

# CITY OF ST. JOSEPH MISSOURI



New multiuse trail along river bluff approximately one mile north of Highland Avenue.  
Funding for the River Bluff Trail Project was provided by the Hotel/Motel Tax.

## ADOPTED BUDGET FOR FISCAL YEAR 2021–2022



# **CITY OF ST. JOSEPH, MISSOURI**

## **FY2021-2022 ANNUAL OPERATING BUDGET AND PROGRAM OF SERVICES**



### **ST. JOSEPH CITY COUNCIL**

Front Row/LR: Brenda Blessing, Madison Davis, Bill McMurray, Russell Moore, Gary Roach

Back Row/LR: Kent O'Dell, Marty Novak, PJ Kovac, Brian Myers

Bryan Carter Interim City Manager

Cover Photo: River Bluff Trail Project Photo courtesy of Ed Schilling, Multimedia Planner

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## St. Joseph, Missouri

In 1843, the people of Black Snake Hills sought to designate their community as the seat of Buchanan County. As a result, Joseph Robidoux decided to have the land platted, ultimately choosing a design by Frederick Smith who in turn named the city St. Joseph. The official plat, signed by Joseph Robidoux was then sent to the Court of Common Pleas in St. Louis and on July 26, 1843, it was officially recorded as the town 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 on 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
- Human Resources
- Health
- Law
- Parks, Recreation & Civic Facilities
- Planning & Community Development
- Police
- Public Works & Transportation



# MANAGEMENT TEAM AND ADVISORY BODIES

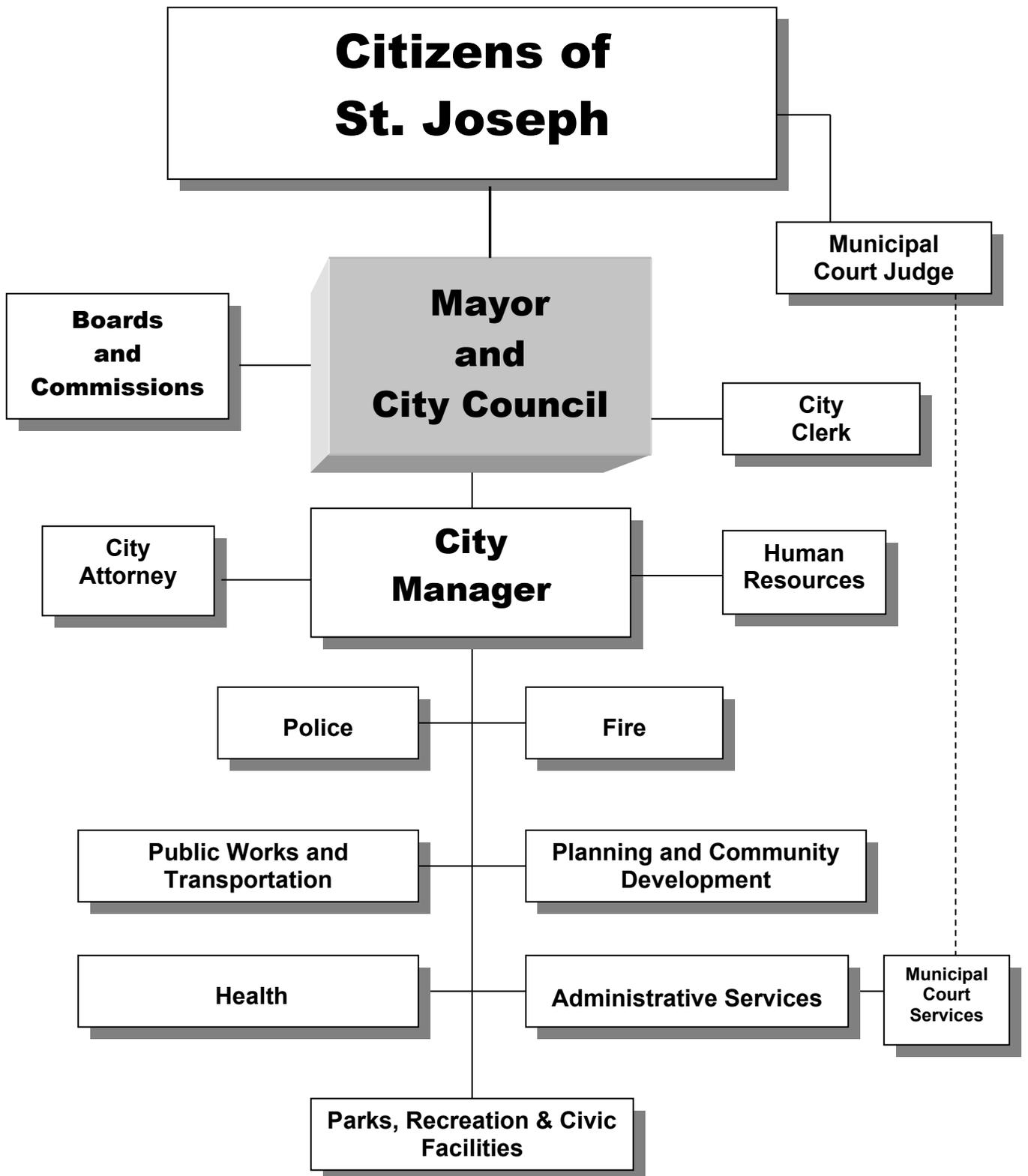
Bryan Carter  
Interim City Manager

Administrative Services	Tom Mahoney
Interim City Attorney	Jason Soper
City Clerk	Paula Heyde
Fire Chief	Michael Dalsing
Human Resources	Amy Cohorst
Parks, Recreation & Civic Facilities	Chuck Kempf
Planning & Community Development	Clint Thompson
Police Chief	Chris Connally
Public Health	Debra Bradley
Public Works & Transportation	Andrew Clements

## ADVISORY BODIES

ABCD Regional Planning Commission	Law Enforcement Center Commission
Administrative Violation Review Board	Library Board
Advisory Commission on Aging	Mechanical Standards Board of Appeals
Aviation Board	Museum Oversight Board
Building & Fire Prevention Code - Board of Appeals	Operating Engineers Board
Community Police Advisory	Parks & Recreation Board
Disability Services Board	Personnel Board
Downtown Economic Stimulus Authority	Planning Commission
Downtown Review Board	Plumbers Examining & Appeals Board
Electrical Standards & Appeals Board	Port Authority
Enhanced Enterprise Zone Board	Senior Citizens Foundation, Inc. Board
Fire & Emergency Services Advisory Board	Social Welfare Board of Buchanan Co.
Housing Authority	Tax Increment Financing Commission
Human Rights Commission	Tourism Commission
Industrial Development Authority	Traffic Commission Board
Land Clearance for Redevelopment Authority	Tree Board
Landmark Commission	Zoning Adjustment Board
Landmark Review 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 and a Glossary is provided.

**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 16, 2021

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

Dear Mayor McMurray and City Council:

The Proposed Annual Budget for Fiscal Year 2022 (FY22) is prepared and included herein. Events in recent years have created unique challenges. Those challenges, which include the 2019 Missouri River Flood, the 2020 Contrary Creek flood, and COVID-19, have hindered revenue collection and presented unanticipated expenses. The effects of COVID-19 across calendar years 2020 and 2021 were managed and appear to be primarily short-term in nature.

Despite overcoming challenges from FY19 through FY21, this proposed budget reflects increasingly challenging escalations in operational expenses. As a result, the proposed budget takes two important steps.

First, the proposed budget maintains many of the reductions in expenses that were implemented in preparation for COVID-19. The transmittal letter for the FY21 budget noted “[i]f the economy reacts quickly and positively following this virus pandemic, the City Council can increase the revenue projections and fill various place holders in the budget to add back expenses that have been removed as a cost savings measure.” Although the effect COVID-19 had on the local economy was limited, most expenses that were removed were not added back to the FY21 budget and they are not proposed to be reinstated in this proposed budget.

Second, the proposed budget includes limited investment in capital equipment. This will be the third consecutive year in which the City will have reduced investment in capital equipment. That lack of investment is beginning to manifest itself in increased maintenance and repair costs and operational inefficiencies as equipment breakdowns limit work crew effectiveness.

In preparing the proposed budget, City staff members closely examined all expense lines to identify operational expenses that could be reduced to fund the purchase of needed capital equipment. A long-term (i.e. non-Interim) City Manager will likely need to continue monitoring these expenses and, in conjunction with the City Council, identifying services that can be reduced to begin replacing aging and failing equipment.

Outside this proposed budget, the City is expecting to receive approximately \$39.6 million dollars as part of the American Rescue Plan Act of 2021. A portion of these funds will be available for expenditure on City needs and a portion will be available for distribution to meet other organizations’ and individuals’ needs. These funds will come in two installments but will be a one-time infusion. Since the funds will only be a short-term infusion, the portion the City is able to keep for its own use will not be recommended for expenditure on operational expenses (because the funds will not be available to pay those expenses when they come due again in future years). Instead, a large portion of those funds will likely be recommended for expenditure to meet capital equipment needs—this will be a one-time opportunity to improve the City’s capital equipment and mitigate the inefficiencies associated with failing equipment.

# CITY MANAGER’S BUDGET TRANSMITTAL

The proposed FY22 budget is intended to reflect the City Council’s goals and priorities. This year’s \$167,321,301 budget includes all the City government’s proposed expenditures. This proposed budget provides a starting point for the upcoming fiscal year, but it will be amended throughout the year as the City Council approves ordinances based on changing conditions such as one-time expenses, receipt of grants, unanticipated expenses, etc.

## Budget Summary

General Fund. The general fund remained stable through most of the year. Property tax was up slightly over FY20. Sales tax performed much better than expected; through March, sales tax was up nearly 1.9% over the same time in FY20. This increase was 4% over FY21 projections.

Enterprise Funds. Historically, the General Fund or the Gaming Initiatives Fund subsidizes three enterprise funds: Aviation, Parking, and Golf. That historic trend is expected to continue as reflected below:

Fund	Budgeted Subsidy	
	FY21	FY22
<b>Aviation*</b>	\$70,000	\$70,000
<b>Parking**</b>	\$327,352	\$360,352
<b>Golf</b>	\$60,332	\$103,688

*\*Gaming Initiatives Fund*

*\*\*Gaming Initiatives Fund provides funding for lost revenues from events at Civic Arena; \$253,852 comes from the Cell Phone Program for the annual payment to Mosaic for the 8th Street and Felix Parking Garage and an additional \$100,000 for maintenance and repair costs to Mosaic .*

In contrast, the Landfill fund’s performance continued to be outstanding. Volume has exceeded expectations following the decrease in tipping fee from \$34/ton to \$32/ton in FY19. While the increased volume has been financially beneficial, it has also increased the need for additional personnel and equipment. The proposed budget includes two new positions that will likely be added by Special Ordinance during FY21.

Cell Phone Program. Cell Phone Program revenue continued to decline as it has in recent years. Annual revenue is reflected below (FY21 is projected, other years are actual):

Fiscal Year	Actual Revenue
<b>FY21</b>	\$475,000
<b>FY20</b>	\$421,775
<b>FY19</b>	\$673,965
<b>FY18</b>	\$695,669
<b>FY17</b>	\$794,005

Fiscal Year	Actual Revenue
<b>FY16</b>	\$ 856,623
<b>FY15</b>	\$ 981,553
<b>FY14</b>	\$1,160,821
<b>FY13</b>	\$1,259,465
<b>FY12</b>	\$1,300,882

Cell Phone Program revenue has historically provided a source of funds for capital equipment purchases for the following departments: Police; Fire; Parks, Recreation, and Civic Facilities; and Public Works and Transportation. If this program revenue does not increase, other methods of meeting these capital equipment needs will need to be evaluated.

## CITY MANAGER’S BUDGET TRANSMITTAL

Special Allocation Funds (TIF funds). The Special Allocation Fund consists of tax revenues that are distributed to satisfy obligations associated with Tax Increment Financing (“TIF”) projects that have been approved in previous years.<sup>1</sup>

Gaming Fund. The effects of Missouri River flooding in FY19 and COVID-19 in FY20 and FY21 continued to have a negative impact on the Gaming Fund. The following table reflects these impacts on Gaming Fund revenues:

<b>Fiscal Year</b>	<b>Revenues</b>
<b>FY18</b>	\$954,245
<b>FY19</b>	\$818,941
<b>FY20</b>	\$698,653
<b>FY21*</b>	\$706,500

\*FY21 Projected

The Gaming Initiatives Fund provides most of the revenue the City uses to support outside agencies. Losses in recent years led to funding reductions across agencies and programs in FY21. With the St. Joseph Frontier Casino reopening and COVID-19 conditions improving, the proposed budget attempted to restore as much funding as reasonably possible. *As a result, the proposed budget is aggressive and proposes to spend 99.7% of projected revenue; if the budget is approved in its proposed form, there will limited flexibility to increase funding or provide funding from the Gaming Fund as FY22 progresses.*

This proposed budget and accompanying budget message is presented in accordance with Article VI, Section 6.3, of the City Charter. It is complete, except for any changes made by the City Council during the budget work sessions and corrections, if any, to proposed revenues and expenditures that may be necessary through the date of budget adoption on June 14, 2021.

### Operating Budget Overview

The proposed budget for FY22 totals \$167,321,301 in expenditures and compares to the adopted annual budget for FY21 as follows:

<b>Expenditure Component</b>	<b>Proposed Expenditure FY22</b>	<b>Adopted Expenditure FY21</b>	<b>Dollar Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>
Operating Expenditures	\$126,551,147	\$127,355,843	(\$804,656)	-0.63%
Capital Improvements	\$40,770,154	\$40,094,000	\$676,114	1.69%
<b>Total:</b>	<b>\$167,321,301</b>	<b>\$167,449,843</b>	<b>(\$128,542)</b>	<b>-0.08%</b>

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<sup>1</sup> Historically, the City has not pledged revenue to guarantee TIF obligations. Instead, the City historically agrees to “pay-as-you-go” TIF agreements in which the TIF is only entitled to the incremental revenue it generates. For that reason, shortfalls in revenue affect the TIF fund recipients, but do not have a short-term effect on the City. In the long term, shortfalls in revenue means TIF obligations take longer to meet and the City is not able to retain incremental revenue as quickly.

# CITY MANAGER'S BUDGET TRANSMITTAL

The following pages contain significant detail and explanation regarding Operating Revenues and Operating Expenses. They contain significant detail in a narrative form; however, a cursory review of these narratives, combined with a review of the budget detail would likely provide a sufficient understanding of the proposed budget. Footnotes have been used where information is helpful, but not necessary to an understanding of the budget.

## Operating Revenues

Operating revenues are projected to decrease slightly (-0.82%) in FY22 as compared to the adopted budget for FY21. Significant revenue sources and major changes in revenue are described below.

- **Property Tax:** Property tax revenue is approximately 11% of total revenue and is projected to increase only slightly; this year, real property taxes are projected to remain relatively unchanged and most personal property taxes are projected to increase 1%. Annual growth in property tax valuations for the past five years have fluctuated between 0.94% to 2.6%. Hancock limitations restricts property tax growth to the lower of 5% or the 2020 consumer price index (2.3%).

Tax assessment valuations for tax year 2020 decreased by 0.7371%. As a result, property tax revenue is projected to be flat or to decrease proportionately (approximately \$41,440) for all funds (excluding the Debt Service Fund associated with the “Bonds for Bridges” bonds.)

- **Sales and Use Tax:** Sales and use tax revenue represents 31.9% of the City's total revenue and contributes to the General Fund, Use Tax Fund, Public Safety Tax Fund, Street and Infrastructure Maintenance and Repair (SIMR) portion of the General Fund (including fuel tax revenue), Capital Improvement Program Fund, and Mass Transit Fund.

Revenue projections were reduced for FY21 due to uncertainty caused by COVID-19 and the associated business closures; however, through the April tax remittance from the Missouri Department of Revenue, sales tax has increased 1.1% and use tax has increased 24.4% when compared to FY20. Sales and use taxes combined to increase by a total of 3.2%. The 24.4% Use Tax revenue increase demonstrates the unpredictability of use tax revenues.

Although the Missouri legislature had not yet passed an internet sales tax bill (often referred to as a “Wayfair bill” or a “Wayfair tax”), the City has begun receiving a significant portion of sales taxes from internet retail sales. These taxes include remittances from online-only retailers such as Amazon and from traditional “brick-and-mortar” retailers that also sell online. These receipts are distributed from the Missouri Department of Revenue to the City as use taxes; however, for the first time, the FY22 proposed budget treats these taxes as sales taxes in the same manner that other retail sales taxes are treated.

## CITY MANAGER’S BUDGET TRANSMITTAL

The Street Enhancement Use Tax has continued to perform well, receiving \$4.1 million through April 10, 2021. Upon doing a thorough review of the Use Tax receipts, we identified approximately \$1,530,000 in use tax revenues that are being derived from retail sales. Those retail sales include taxes collected by online retailers such as Amazon, but also include retail sales from retailers with physical locations in Missouri. That \$1,530,000 has been allocated in the same manner that sales tax is allocated. This will impact the following funds:

General Fund-Unallocated (200)	\$380,063*
General Fund-Unallocated (201)	\$265,781*
Public Works Administration	\$152,015*
Public Safety Fund	\$267,025
CIP Fund	\$265,781
Transit Fund	\$199,335

*\*The addition to the General Fund totals \$797,859 and is comprised of these individual lines.*

- **Sewer Utility Revenue:** Sewer utility rates are recommended within the annual “Cost of Service Rate Study.” Following the Blacksnake Creek Stormwater Conveyance project in FY18, there is not another major Long-Term Control Plan (LTCP) construction project for several years. Reductions in expenses, transfers from the Landfill Fund and the Cell Phone Program in the General Fund, completion of long-range maintenance projects using bond funding, and refinancing of bond debt at preferable rates have all avoided a rate increase in FY19, FY20, and FY21. Those efforts will, again, allow for an increase to be avoided in FY22; however, it should be noted that opportunities for savings are increasingly difficult to identify and future year projections indicate a rate increase will be necessary to meet bond covenant requirements and pay debt service. To potentially mitigate future rate increases, staff is evaluating the possibility of applying funds from the American Rescue Plan Act of 2021 to the Sewer Fund.
- **Utility Franchise Taxes:** Utility franchise taxes are taxes received from utility companies. Tax receipts vary based on several factors, including consumer and industrial usage, weather events, utility rate changes, and economic forces that impact customers’ ability to pay their utility bills. Budgets are usually based upon an average of the last three years.

There are two separate utility franchise taxes. One is 1% and dedicated to “financing the public mass transportation system.” The second utility franchise tax varies based on the utility and total generated revenue, *excluding residential*.

Through March 2021, FY21 mass transportation utility franchise taxes have increased 8.4%, but other utility franchise taxes have decreased 5.5%.<sup>2</sup>

- **Cell Phone Program:** Revenues in the Cell phone revenues are maintained in a separate program within the General Fund and are down 19.4% from FY20 as telecommunications companies appear to be modifying the manner in which they calculate gross revenues. The transmittal letter for the FY21 budget noted that “Cell phone revenues are markedly down, with next year’s projection down nearly \$400K. Outside legal counsel is investigating these changes to identify if the dip in revenue is appropriate or not.” FY21 revenue projections are also down as further explained in the Budget

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<sup>2</sup> This can be attributed to the fact that the mass transportation utility franchise tax applies to residential usage; the other utility franchise taxes do not apply to residential. Business closures and more employees working from home likely contributed to the variance.

## CITY MANAGER'S BUDGET TRANSMITTAL

Summary of this Transmittal (above). Cell Phone Program have continued to decline and are projected at only \$475,000 in FY22.

- **Fuel Tax:** \$2,050,000 in projected revenue is budgeted as fuel tax revenue for the Street Maintenance Program. This amount is consistent with previous years.
- **Parks Real Property Tax:** The Park Maintenance program is budgeted to receive \$738,300 in real property taxes dedicated to parks.
- **City Sticker:** The Park Maintenance program is budgeted to receive \$95,000 in City sticker fees.
- **Parks Rent Revenue:** Various Parks programs receive rental revenue from the following sources:

<b>Horace Mann Building (Bartlett Center)</b>	\$31,433
<b>Horace Mann Building (CAP)</b>	\$3,000 (new revenue source)

- **Parks Programs Revenues:** Various Parks program revenues are listed below:

<b>Program</b>	<b>FY20</b>	<b>FY21 YTD*</b>	<b>FY22 Budgeted</b>
Softball/Baseball	\$41,188	\$41,888	\$93,505
Swimming	\$24,178	\$1,175	\$50,000
Nature Center**	\$49,981	\$33,381	\$56,750
JRP Center	\$135,811	\$68,252	\$108,121
REC Center	\$219,262	\$166,750	\$248,000
Bode Recreation	\$232,984	\$230,693	\$225,100
Parks Concessions	\$92,799	\$71,295	\$134,500
Missouri Theater	\$56,150	\$15,150	\$47,250
Civic Arena***	\$129,041 [\$633,104]	\$17,444 [\$316,182]	\$166,175 [\$691,175]
Civic Arena-Concessions	\$71,039	\$578	\$86,250

*\*through April 10, 2021*

*\*\*excluding transfers from Gaming, CIP, and Museum Tax*

*\*\*\*excluding transfer from Transient Guest Tax; amount in brackets includes Transient Guest Tax*

- **License and Permit Fees:** License and permit fees for FY22 are projected to be \$1,737,526, but that amount exceeds FY19 by \$30,000 and FY20 by nearly \$300,000. FY21 does not yet include most business license revenue, making it difficult to project.
- **Municipal Court Fines & Costs:** Revenue was reduced from \$480,000 in FY21 to \$400,000 in FY22 based on three-year trends.
- **Inspection Fees:** Inspection fees within the Building Development program were reduced in FY21 due to COVID-19. Those fees have exceeded expectations and will be restored to \$405,300. For references, actual inspection fees received were \$417,547 in FY20.

## CITY MANAGER'S BUDGET TRANSMITTAL

- Fire District Contracts:** Fire district contract revenue will drop from \$453,858 to \$354,030 in FY22. This relates to Missouri-American Water Company assessing the location of its assets and submitting information to the Buchanan County Assessor demonstrating that many of its assets are outside the Maxwell Heights Fire Protection District. As a result, the district's assets were reduced, and the amount paid for the fire protection of those assets was significantly reduced.
- CDBG Entitlement Income:** CDBG Entitlement income is budgeted for \$1,592,367. This is a \$118,000 reduction from FY21 and a \$278,000 reduction from FY20. Of the amount received, expenditures will include the following:

Contract demolitions	\$175,000
Building securing expenses	\$30,000
Administrative transfer to General Fund	\$188,486
Public Service Agency Distributions	\$371,200

- Home Program:** Home Program income is budgeted for \$441,350. \$408,894 will be distributed to outside agencies.
- Tax and License Revenue Summary.** A summary of significant tax revenues is reflected in the table below.

Tax Fund	FY21 Projection	FY22 Projection	Percentage Increase
General Fund Administration Real Property Taxes	\$5,059,081	\$5,097,000	0.75%
General Fund Administration Personal Property Taxes	\$2,236,509	\$2,456,200	9.82%*
Other personal property taxes (PILOTS, Financial Institution Tax, and Railroad/Utility Tax)	\$397,281	\$412,749	3.89%
Utility Taxes (excl. Cell Phone)	\$4,917,170	\$5,252,000	6.81%**
General Sales Tax	\$6,640,000 \$7,259,321***	\$7,121,512	(1.90%)***
1/2% Sales Tax	\$6,675,600	\$7,081,476	6.08%
Net TIF adjustment	(\$939,300)	(\$979,526)	4.28%
TIF Administration Fees	\$275,000	\$275,000	Flat
Cigarette Tax	\$310,000	\$310,000	Flat
Business, Liquor, and Garage Sale Licenses	\$1,155,000	\$1,155,000	Flat

\* This increase likely reflects a reduced projection in FY21; the increase over FY20's actual revenue was only 3.21%.

\*\*This increase likely reflects a reduced projection in FY21; the increase over FY20's actual revenue was only 5.96%.

\*\*\*Of the \$7,259,321 in revenue, \$619,321 was from a transfer to accommodate a midyear salary and wage increase. If this amount is factored out, the 1.9% decrease would have been a 7.25% increase.

\*\*\*\*Net TIF adjustment is the difference between the expense of the TIF transfers and the economic activity taxes received.

## CITY MANAGER'S BUDGET TRANSMITTAL

- **Transfers:** Significant transfers to the General Fund are reflected in the table below. These transfers generally pay for services provided by General Fund programs for the benefit of other funds.

<b>Source Fund</b>	<b>Transfer Amount</b>
Parks and Recreation Administration	\$42,993
CDBG	\$209,429
Gaming Initiatives	\$3,000
Water Protection	\$1,537,621*
Mass Transit	\$114,238
Landfill	\$279,600
Museum	\$8,292

*\*Reduction from \$1,877,398 in FY20 and \$1,561,942 in FY21.*

[continued on next page]

## CITY MANAGER'S BUDGET TRANSMITTAL

- **Grants and Entitlements:** \$6,902,625 is budgeted to be income from grants and entitlements (usually contracts for services provided by the City). Individual grants and entitlements are listed below.

Grant or Entitlement	Amount
COPS in Schools	\$363,292
MO Highway Safety Project Grant	\$75,062
State of MO Peace Officers Standards Training	\$4,000
LEC Communications Contract	\$422,608
Buchanan County 911 Maintenance	\$273,750
Mosaic 911 Maintenance	\$68,600
MO Emergency Mgmt. Position Grant	\$70,837
Children's Health Consult Contract	\$1,758
Temporary Medicaid	\$7,000
State MCH Contract	\$46,229
HIVP Contract	\$57,478
HIVS Contract	\$92,000
State WIC Contract	\$448,131
Child Care Sanitation Agreement	\$3,500
Summer Food Program	\$2,850
Core Public Health Grant	\$147,602
County Health Contract	\$77,666
Emergency Preparedness	\$54,310
FHWA/ATA UPWP Grant & Transportation Planner Grant*	\$312,080
Parks Maintenance Trust	\$70,000
CDBG Entitlement Income	\$1,592,367
Home Grant Program	\$441,350
STP/FWHA Grant	\$217,500
MO Air National Guard Grant	\$200,000
FTA Operations Grant	\$1,734,258
FTA Capital Improvements	\$118,400

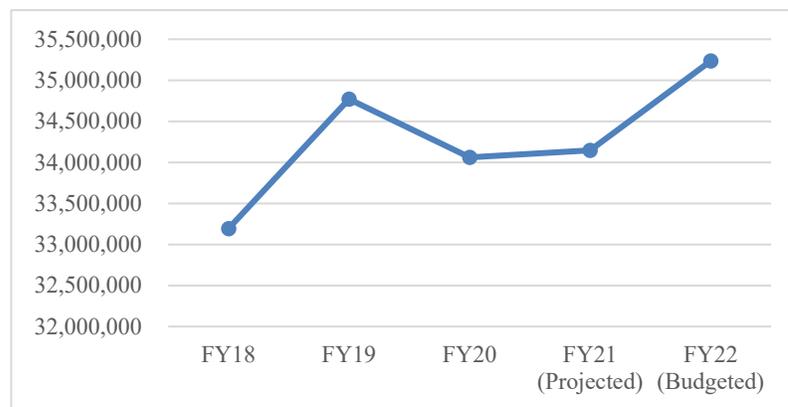
*\*The FHWA/FTA UPWP Grant and Transportation Planner Grant have increased from \$158,786 in FY20 to \$312,080 in FY21 and FY22.*

# CITY MANAGER'S BUDGET TRANSMITTAL

## Operating Expenses

Significant expenses and major changes in expenses are described below.

- **Salaries and Wages:** Total salary and wage expenses for FY22 are projected to be approximately \$35,235,374. *This amount exceeds the projected budget for FY21 (\$34,146,066) by \$1,089,345.* The budget accounts for vacancies, but it may under-project the salary savings (and, thus, over-project salary expense) the City will experience from position vacancies due to recruitment and retention difficulties in certain positions. While these savings allow budgeting flexibility, they also reflect a reality that we are having a difficult time filling positions in these programs. Those excess vacancies negatively affect service levels; methods of filling these positions and retaining employees in these positions will need to be evaluated. The graph below reflects total salary expense over a five-year period.



A portion of the FY22 salary increase relates to salary enhancements and reflects the City's investment in its employees. Another portion relates to added funding for the following new positions:

- 1 position in Parks, Recreation, and Civic Facilities for maintenance of the river bluff trails system.
- 2 positions (one Accountant and one Assistant Director) in Administrative Services. These positions will not be filled until a new City Manager is named; however, they are anticipated to increase the level of oversight of expenditures and have a positive effect on the budget.
- 2 positions at the Landfill to meet additional demand.

Other positions that were requested, but were not funded are the following:

- 1 Property Maintenance Laborer to assist with property cleanups.
- 3 Equipment Operator I positions and 2 Laborer positions in Streets Maintenance that were not funded in previous years and that would be necessary to provide the full scope of services traditionally provided by the Streets Maintenance Division.
- 1 Equipment Operator I position in Parks, Recreation, and Civic Facilities that would have added assistance for maintaining the trails through the river bluffs.

The proposed budget also eliminates two Human Resources positions. The savings from those positions will enable the City to acquire a more efficient payroll system. More information will be provided on that system, but it is expected to increase efficiency in payroll, recruiting, and reporting.

## CITY MANAGER'S BUDGET TRANSMITTAL

As proposed for adoption, the FY22 Budget does not include a cost of living increase for employees or funding for pay plan increases for employees who are members of bargaining units. Consideration of increases is proposed for mid-year in the same way that increases were considered in the middle of FY21.

- **Health Insurance Costs:** Health insurance rates did not change for FY21.
- **Pension Expenses:** LAGERS pension contributions increased as follows:

	FY21	FY22
General	12.8%	13.5%
Police	29.0%	29.9%
Fire	45.7%	46.7%

The total projected cost of the increase in FY22 is \$8,591,224.62, an increase from \$8,200,337.74 in FY21.

- **Workers Compensation:** Workers compensation premiums for the City's self-insured plan decreased by 6.9% from \$1,986,577.50 to \$1,849,101.80. This is consistent with the City's experience and developing claims.
- **Election Expenses:** \$80,000 has been budgeted for the primary and general elections that will occur in FY22.
- **Software Maintenance Expenses:** Several vendors notified the City of increases in maintenance contract costs, resulting in an increase of 5.8% to \$2,291,542 for all Software/Office Equipment Maintenance and Repair and Maintenance and Repair of Communications Equipment. As FY21 progressed and vendors began notifying the City of FY22 maintenance rates, we noted a higher-than-usual increase.
- **Building and Facilities Maintenance and Repair:** Across all programs, maintenance and repair costs for buildings and facilities were increased by 0.9% to \$2,259,238.
- **Maintenance and Repair of Machinery and Equipment and Motor Vehicles:** Maintenance and repair expenses for machinery, equipment, and motor vehicles was increased by 1.4% to \$1,933,904. This increase reflects a general trend that is likely resulting from an aging fleet of capital equipment.
- **Vehicle and Equipment Rental:** Vehicle and equipment rental was decreased by 4.0% to \$192,775. This occurred after a thorough analysis of actual use of budgeted funds; however, the reduction may necessitate restoring funds in the future
- **Utility Costs:** Gas, electric, and water services costs increased by 2.1% to \$4,410,455. These costs include \$1,493,500 in budgeted expenses in the Street Maintenance program for operation of streetlights.
- **Professional Services:** Across all departments, professional services expenses are proposed to remain stable, increasing by 0.8% to \$1,951,218.
- **Motor Fuel and Lubricant Expenses:** \$1,939,085 is budgeted for motor fuel and lubricants across all departments; this is a \$10,000 increase over FY21's budget. This expense will need to be monitored if fuel costs increase.

## CITY MANAGER'S BUDGET TRANSMITTAL

- **Transfers for Computer Network Expenses:** Consistent with past years, \$150,750 is proposed for transfer to the Computer Network Operations program. This program accumulates funds to pay for shared software services and equipment costs. This has functioned as a good planning program that ensures funds are available for major purchases that are necessary to maintain the City's computer network.
- **Conference, Training, and Travel:** COVID-19 caused a 50% reduction in all conference, training, and travel budgets in FY21. Most of that reduction was maintained in FY22; this will likely need to be adjusted in FY23 as opportunities to travel increase and employees need to fulfill training and education requirements. The total budgeted expense for FY22 is \$251,250.
- **Public Safety Communications:** The City invests significant sums in public safety communications, including \$1,082,502 for maintenance and repair of equipment and \$136,570 for communications services; however, \$764,958 of that expense is recovered from partner agencies.
- **LEC Debt Service:** \$192,375 is budgeted for debt service for the LEC expansion; the final payments are anticipated to be due in FY24.
- **Employment Services:** Employment services is a particularly important expense for seasonal work. Expenditures for FY22 are budgeted at \$725,421.
- **Hyde Park Splash Park:** \$30,000 has been budgeted for chemical for the new facility.
- **Credit Card and Check Fees:** During FY21, the City began passing credit card and check processing fees to customers making payment. This decision resulted in a reduction from a \$468,240 budgeted expense in FY21 to \$118,490 in FY22.
- **Insurance:** Property, liability, and related insurance increased from \$1,227,048 in FY21 to \$1,544,734.85 and reflects an increase in costs that are occurring nationwide. Economic uncertainties and an increase in natural disasters have been described as the basis for the increases.
- **Mosaic Parking Garage:** In FY22, expenses for the 9th and Felix parking garage are expected to be \$353,852. Of that amount, \$253,852 will be for installment payments—those payments will continue until FY27. Another \$100,000 is budgeted for maintenance and repair costs. This expense is anticipated to be paid out of the Cell Phone Program.
- **Street Maintenance and Supplies:** \$815,077 is budgeted in the Street Maintenance program for supplies, including rebar, sand, gravel, asphalt, cement, culverts, and other similar necessary expenses.
- **Snow/Ice Removal Supplies:** \$444,800 is budgeted for snow and ice removal supplies.

## CITY MANAGER'S BUDGET TRANSMITTAL

- Public Safety Tax Expenses:** The Public Safety Tax is budgeted to generate \$6,901,565 in direct revenue with an additional \$267,025 in revenue from Internet retail sales. Of the total, \$1,561,134 is budgeted for distribution for TIF obligations; however, \$1,059,510 will be recovered in Economic Activity Taxes (with a net cost of \$501,624). Public Safety Tax revenues are projected to be expended in the following programs:

Public Safety Police	\$4,091,739.98
Public Safety Fire	\$2,761,519.00
Public Safety Health	\$532,250.00

In summary, many of the operating expenses described above are included in the table below:

Desc	2021	2022	Change	%
	Adopted Budget	CM Budget		
Conf/Train/Travel	216,425	251,250	34,825	16.1%
Motor Fuel	1,929,085	1,939,085	10,000	0.5%
Employemnt Svcs	695,021	725,421	30,400	4.4%
Professional Svcs	1,935,486	1,951,218	15,732	0.8%
Gas Svcs	330,920	356,420	25,500	7.7%
Electric Svcs	3,703,812	3,769,145	65,333	1.8%
Water Svcs	284,135	284,890	755	0.3%
Vehicle/Equip Rental	200,802	192,775	(8,027)	-4.0%
M&R Software/Equip	905,401	980,018	74,617	8.2%
M&R Bldg/Facility	2,239,891	2,259,238	19,347	0.9%
M&R Machine/Equip	383,540	445,444	61,904	16.1%
M&R Motor Vehicle	1,583,560	1,548,460	(35,100)	-2.2%
M&R Comm Equip	1,260,568	1,311,524	50,956	4.0%
	<b>15,668,646</b>	<b>16,014,888</b>	<b>346,242</b>	

### Enterprise Fund Balance

All funds are monitored for changes in revenue and expenditures and resulting maintenance of minimum levels of fund balances. In recent years, Aviation, Parking, Landfill, and Municipal Golf have been closely tracked. Fund balance information for those funds is below:

Fund	FY16	FY17	FY18	FY19	FY20	FY21 Projected	FY22 Projected
Aviation	\$6,327	\$0	332,818	\$383,915	\$442,201	\$248,896	\$31,953
Parking	(\$26,049)	\$0	130,901	\$23,531	\$3,276	\$12,082	(\$12,972)
Landfill	\$2,858,896	\$3,633,902	\$4,640,509	\$5,161,332	\$8,547,796	\$10,679,788	\$11,737,218
Golf	(\$88,839)	\$0	\$21,943	(\$105,715)	(\$109,955)	(\$52,527)	(\$52,527)

- Landfill:** Landfill has significantly increased its revenue following the City Council's decision in 2018 to reduce tipping fees by \$2.00 per ton to attract additional volume. The fund has performed well enough to meet other related needs in the alley maintenance program, demolition program, and Land Bank program. The increased revenue is coming from increased landfill use, which is going to require investment in capital equipment and the proposed addition of two staff members.

## CITY MANAGER'S BUDGET TRANSMITTAL

- **Golf:** Golf reversed a recent negative trend in FY21. While the fund balance remains negative, the negative balance was reduced by more than half. This reflects a nationwide trend as golf became more popular during COVID-19 shutdowns.

As reported in last year's budget transmittal:

The Aviation fund has struggled since FY12 when the National Guard Bureau significantly reduced its Airport Joint Use Agreement (AJUA) payments to a reduced rate resulting in an annual loss of revenue of \$107,000. Since then, an annual \$20,000 operating subsidy from the General fund and \$70,000 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. Starting in FY21, 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 beneficial to the wastewater utility, this action will further hurt revenues for the Aviation Fund. 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 most of its peer general aviation airports, needing financial subsidies to cover operating expenses.

In contrast, St. Joseph's aviation program continues to greatly benefit 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 half-cent Capital Improvement Program sales tax. The city is also working with its federal legislative delegation to seek federal donation of property and buildings from the Missouri Air National Guard south base as they continue their development of a new facility on the north end of the airfield.

- **Aviation:** Rosecrans Memorial Airport is a vital asset for the City, serving the 139th Airlift Wing of the Air National Guard and accommodating critical business travel.
- **Parking:** The Parking fund continues to need significant capital maintenance funding but has little program revenue. During FY21, gate and ticketing systems at both municipal parking garages were removed and both garages were, instead, monitored for parking passes and the two-hour limit using the process and staff used for monitoring on-street parking. With that change, 2.5 parking attendant positions were eliminated, and operating costs were reduced. However, parking fee revenues fell from \$110,837 in FY20 to a projected \$73,937 in FY21; \$70,400 in revenue is budgeted in FY22.

The City and Mosaic share expenses for the new parking garage at 9th Street and Felix Street. In FY22, \$253,852 is budgeted for an installment payment. Installment payments will end in FY27. An additional \$100,000 is budgeted for maintenance and repair costs.

# CITY MANAGER'S BUDGET TRANSMITTAL

## Capital Budget Overview

The capital budget provides a multiyear plan that includes funding of projects with a cost exceeding \$5,000 for the current and subsequent five fiscal years. Projects in the first year of the plan come from many departments and nearly every fund. Projects in the subsequent five years are predominately those in the Sewer fund and the half-cent CIP sales tax fund.

FY22 is the third year of the 2019-2024, half-cent Capital Improvement Program sales tax program. Among the projects scheduled to begin this year (some of which have already been budgeted by ordinance) are the following:

- Wyeth-Tootle Mansion improvements
- Horace Mann Renovations
- College Hill Park Playground
- Krug Park Amphitheater utility work design
- Missouri Theater Restrooms
- Missouri Theater Lighting
- Eastowne Business Park

Recurring CIP programs that are proposed to be funded in FY22 are the following:

- Annual Energy Audit Lease Payments (\$190,923)
- Asphalt Street Overlay (\$900,000)
- Sidewalk Grant Program (\$150,000)
- Urban Trail Match (\$100,000)
- Airport Capital Funds (\$300,000)

The Sewer Fund program is proposed to continue pursuing numerous Capacity Management, Operations, and Maintenance (CMOM) projects using bond funding. The program is also proposed to purchase \$903,000 in necessary rolling stock, complete large diameter sewer rehabilitation, invest in the odor control project and the South St. Joseph Industrial Sewer District collection system, complete the green solutions projects and Corby Pond Renovations. The program is scheduled to complete the grit building sink hole repair and work on the Whitehead rakes.

The Bonds for Bridges program will also begin construction during FY22 with work being performed on 7 bridge projects.

Work on the Highland Pedestrian Bridge is also scheduled to begin. That work will link Wyeth Hill to the river bluff trail system.

The Use Tax program is always difficult to project due to fluctuations in revenue; however, \$3,400,000 is proposed for street repairs and an additional \$200,000 for concrete street repairs.

Detail of the City's projected capital projects' spending for FY21 can be found in the City Capital Projects section of the budget document.

# CITY MANAGER'S BUDGET TRANSMITTAL

## Discretionary Expenditures

Much of the City's budget consists of static expenditures for salaries and benefits and necessary materials, supplies, and maintenance activities. Additionally, much of the City's revenue is restricted or allocated to specific uses. These factors limit the amount of discretionary expenditures available to the City.

Much of the City's discretionary revenue comes from the Gaming Initiatives Fund and the Cell Phone Program (consisting of cell phone franchise revenue). The Gaming Initiatives Fund is anticipated to make up 0.59% (\$750,000) of operating funds and the Cell Phone Program is anticipated to make up another 0.38% (\$475,000).

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.

Growing expenses and stable revenue have limited the funds available for discretionary expenditure in FY22.

The table below reflects all supplemental capital purchases that are recommended for approval. Only two critical expenditures were approved from the General Fund and both related to computer network security. Other expenditures are proposed for approval out of enterprise funds.

<b>Fund</b>	<b>Cost</b>	<b>Description</b>
General Fund	100,000	Adding storage to Pure Storage SAN
General Fund	10,000	New Cisco firewall
Water Protection Fund	270,000	Replace CCTV Van in the Sewer Maintenance Division
Water Protection Fund	50,000	Replace Ton Dump Truck
Water Protection Fund	50,000	Replace Ton Dump Truck 2
Water Protection Fund	31,000	Replace Pickup for Sewer Maintenance
Water Protection Fund	61,000	Replace Ton Utility Truck in Sewer Maintenance
Water Protection Fund	441,000	Replace Vacuum Sewer Cleaner
Water Protection Fund	42,000	Purchase 1 of 4 3/4-ton 4X4 pick-ups with utility bed.
Water Protection Fund	23,000	Purchase 3 of 3 4X4 1/2-ton pick-ups
Water Protection Fund	23,000	Purchase 2 of 3 4X4 1/2-ton pick-ups
Water Protection Fund	23,000	Purchase 1 of 3 4X4 1/2-ton pick-ups
Water Protection Fund	85,000	Spirac Algae Conveyor
Water Protection Fund	12,000	Flat Bed Trailer
Water Protection Fund	40,000	Lab Grade Dishwashers
Mass Transit Fund	26,000	New Van
Mass Transit Fund	23,000	Replace Security Gate Openers
Mass Transit Fund	24,000	Garage Door Openers
Mass Transit Fund	50,000	Fuel Island Repairs
Mass Transit Fund	25,000	Replace floors in transit administrative building
Landfill Fund	185,000	Rolloff truck
Landfill Fund	40,000	Purchase of a 1/2-ton pickup for the landfill
Landfill Fund	120,000	Jack Hammer for excavator
Landfill Fund	550,000	40-ton haul truck
Landfill Fund	650,000	Construction of cell7b
	<b>2,954,000</b>	

## CITY MANAGER'S BUDGET TRANSMITTAL

**Cell Phone Fund:** The only expenditures proposed in the Cell Phone Program for FY22 are related to expenses due for the 9th and Felix parking garage. \$253,852 is proposed for the installment payment and \$100,000 is proposed for maintenance and repair costs.

This proposal will leave \$121,148 in projected Cell Phone revenue; maintaining most of these funds will be necessary to avoid deficit spending and to have funds available for unanticipated expenses as the year progresses.

**Gaming Initiatives Fund:** Last year's budget transmittal noted the following:

In past years, Gaming revenues were fairly steady, with only a 10% decline over the past five years from \$1.1 million to around \$900K in annual revenue. 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, as we experienced in 2011 and in 2019 due to a Missouri River flood, which caused FY20 revenues to drop to \$850K. Then in the spring of 2020 the Governor closed all 13 casinos in the state as a measure to help control the spread of the COVID-19 virus. FY20's revenues were already down to \$850K and revenues for FY21 are now projected to be down to \$750K. While the original intention for this fund was for one-time capital needs, I will note that the City has increasingly relied on this source for several recurring contractual agreements with outside agencies. So, to meet the lower revenue projections for FY21, many of these outside agencies are recommended for a reduction in funding. A future concern is that revenue in the General fund is not keeping up with expenses and future Gaming fund budgets will need to start supporting capital needs for the city, leaving less money available for outside agencies and programs.

The FY22 proposed budget restores a portion of funds that were reduced in allocations to outside agencies in FY21. The table on the following page reflects historical contributions and expenditures from FY19 through the proposed budget for FY22.

This proposal will leave little room for additional expenditures as the year progresses because it proposes \$751,550 in contributions and expenses although projected revenues are only \$754,000.

# CITY MANAGER'S BUDGET TRANSMITTAL

Contributions				Proposed
Organization/Contributions/Contracts Recurring	FY2019	FY2020	FY2021	FY2022
Allied Arts	30,000.00	30,000.00		24,000.00
Allied Arts/Missouri Bicentennial			24,000.00	
Allied Arts/STEAM				25,000.00
Chamber Economic Development Contract	189,000.00	189,000.00	169,000.00	189,000.00
Chamber Marketing Program	5,000.00			
Chamber Workforce Development	10,000.00	10,000.00		5,000.00
City of St. Joseph (Fireworks Display)	13,000.00	15,000.00	15,000.00	15,000.00
Community Alliance Membership	22,000.00	20,000.00	19,000.00	19,000.00
Downtown Partnership Contract	28,000.00	10,000.00		
Landmark Commission Emergency Building Stabilization	25,000.00	25,000.00		
Festival Funding	51,310.00	21,310.00	16,650.00	20,650.00
Finance Procedure Audit			50,000.00	
Foundation Recovery		7,000.00	7,300.00	CDBG Funds
Great NW Days at the Capital (City's Sponsorship)	750.00	750.00	500.00	500.00
Historic Preservation grants outside of HUD -eligible areas	100,000.00	150,000.00		
Historic Preservation - Additional Requested	50,000.00			
Innovation Stockyard	25,000.00	17,500.00	10,000.00	12,500.00
Landmark Commission Public & Education Outreach (Training)	3,000.00	8,000.00		
MoDot Lease	1,600.00	1,600.00		
Mo-Kan Regional Council Contribution	25,000.00	20,000.00	20,000.00	21,500.00
Missouri Western State University Center for Service			40,000.00	40,000.00
Neighborhood Grant for Neighborhood Association			8,000.00	8,000.00
Outside Professional Legal Services	150,000.00	125,000.00	95,000.00	89,000.00
Legal Litigations - Additional	150,000.00			
Property Mtncce Clean-up, abatement, dangerous buildings issues	80,000.00	80,000.00	20,000.00	45,000.00
Public Education Outreach	10,000.00			
Public Education Spots & Cablevision Contract (Pub Info)	50,000.00	40,000.00	33,000.00	33,000.00
Save Our Heritage Neighborhood Grants	20,000.00	20,000.00	95,000.00	75,000.00
State Legislative Lobbyist (Mark Rhoads)	10,000.00	10,000.00	9,900.00	9,900.00
<b>Once or Limited Contributions/Contracts</b>				
Nature Center - Special Programming	45,000.00	40,000.00	40,000.00	40,000.00
Contribution toward in-kind services special events	10,000.00	10,000.00	3,000.00	3,000.00
City Sponsored TIF's (As needed to cover expenses until TIF revenues begin	5,000.00	5,000.00		
Airport Operations (Subsidy in support of Air Guard presence)	90,000.00	70,000.00	70,000.00	70,000.00
Parking Operations (Reimbursement for lost revenue/waived fees at Civic Arena	6,500.00	6,500.00	6,500.00	6,500.00
Special Olympics (2019 Event) (2020 Basketball)	15,000.00	5,000.00		
Crossing Shelter (Fence, Cover, Picnic Tables)			4,335.00	
Save Our Heritage Grant (Roll over unspent funds)		12,254.00		
St. Kolbe Puckett Parking		900.00		
Windstorm Tree Removal			36,900.00	
Mo-Kan (Website)			4,000.00	
Community Survey			3,042.00	
Albrecht-Kemper Driveway			15,000.00	
Council Supported - Stormwater Match Grant Program (2019 - 90/10) (2020 75/25)	50,000.00	50,000.00		
<b>Total</b>	<b>\$1,270,160.00</b>	<b>\$1,004,149.00</b>	<b>\$810,792.00</b>	<b>\$751,550.00</b>

# CITY MANAGER'S BUDGET TRANSMITTAL

## Fiscal Year 22 Outlook

In the general fund, the proposed budget for FY22 aligns revenues and expenses and avoids deficit spending. In order to accomplish a balanced budget, no significant capital equipment purchases from the General Fund are proposed and salary increases are proposed for evaluation at mid-year. Potential increases would need to be supported by excess revenues or unanticipated savings.

FY22 would be the third consecutive year during which capital equipment purchases out of the general fund are limited. As equipment ages, failures will begin to happen. The City will need to look for opportunities to reduce operating expenditures and dedicate those resources to capital equipment. We will also need to evaluate unique opportunities such as the availability of American Rescue Plan Act funds and utilize those opportunities to replace failing equipment.

Additionally, the labor market has hardened significantly in recent years and certain positions have become increasingly difficult to fill and retain. Staff is currently evaluating these positions and will be proposing programs designed to improve recruiting and retention.

Despite the challenges in equipment and personnel, sales taxes have remained robust through COVID-19 and other revenue sources that saw decreases should rebound as full re-openings continue. Additionally, the possible approval of an internet sales tax (i.e. "Wayfair") may provide an additional source of revenue although *we should remain cautious about the amount of revenue that will be generated by the approval of a Wayfair bill considering the \$1.5 million in internet sales tax the City is already receiving.*

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.

If additional information would be beneficial to you in preparation for budget work sessions, please contact me.

Respectfully Submitted,



Bryan Carter  
Interim 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 timing of the revenue is projected. The specific revenue projection technique employed for any given revenue item is discussed periodically in the monthly Blue Ribbon Committee meetings, Revenue Manual and Budget discussions.

## 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.

Bond issuances anticipated in the Water Protection Fund and newly established Debt Service 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.

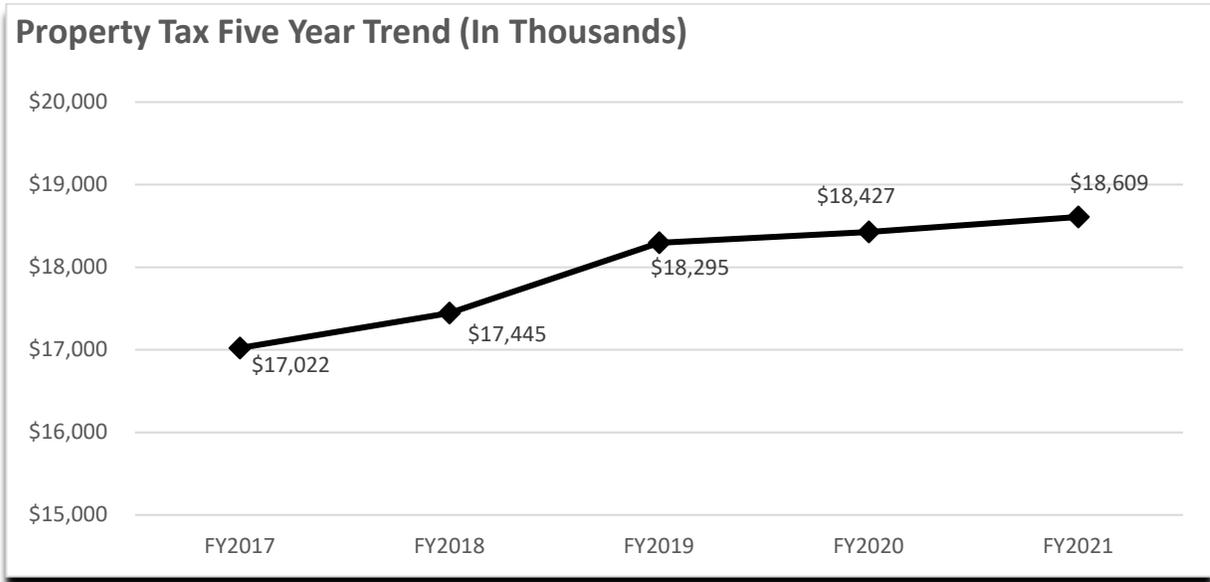
## Revenue Sources

- \* **Property Tax** – Property taxes represent approximately 11% of the City's budgeted resources. Property taxes include real, personal, public safety, railroad & utility, merchants & manufacturers (M & M) surtax, financial institutions, and payments in lieu of tax. Such

# REVENUE DISCUSSION

real property 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** - Real Estate assessed valuations remain relatively flat, with a 1% increase projected for personal property (excluding M & M Surtax). Annual growth in property tax valuations for the past five years have fluctuated between 0.94% to 2.6%.



Hancock limitations for tax year 2020 restricted property tax growth to the lower of 5% or the 2020 consumer price index, which was 2.3%. As of June 29, 2020, 2020 property tax assessed valuations had decreased by 0.7371%. Therefore, property tax revenue was projected to be flat or to decrease approximately \$41,440 for all funds, except Debt Service Fund (Bonds for Bridges).

- **Sales tax** – Sales Taxes represents 31.9% of the City’s total revenue. The current sales tax rate is 2.875% - 1.5% general sales tax (General Fund), 1/2% CIP sales tax (Capital Projects Fund), 1/2% Public Safety Tax (Public Safety Fund), 3/8% Mass Transit sales tax (Transit Fund). In addition, the city receives cigarette taxes (5% -General Fund), hotel/motel tax (3% - General Fund), hotel/motel economic development tax (3% - restricted within the General Fund) and state fuel tax distributions (Streets Maintenance Fund).

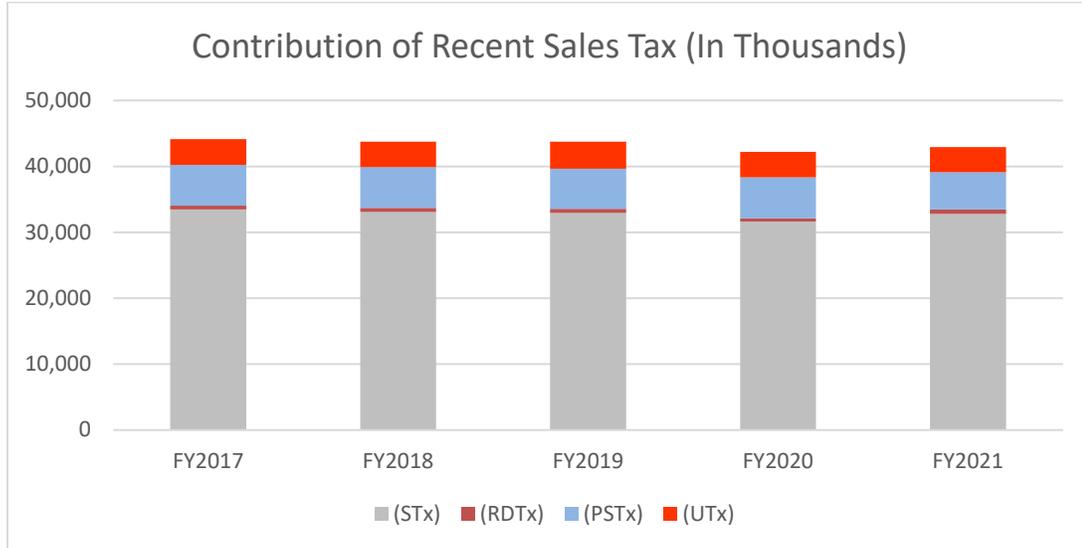
**Revenue Assumptions** – As with property taxes, the FY2021 budget was set at the same level as the FY2020 due to uncertainty caused by COVID-19 and anticipated business interruptions and/or closures. However, the sales revenue to date has shown an increase of 1.1%, with use tax revenues increasing by 24.4% (a net effect of 3.2%) relative to FY20 through the April 2021 remittance from the Department of Revenue.

Prior to the COVID-19 pandemic, FY2020 sales tax revenues had been 4% above the FY2019 levels. Staff continue to be cautiously optimistic that the local economy

# REVENUE DISCUSSION

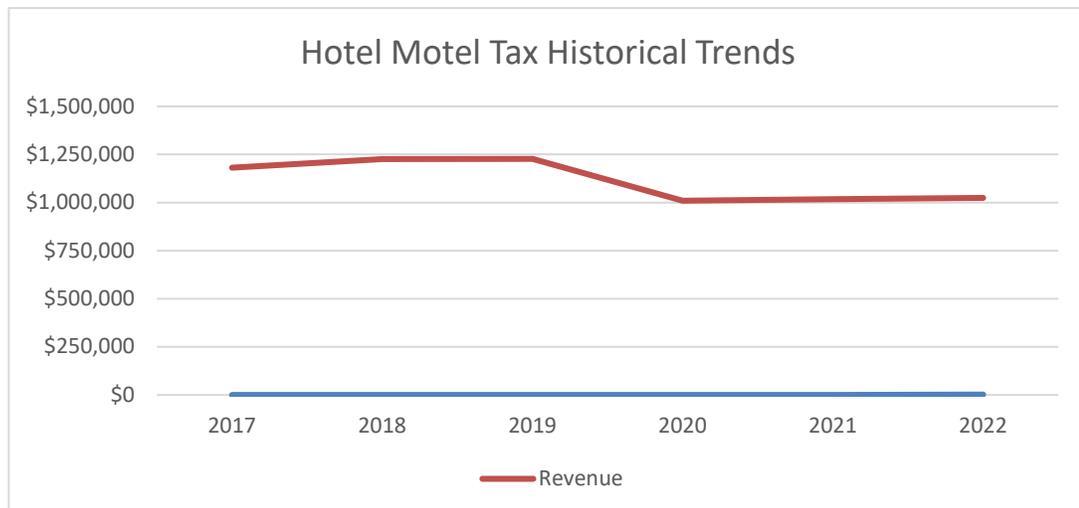
will continue to grow at a rate of 2%. Federal stimulus checks have also had a positive impact.

Use tax revenues are designated for Street improvement purposes only and not general purposes, therefore listed separately.



	FY2017	FY2018	FY2019	FY2020	FY2021
Existing Sales Taxes	33,479	33,075	32,950	31,614	32,805
Riverfront Development	591	614	613	500	650
Public Safety Tax	6,148	6,191	6,096	6,237	5,675
Use Tax-Enhanced Streets	3,905	3,889	4,111	3,838	3,779
<b>Total Sales Taxes</b>	<b>44,123</b>	<b>43,769</b>	<b>43,770</b>	<b>42,189</b>	<b>42,909</b>

Hotel/Motel tax revenue has been consistent over the past ten years, with exceptions due to COVID-19 and seasonal flooding. This revenue source tends to follow the attractions within the St. Joseph and the Kansas City areas. The 2021 Air Show will be the first in the United States since the pandemic began.



# REVENUE DISCUSSION

Missouri bicentennial celebrations in August 2021 and the Kansas City Chief's camp will hopefully bring in more tourists to the area.

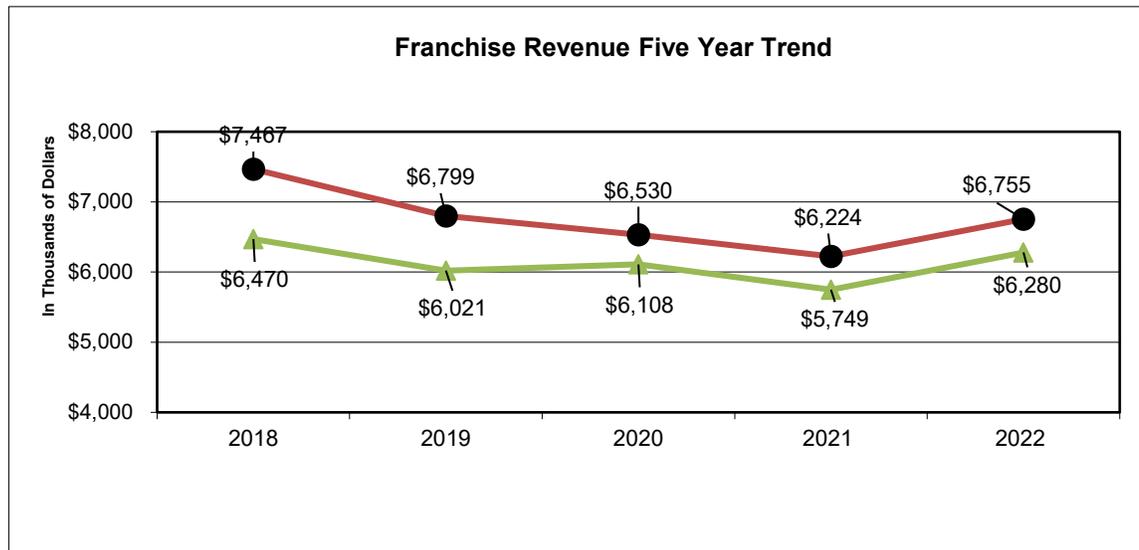
Motor fuel tax revenues (not included in the above chart) fluctuate with gas prices, automaker incentives, and the COVID-19 pandemic are projected. Revenues are currently down 7% from fiscal year 2020 but are 1% above FY2021 budget.

Hotel/Motel took a 50% hit the last quarter of FY2020, with the six-week shutdown. However, staff are optimistic that revenues will meet the reduced FY2021 budget.

- \* **Utility Taxes** – Utility taxes (franchise fees) represent 3.7% 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 (1/2%), 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. Therefore, a multi-year average is used. Fluctuations in franchise fee revenues correspond to changes in weather conditions and rate increases (or decreases) by individual utilities, as well as effects State and Federal legislation.

The downward trend that began in FY2019 was mainly a result a one-time retroactive gross receipt adjustment in FY19 was due to the 2018 federal corporate tax decrease being passed on to electric consumers. This adjustment also affected the revenues going forward.



The chart above shows the impact of total utility taxes with cell phone revenues. The bottom line reflects the history of utility taxes without the cell phone. As you can see, revenue has been unstable the last three fiscal years.

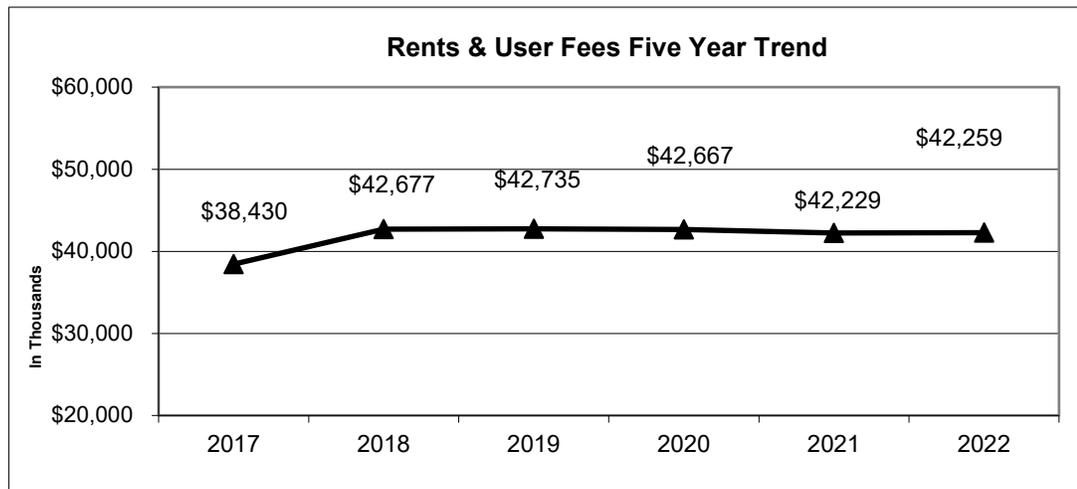
# REVENUE DISCUSSION

The FY2022 budgeted franchise revenues are estimated as follows: Gas franchise tax revenue is currently 8% below FY2020. Electric franchise taxes are averaging slightly higher at a 6.8% increase over FY2020 actual and meeting budget. Cell phone revenue has taken a major dip since FY2018, currently trailing FY2020 actual revenue by 19.4% and only 38% of FY2021 budget.

City staff are working with outside counsel to audit several telecom revenues to ensure exemptions are appropriate. Federal legislation has exempted some revenues from the gross receipt calculation. Cable revenues have been falling steadily with the increased competition from satellite providers and streaming services. They are also attempting to lobby State legislators for similar exemptions from gross receipts calculations.

- **User Fees** - User fees represent 25% of total FY2021 City budgeted 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.

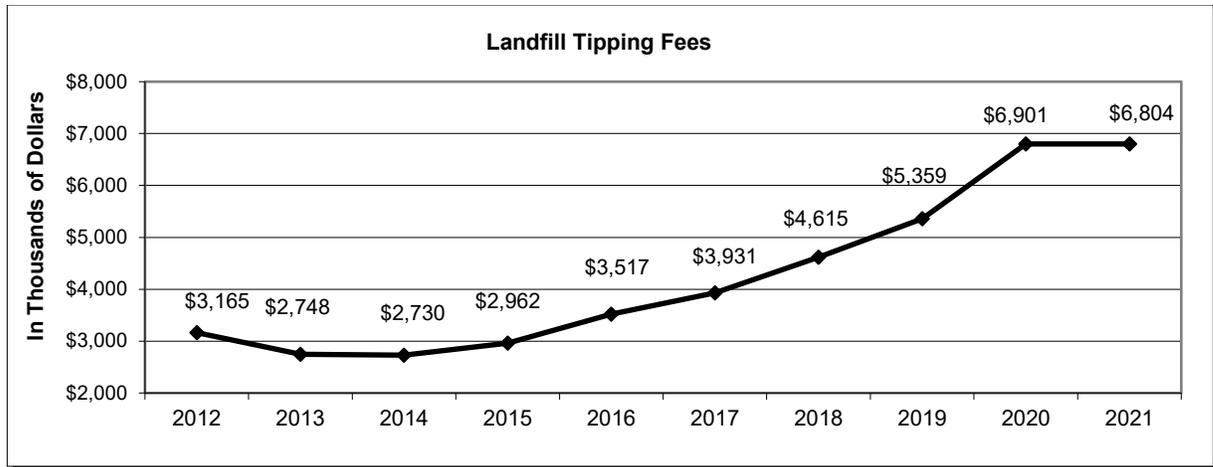
Revenue Assumptions – Ownership changes, floods and the economy have had an impact on gaming revenues over the past ten years. Although admissions revenue has declined over the past few fiscal years, gaming has held steady. Civic facility revenue for the remainder of 2021 remains uncertain as events slowly come back after the disaster declaration.



Sewer fees are determined by an Annual Cost of Service Study prepared by outside consultants. The FY2021 study is currently under review. Sewer rates have remained the same since July 2017, despite rate study recommendations of 2-4% increases, a sigh of relief for users. Rates are expected to remain the same again for FY2022. Several industrial users have recognized efficiencies within their outflow processes, yielding a dip in wholesale revenue for the City.

The last landfill tipping fee study was performed in March 2018 by Blackstone Environmental, Inc. At that time, Council approved staff recommendations lowering the tonnage rate from \$34.00 to \$32.00. Revenue history shows double digit increases through June 2018 but have levelled off since that time.

# REVENUE DISCUSSION



Based upon current trends, the FY2021 projected revenue reflects a 1.4% decrease from FY2020 actual revenue.

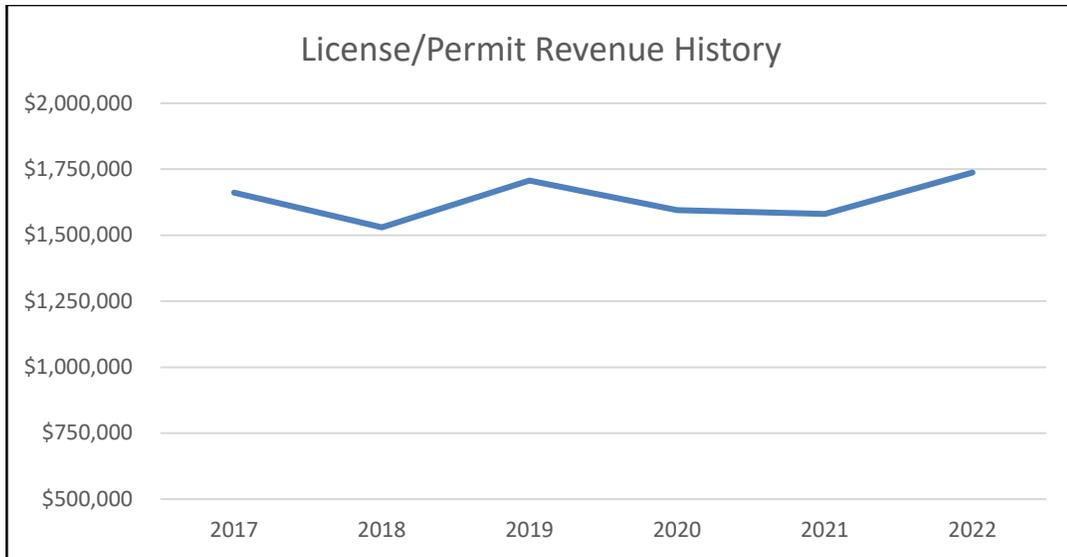
- \* **Grants** - Grant revenues consist primarily of: federal Community Development Block Grant (CDBG) funds for programs designed to assist low and moderate income individuals; Federal Transit Administration (FTA) operating and capital outlay assistance for the city's public transit system; Federal 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. Annual federal funding of CDBG programs remain questionable with possible complete budget cuts coming. Some 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. 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.

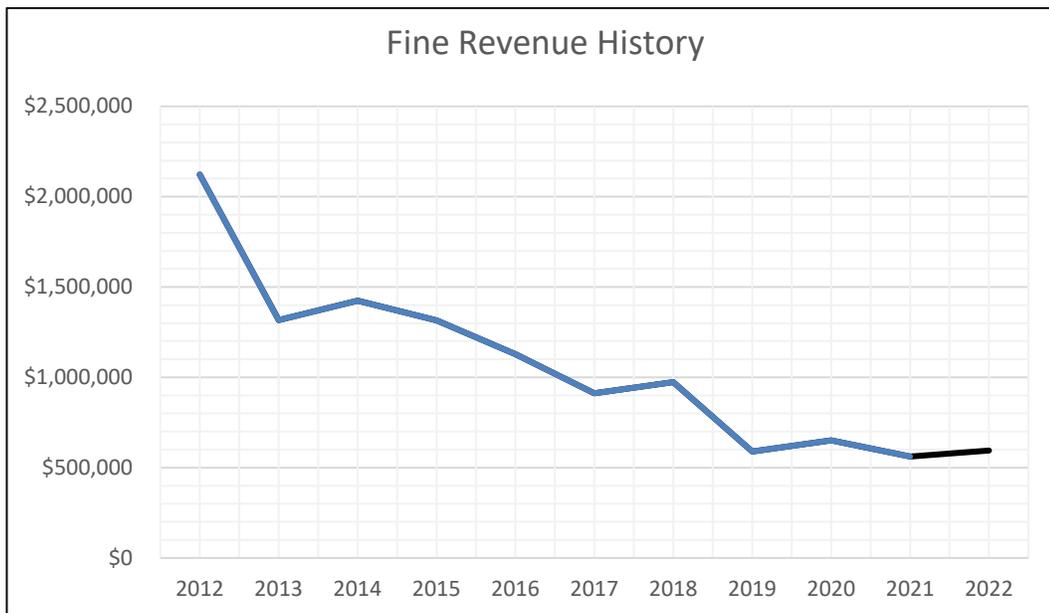
- \* **Licenses/Permits/Fines** - Licenses and permits are charged to specific individuals based on the value of service provided. Licenses are issued for occupational licenses, liquor licenses, dog licenses, trade licenses/examination fees, and garage sale licenses. Permits are issued for trash hauling, 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 - Revenue estimates are traditionally based on the experience and projections of the responsible departments. Revenues for inspection fees and plan review have been held steady.

# REVENUE DISCUSSION



As with other categories, the pandemic is expected to have an impact on business licenses. However, the construction market has remained strong, so staff remain cautiously optimistic that revenue will remain consistent with past years. Revenue estimates are traditionally based 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.



Municipal Court fine revenue (included in total fines above) remains low due to 2018 State legislation restricting maximum fines and ability to enforce appearance in Court. The peak revenue shown in FY2012 included Court fines of \$1.45 million, warrant processing fees \$184,500, parking fines \$277,000 and other miscellaneous fees including cash bond forfeitures and DWI enforcement. Current revenues are a fraction of those levels.

# REVENUE DISCUSSION

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

Revenue Assumptions - Bond 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 its citizens.

**Mission Statement:** The City of St. Joseph is dedicated to investing in people, creating a better place and growing the prosperity of its citizens.

### Invest in People

#### **Reduce crime**

- Support police department crime reduction plans
- Educate public regarding crime rates, trends and progress

#### **Reduce homelessness**

- Support and actively participate in United Way efforts to address homelessness
- Revise permitting process to alleviate geographic clustering of homeless services

#### **Demonstrate support for workforce development**

- Support the St. Joseph School District and community partners in education
- Promote workforce development opportunities through City communications

### Create a Better Place

#### **Promote and advance Riverfront Development**

- Leverage established funding to advance riverfront development
- Invest in riverfront infrastructure development to increase access
- Promote business development and economic opportunities near riverfront

#### **Promote Community Enhancements and Property Maintenance**

- Institute an abandoned property fee
- Update City policy and regulation of blighted properties and trash disposal
- Partner with civic leaders to launch citywide education and clean-up campaign

#### **Design and implement beautification of Parkway and Parks**

- Identify and implement beautification plans for parkway and select parks
- Implement parks and recreation programming for youth and all ages
- Promote and advance future development of the urban trail system

#### **Promote neighborhood associations, watches and clean-ups**

- Support establishment and growth of neighborhood associations
- Sponsor neighborhood clean-ups as part of citywide clean-up campaign

#### **Promote development of downtown and the Frederick Avenue entertainment district**

- Support the goals of those interested in developing and enhancing downtown and the Frederick Avenue entertainment district

#### **Develop a five-year environmental plan**

- Coordinate with Sustainable Environment Advisory Committee as it creates and helps implement a five-year plan

### Grow Prosperity

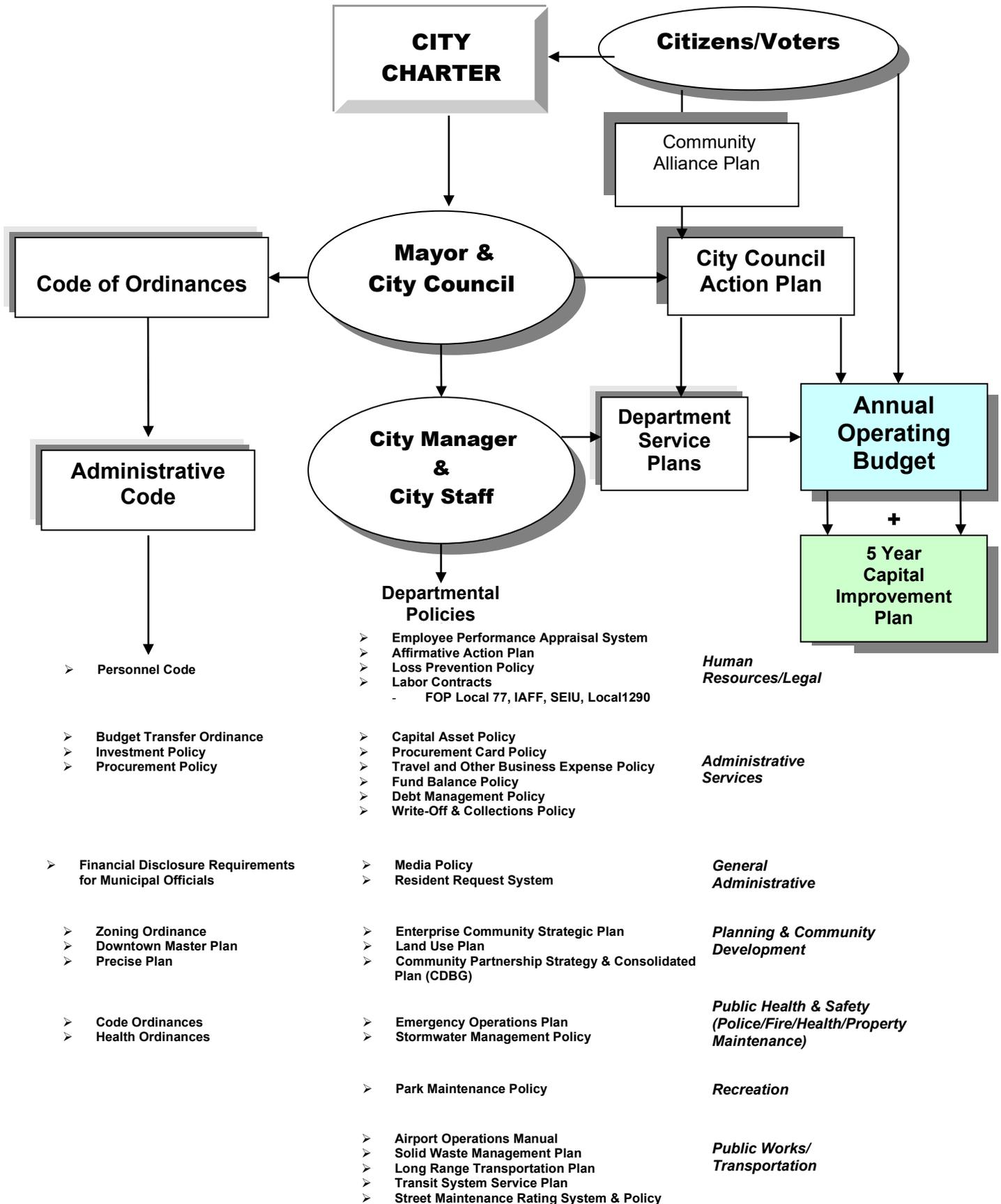
#### **Attract better paying jobs through use of economic development tools**

- Support economic development work of the Chamber of Commerce
- Leverage economic development tools to promote business development

#### **Endorse Imagine St. Joseph 2040 community planning process**

- Adopt Council resolution endorsing Imagine St. Joseph 2040
- Collaborate with Community Alliance to advance Imagine St. Joseph 2040 plans

# HOW OUR POLICY DOCUMENTS RELATE



## 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 ensure 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 Administrative 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; rev. 01/17/2017)

## **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.

## **KEY FISCAL POLICIES**

The Capital Asset Policy, a separate document, is available on request. (4/7/1997, rev. 12/13/1999; rev. 2/24/10)

### **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; rev.11/30/17)

### **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

## **KEY FISCAL POLICIES**

laws following issuance of such bonds and obligations. The policy is available upon request. (10/29/2012)

### **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. (03/17/ 2014, rev. 11/21/16)

### **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.

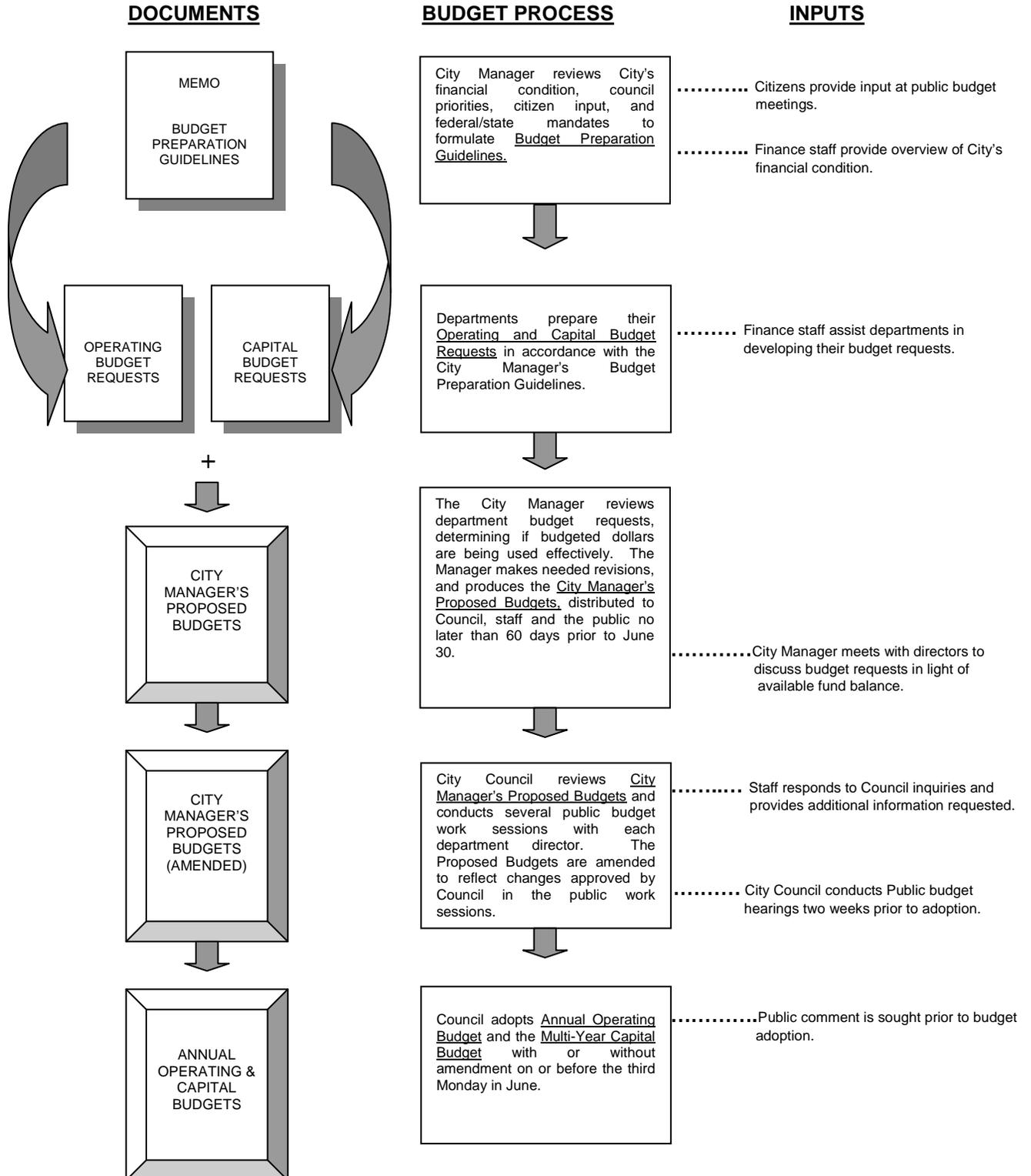
The actual components of debt management are discussed including the need for feasibility analyses and studies, debt service cash flow monitoring, covenant compliance, prepayment and defeasance of debt, and refunding of existing debt. Selection of related professional services – financial advisor, bond 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.



# BUDGET CALENDAR

## Fiscal Year 2021-2022

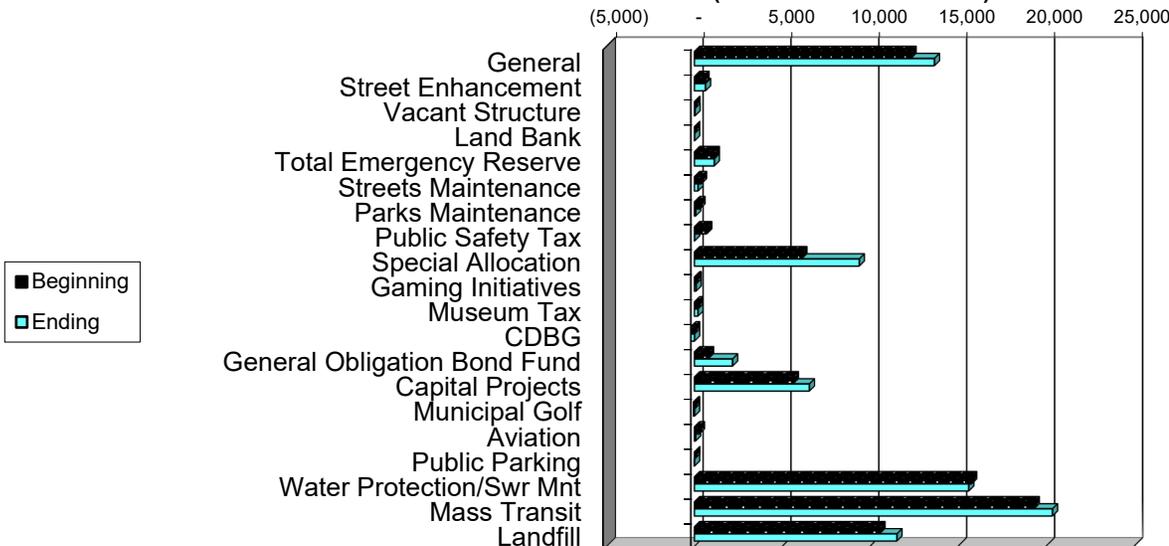
<b>December</b>	2	Staff begin working on initial projections
<b>January</b>	19	Personnel listings to departments to check
	19	Prior year Core Services/CY activities/Challenges & Initiatives/Performance measures distributed for update
	29	Personnel Listing Returned to Administrative Services Department (ASD)
	29	Department Core Services Sheets due to Administrative Services
<b>February</b>	1	Base Budgets to Departments for review/Supplemental Requests database open for entry
	22	Base budget and any Supplemental Req (Operating, Capital, Personnel) due to ASD
	26	Base budget changes entered by ASD staff
<b>March</b>	2-12	Departments/Directors review budgets, supplementals, CIP, Personnel requests w/ City Manager
	19	Supplemental Requests Reviewed by City Manager and due to ASD
	26	"Preliminary" proposed budget to Manager & Directors w/ supplemental requests
	30	Final changes to budget due to Administrative Services
<b>April</b>	1	Directors sign off/approval of final budget
	2	"Final" operating budget submitted to City Manager
	5-16	Final Budget document preparation
	14	CIP Budget submitted to City Manager
	14	City Manager Budget Transmittal due to Administrative Services Department
	<b>16</b>	<b>City Manager's Proposed Budget to Council (min. 60 days prior to fiscal year start)</b>
<b>May</b>	4-6	Council - Budget Work Sessions (4 P.M., Council Chambers)
	11-12	Council - Budget Work Sessions (4 P.M., Council Chambers)
	21	Publication of budget summary and of public hearing notice (10 days prior to Public Budget Hearing)
<b>June</b>	1	Public Hearing for Budget/CIP Plan/Sewer Rate - regular City Council meeting 5:30 p.m.
	14	Budget Adoption - regular City Council meeting 5:30 p.m.
<b>July</b>	1	FY 2021-2022 Budget goes into effect.

# BUDGETED FUND BALANCE OVERVIEW

(in thousands of dollars)

Fund	Net			Estimated	Estimated
	Revenue	Expenditure	Revenue/ (Expenditure)	Beginning Fund Balance	Ending Fund Balance
<b>Unassigned</b>					
<u>General Governmental</u>	\$ 56,593	\$ 56,248	\$ 344	\$ 10,072	\$ 10,417
Cell Phone Revenue	483	354	129	155	284
<b>Restricted or Assigned</b>					
<u>General Governmental</u>					
Computer Escrow Xp	151	63	88	111	199
Riverfront Econ Dvlp Tx	573	0	573	990	1,564
Street Enhancement	3,690	3,600	90	532	622
Vacant Structure	160	150	10	15	25
Land Bank	50	50	0	0	0
Total Emergency Reserve	0	0	0	1,125	1,125
27th Payroll Reserve	0	(197)	197	992	1,190
<b>Total General Fund</b>	<b>\$ 61,700</b>	<b>\$ 60,268</b>	<b>1,432</b>	<b>\$ 13,993</b>	<b>15,426</b>
<u>Special Revenue *</u>					
Public Safety	6,694	7,386	(691)	691	0
Street Maintenance	3,994	4,185	(191)	390	199
Parks Maintenance	1,078	1,324	(245)	307	62
Special Allocation (TIF)	11,305	8,033	3,271	6,108	9,380
Gaming Initiatives	754	752	2	86	88
Museum	593	591	2	193	194
Community Development	3,733	3,729	5	(208)	(204)
General Obligation Bond Fund	1,760	391	1,369	794	2,163
<u>Enterprise (inc. CIP Programs) *</u>					
Municipal Golf	785	785	(0)	(53)	(53)
Aviation	953	1,170	(217)	273	56
Public Parking	575	600	(25)	12	(13)
Water Protection	48,100	48,266	(166)	15,770	15,605
Mass Transit	8,756	7,717	1,039	19,328	20,366
Landfill	6,834	5,865	969	10,551	11,520
Capital Projects Fund	15,249	14,333	916	5,621	6,537
<b>Total</b>	<b>\$ 172,863</b>	<b>\$ 165,394</b>	<b>\$ 7,469</b>	<b>\$ 73,857</b>	<b>\$ 81,326</b>

**Fund Balance Comparison**  
(in thousands of dollars)



# Staffing by Service/Program

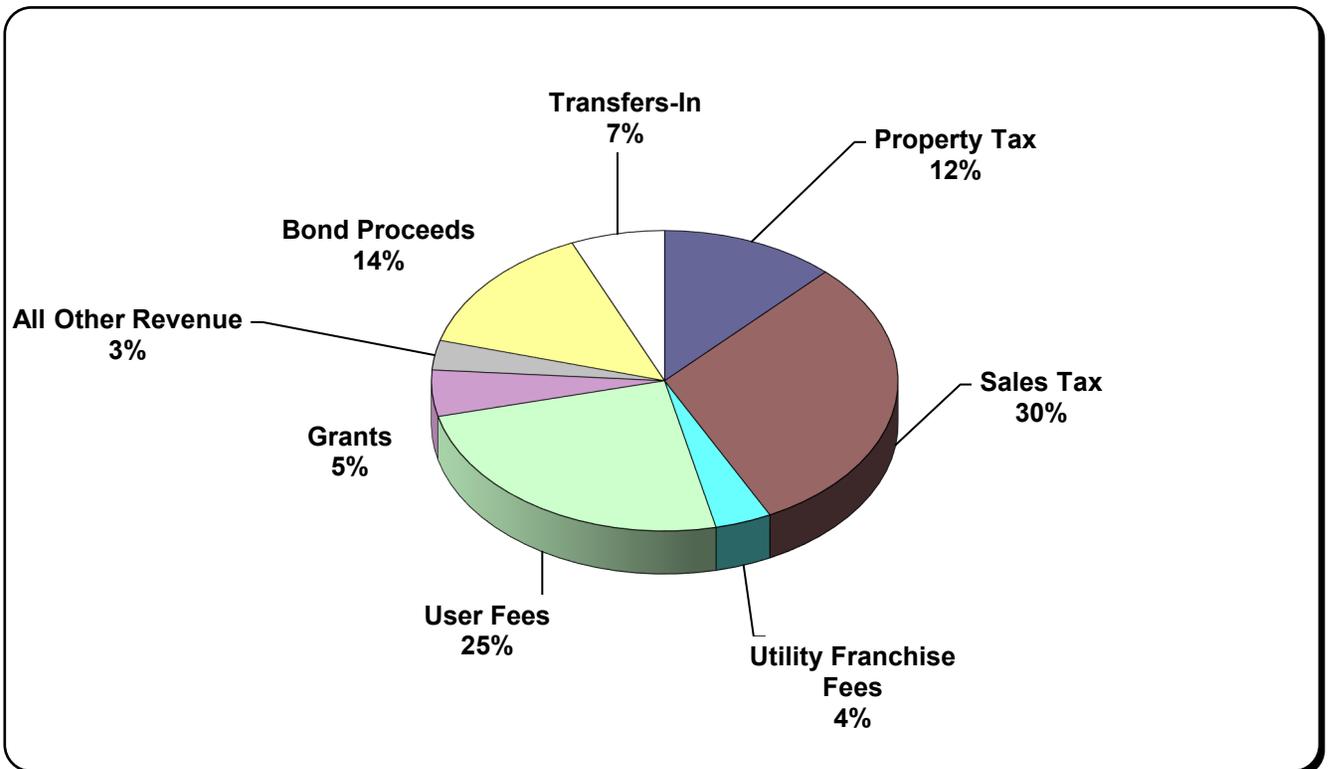
**Includes Regular, Part Time Employees**

	FY2021 <u>Adopted</u>	FY2022 <u>Budget</u>	Change from Prior Yr <u>Adopted</u>
<b>General Government &amp; Administrative Services</b>			
Mayor's Office/City Clerk*	12.5	12.5	0.0
City Manager/Pulbic Info/Building Maint	6.5	6.5	0.0
Human Resources	5.0	3.0	(2.0)
Legal/Risk Management	8.0	8.0	0.0
Administrative Services (including Muni Court)**	31.5	31.5	0.0
	<u>63.5</u>	<u>61.5</u>	<u>(2.0)</u>
<b>Planning &amp; Community Development</b>			
Planning & CD Admin	3.0	3.0	0.0
Planning	1.0	1.0	0.0
CDBG Admin & Housing/Revitalization	4.5	4.5	0.0
Property Maintenance/Demolition	12.5	12.5	0.0
Building Development	8.0	8.0	0.0
	<u>29.0</u>	<u>29.0</u>	<u>0.0</u>
<b>Parks &amp; Recreation</b>			
Parks & Rec Administration	5.0	5.0	0.0
Parks Maintenance	23.0	24.0	1.0
Rec Activities & Cultural Facilities	31.5	31.5	0.0
Golf Operations	7.5	7.5	0.0
	<u>67.0</u>	<u>68.0</u>	<u>1.0</u>
<b>Public Safety</b>			
Police	187.0	186.5	(0.5)
Fire	131.0	131.0	0.0
Health	45.5	44.5	(1.0)
	<u>363.5</u>	<u>362.0</u>	<u>(1.5)</u>
<b>Public Works</b>			
Public Works Admin/MPO	5.0	5.0	0.0
Engineering	10.0	10.0	0.0
Street & Sewer Support Srvcs	16.0	16.0	0.0
Streets Maintenance	51.0	54.0	3.0
Aviation	6.0	6.0	0.0
Landfill/Recycling Ops	21.0	23.0	2.0
Water Protection/Sewer Mnt	86.0	86.0	0.0
Parking Operations	3.0	3.0	0.0
	<u>198.0</u>	<u>203.0</u>	<u>5.0</u>
<b>Total Full Time Equivalents</b>	<b><u>721.0</u></b>	<b><u>723.5</u></b>	<b><u>2.5</u></b>

# WHERE THE MONEY COMES FROM

(in thousands of dollars)

	FY2020 Actual	FY2021		FY2022		% of change from FY2021 Adopted
		Adopted Budget	Estimated Actual	Budget	% of total	
<b>Revenue</b>						
Property Tax	\$ 18,413	\$ 18,477	\$ 20,906	\$ 20,941	12.7%	13.3%
Sales Tax	51,328	49,456	50,993	52,622	31.8%	6.4%
Utility Tax	6,530	6,477	6,224	6,755	4.1%	4.3%
User Fees & Gaming	42,702	42,982	42,260	42,698	25.8%	(0.7%)
Grants	11,445	12,006	11,272	8,621	5.2%	(28.2%)
	130,419	129,398	131,655	131,638	79.6%	1.7%
<b>Other Revenue</b>						
Licenses & Permits	1,445	1,746	1,574	1,736	1.0%	(0.6%)
Fines	650	738	614	595	0.4%	(19.4%)
Interest	3,479	1,746	1,130	1,209	0.7%	(30.7%)
Bond Proceeds	15,177	16,786	18,517	24,481	14.8%	45.8%
Other	3,314	1,848	2,919	1,961	1.2%	6.1%
	24,066	22,863	24,753	29,982	18.1%	31.1%
<b>Operating Revenue</b>	<b>154,484</b>	<b>152,261</b>	<b>156,409</b>	<b>161,620</b>	<b>97.7%</b>	<b>6.1%</b>
Interfund Transfers-In	11,732	10,625	10,613	11,244	6.8%	5.8%
From (to) Fund Balance	(10,857)	4,564	6,422	(7,469)	-4.5%	0.0%
<b>Total Revenue</b>	<b>\$ 155,359</b>	<b>\$ 167,450</b>	<b>\$ 173,444</b>	<b>\$ 165,394</b>	<b>100.0%</b>	<b>(1.2%)</b>

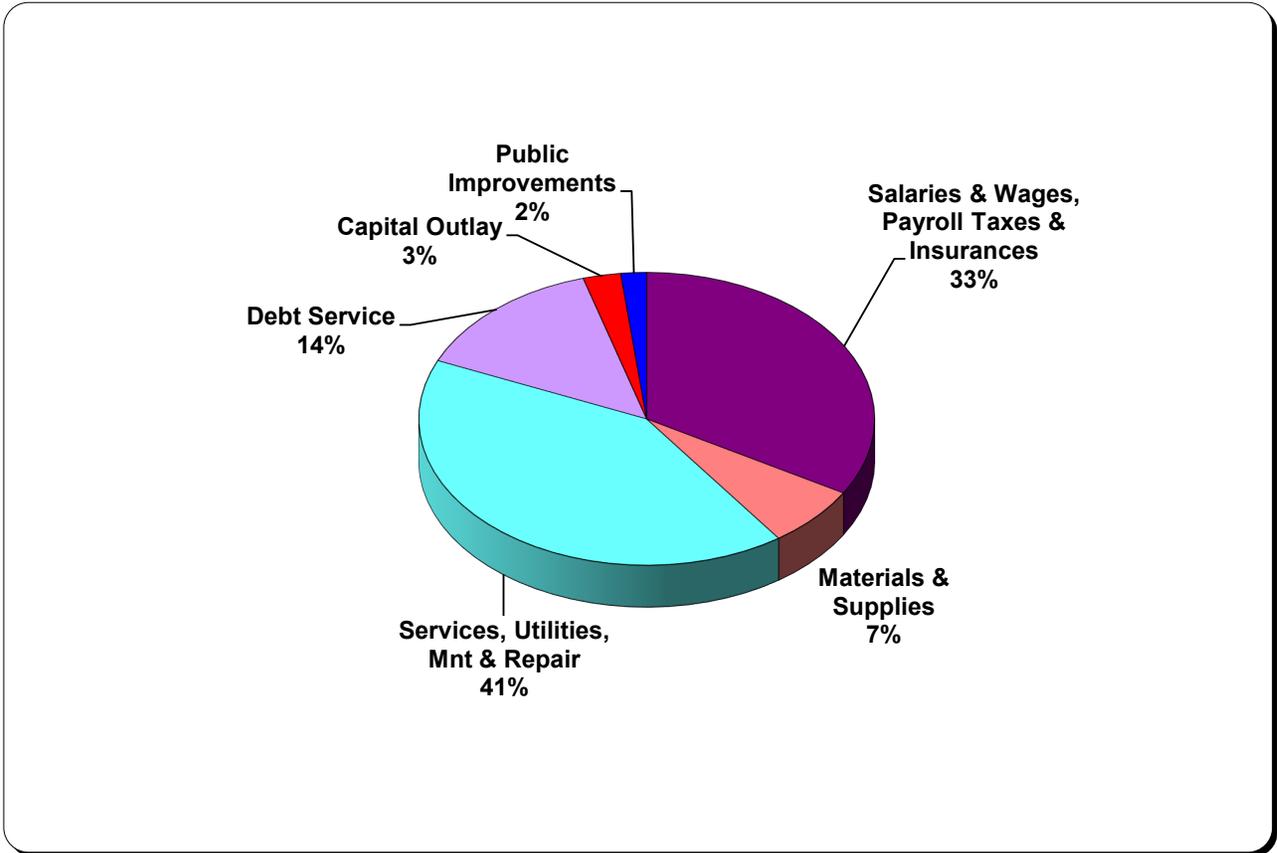


# WHERE THE MONEY GOES

by Expenditure Type  
(in thousands of dollars)

Expenditure	FY2020 Actual	FY2021		FY2022		% of change from FY2021 Adopted
		Adopted Budget	Estimated Actual	Budget	% of Total	
Salaries & Wages	\$ 34,062	\$ 34,245	\$ 33,920	\$ 35,237	21.3%	2.9%
Employee Benefits*	18,458	19,592	19,633	19,867	12.0%	1.4%
Materials & Supplies	11,526	10,480	10,573	11,093	6.7%	5.9%
Services & Utilities	50,226	72,292	77,049	68,096	41.2%	(5.8%)
Debt Service	26,120	23,655	24,559	23,034	13.9%	(2.6%)
Capital Outlay	4,486	4,319	4,140	4,410	2.7%	2.1%
Public Improvements	9,781	2,222	2,926	3,006	1.8%	35.3%
	<b>154,659</b>	<b>166,805</b>	<b>172,799</b>	<b>164,743</b>	<b>99.6%</b>	<b>(1.2%)</b>
Interfund Transfers-Out	701	645	645	651	0.4%	0.9%
<b>Total Expenditures</b>	<b>\$155,359</b>	<b>\$167,450</b>	<b>\$173,444</b>	<b>\$165,394</b>	<b>100.0%</b>	<b>(1.2%)</b>

\*Payroll Taxes, Pension Costs, Health Insurance



# WHERE THE MONEY GOES

## Operational Summary

Department	FY2022 Budget	% of Operating Total	% of Total Budget
Public Works	\$ 42,732	40.8%	
Police	20,086	19.2%	
Fire	16,789	16.0%	
Parks & Recreation	7,814	7.5%	
Planning & Community Dvlpmnt	5,962	5.7%	
Administrative Services	3,819	3.6%	
Health	4,674	4.5%	
City Manager	969	0.9%	
Human Resources	486	0.5%	
Legal	817	0.8%	
City Clerk	277	0.3%	
City Council & Mayor	239	0.2%	
Total Major Operating Departments	\$104,662		63.3%

## CIP Summary

		% of CIP Total	
Water Protection CIP	\$ 32,721	65.4%	
CIP Sales Tax	14,333	28.6%	
General Obligation Bond	391	0.8%	
Transit CIP	148	0.3%	
Airport CIP	500	1.0%	
Parking CIP	254	0.5%	
Museum Tax CIP	50	0.1%	
Landfill CIP	1,615	3.2%	
Golf CIP	17	0.0%	
Total Capital Projects	\$50,030		30.2%

## Other Budgeted Programs

		% of Other Programs Total	
Special Allocation (TIF & EDC)	8,033	75.1%	
Non Department & Cell Phone	1,377	12.9%	
Gaming Financed Initiatives	752	7.0%	
Municipal Museums Tax	541	5.1%	
Total Other Programs	\$10,703		6.5%

<b>Total Budget</b>	\$ 165,394
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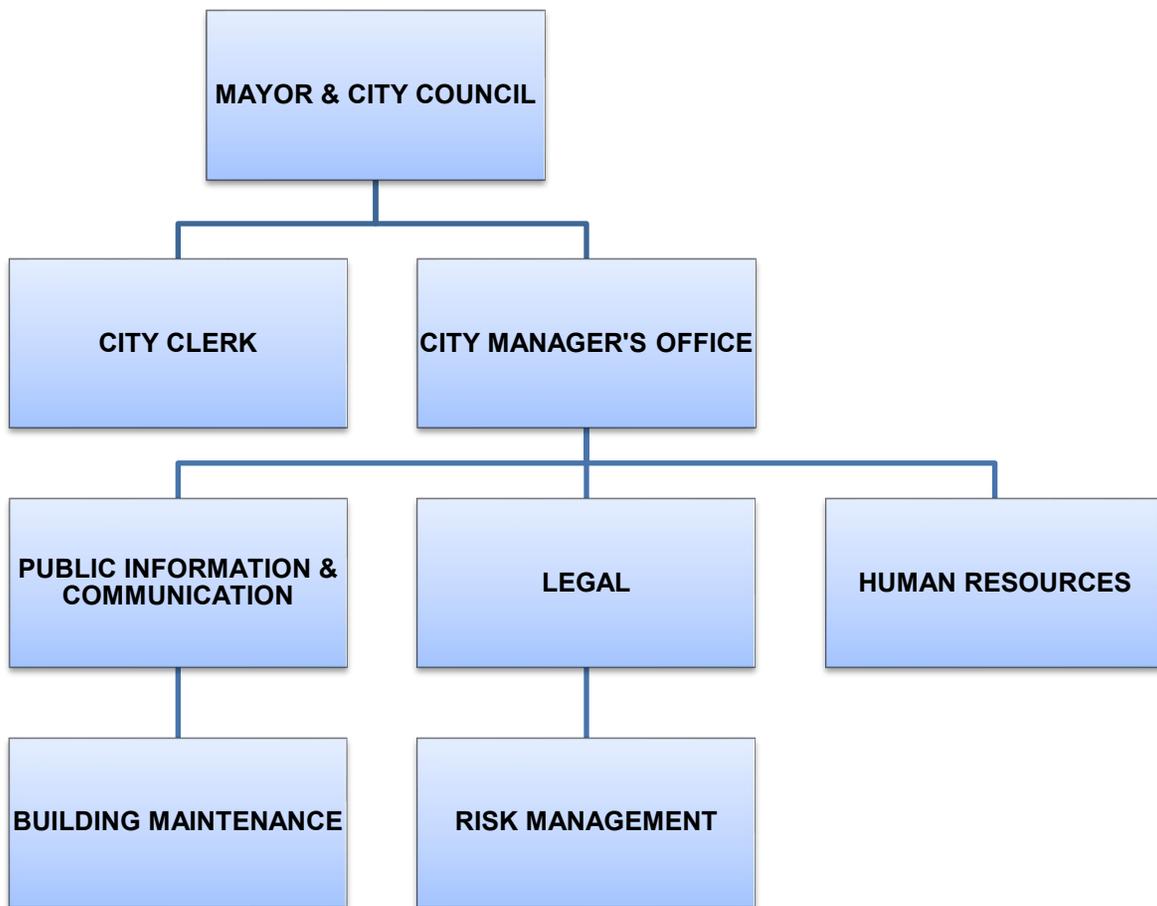


# GENERAL GOVERNMENT DEPARTMENTS

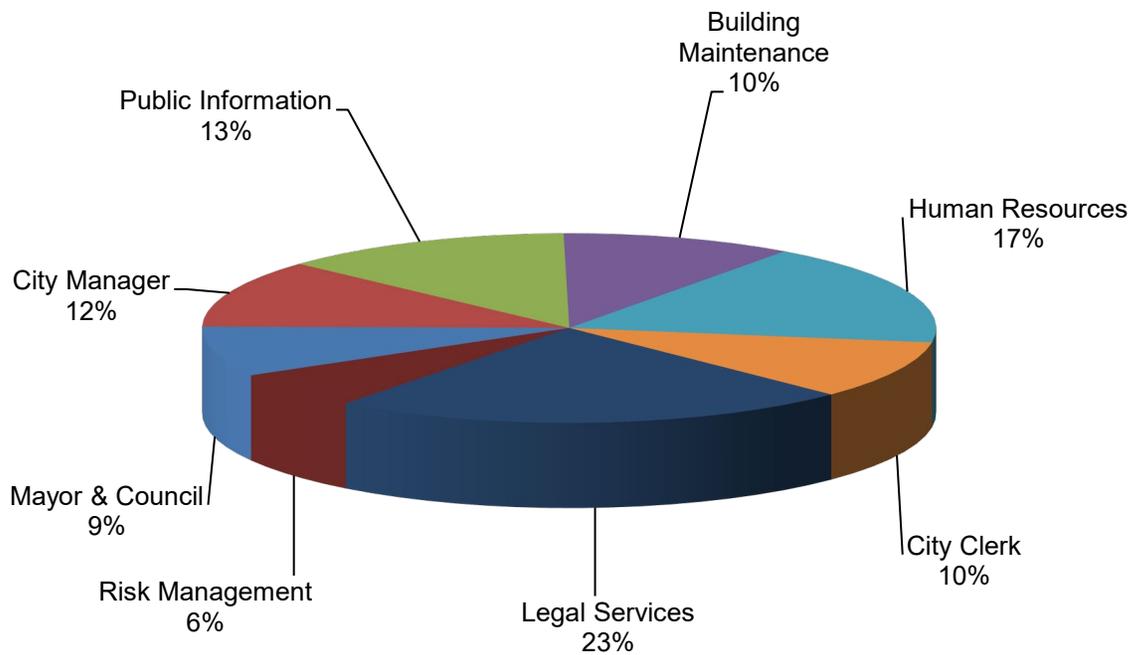
The General Governmental Departments provide the legislative and managerial services for city government.

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

**TOTAL BUDGETED RESOURCES:     \$ 2,786,957**



# GENERAL GOVERNMENT USES

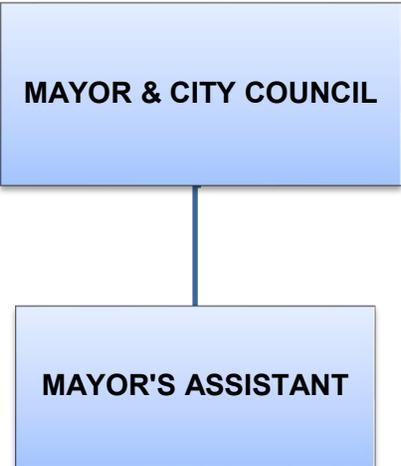


## PROGRAM USES

# GENERAL GOVERNMENT DEPARTMENTS SUMMARY

ACCOUNT TYPE	2019-20	2020-21		2021-22	
	Actual	Adopted	Estimated	Budget	
		Budget	Actual		
Salaries & Wages	1,318,418	1,365,967	1,428,280	1,385,032	
Payroll Expenses & Benefits	614,099	672,608	655,237	676,440	
Materials & Supplies	20,679	37,082	25,112	39,507	
Utilities & Other Contracted Services	403,687	404,908	453,949	553,932	
Other	0	0	0	80,000	
Transfers	52,044	52,045	52,045	52,045	
	2,408,927	2,532,609	2,614,623	2,786,957	
<b>USES BY PROGRAM</b>	<b>DEPARTMENT</b>				
Mayor & City Council	Mayor & Council	217,550	237,104	233,309	238,629
City Clerk	City Clerk	183,720	192,447	197,228	276,523
City Manager's Office	City Manager	275,210	241,139	328,139	323,526
Public Inform & Comm	City Manager	323,191	346,856	349,255	359,859
Building Maintenance	City Manager	255,494	251,188	237,644	285,422
Human Resources	H Resources	436,740	482,005	438,114	486,495
Legal Services	Legal	554,304	608,244	658,707	641,760
Risk Management	Legal	162,717	173,626	172,226	174,744
		2,408,927	2,532,609	2,614,623	2,786,957
<b>STAFFING SUMMARY</b>					
Mayor & City Council		10.0	10.0	10.0	10.0
City Clerk		2.5	2.5	2.5	2.5
City Manager's Office		2.0	2.0	2.0	2.0
Public Inform & Comm		3.0	3.0	3.0	3.0
Building Maintenance		1.5	1.5	1.5	1.5
Human Resources		5.0	5.0	5.0	3.0
Legal Services		6.0	6.0	6.0	6.0
Risk Management		2.0	2.0	2.0	2.0
		32.0	32.0	32.0	30.0

# MAYOR AND CITY COUNCIL



# Mayor & City Council

## Mission

INVEST in PEOPLE, CREATE A BETTER PLACE, and GROW PROSPERITY  
(Imagine St. Joseph 2040)

## Core Services

- Adopt ordinances, resolutions, policies and regulations for the health, safety and welfare of the current and future inhabitants of the City of St. Joseph.
- Establish policies for the effective and efficient delivery of municipal services to the City.
- Establish goals, objectives and performance measures for the City Government and the City Manager.
- Create departments, divisions, bureaus, offices and citizen advisory committees necessary for the efficient and effective operation of the City.
- Exercise legislative oversight over the City Manager, professional staff, consultants, citizen advisory committees and all other employees, volunteers and officers appointed or retained by the City.
- Work with citizen advisory committees established by the City Council to formulate recommendations to the City Council on policies, projects and spending allocations.
- Participate in community strategic and long-range planning.
- Adopt master plans for water, wastewater, storm drainage, parks, municipal facilities to guide the City's future development of critical infrastructure.
- Adopt the annual City budget and approve expenditures of City funds.
- Promote good relations with federal, state, county, and other municipal government agencies. The Mayor and City Council will take an active role in working with appropriate officials on Inter-jurisdictional issues and regional problems affecting the residents of St. Joseph. The Mayor's office is the focal point for citizen assistance; ensuring every customer who interacts with the City and the Mayor's office receives the best customer service possible with any and every issue.

## Current Year Activity/Achievements

- The City Council has held approximately 17 council work sessions and 23 public council meetings and special meetings from July 1 to December 31, 2020. Due to COVID19 conducted no City Talk meetings with the community during this time.
- Mayor's Children's Christmas Party at Bode Ice Arena, Mayor's Christmas tree lighting at Krug Park and Hyde Park was postponed due to COVID19. Supported the downtown Christmas Lighting.
- Virtual Mayor's Prayer Breakfast in coordination with community volunteers in May 2020. Virtual Mayor's Thanksgiving Dinner in coordination with Second Harvest fundraiser in November 2020.
- With confirmed cases of COVID-19 rising in the city, the City Council voted to continue its emergency declaration and order to February 14, 2021.
- A continuing partnership with the 139th Airlift Wing and Rosecrans Memorial Airport, including maintaining the perimeter of the wildlife fence.
- Participated in numerous ribbon cuttings.
- Continuing partnership with the community developing a comprehensive plan to be known as Imagine St. Joseph 2040.
- There are over 33 boards and commissions.
- Approximately 21 proclamations prepared and personally presented from July 1 to December 31, 2020. Approximately 1 special recognition prepared and presented from July 1 to December 31, 2020. Numerous ordinances and resolutions presented and passed at the council meetings.

- St. Joseph City Council members and staff, in collaboration with other agencies of St. Joseph, brought together resources to help residents during the COVID-19 pandemic.

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

- Continue economic development and improvement in partnership with Imagine St. Joseph 2040. Maintain adequate staffing levels to continue delivering and enhancing high quality efficient services and infrastructure.
- Continue enhancing community engagement and transparency. Continue ensuring boards and commissions are addressing important community issues and council goals and objectives.
- Maintain a healthy and balanced city budget. Attract, retain, and grow a diverse community workforce.
- Continue implementing high priority drainage projects. Analyze police and fire department staffing and training levels to keep pace with the city's growth, to proactively address community issues and to maintain a safe community.
- Continue working with community partners to understand regional labor needs and identify and promote workforce development and matchmaking programs to fill regional workforce gaps. Expand programs for job creation and employment growth opportunities.
- Continue identifying strategies to encourage investment in downtown and promote local business development. Continue working with community partners to promote diverse entertainment, shopping, and gathering spaces that are attractive to our diverse community.
- Continue promoting an inclusive, open-minded, and progressive community. Continue implementation of responses to property crime through dedicated investigative resources, improved technology, and proactive public communications.
- Continue to initiate and support programs to reduce gun violence and property crimes. Continue to develop enforcement strategies to reduce illegal narcotics, and work with social service organizations to address substance abuse/addiction.
- Continue to partner with residents, neighborhood groups and community organizations to improve police-community relations. Continue supporting community-wide efforts to establish a reentry program for offenders exiting the criminal justice system.
- Continue to collaborate with community and governmental partners to address issues related to poverty, mental health, and homelessness. Continue analyzing current planning and building code approval processes to help decision making be more predictable, more strategic, and timely. Continue researching programs to improve the quality of rental housing.

# 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

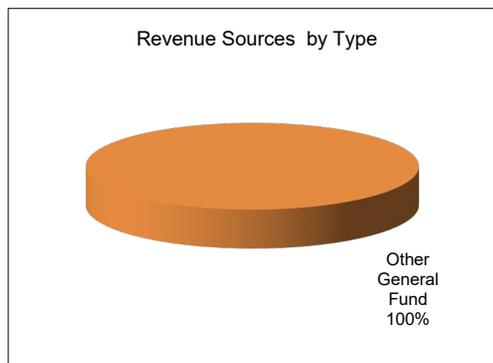
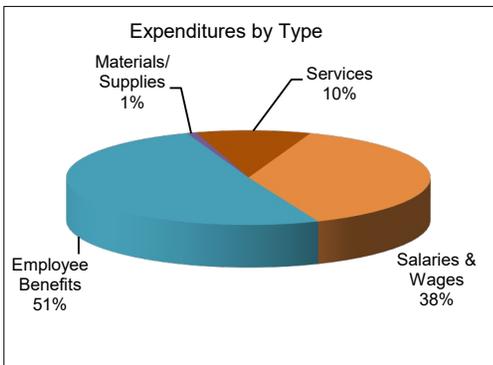
Mayor (Elected, Part Time)

Council Members (Elected, Part Time)

Mayor's Assistant

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
8	8	8	8
1	1	1	1
10	10	10	10

### Operating Budget Summary



#### Expenditures:

Salaries & Wages

Employee Benefits

Materials/Supplies

Services

**Total**

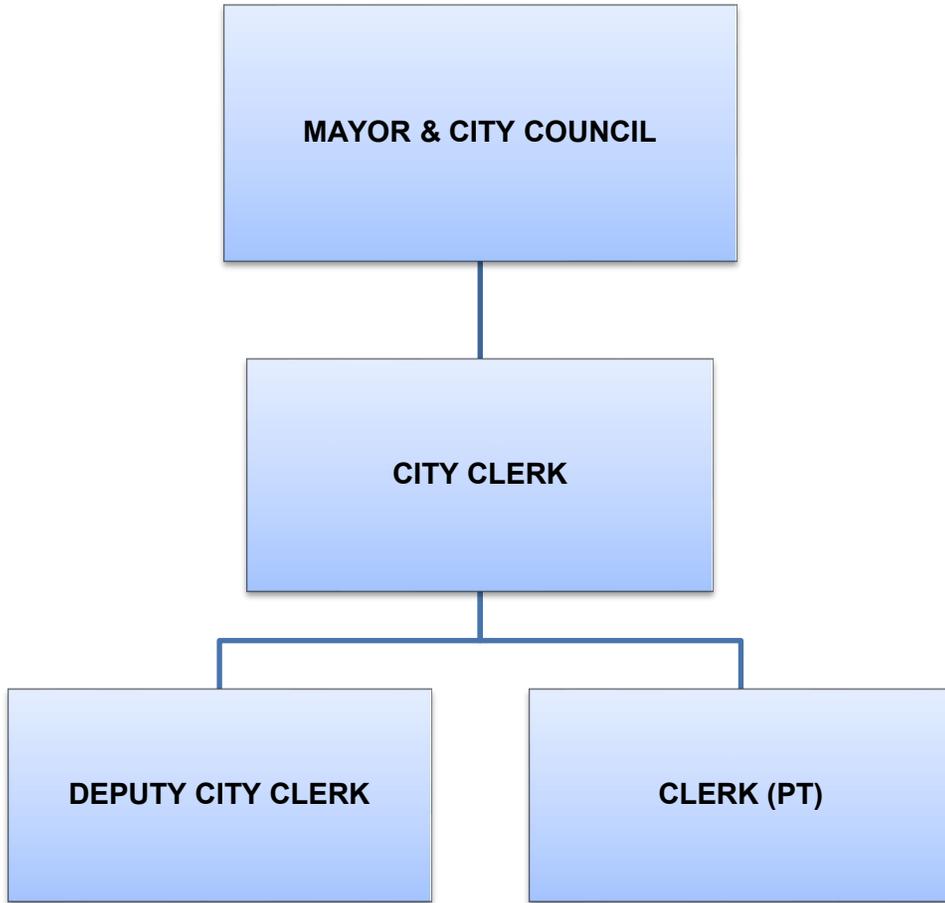
#### Revenue Sources:

Other General Fund

**Total**

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
86,394	86,519	90,376	91,181
110,631	118,863	111,212	121,027
1,489	2,000	2,530	2,000
19,036	29,721	29,191	24,421
217,550	237,104	233,309	238,629
217,550	237,104	233,309	238,629
217,550	237,104	233,309	238,629

# 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
- 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
- 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

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

- Sunshine Law requests processed (July to January) - 47
- Number of ordinances and resolutions processed - 365
- Number of Council meetings and work sessions minutes prepared - 76
- Supplements to the code processed and distributed - 5
- Bills of Sale processed (July to January) - 54
- Number of board and commission members appointments processed (July to January) - 31

# CITY CLERK

## Program 8210

### Program Description

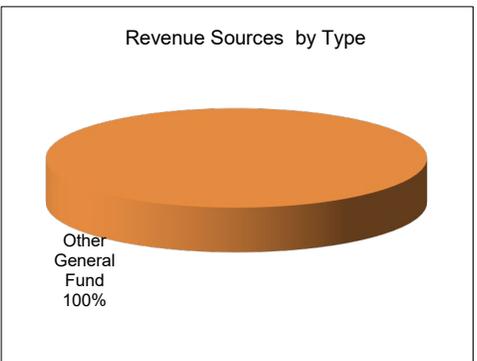
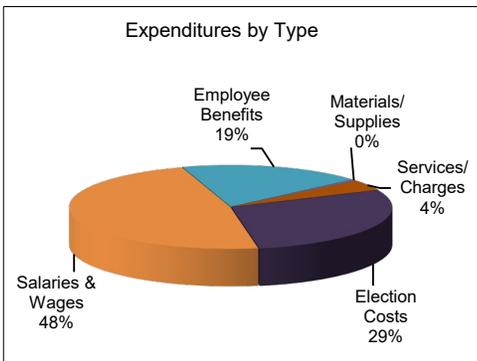
Secretary to the City Council and legal custodian of the City's official records. The Clerk provides City Council, other city departments and citizens with accurate and timely information regarding those records as well as posting all official meeting notices.

### Staffing Detail

City Clerk  
 Deputy City Clerk  
 Clerk (Part Time)

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
0.5	0.5	0.5	0.5
<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

### Operating Budget Summary



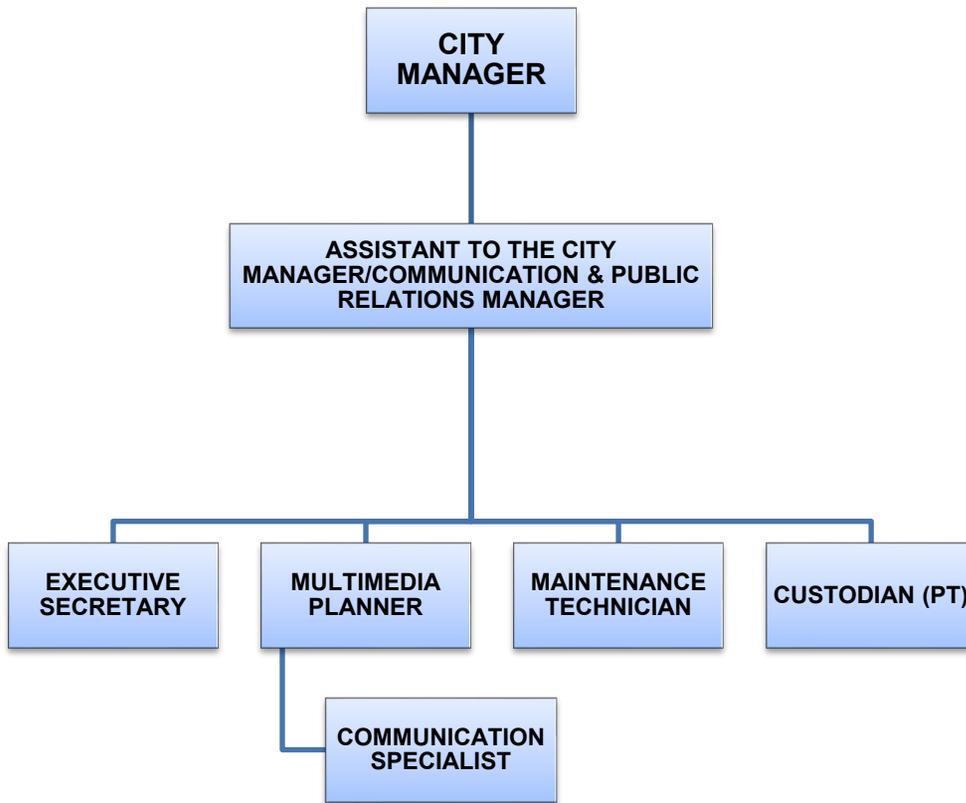
**Expenditures:**

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	125,363	129,189	133,660	132,468
Employee Benefits	48,282	50,468	50,778	51,264
Materials/Supplies	920	1,250	1,250	1,250
Services/Charges	9,156	11,540	11,540	11,540
Election Costs	0	0	0	80,000
<b>Total</b>	<b>183,720</b>	<b>192,447</b>	<b>197,228</b>	<b>276,523</b>

**Revenue Sources:**

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Other Revenue	2,155	0	0	0
Other General Fund	181,565	192,447	197,228	276,523
<b>Total</b>	<b>183,720</b>	<b>192,447</b>	<b>197,228</b>	<b>276,523</b>

# CITY MANAGER'S OFFICE



## **City Manager's Office**

### **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 City Council strategic plan, 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 and private organizations
- Utilize the directors, communications manager and other city staff to provide timely follow-up to City Council inquiries
- Oversee the financial health of the organization through annual and long-range financial planning
- Provide timely responses to citizen inquiries
- Monitor and respond to proposed bills in the Missouri General Assembly

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

- Bonds for Bridges - Voter approved in 2020 and project design process initiated
- Oversaw coordination of the 2019 CIP 5-year campaign
- Oversaw coordination of development activities for the riverfront, Krug Park, Hyde Park Splash Park, and a new animal shelter
- Led negotiations of pay plans with public safety unions
- Coordinated response and communications plans related to COVID-19, consulting with staff members and health professionals

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

- Assist the City Council with executive recruitment of new city manager
- Continue efforts for Civic Arena/Event Center and related development downtown
- Continue efforts to incorporate Imagine 2040 and the Community Survey with the goals and mission of City Council
- Explore opportunities to streamline operations and tighten expenditures while maintaining an expected level of service to our residents
- Enhance existing programs to further efforts in addressing crime and community appearance
- Establish a program to better communicate with employees and foster an open dialogue of communications
- Continue efforts for development of the riverfront, Krug Park, and a new animal shelter
- Balancing reduced sales tax revenue in the general and public safety tax funds with increased public safety expense

# CITY MANAGER'S OFFICE

## Program 8300

### Program Description

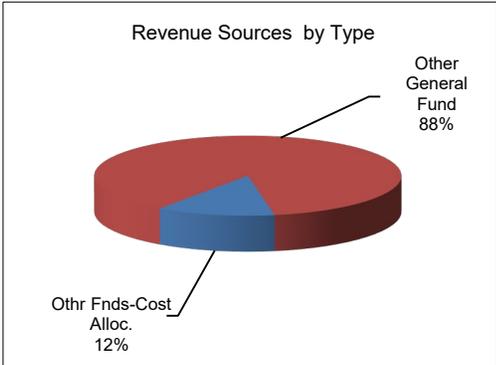
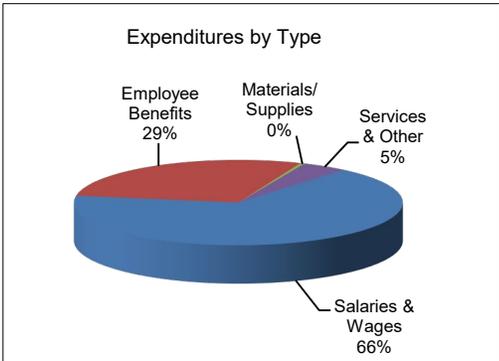
The City Manager is appointed by and serves at the discretion of the City Council and is the City's chief administrative officer. The City Manager implements the policies established by City Council and administers the day-to-day operations of the City through his actions and those of his directors.

### Staffing Detail

City Manager  
Executive Administrative Assistant

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



**Expenditures:**

	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
Salaries & Wages	190,223	152,048	208,537	214,909
Employee Benefits	76,292	74,041	69,356	92,667
Materials/Supplies	272	500	500	1,400
Services & Other	8,424	14,550	46,746	14,550
Utility Expense	0	0	3,000	0
<b>Total</b>	<b>275,210</b>	<b>241,139</b>	<b>328,139</b>	<b>323,526</b>

**Revenue Sources:**

	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
Othr Fnds-Cost Alloc.	41,687	42,880	42,880	40,326
Other General Fund	233,523	198,259	285,259	283,200
<b>Total</b>	<b>275,210</b>	<b>241,139</b>	<b>328,139</b>	<b>323,526</b>

## **Public Information and Communications**

### **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 and professional customer service.

### **Core Services**

- Communicates public information in an effective, professional and 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
- Produces programming and manages the City's Government Access Channel 19
- Televises City Council and Planning Commission meetings
- Manages the City's website and social media
- Serves as the Public Information Officer during declared emergencies and for other general city contacts with the media
- Provides special event coordination and promotion. Coordinates City Talk Meetings and other public meetings

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

- Coordinated communications for the 2020 Census
- Scripted and produced a video for the mayor's annual State of the City address
- Oversaw informational campaign for the Bond for Bridges and the Charter Amendments initiatives which was voter approved in 2020
- Continued promotion of the community's Imagine 2040 plan as established in City Council's goals and initiatives
- Supported efforts to further grow the community brand initiative Made With Uncommon Character
- Further expanded the utilization of social media as a method of communications
- Coordinated communications plans related to COVID-19 in partnership with the health department

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

- Maintaining effective communications and developing original programming with limited staffing
- Growing a stronger presence and engagement on social media with limited staffing
- Create public information campaigns to raise awareness for city services and community priorities
- Support community efforts to commemorate the 2021 Missouri Bicentennial in St. Joseph

# PUBLIC INFORMATION & COMMUNICATIONS

## Program 8320

### Program Description

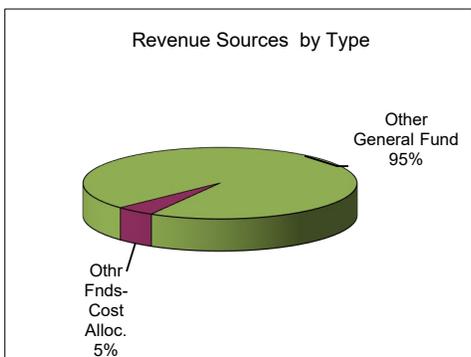
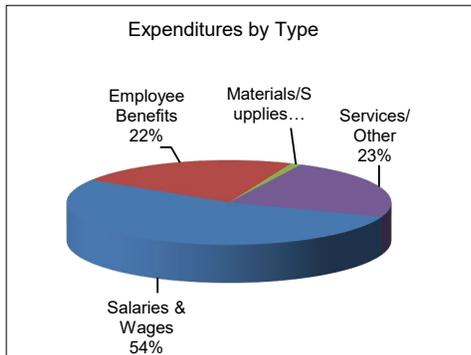
This division oversees communications with customers, both internal and external, manages the City's website, the City's government access channel and social media, and assists departments with the effective use of technology to communicate.

### Staffing Detail

Assistant to City Manager/Communications Manager  
 MultiMedia Planner  
 Communications Specialist

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
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:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	181,135	185,414	182,108	192,051
Employee Benefits	74,855	78,298	77,548	80,481
Materials/Supplies	1,783	3,800	3,800	3,800
Services/Other	65,418	79,345	85,800	83,527
<b>Total</b>	<b>323,191</b>	<b>346,856</b>	<b>349,255</b>	<b>359,859</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Oth Fnds-Cost Alloc.	13,297	13,297	13,297	16,501
Other General Fund	309,894	333,559	335,958	343,358
<b>Total</b>	<b>323,191</b>	<b>346,856</b>	<b>349,255</b>	<b>359,859</b>

# **Building Maintenance**

## **Mission**

Maintain a clean, safe, comfortable and aesthetically pleasing work environment at City Hall, as well as to provide a maintenance schedule to protect and ensure long-term preservation of the building.

## **Core Services**

- Review existing custodial activities and recommend improvements if appropriate.
- Monitor the building's heating and cooling systems for maximum efficiency.
- Perform custodial 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
- Updated landscaping on the south of the building to enhance the beautification of the area
- Began reorganizing and decluttering the basement of City Hall

## **Budget Challenges/Planned Initiatives**

- Create a five-year plan to address long-term maintenance needs at City Hall
- Replace several cracked/damaged windows in the building
- Continue with the reorganization of the basement

# BUILDING MAINTENANCE

## Program 8711

### Program Description

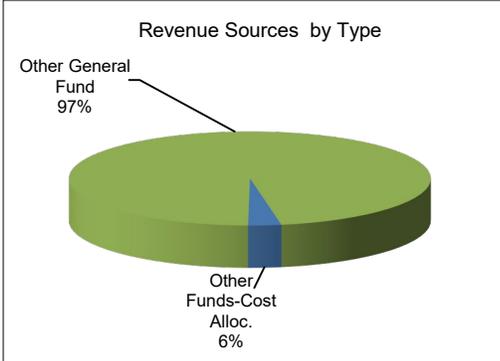
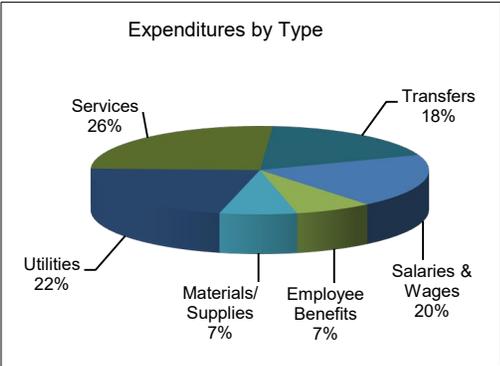
Maintenance staff provide a clean, safe, comfortable and aesthetically pleasing work environment at City Hall.

### Staffing Detail

Maintenance Technician  
 Custodian (Part Time)

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
0.5	0.5	0.5	0.5
1.5	1.5	1.5	1.5

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	30,698	52,380	45,736	56,064
Employee Benefits	14,427	20,097	20,097	21,070
Materials/Supplies	7,913	21,015	8,515	21,015
Utilities	74,275	45,300	38,000	62,000
Services	76,136	60,352	73,252	73,227
Transfers	52,044	52,045	52,045	52,045
<b>Total</b>	<b>255,494</b>	<b>251,188</b>	<b>237,644</b>	<b>285,422</b>
<b>Revenue Sources:</b>				
Other Revenue	9,969	0	0	0
Other Funds-Cost Alloc	15,634	13,277	13,277	8,425
Other General Fund	229,891	237,911	224,367	276,997
<b>Total</b>	<b>255,494</b>	<b>251,188</b>	<b>237,644</b>	<b>285,422</b>

**HUMAN RESOURCES**



# Human Resources

## Mission

The Human Resources Department is committed to providing services that foster a safe, healthy and productive work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect in order to recruit, retain and develop the diverse talent needed to support the organization.

## 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 procedures, etc.
- Maintain an organization wide training program.

## 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, effective 7/29/2020.
- Conducted police entry level written and physical agility tests and fire entry level written tests.
- Conducted police and fire promotional level testing.
- Coordinated flu shots, Covid sick leave paperwork. and FML paperwork and leave balances.
- Worked with CBIZ to renew health insurance with Blue Cross Blue Shield for coverage effective 7/1/20.
- 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 for electronic benefits enrollment.
- 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.
- Overall review and update of city wide job descriptions.

## Performance Statistics

- 68 Entry level and promotional tests for police and fire.
- 2005 applications reviewed and 127 Jobs posted.
- Payroll issued 992 W2s and 133 corrected W2s.
- 99 New full-time hires in-processed and set up
- 25 Other than full-time hires set up.
- 322 Personnel Action Forms handled.
- 13 Retirement applications facilitated.
- 26 payrolls and 4 fire retiree consultant payments processed.
- 159 FMLA applications processed.
- 203 Covid 19 forms processed by HR.

# HUMAN RESOURCES

## Program 8620

### Program Description

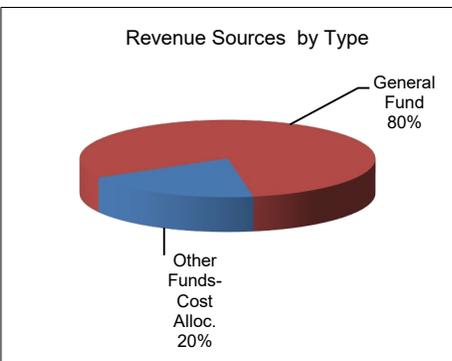
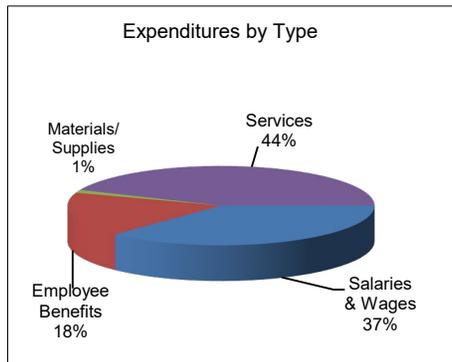
This division assists other City departments in hiring and maintaining qualified individuals through the basic staff services of employee recruitment, in-processing, evaluation, benefits administration, labor relations, examinations, position and pay administration, employee records maintenance, training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

### Staffing Detail

Human Resources Director  
 Organization Development Coordinator  
 Senior Human Resources Consultant  
 Human Resources Consultant  
 Payroll Coordinator

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	0
1	1	1	1
1	1	1	1
1	1	1	0
5	5	5	3

### Operating Budget Summary



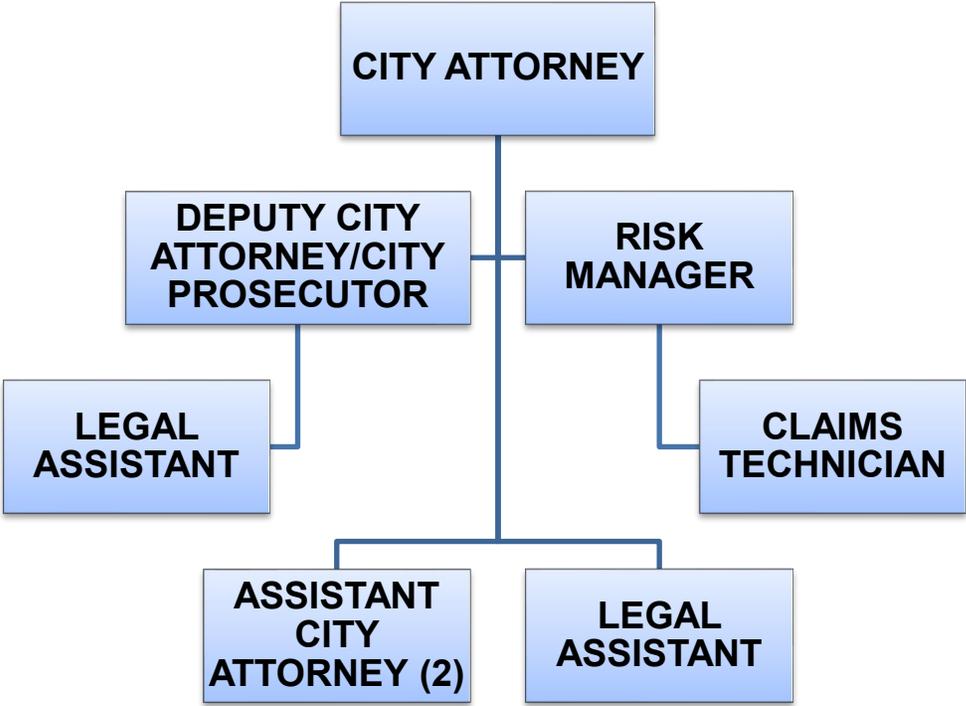
#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	249,194	264,989	247,483	180,319
Employee Benefits	97,453	125,436	121,731	88,623
Materials/Supplies	3,641	3,730	3,730	5,730
Services	86,452	87,850	65,170	211,822
<b>Total</b>	<b>436,740</b>	<b>482,005</b>	<b>438,114</b>	<b>486,495</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	722	0	0	0
Other Funds-Cost Alloc	90,093	97,492	97,492	95,261
General Fund	345,925	384,513	340,622	391,234
<b>Total</b>	<b>436,740</b>	<b>482,005</b>	<b>438,114</b>	<b>486,495</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 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 monitor the activities of outside counsel retained to assist with litigation and other complex matters.
- Prosecute Municipal Court violations through the City Prosecutor's Office, which 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 work sessions.
- Maintain up-to-date information on legal issues facing municipalities and ensure that the City is in compliance with newly-enacted State and Federal legislation.
- Assist with developing an official position on proposed legislation and monitor proposed legislation 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 teams.

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

- Successfully represented the City in litigation and administrative hearings.
- Provided legal guidance to decrease the risk of valid claims and litigation, resulting in minimal active litigation cases. Provided quarterly litigation reports to the City Council and Administration.
- Assisted with various Code of Ordinances' revisions and drafting of new provisions.
- Reviewed and updated numerous contracts for services, purchases, and real property transactions.
- Assisted in negotiations with representatives of labor unions, particularly on pay plans.
- Prosecuted municipal ordinance violations in municipal court.
- Continued to reduce use of outside counsel for common activities.
- Monitored new legislation and other changes in the law and reported such changes to other City officials.
- Provided primary staff support for Human Rights Commission.
- Advised City officials on COVID-19 response and monitored other governmental entities' COVID-19 responses to ensure consistency with similarly-situated governmental entities.

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

- Continuing need to significantly rewrite zoning and related codes.
- Inconsistency in level of staffing needed.

### **Performance Statistics**

- Monitor over 50 contracts, leases, and other legal documents.
- Responded to requests for legal assistance; responding, typically within a week of the request, with the goal of responding to all requests within two weeks.
- Manage risk to minimize the number of valid claims brought against the City.
- Monitor evolving state and federal legislation to ensure local compliance.
- Attended most board and commission meetings and assisted with follow-up tasks.

# LEGAL SERVICES

## Program 8390

### Program Description

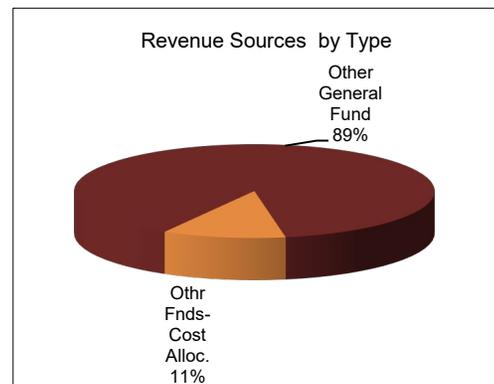
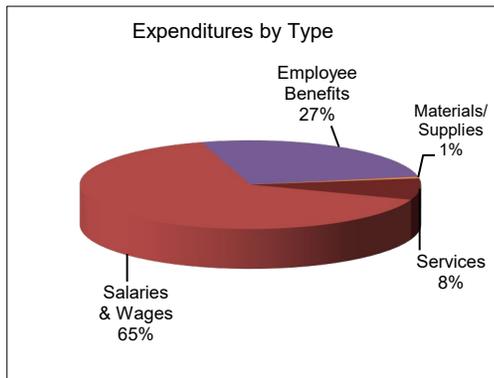
Legal staff conduct litigation involving the City, prepare and enforce City ordinances and resolutions, render legal opinions and advice, and draft City contracts, leases and other legal documents. The City Prosecutor represents the City when individuals are seen in Municipal Court for citations issued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

### Staffing Detail

City Attorney  
 Deputy City Attorney/City Prosecutor  
 Assistant City Attorney  
 Legal Assistant

2019-20 Actual	2020-21		2021-22 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2
2	2	2	2
<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Operating Budget Summary



	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	354,935	394,449	418,976	415,554
Employee Benefits	147,572	156,848	157,784	172,264
Materials/Supplies	4,048	3,312	3,312	3,712
Services	47,749	53,635	78,635	50,230
<b>Total</b>	<b>554,304</b>	<b>608,244</b>	<b>658,707</b>	<b>641,760</b>
<b>Revenue Sources:</b>				
Oth Fnds-Cost Alloc.	75,665	81,935	81,935	70,880
Other General Fund	478,639	526,309	576,772	570,880
<b>Total</b>	<b>554,304</b>	<b>608,244</b>	<b>658,707</b>	<b>641,760</b>

# Risk Management

## Mission

To continually monitor and evaluate City operations in order to manage and mitigate 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.

## 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.
- Managing remote working arrangements for productivity and long-term success with limited monitoring capabilities.
- Increase Safety Awareness through development of Safety Meetings in all departments.
- Mitigating the long-term effects of COVID-19 on workers' compensation program.

## Performance Statistics

- Responded to 211 liability (including sewer) incidents. (CY20)
- Processed 54 subrogation incidents. (CY20)
- Processed 155 employee injuries (59 of those COVID-19 related). (CY20)

# RISK MANAGEMENT

## Program 8651

### Program Description

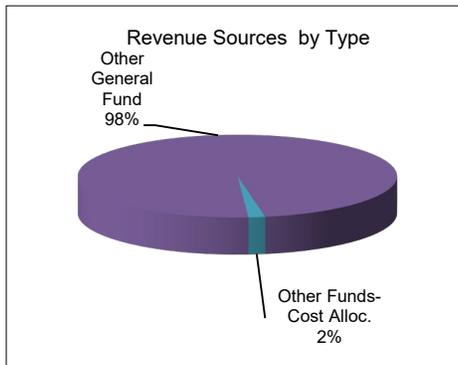
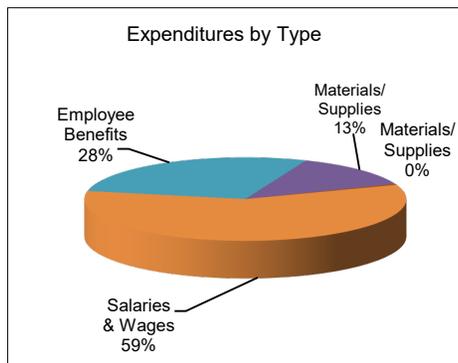
Staff works to reduce the City's exposure to insurance risk (loss) through aggressive management of the City's Property/Casualty Insurance Program, the Self-Insured Workers' Compensation Program, the City's Loss Control Program, and the Drug/Alcohol Testing Program.

### Staffing Detail

Risk Manager  
 Claims Technician

2018-19	2019-20		2020-21
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

	2018-19 Actual	2019-20 Adopted Budget	2019-20 Estimated Actual	2020-21 Budget
Salaries & Wages	100,476	100,978	101,403	102,486
Employee Benefits	44,587	48,558	46,733	49,043
Services	17,041	22,615	22,615	22,615
Materials/Supplies	613	1,475	1,475	600
<b>Total</b>	<b>162,717</b>	<b>173,626</b>	<b>172,226</b>	<b>174,744</b>

#### Revenue Sources:

	2018-19 Actual	2019-20 Adopted Budget	2019-20 Estimated Actual	2020-21 Budget
Other Funds-Cost Alloc	3,106	3,106	3,106	2,936
Other General Fund	159,611	170,520	169,120	171,808
<b>Total</b>	<b>162,717</b>	<b>173,626</b>	<b>172,226</b>	<b>174,744</b>

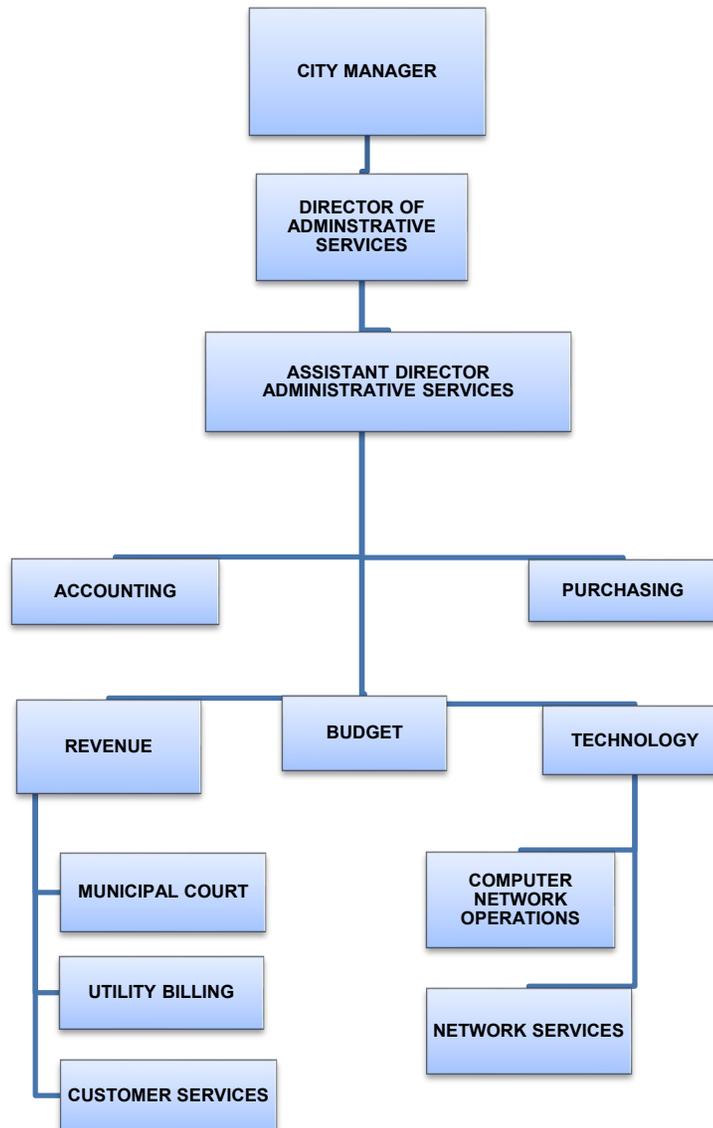


# ADMINISTRATIVE SERVICES DEPARTMENT

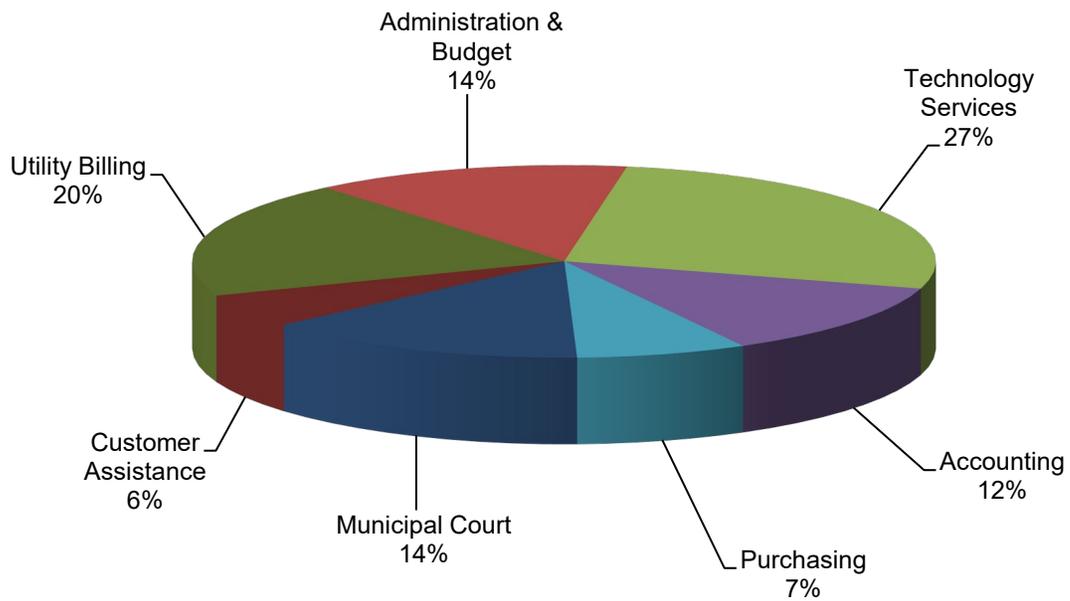
The Administrative Services Department provides staff support to other City services relating to personnel matters, financial services and analysis, technology support. The department also provides customer service in its Customer Assistance, Municipal Court and Utility Billing divisions.

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:        \$    3,818,507**



# ADMINISTRATIVE SERVICES USES



## DEPARTMENT USES

# ADMINISTRATIVE SERVICES DEPARTMENTS

ACCOUNT TYPE	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,496,577	1,457,124	1,476,786	1,594,484
Payroll Expenses & Benefits	636,136	647,126	643,615	714,081
Materials & Supplies	142,036	147,550	195,366	148,100
Utilities & Other Contracted Services	1,466,614	1,577,104	1,527,153	1,351,841
Capital Outlay	144,162	0	98,291	10,000
	3,885,525	3,828,904	3,941,211	3,818,507
<b>USES BY PROGRAM</b>				
Administration & Budget	472,752	420,830	457,413	527,480
Accounting	383,669	397,977	405,453	475,522
Purchasing	278,852	289,624	268,218	283,087
Customer Assistance	234,594	257,418	234,755	215,050
Utility Billing	906,123	951,130	887,457	752,150
Municipal Court Services	521,808	519,262	521,008	528,623
Designated Court Training	6,072	8,200	8,200	10,000
Network Services	637,006	523,711	697,607	563,035
GIS	24,492	0	0	0
Computer Network Operations	420,158	460,752	461,101	463,560
	3,885,525	3,828,904	3,941,211	3,818,507
<b>STAFFING SUMMARY</b>				
Administration & Budget **	5.0	5.0	4.0	5.0
Accounting **	3.0	4.0	3.0	4.0
Purchasing	4.0	4.0	4.0	4.0
Customer Assistance	3.0	3.0	3.0	3.0
Utility Billing	3.5	3.5	3.5	3.5
Municipal Court Services	7.5	7.0	7.0	7.0
Designated Administrative Services	0.0	0.0	0.0	0.0
Network Services	5.0	5.0	5.0	5.0
Computer Network Operations	0.0	0.0	0.0	0.0
	31.0	31.5	29.5	31.5

\*\* Positions are on hold due to budget reductions

# 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 monthly, 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

- Prepared annual indirect cost plan.
- Improved Annual Budget processes to streamline department submissions.
- Reviewed the city's Investment Policy, Purchasing, and Collection Policy.
- Accepted the duties of the CIP Coordinator, tracked revenues and expenses, and met project cash flow demands.
- Reporting of collections activity for Special Assessments, Administrative Penalties and Sewer Receivables including monthly listings provided to City's Collection Agency.
- Continued One Solution upgrades for workability for city employees.

## 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 - ONE solution.
- Continue auditing utility billing system by adding accounts to City's GIS to track those areas that appear unserved by City sewer system.
- Overcome staff shortage and provide professional assistance and information to our customers.
- Anticipate the Local Government Expenditure Database required by the State of Missouri.
- Develop strategies for the financial impact of Covid on city revenues and expenditures.
- Communicate federal grant requirements with departments to reduce findings.
- Streamline cash flow for the city to meet daily as well as future cash demands.
- Implement recommendations from the Financial Process Assessment performed by Plante Moran.
- Strive to meet the Fund Balance Policy reserve guidelines.

# 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.

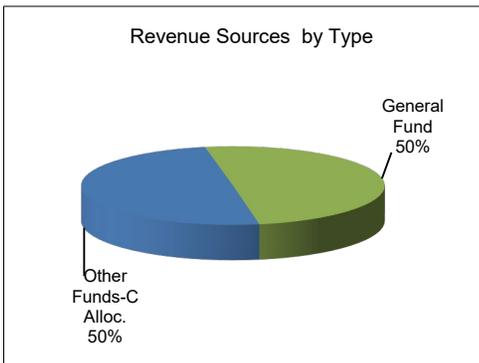
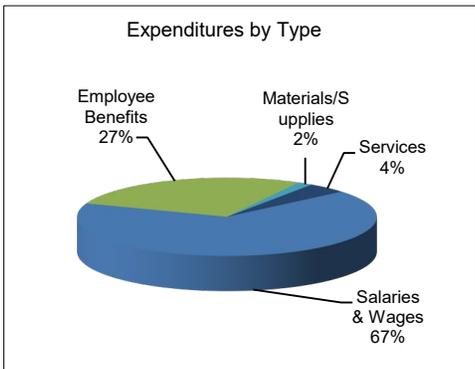
### Staffing Detail

Director of Administrative Services  
 Assistant Director of Administrative Services \*\*  
 Associate Director Finance & Revenue  
 Revenue Analyst  
 Revenue Specialist

\*\* This position was on hold due to budget reductions in FY21

2019-20	2020-21		2021-22
	Actual	Adopted Budget	
1	1	1	1
1	1	0	1
1	1	1	1
1	1	1	1
1	1	1	1
5	5	4	5

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Actual	Adopted Budget	
<b>Expenditures:</b>				
Salaries & Wages	319,786	272,914	314,761	351,671
Employee Benefits	123,774	116,867	112,602	144,549
Materials/Supplies	6,814	7,650	6,650	8,500
Services	22,378	23,400	23,400	22,760
<b>Total</b>	<b>472,752</b>	<b>420,830</b>	<b>457,413</b>	<b>527,480</b>
<b>Revenue Sources:</b>				
Other Funds-C Alloc.	219,579	224,828	224,828	262,769
General Fund	253,173	196,002	232,585	264,711
<b>Total</b>	<b>472,752</b>	<b>420,830</b>	<b>457,413</b>	<b>527,480</b>

# **Customer Assistance**

## **Mission**

Provide excellent customer service for business license renewals and payments for sewer utility, 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 sewer user fee, parking 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; processing business license and annual permit renewals.

## **Current Year Activities/Achievements**

- Assist Utility Billing staff with customer service questions, payments, etc. to reduce the delinquency rate on sewer utility bills.
- Assist Building Development and Property Maintenance staff in billing of liens, administrative penalties and other miscellaneous billings.

## **Budget Challenges/Planned Initiatives**

- Collection efforts continue for liens and administrative penalties with delinquent notices, and finally forwarding to City's contracted collection agency.
- Utility Billing collection efforts, which include termination of water services (after 30-day collection notice). The division utilizes the services of a regular part-time person 25-28 hours per week..
- Staff continued to see an influx of walk-in traffic, as well as customer inquiries by phone for payments, questions about using the website, etc.

# CUSTOMER ASSISTANCE

## Program 5420

### Program Details

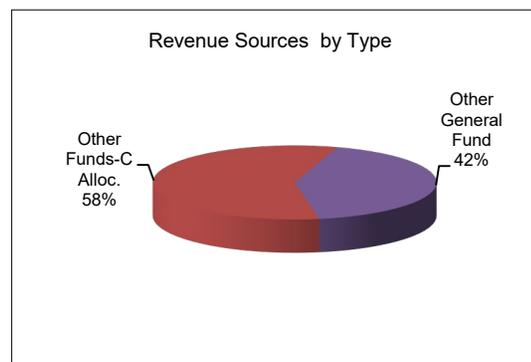
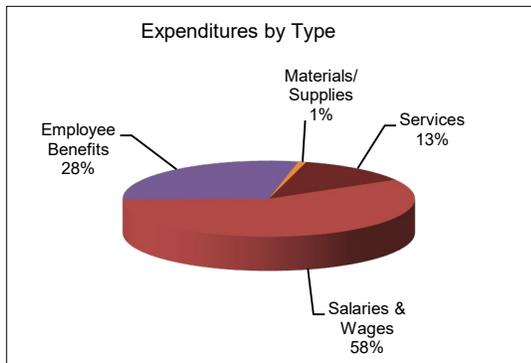
The Customer Assistance assists the Licensing and Permit state with renewal of business licenses, liquor license, health permits. They provide cash receipting services and perform collections for special tax billings, sewer utility billings, parking citations and permits, etc. Staff also issues garage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

### Staffing Detail

Customer Services Manager  
 Customer Services Representative

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
3	3	3	3

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	122,545	123,158	123,675	124,996
Employee Benefits	58,032	60,612	60,612	61,205
Materials/Supplies	1,034	2,200	2,200	1,900
Services	52,983	71,448	48,268	26,950
<b>Total</b>	<b>234,594</b>	<b>257,418</b>	<b>234,755</b>	<b>215,050</b>
<b>Revenue Sources:</b>				
Other Funds-C Alloc.	120,117	114,319	114,319	123,993
Other General Fund	114,477	143,099	120,436	91,057
<b>Total</b>	<b>234,594</b>	<b>257,418</b>	<b>234,755</b>	<b>215,050</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 questions regarding sewer billings. Research possible account adjustments.
- 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.
- Audit of Missouri American weekly data files to GIS and current billed records to ensure all accounts are being billed.
- Provide back-up and assistance to the other divisions as necessary.

## Current Year Activities/Achievements

- Collection policy review and amended if needed. Last amendment approved by Council February, 2018.
- Upgraded City Utility Payment web link to Civic Pay for Sewer Utility payment website and added service charges.
- Training staff to utilize system improvements.

## 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..
- 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 - FY20 - 26,257; FY19 - 26,180; FY18 - 26,260; FY17 - 26,284 (approximately 540 are Country Club)
- Average Number of monthly lockbox payments - FY20 - 6,399; FY19 - 6,983 ;FY 18 - 7,650; FY17 - 7,908
- Average Number of monthly web payments - FY20 - 6,790; FY19 - 5,456; FY18 - 6,575; FY17 - 4,424
- Average Number of monthly IVR payments (interactive voice response by phone) - FY20 - 2,561; FY19 - 2,734; FY18 - 447; FY17 - 1,635
- Average Number of monthly FirsTech payments (contracted vendor in grocery stores) - FY20 - 828; FY19 - 802; FY18 - 781; FY17- 739
- Paperless Bills Billings processed per month - 1,311 bills saving approximately \$650.00 per month.

# UTILITY BILLING

## Program 8560

### Program Details

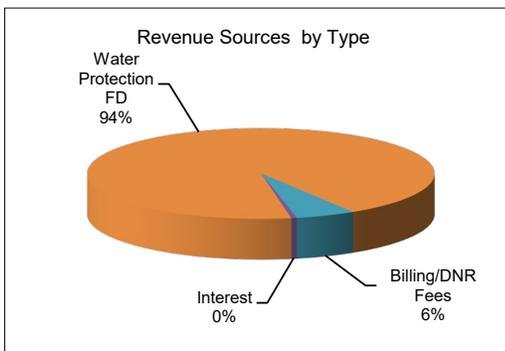
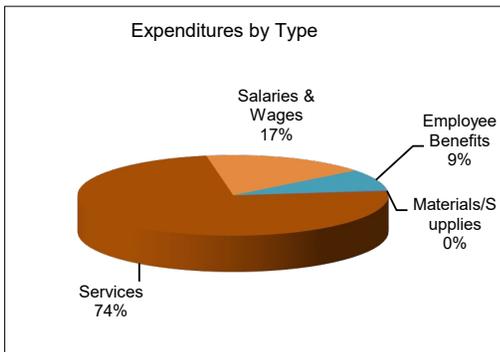
As of October 2012, the City took over billing its sewer customers from the water company. Utility Billing staff strive to provide accurate and timely utility billing statements. Research requests to correct billing errors. Verify sewer billing accuracy. Offer prompt and courteous customer service when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

### Staffing Detail

Billing & Collections Technician  
 Utility Billing Technician  
 Utility Billing Account Technician (Part Time)

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
0.5	0.5	0.5	0.5
3.5	3.5	3.5	3.5

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	119,064	127,845	126,459	129,432
Employee Benefits	51,868	53,670	53,923	64,918
Materials/Supplies	1,378	2,500	2,500	2,500
Services	733,813	767,115	704,575	555,300
<b>Total</b>	<b>906,123</b>	<b>951,130</b>	<b>887,457</b>	<b>752,150</b>
<b>Revenue Sources:</b>				
Billing/DNR Fees	40,093	41,800	41,800	41,800
Interest	7,903	4,000	4,000	4,000
Water Protection FD	858,127	905,330	841,657	706,350
<b>Total</b>	<b>906,123</b>	<b>951,130</b>	<b>887,457</b>	<b>752,150</b>

# Municipal Court Services

## Mission

Provide Municipal Court services in a manner that complies with State Statutes, Office of State Courts Administrator (OSCA) and City of St Joseph Code of Ordinances.

## 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 judiciary functions of the Municipal Court.
- 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

- Court upgrade to INCODE software version 10, automatic download of issued citations, staff training. Prosecutor module scheduled March 23, 2021.
- Cross-training of staff to allow for staff absences.

## Budget Challenges/Planned Initiatives

- Mail out letters to defendants who fail to appear for initial arraignment per State directive.
- 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 : FY2020 - 12,322; FY2019 - 14,523; FY2018 - 12,903; FY2017 - 16,246; FY2016 - 18,623
- Completed Cases: FY2020 - 9,602; FY2019 - 14,204; FY2018 - 4,522; FY2017 - 18,045; FY2016 - 19,039
- Warrants Issued : FY2020 - 2,763; FY2019 - 4,231; FY2018 - 4,549; FY2017 - 3,496; FY2016 - 4,915
- Warrants Served/Cleared : FY2020 - 3,192; FY2019 - 4,222; FY2018 - 4,880; FY2017 - 3,487; FY2016 - 5,132

# MUNICIPAL COURT

## Program 2710

### Program Descriptions

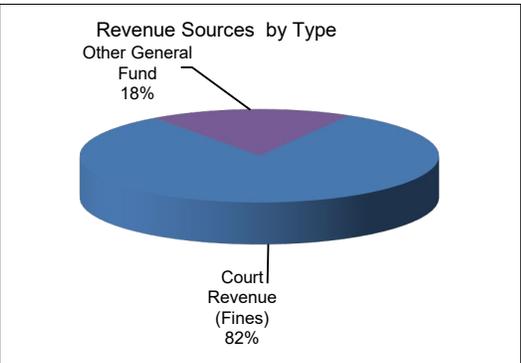
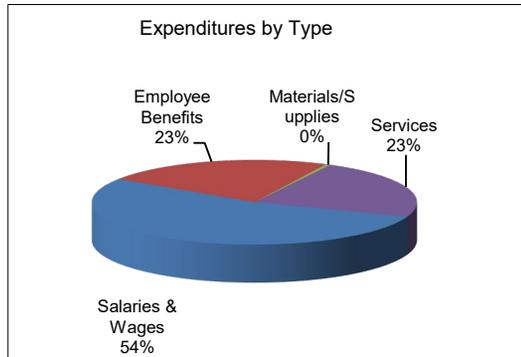
Municipal Court upholds municipal codes and ordinances by processing and rendering decisions on the cases filed by the City's Prosecuting Attorney. Court support staff, under the direction of the Administrative Services Department, also collect the fines levied by the court, prepare warrants and failure-to-appear 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

2019-20	2020-21		2021-22
	Adopted	Estimated	Budget
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
2	2	2	2
0.5	0	0	0
2	2	2	2
7.5	7	7	7.0

### Operating Budget Summary



2019-20	2020-21		2021-22	
	Adopted	Estimated	Budget	
Actual	Budget	Actual	Budget	
<b>Expenditures:</b>				
Salaries & Wages	285,263	279,541	280,505	283,638
Employee Benefits	123,210	120,591	121,092	121,859
Materials/Supplies	2,608	2,600	2,600	2,600
Services	110,727	116,530	116,810	120,526
<b>Total</b>	<b>521,808</b>	<b>519,262</b>	<b>521,008</b>	<b>528,623</b>
<b>Revenue Sources:</b>				
Court Revenue (Fines)	453,595	526,000	448,000	432,000
Interest	496	600	700	100
Other Revenue	310	1,000	1,000	100
Other General Fund	67,407	(8,338)	71,308	96,423
<b>Total</b>	<b>521,808</b>	<b>519,262</b>	<b>521,008</b>	<b>528,623</b>

# RESTRICTED FINANCIAL SERVICES

## Program 8580

### Program Description

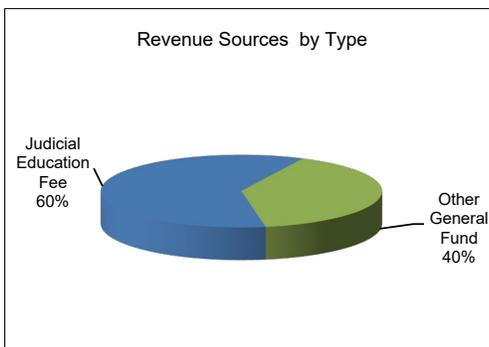
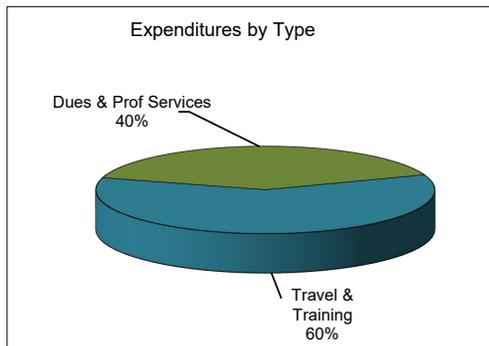
This program accounts for the revenues and expenditures in the Administrative Services Department from the Judicial Education revenues. This is training funded over and above what might be paid from General Fund revenues. Since there is a per person cap annually on the amount of money that can be reserved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

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
0	0	0	0
0	0	0	0

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Travel & Training	6,072	4,200	4,200	6,000
Dues & Prof Services	0	4,000	4,000	4,000
<b>Total</b>	<b>6,072</b>	<b>8,200</b>	<b>8,200</b>	<b>10,000</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Judicial Education Fee	6,072	8,200	5,000	6,000
Other Revenue	23	0	0	0
Other General Fund	(23)	0	3,200	4,000
<b>Total</b>	<b>6,072</b>	<b>8,200</b>	<b>8,200</b>	<b>10,000</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, budget and 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
- Control and accountability of capital assets
- Develop annual budget to prioritize department goals inline with City Council
- Provide superior and professional customer service to outside vendors, other department employees, city manager, and City Council

## Current Year Activity/Achievements

- Received an unqualified (clean) audit opinion on the City's CAFR and received the GFOA distinguished CAFR
- Reconciled 32 funds including the General fund, nine (9) special revenue funds, 1 capital project fund, 1 debt service fund, six (6) enterprise funds, two (2) internal service funds, ten (10) agency funds, and two (2) account group funds.
- Continued upgrading One Solution Accounting Software modules.
- Worked with COGNOS to launch City's cloud-based platform for a more open, effective & accountable government to access transparent & timely spending information.
- Utilized UBS Financial Services to enhance total portfolio return by means of active portfolio management.
- Communicated with UBS to obtain the highest rate of return with maximum security while meeting the cash flow demands of the city's Sewer and Government obligation project bond funds.
- Obtained recommendations for areas of improvement from the Financial Process Assessment performed by Plante Moran.
- Provided a solid base for supporting departments with budgeting, cost control, revenue tracking, and compliance of city procedures.
- Assisted departments with the CoronaVirus Aid, Relief, Economic Security (CARES) Act funding.
- Recorded the 2020 Government Obligation and 2020 Sewer bond funds while refunding the 2011E Sewer bond series.

## Budget Challenges/Planned Initiatives

- Stay current with One Solution Accounting Software upgrade and fixes
- Continue to streamline processes and procedures to improve efficiency
- Overcome staff reductions and continue to produce the Budget and the Comprehensive Annual Financial Report.
- Keep a close watch on the General Fund, Public Safety, and Golf revenues, cash and fund balances.
- Examine capital lease options for the city departments' rolling stock.
- GASB issued Statement No. 84 (Fiduciary Activities)
- GASB issued Statement No. 87 (Leases)
- GASB issued Statement No. 92 (Omnibus 2020)
- GASB issued Statement No. 93 (Replacement of Interbank Offered Rates-IBOR)
- GASB issued Statement No. 96 (Subscription-Based Information Technology Arrangements-SBITA)

## Performance Statistics

- City's investment portfolio diversified: \$85,767,937
- # of Federal grants reconciled: 55
- \$ of Federal grants reconciled: \$15,850,271
- Maintained debt compliance for total debt service of: \$221,499,053
- # of assets capitalized: 2,126
- \$ of assets capitalized: \$421,381,344

# ACCOUNTING

## Program 8540

### Program Description

The Accounting staff aim to safeguard city assets; check accuracy and reliability of data; provide management with timely, accurate and meaningful financial information, promote operational efficiency, effectiveness, and economy. The City's annual budget development/process, a reflection of the priorities and goals of the city's elected officials, a map for anticipated revenues and expected expenditures and capital improvements for the upcoming fiscal year is included as well. The staff continues to achieve an unqualified (clean) audit opinion on the City's Annual Financial Report (CAFR).

### Staffing Detail

Accountant

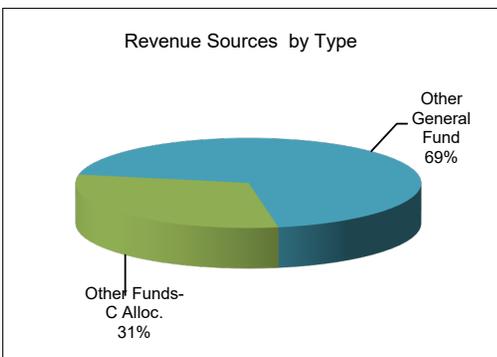
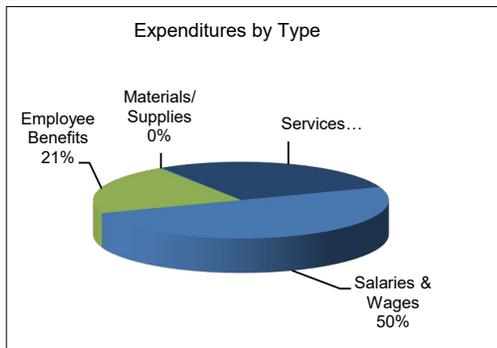
Grant Accountant \*\*

Budget & Financial Analyst

\*\* This position was on hold due to budget reductions in FY21

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2
0	1	0	1
1	1	1	1
3	4	3	4

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Salaries & Wages	183,356	184,272	185,048	237,873
Employee Benefits	73,674	76,949	76,949	100,844
Materials/Supplies	0	1,000	1,000	1,000
Services	126,638	135,755	142,455	135,805
<b>Total</b>	<b>383,669</b>	<b>397,977</b>	<b>405,453</b>	<b>475,522</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Other Funds-C Alloc.	151,584	157,565	157,565	146,331
Other General Fund	232,085	240,412	247,888	329,191
<b>Total</b>	<b>383,669</b>	<b>397,977</b>	<b>405,453</b>	<b>475,522</b>

# Purchasing

## 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 the highest professional level.

## 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

- Streamlined a portion of the payment process to include tape batches for ACH/EFT payments to vendors to help eliminate data entry errors.
- Continue efforts on the database to eliminate inactive vendors as well as accommodate types of commodities or services provided.

## Budget Challenges/Planned Initiatives

- Obtain ability to track companies or individuals who are picking up bids from the City website
- 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 117
- Bids and contracts processed within three (3) working days Yes
- Number of "front end" documents developed for capital projects 19
- Number of accounts payable transactions processed 63,407
- Amount of revenue generated by use of City procurement card for large vendor invoice payments \$104,810.72
- Number of federal & state prevailing wage payroll audits/on-site visits at on-going projects 10

# PURCHASING

## Program 8600

### Program Description

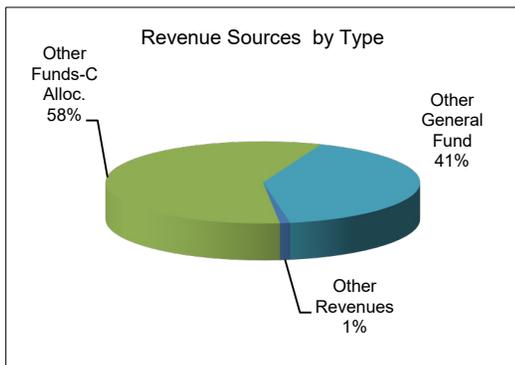
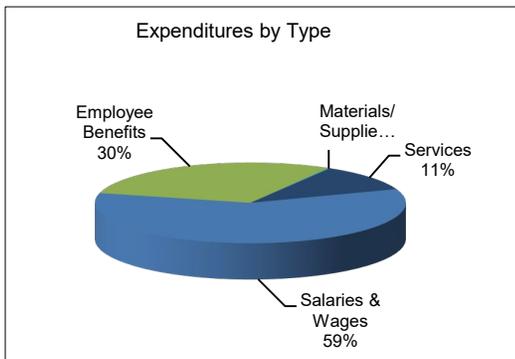
This division helps ensure public confidence in municipal government procurement through compliance with established federal, state and local procurement statutes; by communicating effectively with City staff and outside vendors; and by providing staff with the training and tools necessary to execute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

### Staffing Detail

Purchasing Agent  
 Compliance Technician  
 Account Technician

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Operating Budget Summary



**Expenditures:**  
 Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services  
**Total**

**Revenue Sources:**  
 Nonrefundable Dep  
 Other Funds-C Alloc.  
 Other General Fund  
**Total**

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
172,589	174,208	150,802	168,297
79,635	84,371	84,371	83,424
0	600	600	600
26,628	30,445	32,445	30,765
<b>278,852</b>	<b>289,624</b>	<b>268,218</b>	<b>283,087</b>
2,185	3,000	3,000	3,000
151,584	157,565	157,565	163,523
125,083	129,059	107,653	116,564
<b>278,852</b>	<b>289,624</b>	<b>268,218</b>	<b>283,087</b>

# Technology Services

## Mission

Provide ready access to municipal government information via the City's PC-based computer network by providing network connectivity in order to assist other city departments with the development, implementation and use of various software systems.

## Core Services

- Provide data/voice/video services to over 600 staff at 30 locations.
- Maintain minimum standards for desktop hardware, a varied and diverse software environment, and
- Assists with the City's website (hosted by CivicPlus),
- Plan, manage, and maintain the network 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.
- Maintain Avaya VOIP phone system.

## Current Year Activity/Achievements

- Implemented Accela Citizen Access with Rental Housing Licenses and Garage Sales with more to come.
- Upgraded Municipal Court Incode software.
- Secured \$168,000 in CARES Act Funds for new technological implementations.
- Upgraded Police in-car camera systems.
- Started a monthly Technology Services email with tips, tricks and relevant information.
- Created new record types and modified workflows in Accela to be more efficient.
- Helped set up online liquor server license classes.
- Implemented Cartegraph asset management software for Parks.
- Implemented new parking ticket software, called Brazos, to replace an Access database.
- Implemented security for Electronic Crimes Unit at Police.

## Budget Challenges/Planned Initiatives

- Continue to utilize automated management tools to stretch limited resources.
- Upgrade OneSolution to latest version of Finance Enterprise.
- Upgrade Accela Civic Platform to latest version.
- Go live with SharePoint Online.
- Explore possibility of new Payroll/HR software.
- Coming up with more funding sources to cover increasing software support and maintenance costs.
- Purchased Laserfiche Enterprise Content Management software to automate Finance/HR processes
- Set up Water Protection to use Cartegraph.
- Get Sewer Maintenance set up in their new building.
- Move our on-premise email server to Exchange Online, in "the cloud".

## Performance Statistics

- Maintain a data network consisting of more than 450 desktop and laptop computers accessing a full
- More than 600 users are spread out over 30 locations.
- Over 150 mobile smartphone and tablet users plus personal devices.
- More than 22TB of data to manage.
- Maintain over 400 Avaya phones on the network....
- Upgraded 350 MS365 Apps subscriptions to MS365 G3 licenses, which gives all 350 users a Teams subscription.

# NETWORK SERVICES

## Program 8570

### Program Description

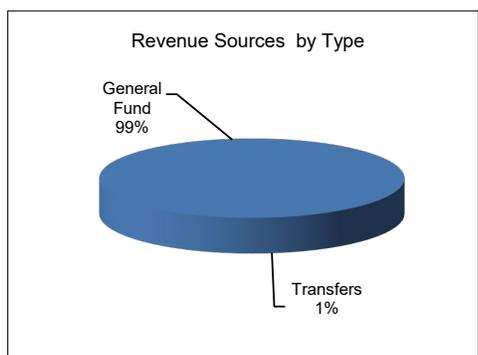
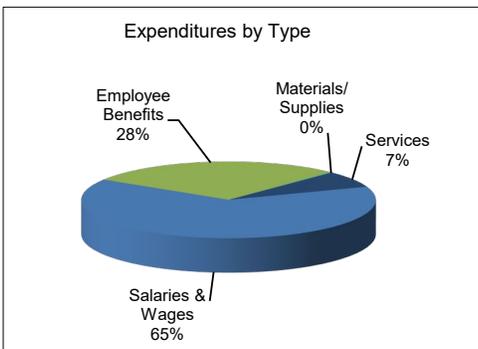
The Network Services division promotes ready access to municipal government information through appropriate day-to-day maintenance of the City's computer network, by assisting other city departments with the development, implementation and use of various computer software systems and other technologies. The GIS Development division has been combined with the Network Services division and is responsible for funding, managing, updating, developing, and providing access to the City's GIS data and applications.

### Staffing Detail

- Assoc Director Technology Services
- Network Administrator
- System Support Specialist
- Computer Support Specialist
- Software Support Specialist

2019-20	2020-21		2021-22
	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
5	5	5	5

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
		Budget	Actual	
Salaries & Wages	293,974	295,187	295,536	298,578
Employee Benefits	119,871	129,865	129,865	131,282
Materials/Supplies	1,046	1,000	1,000	1,000
Services	29,758	34,700	34,700	32,700
<b>Total</b>	<b>444,650</b>	<b>460,752</b>	<b>461,101</b>	<b>463,560</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Transfers	6,450	6,450	6,450	6,450
General Fund	438,200	454,302	454,651	457,110
<b>Total</b>	<b>444,650</b>	<b>460,752</b>	<b>461,101</b>	<b>463,560</b>

# NETWORK OPERATIONS

## Program 8590

### Program Description

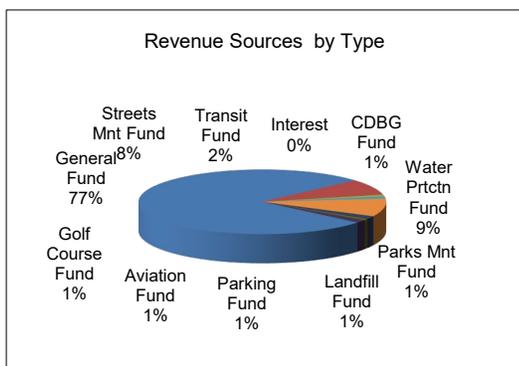
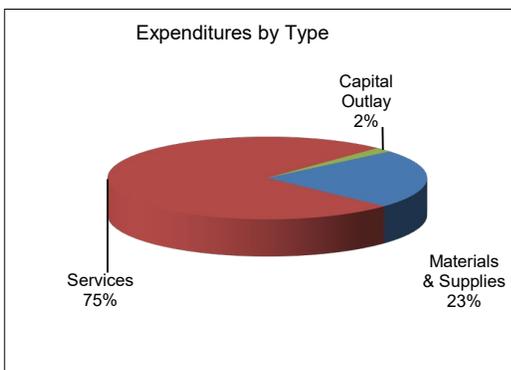
This program provides for the City's future technology needs through timely replacement or upgrades of computer network hardware and software and through implementation of new advances in technologies when appropriate.

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Materials & Supplies	129,156	130,000	178,816	130,000
Services	363,688	393,711	420,500	423,035
Capital Outlay	144,162	0	98,291	10,000
<b>Total</b>	<b>637,006</b>	<b>523,711</b>	<b>697,607</b>	<b>563,035</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
General Fund	570,010	387,312	393,061	514,125
Streets Mnt Fund	32,000	42,000	42,000	52,875
CDBG Fund	6,000	6,000	6,000	6,750
Parks Mnt Fund	2,000	1,000	1,000	1,125
Aviation Fund	4,000	4,000	4,000	5,625
Water Prtctn Fund	0	57,399	57,399	57,375
Landfill Fund	6,000	7,000	7,000	9,000
Parking Fund	1,000	3,000	3,000	2,250
Golf Course Fund	3,000	4,000	4,000	5,625
Transit Fund	12,000	10,000	10,000	10,125
Grant	0	0	168,147	0
Interest	996	2,000	2,000	200
<b>Total</b>	<b>637,006</b>	<b>523,711</b>	<b>697,607</b>	<b>665,075</b>



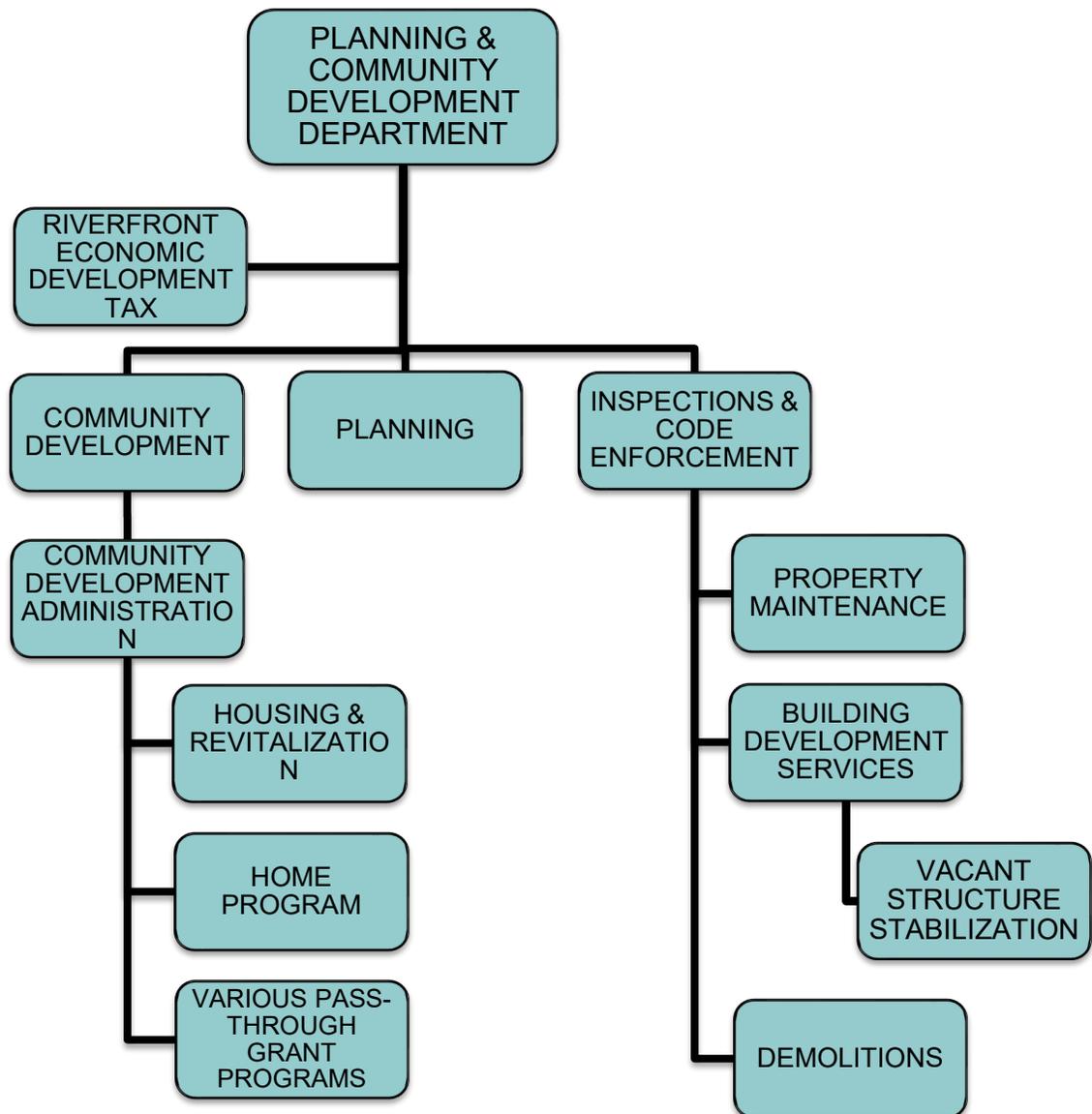
# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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.

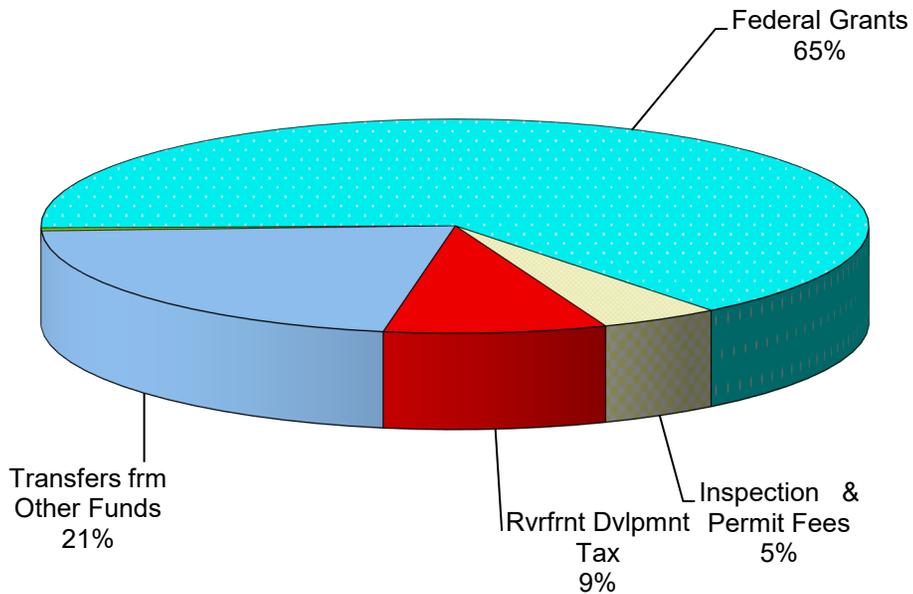
The Inspections and Code Compliance programs provide review and approval of code compliant construction and development.

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.

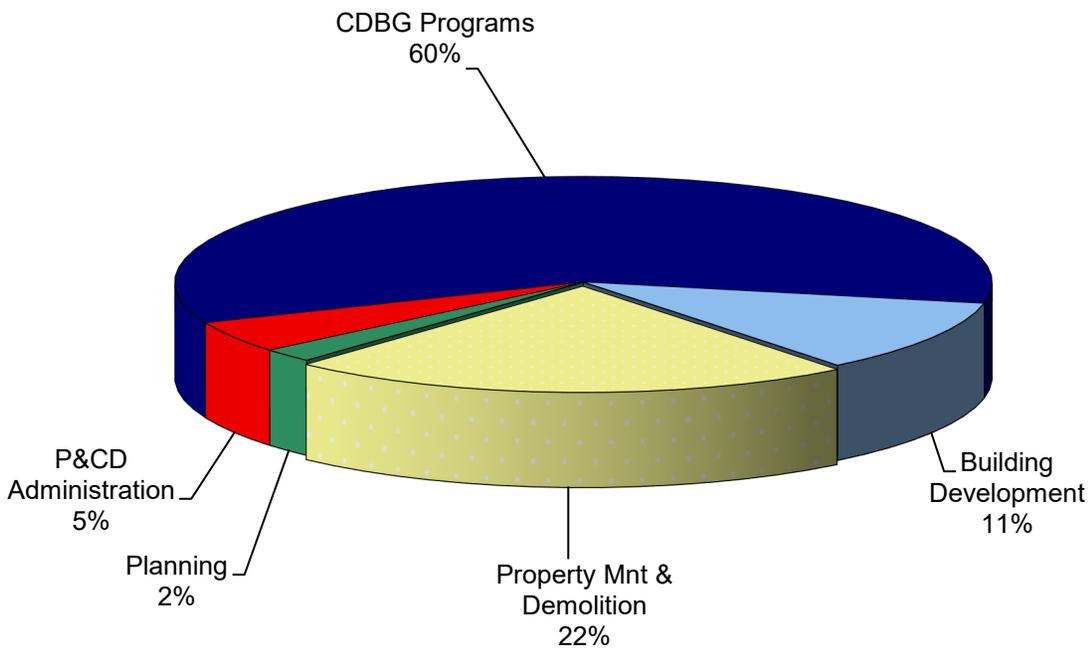
**TOTAL BUDGETED RESOURCES: \$ 5,961,722**



# PLANNING & COMMUNITY DEVELOPMENT SOURCES & USES



**FUNDING SOURCES**



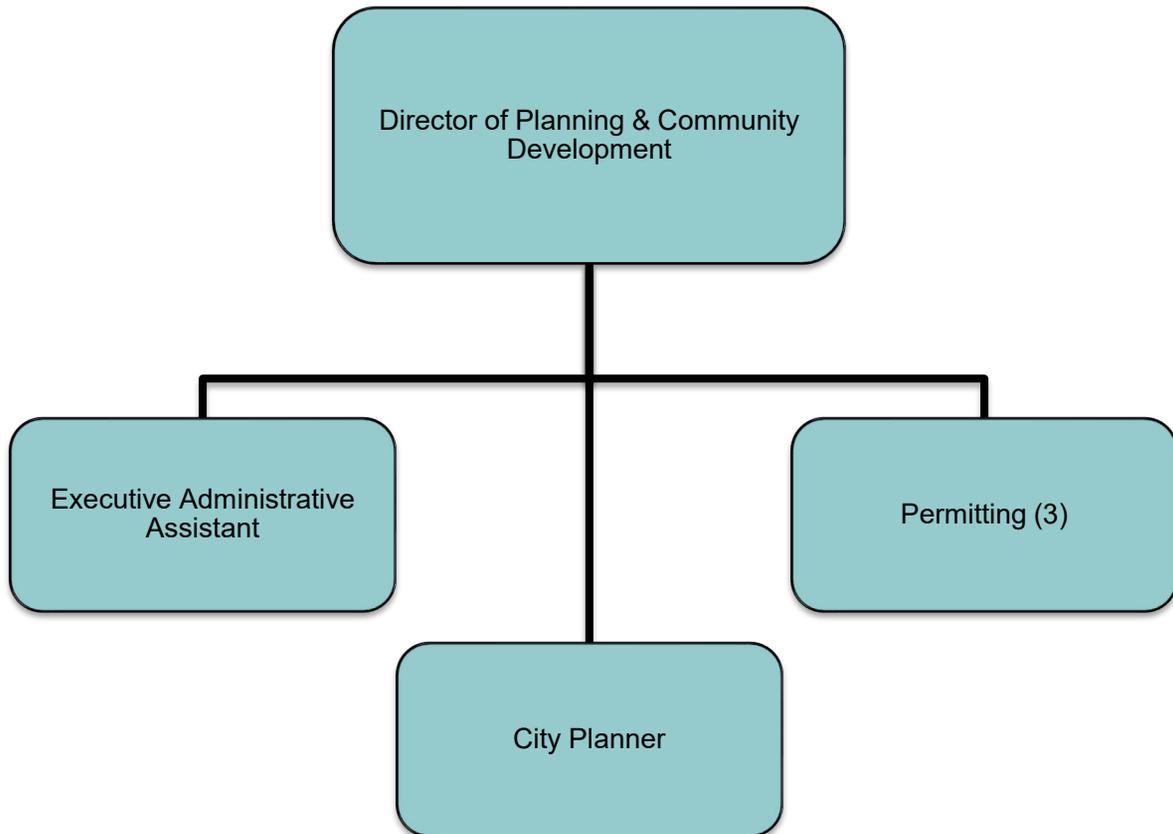
**PROGRAM USES**

# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	1,314,979	1,352,103	1,359,200	1,413,200
Payroll Expenses & Benefits	588,365	661,526	657,575	661,453
Materials & Supplies	32,109	47,455	39,155	44,300
Utilities & Other Contracted Services	2,099,737	2,070,114	3,621,938	3,675,217
Claims/Insurance/Fund Transfers	206,332	216,546	216,546	167,552
Capital	15,000	3,937,000	3,937,000	0
	<u>4,256,521</u>	<u>8,284,743</u>	<u>9,831,414</u>	<u>5,961,722</u>
<b>USES BY PROGRAM</b>				
* Planning & Community Dvlpmnt Admin	298,509	4,171,440	4,306,426	278,652
Planning	142,082	118,153	130,764	119,657
CDBG Management	332,828	358,436	373,078	319,705
Housing & Revitalization	679,169	681,985	1,966,568	2,313,142
Restricted ARRA Program	0	0		0
Home Program	509,499	441,350	441,350	399,858
Federal Emergency Srv Grnt	90,168	0	41,794	0
Slum/Blight Activity & Low/Mod Activity	0	0	0	0
Public Service Agencies	396,200	371,200	475,000	396,200
Building Development	579,848	616,621	626,116	639,791
Property Maintenance	842,326	976,057	943,100	994,793
Vacant Structure Stabilization	153,959	100,000	100,000	150,000
Land Bank	0	150,000	150,000	50,000
Demolition	231,932	299,502	277,219	299,925
	<u>4,256,521</u>	<u>8,284,743</u>	<u>9,831,414</u>	<u>5,961,722</u>
<b>FUNDING SOURCES</b>				
General Fund	1,578,724	5,633,270	5,757,405	1,748,893
Landfill Fund	438,000	499,000	499,000	484,000
CDBG Fund	2,239,797	2,152,473	3,575,009	3,728,830
	<u>4,256,521</u>	<u>8,284,743</u>	<u>9,831,414</u>	<u>5,961,722</u>
<b>STAFFING SUMMARY</b>				
P&CD Administration	3.0	3.0	3.0	3.0
Planning (Split from Admin program)	2.0	1.0	1.0	1.0
CDBG Management	2.0	2.0	2.0	2.0
Housing & Revitalization	2.5	2.5	2.5	2.5
Home Program	0.0	0.0	0.0	0.0
Building Development Services	8.0	8.0	8.0	8.0
Property Maintenance	11.0	12.0	12.0	12.0
Demolitions	0.0	0.5	0.5	0.5
	<u>28.5</u>	<u>29.0</u>	<u>29.0</u>	<u>29.0</u>

\* Includes the Riverfront Economic Development Tax Program

# PLANNING & COMMUNITY DEVELOPMENT ADMINISTRATION, PLANNING DIVISIONS



# Planning & Community Development Administration

## Mission

Support and enhance our community's 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.
- Support and implementation of Downtown Master Plan 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.
- Provide assistance to low/moderate income homeowners for rehab of homes
- Provide emergency assistance to address life/health threatening issues in their homes
- Help public service agencies provide services to clients
- Provide funding for facade improvements to eligible properties located in the downtown precise plan area

## Current Year Activities/Achievements

- Support of Council's Priority to work on riverfront redevelopment efforts.
- Administered 9 economic development programs.
- Updated City Codes to reduce neighborhood blight.
- Continued development of Residential Inspection Program.
- Implementation of St Joseph Land Bank Program.
- Carry out Vacant Residential Fee Program.
- Continued work to improve community appearance.

## Budget Challenges/Planned Initiatives

- Continue to update and alter Accela software program to meet needs of Staff.
- 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.
- Provide funds to improve public housing.
- Continue to promote rental inspection program with limited Staff.

## Performance Statistics

- Over 500 rental properties inspected.
- Issued over 111,250 different permits.
- Worked to support over \$150 million in new investment in St Joseph.
- Demolition of 40 vacant structures.
- Over \$500,000 in funds used to provide housing to St Joseph.

# PLANNING & COMMUNITY DEVELOPMENT ADMINISTRATION

## Program 8380

### Program Description

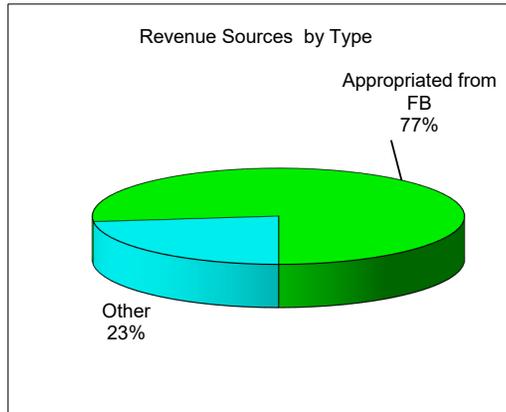
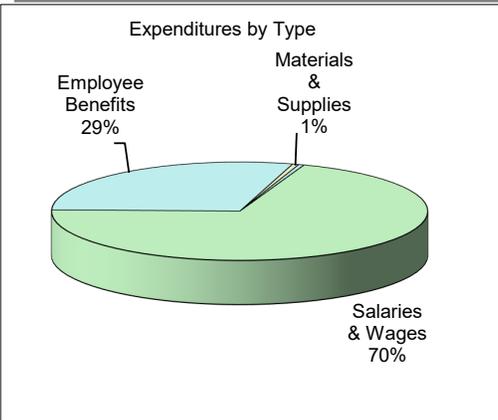
The administrative office provides managerial oversight of planning and zoning, building inspections, property maintenance issues, economic development coordination and federally funded project administration including the historic preservation functions of the City. Staff oversees permitting, licensing, 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 Administrative Assistant  
 License & Permit Supervisor

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
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:**

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Debt Charges  
 Services

**Total**

**Revenue Sources:**

Other  
 Appropriated from FB  
 General Fund-Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
188,745	149,300	190,485	192,520
75,601	79,497	81,498	80,490
480	1,500	1,500	1,500
3,017	2,842	2,842	2,842
2,547	1,300	1,300	1,300
<b>270,389</b>	<b>234,440</b>	<b>277,626</b>	<b>278,652</b>
64,713	64,530	64,530	64,530
0	752,914	752,914	752,914
205,677	(583,005)	(539,819)	(538,792)
<b>270,389</b>	<b>234,440</b>	<b>277,626</b>	<b>278,652</b>

## Riverfront Economic Development Tax Program 0022

### Program Description

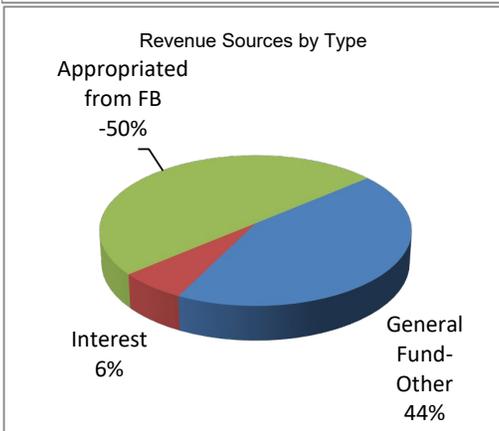
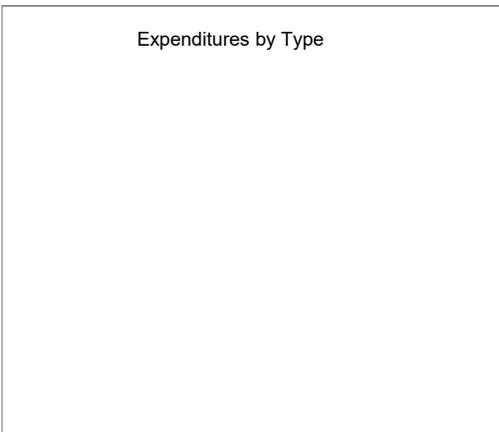
Program used to track the revenue and expenditures of the Downtown/Riverfront Economic Development Tax. This is the additional 3% transient guest tax on hotel/motel rooms as approved by voters. The revenue generated by downtown hotels is to be used for downtown development. Until the end of the 3rd Street 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

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Services 13,119  
 Capital Improvements 0  
 Transfers 15,000

**Total**

**Revenue Sources:**

Hotel/Motel Tax 505,505  
 Interest 80,658  
 General Fund-Other (558,044)

**Total**

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
13,119	0	91,800	0
0	3,937,000	3,937,000	0
15,000	0	0	0
28,119	3,937,000	4,028,800	0
505,505	500,000	517,845	500,000
80,658	73,332	73,332	73,332
(558,044)	3,363,668	3,437,623	(573,332)
28,119	3,937,000	4,028,800	0

# Planning

## Mission

The planning division ensures that development within the City follows adopted city plans and policies through the review and consultation with private developers. Staff works with the public to identify ways to assist with their project and provide options to encourage better 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 reports for the Downtown Review Board, Planning Commission, Zoning Board of Adjustment, and Landmark Commission

## Current Year Activity/Achievements

- Continued updates to the Comprehensive Plan
- Continued updates to the 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 riverfront redevelopment.
- Finalize Comprehensive Plan for St Joseph.
- Finalizing "Frederick Avenue Blight Study".

## Performance Statistics

- Processed 73 applications for plans and permits issued through the Planning Commission, Downtown Review Board, and Zoning Board of Adjustment.

# PLANNING

## Program 5110

### Program Description

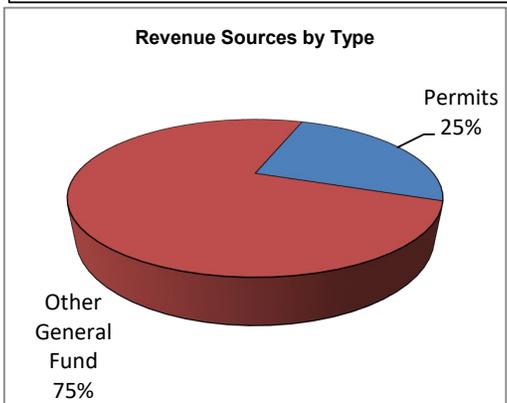
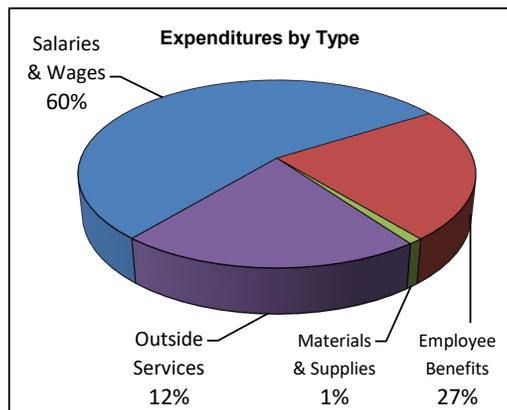
The City's planning division is responsible for citywide planning and zoning administration, regulating subdivisions, and administering a comprehensive land use plan for the city. The comprehensive land use plan is a blueprint for dealing with physical and economic development and housing initiatives.

### Staffing Detail

City Planner  
 Assistant City Planner

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	0	0	0
2	1	1	1

### Operating Budget Summary



**Expenditures:**

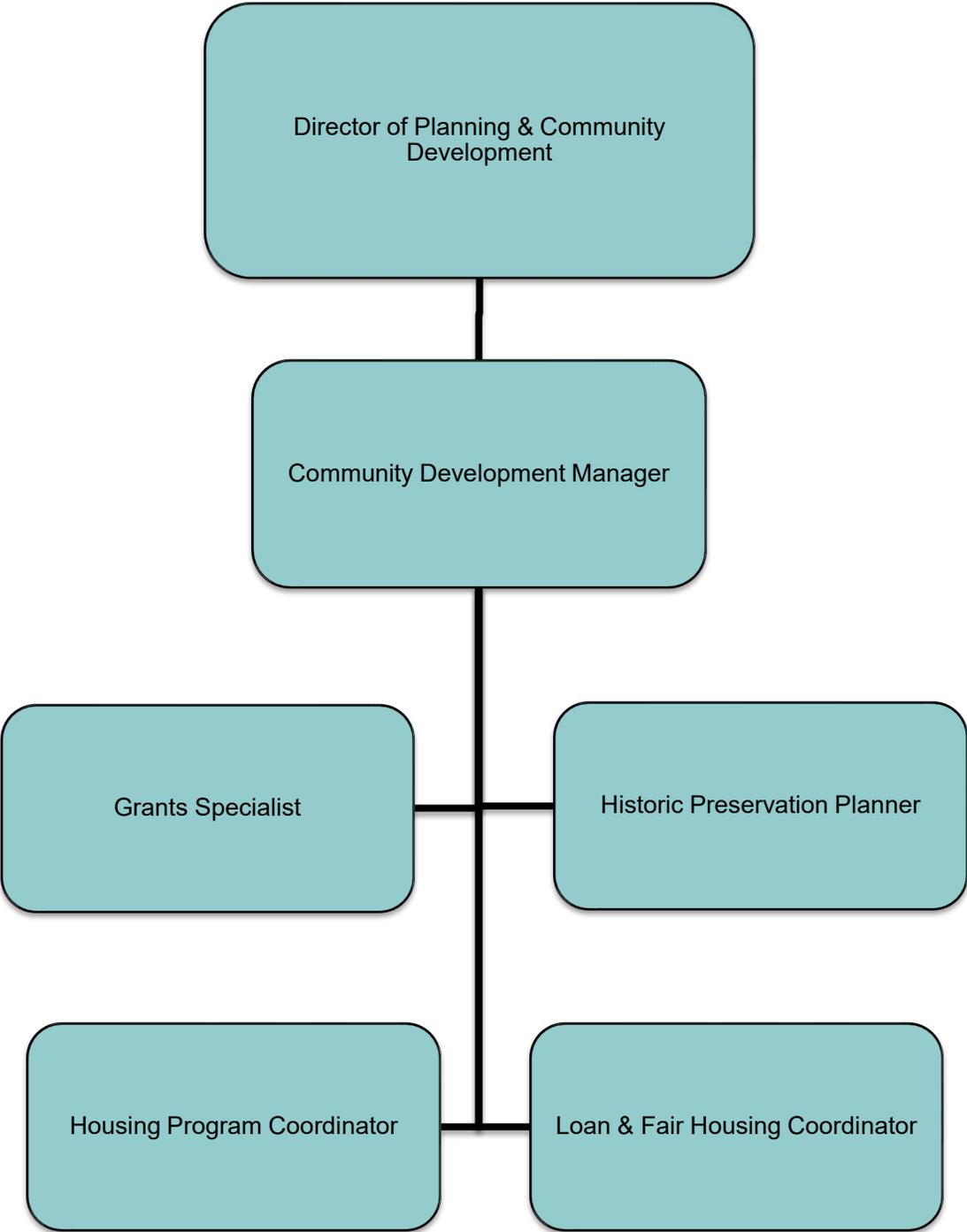
Salaries & Wages	85,144	64,548	75,459	65,774
Employee Benefits	37,513	27,055	27,055	27,433
Materials & Supplies	1,255	1,200	1,200	1,200
Outside Services	18,170	25,350	27,050	25,250
<b>Total</b>	<b>142,082</b>	<b>118,153</b>	<b>130,764</b>	<b>119,657</b>

**Revenue Sources:**

Permits	27,339	24,112	30,000	30,000
General Fund-Other	114,743	94,041	100,764	89,657
<b>Total</b>	<b>142,082</b>	<b>118,153</b>	<b>130,764</b>	<b>119,657</b>

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
85,144	64,548	75,459	65,774
37,513	27,055	27,055	27,433
1,255	1,200	1,200	1,200
18,170	25,350	27,050	25,250
142,082	118,153	130,764	119,657
27,339	24,112	30,000	30,000
114,743	94,041	100,764	89,657
142,082	118,153	130,764	119,657

# 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

## Current Year Activity/Achievements

- Providing assistance to rehabilitation of blighted housing stock.
- Demolition of dangerous structures.
- Assist those in need by providing funds to Public Service Agencies.

## Budget Challenges/Planned Initiatives

- Continue to provide funding to benefit LMI individuals with a limited budget.

## Performance Statistics

- 3 Emergency Assistant Grants
- 4 Housing Weatherization Grants
- Funding for 11 Public Service Agencies.
- Assisted the rehab of 10 Rehabilitation Projects

# COMMUNITY DEVELOPMENT ADMINISTRATION

## Program 5260

### Program Description

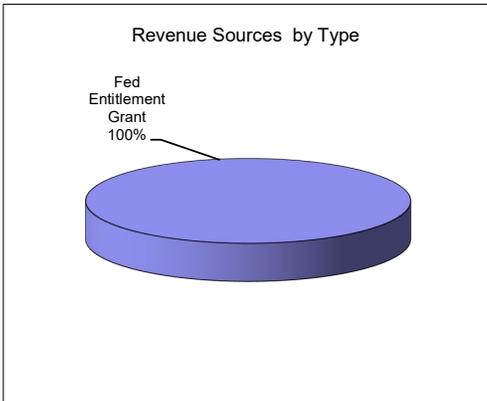
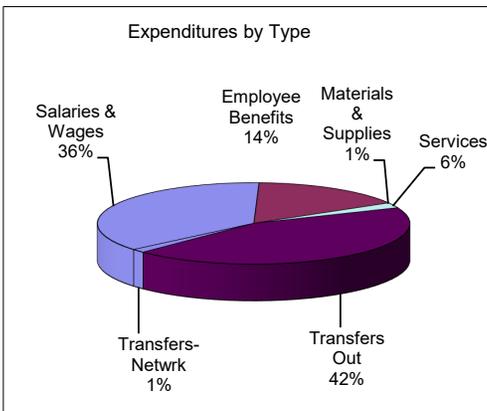
The program oversees the administration of funding received from the U.S. Department of Housing & Urban Development.

### Staffing Detail

Community Development Manager  
Grants Specialist

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated 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  
Rents  
A pprop Fund Bal  
CDBG Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
110,931	102,193	116,835	117,162
46,427	49,909	49,909	51,469
0	1,000	1,000	0
5,581	14,434	14,434	6,716
165,889	186,568	186,568	139,859
4,000	4,332	4,332	4,500
<b>332,828</b>	<b>358,436</b>	<b>373,078</b>	<b>319,705</b>
102,115	0	58,840	0
1,870,536	1,711,123	1,711,123	2,048,860
4,512	0	0	0
0	0	0	0
(1,644,334)	(1,352,687)	(1,396,885)	(1,729,155)
<b>332,828</b>	<b>358,436</b>	<b>373,078</b>	<b>319,705</b>

# HOUSING & REVITALIZATION

## Program 5210

### Program Description

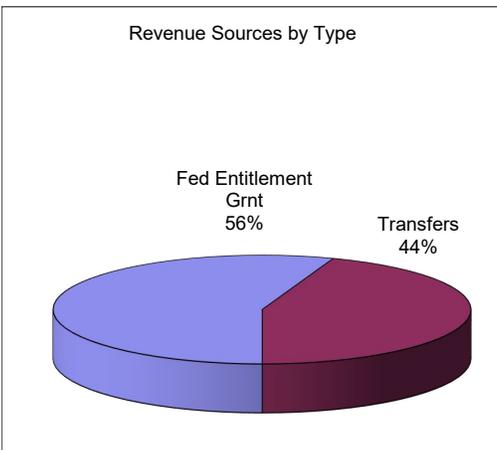
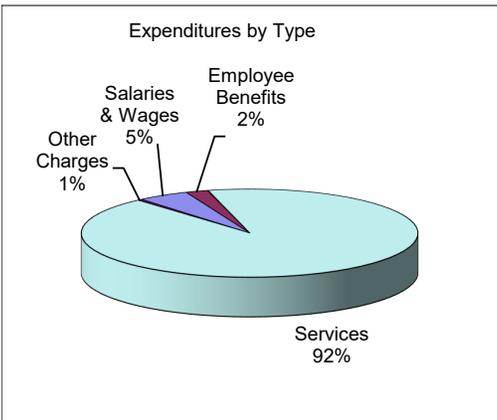
Provides decent, safe, and sanitary housing for low to moderate income families through coordination, implementation, and monitoring of Community Development Block Grant Emergency Assistance and Home Improvement programs. Staff also coordinate and oversee activities designed to promote the revitalization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

### Staffing Detail

Historic Preservation Planner  
 Housing Program Coordinator  
 Loan & Fair Housing Coordinator

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0.5	0.5	0.5	0.5
1	1	1	1
1	1	1	1
2.5	2.5	2.5	2.5

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Other Charges

**Total**

**Revenue Sources:**

Fed Entitlement Grnt  
 Transfers  
 CDBG Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
112,174	114,571	96,329	114,136
53,611	59,771	57,666	49,107
1,626	3,200	3,200	1,500
505,926	493,743	1,800,573	2,137,699
5,833	10,700	8,800	10,700
679,169	681,985	1,966,568	2,313,142
0	0	1,306,230	1,284,500
29,724	0	0	0
649,445	681,985	660,338	1,028,642
679,169	681,985	1,966,568	2,313,142

# HOME PROGRAM

## Program 8880

### Program Description

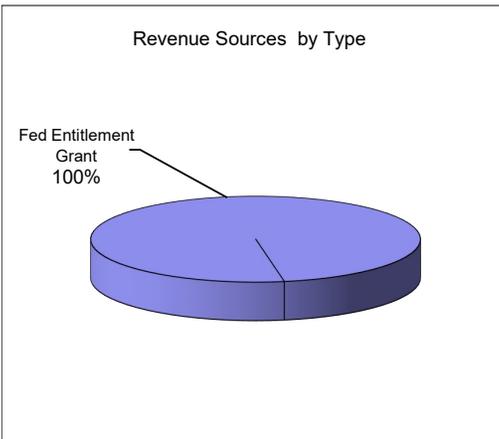
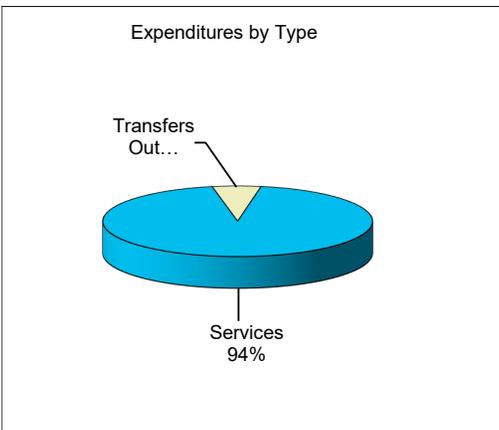
This program administers HUD funding in a broad array of eligible housing activities including both home ownership and the expansion of affordable rental housing. The majority of HOME funds are focused on infill construction within the NRSA.

### Staffing Detail

None

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Training  
 Services  
 Interfund Transfers  
 Tranfer-Computer

**Total**

**Revenue Sources:**

Fed Entitlement Grant  
 Other Revenue  
 Interfund Transfer  
 CDBG Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
488,056	415,704	415,704	376,665
21,443	25,646	25,646	23,193
2,000	2,166	2,166	2,250
<b>509,499</b>	<b>441,350</b>	<b>441,350</b>	<b>399,858</b>
201,046	441,350	(441,350)	400,000
0	0	0	0
99,320	0	0	0
209,133	0	882,700	(142)
<b>509,499</b>	<b>441,350</b>	<b>441,350</b>	<b>399,858</b>

# VACANT STRUCTURE STABILIZATION

## Program 5435

### Program Description

This program provides non-federal source of funds to eliminate vacant dangerous structures through city demolition or working with property owner to stabilize vacant structures.

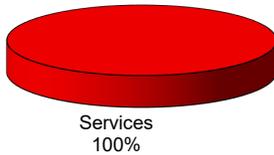
### Staffing Detail

None

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary

Expenditures by Type

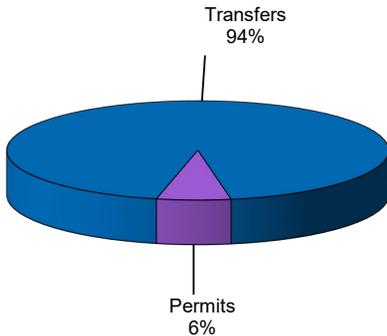


**Expenditures:**

Services				
<b>Total</b>				
<b>Revenue Sources:</b>				
Permits				
Interest				
Transfers				
CDBG Fund - Other				
<b>Total</b>				

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
153,959	100,000	100,000	150,000
153,959	100,000	100,000	150,000
16,085	0	8,000	10,000
1,655	0	400	0
0	100,000	100,000	150,000
136,219	0	(8,400)	(10,000)
153,959	100,000	100,000	150,000

Revenue Sources by Type



## Land Bank Program Program 5436

### Program Description

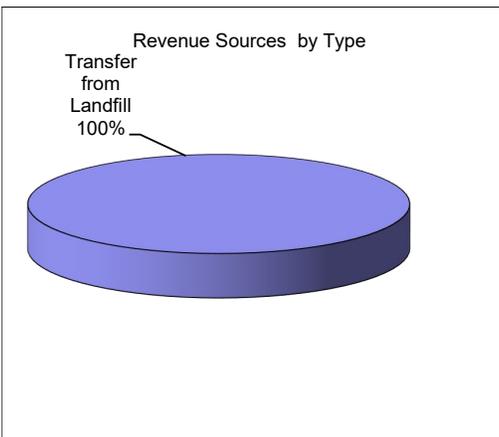
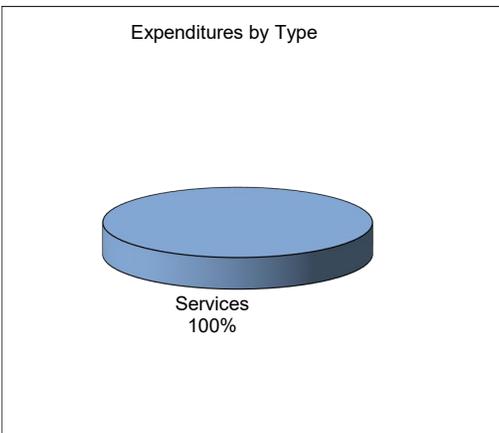
With approval by City Manager, provides funding for properties related to acquisition or stabilization acquired by Land Bank Board.

### Staffing Detail

None

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Services  
**Total**

**Revenue Sources:**

Permits  
Interest  
Transfers  
**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	150,000	150,000	50,000
0	150,000	150,000	50,000
0	0	0	0
308	0	0	0
150,000	150,000	150,000	50,000
150,308	150,000	150,000	50,000

## PUBLIC SERVICE AGENCIES

### Program 8850

#### Program Description

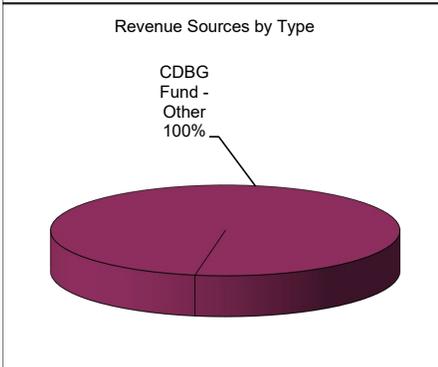
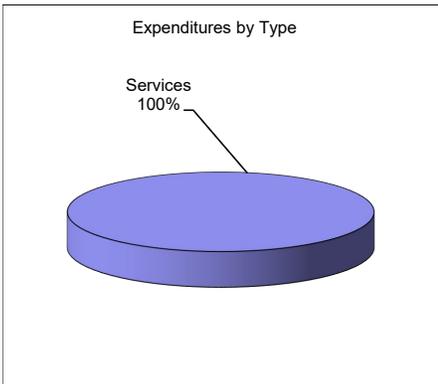
Funding is allocated to non-profit organizations in St. Joseph concerned with public issues such as child care, public health, drug and alcohol abuse, recreational activities, domestic violence, and treatment of children with physical and developmental disabilities. Disbursement is determined by a citizen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

#### Staffing Detail

None

#### Operating Budget Summary

● Pivotal Point Transitional Housing	\$30,000
● St. Kolbe Puckett Center for Healing	\$32,200
● Interfaith Com. Srv-Youth Latchkey	\$30,000
● Bartlett Center - Family Resource Program	\$23,000
● AFL-CIO Community Services	\$15,000
● Samaritan Counseling-Client Assistance	\$25,000
● Social Welfare Brd-Dental Care Program	\$83,000
● United Cerebral Palsy-Integration & Advocacy	\$15,000
● YWCA-Women & Children's Shelter	\$68,000
● Second Harvest	\$25,000
● Community Missions-Housing for Hmless	\$25,000
● Voices of Courage	\$25,000
	<u>\$396,200</u>



2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

**Expenditures:**

Services

**Total**

**Revenue Sources:**

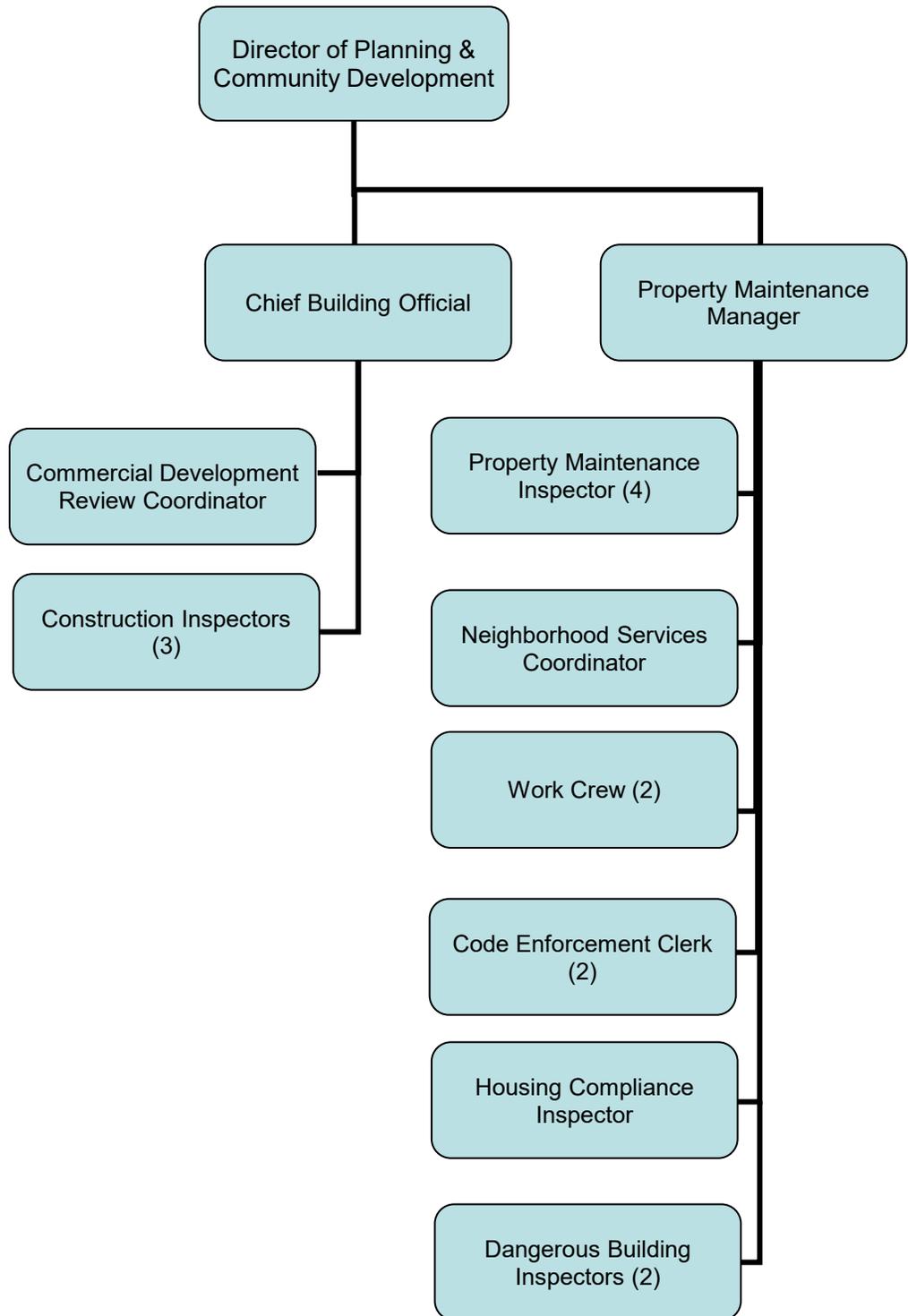
Fed Entitlement Grant

CDBG Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
396,200	371,200	475,000	396,200
<b>396,200</b>	<b>371,200</b>	<b>475,000</b>	<b>396,200</b>
0	0	0	0
396,200	371,200	475,000	396,200
<b>396,200</b>	<b>371,200</b>	<b>475,000</b>	<b>396,200</b>

# BUILDING REGULATIONS & PROPERTY MAINTENANCE



# Building Development Services

## Mission

Provide the public with minimum requirements to safeguard health, safety and general welfare as it relates to the building industry. These minimum requirements will be administered through consultations, plan reviews and inspections.

## Core Services

- Consultations with customers relating to their particular building project.
  - Inform customers of specific information that they need to provide to the City.
  - Schedule a Development Review Meeting for the project if necessary.
  - Review plans to insure adherence to local building codes.
  - Inspect projects to verify the installation is acceptable and code compliant.
  - Building Department clerks assist customers through the documentation process.
- 
- Upon project completion occupancy is approved and project files are archived.
  - Assist customers with numerous miscellaneous requests.

## Current Year Activities/Achievements

- Continued improvement towards Development Review Process.
- Increase inspector training to improve code understanding.
- Percent of Plans reviewed in 14 working days: 99%

## Budget Challenges/Planned Initiatives

- Continue to encourage staff to meet all certification requirements.
- Implementation of new software for managing project files.
- Work to update Accela software program to allow access from the field.

## Performance Statistics

- Building Inspections: 1750
- Mechanical inspections: 291
- Electrical Inspections: 688
- Plumbing inspections 331
- Demo Permits: 133
- New Single Family: 722
- Commercial Permits: 166
- Number of Plan Reviews: 91

# BUILDING DEVELOPMENT SERVICES

## Program 5410

### Program Description

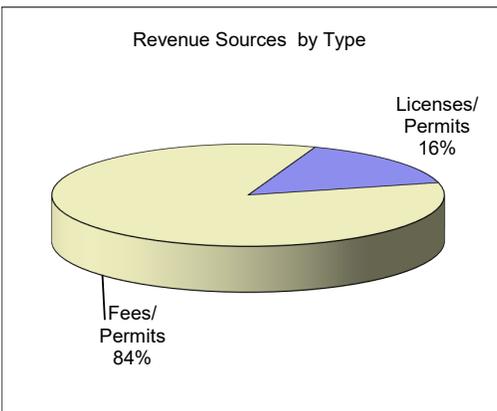
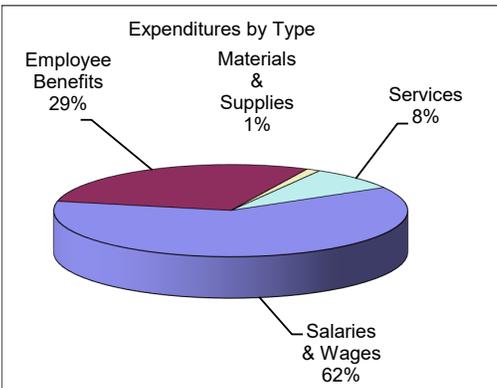
Building Development Services staff oversee review of development plans, perform building plan review, inspection building construction activities and interacts with building and industry organizations in order to promote a vibrant and safe building environment. Through property and construction information,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

### Staffing Detail

- Chief Building Official
- Dangerous Building Inspector
- Commerical Development Review Coordinator
- Construction Inspector
- Mechanical & Plumbing Inspector
- Electrical Inspector
- Permit Clerk

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
2	2	2	2
<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Operating Budget Summary



**Expenditures:**

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

**Total**

**Revenue Sources:**

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

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
369,915	387,118	389,559	393,716
164,699	182,508	178,661	184,945
4,684	7,800	6,000	8,100
40,550	39,195	51,895	53,030
<b>579,848</b>	<b>616,621</b>	<b>626,116</b>	<b>639,791</b>
83,570	100,020	84,000	90,000
100	0	500	0
535,487	394,790	467,590	488,800
0	0	0	0
(39,309)	121,811	74,026	60,991
<b>579,848</b>	<b>616,621</b>	<b>626,116</b>	<b>639,791</b>

# 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.
- Enforce minimum dangerous building codes related to exterior / interior conditions.
- Coordinate community trash program.
- Provide professional code enforcement with the goal of eliminating blight and ensuring the health, safety, and welfare of the City

### Current Year Activity/Achievements

- Complete implementation of Accela Automation software system and staff training.
- Continued improvement of Abatement Program through work crew staff changes.
- Continued improvement of utilizing CDBG funds for demolitions and stabilization.
- Continued improvements of utilizing work crew staff to secure vacant abandoned properties
- Implementation of Tolemi software to track and identify core areas of code violations
- Implementation of Ordinance 7-328 "Vacant Residential Building Registration"
- Neighborhood Services Initiative

### 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.
- Use current inspection staff to respond to complaints and proactively survey for violations that add to unhealthy and blighted conditions in the community.
- 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.
- Utilize a vacant property registration ordinance to help with keep track of the inventory and enforce codes by applying a registration fee for residential structures to help the appearance of the neighborhoods.
- Implement a rental property inspection program to promote health and safety for our tenants within the City.
- Utilize a new non federal funding for demolitions and stabilizations of dangerous and deteriorated properties among the City.
- Rental Inspection Program

### Performance Statistics

- During calendar year 2020, the Property Maintenance Division initiated 10,672 notices for property maintenance violations.
- Performed 538 rental inspections.
- Issued 216 vacant residential building notices.
- Performed 366 securing abatements
- Issued 181 Municipal citations
- Demolition of 47 structures.
- Issue 1,145 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.

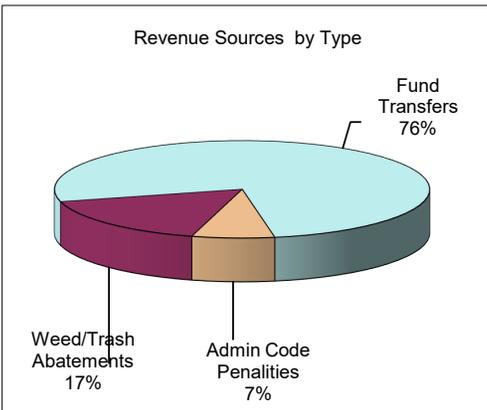
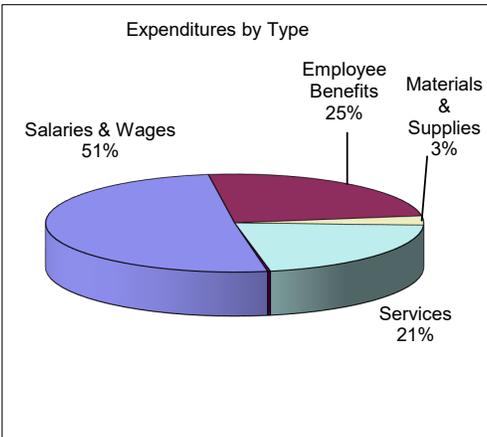
### Staffing Detail

Property Maintenance Manager  
 Dangerous Building Inspector  
 Property Maintenance Inspector  
 Work Crew Supervisor  
 NBHD Service Coordinator  
 Code Enforcement Clerk\*\*\*  
 Housing Compliance Inspector\*\*  
 Laborer

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
4	4	4	4
1	1	1	1
1	1	1	1
2	2	2	2
0	1	1	1
1	1	1	1
11	12	12	12

\*\*Replace Assist. City Planner position with Housing Compliance Inspector  
 \*\*\* Code Enforcement clerk approved Feb 2020

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Utilities  
 Capital

#### Total

#### Revenue Sources:

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

#### Total

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
428,563	505,655	484,098	502,892
201,917	248,821	248,821	247,840
23,689	30,300	23,800	30,300
171,316	188,780	184,380	211,260
1,841	2,500	2,000	2,500
15,000	0	0	0
842,326	976,057	943,100	994,793
40,137	45,000	45,000	45,000
75,684	100,000	105,000	105,000
(8,265)	0	0	0
438,000	499,000	499,000	484,000
296,771	332,057	294,100	360,793
842,326	976,057	943,100	994,793

# DEMOLITIONS

## Program 5360

### Program Description

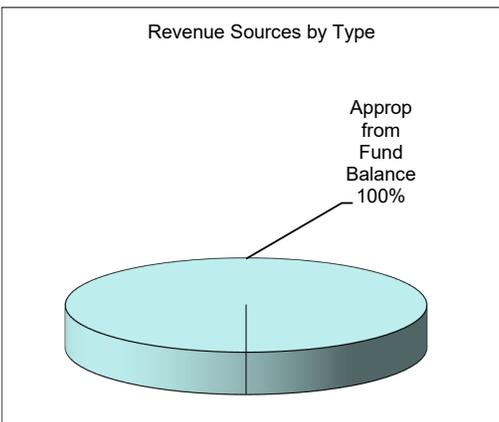
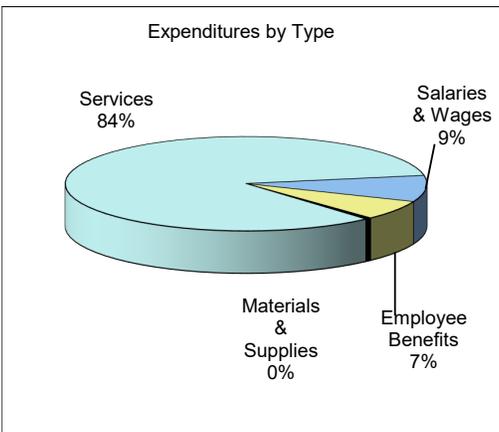
Through this program, federal funding is used to eliminate slum and blight conditions by securing or demolishing dilapidated, abandoned, or dangerous structures thereby assuring public health and safety. The Historic Preservation Planner also provides historic preservation review compliance for rehab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

### Staffing Detail

Historic Preservation Planner

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
		0.5	0.5
0	0.5	0.5	0.5

### Operating Budget Summary



**Expenditures:**

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Capital

**Total**

**Revenue Sources:**

Other Revenue  
 Interest Earnings  
 Special Assessment  
 CDBG Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
			Budget
Salaries & Wages	19,508	28,716	6,433
Employee Benefits	8,597	13,965	13,965
Materials & Supplies	374	2,455	2,455
Services	203,453	254,366	254,366
Capital	0	0	0
<b>Total</b>	<b>231,932</b>	<b>299,502</b>	<b>277,219</b>
Other Revenue	459	0	0
Interest Earnings	220	0	200
Special Assessment	9,074	0	10,000
CDBG Fund - Other	222,179	299,502	267,019
<b>Total</b>	<b>231,932</b>	<b>299,502</b>	<b>277,219</b>

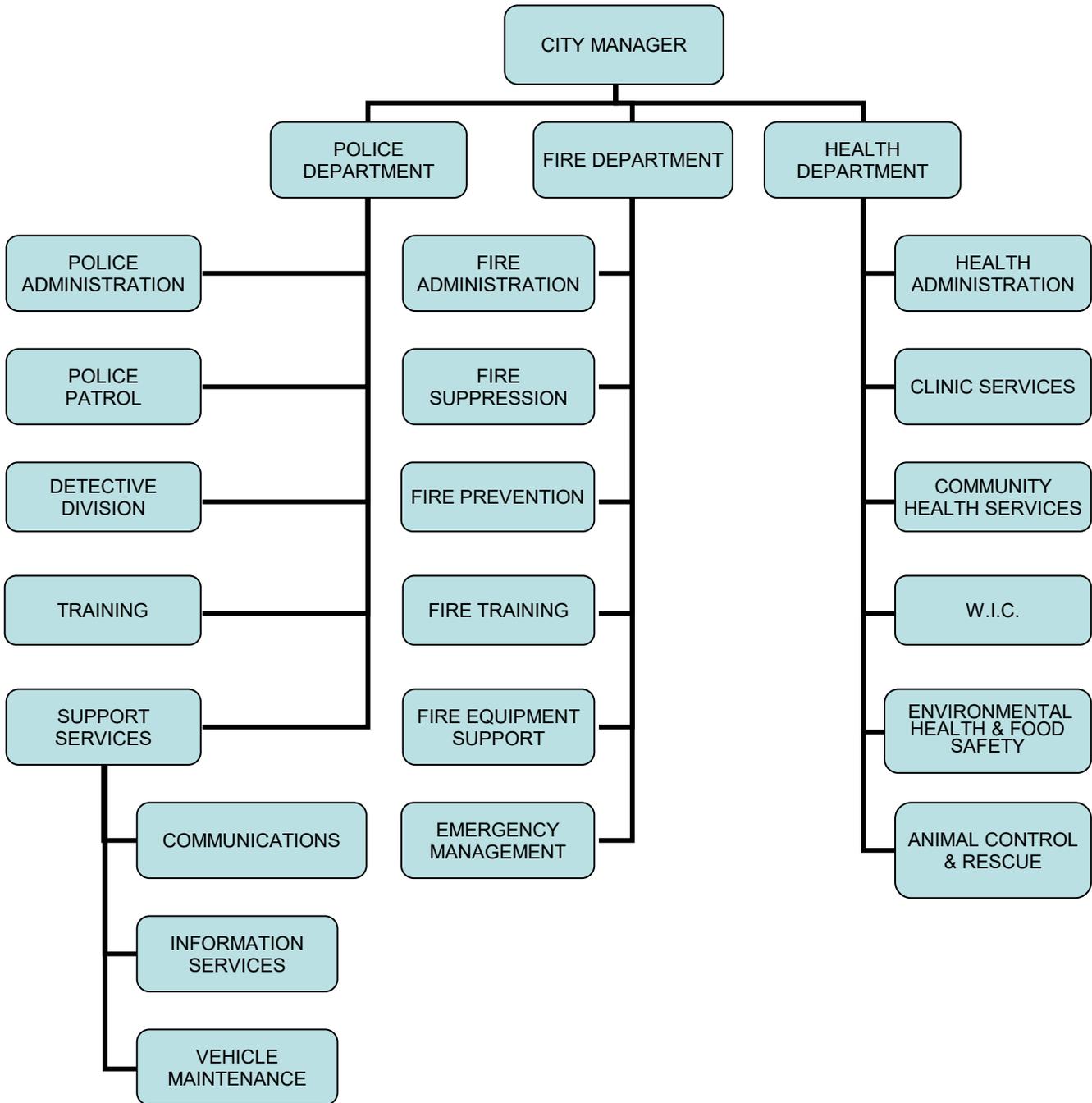


# PUBLIC SAFETY DEPARTMENTS

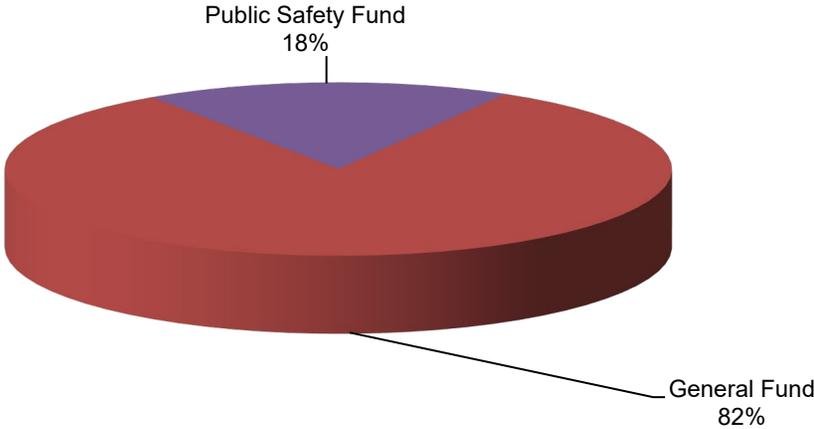
The Public Safety Departments - the St. Joseph Police Department, St. Joseph Fire Department and St. Joseph Health Department - provide a wide range of public safety services, detailed in the following pages.

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, and a variety of state and federal grants.

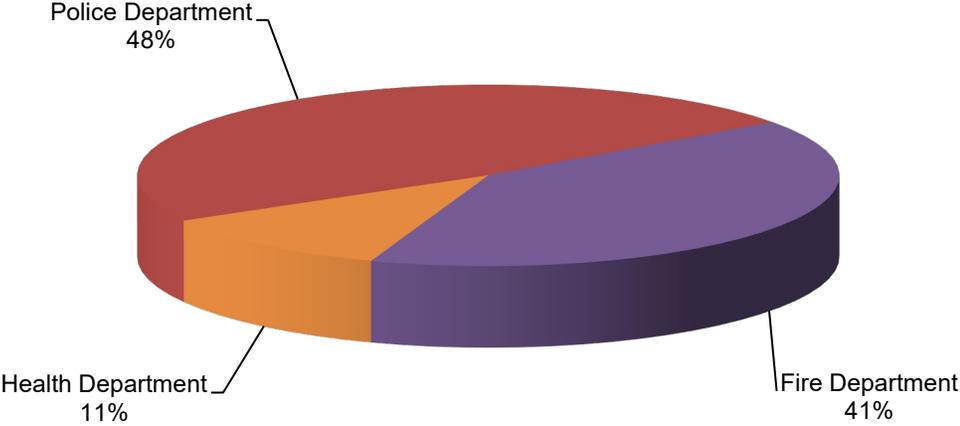
**TOTAL BUDGETED RESOURCES:        \$ 41,548,208**



# PUBLIC SAFETY SOURCES & USES



**FUNDING SOURCES**



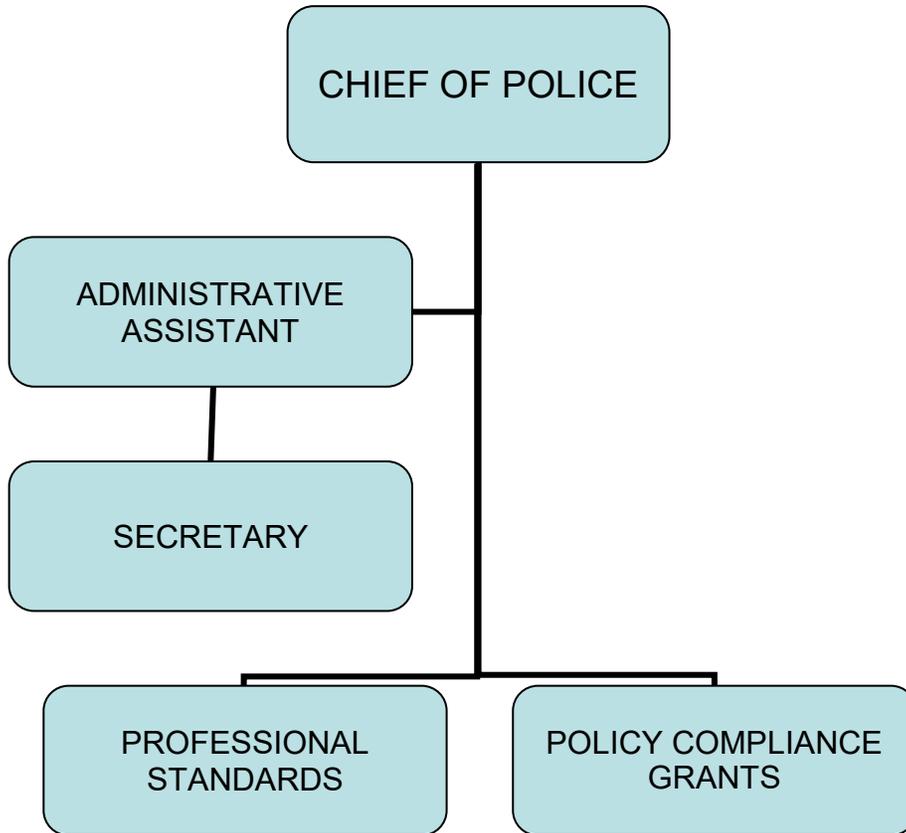
**PROGRAM USES**

# PUBLIC SAFETY DEPARTMENTS SUMMARY

ACCOUNT TYPE	2019-20		2020-21		2021-22
	Actual	Adopted Budget		Estimated Actual	Budget
		Budget	Actual		
Salaries & Wages	18,395,090	18,452,375	18,271,990	18,718,046	
Retired Fire "Consultant" Pay	124,229	130,647	130,647	123,011	
Payroll Expenses & Benefits	11,503,491	11,885,985	11,952,626	12,088,757	
Materials & Supplies	909,254	814,552	1,382,373	828,091	
Utilities & Other Contracted Services	3,604,465	3,565,757	3,978,725	3,624,434	
Transfers	4,785,043	4,798,252	4,858,252	5,622,994	
Capital Outlay	396,111	237,384	696,754	350,500	
Debt Service	196,539	194,525	194,525	192,375	
	39,914,222	40,079,477	41,465,893	41,548,208	
<b>USES BY PROGRAM</b>	<b>DEPARTMENT</b>				
Police Administration	Police	1,578,237	948,581	1,281,548	1,006,775
Patrol Operations	Police	6,518,075	7,224,389	7,081,113	7,165,108
Detective Division	Police	2,428,484	2,515,235	2,477,994	2,527,038
Public Safety Tax - Police	Police	4,061,490	3,883,195	3,809,795	4,091,740
Training	Police	140,181	159,227	154,646	163,941
Support Services	Police	800,868	826,517	799,277	792,816
Police Communications	Police	2,647,088	3,028,432	3,088,677	2,859,441
Information Services	Police	656,804	686,793	639,996	622,021
Police Maintenance	Police	386,312	477,463	454,727	745,701
Grant Funded Programs	Police	191,069	142,192	171,727	111,251
Fire Administration	Fire	971,121	181,938	457,576	357,737
Fire Suppression	Fire	11,383,623	11,801,747	12,401,572	12,228,165
Fire Prevention	Fire	473,843	499,227	495,581	534,007
Fire Training	Fire	222,547	279,689	254,615	294,857
Fire Equipment Support	Fire	549,878	379,446	379,664	444,773
Emergency Management	Fire	139,434	156,570	159,230	167,452
Public Safety Tax - Fire	Fire	2,125,488	2,201,386	2,201,386	2,761,519
Health Administration	Health	1,071,233	940,740	1,139,935	933,731
Clinic Services	Health	933,292	969,606	1,245,188	979,228
Community Health Services	Health	422,444	438,050	476,756	441,280
WIC Services	Health	492,921	527,508	531,091	507,856
Health/Food Safety	Health	224,782	231,245	233,897	233,836
Animal Control/Rescue	Health	1,024,972	1,048,969	998,570	1,045,685
Public Safety Tax - Health	Health	470,036	531,332	531,332	532,250
		39,914,222	40,079,477	41,465,893	41,548,208
<b>FUNDING SOURCES</b>					
General Fund		33,257,209	33,463,564	34,923,379	34,162,699
Public Safety Fund		6,657,013	6,615,913	6,542,513	7,385,509
		39,914,222	40,079,477	41,465,893	41,548,208
<b>STAFFING SUMMARY</b>					
Police		187.0	187.0	187.0	186.5
Fire		131.0	131.0	131.0	131.0
Health		45.5	45.5	44.5	44.5
		363.5	363.5	362.5	362.0



# 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 using predictive analysis.
- Maintain State Certification standards for performance and administration of the police department,
- Added 1 school resource officers.
- Overcame staff reductions related to military deployments, retirements, FMLA, Pandemic, 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.
- Continued implementation of the 2021 Strategic Plan.
- Attended public meetings and provided presentations to citizen groups including Neighborhood Watch, Community Police Advisory Committee, Mayors Blue Ribbon Committee, etc.
- Completed the Annual Report for calendar year 2020.
- Developed procedures to adjust services as a result of the pandemic.

## 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.
- Begin review and preparation of the long term strategic plan for 2022-2027.
- Maintain standards for Missouri State Certification.

## Performance Statistics

- Number of "Use of Force" incidents reviewed: 266
- Number of pursuits reviewed: 74
- Number of documented complaints investigated: 51
- Total Part I crimes reported: 4,197
- Total crimes reported: 9,904
- Total traffic crashes: 1,844
- Number of new hire background investigations: 22

# POLICE ADMINISTRATION

## Program 8340

### Program Description

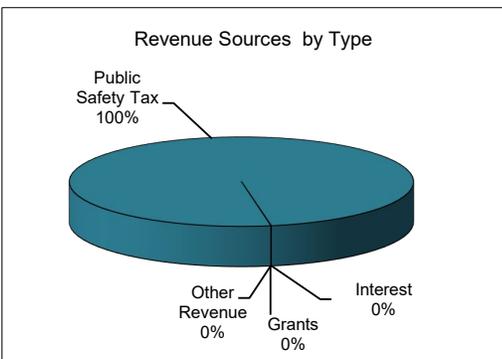
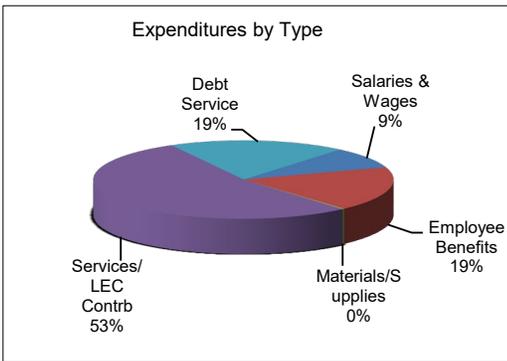
The Police Chief and staff ensure professional police service through the establishment of department goals and objectives and the assurance that they are being accomplished; the creation and adherence to department written directives; and the insistence on excellent communications with those outside 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 and 50% of capital purchases. That expenditure is also budgeted in this program.

### Staffing Details

Police Chief  
 Police Captain  
 Police Sergeant  
 Administrative Asst to the Chief  
 Secretary

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
0	0	0	1
2	2	2	1
1	1	1	1
1	1	1	1
5	5	5	5

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	342,462	30,270	330,974	88,612
Employee Benefits	489,025	184,141	213,110	185,514
Materials/Supplies	1,690	2,400	2,600	2,400
Services/LEC Contrib	548,520	537,245	540,339	537,875
Debt Service	196,539	194,525	194,525	192,375
<b>Total</b>	<b>1,578,237</b>	<b>948,581</b>	<b>1,281,548</b>	<b>1,006,775</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	20,918	0	15,519	0
Interest	2,665	2,300	2,300	1,200
Grants	0	0	2,262	0
Public Safety Tax	2,217,245	2,103,170	2,103,170	2,366,861
Other General Fund	(662,591)	(1,156,889)	(841,704)	(1,361,286)
<b>Total</b>	<b>1,578,237</b>	<b>948,581</b>	<b>1,281,548</b>	<b>1,006,775</b>

# 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 and equipment, per the plan approved by the voters, are accounted for in this program. Transfers are also made to the Police Department in the General Fund to cover salary enhancements for the department employees.

### Staffing Details

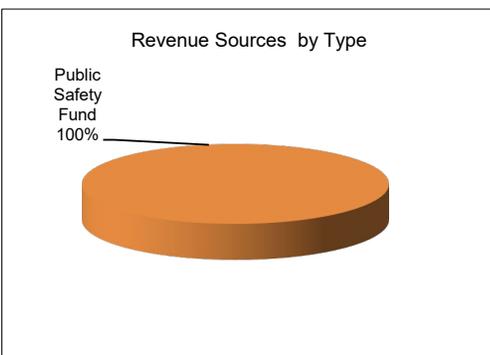
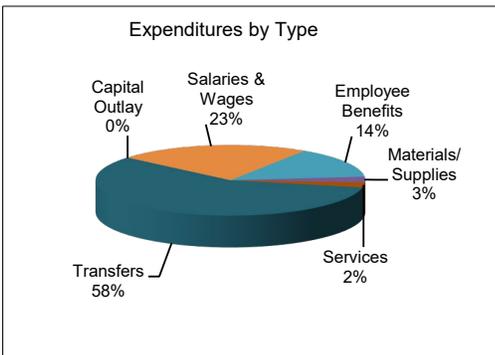
#### Staffing Detail

Sergeant  
Patrol Officer

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
19	19	19	19
20	20	20	20

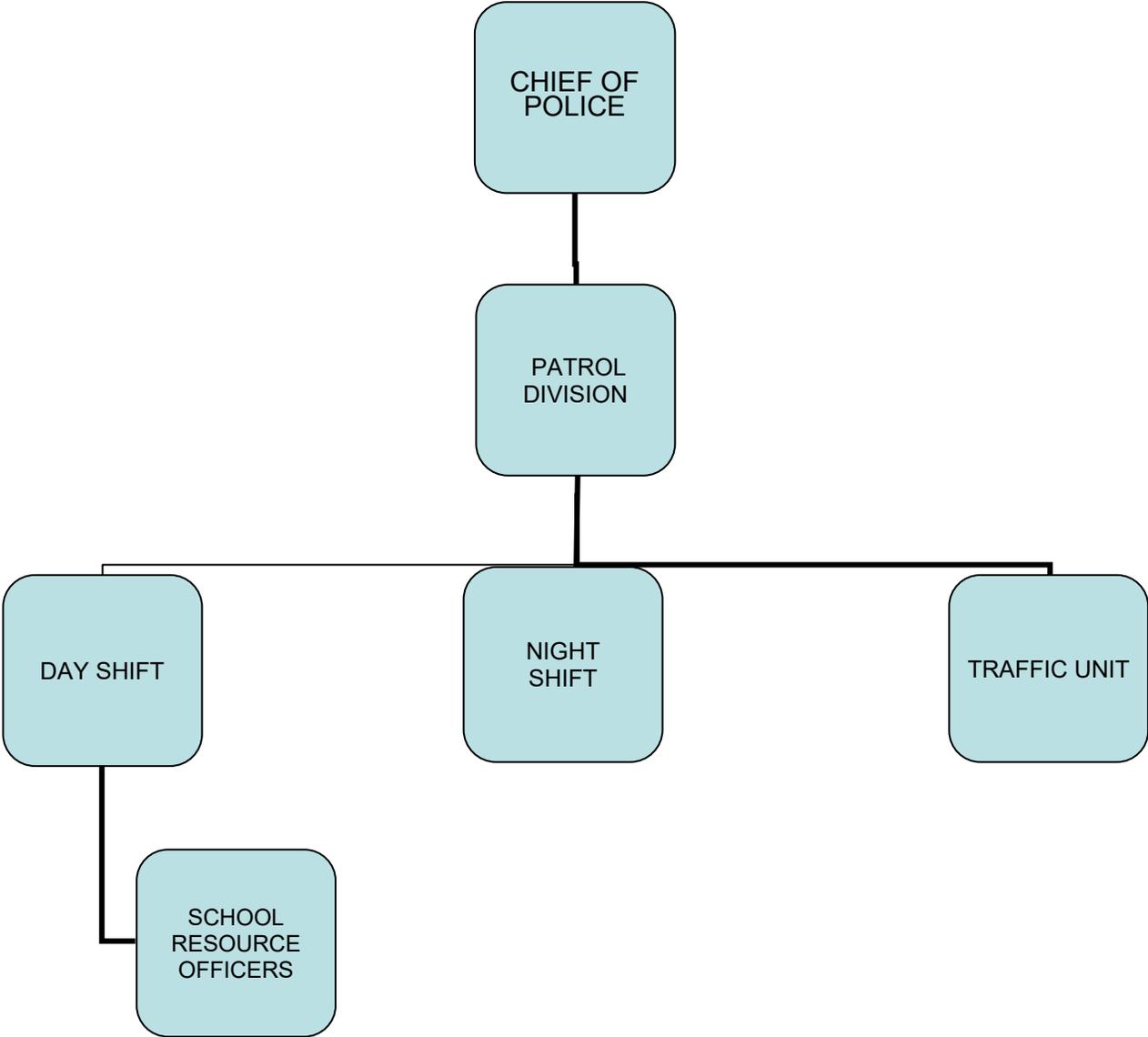
*Wages & other related staff costs for the new positions are budgeted here.*

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	867,721	971,836	641,193	947,538
Employee Benefits	490,906	594,356	597,380	577,036
Materials/Supplies	94,005	107,018	88,582	103,960
Services	75,739	106,815	106,815	96,345
Transfers	2,217,245	2,103,170	2,103,170	2,366,861
Capital Outlay	315,873	0	272,655	0
<b>Total</b>	<b>4,061,490</b>	<b>3,883,195</b>	<b>3,809,795</b>	<b>4,091,740</b>
<b>Revenue Sources:</b>				
Other Revenue	500	0	0	0
Transfers	315,873	0	0	0
Public Safety Fund	3,745,117	3,883,195	3,809,795	4,091,740
<b>Total</b>	<b>4,061,490</b>	<b>3,883,195</b>	<b>3,809,795</b>	<b>4,091,740</b>

# PATROL OPERATIONS



# Patrol Operations/School Resource Officers

## 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 93 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 and enforce Federal, State and Municipal laws or ordinances.
- 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

## Current Year Activity/Achievements

- During 2020 the division worked to continue the development of partnerships with business and neighborhood groups.
- Officers from all shifts participate in regular group meetings and attend neighborhood meetings in their assigned areas.
- This provides citizens with more contact with officers assigned to specific areas and neighborhoods.
- The Department hired 7 new Officers during the year to fill vacancies and positions created retirements and completely fill all budgeted positions.
- Day shift Officers make regular visits to the elementary schools
- With partnership with the school district we added one new SRO position.
- Continued partnership by embedding a Family Guidance-Mental Health Liaison and working to add additional Liaison

## Budget Challenges/Planned Initiatives

- Maintain items needed to efficiently run the division
- Keep Officers trained as required by State Certification requirements.
- Keep staffing at optimum levels in patrol
- Continue positive community interaction by participating in meetings with various citizen and business groups.
- Continue working towards the goals and objectives set out in the multi-year strategic plan
- Continue with a replacement plan for equipment for various units to keep technology updated
- Starting a new partnership with Community Action Partnership CAP adding a liaison to help assist with homeless

## Performance Statistics

- Number of calls for service in 2020: 52637
- Number of self-initiated activities in 2020: 40451
- Number of Traffic Summons issued in 2020: 7748
- Number of Adult arrests in 2020: 4547
- Number of School Resource Officer Cases in 2020: 275
- Average response time (priority calls): in 2020: 9m53s

# PATROL OPERATIONS

## Program 2210

### Program Description

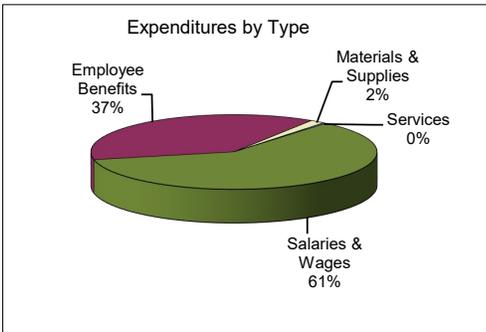
To enforce Federal, State and local laws by providing 24 hour responses to public safety emergency, non-emergency situations and other incidents that require police intervention or participation in order to protect life and property and to promote a sense of safety and well being in the community.

### Staffing Details

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

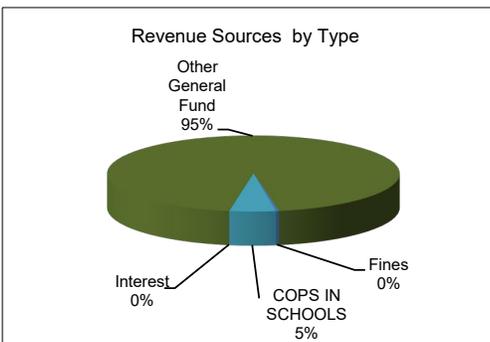
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
3	3	3	2
11	11	11	13
60	60	60	59
7	7	7	9
1	1	1	1
<b>83</b>	<b>83</b>	<b>83</b>	<b>85</b>

### Operating Budget Summary



#### Expenditures:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	4,172,759	4,482,025	4,335,658	4,335,848
Employee Benefits	2,211,744	2,599,234	2,599,234	2,685,630
Materials & Supplies	109,402	122,170	125,261	121,010
Services	17,286	20,960	20,960	22,620
Capital Outlay	6,885	0	0	0
<b>Total</b>	<b>6,518,075</b>	<b>7,224,389</b>	<b>7,081,113</b>	<b>7,165,108</b>



#### Revenue Sources:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Fines	31,788	39,000	29,000	25,000
Other Revenue	0	0	27	0
Interest	1,959	2,000	2,000	1,200
COPS IN SCHOOLS	255,373	294,640	294,640	363,292
Other General Fund	6,228,955	6,888,749	6,755,446	6,775,616
<b>Total</b>	<b>6,518,075</b>	<b>7,224,389</b>	<b>7,081,113</b>	<b>7,165,108</b>

# GRANT FUNDED PROGRAMS

2280

## Program Description

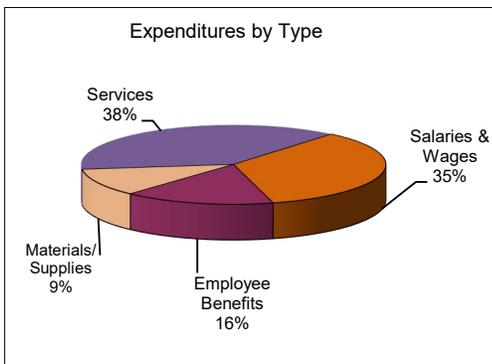
This program was developed to account for the revenues and expenditures by the Police Department from grant or other special revenue sources.

## Staffing Details

NA

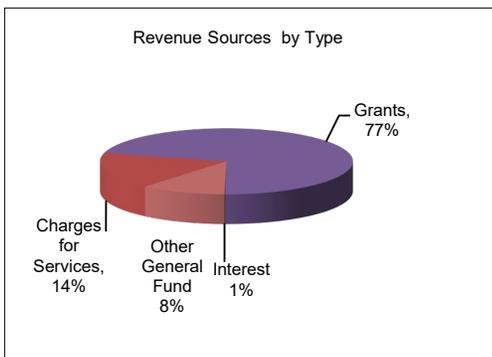
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0
0	0	0	0

## Operating Budget Summary



### Expenditures:

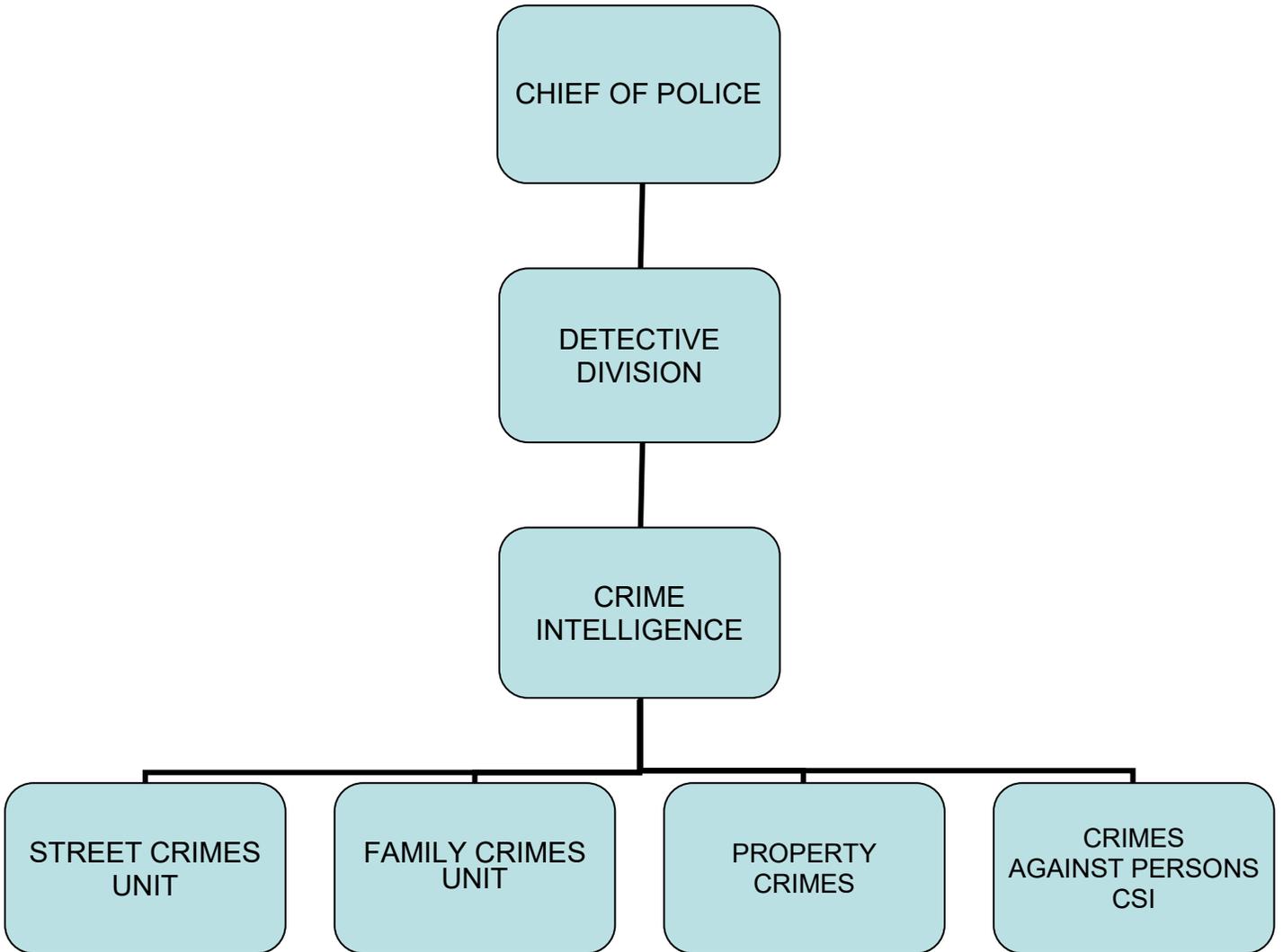
	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	35,018	50,800	30,577	38,612
Employee Benefits	13,713	21,520	26,330	17,767
Materials/Supplies	92,740	12,500	35,169	12,500
Services	49,599	57,372	60,889	42,372
Capital Outlay	0	0	18,762	0
<b>Total</b>	<b>191,069</b>	<b>142,192</b>	<b>171,727</b>	<b>111,251</b>



### Revenue Sources:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Charges for Services	12,289	20,280	11,000	20,000
Grants	173,125	98,018	157,745	79,062
Interest	444	475	475	100
Other General Fund	5,210	23,419	2,507	12,089
<b>Total</b>	<b>191,069</b>	<b>142,192</b>	<b>171,727</b>	<b>111,251</b>

# DETECTIVE DIVISION



# Detective Division

## Mission

The Detective Division is the investigative branch of the Police Department and as such is responsible for all secondary investigations 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 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 worked with other Local, State and Federal partners to expand cooperation to achieve crime reduction. The division also expanded the Electronic Crimes Unit and partnered with other local agencies.
- Personnel responsible for conducting criminal investigations which require specialized training to complete a professional, thorough, and precise case suitable to submit for prosecution.

## Budget Challenges / Planned Initiatives

- Personnel movement with the Detective Division continues to be a challenge in terms of equipment, supplies, training and overtime needs.
- 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 Department Strategic Plan that relate to our function.
- Reduction of funding over previous years has created a strain on operational readiness and acquiring new updated equipment.

## Performance Statistics

- |  |                                   |
|--|-----------------------------------|
| • Total Cases Reviewed - 14,158        | Cleared by Exception - 223        |
| • Total Cases Assigned - 3,164         | Referred to City Prosecutor - 436 |
| • Referred to State Prosecutor - 1,219 | Referred to Other -207            |
| • Referred to Juvenile - 206           | Unfounded - 231                   |
| • Open - 898                           | Closed by arrest 1,088            |

# DETECTIVE DIVISION

## Program 2240

### Program Description

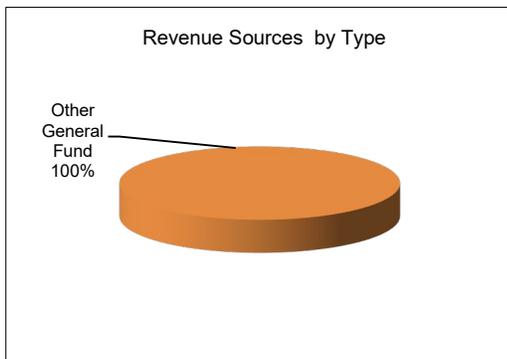
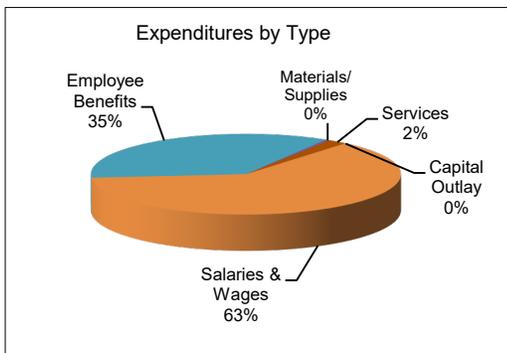
The Detective Division was formed to apprehend suspected offenders, assist in the prosecution of those individuals, and recover stolen property through the investigation of criminal acts that occur within the boundaries of the City. Detectives also provide assistance to the public, other law enforcement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

### Staffing Details

Police Commander  
 Police Captain  
 Police Sergeant  
 Police Officer  
 Secretary

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
4	4	4	4
20	20	20	19
1	1	1	1
<b>27</b>	<b>27</b>	<b>27</b>	<b>26</b>

### Operating Budget Summary



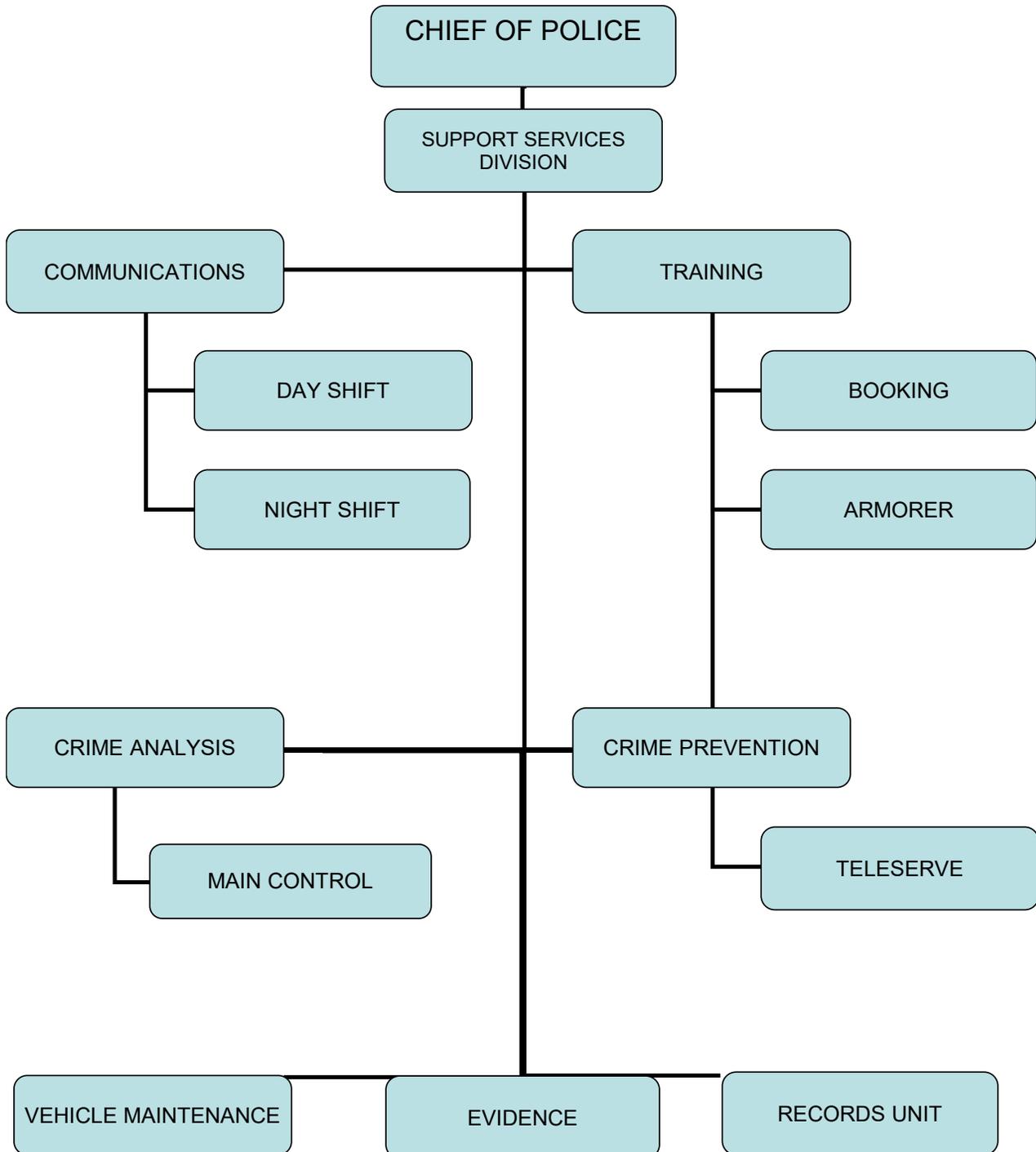
#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,535,495	1,561,511	1,524,270	1,578,770
Employee Benefits	820,632	898,145	898,145	885,288
Materials/Supplies	9,820	8,200	8,200	11,200
Services	62,538	47,380	47,380	51,780
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,428,484</b>	<b>2,515,235</b>	<b>2,477,994</b>	<b>2,527,038</b>

#### Revenue Sources:

	2019-20	2020-21	2021-22
	Actual	Adopted Budget	Estimated Actual Budget
Other General Fund	2,428,484	2,515,235	2,477,994
<b>Total</b>	<b>2,428,484</b>	<b>2,515,235</b>	<b>2,477,994</b>

# SUPPORT SERVICES



# **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 SJPD, 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**

- Brazos Ticket Software fully implemented
- Implementation of PM/AM software to integrate training and policy compliance
- Funding secured to upgrade all dispatch consoles
- Funding secured for tower site improvements
- Handheld radio upgrade completed
- Transitioned from in person server training to 100% online to provide better customer service

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

- Upgrade New World CAD from version 10.2 to CAD Enterprise with completion by 1st quarter
- Acquire funding to expand our network storage capabilities
- With completion of handheld radio upgrade, now determine an encryption template for deployment
- Expansion of Bug-Out-Box with two additional operator positions for Communications
- Secure funding to replace the Communications Center sound proof wall covering through partnership with the LEC
- Begin transition from current mobile video recording devices to current model due to system age
- Increase fleet purchase allocation from zero to an appropriate level

### **Performance Statistics**

- Number of grants received in 2020 were 8, value of grants received \$195,879.29.
- Total number of new case reports by Records Unit 12,349
- Number of incoming 911 calls 57,082
- Number of calls on the non-emergency line 139,373
- Number of prisoners booked 305
- Number of vehicle maintenance orders 754
- Number of miles driven by SJPD fleet 1,032,619
- Number of citizen completing beverage server class 848

# SUPPORT SERVICES

## Program 2250

### Program Description

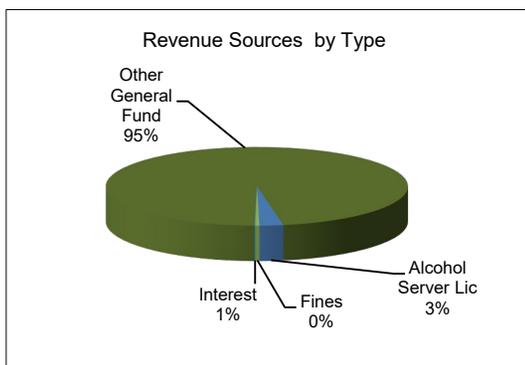
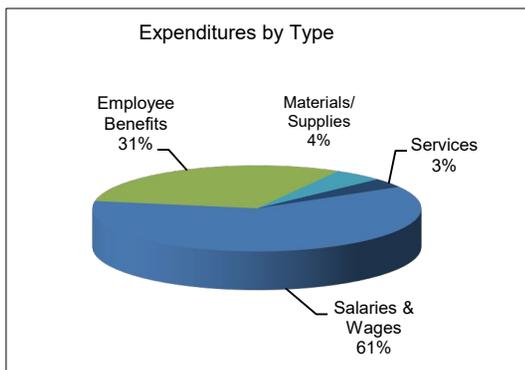
Staff enhance the crime fighting capabilities of the department by providing long-range planning and crime analysis intelligence to the department. It also educates the public in crime prevention and public education in areas such as police procedures and operational functions. The Police Commander in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

### Staffing Details

Police Commander  
 Police Sergeant  
 Police Officer  
 Booking Officer  
 Booking Officer 2 PT

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	2
1	1	1	1
4	4	4	5
1.5	1.5	1.5	1.0
10.5	10.5	10.5	10.0

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	519,801	517,640	493,774	484,048
Employee Benefits	228,059	241,947	240,822	241,950
Materials/Supplies	31,048	36,230	33,981	39,030
Services	21,960	30,700	30,700	27,788
<b>Total</b>	<b>800,868</b>	<b>826,517</b>	<b>799,277</b>	<b>792,816</b>
<b>Revenue Sources:</b>				
Alcohol Server Lic	15,808	26,640	16,000	20,000
Fines	2,500	3,000	6,000	3,000
Interest	2,889	2,400	2,400	1,000
Other Revenue	240	0	0	0
Other General Fund	779,430	794,477	774,877	768,816
<b>Total</b>	<b>800,868</b>	<b>826,517</b>	<b>799,277</b>	<b>792,816</b>

# TRAINING

## Program 2260

### Program Description

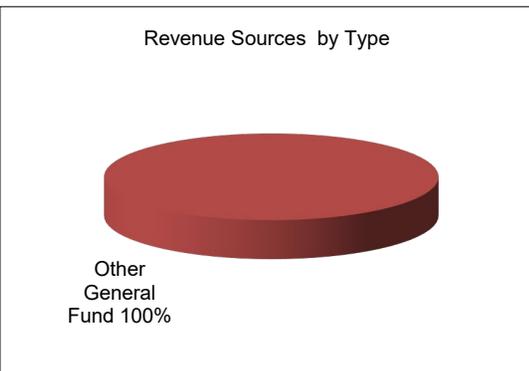
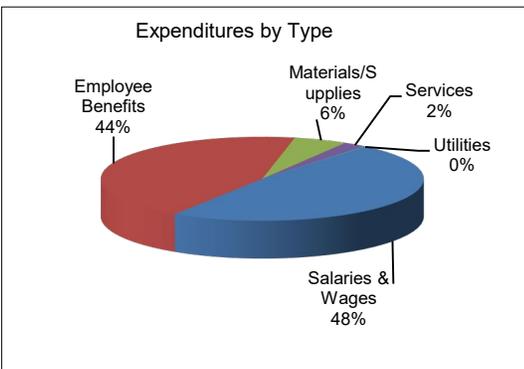
This Unit is responsible for in-service training, specialized seminars, and the mandated, Missouri Police Officers Standards of Training Commission (P.O.S.T.) training in order to provide skilled, professional public safety officers.

### Staffing Details

Police Sergeant

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1

### Operating Budget Summary



**Expenditures:**

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	65,407	75,510	71,485	78,654
Employee Benefits	66,436	70,797	70,797	72,367
Materials/Supplies	6,711	8,830	8,274	8,830
Services	1,335	3,790	3,790	3,790
Utilities	292	300	300	300
<b>Total</b>	<b>140,181</b>	<b>159,227</b>	<b>154,646</b>	<b>163,941</b>

**Revenue Sources:**

	2019-20	2020-21	2021-22
	Actual	Budget	Budget
Other General Fund	140,181	159,227	163,941
<b>Total</b>	<b>140,181</b>	<b>159,227</b>	<b>163,941</b>

# VEHICLE MAINTENANCE

## Program 2290

### Program Description

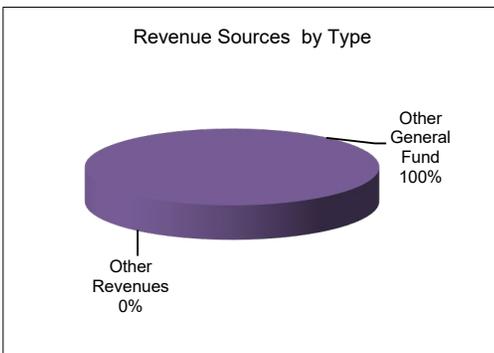
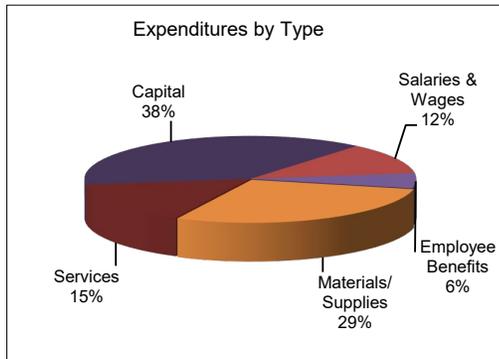
Staff maintain the police fleet in a state of good repair by conducting timely, comprehensive preventive maintenance checks. With the increase in the number of officers starting in FY2015, the number of vehicles in the fleet will increase.

### Staffing Details

Master Mechanic  
Auto Mechanic

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	75,626	82,723	80,087	87,522
Employee Benefits	33,103	42,721	42,721	42,480
Materials/Supplies	155,501	214,855	151,000	214,855
Services	122,083	115,780	135,265	115,844
Capital	0	21,384	45,654	285,000
<b>Total</b>	<b>386,312</b>	<b>477,463</b>	<b>454,727</b>	<b>745,701</b>

#### Revenue Sources:

	2019-20	2020-21	2021-22
	Actual	Adopted Budget	Estimated Actual
Other Revenues	24,673	10,000	54,267
Other General Fund	361,639	467,463	400,460
<b>Total</b>	<b>386,312</b>	<b>477,463</b>	<b>454,727</b>

# COMMUNICATIONS

## Program 2910

### Program Description

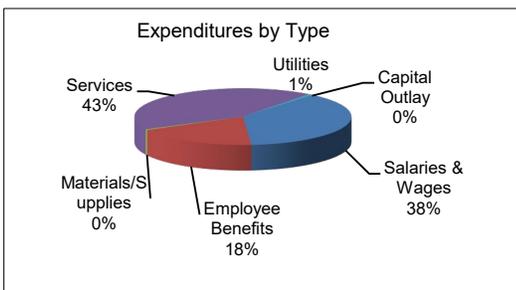
The police communications center ensures that accurate, clear and timely communication occurs between the public, the Police Department, the Fire Department, the ambulance service, the County Sheriff's Department and outlying fire districts by providing routine and emergency public safety communications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

### Staffing Details

Police Captain  
 Senior Communications Operator  
 Communications Operator  
 Public Safety Network Administrator  
 Communication Operators PT PRN

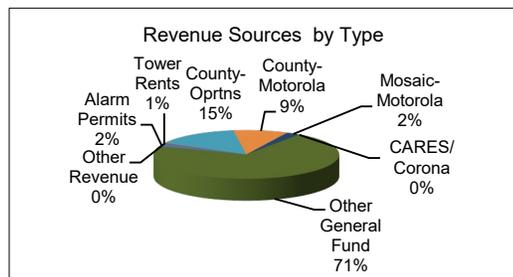
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
4	4	4	4
18	18	18	19
1	1	1	1
1	1	1	0
<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,042,961	1,079,263	1,005,473	1,076,498
Employee Benefits	452,279	535,016	535,016	525,791
Materials/Supplies	8,070	13,870	13,130	13,870
Services	1,127,852	1,163,283	1,182,433	1,222,282
Utilities	15,926	21,000	16,000	21,000
Capital Outlay	0	216,000	336,625	0
<b>Total</b>	<b>2,647,088</b>	<b>3,028,432</b>	<b>3,088,677</b>	<b>2,859,441</b>



#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Alarm Permits	59,226	48,000	48,000	48,000
Tower Rents	16,692	16,700	16,700	16,700
Other Revenue	5,395	5,400	12,228	3,350
CARES/Corona	0	0	120,625	0
County-Oprtns	417,828	422,734	422,670	422,608
County-Motorola	270,560	275,000	272,350	273,750
Mosaic-Motorola	67,640	68,750	68,100	68,600
<b>Other General Fund</b>	<b>1,809,747</b>	<b>2,191,848</b>	<b>2,128,004</b>	<b>2,026,433</b>
<b>Total</b>	<b>2,647,088</b>	<b>3,028,432</b>	<b>3,088,677</b>	<b>2,859,441</b>

# INFORMATION SERVICES

## Program 2920

### Program Description

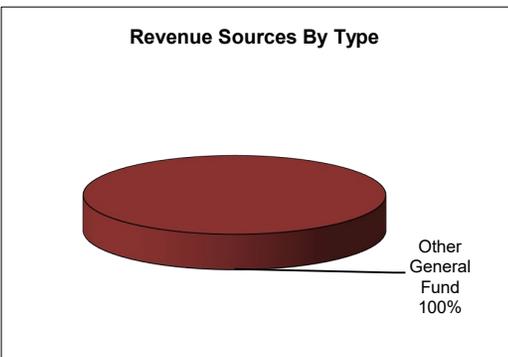
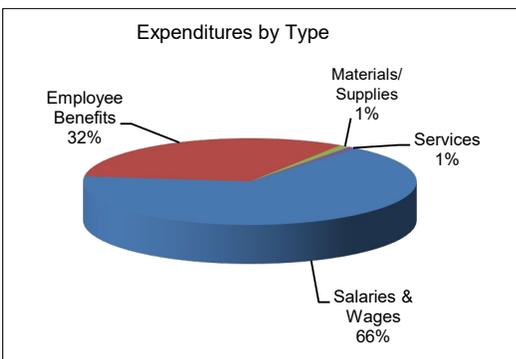
Staff provide direct and indirect support services to the various units of the Police Department as well as direct service to the public by maintenance of police records, teleserve and main control activities.

### Staffing Details

Police Records Supervisor	
Evidence Property Manager	
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)	

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	1
4	4	4	4
4	4	4	4
0.5	0.5	0.5	0.5
0.5	0.5	0.5	0.5
0.5	0.5	0.5	0.5
13.5	13.5	13.5	12.5

### Operating Budget Summary



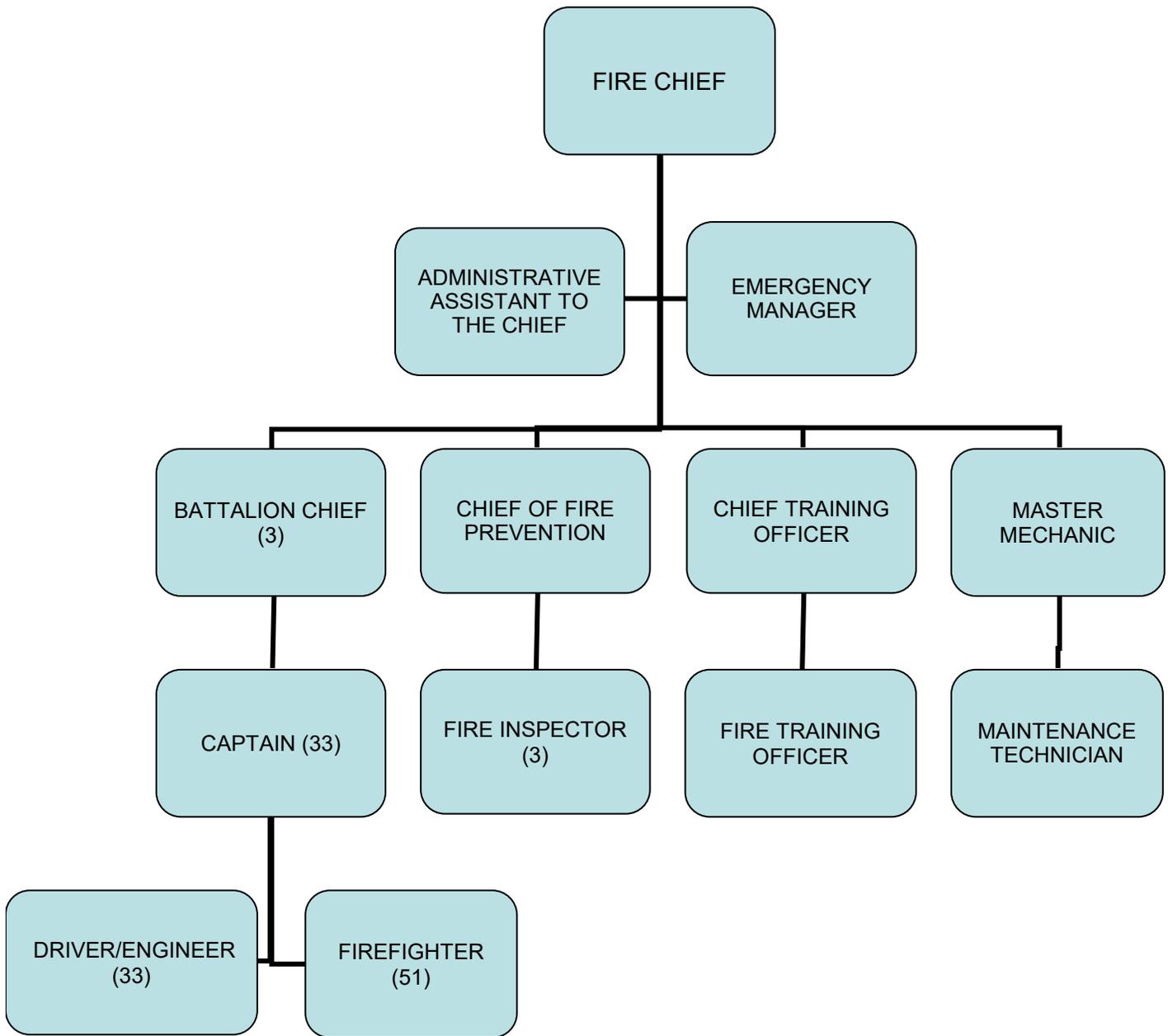
#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Salaries & Wages	447,663	451,338	404,541	409,384
Employee Benefits	203,853	224,365	224,365	200,547
Materials/Supplies	4,468	5,600	5,600	6,600
Services	820	5,490	5,490	5,490
<b>Total</b>	<b>656,804</b>	<b>686,793</b>	<b>639,996</b>	<b>622,021</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Other General Fund	656,804	686,793	639,996	622,021
<b>Total</b>	<b>656,804</b>	<b>686,793</b>	<b>639,996</b>	<b>622,021</b>

# 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

- We had 16 firefighters meet the "Fit as a Rookie" requirements of at least 100 hours of physical fitness and completion of a physical. All hours were logged in Target Solutions and count toward our ISO rating.
- Fire Department paramedics assisted the Health Department with their annual flu clinic.
- A collaborative effort between Missouri Western State University and the city resulted in the signing of a long-term lease for 10 acres of land directly across from the main campus for a future fire station and emergency operations.
- We received grants from the Missouri American Water Co., Enbridge Energy, and an Assistance to Firefighters Grant, along with CARES Act funding from Buchanan County.
- Continued work on new Fire Station 8. Additional funding was approved for an EOC in the basement. Construction should begin spring 2021.
- Received an AFG grant for \$450,000 to purchase new air pacs.

## Budget Challenges/Planned Initiatives

- Continue to upgrade fleet through public safety funding.
- Pursue grants through various local, state, and national funding opportunities.
- Continue to implement additional methods and procedures to reduce cancer among our firefighters.
- Current radios are no longer able to be repaired and will need to be replaced in very near future.
- Continue to 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.
- Continue efforts to acquire land for future addition to the Headquarters Station.
- 48 sets of new firefighter turnout gear was purchased and is now in use.

# FIRE ADMINISTRATION

## Program 8350

### Program Description

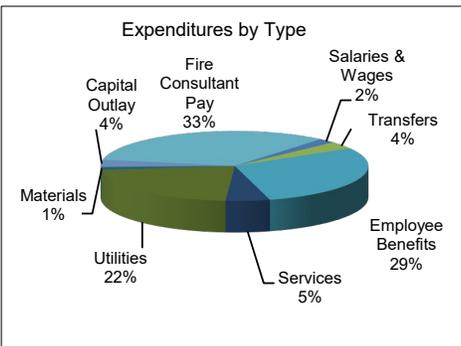
Fire Administration provides the leadership and vision for the Fire Department's fire protection and rescue services. Fire Administration manages programs in Fire Suppression, Fire Training, Fire Prevention and Fire Maintenance. Staff interacts with and ensures that the non-emergent needs of the business 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 Details

Fire Chief  
 Administrative Asst to Fire Chief

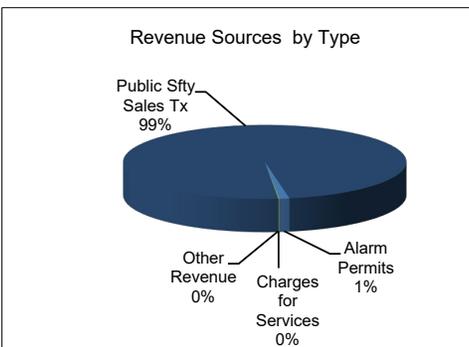
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	160,672	(164,031)	42,586	7,688
Fire Consultant Pay	124,229	130,647	130,647	123,011
Employee Benefits	574,428	104,847	128,868	108,193
Services	22,282	17,625	17,625	19,695
Utilities	73,682	75,674	60,674	81,974
Materials	3,403	4,750	4,750	4,750
Capital Outlay	0	0	0	0
Transfers	12,425	12,426	72,426	12,426
<b>Total</b>	<b>971,121</b>	<b>181,938</b>	<b>457,576</b>	<b>357,737</b>



#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Alarm Permits	30,325	30,400	30,400	30,400
Charges for Services	3,414	3,000	2,000	3,000
Other Revenue	5,473	0	56,300	0
Public Sfty Sales Tx	2,068,185	2,073,204	2,073,204	2,633,337
Other General Fund	(1,136,276)	(1,924,666)	(1,704,328)	(2,309,000)
<b>Total</b>	<b>971,121</b>	<b>181,938</b>	<b>457,576</b>	<b>357,737</b>

# PUBLIC SAFETY - FIRE

## Program 2595

### Program Description

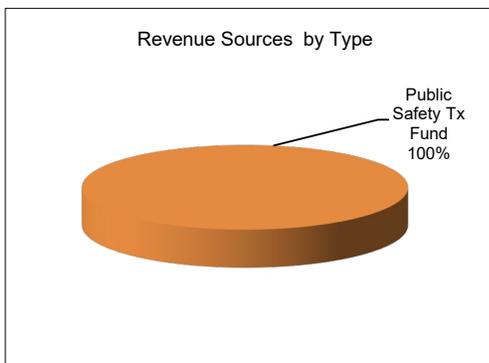
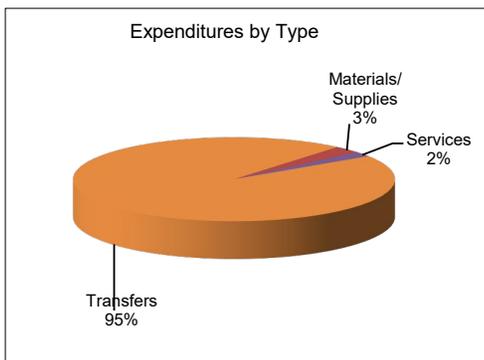
This program is funded totally through the 1/2 cent Public Safety Tax. Expenditures are concentrated in three areas - transfer to the Fire Department in the General Fund to cover the wage enhancements negotiated by the fire union, equipment purchases, and an escrow established as a sinking fund to enable 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 Details

NA

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials/Supplies	118,270	77,857	77,857	77,857
Services	0	50,325	50,325	50,325
Transfers	2,007,218	2,073,204	2,073,204	2,633,337
Capital Outlay	0	0	0	0
Capital Improvements	0	0	0	0
<b>Total</b>	<b>2,125,488</b>	<b>2,201,386</b>	<b>2,201,386</b>	<b>2,761,519</b>
<b>Revenue Sources:</b>				
Other Revenue	0	0	0	0
Public Safety Tx Fund	2,125,488	2,201,386	2,201,386	2,761,519
<b>Total</b>	<b>2,125,488</b>	<b>2,201,386</b>	<b>2,201,386</b>	<b>2,761,519</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 Response.
- 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.
- Total number of EMTs 109
- Fire crews are participating in assigned training through Target Solutions to meeting ISO requirements.
- Maintained a 6-minute response time in over 71% of emergency medical calls.
- Responded to 13,475 calls, with almost 53% being medical.
- Fire crews suspended company inspections last year due to covid19 concerns.
- 16 firefighters completed voluntary fitness program--Fit as a Rookie. Completing over 100 hours of physical fitness and getting a physical.
- Responded to 147 working structure fires that resulted in a loss of almost \$2.8 million.
- Worked to rescue several victims during south end flood and later assisted in recovery efforts by
- Covid19 required several operational changes. Visitors and tours were restricted. Deep cleanings of equipment were done weekly, stations and truck cabs were sanitized with UV treatments. We minimized exposures at calls by working with Comm Center and ambulance dispatch and limiting the number of personnel coming in contact with patients. We were able to fully man all trucks even with personnel out with Covid or quarantined.

## Budget Challenges/Planned Initiatives

- Continue to work toward having all firefighters trained to level of Firefighter II, and all having an EMT license.
- Continue to work with Local 77 to establish a fitness program and complete 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.
- Improve documented monthly training hours through Target Solutions.

# FIRE SUPPRESSION

## Program 2510

### Program Description

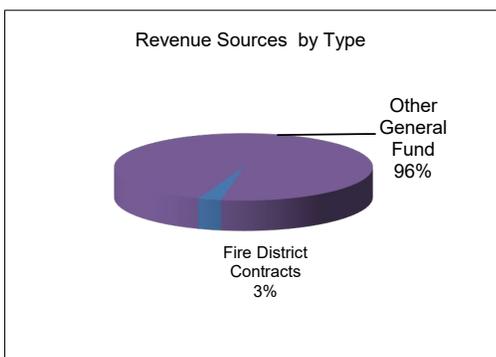
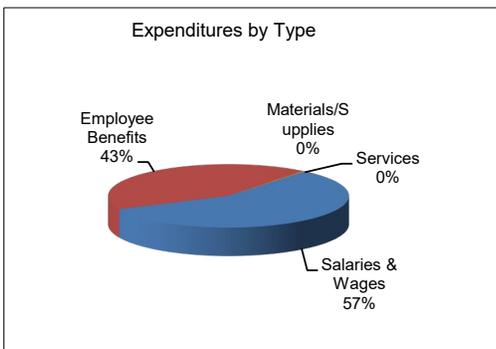
Fire Suppression personnel provide fire suppression, rescue, and emergency medical service to the City of St. Joseph and three Fire Protection Districts. Fire Suppression personnel provide non-emergent support to the public with fire prevention, festival medical care, and citizen assistance services.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

### Staffing Details

Battalion Chief  
 Fire Captain  
 Driver/Engineer  
 Firefighter

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
3	3	3	3
33	33	33	33
33	33	33	33
51	51	51	51
120	120	120	120

### Operating Budget Summary



#### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials/Supplies  
 Services

#### Total

#### Revenue Sources:

Fire District Contracts  
 Grants  
 Other Revenue  
 Other General Fund

#### Total

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
6,626,164	6,756,075	6,826,979	6,961,806
4,673,822	4,997,202	4,997,202	5,215,431
73,341	28,340	554,661	29,340
10,296	20,130	22,730	21,588
11,383,623	11,801,747	12,401,572	12,228,165
453,234	453,858	354,031	354,030
0	0	527,655	0
19,345	0	0	0
10,911,044	11,347,889	11,519,886	11,874,135
11,383,623	11,801,747	12,401,572	12,228,165

# 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.
- Conduct investigations concerning complaints made by citizens in the community.

## Current Year Activity/Achievements

- Annual fire inspections/activities: 190 (includes inspections, walk-throughs, C of Os)
- Inspectors maintained current certifications through CEUs. Additional certifications were also pursued and one Inspector earned Fire Officer II certification.
- Assisted south end flood victims with dumpsters and porta potties, as well as scheduling the pumping out of numerous basements by fire crews.

## Budget Challenges/Planned Initiatives

- Continue to work with other departments to inventory, track, and improve our knowledge of vacant and abandoned structures.
- 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.
- Continue to monitor progress at HPI in conjunction with Water Protection, EPA and MoDNR.

## Performance Statistics

- 50 Annual inspections by Fire Inspectors (typically large industrial complexes)
- 66 Walk-through inspections
- 35 Sprinkler and alarm system inspections
- 30 Certificates of occupancy
- 91 Building plans review
- 8 Alarms and sprinkler system plans reviews
- 0 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.

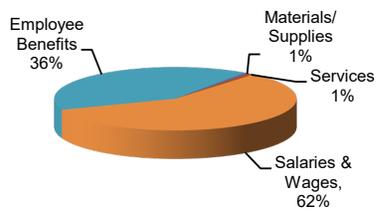
### Staffing Details

Chief of Fire Prevention  
 Fire Inspector

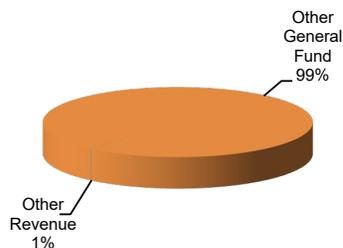
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	3
4	4	4	4

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



**Expenditures:**

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	281,082	291,220	287,574	310,684
Employee Benefits	190,255	204,657	204,657	215,966
Materials/Supplies	261	350	350	4,307
Services	2,245	3,000	3,000	3,050
Capital Outlay	0	0	0	0
<b>Total</b>	<b>473,843</b>	<b>499,227</b>	<b>495,581</b>	<b>534,007</b>

**Revenue Sources:**

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenue	94	250	250	250
Other General Fund	473,750	498,977	495,331	533,757
<b>Total</b>	<b>473,843</b>	<b>499,227</b>	<b>495,581</b>	<b>534,007</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.
- Served on Hillyard EMT/Fire Advisory Committee, and two state-level committees related to state firefighters.

## 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.
- Weather alert siren was installed at Heritage Park.
- Working to improve use and number of users of NIXEL and IPAWS.
- Continued with recovery efforts from the two federally declared flood disasters last spring.
- Assisted the Fire Department with the new hire interviews.
- In charge of supply chain for covid19 allotments from State of Missouri. Delivered PPE to 15 county Region H Fire and EMS.
- Worked with Fire Department staff to get EOC shell included in new Fire Station 8.
- Worked to mitigate south end flood and help those affected to recover.

## Budget Challenges/Planned Initiatives

- The EM has been 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 Council has approved the construction of a shell EOC in new Station 8 basement. The next step will be to acquire funds to finish it into a fully usable EOC.
- EMP funds and grants continue to shrink. A combined City/County EMD may need to be looked at as an option in the future.
- Continue to work on emergency notifications groups for exercises and actual events.
- Training sessions for department directors in EOC operations.
- Provide templates for all city building custodians to provide safe areas, evacuation routes, and out of building meeting areas in the event of an emergency.

# EMERGENCY MANAGEMENT

## Program 2540

### Program Description

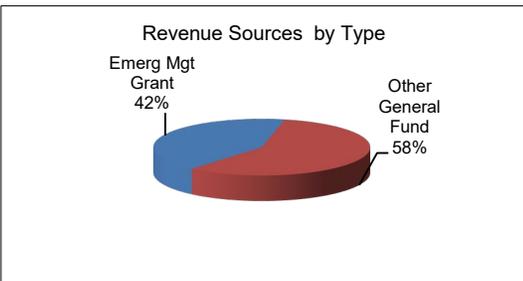
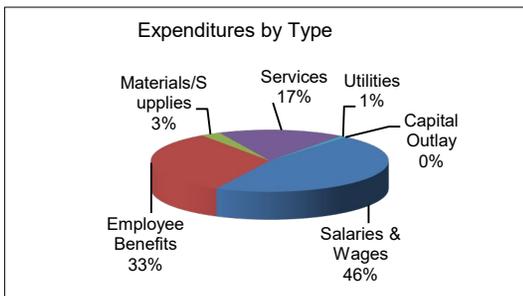
This division was established to track the revenue and expense relating to the Emergency Management grant the City receives from the State. The rest of the grant covers other E.M. expenses such as emergency communications' services at the Emergency Operations Center. Maintenance costs for the City's warning siren system is also budgeted in this program.

### Staffing Details

Emergency Manager

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	59,421	70,000	74,410	77,482
Employee Benefits	30,515	52,140	51,390	55,140
Materials/Supplies	538	4,500	8,300	4,500
Services	21,797	28,930	24,130	28,930
Utilities	1,310	1,000	1,000	1,400
Capital Outlay	25,853	0	0	0
<b>Total</b>	<b>139,434</b>	<b>156,570</b>	<b>159,230</b>	<b>167,452</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Emerg Mgt Grant	55,253	55,000	55,000	70,837
Other General Fund	84,181	101,570	104,230	96,615
<b>Total</b>	<b>139,434</b>	<b>156,570</b>	<b>159,230</b>	<b>167,452</b>

# Fire Equipment Support

## 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 a prioritization system.
- Complete building maintenance repairs as needed.
- Schedule and complete third-party testing of aerial units, ground ladders, and pumps.
- Assist planning and specifications for new equipment and facilities.

## 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 4 reserve pumpers and 1 Telesquirt.
- Maintained fleet of 16 light-duty trucks and cars including: 4 Prevention, 2 Training, 1 Administration, 4 first responder vehicles, 3 rescue boats and 7 trailers.
- Maintained 9 fire stations, including outbuildings and all permanent equipment.
- Provided frequent updates on truck repairs to appropriate department personnel.
- Prepared two new trucks for service. This included detailing, installation of additional lighting, shelving and striping, as well as radios and headsets.

## Budget Challenges/Planned Initiatives

- Age and condition of fleet is still not what it should be, but with the purchase of a new engine and a rescue truck 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 garage.
- Still need to replace Ladder 5 (this is scheduled in the current CIP).
- We need to continue with upgrades to our fire stations as well as working to make each station cleaner by restricting contaminants from entering the area.
- Need to continue maintenance for fire stations.
- Recent improvements by Schneider Electric will allow for centralized monitoring of the HQ HVAC system.
- We are pleased with our current mechanic and maintenance facility technician. They continue to do an excellent job of reducing down time for our front line trucks and repairing issues with our buildings.

# FIRE EQUIPMENT SUPPORT

## Program 2550

### Program Description

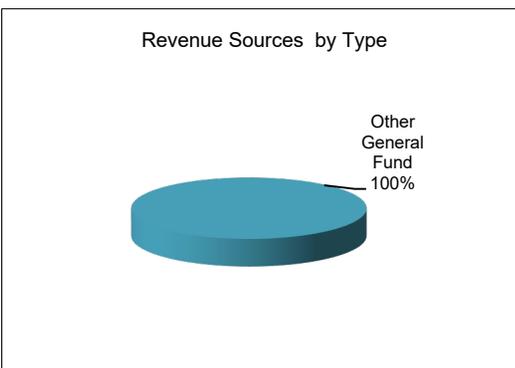
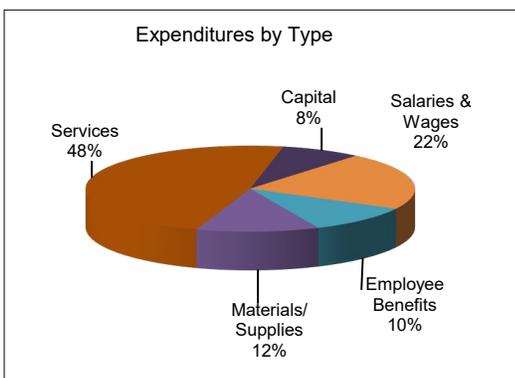
Fire Maintenance provides and/or ensures the proper maintenance of the Department's fire apparatus and staff car fleet. Fire Maintenance also procures and distributes fire station supplies as well as schedules, performs and/or ensures testing of Department ladders, aerial fire apparatus and fire pumps.

### Staffing Details

Master Mechanic  
Maintenance Technician

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	93,237	93,263	92,981	96,310
Employee Benefits	42,595	46,081	46,081	46,563
Materials/Supplies	55,185	43,500	44,000	53,500
Services	358,861	196,602	196,602	213,400
Capital	0	0	0	35,000
<b>Total</b>	<b>549,878</b>	<b>379,446</b>	<b>379,664</b>	<b>444,773</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Insurance Proceeds	3,508	0	0	0
Other General Fund	546,370	379,446	379,664	444,773
<b>Total</b>	<b>549,878</b>	<b>379,446</b>	<b>379,664</b>	<b>444,773</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

- Continued with a web-based training platform for all personnel to stay current with fire and ems topics. This system also helps track licenses and station activities.
- Helped implement new inventory and vehicle/station maintenance tracking program.
- Continued with cancer prevention policies by continuing efforts to get nomex hoods exchange policy enforced and to keep contaminated gear clean and available.
- Assisted with new hire processing and training of 3 new firefighters in 2020.
- Continued to attend quarterly meeting with the communications group to address training, dispatch and occasional issues that arise with alarms and dispatch.
- Provided cleaning of turnout gear and equipment as necessary, and purchased various supplies and equipment, such as hose, fittings, gloves, helmets, turnout gear, etc.
- Improved crew accountability and scheduling by using new Crewsense software.
- Oversaw the design of new GIS map for dispatching. This new map will take crews to the exact location in the quickest and safest route. It also includes additional information such as bridge heights and weight limits, closest truck or station, and topography information.
- Assisted with delivery of PPE to 15 county Region H Fire and EMS.

## 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

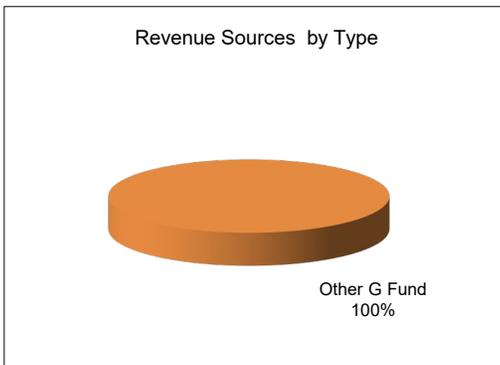
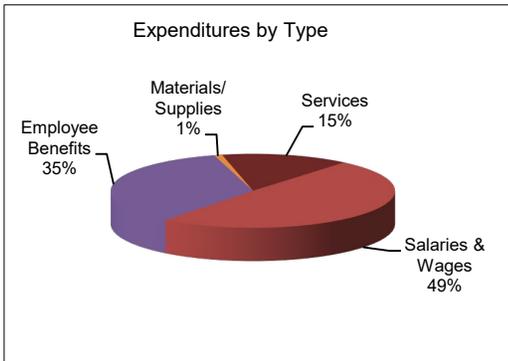
Training staff preserve and protect life and property of the citizens of St. Joseph and of the firefighting personnel themselves by developing skilled, professional fire personnel through fire protection, rescue, emergency medical, hazardous materials and terrorism training.

### Staffing Details

Chief Training Officer  
 Fire Training Officer

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



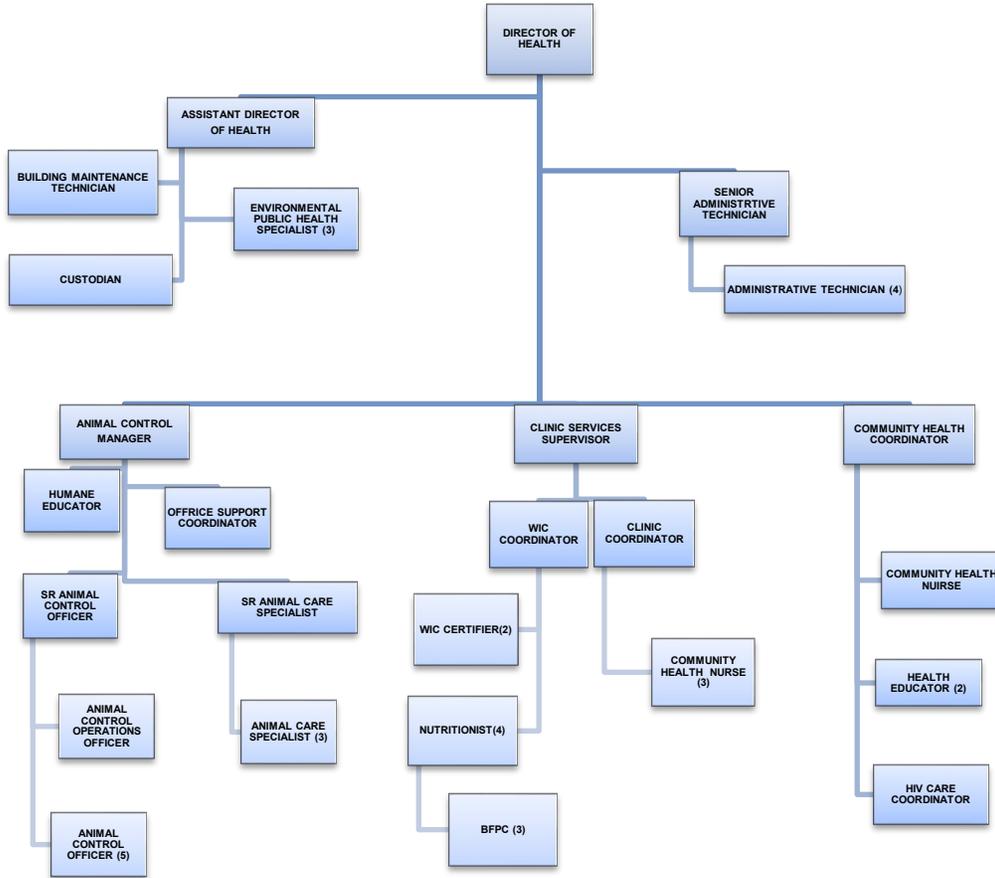
**Expenditures:**

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Salaries & Wages	109,756	137,357	112,879	145,634
Employee Benefits	77,920	98,001	98,001	103,426
Materials/Supplies	1,535	2,700	1,500	2,700
Services	33,337	41,631	42,235	43,096
<b>Total</b>	<b>222,547</b>	<b>279,689</b>	<b>254,615</b>	<b>294,857</b>

**Revenue Sources:**

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Other Revenue	0	0	0	0
Grants	33,063	0	0	0
Other General Fund	189,484	279,689	254,615	294,857
<b>Total</b>	<b>222,547</b>	<b>279,689</b>	<b>254,615</b>	<b>294,857</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.
- 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 110+ 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.
- Staff serve on various boards such as, but not limited to the United Way, including Success by Six, Unmet Needs, Allocations, Housing Stability Taskforce and Leadership St. Joseph. Other groups include Buchanan County Community Organizations Active in Disaster, Crisis Intervention Team Council of Northwest Missouri, Drug Free Community Coalition, Local Emergency Planning Committee, KCMO Branch of International Association of Administrative Professionals (IAAP), Region H Healthcare Coalition, PEACE, Children/Youth Disaster: Pediatric Behavioral Health Work Group, MO Animal Control Association, Community Drug Council, NWMO Coalition for Roadway Safety, Opioid Task Force as well as others.
- Continued the Urban Mission Project in partnership with Mosaic Life Care, The Crossing, CAP St. Joe, Pivotal Point and the St. Joseph Police Department until it ended in June due to funding challenges.
- The health department initiated a multi-level approach to responding to the COVID-19 pandemic.
- The health department held informational meeting for certain businesses and religious/faith leaders.
- The health department held an informational panel through Facebook live to answer the many questions from the public about COVID-19.
- The health department worked with City leaders to implement and enforce a mask mandate and other public health limits.
- The health department stood up a call-center to answer the hundreds of calls that the city received daily.
- The health department developed a robust contact tracing program.
- The health department contacted 8,368 individuals who had tested positive for COVID-19 and their 20,173 identified close contacts, in 2020.

## 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. Staff worked with Engineering to complete an Energy Efficiency Audit which outlined a plan and replaced the aging HVAC system through a multi-year financing plan.
- Will continue participate with community boards and committees.
- Continuing the contact tracing for the individuals who continue to test positive for COVID-19 without CARES funding.
- Providing the COVID vaccine for those who qualify in the phase/tier identified by DHSS and who are interested.
- Requesting and receiving the needed vaccine for our community remains a challenge.
- Partnering with Mosaic to staff the community clinic.
- Answering the numerous calls that come in daily requesting vaccine has been a challenge.

## **Performance Statistics**

- The number of certified birth certificates issued was 4,967.
- The number of certified death certificates issued was 7,159.
- Funding from grants and contracts provided 15% of the budget revenues. Fees, Fines, Licenses and Permits accounted for 18% of total revenue.

# HEALTH ADMINISTRATION

## Program 8370

### Program Description

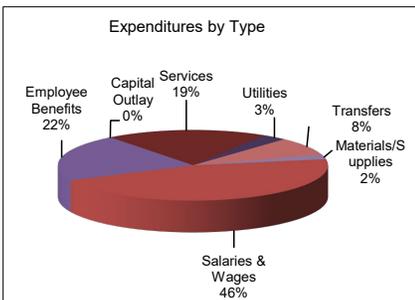
Provides administrative services and management support to all health divisions and their respective programs through planning, evaluation, budgeting, coordination, vital records management, facility maintenance and situational monitoring and response. Provides oversight of Public Health Emergency Response Planning of St. Joseph. 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  
 Urban Mission Project Coordinator  
 Executive Administrative Assistant  
 Senior Administrative Technician  
 Administrative Technician  
 Building Maintenance Technician  
 Custodian

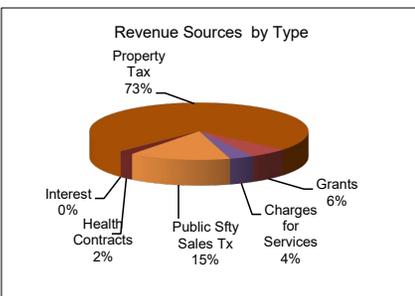
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
1	1	1	1
1	1	0	0
1	1	1	0
0	0	0	1
4	4	4	4
1	1	1	1
1	1	1	1
10	10	9	9

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	455,440	410,680	432,869	427,117
Employee Benefits	221,188	227,197	229,349	201,002
Materials/Supplies	27,767	18,870	82,614	18,870
Services	258,866	182,025	267,630	181,627
Utilities	29,853	23,848	26,295	26,995
Capital Outlay	0	0	23,058	0
Transfers	78,119	78,120	78,120	78,120
<b>Total</b>	<b>1,071,233</b>	<b>940,740</b>	<b>1,139,935</b>	<b>933,731</b>



#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Grants	515,222	207,371	401,567	201,912
Charges for Services	144,083	130,000	130,000	130,000
Public Sfty Sales Tx	470,036	531,332	531,332	532,250
Health Contracts	74,873	76,594	76,594	77,666
Interest	1,417	800	800	1,100
Hlth Prop Tx & GF	2,587,209	2,541,985	2,626,426	2,609,762
Other	17,058	0	1,325	0
General Fund - Other	(2,738,664)	(2,547,342)	(2,628,109)	(2,618,959)
<b>Total</b>	<b>1,071,233</b>	<b>940,740</b>	<b>1,139,935</b>	<b>933,731</b>

# PUBLIC SAFETY - HEALTH

## Program 6795

### Program Description

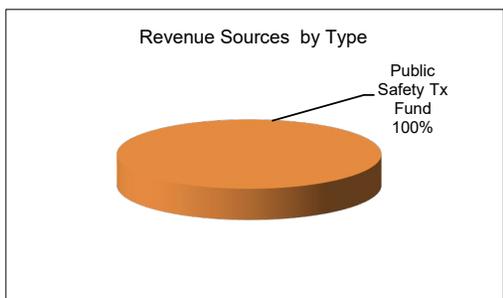
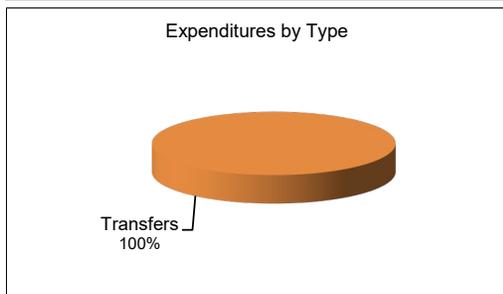
This program is funded totally through the 1/2 cent Public Safety Tax. Expenditures are concentrated in one area - transfer to the Health Department in the General Fund to cover the wage enhancements implemented as a result of the 2013 Compensation Study.

### Staffing Detail

NA

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0
0	0	0	0

### Operating Budget Summary



**Expenditures:**

Transfers

**Total**

**Revenue Sources:**

Public Safety Tx Fund

**Total**

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
470,036	531,332	531,332	532,250
470,036	531,332	531,332	532,250
470,036	531,332	531,332	532,250

# 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. TB sputum collection as needed.
- Pregnancy testing for minimal fee. Free prenatal case management offered to qualified 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 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

- There was no change in the allocation to the Social Welfare Board. The health department supplied the Social Welfare Board (SWB) with \$489,742.00 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.
- Staff managed several LTBI and TB clients with Daily Observation Therapy.
- Prenatal Services saw 320 women for pregnancy testing or with proof of pregnancy. Of those, 192 received temporary pregnancy Medicaid.
- Immunization for Flu Vaccine: 994 doses of flu vaccine were administered.
- COVID response was the theme for 2020.
- Informational meeting were held for business and faith leaders. Another presentation was held for the general public through Facebook Live.
- Coordinated efforts for case notification of 8,368 case and contact tracing of 18,970 identified contacts.
- Began planning for vaccine clinics; submitted application to be a provider and order first allotment of vaccine.
- COVID response: contact tracing; community partnership; state data entry; school partnership.
- COVID vaccination planning and community partnership. Regional assistance as needed.

## **Budget Challenges/Planned Initiatives**

- 2020 the health department staff again provided the city employees with their flu shots; a total of 181 shots were given.
- Staff continued to utilize electronic Direct Observed Therapy to assure compliance with medication administration in the Tuberculosis program.
- In 2019 the clinic hired two new nurses to fill vacancies. This allowed for a more rapid response to the COVID pandemic.
- Case notification continues to be a priority for the clinic. Household contacts are also provided education.
- Vaccine planning and administration will be the biggest challenge for 2021.
- Budget challenge will be paying for the staff to continue with positive notifications.
- Budget challenge will be paying the overtime necessary to hold vaccine clinics for the community.

## **Performance Statistics**

- Children and adults immunized: 2,003
- Immunizations given: 2,293
- Tuberculin skin test screenings: 215
- LTBI and active TB medications given: 4
- Communicable disease investigation and follow-up (non-COVID): 77
- Pregnancy tests and proof of pregnancy: 192
- Prenatal case management contacts (office/mail/phone calls): 279
- Temporary Medicaid assistance forms issued: 173
- Childhood lead case management (new and discharged): averaged 130 participants per month.

# CLINIC SERVICES

## Program 6710

### Program Description

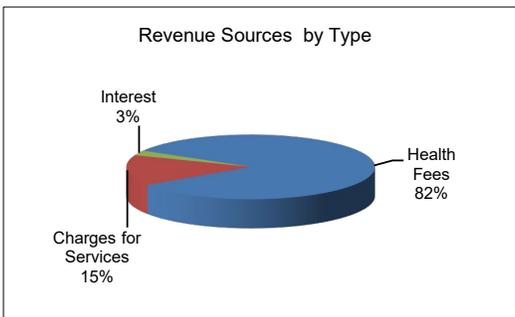
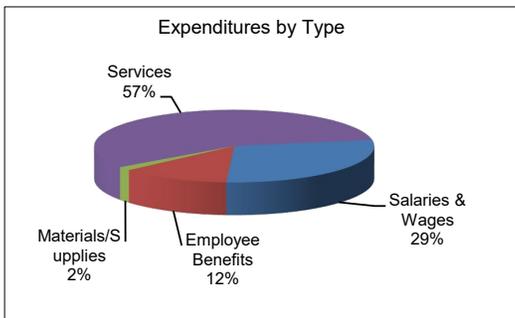
To provide the citizens of the City of St. Joseph and Buchanan County with health care programs promoting prevention activities such as immunizations, health education, maternal and child care, pregnancy testing, as well as provide communicable disease prevention/monitoring/case management as needed. Staff work collaboratively with other agencies to establish a local area health

### Staffing Detail

Clinic Supervisor  
 Clinic Coordinator  
 Community Health Nurse

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
1	1	1	1
3	3	3	3
<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  
 Charges for Services  
 Interest  
 Other Revenue  
 General Fund - Other

**Total**

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
269,356	274,150	288,873	281,052
103,864	121,473	121,113	123,253
7,577	15,900	23,622	15,900
552,495	558,083	811,580	559,023
<b>933,292</b>	<b>969,606</b>	<b>1,245,188</b>	<b>979,228</b>
29,879	46,900	41,300	46,900
11,567	8,758	272,097	8,758
1,588	1,745	1,745	1,400
516	0	1,122	0
889,225	912,203	927,802	922,170
<b>933,292</b>	<b>969,606</b>	<b>1,245,188</b>	<b>979,228</b>

# 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

- Provide a safe and comfortable environment for the STI (Sexually Transmitted Infections) clinic.
- Complete transit disability certifications/RIDE.
- Provide health education and outreach to businesses, schools, social service agencies and other community partners.
- Provide case management services to those living with HIV.
- To reduce maternal, child health barriers with community partners for the purpose of improving the lives of infants, children, youth and women who are pregnant.
- Continue social media campaigns.
- Provide public information to the media regarding public health.

## Current Year Activities/Achievements

- Counseling, testing and referral services for HIV, STI's and rapid Hepatitis C are offered Monday □Friday.
- HIV Case Management is a voluntary program for persons living with HIV in NWMO. Consumers are linked to medical care, insurance, medications, health education, partner risk reduction and support. A key goal of the program is viral load suppression allowing consumers to live well with HIV and for women who are pregnant to have HIV negative babies.
- Transit Disability applications and certifications are processed for consumers of RIDE.
- Health educators work to promote health wellness and safety for infants, children, youth and adults in local schools, area universities, Buchanan County Juvenile Office, Probation and Parole, Albany Regional Center and general audiences.
- Maternal Child Health program developed survival kits for all high school students in Buchanan County.
- 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.

## Budget Challenges/Planned Initiatives

- Level funding has been provided from the federal government through the Missouri Department of Health and Senior Services for HIV/STI prevention, HIV case management and maternal child health activities with ongoing increases of need by the community.
- General education program has been reduced due to budgetary limitations and COVID19 from March 1, 2020 through the end of the year.
- Legalizing needle exchange without funding is a barrier to reducing new cases of Hepatitis C.
- Maintaining Facebook page with useful, relevant health information.
- COVID response has limited the number of hours available to provide services.

## Performance Statistics

- HIV/STI office visits: 285
- HIV/HEP C rapid tests administered: 254 with 6 positive screening results.
- 221 urine tests for Gonorrhea and Chlamydia were run with 62 positive results.
- Children, youth and adults attending health promotion and prevention outreach: 922. Program was limited by COVID restrictions.
- Number of free condoms given away: 14,245
- New transit disability certifications processed: 66; renewals are now completed at the transit office.
- Issued 36 press releases; completed 227 media contacts.
- Successfully updated the health department's Facebook page to share public health information via 1,131 posts and 952,693 page-follower reaches.
- Completed 203 daily briefs for the public and the media with details about COVID.

# COMMUNITY HEALTH SERVICES

## Program 6720

### Program Description

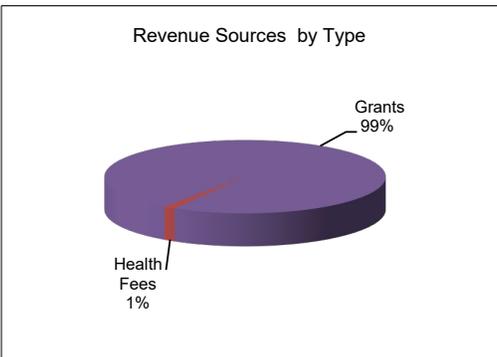
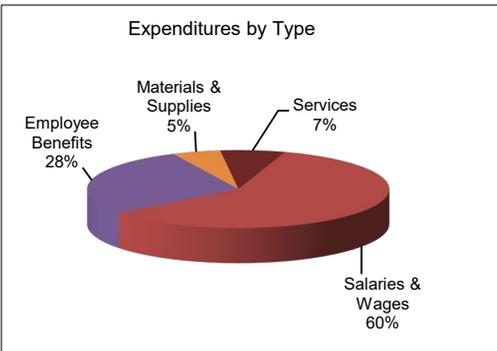
Staff works to prevent and control the spread of HIV/STD/Hepatitis C infections and to provide services and outreach to support those infected within northwest Missouri. They work with the network of community groups, agencies and providers to coordinate services for clients infected with HIV as well as to educate the general public. They also provide discharge planning and case management services for HIV incarcerated persons. Along with HIV/STI/Hepatitis C services staff works to improve and impact the health of women who are pregnant, children and infants to promote wellness/wellbeing. The section also partners with St. Joseph Transit to assist persons living with a disability to access affordable public transportation.

### Staffing Detail

HIV Care Coordinator  
 Health Educator  
 Community Health Nurse  
 Community Hlth Srvc Coordinator

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Operating Budget Summary



**Expenditures:**

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Salaries & Wages	253,873	258,501	266,395	262,359
Employee Benefits	115,015	121,540	125,440	125,436
Materials & Supplies	26,339	26,855	33,310	22,855
Services	27,217	31,155	51,613	30,630
<b>Total</b>	<b>422,444</b>	<b>438,050</b>	<b>476,756</b>	<b>441,280</b>

**Revenue Sources:**

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
Health Fees	1,780	2,650	2,650	2,650
Grants	179,506	195,707	243,195	195,707
General Fund - Other	241,158	239,693	230,911	242,923
<b>Total</b>	<b>422,444</b>	<b>438,050</b>	<b>476,756</b>	<b>441,280</b>

# WIC

## Mission

The City of St. Joseph Health Department provides a link to the Missouri WIC program. WIC serves women who are pregnant, breastfeeding and non-breastfeeding, infants and children up to the month of their 5th birthday. WIC is an adjunct to good health care during critical times of growth and development, in order to prevent the occurrence of health problems and to improve health status. Applicants must complete the certification process to determine financial eligibility and health and nutritional risk. Eligible participants receive nutrition education, breastfeeding education and support, health screening, referrals and supplemental foods. WIC is an equal opportunity provider.

## Core Services

- WIC conducts nutrition assessment to help provide targeted nutrition education via one-on-one counseling. WIC nutrition education emphasizes the relationship between proper nutrition and good health. WIC assists participants in establishing healthy eating behaviors and achieving positive lifestyle changes by setting nutrition and health goals. Nutrition education is also available on-line at <https://www.wichealth.org/>
- WIC promotes breastfeeding as the optimal infant feeding choice. Participants receive breastfeeding education and support via prenatal group classes, one on one counseling, and follow up. For those participants in need, manual and electric breast pumps are available.
- WIC refers participants for substance abuse counseling and treatment, immunizations, lead screening, and Missouri Health Net. WIC also maintains an up to date list of community resources including health services and public assistance. This list is provided to participants for additional resources that may be available to them.
- WIC foods are intended as a supplement to help participants meet the special nutritional needs of their specific population. The nutrients, critical to growth and development, found in WIC foods are typically lacking in the diet of the WIC eligible population. Participants who have specific dietary needs may receive special food packages, including special formulas, if ordered by a physician and approved by appropriate staff. A nutritionist also determines the quantities of the supplemental foods appropriate for participants and may authorize a tailored food package. In Missouri, WIC foods are issued to participants using electronic benefit transfer called eWIC. Missouri eWIC cards may be redeemed at participating retailers across the State.

## Current Year Activities/Achievements

- On hold due to COVID: The City of St. Joseph continues to operate a satellite clinic in the obstetrics unit at MOSAIC Life Care Hospital on Tuesday and Thursday from 8 am - noon. This site provides bedside promotion, certification, and breastfeeding support services for mothers who have recently delivered and their newborn infants.
- Breastfeeding support line available for assistance 7 days per week, 7am - 9 pm.
- On hold due to COVID: Collaborate with MOSAIC Life Care Hospital for breastfeeding support group twice weekly.
- Breast pump loan program for WIC and non-WIC participants.
- The breastfeeding peer counselors and peer counselor coordinator are active members of the Missouri Breastfeeding Coalition and local Breastfeeding Task Force.
- Assist businesses in the obtaining Breastfeeding Friendly Worksite and Breastfeeding Friendly Child Care Facility recognition.
- Maintain designation as a Breastfeeding Friendly WIC Clinic.
- In an effort to minimize client obstacles and increase WIC accessibility, walk-in services are available.
- In an effort to increase efficiency and participant satisfaction, staff have begun implementing changes in clinic flow.

## Budget Challenges/Planned Initiatives

- As caseload continues to decline across the State, City of St. Joseph WIC will strive to maintain caseload. Amid COVID-19 constraints, the current monthly average, for the first quarter of FFY21 is 1,580 participants.
- Maintain or increase the rate of women on WIC with the City St. Joseph who have ever breastfed their infant(s). Current rate is 71.9%; state rate is 70.2%
- Maintain Breastfeeding Friendly WIC Clinic status.
- In continuing efforts to increase efficiency, the WIC staff will complete the transition to a medical model clinic flow which will aim to bring the service (staff) to the client instead of the other way around.

## Performance Statistics

- In calendar year 2020, the average participant count was 1,669 per month; 20,025 contacts for the year which included 5,697 contact with women, 6,054 contact with infants and 7,626 contacts with children.
- Percentage of women on WIC with the City of St. Joseph who ever breastfed their infant was 71.9%; state rate is 70.2%

## WIC Program 6780

### Program Description

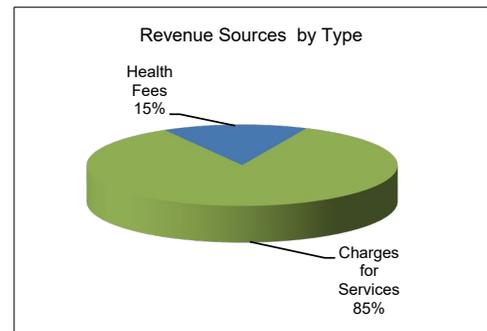
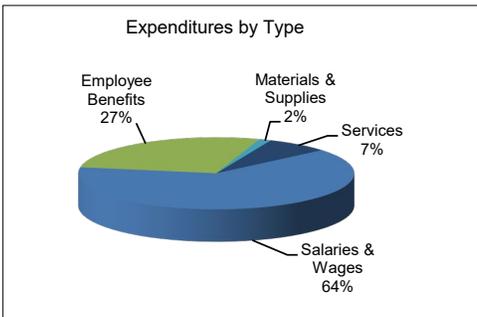
The program promotes the health of low-income women, infants and children (WIC) through a federally funded nutrition education and food provision program with integration and coordination from other programs. All clients must meet income guidelines and have a qualifying medical condition for program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

### Staffing Detail

WIC Coordinator  
 Nutritionist  
 WIC Clerk  
 BFPC Funded 3 PT

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
4	4	4	4
2	2	2	2
1.5	1.5	1.5	1.5
<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	316,541	330,370	312,742	323,999
Employee Benefits	139,273	151,523	152,523	139,137
Materials & Supplies	4,267	7,137	9,828	7,137
Services	32,841	38,478	55,998	37,583
<b>Total</b>	<b>492,921</b>	<b>527,508</b>	<b>531,091</b>	<b>507,856</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Health Fees	87,786	80,000	80,000	80,000
Charges for Services	393,820	393,921	419,944	448,131
Other Revenue	1,227	0	300	0
General Fund - Other	10,089	53,587	30,847	(20,275)
<b>Total</b>	<b>492,921</b>	<b>527,508</b>	<b>531,091</b>	<b>507,856</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 standards, codes, laws and regulations, and to educate the public on these criteria at any given opportunity.

## 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 code standards 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 Smokefree Air Workplaces and 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.
- 24/7 response to truck wrecks, fires, floods and other catastrophic events affecting environmental health and/or food safety.
- Offer and conduct food safety education courses in basic and advanced food handling.

## 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 public, and specifically food establishment owners, managers and general staff, continue to express interest in the food handlers' trainings available each month in a basic and advanced course version.
- EPHS staff have successfully integrated childcare sanitation inspection into their task load. Childcare inspections are completed for state licensed facilities in St. Joseph and Buchanan County.
- EPHS staff assisted with answering calls at the call center and continue to answer them at the office.
- EPHS staff were tasked with the enforcement of the mask mandate.
- EPHS staff received 3,393 non-food related calls.

## Budget Challenges/Planned Initiatives

- Will resume after COVID: 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.
- Will resume after COVID: 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.
- Will resume after COVID: Per a Missouri Department of Health and Senior Services initiative, staff will begin working alongside state level Environmental Public Health Specialist Staff.
- Staff will continue to support the efforts to reduce the spread of the COVID virus through mask enforcement and education.

## **Performance Statistics**

- Total number of inspections for food/drink establishments (328 routine, 139 follow-up, 607 complaint, 324 temporary event inspections, 3 truck wrecks and 2 fires): 1,403 (15 temporary events resulted in 324 temporary event inspections)
- Total number of other inspections & contacts (pre-opening walk-thru, plan review final inspections, educational visits, etc.): 86
- Total number of lodging inspections (10 routine, 7 follow-up and 14 complaint): 31
- Total number of public & semi-private pools & spas inspected (9 routine, 2 follow-up and 4 complaint): 15. There were no fatal accident investigations completed.
- Total number of OWTS (septic system) inspection:22; 12 repair/replacement, 7 preconstruction, 3 complaint investigations
- Total number of tattoo artists licensed: 16.
- Total number of investigations for air quality complaints: 3
- Total number of food handler courses taught: 1 (1 basic courses; 0 advanced). Total number of food handler participants educated: 24 (24 basic level; 0 advanced level)
- Total number of childcare sanitation inspections completed (routine, follow-up): 65
- Number of businesses visited for mask enforcement: 330

# ENVIRONMENTAL HEALTH & FOOD SAFETY

## Program 6920

### Program Description

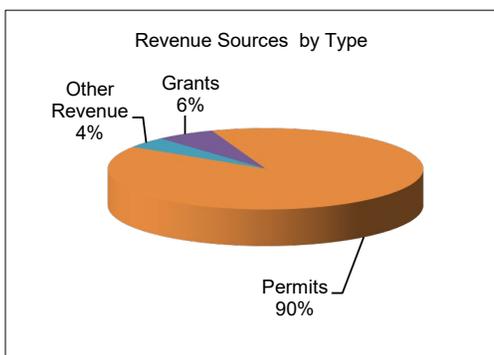
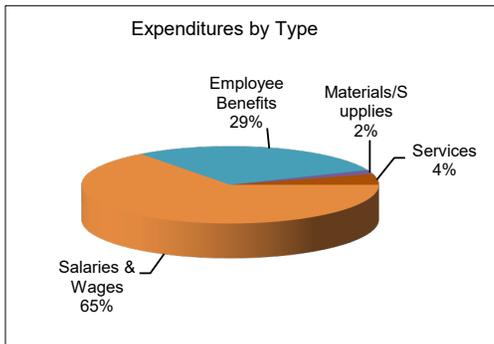
Environmental specialists ensure that all food, drink, lodging and childcare establishments as well as, semi-private and public and swimming pools and spas, meet environmental health and safety codes through coordinated, revolving inspection programs, in order to safeguard public health and safety. Environmental health issues such as noxious odor complaints, Missouri Clean Indoor Air, water quality, and septic system permitting are also coordinated and investigated. Enforcement of aspects relative to City-issue declarations and order pertaining to the health and well-being of the community are the responsibility of health department Environmental Services staff.

### Staffing Detail

Environmental Public Hlth Specialist

2019-20 Actual	2020-21		2021-22 Budget
	Adopted Budget	Estimated Actual	
3	3	3	3
3	3	3	3

### Operating Budget Summary



#### Expenditures:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	148,356	149,098	149,725	151,323
Employee Benefits	64,887	67,217	67,217	67,933
Materials/Supplies	1,963	3,970	5,995	3,970
Services	9,576	10,960	10,960	10,610
Capital Outlay	0	0	0	0
<b>Total</b>	<b>224,782</b>	<b>231,245</b>	<b>233,897</b>	<b>233,836</b>

#### Revenue Sources:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Permits	41,890	93,979	88,900	93,979
Other Revenue	3,161	4,550	4,550	4,550
Grants	4,020	6,350	8,675	6,350
General Fund - Other	175,712	126,366	131,772	128,957
<b>Total</b>	<b>224,782</b>	<b>231,245</b>	<b>233,897</b>	<b>233,836</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

- Continued distributing Pethub high-tech digital licensing tags allowing the public to register their tags online using a QR code.
- On hold due to COVID: city-wide rabies vaccination and pet registration clinics and Puppies for Parole program with the Missouri Department of Corrections.
- Implemented a feline enrichment program for shelter cats. Continued the canine enrichment program for shelter dogs to reduce stress and behavioral issues.
- Hosted Howlapalooza event at the Corby Dog Park, offering onsite adoptions and costume contests.
- Partnered with Boehringer Ingelheim for the Partners in Protection Program, providing free flea and heartworm prevention to all shelter animals.
- Continue the Digs for Dogs program through an ASPCA Anti Cruelty grant provided new and used doghouses and other supplies to dog owners in need.
- Support the Friends of the Animal Shelter with their capital campaign for a new shelter.
- Developed a partnership with Best Friends Animal Society. The benefits of this partnership includes such things as access to a variety of professional resources and mentorship opportunities to achieve organizational goals and increase lifesaving impact.
- Partnered with Companion Protect to offer pet insurance through an incentive-based program.
- Introduced appointment-based owner relinquishments of animals, allowing for detailed interviews and offering resources to keep animals in homes.

## 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 and accessibility.
- To meet staff training needs with minimal effect on the budget.
- To launch a new and improved volunteer program to engage and utilize volunteers to their potential.
- To launch a new and improved animal foster program to increase live outcomes.

## **Performance Statistics**

- Total number of dogs received: 1,010; 730 of which were strays. 1,398 impounded dogs were adopted, redeemed or placed at a rescue.
- Total number of cats received: 955; 941 of which were strays. 660 impounded cats were adopted, redeemed or placed at a rescue.
- Total number of complaints investigated: 5,757 Total number of citations issued: 669 or 12%
- Total number of public education programs: 30 (low due to COVID)
- Total number participants at the annual rabies clinics: canceled due to COVID
- Total number of rabies specimens submitted to the lab: 60; 0 confirmed positive for rabies virus
- Total number of animal licenses sold: 5,837
- Total number of dog park memberships sold: 606
- Total volunteer hours contributed: 1,947
- Spay/Neuter Assist program: 27 dogs; 26 cats

## ANIMAL CONTROL & RESCUE

### Program 6930

#### Program Description

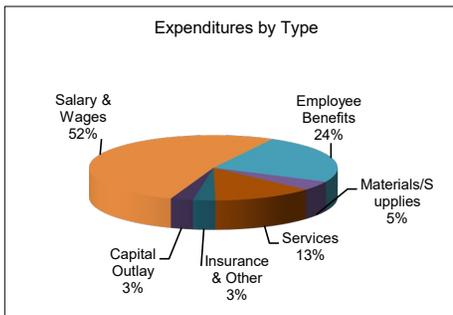
Animal Control and Rescue works to prevent cruelty to animals, protects the public from diseased and vicious animals, and provides education to enhance the human-animal bond. City staff operate field services and animal sheltering with a goal of placing homeless pets into homes and providing resources to pet owners to keep pets with their families and increase their quality

#### Staffing Detail

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

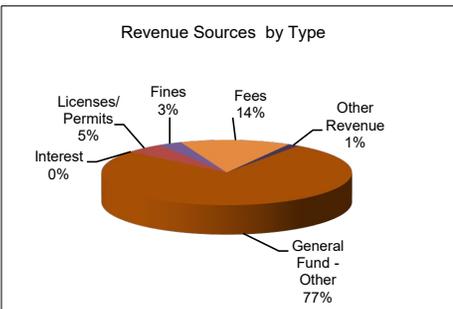
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	0
5	5	5	6
3	3	3	3
14	14	14	14

#### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salary & Wages	516,279	542,776	465,946	547,106
Employee Benefits	259,981	281,866	282,866	252,907
Materials/Supplies	75,354	48,150	63,790	48,150
Services	100,176	146,156	159,437	137,002
Insurance & Other	25,683	30,020	26,530	30,020
Capital Outlay	47,500	0	0	30,500
<b>Total</b>	<b>1,024,972</b>	<b>1,048,969</b>	<b>998,570</b>	<b>1,045,685</b>



#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Licenses/Permits	49,897	50,500	46,100	50,500
Fines	35,561	32,000	32,000	32,000
Fees	109,934	168,040	136,790	149,540
Grants	(323)	0	0	0
Interest	556	630	630	300
Other Revenue	56,584	14,400	62,659	14,400
General Fund - Other	772,763	783,399	720,391	798,945
<b>Total</b>	<b>1,024,972</b>	<b>1,048,969</b>	<b>998,570</b>	<b>1,045,685</b>

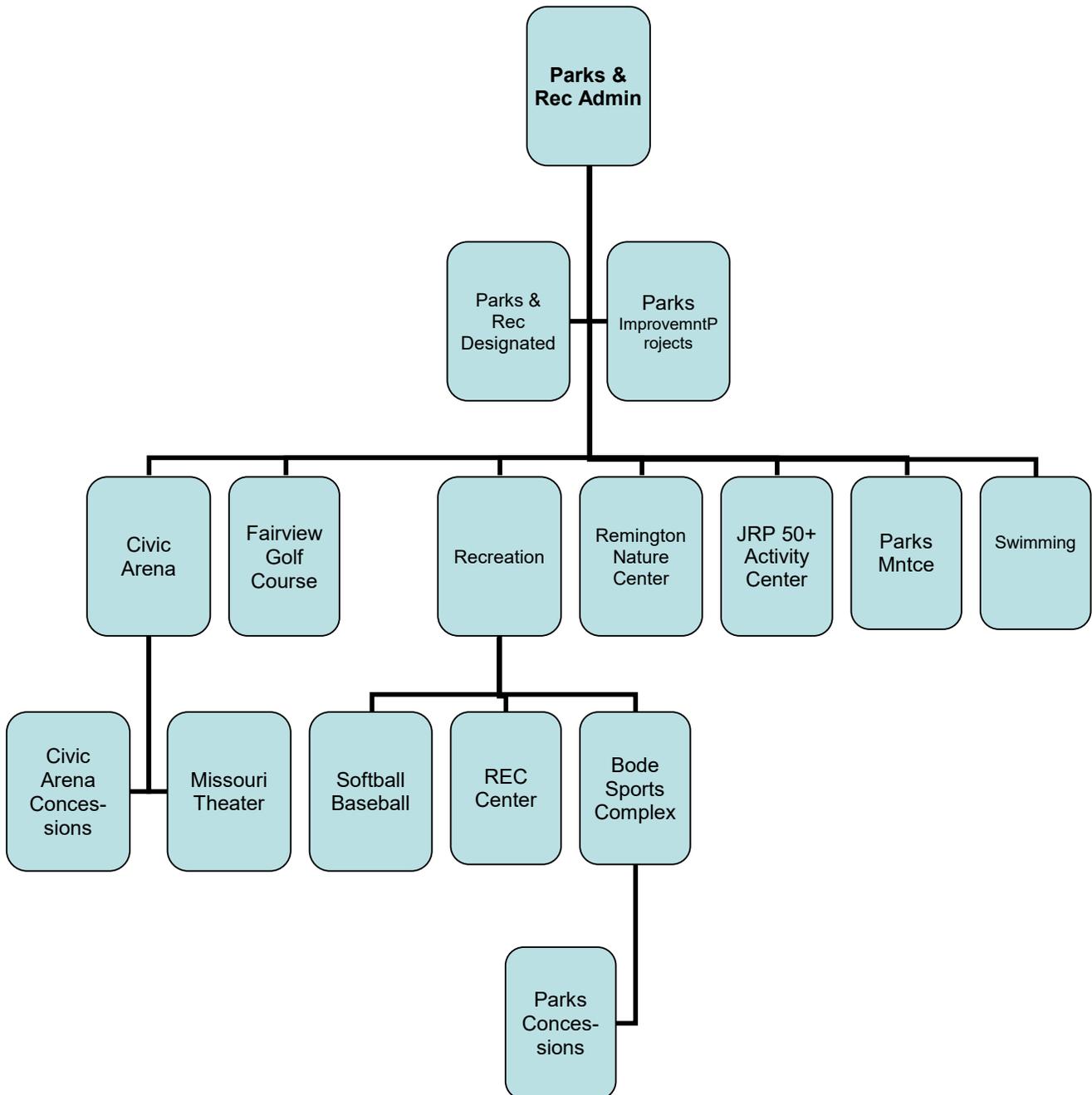
# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

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.

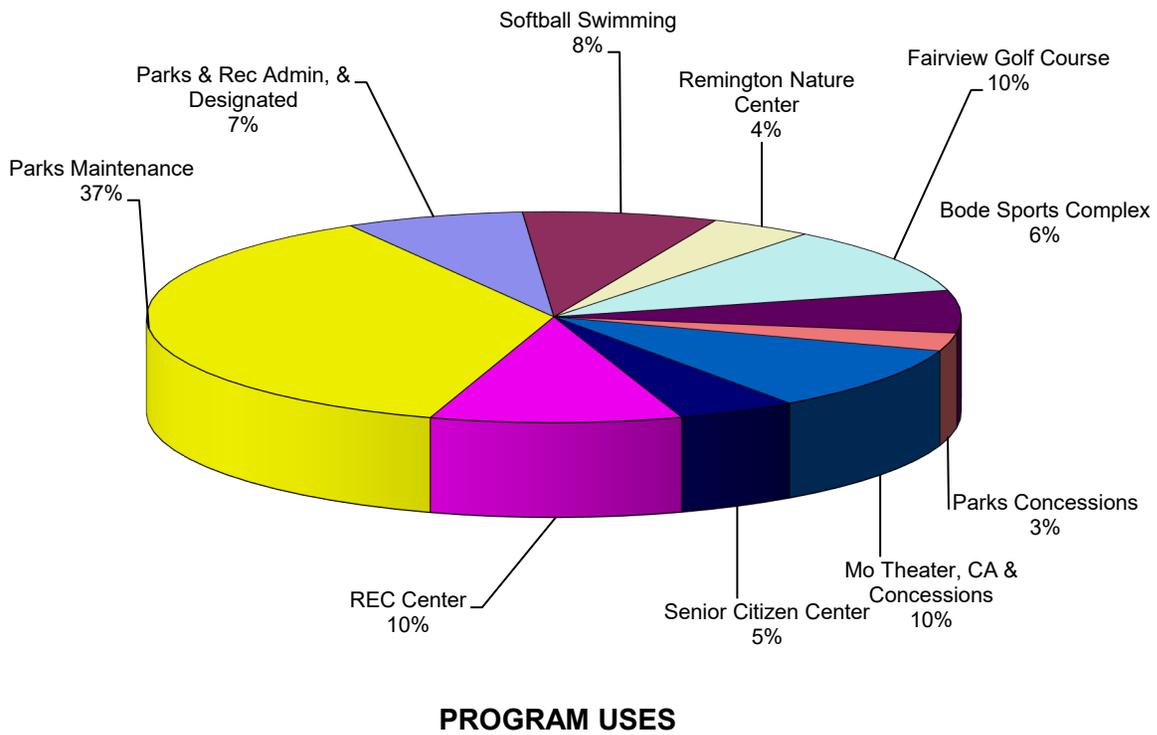
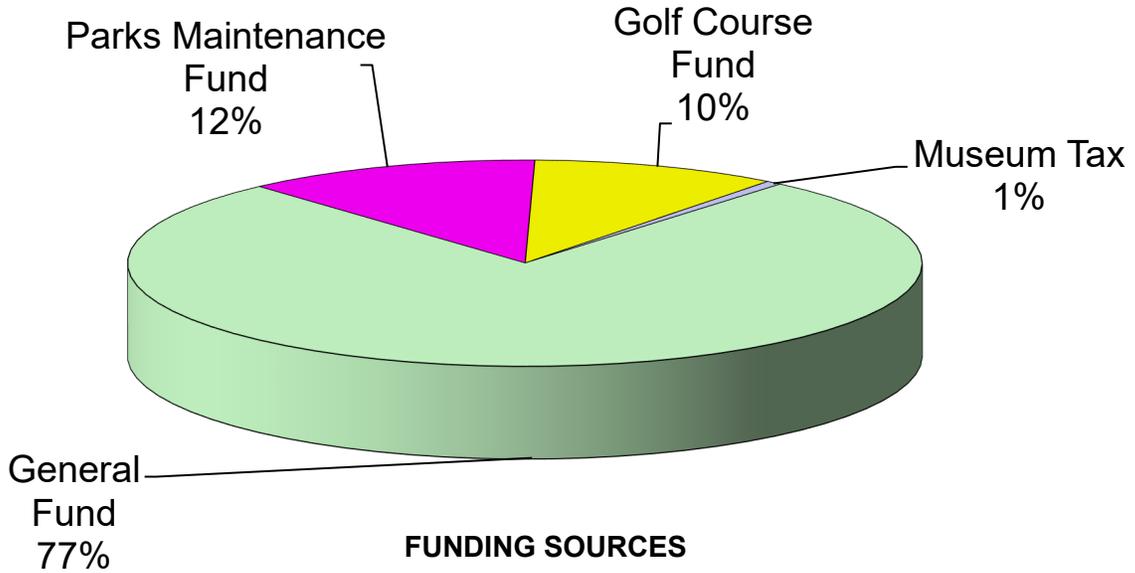
Besides general fund revenues, the department is supported by revenues derived from a twenty cent (\$.20) property tax levy, a special parks maintenance property tax levy of fifty cents (\$.50) per \$100 assessed valuation on land only, donations, user fees, concession sales, grants and a 3% hotel/motel 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:        \$    7,831,070**

**PLANNED USE BY PROGRAM:**



# PARKS & RECREATION DEPARTMENT SOURCES & USES

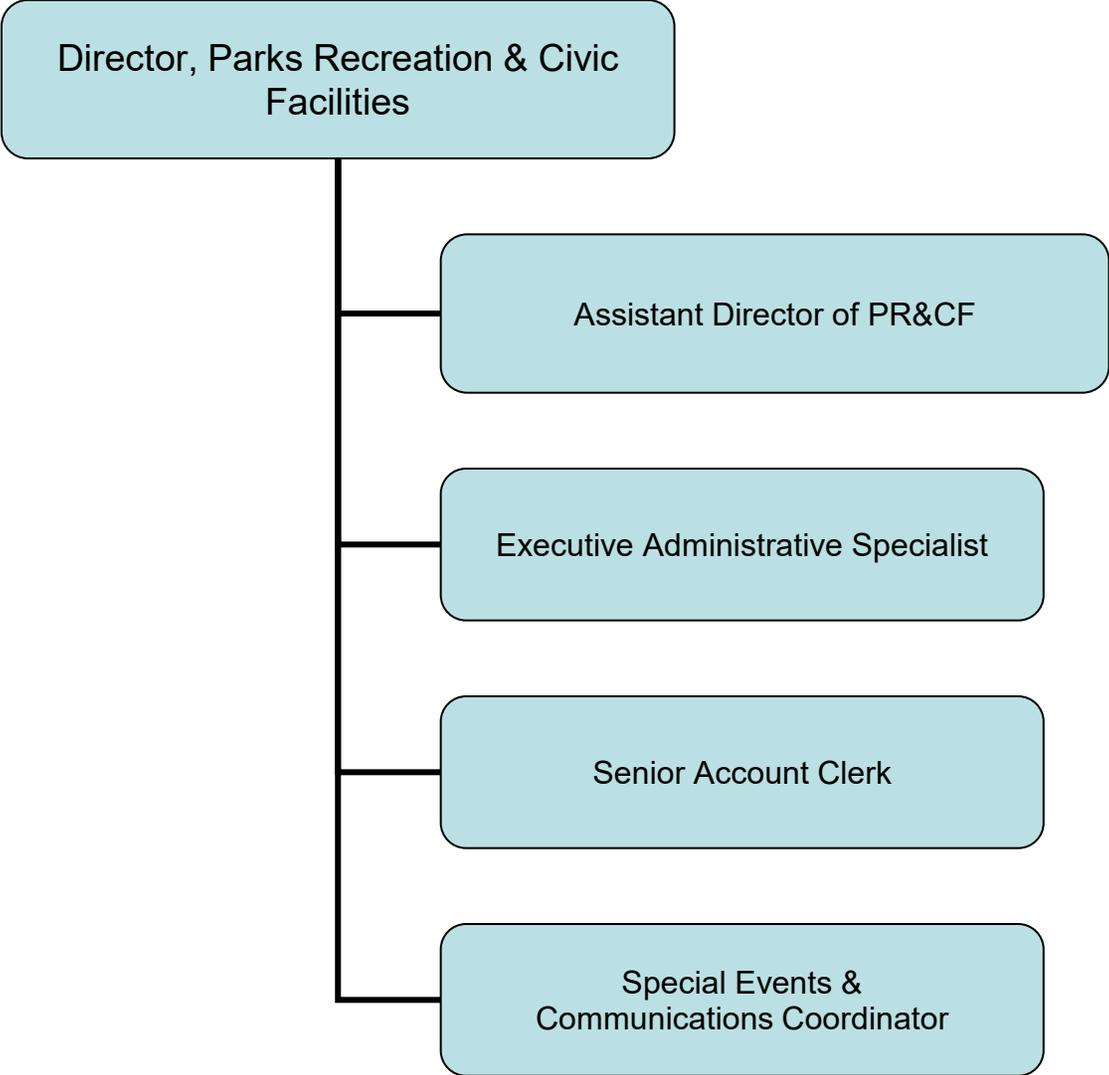


# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	2,965,150	2,987,008	2,844,572	3,138,140
Payroll Expenses & Benefits	1,176,480	1,239,742	1,232,185	1,265,030
Materials & Supplies	539,027	736,573	646,728	773,303
Utilities & Other Contracted Services	1,699,551	1,991,261	2,018,685	2,156,863
Insurance/Claims/Other/Transfers	964,469	422,676	415,742	462,734
Capital Outlay/Lease Payment Debt	158,071	78,453	146,450	35,000
	<u>7,502,749</u>	<u>7,455,713</u>	<u>7,304,362</u>	<u>7,831,070</u>
<b>USES BY PROGRAM</b>				
Parks, Recreation & Civic Facilities Admin	1,105,567	650,969	745,476	771,355
Softball/Baseball	227,812	235,261	209,258	261,665
Swimming	303,999	290,859	186,978	326,304
Remington Nature Center	289,238	362,681	360,935	309,595
Senior Citizen Center	333,376	356,111	367,789	358,143
REC Center	593,354	768,408	667,761	756,424
Fairview Golf Course	774,977	751,960	779,112	768,436
Golf Course CIP	15,126	9,052	9,052	16,952
Bode Sports Complex	453,442	467,392	532,622	496,080
Parks Concessions	157,551	215,341	181,195	209,383
Parks Designated Expenses	15,124	9,350	44,875	9,350
Parks Maintenance	2,670,672	2,624,135	2,551,424	2,790,736
Civic Arena & Civic Concessions	454,904	652,866	547,571	626,005
Missouri Theater	128,635	137,356	120,315	130,642
	<u>7,523,777</u>	<u>7,531,741</u>	<u>7,304,362</u>	<u>7,831,070</u>
<b>FUNDING SOURCES</b>				
General Fund	5,682,058	5,730,769	5,407,768	6,015,539
Parks Maintenance Fund	956,616	949,960	1,018,430	940,143
Gaming Fund	45,000	40,000	40,000	40,000
Museum Fund	50,000	50,000	50,000	50,000
Golf Fund	790,102	761,012	788,164	785,388
	<u>7,523,777</u>	<u>7,531,741</u>	<u>7,304,362</u>	<u>7,831,070</u>
<b>STAFFING SUMMARY (Full &amp; PT Regular)</b>				
Parks, Recreation & Civic Facilities Admin	5	5	5	5
Softball/Baseball	1	1	1	1
Swimming	1	1	1	1
Remington Nature Center	4.5	5.0	5.0	5.0
Senior Citizen Center	4	4	4	4
REC Center (5 FT, remainder are PT positions)	11.5	11.5	11.5	11.5
Fairview Golf Course	7.5	7.5	7.5	7.5
Bode Sports Complex	4.0	4.0	4.0	4.0
Parks Maintenance	23	23	23	24
Civic Arena & Civic Concessions	4	4	4	4
Missouri Theater	1	1	1	1
	<u>66.5</u>	<u>67.0</u>	<u>67.0</u>	<u>68.0</u>

\*Excluding Transfers to Prks Mnt Fund

**PARKS, RECREATION & CIVIC FACILITIES ADMINISTRATION**



# **Parks & Recreation Administration**

## **Mission**

To provide a variety of quality of life programs and services to promote a healthy community through fitness, recreation, and entertainment.

## **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
- Enhance social media presence to promote parks, facilities, events, and programs
- 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**

- Held over 10 outreach events and activities, both annual and first-time, despite COVID19 regulations
- Continued relationships with community partners including community organizations, companies, and groups. These relationships are integral for providing facilities, services, and programs for the public.
- Converted donations for the annual Mayor's Children's Christmas Party into funding for the AFL-CIO's Adopt-A-Family program due to COVID19. Four families were adopted for a total of 31 people
- Increased communication to the public by utilizing social media sites: Facebook, Twitter, and Instagram
- Continued the Community Assistance Program agreement with Missouri Department of Conservation, stocking of fish in Krug Park lagoon.
- Worked with the Kiwanis Club to construct a new shelter at Bartlett Park
- CIP projects - design/construct new splash park at Hyde Park; Wyeth-Tootle Mansion design exterior renovations,
- Initiation of the River Bluff Trails project, selecting design/build contractor.

## **Budget Challenges/Planned Initiatives**

- Aging infrastructure, equipment, and the ability to obtain parts for obsolete equipment has caused an increase of
- Heavily modified restrictions, loss of physical human resources, and the daily focus on the health and safety of employees, vendors, and customers impacted regular duties and daily activities
- Third year of new Missouri minimum wage requirements impacting Parks budget, which could significantly increase wages in all programs over the next five years
- Cuts in maintenance staff is impacting the amount of work we can complete.
- Restrictions in the budget make it difficult to find funding for department sponsored events within the park system
- Evaluation of department wide facility-use agreements and re-evaluating processes and programs to increase efficiency and provide better customer service
- Vandalism and other incidents in parks, parkway, and facilities increases the need for security cameras at all facilities and parks
- COVID19 restricted the ability to host indoor and outdoor activities causing many to be canceled or heavily adjusted

## **Performance Statistics**

- 1,078 drove through our trunk-or-treat outreach event
- Implementation of new software programs, including RecTrac, Project Mates, and Cartegraph.
- Facebook followers increased by 411 pushing our platform reach to 3,730

# PARKS & RECREATION ADMINISTRATION

## Program 8330

### Program Description

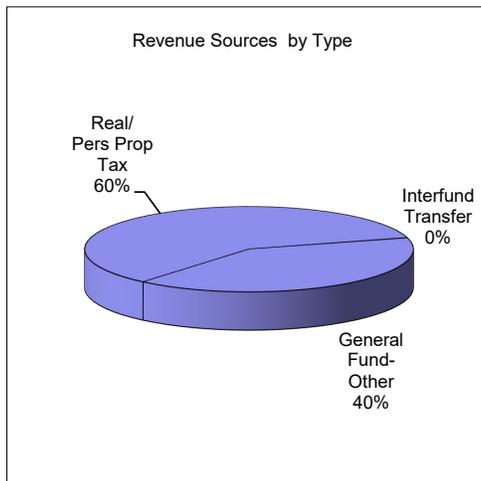
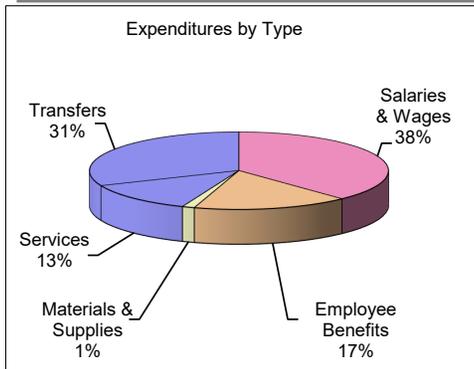
Administrative services and management support for Parks & Recreation programs are provided with the aim of offering a variety of quality of life experiences for the residents of St. Joseph and adding to the aesthetic appeal of the City. Staff also provide information to the public regarding department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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
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



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	272,255	196,881	288,532	292,770
Employee Benefits	114,305	129,019	133,165	129,996
Materials & Supplies	4,581	9,024	13,524	10,324
Capitla Outlay	0	0	0	0
Utilities	0	0	0	0
Services	96,370	104,550	98,760	96,260
Transfers	618,055	211,495	211,495	242,005
<b>Total</b>	<b>1,105,567</b>	<b>650,969</b>	<b>745,476</b>	<b>771,355</b>
<b>Revenue Sources:</b>				
Real/ Pers Prop Tax	2,340,429	2,353,093	2,386,793	2,363,349
Rec Fees	4,480	5,000	5,000	5,000
Rents	0	0	1,800	4,200
Interest	2,072	60	1,060	60
Other Revenue	10,902	115	115	115
Interfund Transfer	132,000	0	0	0
General Fund-Other	(1,384,315)	(1,707,299)	(1,649,292)	(1,601,369)
<b>Total</b>	<b>1,105,567</b>	<b>650,969</b>	<b>745,476</b>	<b>771,355</b>

# PARKS DESIGNATED FUNDS

## Program 3180

**Program Description**

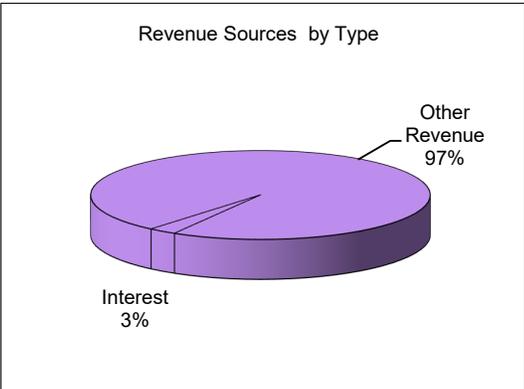
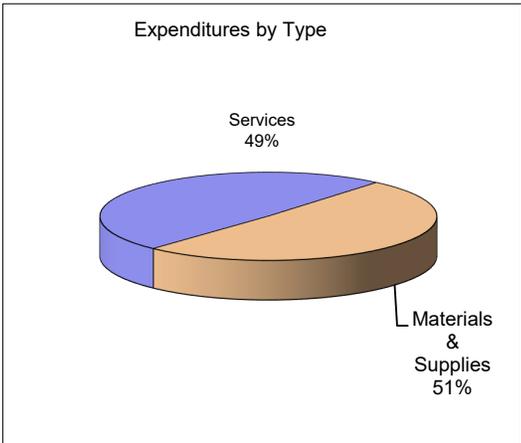
This program was established to help track expenditures and revenues related to grants and donations

**Staffing Detail**

N/A

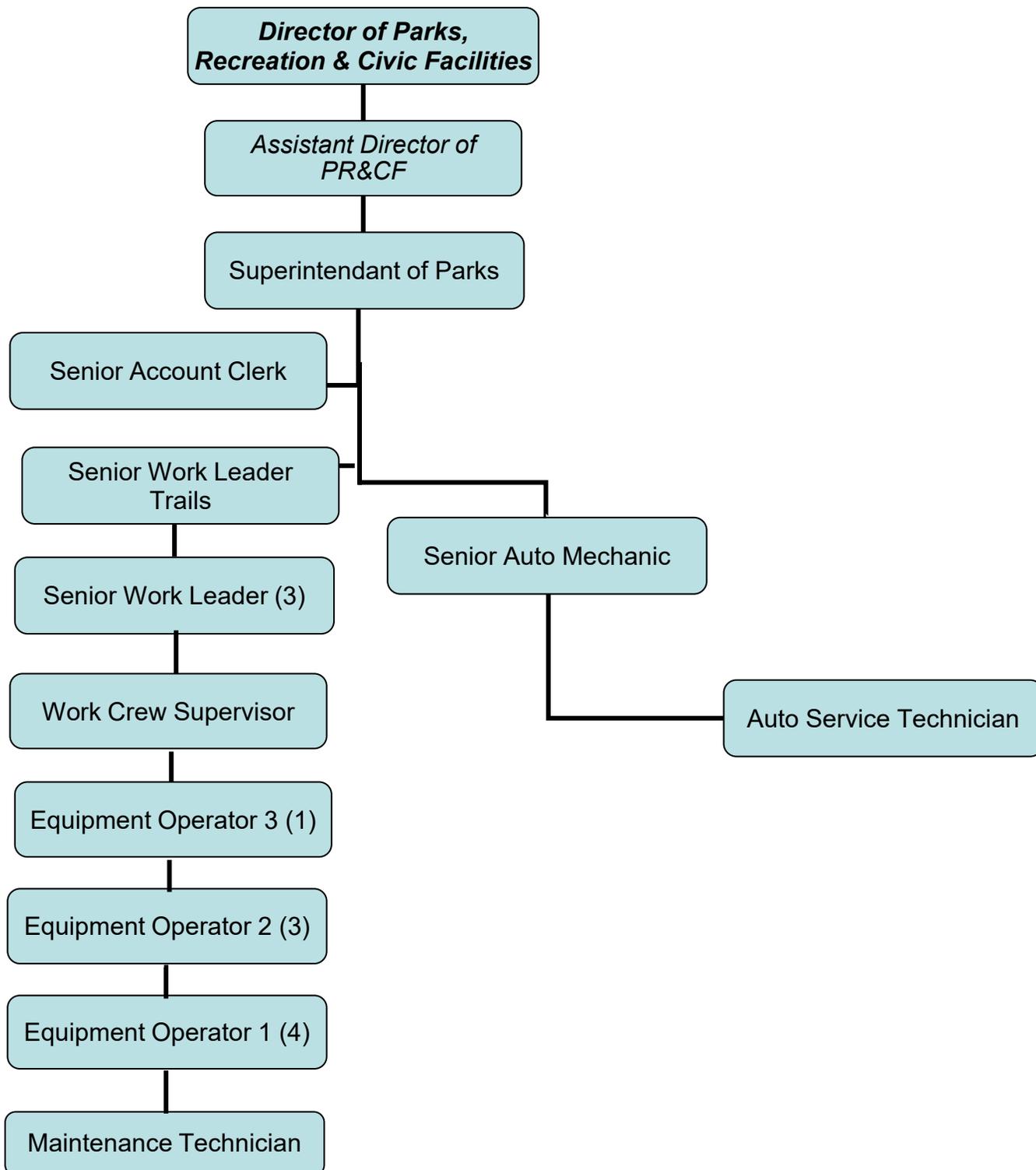
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget

**Operating Budget Summary**



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	(456)	4,750	5,275	4,750
Capital Improvement	3,606	0	35,000	0
Services	11,974	4,600	4,600	4,600
<b>Total</b>	<b>15,124</b>	<b>9,350</b>	<b>44,875</b>	<b>9,350</b>
<b>Revenue Sources:</b>				
Other Revenue	123,483	9,100	44,100	9,100
Interest	0	250	250	250
Transfer Fund bal	(108,359)	0	525	0
<b>Total</b>	<b>15,124</b>	<b>9,350</b>	<b>44,875</b>	<b>9,350</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, Provide 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 well 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
- Repaired maintenance buildings at Heritage Park due to flood damage; and clean up along Missouri river ongoing
- Located and repaired leak at the Aquatic Park
- Planted new trees as removed; ground stumps of dead or hazardous trees;
- Seasonal placement and removal of the French Bottoms river dock; Ongoing playground repairs, maintenance, and inspections
- Installed and removed holiday lighting at Krug Park, Hyde Park, Felix Street Square, and Lake and Illinois Ave.
- Debris removal from multiple storms; never ending graffiti removal and repairs due to vandalism; Repairs to chain link fencing due to vandalism and accidents
- Added 4 memorial benches throughout the park system; Prepared and maintained 21 ball fields from March to October
- Poured floor for a new shelter at Bartlett; replaced fencing at Lions ballfield and Drake complex; removed playground equipment at Maple Leaf Parkway to make way for new equipment
- Due to Covid-19 most of our staff was sent home for 3 weeks and we never received our 10 to 15 work release workers

## Budget Challenges/Planned Initiatives

- Construction of water feature and other areas at Hyde Park
- Maintenance and upkeep of aging rolling stock; Repair or replace aging roofs on park facilities
- Implementation of new asset management software
- Maintain a 9 day mowing cycle of the parkway and park system
- Continue upgrades to department vehicles and equipment used in the care and upkeep of the boulevard and parks
- Install new foul poles at Heritage Park Softball Complex
- Repair of aging pools and operating system
- Continue to maintain the many trees under our care
- Increase staff to accommodate increased work load
- Due to COVID-19 we are not sure of the status of our work release program

# PARKS MAINTENANCE

## Program 3090

### Program Description

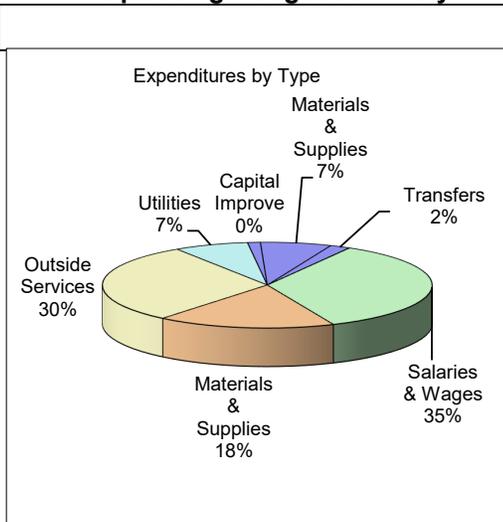
To enhance both the beauty of the park system and user enjoyment of the City's park facilities, staff maintains City parks, park buildings and equipment.

### Staffing Detail

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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
3	3	3	3
0	0	0	1
1	1	1	1
1	1	1	1
7	7	7	7
1	1	1	1
3	3	3	3
1	1	1	1
4	4	4	4
1	1	1	1
<b>23</b>	<b>23</b>	<b>23</b>	<b>24</b>

### Operating Budget Summary

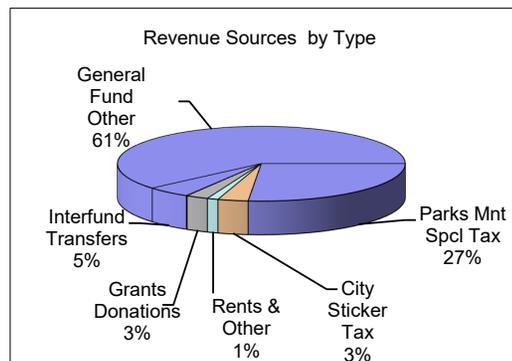


#### Expenditures:

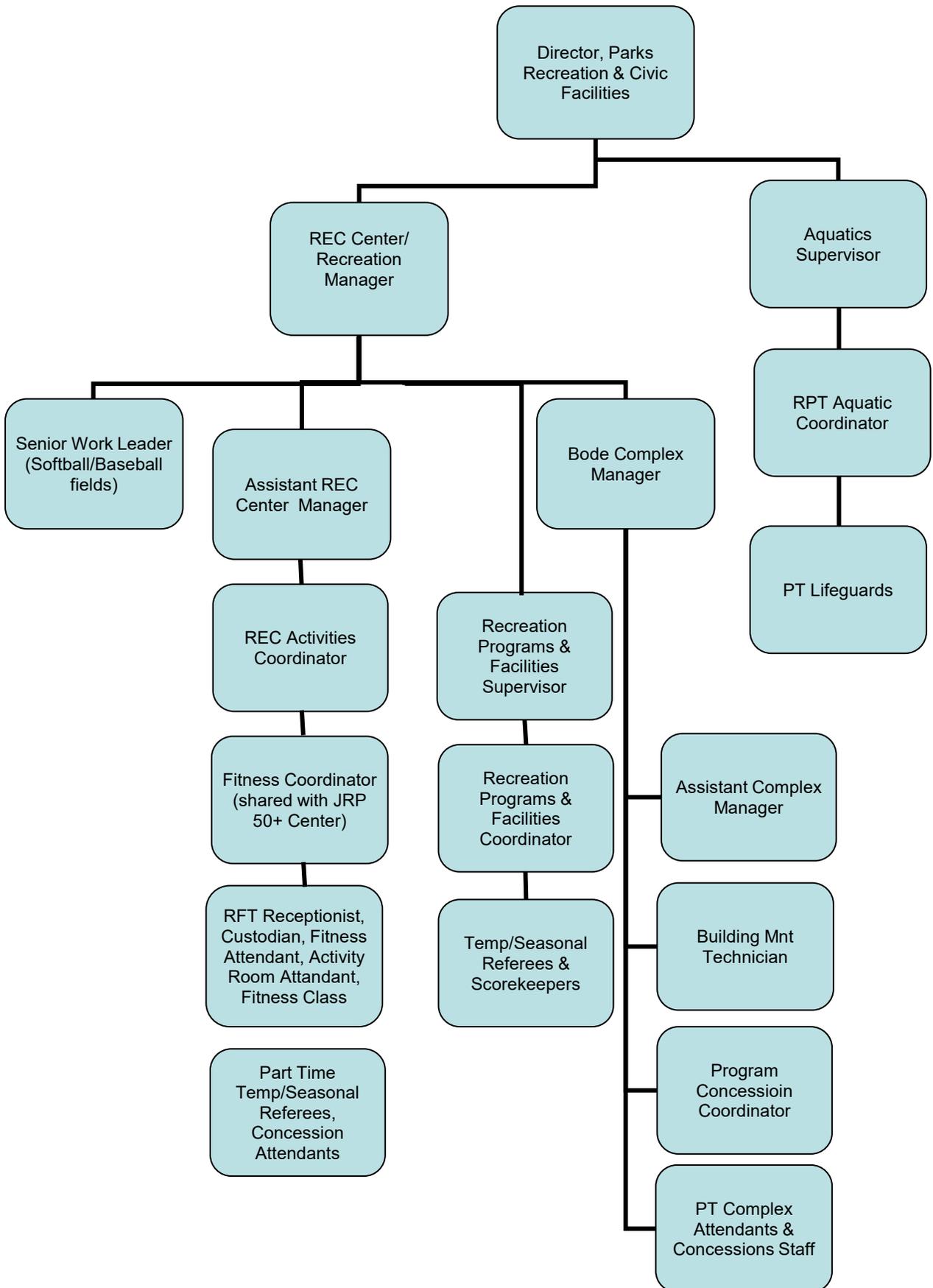
	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	935,805	941,467	934,756	979,982
Employee Benefits	436,069	456,803	456,803	486,939
Outside Services	696,813	746,696	776,261	833,498
Utilities	144,199	204,065	149,000	204,065
Capital Outlay	102,092	0	0	35,000
Capital Improve	0	23,000	23,000	0
Materials & Supplies	168,098	194,650	154,150	194,650
Transfers	186,597	56,371	56,371	55,477
Transfer Network	1,000	1,083	1,083	1,125
<b>Total</b>	<b>2,670,672</b>	<b>2,624,135</b>	<b>2,551,424</b>	<b>2,790,736</b>

#### Revenue Sources:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Parks Mnt Spcl Tax	728,521	751,117	756,117	738,300
City Sticker Tax	95,998	95,000	95,000	95,000
Misc Rev	(15,480)	0	50,328	0
Rents & Other	31,443	31,443	31,443	34,443
Grants Donations	78,869	70,000	78,142	70,000
Interest	14,777	2,400	2,400	2,400
Other Revenue	22,487	0	5,000	0
Interfund Transfers	352,932	151,163	151,163	138,317
General Fund Other	1,361,125	1,523,012	1,381,831	1,712,276
<b>Total</b>	<b>2,670,672</b>	<b>2,624,135</b>	<b>2,551,424</b>	<b>2,790,736</b>



# PARKS, RECREATION & CIVIC FACILITIES - RECREATION



# Recreation Programs

## Recreation, Softball/Baseball

### Mission

Provide a variety of safe and enjoyable recreational activities to motivate youth to make positive, healthy life choices and discourage at-risk behavior. Promote tourism through sports tournaments and competition and provide a variety of recreation activities for adults in the community.

### Core Services

- Administer the financial, operational budgets of the recreation and softball/baseball programs
- Provide assistance to user groups to facilitate youth sports activities
- Organize and facilitate adult programming for all ages in fitness, softball, baseball, and other recreational activities
- Market and promote city facilities for use in local, state, regional and national tournaments and competitions
- Provide quality facilities for various user groups in the community
- Coordinate with park maintenance staff to prepare and maintain athletic and recreation facilities for public usage

### Current Year Activity/Achievements

- Partnered with St Joseph Health Department to facilitate St. Joe Fit wellness program
- Conducted the 2019 USA Softball Men's Major National Fastpitch tournament hosting 12 teams from across the
- Offered youth tennis program during the month of July to introduce the game to young children
- Continued to offer adult cornhole league at Fairview Golf Course in the fall and winter of 2019 with steady growth in number of teams participating
- Held the 2nd Outlaw Adventure challenge run in March 2019 with an 8% increase in registration
- Held the 2nd annual St Joseph Senior Games sponsored by the department for adults 50 years of age and older with an increase of 12 participants compared to 2018.
- Partnered with the St Joseph School District, PEB baseball, and MESA softball to provide and prepare facilities for game usage

### Budget Challenges/Planned Initiatives

- Host USA Softball girls 16B Northern National tournament to be held in late July 2019
- Hold the 3rd Outlaw Adventure Run and market towards increasing participation
- Increase participation in the Senior Games event
- Implement equitable user group agreements and the fees that are collected for use of city facilities
- Continue growth of new adult and youth activities such as cornhole, adventure/challenge runs, tennis, and disc golf that have shortened time commitments needed for participation
- Explore the potential of youth tennis tournaments to be held at Noyes Tennis Center
- Reintroduce evening pickleball leagues as an activity for the public

# SOFTBALL/BASEBALL

## Program 3020

### Program Description

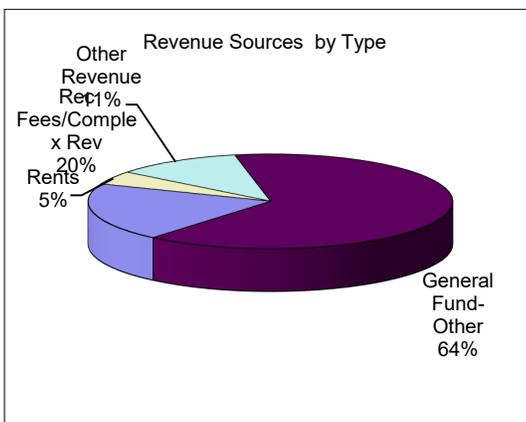
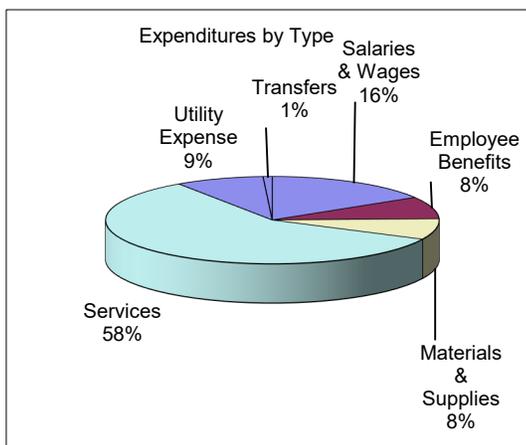
Provides a safe and enjoyable experience through the management and administration of the City's Spring and Fall Adult Softball programs and the City's 21 baseball and softball fields.

### Staffing Detail

Senior Work Leader

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1

### Operating Budget Summary



#### Expenditures:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Salaries & Wages	84,575	46,928	45,275	42,695
Employee Benefits	25,875	22,397	22,397	21,475
Materials & Supplies	13,301	18,700	9,350	20,200
Services	82,323	122,421	107,421	152,481
Capital Improvements	0	0	0	0
Utility Expense	19,423	22,500	22,500	22,500
Transfers	2,315	2,315	2,315	2,315
<b>Total</b>	<b>227,812</b>	<b>235,261</b>	<b>209,258</b>	<b>261,665</b>

#### Revenue Sources:

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Estimated Actual	2021-22 Budget
Rec Fees/Complex Rev	15,096	74,150	58,400	52,000
Grants	(43)	0	0	0
Rents	15,135	16,550	10,000	12,000
Other Revenue	11,000	27,505	27,505	29,505
General Fund-Other	186,625	117,056	113,353	168,160
<b>Total</b>	<b>227,812</b>	<b>235,261</b>	<b>209,258</b>	<b>261,665</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, and fitness classes
- Adult sports include volleyball, basketball, and pickle ball
- Youth sports include basketball, volleyball, and karate
- Summer youth recreation and sports camp
- Special event and tournament rentals
- Health and wellness initiatives including St. Joe Fit
- Host community events

## Current Year Activity/Achievements

- Added after hours access to the fitness room
- Youth volleyball leagues continued to be popular and one of the larger youth programs offered
- Partnered with MO Family Sports to offer a youth basketball league for k-6th grades
- Facility rentals for basketball and volleyball practices greatly increased due to more available court time
- Pickleball open gym times were expanded to 4 days per week by adding time on Saturdays
- Facility rentals for tournaments increased due to more weekend gym times
- Hosted the KC Kings Wheelchair basketball tournament that brought in teams from Missouri and Oklahoma
- Hosted community events such as the United Way Success by 6 Dr. Seuss Day Celebration and the Southside

## Budget Challenges/Planned Initiatives

- Finding available space and time to meet the demand of some of the programs, activities, and classes continues to be a challenge. There is a great need for additional rooms and a gym
- Due to the high volume of traffic the center sees during the winter months, the gym floor and many walls need repair and repainted
- Offering additional summer youth volleyball and basketball leagues
- COVID-19 pandemic caused the REC to close for 45 days and as a result revenue from planned leagues and events were lost
- Working with outside organizations to bring in tournaments and events

## Performance Statistics

- 252 gym rentals for basketball practice
- 249 gym rentals for volleyball
- 605 Active Memberships in FY20 (January through December)
- 6 weekend tournament and event rentals

# REC CENTER

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

### Program 3060

#### Program Description

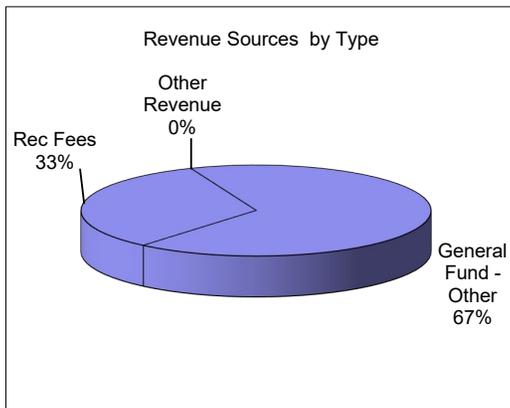
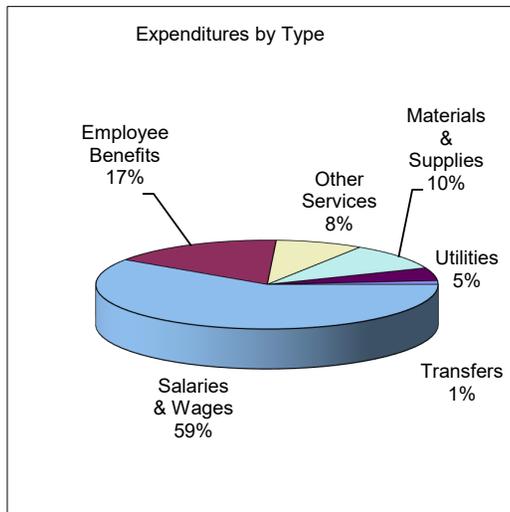
The staff at the Center provide safe, supervised recreation opportunities through both adult and children's activity programs for the whole community. The REC Center hosts a fitness room, three basketball/volleyball courts, a community room, an indoor running track and rooms for various recreation & 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) @ 15 hrs/wk  
 Receptionists (7) @ 29 hrs/wk  
 Fitness Attendants (3) @ 25 hrs/wk  
 Center has other Temp Fitness Instructors, Activity Room Attendants

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
2.5	2.5	2.5	2.5
2.5	2.5	2.5	2.5
1.5	1.5	1.5	1.5
11.5	11.5	11.5	11.5

#### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	366,537	446,150	377,433	449,451
Employee Benefits	116,367	127,670	123,790	124,230
Other Services	25,905	74,930	61,925	62,705
Materials & Supplies	42,862	73,720	67,357	74,100
Utilities	31,227	35,482	26,800	35,482
Transfers	10,455	10,456	10,456	10,456
<b>Total</b>	<b>593,354</b>	<b>768,408</b>	<b>667,761</b>	<b>756,424</b>
<b>Revenue Sources:</b>				
Rec Fees	215,979	303,500	183,000	248,000
Grants	0	0	2,307	0
Other Revenue	3,282	1,150	800	0
General Fund - Other	374,092	463,758	481,654	508,424
<b>Total</b>	<b>593,354</b>	<b>768,408</b>	<b>667,761</b>	<b>756,424</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 all ages
- Ice time for figure skating organizations
- Ice time for hockey teams
- Provide classes for Learn to Skate USA for figure skating and hockey
- Beyond basic skating program
- Host St. Joseph Curling Club activities
- Six lighted outdoor basketball courts which host the Summer Jam program
- Three outdoor pickleball courts and a multi-purpose area
- Host of a variety of figure skating competitions
- Host of a variety of youth hockey tournaments

## **Current Year Activity/Achievements**

- The St. Joseph Figure Skating Club cancelled their Pony Express Figure Skating Competition in September due to COVID-19
- The Greater St. Joseph Youth Hockey Association continues to grow and continued the season in the midst of COVID-19
- Continue to collaborate with Remington Nature Center on the Recreation Education programs
- The Griffon Gliders Christmas Show "Masks & Mistletoe the 2020 Christmas Show" was successful despite COVID-19 concerns
- National Skating Month was hosted in January with over 300 people participating
- Special Olympic Winter Games was not held due to weather
- The FSC presented "Frozen the Frosty Fairytale" in August due to not being able to perform in May, due to COVID-19
- The Griffon Gliders have competed in 3 virtual competitions, due to COVID-19
- Started an Adult Hockey League that ran August - October with 6 teams

## **Budget Challenges/Planned Initiatives**

- Continue the additional Battle of the Biscuit in house hockey program for preseason and post season
- Continue to do creative scheduling with private parties due to no public sessions
- Continue to encourage KC hockey to utilize Bode as a travel practice site
- Collaborate with the FSC to bring in clinics and seminars
- Continue to find additional ice time for hockey power skating programs

# BODE SPORTS COMPLEX

## Program 3080

### Program Description

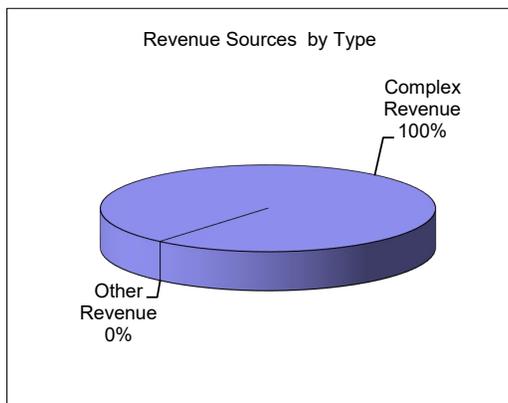
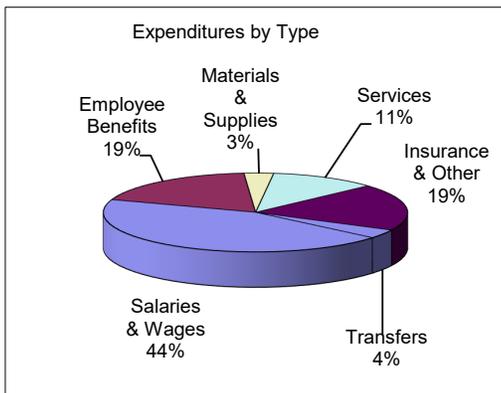
This program offers a quality facility that operates on a flexible schedule. The Complex is open 10 months a year for recreational skating, private parties, school groups, hockey and figure skating. Outdoor, in-line rink and basketball courts are open year round, weather permitting.

### Staffing Detail

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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
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:**  
 Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Services  
 Insurance & Other  
 Capital  
 Transfers

**Revenue Sources:**  
 Complex Revenue  
 Grants  
 Other Revenue  
 General Fund-other

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
209,788	216,563	212,935	218,841
87,921	90,354	90,354	91,973
11,989	16,600	13,600	15,600
43,917	53,239	124,497	56,139
81,700	72,509	73,109	95,400
0	0	0	0
18,127	18,127	18,127	18,127
<b>Total</b>	<b>453,442</b>	<b>467,392</b>	<b>532,622</b>
210,635	243,200	156,200	223,100
5,737	0	0	0
16,613	2,000	69,258	2,000
220,458	222,192	307,164	270,980
<b>Total</b>	<b>453,442</b>	<b>467,392</b>	<b>532,622</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 fifty seasonal part - time positions to the community
- Offer fair and responsible menu pricing
- Create a positive image as we represent the St. Joseph Parks, Recreation & Civic Facilities

## **Current Year Activity/Achievements**

- Maintained 8 concession areas within the Parks Concessions
- Revamped Bode Ice Arena concession operation and updated the menu
- Continue to recycle in all areas of operation
- Two employees received their Serv Safe management certification
- Kept waste and loss to a minimum

## **Budget Challenges/Planned Initiatives**

- Continue to build relationships with vendors to offer the best product and pricing
- Safety of employees continues to be an issue in remote facilities
- Provided credit card services at Drake Complex
- Summer Jam move games to new InterServ facility
- No swimming season at either pool due to COVID19
- Packaged or limited concession items available due to COVID19 restrictions
- Limited number of employees that made their self available because of unemployment benefits

# PARKS CONCESSIONS

## Program 3085

### Program Description

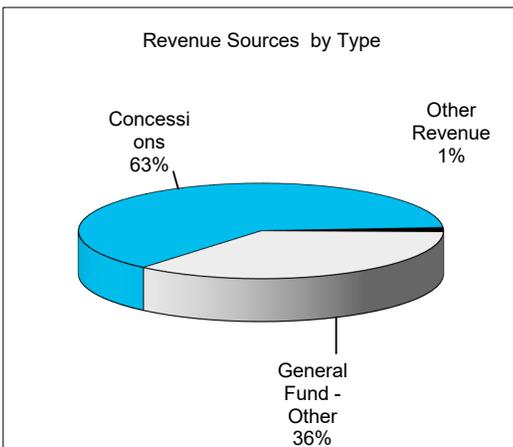
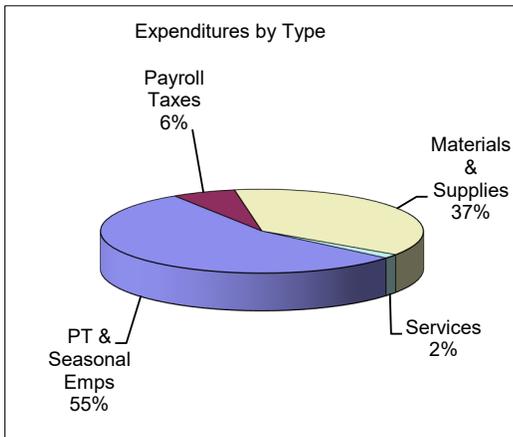
This program accounts for the concession services provided by the Parks & Recreation Department to the swimming pools ballfields, Remington Nature Center and Bode Sports Complex.

### Staffing Detail

Part time concession staff only

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
N/A	N/A	N/A	N/A

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
PT & Seasonal Emps	77,996	114,713	77,827	114,700
Payroll Taxes	13,926	13,298	13,298	13,363
Materials & Supplies	50,273	78,000	78,000	78,000
Services	15,357	9,330	12,070	3,320
Capital	0	0	0	0
<b>Total</b>	<b>157,551</b>	<b>215,341</b>	<b>181,195</b>	<b>209,383</b>
<b>Revenue Sources:</b>				
Concessions	92,871	140,647	140,647	131,500
Grants	(3,558)	0	0	0
Other Revenue	3,487	3,000	3,000	3,000
General Fund - Other	64,752	71,694	37,548	74,883
<b>Total</b>	<b>157,551</b>	<b>215,341</b>	<b>181,195</b>	<b>209,383</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 year round family friendly swimming venue
- 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

- Numerous canceled events due to COVID19 - 20th Annual Aquatic Leadership Conference and Red Cross Instructor Training Academy (which was a week long academy)
- The 2020 season at Aquatic Park and Krug Pool were closed due to COVID19
- MWSU's pool closed from March 9 to August 11, 2020
- KCSA swim team once again began practices August 18th
- SHS boy's swim team began on September 9th
- MWSU open swim began on Sept 21, with limited hours as new COVID19 procedures were implemented
- Internal MWSU staff training (CPR, Lifeguards, etc.)
- All non-MWSU trainings were canceled
- Coordinated with Missouri Parks & Recreation Association to host a Q&A session discussing various operation, training and regulation procedures for Missouri pools.
- Utilizing social media as our outlet we created and produced in-house commercials featuring safety topics, Lifeguard "shorts" our "short movies" with outdoor activities; and created "ReCreation of RECreation" to summaries how we are doing everything differently - Information was a featured article in the National Recreation & Parks Association magazine.

## Budget Challenges/Planned Initiatives

- Additional staff training including use of new safety equipment (gowns, goggles, face shields, N-95 masks)
- New rescue procedures including how to rapidly dress in new safety equipment and identifying designated "deck" personnel and "in-water" personnel
- Safety precautions and procedures implemented at MWSU (face coverings, no outside guests/spectators; and no outside rentals, trainings, or events)
- Customer check-in procedures including no cash transactions, limited occupancy, and documentation for contact training and recordkeeping
- Kansas City Metro Aquatics Council (KCMAC) expanded membership to include 15 states and international participation - this allows real time information on pandemic. Guest speakers included both US Department of Labor and CDC
- Work directly with Red Cross to assist in providing education sessions to training facilities on the certification extensions and other pertinent training updates and changes. Educational sessions included state-specific meetings for MO, KS, IA, NE

# 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.

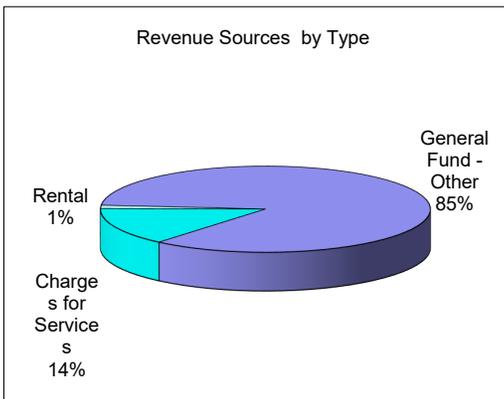
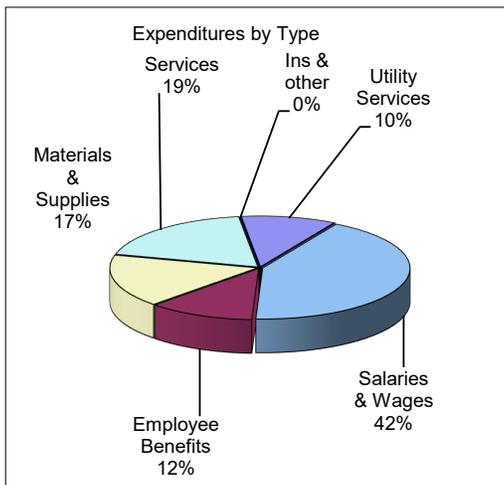
### Staffing Detail

Aquatics/Recreation Supervisor

PT Temporary Employees

2019-20	2020-21		2021-22
	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  
 Ins & other  
 Improv Other Buildings  
 Utility Services  
 Capital Outlay

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
132,790	137,718	65,825	138,390
42,912	31,637	31,637	37,941
10,777	23,263	6,300	54,463
56,238	57,990	53,965	61,510
0	6,250	6,250	0
0	0	0	0
61,282	34,000	23,000	34,000
0	0	0	0
<b>Total</b>	<b>303,999</b>	<b>290,859</b>	<b>186,978</b>

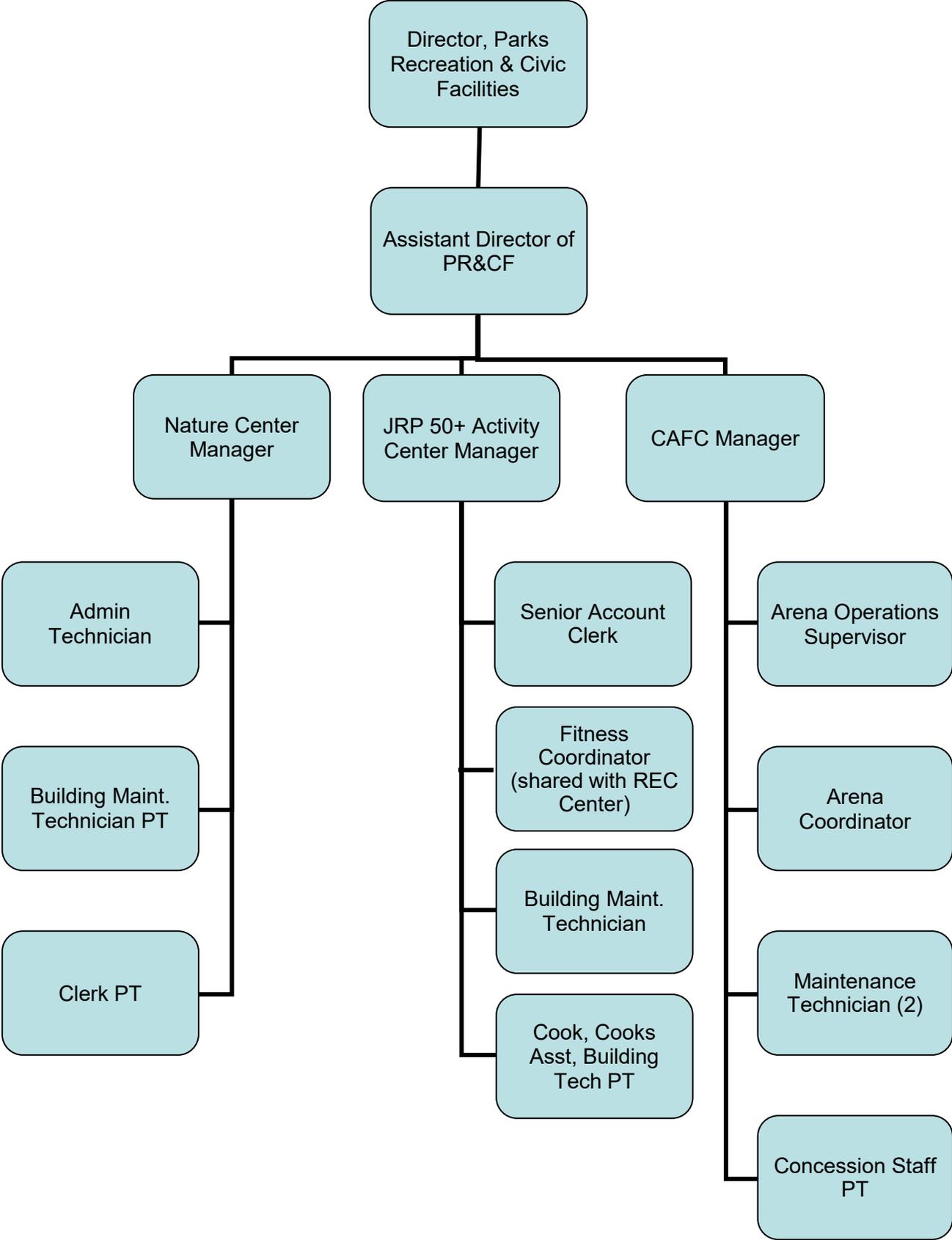
**Total**

#### Revenue Sources:

Charges for Services  
 Rental  
 Other Rev  
 General Fund - Other

23,501	63,500	19,975	46,000
0	8,000	8,000	4,000
677	0	0	0
279,821	219,359	159,003	276,304
<b>Total</b>	<b>303,999</b>	<b>290,859</b>	<b>186,978</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 history displays and exhibits
- Showcase a variety of local and area history displays and exhibits
- Provide educational programming for all ages on a variety of topics; including birds, insects, animals, history, and different cultures
- Programming includes 7,000 gallon aquarium with native fish on display
- Provide rental space for special events, parties, conferences, and meetings
- Operation of gift shop (Remi's Retail Emporium) with a variety of educational and recreational items
- Provide outreach programs to the surrounding areas

## Current Year Activity/Achievements

- Continued partnership with Bode Ice Arena for "Recreation Education" program
- Maintained presence in local museum/tourism community with involvement in the Museum Association of St. Joseph
- Continued as a popular venue for business meetings, community events, private parties, and field trips; hosting over 300 separate events
- Welcomed approximately 7,500 visitors (numbers down due to pandemic)
- Updated Membership levels for the first time in 12 years, adding Business levels
- Renovation of Children's Room to Live Animal Display will be completed by end of FY
- Continue to increase presence on Social Media

## Budget Challenges/Planned Initiatives

- Lagoon needs to be dredged due to silt content
- Conference Room divider wall needs replaced with manual wall
- Conference Room flooring/carpeting needs upgraded or replaced
- Upgrade/replace security camera system
- Continue monitoring aquarium filtration system for leaks and/or other issues
- Continue monitoring HVAC for efficiency
- Enhance outdoor landscaping with native prairie grasses and flowers
- Increase programming options to increase revenue

# REMINGTON NATURE CENTER

## Program 3040

### Program Description

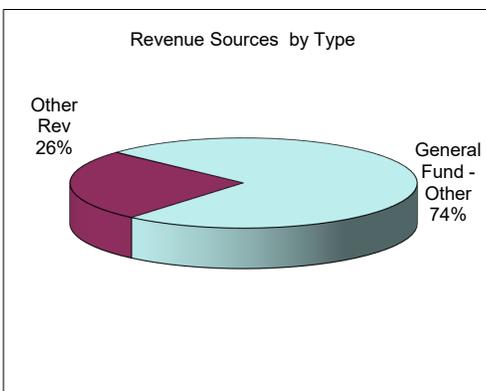
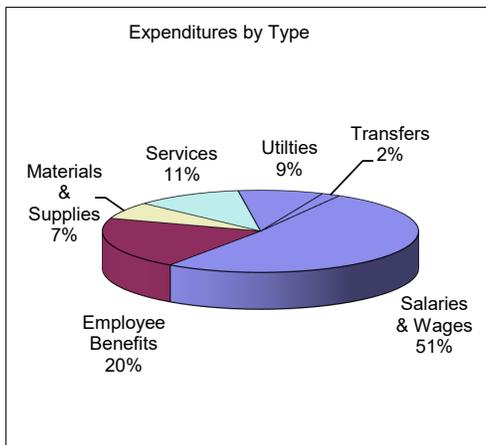
The Nature Center is a 13,000 square foot facility located to the south of the junction of McArthur Drive and Water Works Road with the River Walk and the Missouri River to the west. The Center focuses on the Missouri River, native flora and fauna, and the cultural history of the area. There are outside 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 (21 hrs/wk)  
 PT Nature Center Educator (@ 21 hrs/wk)  
 PT Clerk (1 @ 21 hrs/wk)  
 PT Clerk (1 @ 32 hrs/wk)  
 Add'l Spring & Summer Hours for PT Emps

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0.5	0.5	0.5	0.5
0	0.5	0.5	0.5
1	1	1	1
0.5	0.5	0.5	0.5
0.5	0.5	0.5	0.5
4.5	5	5	5

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	149,468	157,593	155,267	158,869
Employee Benefits	56,934	66,467	64,282	63,274
Materials & Supplies	19,505	20,806	14,500	20,806
Services	32,235	34,956	35,076	33,786
Utilities	25,237	27,000	17,500	27,000
Impr Other Bldg	0	50,000	68,450	0
Transfers	5,859	5,860	5,860	5,860
<b>Total</b>	<b>289,238</b>	<b>362,681</b>	<b>360,935</b>	<b>309,595</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Facility Charges	0	0	0	0
Other Rev	49,718	83,500	38,400	56,500
Misc Rev	3,175	250	250	250
Interfund Transfers	90,000	87,000	105,450	90,000
General Fund - Other	146,345	191,931	216,835	162,845
<b>Total</b>	<b>289,238</b>	<b>362,681</b>	<b>360,935</b>	<b>309,595</b>

# Joyce Raye Patterson 50+ Activity 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 and community partners
- 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
- Provide meeting space for retired groups and one service organization
- Provide referrals
- Provide access to Wi-Fi, computers, and printers
- Provide technology related assistance to customers who need help using technology and devices
- Provide free lending library to center customers

## Current Year Activity/Achievements

- Offered educational programs to seniors: monthly health and gardening topics, two personal safety presentations, walk with ease, living a healthy life, heart health, busting the myths of hospice, and the difference between wills and trusts
- Offered new recreational opportunities: bingo, live trivia and monthly craft classes; Hosted cornhole tournaments and shuffleboard and pool leagues
- Added a new Tai Chi class for persons with lower physical fitness ability
- Increased social media presence on Facebook and YouTube; Increased marketing for cafeteria
- Senior Center Council / Strategic Planning Committee selected a logo and slogan for the center's new name
- Updated staff parking signs; Volunteers held a fall clean-up in the lower-level parking lot to spruce up our appearance as guests are entering the building; Completed some interior painting and minor repairs; Painted exterior of lower-level entrance; Upgraded waterscape in the lobby
- Closed the Veteran's exhibit
- Installed new exterior signage with new name
- Partnered with Department of Corrections to provide meals to trainees
- Planned and facilitated a wellness, fitness, and weight loss program called 50 After 50, with community partners

## Budget Challenges/Planned Initiatives

- Aging building needs significant renovations in almost all areas, issues needing attention are: a new roof, HVAC units, ionizations / air cleaning systems on HVAC units, exposed pipes need insulated, old plumbing, flooring replacement in all areas of the building; Additional costs due to COVID-19 and HVAC unit repairs resulting in lack of available funds for facility maintenance; Backflow preventer equipment failing and difficult to access
- Kitchen renovations / repairs needed: replace walk in freezer, steam table, refrigerators, hood system, convection oven, gas stove/oven, and dishwasher
- The ability to take payments and track center users is antiquated and needs upgrading
- Some of the emergency lighting does not work; Increasing utility cost and the need to replace two thermostats
- Due to use, need to replace a recumbent bicycle, elliptical, treadmill, lower back, and recumbent bicycle and add a hip abductor/adductor, leg press, rotating torso, and glute ham machines
- Put in sidewalk on 10th street is leaking and needs replacement
- Initiative 1: Continue offering educational sessions, activities, and opportunities and look at new ways to attract and increase participation from our own programming and programming provided by community partners
- Initiative 2: Continue 50 After 50 Program with community partners
- Initiative 3: Add fitness class opportunities
- Initiative 4: Increase fees and memberships according to what would be reasonable for our customers without deterring participation at the center

## Performance Statistics

- 655 fitness center memberships with 17,878 visits
- 27 Silver Sneakers members with 693 visits
- 7 fitness classes offered with 2,787 visits
- 69 user groups met at the center for a total of 5,469 visits
- 32,072 individual visits to activities, classes, and the fitness center
- Served 4,333 meals in the cafeteria

# JOYCE RAYE PATTERSON 50+ ACTIVITY CENTER

## Program 3050

### Program Description

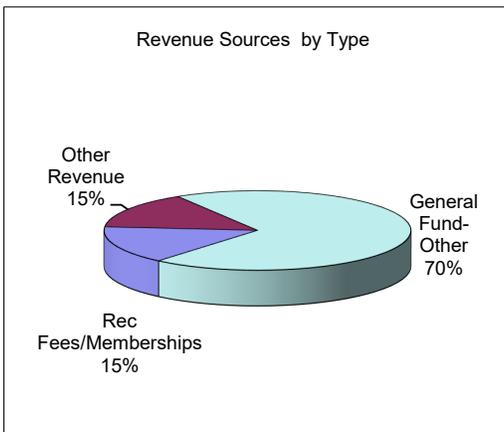
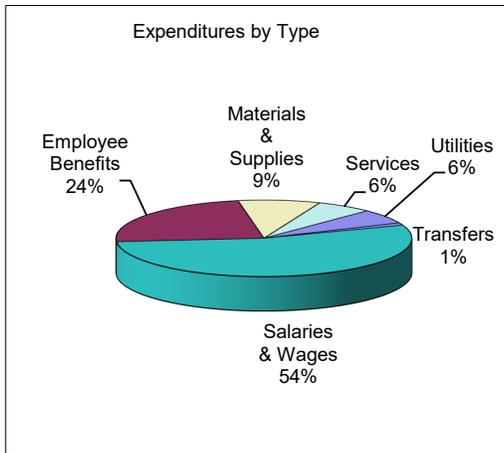
The Center provides a variety of services to persons age 50 and over, and to the disabled in a well-maintained, clean, cheerful and healthful environment. Services include card groups, craft activities, dances, special events, meeting space, retirement association meetings, a computer lab and a fitness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

### Staffing Detail

Senior Center Manager  
 Fitness Coordinator (split with REC)  
 Senior Account Clerk  
 Building Maintenance Technician

2019-20	2020-21		2021-22
	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



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
		Budget	Actual	
Salaries & Wages	195,933	191,370	200,562	193,674
Employee Benefits	80,779	89,585	84,874	84,767
Materials & Supplies	16,759	27,510	31,822	32,110
Services	13,159	22,015	27,500	21,961
Utilities	23,052	21,936	19,336	21,936
Transfers	3,695	3,695	3,695	3,695

#### Total

#### Revenue Sources:

Rec Fees/Memberships	66,871	72,000	43,000	54,750
Other Revenue	68,788	53,371	40,000	53,371
Interest	152	0	0	0
General Fund-Other	197,566	230,740	284,789	250,022

#### Total

	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
		Budget	Actual	
<b>Total</b>	<b>333,376</b>	<b>356,111</b>	<b>367,789</b>	<b>358,143</b>
<b>Total</b>	<b>333,376</b>	<b>356,111</b>	<b>367,789</b>	<b>358,143</b>

# **Civic Center Arena and Concessions**

## **Mission**

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.

## **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, bull riding, cheer and dance competitions, mixed martial arts, roller derby, boxing, pickleball and a wide variety of other sporting possibilities.
- Perfect venue for receptions, banquets, conventions, meetings, training, parties, and a various other parties and activities.
- The Civic Arena provides concession stands, catering and bars for events.
- Family entertainment facility for events such as dog shows, chili challenge, Harlem Globetrotters, circus events, concerts, children events, and other family functions.
- Perfect event space for specialized events such as Vet2Vet, Special Olympics, and a Statewide Dental Clinic.

## **Current Year Activity/Achievements**

- This year was gearing up to be an outstanding year until hit with the COVID-19 pandemic.
- We were able to host two Gun and Knife Shows and still adhere to the mandates.
- The arena was the site for a wedding in November.
- The arena was the site for southside flood relief in July and August with The American Red Cross and Team Rubicon.
- Apple Bus used the facility to train for the upcoming school year in August.
- Red Cross hosted a blood drive during the pandemic at the Civic Arena in August.
- The Civic Arena continues to be used for training and testing for various departments including the police and fire.
- The Civic Arena was used for COVID vaccinations through the Health Department.
- The Arena staff assisted with PPE deliveries for police and fire in northwest Missouri and continues to be a storage unit for supplies.

## **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 for safety purposes in terms of 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 work closely with the Convention and Visitors Bureau to seek local and out of town events.
- Work hard to maintain our current client base by providing them the best possible customer service in a safe and clean facility.
- Struggle with deficiencies in our heating and cooling system. The boilers continue costing us huge amounts to keep them operating.
- Currently have a non-functioning emergency generator as well as walk-in freezer. Continue to struggle with our plumbing and electrical issues as well as floor ports.
- All seating and bleachers are in dire need of replacement for mechanical and safety reason.
- Major issue with a storm drain causing periodic flooding of lobbies.
- COVID-19 issues hit our business hard this year cancelling the majority of events March 2020 through March 2021.

# CIVIC ARENA

## Program 5510

### Program Description

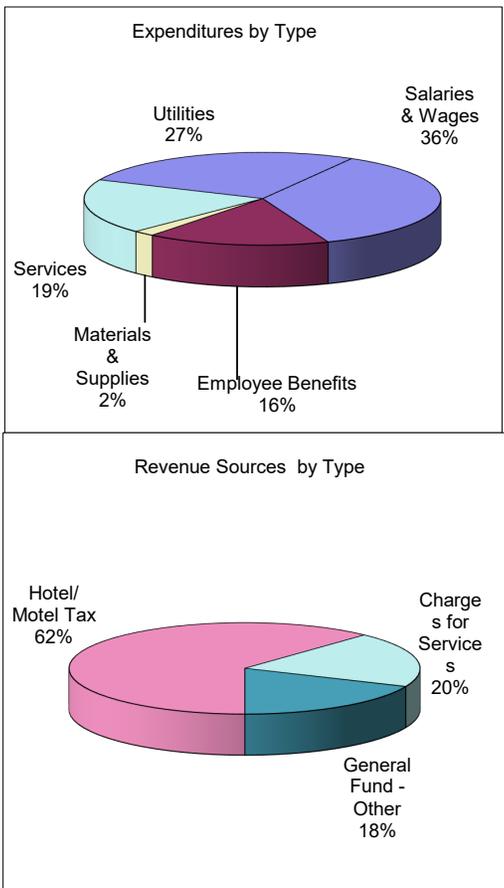
The Civic Arena is a downtown facility that hosts concerts, trade shows, sporting events, conventions and other special events in order to enhance the local economy and contribute to the overall appeal of St. Joseph as a destination for both local and outside business and tourist trade and entertainment.

### Staffing Detail

CFAC Manager  
 Arena Operations Supervisor  
 Maintenance Technician  
 Arena Coordinator

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
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



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	182,268	188,095	161,040	191,038
Employee Benefits	82,435	88,148	87,758	88,485
Materials & Supplies	7,352	10,600	3,600	10,400
Services	34,273	106,740	100,240	102,340
Capital Improvements	0	0	0	0
Utilities	111,463	142,800	93,000	142,800
Capital	0	15,000	15,000	0
<b>Total</b>	<b>417,791</b>	<b>551,383</b>	<b>460,639</b>	<b>535,063</b>
<b>Revenue Sources:</b>				
Hotel/ Motel Tax	504,063	670,000	500,000	525,000
Charges for Services	128,099	219,000	66,100	165,500
Other Revenue	538	675	675	675
Interest	404	0	0	0
General Fund - Other	(215,314)	(338,292)	(106,136)	(156,112)
<b>Total</b>	<b>417,791</b>	<b>551,383</b>	<b>460,639</b>	<b>535,063</b>

# CIVIC ARENA CONCESSIONS

## Program 5520

### Program Description

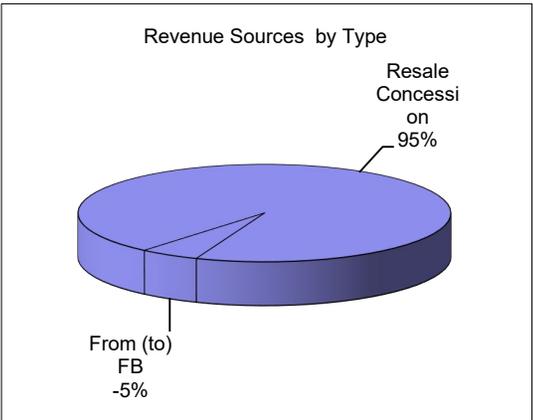
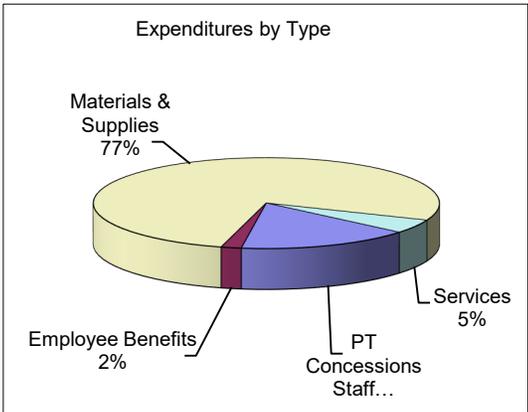
This program accounts for the concession products supplied to the patrons of the Civic arena through stand and bar operations. Staff also do minor catering of events.

### Staffing Detail

Part time concession staff only

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
N/A	N/A	N/A	N/A

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
PT Concessions Staff	8,247	14,726	175	14,726
Employee Benefits	1,314	1,707	1,707	1,716
Materials & Supplies	23,606	80,550	80,550	70,000
Services	3,946	4,500	4,500	4,500
<b>Total</b>	<b>37,113</b>	<b>101,483</b>	<b>86,932</b>	<b>90,942</b>
<b>Revenue Sources:</b>				
Resale Concession	71,039	115,000	1,000	86,250
Other Rev	0	0	0	0
From (to) FB	(33,926)	(13,517)	85,932	4,692
<b>Total</b>	<b>37,113</b>	<b>101,483</b>	<b>86,932</b>	<b>90,942</b>

# Missouri Theater

## Mission

The Missouri Theater is a 1,174 seat, 1920's vaudeville style entertainment facility in the heart of downtown St. Joseph. The Theater provides a home to many of the city's arts associations and serves as a venue for a wide variety of cultural events.

## Core Services

- Missouri Theater is on the National Registry of Historic Buildings.
- Missouri Theater is a venue for local arts organizations to perform including Robidoux Resident Theatre, St. Joseph Symphony, Creative Arts Productions, and various dance schools.
- The Missouri Theater provides a venue for the Performing Arts Association to host their season of national and international acts.
- Missouri Theater is perfect for movie showings, meetings, award ceremonies, graduations, pageants, and
- Missouri Theater is excellent for concerts.

## Current Year Activity/Achievements

- Local company productions, i.e. St. Joseph Symphony concerts, RRT - It's A Wonderful Life.
- Virtual events due to COVID included meetings, St. Joseph Symphony Youth Concert.
- The return of two local dance companies using the Missouri Theater for the annual recitals and showcases using mandates due to COVID.
- Several meetings used the venue.
- Continued working with a promoter where we were able to bring in the Oak Ridge Boys and Gordon Lightfoot.
- The Missouri Theater is set to bring in Legacy Dance - a national dance company.
- Apple Blossom uses the facility for the Princess, Junior Queen and Queen pageant.
- Golden Griffons use the facility for their Golden Griff Awards.

## Budget Challenges/Planned Initiatives

- The Missouri Theater continues to enjoy a new sound system and upgrades to the dressing rooms and green room thanks to some very generous local donations.
- All office spaces at the complex are currently occupied with the exception of 713 Edmond.
- Seats at the Missouri Theater are in need of replacement and/or being cushioned and covered.
- Water leakage from roof drainage is causing severe damage to the walls and ceiling areas.
- Work is needed on the studio windows which have been broken and/or damaged over the years.
- COVID-19 hit the facility events hard in March of 2020 and cancelled the majority of the events through March 2021.

# MISSOURI THEATER

## Program 3710

### Program Description

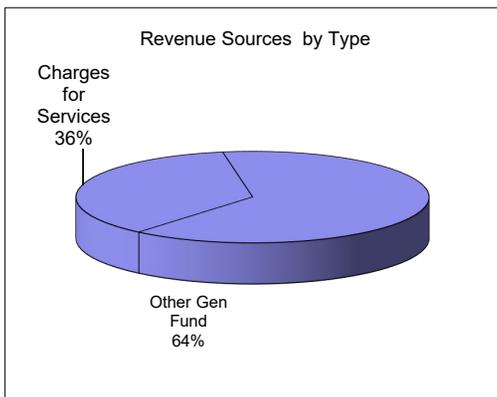
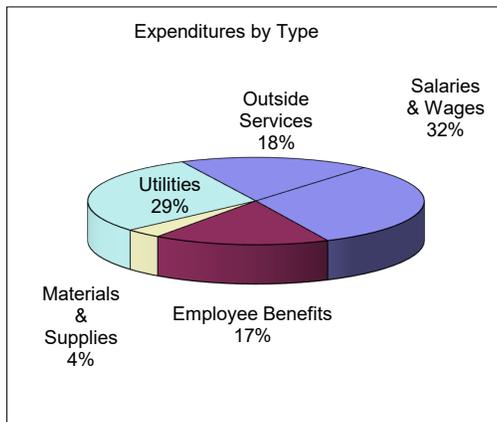
The Missouri Theater is a 1,200 seat, 1920's vaudeville style entertainment facility in the heart of downtown St. Joseph. The renovated Theater provides a home to many of the City's arts associations. It serves as a venue for a wide variety of cultural events.

### Staffing Detail

Maintenance Technician

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

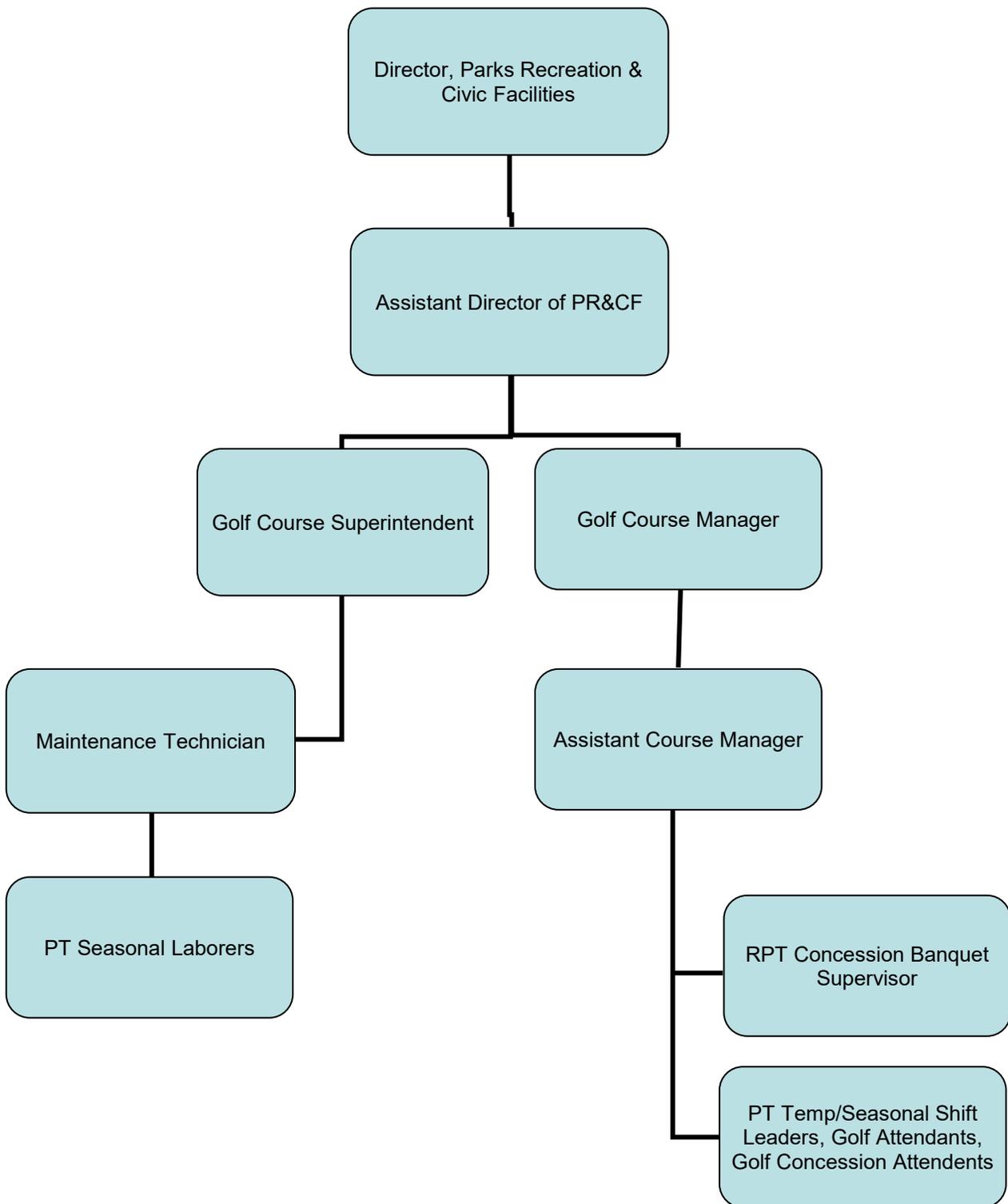
### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	35,364	36,027	36,178	36,564
Employee Benefits	18,172	19,110	19,110	19,358
Materials & Supplies	2,450	6,500	1,000	4,000
Utilities	33,292	33,692	22,000	33,692
Outside Services	12,479	16,000	16,000	16,000
Capital Improvement	0	5,000	5,000	0
Capital	5,849	0	0	0
Transfers	21,028	21,028	21,028	21,028
<b>Total</b>	<b>128,635</b>	<b>137,356</b>	<b>120,315</b>	<b>130,642</b>
<b>Revenue Sources:</b>				
Charges for Services	49,650	63,100	18,000	47,250
Interest	6,500	0	0	0
Other Gen Fund	72,484	74,256	102,315	83,392
<b>Total</b>	<b>128,635</b>	<b>137,356</b>	<b>120,315</b>	<b>130,642</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 of St. Joseph's only 18 hole public golf course
- Offering league opportunities for men, women, seniors, couples, and corporate
- Corporate outings, fundraisers, memorial events, and social eat/play/meeting options are all part of our Tournament schedule.
- Banquet room available for up to 150 guests as well as on site catering.
- Three outdoor patios with speaker systems have the ability to entertain guests whether they are golfers or banquet room attendees.

## Current Year Activity/Achievements

- New POS Golf software was purchased and installed in late April. This quickly became helpful in many areas. We were able to keep track of all customers who played daily in case of COVID contact tracing. It was also helpful in having a new resource to attract players through booking tee times online . It is a modern convenience also for all reporting that had to be done manually in the past which is now easily accessed.
- Hiring of a new contracted PGA Teaching Pro after our previous one resigned in early spring. John Leimbach was brought onboard and went to work quickly to achieve 2 junior summer camps that welcomed 28 young people to the game of golf between the two camps.
- The annual City tournament for men was canceled at the last minute in late summer due to COVID and other two participating courses being shut down for renovations. Staff quickly got onboard and established a new coop idea with Duncan Hills in Savannah. The first annual City Best Ball 2-Man was began and filled with 50 teams. Each team played DH on Saturday and followed up Sunday at Fairview. It was a great new event and garnered much more interest than the old City 1-man event.
- New 60" zero turn mower was purchased to help the maintenance crew keep up with the rough mowing while the older mowers were broken down quite often.
- Fall City 2-Man tournament was close to being canceled but staff again cooped with Duncan Hills and ran a two day event instead of the three day event like in the past. The field again was full with 48 teams participating, just two teams shy of full event.
- Most leagues were altered in some form over the course of the summer. Biggest event in jeopardy was the Wednesday night men's league. It was a delayed start and only lasted 8 weeks instead of the usual 17. It was downgraded to a fun league with about 1/3 of the original field participating each week and no winners or losers which meant no Gift Certificate revenues were realized this season. But it kept the players interested in Wednesday nights in hopes that once COVID is over they will resume to full capacity.
- 4 sections of new range net were installed late spring to replace several areas that had been torn. A new pole also was replaced at the same time.
- An increase in golf memberships over the course of the summer improved member rounds on the course this year which helped to combat the decrease in tournament and league rounds.
- COVID helped some areas of revenue while hindering other areas. Daily fee rounds and members rounds both increased as this was one of the only recreational opportunities available for people while the pandemic lingers on.
- Several trees in all areas of the golf course have received some attention some due to ice/summer storms over the course of the year and some taken out to speed up play.

## Budget Challenges/Planned Initiatives

- Due to COVID several areas of revenue were affected. Fourteen annual golf tournaments were canceled which decreased revenue in golf fees, cart fees, Pro Shop purchases, and concessions revenue.
- COVID also affected rentals in the banquet room. From March through December 2020 forty-six bookings were canceled resulting in a great loss in that area of revenue.
- Maintenance equipment continued to cause problems making it difficult to keep the golf course maintained at various times. Rough mowing was the biggest concern until a small zero turn mower was purchased which helped keep that area more consistent. Crew has brain-stormed and have decided possibly purchasing zero turn mowers may be a better solution than one large rough mower so if one breaks down you still have others to pick up the slack until repairs are done.
- The smaller rough mowers would cost about the same or less than the repairs/parts on the older machines.
- Temporary/seasonal labor costs continue to rise with an \$.85 an hour increase per worker in January 2021. This along with last year's increases raise concerns on possible fee increases in the future to absorb some of the costs. This happens at a crucial time as always when you are competing with area courses for rounds, memberships, and events. No new fee increases were imposed for this year.
- Long time greens superintendent will retire in February and new person has been hired. We have not hired the other full time opening in maintenance until this position was filled to save on money and to allow for new person to be able to choose the type of employee he wishes to take into the future.
- Several poles in the driving range need to be replaced. One has broken due to ice storm this winter and others are in jeopardy of doing the same. Need to find resources within the City to install these at some point to save on hiring outside company for installation which is very expensive.
- Staff has been significantly reduced in the off season to save on labor hours and help cut expenses to accommodate new wage increases.
- Clubhouse hours of operation have been scaled down to meet the needs of the weather situations as well as lack of activities in banquet room by closing on several weekends and opening up later in the day.

# FAIRVIEW MUNICIPAL GOLF COURSE

## Program 3070

### Program Description

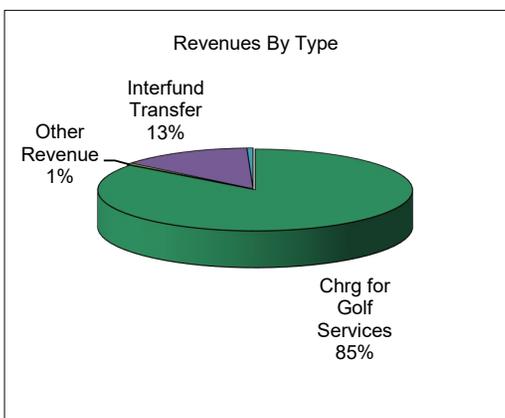
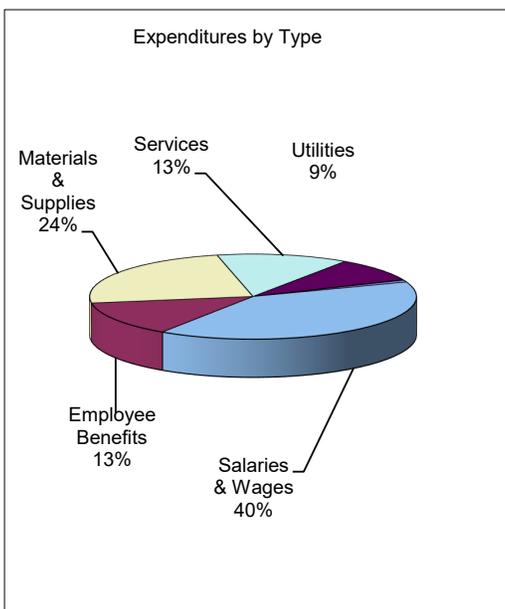
Fairview Golf Course, the City's only public course, offers a competitive and enjoyable golf environment and practice facility for St. Joseph citizens as well as visitors through leagues, clubs and other programs for men, women, seniors and

### Staffing Detail

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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
3.5	3.5	3.5	3.5
7.5	7.5	7.5	7.5

### Operating Budget Summary



2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
			Budget
<b>Expenditures:</b>			
Salaries & Wages	314,123	298,777	288,766
Employee Benefits	99,470	103,548	103,011
Materials & Supplies	167,931	171,900	167,700
Services	116,336	102,767	115,767
Utilities	71,496	69,015	97,915
Capital	0	0	0
Debt Service- Princ	0	0	0
Debt Service - Interes	0	0	0
Transfers	1,621	1,621	1,621
Transfers Computer	4,000	4,332	4,332
<b>Total</b>	<b>774,977</b>	<b>751,960</b>	<b>779,112</b>
<b>Revenue Sources:</b>			
Chrg for Golf Services	520,042	677,100	630,620
Interest	(6,393)	0	0
Other Revenue	(4,329)	14,000	19,500
Interfund Transfer	369,732	60,332	60,332
(To)/From Golf FB	(104,076)	528	68,660
<b>Total</b>	<b>774,977</b>	<b>751,960</b>	<b>779,112</b>
			<b>768,436</b>

# GOLF FACILITY IMPROVEMENTS

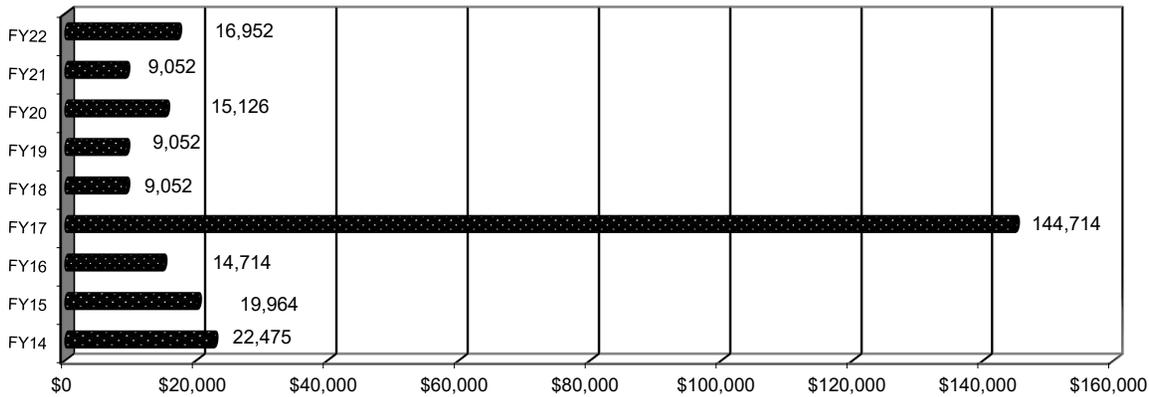
## Program 1300

### 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

Golf Facility Improvement Project Expenditures



### Capital Budget Summary

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	9,052	9,052	9,052	16,952
Debt Principal	0	0	0	0
Debt Interest	0	0	0	0
Machinery & Equip	0	0	0	0
Capital Imprvmts	6,074	0	0	0
<b>Total</b>	<b>15,126</b>	<b>9,052</b>	<b>9,052</b>	<b>16,952</b>
<b>Revenue Sources:</b>				
Chrgs for Services	13,765	22,700	22,700	21,700
Other Revenue	0	100	100	100
Interfund Transfer	3,014	0	0	0
FB from/(to)	(1,653)	(13,748)	(13,748)	(4,848)
<b>Total</b>	<b>15,126</b>	<b>9,052</b>	<b>9,052</b>	<b>16,952</b>



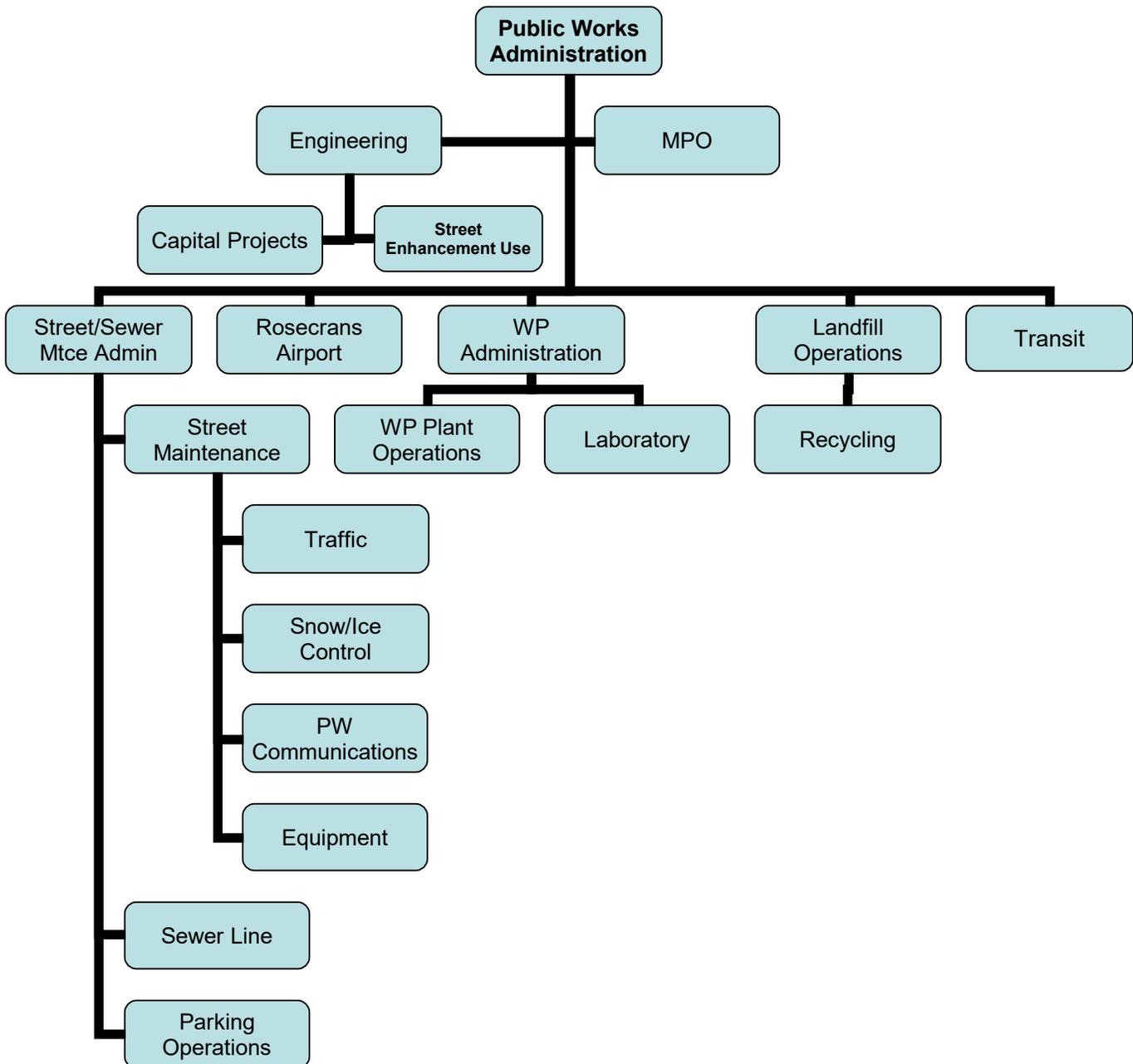
# PUBLIC WORKS DEPARTMENT

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.

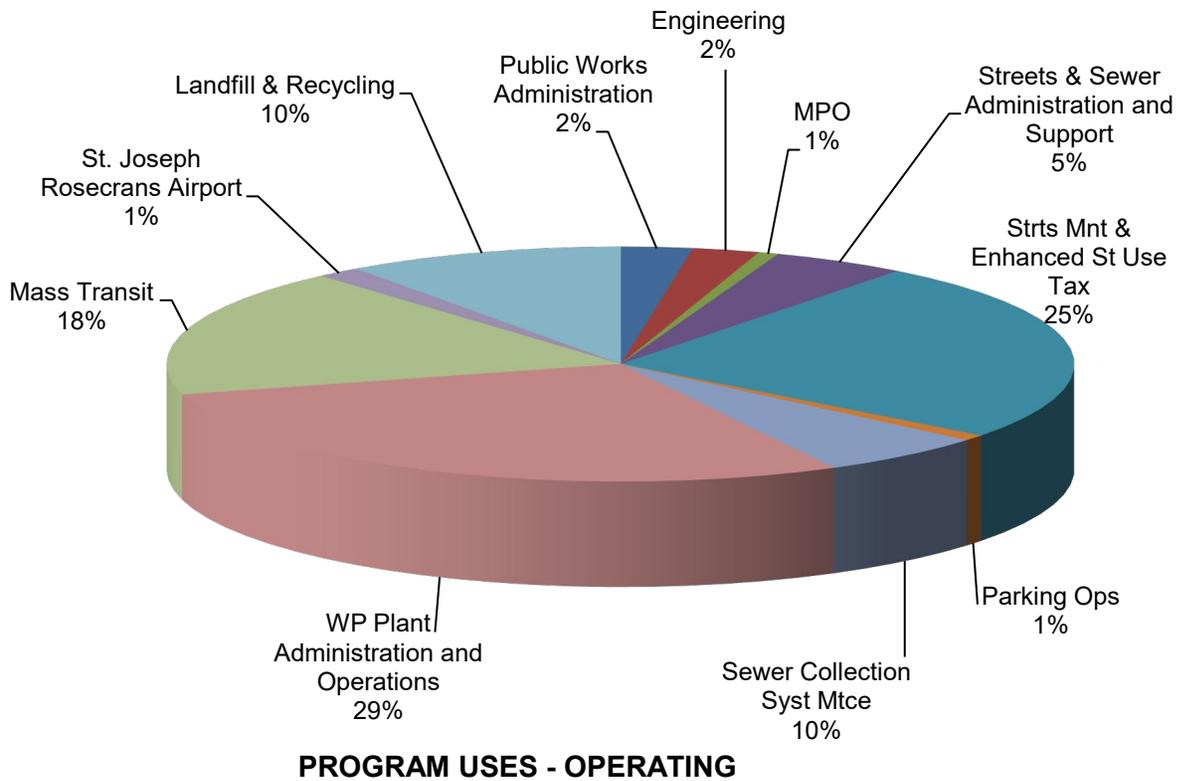
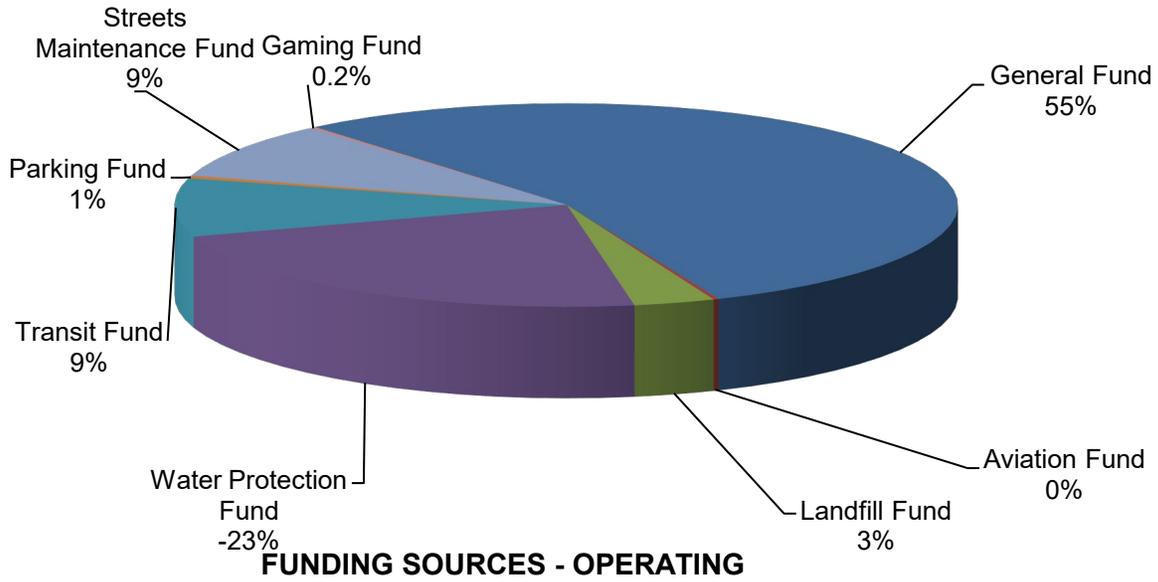
These operations are funded through the City's share of the Missouri motor fuel tax, road and bridge tax, local general sales tax, use tax, parking fees & fines, landfill fees, sewer treatment fees, airport rents, transit fares and federal transportation operation grants.

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: \$ 77,970,923**



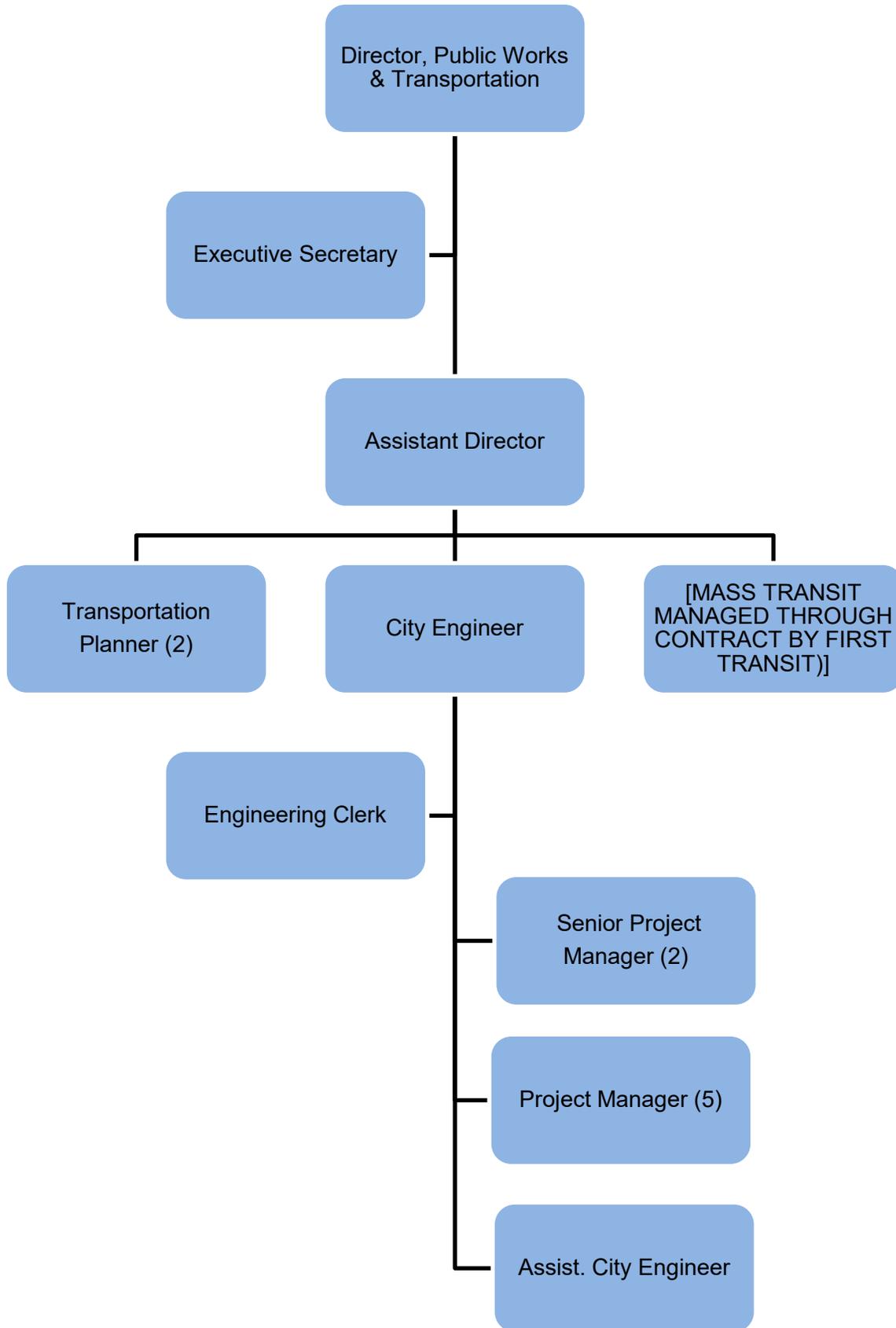
# PUBLIC WORKS DEPARTMENT SOURCES & USES



# PUBLIC WORKS DEPARTMENT SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	8,447,118	8,602,731	8,511,936	8,865,267
Payroll Expenses & Benefits	3,939,781	4,484,863	4,491,544	4,460,929
Materials & Supplies	3,387,015	3,736,542	3,223,947	3,703,092
Utilities & Other Contracted Services	15,679,325	16,663,946	16,996,577	16,982,810
Claims/Insurance/Fund Transfers	4,202,143	4,346,766	4,346,766	4,202,138
Debt Service	983,314	500,000	500,000	500,000
Operating Capital Outlay	4,975,601	3,918,000	5,763,949	4,018,000
Public Improvements	35,076,145	46,374,236	44,157,511	35,238,687
	<u>76,690,441</u>	<u>88,627,084</u>	<u>87,992,229</u>	<u>77,970,923</u>
<b>USES BY OPERATING PROGRAM</b>				
Public Works Administration	1,474,420	1,361,630	1,505,491	1,086,947
Engineering	973,781	1,006,521	922,756	1,022,999
MPO	114,152	282,289	158,599	306,199
Street Enhancement Use Tax	4,395,043	3,600,000	5,300,000	3,600,000
Streets & Sewer Administration and Support	1,753,309	2,043,724	1,877,812	2,000,488
Streets Maintenance	7,330,360	7,319,424	7,481,981	7,088,274
Parking Operations	403,670	302,459	285,548	346,634
Sewer & Stormwater Collection System Mtce	2,294,455	2,668,699	2,635,007	2,565,885
WP Plant Administration and Operations	13,231,761	12,015,559	11,896,050	12,226,243
Mass Transit	5,745,911	7,218,741	6,981,586	7,569,212
St. Joseph Rosecrans Airport	655,354	624,347	819,614	669,562
Landfill & Recycling	3,242,081	3,809,456	3,970,275	4,249,793
	<u>41,614,297</u>	<u>42,252,848</u>	<u>43,834,719</u>	<u>42,732,236</u>
<b>ENTERPRISE FUNDS CIP PROGRAM</b>				
Water Protection	23,541,098	38,763,984	40,494,759	32,721,383
Transit	6,930,280	1,333,400	1,333,400	148,000
Parking	253,851	253,852	253,852	253,851
Airport	2,996,882	4,500,000	552,500	500,000
Landfill	1,354,034	1,523,000	1,523,000	1,615,453
	<u>35,076,145</u>	<u>46,374,236</u>	<u>44,157,511</u>	<u>35,238,687</u>
<b>TOTAL PUBLIC WORKS BUDGET:</b>	<u>76,690,441</u>	<u>88,627,084</u>	<u>87,992,229</u>	<u>77,970,923</u>
<b>FUNDING SOURCES</b>				
General Fund	43,786,849	54,668,399	53,922,167	43,255,320
Gaming Fund	0	0	0	0
Capital Projects Fund	0	0	0	0
Streets Maintenance Fund	7,330,360	7,319,424	7,481,981	7,088,274
Water Protection Fund	15,526,216	14,684,258	14,531,057	14,792,128
Mass Transit Fund	5,745,911	7,218,741	6,981,586	7,569,212
Airport Fund	655,354	624,347	819,614	669,562
Landfill Fund	3,242,081	3,809,456	3,970,275	4,249,793
Parking Fund	403,670	302,459	285,548	346,634
	<u>76,690,441</u>	<u>88,627,084</u>	<u>87,992,229</u>	<u>77,970,923</u>
<b>STAFFING SUMMARY (Full Time)</b>				
Public Works Administration	3.0	3.0	3.0	3.0
MPO (1 position grant funded)	2.0	2.0	2.0	2.0
Engineering	10.0	10.0	10.0	10.0
Street & Sewer Administration & Support	16.0	16.0	16.0	16.0
Streets & Traffic Maintenance	54.0	51.0	51.0	54.0
Parking Operations	3.0	3.0	3.0	3.0
Sewer Collection System Maintenance	25.0	25.0	25.0	25.0
WP Administration	3.0	3.0	3.0	2.0
WP Plant	48.0	46.0	46.0	47.0
Laboratory	12.0	12.0	12.0	12.0
Airport	6.0	6.0	6.0	6.0
Landfill	19.0	19.0	19.0	21.0
Recycling	2.0	2.0	2.0	2.0
	<u>203.0</u>	<u>198.0</u>	<u>198.0</u>	<u>203.0</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
- Work with external regulatory bodies in developing thorough plans in order to meet local, state and national mandates concerning public health and safety in all areas under the responsibility of the department.
- Pursue and monitor grants for both operations and public works capital projects.
- Coordinate capital projects monitoring and reporting.

## Current Year Activity/Achievements

- Comply with the City's long term 2019 Administrative Order on Consent plan by completing mandated projects at the Wastewater Treatment Facility.
- Conclude registration with the Missouri Department of Natural Resources to execute a revised Administrative Order on Consent.
- 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 the expansion of the street maintenance program, staff is still only 60% towards the goal of a fully funded street overlay program.
- Continued modernization and environmental enhancements of the wastewater system while recognizing the financial challenges faced by 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 Administrative Order on Consent requirements under the Clean Water Act.

## Performance Statistics

- Number of on-going capital projects monitored: 45 totaling at \$24,093,621.00
- Number of new capital projects that will start in FY-22: 35 totaling at \$30,977,465.00

# 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.

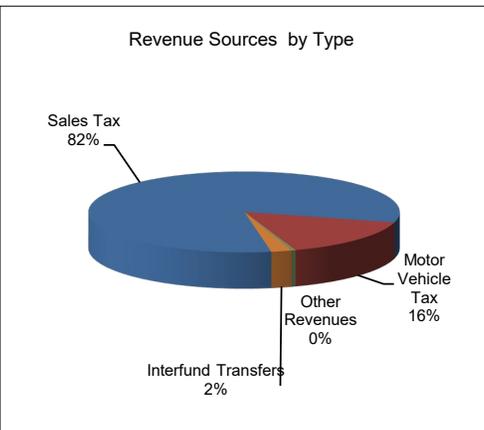
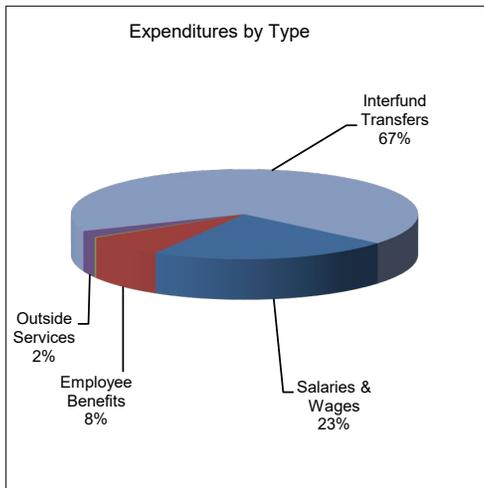
### Staffing Detail

Director Public Works & Transportation  
 Asst Director Pub Works & Transp  
 Executive Secretary

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3

### Major Budgetary Changes & Program Highlights

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	231,127	101,007	240,226	243,676
Employee Benefits	68,545	79,279	83,821	84,018
Materials & Supplies	1,154	3,100	3,100	3,100
Outside Services	40,594	28,035	28,135	25,635
Utilities	0	0	0	0
Interfund Transfers	1,133,000	1,150,209	1,150,209	730,517
<b>Total</b>	<b>1,474,420</b>	<b>1,361,630</b>	<b>1,505,491</b>	<b>1,086,947</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Sales Tax	6,080,563	5,711,000	5,939,052	6,251,174
Motor Vehicle Tax	1,042,788	1,020,000	1,177,076	1,180,000
Permits	20,811	18,000	18,000	18,000
Parking Fees	985	1,000	1,000	1,000
Other Revenues	8,540	43,506	43,506	9,000
Interfund Transfers	34,998	84,352	84,352	165,618
General Fund	(5,714,264)	(5,516,228)	(5,757,495)	(6,537,845)
<b>Total</b>	<b>1,474,420</b>	<b>1,361,630</b>	<b>1,505,491</b>	<b>1,086,947</b>

# Metropolitan Planning Organization (MPO)

## Mission

To conduct multi-modal transportation planning 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.
- Continue to maintain and update the MTP as amendments are needed.
- Maintain a four-year TIP plan and update amendments as needed.
- Address work elements such as revising/updating the transportation micro-model: performing demographic analysis, performing special transportation-related studies.
- Update and improve Transit Development Plan

## Current Year Activity/Achievements

- Conduct bicycle & pedestrian counts for the National Bicycle and Pedestrian Documentation Project
- Sponsoring the Annual Bike to Work Day, Week and Month.
- Produce a new 2022-2025 Transportation Improvement Program.
- Implement the updated Non-Motorized plan.
- Update and improve Transit Development Plan
- Start work on updating the MTP

## 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.
- Coordinate Transit Working Group, Freight Committee, Bike and Ped Committee, and the Safety Committee

## Performance Statistics

- Number of Technical & Policy Board Meetings conducted - 12
- Amount of FHWA & FTA funding received - approximately \$256,111 for this year

# MPO

## Program 2180

### Program Description

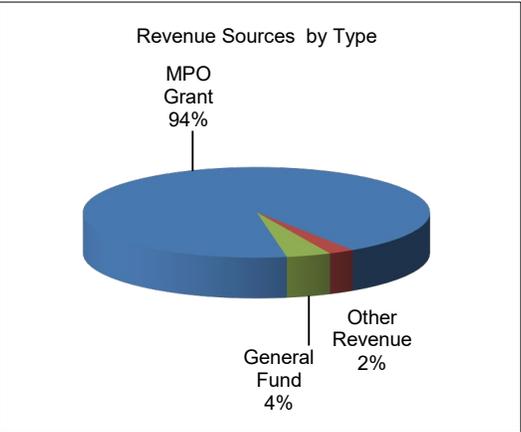
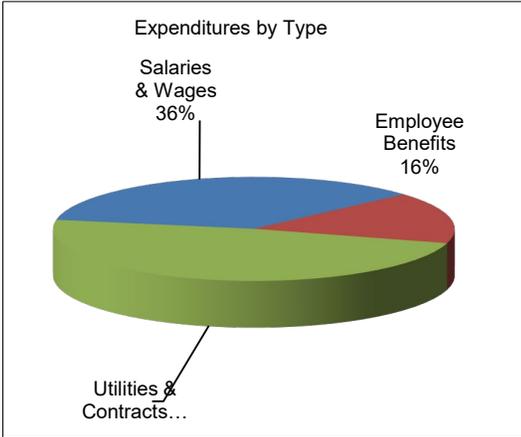
The Metropolitan Planning Organization (MPO) program was established to account for the revenues from grant or other special revenue sources. The major sources of funds in this program are federal and state transportation grants supporting the Unified Planning Work Program developed by the Metropolitan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

### Staffing Detail

2180TRNST TRAN PLAN  
ASSIT TRANSPORTATION PLANNER

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	72,026	90,491	61,801	109,128
Employee Benefits	32,365	43,843	43,843	49,116
Utilities & Contracts	9,760	147,955	52,955	147,955
Materials & Supplies	0	0	0	0
<b>Total</b>	114,152	282,289	158,599	306,199
<b>Revenue Sources:</b>				
MPO Grant	158,787	312,080	312,080	312,080
Other Revenue	0	8,000	8,000	8,000
General Fund	(44,635)	(37,791)	(161,481)	(13,881)
<b>Total</b>	114,152	282,289	158,599	306,199

# STREET ENHANCEMENT USE TAX

## Program 2185

### Program Description

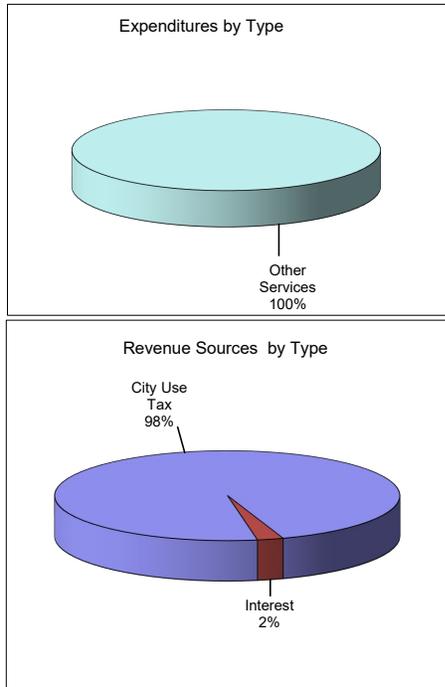
In April 2015 voters approved a local use tax on out-of-state purchases for a period of 10 years. The rate of the tax is equal to the local sales tax at any given time, currently 2.875%. Proceeds are being used to preserve the existing general fund revenues and, in this program, to provide revenues for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

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Adopted Budget	Estimated Actual	
Actual			Budget

### Operating Budget Summary



	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Other Services	0	0	0	0
Capital Improvements	4,395,043	3,600,000	5,300,000	3,600,000
<b>Total</b>	<b>4,395,043</b>	<b>3,600,000</b>	<b>5,300,000</b>	<b>3,600,000</b>
<b>Revenue Sources:</b>				
City Use Tax	4,676,714	4,150,000	4,950,000	3,600,000
Interest	50,139	90,000	90,000	90,000
Approp fund	0			
General Fund	(331,810)	(640,000)	260,000	(90,000)
<b>Total</b>	<b>4,395,043</b>	<b>3,600,000</b>	<b>5,300,000</b>	<b>3,600,000</b>

# 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 many 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 approve utility extension and replacement permits.

## Current Year Activity/Achievements

- MOANG Reinforced Concrete Box Culvert is under construction.
- New Fire Station Design-Build contract underway; construction expected to begin later this year.
- Completed 2020 Resurfacing program and 2020 concrete street repairs.
- Krug Pool House Repairs completed.
- Riverbluff Bike Trail and Pedestrian Bridge projects construction started.
- Levee Stormwater Pump Station Construction is completed.
- The City Wastewater Energy Audit project is underway
- Oversight of numerous transit projects (solar light bus stops and bus shelters).
- Riverfront Sanitary Sewer Improvements are completed.
- Bond for Bridges project design phase underway.

## Budget Challenges/Planned Initiatives

- Control CIP project designs to remain within funding limits.
- Managing several multi-million dollar wastewater projects with existing staff levels.
- Expanding Support Services & Project Oversight to other departments

## Performance Statistics

- Number of formal construction contracts developed - 7
- Number of Developer Plans reviewed - 45
- Trail Grants reported on \$569,702.00
- Trail Grants received and in Design Stage \$285,714.29 and \$285,714.29

# ENGINEERING

## Program 8500

### Program Description

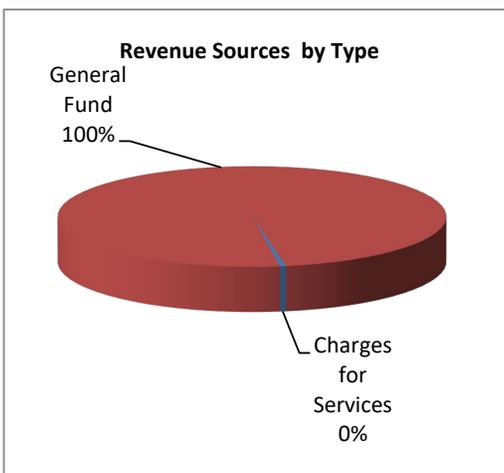
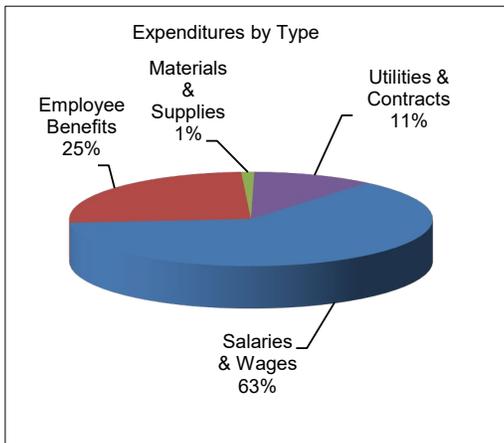
Provides planning, design, inspection, survey, testing, construction management and related services for work on capital improvement and maintenance projects for all City divisions and departments so that the projects are cost-effective and adhere to national/local design, construction, maintenance and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

### Staffing Detail

City Engineer  
 Assist. City Engineer  
 Senior Project Manager  
 Project Manager  
 Administrative Aide

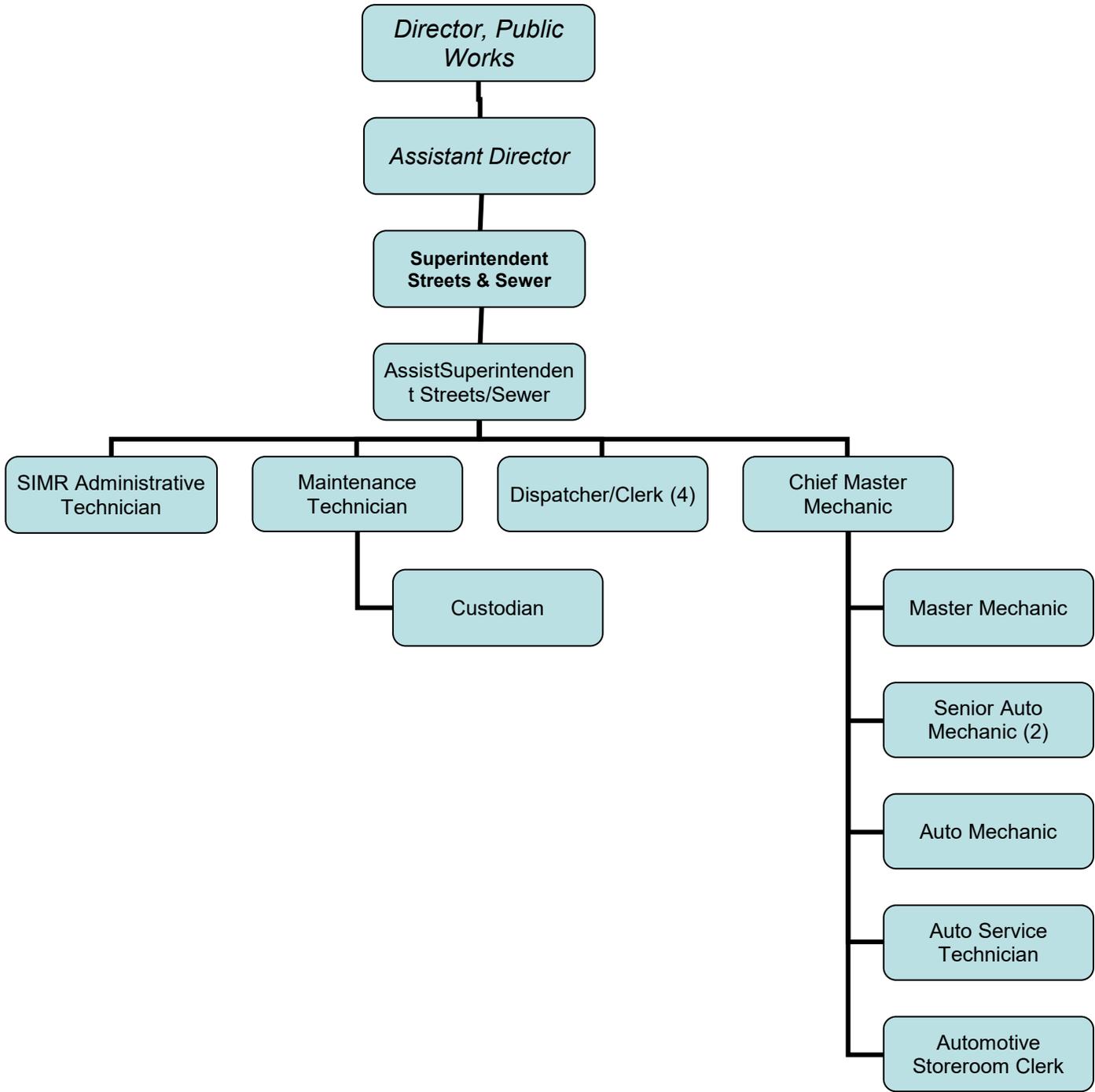
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
5	5	5	5
1	1	1	1
10	10	10	10

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	619,290	639,742	547,037	640,135
Employee Benefits	234,095	259,199	259,199	260,394
Materials & Supplies	6,229	12,400	10,950	11,900
Utilities & Contracts	114,167	95,180	105,570	110,570
Capital	0	0	0	0
Transfer	0	0	0	0
<b>Total</b>	<b>973,781</b>	<b>1,006,521</b>	<b>922,756</b>	<b>1,022,999</b>
<b>Revenue Sources:</b>				
Charges for Services	0	10,000	10,000	5,000
General Fund	973,781	996,521	912,756	1,017,999
<b>Total</b>	<b>973,781</b>	<b>1,006,521</b>	<b>922,756</b>	<b>1,022,999</b>

**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**

- Completed above ground fuel storage system
- Expanding use of Cartegraph Asset Management System
- Implemented GPS tracking system in all SIMR vehicles/equipment
- Added 20,000 gallon of storage for salt brine/sugar beet molasses
- Upgraded salt/brine/sugar been molasses mixing facilities

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

- Reducing redundancies in parts inventory
- Aging Equipment fleet
- Begin administering sidewalk program from Street Division
- Staffing shortages due to compensation and budget cuts

### **Performance Statistics**

- Dispensed 57,118 gallons of unleaded fuel and 48,023 gallons of diesel fuel; to date, \$160,189 since July 1, 2020
- Processed over 4,400 locate requests
- Performed 264 PM inspections/Oil Changes
- Replaced 30 batteries
- Replaced or repaired 120 tires
- Performed 9 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.

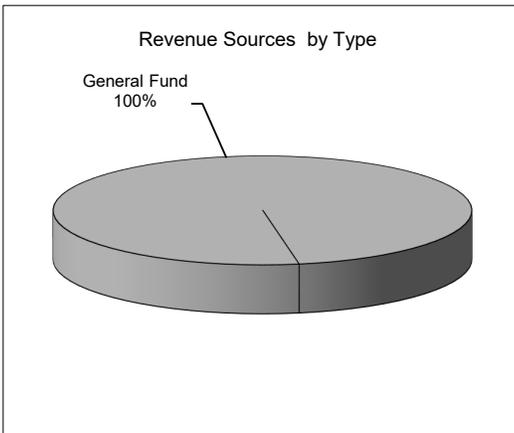
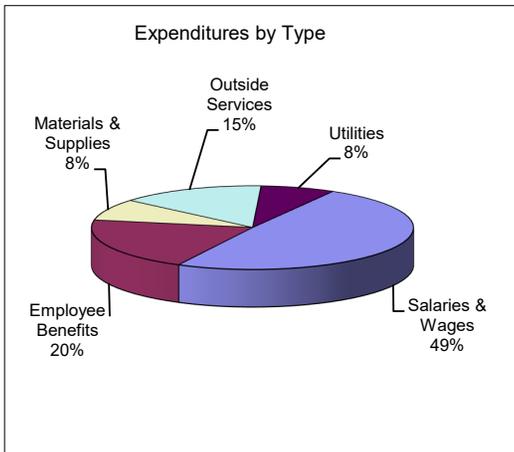
### Staffing Detail

Superintendent Streets/Sewer Maintenance  
 Asst Supt Streets/Sewer Maintenance  
 SIMR Administrative Technician  
 Maintenance Technician  
 Custodian

2019-20	2020-21		2021-22
	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
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	222,469	291,622	259,338	266,112
Employee Benefits	92,147	134,089	134,089	109,803
Materials & Supplies	39,748	45,100	47,100	45,100
Outside Services	88,876	80,225	82,725	78,975
Utilities	47,111	40,483	35,083	40,483
Transfer	5,757	5,758	5,758	5,758
<b>Total</b>	<b>496,108</b>	<b>597,276</b>	<b>564,092</b>	<b>546,230</b>
<b>Revenue Sources:</b>				
Charges for Service	6,005	0	0	0
Grants	(7,833)	0	0	0
General Fund	497,936	597,276	564,092	546,230
<b>Total</b>	<b>496,108</b>	<b>597,276</b>	<b>564,092</b>	<b>546,230</b>

# PUBLIC WORKS COMMUNICATIONS

## Program 8520

### Program Description

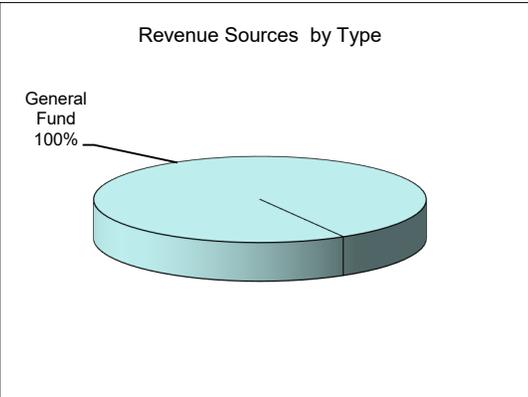
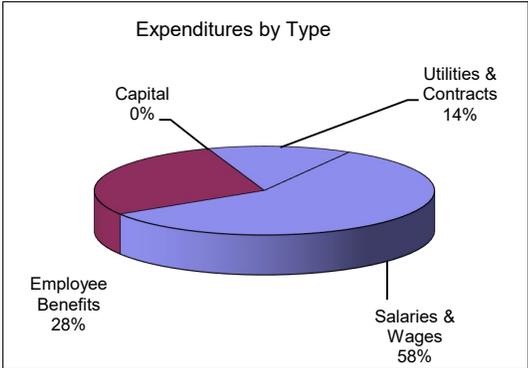
This division provides 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints and inquiries. Staff also provide communications support for the Health department on holidays, evenings, and weekends; dispense fuel to City vehicles; provide visual 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

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
4	4	4	4

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	157,792	163,157	155,447	163,856
Employee Benefits	76,274	81,024	81,024	81,149
Capital	0	0	0	0
Utilities & Contracts	13,946	38,880	38,880	38,880
<b>Total</b>	<b>248,012</b>	<b>283,061</b>	<b>275,351</b>	<b>283,886</b>
<b>Revenue Sources:</b>				
General Fund	248,012	283,061	275,351	283,886
<b>Total</b>	<b>248,012</b>	<b>283,061</b>	<b>275,351</b>	<b>283,886</b>

# EQUIPMENT SUPPORT

## Program 8530

### Program Description

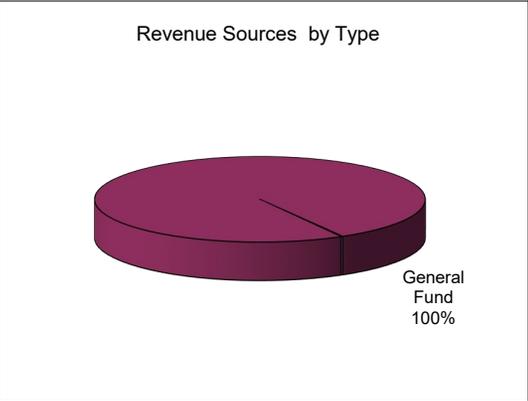
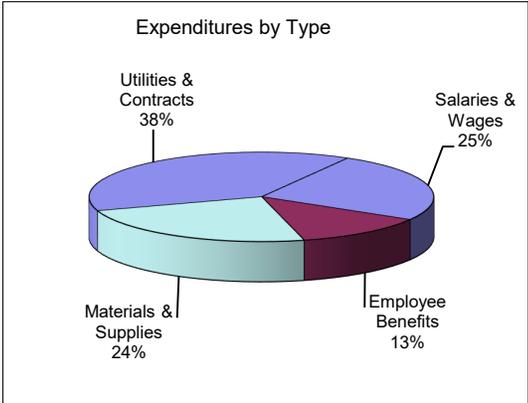
Staff provide a well-maintained fleet for all street, sewer, engineering, traffic and public parking vehicles and equipment through annual safety inspections, preventative maintenance work, and on-site repairs when necessary.

### Staffing Detail

- Chief Master Mechanic
- Master Mechanic
- Senior Auto Mechanic
- Auto Mechanic
- Inventory Supply Technician

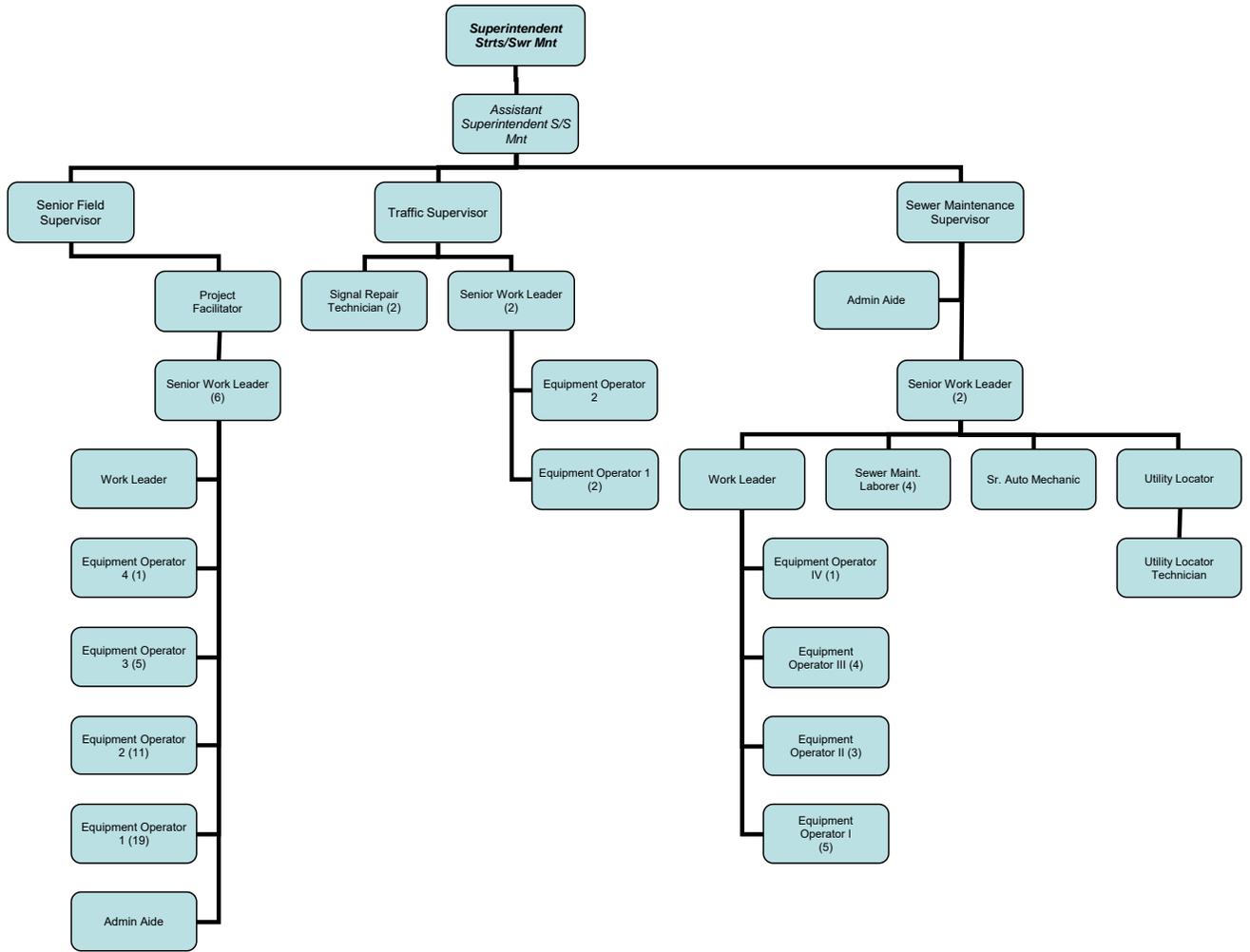
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
2	2	2	2
2	2	2	2
1	1	1	1
7	7	7	7

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	242,901	290,413	226,195	294,792
Employee Benefits	111,371	144,494	144,494	146,400
Capital	0	0	0	0
Materials & Supplies	187,318	278,880	216,980	279,580
Utilities & Contracts	467,600	449,600	450,700	449,600
<b>Total</b>	<b>1,009,189</b>	<b>1,163,386</b>	<b>1,038,368</b>	<b>1,170,372</b>
<b>Revenue Sources:</b>				
Operating Grant	(1,977)	0	0	0
Other Revenue	18	2,300	2,300	2,300
General Fund	1,011,148	1,161,086	1,036,068	1,168,072
<b>Total</b>	<b>1,009,189</b>	<b>1,163,386</b>	<b>1,038,368</b>	<b>1,170,372</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 by citizen request
- 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

- Continued development of an improved secondary snow route system
- Experienced two damaging windstorms and one flood event
- Ditched streets impacted by Contrary Creek flood
- New above-ground fuel storage system in place and operating
- Expanded number salt brine distributors

### 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
- Staffing shortages due to compensation and budget cuts
- Adequate funding for capital equipment purchases
- Loss of Slurry Program due to budget cuts

### Performance Statistics

- Composite rating for City streets: 83
- Miles of streets slurry sealed: 8.68
- Tons of asphalt used patching potholes: 305
- Number of potholes patched: 2,100
- Miles of street swept: 1,913
- Number of locations mowed in ROW: 58
- Number of cubic yards of concrete poured: 2,002.75
- Number of feet of ditches dug: 15,016

# STREET MAINTENANCE

Programs 1210 &  
1211

## Program Description

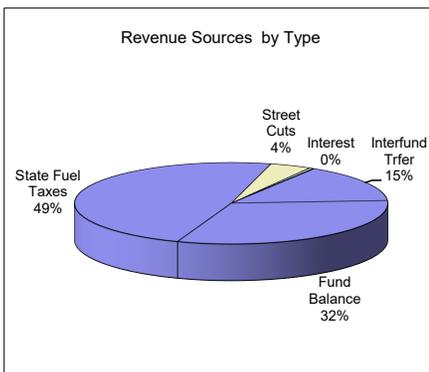
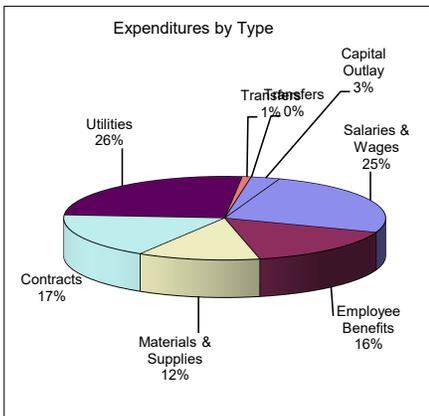
The division ensures the public's health and safety and promotes economic development by providing timely, cost effective preventative maintenance and repair to all public streets, bridges, and storm drainage systems within City owned right-of-way. Staff also assist with maintenance of public alleys; perform street sweeping; and oversee utility excavation repair.

## Staffing Detail

Senior Field Supervisor  
 Senior Work Leader  
 Laborers  
 Project Facilitator  
 Asset Management Specialist  
 Equipment Operator 4  
 Equipment Operator 3  
 Equipment Operator 2  
 Equipment Operator 1  
 Administrative Aide

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
6	6	6	6
0	0	0	3
1	1	1	1
1	1	1	1
1	1	1	1
5	5	5	5
11	11	11	11
19	16	16	16
1	1	1	1
46	43	43	46

## Operating Budget Summary



### Expenditures:

Salaries & Wages  
 Employee Benefits  
 Materials & Supplies  
 Contracts  
 Outside Services  
 Transfers  
 Capital Outlay  
 Public Improvements

### Total

### Revenue Sources:

State Fuel Taxes  
 Misc Grants  
 Street Cuts  
 Interest  
 Principal  
 Other Rev  
 Interfund Trfr  
 Fund Balance

### Total

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1,723,347	1,667,544	1,682,741	1,459,872
793,948	831,505	829,505	929,607
1,009,754	715,877	715,877	716,377
677,608	995,618	1,151,618	1,014,427
1,472,403	1,493,500	1,493,500	1,493,500
63,042	50,901	50,901	52,875
162,758	298,000	298,000	170,000
196,996	0	0	0
6,099,856	6,052,945	6,222,142	5,836,659
2,744,184	2,790,740	2,732,019	2,832,000
(72,267)	0	156,000	0
164,532	250,000	120,000	250,000
59,648	24,570	24,570	24,570
17,064	6,750	6,750	6,750
81,996	0	9,100	0
1,194,747	1,150,209	1,150,209	880,517
1,909,951	1,830,676	2,023,494	1,842,822
6,099,856	6,052,945	6,222,142	5,836,659

# 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

## Current Year Activity/Achievements

- Continuing major sign replacement program in order to comply with new sign reflectivity standards
- Continuing the long-term replacement program of high-intensity stop signs
- Traffic data collection in several different areas
- Began replacing intersection paint markings with thermoplastic markings (stop bars, arrows, crosswalks)
- Continuing with change over in CBD from signaled intersections to stops signs at selected intersections

## 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
- More traffic signs are being made in-house; although cheaper than purchasing ready-made signs, the cost of materials is rising

## Performance Statistics

- Two (2) Cabinet & Controller sets were upgraded
- Preventive Maintenance on traffic signal devices at 30 locations
- 4 new signal heads installed due to knock downs
- Tested Conflict Monitors in 39 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

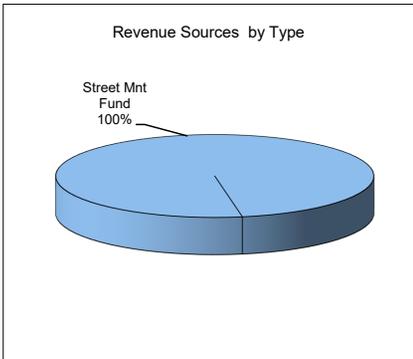
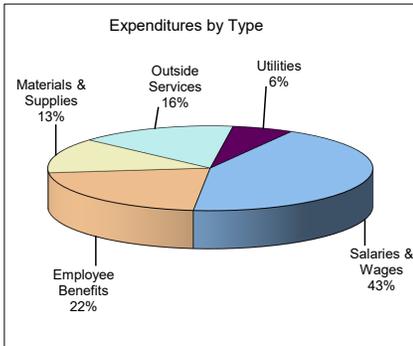
Division staff maintain, repair and install the traffic control devices throughout the City, including traffic, fire, pedestrian and school signals, weather stations, traffic signs and on and off-street pavement markings in order to protect the safety of vehicular and pedestrian traffic. Staff also research 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 I

2019-20	2020-21		2021-22
	Actual	Adopted Budget	
1	1	1	1
3	2	2	2
1	2	2	2
1	1	1	1
2	2	2	2
<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Operating Budget Summary



#### Expenditures:

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

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	340,810	338,153	343,464	343,025
Employee Benefits	160,215	168,775	168,775	170,741
Materials & Supplies	104,181	106,000	99,150	106,000
Outside Services	117,067	126,150	126,150	123,950
Utilities	48,840	48,100	40,000	48,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>771,112</b>	<b>787,178</b>	<b>777,539</b>	<b>791,815</b>
<b>Revenue Sources:</b>				
Other Rev	5,027	0	0	0
Street Mnt Fund	766,085	787,178	777,539	791,815
<b>Total</b>	<b>771,112</b>	<b>787,178</b>	<b>777,539</b>	<b>791,815</b>

# SNOW & ICE CONTROL

## Program 2150

### Program Description

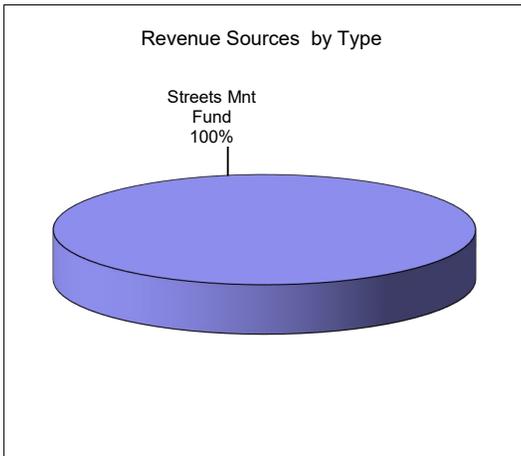
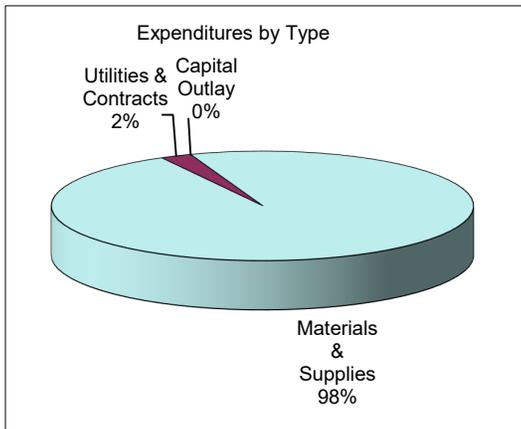
This program tracks and manages the materials and purchases associated with the yearly expenses of snow and ice control.

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	411,939	448,300	448,300	448,800
Utilities & Contracts	9,281	11,000	14,000	11,000
Capital Outlay	38,171	20,000	20,000	0
<b>Total</b>	<b>459,391</b>	<b>479,300</b>	<b>482,300</b>	<b>459,800</b>
<b>Revenue Sources:</b>				
Other Rev	2,627	0	0	0
Streets Mnt Fund	456,764	479,300	482,300	459,800
<b>Total</b>	<b>459,391</b>	<b>479,300</b>	<b>482,300</b>	<b>459,800</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

- Working on the multi-year sewer district cleaning program
- Have completed a number of pre-acceptance CCTV inspections of new sewers
- Continuation of implementing Cartagraph as the new 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
- Continuing towards facility relocation
- Staffing shortages due to compensation
- Initiate a voluntary collections system licensing program for employees

## Performance Statistics

- Total miles of sanitary sewer line: 409.06
- Length of lines cleaned: 160,450 ft. or 30.00 miles
- Length of sewer line inspected w/closed circuit TV: 79,934 ft. or 15 miles
- Number of inlets repaired/replaced: 134
- Number of inlets cleaned: 913
- Number of dye tests performed: 74

# 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.

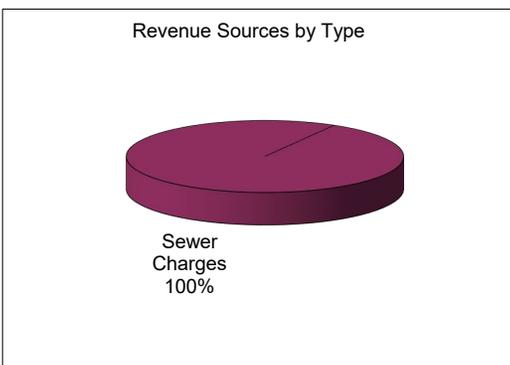
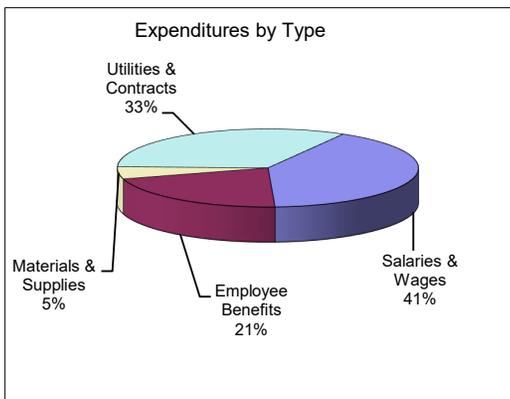
### Staffing Detail

Sewer Maintenance Supervisor  
 Senior Work Leader  
 Utility Locator  
 Work Leader  
 Utility Locator Technician  
 Equipment Operator IV  
 Equipment Operator III  
 Equipment Operator II  
 TV Sewer Technician  
 Administrative Aide  
 Equipment Operator I  
 Senior Auto Machanic  
 Sewer Maintenance Laborer

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4
3	3	3	2
0	0	0	1
1	1	1	1
5	5	5	7
1	1	1	1
4	4	4	2
25	25	25	25

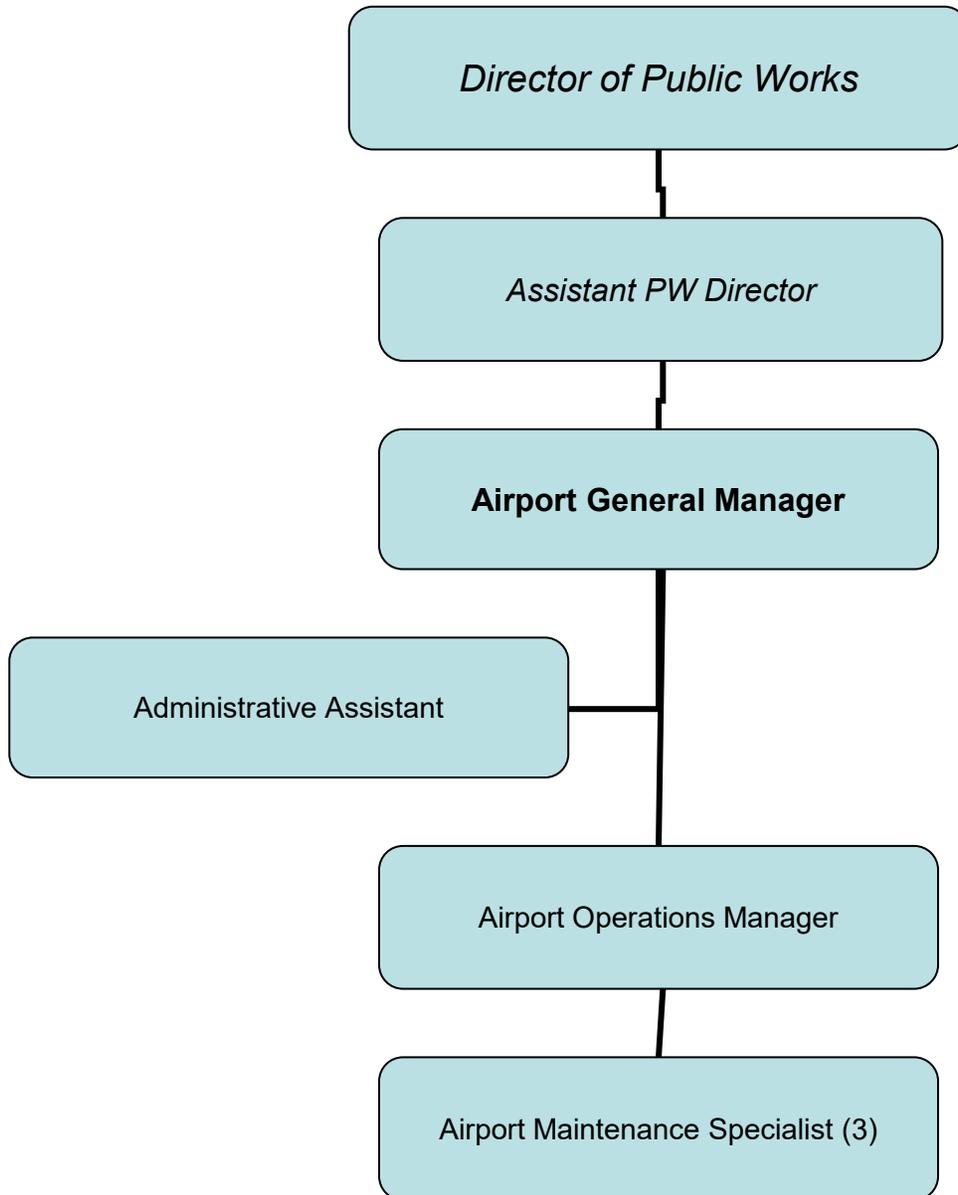
### Major Budgetary Changes & Program Highlights

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	994,615	1,054,452	1,048,260	1,050,027
Employee Benefits	462,936	560,098	560,098	542,770
Materials & Supplies	94,005	129,600	95,100	128,600
Utilities & Contracts	688,609	924,549	931,549	844,488
Insurance & Other	0	0	0	0
Capital Equipment	0	0	0	0
Public Improvements	54,289	0	0	0
<b>Total</b>	<b>2,294,455</b>	<b>2,668,699</b>	<b>2,635,007</b>	<b>2,565,885</b>
<b>Revenue Sources:</b>				
Interest	66	0	0	0
Other Rev	2,514	0	400	0
Transfers	0	0	0	0
Sewer Charges	2,291,875	2,668,699	2,634,607	2,565,885
<b>Total</b>	<b>2,294,455</b>	<b>2,668,699</b>	<b>2,635,007</b>	<b>2,565,885</b>

# 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 Inspection
- Manage land/property leases with tenants to resolve any deficiencies and monitor compliance
- Maintain current airfield preventative maintenance program/forecast for future airfield pvmt program
- 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

## Current Year Activity/Achievements

- During annual FAA Part 139 Airfield Inspection, Rosecrans Airport received a zero discrepancy in 2020
- Maintain Wildlife Perimeter Fence
- Design and reconstruct Runway 17/35
- Development of an Airport Business Plan
- Rehabilitate Air Traffic Control Tower
- EAA Young Eagles annual rallies to give STJ youth opportunity to explore aviation
- Purchased new SUV and a Aero Turn Mower to effectively/efficiently perform daily airfield tasks
- MCCA w/MoANG for box culvert install and waterline relocate
- Obtained new occupant for vacated Aircraft Mechanic in C-1 hangar

## 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
- Partner with 139AW to accommodate all military missions
- No further incoming revenue from FAA for facilities lease agreement
- Capital Improvement Projects, Various
- Feasibility study of facilities on south end of airport for potential private sector investment to the community
- Advertisements for new management of the Rosecrans Diner

## Performance Statistics

- Total Based Aircraft (2020): 63 (10-military; 53-general aviation, corporate, medical, agricultural)
- Total Aircraft Operations (2020 takeoff/landings): 12,938 compared to 2019 total of 18,333
- Total Volume Aircraft Fuel Sales (2020): 225,226 gallons compared to 2019 total of 217,307
- Hangar Occupancy: 34 existing T-hangars with average 80% occupancy (85% in 2019)
- Above statistics show a decline from previous year due to the pandemic

# AIRPORT OPERATIONS

## Program 1310

### Program Description

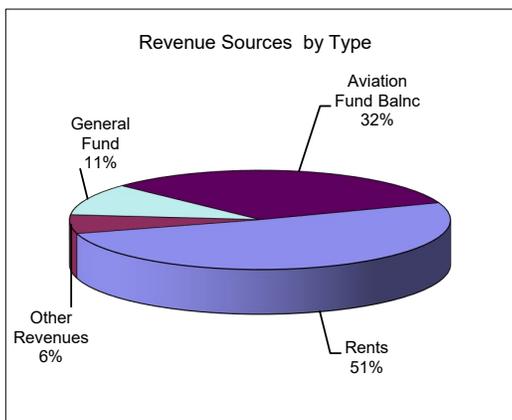
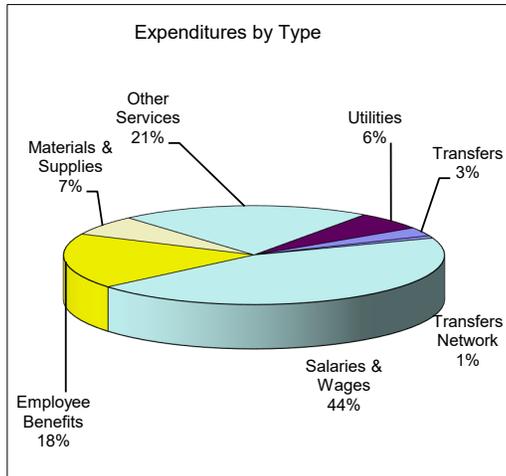
To improve the economic climate of the airport and attract additional general aviation and commercial operations this program oversees airport maintenance and operations. The program derives revenue through facility, hangar and land rents. Deficits are financed through transfers from the SIM&R Fund. 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

### Staffing Detail

Airport Manager  
 Airport Operations Manager  
 Secretary  
 Airport Maintenance Specialist

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3
6	6	6	6

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	276,052	285,114	292,522	297,294
Employee Benefits	110,521	129,668	130,195	121,345
Materials & Supplies	54,700	44,040	33,390	44,040
Other Services	113,030	125,711	227,804	142,609
Utilities	38,955	15,252	34,100	39,502
Capital Outlay	38,950	0	77,041	0
Capital Improvement	0	0	0	0
Transfers	19,146	19,147	19,147	19,147
Transfers Network	4,000	5,415	5,415	5,625
<b>Total</b>	<b>655,354</b>	<b>624,347</b>	<b>819,614</b>	<b>669,562</b>
<b>Revenue Sources:</b>				
Misc Grants	28,593	0	69,000	0
Rents	353,105	337,840	335,292	341,739
Other Revenues	42,472	29,280	212,430	40,780
Interest Earnings	6,438	100	2,495	100
General Fund	148,290	70,000	85,000	70,000
Aviation Fund Balance	76,455	187,127	115,397	216,943
<b>Total</b>	<b>655,354</b>	<b>624,347</b>	<b>819,614</b>	<b>669,562</b>

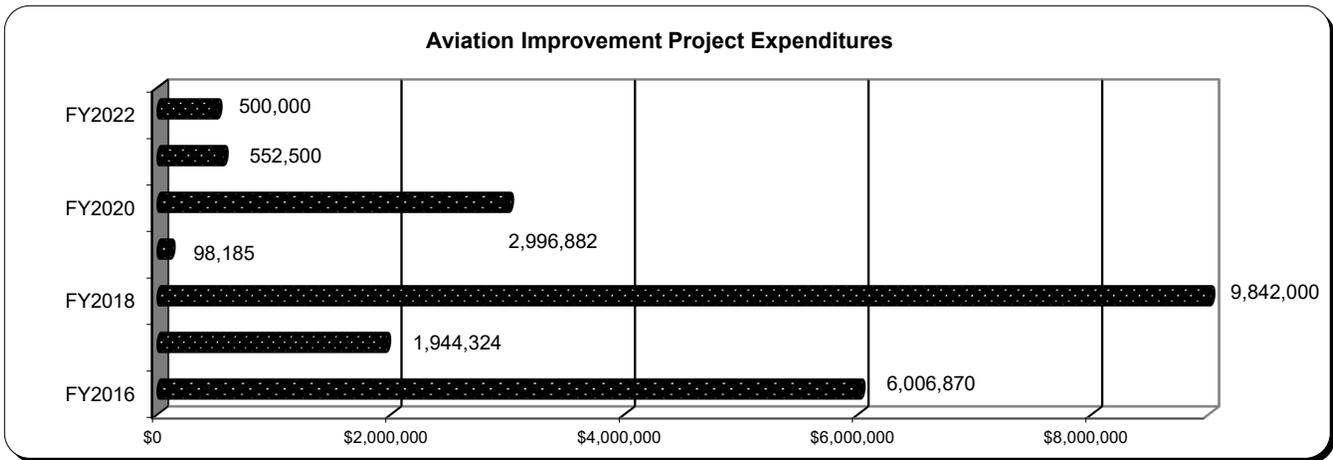
# AVIATION FUND IMPROVEMENT PROJECTS

## 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.

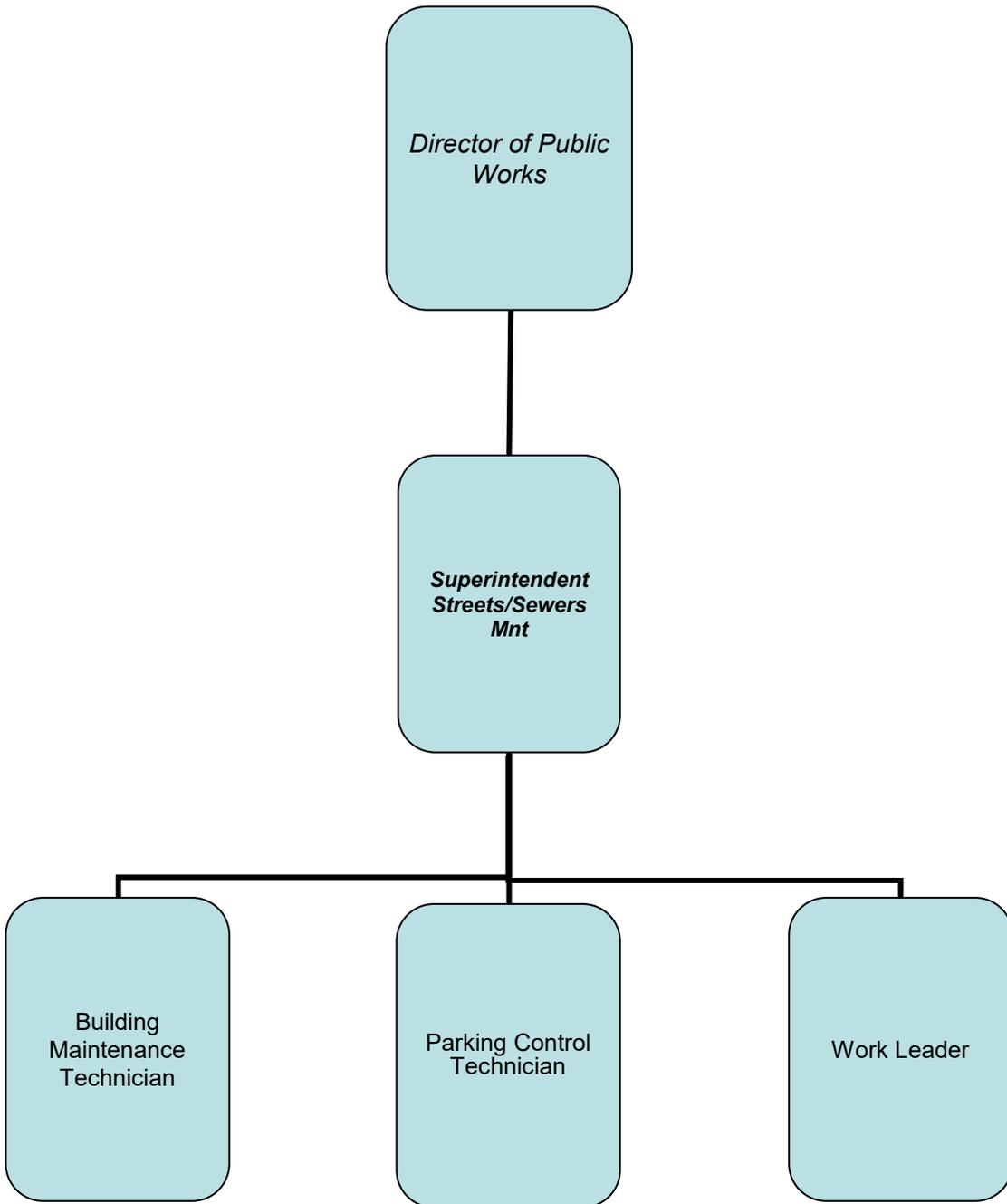
### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Capital Budget Summary

	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Outside Services	168,342	0	0	0
Capital Equipment	0	0	0	0
Improvement Proj's	2,828,539	4,500,000	552,500	500,000
<b>Total</b>	<b>2,996,882</b>	<b>4,500,000</b>	<b>552,500</b>	<b>500,000</b>
<b>Revenue Sources</b>				
Grants	1,706,548	4,342,500	500,000	200,000
Transfers & Other	91,227	157,500	52,500	300,000
Aviation CIP FB	1,199,107	0	0	0
<b>Total</b>	<b>2,996,882</b>	<b>4,500,000</b>	<b>552,500</b>	<b>500,000</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
- Enforce parking regulations
- Ensure quality customer service to the downtown community

## Current Year Activity/Achievements

- Lost Parking Garage Attendants due to budget cuts
- Continued enforcement duties on 2 levels of new Mosaic parking garage at 8th and Felix

## Budget Challenges/Planned Initiatives

- Lack of funding has resulted in the inability to make needed repairs to the facilities
- Loss of Parking Garage attendants has resulted in virtually no income from garages

## Performance Statistics

- Tickets issued by staff: 3,626
- Fines collected upon citation: \$ 34,919
- Fines collected after 1st notice: \$ 9,408
- Fines collected after 2nd notice: \$ 24,159

# PARKING MAINTENANCE

## Program 1550

### Program Description

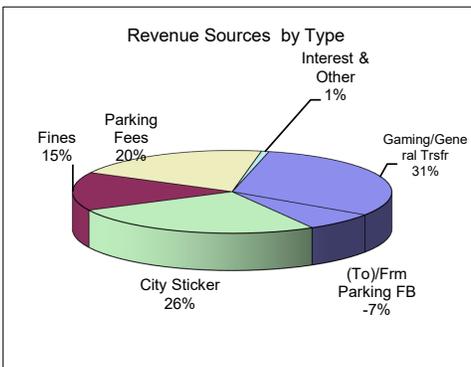
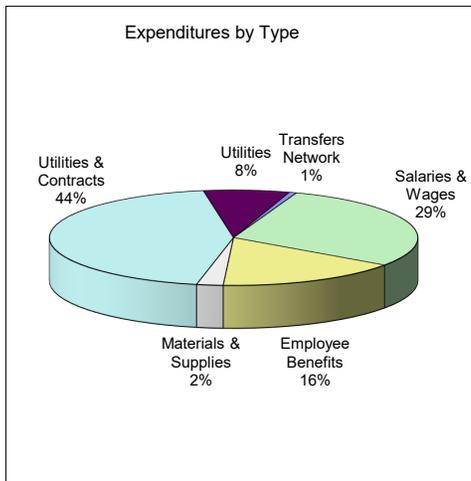
Parking staff provide safe, well maintained parking opportunities for the public who work and shop in the Central Business District through the maintenance and repair of parking garages, surface lots, and on-street parking spaces. Staff maintain ticket dispensers and electronic gates; enforce traffic and parking regulations, and staff garage collection booths.

### Staffing Detail

Work Leader  
 Building Maintenance Technician  
 Parking Control Technician  
 Parking Lot Attendant  
 Prkg Lot Attendant (PT) 4.5 hrs/day

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
0	0	0	0
0	0	0	0
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	158,205	98,468	89,873	101,233
Employee Benefits	87,687	55,506	55,690	55,912
Materials & Supplies	5,452	8,200	5,700	8,050
Utilities & Contracts	125,447	111,619	111,619	153,089
Utilities	23,878	26,500	20,500	26,100
Transfers	0	0	0	0
Transfers Network	3,000	2,166	2,166	2,250
Capital	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>403,670</b>	<b>302,459</b>	<b>285,548</b>	<b>346,634</b>
<b>Revenue Sources:</b>				
City Sticker	99,528	100,000	100,000	90,000
Fines	69,736	85,200	48,000	52,000
Parking Fees	110,837	103,800	73,937	70,400
Interest & Other	4,718	2,680	2,680	2,680
Transfers	0	0	0	0
Gaming/General Trsfr	95,442	73,500	73,500	106,500
(To)/Frm Parking FB	23,409	(62,721)	(12,569)	25,054
<b>Total</b>	<b>403,670</b>	<b>302,459</b>	<b>285,548</b>	<b>346,634</b>

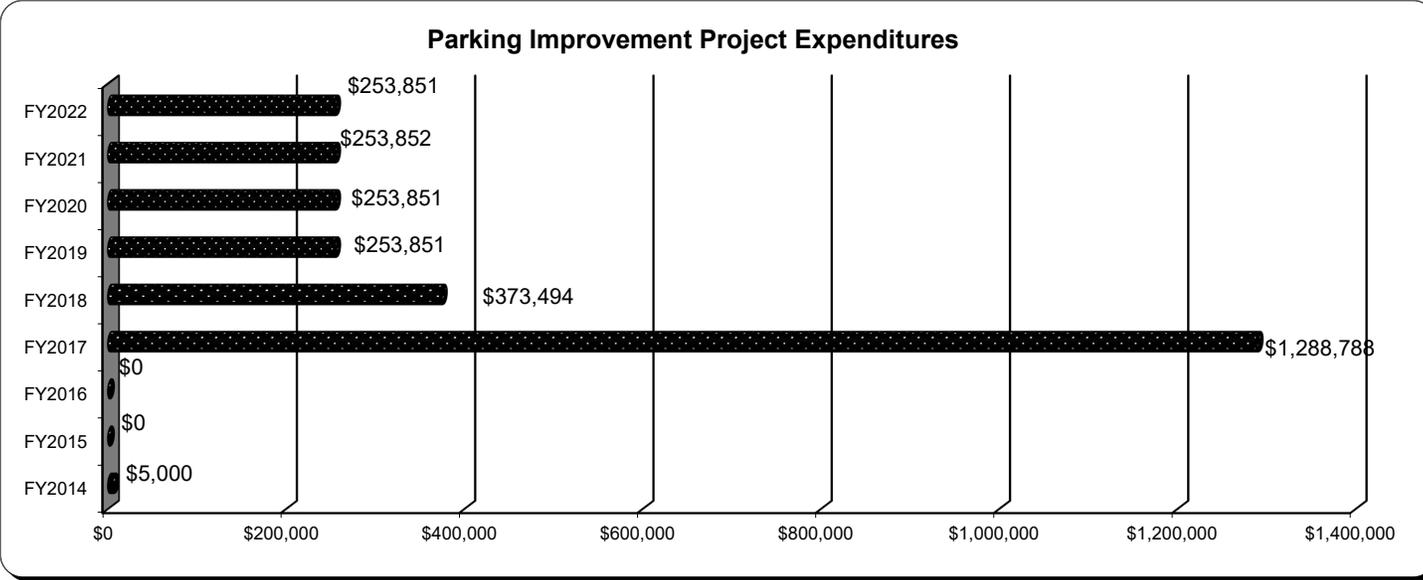
# PARKING FUND IMPROVEMENT PROJECTS

## Program 1230

**PROGRAM DESCRIPTION**

The Parking Improvement program was established for repairs and renovations on the City's parking facilities.

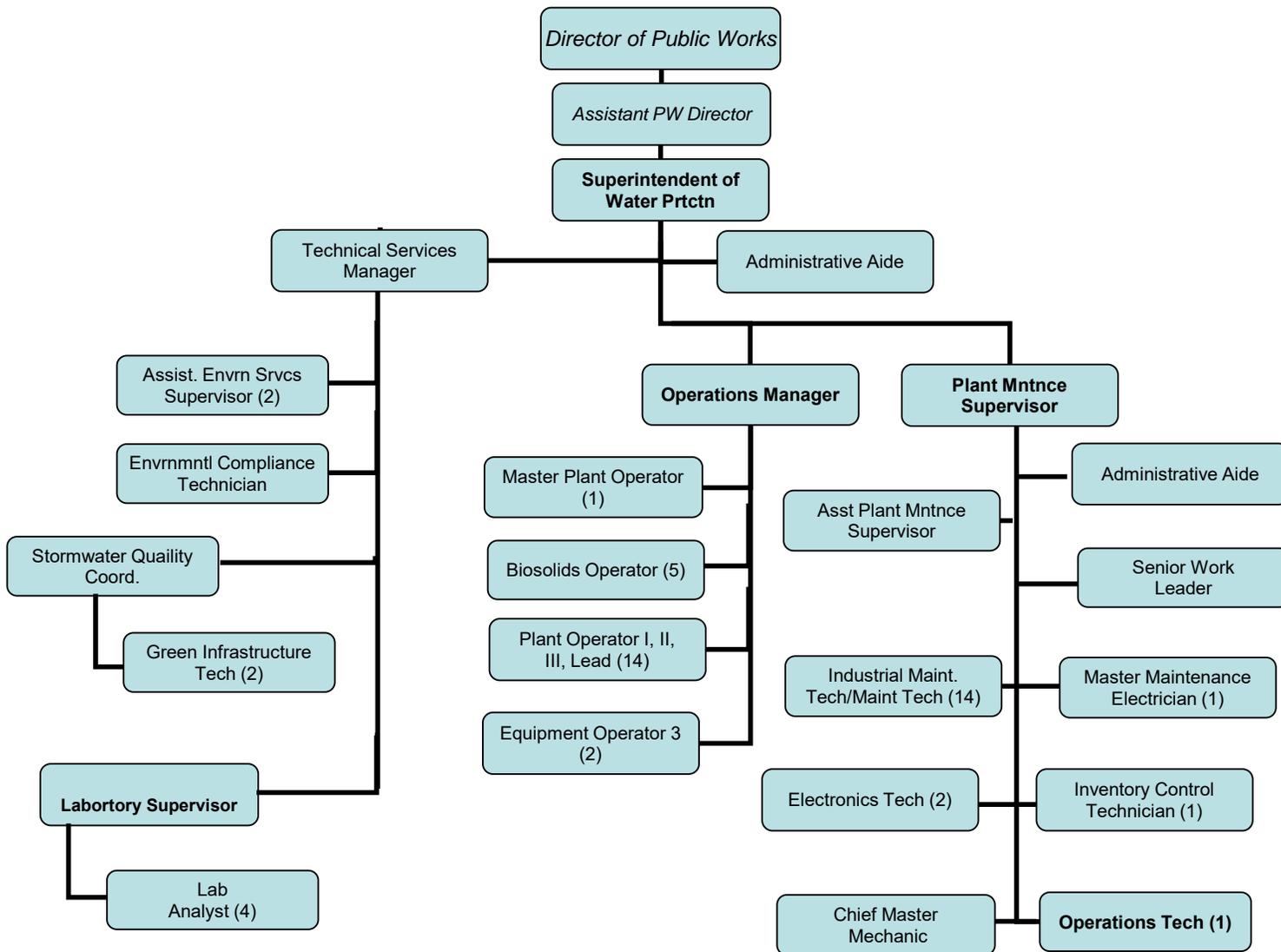
**CAPITAL OUTLAY & PUBLIC IMPROVEMENTS**



**Capital Budget Summary**

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Materials & Services	0	0	0	0
Debt Serv-Princ	178,158	185,492	185,492	192,911
Debt Serv-Interest	75,693	68,360	68,360	60,940
<b>Total</b>	<b>253,851</b>	<b>253,852</b>	<b>253,852</b>	<b>253,851</b>
<b>Revenue Sources</b>				
Grants	0	0	0	0
Transfers	253,851	253,852	253,852	253,852
<b>Total</b>	<b>253,851</b>	<b>253,852</b>	<b>253,852</b>	<b>253,852</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 20 year period.
- Continue Seasonal operation of the U.V. Wastewater Effluent Disinfection System.
- Annual Cost of Service Study is progressing.
- Completed Air Quality analysis on bio-solids dryer exhaust.
- Continue Water Shut-off duties in conjunction with unpaid sewer bills.

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

- Implementation of Cartegraph software for asset management and work flow monitoring.
- Continue to install CSO monitoring stations at 14 existing CSO structures.
- Request SRF funding through Missouri Department of Natural Resources for completion of energy savings project.

### **Performance Statistics**

- Number of Notice of Violations issued against the City is Zero.
- Average daily flow treated is 24 million gallons per day.
- 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.

# WPC ADMINISTRATION

## Program 6310

### Program Description

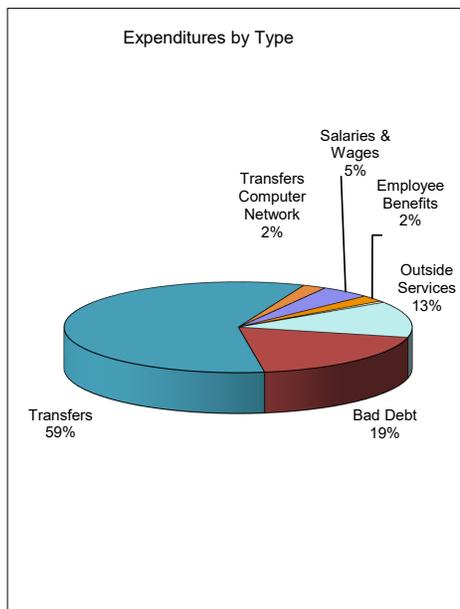
Provides administrative and management support for the sewer treatment plant, pumping stations, airport lagoon system and laboratory. Staff provide internal management duties, oversees regulatory compliance, monitors wastewater classes and licenses, and responds to regulatory inquiries to ensure environmental protection and to protect public health.

### Staffing Detail

Wastewater Treatment Superintendent  
 Assist. Super of WWT  
 Secretary

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
1	1	1	1
1	1	1	0
1	1	1	1
<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>

### Operating Budget Summary

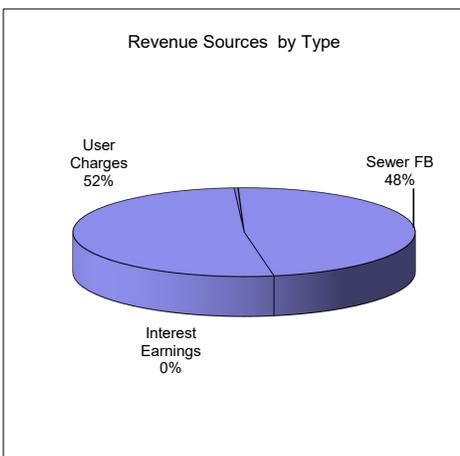


#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	163,118	21,392	36,177	122,460
Employee Benefits	265,758	86,764	84,164	59,592
Materials & Supplies	9,502	14,000	15,000	14,000
Outside Services	237,744	262,488	262,488	338,990
Utilities	0	0	0	0
Capital Outlay	0	0	0	0
Capital Improvements	0	0	0	0
Bad Debt	623,797	500,000	500,000	500,000
Debt Serv-Princ	0	0	0	0
Debt Serv-Interest	359,517	0	0	0
Transfers	1,932,138	1,568,392	1,568,392	1,544,071
Transfers Computer N	0	57,399	57,399	57,375
<b>Total</b>	<b>3,591,573</b>	<b>2,510,435</b>	<b>2,523,620</b>	<b>2,636,488</b>

#### Revenue Sources:

	2019-20	2020-21	2021-22	
Sewer Charges	30,638,489	30,370,500	30,779,790	30,779,789
User Charges	10,950	0	0	0
Other Revenue	123,281	1,000	66,455	1,000
Prin Earnings	0	0	0	0
Interest Earnings	414,459	0	(25,000)	25,000
Transfers	0	420,000	420,000	200,000
Sewer FB	(27,595,605)	(28,281,065)	(28,717,625)	(28,369,301)
<b>Total</b>	<b>3,591,573</b>	<b>2,510,435</b>	<b>2,523,620</b>	<b>2,636,488</b>



# LABORATORY

## Program 6350

### Program Description

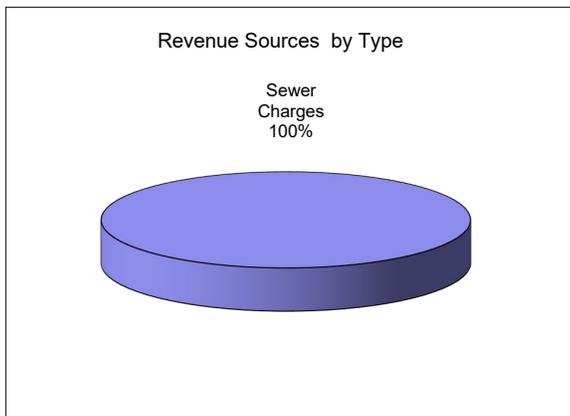
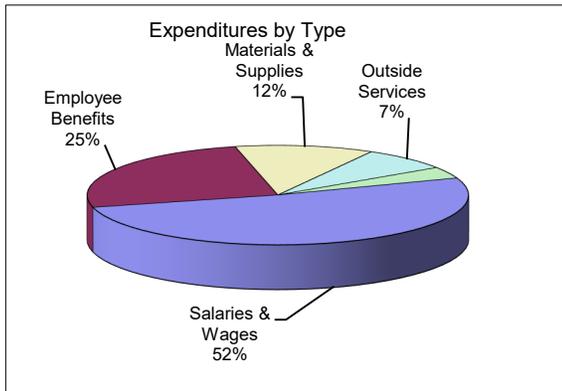
The Laboratory monitors compliance with regulatory agencies such as MDMR, the EPA as well as the City's Pre-Treatment Ordinance. Staff gather field samples and conduct testing. This also allows for industrial cost recovery based on the use of the treatment plant and collection system by industrial users.

### Staffing Detail

- Laboratory Supervisor
- Technical Services Manager
- Assist. Envir. Service Suprvisor
- Stormwater Quality Coord.
- Laboratory Analyst
- Green Infrastructure Tech
- Environmental Compliance Technician

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
1	1	1	1
4	4	4	4
2	2	2	2
1	1	1	1
12	12	12	12

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	475,035	525,511	498,926	547,526
Employee Benefits	214,289	271,447	271,447	269,815
Materials & Supplies	145,137	121,000	121,000	125,000
Outside Services	69,328	83,300	83,300	79,800
Capital Outlay	0	0	0	40,000
<b>Total</b>	<b>903,789</b>	<b>1,001,258</b>	<b>974,673</b>	<b>1,062,141</b>
<b>Revenue Sources:</b>				
Sewer Charges	903,789	1,001,258	974,673	1,062,141
<b>Total</b>	<b>903,789</b>	<b>1,001,258</b>	<b>974,673</b>	<b>1,062,141</b>

# Water Protection Plant

## Program 6330

### Program Description

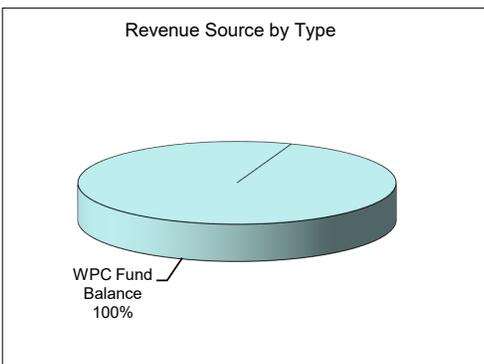
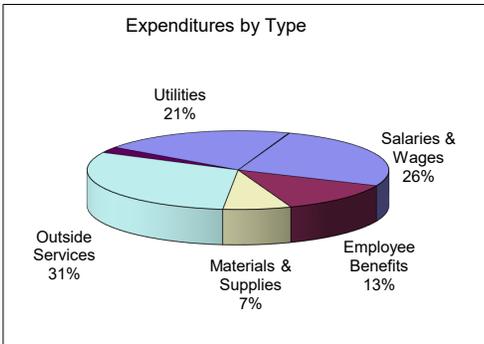
Staff operate and maintain all treatment plant facilities and equipment and monitor compliance with effluent guidelines established by the Environmental Protection Agency (EPA) and Missouri Department of Natural Resources (MDNR) in order to protect public health and the environment.

### Staffing Detail

- Plant Maintenance Supervisor
- Operations Manager
- Master Plant Operator
- Asst Plant Maintenance Supervisor
- Chief Master Machanic
- Lead Plant Operator
- Electronics Technician
- Senior Work Leader
- Master Maintenance Electrician
- Plant Operator III
- Indust Maint Tech
- Plant Operator II
- Plant Operator
- Maintenance Technician
- Inventory Control Technician
- Equipment Operator III
- Operations Tech
- Labor
- Administrative Aide
- Pump Station Collection Technician
- Senior Auto Machanic
- Bio-Solid Tech
- Engineering Clerk PT (25 hrs/wk)

	2019-20	2020-21		2021-22
	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	2	2	1
	3	3	3	2
	1	1	1	1
	1	1	1	1
	1	2	2	0
	11	11	11	10
	5	3	3	3
	9	6	6	10
	1	2	2	4
	1	1	1	1
	2	2	2	2
	2	1	1	1
	2	0	0	0
	1	1	1	1
	1	0	0	0
	1	0	0	0
	0	5	5	5
	0	0	0	0
	48	46	46	47

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	1,861,348	2,163,266	1,978,284	2,218,267
Employee Benefits	817,712	1,194,484	1,200,070	1,087,682
Materials & Supplies	614,592	662,000	667,000	622,000
Outside Services	3,375,519	2,712,450	2,782,450	2,620,001
Capital Outlay	89,393	0	22,288	208,000
Capital Improve	0	0	0	0
Utilities	1,971,170	1,765,000	1,741,000	1,765,000
Transfers	6,664	6,664	6,664	6,664
<b>Total</b>	<b>8,736,399</b>	<b>8,503,864</b>	<b>8,397,756</b>	<b>8,527,614</b>
<b>Revenue Sources:</b>				
Grants & Other	(263,899)	0	0	0
Other Rev	52,344	0	36,063	0
Transfers	0	0	0	0
WPC Fund Balance	8,947,954	8,503,864	8,361,693	8,527,614
<b>Total</b>	<b>8,736,399</b>	<b>8,503,864</b>	<b>8,397,756</b>	<b>8,527,614</b>

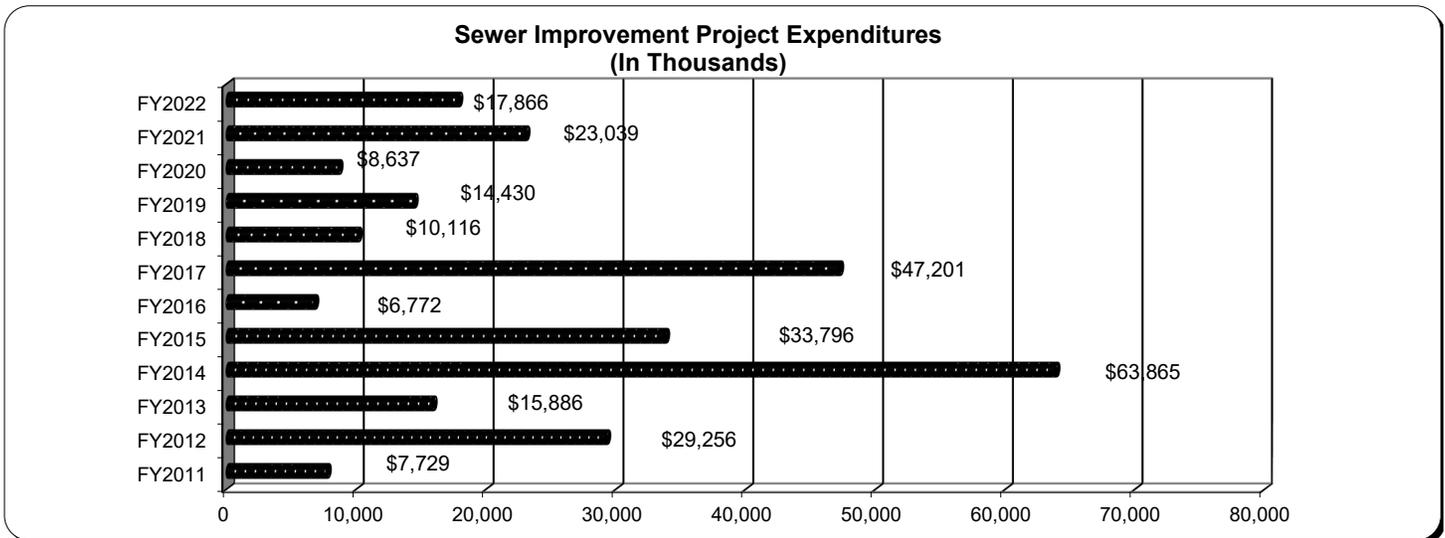
# WATER PROTECTION FUND IMPROVEMENT PROJECTS

## 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

	2019-20 Actual	2020-21		2021-22
		Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Services	457,060	0	0	0
Capital	566,256	227,400	227,400	959,645
Capital Improvemen	7,613,780	22,812,011	24,542,786	16,906,529
Transfer	0	0	0	0
<b>Total</b>	<b>8,637,096</b>	<b>23,039,411</b>	<b>24,770,186</b>	<b>17,866,174</b>
<b>Revenue Sources</b>				
Sewer Charges	0	0	0	0
Interest & Other Rv	308,995	96,708	100,700	100,700
Grants	0	0	0	0
Appropriation Fund	0	0	0	0
Bond Revenues/Int	15,398,269	16,786,011	18,516,786	16,431,489
Sewer FB	(7,070,167)	6,156,692	6,152,700	1,333,985
<b>Total</b>	<b>8,637,096</b>	<b>23,039,411</b>	<b>24,770,186</b>	<b>17,866,174</b>

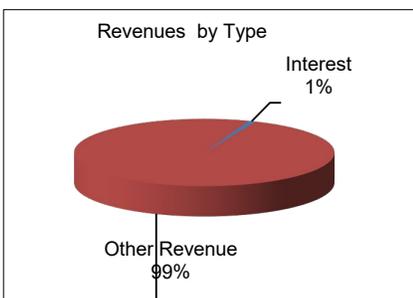
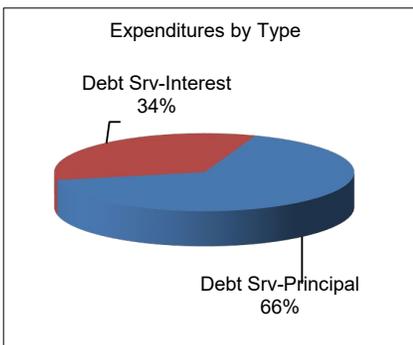
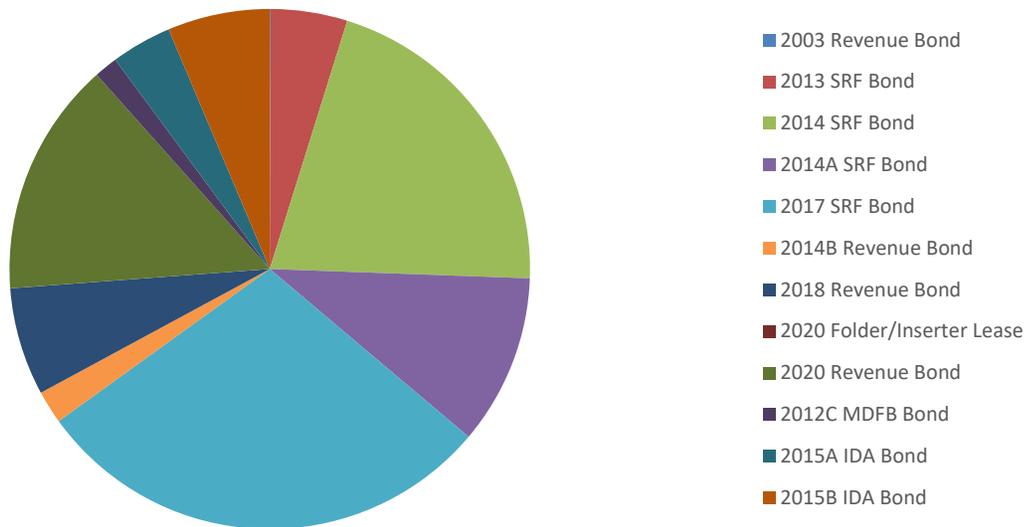
# SEWER DEBT SERVICE PROGRAM

## Program 1245

### PROGRAM DESCRIPTION

The Sewer Debt Service Program includes all annual principal and interest payments of indebtedness. Bonded debt is used to finance large capital projects such as construction or repair of buildings, improvements, sewer infrastructure and purchase of high cost machinery and equipment. 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. The Missouri State Revolving Fund (SRF) leveraged loan program is a subsidized low interest low program available through the Department of Natural Resources Water Protection Program for improvements to the City's sewer infrastructure. Projects currently in progress are financed by revenue bonds and SRF leveraged loans. A complete list of Sewer indebtedness is detailed in the Summary of Existing Municipal Debt.

FY22 Total Sewer Indebtedness



### Capital Budget Summary

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Debt Srv-Principal	9,957,900	10,265,500	10,265,500	9,829,000
Debt Srv-Interest	4,946,102	5,459,073	5,459,073	5,026,209
Transfer	0	0	0	0
<b>Total</b>	<b>14,904,002</b>	<b>15,724,573</b>	<b>15,724,573</b>	<b>14,855,209</b>
<b>Revenue Sources</b>				
Interest	345,903	130,000	145,600	130,000
Other Revenue	641,404	371,183	371,183	371,183
Sewer FB	13,916,695	15,223,390	15,207,790	14,354,026
<b>Total</b>	<b>14,904,002</b>	<b>15,724,573</b>	<b>15,724,573</b>	<b>14,855,209</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 11 fixed routes on Saturdays
- Curb-to-curb pickups with scheduled deviations at least 30 minutes prior to departure
- Bus service to Elwood with deviation on any scheduled #18 King Hill trip
- 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 to 6
- Free rides for those under 6

## Current Year Activity/Achievements

- Continued 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.
- Continued Travel Ambassador program which assists new customers in using transit (grant funded)
- Continued expanded Saturday service (grant funded)
- Continued smart phone fare payment app/Ticket Sales Machine for transfer center
- Took possession of 15 new replacement buses using 70/30 matching funds. Out of date buses retired
- Installed improvements (landing pad, bench, solar lighting) at additional 20 bus stops (grant funded)
- Repaired guttering at transfer center

## 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.
- Safety concerns at 6th & Angelique transfer center - need for security
- Several facility repairs and customer amenity improvements planned (grant funded)

## Performance Statistics

- Performance Statistics: FY2019 FY2020 FY2021 (Projected)
- On-Time Performance 98.1% 96.3% 98.5%
- Number of fare paying passengers (w/o transfers) 347,325 270,748 240,000
- Number of trips (including transfers) 427,363 330,664 270,000
- Percent of operating budget funded by paying riders 4.9% 5.1% 5.0%
- Percent of "half fare" passengers 20% 19% 17%
- Cost per trip per passenger \$13.25 \$15.59 \$19.95
- Number of deviations 60,726 46,237 35,000

\*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.

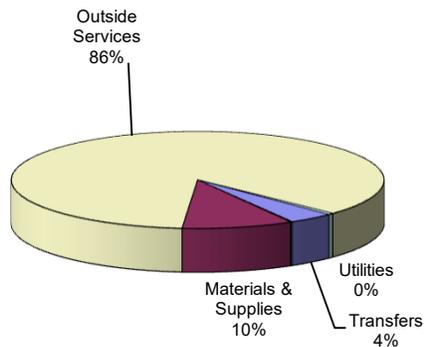
### Staffing Detail

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

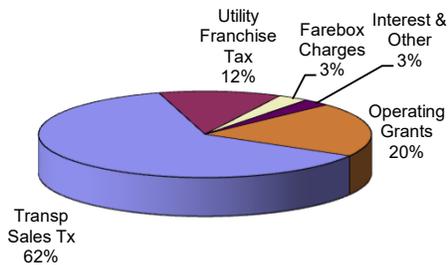
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Travel/Training	7,771	3,350	3,350	3,350
Materials & Supplies	320,578	728,695	394,000	728,695
Outside Services	5,227,256	6,206,221	6,262,566	6,492,720
Utilities	36,812	39,191	33,766	39,191
Capital Outlay	0	0	46,620	0
Capital Improve	0	0	0	0
Transfers	143,494	231,537	231,537	295,131
Transfers Computer	10,000	9,747	9,747	10,125
<b>Total</b>	<b>5,745,911</b>	<b>7,218,741</b>	<b>6,981,586</b>	<b>7,569,212</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Transp Sales Tx	4,852,494	4,767,950	4,950,536	5,372,161
Utility Franchise Tax	1,030,234	1,059,800	951,630	1,028,100
Farebox Charges	271,539	305,300	229,900	255,300
Other Revenues	111,005	3,500	3,500	3,500
Interest & Other	596,496	454,000	150,000	225,000
Operating Grants	3,381,951	1,734,258	1,734,258	1,753,258
Capital Grant	0	0	(37,296)	0
Transit FB	(4,497,807)	(1,106,067)	(1,000,942)	(1,068,107)
<b>Total</b>	<b>5,745,911</b>	<b>7,218,741</b>	<b>6,981,586</b>	<b>7,569,212</b>

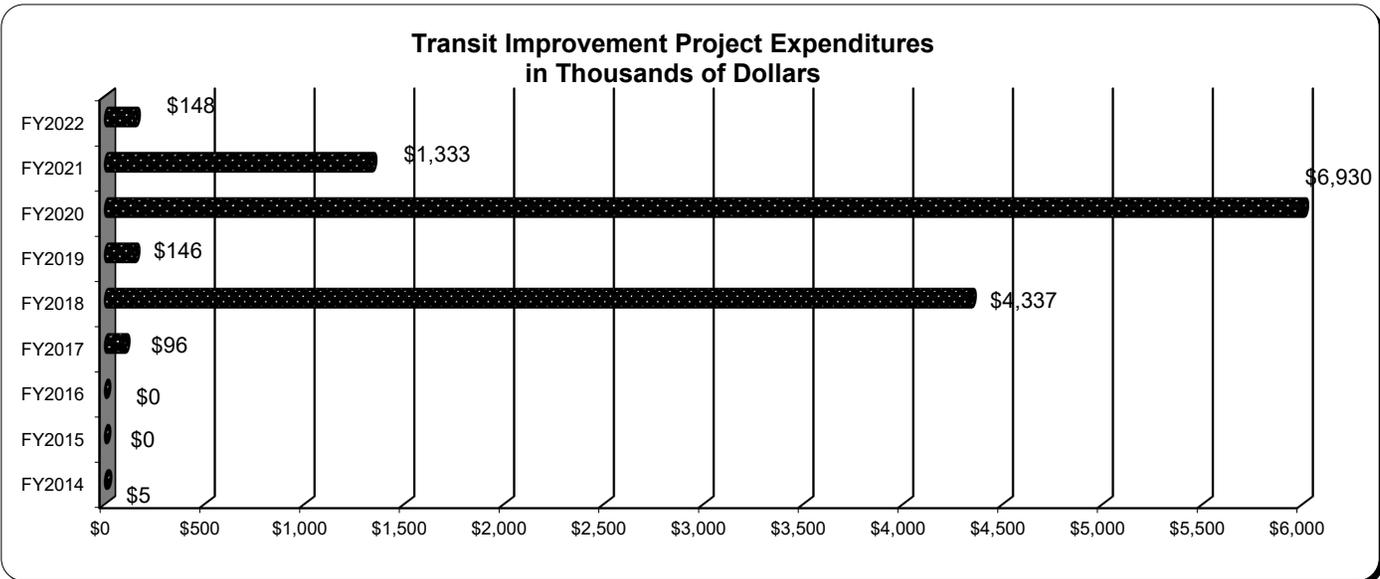
# TRANSIT FUND IMPROVEMENT PROJECTS

## 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

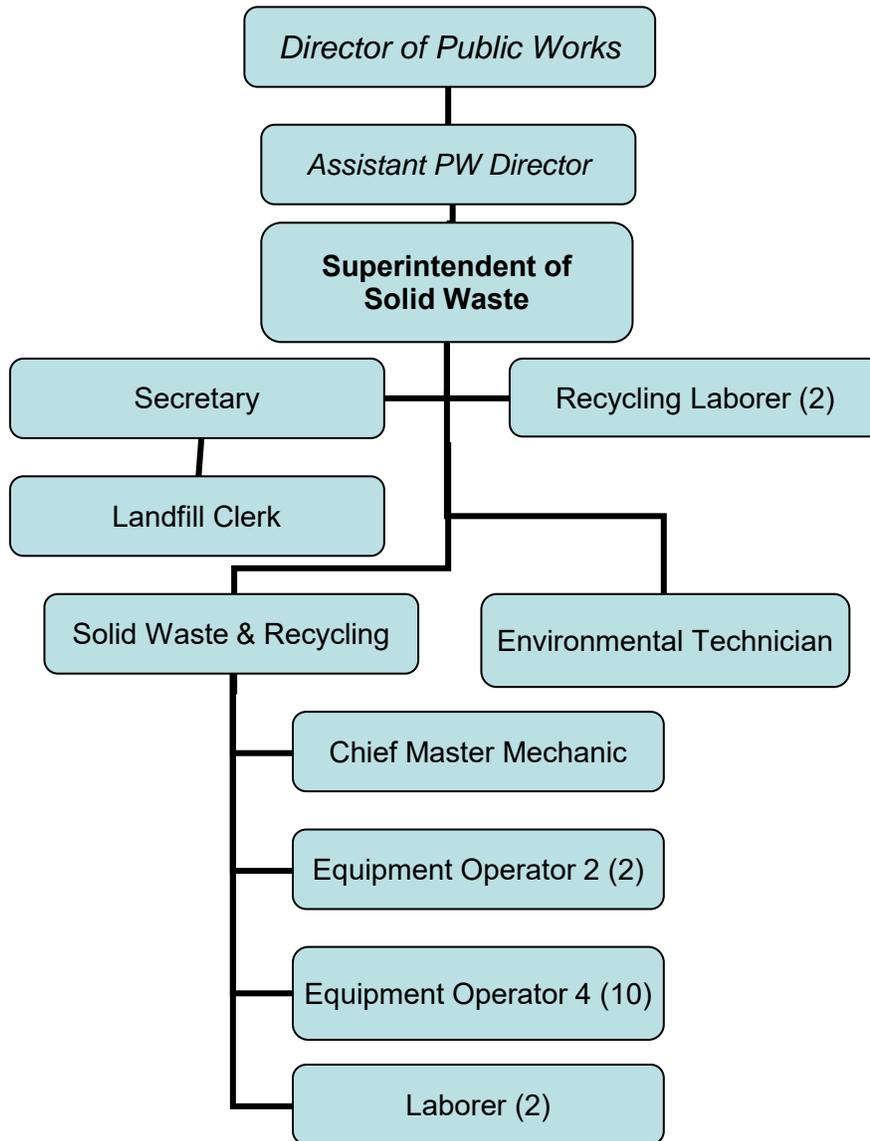


### Capital Budget Summary

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Services	3,376	0	0	0
Capital Outlay	6,774,231	446,400	446,400	73,000
Improvement Projs	152,673	887,000	887,000	75,000
<b>Total</b>	<b>6,930,280</b>	<b>1,333,400</b>	<b>1,333,400</b>	<b>148,000</b>
<b>Revenue Sources</b>				
Grants	94,766	1,066,720	1,066,720	118,400
Transit Sales Tax	0	0	0	0
Transit FB	6,835,515	266,680	266,680	29,600
<b>Total</b>	<b>6,930,280</b>	<b>1,333,400</b>	<b>1,333,400</b>	<b>148,000</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
- Grind and compost all yard waste 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

- 82,527 transactions processed at Landfill in 2020
- 224,002.74 tons of solid waste received in 2020
- 2,633.36 tons of yard waste received in 2020
- 4 MDNR inspections passed
- 8,475 whole tires and 1013.66 tons of chopped tires received and processed in 2020
- 1,391 appliances received in 2020
- 145.72 tons of debris received in the fall clean sweep event (spring event canceled due to COVID) 2020 during clean sweep operation
- Moved 89,000 yards of dirt to construct a seating berm at Missouri Western for the Chiefs training camp

### Budget Challenges/Planned Initiatives

- Proper compaction and cover active fill
- 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 the new permit
- Operational needs due to higher daily tonnage
- 2020's operational changes due to COVID

### Performance Statistics

- Number of tons of solid waste received at the landfill 224,002.74 tons up 65% from 2018
- Percent of pounds of recycling material compared to tons of landfill material .03%
- Number of transactions processed at the landfill 82,527 up 73% from 2018
- Number of vehicles through Recycling Center 44,622
- Recycling material processed in 2020 1,193,470 pounds which is down from 6% 2018

# LANDFILL OPERATIONS

## Program 6110

### Program Description

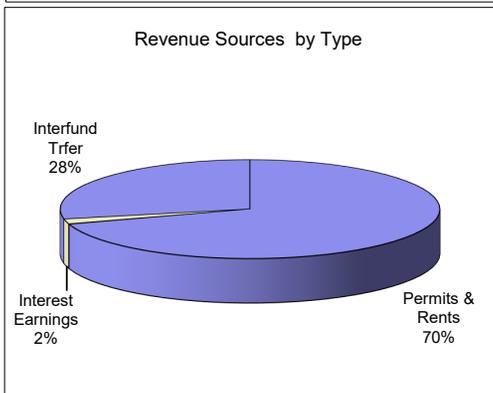
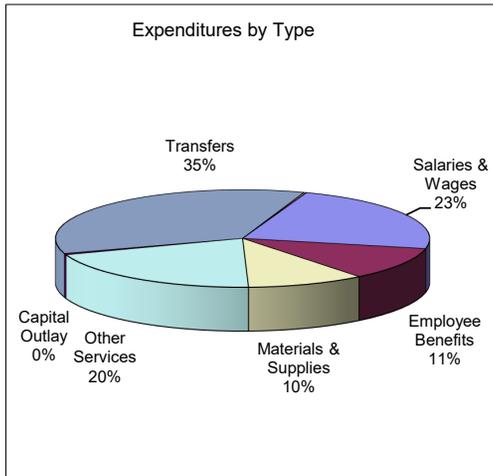
The Landfill staff provide the citizens of St. Joseph and surrounding areas with a comprehensive, cost effective, environmentally safe solid waste management program through efficient daily operations at the existing landfill, through proper maintenance of the three closed landfills, and through development of new disposal areas for the future.

### Staffing Detail

Superintendent of Solid Waste  
 Solid Waste & Recycling Supervisor  
 Chief Master Mechanic  
 Master Mechanic  
 Equipment Operator IV  
 Administrative Assistant  
 Environmental Technician  
 Equipment Operator II  
 Administrative Aide  
 Laborer

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	1	1
1	1	1	1
0	1	1	1
8	8	8	10
1	1	1	1
1	1	1	1
3	2	2	2
1	1	1	1
2	2	2	2
19	19	19	21

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	840,761	803,628	986,486	943,864
Employee Benefits	368,180	403,830	404,274	453,190
Materials & Supplies	379,196	418,000	349,500	420,500
Other Services	646,842	812,409	864,889	828,915
Utilities	15,551	17,500	13,900	17,500
Capital Outlay	0	0	0	0
Transfers	871,652	1,228,600	1,228,600	1,463,600
Transfers Network	7,000	7,581	7,581	9,000
<b>Total</b>	<b>3,129,182</b>	<b>3,691,549</b>	<b>3,855,230</b>	<b>4,136,569</b>
<b>Revenue Sources:</b>				
Permits & Rents	7,064,194	6,960,000	6,869,000	6,652,000
Misc. Charges	90,580	15,300	75,300	15,300
Interest Earnings	381,456	238,600	110,100	150,100
Gas to Energy Sales	2,575	2,500	3,500	3,225
Rents	0	0	0	0
Interfund Trfer	(4,409,623)	(3,524,852)	(3,202,670)	(2,684,056)
<b>Total</b>	<b>3,129,182</b>	<b>3,691,549</b>	<b>3,855,230</b>	<b>4,136,569</b>

# RECYCLING OPERATIONS

## Program 6150

### Program Description

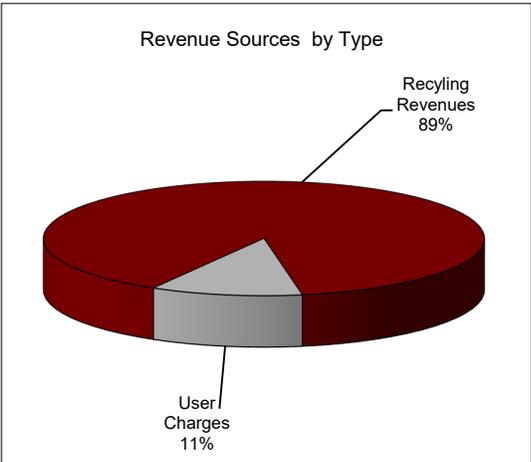
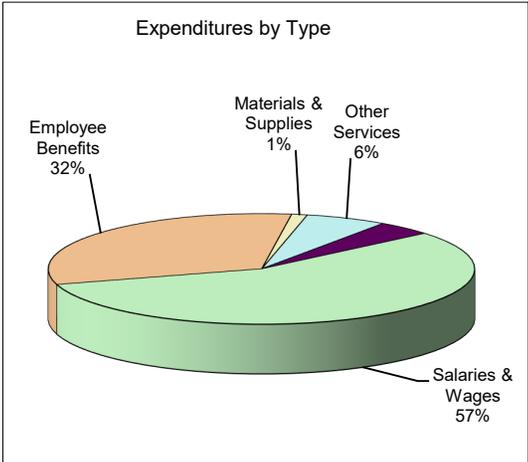
The recycling center was opened in 1995 to reduce the volume of waste that otherwise would be sent to a landfill by providing a drop-off site which collects eight types of products.

### Staffing Detail

Laborer

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
2	2	2	2

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	68,222	68,771	65,159	64,000
Employee Benefits	35,968	37,506	37,506	36,043
Materials & Supplies	3,530	1,350	1,800	1,350
Other Services	1,930	7,030	7,330	7,030
Utilities	0	0	0	4,800
Capital Outlay	0	0	0	0
Transfers	3,250	3,250	3,250	0
<b>Total</b>	<b>112,899</b>	<b>117,907</b>	<b>115,045</b>	<b>113,223</b>
<b>Revenue Sources:</b>				
User Charges	1,000	1,000	1,000	1,000
Recycling Revenues	4,264	8,000	7,000	8,000
Recycling FB	107,635	108,907	107,045	104,223
<b>Total</b>	<b>112,899</b>	<b>117,907</b>	<b>115,045</b>	<b>113,223</b>

# LANDFILL FUND IMPROVEMENT PROJECTS

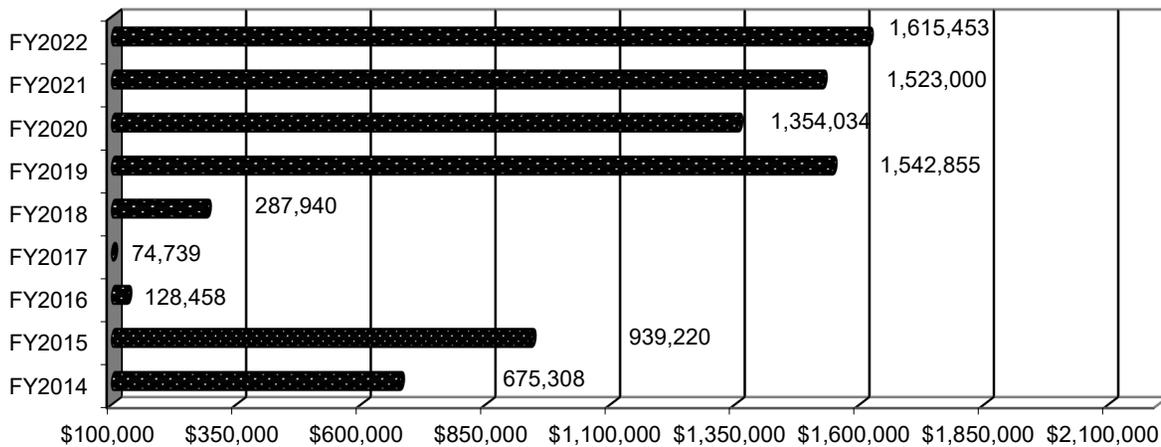
## Program 1260

### 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

	2018-2019	2019-2020		2020-2021
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Professional Services	758	0	0	70,453
Capital Outlay	580,861	933,000	933,000	895,000
Improvement Proj's	772,415	590,000	590,000	650,000
<b>Total</b>	<b>1,354,034</b>	<b>1,523,000</b>	<b>1,523,000</b>	<b>1,615,453</b>
<b>Revenue Sources</b>				
Approp FB	1,354,034	1,523,000	1,523,000	1,615,453
<b>Total</b>	<b>1,354,034</b>	<b>1,523,000</b>	<b>1,523,000</b>	<b>1,615,453</b>



## OTHER PROGRAMS

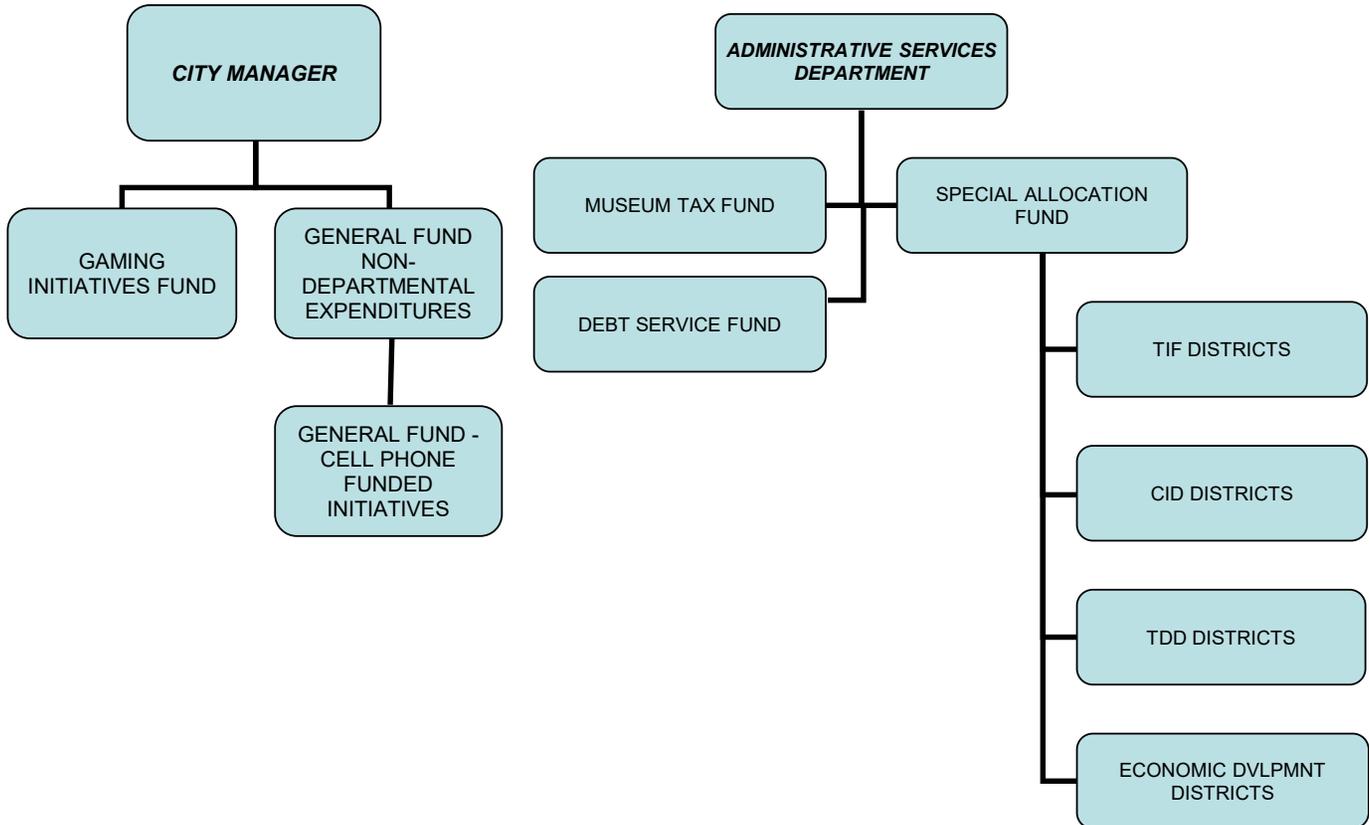
The City of St. Joseph's has several departments with no staff. All but one of these programs have their own funding sources.

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:      \$ 11,144,093**



# OTHER PROGRAMS SUMMARY

		2019-20	2020-21		2021-22
		Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>					
Salary & Wages		0	(102,980)	(102,980)	0
Materials, Professional & Contracted Svcs		2,818,445	2,856,746	3,054,502	3,023,646
Debt Service, Reimbursed Expenditures		10,201,853	7,283,884	8,187,845	7,538,803
Transfers		1,332,858	717,352	732,352	531,644
Capital Outlay		299,750	50,000	0	50,000
		<b>14,652,905</b>	<b>10,805,002</b>	<b>11,871,719</b>	<b>11,144,093</b>
<b>USES BY PROGRAM</b>					
	<b>SUPERVISING DEPARTMENT</b>				
Gaming Initiatives	CMO	828,677	751,850	795,792	751,550
Non-Departmental	CMO	813,343	796,927	817,156	1,023,086
Cell Phone Initiatives	CMO	1,191,592	540,852	655,020	353,852
Museum Tax Program	Admin Services	556,960	579,725	529,725	591,193
Center Building TIF	Admin Services	33,929	42,870	34,140	36,340
Gilmore Building TIF	Admin Services	8,863	8,865	9,245	9,300
Downtown Mosaic TIF	Admin Services	564,363	571,900	598,900	602,000
CVS/Pharmacy STRA TIF	Admin Services	0	1,111	1,111	5,000
Uptown Redevelopment TIF	Admin Services	3,227	3,750	3,750	3,350
Ryan Block TIF	Admin Services	542	385	385	385
Cooks Crossing Redvlpmt	Admin Services	66,834	130,000	110,000	30,900
Downtown Revitalization TIF	Admin Services	0	0	0	0
Mitchell Avenue TIF	Admin Services	388,024	383,775	383,775	386,675
The Commons Dvlpmnt (EDC	Admin Services	624,869	662,911	662,911	511,911
NE Cook Road TIF	Admin Services	339,212	27,000	27,000	27,000
East Hills TIF (&CID)	Admin Services	597,096	608,572	608,572	627,072
N County Dvlpmnt TIF	Admin Services	6,030,383	3,069,135	3,069,135	3,140,535
American Electric TIF	Admin Services	0	10,000	1,000	20,000
EBR Dvlpmnt TIF	Admin Services	317,196	295,000	295,000	295,000
Triumph Foods TIF	Admin Services	1,955,023	1,969,724	1,969,724	1,965,668
Fountain Creek TIF	Admin Services	97	100	100	100
Tuscany Towers TIF	Admin Services	332,675	350,550	350,550	372,000
Debt Service	Admin Services	0	0	948,728	391,176
		<b>14,652,905</b>	<b>10,805,002</b>	<b>11,871,719</b>	<b>11,144,093</b>
<b>FUNDING SOURCES</b>					
General Fund		2,004,935	1,337,779	1,472,176	1,376,938
Gaming Fund		828,677	751,850	795,792	751,550
Museum Tax Fund		556,960	579,725	529,725	591,193
Special Allocation Fund		11,262,333	8,135,648	8,125,298	8,033,236
Debt Service Fund		0	0	948,728	391,176
		<b>14,652,905</b>	<b>10,805,002</b>	<b>11,871,719</b>	<b>11,144,093</b>

# 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

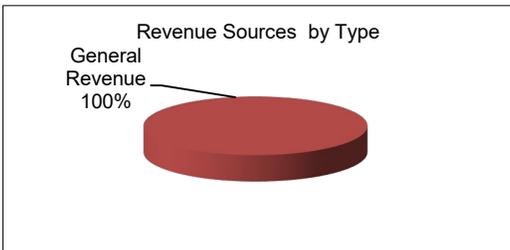
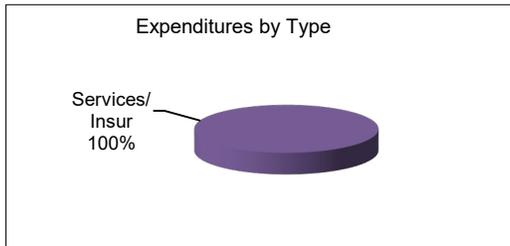
N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

Equipment Lease payment (Copier)	\$47,525
Assessment/Collections Fees paid to Buchanan County for Billing City Taxes	200,613
Property Damage and Liability Insurance Premiums for General Fund	774,948
	<u>\$1,023,086</u>

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salary & Wages	0	(102,980)	(102,980)	0
Services/Insur	813,343	899,907	920,136	1,023,086
Interest/Other Chgs	0	0	0	0
Transfers	0	0	0	0
<b>Total</b>	<b>813,343</b>	<b>796,927</b>	<b>817,156</b>	<b>1,023,086</b>
<b>Revenue Sources:</b>				
General Revenue	813,343	796,927	817,156	1,023,086

# 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

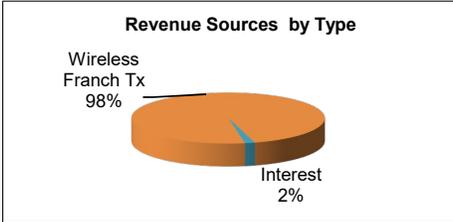
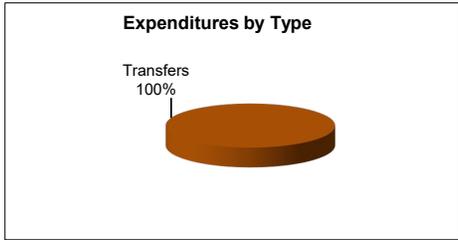
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

**Major Budgetary Changes & Program Highlights**

**Proposed Cell Phone Funded Initiatives**

Transfer to Public Parking Fund - Mosaic Obligation	\$ 253,852
Transfer to Public Parking Fund - Mosaic Maintenance Repair Costs	100,000
	<u>\$ 353,852</u>

**Operating Budget Summary**



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	87,102	0	99,168	0
Materials	0	0	0	0
Transfers	802,704	540,852	555,852	353,852
Other Charges	31,362	0	0	0
Capital Outlay	254,911	0	0	0
Capital Improvemnts	15,514	0	0	0
<b>Total</b>	<b>1,191,592</b>	<b>540,852</b>	<b>655,020</b>	<b>353,852</b>
<b>Revenue Sources:</b>				
Wireless Franch Tx	543,051	500,000	475,000	475,000
Interest	17,276	8,000	8,000	8,000
Other General Fund	631,265	32,852	172,020	(129,148)
<b>Total</b>	<b>1,191,592</b>	<b>540,852</b>	<b>655,020</b>	<b>353,852</b>

## CELL PHONE INITIATIVES

Transfer to Public Parking Fund	\$253,852	Mosaic Contribution Installment
Transfer to Public Parking Fund	<u>100,000</u>	Mosaic Maintenance/Repair Costs
	\$ 353,852	



# GAMING FUNDED INITIATIVES

## Program 8900

### Program Description

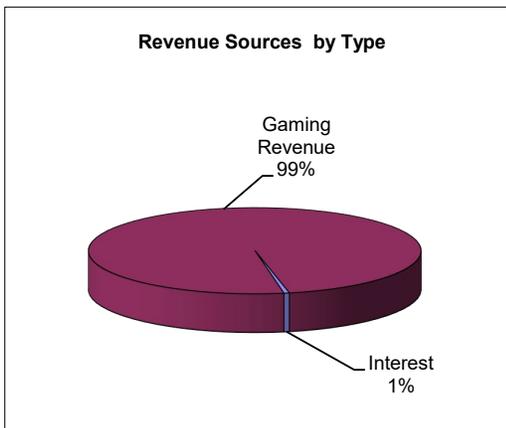
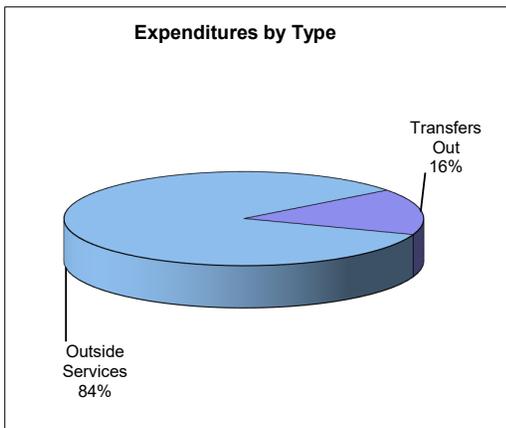
To separately identify revenue from riverboat gaming operations and expenditures paid as authorized by Council. To concentrate funding on efforts that promote economic and community development and community aesthetics.

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Operating Budget Summary



#### Expenditures:

Outside Services	670,403	632,350	676,292	632,050
Materials/Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Capital Imprvmnt	0	0	0	0
Transfers Out	158,274	119,500	119,500	119,500

#### Total

828,677    751,850    795,792    751,550

#### Sources:

Grants	0	0	0	0
Gaming Revenue	698,653	746,000	706,500	750,000
Interest	14,691	4,000	4,000	4,000
Other Revenue	250	0	0	0
Fund Balance (to)/frm	115,083	1,850	85,292	(2,450)

#### Total

828,677    751,850    795,792    751,550

# GAMING INITIATIVES

## Proposed Gaming Funded Initiatives

Contributions/Contracts - Recurring	\$ 20,650	Festival Funding
	15,000	City 4th of July fireworks display
	24,000	Allied Arts Council
	<u>33,000</u>	Public Education Spots & Cablevision Contract (Pub Info)
	92,650	
Chamber/Econ Dev	189,000	Chamber Economic Development Contract
	9,900	State Legislative Lobbyist (Mark Rhoads)
	19,000	Community Alliance Membership
	21,500	MO-KAN
	5,000	Chamber Workforce
	40,000	MWSU Center for Service
	12,500	Innovation Stockyards
	<u>500</u>	Great Northwest Day at the Capital, City's sponsorship
	297,400	
Professional Services	89,000	Legal Services - Outside Specialized Counsel (Legal)
Historic/Landmark	75,000	Save Our Heritage Neighborhood Grants
	<u>45,000</u>	Property Mnt clean-up, abatement, dangerous bldg issues
	120,000	
Contributions/Contracts - Once or Limited	8,000	Neighborhood Grant for Neighborhood Assoc.
	25,000	MO Bicentennial
TRANSFER TO GENERAL FUND		
Nature Center:	40,000	Special Programming
Nondepartmental:	3,000	Contribution toward in-kind services supplied to spcl events
TRANSFER TO AVIATION FUND		
Airport Operations:	70,000	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
<b>TOTAL PROPOSED</b>	<u><u>\$ 751,550</u></u>	

# MUSEUM FUND CONTRIBUTIONS

## Program 3750

### Program Description

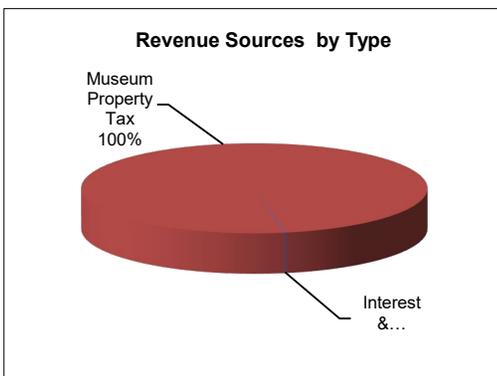
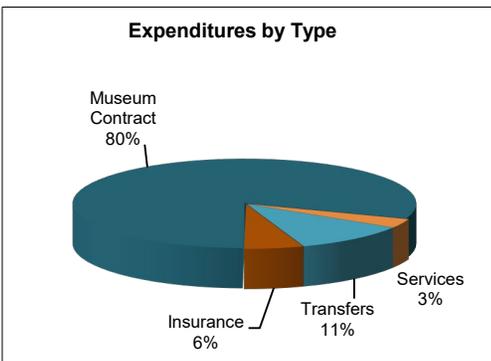
To separately identify revenue from the Museum Property Tax and expenditures paid as authorized by Council. To concentrate funding on municipal museums.

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	14,906	17,750	17,750	17,750
Insurance	19,849	19,975	19,975	30,151
Museum Contract	435,000	435,000	435,000	435,000
Transfers	57,880	57,000	57,000	58,292
<b>Total</b>	<b>527,635</b>	<b>529,725</b>	<b>529,725</b>	<b>541,193</b>
<b>Revenue Sources:</b>				
Museum Property Tax	509,243	528,725	546,221	541,700
Interest & Other	5,760	1,000	1,000	1,000
(To) Frm FB	12,633	0	(17,496)	(1,507)
<b>Total</b>	<b>527,635</b>	<b>529,725</b>	<b>529,725</b>	<b>541,193</b>

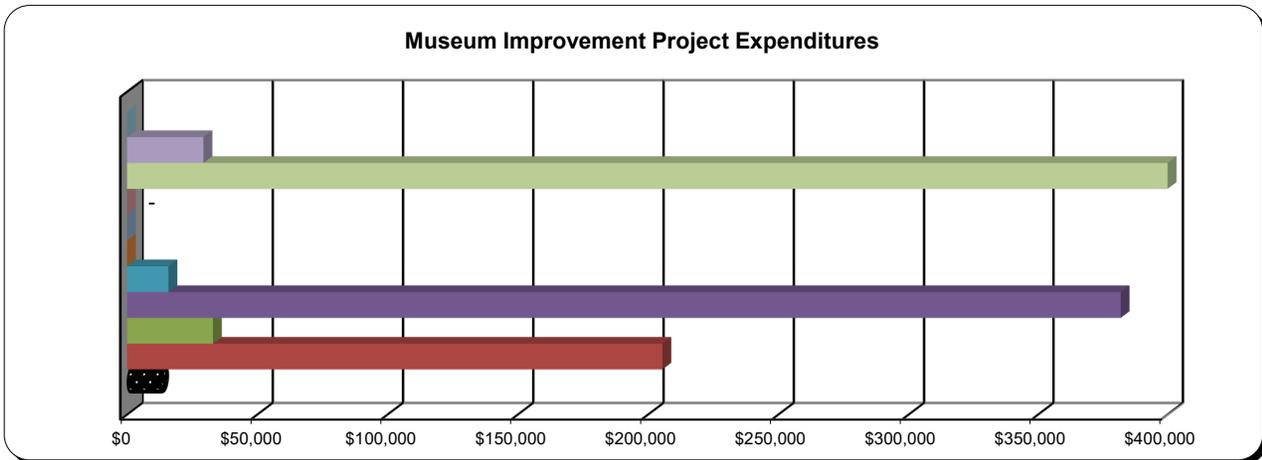
# MUSEUM FUND IMPROVEMENT PROJECTS

## 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 one of the City's museums. In FY21, the amount was reduced to \$53,250.

### 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 CIP Projects:

- Future Wyeth-Tootle Improvement Projects (313-820)

### Capital Budget Summary

	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Capital Improv	29,325	50,000	0	50,000
<b>Total</b>	<b>29,325</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<b>Revenue Sources</b>				
Property Tax	75,000	50,000	50,000	50,000
CIP FB	(45,675)	0	(50,000)	0
<b>Total</b>	<b>29,325</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

# 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

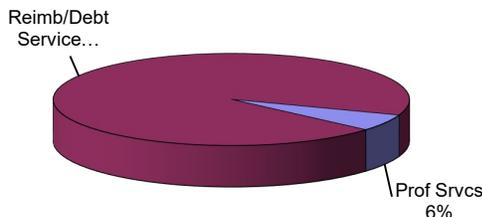
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

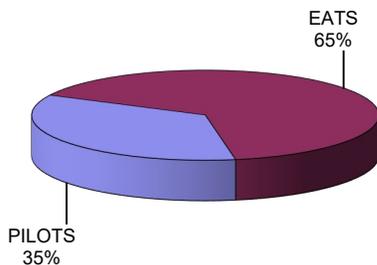
~This is a pay-as-you-go TIF. A few small businesses are open within the building. The center-piece - the Ground Round Restaurant - replaced the Brazilian Restaurant in 2012.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	1,996	2,140	2,140	2,140
Reimb/Debt Service	31,933	40,730	32,000	34,200
<b>Total</b>	<b>33,929</b>	<b>42,870</b>	<b>34,140</b>	<b>36,340</b>
<b>Revenue Sources:</b>				
PILOTS	12,115	12,124	12,644	12,700
EATS	28,908	31,826	27,339	23,500
Interest	131	0	0	0
From(To) Fund Bal.	(7,225)	(1,080)	(5,843)	140
<b>Total</b>	<b>33,929</b>	<b>42,870</b>	<b>34,140</b>	<b>36,340</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

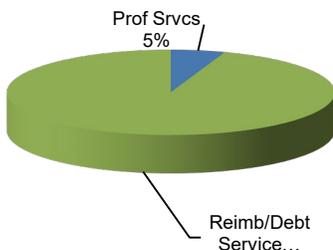
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

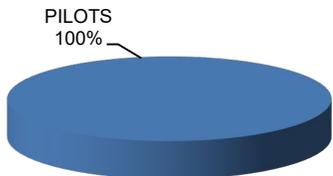
~This is an active pay-as-you-go TIF.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	443	445	445	500
Reimb/Debt Service	8,420	8,420	8,800	8,800
<b>Total</b>	<b>8,863</b>	<b>8,865</b>	<b>9,245</b>	<b>9,300</b>
<b>Revenue Sources:</b>				
PILOTS	8,863	8,870	9,245	9,300
EATS	0	0	0	0
Interest	5	0	0	0
From(To) Fund Bal.	(5)	(5)	0	0
<b>Total</b>	<b>8,863</b>	<b>8,865</b>	<b>9,245</b>	<b>9,300</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

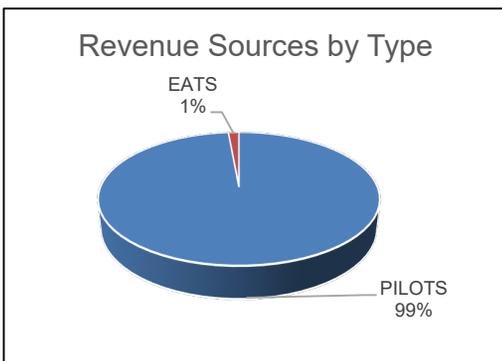
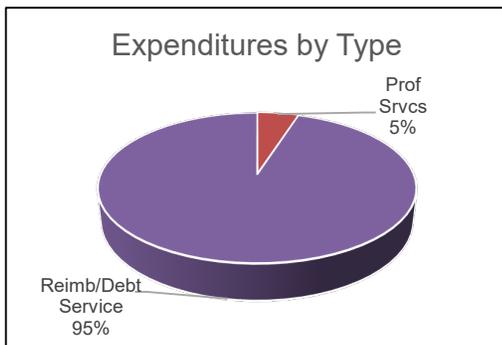
N/A

2019-20	2020-21		2021-22
	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. The renovations for the German American building were completed in May of 2017. The parking garage opened for use early in 2018.

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	28,731	28,900	28,900	30,000
Reimb/Debt Service	535,632	543,000	570,000	572,000
<b>Total</b>	<b>564,363</b>	<b>571,900</b>	<b>598,900</b>	<b>602,000</b>
<b>Revenues Sources:</b>				
PILOTS	565,757	565,800	590,130	595,000
EATS	9,615	12,200	8,200	8,700
Interest	243	0	0	0
Other Rev	0	0	0	0
From(To) Fund Bal.	(11,252)	(6,100)	570	(1,700)
<b>Total</b>	<b>564,363</b>	<b>571,900</b>	<b>598,900</b>	<b>602,000</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

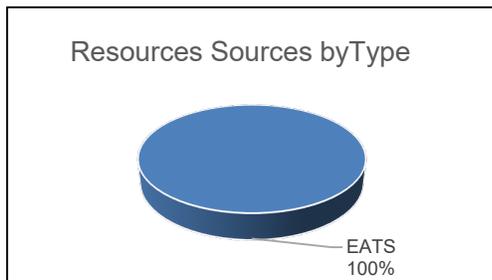
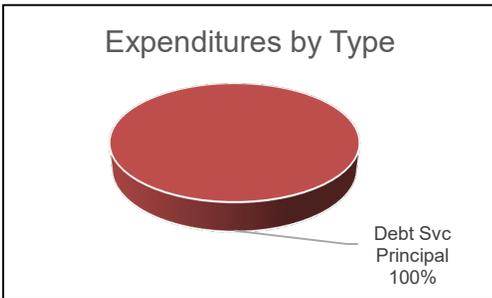
N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This is an active pay-as-you-go TIF. CVS opened for business in March of 2016.

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Prof Svcs	0	111	111	0
Other Charges	0	1,000	1,000	0
Debt Svc Principal	0	0	0	5,000
<b>Total</b>	<b>0</b>	<b>1,111</b>	<b>1,111</b>	<b>5,000</b>
<b>Revenue Sources:</b>				
PILOTS	0	0	0	0
EATS	1	1,000	0	5,000
Interest	16	0	0	0
From(To) Fund Bal.	(17)	111	1,111	0
<b>Total</b>	<b>0</b>	<b>1,111</b>	<b>1,111</b>	<b>5,000</b>

# 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

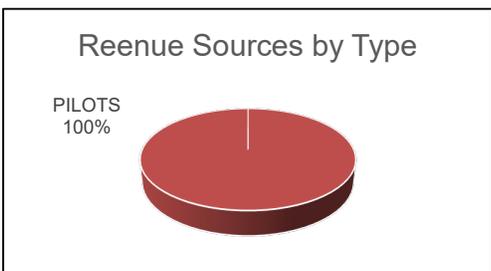
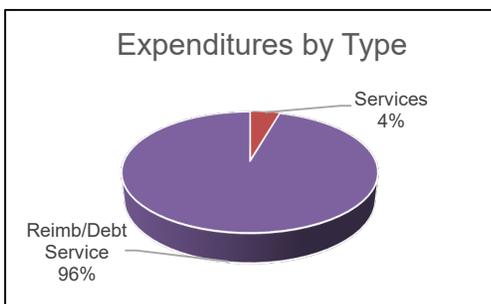
N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~To date, two residential properties have been developed.

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	172	650	650	150
Reimb/Debt Service	3,054	3,100	3,100	3,200
<b>Total</b>	<b>3,227</b>	<b>3,750</b>	<b>3,750</b>	<b>3,350</b>
<b>Revenue Sources:</b>				
PILOTS	3,227	3,300	3,350	3,400
EATS	0	0	0	0
Other Revenue	0	0	0	0
From/(To) Fund Bal	0	450	400	(50)
<b>Total</b>	<b>3,227</b>	<b>3,750</b>	<b>3,750</b>	<b>3,350</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

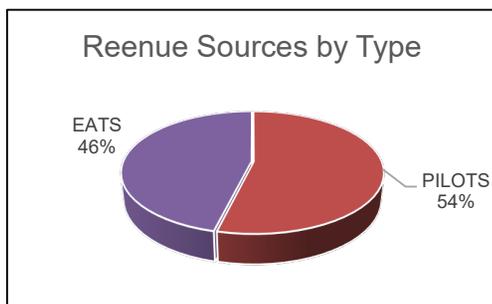
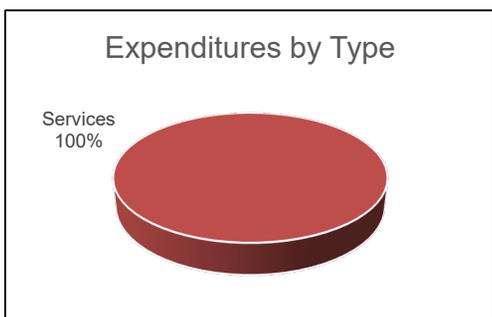
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### 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

Retail business, Friederich's Market, opened in October of 2017



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	542	385	385	385
Reimb/Debt Service	0	0	0	0
<b>Total</b>	<b>542</b>	<b>385</b>	<b>385</b>	<b>385</b>
<b>Revenue Sources:</b>				
PILOTS	2,581	2,670	2,720	2,800
EATS	6,620	5,000	2,000	2,400
Interest	378	0	0	0
Other Revenue	0	0	0	0
From/(To) Fund Bal	(9,037)	(7,285)	(4,335)	(4,815)
<b>Total</b>	<b>542</b>	<b>385</b>	<b>385</b>	<b>385</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

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

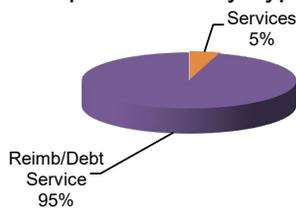
### Major Budgetary Changes & Program Highlights

~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.

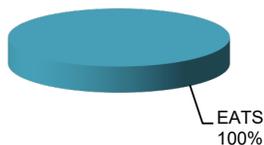
~Incentives include tax abatements through a 353 Redevelopment Agreement and sales tax reimbursements through an Economic Development Agreement with the City. By FY15 revenue from City PILOTs will be available. The amount is currently unknown although an estimate has been projected.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	878	1,400	1,400	1,400
Reimb/Debt Service	65,957	128,600	108,600	29,500
<b>Total</b>	<b>66,834</b>	<b>130,000</b>	<b>110,000</b>	<b>30,900</b>
<b>Revenue Sources:</b>				
PILOTS	-	-	-	-
EATS	87,770	130,000	95,000	30,000
Interest	501	-	-	0
Other Revenue	-	-	-	0
From/(To) Fund Bal	(21,437)	0	15,000	900
<b>Total</b>	<b>66,834</b>	<b>130,000</b>	<b>110,000</b>	<b>30,900</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

2019-20	2020-21		2021-22
	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, Gilmore Building TIF, and the Downtown Mosaic TIF are activated. Revenues are transferred from the Gaming fund to cover any expenses, such as legal fees connected with the district.

~Recently Council approved the redevelopment of the American Electric Building which will consist of loft apartments and retail in on the first floor. Construction is scheduled to begin soon.

### Operating Budget Summary

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services/Supplies	0	0	0	0
Interfund Trf (Gaming)	0	0	0	0
<b>Total</b>	0	0	0	0
<b>Revenue Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Interest	17	0	0	0
Interfund Trf (Gaming)	0	0	0	0
From(To) Fund Bal.	(17)	0	0	0
<b>Total</b>	0	0	0	0

# 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

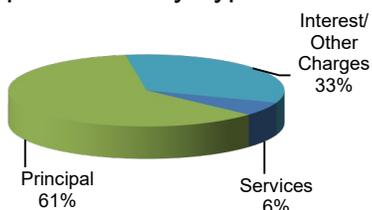
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

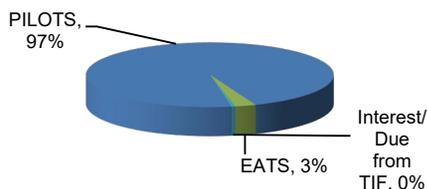
- ~PILOTS & EATS will be used to meet debt service payments.
- ~In order to generate sufficient PILOTS, the company had themselves removed from an Enterprise Zone classification. Their resulting PILOT payments will go toward the TIF bonds debt service.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	22,324	24,000	24,000	24,000
Principal	215,000	220,000	220,000	235,000
Interest/Other Charge	150,700	139,775	139,775	127,675
<b>Total</b>	<b>388,024</b>	<b>383,775</b>	<b>383,775</b>	<b>386,675</b>
<b>Revenue Sources:</b>				
PILOTS	462,797	462,950	479,860	481,000
EATS	20,706	22,500	13,500	13,500
Interest/Due from TIF	3,411	2,507	2,507	2,507
From/(To) Fund Bal	(98,890)	(104,182)	(112,092)	(110,332)
<b>Total</b>	<b>388,024</b>	<b>383,775</b>	<b>383,775</b>	<b>386,675</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

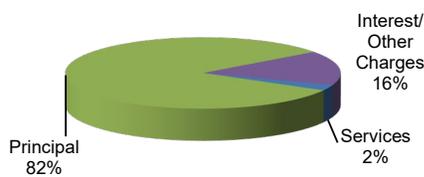
2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

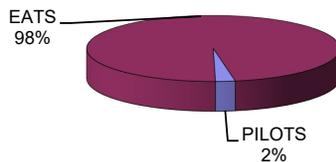
- ~This is an Economic Agreement whereby only the incremental general property tax and general sales tax realized by the City is eligible to be used for reimbursements to the developer.
- ~Expenditures represent reimbursements by the developer for land development, street construction, and sewer installation.
- ~Recent additions to the development include El Maguery and The Human Bean.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	15,136	12,911	12,911	12,911
Principal	531,194	540,000	540,000	419,000
Interest/Other Charge:	78,540	110,000	110,000	80,000
<b>Total</b>	<b>624,869</b>	<b>662,911</b>	<b>662,911</b>	<b>511,911</b>
<b>Revenue Sources:</b>				
PILOTS	13,030	12,779	12,779	12,779
EATS	743,764	650,000	721,400	500,000
Interest	2,895	0	0	0
From/(To) Fund Bal	(134,819)	132	(71,268)	(868)
<b>Total</b>	<b>624,869</b>	<b>662,911</b>	<b>662,911</b>	<b>511,911</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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated 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

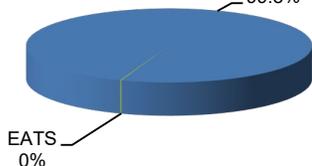
Expenditures by Type

Services/Supplies  
100%



Revenue Sources by Type

PILOTS  
99.8%



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services/Supplies	25,212	27,000	27,000	27,000
Transfers	314,000	0	0	0
<b>Total</b>	<b>339,212</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Revenue Sources:</b>				
PILOTS	505,153	540,312	573,312	575,312
Sewer Capacity Fee	0	0	0	0
EATS	783	1,000	1,000	1,000
Interest	6,460	0	0	0
From(To) Fund Bal.	(173,183)	(514,312)	(547,312)	(549,312)
<b>Total</b>	<b>339,212</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</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

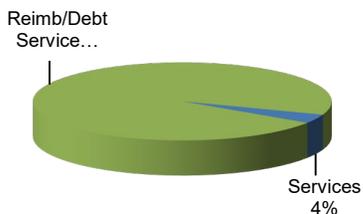
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

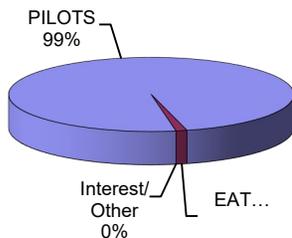
- ~Reimbursements are pay-as-you-go as PILOTS and EATS are generated.
- ~Revenues will be generated by a combination of EATS and CID sales tax
- ~CID sales tax of 1% was approved.
- ~The higher than usual expenditures in professional fees is the result of the development's exploration of issuing CID bonds.
- ~Bonds were issued during FY16.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	22,914	23,172	23,172	23,172
Reimb/Debt Service	574,182	585,400	585,400	603,900
<b>Total</b>	<b>597,096</b>	<b>608,572</b>	<b>608,572</b>	<b>627,072</b>
<b>Revenue Sources:</b>				
PILOTS	596,398	598,500	617,800	621,000
EATS	26,575	10,800	7,000	7,800
Interest/Other	208	100	100	100
From (To) Fund Bal	(26,085)	(828)	(16,328)	(1,828)
<b>Total</b>	<b>597,096</b>	<b>608,572</b>	<b>608,572</b>	<b>627,072</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. The bonds that fund this project were refinanced during FY19.

### Staffing Detail

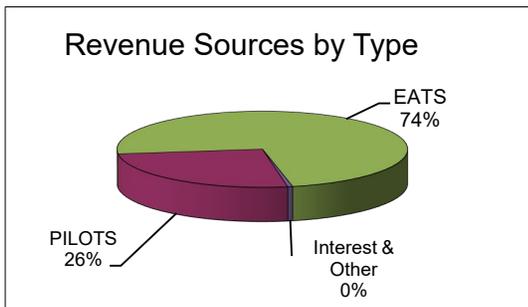
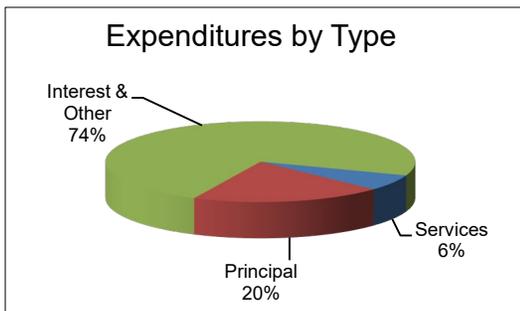
N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated 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:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Services	236,511	275,000	275,000	275,000
Principal	5,030,000	1,915,000	1,915,000	2,010,000
Interest & Other	763,871	879,135	879,135	855,535
<b>Total</b>	<b>6,030,383</b>	<b>3,069,135</b>	<b>3,069,135</b>	<b>3,140,535</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
PILOTS	1,030,187	1,113,997	1,390,677	1,393,997
EATS	3,767,342	3,785,534	3,285,534	3,985,000
Interest & Other	31,360	120,000	30,000	30,000
From/(To) Fund Bal	1,201,494	(1,950,396)	(1,637,076)	(2,268,462)
<b>Total</b>	<b>6,030,383</b>	<b>3,069,135</b>	<b>3,069,135</b>	<b>3,140,535</b>

# American Electric TIF

## Program 5173

### Program Description

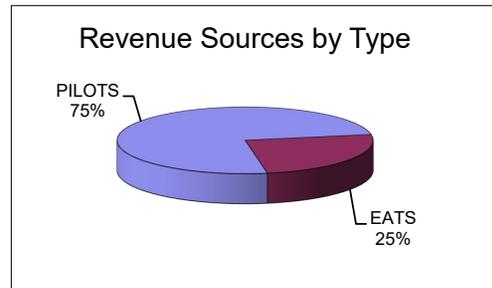
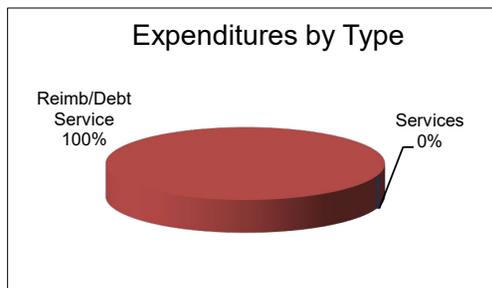
This program involves the rehabilitation and restoration of an existing 200,000 square foot historic building located at 302 North 3rd Street for the development of market rate apartments and commercial retail and office space.

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~This is included in the Downtown TIF and is based on a pay-as-you-go basis.
- ~The project uses other economic development incentives including a Sales Tax Reimbursement Agreement (STRA), Chapter 100 Bond and Community Improvement District (CID).
- ~The project was approved in March of 2018.

### Operating Budget Summary



	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	0	10,000	1,000	0
Reimb/Debt Service	0	0	0	20,000
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>1,000</b>	<b>20,000</b>
<b>Revenue Sources:</b>				
PILOTS	0	0	0	15,000
EATS	0	0	0	5,000
Interest	47	0	0	0
Other Revenue	0	10,000	10,000	0
From/(To) Fund Bal	(47)	0	(9,000)	0
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>1,000</b>	<b>20,000</b>

# EBR TIF

## Program 5175

### Program Description

This program tracks the revenues and expenditures for the project(s) at the EBR/HHS redevelopment site. Since inception, the project has become the sole responsibility of EBR. This is a mixed use commercial space/office space project. The TIF project was approved August 2005.

### Staffing Detail

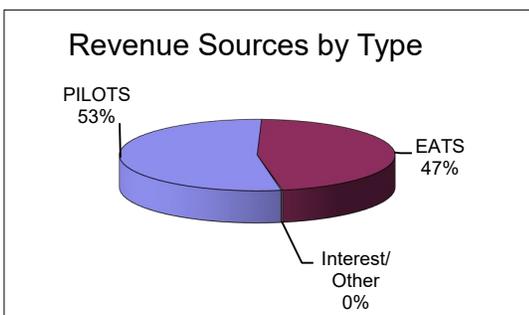
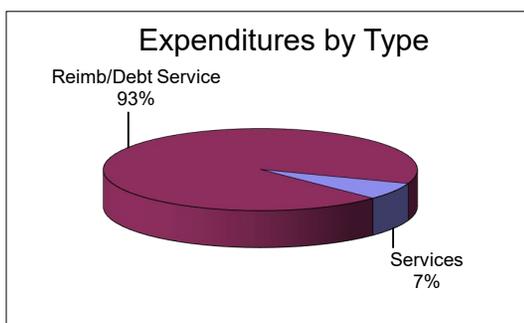
N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~This TIF is based on a pay-as-you-go basis. Development began in 2007 with the opening of one restaurant. Two additional restaurants opened in 2008.
- ~Construction is complete on the business office portion of the project.
- ~A miniature golf course and go-cart track has been developed within the past year.

### Operating Budget Summary



	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	12,061	20,000	20,000	20,000
Reimb/Debt Service	305,135	275,000	275,000	275,000
<b>Total</b>	<b>317,196</b>	<b>295,000</b>	<b>295,000</b>	<b>295,000</b>
<b>Revenue Sources:</b>				
PILOTS	163,112	263,031	172,130	174,000
EATS	180,663	173,105	116,955	152,055
Interest/Other	812	12,142	500	500
From/(To) Fund Bal	(27,390)	(153,278)	5,415	(31,555)
<b>Total</b>	<b>317,196</b>	<b>295,000</b>	<b>295,000</b>	<b>295,000</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

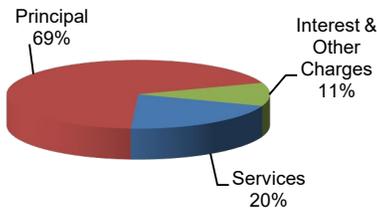
2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

### Major Budgetary Changes & Program Highlights

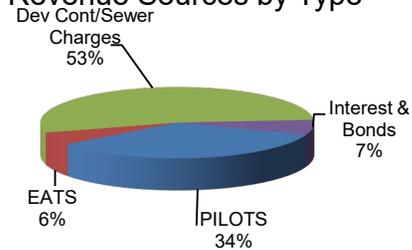
- ~Expenditure reflects debt service. Revenues are generated by the sewer capacity fees and "developer contributions" paid by the company toward the debt service.
- ~\$390,000 of the expenditure in the Services category represents the portion of PILOTS Triumph distributes to the City per the Intergovernmental Cooperative Agreement.
- ~The TIF bonds were refinanced in FY13 resulting in lower interest rate, but an inflated debt service expense for that year. These are planned for early payoff late FY18.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Services	394,639	400,000	400,000	400,000
Principal	1,255,000	1,305,000	1,305,000	1,350,000
Interest & Other Charges	305,385	264,724	264,724	215,668
<b>Total</b>	<b>1,955,023</b>	<b>1,969,724</b>	<b>1,969,724</b>	<b>1,965,668</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
PILOTS	743,188	743,500	770,590	773,000
EATS	149,588	140,000	115,600	130,300
Dev Cont/Sewer Charges	1,176,450	1,032,086	1,142,886	1,205,000
Interest & Bonds	344,220	365,000	165,000	155,000
From/(To) Fund Bal	(458,422)	(310,862)	(224,352)	(297,632)
<b>Total</b>	<b>1,955,023</b>	<b>1,969,724</b>	<b>1,969,724</b>	<b>1,965,668</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

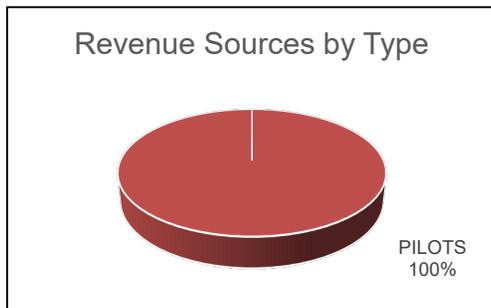
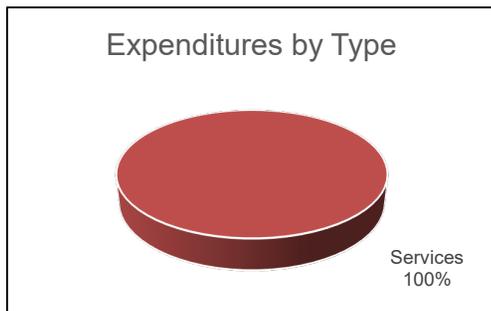
N/A

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

~Although a TIF was approved, no activity has occurred with the project. Expenditures represent the City's legal and other professional costs.

### Operating Budget Summary



#### Expenditures:

Services	97	100	100	100
<b>Total</b>	<b>97</b>	<b>100</b>	<b>100</b>	<b>100</b>

#### Revenue Sources:

PILOTS	2,050	4,071	4,071	4,071
Interest	330	0	0	0
From/(To) Fund Bal	(2,283)	(3,971)	(3,971)	(3,971)
<b>Total</b>	<b>97</b>	<b>100</b>	<b>100</b>	<b>100</b>

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
	97	100	100
	97	100	100
	2,050	4,071	4,071
	330	0	0
	(2,283)	(3,971)	(3,971)
	97	100	100

# TUSCANY TOWERS TIF

## Program 5195

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Tuscan 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

2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

### Major Budgetary Changes & Program Highlights

- ~TIF reactivated during FY15.
- ~Currently in construction phase.
- ~To date development added a gas station with restaurant, hotel, and urgent care clinic.

### Operating Budget Summary

#### Expenditures by Type

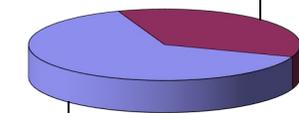
Reimb/Debt Service  
93%



Services  
7%

#### Revenue Sources by Type

EATS  
36%



PILOTS  
64%

#### Expenditures:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Services	16,185	25,550	25,550	25,000
Reimb/Debt Service	316,490	325,000	325,000	347,000
<b>Total</b>	<b>332,675</b>	<b>350,550</b>	<b>350,550</b>	<b>372,000</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
PILOTS	225,741	227,000	235,240	239,000
EATS	139,879	135,000	135,000	135,000
Interest	634	0	0	0
From/(To) Fund Bal	(33,579)	(11,450)	(19,690)	(2,000)
<b>Total</b>	<b>332,675</b>	<b>350,550</b>	<b>350,550</b>	<b>372,000</b>

# DEBT SERVICE FUND

## Program 0280

### Program Description

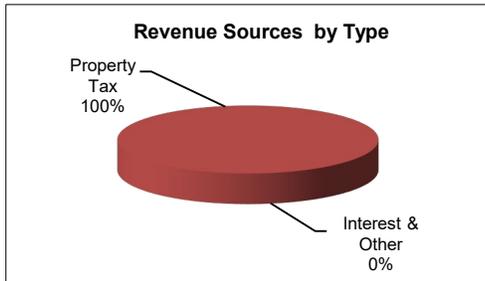
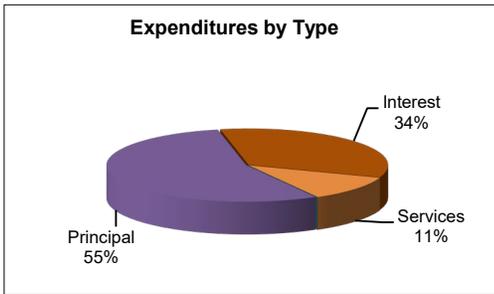
Newly created fund in FY21 as a result of the June, 2020 election to issue up to \$20,000,000 in General Obligation Bonds for the purpose of acquiring rights of way and constructing, reconstructing, extending, repairing and improving bridges, streets, and related transportation infrastructure.

### Staffing Detail

N/A

2019-20	2020-21		2021-22
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

### Operating Budget Summary



#### Expenditures:

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Services	0	0	43,417	43,851
Principal	0	0	820,000	215,000
Interest	0	0	85,311	132,325
Transfers	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>948,728</b>	<b>391,176</b>

#### Revenue Sources:

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Property Tax	0	0	1,742,632	1,760,006
Other Revenue	0	0	0	0
Interest & Other	0	0	0	0
(To) Frm FB	0	0	(793,904)	(1,368,830)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>948,728</b>	<b>391,176</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
- Public 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
- Museum Tax Initiatives 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 \$5,175,000 in 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.

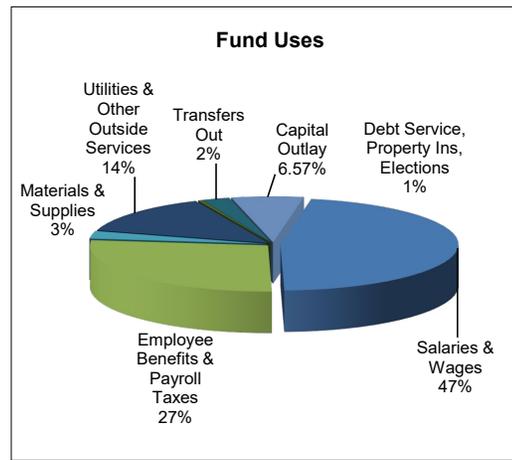
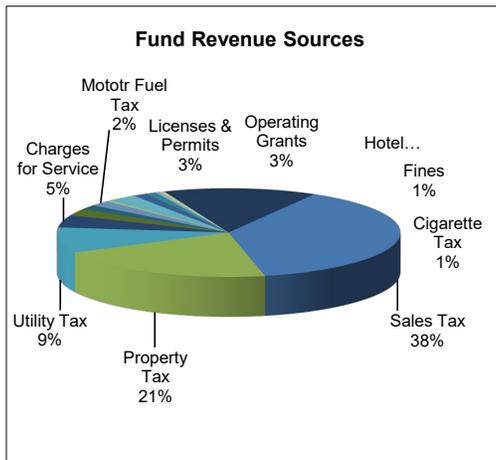
## Interfund Transactions

**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

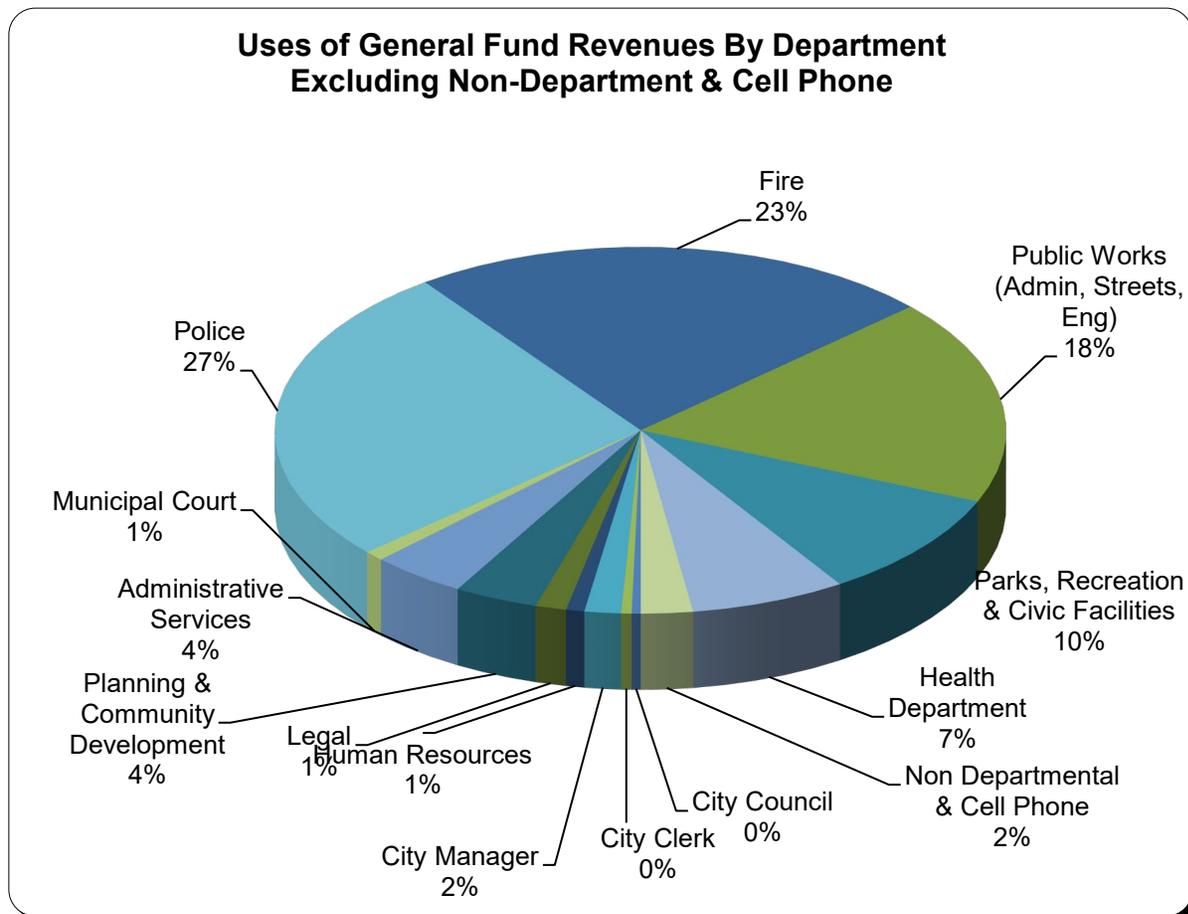
	2019-20 <u>Actual</u>	2020-21		2021-22 <u>Budget</u>
		<u>Adopted Budget</u>	<u>Estimated Actual</u>	
<b>SOURCES</b>				
Beginning FB:			18,864,249	13,993,283
Sales Tax	23,509,530	22,237,300	23,767,092	23,610,136
Property Tax	12,766,021	12,587,949	12,936,695	12,939,060
Utility Tax	5,499,790	5,417,170	5,271,886	5,727,000
Charges for Service	2,718,252	3,067,465	2,345,753	2,781,120
Licenses & Permits	1,246,772	1,548,051	1,375,800	1,547,279
Hotel Tax	1,009,569	1,170,000	1,017,845	1,025,000
Mototr Fuel Tax	1,042,788	1,020,000	1,177,076	1,180,000
Cigarette Tax	316,502	310,000	310,000	310,000
Operating Grants	1,783,532	1,575,845	2,981,380	1,682,129
Other Grants	844,398	847,078	844,973	846,624
Rents	31,827	41,250	36,500	36,900
Fines	569,752	653,200	565,500	543,000
Investment Earnings	598,405	240,667	242,167	234,317
Other	601,230	363,177	694,961	311,571
Special Assessment	8,565	-	-	-
Transfers In	8,195,995	8,020,017	8,038,467	8,925,812
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<u>60,742,928</u>	<u>59,099,169</u>	<u>61,606,095</u>	<u>61,699,948</u>
<b>USES</b>				
Salaries & Wages	27,680,683	27,580,432	27,648,726	28,250,802
Employee Benefits & Payroll Taxes	15,336,653	15,973,974	16,010,134	16,372,778
Materials & Supplies	1,325,874	1,562,112	2,065,420	1,606,914
Utilities & Other Outside Services	7,595,463	7,918,344	8,473,938	8,345,173
Debt Service, Property Ins, Elections	199,556	197,367	197,367	195,217
Transfers Out	2,778,583	2,112,386	2,187,386	1,536,204
Capital Outlay	4,914,322	7,844,384	9,894,091	3,960,500
<b>TOTAL USES</b>	<u>59,831,133</u>	<u>63,188,999</u>	<u>66,477,062</u>	<u>60,267,588</u>
Net Surplus (Deficit)			(4,870,967)	1,432,360

<b>ENDING BALANCE:</b>	<u>13,993,283</u>	<u>15,425,641</u>
Components of Fund Balance:		
Reserved	2,117,423	2,314,895
Assigned	1,803,382	2,693,777
<b>UNASSIGNED FUND BALANCE:</b>	10,072,478	10,416,969



# GENERAL FUND

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>USES BY DEPARTMENT (rounded to nearest \$)</b>				
City Council	217,550	237,104	233,309	238,629
City Clerk	183,720	192,447	197,228	276,523
City Manager	853,895	839,184	915,039	968,807
Human Resources	436,740	482,005	438,114	486,495
Legal	717,021	781,870	830,933	816,504
Planning & Community Development	2,016,724	6,132,270	6,256,405	2,232,893
Administrative Services	2,457,594	2,358,511	2,532,746	2,537,734
Municipal Court	521,808	519,262	521,008	528,623
Police	15,347,117	16,008,830	16,149,705	15,994,093
Fire	13,740,447	13,298,616	14,148,237	14,026,991
Public Works (Admin, Streets, Eng)	11,729,061	11,300,140	12,789,142	10,919,878
Parks, Recreation & Civic Facilities	5,434,876	5,544,864	5,356,333	5,721,867
Health Department	4,169,644	4,156,118	4,625,437	4,141,616
Non Departmental & Cell Phone	2,004,935	1,337,779	1,483,426	1,376,938
<b>TOTAL USES</b>	<b>59,831,133</b>	<b>63,188,999</b>	<b>66,477,061</b>	<b>60,267,588</b>



# GENERAL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Property Tax</b>				
Current Real Estate Tax	7,415,644	7,440,242	7,440,242	7,491,200
Current Real Estate Public Safety Tax	509,156	501,231	501,231	514,600
Prior Real Estate Tax	255,519	244,440	269,540	222,900
Prior Public Safety R/E Tax	17,538	18,100	18,600	15,300
Real Estate Penalty & Interest	82,075	70,390	70,390	69,300
Current Personal Property	2,730,466	2,549,968	2,812,668	2,830,500
Current Personal Public Safety	187,092	172,350	192,370	196,200
P/P Penalty & Interest	48,396	42,140	42,140	49,000
Prior P/P Tax	146,725	139,271	149,271	149,200
Prior Public Safety P/P Tax	10,260	9,550	10,250	10,300
Merchants & Manufacturers Tax	751,377	765,075	765,075	739,900
Payments in Lieu of Tax - City	-	-	-	-
Payments in Lieu of Tax - Other	89,782	97,042	95,233	90,581
Financial Institution Tax	44,271	63,890	58,140	63,890
Railroad Tax	477,721	474,260	511,545	496,189
	<u>12,766,021</u>	<u>12,587,949</u>	<u>12,936,695</u>	<u>12,939,060</u>
<b>Utility Franchise Taxes</b>				
Gas	436,261	495,000	392,635	390,000
Electric	2,558,866	2,467,170	2,430,922	2,800,000
Water	625,813	620,000	638,329	690,000
Telephone	1,019,469	970,000	945,000	1,000,000
Cable	693,476	700,000	700,000	682,000
Utility EATS (TIF generated utility tax)	165,906	165,000	165,000	165,000
	<u>5,499,790</u>	<u>5,417,170</u>	<u>5,271,886</u>	<u>5,727,000</u>
<b>Sales Tax</b>				
Sales Tax	13,859,418	13,359,000	13,893,360	14,309,794
Vehicle Sales Tax	700,016	700,000	800,000	800,000
Use Tax	4,676,714	4,150,000	4,950,000	4,288,500
Sales Tax Contra Account	(4,557,608)	(4,632,300)	(4,791,155)	(4,869,619)
1/2 Percent Sales Tax	6,926,624	6,675,600	6,942,624	7,081,476
Cigarette Tax	316,502	310,000	310,000	310,000
Hotel/Motel Tax	1,027,414	1,170,000	1,000,000	1,025,000
Riverfront Dev Hotel.Motel Tax	(17,846)	-	17,845	-
EATS (TIF generated sales tax)	2,604,382	2,685,000	2,772,263	2,799,985
Vehicle Fees	342,772	320,000	377,076	380,000
	<u>25,878,389</u>	<u>24,737,300</u>	<u>26,272,013</u>	<u>26,125,136</u>
<b>Licenses</b>				
Business Licenses	857,002	1,050,000	900,000	1,050,000
Liquor Licenses	40,050	97,000	97,000	97,000
Server (Alcohol) License	15,808	26,640	16,000	20,000
Dog/Cat License	47,689	49,000	45,000	49,000
Trade License/Exam Fees	70,340	77,380	70,000	75,000
Garage Sale Licenses	4,005	8,000	8,000	8,000
Contractor License	-	6,140	-	-
	<u>1,034,895</u>	<u>1,314,160</u>	<u>1,136,000</u>	<u>1,299,000</u>
<b>Permits</b>				
Septic Tank Permits	800	240	250	240
Pool/Spa Permit	1,650	2,100	1,650	2,100
Food Establishment Permits	37,130	88,537	85,000	88,537
Food Handler Permits	324	350	-	350
Special Use Permits	29,325	26,864	32,000	32,752
Building Permits	16,085	-	8,000	10,000
Sidewalk/Street Permits	5,390	7,500	5,000	6,000

# GENERAL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Land Disturbance Permits	7,840	9,000	9,000	9,000
Street/Utility Permits	20,811	18,000	18,000	18,000
Special Event Permits	764	1,400	1,400	1,400
Alarm Ordinance Permits	59,226	48,000	48,000	48,000
Fire Inspection Permits	30,325	30,400	30,400	30,400
Petting Zoo Permits	250	400	-	400
Breeder Permits	158	100	100	100
Litter Permits	1,800	1,000	1,000	1,000
	<u>211,877</u>	<u>233,891</u>	<u>239,800</u>	<u>248,279</u>
<b>Fines</b>				
Municipal Court Fines/Costs	453,150	512,000	407,000	432,000
Crime Victims' Compensation	2,257	2,500	2,000	2,000
DWI Enforcement Revenue	10,654	9,000	9,000	9,000
Police Training Revenue	12,202	15,000	10,000	7,000
State DWI Enforcement Revenue	8,783	15,000	10,000	9,000
Judicial Education Revenue	6,072	8,200	5,000	6,000
Liquor Establishment Penalty	2,500	3,000	6,000	3,000
Warrant Processing Fees	-	-	-	-
Cash Bond Forfeitures	33,147	42,500	70,000	30,000
Surety Bond Forfeitures	750	1,000	1,000	-
Administrative Code Penalties	40,237	45,000	45,500	45,000
	<u>569,752</u>	<u>653,200</u>	<u>565,500</u>	<u>543,000</u>
<b>Rents</b>				
Communication Tower Lease	16,692	16,700	16,700	16,700
Parks/Pool Rental	15,135	24,550	19,800	20,200
	<u>31,827</u>	<u>41,250</u>	<u>36,500</u>	<u>36,900</u>
<b>Parking Permits/Fees</b>				
Parking Permits	<u>985</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>Inspection Fees</b>				
Mechanical Perms	53,195	45,500	35,000	45,000
Building Permits	243,113	167,700	230,000	240,000
Electrical Permits	51,880	58,400	58,400	57,500
Plumbing Permits	49,967	40,490	40,490	45,000
Certificate of Occupancy Fee	13,403	12,400	12,400	11,000
Other Inspections - Signs	5,990	6,800	6,800	6,800
Rental Inspection	-	-	5,000	5,000
	<u>417,547</u>	<u>331,290</u>	<u>388,090</u>	<u>410,300</u>
<b>Health Fees</b>				
Medicaid Fees	110,656	115,150	115,150	115,150
Breast Pump Kits	20	-	-	-
Pregnancy Test Fees	385	500	300	500
HIV/STD Test Fees	1,780	2,500	2,500	2,500
Shelter Fees	57,586	67,500	53,000	58,000
Rabies Clinic Fees	-	4,000	50	4,000
Animal Microchip Fees	-	-	500	-
Vicious Animal Impound Bond	-	240	240	240
Dog Park Fee	4,101	3,000	4,000	3,000
Vet Fees	39,011	84,000	70,000	75,000
Birth/Death Certificates	144,083	130,000	130,000	130,000
Vaccinations/Immunizations	-	-	-	-
VaxCare Immunizations	2,439	6,000	2,000	6,000
Individual TB Testing	1,035	1,400	500	1,400
Health Testing - DOC	2,784	3,000	2,500	3,000
	<u>363,881</u>	<u>417,290</u>	<u>380,740</u>	<u>398,790</u>

# GENERAL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Recreation Fees</b>				
Swimming Pools - Daily Fees	2,823	6,000	1,980	5,000
Aquatic Park - Daily Fees	19,162	50,000	16,500	37,500
Swimming Pools - Punch Cards	-	-	-	-
Aquatic Park - Punch Cards	424	1,500	495	500
Swimming Lessons	-	-	-	-
Youth Sports -Basketball/Volleyball	71,515	100,000	45,000	75,000
Fall Softball	5,050	15,750	-	10,000
Summer Softball	9,700	38,400	38,400	30,000
Parkway Run Fees	1,760	2,000	2,000	2,000
REC Center Fees	-	-	-	-
REC Center Rental	15,541	20,000	35,000	30,000
Individual Day Pass	16,936	30,000	7,000	25,000
Adventure/Sport Camp	-	15,000	15,000	-
Other Recreation Fees	26,999	37,000	8,000	26,000
REC Center Fitness Memberships	60,861	65,500	52,000	60,000
REC Center Fitness Classes	14,553	21,000	10,000	16,000
Concessions - REC Center	21,458	30,000	17,000	25,000
Concessions - Pools	10,274	16,110	16,110	12,000
Concessions - Ball Fields/Vending	31,221	54,537	54,537	54,500
MWSU Aquatic Fees	1,092	6,000	1,000	3,000
Concessions - Senior Citizen Cafeter	30,912	35,000	27,000	30,000
	<u>340,281</u>	<u>543,797</u>	<u>347,022</u>	<u>441,500</u>
<b>Nature Center Fees</b>				
Nature Center Admissions	23,340	35,000	15,000	28,000
Nature Center Memberships	26,895	27,000	13,300	19,250
Nature Center Gift Shop	15,499	25,000	15,000	15,000
Concessions - Nature Center	-	-	-	-
Nature Center Program Income	2,193	6,500	100	3,000
	<u>67,927</u>	<u>93,500</u>	<u>43,400</u>	<u>65,250</u>
<b>Civic Facilities Charges</b>				
Civic Arena Rental	63,005	101,000	15,000	75,000
Civic Arena Equipment Rental	35,518	50,000	2,500	37,500
Meeting Room Rental	8,786	15,000	8,000	10,000
Missouri Theater Office Rent	11,100	8,100	6,000	6,000
Special Civic Arena Promotions	10,376	40,000	40,000	30,000
Concessions - Civic Center	122,415	185,000	71,000	151,250
Move in/out Fees	19,000	20,000	600	15,000
Missouri Theater Rental	38,550	55,000	12,000	41,250
Reimbursed Events Payroll	-	-	-	-
	<u>308,749</u>	<u>474,100</u>	<u>155,100</u>	<u>366,000</u>
<b>Bode Complex Charges</b>				
Bode Complex Revenue	1,143	22,600	21,200	14,600
Skating Lessons	36,259	38,000	29,000	36,000
Ice Rental - Hockey	39,471	42,000	50,000	50,000
Ice Rink Admissions	61,677	71,000	3,000	53,000
Ice Rental - Figure Skating	17,034	22,100	8,000	16,500
Ice Rental - General	55,397	67,500	65,000	65,000
Advertising	-	8,000	8,000	8,000
	<u>210,981</u>	<u>271,200</u>	<u>184,200</u>	<u>243,100</u>
<b>Charges for Services</b>				
Copies of Public Documents	12,700	9,350	9,670	9,350
Plan Review/Archiving Fees	115,791	63,000	82,000	83,000
Archiving Fees	3,803	3,000	2,500	3,000
Finance Administration Fees	323,143	275,000	275,000	275,000
Trash/Weed Abatement	75,684	100,000	100,000	100,000

# GENERAL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Identification Cards	1,764	500	2,000	500
Animal Cremation Services	9,078	9,300	9,000	9,300
County Health Contract	74,873	76,594	76,594	77,666
Fire District Contracts	453,234	453,858	354,031	354,030
Non Criminal Fingerprint Fee	415	1,000	1,000	1,000
Non Criminal Fingerprint Fee	12,289	20,280	11,000	20,000
State Health Contract	176,771	147,602	203,740	147,602
State MCH Health Contract	44,253	46,229	65,810	46,229
Childrens Lead Prevention	-	-	-	-
Outreach Service Contract	1,093	1,758	1,000	1,758
State WIC Contract	393,820	393,921	419,944	448,131
	<u>1,698,712</u>	<u>1,601,392</u>	<u>1,613,289</u>	<u>1,576,566</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	21,200	-	57,325	-
Insurance Proceeds	26,020	10,000	121,287	-
Gift Certificate Revenue	735	-	300	-
Concessions - Vending Machines	3,232	4,150	3,500	3,000
Donations	256,591	79,521	133,209	79,521
Taser Reimbursement	-	-	27	-
Recycling Revenue	1,116	2,300	3,451	2,300
Nonrefundable Bid Deposits	2,160	3,000	3,000	3,000
Recovery/Reimbursements	104,094	74,106	174,634	36,600
Refunds of Prior Year Expenses	8,539	-	-	-
Other Revenues Over/Short	112,831	125,570	134,398	122,620
MO Tax Credits	64,713	64,530	64,530	64,530
Gain/Loss Change in Mkt Value	304,796	-	-	-
Bond Proceeds	-	-	-	-
	<u>906,026</u>	<u>363,177</u>	<u>695,661</u>	<u>311,571</u>
<b>Other Revenue</b>				
Princpal on Special Assessments	8,565	-	-	-
	<u>8,565</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>				
Investment Interest Income	302,761	233,267	234,767	227,917
MDFB Bonds Interest Income	2,508	2,000	2,000	1,000
Accrued Interest Income	(20,479)	-	-	-
Interest on Special Assessments	8,818	5,400	5,400	5,400
Interest on Accts/Notes Receivable	-	-	-	-
	<u>293,609</u>	<u>240,667</u>	<u>242,167</u>	<u>234,317</u>

# GENERAL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Intergovernmental</b>				
Buchanan County LEC Operations	417,828	422,734	422,670	422,608
Emergency Preparedness	60,446	59,769	59,769	54,310
Immunization - Medicare	-	-	-	-
Bode Trust	6,097	-	-	-
CARES/Corona Virus Grant	36,340	-	706,546	-
HIV Prevention	47,259	57,478	76,242	57,478
HIV Service Coordination	87,993	92,000	94,744	92,000
POST	7,402	4,000	5,259	4,000
COPS in SCHOOLS	255,373	294,640	294,640	363,292
FEMA	6,131	-	-	-
Bullet Proof Vest Grant	3,306	-	3,000	-
MO Hwy Safety Project Grant	48,582	82,018	82,018	75,062
MO Emergency Management Grant	55,320	55,000	55,000	70,837
Edward Byrne Grant	43,293	-	29,941	-
Child Care Inspections Agreement	2,470	3,500	3,500	3,500
Buchanan County 911 Maintenance	270,560	275,000	272,350	273,750
Heartland Health 911 Maintenance	67,640	68,750	68,100	68,600
SEMA	-	-	-	-
FTA/CPG Grant	158,787	312,080	312,080	312,080
Miscellaneous Grants	362,294	29,850	572,707	9,850
<b>Interfund Transfers - Computer Netwo</b>	1,937,120	1,756,819	3,058,566	1,807,367
Transit from SIMR	42,000	50,901	50,901	52,875
Transfer from P&R	1,000	1,083	1,083	1,125
Transfer from CDBG Fund	6,000	6,498	6,498	6,750
Transfer from Aviation	4,000	5,415	5,415	5,625
Transfer from Water Protection Fund	-	57,399	57,399	57,375
Transfer from Landfill Fund	7,000	7,581	7,581	9,000
Transfer from Parking Fund	3,000	2,166	2,166	2,250
Transfer from Golf Course	4,000	4,332	4,332	5,625
<b>Int</b> Transfer from Transit Fund	10,000	9,747	9,747	10,125
	77,000	145,122	145,122	150,750
Transfer from Parks & Rec	186,597	43,887	43,887	42,993
Transfer from Pub Safety Tax	4,694,499	4,707,706	4,707,706	5,532,448
Transfer from CDBG Fund	185,332	210,048	210,048	160,801
Transfer from Gaming Initiative Fund	50,000	43,000	43,000	43,000
Transfer from Parking Fund	-	-	-	-
Transfer from Water Protection Fund	1,883,848	1,568,392	1,568,392	1,544,072
Transfer from Municipal Golf Fund	-	-	-	-
Transfer from Mass Transit Fund	128,220	216,262	216,262	279,856
Transfer from Landfill Fund	871,652	1,028,600	1,028,600	1,113,600
Transfer from CIP Sales Tax Fund	60,967	-	18,450	-
Transfer from Museum	57,880	57,000	57,000	58,292
<b>Transfer from/(to) Fund Balance</b>	8,118,995	7,874,895	7,893,345	8,775,062
Fund Balance Appropriations	-	-	-	-
<b>Total</b>	60,742,928	59,099,169	61,606,095	61,699,948

# GENERAL FUND EXPENDITURES

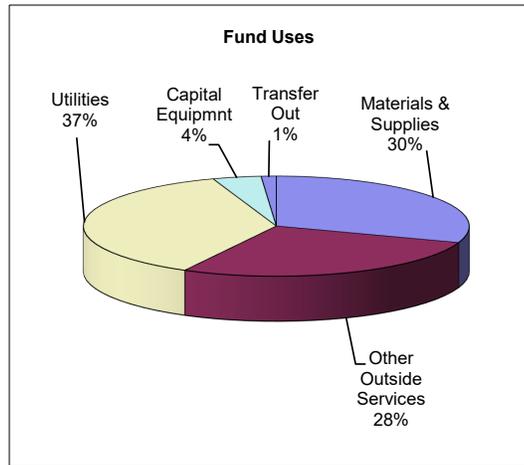
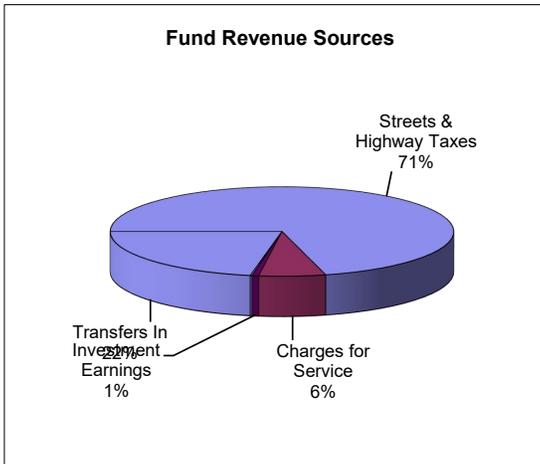
	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	25,507,033	26,261,711	26,368,113	27,153,801
Salary Increases	-	(1,113,510)	(680,426)	(1,306,070)
Overtime	1,045,015	1,218,564	1,021,295	1,261,236
FLSA Overtime (Fire Dept)	197,629	199,412	233,788	200,029
Temp-Part Time Wages	626,457	752,128	511,626	696,140
Out-of-Title Pay	168,836	118,210	131,120	118,055
Sick Leave Buy Back	11,485	13,270	1,000	4,600
Retired Consultant's Pay	124,229	130,647	62,210	123,011
	<u>27,680,683</u>	<u>27,580,432</u>	<u>27,648,726</u>	<u>28,250,802</u>
<b>Employee Benefits</b>				
Police Pension Contribution	1,769,815	1,984,697	1,984,697	2,076,367
Lagers Pension Contribution	4,780,183	5,174,309	5,230,247	5,452,832
FICA Contribution	874,029	894,101	900,788	920,672
FIM Medicare	399,415	411,610	414,912	427,998
457 Plan Employer Match	159,873	164,000	164,000	167,170
Health Insurance	4,500,006	4,876,486	4,871,217	4,906,272
Dental Insurance	177,136	184,241	184,241	187,067
Life Insurance	84,804	88,415	88,429	96,541
Unemployment Insurance	35,801	-	-	-
Long Term Disability	60,610	70,736	70,747	77,290
Workers Compensation	1,949,999	1,547,236	1,556,345	1,469,454
Uniform Allowance	351,125	369,000	369,000	369,000
EMT Allowance	26,104	27,750	27,750	28,000
Car/Mileage Allowance	13,585	26,937	11,931	12,451
Confer/Train/Travel	154,169	154,455	135,830	181,665
	<u>15,336,653</u>	<u>15,973,974</u>	<u>16,010,134</u>	<u>16,372,778</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	60,670	76,286	76,522	76,961
Police Evidence Supplies	5,994	6,500	6,500	6,500
Photo Supplies	858	1,580	1,580	1,580
Janitorial Supplies	61,022	65,250	47,700	65,900
Recreation Supplies	52,755	78,478	46,417	109,358
Safety Equip/Clothing	171,711	82,880	586,573	86,880
Chemical/Drugs/Medical Supplies	61,402	39,400	55,232	40,150
Motor Fuel and Lubricants	407,134	561,090	422,915	571,090
Minor Equipment	220,684	228,445	352,372	248,722
Traffic & Lighting Supplies	-	-	-	-
Materials & Supplies for Resale	87,563	143,506	136,200	143,256
Other Materials/Supplies	196,082	278,697	333,409	256,517
	<u>1,325,874</u>	<u>1,562,112</u>	<u>2,065,420</u>	<u>1,606,914</u>
<b>Services</b>				
Employment Services	159,633	224,521	236,416	274,921
Professional Services	571,372	628,076	940,999	776,353
Banking/Transaction Fees	65,373	94,630	54,270	16,740
Recruitment Costs	-	-	32,196	-
Other Professional Services	2,070	-	600	-
Memberships	49,944	56,183	56,183	56,483
Periodicals & Books	13,927	24,445	24,445	21,745

# GENERAL FUND EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Communication Services	421,777	455,519	453,712	458,399
Postage	40,122	40,390	42,086	40,600
Freight	816	1,400	1,400	1,200
Advertising	116,748	104,174	112,460	100,859
Permits & Recording Fees	4,845	8,020	8,020	8,020
Printing & Binding	25,461	33,350	33,550	30,400
Gas Service	95,927	134,895	77,495	157,895
Electric Service	462,868	422,114	371,732	449,597
Water Service	98,035	73,035	57,500	71,990
Vehicle/Equipment Rent	119,043	96,591	118,820	95,605
Facility Rent Lease	39,677	36,000	39,000	39,000
M&R - Office Equipment	587,391	627,670	694,734	672,225
M&R - Building & Facilities	354,259	329,048	424,781	336,356
M&R - Machinery & Equipment	72,115	102,230	104,430	109,754
M&R - Motor Vehicles	842,630	693,660	717,145	708,560
M&R - Communications Equipment	1,050,199	1,120,298	1,145,903	1,180,254
Major Maintenance & Repairs	-	5,000	5,000	5,000
Custodial Services	-	-	-	-
Towing Services	12,536	12,350	12,350	12,350
Laundry Services	22,468	31,211	31,301	31,272
Solid Waste Disposal Services	40,260	42,020	30,520	47,624
MO DNR Fees	840	670	670	670
Special Contributions	1,104,514	1,027,108	1,139,055	1,027,108
Other Services	598,200	782,325	795,755	714,220
	<u>6,973,050</u>	<u>7,206,933</u>	<u>7,762,527</u>	<u>7,445,200</u>
<b>Other Charges</b>				
Principal	155,000	160,000	160,000	165,000
Interest	37,800	30,825	30,825	23,625
Other Debt Charges	6,756	6,542	6,542	6,592
Insurance	530,274	660,661	660,661	775,473
Judgments & Claims	60,777	44,500	44,500	44,500
Election Expenses	31,362	-	-	80,000
Refund Expenses	-	6,250	6,250	-
	<u>821,969</u>	<u>908,778</u>	<u>908,778</u>	<u>1,095,190</u>
<b>Capital Outlay</b>				
Office Equipment & Furniture	-	-	-	-
Motor Vehicles	263,411	21,384	68,712	350,500
Machinery & Equipment	92,587	15,000	154,387	-
Radio & Communications Equipmer	144,162	216,000	216,000	-
Software Purchases	-	-	98,291	10,000
	<u>500,160</u>	<u>252,384</u>	<u>537,390</u>	<u>360,500</u>
<b>Capital Improvements</b>				
Building	-	50,000	50,000	-
Street, Curbs, Sidewalks	4,395,043	3,600,000	5,300,000	3,600,000
Improv Other Than Buildings	19,120	3,942,000	4,006,701	-
	<u>4,414,163</u>	<u>7,592,000</u>	<u>9,356,701</u>	<u>3,600,000</u>
<b>Interfund Transfers</b>				
Transfer to Streets Maintenance	1,163,874	1,150,209	1,150,209	730,517
Transfer to Parks Maintenance	352,932	151,163	151,163	138,317
Transfer to Public Safety Tax	315,873	-	-	-
Transfer to Aviation	30,000	-	15,000	-
Transfer to Public Parking	320,851	320,852	320,852	353,852
Transfer to Water Proteection	-	220,000	220,000	-
Transfer to Golf	372,746	60,332	60,332	103,688
Transfer to Capital Projects	222,307	209,830	269,830	209,830
	<u>2,778,583</u>	<u>2,112,386</u>	<u>2,187,386</u>	<u>1,536,204</u>
<b>Total</b>	<u>59,831,133</u>	<u>63,188,999</u>	<u>66,477,062</u>	<u>60,267,588</u>

# STREETS MAINTENANCE FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:	771,055		649,046	390,198
Streets & Highway Taxes	2,744,184	2,790,740	2,732,019	2,832,000
Charges for Service	164,532	250,000	120,000	250,000
Other Revenue	87,023	-	9,100	-
FEMA Reimbursements	(77,169)	-	156,000	-
Investment Earnings	59,648	24,570	24,570	24,570
Special Assessments	17,064	6,750	6,750	6,750
Transfers In	1,194,747	1,150,209	1,150,209	880,517
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<b>4,190,030</b>	<b>4,222,269</b>	<b>4,198,648</b>	<b>3,993,837</b>
<b>USES</b>				
Materials & Supplies	1,525,873	1,270,177	1,263,327	1,271,177
Other Outside Services	803,956	1,132,768	1,291,768	1,149,377
Utilities	1,521,242	1,541,600	1,533,500	1,541,600
Operating Capital Equipment	200,930	318,000	318,000	170,000
Capital Improvements	196,996	-	-	-
Transfers Out	63,042	50,901	50,901	52,875
<b>TOTAL USES</b>	<b>4,312,039</b>	<b>4,313,446</b>	<b>4,457,496</b>	<b>4,185,029</b>
Net Surplus (Deficit)	(122,009)		(258,848)	(191,192)
<b>ENDING RESERVED FUND BALANCE:</b>	<b>649,046</b>		<b>390,198</b>	<b>199,006</b>



# STREETS MAINTENANCE FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Streets &amp; Highway Taxes</b>				
Fuel Tax	1,991,680	2,050,740	1,950,000	2,050,000
Road & Bridge Tax	752,505	740,000	782,019	782,000
	<u>2,744,184</u>	<u>2,790,740</u>	<u>2,732,019</u>	<u>2,832,000</u>
<b>Charges for Services</b>				
Street Cut Repair	164,532	250,000	120,000	250,000
	<u>164,532</u>	<u>250,000</u>	<u>120,000</u>	<u>250,000</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	67,600	-	-	-
Insurance Proceeds	1,552	-	-	-
Sale of Gas & Oil	-	-	-	-
Recycling Revenue	5,999	-	2,800	-
Recovery/Reimbursements/PY Refunds	11,872	-	6,300	-
Gain/Loss on Market Value	31,377	-	-	-
Interest	-	-	-	-
Other Revenue	-	-	-	-
	<u>118,400</u>	<u>0</u>	<u>9,100</u>	<u>0</u>
<b>Grants &amp; Entitlements</b>				
FEMA	(77,169)	-	156,000	-
SEMA	-	-	-	-
	<u>(77,169)</u>	<u>0</u>	<u>156,000</u>	<u>0</u>
<b>Principal Earnings</b>				
Principal on Special Assessment	17,064	6,750	6,750	6,750
	<u>17,064</u>	<u>6,750</u>	<u>6,750</u>	<u>6,750</u>
<b>Investment Earnings</b>				
Interest on Special Assessments	-	-	-	-
Investment Interest Income	28,272	24,570	24,570	24,570
	<u>28,272</u>	<u>24,570</u>	<u>24,570</u>	<u>24,570</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	1,163,874	1,150,209	1,150,209	730,517
Transfer from Gaming Fund	30,874	-	-	-
Transfer from Landfill Fund	-	-	-	150,000
	<u>1,194,747</u>	<u>1,150,209</u>	<u>1,150,209</u>	<u>880,517</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	-	-	-	-
<b>Total</b>	<u>4,190,030</u>	<u>4,222,269</u>	<u>4,198,648</u>	<u>3,993,837</u>

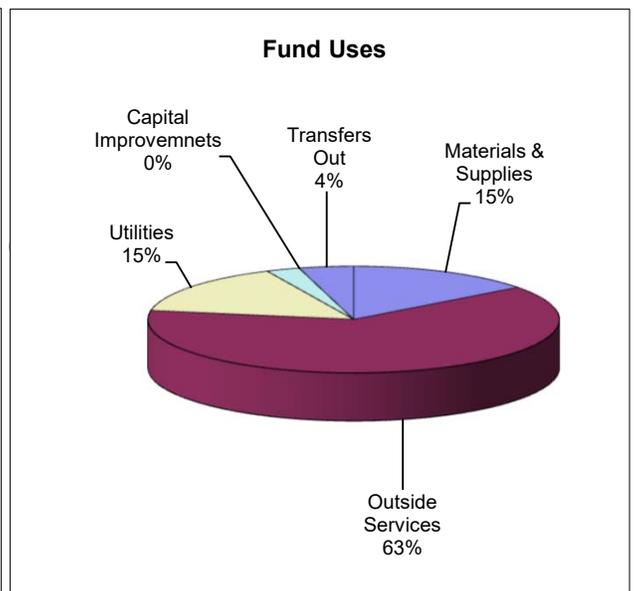
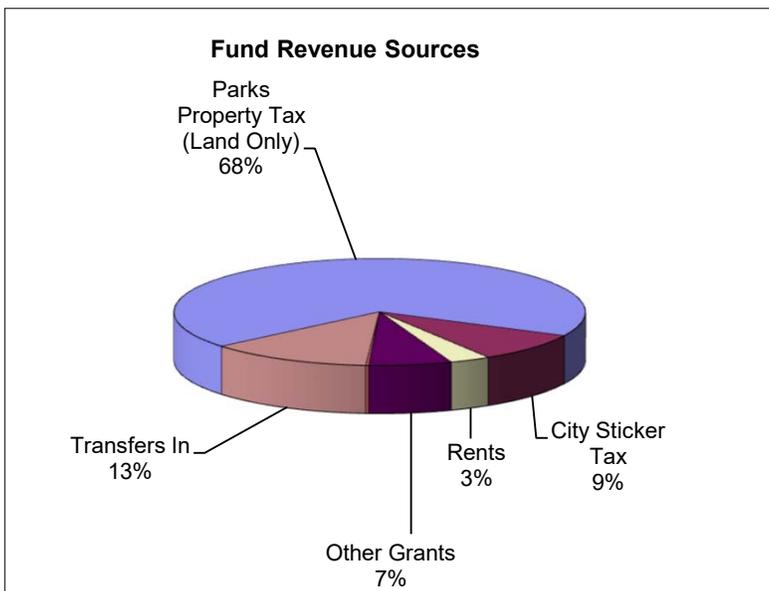
# STREETS MAINTENANCE FUND

## EXPENDITURES

	2019-20			2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	583	800	800	800
Safety Equip/Clothing	21,037	21,200	22,500	21,200
Motor Fuel and Lubricants	17,027	23,150	15,000	23,150
Minor Equipment	63,393	38,500	38,500	39,000
Street Maintenance Supplies	1,343,451	1,109,877	1,109,877	1,109,877
Traffic/Lighting Supplies	77,344	74,000	74,000	74,000
Other Materials/Supplies	3,039	2,650	2,650	3,150
	1,525,873	1,270,177	1,263,327	1,271,177
<b>Services</b>				
Employment Services	-	-	-	-
Employment Services	136,000	195,000	195,000	195,000
Professional Services	47,438	11,000	14,000	11,000
Memberships	1,183	200	200	200
Periodicals & Books	-	200	200	-
Communication Svcs	252	1,800	1,800	1,000
Postage	1	200	200	-
Freight	-	1,500	1,500	-
Advertising	2,375	-	-	-
Custodial Services	325	-	-	-
Electric Service - Street Lighting	1,521,242	1,541,600	1,533,500	1,541,600
Vehicle/Equipment Rent	18,021	3,900	3,900	3,900
Software/Equipment M&R	-	38,158	38,158	38,158
M&R - Building & Facilities	258,174	294,150	294,150	294,150
M&R - Machinery & Equipment	-	1,000	1,000	1,000
M&R - Motor Vehicles	88,287	96,000	96,000	96,000
M&R - Communications Equipment	412	3,800	3,800	3,800
Major Repair & Replacement	71,743	364,000	520,000	364,000
Towing Services	-	100	100	100
Laundry Services	945	2,200	2,200	2,200
MO DNR Fees	6	-	-	-
Other Services	106,093	22,500	22,500	22,500
	2,252,497	2,577,308	2,728,208	2,574,608
<b>Other Charges</b>				
Computer Network Transfer	42,000	50,901	50,901	52,875
Transfer to Public Parking	21,042	-	-	-
Insurance	72,701	95,560	95,560	114,869
Judgement & Claims	-	1,500	1,500	1,500
	135,743	147,961	147,961	169,244
<b>Capital Outlay</b>				
Motor Vehicles	-	-	-	-
Office Equipment & Furniture	-	-	-	-
Machinery & Equipment	200,930	318,000	318,000	170,000
Radios	-	-	-	-
	200,930	318,000	318,000	170,000
<b>Public Improvements</b>				
Buildings	48,126	-	-	-
Improvements Other Than Buildings	600	-	-	-
Streets, Curbs & Sidewalks	148,270	-	-	-
	196,996	-	-	-
<b>Total</b>	4,312,039	4,313,446	4,457,496	4,185,029

# PARKS MAINTENANCE FUND SUMMARY

	2018-19	2019-20		2020-21
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$286,829		\$297,578	\$307,306
<b>SOURCES</b>				
Parks Property Tax (Land Only)	728,521	751,117	756,117	738,300
City Sticker Tax	95,998	95,000	95,000	95,000
Rents	31,443	31,443	31,443	34,443
Operating Grants	(15,480)	-	50,328	-
Other Grants	78,869	70,000	78,142	70,000
Interest	14,777	2,400	2,400	2,400
Other Revenue	22,487	-	5,000	-
Transfers In	352,932	151,163	151,163	138,317
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<u>1,309,548</u>	<u>1,101,123</u>	<u>1,169,593</u>	<u>1,078,460</u>
<b>USES BY PROGRAM</b>				
Materials & Supplies	168,098	194,650	154,150	194,650
Outside Services	696,813	746,696	776,261	833,498
Utilities	144,199	204,065	149,000	204,065
Capital Equipment	102,092	-	-	35,000
Capital Improvemnets	-	23,000	23,000	-
Transfers Out	187,597	57,454	57,454	56,602
<b>TOTAL USES</b>	<u>1,298,798</u>	<u>1,225,865</u>	<u>1,159,865</u>	<u>1,323,815</u>
Net Surplus (Deficit)	<u>10,749</u>	<u>(124,742)</u>	<u>9,728</u>	<u>(245,355)</u>
Projected Ending Fund Balance:	\$297,578		\$307,306	\$61,951



# PARKS MAINTENANCE FUND

## REVENUES

	2018-19	2019-20		2020-21
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Property Tax</b>				
Current Park District Tax	694,841	715,077	715,077	703,000
Prior Park District R/E Tax	26,392	30,000	35,000	27,600
R/E Penalty & Interest	7,288	6,040	6,040	7,700
	<u>728,521</u>	<u>751,117</u>	<u>756,117</u>	<u>738,300</u>
<b>Licenses</b>				
City Sticker & Penalty	95,998	95,000	95,000	95,000
	<u>95,998</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
<b>Rents</b>				
Horace Mann Rent	31,443	31,443	31,443	31,443
	<u>31,443</u>	<u>31,443</u>	<u>31,443</u>	<u>31,443</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	4,480	-	-	-
Insurance Proceeds	13,897	-	-	-
Concessions-Vending Machines	-	-	-	-
Donations	-	-	-	-
Recycling Revenue	1,104	-	4,000	-
Other Revenue	3,006	-	1,000	-
Refund Prior Yr Expense	-	-	-	-
Interest	7,980	-	-	-
Recovery/Reimbursements	-	-	-	-
	<u>30,467</u>	<u>-</u>	<u>5,000</u>	<u>0</u>
<b>Interst Earnings</b>				
Interest on Investments	6,797	2,400	2,400	2,400
	<u>6,797</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
<b>Intergovernmental</b>				
FEMA Reimbursement Funds	(15,480)	-	45,827	-
SEMA Reimbursement Funds	-	-	-	-
American Recovery	-	-	4,501	-
Parks Maintenance Trust	78,869	70,000	78,142	70,000
	<u>63,389</u>	<u>70,000</u>	<u>128,470</u>	<u>70,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	352,932	151,163	151,163	138,317
	<u>352,932</u>	<u>151,163</u>	<u>151,163</u>	<u>138,317</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>1,309,548</u>	<u>1,101,123</u>	<u>1,169,593</u>	<u>1,075,460</u>

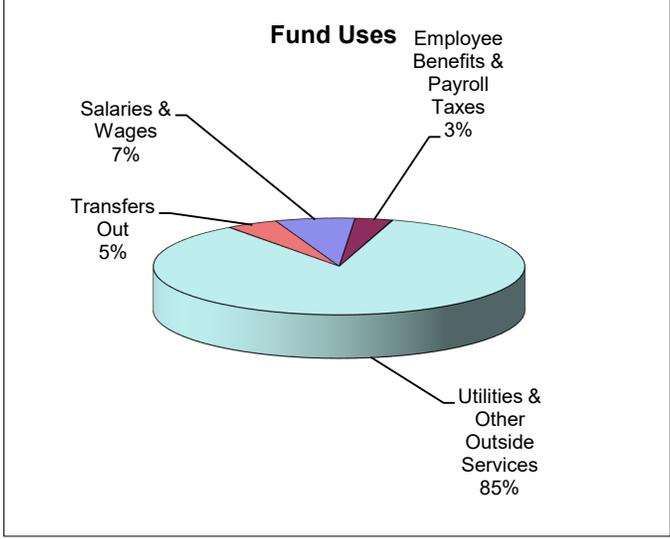
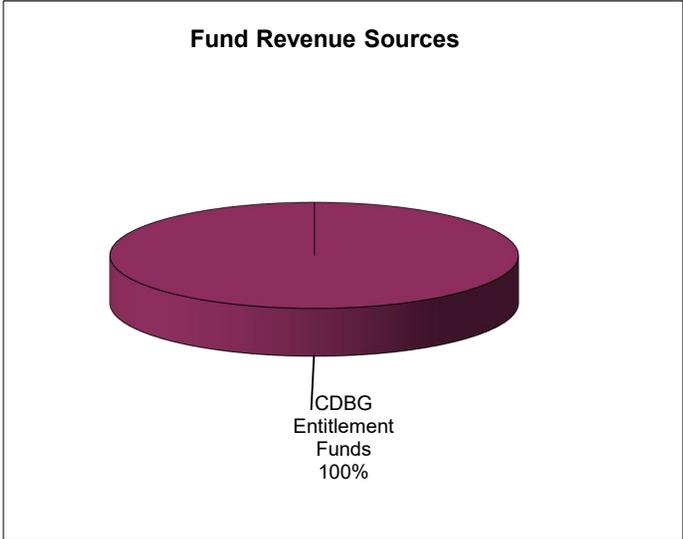
# PARKS MAINTENANCE FUND

## EXPENDITURES

	2018-19	2019-20		2020-21
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Janitorial Supplies	6,250	5,000	6,000	5,000
Office Supplies	-	-	-	-
Recreation Supplies	14,999	21,500	15,000	21,500
Safety Equip/Clothing	2,618	3,500	3,500	3,500
Chemical/Drugs/Medical Supplies	100	150	150	150
Motor Fuel and Lubricants	92,911	105,000	70,000	105,000
Minor Equipment	18,199	24,500	24,500	24,500
Traffic & Lighting Supplies	33,021	35,000	35,000	35,000
Materials & Supplies for Resale	-	-	-	-
	<u>168,098</u>	<u>194,650</u>	<u>154,150</u>	<u>194,650</u>
<b>Services</b>				
Professional Services	9,091	-	1,500	-
Employment Services	241,753	240,000	240,000	240,000
Memberships	-	20	20	20
Avertising	-	-	-	-
Telephone Service	4,675	5,090	5,090	6,290
Gas Service	27,663	40,000	27,000	40,000
Printing & Binding	108	-	-	-
Electric Service	82,046	114,065	82,000	114,065
Water Service	34,490	50,000	40,000	50,000
Vehicle/Equipment Rent	459	2,700	9,501	2,700
M&R - Building & Facilities	112,107	128,451	141,875	128,451
M&R Office Equipment	-	8,480	8,480	10,851
M&R - Machinery & Equipment	37,418	20,000	27,000	25,000
M&R - Motor Vehicles	113,406	125,000	90,000	125,000
M&R - Communications Equipment	492	5,000	6,000	6,000
Major Repairs & Replacement	-	-	34,540	-
Laundry Services	832	1,000	1,300	1,500
Solid Waste Disposal Svc	-	-	-	-
MO DNR Fees	480	2,000	2,000	1,000
Other Services	45,641	65,500	65,500	65,500
	<u>710,661</u>	<u>807,306</u>	<u>781,806</u>	<u>816,377</u>
<b>Interfund Transfers</b>				
Transfer to Computer Network	1,000	1,083	1,083	1,125
Transfer to General Fund	186,597	43,887	43,887	42,993
Transfer to CIP	-	12,484	12,484	12,484
	<u>187,597</u>	<u>57,454</u>	<u>57,454</u>	<u>56,602</u>
<b>Other Charges</b>				
Insurance	126,889	141,455	141,455	219,186
Judgement & Claims	3,462	2,000	2,000	2,000
	<u>130,351</u>	<u>143,455</u>	<u>143,455</u>	<u>221,186</u>
<b>Capital Outlay</b>				
Motor Vehicles	27,211	-	-	-
Machinery & Equipment	74,881	-	-	35,000
Computer Software	-	-	-	-
	<u>102,092</u>	<u>0</u>	<u>0</u>	<u>35,000</u>
<b>Capital Improvements</b>				
Buildings	-	-	-	-
Improvements Other Than Buildings	-	23,000	23,000	-
Streets, Curbs & sidewalks	-	-	-	-
	<u>0</u>	<u>23,000</u>	<u>23,000</u>	<u>0</u>
<b>Total</b>	<u>1,298,798</u>	<u>1,225,865</u>	<u>1,159,865</u>	<u>1,323,815</u>

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Special Assessments/Interest Earnings	9,295	-	10,200	-
Intergovernmental/Other Grants	2,174,433	2,152,473	3,500,497	3,733,360
Other Revenue	118,090	-	58,840	-
Transfers (To)/From - Reprogrammable Funds	129,044	-	-	-
<b>TOTAL SOURCES</b>	<u>2,430,863</u>	<u>2,152,473</u>	<u>3,569,537</u>	<u>3,733,360</u>
<b>USES</b>				
Salaries & Wages	242,612	245,481	219,598	258,298
Employee Benefits & Payroll Taxes	108,634	123,644	121,539	120,745
Materials & Supplies	2,000	6,655	6,655	3,200
Utilities & Other Outside Services	1,692,220	1,556,023	3,006,547	3,176,317
Property Ins & Other	2,998	4,124	4,124	2,718
Transfers Out	191,332	216,546	216,546	167,552
Operating Capital Equip	-	-	-	-
<b>TOTAL USES</b>	<u>2,239,797</u>	<u>2,152,473</u>	<u>3,575,009</u>	<u>3,728,830</u>
<b>Net Surplus (Deficit) to/from Reprogrammed Fnd:</b>	<u>191,065</u>	<u>(0)</u>	<u>(5,472)</u>	<u>4530</u>



# COMMUNITY DEVELOPMENT BLOCK GRANT FUND REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Revenues</b>				
Recovery/Reimbursement	80,694	-	6,900	-
Refunds PY Expenditures	459	-	-	-
Rent	4,512	-	-	-
Other Revenue	27,914	-	51,940	-
	<u>113,578</u>	<u>-</u>	<u>58,840</u>	<u>-</u>
<b>Special Assessments</b>				
Principal	9,074	-	10,000	-
Interest on Special Assessments	220	-	200	-
	<u>9,295</u>	<u>-</u>	<u>10,200</u>	<u>-</u>
<b>Intergovernmental</b>				
Home Program Grant	201,046	441,350	441,350	400,000
Community Development Block Grant	1,870,536	1,711,123	1,711,123	2,048,860
American Rec Reinvst Grant	-	-	1,306,230	1,284,500
Federal HMIS Grant	102,851	-	41,794	-
	<u>2,174,433</u>	<u>2,152,473</u>	<u>3,500,497</u>	<u>3,733,360</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	-	-	-	-
Transfer from Rehab Loan Fund	29,724	-	-	-
Transfer from HOME Revolv Fund	99,320	-	-	-
	<u>129,044</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer from/(to) Reprogrammable Funds</b>				
Appropriated from Fund Balance	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>2,426,351</u>	<u>2,152,473</u>	<u>3,569,537</u>	<u>3,733,360</u>

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND EXPENDITURES

	2019-20			2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	242,612	245,481	219,598	258,298
	<u>242,612</u>	<u>245,481</u>	<u>219,598</u>	<u>258,298</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	29,569	33,631	33,874	34,354
FICA Contribution	15,195	15,797	15,915	16,014
FICA Medicare	3,554	3,696	3,723	3,745
457 Employer Match Plan	1,935	1,950	1,950	1,560
Health Insurance	43,971	46,356	46,356	46,354
Dental Insurance	1,750	1,766	1,766	1,765
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	844	857	857	868
Long Term Disability	619	687	687	695
Workers Compensation	9,896	10,191	10,267	10,332
Car/Mileage Allowance	373	1,570	1,000	-
Confer/Train/Travel	930	7,145	5,145	5,058
	<u>108,634</u>	<u>123,644</u>	<u>121,539</u>	<u>120,745</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,841	4,000	4,000	1,500
Photo Supplies	-	-	-	-
Motor Fuel	53	500	500	500
Minor Equipment	-	1,855	1,855	1,000
Other Materials/Supplies	107	300	300	200
	<u>2,000</u>	<u>6,655</u>	<u>6,655</u>	<u>3,200</u>
<b>Services</b>				
Employment Services	-	-	-	-
Professional Services	93,473	105,000	92,500	100,575
Memberships	116	760	760	760
Periodicals & Books	2,057	600	600	500
Telephone Service	2,630	5,320	5,320	5,320
Postage	4,254	6,493	6,493	4,796
Freight	-	-	-	-
Advertising	23,572	26,580	26,580	23,000
Permits & Recording Fees	1,967	2,245	2,245	2,145
Printing & Binding	1,149	1,814	1,814	1,800
Gas Service	1,849	4,700	4,700	4,700
Electric Service	3,126	5,000	3,100	5,000
Water Service	857	1,000	1,000	1,000
Vehicle/Equipment Rent	1,594	3,350	3,350	2,468
M&R - Bldg & Facilities	-	-	-	-
M&R Mach & Equipment	-	-	-	-
M&R - Motor Vehicles	724	700	700	700
M&R - Communications Equipment	-	100	100	100
Solid Waste Disposal	-	500	500	1,000
Special Contributions	412,905	403,700	495,600	427,200
Other Services	1,141,945	988,161	2,361,185	2,595,253
	<u>1,692,220</u>	<u>1,556,023</u>	<u>3,006,547</u>	<u>3,176,317</u>
<b>Other Charges</b>				
Refund Expense	-	-	-	-
Insurance	2,998	4,124	4,124	2,718
Transfer to General Fund	185,332	210,048	210,048	160,802
Transfer to General Fund - Computer	6,000	6,498	6,498	6,750
	<u>194,330</u>	<u>220,670</u>	<u>220,670</u>	<u>170,270</u>
<b>Total</b>	<u>2,239,797</u>	<u>2,152,473</u>	<u>3,575,009</u>	<u>3,728,830</u>

# GAMING INITIATIVES FUND

## SUMMARY

	2019-20	2020-21		2021-22
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Projected Beginning Fund Balance:	\$266,238		\$171,155	\$85,863
<b>SOURCES</b>				
Gaming Revenue	698,653	746,000	706,500	750,000
Other Revenue	250	-	-	-
Interest Earnings	14,691	4,000	4,000	4,000
Transfers from Other Funds	20,000	-	-	-
Grants & Entitlements	-	-	-	-
Appropriated from/(to) Fund Balance	-	-	-	-
<b>TOTAL SOURCES</b>	<u>733,594</u>	<u>750,000</u>	<u>710,500</u>	<u>754,000</u>
<b>USES BY PROGRAM</b>				
Gaming Funded Initiatives	<u>828,677</u>	<u>751,850</u>	<u>795,792</u>	<u>751,550</u>
<b>TOTAL USES</b>	<u>828,677</u>	<u>751,850</u>	<u>795,792</u>	<u>751,550</u>
Net Surplus (Deficit)	<u>(95,083)</u>	<u>(1,850)</u>	<u>(85,292)</u>	<u>2,450</u>
Projected Ending Fund Balance:	\$171,155		\$85,863	\$88,313

# GAMING INITIATIVES FUND

## REVENUES

	2019-20	2020-21		2021-22
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Rents</b>				
State Admissions	350,969	396,000	327,000	350,000
State Gaming	347,684	350,000	379,500	400,000
	<u>698,653</u>	<u>746,000</u>	<u>706,500</u>	<u>750,000</u>
<b>Investment Interest</b>				
Interest Income	14,691	4,000	4,000	4,000
	<u>14,691</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>Other Revenue</b>				
Donations	-	-	-	-
Refunds Prior Year	-	-	-	-
Other Revenue	250	-	-	-
Recovery/Reimbursement	-	-	-	-
	<u>250</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers</b>				
Transfer From Special Allocation	20,000	-	-	-
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants &amp; Entitlements</b>				
MO Trim Grant	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>733,594</u>	<u>750,000</u>	<u>710,500</u>	<u>754,000</u>

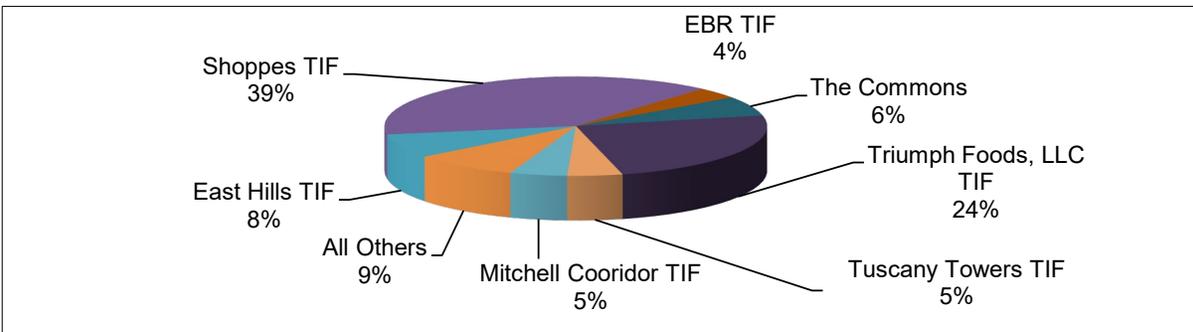
# GAMING INITIATIVES FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Services &amp; Supplies</b>				
Minor Equipment	-	-	-	-
Employment Services	-	-	-	-
Professional Services	54,015	145,000	145,000	89,000
Communication Services	-	-	-	-
Postage	-	-	-	-
Advertising	38,720	33,000	33,000	33,000
MR Communications Equipment	-	-	-	-
Major Repairs & Replacement	-	-	-	-
Special Contributions	534,619	434,350	441,392	465,050
Other Services	43,049	20,000	56,900	45,000
	<u>670,403</u>	<u>632,350</u>	<u>676,292</u>	<u>632,050</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	50,000	43,000	43,000	43,000
Transfer to SIMR Fund	30,874	-	-	-
Transfer to Special Allocation Fund	-	-	-	-
Transfer to Aviation Fund	70,000	70,000	70,000	70,000
Transfer to Parking Fund	7,400	6,500	6,500	6,500
Transfer to Capital Projects Fund	-	-	-	-
	<u>158,274</u>	<u>119,500</u>	<u>119,500</u>	<u>119,500</u>
<b>Capital Outlay</b>				
Buildings	-	-	-	-
Improvements Other Than Buildings	-	-	-	-
Motor Vehicles	-	-	-	-
Software Purchases	-	-	-	-
Radio & Communication Equipment	-	-	-	-
Machinery & Equipment	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>828,677</u>	<u>751,850</u>	<u>795,792</u>	<u>751,550</u>

# SPECIAL ALLOCATION FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$ 3,623,831		\$ 3,479,384	\$ 6,108,155
<b>SOURCES</b>				
PILOTS	4,334,197	4,558,904	4,874,548	4,912,359
EATS/TDD/NonIncremental Sales Tax	5,162,213	5,097,965	4,528,528	4,999,255
Bond Proceeds/Reimbursements	-	-	-	-
Recovery/Reimbursement/Other Revenue	-	10,000	10,000	-
Sewer System Development Fees	-	-	-	-
Developer Contributions	472,423	407,086	517,886	530,000
Interest Earnings	176,057	179,749	98,107	88,107
Int on Special Assessments	268,969	320,000	100,000	100,000
Sewer Reserve Charges	704,027	625,000	625,000	675,000
Transfers from Other Funds	-	-	-	-
<b>TOTAL SOURCES</b>	<u>11,117,886</u>	<u>11,198,704</u>	<u>10,754,069</u>	<u>11,304,721</u>
<b>USES BY PROGRAM</b>				
Center Building TIF	33,929	42,870	34,140	36,340
Gilmore Building TIF	8,863	8,865	9,245	9,300
Downtown Mosaic TIF	564,363	571,900	598,900	602,000
CVS Ashland TIF	0	1,111	1,111	5,000
Uptown Redevelopment TIF	3,227	3,750	3,750	3,350
Ryan Block TIF	542	385	385	385
Cooks Crossing EDC	66,834	130,000	110,000	30,900
Downtown Redevelopment TIF	-	-	-	-
Mitchell Avenue Corridor TIF	388,024	383,775	383,775	386,675
The Commons Development (EDC)	624,869	662,911	662,911	511,911
North East Cook Road TIF	339,212	27,000	27,000	27,000
East Hills TIF	597,096	608,572	608,572	627,072
Shoppes at North Village TIF	6,030,383	3,069,135	3,069,135	3,140,535
EBR Development TIF	317,196	295,000	295,000	295,000
Triumph Foods, LLC TIF	1,955,023	1,969,724	1,969,724	1,965,668
Fountain Creek TIF	97	100	100	100
Tuscany Towers TIF	332,675	350,550	350,550	372,000
American Electric TIF	-	10,000	1,000	20,000
<b>TOTAL USES</b>	<u>11,262,333</u>	<u>8,135,648</u>	<u>8,125,298</u>	<u>8,033,236</u>
Net Surplus (Deficit)	<u>(144,447)</u>	<u>3,063,056</u>	<u>2,628,771</u>	<u>3,271,485</u>
Projected Ending Fund Balance:	\$ 3,479,384	\$ 3,063,056	\$ 6,108,155	\$ 9,379,640



# SPECIAL ALLOCATION FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Real Property</b>				
Real Property Tax	4,963	2,309	2,309	2,309
	<u>4,963</u>	<u>2,309</u>	<u>2,309</u>	<u>2,309</u>
<b>Personal Property</b>				
Payment in Lieu of Taxes (PILOTs)-City	798,268	835,664	955,978	970,150
PILOTs - Other	3,530,966	3,621,500	3,916,261	3,939,900
TIF Public Infrastructure	-	99,431	-	-
	<u>4,329,235</u>	<u>4,556,595</u>	<u>4,872,239</u>	<u>4,910,050</u>
<b>Sales Tax</b>				
Economic Activity Taxes (EATS) City	3,456,625	3,547,764	3,229,700	3,481,800
EATS - County	1,460,920	1,353,973	1,104,400	1,326,600
EATS - Other	135,980	123,600	123,800	122,655
Non Incremental Sales Tax	-	-	-	-
Use Tax County	80,427	43,500	41,500	41,000
TDD Sales Tax	-	-	-	-
CID Sales Tax	28,260	29,128	29,128	27,200
	<u>5,162,213</u>	<u>5,097,965</u>	<u>4,528,528</u>	<u>4,999,255</u>
<b>Sanitary Sewer Charges</b>				
Sewer System Development Fee	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Bond Proceeds</b>				
Bond Proceeds	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Revenues</b>				
Recovery/Reimbursements	-	10,000	10,000	-
Developer Contributions	472,423	407,086	517,886	530,000
Sewer Reserve Charges	704,027	625,000	625,000	675,000
Other Revenue	-	-	-	-
Gain/Loss Market Value	56,148	-	-	-
Interest on Investments	61,744	32,242	30,600	30,600
MDFB Interest Income	33,934	45,000	45,000	35,000
IDA Interest Income	27,020	102,507	22,507	22,507
Accrued Interest	(2,788)	-	-	-
Int on S Assessments	268,969	320,000	100,000	100,000
	<u>1,621,476</u>	<u>1,541,835</u>	<u>1,350,993</u>	<u>1,393,107</u>
<b>Interfund Transfers</b>				
Transfer from Riverboat Fund	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>11,117,886</u>	<u>11,198,704</u>	<u>10,754,069</u>	<u>11,304,721</u>

# SPECIAL ALLOCATION FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Supplies &amp; Services</b>				
Professional Services	-	11,050	2,050	-
Special Contributions/Services	-	-	-	-
Other Services	777,841	840,714	840,714	841,758
	<u>777,841</u>	<u>851,764</u>	<u>842,764</u>	<u>841,758</u>
<b>Debt Service</b>				
Principal Payments	8,859,577	-	-	5,912,600
Interest Payments	1,292,500	5,880,650	5,879,300	913,878
Other Debt Charges	18,415	1,037,234	1,037,234	365,000
TIF Reimbursable Expenses	-	365,000	365,000	-
Payment to Ref Escrow Agent	-	1,000	1,000	-
	<u>10,170,492</u>	<u>7,283,884</u>	<u>7,282,534</u>	<u>7,191,478</u>
<b>Interfund Transfers</b>				
Transfer to Gaming Initiatives	20,000	-	-	-
Transfer to Water Protection	294,000	-	-	-
	<u>314,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>11,262,333</u>	<u>8,135,648</u>	<u>8,125,298</u>	<u>8,033,236</u>

# MUSEUM TAX FUND

## SUMMARY

	2019-20	2020-21		2021-2022
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Beginning FB:</b>	138,088		125,455	142,951
<b>SOURCES</b>				
Property Tax	484,243	503,725	521,221	516,700
Prop Tx Rev Dedicated to Minor Repairs	25,000	25,000	25,000	25,000
Other Revenue	2,851	-	-	-
Interest Earnings	2,909	1,000	1,000	1,000
<b>TOTAL SOURCES</b>	<u>515,003</u>	<u>529,725</u>	<u>547,221</u>	<u>542,700</u>
<b>USES BY PROGRAM</b>				
Museum Tax Contract Contributions	410,000	410,000	410,000	410,000
Other Museum Related Expenditures	92,635	94,725	94,725	106,193
Capital \$ Used for Minor W-T Repairs	25,000	25,000	25,000	25,000
<b>TOTAL USES</b>	<u>527,635</u>	<u>529,725</u>	<u>529,725</u>	<u>541,193</u>
Net Surplus (Deficit)	<u>(12,633)</u>	<u>-</u>	<u>17,496</u>	<u>1,507</u>
<b>ENDING OPERATING FUND BALANCE:</b>	<u>125,455</u>		<u>142,951</u>	<u>144,458</u>
<b>Beginning Capital FB:</b>	353,212		(0)	50,000
<b>SOURCES</b>				
Property Tax	75,000	50,000	50,000	50,000
Appropriated from (to) Fund Balance	-	-	-	-
	<u>75,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
<b>USES</b>				
Capital Improvements - Wyeth-Tootle	428,212	50,000	-	50,000
	<u>428,212</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Net Capital Surplus (Deficit)	<u>(353,212)</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
<b>ENDING CIP FUND BALANCE:</b>	<u>(0)</u>		<u>50,000</u>	<u>50,000</u>
<b>TOTAL USES</b>	<u>955,848</u>	<u>579,725</u>	<u>529,725</u>	<u>591,193</u>

**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 TAX FUND

## REVENUES

	2019-20	2020-21		2021-2022
	Actual	Amended Budget	Estimated Actual	Budget
<b>Real Property Tax</b>				
Current Real Estate Tax	363,683	367,544	367,544	365,000
Prior Real Estate Tax	12,527	13,000	13,200	10,900
Real Estate Penalty and Interest	3,733	2,367	2,392	3,200
	<u>379,943</u>	<u>382,911</u>	<u>383,136</u>	<u>379,100</u>
<b>Personal Property Tax</b>				
Current Personal Property Tax	133,637	123,107	140,100	140,100
Personal Property Penalty and Int	2,219	2,100	2,100	2,200
Prior Personal Property Tax	10,081	7,040	7,290	8,300
M & M Surtax	34,416	35,103	35,103	33,500
	<u>180,354</u>	<u>167,350</u>	<u>184,593</u>	<u>184,100</u>
<b>Other Personal Property Tax</b>				
Payment in Lieu of Taxes - Other	-	3,565	3,565	3,565
Financial Institution Tax	2,028	3,140	1,535	1,535
Railroad Tax	21,918	21,759	23,392	23,400
	<u>23,946</u>	<u>28,464</u>	<u>28,492</u>	<u>28,500</u>
<b>Investment Interest</b>				
Interest Earnings	2,909	1,000	1,000	1,000
Other Revenue	2,851	-	-	-
	<u>5,760</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	24,147	24,147	24,147
	<u>-</u>	<u>24,147</u>	<u>24,147</u>	<u>24,147</u>
<b>Total</b>	<u>590,003</u>	<u>603,872</u>	<u>621,368</u>	<u>616,847</u>

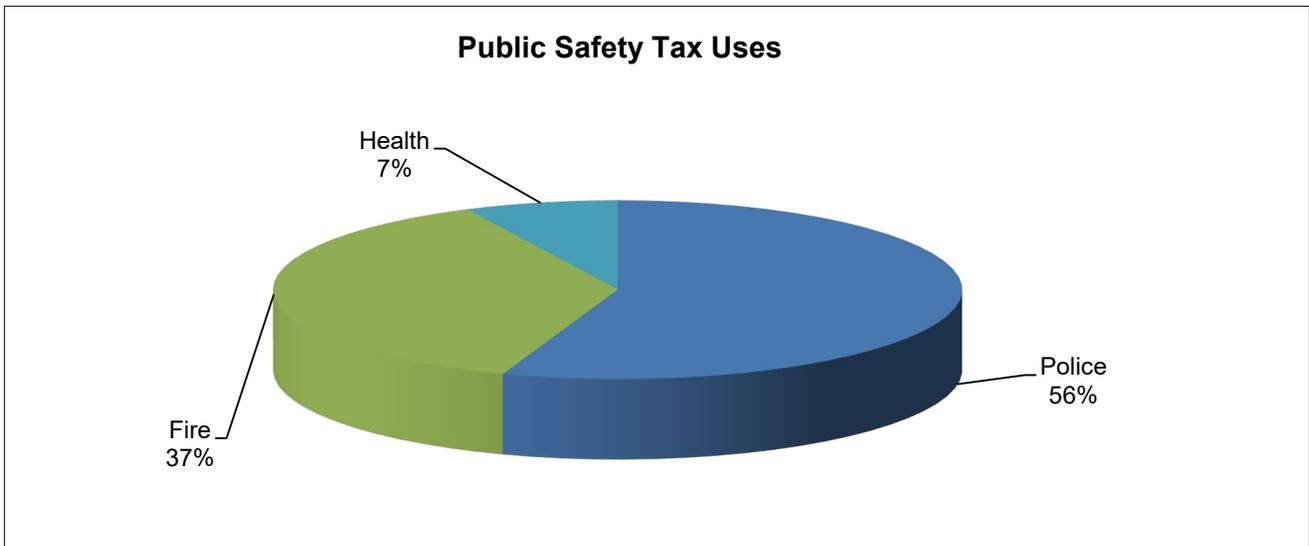
# MUSEUM TAX FUND

## EXPENDITURES

	2019-20	2020-21		2021-2022
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Services &amp; Supplies</b>				
Special Contributions	435,000	435,000	435,000	435,000
Other Services	14,906	17,750	17,750	17,750
	<u>449,906</u>	<u>452,750</u>	<u>452,750</u>	<u>452,750</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	57,880	57,000	57,000	58,292
	<u>57,880</u>	<u>57,000</u>	<u>57,000</u>	<u>58,292</u>
<b>Insurance</b>				
Insurance	19,849	19,975	19,975	30,151
	<u>19,849</u>	<u>19,975</u>	<u>19,975</u>	<u>30,151</u>
<b>Capital Improvements</b>				
Building Improvements	29,325	50,000	-	50,000
	<u>29,325</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
<b>Total</b>	<u>556,960</u>	<u>579,725</u>	<u>529,725</u>	<u>591,193</u>

# PUBLIC SAFETY TAX FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:			\$ 947,566	\$ 691,323
<b>SOURCES</b>				
Sales Tax	5,406,379	5,034,600	5,210,005	5,607,456
EATS	1,062,660	1,016,000	1,049,020	1,059,510
Recovery/Reimbursement/Refunds	500	-	-	-
Interest Earnings	749	27,221	27,221	27,221
Other Revenue	2,158	-	-	-
Transfers	315,873	-	-	-
<b>TOTAL SOURCES</b>	<u>6,788,318</u>	<u>6,077,821</u>	<u>6,286,246</u>	<u>6,694,187</u>
<b>USES BY PROGRAM</b>				
Public Safety - Police	4,061,490	3,883,195	3,809,771	4,091,740
Public Safety - Fire	2,125,488	2,201,386	2,201,386	2,761,519
Public Safety - Health	470,036	531,332	531,332	532,250
<b>TOTAL USES</b>	<u>6,657,013</u>	<u>6,615,913</u>	<u>6,542,489</u>	<u>7,385,509</u>
Net Surplus (Deficit)	<u>131,305</u>	<u>(538,092)</u>	<u>(256,243)</u>	<u>(691,322)</u>
<b>ENDING RESERVED FUND BALANCE:</b>			\$ 691,323	\$ 1



# PUBLIC SAFETY TAX FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Amended Budget	Estimated Actual	Budget
<b>Sales Tax</b>				
City Use Tax	-	-	-	267,025
Public Safety Sales Tax	6,925,577	6,506,000	6,766,240	6,901,565
Sales Tax Contra Account	(1,519,198)	(1,471,400)	(1,556,235)	(1,561,134)
EATS	1,062,660	1,016,000	1,049,020	1,059,510
Recovery/Reimbursement/Refunds	500	-	-	-
Interest Earnings	749	27,221	27,221	27,221
Other Revenue	2,158	-	-	-
Transfers	315,873	-	-	-
	<u>6,788,318</u>	<u>6,077,821</u>	<u>6,286,246</u>	<u>6,694,187</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>6,788,318</u>	<u>6,077,821</u>	<u>6,286,246</u>	<u>6,694,187</u>

# PUBLIC SAFETY TAX FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	755,804	878,075	697,716	814,552
Salary Increases	-	(39,849)	(28,564)	-
Overtime	65,554	85,513	49,840	85,514
PT Wages	45,758	47,472	44,856	47,472
Sick Leave Buy Back	605	625	-	-
	<u>867,721</u>	<u>971,836</u>	<u>763,848</u>	<u>947,538</u>
<b>Employee Benefits</b>				
Police Pension Contribution	232,307	278,605	278,605	269,120
Lagers Pension Contribution	-	-	2,504	-
FICA Contribution	2,861	2,928	2,962	2,943
FIM Medicare	13,013	14,634	14,763	13,739
457 Employer Match	4,560	3,900	3,900	5,850
Health Insurance	148,170	176,147	176,147	176,148
Dental Insurance	5,502	6,353	6,353	6,706
Life Insurance	2,544	2,941	2,941	2,737
Long Term Disability	2,007	2,355	2,355	2,191
Workers Compensation	40,273	65,743	66,100	56,852
Uniform Allowance	25,313	30,000	30,000	30,000
Confer/Train/Travel	14,357	10,750	10,750	10,750
	<u>490,906</u>	<u>594,356</u>	<u>597,380</u>	<u>577,036</u>
<b>Materials &amp; Supplies</b>				
Safety Equip/Clothing	98,392	75,780	69,600	75,780
Motor Fuel and Lubricants	-	-	-	-
Minor Equipment	79,053	71,815	71,815	68,757
Other Materials/Supplies	34,830	37,280	25,000	37,280
	<u>212,275</u>	<u>184,875</u>	<u>166,415</u>	<u>181,817</u>
<b>Services</b>				
Professional Services	3,244	56,905	56,905	56,905
Insurance	-	850	850	-
M&R Office Equipment	37,727	37,905	37,905	37,905
M&R - Machinery & Equipment	3,049	11,810	11,810	12,190
M&R - Motor Vehicles	24,210	25,000	25,000	25,000
M&R - Communications Equipment	7,510	24,670	24,670	14,670
	<u>75,739</u>	<u>157,140</u>	<u>157,140</u>	<u>146,670</u>
<b>Capital Outlay</b>				
Motor Vehicles	-	-	150,000	-
Machinery & Equipment	-	-	-	-
Radio & Communications Equip	214,287	-	-	-
Office Equipment & Furniture	101,586	-	-	-
Software Purchases/Improvements	-	-	-	-
	<u>315,873</u>	<u>-</u>	<u>150,000</u>	<u>-</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	4,694,499	4,707,706	4,707,706	5,532,448
	<u>4,694,499</u>	<u>4,707,706</u>	<u>4,707,706</u>	<u>5,532,448</u>
<b>Total</b>	<u><u>6,657,013</u></u>	<u><u>6,615,913</u></u>	<u><u>6,542,489</u></u>	<u><u>7,385,509</u></u>

# DEBT SERVICE FUND

## SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Beginning FB:</b>	-		-	793,904
<b>SOURCES</b>				
Property Tax	-	-	1,742,632	1,760,006
Other Revenue	-	-	-	-
Interest Earnings	-	-	-	-
<b>TOTAL SOURCES</b>	-	-	1,742,632	1,760,006
<b>USES BY PROGRAM</b>				
Professional Services	-	-	-	-
Other Services	-	-	43,417	43,851
Debt Service	-	-	905,311	347,325
<b>TOTAL USES</b>	-	-	948,728	391,176
Net Surplus (Deficit)	-	-	793,904	1,368,830
<b>ENDING OPERATING FUND BALANCE:</b>	-	-	793,904	2,162,734

As stated in the City's Debt Management Policy, the City is authorized to issue General Obligation Bonds, payable from ad valorem taxes, to finance capital improvement and equipment upon a two-thirds majority vote and, on general election dates, a four-sevenths majority vote of the qualified voters. The Missouri constitution permits the City to: 1) incur general obligation indebtedness for City purposes not to exceed 10% of the assessed valuation of taxable tangible property, and 2) incur general obligation indebtedness not exceeding an additional 10% for acquiring rights of way, constructing and improving streets, sanitary sewers, and storm sewers and purchasing or constructing waterworks plants. General Obligation, property tax-supported bonding should be used to finance only those capital improvements and long term assets which have been determined to be essential to the maintenance or development of the City.

During the election held on June 2, 2020, voters of the City of St. Joseph approved the issuance of up to \$20,000,000 in general obligation bonds for the purpose of acquiring rights of way and constructing, reconstructing, extending, repairing, and improving bridges, streets and related transportation infrastructure, including the King Hill Drive bridge and bridges on 22nd Street, Lover's Lane, 11th Street that extend over the parkway detailed in the CIP Fund. Special Ordinance 9768 authorizes the issuance of up to the first \$6,000,000 of those bonds. This will allow initiation of the bridge design and construction projects without issuing the bonds unnecessarily early and before the funds are needed. The \$6,000,000 2020 GO Bonds has a maturity date of March 1, 2040.

# DEBT SERVICE FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Amended Budget	Estimated Actual	Budget
<b>Real Property Tax</b>				
Current Real Estate Tax	-	-	884,886	893,735
Prior Real Estate Tax	-	-	-	-
Real Estate Penalty and Interest	-	-	57,000	57,570
	<u>-</u>	<u>-</u>	<u>941,886</u>	<u>951,305</u>
<b>Personal Property Tax</b>				
Current Personal Property Tax	0	-	354,195	357,737
Personal Property Penalty and Int	0	-	200	1,000
Prior Personal Property Tax	0	-	-	-
M & M Surtax	0	-	81,056	81,056
	<u>-</u>	<u>-</u>	<u>435,451</u>	<u>439,793</u>
<b>Other Personal Property Tax</b>				
Payment in Lieu of Taxes - Other	-	-	7,457	7,457
Financial Institution Tax	-	-	3,643	3,714
Railroad Tax	-	-	354,195	357,737
	<u>-</u>	<u>-</u>	<u>365,295</u>	<u>368,908</u>
<b>Investment Interest</b>				
Interest Earnings	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>-</u>	<u>-</u>	<u>1,742,632</u>	<u>1,760,006</u>

# DEBT SERVICE FUND

## EXPENDITURES

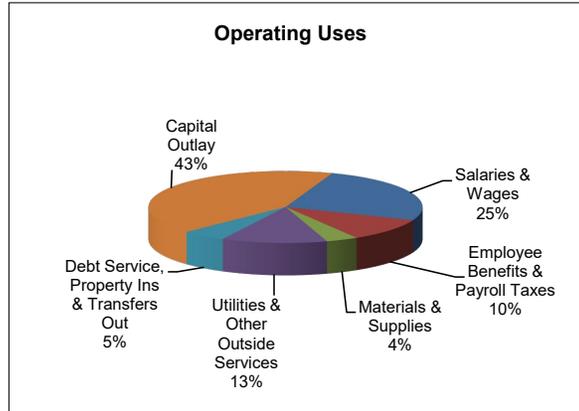
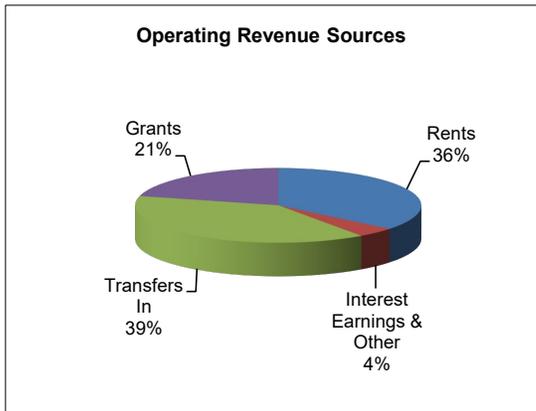
	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Services &amp; Supplies</b>				
Other Services	-	-	43,417	43,851
	-	-	43,417	43,851
<b>Debt Service</b>				
Principal	-	-	820,000	215,000
Interest	-	-	85,311	130,325
Other Charges	-	-	-	2,000
	-	-	905,311	347,325
<b>Total</b>	-	-	948,728	391,176

# AVIATION FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$ 1,608,200		\$ 387,938	\$ 272,541
<b>SOURCES</b>				
Rents	353,105	337,840	335,292	341,739
Other Revenue	49,145	29,280	212,430	40,780
Investment Earnings	5,065	100	2,495	100
Grants	1,785,141	4,342,500	569,000	200,000
Transfers In	239,517	227,500	137,500	370,000
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<u>2,431,973</u>	<u>4,937,220</u>	<u>1,256,717</u>	<u>952,619</u>
<b>USES</b>				
Salaries & Wages	276,052	285,114	292,522	297,294
Employee Benefits & Payroll Taxes	110,521	129,668	130,195	121,345
Materials & Supplies	54,700	44,040	33,390	44,040
Utilities & Other Outside Services	297,015	115,084	236,025	145,434
Debt Service, Property Ins & Transfers Out	46,459	50,441	50,441	61,449
Capital Outlay	<u>2,867,489</u>	<u>4,500,000</u>	<u>629,541</u>	<u>500,000</u>
<b>TOTAL USES</b>	<u>3,652,235</u>	<u>5,124,347</u>	<u>1,372,114</u>	<u>1,169,562</u>
Net Surplus (Deficit)	<u>(1,220,262)</u>	<u>-</u>	<u>(115,397)</u>	<u>(216,943)</u>

<b>SOURCES</b>				
Grants/Entitlements	1,761,847	4,342,500	500,000	200,000
Transfers In/Other Revenue	91,227	157,500	52,500	300,000
Appropriated from Fund Balance	-	-	-	-
<b>TOTAL SOURCES</b>	<u>1,853,074</u>	<u>4,500,000</u>	<u>552,500</u>	<u>500,000</u>
<b>USES</b>				
Aviation Projects in Capital Project Fund	<u>2,996,882</u>	<u>4,500,000</u>	<u>552,500</u>	<u>500,000</u>
Net Capital Surplus (Deficit)	<u>(1,143,808)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Projected Ending Fund Balance:	\$ 387,938	\$ 272,541	\$ 55,597
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# AVIATION FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Rents</b>				
Airport Hangar Rent	81,667	82,000	77,175	91,600
Airport Restaurant Rent	4,800	4,800	2,000	4,800
Life Net Lease	6,193	6,200	6,200	6,225
Farm Land Rent	74,884	74,887	79,964	79,964
Air National Guard Rent	81,241	81,240	81,240	81,240
BMS Warehouse Rent	6,310	6,333	6,333	6,310
F.B.O. Lease	81,532	82,380	82,380	71,600
Federal Aviation Administration Rent	16,479	-	-	-
	<u>353,105</u>	<u>337,840</u>	<u>335,292</u>	<u>341,739</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	-	-	49,650	-
Sale of Gas & Oil	25,602	27,000	27,000	27,000
Recycling Revenue	73	-	-	-
Recovery/Reimbursements	13,909	1,500	135,000	13,000
Gain/Loss Change in Mkt Value	1,373	-	-	-
Other Revenue	8,187	780	780	780
	<u>49,145</u>	<u>29,280</u>	<u>212,430</u>	<u>40,780</u>
<b>Investment Earnings</b>				
Interest Income	6,357	100	2,495	100
Accrued Interest Income	(1,291)	-	-	-
	<u>5,065</u>	<u>100</u>	<u>2,495</u>	<u>100</u>
<b>Intergovernmental</b>				
Federal Aviation Administration	100,230	-	-	-
American Recovery Stimulus Grant	-	-	69,000	-
Buchanan County Aviation	-	-	-	-
Economic Dev Initiative	50,000	-	-	-
State Airport Aid Grant	42,630	1,417,500	-	-
FEMA/SEMA Reimbursements	28,593	-	-	-
MO Air National Guard Grant	1,563,688	2,925,000	500,000	200,000
	<u>1,785,141</u>	<u>4,342,500</u>	<u>569,000</u>	<u>200,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	30,000	-	15,000	-
Transfer from Gaming Fund	70,000	70,000	70,000	70,000
Transfer from Water Protection Fund	48,290	-	-	-
Transfer from CIP Sales Tax Fund	91,227	157,500	52,500	300,000
	<u>239,517</u>	<u>227,500</u>	<u>137,500</u>	<u>370,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>2,431,973</u>	<u>4,937,220</u>	<u>1,256,717</u>	<u>952,619</u>

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	273,534	287,152	300,115	295,094
Salary Adjustments	-	(10,501)	(8,344)	-
Overtime	2,190	7,763	751	2,200
Temporary/Part-Time Wages	-	-	-	-
Sick Leave Buy Back	328	700	-	-
	<u>276,052</u>	<u>285,114</u>	<u>292,522</u>	<u>297,294</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	28,294	38,928	39,204	39,540
FICA Contribution	17,296	18,264	18,398	18,432
FICA Medicare	4,045	4,272	4,303	4,311
457 Employer Plan Match	1,185	1,170	1,170	1,170
Health Insurance	38,835	46,355	46,355	37,084
Dental Insurance	1,780	2,118	2,118	2,118
Life Insurance	893	964	964	999
	<u>89,327</u>	<u>101,831</u>	<u>102,112</u>	<u>99,674</u>

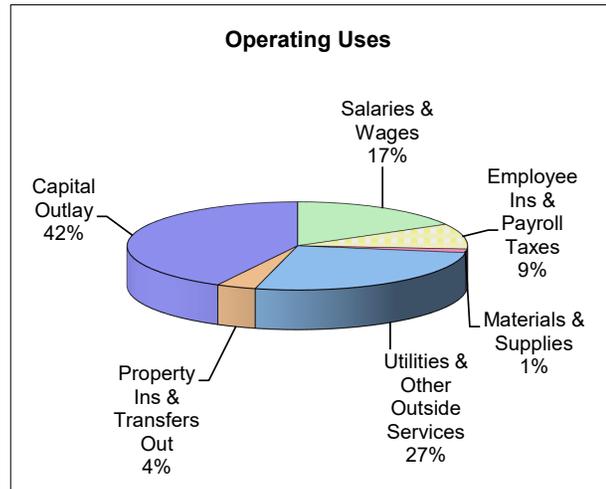
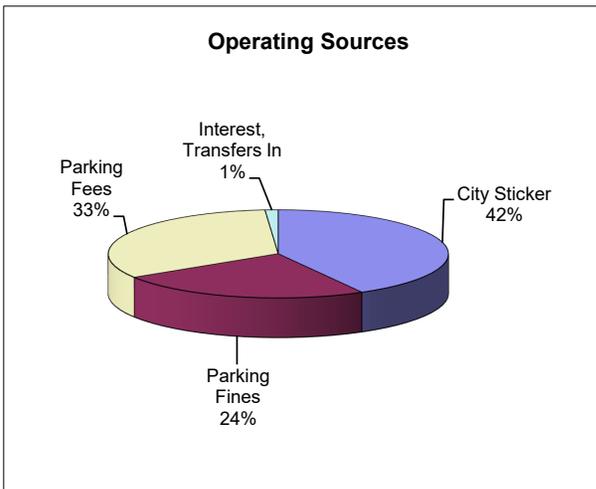
# AVIATION FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits Con't</b>				
Long Term Disability	629	772	772	800
Workers Compensation	12,193	11,824	11,910	11,892
Unemployment Claims	-	-	-	-
Car/Mileage Allowance	-	-	-	-
Confer/Train/Travel	5,371	5,000	5,000	5,000
	<u>110,521</u>	<u>129,668</u>	<u>130,195</u>	<u>121,345</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	874	1,400	1,400	1,400
Janitorial Supplies	2,298	3,100	2,000	3,100
Safety Equip/Clothing	4,089	2,600	2,600	2,600
Chemicals/Drugs/Med Supply	-	-	-	-
Motor Fuel and Lubricants	32,482	19,550	10,000	19,550
Minor Equipment	5,763	5,000	5,000	5,000
Street Maintenance Supplies	6,308	9,000	9,000	9,000
Other Materials/Supplies	2,885	3,390	3,390	3,390
	<u>54,700</u>	<u>44,040</u>	<u>33,390</u>	<u>44,040</u>
<b>Services</b>				
Professional Services	168,342	-	-	-
Memberships	1,589	1,220	1,220	1,220
Periodicals & Books	344	460	460	460
Communication Services	4,552	5,500	5,500	5,500
Postage	224	500	500	500
Advertising	911	400	400	400
Permits & Recording Fees	3,200	3,400	3,400	3,200
Printing & Binding	-	100	100	100
Gas Service	778	900	900	900
Electric Service	37,002	12,752	32,000	37,002
Water Service	1,174	1,600	1,200	1,600
Vehicle/Equipment Rent	6,286	7,597	7,597	7,597
M&R - Building & Facilities	34,054	38,550	114,643	38,550
M&R - Machinery & Equipment	22,507	9,000	20,000	15,000
M&R - Motor Vehicles	7,435	4,600	4,600	4,600
M&R - Communications Equipment	-	-	-	-
Major Repairs & Replacements	-	15,135	15,135	9,135
Laundry Services	3,770	3,700	3,700	3,700
Solid Waste Disposal Services	1,484	1,320	1,320	1,320
MO DNR Fees	-	150	150	150
Special Contributions	-	2,000	17,000	2,000
Other Services	3,364	6,200	6,200	12,500
	<u>297,015</u>	<u>115,084</u>	<u>236,025</u>	<u>145,434</u>
<b>Other Charges</b>				
Insurance	23,313	25,879	25,879	36,677
Transfer to General Fund - Computer	4,000	5,415	5,415	5,625
Transfer to CIP Fund	19,146	19,147	19,147	19,147
	<u>46,459</u>	<u>50,441</u>	<u>50,441</u>	<u>61,449</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Vehicle	38,950	-	49,665	-
Machinery & Equipment	-	-	27,376	-
Building	-	3,000,000	-	-
Improvements other than Buildings	2,828,539	1,500,000	552,500	500,000
	<u>2,867,489</u>	<u>4,500,000</u>	<u>629,541</u>	<u>500,000</u>
<b>Total</b>	<u>3,652,235</u>	<u>5,124,347</u>	<u>1,372,114</u>	<u>1,169,562</u>

# PUBLIC PARKING FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Beginning Operating FB:</b>	\$ 23,046		\$ (486)	\$ 12,083
<b>SOURCES</b>				
City Sticker	99,528	100,000	100,000	90,000
Parking Fines	69,736	85,200	48,000	52,000
Parking Fees	110,837	103,800	73,937	70,400
Other Revenue/Interest Earnings	4,596	2,680	2,680	2,680
Transfers In	349,293	327,352	327,352	360,352
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<b>633,990</b>	<b>619,032</b>	<b>551,969</b>	<b>575,432</b>
<b>USES</b>				
Salaries & Wages	158,205	98,468	89,873	101,233
Employee Benefits & Payroll Taxes	87,687	55,506	55,690	55,912
Materials & Supplies	5,452	8,200	5,700	8,050
Utilities & Other Outside Services	139,860	126,300	120,300	159,000
Property Ins & Transfers Out	12,466	13,985	13,985	22,439
Capital Outlay	253,851	253,852	253,852	253,851
<b>TOTAL USES</b>	<b>657,521</b>	<b>556,311</b>	<b>539,400</b>	<b>600,485</b>
Net Surplus (Deficit)	(23,532)		12,569	(25,053)
<b>ENDING OPERATING FUND BALANCE:</b>	<b>(486)</b>		<b>12,083</b>	<b>(12,971)</b>



# PUBLIC PARKING FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Licenses</b>				
City Sticker & Penalty	99,528	100,000	100,000	90,000
	<u>99,528</u>	<u>100,000</u>	<u>100,000</u>	<u>90,000</u>
<b>Fines</b>				
Parking Violation Fines	69,586	85,000	48,000	52,000
Boot Fee	150	200	-	-
	<u>69,736</u>	<u>85,200</u>	<u>48,000</u>	<u>52,000</u>
<b>Charges for Services</b>				
Parking - 6th & Jules	57,390	48,000	48,322	42,500
Parking - 7th & Sylvania	780	1,500	120	100
Parking - 9th & Felix	4,215	4,800	3,021	2,500
Parking - 5th & Edmond	990	500	793	600
Parking - 5th & Felix	19,090	11,000	6,681	8,700
Parking - 8th & Felix	25,610	30,000	15,000	14,000
Other Parking Permit Fees	2,763	7,500	-	2,000
Customer Service Zone Permits	-	500	-	-
	<u>110,837</u>	<u>103,800</u>	<u>73,937</u>	<u>70,400</u>
<b>Investment Earnings/Other Rev</b>				
Recovery/Reimbursement	-	-	-	-
Other Revenue	1,129	-	-	-
Gain/Loss of Change Mkt Value	914	-	-	-
Intrest Income	2,824	2,680	2,680	2,680
Accrued Interest Income	(271)	-	-	-
STP/FHWA Grant	-	-	-	-
	<u>4,596</u>	<u>2,680</u>	<u>2,680</u>	<u>2,680</u>
<b>Transfers In</b>				
Transfer from General Fund	320,851	320,852	320,852	353,852
Transfer from Streets Fund	21,042	-	-	-
Transfer from Gaming Fund	7,400	6,500	6,500	6,500
	<u>349,293</u>	<u>327,352</u>	<u>327,352</u>	<u>360,352</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>633,990</u>	<u>619,032</u>	<u>551,969</u>	<u>575,432</u>

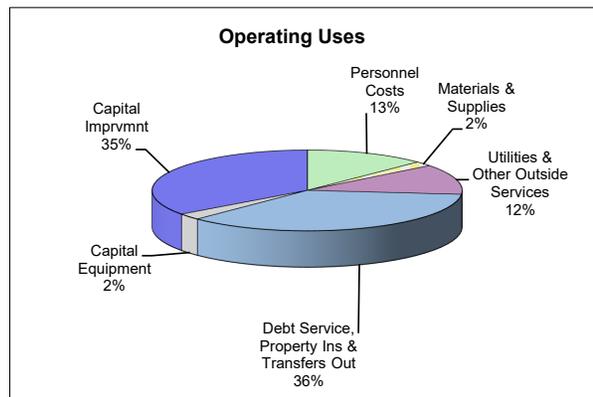
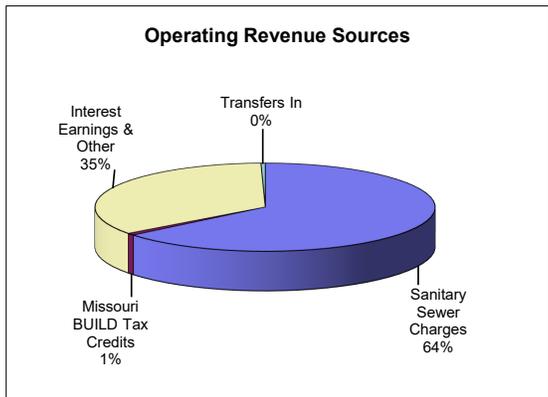
# PUBLIC PARKING FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	149,894	100,913	85,097	99,783
Salary Increases	-	(3,895)	(3,142)	-
Overtime	1,384	1,450	3,727	1,450
Temp-Part Time Wages	6,558	-	-	-
Out of Title Pay	369	-	4,191	-
	<u>158,205</u>	<u>98,468</u>	<u>89,873</u>	<u>101,233</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	18,177	13,195	13,291	13,464
FICA Contribution	9,781	6,194	6,240	6,276
FICA Medicare	2,287	1,448	1,459	1,468
457 Employer Plan Match	1,126	1,170	1,170	1,170
Health Insurance	42,151	27,813	27,813	27,813
Dental Insurance	1,678	1,059	1,059	1,059
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	517	337	337	340
Unemployment Claims	4,528	-	-	-
Long Term Disability	414	269	269	272
Workers Compensation	7,028	4,021	4,051	4,049
Conference/Training/Travel	-	-	-	-
	<u>87,687</u>	<u>55,506</u>	<u>55,690</u>	<u>55,912</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	780	800	800	800
Janitorial Supplies	417	500	500	500
Safety Equip/Clothing	1,033	2,000	1,000	2,000
Motor Fuel and Lubricants	1,427	3,000	1,500	3,000
Minor Equipment	1,580	1,600	1,600	1,600
Other Materials & Supplies	215	300	300	150
	<u>5,452</u>	<u>8,200</u>	<u>5,700</u>	<u>8,050</u>
<b>Services</b>				
Professional Services	-	-	-	-
Periodicals & Books	-	200	200	-
Telephone Service	3,935	2,000	2,000	3,800
Postage	1,599	3,300	3,300	1,800
Advertising	-	-	-	-
Freight	-	-	-	-
Printing & Binding	1,074	2,500	2,500	2,500
Electric Service	23,385	25,500	20,000	25,500
Water Service	493	1,000	500	600
M&R - Office Equipment	3,415	2,400	2,400	2,400
M&R - Building & Facilities	98,346	81,300	81,300	114,300
M&R Machinery & Equipment	-	-	-	-
M&R - Motor Vehicles	6,890	4,500	4,500	4,500
M&R - Communications Equipment	86	1,500	1,500	1,500
Towing Services	430	100	100	100
Laundry Services	208	2,000	2,000	2,000
MO DNR Fees	-	-	-	-
Other Services	-	-	-	-
	<u>139,860</u>	<u>126,300</u>	<u>120,300</u>	<u>159,000</u>
<b>Other Charges</b>				
Principal	178,158	185,492	185,492	192,911
Interest	75,693	68,360	68,360	60,940
Other Debt Charges	-	-	-	-
Insurance	9,466	10,819	10,819	19,189
Judgement & Claims	-	1,000	1,000	1,000
Motor Vehicles	-	-	-	-
Transfer to General Fund	-	-	-	-
Motor Vehicles	-	-	-	-
Improvement Other Than Buildings	-	-	-	-
Transfer to General Fund - Computer	3,000	2,166	2,166	2,250
	<u>266,317</u>	<u>267,837</u>	<u>267,837</u>	<u>276,290</u>
<b>Total</b>	<u>657,521</u>	<u>556,311</u>	<u>539,400</u>	<u>600,485</u>

# WATER PROTECTION FUND SUMMARY

OPERATING:	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$12,535,050		\$21,140,543	\$15,770,381
<b>SOURCES</b>				
Sanitary Sewer Charges	30,677,321	30,398,800	30,808,090	30,808,089
Missouri BUILD Tax Credits	371,183	371,183	371,183	371,183
Other Revenues	16,095,511	16,800,511	18,633,204	16,445,989
Interest Earnings/Special Assessments	841,278	245,708	290,300	274,700
Transfers In	297,250	423,250	423,250	200,000
Grants	296,387	0	17,084	0
Fund Balance	0	0	0	0
<b>TOTAL SOURCES</b>	<b>48,578,930</b>	<b>48,239,452</b>	<b>50,543,111</b>	<b>48,099,961</b>
<b>USES</b>				
Salaries & Wages	3,613,181	3,892,467	3,688,108	4,067,712
Employee Benefits & Payroll Taxes	1,812,563	2,166,463	2,169,702	2,024,777
Materials & Supplies	864,614	929,100	900,600	892,100
Utilities & Other Outside Services	7,314,631	6,239,214	6,229,674	5,851,389
Debt Service, Property Ins & Transfers Out	18,060,965	18,132,716	18,132,716	17,315,509
Operating Capital Equipment	655,649	227,400	249,688	1,207,645
Capital Improvements	7,651,835	22,812,011	24,542,786	16,906,529
<b>TOTAL FUND</b>	<b>39,973,437</b>	<b>54,399,371</b>	<b>55,913,273</b>	<b>48,265,660</b>
Net Operating Surplus (Deficit)	8,605,493		(5,370,162)	(165,699)
Projected Ending Fund Balance:	\$21,140,543		\$15,770,381	\$15,604,681
<b>CAPITAL:</b>				
<b>SOURCES</b>				
Bond Proceeds	15,177,459	16,786,011	18,516,786	16,431,489
Other Revenues/Transfers In	240,929	0	0	0
Interest Earnings/Special Assessments	288,875	96,708	100,700	100,700
Appropriated from Operating Fund Balance	0	0	0	0
<b>TOTAL CIP SOURCES</b>	<b>15,707,263</b>	<b>16,882,719</b>	<b>18,617,486</b>	<b>16,532,189</b>
<b>USES</b>				
WP CIP Improvements	8,637,096	24,770,186	24,770,185	17,866,174
Net Capital Surplus (Deficit)				(1,333,985)
<b>TOTAL USES</b>	<b>39,973,437</b>	<b>54,399,371</b>	<b>55,913,273</b>	<b>48,265,660</b>



# WATER PROTECTION REVENUES

	2019-20 Actual	2020-21		2021-22 Budget
		Adopted Budget	Estimated Actual	
<b>Fines &amp; Charges for Services</b>				
Residential/Commercial Sewer Serv.	16,895,006	16,119,700	17,232,906	17,232,906
UB Retail Revenue	6,792,502	7,035,700	6,758,539	6,758,539
Sewer System Development Fee	40,500	30,000	39,164	39,163
South St. Joseph Industrial Sewer Dist.	1,714,381	1,974,200	1,657,807	1,657,807
Triumph Wholesale Sewer Serv	934,750	1,124,800	903,903	903,903
Natl Beef Wholesale Sewer	383,876	397,500	332,437	332,437
Septage Revenue	175,549	128,400	184,326	184,326
Sewer Service Charges - Retail	3,030,123	3,017,000	3,079,514	3,079,514
Sewer Service Penalties	671,243	542,700	590,694	590,694
MO DNR Fees	28,441	28,800	28,800	28,800
Admin Code Penalties	10,950	-	-	-
	<u>30,677,321</u>	<u>30,398,800</u>	<u>30,808,090</u>	<u>30,808,089</u>
<b>Other Revenue</b>				
Other Revenue	2,597	-	-	-
Sale of Fixed Assets	45,013	-	35,903	-
Advertising	500	500	500	500
Finance Admin Fees	11,711	13,000	13,000	13,000
Insurance Proceeds	3,012	-	-	-
Recycling Revenue	4,126	-	560	-
Refunds PY Expenditures	1,622	-	-	-
Recovery/Reimbursement	432,278	1,000	66,455	1,000
Missouri BUILD Tax Credits	371,183	371,183	371,183	371,183
Gain/Loss Sale of Investments	180,521	-	-	-
Gain/Loss Change MKT Value	236,671	16,786,011	-	-
Bond Proceeds	15,177,459	-	18,516,786	16,431,489
	<u>16,466,693</u>	<u>17,171,694</u>	<u>19,004,387</u>	<u>16,817,172</u>
<b>Investment Earnings</b>				
EIERA Interest	14,835	10,000	10,000	10,000
MDFB Interest	1,589	5,700	5,700	5,700
IDA Bonds Interest Income	108,239	15,000	30,600	15,000
Sewer Bond Interest Income	287,388	-	140,000	140,000
Accrued Interest	(88,929)	200,008	(140,000)	(140,000)
Interest Income	517,552	-	229,000	229,000
	<u>840,674</u>	<u>230,708</u>	<u>275,300</u>	<u>259,700</u>
<b>Special Assessments</b>				
Principle	604	15,000	15,000	15,000
Interest on A/R	-	-	-	-
	<u>604</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Grants &amp; Entitlements</b>				
FEMA Reimbursement	296,387	-	-	-
SEMA Reimbursement	-	-	-	-
EPA Wastewater Grant	-	-	-	-
Mis Grants	-	-	17,084	-
	<u>296,387</u>	<u>0</u>	<u>17,084</u>	<u>0</u>
<b>Interfund Transfers In</b>				
Transfer from Spec Alloc	294,000	220,000	-	-
Transfer from Gen Fund	-	203,250	220,000	-
Transfer from Landfill Fund	3,250	-	203,250	200,000
	<u>297,250</u>	<u>423,250</u>	<u>423,250</u>	<u>200,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
<b>Total</b>	<u>48,578,930</u>	<u>48,239,452</u>	<u>50,543,111</u>	<u>48,099,961</u>

## EXPENDITURES

<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	3,174,663	3,660,898	3,504,478	3,688,658
Salary Increases	-	(154,434)	(130,554)	-
Overtime	261,015	279,224	172,851	273,345
Temporary & PT Wages	22,412	43,881	18,904	43,881
Out of Title Pay	155,090	60,299	122,429	60,348
Sick Leave Buy Back	-	2,600	-	1,480
	<u>3,613,181</u>	<u>3,892,467</u>	<u>3,688,108</u>	<u>4,067,712</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	398,767	532,911	535,968	533,826
FICA Contribution	224,581	358,565	360,045	252,198
FICA Medicare	52,523	58,671	59,017	58,982
457 Employer Match Plan	18,626	18,330	18,330	19,500
Health Insurance	664,243	815,837	815,837	815,834
Dental Insurance	25,693	30,707	30,707	31,410
Federal Health Reinsurer Tax	-	-	-	-

# WATER PROTECTION EXPENDITURES

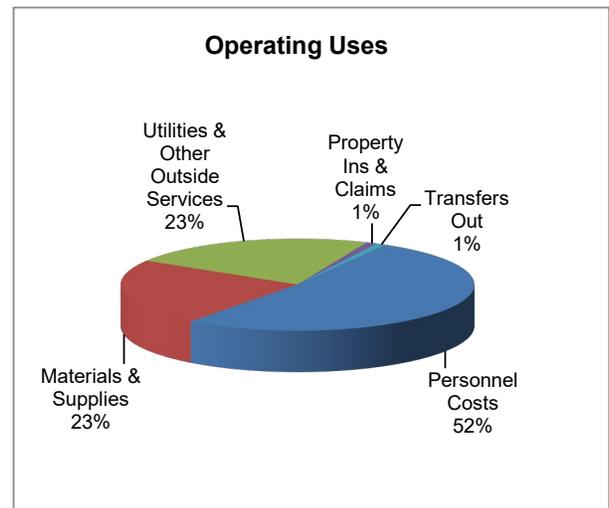
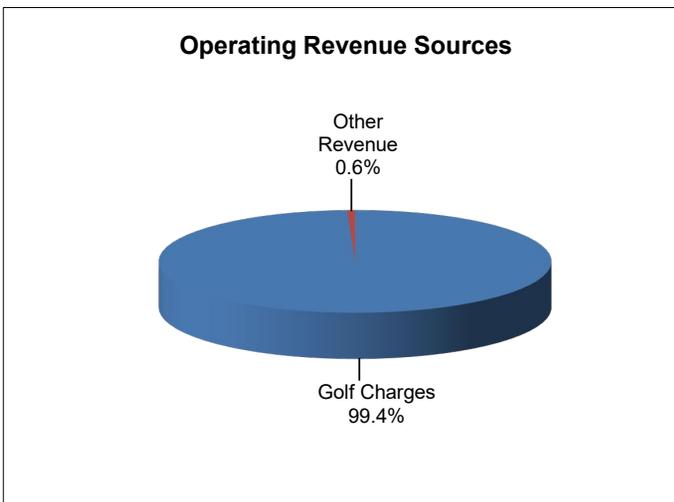
	2019-20	2020-21		2021-22
	Actual	Adopted	Estimated	Budget
		Budget	Actual	
Life Insurance	10,526	12,097	12,097	13,267
Unemployment	12,457	-	-	-
Long Term Disability	8,151	9,808	9,808	10,622
Workers Compensation	364,287	298,963	299,919	244,063
Confer/Train/Travel	32,709	30,575	27,975	45,075
	<u>1,812,563</u>	<u>2,166,463</u>	<u>2,169,702</u>	<u>2,024,777</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	11,234	16,600	16,600	16,600
Janitorial Supplies	8,593	15,000	13,000	14,000
Safety Equip/Clothing	59,497	79,500	70,000	89,500
Wastewater Treatment Chemicals	241,662	308,000	308,000	262,000
Motor Fuel and Lubricants	157,832	158,000	140,000	158,000
Minor Equipment	285,932	238,500	238,500	238,500
Street Maintenance Supplies	91,013	100,000	100,000	100,000
Other Materials/Supplies	8,851	13,500	14,500	13,500
	<u>864,614</u>	<u>929,100</u>	<u>900,600</u>	<u>892,100</u>
<b>Services</b>				
Employment Services	-	35,500	40,000	35,500
Professional Services	824,583	473,300	473,300	473,300
Banking/Transaction Fees	328,806	326,700	275,000	100,000
Memberships	19,421	20,600	20,600	20,600
Periodicals & Books	315	1,500	1,500	1,500
Telephone Service	35,786	31,505	31,505	31,505
Postage	135,472	137,025	137,025	141,800
Freight	2,712	6,000	6,000	6,000
Advertising	5,416	5,000	5,000	5,000
Permits & Recording Fees	518	2,300	2,300	2,300
Printing & Binding	20,290	22,600	22,600	22,600
Gas Service	101,016	125,000	101,000	127,500
Electric Service	1,747,274	1,550,000	1,550,000	1,560,000
Water Service	122,947	90,000	90,500	91,000
Vehicle/Equipment Rental	407,338	49,530	103,000	47,000
Rent	-	-	-	4,000
M&R - Office Equipment	99,298	181,868	199,558	193,559
M&R - Building & Facilities	1,576,193	1,249,992	1,249,992	1,229,931
M&R - Machinery & Equipment	528,388	50,000	90,000	50,000
M&R - Motor Vehicles	202,374	250,000	235,000	200,000
M&R - Communications Equipment	23,224	68,200	68,200	68,200
Major Repairs & Replacements	267,727	947,794	947,794	930,294
Towing Service	1,098	2,500	2,500	2,500
Laundry Services	18,914	27,000	27,000	27,000
Sewer Conn Disconnect Fees	88,966	125,000	90,000	125,000
Solid Waste Disposal Services	1,963	3,650	3,650	3,650
MO DNR Fees	530,566	453,000	453,000	348,000
Special Contributions/Services	216,303	-	-	-
Other Services	7,724	3,650	3,650	3,650
	<u>7,724</u>	<u>3,650</u>	<u>3,650</u>	<u>3,650</u>

# WATER PROTECTION EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Charges</b>	7,314,631	6,239,214	6,229,674	5,851,389
Bad Debt Expense	623,797	500,000	500,000	500,000
Principal	9,957,900	10,265,500	10,265,500	9,829,000
Interest	4,713,076	4,658,083	4,658,083	4,258,387
Other Debt Charges	608,776	774,490	774,490	741,322
Bond Issuance Cost Amortization	-	26,500	26,500	26,500
Insurance	193,505	224,688	224,688	301,190
Claims	25,108	51,000	51,000	51,000
Transfer to General Fund	1,883,848	1,568,392	1,568,392	1,544,071
Transfer to Aviation Fund	48,290	-	-	-
Transfer to Capital Projects Fund	6,664	6,664	6,664	6,664
Transfer to General Fund - Computer	-	57,399	57,399	57,375
<b>Capital Outlay &amp; Public Improvements</b>	18,060,965	18,132,716	18,132,716	17,315,509
Office Equipment	-	-	-	-
Motor Vehicles	-	-	22,288	573,000
Machinery & Equipment	655,649	227,400	227,400	634,645
Radio & Communications Equipment	-	-	-	-
Software Purchases	-	-	-	-
Buildings	-	-	-	350,000
Improvements other than Buildings	7,611,949	22,812,011	24,542,786	16,556,529
Streets, Curbs & Sidewalks	-	-	-	-
Land	39,886	-	-	-
	8,307,485	23,039,411	24,792,474	18,114,174
<b>Total</b>	39,973,437	54,399,371	55,913,273	48,265,660

# MUNICIPAL GOLF COURSE FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$ (103,344)		\$ 2,385	\$ (52,528)
<b>SOURCES</b>				
Golf Charges	533,807	699,800	653,320	677,200
Other Revenue	(6,384)	14,000	19,500	4,400
Investment Earnings	(4,338)	100	100	100
Transfer In	372,746	60,332	60,332	103,688
Fund Balance Appropriation	-	-	-	-
<b>TOTAL SOURCES</b>	<b>895,831</b>	<b>774,232</b>	<b>733,252</b>	<b>785,388</b>
<b>USES</b>				
Salaries & Wages	314,123	298,777	288,766	306,441
Employee Benefits & Payroll Taxes	99,470	103,548	103,011	101,513
Materials & Supplies	167,931	171,900	167,700	183,900
Utilities & Other Outside Services	192,032	173,987	215,887	178,647
Property Ins & Claims	4,852	6,847	6,847	7,641
Transfers Out	5,621	5,953	5,953	7,246
Operating Capital Equipment	6,074	-	-	-
<b>TOTAL USES</b>	<b>790,102</b>	<b>761,012</b>	<b>788,164</b>	<b>785,388</b>
Net Surplus (Deficit)	105,729		(54,912)	(0)
Projected Ending Fund Balance:	2,385		(52,528)	(52,527)



# MUNICIPAL GOLF COURSE FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Charges for Services</b>				
Golf Daily Surcharge	11,144	17,200	15,745	16,200
Membership Surcharge	16,518	27,200	25,571	27,600
Daily Green Fees	69,335	88,000	104,003	92,000
Annual Golf Fees	94,270	92,000	119,722	94,000
Locker Rental Fees	1,324	3,900	2,500	3,900
Tournament Green Fees	22,050	43,000	20,000	35,000
Golf Cart Rental	136,939	160,000	186,237	165,000
Summer Juniors' Camp Program	324	500	210	500
Meeting/Banquet Room Rental	9,023	22,000	10,000	15,000
Driving Range	9,176	13,000	11,653	13,000
Golf Pro Shop	54,457	68,000	60,448	60,000
Golf Simulator-League	-	-	-	-
Golf Simulator-Range Play	-	-	-	-
Golf Simulator-Special Event	-	-	-	-
Golf Concessions	109,248	165,000	97,231	155,000
	<u>533,807</u>	<u>699,800</u>	<u>653,320</u>	<u>677,200</u>
<b>Other Revenue</b>				
Donations	1,289	11,000	11,000	1,400
Insurance Proceeds	1,022	-	-	-
Recovery/Reimbursements	1,064	-	-	-
Gain/Loss Change MKT Value	(2,055)	-	-	-
Gift Certificate Revenue	(7,823)	3,000	8,500	3,000
Other Revenue, Long/Short	120	-	-	-
	<u>(6,384)</u>	<u>14,000</u>	<u>19,500</u>	<u>4,400</u>
<b>Investment Earnings</b>				
Interest Income	(3,673)	100	100	100
Accrued Interest Income	(665)	-	-	-
	<u>(4,338)</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Interfund Transfers</b>				
Transfer from General Fund	372,746	60,332	60,332	103,688
	<u>372,746</u>	<u>60,332</u>	<u>60,332</u>	<u>103,688</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>895,831</u>	<u>774,232</u>	<u>733,252</u>	<u>785,388</u>

# MUNICIPAL GOLF COURSE FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	187,821	191,377	177,037	191,141
Salary Increases	-	(10,328)	(9,099)	-
Overtime	2,441	-	2,731	-
Sick Leave Buy Back	1,165	2,400	-	-
Temporary Part-Time Wages	122,697	115,328	118,097	115,300
	<u>314,123</u>	<u>298,777</u>	<u>288,766</u>	<u>306,441</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	20,210	25,170	25,327	24,992
FICA Contribution	19,546	18,973	19,049	18,999
FICA Medicare	4,571	4,437	4,455	4,443
457 Employer Match Plan	1,080	1,170	1,170	390
Health Insurance	32,516	37,084	37,084	37,083
Dental Insurance	1,059	1,059	1,059	1,412
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	608	840	840	631
Unemployment Claims	5,745	-	-	-
Long Term Disability	430	513	513	505
Workers Compensation	12,957	12,364	12,413	12,258
Car Mileage	748	1,838	1,000	700
Confer/Train/Travel	-	100	100	100
	<u>99,470</u>	<u>103,548</u>	<u>103,011</u>	<u>101,513</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,137	500	500	500
Janitorial Supplies	4,360	2,100	2,500	2,100
Recreation Supplies	20,261	16,600	16,600	16,600
Safety Equipment/Clothing	-	100	100	100
Motor Fuel and Lubricants	18,635	22,100	20,000	22,100
Minor Equipment	2,270	3,000	3,000	4,000
Materials for Resale	59,088	82,500	75,000	78,500
Other Supplies	62,179	45,000	50,000	60,000
	<u>167,931</u>	<u>171,900</u>	<u>167,700</u>	<u>183,900</u>
<b>Services</b>				
Professional Services	2,493	3,000	3,000	3,000
Banking/Transaction Fees	6,512	7,000	7,000	500
Memberships/Books	526	800	800	800
Periodicals/Books	-	-	-	-
Communication Services	5,550	5,100	5,100	5,100
Postage	59	50	50	50
Freight	-	-	-	-
Advertising	2,674	3,800	3,800	1,800
Licenses/Permits	797	1,300	1,300	1,300
Printing & Binding	177	200	200	200
Gas Service	1,952	3,000	1,900	3,000
Electric Service	11,735	11,015	11,015	11,015
Water Service	57,809	55,000	85,000	55,000
Vehicle/Equipment Rent	58,312	57,722	57,722	66,782
M&R Office Equipment	6,290	-	3,000	3,000

# MUNICIPAL GOLF COURSE FUND

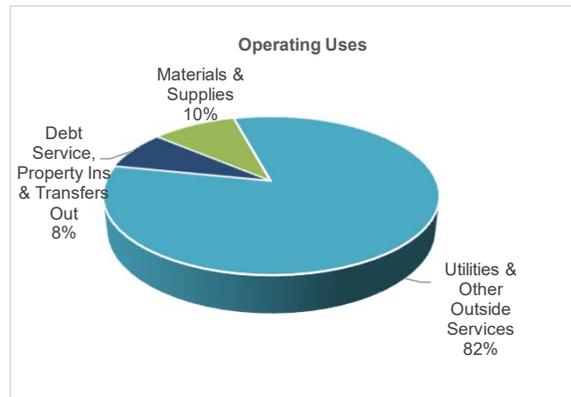
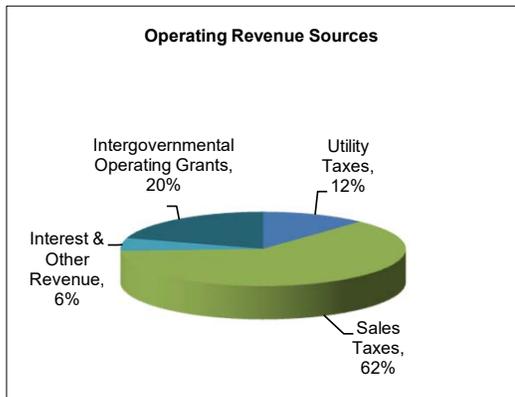
## EXPENDITURES

	2019-20	2020-21		2021-22
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
M&R - Building & Facilities	13,671	13,900	13,900	13,000
M&R - Machinery & Equipment/Commun	20,700	12,000	12,000	14,000
M&R - Motor Vehicles	205	100	100	100
Laundry Services	-	-	-	-
Employment Services	2,570	-	10,000	-
Other Services	-	-	-	-
<b>Other Charges</b>	<u>192,032</u>	<u>173,987</u>	<u>215,887</u>	<u>178,647</u>
Debt Service (Equipment Lease)	-	-	-	-
Debt Service Interest	-	-	-	-
Insurance	4,852	6,347	6,347	7,141
Judgement & Claims	-	500	500	500
Transfer to CIP Fund	-	-	-	-
Transfer to General Fund	4,000	4,332	4,332	5,625
Transfer to General Fund - Computer	1,621	1,621	1,621	1,621
<b>Capital Outlay</b>	<u>10,473</u>	<u>12,800</u>	<u>12,800</u>	<u>14,887</u>
Machinery & Equipment	-	-	-	-
Improv Other Than Buildings	6,074	-	-	-
Streets, Curbs, Sidewalks	-	-	-	-
	<u>6,074</u>	<u>0</u>	<u>0</u>	<u>-</u>

# MASS TRANSIT FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$20,856,587		\$18,518,879	\$19,327,733
<b>SOURCES</b>				
Utility Taxes	1,030,234	1,059,800	951,630	1,028,100
Sales Taxes	4,852,494	4,767,950	4,950,536	5,372,161
Charges for Services	271,539	305,300	229,900	255,300
Other Revenue	274,707	3,500	3,500	3,500
Investment Earnings	432,794	454,000	150,000	225,000
Intergovernmental Operating Grants	1,620,880	1,734,258	1,734,258	1,753,258
Intergovernmental Capital Grants	1,855,836	1,066,720	1,104,016	118,400
Fund Balance Appropriation	0	0	0	0
<b>TOTAL SOURCES</b>	<b>10,338,483</b>	<b>9,391,528</b>	<b>9,123,840</b>	<b>8,755,719</b>
<b>USES</b>				
Employee Travel & Training	7,771	3,350	3,350	3,350
Materials & Supplies	320,578	728,695	394,000	728,695
Utilities & Other Outside Services	5,003,238	6,060,927	6,111,847	6,237,420
Debt Service, Property Ins & Transfers Out	417,701	425,769	425,769	599,747
Capital Outlay, Improvements	6,926,904	1,333,400	1,380,020	148,000
<b>TOTAL FUND</b>	<b>12,676,191</b>	<b>8,552,141</b>	<b>8,314,986</b>	<b>7,717,212</b>
Net Surplus (Deficit)	(2,337,708)		808,854	1,038,507
<b>ENDING TRANSIT FUND BALANCE:</b>	<b>\$18,518,879</b>		<b>\$19,327,733</b>	<b>\$20,366,240</b>

<b>SOURCES</b>				
Grants & Entitlements	94,766	1,066,720	1,104,016	118,400
Appropriated from Fund Balance	0	0	0	0
<b>TOTAL SOURCES</b>	<b>94,766</b>	<b>1,066,720</b>	<b>1,104,016</b>	<b>118,400</b>
<b>USES</b>				
Transit CIP Projects	6,928,518	1,333,400	1,380,020	148,000
Net Capital Surplus (Deficit)	(6,833,752)		(276,004)	(29,600)
<b>ENDING CIP FUND BALANCE:</b>			<b>(276,004)</b>	<b>(305,604)</b>



# MASS TRANSIT FUND REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Utility Franchise Fees</b>				
Gas	204,737	236,700	213,030	205,000
Electric	660,768	650,000	565,500	650,000
Water	144,597	150,000	150,000	150,000
Utility Taxes - TIF portion	20,132	23,100	23,100	23,100
	<u>1,030,234</u>	<u>1,059,800</u>	<u>951,630</u>	<u>1,028,100</u>
Sales Tax	5,194,897	5,113,000	5,317,520	5,553,540
City Use Tax	-	-	-	199,335
Sales Tax Contra Account	(1,139,399)	(1,174,150)	(1,223,030)	(1,245,320)
EATS (TIF generated sales tax)	796,996	829,100	856,046	864,606
	<u>4,852,494</u>	<u>4,767,950</u>	<u>4,950,536</u>	<u>5,372,161</u>
<b>Charges for Services</b>				
Fare Box Revenue	137,072	175,000	130,000	140,000
Ticket Sales - Adult	59,748	50,000	44,000	48,500
Ticket Sales - Youth	660	2,000	400	2,000
Ticket Sales - Senior/Handicapped	38,965	38,000	28,000	32,000
Ticket Sales - Commissions	4,528	7,500	1,100	6,000
Token Transit Program	13,729	14,000	13,600	14,000
ID Cards	657	800	800	800
Advertising	16,180	18,000	12,000	12,000
	<u>271,539</u>	<u>305,300</u>	<u>229,900</u>	<u>255,300</u>
<b>Other Revenue</b>				
Recovery/Reimbursements	2,866	-	-	-
Concessions	2,498	3,500	3,500	3,500
Insurance Proceeds	17,134	-	-	-
Refund Prior Yr Expense	63,316	-	-	-
Other Revenue	25,190	-	-	-
Sale of Fixed Assets	-	-	-	-
Gain/Loss Change MKT Value	163,702	-	-	-
	<u>274,707</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<b>Investment Earnings</b>				
Interest Income	445,496	454,000	250,000	250,000
Accrued Interest Income	(12,702)	-	(100,000)	(25,000)
	<u>432,794</u>	<u>454,000</u>	<u>150,000</u>	<u>225,000</u>
<b>Intergovernmental</b>				
CARES Act Funding	1,741,403	-	-	-
Federal Transit Authority - Capital	94,766	1,066,720	1,104,016	118,400
Federal Transit Authority - Operations	1,620,880	1,734,258	1,734,258	1,734,258
State Operating Grant	19,668	-	-	19,000
	<u>3,476,716</u>	<u>2,800,978</u>	<u>2,838,274</u>	<u>1,871,658</u>
<b>Trans Fund Balance Appropriation</b>	-	-	-	-
<b>Total</b>	<u>10,338,483</u>	<u>9,391,528</u>	<u>9,123,840</u>	<u>8,755,719</u>

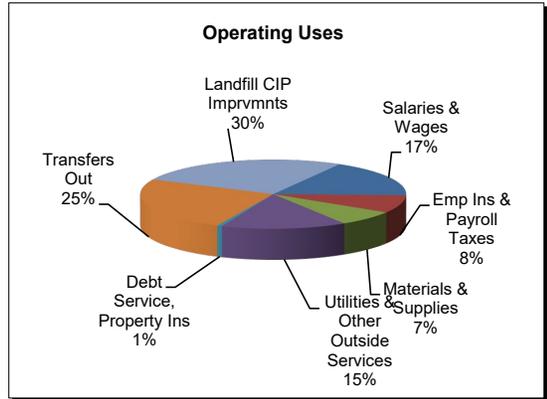
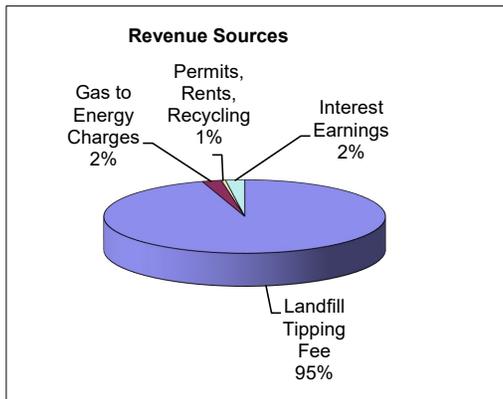
# MASS TRANSIT FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits</b>				
Car/Mileage Allow	-	-	-	-
Confer/Train/Travel	7,771	3,350	3,350	3,350
	<u>7,771</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	6,477	9,500	9,500	9,500
Janitorial Supplies	7,430	10,000	10,000	10,000
Safety Equip/Clothing	22,366	20,000	22,000	20,000
Other Material & Supplies	137	-	-	-
Motor Fuel and Lubricants	281,570	686,695	350,000	686,695
Minor Equipment	2,598	2,500	2,500	2,500
	<u>320,578</u>	<u>728,695</u>	<u>394,000</u>	<u>728,695</u>
<b>Services</b>				
Professional Services	351,898	307,155	325,000	421,002
Banking/Transaction Fees	556	890	890	250
Memberships	1,172	3,000	3,000	3,000
Periodicals & Books	-	250	250	-
Communications Services	15,260	37,730	37,730	37,730
Postage	113	1,000	1,000	250
Advertising	41,669	45,000	45,000	45,000
Permits & Recording Fees	470	950	950	950
Printing & Binding	4,162	12,000	12,000	12,000
Gas Service	11,001	16,425	11,000	16,425
Electric Service	17,439	11,766	11,766	11,766
Water Service	8,373	11,000	11,000	11,000
Vehicle/Equipment Rental	2,138	9,535	9,535	2,500
M&R - Office Equipment	1,400	2,420	2,420	2,420
M&R - Building & Facilities	80,737	97,000	97,000	97,000
M&R - Machinery & Equipment	3,454	7,000	7,000	7,000
M&R - Motor Vehicles	277,530	364,000	400,000	364,000
M&R - Communications Equipment	34,113	33,000	33,000	33,000
Major Repairs & Replacements	-	35,000	35,000	10,000
Towing Service	7,610	2,500	3,000	2,500
Laundry Services	10,000	10,000	12,000	10,000
Solid Waste Disposal Services	725	600	600	800
Other Services	4,133,421	5,052,706	5,052,706	5,148,827
	<u>5,003,238</u>	<u>6,060,927</u>	<u>6,111,847</u>	<u>6,237,420</u>
<b>Other Charges</b>				
Insurance	264,207	184,485	184,485	294,491
Judgetment & Claims	-	-	-	-
Transfer to Capital Programs	15,274	15,275	15,275	15,275
Transfer to Computer Network	10,000	9,747	9,747	10,125
Transfer to General Fund	128,220	216,262	216,262	279,856
	<u>417,701</u>	<u>425,769</u>	<u>425,769</u>	<u>599,747</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Office Equipment & Furniture	-	-	-	-
Motor Vehicles	6,774,231	-	-	26,000
Machinery & Equipment	-	446,400	446,400	47,000
Software Purchases	-	-	46,620	-
Radio & Comm Equipment	-	-	-	-
Land	-	480,000	480,000	-
Buildings	-	168,000	168,000	-
Improv. Other Than Buildings	152,673	239,000	239,000	75,000
	<u>6,926,904</u>	<u>1,333,400</u>	<u>1,380,020</u>	<u>148,000</u>
<b>Total</b>	<u>12,676,191</u>	<u>8,552,141</u>	<u>8,314,986</u>	<u>7,717,212</u>

# LANDFILL FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$5,816,398		\$8,768,963	\$10,551,288
<b>SOURCES</b>				
Permits	2,575	2,500	3,500	3,225
Rents	4,611	4,500	4,500	4,551
Landfill Tipping Fee	6,900,792	6,800,000	6,700,000	6,500,000
Gas to Energy Charges	163,402	160,000	169,000	152,000
Other Revenue	177,803	1,300	261,500	1,300
Recycling Revenue	24,530	23,000	27,000	23,000
Investment Earnings	274,967	238,600	110,100	150,100
Fund Balance Appropriation	0	0	0	0
<b>TOTAL SOURCES</b>	<u>7,548,680</u>	<u>7,229,900</u>	<u>7,275,600</u>	<u>6,834,176</u>
<b>USES - Operating</b>				
Salaries & Wages	908,983	872,399	1,051,645	1,007,863
Employee Benefits & Payroll Taxes	404,148	441,337	441,780	489,233
Materials & Supplies	382,725	419,350	351,300	421,850
Utilities & Other Outside Services	625,063	808,550	857,730	894,283
Debt Service, Property Ins	40,018	28,389	28,389	34,415
Transfers Out	881,902	1,239,431	1,239,431	1,472,600
<b>TOTAL OPERATING USES</b>	<u>3,242,839</u>	<u>3,809,456</u>	<u>3,970,275</u>	<u>4,320,245</u>
<b>USES - Capital Improvements</b>				
Landfill CIP Improvements in Capital Project Program	<u>1,353,276</u>	<u>1,523,000</u>	<u>1,523,000</u>	<u>1,545,000</u>
<b>TOTAL USES</b>	<u>4,596,114</u>	<u>5,332,456</u>	<u>5,493,275</u>	<u>5,865,245</u>
Net Surplus/(Deficit):	2,952,565		1,782,325	968,931
<b>LANDFILL FUND BALANCE:</b>	8,768,963		<u><b>\$10,551,288</b></u>	<u><b>\$11,520,219</b></u>



# LANDFILL FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Permits</b>				
Trash Hauler Permits	2,575	2,500	3,500	3,225
	<u>2,575</u>	<u>2,500</u>	<u>3,500</u>	<u>3,225</u>
<b>Rent</b>				
Farm Land Rent	4,611	4,500	4,500	4,551
	<u>4,611</u>	<u>4,500</u>	<u>4,500</u>	<u>4,551</u>
<b>Charges for Services</b>				
Landfill Tipping Fees	6,900,792	6,800,000	6,700,000	6,500,000
Gas to Energy Sales	163,402	160,000	169,000	152,000
	<u>7,064,194</u>	<u>6,960,000</u>	<u>6,869,000</u>	<u>6,652,000</u>
<b>Other Revenue</b>				
Recycling Revenue	24,530	23,000	27,000	23,000
Sale of Fixed Asset	70,000	-	260,200	-
Advertising	1,000	1,000	1,000	1,000
Gain/Loss Change MKT Value	106,489	-	-	-
Recovery/Reimbursement	300	300	300	300
Other	15	-	-	-
	<u>202,333</u>	<u>24,300</u>	<u>288,500</u>	<u>24,300</u>
<b>Investment Earnings</b>				
Interest Income	274,693	238,500	175,000	175,000
Accrued Interest Income	274	-	(65,000)	(25,000)
Interest on Accounts Receivable	-	100	100	100
	<u>274,967</u>	<u>238,600</u>	<u>110,100</u>	<u>150,100</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<u>7,548,680</u>	<u>7,229,900</u>	<u>7,275,600</u>	<u>6,834,176</u>

## EXPENDITURES

<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	806,350	831,318	875,668	934,764
Salary Adjustment	-	(33,529)	(27,624)	-
Overtime	91,298	72,910	203,129	73,100
Part Time	-	-	10	-
Out of Title Pay	10,533	-	462	-
Sick Leave Buy Back	802	1,700	-	-
	<u>908,983</u>	<u>872,399</u>	<u>1,051,645</u>	<u>1,007,864</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	106,152	118,892	119,647	133,912
FICA Contribution	56,496	55,844	56,210	62,425
FICA Medicare	13,213	13,061	13,147	14,599
457 Employer Plan Match	5,355	5,850	5,850	6,240
Health Insurance	172,584	194,689	194,689	213,229
Dental Insurance	6,165	6,706	6,706	7,411
Federal Health Reinsurer Tax	-	-	-	-
Life Insurance	2,595	2,782	2,782	3,383
Unemployment Claims	-	-	-	-
Long Term Disability	2,011	2,228	2,228	2,708
Workers Compensation	37,323	36,236	36,472	40,274

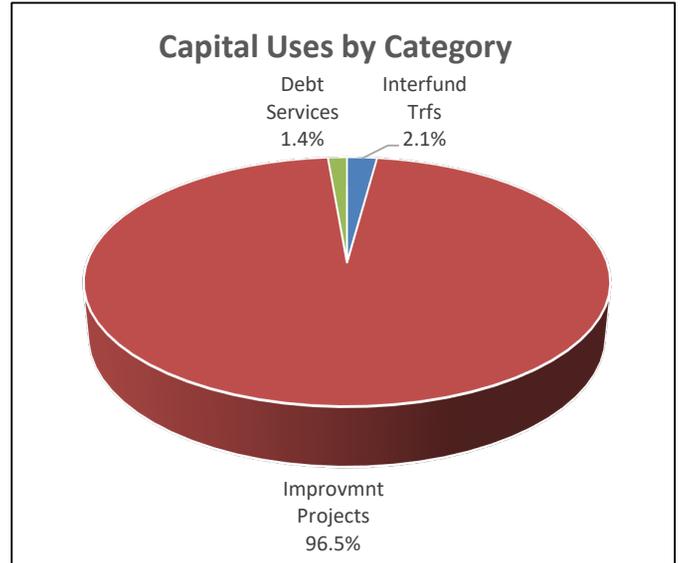
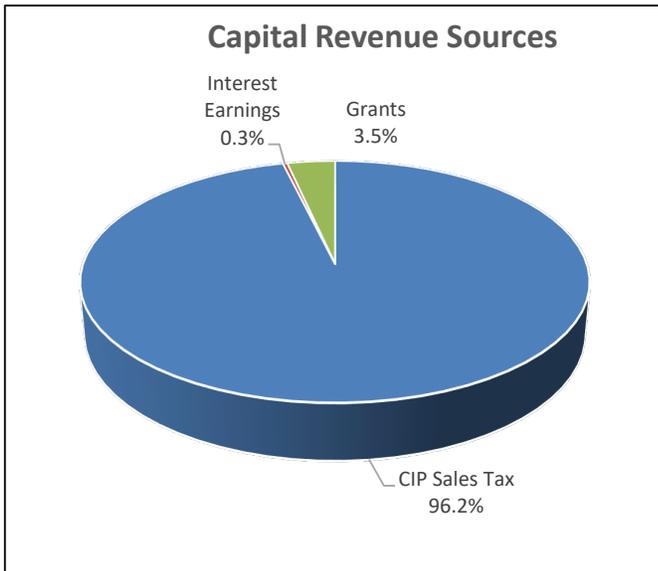
# LANDFILL FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	9,406	5,100	5,100	5,100
Janitorial Supplies	2,840	2,600	2,600	5,100
Safety Equip/Clothing	6,670	6,050	8,000	6,050
Motor Fuel and Lubricants	313,782	350,000	275,000	350,000
Minor Equipment	30,996	15,500	15,500	15,500
Street Maintenance Supplies	7,530	30,000	30,000	30,000
Other Materials/Supplies	11,502	10,100	15,100	10,100
	<u>382,725</u>	<u>419,350</u>	<u>351,300</u>	<u>421,850</u>
<b>Services</b>				
Professional Services	162,141	195,000	195,000	195,000
Banking/Tramsaction Fees	32,137	39,020	33,000	1,000
Memberships	296	800	800	800
Periodicals & Books	-	500	500	500
Telephone Service	4,705	6,380	6,380	6,380
Postage	211	500	500	500
Freight	1,730	2,000	2,000	2,000
Advertising	11,804	12,000	12,000	12,000
Permits & Recording Fees	2,337	4,400	4,400	4,400
Printing & Binding	2,450	2,700	2,700	2,700
Gas Service	3,092	6,000	3,000	6,000
Electric Service	11,583	10,000	10,000	13,600
Water Service	876	1,500	900	2,700
Vehicle/Equipment Rental	55,679	23,700	23,700	99,153
M&R - Office Equipment	3,247	6,500	25,000	7,500
M&R - Building & Facilities	4,127	7,500	7,500	7,500
M&R - Machinery & Equipment	214,941	170,500	170,800	211,500
M&R - Motor Vehicles	41,021	20,000	20,000	20,000
M&R - Communications Equipment	1,623	4,000	4,000	4,000
Major Repairs & Replacements	23,883	-	-	-
Towing Services	125	200	200	200
Laundry Services	5,200	6,250	6,250	8,750
MO DNR Fees	(5,045)	200,000	200,000	200,000
Other Services	46,899	89,100	129,100	88,100
	<u>625,063</u>	<u>808,550</u>	<u>857,730</u>	<u>894,283</u>
<b>Other Charges</b>				
Other Debt Charges	-	-	-	-
Insurance	30,018	26,389	26,389	32,415
Judgments & Claims	10,000	2,000	2,000	2,000
Transfer to General Fund	871,652	1,028,600	1,028,600	963,600
Transfer to SIMR Fund	-	-	-	300,000
Transfer to Water Protection	3,250	203,250	203,250	200,000
Transfer to General Fund - Computer	7,000	7,581	7,581	9,000
	<u>921,920</u>	<u>1,267,820</u>	<u>1,267,820</u>	<u>1,507,015</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Motor Vehicles	-	-	-	225,000
Machinery & Equipment	580,861	933,000	933,000	670,000
Land	-	-	-	-
Building	-	25,000	25,000	-
Improvements Other than Buildings	772,415	565,000	565,000	650,000
	<u>1,353,276</u>	<u>1,523,000</u>	<u>1,523,000</u>	<u>1,545,000</u>
<b>11 - 55 Total</b>	<u>4,596,114</u>	<u>5,332,456</u>	<u>5,493,275</u>	<u>5,865,246</u>

# CAPITAL PROJECTS FUND SUMMARY

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
Projected Beginning Fund Balance:	\$3,827,774		\$5,801,014	5,620,676
<b>SOURCES</b>				
CIP Sales Tax	6,222,164	6,011,000	6,250,560	6,626,657
Other Misc Revenues	164,018	-	-	8,049,766
Interest Earnings	140,811	20,000	90,000	90,000
Intergovernmental/Grants	1,098,334	217,500	237,500	217,500
Transfer from General Fund	222,307	209,830	269,830	209,830
Transfer from Gaming Fund	-	12,484	12,484	12,484
Transfer from CDBG Fund	19,146	19,147	19,147	19,147
Transfer from Water Protection Fund	6,664	6,664	6,664	6,664
Transfer from Golf Fund	1,621	1,621	1,621	1,621
Transfer from Museum Fund	15,274	15,275	15,275	15,275
Appropriation from Fund Balance	-	-	-	-
<b>TOTAL SOURCES</b>	<u>7,890,339</u>	<u>6,513,521</u>	<u>6,903,081</u>	<u>15,248,944</u>
<b>USES</b>				
Professional Services/Materials & Supplies	51,907	-	425,000	-
Interfund Trfs	152,194	157,500	175,950	300,000
Capital Equip	612,000	45,000	45,000	265,000
Debt Services	106,398	70,070	70,070	190,923
Improvmt Projects	4,994,599	5,367,715	6,367,399	13,576,800
<b>TOTAL USES</b>	<u>5,917,098</u>	<u>5,640,285</u>	<u>7,083,419</u>	<u>14,332,723</u>
Net Surplus (Deficit)	<u>1,973,240</u>	<u>873,236</u>	<u>(180,338)</u>	<u>916,221</u>
Projected Ending Fund Balance:	\$5,801,014		\$5,620,676	\$ 6,536,897



# CAPITAL PROJECTS FUND

## REVENUES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Sales Tax</b>				
Sales Tax	6,926,623	6,678,000	6,945,120	7,084,022
Use Tax	-	-	-	265,781
Sales Tax Contra Account	(1,519,203)	(1,541,400)	(1,597,378)	(1,634,992)
EATS	814,744	874,400	902,818	911,846
	<u>6,222,164</u>	<u>6,011,000</u>	<u>6,250,560</u>	<u>6,626,657</u>
<b>Other Revenue</b>				
Insurance Proceeds	-	-	-	-
Donations	-	-	-	-
Recovery/Reimbursement	26,245	-	-	-
MO Levee Project	-	-	-	-
Other Revenue	-	-	-	-
Developer Contributions	-	-	-	-
Gain/Loss Market Value	137,773	-	-	-
Bond Proceeds	-	-	-	8,049,766
Capital Lease Proceeds	-	-	-	-
	<u>164,018</u>	<u>-</u>	<u>-</u>	<u>8,049,766</u>
<b>Investment Earnings</b>				
Interest Income	145,426	20,000	90,000	90,000
Accrued Interest	(4,616)	-	-	-
	<u>140,811</u>	<u>20,000</u>	<u>90,000</u>	<u>90,000</u>
<b>Intergovernmental</b>				
Buchanan County Streets	-	-	-	-
Bode Trust	384,442	-	-	-
MO DNR Parks	(53,640)	-	-	-
STP/Urban Grant	-	-	-	-
Trans Enhancement Grant	-	-	-	-
STP/FHWA Grant	767,533	217,500	217,500	217,500
FTA/CPG Grant	-	-	-	-
Buchanan County 911	-	-	-	-
FEMA Reimbursement Fund	-	-	-	-
SEMA Homeland Security Grant	-	-	-	-
Miscellaneous Grants	-	-	20,000	-
American Rec Reinvest Capital	-	-	-	-
	<u>1,098,334</u>	<u>217,500</u>	<u>237,500</u>	<u>217,500</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	222,307	209,830	269,830	209,830
Transfer from Parks & Rec Fund	-	12,484	12,484	12,484
Transfer from Aviation Fund	19,146	19,147	19,147	19,147
Transfer from Water Protectoin Fund	6,664	6,664	6,664	6,664
Transfer from Golf Fund	1,621	1,621	1,621	1,621
Transfer from Mass Transit Fund	15,274	15,275	15,275	15,275
	<u>265,012</u>	<u>265,021</u>	<u>325,021</u>	<u>265,021</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	-	-	2,951,039	-
	<u>-</u>	<u>-</u>	<u>2,951,039</u>	<u>-</u>
<b>Total</b>	<u>7,890,339</u>	<u>6,513,521</u>	<u>9,854,120</u>	<u>15,248,944</u>

# CAPITAL PROJECTS FUND

## EXPENDITURES

	2019-20	2020-21		2021-22
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Supplies/Services/Other</b>				
Minor Equipment	-	-	-	-
Professional Services	49,118	-	425,000	-
Postage	-	-	-	-
Refund Expense	-	-	-	-
Other Services	-	-	-	-
Advertising	2,790	-	-	-
	<u>51,907</u>	<u>-</u>	<u>425,000</u>	<u>-</u>
<b>Debt Services</b>				
Debt Charges Principal	110,000	120,000	120,000	125,000
Debt Charges Interest	106,398	70,070	70,070	65,923
	<u>216,398</u>	<u>190,070</u>	<u>190,070</u>	<u>190,923</u>
<b>Capital Outlay</b>				
Motor Vehicles	-	-	-	-
Machinery & Equipment	612,000	45,000	45,000	265,000
Software Purchases	-	-	-	-
	<u>612,000</u>	<u>45,000</u>	<u>45,000</u>	<u>265,000</u>
<b>Public Improvements</b>				
Land	39,599	-	-	-
Buildings	-	2,988,763	3,487,888	2,602,569
Improvements other than Buildings	3,561,320	1,328,952	1,814,511	9,924,231
Streets, Curbs & Sidewalks	1,393,680	1,050,000	1,065,000	1,050,000
	<u>4,994,599</u>	<u>5,367,715</u>	<u>6,367,399</u>	<u>13,576,800</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	60,967	-	18,450	-
Transfer to Aviation	91,227	157,500	157,500	300,000
	<u>152,194</u>	<u>157,500</u>	<u>175,950</u>	<u>300,000</u>
<b>Total</b>	<u>6,027,098</u>	<u>5,760,285</u>	<u>7,203,419</u>	<u>14,332,723</u>

# GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN DETERMINATION

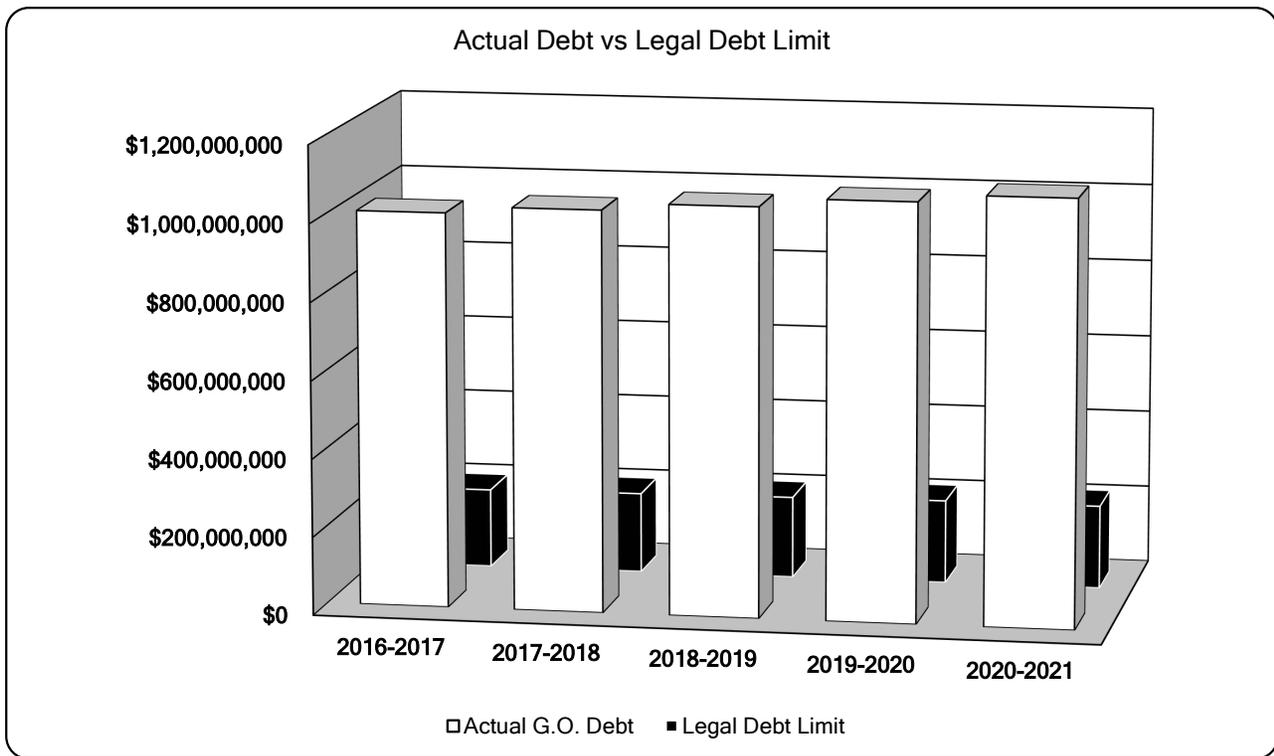
The City, by agreement, has irrevocably appropriated and pledged property tax receipts in an amount sufficient to pay principal and interest on the outstanding general obligation bonds. In the event that receipts pledged are not sufficient to pay these obligations, the City is obligated to levy additional 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 January 4, 2021</b>		<b><u>\$1,091,717,277</u></b>
<b>Legal Debt Margin: Any Legal "City Purpose" - Art. VI, Sec 26b</b>		
Debt Limitation at 5% of assessed valuation.....		<b>\$54,585,864</b>
<b>Additional Debt Margin: Any Legal "City Purpose" - Art. VI. Sec 26c</b>		
Debt Limitation at 5% of assessed valuation.....		<b>\$54,585,864</b>
<b>Legal Debt Margin: Streets, Storm or Sanitary Sewers - Art VI. Sec 26d</b>		
Debt Limitation at 10% of assessed valuation.....		<b>\$109,171,728</b>
<b>Debt Applicable to Limitation:</b>		
Total General Obligation Bonded debt .....	<b>\$5,175,000</b>	
Less amount available in Debt Service Fund.....	<b><u>794,904</u></b>	
		<b>4,380,096</b>
<b>Legal Debt Margin</b>		<b><u><u>\$213,963,359</u></u></b>

# GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Assessed Valuation at July 1	1,012,996,000	1,030,563,000	1,049,424,000	1,072,224,000	1,091,717,277
Legal Debt Limit @ 20%	202,599,200	206,112,600	209,884,800	214,444,800	218,343,455
Total General Obligation Debt Amount Available from Debt Service Fund	0	0	0	0	4,380,096
Actual Debt (net)	0	0	0	0	4,380,096
Legal Debt Margin	<u>202,599,200</u>	<u>206,112,600</u>	<u>209,884,800</u>	<u>214,444,800</u>	<u>213,963,359</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	115,000	Sewer	4/1/2023
2013 - SRF Bonds	14,217,922	10,135,500	Sewer	1/1/2034
2014 - SRF Bonds	56,000,000	44,229,000	Sewer	7/1/2035
2014A - SRF Bonds	28,585,000	22,555,000	Sewer	7/1/2035
2017 - SRF Bonds	66,850,000	61,551,000	Sewer	7/1/2049
2014B Sewer Revenue Bonds	5,755,000	4,380,000	Sewer	7/1/2034
2018 - Sewer Revenue Bonds	15,905,000	14,285,000	Sewer	6/1/2038
2020 - Sewer Revenue Bonds	31,110,000	31,110,000	Sewer	5/1/2040
	<u>219,199,922</u>	<u>188,360,500</u>		
<b><i>Capital Lease Obligations</i></b>				
2021 - Mail Machine	18,958	15,271	General	11/23/2023
2021 - Copier	142,574	102,970	General	8/5/2023
2019 - Energy Improvements	2,240,000	2,010,000	CIP	12/1/2033
2020 - Folder/Inserter	14,899	12,002	Sewer	11/23/2023
2018 - Golf Carts	120,465	22,163	Golf	2/15/2022
2018 - Golf Sprayer	32,531	6,640	Golf	3/15/2022
2020 - Excavator	165,087	97,442	Landfill	12/1/2033
2020 - Motor Grader	259,366	201,304	Landfill	5/22/2028
	<u>2,993,880</u>	<u>2,467,792</u>		
<b><i>Other Debt</i></b>				
2004 - MDFB D (LEC Expansion)	2,425,000	525,000	General	3/1/2024
2008 - IDA (Mitchell Ave Project)	5,110,000	2,285,000	Spec Alloc	3/1/2029
2011 - MDFB A (Triumph 2004 Refncd)	6,685,000	1,825,000	Spec Alloc	5/1/2024
2012 - MDFB B ( 2004 Refncd)	8,685,000	2,900,000	Spec Alloc	11/1/2024
2018 - IDA (Shoppes TIF)	19,360,000	10,815,000	Spec Alloc	6/30/2028
2020 - Government Obligation	6,000,000	5,175,000	Debt Service	3/1/2040
2012 - MDFB C (2004C Sewer Refncd)	8,825,000	3,110,000	Sewer	11/1/2024
2015 - IDA A (Sewer System)	10,255,000	8,025,000	Sewer	4/1/2034
2015 - IDA B (2007 Refncd)	19,215,000	13,530,000	Sewer	4/1/2027
	<u>86,560,000</u>	<u>48,190,000</u>		
<b><i>Total All Debt</i></b>	<u><u>308,753,802</u></u>	<u><u>239,018,292</u></u>		

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2051	
<b>General Fund</b>										
<b>2021 Mailing Machine Lease</b>										
Principal	18,958	3,686	15,271	6,319	6,319	2,633	0	0	0	15,271
Interest		0		0	0	0	0	0	0	0
	18,958	3,686	15,271	6,319	6,319	2,633	0	0	0	15,271
<b>2021 Copier Lease</b>										
Principal	142,574	39,604	102,970	47,525	47,525	7,921	0	0	0	102,970
Interest		0		0	0	0	0	0	0	0
	142,574	39,604	102,970	47,525	47,525	7,921	0	0	0	102,970
<b>2004 MDFB D (LEC Expansion)</b>										
Principal	2,425,000	1,900,000	525,000	165,000	175,000	185,000	0	0	0	525,000
Interest		1,155,030		23,625	16,200	8,325	0	0	0	48,150
	2,425,000	3,055,030	525,000	188,625	191,200	193,325	0	0	0	573,150
Principal	2,586,531	1,943,290	643,241	218,844	228,844	195,554	0	0	0	643,241
Interest		1,155,030		23,625	16,200	8,325	0	0	0	48,150
<b>Total GF Debt</b>	<b>2,586,531</b>	<b>3,098,320</b>	<b>643,241</b>	<b>242,469</b>	<b>245,044</b>	<b>203,879</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>691,391</b>
<b>Debt Service Fund</b>										
<b>2020 Government Obligation</b>										
Principal	6,000,000	825,000	5,175,000	215,000	220,000	230,000	235,000	245,000	4,030,000	5,175,000
Interest		85,311		130,325	119,575	108,575	97,075	85,325	544,506	1,085,381
<b>Total Debt Service Debt</b>	<b>6,000,000</b>	<b>910,311</b>	<b>5,175,000</b>	<b>345,325</b>	<b>339,575</b>	<b>338,575</b>	<b>332,075</b>	<b>330,325</b>	<b>4,574,506</b>	<b>6,260,381</b>
<b>Capital Projects Fund</b>										
<b>2019 Energy Improvements</b>										
Principal	2,240,000	230,000	2,010,000	125,000	130,000	135,000	140,000	145,000	1,335,000	2,010,000
Interest		176,468		65,923	61,607	57,122	52,468	47,644	188,291	473,054
<b>Total Capital Project Debt</b>	<b>2,240,000</b>	<b>406,468</b>	<b>2,010,000</b>	<b>190,923</b>	<b>191,607</b>	<b>192,122</b>	<b>192,468</b>	<b>192,644</b>	<b>1,523,291</b>	<b>2,483,054</b>
<b>Special Allocation (TIF) Fund</b>										
<b>2008 IDA Mitchell Avenue</b>										
Principal	5,110,000	2,825,000	2,285,000	235,000	250,000	260,000	275,000	290,000	975,000	2,285,000
Interest		2,676,064		125,675	112,750	99,000	84,700	69,575	109,175	600,875
	5,110,000	5,501,064	2,285,000	360,675	362,750	359,000	359,700	359,575	1,084,175	2,885,875
<b>2011 MDFB Series A (Triumph Foods TIF)</b>										
Principal	6,685,000	4,860,000	1,825,000	580,000	605,000	640,000	0	0	0	1,825,000
Interest		1,644,521		84,406	57,581	29,600	0	0	0	171,588
	6,685,000	6,504,521	1,825,000	664,406	662,581	669,600	0	0	0	1,996,588
<b>2012 MDFB Series B (Triumph Foods TIF)</b>										
Principal	8,685,000	5,785,000	2,900,000	770,000	800,000	835,000	495,000	0	0	2,900,000
Interest		1,806,039		118,262	86,861	54,237	10,093	0	0	269,454
	8,685,000	7,591,039	2,900,000	888,262	886,861	889,237	505,093	0	0	3,169,454
<b>2018 MDFB Series (North Shoppes TIF)</b>										
Principal	19,360,000	8,545,000	10,815,000	2,010,000	2,100,000	2,190,000	2,290,000	2,225,000	0	10,815,000
Interest		1,799,858		467,074	376,424	281,761	182,972	79,723	0	1,387,952
	19,360,000	10,344,858	10,815,000	2,477,074	2,476,424	2,471,761	2,472,972	2,304,723	0	12,202,952
Principal	39,840,000	22,015,000	17,825,000	3,595,000	3,755,000	3,925,000	3,060,000	2,515,000	975,000	17,825,000
Interest		7,926,481		795,417	633,617	464,598	277,765	149,298	109,175	2,429,868
<b>Total Spec Allocation Debt</b>	<b>39,840,000</b>	<b>29,941,481</b>	<b>17,825,000</b>	<b>4,390,417</b>	<b>4,388,617</b>	<b>4,389,598</b>	<b>3,337,765</b>	<b>2,664,298</b>	<b>1,084,175</b>	<b>20,254,868</b>
<b>Municipal Golf Fund</b>										
<b>2018 Golf Carts Lease</b>										
Principal	120,465	98,302	22,163	22,163	0	0	0	0	0	22,163
Interest		14,099		317	0	0	0	0	0	317
	120,465	112,401	22,163	22,480	0	0	0	0	0	22,480
<b>2018 Golf Sprayer Lease</b>										
Principal	32,531	25,891	6,640	6,640	0	0	0	0	0	6,640
Interest		3,528		149	0	0	0	0	0	149
	32,531	29,419	6,640	6,789	0	0	0	0	0	6,789
Principal	152,996	124,193	28,803	28,803	0	0	0	0	0	28,803
Interest		17,627		466	0	0	0	0	0	466
<b>Total Golf Debt</b>	<b>152,996</b>	<b>141,820</b>	<b>28,803</b>	<b>29,269</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,269</b>
<b>Landfill Fund</b>										
<b>2020 Excavator Lease</b>										
Principal	165,087	67,645	97,442	31,262	32,465	33,715	0	0	0	97,442
Interest		7,440		6,281	5,078	3,828	0	0	0	15,187
	165,087	75,085	97,442	37,543	37,543	37,543	0	0	0	112,629
<b>2020 Motor Grader Lease</b>										
Principal	259,366	58,062	201,304	25,994	26,865	27,765	28,695	29,657	62,327	201,304
Interest		7,758		6,916	6,045	5,145	4,215	3,253	3,493	29,066
	259,366	65,820	201,304	32,910	32,910	32,910	32,910	32,910	65,820	230,370
Principal	424,453	125,707	298,746	57,256	59,331	61,479	28,695	29,657	62,327	298,746
Interest		15,198		13,197	11,122	8,973	4,215	3,253	3,493	44,253
<b>Total Landfill Debt</b>	<b>424,453</b>	<b>140,905</b>	<b>298,746</b>	<b>70,453</b>	<b>70,454</b>	<b>70,452</b>	<b>32,910</b>	<b>32,910</b>	<b>65,820</b>	<b>342,999</b>

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2051	
<b>Sewer</b>										
<b>2021 Folder/Inserter Lease</b>										
Principal	14,899	2,897	12,002	4,966	4,966	2,069	0	0	0	12,002
Interest		0		0	0	0	0	0	0	0
	14,899	2,897	12,002	4,966	4,966	0	0	0	0	12,002
<b>2003 Sewerage System Revenue Bonds</b>										
Principal	777,000	662,000	115,000	55,000	60,000	0	0	0	0	115,000
Interest		407,353		5,880	3,075	0	0	0	0	8,955
	777,000	1,069,353	115,000	60,880	63,075	0	0	0	0	123,955
<b>2012 MDFB C - WWT Plant Expansion - City Portion</b>										
Principal	8,825,000	5,715,000	3,110,000	740,000	760,000	785,000	825,000	0	0	3,110,000
Interest		1,652,984		101,075	77,025	52,325	13,406	0	0	243,831
	8,825,000	7,367,984	3,110,000	841,075	837,025	837,325	838,406	0	0	3,353,831
<b>2013 State Revolving Loan Funds</b>										
Principal	14,217,922	4,082,422	10,135,500	677,000	692,500	708,900	725,300	741,800	6,590,000	10,135,500
Interest		1,171,589		131,567	122,580	113,388	103,973	94,348	380,306	946,161
	14,217,922	5,254,011	10,135,500	808,567	815,080	822,288	829,273	836,148	6,970,306	11,081,661
<b>2014 State Revolving Loan Funds</b>										
Principal	56,000,000	11,771,000	44,229,000	2,544,000	2,611,000	2,680,000	2,750,000	2,823,000	30,821,000	44,229,000
Interest		4,381,284		684,473	644,273	603,013	560,663	517,205	2,513,892	5,523,519
	56,000,000	16,152,284	44,229,000	3,228,473	3,255,273	3,283,013	3,310,663	3,340,205	33,334,892	49,752,519
<b>2014A State Revolving Loan Funds</b>										
Principal	28,585,000	6,030,000	22,555,000	1,302,000	1,335,000	1,370,000	1,405,000	1,441,000	15,702,000	22,555,000
Interest		1,875,129		302,348	284,532	266,254	247,506	228,276	1,108,958	2,437,875
	28,585,000	7,905,129	22,555,000	1,604,348	1,619,532	1,636,254	1,652,506	1,669,276	16,810,958	24,992,875
<b>2014B Sewerage System Revenue Bonds</b>										
Principal	5,755,000	1,375,000	4,380,000	230,000	240,000	255,000	265,000	275,000	3,115,000	4,380,000
Interest		1,134,526		157,538	152,363	146,363	139,350	131,400	651,150	1,378,163
	5,755,000	2,509,526	4,380,000	387,538	392,363	401,363	404,350	406,400	3,766,150	5,758,163
<b>2015A IDA Sewerage System Revenue Bonds</b>										
Principal	10,255,000	2,230,000	8,025,000	420,000	440,000	460,000	485,000	505,000	5,715,000	8,025,000
Interest		2,092,743		302,294	281,294	259,294	237,944	216,194	1,021,850	2,318,869
	10,255,000	4,322,743	8,025,000	722,294	721,294	719,294	722,944	721,194	6,736,850	10,343,869
<b>2015B IDA Sewerage System Revenue Bonds</b>										
Principal	19,215,000	5,685,000	13,530,000	1,420,000	1,490,000	1,625,000	1,705,000	2,685,000	4,605,000	13,530,000
Interest		5,060,538		676,500	605,500	531,000	449,750	364,500	230,250	2,857,500
	19,215,000	10,745,538	13,530,000	2,096,500	2,095,500	2,156,000	2,154,750	3,049,500	4,835,250	16,387,500
<b>2017 State Revolving Loan Funds</b>										
Principal	66,850,000	5,299,000	61,551,000	1,831,000	1,864,000	1,898,000	1,932,000	1,967,000	52,059,000	61,551,000
Interest		1,615,781		696,489	675,518	654,172	632,438	610,316	6,936,945	10,205,878
	66,850,000	6,914,781	61,551,000	2,527,489	2,539,518	2,552,172	2,564,438	2,577,316	58,995,945	71,756,878
<b>2018 Sewerage System Revenue Bonds</b>										
Principal	15,905,000	1,620,000	14,285,000	610,000	635,000	670,000	700,000	735,000	10,935,000	14,285,000
Interest		1,732,003		505,535	481,135	449,385	415,885	380,885	2,479,953	4,712,778
	15,905,000	3,352,003	14,285,000	1,115,535	1,116,135	1,119,385	1,115,885	1,115,885	13,414,953	18,997,778
<b>2020 Sewerage System Revenue Bonds</b>										
Principal	31,110,000	0	31,110,000	0	0	0	745,000	1,225,000	29,140,000	31,110,000
Interest		0		694,688	694,688	694,688	694,688	664,888	3,936,069	7,379,706
	31,110,000	0	31,110,000	694,688	694,688	694,688	1,439,688	1,889,888	33,076,069	38,489,706
Principal	257,509,821	44,472,319	213,037,502	9,833,966	10,132,466	10,453,969	11,537,300	12,397,800	158,682,000	213,037,502
Interest		21,123,930		4,258,386	4,021,982	3,769,881	3,495,603	3,208,011	19,259,372	38,013,234
<b>Total Sewer Debt</b>	<b>257,509,821</b>	<b>65,596,249</b>	<b>213,037,502</b>	<b>14,092,352</b>	<b>14,154,449</b>	<b>14,223,850</b>	<b>15,032,903</b>	<b>15,605,811</b>	<b>177,941,372</b>	<b>251,050,736</b>
<b>Total All Debt</b>										
Principal	308,753,802	69,735,510	239,018,292	14,073,869	14,525,641	15,001,002	15,000,995	15,332,457	165,084,327	239,018,292
Interest		30,500,045		5,287,338	4,864,104	4,417,473	3,927,124	3,639,533	20,104,836	42,240,408
<b>Total Debt Service</b>	<b>308,753,802</b>	<b>100,235,555</b>	<b>239,018,292</b>	<b>19,361,207</b>	<b>19,389,745</b>	<b>19,418,476</b>	<b>18,928,120</b>	<b>18,971,989</b>	<b>185,189,164</b>	<b>281,258,700</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)
SRF	State Revolving Funds
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.

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**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 Evergy, Spire Gas, AT & T, Missouri-American Water Company, and Suddenlink.

**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

# GLOSSARY

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; Public Safety Tax; Gaming Initiatives; Special Allocation; Museum Tax Initiatives; Debt Service; Aviation; Public Parking; Water Protection; 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, Public Information and Communication, Human Resources, Legal and Risk Management, Community Development Services, Administrative Services, Technology Services, 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.

**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.

# GLOSSARY

**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 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 ending 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 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.

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**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.

**Public Safety Tax** – Voters approved the 2013 half-cent public safety sales tax for a period of twenty (20) years for improving the public safety of the city, including additional police officers, public safety employee salaries and benefits, expenditures on equipment and facilities.

**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 Legal 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 legally restricted for specific purposes. The City maintains eight budgeted Special Revenue Funds including the Streets Maintenance; Parks Maintenance Fund; Public Safety Tax Fund; Special Allocation Fund;

# GLOSSARY

Gaming Initiatives Fund; Museum Tax Initiatives Fund; Debt Service Fund; and the Community Development Block Grant Fund.

**State Revolving Fund** – The Missouri State Revolving Fund (SRF) leveraged loan program is a subsidized low interest low program available through the Department of Natural Resources Water Protection Program for improvements to the City's sewer infrastructure. The City currently has the 2013, 2014, 2014A, and 2017 SRF loans outstanding.

**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.

