

# CITY OF ST. JOSEPH MISSOURI



## ADOPTED BUDGET FISCAL YEAR 2017 – 2018

FY2017-2018

ANNUAL OPERATING BUDGET

AND

PROGRAM OF SERVICES

CITY OF ST. JOSEPH, MISSOURI

CITY COUNCIL



**Front Row/Left to Right: Donna Jean Boyer, Joyce Starr, Mayor Bill Falkner, Barbara LaBass,  
Back Row/Left to Right: Ken Beck, Kent O'Dell, Gary Roach, P J Kovac**

**J. Bruce Woody, P.E.  
City Manager**

Cover Photo: Downtown Progress. Photo *courtesy of Ed Schilling, Multimedia Planner*



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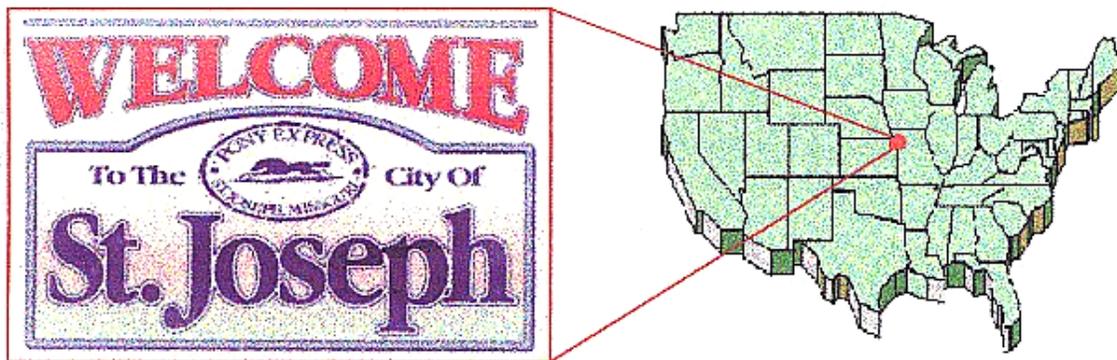
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# CITY OF ST. JOSEPH

The City of St. Joseph was incorporated as a village in 1851, a second class city in 1885, a first class city in 1909, and as a constitutional city charter government in 1961. The current Charter became effective April 19, 1982, and provides that the municipal government shall be known as a “Council-Manager” Government. A City Manager is appointed by the City Council and serves for an indefinite period as the City’s chief administrative officer. The City Charter also provides for the appointment of a City Clerk by the City Council and the election of a Municipal Court Judge by the citizens. The City Charter was amended August 9, 1989, to provide for a District Council system consisting of nine members including a Mayor and three Council members nominated and elected at-large, and five Council members elected by district. Council members serve concurrent four-year terms and are elected on a non-partisan basis.



The City Charter provides for a Council-Manager form of government and the following Municipal Services:

- General Government
- Public Safety
- Public Works & Transportation
- Highways & Streets
- Planning & Zoning
- Culture & Recreation
- Sanitation, Health & Social Services
- Public Improvements

These municipal services are provided by the following departmental organizations as defined in the City Administrative Code as follows:

- City Council & Mayor
- City Clerk
- City Manager’s Office
- Administrative Services
- Fire
- Health
- Law
- Parks, Recreation & Civic Facilities
- Planning & Community Development
- Police
- Public Works & Transportation

# MANAGEMENT TEAM AND ADVISORY BODIES

J. Bruce Woody  
City Manager

Administrative Services

City Attorney

City Clerk

Fire Chief

Parks, Recreation & Civic Facilities

Planning & Community Development

Police Chief

Public Health

Public Works & Transportation

Gia Scruggs

Bryan Carter

Paula Heyde

Michael Dalsing

Chuck Kempf

Clint Thompson

Chris Connally

Debra Bradley

Bill Heatherman

## ADVISORY BODIES

ABCD Regional Planning Commission

Administrative Violation Review Board

Advisory Commission on Aging

Aviation Board

Building & Fire Prevention Code - Board of Appeals

Community Police Advisory

Disability Services Board

Downtown Economic Stimulus Authority

Downtown Review Board

Electrical Standards & Appeals Board

Enhanced Enterprise Zone Board

Fire & Emergency Services Advisory Board

Housing Authority

Industrial Development Authority

Land Clearance for Redevelopment Authority

Landmark Commission

Landmark Review Board

Law Enforcement Center Commission

Library Board

Mechanical Standards Board of Appeals

Museum Oversight Board

Operating Engineers Board

Parks & Recreation Board

Personnel Board

Planning Commission

Plumbers Examining & Appeals Board

Port Authority

Senior Citizens Foundation, Inc. Board

Social Welfare Board of Buchanan Co.

Tax Increment Financing Commission

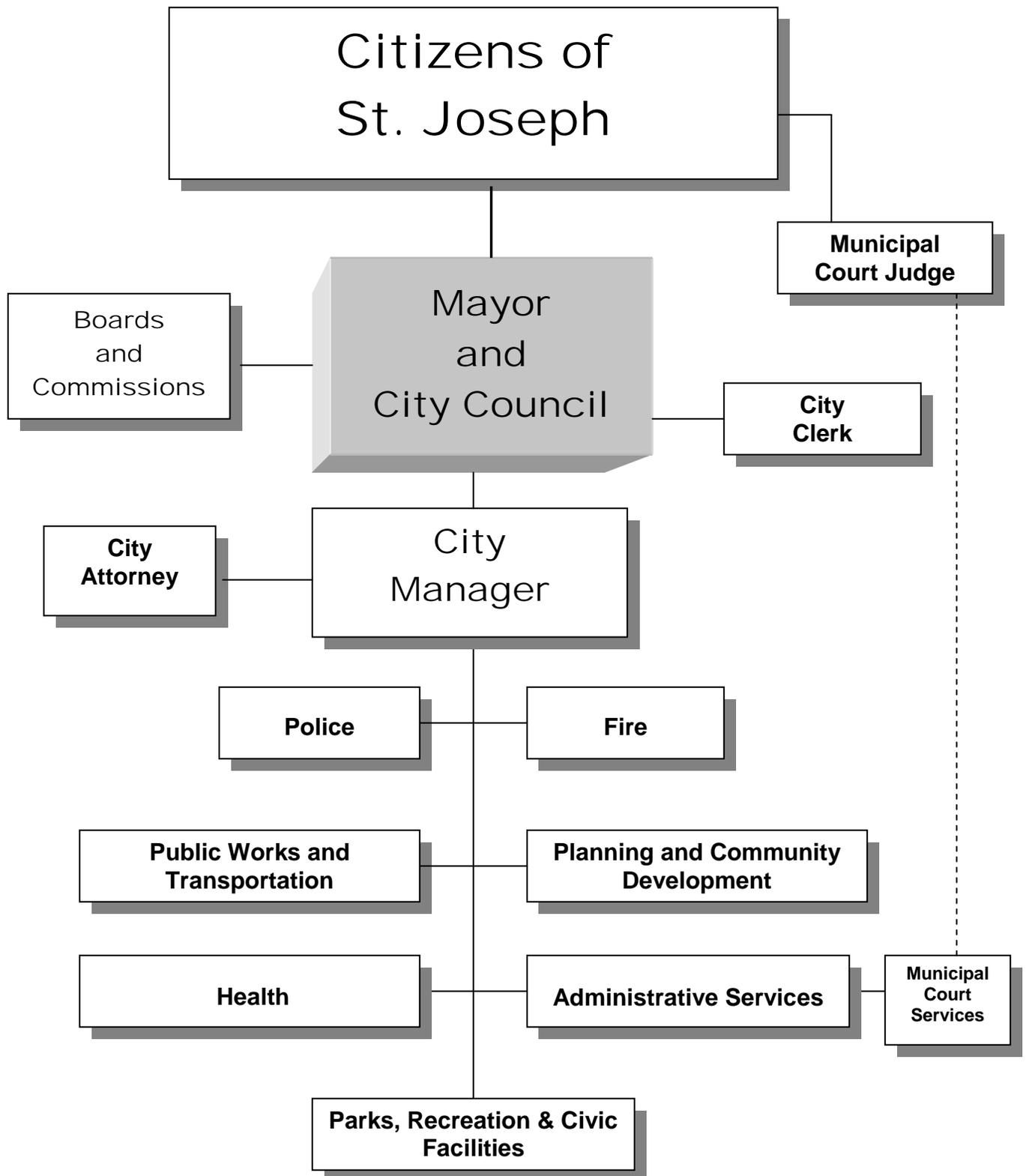
Tourism Commission

Traffic Commission Board

Tree Board

Zoning Adjustment Board

# ORGANIZATION CHART



# HOW TO USE THIS DOCUMENT

The Annual Budget and Five Year Capital Plan communicate how the City intends to deliver governmental services to its residents. In order to present this information in a meaningful way, the budget document is organized into five main sections.

i. **INTRODUCTION**

Behind this tab are several sections designed to give the reader an introduction to the City of St. Joseph, instructions on how to use the budget document and the table of contents.

**CITY MANAGER’S TRANSMITTAL LETTER & REVENUE DISCUSSION**

This Budget introduction communicates information relevant to the budgeting process including an assessment of the fiscal environment under which the City operates. Since these factors impact the budget as adopted, you may wish to review it prior to examining the remaining sections.

**CITY MISSION AND POLICIES**

The City’s Mission Statement and Council Action Plan are reproduced in their entirety.

**OVERVIEW**

Use the Overview Section to obtain an overview of the budget process as well as summarized revenue and expenditure information for the City as a whole. Revenue, expenditure, fund balance and employment information is presented in a graphic format adding visual significance to related budget information.

ii. **OPERATING DEPARTMENTS BUDGET DETAILS**

Use the Operating Departments section to obtain revenue, expenditure and staffing information for each department. The divisions and/or programs within each department are detailed with both financial information and with statements on program missions, core services and public service work loads.

iii. **FUND SUMMARIES**

Use the Fund Summary section to obtain an explanation of Fund Budgeting as used by the City.

The section is designed to give the reader an overall view of each type of City fund and, within each fund, summary information on revenues, expenditures, and fund balance on a three year reporting basis.

Three major fund types are discussed in this section. They encompass the operating components of budget – General, Special Revenue, and Enterprise. The Capital Fund is covered in more detail in the following section.

iv. **SUPPLEMENTAL INFORMATION**

Use this section to find information on Debt Service, Demographics, and a Glossary.

v. **CAPITAL FUND and FIVE YEAR CIP PLAN**

The current year CIP program and the Five Year CIP Plan is found following the Capital Fund Tab

# CITY MANAGER'S BUDGET TRANSMITTAL

April 21, 2017

Mayor Bill Falkner and Members of the City Council  
City of St. Joseph  
1100 Frederick Avenue  
St. Joseph, Missouri 64501

Dear Mayor Falkner and City Council:

I am pleased to present to you the fiscal year 2018 (FY2018) Proposed Annual Budget.

The budget is a reflection of the priorities of the city's elected officials. Establishing the annual budget is important in making key policy decisions throughout the year for the Mayor and Council. The budget reflects Council's goals and priorities and is their single most important policy statement. This year's \$167 million budget includes all of the city government's proposed expenditures and revenues, but it is still a living document. While each year the annual budget provides a starting point for the upcoming fiscal year, the budget is amended throughout the year as Council approves various ordinances based on changing conditions such as one-time expenses, receipt of grants, unanticipated expenses, etc.

FY2018 will be a much smaller year for capital improvements, although many large projects from FY2017 will still be underway. The new parking garage/retail center downtown will finish construction this fall and improvements to Cook Road, Karnes Road and Mansfield Road will be underway. Two new fire stations, numbers 9 & 11 go to construction in FY2018. Later in the year, phase II of the Missouri River Levee System improvements along Stockyards Express begins construction. And, the use tax continues to perform very well, allowing for nearly a quadrupling of our former annual contracted street maintenance program.

Performance among the various funds in FY2017 was mixed. The General Fund took on many project-related expenses so it is starting from a lower position. The Mass Transit Fund has a very healthy fund balance, but needed to be in its current position because it is facing significant capital expenses due to replacement of its fleet of coaches. The four enterprise funds of Aviation, Parking, Landfill and Golf all need close attention and intervention this year due to the need for operating subsidies and/or declining fund balance. The Cell Phone, Gaming and special allocation funds are performing consistently.

This year's budget is smaller, overall, due to fewer capital projects. Operating expenses are on the rise mostly due to personnel related costs. The challenge is to pursue the many needs, and occasional wants, while also addressing the responsibility to provide efficient and fiscally responsible public services. An annual budget must achieve a fine balance between the vast numbers of tasks to be accomplished and the limited amount of resources necessary to accomplish those tasks. Then once adopted, a budget also provides accountability for the use of those limited public resources.

This proposed budget and accompanying budget message is presented to you in accordance with Article VI, Section 6.3, of the City Charter. It is complete, except for any changes made by the City Council

# CITY MANAGER’S BUDGET TRANSMITTAL

during the April/May budget work sessions and corrections, if any, to proposed revenues and expenditures that may be necessary through the date of budget adoption on June 5, 2017.

## OPERATING BUDGET OVERVIEW – FY2018

The FY2018 operating budget shows an increase in expenditures of 3.88% over that of FY2017. In keeping with commitments following the passage of the public safety tax, an additional three officers will be added, bringing the total count of additional commissioned personnel to 18 of our goal of 20 new officers. An additional operational expense is the employer portion of a pension enhancement program for employees in the LAGERS pension plan. Employees will be contributing 4% of their gross income (they currently make no contribution) to fund a significant portion of the enhancement.

The big change this year is a significant decrease in the size of the capital budget. The capital budget is down 63.2% from FY2017. Starting in FY2014 there have been large capital budgets due mostly to regulatory and environmental compliance mandates by the federal (EPA) and state (MDNR) governments for the wastewater utility. In FY2017 the city entered into construction contracts for its largest single combined sewer system project on Blacksnake Creek. Bids have been favorably below budget estimates for this stormwater separation project which will help moderate the growth of wastewater utility rates. Further, the use of low-interest loans from the State Revolving Fund (SRF) help reduce debt service costs. In FY2017 the state also changed their annual loan administrative fee from 1% to a lower, ½% which is a tremendous help. Starting January 1, 2018, the lower administrative fee will also apply to existing SRF loans we obtained in prior years. Operating expenses for the wastewater utility continue to rise modestly as the new ammonia removal system comes on-line this year and debt service increases with the addition of a SRF loan for the latest CSO project.

The combined effect for the overall budget is a 29.73% decrease over last year.

The proposed budget for FY2018 totals \$167,047,786 and compares to the adopted annual budget for FY2017, as follows:

<b>Expenditure Component</b>	<b>Proposed Expenditure FY2018</b>	<b>Adopted Expenditure FY2017</b>	<b>Dollar Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>
Operating Expenditures	\$123,243,188	\$118,635,048	\$4,608,140	3.88%
Capital Improvements	\$43,804,598	\$119,081,952	(75,277,354)	(63.2)%
<b>Total</b>	<b><u>\$167,047,786</u></b>	<b><u>\$237,717,000</u></b>	<b><u>(\$70,669,214)</u></b>	<b><u>(29.73)%</u></b>

### Operating Revenues

The operating revenue component of the City’s FY2018 Proposed Annual Budget, net of Capital Project receipts, transfers, bonds, Special Allocation Fund revenues and capital grants, are projected to increase. This includes the revenues from rate increases in the Water Protection Fund. When the current rate study is complete, the proposed revenue increase will be made part of the adopted budget.

Sales tax revenues are projected to be .5% by the end of FY17. The major percentage change in revenues continues to come from the use tax which voters approved in April of 2015. Unlike sales tax which usually only varies 1-4% in any given year, use tax is heavily influenced by both sales and construction activity. We have seen double digit growth each of the first two years, with the growth in FY2017 being

## CITY MANAGER'S BUDGET TRANSMITTAL

15% over our forecast. For our FY2017 program, budgeted revenue projections were \$3,126,000, but we now anticipate receipts approaching \$3.6 million by the close of FY17. We are conservatively forecasting an additional 5% growth in FY2018. This funding is committed to contracted street maintenance work so the city will continue to benefit from the increase in revenue with additional streets maintenance projects as a result.

With the continued growth of internet sales, use tax is anticipated to continue to increase. Online retailer Amazon announced it will start collecting sales tax in Missouri beginning in 2017 which should also have an unknown positive impact on revenues. Meanwhile, property tax revenues continue to remain basically flat compared to the current year's receipts, as are franchise taxes and most other major sources of revenue.

### Operating Expenditures

The net operating expenditure component of the City's FY2018 Proposed Annual Budget (excluding Special Allocation Funds, CIP programs, cell phone expenditures) increased by 3.88% or \$4,608,140 above that adopted by the City Council for FY2017.

Another increase affecting departments city-wide is my recommendation for a proposed 2.0% cost of living increase for all general employees and a 3.2% increase for members of the Fraternal Order of Police (FOP). In 2012 a compensation and classification study was conducted and a revised wage scale was enacted. We eliminated the step matrix plan that contained 4-5% steps in favor of an open plan that allowed for yearly Cost of Living Adjustments (COLAs) based on the Consumer Price Index (CPI) and performance of General Fund revenues to keep current with the market. Another key component to staying in market is conducting a 5-year review to confirm if wages and pay scales are keeping up with regional wage trends. In FY17 we conducted that five year review. The recommendation based on that study was an overall wage increases of 3.2% and pay scale adjustments of 6% in FY2018. While the FOP will receive the full 3.2% recommendation in FY2008, employees in the LAGERS pension plan will receive 2% in FY2018 and the remaining 1.2% in FY2019. The two-year implementation of the adjustment is in consideration of a change to the pension plan for general and fire service employees in FY2018. General employees change from an L-3 to an L-6 plan and fire service employees from an L-6 to an L-11 plan, but this change also requires employees to start contributing 4% of their gross salary to their pension plan (they currently make no contribution).

Lastly, health insurance premiums are increasing this year by 13.3% due to an increase in claims. While that is a significant increase, it is important to remember that we have had very favorable rate negotiations the previous three years. In 2014 there was a 1.8% increase, in 2015 there was 0% increase (no change) and in 2016 there was a 5% decrease in premium. Even with this year's action, the City's average increase on the medical plans since 2014 has been modest, not including the fact that prior year good performance netted over \$1.2 million dollars in premium refunds. If our claims experience improves, the city will again be eligible for a refund at the end of your plan year due to the continued negotiated maximum refund contract.

The total impact to wages and benefits in FY18 is projected at \$2,800,000.

While there are many capital and supplemental changes to the FY2018 operations budgets, I have listed just a few that are of more general interest to the Council, below.

## CITY MANAGER'S BUDGET TRANSMITTAL

Selected Changes in Operating Expenditures – By Department	Increase (Decrease)
COLA 2% General and Fire, 3.2% COLA Public Safety, Pension Enhancement	\$2,800,000
<b>Public Works</b>	
Steel Wheel Roller	\$43,000
Tandem Truck Cab, Chassis, and dump body	\$104,000
Skidsteer Loader	\$18,000
Rubber Tired High Loader	\$185,000
1-ton cab, Chassis and utility body with crane	\$57,000
Hydraulic Hammer	\$11,000
Lake and Illinois Parking Lot	\$110,000
<b>Health Department</b>	
2% increase to Social Welfare Board	\$9,415
Animal Control and Rescue (ARC) Vehicle	\$27,000
Professional Services – Medical Director	\$6,000
<b>Parks &amp; Recreation Department</b>	
Lounge chair replacement	\$5,000
Mowers (2)	\$72,000
Sprayer (Golf)	\$10,500
Hyde Park- Initial design for Spray Ground facility	\$150,000
<b>Compressor Controls – Ice Chiller System (Bode Arena)</b>	
Bode Sports Complex – Carpeting Replacement	\$20,000
Maintenance Work Space Renovation (Admin)	\$16,500
<b>Administrative Services Department</b>	
Technology Services – Upgrade Network Cisco Switches	\$150,000
Enterprise wide training software (Target Solutions)	\$50,000
Asset Management	\$225,000

Except for the Public Safety Fund and General Fund, personnel changes and the resulting impacts on staff costs were minimal. Only five staff are proposed to be added in FY2018. Three police officers are being added in accordance with promises made under the Public Safety tax campaign. In prior years we have added 15 positions under the Public Safety tax. Three additional officers this year will bring that total to 18.

Administrative Services is also proposing to add a Revenue Analyst/Accountant and a Computer Analyst. The addition of an accounting position is a direct recommendation of the outside auditors and the result of a needs assessment of the finance area. The Computer Analyst will be a valuable addition to the technology services division which has long been under staffed. So many of the city's services are dependent on software programs, the ability to code, develop programs and with added implementations and responsibilities, this position is greatly needed

Operating Fund Balance

## CITY MANAGER'S BUDGET TRANSMITTAL

All funds are monitored for changes in revenue and expenditures and resulting maintenance of minimum levels of fund balances. We continue to closely monitor the low or declining fund balance of four of the enterprise funds. The table below shows the ending, total, operating fund balances for the Aviation, Parking, Landfill and Golf funds.

The dollar amounts in the table below have been rounded to the nearest \$100.

<b>Fund</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017 Projected</b>	<b>FY2018 Projected</b>
Aviation	(\$ 9,300)	\$ 200,800	\$ 180,400	\$ 6327	\$ 0	\$(134,917)
Parking	\$ 112,200	\$ 100,000	\$ 46,400	\$(26,049)	\$ 0	\$(109,133)
Landfill	\$3,393,000	\$2,703,400	\$1,251,600	\$2,858,896	\$3,633,902	\$4,574,062
Golf	\$ (5,800)	\$ 42,300	\$ 45,200	\$(88,839)	\$ 0	0

Aviation: The Aviation fund has struggled since FY2012 when the National Guard Bureau first discontinued its Airport Joint Use Agreement (AJUA) payments, then later reinstated them at a reduced rate resulting in an annual loss of revenue of \$107,000. Ever since then, an annual \$20,000 operating subsidy from the General Fund and \$60,000 operating subsidy from the Gaming Fund have been budgeted to help supplant the loss in revenue for the important services provided by this public works division. And starting in FY2018, revenue from land rents to the Water Protection division for their land application program on airport property will transition to a slightly lower rent structure for farming uses as the wastewater utility fully converts their bio-solids processing process to their new dryer system. While it is a goal to operate the Aviation division as an enterprise fund, Rosecrans Memorial Airport doesn't have commercial air service so without that income stream it operates like the majority of its peer general aviation airports, needing financial subsidies to cover operating expenses.

In contrast, St. Joseph's aviation program has greatly benefitted from the presence of our largest tenant, the Missouri Air National Guard. Many, large capital projects have and continue to be constructed at Rosecrans due to financial support from the military when working on infrastructure that supports their operations. In conjunction with federal aviation administration (FAA) funding, the city's costs are generally only 5-10% of any given project, with that money coming from the voter's support of the ½ cent Sales Tax capital improvement program.

Parking: The Parking fund continues to struggle with the need for significant capital maintenance funding, but little program revenue. On the positive side, the existing 9<sup>th</sup> and Felix parking garage, which was in great need of capital repairs, has been razed and is being replaced with a new structure that has first floor retail space. The capital expense for this project is being provided by the General Fund, as is the operating expense for the new facility. We will be monitoring sales tax revenue from the new retail space to see what portion of the operating costs it could cover for the new garage.

Meanwhile, parking division revenues still do not cover the cost of operating the remaining two garages and several surface lots. Several years ago, City Council chose not to enact the recommendations of the Citizens' Downtown Parking Committee to re-install parking meters in order to raise revenues to meet the costs of maintaining and operating the downtown parking lots and garages. The goal of that recommendation was to financially incentivize the longer-term parkers to use the garages and surface lots, leaving on-street parking for short-term parking. This also promotes turnover of parking in front of downtown businesses. Meanwhile, very few minor capital repairs have been made in the past few years and those have been paid for from other funds. The fund is going into FY2018 with continued declining

## CITY MANAGER'S BUDGET TRANSMITTAL

budget. I anticipate making recommendations in FY2018 for reducing expenses in the division if Council does not support raising revenue through rate increases, or changes to how we handle on-street parking.

Landfill: Revenue has been on a slow decline in this fund as incoming tonnage has been on the decline. The largest local trash hauler owns and operates a transfer station in nearby Doniphan County and hauls the majority of its collected solid waste to its own landfill facility in Johnson County, Kansas. In the same period of time, the landfill division has taken on additional duties supporting the Property Maintenance division as well as alley maintenance work. Still, tipping fees at the St. Joseph landfill have been the lowest in the state, despite the many services that they provide. But, as discussed last year, these declines are affecting this fund's ability to fully support both property maintenance activities and alley maintenance work. So, we have moved the alley maintenance support back to the General Fund in FY2018. We also are continuing with the reduction in payment-in-lieu-of-taxes (PILOT) fees from 7% to 4% that we began in FY2017 to better support the Landfill fund balance. Unless the volume increases in FY2018, I will likely start reducing the amount of landfill's support of the Property Maintenance division activities, forcing it to be subsidized by the General Fund.

One means to direct all locally collected solid waste to the city's landfill would be through franchised collection, which would completely resolve this revenue problem. However, it would require a change to language in section 13.6 of the City Charter. Given that franchised collection of residential solid waste would address a Council strategic plan goal regarding litter control and would also be responsive to feedback from the 2016 Community Survey, I recommend initiating stakeholder discussions on the topic in FY2018.

The positive fund balance shown above is largely because the Landfill fund also has designated monies set aside for closure/post-closure activities, which are included in those balances. Those funds are to pay for environmental monitoring and controls long after the landfill has closed and there are no longer any revenues being generated. With a declining operating fund balance, we are in risk of depending on a portion of those funds for annual operations if we can't increase revenue or reduce expense.

Municipal Golf Course: Nationally, the number of rounds of golf played continues to decline. The city made significant investments in FY2017 in the facility by constructing asphalt overlays of the cart paths and adding zoysia grass to the several additional fairways. But, that work came at an operational expense as well as a capital expense, as staff made sod repairs along the cart paths and spent time and money with extra watering of the new fairways. The result was a beautiful course, but some deficit spending in FY2017.

A subsidy from the General Fund will balance the FY2017 year at closing. But, staff will closely be watching expenses and revenue throughout FY2018. We did not fund a request for additional golf carts in FY2018 due to insufficient revenue. On the bright side, last year's purchase of a golf simulator kept customers coming back throughout the winter months when weather didn't otherwise allow for golf to be played on the outdoor course, so that investment more than paid for itself. Rental of the meeting/banquet room has also provided much needed revenue and encouraged additional events. I appreciate staff's continued work to generate activities that bring new and existing users back to Fairview.

# CITY MANAGER'S BUDGET TRANSMITTAL

## Capital Budget Overview – FY2018

The Capital Budget provides a multiyear plan that includes funding of projects for the current and next five fiscal years.

Capital improvement expenditures were substantially higher than usual in FY2017 due to many capital projects that were mandated by the state and federal governments for our wastewater utility. But, in FY2018 there is a significant reduction in capital expense. Upon completion of the Blacksnake Creek Stormwater Separation Project, there is six year span before incurring capital expenses on the next combined sewer overflow (CSO) project. This year's capital program is \$43,804,598.

Most of the capital improvements projects in FY2018 are funded from either grants or the ½ cent Sales Tax capital improvement program. Four phases of urban trail will be under construction next year, consisting of extensions along Riverside Road (Faraon to Messanie) and a new section along the railroad corridor from 13<sup>th</sup> to 28<sup>th</sup> Streets. All projects have 80% federal grants. Fire stations 9 and 11 will be in construction in 2018. Tennis court reconstruction at the Noyes complex will be underway next year as well. The sales tax program will also continue to help support the contracted street maintenance program, with an additional \$400,000 for concrete street repairs and \$975,000 for asphalt overlays.

I have placed \$110,000 in next year's capital budget (Cell Phone Fund) for complete rehabilitation of the surface parking lot at Lake Avenue and Illinois. To complete this project at that cost will also require city staff to perform the demolition, funding assistance for the curb and gutter from the city match program, and installation of the asphalt parking using street maintenance funds (gas tax).

The Missouri River Levee System (MRLS) improvements began FY2017 with construction of phase 1, replacement of a gatewell structure on the right bank levee serving Rosecrans Memorial Airport. The city's FY2018 contribution to the local 35% match will be \$700,000 from the General Fund. This \$70.71 million project requires that 35% (\$24,748,500) be provided as match money from local sources. There are six funding partners assisting with the local share, including the city, county, state and three local levee districts. A major source of the local funding comes from a four-year, ¼ cent Buchanan County sales tax.

A major portion of next year's overall capital program is from the Mass Transit Division. A total of nine (9), 30' low-floor coaches will be ordered in FY2018. This \$2,700,000 expense is funded from the 3/8 cent Mass Transit sales tax. There is an 18 month lead time for manufacture of the new coaches.

Detail of the City's projected capital projects' spending for FY2018 can be found in the City Capital Projects section of the budget document.

## Discretionary Expenditures

Being a service organization, a significant fraction of overall costs are salary and benefits. Additionally, much of our revenue is restricted or allocated to specific uses, leaving little discretionary funding. Most of the City' discretionary expenditures are those coming from the Gaming Fund and the Cell Phone receipts (cell phone franchise revenue) which total approximately 1% of the overall FY18 budget. The remaining source of discretionary funding is the General fund. The ability to appropriate those funds depends on the health of the fund and a favorable fund balance. In FY2018 the General fund is being used

## CITY MANAGER’S BUDGET TRANSMITTAL

to help fund the new parking garage at 9<sup>th</sup> and Felix, the local match for the next phase of the Missouri River Levee Improvements, and various operations subsidies as discussed earlier.

Again this year, reductions in capital expenses have been the means by which budgets are balanced as the cost of utilities, fuel, payroll, and other expenses rise. This is especially true in the enterprise funds. Also, the city has continued to look to the discretionary funds of Gaming or Cell Phone for many of those capital purchases.

This year, I am recommending \$87,500 in Cell Phone funds for major purchases of replacement equipment and rolling stock for the Parks Maintenance division and \$150,000 for design and initial layout of a Spray pad at Hyde Park. In addition to these, \$20,000 is also being proposed to cover the increased maintenance expense as a result of the 2017 Solar Eclipse. Similarly, I am recommending \$375,000 in Cell Phone funds for the purchase of capital equipment for the Street Maintenance division. I have also included \$110,000 for renovations to the Lake and Illinois parking lot. Lastly, there is \$50,000 for Council’s new 90/10 stormwater grant match program (an additional \$50,000 is in the Gaming Fund). The total budget for Cell phone initiatives for FY18 is \$812,500.

<b>CELL PHONE INITIATIVES</b>			
<b>Proposed Cell Phone Funded Initiatives</b>			
For Aquatics	5,000	Replacement of lounge chairs	
	150,000	Hyde Park Spray Park	
For Parks and Recreation	20,000	2017 Solar Eclipse	
Transfer to Streets Maintenance	375,000	Streets Rolling stock	
	50,000	Stormwater Match Grant (90/10)	
Transfer to Parks Maintenance	72,000	Mowers (2)	
Transfer to Aviation	20,000	Subsidy	
Transfer to Public Parking	110,000	Lake and Illinois Parking Lot	
Transfer to Golf	10,500	Truckster/Sprayer	
	<b>\$ 812,500</b>		

Over the past few years, Gaming revenues have remained consistent, so we are forecasting that FY2018 revenues will stay at the FY2017 level of \$1 million. The City Council has conservatively limited its use of gaming revenues to one-time capital needs, recognizing that the fund source could easily shrink or be lost altogether. However, I will note that the city has increasingly relied on this source for several recurring contractual agreements with outside agencies and for a few one-time, minor capital acquisitions for various city departments. This year we had more requests than we could accommodate, so the proposed budget did not fully fund all submittals.

# CITY MANAGER'S BUDGET TRANSMITTAL

## GAMING INITIATIVES

<b>Proposed Gaming Funded Initiatives</b>		
<b>Contributions/Contracts - Recurring</b>		
\$	25,000	MO-KAN Contribution
	8,560	State Legislative Lobbyist (Mark Rhoads)
	500	Great Northwest Day at the Capital, City's sponsorship
	189,000	Chamber Economic Development Contract
	20,000	Community Alliance Membership
	26,000	Downtown Partnership Contract
	51,310	Festival Funding
	13,000	City 4th of July fireworks display
	80,000	Property Mnt clean-up, abatement, dangerous bldg issues
	100,000	Historic preservation grants outside of HUD-eligible areas
	20,000	Save Our Heritage Neighborhood Grants
	1,600	MDOT Lease
	50,000	Public Education Spots & Cablevision Contract (Pub Info)
	25,000	Innovation Stockyard
	5,000	Chamber Marketing Program
	10,000	Chamber Wokforce Development
	120,000	Legal Services - Outside Specialized Counsel (Legal)
	50,000	Council Supported - Stormwater Match Grant program (90/10)
<b>Contributions/Contracts - Once or Limited</b>		
	100,000	Missouri Theatre Improvement Project
<b>TRANSFER TO GENERAL FUND</b>		
Nature Center:	45,000	Special Programming
NonDepartmental:	10,000	Contribution toward in-kind services supplied to spcl events
<b>TRANSFER TO SPECIAL ALLOCATION FUND</b>		
City Sponsored TIFs:	5,000	As Needed - To cover City expenses until TIF revenues begin
<b>TRANSFER TO AVIATION FUND</b>		
Airport Operations:	60,000	Operating Subsidy in support of Air Guard presence
<b>TRANSFER TO PARKING FUND</b>		
Parking Operations:	6,500	Reimbursement for lost revenue/waived fees at Civic Center
	<u>\$ 1,021,470</u>	

# CITY MANAGER'S BUDGET TRANSMITTAL

## Fiscal Year 2018 Opportunities and Challenges

FY2018 will be a year with much discussion about capital projects. On the one hand, the barrage of wastewater improvements projects from the last several years will be slowing down. There will be several large projects in construction, but only a few smaller ones beginning construction next year. There will also be a number of ½ cent sales tax projects underway that will be exciting for citizens, such as construction of fire stations number 9 & 11.

FY2018 is the year that the City Council nominates a group of citizens to begin reviewing the next group of proposed projects for renewal of the ½ cent Sales Tax Capital Improvement Program. The Committee should be formed in the fall of 2017 so they can review projects and make their recommendations to the City Council by January/February of 2018. The City Council will then approve ballot language that spring in preparation for an August, 2018 election. Revenue from renewal of the program would start in August 2019.

Meanwhile, the City Council continues to work on its Strategic Plan goals. The use tax has performed better than originally expected so the Council has paused on the idea of discussing a local fuel tax or mill levy to generate additional revenue for contracted street maintenance. But, with the end of the 2013-2019 CIP Sales Tax, we will lose \$1.375 million that is currently available annually for contracted street maintenance funds, unless it is recommended for continuation in the next Sales Tax program.

Downtown activity is more vibrant than it has been in decades. We continue to support economic development activities from redevelopment of the Edmond Street corridor to its highest and best use, to exploring development opportunities for an event center through public/private partnerships with adjacent property owners.

In FY2018 the city Tourism Commission should be very active with riverfront development initiatives. A river marina study will be underway. An MPO study regarding the I-229 bridge and its future (maintain it or raze and replace it with an at-grade facility?) will also be in progress. Planning in 2017 for large concert events at Krug Park, with associated activities along the riverfront at Waterworks Road, could mature into formal plans for events in calendar year 2018.

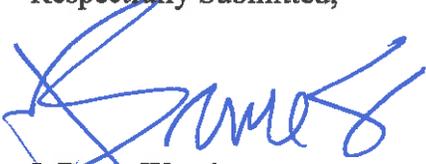
This year the city's directors and human resources staff embark upon a new program to inculcate a culture of servant leadership among staff at all levels. Every employee, regardless of position, has leadership opportunities, whether it is in relation to how they interact with their peers or how they relate to the citizens we serve. We need to focus on healthy, trusting relationships; be adaptable enough to deal with the present and anticipate the need for future change; and develop a commitment to the development and growth of people. If we can't grow leaders among our staff at all levels, we won't develop their short or long-term commitment. This program will start with recruitment, and proceed to how we hire, our onboarding process, our training and development programs, performance reviews, and succession planning. I appreciate the directors' commitment to this new initiative.

The sections immediately following this budget transmittal give you a detailed discussion on revenue trends, expenditure summaries, ending fund balance estimates and an overall budget summary.

I look forward to our review of the proposed budget during the last week in April and the first week in May.

# CITY MANAGER'S BUDGET TRANSMITTAL

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "J. Bruce Woody", is written over a faint, illegible stamp or watermark.

J. Bruce Woody  
City Manager



# REVENUE DISCUSSION

The City of St. Joseph, Missouri derives revenue from various sources including taxes, user fees, government grants and subventions, licenses and permits, fines and forfeitures, bond proceeds, investment earnings, and other less significant types of revenue including sales of fixed assets, insurance recoveries, special assessments, and donations. Due to the varying types of revenue, many different methods must be employed to project revenues. The projection methods selected depend on the nature and materiality of the revenue item and the period of time over which the revenue is projected. The specific revenue projection technique employed for any given revenue item is identified in the city's quarterly reports and Revenue Manual.

## Revenue Projection Techniques

- **Historical Data** - This method predicts future revenue based on historical movements over time and assumes that historical trends will continue in the future. Budget staff compiles a revenue history for the previous five years, determines average rate of change, and applies this rate of change to the previous year's annual revenue amount.
- **Current Data** - This method predicts future revenue based on actual or annualized current year revenues and is often used when historical data and trends are not available or, if used, would result in an inaccurate revenue projection.
- **Facts & Circumstances** - This method predicts future revenue on facts and circumstances uniquely affecting the revenue item including actions promulgated by or undertaken with third parties. This method is often supported by certain documentation in the form of lease/rental agreements, grant agreements, service contracts, legislative records, judicial findings, property appraisals, consultant's reports, rate making authority rulings, government statistical reports etc... And, finally, Administrative Services staff may adjust its projections to reflect the probable impact on revenues of anticipated changes in the economy, legislation, inflation, and demographics.
- **Judgmental Estimates** - this method relies on a person knowledgeable in the field, often a department director, who prepares a revenue projection based on awareness of past and present conditions including fee changes, development plans, marketing campaigns, usage activity, frequency, volume, weight, and similar determinations. Examples include landfill and sewer revenue where anticipated usage, weight, and volume are major revenue determining factors.

## Who Prepares Revenue Projections?

Revenue projections are prepared by department directors and budget staff and are approved by the City Manager as part of the annual budgeting process. Prior to submitting revenue projections to the City Manager, budget staff compares and reconciles revenue projections with those prepared by department directors.

Large bond issues anticipated in the Water Protection Fund, tend to distort the percentages other revenue sources provide to the operations of the City. Therefore the following discussions exclude that amount for purposes of establishing major revenue sources and providing the percentage of support provided whenever such issues are anticipated.

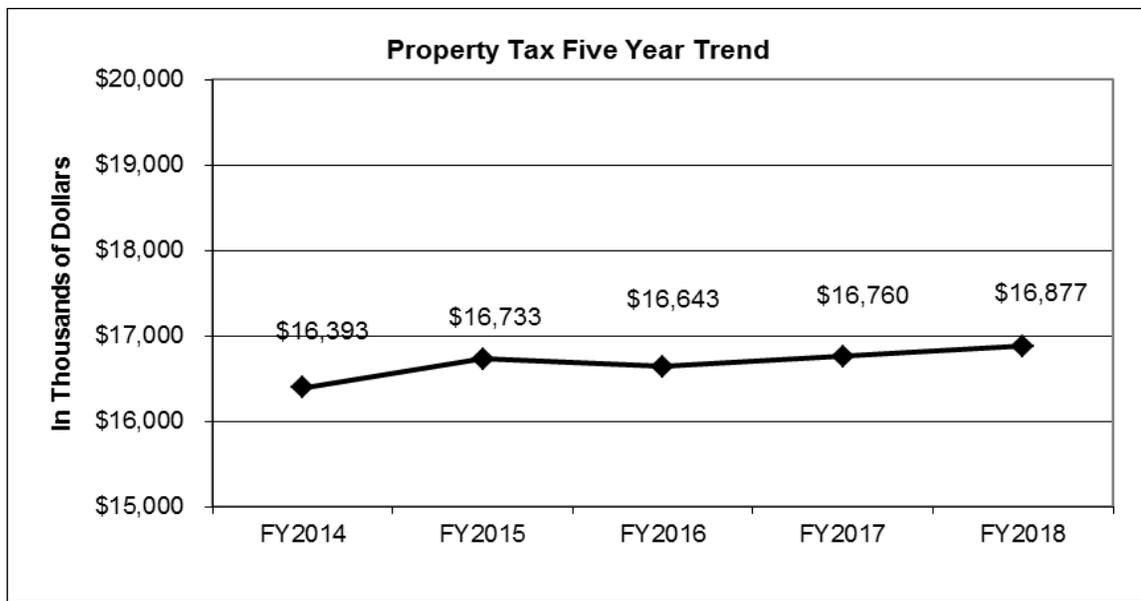
# REVENUE DISCUSSION

## Revenue Sources

- **Property Tax** – Property taxes represent 7.0% of the City’s budgeted resources. Property taxes include real, personal, public safety, railroad & utility, merchants & manufacturers’, financial institutions’, and payments in lieu of tax. Such taxes are assessed at the prescribed tax rate per \$100 of assessed value determined at 12%, 19%, and 32% of fair market value for agricultural, residential, and commercial property, respectively.

Revenue Assumptions - Annual growth in property taxes for the past five years had fluctuated between less than 1% up to 2% in re-assessment years. Due to the Hancock Amendment, property tax growth is confined to the lower of 5% or the Consumer Price Index ceiling. New construction valuations and prior year tax collections are not restricted by the Hancock Amendment. The biggest impact on the City was a change in the State Statutes requiring the City to permanently lower its general purpose tax rate by six (6) cents per \$100 valuation. The Statute also made that the City’s new cap.

Legislative action to reverse the unintended consequence on the City of St. Joseph, and on other taxing jurisdictions, of the senate bill was passed but vetoed by the Governor. Therefore, real and personal property tax revenues have been essentially flat. Revenues for FY2014 and FY2015 increased at 2% each year from prior year revenues. FY2017 is not a reassessment year, so budgeted revenue was estimated at FY2016 levels. FY2018 is a reassessment year, so revenue is projected to increase using current Hancock limitation of 0.7%.



- **Sales Tax** – Sales taxes represent 19% of the City’s total revenue. Sales taxes include the local 1.5% sales tax (General Fund), ½% CIP sales tax (Capital Projects Fund), ½% Public Safety Tax (Public Safety Fund), .375% Mass Transit sales tax (Transit Fund), 5% cigarette tax (General Fund), 3% hotel/motel tax (General Fund), 3% hotel/motel economic development tax (General Fund) and state fuel tax distributions (Streets Maintenance Fund). Effective July 1, 2015, the City added the ability to collect

# REVENUE DISCUSSION

the Use Tax (equal to the City's current sales tax rate at any given time) on goods and materials bought outside of the state (General Fund with a little more than 90% designated towards Street Maintenance & Enhancement).

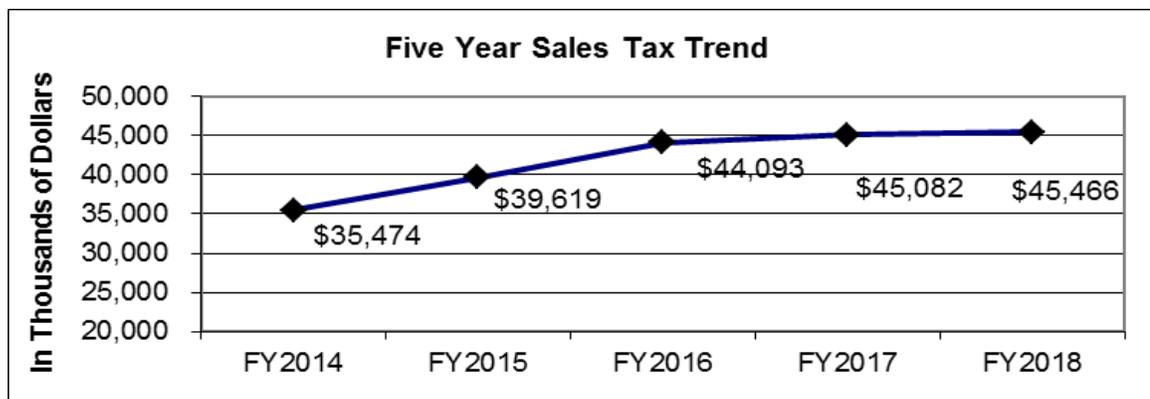
Revenue Assumptions – Beginning around FY2014 the annual growth in sales taxes averaged of 2% to 3%. Staff continued to be optimistic that the local economy would continue to hold its own against the nation-wide economic slow-down from the recent past. Several major economic boosts from retail developments at North County Shoppes, East Hills Mall redevelopment and expansion, and several smaller retail/commercial developments, and the expansion of major industries have allowed the area to at least maintain a stable sales tax base.

However, at three-quarters of the way through this fiscal year, retail sales tax revenues are down almost 1% over the same period in FY2016. We are cautiously optimistic that sales will reach FY2017 budget of .75% over FY2016 projected actual. FY2018 is projected to be 0.5% over FY2017 projected.

FY2016 Hotel/Motel tax revenues exceeded FY2015 actual revenue by 2.6%. FY2017 is projected to be another positive year at 4% above FY2016 actual. Part of the increase can be attributed to completion of the Third Street Hotel TIF. The City can now keep all Hotel/Motel tax revenues. The weather and fuel prices are also contributing to a positive travel year. Hotel/Motel tax projections for FY2018 are expected to exceed FY2017 projected level by another 7.5%. The Solar Eclipse, Trails West and Chief's camp this summer should provide plenty of visitors to St. Joseph.

Current year Fuel tax revenues are projected to remain at FY2016 actual levels (0.6% increase). Projections for FY2018 are projected to meet FY2017 projected revenue as revenues are year to date revenues remain flat.

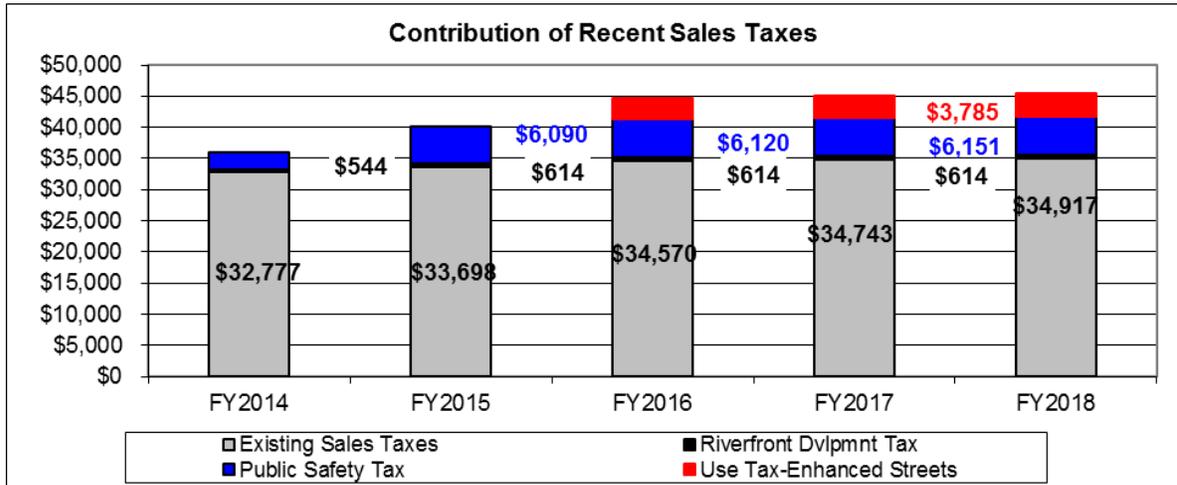
The five year trend for sale tax revenues are shown in the chart below. The fluctuation in revenue beginning in FY2016 was due to the passage of Use Tax. However, use tax revenues are slated for Street improvements only and not general purposes. A minimal amount is being withheld for expected losses due to State legislation regarding licensing of motor vehicles.



# REVENUE DISCUSSION

The chart on the next page illustrates the contributions the three newer sales tax types – hotel/motel for development, public safety and use tax – have made in overall sales tax revenues. The base revenues have shown slight growth beginning in FY2015.

The contribution of Use Tax began in FY2016. With more historical data behind us, current year Use Taxes are projected to remain strong at 5% above FY2016 actual and FY2018 to continue at 5% above FY2017 projected.



- Utility Taxes** – Utility taxes (franchise fees) represent 5.0% of total City revenue and are assessed to private utility companies on gross receipts collected from customers and then forwarded to the City on a monthly or quarterly basis. The electric franchise fee is determined based on a declining block scale ranging from 6.5% to .5% depending on usage. Other franchise fees are fixed as percentage of gross receipts as follows: steam - ½%, telephone - 7%, cable - 5%, water - 6.5%, and gas - 6.5%. An additional franchise license fee of 1% is assessed on water, gas, and electric receipts and is dedicated to mass transit operations.

Revenue Assumptions - Annual growth in Franchise Fees are very difficult to project using historical revenue patterns. Fluctuations in franchise fee revenues correspond to changes in annual weather conditions and rate increases (or decreases) by individual utilities, as well as restrictions imposed by State Statutes and Federal legislation.

The FY2017 budgeted franchise revenues are estimated as follows: Gas, Electric, and Water revenues remained flat, with projected minimal increases only due to proposed rate increases by the utilities. Telephone estimates, excluding cell phone revenues, were based on the current year projections, a slight decrease from the prior year. Cell phone FY2017 revenue has fallen below \$1 million, on the decline since FY2008 with the last of the settlements. City staff plans to audit several telecom revenues in FY2018 to ensure exemptions are appropriate. Federal legislation has also caused a reduction as some gross revenues are now exempt from the gross sales calculation. Recent legislation also has the potential of affecting cable revenue. Cable revenues have been falling steadily since FY2012.

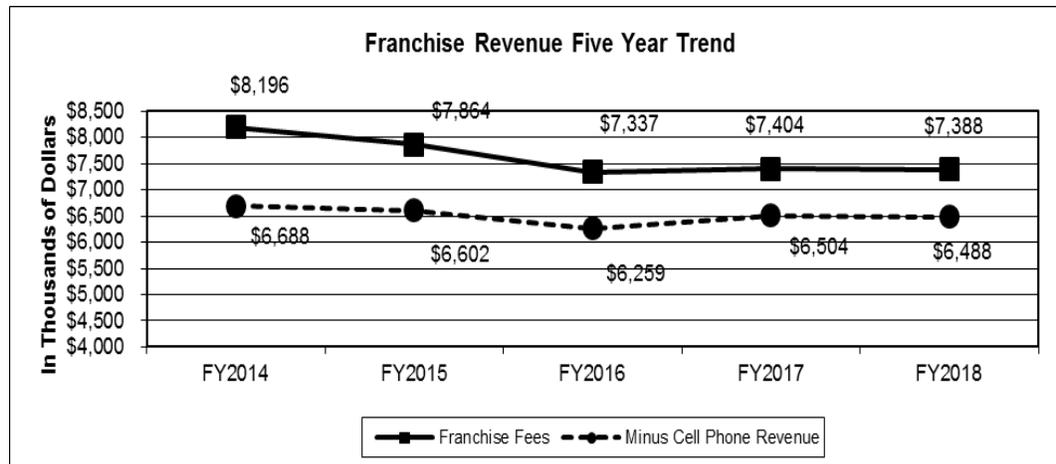
# REVENUE DISCUSSION

The chart on the next page reflects the last five years' history of franchise revenue. The top line includes cell phone revenues. To show the impact of cell phone revenues, the bottom line charts the history of utility taxes without the cell phone. As can be seen, it has leveled out and actually declined the last three fiscal years.

- User Fees** - User fees represent 17.5% of total FY2017 City revenues and are charged for civic facility rents, downtown and on-street public parking, building inspections, recreational activities (swimming, ice skating, golf, athletic leagues, etc...), casino gaming taxes, bus fares, sewer user fees, landfill tipping fees, and various other fees for service.

Revenue Assumptions – Ownership changes, floods and the economy have had a major effect on gaming revenues in the past ten years. The casino rebounded somewhat in FY2015. Although admissions revenue has remained relatively flat in FY2016, gaming has increased slightly. FY2018 revenue is projected to remain at FY2017 projected.

Sewer fees are determined by an annual cost of service study prepared by outside consultants. Increases in sewer discharge fees were delayed in FY2017 and took effect on August 1. At this time, the FY2018 study is still being finalized. Projected FY2018 revenues are currently at 10% above projected FY2017 revenues, as General Ordinance no 2816, passed 7/18/16, set the increase at 11%. Two year revenue projections are required by the SRF bonds and anticipated rates increases must be passed a year in advance.

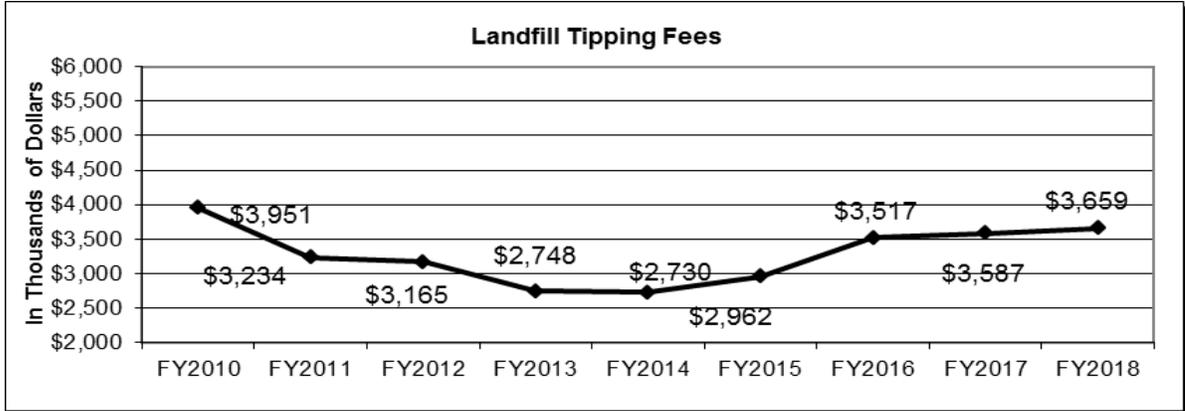


Historically, the City was required to take sewer billing back from the local water company in fall, 2012. Utility billing staff continues to bill Country Club Village's wastewater customers per Billing and Collection Agreement.

The FY2012 tipping fee study recommended per ton increases at the Landfill of \$4.00 in FY2013; \$3.00 in FY2016, and \$3.00 in FY2019. Although the tonnage rate had not been increased since November, 2003, City Council decided not to increase the fee until FY2014. That, combined with a continued loss of tonnage being processed at the landfill resulted in the lowest revenues in 9 years. The revenue skid finally ended in FY2015 with an increase of 8.5%. Based upon

# REVENUE DISCUSSION

current trends, the FY2017 projected revenue reflects a 2.0% increase over FY2016 actual revenue. FY2018 is projected to remain at the FY2017 level. Landfill revenue has historically been important enough issue to display separately.



- Grants** - Grant revenues consist primarily of: federal Community Development Block Grant (CDBG) funds for programs designed to assist low and moderate income individuals; Federal Transit Administration (FTA) operating and capital outlay assistance for the city's public transit system; Federal Aviation Administration support for Rosecrans Airport improvements; and of Federal Economic Development Administration (EDA) for qualified infrastructure improvements related to economic development initiatives.

Revenue Assumptions - Historical revenue patterns and trends are only marginally useful when projecting future grant revenues. Federal funding for the CDBG programs remain questionable with possible complete budget cuts coming. FY2015 entitlement amounts temporarily stabilized with a small, \$10,000 increase. FY2016 saw another slight increase of \$16,000. Other grant funding is based on funding applications pending and/or approved for specific projects and program activities. Increases and decreases in total grant revenue often correspond with increases and decreases in capital projects funded by grants. FY2017 and FY2018 grant amounts are based on known or anticipated amounts at this time. Unbudgeted grants received during the year result in an amended budget to recognize the revenue and intended expenditures tied to them.

- Licenses/Permits/Fines** - Licenses and permits are charged to specific individuals based on the value of service provided. Licenses are issued for occupational licenses, liquor licenses, dog licenses, trade licenses/examination fees, and garage sale licenses. Permits are issued for trash hauling, septic tanks, food establishments, street cuts, and alarm monitoring. Fine revenue is generated as a byproduct of the city's effort to reduce violations of its code of ordinances. Overall, these sources generate 1% of the City's revenues.

Revenue Assumptions - Overall license, permit and fine revenues have increased 2.4% from FY2013 to FY2016. FY2018 is expected to remain at the FY2016 level.

# REVENUE DISCUSSION

Most license and permit revenues remained fairly constant. Revenue estimates are based largely on the experience and projections of the responsible departments. Given the slight rally in the economy, revenues for inspection fees and plan review have been held steady.

- **Sale of Bonds** - Bond sales occur intermittently in response to the funding requirements of capital projects and capital outlay initiatives.

Revenue Assumptions - Bonds sales most often occur in response to individual capital project and capital outlay funding initiatives with little or no relationship to prior year bond sales.

- **Interest/Other** - Interest revenues consist primarily of interest earned on operating and capital project cash reserves. Lesser amounts of interest are derived from special assessments and accounts receivable. Other revenues are generated from special assessment principal collections, sale of fixed assets, insurance recoveries, and reimbursements of prior year expenditures.

Revenue Assumptions - Interest earnings relate most specifically to the amount of expected cash reserves, fund balances, and interest rates rather than to historical interest income totals. Much of what is ultimately contingent in nature. Due to the contingent nature of insurance recoveries, refunds of prior year expenditures, and sale of fixed assets, such revenues are usually not included in the Annual Budget.



## **VISION STATEMENT**

*St. Joseph, a thriving and progressive community with nationally recognized history providing opportunities for you.*

Revised 2016

## **MISSION STATEMENT**

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The City of St. Joseph is dedicated to providing quality services by working to enhance the quality of life and to create a healthy, progressive community in which to live, work and visit.

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## **CITY COUNCIL STRATEGIES AND ACTION PLAN**

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**The Action Plan represents specific items within the Core Strategies that City Council identified during September 2015 and finalized at the January 2016 work session. The City Manager and department directors are tasked with exploring these items and to report on the viability of implementation. The goal of the City is to enhance the quality of life through the following Core Strategies:**

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- 1) Establish funding sources to pay for street and other improvements.**
  - Explore enhancement of a fuel tax.
  - Explore opportunity to increase the mill levy.
  
- 2) Broaden opportunities to create a vibrant downtown to encourage economic development, citizen engagement and increased residential activity.**
  - Build on current downtown economic development trends.
  - Explore additional policies to encourage economic activity downtown.
  - Support the local effort to find the most appropriate location for the Open Door Food Kitchen.
  - Develop an action plan regarding the future of the Civic Arena.
  - Explore traffic patterns into and out of downtown.
  
- 3) *Development of riverfront to include recreational activities and commercial development.***
  - Explore creation of an inner harbor marina.
  - Expand recreational opportunities at Heritage Park.
  - Explore creation of a downtown market.

- Explore options for opening up the riverfront.
- Create access to Waterworks Road from the north.

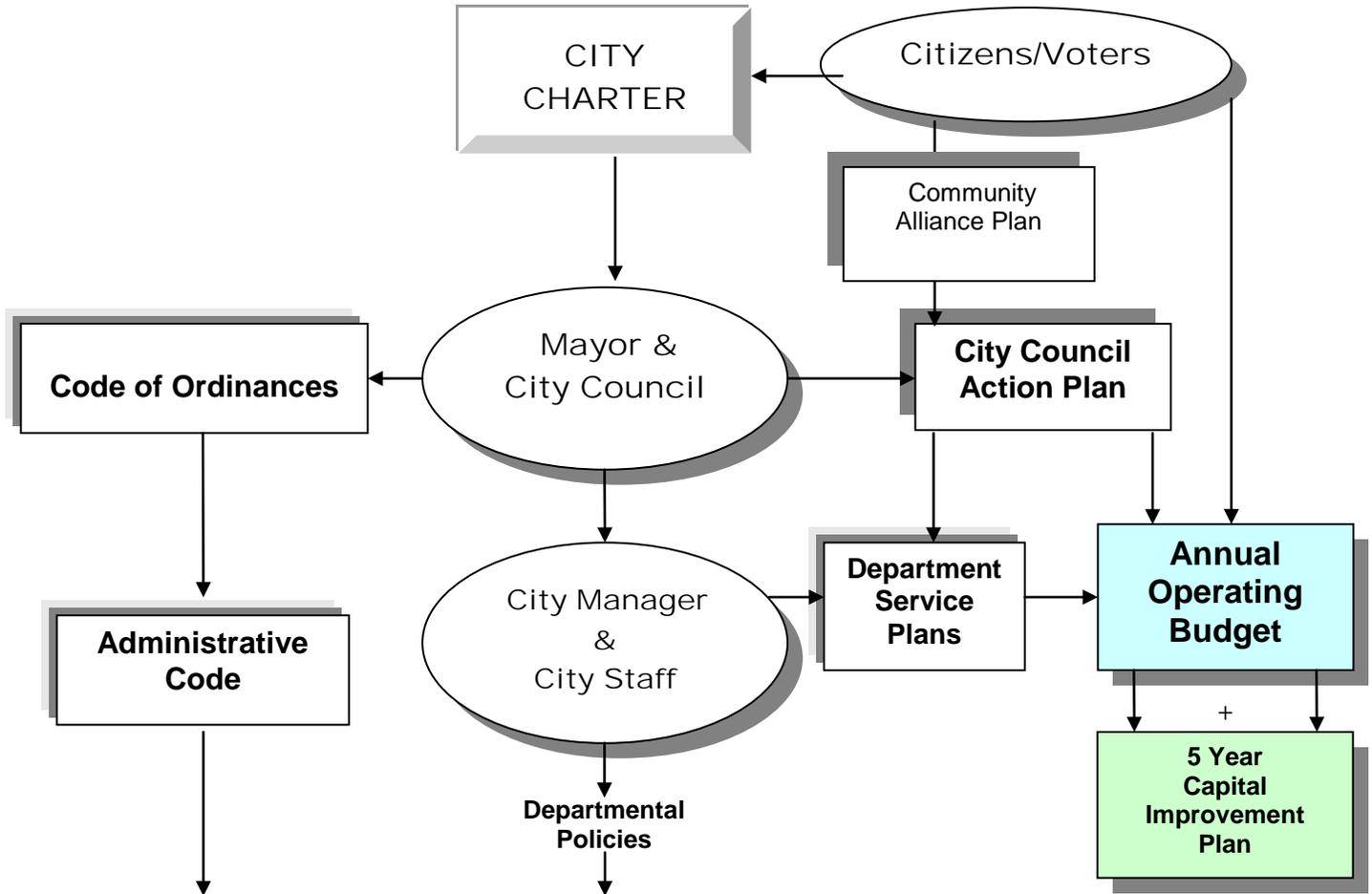
**4) Enhance the appearance of the city to increase the quality of life and economic activity.**

- Develop ways to beautify the community's appearance through weed and litter control
  - Reinvigorate the Adopt-a-Street program
  - Support community-based efforts.
  - Increase attention to appearance of city-owned properties.
  - Redevelop and restore neighborhoods, increasing residential vibrancy and neighborhood health.
  - Create and promote policies encouraging investment in development and restoration of older neighborhoods.
  - Address support of museums.
  - Explore future expansion on east side of city.
  - Develop codes sympathetic to the challenges of restoring older and historic buildings.

**5) Improve city staff focus on customer service.**

- Enhance customer service.
- Streamline the regulatory process by working with citizens and businesses to resolve and refine issues.
- Establish clear communication processes that enable staff to communicate concerns with management in a safe, non-threatening environment.
- Streamline the process for providing needed information to City Council members by city staff.

# HOW OUR POLICY DOCUMENTS RELATE



- Personnel Code
- Budget Transfer Ordinance
- Investment Policy
- Procurement Policy

- Financial Disclosure Requirements for Municipal Officials

- Zoning Ordinance
- Downtown Master Plan
- Precise Plan

- Code Ordinances
- Health Ordinances

- Employee Performance Appraisal System
- Affirmative Action Plan
- Loss Prevention Policy
- Labor Contracts
- FOP Local 77, IAFF, SEIU, Local1290
- Capital Asset Policy
- Procurement Card Policy
- Travel and Other Business Expense Policy
- Fund Balance Policy
- Debt Management Policy
- Write-Off & Collections Policy

- Media Policy
- Resident Request System

- Enterprise Community Strategic Plan
- Land Use Plan
- Community Partnership Strategy & Consolidated Plan (CDBG)

- Emergency Operations Plan
- Stormwater Management Policy

- Park Maintenance Policy

- Airport Operations Manual
- Solid Waste Management Plan
- Long Range Transportation Plan
- Transit System Service Plan
- Street Maintenance Rating System & Policy

## *Administrative Services*

## *General Administrative*

## *Planning & Community Development*

## *Public Health & Safety (Police/Fire/Health/Property Maintenance)*

## *Recreation*

## *Public Works/Transportation*

## KEY FISCAL POLICIES

### FUND BALANCE

This fund balance policy applies to all city's fund balance and reserves. The objective of establishing and maintaining a fund balance policy is for the city to be in a strong fiscal position that will (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns or revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

In February, 2009, Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions effective for fiscal periods beginning after June 15, 2010. This standard created new classifications for fund balance based upon constraints placed on the use of current fund balance and redefines governmental fund type definitions effective for the City of St. Joseph for fiscal year ending June 30, 2011.

### Minimum Fund Balance

**General Fund** – The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for and reported in another fund.

The City shall strive to maintain a fund balance level in the General Fund equal to 10% of annual expenditures. The purpose for maintaining this balance will be for meeting emergencies arising from (1) the loss or substantial reduction in actual revenue collections over anticipated amounts (2) unexpected expenditures due to natural disasters or casualty losses (3) non-budgeted expenditures for the satisfaction of court judgments and litigation costs and (4) conditions that threaten the loss of life, health or property within the community.

The availability of resources in other funds and the potential drain on the General fund resources from other funds could affect the necessary level of minimum unrestricted fund balance. The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the General fund.

All other funds, including Special Revenue Funds, Debt Service Funds, and Capital Project Funds do not have a fund balance requirement. Fund balances in these funds are dictated by revenue sources and are equal to a schedule of expenditures and capital projects.

**Special Revenue Funds** – Special revenue funds are created to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. The amount of any reservation of fund balance shall be governed by the legal authority underlying the creation of the individual funds.

**Debt Service Fund** – Debt service fund is created for very specific reserve amounts

## KEY FISCAL POLICIES

as part of the ordinance or resolution which authorizes the issuance of the bonds. Reserve requirement for any outstanding bond issue will be consistent with the ordinance or resolution authorizing the issuance of the bonds.

**Capital Projects Fund** – Capital projects fund is created to account for resources designated to construct or acquire capital assets and major improvements. These projects may extend beyond a single fiscal year. However, at a minimum, the fiscal year end reserved fund balance, and estimated revenues for the ensuing fiscal year must be sufficient to meet all outstanding fund encumbrances.

The City will periodically review of the sufficiency of the minimum fund balance levels in all funds.

### **Order Of Resource Use**

The City will classify its fund balances based on the nature of the particular net resources reported in a governmental fund and on the constraints placed on their use. It is the policy of the City to utilize the restricted fund balance for a specific purpose prior to unrestricted fund balance when more than one fund balance resource is required. Unrestricted fund balance will be maintained for necessary and unexpected expenditures. With this policy, the City will consent to committed amounts first followed by assigned funds before allocating unassigned net resources when more than one unrestricted resource is required.

This policy shall recognize the financial importance of a stable and sufficient level of fund balance. In the event that the fund balance is so calculated to be less than the policy anticipates for minimum required balances, the City will strive to adjust budget resources in the subsequent fiscal years to restore the balance. Whenever an operating fund balance falls below the level established above, the City will restore through revenue allocations or expenditure reductions back to the allowable level.

The City will strive to develop and maintain a diversified and reliable revenue stream so as to avoid becoming overly dependent on any single source of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources. Any amounts in an operating fund balance that exceed the appropriate level of that fund may be utilized in the following year's operating budget for one-time or limited purposes.

The City Manager is directed to make recommendations to the City Council with the proposed budget a plan to restore the minimum requirements. (See specifics under the Revenue and Expenditure policy sections below.)

### **Stabilization Arrangements**

Appropriation from fund balance shall require the approval of the City Council. If fund balance is nearing its minimum threshold, such appropriations shall be only for one time expenditures and not for ongoing and routine operating expenditures. It should

## KEY FISCAL POLICIES

be used to insure adequate reserves, respond to unforeseen emergencies, protect from revenue shortages, other contingencies, and overall financial stability.

### **Authority To Commit Fund Balance**

The City Council is the highest level of authority and any committed amounts will be imposed by Ordinance.

### **Authority To Assign Fund Balance**

The authority to assign fund balance for specific uses will be delegated to the City Manager and/or the Director of Financial Services.

Unlike committed fund balance, the action taken to assign fund balance may be made after year end.

The City will classify fund balance at year end for financial reporting purposes. Thus only current, and not future, net resources are classified. Typically the subsequent year's budgeted expenditures are expected to be paid from the subsequent year's revenues and not the current reporting year's ending fund balance. On occasion, the City will "deficit" budget, or in other words, budget more expenditures than anticipated revenues and drawdown beginning fund balance for the subsequent year. An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance. (6/4/2007, rev. 6/13/2011)

## BUDGET POLICIES

### **Operating Budget Policies**

1. Balanced Budget – Current revenues will be sufficient to support current operating expenditures.

2. Operating Deficits - Annual fund net operating deficits, a condition in which annual operating deficits exceed annual operating revenues, shall not be allowed for any purpose other than one that is temporary, minor and would not cause operating fund balance to be reduced below 5% of annual budgeted operating expenditures.

3. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets. (6/4/2007)

### **Expenditure Policies**

1. In order to meet the operating budget policies above, the following protocols shall be followed when developing annual operating budgets:

a. Annual increases to employee health insurance at the fund level shall not exceed 15%.

## KEY FISCAL POLICIES

b. Annual increases to other employee benefit categories at the fund level shall not exceed 2%

c. Annual increases to other operating expenditures at the fund level shall not exceed 2%.

d. Annual service expansions shall not be allowed if those expansions rely upon revenue sources that are temporary in nature or provide for less than 100% of the full amount needed to operate that program or activity.

e. The addition of new employee positions will only be requested after service needs have been thoroughly examined and it is substantiated that the additional staffing will result in increased revenue, enhanced operating efficiencies, or the achievement of specific objectives approved by the Council. In no event shall an increase in staffing levels be allowed to bring fund balance below the established target for any operating fund.

2. In the event that item 1 protocols are not sufficient to achieve the aforementioned fund balance and operating budget objectives, the City Council shall consider the following actions:

a. Additional fees and revenues (see Revenue Policies),

b. Adjust municipal programs and activities; explore alternate means of service delivery, procurement options, etc. These may or may not require a reduction in budgeted positions, active or vacant. To the extent feasible, personnel cost reductions will be achieved through attrition and reassignment.

3. Employee Compensation - The City will strive to provide for an annual increase to employee compensation in accordance with the City of St. Joseph Employee Compensation Plan. In the event the protocols and actions described above are not effective, only then shall the City Council forego employee compensation adjustments in accordance with the Employee Compensation Plan. (6/4/2007)

### Revenue Policies

1. One-Time Revenues – One time revenues shall be used only for one-time expenditures (including capital expenditures). The City will avoid using temporary revenues to fund on-going programs and activities.

2. Grants – The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider all implications related to costs associated with complying with the terms of the grant agreement and the ongoing obligations that will be required in connection with the acceptance of the grant. Programs financed with grant monies will be monitored and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources may be substituted only after all program priorities and alternatives are considered during the budget process.

## **KEY FISCAL POLICIES**

3. Revenue Diversification – The City will strive to develop and maintain a diversified and reliable revenue stream (in all funds as far as possible) so as to avoid becoming overly dependent on any single source of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

4. Estimation of Annual Budgeted Revenues – The Administrative Services Department will provide an annual estimate of anticipated revenues using an objective and analytical process. When faced with assumption uncertainties, conservative projections will be utilized.

### **5. User Fees and Charges –**

A. General and Special Revenue Funds - Fees and charges shall be periodically evaluated and, if necessary, adjusted annually to assure that they cover all direct and indirect costs unless it is determined by City Council that full cost recovery would not be in the best interest of the public.

B. Enterprise Funds – Fees and user charges for each enterprise fund shall be set at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets and overhead charges.

6. Administrative and Program Support Services – The City shall set fund transfers for each fund at a rate that fully covers direct and/or indirect costs of providing support services to other funds. The Indirect Cost Plan will be developed in accordance with prevailing federal indirect cost guidelines. (6/4/2007)

## **INVESTMENT POLICY**

It is the policy of the City of St. Joseph, Missouri, to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and while conforming to all Missouri state statutes, the City Charter, the City Administrative Code, and the City's Code of Ordinances governing the investment of public funds. The City Investment Policy, a separate document, is available on request. (7/19/1994; rev. 10/18/2010)

## **CAPITAL ASSET POLICY**

The Capital Asset Policy provides comprehensive guidelines for the classification, recording and control of capital assets. The policy applies to the recording of capital assets in the General Capital Asset Account Group and in the Proprietary Funds as necessary in order to 1) provide for physical and financial control, 2) avoid duplication and inefficient use of assets and 3) account for general government capital expenditures in compliance with Federal guidelines and State statutes and regulations concerning municipal accounting, auditing and reporting requirements. The Capital Asset Policy, a separate document, is available on request. (4/7/1997, rev. 12/13/1999; rev. 2/24/10)

## **KEY FISCAL POLICIES**

### **PROCUREMENT POLICY**

The City's Procurement Policy provides a process for the fair and equitable treatment of all persons involved in public procurement with the city, to maximize the procurement value of public funds in procurement and to provide safeguards for maintaining a procurement system of quality and integrity.

The policy applies to all contracts or commitments for the expenditure of any public funds under the city's control. It shall apply to every expenditure of public funds by the city irrespective of their source. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable federal laws and/or regulations, which have not been set out in the policy.

The City Procurement Policy, made part of the city's code of ordinances, is available on request. (4/19/1982; rev. 3/22/1999; rev. 5/23/2005; rev. 12/18/2006; rev. 2/25/2008)

### **TRAVEL & OTHER BUSINESS EXPENSE POLICY**

The Travel and Other Business Expense Policy (Policy) has been established for use by City employees and officials who travel and incur business expenses on behalf of the City both outside and inside the City. The Policy establishes General Conditions which are those requirements that must be satisfied in order to qualify for advance travel authorization from the City Manager and/or department directors. The Policy identifies Specific Conditions which are those individual requirements necessary for proper approval, payment, documentation, and reconciliation of actual travel and related business expenses. The Policy lists Allowable Expenses that are generally considered by the City and the Internal Revenue Service to be ordinary and necessary in the exercise of business when traveling for the City. The Policy identifies Unallowable Expenses considered by the City to be unordinary and unnecessary in the exercise of business when traveling for the City. The Policy includes Travel Position Statements that address, expand, and/or clarify the City's treatment of complex and/or specific travel and related business expense issues. Definitions explain terms commonly used when discussing travel and travel related issues. The Travel and Other Business Expense Policy, a separate document, is available on request. (4/30/1990; rev. 12/27/1999; rev. 6/13/2011)

### **TAX AND SECURITIES LAWS COMPLIANCE POLICY**

The Internal Revenue Service and the Securities and Exchange Commission have increased requirements for compliance with federal tax and securities laws and expanded enforcement of such laws, shifting the burden of proof for compliance with such laws to the issuers of governmental obligations. The Tax and Securities Law Compliance Policy is intended to ensure compliance with Federal tax and securities laws following issuance of such bonds and obligations. The policy is available upon request. (10/29/2012)

## **KEY FISCAL POLICIES**

### **WRITE OFF AND COLLECTIONS POLICY**

The City adopted a Write-Off and Collections Policy to establish a consistent and effective method of handling various types of accounts receivables and improving collection efforts. The focus of collection efforts will be concentrated on billed amounts that remain uncollected past their due dates for more than 90 days (“Current Receivables”). The policy was drafted in order to pull together and formalize various departmental collection practices that had developed over the years. The policy is available upon request. (March 17, 2014)

### **DEBT MANAGEMENT POLICY**

The Debt Management Policy was established to accomplish several objectives:

- Minimize the cost of borrowing
- Provide timely funding of capital projects and other financial needs
- Optimize the City’s credit ratings
- Establish a framework for appropriate security to investors of City obligations
- Ensure compliance with all statutory and regulatory obligations
- Communicate to the City and the municipal bond market the manner in which the City will participate in financing its debt obligations

The policy lays out the guidelines for the use of debt. It explains the types of debt the City is authorized to issue. Method of bonds sale are explained. Debt capacity guidelines are established for each type of debt obligation. Guidance is provided on debt structuring and terms of sale.

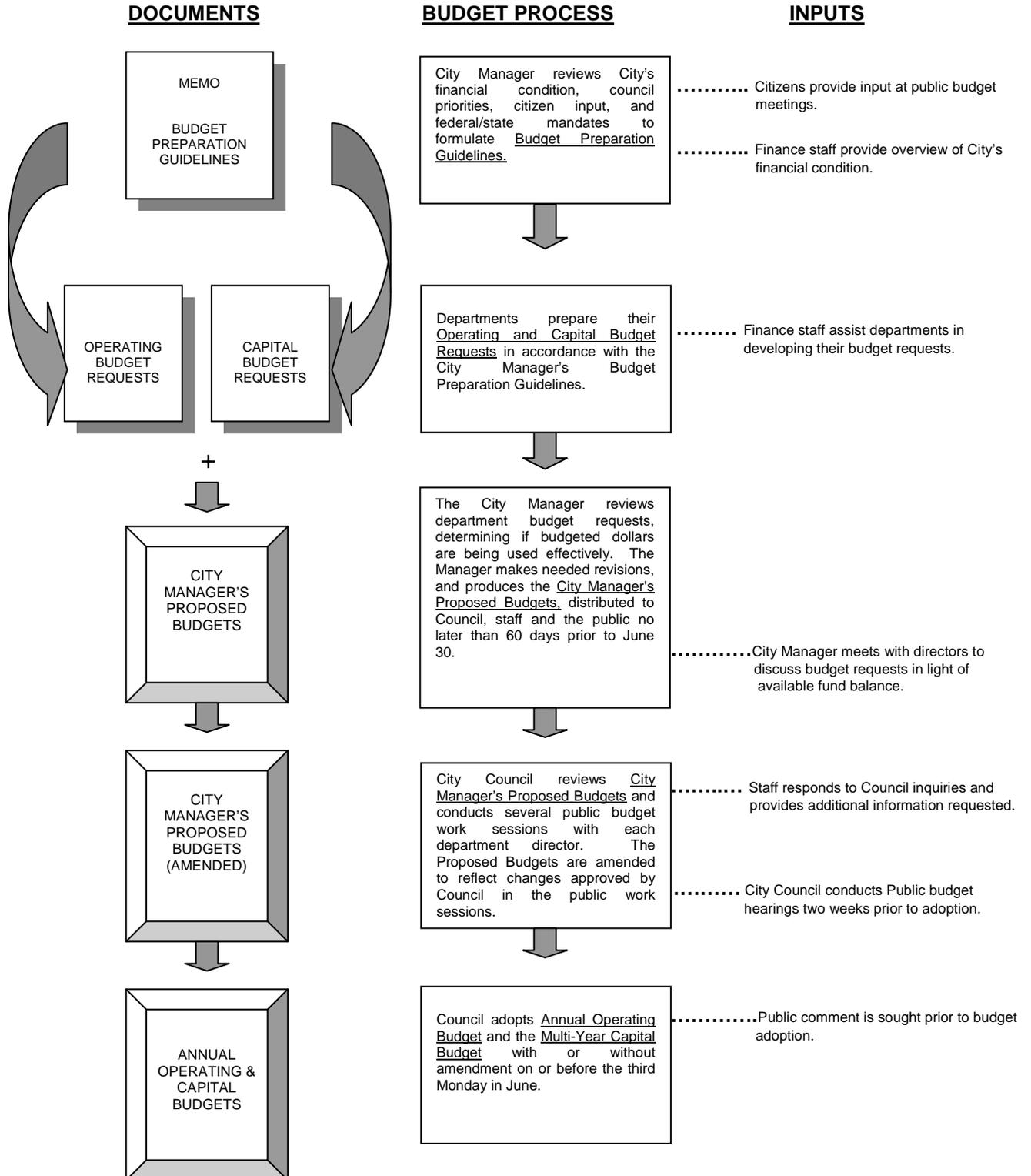
The actual components of debt management are discussed including the need for feasibility analyses and studies, debt service cash flow monitoring, covenant compliance, prepayment and defeasance of debt, and refunding of existing debt. Selection of related professional services – financial advisor, bond counsel, investment bankers/underwriters – is covered. Finally, investment of bond proceeds, debt reporting and the City’s regulatory compliance and disclosure obligations are detailed. The policy is available on request. (4/14/2014)



# BUDGET PROCESS

## Annual Budget & Program of Services

The Proposed Annual Budget is submitted by the City Manager to the City Council no later than sixty days prior to June 30, the end of the City's fiscal year. The proposed budget must be balanced within each fund based on estimated revenue for the upcoming fiscal year, plus or minus any carry-over fund balance from prior fiscal years. The City Manager's Proposed Budget is based on operating and capital budget requests prepared by each department, Council priorities, citizen input, federal or state mandated actions, estimated revenues, and available fund balances. The Council may amend the proposed budget within estimated revenue and available fund balances.



# PROPOSED BUDGET CALENDAR

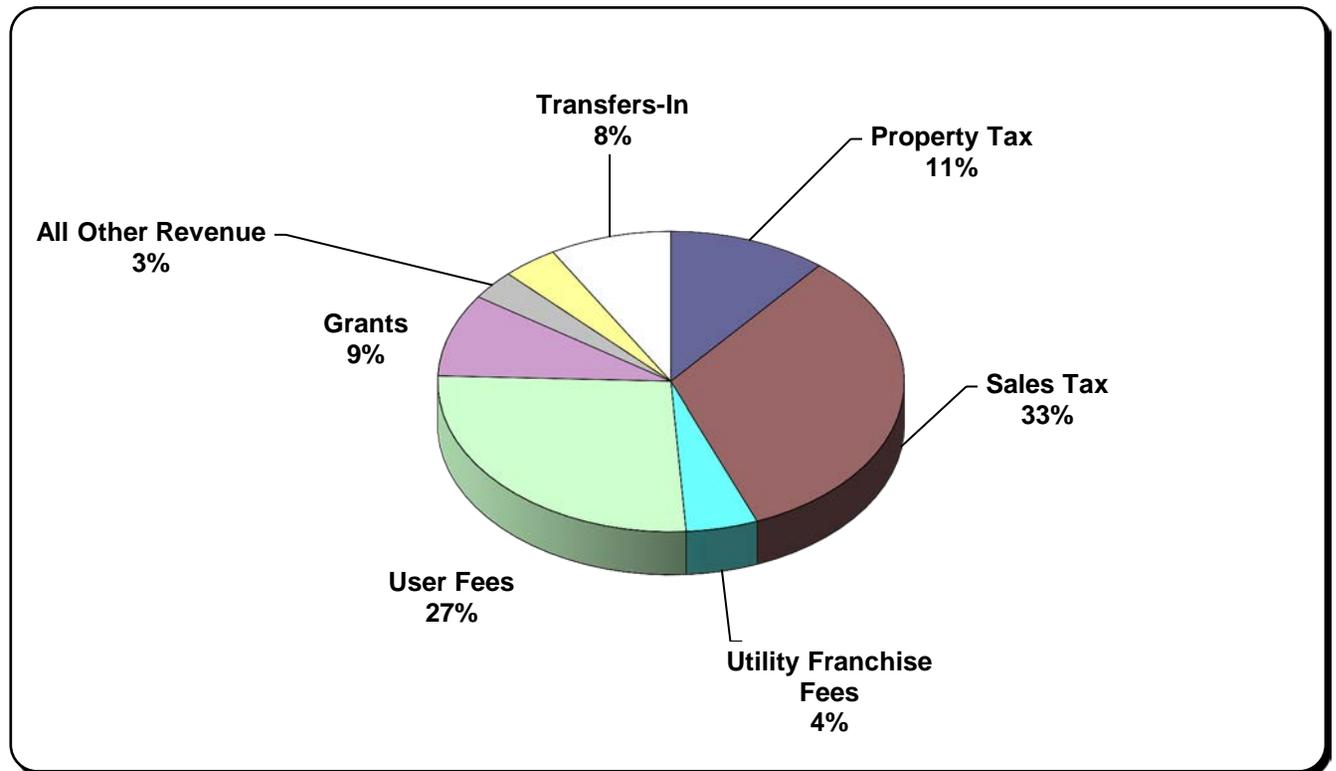
## Fiscal Year 2017/2018

<b>January</b>	17	Personnel listings to departments to check
	17	Prior year Core Services/CY activities/Challenges & Initiatives/Performance measures distributed for update
	31	Personnel Listing Returned to Administrative Services Department (ASD)
<b>February</b>	6	Base Budgets to Departments for review
	6	Department Core Services Sheets due to Administrative Services
<b>March</b>	6	Base budget and any Supplemental Req (Operating, Capital, Personnel) due to ASD
	6	Final FY17 Fund Balance Reconciliations due from Accounting
	6	CIP Budget reviewed with Department directors, Capital Projects coordinator, Administrative Services
	8-17	Department Directors review supplementals, CIP, Personnel requests with City Manager
	13-17	Third quarter sales tax revenues (minus TIF disbursements) should be available
	21-22	Washington Fly-In
	24	"Preliminary" proposed budget to Manager & Directors w/ supplemental requests
31	Final changes to budget due to Administrative Services	
<b>April</b>	7	"Final" operating budget submitted to City Manager
	12	City Manager Budget Transmittal due to Administrative Services Department
	14	CIP Budget submitted to City Manager
	10-21	Final Budget document preparation
		Revenue and Expenditure projections continue to be reviewed through-out April
	21	City Manager's Proposed Budget to Council (min. 60 days prior to fiscal year start)
	26-27	Possible Council - Budget Work Sessions (4 P.M., 4th Floor conference room)
<b>May</b>	2-3	Possible Council - Budget Work Sessions (4 P.M., 4th Floor conference room)
	12	Publication of budget summary and of public hearing notice (10 days prior to Public Budget Hearing)
	22	Public Budget Hearing - regular City Council meeting 7:00 p.m.
<b>June</b>	5	Budget Adoption - regular City Council meeting 7:00 p.m.
<b>July</b>	1	FY 2017/2018 Budget goes into effect.

# WHERE THE MONEY COMES FROM

(in thousands of dollars)

	FY2016 Actual	FY2017		FY2018		% of change from FY2017 Adopted
		Adopted Budget	Estimated Actual	Budget	% of total	
<b>Revenue</b>						
Property Tax	\$ 16,219	\$ 16,338	\$ 16,343	\$ 16,297	9%	(0.25%)
Sales Tax	48,006	47,437	48,767	49,036	28%	3.37%
Utility Tax	7,337	7,480	7,404	7,388	4%	(1.23%)
User Fees & Gaming	35,559	38,365	37,113	39,530	23%	3.04%
Grants	11,986	23,794	23,383	13,282	8%	(44.18%)
	119,107	133,415	133,010	125,533	72%	(5.91%)
<b>Other Revenue</b>						
Licenses & Permits	1,659	1,617	1,664	1,660	1%	2.63 %
Fines	1,129	1,163	1,170	1,023	1%	(12.01)%
Interest	347	79	100	72	0%	(9.41)%
Bond Proceeds	33,942	76,055	76,055	5,725	3%	(92.47)%
Other	3,199	2,560	2,395	1,973	1%	(22.93)%
	40,277	81,475	81,384	10,453	6%	(87.17)%
<b>Operating Revenue</b>	<b>159,384</b>	<b>214,890</b>	<b>214,394</b>	<b>135,986</b>	<b>78%</b>	<b>(36.72)%</b>
Interfund Transfers-In	9,836	11,614	11,771	12,555	7%	8.10 %
From (to) Fund Balance	-	13,380	-	26,552	15%	98.45 %
<b>Total Revenue</b>	<b>\$ 169,220</b>	<b>\$ 239,884</b>	<b>\$ 226,165</b>	<b>\$ 175,093</b>	<b>100%</b>	<b>(27.01)%</b>

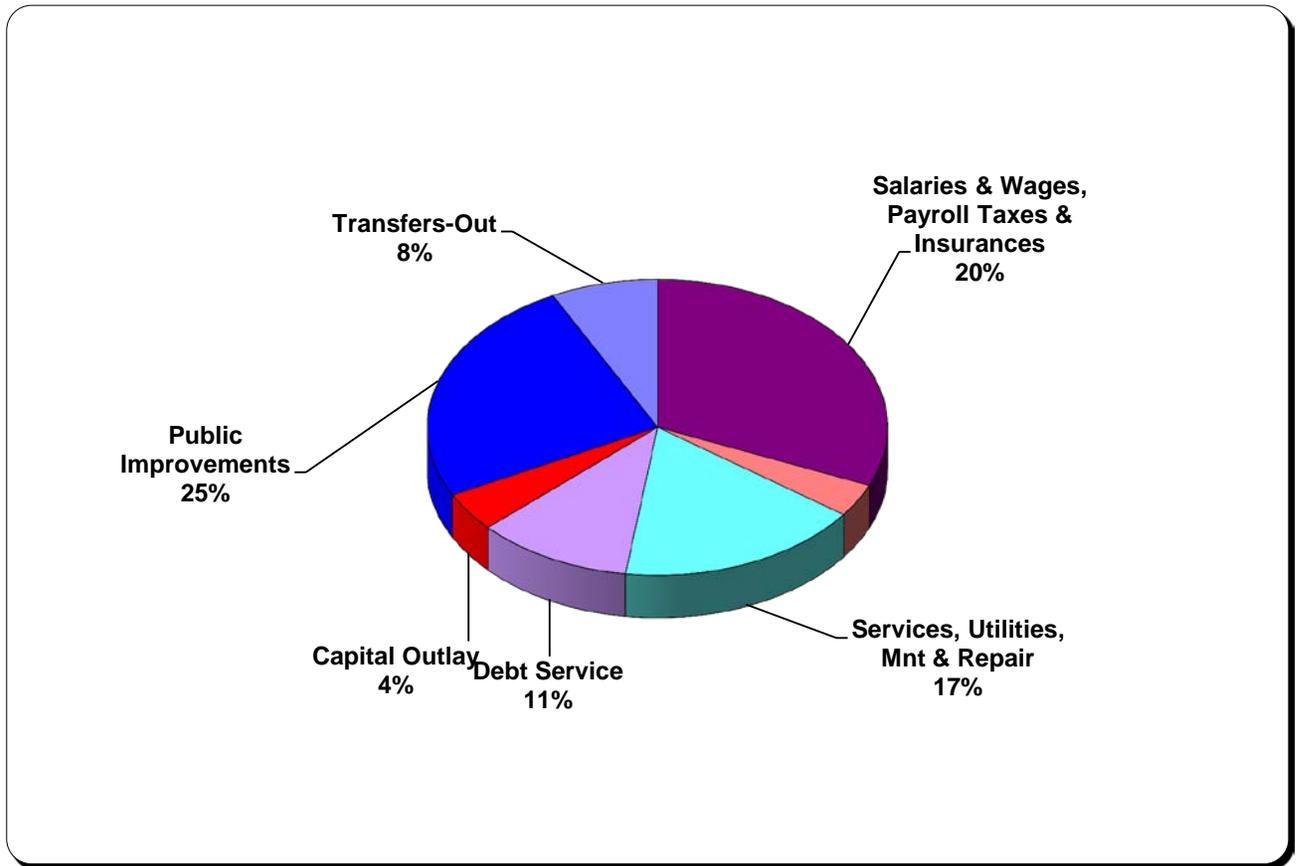


# WHERE THE MONEY GOES

by Expenditure Type  
(in thousands of dollars)

Expenditure	FY2016 Actual	FY2017		FY2018		% of change from FY2017 Adopted
		Adopted Budget	Estimated Actual	Budget	% of Total	
Salaries & Wages	\$ 33,192	\$ 34,484	\$ 34,581	\$ 35,323	21%	2% r
Employee Benefits*	14,329	14,702	14,689	17,185	10%	17%
Materials & Supplies	4,815	6,186	4,890	6,024	4%	(3%) ;
Services & Utilities	32,841	29,806	29,714	28,720	17%	(4%)
Debt Service	13,026	17,975	18,341	18,243	11%	1%
Capital Outlay	2,994	9,347	9,677	7,130	4%	(24%)
Public Improvements	19,947	115,904	113,355	41,867	25%	(64%)
	<b>121,145</b>	<b>228,403</b>	<b>225,247</b>	<b>154,492</b>	<b>92%</b>	<b>(32%)</b>
Interfund Transfers-Out	9,736	11,614	11,720	12,555	8%	8%
<b>Total Expenditures</b>	<b>\$130,882</b>	<b>\$240,017</b>	<b>\$236,966</b>	<b>\$167,048</b>	<b>100%</b>	<b>(30%)</b>

\*Payroll Taxes, Pension Costs, Health Insurance



# WHERE THE MONEY GOES

## Operational Summary

Department	FY2018 Budget	% of Operating Total	% of Total Budget
Public Works	\$ 54,518	47.9%	
Police	19,714	17.3%	
Fire	14,758	13.0%	
Parks & Recreation	8,822	7.7%	
Administrative Services	5,158	4.5%	
Planning & Community Dvlpmnt	4,474	3.9%	
Health	4,448	3.9%	
City Manager	694	0.6%	
Legal	797	0.7%	
City Clerk	259	0.2%	
City Council & Mayor	216	0.2%	
<b>Total Major Operating Departments</b>	<b>\$113,857</b>		<b>68.2%</b>

## CIP Summary

		% of CIP Total	
Water Protection CIP	\$ 21,687	53.2%	
CIP Sales Tax	10,675	26.2%	
Transit CIP	4,601	11.3%	
Airport CIP	2,546	6.2%	
Museum Tax CIP	382	0.9%	
Museum Tax CIP	359	0.9%	
Landfill CIP	508	1.2%	
Golf CIP	-	0.0%	
<b>Total Capital Projects</b>	<b>\$40,759</b>		<b>24.4%</b>

## Other Budgeted Programs

		% of Other Programs Total	
Special Allocation (TIF & EDC)	8,325	67.0%	
Non Department & Cell Phone	2,632	21.2%	
Gaming Financed Initiatives	1,021	8.2%	
Municipal Museums Tax	453	3.6%	
<b>Total Other Programs</b>	<b>\$12,432</b>		<b>7.4%</b>

<b>Total Budget</b>	<b>\$ 167,048</b>
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# GENERAL GOVERNMENT DEPARTMENTS

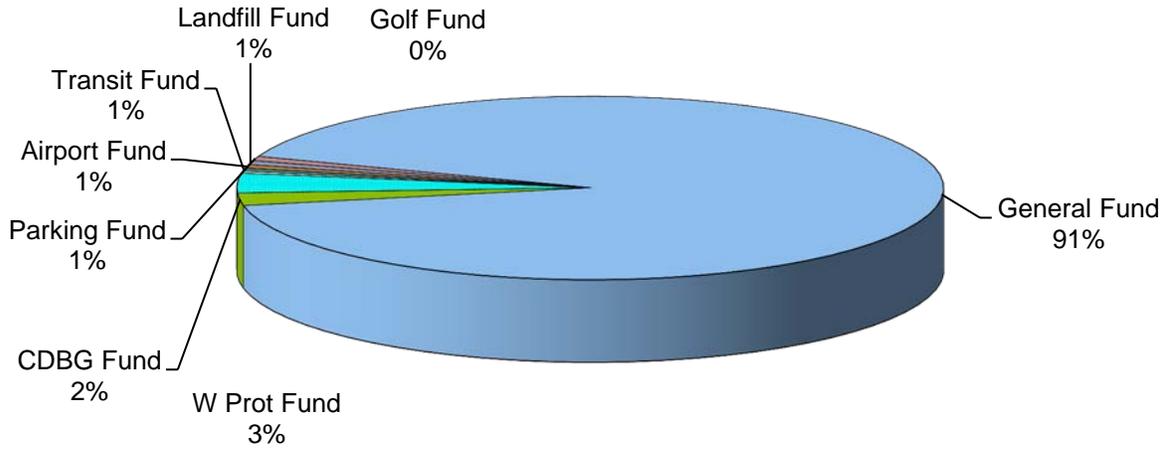
The General Governmental Departments provide the legislative and managerial services for city government.

These operations are funded through the local general sales tax, property taxes and other general fund revenue sources.

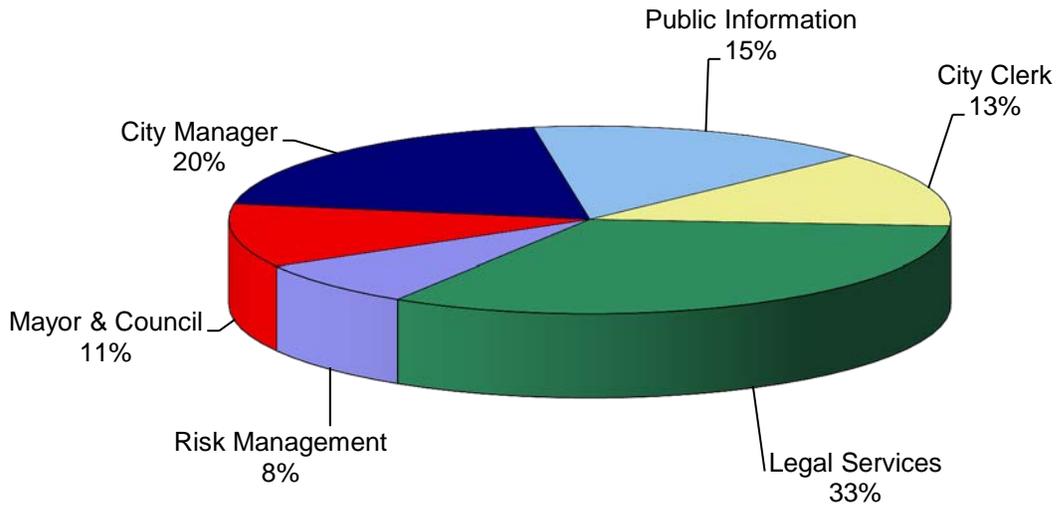
**TOTAL BUDGETED RESOURCES:      \$    1,965,648**



# GENERAL GOVERNMENT SOURCES & USES



FUNDING SOURCES



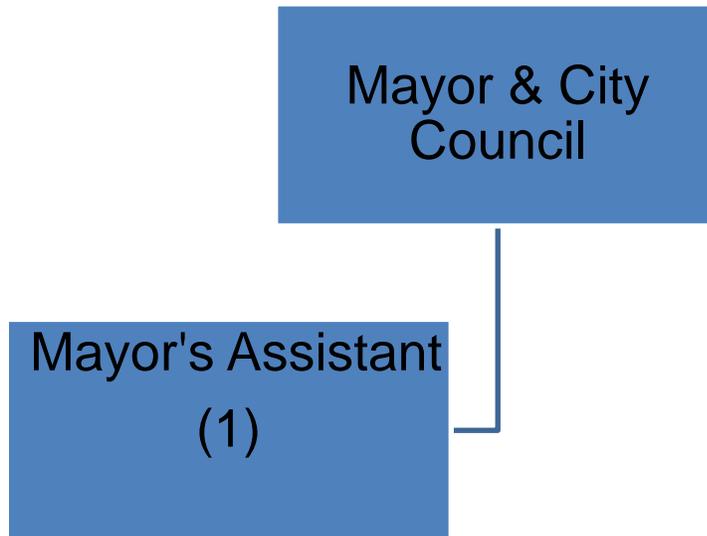
PROGRAM USES

# GENERAL GOVERNMENT DEPARTMENTS SUMMARY

	2015-16	2016-17		2017-18	
	Actual	Adopted Budget	Estimated Actual	Budget	
<b>ACCOUNT TYPE</b>					
Salaries & Wages	895,241	1,065,855	1,065,855	1,096,721	
Payroll Expenses & Benefits	392,427	436,867	429,341	550,797	
Materials & Supplies	28,176	26,690	28,450	28,690	
Utilities & Other Contracted Services	150,553	197,035	165,000	209,440	
Elections	-10	44,000	0	80,000	
Capital Outlay	31,861	0	0	0	
	<b>1,498,248</b>	<b>1,770,446</b>	<b>1,688,645</b>	<b>1,965,648</b>	
<b>USES BY PROGRAM</b>					
	<b>DEPARTMENT</b>				
Mayor & City Council	Mayor & Council	192,546	200,902	190,027	216,294
City Clerk	City Clerk	161,298	208,181	152,766	258,550
City Manager's Office	City Manager	257,363	342,658	342,658	389,563
Public Information	City Manager	214,781	296,492	296,492	304,535
Legal Services	Legal	531,768	586,958	569,487	644,258
Risk Management	Legal	140,492	135,255	137,215	152,448
		<b>1,498,248</b>	<b>1,770,446</b>	<b>1,688,645</b>	<b>1,965,648</b>
<b>FUNDING SOURCES</b>					
General Fund		1,347,169	1,622,572	1,540,771	1,795,191
CDBG Fund		49,158	44,163	44,163	43,323
Water Protection Fund		61,791	63,233	63,233	68,015
Golf Fund		4,635	4,468	4,468	7,226
Mass Transit Fund		9,737	9,755	9,755	10,587
Airport Fund		8,409	8,494	8,494	11,872
Landfill Fund		7,690	7,653	7,653	14,142
Parking Fund		9,659	10,108	10,108	15,292
		<b>1,498,248</b>	<b>1,770,446</b>	<b>1,688,645</b>	<b>1,965,648</b>
<b>STAFFING SUMMARY</b>					
* Mayor & City Council		1	1	1	1
City Clerk		2	2	2	2
City Manager		2	3	2	3
Public Information		2	3	3	3
Legal Services		6	7	7	7
Risk Management		2	2	2	2
		<b>15</b>	<b>18</b>	<b>17</b>	<b>18</b>

\*Does not reflect the nine elected members of City Council

## Mayor & Council



## **Mayor & City Council**

### **Mission**

To provide the City Manager clear policy direction toward providing quality services in order to enhance the quality of life and to create a healthy, progressive community in which to live, work and visit.

### **Core Services**

- Provide policy direction for City operation
- Promote public participation in government through regular and special Council meetings, public hearings and workshops, and City Talk programs
- Encourage partnerships with other public, private and nonprofit sectors to resolve local issues

### **Current Year Activity/Achievements**

- Held approximately 61 public Council meetings and work sessions to discuss pending issues
- Conducted six City Talk meetings throughout the city limits.
- Partnership with Missouri Western State University, Buchanan County, and the St. Joseph School District to renovate the Thomas Eagleton Indoor Pool.
- Worked with Buchanan County on tax initiative for the Missouri River Levee System.

### **Budget Challenges/Planned Initiatives**

- Attracting new businesses
- Continuing Riverfront development
- Continuing to develop concepts for downtown development
- Improve streets and infrastructure

# MAYOR & CITY COUNCIL

## Program 8110

### Program Description

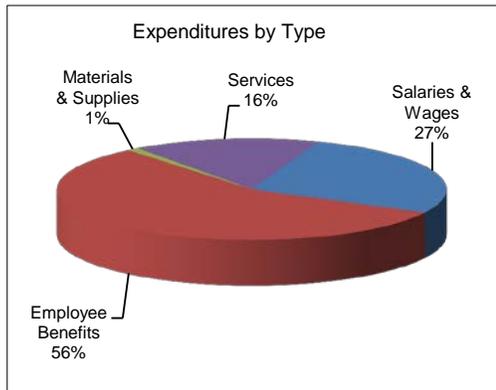
The Mayor and eight City Council members are the elected representatives of the citizens of St. Joseph and are charged with the formation of public policy to meet the community's needs. They are responsible for appointing the City Manager and the City Clerk.

### Staffing Detail

Mayor (Elected, Part Time)  
 Council Members (Elected, Part Time)  
 Mayor's Assistant

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
8	8	8	8
1	1	1	1
1	1	1	1

### Operating Budget Summary

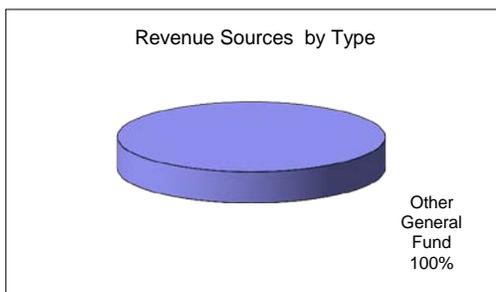


#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	45,685	45,369	45,369	58,574
Employee Benefits	121,724	119,843	119,843	122,030
Materials & Supplies	1,375	2,100	1,200	2,100
Services	23,762	33,590	23,615	33,590
<b>Total</b>	<b>192,546</b>	<b>200,902</b>	<b>190,027</b>	<b>216,294</b>

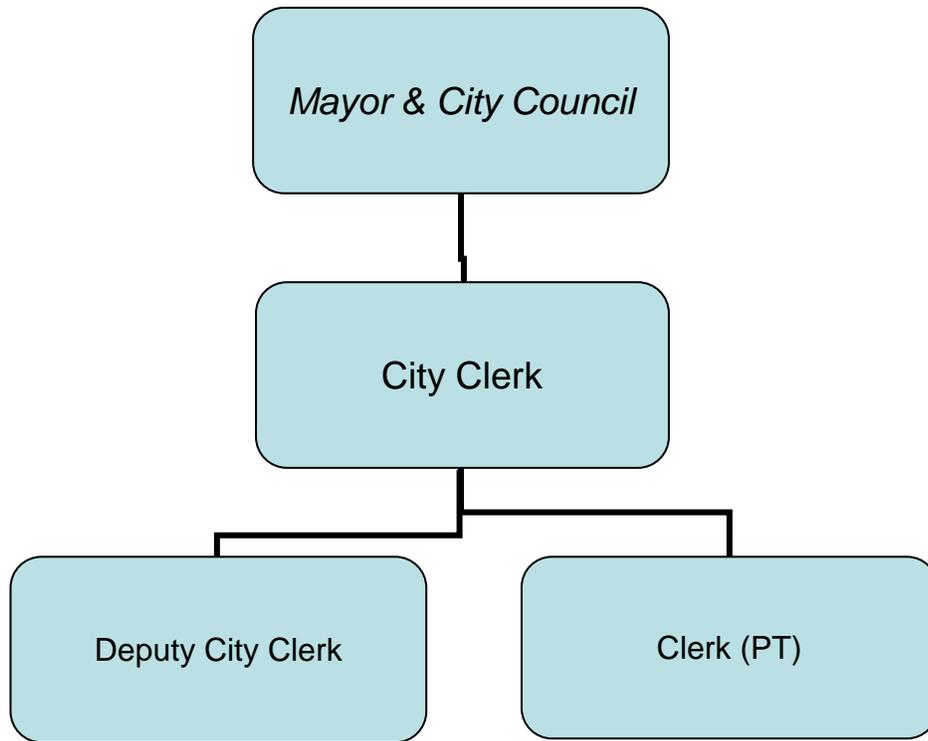
#### Revenue Sources:

	2015-16	2016-17	2017-18
	Actual	Budget	Budget
Other General Fund	192,546	200,902	190,027
<b>Total</b>	<b>192,546</b>	<b>200,902</b>	<b>190,027</b>





# City Clerk



# City Clerk

## Mission

To provide City Council, other city departments and citizens with accurate and timely information

## Core Services

- Preserve the integrity of the City's official records
- Provide for records disposal to the fullest extent permissible by Missouri law
- Provide for the cost effective, legal maintenance of permanent records for all City departments
- Inform citizenry of public hearings pursuant to Missouri law
- Administer the City Council paperless agenda process and process requests for copies of public documents in a timely manner
- Prepare appointment letters and certificates of appointments for individuals nominated to serve on boards and commissions; maintain list of boards and commissions
- Prepare Council meeting and work session minutes in a timely manner and post meeting notices/agendas pursuant to Missouri law
- Conduct city elections as required by the City Charter
- Send correspondence to the City Council on a daily basis using the Council's electronic tablets
- Oversee City Council agenda process which includes creation of bimonthly agendas, coordination of ordinances and resolutions, duplication and distribution of agenda materials to interested parties

## Current Year Activity/Achievements

- |  |      |
|--|------|
| • Responses to customer and staff requests for information | 1500 |
| • Number of ordinances and resolutions processed           | 350  |
| • Number of Council meetings and work sessions held        | 61   |
| • Supplements to the code processed and distributed        | 4    |
| • Bills of Sale processed                                  | 114  |

# CITY CLERK

## Program 8210

### Program Description

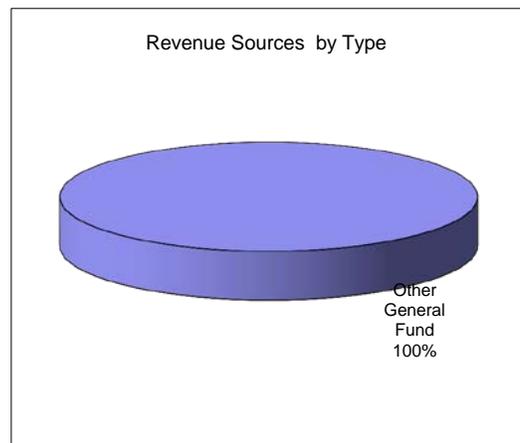
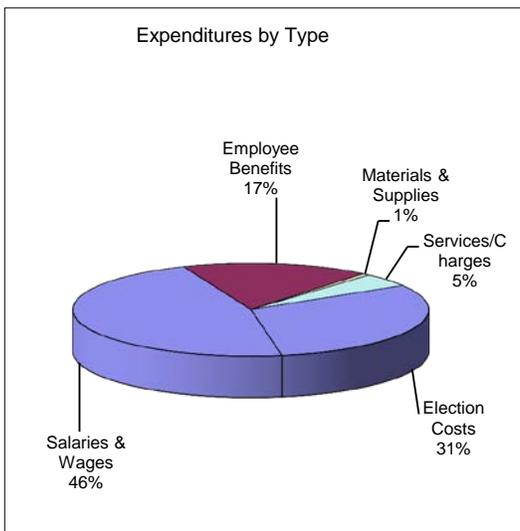
Secretary to the City Council and legal custodian of the City's official records. The Clerk provides City Council, other city departments and citizens with accurate and timely information regarding those records as well as posting all official meeting notices.

### Staffing Detail

City Clerk  
 Deputy City Clerk  
 Clerk (PT)

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0.3	0.4	0.4	0.6
2	2	2	2

### Operating Budget Summary



**Expenditures:**

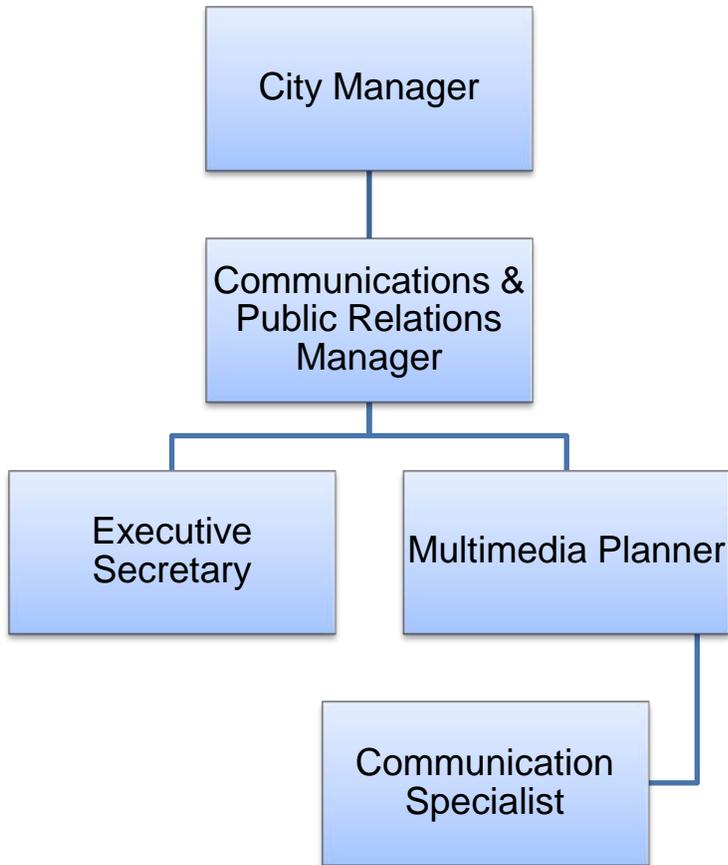
	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	113,223	112,400	112,400	120,514
Employee Benefits	34,912	33,841	33,141	44,096
Materials/Supplies	1,393	1,700	1,200	1,700
Services/Charges	11,780	16,240	6,025	12,240
Election Costs	(10)	44,000	0	80,000
<b>Total</b>	161,298	208,181	152,766	258,550

**Revenue Sources:**

	2015-16	2016-17	2017-18
	Actual	Budget	Budget
Other General Fund	161,298	208,181	152,766
<b>Total</b>	161,298	208,181	152,766



# CITY MANAGER'S OFFICE



# City Manager

## Mission

To implement the policies established by City Council through the overall management and administration of day-to-day City operations and to deliver efficient and affordable city services

## Core Services

- Implements Council policies and goals.
- Provides professional leadership and support on organizational issues to all city departments.
- Provide for department needs to accomplish their mission in a safe, efficient and effective manner.
- Act as a communication link between the City Council and staff, as well as creating and maintaining effective relationships between the city and other taxing jurisdictions as well as private organizations.
- Utilize the directors, communications manager and other city staff to provide timely follow-up to City Council inquiries.
- Provide timely responses to citizen inquiries.
- Oversee the financial health of the organization through annual and long-range financial planning.

## Current Year Activity/Achievements

- Assisted Buchanan County with the successful passage of the sales tax to repair and improve the levees.
- Completed a survey of the employee compensation study.
- Oversaw the continuation of 2013 CIP projects.
- Relocated sewer billing services to the first floor of City Hall to provide more efficient customer service.

## Budget Challenges/Planned Initiatives

- Strategic planning for newly elected City Council.
- Develop and implement Servant Leadership Initiative.
- Explore revenue sources to further enhance contracted street maintenance activities (e.g. local fuel tax, mill levy, etc.).
- Continue efforts for Civic Arena/Event Center and related development downtown.
- Explore development and use options for Riverfront Park.
- Develop options for riverfront development using hotel/motel tax.
- 2019 CIP Campaign.

# CITY MANAGER'S OFFICE

## Program 8300

**Program Description**

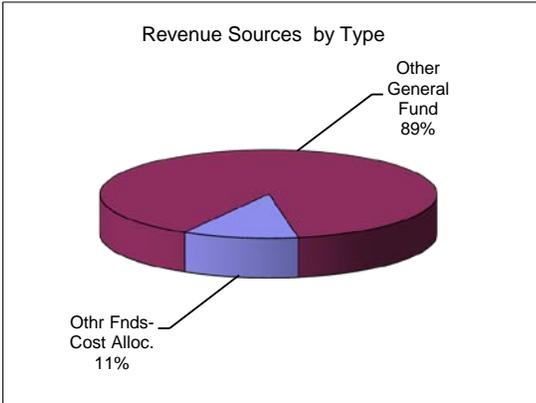
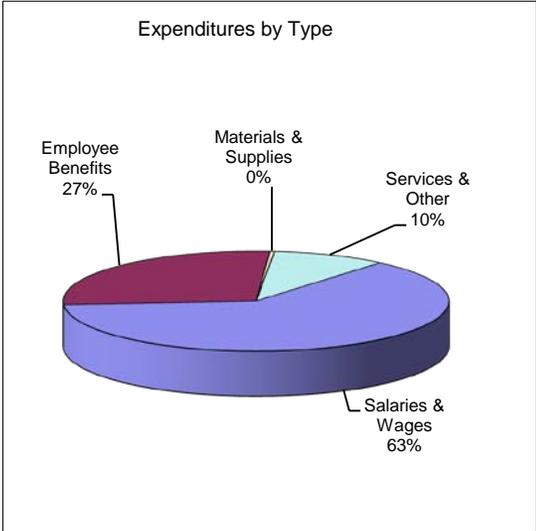
The City Manager is appointed by and serves at the discretion of the City Council and is the City's chief administrative officer. The City Manager implements the policies established by City Council and administers the day-to-day operations of the City through his actions and those of his directors.

**Staffing Detail**

- City Manager
- Assistant City Manager
- Executive Secretary

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
0	1	0	1
1	1	1	1
2	3	2	3

**Operating Budget Summary**



**Expenditures:**

- Salaries & Wages
- Employee Benefits
- Materials & Supplies
- Services & Other

**Total**

**Revenue Sources:**

- Othr Fnds-Cost Alloc.
- Other General Fund

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
180,628	238,963	238,963	244,254
68,063	81,394	81,394	106,509
801	1,450	1,450	1,450
7,871	20,850	20,850	37,350
<b>257,363</b>	<b>342,658</b>	<b>342,658</b>	<b>389,563</b>
41,562	40,458	40,458	43,186
215,801	302,200	302,200	346,377
<b>257,363</b>	<b>342,658</b>	<b>342,658</b>	<b>389,563</b>

## **Public Information Office**

### **Mission**

To provide effective communications and positive public relations between city government and the community. To provide effective communications to city employees to ensure quality, responsive customer service

### **Core Services**

- Communicates public information in an effective, creative manner
- Markets, advertises, and promotes City services locally and regionally
- Represents the City on a variety of committees including Council appointed citizens committees and community-wide projects and events
- Produces and disseminates a variety of newsletters, publications, press releases, and public information for the City
- Provides writing, design, photography, and other graphic services for print, digital, and video communication formats
- Televises City Council and Planning Commission meetings
- Manages the City's website
- Serves as the Public Information Officer during declared emergencies and for other general city contacts with the media
- Provides special event coordination and promotion
- Produces programming and manages the City's Government Access Channel 19

### **Current Year Activity/Achievements**

- Provided staff support to a number of citizen committees including the Missouri River Levee sales tax campaign
- Coordinated City Talk meetings
- Further expanded the utilization of social media as a method of communications
- Developed original programming for the city's government access channel, cable 19
- Televised City Council and Planning Commission meetings and other numerous public meetings
- Developed marketing campaigns and multimedia production for several special events
- Produced marketing pieces for four utility billing inserts, reaching 25,500 customers each insert
- Redesigned the city's bi-weekly news publication

### **Budget Challenges/Planned Initiatives**

- Create a community brand in conjunction with the Community Alliance partners.
- Maintaining effective communications and developing original programming with limited staffing
- Upgrade the city's government access channel (cable channel 19).
- Upgrade the multimedia technology in the Council Chamber.

### **Performance Statistics**

- Number of City Weekly publications produced - 26
- Subscriber network for City Weekly - 1550
- Number of city meetings televised - 45
- Number of press releases issued - 36
- Facebook likes - 3,418, up from 2,756 last year
- Twitter followers - 2,443, up from 2,012 last year, Tweets 4,772

# PUBLIC INFORMATION & COMMUNICATIONS

## Program 8320

### Program Description

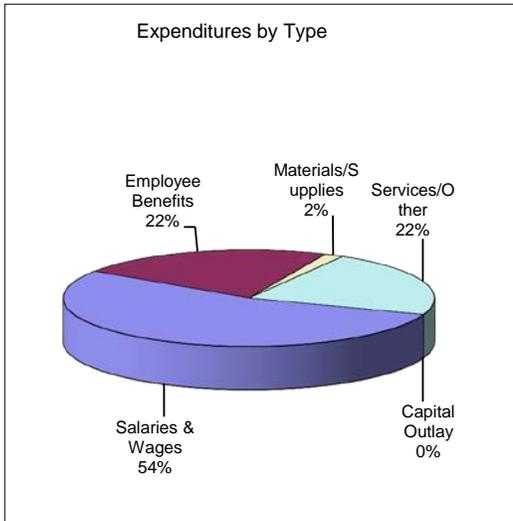
This division oversees communications with customers, both internal and external, provides content management for the City's website, manages the City's government access channel and social media, and assists departments with the effective use of technology to communicate.

### Staffing Detail

Communications & Public Relations Manager  
 MultiMedia Planner  
 Communications Specialist

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0	1	1	1
2	3	3	3

### Operating Budget Summary

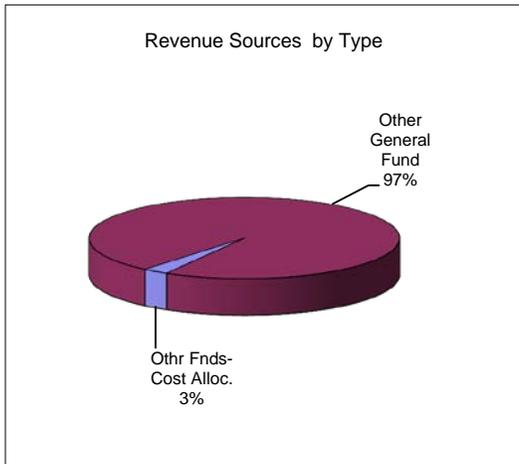


#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	93,045	170,990	170,990	164,006
Employee Benefits	30,841	52,972	52,972	67,999
Materials/Supplies	4,805	3,100	3,100	5,100
Services/Other	54,228	69,430	69,430	67,430
Capital Outlay	31,861	0	0	0
<b>Total</b>	<b>214,781</b>	<b>296,492</b>	<b>296,492</b>	<b>304,535</b>

#### Revenue Sources:

	2015-16	2016-17	2017-18
	Actual	Budget	Budget
Othr Fnds-Cost Alloc.	8,850	8,048	8,134
Other General Fund	205,931	288,444	296,401
<b>Total</b>	<b>214,781</b>	<b>296,492</b>	<b>304,535</b>





## LEGAL SERVICES



# Legal Services

## Mission

To provide effective and timely legal representation and advice to the City Council and City Administration. The office represents the City in legal controversies and is committed to minimizing negative legal exposure and potential liability.

## Core Services

- Represent the City Council, City Administration, operating departments and specified Boards and Commissions in all matters of law pertaining to their official duties.
- Assist departments in preparation of ordinances, resolutions, contracts, leases and other documents.
- Assist departments in ensuring compliance with terms and conditions set forth in legal documents.
- Represent the City in litigation; and/or monitor the activities of outside counsel retained to assist with litigation.
- Prosecute Municipal Court violations through the City Prosecutor, who files charges and makes recommendations, as necessary and appropriate under the applicable facts and circumstances.
- Attend regular City Council and various Boards and Commissions' meetings, special meetings, and/or work sessions as required.
- Maintain up-to-date information on legal issues facing municipalities and ensure that the City is in compliance with newly-enacted legislation, both State and Federal, if applicable.
- Assist with developing an official position on proposed legislation and monitor proposed legislation during the legislative session for the purpose of advising City directors on legislation that might affect the City.
- Assist in the evaluation and investigation of employee-related concerns and matters.
- Assist with the annual review and update of the City's Personnel Manual and act as a member of the City's Labor Negotiation Team.

## Current Year Activity/Achievements

- Successfully represented the City in litigation, arbitration, and administrative hearings.
- Provided quarterly litigation reports to the City Council and Administration.
- Assisted with various Code of Ordinances' revisions and drafting of new provisions.
- Reviewed multiple real estate contracts for projects related to the City's sale and purchase of property.
- Engaged in lengthy negotiations and condemnation proceedings related to sewer projects.
- Continued negotiations related to the City's sewer system operations with users and state and federal regulatory agencies.
- Updated numerous contracts for services acquired by the City. Assisted in negotiations with representatives of labor unions.
- Drafted proposed revisions to the sign code and coordinated changes with a committee reviewing and proposing changes.
- Coordinated with the City's insurer to settle lawsuits in which the City was involved.
- Monitored new legislation and other changes in the law and reported such changes to other City officials.

## Budget Challenges / Planned Initiatives

- Increase in new police officers and other code enforcement officers has caused a strain on the ability of the City Prosecutor's Office to process citations and train officers to testify in Municipal Court.
- Increasing need to significantly rewrite zoning, subdivision, and sign codes.
- Uncertainty with regard to budget impact of transitioning Risk Management Division to the Legal Department.

## Performance Statistics

- Monitor over 50 contracts, leases, and other legal documents.
- Average 40-50 requests for legal assistance weekly; responding, typically within a week of the request, with the goal of responding to all requests within two weeks.
- Managed risk to minimize the number of valid lawsuits brought against the City.

# LEGAL SERVICES

## Program 8390

### Program Description

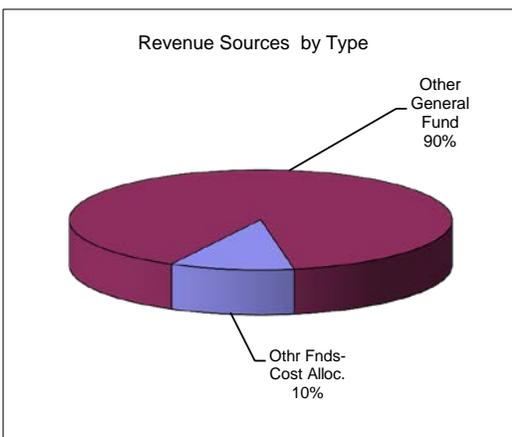
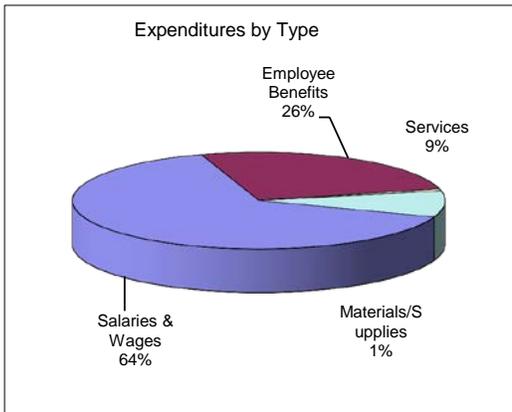
Legal staff conduct litigation involving the City, prepare and enforce City ordinances and resolutions, render legal opinions and advice, and draft City contracts, leases and other legal documents. The City Prosecutor represents the City when individuals are seen in Municipal Court for citations issued by a city department for violations of state or municipal laws and codes.

### Staffing Detail

City Attorney  
 Deputy City Attorney  
 Assistant City Attorney  
 City Prosecutor  
 Legal Assistant  
 Legal Secretary  
 Clerk (PT)

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	2	2	2
1	1	1	1
0.2	0	0	0
6	7	7	7

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	368,052	407,237	407,237	415,105
Employee Benefits	106,316	118,296	112,470	168,323
Materials/Supplies	4,489	4,500	4,700	4,500
Services	52,911	56,925	45,080	56,330
<b>Total</b>	<b>531,768</b>	<b>586,958</b>	<b>569,487</b>	<b>644,258</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	61,376	64,889	64,889	67,410
Other General Fund	470,392	522,069	504,598	576,848
<b>Total</b>	<b>531,768</b>	<b>586,958</b>	<b>569,487</b>	<b>644,258</b>

# **Risk Management**

## **Mission**

To continually monitor and evaluate City operations in order to manage the associated risks through aggressive management and administration of the City's Property/Casualty Insurance Program, Sewer Backup Reimbursement Program, the Self-Insured Workers' Compensation Program, Drug/Alcohol Testing Program and Safety/Loss Control Programs.

## **Core Services**

- Manage the City's risk financing methods such as the procurement of insurance policies and self-insurance programs.
- Investigate liability claims asserted by members of the public and initiate appropriate response procedures.
- Manage and administer claims under the City's Sewer Backup Reimbursement Policy/Program.
- Assist the Legal Department with litigation strategies in response to liability causes of action.
- Process insurance or reimbursement claims for damage to City property, whether damage results from an insured cause of loss through City operations or damage caused by members of the public.
- Investigate occurrences and submit State-required reports for all work-related injuries and manage associated workers' compensation claims with assistance from contract third party administrator and legal counsel.
- Manage the City's risk transfer methods related to contract services and special events.
- Administer the City's Drug/Alcohol Testing Program.
- Provide assistance to departments related to safety/loss control policies and initiatives through employee meetings, training programs and resources.

## **Current Year Activity/Achievements**

- Worked with agents and insurance companies to process property/casualty renewals.
- Conducted site visits and interviews for investigation of claims.
- Attended meetings and work sessions to present and discuss matters of insurance and claims.
- Provided annual claim and operational statistics, including financial information to the State and other agencies; as required to maintain self-insurance authority for the Workers' Compensation Program.
- Reviewed contracts and event permits.
- Coordinated activities associated with workers' compensation claims (e.g. processing claim, authorizing medical treatment, referrals, payroll & settlements).
- Submitted property and liability claims and coordinated with claims administrators and all liability insurance carriers on matters related to claims, lawsuits and other actions filed with them.
- Maintained Certificates of Insurance.
- Coordinated drug & alcohol testing and EAP referrals.
- Implemented Enterprise Risk Management to encourage Culture of Safety across all departments.

## **Budget Challenges/Planned Initiatives**

- Develop and implement innovative safety communication strategies that include training elements specific to departmental operations and equipment through the use of available technologies.
- Coordinate department applicable RM training opportunities.
- Establishing an effective Safety/Loss Control Program with limited staffing.
- Effective incident investigation with limited staffing.
- Develop more robust Drug & Alcohol program including more safety sensitive positions and testing within budget constraints.
- Development of Enterprise Risk Management program facilitated across the organization.
- Increase Safety Awareness through development of Safety Meetings in all departments.

## **Performance Statistics**

- Responded to 241 liability (including sewer) incidents. (CY16)
- Processed 55 subrogation incidents. (CY16)
- Processed 205 employee injuries. (CY16)

# RISK MANAGEMENT

## Program 8651

### Program Mission

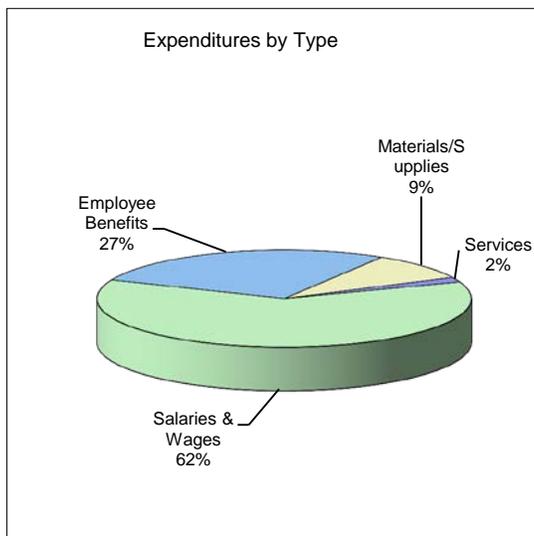
Staff works to reduce the City's exposure to insurance risk (loss) through aggressive management of the City's Property/Casualty Insurance Program, the Self-Insured Workers' Compensation Program, the City's Loss Control Program, and the Drug/Alcohol Testing Program.

### Staffing Detail

Risk Manager  
 Claims Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary

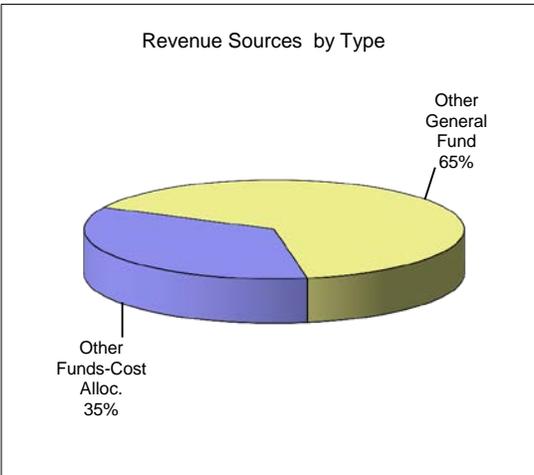


#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	94,608	90,895	90,895	94,268
Employee Benefits	30,570	30,520	29,520	41,840
Materials/Supplies	15,313	13,840	16,800	13,840
Services	0	0	0	2,500
<b>Total</b>	<b>140,492</b>	<b>135,255</b>	<b>137,215</b>	<b>152,448</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Other Funds-Cost Alloc	67,519	76,678	76,678	53,436
Other General Fund	72,973	58,577	60,537	99,012
<b>Total</b>	<b>140,492</b>	<b>135,255</b>	<b>137,215</b>	<b>152,448</b>



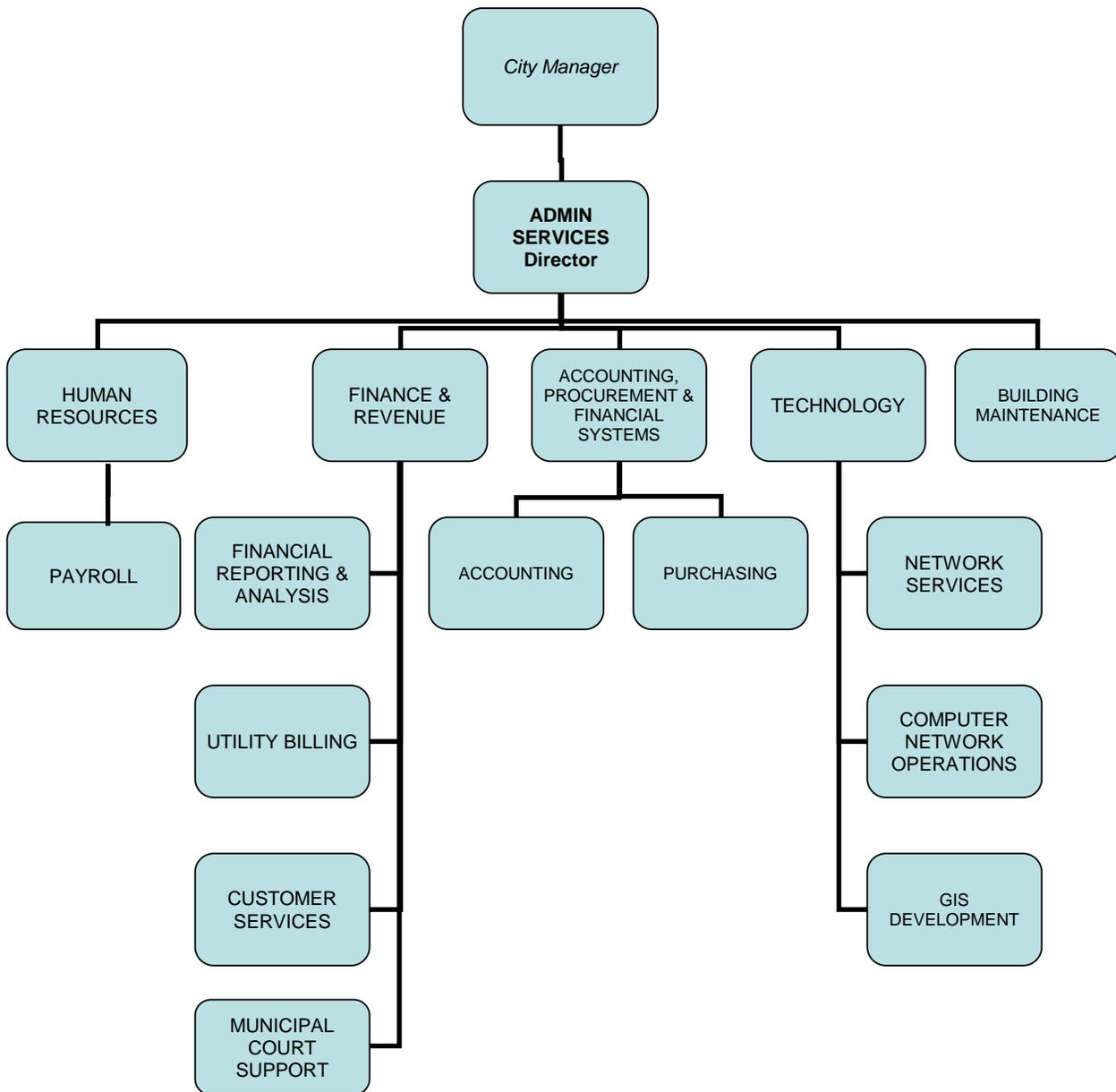


# ADMINISTRATIVE SERVICES DEPARTMENT

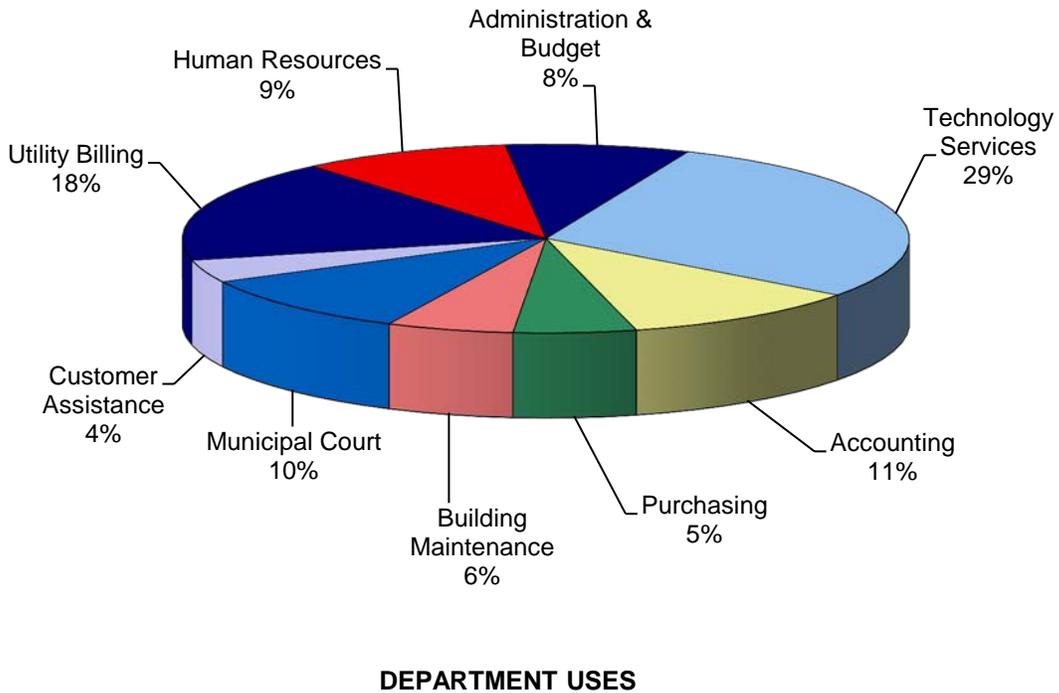
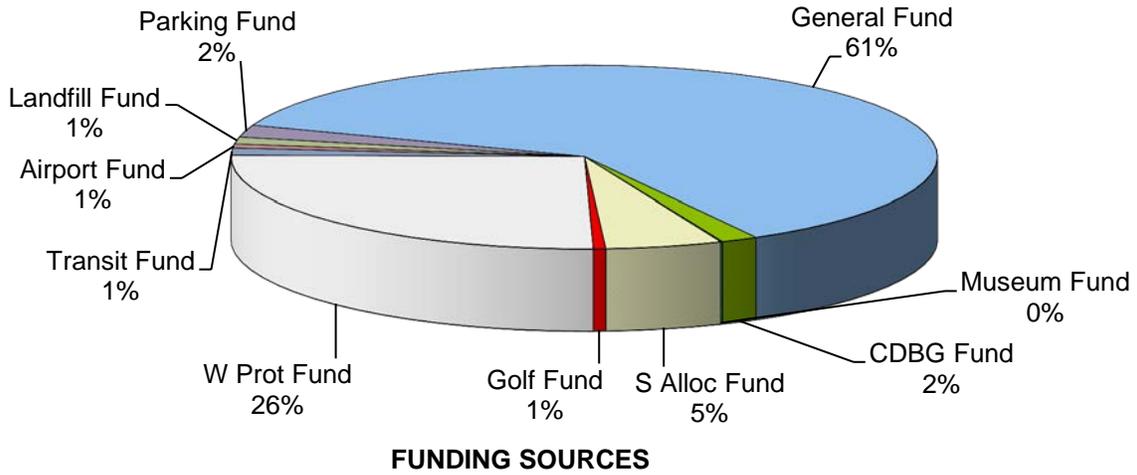
The Administrative Services Department provides staff support to other City services relating to personnel matters, financial services and analysis, technology support. The department also provides customer service in its Customer Assistance, Municipal Court and Utility Billing divisions.

These operations are funded through the local general sales tax, property taxes and other general fund revenue sources. Over 60% of these services are funded through reimbursements from the Enterprise Funds indicating the level of support provided to each and/or from revenues generated by the programs.

**TOTAL BUDGETED RESOURCES:     \$    5,158,003**



# ADMINISTRATIVE SERVICES SOURCES & USES



# ADMINISTRATIVE SERVICES DEPARTMENTS

ACCOUNT TYPE	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,666,745	1,801,339	1,801,339	1,924,333
Payroll Expenses & Benefits	618,144	600,649	576,849	814,559
Materials & Supplies	185,845	369,614	222,115	189,099
Utilities & Other Contracted Services	1,372,095	1,403,391	1,448,912	1,497,913
Capital Outlay	12,740	0	320,349	732,100
Debt Service	2,467	3,374	6,627	0
Transfers Out	0	0	11,929	0
	3,858,035	4,178,367	4,388,120	5,158,003
<b>USES BY PROGRAM</b>				
Administration & Budget	509,493	396,892	403,531	422,246
Accounting	397,603	452,975	435,809	556,102
Purchasing	213,565	249,659	250,852	280,079
Customer Services	192,495	201,731	192,851	200,134
Utility Billing	822,625	847,603	926,763	909,146
Building Maintenance	304,210	286,162	281,347	290,195
Municipal Court Services	486,673	502,010	494,505	523,483
Designated Court Training	10,774	8,000	5,400	8,000
Human Resources	309,704	430,008	408,543	480,407
Network Services	302,264	308,010	303,970	429,933
GIS	23,824	30,550	22,200	29,650
Computer Network Operation:	284,804	464,767	662,349	1,028,628
	3,858,035	4,178,367	4,388,120	5,158,003
<b>FUNDING SOURCES</b>				
General Fund	2,152,070	2,231,732	2,441,485	3,166,901
CDBG Fund	102,650	102,574	102,574	86,872
Museum Fund	2,101	4,921	4,921	3,963
Spcl Allocation Fund	266,170	266,170	266,170	275,000
Golf Fund	34,619	34,294	34,294	28,691
Water Protection Fund	1,032,761	1,247,300	1,247,300	1,321,123
Mass Transit Fund	55,190	64,575	64,575	64,919
Airport Fund	37,969	41,358	41,358	36,965
Landfill Fund	69,972	79,031	79,031	62,724
Parking Fund	104,533	106,412	106,412	110,845
	3,858,035	4,178,367	4,388,120	5,158,003
<b>STAFFING SUMMARY</b>				
Administration & Budget	4	3	4	4
Accounting	6	5	5	5
Purchasing	3	4	4	4
Building Maintenance	2	2	2	2
Municipal Court Services*	5	5	5	5
Customer Services	3	3	3	3
Utility Billing	3	3	3	3
Human Resources	3	5	5	5
Network Services	4	4	4	5
GIS	0	0	0	0
Computer Network Operations	0	0	0	0
Full Time Equivalents:	33	34	35	36

\*Does not include 1 elected official - Municipal Judge

# Administration & Budget

## Mission

To preserve the City's strong financial condition by creating a responsible financial strategy, effectively managing the City's resources. To assist city management in the allocation of public resources to meet the service, program and facilities' needs and expectations of the community, as determined by the Mayor and Council, in accordance with federal/state/local statutes and generally accepted accounting principles. Provide oversight and direction to the Administrative Services Department personnel.

## Core Services

- Provide financial policy, cash management, debt management for the City.
- Monitor City's financial condition and provide financial strategies to ensure fiscal solvency.
- Prepare quarterly and annual financial reports that provide City Council, City staff and the public with the financial information necessary to make informed choices and decisions.
- Provide consistent, cohesive budget planning, implementation, and administration. Oversee preparation of the annual Operating and CIP budgets as well as the Five Year CIP plan.
- Act as part of the City's Labor Relations Negotiating Team.
- Management and control of City revenues and accounts receivable, including the financial requirements related to the City's Special Allocation Fund (TIF, TDD, CID, and EDC programs). Track, review and monitor TIF reimbursable expenses to Developers per Redevelopment Agreements and prepare and file TIF Reports with the Missouri Department of Economic Development.
- Track and review Buchanan County annual tax billing and monthly collection reports and disbursements. Work with the Buchanan County Assessor's office to ensure compliance with Enterprise Zone, Chapter 100, Chapter 353 tax abatements.
- Reporting and monitoring past due accounts and Collection Agency reporting.
- Maintain the data base for the parking ticket program and manage the collection process, including issuance of summons to Municipal Court.
- Monitor daily revenue deposits of departments outside of City Hall. Enter revenues into the general ledger.

## Current Year Activity/Achievements

- Provided financial information for use tax, which began July 1, 2015.
- Prepared annual indirect cost plan.
- Implemented more efficient Annual Budget processes to streamline department submissions.
- Updated City's Investment Policy and Purchasing Policy.
- Developed reporting to monitor collections of Special Assessments, Administrative Penalties and Sewer Receivables including monthly listings provided to City's Collection Agency.

## Budget Challenges/Planned Initiatives

- Careful monitoring of city revenues & expenditures; preparing for the challenges facing the City from legislative sources and other economic conditions that may arise.
- Continue development of reporting and reconciliation between Springbrook cash receipts/utility billing processes with financial software system - ONEsolution.
- Continue auditing utility billing system by adding accounts to City's GIS to track those areas that appear unserved by City sewer system.

# ADMINISTRATION & BUDGET

## Program 8310

### Program Description

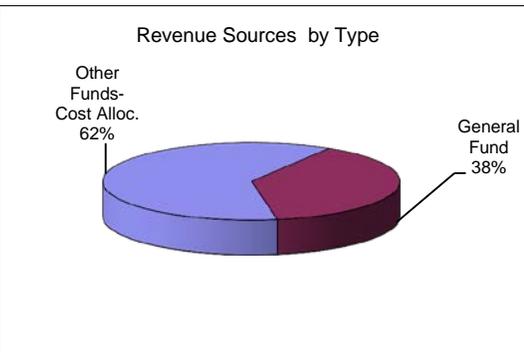
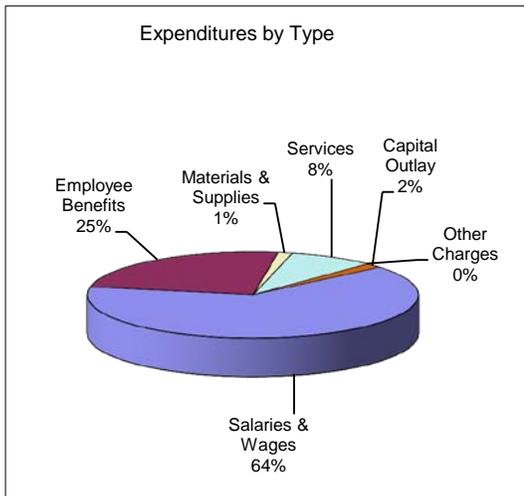
Staff assist city management in the allocation of public resources to meet the service, program and facilities needs and expectations of the community, as determined by the Mayor and Council, in accordance with federal/state/local statutes. Develop information that demonstrates the impact of decisions on the City's financial policies and the City's goal of maintaining a high level of quality services. Prepare the Annual Operating and Capital Budgets as well as the Five Year CIP Plan. Administer all financial aspects of the City's TIF and TDD projects. Provide oversight and direction to the Administrative Services Department personnel.

### Staffing Detail

- Director of Administrative Services
- Associate Director - Finance & Revenue
- Accountant/Revenue Analyst
- Budget & Financial Analyst
- Revenue Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0	0	0	1
1	0	1	0
1	1	1	1
4	3	4	4

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	
Salaries & Wages	327,176	277,908	277,908	270,545
Employee Benefits	134,661	90,304	76,204	103,331
Materials & Supplies	4,200	4,700	6,300	5,900
Services	30,716	23,980	31,190	35,370
Other Charges	0	0	0	0
Capital Outlay	0	0	0	7,100
Capital Improvement	12,740	0	0	0
Transfers Out	0	0	11,929	0
<b>Total</b>	<b>509,493</b>	<b>396,892</b>	<b>403,531</b>	<b>422,246</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	
Other Funds-Cost Alloc	192,477	262,942	262,942	259,758
General Fund	317,016	133,950	140,589	162,488
<b>Total</b>	<b>509,493</b>	<b>396,892</b>	<b>403,531</b>	<b>422,246</b>

# Customer Assistance

## Mission

Provide excellent customer service in the issuance of business licenses and payments for sewer users, parking tickets, bus passes, and all other services provided by customer assistance clerks for other city departments. Provide a positive attitude to both external and internal customers.

## Core Services

- Provide prompt, accurate and courteous customer service.
- Help customers in understanding, completing and processing of applications for licenses, tickets and other billings
- Maintain proper cash handling protocols in order to comply with auditing practices.
- Maintain real estate ownership records provided by the County.
- Support other city departments by collecting sewer utility payments, fees and providing proper information regarding their programs and policies.

## Current Year Activities/Achievements

- Worked with Utility Billing staff to drastically reduce the delinquency rate on sewer utility bills, including termination of water services.
- Finalize the implementation of Accela software for license and permit activities in September, 2016.
- Combined Utility Billing and Customer Assistance staff in Room 101A, keeping new business license applications in Room 106 under Planning & Community Development.
- Audit business licenses for accuracy, update business activities, etc.

## Budget Challenges/Planned Initiatives

- Continue with implementation of Accela licensing and permit software.
- Increase collection for liens, sewer utility bills and administrative penalties by notices, and finally forwarding to City's contracted collection agency.
- BUSINESS LICENSING UPDATE: Our business licensing ordinance remains severely outdated. Many of the work classifications are no longer appropriate and many new ones do not fit very well in the old scheme. Serious consideration must be given to revising the fee schedules as business practices have changed.
- UTILITY BILLING: With the City's re-acquisition of the sewer billing function, the division has seen increased walk-in traffic from individuals who prefer paying in person and customers paying bills by phone. Temporary staff have been added during business license billing cycle.
- WORK MANAGEMENT SOFTWARE - investigate transition to a paperless, on-line customer service center, allowing customers to apply for permits, garage sale permits, etc. online.

## Performance Statistics

- Number of business licenses, health, liquor licenses, fire and alarm permits issued : FY14 - 8,360; FY15 - 8,573; FY16 - 7,860
- Number of new business licenses issued : FY14 - 709; FY15 - 501; FY16 - 642
- Revenue generated from business license renewals : FY14 - \$876,729, FY15 - \$921,263; FY16 - \$961,016

# CUSTOMER ASSISTANCE

## Program 5420

### Program Mission

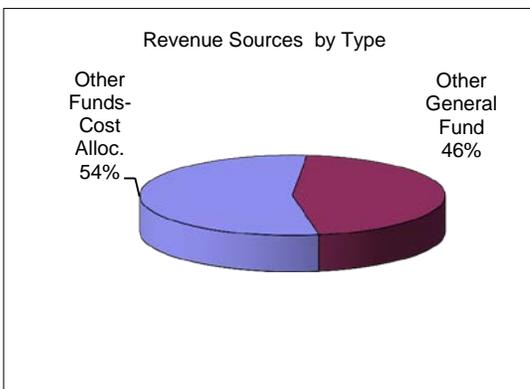
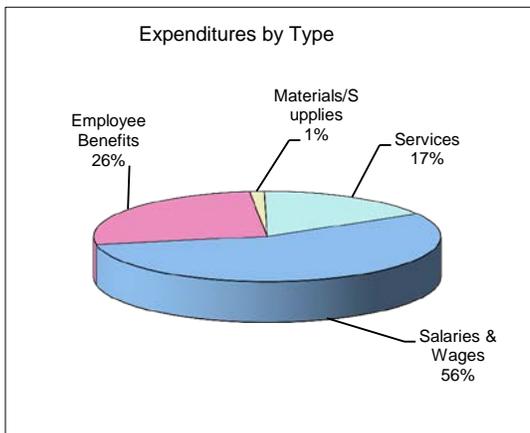
The Customer Assistance staff issues business licenses, liquor license, health permits. They provide cash receipting services and perform collections for special tax billings and sewer utility billings. Staff also issues garage sale permits, bus and parking passes while managing the city's sidewalk grant program.

### Staffing Detail

Customer Services Manager  
Customer Services Representative

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
2	2	2	2
3	3	3	3

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	108,610	114,841	114,841	110,874
Employee Benefits	37,766	40,710	40,410	52,680
Materials/Supplies	6,644	3,600	3,300	2,670
Services	39,475	42,580	34,300	33,910
<b>Total</b>	<b>192,495</b>	<b>201,731</b>	<b>192,851</b>	<b>200,134</b>
<b>Revenue Sources:</b>				
Other Funds-Cost Alloc	93,327	101,202	101,202	108,627
Other General Fund	99,168	100,529	91,649	91,507
<b>Total</b>	<b>192,495</b>	<b>201,731</b>	<b>192,851</b>	<b>200,134</b>

# Utility Billing

## Mission

Provide accurate and timely utility billing statements. Research requests to correct billing errors. Verification of sewer billing accuracy. Offer prompt and courteous customer service when contacted for information whether by phone, e-mail or in person. Provide timely listing to collection agency for those accounts closed, but with balances due.

## Core Services

- This division generates the monthly utility billing statements for the users of the City's sewer system.
- Citizens' contact for issues with sewer billings. Research possible account adjustments.
- Audit daily receipt batch postings for accuracy.
- Reconciles the Sewer billing system with General Ledger and prepares journal entries to account for monthly adjustments to billings.
- Prepare Aging reports on utility accounts receivable and follow collection procedures per City ordinance and State Statutes.
- Provide back-up and assistance to the other divisions as necessary.

## Current Year Activities/Achievements

- Collection policy amended and approved by Council in August, 2015. Termination letters sent out monthly for past due amounts exceeding 60 days. Collection letters sent to closed accounts within 15 days of due date; forwarding uncollected monthly to City's contracted Collection Agency.
- Upgraded Customer Service telephone line to direct citizens directly to IVR (automated payment system), Customer Service for direct payments, and to Utility Billing staff to respond to any questions they have.
- Combined Utility Billing and Customer Assistance staff within same area in October, 2016 to more efficiently respond to customer needs.

## Budget Challenges/Planned Initiatives

- Enhance procedure manual regarding billings, adjustments, collections etc. regarding sewer billing/collection process.
- Further communicate the enhanced Customer Service options for sewer payments via citizen interactive voice response (IVR) system, online payments and contracted outside locations, as well as City staff's availability to answer any questions citizens may have.
- Continue training customer service representatives on acceptance of utility payments and responding to basic utility billing questions.

## Performance Statistics

- Average Number of bills generated monthly - FY14 - 25,700; FY15 - 26,343; FY16 - 26,157
- Average Number of monthly payments from lockbox - FY14 - 12,835; FY15 - 10,510; FY16 - 9,466
- Average Number of monthly payments from Web - FY14 - 2,246; FY15 - 2,770; FY16 - 4,456

# UTILITY BILLING

## Program 8560

### Program Mission

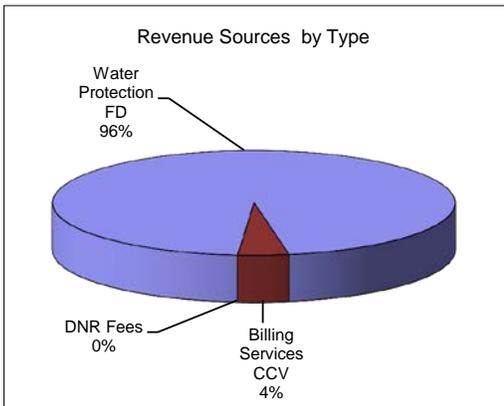
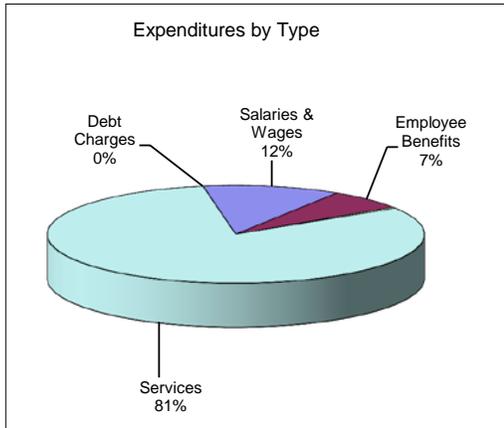
As of October 2012, the City took over billing its sewer customers from the water company. Utility Billing staff strive to provide accurate and timely utility billing statements. Research requests to correct billing errors. Verify sewer billing accuracy. Offer prompt and courteous customer service when contacted for information whether by phone, e-mail or in person.

### Staffing Detail

- Utility Billing Technician
- Billing & Collections Technician
- Account Technician
- PT Utility Billing Account Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
0.62	0.62	0.62	0.62
3	3	3	3

### Operating Budget Summary



**Expenditures:**

- Salaries & Wages
- Employee Benefits
- Materials & Supplies
- Services
- Debt Charges

**Total**

**Revenue Sources:**

- Billing Services CCV
- DNR Fees
- Water Protection FD

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
92,331	123,766	123,766	107,033
61,087	50,990	50,990	60,600
5,325	3,400	3,000	3,400
663,881	668,540	748,100	738,113
0	907	907	0
822,625	847,603	926,763	909,146
24,175	35,000	35,000	37,000
17	0	0	0
798,432	812,603	891,763	872,146
822,625	847,603	926,763	909,146

# Municipal Court Services

## Mission

Provide Municipal Court services in a manner that complies with City codes and the Office of State Courts Administrator (OSCA).

## Core Services

- Management, collection and control of Municipal Court revenues and accounts receivables - general financial oversight of Municipal Court.
- Prepare warrants, failure-to-appear notices and subpoenas.
- Provide Municipal Court Judge and substitute judges with training necessary for Certification and Provide staff training necessary for obtaining and continuing education required for certification from Missouri Association for Court Administration (MACA).
- Transmit monthly reports to the City Clerk, Buchanan County Circuit Court and Missouri Department of Revenue.
- Enforce administrative policies and procedures as directed by Municipal Court Judge with regard to the
- Comply with judicial orders and/or judicial directives given by the Municipal Court Judge.
- Oversee all internal financial controls and audit functions associated with Municipal Court.
- Coordinate case filings, updates, and dispositions with the City Prosecutor and warrant issuance and update warrant status with the SJPD.
- Provide Court docket for arraignments and trials; schedule specific weekly arraignments and trials for specialized hearings, i.e. Code Compliance, Animal Control, and Spanish-speaking (or other individuals needing a translator).

## Current Year Activity/Achievements

- Paperless initiated for entry of appearances, discoveries, work orders, community service, defendant identifications and class completions.
- Warrant and docket information available on City's website.
- Audit completed for reporting of case dispositions to OSCA.
- Cross-training of staff to allow for staff absences.

## Budget Challenges/Planned Initiatives

- Online inquiry access to open records be made available by July 1, 2017. This is an additional software provider cost of \$3,500 per year.
- Research and implement solution for storage of citation data as required by State Statute.
- Court interface between St. Joseph Police Department and Municipal Court for citation download under review. Software vendor change has delayed project slightly.
- Continue migration to "paperlight court" process with the hardware & software provided for in the FY16 budget.
- State Legislation continues to limit Court fees and fines.

## Performance Statistics

- Citations Filed : FY2016 - 8,623; FY2015 - 17,938; FY2014 - 18,936
- Completed Cases: FY2016 - 19,039; FY2015 - 17,969; FY2014 - 19,322
- Warrants Issued : FY2016 - 3,496; FY2015 - 4,915; FY2014 - 5,360
- Warrants Served/Cleared : FY2016 - 3,487; FY2015 - 5,132; FY2014 - 5,459

# MUNICIPAL COURT

## Program 2710

### Program Description

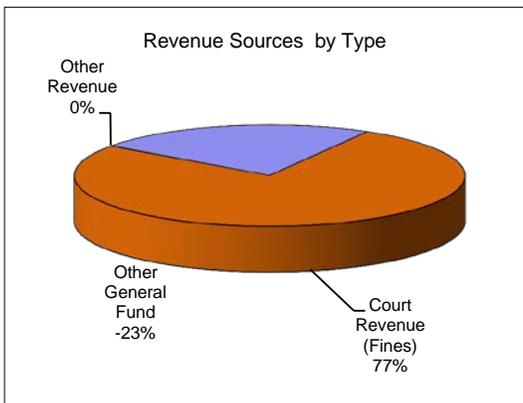
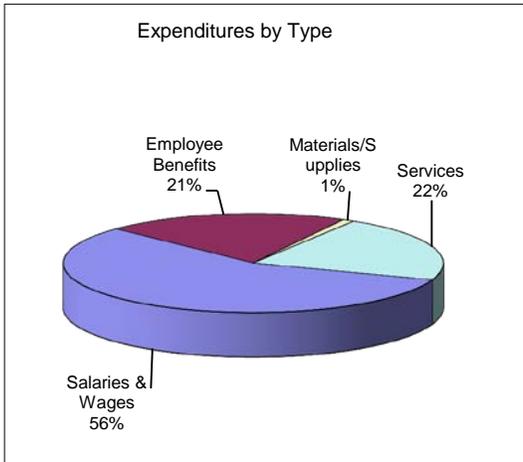
Municipal Court upholds municipal codes and ordinances by processing and rendering decisions on the cases filed by the City's Prosecuting Attorney. Court support staff, under the direction of the Administrative Services Department, also collect the fines levied by the court, prepare warrants and failure-to-appear notices, schedule bond forfeiture hearings, and transmit monthly reports to the City Clerk, County Circuit Court and State Department of Revenue.

### Staffing Detail

- Municipal Court Judge (elected)
- Municipal Court Administrator
- Senior Court Svcs Representative
- Court Services Representative
- PT Court Services Representative
- Substitute Judges (PT) less than 100 hours per year

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
2	2	2	2
0.8	0.8	0.8	0.8
4	4	4	4
5	5	5	5

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	284,704	291,197	291,197	296,384
Employee Benefits	92,287	91,089	91,089	108,375
Materials/Supplies	4,982	5,225	2,700	5,225
Services	104,700	114,500	109,520	113,500
<b>Total</b>	<b>486,673</b>	<b>502,010</b>	<b>494,505</b>	<b>523,483</b>
<b>Revenue Sources:</b>				
Court Revenue (Fines)	820,314	799,000	799,000	751,500
Interest	131	150	150	150
Other Revenue	1,469	1,000	1,000	1,000
Other General Fund	(335,241)	(298,140)	(305,645)	(229,167)
<b>Total</b>	<b>486,673</b>	<b>502,010</b>	<b>494,505</b>	<b>523,483</b>

# RESTRICTED FINANCIAL SERVICES

## Program 8580

### Program Description

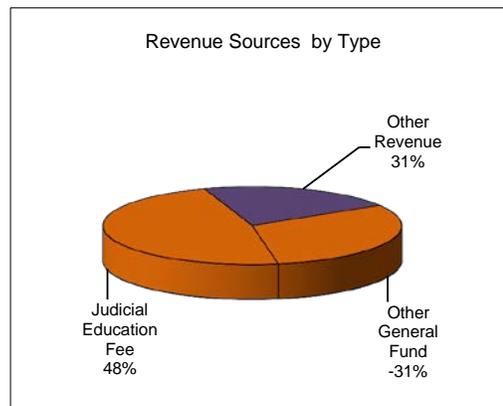
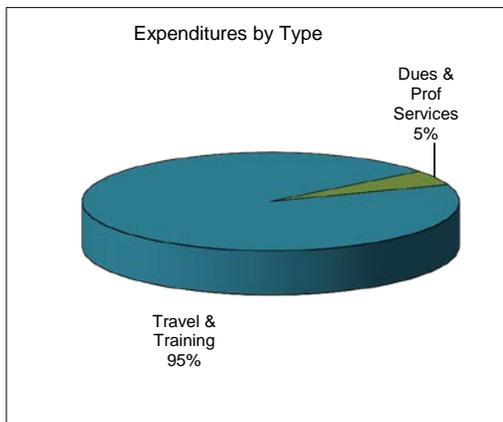
This program accounts for the revenues and expenditures in the Administrative Services Department from the Judicial Education revenues. This is training funded over and above what might be paid from General Fund revenues. Since there is a per person cap annually on the amount of money that can be reserved for staff training and appointed Counsel, the revenues and expenditures are being tracked in this program.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
0	0	0	0
0	0	0	0

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Travel & Training	7,631	7,600	5,000	7,600
Dues & Prof Services	3,143	400	400	400
<b>Total</b>	<b>10,774</b>	<b>8,000</b>	<b>5,400</b>	<b>8,000</b>
<b>Revenue Sources:</b>				
Judicial Education Fee	10,828	10,000	10,000	10,000
Other Revenue	1,254	4,500	4,500	4,500
Other Funds-Cost Allc	0	0	0	0
Other General Fund	(1,308)	(6,500)	(9,100)	(6,500)
<b>Total</b>	<b>10,774</b>	<b>8,000</b>	<b>5,400</b>	<b>8,000</b>

## **Accounting**

### **Mission**

Promote confidence in the City's financial operations by providing management with timely, accurate and meaningful financial information and by continuing to achieve an unqualified (clean) audit opinion on the City's Annual Financial Report (CAFR).

### **Core Services**

- Provide investment and cash management, accounting services.
- Monitor internal controls, debt compliance, and grant reconciliation.
- Conform, comply and implement the City's financial reporting to GAAP standards and statements
- Provide departments with accurate and timely monthly financial reports/updates.
- Review policies and procedures and update (or develop) as necessary.

### **Current Year Activity/Achievements**

- Received an unqualified (clean) audit opinion on the City's CAFR and received the GFOA distinguished CAFR Reporting award for the 27th consecutive year.
- Reconciled 31 funds including the General fund, nine (9) special revenue funds, 1 capital project fund, six (6) enterprise funds, two (2) internal service funds, ten (10) agency funds, and two (2) account group
- Continuing updating and adding OneSolution Accounting Software modules
- Recorded one State Revolving Fund Direct Loan offered by Department of Natural Resources

### **Budget Challenges/Planned Initiatives**

- Stay current with OneSolution Accounting Software upgrade and fixes
- GASB issued Statement No. 74 ( Financial Reporting for Postemployment Benefit Plans Other Than
- GASB issued Statement No. 75 (Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions)
- GASB issued Statement No. 77 (Tax Abatement Disclosures)
- GASB issued Statement No. 78 (Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans)
- GASB issued Statement No. 79 (Certain External Investment Pools and Pool Participants)
- GASB issued Statement No. 80 (Blending Requirements for Certain Component Units)

### **Performance Statistics**

- Police pension investment portfolio monitored: \$34,999,483
- # of Federal grants reconciled: 55
- \$ of Federal grants reconciled: \$56,015,842
- City's investment portfolio diversified: \$74,532,743
- Number of capital assets inventoried: 2,081
- Maintained debt compliance for total debt service of: \$236,371,848

# ACCOUNTING

## Program 8540

### Program Description

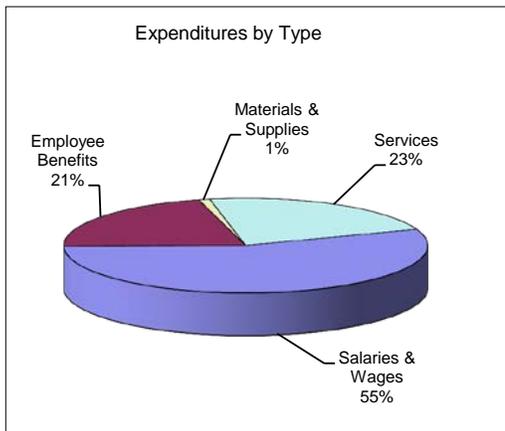
The Accounting staff provides management with timely, accurate and meaningful financial information. They continue to achieve an unqualified (clean) audit opinion on the City's Annual Financial Report (CAFR).

### Staffing Detail

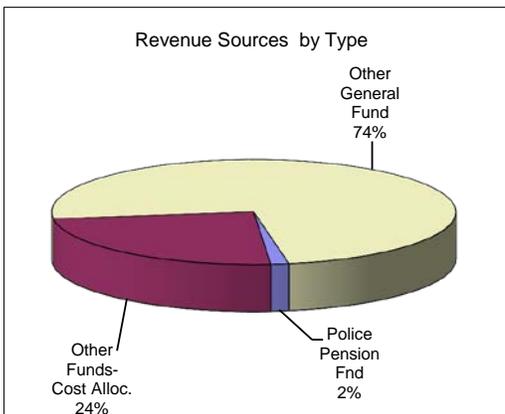
- Assistant Director Administrative Services
- Accountant
- Budget & Financial Analyst
- Account Technician
- Payroll Technician

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	1
0	1	1	3
1	0	0	0
1	0	0	0
<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	198,064	243,520	243,520	307,975
Employee Benefits	67,403	72,239	71,989	116,842
Materials & Supplies	8,150	7,000	4,500	5,500
Services	123,987	130,216	115,800	125,785
<b>Total</b>	<b>397,603</b>	<b>452,975</b>	<b>435,809</b>	<b>556,102</b>
<b>Revenue Sources:</b>				
Police Pension Fnd	7,800	8,000	7,800	8,000
Other Funds-Cost Alloc.	181,575	170,964	170,964	134,699
Other General Fund	208,228	274,011	257,045	413,403
<b>Total</b>	<b>397,603</b>	<b>452,975</b>	<b>435,809</b>	<b>556,102</b>



## Purchasing Division

### Mission

Promote public confidence in municipal government procurement through compliance with established federal, state and local procurement statutes; by communicating effectively with City staff and outside vendors; and by providing staff with the training and tools necessary to execute the procurement function at

### Core Services

- Provide accounts payable, purchasing and receiving services
- Communicate effectively with City staff and outside vendors to ensure compliance with established federal, state and local procurement statutes.
- Provide multiple channel through which bid openings and requests for proposals can be accessed by vendors, including on-line bid opportunities and vendor listings.
- Maximize efficiencies and cost savings in the procurement of materials & supplies.
- Reduce the City's exposure to financial risk (loss of grant funding) by ensuring construction contractors comply with state and federal prevailing wage laws.
- Increase public confidence in municipal government procurement on the part of the general citizenry through adherence to the adopted Purchasing Policy.

### Current Year Activity/Achievements

- Current bid opportunities and bid results are now being posted on the City website making it easier for vendors to download specifications which aren't construction related.
- Streamline the database to eliminate inactive vendors as well as accommodate types of commodities or services provided.
- Implemented revisions to the Procurement Policy to include a change in threshold for competitive bidding in order to minimize time constraints for purchases.

### Budget Challenges/Planned Initiatives

- Continue to identify vendors who accept the AP card for payment of invoices
- Obtain ability to track companies or individuals who are picking up bids from the City website
- Streamline requisition, purchase order and payment approval and receiving process
- Continue to research on-line bidding process in order to transition the City's bidding process in the future.

### Performance Statistics

- Number of bids and contract awards processed 143
- Bids and contracts processed within three (3) working days Yes
- Number of "front end" documents developed for capital projects 23
- Number of accounts payable transactions processed 69,253
- Amount of revenue generated by use of City procurement card for large vendor invoice payments \$90,530.88
- Number of federal & state prevailing wage payroll audits/on-site visits at on-going projects 124

# PURCHASING

## Program 8600

### Program Description

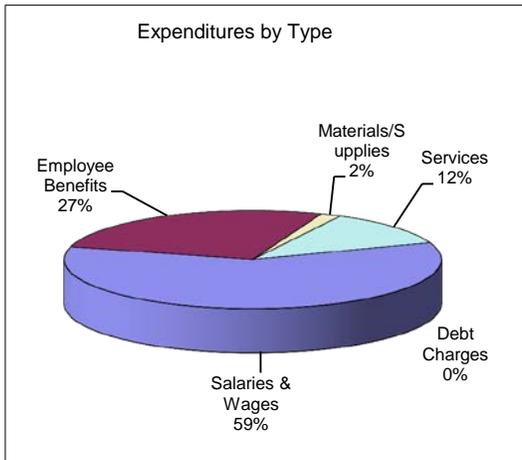
This division helps ensure public confidence in municipal government procurement through compliance with established federal, state and local procurement statutes; by communicating effectively with City staff and outside vendors; and by providing staff with the training and tools necessary to execute the procurement function at the highest professional level.

### Staffing Detail

Purchasing Agent  
 Compliance Technician  
 Account Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	2	2	2
3	4	4	4

### Operating Budget Summary

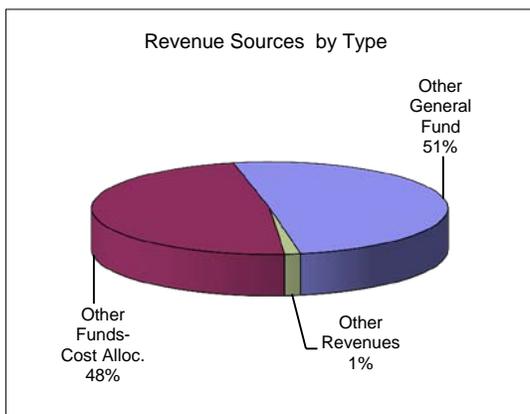


**Expenditures:**

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Salaries & Wages	137,555	163,852	163,852	167,130
Employee Benefits	48,850	54,700	53,900	75,109
Materials/Supplies	3,687	4,900	3,000	4,900
Services	21,007	23,740	24,380	32,940
Debt Charges	2,467	2,467	5,720	0
<b>Total</b>	<b>213,565</b>	<b>249,659</b>	<b>250,852</b>	<b>280,079</b>

**Revenue Sources:**

	2015-16	2016-17	2017-18
Nonrefundable Dep	0	0	4,000
Other Funds-Cost Alloc	97,376	113,164	134,699
Other General Fund	116,189	136,495	141,380
<b>Total</b>	<b>213,565</b>	<b>249,659</b>	<b>280,079</b>



# **Building Maintenance**

## **Mission**

Maintain a clean, safe, comfortable and aesthetically pleasing work environment at City Hall.

## **Core Services**

- Review existing custodial activities and recommend improvements if appropriate.
- Monitor the building's heating and cooling systems for maximum efficiency.
- Perform custodian and building maintenance responsibilities.
- Complete annual maintenance walk through and perform associated maintenance.

## **Current Year Activity/Achievements**

- Annual inspections for boiler, air conditioning system, and elevator system passed.
- Clean out of basement area for more efficient storage and to have area for employees and public tornado shelter area.
- Vertical blinds installed south side City Hall to complete the installation of all vertical blinds
- Dumpster enclosure bids received and awarded, work begins April 2017.

# BUILDING MAINTENANCE

## Program 8710

### Program Description

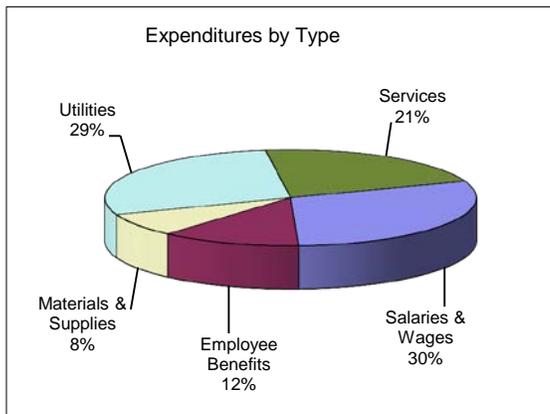
Maintenance staff provide a clean, safe, comfortable and aesthetically pleasing work environment at City Hall.

### Staffing Detail

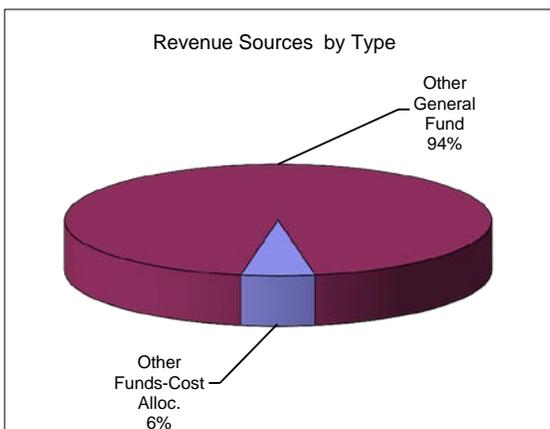
Building Maintenance Technician  
 Custodian  
 PT Custodian

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.75	0.75	0.75	0.75
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	91,262	89,771	89,771	86,693
Employee Benefits	31,065	29,299	29,749	35,196
Materials & Supplies	28,410	21,415	21,515	22,629
Utilities	81,514	83,000	77,500	83,000
Services	71,959	62,677	62,812	62,677
<b>Total</b>	<b>304,210</b>	<b>286,162</b>	<b>281,347</b>	<b>290,195</b>
<b>Revenue Sources:</b>				
Other Funds-Cost Alloc	16,164	15,563	15,563	16,142
Other General Fund	288,046	270,599	265,784	274,053
<b>Total</b>	<b>304,210</b>	<b>286,162</b>	<b>281,347</b>	<b>290,195</b>



# Human Resources

## Mission

In support of the City's principles, values, vision and mission, it is the mission of human resources to support the total operation in meeting its goals through its most valuable resource, its employees.

## Core Services

- Conduct all position recruitments including advertising, screening and testing.
- Maintain Human Resources Information System.
- Administer an employee benefit package and coordinate employee benefit events.
- Provide New Employee Orientation.
- Maintain city-wide classification system.
- Oversee policy administration, employment & labor laws, HR records and other HR functions.
- Collaborate with Accounting on payroll services.
- Participate on the City's Labor Relations Negotiating Teams.
- Provide direction and assistance to departments on policies, procedures, disciplinary matters, hiring
- Annual review of Personnel Manual.

## Current Year Activity/Achievements

- Advised and assisted supervisors with disciplinary and other employment & benefit related questions, concerns & issues.
- Advised employees and supervisors on policies, procedures, practices, benefits and other employment related matters.
- Administered employee benefits plans: health, dental, life, vision, LTD, supplemental life Cancer, Universal Life, dependent life, three pension plans, FLEX DECAF, EAP, MOST, two 457 deferred comp plans, ROTH IRA, etc. and reconciled monthly statements.
- Performed annual Personnel Manual review and revisions, adopted by Council in September 2016.
- Conducted police entry level written and physical agility tests and fire entry level written tests.
- Conducted police and fire promotional level testing.
- Coordinated health/benefit fair, flu shots and benefit carrier presentations throughout the year.
- Worked with CBIZ to renew health insurance with Blue Cross Blue Shield for coverage effective 7/1/16.
- Coordinated discrimination and harassment training.
- Completed JCPER, GASB 45, IRS Fed 941, Unemployment/Modes and MO Dept of Labor statistical reports.

## Budget Challenges/Planned Initiatives

- Explore technology options.
- Implement benefit renewals for health, dental, vision, LTD, life and dependent/supplemental life.
- Strive to meet increased regulatory requirements and the ACA.
- Invest in training and development to maintain a productive workforce.

## Performance Statistics

- 9 Entry level and promotional tests for police and fire.
- 2937 Applications reviewed and 149 Jobs posted.
- Payroll issued approximately 1,100 W2s this year.
- 82 New full-time hires in-processed and set up
- 157 Other than full-time hires set up.
- 646 Personnel Action Forms handled.
- 43 Retirement Applications facilitated.
- 26 payrolls and 4 Fire Retiree Consultant payments processed.
- 140 FMLA applications processed.

# HUMAN RESOURCES

## Program 8620

### Program Mission

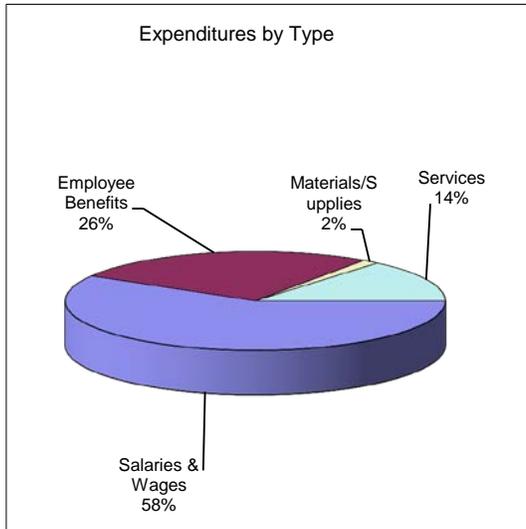
This division assists other City departments in hiring and maintaining qualified individuals through the basic staff services of employee recruitment, in-processing, evaluation, benefits administration, labor relations, examinations, position and pay administration, employee records maintenance, training and development, employee and retiree assistance.

### Staffing Detail

- Assoc Director Human Resources
- Human Resources Manager
- Organization Development Coordinator
- Human Resources Technician
- Payroll Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0	1	1	1
0	1	1	1
1	1	1	1
<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary

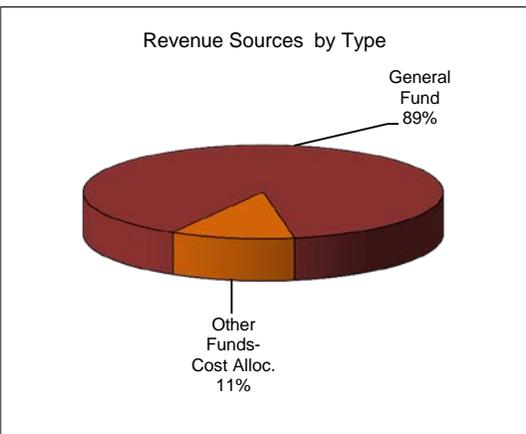


#### Expenditures:

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Salaries & Wages	203,222	273,417	273,417	280,696
Employee Benefits	62,542	82,926	82,926	126,046
Materials/Supplies	9,446	6,900	4,500	6,900
Services	34,495	66,765	47,700	66,765
<b>Total</b>	<b>309,704</b>	<b>430,008</b>	<b>408,543</b>	<b>480,407</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Other Funds-Cost Alloc	58,934	60,107	60,107	53,436
General Fund	250,770	369,901	348,436	426,971
<b>Total</b>	<b>309,704</b>	<b>430,008</b>	<b>408,543</b>	<b>480,407</b>



# TECHNOLOGY SERVICES

## Mission

Promote ready access to municipal government information through appropriate day-to-day maintenance of the City's PC-based computer network, by assisting other city departments with the development, implementation and use of various computer software systems at a minimum cost.

## Core Services

Provide data/voice/video services to over 600 staff at 30 locations.

Maintain minimum standards for desktop hardware and a standardized software environment.

Maintain the City's website (hosted by CivicPlus), as well as host/maintain sites for the nature center, CIP, Parks, Transit, Police and GIS.

Plan, manage, and maintain the production environment to maintain and enhance security, reliability, availability and performance.

Provide "on demand" service and support for system and security administration; problem resolution or coordination; research into possible software/hardware acquisitions; and information requests regarding the same.

Provide timely assistance and/or information in response to requests.

Meet the requirements of replacing/upgrading PCs, printers, services and other equipment as needed through a funding mechanism based on a per PC charge.

Maintain GIS data for access by City employees.

## Current Year Activity/Achievements

Went live with Accela Automation for all modules. Continue to customize and create reports.

Server consolidation and virtualization.

Implemented a desktop computer backup program.

Helped move Customer Services and installed new video cameras.

Upgraded video conferencing software and capabilities.

Implemented OneSolution Employee Online and Personnel Action Forms.

Upgraded mail server to Exchange 2016.

## Budget Challenges/Planned Initiatives

Continue to utilize automated management tools to stretch limited resources.

Upgrading the network (switches and routers) is difficult on the current allotted budget.

Upgrade Accela Automation to the latest version.

Upgrading OneSolution to latest version.

Explore ways to reduce costs and ways to do more with less. Work smarter, not harder.

Continue to consolidate and virtualize servers.

Maintaining the Avaya phone system and implementing video conferencing to be more widespread

Implementing video messaging to facilities.

Hire new Technology Services employee.

## Performance Statistics

Maintain a data network consisting of more than 450 desktop and laptop computers accessing a full suite of general purpose software tools, as well as over 15 business applications and services.

More than 600 users are spread out over 30 locations.

Over 150 mobile smartphone and tablet users plus personal devices.

More than 10TB of data to manage.

Maintain over 400 Avaya phones on the network.

Spam filter captures over 4000 spam emails on average in a 24 hour period.

# NETWORK SERVICES

## Program 8570

### Program Description

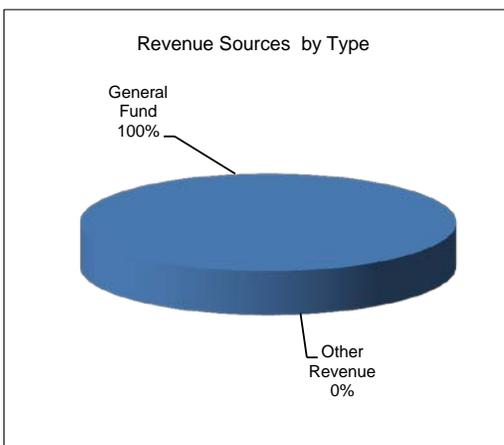
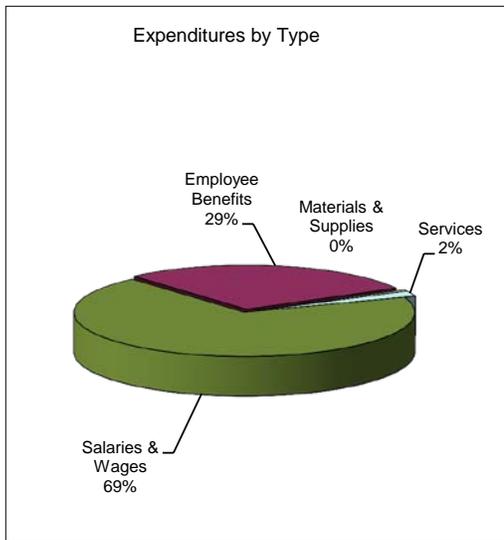
The division promotes ready access to municipal government information through appropriate day-to-day maintenance of the City's computer network, by assisting other city departments with the development, implementation and use of various computer software systems and other technologies.

### Staffing Detail

Assoc Director - Technology Services  
 Network Administrator  
 Computer Support Technician  
 Computer Support Specialist  
 Programmer

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	0	0	1
4	4	4	5

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	223,822	223,068	223,068	297,003
Employee Benefits	71,999	74,592	74,592	122,580
Materials & Supplies	811	1,975	300	1,975
Services	5,633	8,375	6,010	8,375
<b>Total</b>	<b>302,264</b>	<b>308,010</b>	<b>303,970</b>	<b>429,933</b>
<b>Revenue Sources:</b>				
Other Revenue	277	0	0	0
General Fund	301,988	308,010	303,970	429,933
<b>Total</b>	<b>302,264</b>	<b>308,010</b>	<b>303,970</b>	<b>429,933</b>

# NETWORK OPERATIONS

## Program 8590

### Program Description

This program provides for the City's future technology needs through timely replacement or upgrades of computer network hardware and software and through implementation of new advances in technologies when appropriate.

### Staffing Detail

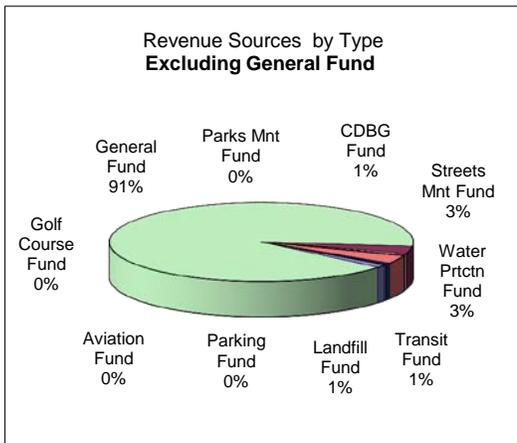
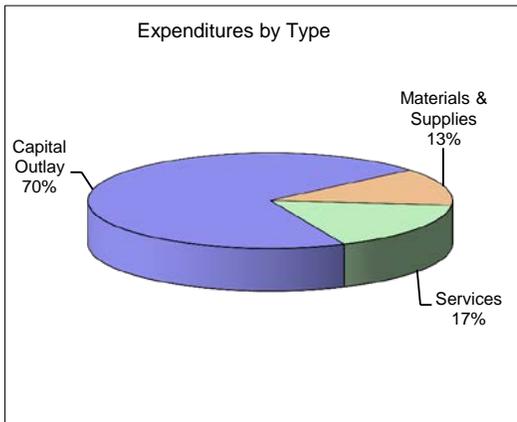
N/A

### Major Budgetary Changes & Program Highlights

Accela/ Asset Management	\$225,000
Chamber Upgrades, 4th Floor Conference Room, Channel 19	\$200,000
Network Cisco Switches	\$150,000
Project Management Software	\$100,000
Target Solutions City Wide Training Management System	\$50,000

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	114,190	307,349	172,000	130,000
Services	170,614	157,418	170,000	173,628
Capital Outlay	0	0	320,349	725,000
<b>Total</b>	<b>284,804</b>	<b>464,767</b>	<b>662,349</b>	<b>1,028,628</b>
<b>Revenue Sources:</b>				
General Fund	177,984	357,947	555,529	932,628
Streets Mnt Fund	35,970	35,970	35,970	31,000
CDBG Fund	6,540	6,540	6,540	6,000
Parks Mnt Fund	1,090	1,090	1,090	0
Aviation Fund	5,450	5,450	5,450	4,000
Water Prtctn Fund	30,520	30,520	30,520	34,000
Landfill Fund	4,360	4,360	4,360	5,000
Parking Fund	1,090	1,090	1,090	1,000
Golf Course Fund	4,360	4,360	4,360	3,000
Transit Fund	17,440	17,440	17,440	12,000
<b>Total</b>	<b>284,804</b>	<b>464,767</b>	<b>662,349</b>	<b>1,028,628</b>

# GIS DEVELOPMENT

## Program 8595

### Program Description

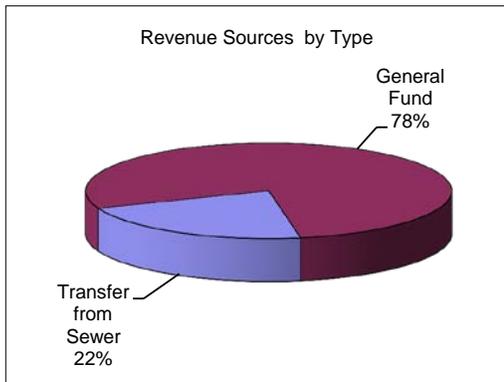
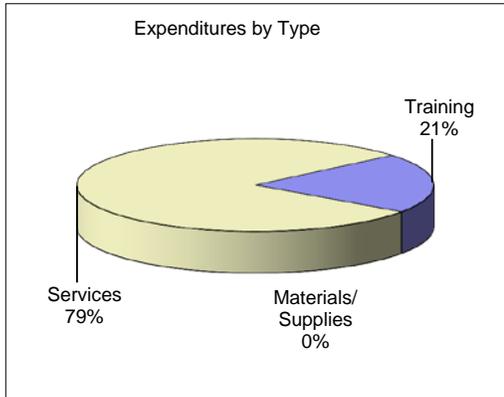
The GIS program is responsible for funding and managing the City's multi-department GIS function, including server administration, software updates, development of additional data layers and applications to update and access the data.

### Staffing Detail

N/A

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Training  
Materials/Supplies  
Services

**Total**

**Revenue Sources:**

Transfer from Sewer  
General Fund

**Total**

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
Training	2,852	6,200	0	6,200
Materials/Supplies	0	3,150	1,000	0
Services	20,972	21,200	21,200	23,450
<b>Total</b>	<b>23,824</b>	<b>30,550</b>	<b>22,200</b>	<b>29,650</b>
Transfer from Sewer	6,450	6,450	6,450	6,450
General Fund	17,374	24,100	15,750	23,200
<b>Total</b>	<b>23,824</b>	<b>30,550</b>	<b>22,200</b>	<b>29,650</b>



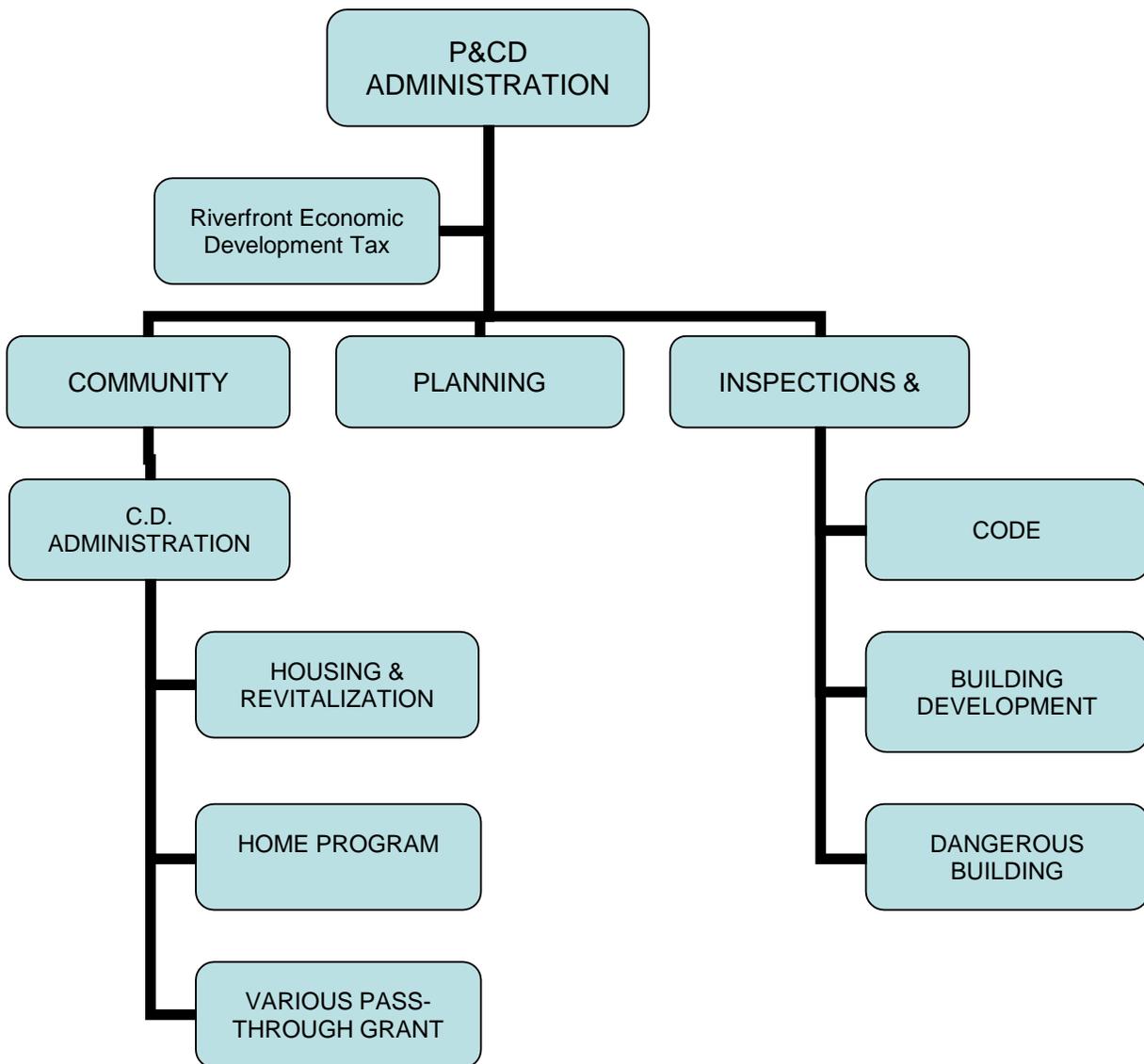
# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

The City of St. Joseph's planning and community development department provides economic planning and public/private sector cooperation in order to diversify the economic base of the community. Planning ensures that development within the city follows adopted city plans and policies through review and consultation with private developers. And, the Community Development divisions address housing and non-housing-related community development needs.

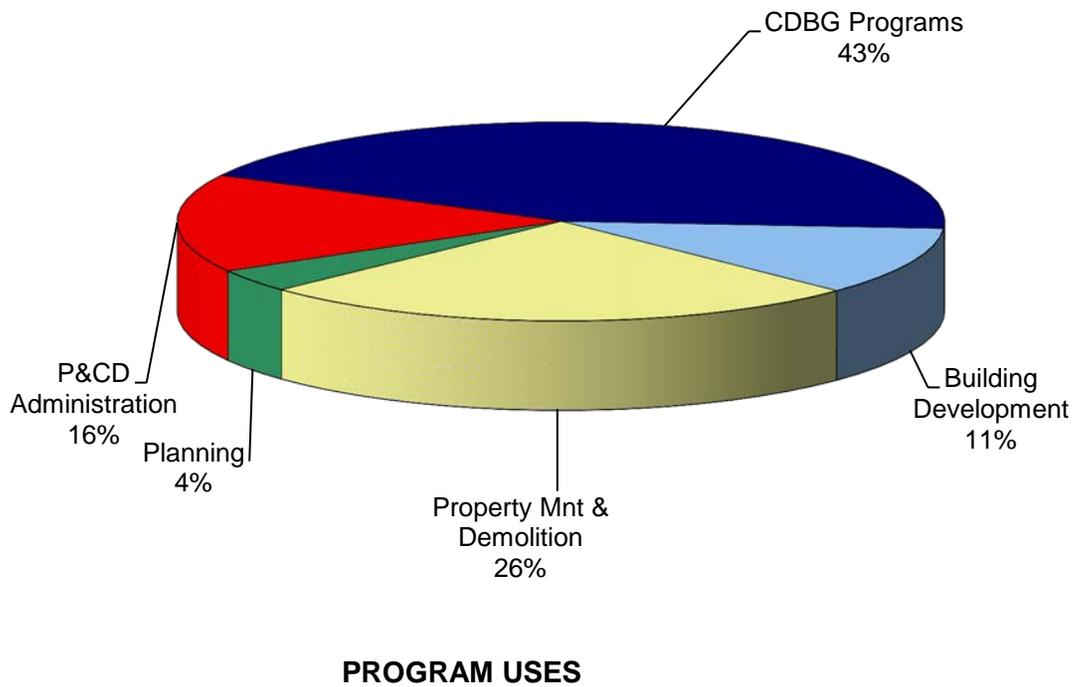
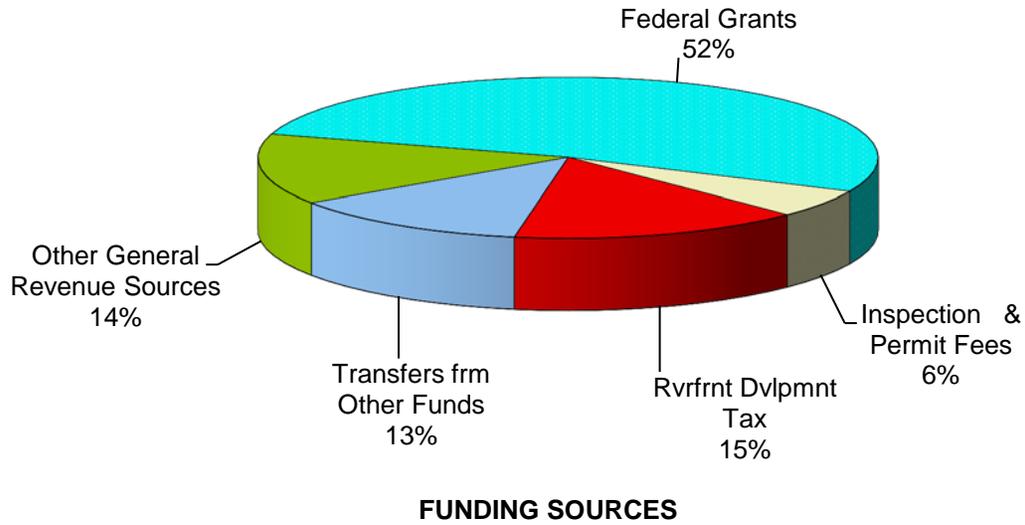
The Inspections and Code Compliance programs provide review and approval of code compliant construction and development.

These operations are funded through the local general sales tax, property taxes, special use permit fees, building inspections and permit fees and federal community development block grant sources.

**TOTAL BUDGETED RESOURCES:      \$    4,473,745**



# PLANNING & COMMUNITY DEVELOPMENT SOURCES & USES



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	1,339,293	1,350,208	1,350,208	1,358,415
Payroll Expenses & Benefits	460,927	498,797	498,797	633,822
Materials & Supplies	63,988	65,672	57,280	58,472
Utilities & Other Contracted Services	3,347,638	1,857,570	2,381,657	2,220,942
Claims/Insurance/Fund Transfers	146,125	149,569	234,569	202,094
Capital	8,538	47,500	47,500	0
	<u>5,366,508</u>	<u>3,969,316</u>	<u>4,570,011</u>	<u>4,473,745</u>
<b>USES BY PROGRAM</b>				
* Planning & Community Dvlpmnt Admin	1,294,265	240,865	649,257	714,805
Planning	159,232	155,494	151,129	166,521
CDBG Management	283,245	295,953	288,707	366,913
Housing & Revitalization	647,191	880,000	881,023	900,849
Home Program	322,647	342,189	492,089	339,109
Public Service Agencies	330,000	340,000	340,000	340,000
Federal Emergency Srv Grnt	50,931	0	0	0
Slum/Blight Activity & Low/Mod Activity	57,127	0	0	0
Restricted ARRA Program	717,728	0	0	0
Building Development	468,571	480,774	483,524	497,584
Property Maintenance	753,690	855,813	837,318	757,242
Demolition	281,881	378,228	446,964	390,721
	<u>5,366,508</u>	<u>3,969,316</u>	<u>4,570,011</u>	<u>4,473,745</u>
<b>FUNDING SOURCES</b>				
General Fund	2,175,258	1,232,446	1,620,728	1,713,152
Landfill Fund	500,500	500,500	500,500	423,000
CDBG Fund	2,690,750	2,236,370	2,448,783	2,337,592
	<u>5,366,508</u>	<u>3,969,316</u>	<u>4,570,011</u>	<u>4,473,745</u>
<b>STAFFING SUMMARY</b>				
P&CD Administration	3.0	3.0	3.0	3.0
Planning (Split from Admin program)	2.0	2.0	2.0	2.0
CDBG Management	2.0	2.0	2.0	2.0
Housing & Revitalization	3.5	3.5	3.5	3.5
Home Program	0.0	0.0	0.0	0.0
Building Development Services	7.0	8.0	8.0	7.0
Property Maintenance	8.0	8.0	8.0	9.0
Demolitions	2.5	2.5	2.5	2.5
	<u>28.0</u>	<u>29.0</u>	<u>29.0</u>	<u>29.0</u>

\* Includes the Riverfront Economic Development Tax Program

**PLANNING AND COMMUNITY DEVELOPMENT  
ADMINISTRATION, PLANNING DIVISIONS**



# **Planning & Community Development Administration**

## **Mission**

Support and enhance our community's economic development efforts while ensuring public health and safety, and compliance with city ordinances and adopted codes.

## **Core Services**

- Managerial oversight of planning and zoning, building development, property maintenance, community development, and economic development function of the City.
- Implementation of Downtown Master Plan and DREAM initiatives.
- Work with private development to promote job creation.
- Comprehensive review of site and building plans.
- Provide economic development assistance to public to promote job creation and retention.

## **Current Year Activities/Achievements**

- Continued support in working with public on downtown redevelopment efforts.
- Administered 12 economic development programs.
- Updated City Codes to assist the public.

## **Budget Challenges/Planned Initiatives**

- Implementation of new software system and training.
- Change over of staff, hiring and training of staff.
- Educating public on importance of City Codes and need to review how project may impact surrounding neighborhood.

# PLANNING & COMMUNITY DEVELOPMENT ADMINISTRATION

## Program 8380

### Program Description

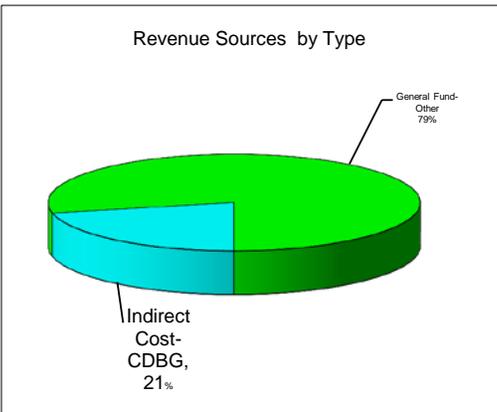
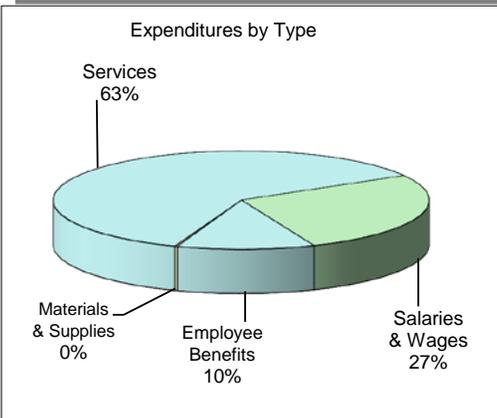
The administrative office provides managerial oversight of planning and zoning, building inspections, property maintenance issues, economic development coordination and federally funded project administration including the historic preservation functions of the City. Staff oversees permitting, licensing, building inspection, code compliance and development review and coordination. The Special Events Coordinator, makes sure that parades, festivals, and other special events sponsored by a variety of individuals or groups in the community are properly permitted and have met all street and safety concerns. The position also serves City's primary point of contact for all liquor licensing issues.

### Staffing Detail

Director of Planning & Community Development  
 Executive Secretary  
 License & Permit Supervisor

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services

**Total**

**Revenue Sources:**

Other  
 Indirect Cost-CDBG  
 General Fund-Other

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
179,708	176,738	176,738	182,461
59,289	61,327	61,327	79,752
137	1,500	1,050	1,500
1,055,131	1,300	410,142	411,092
<b>1,294,265</b>	<b>240,865</b>	<b>649,257</b>	<b>674,805</b>
0	0	20,624	0
0	0	145,000	145,000
1,294,265	240,865	504,257	529,805
<b>1,294,265</b>	<b>240,865</b>	<b>649,257</b>	<b>674,805</b>

## Riverfront Economic Development Tax Program 0022

### Program Description

Program used to track the revenue and expenditures of the Downtown/Riverfront Economic Development Tax. This is the additional 3% transient guest tax on hotel/motel rooms as approved by voters. The revenue generated by downtown hotels is to be used for downtown development. Until the end of the 3rd Street Hotel TIF, the only hotel downtown, all the additional revenue generated there goes to pay off that TIF. Revenues generated by hotels/motels outside the downtown area are dedicated to riverfront development projects.

### Staffing Detail

None

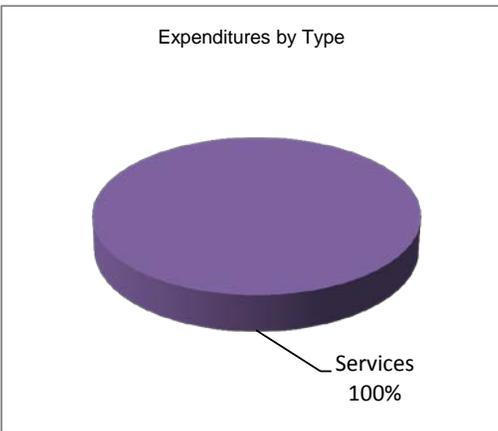
2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

Marina Study

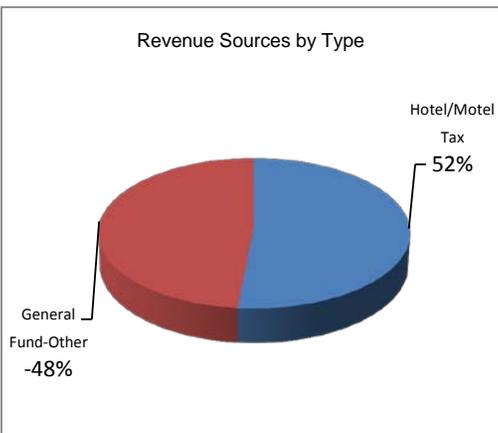
\$40,000

### Operating Budget Summary



**Expenditures:**  
 Services  
**Total**  
**Revenue Sources:**  
 Hotel/Motel Tax  
 General Fund-Other  
**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	40,000
0	0	0	40,000
613,811	634,660	634,660	681,660
(613,811)	(634,660)	(634,660)	(641,660)
0	0	0	40,000



# Planning

## Mission

Planning ensures that development within the City follows adopted city plans and policies through the review and consultation with private developers. Staff works with public to identify ways to assist with their project and provide options to encourage development.

## Core Services

- Review all residential and commercial development plans, all zoning and subdivision platting.
- Ensure compliance with the City's Comprehensive Land Use Plan in order to manage growth and development.
- Ensure compliance with the City's zoning code for proper spacing, location and design to protect quality of life standards.
- Provide staff report for the Downtown Review Board, Planning, Commission, Zoning Board of Adjustment

## Current Year Activity/Achievements

- Update Comprehensive Plan
- Continued updates to Zoning Code.
- Update of Accela to better track progress of applications.
- Continued improved customer service.

## Budget Challenges/Planned Initiatives

- Work to meet customers needs in planning services.
- Promote continued reinvestment in the community by working with developers to find options for their project to succeed.
- Continued support of downtown redevelopment.
- Create a Comprehensive Plan for St Joseph.
- Develop a "Frederick Avenue Corridor Plan".

## Performance Statistics

- Processed 52 applications for plans and permits issued through the Planning Commission, Downtown Review Board, and Zoning Board of Adjustment.

# PLANNING

## Program 5110

### Program Description

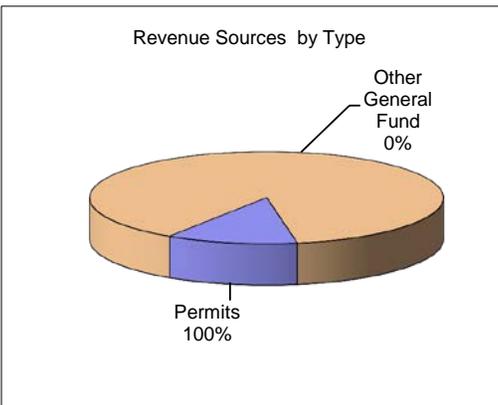
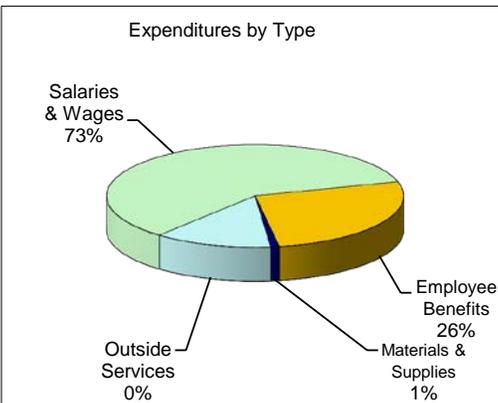
Planning ensures that development within the city follows adopted city planning and zoning plans and policies through review and consultation with private developers.

### Staffing Detail

City Planner  
 Assistant City Planner

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



**Expenditures:**

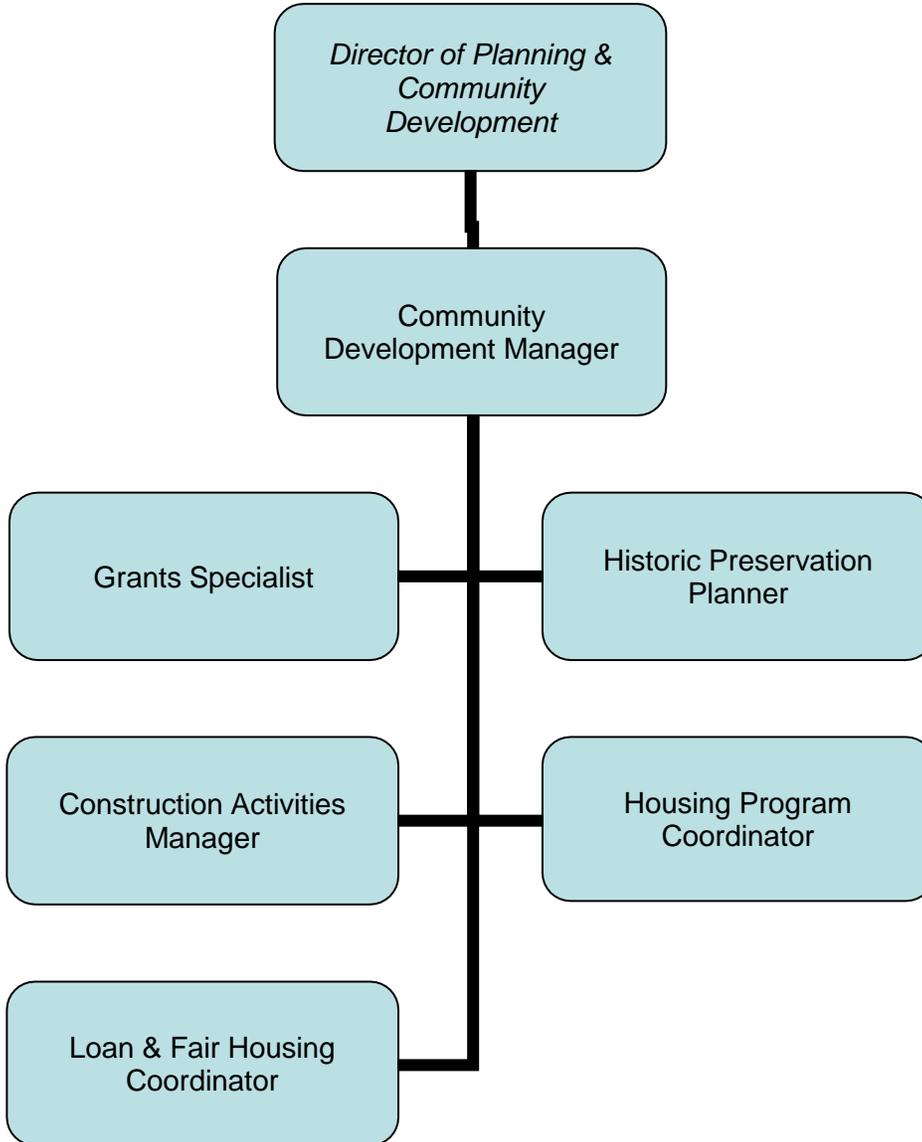
Salaries & Wages	97,939	97,331	97,331	98,971
Employee Benefits	34,587	35,363	35,363	44,750
Materials & Supplies	2,458	1,500	1,620	1,500
Outside Services	24,247	21,300	16,815	21,300
<b>Total</b>	<b>159,232</b>	<b>155,494</b>	<b>151,129</b>	<b>166,521</b>

**Revenue Sources:**

Permits	28,930	34,500	20,000	20,000
General Fund-Other	130,302	120,994	131,129	146,521
<b>Total</b>	<b>159,232</b>	<b>155,494</b>	<b>151,129</b>	<b>166,521</b>

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget
97,939	97,331	97,331	98,971
34,587	35,363	35,363	44,750
2,458	1,500	1,620	1,500
24,247	21,300	16,815	21,300
159,232	155,494	151,129	166,521
28,930	34,500	20,000	20,000
130,302	120,994	131,129	146,521
159,232	155,494	151,129	166,521

# Community Development (CDBG)



# Community Development Block Grant Program

## Mission

The City of St. Joseph utilizes the Community Development Block Grant funds and the HOME Investment Partnerships Program funds to the greatest extent possible to assist low/moderate income citizens with both housing and non housing needs in order to improve the quality of life. A variety of services are provided through 12 public service agencies to help with a wide range of assistance programs. At least 70% of the CDBG funding received each year is allocated to low/moderate income citizens. In addition, 100% of the HOME Program funds are allocated to agencies providing affordable housing to citizens eligible for homeownership and rental properties developed by Habitat for Humanity and Community Action Partnership.

## Core Services

- Housing Rehabilitation and Revitalization
- Demolition
- Funding for Public Service Programs
- Fair Housing
- Community Development Administration
- Housing Programs-HOME Investment Partnerships Program funds
- Neighborhood Stabilization Program funds to deal with abandoned/foreclosed property

## Current Year Activity/Achievements

- 21 grants provided to income eligible homeowners to alleviate dangerous situations in their homes
- 6 housing rehab projects were completed to assist homeowners
- completed 1 facade improvement loan project
- Assisted Community Action Partnership with construction of two more senior rental homes at Applewood Estates
- Assisted Habitat for Humanity with the construction of three new homes for homeownership in the Mid Town area
- Assisted Habitat to help develop a 7 family home development north of Carden Park School
- Bartlett Center-provided affordable childcare to 91 low/moderate income children
- Bartlett Center- 22,088 home delivery meals to home bound senior citizens
- Bartlett Center-provided a latchkey program to 66 youth
- Sold 3 rehabilitated homes to income qualified families to help improve neighborhoods

## Budget Challenges/Planned Initiatives

- Providing more services with the same amount of entitlement funding, which has been stagnant for several years.

## Performance Statistics

- YWCA-440 women and children sheltered
- Social Welfare Board-321 people received dental services-2018 Hours of treatment
- United Cerebral Palsy-provided therapy services to 4 low/moderate income children
- 2nd Harvest-provided 25,200 lbs of food to 160 senior citizens
- The Center-provided funding for mental health services to 128 low/moderate income citizens
- Children's Advocacy Center-provided counseling to 26 children who were victims of sexual/physical abuse
- Hillcrest Transitional Housing-provided services to 57 individuals/families
- Interserv- provided afterschool programs to 131 kids
- Community Missions Corp.-provided apartments and supportive services to 13 homeless men

# COMMUNITY DEVELOPMENT ADMINISTRATION

## Program 5260

### Program Description

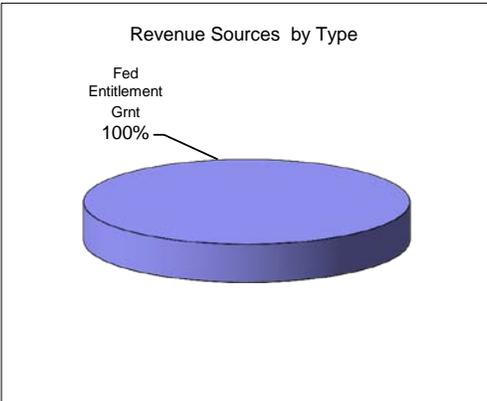
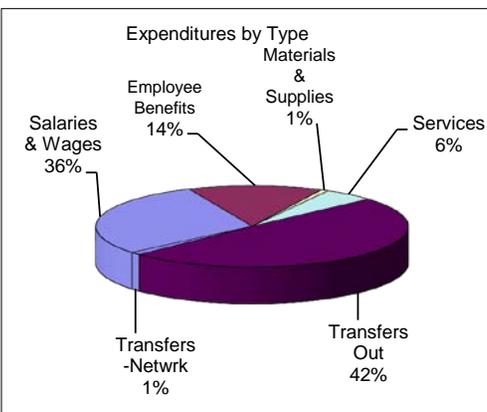
The program oversees the administration of funding received from the U.S. Department of Housing & Urban Development.

### Staffing Detail

Community Development Manager  
Grants Specialist

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
Employee Benefits  
Materials & Supplies  
Services  
Transfers Out  
Transfers-Netwrk

**Total**

**Revenue Sources:**

Interest & Other  
Fed Entitlement Grnt  
CDBG Fund - Other

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
106,904	106,103	106,103	108,225
34,860	40,125	40,125	51,188
23	2,800	200	2,800
13,334	17,536	12,890	19,206
121,585	125,029	125,029	181,494
6,540	4,360	4,360	4,000
283,245	295,953	288,707	366,913
163,487	0	0	0
1,226,831	1,894,181	1,894,181	1,894,181
(1,107,072)	(1,598,228)	(1,605,474)	(1,527,268)
283,245	295,953	288,707	366,913

# HOUSING & REVITALIZATION

## Program 5210

### Program Description

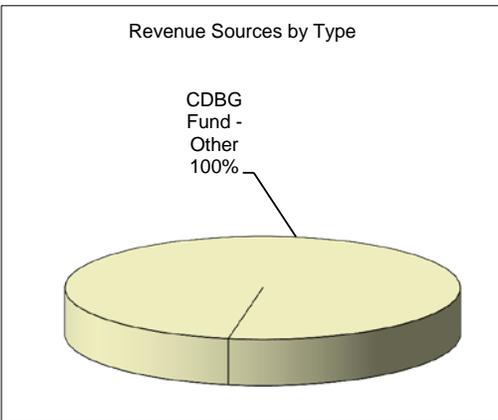
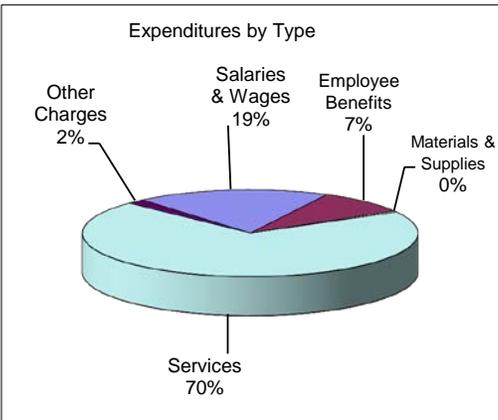
Provides decent, safe, and sanitary housing for low to moderate income families through coordination, implementation, and monitoring of Community Development Block Grant Emergency Assistance and Home Improvement programs. Staff also coordinate and oversee activities designed to promote the revitalization of St. Joseph's core inner-city neighborhoods. Projects within the NRSA will receive priority funding.

### Staffing Detail

- Historic Preservation Planner
- Construction Activities Manager
- Housing Program Coordinator
- Loan & Fair Housing Coordinator

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
0.5	0.5	0.5	0.5
1	1	1	1
1	1	1	1
1	1	1	1
<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

### Operating Budget Summary



**Expenditures:**  
 Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Other Charges

**Total**  
**Revenue Sources:**  
 Other Revenue  
 Interfund Transfer  
 CDBG Fund - Other  
**Total**

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
169,539	164,767	164,767	168,062
59,625	63,017	63,017	80,570
1,160	3,917	2,600	3,917
402,326	632,600	636,740	632,600
14,540	15,700	13,900	15,700
<b>647,191</b>	<b>880,000</b>	<b>881,023</b>	<b>900,849</b>
10	0	0	0
0	0	0	0
647,181	880,000	881,023	900,849
<b>647,191</b>	<b>880,000</b>	<b>881,023</b>	<b>900,849</b>

# Restricted Community Development

## Program 5280

### Program Description

Program used to track restricted federal funds, mainly stimulus grant funds, for the purpose of promoting job creation, economic development, homeless prevention and neighborhood stabilization in areas most impacted by the recession.

### Staffing Detail

None

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Operating Budget Summary

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	717,728	0	0	0
<b>Total</b>	717,728	0	0	0
<b>Revenue Sources:</b>				
ARRA Grants	0	0	0	0
CDBG Fund - Other	717,728	0	0	0
<b>Total</b>	717,728	0	0	0

# HOME PROGRAM

## Program 8880

### Program Description

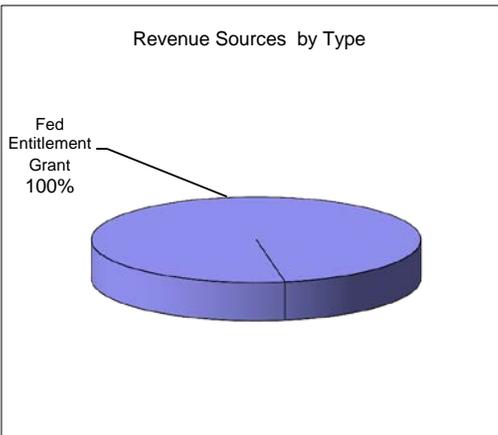
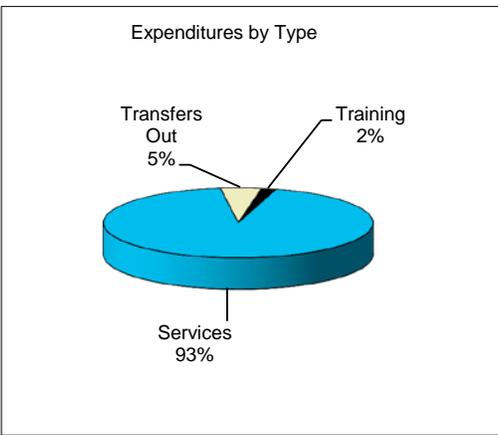
This program administers HUD funding in a broad array of eligible housing activities including both home ownership and the expansion of affordable rental housing. The majority of HOME funds are focused on infill construction within the NRSA.

### Staffing Detail

None

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Training  
 Services  
 Interfund Transfers

**Total**

**Revenue Sources:**

Fed Entitlement Grant  
 Interfund Transfer  
 CDBG Fund - Other

**Total**

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget
0	5,984	5,984	5,984
305,147	316,525	466,425	316,525
17,500	19,680	19,680	16,600
322,647	342,189	492,089	339,109
118,742	342,189	492,189	342,189
99,674	0	0	0
104,232	0	(100)	(3,080)
322,647	342,189	492,089	339,109

# HISTORIC PRESERVATION

## Program 5250

### Program Description

The program strives to protect historic resources, preserve neighborhoods, enhance economic stability and encourage economic development by identifying, protecting and preserving buildings, structures and other resources in St. Joseph that have historical and architectural value and integrity.

### Staffing Detail

~Historic Preservation Planner position is allocated between Housing & Revitalization and Demolitions programs.

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	Budget
0	0	0	0

### Operating Budget Summary

**Expenditures:**  
 Services  
**Total**

**Revenue Sources:**  
 Fed Entitlement Grnt  
**Total**

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	Budget
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0

# FEDERAL EMERGENCY SHELTER GRANT

## Program 6800

### Program Description

Federal funds are allocated to alleviate homelessness by providing rent, utility assistance and legal service for individuals and families who are homeless, threatened with homelessness or lack the funds to secure housing by providing funds to various non-profit organizations in St. Joseph that address these needs. Allocations are determined by a Citizens Advisory Committee after public hearings on funding applications.

### Staffing Detail

None

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget
0	0	0	0

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted Budget	Estimated Actual	
	Actual			Budget
<b>Expenditures:</b>				
Services	50,931	0	0	0
<b>Total</b>	50,931	0	0	0
<b>Revenue Sources:</b>				
Federal HMIS Grant	40,133	0	0	0
Reprogrammend Fnds	0	0	0	0
CDBG Fund - Other	10,798	0	0	0
<b>Total</b>	50,931	0	0	0

# SLUM/BLIGHT/REDEVELOPMENT ACTIVITIES

## LOW/MODERATE ACTIVITY

Program 8840 & 8860

### Program Description

To meet one of the national objectives of the CDBG program, the City Council allocates a limited amount of funds to organizations and individuals to undertake eligible slum and blight activities. The dollar amount that the City can award is restricted by federal regulations. Activities include preservation of historic structures, infrastructure improvements, and streetscape and landscape improvements.

### Staffing Detail

None

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	57,127	0	0	0
Interfund Transfers	0	0	0	0
<b>Total</b>	57,127	0	0	0
<b>Revenue Sources:</b>				
Fed Entitlement Grant	0	0	0	0
CDBG Fund - Other	57,127	0	0	0
<b>Total</b>	57,127	0	0	0

# PUBLIC SERVICE AGENCIES

## Program 8850

### Program Description

Funding is allocated to non-profit organizations in St. Joseph concerned with public issues such as child care, public health, drug and alcohol abuse, recreational activities, domestic violence, and treatment of children with physical and developmental disabilities. Disbursement is determined by a citizen committee charged with evaluating applications for the grant.

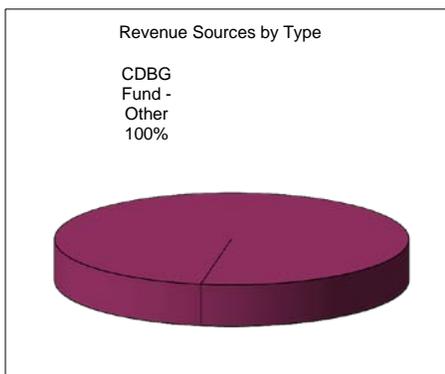
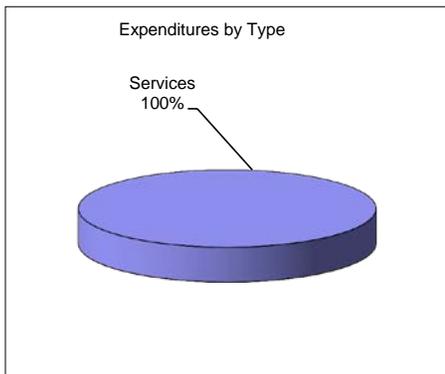
### Staffing Detail

None

2015-16 Actual	2016-17		2017-18
	Adopted Budget	Estimated Actual	Budget
0	0	0	0

### Operating Budget Summary

• Hillcrest Transitional Housing of Buch Co	\$40,000
• Amer 2nd Harvest Emergency Food Assist	\$24,000
• Interfaith Com. Srv-Youth Latchkey	\$18,000
• Bartlett Center - Family Resource Program	\$14,000
• AFL-CIO Community Services	\$19,000
• Samaritan Counseling-Client Assistance	\$25,000
• Social Welfare Brd-Dental Care Program	\$90,000
• United Cerebral Palsy-Integration & Advocacy	\$10,000
• YWCA-Women & Children's Shelter	\$68,000
• Community Missions-Housing for Hmless	\$14,000
• NWMO Children's Advocacy-Abuse Cnslng	\$18,000
	<u>\$340,000</u>



#### Expenditures:

Services

**Total**

#### Revenue Sources:

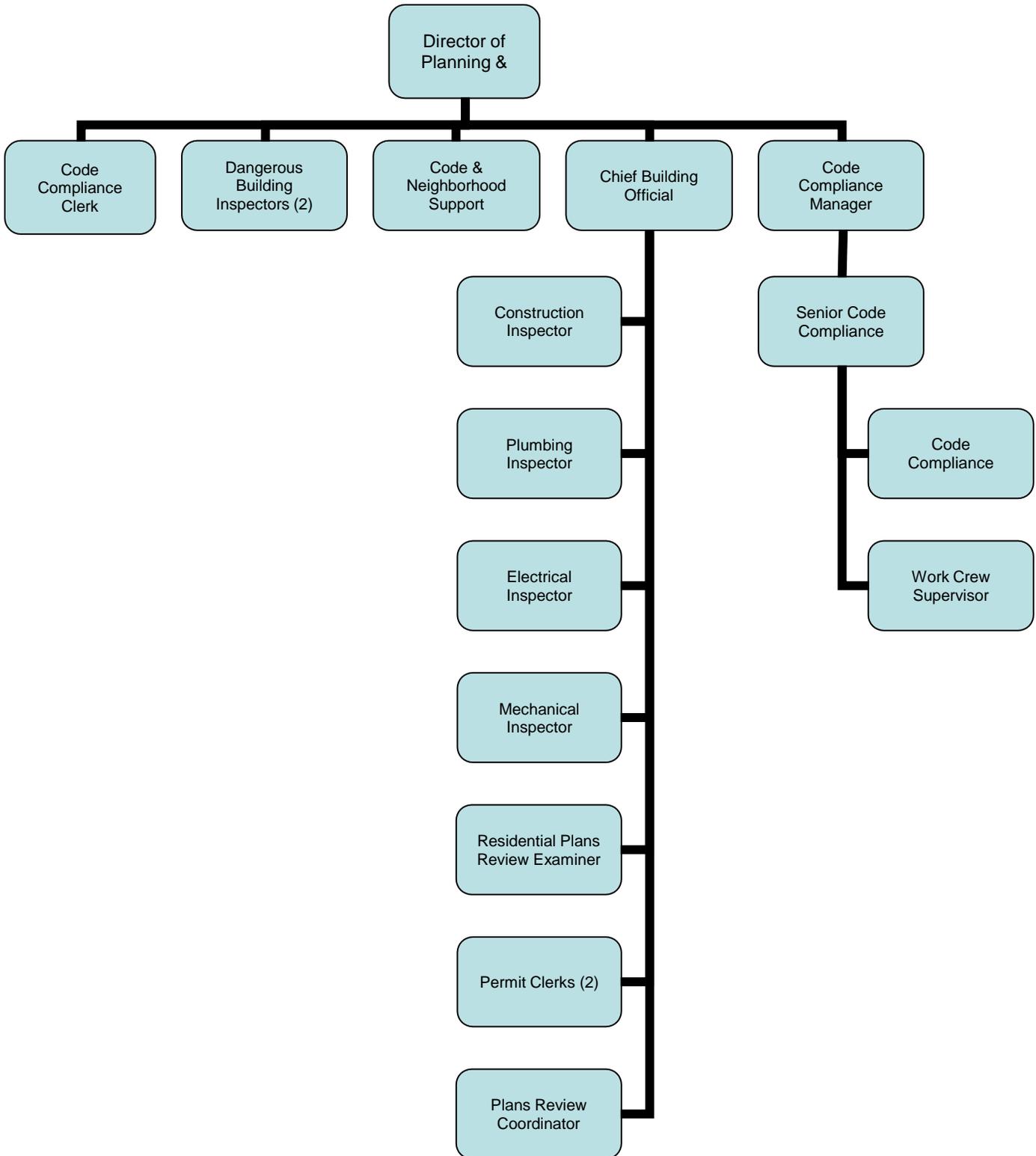
Fed Entitlement Grant

CDBG Fund - Other

**Total**

2015-16 Actual	2016-17		2017-18
	Adopted Budget	Estimated Actual	Budget
330,000	340,000	340,000	340,000
<b>330,000</b>	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>
0	0	0	0
<b>330,000</b>	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>

# BUILDING REGULATIONS & PROPERTY MAINTENANCE



# **Building Development Services**

## **Mission**

Ensure the public health and safety through the review and approval of development while establishing procedures designed to enhance community development and reinvestment.

## **Core Services**

- Integrated development and building review and approval process.
- Building, mechanical, electrical, and plumbing inspections and approval process.
- Conceptual and preliminary customer consultation and review services.
- Existing building inspection and new construction services.
- Building code enforcement.

## **Current Year Activities/Achievements**

- Continued implementation of Accela Software and training of staff.
- Increased emphasis on improved customer service training of staff.
- Building Inspections: 386 commercial and 503 residential
- Mechanical Inspections: 312 commercial and 459 residential
- Electrical Inspections: 452 commercial and 725 residential
- Plumbing Inspections: 321 commercial and 763 residential
- Number of Plan Reviews: 252 commercial and 225 residential
- Percent of Plans reviewed in 10 working days: 97%

## **Budget Challenges/Planned Initiatives**

- Work Management Software: Continued implementation of Accela Software Program.
- Continued ability of allowing for online permits
- Training Staff to meet all certification requirements.

## **Performance Statistics**

- Building Inspections: 386 commercial and 503 residential
- Mechanical Inspections: 312 commercial and 459 residential
- Electrical Inspections: 452 commercial and 725 residential
- Plumbing Inspections: 321 commercial and 763 residential
- Number of Plan Reviews: 252 commercial and 225 residential
- Percent of Plans reviewed in 10 working days: 97%

# BUILDING DEVELOPMENT SERVICES

## Program 5410

### Program Description

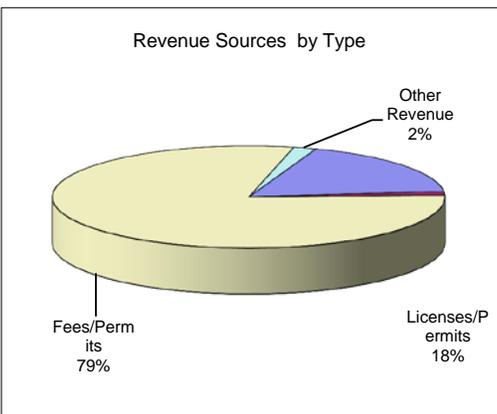
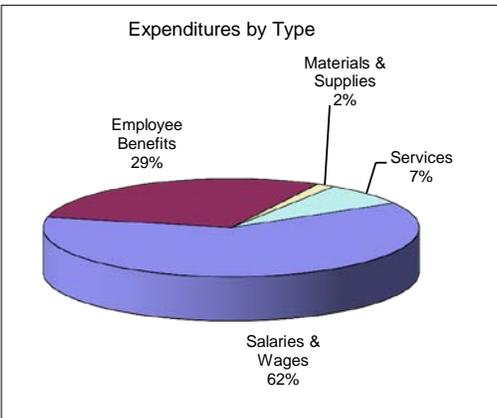
Building Development Services staff oversee review of development plans, perform building plan review, inspection building construction activities and interacts with building and industry organizations in order to promote a vibrant and safe building environment. Through property and construction information, inspections and enforcement the staff verifies construction projects meet appropriate building code standards thereby ensuring public safety.

### Staffing Detail

Chief Building Official  
 Building Development Support Tech  
 Commercial Development Review Coordinator  
 Construction Inspector  
 Mechanical & Plumbing Inspector  
 Electrical Inspector  
 Permit Clerk

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
0	1	1	0
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
2	2	2	2
7	8	8	7

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Capital Outlay

#### Total

#### Revenue Sources:

Licenses/Permits  
 Fines  
 Fees/Permits  
 Other Revenue  
 General Fund-Other

#### Total

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
309,301	323,185	323,185	307,047
111,180	126,219	126,219	145,467
7,831	7,800	8,200	7,800
31,722	23,570	25,920	37,270
8,538	0	0	0
468,571	480,774	483,524	497,584
90,019	93,000	93,000	94,500
5,600	0	6,800	6,800
503,626	467,500	396,165	421,500
3,091	10,000	10,000	10,000
(133,765)	(89,726)	(22,441)	(35,216)
468,571	480,774	483,524	497,584

# **Property Maintenance**

## **Property Maintenance, Demolitions**

### **Mission**

The Property Maintenance division enforces minimum property maintenance standards adopted by the City Council.

### **Core Services**

- Enforce minimum property maintenance codes related to exterior yard conditions related to vegetation, trash, debris, trash collection practices, firewood storage, standing water, excessive lighting, vehicles on private property, some zoning issues and trees.
- Enforce minimum property maintenance codes for interior housing conditions related to electrical, mechanical, plumbing, sanitation and egress issues.
- Coordinate the City's Neighborhood Cleanup Dumpster program.

### **Current Year Activity/Achievements**

- Continued implementation of Accela Automation software system.
- Work to improve Abatement Program through changing of staffing.

### **Budget Challenges/Planned Initiatives**

- Use software to become more efficient, in order for existing staff to be able to respond to the number of complaints we receive.
- In many areas that we address, we are only able to respond to complaints; we don't have the resources to be more proactive and survey for violations that add to unhealthy and blighted conditions in the community. This leads to frustration among residents and complaints about selective enforcement.
- Work with public to address the cleanliness of neighborhoods and help to establish neighborhood pride.
- Improve on the results of the Community Alliance Survey to help reduce the negative appearance of blighted properties.

### **Performance Statistics**

- During calendar year 2016, the Property Maintenance division initiated and performed 1,265 abatements, with total billing of \$183,153.40.
- Initiated 7,998 cases related to property maintenance violations.
- Issued 6,613 administrative penalties.

# PROPERTY MAINTENANCE

## Program 5430

### Program Description

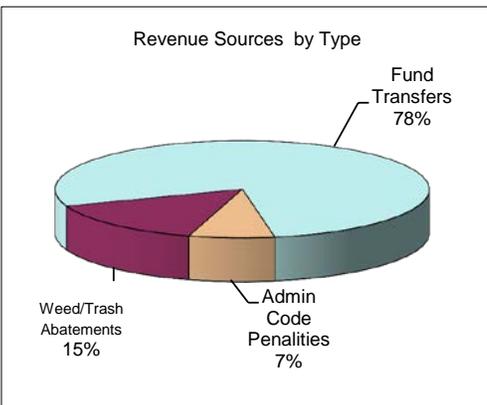
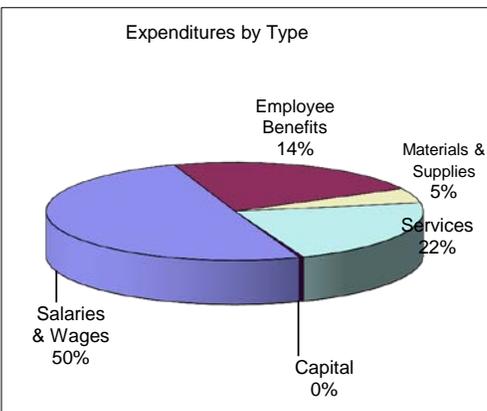
Property maintenance staff work with citizens in an effort to eliminate trash, debris, overgrown weeds and dangerous buildings throughout the city. The staff also provides rodent and mosquito control and rental dwelling inspections.

### Staffing Detail

Assoc Director - Inspections & Code Enf  
 Property Maintenance Manager  
 Property Maintenance Inspector  
 Work Crew Supervisor  
 Senior Commun. Compliance Insp  
 Community Compliance Inspector  
 Code & Neighborhood Support Tech  
 Code Enforcement Clerk  
 Laborer

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	0	0	0
0	1	1	1
			4
1	1	1	1
1	1	1	0
3	3	3	0
1	1	1	1
1	1	1	1
0	0	0	1
8	8	8	9

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Utilities  
 Capital

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
368,369	371,768	371,768	381,126
124,165	122,555	122,555	171,116
50,854	44,600	40,055	37,400
208,308	266,890	253,140	165,100
1,994	2,500	2,300	2,500
0	47,500	47,500	0
<b>Total</b>	<b>753,690</b>	<b>855,813</b>	<b>837,318</b>

#### Revenue Sources:

Admin Code Penalties  
 Weed/Trash Abatements  
 Other Revenue  
 Fund Transfers  
 General Fund-Other

39,465	40,000	40,000	40,000
84,835	96,000	80,000	80,000
62	0	1,455	0
500,500	500,500	500,500	423,000
128,829	219,313	215,363	214,242
<b>Total</b>	<b>753,690</b>	<b>855,813</b>	<b>837,318</b>

# DEMOLITIONS

## Program 5360

### Program Description

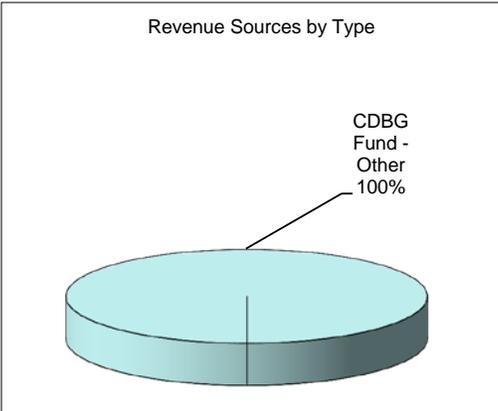
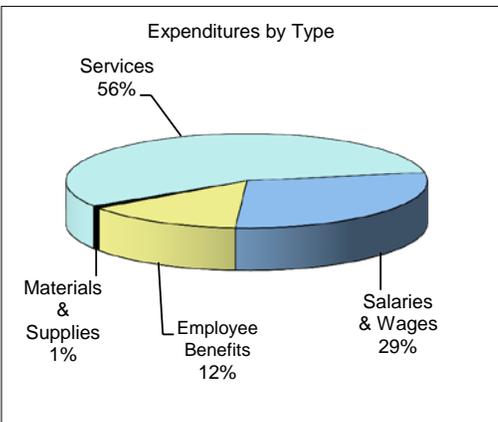
Through this program, federal funding is used to eliminate slum and blight conditions by securing or demolishing dilapidated, abandoned, or dangerous structures thereby assuring public health and safety. The Historic Preservation Planner also provides historic preservation review compliance for rehab and demolition projects using State and Federal funding.

### Staffing Detail

Property Maintenance Inspector  
 Historic Preservation Planner

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2
0.5	0.5	0.5	0.5
2.5	2.5	2.5	2.5

### Operating Budget Summary



**Expenditures:**  
 Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Capital

**Total**

**Revenue Sources:**  
 Principal Earnings  
 Interest Earnings  
 Fed Entitlmnt Grnt  
 CDBG Fund - Other

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
107,532	110,317	110,317	112,523
37,221	44,207	44,207	54,994
1,525	3,555	3,555	3,555
135,103	219,650	203,386	219,650
500	500	85,500	0
281,881	378,228	446,964	390,721
16,636	0	0	0
117	0	0	0
0	0	0	0
265,128	378,228	446,964	390,721
281,881	378,228	446,964	390,721

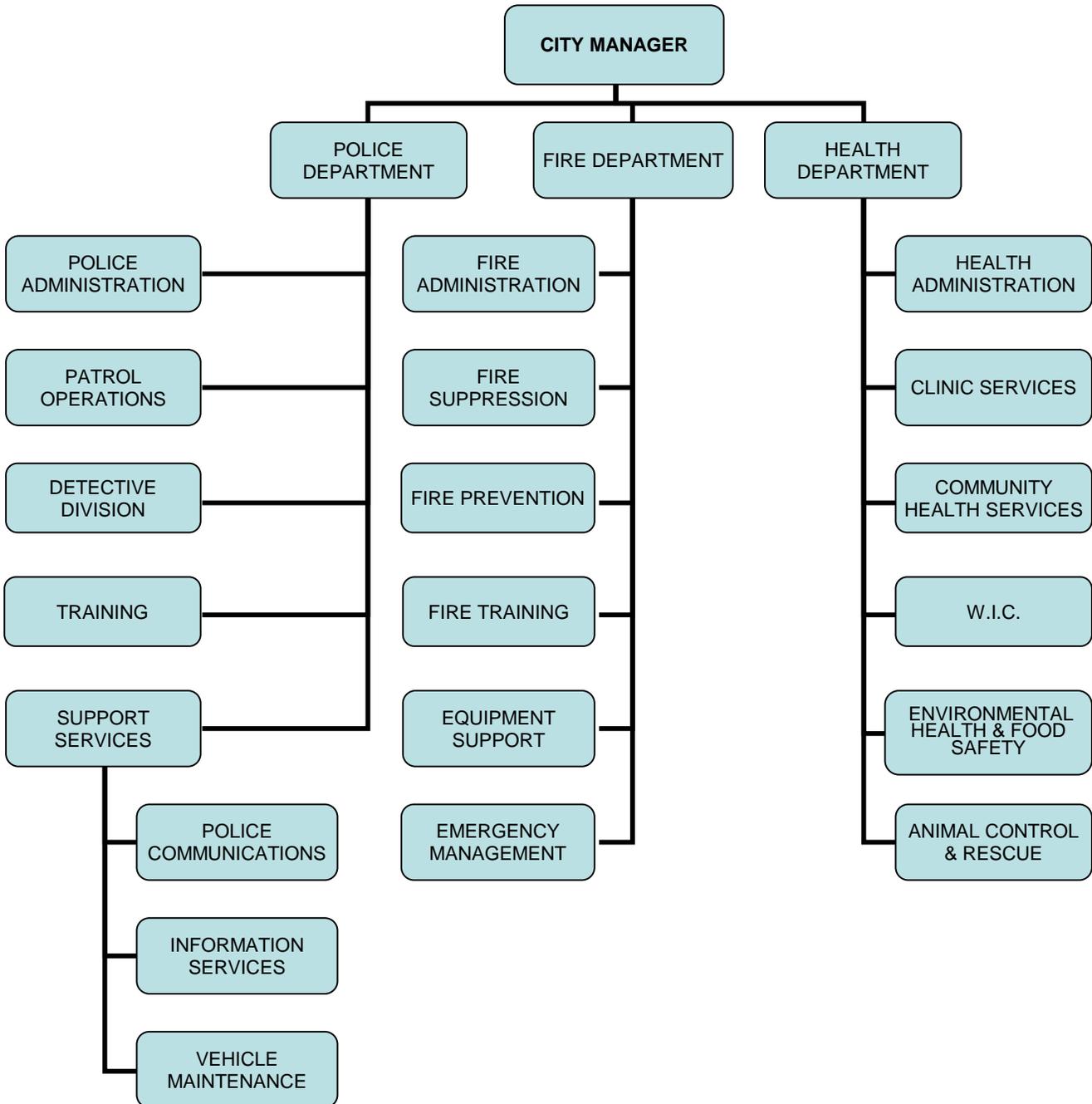


# PUBLIC SAFETY DEPARTMENTS

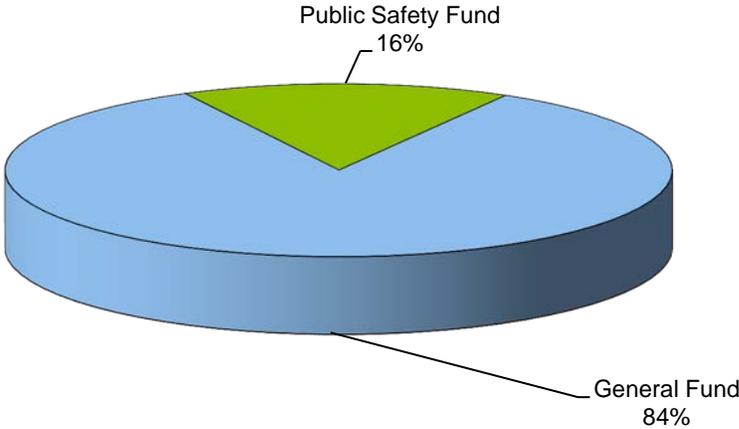
The Public Safety Departments - the St. Joseph Police Department, St. Joseph Fire Department and St. Joseph Health Department - provide a wide range of public safety services, detailed in the following pages.

Services are funded through the public safety property tax, general property taxes, general sales taxes, the 2013 voter approved half-cent public safety sales tax, charges for services, transfers from the Gaming Fund, and a variety of state and federal grants.

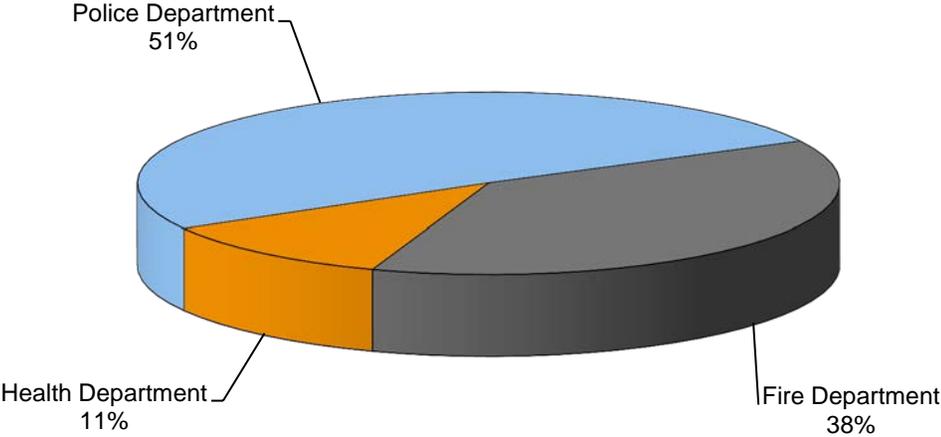
**TOTAL BUDGETED RESOURCES: \$ 38,868,069**



# PUBLIC SAFETY SOURCES & USES



**FUNDING SOURCES**



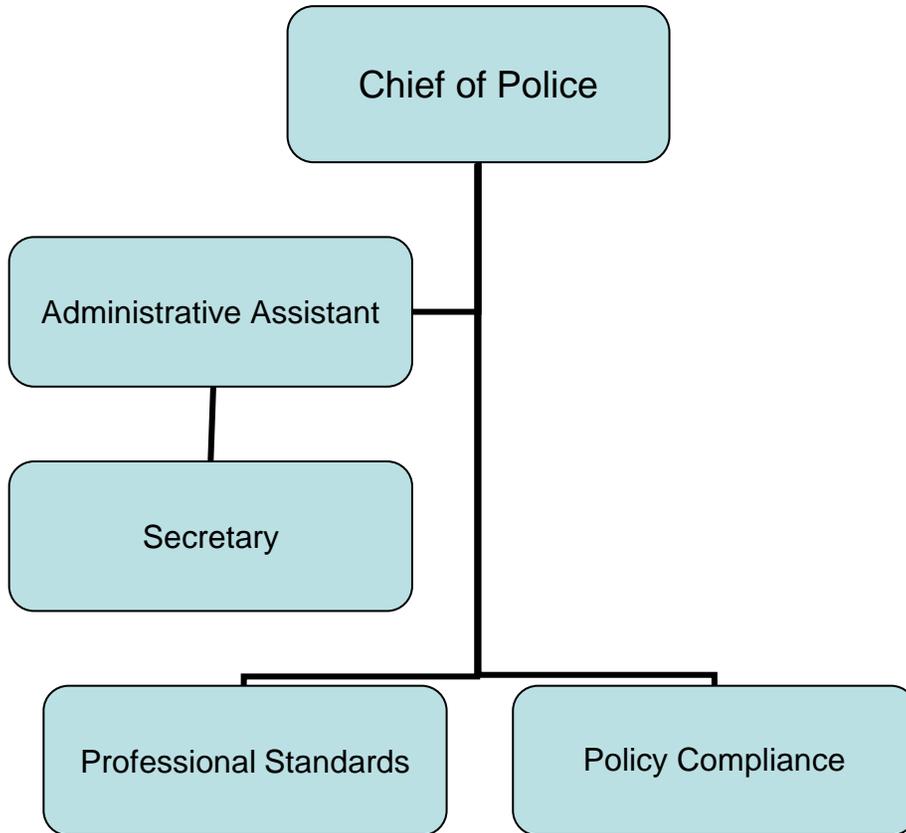
**PROGRAM USES**

# PUBLIC SAFETY DEPARTMENTS SUMMARY

ACCOUNT TYPE	2015-16		2016-17		2017-18
	Actual	Adopted Budget		Estimated Actual	Budget
		Budget	Actual		
Salaries & Wages	17,779,256	18,062,291	18,158,729	18,525,520	
Retired Fire "Consultant" Pay	133,453	159,032	159,032	162,213	
Payroll Expenses & Benefits	9,065,230	9,292,780	9,320,284	10,219,847	
Materials & Supplies	847,331	924,688	926,963	914,259	
Utilities & Other Contracted Services	3,328,611	3,454,029	3,395,874	3,543,386	
Transfers	2,733,826	2,751,757	2,751,757	4,653,105	
Capital Outlay	1,547,892	1,992,500	2,016,487	849,740	
	35,435,600	36,637,078	36,729,126	38,868,069	
<b>USES BY PROGRAM</b>	<b>DEPARTMENT</b>				
Police Administration	Police	967,572	999,040	999,990	1,012,945
Patrol Operations	Police	6,234,217	6,676,488	6,681,988	6,931,226
Detective Division	Police	2,135,987	2,167,450	2,167,122	2,225,077
Public Safety Tax - Police	Police	3,172,713	3,321,400	3,321,400	4,623,581
Training	Police	136,640	148,203	149,327	143,133
Support Services	Police	656,689	752,368	752,434	806,986
Police Communications	Police	2,514,276	2,561,686	2,562,806	2,695,882
Information Services	Police	626,484	624,290	624,340	681,201
Police Maintenance	Police	395,938	421,550	421,634	433,804
Grant Administration	Police	499,803	506,040	582,237	159,755
Fire Administration	Fire	512,521	501,682	475,342	519,359
Fire Suppression	Fire	10,625,485	10,460,049	10,465,809	10,962,345
Fire Prevention	Fire	417,017	411,012	408,152	438,119
Fire Training	Fire	223,017	222,838	220,503	239,426
Equipment Support	Fire	316,214	384,754	310,454	400,080
Emergency Management	Fire	107,927	104,847	104,847	110,037
Public Safety Tax - Fire	Fire	2,002,339	2,582,086	2,487,661	2,088,511
Health Administration	Health	925,653	850,768	909,504	912,695
Clinic Services	Health	890,403	920,631	997,276	1,051,805
Community Health Services	Health	422,615	357,323	409,036	388,786
WIC Services	Health	469,411	451,270	486,641	499,171
Health/Food Safety	Health	202,463	206,660	208,460	223,956
Animal Control/Rescue	Health	794,162	817,061	794,581	875,496
Public Safety Tax - Health	Health	186,054	187,582	187,582	444,693
		35,435,600	36,637,078	36,729,126	38,868,069
<b>FUNDING SOURCES</b>					
General Fund		29,322,198	30,606,335	30,638,511	31,711,284
Public Safety Fund		6,113,402	6,030,743	6,090,615	6,020,615
		35,435,600	36,637,078	36,729,126	37,731,899
<b>STAFFING SUMMARY</b>					
Police		165	175	175	178
Fire		131	131	131	131
Health		43	43	43	43
		339	349	349	352



# POLICE ADMINISTRATION



# Police Administration

## Mission

The mission of the Police Administration Division is to ensure professional police service through the establishment of department goals and objectives and the assurance that they are being accomplished; the creation and adherence to department written directives; and the insistence on excellent communications with those outside the department.

## Core Services

- Administer the financial, operational and capital budgets of the department.
- Manage the overall working of the department to provide a safe and secure community environment.
- Create a more involved, responsible community by building stronger community partnerships and improving customer service.
- Provide organizational leadership and support.
- Ensure effective communications between Administration and line officers.
- Educate the public as to general police procedures and give them information they can use to effectively work with the Police Department through the Citizen's Police Academy.
- Coordinate strategies to reduce crime, the fear of crime, and improve quality of life for the citizens of St. Joseph.
- Coordinate the achievement of goals and objectives in the multiyear strategic plan.
- Work with Division Commanders in setting annual goals, and monitor achievement.

## Current Year Activity/Achievements

- Continued implementation of crime reduction strategy Informed Response through Intelligence and Statistics, and began using predictive analysis.
- Maintain State Certification standards for performance and administration of the police department, audits completed, conducted staff inspection to include policy update.
- Added 2 commissioned personnel.
- Overcame staff reductions related to Military deployments, retirements, and officer injuries while hiring and training new personnel and continuing to meet or exceed the level of services provided in the past.
- Conducted background investigations for new hires.
- Began implementation of the 2021 Strategic Plan.
- Attended weekly public meetings and provided presentations to citizen groups including Neighborhood Watch, Community Police Advisory Committee, etc.
- Completed the Annual Report for calendar year 2016.

## Budget Challenges/Planned Initiatives

- Coordinate the achievement of goals and objectives established in the multiyear strategic plan.
- Manage overtime to ensure adequate services are provided for the most serious crimes, while continuing to address other crime and quality of life issues in the community.
- Monitor monthly activity reports and progress on long term and short term goals and objectives.
- Enhance relationships with citizens and partner agencies.
- Ensure consistent compliance with department policies, procedures, as well as state and federal laws.
- Continue to investigate allegations of misconduct.
- Identify areas we can improve services.
- Respond to every complaint filed by a citizen.
- Complete implementation and certification in Missouri Incident Based Reporting System (MIBRS).
- Complete site inspection for Missouri State Certification.

## Performance Statistics

- Number of "Use of Force" incidents reviewed: 356 (2015) 236 (2016)
- Number of pursuits reviewed: 10 (2015) 6 (2016)
- Number of documented complaints investigated: 51 (2015) 50 (2016)
- Total crimes reported: 11,123 (2015) 11,405 (2016)
- Total vehicle accidents: 2,438 (2015) 2422 (2016)

# POLICE ADMINISTRATION

## Program 8340

### Program Description

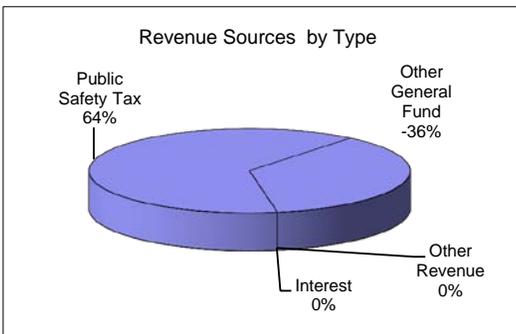
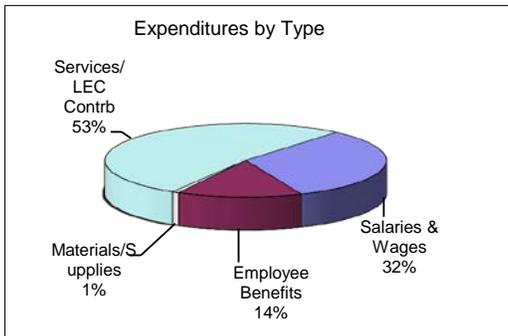
The Police Chief and staff ensure professional police service through the establishment of department goals and objectives and the assurance that they are being accomplished; the creation and adherence to department written directives; and the insistence on excellent communications with those outside the department. The Buchanan County Law Enforcement Center serves as the operational headquarters of the St. Joseph Police Department. The City pays 40% of the total L.E.C. operating budget. That expenditure is also budgeted in this program.

### Staffing Detail

Police Chief  
 Police Sergeant  
 Administrative Asst to the Chief  
 Secretary

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
5	5	5	5

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services/LEC Contrb

#### Total

#### Revenue Sources:

Other Revenue  
 Interest  
 Public Safety Tax  
 Other General Fund

#### Total

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
322,194	320,870	320,870	328,692
179,452	142,140	142,140	145,223
4,826	4,600	4,600	7,600
461,100	531,430	532,380	531,430
967,572	999,040	999,990	1,012,945
65	0	0	0
15	10	10	10
1,377,902	1,386,120	1,386,120	2,369,727
(410,409)	(387,090)	(386,140)	(1,356,792)
967,572	999,040	999,990	1,012,945

# PUBLIC SAFETY - POLICE

## Program 2295

### Program Description

This program is funded totally through the 1/2 cent Public Safety Tax. Expenditures for the additional personnel hired, per the plan approved by the voters, are accounted for in this program. Staff are assigned to various other divisions within the department. Eventually the department hopes to create a variety of positions in Patrol, Detectives, and the support areas. Transfers are also made to the Police Department in the General Fund to cover salary enhancements for the department employees.

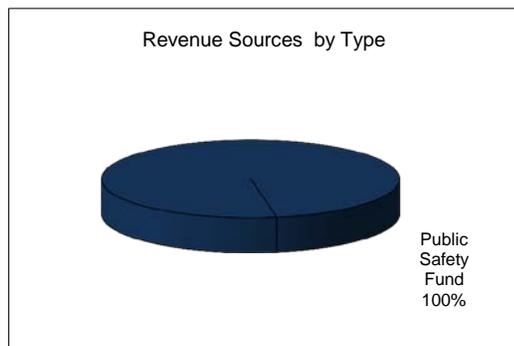
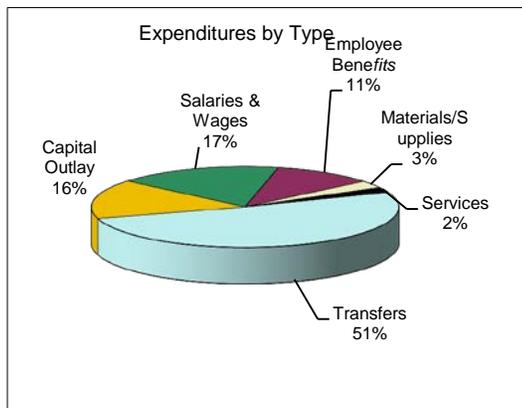
*Wages & other related staff costs for the new positions are budgeted here.*

### Staffing Detail

Patrol Officer  
Sergeant

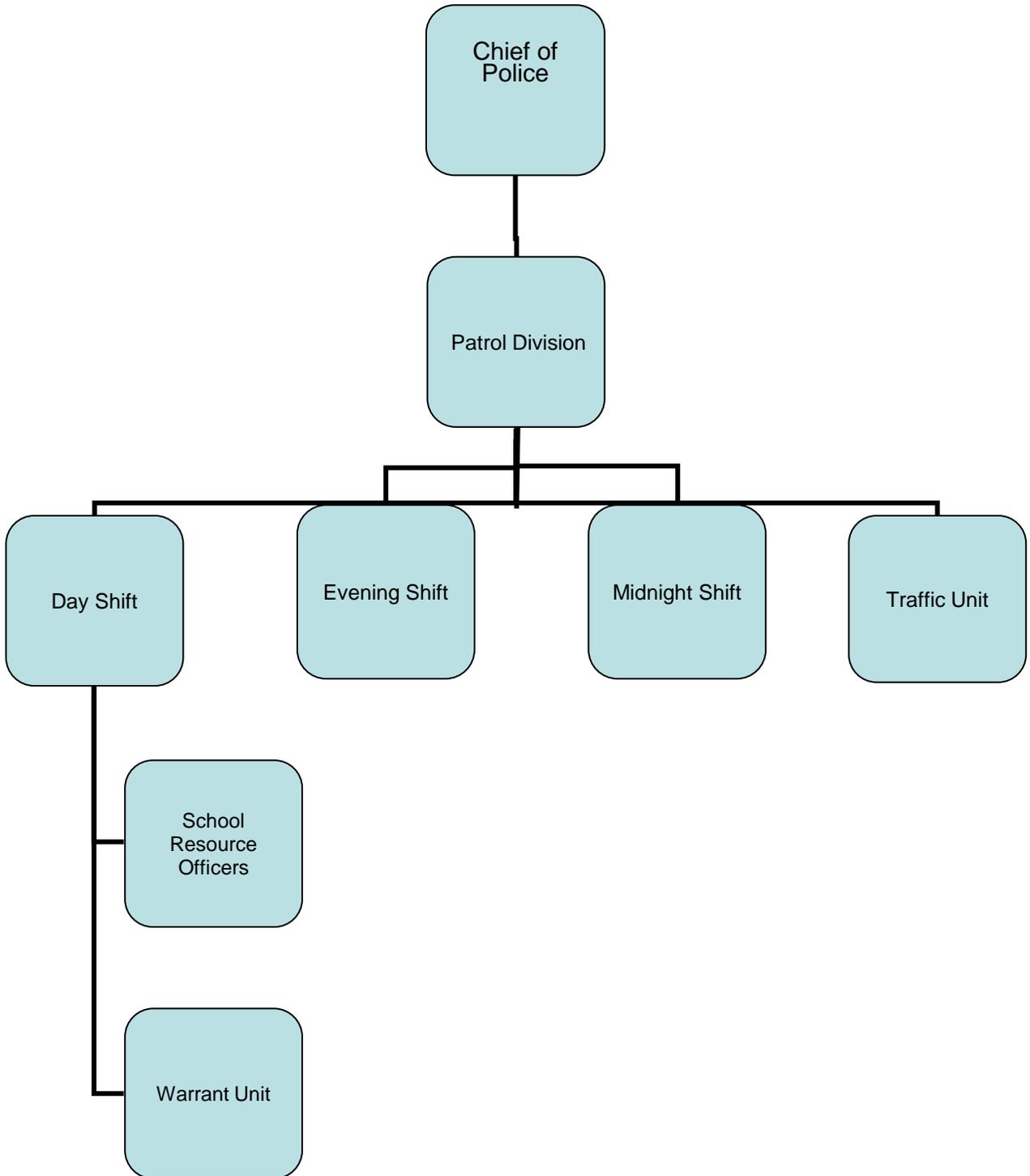
	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
	6	14	14	1
	0	1	1	17
	<b>6</b>	<b>15</b>	<b>15</b>	<b>18</b>

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	539,594	633,171	633,171	803,006
Employee Benefits	291,579	392,065	392,065	488,521
Materials/Supplies	149,577	120,510	120,510	136,510
Services	76,958	81,530	81,530	96,530
Transfers	1,377,902	1,386,120	1,386,120	2,369,727
Capital Outlay	737,103	708,004	708,004	729,287
<b>Total</b>	<b>3,172,713</b>	<b>3,321,400</b>	<b>3,321,400</b>	<b>4,623,581</b>
<b>Revenue Sources:</b>				
Insurance Proceeds	16,980	0	0	0
Public Safety Fund	3,155,733	3,321,400	3,321,400	4,623,581
<b>Total</b>	<b>3,172,713</b>	<b>3,321,400</b>	<b>3,321,400</b>	<b>4,623,581</b>

# POLICE PATROL



# Police Patrol

## Mission

The Patrol Division is a 24 hour operation responsible for responding to calls for service and initiating enforcement activities within the 46.5 square miles of the City of St. Joseph. In addition, the division participates in planning and provides manpower for the security needs of the many special events held within the city. The division is comprised of 90 commissioned officers and one civilian clerk, divided into three shifts. Each shift is responsible for an 8 hour tour of duty.

## Core Services

- Respond to calls for service
- Enforce traffic safety laws and investigate traffic crashes
- Maintain specialized units to provide specific services to include: Special Response Team, Warrants Unit, K-9 Unit, and School Resource Officers
- Serve felony and misdemeanor arrest warrants
- Work with other agencies and city departments to provide a unified response in emergency situations
- Special Response Team
- Warrants Unit
- K-9 Unit
- School Resource Officers

## Current Year Activity/Achievements

- During 2016 the division worked to continue the development of partnerships with business and neighborhood groups.
- Officers from all shifts participate in regular group meetings.
- This provides citizens with more contact with officers assigned to specific areas and neighborhoods.
- The Department added two additional Officer Positions and hired a total of 12 Officers to fill vacancies related to retirements and resignations.
- Day shift Officers make regular visits to the elementary schools

## Budget Challenges/Planned Initiatives

- Maintain items needed to efficiently run the division
- Keep Officers trained as required by State Certification requirements.
- Keep staffing at acceptable minimum levels in patrol
- Work towards positive community interaction by participating in meetings with various citizen and
- Work towards achieving the goals and objectives set out in the multi-year strategic plan
- Continue to with a replacement plan for equipment for various units to keep technology updated

## Performance Statistics

- Number of calls for service in 2015: 45,960; in 2016: 50,385
- Number of self-initiated activities in 2015: 41,185; in 2016: 46,159
- Number of Traffic Summons issued in 2015: 18,189; in 2016: 20,362
- Number of Warrants Unit arrests in 2015: 624; in 2016: 568
- Number of School Resource Officer Cases in 2015: 919; in 2016: 394
- Number of Adult arrests in 2015: 6,015; in 2016: 7,584
- Average response time (priority calls): 10m 56s; in 2015: 11m 41s; in 2016: 11m 48s

# PATROL OPERATIONS

## Program 2210

### Program Description

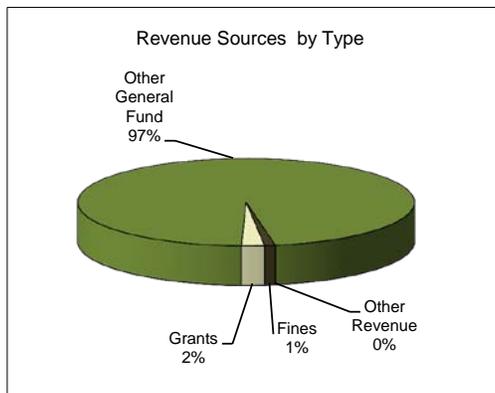
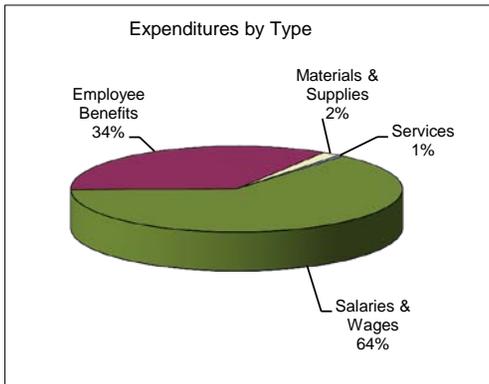
To enforce Federal, State and local laws by providing 24 hour responses to public safety emergency , non-emergency situations and other incidents that require police intervention or participation in order to protect life and property and to promote a sense of safety and well being in the community.

### Staffing Detail

Police Commander  
 Police Captain  
 Police Sergeant  
 Police Officer  
 School Resource Officers  
 Patrol Clerk

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
11	11	11	11
63	63	63	63
4	4	4	4
1	1	1	1
<b>83</b>	<b>83</b>	<b>83</b>	<b>83</b>

### Operating Budget Summary



#### Expenditures:

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
Salaries & Wages	4,076,997	4,125,564	4,125,564	4,410,421
Employee Benefits	2,041,037	2,329,404	2,329,404	2,363,275
Materials & Supplies	89,886	149,910	150,410	121,510
Services	26,296	30,720	35,720	36,020
Capital Outlay	0	40,890	40,890	0
<b>Total</b>	<b>6,234,217</b>	<b>6,676,488</b>	<b>6,681,988</b>	<b>6,931,226</b>

#### Revenue Sources:

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
Fines	117,574	70,000	70,000	70,000
Other Revenue	529	50	550	50
Grants	10,284	0	0	149,420
Other General Fund	6,105,830	6,105,830	6,606,438	6,611,438
<b>Total</b>	<b>6,234,217</b>	<b>6,175,880</b>	<b>6,676,988</b>	<b>6,830,908</b>

# GRANT FUNDED PROGRAMS

2280

## Program Description

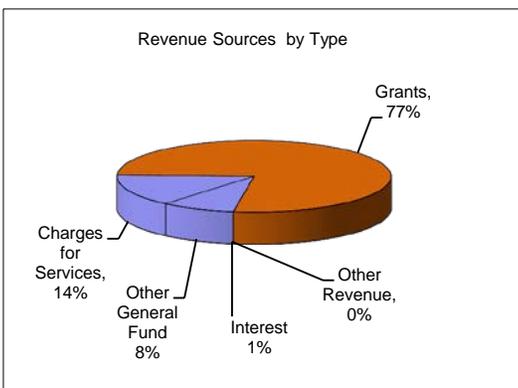
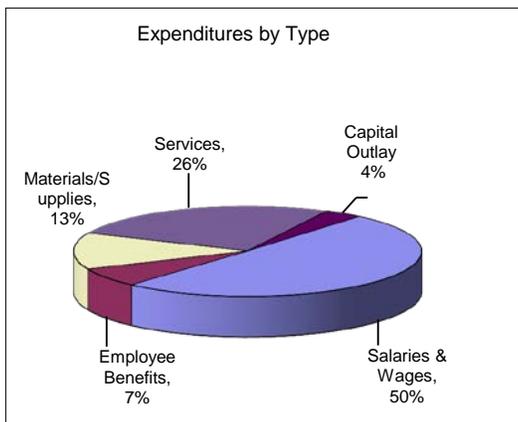
This program was developed to account for the revenues and expenditures by the Police Department from grant or other special revenue sources such as the Gaming Fund.

## Staffing Detail

NA

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

## Operating Budget Summary



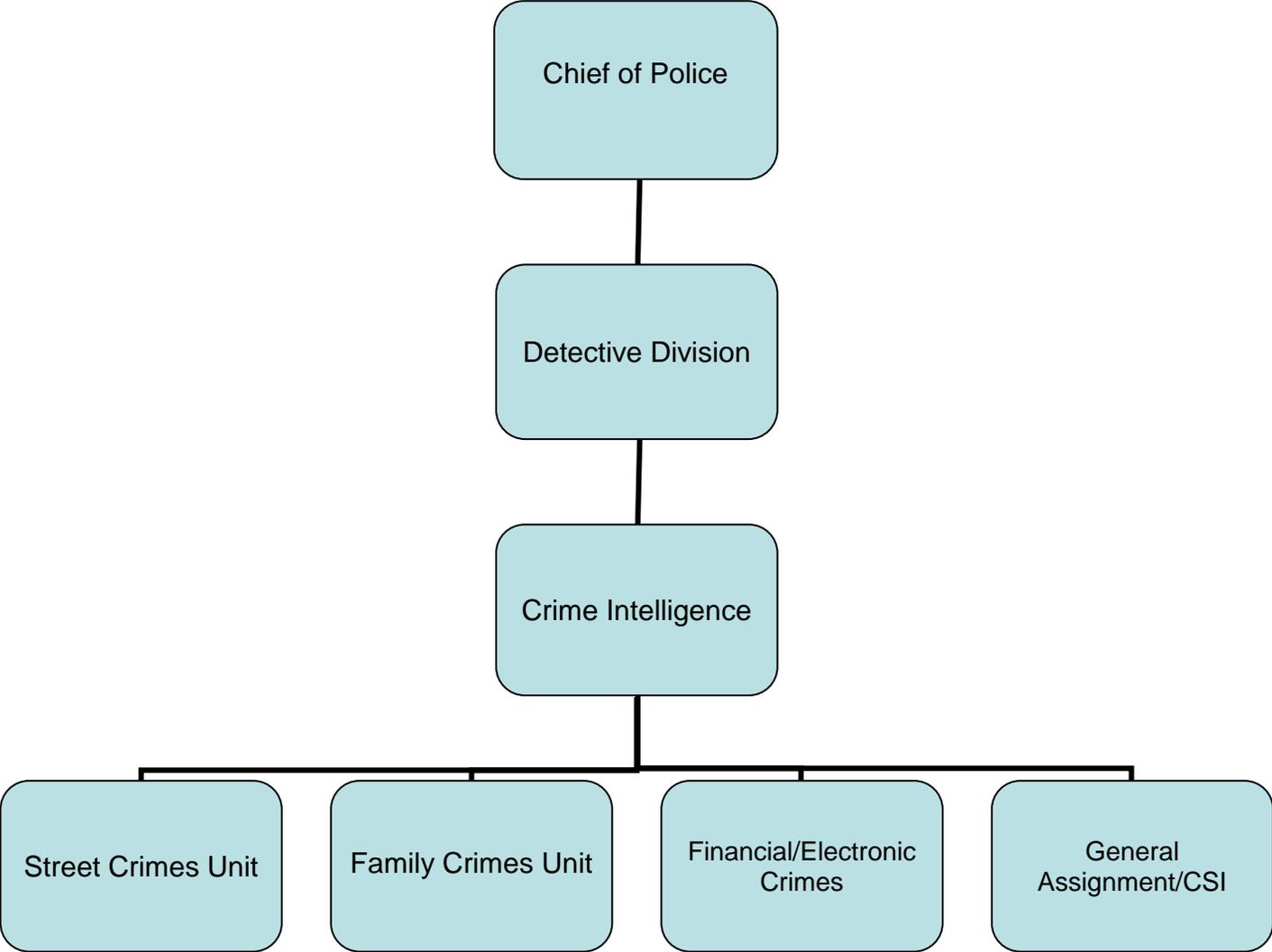
### Expenditures:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	262,904	299,751	329,818	80,612
Employee Benefits	131,570	165,228	167,228	11,000
Materials/Supplies	22,839	12,666	42,014	20,880
Services	54,694	28,395	37,510	41,596
Capital Outlay	27,795	0	5,667	5,667
<b>Total</b>	<b>499,803</b>	<b>506,040</b>	<b>582,237</b>	<b>159,755</b>

### Revenue Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Charges for Services	24,339	23,000	23,000	23,000
Grants	306,410	301,075	373,305	122,887
Interest	31	20	20	20
Other Revenue	7,902	0	2,000	0
Other General Fund	161,121	181,945	183,912	13,848
<b>Total</b>	<b>499,803</b>	<b>506,040</b>	<b>582,237</b>	<b>159,755</b>

# POLICE DETECTIVES



## **Detectives**

### **Mission**

The Detective Division is the investigative branch of the Police Department and as such is responsible for all secondary investigation of crimes that occur within the boundaries of the City of St. Joseph. Members of the Detective Division are responsible for case preparation and assisting in prosecution through court room testimony.

### **Core Services**

- Investigate all crimes assigned; Interview victims, witnesses, and suspects to determine the facts of an incident.
- Direct activities at crime scenes to assist victims, gather and protect physical evidence, and develop leads for further investigation.
- Ensure that all subjects charged in an offense are processed to include photographs and fingerprints to be included in the official record of the case.
- Review department reports and other data pertaining to criminal cases to evaluate solvability factors and establish assignment options.
- Record progress of investigations and maintain informational files on crimes and suspects.
- Assist patrol officers in the apprehension of offenders and serve as a liaison between the department and other agencies.
- Assist in planning and participate in training citizens, students, and businesses in crime prevention tactics.

### **Current Year Activity/Achievements**

- The division was able to obtain valuable equipment through grant funding and budgeted purchases that enhanced the abilities of the investigators to meet the demands of our mission. The Crime Scene Unit and Street Crimes Unit both of which are influenced by changing technology were particularly impacted by the new equipment acquisitions.
- Personnel responsible for conducting criminal investigations require specialized training to compile a professional, thorough, and precise case suitable to submit for prosecution. The division has been fortunate to receive funding through the budget process to assist with this expense.

### **Budget Challenges / Planned Initiatives**

- Personnel movement with the Detective Division continues to be a challenge in terms of equipment, supplies, training and overtime needs. However we are preparing for additional personnel that will bring us to our full allocated strength.
- Advancements in technology and statutory changes resulting from legislative action are a constant in our field. These occurrences often require unanticipated actions that must be taken with little time for preparation.
- Members of the Detective Division will continue to work toward accomplishing the objectives established in the recently updated Department Strategic Plan that relate to our function.

### **Performance Statistics**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| • Total Cases Reviewed - 10466       | Cleared by Exception - 289        |
| • Open - 4818                        | Closed by Arrest - 2661           |
| • Referred to State Prosecutor - 649 | Referred to City Prosecutor - 254 |
| • Referred to Juvenile - 180         | Referred to Other - 218           |
| • Unassigned - 1320                  | Unfounded - 77                    |

# DETECTIVE DIVISION

## Program 2240

### Program Description

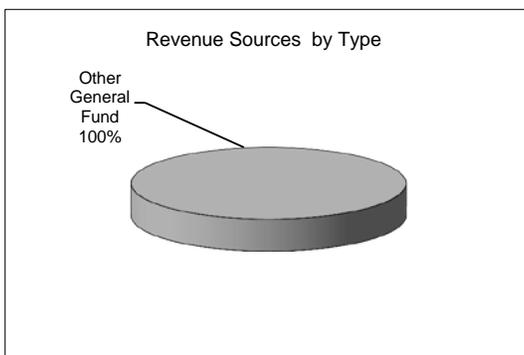
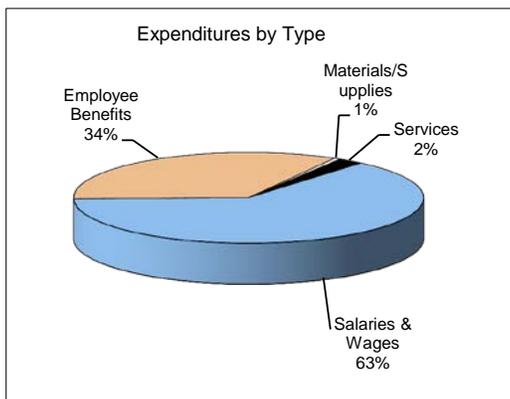
The Detective Division was formed to apprehend suspected offenders, assist in the prosecution of those individuals, and recover stolen property through the investigation of criminal acts that occur within the boundaries of the City. Detectives also provide assistance to the public, other law enforcement agencies and fellow officers.

### Staffing Detail

Police Commander  
 Police Captain  
 Police Sergeant  
 Police Officer  
 Secretary

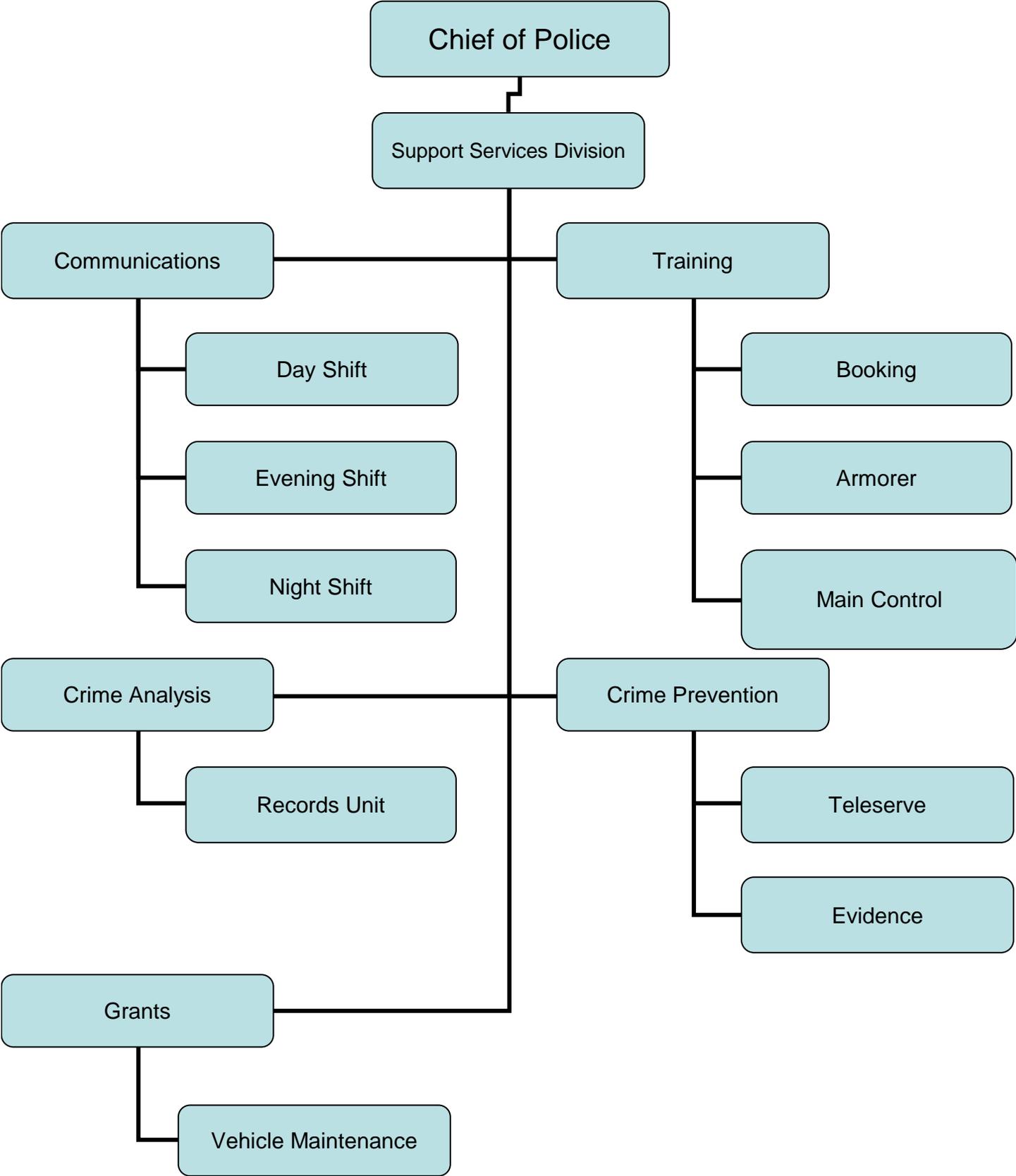
2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
1	1	1	1
4	4	4	4
17	18	18	18
1	1	1	1
<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	1,415,900	1,375,857	1,375,857	1,412,942
Employee Benefits	668,415	726,281	726,281	746,623
Materials/Supplies	14,874	13,132	13,132	13,132
Services	36,798	52,180	51,852	52,380
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,135,987</b>	<b>2,167,450</b>	<b>2,167,122</b>	<b>2,225,077</b>
<b>Revenue Sources:</b>				
Other General Fund	2,135,987	2,135,987	2,135,987	2,135,987
<b>Total</b>	<b>2,135,987</b>	<b>2,135,987</b>	<b>2,135,987</b>	<b>2,135,987</b>

# POLICE SUPPORT SERVICES



# **Police Support Services**

## **Support Services/Training/Communications Information Services/Vehicle Maintenance**

### **Mission**

To enhance the crime fighting capabilities of the department by providing long-range planning and crime analysis intelligence to the department. To educate the public in crime prevention and public education in areas such as police procedures and operational functions. To provide skilled, professional public safety officer training. To maintain the police fleet in a state of good repair. To ensure 24-hour, accurate, clear and timely communication between the public, the Police Department, the Fire Department, and the County Sheriff's Department. To serve as custodial gatekeeper of police records and maintain those records as required by state statute and federal law.

### **Core Services**

- Provide crime analysis and statistical reports to the department.
- Identify specific training needs of department personnel and provide customized public safety training programs for sworn and civilian employees
- Provide timely, comprehensive preventive vehicle maintenance checks.
- Maintain tracking systems for gas usage, mileage, maintenance and repairs
- Provide clear, accurate and timely communications between the SJP, SJFD, Rural Fire Departments, County Sheriff's Department, the public, and Police Dispatch operators
- Enter data to the MULES system.
- Process all external and internal requests for reports and information.
- Crime Prevention Unit engages in speaking engagements with civic groups, service clubs, neighborhood associations, business groups, etc.

### **Current Year Activity/Achievements**

- Acquired a driver's simulator and worked with community partners in launching a project for distracted drivers.
- Developed and implement a more stable server/database environment through virtualization.
- Technology advances for the year included adding the Text-to-911 web service.
- Implemented Active 911 application for PD use and application for Communications to monitor Fire Department.
- Continued the development of NextDoor increasing from 6 to over 25 groups.
- Crime Analysis Unit continued to expand in providing crime analysis support to include the use of predictive analysis to enhance patrol strategies.
- Replaced the phone and radio system logger/recorder.
- Implemented Virtual Academy on line training to assist in meeting new POST requirements.
- 9-1-1 For Kids Education Program reached out to over 1,300 children in area schools as well as nearly 500 children who visited the booth at various community events.

### **Budget Challenges/Planned Initiatives**

- Continuation of Next Generation 911. Integrate Text to 911 into Airbus phone system to improve stability.
- Improve CAD mapping services by continuing with monthly meetings with Fire Dept. to identify and address areas for improvement and any other issue of concern.
- Working with Buchanan County Fire to improve responses - Continue to have a Comm. Center Rep attend monthly meetings to identify and address areas for improvement and any other issue of concern.
- Continue to adapt Departments training standards to meet new POST requirements.
- Further development of using the State's interoperability system-MOSWIN. Add Region A talk group to our MOSWIN channel
- Develop a system to track CA requests. (internally and externally)
- Continue the change over from Uniform Crime Reporting to Missouri Incident Based Reporting System. (UCR to MIBIRS)
- Develop a plan to replace consoles as they age-would like to replace one or two over the next several years.
- Purchase an additional Trail Watch vehicle to be utilized as a backup eliminating down time.
- Expand on the Youth Summer Camp.

## **Performance Statistics**

- Number of grants received in 2016 were 18, value of grants received \$167,174
- Total number of new case reports by Records Unit 17,559
- Number of incoming 911 calls 59,726
- Number of calls on the non-emergency line 149,606
- Number of prisoners booked 4,289
- Neighborhood Watch Meetings in 29
- Citizen volunteer hours 1,353.5
- Number of vehicle maintenance orders 1647
- Number of miles driven by SJPD fleet 1,245,445
- Number of citizen completing beverage server class 999

# SUPPORT SERVICES

## Program 2250

### Program Description

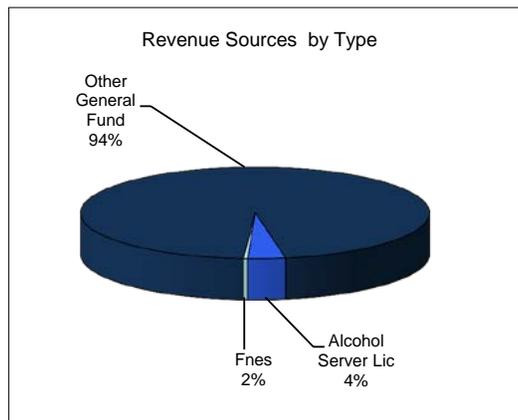
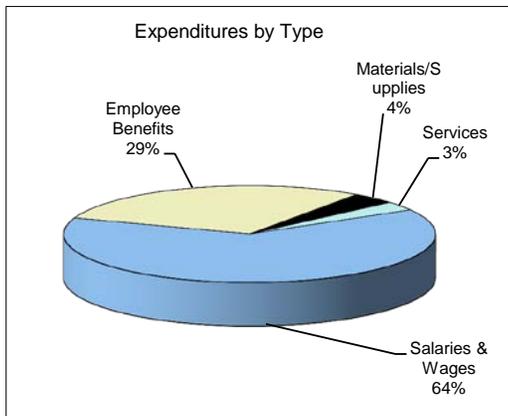
Staff enhance the crime fighting capabilities of the department by providing long-range planning and crime analysis intelligence to the department. It also educates the public in crime prevention and public education in areas such as police procedures and operational functions. The Police Commander in this division also oversees the operations of the Training, Information Services, Maintenance, and Communications divisions.

### Staffing Detail

Police Commander  
 Police Sergeant  
 Police Officer  
 Booking Officer  
 Booking Officer PT 2 / 1 PT as needed

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
1	1	1	1
4	4	4	4
1	2	2	0
<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	441,700	506,297	506,297	514,283
Employee Benefits	180,556	186,306	186,306	236,979
Materials/Supplies	24,069	28,730	28,946	31,230
Services	10,364	31,034	30,884	24,494
Capital Outlay	0	0	0	0
<b>Total</b>	<b>656,689</b>	<b>752,368</b>	<b>752,434</b>	<b>806,986</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Alcohol Server Lic	26,580	28,000	28,000	28,000
Fines	3,100	3,000	3,000	3,000
Grants	0	0	0	0
Other Revenue	8,687	0	995	0
Other General Fund	618,322	721,368	720,439	775,986
<b>Total</b>	<b>656,689</b>	<b>752,368</b>	<b>752,434</b>	<b>806,986</b>

# POLICE TRAINING

## Program 2260

### Program Description

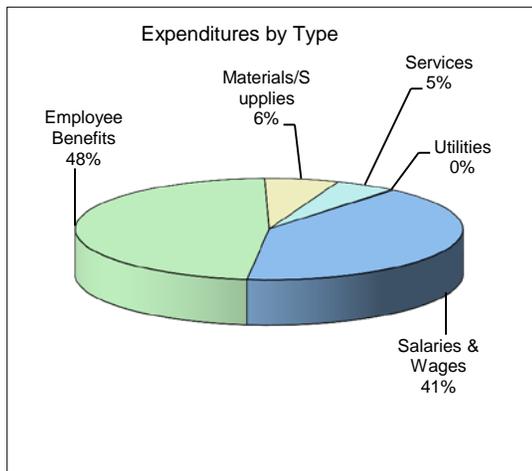
This Unit is responsible for in-service training, specialized seminars, and the mandated, Missouri Police Officers Standards of Training Commission (P.O.S.T.) training in order to provide skilled, professional public safety officers.

### Staffing Detail

Police Sergeant

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1

### Operating Budget Summary

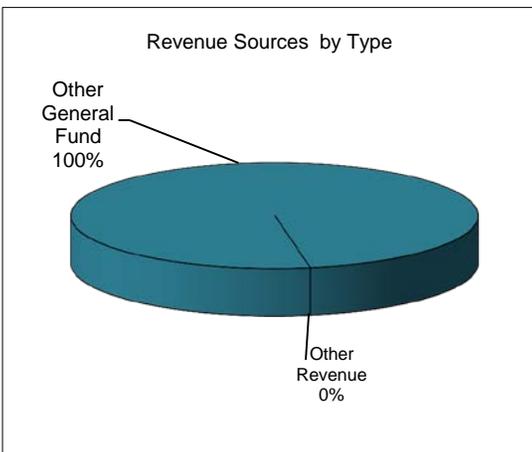


#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	61,909	61,344	61,344	58,246
Employee Benefits	59,068	70,439	70,439	68,467
Materials/Supplies	13,140	8,830	9,886	8,830
Services	2,279	7,290	7,358	7,290
Utilities	243	300	300	300
<b>Total</b>	<b>136,640</b>	<b>148,203</b>	<b>149,327</b>	<b>143,133</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	4,416	0	1,556	0
Other General Fund	132,224	148,203	147,771	143,133
<b>Total</b>	<b>136,640</b>	<b>148,203</b>	<b>149,327</b>	<b>143,133</b>



# POLICE VEHICLE MAINTENANCE

## Program 2290

### Program Description

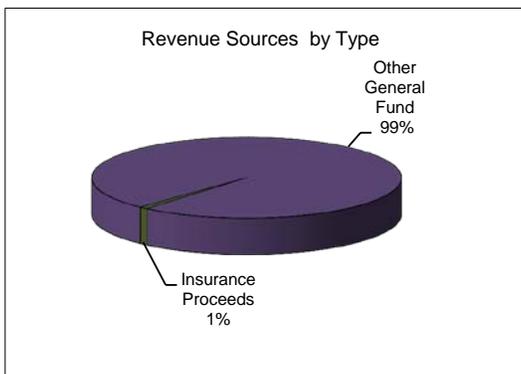
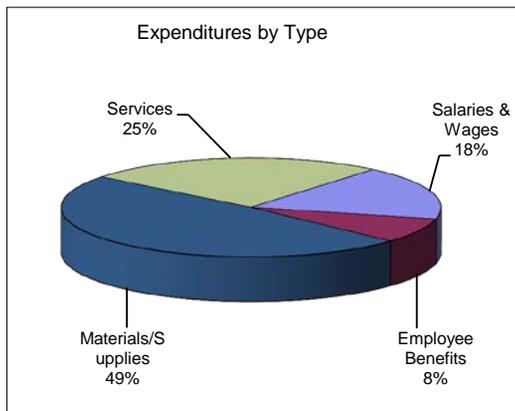
Staff maintain the police fleet in a state of good repair by conducting timely, comprehensive preventive maintenance checks. With the increase in the number of officers starting in FY2015, the number of vehicles in the fleet will increase. FY2017 fleet will consists of 65 marked and 43 unmarked vehicles, 9 trucks and vans, 4 motorcycles and 2 trailers.

### Staffing Detail

Master Mechanic  
Auto Mechanic

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
Employee Benefits  
Materials/Supplies  
Services

#### Total

#### Revenue Sources:

Insurance Proceeds  
Other General Fund

#### Total

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
79,744	73,145	73,145	76,720
26,206	26,585	26,585	35,264
161,641	211,120	211,120	211,120
128,347	110,700	110,784	110,700
395,938	421,550	421,634	433,804
9,879	0	3,924	3,740
386,059	421,550	417,710	430,064
395,938	421,550	421,634	433,804

# POLICE COMMUNICATIONS

## Program 2910

### Program Description

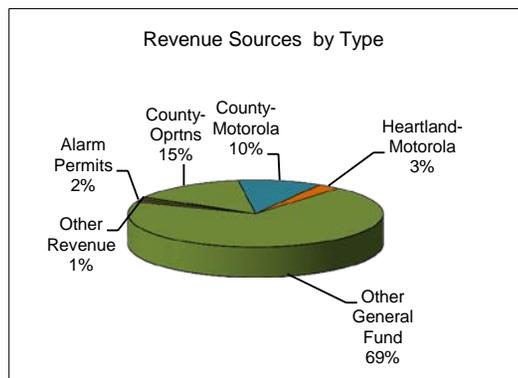
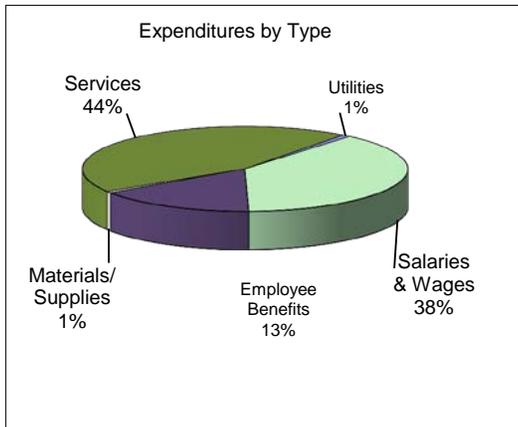
The police communications center ensures that accurate, clear and timely communication occurs between the public, the Police Department, the Fire Department, the ambulance service, the County Sheriff's Department and outlying fire districts by providing routine and emergency public safety communications service twenty-four hours a day, seven days a week.

### Staffing Detail

Police Captain  
 Senior Communications Operator  
 Communications Operator  
 Public Safety Network Administrator  
 PT Communication Operators (2) as needed in lieu of overtime

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
4	4	4	1
17	17	17	4
1	1	1	17
2	2	2	2
<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	949,099	999,702	999,702	1,038,240
Employee Benefits	321,209	333,864	333,864	427,812
Materials/Supplies	13,287	14,470	14,470	14,870
Services	1,211,392	1,192,650	1,193,770	1,193,960
Utilities	19,290	21,000	21,000	21,000
<b>Total</b>	<b>2,514,276</b>	<b>2,561,686</b>	<b>2,562,806</b>	<b>2,695,882</b>
<b>Revenue Sources:</b>				
Alarm Permits	48,513	50,700	50,700	49,000
Tower Rents	16,692	18,000	18,000	18,000
Other Revenue	6,180	0	5,581	5,580
County-Oprtns	429,369	391,280	391,280	393,000
County-Motorola	282,121	310,570	283,400	285,000
Heartland-Motorola	93,809	77,600	77,600	77,600
Other General Fund	1,637,592	1,713,536	1,736,245	1,867,702
<b>Total</b>	<b>2,514,276</b>	<b>2,561,686</b>	<b>2,562,806</b>	<b>2,695,882</b>

# INFORMATION SERVICES

## Program 2920

### Program Description

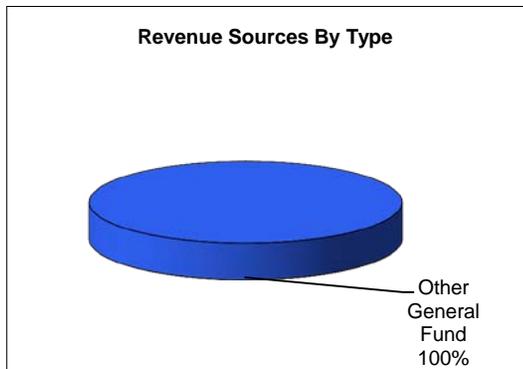
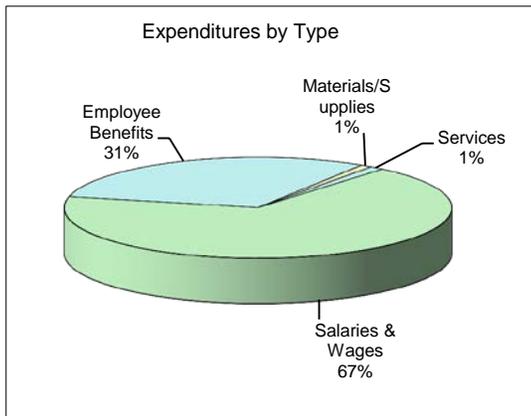
Staff provide direct and indirect support services to the various units of the Police Department as well as direct service to the public by maintenance of police records, teleserve and main control activities.

### Staffing Detail

Police Records Supervisor  
 Evidence Control Technician  
 Police Report Specialist  
 Police Records Clerk  
 Main Control Technician  
 Police Records Clerk (PT)  
 Main Control Technician (PT) (Paid directly in PS Tax - Police)  
 Evidence Control Technician (PT) (Paid directly in PS Tax - Police)

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
4	4	4	4
4	4	4	4
0.62	0.62	0.62	0.62
0.7	0.7	0.7	0.7
0.7	0.7	0.7	0.7
12	12	12	12

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services

**Total**

**Revenues:**

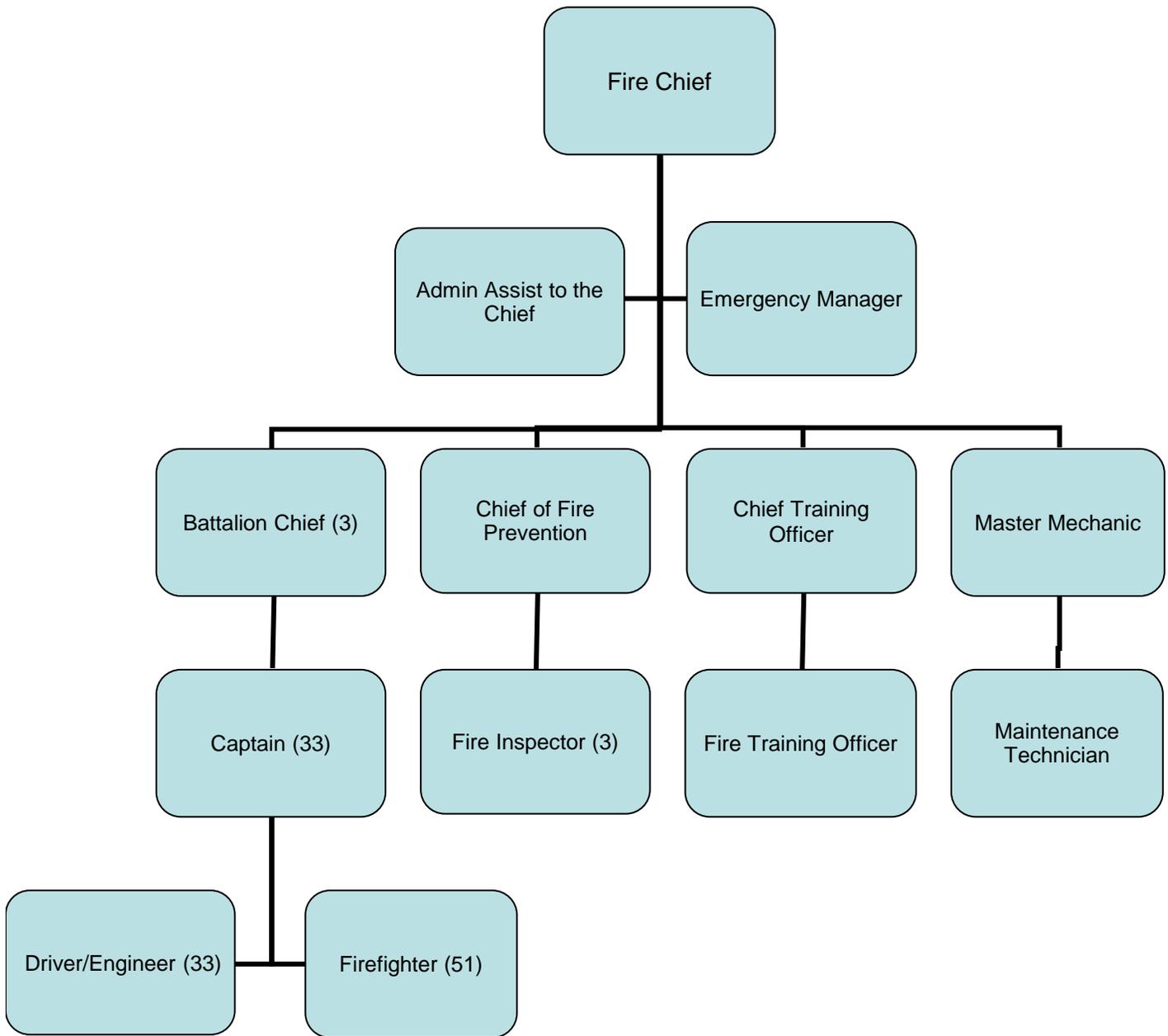
Other General Fund

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
450,515	449,164	449,164	459,156
166,443	160,636	160,636	207,555
5,633	6,500	6,500	6,500
3,894	7,990	8,040	7,990
626,484	624,290	624,340	681,201
626,484	624,290	624,340	681,201
626,484	624,290	624,340	681,201



# FIRE DEPARTMENT



# Fire Administration

## Mission

To provide creative and innovative leadership in the emergency and non-emergency fire and EMS services that we provide for the citizens of St. Joseph.

## Core Services

- Oversee the daily operations pertaining to Fire Suppression, Fire Training, Fire Prevention and Fire Maintenance.
- Interact with and ensure that the emergent and non-emergent needs of the business community and the general public are met.
- Ensure the completion of all Capital Improvement Program projects relevant to the Fire Department.
- Provide budgeting and oversight services to ensure fiscal control.
- Acts as a member of the Labor Negotiating Committee for the contract with the IAFF.
- Provide the best customer service possible to both the public and our fellow City employees.

## Current Year Activity/Achievements

- Completed the removal and replacement of the apparatus floor at the Headquarters Station. In addition, oversaw the installation of new flooring and carpet in the offices and living quarters.
- Received a new Telesqurt (engine with a ladder) for Station 4, and placed in service.
- Continued to improve our use of software (Facility Dude) for tracking of building and fleet maintenance. This software stores information on purchases, building and fleet repairs, and allows firefighters to contact maintenance personnel about needed repairs and gives them ability to track the status of those repairs. Staff has the ability to prioritize repairs and give updates on parts and service.
- Currently we are using Active 911 for mobile data. This software provides immediate information from the Communications Center as well as access to pre-fire plans, hydrant location and google maps.
- Completed specifications and bidding process for the replacement of the driveway and apparatus ramp at Station 6, with scheduled completion in late spring.
- Secured two sites for the construction of new stations to replace Stations 9 and 11. Design work is nearing completion and we expect to bid the projects out in March.
- Staff continues to attend accreditation meetings with several KC area departments, as well as quarterly meetings with the Heart of America Fire Chiefs. Staff has also had a couple of members receive accreditation through the Center for Public Excellence.
- Renewed agreements with three fire protection districts and signed mutual aid agreement with SCB Fire for an automatic tanker response to the East Hills FPD.
- We are in the late stages of implementing new training software that will allow us to keep track of all firefighter certifications, licenses, and training. This program also has online training for both Fire and EMS that meets ISO and Missouri Bureau of EMS standards.

## Budget Challenges/Planned Initiatives

- Continue to upgrade fleet through public safety funding.
- Pursue grants through various local, state, and national grants.
- Pursue NFPA physicals for all firefighters.
- Complete design of new stations in a timely fashion and start construction this spring.
- Continue to annually review General Orders and Standard Operating Procedures with staff and Local 77.
- Work to maintain and improve our ISO rating by improving our training processes and station relocations.

# FIRE ADMINISTRATION

## Program 8350

### Program Description

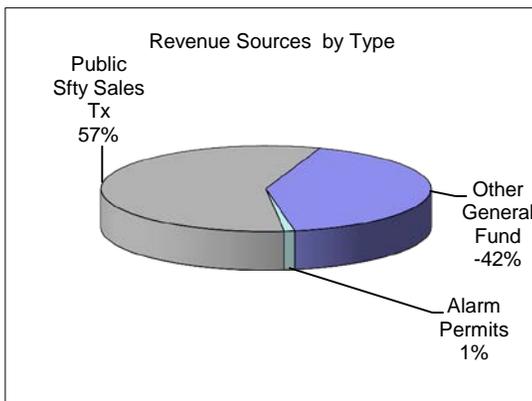
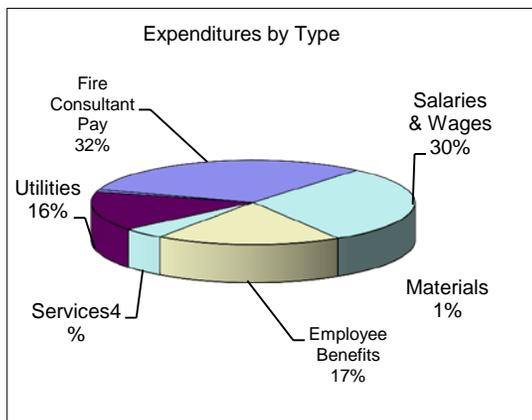
Fire Administration provides the leadership and vision for the Fire Department's fire protection and rescue services. Fire Administration manages programs in Fire Suppression, Fire Training, Fire Prevention and Fire Maintenance. Staff interacts with and ensures that the non-emergent needs of the business community and the general public are met. Fire Administration ensures the completion of all Capital Improvement Program projects relevant to the Fire Department. Staff provides budgeting and oversight services to ensure fiscal control.

### Staffing Detail

Fire Chief  
 Administrative Asst to Fire Chief

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Fire Consultant Pay  
 Employee Benefits  
 Services  
 Utilities  
 Materials

#### Total

Revenue Sources:  
 Alarm Permits  
 Charges for Services  
 Other Revenue  
 Public Sfty Sales Tx  
 Other General Fund

#### Total

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
154,517	153,245	153,245	156,310
133,453	159,032	159,032	162,213
132,319	84,860	84,360	96,291
22,094	21,995	20,305	21,995
64,346	77,800	56,000	77,800
5,792	4,750	2,400	4,750
512,521	501,682	475,342	519,359
33,283	32,000	32,000	32,000
3,377	0	0	0
3,000	0	0	0
1,169,870	1,178,055	1,178,055	1,838,685
(697,009)	(708,373)	(734,713)	(1,351,326)
512,521	501,682	475,342	519,359

# PUBLIC SAFETY - FIRE

## Program 2595

### Program Description

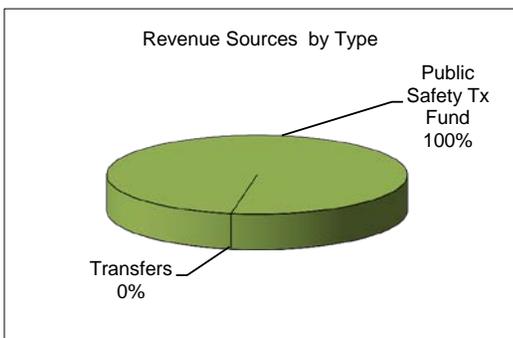
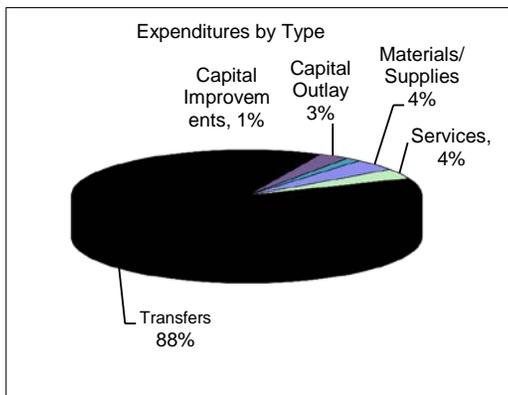
This program is funded totally through the 1/2 cent Public Safety Tax. Expenditures are concentrated in three areas - transfer to the Fire Department in the General Fund to cover the wage enhancements negotiated by the fire union, equipment purchases, and an escrow established as a sinking fund to enable purchases of major pieces of fire equipment in the future. There are no plans to create new positions in the fire department through this tax.

### Staffing Detail

NA

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Materials/Supplies	49,475	100,100	60,000	86,600
Services	0	60,325	6,000	75,440
Transfers	1,169,870	1,178,055	1,178,055	1,838,685
Capital Outlay	686,645	1,243,606	1,243,606	58,934
Capital Improvements	96,349	0	0	28,852
<b>Total</b>	<b>2,002,339</b>	<b>2,582,086</b>	<b>2,487,661</b>	<b>2,088,511</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	0	0	0	0
Transfers	0	70,000	70,000	0
Public Safety Tx Fund	2,002,339	2,512,086	2,417,661	2,088,511
<b>Total</b>	<b>2,002,339</b>	<b>2,582,086</b>	<b>2,487,661</b>	<b>2,088,511</b>

# Fire Suppression

## Mission

To protect the life, health, and property of the public through provision of fire protection, emergency rescue and emergency medical First Responder services.

## Core Services

- Respond to all types of fire-related emergencies within the City.
- Implement specialized emergency rescue operations in: Confined Space Rescue, Light Rescue, Water/Ice Rescue, Swift Water & River Rescue, and Hazardous Materials
- Provide assistance and First Responder medical care to victims of sudden illness or injury.
- Conduct fire inspections of residential apartments (multi-family), commercial, and industrial occupancies.
- Maintain mutual aid agreements with surrounding communities.

## Current Year Activity/Achievements

- All EMTs completed King Airway insertion refresher class.
- Increased total number of EMTs to 96.
- Fire crews are participating in assigned training to meet ISO requirements.
- Maintained a 6-minute response time in over 80% of emergency medical calls.
- Responded to 9796 calls, with almost 60% being medical.
- Fire crews completed 392 inspections last year.
- 16 firefighters completed voluntary fitness program Fit as a Rookie. Completing over 1000 hours of physical fitness and getting a physical.
- 5 firefighters trained with the state Incident Support Team.
- Responded to 199 working structure fires, including two that required multiple alarms and outside assistance from area departments.

## Budget Challenges/Planned Initiatives

- Continue to work toward having all firefighters trained to level of Firefighter II.
- Continue to work with Local 77 to establish a fitness program that includes a yearly physical for each firefighter.
- Continue to work with Local 77 to review General Orders and Standard Operating Procedures on a yearly basis.
- Participate in local and regional exercises.
- Continue to support employees willing to enhance their medical skills through refresher and outside training classes, such as Trauma Trends, state fire schools, Hillyard Technical Center, and EMS conferences.
- Maintain our current ISO rating of 3, while looking at cost effective opportunities to improve.

# FIRE SUPPRESSION

## Program 2510

### Program Description

Fire Suppression personnel provide fire suppression, rescue, and emergency medical service to the City of St. Joseph and four Fire Protection Districts. Fire Suppression personnel provide non-emergent support to the public with fire prevention, festival medical care, and citizen assistance services. Personnel also assist other City departments with manpower and equipment, as needed.

### Staffing Detail

Battalion Chief  
 Captain  
 Driver/Engineer  
 Firefighter

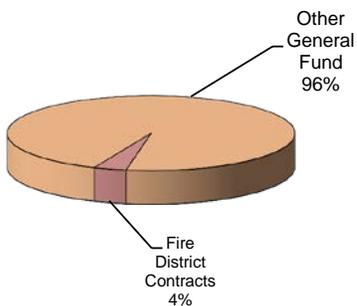
2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
3	3	3	3
33	33	33	33
33	33	33	33
51	51	51	51
120	120	120	120

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services

#### Total

#### Revenue Sources:

Fire District Contracts  
 Other Revenue  
 Grants  
 Other General Fund

#### Total

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
6,628,635	6,623,608	6,623,608	6,679,173
3,911,098	3,779,931	3,781,431	4,223,962
57,586	25,340	28,500	25,340
28,166	31,170	32,270	33,870
10,625,485	10,460,049	10,465,809	10,962,345
390,522	390,500	401,747	401,750
1,173	0	2,148	0
2,486	0	0	0
10,231,305	10,069,549	10,061,915	10,560,595
10,625,485	10,460,049	10,465,809	10,962,345

# Fire Prevention

## Mission

To reduce the loss to property and life through fire code enforcement and public fire safety education. The Division maintains statistics and appropriate records for public safety education, code compliance inspections and records on fire investigations.

## Core Services

- Conduct required fire code safety inspections in residential apartment (multi-family) and commercial/industrial occupancies.
- Conduct required fire code violation re-inspections in residential apartment (multi-family) and commercial/industrial occupancies.
- Provide fire safety inspections in all public schools.
- Ensure every public and private elementary school, grades K through 4, receives fire prevention information and training as a part of Fire Prevention Week activities.
- Conduct fire prevention activities for all levels school-age to senior citizen.
- Provide fire code compliance review of all commercial/industrial building plans.
- Provide fire code compliance inspections prior to issuance of occupancy permits.
- Conduct investigations as to the source of all major fire incidents.

## Current Year Activity/Achievements

- Annual fire inspections conducted on 160 properties.
- Fire Prevention demonstration house was used 19 times at schools, residential care facilities, and other venues and reached 1795 children and 273 adults. There were 40 additional fire prevention programs excluding the safety trailer.
- Received our new fire safety trailer and it will be put into service this spring.

## Budget Challenges/Planned Initiatives

- Acquire new fire extinguisher training equipment. New equipment is needed using non-live-fire training simulator, which would reduce the possibility of accidental fire spread or injury that exists in life-fire situations. This would save our customers money during needed training, as the need to have their fire extinguishers recharged would no longer be an obstacle. An increased number of extinguisher programs will increase fire safety in our community.
- All Inspectors will be at least Inspector I certified through ICC.
- All Inspectors will remain certified as State of Missouri Fire Investigators.
- Obtain additional certifications: Certified Fire Investigator IAAI or PFFIA, ICC Plans Examiner, ICC Fire Marshal, and AEGIS System Administrator course from New World Systems.

## Performance Statistics

- 160 Annual inspections by Fire Inspectors (typically large industrial complexes)
- 230 Walk-through inspections
- 48 Sprinkler and alarm system inspections
- 85 Certificates of occupancy
- 151 Building plans review
- 40 Alarms and sprinkler system plans reviews
- 4 Juvenile Fire Setter intervention

# FIRE PREVENTION

## Program 2530

### Program Description

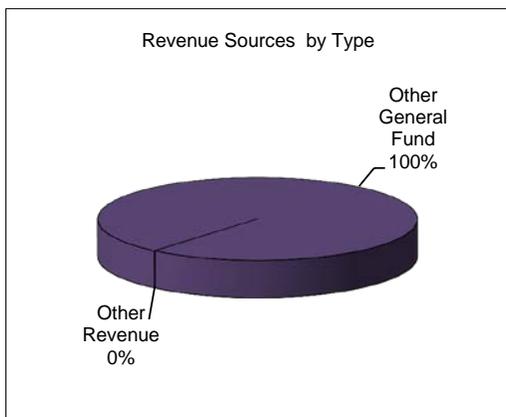
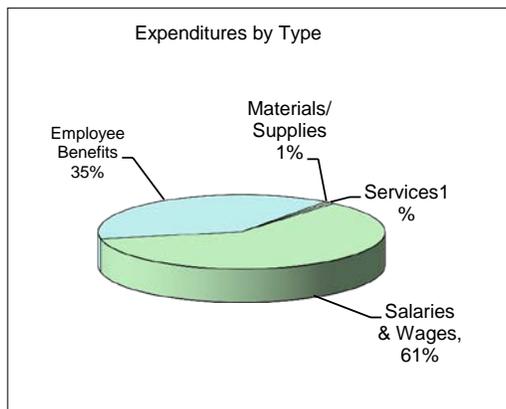
Fire Prevention staff provide fire investigation services to businesses and the public to ensure accurate fire cause determination. Fire Prevention personnel are the lead inspectors to ensure a fire-safe community. Other activities include plans review, fire code permitting and enforcement, and public education programs. Fire Prevention is the keeper of the Department's emergency response and fire inspection records.

### Staffing Detail

Chief of Fire Prevention  
 Fire Inspector

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
4	4	4	4

### Operating Budget Summary



#### Expenditures:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	261,128	261,260	261,260	266,467
Employee Benefits	152,501	144,842	143,842	166,502
Materials/Supplies	1,585	2,550	1,100	2,550
Services	1,802	2,360	1,950	2,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>417,017</b>	<b>411,012</b>	<b>408,152</b>	<b>438,119</b>

#### Revenue Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Other Revenue	169	750	750	250
Other General Fund	416,848	410,262	407,402	437,869
<b>Total</b>	<b>417,017</b>	<b>411,012</b>	<b>408,152</b>	<b>438,119</b>

# Emergency Management

## Mission

Emergency Management main objectives are: Life Safety, Incident Stabilization and Protecting the Environment. This is achieved through Mitigation, Planning, Response and Recovery.

## Core Services

- Plan, organize and direct the operations of the City of St Joseph's Emergency Management Program with local government, civic, business officials, and other interested groups.
- Coordinate the emergency management program within the City by working with local government, business, and industry.
- Recruit and train volunteer personnel to assist at major events and in times of disaster.
- Meet with local, state, and federal emergency management officials to coordinate the City's emergency program.
- Prepare various forms, official documents, and reports for local, state, and federal officials.
- Prepare the budget for the emergency management programs, including applying for local, state, and federal grants.
- Actively participate in all phases of the major program areas Mitigation, Preparedness, Response, and Recovery.

## Current Year Activity/Achievements

- Renewed EMP grant which reimburses the City for part of Emergency Manager's salary and benefits.
- Completed Homeland Security grant risk assessment forms.
- Worked with Blue Valley Siren to update Siren computer program and add additional contacts after the resignation of the Emergency Manager in mid-November.

## Budget Challenges/Planned Initiatives

- The EM will be moved back under the supervision of the Fire Chief with assistance and guidance from the directors of Public Works, Police, Health, and the City Manager.
- The City still needs a permanent Emergency Operations Center for major disasters. The current location at Station 12 is too small for a permanent location, but would serve as a good back up location, if
- EMP funds and grants continue to shrink. A combined City/County EMD may need to be looked at as an option in the future.
- The new EM will need to be prepared to work with government, industry and civic groups to prepare the City for accidents or disasters. CERT teams need to be formed to assist during times of need and long-term incidents.



# Fire Maintenance

## Mission

To provide timely maintenance for the vehicles in the Fire Department fleet, including mechanized and auxiliary equipment. Plan and care of all Department facilities and equipment. Staff is also responsible for procuring and distribution of supplies and building maintenance materials for all stations.

## Core Services

- Reduce downtime for all first-line equipment by: immediate repair of first-line fire apparatus failures, monthly preventive maintenance checks, and Manufacturer's recommended oil changes.
- Provide a maintenance tracking and prioritization system.
- Complete building maintenance repairs as needed.
- Schedule and complete third-party testing of aerial units, ground ladders, and pumps.

## Current Year Activity/Achievements

- Maintained a fleet of 11 front line fire trucks, including 2 ladders trucks, 2 Telesquirts, 2 heavy-duty rescue trucks, and 5 pumpers. Reserve fleet consists of 2 reserve pumpers and 1 Telesquirt.
- Maintained fleet of 14 light-duty trucks and cars including: 4 Prevention, 2 Training, 2 Administration, 4 first responder vehicles, 3 rescue boats and 7 trailers.
- Maintained 9 fire stations, including outbuildings and all permanent equipment.
- Maintained, organized, and inventoried maintenance areas at Station 5 and Headquarters.
- Provided frequent updates on truck repairs to appropriate department personnel.
- Assisted with the preparation for the purchase of two new engines late this spring.
- Implemented a maintenance tracking system to increase productivity and cost tracking capabilities.
- Made call number changes to trucks and stations to help with new maintenance system and Communications Center system.
- Scheduled and oversaw 4 aerial apparatus inspections and over 600 feet of ground ladder certifications completed by third-party inspectors.
- Both members attended and received certification for EMV repair.

## Budget Challenges/Planned Initiatives

- Age and condition of fleet is still not what it should be, but with the purchase of two new engines and the repair of reserve engines we are heading in the right direction.
- Continue to find annual courses or training for maintenance personnel to keep up with current apparatus trends and facility maintenance within the fire industry.
- Since we could not afford to build a new maintenance facility with one of the new stations, we need to continue to pursue either a new facility strictly for fire or combine with other City departments for a central

# FIRE EQUIPMENT SUPPORT

## Program 2550

### Program Description

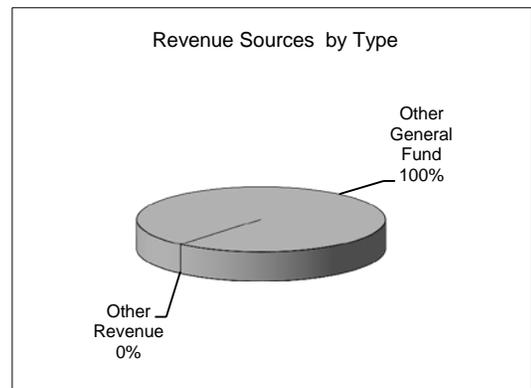
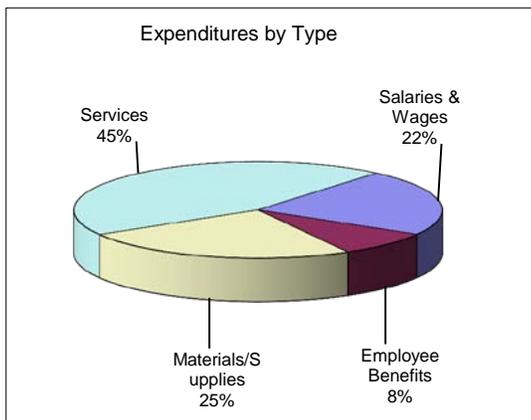
Fire Maintenance mechanic either provides or ensures the proper maintenance of the Department's fire apparatus and staff car fleet. Mechanic also procures and distributes fire station supplies. He also schedules, performs and/or ensures testing of Department ladders, aerial fire apparatus and fire pumps.

### Staffing Detail

Master Mechanic  
Maintenance Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	86,024	88,189	88,189	89,523
Employee Benefits	30,284	29,765	29,765	33,757
Materials/Supplies	42,641	98,000	45,500	98,000
Services	157,265	168,800	147,000	178,800
Utilities	0	0	0	0

#### Total

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	7,075	0	0	0
Other General Fund	309,139	384,754	310,454	400,080
<b>Total</b>	<b>316,214</b>	<b>384,754</b>	<b>310,454</b>	<b>400,080</b>

# Fire Training

## Mission

To preserve and protect life and property of the citizens of St. Joseph and of the firefighting personnel themselves by developing skilled, professional fire personnel through fire protection education and training.

## Core Services

- Increase the efficiency and effectiveness of the Fire Department through the integration of new strategies and old practices, better equipment, and an increased awareness of new dangers as they evolve.
- Improve firefighter safety.
- Provide training and orientation for new firefighters.
- Maintain current certifications for both fire and EMS.

## Current Year Activity/Achievements

- Provided training outline, NIOSH reports, and building preplan for Captains on a monthly basis.
- Conducted semi-annual training for airway insertions.
- Provided cleaning of turnout gear and equipment as necessary.
- Assisted Fire Chief with station relocation meetings and station design.
- Served on Hillyard EMT/Fire Advisory Committee.
- Worked on Active 911 software and hardware implementation.
- Assisted with new hire process and training.
- Purchased various supplies and equipment, such as hose, fittings, gloves, helmets, turnout gear, etc.

## Budget Challenges/Planned Initiatives

- Attempt to increase hands-on training by the use of props and more realistic training evolutions.
- Make better use of emerging technology.
- Educate all personnel on current best practices for personal safety on medical calls.
- Improve participation in Eit as a Rookie voluntary physical fitness program.
- Attempt to increase certification of staff officers and Captains for ISO requirements and personal development.
- Use new software to maintain firefighter licensure and certification, as well as meeting ISO training requirements.

# FIRE TRAINING

## Program 2570

### Program Description

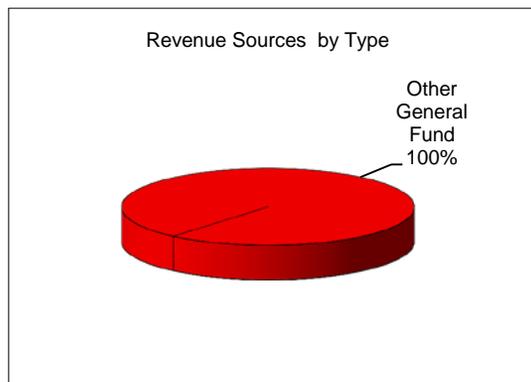
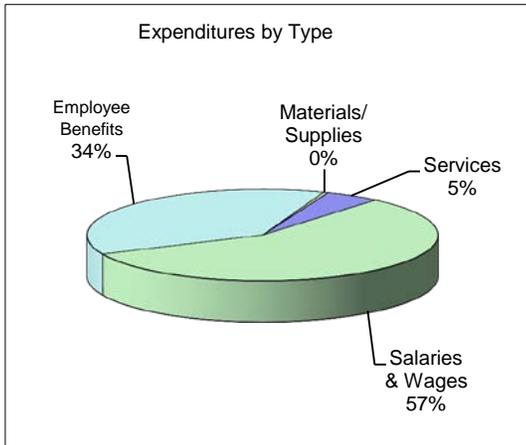
Training staff preserve and protect life and property of the citizens of St. Joseph and of the firefighting personnel themselves by developing skilled, professional fire personnel through fire protection, rescue, emergency medical, hazardous materials and terrorism training.

### Staffing Detail

Chief Training Officer  
 Fire Training Officer

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



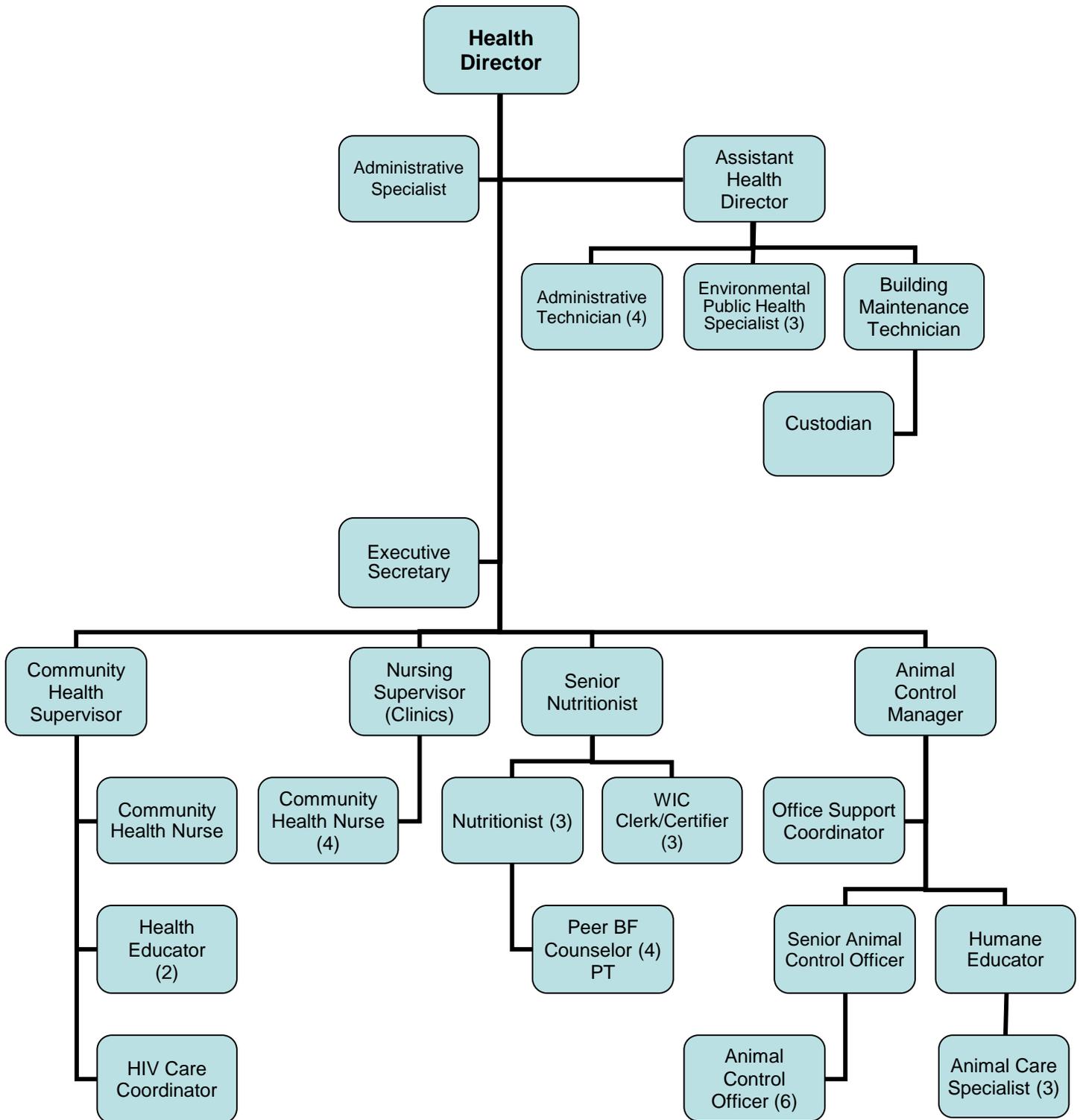
**Expenditures:**

Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services  
 Capital Outlay

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
132,307	133,908	133,908	136,552
78,421	75,895	75,395	89,839
1,559	1,000	2,000	1,000
10,729	12,035	9,200	12,035
0	0	0	0
<b>Total</b>	<b>223,017</b>	<b>222,838</b>	<b>220,503</b>
<b>Revenue Sources:</b>			
1,200	0	1,200	0
221,817	222,838	219,303	239,426
<b>Total</b>	<b>223,017</b>	<b>222,838</b>	<b>239,426</b>



# HEALTH DEPARTMENT



# Health Administration

## Mission

To provide administrative services and management support to all health programs. To provide program, policy, and legislative development necessitated by emerging needs in our community. Once needs are identified, to initiate and promote programs that will have direct, positive local health outcomes. Ensure public health and safety during times of local, state or national crisis.

## Core Services

- Provide planning, evaluation, budgeting, coordination and administrative support for all divisions within the health department.
- Monitor compliance with State grants and contracts to ensure all contract requirements and deliverables are met.
- Secure revenue from various resources such as contracts, grants and Medicaid through monthly billing.
- Identify gaps in public health services and create needed programs with community partners. Identify existing and new funding opportunities to implement new programs, and identify opportunities for strengthening existing services.
- Continue social media campaigns.
- Provide public information to the media regarding public health.
- Serve as a referral center for citizens needing to be connected to local resources/agencies for assistance.
- Serve as Vital Statistics Registrar for Buchanan County, which entails issuing certified copies of Missouri birth and death certificates, to the public.
- Maintain the structural operations of Patee Market Health Center, a 100+ year old building, which houses two agencies with ever growing and changing needs.
- Provide public health emergency response planning to address all hazards within Buchanan County.

## Current Year Activities/Achievements

- The health department continues to seek out and be awarded grants that allow for the development of outreach and preparedness programs to further our available services, and community protection efforts.
- The health department's Facebook page continued to provide currently trending health information and local information of importance and interest to our community. New viewers are continuously added and community response and viewing numbers are consistently increasing.
- Mental Health First Aid class was held for MWSU's Public Safety Police Academy.
- The health department utilized funding as a response to the Ebola outbreak to further train staff members for communicable disease outbreaks, to offer regional trainings in Psychological First Aid, and to purchase multiple supplies and pieces of equipment that will allow for a more adequate and efficient response to a local or regional public health event or disaster.
- Celebrated Public Health Week with several different community involved events and outings.
- Hosted the annual all-staff retreat at Remington Nature Center.
- Staff serve on various boards such as, but not limited to Angels Home Health Board, Family Guidance Center, St. Joseph Safety and Health Council and the United Way and many more committees such as Bicycle Across Missouri Preparedness and Planning Committee, Buchanan County Community Organizations Active in Disaster, Crisis Intervention Team Council of Northwest Missouri, Drug Free Community Coalition, Local Emergency Planning Committee, and Mosaic Life Care Ethics Committee.
- Shingled roof replacement was completed.

## **Budget Challenges/Planned Initiatives**

- Contracts and grants, while amounts are consistently reduced, the application process has become more competitive. Also, Public Health funding at the Federal and state level waxes and wanes depending upon the current political climate, or presence of emerging health concerns at any given time.
- Patee Market Health Center continues to need ongoing maintenance and repairs. As several systems begin to reach the top end of their typical functional life, many maintenance technicians have informed staff of the need to begin planning for the replacement of some major building systems or their components.
- Regular all-staff meetings will continue to be held, including an annual all-staff retreat, complimented by more concise quarterly meetings .
- The health department "Employee Internal Response Team" will continue meeting to identify areas for improvement of internal and external staff, patron and general facility safety, and staff training opportunities pertaining to safety practices. The team participants will take the lead during a crisis within the building to assist others to safety.
- Maintaining Facebook page with useful, relevant health information.
- HEALTH remains active after receiving a Community Connect grant from Mosaic Life Care with the Social Welfare Board is the lead agency.
- Even after the roof replacement, there continue to be leaks.

## **Performance Statistics**

- The number of certified birth certificates issued was 4,761.
- The number of certified death certificates issued was 6,826.
- Funding from grants, contracts and donations provided 24% of the budget revenues. Fees, Fines, Licenses and Permits accounted for 15% of total revenue.
- Successfully updated the health department's Facebook page to share public health information via 264 posts and 32,400 page-follower reaches.
- Issued 37 press releases; completed 83 media contacts.

# HEALTH ADMINISTRATION

## Program 8370

### Program Description

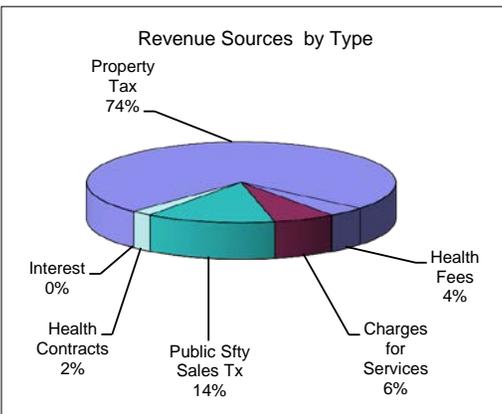
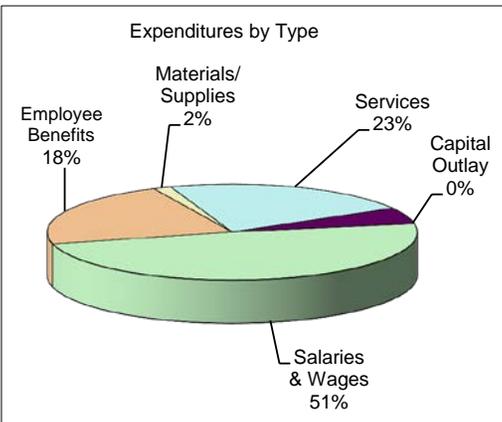
Provides administrative services and management support to all health programs through planning, evaluation, budgeting, coordination, vital records management, facility maintenance and issue monitoring and response. Ensures enforcement of State and City laws relating to public health and sanitation for the welfare of the citizens of the City.

### Staffing Detail

Director of Public Health  
 Assistant Director of Public Health  
 Administrative Specialist  
 Executive Secretary  
 Administrative Technician  
 Building Maintenance Technician  
 Community Health Epidemiologist  
 Custodian

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4
1	1	1	1
1	0	0	0
0.625	1	1	1
10.625	10	10	10

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services  
 Utilities  
 Capital Outlay

#### Total

#### Revenue Sources:

Health Fees  
 Charges for Services  
 Public Sfty Sales Tx  
 Health Contracts  
 Interest  
 Hlth Prop Tx & GF  
 Other  
 General Fund - Other

#### Total

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
415,474	434,424	434,424	445,092
173,055	153,484	156,295	201,138
48,687	16,550	36,500	14,400
247,518	193,810	220,465	201,565
40,921	52,500	43,500	50,500
0	0	18,320	0
925,653	850,768	909,504	912,695
142,213	135,050	135,050	130,050
356,213	213,090	286,989	213,090
186,054	187,582	187,582	444,693
70,755	67,000	67,000	71,958
45	20	20	20
2,391,394	2,368,963	2,426,561	2,435,079
1,989	0	7,944	0
(2,223,009)	(2,120,937)	(2,201,642)	(2,382,195)
925,653	850,768	909,504	912,695

# PUBLIC SAFETY - HEALTH

## Program 6795

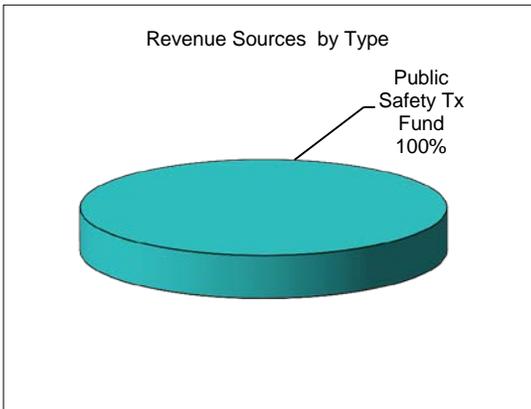
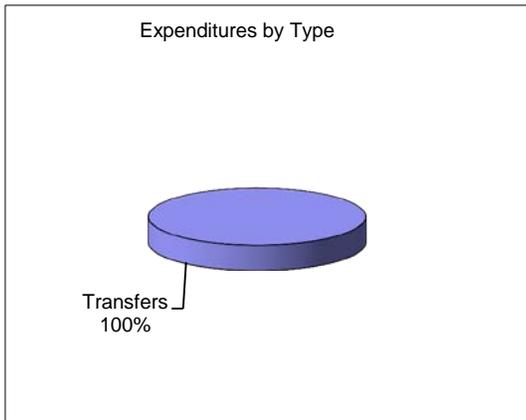
### Program Description

This program is funded totally through the 1/2 cent Public Safety Tax. Expenditures are concentrated in one area - transfer to the Health Department in the General Fund to cover the wage enhancements implemented as a result of the 2013 Compensation Study.

### Staffing Detail

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Transfers	186,054	187,582	187,582	187,582
<b>Total</b>	186,054	187,582	187,582	187,582
<b>Revenue Sources:</b>				
Public Safety Tx Fund	186,054	187,582	187,582	187,582
<b>Total</b>	186,054	187,582	187,582	187,582

## Health Clinics

### Mission

The City of St. Joseph Health Department is committed in providing its citizens with health care programs that promote healthy lifestyles, education, disease prevention and assessment and are committed to the development and maintenance of a healthy environment.

### Core Services

- Community-wide immunizations for infants, children and adults through clinic services.
- Annual public influenza clinics.
- Tuberculin skin testing, referral and assessment of LTBI clients, and follow-up monitoring of treatment. Intense monitoring of clients with tuberculosis disease; providing Directly Observed Therapy for medication with up to daily visits either in the Clinic or the community.
- Pregnancy testing for minimal fee. Free prenatal case management offered to females to provide supportive services as well as information regarding the pregnancy and post delivery period. Provide resource and referral guidance for benefit of the individual.
- Child Care Health Consultation program provides nursing on-site visits to child care providers to assess health and safety practices as well as educational programs, per contract guidelines, for the children and care-givers that is interactive and entertaining.
- Lead screenings and venipunctures are done free by request for children up to 6 years of age as well as clinic based nurse case management assessments. Provide the community education about lead dangers and teach prevention activities to reduce the risk of elevated blood lead levels.
- Communicable disease follow-up on all communicable and contagious diseases that are reportable in the state of Missouri. Prevention activities promoted through individual and community education programs. Health department staff serve as resource and referral sources for the prevention, containment and control of communicable diseases for health care professionals and the community at large. Active and passive surveillance is conducted at designated sites.
- Blood pressure monitoring is provided on a walk-in basis with results reported to respective physicians as requested or required.
- Free head lice checks performed on a walk-in basis for children and adults with education consultation provided.
- Participation in health fairs and other outreach activities that are scheduled to provide health and safety promotional activities throughout the year at various locations by health department staff.

### Current Year Activities/Achievements

- The health department supplied the Social Welfare Board (SWB) with \$470,725.00 along with space, utilities and some supplies. An additional \$51,000.00 was provided to the SWB for mental health referrals and administration of such.
- VaxCare continues to allow for access to immunization for those with insurance. Staff gave vaccinations to 250 insured adults and 227 insured children.
- Health department staff provided the community with information regarding the Zika virus and worked in collaboration with physician offices to test persons for Zika that met the Missouri State Lab requirements for testing.
- The clinic was restructured to allow the addition of one grant funded part time nurse to focus on lead education.
- Staff managed several LTBI and TB clients with Daily Observation Therapy.
- CPR/AED and first aid classes are offered to the general public on a monthly basis. BLS CPR/AED classes for health care professionals are offered on an as requested basis. CPR/AED classes were given to 243 City of St. Joseph employees.

## **Budget Challenges/Planned Initiatives**

- A number of clients requesting prenatal services and pregnancy testing are repeat clients, many with the same (unchanged) risk factors.
- The Parenting with Purpose class was developed and will be offered free of charge. This monthly class will allow a one on one, more in-depth interaction with clients, with the nurse leading the class. The topics will range from safe sleep, child choking, to parent self-care and more. This class compliments the services provided by the prenatal case management program as well as the WIC program to allow for continued education. This class remains a work in progress and we will reassess a more efficient system for promoting and retaining class participants.
- There is a gap of need in the community to allow for CPR/AED and First Aid classes and training with a reasonable cost for the client.
- The CPR/AED classes have proven successful. We have had 45 persons attend the HeartSaver CPR/AED classes for the general public, 13 persons attend BLS for the Healthcare Professional, and 243 City of St. Joseph Health Department employees attend HeartSaver CPR/AED classes in collaboration with the City of St. Joseph Fire Department.
- Due to the number of elevated lead cases identified within the City of St. Joseph, the DHSS worked in collaboration with the City of St. Joseph to increase staffing strictly focused on lead education.
- A part time, grant funded nurse was added to the City of St. Joseph Clinic staff, solely to focus on lead education for the City of St. Joseph population.

## **Performance Statistics**

- Children and adults immunized: 2,188
- Immunizations given: 4,083
- Tuberculin skin test screenings: 452
- LTBI and active TB medications given: 580
- Communicable disease investigation and follow-up: 520
- Pregnancy tests and proof of pregnancy: 465
- Prenatal case management contacts (office/mail/phone calls): 1,302
- Temporary Medicaid assistance forms issued: 404
- Childhood lead screenings (fingersticks/venous draws): 1
- Childhood lead case management (new and discharged): 62

# CLINIC SERVICES

## Program 6710

### Program Description

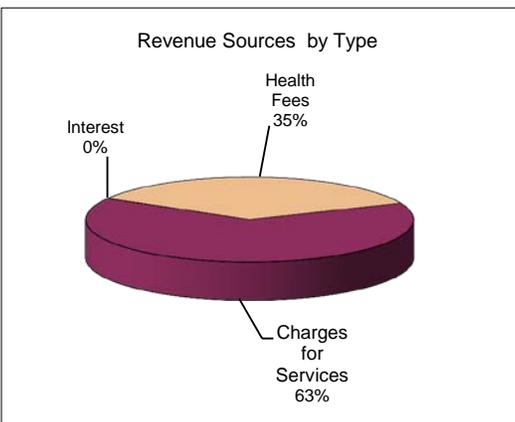
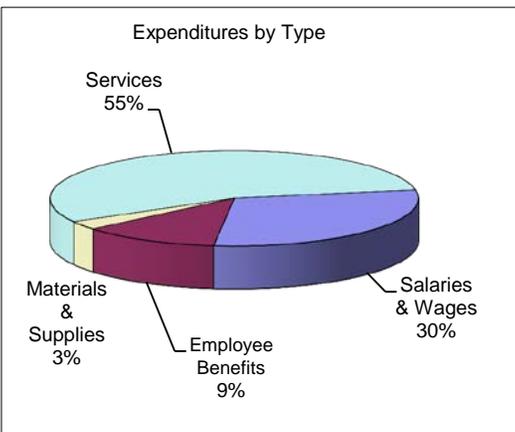
To provide the citizens of the City of St. Joseph and Buchanan County with health care programs promoting prevention activities such as immunizations, health education, maternal and child care, pregnancy testing, etc. Staff work collaboratively with other agencies to establish a local area health care network.

### Staffing Detail

Clinic Supervisor  
Community Health Nurse

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
3	4	4	5
4	5	5	6

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
Employee Benefits  
Materials & Supplies  
Services

**Total**

**Revenue Sources:**

Health Fees  
Charges for Services  
Interest  
Other Revenue  
General Fund - Other

**Total**

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
263,720	264,314	301,823	311,100
84,793	79,482	94,927	126,933
16,834	24,900	28,451	30,793
525,056	551,935	572,075	582,980
890,403	920,631	997,276	1,051,805
57,306	63,600	47,600	58,600
30,579	52,080	110,080	106,780
111	150	150	150
515	0	0	0
801,892	804,801	839,446	886,275
890,403	920,631	997,276	1,051,805

# Community Health Services

## Mission

Community Health Services assesses the health behavior outcomes of the community, develops strategies for health promotion, and addresses barriers to health and linkage to care, improving the quality of life for its citizens.

## Core Services

- STI (Sexually Transmitted Infections) Clinic
- Hepatitis A&B vaccinations (TwinRix)
- Transit disability certifications/RIDE.
- Health Education & Outreach
- HIV Case Management

## Current Year Activities/Achievements

- Counseling, testing and referral services for HIV, STI's (Chlamydia, Gonorrhea, Syphilis), TwinRix immunizations and Hepatitis C are offered M-F.
- Rapid HIV testing at community events and agencies. In 2016 rapid testing was offered at Missouri Western State University, Metro Treatment Center, Open Door Food Kitchen, Juda House, YWCA, St. Joe Pride, River Bend, Price Chopper, Bi-National Health Fair and the health department.
- HIV Case Management is a voluntary program for persons living with HIV in NWMO. Clients are linked to medical care, insurance, medications, support and health information. Viral load suppression and improved quality of life are key goals of the program. Per surveillance reporting in 2015 client's in case management had a 93% viral load suppression rate.
- Transit Disability applications and certifications are processed for consumers of RIDE.
- Health Educators work with community and City partners to create a built environment to promote healthy lifestyles and reduce chronic illnesses associated with obesity through health fairs, workshops, community gardening, and St. Joe Fit.
- The Monster Dash and Youth Summit teach youth the risks of substance use and its effects on school/employment, social engagement and activities of daily living.
- Stress management, Diabetes Chronic Disease Management, HIV, STI, Hep C prevention, Chronic Disease Management classes were offered.
- HIV/STI and Hepatitis education is offered to the public; populations as well as individuals.
- Staff participated in 110 coalition and/or community meetings.
- HIV Condom Distribution Plan was developed per National Strategic Plan.

## Budget Challenges/Planned Initiatives

- Uncertain funding and possible new national prevention plan with new White House administration.
- Bicycle leasing program is being developed to increase physical activity to all St. Joseph citizens.
- Plans are in the works to support a stock healthy store in midtown to address the needs of citizens currently living in an identified food desert in St. Joseph.
- An increase in Chlamydia and Gonorrhea in 2016. Out of the 502 tests administered, 111 tests were positive for Chlamydia, and 64 were positive for Gonorrhea.
- All babies born to women living with HIV tested negative for the HIV virus.

## **Performance Statistics**

- 659 office visits for the testing of HIV/STIs.
- 313 office visit to treat a STI/STIs.
- 757 outreach rapid HIV tests (testing doubled in 2016).
- 12 TwinRix vaccines administered.
- 737 contacts were made with persons living with HIV in 15 NWMO counties (Average caseload 61).
- 113 new transit disability applications were processed for consumers of RIDE.
- 10,453 persons attended a health education outreach event (health fairs, schools, employer, prison, and university), health department events, PRIDE, Juneteenth, Bi-National Health Fair, Homeless Connect, Food 4 Kids).
- 1,545 persons attended a health education event, class or workshop (HIV/STI, Stress, Chronic Disease Management, St. Joe Fit, Bike Friendly Community, youth smoking prevention programs, Healthy Eating Active Living, community gardens).
- 27 individuals with identified high risk behaviors received one-on-one risk reduction/harm reduction education.
- 39 condom distribution visits were made at 10 sites.

# COMMUNITY HEALTH SERVICES

## Program 6720

### Program Description

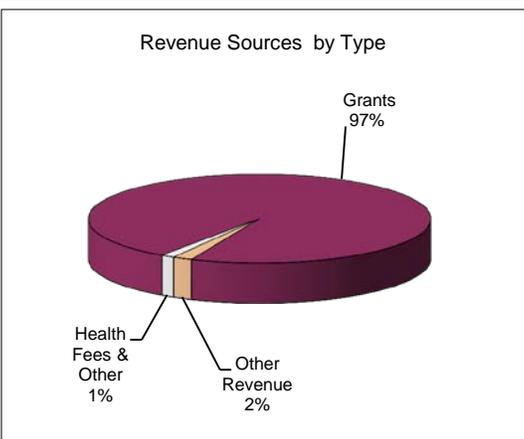
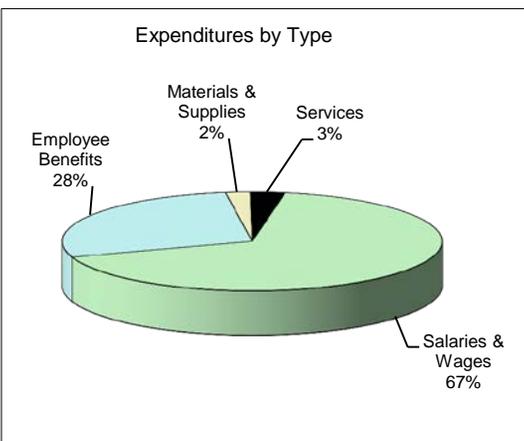
Staff works to prevent and control the spread of HIV/STD infections and to provide services and outreach to support those infected within northwest Missouri. They work with the network of community groups, agencies and providers to coordinate services for clients infected with HIV as well as to educate the general public. They also provide discharge planning and case management services for HIV incarcerated persons.

### Staffing Detail

HIV Care Coordinator  
 Health Educator  
 Community Health Nurse  
 Community Hlth Srvcs Supervisor

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
2	2	2	1
1	1	1	1
1	1	1	2
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services

#### Total

#### Revenue Sources:

Health Fees & Other  
 Grants  
 Other Revenue  
 General Fund - Other

#### Total

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
244,323	253,165	253,165	260,534
101,060	81,008	84,908	108,702
60,065	10,600	60,273	8,100
17,166	12,550	10,690	11,450
<b>422,615</b>	<b>357,323</b>	<b>409,036</b>	<b>388,786</b>
3,962	2,800	2,800	2,800
241,147	154,480	210,553	210,553
417	1,000	4,000	4,000
177,089	199,043	191,683	171,433
<b>422,615</b>	<b>357,323</b>	<b>409,036</b>	<b>388,786</b>

# WIC

## Mission

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) was established to provide supplemental foods, nutrition education, and referrals at no cost to eligible persons. The program serves as an adjunct to good health care during critical times of growth and development in order to prevent the occurrence of health

## Core Services

- Provides a link to the Missouri WIC program as one of their 111 potential providers. The potential clients go through a certification process. If qualified financially and with a medical health risk the program will provide food, nutrition and breastfeeding education services during the certification period. There are 245 operating WIC clinics throughout the State of Missouri.
- Check benefits can be cashed at any of the 680 participating retailers across Missouri.
- Provides evaluation tools to identify the nutritional program risks and income eligibility of potential eligible clients.
- Provides the community with a nutrition intervention program that helps educate on healthy eating, obesity and related diseases that affect nutritional status.
- Provides nutritional foods and special medical dietary supplements during critical times of growth and development for pregnant women, breastfeeding women and non-breastfeeding women, newborns to eleven months of age and children from one to five years of age.
- Provides nutrition and breastfeeding education in an effort to educate families about good health and nutrition practices.
- Nutrition and breastfeeding education is provided through one on one counseling. Breastfeeding classes are provided to prenatal clients on various topics through the certification. WIChealth.org is a nutrition education website that provides an alternative form of nutrition education for the program.
- Provides anthropometric measurements, hematological data and specific dental criteria for the WIC participant as a base reference to help guide them in improving their quality of life.
- Provides a dietary assessment for each client to help set nutritional goals. In setting the goal, the SMART program is used: S=Specific, M=Measurable, A=Attainable/Achievable, R= Realistic, T=Time Bound.
- Provides a link to community referrals.

## Current Year Activities/Achievements

- Promoting the benefits of the WIChealth.org nutrition program.
- Further the BFPCs knowledge and the ability to support our clients by participating in the Breastfeeding Task Force, BF Peer Counselor hospital visitations and area Breastfeeding Support Group at Mosaic Life Care.
- Providing a Breast Feeding Peer Counselor (BFPC) after business hours call line from 7:00 a.m. - 9:00 p.m daily.
- BFPC are members of the Missouri State BFPC Task Force and Missouri Breastfeeding Coalition.
- The WIC Coordinator is a representative on the Community Action Partnership Health Advisory Committee, partnering with other community leaders to develop strategies to provide cohesive services for the community.
- Operating a satellite clinic at the Mosaic Life Care Hospital Obstetrics Unit to expand our services for the community, which provides a certification service and foods for infants and postpartum women, who may or may not have participated in any of the state WIC program.
- Promoting the Breastfeeding Friendly Worksite Program for community businesses.
- Partnering with Northwest Dental Services.
- Use various forms of social media to promote the WIC program.
- Received the Gold WIC Loving Support Award of Excellence for Exemplary Breastfeeding Support and Practices on 7/29/2016.

## **Budget Challenges/Planned Initiatives**

- Maintaining the current caseload of 1,980 participants per month.
- Increase the number of our breastfeeding women and their duration time.
- Incorporate new and innovative nutrition ideas that will help us deliver the nutrition portion of our program more efficiently.
- Enroll at least 50% of our caseload in the WIChealth.org nutrition program.
- Promote the WIC program through developing a networking system with various services and physicians in the community.

## **Performance Statistics**

- Yearly checks issued \$2,244,079.
- There were 22,781 program participants for 2016.
- 2,310 participating clients spoke Spanish as their primary language.
- Celebrated 6 Breastfeeding Friendly Businesses making a total of 14 businesses in Buchanan County receiving the recognition since the programs inception in the St. Joseph area.
- The number of infants who were breastfed through their first month since birth increased by 2.6%.
- The number of infants who were breastfed through their first three months since birth increased by 1.5%.
- The number of infants who were breastfed through their first six months since birth increased by 4%.
- The number of infants who were breastfed through their first year since birth increased by 2.5%.
- The rate of overweight children from 2-5 years of age decreased by 1.2%.
- The rate of obese children greater than 24 months decreased by 1.5%.

## WIC Program 6780

### Program Description

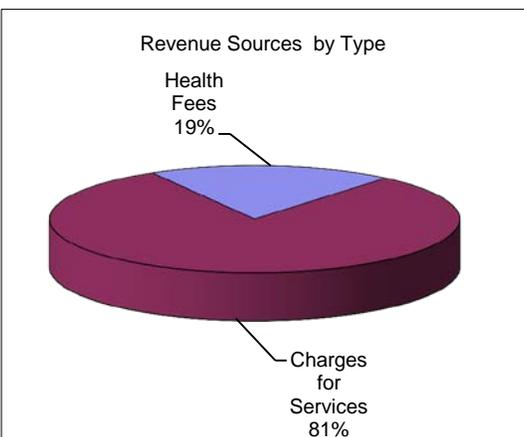
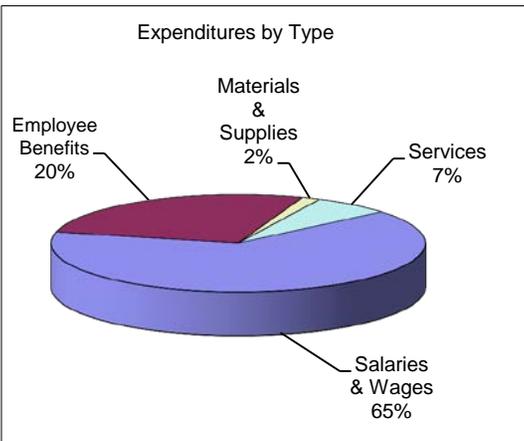
The program promotes the health of low-income women, infants and children (WIC) through a federally funded nutrition education and food provision program with integration and coordination from other programs. All clients must meet income guidelines and have a qualifying medical condition for program admittance.

### Staffing Detail

Senior Nutritionist  
 Nutritionist  
 WIC Clerk  
 BFPC Funded Temps

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	3
3	3	3	3
0.6	1.07	1.07	1.07
<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Operating Budget Summary



**Expenditures:**

	2015-16	2016-17		2017-18
	Actual	Adopted	Estimated	Budget
Salaries & Wages	320,077	318,719	347,581	323,190
Employee Benefits	90,725	91,811	95,659	134,563
Materials & Supplies	9,859	7,930	9,051	7,930
Services	48,750	32,810	34,350	33,488
<b>Total</b>	<b>469,411</b>	<b>451,270</b>	<b>486,641</b>	<b>499,171</b>

**Revenue Sources:**

	2015-16	2016-17		2017-18
	Actual	Adopted	Estimated	Budget
Health Fees	118,504	80,000	59,000	80,000
Charges for Services	419,930	347,980	383,460	332,696
Other Revenue	626	0	0	0
General Fund - Other	(69,649)	23,290	44,181	86,475
<b>Total</b>	<b>469,411</b>	<b>451,270</b>	<b>486,641</b>	<b>499,171</b>

# Environmental Health & Food Safety

## Mission

To safeguard the public's health and safety by ensuring that the appropriate services and establishments meet environmental and food safety codes, laws and regulations, and to educate the public on these criteria at any given

## Core Services

- Provide routine, follow-up, complaint, pre-opening walk-thru, seasonal, temporary event, and/or final inspections of all food, lodging, childcare and tattooing establishments, and swimming pools and spas, to ensure environmental codes are met.
- Provide public education on many topics such as, but not limited to food safety, mold control, precautions against vector-borne diseases, bedbug and other pest control, and more.
- Collect and verify documentation necessary to obtain a tattooing artist card.
- Coordinate and investigate environmental health issues such as, but not limited to, suspected food contamination, surfacing sewage, air quality concerns, odor complaints and the Smoke Free Air in Certain Areas of Public Places Ordinance.
- Review applications submitted, permit new system construction and existing system repairs or replacements, evaluate locations for the availability of sanitary sewers, conduct site, construction, and final inspections for Onsite Wastewater Treatment System (OWTS).
- Provide Environmental contract services for the Holt County Health Department, including food, lodging and childcare establishment inspections, as well as onsite wastewater treatment system permitting and approval.
- Offer and conduct food safety education courses in basic and advanced food handling.
- 24/7 response to truck wrecks, fires, floods and other catastrophic events affecting environmental health and/or food safety.

## Current Year Activities/Achievements

- Food establishment inspections are made on the basis of risk to the consumer. The greater the risk the more frequently inspections are performed to safeguard the general public to maintain minimum sanitation standards and proper enforcement of all applicable rules, regulations and standards.
- Environmental Services staff continue to enforce the Smoke-Free Indoor Air Ordinance during food safety inspections and during investigations of complaints received.
- The health department contracted with MO-DHSS to begin inspecting childcare facilities licensed within Buchanan County on October 1, 2017. There are currently 54 licensed facilities that are inspected minimally one time per year, and additionally as necessary, as requested by the MO-DHSS Bureau of Childcare.

## Budget Challenges/Planned Initiatives

- Environmental Health & Food Safety staff have developed a food handler's training for the food establishment workforce. A basic food handler and managerial course is offered to the public for a fee.
- Staff have become certified to proctor exams for a nationally accredited food safety program (ServSafe), enabling participants enrolled in the online course to be able to take the final certification exam locally.

## Performance Statistics

- Total number of inspections for food/drink establishments (routine, follow-up, complaint, temporary event units, truck wrecks and fires): 1,900 (29 temporary events resulted in 590 temporary event unit inspections)
- Total number of other inspections & contacts (pre-opening walk-thru, plan review final inspections, educational visits, etc.): 528
- Total number of lodging inspections (routine, follow-up and complaint): 27 (8 of these were responses to complaints; a 74% reduction from last year; St. Joseph lost one lodging establishment, however a new, different establishment is currently being constructed, unrelated to the establishment that closed).
- Total number of public & semi-private pools & spas inspected (routine, follow-up and complaint): 30. There were no fatal accident investigations.
- Total number of OWTS (septic system) permitted: 10. Total number of site visits completed during construction/installations: 8
- Total number of complaint investigations (surfacing sewage/illegal installation): 24
- Total number of tattoo artists licensed: 19. Total number of tattoo establishments inspected and licensed: 6
- Total number of investigations for complaints of indoor smoking: 9
- Total number of food handler courses taught (course offerings officially began in August 2016): 5 (2 basic courses; 3 advanced). Total number of food handler participants educated: 43 (24 basic level; 19 advanced level)
- Total number of childcare sanitation inspections completed (routine, follow-up): 10

# ENVIRONMENTAL HEALTH & FOOD SAFETY

## Program 6920

### Program Description

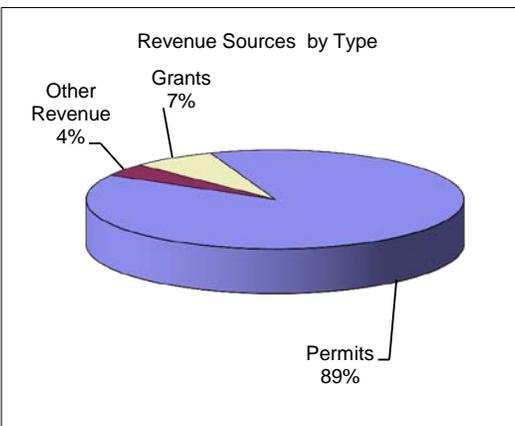
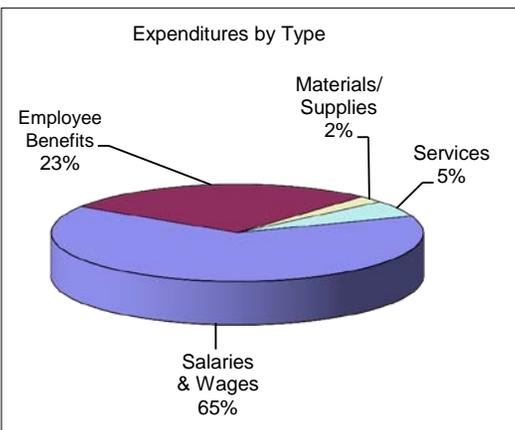
Environmental specialists ensure that all food, drink, lodging and childcare establishments and swimming pools meet environmental and safety codes through aggressive inspection programs, in order to safeguard public health and safety. Environmental health issues such as noxious odor complaints, Missouri Clean Indoor Air, water quality, and septic tank system permitting are also investigated and coordinated.

### Staffing Detail

Environmental Public Hlth Specialist

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
3	3	3	3
3	3	3	3

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	141,597	141,900	141,900	144,738
Employee Benefits	46,870	47,450	47,450	61,808
Materials/Supplies	4,185	5,800	6,600	5,100
Services	9,811	11,510	12,510	12,310
<b>Total</b>	<b>202,463</b>	<b>206,660</b>	<b>208,460</b>	<b>223,956</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Permits	92,960	99,680	99,680	96,860
Other Revenue	5,255	4,500	4,500	4,500
Grants	1,300	0	8,805	7,780
Charges for Services	140	0	0	0
General Fund - Other	102,808	102,480	95,475	114,816
<b>Total</b>	<b>202,463</b>	<b>206,660</b>	<b>208,460</b>	<b>223,956</b>

# Animal Control and Rescue

## Mission

The mission of the Animal Control and Rescue program is to ensure the humane treatment of all animals and to protect the public from diseased and vicious animals through education, surveillance and enforcement of City codes.

## Core Services

- Animal Control Officers area available 24-hours a day, 7-days a week in order to ensure public safety and a quick response to dire situations.
- Operate the City's Animal Control Shelter pursuant to the Missouri Department of Agriculture standards.
- Offer public education programs on animal husbandry and safety issues.
- Promote animals for adoption through local media outlets and the shelter's webpage.
- Investigate all complaints regarding animal abuse and neglect. Protect the public from feral animals by investigating complaints of vicious or dangerous animals.
- Protect the public from zoonotic diseases through surveillance and impoundment of diseased wildlife and suspected rabid animals.
- Conduct annual city-wide rabies vaccination and pet registration clinics in partnership with local veterinarians.
- Offer pet micro-chipping, low-cost spay/neuter financial assistance program to pet owners, and cremation services for pets.
- Work in partnership with the Missouri Department of Corrections on the Puppies for Parole program which utilizes offenders to train shelter dogs and improve their adoption outcome.
- Collaborate with PetSmart and Petco to maintain a satellite adoption program for cats.

## Current Year Activities/Achievements

- The shelter is open various hours throughout the week including one late evening and on Saturday to accommodate the public and to increase adoptions.
- Held six (6) city-wide rabies vaccination and pet registration clinics.
- Implemented canine enrichment program for shelter dogs to reduce stress and behavioral issues and began planning a feline enrichment program.
- Hosted Howlapalooza event at the Corby Dog Park, offering onsite adoptions and costume contests.
- Continued the partnership with the Missouri Department of Corrections for the Puppies for Parolees program.
- Continue current programs such as IMPACT, Girl Scouts educational outreach, pet therapy for local residential care facilities and more.
- Purchased the No More Bullying curriculum from Wayside Waifs and partnered with St. Joseph public and private schools to present to 3rd, 4th, and 5th graders.
- Implemented puppy and dog obedience courses offered at a discount for dogs adopted from the shelter.
- Constructed group housing cat patio, "Catio" with sponsorship from Nestle Purina and work provided by Rescue Rebuild, and completed outdoor dog runs for canine exercise.
- Revised wildlife procedures in accordance to our mission statement and values.

## Budget Challenges/Planned Initiatives

- To maintain existing services with shrinking revenues.
- To implement additional youth activities to engage the youth in shelter operations.
- To continue decreasing the number of healthy adoptable animals euthanized by developing stronger relationships with rescues and challenging staff to think "outside the box".
- To find creative ways to minimize vehicle repair and upkeep costs, in a safe and reasonable manner.
- To initiate implementation of online licensing to increase staff efficiency.
- To meet staff training needs with minimal effect on the budget.
- To increase volunteer cooperation by becoming further involved in their training.

## **Performance Statistics**

- Total number of dogs received: 1,191; 799 of which were strays. 1,084 impounded dogs were adopted, redeemed or placed at a rescue.
- Total number of cats received: 1,229; 998 of which were strays. 610 impounded cats were adopted, redeemed or placed at a rescue.
- Total number of complaints investigated: 7,177 Total number of citations issued: 947 or 13%
- Total number of public education programs: 130
- Total number participants at the annual rabies clinics: 1,089
- Total number of rabies specimens submitted to the lab: 67; 1 confirmed positive for rabies virus
- Total number of animal licenses sold: 7,135
- Total number of dog park memberships sold: 515
- Total microchips sold: 1,242
- Total volunteer hours contributed: 2,520

# ANIMAL CONTROL & RESCUE

## Program 6930

### Program Description

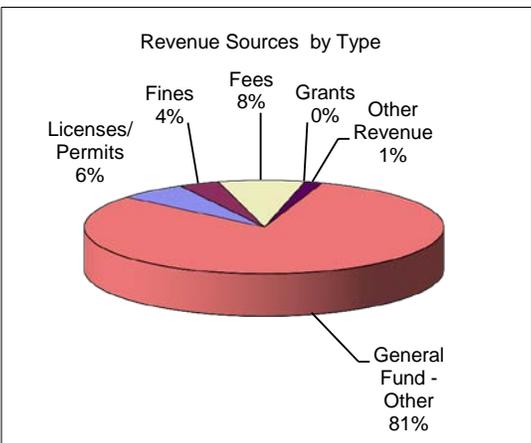
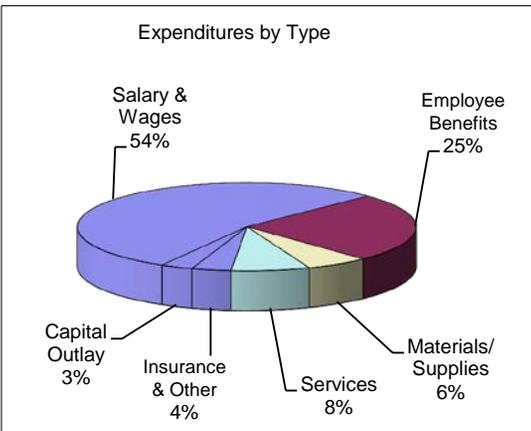
Animal Control officers provide protection for all animals against inhumane treatment and protect the public from diseased and vicious animals through education and complaint investigation. Staff operate the City's animal shelter

### Staffing Detail

- Animal Control Manager
- Senior Animal Control Officer
- Humane Educator
- Office Support Coordinator
- Animal Control Operations Officer
- Animal Control Officer
- Animal Care Specialist

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	0	1	1
6	6	5	4
3	3	3	3
<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>

### Operating Budget Summary



**Expenditures:**

- Salary & Wages
- Employee Benefits
- Materials/Supplies
- Services
- Insurance & Other
- Capital Outlay

**Total**

**Revenue Sources:**

- Licenses/Permits
- Fines
- Fees
- Grants
- Other Revenue
- General Fund - Other

**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
475,080	489,222	489,222	475,591
178,729	172,079	172,079	221,930
44,166	51,700	40,000	52,514
70,019	70,210	65,330	65,611
26,168	33,850	27,950	32,850
0	0	0	27,000
<b>794,162</b>	<b>817,061</b>	<b>794,581</b>	<b>875,496</b>
51,771	53,700	53,700	53,700
31,374	31,000	31,000	32,000
66,662	67,300	67,300	67,740
14,135	0	0	0
30,996	13,900	14,400	13,900
599,225	651,161	628,181	708,156
<b>794,162</b>	<b>817,061</b>	<b>794,581</b>	<b>875,496</b>



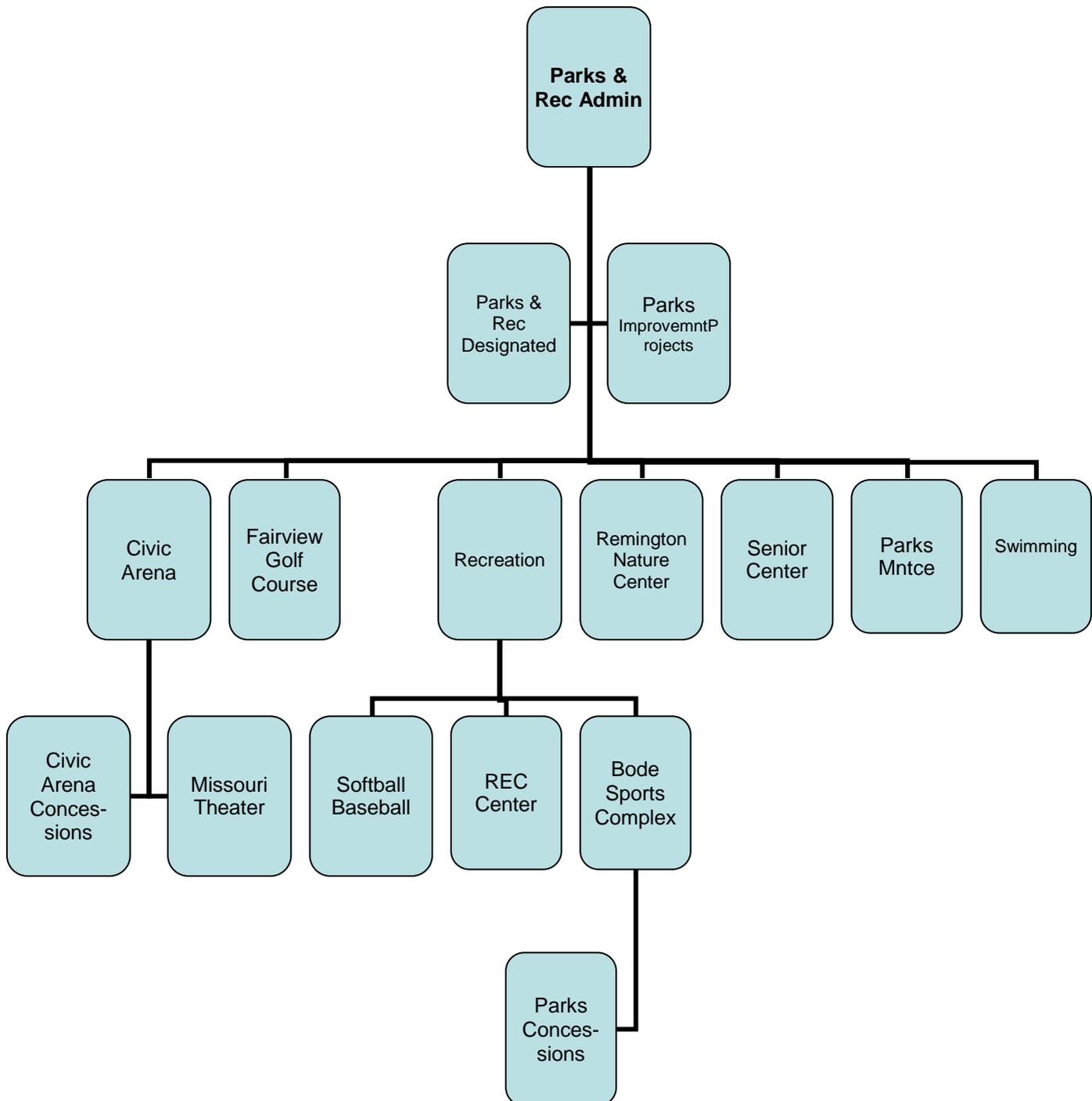
# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

The Parks, Recreation & Civic Facilities Department accounts for most parks and recreation activities including swimming, softball, baseball, recreation, REC Center, Senior Center, Bode Sports Complex, the Remington Nature Center and the municipal golf course. The department maintains the city's parks, grounds, facilities and equipment.

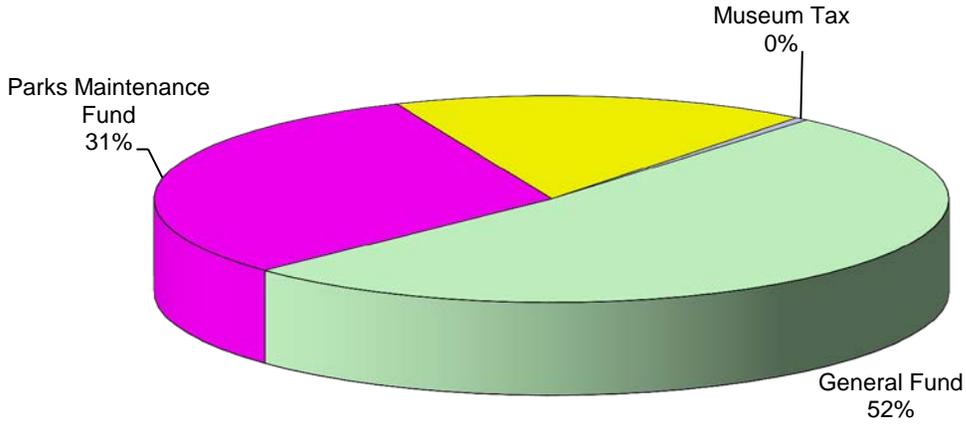
Besides general fund revenues, the department is supported by revenues derived from a twenty cent (\$.20) property tax levy, a special parks maintenance property tax levy of fifty cents (\$.50) per \$100 assessed valuation on land only, donations, user fees, concession sales, grants and a 3% hotel/motel tax. One-half of the City Sticker & Penalty revenue was routed from the General Fund to Parks Maintenance in FY2004 to assist that function.

**TOTAL BUDGETED RESOURCES:     \$     9,669,187**

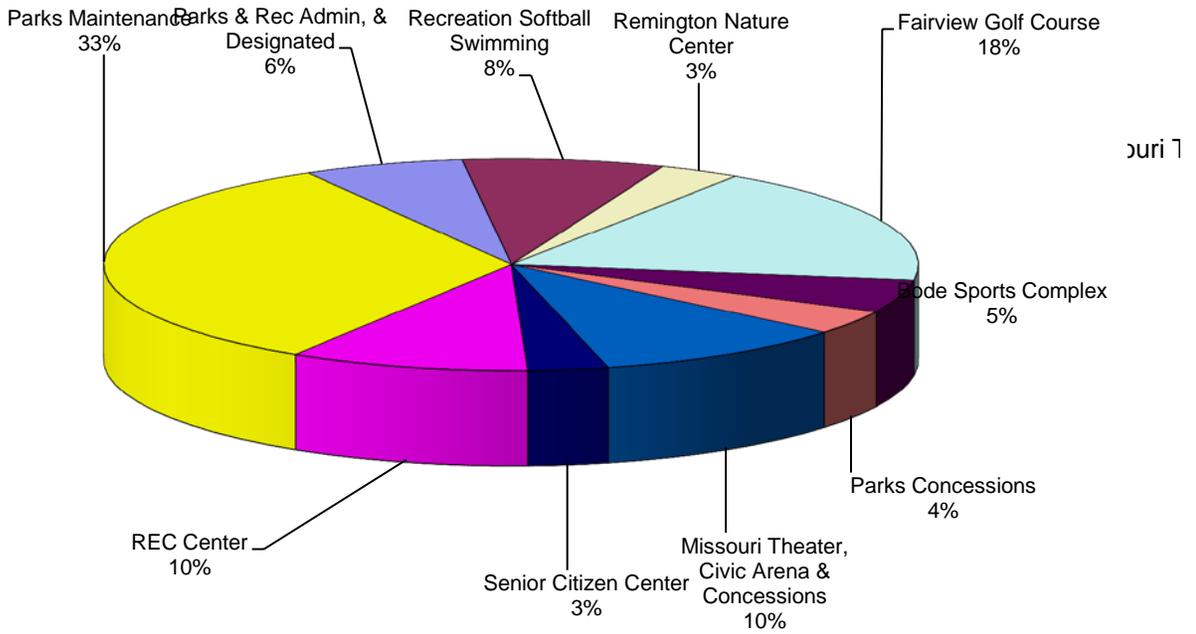
## PLANNED USE BY PROGRAM:



# PARKS & RECREATION DEPARTMENT SOURCES & USES



## FUNDING SOURCES



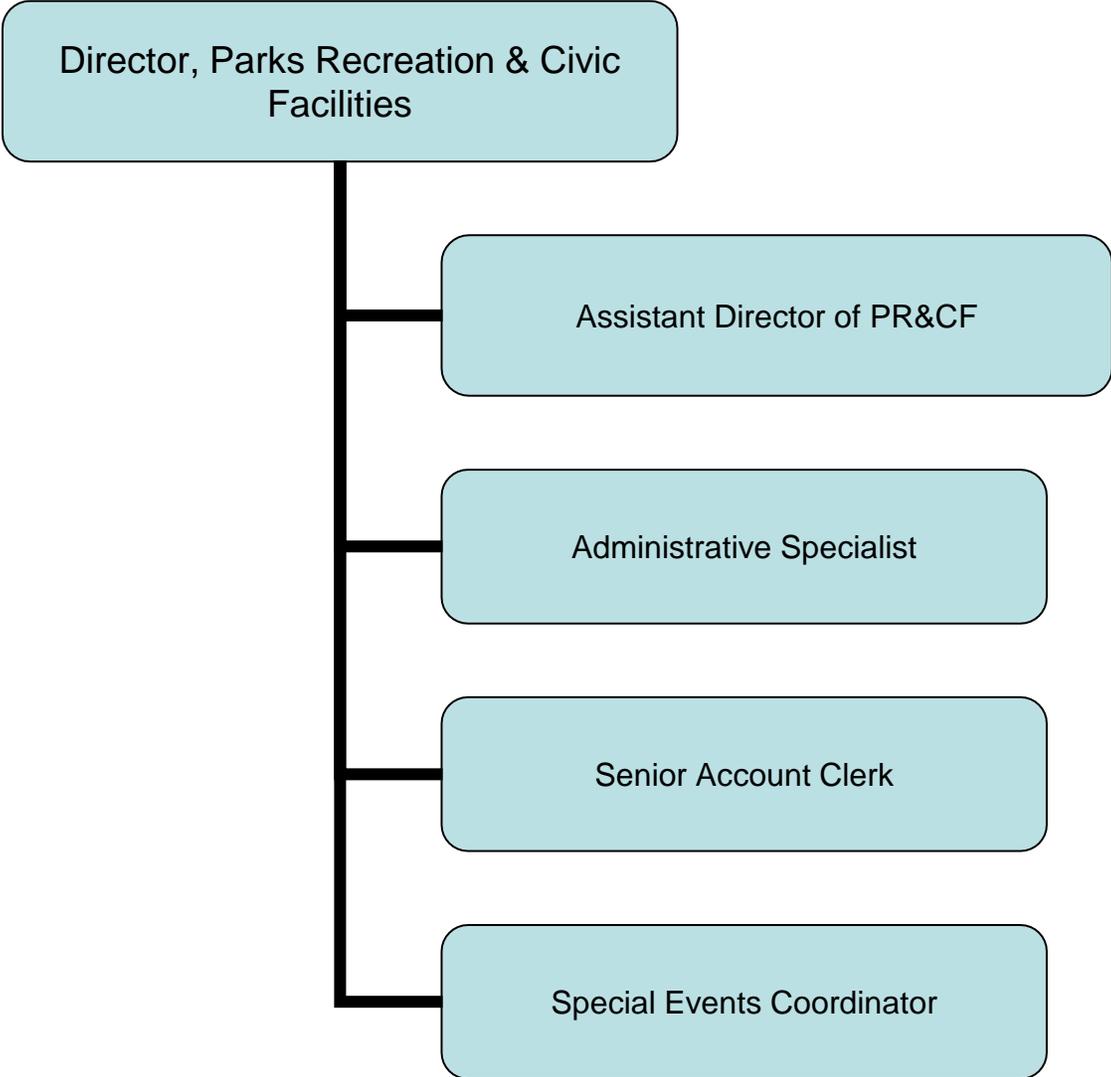
## PROGRAM USES

# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT SUMMARY

ACCOUNT TYPE	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	3,254,610	3,402,515	3,402,515	3,445,104
Payroll Expenses & Benefits	912,961	925,843	923,343	1,150,356
Materials & Supplies	788,630	940,630	849,535	899,845
Utilities & Other Contracted Services	2,691,421	2,490,590	2,222,443	2,565,707
Insurance/Claims/Other/Transfers	122,007	110,030	99,780	753,688
Capital Outlay/Lease Payment Debt	694,427	1,355,573	1,383,596	854,486
	<u>8,464,056</u>	<u>9,225,181</u>	<u>8,881,212</u>	<u>9,669,187</u>
<b>USES BY PROGRAM</b>				
Parks, Recreation & Civic Facilities Admin	434,737	473,202	467,213	1,108,341
Recreation	109,507	165,127	166,232	0
Softball/Baseball	202,007	233,159	235,289	250,093
Swimming	462,296	464,890	449,285	476,694
Remington Nature Center	297,360	292,495	295,845	291,437
Senior Citizen Center	316,858	286,211	295,566	287,672
REC Center	580,294	755,193	732,703	862,683
Fairview Golf Course	877,498	800,376	791,816	794,561
Golf Course CIP	780,529	797,953	837,465	846,975
Bode Sports Complex	371,799	397,731	381,521	455,164
Parks Concessions	395,332	340,830	345,630	334,627
Parks Designated Expenses	3,951	8,610	10,760	71,871
Parks Maintenance	2,474,998	3,070,169	2,775,002	2,970,372
Civic Arena & Civic Concessions	556,539	1,011,558	982,708	725,580
Missouri Theater	123,127	127,675	114,175	193,115
	<u>7,986,834</u>	<u>9,225,181</u>	<u>8,881,212</u>	<u>9,669,187</u>
<b>FUNDING SOURCES</b>				
General Fund	6,183,226	7,574,165	7,045,321	4,997,578
Parks Maintenance Fund	924,758	808,782	919,752	2,970,372
Gaming Fund	14,600	9,700	9,700	9,700
Museum Fund	50,000	50,000	50,000	50,000
Golf Fund	814,250	782,534	856,439	1,641,536
	<u>7,986,834</u>	<u>9,225,181</u>	<u>8,881,212</u>	<u>9,669,187</u>
<b>STAFFING SUMMARY (Full &amp; PT Regular)</b>				
Parks, Recreation & Civic Facilities Admin	4	4	4	5
Recreation	1	1	1	0
Softball/Baseball	1	1	1	1
Swimming	1	1	1	1
Remington Nature Center	3.5	3.5	3.5	4.7
Fairview Golf Course	4.5	4.5	4.5	7.3
REC Center (4 FT, remainder are PT positions)	9.68	9.95	9.95	11.95
Bode Sports Complex	3.5	3.5	3.5	4.0
Parks Concessions (Temp only)	0	0	0	0
Parks Maintenance	26	26	25	25
Civic Arena & Civic Concessions	5	5	5	4
Missouri Theater	1	1	1	1
	<u>60.175</u>	<u>60.450</u>	<u>59.450</u>	<u>64.875</u>

\*Excluding Transfers to Prks Mnt Fund

**PARKS, RECREATION & CIVIC FACILITIES ADMINISTRATION**



# **Parks & Recreation Administration**

## **Mission**

To provide quality of life experiences for the residents of St. Joseph and to add to the aesthetic appeal of the city. To provide for the recreational and special needs of all ages and abilities of the citizenry by administering a well-rounded, interesting and complete experience. To enhance our City's attractions and assets for enjoyment by all citizens and for the encouragement of tourism.

## **Core Services**

- Administer the financial, operational, and capital budgets of the department
- Provide professional leadership and guidance to all divisions of the department
- Encourage professional growth of staff
- Explore alternative funding opportunities through grants
- Work to augment revenue and reduce expenditures
- Collaborate with other city departments and outside agencies to provide quality programs and experiences
- Enhance options for recreation, health and wellness, and tourism

## **Current Year Activity/Achievements**

- Initiated strategic planning process which included several public sessions and a community survey
- Continue to apply for grants for various park improvement projects
- Completed Hyde Park baseball complex renovation
- Increased involvement in community healthy living initiatives
- Staff was able to attend National Recreation, & Parks Association conference in St. Louis
- Worked on memorandum of understanding with Friends of Krug Park group to host musical events at the amphitheater in 2018
- Entered into a user agreement with Downtown Community Improvement District for management and use of new concession building at Felix Street Square
- Entered into a Community Assistance Program agreement with MDC on allowing fishing at Krug Lagoon
- Completed a trade in properties with the St. Joseph School District. We acquired property in East Hurst Hills on Arrowhead Drive, while giving property adjacent to Coleman and Pershing Schools to the SJSD
- Participated in National Parks & Recreation Month and National Trails Day

## **Budget Challenges/Planned Initiatives**

- Expansion of park infrastructure which adds maintenance and customer service
- Evaluate fee structure
- Evaluate facility use agreements, department wide
- Continue re-evaluating processes and programs to increase efficiency and provide better customer service
- Analyze possibilities of new amenities at Hyde Park to replace swimming pool
- Continue working with public works and engineering staff to complete renovations and road project near Northside Complex and Krug Park
- Work on additions and enhancements to recreation and leisure activity programming for the benefit of citizens and visitors.

## **Performance Statistics**

# PARKS & RECREATION ADMINISTRATION

## Program 8330

### Program Description

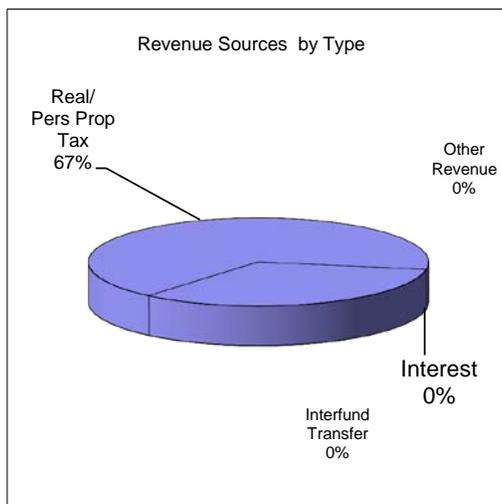
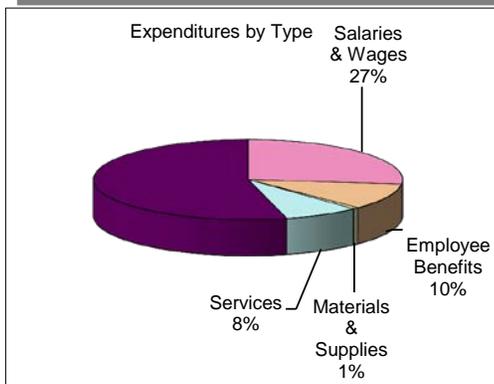
Administrative services and management support for Parks & Recreation programs are provided with the aim of offering a variety of quality of life experiences for the residents of St. Joseph and adding to the aesthetic appeal of the City. Staff also provide information to the public regarding department services and coordinate activities and events using parks and park facilities.

### Staffing Detail

Director, Parks, Rec & Civic Facilities  
 Ast Director Parks, Rec & Civic Facilities  
 Special Events Coordinator  
 Administrative Specialist  
 Senior Account Clerk

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
0	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary



**Expenditures:**

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	244,792	292,516	292,516	297,709
Employee Benefits	90,486	85,451	82,951	117,153
Materials & Supplies	7,943	7,500	6,300	7,000
Services	91,517	87,735	85,446	87,735
Transfers	357,650	332,990	332,990	598,744
<b>Total</b>	<b>792,387</b>	<b>806,192</b>	<b>800,203</b>	<b>1,108,341</b>

**Revenue Sources:**

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Real/ Pers Prop Tax	2,178,767	2,162,256	2,204,902	2,217,084
Interest	6	100	100	100
Other Revenue	46	115	115	115
Interfund Transfer	0	1,626,530	0	0
General Fund-Other	0	0	0	(1,108,957.59)
<b>Total</b>	<b>2,178,819</b>	<b>3,789,001</b>	<b>2,205,117</b>	<b>1,108,341</b>

# PARKS DESIGNATED FUNDS

## Program 3180

### Program Description

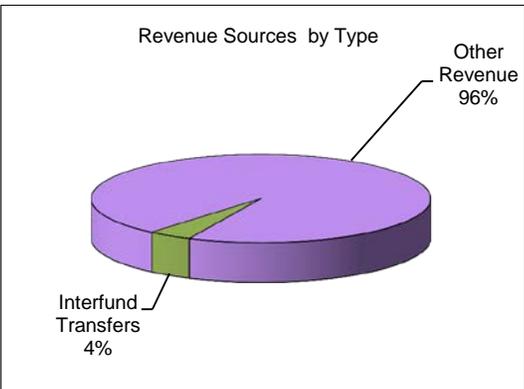
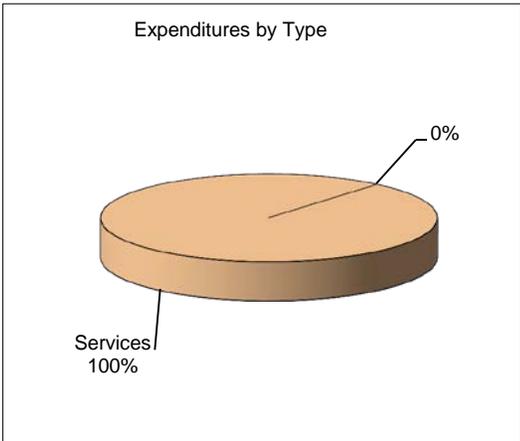
This program was established to help track expenditures and revenues related to grants and donations

### Staffing Detail

N/A

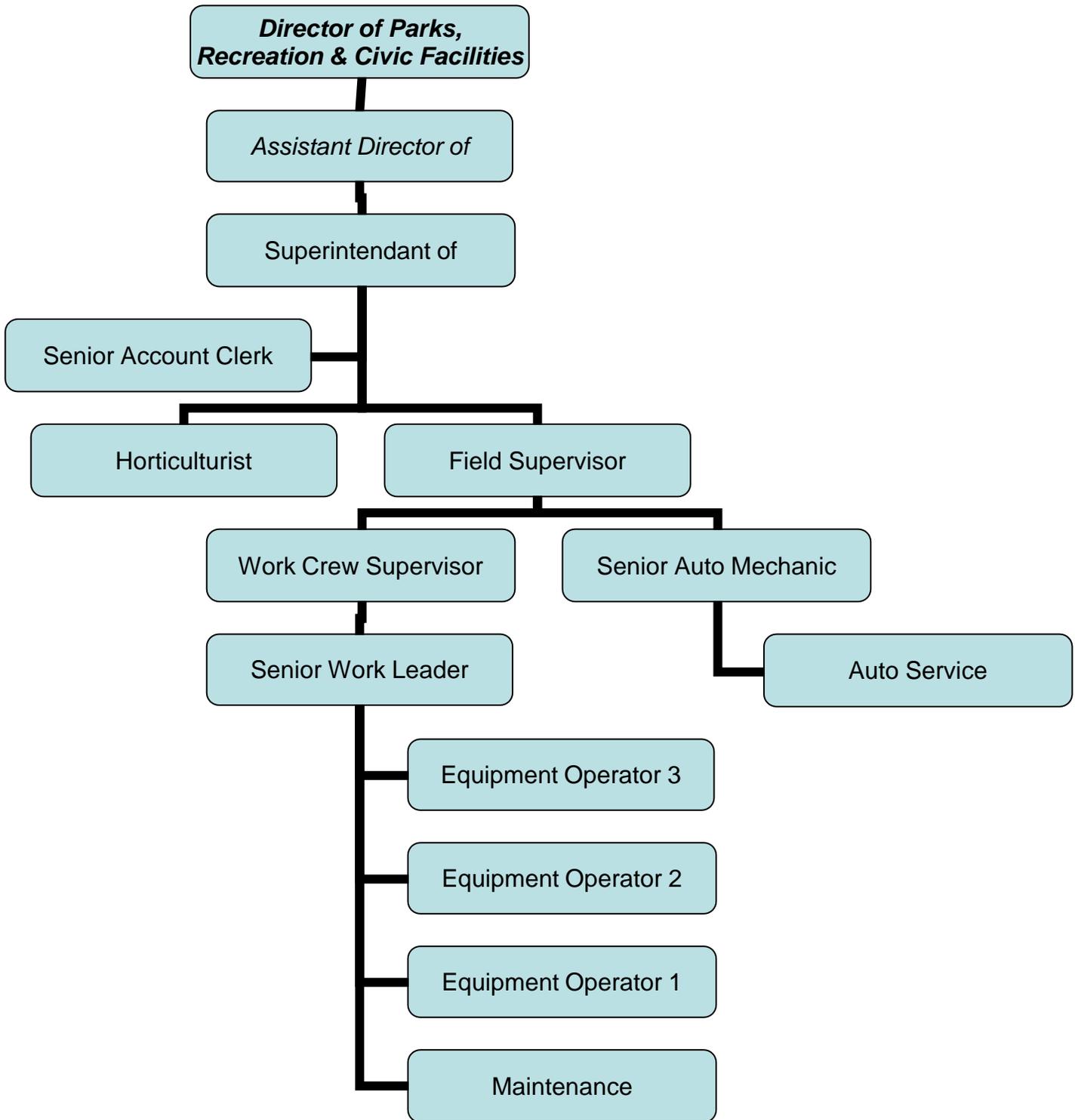
2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	3,886	4,010	6,160	7,010
Capital Improvement	0	0	0	60,261
Services	65	4,600	4,600	4,600
<b>Total</b>	<b>3,951</b>	<b>8,610</b>	<b>10,760</b>	<b>71,871</b>
<b>Revenue Sources:</b>				
Other Revenue	8,958	8,600	8,600	68,861
Interest	13	10	10	10
Interfund Transfers	0	0	0	3,000
<b>Total</b>	<b>8,971</b>	<b>8,610</b>	<b>8,610</b>	<b>71,871</b>

# PARKS, RECREATION & CIVIC FACILITIES - PARKS



# **Parks Maintenance**

## **Mission**

Enhance both the beauty of the park system and user enjoyment of the City's park facilities by maintaining City parks, park buildings and equipment.

## **Core Services**

- Work to improve the overall experience, accessibility and enjoyment of our parks, facilities and boulevard system.
- Maintain the scheduled maintenance program including mowing the 1500 acre, 26 mile parkway and parks system.
- Work with garden clubs and volunteers to adopt certain landscape areas and organizations to sponsor community improvement projects.
- Daily cleaning and maintenance of 23 park system restrooms, Proved trash pickup including emptying 320 barrels daily during the summer months. Weekly inspection of 16 playgrounds.
- Raise tree limbs and eliminate hazardous limbs and trees along will traveled areas of the parkway, trails and parks.
- Pre-emerge, seed, aerate and fertilize high use areas of parks.
- Enhance floral plantings throughout the parkway and parks system.
- Work to increase security and reduce vandalism in our parks and facilities.
- Continue Capital Improvements such as playground improvements, pool renovations, Krug Park Restoration, Hyde Park Renovation, etc.
- Partner with the Downtown Partnership in the Downtown Cleanup Program.

## **Current Year Activity/Achievements**

- Maintained a nine day mowing cycle of the parkways, trails and parks.
- Completed the CIP renovation project at Krug Lagoon. Began the renovations of the Hyde Park Baseball Complex fields and amenities.
- Repaired the sand filter, laterals and filter vessel at Krug Pool.
- Installation, maintenance, security and removal of holiday lighting displays at Krug Park, Hyde Park. Welcoming an combined estimated total of 300,000 visitors viewing the displays.
- Repaired the roof of the maintenance garage located at our maintenance facility. Replaced the roof of the basketball court concessions building at the Bode Sports Complex.
- Planted and maintained landscaped areas throughout the boulevard and parks system. Built stone retaining wall, added landscaped area and improved roadway to the N 25th St. Cul de Sac.
- Provided support to over 65 festivals, walks, runs, weddings and other special events
- Collaborated with various community groups on a variety of community projects including a community garden.
- Planted 100 trees at Hyde Park as part of the parks' 100 year anniversary.
- Seasonal placement and removal of the French Bottoms river dock.

## **Budget Challenges/Planned Initiatives**

- Restoration and renovation of the Hyde Park Baseball Complex.
- Purchase and implementation of new radio communication system.
- Maintenance and upkeep of the newly added Corby Dog Park.
- Development of Phase 1 of the new Community Campus park including; construction of a new pavilion, hike-n-bike trails, exercise and fitness equipment.
- Maintenance and upkeep of aging rolling stock.
- Repair roof of the Carpenter Shop located at our maintenance facility.
- Restoration and/or Relocation of facilities affected by the Blakesnake Combined Sewer Overflow project.
- Installation of new unitary safety surface to the Hochman Park Playground.
- Maintain 9 day mowing cycle of the boulevard and park system.
- Continued upgrades to department vehicles and equipment used in the care and upkeep of the boulevard and parks system.

# PARKS MAINTENANCE

## Program 3090

### Program Description

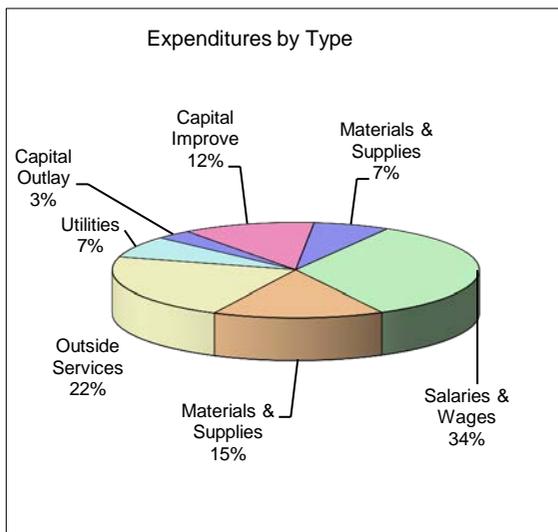
To enhance both the beauty of the park system and user enjoyment of the City's park facilities, staff maintains City parks, park buildings and equipment.

### Staffing Detail

Superintendent of Parks  
 Senior Work Leader  
 Horticulturist  
 Work Crew Supervisor  
 Senior Auto Mechanic  
 Maintenance Technician  
 Equipment Operator III  
 Equipment Operator II  
 Equipment Operator I  
 Senior Account Clerk  
 Auto Service Technician

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
2	2	2	3
1	1	1	1
1	1	1	1
1	1	1	1
7	7	7	7
2	2	2	2
3	3	3	3
4	4	4	4
1	1	1	1
1	1	1	1
24	24	24	25

### Operating Budget Summary

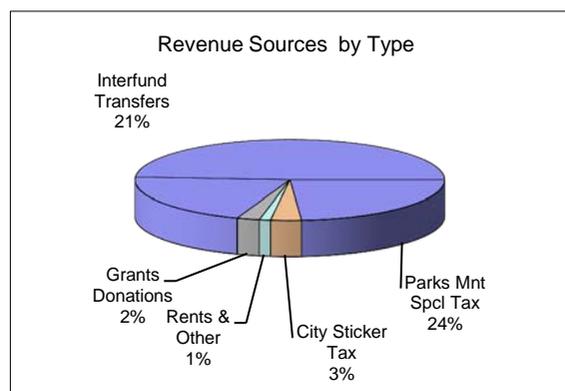


#### Expenditures:

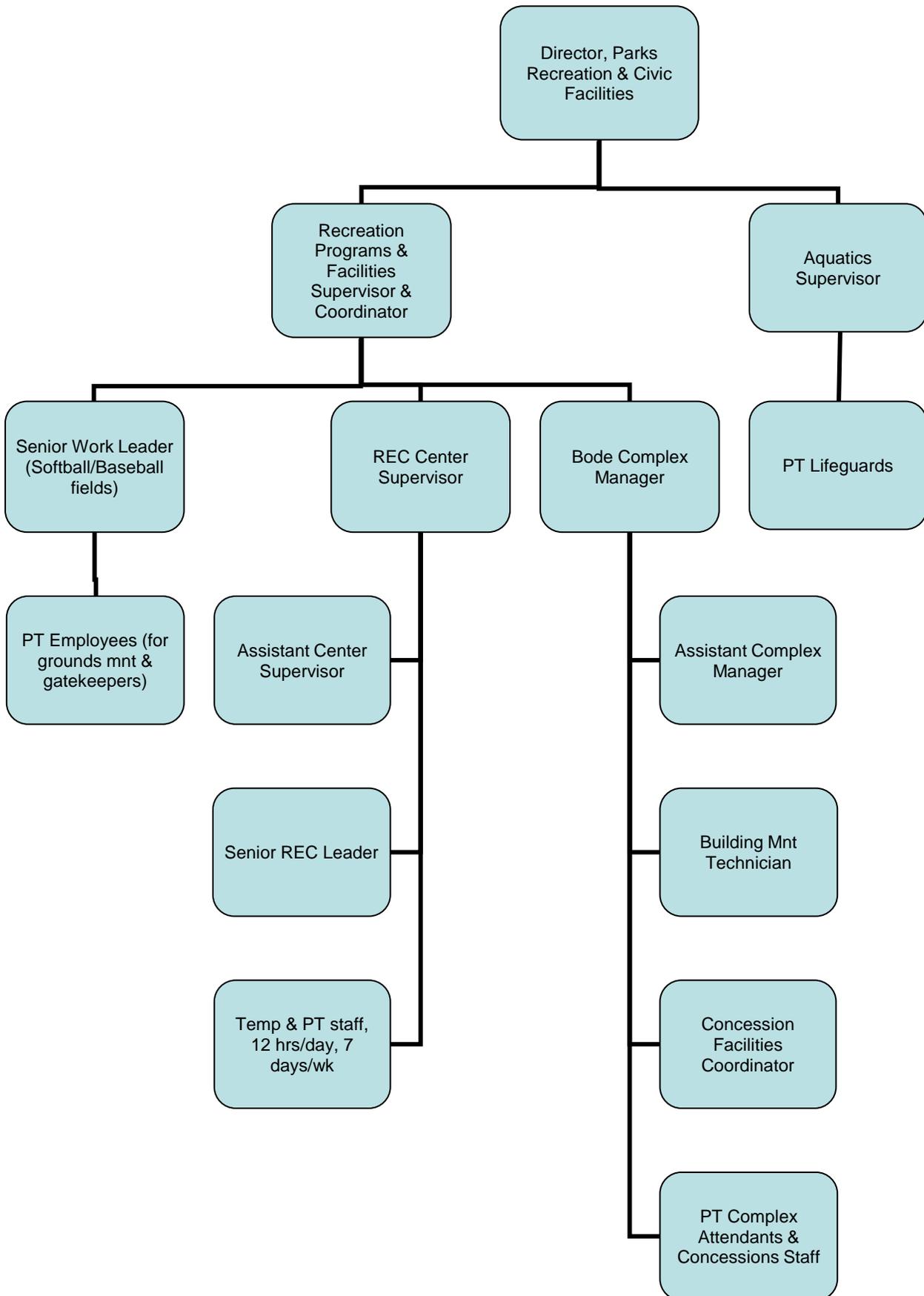
	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	958,493	999,567	999,567	1,007,212
Employee Benefits	340,348	343,334	343,334	447,115
Outside Services	662,635	560,240	580,610	655,395
Utilities	159,607	444,500	160,000	220,000
Capital Outlay	173,950	341,500	369,423	94,000
Capital Improve	26,391	173,288	173,288	347,000
Materials & Supplies	153,573	206,650	147,690	199,650
Transfers	0	0	0	0
Transfer Network	0	1,090	1,090	0
<b>Total</b>	<b>2,474,998</b>	<b>3,070,169</b>	<b>2,775,002</b>	<b>2,970,372</b>

#### Revenue Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Parks Mnt Spcl Tax	728,577	683,900	706,500	707,000
City Sticker Tax	97,376	96,000	96,000	95,000
Misc Rev	4,751	0	0	0
Rents & Other	34,923	25,000	25,000	34,450
Grants Donations	80,498	70,000	70,000	70,000
Interest	1,076	0	0	0
Other Revenue	3,591	0	0	0
Interfund Transfers	462,990	352,990	352,990	609,595
General Fund Other	1,061,216	1,867,279	1,524,512	1,454,327
<b>Total</b>	<b>2,474,998</b>	<b>3,095,169</b>	<b>2,775,002</b>	<b>2,970,372</b>



# PARKS, RECREATION & CIVIC FACILITIES - RECREATION



# Recreation Programs

Recreation, Softball/Baseball

## Mission

To provide a variety of safe and enjoyable recreations activities to motivate youth to make positive choices and discourage at-risk behavior; to promote tourism through sports tournaments and competition; and to provide recreational activities for the adults in the community.

## Core Services

- Administer the financial, operational budgets of the recreation and softball/baseball programs
- Provide professional leadership and guidance to all recreation programs
- Provide youth programs in fitness, basketball, volleyball, softball, baseball, track and field events, and tennis.
- Provide adult programs in fitness, softball, kickball, walking and running,
- Market and promote city facilities for use in local, state, regional and national tournaments and competitions
- Provide quality affordable facilities for high school athletics
- Provide athletic facilities and services for a variety of user groups

## Current Year Activity/Achievements

- Hosted a MLB Pitch, Hit, & Run contest
- Facilitated St. Joe Fit, outdoor fitness program
- Assisted school district with grade school track meet
- Maintained 22 ball fields for use of departmental programs as well as in cooperation with several outside agencies
- Continued with youth tennis program at Noyes Tennis Complex
- Continued to operate RecConnect, a summer youth recreation camp, providing weekday, all day camp options
- Hosted ASA Coed Slow Pitch National Softball Tournament
- Hosted ASA Men's Slow Pitch Northern National softball tournaments

## Budget Challenges/Planned Initiatives

- Merging of Recreation and REC Center budgets will create challenges in managing combined budgets
- Create new youth flag football program
- Work in cooperation with Missouri Department of Conservation to create children's fishing activities at Krug Lagoon
- Transition Parkway Run to an outside non-profit entity. Too much expense and staff time dedicated to this event
- Create new outdoor exercise event with a "Mud Run" type event in the fall of 2017

## Performance Statistics

- Continued loss of adult softball teams, all of which are either women's or coed teams
- Decreased interest in Parkway Run. This decline seems to be related to number of similar events and no "charitable" mission

# SOFTBALL/BASEBALL

## Program 3020

### Program Description

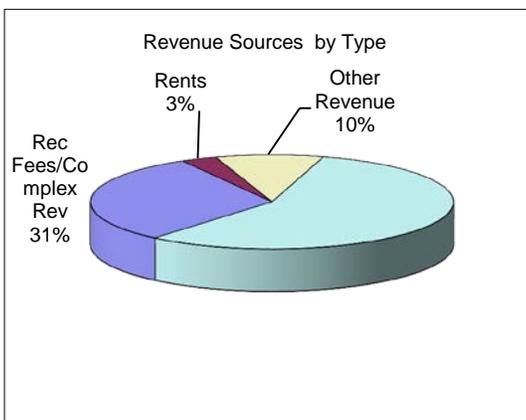
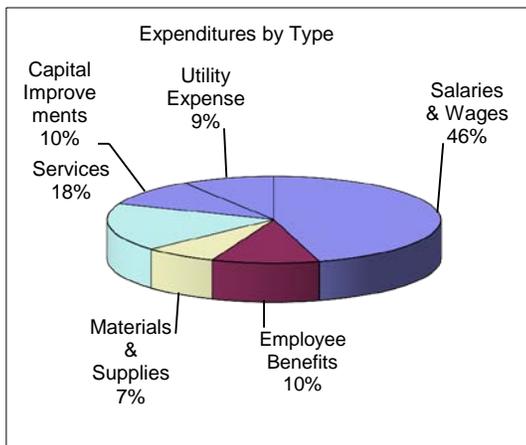
Provides a safe and enjoyable experience through the management and administration of the City's Spring and Fall Adult Softball programs and the City's 21 baseball and softball fields.

### Staffing Detail

Senior Work Leader  
 PT Temporary Employees (Groundskeepers & Gatekeepers)

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Capital Improvements  
 Utility Expense  
 Capital Outlay

#### Total

#### Revenue Sources:

Rec Fees/Complex Rev  
 Rents  
 Other Revenue  
 General Fund-Other

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
93,521	113,191	113,191	114,109
22,474	24,187	24,187	25,944
16,675	17,720	15,820	17,720
47,791	45,010	49,040	44,820
0	0	0	25,000
21,547	22,500	22,500	22,500
0	10,550	10,550	0
<b>202,007</b>	<b>233,159</b>	<b>235,289</b>	<b>250,093</b>
73,656	76,700	38,800	76,700
19,790	8,000	8,000	8,000
18,180	24,005	24,005	24,005
0	0	0	141,388
<b>111,626</b>	<b>108,705</b>	<b>70,805</b>	<b>250,093</b>

# **St. Joseph REC Center**

## **Mission**

To provide safe, supervised recreation and fitness opportunities through both adult and youth programs for the entire community.

## **Core Services**

- Fitness Center
- Indoor walking track
- Fitness Classes
- Adult sports include volleyball, basketball, and pickle ball
- Youth sports include basketball, volleyball, karate, and judo
- Summer youth recreation and sports camp
- Special event rentals
- Health and wellness initiatives including St. Joe Fit
- Host community events

## **Current Year Activity/Achievements**

- Added new fitness class options
- Little Ballers youth basketball league continues to be one of the most popular programs
- Continued to summer youth sports and recreation camp
- Attended many health fairs and events
- Expanded pickle ball leagues and play by offering weekday time slots
- Upgraded cardio fitness equipment

## **Budget Challenges/Planned Initiatives**

- Without option for 24 hour fitness, memberships continue to decline
- Continue challenges with meeting needs of variety of users
- Possible merging of budget with recreation and softball/baseball will require additional budget monitoring
- Possible creation of senior leagues, open gym time, and competitions to increase weekday use

# REC CENTER

## (St. Joseph Recreation, Exercise & Community Center)

### Program 3060

#### Program Description

The staff at the Center provide safe, supervised recreation opportunities through both adult and children's activity programs for the whole community. The REC Center hosts a fitness room, three basketball/volleyball courts, a community room, an indoor running track and rooms for various recreation & fitness programs. The Center also initiates summer playground and Life Skills programs.

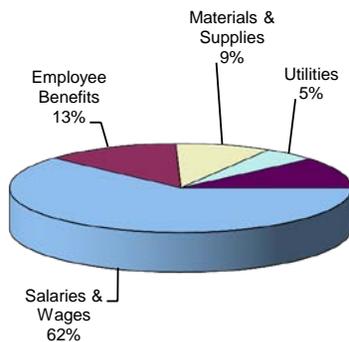
#### Staffing Detail

Recreation Center Manager  
 Recreation Programs & Facilities Supervisor  
 Assistant REC Center Manager  
 Recreation Programs & Facilities Coordinator  
 REC Activities Coordinator  
 Custodian (3) @ 29 hrs/wk  
 Receptionists (4) @ 29 hrs/wk  
 Fitness Attendants (3) @ 25 hrs/wk  
 Center has other Temp Fitness Instructors, Activity Room Attendants

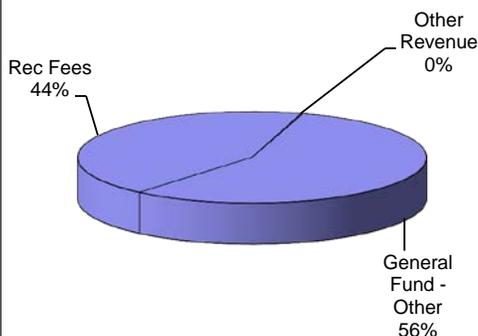
2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	1	1	1
2.175	2.175	2.175	2.175
3.625	2.9	2.9	2.900
1.875	1.875	1.875	1.875
11.675	11.95	11.95	11.950

#### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



2015-16	2016-17		2017-18	
	Actual	Adopted Budget	Estimated Actual Budget	
<b>Expenditures:</b>				
Salaries & Wages	356,726	413,062	413,062	532,333
Employee Benefits	69,941	74,651	74,651	110,810
Materials & Supplies	62,520	69,200	63,200	77,920
Utilities	46,788	44,000	44,000	44,000
Services/ Claims	44,320	60,470	43,980	97,620
Capital	0	88,460	88,460	0
Capital Improvements	0	5,350	5,350	0
<b>Total</b>	<b>580,294</b>	<b>755,193</b>	<b>732,703</b>	<b>862,683</b>
<b>Revenue Sources:</b>				
Rec Fees	316,484	338,200	287,700	374,770
Other Revenue	7,947	1,000	1,000	1,150
General Fund - Other	0	0	0	486,763
<b>Total</b>	<b>324,431</b>	<b>339,200</b>	<b>288,700</b>	<b>862,683</b>

# **Bode Sports Complex**

## **Mission**

Provide a variety of enjoyable, supervised, recreational activities for the community in a family friendly environment.

## **Core Services**

Recreational ice skating for everyone  
Ice time for figure skating organizations  
Ice time for hockey teams  
Provide classes for basic skills for figure skating and hockey  
Beyond basic program  
Host St. Joseph Curling Club activities  
Six lighted outdoor basketball courts which host the Summer Jam program  
Outdoor skate park  
Host of a variety of figure skating competitions  
Host of a variety of youth hockey tournaments

## **Current Year Activity/Achievements**

Bode hosted the Pony Express Figure Skating Championships in September  
Hosted the Storm Girls' Hockey Invitational Tournament  
Bode was the site of the 5th Annual Best of MidWest Synchro Championships in November  
The Greater St. Joseph Youth Hockey Association added one additional team  
Collaborated with the RNC on the Recreation Education packages with great success  
The Synchro Christmas show 'The Spirit of Christmas' was again attended well  
National Skating Month in January had 273 people attend  
Bode started power and edge classes for figure skaters and hockey players  
Hosted Special Olympics Winter Games for the 28th year  
The FSC show will be held in May 'Mary Poppins Over Frozen Pond'

## **Budget Challenges/Planned Initiatives**

Continue house hockey program in August  
Offer an additional Learn to Skate Class through the week  
Offer a Learn to Synchro program to continue growing the Synchro teams  
Pickle Ball courts will be available for rent and leagues at newly re-purposed area in front of the ice arena

# BODE SPORTS COMPLEX

## Program 3080

### Program Description

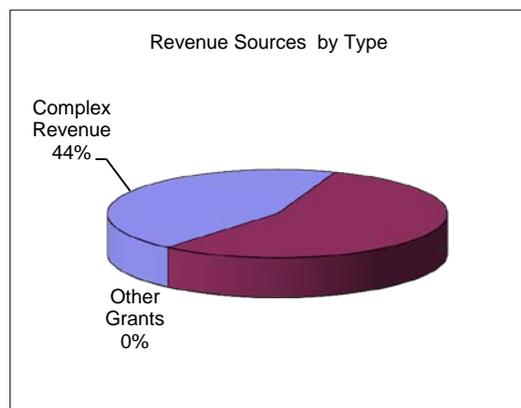
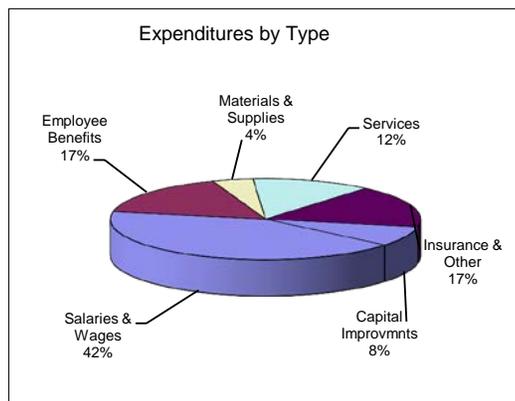
This program offers a quality facility that operates on a flexible schedule. The Complex is open 10 months a year for recreational skating, private parties, school groups, hockey and figure skating. Outdoor, in-line rink and basketball courts are open year round, weather permitting.

### Staffing Detail

Ice Arena Manager  
 Assistant Complex Manager  
 Concessions Facilities Coordinator  
 Building Maintenance Technician  
 Various Positions (PT)

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0	1	1	1
1	1	1	1
3	4	4	4

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	158,741	189,826	189,826	190,207
Employee Benefits	48,513	57,385	57,385	75,537
Materials & Supplies	19,738	16,800	13,600	19,200
Services	37,774	56,720	47,710	56,720
Insurance & Other	96,412	77,000	73,000	77,000
Capital Improvements	10,622	0	0	36,500
<b>Total</b>	<b>371,799</b>	<b>397,731</b>	<b>381,521</b>	<b>455,164</b>
<b>Revenue Sources:</b>				
Complex Revenue	215,538	179,000	191,300	202,000
Other Revenue	2,041	0	0	253,164
Other Grants	10,622	0	0	0
<b>Total</b>	<b>228,201</b>	<b>179,000</b>	<b>191,300</b>	<b>455,164</b>

# **Parks Concessions**

## **Mission**

To offer outstanding customer service. Provide a variety of menu options to users of the Parks Concessions throughout the City.

## **Core Services**

- Provide a clean, user friendly, environment
- Keep facilities and grounds clean and well maintained within health code
- Offer outstanding customer service at all times
- Employ over seventy seasonal part - time positions to the community
- Offer fair and responsible menu pricing

## **Current Year Activity/Achievements**

- Maintained 12 concession areas within the Parks Concessions
- Changed the menus to offer more healthy options
- Operated concessions during the ASA 10U and 12U girl's northern national tournament
- Operated concessions during the Air National Guard National Softball Tournament
- Continued to recycle all cardboard from concessions - 3 large van loads per week

## **Budget Challenges/Planned Initiatives**

- Implement the 'Eat Smart in the Parks' program throughout the Parks Concessions
- Continue to work with multiple vendors to achieve maximum profit potential
- Safety of employees continues to be a challenge in isolated concession areas
- Continue to monitor employee hours to fall within the federal guidelines
- Re-open Hyde Complex concessions with a larger, more diverse operation

# PARKS CONCESSIONS

## Program 3085

### Program Description

This program accounts for the concession services provided by the Parks & Recreation Department to the swimming pools ballfields, Remington Nature Center and Bode Sports Complex.

### Staffing Detail

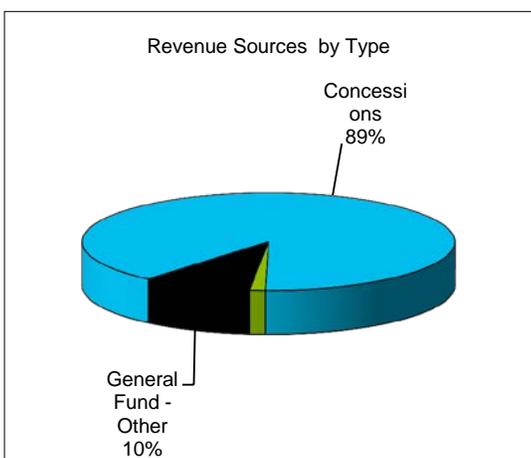
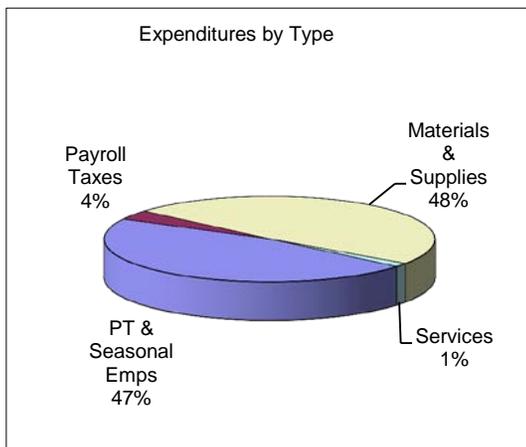
Part time concession staff only

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
N/A	N/A	N/A	N/A

### Major Budgetary Changes & Program Highlights

- ~The entire wage category is for part time concessions and recreation attendant personnel who work at the various venues - pools, ballfields, Bode Complex, and the Nature Center.
- ~No major change to the program's budget.

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
PT & Seasonal Emps	186,232	155,788	155,788	155,788
Payroll Taxes	20,309	18,328	18,328	12,124
Materials & Supplies	156,963	161,995	163,995	161,995
Services	5,994	4,720	7,520	4,720
Capital	25,834	0	0	0
<b>Total</b>	<b>395,332</b>	<b>340,830</b>	<b>345,630</b>	<b>334,627</b>
<b>Revenue Sources:</b>				
Concessions	276,486	283,900	219,500	298,400
Other Revenue	6,040	3,000	3,000	4,500
General Fund - Other	112,806	53,930	123,130	31,727
<b>Total</b>	<b>395,332</b>	<b>340,830</b>	<b>345,630</b>	<b>334,627</b>

# Swimming

## Mission

To enable children and adults the enjoyment of recreational water activities, to provide a safe recreational environment and to learn water safety skills that will last a lifetime.

## Core Services

- Supervise recreational swimming at the Aquatic Park, Krug Pool, and MWSU indoor pool
- Provide a family friendly swimming venue, year round
- Provide swim lessons for children, ages 3 and up
- Provide a venue for swim team practices
- Provide lifeguard training and certification classes
- Provide a venue for aqua fitness classes
- A location for group events, such as daycares, summer camps, and other organizations

## Current Year Activity/Achievements

- Able to increase the number of lifeguard staff after several years of decline
- Expanded programming at Krug Pool
- Cooperating with MWSU for operation and staffing of their indoor facility, year round
- Added swim team practice opportunities at Aquatic Park and MWSU
- Working on organizing a Master's swim program

## Budget Challenges/Planned Initiatives

- Staffing expense continues to be a problem.
- The year round involvement in the operation of the MWSU indoor pool
- Year round swim lessons and lifeguard training is now possible with indoor option
- Special rentals at the indoor facility should help with revenues
- Expanded flexibility in lifeguard training with indoor pool option
- Aging facilities and infrastructure continue to be a concern

## Performance Statistics

- Attendance increased by 4,100 at the aquatic park and Krug Pool, combined
- Attendance at the aquatic park increased by nearly 3,000 for the season
- Attendance at Krug pool increased by almost 1,100 for the season
- Increased by almost 100% in youth swim lesson participation from previous year

# SWIMMING

## Program 3030

### Program Description

The swimming program provides daily water recreation opportunities for all area residents through administration of the City's swimming pools at Krug and Hyde Parks along with the St. Joseph Aquatic Center at the Noyes Park. The program also provides Red Cross swimming lessons, rental for pool parties, and events such as water fitness.

### Staffing Detail

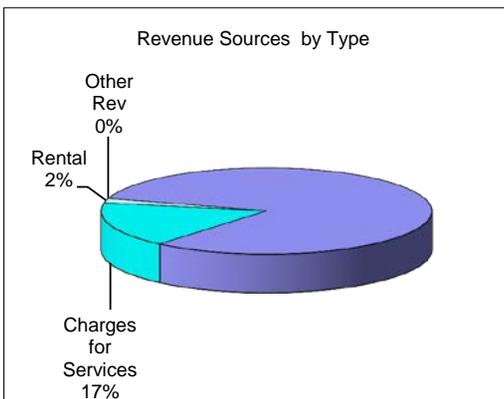
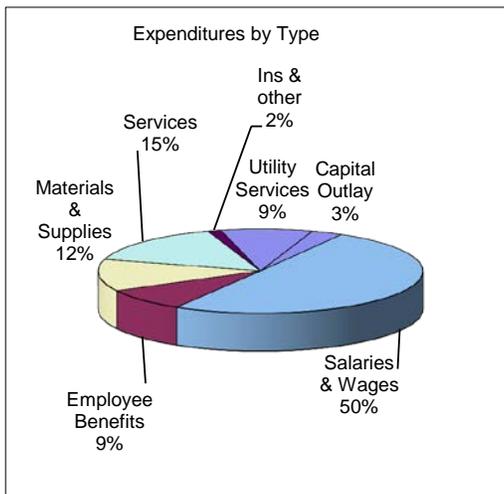
Aquatics/Recreation Supervisor  
 PT Temporary Employees

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

### Major Budgetary Changes & Program Highlights

- ~~Replacing aged and damaged equipment at the Aquatic Park (lounge chairs,& benches ) \$7000
- ~~Request for purchas of backboards and mannequins \$2000

### Operating Budget Summary



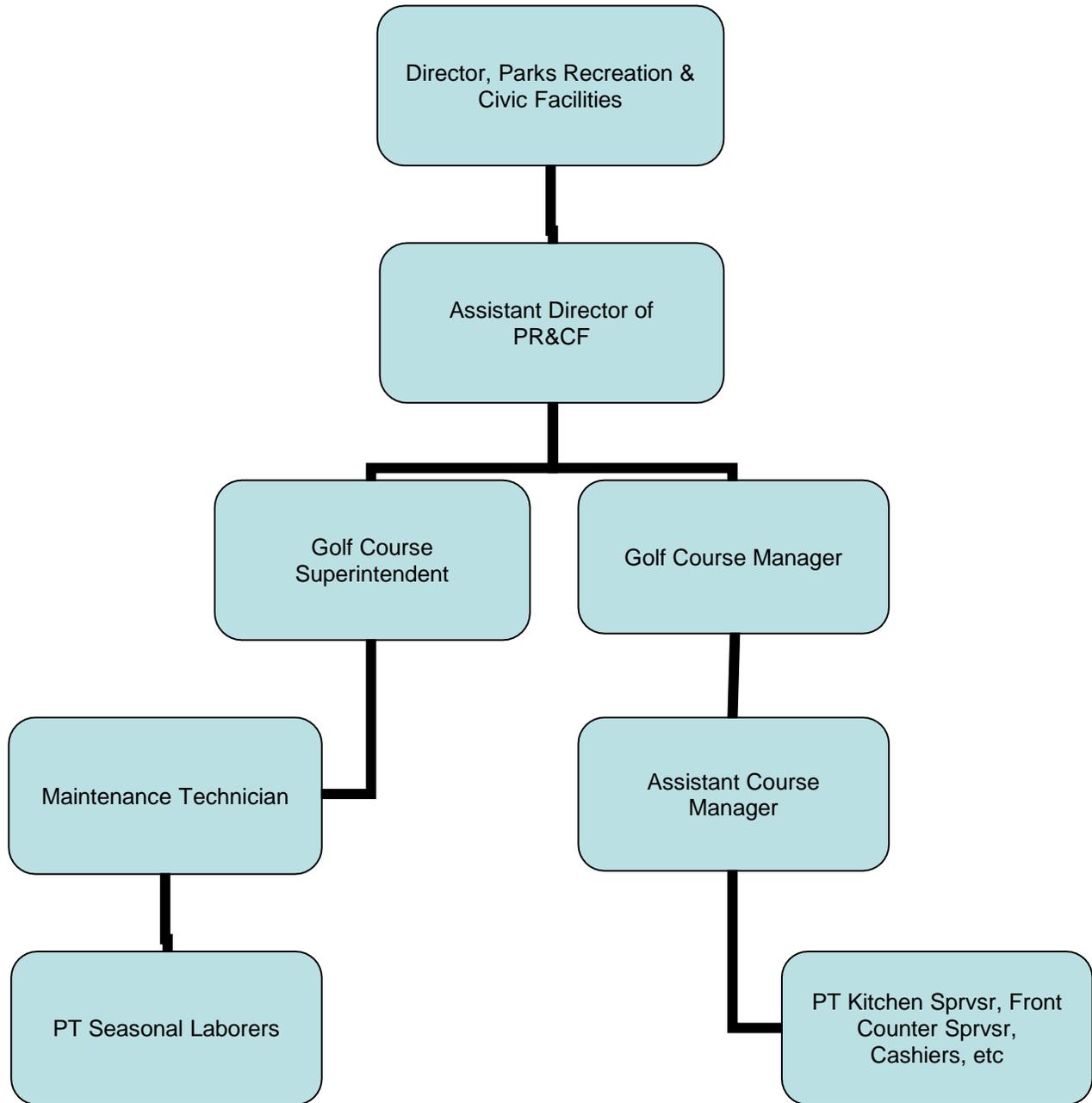
#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	292,001	238,383	238,383	239,476
Employee Benefits	46,796	39,828	39,828	41,238
Materials & Supplies	42,650	52,950	41,350	58,250
Services	21,494	72,980	75,225	72,980
Ins & other	0	6,250	0	6,250
Improv Other Buildings	11,729	0	0	0
Utility Services	39,571	43,500	43,500	43,500
Capital Outlay	8,055	11,000	11,000	15,000
<b>Total</b>	<b>462,296</b>	<b>464,890</b>	<b>449,285</b>	<b>476,694</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Charges for Services	176,637	165,700	97,100	80,500
Rental	4,304	12,000	12,000	8,000
Other Rev	182	0	0	0
General Fund - Other	281,173	287,190	340,185	388,194
<b>Total</b>	<b>462,296</b>	<b>464,890</b>	<b>449,285</b>	<b>476,694</b>

# PARKS, RECREATION & CIVIC FACILITIES GOLF COURSE



# Fairview Municipal Golf Course

## Mission

To provide a competitive, yet enjoyable 18-hole golf course complete with practice facilities, fully stocked Merchandise Shop, snack bar, and full service banquet/meeting room with on site catering available.

## Core Services

- The City's only 18 hole public golf course
- Offering league opportunities for men, women, couples, juniors, seniors, and corporate
- Tournaments welcome and include corporate outings, fundraisers, memorial events, and social eat/play/meeting options
- Banquet room available for up to 150 guests as well as on site catering to compliment your event
- Three outdoor patios with tables and seating to provide outdoor social option after golf or during banquet room events
- Manicured golf course made consistent through daily, weekly, and other scheduled routine maintenance.
- Turf performance maintained through proper fertilization to greens, tees, fairways; pest and weed control; and aeration and seeding practices.
- Provide a clean and attractive clubhouse and parking lot area with knowledgeable, courteous staff and concessions and catering for a full service experience.
- Provide quality food service with a clean and up-to-date facility and kitchen with properly trained staff.
- Indoor winter golf now available through simulator play providing entertainment through leagues, open play and range, and party options

## Current Year Activity/Achievements

- Wednesday Men's league hosts 112 players for 18 weeks. Annual impact to budget is estimated at \$31,350 through golf/cart fees, concessions, and pro shop.
- Golf Simulator established this off season hosted leagues, open range and golf, and party options. Revenues collected through simulator fees, concessions, and gift certificates totaled \$14,500 from November through February
- Corporate Memberships remained steady and two companies now host three total tournaments for their employees on top of their memberships
- New Junior Camp Program was entered into cooperation with MWSU and their PGA Golf Instructor, Greg Dillon welcoming 29 new campers this season.
- Banquet room continues to be successful through rentals and catering services. Catering so far this year has brought in \$24,944 in revenue while the Banquet room has hosted 73 events so far this year.
- Golf rounds are up 2,064 rounds compared to last year at this time.
- A new City 2-Man tournament was initiated through Fairview Golf and Anderson Ford this fall which also was played at the other two courses in town. In it's first year 88 players participated and the revenue realized at Fairview on this
- All cart paths except for 2 holes were all overlaid this past season with a total purchase of \$120,000.
- Maintenance has overhauled the old goodie cart making it operable again to use as an addition to our newer goodie cart
- Zoysia sod was laid in remaining 10 fairways along the course to improve the quality of turf along the course as well as provide better water/chemical management in the future.

## Budget Challenges/Planned Initiatives

- Two maintenance utility carts will be purchased yet out of current budget year to replace current ones that are worn
- Fall rounds continue to fall off each season. Clubhouse staff are currently looking into ways to increase play to the golf course through possible lower fees earlier in the day to promote play.
- 15 Extra rental carts to have at the course for busy days/large tournaments cost us \$9,000 per year. When new cart lease comes 2018 we would like to find funding source to purchase 15 used carts to keep ourselves and eliminate
- Continue winter golf on simulator as the rounds picked up once people tried it. For the future we would like to add on a multi-purpose room to house the simulator year round to host all types of events and rentals on it for additional

# FAIRVIEW MUNICIPAL GOLF COURSE

## Program 3070

### Program Description

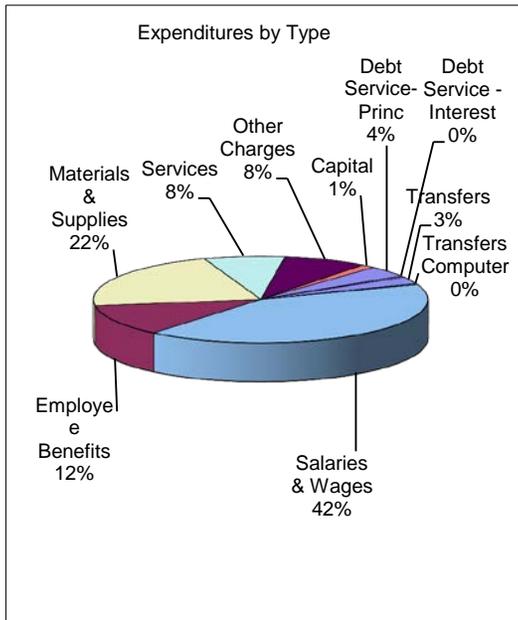
Fairview Golf Course, the City's only public course, offers a competitive and enjoyable golf environment and practice facility for St. Joseph citizens as well as visitors through leagues, clubs and other programs for men, women, seniors and

### Staffing Detail

- Golf Course Superintendent
- Golf Course Manager
- Golf Course Assistant Manager
- Maintenance Technician
- Part-time

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
3.25	3.25	3.25	3.25
7.25	7.25	7.25	7.25

### Operating Budget Summary

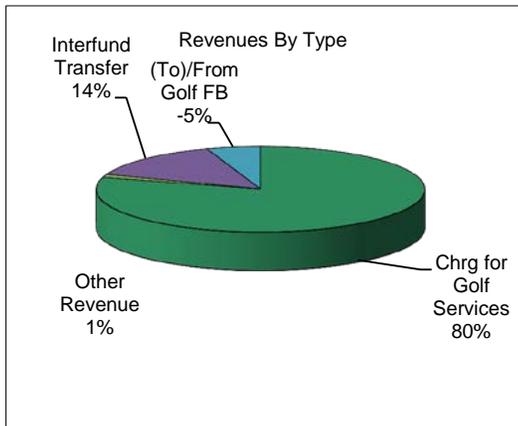


#### Expenditures:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	345,210	327,397	327,397	330,048
Employee Benefits	81,908	77,494	77,494	92,594
Materials & Supplies	201,026	192,900	194,900	173,800
Services	88,618	63,835	60,275	62,270
Other Charges	85,437	78,500	71,500	64,500
Capital	15,146	0	0	10,500
Debt Service- Princ	28,400	30,332	30,332	32,784
Debt Service - Interest	6,160	4,228	4,228	3,656
Transfers	21,235	21,330	21,330	21,409
Transfers Computer	4,360	4,360	4,360	3,000
<b>Total</b>	<b>877,498</b>	<b>800,376</b>	<b>791,816</b>	<b>794,561</b>

#### Revenue Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Chrg for Golf Services	761,544	814,310	706,000	706,000
Interest	(36)	0	0	0
Other Revenue	20,778	12,500	10,100	10,100
Interfund Transfer (To)/From Golf FB	24,660	0	0	125,342
Interfund Transfer (To)/From Golf FB	0	(26,434)	0	(46,880)
<b>Total</b>	<b>806,946</b>	<b>800,376</b>	<b>716,100</b>	<b>794,561</b>



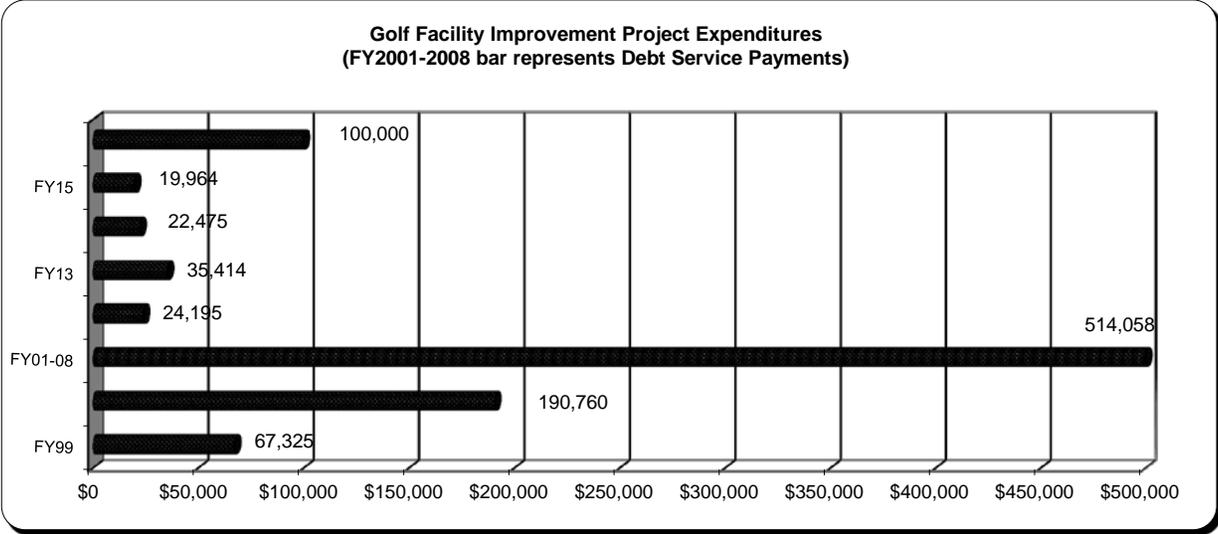
# GOLF FACILITY IMPROVEMENTS

## Program 1300

### PROGRAM DESCRIPTION

The Municipal Golf Improvements Program was established to track, monitor, and facilitate capital expenditures funded by the voluntary \$1.00/round golf surcharge.

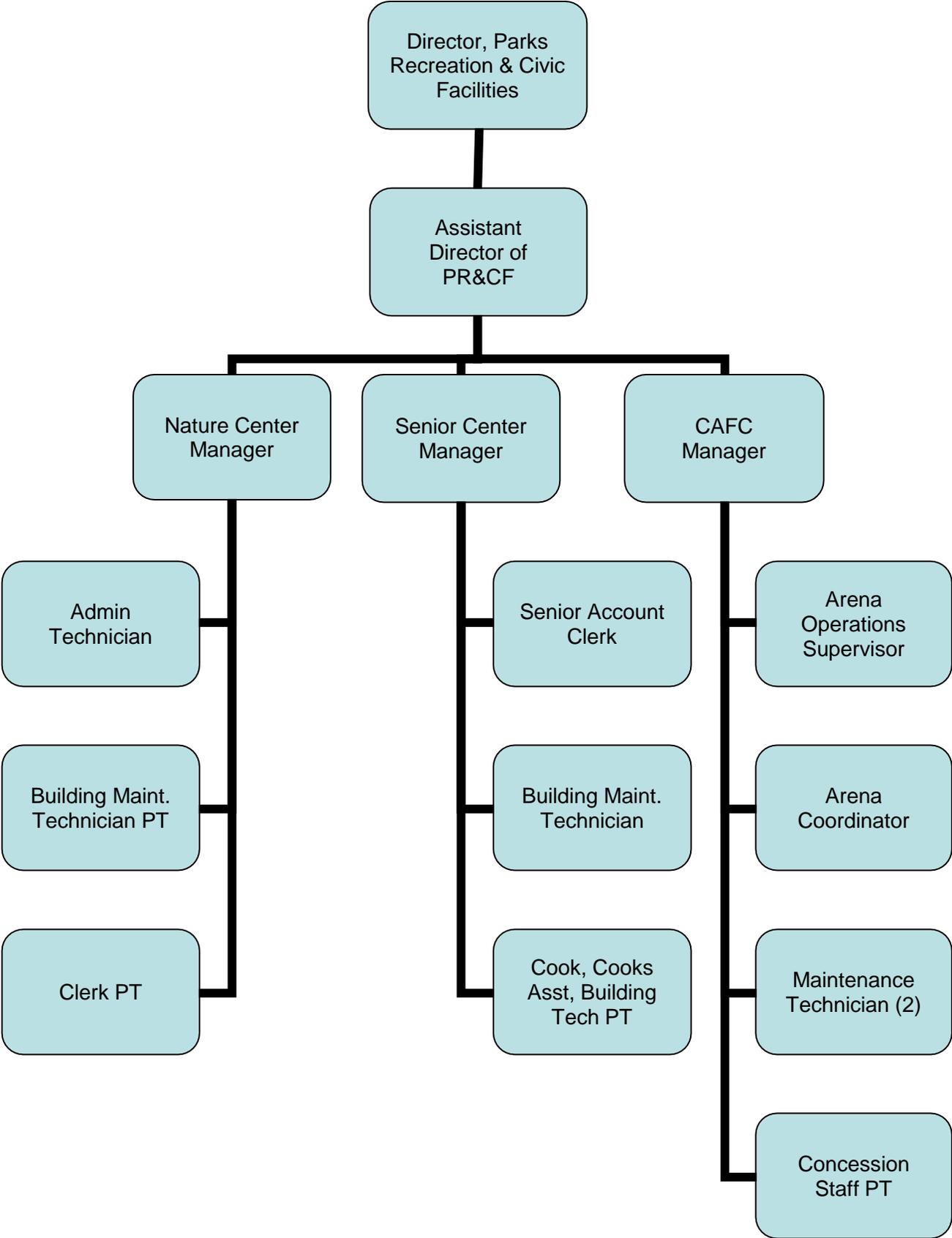
### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Capital Budget Summary

	2014-2015 Actual	2015-2016		2016-2017 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	477,222	483,088	522,500	652,650
Debt Principal	206,280	212,602	212,602	140,000
Debt Interest	97,027	102,263	102,363	54,325
Machinery & Equip	0	0	0	0
Capital Imprvmts	0	0	0	0
<b>Total</b>	<b>780,529</b>	<b>797,953</b>	<b>837,465</b>	<b>846,975</b>
<b>Revenue Sources:</b>				
Chrgs for Services	0	0	0	0
Other Revenue	0	0	0	0
Interfund Transfer	0	0	0	0
FB from/(to)	780,529	797,953	837,465	846,975
<b>Total</b>	<b>780,529</b>	<b>797,953</b>	<b>837,465</b>	<b>846,975</b>

# PARKS & RECREATION - CIVIC FACILITIES



# Remington Nature Center

## Mission

To inspire visitors to learn more about human impacts on the Earth, and instill a desire to be a positive steward for our world through programming and hands-on experiences concerning nature and the cultural heritage of the St. Joseph area for our citizens and for tourists.

## Core Services

- Showcase a variety of natural displays and exhibits
- Showcase a variety of historic displays and exhibits
- Provide educational programming on nature, animals, history, and cultural issues
- Programming includes 7,000 gallon aquarium with native fish on display
- Special events, parties, and meeting rentals
- Operation of gift shop with a variety of educational and recreational items

## Current Year Activity/Achievements

- Continued partnership with Bode Ice Arena for "Recreation Education" program
- Partnered with REC Center and Bode for the new summer youth program, RecConnect
- Strengthened presence in local museum community with heavy involvement with Museum Association
- Continue to enhance nature center grounds with new tree plantings and gardens
- Hosted a large number of school field trips
- Participated in a variety of outreach including Earth Day at the Capital, Amelia Earhart Festival, Trails West and Earth Day at Loess Bluffs Conservation Area
- Continued to speak at public meetings about nature center
- Increased educational programming

## Budget Challenges/Planned Initiatives

- The pond on north side of building needs to be dredged out
- The retaining wall should be rebuilt before it collapses from undermining as a result of muskrat damage
- Continue to try unique ideas and increase programming options to increase revenues
- Will develop Monarch Butterfly demonstration garden to support the Mayor's Monarch Pledge
- Continued enhancement of grounds around nature center
- Re-sealing and repairs of exterior siding completed

# REMINGTON NATURE CENTER

## Program 3040

### Program Description

The Nature Center is a 13,000 square foot facility located to the south of the junction of McArthur Drive and Water Works Road with the River Walk and the Missouri River to the west. The Center focuses on the Missouri River, native flora and fauna, and the cultural history of the area. There are outside exhibit areas consisting of gardens, plantings and tree groves, which educate about their care and conservation. Inside the Center there are exhibits, presentations, programs, classes and workshops. Programming and hands-on experiences concerning nature and the cultural heritage of our area are provided for our citizens and for tourists.

### Staffing Detail

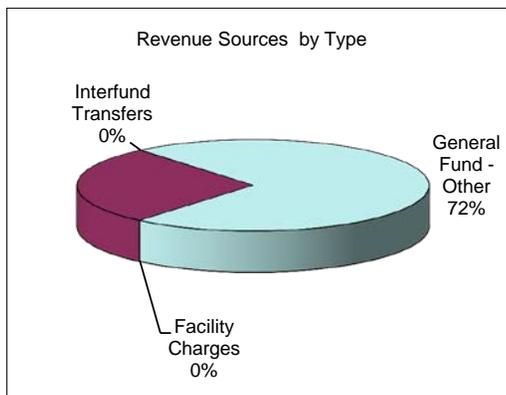
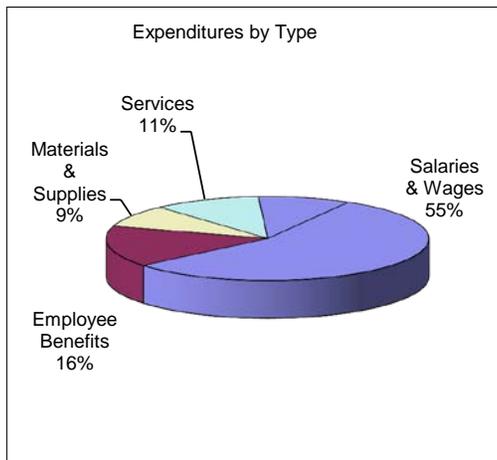
Nature Center Manager  
 Administrative Technician  
 PT Building Mnt Tech (25 hrs/wk)  
 PT Nature Center Educator (@ 21 hrs/wk)  
 PT Clerk (1 @ 25 hrs/wk)  
 PT Clerk (1 @ 32 hrs/wk)  
 Add'l Spring & Summer Hours for PT Emps

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.5	0.625	0.625	0.625
0	0	0	0.525
1.05	1.05	1.05	0.625
0.525	0.525	0.525	0.8
0	0.1	0.1	0.1
<b>4.075</b>	<b>4.3</b>	<b>4.3</b>	<b>4.675</b>

### Major Budgetary Changes & Program Highlights

~upgrade internet service \$32,500  
 ~Transfers from Museum and Gaming funds continue to support approximately 50% of the cost of operations.

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	144,951	160,549	160,549	161,951
Employee Benefits	45,458	48,696	48,696	46,237
Materials & Supplies	25,046	25,000	28,000	25,000
Services	33,742	31,250	30,900	31,250
Utilities	24,413	27,000	27,700	27,000
Capital	23,750	0	0	0
<b>Total</b>	<b>297,360</b>	<b>292,495</b>	<b>295,845</b>	<b>291,437</b>
<b>Revenue Sources:</b>				
Facility Charges	837	0	0	0
Other Rev	87,032	73,800	73,800	81,000
Interfund Transfers	25,414	250	250	250
General Fund - Other	100,000	100,000	100,000	210,187
<b>Total</b>	<b>213,282</b>	<b>174,050</b>	<b>174,050</b>	<b>291,437</b>

# Joyce Raye Patterson Senior Center

## Mission

Provide a variety of services to persons age 50 and over and people with disabilities. Maintain a clean, positive, and healthy environment in order to increase the overall quality of life for persons 50 and over.

## Core Services

- Administer the operational budgets of the center
- Facilitate relationships with a wide variety of user groups
- Provide a facility for groups to use for fitness, recreation, education, and socialization
- Provide an active fitness center with a variety of strength and cardio equipment
- Provide a cafeteria serving lunch Tuesday - Friday

## Current Year Activity/Achievements

- Continue to provide a safe, clean environment for senior user groups
- Installation of security alarm system
- Contracted for rehabilitation and insulation of water supply and waste pipes
- Added men's weekly Yoga group

## Budget Challenges/Planned Initiatives

- Aging building needs significant renovations in almost all areas
- Increase pricing in cafeteria
- Need to work on replacement of fitness center coordinator, who will be retiring. Currently being paid by the senior foundation.

## Performance Statistics

- Overall use of the center has declined, primarily due to lack of interest in the organized dance events

# JOYCE RAYE PATTERSON SENIOR CITIZEN CENTER

## Program 3050

### Program Description

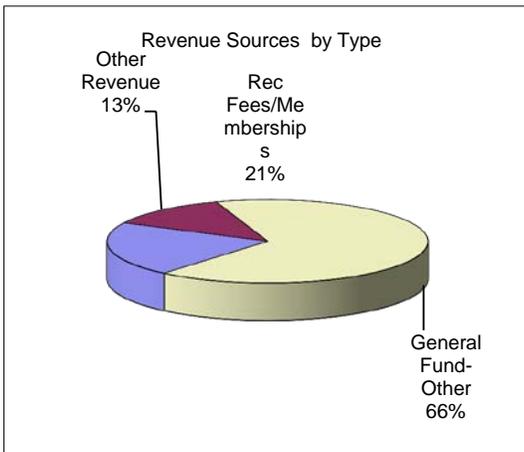
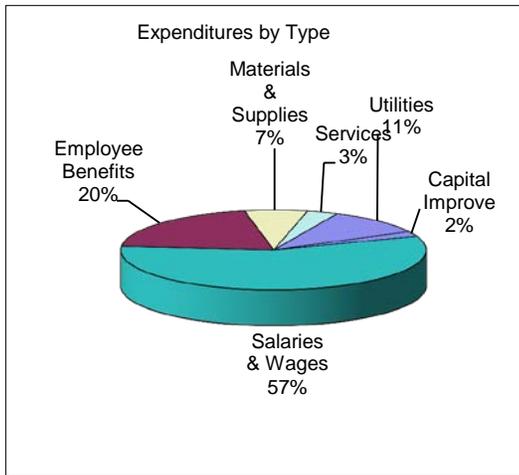
The Center provides a variety of services to persons age 50 and over, and to the disabled in a well-maintained, clean, cheerful and healthful environment. Services include card groups, craft activities, dances, special events, meeting space, retirement association meetings, a computer lab and a fitness room. It also has a cafeteria open to the public.

### Staffing Detail

Senior Center Manager	1
Senior Account Clerk	1
Building Maintenance Technician	1

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Operating Budget Summary



#### Expenditures:

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
Salaries & Wages	153,112	158,659	158,659	164,010
Employee Benefits	47,317	46,352	46,352	58,897
Materials & Supplies	18,280	21,335	16,000	19,000
Services	16,309	9,450	27,255	9,450
Utilities	28,066	30,415	27,300	30,415
Capital	0	0	0	0
Capital Improve	53,774	20,000	20,000	5,900
<b>Total</b>	<b>316,858</b>	<b>286,211</b>	<b>295,566</b>	<b>287,672</b>

#### Revenue Sources:

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
Rec Fees/Memberships	65,726	59,100	59,100	61,000
Other Revenue	40,808	35,938	35,938	35,938
General Fund-Other	210,323	191,173	200,528	190,734
<b>Total</b>	<b>316,858</b>	<b>286,211</b>	<b>295,566</b>	<b>287,672</b>

## **Civic Center Arena and Concessions**

### **Core Services**

- The Civic Arena offers 40,000 square feet of unobstructed exhibition space for trade shows.
- Venue provides an arena for sporting events that include wrestling, basketball, roller derby, bull riding, mixed martial arts, boxing, gymnastics and a variety of other sporting possibilities.
- Perfect venue for receptions, banquets, conventions, training and a various other parties and activities.
- The Civic Arena provides concession stands, catering and bars for all events.
- Family entertainment facility for events such as dog shows, chili challenge, Harlem Globetrotters, circus, concerts, children events and other family functions.

### **Current Year Activity/Achievements**

- Successful year with numerous corporate bookings for meetings and banquets.
- Numerous banquets including the Chamber of Commerce, Women of Excellence, Special Olympics Piccadilly Gala, Hillcrest Fall Ball, Mayor's Thanksgiving Dinner and Mayor's Day of Prayer Breakfast.
- Liberty National Youth Wrestling completed its fourth consecutive year and is scheduled again for 2018.
- Black Snake Roller Derby Girls completed their 5th successful season at the Civic Arena.
- We can boast another year of trade shows featuring the St. Joseph Sport Show, Gun Shows, Antique Show, Farm and Ag Show, Holiday Mart and Josephine Expo.
- Noyes Home hosted their annual "Take A Seat" event at the Civic Arena and was a huge success.
- The Better Living 4 U was a success showcasing various agencies available for assistance to those in need.
- Other great concerts included Maddie & Tae with Brothers Osbourne sponsored by MWSU and Lee Brice which were both very successful.
- Because of the Financial Assistance Program we were able to provide the venue for the Area Children's Fair, the Job Fair and Tiny Tot Town.
- We continue to host the Boehringer Ingelheim Annual Employee Meeting.

### **Budget Challenges/Planned Initiatives**

- The arena staff continues to search out more diverse events that will fit well with our facility and community.
- We continue to struggle with the aging facility that is in dire need of attention including our plumbing, electrical and equipment.
- Continue to develop deeper relationships with promoters showing them their event can be successful in St. Joseph and specifically at the Civic Arena.
- We must work to maintain our current client base by providing them the best possible customer service in a safe and clean facility.

# CIVIC ARENA

## Program 5510

### Program Description

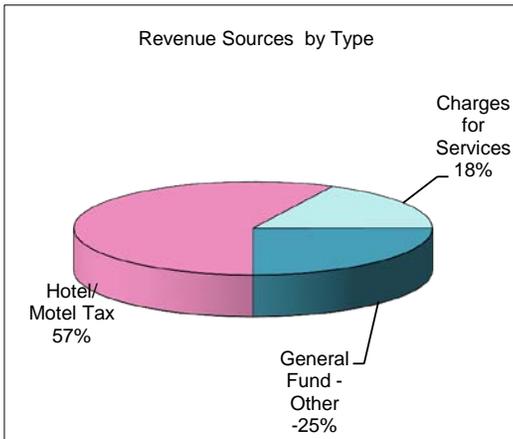
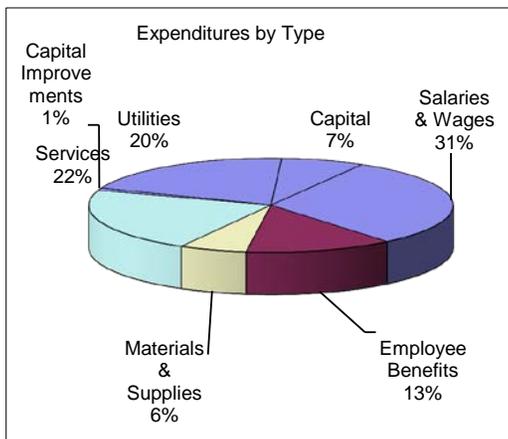
The Civic Arena is a downtown facility that hosts concerts, trade shows, sporting events, conventions and other special events in order to enhance the local economy and contribute to the overall appeal of St. Joseph as a destination for both local and outside business and tourist trade and entertainment.

### Staffing Detail

- CFAC Manager
- Arena Operations Supervisor
- Arena Coordinator
- Maintenance Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	203,532	183,293	183,293	186,986
Employee Benefits	67,961	63,413	63,413	79,991
Materials & Supplies	11,541	52,050	60,800	36,300
Services	88,677	109,327	105,527	133,827
Capital Improvements	0	350,000	350,000	5,000
Utilities	112,062	121,800	105,000	121,800
Capital	0	6,000	6,000	45,000
<b>Total</b>	<b>483,773</b>	<b>885,882</b>	<b>874,032</b>	<b>608,904</b>
<b>Revenue Sources:</b>				
Hotel/ Motel Tax	756,310	635,000	650,000	700,000
Charges for Services	232,834	205,500	205,500	215,300
Other Revenue	25,557	0	0	0
General Fund - Other				(306,396)
<b>Total</b>	<b>1,014,702</b>	<b>840,500</b>	<b>855,500</b>	<b>608,904</b>

# CIVIC ARENA CONCESSIONS

## Program 5520

### Program Description

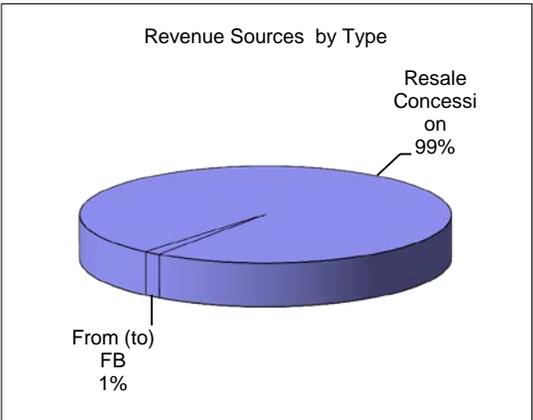
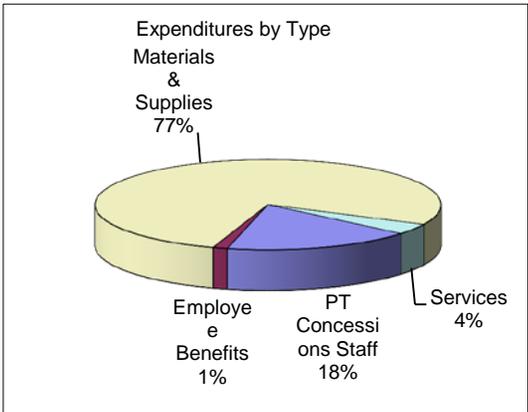
This program accounts for the concession products supplied to the patrons of the Civic arena through stand and bar operations. Staff also do minor catering of events.

### Staffing Detail

Part time concession staff only

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
N/A	N/A	N/A	N/A

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18
		Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
PT Concessions Staff	11,024	20,600	20,600	20,600
Employee Benefits	1,538	2,376	2,376	1,576
Materials & Supplies	56,758	98,200	81,200	90,000
Services	3,446	4,500	4,500	4,500
<b>Total</b>	<b>72,766</b>	<b>125,676</b>	<b>108,676</b>	<b>116,676</b>
<b>Revenue Sources:</b>				
Resale Concession	124,041	105,000	105,000	115,000
Other Rev	2,830	0	0	0
From (to) FB				1,676
<b>Total</b>	<b>126,870</b>	<b>105,000</b>	<b>105,000</b>	<b>116,676</b>

# Missouri Theater

## Core Services

- The Missouri Theater is a renovated 1926 vaudeville style entertainment venue in the heart of downtown St. Joseph.
- The Missouri Theater has 1,200 seats and the inside is gorgeously designed unlike any other facility in the country.
- The Missouri Theater is a venue for local arts organizations as well as other local and national promoters that produce theatrical productions, touring productions, concerts, dance recitals and group events.
- The Missouri Theater Office Complex provides office/retail space for our local arts groups as well and Downtown Partnership, Inc. and Cafe Pony Espresso.
- Missouri Theater is on the National Registry of Historic Buildings.

## Current Year Activity/Achievements

- Local company productions that included Alladin Jr., Chinese Acrobatic Circus, Embraceable You, My Fair Lady, Church Basement Ladies, Winter Dance Party, Miracle on 34th Street, Big Bad VooDoo Daddy, Beauty and the Beast, Let's Hang On.
- The return of four local dance companies using the Missouri Theater for the dance recitals.
- Various graduations and art performances including the St. Joseph Symphony Concert Series, New Generation Singers, and Creative Arts Productions.

## Budget Challenges/Planned Initiatives

- Installation of the hearing assistance with a Looping System has been installed thanks to our local Sertoma Club and their financial support.
- All office space at the theater complex are currently filled and operational.

# MISSOURI THEATER

## Program 3710

### Program Description

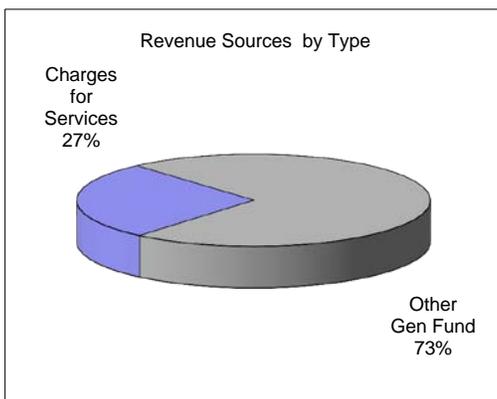
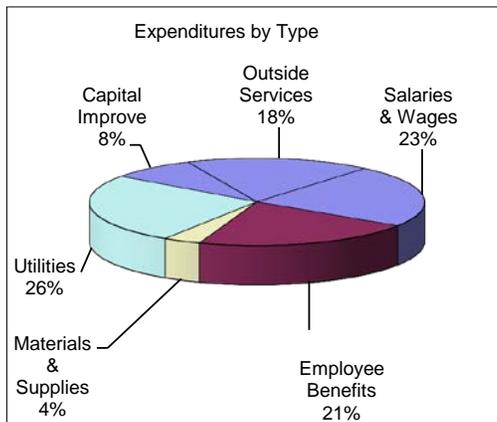
The Missouri Theater is a 1,200 seat, 1920's vaudeville style entertainment facility in the heart of downtown St. Joseph. The renovated Theater provides a home to many of the City's arts associations. It serves as a venue for a wide variety of cultural events.

### Staffing Detail

Maintenance Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	44,131	43,800	43,800	44,676
Employee Benefits	15,125	14,575	14,575	41,139
Materials & Supplies	4,031	5,000	1,200	7,000
Utilities	36,651	49,800	39,800	49,800
Capital Improve	7,309	0	0	16,000
Outside Services	15,880	14,500	14,800	34,500
<b>Total</b>	<b>123,127</b>	<b>127,675</b>	<b>114,175</b>	<b>193,115</b>
<b>Revenue Sources:</b>				
Charges for Services	53,800	54,150	54,150	52,900
Other Gen Fund	69,327	73,525	60,025	140,215
<b>Total</b>	<b>123,127</b>	<b>127,675</b>	<b>114,175</b>	<b>193,115</b>



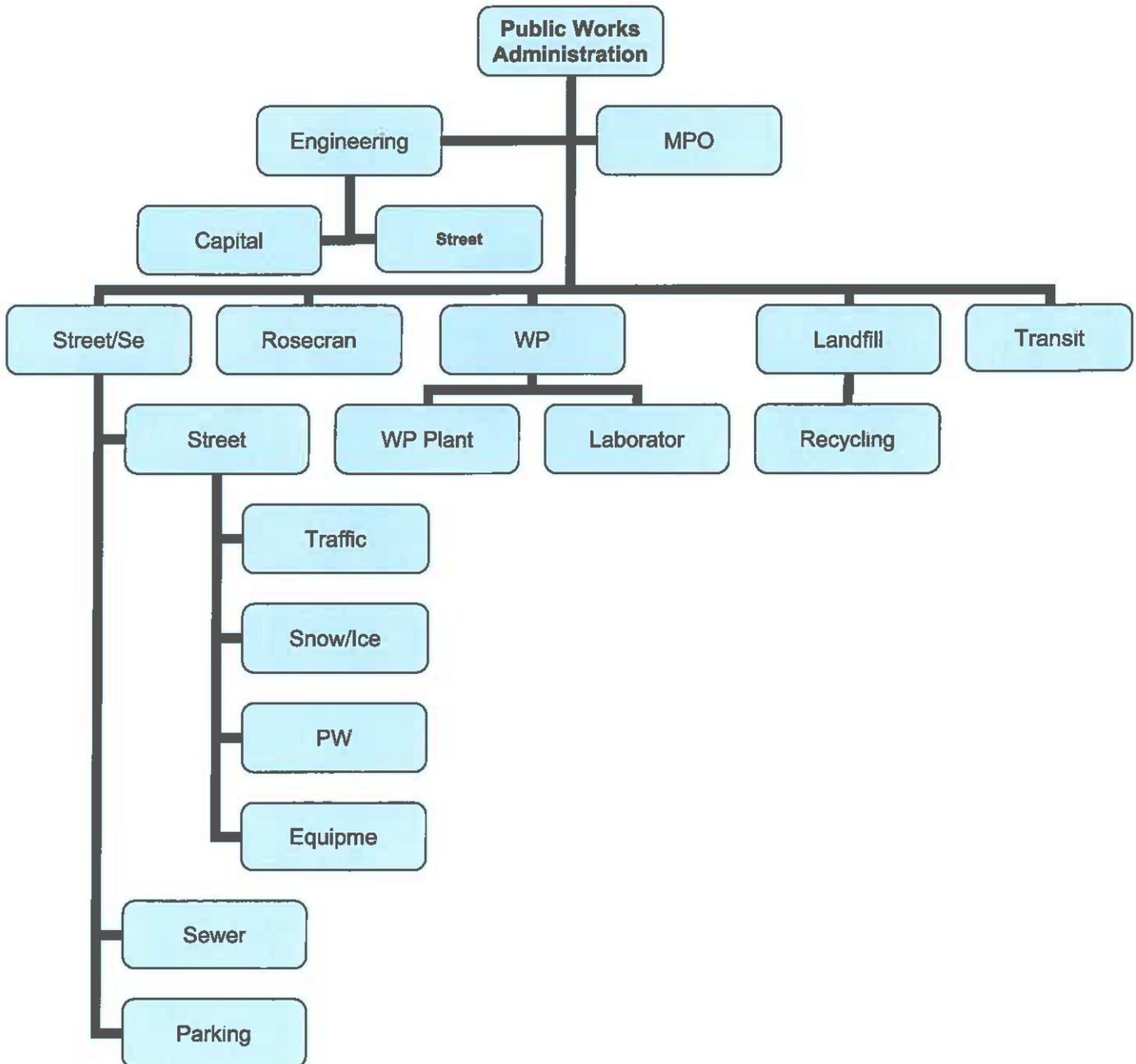
# PUBLIC WORKS DEPARTMENT

The Public Works Department provides for street maintenance, street overlay, storm sewers, bridges, street signs, snow removal, street lighting, operations at the city's parking structures and lots as well as downtown parking enforcement, solid waste disposal and recycling, engineering and capital project management, wastewater treatment and sewer collection system maintenance, mass transit services, and a municipal airport.

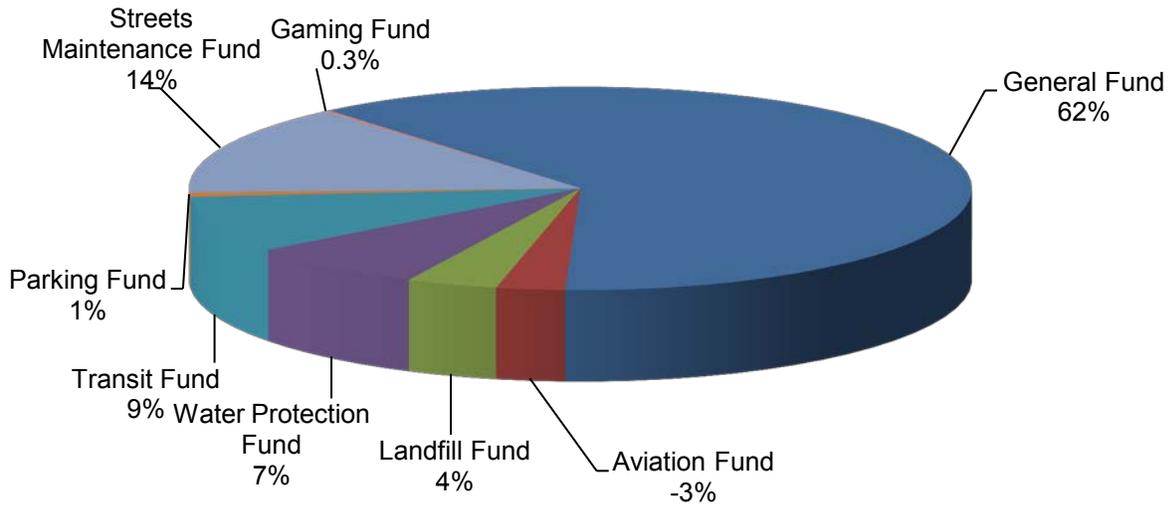
These operations are funded through the City's share of the Missouri motor fuel tax, road and bridge tax, local general sales tax, use tax, parking fees & fines, landfill fees, sewer treatment fees, airport rents, transit fares and federal transportation operation grants.

Infrastructure improvements are financed by a combination of tax revenues, fees, State Revolving Loan bonds, revenue bonds, and county, state, and federal grants.

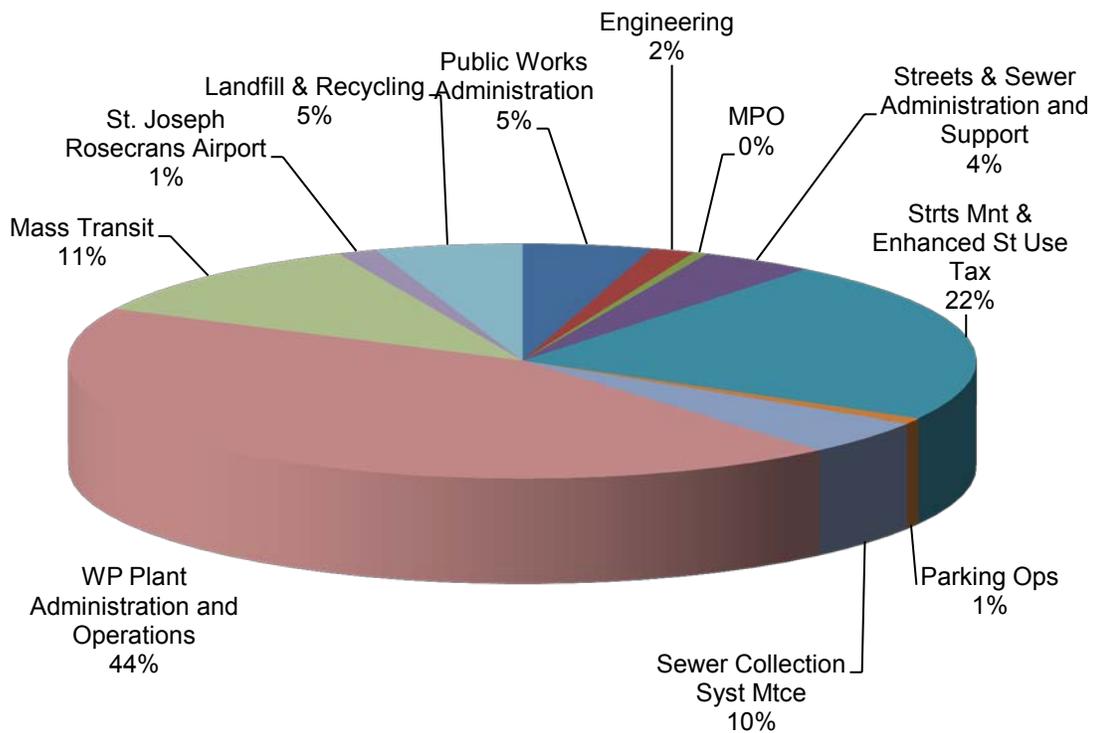
**TOTAL BUDGETED RESOURCES: \$ 84,243,341**



# PUBLIC WORKS DEPARTMENT SOURCES & USES



**FUNDING SOURCES - OPERATING**

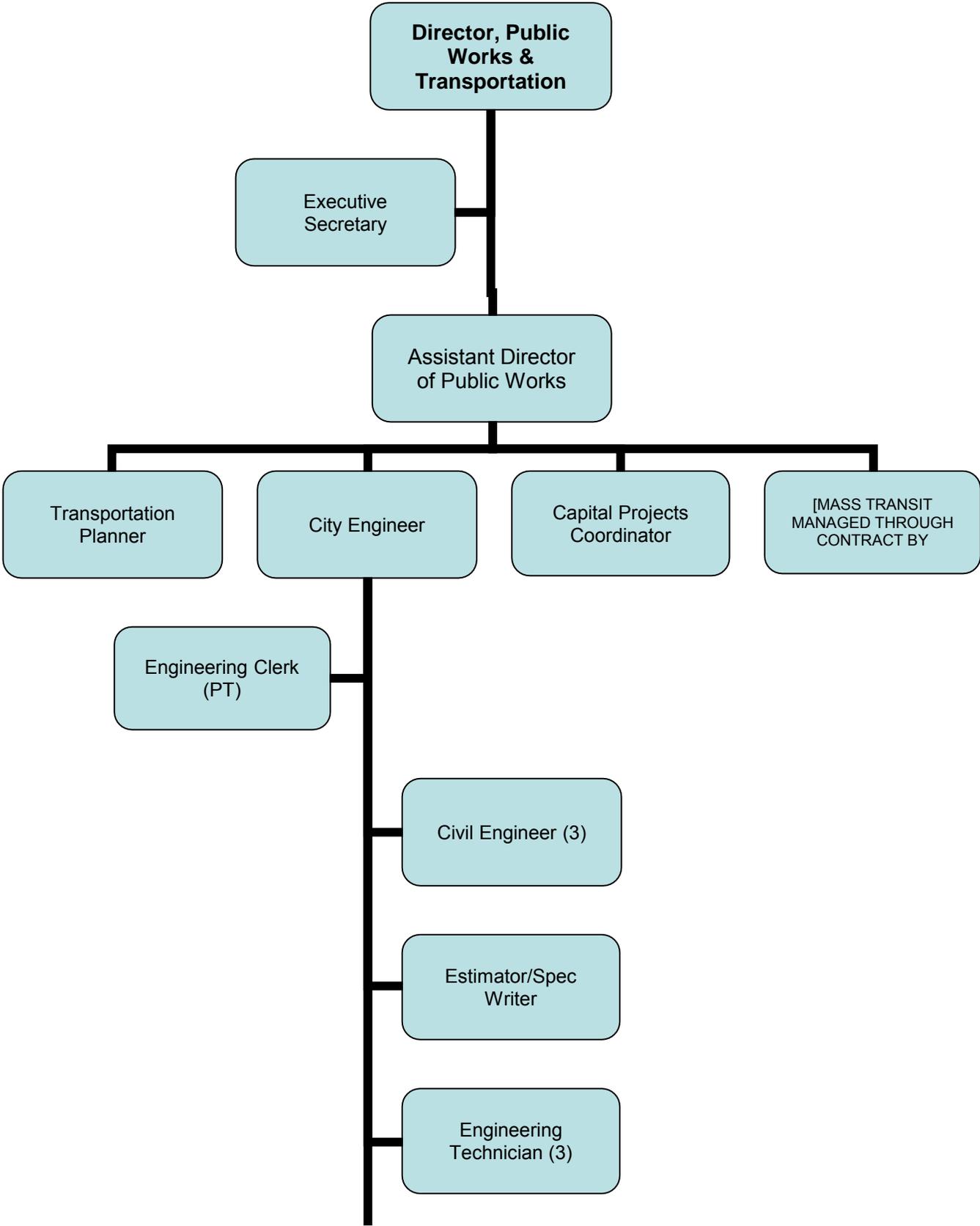


**PROGRAM USES - OPERATING**

# PUBLIC WORKS DEPARTMENT SUMMARY

ACCOUNT TYPE	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	8,123,074	8,642,694	8,642,694	8,778,078
Payroll Expenses & Benefits	2,878,999	2,934,189	2,924,789	3,796,615
Materials & Supplies	2,897,810	3,858,222	2,808,830	3,940,472
Utilities & Other Contracted Services	20,062,314	13,930,830	13,557,901	14,290,413
Claims/Insurance/Fund Transfers	4,499,071	4,908,582	4,908,582	4,975,405
Debt Service	6,827,324	12,270,484	12,622,984	12,661,918
Operating Capital Outlay	1,181,128	6,833,400	6,841,845	6,075,312
Public Improvements	11,624,696	100,713,195	102,556,315	29,725,128
	<u>58,094,415</u>	<u>154,091,596</u>	<u>154,863,940</u>	<u>84,243,341</u>
<b>USES BY OPERATING PROGRAM</b>				
Public Works Administration	1,904,643	1,963,180	1,952,480	2,523,454
Engineering	684,389	781,607	737,707	843,432
MPO	98,820	242,890	242,890	280,565
Street Enhancement Use Tax	1,850,000	2,490,000	4,100,000	3,300,000
Streets & Sewer Administration and Support	1,776,254	1,975,701	1,855,986	2,139,603
Streets Maintenance	8,405,943	8,701,740	8,414,200	8,970,839
Parking Operations	366,835	488,379	458,459	417,732
Sewer & Stormwater Collection System Mtce	4,065,311	2,239,979	1,999,679	2,592,149
WP Plant Administration and Operations	17,585,874	22,733,005	23,108,588	23,784,818
Mass Transit	4,930,658	5,861,915	5,356,015	6,032,599
St. Joseph Rosecrans Airport	570,052	610,659	575,650	764,784
Landfill & Recycling	2,947,966	3,210,814	3,028,994	2,868,239
	<u>45,186,744</u>	<u>51,299,869</u>	<u>51,830,648</u>	<u>54,518,213</u>
<b>ENTERPRISE FUNDS CIP PROGRAM</b>				
Water Protection	6,772,343	95,516,548	95,516,548	21,687,052
Transit	0	315,000	315,000	4,601,406
Parking	0	1,400,000	1,400,000	382,455
Airport	6,006,870	1,852,347	2,085,467	2,546,000
Landfill	128,458	228,000	228,000	508,215
	<u>12,907,671</u>	<u>99,311,895</u>	<u>99,545,015</u>	<u>29,725,128</u>
<b>TOTAL PUBLIC WORKS BUDGET:</b>	<u>58,094,415</u>	<u>150,611,764</u>	<u>151,375,663</u>	<u>84,243,341</u>
<b>FUNDING SOURCES</b>				
General Fund	9,644,579	9,903,512	12,330,126	38,812,181
Gaming Fund	66,500	81,500	81,500	0
Capital Projects Fund	0	35,000	35,000	0
Streets Maintenance Fund	2,948,733	2,816,307	2,866,818	8,970,839
Water Protection Fund	28,423,527	120,489,532	120,624,815	26,376,966
Mass Transit Fund	4,930,658	7,261,915	6,756,015	6,032,599
Airport Fund	940,755	5,332,087	736,539	764,784
Landfill Fund	3,076,424	3,438,814	3,256,994	2,868,239
Parking Fund	396,824	378,547	384,518	417,732
	<u>50,428,000</u>	<u>149,737,215</u>	<u>147,072,326</u>	<u>84,243,341</u>
<b>STAFFING SUMMARY (Full Time)</b>				
Public Works Administration	4	4	4	4
MPO (1 position grant funded)	2	2	2	2
Engineering	10	10	10	10
Street & Sewer Administration & Support	16	16	16	16
Streets & Traffic Maintenance	55	55	55	56
Parking Operations	5	5	5	6
Sewer Collection System Maintenance	23	23	23	25
WP Administration	2	2	2	2
WP Plant	44	44	44	48
Laboratory	9	9	9	10
Airport	6	6	6	6
Landfill	20	20	20	18
Recycling	2	2	2	2
	<u>198</u>	<u>198</u>	<u>198</u>	<u>204</u>

**PUBLIC WORKS ADMINISTRATION,  
ENGINEERING, MPO**



# Public Works Administration

## Mission

To improve the City's basic infrastructure and services (streets, traffic control, bridges, curbs and gutters, sidewalks, wastewater utilities, mass transit, aviation, landfill and other public facilities) in order to support economic vitality and to provide a safe environment within which our citizens live, work, and play.

## Core Services

- Oversee department activities related to meeting City Council goals and City Manager priorities.
- Promote best practices and effective technology to improve safe travel and encourage convenient and accessible modes of transportation.
- Provide administrative services and management oversight for Public Works and Transportation divisions and programs.
- Work with external regulatory bodies in developing thorough plans in order to meet local, state and national mandates as to public health and safety in all areas under the responsibility of the department.
- Pursue and monitor grants for both operations and capital projects.
- Coordinate capital projects monitoring and reporting.

## Current Year Activity/Achievements

- Comply with the City's long term CSO plan by completing mandated projects at our Wastewater Treatment Facility and by advancing the Blacksnake Creek Stormwater Separation project.
- Manage debt financing for wastewater projects, including state revolving fund and revenue bonds.
- Apply budgeting constraints to prioritize core services.
- Enhance operations with a focus on customer service, procurement, training, and communications.

## Budget Challenges/Planned Initiatives

- While the Use Tax revenue has allowed us to expand our street maintenance program, we are still only 30% towards the goal of a fully funded street overlay program.
- Continued modernization and environmental enhancements of our wastewater system while recognizing the financial challenges faces by our sewer customers.
- Continued communication of progress being made in street maintenance activities and on construction projects, including more use of social media.
- Develop policies and funding strategies to address concrete streets, curb and sidewalk maintenance, as well as to assist with challenges in the private storm drainage network.
- Asset management system implementation.
- Support sewer revenue bond activities to obtain additional bond authority from the voters as necessary to comply with the Combined Sewer Long Term Control Plan's requirements under the Clean Water Act.

## Performance Statistics

- Dollar amount of operating grants received: \$1,764,357.00
- Dollar amount of capital project grants procured: \$2,494,020.40
- Number of on-going capital projects monitored: 39
- Number of new capital projects that will start in FY-18: 3

# PUBLIC WORKS ADMINISTRATION

## Program 8360

### Program Description

The Public Works Director and staff provide administrative services and management oversight for Public Works and Transportation divisions and programs with an emphasis on thorough planning consistent with the health, safety and economic needs of the public and goals of the City Council.

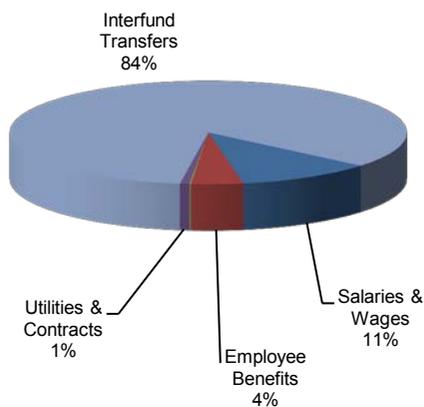
### Staffing Detail

Director Public Works & Transportation  
 Asst Director Pub Works & Transp  
 Capital Projects Coordinator  
 Executive Secretary

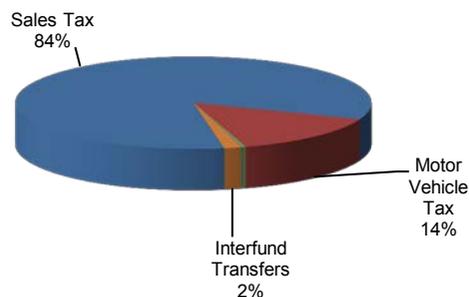
2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



2015-16 Actual	2016-17		2017-18 Budget	
	Adopted Budget	Estimated Actual		
<b>Expenditures:</b>				
Salaries & Wages	203,851	271,959	271,959	279,290
Employee Benefits	85,136	75,121	71,521	106,294
Materials & Supplies	2,348	3,400	1,600	3,400
Utilities & Contracts	11,921	15,200	9,900	19,200
Debt-Princ	3,792	0	0	0
Debt - Interest	95	0	0	0
Interfund Transfers	1,597,500	1,597,500	1,597,500	2,115,270
<b>Total</b>	<b>1,904,643</b>	<b>1,963,180</b>	<b>1,952,480</b>	<b>2,523,454</b>
<b>Revenue Sources:</b>				
Sales Tax	5,623,440	5,581,570	5,768,037	5,690,639
Motor Vehicle Tax	990,598	965,000	996,358	980,000
Permits	16,572	18,000	18,000	18,000
Parking Fees	1,325	1,000	1,000	1,000
Other Revenues	7,970	9,000	9,000	9,000
Interfund Transfers	12,880	45,348	45,348	105,956
General Fund	(4,748,142)	(4,656,738)	(4,885,264)	(4,281,141)
<b>Total</b>	<b>1,904,643</b>	<b>1,963,180</b>	<b>1,952,480</b>	<b>2,523,454</b>

# **Metropolitan Planning Organization (MPO)**

## **Mission**

To address multi-modal transportation planning needs throughout the urbanized area of St. Joseph, Missouri and Elwood, Kansas (Counties of Buchanan, Andrew & Doniphan, Cities of Elwood, Wathena, St Joseph, Village of Country Club & Savannah)

## **Core Services**

- Coordinate the development of the Unified Planning Work Program to define the major administrative, planning and technical work elements for the upcoming year.
- Address multi modal transportation developments related to funding and program requirements.
- Monitor the Metropolitan Transportation Plan and the Transportation Improvement Program.
- Revise the MTP every five years.
- Maintain a five-year TIP plan.
- Address work elements such as revising/updating the transportation micro-model: performing demographic analysis, performing special transportation-related studies.
- Updating required planning documents such as Public Participation Plan, By-Laws (as needed) and the Title.
- VI/Environmental Justice/Limited English Proficiency Program.

## **Current Year Activity/Achievements**

- Conduct bicycle & pedestrian counts for the National Bicycle and Pedestrian Documentation Project
- Sponsoring the Annual Bike to Work Day.
- Produce a new 2018-2021 Transportation Improvement Program.
- Produce an updated Non-Motorized Geodatabases for the Non-Motorized plan.

## **Budget Challenges/Planned Initiatives**

- Integrating new initiative including Active and Healthy Living into the planning process will be an area of focus.
- Working with new stakeholders include health professionals, as well providing a mechanism to include new stakeholders in the decision making process.
- Considerable effort will be made obtaining public input on short, medium and long term transportation issues.

## **Performance Statistics**

- Number of Technical & Policy Board Meetings conducted - 12
- Amount of FHWA & FTA funding received - approximately \$373,000 for this year

# MPO

## Program 2180

### Program Description

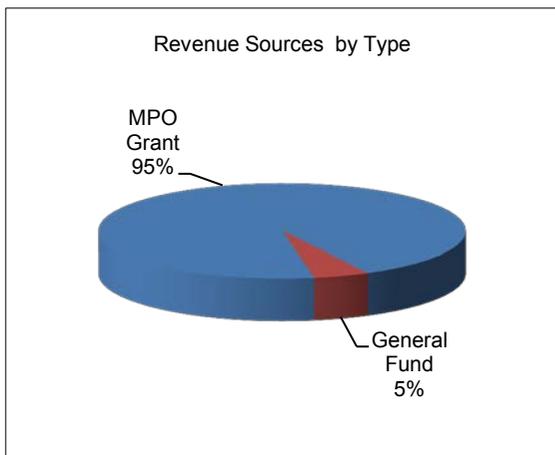
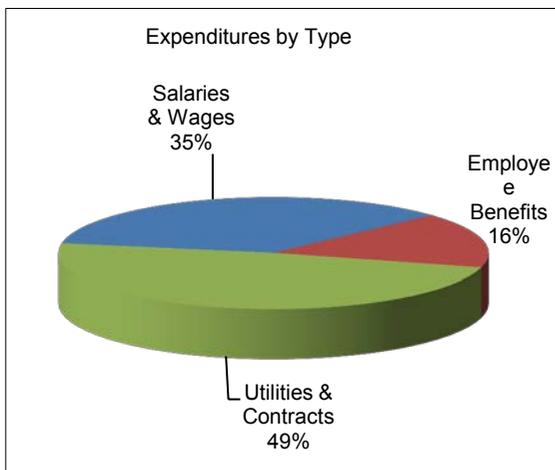
The Metropolitan Planning Organization (MPO) program was established to account for the revenues from grant or other special revenue sources. The major sources of funds in this program are federal and state transportation grants supporting the Unified Planning Work Program developed by the Metropolitan Planning Organization (MPO) for the St. Joseph-Elwood/Wathena, Kansas areas.

### Staffing Detail

Transportation Planner

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2

### Operating Budget Summary



**Expenditures:**

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	69,744	95,862	95,862	99,246
Employee Benefits	25,604	32,212	32,212	45,003
Utilities & Contracts	3,472	114,816	114,816	136,316
<b>Total</b>	<b>98,820</b>	<b>242,890</b>	<b>242,890</b>	<b>280,565</b>

**Revenue Sources:**

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
MPO Grant	66,730	242,679	242,679	266,790
General Fund	32,090	211	211	13,775
<b>Total</b>	<b>98,820</b>	<b>242,890</b>	<b>242,890</b>	<b>280,565</b>

# STREET ENHANCEMENT USE TAX

## Program 2185

### Program Description

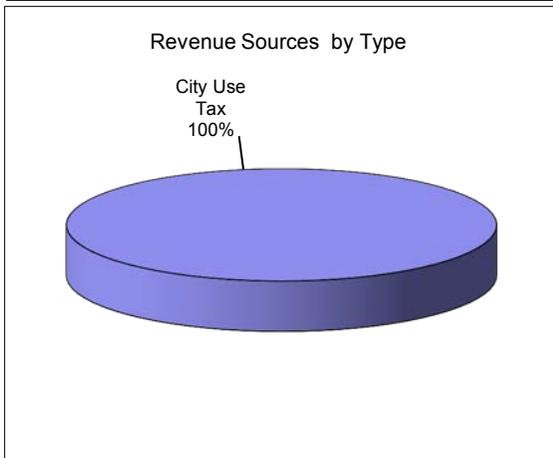
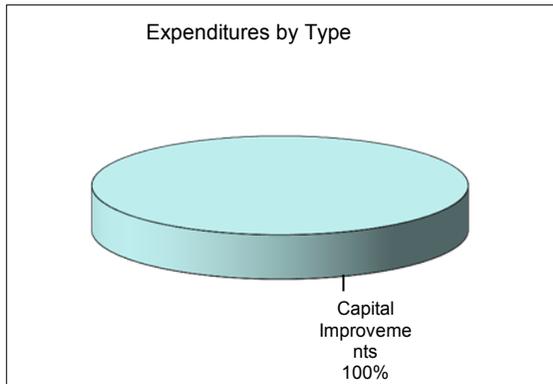
In April 2015 voters approved a local use tax on out-of-state purchases for a period of 10 years. The rate of the tax is equal to the local sales tax at any given time, currently 2.875%. Proceeds are being used to preserve the existing general fund revenues and, in this program, to provide revenues for streets maintenance activities and projects.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual	Budget	Actual	Budget

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Capital Improvements	1,850,000	2,490,000	4,100,000	3,300,000
<b>Total</b>	1,850,000	2,490,000	4,100,000	3,300,000
<b>Revenue Sources:</b>				
City Use Tax	3,432,899	3,126,000	3,604,544	3,784,771
General Fund	-1,582,899	-636,000	495,456	-484,771
<b>Total</b>	1,850,000	2,490,000	4,100,000	3,300,000

# Engineering

## Mission

Provide services to all departments to help ensure quality project delivery for capital improvements and major maintenance projects.

## Core Services

- Manage all aspects of construction projects from inception through warranty period
- Provide design services for most small and medium sized projects
- Provide construction observation services for in-house design projects
- Provide plan reviews for all development projects to ensure compliance with City codes
- Assist Citizens and contractors with information and guidance related to city infrastructure, rights-of-way and other public works facilities and codes
- Involve public project owner throughout entire project process
- Review and issue floodplain development permits
- Review and approve utility extension and replacement permits

## Current Year Activity/Achievements

- Provided in-house design and construction observation services valued at over \$300,000
- Completed Illinois Ave reconstruction,
- Designed, bid and award of Mansfield road reconstruction project
- Completed the \$25 million Eastside Sewer Improvements project.
- Completed the \$55 million treatment plant expansion and upgrade.

## Budget Challenges/Planned Initiatives

- Control CIP project designs to remain within funding limits.
- Managing several multi-million dollar wastewater projects with existing staff levels.

## Performance Statistics

- Number of formal construction contracts developed - 18
- Number of Developer Plans reviewed - 137

# ENGINEERING

## Program 8500

### Program Description

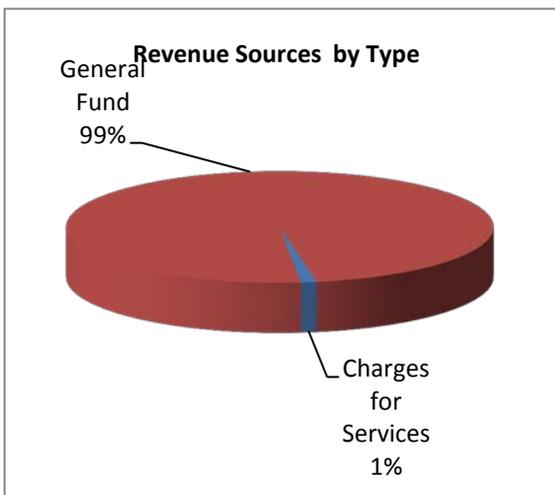
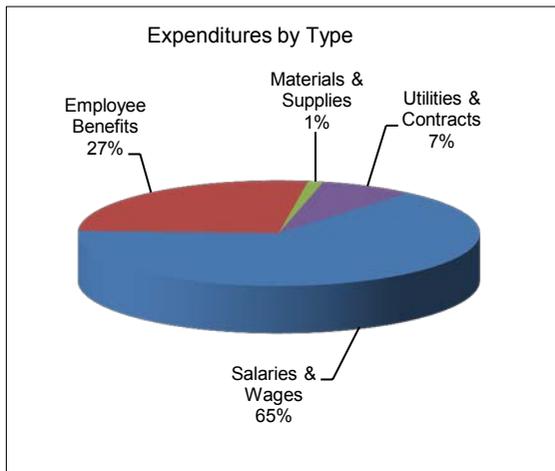
Provides planning, design, inspection, survey, testing, construction management and related services for work on capital improvement and maintenance projects for all City divisions and departments so that the projects are cost-effective and adhere to national/local design, construction, maintenance and safety standards.

### Staffing Detail

City Engineer  
 Civil Engineer  
 Civil Engineer Technician  
 Senior Engineering Technician  
 Engineering Technician  
 Associate Engineering Technician  
 Engineering Clerk

2015-16	2016-17		2017-18
	Actual	Adopted Budget	
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
3	3	3	3
1	1	1	1
1	1	1	1
10	10	10	10

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Actual	Adopted Budget	
<b>Expenditures:</b>				
Salaries & Wages	500,529	531,068	531,068	540,147
Employee Benefits	147,570	169,114	163,314	223,060
Materials & Supplies	9,432	10,200	3,700	10,200
Utilities & Contracts	26,857	71,225	39,625	63,025
Outside Service	0	0	0	7,000
Transfer	0	0	0	0
<b>Total</b>	<b>684,389</b>	<b>781,607</b>	<b>737,707</b>	<b>843,432</b>
<b>Revenue Sources:</b>				
Charges for Services	0	10,000	10,000	10,000
General Fund	684,389	771,607	727,707	833,432
<b>Total</b>	<b>684,389</b>	<b>781,607</b>	<b>737,707</b>	<b>843,432</b>

# Mass Transit

## Mission

To provide safe, convenient and affordable public transportation for both the ambulatory and mobility challenged populations with a fixed route system that allows route deviation for curb-to-curb service.

## Core Services

- Accessible bus service on 8 fixed routes, 5 days a week
- Reduced service on 8 fixed routes on Saturdays
- Curb-to-curb pickups with scheduled deviations at least 30 minutes prior to departure
- Bus service to Elwood, 7 times daily on weekdays
- Intelligent Transportation System and scheduling software that allows faster reaction in the event of an emergency; provides better routing information to passengers; increases passenger confidentiality; improves communications between drivers and dispatchers; automates visual and voice announcements of major intersections and stops for sight and hearing challenged passengers; enables accurate passenger counting
- Half fare passes and fares available to persons with disabilities and over the age of 60
- Youth passes and fares available to those age 18 and younger

## Current Year Activity/Achievements

- Established Open Access arrangement with Missouri Western State University. MWSU pays a fee to cover the fare for students to ride all year with their ID.
- Implemented Travel Ambassador program which assists new customers in using transit

## Budget Challenges

- While fuel costs remained low this year, the market is still difficult to anticipate. The budgeted amount for fuel is a conservative estimate.
- The aging bus fleet continues to drive high costs in M&R of Motor Vehicles.
- Miscellaneous facility repairs and customer amenities are planned using federal capital grants.
- Improved service on Saturdays will be implemented using federal grants that target people with disabilities and seniors.

## Performance Statistics

- Performance Statistics: FY2015 FY2016 FY2017 (Projected)
- On-Time Performance 98.2% 98.8% 98.5%
- Number of fare paying passengers (w/o transfers) 342,196 352,153 366,000
- Number of trips (including transfers) 410,945 414,198 428,000
- Percent of operating budget funded by paying riders 5.5% 5.4% 5.6%
- Percent of "half fare" passengers 18% 20% 19%
- Cost per trip per passenger \$12.28 \$11.80 \$12.00
- Number of deviations 54,887 57,322 56,300

\*trip = passenger ride from one bus or one point to another

# MASS TRANSIT OPERATIONS

## Program 1710

### Program Description

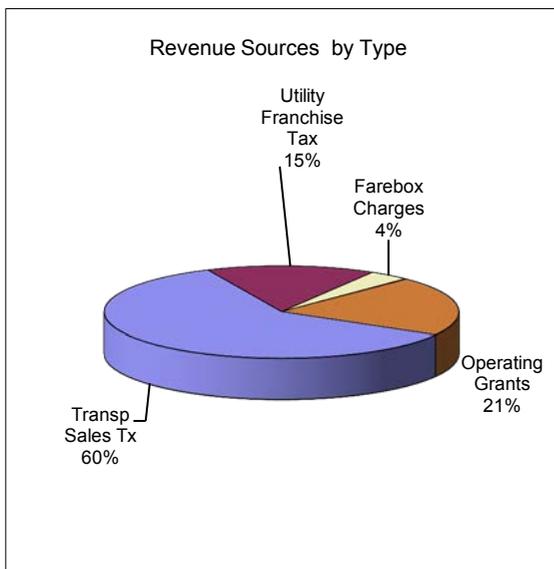
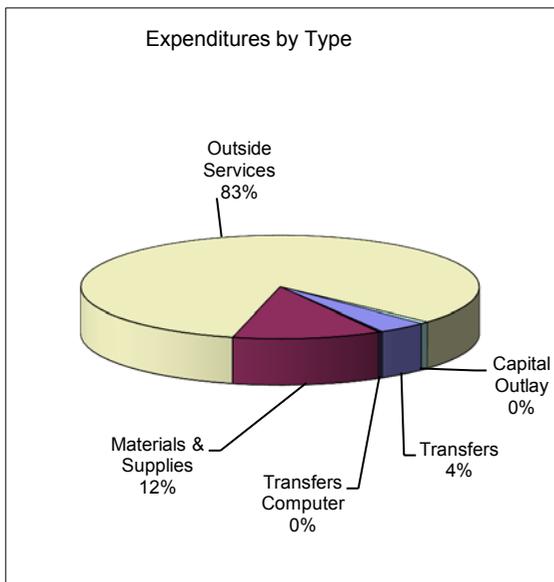
The transit system provides a safe, convenient, and affordable means of transportation. It strives to equally serve the needs of the disabled community through both fixed route and curb to curb services.

### Staffing Detail

Mass Transit staff (53) are employed by the City's transit contractor.

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget

### Operating Budget Summary



	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Travel/Training	3,701	8,200	8,200	8,200
Materials & Supplies	318,174	724,995	232,800	724,995
Outside Services	4,478,835	4,920,781	4,916,476	5,006,498
Utilities	30,600	41,400	32,000	41,400
Capital Outlay	0	0	0	0
Capital Improve	0	0	0	0
Transfers	81,908	149,099	149,099	239,506
Transfers Computer	17,440	17,440	17,440	12,000
<b>Total</b>	<b>4,930,658</b>	<b>5,861,915</b>	<b>5,356,015</b>	<b>6,032,599</b>

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Revenue Sources:</b>				
Transp Sales Tx	4,583,310	4,540,545	4,647,137	4,688,159
Utility Franchise Tax	1,150,648	1,161,360	1,217,535	1,205,848
Farebox Charges	287,727	290,300	290,300	291,100
Other Revenues	39,727	3,500	3,500	3,500
Interest & Other	55,037	8,500	8,500	8,500
Operating Grants	916,597	1,689,156	1,689,156	1,637,000
Capital Grant	1,457	25,900	25,900	0
Transit FB	(2,103,845)	(1,857,346)	(2,526,013)	(1,801,508)
<b>Total</b>	<b>4,930,658</b>	<b>5,861,915</b>	<b>5,356,015</b>	<b>6,032,599</b>

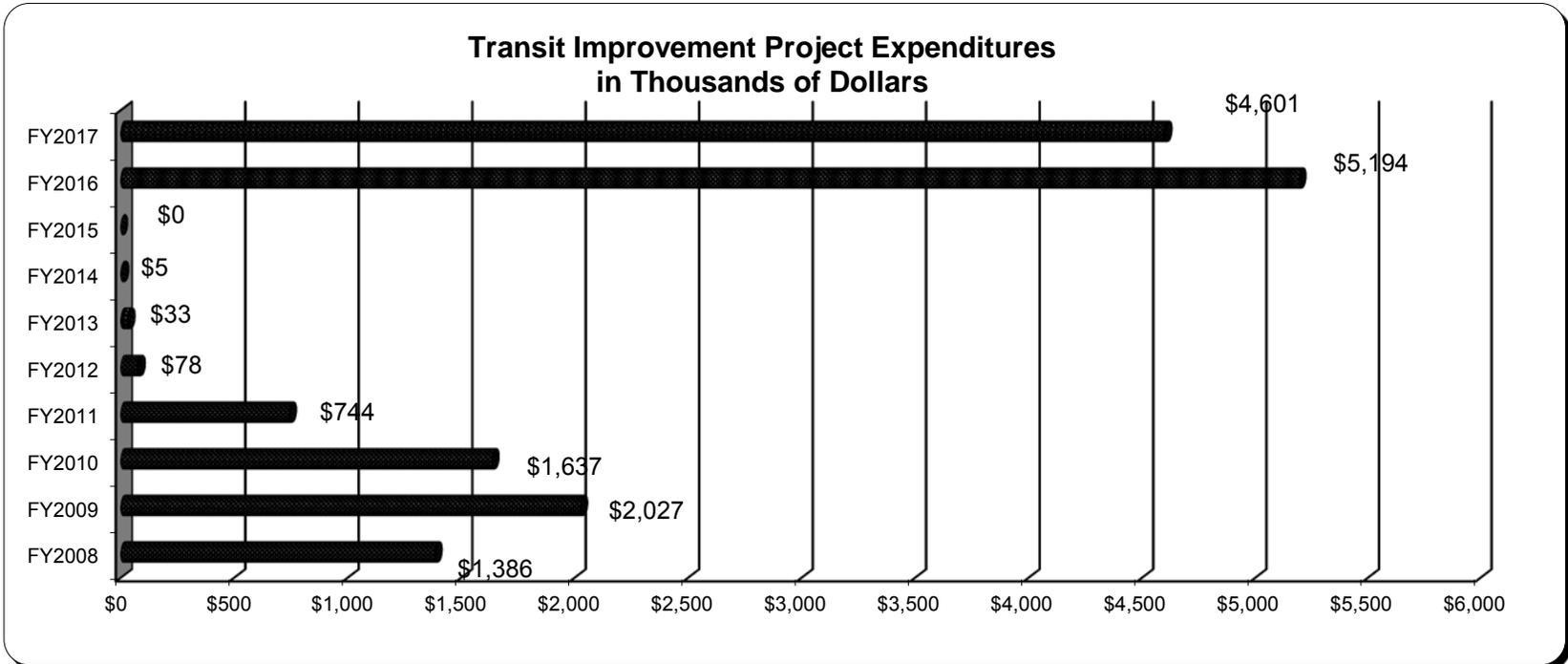
# TRANSIT FUND IMPROVEMENT PROJECTS

## Program 1280

### PROGRAM DESCRIPTION

The Transit Improvement Program was established for project management and project cost reporting for major vehicle, facility, and other capital improvements and capital outlay primarily funded by the Federal Transit Administration (FTA).

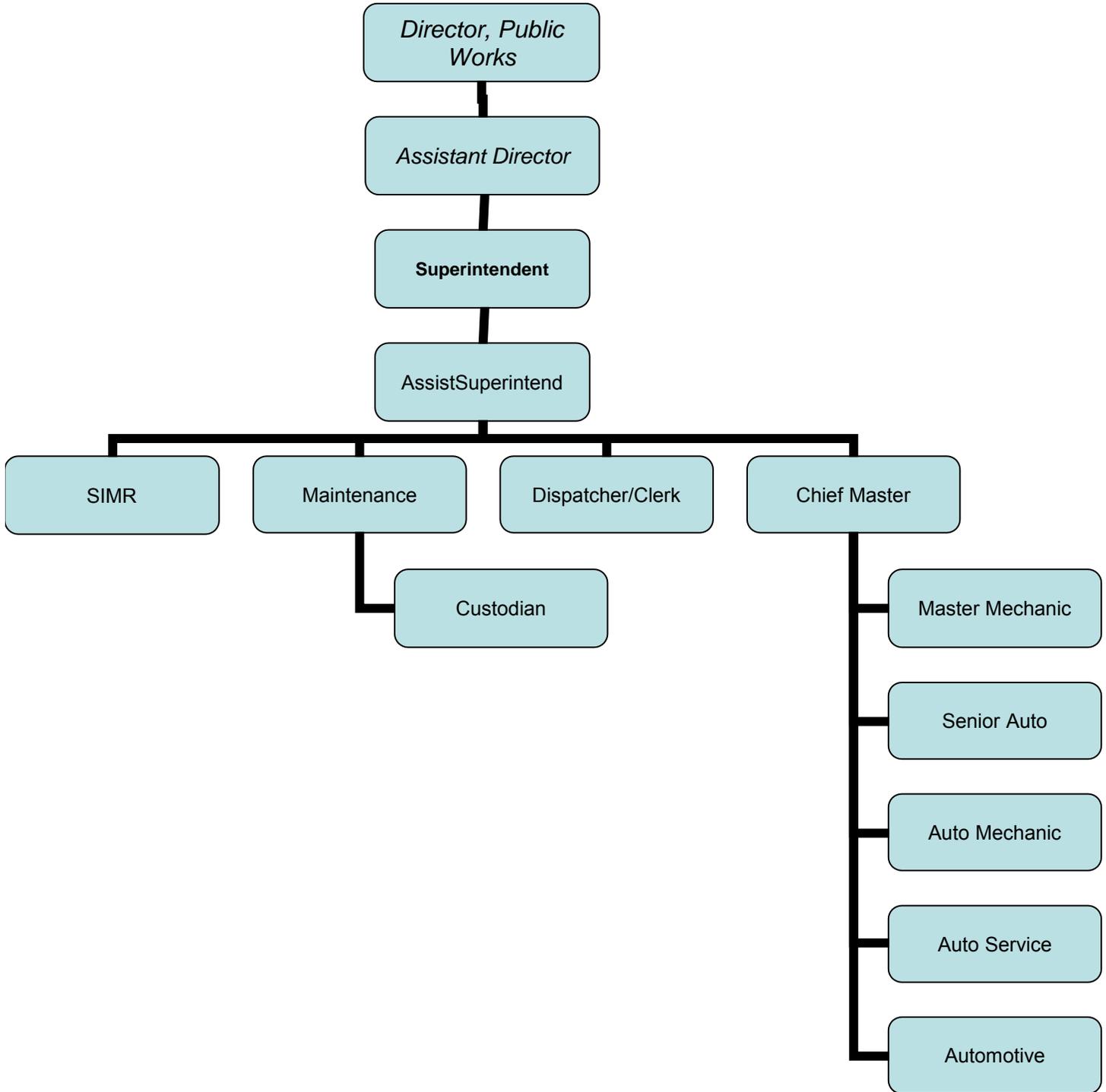
### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Capital Budget Summary

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Materials & Services	0	0	0	0
Capital Outlay	0	4,871,000	4,879,445	3,710,406
Improvement Projs	0	315,000	315,000	891,000
<b>Total</b>	0	5,186,000	5,194,445	4,601,406
<b>Revenue Sources</b>				
Grants	0	4,148,800	4,149,456	3,667,540
Transit Sales Tax	0	0	0	0
Transit FB	0	1,037,200	1,044,989	933,866
<b>Total</b>	0	5,186,000	5,194,445	4,601,406

**S/S MAINTENANCE ADMIN, PW COMMUNICATIONS,  
EQUIPMENT SUPPORT**



# **Streets/Sewer Maintenance Support**

## **STREETS/SEWER ADMINISTRATION, COMMUNICATIONS, EQUIPMENT SUPPORT**

### **Mission**

To provide administrative and management support for the efficient operation of all street maintenance, public parking, traffic, and sewer maintenance programs.

### **Core Services**

- 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints, and inquiries.
- Clerical, data entry, security monitoring and fuel dispensing services to Public Works' divisions.
- Routine maintenance and emergency repairs for all street, sewer, engineering, traffic, public parking vehicles and equipment following a prioritized preventive maintenance and repair program for the delivery of services
- Dispenses fuel to several City Departments
- Maintain the Street Rating Management System
- Supervise and coordinate activities of the above divisions
- Thorough inspection of all equipment brought in for repair
- Multi-point preventative maintenance program
- MO ONE CALL Locates

### **Current Year Activity/Achievements**

- Installed new fuel dispensing equipment at City Yards
- Installed new fuel measurement software at City Yards
- Working towards implementation of new Asset Management system
- Improved camera security systems at both City Yards and Sewer Maintenance facilities
- Implemented new Missouri One Call procedures

### **Budget Challenges/Planned Initiatives**

- Reducing redundancies in parts inventory
- Reduce amount of equipment sent out for repair
- Vehicle/Equipment maintenance costs are always an issue--therefore, work on a realistic equipment replacement schedule

### **Performance Statistics**

- Three new employees in garage working towards MVI certification
- Dispensed 70,261 gallons of unleaded fuel and 45,463 gallons of diesel fuel at a cost of \$ 402,007.41 since July 1, 2016
- Processed over 3,900 locate requests
- Processed over 3,900 locate requests
- Performed 260 PM Inspection/Oil Changes
- Replaced 32 batteries
- Replaced or repaired 144 tires
- Performed 38 Motor Vehicle Inspections

# STREET/SEWER MAINTENANCE ADMINISTRATION

## Program 8510

### Program Description

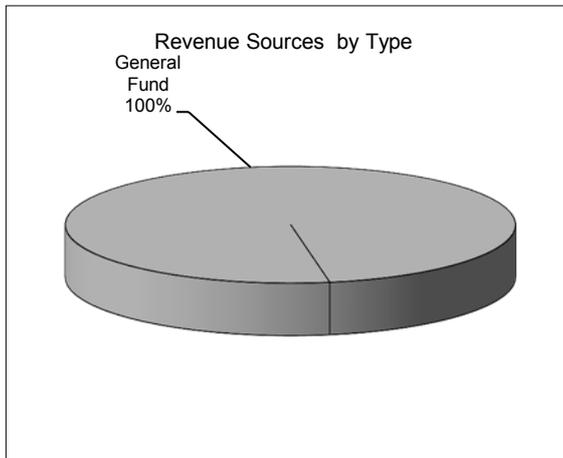
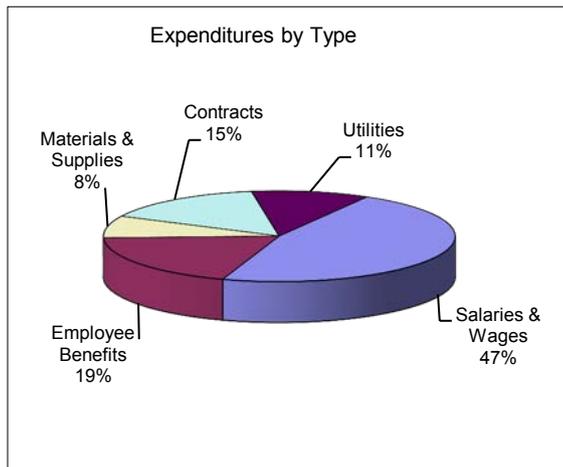
Staff provides administrative and management support for the efficient operation of all street maintenance, public parking, traffic and sewer maintenance programs.

### Staffing Detail

Superintendent Streets/Sewer Maintenance  
 Asst Supt Streets/Sewer Maintenance  
 SIMR Administrative Technician  
 Maintenance Technician  
 Custodian

2015-16 Actual	2016-17		2017-18 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	271,227	269,303	269,303	254,683
Employee Benefits	87,498	81,545	81,545	104,415
Materials & Supplies	28,334	42,600	36,600	42,600
Contracts	57,856	80,190	77,575	82,890
Utilities	42,023	59,000	49,000	59,000
<b>Total</b>	<b>486,938</b>	<b>532,638</b>	<b>514,023</b>	<b>543,588</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Operating Grant	744	0	0	0
General Fund	486,194	532,638	514,023	543,588
<b>Total</b>	<b>486,938</b>	<b>532,638</b>	<b>514,023</b>	<b>543,588</b>

# PUBLIC WORKS COMMUNICATIONS

## Program 8520

### Program Description

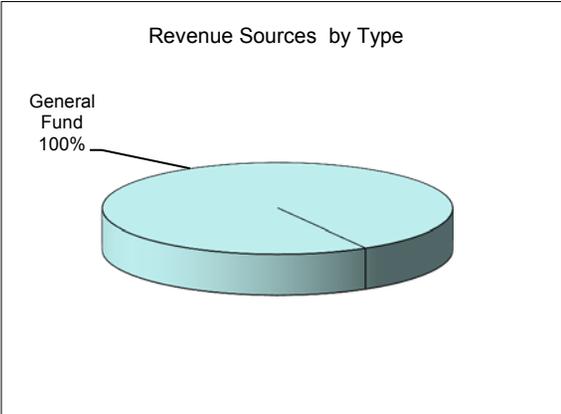
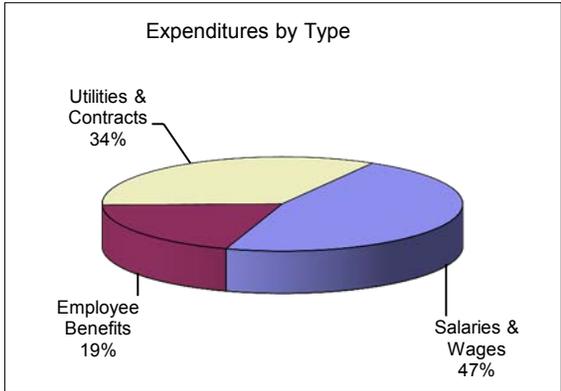
This division provides 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints and inquiries. Staff also provide communications support for the Health department on holidays, evenings, and weekends; dispense fuel to City vehicles; provide visual surveillance throughout the City Yards using a security monitoring system; and provide clerical and data entry services for the Street Maintenance Administration.

### Staffing Detail

Dispatch/Clerks

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
4	4	4	4

### Operating Budget Summary



**Expenditures:**  
 Salaries & Wages  
 Employee Benefits  
 Utilities & Contracts  
**Total**

**Revenue Sources:**  
 General Fund  
**Total**

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
163,921	161,812	161,812	164,563
57,585	54,323	54,323	68,924
37,233	38,880	38,880	118,880
<b>258,739</b>	<b>255,015</b>	<b>255,015</b>	<b>352,367</b>
258,739	255,015	255,015	352,367
<b>258,739</b>	<b>255,015</b>	<b>255,015</b>	<b>352,367</b>

# EQUIPMENT SUPPORT

## Program 8530

### Program Description

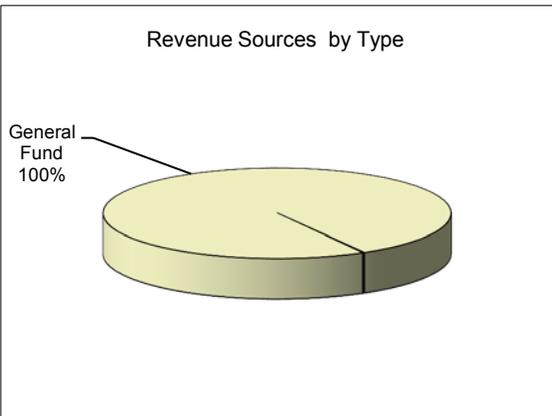
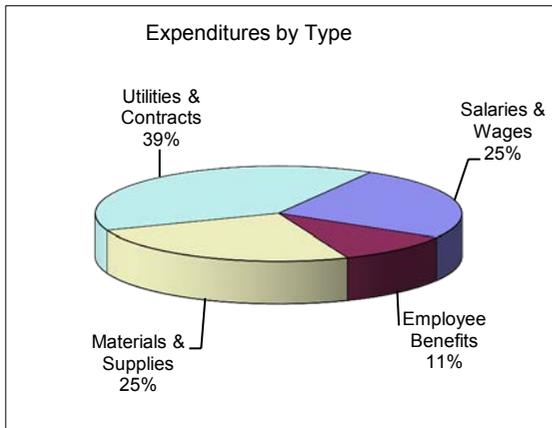
Staff provide a well-maintained fleet for all street, sewer, engineering, traffic and public parking vehicles and equipment through annual safety inspections, preventative maintenance work, and on-site repairs when necessary.

### Staffing Detail

Chief Master Mechanic  
 Master Mechanic  
 Senior Auto Mechanic  
 Auto Service Technician  
 Auto Mechanic  
 Automotive Storeroom Clerk

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
1	1	1	2
1	1	1	1
1	1	1	0
<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Operating Budget Summary



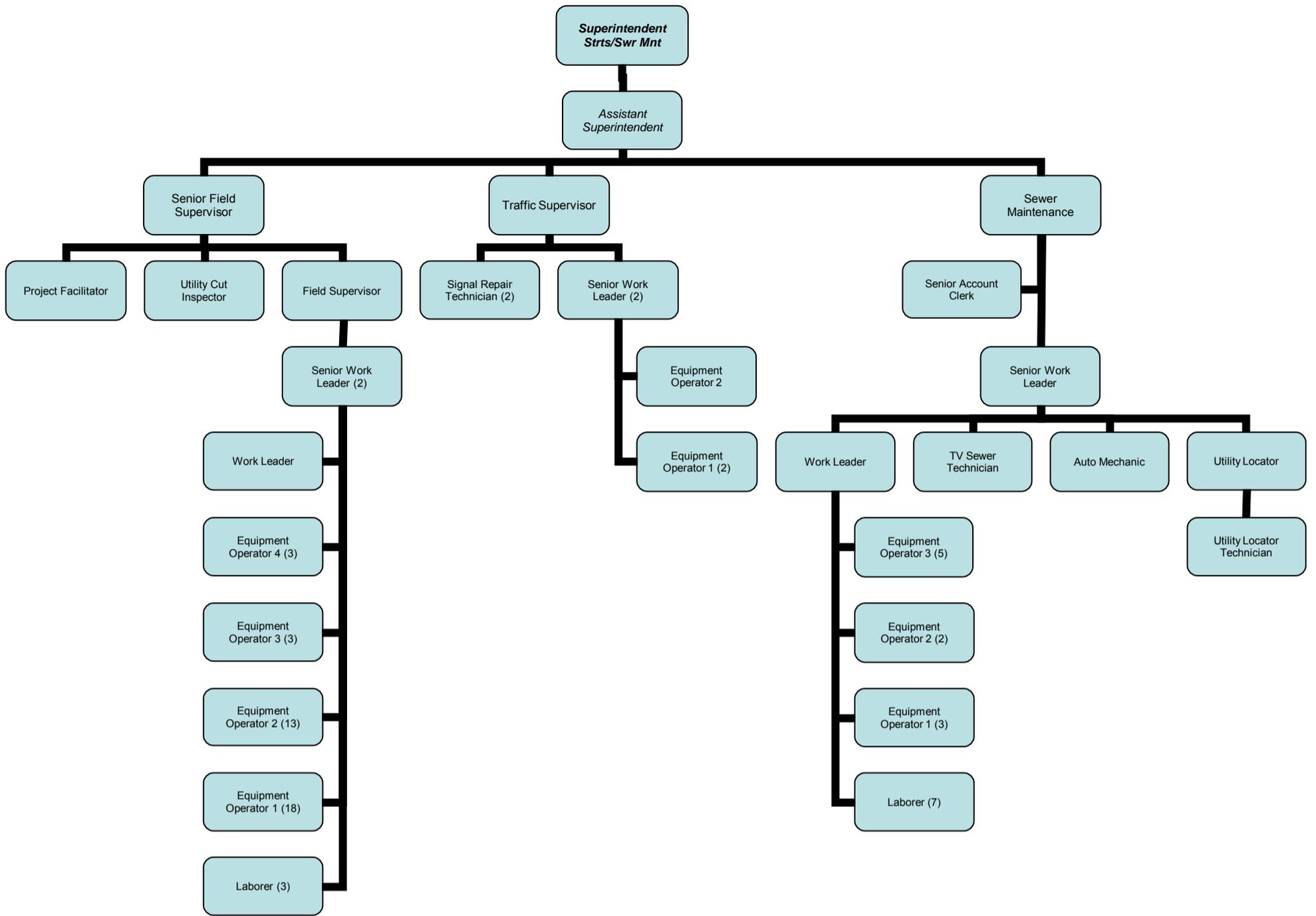
#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	266,190	301,869	301,869	313,210
Employee Benefits	85,775	86,698	86,698	128,958
Materials & Supplies	151,722	312,380	212,380	314,380
Utilities & Contracts	526,890	487,100	486,000	487,100
<b>Total</b>	<b>1,030,577</b>	<b>1,188,048</b>	<b>1,086,948</b>	<b>1,243,648</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Operating Grant	500	0	0	0
Other Revenue	570	2,300	2,300	2,300
General Fund	1,029,508	1,185,748	1,084,648	1,241,348
<b>Total</b>	<b>1,030,577</b>	<b>1,188,048</b>	<b>1,086,948</b>	<b>1,243,648</b>

# STREETS MAINTENANCE, SEWER MAINTENANCE, TRAFFIC



# **Streets Maintenance**

## **STREETS MAINTENANCE/SNOW & ICE CONTROL**

### **Mission**

Ensure public safety and enhance economic development through timely, cost effective preventive maintenance and repair to all public streets & bridges and to storm drainage systems within the City's right-of-way.

### **Core Services**

- Maintenance & repair of city streets through asphalt overlay, slurry seal program, concrete repair and replacement
- Curb & gutter work
- Maintenance of public alleys
- Patching of paved alleys as time allows if owner purchases material and less than 20% of alley needs patched
- Oversee utility cut repairs in public right of way
- Regularly scheduled street sweeping
- Regularly scheduled mowing program along certain city street right-of-ways
- Provide navigable streets as soon as possible following a snow storm, ice event or clean-up after a wind storm
- During floods we fill & place sandbags, fill gaps in levees, close streets and other necessary work as needed

### **Current Year Activity/Achievements**

- Developing improved secondary snow route system
- Accepted maintenance on three new streets
- Improved procurement procedures
- Completed two major drainage projects

### **Budget Challenges/Planned Initiatives**

- Keeping up to date on newer and better methods for street repairs
- Keeping close eye on expenditures (due to rising costs for materials) to ensure maintenance goals are met
- Funding radio system upgrade

### **Performance Statistics**

- Composite rating for City streets: 83.5
- Miles of streets slurry sealed: 9.73
- Miles of asphalt streets resurfaced: 7.6
- Tons of asphalt used patching potholes: 468
- Number of potholes patched: 11,693
- Miles of street swept: 7,473
- Number of locations mowed in ROW: 62
- Number of inches snow/freezing precipitation received: 3.03
- Total cost: \$ 202,555.96
- Cost per inch of snow/freezing precipitation: \$ 66,850.15

# STREET MAINTENANCE

## Programs 1210 & 1211

### Program Description

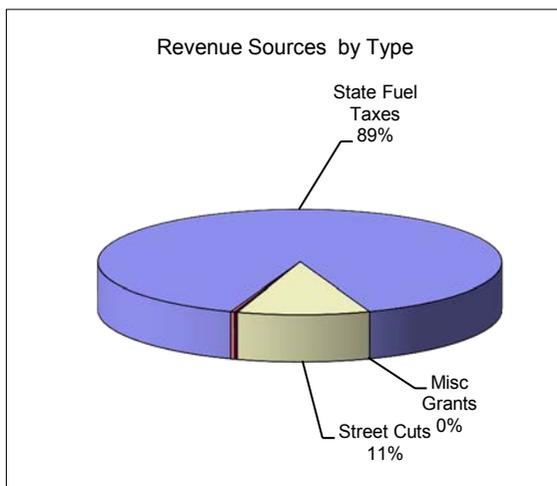
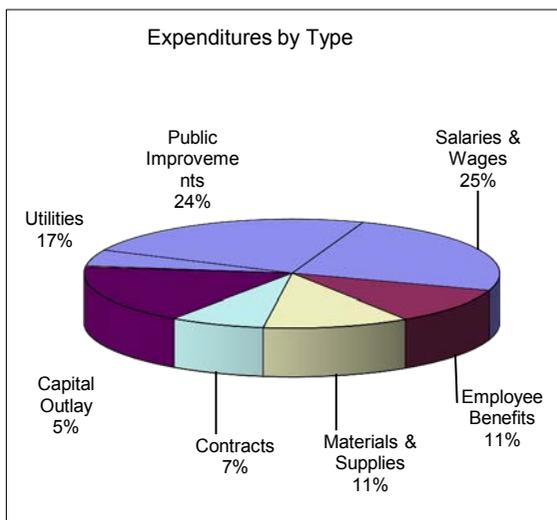
The division ensures the public's health and safety and promotes economic development by providing timely, cost effective preventative maintenance and repair to all public streets, bridges, and storm drainage systems within City owned right-of-way. Staff also assist with maintenance of public alleys; perform street sweeping; and oversee utility excavation repair.

### Staffing Detail

Senior Field Supervisor  
 Field Supervisor  
 Project Facilitator  
 Utility Cut Inspector  
 Project Facilitator  
 Equipment Operator 4  
 Equipment Operator 3  
 Equipment Operator 2  
 Equipment Operator 1  
 Laborer

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	5
1	1	1	1
2	5	5	1
18	17	17	1
13	13	13	3
3	3	3	13
3	1	1	18
3	4	4	3
46	47	47	47

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,674,438	1,841,611	1,841,611	1,899,616
Employee Benefits	620,393	648,346	648,346	823,970
Materials & Supplies	944,929	879,600	790,000	879,600
Contracts	364,910	457,900	457,400	567,900
Outside Services	1,527,798	1,325,000	1,325,000	1,325,000
Transfers	0	35,970	35,970	31,000
Capital Outlay	251,022	460,000	460,000	375,000
Public Improvements	2,000,856	1,820,000	1,820,000	1,820,000
<b>Total</b>	<b>7,384,345</b>	<b>7,468,426</b>	<b>7,378,326</b>	<b>7,722,086</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
State Fuel Taxes	2,758,385	2,744,900	2,774,480	2,774,480
Misc Grants	26,505	0	0	0
Street Cuts	137,512	200,000	130,000	330,000
Interest	3,215	450	450	450
Principal	5,942	6,750	6,750	6,750
Other Rev	33,536	0	0	10,000
Interfund Trfer	2,426,039	2,289,500	2,289,500	2,590,270
Fund Balance	1,993,212	2,226,826	2,177,146	2,010,136
<b>Total</b>	<b>7,384,345</b>	<b>7,468,426</b>	<b>7,378,326</b>	<b>7,722,086</b>

# SNOW & ICE CONTROL

## Program 2150

### Program Description

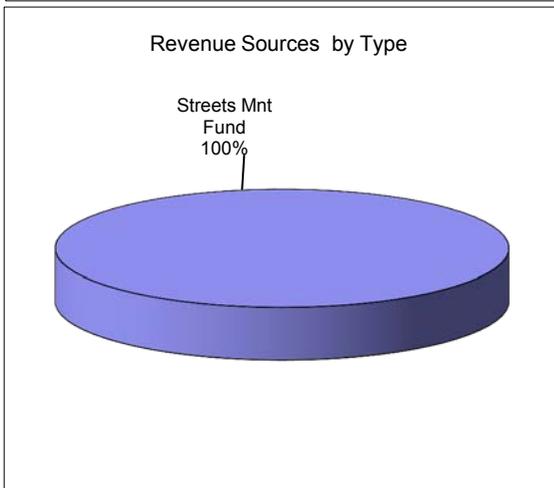
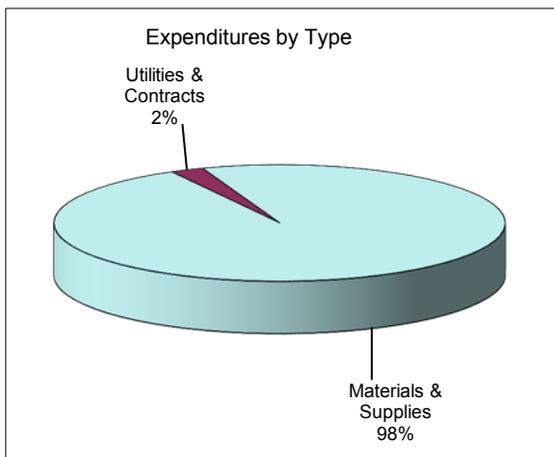
This program tracks and manages the materials and purchases associated with the yearly expenses of snow and ice control.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual			Budget

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	282,972	450,300	303,500	448,300
Utilities & Contracts	8,689	9,000	9,700	11,000
Capital Outlay	14,622	0	0	0
<b>Total</b>	<b>306,283</b>	<b>459,300</b>	<b>313,200</b>	<b>459,300</b>
<b>Revenue Sources:</b>				
Other Rev	27	0	0	0
Streets Mnt Fund	306,256	459,300	313,200	459,300
<b>Total</b>	<b>306,283</b>	<b>459,300</b>	<b>313,200</b>	<b>459,300</b>

# Traffic

## Mission

The mission of the Traffic Division is to protect the safety of vehicular and pedestrian traffic in accordance with the MUTCD.

## Core Services

- Maintain, repair and install the traffic control devices throughout the City, including traffic, fire, pedestrian and school signals, weather stations, traffic signs and on and off-street pavement markings
- Provide annual traffic signal preventive maintenance programs
- Serve as an emergency response crew for snow/thunder/wind storms, floods, fires and other emergencies
- Serve as an on-call service repairman
- Perform traffic counts and data collection as required
- Do visual checks and measurements for handicaps & dumpsters
- Research traffic needs
- Provide field safety inspections
- Coordinate road closures
- Maintain traffic accident to-date history computer files and determine high accident locations

## Current Year Activity/Achievements

- Continuing major sign replacement program in order to comply with new sign reflectivity standards
- Installed two (2) camera video detection systems at the intersections of Woodbine & Faraon and 36th Street & Frederick
- As part of a long-term replacement program, over 1,000 high-intensity stop signs have been installed to date
- Installed a flashing crosswalk light at St. Joseph Avenue & Logan
- Traffic data collection in several different areas

## Budget Challenges/Planned Initiatives

- Keep replacing signs that do not comply with the MUTCD as the budget will allow
- Paint over 400 lane miles of pavement markings plus all pedestrian and stop bars
- Help the airport and park departments with their pavement markings
- Inventory of all signs throughout the city
- Special events severely strain our budget resources; this year, on top of normal scheduled events, the solar eclipse may end up being a large expenditure of time and materials

## Performance Statistics

- Three (3) Cabinet & Controller sets were upgraded
- Preventive Maintenance on traffic signal devices at 21 locations
- 5 new signal heads installed due to □knock downs
- Tested Conflict Monitors in 64 intersections
- Number of pavement markings lane miles 413 lane miles. (2935 Gallons of Paint)
- 215 pedestrian crossings and 202 stop bars painted
- Painted 6 City owned parking lots

# TRAFFIC

## Program 2110 & 2111

### Program Description

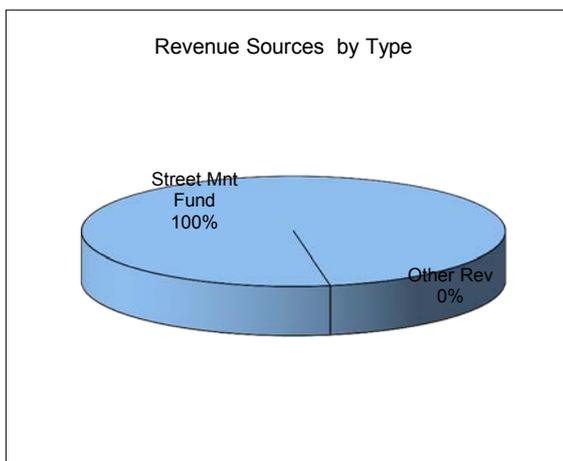
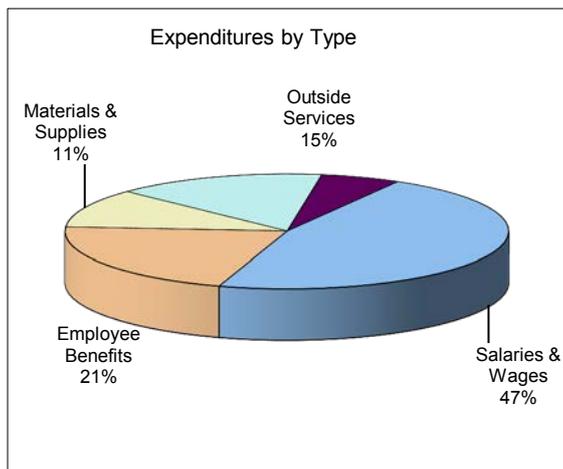
Division staff maintain, repair and install the traffic control devices throughout the City, including traffic, fire, pedestrian and school signals, weather stations, traffic signs and on and off-street pavement markings in order to protect the safety of vehicular and pedestrian traffic. Staff also research traffic needs, provide field safety inspections and coordinate road closures.

### Staffing Detail

- Traffic Supervisor
- Senior Work Leader
- Signal Repair Technician
- Equipment Operator II
- Equipment Operator II

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	2
1	1	2	3
2	2	2	1
1	1	1	2
8	8	9	9

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	322,792	327,591	327,591	367,979
Employee Benefits	120,413	116,572	116,572	167,325
Materials & Supplies	80,905	86,650	36,310	87,000
Outside Services	106,516	116,500	115,500	121,150
Utilites	48,793	46,000	46,000	46,000
Capital Outlay	35,896	80,700	80,700	0
<b>Total</b>	<b>715,315</b>	<b>774,013</b>	<b>722,673</b>	<b>789,454</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Other Rev	3,320	0	0	0
Street Mnt Fund	711,996	774,013	722,673	789,454
<b>Total</b>	<b>715,315</b>	<b>774,013</b>	<b>722,673</b>	<b>789,454</b>

# **Sewer Collection System Maintenance**

## **Mission**

The mission of the Sewer Collection System Maintenance Division is to protect public health and the system's physical assets by maintaining the physical integrity of the wastewater and combined sewer collection system.

## **Core Services**

- Routine preventive maintenance of the sewer collection system including, but not limited to, inspection and cleaning
- Closed circuit television inspections (CCTV) of the sewer system
- Implement the response strategy for the Capacity, Management, Operation and Maintenance (CMOM) requirements of the Clean Water Act
- Document and report on all sewer maintenance management, operations and maintenance activities to the MDNR on behalf of the EPA
- Respond to reports of blocked sewer lines and/or backups
- Clean and repair manholes and storm sewer inlets
- Update the sewer facilities shown on the City GIS system

## **Current Year Activity/Achievements**

- Completed implementation of fully supported utility locate program
- Have completed 95% of the multi-year sewer district cleaning program
- Have completed a number of pre-acceptance CCTV inspections of new sewers
- Working on implementation of the Asset Management System
- Continued working with Utility Support Services by dye testing indicated properties in order to verify sewer connections

## **Budget Challenges/Planned Initiatives**

- Keep up with ever changing state and federal rules and regulations
- Keep up with needed sewer and inlet repairs
- Update lighting at facility
- Update main equipment entrance with electric gates
- Initiate a voluntary collections system licensing program for employees

## **Performance Statistics**

- Total miles of sanitary sewer line: 409.06
- Length of lines cleaned: 178,250 ft. or 33.76 miles
- Length of sewer line inspected w/closed circuit TV: 41,541 ft. or 7.87 miles
- Number of inlets repaired/replaced: 115
- Number of inlets cleaned: 1,744
- Number of dye tests performed: 88
- Number of cave-ins repaired: 19
- Length of sewer lines CIPP lined: 13,529 ft. or 2.56 miles

# SEWER MAINTENANCE

## Program 6430

### Program Description

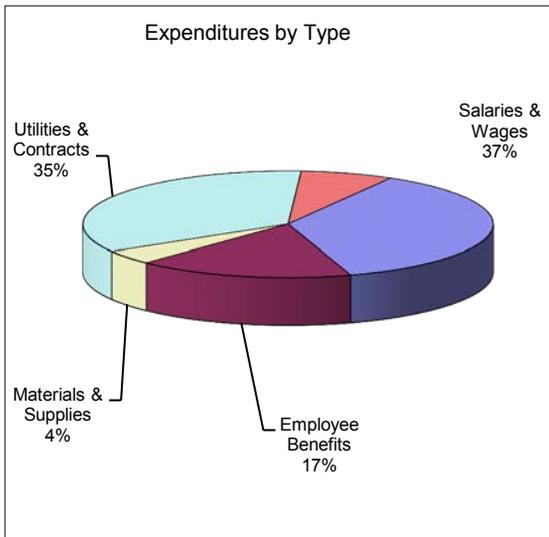
Staff maintain the physical integrity of the system. To avoid system breaks, spills, etc., crews inspect, clean, maintain, and repair the wastewater and storm sewer collection system. This includes all City sewers, manholes, and storm sewer inlets located outside the water protection plant.

### Staffing Detail

Sewer Maintenance Supervisor  
 Senor Work Leader  
 Utility Locator  
 TV Sewer Technician  
 Work Leader  
 Utility Locator Technician  
 Equipment Operator III  
 Auto Meahanic  
 Equipment Operator II  
 Senior Account Clerk  
 Equipment Operator I  
 Sewer Maintenance Laborer

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	1	1	5
0	1	1	1
3	3	3	2
2	2	2	1
5	5	5	3
7	7	7	7
23	25	25	25

### Operating Budget Summary



#### Expenditures:

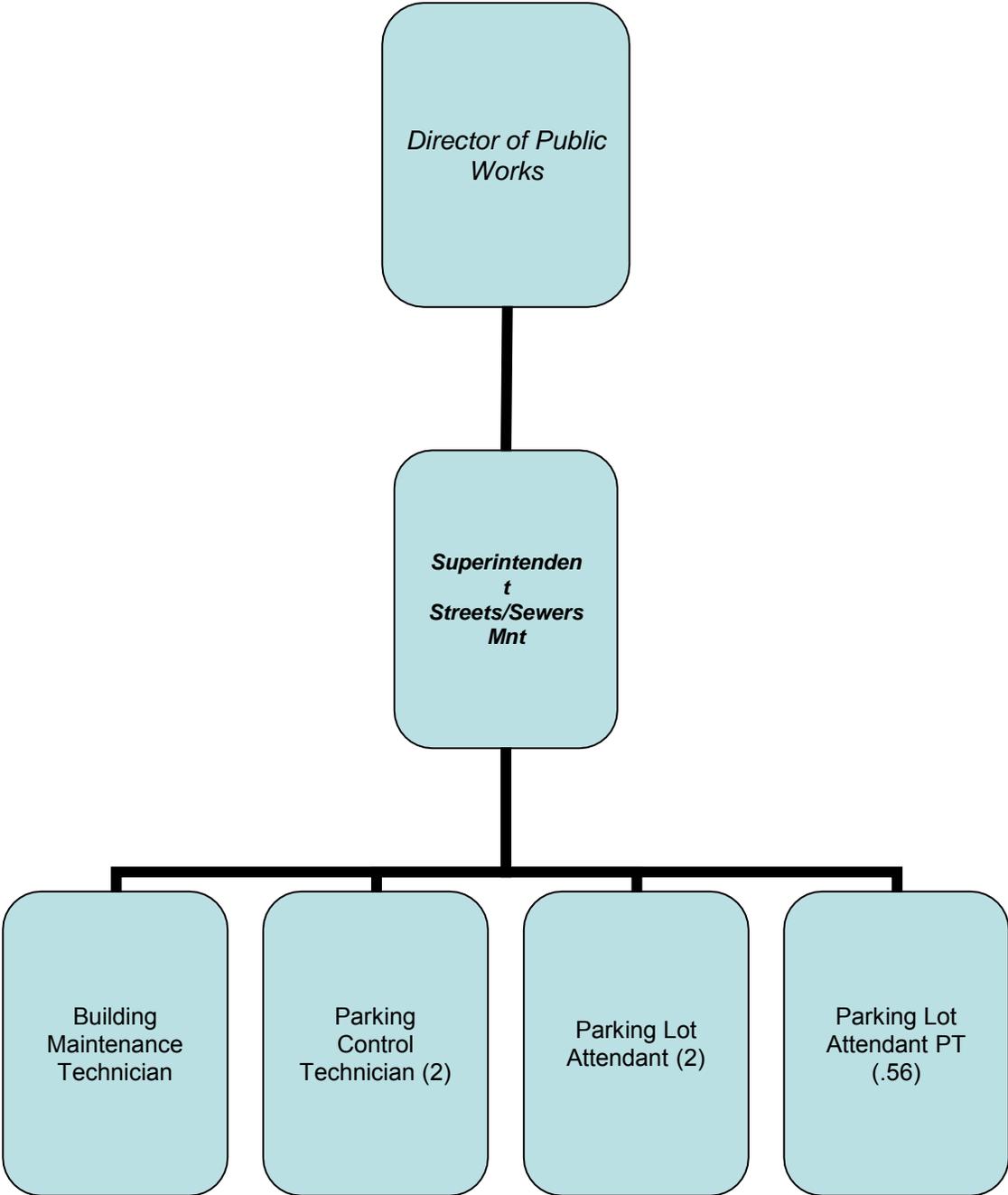
	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Salaries & Wages	844,089	933,674	933,674	952,378
Employee Benefits	315,661	332,400	332,400	441,366
Materials & Supplies	65,562	106,600	61,600	111,600
Utilities & Contracts	714,269	867,305	672,005	897,305
Insurance & Other	0	0	0	0
Capital Equipment	416,644	0	0	189,500
Public Improvements	1,709,085	0	0	0
<b>Total</b>	<b>4,065,311</b>	<b>2,239,979</b>	<b>1,999,679</b>	<b>2,592,149</b>

#### Revenue Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Other Grants	2,421	0	0	0
Other Rev	3,289	0	0	0
Sewer Charges	4,059,600	2,239,979	1,999,679	2,592,149
<b>Total</b>	<b>4,065,311</b>	<b>2,239,979</b>	<b>1,999,679</b>	<b>2,592,149</b>



# PARKING OPERATIONS



# Public Parking Operations

## Mission

The mission of the Public Parking Division is to provide safe, well maintained parking facilities for the public who work and shop in the Central Business District and South Side.

## Core Services

- Maintenance and repair of parking garages, surface lots, and on-street parking spaces
- Maintain ticket dispensers and electronic gates
- Enforce parking regulations
- Ensure quality customer service to the downtown community
- Staff collection booths at two parking garages

## Current Year Activity/Achievements

- Implemented a new citation system, using handheld devices; will improve efficiency of most aspects of the system, all the way from data collection to billing
- 6th & Jules received a new paint job in conjunction with Missouri Western State University

## Budget Challenges/Planned Initiatives

- Lack of funding has resulted in the inability to make needed repairs to the facilities
- Upgrade security features
- Upgrade ticket spitters at 5th & Felix and 6th & Jules

## Performance Statistics

- Tickets issued by staff: 5,133
- Collection letters issued before legal notices issued: \$ 17,013
- Collection letters issued after legal notices issued: \$ 34,261.25
- Currently there are 1,912 available parking spaces in the central business district, a combination of on-street parking, parking lots and parking garages.

# PARKING MAINTENANCE

## Program 1550

### Program Description

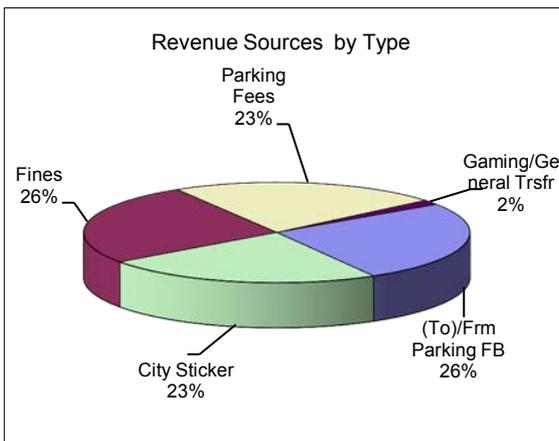
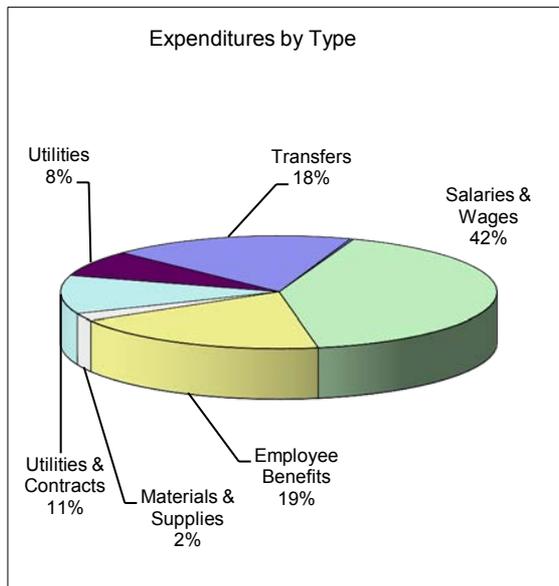
Parking staff provide safe, well maintained parking opportunities for the public who work and shop in the Central Business District through the maintenance and repair of parking garages, surface lots, and on-street parking spaces. Staff maintain ticket dispensers and electronic gates; enforce traffic and parking regulations, and staff garage collection booths.

### Staffing Detail

Building Maintenance Technician  
 Parking Lot Attendant  
 Parking Control Technician  
 Prkg Lot Attendant (PT) 4.5 hrs/day

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
2	2	2	2
0.56	0.56	0.56	0.56
5.56	5.56	5.56	5.56

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	170,298	170,567	170,567	173,666
Employee Benefits	67,071	64,609	64,609	80,759
Materials & Supplies	5,036	9,000	9,000	9,200
Utilities & Contracts	35,716	44,420	24,500	46,160
Utilities	31,023	31,600	21,600	31,600
Transfers	56,600	69,093	69,093	75,347
Transfers Network	1,090	1,090	1,090	1,000
Capital	0	23,000	23,000	0
Capital Outlay	0	75,000	75,000	0
<b>Total</b>	<b>366,835</b>	<b>488,379</b>	<b>458,459</b>	<b>417,732</b>
<b>Revenue Sources:</b>				
City Sticker	97,376	97,000	97,500	97,500
Fines	100,912	110,100	110,150	110,100
Parking Fees	97,015	105,150	94,600	94,400
Interest & Other	0	100	100	100
Gaming/General Trsfr	6,500	81,500	81,500	6,500
(To)/Frm Parking FB	65,032	94,529	74,609	109,132
<b>Total</b>	<b>366,835</b>	<b>488,379</b>	<b>458,459</b>	<b>417,732</b>

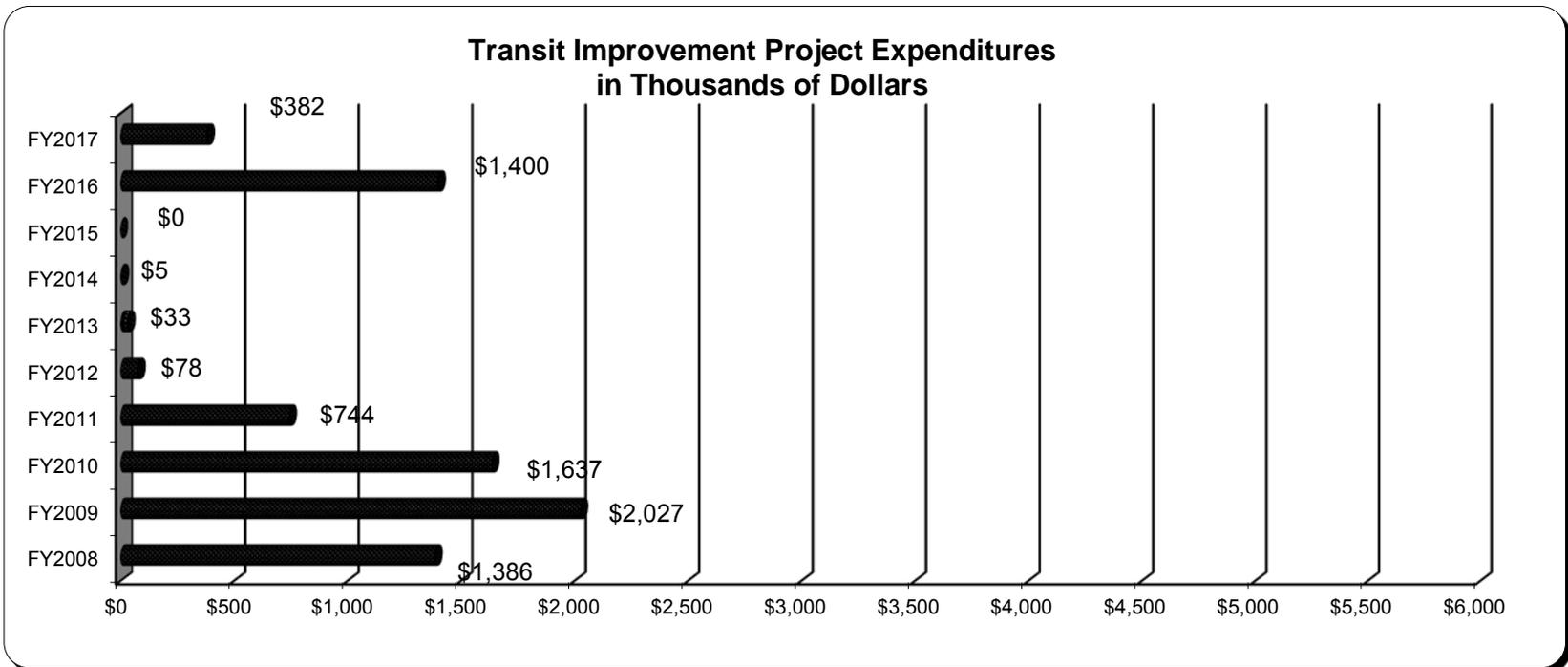
# PARKING FUND IMPROVEMENT PROJECTS

## Program 1230

### PROGRAM DESCRIPTION

The Transit Improvement Program was established for project management and project cost reporting for major vehicle, facility, and other capital improvements and capital outlay primarily funded by the Federal Transit Administration (FTA).

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS

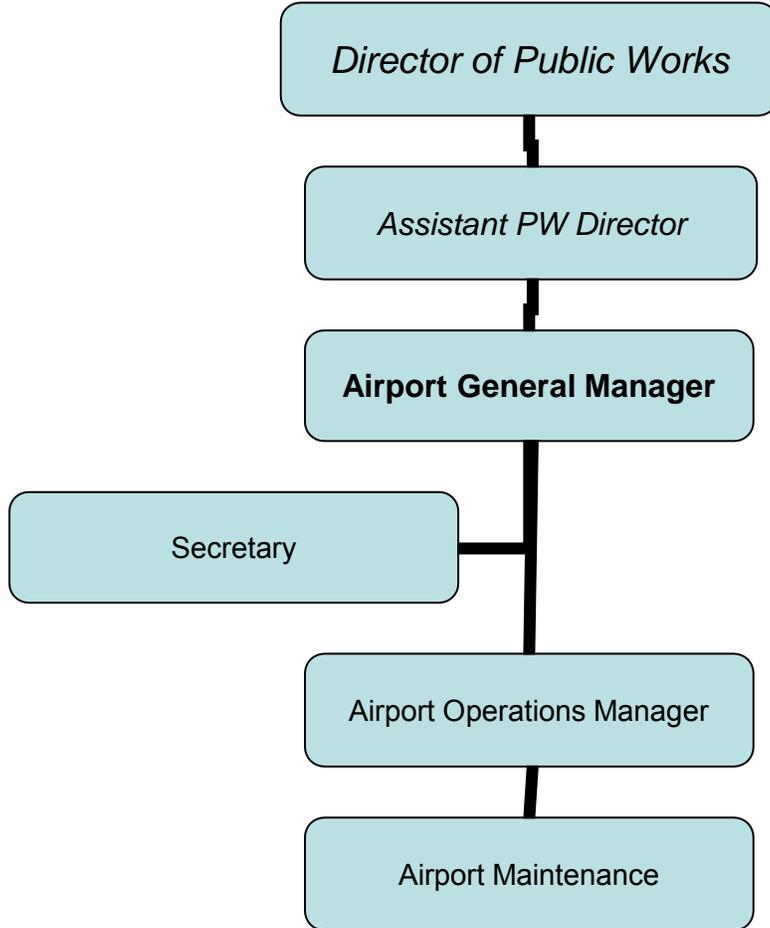


### Capital Budget Summary

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Materials & Services	0	1,400,000	1,400,000	382,455
Capital Outlay	0	0	0	0
Improvement Projs	0	0	0	0
<b>Total</b>	0	1,400,000	1,400,000	382,455
<b>Revenue Sources</b>				
Grants	0	0	0	0
Transfers	0	1,400,000	1,400,000	382,455
<b>Total</b>	0	1,400,000	1,400,000	382,455



# ROSECRANS MUNICIPAL AIRPORT



# Rosecrans Municipal Airport

## Mission

Dedicated to providing safe aeronautical facilities and quality services to all general, corporate, commercial and military aviation operations of a progressive community.

## Core Services

- Maintain all airport pavement and safety area surfaces, lighting and markings
- Provide required FAA airport maintenance and operations such as grass mowing, snow removal and wildlife conditions
- Meet/exceed compliance requirements evaluated during annual FAA Part 139 Airfield Safety Insp
- Maintain current airfield preventative maintenance program/forecast for future airfield pvmt prog
- Implement airport security measures necessary to ensure airport safety and to satisfy FAA
- Provide affordable aircraft hangar rental space for private/commercial aircraft at fair mkt value
- Inspect supplies fueling equipment/vehicles for FAA compliance
- Maintain operational joint use areas as contracted in Airport Joint Use Agmt with MoANG
- Manage land/property leases with tenants to resolve any deficiencies and monitor compliance

## Current Year Activity/Achievements

- During annual FAA Part 139 Airfield Inspection, Rosecrans Airport received zero discrepancies, thereby receiving a Medal of Excellence and an FAA Safety Enhancement Award
- Completion of a major runway reconstruction project, including lighting, signage and markings
- Completed major emergency pavement repairs to section of main runway due to excessive weather conditions
- Initial planning of the August 2017 Eclipse event with several entities
- Rosecrans hosts and conducts monthly inter-departmental leadership training

## Budget Challenges/Planned Initiatives

- Ever increasing FAA requirements to maintain certification
- Airshows great for community but added expense for several city departments
- Aging buildings and equipment continue to increase frequency of repair time and costs
- Replacement of several aging equipment and appliances needing replaced

## Performance Statistics

- Total Based Aircraft (2016): 76 (10-military; 66-general aviation, corporate, medical, agricultural)
- Total Aircraft Operations (2016 takeoff/landings): 18,631 compared to 2015 total of 15,745
- Total Volume Aircraft Fuel Sales (2016): 194,359 gallons compared to 2015 total of 205,547
- Hangar Occupancy: 34 existing t-hangars with 4 vacant

# AIRPORT OPERATIONS

## Program 1310

### Program Description

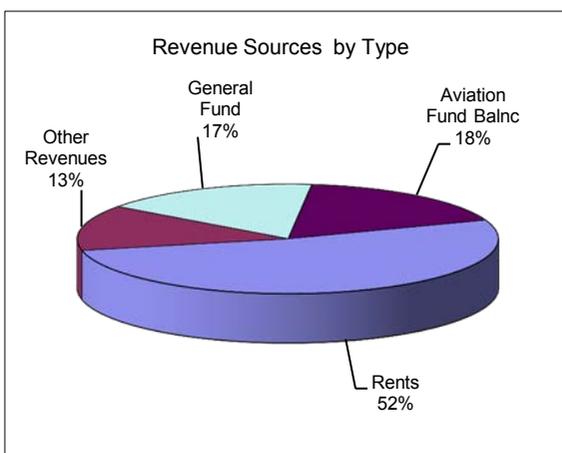
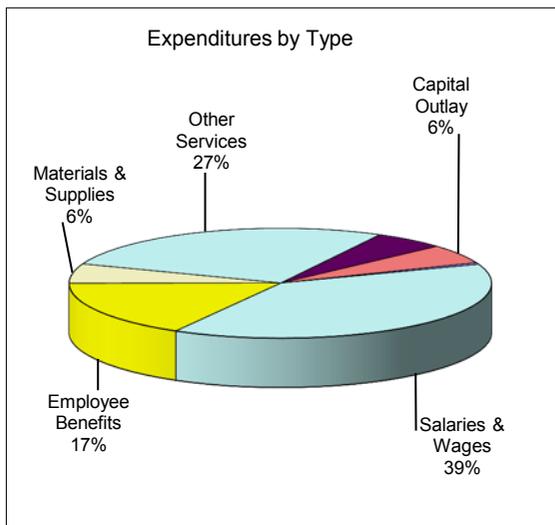
To improve the economic climate of the airport and attract additional general aviation and commercial operations this program oversees airport maintenance and operations. The program derives revenue through facility, hangar and land rents. Deficits are financed through transfers from the SIM&R Fund. Over the last five years, the airport has received over \$5 million in capital improvement grants. Aviation is under the direction of Public Works & Transportation Department.

### Staffing Detail

Airport Manager  
 Airport Operations Manager  
 Airport Maintenance Specialist  
 Secretary

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
3	3	3	3
1	1	1	1
6	6	6	6

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	288,573	294,719	294,719	296,549
Employee Benefits	98,910	98,182	98,182	127,721
Materials & Supplie	26,401	44,040	28,590	44,040
Other Services	113,106	121,168	101,609	207,374
Utilities	36,697	42,100	42,100	42,100
Capital Outlay	0	5,000	5,000	43,000
Transfers	2,005	0	0	0
Transfers Network	4,360	5,450	5,450	4,000
<b>Total</b>	<b>570,052</b>	<b>610,659</b>	<b>575,650</b>	<b>764,784</b>
<b>Revenue Sources:</b>				
Rents	406,945	403,133	403,133	398,587
Other Revenues	44,309	22,625	22,625	102,890
Interest Earnings	(299)	100	100	100
General Fund	123,290	128,290	128,290	128,290
Aviation Fund Balnc	(4,193)	56,511	21,502	134,917
<b>Total</b>	<b>570,052</b>	<b>610,659</b>	<b>575,650</b>	<b>764,784</b>

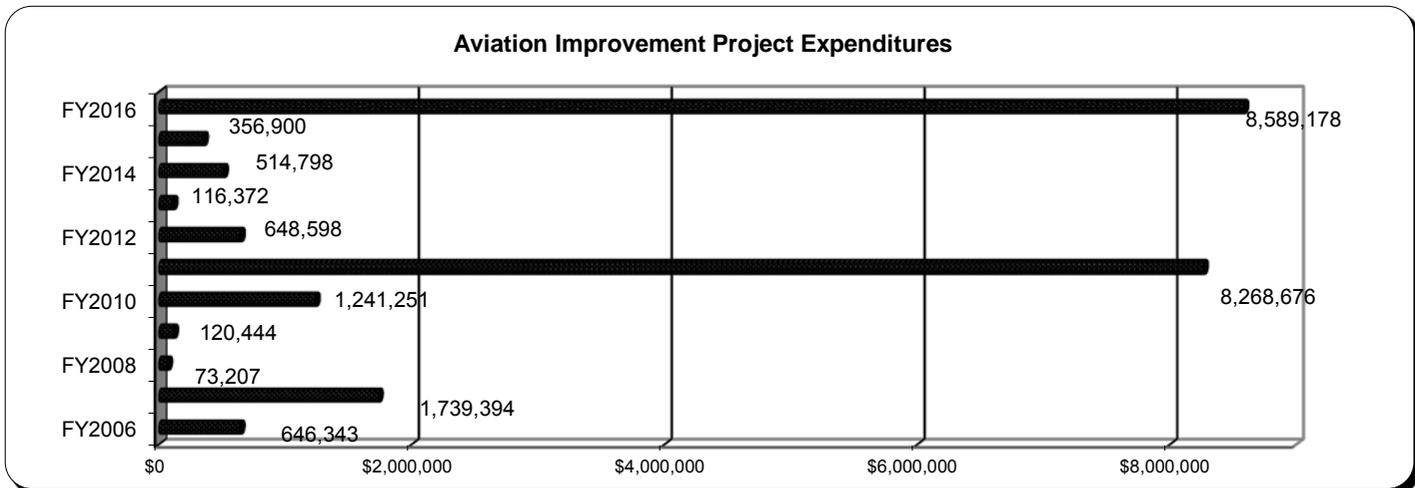
# AVIATION FUND IMPROVEMENT PROJECTS

## Program 1290

### PROGRAM DESCRIPTION

The Airport Improvement Projects Program was established to track, monitor, and facilitate expenditure of the remaining funds for Aviation projects authorized by voters in the 1989 1/4 cent CIP Sales Tax Initiative. Many projects are now being completed for the future move of the Air National Guard unit to the north end of the Airport property. These projects are funded by the Guard. Federal Aviation grants and matching funds from Buchanan County help fund other projects.

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS

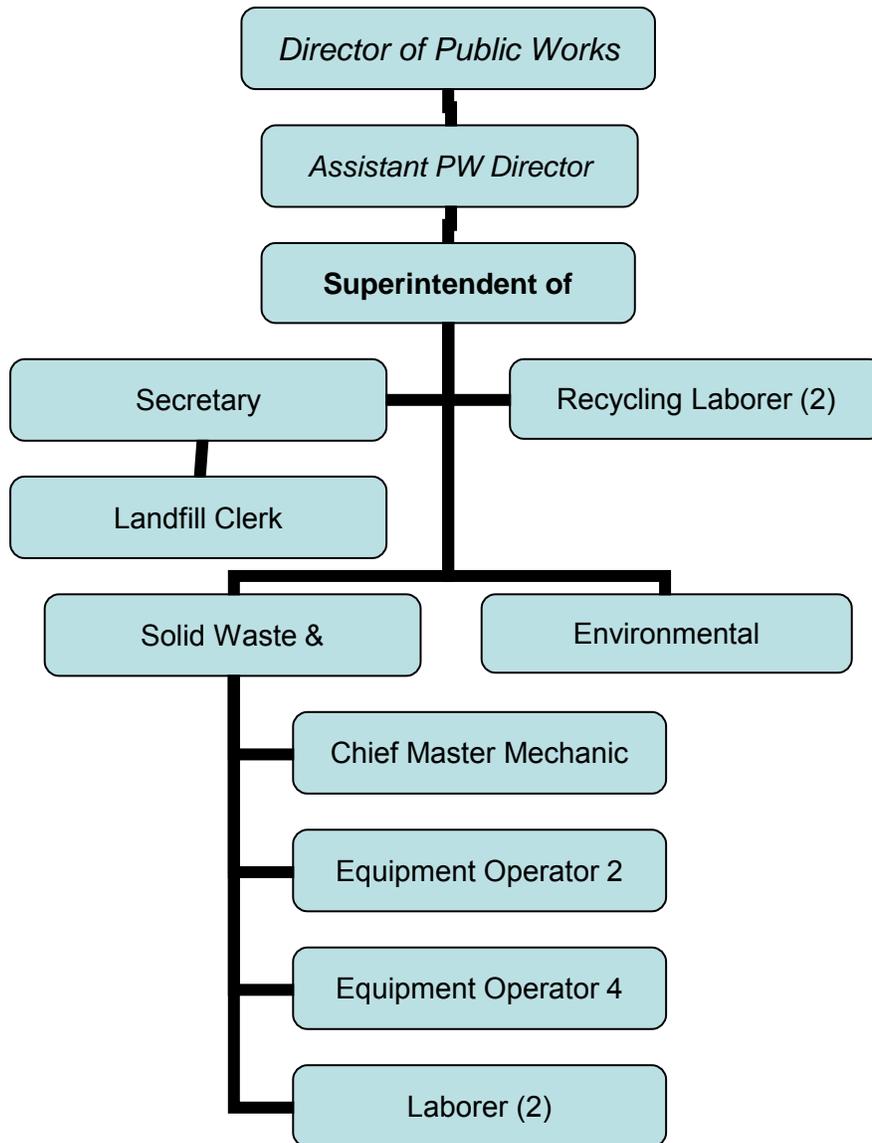


### Capital Budget Summary

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Outside Services	600,121	110,000	110,000	0
Capital Equipment	0	0	0	0
Improvement Proj's	5,406,749	1,742,347	1,975,467	2,546,000
<b>Total</b>	<b>6,006,870</b>	<b>1,852,347</b>	<b>2,085,467</b>	<b>2,546,000</b>
<b>Revenue Sources</b>				
Grants	5,973,476	1,602,347	1,835,467	2,291,400
Transfers & Other	33,395	250,000	250,000	254,600
Aviation CIP FB	0	0	0	0
<b>Total</b>	<b>6,006,870</b>	<b>1,852,347</b>	<b>2,085,467</b>	<b>2,546,000</b>



# LANDFILL OPERATIONS



## Landfill & Recycling Operations

### Mission

The mission of this program is to operate the St. Joseph Sanitary Landfill in the most cost-effective manner possible that provides for optimum protection of public health and environment.

### Core Services

- Properly landfill and cover all solid waste for all 304 days
- Tubgrind and compost all yardwaste received
- Comply with all state regulations
- Comply with all EPA regulations
- Cut and properly dispose of all waste tires received
- Perform freon recovery and recycling of all appliances
- Properly recycle all materials received at the Recycling Center
- Provide safe disposal options for Household Hazardous Waste for the community
- Provide operation "Clean Sweep" for St. Joseph residents

### Current Year Activity/Achievements

- 55,162 transactions processed at Landfill in 2016
- 124,240.26 tons of solid waste received in 2016
- 2,455.57 tons of yard waste received in 2016
- 4 MDNR inspections passed
- 5,022 tires received and processed in 2016
- 734 appliances received in 2016
- 1,064,387 pounds of material received at the Recycling Center
- 1,312 vehicles and 132,983 pounds received in 2016 during the household hazard waste collection
- 588.22 tons of debris received in 2016 during clean sweep operation
- Completed one siltation basin under the new erosion control plan

### Budget Challenges/Planned Initiatives

- Proper compaction and cover active fill
- Receive zero violations with MDNR
- Relocate stormwater retention basin to allow for construction of next cell
- Execution of erosion control plan to minimize impact on stormwater run-off
- Prepare facility to move into Stage 7 of the newly permitted area
- Perform all necessary steps to prepare facility for many years of future operations in Stage 7 plus

### Performance Statistics

- Number of tons of solid waste received at the landfill 124,240.26 tons
- Number of pounds of material dropped at the Recycling Center 1,064,387
- Percent of pounds of recycling material compared to tons of landfill material .0042%
- Number of transactions processed at the landfill 55,162
- Number of pounds of materials collected at Household Hazardous Waste events 132,983
- Number of vehicles through Recycling Center 39,781
- Tons of debris received in 2016 during clean sweep operation 588.22

# LANDFILL OPERATIONS

## Program 6110

### Program Description

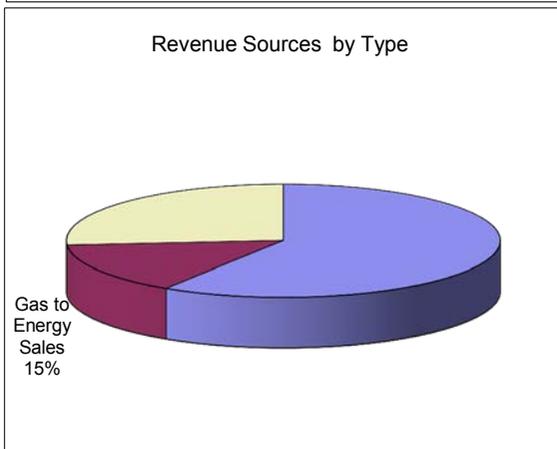
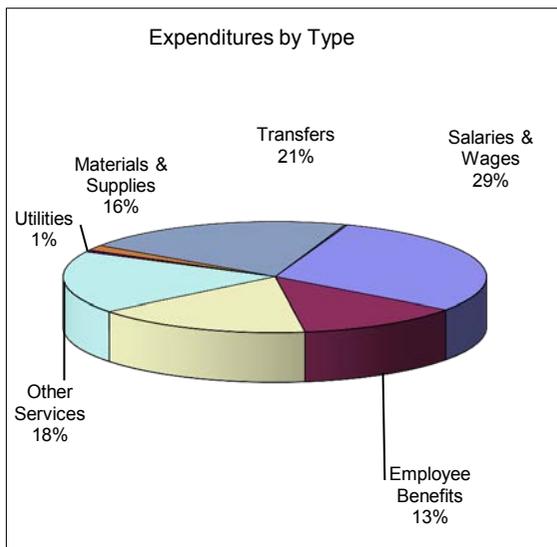
The Landfill staff provide the citizens of St. Joseph and surrounding areas with a comprehensive, cost effective, environmentally safe solid waste management program through efficient daily operations at the existing landfill, through proper maintenance of the three closed landfills, and through development of new disposal areas for the future.

### Staffing Detail

Superintendent of Solid Waste  
 Solid Waste & Recycling Supervisor  
 Chief Master Mechanic  
 Equipment Operator IV  
 Environmental Technician  
 Secretary  
 Equipment Operator II  
 Landfill Clerk  
 Laborer

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
8	8	8	8
2	2	2	1
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	2
18	18	18	18

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	786,806	808,811	808,811	815,588
Employee Benefits	264,718	268,049	268,049	348,835
Materials & Supplies	284,380	454,400	260,800	455,900
Other Services	479,115	498,465	514,665	501,390
Utilities	10,722	21,600	14,600	15,600
Capital Outlay	0	0	0	42,812
Transfers	1,014,000	1,049,581	1,049,581	574,892
Transfers Network	4,360	4,360	4,360	5,000
<b>Total</b>	<b>2,844,101</b>	<b>3,105,267</b>	<b>2,920,867</b>	<b>2,760,017</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Permits & Rents	3,683,759	3,180,400	3,765,000	3,770,000
Misc. Charges	23,270	10,300	10,300	10,300
Interest Earnings	29,938	10,100	10,100	10,100
Gas to Energy Sales	2,125	3,100	3,100	2,500
Rents	4,588	4,500	4,500	4,500
Interfund Trfer	(899,579)	(103,133)	(872,133)	(1,037,383)
<b>Total</b>	<b>2,844,101</b>	<b>3,105,267</b>	<b>2,920,867</b>	<b>2,760,017</b>

# LANDFILL FUND IMPROVEMENT PROJECTS

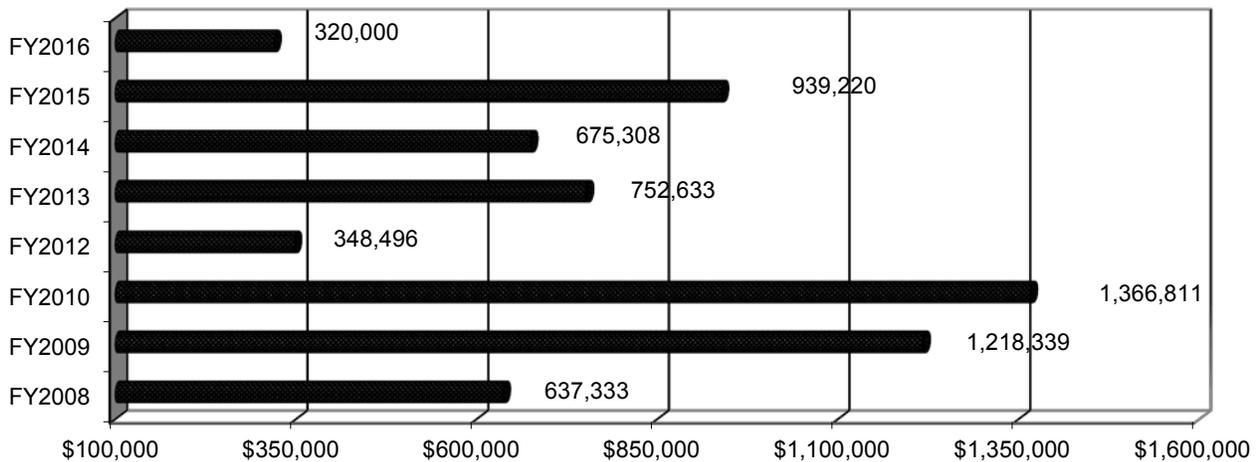
## Program 1260

### PROGRAM MISSION

The Landfill Improvement Program provides project management and cost reporting for major capital improvements at the Landfill. Projects include grading and construction, liner installation, and improvements related to the close of landfills as required by the Missouri Department of Natural Resources.

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS

Landfill Improvement Project Expenditures



### Capital Budget Summary

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Professional Services	0	0	0	0
Capital Outlay	128,458	88,000	88,000	136,300
Improvement Proj's	0	140,000	140,000	371,915
<b>Total</b>	128,458	228,000	228,000	508,215
<b>Revenue Sources</b>				
Landfill Fees	128,458	228,000	228,000	508,215
<b>Total</b>	128,458	228,000	228,000	508,215

# RECYCLING OPERATIONS

## Program 6150

### Program Description

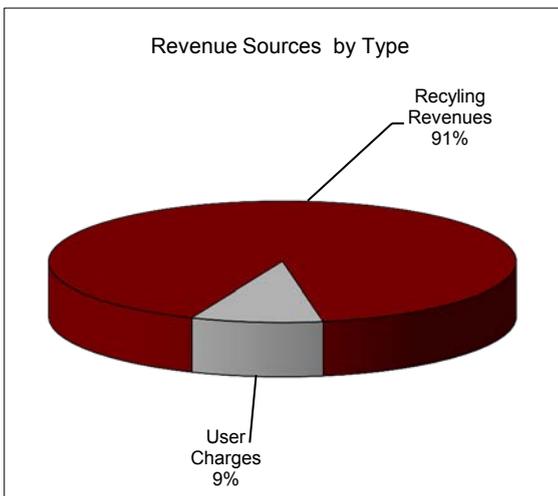
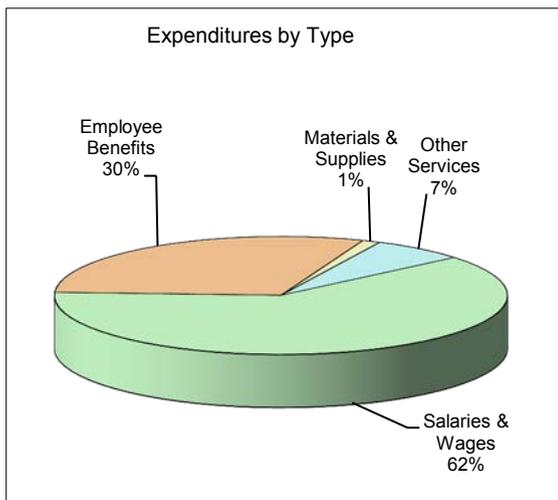
The recycling center was opened in 1995 to reduce the volume of waste that otherwise would be sent to a landfill by providing a drop-off site which collects eight types of products.

### Staffing Detail

Laborer

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
2	2	2	2

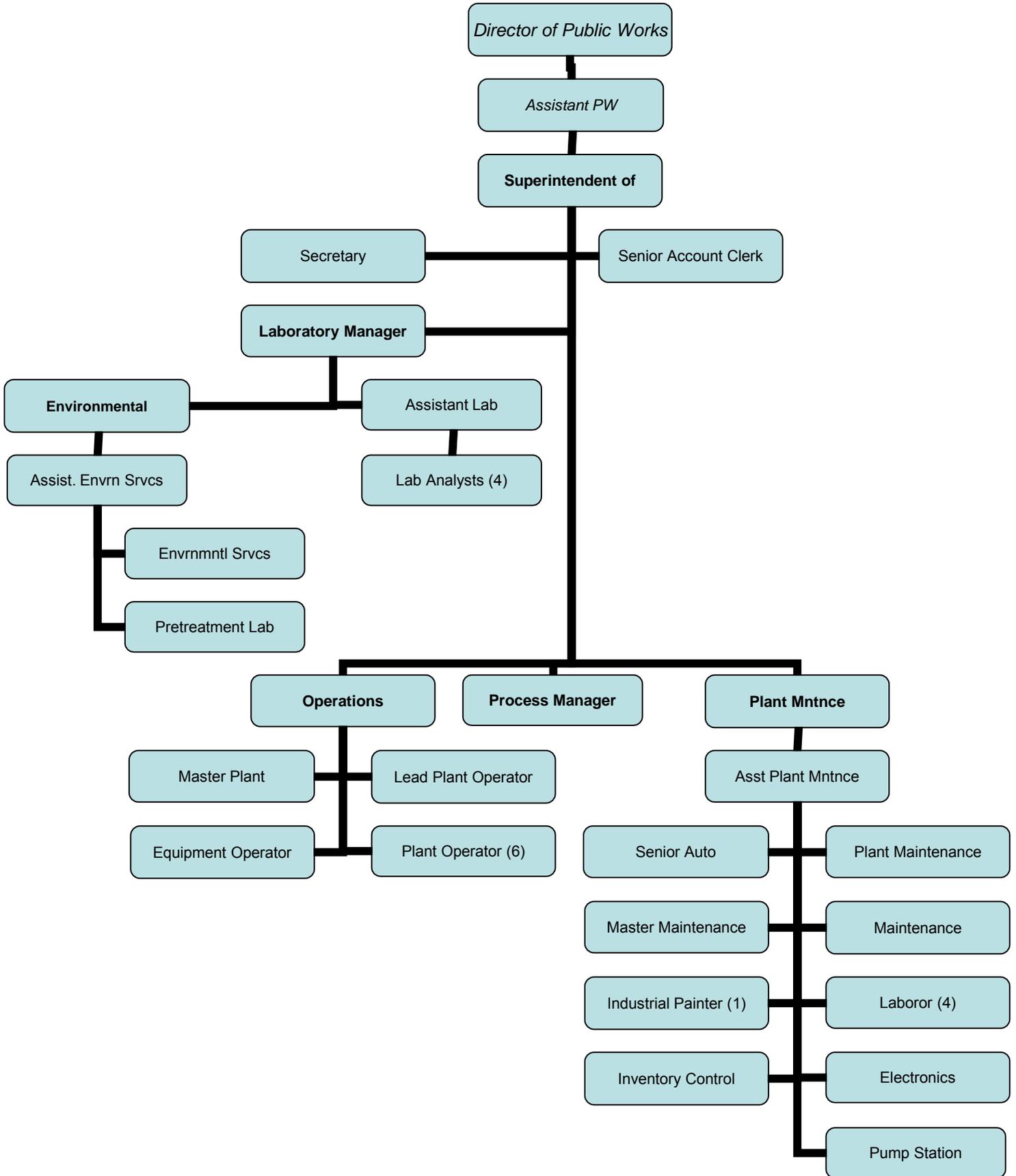
### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	65,613	69,053	69,053	64,974
Employee Benefits	25,579	25,395	25,395	31,618
Materials & Supplies	1,075	1,150	1,250	1,350
Other Services	8,349	6,700	9,180	7,030
Utilities	0	0	0	0
Capital Outlay	0	0	0	0
Transfers	3,250	3,250	3,250	3,250
<b>Total</b>	<b>103,865</b>	<b>105,547</b>	<b>108,127</b>	<b>108,222</b>
<b>Revenue Sources:</b>				
User Charges	1,000	1,000	1,000	1,000
Recycling Revenues	9,345	10,000	10,000	10,000
Recycling FB	93,520	94,547	97,127	97,222
<b>Total</b>	<b>103,865</b>	<b>105,547</b>	<b>108,127</b>	<b>108,222</b>



# WATER PROTECTION



## **WATER PROTECTION ADMINISTRATION, WATER PROTECTION SERVICES, LABORATORY**

### **Mission**

To ensure that the public health is protected, the environment is not harmed, and this essential utility service is available to encourage growth and economic vitality in our community.

### **Core Services**

- Provide comprehensive wastewater treatment services
- Comply with all guidelines set forth by the Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources (MDNR)
- Comply with all discharge regulations set forth by the EPA, the MDNR and the National Pollutant Discharge
- Monitor compliance by Significant Industrial Users (SIU's) with regulatory agency effluent guidelines as well as with the City's Pre-Treatment Ordinance
- Monitor discharge from the City's Wastewater Treatment Facility daily to ensure regulatory compliance
- Perform proactive major maintenance of significant process systems
- Monitor F.O.G. (Fats, Oils, & Grease) compliance from restaurants and other permitted contributors
- Administer the MS4 Storm Water Program
- Compile and report all required Reports to regulatory agencies

### **Current Year Activity/Achievements**

- Continue to implement Phase 1 of the Long Term Control Plan for reducing Combined Sewer Overflows (CSO's).
- Phase 1 is estimated to cost \$150,000,000.00 over the next 20 years
- Continue Seasonal operation of the U.V. Wastewater Effluent Disinfection System

### **Budget Challenges/Planned Initiatives**

- Finalize the design of a new Storm Water Separation Conduit for Blacksnake Creek
- Begin the process to Bid construction of the Storm Water Separation Conduit for Blacksnake Creek
- Finish final testing, Operator training, and begin operation of the Wastewater Biosolids Dryer

### **Performance Statistics**

- Average daily wastewater flow treated by the primary system is down to 14.5 million gallons per day. This is a reduction of 2.5 million gallons per day due the separation of Whitehead Creek out of the system
- Total primary plant capacity is 27 million gallons per day.
- Total secondary plant capacity is 54 million gallons per day.
- Number of pumping stations is 19
- Number of Notice of Violations issued against the City is Zero

# WPC ADMINISTRATION

## Program 6310

### Program Description

Provides administrative and management support for the sewer treatment plant, pumping stations, airport lagoon system and laboratory. Staff provide internal management duties, oversees regulatory compliance, monitors wastewater classes and licenses, and responds to regulatory inquiries to ensure environmental protection and to protect public health.

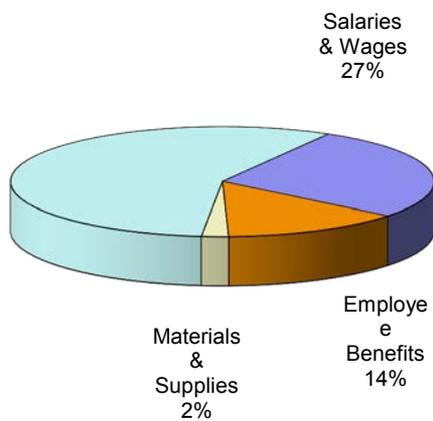
### Staffing Detail

Wastewater Treatment Superintendent  
 Environmental Services Supr  
 Ast. Environmental Service Supr  
 Secretary

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	0
1	1	1	0
1	1	1	1
4	4	4	2

### Operating Budget Summary

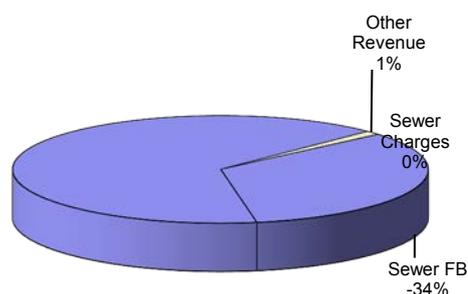
Expenditures by Type



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	177,909	202,639	202,639	112,410
Employee Benefits	86,056	63,546	63,546	56,330
Materials & Supplies	13,480	8,400	8,800	8,400
Outside Services	221,912	225,670	226,140	232,360
Utilities	0	0	0	0
Capital Outlay	0	0	0	0
Capital Improvements	0	0	0	0
Bad Debt	408,127	1,000,000	500,000	500,000
Debt Serv-Princ	2,945,000	6,982,000	6,982,000	7,592,900
Debt Serv-Interest	3,437,179	4,256,884	5,119,384	4,569,018
Transfers	1,661,097	1,945,229	1,945,229	1,880,140
Transfers Computer N	28,340	30,520	30,520	34,000
<b>Total</b>	<b>8,979,101</b>	<b>14,714,888</b>	<b>15,078,258</b>	<b>14,985,558</b>

Revenue Sources by Type



#### Revenue Sources:

	2015-16	2016-17	2016-17	2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Sewer Charges	25,725,507	28,987,626	27,827,600	29,662,952
User Charges	0	100,000	100,000	0
Other Revenue	637,957	518,727	518,727	523,727
Prin Earnings	15,382	15,000	15,000	0
Interest Earnings	106,983	27,500	47,700	20,000
Sewer FB	(17,506,727)	(14,933,965)	(13,430,769)	(15,221,121)
<b>Total</b>	<b>8,979,101</b>	<b>14,714,888</b>	<b>15,078,258</b>	<b>14,985,558</b>

# LABORATORY

## Program 6350

### Program Description

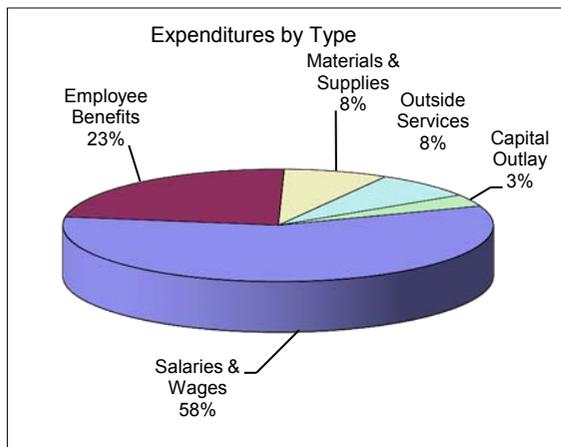
The Laboratory monitors compliance with regulatory agencies such as MDMR, the EPA as well as the City's Pre-Treatment Ordinance. Staff gather field samples and conduct testing. This also allows for industrial cost recovery based on the use of the treatment plant and collection system by industrial users.

### Staffing Detail

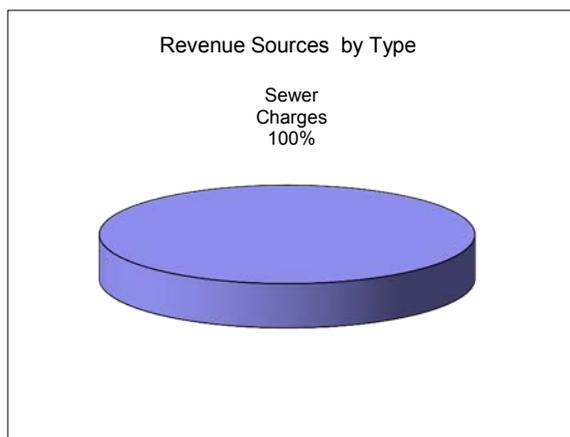
- Technical Services Manager
- Enironmental Services Supr
- Assistant Services Supr
- Assistant Laboratory Manager
- Pre-treatment Compliance Technician
- Laboratory Analyst
- Environmental Services Technician

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4
1	1	1	1
10	10	10	10

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	378,120	350,884	350,884	451,263
Employee Benefits	123,872	115,304	115,304	179,823
Materials & Supplies	92,237	61,372	63,000	61,372
Outside Services	75,406	59,680	83,400	59,680
Capital Outlay	40,760	0	0	27,000
<b>Total</b>	<b>710,395</b>	<b>587,240</b>	<b>612,588</b>	<b>779,138</b>
<b>Revenue Sources:</b>				
Sewer Charges	710,395	587,240	612,588	779,138
<b>Total</b>	<b>710,395</b>	<b>587,240</b>	<b>612,588</b>	<b>779,138</b>



# Water Protection Plant

## Program 6330

### Program Description

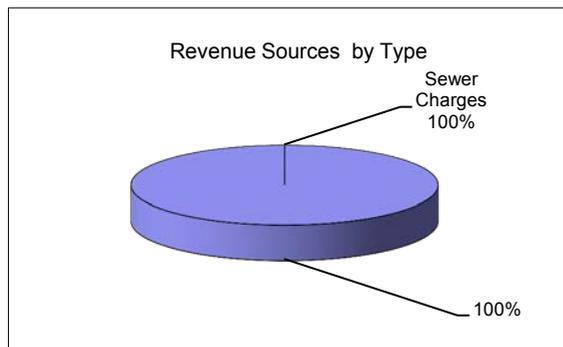
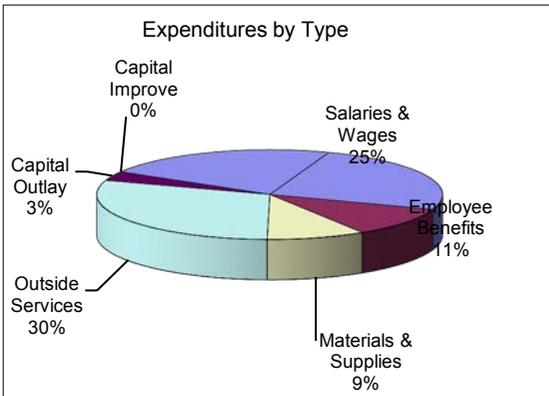
Staff operate and maintain all treatment plant facilities and equipment and monitor compliance with effluent guidelines established by the Environmental Protection Agency (EPA) and Missouri Department of Natural Resources (MDNR) in order to protect public health and the environment.

### Staffing Detail

- Plant Maintenance Supervisor
- Operations Manager
- Asst Plant Maintenance Supervisor
- Master Plant Operator
- Electronics Technician
- Senior Work Leader
- Master Maintenance Electrician
- Indust Maint Tech
- Lead Plant Operator
- Plant Operator II
- Pump Station Collection Technician
- Senior Auto Mechanic
- Plant Operator
- Maintenance Technician
- Inventory Control Technician
- Industrial Painter
- Senior Account Clerk
- Laborer
- Engineering Clerk PT (25 hrs/wk)

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
	1	1	1	1
	1	1	1	1
	1	1	1	1
	1	1	1	1
	3	3	3	3
	1	1	1	1
	1	1	1	1
	10	10	10	10
	2	2	2	2
	3	3	3	3
	2	2	2	2
	1	1	1	1
	11	11	11	11
	2	2	2	2
	1	1	1	1
	1	1	1	1
	1	1	1	1
	4	4	4	4
	0.625	0.625	0.625	0.625
	47.625	47.625	47.625	47.625

### Operating Budget Summary



**Expenditures:**

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,938,974	2,011,438	2,011,438	1,992,516
Employee Benefits	663,456	694,574	694,574	854,016
Materials & Supplies	590,822	663,135	758,900	738,135
Outside Services	2,734,944	2,368,730	2,319,830	2,392,730
Capital Outlay	277,650	0	0	271,000
Capital Improve	0	0	0	0
Utilities	1,663,413	1,693,000	1,633,000	1,771,725
Transfers	27,120	0	0	0
<b>Total</b>	<b>7,896,378</b>	<b>7,430,877</b>	<b>7,417,742</b>	<b>8,020,122</b>

**Revenue Sources:**

Grants & Other	179,288	0	0	0
Other Rev	1,168	0	62,070	62,070
WPC Fund Balance	7,715,923	7,430,877	7,355,672	7,958,052
<b>Total</b>	<b>7,896,378</b>	<b>7,430,877</b>	<b>7,417,742</b>	<b>8,020,122</b>

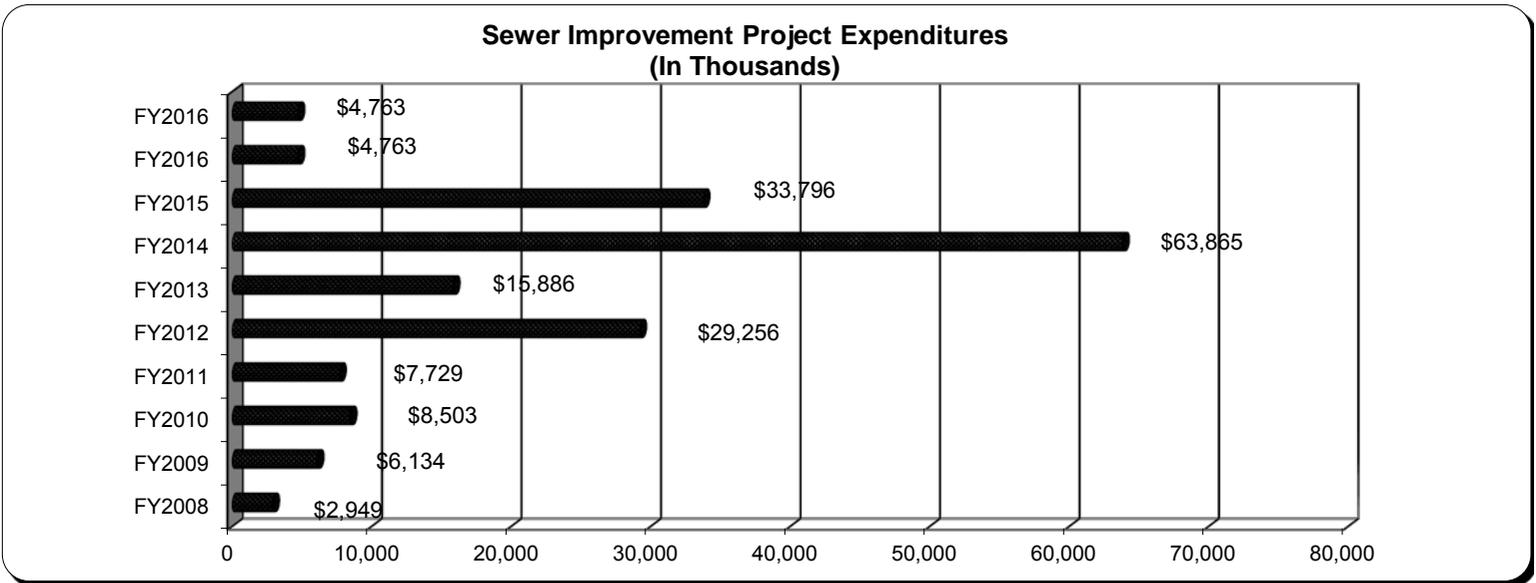
# WATER PROTECTION FUND IMPROVEMENT PROJECTS

## Program 1240

### PROGRAM DESCRIPTION

The Sewer Improvement Program was established to provide project management and reporting for major treatment plant and collection system improvements. Projects currently in progress are financed by a revenue bonds and SRF leveraged loans..

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Capital Budget Summary

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Services	6,096,153	80,000	80,000	75,000
Capital	16,076	1,230,700	1,230,700	610,497
Capital Improvement	658,006	94,205,848	94,205,848	21,001,555
Debt Serv- Princ	0	0	0	0
Debt Serv - Interest	2,107	0	0	0
<b>Total</b>	<b>6,772,343</b>	<b>95,516,548</b>	<b>95,516,548</b>	<b>21,687,052</b>
<b>Revenue Sources</b>				
Sewer Charges	0	0	0	0
Interest & Other Rv	3,993	700	700	700
Grants	0	0	0	0
Bond Revenues/Int	33,958,367	76,055,432	76,055,432	5,725,247
Sewer FB	(27,190,017)	19,460,416	19,460,416	15,961,105
<b>Total</b>	<b>6,772,343</b>	<b>76,056,132</b>	<b>95,516,548</b>	<b>21,687,052</b>



## OTHER PROGRAMS

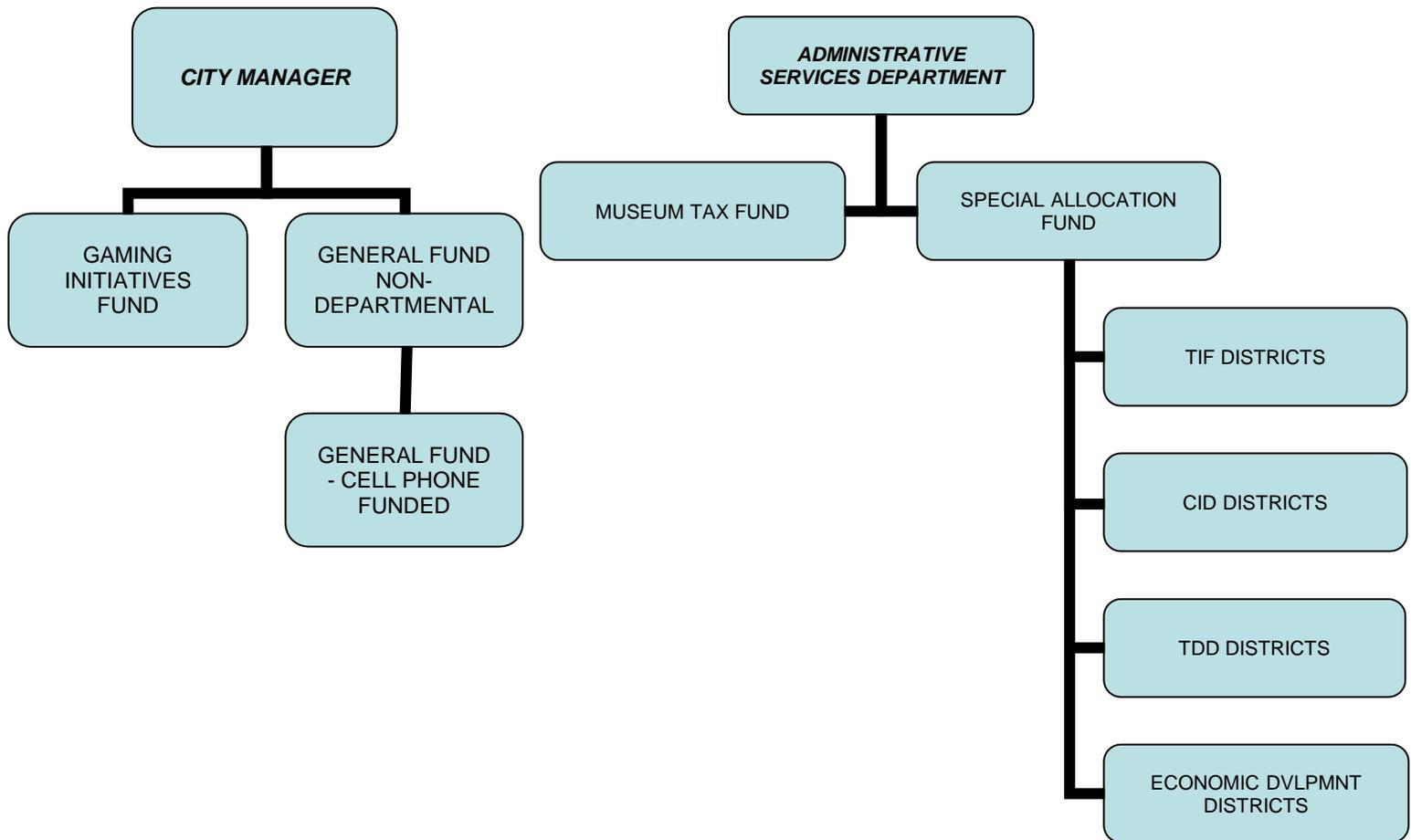
The City of St. Joseph's has several departments with no staff. All but one of these programs have their own funding sources.

Revenues in the Special Allocation fund are primarily generated through the Payments in Lieu of Property Taxes (PILOTs) and Economic Activity Taxes (EATs). They are used to reimburse developers within economic development districts and/or to pay debt service on TIF bonds.

The monies from the revenues received from the local casino and from cell phone franchise taxes have the possibility of being eliminated. These monies are used for one-time or less essential expenditures.

The Museum property tax monies are allocated to city-owned museums both directly to city-run facilities and via a management contract for others. A portion of the annual tax distribution is ear-marked for capital improvements at the Wyeth-Tootle Mansion.

**TOTAL BUDGETED RESOURCES:        \$    12,790,527**



## OTHER PROGRAMS SUMMARY

		2015-16	2016-17		2017-18
		Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>					
Materials, Professional & Contracted Svcs		2,518,315	2,780,378	2,954,017	2,620,045
Debt Service, Reimbursed Expenditures		6,178,414.0	7,820,467	7,816,317	7,714,340
Transfers		1,797,673	3,065,015	3,013,530	1,770,642
Capital Outlay		299,402	641,400	334,508	685,500
		<u>10,793,804</u>	<u>14,307,260</u>	<u>14,118,372</u>	<u>12,790,527</u>
<b>USES BY PROGRAM</b>					
	<b>Supervising DEPARTMENT</b>				
Gaming Initiatives	CMO	958,550	951,855	986,855	1,021,470
Non-Departmental	CMO	1,368,517	3,252,703	3,187,965	1,819,930
Cell Phone Initiatives	CMO	1,390,773	1,048,900	1,173,750	812,500
Museum Tax Program	Admin Services	448,531	747,525	463,525	811,687
Center Building TIF	Admin Services	1,959	52,395	52,395	52,395
Gilmore Building TIF	Admin Services	591	300	300	300
Mosaic TIF	Admin Services	7,462	2,000	2,000	2,000
CVS/Pharmacy TIF	Admin Services	0	0	0	0
Uptown Redevelopment TIF	Admin Services	0	500	500	500
Ryan Block TIF	Admin Services	115	130	130	130
Cooks Crossing EDC	Admin Services	1,113	149,480	149,480	149,480
Downtown Revitalization TIF	Admin Services	1,606	5,000	5,000	5,000
Mitchell Avenue TIF	Admin Services	379,094	381,950	381,950	382,050
The Commons Dvlpmnt (EDC Admin Services	Admin Services	620,098	599,750	599,750	599,750
NE Cook Road TIF	Admin Services	10,872	8,900	8,900	8,900
East Hills TIF (&CID)	Admin Services	23,769	1,385,200	1,385,200	1,385,200
Shoppes at N. Village TIF	Admin Services	3,334,360	3,388,452	3,388,452	3,412,266
EBR Dvlpmnt TIF	Admin Services	294,677	377,625	377,625	377,625
Triumph Foods TIF	Admin Services	1,943,539	1,949,495	1,949,495	1,944,244
Fountain Creek TIF	Admin Services	0	100	100	100
3rd Street Hotel TIF	Admin Services	81	0	0	0
Tuscany Towers TIF	Admin Services	8,098	5,000	5,000	5,000
		<u>10,793,804</u>	<u>14,307,260</u>	<u>14,118,372</u>	<u>12,790,527</u>
<b>FUNDING SOURCES</b>					
General Fund		2,759,290	4,301,603	4,361,715	2,632,430
Gaming Fund		958,550	951,855	986,855	1,021,470
Museum Tax Fund		448,531	747,525	463,525	811,687
Special Allocation Fund		6,627,434	8,306,277	8,306,277	8,324,940
		<u>10,793,804</u>	<u>14,307,260</u>	<u>14,118,372</u>	<u>12,790,527</u>



# NON-DEPARTMENTAL EXPENDITURES

## Program 0001

### Program Description

To separately identify revenue and expenditures not otherwise assigned to other General Fund departments or programs.

### Staffing Detail

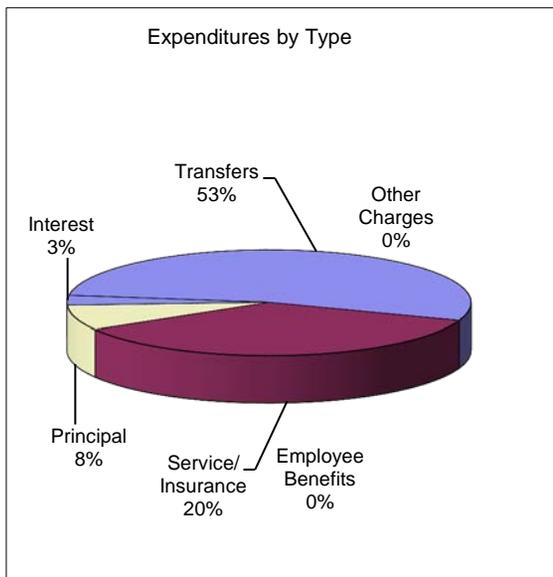
N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

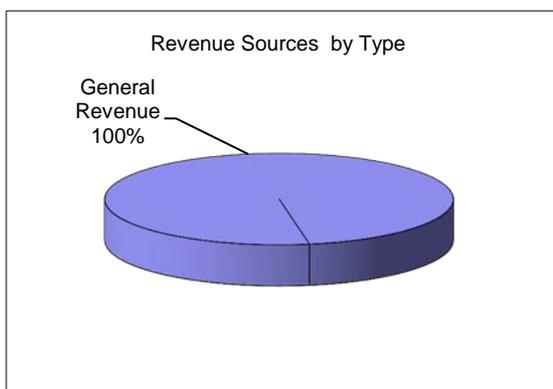
### Major Budgetary Changes & Program Highlights

Vehicle / Equipment Lease payment (Copier/Phone)	\$105,789
Judgement, Claims, Miscellaneous	1,500
Assessment/Collections Fees paid to Buchanan County for Billing City Taxes	177,175
Debt Service (LEC Expansion)	194,325
Property Damage and Liability Insurance Premiums for General Fund	368,686
Transfer to Capital Projects - MRLS Levee (CIP# 308-200)	700,000
Transfer to Public Parking - 9th & Felix Garage (CIP #313-425)	272,455
	<u>\$1,819,930</u>

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Employee Benefits	421	500	500	500
Services/Insurance	477,222	483,088	522,500	652,650
Principal	206,280	212,602	212,602	140,000
Interest	97,027	102,263	102,363	54,325
Transfers	587,566	2,450,000	2,350,000	972,455
Other Charges	0	4,250	0	0
<b>Total</b>	<b>1,368,517</b>	<b>3,252,703</b>	<b>3,187,965</b>	<b>1,819,930</b>
<b>Sources:</b>				
General Revenue	1,368,517	3,252,703	3,187,965	1,819,930



# CELL PHONE EXPENDITURES

## Program 0011

**Program Description**

To separately identify revenue and expenditures related to one-time and on-going wireless franchise taxes.

**Staffing Detail**

N/A

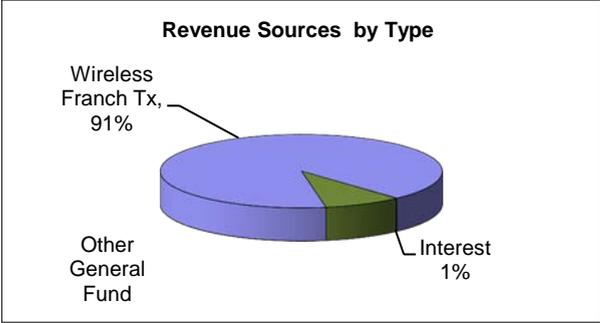
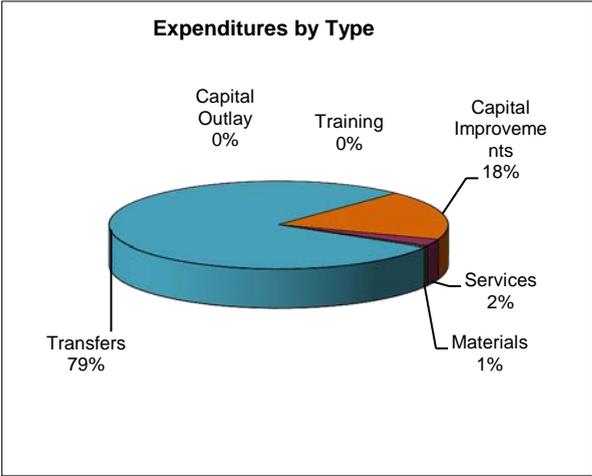
2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

**Major Budgetary Changes & Program Highlights**

**Proposed Cell Phone Funded Initiatives**

Aquatics Lounge Chairs	\$5,000
Hyde Park Spray Park	150,000
2017 Solar Eclipse	20,000
Transfer to Streets Maintenance - Tandem Truck Cab, Chassis, and dump body	104,000
Transfer to Streets Maintenance - Bobcar Skidsteer Loader	18,000
Transfer to Streets Maintenance - Rubber Tired High Loader	185,000
Transfer to Streets Maintenance - 1 ton cab, Chassis, and utility body with crane	57,000
Transfer to Streets Maintenance - Hydraulic Hammer	11,000
Transfer to Streets Maintenance - Stormwater Match Grant (90/10)	50,000
Transfer to Parks Maintenance - Lawn Mowers (2)	72,000
Transfer to Aviation - Subsidy	20,000
Transfer to Public Parking - Lake and Illinois Parking Lot	110,000
Transfer to Golf - Truckster/Sprayer	10,500
	<b>\$812,500</b>

**Operating Budget Summary**



**Expenditures:**

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Training	0	12,000	12,000	0
Services	86,088	245,000	405,000	20,000
Materials	0	14,000	13,227	5,000
Transfers	1,147,991	552,000	600,515	637,500
Capital Outlay	57,695	82,000	32,000	0
Capital Improvements	99,000	143,900	111,008	150,000
<b>Total</b>	<b>1,390,773</b>	<b>1,048,900</b>	<b>1,173,750</b>	<b>812,500</b>

**Sources:**

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Wireless Franch Tx	1,078,076	1,000,000	900,000	900,000
Interest	1,148	1,000	1,000	1,000
Other General Fund	311,549	47,900	272,750	(88,500)
<b>Total</b>	<b>1,390,773</b>	<b>1,048,900</b>	<b>1,173,750</b>	<b>812,500</b>

# CELL PHONE INITIATIVES

## Proposed Cell Phone Funded Initiatives

For Aquatics	5,000	Replacement of lounge chairs
	150,000	Hyde Park Spray Park
For Parks and Recreation	20,000	2017 Solar Eclipse
Transfer to Streets Maintenance	375,000	Streets Rolling stock
	50,000	Stormwater Match Grant (90/10)
Transfer to Parks Maintenance	72,000	Mowers (2)
Transfer to Aviation	20,000	Subsidy
Transfer to Public Parking	110,000	Lake and Illinois Parking Lot
Transfer to Golf	10,500	Truckster/Sprayer
	<u>\$ 812,500</u>	



# GAMING FUNDED INITIATIVES

## Program 8900

### Program Description

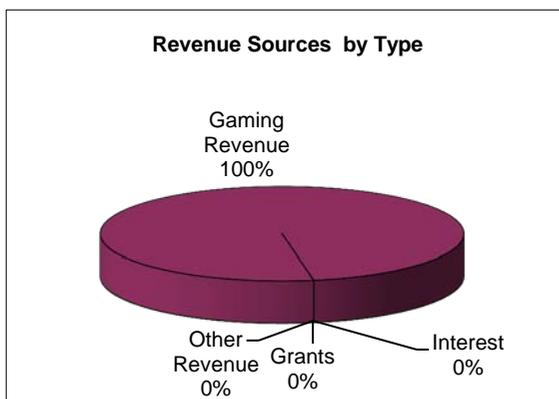
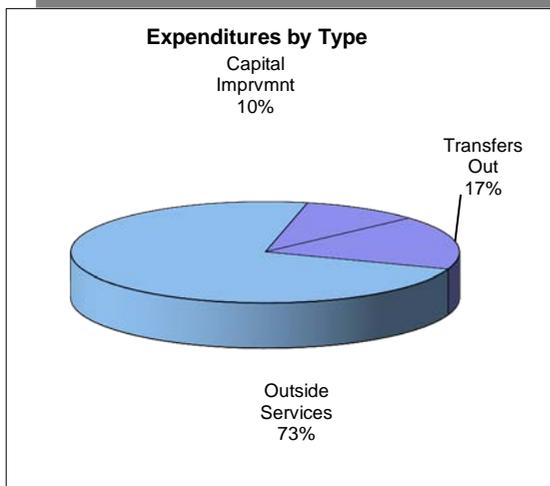
To separately identify revenue from riverboat gaming operations and expenditures paid as authorized by Council. To concentrate funding on efforts that promote economic and community development and community aesthetics.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

### Operating Budget Summary



#### Expenditures:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Outside Services	752,638	818,355	793,355	744,970
Materials/Supplies	18,817	0	0	0
Capital Outlay	40,427	0	0	0
Capital Imprvmt	3,961	2,000	2,000	100,000
Transfers Out	142,708	131,500	191,500	176,500
<b>Total</b>	<b>958,550</b>	<b>951,855</b>	<b>986,855</b>	<b>1,021,470</b>

#### Sources:

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Estimated Actual	2017-18 Budget
Grants	0	0	0	0
Gaming Revenue	993,014	1,013,670	875,200	1,030,000
Interest	942	200	200	200
Other Revenue	0	0	0	0
Fund Balance (to)/frm	(35,405)	(62,015)	111,455	(8,730)
<b>Total</b>	<b>958,550</b>	<b>951,855</b>	<b>986,855</b>	<b>1,021,470</b>

# GAMING INITIATIVES

## Proposed Gaming Funded Initiatives

Contributions/Contracts - Recurring	\$ 25,000 8,560 500 189,000 20,000 26,000 51,310 13,000 80,000 100,000 20,000 1,600 50,000 25,000 5,000 10,000 120,000 50,000	MO-KAN Contribution State Legislative Lobbyist (Mark Rhoads) Great Northwest Day at the Capital, City's sponsorship Chamber Economic Development Contract Community Alliance Membership Downtown Partnership Contract Festival Funding City 4th of July fireworks display Property Mnt clean-up, abatement, dangerous bldg issues Historic preservation grants outside of HUD-eligible areas Save Our Heritage Neighborhood Grants MDOT Lease Public Education Spots & Cablevision Contract (Pub Info) Innovation Stockyard Chamber Marketing Program Chamber Wokforce Development Legal Services - Outside Specialized Counsel (Legal) Council Supported - Stormwater Match Grant program (90/10)
Contributions/Contracts - Once or Limited	100,000	Missouri Theatre Improvement Project
TRANSFER TO GENERAL FUND		
Nature Center:	45,000	Special Programming
NonDepartmental:	10,000	Contribution toward in-kind services supplied to spcl events
TRANSFER TO SPECIAL ALLOCATION FUND		
City Sponsored TIFs:	5,000	As Needed - To cover City expenses until TIF revenues begin
TRANSFER TO AVIATION FUND		
Airport Operations:	60,000	Operating Subsidy in support of Air Guard presence
TRANSFER TO PARKING FUND		
Parking Operations:	6,500	Reimbursement for lost revenue/waived fees at Civic Center
<u><u>\$ 1,021,470</u></u>		

# MUSEUM FUND CONTRIBUTIONS

## Program 3750

### Program Description

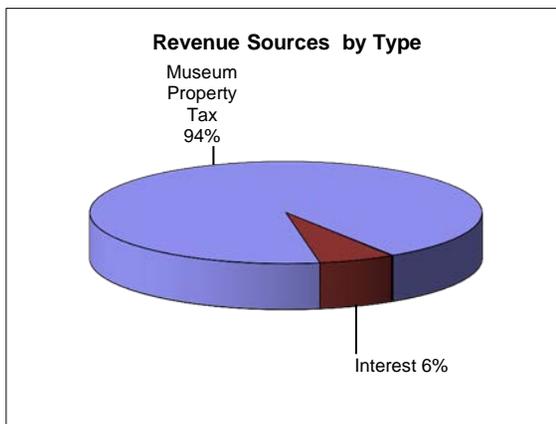
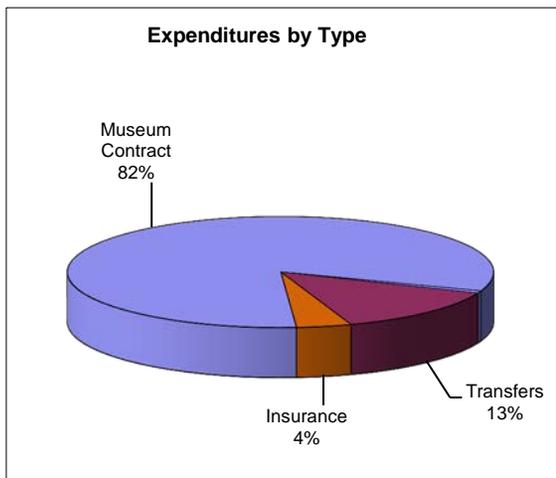
To separately identify revenue from the Museum Property Tax and expenditures paid as authorized by Council. To concentrate funding on municipal museums.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	23,671	13,660	13,660	3,150
Insurance	6,525	18,850	18,850	18,850
Museum Contract	360,179	370,000	370,000	370,000
Transfers	58,156	61,015	61,015	60,687
<b>Total</b>	<b>448,531</b>	<b>463,525</b>	<b>463,525</b>	<b>452,687</b>
<b>Revenue Sources:</b>				
Museum Property Tax	465,795	537,010	467,243	484,300
Interest & Other	527	670	670	700
(To) Frm FB	(17,792)	(74,155)	(4,388)	(32,313)
<b>Total</b>	<b>448,531</b>	<b>463,525</b>	<b>463,525</b>	<b>452,687</b>

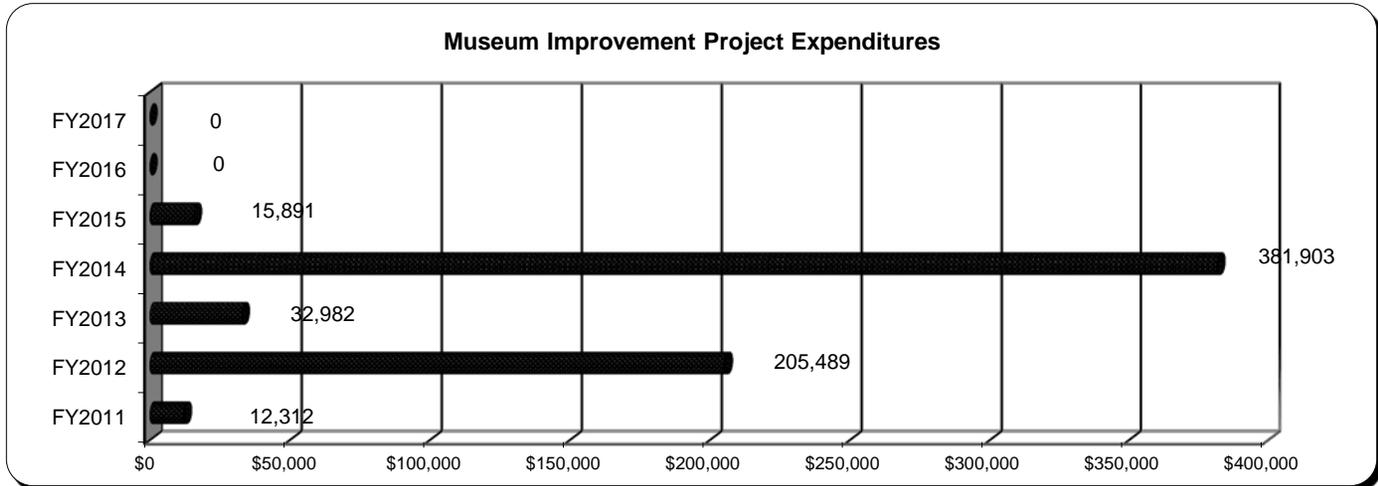
# MUSEUM FUND IMPROVEMENT PROJECTS

## Program 1238

### PROGRAM DESCRIPTION

The Museum Improvement Projects Program was established to track, monitor, and facilitate expenditure of the \$75,000 per year appropriation from the Museum Tax for use in repairing and renovating the Wyeth-Tootle Mansion, considered on of the City's museums.

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Major Budgetary Changes & Program Highlights

A separate CIP program for the Museum projects was created in order to better demonstrate that the museum tax funds were being spent on the appropriate projects.

Major FY2018 Projects:

- Exterior work: Southside fascade work and replacing/repairing woodwork.

### Capital Budget Summary

	2015-16 Actual	2016-17		2017-18 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Capital Improv	0	284,000	0	359,000
<b>Total</b>	0	284,000	0	359,000
<b>Revenue Sources</b>				
Property Tax	75,000	75,000	75,000	75,000
CIP FB	(75,000)	209,000	(75,000)	284,000
<b>Total</b>	0	284,000	0	359,000



# CENTER BUILDING TIF

## Program 5140

### Program Description

This program tracks the revenues and expenditures for the Center Building TIF. This is the first redevelopment project within the Downtown Revitalization TIF district. The project is a building rehab program located at 6th and Edmond. In addition to updates of the building, the project also includes: streetscapes, sidewalks, and improvements to the city-owned public parking lot located west of the building. Reimbursable costs include public infrastructure, construction, architecture, and engineering.

### Staffing Detail

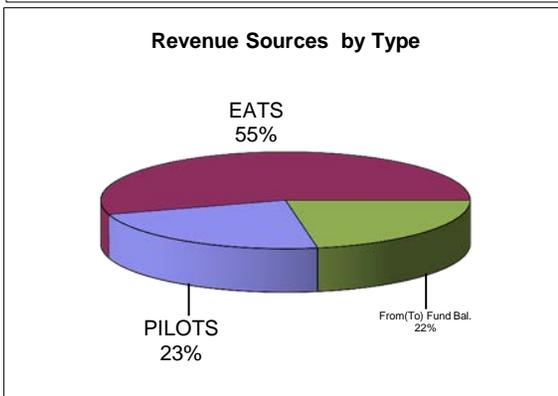
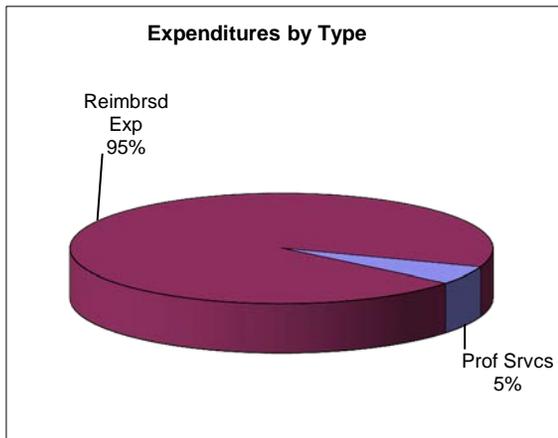
N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This is a pay-as-you-go TIF. A few small businesses are open within the building. The center-piece - the Ground Round Restaurant - replaced the Brazilian Restaurant in 2012.

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	1,959	2,800	2,800	2,800
Reimbrsd Exp	0	49,595	49,595	49,595
<b>Total</b>	<b>1,959</b>	<b>52,395</b>	<b>52,395</b>	<b>52,395</b>
<b>Sources:</b>				
PILOTS	10,782	12,044	12,044	12,044
EATS	31,250	28,740	28,740	28,740
From(To) Fund Bal.	(40,073)	11,611	11,611	11,611
<b>Total</b>	<b>1,959</b>	<b>52,395</b>	<b>52,395</b>	<b>52,395</b>

# GILMORE BUILDING TIF

## Program 5145

### Program Description

This program tracks the revenues and expenditures for the Gilmore Building TIF. This is a redevelopment project located in the "Phase One" area of the Downtown Revitalization TIF district. The project is a building rehab program located at 107 S 6th Street. The project involves restoration of an existing building for development of retail space and market rate apartments. Reimbursable costs include elevator, stairs, stairwell, and electrical service.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	Budget
Actual			
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This is a recently established, pay-as-you-go TIF.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	591	300	300	300
Reimbrsd Exp	0	0	0	0
<b>Total</b>	<b>591</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Sources:</b>				
PILOTS	3,638	4,500	4,500	4,500
EATS	1,247	3,940	3,940	3,940
From(To) Fund Bal.	(4,294)	(8,140)	(8,140)	(8,140)
<b>Total</b>	<b>591</b>	<b>300</b>	<b>300</b>	<b>300</b>

# DOWNTOWN MOSAIC TIF

## Program 5146

### Program Description

This program tracks the revenues and expenditures for the Downtown Mosaic TIF. The Mosaic Downtown Revitalization Project is for renovation of the German American building, the demolition and reconstruction of the City owned public parking structure at Felix and 8th Street and repaving and striping of two surface parking lots, all within Redevelopment Project Area 1 of the Downtown St. Joseph Tax Increment Financing Redevelopment Plan approved by Special Ordinance No. 7704 passed June 29, 2009.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted Budget	Estimated Actual	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This is a recently established, pay-as-you-go TIF.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted Budget	Estimated Actual	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	7,462	2,000	2,000	2,000
Reimbrsd Exp	0	0	0	0
<b>Total</b>	<b>7,462</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Other Revenue	3,000	0	0	0
From(To) Fund Bal.	4,462	2,000	2,000	2,000
<b>Total</b>	<b>7,462</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

# CVS ASHLAND TIF

## Program 5147

### Program Description

This program tracks the revenues and expenditures for the improvements made to Karnes Road and North Belt Highway intersection. The developer redeveloped approximately 1.458 acres to construct a new CVS/Pharmacy. The Developer agrees as part of the development to pay for costs related to construction of a right hand turn lane to service the project area at the intersection of Karnes Road and North Belt Highway. The Developer intends to use future sales tax revenue generated from CVS/Pharmacy reimbursed by the City over a period not to exceed six (6) years with no interest to cover most of the right hand turn lane from Karnes Road to The Belt Highway.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This is a recently established, pay-as-you-go TIF.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	0	0	0	0
Reimbrsd Exp	0	0	0	0
<b>Total</b>	0	0	0	0
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	108	0	0	0
From(To) Fund Bal.	(108)	0	0	0
<b>Total</b>	0	0	0	0

# UPTOWN REDEVELOPMENT TIF

## Program 5155

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Uptown Redevelopment site. This project targets the redevelopment of large sections of uptown St. Joseph including the site of the west campus of Heartland Hospital. This TIF project was approved March 2005. A majority of the TIF revenues will go to pay back the hospital for the extraordinary demolition costs of the old buildings. Most of this project area will be developed under a 353 program.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This project has had little in the way of actual activity in the area. A developer has been identified by Heartland, a redevelopment plan has been approved, and progress on a mixed use residential and commercial project is identified.

~Revenues/expenses reflect reimbursement from the Uptown Corporation for any legal work done by the City regarding the area.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	0	500	500	500
Reimbrsd Exp	0	0	0	0
<b>Total</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Other Revenue	0	0	0	0
From/(To) Fund Bal	0	500	500	500
<b>Total</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>

**RYAN BLOCK TIF****Program 5156****Program Description**

This program tracks the revenues and expenditures for the project(s) at the Ryan Block redevelopment site. This is a mixed use commercial space/residential lofts project on Frederick Avenue. The TIF project was approved December 2006.

**Staffing Detail**

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

**Major Budgetary Changes & Program Highlights**

~This TIF is based on a pay-as-you-go basis. Development began in 2006 with the demolition of one building in order to provide a parking lot for the refurbished buildings. There will be 3,300 square feet of commercial space on the first floor and 6,600 square feet of residential space on the second and third floors.

~ Only a small amount of PILOTs have been generated. Nothing has been reimbursed as yet.

**Operating Budget Summary**

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	115	130	130	130
TIF Reimb/Debt Srvd	0	0	0	0
<b>Total</b>	<b>115</b>	<b>130</b>	<b>130</b>	<b>130</b>
<b>Sources:</b>				
PILOTS	1,416	1,558	1,558	1,558
EATS	0	0	0	0
Other Revenue	0	0	0	0
From/(To) Fund Bal	(1,301)	(1,428)	(1,428)	(1,428)
<b>Total</b>	<b>115</b>	<b>130</b>	<b>130</b>	<b>130</b>

# COOKS CROSSING REDEVELOPMENT

## Program 5157

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Creeks Crossing redevelopment site. This is a commercial space project which redeveloped the site of an abandoned Payless Cashways building on the Belt Highway. Pay-as-you-go reimbursements are made through a Tax Redevelopment Agreement with the City.

### Staffing Detail

N/A

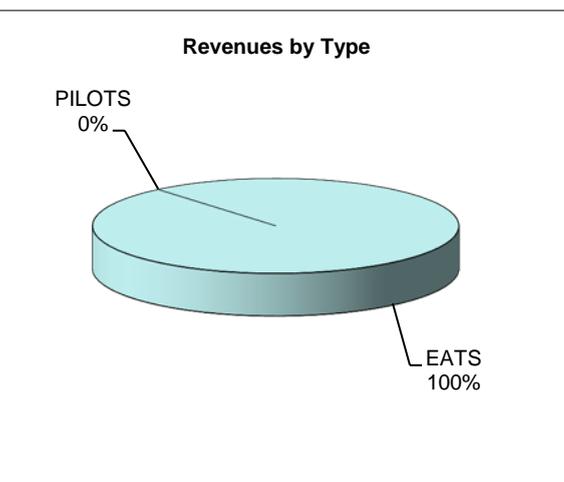
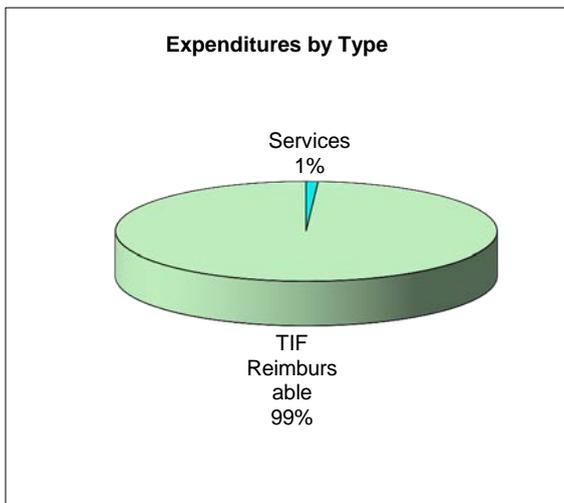
2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This Economic Development project is based on a pay-as-you-go basis. A property vacated by the former business years ago has been completely redeveloped. Tenants include Dicks' Sporting Goods, a re-located Aldi's grocery, a Starbucks, a Pet Smart and several other small businesses. The project was approved by City Council in the spring of 2011.

~Incentives include tax abatements through a 353 Redevelopment Agreement and sales tax reimbursements through an Economic Development Agreement with the City. By FY15 revenue from City PILOTs will be available. The amount is currently unknown although an estimate has been projected.

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	1,113	1,500	1,500	1,500
TIF Reimbursable	0	147,980	147,980	147,980
<b>Total</b>	<b>1,113</b>	<b>149,480</b>	<b>149,480</b>	<b>149,480</b>
<b>Sources:</b>				
PILOTs	0	0	0	0
EATS	117,523	120,000	120,000	120,000
Other Revenue	0	0	0	0
From/(To) Fund Bal	(116,410)	29,480	29,480	29,480
<b>Total</b>	<b>1,113</b>	<b>149,480</b>	<b>149,480</b>	<b>149,480</b>

# DOWNTOWN REVITALIZATION TIF

## Program 5164

### Program Description

This program tracks the revenues and expenditures for the Downtown Revitalization TIF. This is a TIF project initiated by the City in order to meet the Council goal of downtown revitalization. The Plan itself was funded through the Governor's DREAM initiative.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~The TIF District was approved at the end of FY2009. The first redevelopment project - the Center Building TIF was approved in FY2010. The district itself does not generate revenues, but is the framework within which specific projects such as the Center Building TIF and Gilmore Building TIF are activated. Revenues are transferred from the Gaming fund to cover any expenses, such as legal fees connected with the district.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services/Supplies	1,606	5,000	5,000	5,000
Interfund Trf (Gaming)	0	0	0	0
<b>Total</b>	<b>1,606</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Interfund Trf (Gaming)	1,208	5,000	5,000	5,000
From(To) Fund Bal.	399	0	0	0
<b>Total</b>	<b>1,606</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

# MITCHELL AVENUE CORRIDOR TIF

## Program 5165

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Mitchell Avenue Corridor Redevelopment site for the American Family Insurance Company. This project targets the redevelopment of property surrounding and including portions of the American Family campus as well as parts of Missouri Western University. This TIF project was approved June 2006. TIF revenues will go to sanitary sewer and street improvements on Mitchell Avenue.

### Staffing Detail

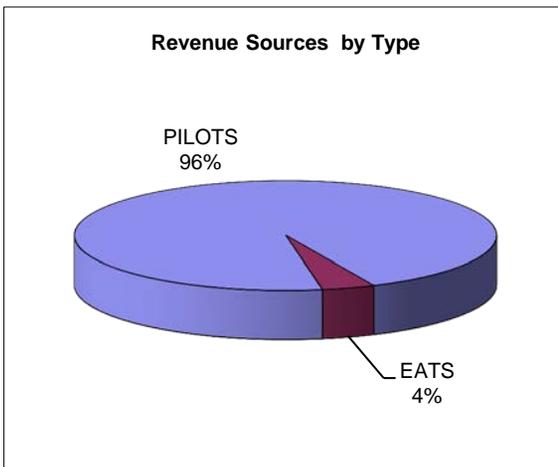
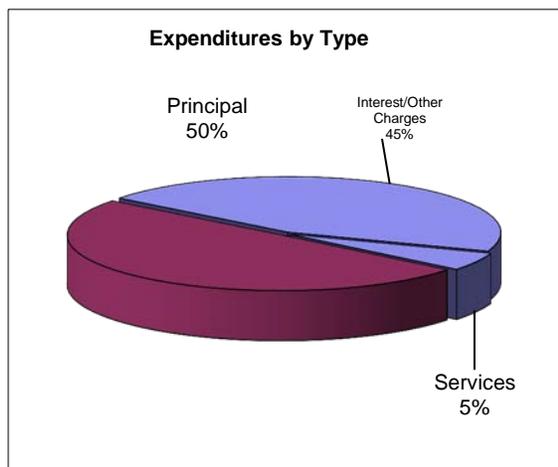
N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- PILOTS & EATS will be used to meet debt service payments.
- In order to generate sufficient PILOTS, the company had themselves removed from an Enterprise Zone classification. Their resulting PILOT payments will go toward the TIF bonds debt service.

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	17,694	20,000	20,000	20,000
Principal	170,000	180,000	180,000	190,000
Interest/Other Charge:	191,400	181,950	181,950	172,050
<b>Total</b>	<b>379,094</b>	<b>381,950</b>	<b>381,950</b>	<b>382,050</b>
<b>Sources:</b>				
PILOTS	368,551	414,785	414,785	414,785
EATS	16,523	17,490	17,490	17,490
Interest/Due from TIF	13	100	100	100
From/(To) Fund Bal	(5,994)	(50,425)	(50,425)	(50,325)
<b>Total</b>	<b>379,094</b>	<b>381,950</b>	<b>381,950</b>	<b>382,050</b>

# NORTH AMERICAN R E DEVELOPMENT

## Program 5166

### Program Description

This program tracks the revenues and expenditures for the North American R E Development (formerly the Commons Economic Development Agreement approved November 2007). This is a mixed use commercial/retail space project. The project also includes traffic improvements to parts of Highway 169 and Highway A, street lighting, and sewer installation. A CID was approved and activated July 2007 in order to help cover reimbursable costs and to generate funds for future upkeep of the development area, however a one-cent CID sales tax was not approved by the CID until spring of 2014 and did not go into effect until October 2014.

### Staffing Detail

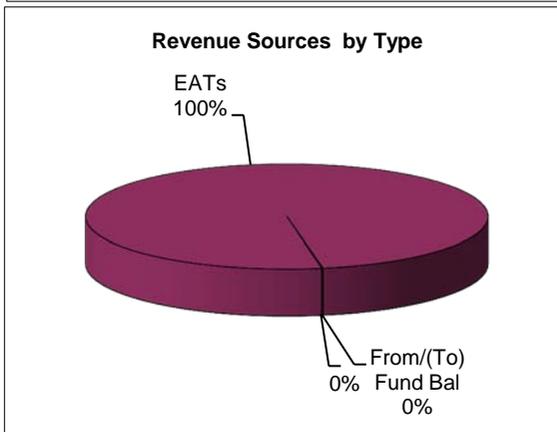
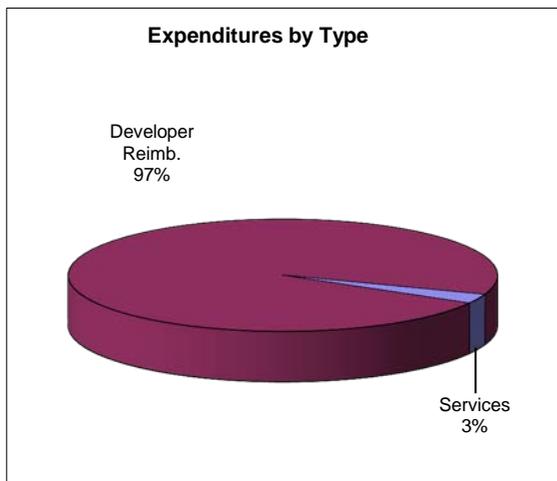
N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~This is an Economic Agreement whereby only the incremental general property tax and general sales tax realized by the City is eligible to be used for reimbursements to the developer.
- ~Expenditures represent reimbursements by the developer for land development, street construction, and sewer installation.

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	12,526	16,350	16,350	16,350
Developer Reimb.	0	583,400	583,400	583,400
Principal	420,822	0	0	0
Interest/Other Charge:	186,750	0	0	0
<b>Total</b>	<b>620,098</b>	<b>599,750</b>	<b>599,750</b>	<b>599,750</b>
<b>Sources:</b>				
PILOTs	4,818	4,775	4,775	4,775
EATs	615,280	594,360	594,360	594,360
From/(To) Fund Bal	(0)	615	615	615
<b>Total</b>	<b>620,098</b>	<b>599,750</b>	<b>599,750</b>	<b>599,750</b>

# NORTH EAST COOK ROAD TIF

## Program 5167

### Program Description

This program tracks the revenues and expenditures for the North East Cook Road TIF. This is a residential subdivision project with a mix of estate homes, single family homes and multi-unit residences. The plan includes sewer installation, water line installation, and street improvements to Cook Road in front of the development. The TIF project was approved and activated March 2008.

### Staffing Detail

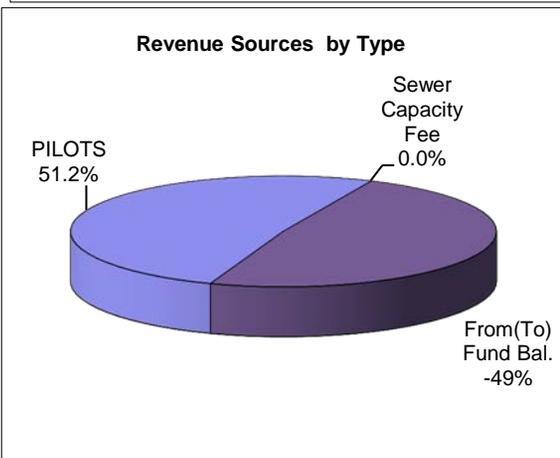
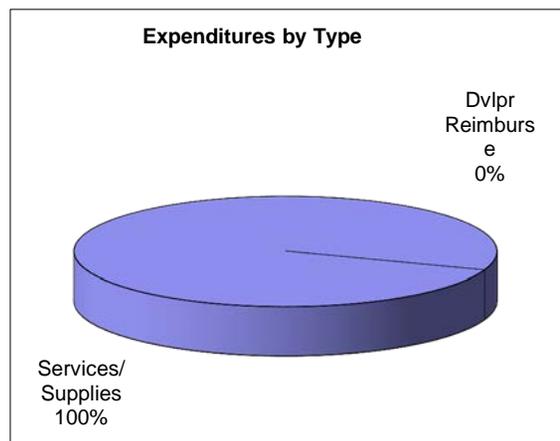
N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- Expenditures represent the City's legal costs and other professional costs.
- Revenues are generated by property taxes as houses are sold and occupied.

### Operating Budget Summary



	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services/Supplies	10,872	8,900	8,900	8,900
Dvlpr Reimburse	0	0	0	0
<b>Total</b>	<b>10,872</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>
<b>Sources:</b>				
PILOTS	218,331	184,000	184,000	184,000
Sewer Capacity Fee	0	0	0	0
EATS	0	0	0	0
From(To) Fund Bal.	(207,459)	(175,100)	(175,100)	(175,100)
<b>Total</b>	<b>10,872</b>	<b>8,900</b>	<b>8,900</b>	<b>8,900</b>

# THE EAST HILLS TIF

## Program 5168

### Program Description

This program tracks the revenues and expenditures for the East Hills TIF. This is a redevelopment of use retail/entertainment center project at the East Hills Mall site. The plan includes blight removal, construction and renovation of the existing site, and construction of new pad sites. The TIF project was approved and activated in January 2008.

### Staffing Detail

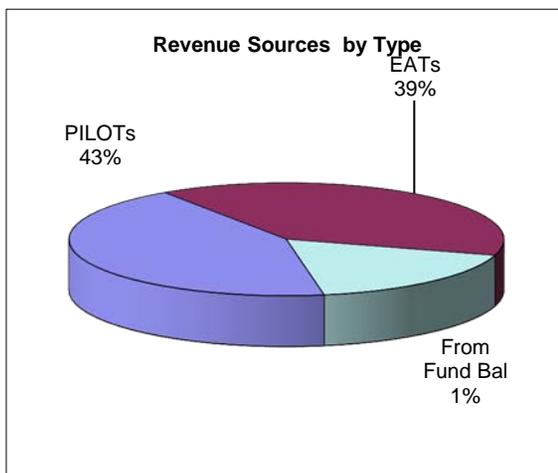
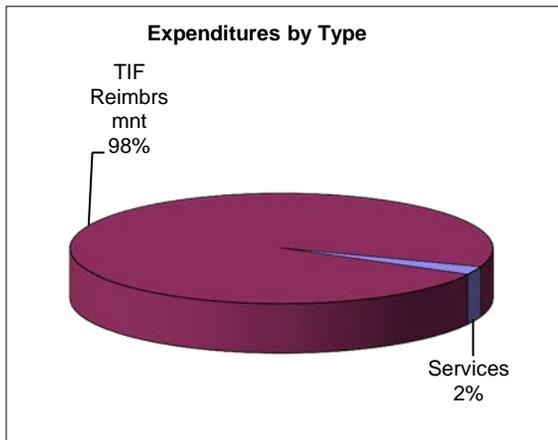
N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- Reimbursements are pay-as-you-go as PILOTS and EATS are generated.
- Revenues will be generated by a combination of EATS and CID sales tax
- CID sales tax of 1% was approved.
- The higher than usual expenditures in professional fees is the result of the development's exploration of issuing CID bonds.
- Bonds were issued during FY16.

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	23,769	33,200	33,200	33,200
TIF Reimbrsmnt	0	1,352,000	1,352,000	1,352,000
<b>Total</b>	<b>23,769</b>	<b>1,385,200</b>	<b>1,385,200</b>	<b>1,385,200</b>
<b>Sources:</b>				
PILOTs	535,698	599,936	599,936	599,936
EATs	419,277	541,550	541,550	541,550
Interest/Other	0	100	100	100
From (To) Fund Bal	(931,206)	243,614	243,614	243,614
<b>Total</b>	<b>23,769</b>	<b>1,385,200</b>	<b>1,385,200</b>	<b>1,385,200</b>

# SHOPPES AT NORTH VILLAGE TIF

## Program 5170

### Program Description

This program tracks the revenues and expenditures for the project(s) at the North County redevelopment site. The first project is the Shoppes at North Village, a retail/entertainment center. This TIF project (officially Phase 1A) was approved August 2003 and revised March 2004. Most of the retail shops were open by late spring, 2005. A few outer pad sites continue to be developed.

### Staffing Detail

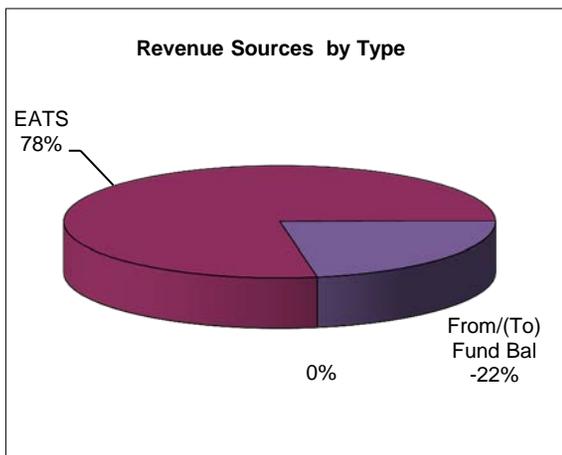
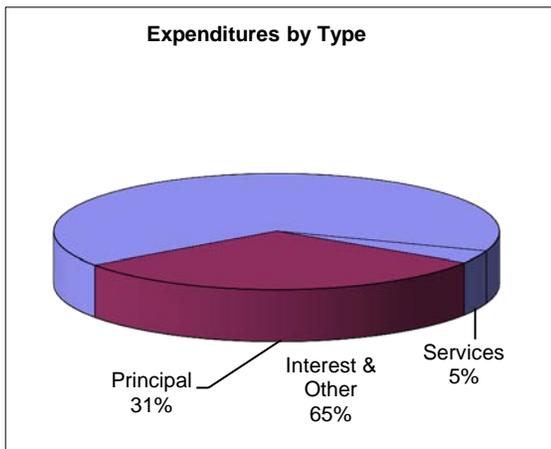
N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~All TIF reimbursements have been made to the City and developer.  
 ~The final payment was made to the County following approval of a Third Amendment to the TIF Plan. The remaining expenses in this project will be annual debt service.

### Operating Budget Summary



#### Expenditures:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Services	209,103	186,000	186,000	186,000
Principal	1,355,000	1,505,000	1,505,000	1,610,000
Interest & Other	1,770,257	1,697,452	1,697,452	1,616,266
<b>Total</b>	<b>3,334,360</b>	<b>3,388,452</b>	<b>3,388,452</b>	<b>3,412,266</b>

#### Revenue Sources:

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
PILOTS	1,013,812	1,148,025	1,148,025	1,148,025
EATS	3,190,988	3,179,000	3,179,000	3,179,000
Interest & Other	72,081	400	400	400
From/(To) Fund Bal	(942,521)	(938,973)	(938,973)	(915,159)
<b>Total</b>	<b>3,334,360</b>	<b>3,388,452</b>	<b>3,388,452</b>	<b>3,412,266</b>



# TRIUMPH FOODS, LLC TIF

## Program 5180

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Triumph Foods, LLC redevelopment site. This project is a \$131 million pork processing plant which houses the administrative offices and processing facilities for the company. This TIF project was approved October 2003. The plant began operations January 2006. Within a year and a half more than 2,000 jobs were created.

### Staffing Detail

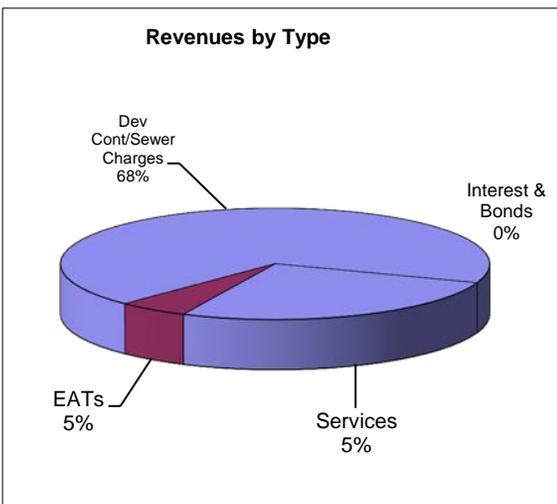
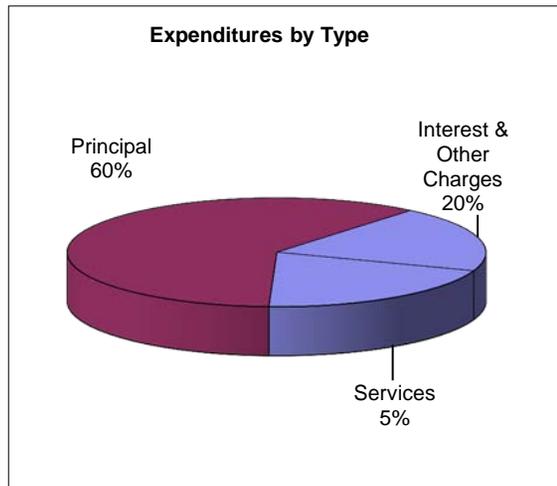
N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~Expenditure reflects debt service. Revenues are generated by the sewer capacity fees and "developer contributions" paid by the company toward the debt service.
- ~\$390,000 of the expenditure in the Services category represents the portion of PILOTS Triumph distributes to the City per the Intergovernmental Cooperative Agreement.
- ~The TIF bonds were refinanced in FY13 resulting in lower interest rate, but an inflated debt service expense for that year.

### Operating Budget Summary



	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	387,922	390,000	390,000	390,000
Principal	1,125,000	1,150,000	1,150,000	1,175,000
Interest & Other Charges	430,617	409,495	409,495	379,244
<b>Total</b>	<b>1,943,539</b>	<b>1,949,495</b>	<b>1,949,495</b>	<b>1,944,244</b>
<b>Sources:</b>				
PILOTs	615,046	690,540	690,540	690,540
EATs	138,723	138,200	138,200	138,200
Dev Cont/Sewer Charges	971,194	1,782,096	1,782,096	1,782,096
Interest & Bonds	226	100	100	100
From/(To) Fund Bal	218,350	(661,441)	(661,441)	(666,692)
<b>Total</b>	<b>1,943,539</b>	<b>1,949,495</b>	<b>1,949,495</b>	<b>1,944,244</b>

# FOUNTAIN CREEK TIF

## Program 5185

### Program Description

This program tracks the revenues and expenditures for the Fountain Creek TIF. This is a proposed TIF comprised of retail, commercial space, and multi-family units. The project is located in the southwest corner of South 22nd Street and Highway 752.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~Although aTIF was approved, no activity has occurred with the project. Expenditures represent the City's legal and other professional costs.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	0	100	100	100
<b>Total</b>	0	100	100	100
<b>Sources:</b>				
PILOTS	0	2,021	2,021	2,021
From/(To) Fund Bal	0	(1,921)	(1,921)	(1,921)
<b>Total</b>	0	100	100	100

# 3RD STREET HOTEL TIF

## Program 5190

### Program Description

This program tracks the revenues and expenditures for the project(s) at the 3rd Street Hotel redevelopment site. This project targets the redevelopment of a downtown hotel. This TIF project was approved January 2004 . The developers restored the hotel's Holiday Inn franchise. The facility now also houses a local, relocated restaurant.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This TIF project has pay-as-you-go reimbursement. Revenues are generated from EATS, PILOTs and a voluntary 1% increase in all sales taxes relating to the hotel and restaurant through the Transportation Development District (TDD).

~Total reimbursable amount certified is \$2.5 million. As of the second quarter of FY14 the development had been reimbursed \$1,991,279.

~TIF completed and closed out during FY16.

### Operating Budget Summary

	2015-16 Actual	2016-17		2017-18
		Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	81	0	0	0
TIF Reimbursements	0	0	0	0
<b>Total</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS & TDD	2,720	0	0	0
Other Revenue	0	0	0	0
From/(To) Fund Bal	(2,639)	0	0	0
<b>Total</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>

# TUSCANY TOWERS TIF

## Program 5195

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Tuscany Towers Redevelopment site. This project targets the redevelopment of property just to the south of the North Shoppes project. Plans call for retail and office space, as well as a destination hotel. This TIF project was approved August 2005. A majority of the TIF revenues will go to sanitary sewer and street improvements.

### Staffing Detail

N/A

2015-16	2016-17		2017-18
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~TIF reactivated during FY15.
- ~Currently in construction phase.

### Operating Budget Summary

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	8,098	5,000	5,000	5,000
TIF Reimbursements	0	0	0	0
<b>Total</b>	<b>8,098</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
From/(To) Fund Bal	8,098	5,000	5,000	5,000
<b>Total</b>	<b>8,098</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>



# Fund Budgeting

The City uses a style of accounting (called “fund accounting”) required for all governmental jurisdictions in order to segregate and account for restricted resources. Such accounting arose in response to the special limitations placed on significant amounts of the resources provided to jurisdictions by legal ordinances, grantors, and other revenue providers. Government resources are allocated to, and accounted from, individual funds based on the purposes for which they are to be spent and means by which spending activities are controlled

The operations of each City fund are budgeted and accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate.

Below are brief descriptions of each City fund and the major programs included in each. Following this brief explanation are fund summaries showing a three-year history of revenues and expenditures by type.

## Types of Funds

### General Fund

The General Fund is used to account for City financial resources not otherwise required or designated to be accounted for in another fund. Departments in the General Fund are:

- Administrative Services
- City Clerk
- City Manager’s Office
- Fire
- Health
- Legal
- Mayor and Council
- Municipal Court (Court Services Is a part of Administrative Services)
- Parks, Recreation & Civic Facilities
- Planning & Community Development
- Police
- Pubic Works

### Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are constitutionally or by statute limited to expenditures for specific purposes. Special Revenue Funds consist of:

- Streets Maintenance Fund
- Parks Maintenance Fund
- Gaming Initiatives Fund
- Special Allocation Fund (TIFS)
- Community Development Block Grant (CDBG) Fund
- St. Joseph Museum Tax Fund
- Public Safety Tax Fund

### Enterprise Funds

Enterprise Funds are used to account for operations; (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through use charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and net income or loss is appropriate for capital maintenance, public policy, management control,

## Types of Funds (continued)

accountability or other purposes. The City has six Enterprise Funds which are:

- Aviation Fund
- Water Protection Fund
- Mass Transit Fund
- Public Parking Fund
- Municipal Golf Fund
- Landfill Fund

### Capital Project Fund

Capital Project Fund is used to account for financial resources and expenditures associated with the acquisition and/or construction of major capital facilities for governmental funds. Capital project resources and expenditures associated with non-governmental funds, i.e., Enterprise Funds, are recorded in those funds. The City's capitalized project program tracks the active projects from the 1993, 1998, 2003 and 2008 CIP Sales Tax Initiatives. Projects authorized in each voter approved initiative are tracked with identifying project numbers.

### Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for the payment of General Obligation (G.O.) debt. The City has one Debt Service Fund. The City currently has no outstanding G.O. debt.

## Basis of Budgeting

**B**asis of budgeting refers to when revenues and expenditures are recognized in the accounts and reported in the financial records of the City, regardless of the measurement focus applied.

### Modified Accrual

All governmental funds are budgeted using the modified accrual basis of accounting. Revenues are recognized when they become measurable. A revenue is "Measurable" when the amount of the transaction can be reasonably determined. Sales taxes, property taxes, motor fuel taxes, utility franchise fees, and reimbursement type grants are major revenue sources that meet these criteria. Expenditures are generally recognized when the related fund liability is incurred.

### Accrual

Enterprise funds are budgeted using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

## Encumbrances

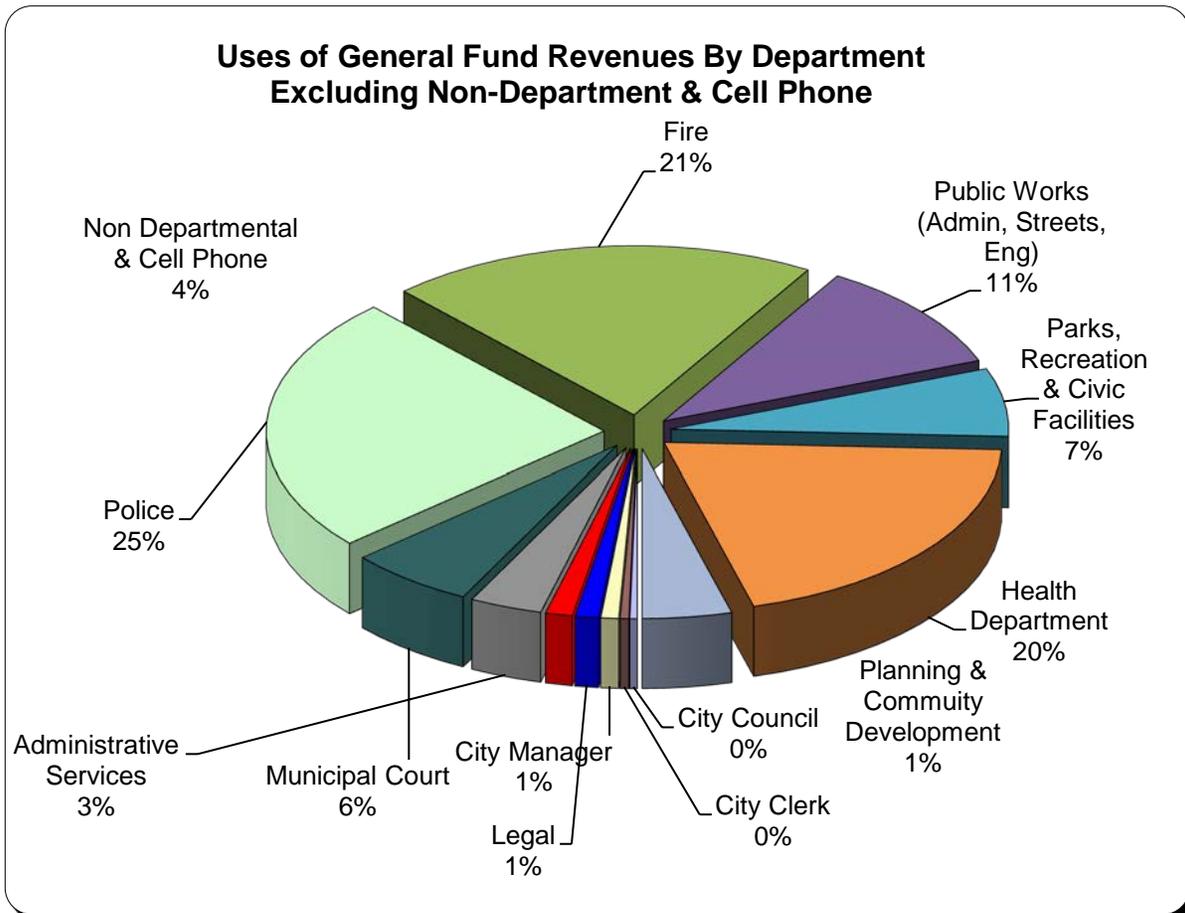
**E**ncumbrance accounts, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded, are extensions of formal budgetary control. Unencumbered appropriations lapse at year-end.

## Interfund Transactions

**T**ransactions between funds are reflected as operating transfers in the accompanying budget document. Transfers to and from the various funds sometimes don't agree in the Annual Budget document because offsetting transfers are in funds for which no budgets are prepared including the CDBG re-programmable funds and General Fund Emergency Reserves.

# GENERAL FUND

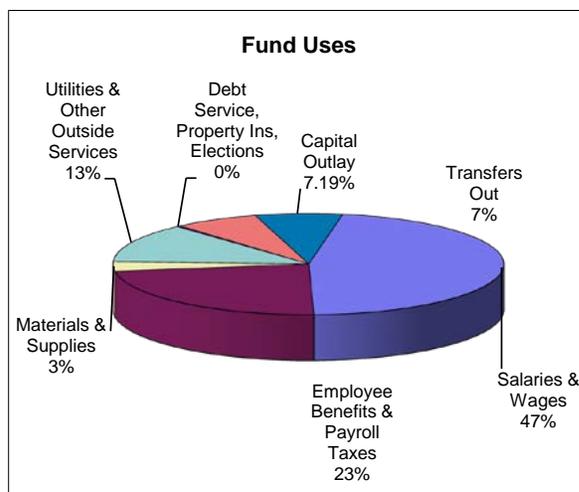
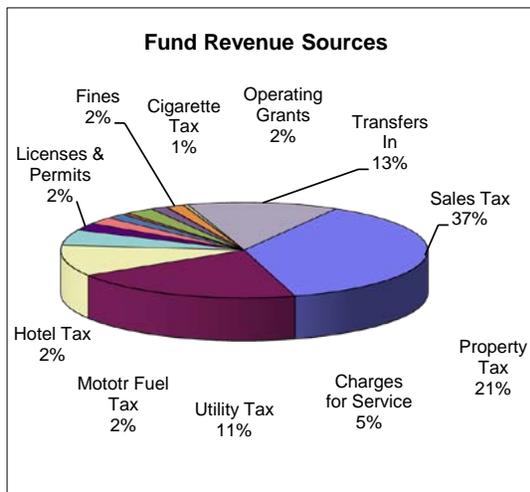
	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>USES BY DEPARTMENT (rounded to nearest \$)</b>				
City Council	192,546	200,902	190,027	216,294
City Clerk	161,298	208,181	152,766	258,550
City Manager	486,673	502,010	494,505	523,483
Legal	472,144	743,996	743,996	694,098
Planning & Community Development	531,768	586,958	569,487	796,706
Administrative Services	2,675,758	1,732,946	2,121,228	2,136,152
Municipal Court	2,689,229	2,964,009	3,104,067	3,725,374
Police	14,167,605	14,857,114	14,941,878	15,090,009
Fire	12,202,181	11,980,335	11,880,260	12,669,366
Public Works (Admin, Streets, Eng)	5,510,299	6,232,574	6,152,820	6,511,605
Parks, Recreation & Civic Facilities	3,704,707	3,603,713	3,805,498	4,003,081
Health Department	9,056,502	10,387,498	11,823,183	12,345,942
Non Departmental & Cell Phone	2,759,290	4,301,603	4,361,715	2,632,430
<b>TOTAL USES</b>	<b>54,610,001</b>	<b>58,301,840</b>	<b>60,341,431</b>	<b>61,603,091</b>



# GENERAL FUND

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			18,625,729	15,057,851
Sales Tax	21,244,461	20,770,015	21,709,969	21,841,359
Property Tax	11,945,983	11,745,144	12,015,525	12,052,973
Utility Tax	6,186,237	6,318,770	6,186,526	6,182,290
Charges for Service	3,299,538	3,221,690	2,875,822	3,108,360
Licenses & Permits	1,462,388	1,420,880	1,467,380	1,464,560
Hotel Tax	1,370,121	1,269,660	1,284,660	1,381,660
Mototr Fuel Tax	990,598	965,000	996,358	980,000
Cigarette Tax	375,690	416,300	375,500	375,500
Operating Grants	1,483,769	1,336,101	1,640,475	1,445,313
Other Grants	897,720	858,450	831,393	838,558
Rents	40,786	38,000	38,000	34,000
Fines	1,028,255	953,000	959,800	913,300
Investment Earnings	35,226	9,925	9,925	9,925
Special assessments	87	-	-	-
Other	802,109	185,078	253,557	250,878
Transfers In	5,548,733	5,983,663	6,128,663	7,803,890
Fund Balance Appropriation	-	2,810,165	-	-
<b>TOTAL SOURCES</b>	<b>56,711,700</b>	<b>58,301,840</b>	<b>56,773,553</b>	<b>58,682,566</b>
<b>USES</b>				
Salaries & Wages	27,180,179	28,176,796	28,273,234	28,834,657
Employee Benefits & Payroll Taxes	12,113,806	12,357,485	12,341,763	14,222,032
Materials & Supplies	1,528,809	2,062,202	1,802,595	1,844,373
Utilities & Other Outside Services	7,554,138	7,159,886	7,543,127	7,753,306
Debt Service, Property Ins, Elections	309,661	317,332	320,685	194,325
Transfers Out	3,694,707	4,932,490	4,892,934	4,323,969
Capital Outlay	2,228,702	3,295,650	5,167,094	4,430,428
<b>TOTAL USES</b>	<b>54,610,001</b>	<b>58,301,840</b>	<b>60,341,431</b>	<b>61,603,091</b>
Net Surplus (Deficit)			(3,567,878)	(2,920,524.55)

<b>ENDING BALANCE:</b>	<u>15,057,851</u>	<u>12,137,327</u>
Components of Fund Balance:		
Reserved	1,419,601	1,566,901
Assigned	3,801,371	3,807,354
<b>UNASSIGNED FUND BALANCE:</b>	<b>9,836,880</b>	<b>6,763,072</b>



# REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted	Estimated	Budget
		Budget	Actual	
<b>Property Tax</b>				
Current Real Estate Tax	6,987,598	6,923,959	7,036,512	7,085,765
Current Real Estate Public Safety Tax	480,107	475,400	475,400	486,850
Prior Real Estate Tax	230,598	208,200	233,200	231,000
Prior Public Safety R/E Tax	15,833	15,000	15,000	18,000
Real Estate Penalty & Interest	79,667	64,800	64,800	70,000
Current Personal Property	2,435,419	2,352,490	2,445,632	2,452,696
Current Personal Public Safety	167,219	165,000	165,000	167,600
P/P Penalty & Interest	43,263	41,800	41,800	41,900
Prior P/P Tax	133,067	150,260	150,260	131,000
Prior Public Safety P/P Tax	9,137	9,560	9,560	9,500
Merchants & Manufacturers Tax	668,138	674,315	718,064	694,649
Payments in Lieu of Tax - City	65,984	16,187	16,187	16,300
Payments in Lieu of Tax - Other	101,062	96,563	79,881	82,133
Financial Institution Tax	39,264	61,984	61,984	59,216
Railroad Tax	489,627	489,626	502,245	506,364
	<u>11,945,983</u>	<u>11,745,144</u>	<u>12,015,525</u>	<u>12,052,973</u>
<b>Utility Franchise Taxes</b>				
Gas	390,012	552,900	507,320	500,000
Electric	2,633,601	2,664,200	2,682,244	2,682,240
Water	566,964	565,120	565,120	570,210
Telephone	1,667,359	1,567,550	1,480,639	1,480,640
Cable	763,628	802,000	784,203	784,200
Utility EATS (TIF generated utility taxes)	164,672	167,000	167,000	165,000
	<u>6,186,237</u>	<u>6,318,770</u>	<u>6,186,526</u>	<u>6,182,290</u>
<b>Sales Tax</b>				
Sales Tax	13,161,428	12,997,660	13,414,022	13,293,369
Vehicle Sales Tax	655,843	625,000	696,358	660,000
Use Tax	3,432,899	3,151,000	3,629,544	3,784,771
Sales Tax Contra Account	-4,616,026	-4,444,945	-4,683,198	-4,651,477
1/2 Percent Sales Tax	6,578,717	6,495,480	6,611,611	6,644,670
Cigarette Tax	375,690	416,300	375,500	375,500
Hotel/Motel Tax	1,316,723	1,193,960	1,208,960	1,258,960
Riverfront Dev Hotel.Motel Tax	53,398	75,700	75,700	122,700
EATS (TIF generated sales tax)	2,687,444	2,570,820	2,737,991	2,770,026
Vehicle Fees	334,755	340,000	300,000	320,000
	<u>23,980,871</u>	<u>23,420,975</u>	<u>24,366,487</u>	<u>24,578,519</u>
<b>Licenses</b>				
Business Licenses	961,016	900,000	961,000	961,000
Liquor Licenses	101,472	96,500	96,500	100,000
Server (Alcohol) License	26,580	28,000	28,000	28,000
Dog/Cat License	50,441	52,000	52,000	52,000
Trade License/Exam Fees	76,096	75,000	75,000	75,000
Garage Sale Licenses	9,475	11,500	11,500	9,500
Contractor License	0	4,500	4,500	4,500
	<u>1,225,080</u>	<u>1,167,500</u>	<u>1,228,500</u>	<u>1,230,000</u>
<b>Permits</b>				
Septic Tank Permits	320	350	350	240
Pool/Spa Permit	2,100	2,250	2,250	2,100
Food Establishment Permits	86,743	92,580	92,580	90,000
Food Handler Permits	0	0	0	720
Special Use Permits	32,728	39,000	24,500	23,800
Sidewalk/Street Permits	6,818	6,000	6,000	7,500

# REVENUES

	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Land Disturbance Permits	7,105	7,500	7,500	7,500
Street/Utility Permits	16,572	18,000	18,000	18,000
Special Event Permits	1,796	3,300	3,300	2,000
Alarm Ordinance Permits	48,513	50,700	50,700	49,000
Fire Inspection Permits	33,283	32,000	32,000	32,000
Petting Zoo Permits	350	500	500	500
Breeder Permits	180	200	200	200
Litter Permits	800	1,000	1,000	1,000
	<u>237,308</u>	<u>253,380</u>	<u>238,880</u>	<u>234,560</u>
<b>Fines</b>				
Municipal Court Fines/Costs	784,293	781,000	781,000	732,000
Crime Victims' Compensation	4,476	5,000	5,000	4,500
DWI Enforcement Revenue	20,229	26,000	26,000	26,000
Police Training Revenue	24,171	25,000	25,000	25,000
State DWI Enforcement Revenue	23,093	19,000	19,000	19,000
Judicial Education Revenue	10,828	10,000	10,000	10,000
Liquor Establishment Penalty	3,100	3,000	3,000	3,000
Warrant Processing Fees	69,286	1,000	1,000	1,000
Cash Bond Forfeitures	42,715	42,000	42,000	45,000
Surety Bond Forfeitures	1,000	1,000	1,000	1,000
Administrative Code Penalties	45,065	40,000	46,800	46,800
Red Light Camera Fines	0	0	0	0
	<u>1,028,255</u>	<u>953,000</u>	<u>959,800</u>	<u>913,300</u>
<b>Rents</b>				
Communication Tower Lease	16,692	18,000	18,000	18,000
Parks/Pool Rental	24,094	20,000	20,000	16,000
Patee Youth Center Lease	0	0	0	0
	<u>40,786</u>	<u>38,000</u>	<u>38,000</u>	<u>34,000</u>
<b>Parking Permits/Fees</b>				
Parking Permits	<u>1,325</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>Inspection Fees</b>				
Boiler Inspections	62,589	62,000	62,000	62,000
Building Permits	201,684	200,000	170,000	200,000
Electrical Permits	63,675	55,000	55,000 #	55,000
Plumbing Permits	44,939	52,000	40,000	40,000
Certificate of Occupancy Fee	13,735	15,000	15,000	12,000
Other Inspections - Signs	12,915	12,500	12,500	10,000
	<u>399,537</u>	<u>396,500</u>	<u>354,500</u>	<u>379,000</u>
<b>Health Fees</b>				
Medicaid Fees	165,619	130,300	93,300	125,300
Breast Pump Kits	80	0	0	0
Pregnancy Test Fees	1,360	1,200	1,200	1,200
HIV/STD Test Fees	3,570	2,500	2,500	2,500
Shelter Fees	40,067	43,000	43,000	43,000
Rabies Clinic Fees	4,905	3,200	3,200	3,200
Animal Microchip Fees	9,923	10,500	10,500	10,500
Vicious Animal Impound Bond	0	300	300	240
Dog Park Fee	2,675	1,000	1,000	1,500
Repeat Offender Impact Program	50	0	0	0
Birth/Death Certificates	142,213	135,000	135,000	130,000
Vaccinations/Immunizations	0	0	0	0
VaxCare Immunizations	4,315	5,000	5,000	7,000
Individual TB Testing	1,986	1,400	1,400	1,400
Health Testing - DOC	2,876	4,000	4,000	3,000
	<u>379,638</u>	<u>337,400</u>	<u>300,400</u>	<u>328,840</u>

# REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Recreation Fees</b>				
Swimming Pools - Daily Fees	6,442	3,000	3,000	3,000
Aquatic Park - Daily Fees	149,958	118,600	70,000	70,000
Swimming Pools - Punch Cards	0	0	0	0
Aquatic Park - Punch Cards	8,115	7,600	7,600	2,000
Swimming Lessons	12,122	11,500	11,500	500
Youth Sports -Basketball/Volleyball	114,898	130,120	106,440	130,120
Fall Softball	18,769	18,300	18,300	18,300
Summer Softball	33,477	38,400	500	38,400
Parkway Run Fees	9,100	9,350	9,350	9,350
REC Center Fees	0	3,300	3,300	3,300
REC Center Rental	8,723	7,000	7,000	7,000
Individual Day Pass	34,586	46,000	30,000	30,000
Adventure/Sport Camp	27,490	30,000	10,000	30,000
Other Recreation Fees	47,922	50,000	50,000	50,500
REC Center Fitness Memberships	81,398	80,000	65,500	65,500
REC Center Fitness Classes	26,798	30,000	30,000	21,000
Concessions - REC Center	37,500	38,500	38,500	40,000
Concessions - Pools	62,950	49,500	49,500	50,000
Concessions - Ball Fields/Vending	150,594	188,400	110,000	188,400
MWSU Aquatic Fees	0	25,000	5,000	5,000
Concessions - Senior Citizen Cafeteria	29,673	22,000	22,000	25,000
	<u>860,514</u>	<u>906,570</u>	<u>647,490</u>	<u>787,370</u>
<b>Nature Center Fees</b>				
Nature Center Admissions	33,039	32,000	32,000	35,000
Nature Center Memberships	24,835	26,400	26,400	25,000
Nature Center Gift Shop	27,260	24,000	24,000	25,000
Concessions - Nature Center	0	0	0	0
Nature Center Program Income	7,759	6,000	6,000	5,000
	<u>92,893</u>	<u>88,400</u>	<u>88,400</u>	<u>90,000</u>
<b>Civic Facilities Charges</b>				
Civic Arena Rental	102,503	96,000	96,000	100,000
Civic Arena Equipment Rental	54,308	55,000	55,000	60,000
Meeting Room Rental	18,149	12,000	12,000	16,000
Missouri Theater Office Rent	12,900	12,900	12,900	12,900
Special Civic Arena Promotions	47,198	20,000	20,000	25,000
Concessions - Civic Center	186,983	151,000	165,000	175,000
Move in/out Fees	20,000	24,200	24,200	20,000
Missouri Theater Rental	40,900	41,250	41,250	40,000
Reimbursed Events Payroll	0	700	700	700
	<u>482,942</u>	<u>413,050</u>	<u>427,050</u>	<u>449,600</u>
<b>Bode Complex Charges</b>				
Bode Complex Revenue	24,277	23,000	23,000	23,000
Skating Lessons	36,625	25,000	25,000	35,000
Ice Rental - Hockey	37,077	35,000	35,000	32,000
Ice Rink Admissions	71,124	57,700	70,000	70,000
Ice Rental - Figure Skating	16,770	14,000	14,000	14,000
Ice Rental - General	51,074	44,300	44,300	48,000
Advertising	8,725	8,600	8,600	8,600
	<u>245,673</u>	<u>207,600</u>	<u>219,900</u>	<u>230,600</u>

# REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Charges for Services</b>				
Copies of Public Documents	9,451	12,800	12,800	9,400
GIS Fees	0	0	0	0
Plan Review/Archiving Fees	104,278	71,000	40,000	40,000
Archiving Fees	3,187	0	1,665	2,000
Finance Administration Fees	210,757	266,170	266,170	275,000
Trash/Weed Abatement	84,835	96,000	80,000	80,000
Identification Cards	648	400	400	500
Animal Cremation Services	8,845	9,300	9,300	9,300
County Health Contract	70,755	67,000	67,000	71,958
Fire District Contracts	390,522	390,500	401,747	401,750
Non Criminal Fingerprint Fee	155	0	0	1,000
Non Criminal Fingerprint Fee	24,339	23,000	23,000	23,000
State Health Contract	223,484	151,570	184,627	151,570
State MCH Health Contract	26,289	46,920	46,920	46,577
Childrens Lead Prevention	0	0	55,000	55,000
Outreach Service Contract	3,780	5,160	8,160	5,203
State WIC Contract	419,930	347,980	383,460	332,696
	<u>1,581,255</u>	<u>1,487,800</u>	<u>1,580,249</u>	<u>1,504,954</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	16,055	0	995	0
Insurance Proceeds	9,329	0	13,832	3,740
Gift Certificate Revenue	262	0	0	0
Concessions - Vending Machines	6,083	4,150	4,150	5,650
Donations	82,535	52,838	59,538	55,838
Taser Reimbursement	26	50	50	50
Recycling Revenue	908	2,300	2,344	2,300
Nonrefundable Bid Deposits	3,115	8,000	8,000	4,000
Recovery/Reimbursements	522,867	58,500	62,011	58,500
Refunds of Prior Year Expenses	1,262	0	1,312	0
Other Revenues Over/Short	159,667	59,240	80,701	120,800
MO Tax Credits	0	0	20,624	0
	<u>802,109</u>	<u>185,078</u>	<u>253,557</u>	<u>250,878</u>
<b>Investment Earnings</b>				
Principal on Special Assessments	87	0	0	0
Investment Interest Income	32,336	4,500	4,500	4,500
MDFB Bonds Interest Income	19	25	25	25
Interest on Special Assessments	2,871	5,400	5,400	5,400
Interst on Accts/Notes Receivable	0	0	0	0
	<u>35,313</u>	<u>9,925</u>	<u>9,925</u>	<u>9,925</u>

# REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Intergovernmental</b>				
Buchanan County LEC Operations	429,369	391,280	391,280	393,000
Emergency Preparedness	141,770	61,520	102,362	61,520
Immunization - Medicare	0	2,000	2,000	0
Bode Trust	10,622	0	0	0
HIV Prevention	65,931	62,480	62,480	62,480
HIV Service Coordination	94,646	92,000	92,000	92,000
Peace Officers Standard Training Cmmsn	11,044	12,000	12,113	11,000
St. Joseph School District COPS	141,585	141,600	141,600	149,420
FEMA Reimbursement Funds	0	0	0	0
Bullet Proof Grant	4,135	0	0	0
Buchanan County - Parker Road	0	0	0	0
Buchanan County - 911 Maintenance	282,121	310,570	283,400	285,000
Heartland Reimbursements	93,809	77,600	77,600	77,600
SEMA Homeland Security Grant	15,614	0	0	0
Missouri Highway Safety Project	93,923	87,975	90,159	81,887
Missouri Emergency Mngt. Grant	43,064	36,717	36,717	46,317
Byrne Formula Grant	25,305	29,500	58,618	0
	0	0	6,480	6,480
FTA/CPG Grant	66,730	242,679	242,679	266,790
Miscellaneous Grants	117,582	30,000	129,213	87,373
	<u>1,637,250</u>	<u>1,577,921</u>	<u>1,728,701</u>	<u>1,620,867</u>
<b>Interfund Transfers - Computer Network</b>				
Transit from SIMR	0	35,970	35,970	31,000
Transfer from P&R	0	1,090	1,090	0
Transfer from CDBG Fund	6,540	6,540	6,540	6,000
Transfer from Aviation	4,360	5,450	5,450	4,000
Transfer from Water Protection Fund	28,340	30,520	30,520	34,000
Transfer from Landfill Fund	4,360	4,360	4,360	5,000
Transfer from Parking Fund	1,090	1,090	1,090	1,000
Transfer from Golf Course	4,360	4,360	4,360	3,000
Transfer from Transit Fund	17,440	17,440	17,440	12,000
	<u>66,490</u>	<u>106,820</u>	<u>106,820</u>	<u>96,000</u>
<b>Interfund Transfers In</b>				
Transfer from Parks & Rec	0	0	0	0
Transfer from Pub Safety Tax	2,733,826	2,751,757	2,751,757	4,653,105
Transfer from CDBG Fund	139,585	143,029	228,029	196,094
Transfer from Gaming Fund	60,000	60,000	120,000	55,000
Transfer from Aviation Fund	2,005	0	0	0
Transfer from Parking Fund	56,600	69,093	69,093	75,347
Transfer from Water Protection Fund	1,639,927	1,896,939	1,896,939	1,831,850
Transfer from Municipal Golf Fund	21,235	21,330	21,330	21,409
Transfer from Mass Transit Fund	81,908	149,099	149,099	239,506
Transfer from Landfill Fund	689,000	724,581	724,581	574,892
Transfer from CIP Sales Tax	0	0	0	0
Transfer from Museum	58,156	61,015	61,015	60,687
	<u>5,482,243</u>	<u>5,876,843</u>	<u>6,021,843</u>	<u>7,707,890</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	0	2,810,165	0	0
<b>Total</b>	<u>56,711,700</u>	<u>58,301,840</u>	<u>56,773,553</u>	<u>58,682,566</u>

# GENERAL FUND EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	24,590,775	25,366,882	25,368,217	26,005,999
Salary Adjustments	0	0	0	0
Overtime	1,145,759	1,279,427	1,309,494	1,282,536
FLSA Overtime (Fire Dept)	195,683	185,400	185,400	189,100
Temp-Part Time Wages	991,347	1,036,926	1,101,962	1,044,644
Out-of-Title Pay	107,492	134,621	134,621	134,865
Sick Leave Buy Back	15,670	14,508	14,508	15,301
Retired Consultant's Pay	133,453	159,032	159,032	162,213
	<u>27,180,179</u>	<u>28,176,796</u>	<u>28,273,234</u>	<u>28,834,657</u>
<b>Employee Benefits</b>				
Police Pension Contribution	1,617,524	2,018,313	2,018,313	1,875,334
FIRE Pension Contribution	0	224,472	224,472	0
Lagers Pension Contribution	3,071,685	2,668,908	2,670,029	4,341,499
FICA Contribution	858,965	919,783	922,837	956,752
FIM Medicare	368,951	382,398	382,923	397,671
457 Employee Pay Plan	0	0	0	0
457 Plan Employer Match	200,922	223,097	223,097	231,822
Health Insurance	3,923,531	3,772,705	3,778,410	4,322,607
Dental Insurance	158,471	156,849	157,082	156,267
Federal Health Reinsurer Tax	421	500	500	500
Life Insurance	87,589	86,094	86,216	86,945
Unemployment Insurance	13,933	206	206	206
Long Term Disability	56,347	68,168	68,265	69,450
Workers Compensation	1,088,144	1,088,364	1,089,970	1,040,670
Uniform Allowance	353,131	366,000	366,000	364,500
EMT Allowance	23,375	23,500	23,500	25,500
Car/Mileage Allowance	58,626	69,253	71,728	56,529
Confer/Train/Travel	232,030	288,876	258,216	295,780
Other Compensation	161	0	0	0
	<u>12,113,806</u>	<u>12,357,485</u>	<u>12,341,763</u>	<u>14,222,032</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	82,455	94,290	71,110	93,810
Data Processing Supplies	996	0	0	0
Police Evidence Supplies	3,970	4,000	4,000	4,000
Photo Supplies	1,514	2,400	1,500	1,900
Janitorial Supplies	69,816	65,550	62,050	69,050
Recreation Supplies	85,861	87,790	79,590	105,390
Safety Equip/Clothing	53,055	123,296	121,620	93,260
Chemical/Drugs/Medical Supplies	26,092	34,600	23,950	32,100
Wastewater Treatment Chemicals	31	0	0	0
Motor Fuel and Lubricants	381,405	668,235	490,935	667,035
Minor Equipment	310,725	504,491	378,550	277,171
Street Maintenance & Supplies	0	0	0	0
Materials & Supplies for Resale	217,788	228,350	233,500	228,350
Other Materials/Supplies	295,101	249,200	335,790	272,307
	<u>1,528,809</u>	<u>2,062,202</u>	<u>1,802,595</u>	<u>1,844,373</u>
<b>Services</b>				
Employment Services	253,131	272,605	295,700	174,205
Professional Services	393,117	640,449	562,794	682,619
Recruitment Costs	3,254	3,000	3,000	3,000
Other Professional Services	942	0	0	0
Memberships	54,327	58,232	49,967	60,272
Periodicals & Books	16,452	35,220	24,990	28,660
Communication Services	395,429	413,137	400,562	411,212

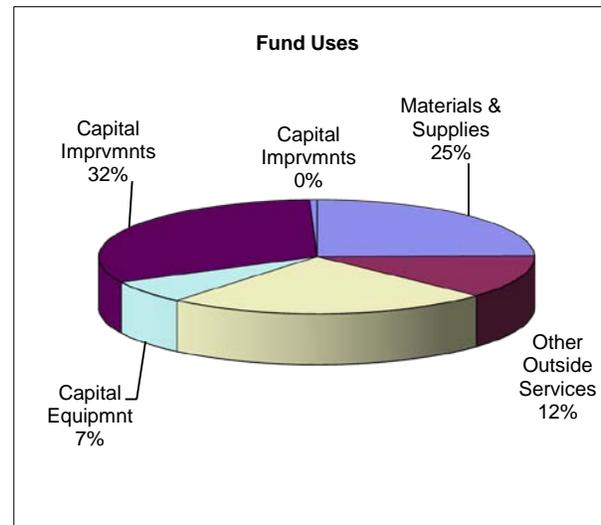
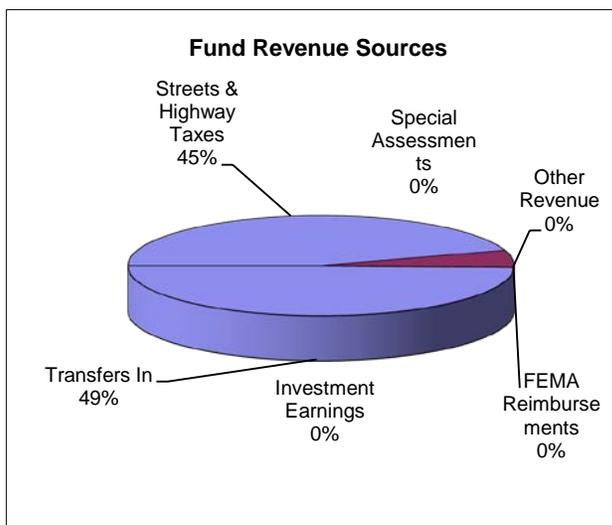
# GENERAL FUND EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Postage	43,669	62,230	38,105	60,780
Freight	2,531	1,250	750	1,250
Advertising	104,565	91,440	105,740	110,940
Permits & Recording Fees	4,826	4,520	4,020	4,520
Printing & Binding	28,147	51,180	46,055	47,800
Gas Service	76,884	141,000	90,500	138,000
Electric Service	556,671	548,650	516,650	548,650
Water Service	49,192	57,315	54,200	57,315
Vehicle/Equipment Rent	29,679	46,716	39,216	163,385
Facility Rent Lease	0	61,400	61,400	61,400
M&R - Office Equipment	207,022	203,757	208,303	227,277
M&R - Building & Facilities	302,523	370,612	365,537	404,857
M&R - Machinery & Equipment	69,833	81,660	73,810	85,212
M&R - Motor Vehicles	760,059	724,780	703,439	724,780
M&R - Communications Equipment	1,142,306	1,139,360	1,137,940	1,141,070
Major Maintenance & Repairs	0	0	0	103,000
Custodial Services	0	0	80	0
Towing Services	13,325	10,200	9,800	10,200
Laundry Services	28,234	34,260	39,060	34,146
Solid Waste Disposal Services	26,989	30,020	28,520	34,220
MO DNR Fees	570	670	520	670
Special Contributions	1,049,267	1,075,125	1,108,849	1,080,164
Other Services	551,473	603,235	1,193,213	855,316
	<u>6,164,416</u>	<u>6,762,023</u>	<u>7,162,721</u>	<u>7,254,920</u>
<b>Other Charges</b>				
Bad Debt Expense	0	0	0	0
Principal	212,519	215,049	218,302	140,000
Interest	93,343	98,583	98,583	50,625
Other Debt Charges	3,799	3,700	3,800	3,700
Insurance	318,122	305,363	336,206	369,136
Judgments & Claims	1,071,610	38,000	44,200	43,000
Election Expenses	-10	44,000	0	80,000
Refund Expenses	0	10,500	0	6,250
	<u>1,699,383</u>	<u>715,195</u>	<u>701,091</u>	<u>692,711</u>
<b>Capital Outlay</b>				
Office Equipment & Furniture	8,538	11,000	161,000	150,000
Motor Vehicles	57,695	47,500	65,820	27,000
Machinery & Equipment	61,684	145,900	151,567	72,667
Radio & Communications Equipment	31,861	82,000	67,000	200,000
Software Purchases	0	0	135,349	382,100
	<u>159,777</u>	<u>286,400</u>	<u>580,736</u>	<u>831,767</u>
<b>Capital Improvements</b>				
Land	0	0	0	0
Building	165,514	370,000	370,000	0
Street, Curbs, Sidewalks	1,850,000	2,490,000	4,100,000	3,300,000
Improv Other Than Buildings	53,410	149,250	116,358	298,661
	<u>2,068,924</u>	<u>3,009,250</u>	<u>4,586,358</u>	<u>3,598,661</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	0	0	0	0
Transfer to Streets Maintenance	2,101,039	1,964,500	1,985,322	2,540,270
Transfer to Parks Maintenance	462,990	352,990	352,990	623,383
Transfer to Public Safety Tax	0	70,000	64,801	0
Transfer to Gaming	0	0	0	0
Transfer to Aviation	0	20,000	52,892	20,000
Transfer to Public Parking	0	1,475,000	1,375,000	382,455
Transfer to Water Protection	4,000	0	11,929	0
Transfer to Golf	124,660	0	0	57,861
Transfer to Capital Projects	1,002,018	1,050,000	1,050,000	700,000
	<u>3,694,707</u>	<u>4,932,490</u>	<u>4,892,934</u>	<u>4,323,969</u>
				<u>0</u>
<b>Total</b>	<u>54,610,001</u>	<u>58,301,840</u>	<u>60,341,431</u>	<u>61,603,091</u>

# STREETS MAINTENANCE FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			332,899	50,699
Streets & Highway Taxes	2,758,385	2,744,900	2,774,480	2,774,480
Charges for Service	137,512	200,000	130,000	330,000
Other Revenue	36,883	-	-	10,000
FEMA Reimbursements	26,505	-	-	-
Investment Earnings	3,215	450	450	450
Special Assessments	5,942	6,750	6,750	6,750
Transfers In	2,426,039	2,289,500	2,289,500	3,040,270
Fund Balance Appropriation	-	476,020	-	-
<b>TOTAL SOURCES</b>	<u>5,394,480</u>	<u>5,717,620</u>	<u>5,201,180</u>	<u>6,161,950</u>
<b>USES</b>				
Materials & Supplies	1,308,807	1,416,550	1,129,810	1,414,900
Other Outside Services	480,115	583,400	585,900	700,050
Utilities	1,576,590	1,371,000	1,371,000	1,371,000
Operating Capital Equipment	301,540	540,700	540,700	375,000
Capital Improvements	2,000,856	1,820,000	1,820,000	1,820,000
Transfers Out	-	35,970	35,970	31,000
<b>TOTAL USES</b>	<u>5,667,908</u>	<u>5,767,620</u>	<u>5,483,380</u>	<u>5,711,950</u>
Net Surplus (Deficit)			(282,200)	450,000
<b>ENDING RESERVED FUND BALANCE:</b>			<u>50,699</u>	<u>50,699</u>

\*Should it become necessary at year-end, additional funds would be transferred from the General Fund.



# STREETS MAINTENANCE FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Streets &amp; Highway Taxes</b>				
Fuel Tax	2,064,226	2,050,740	2,050,740	2,050,740
Road & Bridge Tax	694,159	694,160	723,740	723,740
	<u>2,758,385</u>	<u>2,744,900</u>	<u>2,774,480</u>	<u>2,774,480</u>
<b>Charges for Services</b>				
Street Cut Repair	137,512	200,000	130,000	330,000
	<u>137,512</u>	<u>200,000</u>	<u>130,000</u>	<u>330,000</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	29,653	-	-	-
Insurance Proceeds	2,556	-	-	-
Sale of Gas & Oil	-	-	-	-
Recycling Revenue	3,869	-	-	-
Recovery/Reimbursements/PY Refunds	778	-	-	10,000
Other Revenue	27	-	-	-
	<u>36,883</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
<b>Grants &amp; Entitlements</b>				
FEMA	-	-	-	-
SEMA	26,505	-	-	-
	<u>26,505</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Principal Earnings</b>				
Principal on Special Assessment	5,942	6,750	6,750	6,750
	<u>5,942</u>	<u>6,750</u>	<u>6,750</u>	<u>6,750</u>
<b>Investment Earnings</b>				
Interest on Special Assessments	33	-	-	-
Investment Interest Income	3,182	450	450	450
	<u>3,215</u>	<u>450</u>	<u>450</u>	<u>450</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	2,101,039	1,964,500	1,964,500	2,665,270
Transfer from Gaming Fund	-	-	-	50,000
Transfer from Landfill Fund	325,000	325,000	325,000	325,000
	<u>2,426,039</u>	<u>2,289,500</u>	<u>2,289,500</u>	<u>3,040,270</u>
Fund Balance Appropriations	-	476,020	-	-
<b>Total</b>	<u>5,394,480</u>	<u>5,717,620</u>	<u>5,201,180</u>	<u>6,161,950</u>

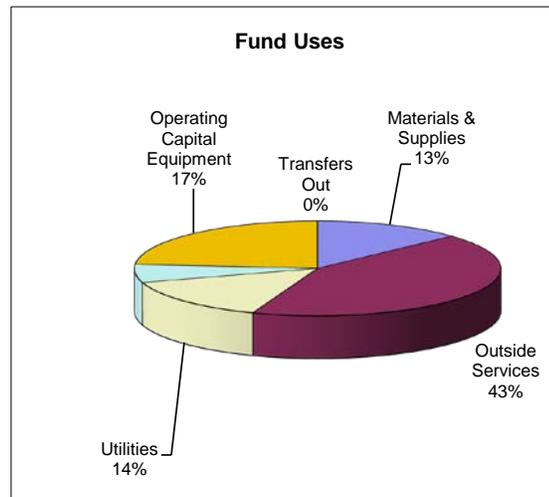
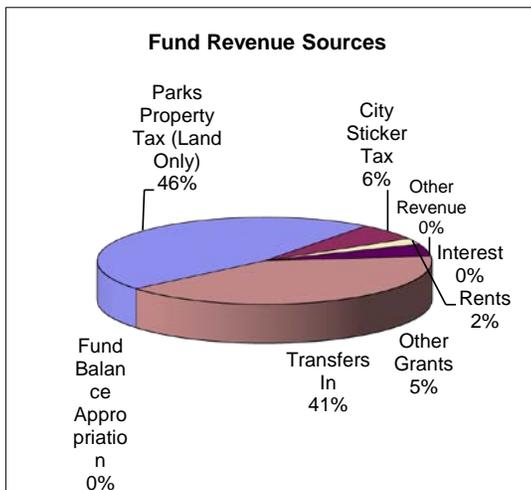
# STREETS MAINTENANCE FUND EXPENDITURES

	2015-16	2016-17		2017-18
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	770	800	500	800
Safety Equip/Clothing	17,142	17,700	13,000	17,700
Motor Fuel and Lubricants	15,466	22,150	15,000	22,150
Minor Equipment	40,568	38,500	34,000	38,500
Street Maintenance Supplies	1,175,188	1,279,100	1,050,000	1,277,100
Traffic/Lighting Supplies	58,913	56,000	15,000	56,000
Other Materials/Supplies	760	2,300	2,310	2,650
	<u>1,308,807</u>	<u>1,416,550</u>	<u>1,129,810</u>	<u>1,414,900</u>
<b>Services</b>				
Employment Services	-	-	3,300	-
Employment Services	184,427	185,000	185,000	190,000
Professional Services	8,689	9,000	9,700	11,000
Memberships	-	200	200	200
Periodicals & Books	175	200	200	200
Communication Svcs	-	1,800	500	1,800
Postage	176	200	200	200
Freight	367	1,500	1,000	1,500
Advertising	1,513	-	-	-
Printing & Binding	-	-	-	-
Electric Service - Street Lighting	1,576,590	1,371,000	1,371,000	1,371,000
Vehicle/Equipment Rent	2,573	3,900	3,900	3,900
M&R - Building & Facilities	194,275	255,000	255,000	254,150
M&R - Machinery & Equipment	80	1,000	1,000	1,000
M&R - Motor Vehicles	69,760	96,000	96,000	96,000
M&R - Communications Equipment	3,800	3,800	3,800	3,800
Towing Services	800	100	100	100
Laundry Services	1,700	1,700	2,000	2,200
MO DNR Fees	6	-	-	-
Other Services	11,775	22,500	22,500	132,500
	<u>2,056,705</u>	<u>1,952,900</u>	<u>1,955,400</u>	<u>2,069,550</u>
<b>Other Charges</b>				
Computer Network Transfer	-	35,970	35,970	31,000
Judgement & Claims	-	1,500	1,500	1,500
	<u>-</u>	<u>37,470</u>	<u>37,470</u>	<u>32,500</u>
<b>Capital Outlay</b>				
Motor Vehicles	46,638	25,500	25,500	-
Office Equipment & Furniture	12,615	-	-	-
Machinery & Equipment	242,286	465,200	465,200	375,000
Radios	-	50,000	50,000	-
	<u>301,540</u>	<u>540,700</u>	<u>540,700</u>	<u>375,000</u>
<b>Public Improvements</b>				
Buildings	49,856	50,000	50,000	50,000
Improvements Other Than Buildings	166,000	166,000	166,000	166,000
Streets, Curbs & Sidewalks	1,785,000	1,604,000	1,604,000	1,604,000
	<u>2,000,856</u>	<u>1,820,000</u>	<u>1,820,000</u>	<u>1,820,000</u>
<b>Total</b>	<u><u>5,667,908</u></u>	<u><u>5,767,620</u></u>	<u><u>5,483,380</u></u>	<u><u>5,711,950</u></u>

# PARKS MAINTENANCE FUND

## SUMMARY

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>			339,453	157,842
Parks Property Tax (Land Only)	728,577	683,900	706,500	707,000
City Sticker Tax	97,376	96,000	96,000	95,000
Rents	34,923	25,000	25,000	34,450
Operating Grants	4,751	-	-	-
Other Grants	80,498	70,000	70,000	70,000
Interest	1,076	-	-	-
Other Revenue	3,591	-	-	-
Transfers In	462,990	352,990	352,990	617,883
Fund Balance Appropriation	-	499,378	-	-
<b>TOTAL SOURCES</b>	<b>1,413,782</b>	<b>1,727,268</b>	<b>1,250,490</b>	<b>1,524,333</b>
Avertising				
<b>USES BY PROGRAM</b>				
Materials & Supplies	153,573	206,650	147,690	199,650
Outside Services	662,635	560,240	580,610	649,895
Utilities	159,607	444,500	160,000	220,000
Capital Equipment	173,950	341,500	369,423	94,000
Capital Improvemnets	26,391	173,288	173,288	360,788
Transfers Out	-	1,090	1,090	-
<b>TOTAL USES</b>	<b>1,176,157</b>	<b>1,727,268</b>	<b>1,432,101</b>	<b>1,524,333</b>
Net Surplus (Deficit)			(181,611)	0
<b>ENDING ASSIGNED FUND BALANCE:</b>			157,842	157,842



# PARKS MAINTENANCE FUND

## REVENUES

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Property Tax</b>				
Current Park District Tax	696,970	652,400	675,000	675,000
Prior Park District R/E Tax	26,479	24,500	24,500	26,000
R/E Penalty & Interest	5,129	7,000	7,000	6,000
	<u>728,577</u>	<u>683,900</u>	<u>706,500</u>	<u>707,000</u>
<b>Licenses</b>				
City Sticker & Penalty	97,376	96,000	96,000	95,000
	<u>97,376</u>	<u>96,000</u>	<u>96,000</u>	<u>95,000</u>
<b>Rents</b>				
Horace Mann Rent	34,923	25,000	25,000	34,450
	<u>34,923</u>	<u>25,000</u>	<u>25,000</u>	<u>34,450</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	-	-	-	-
Insurance Proceeds	-	-	-	-
Concessions-Vending Machines	-	-	-	-
Donations	-	-	-	-
Recycling Revenue	1,293	-	-	-
Other Revenue	1,100	-	-	-
Recovery/Reimbursements	1,198	-	-	-
	<u>3,591</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Interest Earnings</b>				
Interest on Investments	1,076	-	-	-
	<u>1,076</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Intergovernmental</b>				
FEMA Reimbursement Funds	-	-	-	-
SEMA Reimbursement Funds	4,751	-	-	-
Bode Trust	-	-	-	-
Parks Maintenance Trust	80,498	70,000	70,000	70,000
	<u>85,249</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	462,990	352,990	352,990	617,883
Transfer from Gaming Fund	-	-	-	-
	<u>462,990</u>	<u>352,990</u>	<u>352,990</u>	<u>617,883</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	-	499,378	-	-
<b>Total</b>	<u>1,413,782</u>	<u>1,727,268</u>	<u>1,250,490</u>	<u>1,524,333</u>

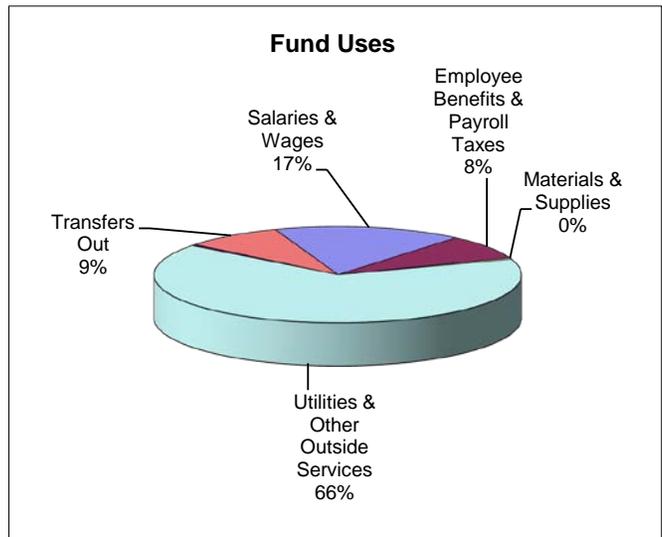
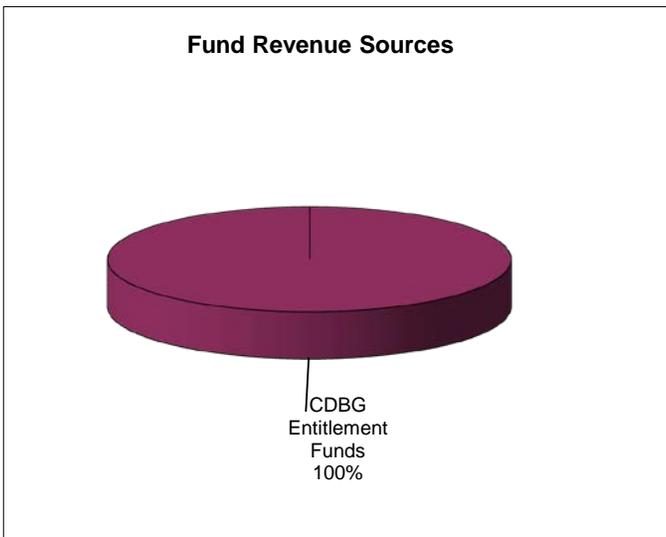
# PARKS MAINTENANCE FUND

## EXPENDITURES

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Janitorial Supplies	7,218	5,000	5,040	5,000
Recreation Supplies	23,747	21,000	17,000	21,000
Safety Equip/Clothing	3,325	3,500	3,500	3,500
Chemical/Drugs/Medical Supplies	28	150	150	150
Motor Fuel and Lubricants	67,196	125,000	70,000	125,000
Minor Equipment	27,035	27,000	27,000	20,000
Traffic & Lighting Supplies	25,047	25,000	25,000	25,000
Traffic & Lighting Supplies	(24)	-	-	-
	<u>153,573</u>	<u>206,650</u>	<u>147,690</u>	<u>199,650</u>
<b>Services</b>				
Employment Services	210,196	220,000	220,000	220,000
Memberships	16	20	20	20
Avertising	14	-	100	-
Avertising	1,615	-	300	-
Telephone Service	5,515	5,090	5,090	5,090
Gas Service	20,429	45,000	20,000	45,000
Electric Service	114,528	349,500	115,000	125,000
Water Service	24,650	50,000	25,000	50,000
Vehicle/Equipment Rent	1,686	2,700	2,700	2,700
M&R - Building & Facilities	123,855	120,000	120,000	125,500
M&R - Machinery & Equipment	18,882	20,000	20,000	20,000
M&R - Motor Vehicles	133,094	100,000	100,000	100,000
M&R - Communications Equipment	5,000	5,000	5,000	5,000
Major Repairs & Replacement	5,528	-	-	-
Laundry Services	1,032	1,000	1,000	1,000
Solid Waste Disposal Svc	-	-	-	-
MO DNR Fees	1,703	1,000	1,000	1,000
Other Services	44,173	53,000	45,000	53,000
	<u>711,918</u>	<u>972,310</u>	<u>680,210</u>	<u>753,310</u>
<b>Interfund Transfers</b>				
Transfer to Computer Network	-	1,090	1,090	-
Transfer to General Fund	-	-	-	-
	<u>0</u>	<u>1,090</u>	<u>1,090</u>	<u>0</u>
<b>Other Charges</b>				
Insurance	109,695	30,430	52,400	114,585
Judgement & Claims	629	2,000	8,000	2,000
	<u>110,325</u>	<u>32,430</u>	<u>60,400</u>	<u>116,585</u>
<b>Capital Outlay</b>				
Motor Vehicles	112,770	-	27,923	-
Machinery & Equipment	61,180	231,500	231,500	94,000
Computer Software	-	110,000	110,000	-
	<u>173,950</u>	<u>341,500</u>	<u>369,423</u>	<u>94,000</u>
<b>Capital Improvements</b>				
Buildings	-	60,000	60,000	97,000
Streets, Curbs & sidewalks	26,391	99,500	99,500	250,000
Streets, Curbs & sidewalks	-	13,788	13,788	13,788
	<u>26,391</u>	<u>173,288</u>	<u>173,288</u>	<u>360,788</u>
<b>Total</b>	<u>1,176,157</u>	<u>1,727,268</u>	<u>1,432,101</u>	<u>1,524,333</u>

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Special Assessments/Interest Earnings	16,753	0	0	0
Intergovernmental/Other Grants	1,385,705	2,236,370	2,386,370	2,236,370
Other Revenue	163,496	0	0	0
Transfers (To)/From - Reprogrammable Funds	99,674	0	0	0
<b>TOTAL SOURCES</b>	<u>1,665,628</u>	<u>2,236,370</u>	<u>2,386,370</u>	<u>2,236,370</u>
<b>USES</b>				
Salaries & Wages	383,976	381,186	381,186	388,810
Employee Benefits & Payroll Taxes	131,706	153,333	153,333	192,736
Materials & Supplies	2,708	10,272	6,355	10,272
Utilities & Other Outside Services	2,018,856	1,533,425	1,664,755	1,533,425
Property Ins & Other	7,380	8,585	8,585	10,255
Transfers Out	146,125	149,569	234,569	202,094
Operating Capital Equip	0	0	0	0
<b>TOTAL USES</b>	<u>2,690,750</u>	<u>2,236,370</u>	<u>2,448,783</u>	<u>2,337,592</u>
<b>Net Surplus (Deficit) to/from Reprogrammed Fnc</b>	(1,025,122)	0	(62,413)	(101,222)



# COMMUNITY DEVELOPMENT BLOCK GRANT FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Revenues</b>				
Loss on Sale of Fixed Assets	0	0	0	0
Recovery/Reimbursements	134,526	0	0	0
Refunds PY Expenditures	10	0	0	0
Other Revenue	28,961	0	0	0
	<u>163,496</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Special Assessments</b>				
Principal	16,636	0	0	0
Interest on Special Assessments	117	0	0	0
	<u>16,753</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Intergovernmental</b>				
Home Program Grant	118,742	342,189	492,189	342,189
Community Development Block Grant	1,226,831	1,894,181	1,894,181	1,894,181
American Rec Reinvst Grant	0	0	0	0
Federal HMIS Grant	40,133	0	0	0
	<u>1,385,705</u>	<u>2,236,370</u>	<u>2,386,370</u>	<u>2,236,370</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	0	0	0	0
Transfer from Rehab Loan Fund	0	0	0	0
Transfer from HOME Revolv Fund	99,674	0	0	0
	<u>99,674</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Transfer from/(to) Reprogrammable Funds</b>				
Appropriated from Fund Balance	0	0	0	0
<b>Total</b>	<u>1,665,628</u>	<u>2,236,370</u>	<u>2,386,370</u>	<u>2,236,370</u>

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	383,976	381,186	381,186	388,810
	<u>383,976</u>	<u>381,186</u>	<u>381,186</u>	<u>388,810</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	14,987	11,818	11,818	43,159
FICA Contribution	23,777	23,635	23,635	24,107
FICA Medicare	5,561	5,529	5,529	5,639
457 Employer Match Plan	2,430	2,340	2,340	2,340
Health Insurance	60,058	57,056	57,056	64,638
Dental Insurance	2,504	2,329	2,329	2,329
Federal Health Reinsurer Tax	0	0	0	0
Life Insurance	1,380	1,282	1,282	1,308
Long Term Disability	922	1,027	1,027	1,048
Workers Compensation	14,586	14,586	14,586	14,437
Car/Mileage Allowance	1,950	6,750	6,750	6,750
Confer/Train/Travel	3,552	26,981	26,981	26,981
	<u>131,706</u>	<u>153,333</u>	<u>153,333</u>	<u>192,736</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,278	5,800	3,200	5,800
Photo Supplies	0	0	0	0
Motor Fuel	1,380	1,600	1,600	1,600
Minor Equipment	50	1,855	1,055	1,855
Other Materials/Supplies	0	1,017	500	1,017
	<u>2,708</u>	<u>10,272</u>	<u>6,355</u>	<u>10,272</u>
<b>Services</b>				
Employment Services	107	0	0	0
Professional Services	17,808	60,000	56,000	110,000
Memberships	3,456	1,595	1,995	1,595
Periodicals & Books	566	1,000	700	1,000
Telephone Service	1,729	5,320	2,110	5,320
Postage	1,875	7,800	3,100	7,800
Freight	0	0	0	0
Advertising	18,443	26,080	23,080	26,080
Permits & Recording Fees	3,557	2,245	2,245	2,245
Printing & Binding	201	2,160	600	2,160
Gas Service	8,149	4,700	8,300	4,700
Electric Service	5,251	7,000	4,500	7,000
Water Service	1,140	4,000	1,100	4,000
Vehicle/Equipment Rent	2,111	3,350	2,950	3,350
M&R - Bldg & Facilities	0	0	0	0
M&R - Motor Vehicles	522	700	600	700
M&R - Communications Equipment	0	100	100	100
Solid Waste Disposal	1,202	500	1,000	500
Special Contributions	1,076,154	387,500	387,000	387,500
Other Services	876,586	1,019,375	1,169,375	969,375
	<u>2,018,856</u>	<u>1,533,425</u>	<u>1,664,755</u>	<u>1,533,425</u>
<b>Other Charges</b>				
Refund Expense	0	0	0	0
Insurance	7,380	8,585	8,585	10,255
Transfer to General Fund	139,585	143,029	228,029	196,094
Transfer to General Fund - Computer	6,540	6,540	6,540	6,000
Transfer to Capital Projects	0	0	0	0
	<u>153,505</u>	<u>158,154</u>	<u>243,154</u>	<u>212,349</u>
<b>Total</b>	<u><u>2,690,750</u></u>	<u><u>2,236,370</u></u>	<u><u>2,448,783</u></u>	<u><u>2,337,592</u></u>

# GAMING INITIATIVES FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			356,448	244,993
Gaming Revenue	993,014	1,013,670	875,200	1,030,000
Other Revenue	0	0	0	0
Interest Earnings	942	200	200	200
Appropriated from Fund Balance	(35,405)	(62,015)	0	0
<b>TOTAL SOURCES</b>	<u>958,550</u>	<u>951,855</u>	<u>875,400</u>	<u>1,030,200</u>
<b>USES BY PROGRAM</b>				
Gaming Funded Initiatives	958,550	951,855	986,855	1,021,470
<b>TOTAL USES</b>	<u>958,550</u>	<u>951,855</u>	<u>986,855</u>	<u>1,021,470</u>
Net Surplus (Deficit)			(111,455)	8,730
<b>ENDING ASSIGNED FUND BALANCE:</b>			<u>244,993</u>	<u>253,723</u>

# GAMING INITIATIVES FUND

## REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Rents</b>				
State Admissions	577,295	602,970	525,124	618,000
State Gaming	415,719	410,700	350,076	412,000
	<u>993,014</u>	<u>1,013,670</u>	<u>875,200</u>	<u>1,030,000</u>
<b>Investment Interest</b>				
Interest Income	942	200	200	200
	<u>942</u>	<u>200</u>	<u>200</u>	<u>200</u>
<b>Other Revenue</b>				
Donations	0	0	0	0
Refunds Prior Year	0	0	0	0
Other Revenue	0	0	0	0
Recovery/Reimbursement	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Transfers</b>				
Transfer From General Fund	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Grants &amp; Entitlements</b>				
MO Trim Grant	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(35,405)	(62,015)	0	0
<b>Total</b>	<u>958,550</u>	<u>951,855</u>	<u>875,400</u>	<u>1,030,200</u>

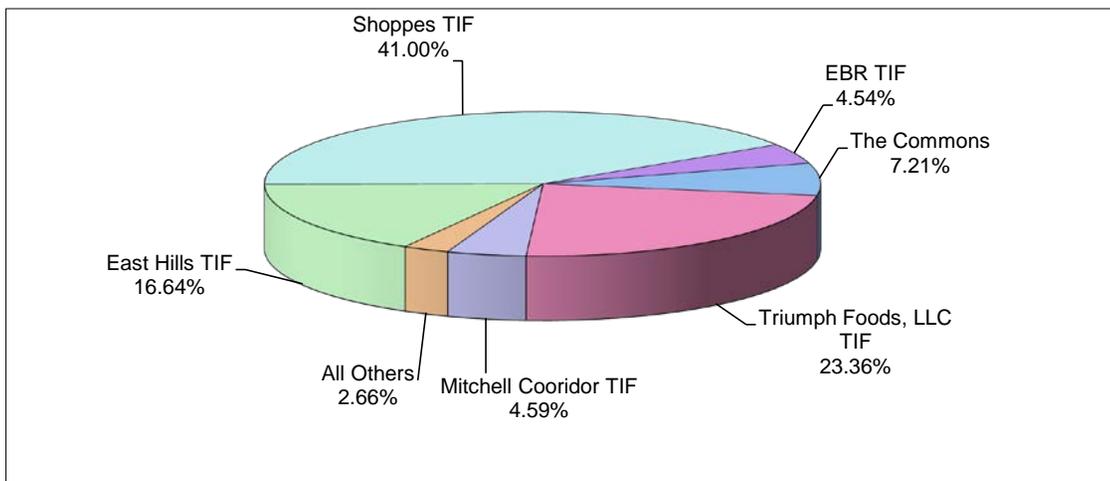
# GAMING INITIATIVES FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Services &amp; Supplies</b>				
Minor Equipment	18,817	0	0	0
Employment Services	70,000	0	0	0
Professional Services	102,403	150,000	150,000	120,000
Communication Services	0	0	0	0
Postage	0	0	0	0
Advertising	38,464	50,000	50,000	50,000
MR Communications Equipment	0	0	0	0
Major Repairs & Replacement	0	0	0	0
Special Contributions	538,195	536,755	571,755	493,370
Other Services	3,577	81,600	21,600	81,600
	<u>771,456</u>	<u>818,355</u>	<u>793,355</u>	<u>744,970</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	60,000	60,000	120,000	55,000
Transfer to SIMR Fund	0	0	0	50,000
Transfer to Special Allocation Fund	1,208	5,000	5,000	5,000
Transfer to Aviation Fund	75,000	60,000	60,000	60,000
Transfer to Parking Fund	6,500	6,500	6,500	6,500
Transfer to Capital Projects Fund	0	0	0	0
	<u>142,708</u>	<u>131,500</u>	<u>191,500</u>	<u>176,500</u>
<b>Capital Outlay</b>				
Buildings	0	0	0	0
Improvements Other Than Buildings	3,961	2,000	2,000	100,000
Motor Vehicles	15,619	0	0	0
Software Purchases	0	0	0	0
Radio & Communication Equipment	0	0	0	0
Machinery & Equipment	24,808	0	0	0
	<u>44,387</u>	<u>2,000</u>	<u>2,000</u>	<u>100,000</u>
<b>Total</b>	<u>958,550</u>	<u>951,855</u>	<u>986,855</u>	<u>1,021,470</u>

# SPECIAL ALLOCATION FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$2,089,971	\$2,873,901
<b>SOURCES</b>				
PILOTS	3,004,128	3,297,132	3,078,262	2,977,262
EATS/TDD/NonIncremental Sales Tax	4,687,233	4,786,880	5,019,520	5,029,520
Bond Proceeds/Reimbursements	0	0	0	0
Recovery/Reimbursement/Other Revenue	3,000	0	15,000	3,000
Sewer System Development Fees	0	0	0	0
Developer Contributions	425,372	809,100	425,380	425,380
Interest Earnings	50,902	1,045	1,045	1,045
Sewer Reserve Charges	545,822	972,996	546,000	546,000
Transfers from Other Funds	1,208	5,000	5,000	5,000
<b>TOTAL SOURCES</b>	<u>8,717,664</u>	<u>9,872,153</u>	<u>9,090,207</u>	<u>8,987,207</u>
<b>USES BY PROGRAM</b>				
Center Building TIF	1,959	52,395	52,395	52,395
Gilmore Building TIF	591	300	300	300
Downtown Mosaic TIF	7,722	2,000	2,000	2,000
CVS Ashland TIF	-	-	-	-
Uptown Redevelopment TIF	-	500	500	500
Ryan Block TIF	115	130	130	130
Cooks Crossing EDC	1,113	149,480	149,480	149,480
Downtown Redevelopment TIF	1,606	5,000	5,000	5,000
Mitchell Avenue Corridor TIF	379,094	381,950	381,950	382,050
The Commons Development (EDC)	620,098	599,750	599,750	599,750
North East Cook Road TIF	10,872	8,900	8,900	8,900
East Hills TIF	23,769	1,385,200	1,385,200	1,385,200
Shoppes at North Village TIF	3,334,360	3,388,452	3,388,452	3,412,266
EBR Development TIF	294,677	377,625	377,625	377,625
Triumph Foods, LLC TIF	1,943,539	1,949,495	1,949,495	1,944,244
Fountain Creek TIF	-	100	100	100
3rd Street Hotel TIF	81	-	-	-
Tuscany Towers TIF	8,098	5,000	5,000	5,000
<b>TOTAL USES</b>	<u>6,627,694</u>	<u>8,306,277</u>	<u>8,306,277</u>	<u>8,324,940</u>
Net Surplus (Deficit)	2,089,971	1,565,876	783,930	662,267
Projected Ending Fund Balance:	\$2,089,971		\$2,873,901	\$3,536,168



# SPECIAL ALLOCATION FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Real Property</b>				
Real Property Tax	820	-	-	-
	820	-	-	-
<b>Personal Property</b>				
Payment in Lieu of Taxes (PILOTS)-City	613,658	604,209	610,834	584,834
PILOTS - Other	2,295,386	2,607,923	2,382,428	2,307,428
TIF Public Infrastructure	94,265	85,000	85,000	85,000
	3,003,308	3,297,132	3,078,262	2,977,262
<b>Sales Tax</b>				
Economic Activity Taxes (EATS) City	3,381,206	3,331,210	3,451,850	3,488,850
EATS - County	1,281,548	1,283,340	1,292,140	1,368,340
EATS - Other	136,779	138,800	138,800	138,800
Non Incremental Sales Tax	414	-	-	-
Use Tax County	33,483	29,830	29,830	29,830
TDD Sales Tax	-	-	-	-
CID Sales Tax	(146,197)	3,700	106,900	3,700
	4,687,233	4,786,880	5,019,520	5,029,520
<b>Sanitary Sewer Charges</b>				
Sewer System Development Fee	-	-	-	-
	-	-	-	-
<b>Bond Proceeds</b>				
Bond Proceeds	-	-	-	-
	-	-	-	-
<b>Other Revenues</b>				
Recovery/Reimbursements	3,000	-	15,000	3,000
Developer Contributions	425,372	809,100	425,380	425,380
Sewer Reserve Charges	545,822	972,996	546,000	546,000
Other Revenue	(22,663)	-	-	-
Interest on Investments	1,244	445	445	445
MDFB Interest Income	226	100	100	100
IDA Interest Income	72,094	500	500	500
	1,025,095	1,783,141	987,425	975,425
<b>Interfund Transfers</b>				
Transfer from Riverboat Fund	1,208	5,000	5,000	5,000
	1,208	5,000	5,000	5,000
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	(1,565,876)	-	-
<b>Total</b>	<u>8,717,664</u>	<u>8,306,277</u>	<u>9,090,207</u>	<u>8,987,207</u>

# SPECIAL ALLOCATION FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Supplies &amp; Services</b>				
Professional Services	15,482	15,300	15,300	15,300
Postage	80	-	-	-
Advertising	2,261	-	-	-
License/Permits	235	-	-	-
Special Contributions/Services	59,177	81,145	81,145	81,145
Other Services	675,352	708,480	708,480	708,480
	752,587	804,925	804,925	804,925
<b>Debt Service</b>				
Principal Payments	3,296,084	3,079,480	3,079,480	3,219,480
Interest Payments	2,564,771	2,264,897	2,264,897	2,143,560
Other Debt Charges	14,252	24,000	24,000	24,000
TIF Reimbursable Expenses	-	2,132,975	2,132,975	2,132,975
Payment to Ref Escrow Agent	-	-	-	-
	5,875,107	7,501,352	7,501,352	7,520,015
<b>Interfund Transfers</b>				
Transfer to Water Protection	-	-	-	-
<b>Total</b>	6,627,694	8,306,277	8,306,277	8,324,940

# MUSEUM TAX FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			93,284	97,672
Property Tax	440,795	512,010	442,243	459,300
Prop Tx Rev Dedicated to Minor Repairs	25,000	25,000	25,000	25,000
Other Revenue	0	0	0	0
Interest Earnings	527	670	670	700
<b>TOTAL SOURCES</b>	<b>466,323</b>	<b>537,680</b>	<b>467,913</b>	<b>485,000</b>
<b>USES BY PROGRAM</b>				
Museum Tax Contract Contributions	360,179	370,000	370,000	370,000
Other Museum Related Expenditures	63,352	68,525	68,525	57,687
Capital \$ Used for Minor W-T Repairs	25,000	25,000	25,000	25,000
<b>TOTAL USES</b>	<b>448,531</b>	<b>463,525</b>	<b>463,525</b>	<b>452,687</b>
Net Surplus (Deficit)			4,388	32,313
<b>ENDING OPERATING FUND BALANCE:</b>			<b>97,672</b>	<b>129,985</b>
<b>SOURCES</b>	<b>Beginning Capital FB:</b>		209,000	284,000
Property Tax	75,000	75,000	75,000	75,000
Appropriated from (to) Fund Balance	0	0	0	0
	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>USES</b>				
Capital Improvements - Wyeth-Tootle	0	284,000	0	359,000
	0	284,000	0	359,000
Net Capital Surplus (Deficit)		(209,000)	75,000	(284,000)
<b>ENDING CIP FUND BALANCE:</b>		<b>0</b>	<b>284,000</b>	<b>0</b>
<b>TOTAL USES</b>	<b>448,531</b>	<b>747,525</b>	<b>463,525</b>	<b>811,687</b>

**Definitions of a Museum:**

A building, place, or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.

- From the American Heritage Dictionary

An institution dedicated to preserving and interpreting the primary tangible evidence of humankind and the environment...Museums have been founded for a variety of purposes: to serve as recreational facilities, scholarly venues, or educational resources; to contribute to the quality of life of the areas where they are situated; to attract tourism to a region; to promote civic pride or nationalistic endeavor; or even to transmit overtly ideological concepts. Given such a variety of purposes, museums reveal remarkable diversity in form, content, and even function. Yet, despite such diversity, they are bound by a common goal: the preservation and interpretation of some material aspect of society's cultural consciousness.

- From the Encyclopedia Britannica

# MUSEUM FUND REVENUES

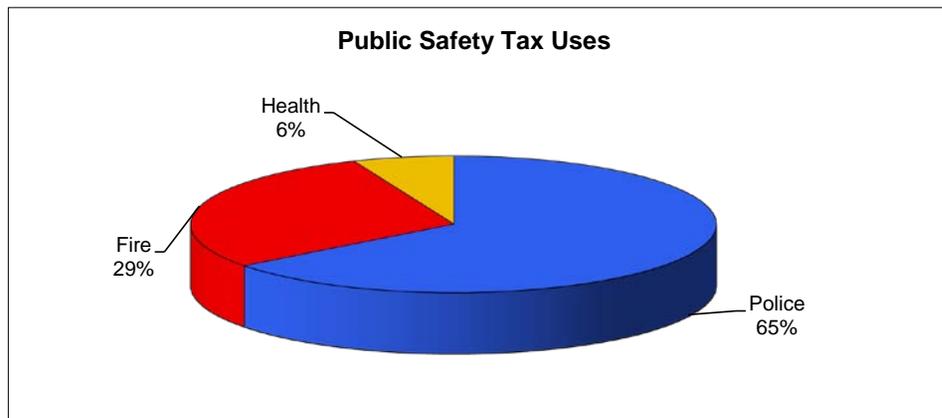
	2015-16	2016-17		2017-18
	<u>Actual</u>	<u>Amended Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Real Property Tax</b>				
Current Real Estate Tax	342,934	414,576	344,809	355,000
Prior Real Estate Tax	11,309	13,000	13,000	13,000
Real Estate Penalty and Interest	3,664	3,200	3,200	3,200
	<u>357,907</u>	<u>430,776</u>	<u>361,009</u>	<u>371,200</u>
<b>Personal Property Tax</b>				
Current Personal Property Tax	119,442	115,374	115,374	118,000
Personal Property Penalty and Int	1,985	2,100	2,100	2,100
Prior Personal Property Tax	6,526	7,500	7,500	7,000
M & M Surtax	30,663	30,945	30,945	34,000
	<u>158,616</u>	<u>155,919</u>	<u>155,919</u>	<u>161,100</u>
<b>Other Personal Property Tax</b>				
Financial Institution Tax	1,802	2,845	2,845	3,500
Railroad Tax	22,470	22,470	22,470	23,500
	<u>24,272</u>	<u>25,315</u>	<u>25,315</u>	<u>27,000</u>
<b>Investment Interest</b>				
Interest Income	527	670	670	700
Other Revenue	0	0	0	0
	<u>527</u>	<u>670</u>	<u>670</u>	<u>700</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(92,792)	134,845	(79,388)	251,687
<b>Total</b>	<u><u>448,531</u></u>	<u><u>747,525</u></u>	<u><u>463,525</u></u>	<u><u>811,687</u></u>

# MUSEUM FUND EXPENDITURES

	2015-16	2016-17		2017-18
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Services &amp; Supplies</b>				
Postage	0	35	35	0
Advertising	0	425	425	0
M&R Building Facilities	9,821	0	0	0
Special Contributions	360,179	370,000	370,000	370,000
Other Services	13,850	13,200	13,200	14,000
	<u>383,850</u>	<u>383,660</u>	<u>383,660</u>	<u>384,000</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	58,156	61,015	61,015	60,687
Transfer to Capital Projects	0	0	0	0
	<u>58,156</u>	<u>61,015</u>	<u>61,015</u>	<u>60,687</u>
<b>Insurance</b>				
Insurance	6,525	18,850	18,850	8,000
	<u>6,525</u>	<u>18,850</u>	<u>18,850</u>	<u>8,000</u>
<b>Capital Improvements</b>				
Building Improvements	0	284,000	0	359,000
	<u>0</u>	<u>284,000</u>	<u>0</u>	<u>359,000</u>
<b>Total</b>	<u><u>448,531</u></u>	<u><u>747,525</u></u>	<u><u>463,525</u></u>	<u><u>811,687</u></u>

# PUBLIC SAFETY TAX FUND SUMMARY

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$ 3,350,862	\$ 3,444,834
<b>SOURCES</b>				
Sales Tax	5,018,801	5,009,575	5,009,575	5,009,575
EATS	1,071,124	1,011,040	1,011,040	1,011,040
Sale of Fixed Assets	0	0	0	0
Insurance Proceeds	16,980	0	0	0
Interest Earnings	6,498	0	0	0
Transfer	0	70,000	70,000	0
Fund Balance Appropriation	0	-59,872	0	0
<b>TOTAL SOURCES</b>	<u>6,113,402</u>	<u>6,030,743</u>	<u>6,090,615</u>	<u>6,020,615</u>
<b>USES BY PROGRAM</b>				
Public Safety - Police	3,172,713	3,321,400	3,321,400	4,623,581
Public Safety - Fire	2,002,339	2,582,086	2,487,661	2,088,511
Public Safety - Health	186,054	187,582	187,582	444,693
<b>TOTAL USES</b>	<u>5,361,106</u>	<u>6,091,068</u>	<u>5,996,643</u>	<u>7,156,785</u>
Net Surplus (Deficit)	<u>752,296</u>	<u>(60,325)</u>	<u>93,972</u>	<u>(1,136,170)</u>
<b>ENDING RESERVED FUND BALANCE:</b>			<u>\$ 3,444,834</u>	<u>\$ 2,308,664</u>



# PUBLIC SAFETY FUND REVENUES

	2014-15	2015-16		2016-17
	<u>Actual</u>	<u>Amended Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Sales Tax</b>				
Public Safety Sales Tax	6,556,745	6,473,640	6,473,640	6,473,640
Sales Tax Contra Account	(1,537,945)	(1,464,065)	(1,464,065)	(1,464,065)
1/2 Percent Sales Tax	-	-	-	-
EATS	1,071,124	1,011,040	1,011,040	1,011,040
Sale of Fixed Assets	-	-	-	-
Insurance Proceeds	16,980	-	-	-
Interest	6,498	-	-	-
Transfer	-	70,000	70,000	-
	<u>6,113,402</u>	<u>6,090,615</u>	<u>6,090,615</u>	<u>6,020,615</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	(59,872)	-	-
	<u>6,113,402</u>	<u>6,030,743</u>	<u>6,090,615</u>	<u>6,020,615</u>

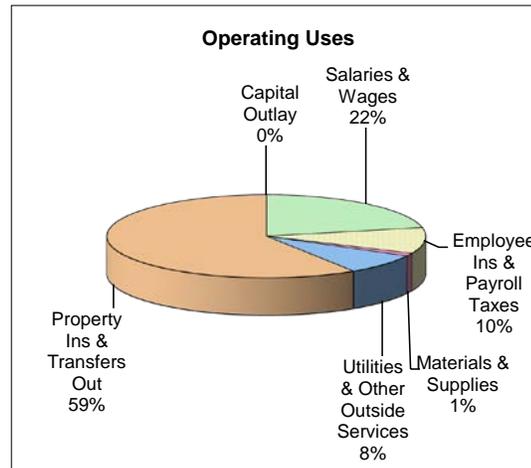
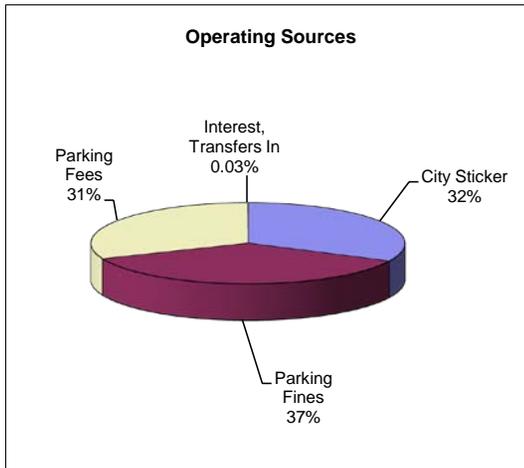
# PUBLIC SAFETY FUND

## EXPENDITURES

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	449,841	591,348	591,348	760,347
Salary Increases	-	-	-	-
Overtime	45,077	-	-	-
PT Wages	44,676	41,823	41,823	42,659
	<u>539,594</u>	<u>633,171</u>	<u>633,171</u>	<u>803,006</u>
<b>Employee Benefits</b>				
Police Pension Contribution	123,517	195,737	195,737	237,376
Lagers Pension Contribution	-	1,297	1,297	-
FICA Contribution	5,630	3,210	3,210	2,645
FIM Medicare	8,161	9,326	9,326	11,644
457 Plan	-	-	-	-
457 Employer Match	7,169	9,958	9,958	10,251
Health Insurance	86,333	106,976	106,976	137,353
Dental Insurance	3,599	4,365	4,365	5,238
Life Insurance	1,632	1,987	1,987	2,555
Long Term Disability	1,128	1,591	1,591	2,045
Workers Compensation	22,118	22,118	22,118	30,414
Uniform Allowance	16,375	19,500	19,500	25,500
Confer/Train/Travel	15,916	16,000	16,000	23,500
	<u>291,579</u>	<u>392,065</u>	<u>392,065</u>	<u>488,521</u>
<b>Materials &amp; Supplies</b>				
Safety Equip/Clothing	66,166	82,280	59,680	82,280
Motor Fuel and Lubricants	-	10,000	10,000	10,000
Minor Equipment	55,030	74,000	56,500	76,500
Other Materials/Supplies	77,857	54,330	54,330	54,330
	<u>199,052</u>	<u>220,610</u>	<u>180,510</u>	<u>223,110</u>
<b>Services</b>				
Professional Services	6,580	66,905	12,580	73,405
Insurance	-	-	-	-
M&R Office Equipment	35,092	35,280	35,280	35,280
M&R - Motor Vehicles	17,848	10,000	10,000	25,000
M&R - Communications Equipment	17,438	29,670	29,670	29,670
	<u>76,958</u>	<u>141,855</u>	<u>87,530</u>	<u>163,355</u>
<b>Capital Outlay</b>				
Motor Vehicles	520,062	503,811	503,811	475,640
Machinery & Equipment	660,201	1,201,435	1,201,435	62,775
Radio & Communications Equip	78,841	232,364	232,364	249,806
Buildings	22,049	-	-	28,852
Improvements Other Than Building	74,300	-	-	-
Office Equipment & Furniture	164,644	-	-	-
Software Purchases/Improvemnts	-	14,000	14,000	-
	<u>1,520,097</u>	<u>1,951,610</u>	<u>1,951,610</u>	<u>817,073</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u><u>2,627,280</u></u>	<u><u>3,339,311</u></u>	<u><u>3,244,886</u></u>	<u><u>2,495,065</u></u>

# PUBLIC PARKING FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:				
<b>SOURCES</b>			<u>\$ (26,049)</u>	<u>\$ (25,658)</u>
<b>Beginning Operating FB:</b>				
City Sticker	97,376	97,000	97,500	97,500
Parking Fines	100,912	110,100	110,150	110,100
Parking Fees	97,015	105,150	94,600	94,400
Other Revenue/Interest Earnings	51	100	100	100
Transfers In	6,500	1,481,500	1,481,500	388,955
Fund Balance Appropriation	<u>0</u>	<u>71,529</u>	<u>0</u>	<u>0</u>
<b>TOTAL SOURCES</b>	<u><u>301,855</u></u>	<u><u>1,865,379</u></u>	<u><u>1,783,850</u></u>	<u><u>691,055</u></u>
<b>USES</b>				
Salaries & Wages	170,298	(10,390)	170,567	173,666
Employee Benefits & Payroll Taxes	67,071	64,609	64,609	80,759
Materials & Supplies	5,036	9,000	9,000	9,200
Utilities & Other Outside Services	52,922	62,000	35,100	63,500
Property Ins & Transfers Out	71,507	1,582,203	1,504,183	473,062
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL FUND</b>	<u><u>366,835</u></u>	<u><u>1,707,422</u></u>	<u><u>1,783,459</u></u>	<u><u>800,187</u></u>
Net Surplus (Deficit)	(64,980)	157,958	391	(109,132)
<b>ENDING OPERATING FUND BALANCE:</b>			<u>(25,658)</u>	<u>(134,790)</u>
Components of Fund Balance:				
Assigned :			0	0
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>(25,658)</b>	<b>(134,790)</b>



##

# PUBLIC PARKING FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Licenses</b>				
City Sticker & Penalty	97,376	97,000	97,500	97,500
	<u>97,376</u>	<u>97,000</u>	<u>97,500</u>	<u>97,500</u>
<b>Fines</b>				
Parking Violation Fines	100,812	110,000	110,000	110,000
Boot Fee	100	100	150	100
	<u>100,912</u>	<u>110,100</u>	<u>110,150</u>	<u>110,100</u>
<b>Charges for Services</b>				
Parking - 6th & Jules	60,198	65,500	61,500	61,500
Parking - 7th & Sylvania	1,860	1,500	1,500	1,500
Parking - 9th & Felix	4,660	7,500	7,500	7,500
Parking - 5th & Edmond	160	50	1,500	1,500
Parking - 5th & Felix	18,293	25,000	17,000	17,000
Parking - 8th & Felix	3,237	-	-	-
Other Parking Permit Fees	8,186	5,000	5,000	5,000
Customer Service Zone Permits	421	600	600	400
	<u>97,015</u>	<u>105,150</u>	<u>94,600</u>	<u>94,400</u>
<b>Investment Earnings/Other Rev</b>				
Intrest Income	(0)	100	100	100
Other Revenue	52	-	-	-
STP/FHWA Grant	-	-	-	-
	<u>51</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Transfers In</b>				
Transfer from General Fund	-	1,475,000	1,475,000	382,455
Transfer from Gaming Fund	6,500	6,500	6,500	6,500
	<u>6,500</u>	<u>1,481,500</u>	<u>1,481,500</u>	<u>388,955</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	71,529	-	-
<b>Total</b>	<u>301,855</u>	<u>1,865,379</u>	<u>1,783,850</u>	<u>691,055</u>

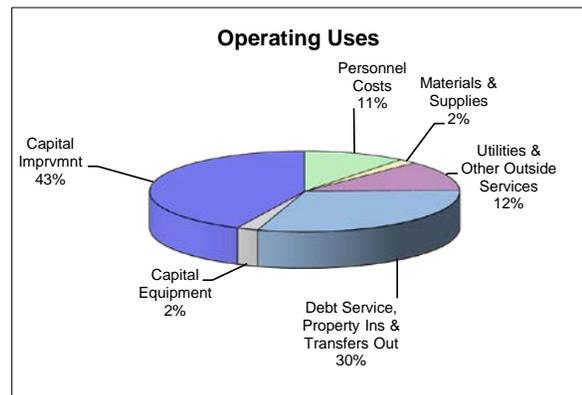
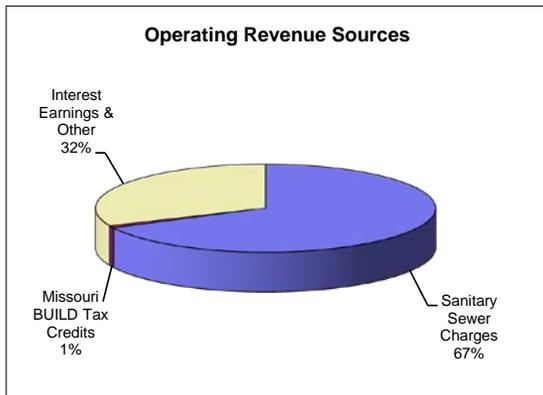
# PUBLIC PARKING FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	155,766		154,909	158,007
Salary Increases	-	\$ (26,049)	-	-
Overtime	1,622	1,030	1,030	1,030
Temp-Part Time Wages	12,910	14,629	14,629	14,629
Out of Title Pay	-	-	-	-
	<u>170,298</u>	<u>(10,390)</u>	<u>170,567</u>	<u>173,666</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	6,145	5,480	5,480	17,539
FICA Contribution	10,577	10,959	10,959	10,787
FICA Medicare	2,474	2,564	2,564	2,523
457 Employer Plan Match	817	780	780	780
Health Insurance	37,753	35,659	35,659	40,398
Dental Insurance	1,574	1,455	1,455	1,455
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	565	521	521	531
Long Term Disability	392	417	417	426
Workers Compensation	6,774	6,774	6,774	6,320
	<u>67,071</u>	<u>64,609</u>	<u>64,609</u>	<u>80,759</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	611	800	800	800
Janitorial Supplies	794	500	500	500
Safety Equip/Clothing	115	2,000	2,000	2,000
Motor Fuel and Lubricants	1,866	4,000	4,000	4,000
Minor Equipment	1,575	1,600	1,600	1,600
Other Materials & Supplies	76	100	100	300
	<u>5,036</u>	<u>9,000</u>	<u>9,000</u>	<u>9,200</u>
<b>Services</b>				
Professional Services	-	-	-	-
Periodicals & Books	-	200	200	200
Telephone Service	2,509	1,800	1,800	2,000
Postage	2,184	3,300	2,000	3,300
Freight	-	-	-	-
Printing & Binding	170	1,900	500	1,900
Electric Service	29,665	30,000	20,000	30,000
Water Service	1,358	1,600	1,600	1,600
M&R - Office Equipment	-	2,400	500	2,400
M&R - Building & Facilities	4,828	14,500	2,000	14,300
M&R Machinery & Equipment	81	-	-	-
M&R - Motor Vehicles	10,391	4,500	4,500	4,500
M&R - Communications Equipment	1,500	1,500	1,500	1,500
Towing Services	35	100	300	100
Laundry Services	200	200	200	1,700
MO DNR Fees	-	-	-	-
Other Services	-	-	-	-
	<u>52,922</u>	<u>62,000</u>	<u>35,100</u>	<u>63,500</u>
<b>Other Charges</b>				
Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Charges	-	-	-	-
Insurance	13,817	13,020	10,000	13,260
Judgement & Claims	-	1,000	1,000	1,000
Motor Vehicles	-	23,000	23,000	-
Transfer to General Fund	56,600	69,093	69,093	75,347
Improvement Other Than Buildings	-	1,475,000	1,400,000	382,455
Transfer to General Fund - Computer	1,090	1,090	1,090	1,000
	<u>71,507</u>	<u>1,582,203</u>	<u>1,504,183</u>	<u>473,062</u>
<b>Total</b>	<u>366,835</u>	<u>1,707,422</u>	<u>1,783,459</u>	<u>800,187</u>

# WATER PROTECTION FUND SUMMARY

OPERATING:	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$7,758,763	\$10,345,009
<b>SOURCES</b>				
Sanitary Sewer Charges	25,750,384	29,113,126	27,953,100	29,688,452
Missouri BUILD Tax Credits	377,490	387,727	387,727	387,727
Other Revenues	34,222,606	76,195,932	76,258,002	13,880,247
Interest Earnings/Special Assessments	126,357	43,200	63,400	20,700
Transfers In	7,250	3,250	15,179	3,250
Grants	181,709	0	0	0
Fund Balance	0	15,593,900	19,460,416	208,870
<b>TOTAL SOURCES</b>	<u>60,665,797</u>	<u>121,337,135</u>	<u>124,137,824</u>	<u>44,189,246</u>
<b>USES</b>				
Salaries & Wages	3,431,423	3,622,401	3,622,401	3,615,600
Employee Benefits & Payroll Taxes	1,250,132	1,256,814	1,256,814	1,592,134
Materials & Supplies	767,426	842,907	895,300	922,907
Utilities & Other Outside Services	11,916,605	5,708,435	5,507,485	5,905,733
Debt Service, Property Ins & Transfers Out	8,762,345	14,470,030	14,833,030	14,837,238
Operating Capital Equipment	751,130	1,230,700	1,230,700	1,097,997
Capital Improvements	2,367,091	94,205,848	94,205,848	21,001,555
<b>TOTAL FUND</b>	<u>29,246,152</u>	<u>121,337,135</u>	<u>121,551,578</u>	<u>48,973,164</u>
Net Operating Surplus (Deficit)	31,419,645	0	2,586,246	(4,783,918)
			\$10,345,009	\$5,561,090
<b>CAPITAL:</b>				
<b>SOURCES</b>				
Bond Proceeds	33,942,307	76,055,432	76,055,432	5,725,247
Other Revenues/Transfers In	20	700	700	700
Interest Earnings/Special Assessments	3,973	0	0	0
Appropriated from Operating Fund Balance	0	19,460,416	19,460,416	15,961,805
<b>TOTAL CIP SOURCES</b>	<u>33,946,300</u>	<u>95,516,548</u>	<u>95,516,548</u>	<u>21,687,752</u>
<b>USES</b>				
WP CIP Improvements	<u>6,772,343</u>	<u>95,516,548</u>	<u>95,516,548</u>	<u>21,687,752</u>
Net Capital Surplus (Deficit)			0	0
<b>TOTAL USES</b>	<u>2,072,195</u>	<u>121,337,135</u>	<u>121,551,578</u>	<u>48,973,164</u>



# WATER PROTECTION REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Fines &amp; Charges for Services</b>				
Residential/Commercial Sewer Serv.	23,535,718	26,258,650	25,165,100	27,178,300
Sewer System Development Fee	39,286	30,000	30,000	30,000
South St. Joseph Industrial Sewer Dist.	1,660,695	1,998,476	1,809,400	1,954,152
Sewer Service Penalties	489,288	700,000	822,600	500,000
MO DNR Fees	25,399	26,000	26,000	26,000
Admin Code Penalties	-	100,000	100,000	-
	<u>25,750,384</u>	<u>29,113,126</u>	<u>27,953,100</u>	<u>29,688,452</u>
<b>Other Revenue</b>				
Other Revenue	138,185	130,000	130,000	135,000
Sale of Fixed Assets	-	-	11,929	11,929
Advertising	500	500	500	500
Finance Admin Fees	(1,202)	9,000	9,000	11,000
Insurance Proceeds	1,777	-	-	-
Recycling Revenue	2,680	-	-	-
Refunds PY Expenditures	15,572	-	-	-
Recovery/Reimbursement	122,787	1,000	51,141	51,141
Missouri BUILD Tax Credits	377,490	387,727	387,727	387,727
Gain/Loss Sale of Investments	-	-	-	-
Bond Proceeds	<u>33,942,307</u>	<u>76,055,432</u>	<u>76,055,432</u>	<u>5,725,247</u>
<b>Investment Earnings</b>	<u>34,600,096</u>	<u>76,583,659</u>	<u>76,645,729</u>	<u>6,322,544</u>
EIERA Interest	11,776	10,000	10,000	-
MDFB Interest	158	700	700	700
IDA Bonds Interest Income	41,834	-	-	-
Interest Income	<u>56,188</u>	<u>16,500</u>	<u>36,700</u>	<u>20,000</u>
<b>Special Assessments</b>	<u>109,956</u>	<u>27,200</u>	<u>47,400</u>	<u>20,700</u>
Principle	15,382	15,000	15,000	-
Interest Income	<u>1,019</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>Grants &amp; Entitlements</b>	<u>16,401</u>	<u>16,000</u>	<u>16,000</u>	<u>0</u>
FEMA Reimbursement	533,735	-	-	-
SEMA Reimbursement	(352,026)	-	-	-
EPA Wastewater Grant	-	-	-	-
<b>Interfund Transfers In</b>	<u>181,709</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfer from Spec Alloc	-	-	-	-
Transfer from Gen Fund	4,000	-	11,929	-
Transfer from Landfill Fund	<u>3,250</u>	<u>3,250</u>	<u>3,250</u>	<u>3,250</u>
<b>Transfer from/(to) Fund Balance</b>	<u>7,250</u>	<u>3,250</u>	<u>15,179</u>	<u>3,250</u>
Fund Balance Appropriation	-	15,593,900	-	15,961,805
<b>Total</b>	<u>60,665,797</u>	<u>121,337,135</u>	<u>104,677,408</u>	<u>51,996,751</u>

## EXPENDITURES

<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	3,170,823	3,393,186	3,393,186	3,398,506
Salary Increases	-	-	-	-
Overtime	191,178	176,515	176,515	178,850
Temporary & PT Wages	55,853	42,400	42,400	21,879
Out of Title Pay	12,253	9,785	9,785	15,065
Sick Leave Buy Back	<u>1,316</u>	<u>515</u>	<u>515</u>	<u>1,300</u>
<b>Employee Benefits</b>	<u>3,431,423</u>	<u>3,622,401</u>	<u>3,622,401</u>	<u>3,615,600</u>
Lagers Pension Contribution	123,294	107,793	107,793	366,495
FICA Contribution	213,623	228,363	228,363	224,429
FICA Medicare	50,015	53,410	53,410	52,487
457 Employer Match Plan	16,998	19,110	19,110	22,620
Health Insurance	588,983	599,067	599,067	678,689
Dental Insurance	24,041	24,735	24,735	24,444
Federal Health Reinsurer Tax	-	-	-	-

# WATER PROTECTION EXPENDITURES

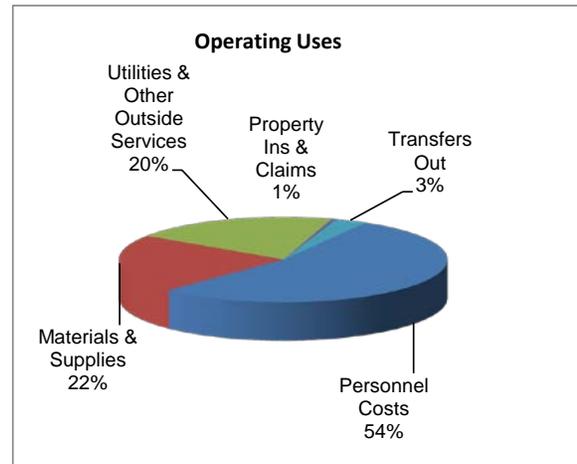
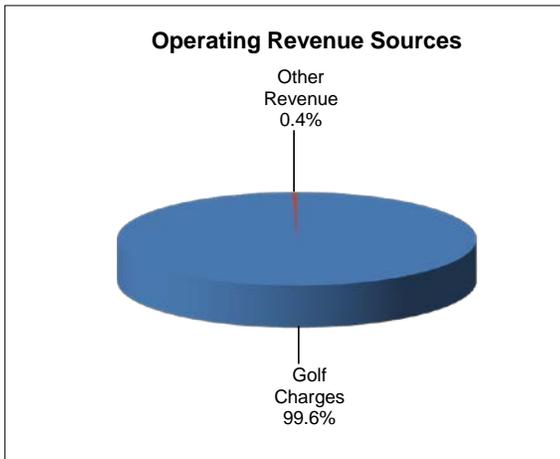
	2015-16	2016-17		2017-18
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Life Insurance	11,312	11,602	11,602	11,422
Unemployment	-	515	515	515
Long Term Disability	7,669	9,288	9,288	9,143
Workers Compensation	138,730	138,730	138,730	135,940
Confer/Train/Travel	75,470	64,200	64,200	65,950
	<u>1,250,132</u>	<u>1,256,814</u>	<u>1,256,814</u>	<u>1,592,134</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	11,847	10,600	10,000	10,600
Janitorial Supplies	7,998	13,000	12,000	13,000
Safety Equip/Clothing	52,254	35,500	32,500	40,500
Wastewater Treatment Chemicals	338,228	381,635	543,000	456,635
Motor Fuel and Lubricants	110,084	175,000	100,000	175,000
Minor Equipment	153,654	162,772	118,000	162,772
Street Maintenance Supplies	58,500	60,000	60,000	60,000
Other Materials/Supplies	34,862	4,400	19,800	4,400
	<u>767,426</u>	<u>842,907</u>	<u>895,300</u>	<u>922,907</u>
<b>Services</b>				
Employment Services	53,057	99,600	84,000	99,600
Professional Services	6,708,707	711,100	863,300	753,250
Other Professional Services	-	-	-	-
Memberships	9,535	11,485	13,300	11,485
Periodicals & Books	525	1,500	450	1,500
Telephone Service	34,016	29,620	29,685	29,620
Postage	124,769	137,300	120,800	137,300
Freight	5,024	5,000	2,600	5,000
Advertising	3,921	6,000	6,000	1,000
Permits & Recording Fees	3,492	2,300	1,700	2,300
Printing & Binding	9,595	21,320	21,820	21,320
Gas Service	122,628	165,000	100,000	165,000
Electric Service	1,486,636	1,478,000	1,478,000	1,556,725
Water Service	54,149	50,000	55,000	50,000
Vehicle/Equipment Rental	56,974	67,380	55,300	70,910
M&R - Office Equipment	117,795	203,280	226,880	205,843
M&R - Building & Facilities	1,256,638	1,216,000	1,216,000	1,270,000
M&R - Machinery & Equipment	31,972	12,500	30,000	12,500
M&R - Motor Vehicles	163,300	200,000	120,000	200,000
M&R - Communications Equipment	30,765	63,200	38,200	63,200
Major Repairs & Replacements	1,114,891	784,700	625,000	784,700
Towing Service	2,395	2,500	2,500	2,500
Laundry Services	25,341	27,000	27,000	27,000
Solid Waste Disposal Services	1,848	3,650	3,650	3,650
MO DNR Fees	303,625	275,000	275,000	275,000
Special Contributions/Services	-	-	-	-
Other Services	195,006	135,000	111,300	156,330
	<u>11,916,605</u>	<u>5,708,435</u>	<u>5,507,485</u>	<u>5,905,733</u>

# WATER PROTECTION EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Charges</b>				
Bad Debt Expense	408,127	1,000,000	500,000	500,000
Principal	2,945,000	6,982,902	6,982,902	7,592,900
Interest	3,360,779	4,119,389	4,119,389	4,431,518
Other Debt Charges	78,507	111,000	1,000,000	111,000
Bond Issuance Cost Amortization	-	26,500	-	26,500
Insurance	193,555	203,490	203,490	210,180
Claims	59,818	51,000	51,500	51,000
Transfer to General Fund	1,639,927	1,896,939	1,896,939	1,831,850
Transfer to Aviation Fund	48,290	48,290	48,290	48,290
Transfer to General Fund - Computer	28,340	30,520	30,520	34,000
	<u>8,762,345</u>	<u>14,470,030</u>	<u>14,833,030</u>	<u>14,837,238</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Office Equipment	-	-	-	-
Motor Vehicles	26,312	-	-	189,997
Machinery & Equipment	724,818	1,230,700	1,230,700	908,000
Radio & Communications Equipment	-	-	-	-
Software Purchases	-	-	-	-
Buildings	-	-	-	-
Improvements other than Buildings	1,711,076	94,205,848	94,205,848	21,001,555
Streets, Curbs & Sidewalks	10,000	-	-	-
Land	646,016	-	-	-
	<u>3,118,221</u>	<u>95,436,548</u>	<u>95,436,548</u>	<u>22,099,552</u>
<b>Total</b>	<u>29,246,152</u>	<u>121,337,135</u>	<u>121,551,578</u>	<u>48,973,164</u>

# MUNICIPAL GOLF COURSE FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$ (88,839)	-\$293,955
<b>SOURCES</b>				
Golf Charges	790,364	847,310	733,600	733,600
Other Revenue	14,447	3,000	3,000	3,000
Investment Earnings	-36	100	100	100
Transfer In	124,660	0	0	57,861
Fund Balance Appropriation	0	123,981	0	0
<b>TOTAL SOURCES</b>	<u>929,435</u>	<u>974,391</u>	<u>736,700</u>	<u>794,561</u>
<b>USES</b>				
Salaries & Wages	345,210	327,397	327,397	330,048
Employee Benefits & Payroll Taxes	81,908	77,494	77,494	92,594
Materials & Supplies	201,026	192,900	170,885	173,800
Utilities & Other Outside Services	159,693	137,735	127,175	159,510
Property Ins & Claims	63,636	54,375	54,375	3,700
Transfers Out	25,595	25,690	25,690	24,409
Operating Capital Equipment	115,146	158,800	158,800	10,500
	<u>992,213</u>	<u>974,391</u>	<u>941,816</u>	<u>794,561</u>
Net Surplus (Deficit)			(205,116)	0
			\$ (293,955)	\$ (293,955)
<b>SOURCES</b>				
Golf Surcharge	22,309	23,500	20,500	20,500
Interest Earnings/Transfers In	0	100	100	100
Transfers In	0	100,000	0	0
<b>TOTAL SOURCES</b>	<u>22,309</u>	<u>123,600</u>	<u>20,600</u>	<u>20,600</u>
<b>USES</b>				
Golf Improvements, Capital Project	14,988	215,014	150,000	0
Net Capital Surplus (Deficit)	7,321	(91,414)	(129,400)	20,600



# MUNICIPAL GOLF FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Charges for Services</b>				
Golf Daily Surcharge	18,111	22,000	17,000	17,000
Membership Surcharge	27,138	25,500	24,000	24,000
Daily Green Fees	109,419	122,300	90,000	90,000
Annual Golf Fees	100,171	126,000	100,000	100,000
Locker Rental Fees	3,963	4,800	3,500	3,500
Tournament Green Fees	40,254	50,350	40,000	40,000
Golf Cart Rental	202,803	204,000	190,000	190,000
Summer Juniors' Camp Program	-	700	1,000	1,000
Meeting/Banquet Room Rental	19,011	15,000	17,500	17,500
Driving Range	19,816	20,000	18,500	18,500
Golf Pro Shop	67,310	67,000	60,000	60,000
Golf Simulator-League	4,982	7,500	4,600	4,600
Golf Simulator-Range Play	366	600	1,000	1,000
Golf Simulator-Special Event	983	1,400	1,500	1,500
Golf Concessions	176,039	180,160	165,000	165,000
	<u>790,364</u>	<u>847,310</u>	<u>733,600</u>	<u>733,600</u>
<b>Other Revenue</b>				
Donations	10,066	3,000	3,000	3,000
Insurance Proceeds	241	-	-	-
Recovery/Reimbursements	1,166	-	-	-
Gift Certificate Revenue	3,038	-	-	-
Other Revenue, Long/Short	(63)	-	-	-
	<u>14,447</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
<b>Investment Earnings</b>				
Interest Income	(36)	100	100	100
	<u>(36)</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Interfund Transfers</b>				
Transfer from General Fund	124,660	-	-	57,861
	<u>124,660</u>	<u>0</u>	<u>0</u>	<u>57,861</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	123,981	-	-
<b>Total</b>	<u>929,435</u>	<u>974,391</u>	<u>736,700</u>	<u>794,561</u>

# MUNICIPAL GOLF FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	197,377	197,102	197,102	199,388
Salary Increases	-	-	-	-
Overtime	2,865	-	-	-
Sick Leave Buy Back	541	-	-	365
Temporary Part-Time Wages	144,427	130,295	130,295	130,295
	<u>345,210</u>	<u>327,397</u>	<u>327,397</u>	<u>330,048</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	7,720	6,010	6,010	22,132
FICA Contribution	21,499	20,299	20,299	20,463
FICA Medicare	5,028	4,748	4,748	4,786
457 Employer Match Plan	1,575	1,560	1,560	1,560
Health Insurance	30,029	28,527	28,527	32,319
Dental Insurance	1,252	1,164	1,164	1,164
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	708	841	841	858
Long Term Disability	459	526	526	537
Workers Compensation	13,020	13,020	13,020	7,975
Car Mileage	91	300	300	300
Confer/Train/Travel	527	500	500	500
	<u>81,908</u>	<u>77,494</u>	<u>77,494</u>	<u>92,594</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,178	1,300	1,300	1,200
Janitorial Supplies	2,211	2,500	1,500	1,500
Recreation Supplies	25,420	28,000	28,000	22,000
Safety Equipment/Clothing	-	100	100	100
Motor Fuel and Lubricants	17,126	25,000	16,000	17,500
Minor Equipment	6,551	4,000	4,000	3,500
Materials for Resale	148,281	100,000	100,000	100,000
Other Supplies	259	32,000	44,000	28,000
	<u>201,026</u>	<u>192,900</u>	<u>194,900</u>	<u>173,800</u>
<b>Services</b>				
Professional Services	11,332	9,000	9,000	9,570
Memberships/Books	867	1,110	800	1,000
Periodicals/Books	8	-	-	-
Communication Services	5,704	4,500	4,500	4,000
Postage	210	100	150	100
Freight	-	-	-	-
Advertising	3,267	4,100	4,800	3,800
Licenses/Permits	1,454	1,500	1,500	1,300
Printing & Binding	497	400	400	300
Gas Service	1,836	2,500	2,500	1,500
Electric Service	14,613	14,000	14,000	10,000
Water Service	68,988	62,000	55,000	53,000
Vehicle/Equipment Rent	13,405	13,525	13,525	44,940
M&R Office Equipment	150	200	200	200
M&R - Building & Facilities	19,270	10,000	10,000	10,000
M&R - Machinery & Equipment/Commun	17,472	14,000	10,000	19,000
M&R - Motor Vehicles	-	500	500	500
Laundry Services	620	300	300	300
Other Services	-	-	-	-
	<u>159,693</u>	<u>137,735</u>	<u>127,175</u>	<u>159,510</u>
<b>Other Charges</b>				
Debt Service (Equipment Lease)	42,099	44,730	44,730	-
Debt Service Interest	7,175	4,745	4,745	-

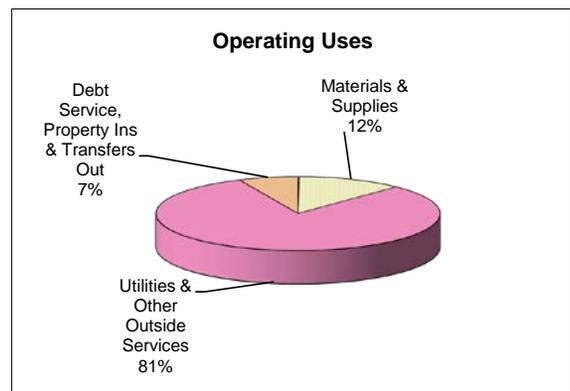
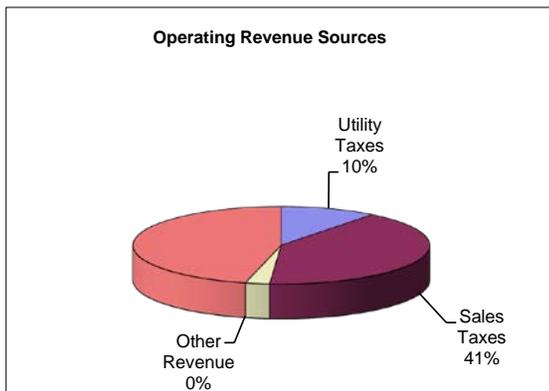
# MUNICIPAL GOLF FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Insurance	4,362	4,400	4,400	3,200
Judgement & Claims	10,000	500	500	500
Transfer to General Fund	21,235	21,330	21,330	21,409
Transfer to General Fund - Computer	4,360	4,360	4,360	3,000
	<u>89,231</u>	<u>80,065</u>	<u>80,065</u>	<u>28,109</u>
<b>Capital Outlay</b>				
Machinery & Equipment	15,146	8,800	8,800	10,500
Improv Other Than Buildings	-	150,000	150,000	-
Streets, Curbs, Sidewalks	100,000	-	-	-
	<u>115,146</u>	<u>158,800</u>	<u>158,800</u>	<u>10,500</u>
<b>Total</b>	<u>992,213</u>	<u>974,391</u>	<u>965,831</u>	<u>794,561</u>

# MASS TRANSIT FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$19,317,463	\$20,798,487
<b>SOURCES</b>				
Utility Taxes	1,150,648	1,161,360	1,217,535	1,205,848
Sales Taxes	4,583,310	4,540,545	4,647,137	4,688,159
Charges for Services	287,727	290,300	290,300	291,100
Other Revenue	39,727	3,500	3,500	3,500
Investment Earnings	55,037	8,500	8,500	8,500
Intergovernmental Operating Grants	918,054	5,863,856	5,864,512	5,304,540
Fund Balance Appropriation	0	(820,146)	0	0
<b>TOTAL SOURCES</b>	<u>7,034,503</u>	<u>11,047,915</u>	<u>12,031,484</u>	<u>11,501,647</u>
<b>USES</b>				
Employee Travel & Training	3,701	8,200	8,200	8,200
Materials & Supplies	318,174	724,995	232,800	724,995
Utilities & Other Outside Services	4,344,330	4,811,066	4,797,361	4,890,348
Capital Outlay & Improvements	0	5,186,000	5,194,445	4,601,406
Debt Service, Property Ins & Transfers Out	264,453	317,654	317,654	409,056
<b>TOTAL FUND</b>	<u>4,930,658</u>	<u>11,047,915</u>	<u>10,550,460</u>	<u>10,634,005</u>
Net Surplus (Deficit)	2,103,845	0	1,481,024	867,642
<b>ENDING TRANSIT FUND BALANCE:</b>			\$20,798,487	\$21,666,129
<b>SOURCES</b>				
Grants & Entitlements	918,054	5,863,856	4,149,456	3,667,540
Appropriated from Fund Balance	0	(820,146)	0	0
<b>TOTAL SOURCES</b>	<u>918,054</u>	<u>5,043,710</u>	<u>4,149,456</u>	<u>3,667,540</u>
<b>USES</b>				
Transit CIP Projects	0	5,186,000	5,194,445	4,601,406
Net Capital Surplus (Deficit)	918,054	(142,290)	(1,044,989)	(933,866)
<b>ENDING CIP FUND BALANCE:</b>				



# MASS TRANSIT FUND

## REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Utility Franchise Fees</b>				
Gas	202,794	253,400	237,749	237,748
Electric	780,705	720,600	804,126	800,000
Water	144,031	152,560	152,560	145,000
Utility Taxes - TIF portion	23,118	34,800	23,100	23,100
	<u>1,150,648</u>	<u>1,161,360</u>	<u>1,217,535</u>	<u>1,205,848</u>
<b>Sales Tax</b>				
Sales Tax	4,933,698	4,871,180	4,958,367	4,983,159
Sales Tax Contra Account	(1,150,670)	(1,111,230)	(1,111,230)	(1,120,000)
EATS (TIF generated sales tax)	800,281	780,595	800,000	825,000
	<u>4,583,310</u>	<u>4,540,545</u>	<u>4,647,137</u>	<u>4,688,159</u>
<b>Charges for Services</b>				
Fare Box Revenue	178,258	180,000	180,000	175,000
Ticket Sales - Adult	46,210	50,000	50,000	50,000
Ticket Sales - Youth	1,785	2,500	2,500	1,800
Ticket Sales - Senior/Handicapped	38,405	37,000	37,000	38,000
Ticket Sales - Commissions	7,469	8,000	8,000	7,500
ID Cards	870	800	800	800
Advertising	14,730	12,000	12,000	18,000
	<u>287,727</u>	<u>290,300</u>	<u>290,300</u>	<u>291,100</u>
<b>Other Revenue</b>				
Recovery/Reimbursements	-	-	-	-
Concessions	-	3,500	3,500	3,500
Insurance Proceeds	4,303	-	-	-
Refund Prior Yr Expense	1,154	-	-	-
Other Revenue	26,517	-	-	-
Sale of Fixed Assets	7,558	-	-	-
Recycling Revenue	194	-	-	-
	<u>39,727</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<b>Investment Earnings</b>				
Interest Income	55,037	8,500	8,500	8,500
	<u>55,037</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
<b>Intergovernmental</b>				
Federal Transit Authority - Capital	1,457	4,174,700	4,175,356	3,667,540
Federal Transit Authority - Operations	900,622	1,689,156	1,689,156	1,637,000
American Rec Reinvest Capital	-	-	-	-
State Operating Grant	15,975	-	-	-
	<u>918,054</u>	<u>5,863,856</u>	<u>5,864,512</u>	<u>5,304,540</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	(820,146)	-	933,866
	<u>-</u>	<u>(820,146)</u>	<u>-</u>	<u>933,866</u>
<b>Total</b>	<u>7,034,503</u>	<u>11,047,915</u>	<u>12,031,484</u>	<u>12,435,513</u>

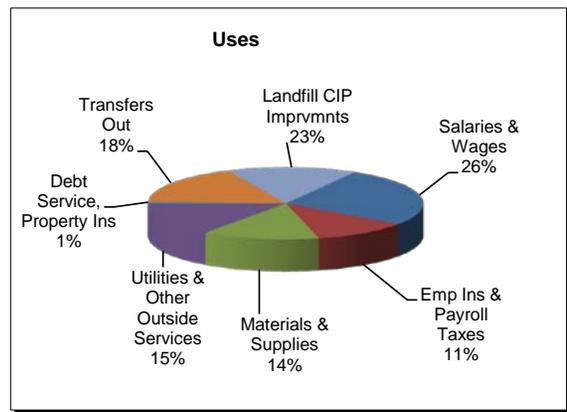
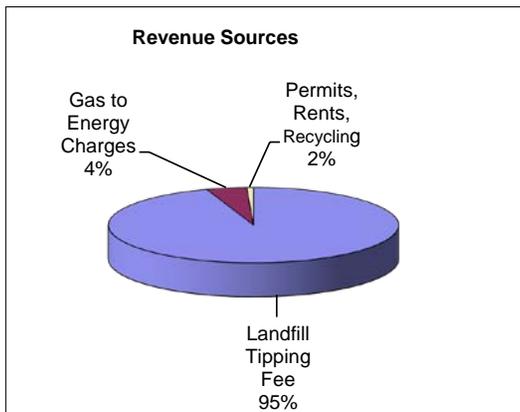
# MASS TRANSIT FUND

## EXPENDITURES

	2015-16	2016-17		2017-18
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Employee Benefits</b>				
Car/Mileage Allow	-	1,500	1,500	1,500
Confer/Train/Travel	3,701	6,700	6,700	6,700
	<u>3,701</u>	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	7,022	9,500	6,000	9,500
Janitorial Supplies	5,478	8,000	6,000	8,000
Safety Equip/Clothing	20,546	18,300	18,300	18,300
Other Material & Supplies	95	-	-	-
Motor Fuel and Lubricants	280,038	686,695	200,000	686,695
Minor Equipment	4,995	2,500	2,500	2,500
	<u>318,174</u>	<u>724,995</u>	<u>232,800</u>	<u>724,995</u>
<b>Services</b>				
Professional Services	256,801	284,452	284,452	284,642
Memberships	2,900	3,000	3,500	3,000
Periodicals & Books	-	250	-	250
Communications Services	27,206	25,730	25,730	25,730
Postage	192	1,000	300	1,000
Advertising	31,815	25,000	25,000	25,000
Permits & Recording Fees	673	950	950	950
Printing & Binding	4,869	12,000	6,000	12,000
Gas Service	7,063	17,400	10,000	17,400
Electric Service	18,017	16,000	16,000	16,000
Water Service	5,520	8,000	6,000	8,000
Vehicle/Equipment Rental	574	9,535	1,000	9,535
M&R - Office Equipment	1,942	2,420	1,200	2,420
M&R - Building & Facilities	57,097	77,000	45,000	77,000
M&R - Machinery & Equipment	4,947	7,000	2,500	7,000
M&R - Motor Vehicles	468,970	345,000	400,000	345,000
M&R - Communications Equipment	5,738	17,000	6,000	17,000
Major Repairs & Replacements	-	35,000	35,000	35,000
Towing Service	5,629	2,500	2,500	2,500
Laundry Services	10,180	10,000	14,400	10,000
Solid Waste Disposal Services	358	600	600	600
Other Services	3,433,838	3,911,229	3,911,229	3,990,321
	<u>4,344,330</u>	<u>4,811,066</u>	<u>4,797,361</u>	<u>4,890,348</u>
<b>Other Charges</b>				
Insurance	152,238	151,115	151,115	157,550
Judgetment & Claims	12,867	-	-	-
Transfer to Computer Network	17,440	17,440	17,440	12,000
Transfer to General Fund	81,908	149,099	149,099	239,506
	<u>264,453</u>	<u>317,654</u>	<u>317,654</u>	<u>409,056</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Office Equipment & Furniture	-	-	-	10,000
Motor Vehicles	-	4,500,000	4,500,000	3,477,961
Machinery & Equipment	-	283,000	283,000	222,445
Radio & Comm Equipment	-	88,000	96,445	-
Buildings	-	100,000	100,000	349,000
Improv. Other Than Buildings	-	215,000	215,000	542,000
	<u>0</u>	<u>5,186,000</u>	<u>5,194,445</u>	<u>4,601,406</u>
<b>Total</b>	<u>4,930,658</u>	<u>11,047,915</u>	<u>10,550,460</u>	<u>10,634,005</u>

# LANDFILL FUND SUMMARY

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$2,858,896	\$3,405,902
<b>SOURCES</b>				
Permits	2,125	3,100	3,100	2,500
Rents	4,588	4,500	4,500	4,500
Landfill Tipping Fee	3,517,456	3,000,000	3,600,000	3,600,000
Gas to Energy Charges	166,303	180,400	165,000	170,000
Other Revenue	11,136	1,300	1,300	1,300
Recycling Revenue	22,479	20,000	20,000	20,000
Investment Earnings	29,938	10,100	10,100	10,100
Fund Balance Appropriation	0	219,414	0	0
<b>TOTAL SOURCES</b>	<u>3,754,025</u>	<u>3,438,814</u>	<u>3,804,000</u>	<u>3,808,400</u>
<b>USES - Operating</b>				
Salaries & Wages	852,419	877,864	877,864	880,562
Employee Benefits & Payroll Taxes	290,296	293,444	293,444	380,453
Materials & Supplies	285,455	455,550	262,050	457,250
Utilities & Other Outside Services	474,293	505,950	515,630	501,750
Debt Service, Property Ins	23,892	20,815	22,815	22,270
Transfers Out	1,021,610	1,057,191	1,057,191	583,142
Capital Outlay	128,458	228,000	0	42,812
<b>TOTAL OPERATING USES</b>	<u>3,076,424</u>	<u>3,438,814</u>	<u>3,028,994</u>	<u>2,868,239</u>
<b>USES - Capital Improvements</b>				
Landfill CIP Improvements in Capital Project Program	<u>128,458</u>	<u>228,000</u>	<u>228,000</u>	<u>508,215</u>
<b>TOTAL USES</b>	<u>3,204,882</u>	<u>3,666,814</u>	<u>3,256,994</u>	<u>3,376,454</u>
Net Surplus/(Deficit):			<u>547,006</u>	<u>431,946</u>
<b>LANDFILL FUND BALANCE:</b>			<u><b>\$3,405,902</b></u>	<u><b>\$3,837,847</b></u>



# LANDFILL FUND

## REVENUES

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Permits</b>				
Trash Hauler Permits	2,125	3,100	3,100	2,500
	<u>2,125</u>	<u>3,100</u>	<u>3,100</u>	<u>2,500</u>
<b>Rent</b>				
Farm Land Rent	4,588	4,500	4,500	4,500
	<u>4,588</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
<b>Charges for Services</b>				
Landfill Tipping Fees	3,517,456	3,000,000	3,600,000	3,600,000
Gas to Energy Sales	166,303	180,400	165,000	170,000
	<u>3,683,759</u>	<u>3,180,400</u>	<u>3,765,000</u>	<u>3,770,000</u>
<b>Other Revenue</b>				
Recycling Revenue	22,479	20,000	20,000	20,000
Sale of Fixed Asset	10,000	-	-	-
Advertising	1,000	1,000	1,000	1,000
Recovery/Reimbursement	300	300	300	300
Other	(164)	-	-	-
	<u>33,615</u>	<u>21,300</u>	<u>21,300</u>	<u>21,300</u>
<b>Investment Earnings</b>				
Interest Income	23,756	10,000	10,000	10,000
Interest on Accounts Receivable	6,182	100	100	100
	<u>29,938</u>	<u>10,100</u>	<u>10,100</u>	<u>10,100</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	219,414	-	508,215
	<u>-</u>	<u>219,414</u>	<u>-</u>	<u>508,215</u>
<b>Total</b>	<u>3,754,025</u>	<u>3,438,814</u>	<u>3,804,000</u>	<u>4,316,615</u>

## EXPENDITURES

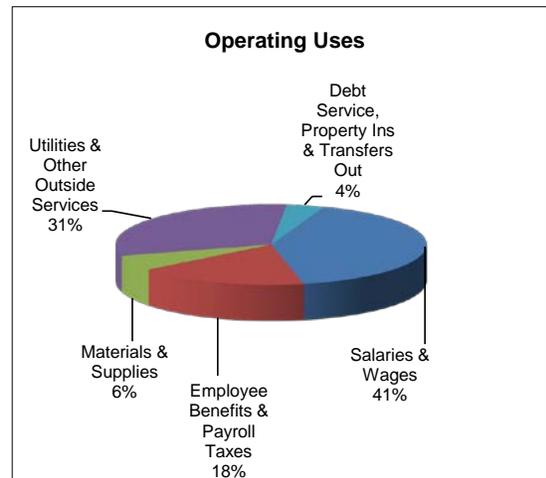
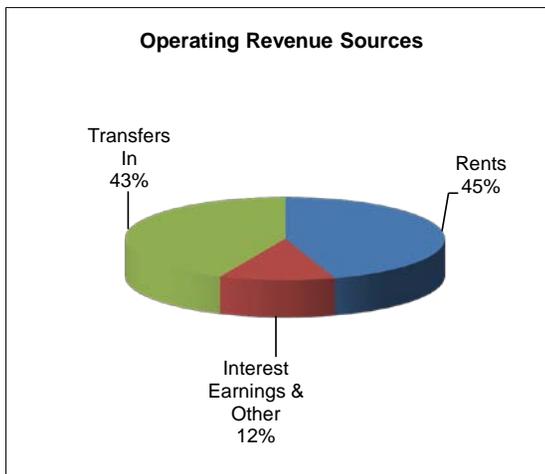
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	787,840	817,539	817,539	830,487
Salary Adjustment	-	-	-	-
Overtime	62,034	57,575	57,575	48,925
Out of Title Pay	174	250	250	-
Sick Leave Buy Back	2,371	2,500	2,500	1,150
	<u>852,419</u>	<u>877,864</u>	<u>877,864</u>	<u>880,562</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	32,557	27,215	27,215	92,185
FICA Contribution	53,289	54,428	54,428	54,657
FICA Medicare	12,463	12,730	12,730	12,783
457 Employer Plan Match	4,400	4,160	4,160	5,070
Health Insurance	140,390	142,635	142,635	161,593
Dental Insurance	5,827	5,820	5,820	5,820
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	2,822	2,748	2,748	2,791
Unemployment Claims	-	-	-	-
Long Term Disability	1,884	2,200	2,200	2,235
Workers Compensation	33,908	33,908	33,908	33,219
Confer/Train/Travel	2,756	7,600	7,600	10,100
	<u>290,296</u>	<u>293,444</u>	<u>293,444</u>	<u>380,453</u>

# LANDFILL FUND EXPENDITURES

	2014-15	2015-16		2016-17
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	5,594	4,100	4,100	5,100
Janitorial Supplies	2,718	2,100	2,100	2,600
Safety Equip/Clothing	5,550	5,150	5,150	5,350
Motor Fuel and Lubricants	190,405	350,000	160,100	350,000
Minor Equipment	15,985	15,500	15,500	15,500
Street Maintenance Supplies	55,875	60,000	60,000	60,000
Other Materials/Supplies	9,328	18,700	15,100	18,700
	<u>285,455</u>	<u>455,550</u>	<u>262,050</u>	<u>457,250</u>
<b>Services</b>				
Professional Services	188,407	188,530	188,530	173,532
Memberships	1,032	600	600	600
Periodicals & Books	-	500	-	500
Telephone Service	6,475	4,400	4,400	6,380
Postage	254	500	500	500
Freight	2,594	3,000	3,000	2,000
Advertising	21,228	12,000	14,000	12,000
Permits & Recording Fees	3,111	4,400	4,400	4,400
Printing & Binding	3,675	1,500	1,800	2,700
Gas Service	978	8,000	4,000	5,000
Electric Service	9,302	13,000	10,000	10,000
Water Service	443	600	600	600
Vehicle/Equipment Rental	621	700	1,200	700
M&R - Office Equipment	223	1,600	300	1,600
M&R - Building & Facilities	11,002	7,500	14,000	7,500
M&R - Machinery & Equipment	166,215	78,600	80,100	78,600
M&R - Motor Vehicles	29,168	20,000	20,000	20,000
M&R - Communications Equipment	2,582	4,000	6,500	4,000
Major Repairs & Replacements	-	9,700	12,000	23,988
Towing Services	112	200	200	200
Laundry Services	4,457	4,920	5,400	5,250
MO DNR Fees	(74,902)	50,000	50,000	50,000
Other Services	97,318	91,700	94,100	91,700
	<u>474,293</u>	<u>505,950</u>	<u>515,630</u>	<u>501,750</u>
<b>Other Charges</b>				
Other Debt Charges	-	-	-	-
Insurance	23,892	18,815	18,815	20,270
Judgments & Claims	-	2,000	4,000	2,000
Transfer to General Fund	689,000	724,581	724,581	574,892
Transfer to SIMR Fund	325,000	325,000	325,000	325,000
Transfer to Water Protection	3,250	3,250	3,250	3,250
Transfer to General Fund - Computer	4,360	4,360	4,360	5,000
	<u>1,045,502</u>	<u>1,078,006</u>	<u>1,080,006</u>	<u>930,412</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Motor Vehicles	-	-	-	-
Machinery & Equipment	128,458	88,000	88,000	179,112
Improvements Other than Buildings	-	140,000	140,000	371,915
	<u>128,458</u>	<u>228,000</u>	<u>228,000</u>	<u>551,027</u>
<b>Total</b>	<u>3,076,424</u>	<u>3,438,814</u>	<u>3,256,994</u>	<u>3,701,454</u>

# AVIATION FUND SUMMARY

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$6,327	-\$15,175
<b>SOURCES</b>				
Rents	406,945	403,133	531,423	398,587
Other Revenue	44,309	22,625	22,625	102,890
Investment Earnings	-299	100	100	100
Grants	5,139,429	12,244,178	1,835,467	2,291,400
Transfers In	156,685	378,290	250,000	383,890
Fund Balance Appropriation	0	(10,585,320)	0	0
<b>TOTAL SOURCES</b>	<u>5,747,068</u>	<u>2,463,006</u>	<u>2,639,615</u>	<u>3,176,867</u>
<b>USES</b>				
Salaries & Wages	288,573	294,719	294,719	296,549
Employee Benefits & Payroll Taxes	98,910	98,182	98,182	127,721
Materials & Supplies	26,401	44,040	28,590	44,040
Utilities & Other Outside Services	726,419	249,994	230,435	224,994
Debt Service, Property Ins & Transfers Out	29,870	28,724	28,724	28,480
Capital Outlay	5,406,749	1,747,347	1,980,467	2,589,000
<b>TOTAL FUND</b>	<u>6,576,922</u>	<u>2,463,006</u>	<u>2,661,117</u>	<u>3,310,784</u>
Net Surplus (Deficit)	(829,854)	0	(21,502)	(133,917)
<b>SOURCES</b>				
Grants/Entitlements	5,139,429	12,244,178	1,835,467	2,291,400
Transfers In/Other Revenue	33,395	250,000	250,000	254,600
Appropriated from Fund Balance	0	(10,585,320)	0	0
<b>TOTAL SOURCES</b>	<u>5,172,824</u>	<u>1,908,858</u>	<u>2,085,467</u>	<u>2,546,000</u>
<b>USES</b>				
Aviation Projects in Capital Project Fund	6,006,870	1,852,347	2,085,467	2,546,000
Net Capital Surplus (Deficit)	(834,046)	56,511	0	0
<b>TOTAL USES</b>	<u>6,576,922</u>	<u>2,463,006</u>	<u>(15,175)</u>	<u>(149,092)</u>



# AVIATION FUND REVENUES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Rents</b>				
Airport Hangar Rent	88,876	85,750	85,750	85,750
Airport Restaurant Rent	4,800	4,800	4,800	4,800
Life Net Lease	6,146	6,177	6,177	6,177
Farm Land Rent	73,379	73,380	73,380	68,675
Air National Guard Rent	83,604	81,240	81,240	81,240
BMS Warehouse Rent	6,333	6,333	6,333	6,333
F.B.O. Lease	72,397	79,537	79,537	79,696
Federal Aviation Administration Rent	71,410	65,916	65,916	65,916
	<u>406,945</u>	<u>403,133</u>	<u>403,133</u>	<u>398,587</u>
<b>Other Revenue</b>				
Sale of Gas & Oil	38,089	20,610	20,610	20,610
Recycling Revenue	695	-	-	-
Recovery/Reimbursements	4,750	1,250	1,250	1,500
Other Revenue	774	765	765	80,780
	<u>44,309</u>	<u>22,625</u>	<u>22,625</u>	<u>102,890</u>
<b>Investment Earnings</b>				
Interest Income	(299)	100	100	100
	(299)	100	100	100
<b>Intergovernmental</b>				
Federal Aviation Administration	2,153,508	7,380,000	1,835,467	1,189,000
Buchanan County Aviation	-	1,125,000	-	-
State Airport Aid Grant	52,817	-	-	-
FEMA/SEMA Reimbursements	9,242	-	-	-
MO Air National Guard Grant	2,923,862	3,739,178	-	1,102,400
	<u>5,139,429</u>	<u>12,244,178</u>	<u>1,835,467</u>	<u>2,291,400</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	-	20,000	20,000	20,000
Transfer from Gaming Fund	75,000	60,000	60,000	60,000
Transfer from Water Protection Fund	48,290	48,290	48,290	49,290
Transfer from CIP Sales Tax Fund	33,395	250,000	250,000	254,600
	<u>156,685</u>	<u>378,290</u>	<u>378,290</u>	<u>383,890</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	(10,585,320)	-	-
<b>Total</b>	<u>5,747,068</u>	<u>2,463,006</u>	<u>2,639,615</u>	<u>3,176,867</u>

## EXPENDITURES

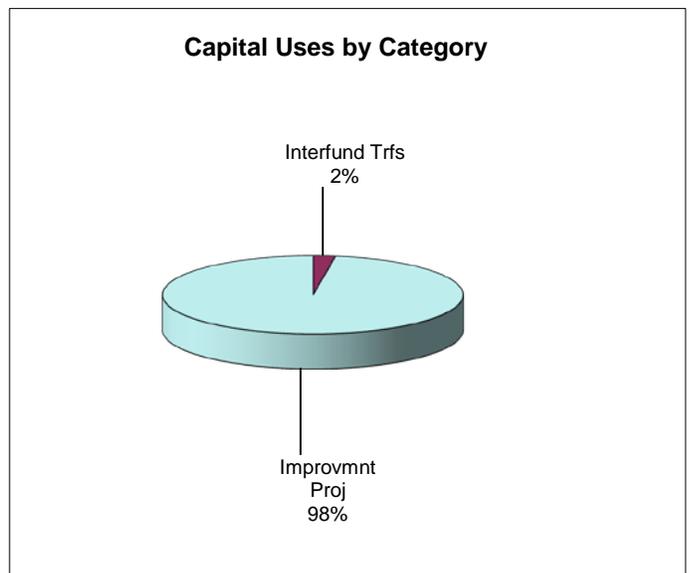
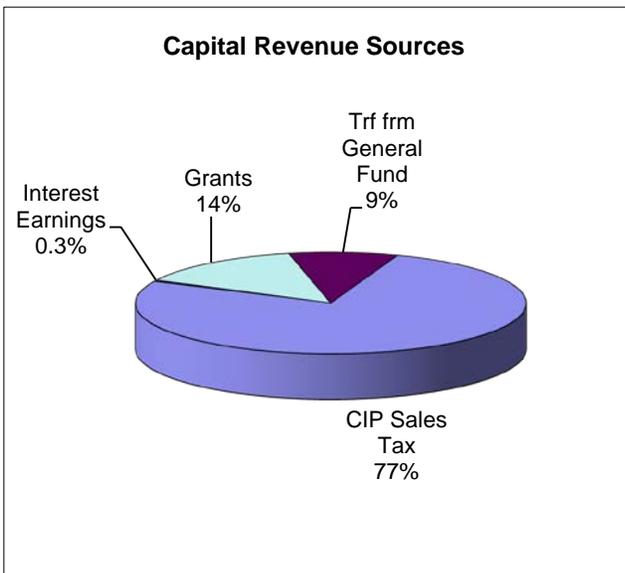
	2015-16	2016-17		2017-18	
	Actual	Adopted Budget	Estimated Actual	Budget	
<b>Salaries &amp; Wages</b>					
Base Salaries/Wages	283,476	280,694	280,694	#	288,824
Salary Adjustments	-	-	-	#	-
Overtime	5,096	14,025	14,025	#	7,725
Temporary/Part-Time Wages	-	-	-	#	-
	<u>288,573</u>	<u>294,719</u>	<u>294,719</u>		<u>296,549</u>
<b>Employee Benefits</b>					
Lagers Pension Contribution	10,078	9,137	9,137		32,060
FICA Contribution	18,152	18,274	18,274		18,386
FICA Medicare	4,245	4,274	4,274		4,300
457 Employer Plan Match	1,620	1,560	1,560		1,950
Health Insurance	44,418	42,791	42,791		48,478
Dental Insurance	1,852	1,746	1,746		1,746
Federal Health Reinsurer Tax	-	-	-		-
Life Insurance	994	944	944		971

# AVIATION FUND EXPENDITURES

	2015-16	2016-17		2017-18
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits Con't</b>				
Long Term Disability	634	756	756	777
Workers Compensation	11,200	11,200	11,200	11,553
Unemployment Claims	-	-	-	-
Car/Mileage Allowance	121	200	200	200
Confer/Train/Travel	5,597	7,300	7,300	7,300
Other Compensation	-	-	-	-
	<u>17,553</u>	<u>19,456</u>	<u>19,456</u>	<u>19,830</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	549	1,400	500	1,400
Janitorial Supplies	1,653	3,100	2,600	3,100
Safety Equip/Clothing	1,230	2,600	2,600	2,600
Chemicals/Drugs/Med Supply	-	-	-	-
Motor Fuel and Lubricants	14,110	19,550	10,000	19,550
Minor Equipment	3,761	5,000	5,000	5,000
Street Maintenance Supplies	1,968	9,000	4,500	9,000
Other Materials/Supplies	3,130	3,390	3,390	3,390
	<u>26,401</u>	<u>44,040</u>	<u>28,590</u>	<u>44,040</u>
<b>Services</b>				
Professional Services	599,279	110,000	110,000	-
Memberships	1,206	1,220	1,220	1,220
Periodicals & Books	166	460	460	460
Communication Services	5,971	6,005	6,005	6,005
Postage	249	500	300	500
Advertising	842	400	500	400
Permits & Recording Fees	3,533	3,400	3,400	3,400
Printing & Binding	33	100	100	100
Gas Service	872	2,000	2,000	2,000
Electric Service	34,711	38,000	38,000	38,000
Water Service	1,114	2,100	2,100	2,100
Vehicle/Equipment Rent	4,649	2,004	6,000	7,004
M&R - Building & Facilities	30,942	43,000	30,000	43,000
M&R - Machinery & Equipment	9,445	9,000	9,000	9,000
M&R - Motor Vehicles	2,617	4,600	3,000	4,600
M&R - Communications Equipment	1,602	-	-	-
Major Repairs & Replacements	5,466	15,135	5,000	15,135
Laundry Services	2,841	2,400	4,000	2,400
Solid Waste Disposal Services	869	1,320	1,000	1,320
MO DNR Fees	92	150	150	150
Special Contributions	15,000	2,000	2,000	2,000
Other Services	4,921	6,200	6,200	86,200
	<u>726,419</u>	<u>249,994</u>	<u>230,435</u>	<u>224,994</u>
<b>Other Charges</b>				
Insurance	23,505	23,274	23,274	24,480
Judgement & Claims	-	-	-	-
Transfer to General Fund	2,005	-	-	-
Transfer to General Fund - Computer	4,360	5,450	5,450	4,000
	<u>29,870</u>	<u>28,724</u>	<u>28,724</u>	<u>28,480</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Machinery & Equipment	-	5,000	5,000	43,000
Improvements other than Buildings	5,406,749	1,742,347	1,975,467	2,546,000
	<u>5,406,749</u>	<u>1,747,347</u>	<u>1,980,467</u>	<u>2,589,000</u>
<b>Total</b>	<u><u>6,576,922</u></u>	<u><u>2,463,006</u></u>	<u><u>2,661,117</u></u>	<u><u>3,310,784</u></u>

# CAPITAL PROJECTS FUND SUMMARY

SOURCES	Projected Beginning FB:	2015-2016	2016-2017		2017-2018
		Actual	Adopted Budget	Estimated Actual	Budget
				<u>\$12,606,457</u>	<u>\$9,583,028</u>
CIP Sales Tax		5,906,522	5,923,275	5,938,730	5,944,789
Other Misc Revenues		428,368	15,000	517,792	15,000
Interest Earnings		30,433	20,000	20,000	20,000
Intergovernmental/Grants		1,868,143	1,185,500	112,916	1,096,000
Transfer from General Fund		1,002,018	1,050,000	1,050,000	700,000
Transfer from Gaming Fund		0	0	0	0
Transfer from CDBG Fund		0	0	0	0
Transfer from Museum Fund		0	0	0	0
Appropriation from Fund Balance		0	6,543,800	0	8,864,070
<b>TOTAL SOURCES</b>		<u>9,235,483</u>	<u>14,737,575</u>	<u>7,639,438</u>	<u>16,639,859</u>
<b>USES</b>					
Professional Services/Materials & Supplies		241,099	1,900,559	1,900,559	0
Interfund Trfs		33,395	250,000	250,000	254,600
Capital Equip		0	0	0	0
Improvmt Proj		7,877,109	12,587,016	8,512,308	10,420,470
<b>TOTAL USES</b>		<u>8,151,603</u>	<u>14,737,575</u>	<u>10,662,867</u>	<u>10,675,070</u>
Net Surplus (Deficit)				(3,023,429)	5,964,789
<b>ENDING RESERVED FUND BALANCE:</b>				<b>\$9,583,028</b>	<b>\$15,547,817</b>



# CAPITAL PROJECTS FUND

## REVENUES

	2015-2016	2016-2017		2017-2018
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Sales Tax</b>				
Sales Tax	6,578,836	6,495,560	6,611,730	6,644,789
Sales Tax Contra Account	(1,538,676)	(1,464,065)	(1,540,000)	(1,570,000)
EATS	866,361	891,780	867,000	870,000
	<u>5,906,522</u>	<u>5,923,275</u>	<u>5,938,730</u>	<u>5,944,789</u>
<b>Other Revenue</b>				
Donations	-	15,000	15,000	15,000
MO Levee Project	400,000	-	502,792	-
Recovery/Reimbursements	28,368	-	-	-
	<u>428,368</u>	<u>15,000</u>	<u>517,792</u>	<u>15,000</u>
<b>Investment Earnings</b>				
Interest Income	30,433	20,000	20,000	20,000
	<u>30,433</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Intergovernmental</b>				
Bode Trust	-	-	-	-
MO DNR Parks	-	69,500	69,500	-
Trans Enhancement Grant	-	-	-	-
STP/FHWA Grant	1,334,795	1,116,000	7,000	960,000
FTA/CPG Grant	-	-	-	136,000
Buchanan County 911	500,000	-	-	-
FEMA Reimbursement Fund	-	-	31,416	-
SEMA Homeland Security Grant	33,348	-	-	-
Miscellaneous Grants	-	-	5,000	-
American Rec Reinvest Capital	-	-	-	-
	<u>1,868,143</u>	<u>1,185,500</u>	<u>112,916</u>	<u>1,096,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	1,002,018	1,050,000	1,050,000	700,000
Transfer from CDBG Fund	-	-	-	-
Transfer from Gaming Fund	-	-	-	-
Transfer from Museum Fund	-	-	-	-
	<u>1,002,018</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>700,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	6,543,800	-	8,864,070
<b>Total</b>	<u>9,235,483</u>	<u>14,737,575</u>	<u>7,639,438</u>	<u>16,639,859</u>

# CAPITAL PROJECTS FUND

## EXPENDITURES

	2015-2016	2016-2017		2017-2018
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Supplies/Services/Other</b>				
Professional Services	210,566	1,900,559	1,900,559	-
License/Permits/Recording Fees	93	-	-	-
Refund Expense	-	-	-	-
Other Services	23,794	-	-	-
Advertising	6,646	-	-	-
	<u>241,099</u>	<u>1,900,559</u>	<u>1,900,559</u>	<u>0</u>
<b>Capital Outlay</b>				
Motor Vehicles	-	-	-	-
Machinery & Equipment	-	-	-	-
Software Purchases	-	-	-	-
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Public Improvements</b>				
Land	364,322	930,800	930,800	667,898
Buildings	2,219	-	-	5,407,382
Improvements other than Buildings	5,575,899	1,016,000	1,941,292	2,970,386
Streets, Curbs & Sidewalks	1,934,669	10,640,216	5,640,216	1,374,804
	<u>7,877,109</u>	<u>12,587,016</u>	<u>8,512,308</u>	<u>10,420,470</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	-	-	-	-
Transfer to Aviation	33,395	250,000	250,000	254,600
	33,395	250,000	250,000	254,600
<b>Total</b>	<u>8,151,603</u>	<u>14,737,575</u>	<u>10,662,867</u>	<u>10,675,070</u>

# GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN DETERMINATION

The City, by agreement, has irrevocably appropriated and pledged property tax receipts in an amount sufficient to pay principal and interest on the outstanding general obligation bonds. In the event that receipts pledged are not sufficient to pay these obligations, the City is obligated to levy additional property taxes sufficient to pay these debts.

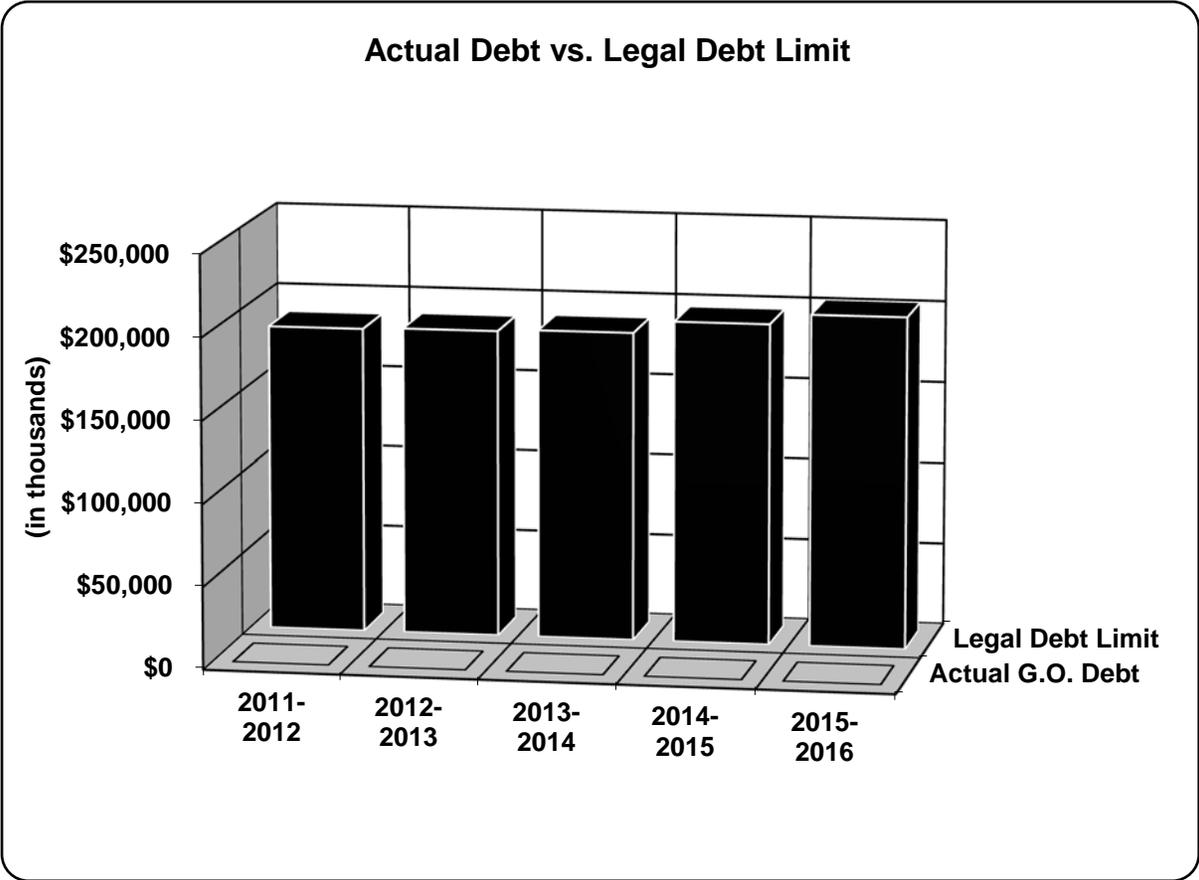
The Missouri State Constitution permits a City, by vote of two-thirds of the voting electorate, to incur general obligation indebtedness for "City Purposes" not to exceed 10% of the assessed value of taxable tangible property; and to incur additional general obligation indebtedness not to exceed, in the aggregate, an additional 10% of the assessed value of taxable tangible property, for the purpose of acquiring right-of-way, construction, extending and improving streets and avenues and/or sanitary or storm sewer systems; and an additional 10% for purchasing or constructing waterworks, electric or other light plants, provided that the total general obligation indebtedness of the City does not exceed 20% of the assessed valuation of taxable property.

<b>Assessed Valuation at December 30, 2016</b>		<b><u>\$1,012,995,885</u></b>
<b>Legal Debt Margin: Any Legal "City Purpose" - Art. VI, Sec 26b</b>		
Debt Limitation at 5% of assessed valuation.....		\$50,649,794
<b>Additional Debt Margin: Any Legal "City Purpose" - Art. VI. Sec 26c</b>		
Debt Limitation at 5% of assessed valuation.....		\$50,649,794
<b>Legal Debt Margin: Streets, Storm or Sanitary Sewers - Art VI. Sec 26d</b>		
Debt Limitation at 10% of assessed valuation.....		\$101,299,589
<b>Debt Applicable to Limitation:</b>		
Total General Obligation Bonded debt .....	\$0	
Less amount available in Debt Service Fund.....	<u>0</u>	
		0
<b>Legal Debt Margin</b>		<b><u>\$202,599,177</u></b>

# GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN

(in thousands of dollars)

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Assessed Valuation at July 1	\$931,658	\$936,350	\$942,350	\$980,423	\$1,012,996
Legal Debt Limit @ 20%	186,332	187,270	188,470	196,085	202,599
Total General Obligation Debt Amount Available from Debt Service Fund					
Actual Debt (net)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Legal Debt Margin	<u>\$186,332</u>	<u>\$187,270</u>	<u>\$188,470</u>	<u>\$196,085</u>	<u>\$202,599</u>



# SUMMARY OF EXISTING MUNICIPAL DEBT

	<u>Amount of Financing</u>		<u>Fund</u>	<u>Maturity Date</u>
	<u>At Issue Date</u>	<u>Current Balance</u>		
<b><i>Revenue Bonds</i></b>				
2003 - Sewer Revenue Bonds	777,000	305,000	Sewer	4/1/2023
2013 - SRF Bonds	14,217,922	12,694,300	Sewer	1/1/2034
2014 - SRF Bonds	56,000,000	53,767,000	Sewer	7/1/2035
2014A - SRF Bonds	28,585,000	28,585,000	Sewer	7/1/2035
2016 - SRF Bonds	10,000,000	8,231,819	Sewer	1/1/2022
2017 - SRF Bonds	67,124,640	0	Sewer	7/1/2049
2014B Sewer Revenue Bonds	5,755,000	5,240,000	Sewer	7/1/2034
	<u>182,459,562</u>	<u>108,823,119</u>		
<b><i>Capital Lease Obligations</i></b>				
2013 - Golf Carts	118,125	20,784	Golf	2/15/2018
2015 - Office Copiers	118,304	42,215	General	6/30/2018
2015 - Avaya IP Phone	233,522	136,679	General	1/1/2020
2017 - Mail Machine	21,896	18,367	General	10/10/2020
2017 - Folder/Inserter	13,553	11,369	Sewer	10/10/2020
	<u>469,951</u>	<u>199,678</u>		
<b><i>Other Debt</i></b>				
2004 - MDFB D (LEC Expansion)	2,425,000	1,125,000	General	3/1/2024
2005 - IDA A & B (Shoppes TIF)	42,985,000	30,450,000	Spec Alloc	6/30/2028
2008 - IDA (Mitchell Ave Project)	5,110,000	3,110,000	Spec Alloc	3/1/2029
2011 - MDFB A (Triumph 2004 Refncd)	6,685,000	3,930,000	Spec Alloc	5/1/2024
2011 - MDFB E (Sewer System)	22,275,000	18,960,000	Sewer	5/1/2036
2012 - MDFB B ( 2004 Refncd)	8,685,000	5,740,000	Spec Alloc	11/1/2024
2012 - MDFB C (2004C Sewer Refncd)	8,825,000	5,850,000	Sewer	11/1/2024
2015 - IDA A (Sewer System)	10,255,000	9,530,000	Sewer	4/1/2034
2015 - IDA B (2007 Refncd)	19,215,000	18,605,000	Sewer	4/1/2027
	<u>126,460,000</u>	<u>97,300,000</u>		
<b><i>Total All Debt</i></b>	<u><u>309,389,513</u></u>	<u><u>206,322,797</u></u>		

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2050	
<b>General Fund</b>										
<b>2015 Office Copiers Lease Obligations</b>										
Principal	118,304	76,089	42,215	42,215	0	0	0	0	0	42,215
Interest		11,697		1,679	0	0	0	0	0	1,679
	<u>118,304</u>	<u>87,786</u>	<u>42,215</u>	<u>43,893</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,893</u>
<b>2015 Avaya IP Phone System</b>										
Principal	233,522	96,843	136,679	47,921	54,069	34,689	0	0	0	136,679
Interest		52,739		13,975	7,827	1,417	0	0	0	23,219
	<u>233,522</u>	<u>149,582</u>	<u>136,679</u>	<u>61,896</u>	<u>61,896</u>	<u>36,106</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>159,898</u>
<b>2017 Mailing Machine</b>										
Principal	21,896	3,529	18,367	5,382	5,491	5,601	1,892	0	0	18,367
Interest		271		318	210	99	8	0	0	635
	<u>21,896</u>	<u>3,800</u>	<u>18,367</u>	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>	<u>1,900</u>	<u>0</u>	<u>0</u>	<u>19,002</u>
<b>2004 MDFB D (LEC Expansion)</b>										
Principal	2,425,000	1,300,000	1,125,000	140,000	145,000	155,000	160,000	165,000	360,000	1,125,000
Interest		991,455		50,625	44,325	37,800	30,825	23,625	24,525	211,725
	<u>2,425,000</u>	<u>2,291,455</u>	<u>1,125,000</u>	<u>190,625</u>	<u>189,325</u>	<u>192,800</u>	<u>190,825</u>	<u>188,625</u>	<u>384,525</u>	<u>1,336,725</u>
Principal	2,798,722	1,476,461	1,322,261	235,518	204,560	195,291	161,892	165,000	360,000	1,322,260
Interest		1,056,162		66,597	52,362	39,316	30,833	23,625	24,525	237,258
<b>Total GF Debt</b>	<u>2,798,722</u>	<u>2,528,823</u>	<u>1,303,894</u>	<u>234,518</u>	<u>189,325</u>	<u>192,800</u>	<u>190,825</u>	<u>188,625</u>	<u>384,525</u>	<u>1,540,516</u>
<b>Municipal Golf</b>										
<b>2013 Golf Carts Lease Obligations</b>										
Principal	118,125	97,341	20,784	20,784	0	0	0	0	0	20,784
Interest		17,859		2,256	0	0	0	0	0	2,256
	<u>118,125</u>	<u>115,200</u>	<u>20,784</u>	<u>23,040</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,040</u>
Principal	118,125	97,341	20,784	20,784	0	0	0	0	0	20,784
Interest		17,859		2,256	0	0	0	0	0	2,256
<b>Total Golf Debt</b>	<u>118,125</u>	<u>115,200</u>	<u>20,784</u>	<u>23,040</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,040</u>
<b>Special Allocation (TIF)</b>										
<b>2005 IDA Series A (North Shoppes TIF)</b>										
Principal	26,000,000	8,090,000	17,910,000	950,000	1,045,000	1,115,000	1,200,000	1,290,000	12,310,000	17,910,000
Interest		14,452,597		939,635	888,763	833,683	773,000	706,081	2,442,069	6,583,230
	<u>26,000,000</u>	<u>22,542,597</u>	<u>17,910,000</u>	<u>1,889,635</u>	<u>1,933,763</u>	<u>1,948,683</u>	<u>1,973,000</u>	<u>1,996,081</u>	<u>14,752,069</u>	<u>24,493,230</u>
<b>2005 IDA Series B (North Shoppes TIF)</b>										
Principal	16,985,000	4,445,000	12,540,000	660,000	730,000	780,000	870,000	925,000	8,575,000	12,540,000
Interest		9,711,661		664,381	627,025	586,444	542,100	493,859	1,665,344	4,579,153
	<u>16,985,000</u>	<u>14,156,661</u>	<u>12,540,000</u>	<u>1,324,381</u>	<u>1,357,025</u>	<u>1,366,444</u>	<u>1,412,100</u>	<u>1,418,859</u>	<u>10,240,344</u>	<u>17,119,153</u>
<b>2008 IDA Mitchell Avenue</b>										
Principal	5,110,000	2,000,000	3,110,000	190,000	200,000	215,000	220,000	235,000	2,050,000	3,110,000
Interest		2,057,040		171,050	160,600	149,600	137,775	125,675	475,200	1,219,900
	<u>5,110,000</u>	<u>4,057,040</u>	<u>1,052,960</u>	<u>361,050</u>	<u>360,600</u>	<u>364,600</u>	<u>357,775</u>	<u>360,675</u>	<u>2,525,200</u>	<u>4,329,900</u>
<b>2011 MDFB Series A (Triumph Foods TIF)</b>										
Principal	6,685,000	2,755,000	3,930,000	495,000	515,000	535,000	560,000	580,000	1,245,000	3,930,000
Interest		1,105,589		160,363	144,894	126,869	106,806	84,406	87,181	710,519
	<u>6,685,000</u>	<u>3,860,589</u>	<u>3,930,000</u>	<u>655,363</u>	<u>659,894</u>	<u>661,869</u>	<u>666,806</u>	<u>664,406</u>	<u>1,332,181</u>	<u>4,640,519</u>
<b>2012 MDFB Series B (Triumph Foods TIF)</b>										
Principal	8,685,000	2,945,000	5,740,000	680,000	695,000	720,000	745,000	770,000	2,130,000	5,740,000
Interest		1,094,358		208,131	189,751	168,880	144,918	118,262	151,192	981,133
	<u>8,685,000</u>	<u>4,039,358</u>	<u>5,740,000</u>	<u>888,131</u>	<u>884,751</u>	<u>888,880</u>	<u>889,918</u>	<u>888,262</u>	<u>2,281,192</u>	<u>6,721,133</u>
Principal	63,465,000	20,235,000	43,230,000	2,975,000	3,185,000	3,365,000	3,595,000	3,800,000	26,310,000	43,230,000
Interest		28,421,245		2,143,560	2,011,032	1,865,475	1,704,599	1,528,284	4,820,986	14,073,935
<b>Total Spec Allocation</b>	<u>63,465,000</u>	<u>48,656,245</u>	<u>43,230,000</u>	<u>5,118,560</u>	<u>5,196,032</u>	<u>5,230,475</u>	<u>5,299,599</u>	<u>5,328,284</u>	<u>31,130,986</u>	<u>57,303,935</u>

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2050	
<b>Sewer</b>										
<b>2017 Folder/Inserter</b>										
Principal	13,553	2,185	11,368	3,331	3,399	3,467	1,171	0	0	11,369
Interest		168		197	130	61	5	0	0	393
	13,553	2,353	11,368	3,528	3,528	3,528	1,176	0	0	11,762
<b>2003 Sewerage System Revenue Bonds</b>										
Principal	777,000	472,000	305,000	45,000	45,000	50,000	50,000	55,000	60,000	305,000
Interest		359,572		15,338	13,133	10,905	8,405	5,880	3,075	56,735
	777,000	831,572	305,000	60,338	58,133	60,905	58,405	60,880	63,075	361,735
<b>2011 Sewerage System MDFB Series E</b>										
Principal	22,275,000	3,315,000	18,960,000	645,000	670,000	695,000	725,000	750,000	15,475,000	18,960,000
Interest		5,481,710		949,063	923,263	896,463	868,663	839,663	6,813,256	11,290,369
	22,275,000	8,796,710	18,960,000	1,594,063	1,593,263	1,591,463	1,593,663	1,589,663	22,288,256	30,250,369
<b>2012 MDFB C - WWT Plant Expansion - BUILD Bond Portion</b>										
Principal	1,946,230	1,129,715	816,515	262,437	276,160	277,918	0	0	0	816,515
Interest		1,280,944		38,715	25,025	10,619	0	0	0	74,359
	1,946,230	2,410,659	816,515	301,152	301,185	288,537	0	0	0	890,874
<b>2012 MDFB C - WWT Plant Expansion - City Portion</b>										
Principal	6,878,770	1,845,285	5,033,485	392,563	398,840	417,082	715,000	740,000	2,370,000	5,033,485
Interest		988,457		144,560	138,600	132,756	122,525	101,075	142,756	782,272
	6,878,770	2,833,742	5,033,485	537,123	537,440	549,838	837,525	841,075	2,512,756	5,815,757
<b>2013 State Revolving Loan Funds</b>										
Principal	14,217,922	1,523,622	12,694,300	617,900	632,500	646,900	661,500	677,000	9,458,500	12,694,300
Interest		559,435		165,535	157,334	148,934	140,350	131,567	814,594	1,558,315
	14,217,922	2,083,057	12,694,300	783,435	789,834	795,834	801,850	808,567	10,273,094	14,252,615
<b>2014 State Revolving Loan Funds</b>										
Principal	56,000,000	2,233,000	53,767,000	2,293,000	2,353,000	2,414,000	2,478,000	2,544,000	41,685,000	53,767,000
Interest		1,264,426		832,468	798,965	761,788	723,637	684,473	4,839,046	8,640,376
	56,000,000	3,497,426	53,767,000	3,125,468	3,151,965	3,175,788	3,201,637	3,228,473	46,524,046	62,407,376
<b>2014A State Revolving Loan Funds</b>										
Principal	28,585,000	0	28,585,000	1,175,000	1,206,000	1,236,000	1,268,000	1,302,000	21,253,000	27,440,000
Interest		449,229		369,213	353,131	336,627	319,709	302,348	2,135,526	3,816,554
	28,585,000	449,229	28,585,000	1,544,213	1,559,131	1,572,627	1,587,709	1,604,348	23,388,526	31,256,554
<b>2014B Sewerage System Revenue Bonds</b>										
Principal	5,755,000	515,000	5,240,000	205,000	210,000	220,000	225,000	230,000	4,150,000	5,240,000
Interest		460,677		174,738	170,638	166,438	162,038	157,538	1,220,625	2,052,013
	5,755,000	975,677	5,240,000	379,738	380,638	386,438	387,038	387,538	5,370,625	7,292,013
<b>2015A IDA Sewerage System Revenue Bonds</b>										
Principal	10,255,000	725,000	9,530,000	355,000	370,000	380,000	400,000	420,000	7,605,000	9,530,000
Interest		712,317		363,744	528,141	341,294	322,294	302,294	2,279,294	4,137,059
	10,255,000	1,437,317	9,530,000	718,744	898,141	721,294	722,294	722,294	9,884,294	13,667,059
<b>2015B IDA Sewerage System Revenue Bonds</b>										
Principal	19,215,000	610,000	18,605,000	1,190,000	1,240,000	1,290,000	1,355,000	1,420,000	12,110,000	18,605,000
Interest		1,743,238		905,950	858,350	808,750	744,250	676,500	2,181,000	6,174,800
	19,215,000	2,353,238	18,605,000	2,095,950	2,098,350	2,098,750	2,099,250	2,096,500	14,291,000	24,779,800
<b>2016 State Revolving Loan Funds</b>										
Principal	10,000,000	0	10,000,000	412,000	421,000	1,609,000	2,834,000	4,724,000	0	10,000,000
Interest		0		122,586	94,835	90,600	68,535	40,040	0	416,596
	10,000,000	0	10,000,000	534,586	515,835	1,699,600	2,902,535	4,764,040	0	10,416,596
<b>2017 State Revolving Loan Funds</b>										
Principal	67,124,650	0	67,124,650	0	0	855,430	1,733,380	1,763,847	62,771,983	67,124,640
Interest		0		349,608	839,058	839,058	822,972	801,210	11,843,131	15,495,037
	67,124,650	0	67,124,650	349,608	839,058	1,694,488	2,556,352	2,565,057	74,615,114	82,619,677
Principal	243,043,125	12,370,807	230,672,318	7,596,231	7,825,899	10,094,797	12,446,051	14,625,847	176,938,483	229,527,309
Interest		13,300,173		4,431,714	4,900,601	4,544,292	4,303,381	4,042,587	32,272,304	54,494,879
<b>Total Sewer Debt</b>	<b>243,043,125</b>	<b>25,670,980</b>	<b>230,672,318</b>	<b>12,027,945</b>	<b>12,726,500</b>	<b>14,639,089</b>	<b>16,749,433</b>	<b>18,668,434</b>	<b>209,210,787</b>	<b>284,022,188</b>
<b>Total All Debt</b>										
Principal	309,424,972	34,179,609	275,245,363	10,827,533	11,215,459	13,655,088	16,202,944	18,590,847	203,608,483	274,100,352
Interest		42,795,439		6,644,127	6,963,994	6,449,083	6,038,814	5,594,496	37,117,815	68,808,328
<b>Total Debt Service</b>	<b>309,424,972</b>	<b>76,975,048</b>	<b>275,245,363</b>	<b>17,471,660</b>	<b>18,179,453</b>	<b>20,104,170</b>	<b>22,241,757</b>	<b>24,185,343</b>	<b>240,726,298</b>	<b>342,908,680</b>



# GLOSSARY

**Accrual Accounting** – A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used. *see also modified accrual accounting*

**Acronym** – An abbreviation used to stand for a phrase, compound word, name, etc. It is used to save space, to avoid repetition of long words and phrases, or simply to conform to conventional usage. The list of the most commonly used acronyms in the Budget Document includes:

CAP	Community Appearance Plan
CDBG	Community Development Block Grant (Fund)
CIP	Capital Improvement Plan (or Capital Improvement Project) depending on context
EATS	Economic Activity Taxes
FB	Fund Balance
FY	Fiscal Year
GASB	General Accounting Standards Board
GFOA	Government Finance Officer Association
G.O.	General Obligation (Bond)
HUD	(Department of) Housing and Urban Development
IDA	Industrial Development Authority
LINC	Linking Individuals, Neighborhoods & Community
MDFB	Missouri Development Finance Board
MDNR	Missouri Department of Natural Resources
MoDOT	Missouri Department of Transportation
PILOTS	Payment In Lieu of Taxes
SIMR	Street Improvement Maintenance & Repair (Fund)
TIF	Tax Increment Financing
TDD	Transportation Development District
WIC	Women, Infants and Children (federal grant program)
WP	Water Protection
WWT	Wastewater Treatment

**Ad Valorem Taxes** - General Property Taxes levied on the assessed valuation of real and personal property.

**Annual Budget and Program of Services** - The budget is a policy document, a financial plan, an operations guide, and a communications device covering a specified period of time. The City of St. Joseph prepares an annual operating budget matching planned revenues and expenditures to municipal services. The City's annual fiscal year budgeting period is from July 1 through June 30.

**Annual Period** - Unless otherwise stated refers to the twelve-month fiscal year commencing July 1 and concluding June 30. *see also fiscal year*

**Appropriation** - A legal authorization granted by the City Council permitting the City to incur obligations and to make expenditures of resources.

**Appropriation Ordinance** - The official document adopted by the City Council establishing the legal authority to incur obligations and to make expenditures of resources.

**Assessed Valuation** - The basis for determining property taxes. Assessed valuation determines the value of real and personal property. Personal property located in Missouri is assessed at 33% of its fair market value. Real estate property is assessed at 19%, 32%, and 12% of fair market value for residential, commercial, and agricultural property, respectively.

# GLOSSARY

**Bonded Debt** - A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as construction or repair of buildings, streets, and sewer infrastructure and purchase of high cost machinery and equipment.

**Budget Message** - The letter of transmittal from the City Manager which provides the City Council and the public with the general summary of the most important aspects of the budget, changes from previous fiscal years, and his views and recommendations.

**Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

**Budgetary Units** - Formal cost centers including programs, departments, and funds used for fiscal oversight, compliance, and control.

**Capital Asset Capitalization Policy** - A set of self-imposed conditions required to capitalize and /or depreciate fixed assets purchased or constructed by the City. The purpose of the policy is to provide a reasonable basis for identifying and qualifying assets based on asset cost, estimated economic useful life, and related factors. Generally, infrastructure, assets costing less than \$5,000, and assets having an estimated economic useful life of less than 1 year may not be capitalized because they do not warrant the effort of tracking and depreciating the asset.

**Capital Improvement Program** - The Capital Improvement Program is a five-year plan providing a summary of proposed capital projects including project costs and related financing plan. A Capital Improvement Program document is prepared and updated annually. The document serves as a planning tool identifying projects based on assigned priorities and providing for the coordinated implementation of selected projects. Capital Improvement Programs are adopted by Council Resolution with or without amendment after a public hearing, on or before the last day of the month six months prior to the beginning of the fiscal year.

**Capital Lease Obligations** - Capital Lease Obligations allow the City to acquire capital assets under fixed monthly payment arrangements over a specified lease term. Such lease Assets are considered City assets. Title to the assets transfers to the City at the end of the lease term and after payment of a one dollar (\$1.00) bargain purchase option. Leases between the Vendor and the City do not require voter approval and are subject to annual appropriation by the City Council.

**Capital Outlay** - Purchases of fixed assets having a value equal to or greater than five thousand dollars (\$5,000) and having an estimated economic useful life of more than one (1) year. Examples of capital outlay include, but are not necessarily limited to office furniture and equipment, computer hardware and software, vehicles, machinery and equipment, and communications equipment.

**Capital Projects** - Projects which are identified in the Capital Improvement Program document or the Annual Budget document and which are accounted for in either a Governmental or Proprietary Type Fund. The financial resources and expenditures of capital projects are generally kept separate from other municipal operations by coding such amounts to a CIP Project Program account in the appropriate fund.

**Capital Projects Fund** - A Governmental Type Fund utilized to account for current financial resources and expenditures related to the acquisition, construction, or repair of capital projects other than those financed by Proprietary Type (Enterprise) Funds.

# GLOSSARY

**Civic Facilities** - Refers to City owned Civic Arena and Missouri Theater facilities the operations and capital improvements of which are accounted for in the Parks, Recreation & Civic Facilities Fund.

**Community Development Block Grant (CDBG)** - A Federal grant awarded to the City through the United States Department of Housing & Urban Development (HUD), whose objective is to provide decent housing, a suitable living environment and expanding economic opportunities for low to moderate income persons.

**Debt Service** - Total annual payments of principal and interest on bonded indebtedness.

**Debt Service Fund** - A Governmental Type Fund utilized to account for current property tax receipts the use of which is restricted for payment of the City's General Obligation (G.O.) Bond debt.

**Department** - A major budgetary unit of organization in the City, which has been assigned overall management responsibility for an operation or a group of related operations and activities within a functional area. Departments are often comprised of one or more program reporting entities in one or more funds.

**Depreciation** - A systematic adjustment to book value of a capital asset to recognize the decline in value of an asset due to usage, passage of time, and other similar factors. Depreciation, while required for generally accepted accounting purposes, is not a budgetary expenditure since it does not involve commitments for future expenditures of monies.

**Economic Activity Taxes** – Commonly referred to as EATS, this is the term used in TIF projects to refer to 50% of the total additional revenue from taxes that are imposed by the City or other taxing districts, which are generated by economic activities (e.g., sales taxes, utility taxes) within the Redevelopment Area designated by the TIF Commission and approved by City Council.

**Encumbrance** - Commitment related to an unperformed contract for goods and services. An encumbrance is evidenced by a purchase order and may not be used for any purpose other than that specified in the purchase order and/or related contract.

**Enterprise Funds** - A Proprietary Type Fund utilized to account for operations and activities financed and operated in a manner similar to private sector business organizations. The costs (including depreciation) of providing goods or services to the general public are intended to be financed or recovered primarily through user charges. Six enterprise funds have been established the City including Aviation, Public Parking, Water Protection, Municipal Golf, Mass Transit, and Landfill.

**Expenditure/Expense** - Funds paid or to be paid for acquisition of goods or services.

**Expenditure/Expense Detail** - The line item total for each expenditure/expense account within a department and/or program.

**Fiscal Year** - The twelve month period to which the operating budget applies. In St. Joseph, the fiscal year is from July 1 through June 30. *see also annual period*

**Franchise Fees** - A franchise fee assessed major utility companies for the privilege of using public rights-of-way and property within the City limits. The City currently assesses franchise fees to St. Joseph Light & Power, KPL Gas Company, Southwestern Bell, Missouri-American Water Company, St. Joseph Cable Vision.

# GLOSSARY

**Function/Functional Classification** - A high level of summarization used in the City's Annual Budget and Program of Services. Functional classification represents a grouping of related operations and activities which may cross organizational and formal budgetary unit boundaries. Functional classification, while not a formal budgetary unit, is aimed at providing information on a broad range of financial and performance data for related City services.

**Fund** - A major budgetary unit with revenues and expenditures segregated to carrying-out specific activities. The City maintains fifteen funds for budgeting purposes which are broadly classified as either a government type fund or a proprietary type fund. The City's sixteen funds include General; Streets Maintenance; Parks Maintenance; Community Development Block Grant; Riverboat Gaming; Special Allocation; Museum Tax Initiatives; Debt Service; Aviation; Public Parking; Sewer; Municipal Golf; Mass Transit; Landfill; and Capital Project Funds.

**Fund Accounting** - The accounts of the City are organized on the basis of funds, departments, and programs (budgetary units) and are used to demonstrate legal compliance and to aid in financial management by segregating financial transactions of various City functions and activities.

**Fund Balance** - The amount by which the reported value of City assets exceeds the reported value of its liabilities in a particular Fund. Fund balance is reduced for appropriated expenditures and increased for recorded revenues. GASB 54 dictates the components of fund balance. The four components involving actual cash are:

- *Restricted fund balance* – Monies which have an externally enforceable limitation on use imposed by grantors, contributors, laws or regulations of other governments, constitutional provisions or enabling legislation.
- *Committed fund balance* – Monies which have self imposed limitations on use set in place by the City Council. Formal action by the Council is required to remove the limitation.
- *Assigned fund balance* – Monies with an intended use established by either the City Council or by the City Manager.
- *Unassigned fund balance* – formally referred to as “unrestricted”, this is the surplus of resources available in the general fund after any restricted, committed and/or assigned monies are deducted.

**GASB 34** – A General Accounting Standards Board (GASB) standard issued in June 1999, requiring a new CAFR reporting model for all state and local entities. The model is designed to provide an analysis of government's functions more closely resembling the financial statements of private commerce and industry.

**GASB 54** – See information under Fund Balance definition above.

**General Fund** - A Governmental Type Fund in which all revenues and expenditures are accounted for, if not specifically allocated by law or contractual agreement, to another specific fund. With the exception of subvention or grant revenues restricted for specific uses, the General Fund resources can be utilized for any legitimate governmental purpose. Departments accounted for within the General Fund are Mayor & City Council, City Clerk, Municipal Court, City Manager, Personnel & Risk Management, Legal, Community Development Services, Financial Services, Technology & Communications, Customer Assistance, Police, Fire, Public Works, Parks Recreation & Civic Facilities, and Public Health.

**General Obligation (G.O.) Bonds** - General Obligation bonds can be issued for any qualified "city purpose" in an amount not to exceed 20% of assessed value of taxable tangible property and are backed by the full faith and credit of the City. G.O. Bonds require voter approval of 2/3rds or 4/7ths majorities.

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**Goal** – A long-term, continuing target of the organization. A broad statement of intended accomplishments and/or description of general conditions deemed desirable. Goal statements are specified at the fund, department and/or program level and communicated in the Annual Budget document.

**Governmental Type Fund** - A fund having a measurement focus on current financial resources thereby eliminating the need for revenue and expenditure accruals. The City has four categories of Governmental Type Funds including the General Fund, Special Revenue Funds, Proprietary (Enterprise) Funds, and Capital Project Fund.

**Industrial Development Authority (IDA)** – A board appointed by the City Council, it develops, advances, encourages and promotes, subject to the limitations imposed by the Industrial Development Authority Act, commercial, industrial, agricultural and manufacturing facilities in the City. The IDA provides the financial vehicle(s) through which businesses can obtain funding for expanding and/or establishing themselves in the community.

**Infrastructure** – Physical systems or structures that when installed become indistinguishable, inseparable, or otherwise part of surrounding appurtenant structures. Completed infrastructure and related depreciation are not recorded as assets in the financial records of the City. Examples of infrastructure include sewer lines; streetlights; streets, curbs, and gutters; retaining walls, etc.

**Interest on Investments** - Revenues derived from the investment earnings of unrestricted and restricted cash. The City invests primarily in repurchase agreements, full faith and credit obligations of the U.S. Government, and fully collateralized Certificates of Deposit. Interest on unrestricted cash investments is credited to respective fund accounts based on an average monthly pooled cash balance. Interest earned on restricted cash investments such as cash proceeds from bond issuances and cash reserves established by bond covenants, are tracked separately and credited to the appropriate fund.

**Interfund Transfers** - Amounts transferred from one fund to another.

**Line-item Budget** - A budget that reports budgeted amounts for individual detailed expenditure categories (salary, telephone, office supplies, etc...). The City of St. Joseph provides a line-item budget at the department and fund level. Program level revenues and expenditures are summarized and not reported in the budget on a line-item budget basis.

**Long-term Debt** - Debt with an original maturity in excess of one year from date of issuance.

**Minor Equipment** - Category of assets expensed for accounting and budgetary control purposes because they do not satisfy the City's capital asset capitalization policy.

**Modified Accrual Accounting** – A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period. *see also* **accrual accounting**.

**Operating Budget** - The portion of the budget that pertains to basic operations of the various municipal funds, departments, and programs.

**Payment in Lieu of Taxes** - Commonly referred to as PILOTs, this is the term used in TIF projects or in Chapter 100 Agreements to refer to those revenues from real property in the Redevelopment Area as designated by the TIF Commission (when linked to a TIF) and approved by City Council. These revenues

# GLOSSARY

are used to retire TIF Obligations and pay other reimbursable project costs which taxing districts would have received had the City not adopted the TIF or granted the Chapter 100 tax abatements.

**Personnel Costs** - Cost of wages, salaries, payroll taxes, retirement, and costs of other employee benefits for all City employees.

**Program** - The lowest budgetary unit reporting as practiced by the City of St. Joseph. Related programs are rolled forward and included in the appropriate department and fund. Programs are groupings of related activities organized to accomplish basic goals and objectives.

**Program Summary** - The Program Summary provides descriptions of program services and activities, program outcomes and indicators, program revenues, program expenditures, program capital outlay, and staffing levels. The Program Summary is designed to assist the user to better understand the nature, extent, costs, and benefits of program services and functions.

**Proprietary Type Fund** - A fund having a measurement focus on the flow of economic resources and determination of net income including current and non-current financial resources. Since non-current economic resources must be considered, revenue and expenditure accruals are considered. The City budgets one category of Proprietary Type Fund. (See **Enterprise Funds**).

**Public Building Authority (PBA) Bonds/Leases** - The PBA issues bonds to investors using the bond proceeds to purchase equipment or construct public improvements which are leased to the City under an arrangement where the lease payments to the PBA equal the bond payments to the investors. Leases between the PBA and the City do not require voter approval and are subject to annual appropriation.

**Reimbursable Project Costs** – refers to those costs incurred by the Developer and/or the City that, as approved in a Redevelopment Agreement, are to be funded or reimbursed from PILOTS, EATS, or other TIF-related revenue sources.

**Revenue** - Amounts the City of St. Joseph receives and/or earns as income including, but not limited to, such items as taxes, user fees, franchise fees, licenses, bond proceeds, rents, grants, fines, forfeitures, and interest earnings.

**Revenue Bonds** - Revenue bonds are sold to fund capital improvements when sufficient earnings can be generated from the improvements to repay the bond debt. Revenue bonds require voter approval of 2/3rds or 4/7ths majorities.

**Risk Management** - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner. The City employs a full-time Risk Manager to coordinate this effort. The Risk Management Program is described in the Budget Document under the Human Resources Department in the General Fund.

**Sales Tax** - A tax remitted to the City by the State applied to the sales of goods and services within City limits.

**Special Allocation Fund** – the fund established by the City into which, as required by State Statute, all PILOTS, EATS, and other TIF revenues are deposited for the purpose of paying redevelopment project costs and TIF obligations.

**Special Revenue Fund** - A Governmental Type Fund utilized to account for the proceeds from specific revenue sources (other than from trusts or capital improvement projects) the expenditures of which are

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legally restricted for specific purposes. The City maintains six budgeted Special Revenue Funds including the Streets Maintenance; Parks Maintenance Fund; Special Allocation Fund; Gaming Initiatives Fund, Museum Tax Initiatives Fund; and the Community Development Block Grant Fund.

**Subventions** - Revenues collected by the State or other government entity which are allocated to the City on a formula basis. The major subventions received by the City from the State include motor vehicle sales tax, road and bridge tax, motor vehicle fee increases, and gasoline tax.

**Tax Increment Financing** – commonly known as a TIF project or TIF redevelopment project, a TIF is an economic development tool established by state statutes which provides a means for local governments to help finance the redevelopment of area that are blighted, substandard, or economically underutilized and that would not otherwise be developed without public assistance. TIF provides a mechanism to capture future increases in real property taxes and economic activity taxes (e.g., local sales taxes, utility taxes) associated with the redevelopment of the property in an established TIF district.

**Transportation Development District** – commonly known as a TDD, is a special purpose district authorized to finance, undertake and maintain transportation related public improvements benefiting the district. A TDD project includes any bridge, street, intersection, signing or signalization, parking lot, garage, etc., related to transportation needs of the district. The district can use one or more funding mechanisms to fund a project---special assessments, property tax, sales tax, tolls.

**User Fees** - Receipt of a fee for providing a direct and specifically identifiable service to a particular customer.

