
	Project Manager II						

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Pay Structure

Grade	Titles		Step 26	Step 27	Step 28	Step 29	Step 30
M	Building Official CC/Parks Maintenance Supt Manager of Operations - ST Manager of Operations - WPC Police Sergeant Recreation Superintendent Parks Operations Superintendent Senior Accountant Senior Project Manager (WPC/PW/ST) Shelter Manager	Annual Bi-wkly Hourly	59,612.80 2,292.80 28.66	60,507.20 2,327.20 29.09	61,422.40 2,362.40 29.53	62,337.60 2,397.60 29.97	63,273.60 2,433.60 30.42
N		Annual Bi-wkly Hourly	63,772.80 2,452.80 30.66	64,729.60 2,489.60 31.12	65,707.20 2,527.20 31.59	66,684.80 2,564.80 32.06	67,683.20 2,603.20 32.54
O	Human Resources Manager Police Lieutenant Systems Administrator Business and Information Specialist	Annual Bi-wkly Hourly	68,161.60 2,621.60 32.77	69,180.80 2,660.80 33.26	70,220.80 2,700.80 33.76	71,281.60 2,741.60 34.27	72,342.40 2,782.40 34.78
P	Assistant Fire Chief Assistant Public Works Director Police Major	Annual Bi-wkly Hourly	70,012.80 2,692.80 33.66	71,052.80 2,732.80 34.16	72,113.60 2,773.60 34.67	73,195.20 2,815.20 35.19	74,297.60 2,857.60 35.72

Changes/Additions FY2017-FY2018

Evidence Clerk added to Grade F

Shelter Manager position has been reclassified from Grade H to Grade M (happened during FY2017)

Human Resourses Clerk position has been renamed Human Resource Assistant

Changes/Additions FY2016-FY2017

Support Services Specialist

Grade E has been reclassified as Receptionist

Finance Assistant Accounts Payable/Capital

Additions FY2015-FY2016

Business and Information Specialist

Special Projects Coordinator/Public Information Officer (PIO)

Training Officer

Effective September 25, 2017
This pay plan includes a 1.5% COLA for Fiscal Year 2017-2018

Boards, Commissions and Task Forces

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

Arts Commission
Board of Adjustment
Building Code of Appeals
Children's Memorial Advisory Board
Cycling & Pedestrian Task Force
Diversity and Inclusion Task Force
Historic Preservation Committee
Parks and Recreation Board
Planning & Zoning Commission
TIF Commission
Traffic Commission
Tree Board
Warrensburg Convention and Visitors Bureau

Fiscal Year 2018 Strategic Plan

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

Focus I: Investment in Infrastructure

Objective 1. Maintain City Sidewalks

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

Focus II: Community Pride and Interaction

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

Focus III: Growth and Investment

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

Focus IV: Regional Draw

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

I. Purpose

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

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

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

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

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

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

II. Revenue Policy

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

III. Operating Expenditure Policy

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

IV. Community Investment Plan

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

V. Fixed Asset Policy

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

VI. Accounting Policy

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

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

VII. Cash Management

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

VIII. Debt Policy

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

IX. Budget Policy

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

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

X. General Fund Reserve Policy

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

XI. Enterprise Fund Policy

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

I. Overview of the Policy Approach

General Format of the Policy Statements

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

II. Definitions

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

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

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

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

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

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

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

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

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

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

1 Financial Rate Policy No. 1

Global Policy

1 The Utility's financial and operating needs shall be balanced with the rates and financial impacts to customers.

- Promotes customer confidence
- Recognizes financial impacts to customers

General Policy

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

Specific Policies

1.1.1 Rates shall be structured to promote understanding by the wastewater utility's customers (e.g. bills that are easy to understand).

1.1.2 Rate adjustments shall be phased-in, over time, when large financial impacts to customers are reasonably expected (e.g. eliminate rate shock).

2 Financial Rate Policy No. 2

Global Policy

2 The costs of the wastewater utility shall be accounted for separately. Any City common and joint costs will be equitably allocated to the wastewater utility using an equitable approach.

- Strives to avoid major subsidies
- Sends the proper "price signal" to the customer about the cost of the commodity/service
- Matches costs to the benefits derived by the customer

General Policy

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

Specific Policies

2.1.1 Joint/common costs related to the wastewater utility will be allocated utilizing an allocation method that is related to the way costs are incurred. (Also See 3.1.3.)

2.1.2 The Utility shall be in conformance with standard accounting practices.

2.1.3 The Utility shall maintain books and records in accordance with the Utility Accounting Standards.

2.1.4 The Utility shall prepare monthly statements for each utility summarizing the financial activities, consumption and sales statistics, and the financial/operating status of the utility.

2.1.5 Where possible, data will be functionalized to aid in identifying specific types of costs associated with each utility (e.g. treatment, pumping, collection, etc.)

2.1.6 A fixed asset record system shall be established and maintained.

2.1.7 The Utility will conduct an annual audit of the Utility records and have a financial opinion issued.

3 Financial Rate Policy No. 3

Global Policy

3 Rates Should Be Reviewed and Set Utilizing a "Generally Accepted" Rate Setting Methodology.

- Legally defendable
- Consistency (of methodology)

General Policy

3.1 The Utility will utilize the following "generally accepted" approaches to establish the Utility's rates.

- Revenue requirements analysis
- Cost of service analysis
- Rate design analysis

Specific Policies

Revenue Requirements -

3.1.1 Revenue requirements will be established on a "cash basis" approach that will review operation & maintenance expenses, taxes/transfer payments, debt service and capital improvements funded from rates.

3.1.2 Costs will be projected for a minimum of a five-year projected test period.

3.1.3 Costs, if shared across utilities or other City entities, shall be allocated to each utility/entity based upon labor ratios, number of customers, revenues, usage, etc. The allocation method should be whichever method is deemed by the Utility to be most appropriate to the specific cost being allocated.

Cost of Service -

3.2.1 A cost of service study shall be utilized to allocate costs to customer classes of service.

3.2.2 The cost allocation methodology shall utilize techniques that are "generally accepted" by the industry (e.g. Water Environment Federation).

3.2.3 The cost of service shall allocate to customer classes of service the projected costs for the time period that rates are to be set.

3.2.4 The cost of service methodology should recognize the specific and unique circumstances of the wastewater utility and its customers (e.g. flow, strength, etc.)

Rate Design -

3.3.1 Rate designs shall be reflective of utility needs and also reflect the greater public purpose (e.g. economic development, conservation, etc.).

3.3.2 Rates may recognize a fixed charge for the up-front fixed costs associated with serving customers and a usage or volumetric charge that attempts to recover the variable costs of operating the utility.

3.3.3 Rates shall be set at a level that recovers necessary overall costs yet flexible enough, by class of service, to accomplish the City's objectives (e.g. revenue stability, affordability, etc.).

3.3.4 The volumetric charge shall be based upon a method of establishing volumetric usage that considers the use of a winter averaging policy and new users who have not established a winter average.

4 Financial Rate Policy No. 4

Global Policy

4 The Wastewater Utility Should be Managed to Attempt to Maintain Financial Stability Over Time.

- Minimize financial problems
- May minimize financing (borrowing) costs
- Indicates strong management
- Consistency

General Policy

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

Specific Policies

Reserves:

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

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

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

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

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

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

Cash Flow

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

4.2.2 Wastewater utility should have annual debt service coverage ratio ≥ 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.

Acknowledgements and Citations

Department Directors:

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

The City of Warrensburg would like to thank and acknowledge the following people for their contributions to the Fiscal Year 2018 Budget Book:

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

Cover Design – Matthew Lue – Director of Finance
Cover Photos - 1st Place – Sharell Middleton
2nd Place – Gigi McCullough
3rd Place – Hannah Pilgram

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 Date System Website

American Community Survey