

CITY OF ST. JOSEPH MISSOURI



**PROPOSED BUDGET
FISCAL YEAR 2013 – 2014**

FY2013-2014

ANNUAL OPERATING BUDGET

AND

PROGRAM OF SERVICES

CITY OF ST. JOSEPH, MISSOURI

CITY COUNCIL



Front Row/Left to Right: Pat Jones, Joyce Starr, Mayor Bill Falkner, Barbara LaBass, Donna Jean Boyer

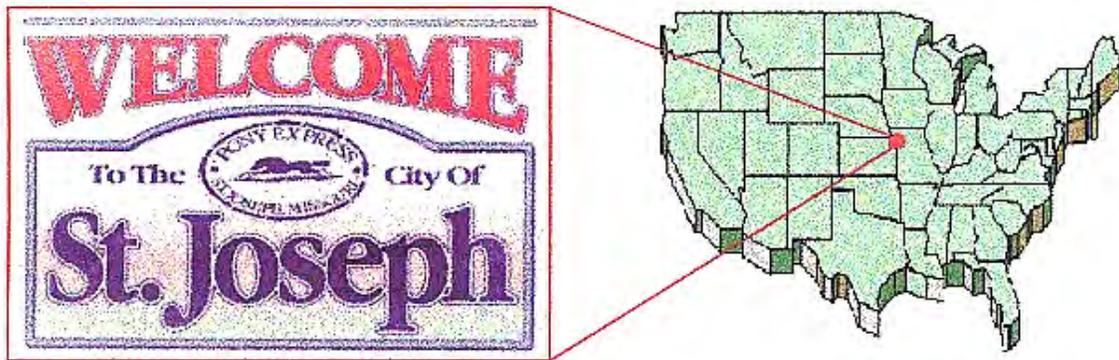
Back Row/Left to Right: Jeff Penland, Gary Roach, P J Kovac, Deputy Mayor Byron Myers, Sr.

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

Cover Photo: The Missouri River at sunset. Photo *courtesy of Mary Robertson, Communications & Public Relations Manager*

CITY OF ST. JOSEPH

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



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

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

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

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

ST. JOSEPH

YESTERDAY

The State of Missouri was organized in 1821 and Joseph Robidoux established the Blacksnake Hills trading post with the Indians in 1826. Robidoux's trading post soon became a fur trading empire stretching to the southern Rocky Mountains. The Platte Purchase joined his land to the State of Missouri in 1837. Ideally situated, Robidoux's trading post became the City of St. Joseph in 1843 and remained relatively small until the discovery of gold in California in 1848 that greatly altered and accelerated westward migration. St. Joseph became the headwater for the journey west as hundreds of thousands of settlers arrived by steamboat and hundreds of wagon trains lined the streets waiting to be ferried across the Missouri River. The covered wagons, oxen, and supplies purchased by the emigrants established the economic foundation of the City.

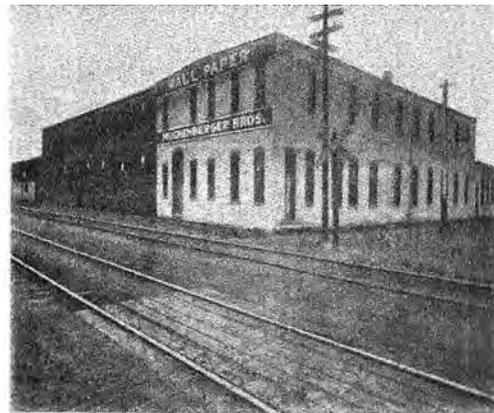
Additional growth commenced in 1859 when the railroad reached St. Joseph assuring its role as a supply and distribution point to the entire western half of the country. St. Joseph's proximity to the Missouri River and accessibility by way of river, rail, and land, was to be the impetus for phenomenal growth throughout the 19th century.

Political tensions leading up to the Civil War led to the establishment of the Pony Express in 1860, with St. Joseph becoming the eastern terminus. The war years were very difficult, with divided loyalties and violence, but after 1864 recovery was rapid.

Principal channels of distribution were established in the 1870's with St. Joseph becoming a leading wholesale center for the building of the West. The 1880's and 1890's were the Golden Age of prosperity, whose mansions and traditions remain a part of the City. In 1886 the Chicago Times reported that

"St. Joseph is a modern wonder – a city of 60,000 inhabitants, eleven railroads, 70 passenger trains each day, 170 factories, thirteen miles of the best paved streets, the largest stockyards west of Chicago, a wholesale trade as large as that of Kansas City and Omaha combined...". One count of the U.S. Census had the City's population in 1900 at 102,000.

Meatpacking had been active in St. Joseph from the early days. With the opening of the St. Joseph Stockyards in 1887 and the opening of several new packing houses from then through 1923, St. Joseph became an important meat packing center becoming one of the leading sources of revenue of the City and its surrounding agricultural area. As the City grew and industries were established, neighborhoods developed in close proximity to the factories, stockyards and railroads.



MUCHENBERGER BROS. WALL PAPER CO.

The Muchenberger Wall Paper Company building was given to the City to be used as a community center in 1936 and was officially opened in 1938. With the opening of a Civic Center downtown, Muchenberger was used mainly for youth activities. In use for decades, its deteriorating condition led to limited use in recent years.

ST. JOSEPH

TODAY

The City of St. Joseph is the county seat of Buchanan County and the sixth largest city in Missouri with 77,185 residents as of the adjusted 2010 Census. St. Joseph is the central service provider for a seven county area of northwest Missouri and northeast Kansas with a combined population of over 163,400. The City's population represents 46.6% of that of the total service area.

St. Joseph MSA maintains an average civilian labor force of 77,185 with approximately 67,914 employed at January 1, 2012. The local economy has reflected the events of the last few months with the unemployment rate dropping from 6.1% in January 2012 to 5.7% as of January 2013.

The City is less reliant today on the prominent industries operating during the late 1800's and early 1900's. The City's job base has become more diversified with the ten largest employers comprising ten different industries. The ten largest companies and organizations employ 18.6% of the total employed work force. The City's largest employer provides 5.0% of total jobs in the community.



The new Recreation, Education, Community Center (REC Center) opened July 2012 and provides gym space, walking track, fitness center, meeting and exercise rooms.

St. Joseph possesses a number of assets that can assure the success of the community. St. Joseph is a unique community famous for its historical link to the Pony Express and Jesse James and for its many fine museums. These long-time assets, St. Joseph's riverboat casino, and related river front development, and the establishment of the County Tourism Bureau increase the importance of tourism as one of the City's major new growth industries.

St. Joseph is rich in urban resources including exquisite historic architecture; continuous 26-mile parkway system with picturesque landscapes, vast wooded areas, hike and bike trails, and family oriented parks. There is a new water park, the new Remington Nature Center, a new community recreation & exercise center and a softball complex rated as one of the best in the nation.

St. Joseph's educational opportunities are many including a four-year state university, a two-year private community college, and a privately operated post-secondary vocational technical school. The City also has a well-regarded public school system and many fine private and parochial elementary, middle and high schools.

St. Joseph is large enough to sustain its economic base and support its diverse entertainment. St. Joseph's close proximity to the Kansas City metropolitan area and Kansas City International Airport, its relatively low cost of living, and its low crime rate make the City an attractive location for families and businesses.

MANAGEMENT TEAM AND ADVISORY BODIES



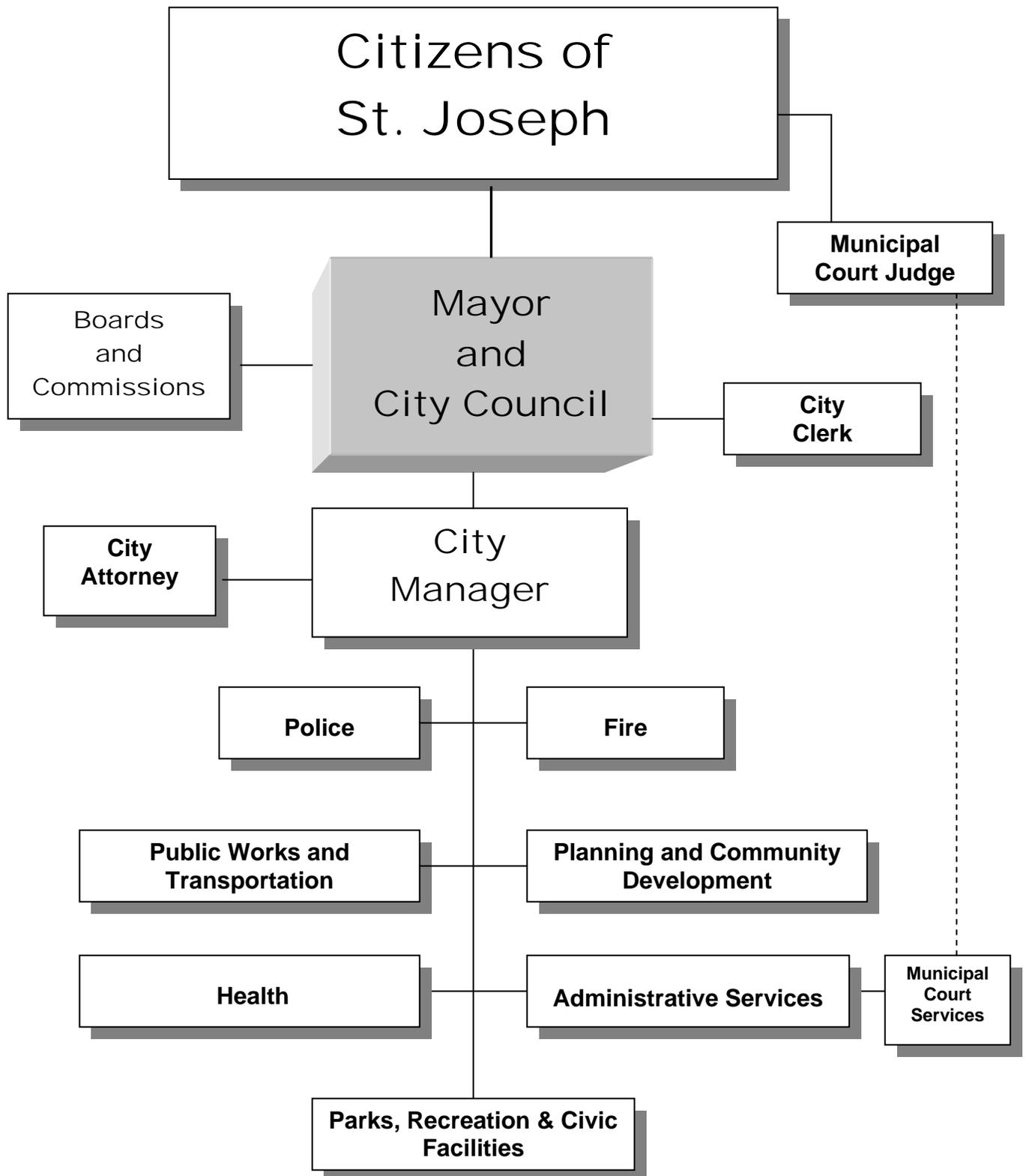
Management Staff: (left to right) Seated: Bill McKinney, Parks, Recreation & Civic Facilities Director; Chris Connally, Police Chief. Standing: Mike Dalsing, Fire Chief; Carolyn Harrison, Administrative Services Director; J. Bruce Woody, City Manager; Debra Bradley, Health Director; Jody Carlson, Public Works & Transportation Director; Lisa Robertson, City Attorney; Clint Thompson, Planning & Community Development Director.

ADVISORY BODIES

ABCD Regional Planning Commission
Administrative Violation Review Board
Advisory Commission on Aging
Aviation Board
Building Code - Board of Appeals
Citizen Crime Commission
Community Development Housing
Rehabilitation Examining and Appeals Board
Disability Services Appeals Board
Downtown Design Review Board
Electrical Standards Examining Board
Emergency Medical Service Board
Fire & Emergency Services Advisory Board
Fire Prevention Code Board of Appeals
Housing Authority
Human Rights & Community Relations Commission
Industrial Development Authority
Landfill Clearance for Redevelopment Authority

Landmark Commission
Law Enforcement Center Commission
Library Board
Mechanical Standards Examining & Appeals Brd
Museum Oversight Board
National Trails Committee
Operating Engineers Board
Parks & Recreation Board
Personnel Board
Planning Commission
Plumbers Examining & Appeals Board
Port Authority
Senior Citizens Foundation, Inc. Board
Social Welfare Board of Buchanan Co.
Special Business District Board
Tax Increment Financing Commission
Tree Board
Zoning Adjustment Board

ORGANIZATION CHART



HOW TO USE THIS DOCUMENT

The Annual Budget and Five Year Capital Plan communicates 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. **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

v. **SUPPLEMENTAL INFORMATION**

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

CITY MANAGER'S BUDGET TRANSMITTAL

April 30, 2013

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

Dear Mayor Falkner and City Council:

I am pleased to present to you the fiscal year 2014 (FY14) Proposed Annual Budget.

No other single document makes a greater statement of the priorities of a municipality than its annual budget. Budgets reflect the City Council's response to our citizens and key interest groups while also addressing the responsibility to provide efficient and fiscally responsible public services. They also seek that fine balance between the vast numbers of tasks to be accomplished with the amount of resources necessary to accomplish those tasks. It also reflects the preferences of the public for the many types and forms of taxation and for public debt and fees to pay for those services. Then once adopted, a budget provides accountability for the use of limited public resources.

This proposed budget and accompanying budget message is presented to you in accordance with Article VI, Section 6.3, of the City Charter. It is complete, except for any changes made by the City Council during the May budget work sessions and corrections, if any, to proposed revenues and expenditures that may be necessary through the date of budget adoption on June 10, 2013.

OPERATING BUDGET OVERVIEW – FY2014

Fiscal year 2014 (FY14) is a major year for capital improvements in the city's wastewater utility. Quick on the heels of adding a new disinfection treatment process at the treatment plant in FY13; this year's budget calls for construction of ammonia removal facilities at the treatment plant. These two additions are mandated by the Missouri Department of Natural Resources and are a requirement of our discharge permit. Additions to our laboratory and plant maintenance facilities are being made to accommodate these new processes. Treatment facilities across the state are facing the same requirements. Concurrently, we continue to pursue projects in our Long Term Control Plan (LTCP) for reducing the frequency and volume of combined sewer overflows to the Missouri River during rain events. Bonds issued in FY14 will cover costs for construction of the Whitehead Stormwater Conduit and design of the Blacksnake Stormwater Separation Conduit (and ROW acquisition). Construction of the Eastside Wastewater Improvement Project also occurs in FY14. This is an unusually large group of capital projects, plus each one is of significant cost, so together they are the reason for this year's significant budget growth.

CITY MANAGER'S BUDGET TRANSMITTAL

The proposed budget for FY2014 totals \$206,035,000 and compares to the adopted annual budget for FY2013, as follows:

Expenditure Component	Proposed Expenditure FY2014	Adopted Expenditure FY2013	Dollar Increase (Decrease)	Percent Increase (Decrease)
Operating Expenditures	\$98,263,000	\$91,240,000	\$7,023,000	7.6%
Capital Improvements	107,772,000	41,498,000	\$66,274,000	100.6%
Total	\$206,035,000	\$132,738,000	\$73,297,000	55.2%

Operating Revenues

The operating revenue component of the City's FY2014 Proposed Annual Budget has seen a marked improvement in limited areas. Overall revenues, net of Capital Project receipts, transfers, bonds, Special Allocation Fund revenues and capital grants, are projected to increase by 7%, or \$6,900,000. This includes the revenues from rate increases in the Water Protection Fund as well as slight increases in retail sales tax receipts. Property tax revenues are expected to remain basically flat compared to the current year's receipts.

Operating Expenditures

The net operating expenditure component of the City's FY2014 Proposed Annual Budget increased by 7.6% or \$7.023 million above that adopted by the City Council for FY2013. The major changes to the operating budget are detailed in the following table.

Major Operating Expenditure Impacts – City Wide	Increase (Decrease)
Changes due to Operational Mandates or Elements beyond City Control	
Reinstating City billing of utility billing services	105,000
Reduction in CDBG entitlement/expenditures	(167,000)
Increase in costs for health insurance, worker compensation, and fire and general employee pension contributions.	852,000
Increase to debt service payments with issuance of the SRF bonds for MDNR/EPA mandated projects.	224,000
Other Changes in Operating Expenditures	
Possible use of general fund revenues to provide one-time, non-base building payments to employees for work performed and/or to address some position compression and reclassification problems. [Depending on the outcome of the upcoming Public Safety Tax election.]	\$448,000
Increase in capital equipment/vehicle expenditures	107,000
City-wide increase in costs of fuel and maintenance & repair costs.	283,000
Increases in the Parks Maintenance Fund for an additional	123,000

CITY MANAGER'S BUDGET TRANSMITTAL

position, for additional temporary help and for additional overtime to address increases in parks and parkway responsibilities.	
Cell Phone funded rolling stock for Parks Maintenance	640,000
Increase in debt service and/or reimbursement to developers in the Special Allocation Fund.	158,000
Increase in Water Protection Fund costs as a result of moving the budget for capital expenditures for operations (particularly rolling stock & CMOM) into the operating programs, from the WP CIP program.	\$3,973,000
The net increase in transfers from Enterprise Funds to General Fund.	277,000
Net Increase to Operating Budget	<u>\$7,023,000</u>

Personnel changes and the resulting impacts on staff costs are detailed in the following chart:

NET CHANGE TO WORK FORCE & IMPACT OF PERSONNEL COSTS			
General Fund			Staff Cost
Position Reclassifications following Desk Audits			
Community Health:	n/a	Reclassified Administrative Aide to Humane Educator and transferred the position to Community Health from Health Administration.	\$ 940
Parks Maintenance:	n/a	Reclassified Laborer to Equipment Operator 1	\$ 2,685
Engineering:	n/a	Reclassified a vacant Estimator/Spec Writer position to Associate Engineer Tech	(\$ 10,940)
Other Adjustments			
Health Administration:	0.45	Increased a PT Administrative Aide to Full Time.	\$ 23,600
Engineering:	1.0	Engineering Clerk (Addition)	\$ 37,927
Parks Maintenance:	1.0	Equipment Operator 1 (Addition)	\$ 41,077
Accounting:	n/a	Voluntary requested demotion – Accounting Supervisor to Accountant	(\$ 3,200)
Municipal Court	(.45 FTE)	Reduced FT (unfunded) Court Services Clerk to a PT (funded) position	\$ 19,076
Various:	n/a	Salary/benefit savings from retiree positions filled with lower step hires.	(\$ 28,926)
2.0 FTE			\$ 82,239

CITY MANAGER'S BUDGET TRANSMITTAL

Operating Fund Balance

All funds are monitored for performance and maintenance of minimum levels of savings. The last several years, the declining fund balance of three of the enterprise funds have become a particular concern. The table below shows the ending, unassigned, operating fund balances for the Aviation, Parking and Landfill funds. Unassigned fund balances are those monies available for use and not “assigned” or “designated” for specific purposes. (e.g. Each of these funds also has separate designated monies being set aside to meet a 27th payroll period in FY16. The Landfill fund also has designated monies set aside for closure/post-closure activities).

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

Fund	FY2009	FY2010	FY2011	FY2012	FY2013 Estimated	FY2014 Projected
Aviation	\$ 112,000	\$ 382,400	\$ 296,500	(\$ 1,000)	(\$ 115,000)	(\$ 321,400)
Parking	\$ 227,300	\$ 221,900	\$ 217,400	\$ 145,400	\$ 85,700	\$ 34,000
Landfill	\$5,939,600	\$5,472,700	\$4,920,000	\$4,601,500	\$2,945,400	\$1,808,800

Aviation: The MoANG discontinued its Airport Joint Use Agreement (AJUA) payments in FY2012 resulting in a loss of revenue to the Aviation Fund of over \$155,000 per year. A reevaluation of that agreement with the National Guard Bureau (NGB) is finally nearing completion and has led to an agreement in principle for approximately \$48,000 per year. However, due to the significant reduction in revenue, a transfer from the General Fund will be needed to eliminate the FY13 deficits and avoid projected FY14 losses. A new AJUA should be in place sometime in the first half of FY14.

Parking: A series of policy decisions in the last few years continue to leave this fund realizing annual operational deficits. City Council chose not to enact the recommendations of the Citizens’ Downtown Parking Committee to re-install parking meters in order to raise revenues to meet the costs of maintaining and operating the downtown parking lots and garages. The hope that a Downtown CID tax would direct a portion of its revenues to downtown parking needs was also unmet. Lastly, the 2013 CIP citizens’ committee decided not to include parking garage improvements as a part of the new six-year program. While the latter didn’t directly impact operational funds, the need to use increasing amounts of money in maintenance and repair accounts to provide even a minimal amount of upkeep to the lots and garages does impact fund balance. Salary savings through vacancies and the elimination of a vacant position a year ago is all that has kept the fund from being in a deficit position, but it is expected to reach that position in FY15 without a further reduction in expenses or an increase in revenue.

Landfill: The landfill saw a rise in its revenues several years ago when Deffenbaugh, its largest customer, decided to bring all of the company’s locally collected trash to the City facility rather than take it to their transfer facility in Wathena, Kansas where they would load it into trailers for transport to their own facility in Johnson County, Kansas. They did this for a period of time when fuel costs were excessively high. When fuel costs later declined, that revenue windfall started to decline as Deffenbaugh returned to using their transfer facility for most of their collected refuse. Since FY08 revenue has been on the decline as tonnage has been on the decline. Meanwhile, the landfill division has taken on additional duties supporting the Property Maintenance division as well as alley maintenance work. A tipping fee study completed in May, 2011 strongly recommended increases to the tipping fee of \$4.00 per ton in FY13 to be followed by \$3.00 per ton increases every three years thereafter. The FY13 increase would have been the

CITY MANAGER'S BUDGET TRANSMITTAL

first increase in tipping fees since November 1st, 2003, (nearly 10 years ago!) when it was increased from \$28.50 to \$30.00. However, the City Council chose not to increase fees in FY13. Tipping fees at the St. Joseph landfill have been the lowest in the state, despite the many services that they provide. It is my strong recommendation that tipping fees be increased to \$34.00/ton as recommended by the past study in order to avoid difficulties in that fund and the services it provides.

Capital Budget Overview – FY2014

Capital improvement expenditures are anticipated to increase \$66,274,000 to \$107,772,000 for an increase of 160% from the total FY2013 budgeted capital improvement expenditures of \$41,498,000. The increase in FY2014 capital improvements comes from two main areas. First is the continued timing of EPA-mandated water quality projects. These projects include additional treatment processes required by MDNR permit changes state-wide, as well as those for the City's Combined Sewer Overflow (CSO) Project and Long-Term Control Plan. Together, they have increased capital improvement expenditures in the Water Protection Fund by over \$60,000,000 in FY14. City staff has been strategically scheduling the projects to coordinate with the annual State Revolving Fund program to maximize interest rate savings from the sewer bond authority granted by voters in April, 2011.

The second major factor is the result of the voter approved continuation of the City's half-cent CIP tax which takes effect July 1, 2013. The \$6,805,000 increase in budgeted expenditures in the CIP fund reflects the start of a new round of approved projects. Details of the City's projected capital projects' spending for FY2014 can be found in the City Capital Projects section of the budget document.

Major Changes in the General Fund

The decrease in General Fund, fund balance is the result of operating revenues (excluding those considered designated or restricted) not keeping up to projected expenditures. The major factors are described in the graphs starting below:

GENERAL FUND	Increase (Decrease)
Major Changes in Expenditures: Excluding Cell Phone & Computer Escrow funded.	
Increase in the Salary/Wages and Benefits categories (\$1,487,000) as the result of:	
Net increase to wages & benefits as a result of personnel decisions detailed in the Personnel chart on the preceding page.	\$82,000
Increases to overtime pay mainly in the police, fire, and parks maintenance programs:	\$37,000
Returning Parks Maintenance temporary staff expense from the services category (temp staffing agency) to the PT/Temp employee category to save on benefit cost in the Parks Mnt Fund (\$180,000); Engineering Intern (\$6,000); Rec Center PT Staff (\$28,000)	\$214,000

CITY MANAGER'S BUDGET TRANSMITTAL

In addition to the \$142,000 budgeted in FY13, a total of \$590,000 budgeted in Non-Department to cover possible non-base building stipend or to address revisions recommended from our classification/compensation study (e.g. reduce compression/overlap problems and pay equity issues)	\$448,000
Increases in health premiums, a ½% increase in Workers Compensation costs, the increase in LAGERS pension contribution (slightly offset by small decrease in Police Pension contribution)	\$707,000
Increase to training budgets for professional certifications	\$12,000
Increases to materials & supplies (mainly fuel, street maintenance supplies and safety equipment)	\$100,000
Increase in operating transfer to the Streets Maintenance Fund	\$891,000
Increase in capital outlay purchases (police cars, other public safety equipment)	\$107,000
Decrease in Insurance & Other Charges	(\$100,000)
Decrease in Debt Service (LEC Improvements)	(\$11,000)
Net impact of all other expenditure increases and decreases	(\$13,000)
Total Increase to Budgeted Expenditures:	\$2,474,000
Major Changes In Revenues: Excluding Computer Escrow, Riverfront Econ Development Tax, Cell Phone	
Slight increase (3%) in total Sales Tax Revenue areas (category includes sales taxes on hotel/motel stay, retail, fuel, cigarette)	\$563,000
Property Tax revenue increased in the current year due to re-assessment. FY14 revenue projected to be basically equal to current year estimates.	\$196,000
Net changes (1.3% increase overall) to Utility Franchise revenue	\$93,000
PILOTS from Landfill (decreased with decreasing revenue), from Water Projection (increased with established sewer rate increase), and from cost allocation transfers showed a net increase:	\$277,000
Operating grants (mostly emergency prep/management and public safety related)	\$92,000
Court related fines & fees	\$84,000
Projected red light camera fines	\$116,000
Net of increases and decreases in the various charges for services, contracts and other categories:	\$55,000
Total Increase in Budgeted Revenue:	\$1,476,000
Net change in Fund Balance:	(\$998,000)

Discretionary Expenditures

Being a service organization, a significant fraction of overall costs are salary and benefits. Additionally, much of our revenue is restricted or allocated to specific uses, leaving little

CITY MANAGER'S BUDGET TRANSMITTAL

discretionary funding. Most of the City's discretionary expenditures are those made from the Gaming Fund or Cell Phone receipts (cell phone settlement funds).

Two areas of change for FY14 are in the cell phone expenditures. For many departments, reductions in capital expenses have been the means by which budgets are balanced as the cost of utilities, fuel, health insurance and other expenses rise. The City has looked to the discretionary funds of Gaming or Cell Phone for many of those purchases. The Parks and Recreation Department has been unable to purchase any major capital equipment for several years. This year, I am recommending \$460,000 in Cell Phone funds for major purchases of replacement equipment that is sorely overdue.

Additionally, I am recommending funds to construct the basic elements of the City's first Dog Park. \$150,000 in Cell Phone funds, together with some city labor would provide the basic features of a new facility. Additional funds solicited from private donations would add additional amenities.

Discretionary Expenditures

Proposed Gaming Fund Uses:

Contracts - Recurring	\$25,000 \$8,560 \$170,000 \$16,000 \$24,500 \$50,000	MO-KAN Contribution State Legislative Lobbyist (Mark Rhoads) Chamber Economic Development Contract Community Alliance Membership Downtown Partnership Contract Festival Funding
	\$13,000 \$80,000 \$20,000 \$100,000 \$1,600 \$50,000 \$150,000	City 4th of July fireworks display Property Mnt clean-up, abatement, dangerous bldg issues Save Our Heritage Neighborhood grants Historic preservation grants outside of HUD-eligible areas MDOT Lease Public Education Spots & Cablevision Contract (Pub Info) Legal Services - Outside Specialized Counsel (Legal)
Limited Contracts:	\$25,000 \$25,000	Institute for Industrial & Applied Life Sciences (3 rd of 3 yrs) Allied Arts Council (3 rd of 3 yrs)
Equipment/Improvements:	\$11,500 \$18,518 \$10,850 \$5,500 \$10,000 \$16,000	Replace (5) external defibrillators, 2 nd of 3 yr replacement (Fire) Replace (3) unusable treadmills w/commercial grade (Fire) Mobile data authentication in police vehicles by 12/31/13 (mandated) Replace boiler tubes in Floyd Building (Streets Maintenance) Replace hallway & reception area, & conference room carpeting with polished concrete Purchase and installation of solar panels at Senior Center
TRANSFER TO GENERAL FUND		
Nature Center:	\$50,000	Special Programming Partial offset to in-kind services given to parades, festivals & other events
Non-Departmental:	\$10,000	
TRANSFER TO SPECIAL ALLOCATION FUND		
City Sponsored TIFs:	\$6,000	As Needed - To cover City expenses until TIF revenues begin
TRANSFER TO AVIATION FUND		

CITY MANAGER'S BUDGET TRANSMITTAL

Airport Operations:	\$60,000	Operating Subsidy in support of Air Guard presence
TRANSFER TO PARKING FUND		
Parking Operations:	\$6,500	Reimbursement for lost revenue/waived fees at Civic Center
TRANSFER TO CAPITAL PROJECT FUND		
CIP Projects:	\$50,000	Living History Reserve project
TOTAL:	\$1,116,783	

Proposed Cell Phone Uses:

	\$500,000	Economic Development Match Funds
TRNSFR TO STREETS MNT FND	\$440,000	Streets Rolling Stock
TRNSFR TO STREETS MNT FND	\$450,000	Off-set to increase in Street Light expenses
TRNSFR TO PARKS MNT FND	\$460,000	Parks Maintenance Rolling Stock
TRNSFR TO CAPITAL PROJ FND	<u>\$150,000</u>	Dog Park – City Contribution to Project
TOTAL:	\$2,000,000	

Fiscal Year 2014 Opportunities

A biennial, statistically significant community survey conducted in St. Joseph through the Community Alliance has helped the City Council set a number of community priorities. The community's two highest city priorities from the survey were street maintenance and public safety. During FY13 voters were presented with renewal of a ½ cent Capital Improvements Program Sales Tax that focused \$16 million of the 6-year program towards increased street maintenance and repair. It won strong support from voters and the first of those funds are appropriated for projects in FY14.

For FY14, voters will have an opportunity on August 6th to consider approval of a ½ cent Public Safety Tax to add 20 commissioned officers and two civilian staff to the Police force. This proposal is in response to the second of the public's highest priorities. Funds would additionally provide capital equipment for the additional staff, raise pay for public safety personnel (Police, Fire and Health) to meet regional averages to help retain qualified staff, and provide stable funding for capital equipment for public safety departments, especially fire apparatus.

Final Recommendation

Each year an important consideration for the City Council is the investment in maintaining a good workforce. In FY13 the city conducted a classification/compensation study to identify needed improvements to our classification system, reduce compression and overlap problems, increase separation between newly hired and existing employees, and to determine the regional market range for employee positions. That study showed that approximately 46% of our employees are being paid below the minimum of the regional pay range for their position. Over half of those below the minimum are public safety employees.

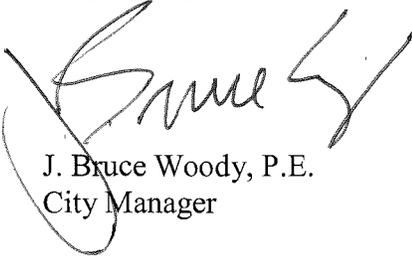
Each year we look at the possibility of helping our employees keep up with the rising cost of living through either a Cost of Living Adjustment (COLA) or a non-base building stipend. Based on this year's financial position, my recommendation would normally be for a non-base building stipend for each full time employee. But, this year, my highest priority is to address wage issues for those employees who are among the 46% listed above.

CITY MANAGER'S BUDGET TRANSMITTAL

With the Public Safety Tax issue pending in August, only a few weeks after the beginning of the fiscal year, the outcome of that voter issue will significantly affect the degree to which we can address classification/compensation issues. Therefore, I recommend that monies be appropriated for non-base building stipends, but those stipends be withheld until the outcome of the public safety tax is known as it will have a bearing on my final recommendation.

If you would like any additional information about the budget or city operations in advance of the budget work sessions beginning May 7th, please contact Carolyn Harrison or me.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Bruce Woody". The signature is written in a cursive style with a large initial "J" and "W".

J. Bruce Woody, P.E.
City Manager

REVENUE DISCUSSION

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

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, Financial 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.

The large, \$86,000,000 bond issues anticipated in the Water Protection Fund, tended 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.

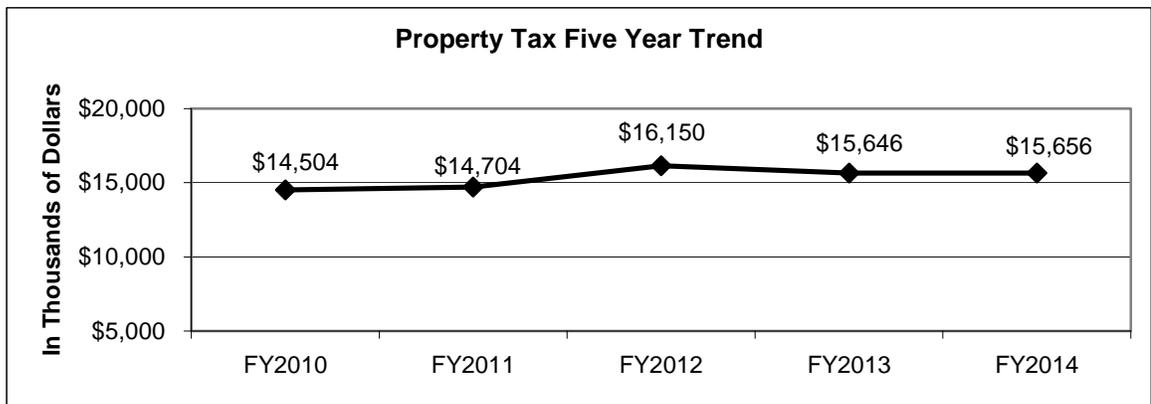
Revenue Sources

- **Property Tax** – Property taxes represent 13.0% of the City's budgeted resources. Property taxes include real, personal, public safety, railroad & utility, merchants & manufacturers', financial institutions', and payments in lieu of tax. Such taxes are assessed at the prescribed tax rate per \$100 of assessed value determined at 12%, 19%, and 32% of fair market value for agricultural, residential, and commercial property, respectively.

REVENUE DISCUSSION

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

Legislative action to reverse the unintended consequence on the City of St. Joseph, and on other taxing jurisdictions, of the senate bill was passed but vetoed by the Governor. Therefore, real and personal property tax revenues have been essentially flat. There was an uptick in revenues in FY2012 as the result of the 2011 reassessment year and from the resolution of several high-dollar protested tax cases. The estimate for FY2013 is higher than the original budget, but projected to be fairly flat in FY14. FY13 is a reassessment year, however the County has not increased assessments appreciably. For FY2014 they are projected to represent 13% of the City's total revenue.



- **Sales Tax** – Sales taxes represent 30% of the City's total revenue. Sales taxes include the local 1.5% sales tax (General Fund), ½% CIP sales tax (Capital Projects Fund), .375% mass transit sales tax (Transit Fund), 5% cigarette tax (General Fund), 3% hotel/motel tax (General Fund), 3% hotel/motel economic development tax (General Fund) and state fuel tax distributions (Streets Mnt Fund).

Revenue Assumptions – Beginning around FY2000 the annual growth in sales taxes slowed to an average of 1% to 1.5%. Staff remains cautiously optimistic that the local economy continues to hold its own against the nation-wide economic slow-down over the past 6-7 years. Several major economic boost – the development of an up-scale shopping center in the northeast section of the City, redevelopment and expansion at the local mall, several smaller retail/commercial developments, and the development of a major food processing plant just south of the downtown area – have allowed the area to at least maintain a stable sales tax base.

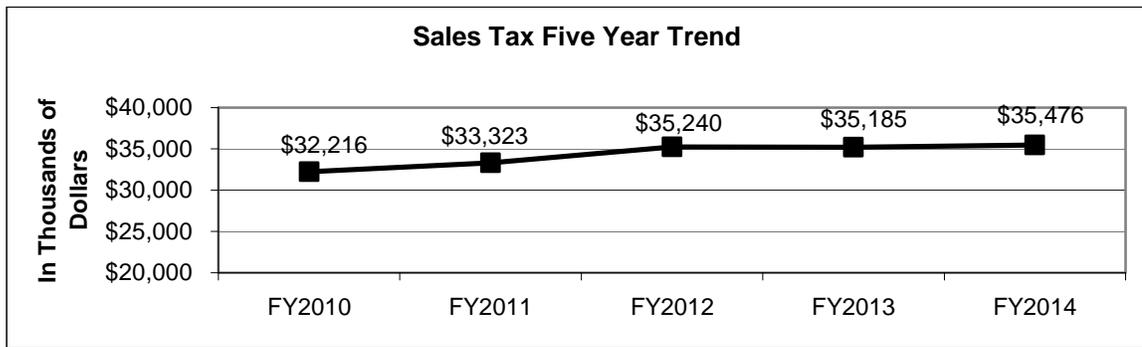
At three-quarters of the way through the fiscal year, retail sales tax revenues are running 1% behind the same period last year. On the other hand, that is still

REVENUE DISCUSSION

slightly higher than the conservatively projected budget. As a result, FY2013 projections have been set at 1% below prior year actuals and FY2014 set with a 1% increase.

FY2013 Hotel/Motel tax revenues were revised with a 5% increase and then held steady for FY2014. (Part of the apparent increase in overall sales taxes between FY2011 and FY2012 is the additional 3% Hotel/Motel tax increase approved by voters and restricted to downtown & riverfront development activities.)

Fuel tax revenues have remained completely flat. Projections for FY2013 and FY2014 remain at the FY2012 Actual level.



- **Franchise Fees** - Franchise fees represent 7.0% of total City revenue and are assessed by private utility companies on gross receipts collected from customers for collect the franchise fees and forward these amounts to the City on a monthly or quarterly basis. The electric franchise fee is determined based on a declining block scale ranging from 6.5% to .5% depending on usage. Other franchise fees are fixed as percentage of gross receipts as follows: steam - ½%, telephone - 7%, cable - 5%, water - 6.5%, and gas - 6.5%. An additional franchise 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 for the past few years has ranged from a negative 10% to a 25% increase (in FY01). Fluctuations in franchise fee revenues correspond to changes in annual weather conditions and rate increases (or decreases) by individual utilities, as well as restrictions imposed by State Statutes.

A steady migration of the telecommunications business to wireless and data transmission had meant an 18% decrease in communications' franchise revenue over a five year period starting in FY2004. Settlements with most of the telecommunications companies brought in \$2.9 million in one-time payments for back taxes late in FY08. One-time settlements continue to trickle in as law suits are settled and have provided one-time boosts to the General Fund budget over the last four years. Going forward, cell phone franchise fees are estimated to come in at approximately \$1.7 million a year due to [long overdue] franchise payments on these phone services.

Because the legal settlements also included a five year time frame within which the phone companies agreed not to attempt to circumvent tax payments, there could be a time in which these revenues are once again threatened. As a result

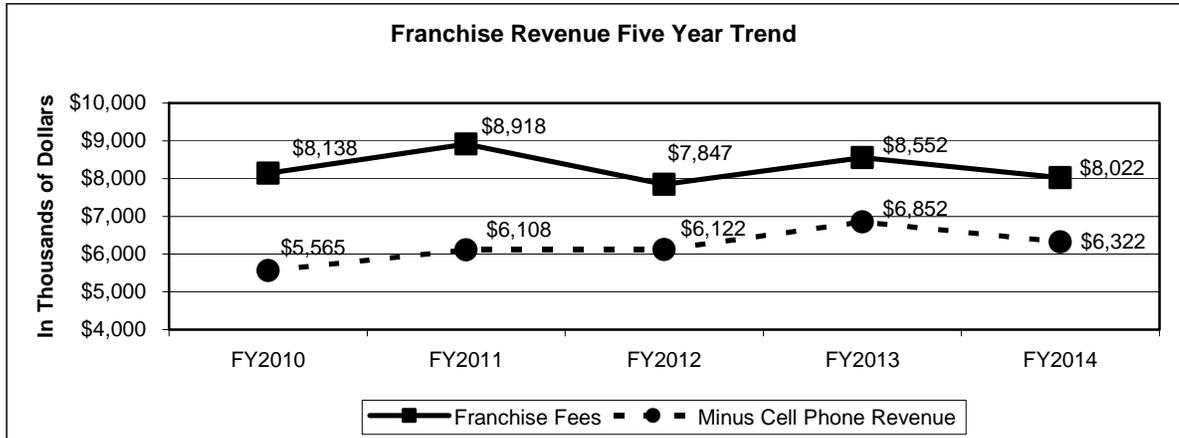
REVENUE DISCUSSION

the great majority of the new revenues are being segregated within the General Fund and the monies used for one-time capital or other non-operating items.

With the opportunity to bring the Kansas City Chiefs' summer training camp to St. Joseph, the City pledged \$2.5 million toward public improvements at the Missouri Western State University campus which will host the camp. \$1.025 million of that pledge came from the City's General Fund Emergency Reserves in FY2009. A second payment of \$1.225 million was made in FY2010 from cell phone franchise taxes.

Historical revenue patterns are only marginally useful because they cannot predict future weather conditions or legislative impacts on utility revenues. For FY14, budgeted franchise revenue is estimated as follows: Gas, Electric, and Water revenues were based on three year averages. Telephone estimates, excluding cell phone revenues, were based on the prior year budget. The cell phone revenues, excluding the anticipated one-time settlements, are budgeted at \$1.7 million. Recent legislation has the potential of affecting cable revenue. That, along with the recent sale of the local cable company, has led to an uneven history. FY2013 was revised to reflect a minor increase from the prior year and FY2014 a 1% increase to that amount.

The chart below reflects the last five years' history of franchise revenue. The top line includes cell phone revenues. To show the impact of cell phone revenues, the bottom line charts the history of utility taxes without the cell phone. As can be seen, it is fairly flat. .



- User Fees** - User fees represent 28.0% of total City revenues and are charged for civic facility rents, downtown and on-street public parking, building inspections, recreational activities (swimming, ice skating, golf, athletic leagues, etc...), riverboat gaming taxes, bus fares, sewer user fees, landfill tipping fees, and various other fees for service.

Revenue Assumptions - After the mid-FY2005 change in ownership of the casino, there was a dramatic turn around in gaming revenues. There was a 21% increase of FY06 revenues over FY05. FY07 increase slowed to 10.5%. Staff had projected a modest increase of 3% increase for FY08. However the state of the region's economy finally hit gaming too. Revenues flattened in FY08 and FY09. The 20 "lease Agreement" the City & County had with the casino ended 6/30/09

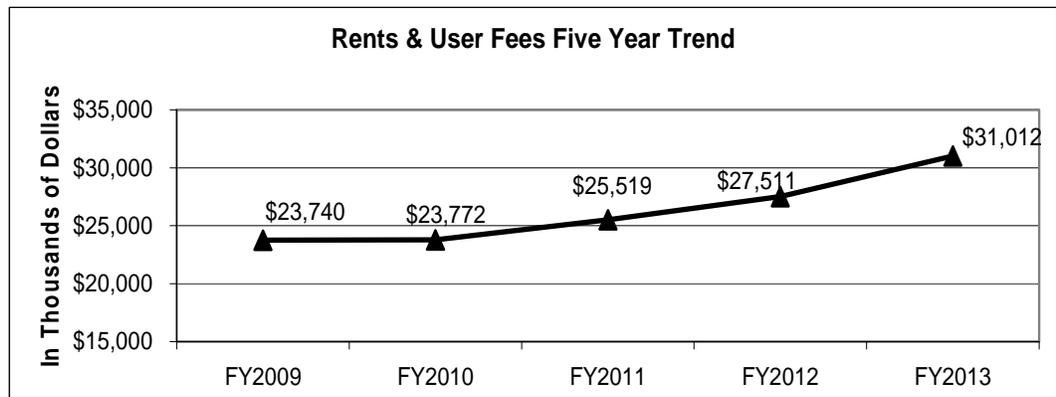
REVENUE DISCUSSION

and the casino owners promptly stopped the negotiated payments above and beyond that dictated by the State Gaming commission. This amounted to a \$400,000 loss to the City. The elimination of loss limits at the legislative level resulted in some additional monies through the State's distribution of gaming taxes. However, it did not make up for the other loss. This was exacerbated in FY2012 when significant flooding of the Missouri River occurred in the summer of 2011 and the casino had to actually close for three months. The City lost one-quarter of its anticipated revenue. Given the revenue trend in the months after the casino opened, FY2013 budget anticipated a 6% increase in revenues. However, FY2013 actual experience has been disappointing, running 10% behind the prior year (flood months excluded) and current year projections have been lowered significantly. FY2014 budgeted revenues were increased only slightly.

Sewer fees are determined by cost of service studies prepared by specialists. Increases in sewer discharge fees will take effect this coming year on July 1. The FY12 Cost of Service sewer rate study projected a 12% increase in fees as a result of expenditures related to several state and federal mandates. For FY2014 this 12% is on top of what appears to be a much better revenue stream than anticipated in the current year.

Three months into the current year the City was required to take sewer billing back from the local water company. The water company had been providing contracted billing services for the City, but gave notice a year ago that they were getting out of the billing business. Since resuming our own billing revenues are running higher than anticipated. This is attributed to a couple of factors. First, the water company had a policy wherein any late payments were applied solely to amounts due to the water company rather than prorated between water and sewer. Secondly, staff has been more aggressive in pursuing past collections. There was a large, one-time download of all the past-due amounts received from the water company. Customers were given a set amount of time to pay and then accounts were turned over to a collection agency.

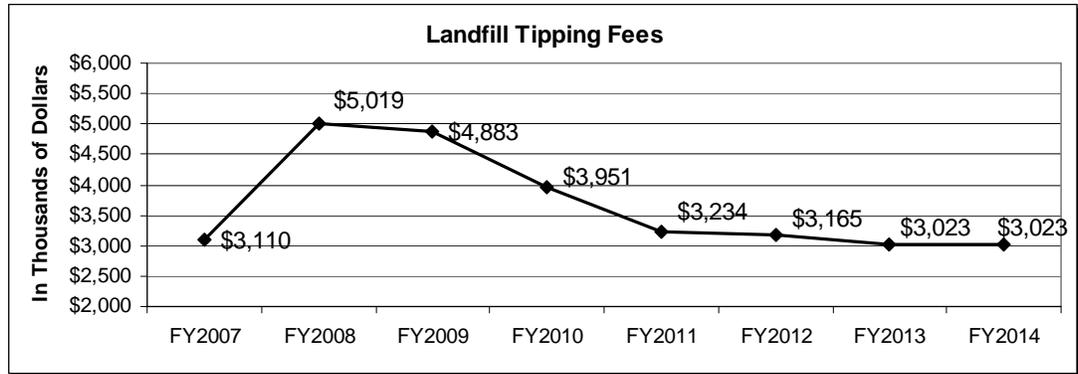
As of May, Country Club Village's new wastewater treatment facility came on line and they will be treating their own effluent. They have contracted with the City to bill for them. There will be some loss of revenue from this action, but exactly how will impact the City remains to be seen.



The FY2012 tipping fee study recommended a \$4.00 per ton increase at the Landfill. Although the current rate has not been increased for several years, City

REVENUE DISCUSSION

Council decided not to increase the fee. That, combined with a continued loss of tonnage being processed at the landfill, has resulted in projected revenues that are the lowest in 7-8 years. Revenue for FY2014 is projected at the current year estimate, and this is being optimistic. This is an important enough issue, landfill fee trend is also being displayed separately.



- **Grants** - Grant revenues consist primarily of federal Community Development Block Grant (CDBG) funds for programs designed to assist low and moderate income individuals; of Federal Transit Administration (FTA) operating and capital outlay assistance for the city's public transit system; of Federal Aviation Administration support for Rosecrans Airport improvements; and of Federal Economic Development Administration (EDA) for qualified infrastructure improvements related to economic development initiatives. In FY2014 they are projected to represent 8% of City funding.

Revenue Assumptions - Historical revenue patterns and trends are only marginally useful when projecting future grant revenues. Federal funding for the CDBG programs have dropped for four straight years, with a loss of almost \$750,000 between FY2012 and FY2013. Although the precise amount for FY2014 isn't know at this time, a 5% decrease is projected. Other grant funding is based on funding applications pending and/or approved for specific projects and program activities. Increases and decreases in total grant revenue often correspond with increases and decreases in capital projects funded by grants. FY2010 through FY2012 grant revenue was impacted a great deal by federal stimulus funds the City received.

- **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 - Fine revenue has a projected increase over FY2012 Actual and FY2013 projected estimates. A portion of the increase comes from Municipal Court and public safety activity. The other major reason for the increase is the long-awaited red light camera implementation two-thirds of the way through the current year. All other license and permit revenues have remained fairly constant over the past few years. Revenue estimates are based largely on the experience and projections of the responsible departments. Given the slight rally in the economy, revenues for inspection fees and plan review have been held steady if not increased slightly depending on the fee.

REVENUE DISCUSSION

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

Revenue Assumptions - Bonds sales most often occur in response to individual capital project and capital outlay funding initiatives with little or no relationship to prior year bond sales. The amount of bond proceeds budgeted in FY2014 reflects the amount of capital improvement projects slated for the major Water Protection Fund projects resulting from state & federal mandates.

- **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

- **Transfers In** – The majority of inter-fund transfers occur to reimburse the General Fund for administrative services. Other transfers serve as operating subsidies for those funds unable to sustain operations and to consolidate capital project expenditures when funding is provided by multiple funds and funding sources.

Revenue Assumptions - Total inter-fund transfers often fluctuate dramatically from year-to-year due primarily to consolidation of capital project expenditures financed by multiple funds. As of FY2013, inter-fund administrative service transfers from the Water Protection and Landfill funds are being determined, not by the cost allocation plan, but on PILOTS (7% of gross revenue) as other utilities are assessed.

Transfers to/from the General Fund to/from the other general tax-supported funds – Streets, Public Health and Parks & Recreation – were eliminated in FY2011 with the inclusion of most of the divisions within these former Special Revenue Funds into the General Fund. What occurred in FY2011 and FY2012 were large transfers from the General Fund to the two remaining Special Revenue funds – Streets Maintenance and Parks Maintenance – in order to support the level of services provided by those divisions.

In order to reduce inter-fund transfers as much as possible, the personnel wage and benefit costs of the Streets and Parks Maintenance divisions were transferred to divisions located directly in the General Fund. Streets Maintenance expenditures still require support from the General Fund. In FY2013 this involves the transfer of \$1,000,000 of Cell Phone revenue to cover electric service and rolling stock. \$250,000 of electric service expense was transferred to the Parks Maintenance Fund in recognition of the cost of street lighting in the parks and parkway system. Even at that, there appears there won't be sufficient savings in Streets Maintenance, and additional General Fund resources (\$241,000) will be needed by year end. FY2014 transfers include \$890,000 from Cell Phone for electric service and rolling stock and \$891,000 from the General Fund for operating support. Transfer of \$250,000 electric service expense to the Parks Maintenance Fund will also take place.

REVENUE DISCUSSION

Without personnel costs, the Parks Maintenance revenue sources easily handled the fund's other expenditures and could take on the street light expenditures mentioned above. However, if alternative sources of revenue for Streets Maintenance could be developed, Parks Maintenance could use its resources to take care of sorely needed capital equipment replacements. Since Parks has been unable to purchase any major capital equipment replacements for several years, \$460,000 in Cell Phone funds are being provided in FY2014 for this purpose.

In support of property maintenance issues and in recognition of the importance of controlling and eliminating trash and debris in the City, the Landfill Fund transfers monies to support a portion of code activities.

In support of the alley maintenance crew's activities, the Landfill Fund transfers funds to Streets Maintenance Fund to support eight months' worth of cost for that service.

The Museum Tax fund will be transferring monies to the city-run museum – the Nature Center and funds to the Capital Projects Fund for improvements at the Wyeth-Tootle mansion.

The Gaming Fund will transfer monies to the Parking Fund to offset revenue losses the Parking Fund experiences when the City provides free parking to certain non-profit or community service agencies using the Civic Arena or Missouri Theater for events. Gaming also transfers funds to the Aviation Fund in recognition of the economic development contributions made by the Air National Guard presence at the airbase.

City Mission and Policies

A section designed to give the reader relevant information regarding the City's overall vision, mission, immediate goals, and key fiscal policies.

- **City of St. Joseph Vision, Mission Statement, Core Strategies (draft)**
- **City Council Action Plan**
- **Key Fiscal Policies**



VISION STATEMENT

Historic St. Joseph, on the banks of the Missouri River, is a city with a rural feel in an urban setting, connected by a world-class parkway and dedicated to a safe, family-friendly environment.

Revised August 2010

MISSION STATEMENT

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

CITY COUNCIL CORE STRATEGIES

The goal of the City is to enhance the quality of life through the following Core Strategies:

1) Financial Viability & Economic Development

Continue to enhance the high level of service quality and financial stability within the City by encouraging redevelopment through new and expanding businesses with quality job growth, by exploring and diversifying tax and revenue sources, and by ensuring the long-term viability of financial strategies.

2) A Safe, Family-Friendly, Healthy Community

Provide support to neighborhood groups, individual homeowners and business owners in maintaining and improving property values, aesthetics and safety throughout the City. Promote healthy lifestyles. Maintain the excellent quality of life aspects of the community. Provide the best level of public safety possible within the City's financial ability to do so.

3) Customer-Involved Government

Promote effective communication among employees, City Council and the community. Actively seek insights into the needs of the city and elicit cooperation and support from all elements of the community. Exhibit respect and dignity for our customers.

4) Qualified and Dedicated Internal Workforce.

Select, train, motivate and retain highly qualified, dedicated municipal employees. Create an atmosphere of enthusiastic, innovative, pro-active approaches to problem-solving and tolerance for mistakes. Recognize failure as the price paid for improvement. Listen to employees' requirements and expectations and ideas for cutting red tape by simplifying processes, procedures and systems. Recognize change is a given, not government as usual, by remaining open-minded and flexible to new ideas and concepts. Recognize employee value to the extent possible within the City's financial ability to do so.

5) Sound and Expanding Infrastructure Base

Strive to improve the City's basic infrastructure (streets, sewers, curbs & gutters, sidewalks, public facilities) in order to support economic development and to provide safe environment in which our citizens live, work, and play. Promote best practices and effective technology to improve safe travel and encourage convenient and accessible modes of transportation. Meet local, state and national mandates as to public health and safety.

Revised November 2011 **ACTION PLAN (2012-2014)**

The Action Plan represents specific items within the Core Strategies that City Council identified during their November 2011 annual retreat. The City Manager and department directors are tasked with exploring these items and to report on the viability of implementation. Specific items/topics are not all-inclusive of a Core Strategy and not all strategies had issues staff were asked to address. *Those items in italics remain on the Action Plan but were not specifically addressed in the recent retreat.*

1) Financial Viability & Economic Development

Downtown / Riverfront Revitalization

- Continue present emphasis on downtown development plan.
- Develop architecturally consistent plan for attractive corridors to downtown.
- Explore possibilities for a safe harbor marina.

Exploring new or expanded businesses.

- Enhance participation and funding sources for economic development with the Chamber of Commerce.
- Examine policies and practices that may impede development.
- Explore options for strategic annexation to enhance economic capacity of the city.
- Create a plan to facilitate both commercial & residential infill development.

Community Appearance

- Create financial incentives to help people renovate property
- Revise and update existing building codes to facilitate rehabilitation of older properties.

2) A Safe, Family-Friendly, Healthy Community

Public Safety Concerns

- Plan for adequate staffing and retention of public safety personnel.

- Follow through on fire services plan for relocations of fire stations and best and highest deployment of personnel.

Tourism, recreation and cultural amenities

- Coordinate with the organizations associated with tourism.
- Review uses of the museum tax.
- Continue to utilize facilities to attract prominent tournaments.

3) Customer-Involved Government

Communications and Public Relations

- *Continue to enhance external relations (business partnerships, other public entities, Community Alliance)*
- *Expand the Public Information/Communications Division*
- *Make sure customer service remains a high priority*
- *Look into methods of Branding / Marketing the City*

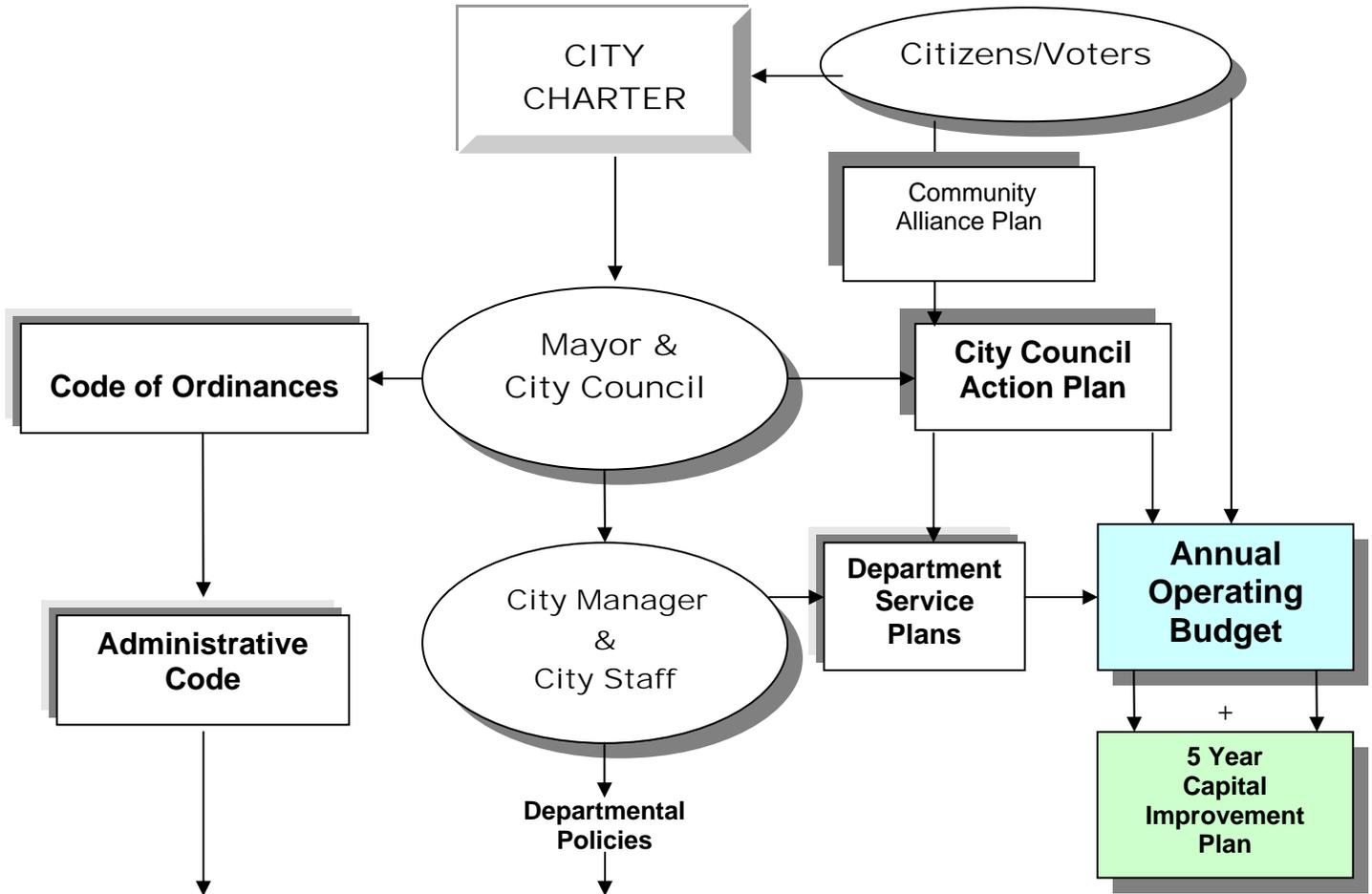
4) Qualified and Dedicated Internal Workforce

- *Monitor internal relations with the various working groups (Local 77, IAFF, SEIU, general employees)*

5) Sound and Expanding Infrastructure Base

- Enhance funding for sidewalks, curbs, gutters, streets.
- Develop funding source for major corridor enhancement.
- *Keep Council apprised as to the progress made in meeting CSO and other environmental mandates for the City's sewer system.*
- *Maintain funding for parks' and ball fields' maintenance.*

HOW OUR POLICY DOCUMENTS RELATE



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

- Financial Disclosure Requirements for Municipal Officials

- Zoning Ordinance
- Downtown Master Plan
- Precise Plan

- Code Ordinances
- Health Ordinances

- Employee Performance Appraisal System
- Affirmative Action Plan
- Loss Prevention Policy
- Labor Contracts
- FOP Local 77, IAFF, SEIU, Local 1290
- Capital Asset Policy
- Procurement Card Policy
- Travel and Other Business Expense Policy
- Fund Balance Policy

- Media Policy
- Resident Request System

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

- Emergency Operations Plan
- Stormwater Management Policy

- Park Maintenance Policy

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

Administrative Services

General Administrative

Planning & Community Development

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

Recreation

Public Works/Transportation

KEY FISCAL POLICIES

FUND BALANCE

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

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

Minimum Fund Balance

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

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

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

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

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

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

KEY FISCAL POLICIES

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

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

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

Order Of Resource Use

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

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

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

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

Stabilization Arrangements

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

KEY FISCAL POLICIES

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

Authority To Commit Fund Balance

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

Authority To Assign Fund Balance

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

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

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

BUDGET POLICIES

Operating Budget Policies

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

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

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

Expenditure Policies

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

a. Annual increases to employee health insurance at the fund level shall not exceed 5%.

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 Financial Services Department will provide an annual estimate of anticipated revenues using an objective and analytical process. When faced with assumption uncertainties, conservative projections will be utilized.

5. User Fees and Charges –

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

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

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

INVESTMENT POLICY

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

CAPITAL ASSET POLICY

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

KEY FISCAL POLICIES

PROCUREMENT POLICY

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

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

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

TRAVEL & OTHER BUSINESS EXPENSE POLICY

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

TAX AND SECURITIES LAWS COMPLIANCE POLICY

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

Budget Summary

An overview of the Annual Budget presented in a series of tables, charts and graphs designed to give the reader an overall general understanding of the budget and the budget process.

- **Budget Process**
- **Budget Calendar**
- **Budget Overview / Fund Balance**

Financial Summaries:

- **Where the Money Comes From**
- **Where the Money Goes - by Expenditure Type**
- **Where the Money Goes - by Program & Fund Type**
- **Where the Money Goes - Operations & CIP Summary**
- **Department / Fund Crosswalk**
- **Department / Function Flowchart**
- **All Funds Combined – Sources & Uses**

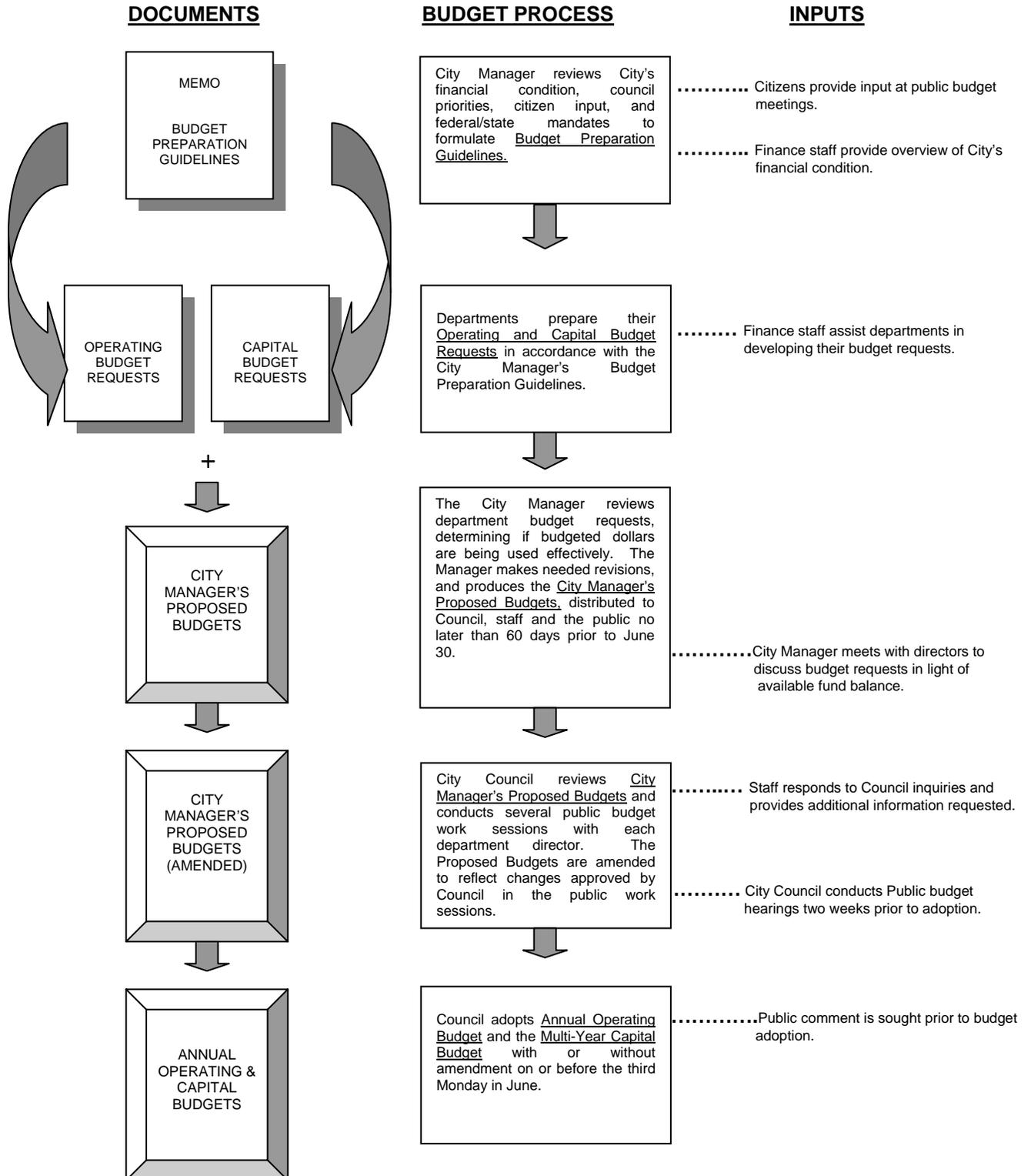
Personnel Summaries:

- **Staffing - by Service/Program**
- **Staffing - by Fund**
- **Personnel Expenditures – Five Year History**

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 2013/2014

January	16 23	Discussion of budget process at Staff meeting; personnel listings to departments to check Personnel Listing Returned to Administrative Services Director (ASD)
February	early 20	Council Work Session - Staff budget overview & Council budget priorities Base Budgets to Departments for review
March	6 11 11 12-13 20 20 - 25 25 18-22	Prior year Core Services/CY activities/Challenges & Initiatives distributed for update & inclusion of new Council goals Base budget and any Supplemental Req (Operating, Capital, Personnel) due to ASD Final FY12 Fund Balance Reconciliations due to ASDirector from Accounting Washington Fly-In (preliminary) "Preliminary" proposed budget to Manager & Directors w/ supplemental requests built in Departments review preliminary proposals. Department mtgs with CM if required. Final changes to budget due to ASD Third quarter sales tax revenues (minus TIF disbursements) should be available
April	5 8 - 12 12 17 15-26 22	"Final" operating budget submitted to City Manager CIP Budgets reviewed with department directors, capital projects coord Department Core Services Sheets due to FS CIP Budget submitted to City Manager Final document preparation City Manager Budget Transmittal due to FS Revenue and Expenditure projections continue to be reviewed
May	1 7-9 14 & 15 18 28	City Manager's Proposed Budget to Council (60 days prior to fiscal year start) Council - Budget Work Sessions (4 P.M., 4th Floor conference room) Council - Budget Work Sessions (4 P.M., 4th Floor conference room) Publication of budget summary and of public hearing notice (10 days prior to Public Budget Hearing) Public Budget Hearing - regular City Council meeting 7:00 p.m. (held on Tues due to holiday)
June	10	Budget Adoption - regular City Council meeting 7:00 p.m.
July	1	FY 2013/2014 Budget goes into effect.

BUDGET OVERVIEW

(in thousands of dollars)

Fund	Revenue	Expenditure	Net Revenue/ (Expenditure)	Estimated Beginning Fund Balance	Estimated Ending Fund Balance
Unassigned					
<u>General Governmental</u>	\$ 46,096	\$ 46,865	\$ (769)	\$ 8,565	\$ 7,796
Cell Phone Revenue	\$ 1,703	\$ 2,000	\$ (297)	\$ 299	\$ 2
Restricted or Assigned					
<u>General Governmental</u>					
Computer Escrow Xp	\$ 80	\$ 254	\$ (174)	\$ 174	\$ 0
Riverfront Econ Dvlp Tx	\$ 400	\$ 0	\$ 400	\$ 702	\$ 1,102
27th Payroll Reserve	\$ 333	\$ 0	\$ 333	\$ 1,589	\$ 1,922
<u>Special Revenue *</u>					
Community Development	2,155	2,155	0	0	0
Special Allocation (TIF)	9,145	8,125	1,020	3,262	4,282
Gaming Initiatives	1,031	1,117	(86)	173	87
Museum	512	515	(3)	433	430
Streets Maintenance	4,969	5,029	(60)	55	(5)
Parks Maintenance	1,352	1,390	(38)	127	89
<u>Enterprise (inc. CIP Programs) *</u>					
Municipal Golf	866	803	63	(21)	42
Aviation	1,423	1,630	(207)	6	(201)
Public Parking	361	412	(51)	86	35
Water Protection	110,303	112,533	(2,230)	10,214	7,984
Mass Transit	10,747	7,623	3,124	11,981	15,105
Landfill	3,220	3,996	(776)	8,912	8,136
<u>Capital Projects Fund</u>	6,008	11,588	(5,580)	10,487	4,907
Total	\$ 200,704	\$ 206,035	\$ (5,331)	\$ 57,044	\$ 51,713

Fund Balance Comparison
(in thousands of dollars)

***Designated Fund Balances:**

Amounts below are not reflected in the FY14 fund balances above:

FY2016 27th Payroll Reserve

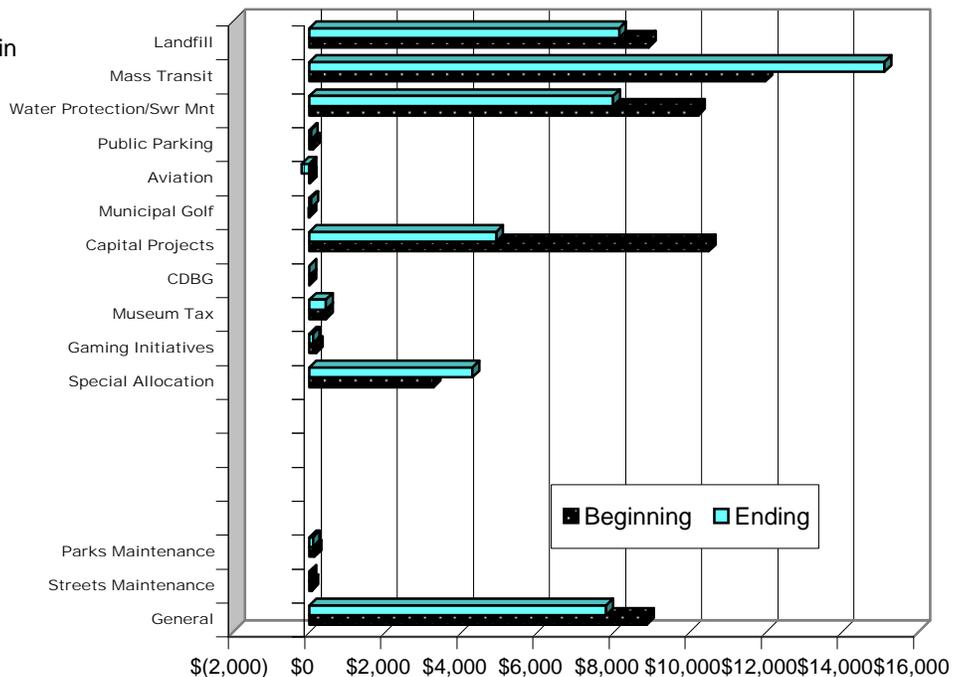
- CDBG: \$13,700
- Aviation: \$12,540
- Parking: \$8,745
- Sewer: \$125,610
- Golf: \$7,980
- Landfill: \$36,480

Match for FTA Bus Grants

Transit: \$712,040

Landfill Closure/Postclosure

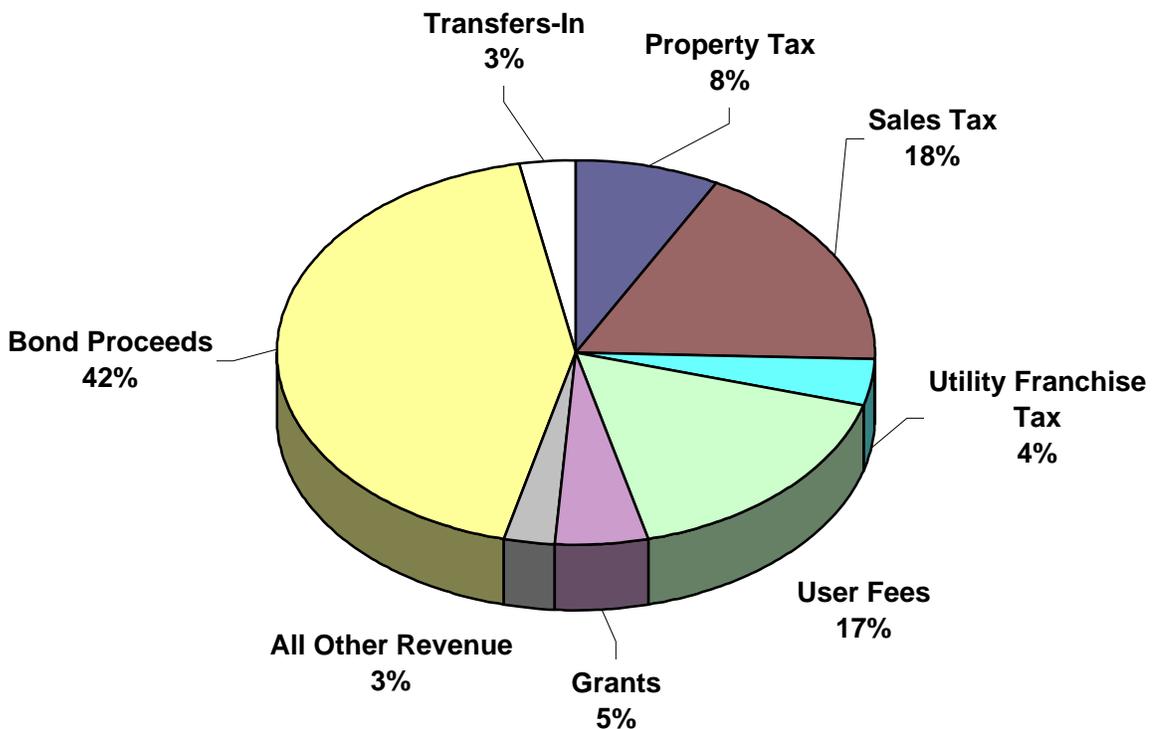
Landfill: \$5,118,545



WHERE THE MONEY COMES FROM

(in thousands of dollars)

	FY2012 Actual	FY2013		FY2014		% of change from FY2013 Adopted
		Adopted Budget	Estimated Actual	Budget	% of total	
Revenue						
Property Tax	\$16,150	\$15,177	\$15,646	\$15,656	8%	3.16 %
Sales Tax	35,240	34,431	35,185	35,476	17%	3.04 %
Utility Fee	7,847	7,816	8,552	8,022	4%	2.64 %
User Fees & Gaming	27,406	30,082	30,881	33,556	16%	11.55 %
Grants	14,101	9,848	14,353	9,761	5%	(0.88)%
	<u>100,744</u>	<u>97,354</u>	<u>104,617</u>	<u>102,471</u>	<u>50%</u>	<u>5.26 %</u>
Other Revenue						
Licenses & Permits	1,593	1,605	1,606	1,605	1%	0.00 %
Fines	1,061	1,069	1,204	1,320	1%	23.48 %
Interest	399	662	419	396	0%	(40.18)%
Bond Proceeds	11,323	26,629	35,989	86,237	42%	223.85 %
Other	3,329	2,452	3,150	2,447	1%	(0.20)%
	<u>17,705</u>	<u>32,417</u>	<u>42,368</u>	<u>92,005</u>	<u>45%</u>	<u>183.82 %</u>
Operating Revenue	118,449	129,771	146,985	194,476	94%	49.86 %
Interfund Transfers-In	9,284	4,725	5,709	6,229	3%	31.83 %
From (to) Fund Balance	6,765	(1,758)	(4,056)	5,330	3%	(403.19)%
Total Revenue	<u>\$ 134,498</u>	<u>\$ 132,738</u>	<u>\$ 148,638</u>	<u>\$ 206,035</u>	<u>100%</u>	<u>55.22 %</u>

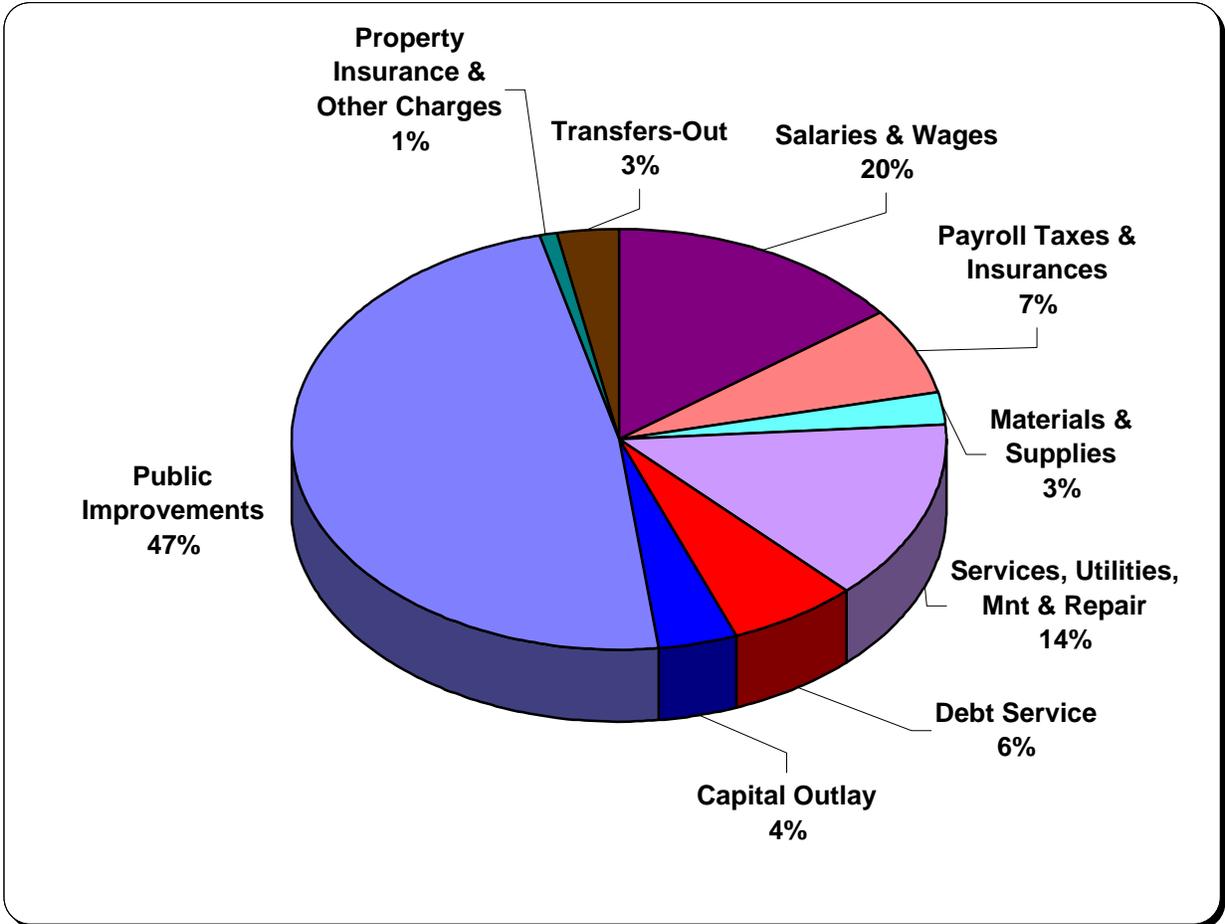


WHERE THE MONEY GOES

by Expenditure Type
(in thousands of dollars)

Expenditure	FY2012 Actual	FY2013		FY2014		% of change from FY2013 Adopted
		Adopted Budget	Estimated Actual	Budget	% of Total	
Salaries & Wages	\$28,789	\$29,540	\$28,824	\$30,294	15%	3%
Employee Benefits*	12,101	13,152	12,851	14,004	7%	6%
Materials & Supplies	4,829	5,105	5,107	5,388	3%	6%
Services & Utilities	28,536	25,569	30,936	28,737	14%	12%
Debt Service	21,835	12,943	22,308	13,167	6%	2%
Capital Outlay	2,609	5,085	4,691	7,991	4%	57%
Public Improvements	25,950	35,579	37,281	99,275	48%	179%
Insurance & Other Charges	712	1,040	1,151	950	1%	(9%)
	125,361	128,013	143,149	199,806	94%	56%
Interfund Transfers-Out	9,137	4,725	5,489	6,229	3%	32%
Total Expenditures	\$134,498	\$132,738	\$148,638	\$206,035	100%	55%

*Payroll Taxes, Pension Costs, Health Insurance



WHERE THE MONEY GOES

by Program and Fund Type
(in thousands of dollars)

Fund Type	Department	FY2012 Actual	FY2013		FY2014		% change from FY2013 Budget
			Adopted Budget	Estimated Actual	Budget	% of Operating Total	
G	City Council & Mayor	\$192	\$222	\$222	\$230	0.23 %	3.60 %
G	City Clerk	144	209	208	269	0.27 %	28.71 %
G	City Manager	435	428	414	436	0.44 %	1.87 %
G	Legal	636	523	507	528	0.54 %	0.96 %
	Planning & CD Department	3,714	3,931	5,829	3,831	3.90 %	(2.54)%
G	Admin, Bldg Dvlpmnt, Prop M	1,635	1,609	1,624	1,676	1.71 %	4.16 %
SR	CDBG Programs	2,079	2,322	4,205	2,155	2.19 %	(7.19)%
	Administrative Services	2,845	3,033	3,439	3,502	3.56 %	15.46 %
G	Fin, HR, Tech, Mun Crt, Cust Sr	2,844	2,866	2,834	2,987	3.04 %	4.22 %
E	Utility Billing	1	167	605	515	0.52 %	n/a
G	Police	13,107	13,454	13,195	13,538	13.78 %	0.62 %
G	Fire	10,419	10,524	10,580	10,907	11.10 %	3.64 %
G	Health Department	3,203	3,328	3,278	3,388	3.45 %	1.80 %
	Public Works Department	67,896	72,732	73,525	137,537	139.12 %	89.10 %
G	PW Admin, Eng, & Strts Mnt	6,663	5,805	5,906	6,829	6.95 %	17.64 %
SR	Streets Maintenance (non-prsnl)	7,070	5,012	4,957	5,029	5.12 %	0.34 %
E	Municipal Airport	660	631	583	680	0.69 %	7.77 %
	Airport CIP	649	1,450	232	950	0.97 %	100.00 %
E	Parking Maintenance	446	423	419	412	0.42 %	(2.60)%
E	Water Protection/Sewer Mnt	14,284	15,591	15,771	19,669	20.02 %	26.16 %
	WP CIP	29,256	31,996	33,703	92,349	93.98 %	188.63 %
E	Transit Operations	5,232	5,199	5,251	5,583	5.68 %	7.39 %
	Transit CIP	78	2,178	2,178	2,040	2.08 %	(6.34)%
E	Landfill/Recycling Operations	3,210	3,382	3,353	3,160	3.22 %	(6.56)%
	Landfill CIP	348	1,065	1,172	836	0.85 %	100.00 %
	Parks, Recreation Department	6,657	6,335	6,488	7,182	7.30 %	13.37 %
G	Parks, Recreation & Civic Fac.	3,891	4,634	4,743	4,989	5.08 %	7.66 %
SR	Parks Maintenance	1,951	918	889	1,390	1.41 %	51.42 %
E	Municipal Golf Course	790	757	831	794	0.81 %	4.89 %
	Golf CIP	25	26	25	9	0.01 %	(65.38)%
CAP	Capital Proj (Non-Enterprise)	4,098	4,783	8,162	11,588		142.27 %
	Other Programs						
SR	Special Allocation (TIF &ED)	17,085	7,968	17,256	8,125	8.27 %	1.97 %
SR	Municipal Museum Tax	582	478	424	515	0.52 %	7.74 %
G	Non Department Specific Exp	2,519	3,529	3,730	3,342	3.40 %	(5.30)%
SR	Gaming Financed Initiatives	966	1,261	1,381	1,117	1.14 %	(11.42)%
Total Operating		100,044	91,240	103,166	98,263	48%	7.70 %
Total Capital Projects		34,454	41,498	45,472	107,772	52%	159.70 %
Total Expenditures		\$134,498	\$132,738	\$148,638	\$206,035	100%	55.22 %

G = General Government
SR = Special Revenue
E = Enterprise
CAP = Capital Projects

WHERE THE MONEY GOES

Operational Summary

<u>Department</u>	<u>FY2014 Budget</u>	<u>% of Operating Total</u>	<u>% of Total Budget</u>
Public Works	\$41,362,000	48.6%	
Police	\$13,538,000	15.9%	
Fire	\$10,907,000	12.8%	
Health	\$3,388,000	4.0%	
Parks & Recreation	\$7,173,000	8.4%	
Planning & Community Dvlpmnt	\$3,831,000	4.5%	
Administrative Services	\$3,502,000	4.1%	
Legal	\$528,000	0.6%	
City Manager	\$436,000	0.5%	
City Council & Mayor	\$230,000	0.3%	
City Clerk	\$269,000	0.3%	
Total Major Operating Departments	<u>\$85,164,000</u>		41.3%

CIP Summary

	<u>FY2014 Budget</u>	<u>% of CIP Total</u>	
Water Protection CIP	\$92,349,000	85.7%	
CIP Sales Tax	\$11,588,000	10.8%	
Transit CIP	\$2,040,000	1.9%	
Airport CIP	\$950,000	0.9%	
Landfill CIP	\$836,000	0.8%	
Golf CIP	\$9,000	0.0%	
Total Capital Projects	<u>\$107,772,000</u>		52.3%

Other Budgeted Programs

	<u>FY2014 Budget</u>	<u>% of Other Programs Total</u>	
Special Allocation (TIF & EDC)	\$8,125,000	62.0%	
Non Department & Cell Phone	\$3,342,000	25.5%	
Gaming Financed Initiatives	\$1,117,000	8.5%	
Municipal Museums Tax	\$515,000	3.9%	
Total Other Programs	<u>\$13,099,000</u>		6.4%

Total Budget	<u><u>\$206,035,000</u></u>
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DEPARTMENT/FUND CROSSWALK

OPERATING DEPARTMENTS

FUND TOTALS

CAPITAL EXPENDITURES

Mayor & Council	\$230,000	GENERAL	
City Clerk	269,000		
City Manager's Office	436,000		
Legal Services	528,000		
Administrative Services	2,987,000		
Planning & Community Development	1,676,000		
Police	13,538,000		
Fire	10,907,000		
Public Works Admin/Eng/Streets	6,829,000		
Public Health	3,388,000		
Parks & Recreation	4,989,000		
Non-Departmental	3,342,000		
			[150,000]

SPECIAL REVENUE

Planning & Community Development	\$2,155,000	C.D.B.G	
		\$2,155,000	
Public Works (non-personnel) – Street Maintenance, Traffic, Snow/Ice	\$5,029,000	STREETS MAINTENANCE	
		\$5,029,000	
Parks & Recreation (non-personnel)– Parks Maintenance	\$1,390,000	PARKS MAINTENANCE	
		\$1,390,000	
Museum Tax Distribution	\$515,000	MUSEUM - \$515,000	[135,000] Museum Projects
Gaming Proceeds Distribution	\$1,117,000	GAMING INITIATIVES	[50,000] Gaming Funded Projects
		\$1,117,000	
TIF & Econ Development Districts	\$8,125,000	SPECIAL ALLOCATION	
		\$8,125,000	

ENTERPRISE

Parks & Recreation – Municipal Golf Course	\$794,000	MUNICIPAL GOLF	\$9,000 Golf Projects
		\$803,000	
Public Works – Airport Operations	\$680,000	AIRPORT	\$950,000 Airport Projects
		\$1,630,000	
Public Works – Parking Operations	\$412,000	PUBLIC PARKING	
		\$412,000	
Public Works – Water Projection/Sewer Line Maintenance/Utility Billing	\$20,184,000	WATER PROJECTION	\$92,349,000 Sewer Projects
		\$112,533,000	
Public Works – Mass Transit	\$5,583,000	MASS TRANSIT	\$2,040,000 Mass Transit Projects
		\$7,623,000	
Public Works – Landfill/Recycling Operations	\$3,160,000	LANDFILL	\$836,000 Landfill Projects
		\$3,996,000	

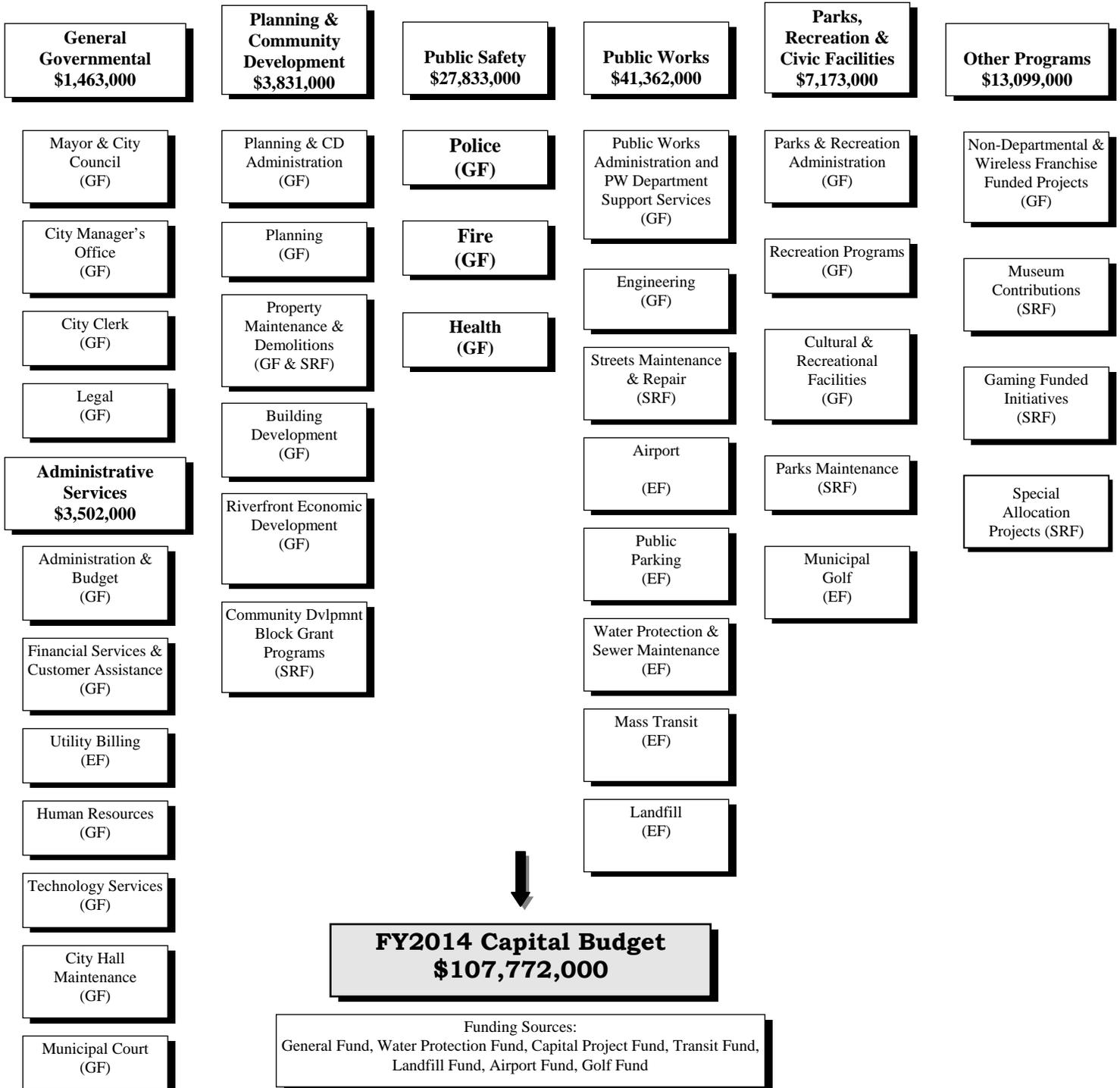
Capital Projects Fund		CAPITAL	\$11,588,000 Capital Projects
		\$11,588,000	
\$98,263,000		\$206,035,000	\$107,772,000

DEPARTMENT & FUNCTION FLOWCHART

**FY2014
Total Budget
\$206,035,000**



**FY2014 Operating Budget
\$98,263,000**



**FY2014 Capital Budget
\$107,772,000**

Funding Sources:
General Fund, Water Protection Fund, Capital Project Fund, Transit Fund,
Landfill Fund, Airport Fund, Golf Fund

ALL FUNDS --COMBINED--

Description	FY2012 Actual	FY2013		FY2014 Budget
		Adopted Budget	Estimated Actual	
Revenues				
Real Property Tax	\$8,409,888	\$7,965,595	\$8,483,669	\$8,482,910
Personal Property Tax	3,922,342	3,703,830	3,454,767	3,466,225
Other Personal Property Tax	3,818,290	3,506,957	3,706,903	3,706,920
Utility Based Franchise Tax	7,846,775	7,815,950	8,551,965	8,021,673
Sales Taxes	35,239,919	34,430,531	35,185,320	35,476,075
Licenses & Permits	1,592,902	1,604,235	1,605,835	1,605,370
Fines	1,061,241	1,069,150	1,204,250	1,319,750
Rents & Gaming Revenue	1,243,442	1,591,001	1,479,818	1,468,439
Parking Fees	119,756	117,300	117,600	118,500
Building Inspection Fees	395,171	383,500	386,000	383,500
Health User Fees	314,197	395,900	368,414	381,500
Parks/Civic/Bode/NC Facility Fees	1,199,495	1,781,886	1,707,328	1,819,560
Municipal Golf User Fees	779,918	829,975	821,900	864,300
Transit Fees	324,616	339,800	313,025	318,200
Sanitary Sewer User Fees	18,079,787	19,625,300	20,895,200	23,391,260
Landfill User Fees	3,226,131	3,352,260	3,141,760	3,163,500
Other Service Fees	1,722,496	1,667,091	1,649,780	1,647,109
Sale of Bonds/Donations/Othr Rev.	14,652,082	29,080,871	39,139,067	88,683,641
Interest Earnings	399,156	662,307	419,247	396,007
Grants & Entitlements (Intergovmntl)	14,101,414	9,847,630	14,353,220	9,761,054
Interfund Transfers-Cmptr Network	59,950	58,860	58,860	63,220
Interfund Transfers - In	9,223,772	4,666,462	5,650,195	6,166,471
	127,732,740	134,496,391	152,694,123	200,705,184
From (To) Fund Balance	6,764,784	(1,757,608)	(4,056,519)	5,330,147
Total Revenues	\$134,497,524	\$132,738,783	\$148,637,604	\$206,035,331
Expenditures				
Salaries & Wages	\$28,788,830	\$29,540,152	\$28,823,804	\$30,294,278
Employee Benefits	12,101,333	13,152,215	12,851,358	14,003,996
Materials & Supplies	4,828,883	5,104,589	5,107,459	5,387,601
Services/Utilities	28,535,589	25,568,652	30,936,375	28,736,598
Capital Outlay	2,608,701	5,085,417	4,690,675	7,990,847
Public Improvements	25,950,109	35,578,880	37,280,710	99,275,068
Debt Service	21,834,645	12,942,809	22,307,671	13,166,947
Insurance & Other	712,354	1,040,687	1,150,701	950,305
Interfund Transfers-Out	9,137,080	4,725,282	5,488,851	6,229,691
Total Expenditures	\$134,497,524	\$132,738,683	\$148,637,604	\$206,035,331

Staffing by Service/Program

Includes Regular, Part Time Employees

	<u>FY2013</u> <u>Adopted</u>	<u>FY2014</u> <u>Budget</u>	<u>Change from</u> <u>Prior Yr</u> <u>Adopted</u>
General Government & Administrative Services			
Mayor's Office/City Clerk*	3.3	3.3	0.0
City Manager	4.0	4.0	0.0
Legal	6.15	6.15	0.0
Administrative Services (including Muni Court)**	34.75	34.55	(0.2)
*Exc. 9 PT elected council, ** Exc. 1 FT elected judge	<u>48.20</u>	<u>48.00</u>	<u>(0.2)</u>
Planning & Community Development			
Planning & CD Admin	3.0	3.0	0.0
Planning	2.0	2.0	0.0
CDBG Admin & Housing/Revitalization	5.5	5.5	0.0
Property Maintenance/Demolition	10.5	10.5	0.0
Building Development	9.0	9.0	0.0
	<u>30.0</u>	<u>30.0</u>	<u>0.0</u>
Leisure & Recreation			
Parks & Rec Administration	4.0	4.0	0.0
Parks Maintenance	25.0	26.0	1.0
Rec Activities & Cultural Facilities	20.0	20.0	0.0
Golf Operations	4.0	4.0	0.0
	<u>53.0</u>	<u>54.0</u>	<u>1.0</u>
Public Safety			
Police	160.5	160.5	0.0
Fire	130.0	130.0	0.0
Health	42.80	43.00	0.2
	<u>333.30</u>	<u>333.50</u>	<u>0.2</u>
Public Works			
Public Works Admin/MPO	5.0	6.0	1.0
Engineering	9.0	10.0	1.0
Street & Sewer Support Svcs	16.0	16.0	0.0
Streets Maintenance	55.0	55.0	0.0
Aviation	6.0	6.0	0.0
Landfill/Recycling Ops	20.0	20.0	0.0
Water Protection/Sewer Mnt	78.0	78.0	0.0
Parking Operations	5.0	5.0	0.0
	<u>194.0</u>	<u>196.0</u>	<u>2.0</u>
Total Full Time Equivalents	<u>658.5</u>	<u>661.5</u>	<u>3.0</u>

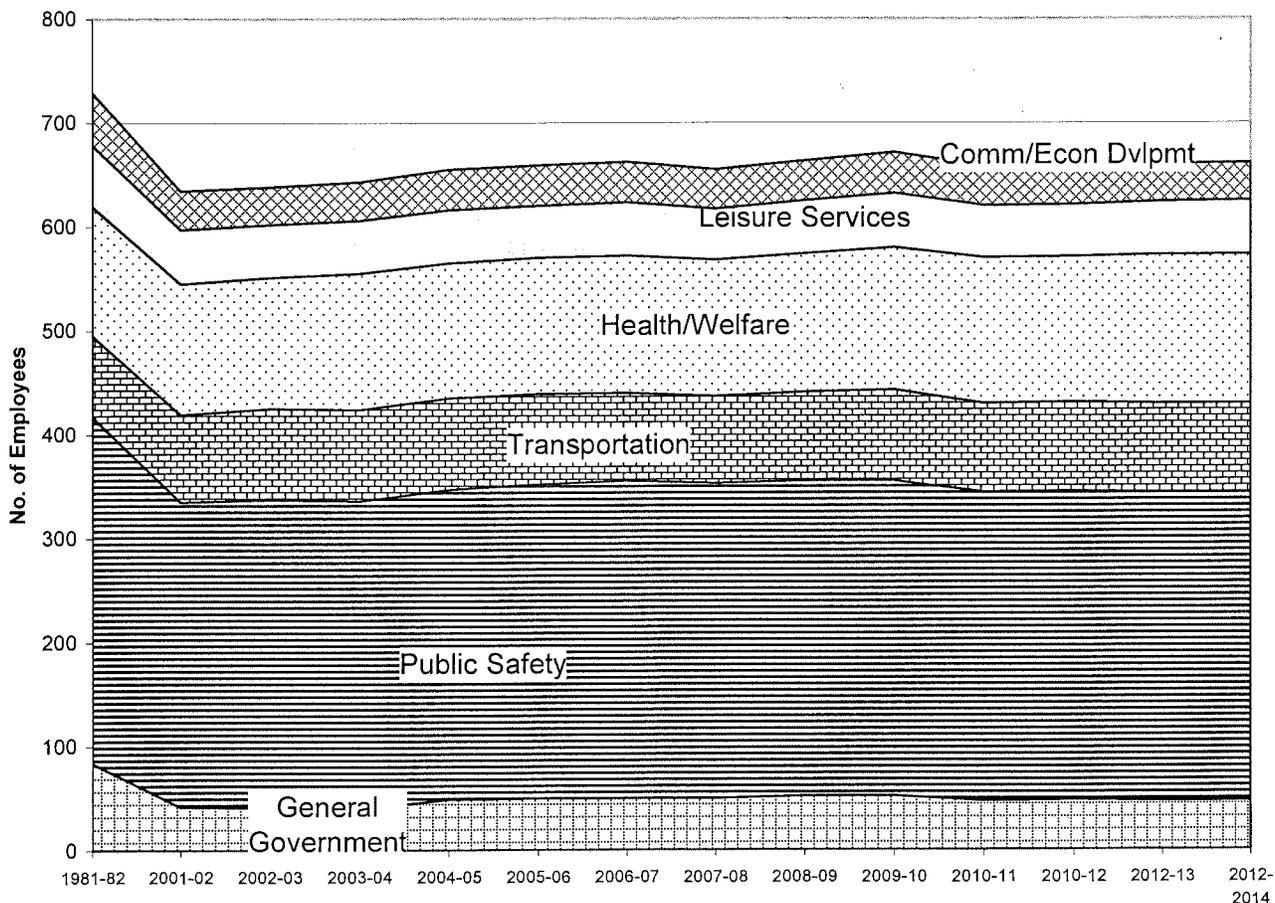
Staffing by Fund

Fund	FY2012	FY2013	FY2014
	Adopted	Adopted	Budget
General Governmental*	457	535	538
Community Development	9	8	8
Streets Maintenance**	55	0	0
Parks Maintenance**	25	0	0
Municipal Golf	3	4	4
Aviation	6	6	6
Public Parking	6	5	5
Water Protection	78	80	80
Landfill	20	20	20
	659	658	661

*Elected officials excluded (9 PT Council Members, 1 FT Municipal Judge)

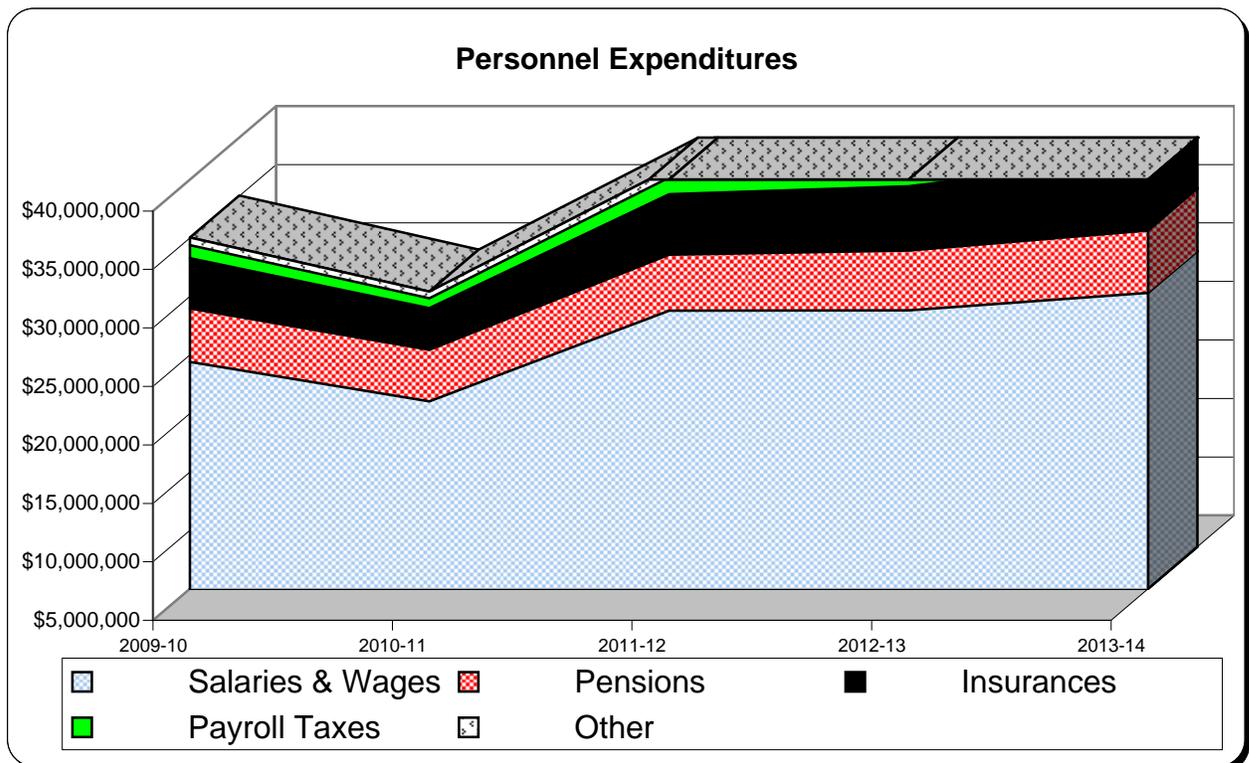
**Personnel moved into General Fund in FY13

**Ten Year History of Citywide Employment
by Function
Compared to 1981-82 High**



PERSONNEL EXPENDITURES

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Budget</u> <u>2013-14</u>
Salary & Wages	22,557,062	19,071,064	26,210,146	25,979,625	27,409,009
Overtime	1,058,375	807,287	1,206,364	1,279,574	1,251,868
FLSA OT (Firefighters)	143,768	159,110	161,840	173,000	142,800
Temporary/Part-Time Wages	312,628	694,531	895,449	1,075,363	1,151,326
Out-of-Title	138,399	105,312	135,965	120,715	142,745
Sick Buy-Back	9,742	11,315	16,890	19,141	20,145
Retired Firefighter Consultants	187,063	177,737	162,176	176,385	176,385
Total Salaries	24,407,037	21,026,356	28,788,830	28,823,803	30,294,278
Police Pension	1,987,009	1,793,279	1,729,509	1,749,230	1,732,666
Lagers Pension	2,575,732	2,606,567	3,060,986	3,360,023	3,618,355
FICA	797,233	582,385	1,039,587	1,073,613	1,127,079
FIM	312,966	263,727	374,823	395,774	422,571
ICMA Deferred Compensation	169,228	33,651	37,410	33,700	33,700
Health	3,220,277	2,687,407	3,967,132	4,249,084	4,863,039
Dental	140,009	113,311	160,526	182,933	188,671
Federal Hlth Insurance Tax	0	0	0	0	20,640
Life	89,669	68,760	92,180	110,029	110,024
Unemployment	45,919	12,793	22,717	12,661	2,750
Long Term Disability	53,974	42,380	57,674	70,129	71,382
Workers Compensation	757,742	641,655	872,313	861,224	1,034,757
Uniform Allowance	221,739	271,313	319,837	347,350	360,000
Fire EMT Allowance	0	0	19,937	21,667	23,000
Car/Mileage Allowance	44,111	48,696	58,900	66,935	64,850
Conference/Training	220,798	234,212	279,434	309,505	323,612
Total Benefits	10,636,406	9,400,136	12,092,965	12,843,857	13,997,096

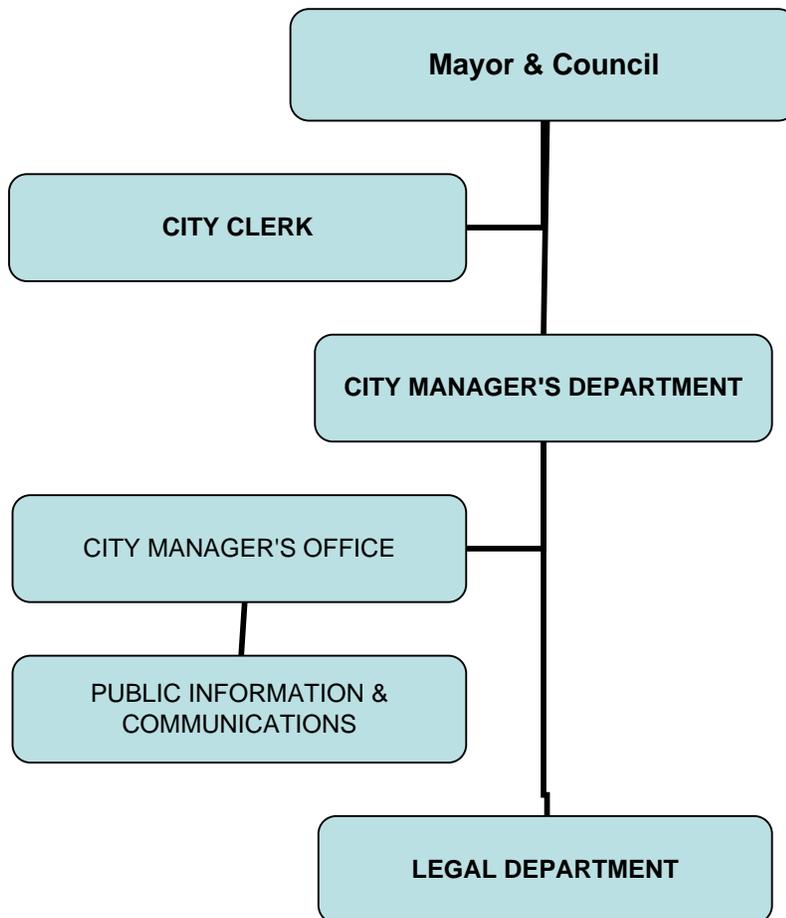


GENERAL GOVERNMENT DEPARTMENTS

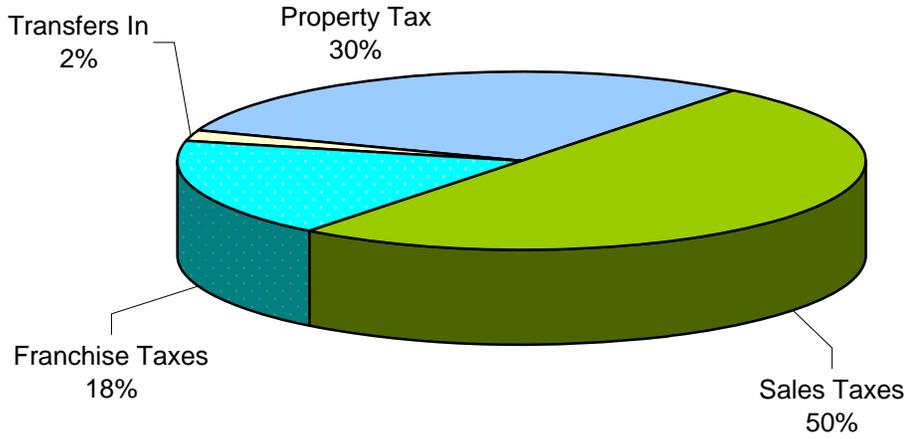
The General Governmental Departments provide the legislative and managerial services for city government.

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

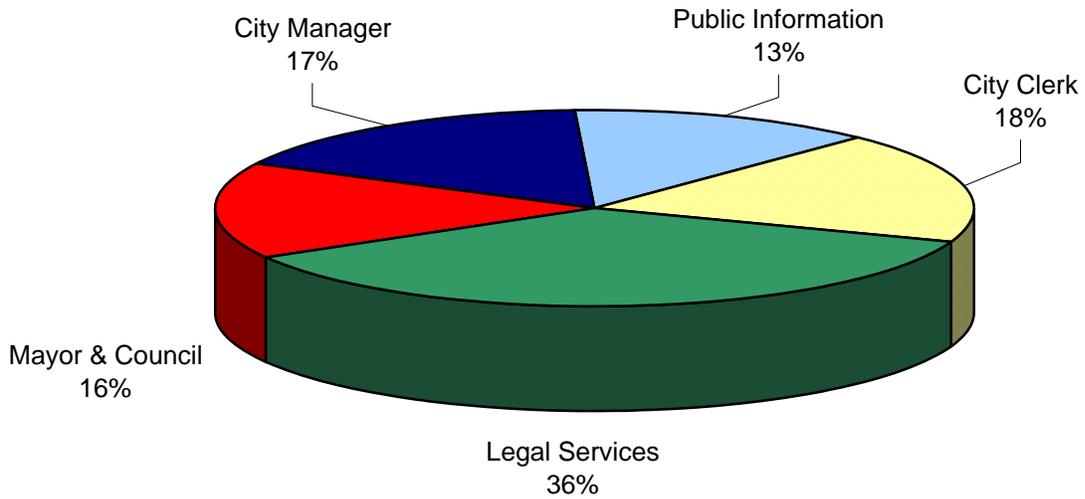
TOTAL BUDGETED RESOURCES: \$ 1,463,000



GENERAL GOVERNMENT SOURCES & USES



FUNDING SOURCES

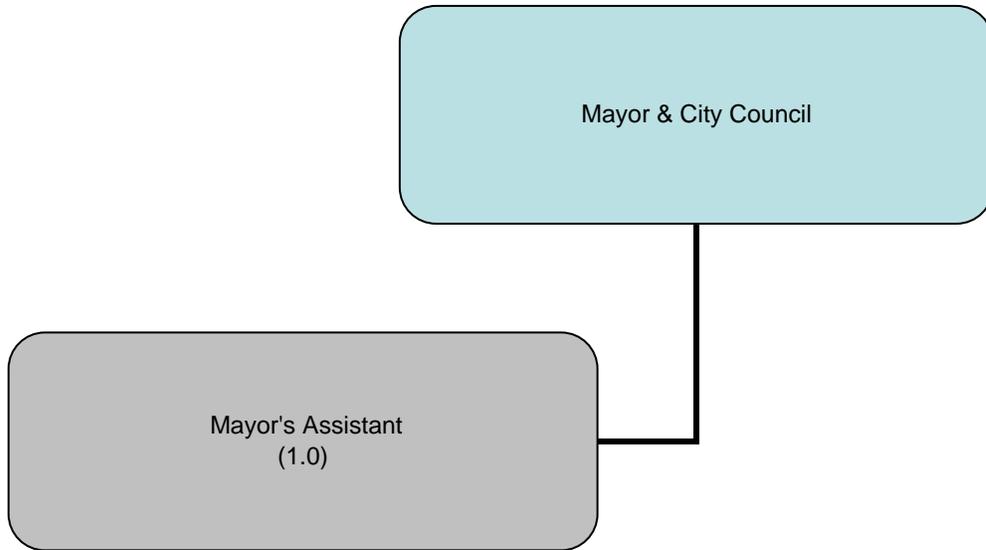


PROGRAM USES

GENERAL GOVERNMENT DEPARTMENTS SUMMARY

	2011-12	2012-13		2013-14	
	Actual	Adopted Budget	Estimated Actual	Budget	
ACCOUNT TYPE					
Salaries & Wages	734,276	770,565	767,355	767,879	
Payroll Expenses & Benefits	337,428	373,040	372,020	400,226	
Materials & Supplies	23,360	13,925	12,625	14,025	
Utilities & Other Contracted Services	311,874	164,894	139,514	166,123	
Elections	0	60,000	60,000	115,000	
	<u>1,406,938</u>	<u>1,382,424</u>	<u>1,351,514</u>	<u>1,463,253</u>	
USES BY PROGRAM					
	DEPARTMENT				
Mayor & City Council	Mayor & Council	191,800	222,528	222,528	229,758
City Clerk	City Clerk	144,083	208,573	207,728	269,311
City Manager's Office	City Manager	238,340	242,995	239,540	244,659
Public Information	City Manager	196,795	185,463	174,868	191,562
Legal Services	Legal	635,920	522,865	506,850	527,963
		<u>1,406,938</u>	<u>1,382,424</u>	<u>1,351,514</u>	<u>1,463,253</u>
FUNDING SOURCES					
General Fund	1,299,410	1,276,070	1,246,640	1,353,029	
CDBG Fund	55,043	54,784	54,457	55,638	
Water Protection Fund	25,774	25,325	24,758	26,805	
Mass Transit Fund	8,649	8,498	8,308	8,995	
Airport Fund	4,464	4,386	4,288	4,642	
Landfill Fund	8,498	8,350	8,163	8,838	
Parking Fund	5,101	5,012	4,900	5,305	
	<u>1,406,938</u>	<u>1,382,424</u>	<u>1,351,514</u>	<u>1,463,253</u>	
STAFFING SUMMARY					
Mayor & City Council	4	4	4	4	
City Clerk	2	2	2	2	
City Manager	3	2	2	2	
Public Information	2	2	2	2	
Legal Services	7	7	7	7	
	<u>18</u>	<u>17</u>	<u>17</u>	<u>17</u>	

Mayor & Council



Mayor & City Council

Mission

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

Core Services

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

Current Year Activity/Achievements

- Held approximately 74 public Council meetings and work sessions to discuss pending issues.
- Conducted four (4) City Talk meetings throughout the city limits.
- CIP Tax passed.

Budget Challenges/Planned Initiatives

- Attracting new businesses.
- Continuing Downtown and Riverfront development.
- Moving St. Jo Frontier Casino to Downtown Riverfront.
- Improve streets and infrastructure.
- Public Safety Tax initiative.

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

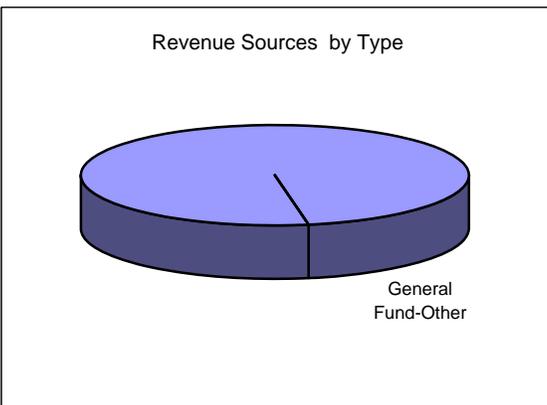
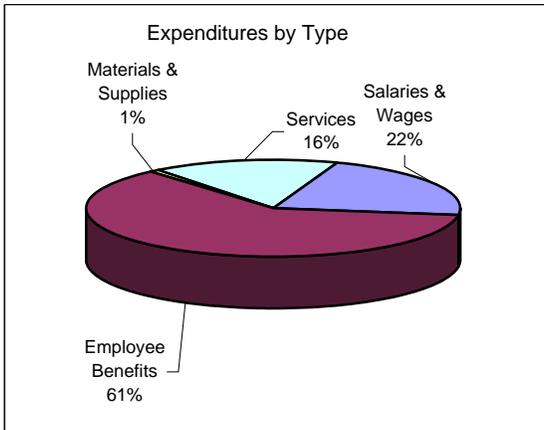
Mayor (Elected, Part Time)
 Council Members (Elected, Part Time)
 Mayor's Assistant

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
8	8	8	8
1	1	1	1
FTE: 1	1	1	1

Major Budgetary Changes & Program Highlights

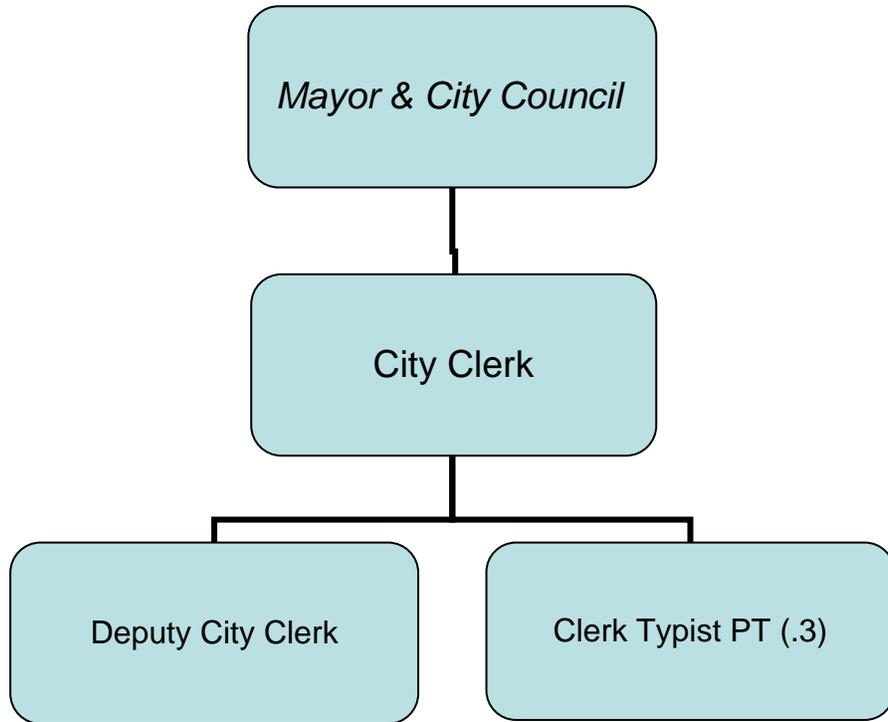
- Slight increase from FY13 due to additional expenses a council election year brings.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	49,167	49,814	49,814	49,814
Employee Benefits	116,360	134,194	134,194	140,754
Materials & Supplies	1,803	2,000	2,000	2,100
Services	24,470	36,520	36,520	37,090
Total	191,800	222,528	222,528	229,758
Revenue Sources:				
General Fund-Other	191,800	222,528	222,528	229,758
Total	191,800	222,528	222,528	229,758

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.
- Oversee City Council agenda process which includes creation of biweekly agendas, coordination of ordinances and resolutions, duplication and distribution of agenda materials to interested parties
- Prepare Council meeting and work session minutes in a timely manner.
- Prepare appointment letters and certificates of appointments for individuals nominated to serve on boards and commissions; maintain list of boards and commissions.
- Post meeting notices/agendas pursuant to Missouri law.
- Process requests for copies of public documents in a timely manner.
- 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

• Performance Statistics:

Respond to more than 784 customer requests for information annually

Number of ordinances and resolutions processed through the Council annually - 358

Number of Council meetings and work sessions held annually - 74

Supplements to the code processed and distributed - 4

Bills of Sale processed - 120

Budget Challenges/Planned Initiatives

CITY CLERK

Program 8210

Program Description

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

Staffing Detail

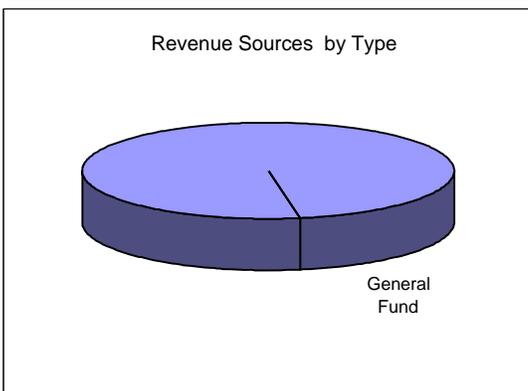
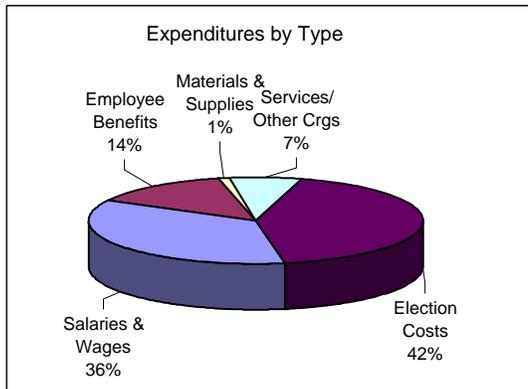
City Clerk
Deputy City Clerk
Clerk (PT)

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.3	0.3	0.3	0.3
2.3	2.3	2.3	2.3

Major Budgetary Changes & Program Highlights

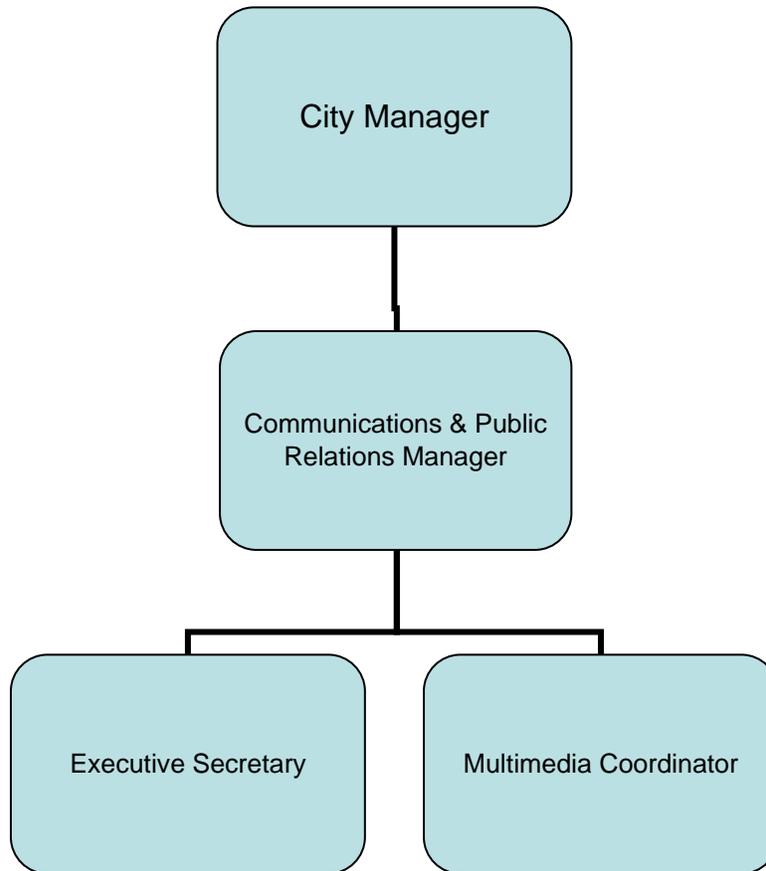
~\$150,000 budgeted in anticipation of three elections.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	93,979	96,059	96,059	96,088
Employee Benefits	28,715	31,314	31,314	36,593
Materials & Supplies	1,953	3,000	1,700	3,000
Services/ Other Crgs	19,436	18,200	18,655	18,630
Election Costs	0	60,000	60,000	115,000
Total	144,083	208,573	207,728	269,311
Revenue Sources:				
General Fund-Other	144,083	208,573	207,728	269,311
Total	144,083	208,573	207,728	269,311

CITY MANAGER'S OFFICE



City Manager

Mission

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

Core Services

- Implements Council policies and goals by assigning initiatives to department directors.
- Provides professional leadership and support on organizational issues to all city departments.
- Acts as the communication link between staff and Council, as well as creating and maintaining relationships between the City and other public and community entities.
- Utilizes the Communications Manager, Directors, and other City staff to provide timely follow-up to Council inquiries.
- Oversees the financial health of the organization. Works to maintain and improve the city's bond ratings.

Current Year Activity/Achievements

- Submit the ammonia removal project for SRF financing through the Missouri Department of Natural Resources.
- Complete a Classification / Compensation Study.
- Strengthening the relationship with the Community Alliance.
- Initiate a public dialog about the importance of investing in a proper level of maintenance of our existing public infrastructure.

Budget Challenges/Planned Initiatives

- Explore revenue sources to maintain City services, including possible Use Tax and/or Public Safety Tax.
- Initiate a baseline assessment for a strategic planning process.
- Promote Downtown Master Plan and explore Event Center concept.
- Update website format and decentralize daily maintenance and content upgrades.
- Development and implementation of a City brand.

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

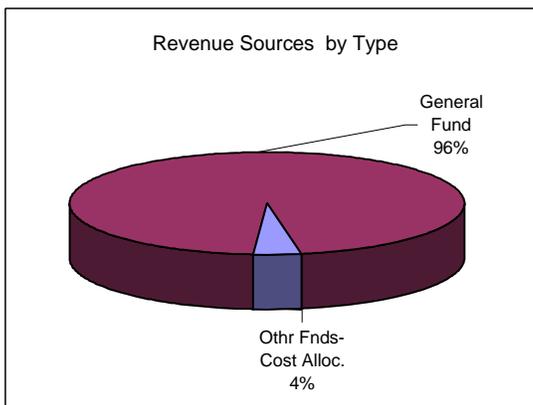
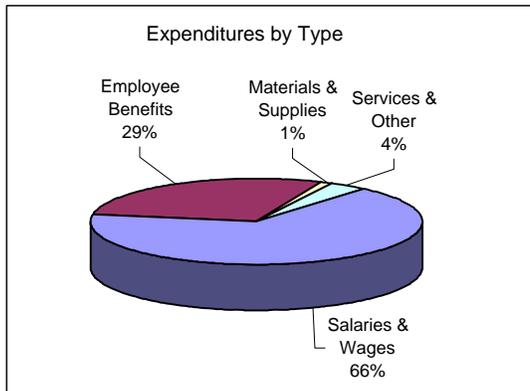
City Manager
 Project Manager
 Executive Secretary

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	0	0
1	1	1	1
3	3	2	2

Major Budgetary Changes & Program Highlights

~No major changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	164,439	165,558	162,273	162,913
Employee Benefits	64,957	65,762	65,542	70,251
Materials & Supplies	1,227	2,450	2,450	2,450
Services & Other	7,717	9,225	9,275	9,045
Total	238,340	242,995	239,540	244,659
Revenue Sources:				
Othr Fnds-Cost Alloc.	9,534	9,720	12,155	9,786
General Func	228,806	233,275	227,385	234,873
Total	238,340	242,995	239,540	244,659

Public Information Office

Mission

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

Core Services

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

Current Year Activity/Achievements

- ~Provided staff support to a number of Citizen Committees including Use Tax and Public Safety Tax.
- ~Provided staff support for Downtown revitalization.
- ~Coordinated City Council City Talk meetings.
- ~Further expanded the utilization of social media as a method of communications.
- ~Developed original programming for the City's Government Access Channel 19.
- ~Redesign of the city's website in cooperation with Technology Services.
- ~Began televising Planning Commission meetings.

Performance Statistics:

- ~Issued 50 City Weekly publications to a network of 1,300 subscribers.
- ~Issued 47 press releases.
- ~Televised 24 regular City Council meetings, and numerous public meetings.
- ~Provided multimedia production for various special events.
- ~Produced 68,254 color and 20,668 black/white copies for departments, and produced community calendars for 2013.

Budget Challenges/Planned Initiatives

- ~Create a brand for the City of St. Joseph.
- ~Complete the redesign of the City's website in cooperation with Technology Services.
- ~Maintaining effective communications with limited staffing.

PUBLIC INFORMATION & COMMUNICATIONS

Program 8320

Program Description

This division assists the City Manager and other city departments with the effective use of technology to communicate with customers, both internal and external, by assisting with the preparation of material for the City's website, programming of the City's Government Access Channel and assisting with the preparation and distribution of other types of communications.

Staffing Detail

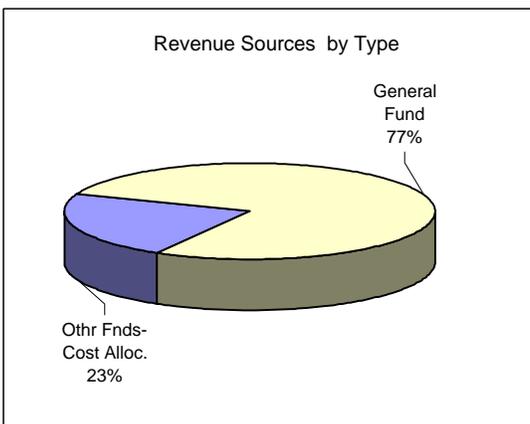
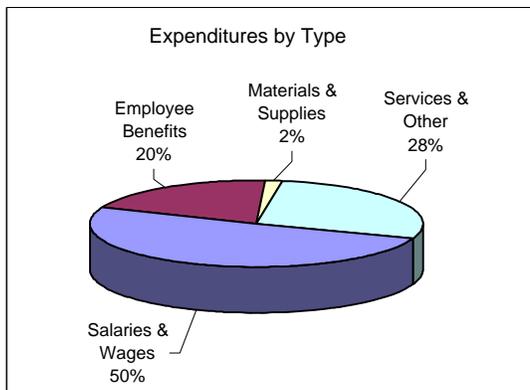
Communications & Public Relations Manager
Multi-Media Coordinatr

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

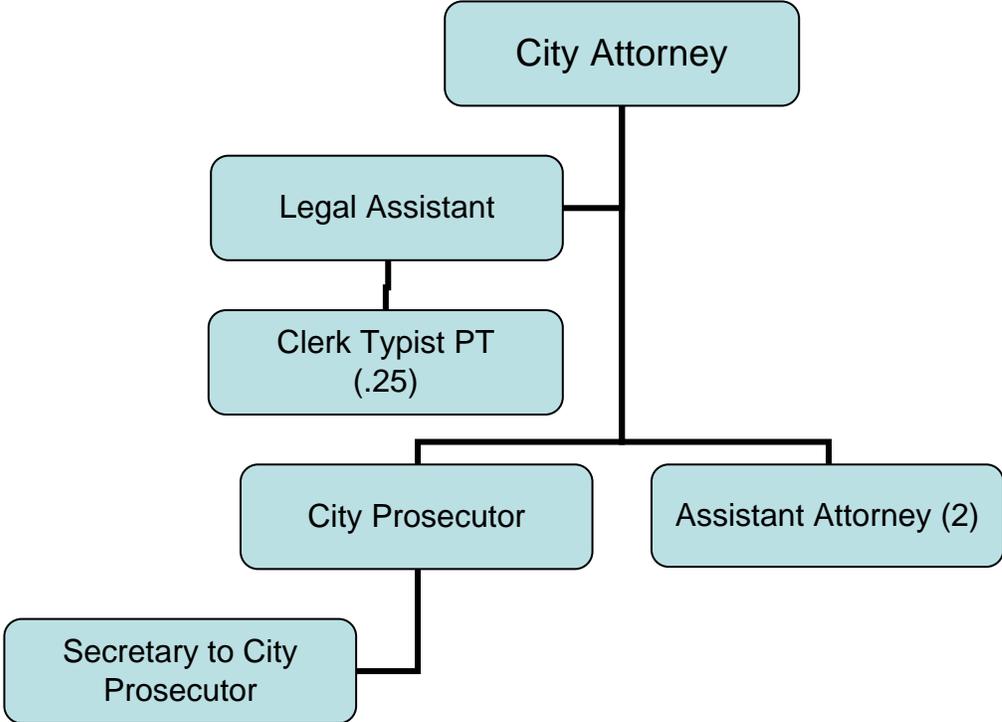
~Services category increased by \$3,000 budgeted for Employee Recognition and Retirement programs.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	87,544	96,502	96,577	96,582
Employee Benefits	30,183	35,475	34,675	38,059
Materials & Supplies	14,311	2,975	2,975	2,975
Services & Other	64,757	50,511	40,641	53,946
Total	196,795	185,463	174,868	191,562
Revenue Sources:				
Othr Fnds-Cost Alloc.	44,279	41,729	57,553	43,101
Trf from Gaming Fnd	50,000	50,000	50,000	0
General Func	102,516	93,734	67,315	148,461
Total	196,795	185,463	174,868	191,562

LEGAL SERVICES



Legal Services

Mission

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

Core Services

- Represent the City Council, City Administration, operating departments and all assigned 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 both State and Federal litigation; and/or monitor the activities of outside counsel retained to assist with litigation.
- Prosecute Municipal Court violations, including protested red-light camera citations, through the City Prosecutor, who files charges and makes recommendations, as necessary and appropriate under the applicable facts and circumstances.
- Attend regular City Council meetings.
- Attend special City Council meetings and/or work sessions, as required.
- Maintain up-to-date information on legal issues facing municipalities and ensure that the City is in compliance with newly enacted legislation, both State and Federal, if applicable.
- Assist with development of the City's official position on certain proposed legislation at the State and Federal level.
- Monitor legislation being proposed during the legislative session for purposes of keeping apprised of any legislation that might have an affect -- either positively or negatively -- on the City; advise department directors accordingly.
- Assist with the annual review and update of the City's Personnel Manual.
- Act as a member of the City's Labor Negotiation Team.

Current Year Activity/Achievements

- Participated in contract discussions with representatives of various labor unions; considered compensation requests from existing labor unions in conjunction with budget preparations.
- Attended Development Review Committee meetings for purposes of providing input and of keeping development projects on track.
- Worked in conjunction with other City staff to accommodate needs of the St. Joseph School District to maintain their schedule of completing two new school constructions prior to the start of the 2014 school year.
- Provided quarterly litigation reports to the City Council and Administration.
- Engaged in lengthy real estate negotiations related to the Eastside Sewer Project enabling the City to proceed on schedule and to maintain eligibility for SRF funding.
- Successfully acquired three easements from Burlington Northern Railroad - at appraised value - for the Whitehead Creek Stormwater project in less than 90 days, keeping the project on schedule.
- Renegotiated the Union Pacific Railroad easement for the Disinfection Facility within 120 days.
- Reviewed multiple real estate contracts for NSP projects related to the City's sale and purchase of property.
- Assisted with the Administrative Hearing process related to the City's liquor code.
- Assisted Administrative Services with the selection of two collection agencies (one for Municipal Court; one for delinquent sewer accounts); negotiated agreements with both agencies.
- Negotiated license, implementation and service agreements for sewer billing and permit management software.
- Continued negotiations related to the City's sewer system operations with state and federal regulatory agencies.
- Participated in Property Maintenance Citizens' Committee meetings and drafted extensive Code Of Ordinances revisions to implement recommendations including new administrative citations and appeals processes.

Performance Statistics:

Monitor over 50 contracts, leases and other legal documents.

Average 40-50 requests for legal assistance weekly; respond, typically, within a week of the request with the goal of responding to all requests within a two-week period of time

Budget Challenges/Planned Initiatives

Loss of one full-time Legal Assistant three years ago continues to cause strain on the department.

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

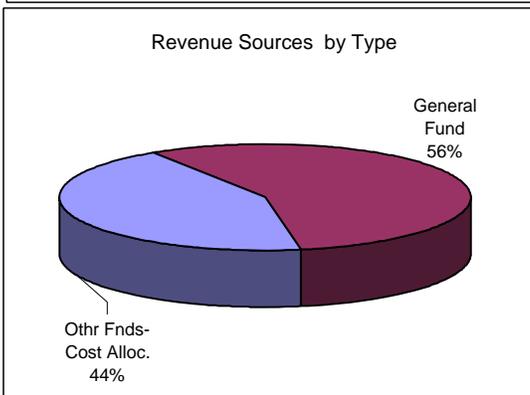
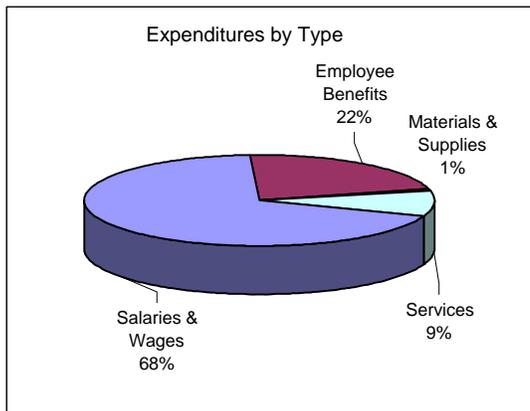
City Attorney
 Assistant City Attorney
 City Prosecutor
 Legal Assistant
 Secretary to City Prosecutor
 Clerk (PT)

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
1	1	1	1
0.02	0.02	0.02	0.02
6.02	6.02	6.02	6.02

Major Budgetary Changes & Program Highlights

~.No major changes.

Operating Budget Summary



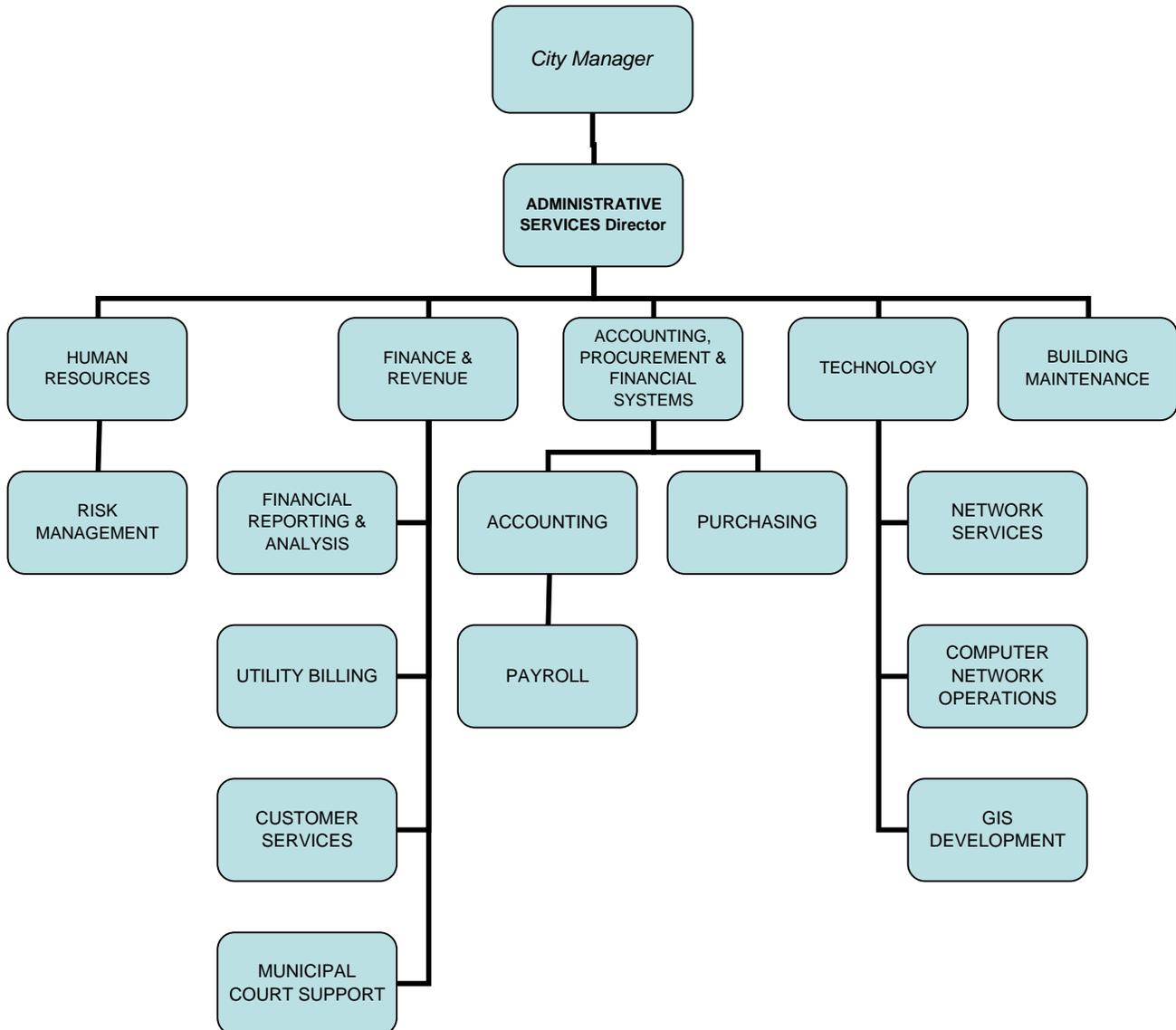
	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	339,147	362,632	362,632	362,482
Employee Benefits	97,213	106,295	106,295	114,569
Materials & Supplies	4,066	3,500	3,500	3,500
Services	195,494	50,438	34,423	47,412
Total	635,920	522,865	506,850	527,963
Revenue Sources:				
Othr Fnds-Cost Alloc.	298,612	298,783	298,783	230,192
General Func	337,308	224,082	208,067	297,771
Total	635,920	522,865	506,850	527,963

ADMINISTRATIVE SERVICES DEPARTMENT

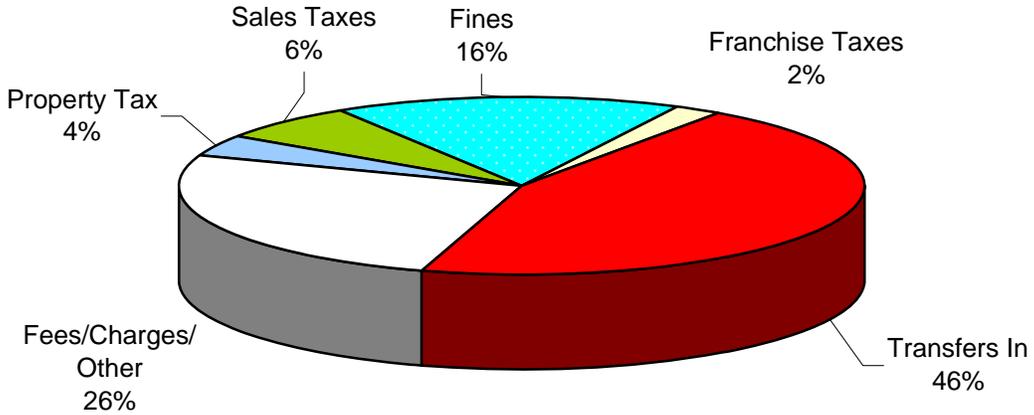
The Administrative Services Department provides staff support to other City services relating to personnel matters, financial services and analysis, technology support. The department also provides customer service in its Customer Assistance, Municipal Court and Utility Billing divisions.

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.

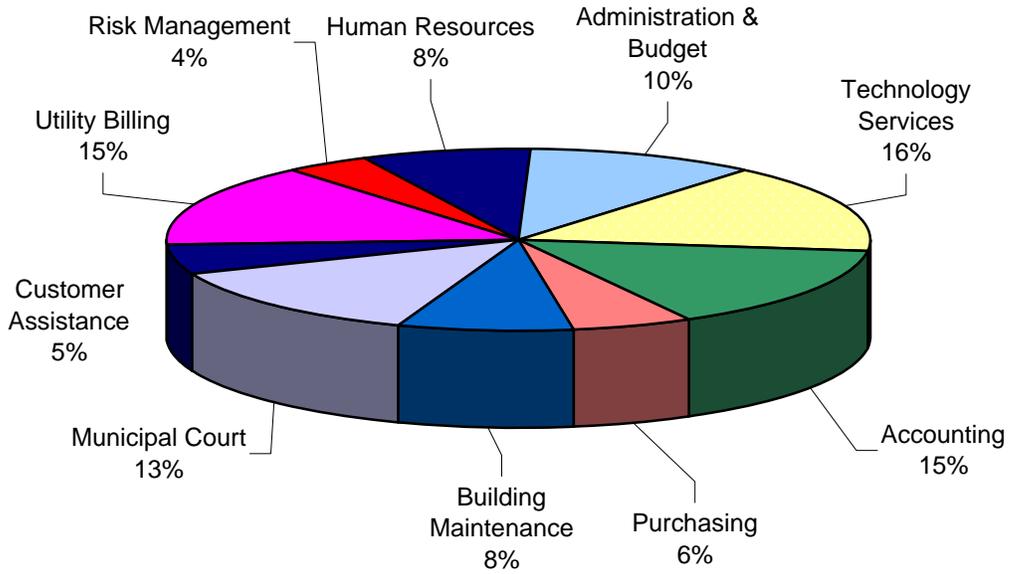
TOTAL BUDGETED RESOURCES: \$ 3,502,000



ADMINISTRATIVE SERVICES SOURCES & USES



FUNDING SOURCES



DEPARTMENT USES

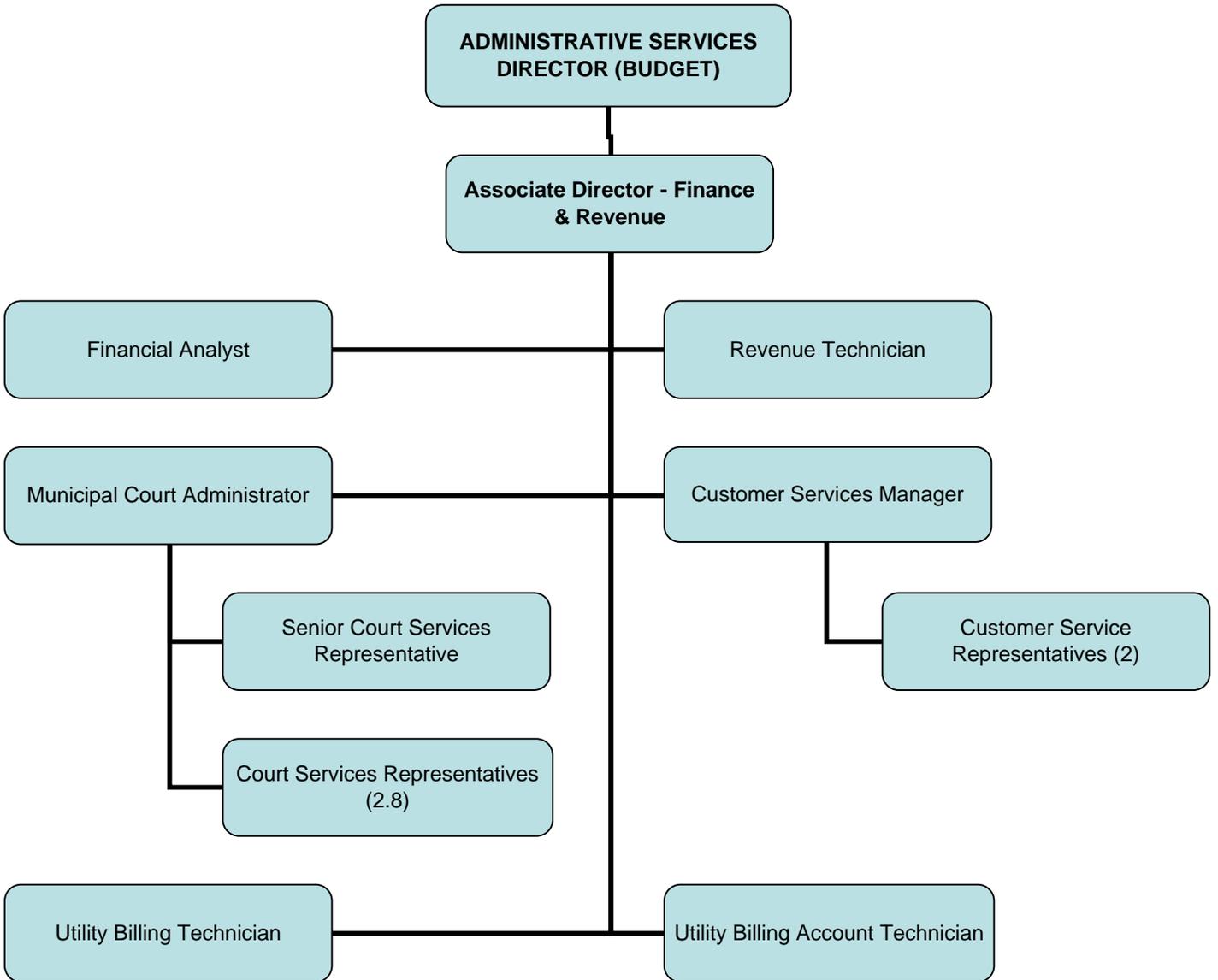
ADMINISTRATIVE SERVICES DEPARTMENTS SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
ACCOUNT TYPE				
Salaries & Wages	1,555,197	1,582,584	1,564,418	1,606,333
Payroll Expenses & Benefits	518,585	604,200	565,010	629,131
Materials & Supplies	160,728	180,965	193,794	187,065
Utilities & Other Contracted Services	596,347	648,153	1,118,857	1,079,511
Capital Outlay	13,518	17,495	0	0
	2,844,375	3,033,397	3,442,079	3,502,040
USES BY PROGRAM				
Administration & Budget	316,163	354,896	349,818	363,354
Accounting	493,765	516,777	492,700	524,493
Purchasing	183,285	192,897	187,608	199,320
Customer Services	253,664	183,124	173,169	187,011
Utility Billing (TBD)	674	167,026	605,121	515,211
Building Maintenance	270,828	270,831	278,287	282,514
Municipal Court Services	444,910	411,184	415,255	456,017
Designated Court Training	7,575	10,000	11,500	7,350
Human Resources	230,164	260,725	259,650	278,389
Risk Management	126,208	132,160	132,634	135,143
Network Services	255,483	267,627	267,327	269,601
GIS	22,323	25,800	25,650	29,950
Computer Network Operations:	239,333	240,350	243,360	253,687
	2,844,375	3,033,397	3,442,079	3,502,040
FUNDING SOURCES				
General Fund	1,879,467	2,181,280	2,151,867	2,301,738
CDBG Fund	219,170	112,009	112,009	112,009
Museum Fund	1,001	1,816	1,816	1,816
Spcl Allocation Fund	88,135	81,976	81,976	81,976
Golf Fund	21,575	34,124	34,124	34,124
Water Protection Fund	330,687	399,087	837,182	747,272
Mass Transit Fund	110,470	64,175	64,175	64,175
Airport Fund	45,175	37,758	37,758	37,758
Landfill Fund	89,535	71,750	71,750	71,750
Parking Fund	59,160	49,422	49,422	49,422
	2,844,375	3,033,397	3,442,079	3,502,040
STAFFING SUMMARY				
Administration & Budget	4	4	4	4
Accounting	6	6	6	6
Purchasing	3	3	3	3
Building Maintenance	2.75	2.75	2.75	2.75
Municipal Court Services*	5.80	6.00	6.25	5.80
Customer Services	5	3	3	3
Utility Billing	0	2	2	2
Human Resources	3	3	3	3
Risk Management	2	2	2	2
Network Services	4	4	4	4
GIS	0	0	0	0
Computer Network Operations	0	0	0	0
Full Time Equivalents:	35.6	35.8	36.0	35.55

*Does not includes 1 elected official - Municipal Judge

PROPOSED CAPITAL OUTLAY FY2014

ADMINISTRATION & BUDGET, FINANCE & REVENUE



Administration & Budget

Mission

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

Core Services

- Provide financial policy, cash management, debt management for the City.
- Monitor City's financial condition and provide financial strategies to ensure fiscal solvency.
- Prepare quarterly and annual financial reports that provide City Council, City staff and the public with the financial information necessary to make informed choices and decisions.
- Provide consistent, cohesive budget planning, implementation, and administration. Oversee preparation of the annual Operating and CIP budgets as well as the Five Year CIP plan.
- Act as part of the City's Labor Relations Negotiating Team.
- Management and control of City revenues and accounts receivable, including the financial requirements related to the City's Special Allocation Fund (TIF, TDD, CID, and EDC programs).
- Work with the Buchanan County Assessor's office to ensure compliance with Enterprise Zone, Chapter 100, Chapter 353 tax abatements
- Track and review Buchanan County annual tax billing and monthly collection reports and disbursements.
- Development of sewer reports and documenting processes. Work with Customer Assistance to provide customer convenient methods for payment of billings and questions regarding the accounts. Implement processes for 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.
- Reconcile accounts receivable, Sewer (Springbrook), Municipal Court (INCODE), and parking citation subsystems to general ledger.
- Track, review and monitor TIF reimburseable expenses to Developers per Redevelopment Agreements and prepare and file TIF Reports with the Missouri Department of Economic Development.
- Review and certify reimbursement requests for CIP and Sewer bond projects.
- Conduct Cash Handling training for city employees and supervisors to ensure safekeeping of city assets and employee safety.
- Coordinate Budget transfer process.
- Monitor daily revenue deposits of departments outside of City Hall and perform data entry of revenues into the general ledger.
- Perform quarterly monitoring of employee delinquencies for City services/fees as required by Personnel Code.

Current Year Activity/Achievements

- Provided preliminary feasibility analyses on new development proposals - Krug Park Ampitheater, Downtown Event Center, Roubidoux Development.
- Provided financial information for tax initiatives: 2013 CIP Tax and upcoming Public Safety Tax.
- Prepared annual indirect cost plan and two additional cost-of-services plans.
- Prepared Annual Budget document to reflect the City Manager's reorganization of departments.
- Worked on negotiating team for two, first-time labor contracts.
- Redesigned and rebuilt the Indirect Cost Plan to reflect changes in fund structures.
- Redesigned the Revenue Manual to reflect changes in fund structure.
- Revenue Technician certification for State MULES system to research parking ownership records to further enhance the parking fine collection process.

Budget Challenges/Planned Initiatives

- Careful monitoring of city revenues & expenditures; preparing for the challenges facing the City.
- Oversee implementation of the updated financial software system - ONEsolution.
- Contribute financial analysis and recommendations on implementation of a new employee compensation plan
- Work on updating employee job appraisal process to meet Council and Administration's goal of providing a performance component.
- Continue development of utility billing system. Monitoring information on sewer utility customers following the water company conversion to their new software system to verify all active sewer accounts receive billings.

ADMINISTRATION & BUDGET

Program 8310

Program Description

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

Staffing Detail

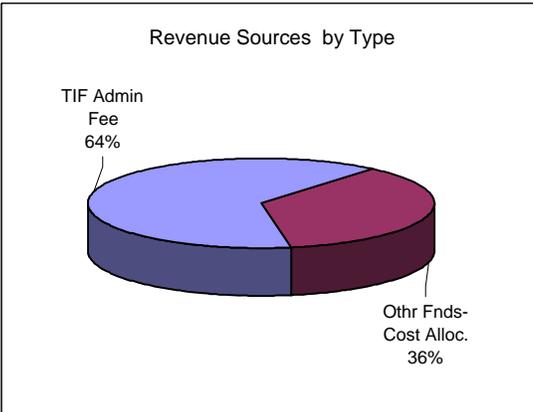
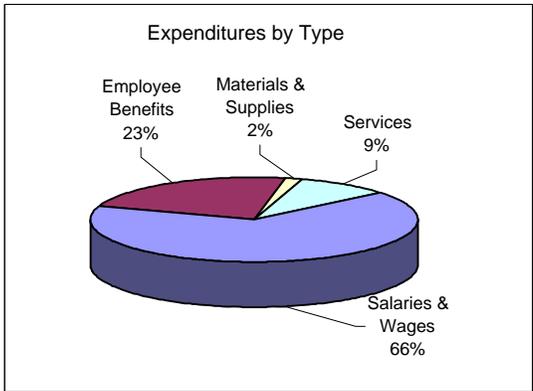
- Director of Administrative Services
- Associate Director - Finance & Revenue
- Financial Analyst
- Revenue Technician

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4

Major Budgetary Changes & Program Highlights

-No major changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	227,233	240,522	242,756	241,358
Employee Benefits	69,945	75,529	75,724	82,461
Materials & Supplies	4,855	5,400	5,640	5,800
Services	13,892	33,195	25,460	33,485
Other Charges	238	250	238	250
Total	316,163	354,896	349,818	363,354
Revenue Sources:				
TIF Admin Fee	232,190	210,000	210,000	210,000
Othr Fnds-Cost Alloc.	149,187	161,478	149,187	119,173
General Func	(65,214)	(16,582)	(9,369)	34,181
Total	316,163	354,896	349,818	363,354

Customer Assistance

Mission

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

Core Services

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

Current Year Activities/Achievements

- Continued yearly auditing of business licensing, checking for correct type of licenses
- Cleaning up of notices and unnecessary information in permits plus, in preparation of new software

• Performance Statistics:

- Issued 8,100 business, health and liquor licenses in FY12
- Issued 645 new business licenses in FY12.
- Generated \$867,000 in FY12 for business licenses.

Budget Challenges/Planned Initiatives

- **WORK MANAGEMENT SOFTWARE:** Implementation of a new, integrated work management program
 - May transition to a paperless, on-line customer service center.
 - May allow customers to apply and pay for permits, garage sale permits, etc. on-line.
 - Project approvals and scheduling status may be available on-line.
 - Email notifications may be sent out to customers when a status changes or a request is approved.
 - Activities and/or concerns throughout the city may be available to all city departments and customers.
- **UTILITY BILLING:** With the City's re-acquisition of the sewer billing function, the division has seen increased walk-in traffic from individuals who prefer paying in person. Temporary staff have been added during business license billing cycle. If customer service begins to suffer and/or during the peak business license season, additional staff may need to be hired.
- **BUSINESS LICENSING UPDATE:** Our business licensing ordinance remains severely outdated. Many of the work classifications are no longer appropriate and many new ones do not fit very well in the old scheme. Serious consideration must be given to revising the fee schedules as business practices have changed. For example: Drive throughs were not common when last updated and are now essential to our fast food industry. Considerable effort and a possible vote of the people may be required to update this ordinance.

CUSTOMER ASSISTANCE

Program 5420

Program Mission

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

Staffing Detail

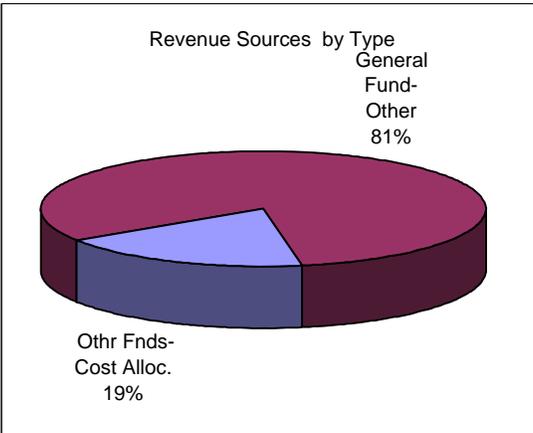
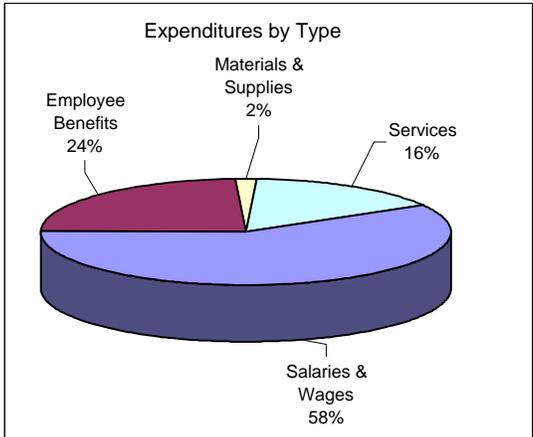
- Customer Services Manager
- Customer Services Representative
- Customer Services Representative - Utility Payments (TBD)
- Permit Clerk (Moved to Building Development program)

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
0	0	0	0
2	0	0	0
5	3	3	3

Major Budgetary Changes & Program Highlights

~No major changes.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	165,316	109,694	100,694	109,695
Employee Benefits	59,569	40,925	38,975	44,360
Materials & Supplies	2,661	3,600	3,600	3,600
Services	26,118	28,905	29,900	29,356
Total	253,664	183,124	173,169	187,011
Revenue Sources:				
Othr Fnds-Cost Alloc.	48,497	33,878	50,310	34,597
General Fund-Other	205,167	149,246	122,859	152,414
Total	253,664	183,124	173,169	187,011

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.

Core Services

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

Current Year Activities/Achievements

- Implemented in-house utility billing system in October, 2012. Contract for the chosen system was approved by City Council in May 2012.
- Implemented contracts for the utility billing system, various customer payment venues, bank lock-box services and a collection agency's services.
- Utility Billing Technician and Billing Technician hired to prepare sewer billings, handle customer service calls requiring adjustments and clarification of City Codes.

• Performance Statistics:

- ~Average Number of Bills Generated Monthly: 25,700
- ~Average Number of Sewer Monthly Payments, By Type:
 - Lockbox - 12,000
 - Web - 2,500-2,700
 - FirsTech (contracted vendor in grocery stores) - 1,000
 - City Hall Walk-ins, drop box, direct mail - 5,000
- ~Web Payment Types:
 - Credit Cards - 64.5%
 - Check - 35.5%

Budget Challenges/Planned Initiatives

- ~Prepare procedure manual regarding billings, adjustments, collections etc. regarding sewer billing/collection process.
- ~Coordinate the transition of the information flow from MAWC new software system to City billing/collection and payment processes.
- ~Further communicate the enhanced Customer Service options for sewer payments via citizen interactive voice response (IVR) system, online payments and contracted outside locations, as well as City staff's availability to answer any questions citizens may have.
- ~Continue training customer service representatives on acceptance of utility payments and on answering basic utility billing questions.
- ~Evaluate the ability of the current customer service staff to undertake the additional tasks related to receiving utility payments at the counter. Another full time or regular part-time staff assistance may be required.

UTILITY BILLING

Program 8560

Program Mission

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

Staffing Detail

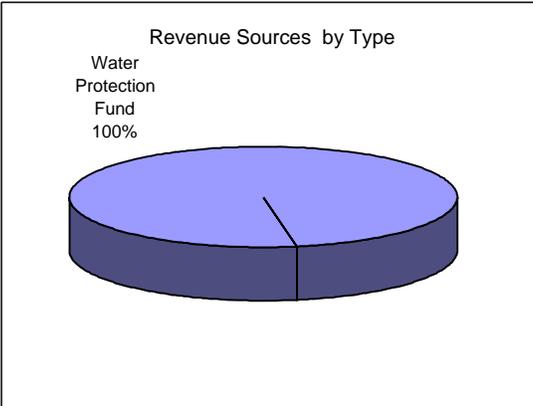
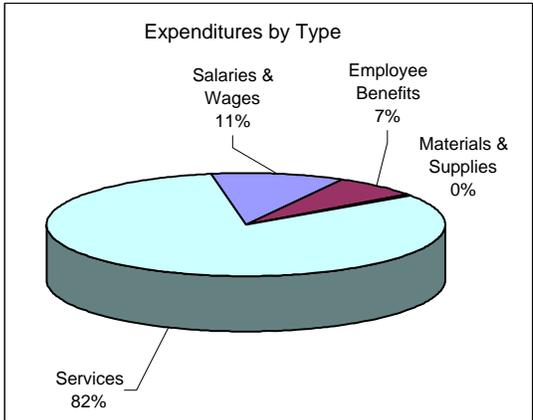
Utility Billing Technician
 Utility Billing Account Technician
 PT/Temp Customer Services Representative - Utility Payments

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	1	1	1
0	1	1	1
0	0.5	0.5	0.5
0	2.5	2.5	2.5

Major Budgetary Changes & Program Highlights

- ~As of October 2012, the City took over billing its sewer customers from the water company. Going to an outside party for the billing was explored. However, taking over the billing in-house was deemed less expensive and more conducive to good customer service. The upfront cost of new billing hardware/software was experienced in FY2013. The FY2014 budget should be representative of on-going costs.
- ~The Benefits category include \$10,000 for on-going training of staff in the various software programs and for other staff in the Accela work management system.
- ~Largest cost of the program is in te on-going licensing for the various software program which allow multiple customer options in paying their bills - web-based, lockbox, IVR, etc.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	0	53,788	51,788	55,681
Employee Benefits	674	63,423	31,478	35,666
Materials & Supplies	0	3,650	10,500	2,500
Services	0	28,670	511,355	421,364
Capital Outlay	0	17,495	0	0
Total	674	167,026	605,121	515,211
Revenue Sources:				
Water Protection Func	674	167,026	605,121	515,211
Total	674	167,026	605,121	515,211

Municipal Court Services

Mission

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

Core Services

- Management, collection and control of Municipal Court revenues and accounts receivables - general financial oversight of Municipal Court.
- Prepare warrants, failure-to-appear notices and subpoenas.
- Initiate suspension letters to defendants for failure to appear on traffic violations in court. Initiating suspension of driver's license with Missouri Department of Revenue if defendant fails to comply within 30 days.
- 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.
- Coordinate 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).
- Provide Municipal Court Judge and substitute judges with training necessary for Certification.
- Provide staff training necessary for obtaining and continuing education required for certification from Missouri Association for Court Administration (MACA).
- Coordinate scheduling of substitute judges in the Municipal Court Judge's absence.

Current Year Activity/Achievements

- Implemented process for interface between Police Department's New World System and INCODE to update the systems for warrant issuance and download of new citations issued.
- Coordinated new court calendar which gives Property Maintenance, and Animal Control cases their own dockets.
- Began migration toward a paperless environment to alleviate storage problems for closed cases by purchasing a scanner.
- Minimized budget necessary for paper by combining information on defendant forms.

Budget Challenges/Planned Initiatives

- Research and implement solution for storage of citation data as required by State Statute.
- Coordinate transfer of past due accounts to contracted collection agency to increase collection of delinquent defendant pay orders, reducing the number of warrants for SJPD to try to serve.
- Develop procedures for monitoring those outside collections.
- Develop procedures for processing of proposed hearings for Red Light Camera citations as they occur.
- Explore the possibility of online citation inquiry access to attorneys and defendants for court dates and times to reduce the number of telephone calls coming in to Court staff.
- Complete the "paperless court" process with the hardware & software provided for in the FY13 budget.

MUNICIPAL COURT

Program 2710

Program Description

Municipal Court protects the safety and welfare of the citizens of St. Joseph and 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 Financial 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

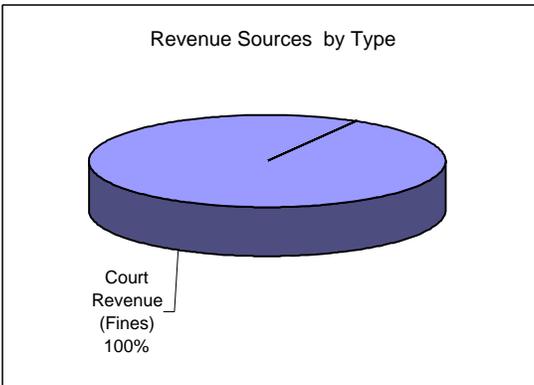
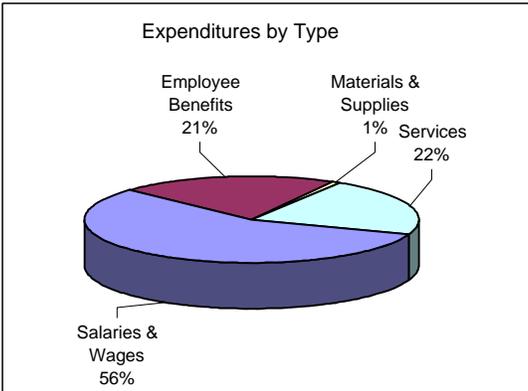
- Municipal Court Judge (elected)
- Municipal Court Administrator
- Senior Court Svcs Representative
- Court Services Representative
- Substitute Judges (PT) less than 100 hours per year
- Court Services Rep (32 hrs/wk)

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
3	3	2	2
0	0	0	0
0.8	0	1.25	0.8
6.8	6	6.25	5.8

Major Budgetary Changes & Program Highlights

The Court has been trying various approaches to maintaining its often quickly overturning staff members - from a full time court services clerk to temporary staffing to a part-time with benefits position. The latter option is the one currently employed, thus the increase in Employee Benefit category.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	251,866	237,454	232,955	256,530
Employee Benefits	77,741	80,119	75,894	97,200
Materials & Supplies	6,858	3,225	5,720	3,225
Services	108,445	90,386	100,686	99,062
Total	444,910	411,184	415,255	456,017
Revenue Sources:				
Interest & Other	913	750	750	700
Court Revenue (Fines)	443,997	410,434	414,505	455,317
Total	444,910	411,184	415,255	456,017

MUNICIPAL COURT DESIGNATED

Program 8580

Program Description

This program accounts for the revenues and expenditures in the Financial 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 training, the revenues and expenditures are being tracked in this program.

Staffing Detail

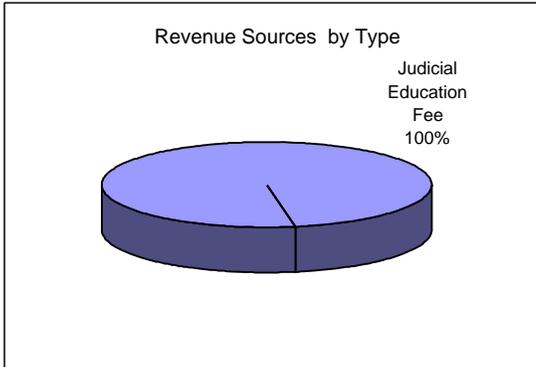
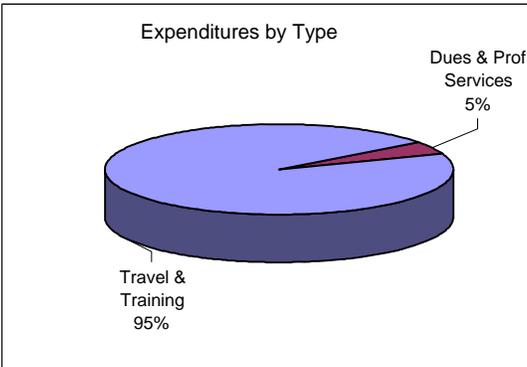
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	

Major Budgetary Changes & Program Highlights

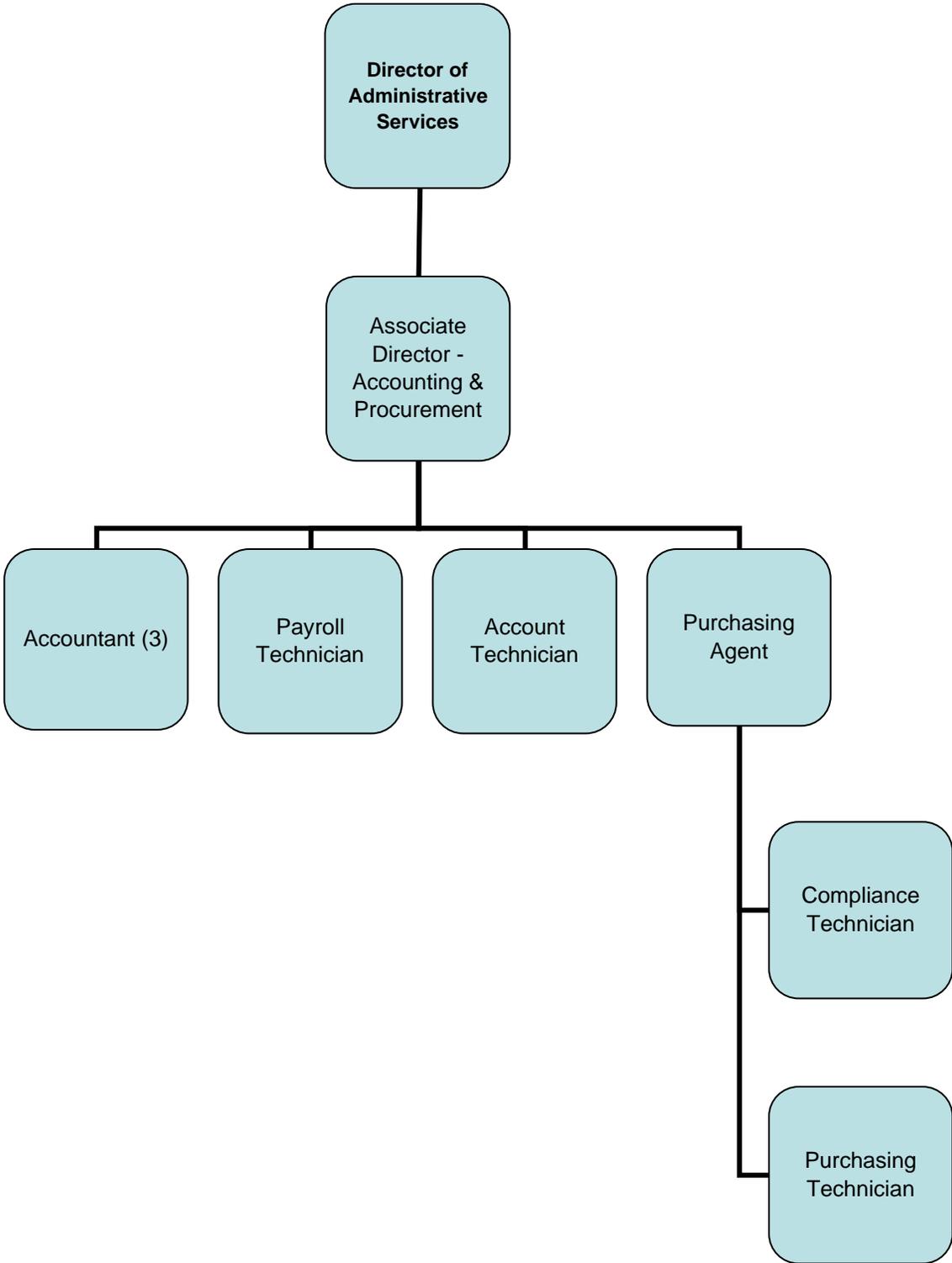
~ Last year a change in state law allowed prisoner costs to be charged to this account. This year another change will allow a portion of the fund be set aside to supply a public defender to an indigent defendant if so requested. Exact amount of the dollar split has not been determined by the Municipal Judge.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Travel & Training	7,575	7,000	8,500	7,000
Dues & Prof Services	0	3,000	3,000	350
Total	7,575	10,000	11,500	7,350
Revenue Sources:				
Judicial Education Fee	12,486	16,000	10,000	10,000
Total	12,486	16,000	10,000	10,000

ACCOUNTING, PROCUREMENT, FINANCIAL SYSTEMS



Accounting

Mission

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

Core Services

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

Current Year Activity/Achievements

- Received an unqualified (clean) audit opinion on the City's CAFR and received the GFOA distinguished CAFR Reporting award for the 22nd consecutive year.
- Reconcile 27 funds including the General fund, eight (8) special revenue funds, 1 capital project fund, six (6) enterprise funds, 1 internal service fund, six (7) trust and agency funds.
- Working with the city's financial software vendor to enhance and improve the City's financial software.
- Selected Banking, Procurement/AP Card, Merchant Service, and Lockbox Service contracts for recommendation to City Council for the next five (5) years.
- Recorded the MDFB Series 2012B Bond (Refunding the MDFB 2004B Series) and MDFB Series 2012C (Refunding the MDFB 2004C Series) Sewer Bond issues.
- Recorded the State Revolving Fund Direct Loan offered by Department of Natural Resources.

Performance Statistics:

- Monitor police pension's \$28,461,827 investment portfolio.
- Reconciled 53 federal grants totaling \$ 14,130,514 with 7 major programs.
- Diversified up to a \$45,000,000 investment portfolio.
- Inventoried 2,007 capital assets.
- Debt compliance with total debt service requirements of \$144,890,788
- Control 230 procurement cards and accounts.
- Process 77 community development loans.
- Processed payroll for 649 full time employees and 37 part time employees.

Budget Challenges/Planned Initiatives

Planned Initiatives:

- Continue to assure migration from IFAS to OneSolution financial software system a smooth one.
- Upcoming CAFR will require compliance with GASB issued Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, GASB issued Statement No. 61, *The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14 and No. 34* and GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.

ACCOUNTING

Program 8540

Program Description

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

Staffing Detail

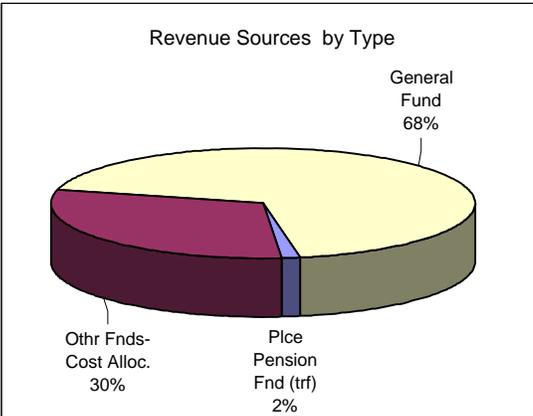
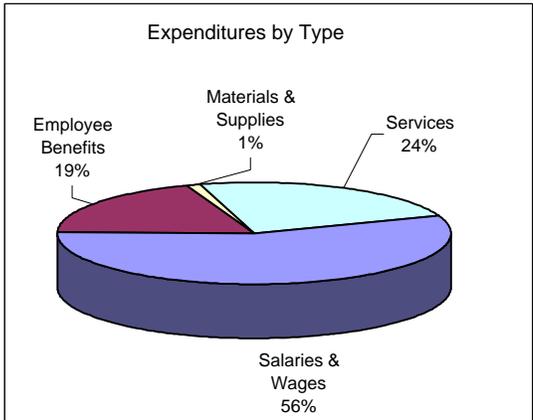
Accounting Manager
 Associate Director - Accounting & Procurement
 Accounting Supervisor
 Accountant
 Account Technician
 Payroll Technician

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	0	0	0
0	1	1	1
1	1	0	0
2	2	3	3
1	1	1	1
1	1	1	1
6	6	6	6

Major Budgetary Changes & Program Highlights

- ~Salary & Wages have actually been reduced by \$2,700 with the voluntary demotion to Accountant the Accounting Supervisor requested. However, the FY2014 budget includes \$3,200 for two longevity payments to staff members, masking the actual salary decline.
- ~The Police Pension Fund will reimburse the General Fund approximately \$8,000 for the costs of its annual audit.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	284,723	291,685	289,685	292,220
Employee Benefits	85,438	93,622	93,272	101,298
Materials & Supplies	5,074	5,000	6,008	5,000
Services	118,530	126,470	103,735	125,975
Total	493,765	516,777	492,700	524,493
Revenue Sources:				
Plice Pension Fnd (trf)	5,305	4,500	8,180	8,000
Othr Fnds-Cost Alloc.	345,660	158,407	158,407	158,407
General Func	142,800	353,870	326,113	358,086
Total	493,765	516,777	492,700	524,493

Purchasing Division

Mission

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

- Processed 137 bids and contract awards within three working days
- Processed over 26,061 accounts payable transactions
- Developed "front end" documents for 31 projects.
- Use of city procurement card for payment of large vendor invoices generated \$20,955 of revenue in the prior calendar year.
- Performed payroll audits and on-site visits on 49 on-going projects to ensure compliance with Federal and State prevailing guidelines on projects involving city and federal funds.
- Current bid opportunities and bid results are now being posted on the City website making it easier for vendors to download specifications which aren't construction related.
- Organized a City Auction for sale of surplus property from all City Departments.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Rising postage and advertising costs put a strain on our budget.

Planned Initiatives:

- Looking into on-line bidding
- Looking into outsourcing delivery of product to the City to reduce cost of freight charges on items being shipped to the City.

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

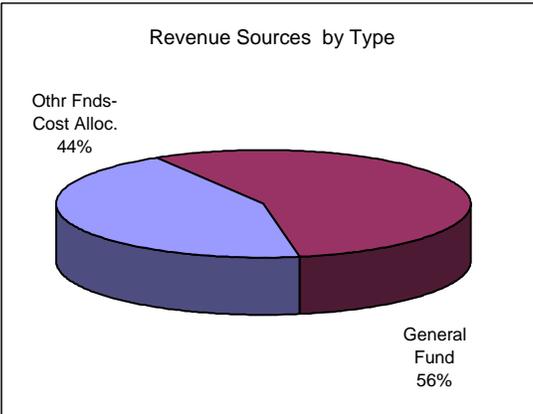
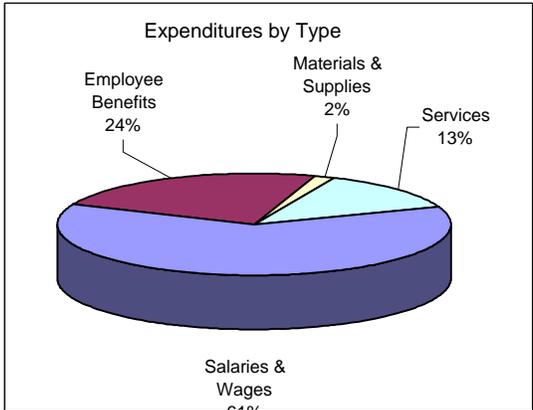
Purchasing Agent
 Compliance Technician
 Account Technician

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

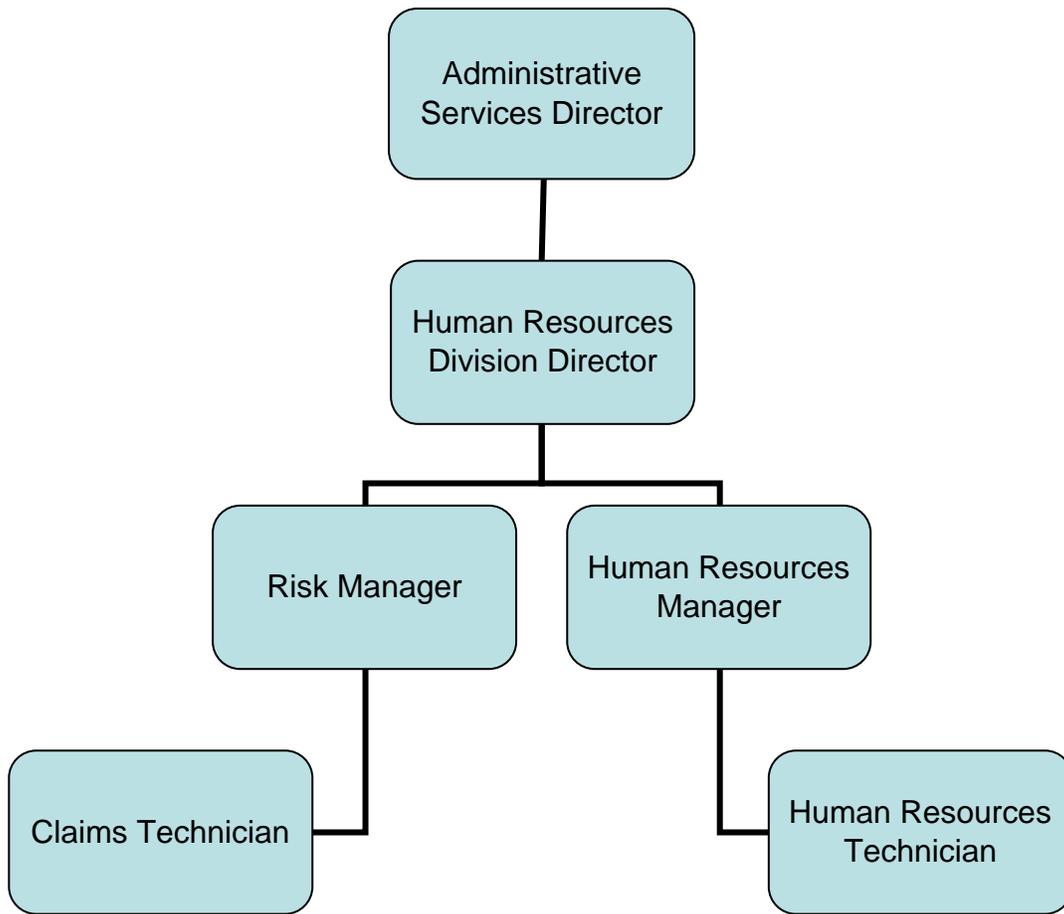
~The Services Category increased by \$3,000 to try to stay even with the costs of advertising for bids and RFP's.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	117,411	123,230	118,730	123,230
Employee Benefits	39,611	44,742	42,552	47,290
Materials & Supplies	1,756	2,400	3,436	3,400
Services	23,838	22,425	22,790	25,300
Other Charges	669	100	100	100
Total	183,285	192,897	187,608	199,320
Revenue Sources:				
Otr Fnds-Cost Alloc.	149,094	85,000	85,000	88,221
General Func	34,191	107,897	102,608	111,099
Total	183,285	192,897	187,608	199,320

HUMAN RESOURCES



Human Resources

Mission

To support City management in securing and maintaining a qualified workforce to complement the City in meeting its goal of maintaining a high level of quality services.

Core Services

- Conduct all position recruitments including advertising, screening, and testing.
- Maintain Human Resources Information System and other database systems for employees and retirees.
- Administer an employee benefit package including bids, renewals and open enrollment periods.
- Provide New Employee Orientation by educating the employees on benefits and policies.
- Maintain city-wide classification system as well as assisting with the preparation and maintenance of job descriptions.
- Oversee policy administration, maintenance of HR records, employment and labor laws, and all other HR functions.
- Annually review and update the Personnel Manual to ensure the Manual reflects the needs of the City while maintaining legal aspects in dealing with personnel policies.
- Coordinate mandated training.
- Maintain labor relations and participate on the City's Labor Relations Negotiating Teams.
- Provide direction and assistance to departments on policies, procedures, disciplinary matters, hiring procedures, etc.
- Coordinate employee benefit events (e.g. Benefits Fair, 457 presentations, MOST presentations)
- Encourage wellness through events such as Health Screenings, Health Risk Assessment, Flu Shot Clinics, Webinars, Points to Blue, National Walk at Lunch, etc.
- Coordinate employee leaves including but not limited to Family & Medical Leave Act absences.
- Ensure performance evaluations are completed and processed yearly and as circumstances require.
- Process all personnel actions and the various tasks associated with each.

Current Year Activity/Achievements

- Implemented a new applicant tracking system.
- Collaborated with Springsted on classification and compensation study.
- Contributed as part of the Labor Negotiating Teams.
- Conducted police entry level written and physical agility tests and fire entry level written test.
- Conducted police and fire promotional level testing.
- Performed annual Personnel Manual review and revisions, adopted by Council in October 2012.
- Worked with CBIZ insurance broker to rebid group life/AD&D insurance. EMC was awarded bid with coverage effective 7/1/13.
- Worked with CBIZ insurance broker to rebid group long term disability insurance. Cigna was awarded bid with coverage effective 7/1/13.
- Worked with CBIZ insurance broker to rebid group dental insurance. Ameritas was awarded bid with coverage effective 7/1/13.
- Worked with CBIZ to rebid health insurance. Blue Cross Blue Shield was awarded bid with coverage effective 7/1/13.
- Continued to offer wellness incentive program through Points to Blue provided by Blue Cross Blue Shield.
- Provided annual wellness events to employees including Health/Benefit Fair and flu shot clinics.
- Arranged presentations and employee meetings with benefit vendors (457 and MOST plans).
- Introduced ROTH IRA's payroll deductions through our ICMA-RC plan.
- Administered employee benefit plans: health, dental, life, LTD, supplemental life, Colonial Cancer, universal life, dependent life, three pension plans, FLEX, DECAF, EAP, etc. and reconciled monthly statements.
- Staff participated throughout the year in educational forums to keep abreast of employment law changes.
- Advised employees and supervisors on policies, procedures, & benefit inquiries.
- Advised retirees on benefit options.
- Advised and assisted supervisors with disciplinary and other employment related issues.

Performance Statistics:

- Administered eight entry level and promotional tests.
- Processed over 3,100 applications
- Posted 110 jobs.
- In-processed 80 full time new hires and 155 part-time new hires.
- Reviewed 667 performance appraisals
- Facilitated 36 retirement applications.
- Processed 152 requests for FMLA.
- Processed 507 personnel actions.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Accomplish increased work requirements with decreased staffing.
- Sustain current level of employee benefits while complying with health care reform.

Planned Initiatives:

- Contribute insights to the employee compensation plan and technology solution for administering same.
- Meet the increased regulatory compliance in light of heightened government enforcement.
- Continue to prepare for conversion to OneSolution.

HUMAN RESOURCES

Program 8620

Program Mission

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

Staffing Detail

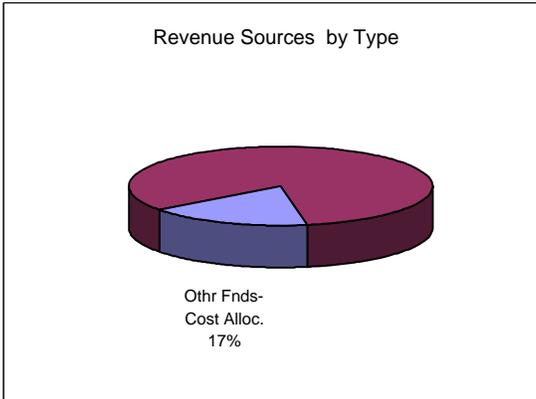
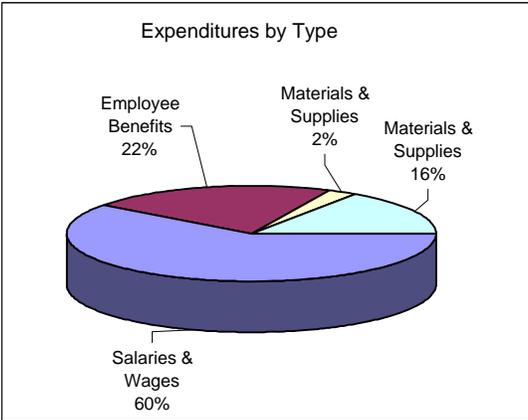
- Director of Human Resources
- Human Resources Division Director
- HR Manager
- HR Technician

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	0	0
0	0	1	1
1	1	1	1
1	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

~The \$10,000 increase in the Services category stems from an additional \$1,000 in the Advertising line item and \$9,000 for the license/maintenance fee on the new NeoGov applicant tracking system.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	158,623	165,065	167,665	168,065
Employee Benefits	47,298	55,455	54,105	60,234
Materials & Supplies	3,124	6,900	5,000	6,900
Services	21,119	33,305	32,880	43,190
Total	230,164	260,725	259,650	278,389
Revenue Sources:				
Othr Fnds-Cost Alloc.	163,913	50,003	50,003	48,558
General Func	66,251	210,722	209,647	229,831
Total	230,164	260,725	259,650	278,389

Risk Management

Mission

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

Core Services

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

Current Year Activity/Achievements

- Worked with agents and insurance companies to process property/casualty renewals.
- Conducted site visits and interviews for investigation of claims.
- Attended meetings and worksessions 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, authorize 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.
- Continued ongoing supervisory drug & alcohol training program across all departments.
- Conducted training for new employees and other employee groups.
- Developed and communicated informational and incident reporting resources to staff.

Performance Statistics:

- Responded to 37 liability claims (FY13 YTD)
- Processed 10 liability subrogation claims (FY13 YTD)
- Processed 167 employee injury incidents (FY13 YTD)

Budget Challenges/Planned Initiatives

Budget Challenges:

- Establishing an effective and sustainable Safety/Loss Control Program, including training with limited staffing.
- Effective incident investigation with limited staffing.

Planned Initiatives:

- Obtain quotes or conduct RFP for Drug and Alcohol Testing Services to ensure competitive rates and performance.

RISK MANAGEMENT

Program 8650

Program Mission

Staff works to reduce the City's exposure to insurance risk (loss) through aggressive management of the City's Property/Casualty insurance program, the self-funded workers' compensation program, the city's Loss Control Program, Drug/Alcohol Testing Program and the employee Wellness Program.

Staffing Detail

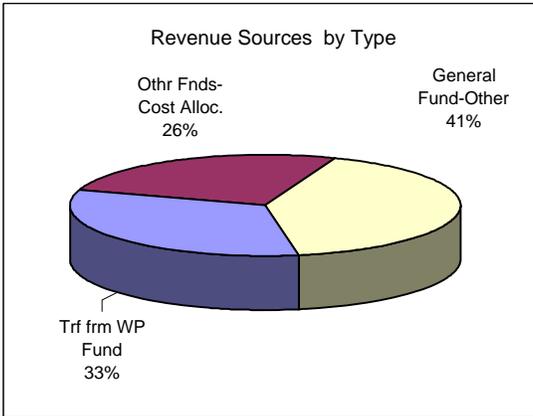
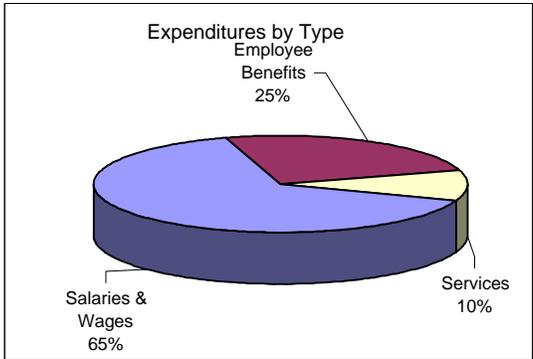
Risk Manager
 Claims Technician

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

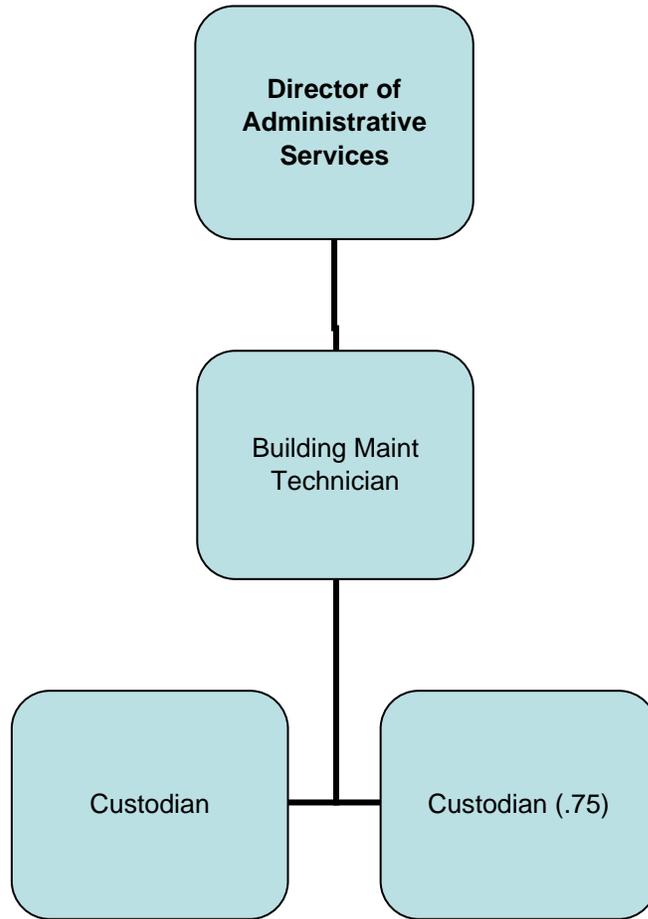
~No major changes.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	84,262	86,901	85,900	87,432
Employee Benefits	28,492	31,354	32,829	33,871
Services	13,454	13,905	13,905	13,840
Total	126,208	132,160	132,634	135,143
Revenue Sources:				
Trf frm WP Fund	34,830	43,330	43,330	44,192
Othr Fnds-Cost Alloc.	81,497	46,150	46,150	35,149
General Fund-Other	9,881	42,680	43,154	55,802
Total	126,208	132,160	132,634	135,143

BUILDING MAINTENANCE



Building Maintenance

Mission

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

Core Services

- Maintain a clean orderly, safe, comfortable and aesthetically pleasing work environment at City Hall.
- Review existing custodial activities and recommend improvements if appropriate
- Work with the Risk Manager and Fire Marshal in doing annual safety checks of the building.
- Complete capital improvement upgrades to City Hall as scheduled in the CIP or operating budgets.
- Monitor the building's heating and cooling systems for maximum efficiency.
- Maintain efficient use of storage space in the basement.
- Develop a landscaping design for City Hall, purchase and plant annually.

Current Year Activity/Achievements

- Annual inspections for boiler, air conditioning system, and elevator system passed.
- No accident reports filed or workers compensation claims upheld for City Hall building related injuries.

- **Performance Statistics:**

Number of work orders completed: 175

98% of building maintenance work orders completed within 5 working days.

Budget Challenges/Planned Initiatives

A new dumpster enclosure will be completed by spring/summer of 2013.

Several areas within City Hall will be repainted.

First floor conference room will be remodeled per the request of the City Manager's Office with paint, new tables and chairs and vertical blinds.

Line item accounts for M&R of Buildings, Minor Equipment and Other Supplies have been increased as the result of unexpected purchases (flags, blinds, remodeling) in several areas.

BUILDING MAINTENANCE

Program 8710

Program Description

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

Staffing Detail

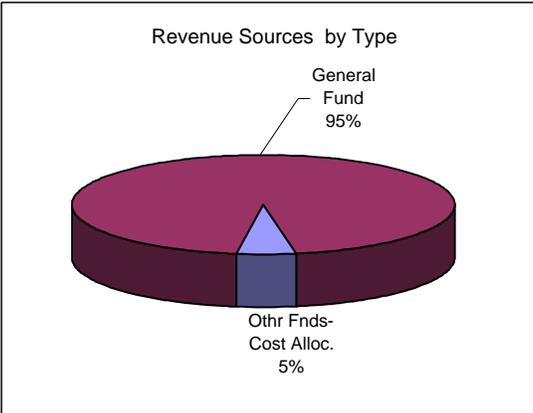
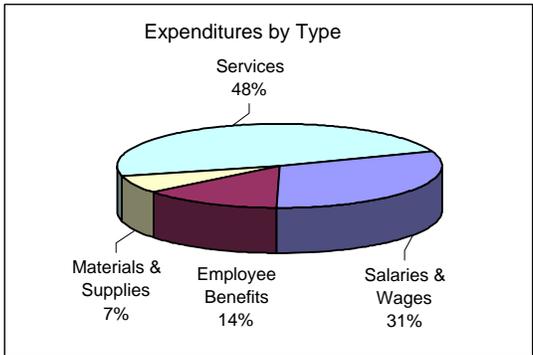
Building Maintenance Technician
 Custodian
 PT Custodian

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
0.75	0.75	0.75	0.75
2.75	2.75	2.75	2.75

Major Budgetary Changes & Program Highlights

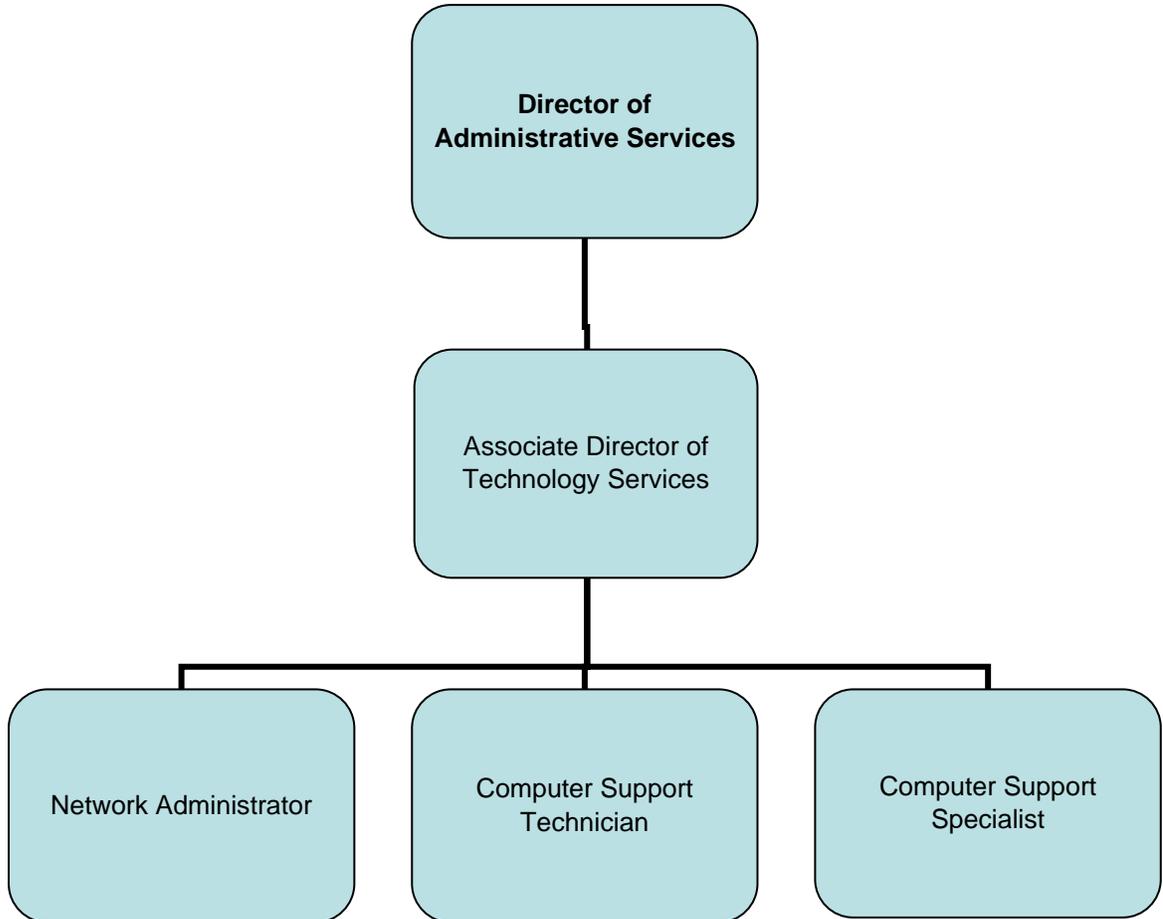
~\$4,000 is budgeted in M&R of Buildings & Facilities to take care of the minor repairs to stairs, sidewalks, porch areas directly around City Hall.
 ~A total of \$8,600 was added to the Janitorial supplies and to the M&R of Buildings line items. Costs have run over budget for several years.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	84,190	87,434	87,434	86,936
Employee Benefits	32,397	36,285	36,235	39,186
Materials & Supplies	20,332	15,415	21,915	19,915
Services	133,909	131,697	132,703	136,477
Total	270,828	270,831	278,287	282,514
Revenue Sources:				
Othr Fnds-Cost Alloc.	31,260	33,562	33,562	14,456
General Func	239,568	237,269	244,725	268,058
Total	270,828	270,831	278,287	282,514

TECHNOLOGY



TECHNOLOGY SERVICES

Network Services/GIS/Network Operations

Mission

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

Core Services

Network Services

- Provide data services to over 600 staff at 30 locations.
- Maintain the data network, establishing and maintaining minimum standards for desktop hardware and a standardized software environment.
- Elements of the data network consist of computing platforms, local area networks (LAN) and Internet access.
- Maintain the City's website, as well as host/maintain sites for the nature center, CIP, Parks, Transit, Police and GIS.
- Plan, manage, and maintain the production environment to maintain and enhance security, reliability, availability and performance.
- Provide "on demand" service and support for system and security administration; problem resolution or coordination; research into possible software/hardware acquisitions; and information requests regarding the same.
- Provide timely assistance and/or information in response to requests.

Network Operations

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

GIS Development

- Maintain GIS data for access by City employees.

Current Year Activity/Achievements

- Purchased and implemented a storage area network (SAN).
- Got the computer room on its own electrical panel, separate from other offices.
- Upgrading IFAS to OneSolution.
- Upgrading Permits Plus to Accela Automation.
- Implemented RecTrac software for the Parks Department.
- Implemented Springbrook software for utility billing (sewers).
- Partnered with CivicPlus to upgrade City's website.
- Server consolidation and virtualization.
- Implemented live streaming to mobile devices.
- Installation of several more wireless access points at City facilities.

• Performance Statistics:

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

More than 600 users are spread out over 30 locations.

Over 100 mobile smartphone and tablet users plus personal devices.

Budget Challenges/Planned Initiatives

- Continue to utilize automated management tools to stretch limited resources.
- Complete implementation of: financial software (IFAS) upgrade to OneSolution; Microsoft Office 2010 throughout the network; Accela Automation; City's website upgrade with CivicPlus.
- Utilize ConstantContact for email communications.
- Continue virtualization/consolidation of servers.
- Upgrade phone system.
- Find comprehensive backup solution to replace different products used today.
- Continue to upgrade PCs.
- Develop and implement a BYOD policy.
- Solve wireless network infrastructure issues due to personal devices..

NETWORK SERVICES

Program 8570

Program Description

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

Staffing Detail

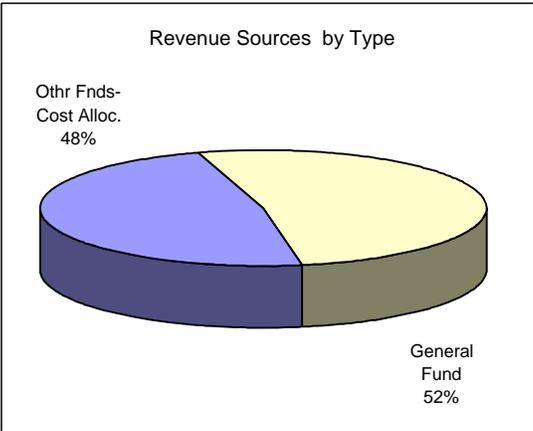
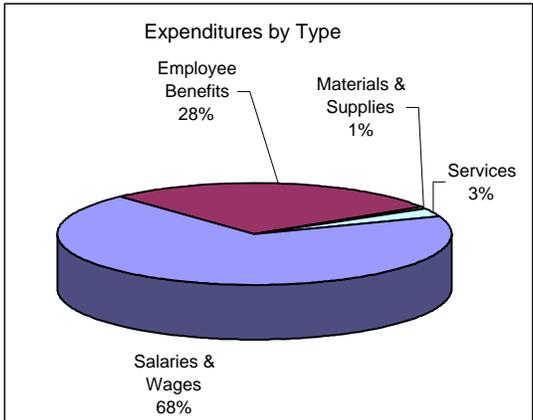
- Assoc Director - Technology Services
- Network Administrator
- Computer Support Technician
- Computer Support Specialist

2011-12	2012-13		2013-14
	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

Major Budgetary Changes & Program Highlights

~No major budget changes.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	181,573	186,811	186,811	185,186
Employee Benefits	64,522	70,246	69,946	75,065
Materials & Supplies	906	1,975	1,975	1,975
Services	8,482	8,595	8,595	7,375
Total	255,483	267,627	267,327	269,601
Revenue Sources:				
Othr Fnds-Cost Alloc.	121,313	128,461	122,645	129,408
Insurance Proceeds	7,010	0	0	0
General Func	134,170	139,166	144,682	140,193
Total	262,493	267,627	267,327	269,601

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

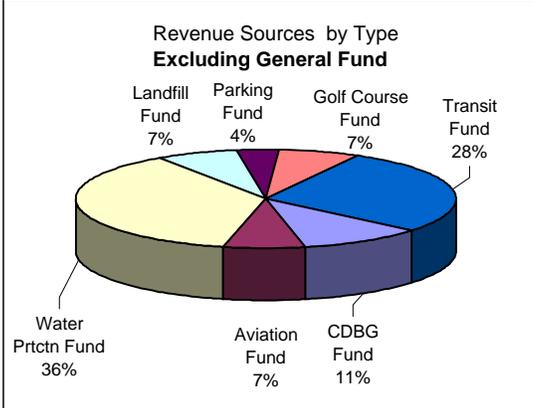
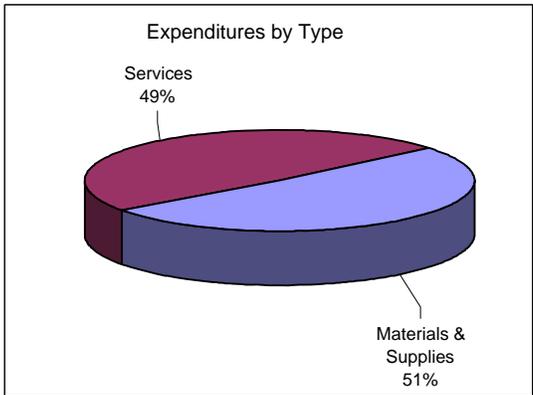
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0
0	0	0	0

Major Budgetary Changes & Program Highlights

~Per desktop PC or laptop PC contribution remained at \$1,090. Any change in the contribution amount is due to an increase or decrease in the number of machines in the fund.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Materials & Supplies	115,162	130,000	126,850	130,000
Services	110,653	110,350	116,510	123,687
Capital Outlay	13,518	0	0	0
Total	239,333	240,350	243,360	253,687
Revenue Sources:				
General Fund	179,383	181,490	184,500	191,557
CDBG Fund	8,720	7,630	7,630	6,540
Aviation Fund	3,270	3,270	3,270	4,360
Water Prtctn Fund	26,160	22,890	22,890	22,890
Landfill Fund	4,360	4,360	4,360	4,360
Parking Fund	3,270	2,180	2,180	2,180
Golf Course Fund	2,180	2,180	2,180	4,360
Transit Fund	11,990	16,350	16,350	17,440
Total	239,333	240,350	243,360	253,687

GIS DEVELOPMENT

Program 8595

Program Description

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

Staffing Detail

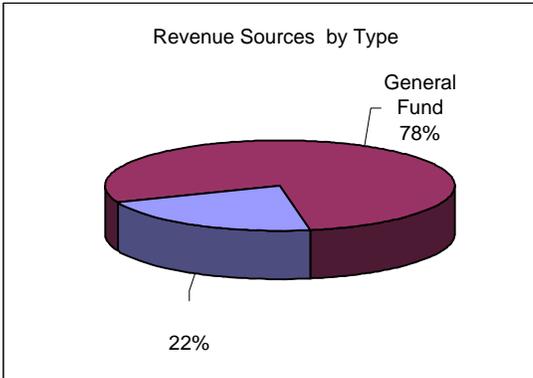
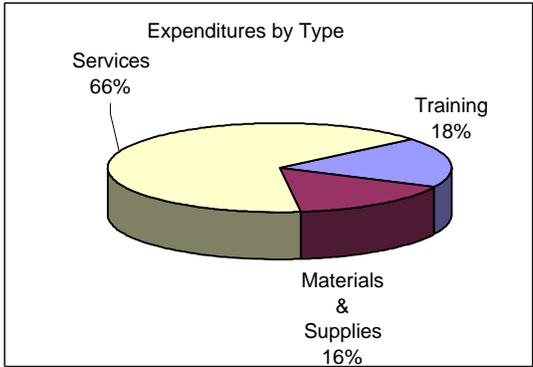
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0
0	0	0	0

Major Budgetary Changes & Program Highlights

~ No major changes

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Training	5,323	5,500	5,500	5,500
Materials & Supplies	0	3,400	3,150	4,750
Services	17,000	16,900	17,000	19,700
Total	22,323	25,800	25,650	29,950
Revenue Sources:				
Trf frm Sewer	34,830	6,450	6,450	6,450
General Func	(12,507)	19,350	19,200	23,500
Total	22,323	25,800	25,650	29,950

ADMINISTRATIVE SERVICES DEPARTMENTS SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
ACCOUNT TYPE				
Salaries & Wages	1,555,197	1,582,584	1,564,418	1,606,333
Payroll Expenses & Benefits	518,585	604,200	565,010	629,131
Materials & Supplies	160,728	180,965	193,794	187,065
Utilities & Other Contracted Services	596,347	648,153	1,118,857	1,079,511
Capital Outlay	13,518	17,495	0	0
	2,844,375	3,033,397	3,442,079	3,502,040
USES BY PROGRAM				
Administration & Budget	316,163	354,896	349,818	363,354
Accounting	493,765	516,777	492,700	524,493
Purchasing	183,285	192,897	187,608	199,320
Customer Services	253,664	183,124	173,169	187,011
Utility Billing (TBD)	674	167,026	605,121	515,211
Building Maintenance	270,828	270,831	278,287	282,514
Municipal Court Services	444,910	411,184	415,255	456,017
Designated Court Training	7,575	10,000	11,500	7,350
Human Resources	230,164	260,725	259,650	278,389
Risk Management	126,208	132,160	132,634	135,143
Network Services	255,483	267,627	267,327	269,601
GIS	22,323	25,800	25,650	29,950
Computer Network Operations:	239,333	240,350	243,360	253,687
	2,844,375	3,033,397	3,442,079	3,502,040
FUNDING SOURCES				
General Fund	1,879,467	2,181,280	2,151,867	2,301,738
CDBG Fund	219,170	112,009	112,009	112,009
Museum Fund	1,001	1,816	1,816	1,816
Spcl Allocation Fund	88,135	81,976	81,976	81,976
Golf Fund	21,575	34,124	34,124	34,124
Water Protection Fund	330,687	399,087	837,182	747,272
Mass Transit Fund	110,470	64,175	64,175	64,175
Airport Fund	45,175	37,758	37,758	37,758
Landfill Fund	89,535	71,750	71,750	71,750
Parking Fund	59,160	49,422	49,422	49,422
	2,844,375	3,033,397	3,442,079	3,502,040
STAFFING SUMMARY				
Administration & Budget	4	4	4	4
Accounting	6	6	6	6
Purchasing	3	3	3	3
Building Maintenance	2.75	2.75	2.75	2.75
Municipal Court Services*	5.80	6.00	6.25	5.80
Customer Services	5	3	3	3
Utility Billing	0	2	2	2
Human Resources	3	3	3	3
Risk Management	2	2	2	2
Network Services	4	4	4	4
GIS	0	0	0	0
Computer Network Operations	0	0	0	0
Full Time Equivalents:	35.6	35.8	36.0	35.55

*Does not includes 1 elected official - Municipal Judge

PROPOSED CAPITAL OUTLAY FY2014

Human Resources

Mission

To support City management in securing and maintaining a qualified workforce to complement the City in meeting its goal of maintaining a high level of quality services.

Core Services

- Conduct all position recruitments including advertising, screening, and testing.
- Maintain Human Resources Information System and other database systems for employees and retirees.
- Administer an employee benefit package including bids, renewals and open enrollment periods.
- Provide New Employee Orientation by educating the employees on benefits and policies.
- Maintain city-wide classification system as well as assisting with the preparation and maintenance of job descriptions.
- Oversee policy administration, maintenance of HR records, employment and labor laws, and all other HR functions.
- Annually review and update the Personnel Manual to ensure the Manual reflects the needs of the City while maintaining legal aspects in dealing with personnel policies.
- Coordinate mandated training.
- Maintain labor relations and participate on the City's Labor Relations Negotiating Teams.
- Provide direction and assistance to departments on policies, procedures, disciplinary matters, hiring procedures, etc.
- Coordinate employee benefit events (e.g. Benefits Fair, 457 presentations, MOST presentations)
- Encourage wellness through events such as Health Screenings, Health Risk Assessment, Flu Shot Clinics, Webinars, Points to Blue, National Walk at Lunch, etc.
- Coordinate employee leaves including but not limited to Family & Medical Leave Act absences.
- Ensure performance evaluations are completed and processed yearly and as circumstances require.
- Process all personnel actions and the various tasks associated with each.

Current Year Activity/Achievements

- Implemented a new applicant tracking system.
- Collaborated with Springsted on classification and compensation study.
- Contributed as part of the Labor Negotiating Teams.
- Conducted police entry level written and physical agility tests and fire entry level written test.
- Conducted police and fire promotional level testing.
- Performed annual Personnel Manual review and revisions, adopted by Council in October 2012.
- Worked with CBIZ insurance broker to rebid group life/AD&D insurance. EMC was awarded bid with coverage effective 7/1/13.
- Worked with CBIZ insurance broker to rebid group long term disability insurance. Cigna was awarded bid with coverage effective 7/1/13.
- Worked with CBIZ insurance broker to rebid group dental insurance. Ameritas was awarded bid with coverage effective 7/1/13.
- Worked with CIBZ to rebid health insurance insurance. Blue Cross Blue Shield was awarded bid with coverage to be effective 7/1/13.
- Continued to offer wellness incentive program through Points to Blue provided by Blue Cross Blue Shield.
- Provided annual wellness events to employees including Health/Benefit Fair and flu shot clinics.
- Arranged presentations and employee meetings with benefit vendors (457 and MOST plans).
- Introduced ROTH IRA's payroll deductions through our ICMA-RC plan.
- Administered employee benefit plans: health, dental, life, LTD, supplemental life, Colonial Cancer, universal life, dependent life, three pension plans, FLEX, DECAF, EAP, etc. and reconciled monthly statements.
- Staff participated throughout the year in educational forums to keep abreast of employment law changes.
- Advised employees and supervisors on policies, procedures, & benefit inquiries.
- Advised retirees on benefit options.
- Advised and assisted supervisors with disciplinary and other employment related issues.

Performance Statistics:

- Administered eight entry level and promotional tests.
- Processed over 3,100 applications
- Posted 110 jobs.
- In-processed 80 full time new hires and 155 part-time new hires.
- Reviewed 667 performance appraisals
- Facilitated 36 retirement applications.
- Processed 152 requests for FMLA.
- Processed 507 personnel actions.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Accomplish increased work requirements with decreased staffing.
- Sustain current level of employee benefits while complying with health care reform.

Planned Initiatives:

- Contribute insights to the a employee compensation plan and technology solution for administering same.
- Meet the increased regulatory compliance in light of heightened government enforcement.
- Continue to prepare for conversion to OneSolution.

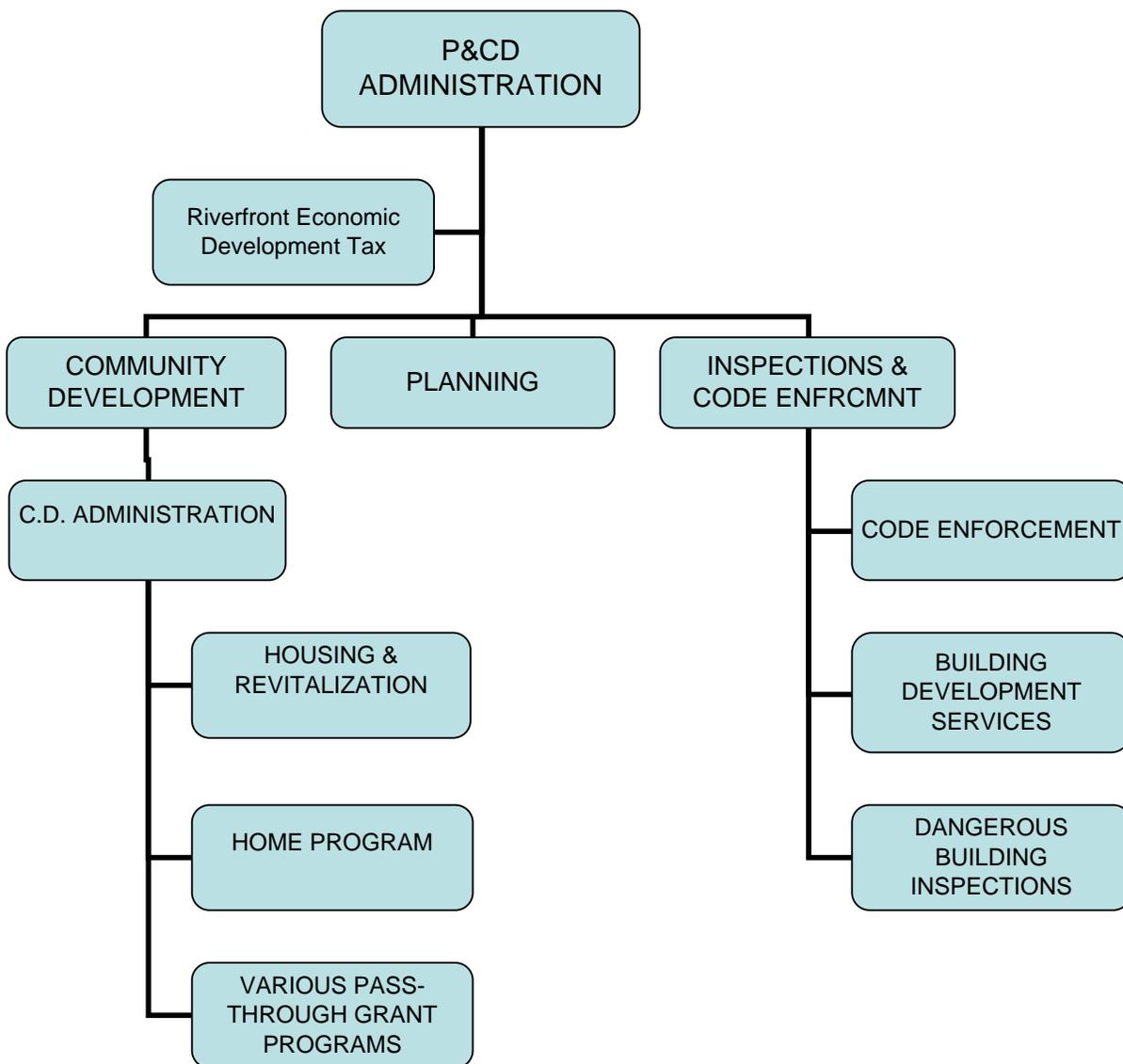
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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.

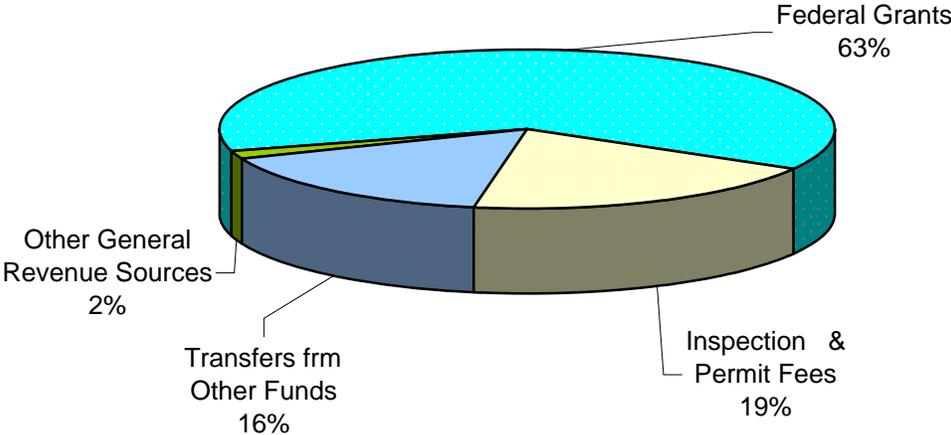
The Inspections and Code Compliance programs provide review and approval of code compliant construction and development.

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.

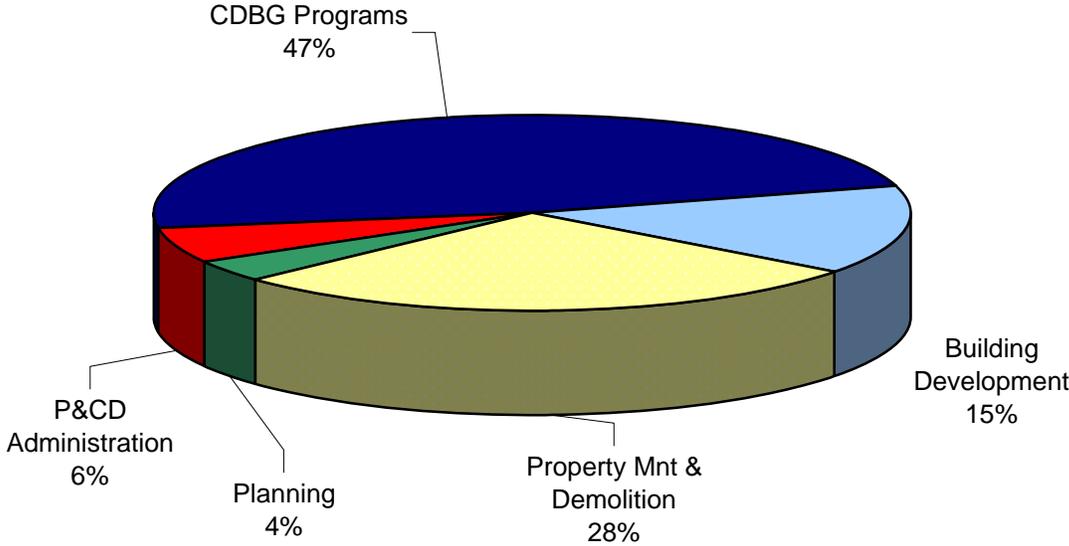
TOTAL BUDGETED RESOURCES: \$ 3,931,000



PLANNING & COMMUNITY DEVELOPMENT SOURCES & USES



FUNDING SOURCES



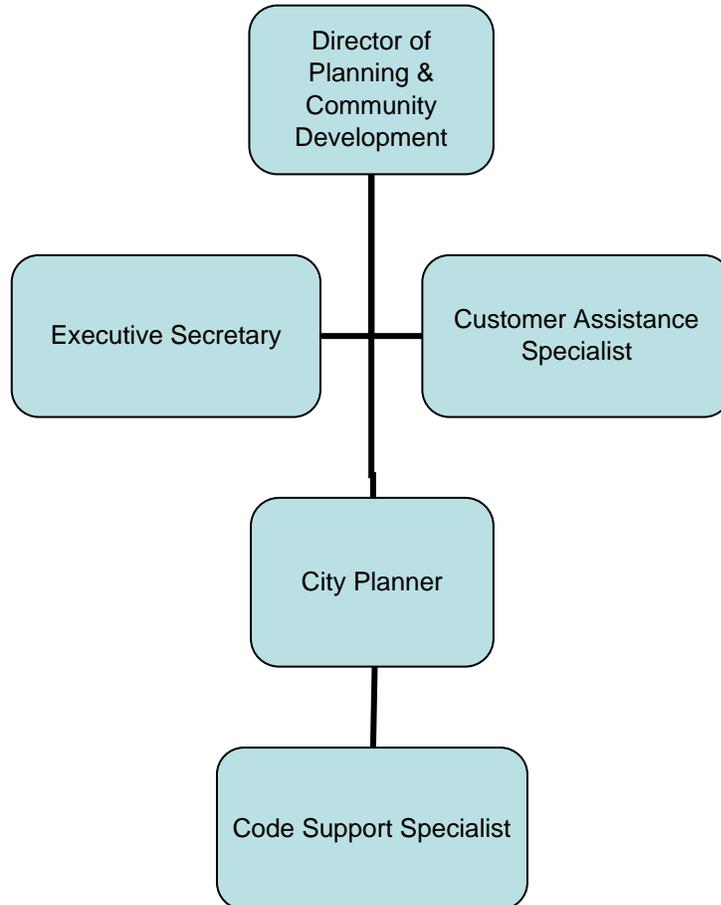
PROGRAM USES

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

ACCOUNT TYPE	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,226,863	1,274,570	1,310,930	1,303,972
Payroll Expenses & Benefits	411,143	466,905	456,707	523,814
Materials & Supplies	59,307	65,322	757,484	350,334
Utilities & Other Contracted Services	1,763,216	1,915,720	2,942,011	1,443,205
Claims/Insurance/Fund Transfers	251,863	208,141	361,953	209,207
	<u>3,712,392</u>	<u>3,930,658</u>	<u>5,829,085</u>	<u>3,830,532</u>
USES BY PROGRAM				
* Planning & Community Dvlpmnt Admin	60,721	233,823	241,663	226,470
Planning	352,958	135,991	128,241	139,477
CDBG Management	317,414	347,068	495,244	350,894
Housing & Revitalization	654,614	1,035,318	1,229,833	840,589
Home Program	347,288	270,682	715,037	307,148
Public Service Agencies	357,500	300,000	300,000	320,000
Federal Emergency Srv Grnt	51,111	0	21,500	0
Slum/Blight Activity	0	0	468,700	20,000
Restricted ARRA Program	71,759	0	614,809	0
Building Development	528,910	555,688	528,594	563,244
Property Maintenance	692,007	683,150	725,214	746,710
Demolition	278,110	368,938	360,250	316,000
	<u>3,712,392</u>	<u>3,930,658</u>	<u>5,829,085</u>	<u>3,830,532</u>
FUNDING SOURCES				
General Fund	1,134,596	1,108,652	1,123,712	1,175,901
Landfill Fund	500,000	500,000	500,000	500,000
CDBG Fund	2,077,796	2,322,006	4,205,373	2,154,631
	<u>3,712,392</u>	<u>3,930,658</u>	<u>5,829,085</u>	<u>3,830,532</u>
STAFFING SUMMARY				
P&CD Administration	2.0	3.0	3.0	3.0
Planning (Split from Admin program)	1.0	2.0	2.0	2.0
CDBG Management	1.6	2.0	2.0	2.0
Housing & Revitalization	4.4	3.5	3.5	3.5
Home Program	0.5	0.0	0.0	0.0
Building Development Services	8.0	9.0	9.0	9.0
Property Maintenance	8.0	8.0	8.0	8.0
Demolitions	2.5	2.5	2.5	2.5
	<u>28.0</u>	<u>30.0</u>	<u>30.0</u>	<u>30.0</u>

* Includes the Riverfront Economic Development Tax Program

PLANNING AND COMMUNITY DEVELOPMENT ADMINISTRATION, PLANNING DIVISIONS



Planning & Community Development Administration

Mission

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

Core Services

- Managerial oversight of planning & zoning, neighborhood services and federally funded project administration including the historic preservation functions of the City.
- Implementation of the Downtown Master Plan and DREAM Initiative goals.
- Facilitate in-house meetings of the Economic Development Team to ensure continuity and project coordination.
- Work with Private Development to promote job creation.
- Downtown Redevelopment
 - The integrated review, approval and inspection of buildings and developments.
 - The enforcement of assigned city ordinances and adopted codes.
 - The coordination, approval and permitting of special events such as parades and festivals which are sponsored by a variety of individuals or groups in the community.
 - The review and evaluation of various city ordinances planning and building codes to ensure compliance with changing national, state and local laws, statutes and regulations.
- Economic Development - Representatives from Administrative Services, Public Works, Legal, and Planning, as well as involvement of the Chamber of Commerce, work in collaboration to achieve a comprehensive approach to economic development efforts. A number of economic programs are available for businesses wanted to locate or expand in St. Joseph: Chapter 100 Bonds, Chapter 353 Tax Abatement, Neighborhood Improvement Districts & Community Improvement Districts, Enhanced Enterprise Zone, Sales Tax Improvement Agreements, Tax Increment Financing

Current Year Activities/Achievements

- Updated Downtown Redevelopment Study
- Updated the Development Review Process
- Administered economic development incentives to 15 companies.
- The 2012 building codes were approved in 2013.

• Performance Statistics

- Processed and coordinated 124 different special events.
- Processed over 265 walk through inspections for new businesses that were starting new businesses or taking over existing businesses in existing buildings.

Budget Challenges/Planned Initiatives

- **WORK MANAGEMENT SOFTWARE:** The continued upgrading of our work management and information system is our biggest challenge for this next year. This upgrade will not only allow us to more effectively support our customer's needs but communicate more effectively between city departments. It will allow us to extend many of our services to our customers wherever they may be with on-line access and provide them with much of the same geographic information we will have.

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

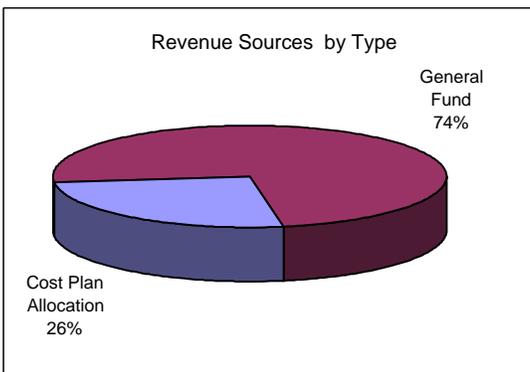
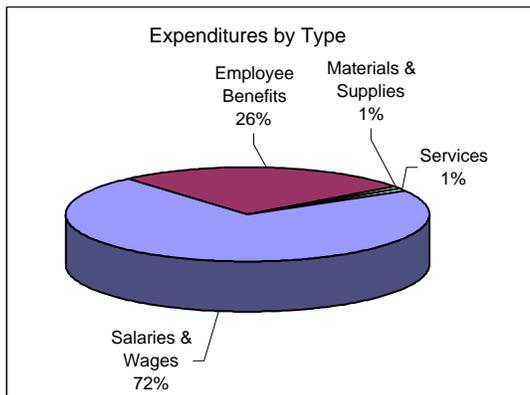
Director of Planning & Comm Develop
 Executive Secretary
 Executive Secretary
 Customer Assistance Specialis

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	0	0	0
0	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

~Reduction in the Salary & Wages category resulted from the retirement and replacement of the Executive Secretary.
 "No other major changes.

Operating Budget Summary



Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	41,004	171,458	171,858	163,215
Employee Benefits	16,484	56,540	56,605	59,170
Materials & Supplies	968	1,950	1,950	1,950
Services	2,265	3,875	1,250	2,135
Total	60,721	233,823	231,663	226,470

Revenue Sources:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Indirect Cost-CDBG	67,859	66,145	66,145	58,199
General Func	(7,138)	167,678	165,518	168,271
Total	(7,138)	167,678	165,518	168,271

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 in _____. 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

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Program Highlights

~A new revenue source, no specific expenditures are planned for FY2014.

Operating Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	0	0	10,000	0
Total	0	0	10,000	0
Revenue Sources:				
Hotel/Motel Tax	316,639	0	395,000	400,000
Total	316,639	0	395,000	400,000

Planning

Mission

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

Core Services

- Reviews all residential and commercial development plans, all zoning and subdivision platting, annexation proposals in order to:
 - ~ Ensure compliance with the City's Comprehensive Land Use Plan (CLUP) in order to manage the City's growth & development
 - ~ Ensure compliance with the City's Boulevard System master Plan in order to manage the expansion of the Boulevard/Parkway system to encompass the entire City.
 - ~ Ensure compliance with the City's zoning code for proper spacing, location and design in order to make sure quality of life standards are met.
- Provide staff support to the Downtown Review Board, Planning Commission and Zoning Board of Adjustment.
- Provide technical planning assistance to the Downtown Partnership Board of Directors, St. Joseph Metro Chamber of Commerce Government Relations Committee, and the St. Joseph MPO.
- Prepare and review all US Census Bureau data for the city to be utilized in long range planning and goal setting.

Current Year Activity/Achievements

- Midtown Reinvestment Plan
- Downtown Redevelopment
- Energy Conversion Code
- Job Creation/Retention

Budget Challenges/Planned Initiatives

- Work to meet customers needs in planning services.
- Promote economic development initiatives through various incentive programs.
- Continued downtown redevelopment efforts.
- Mid-town Strategic Plan

PLANNING

Program 5110

Program Description

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

Staffing Detail

Director of Planning & Comm Dev
 Executive Secretary
 City Planner
 Code Support Specialist

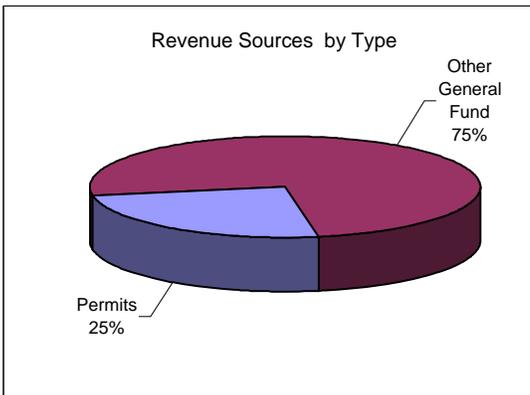
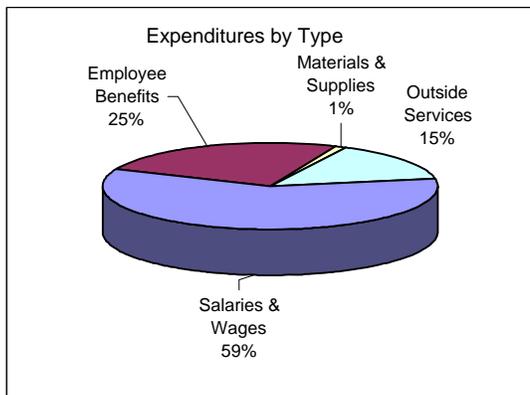
} Moved to P&CD Admin

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	0	0
1	1	0	0
1	1	1	1
0	0	1	1
3	3	2	2

Major Budgetary Changes & Program Highlights

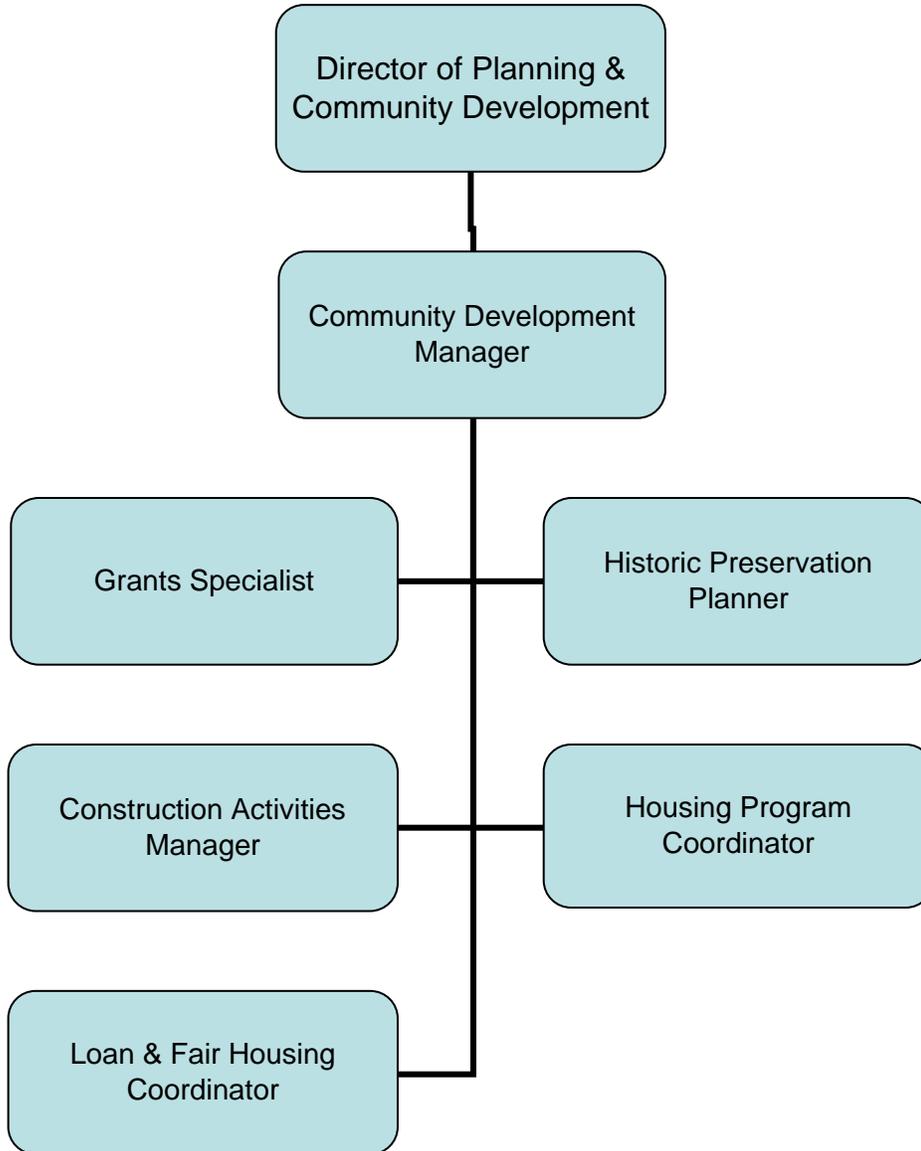
- ~The \$100,000 of Gaming funds formerly transferred to this department to provide grants relating to Historic Preservation projects not eligible for CDBG monies is now expended directly in the Gaming Fund.
- ~The department director and executive secretary transferred to their own P&CD Admin division. The Business Permitt Coordinator position in the Building Development division was reclassified as a Code Support Specialist and transferred to Planning.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	178,127	82,465	82,865	82,464
Employee Benefits	56,820	31,281	25,016	34,868
Materials & Supplies	1,243	1,650	1,505	1,650
Outside Services	116,768	20,595	18,855	20,495
Total	352,958	135,991	128,241	139,477
Revenue Sources:				
Permits	34,825	31,000	31,000	35,000
General Fund-Other	318,133	104,991	97,241	104,477
Total	352,958	135,991	128,241	139,477

Community Development (CDBG)



Community Development Block Grant Program

Mission

To address housing and non-housing-related community development needs as identified by citizens and community groups; to provide decent housing by assisting the homeless and those at risk of homelessness; to provide a suitable living environment by improving safety and livability of neighborhoods, restoring and preserving properties of special value for historic, architectural or esthetic reasons; and, to expand economic opportunities to low-income persons.

Core Services

Community Development Administration

- Administer, monitor, and supervise all Community Development programs, public service projects, and special projects funded through HUD, CDBG, Home and Neighborhood Stabilization Program programs
- Allocate and monitor use of federal funds to organizations and individuals able to undertake eligible activities toward the national Strategies of the CDBG program.

Housing and Revitalization & HOME Programs

- Prevent further decline of the city's housing stock by focusing efforts on revitalization of core inner-city neighborhoods.
- Promote revitalization downtown through residential development.
- Provide decent safe and sanitary housing for low to moderate-income families through implementation of federal loan programs.

Historic Preservation

- Assist in the stabilization and marketing of vacant, abandoned, or deteriorating buildings as an alternative to demolitions when possible.

Demolition

- Enhance public health and safety, as well as the community's appearance by securing or demolishing dilapidated, abandoned, or dangerous structures. (See Property Maintenance Department for Achievements & Activity statistics.)

Current Year Activity/Achievements

- Underwent audits by HUD staff from the Region VII office, State Neighborhood Stabilization Program auditors and city auditor and received clean opinions.

• Performance Statistics:

- Number of home improvement loans provided - 24
- No slub/blight construction activities were undertaken given lack of federal funding for the activity.
- \$300,000.00 - available to support programs addressing issues such as child care, public health, drug & alcohol abuse, domestic violence and treatment of children with physical and developmental disabilities.
- Sub-grantee programs approved & monitored - 11

Budget Challenges/Planned Initiatives

The City's CDBG entitlement has been cut by 31.5% in a two year period. The City's HOME program has seen a 37.1% reduction within a one year period. The City's entitlement for CDBG is currently \$1,329,740; it is projected to be \$1,329,740 beginning July 1, 2013; the HOME Program allocation currently is \$270,682; it is projected to be \$257,148.

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

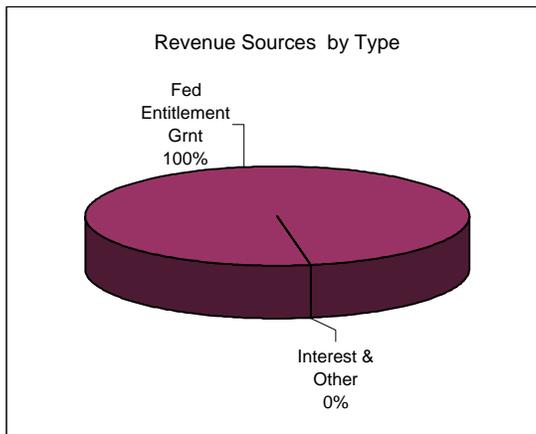
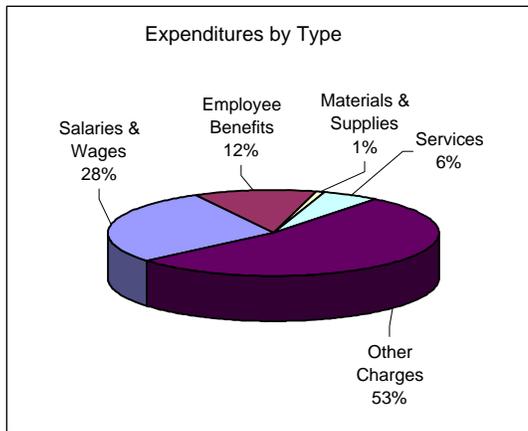
Community Development Manager
Grants Specialist

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0.6	0.6	0.6	1
1	1	1	1
1.6	1.6	1.6	2

Major Budgetary Changes & Program Highlights

~At the time of the Proposed Budget preparation, funding for FY14 is unknown. The unofficial indication is there will be a 5% cut in funding and the proposed budget reflects that amount.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	71,945	97,587	97,587	99,212
Employee Benefits	22,681	38,849	37,379	41,860
Materials & Supplies	864	3,950	1,000	2,800
Services	7,076	22,221	16,825	19,721
Other Charges	214,848	184,461	342,453	187,301
Total	317,414	347,068	495,244	350,894
Revenue Sources:				
Interest & Other	100,994	0	24,500	0
Fed Entitlement Grnt	216,420	347,068	470,744	350,894
Total	317,414	347,068	495,244	350,894

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

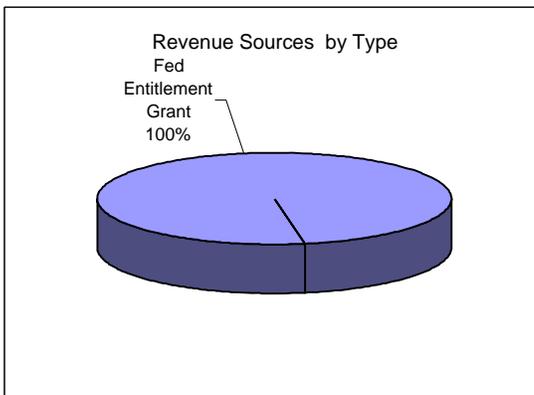
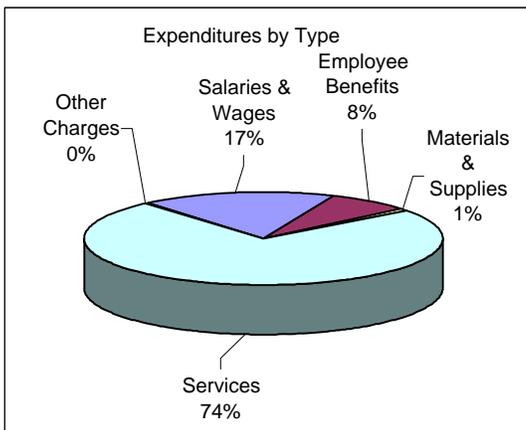
Housing Program Coordinator
 Construction Activities Manager
 Neighborhood Development Coord
 Loan & Fair Housing Coordinator
 Historic Preservation Planne

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	0	0	0
1	1	1	1
0.4	0.4	0.4	0.4
4.4	3.4	3.4	3.4

Major Budgetary Changes & Program Highlights

Housing Loans \$478,834
 Emergency Assistance \$75,000

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	172,195	147,000	145,900	146,618
Employee Benefits	63,552	59,296	60,811	63,415
Materials & Supplies	1,303	6,717	4,917	6,717
Services	417,564	818,805	1,014,705	620,339
Other Charges	0	3,500	3,500	3,500
Total	654,614	1,035,318	1,229,833	840,589
Revenue Sources:				
Fed Entitlement Grant	630,006	1,035,318	1,203,704	840,589
Reprogrammed Fnds	24,608	0	26,129	0
Total	654,614	1,035,318	1,229,833	840,589

Restricted Community Development Program 5280

Program Description

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

Staffing Detail

None

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Grant Disbursement

~No grant revenues projected.

Operating Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	71,759	0	614,809	0
Total	71,759	0	614,809	0
Revenue Sources:				
Other Grants		0	0	0
ARRA Grants	921,760	0	452,209	0
Total	921,760	0	452,209	0

HOME PROGRAM

Program 8880

Program Description

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

Staffing Detail

Community Development Manager
Historic Preservation Planner

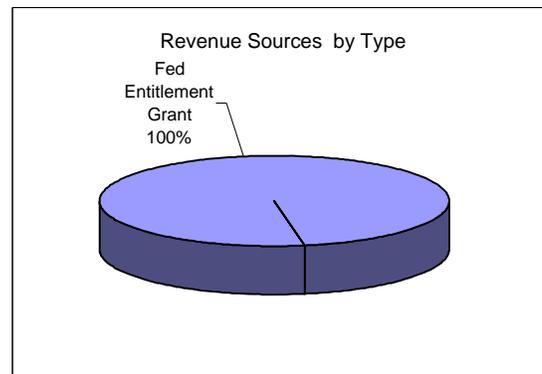
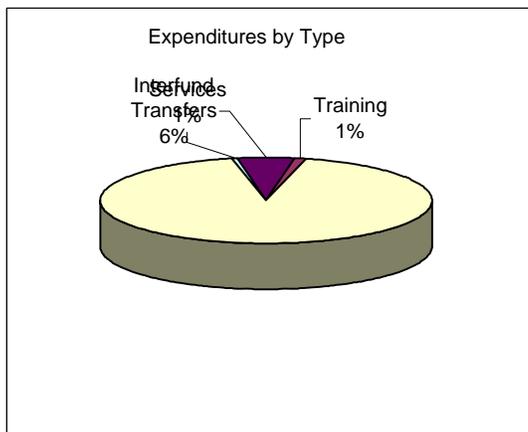
2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0.4	0.4	0.4	0
0.1	0.1	0.1	0
0.5	0.5	0.5	0

Major Budgetary Changes & Program Highlights

- Applewood Estates - Phase 2 \$ 122,011
- Habitat for Humanity \$ 122,011

~HUD funding was reduced to the level no personnel costs could be absorbed by this program. The CD Manager's salary returned to the CD Admin division and this portion of the Historic Planner's salary was absorbed by Housing & Revitalization.

Operating Budget Summary



Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	24,647	0	0	0
Employee Benefits	7,232	3,000	35	3,000
Materials & Supplies	0	0	698,322	285,062
Services	299,999	251,002	2,180	2,180
Interfund Transfers	15,410	16,680	14,500	16,906
Total	347,288	270,682	715,037	307,148

Revenue Sources:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Fed Entitlement Grant	234,361	270,682	619,962	307,148
Other Revenue	0	0	32,860	0
Reprogrammed Fnds	112,927	0	62,215	0
Total	347,288	270,682	715,037	307,148

HISTORIC PRESERVATION

Program 5250

Program Description

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

Staffing Detail

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

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Grant Disbursement

~No grant revenues anticipated.

Operating Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	0	0	0	0
Total	0	0	0	0
Revenue Sources:				
Fed Entitlement Grnt	0	0	0	0
Total	0	0	0	0

FEDERAL EMERGENCY SHELTER GRANT

Program 6800

Program Description

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

Staffing Detail

None

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Grant Disbursement

~No grant revenues projected.

Operating Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	51,111	0	21,500	0
Total	51,111	0	21,500	0
Revenue Sources:				
ECG	51,123	0	15,307	0
Reprogrammend Fnds	(12)	0	6,193	0
Total	51,111	0	21,500	0

SLUM/BLIGHT/REDEVELOPMENT ACTIVITIES LOW/MODERATE ACTIVITY

Program 8840 & 8860

Program Description

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

Staffing Detail

None

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Grant Disbursement

~Slum/Blight Activity expenditures in FY13 = \$250,000 for a portion of the cost of renovating a blighted area downtown; FY14 - \$20,000 for the Legal Aid Abandoned Property program.

~Low/Mod Activity in FY13 reflects estimated roll-over of remaining Healthy Homes grant - \$218,700

Operating Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	0	0	468,700	20,000
Interfund Transfers	0	0	0	0
Total	0	0	468,700	20,000
Revenue Sources:				
Fed Entitlement Grant	0	0	468,700	20,000
Total	0	0	468,700	20,000

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

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Grant Disbursement

~See below.

Operating Budget Summary

● Hillcrest Transitional Housing of Buch Co	\$25,000
● Amer 2nd Harvest Emergency Food Assist	\$30,000
● Interfaith Com. Srv-Youth Latchkey	\$18,000
● Bartlett Center - Family Resource Program	\$14,000
● Northtown Com. Cntr Recreation	\$14,000
● Samaritan Counseling-Client Assistance	\$25,000
● Social Welfare Brd-Dental Care Program	\$92,000
● United Cerebral Palsy-Integration & Advocac	\$7,000
● YWCA-Women & Children's Shelter	\$80,000
● NWMO Children's Advocacy-Abuse Cnslng	\$15,000
	<u>\$320,000</u>

Expenditures:

Services

Total

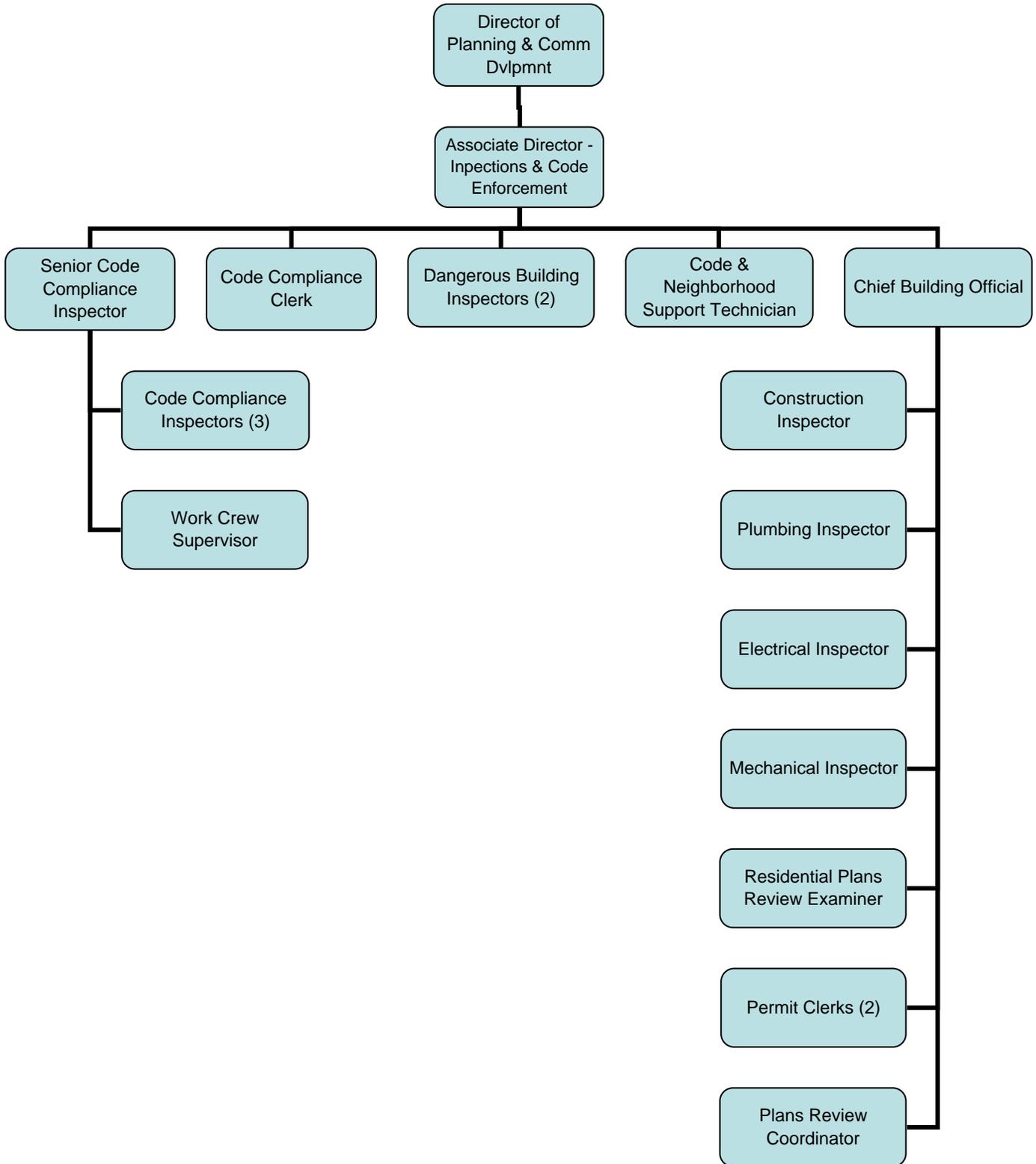
Revenue Sources:

Fed Entitlement Granti

Total

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
357,500	300,000	300,000	320,000
357,500	300,000	300,000	320,000
357,500	300,000	300,000	320,000
357,500	300,000	300,000	320,000

BUILDING REGULATIONS & PROPERTY MAINTENANCE



Building Development Services

Mission

Ensure public health and safety through review and approval of code compliant construction and development while establishing creative policies and procedures designed to enhance community development and reinvestment.

Core Services

- Integrated development and building review and approval process.
- Building, mechanical, electrical & plumbing inspection and approval process.
- Conceptual and preliminary customer consultation and review services.
- Existing building inspection and reutilization services.
- Building code enforcement policies and processes.
- Internal and external building code compliance training.

Current Year Activities/Achievements

- Building Codes (Residential, Commercial, Plumbing, Mechanical, Electrical, Existing Building and Fire) were updated to the latest versions.

- **Performance Statistics**

- Building permits issued: 1,150
- Mechanical inspections: 555
- Electrical inspections: 713
- Plumbing inspections: 615
- Percent of plans reviewed within 10 working days of submission: 100%

Budget Challenges/Planned Initiatives

- **WORK MANAGEMENT SOFTWARE:** Significant staff time will be required to effectively train employees, inform the public and establish procedures for using the new software beginning October 1, 2013. Work will also begin in making online permitting available to customers and providing mobile inspection capabilities available for inspectors.

- **TRAINING:** Two staff members are scheduled to complete additional certifications during the next year. Other staff continue to attend professional training opportunities to maintain current certifications. An adequate level of training funds is important to allow the City to maintain its current ISO rating.

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

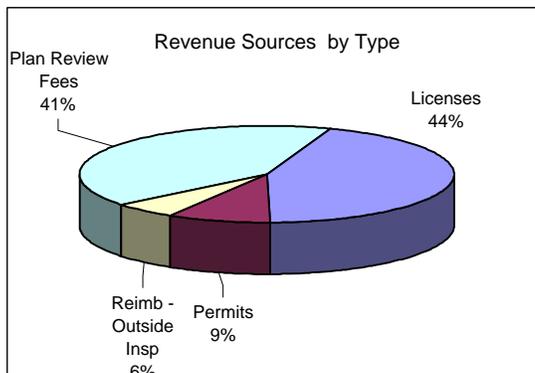
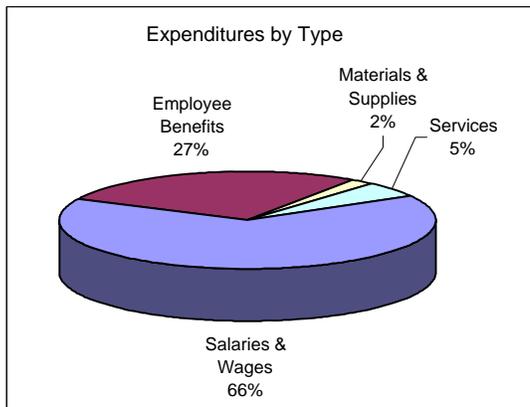
Building Development Supervisor
 Chief Building Official
 Construction Inspector
 Residential Plans Review Examiner
 Plumbing Inspector
 Electrical Inspector
 Mechanical Inspector
 Plans Review Coordinator
 Permit Clerk
 Business Permit Coordinato

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Building Development Supervisor	1	0	0	0
Chief Building Official	0	1	1	1
Construction Inspector	1	1	1	1
Residential Plans Review Examiner	1	1	1	1
Plumbing Inspector	1	1	1	1
Electrical Inspector	1	1	1	1
Mechanical Inspector	1	1	1	1
Plans Review Coordinator	1	1	1	1
Permit Clerk	0	2	2	2
Business Permit Coordinato	1	0	0	0
Total	8	9	9	9

Major Budgetary Changes & Program Highlights

- ~Increase in the Benefits category reflects an additional \$8,000 budgeted for certifications requested by the Building Official.
- ~Reduction in the Services category results from reducing the expense (and revenue) budgeted for outside inspections/reimbursement by developers.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	326,504	373,109	370,109	369,382
Employee Benefits	112,599	128,484	128,090	152,567
Materials & Supplies	19,096	10,300	11,040	11,400
Services	49,711	43,795	19,355	29,895
Capital Outlay	21,000	0	0	0
Total	528,910	555,688	528,594	563,244
Revenue Sources:				
Licenses	83,770	80,000	82,000	80,000
Permits	18,018	16,000	16,000	16,000
Reimb - Outside Insp	0	25,000	2,560	10,000
Plan Review Fees	66,876	60,000	79,000	75,000
Inspections	360,246	374,688	349,034	382,244
Total	528,910	555,688	528,594	563,244

Property Maintenance

Property Maintenance, Demolitions

Mission

To work with citizens in an effort to reduce conditions that may pose health and safety hazards to the public and to reduce blight in the community.

Core Services

- Work with citizens in an effort to eliminate the amount of trash, debris and overgrown weeds, hazardous trees and junk vehicles on private property.
- Investigate complaints of violations of minimum housing standards and interior housing conditions.
- Remove nuisance conditions on private and public property.
- Enforcement of code compliance ordinances in order to curtail further blight.
- Provide programs to educate property owners on their responsibility to responsibly maintain their properties through public meetings and presentations.
- Track complaints, inspections, notices, re-inspections, abatements, summons, incorporated photos with each complaint and provide a variety of reports through the Permits Plus program.
- When necessary, secure or demolish dilapidated, abandoned, or dangerous structures.
- When possible, assist in the stabilization and marketing of vacant, abandoned, or deteriorating buildings as an alternative to demolition.

Current Year Activity/Achievements

1. Completed adoption and implementation of the new property maintenance codes as recommended by the Citizen's Review Committee and adopted by Council.
2. Complete implementation of Asset Management, Development Review and Planning work management software and continue working toward implementation of Building Development, Property Maintenance and Business License work management software.

•Performance statistics:

Number of nuisances abated by the City - 1,230

Number of violation notices sent - 6,312

Current dangerous building cases - 296

Number of structures demolished - 63

Budget Challenges/Planned Initiatives

1. Redraft notices of violation, produce public information documents and establish procedures to implement new property maintenance codes.
2. Continue to work closely with midtown neighborhood associations to address concerns.

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

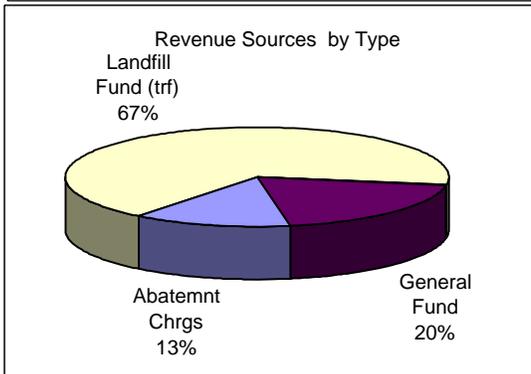
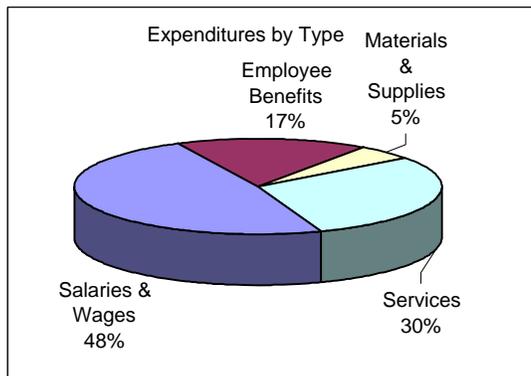
Director of IT & Property Maintenance
 Assoc Director - Inspections & Code Enf
 Work Crew Supervisor
 Senior Commun. Compliance Insp
 Community Compliance Inspector
 Code & Neighborhood Support Tech
 Code Enforcement Clerk

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	0	0	0
0	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3
0	1	1	1
2	1	1	1
8	8	8	8

Major Budgetary Changes & Program Highlights

- An error in the FY13 budget for salary & wages was not detected until the FY14 budget was under development. The salary for one of the Inspector positions was left out of the budget. This explains the apparent increase from FY13 to FY14
- Budgeted expenses for outside contracted abatements and clean-up are budgeted directly in Gaming.
- Upgrades in the communications devices used by the division increased Communications costs by \$6,100.
- *Revenues budgeted for reimbursement from the CDBG Demolitions program as General Fund employee documented activity applicable to HUD guidelines has been reduced to more accurately reflect actual transfer

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	331,515	320,408	359,308	360,917
Employee Benefits	106,520	108,922	114,186	125,878
Materials & Supplies	32,570	37,200	35,900	37,200
Services	221,185	215,620	214,820	221,715
Insurance Claims	217	1,000	1,000	1,000
Total	692,007	683,150	725,214	746,710
Revenue Sources:				
Abatement Chrgs	99,252	125,000	100,000	100,000
Grants/Insurance Prcc	6,980	0	4,490	0
Landfill Fund (trf)	500,000	500,000	500,000	500,000
CDBG Fund (trf)	388	2,500	500	500
General Func	85,387	55,650	120,224	146,210
Total	692,007	683,150	725,214	746,710

DEMOLITIONS

Program 5360

Program Description

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

Staffing Detail

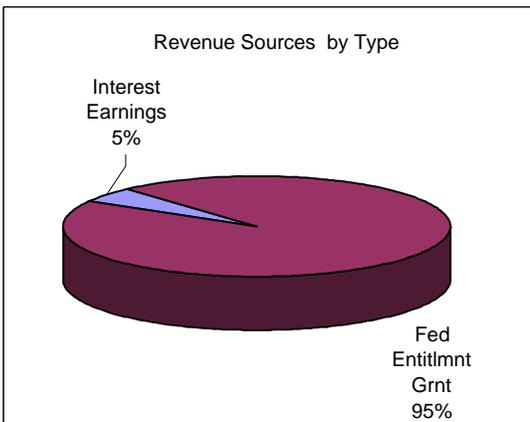
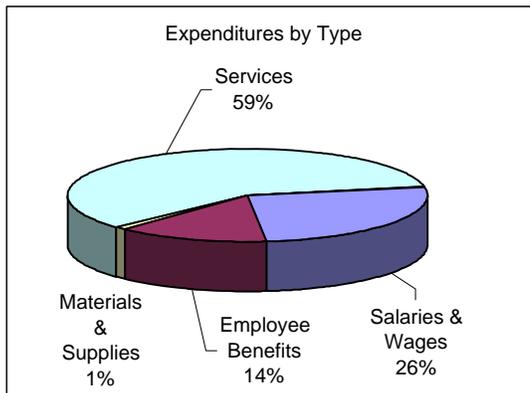
Property Maintenance Inspector
Historic Preservation Planner

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2
0.5	0.5	0.5	0.5
2.5	2.5	2.5	2.5

Major Budgetary Changes & Program Highlights

~Funds are budgeted for possible transfers to the Property Maintenance Department should documented efforts in HUD-eligible areas are documented. Amounts have been much less than anticipated.

Operating Budget Summary



Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	80,926	82,543	83,303	82,164
Employee Benefits	25,255	40,533	34,585	43,056
Materials & Supplies	3,263	3,555	2,850	3,555
Services	168,278	239,807	239,012	186,725
Transfers	388	2,500	500	500
Total	278,110	368,938	360,250	316,000

Revenue Sources:

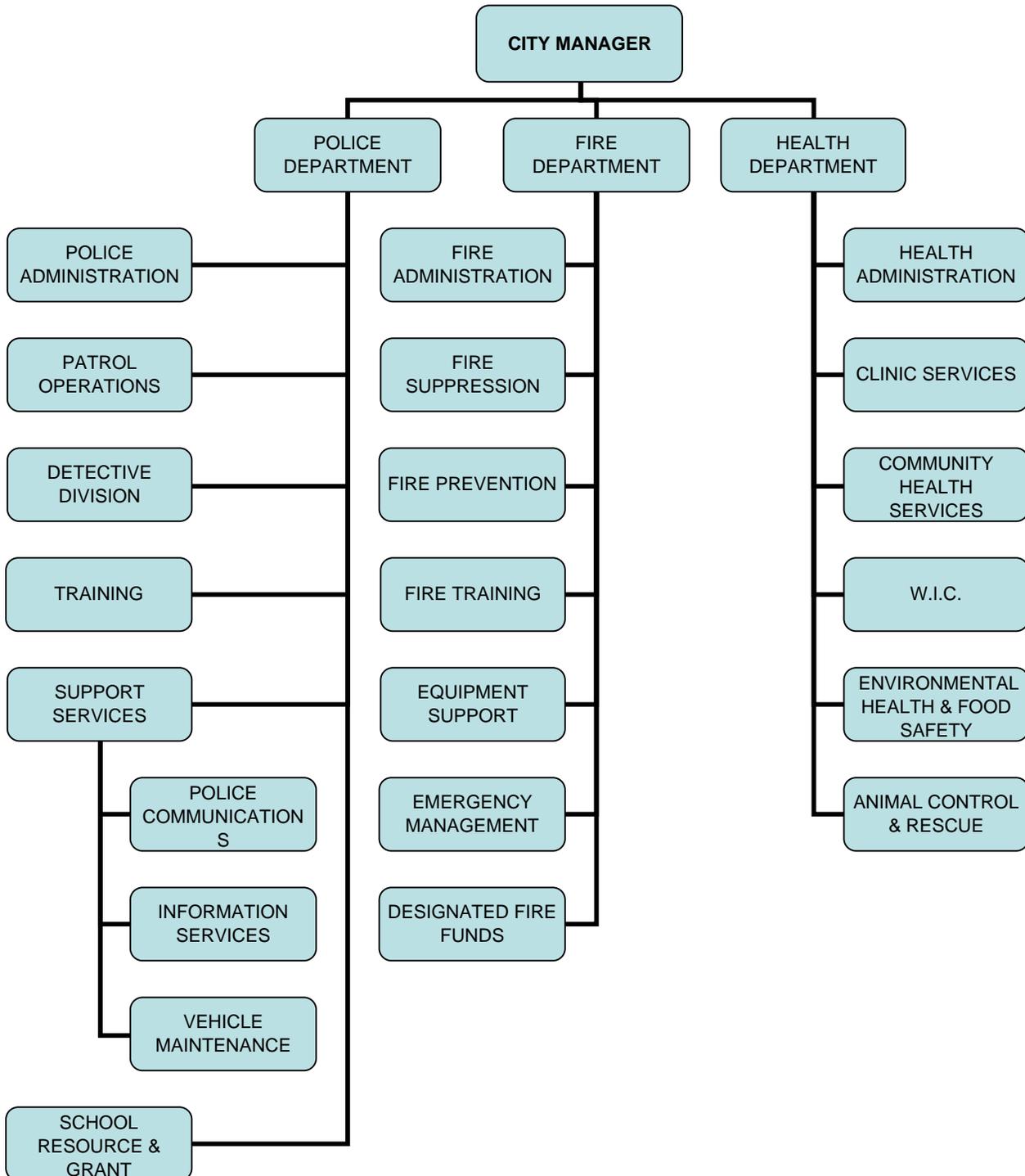
	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Interest Earnings	23,635	16,000	16,000	16,000
Fed Entitlement Grant	254,475	352,938	344,250	300,000
Total	278,110	368,938	360,250	316,000

PUBLIC SAFETY DEPARTMENTS

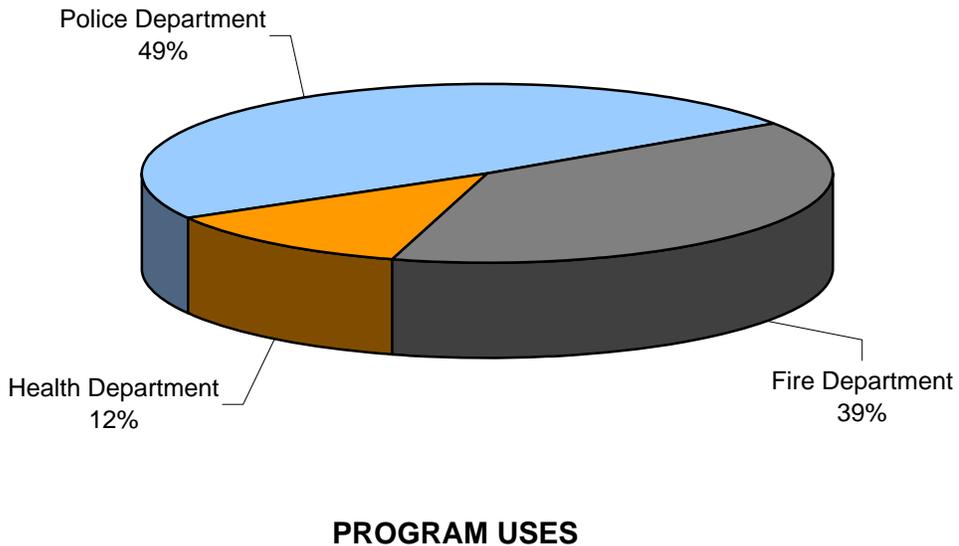
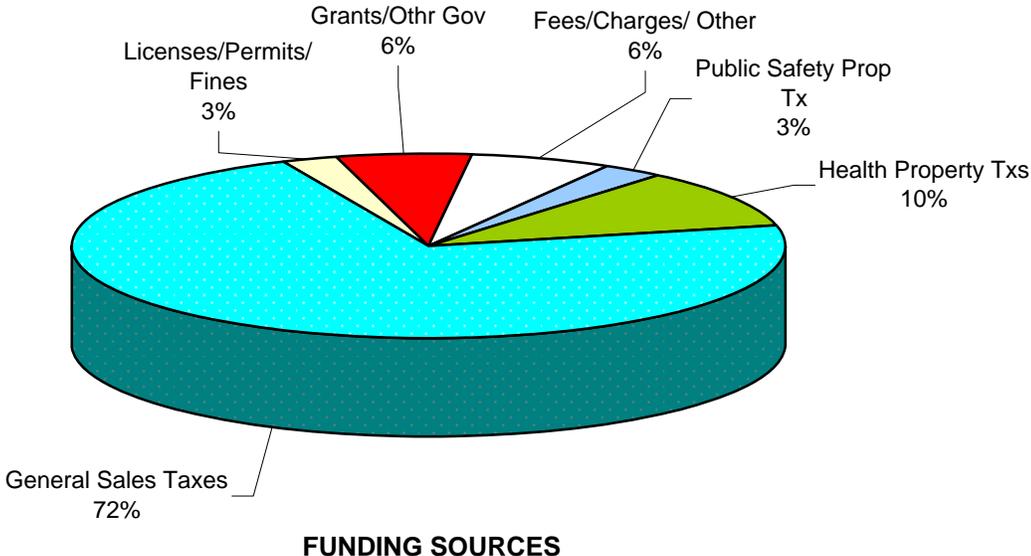
The Public Safety Departments - the St. Joseph Police Department, St. Joseph Fire Department and St. Joseph Health Department - provide a wide range of public safety services, detailed in the following pages.

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

TOTAL BUDGETED RESOURCES: \$ 27,833,000



PUBLIC SAFETY SOURCES & USES



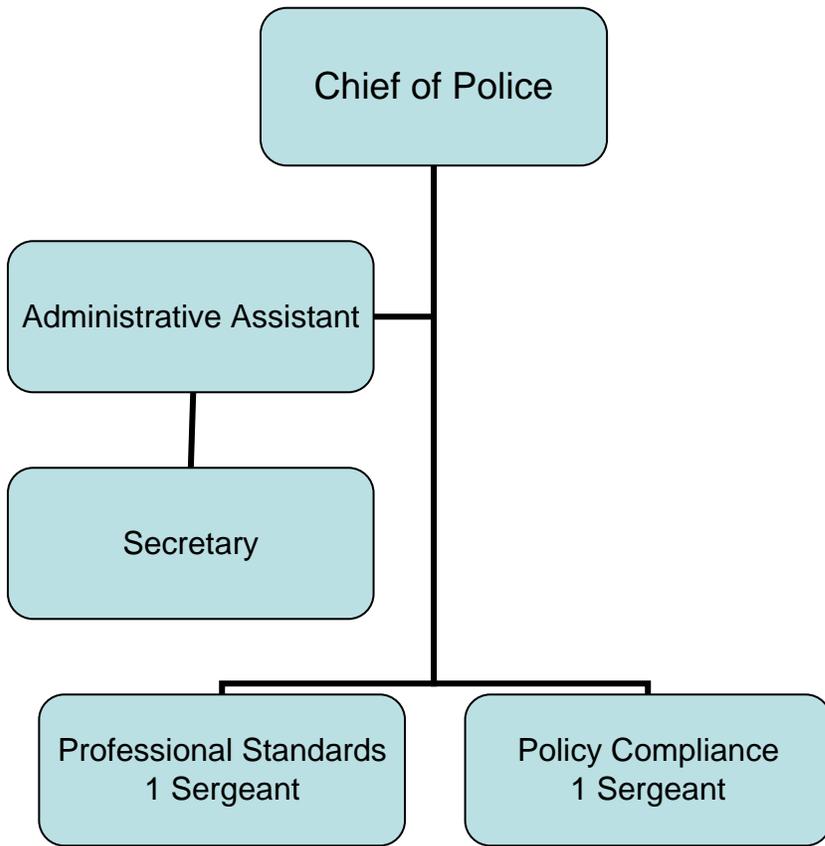
PUBLIC SAFETY DEPARTMENTS SUMMARY

		2011-12	2012-13		2013-14
		Actual	Adopted Budget	Estimated Actual	Budget
ACCOUNT TYPE					
Salaries & Wages		14,664,133	15,014,687	14,793,781	15,029,198
Retired Fire "Consultant" Pay		162,175	176,385	176,385	176,385
Payroll Expenses & Benefits		7,706,568	8,163,034	8,005,877	8,524,191
Materials & Supplies		896,028	758,082	813,405	798,909
Utilities & Other Contracted Services		2,834,582	2,987,573	3,057,481	2,995,111
Capital Outlay		466,441	205,870	205,870	309,885
		<u>26,729,927</u>	<u>27,305,631</u>	<u>27,052,799</u>	<u>27,833,679</u>
USES BY PROGRAM					
	DEPARTMENT				
Police Administration	Police	828,096	860,479	852,979	861,519
Patrol Operations	Police	5,537,822	5,817,841	5,610,657	5,772,826
Detective Division	Police	1,809,469	1,891,097	1,839,665	1,847,320
Training	Police	156,153	160,443	161,773	160,884
Support Services	Police	905,968	934,048	942,548	1,033,573
Police Communications	Police	2,131,448	2,346,057	2,284,257	2,369,275
Information Services	Police	576,478	604,414	601,764	615,508
Police Maintenance	Police	510,350	426,186	444,624	428,361
School Resource/Grants	Police	651,560	413,363	456,766	448,948
Fire Administration	Fire	459,496	491,945	491,945	493,840
Fire Suppression	Fire	9,071,446	9,029,307	9,081,709	9,402,546
Fire Prevention	Fire	359,529	399,648	400,428	377,326
Fire Training	Fire	174,790	185,252	194,418	191,979
Equipment Support	Fire	322,189	304,164	298,014	319,395
Emergency Management	Fire	23,951	113,485	113,585	122,292
Designated Fire Funds	Fire	8,058	0	0	0
Health Administration	Health	896,811	879,704	888,207	850,665
Clinic Services	Health	783,845	818,414	820,778	825,883
Community Health Services	Health	241,198	256,360	254,912	311,752
WIC Services	Health	402,995	459,934	427,115	472,063
Health/Food Safety	Health	144,720	149,381	148,081	152,528
Animal Control/Rescue	Health	733,555	764,109	738,574	775,196
		<u>26,729,927</u>	<u>27,305,631</u>	<u>27,052,799</u>	<u>27,833,679</u>
FUNDING SOURCES					
General Fund		26,729,927	27,305,631	27,052,799	27,833,679
		<u>26,729,927</u>	<u>27,305,631</u>	<u>27,052,799</u>	<u>27,833,679</u>
STAFFING SUMMARY					
Police - Sworn		116	116	116	116
Police - Civilian		44	44	44	44
Fire Service Personnel		127	127	127	127
Fire - Civilian		3	3	3	3
Health		41.75	42.22	42.22	43.00
		<u>331.75</u>	<u>332.22</u>	<u>332.22</u>	<u>333.00</u>

PROPOSED CAPITAL OUTLAY FY2014

- ~ Police Department, Support Services - 8 patrol vehicles, 3 program cars, police package for 8 patrol - \$299,190
- ~ Homeland Security Grant will be providing Long Pole Camera Search System - \$8,695

POLICE ADMINISTRATION



Police Administration

Mission

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.
- Serves as a member of the Labor Negotiating Committee when dealing with the FOP.
- 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 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

- Implement crime reduction strategy Informed Response through Intelligence and Statistics (IRIS).
- Maintain CALEA standards for performance and administration of the police department, audited by third party outside agencies with a 95.3% compliance rating.
- Overcame staff reductions related to Military deployments and officer injuries while continuing to meet or exceed the level of services provided in the past.
- Completed a comprehensive staffing report with recommendations to City Council.
- Revised and updated Police Department web site www.stjoepd.info.

Performance Statistics:

- Attended weekly public meetings and provided presentations to citizen groups including Neighborhood Watch Community Police Advisory Committee, etc.
- Conducted background investigations for new hires.
- Reviewed 364 use of force incidents (12 less than 2011)
- Reviewed 4 pursuits (same as 2011)
- Investigated 38 documented complaints (29 less than 2011)
- There were 11,126 total crimes reported, an 8% increase, while violent crimes fell by 3%, nonviolent crime increased by 11%. This trend started to reverse itself the end of 2013.
- Total vehicle accidents down by 9%, injury accidents up by 8%.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Current staffing levels limit our ability to meet and exceed the expectations of our citizens in the delivery of services.
- Current trend increase in Robbery and Aggravated Assault, 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.

Planned Initiatives:

- Coordinate the achievement of goals and objectives established in the multiyear strategic plan.
- 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.

POLICE ADMINISTRATION

Program 8340

Program Description

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

Staffing Detail

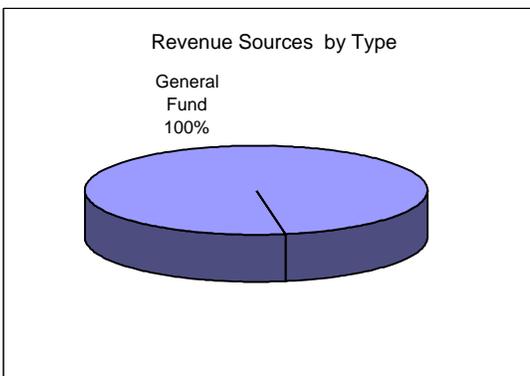
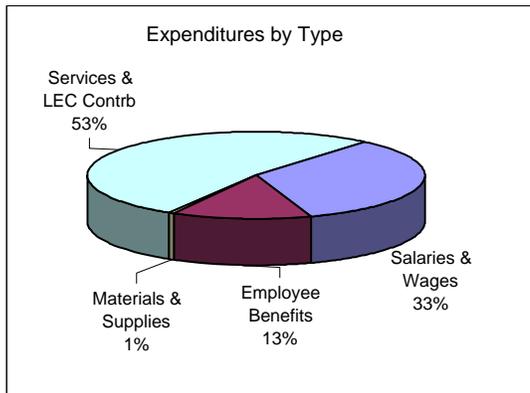
Police Chief
 Police Sergeant
 Administrative Asst to the Chief
 Secretary

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
5	5	5	5

Major Budgetary Changes & Program Highlights

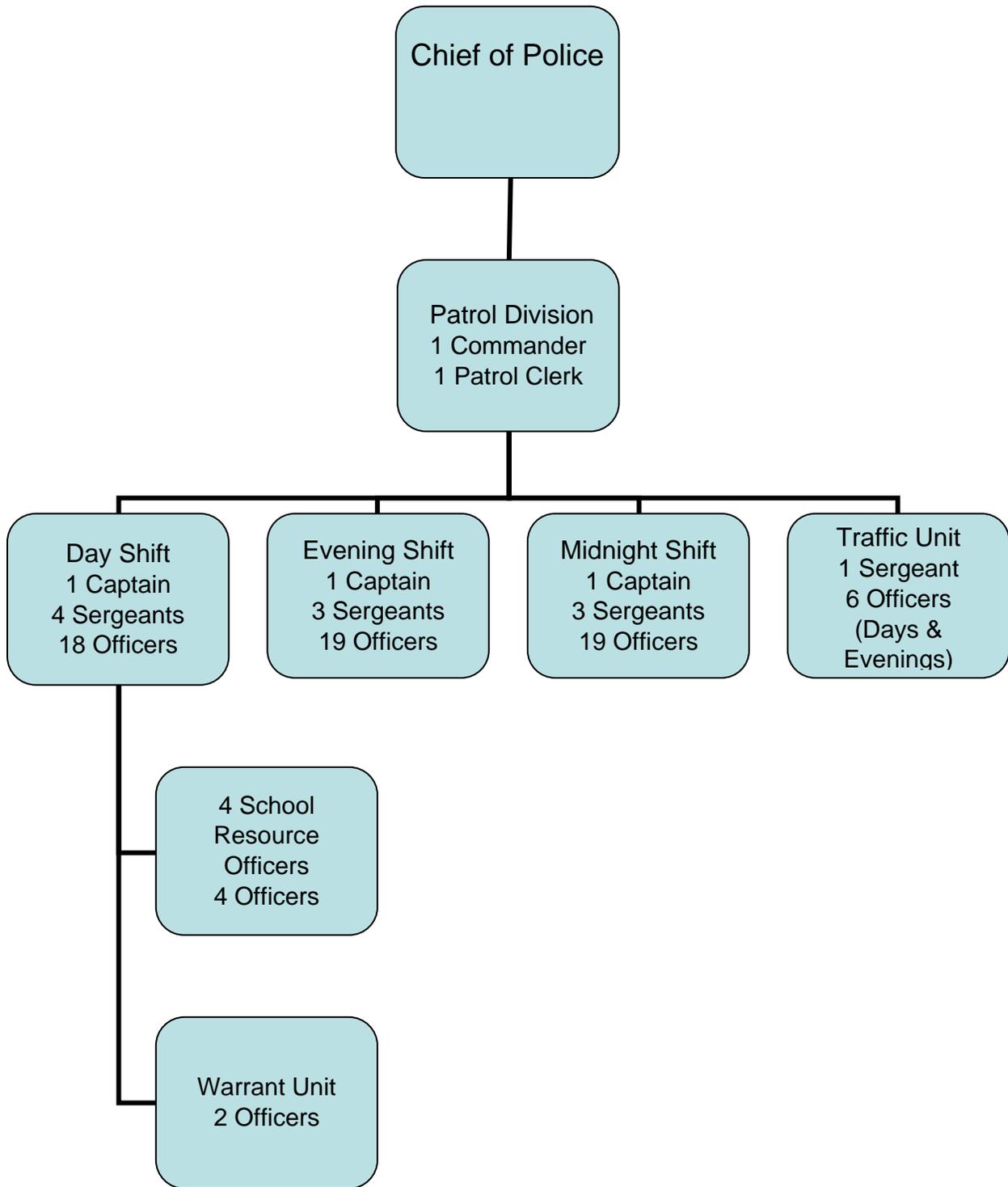
~The City's portion of LEC expenses increased a little over \$9,000 to \$429,407 leading to an increase in the Services category.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	282,894	294,953	290,953	288,406
Employee Benefits	121,830	116,127	115,127	115,887
Materials & Supplies	4,738	4,600	4,600	4,600
Services & LEC Contr	418,634	444,799	442,299	452,626
Total	828,096	860,479	852,979	861,519
Revenue Sources:				
Donations & Interest	20	100	100	100
General Func	828,076	860,379	852,879	861,419
Total	828,096	860,479	852,979	861,519

POLICE PATROL



Police Patrol/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 83 commissioned and one civilian clerk, divided into three shifts; each responsible for an 8 hour tour of duty.

Core Services

- Respond to calls for service
- Enforce traffic safety laws and investigate traffic crashes
- Maintain specialized units to provide specific services, to include;
 - Special Response Team
 - Warrants Unit
 - K-9 Unit
 - School Resourc 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

- The division continued efforts to establish partnerships with area businesses and neighborhood groups. These collaborations have proven to be mutually beneficial by improving the quality of life for area residents and gaining their assistance in our problem-solving initiatives.
- The budget for Taser units and supplies was supplemented by negotiating with the courts to impose mandatory reimbursement from those whose apprehension required a Taser deployment.
- Heavy rifle-grade ballistic plates and the accompanying carriers were purchased to expand the level of protection against rifle fire.
- Electronic ticketing units were installed in the district patrol and traffic vehicles, with handheld units available for traffic officers on motorcycles. This has improved efficiency of traffic enforcement efforts, resulting in a 12.9% increase in summonses issued in comparison to the previous year.

Performance Statistics

- | | |
|------------------------------------------|----------------|
| • 2012 Calls for service (dispatched) | 39,932 |
| • 2012 Self-initiated activities | 31,662 |
| • Traffic summons issued | 16,477 |
| • Warrants Unit arrests | 545 |
| • School Resource Officer cases | 750 |
| • Adult arrests | 6,121 |
| • Average response time (priority calls) | 10 min. 24 sec |

Budget Challenges/Planned Initiatives

Budget Challenges

- Current staffing levels limit our problem solving efforts and attempts towards a more proactive policing approach.
- With stagnant account balances the focus shifts from equipment replacement to utilizing the funds to ensure proper maintenance to extend the useful life of the equipment.

Planned initiatives

- Increase positive community interaction through participation in neighborhood meetings, business groups and youth programs
- Continue with the effort to accomplish patrol related objectives in the department's multi-year Strategic Plan.

PATROL OPERATIONS

Program 2210

Program Description

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

Staffing Detail

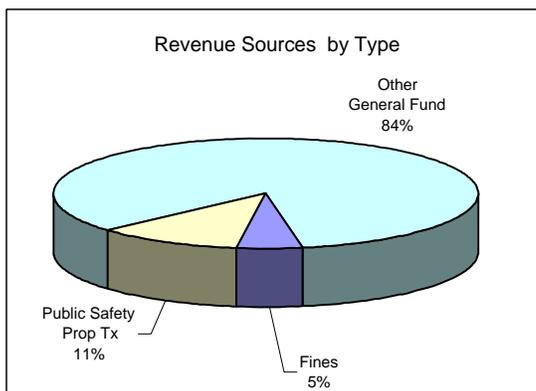
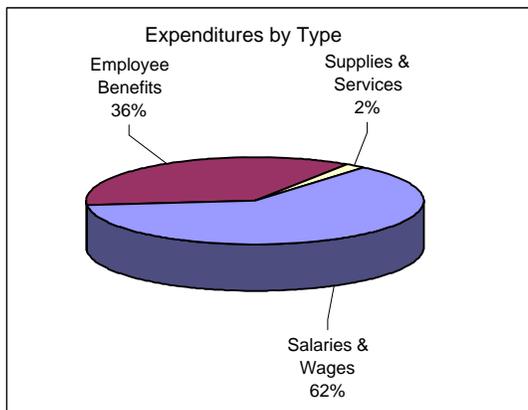
Police Commander
 Police Captain
 Police Sergeant
 Police Officer
 Patrol Clerk

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	3
11	11	11	11
64	64	64	64
1	1	1	1
80	80	80	80

Major Budgetary Changes & Program Highlights

- ~ Recent retirements led to the decrease in the Wages category.
- ~ The police pension contribution rate decreased by a little less than 1.0 percentage points (.007) was offset somewhat by an 7.9% increase in the cost of health premiums. Total increase to the benefit category is \$25,000.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	3,484,140	3,660,759	3,521,314	3,588,391
Employee Benefits	1,919,347	2,046,682	1,964,414	2,071,870
Materials & Supplies	118,637	90,425	85,426	94,205
Services	15,073	19,975	20,835	18,360
Insurance/Claims	625	0	18,668	0
Capital Outlay	0	0	0	0
Total	5,537,822	5,817,841	5,610,657	5,772,826
Revenue Sources:				
Fines	117,877	108,000	108,000	282,400
Grants & Other Rev	26,493	0	26,879	400
Public Safety Prop Tx	677,555	644,525	645,179	645,180
Other General Func	4,715,897	5,065,316	4,830,599	4,844,846
Total	5,537,822	5,817,841	5,610,657	5,772,826

SCHOOL RESOURCE & GRANT FUNDED PROGRAMS

2280

Program Description

This program was developed to account for the revenues and expenditures by the Police Department from grant or other special revenue sources such as the Gaming Fund. The largest program within this division is the School Resource program with the mission of providing a police presence in the City's high schools both for security and for positive interactions with the students.

Staffing Detail

School Resource Officers (Patrol Officers)

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
4	4	4	4

Major Budgetary Changes & Program Highlights

~The St. Joseph School District contributes one-half the expense of the four officers in the Cops In Schools program - \$137,807.

~Grant programs budgeted for FY2014:

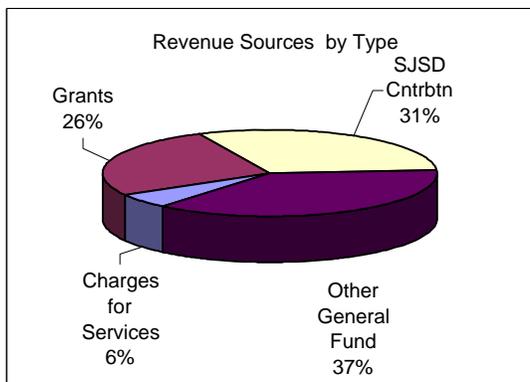
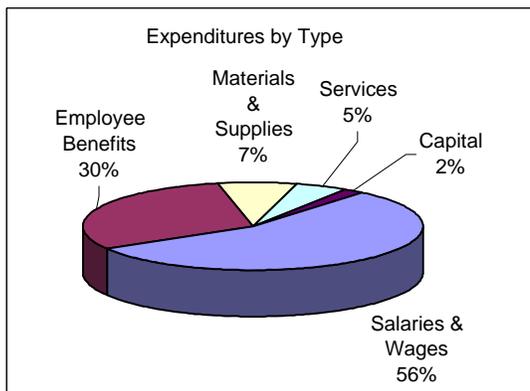
Overtime for State DWI, Cops in Shops, HMTV and Saturation programs (\$ 62,885),

POST training funds (\$14,000)

~ Other, miscellaneous grants for training or overtime use \$20,448. Grants received mid-year will be recognized and added to the budget.

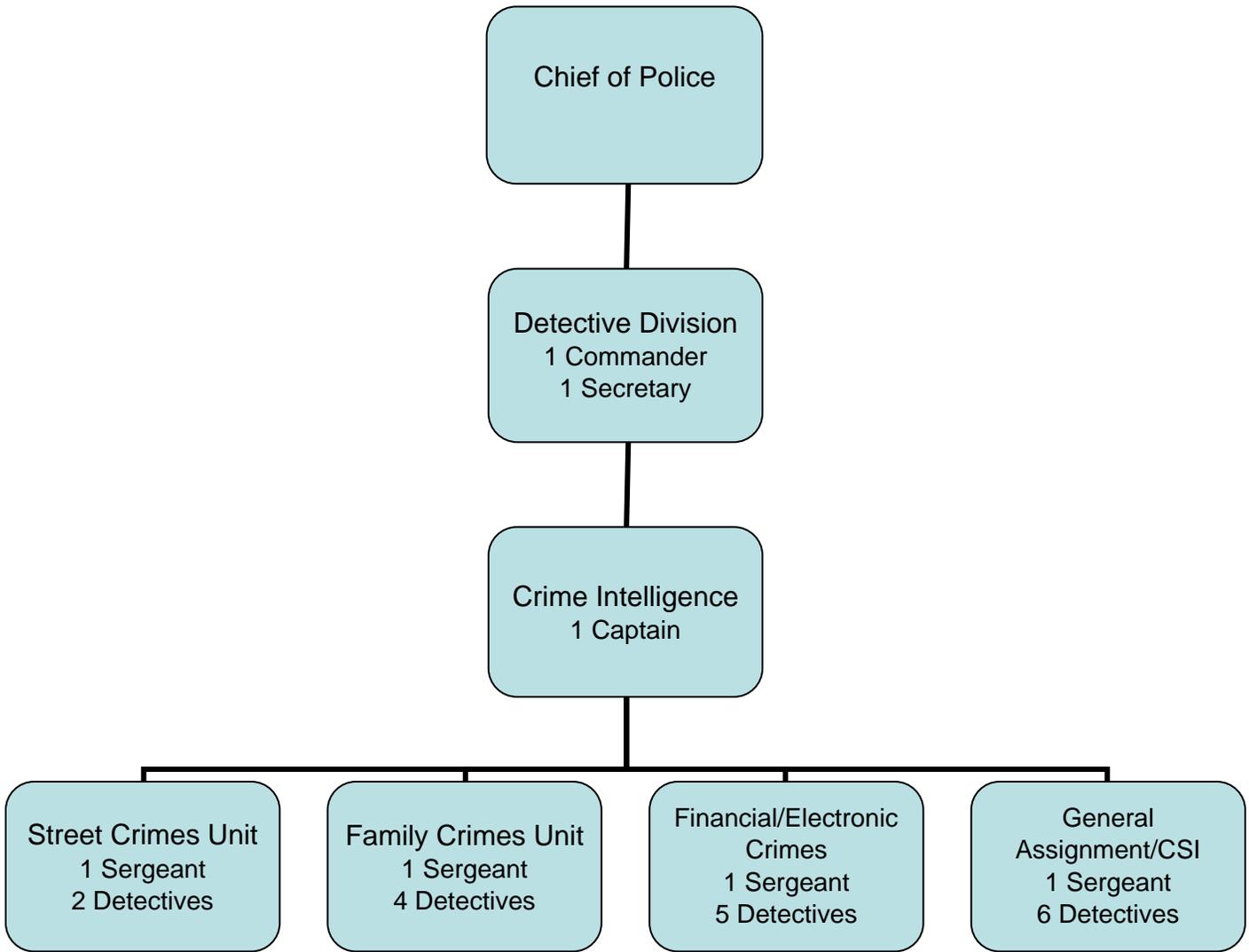
~The use of grant funds in FY2012 resulted in the considerable expenditures for capital equipment. In FY14 a Homeland Security Grant will be providing Long Pole Camera Search System - \$8,695

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	225,882	242,483	227,888	248,516
Employee Benefits	143,510	139,535	129,568	136,171
Materials & Supplies	30,010	12,500	59,685	33,156
Services	36,506	18,845	39,625	22,410
Capital	215,652	0	0	8,695
Total	651,560	413,363	456,766	448,948
Revenue Sources:				
Charges for Services	24,627	25,000	25,000	25,000
Grants	120,009	100,322	157,464	118,634
SJSD Cntrbtn	137,807	137,807	137,807	137,807
Interest & Other	10	50	4,443	50
Other General Fund	369,107	150,184	132,052	167,457
Total	651,560	413,363	456,766	448,948

POLICE DETECTIVES



Detectives

Mission

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 in order to reduce crime and the fear of crime.

Core Services

- Investigate all crimes assigned; question witnesses, victims, and suspects to determine factual material and provide evidence of leads.
- Direct activities at the crime scene to assist victims; obtain clues, gather and preserve evidence.
- Ensure photographs and fingerprints of all persons who are charged with violations are included in records.
- Record progress of investigations and maintain informational files on crimes and suspects.
- Review Department reports and other data pertaining to criminal cases such as auto theft, armed robbery, homicide, fraud, burglary, assault, arson, possession of controlled substance, and other related crimes
- Aid patrol officers in the apprehension of suspects or offenders, act as a liaison between the department and other law enforcement agencies.
- File applications for and review all search warrants obtained by any officer or unit of the department.
- Assist in the preparation of cases for court. Prepare assigned cases for court and charges or responses to charges and procedures.
- Assist in planning, conducting, and training citizens, students, and businesses in crime prevention programs.
- Assist in training officers, volunteers and members of other city departments and outside agencies in criminal investigations and related issues.

Current Year Activity/Achievements

- Members of the Detective Division worked with other city staff and representatives of local businesses to recommend amendments to the existing ordinance dealing with the purchase/sale of second hand goods. The focus of the new ordinance is to improve record keeping requirements in an attempt to reduce the resale of property that may have been reported as stolen.
- Members of the Family Crimes Unit worked with various community groups to establish CART (Child Abduction Response Team). This team is composed of specially trained community members to assist law enforcement in the search for missing and endangered persons.
- The Family Crimes Unit participated in a multi-disciplinary team approach to develop improved practices with the Children's Division, Prosecutor's Office, and the Child Advocacy Center to target the needs of victims. This method expedites bringing cases to conclusion and keeps all involved agencies apprised of case assignments and status.
- Members of the Street Crimes Unit investigated and submitted for prosecution; 112 felony complaints, 38 misdemeanor violations, 124 municipal violations, and 69 federal cases.

Case Status and Disposition 2012:

Total Crimes Reported	11,937	Cleared by Exception	1,010
Open	3,961	Referred to State Prosecutor	416
Closed by Arrest	3,630	Referred to City Prosecutor	558
Unfounded	67	Referred to Other	7
Referred to Juvenile	5	Unassigned	2,283

Budget Challenges/Planned Initiatives

Budget Challenges:

- Current staffing levels limit our ability to follow up on some crimes that may otherwise be solvable, and limit our ability to provide more proactive intervention
- As technology advances and new forensic procedures develop, the price of equipment and supplies rise. The cost of staying current impedes the progress of the Crime Scene Unit.

Planned Initiatives:

- Members of the division will continue to work toward accomplishing the objectives related to our function as documented in the department's current Strategic Plan.
- Family Crimes Unit personnel will continue to coordinate and develop the CART program working toward certification.
- Investigators assigned as members of the Crime Scene Unit will attempt to improve performance through increased training and return to a larger role in activations of the Major Case Squad.
- The Electronic Crimes Unit will expand the existing partnership with the Information Technology staff of the St. Joseph School District to establish procedures and develop software solutions to address problems completing forensic examinations of Apple devices such as those currently in use by the district.
- Select and train an additional Polygraph Examiner to expand the availability of this valuable investigative tool.

DETECTIVE DIVISION Program 2240

Program Description

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

Staffing Detail

Police Commander
Police Captain
Police Sergeant
Police Officer
Secretary

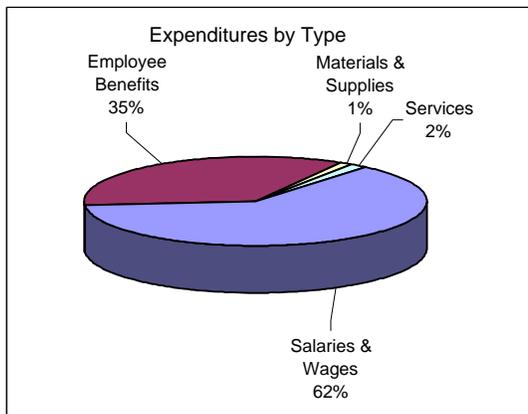
2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
4	4	4	4
17	17	17	17
1	1	1	1
24	24	24	24

Major Budgetary Changes & Program Highlights

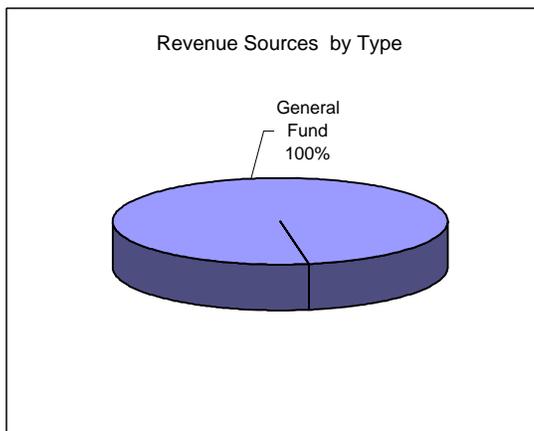
~Material & Supplies category reflects a \$16,000 reduction for a one-time FY2012 expenditure for required ECU software.

~A necessary upgrade to the ECU units hardware and software (\$30,540) is being expensed in the Gaming Fund.

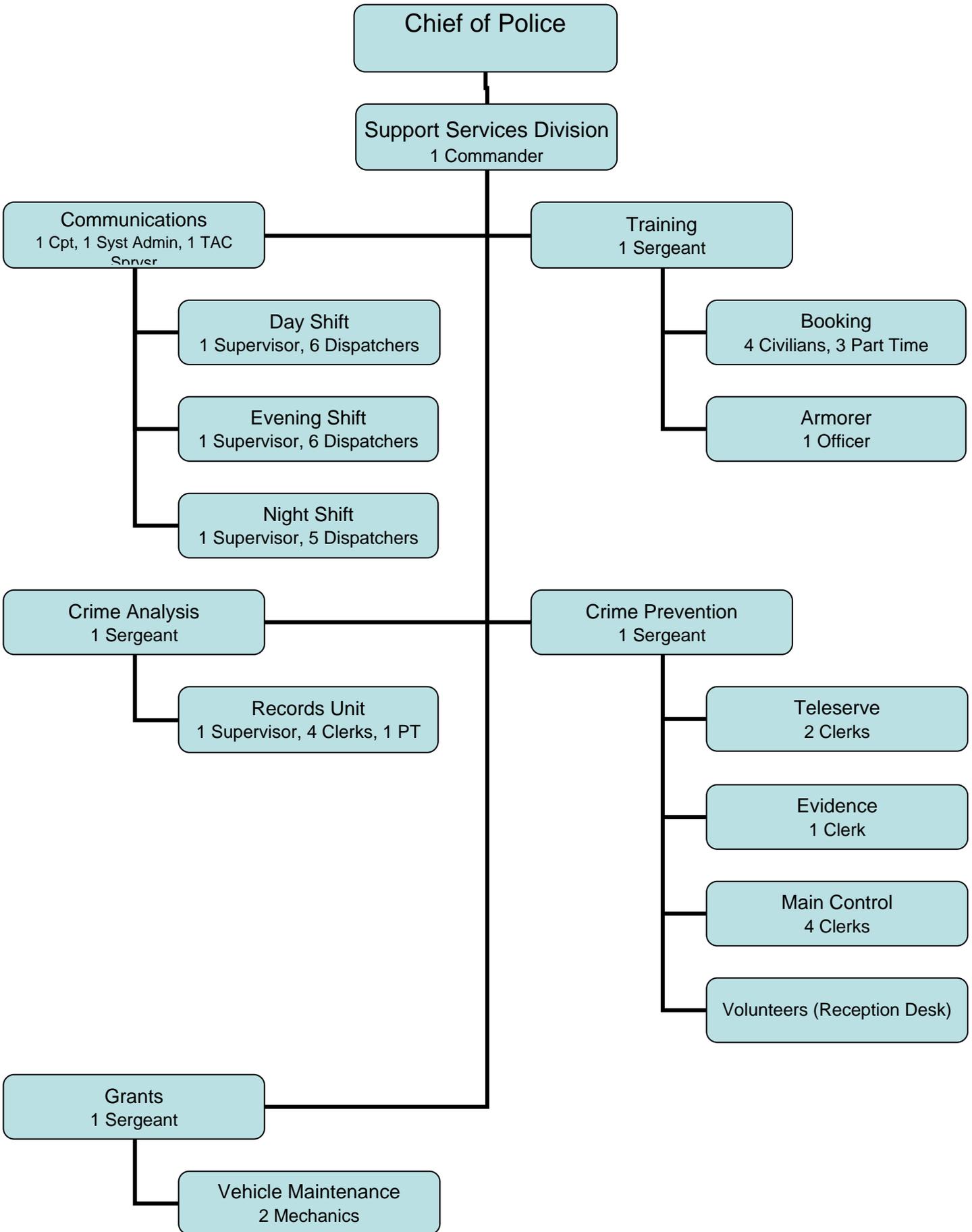
Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	1,150,367	1,199,691	1,170,124	1,155,170
Employee Benefits	601,752	641,209	615,344	641,033
Materials & Supplies	41,216	22,457	23,457	22,457
Services	16,134	27,740	30,740	28,660
Capital Outlay	0	0	0	0
Total	1,809,469	1,891,097	1,839,665	1,847,320
Revenue Sources:				
General Func	1,809,469	1,891,097	1,839,665	1,847,320
Total	1,809,469	1,891,097	1,839,665	1,847,320



POLICE SUPPORT SERVICES



Police Support Services

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

Mission

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

Core Services

- Provide crime analysis and statistical reports to the department.
- Identify specific training needs of department personnel and provide customized public safety training programs for sworn and civilian employees
- Provide timely, comprehensive preventive vehicle maintenance checks.
- Maintain tracking systems for gas usage, mileage, maintenance and repairs
- Provide clear, accurate and timely communications between the 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

- Communication Center implemented a Lead Communications Operator assignment in an effort to support adequate supervision at all times.
- Communication Center entered into a partnership with the National Center for Missing and exploited children.
- Location-specific crime and traffic enforcement data used to develop maps and reports which assist officers and detectives target crime hot spots.
- Implementation of several software enhancements including electronic ticketing, web CAD inquiry, and decision support/business analytics.
- Recruitment efforts resulted in the addition of 8 citizens volunteers to participate in the trail watch program.
- Continuing work with IRIS (Informed Response through Intelligence and Statistics) to address crime issues.

Performance statistics:

- 12 new grants received at a value of \$111,718.00.
- Teleserve wrote 1,931 reports, (7.8%) and 2,090 calls for service (3%).
- Records Unit merged a total of 27,052 reports, 14,555 were case reports, 5,022 supplemental reports, 5,261 information reports, and 2,214 traffic accident reports.
- Communications dispatched 99,808 combined calls for service.
- 4,375 prisoners were booked
- 32 speaking engagements undertaken by Crime Prevention.
- 25 neighborhood watch meetings attended by Crime Prevention.
- Citizen volunteers contributed a total of 1,250 hours of service to the department.
- 1,025,088 miles driven by the entire fleet.
- 1,552 car maintenance jobs completed.
- 910 citizens completed beverage server classes that is conducted by grants coordinator.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Explore options to maintain our current inventory of ammunition due to rising costs and limited availability.
- Continue to maintain an aging fleet with a flat budget.

Planned Initiatives:

- Implement Advanced Authentication to comply with FBI Security Audit mandates.
- Review changes to the Chevrolet Impala to determine if it is still a viable option for police use.
- Continue with the effort to accomplish Support Services related objectives in the multiyear strategic plan.
- Analyze citizen volunteer recruitment strategies in order to support Trail Watch and administrative functions within the department.
- Increase community interaction in neighborhood watch and crime prevention programs.

SUPPORT SERVICES

Program 2250

Program Description

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

Staffing Detail

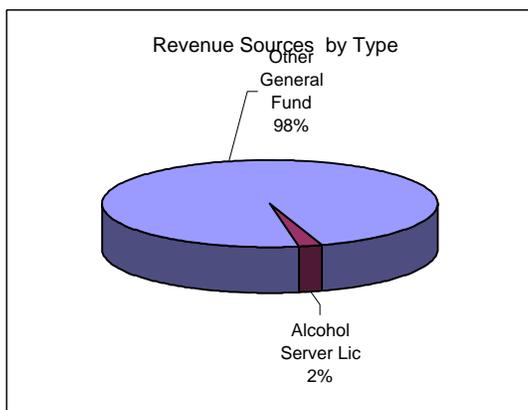
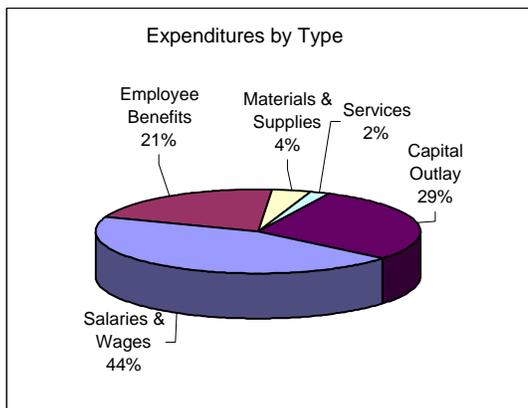
Police Commander
 Police Sergeant
 Police Officer
 Booking Officer
 Booking Officer PT (2)

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
1	1	1	1
4	4	4	4
1.0	1.0	1.0	1.0
10	10	10	10

Major Budgetary Changes & Program Highlights

~The City requires individuals who serve alcohol receive training for an Alcohol Server's license. An additional \$7,000 was added to Books/Magazines for a 3-year subscription to the ID manuals needed in the server training. The revenue is being recorded in Support Services to off-set the costs of materials and overtime incurred in providing this training.
 ~For several years police vehicles have been replaced at a reduced rate. For FY14 an additional \$95,000 was budgeted to allow acquisition of three additional vehicles for a total of 8 marked and 3 program.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	456,600	464,643	473,143	460,224
Employee Benefits	203,005	216,363	216,363	215,292
Materials & Supplies	34,598	38,232	38,232	38,232
Services	6,919	10,940	10,940	20,635
Capital Outlay	204,846	203,870	203,870	299,190
Total	905,968	934,048	942,548	1,033,573
Revenue Sources:				
Alcohol Server Lic	30,840	23,000	27,900	23,000
Other General Func	875,128	911,048	914,648	1,010,573
Total	905,968	934,048	942,548	1,033,573

POLICE TRAINING

Program 2260

Program Description

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

Staffing Detail

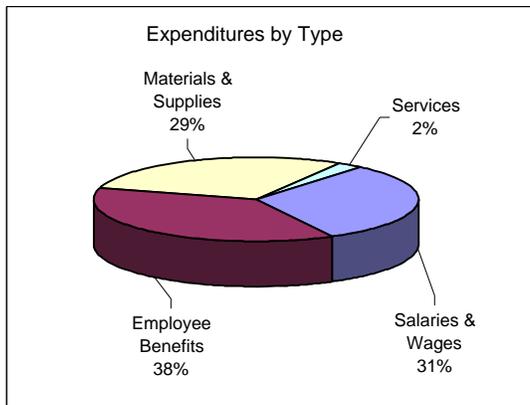
Police Sergeant

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1

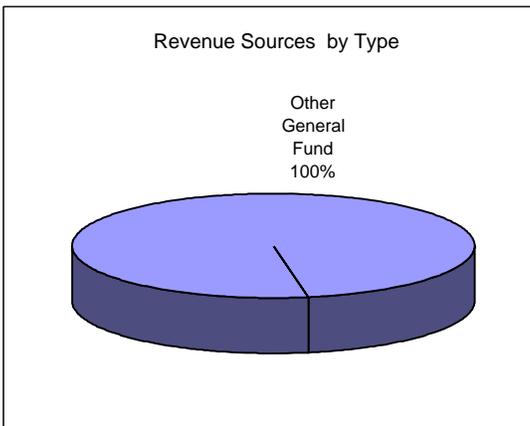
Major Budgetary Changes & Program Highlights

~\$5,000 provided in the Supplies category for purchase of replacement shotguns.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	51,340	50,121	51,121	50,069
Employee Benefits	56,888	59,422	59,752	59,915
Materials & Supplies	45,255	47,010	47,010	47,010
Services	2,670	3,890	3,890	3,890
Total	156,153	160,443	161,773	160,884
Revenue Sources:				
Other General Func	156,153	160,443	161,773	160,884
Total	156,153	160,443	161,773	160,884



POLICE VEHICLE MAINTENANCE

Program 2290

Program Description

Staff maintain the police fleet in a state of good repair by conducting timely, comprehensive preventive maintenance check. Currently the fleets consists of 30 marked and 29 unmarked vehicles, 9 trucks and vans, 4 motorcycles and 2 trailers.

Staffing Detail

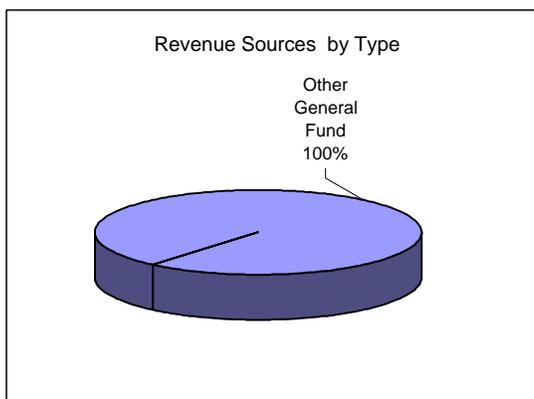
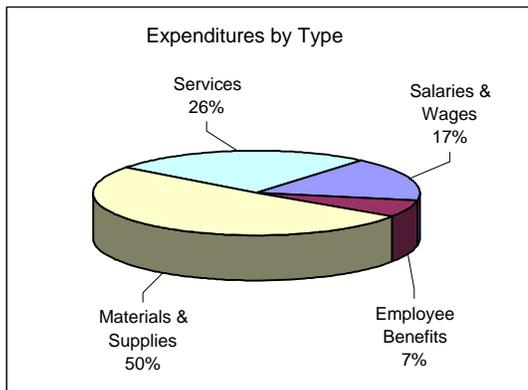
Master Mechanic
Auto Mechanic

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

~No major changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	69,547	71,890	71,890	71,870
Employee Benefits	24,635	26,476	26,476	28,671
Materials & Supplies	275,577	217,120	217,120	217,120
Services	140,591	110,700	129,138	110,700
Total	510,350	426,186	444,624	428,361
Revenue Sources:				
Insurance Proceeds	2,000	0	1,074	0
Other General Func	508,350	426,186	443,550	428,361
Total	510,350	426,186	444,624	428,361

POLICE COMMUNICATIONS

Program 2910

Program Description

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

Staffing Detail

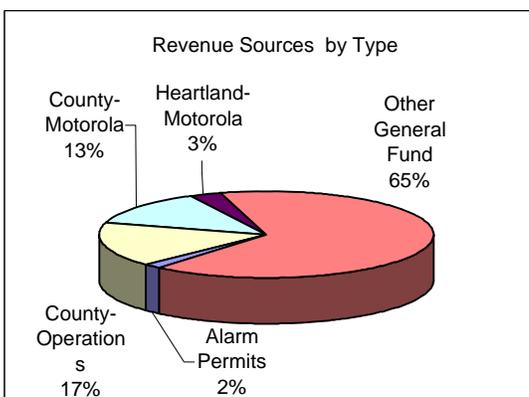
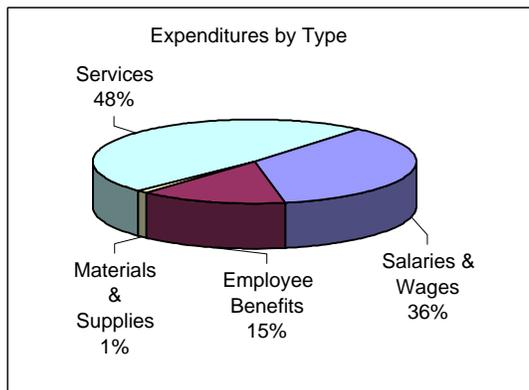
Police Captain	1
Senior Communications Operator	4
Communications Operator	17
Public Safety Network Administrator	1

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
4	4	4	4
17	17	17	17
1	1	1	1
23	23	23	23

Major Budgetary Changes & Program Highlights

- Increases in the Services category are driven by the impact of various maintenance contracts on the new system as well as an ever increasing cost of electric service at the tower;
- Revenues from the County and Hospital have been budgeted to cover their portion of the costs of operating the communications system - 40% and 10% respectively.

Operating Budget Summary



Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	780,729	845,800	800,800	848,507
Employee Benefits	284,184	322,051	305,251	346,378
Materials & Supplies	25,940	27,910	27,910	27,910
Services	1,040,595	1,150,296	1,150,296	1,146,480
Total	2,131,448	2,346,057	2,284,257	2,369,275

Revenue Sources:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Alarm Permits	477,941	40,000	40,000	40,000
Tower Rents/Other	9,247	0	8,000	0
County-Operations	376,297	391,457	391,457	391,457
County-Motorola	275,456	309,372	309,372	309,372
Heartland-Motorola	68,864	77,343	77,343	77,343
Other General Func	923,643	1,527,885	1,458,085	1,551,103
Total	2,131,448	2,346,057	2,284,257	2,369,275

INFORMATION SERVICES

Program 2920

Program Description

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

Staffing Detail

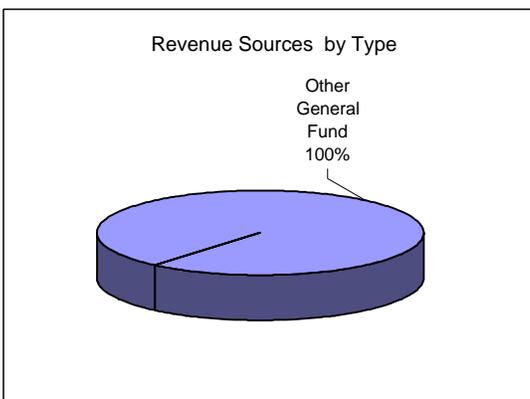
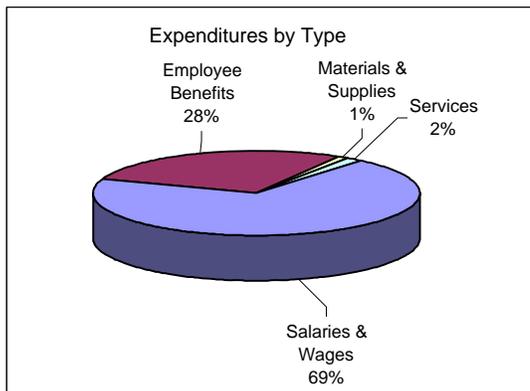
Police Records Supervisor
 Police Report Specialist
 Main Control Technician
 Evidence Control Technician
 Data Entry Operator
 Data Entry Operator (PT)

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
5	4	4	4
1	1	1	1
4	4	4	4
0.62	0.62	0.62	0.62
13.62	12.62	12.62	12.62

Major Budgetary Changes & Program Highlights

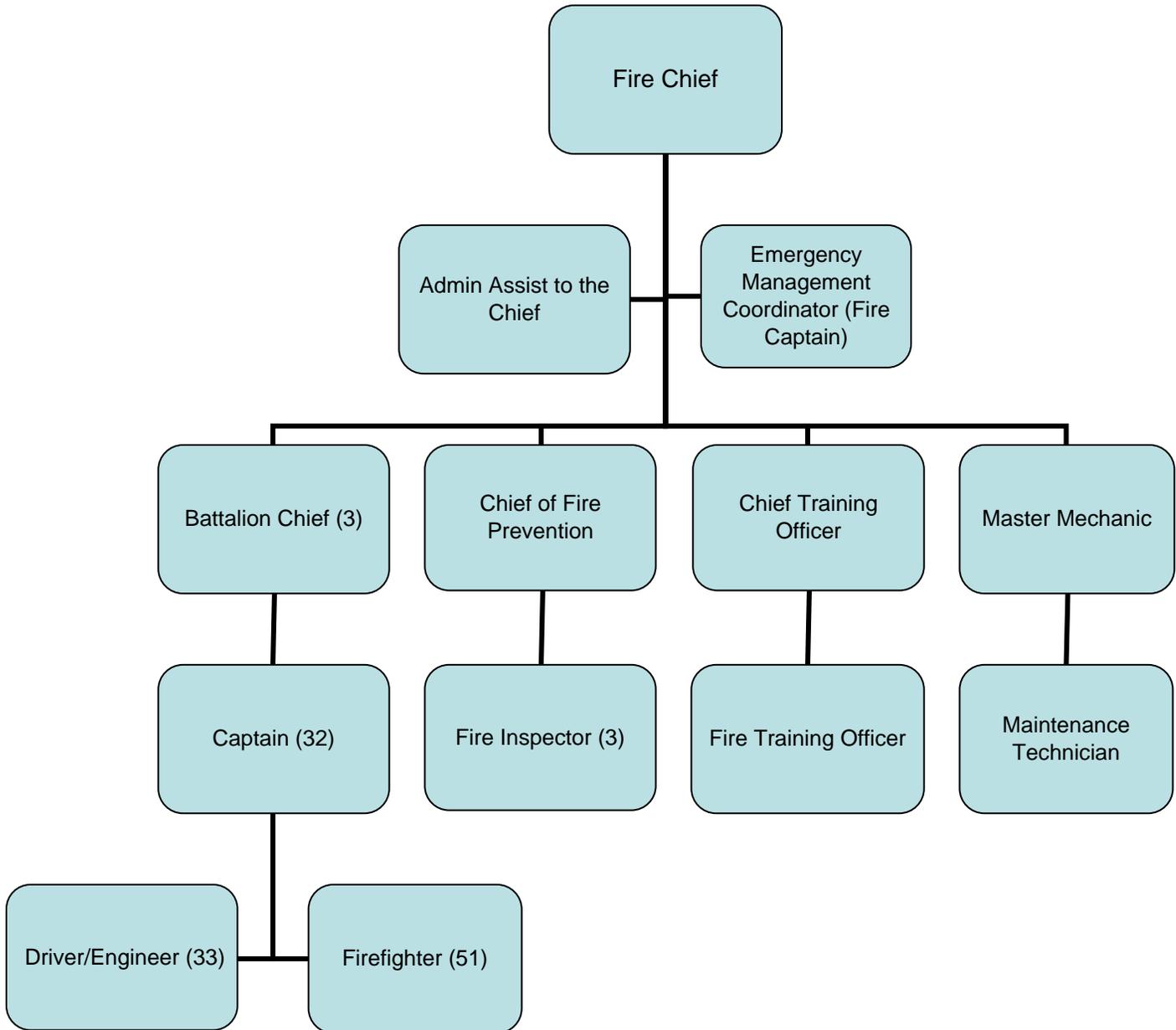
-No major changes.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	421,042	429,741	427,241	428,197
Employee Benefits	145,684	157,528	157,378	170,241
Materials & Supplies	5,866	6,500	6,500	6,500
Services	3,886	10,645	10,645	10,570
Total	576,478	604,414	601,764	615,508
Revenues:				
Other General Func	576,478	604,414	601,764	615,508
Total	576,478	604,414	601,764	615,508

FIRE DEPARTMENT



Fire Administration

Mission

To provide creative and innovative leadership in fire emergency and non-emergency services through the management and supervision of all aspects of fire protection.

Core Services

- Oversee the daily operations pertaining to Fire Suppression, Fire Training, Fire Prevention and Fire Maintenance.
- Interact with and ensure that the 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.

Current Year Activity/Achievements

- Completed 3 fire protection district coverage agreements - East Hills FPD, Maxwell Hghts FPD and Lake Contrary FPD. Included in these contracts is the provision for all districts to follow same open burning rules required by DNR for City of St Joseph.
- Completed new fire protection agreement with St Joseph School District for Bessie Ellison School.
- Set up an orientation class on the fire department for women and minorities at Hillyard Technical and sponsored an EMT class with financial assistance for those women and minorities who meet specific attendance and academic requirements
- Received new telesquirt, assigned to Station 6 and refurbished older telesquirt, currently in use at Station 12.
- Removed alley next to station 12 and replaced with grass. Egress is no longer allowed next to building. Back alley was also paved providing neighbors with easier access from rear of their homes.
- Started removal of apparatus bays on station 4 and construction of new bays
- Replaced floor and installed trench drains and new oil water separator at station 5
- Requested and received approval from the Citizen CIP Sales Tax committee to purchase 3 new fire station locations and to build 2 new stations through the 2013 CIP Sales Tax initiative.
- Completed best practice review with New World Systems.
- Developed maintenance tracking program to more accurately track purchases and repairs.
- Completed fire apparatus replacement program for upcoming Public Safety Tax initiative.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Finances continue to be a problem. costs for fuel, repairs and upkeep continue to rise.

Planned Initiatives:

- continue to apply for grants
- pursue land acquisition for new stations
- finish station 4 remodel on time and on budget
- get architect chosen for 2 new stations
- continue to work toward having all firefighters trained to FF2 level
- start a fitness program for firefighters that includes annual physicals

FIRE ADMINISTRATION

Program 8350

Program Description

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

Staffing Detail

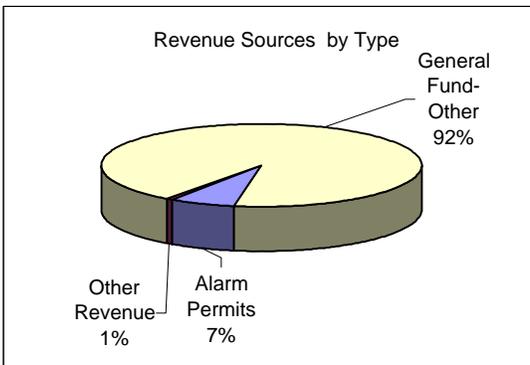
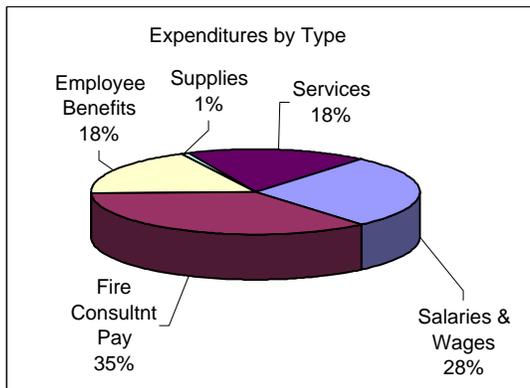
Fire Chief
 Administrative Asst to Fire Chief

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

~Fire "Consultant" pay was not adjusted.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	136,204	137,024	137,024	137,024
Fire Consultant Pay	162,175	176,385	176,385	176,385
Employee Benefits	79,520	83,951	83,951	88,166
Supplies	3,824	4,750	4,750	4,750
Services	77,773	89,835	89,835	87,515
Capital Outlay	0	0	0	0
Total	459,496	491,945	491,945	493,840
Revenue Sources:				
Alarm Permits	37,090	33,000	33,900	33,000
Other Revenue	3,165	3,000	3,965	3,000
General Fund-Other	419,241	455,945	454,080	457,840
Total	459,496	491,945	491,945	493,840

Emergency Management

Mission

The Emergency Management Coordinator's three main objectives are: Life Safety, Incident Stabilization, and Protecting the Environment. This is accomplished through the Four Pillars of: Mitigation, Planning, Response and Recovery.

Core Services

- Plan, organize, and direct the operations of the City's Emergency Management Program with local government, civic and business official and other interested groups.
- Coordinate the emergency management program with other programs of city government. Supervise all subordinate personnel assigned to the program and direct a program to recruit and train volunteer personnel.
- Speak before various groups to promote interest and cooperation in the emergency management program.
- Advise and assist business firms in establishing industrial emergency management programs.
- Meet with state and federal emergency management officials to coordinate the city emergency program.
- Prepare various forms, official documents and reports for the state and federal officials.
- Prepare the budget for emergency management programs.
- Actively participate in all phases of major programs areas- Mitigation, Preparedness, Response and Recovery. Responsibilities include planning for emergency communications support for major programs areas and those systems which have common application for other than emergency caused disasters.

Current Year Activity/Achievements

- *Secured funding for a full time Emergency Management Director (EMD)
- *Secured funds for new equipment purchases for the SJPd and Fire Department.
- *Secured grant funds for the cleanup of the airport and riverfront park after the 2011 flood.
- *Upgraded the outdoor weather sirens to narrow band to meet federal requirements. Sirens now can be silently tested and activated from three different locations.
- *Updated the City's Emergency Operations Plan
- *Initiated the process for the city to become a storm ready community.
- *Assisted at the 2012 airshow and participated in the pre-exercise planning.
- *Met all state requirements for exercises. Participated in the Cooper Nuclear Plant exercise.
- *Worked with local businesses and industry on EM preparedness.

Budget Challenges/Planned Initiatives

Budget Challenges:

Funding sources are becoming harder to find. Sequestration may limit funds.

Planned Initiatives:

- Establish a CERT group from within the community providing a volunteer pool to be used in times of disaster.
- Continue to improve public notification in the event of an emergency or disaster by the use of social media and established programs like the SJPd's NIXEL.
- Continue to apply and seek additional funding to support the EMD position and the emergency response equipment needs of the community.
- Establish a storm ready community program.

EMERGENCY MANAGEMENT

Program 2540

Program Description

As of FY2011 this small division was established to track the revenue and expense relating to the Emergency Management grant the City receives from the State. A Fire Captain acts as the City's Emergency Management Coordinator and is paid a small stipend for that responsibility. The rest of the grant covers other E.M. expenses such as emergency communications' services to the Civic Arena (the City's usual Emergency Operations Center). Maintenance costs for the City's warning siren system is also budgeted in this program.

Staffing Detail

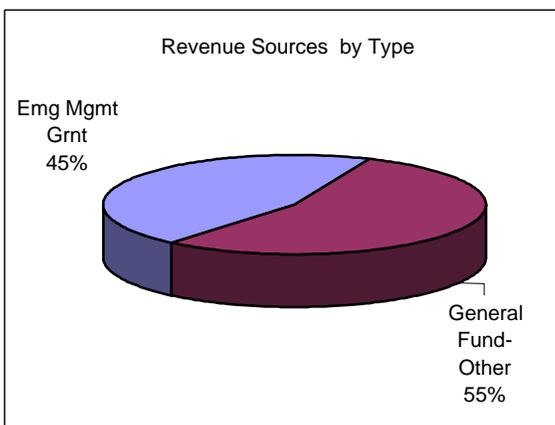
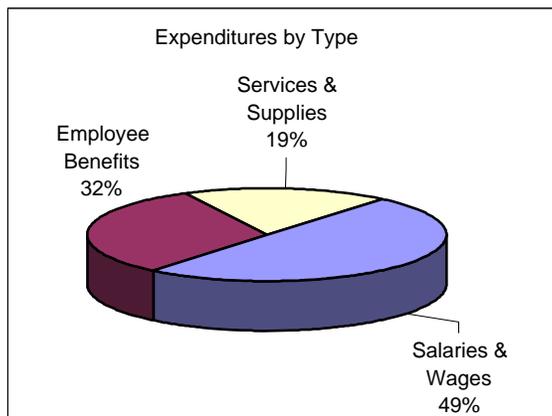
Emergency Management Coord (Fire Captain)

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	1
0	0	0	1

Major Budgetary Changes & Program Highlights

-Emergency Mgmt grant revenues & expenses moved to this division in FY11. A portion of the Emergency Management Coordinator's salary is paid by the Missouri Emergency Management Grant program. In order to reflect the \$5,000 increase in salary the Emergency Management Coordinator (Captain) receives, the position was budgeted in this program

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	5,000	60,685	60,685	60,685
Employee Benefits	2,748	36,270	36,270	38,747
Services & Supplies	16,203	16,530	16,630	22,860
Total	23,951	113,485	113,585	122,292
Revenue Sources:				
Mgmt Grnt	23,890	8,500	55,400	55,469
General Fund-Other	61	104,985	58,185	66,823
Total	23,951	113,485	113,585	122,292

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 provide First Responder medical care to victims of sudden illness or injury.
- Conduct fire safety surveys of residential apartments (multi-family), commercial, and industrial occupancies.
- Maintain mutual aid agreements with surrounding communities

Current Year Activity/Achievements

- All Firefighters renewed CPR cards
- 12 Firefighter received EMT certification
- 70 Firefighters maintained EMT licensure
- Trained all EMT's to insert airways in non breathing patients, how to check blood glucose levels and the application of a new tourniquet
- Maintained a 4 minute response on medical calls in over 80% of the responses
- Increased the number of trucks responding to fire calls to allow for the establishment of a dedicated Rapid Intervention Team at every incident.
- Responded to a projected total number of calls of just over 9,000 with about 65 % being medical calls
- All firefighters tested and passed protocol test administered by ambulance dept personnel for the Medical Director

Budget Challenges/Planned Initiatives

Budget Challenges:

- With the loss of 4 firefighter positions two years ago, in order to maintain current level of service, the division is unable to operate without exceeding the current overtime budget.
- Work on ways to retain personnel, including wage increases.

Planned Initiatives:

- Have all Firefighters trained to the level of FF 1 and 2. This requires training, a written test and an outside evaluator to conduct practical testing
- Development of a respiratory program for all departments in the city, with anyone using any type of respiratory equipment. Testing will include fit and function testing for those individuals. Testing will be performed by Fire Department air techs.
- Develop specifications for a new pumper, scheduled for purchase from CIP funds.

FIRE SUPPRESSION

Program 2510

Program Description

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

Staffing Detail

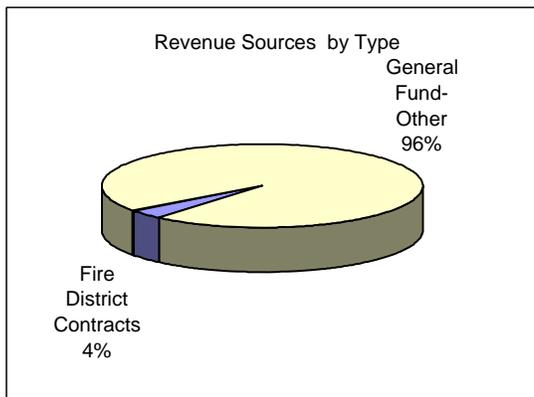
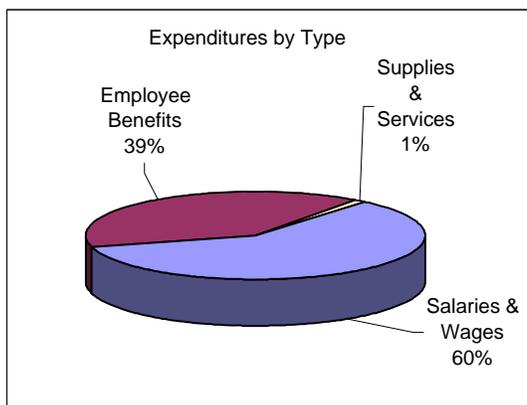
Battalion Chief
 Captain
 Driver/Engineer
 Firefighter

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
3	3	3	3
33	33	33	32
33	33	33	33
55	51	51	51
124	120	120	119

Major Budgetary Changes & Program Highlights

~The firefighter union contract was not settled until late in FY13, resulting in a minimal costs increase in the current year. The FY14 wages category reflects a full year at the 2% increase finally approved by the union. The benefits category also increased with the higher wages' impacts on payroll taxes, an increased Fire LAGERS contribution rate, and higher health premium expense.
 ~Smaller increases in the Materials & Supplies and the Services category are due to hikes in Janitorial Supplies and in Equipment M&R budgets.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	5,596,206	5,475,489	5,533,154	5,603,864
Employee Benefits	3,371,693	3,458,168	3,452,090	3,697,332
Materials & Supplies	80,863	70,735	73,735	73,735
Services	22,684	22,915	20,730	25,615
Insurance Claims	0	2,000	2,000	2,000
Total	9,071,446	9,029,307	9,081,709	9,402,546
Revenue Sources:				
Fire District Contracts	368,097	331,200	383,349	331,200
Grants &/or Gaming	2,569	22,500	18,454	41,900
General Fund-Other	8,700,780	8,675,607	8,679,906	9,029,446
Total	9,071,446	9,029,307	9,081,709	9,402,546

Fire Prevention

Mission

To provide the citizens of St Joseph with a safe community to work and conduct business in by building relationships with all business owners in our city with a common goal of making their business a safe place. We will be proactive in our approach to seek out hazards and correct them before they can cause harm to life or property.

Core Services

- Provide assistance with plans review to potential customers wanting to build or expand a business.
- Provide inspections starting with the site review and following the project through to completion and the issuing of a certificate for occupancy
- Provide an inspection program for existing business completed by Fire Department captains and crews. This will allow all businesses to be inspected within a three year time frame
- Provide investigations for all fires of significant loss to determine cause.
- Provide public education to schools and service groups on fire safety.
- Provide inspections for target hazards by Fire Prevention Inspectors with assistance from fire crews

Current Year Activity/Achievements

- Following direction of the fire chief, a very new inspection program was developed for company officers. This program allows captains to become familiar with the businesses in their district and also helps keep those businesses safe for the public or whoever may enter them.
- Following the completion of each inspection a survey card is left with the business. This survey is sent to City Hall, providing feedback on how we have done
- Inspections by the captains have allowed fire inspectors to focus on high hazard businesses. Well over 400 inspections were completed this past year, an achievement we are most proud of.
- All inspectors have maintained their certifications.

Budget Challenges/Planned Initiatives

Budget Challenges:

- Meeting the demands of our community partners and working with-in our budget
- Keeping overtime costs within budget in this division is difficult. It can be affected by the number and magnitude of fires the division is called to investigate.

Planned Initiatives:

- Of the three fire inspectors, one works mainly on IT projects/problems for the entire fire department. In the very near future we are going to train more of our suppression people and one of our training officers to do more of this type of work.
- We will be working on time management and an alternating schedule to inspect all businesses on a 3 year rotation.

FIRE PREVENTION

Program 2530

Program Description

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

Staffing Detail

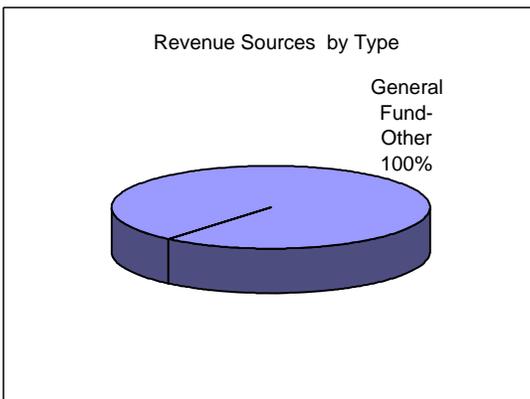
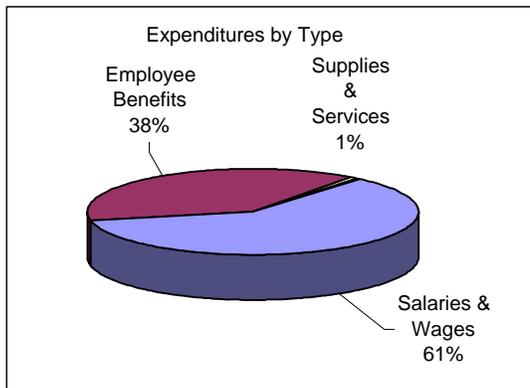
Chief of Fire Prevention
Fire Inspector

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
4	4	4	4

Major Budgetary Changes & Program Highlights

~No major changes. The apparent decrease in benefits due to an extra position's benefits getting budgeted into the current year in error.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	227,759	227,994	227,994	228,949
Employee Benefits	127,131	167,554	167,554	144,277
Materials & Supplies	3,219	2,550	2,400	2,550
Services	1,420	1,550	2,480	1,550
Capital Outlay	0	0	0	0
Total	359,529	399,648	400,428	377,326
Revenue Sources:				
General Fund-Other	359,529	399,648	400,428	377,326
Total	359,529	399,648	400,428	377,326

Fire Training

Mission

To preserve and protect life and property of the citizens of St. Joseph and of the fire-fighting 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

- One-third of the Captains are given Safety Officer training a year on a rotating basis.
- Completed START triage training
- All captains completed 40 hour Fire Inspector course
- Assisted with an orientation class for women and minorities
- Helped set up EMT class and scholarship program for women and minorities
- All firefighters completed CPR refresher class
- Met with Advantage Metals personnel and have an agreement for vehicles to use for extrication training

Budget Challenges/Planned Initiatives

Budget Challenges:

- Training and equipment grants are becoming more scarce

Planned Initiatives:

- New water craft will require additional training
- Training records should improve with the training from New World representative
- Ladder and industrial forcible entry training
- RIC training/Haz mat/AED/EMS training
- Develop yearly training schedule.
- Additional combined training with PD and other city departments

FIRE TRAINING

Program 2570

Program Description

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

Staffing Detail

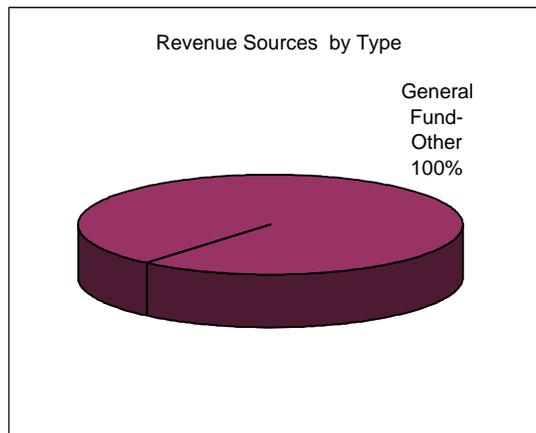
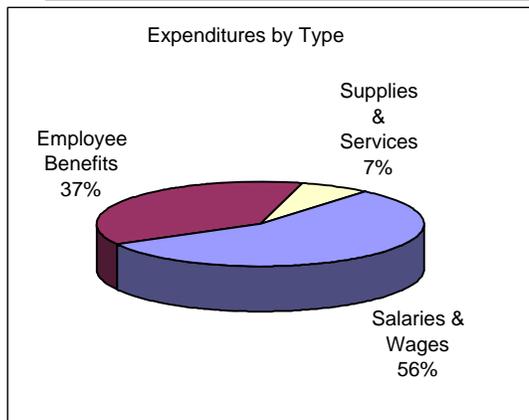
Chief Training Officer
Fire Training Officer

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

-No major changes from the prior year.

Operating Budget Summary



Expenditures:

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Salaries & Wages	90,782	106,268	106,268	107,276
Employee Benefits	56,071	66,050	66,050	71,468
Materials & Supplies	824	1,000	1,200	1,000
Services	1,755	11,934	20,900	12,235
Capital Outlay	25,358	0	0	0
Total	174,790	185,252	194,418	191,979

Revenue Sources:

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Other Revenues	0	0	1,500	0
General Fund-Other	174,790	185,252	192,918	191,979
Total	174,790	185,252	194,418	191,979

Fire Maintenance

Mission

To provide timely preventive maintenance for the vehicles in the Fire fleet including mechanized equipment. Staff is also responsible for procuring and distributing supplies and building maintenance materials to all fire stations.

Core Services

- Reduce downtime for all first-line fire equipment by:
 - Immediately repair of first-line fire apparatus failures;
 - Monthly preventive maintenance checks;
 - Manufacturer's recommended oil changes;
 - Conduct engine oil analysis.
- Provide a maintenance tracking and prioritization system
- Complete building maintenance/repairs, as needed

Current Year Activity/Achievements

- Maintained a fleet of 11 front line Fire trucks including 2 ladder trucks, 2 telesquirts, 2 heavy duty rescue trucks and 5 pumpers. Reserve fleet consists of 2 reserve pumpers.
- Maintained fleet of 11 light duty trucks and cars and 2 rescue boats
- Maintained 9 fire stations
- Installed new back splash for station 10
- Painted exterior at station 6
- Assisted with plans for remodel at station 4 and floor replacement at station 5
- Installed new heaters in entryway at Headquarters
- Assisted with the delivery of the new telesquirt and refurbished telesquirt
- New maintenance tracking system for purchases and repairs

Budget Challenges/Planned Initiatives

Budget Challenges:

- Age and condition for the fleet continues to be a problem. With the purchase of the new telesquirt and being able to refurbish the old truck we now have a back up aerial truck in reserve

Planned Initiatives:

- Hiring of a new mechanic is a high priority.
- Install a common entry system for all stations that can be key coded or card entry
- Assist with the specifications for a new pumper

FIRE EQUIPMENT SUPPORT

Program 2550

Program Description

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

Staffing Detail

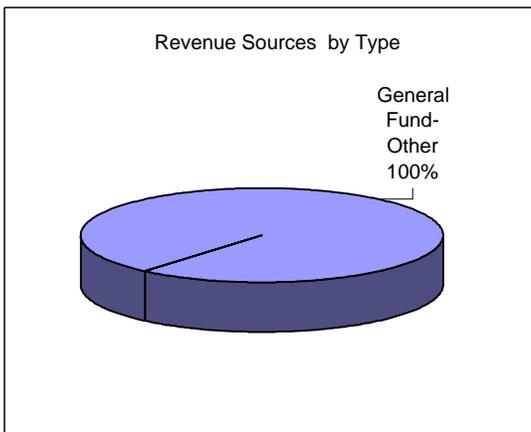
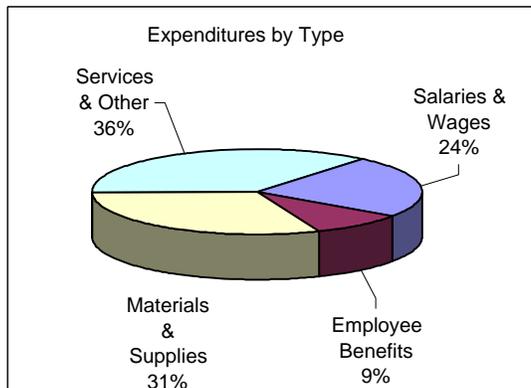
Master Mechanic
Maintenance Technician

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

- As a result of the Master Mechanic's retirement, the new hire came in at a lower rate, lowering the wages category.
- Fuel budget was increased by \$17,000.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	75,068	79,148	74,148	75,643
Employee Benefits	24,671	27,716	26,566	29,452
Materials & Supplies	98,597	81,000	81,000	98,000
Services & Other	123,853	116,300	116,300	116,300
Capital Improvements	0	0	0	0
Total	322,189	304,164	298,014	319,395
Revenue Sources:				
General Fund-Other	322,189	304,164	298,014	319,395
Total	322,189	304,164	298,014	319,395

FIRE DESIGNATED FUNDS

Program 2580

Program Description

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

Staffing Detail

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

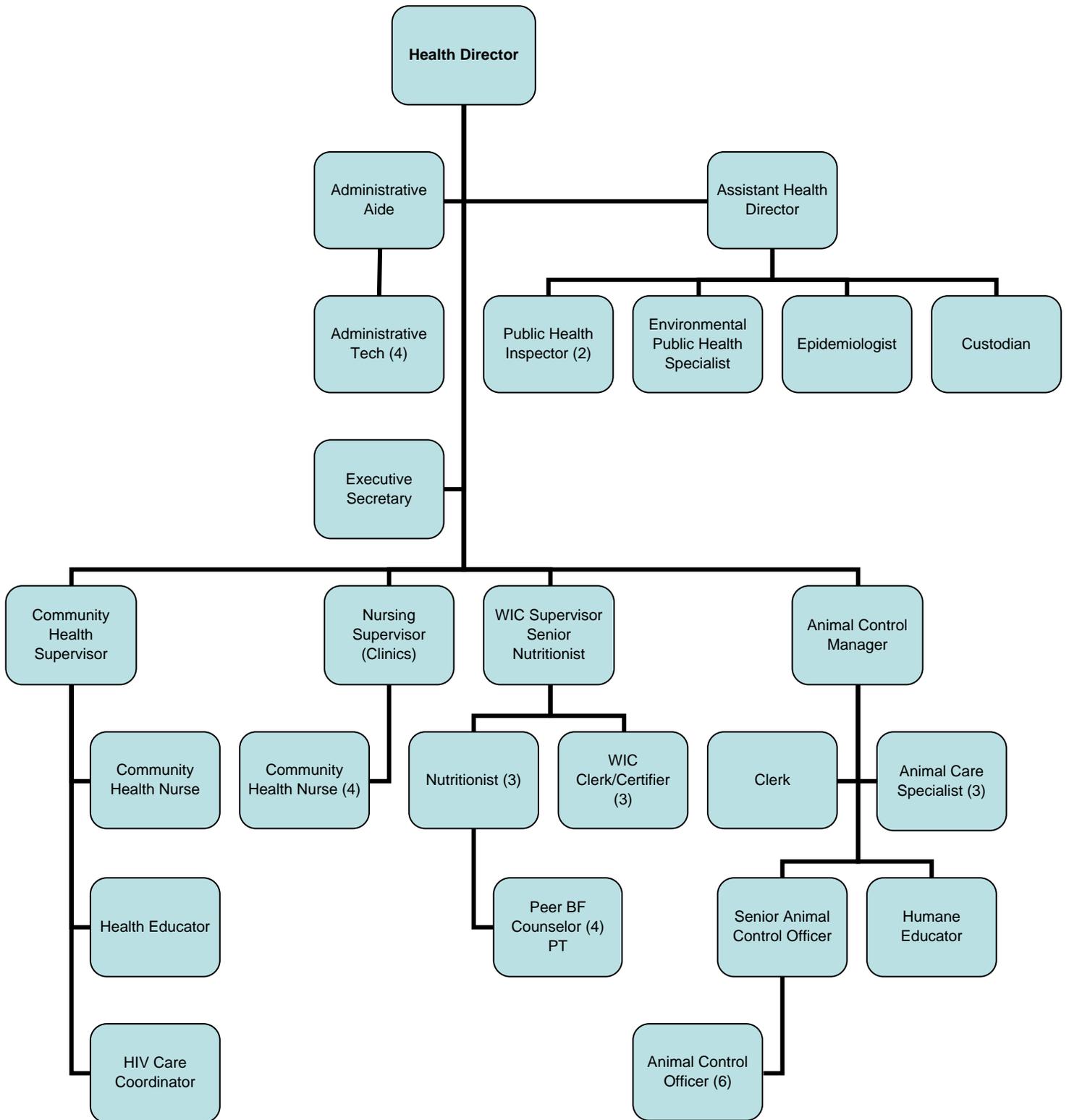
Major Budgetary Changes & Program Highlights

- SEMA grants were received for the purchase of safety gear and equipment in FY11 & FY12.
- No funding was anticipated for FY13.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Travel/Training	0	0	0	0
Materials & Supplies	8,058	0	0	0
Capital Equipment	0	0	0	0
Total	8,058	0	0	0
Revenue Sources:				
Grants	11,281	0	0	0
Reimbursements	0	0	0	0
General Fund-Other	(3,223)	0	0	0
Total	8,058	0	0	0

HEALTH DEPARTMENT



Health Administration

Mission

To provide administrative services and management support to all health programs. To supply assessment and education to citizens, organizations and governments. To provide program and policy development which addresses emerging needs in our community. Ensure public health and safety during times of local, state or national crises.

Core Services

- Provide planning, evaluation, budgeting, coordination, and administrative support for all divisions within the 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 and grants, Medicaid & Medicare through monthly billing.
- Collaborate and partner with various community organizations to address priority health issues through the implementation of programs to improve the quality of life for community residents.
- Identify gaps in public health service and create needed programs. Identify existing and new funding opportunities to implement new programs, and identify opportunities for strengthening existing services.
- Coordinate Health Promotion activities for the department, including addressing priority health needs of tobacco use, nutrition, and physical activity to reduce obesity, and injury prevention.
- Develop social media campaigns, participate in community outreach events and other opportunities to promote public health and to educate citizens.
- Provide public information to the media.
- 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 filing Buchanan county death certificates with the State, and issuing Missouri birth and death certificates to the public.
- Undertake facilities maintenance for Patee Hall, a 100 year old building which houses three agencies with ever growing and changing needs.
- Provide Public Health Emergency Response and Planning to Buchanan County, and Regional Epidemiology services to Buchanan and surrounding counties.

Current Year Activities/Achievements

- The Health Department is a key partner in the establishment of "Live Well St. Joseph", a collaboration of representatives from area agencies and private companies working toward building a healthier community.
- Participating as a collaborative partner in the submission of year three of a grant proposal to the Missouri Foundation for Health (MFH), which resulted in the funding of a health improvement project in St. Joseph with a goal to improve overall community health by creating environments that promote healthy eating, active living, and reduce tobacco use and second-hand smoke exposure. The Health Department serves as team lead for the tobacco use prevention segment of the MFH grant, which oversees the development of cessation classes, youth prevention and advocacy, policy development, and public education.
- Collaborative partnerships include Live Well St. Joe, Success by 6 Initiative through United Way, Northwest Missouri Tobacco Use Prevention Coalition and Clean Air St. Joe, Youth Alliance, Heartland Foundation, St. Joseph Safety & Health Council, St. Joseph Public Works, St. Joseph Parks and Recreation, Second Harvest, and Pioneering Healthy Communities (YMCA) and several divisions within the State of Missouri Department of Health and Senior Services.
- The Northwest Missouri Medical Reserve Corp (NWMO MRC) has received its national certification and is in the process of accepting and training volunteers
- NWMO MRC is an affiliate member of Missouri Disaster Response System providing acute care and functional needs support to communities in MO at times of disaster.
- NWMO MRC in collaboration with Show Me Response supports resiliency efforts of emergency management by providing trained and credentialed volunteers in times of disaster.

Performance Statistics

- Death Certificates Filed 750
- Certified Copies of Death Certificates Issued - 6,803
- Certified Copies of Birth Certificates Issued - 4,852
- Community Outreach Events/Health Fairs Participated in - 17
- Potential number of people reached with health message at outreach events - 6,195
- Amount of DHSS grant funding (state and federal pass through): \$917,986

Budget Challenges/Planned Initiatives

As federal and state governments continue to focus on chronic disease prevention and reduction of the public burden of health care costs through reducing obesity rates, tobacco use and exposure, and injury prevention the Health Department will evaluate its current programs to be consistent with the funding sources.

The grant for emergency planning and preparedness has evolved to be an all hazards plan. The health department needs to find ways to keep the plan applicable.

With the impending changes to healthcare due to the Affordable Care Act it is uncertain the role or funding of public health. It is important that we evaluate all options and be prepared for change. One piece of the evaluation process is to ensure all avenues of revenue are explored and developed. The health department is working with the state of Missouri to establish a billing process for our services to be reimbursed by private insurance, so as to reduce the burden on Missouri HealthNet to provide payment for all immunization services and to broaden our consumer base to include those who have insurance other than state-based.

The health department, through our affiliation with Live Well St. Joe, will work to improve overall community health by creating environments that promote healthy eating, active living, and reduce tobacco use and second-hand smoke exposure.

HEALTH ADMINISTRATION

Program 8370

Program Description

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

Staffing Detail

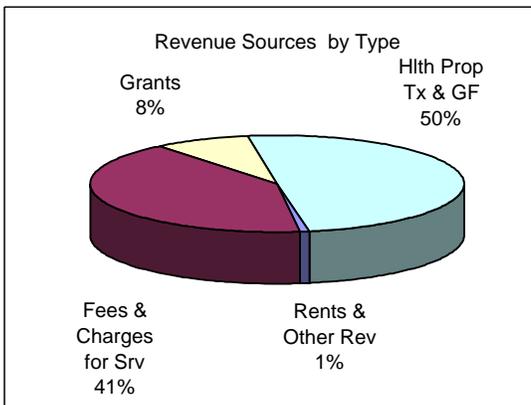
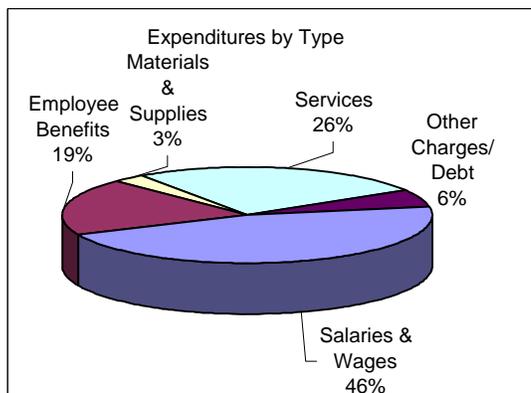
Director of Public Health
 Assistant Director of Public Health
 Community Health Epidemiologist
 Executive Secretary
 Administrative Support Supervisor
 Administrative Aide
 Health Educator
 Administrative Technician
 Custodian
 Administrative Aide (1- PT)

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	1	0	0
1	0	1	1
0	1	0	0
5	4	4	4
1	1	1	1
0.0375	0.375	0.375	0
11.0375	11.375	10.375	10

Major Budgetary Changes & Program Highlights

- The part time Administrative Aide was increased to a full time position.
- The existing full time Aide position was reclassified as a Health Educator and transferred to the Community Health division.
- Fluctuations in the non-personnel categories are tied to grant activity.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	415,545	420,002	421,007	392,987
Employee Benefits	140,084	154,143	153,958	162,515
Materials & Supplies	30,598	22,000	25,537	22,600
Services	253,266	221,961	226,107	222,147
Other Charges/ Debt	57,318	61,598	61,598	50,416
Capital Outlay	0	0	0	0
Total	896,811	879,704	888,207	850,665
Revenue Sources:				
Rents & Other Rev	12,591	13,318	17,903	7,445
Fees & Charges for S	389,792	391,596	346,489	349,260
Grants	104,975	67,795	83,703	70,552
Hlth Prop Tx & GF	389,453	406,995	440,112	423,408
Total	896,811	879,704	888,207	850,665

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

Provide access to health care individuals and families through:

- Community-wide immunizations for infants, children and adults through clinic services per DHSS guidelines.
- Annual public influenza clinics.
- Tuberculin skin testing, referral and assessment of LTBI clients and follow-up monitoring of treatment. Intense monitoring of clients with tuberculosis disease; providing Directly Observed Therapy for medication with up to daily visits either in the clinic or the community.
- Pregnancy testing for minimal fee, free prenatal case management offered to females to provide supportive services as well as information regarding the pregnancy and post delivery period. Provide resource and referral guidance for benefit of the individual.
- Child Care Health Consultation program provides nursing on-site visits to child care providers to assess health and safety practices as well as educational programs, per contract guidelines, for the children and care-givers that is interactive and entertaining.
- Lead screenings and venipunctures are done free by request for children up to 6 years of age as well as clinic based nurse case management assessments. Provide the community education about lead dangers and teach prevention activities to reduce the risk of elevated blood lead levels.
- Collaboration with other agencies to establish a local area health care network for various service areas.
- Encourage the community to live healthy lifestyles by focusing on behavior related health habits.
- 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.
- 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.
- Participation in health fairs and other outreach activities that are scheduled to provide health and safety promotional activities throughout the year at various locations by health department staff.

Current Year Activities/Achievements

The health department supplied the Social Welfare Board with \$441,432.00 along with space, utilities, flu vaccine and some supplies.

Performance Statistics

- Immunization Attendance: 1,915
- Immunizations Given: 3,932
- Tuberculin Skin Test Screenings: 770
- Individual Contacts for Medication Dispensing from TB Clinic: 216
- Pregnancy Tests: 651
- Prenatal Case Management Contacts: 1,421
- Temporary Medicaid Assistance Forms Issued: 897
- Childhood Lead Screenings: 20
- Head Lice Checks and Consultation: 11
- Blood Pressure Monitoring: 6
- Communicable Disease Investigation and Follow-up: 195
- Communicable Disease Aggregate Entry and Reporting: Animal Bites = 125; Influenza = 1,532

Budget Challenges/Planned Initiatives

Challenge: Increase in the cost of vaccine and supplies for purchased vaccine clinics

Solution: Expansion of venues to administer influenza vaccine clinics, such as school clinics, mall, events. Consider charging a small fee for vaccine and supply costs.

Challenge: Due to reduction in federal funds, CDC guidelines direct states to now prohibit the use of 317 funded vaccines to be used by local public health agencies, for any person; infant, child or adult, that are fully insured by a health plan that covers immunizations. Vaccine costs are expensive and not typically covered in the government contracts.

Solution: Join into pilot project through state guidelines to implement billing insurance practices and to privately purchase vaccine that can then be administered to this cohort of persons and then bill their private insurance to cover the cost of vaccine and supplies. This will also assist in meeting the need to increase immunization rate as well as to protect the community from vaccine preventable diseases.

Challenge: Increased restriction on state funded vaccine with increase demand and community need.

Solution: Explore ways to expand coverage to increase immunization rates while keeping costs down. Consider purchasing vaccine to provide to those children and adults that have barriers to vaccine coverage and charge a small fee that is not cost prohibitive. We have obtained price listings of vaccines and are looking at utilizing this privately purchased vaccine to provide community based vaccine clinics as we can not take VFC vaccine out of the health department except under strict guidelines. We are also looking to provide protection to adults through immunizations for Shingles (Herpes Zoster), Pertussis (Whooping cough) and Tetanus (Lockjaw) (Tdap), Pnuemonia (Pnuemococcal) and Bacterial Meningitis (Menactra).

Challenge: Increased number of clients requesting prenatal services & pregnancy testing are repeat clients, many with the same risk factors.

Solution: Reconfigure prenatal case management services to survey risk assessments of prenatal case load to develop and initiate educational modules to address these risk factors by using evidence-based program guidelines to enhance client outcomes to reduce and eliminate risks.

CLINIC SERVICES

Program 6710

Program Description

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

Staffing Detail

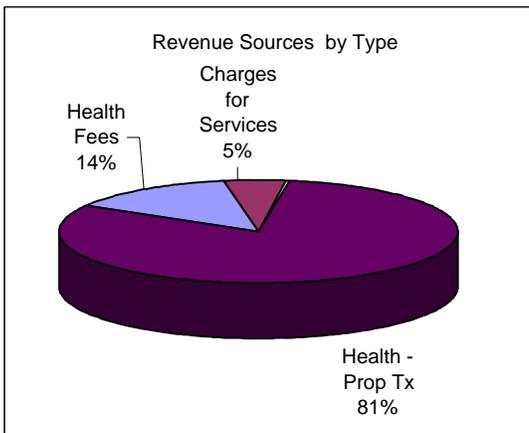
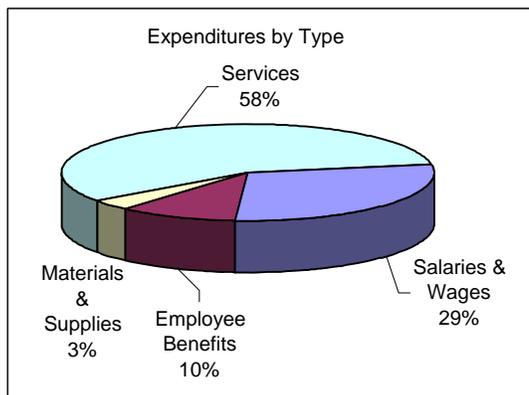
Clinic Supervisor
Community Health Nurse

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
4	3	3	4
5	4	4	5

Major Budgetary Changes & Program Highlights

~The Services category includes the \$441,432 contribution to the Social Welfare Department. The amount was not increased for FY14. By contract, the SWB is increased by the same percentage as employees receive in salary increases. There is no budgeted increase for employees at this time.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	234,181	238,472	231,503	239,501
Employee Benefits	75,602	77,710	72,010	84,140
Materials & Supplies	29,691	28,900	35,400	28,900
Services	444,371	473,332	481,865	473,342
Total	783,845	818,414	820,778	825,883
Revenue Sources:				
Health Fees	94,419	119,200	106,240	113,800
Charges for Services	53,284	42,363	64,364	43,248
Interest	64	150	150	150
Grants	2,851	2,850	1,500	1,500
Health -Prop Tx	633,227	653,851	648,524	667,185
Total	783,845	818,414	820,778	825,883

Community Health Services

Mission

Community Health Services strives to educate, identify, care, and prevent the spread of HIV, STD's, and Hepatitis C in NW Missouri promoting optimal wellness for our citizens.

Core Services

- Provide access to HIV, STD, and Hepatitis C prevention and care to person in NW Missouri:
HIV Care Services, HIV testing, HIV risk/harm reduction, HIV education, HIV case management & linkage to care
- STD Services, Gonorrhea, Chlamydia, and Syphilis Test, STD risk/harm reduction, STD education, STD Treatment
- Hepatitis C, High risk vaccination, Hepatitis C education, Hepatitis C Reporting

Current Year Activities/Achievements

Performance Statistics

- HIV positive persons enrolled in case management - 69
- HIV positive persons in case management who are engaged in care-67
Number of of clients serviced in prevention for positives - 15
- Number of educational community outreach events 27
- Number of individuals served in risk reduction sessions - 68
- Number of HIV/STD clinic visits- 1,286
- Transit Sessions - 257

Budget Challenges/Planned Initiatives

- To monitor reductions in federal and state grant dollars due to greater access to care provided by the Patient Protection and Affordable Care Act (ACA).
- To keep up with the demand for increased education associated grant opportunities by the ACA \$(15 billion) with current budget and staffing limitations.
- Limited dollars for staff development and training makes it challenging to keep up with current trends in the health care setting.

COMMUNITY HEALTH SERVICES

Program 6720

Program Description

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

Staffing Detail

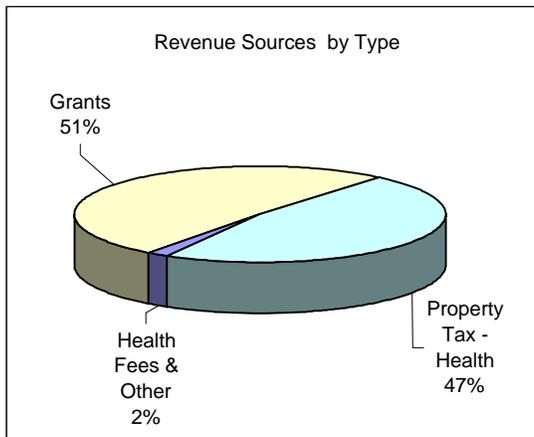
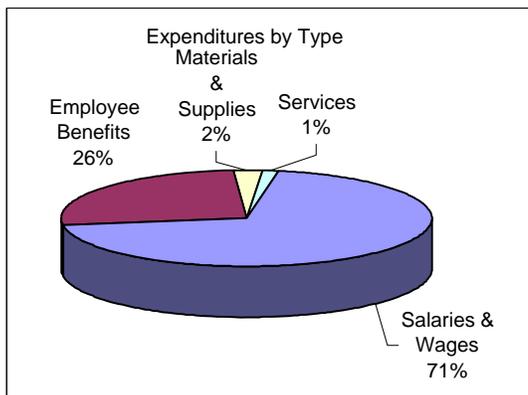
HIV Care Coordinator
 Health Educator
 Community Health Nurse
 Community Hlth Srvc Supervisor

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	2
1	1	1	1
1	1	1	1
4	4	4	5

Major Budgetary Changes & Program Highlights

- A second Health Educator (reclassified position) was transferred here from Health Administration.
- The changes in supplies and services are tied to the level of grant funding.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	175,912	180,480	180,480	218,145
Employee Benefits	56,330	61,465	61,415	81,857
Materials & Supplies	4,402	9,400	8,200	7,700
Services	4,554	5,015	4,817	4,050
Total	241,198	256,360	254,912	311,752
Revenue Sources:				
Health Fees & Other	5,008	6,600	5,750	6,200
Charges for Services	0	0	84	0
Grants	160,894	159,109	158,787	158,464
Property Tax - Health	75,296	90,651	90,291	147,088
Total	241,198	256,360	254,912	311,752

WIC

Mission

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

Core Services

- Provide a link to WIC Services as one of the 118 providers in the state.
- Provide evaluation tools to identify the nutritional risk and income eligibility of participants.
- Provides an avenue to improve the health of the community, by educating families about good health practices and providing nutritious foods for pregnant, breastfeeding, non-breastfeeding women and to infants up to six (6) months of age and children up to their fifth birthday.
- Provide Anthropometric measurements, Hematological Data and Specific Dental Criteria for the WIC participant to help improve their quality of life.
- Provide Dietary Assessment, Nutrition and Breastfeeding Education and goal setting. In setting the goal, the SMART program is used: S=Specific, M=Measureable, A=Attainable/Achievable, R=Realistic, T=Time Bound.
- Provides a link to community referrals.
- Provides a policy for the WIC program to appropriately respond to community emergencies.

Current Year Activities/Achievements

- Expanded the breastfeeding peer counseling staff's services to help increase our percent of breastfeeding moms on the program and to increase duration.
- Expanding the nutrition education portion of our program by partnering with FNEP to provide nutrition classes.
- Expanding nutrition education through use of the State WIC Website.
- Strengthening Northwest WIC agency relationships by teleconferencing each quarter.
- Increasing our support for our breastfeeding and non breastfeeding participants by participating in the Breastfeeding Task Force, BF peer counselor hospital visitations and area Breastfeeding Support group.
- Increased our program participation thru various media advertising.
- The WIC Coordinator is a representative on the Health Advisory Council, partnering with other community leaders to develop strategies to provide cohesive services for the community.
- Opened a satellite clinic at the Heartland Hospital Obstetrics Unit to expand services for our community and provide a WIC certification service for any qualified postpartum woman and infant, who may or may not be participating in any of the Northwest Missouri WIC unit.

Performance Statistics

- Total dollar amount issued in checks from fiscal 2012 = \$2,041,657.57
- Total number of participant for above fiscal year: 29,176
- Total number of Spanish Clients for above fiscal year: 3,788

Budget Challenges/Planned Initiatives

- Fill a vacant nutritionist position.
- Increase the caseload from 2466 to 2550 per month.
- Increase the number of breastfeeding women on the program and their breastfeeding duration.
- Decrease the trend of overweight children on our program, by decreasing the number that qualify for Risk Factor 114, (at risk for becoming overweight).
- Attend at least 1-2 nutrition conferences required yearly by WIC policy. Nutritionists will obtain some of the additional trainings needed each year thru the new WIC web-based programs.

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 through integration and coordination with other programs. All clients must meet income guidelines and have a medical condition for program admittance.

Staffing Detail

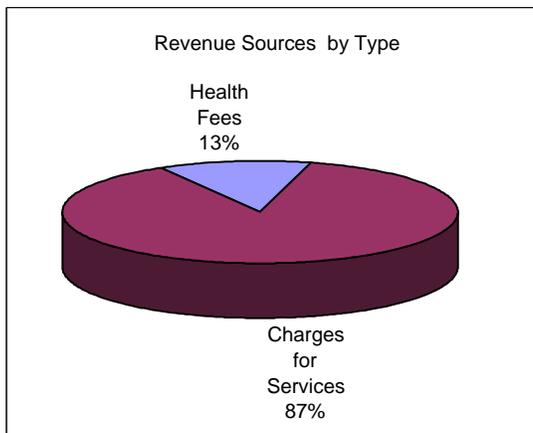
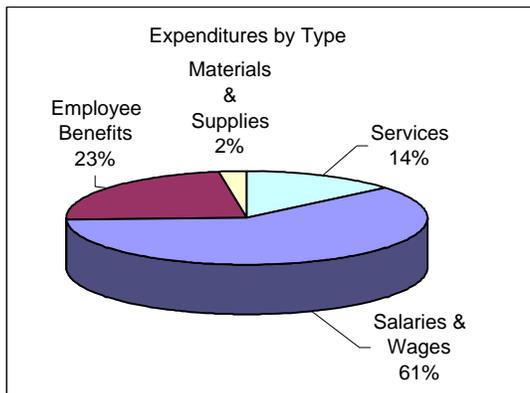
Senior Nutritionist
Nutritionist
WIC Clerk
BFPC Funded Temps

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	3
3	3	3	3
0.6	0.6	0.6	1.07
7.6	7.6	7.6	8.07

Major Budgetary Changes & Program Highlights

~The changes in expenditures are tied to the level of grant funding. This program has moved to the level of more than paying for itself.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	261,526	286,963	264,963	285,404
Employee Benefits	75,991	88,568	87,944	109,020
Materials & Supplies	8,128	14,293	14,293	11,784
Services	57,350	70,110	59,915	65,855
Capital Outlay	0	0	0	0
Total	402,995	459,934	427,115	472,063
Revenue Sources:				
Health Fees	3,073	53,000	53,582	59,000
Charges for Services	450,721	411,732	430,321	409,151
Health Tax	(50,799)	(4,798)	(56,788)	3,912
Total	402,995	459,934	427,115	472,063

Environmental Health & Food Safety

Mission

To safeguard the public's health and safety by ensuring that the appropriate services and establishments meet environmental and food safety codes, laws, and regulations

Core Services

- Provide routine, follow-up, complaint, pre-opening walk-thru, seasonal, temporary event, and/or final inspections of all food, lodging, and tattooing establishments and swimming pools and spas to ensure that they meet environmental and public health safety codes, laws, and regulations.
- Provide public education on many topics such as, but not limited to food safety, mold control, precautions against West Nile virus, childhood lead poisoning prevention, preventing indoor asthma triggers, onsite wastewater treatment system components, operation, and installation, swimming pool and spa operation and maintenance.
- Collect and verify documentation necessary to obtain a tattooing artist card.
- Coordinate and investigate environmental health issues such as, but not limited to: Reports of suspected food borne contamination, surfacing sewage complaint resolution and condemnation process (coordinated with Property Maintenance and Public Works), air quality concerns, odor complaints (coordinated with Missouri Department of Natural Resources or MO-DNR), cases of childhood lead poisoning (coordinated with the nursing staff), mercury collection and disposal, new and existing City wide development plans, provide West Nile virus surveillance through mosquito trapping, educate and enforce the provisions of the Smoke Free Air in Certain Areas of Public Places Ordinance.
- Review applications submitted, permit new system construction and existing system repairs or replacements, evaluate locations for the availability of sanitary sewers, conduct site, construction, and final inspections for Onsite Wastewater Treatment Systems or OWTS, commonly called septic systems.
- Provide Environmental contract services for the Holt County Health Department.
- 24/7 response to truck wreck, fire, flood, and other catastrophic event response to incidents involving environmental health and food safety.

Current Year Activities/Achievements

Food establishment inspections are made on the basis of risk to the consumer. The greater the risk the more frequent inspections are performed to safeguard the general public to maintain minimum sanitation standards and proper enforcement of these standards.

Performance Statistics

- Number of food / drink establishments inspected annually:

routine inspections: 1,513

follow-up inspections: 404

complaint inspections: 86

responses to truck wrecks after hours: 0

responses to fires at food establishment: 5

other inspections and contacts (pre-opening walk-thru's, plan reviews, final inspections, educational visits, and trainings conducted by HD staff): 510

- Two full time public health inspectors are dedicated solely to food safety. Monthly averages for each inspector are as follows: 63 routine inspections, 17 follow-up inspections, 4 complaint investigation inspections, and 21.25 other inspections and contacts, or 105.25 total in-person contacts per month averaging 5 establishment visits per working day, not accounting for holidays, vacation/medical/comp time leave, time away for training, or other duties as assigned.

- Number of public and semi-private swimming pools & spas inspected annually:

routine inspections: 40

follow-ups: 14

complaint investigation inspections: 7

fatal accident investigation: 0

- Number/percent of lodging facilities inspected annually:

routine inspections: 12

follow-up inspections: 14

2nd-follow-up: 3

3rd-follow-up: 2

complaint investigation inspections: 20

- Number of childhood lead poisoning cases investigated: 8 - 17

• Number of childhood lead poisoning cases investigated:

risk assessments completed, samples collected, processed, data analyzed, and reports written and provided to parents of children with elevated blood lead levels: 4

hours spent working in the Healthy Homes and Lead Poisoning Prevention Program: 142

Follow-up lead prevention reporting was also completed, with abatement activities being supervised by the risk assessor. Many existing cases in which the child's lead levels never returned to normal are still monitored continually by the lead risk assessors and the nursing case manager

• Number of OWTS (septic systems) permitted:

within the City limits of St. Joseph: 4

Village of Agency which contracts with the City to provide OWTS inspection services: 0

number of site visits completed during construction/installation processes: 16

complaint investigation were completed concerning surfacing sewage or illegal onsite system installation: 10

• Other environmental services:

Radon, mold, or other environmental factors were addressed as phone calls or e-mails were received.

Air quality and/or odor complaints were investigated: 9

• Holt County Environmental Services through a Memorandum of Agreement with the City of St. Joseph Health Department incorporates:

45 food establishments

4 lodging establishments

3 childcare establishments

OWTS inspections

To minimally complete these services, 76 routine inspections are necessary, excluding OWTS inspections.

Budget Challenges/Planned Initiatives

Electronic inspection software and hardware was purchased and is currently being fully integrated for conducting environmental health services inspections. This new process will reduce inspection time, record retention and reporting issues, allow us to communicate more clearly and concisely, thus effectively with establishment owners, or others reviewing report results, and provide continually compiled health and food safety statistics regarding the inspections and their frequency. Electronic inspections may be completed for food, lodging, or tattooing establishments, swimming pools and spas, 24-hour disaster response, emergency response planning, On-Site Wastewater Treatment Systems, or complaints received on any of the afore mentioned programs.

Environmental Health & Food Safety staff will be further developing and offering food handler's training to educate the food establishment workforce of standard health and safety practices while encouraging training and accountability.

ENVIRONMENTAL HEALTH & FOOD SAFETY

Program 6920

Program Description

Staff inspectors ensure that all food, drink or lodging establishments and swimming pools meet environmental and safety codes through aggressive inspection program in order to safeguard public health and safety. Environmental health issues such as elevated blood lead levels, lead remediation, noxious odor complaints, Missouri Clean Indoor Air, water quality, septic tank system permitting are also investigated and coordinated.

Staffing Detail

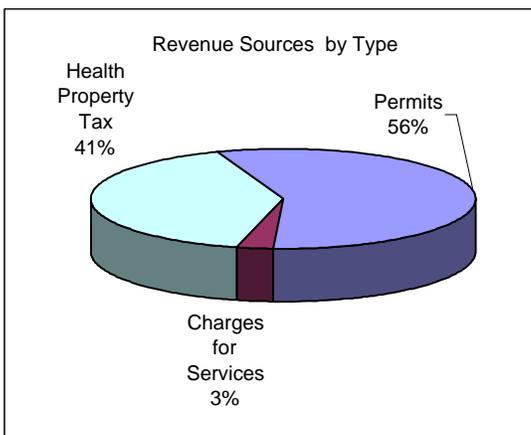
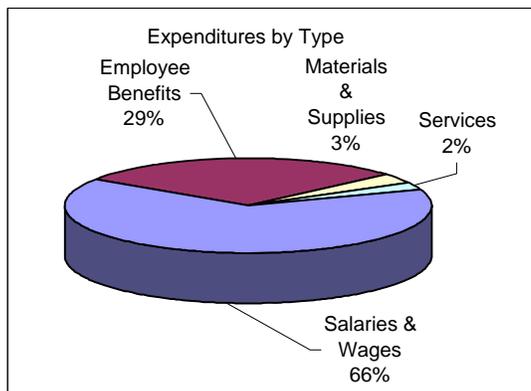
Public Health Inspector
Environmental Public Hlth Specialis

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
2	2	2	2
1	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

- The division has a Memorandum of Agreement with Holt County to perform inspection services for them.
- No major budget changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	97,116	99,129	99,129	99,130
Employee Benefits	39,185	41,532	39,532	44,703
Materials & Supplies	4,909	5,000	5,200	5,000
Services	3,510	3,720	4,220	3,695
Capital Outlay	0	0	0	0
Total	144,720	149,381	148,081	152,528
Revenue Sources:				
Permits	91,611	96,450	86,450	86,110
Charges for Services	13,677	4,500	13,764	4,500
Grants	2,260	3,460	0	0
Health Property Tax	37,172	44,971	47,867	61,918
Total	144,720	149,381	148,081	152,528

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 work 24-hours a day, 7-days a week in order to ensure public safety and a quick response to dire situations.
- Operate the City Animal Control Facility 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 citizen complaints regarding animal abuse and neglect.
- Protect the public from zoonotic diseases by surveillance and impoundment of diseased wildlife and suspected rabid animals.
- Protect the public from feral animals by investigating citizen complaints of vicious or dangerous animals.
- Vaccinate all impounded animals against common disease upon arrival.
- Conduct annual city-wide rabies vaccination and pet registration clinics in partnership with local veterinarians.
- Offer pet micro-chipping.
- Offer low-cost spay/neuter financial assistance program to pet owners.
- Offer cremation services for pets.

Current Year Activities/Achievements

- Volunteers from the Friends of the Shelter conducted Saturday previews once a month to promote shelter animals.
- The shelter is open various hours throughout the week including one late evening and on Saturday to accommodate the public and to increase adoptions.
- Held five (5) city-wide rabies vaccination and pet registration clinics.
- Continued the partnership with the Missouri Department of Corrections for the Puppies for Parolees program.
- Partnered with PetSmart to offer satellite cat adoptions at their North Belt location
- Continued IMPACT Program for repeat offenders.
- Offered pet therapy to local residential care facilities

Performance Statistics

- Total number of live dogs received: 1606
- Percentage of dogs adopted/redeemed/placed: 73%
- Total number of dogs available for adoption: 769
- Percentage of available dogs adopted: 87 %
- Total number of live cats received: 1186
- Percentage of cats adopted/redeemed/placed: 28%
- Total number of cats available for adoption: 456
- Percentage of available cats adopted: 68%
- Number of complaints investigated: 8727
- Number of citations issued: 1,702
- Number of rabies clinics participants: 848
- Number of animal licenses sold: 7100, including 1,200 micro-chips
- Number of rabies specimens submitted to the laboratory: 89
- Number of rabies cases confirmed: 0
- Number of wildlife impounded: 1,239
- Number of stray dogs and cats impounded: 1,807 (953 and 854 respectively)
- Number of unwanted dogs and cats relinquished to the Shelter: 972 (458 and 514 respectively)
- Number of public education programs provided: 108
- Number of pet therapy sessions provided: 36
- Number of hours volunteers contributed to the program: 1,810
- Number of animals spay/neutered through assistance programs: 165
- Number of dogs that in the Prison Dog Program: 76 (76 adopted, 12 still in the program)
- Number of participants in the IMPACT Program: 14

Budget Challenges/Planned Initiatives

- To maintain existing services with shrinking revenues.
- To implement an electronic reporting system to provide clear, legible reports to the court and to minimize the amount of time officers spend at the shelter working on paperwork.
- To decrease the number of healthy adoptable animals euthanized by developing stronger relationships with rescues and challenging staff to think outside the box.
- To clarify statistical reporting of shelter activity, continuing to scrutinize them to improve shelter operations.

ANIMAL CONTROL & RESCUE

Program 6930

Program Description

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

Staffing Detail

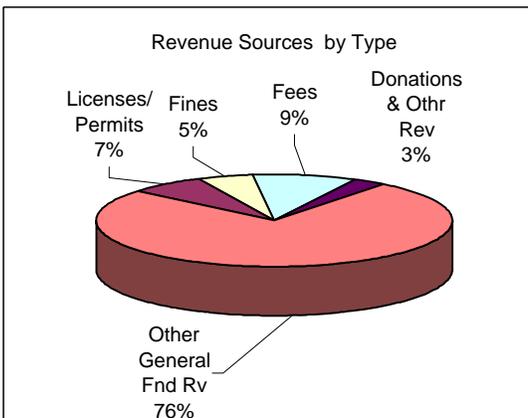
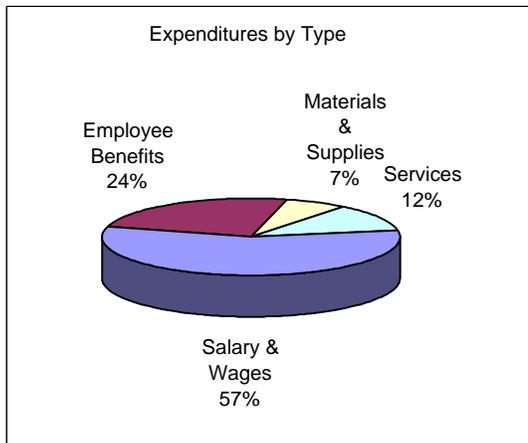
Animal Control Manager
 Senior Animal Control Officer
 Animal Control Officer
 Humane Educator
 Animal Care Specialist
 Clerk

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
6	6	6	6
1	1	1	1
3	3	3	3
1	1	1	1
13	13	13	13

Major Budgetary Changes & Program Highlights

~ No major changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salary & Wages	426,293	442,952	422,952	441,240
Employee Benefits	156,707	174,514	168,864	187,056
Materials & Supplies	41,078	51,700	51,750	51,700
Services	87,318	88,695	88,760	90,200
Insurance & Other	1,574	6,248	6,248	5,000
Capital Outlay	20,585	0	0	0
Total	733,555	764,109	738,574	775,196
Revenue Sources:				
Licenses/Permits	56,560	53,360	53,360	53,360
Fines	40,276	40,000	40,000	40,000
Fees	71,102	73,500	73,600	73,500
Donations & Othr Rev	24,021	18,700	25,220	22,200
Other General Fnd Rv	541,596	578,549	546,394	586,136
Total	733,555	764,109	738,574	775,196

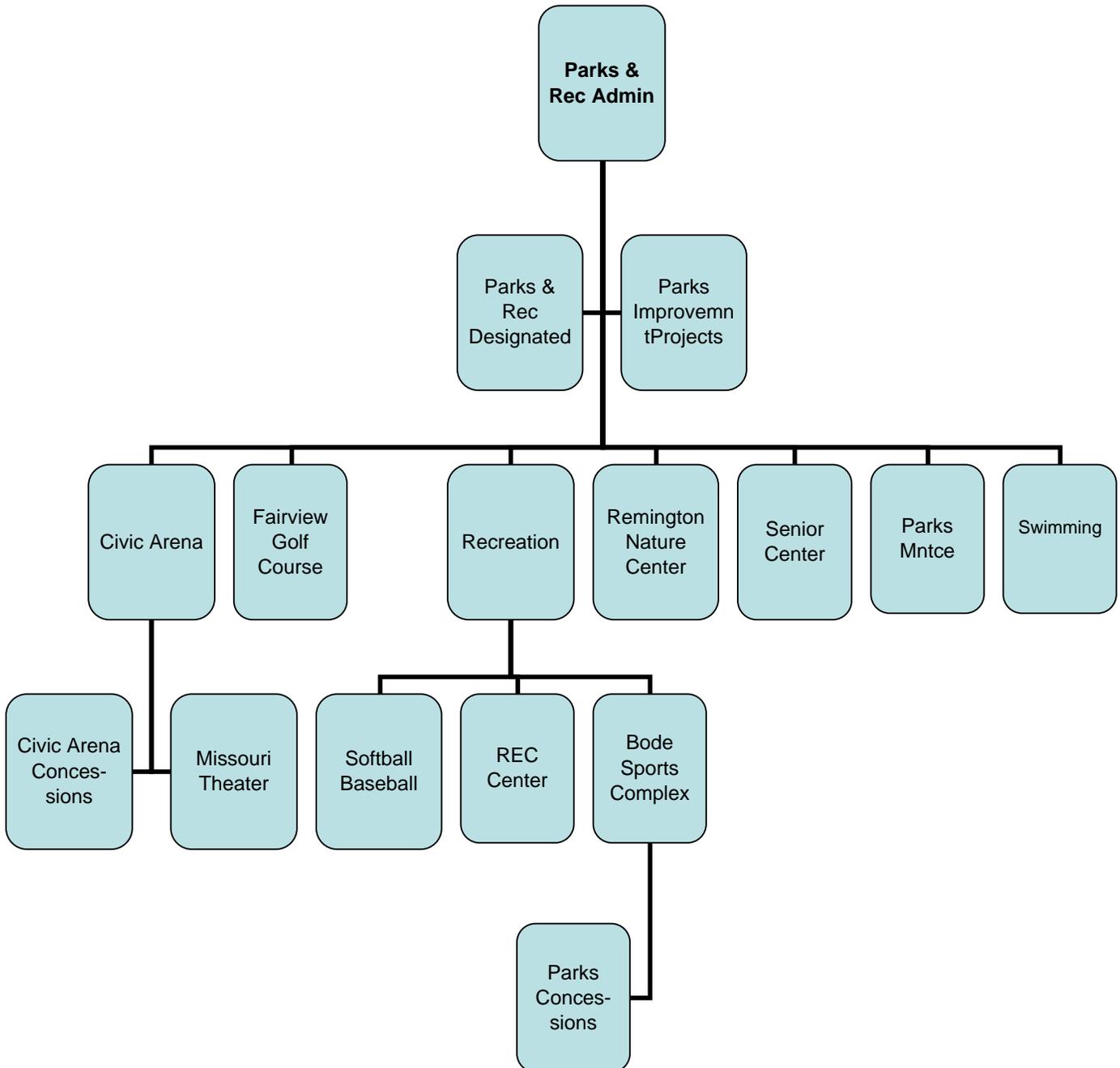
PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

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.

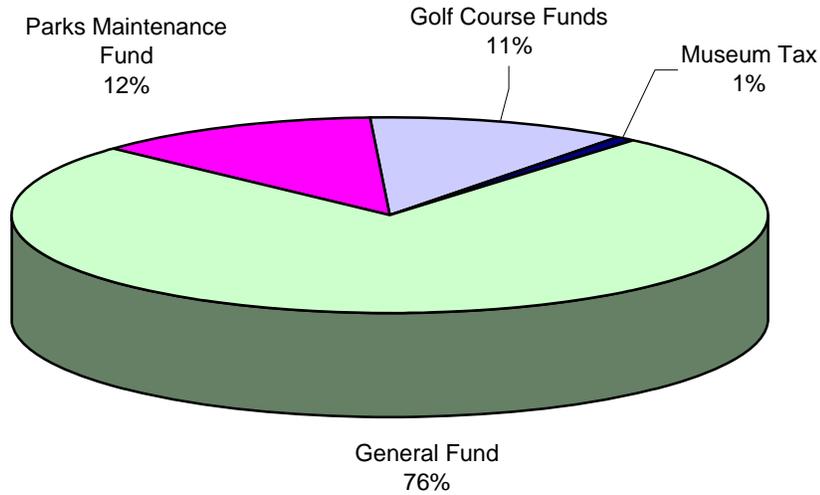
Besides general fund revenues, the department is supported by revenues derived from a twenty cent (\$.20) property tax levy, a special parks maintenance property tax levy of fifty cents (\$.50) per \$100 assessed valuation on land only, donations, user fees, concession sales, grants and a 3% hotel/motel 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: \$ 7,183,000

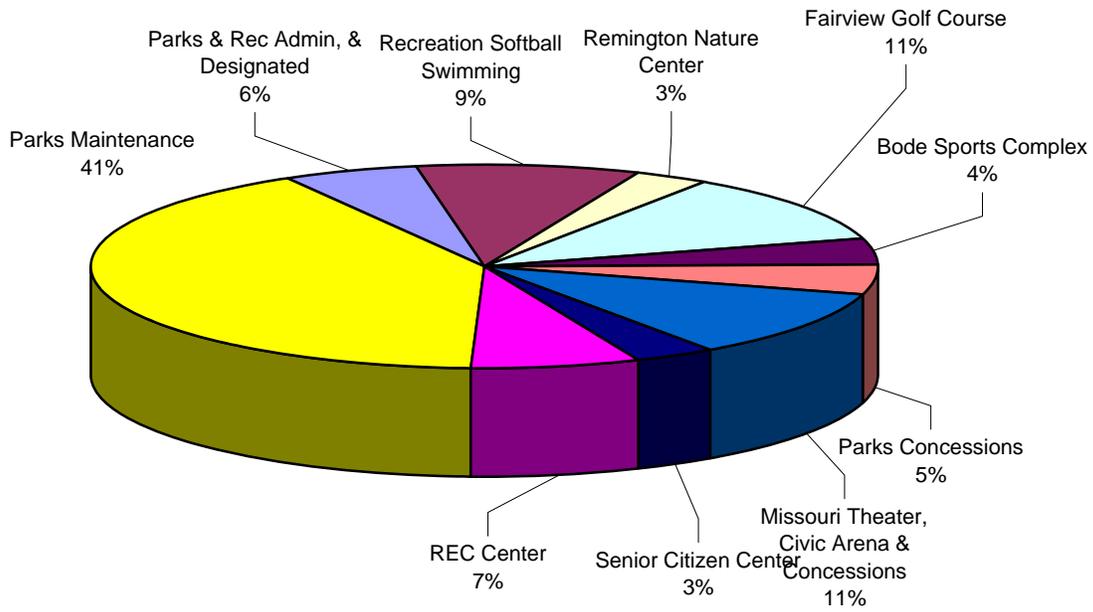
PLANNED USE BY PROGRAM:



PARKS & RECREATION DEPARTMENT SOURCES & USES



FUNDING SOURCES



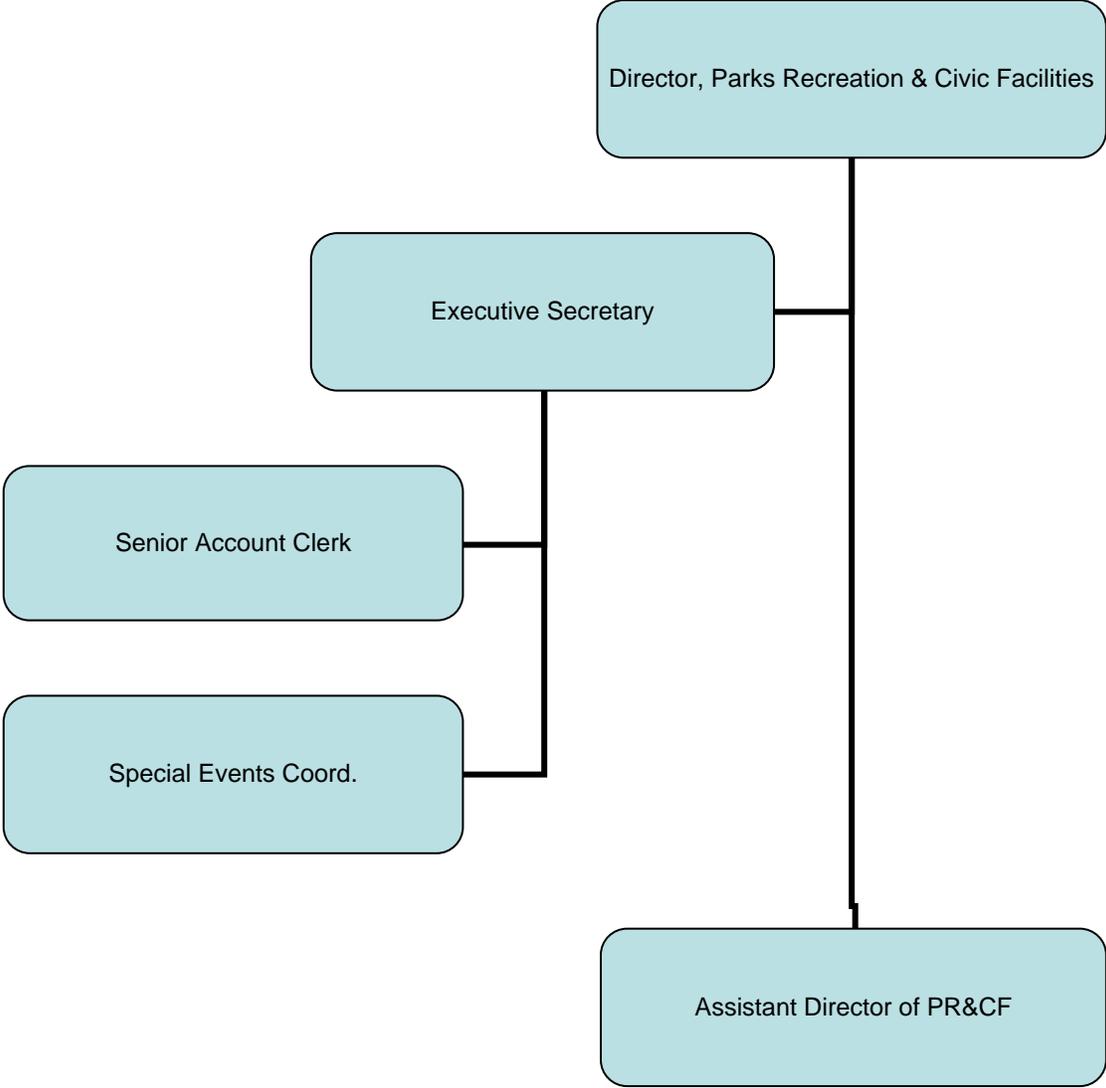
PROGRAM USES

PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
ACCOUNT TYPE				
Salaries & Wages	2,705,358	2,893,421	2,982,187	3,129,147
Payroll Expenses & Benefits	737,650	825,774	834,239	912,784
Materials & Supplies	662,067	681,360	798,587	827,085
Utilities & Other Contracted Services	1,330,714	1,767,214	1,694,987	1,668,924
* Debt Service/Claims/Insurance/Fund Transfers	56,960	58,869	65,369	69,253
Capital Outlay	110,660	108,019	176,409	575,504
	<u>5,603,409</u>	<u>6,334,657</u>	<u>6,551,778</u>	<u>7,182,697</u>
USES BY PROGRAM				
* Parks, Recreation & Civic Facilities Admin	356,742	352,652	375,101	382,296
Recreation	114,202	135,681	138,879	140,922
Softball/Baseball	129,200	189,114	269,805	195,901
Swimming	334,833	334,254	335,823	322,169
Remington Nature Center	205,878	209,758	218,063	218,769
Senior Citizen Center	218,880	218,233	222,163	227,706
REC Center	205,954	491,163	505,908	508,757
Fairview Golf Course	789,622	757,034	831,048	794,488
Golf Course CIP	24,628	25,500	25,391	9,000
Bode Sports Complex	298,222	288,026	308,191	290,292
Parks Concessions	270,692	334,867	334,602	335,630
Parks Designated Expenses	27,156	27,475	17,355	17,475
Parks Maintenance	1,950,602	2,185,407	2,222,305	2,946,217
Civic Arena & Civic Concessions	564,180	679,485	634,961	685,887
Missouri Theater	112,618	106,008	112,183	107,188
	<u>5,603,409</u>	<u>6,334,657</u>	<u>6,551,778</u>	<u>7,182,697</u>
FUNDING SOURCES				
General Fund	3,790,101	4,683,641	4,715,887	5,436,924
Parks Maintenance Fund	924,758	808,782	919,752	892,285
Gaming Fund	14,600	9,700	9,700	0
Museum Fund	50,000	50,000	50,000	50,000
Golf Fund	814,250	782,534	856,439	803,488
Downtown Business District Fund	9,700	0	0	0
	<u>5,603,409</u>	<u>6,334,657</u>	<u>6,551,778</u>	<u>7,182,697</u>
STAFFING SUMMARY (Full & PT Regular)				
Parks, Recreation & Civic Facilities Admin	4	4	4	4
Recreation	1	1	1	1
Softball/Baseball	1	1	1	1
Swimming	1	1	1	1
Remington Nature Center	3.5	3.5	3.5	3.5
Fairview Golf Course	3.5	4.5	4.5	4.5
REC Center	2	2	2	2
Bode Sports Complex	3.5	3.5	3.5	3.5
Parks Concessions (PT & Temp only)	0	0	0	0
Parks Maintenance	25	25	25	26
Civic Arena & Civic Concessions	5	5	5	5
Missouri Theater	1	1	1	1
	<u>51</u>	<u>52</u>	<u>52</u>	<u>53</u>

*Excluding Transfers to Prks Mnt Fund

PARKS, RECREATION & CIVIC FACILITIES ADMINISTRATION



Parks & Recreation Administration

Mission

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

Core Services

- Administer the financial, operational & capital budgets of the department
- Provide professional leadership & guidance to all divisions of the department
- Encourage professional growth of staff, by providing opportunities for training
- Explore funding opportunities through researching, drafting and submitting grants, as well as various other revenue sources
- Work to augment revenue and reduce expenditures
- Collaborate with other departments, outside organizations and programs to provide quality programs and experiences
- Enhance the options for recreation and entertainment for all interests, abilities and ages
- Continue implementation of the Riverfront Development plan by exploring funding sources and options for expansion
- Further develop Parks and Recreation Board, expand involvement and gain feedback from their expertise

Current Year Activity/Achievements

- Completed construction and opened the new REC Center
- Work on the Fort Smith site included set cannons in place, constructed walkways, sign brackets, outlook/shelter and planted native grasses & wildflowers
- Installed playground surfacing at 3 locations
- Secured over \$30,000 in grants and donations for improvements
- Applied for grants or foundation funding for various programs & facilities
- Joined in initiatives to help our residents be active and combat obesity

Budget Challenges/Planned Initiatives

- Continue evaluating properties as to practicality of maintaining and actual usage
- Expansion of Hike & Bike Trails
- Increased use of parks, parkways and facilities for events
- Evaluate and revise some fees to help augment revenue
- Meet public expectation of renovations (CIP & other)
- Research best methods of renovating aging facilities and amenities

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 of 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

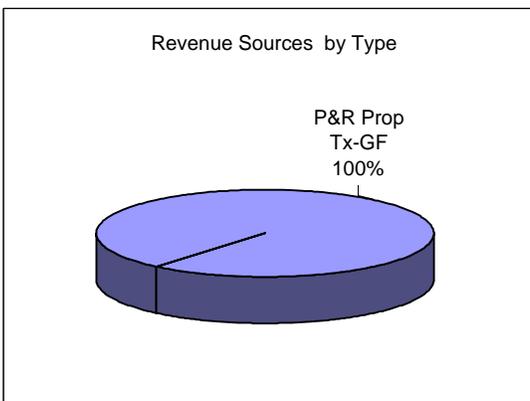
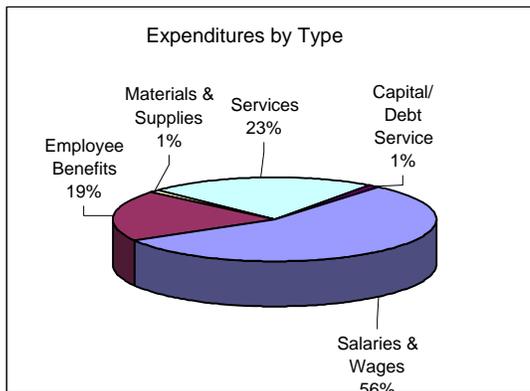
Director, Parks, Rec & Civic Facilities
 Special Events Coordinator
 Executive Secretary
 Senior Account Clerk

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
4	4	4	4

Major Budgetary Changes & Program Highlights

~Increase in the Services category stem from additional monies for advertising Parks' programs and facilities as well as increases in communications and credit card fees.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	207,329	211,496	211,855	211,875
Employee Benefits	62,461	68,002	68,602	74,457
Materials & Supplies	3,050	3,600	3,700	4,790
Services	79,130	64,425	85,815	86,975
Trf to Parks Mnt Fund	1,052,080	0	0	0
Capital/ Debt Service	4,772	5,129	5,129	4,199
Total	1,408,822	352,652	375,101	382,296
Revenue Sources:				
P&R Prop Tx-GF	1,408,822	352,652	375,101	382,296
Total	1,408,822	352,652	375,101	382,296

PARKS DESIGNATED FUNDS

Program 3180

Program Description

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

Staffing Detail

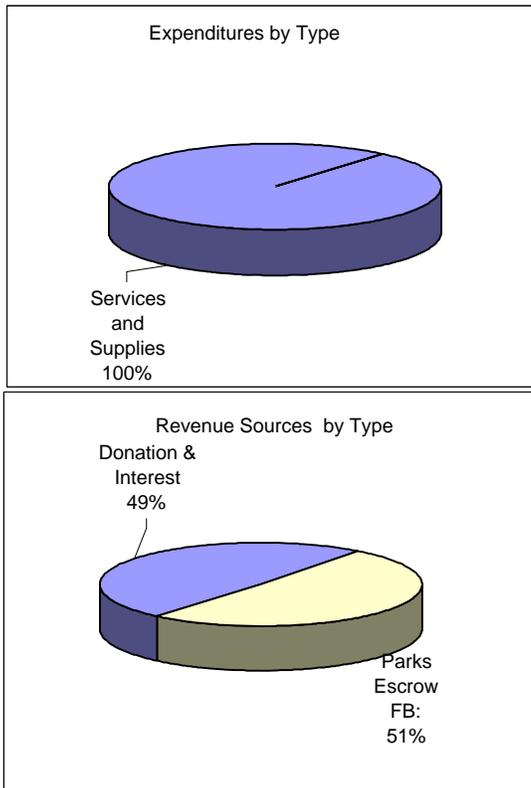
N/A

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget

Major Budgetary Changes & Program Highlights

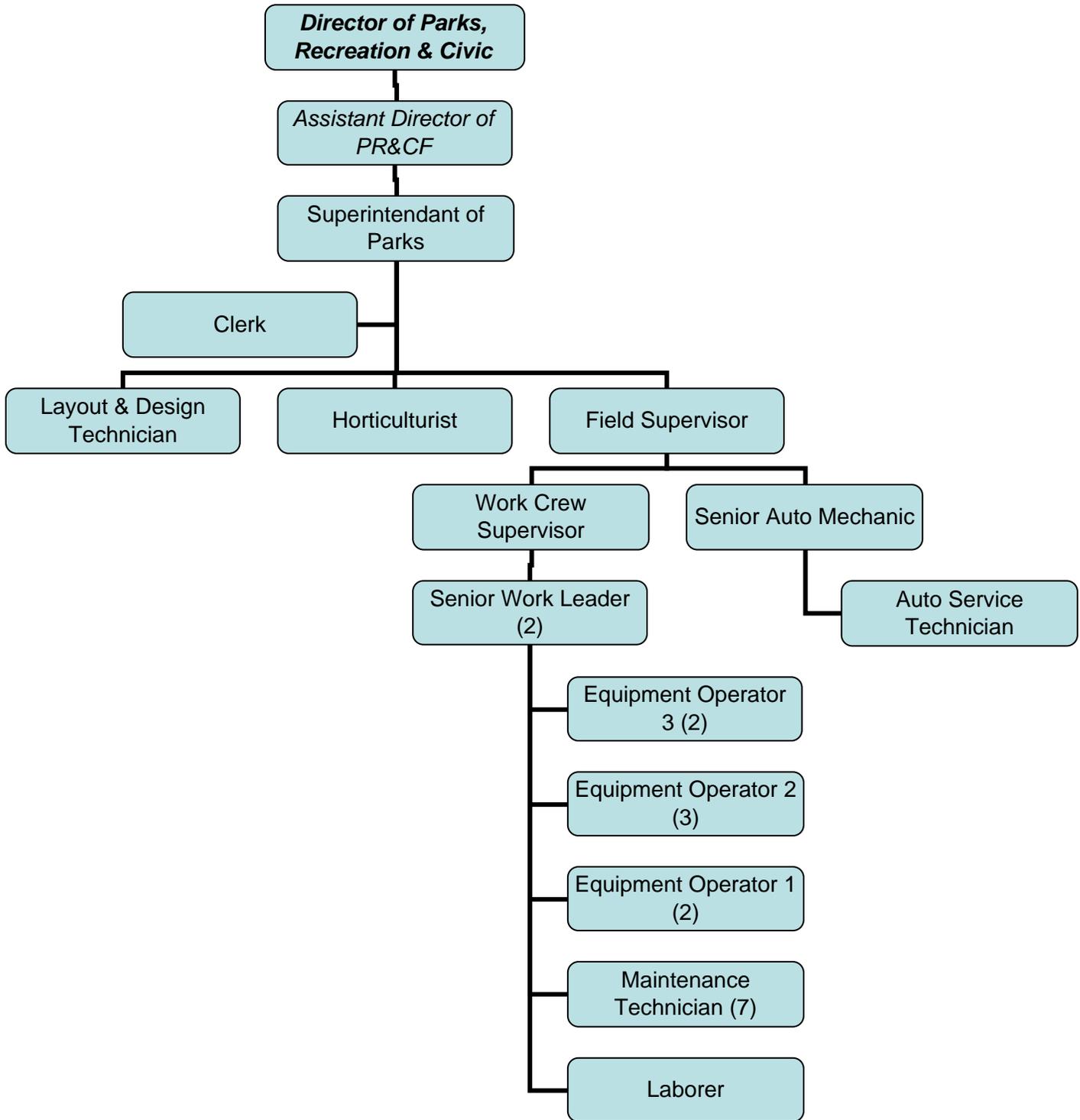
- ~ Both the expenditures (\$2,750) and revenues (\$5,000) for the annual holiday ornament sale are budgeted.
- ~ Other expenditures are tied to donations for landscaping, etc.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Services and Supplies	27,156	27,475	17,355	17,475
Total	27,156	27,475	17,355	17,475
Revenue Sources:				
Donation & Interest	7,518	8,610	8,410	8,610
Riverboat (trf)	0	10,000	0	0
Parks Escrow FB:	19,638	8,865	8,945	8,865
Total	27,156	27,475	17,355	17,475

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 with Garden Clubs and Volunteers to adopt certain landscape areas. Work with Organizations to sponsor community improvement projects.
- Partner with the Downtown Partnership in the Downtown Cleanup Program.
- Maintain the scheduled maintenance program including mowing the 26 miles of City owned parks and parkways.
- Clean and Maintain 23 Park system restrooms. Provide summertime trash pickup including emptying 320 trash barrels daily. And the weekly inspection of 16 playgrounds.
- Raise tree limbs and eliminate hazardous limbs and trees along well traveled areas of the parkway and parks.
- Pre-emerge, Seed, Aerate and Fertilize high use areas of parks.
- Continue Capital Improvements such as the Krug Park Renovation, the Living History Development and Playground Improvements.
- Enhance floral plantings throughout the system.
- Work to increase security and reduce vandalism in our parks and facilities.
- Work to improve the overall experience and enjoyment of our parks, facilities and boulevard system.

Current Year Activity/Achievements

- Construction of #2 Green at Fairview Golf Course.
- New poured-in-place safety surface at the playground at Heritage Softball Complex, Upper Krug Park, Hochman Park and Drake Complex.
- Maintained 8 day mowing cycle of Boulevard system and parks.
- Installation of Cannons, Boardwalk, Signage, Ordinance Shed, Shelter, Benches and development of the Ft. Smith area.
- Seasonal removal and replacement of the French Bottoms floating boat dock.
- Provided support to 50+ festivals, walks, concerts, runs and special events requiring an estimated 1250 man hours.
- 32nd year of Holiday lighting. Boasting 250,000 lights and welcoming an estimated 85,000 visitors annually.
- The return of Heritage Complex to its Pre-Flood, Award Winning, Nationally Recognized Softball facility status.
- Reconstructed Shelter #3 at Hyde Park.
- Cleared power lines along 9th Street at Hyde Park and atop the King Hill Overlook.
- Reclaimed overgrown area along Southwest Boulevard and the Golf Course
- Provided support in the construction of the new Recreation, Exercise and Community (REC) Center.
- Installed year round water source for animals housed at the Living Exhibits at Krug Park.
- Completed the clearing and cleaning of the Riverfront Hike-n-Bike Trail.

Budget Challenges/Planned Initiatives

- Repair roofs on the Park Maintenance Garage, Carpenter Shop and the Bartlett Center gymnasium area.
- Complete Phases II and III of the walkway lighting at Krug Park.
- Make needed repairs to the roof of the Castle and Children's Circus area Pavilion at Krug Park.
- Maintain 8 day mowing cycle of the boulevard and parks system.
- Maintain 89 pieces of rolling stock with the average age of 15+ years. 20 of which are more than 20+ years old. 8 pieces – 30 years or older. 3 pieces of equipment are 50+ years old.
- Repair 100 year old "Dolphin Fountain" at Civic Center Park and restore decorative fountain at Patee Park.
- Initiate Phase I of the Renovation of the Hyde Park Baseball Complex into a tournament capable facility.
- Initiate Phase 1 of the renovation of, and installation of new waterfall at the lagoon at Krug Park.
- Development of new "Eastside Park". To include: Picnic Shelter(s), Walking Trail, Restrooms, Playgrounds, green areas, etc.

PARKS MAINTENANCE PERSONNEL

Program 3091

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

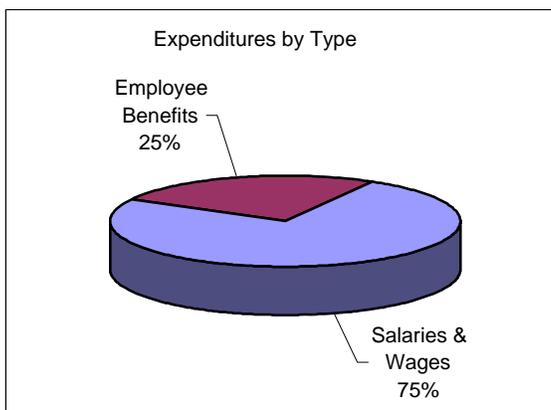
Superintendent of Parks
 Layout & Design Technician
 Horticulturist
 Field Supervisor
 Work Crew Supervisor
 Senior Work Leader
 Equipment Operator I
 Equipment Operator II
 Equipment Operator III
 Maintenance Technician
 Senior Auto Mechanic
 Auto Service Technician
 Laborer
 Clerk

	2011-12	2012-13		2013-14
	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	2	2	2
	2	2	2	4
	3	3	3	3
	2	2	2	2
	7	7	7	7
	1	1	1	1
	1	1	1	1
	1	1	1	0
	1	1	1	1
	25	25	25	26

Major Budgetary Changes & Program Highlights

~The FY12 expenditure history of the wages & benefits and the staffing are shown below for comparative purposes only.
 ~Several items contribute to the increase in the wages category: (1) PT/Temp budget (\$130,000) was moved back from the Parks Mnt fund (Budgeted in temp services) to the General Fund as PT employees to save on fring benefit costs. Temp agency charges (14%) were higher than the City's (11.5%) cost of payroll taxes. (2) Funds for 5-6 additional PT seasonal employees to supplement specific projects (\$55,575). (3) The addition of an EO1 to help meet increasing workload (\$41,000). (4) Desk audit reclassified a Laborer to an EO1 (\$2,685).

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	1,012,787	931,013	992,314	1,162,347
Employee Benefits	316,771	336,519	341,488	393,320
Total	1,329,558	1,267,532	1,333,802	1,555,667
Revenue Sources:				
General Fund	1,329,558	1,267,532	1,333,802	1,555,667
Total	1,329,558	1,267,532	1,333,802	1,555,667

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

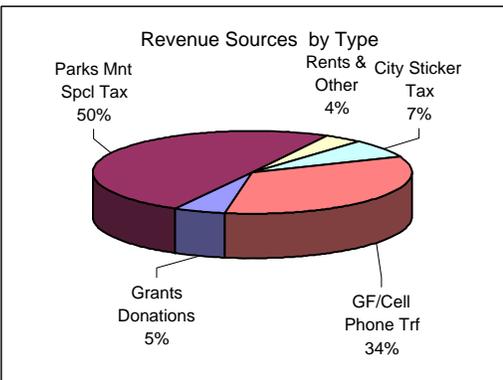
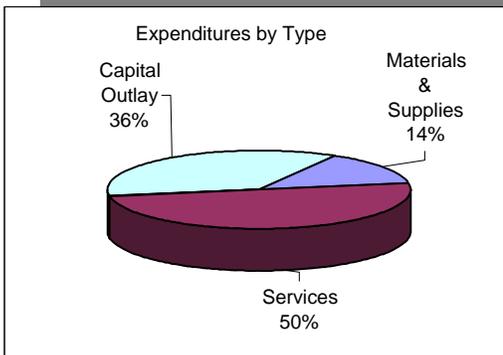
Superintendent of Parks
 Layout & Design Technician
 Horticulturist
 Field Supervisor
 Work Crew Supervisor
 Senior Work Leader
 Equipment Operator I
 Equipment Operator II
 Equipment Operator III
 Maintenance Technician
 Senior Auto Mechanic
 Auto Service Technician
 Laborer
 Clerk

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Superintendent of Parks	1	0	0	0
Layout & Design Technician	1	0	0	0
Horticulturist	1	0	0	0
Field Supervisor	1	0	0	0
Work Crew Supervisor	1	0	0	0
Senior Work Leader	2	0	0	0
Equipment Operator I	2	0	0	0
Equipment Operator II	3	0	0	0
Equipment Operator III	2	0	0	0
Maintenance Technician	7	0	0	0
Senior Auto Mechanic	1	0	0	0
Auto Service Technician	1	0	0	0
Laborer	1	0	0	0
Clerk	1	0	0	0
Total	25	0	0	0

Major Budgetary Changes & Program Highlights

- ~The budgets for Wages & Benefits were moved to a program in the General Fund. This eliminated the need for a transfer from the General fund for ongoing operating expenses.
- ~The budget for electric service was increased in FY13 to reflect expenses related to the street lights in the Parkway System.
- ~\$460,000 is being transferred from Cell Phone to allow purchase of badly needed rolling stock.

Operating Budget Summary



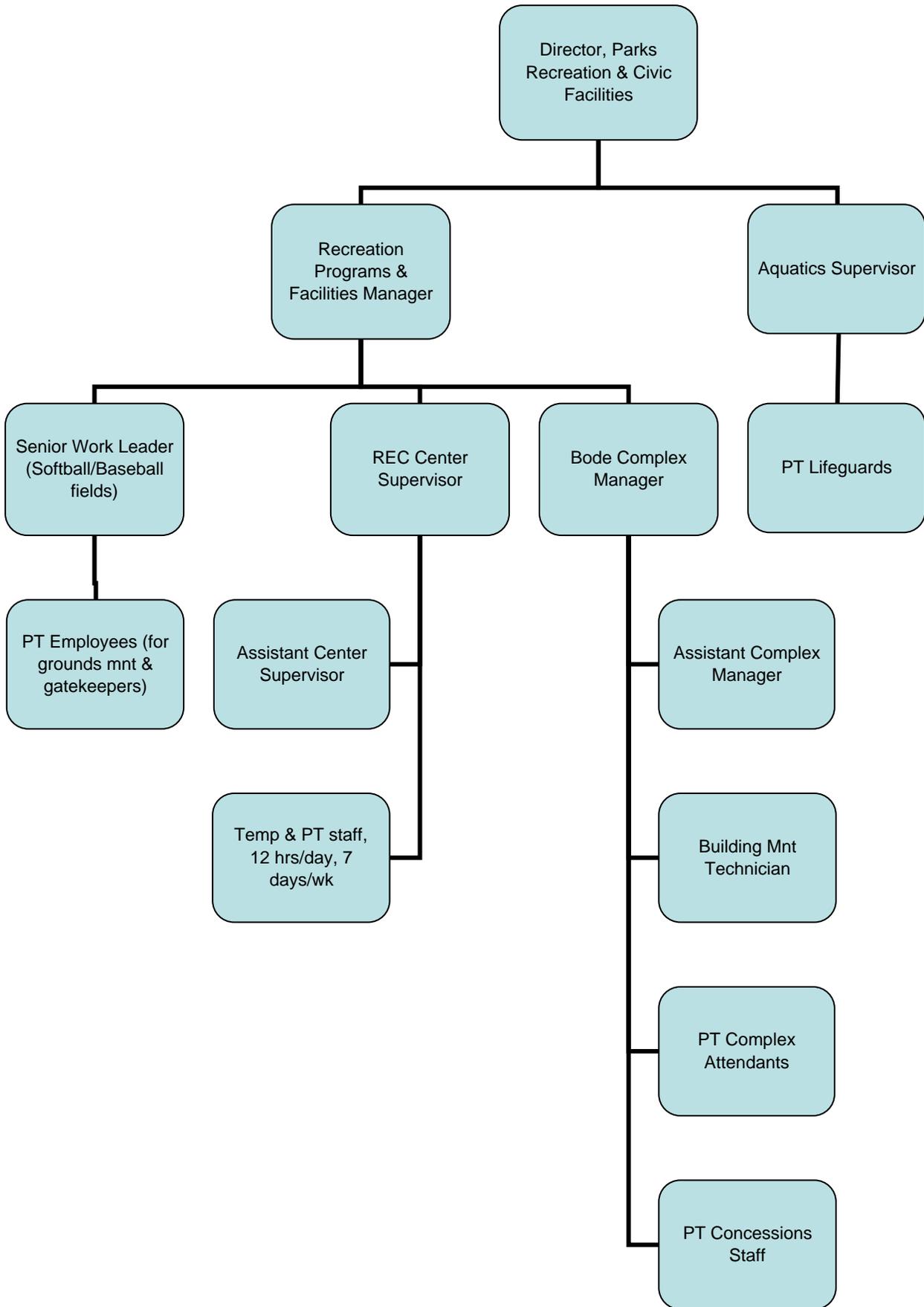
Expenditures:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Salaries & Wages	1,012,787	0	0	0
Employee Benefits	316,771	0	0	0
Materials & Supplies	173,198	137,150	166,778	194,650
Services	422,825	778,725	719,725	692,810
Insurance & Other	621	2,000	2,000	3,090
Capital Outlay	24,400	0	0	500,000
Total	1,950,602	917,875	888,503	1,390,550

Revenue Sources:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Parks Mnt Spcl Tax	679,670	598,955	672,700	673,500
City Sticker Tax	96,754	96,000	96,000	96,000
Rents & Other	82,373	43,787	55,983	52,785
Grants Donations	65,961	70,000	95,069	70,000
Gaming & Downtwn (trf)	24,300	9,700	9,700	0
GF/Cell Phone Trf	1,052,080	0	0	460,000
Prk Mnt FB from(to)	(50,536)	99,433	(40,949)	38,265
Total	2,001,138	818,442	929,452	1,352,285

PARKS, RECREATION & CIVIC FACILITIES - RECREATION



Recreation Programs

Recreation, Softball/Baseball

Mission

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

Core Services

- Administer the financial, operational budgets of the recreation, softball/baseball, REC Center and Bode Recreation Complex divisions.
- Provide professional leadership and guidance to all recreational programs.
- Programs include Youth Basketball, Youth Track and Field, tennis facilities, youth and adult softball and baseball programs, and Parkway runs.
- Market the City's facilities for adult & youth National and State Softball tournaments as well as regional and qualifying tournaments.
- Provide a quality, affordable facility for local teams, high school, and benefit tournaments.

Current Year Activity/Achievements

- Facilitated adult recreation softball and kickball leagues that serve 123 teams in summer and 79 teams in fall league.
- Facilitated youth basketball league in partnership with St. Joseph School District, consisting of 21 different leagues, with 177 teams, over 1,700 children and nearly 30 seasonal employees at 5 different locations.
- Operated girls' volleyball league, consisting of 12 teams, playing in two gyms.
- Held 35th Annual Parkway Run with over 300 participants.
- In conjunction with the St. Joseph School District, hosted the St. Joseph grade school track meet at Noyes Field with nearly 700 participants, representing 16 schools, participating in 7 different events.
- Developed and hosted adaptive sports program for people with disabilities.
- Developed television ads promoting recreation activities sponsored by the parks and recreation department.
- Maintained eleven ball fields used for both softball and baseball league and tournament play.
- Worked in conjunction with high school baseball teams, an adult wood bat baseball league and American Legion baseball team for field scheduling and use.
- Introduced 10 and under tennis program at Noyes tennis center.

Budget Challenges/Planned Initiatives

- With the new REC Center changes will be made to the existing Youth Recreation Basketball leagues to enhance the overall experience for youth.

- Increase in cost of purchasing supplies for field prep, electricity, water, etc. we would like to recommend increasing Softball/Kickball fees for the Adult leagues.

The recommended increases are below with existing entry fees.

League	Current	Recommended
Youth Recreation Basketball	\$175/\$200	\$200/\$225
Youth Volleyball	\$145	\$170
Parkway Run Fees	\$25	\$30
Summer Adult Slow Pitch Softball	\$375	\$400
Summer Adult Kickball	\$260	\$280
Fall Adult Slow Pitch Softball	\$255	\$275
Fall Adult Kickball	\$185	\$200

RECREATION

Program 3010

Program Description

The program provides a variety of recreational opportunities such as Youth Basketball, Youth Track and Field, and the Parkway runs for the citizens of St. Joseph and the surrounding areas. Staff also supervise the Softball program.

Staffing Detail

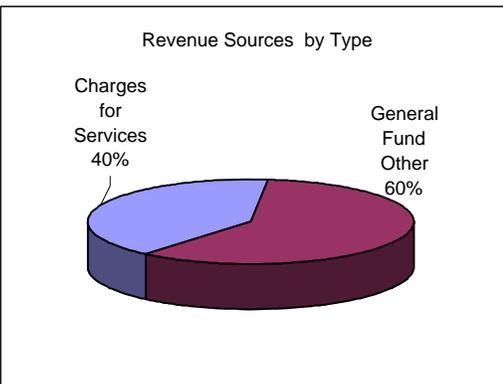
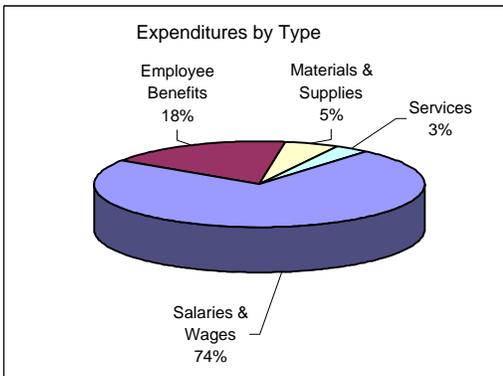
Recreation Programs & Facilities Manager

2011-12	2012-13		2013-14
	Adopted Budget	Estimated Actual	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

Major Budgetary Changes & Program Highlights

- ~Funds to provide a police officer at REC Center youth basketball games is included in the Services category.
- ~There was a small increase to recreation supplies.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	88,997	103,229	103,229	103,229
Employee Benefits	17,804	23,557	23,860	25,678
Materials & Supplies	5,774	6,800	6,800	7,320
Services	1,627	2,095	4,990	4,695
Total	114,202	135,681	138,879	140,922
Revenue Sources:				
Charges for Services	54,820	47,000	53,773	57,000
General Fund Other	59,382	88,681	85,106	83,922
Total	114,202	135,681	138,879	140,922

SOFTBALL/BASEBALL

Program 3020

Program Description

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

Staffing Detail

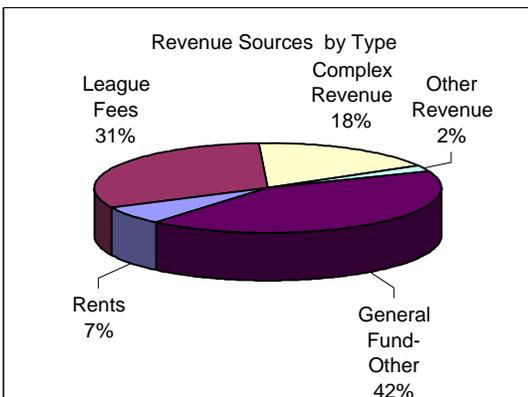
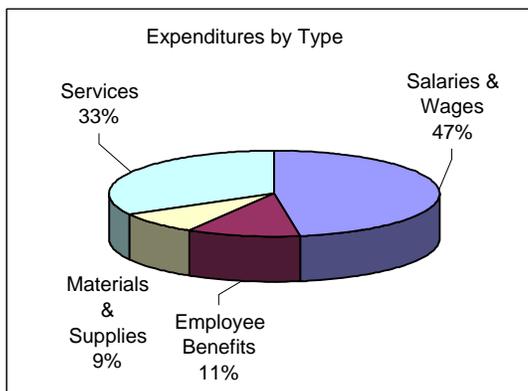
Senior Work Leader
PT Temporary Employees

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1

Major Budgetary Changes & Program Highlights

~A donation from the Casino in the current year allowed the division to replace equipment lost or damaged in the prior year flood.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	56,369	91,461	91,461	93,026
Employee Benefits	16,725	20,248	20,248	21,665
Materials & Supplies	12,640	16,700	28,250	16,700
Services	39,777	60,705	61,145	64,510
Capital Outlay	3,689	0	68,701	0
Total	129,200	189,114	269,805	195,901
Revenue Sources:				
Rents	13,185	13,000	19,000	13,000
League Fees	48,077	58,231	63,502	61,510
Complex Revenue	10,180	34,500	34,500	34,500
Other Revenue	0	4,005	89,025	4,005
General Fund-Other	57,758	79,378	63,778	82,886
Total	129,200	189,114	269,805	195,901

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

For Children:

- Skill development for indoor and outdoor sports through the Lifetime Sports camps, leagues and fitness programs.
- Continue co-sponsoring with Young Champions youth karate programs.
- Open gym time
- Birthday Parties
- Sports leagues

For Adults:

- Adult sports leagues
- Zumba classes
- Adult fitness/cardio classes
- Fitness room memberships
- Adult open gym time

Current Year Activity/Achievements

- Opened new REC Center.
- Added many new fitness programs and classes
- Added new sports leagues and programs, plus expanded the existing programs.
- Partnered with Heartland Health to hold the Pound Plunge weigh-ins and classes at the center
- Partnered with 25 local companies to offer their employees a corporate rate for fitness memberships
- HEAL grant was obtained to host St. Joe Fit - exercise program to promote overall health.

Budget Challenges/Planned Initiatives

- Opened the new facility during the middle of the summer months when most recreation is geared for outdoors. This limited what programs could initially be offered
- Many new expenses were acquired with the opening of the new building. Many fitness programs and leagues required new and/or additional equipment. Much more supplies (office and maintenance) were needed than what was planned
- With one year under our belt, we have a better understanding of what to expect and what is needed. We should not have to have a large amount of new equipment needed for the programs and leagues

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 newly opened 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 Supervisor
 Assistant Center Supervisor
 Custodian (PT 15 hours)
 Parttime/Temp Attendants, Cook, Landscaper, etc.

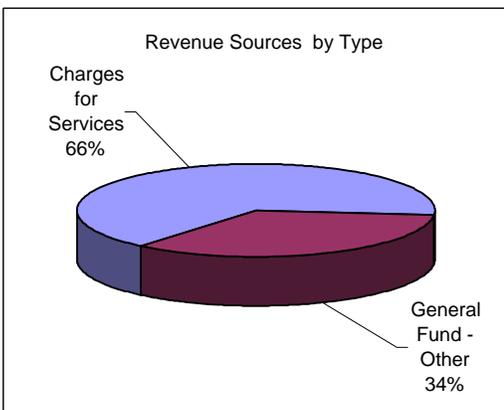
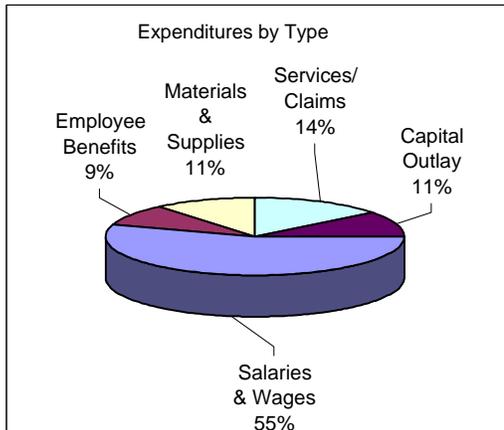
2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.375	0.375	0.375	0.375
14.025	14.025	14.025	14.025
16.4	16.4	16.4	16.4

Major Budgetary Changes & Program Highlights

~With almost a year of experience in the new REC Center, the division is better able to project actual revenues and expenses. Experience has shown the need for the FY14 budget to increase the PT/Temp budget and a decrease Contracted Professional Services.

~The new revenue sources - fitness center, fitness programs, basketball & volleyball teams and tournaments are budgeted to cover 66% of the program's expense versus the 11% generated in FY12. The program continues to look for ways to decrease costs and increase revenue.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	85,678	253,035	272,035	280,101
Employee Benefits	20,905	46,523	47,893	45,430
Materials & Supplies	26,287	32,335	59,100	56,200
Services/ Claims	15,174	108,370	75,980	72,935
Capital Outlay	57,910	50,900	50,900	54,091
Total	205,954	491,163	505,908	508,757
Revenue Sources:				
Charges for Services	21,450	393,900	339,230	334,200
General Fund - Other	184,504	97,263	166,678	174,557
Total	205,954	491,163	505,908	508,757

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 individuals, school groups and private parties
- Ice time for figure skating, host of the SJFSC
- Hockey leagues youth, host of the GSJYHA
- Classes for USFS Basic Skills program levels Snow Plow - Basic 6
- Ice time for Curling, host of the the SJCC
- Outdoor, in-line skate rink
- 6 lighted outdoor basketball courts including the annual Summer Jam Program
- On-site concessions
- Outdoor skate park, including ramps, rails and half pipe

Current Year Activity/Achievements

- Number of facility attendees – 100,000 people annually
- Available sessions of recreational ice skating – 6 – 10 public sessions weekly depending on schedule of events
- Number of hours of league play – Mon-Thur, 6pm – 10pm /Four to six hours on Saturday and four hours on Sunday for hockey practices and games.
- Bode started a spin class program
- Have hosted over three hundred birthday parties during public sessions this season
- Pony Express Figure Skating Championship in September had over 250 competitors in the three day event
- SJFSC presented a Christmas Program “Skating Through the Holidays”
- SJFSC will present their spring ice show “Fractured Fairy Tales” May 10th and 11th
- Bode hosted the 1st annual synchronized skating competition in November. Over four hundred competitors competed in the one day event. The Midwest Skating Council reserved the building for next year where they are expecting over six hundred skaters
- Bode along with MWSU started a college Curling class
- Bode along with MWSU started a Curling League
- Russell Stover triple “A” hockey team added an additional team to their Bode practice schedule. Now they are purchasing three hours of ice a week
- SJYHA implemented the new U8 program. All players less than 8 years of age will play on this team divided in to skill level. Thus allowing more players on the ice as the ice is divided in half, allowing two games to be played at the same time.
- Added a travel Peewee team, games were played all over the US from Texas to Minnesota
- Summer Jam continues to use the basketball courts

Budget Challenges/Planned Initiatives

- Looking into the possibility of hosting in-house recreational hockey tournaments
- Expand the Adult hockey program
- Begin offering adult learn to skate classes
- Host at least one Curling competition

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

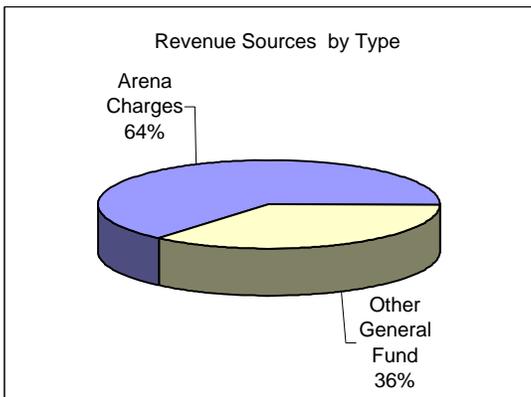
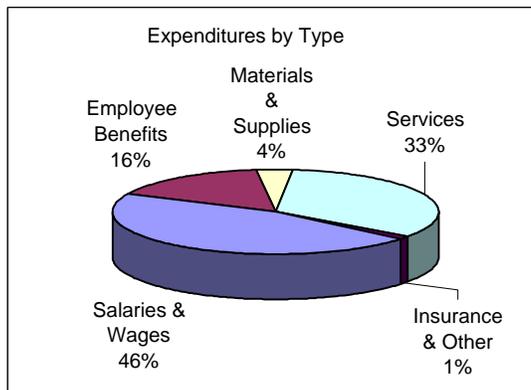
Ice Arena Manager
 Assistant Complex Manager
 Building Maintenance Technician
 Various Positions (PT)

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

~No major budget changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	129,168	133,898	136,898	133,035
Employee Benefits	39,781	42,983	43,133	46,382
Materials & Supplies	13,347	11,030	12,110	11,030
Services	109,055	97,115	106,050	96,845
Insurance & Other	6,871	3,000	10,000	3,000
Capital Imprvmnts	0	0	0	0
Total	298,222	288,026	308,191	290,292
Revenue Sources:				
Arena Charges	197,636	204,400	188,500	186,500
Grants/ Other Revenue	11,222	0	9,604	0
Other General Fund	89,364	83,626	110,087	103,792
Total	298,222	288,026	308,191	290,292

Parks Concessions

Mission

To provide outstanding customer service and a variety of menu options to users of the Parks Concessions throughout the city.

Core Services

- Provide a clean and sanitary eating area and menu to users of Heritage Park, Bartlett Baseball fields, Hyde Park Complex, Aquatic Park, Krug Pool, Hyde Pool, Remington Nature Center, Noyes Little League Field, Bode Sports Complex, Bode Ice Arena, Drake Complex, St. Joseph REC Center
- Keep facilities and grounds clean and well maintained within Health Department Code
- Offer outstanding customer service to all users
- Employee over seventy part time seasonal positions to the community
- Offer fair and responsible menu pricing

Current Year Activity/Achievements

- Reopened Heritage Park following the flood.
- Begin staffing the concession at the REC Center and inventory control.

Budget Challenges/Planned Initiatives

- Operated Heritage out of the concession trailer until the building was finished
- Continue to research the lowest possible pricing for concession product – have been forced to use multiple vendors in order to keep pricing reasonable for the consumer
- Continue working with the CVB and Recreational Supervisor in developing incentives for tournaments to utilize our services instead of booking non-city facilities.
- Possibly will open an additional facility at Noyes Tennis Center for a tennis program that will begin late summer

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

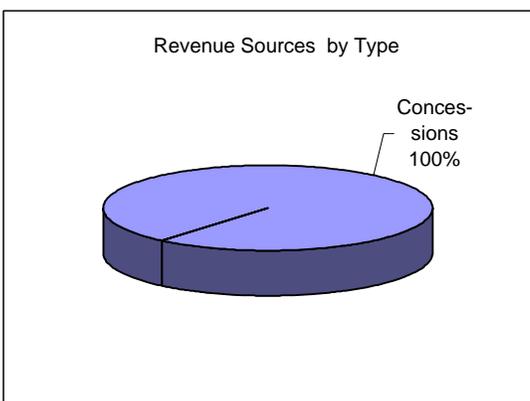
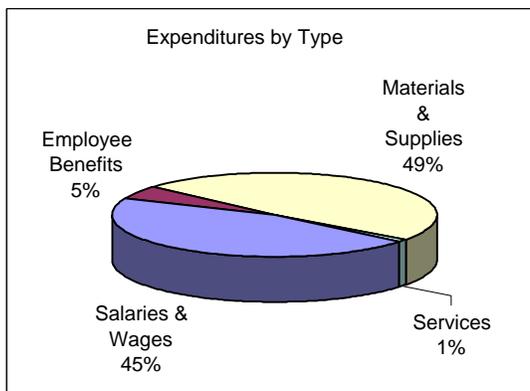
2011-12 Actual	2012-13		0 Budget
	Adopted Budget	Estimated Actual	
N/A	N/A	N/A	N/A

Major Budgetary Changes & Program Highlights

~No major budget changes for FY2013.

~The 2011 summer flood closed several ballfields resulting in lower revenues and in lower costs for temporary employees.

Operating Budget Summary



Expenditures:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Salaries & Wages	149,535	152,200	152,200	152,200
Employee Benefits	16,898	16,652	16,352	17,415
Materials & Supplies	100,743	161,995	161,995	161,995
Services	3,516	4,020	4,055	4,020
Total	270,692	334,867	334,602	335,630

Revenue Sources:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Concessions	240,779	352,600	250,945	352,600
From (to) FB	29,913	(17,733)	83,657	(16,970)
Total	270,692	334,867	334,602	335,630

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

- Supervised recreational swimming at the Aquatic Park and two neighborhood swimming pools.
- Provide a family friendly swimming environment during the summer months
- Swim lesson programming for ages 4 and up
- Private rental and birthday party options available
- Junior lifeguard and lifeguard training classes.

Current Year Activity/Achievements

- Maintain three pools for approximately 65,000 participants and visitors a year.
- Performance Statistics:
 - 26 private pool rentals
 - 234 participants enrolled for swim lessons
 - 80 trained & certified lifeguards
 - 219 pool & Aquatic park passes sold

Budget Challenges/Planned Initiatives

- Raise Aquatic Park, Krug and Hyde Pools admission by \$1, realize approximately \$44,000 additional revenue for the season.
- Increase swim lesson fees \$5, approximately \$1,500
- Increase hourly staff pay to retain experienced, quality employees, recruit new desired employees and help them offset the high cost of becoming certified and uniform expenses along with matching pay with job duties
- Budget for aging equipment replacement such as loungers, lifeguard stands, and mechanical equipment

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, swim team, swim meets, rental for pool parties, and events such as triathlons and swimathons.

Staffing Detail

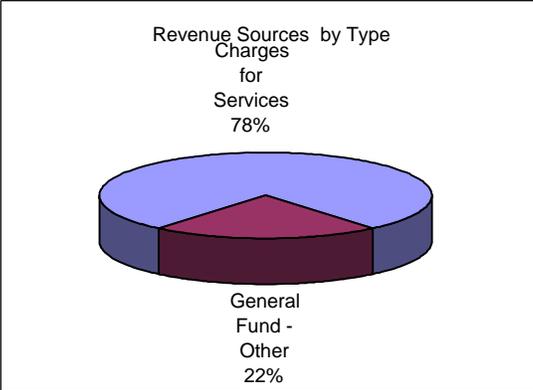
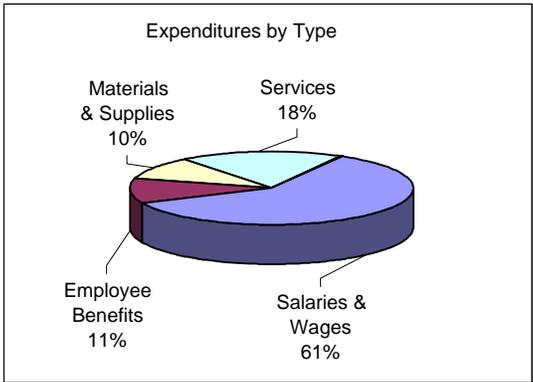
Aquatics/Recreation Supervisor
 PT Temporary Employees

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

Major Budgetary Changes & Program Highlights

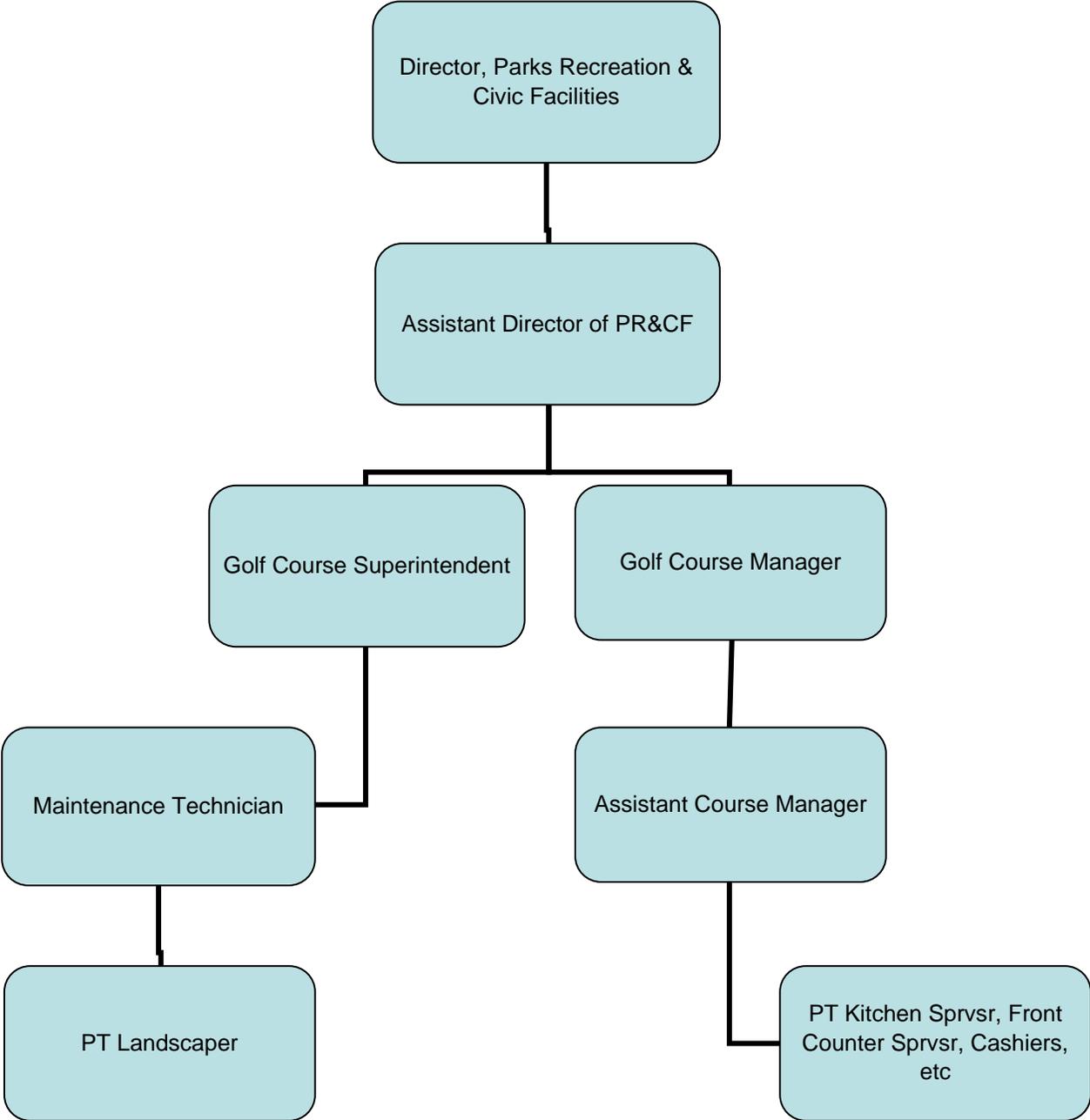
~Program has not yet reached the point where the pools pay for themselves due to lower than proposed fees since the Aquatic Park opened.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	202,573	204,325	205,025	192,925
Employee Benefits	36,090	34,639	35,508	35,614
Materials & Supplies	34,996	33,050	33,050	33,050
Services	61,174	61,240	61,240	59,580
Insurance & Other	0	1,000	1,000	1,000
Total	334,833	334,254	335,823	322,169
Revenue Sources:				
Charges for Services	245,333	232,465	250,880	250,860
General Fund - Other	89,500	101,789	84,943	71,309
Total	334,833	334,254	335,823	322,169

PARKS, RECREATION & CIVIC FACILITIES GOLF COURSE



Fairview Municipal Golf Course

Mission

To offer a competitive and enjoyable 18-hole golf environment and practice facility for St. Joseph citizens as well as visitors through a manicured golf course, full service meeting/banquet room/concession areas, and a fully stocked Merchandise Shop.

Core Services

- The City's only public 18 hole golf course
- Club offers league and regular play for men, women, juniors, seniors, and couples as well as play for corporate outings and fundraiser tournaments.
- Club offers a fully stocked Merchandise Shop for regular and gift certificate purchases
- Meeting room and banquet space available as well as three outdoor patios available
- On-site concessions and catering services
- Properly manicured golf course made consistent by adhering to daily, weekly, and other scheduled routines.
- Maintain optimum turf performance through proper fertilization to greens, tees and fairways; control and prevention of disease; aeration and seeding practices
- Provide a clean and attractive clubhouse area with knowledgeable, courteous staff and concessions and catering for a full service experience.
- Provide quality food service with a clean and up-to-date facility and kitchen with properly trained staff
- Offers a summer juniors program to grow the game of golf

Current Year Activity/Achievements

- Established a 15-week Wednesday Night Men's League accommodating 64 players each week. Finals were an additional 3 weeks after the end of the league. The total financial impact of the league grossed approximately \$17,200 in total fees, concessions, and gift certificates for the first year.
- City/Fairview sponsored Pro Shop grossed \$19,606 in only 5 months of operation FY12. FY13 has seen \$31,570 in gross sales so far in 9 months.
- New City sponsored Juniors Program established spring of 2012 brought 48 youths of various ages to grow the game of golf here at Fairview. It will be offered again this season.
- In only the second season the new Corporate Membership program has now grown to five local companies with the potential to host 96-100 corporate memberships with annual revenues of \$25,700. These members will also utilize carts, range, and concessions, increasing other line item revenues as well.
- Completion of the Hole #2 Renovation Project that reconstructed the green, the approach, and part of the fairway. It added 38 yards to the distance of the hole making it more challenging. All work was done in house and within the Golf Course operating and CIP budgets at a cost of \$32,740.

Budget Challenges/Planned Initiatives

- Daily greens fees, cart fees, and range bucket fees were raised March 2013. The impact we hope to achieve with these increases is \$13,775 in last three months of FY13. We hope to acquire an estimated \$29,500 in FY14 with these increases to help maintain current course conditions.
- Utility bills continue to plague the budget each year especially water bills. Thirteen fairway sprinklers were eliminated and those areas were made into rough to help save money on the water/electric bills.
- Three sections of driving range netting will be replaced in FY13 at a cost of \$4000. Going with a different approach by replacing these in sections now instead of the whole length of net. We hope to eliminate having to replace the entire netting putting a strain on budget each time it needs done. Doing sections will alternate replacement years for normal wear and tear.
- Wednesday Night Men's League will expand to 104 players this year having roughly a \$25,800 impact in revenues. This is a very popular league and has attracted new players and members.
- Continue Zoysia fairway program to help reduce water, chemical, and maintenance costs for the future.
- Utilize a 5 month lease for 10 used rental carts that can be used as often as needed in our busy period for one rate instead of paying usage/mileage rates each time they are needed.

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

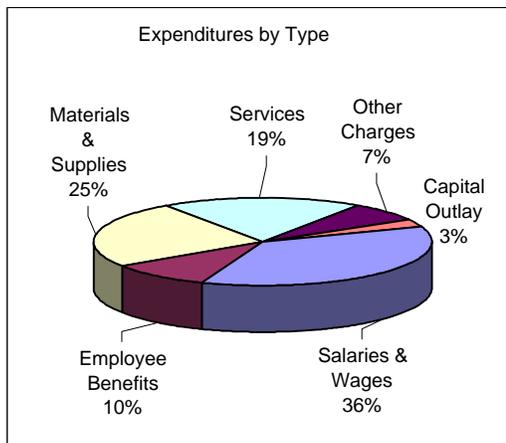
	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
	1	1	1	1
	1	0	0	0
	0	1	1	1
	0	1	1	1
	1	1	1	1
	1.75	3.25	3.25	3.25
	4.75	7.25	7.25	7.25

Major Budgetary Changes & Program Highlights

~An \$8,000 increase in the fuel budget and a \$5,000 increase to water usage led to the higher budgets in the Supplies and Services categories. Materials for Resale increase by \$40,000 (another reason Supplies budget expanded). However, that expense is offset by the revenue in the Pro Shop and in Concession sales.

~Capital Outlay: Final year of the current golf cart lease arrangement.

Operating Budget Summary



Expenditures:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Salaries & Wages	274,725	300,926	302,843	289,413
Employee Benefits	58,469	72,664	70,514	76,193
Materials & Supplies	196,099	152,200	197,324	196,400
Services	215,633	151,385	181,008	153,105
Other Charges	44,696	47,740	47,240	57,964
Capital Outlay	0	32,119	32,119	21,413

Total

789,622 757,034 831,048 794,488

Revenue Sources:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Chrg for Golf Services	756,423	802,975	796,900	838,800
Interest/ Othr Golf Rev	2,940	1,275	824	1,275
(To)/From Golf FB	30,259	(47,216)	33,324	(45,587)

Total

789,622 757,034 831,048 794,488

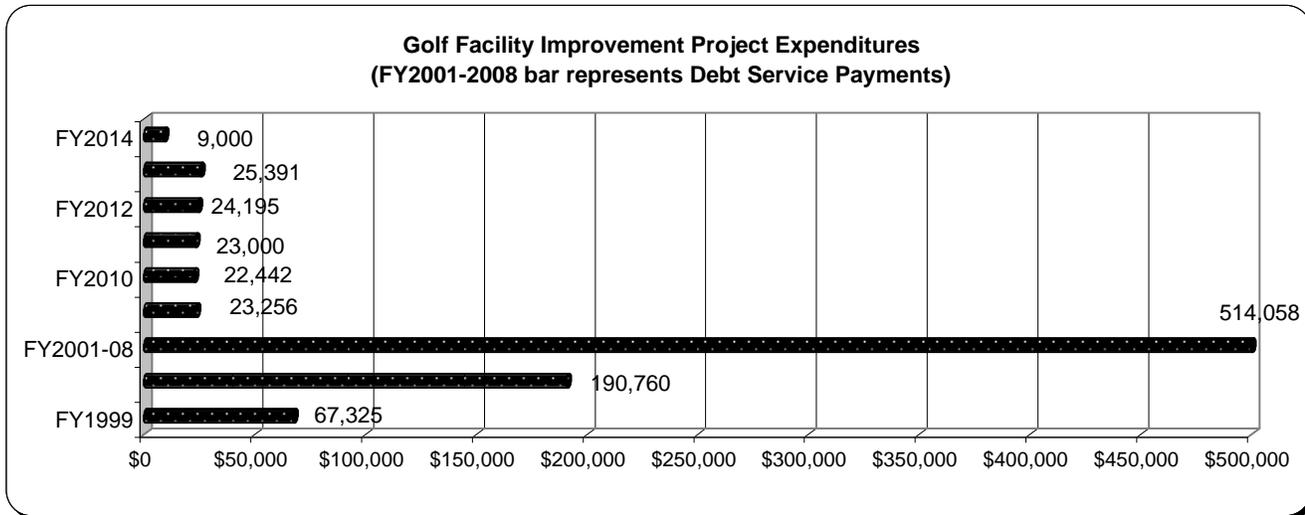
GOLF FACILITY IMPROVEMENTS

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



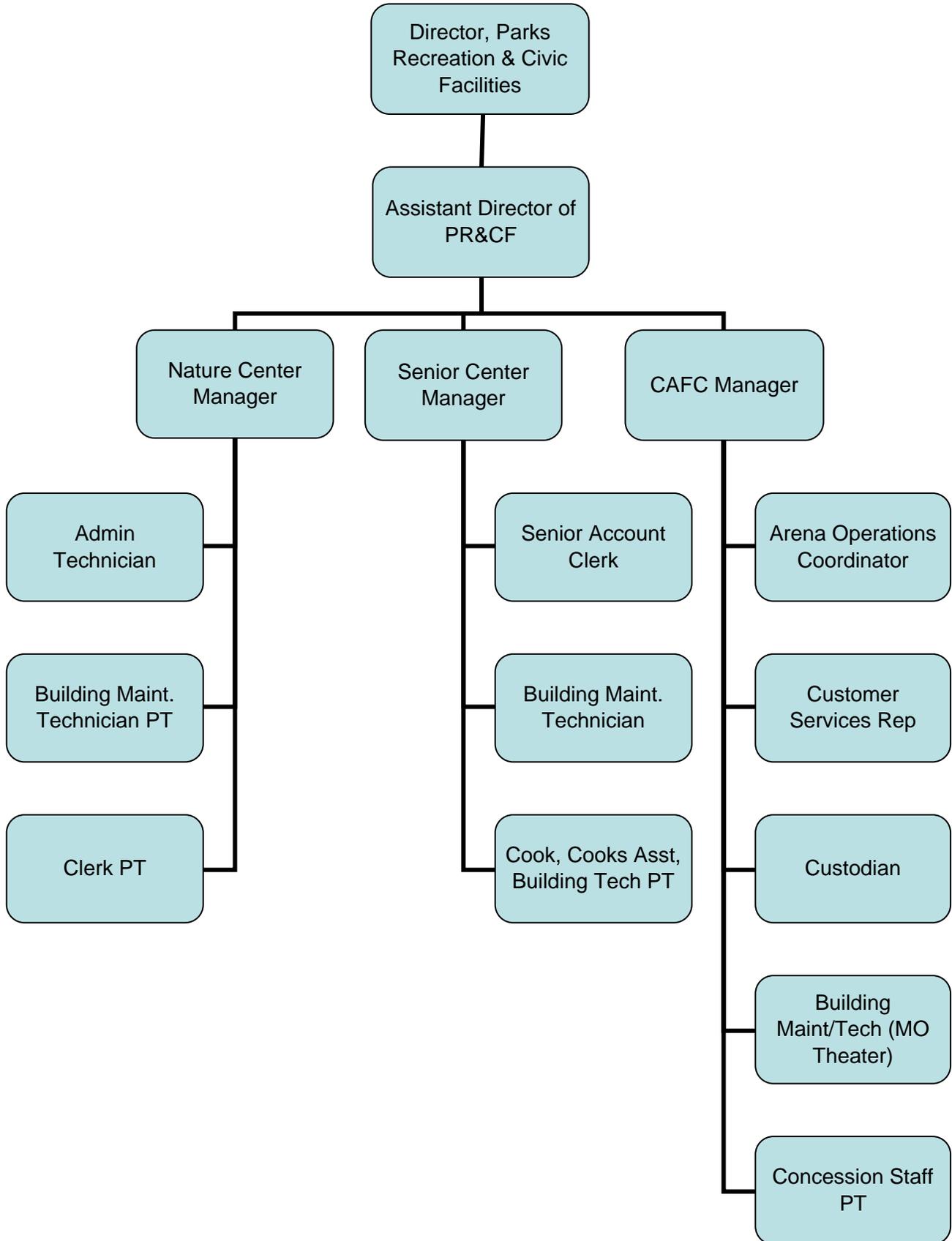
Major Budgetary Changes & Program Highlights

- ~ Beginning in FY2009 the golf surcharge revenue became free for replacement capital equipment and/or other capital improvements at the Course.
- ~FY14 Budget Purchases
 - Two (2) beverage carts to replace leasing the equipment - \$8,500

Capital Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Minor Equipment	0	0	0	8,500
Advertising	206	500	702	500
Capital Outlay	24,422	25,000	24,689	0
Total	24,628	25,500	25,391	9,000
Revenue Sources:				
Chrgs for Services	24,195	27,100	25,000	25,500
Interest	0	100	0	100
FB from/(to)	433	(1,700)	391	(16,600)
Total	24,628	25,500	25,391	9,000

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

- 13,000 square foot facility, located on the Missouri River
- Open 356 days per year, including several holidays such as Memorial Day, Independence Day, and Labor Day
- A variety of exhibits focus on nature and its relationship to our changing civilizations:
- Aviary with eight unique varieties of birds
- 7,000-gallon aquarium of native fish
- Replica woolly mammoth and calf
- Authentic Civil War and Native American artifacts
- Barbed wire display, with over 250 unique examples of patented wire
- Rock and fossil display
- Taxidermy animals such as opossum, beaver, puma, black bear and bobcat
- Programming for all ages in three categories: nature crafts, animal education, and cultural history
- Conference room space for meetings and special events
- Memberships available and a quarterly newsletter for members
- Three different type of birthday packages
- Indoor and outdoor dining areas
- Special events year-round
- Gift shop with hundreds of unique items
- Yearly mailers to schools

Current Year Activity/Achievements

- Established grounds by adding trees, mulch, planters, bird feeders, etc., Implemented most of these features through donated materials and volunteer assistance
- Gained a donated aviary from Living Community of St. Joseph, worth \$2,000
- Hosted an average of 50 separate schools during April-June. The following is a sampling: Nebraska City (Public Schools), Bedford, Iowa (2nd grade), Plattsburg (4th grade), Doniphan County (Head Start), Jamesport (Mennonite School), Dearborn (Middle School),
- Participated in a variety of outreach opportunities off-property. The following is a small sampling: Remi the Woolly Mammoth appearances at HyVee, Children's Fair booth at the Civic Arena, Saxton Woods Care Center outreach, Fire Museum, Noyes Home presentation on "Creepy Crawly Creatures", Carriage Square Health Care Center (with Remi the Woolly Mammoth), Booth at "Tiny Tot Town", Tiffany Heights Care Center program, in Mound City, Mo
- The Remington Nature Center is a member of the Museum Association of St. Joseph and the Pony Express Region Tourism Commission. Manager Andrea George is an officer in both organizations.
- Maintained active social media outlets, on Facebook and Pinterest
- Website kept up-to-date and current with events and recent pictures
- Sample of special events provided:
 - Severe Weather Safety Seminar 4/29/12
 - Mock Archaeological Digs 7/14/12 and 7/28/12
 - "Arrowheads and Artillery" Artifact Show 8/18/12
 - "Meet the Animals" event 9/1/12
 - "Remember the Sultana" program 9/20/12
 - Smithsonian Museum Day (free admission) 9/29/12

Budget Challenges/Planned Initiatives

- Continue to focus on our number one comment from our patrons—a lack of advertising. We plan to install another billboard on I-29, around the new Rock Port Welcome Center during the summer of 2013.
- Continue to improve the grounds by adding one of the planned original features that was never initiated—a butterfly garden. This should be added during the summer of 2013.
- Increase memberships and receive more donations, and possibly gain a trust or endowment by 2014.
- Will add a new display, “Water’s Journey,” sponsored by Missouri American Water and Department of Natural Resources, valued at approximately \$200,000

Where They Come From and What They Say...

-Visitors come from all 50 states, as well as Europe, Brazil, China, and South Africa, just to name a few countries.

“This museum is so impressive! We are amazed at what we saw. Please advertise this wonderful source of historical information. Displays are fantastic. Thank you for all the hard work!”

“Your exhibits are truly wonderful and informative. We will certainly recommend this to friends and family. Cheers!”

“I wish I lived here.”

“This was great; I loved everything. Everything was wonderful. Thank you!”



REMINGTON NATURE CENTER

Program 3030

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 and the Living History Preserve to the south. 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

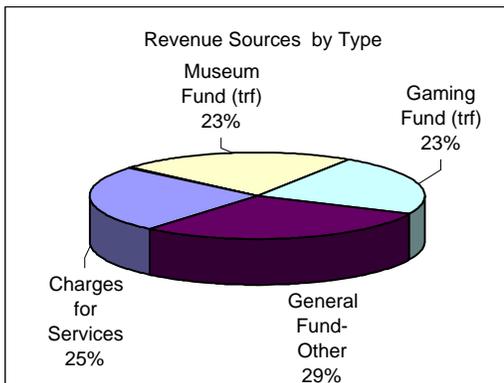
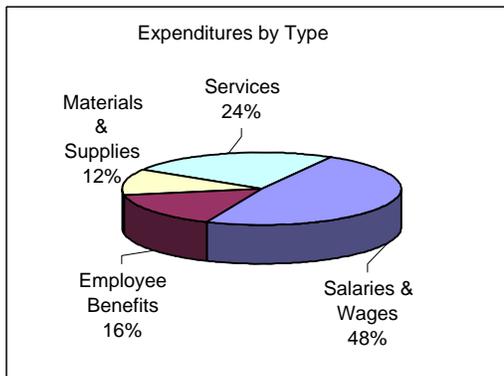
Nature Center Manager	1
Exhibits/Events Coordinator	0
Administrative Technician	1
PT Building Mnt Tech (20 hrs/wk)	0.5
PT Clerk (2 @ 21 hrs/wk each)	1.05

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	0	0	0
1	1	1	1
0.5	0.5	0.5	0.5
0.625	1.05	1.05	1.05
4.125	3.55	3.55	3.55

Major Budgetary Changes & Program Highlights

- ~The Center's advertising budget was increased by \$8,000 in response to visitors' comments that more advertising was needed. Some of the budget will be used to put a billboard on I-29, north of the City.
- ~Transfers from Museum and Gaming funds continue to support operations.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	104,990	106,576	109,076	105,348
Employee Benefits	29,259	31,981	32,446	34,140
Materials & Supplies	20,022	26,000	25,050	26,000
Services	51,607	45,201	51,491	53,281
Total	205,878	209,758	218,063	218,769
Revenue Sources:				
Charges for Services	49,554	65,000	55,100	54,500
Donations	248	500	479	500
Museum Fund (trf)	50,000	50,000	50,000	50,000
Gaming Fund (trf)	50,000	50,000	50,000	50,000
General Fund-Other	106,076	44,258	62,484	63,769
Total	255,878	209,758	218,063	218,769

Joyce Raye Patterson Senior Center

Mission

Provide a variety of services to persons age 50 and over, and to the disabled in a well maintained, clean, cheerful and healthful environment in order to increase the overall health status of persons 50+ and to enhance the quality of life for our citizens.

Core Services

- Administer the financial, operational budgets of the Center.
- Services include card groups, craft activities, dances, special events, meeting space, retirement association meetings, a computer lab.
- Provide a fitness center geared towards persons 50+ emphasizing strength and cardiovascular training.
- Provide a cafeteria (Tuesday-Friday), offering lunches open to the public.

Current Year Activity/Achievements

- Established an agreement with the Shape Shoppe to provide training for the fitness center.
- Installed a new surveillance system donated - replaced 2 cameras recently - donated

• Performance Statistics:

Computer Users Group, blood pressure monitoring and other special groups attendance: 4,236

Attendance at dance sessions: 8,330

Total attendance at the Center: 66,626

Fitness Center memberships 790

Number of volunteer hours annually: 3,050 with 50 volunteers

* ages of the center participants range from 50 years to 102 years.

Budget Challenges/Planned Initiatives

- The Senior Center Foundation now provides financing for a multitude of activities and renovations.
- Keep abreast of need to raise program fees.
- Need to keep enhancing the programs and creating new ones for the benefit of all persons 50 and over.
- Make adjustments to fitness center training - current contract with fitness instructor expires 12/31/13.
- Risk management - very few accidents reported due to intensive training in our fitness center - training hours are provided by the Senior Citizens Foundation, Inc. - costing \$19,200 per year
- Consider the possibility of prorating fitness membership - could lose revenue

JOYCE RAYE PATTERSON SENIOR CITIZEN CENTER

Program 3050

Program Description

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

Staffing Detail

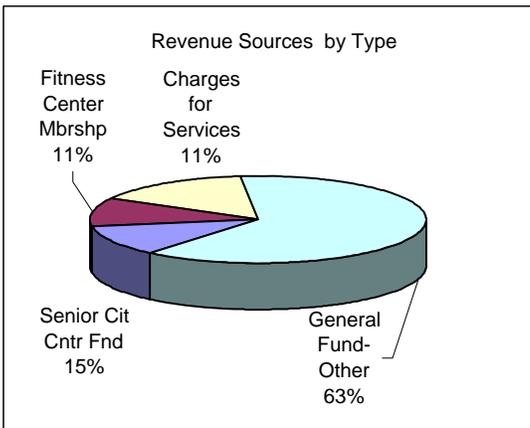
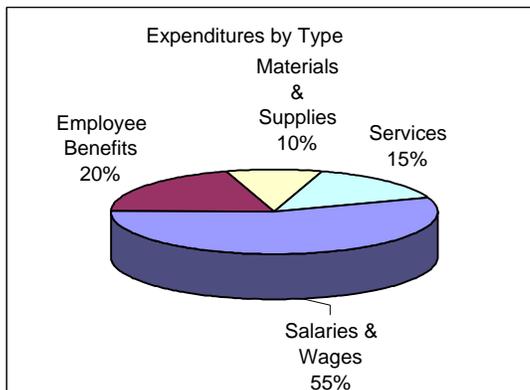
Senior Center Manager	1
Senior Account Clerk	1
Building Maintenance Technician	1

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
3	3	3	3

Major Budgetary Changes & Program Highlights

~\$9,950 is budgeted in Minor Equipment for the purchase of two, heavy-duty replacement treadmills. 80% of the cost is covered by fitness center fees.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	130,306	127,262	127,262	127,250
Employee Benefits	38,955	42,251	42,251	45,571
Materials & Supplies	13,740	11,700	15,630	21,650
Services	35,879	37,020	37,020	33,235
Public Imprvmnts	0	0	0	0
Total	218,880	218,233	222,163	227,706
Revenue Sources:				
Charges for Services	26,712	25,200	25,700	25,700
Fitness Center Mbrshp	24,595	24,000	24,000	24,000
Senior Cit Cntr Fnd	34,544	27,188	27,188	35,148
General Fund-Other	133,029	141,845	145,275	142,858
Total	218,880	218,233	222,163	227,706

Civic Center Arena and Concessions

Mission

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 by providing a downtown facility that hosts concerts, trade shows, sporting events, conventions, graduations, family shows, dance recitals and other special events.

Core Services

- 40,000 square feet of unobstructed exhibition space for trade shows.
- Provides venue for sporting events that include wrestling, basketball, roller derby, bullriding, mixed martial arts and zumba.
- Provides facility for receptions, banquets, conventions, training and parties.
- Concessions for event vendors and patrons.
- Family entertainment facility for events such as dog shows, chili challenge and circus.

Current Year Activity/Achievements

- Enormous increase in usage dates for this year
- Increase in NEW promoters/corporate usage of facility
- Forty (40) weeks with usage which is a great increase over the last several years
- Second Season for BlackSnake Roller Derby Girls
- Dance Recital with Darcee's School of Dance
- Sysco Food Show
- SJSD Convocation
- WWE Wrestling
- Jones/Johnston Wedding Reception
- Mixed Martial Arts – both amateur and professional
- Justin Moore/Dustin Lynch/Jon Pardi Concert
- 303h!3/Sammy Adams/XV Concert
- Gold Prospectors Convention
- Three (3) Youth Wrestling Tournaments
- Various Trade Shows which included Sports/Guns/Home Lawn and Garden/Antique/Farm/Holiday Mart/Josephine Expo/My Success Event/Career Fair/Children's Fair
- Numerous training dates
- Produced over double projected revenues on concessions due to increased events

- **Performance Statistics:**
 - 14 trade shows
 - 104 revenue generating days
 - 97 days that included setup/changeover dates
 - 54 days provided to public and/or non-profit groups at a reduced or no-cost rate

Budget Challenges/Planned Initiatives

- FY13 showed remarkable increase in interest for the Civic Arena and FY14 is beginning to follow this same trend.
- Looking for more diverse events that will fit well with our facility.
- Compile package deals to assist promoters, companies to bring their event to the Civic Arena.
- Continue to develop deeper relationships with promoters showing them their event can be successful in St. Joseph and specifically at the Civic Arena.

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

Assit Dir Parks, Rec & CFAC
 CFAC Manager
 Arena Operations Coordinator
 Customer Services Rep
 Custodian

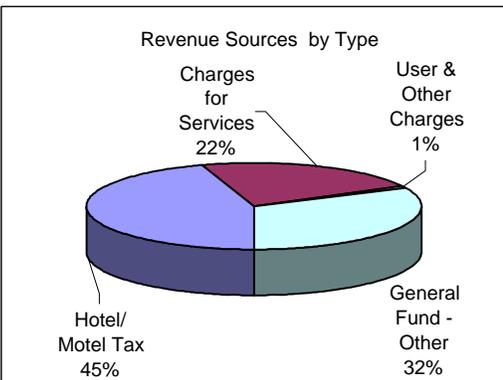
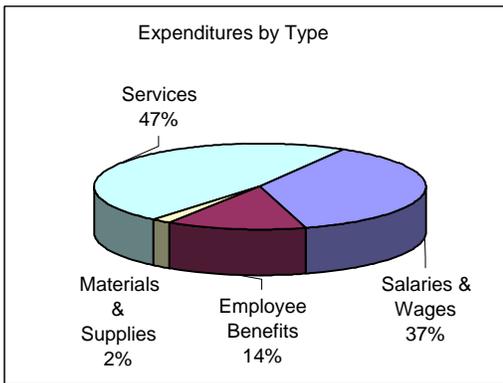
2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
5	5	5	5

Major Budgetary Changes & Program Highlights

- ~The Department has taken steps to bring new and/or returning events to the Arena and projects increased revenues.
- ~Applications for subsidized events were reviewed. The following organizations' events approved for Arena use:
- ~FY12 was the final lease payment for the sweeper/scrubber

- Regional Career Fair (Employee Coalition)
- Women of Excellence (YWCA)
- High School Graduations (SJS District)
- High School Jamboree (SJS District)
- Science Fair (SJS District)
- Basketball Sectionals (Mo St HS Athletic Assoc)
- Healthy Summit (Heartland Foundation)
- Youth Summit/Recognition (SJ Youth Alliance)
- Children's Fair (St. Joseph Youth Alliance)
- ✓ The following City sponsored event receives subsidized use: Mayor's Thanksgiving Dinner

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	209,976	217,332	217,321	217,730
Employee Benefits	68,776	73,585	75,585	79,469
Materials & Supplies	10,419	10,800	10,800	10,800
Services	209,189	276,138	229,611	276,158
Capital Outlay	239	0	0	0
Total	498,599	577,855	533,317	584,157
Revenue Sources:				
Hotel/ Motel Tax	499,117	456,000	478,800	478,800
Charges for Services	149,981	221,800	235,300	236,800
User & Other Charges	67,898	9,000	8,168	9,000
General Fund - Other	280,720	347,055	289,849	338,357
Total	498,599	577,855	533,317	584,157

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

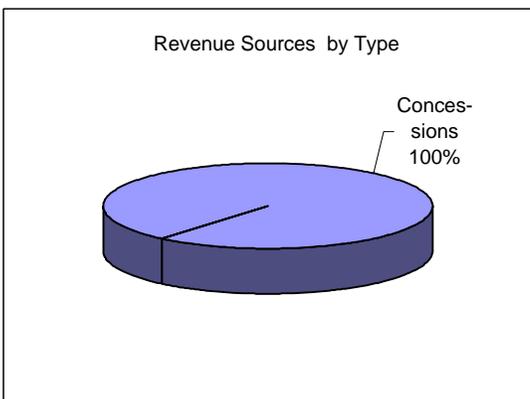
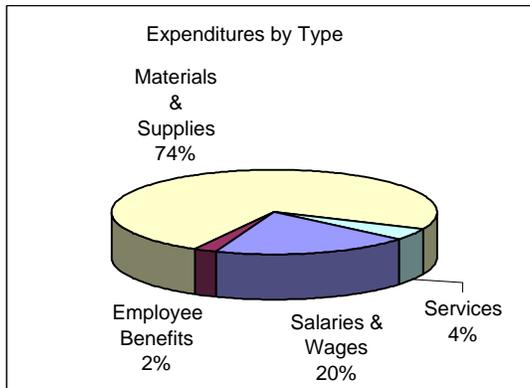
Part time concession staff only

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
N/A	N/A	N/A	N/A

Major Budgetary Changes & Program Highlights

- ~No major budget changes.
- ~Another Recreation program that pays for itself.

Operating Budget Summary



Expenditures:

Salaries & Wages
Employee Benefits
Materials & Supplies
Services

Total

Revenue Sources:

Concessions
From (to) FB

Total

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
12,923	20,000	20,000	20,000
1,529	2,130	2,144	2,230
47,183	75,000	75,000	75,000
3,946	4,500	4,500	4,500
65,581	101,630	101,644	101,730
94,841	85,000	150,102	165,000
(29,260)	16,630	(48,458)	(63,270)
65,581	101,630	101,644	101,730

Missouri Theater

Mission

To provide a home to many of the City's arts associations and to serve as a venue for a wide variety of cultural events.

Core Services

- The Missouri Theater is a renovated 1926 vaudeville style entertainment venue in the heart of downtown St. Joseph.
- The Missouri Theater has 1,200 seats and the inside is gorgeously designed unlike any other facility.
- Rental facility for local arts organizations as well as other local and non-local promoters to produce theatrical productions, touring groups, concerts, weddings, dance recitals and group event rentals.
- Provide office/retail space in the office complex for numerous arts organizations, downtown partnership and two local small businesses.
- Missouri Theater is on the National Registry of Historic Buildings

Current Year Activity/Achievements

- Local Company Productions of Beauty and the Beast Jr., Rent, Cats, A Christmas Story, Little Mermaid, Seussical the Musical and Our Town.
- Touring Companies that included Neil Diamond Tribute, Tom Wopat & Trio, Brit Beat, Away in a Basement, Nunset Boulevard, Roy Clark, A Tribute to the Eagles, Big Bad Voo Doo Daddy, Quixotic, The Lettermen, Alabama Revival, Juke Box Junction.
- Christian Artists such as Charlotte Ritchie, Marshall Hall, The Easters, Union Street and Gold City.
- Various graduations and dance concerts from local performers.
- Looking to expand our realm next year with an actual wedding on stage

Budget Challenges/Planned Initiatives

- We do have all office locations filled and open for business.
- We have expanded marketing of the Missouri Theater through a Missouri Theater website based out the Allied Arts Council office, the City's website and access channel and weekly publications, the Civic Facilities Calendar of Events, and working diligently with the Convention and Visitors Bureau.
- The Missouri Theater is a 1926 facility and with that comes a multitude of maintenance and upkeep challenges that we deal with continuously.

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

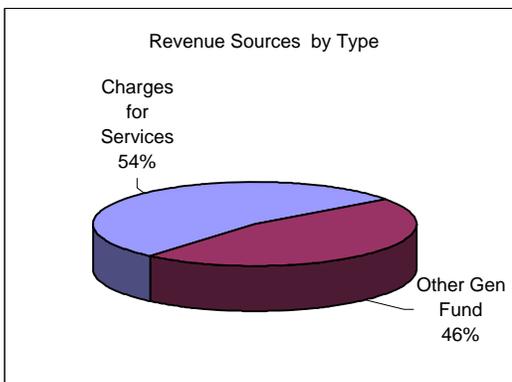
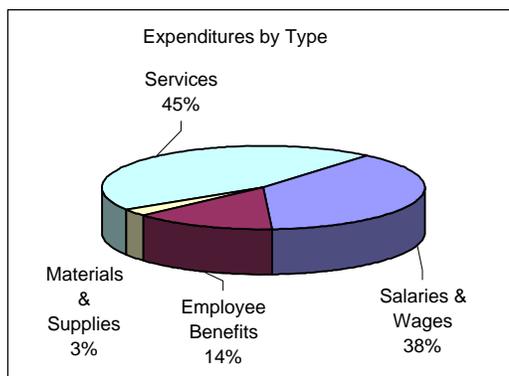
2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1

Major Budgetary Changes & Program Highlights

~No major changes or issues
 ~Applications for subsidized events were reviewed and the following organization(s)' event was approved for Missouri Theater use:

- Teachers Opening Session - SJSJ/Chamber

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	40,002	40,668	40,668	40,668
Employee Benefits	13,227	14,040	14,215	15,220
Materials & Supplies	4,569	3,000	3,000	3,000
Services	54,820	48,300	54,300	48,300
Total	112,618	106,008	112,183	107,188
Revenue Sources:				
Charges for Services	52,951	57,900	60,200	57,900
Other Gen Fund	59,667	48,108	51,983	49,288
Total	112,618	106,008	112,183	107,188

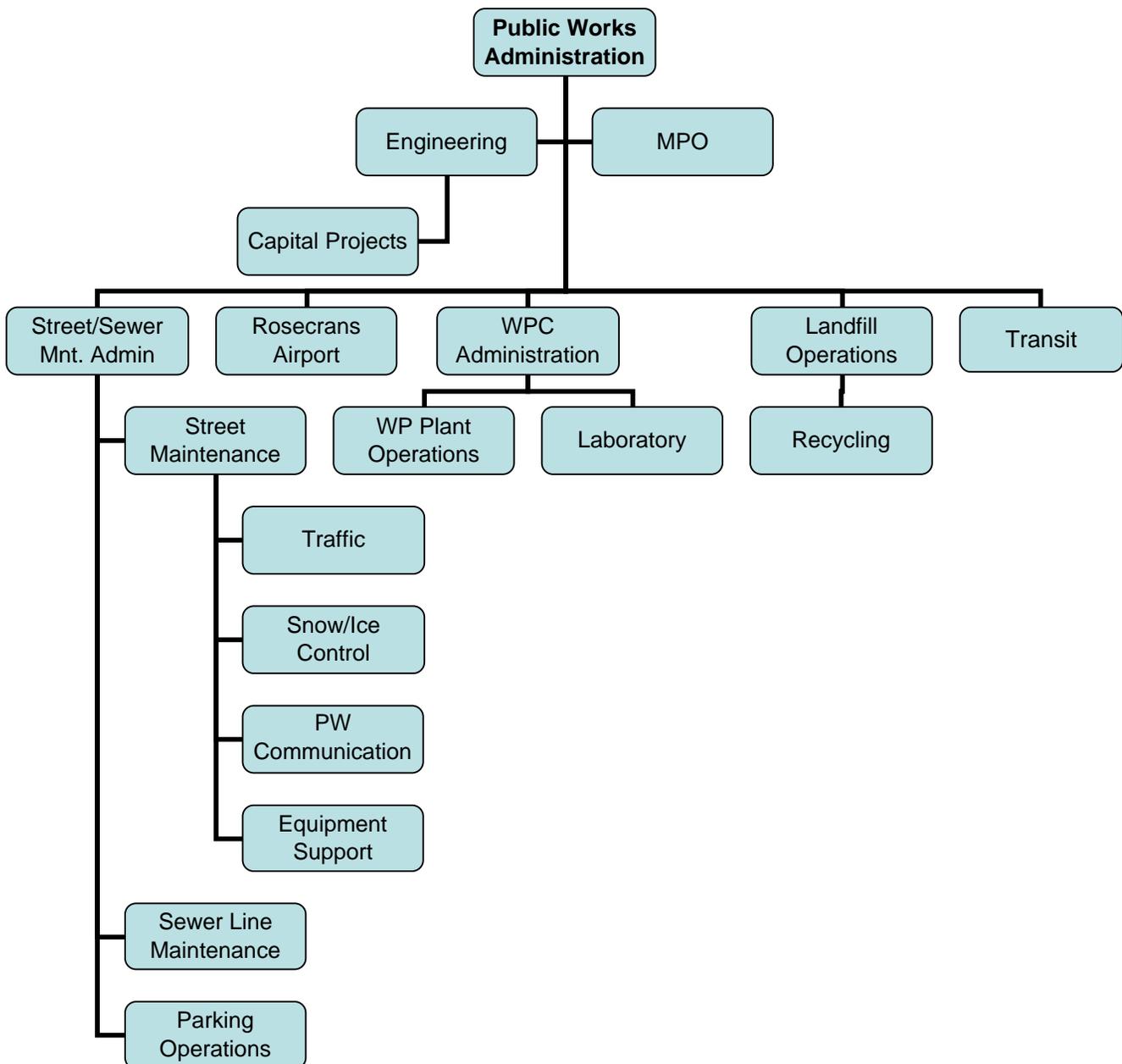
PUBLIC WORKS DEPARTMENT

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.

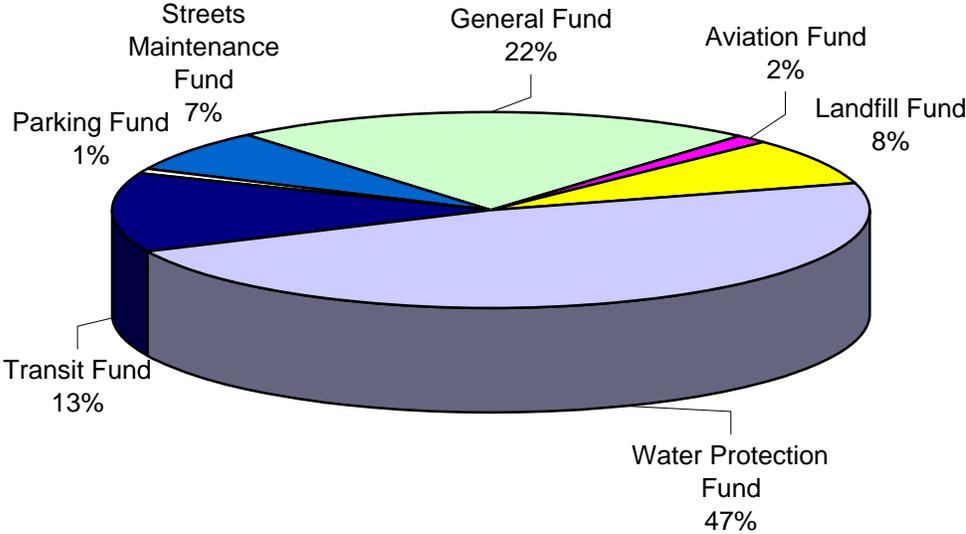
These operations are funded through the City's share of the Missouri motor fuel tax, road and bridge tax, local general sales tax, parking fees & fines, landfill fees, sewer treatment fees, airport rents, transit fares and federal transportation operation grants.

Infrastructure improvements are financed by a combination of tax revenues, fees, Public Building Authority Bonds, revenue bonds, and county, state, and federal grants.

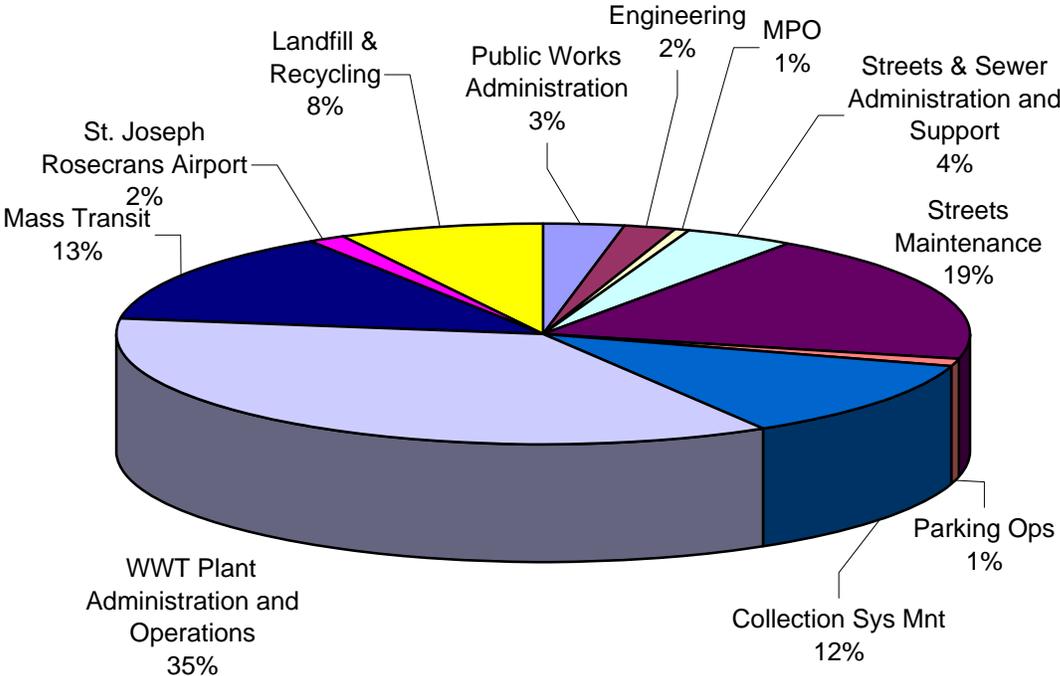
TOTAL BUDGETED RESOURCES: \$ 137,536,000



PUBLIC WORKS DEPARTMENT SOURCES & USES



FUNDING SOURCES - OPERATING

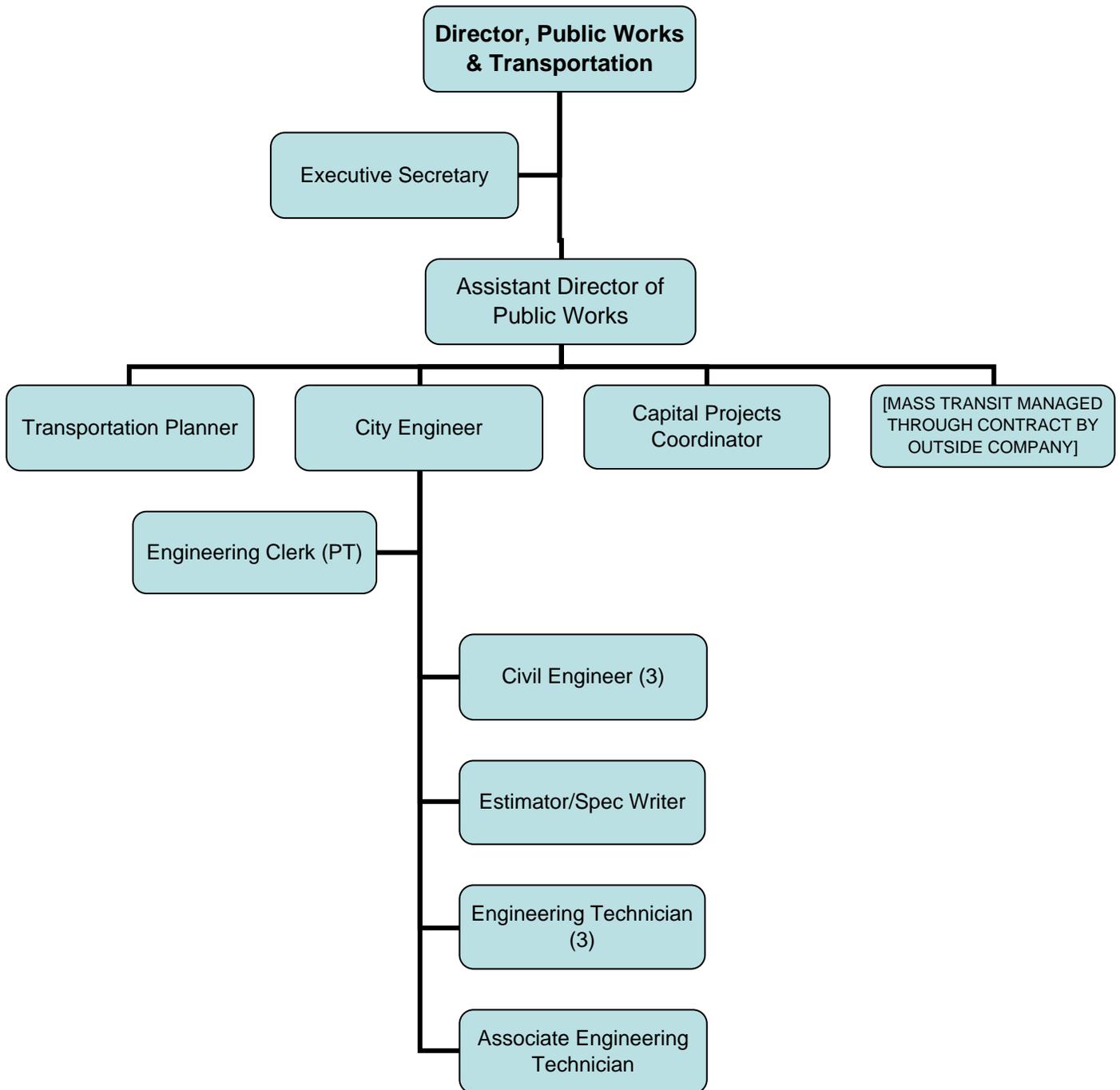


PROGRAM USES - OPERATING

PUBLIC WORKS DEPARTMENT SUMMARY

ACCOUNT TYPE	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	7,154,782	7,635,892	7,230,748	7,691,464
Payroll Expenses & Benefits	2,389,958	2,719,262	2,617,505	2,996,850
Materials & Supplies	3,013,779	3,353,960	3,182,605	3,475,015
Utilities & Other Contracted Services	19,181,113	14,655,762	17,800,202	17,678,299
Debt Service/Claims/Insurance/Fund Transfers	11,475,494	8,786,360	9,146,791	9,985,873
Operating Capital Outlay	1,787,700	2,557,154	2,064,720	3,831,090
Public Improvements	22,901,074	33,024,500	31,481,281	91,877,072
	67,903,900	72,732,890	73,523,852	137,535,663
USES BY OPERATING PROGRAM				
Public Works Administration	4,028,202	327,344	587,349	1,241,889
Engineering	670,514	727,017	696,215	769,330
MPO	252,923	270,828	222,577	260,589
Streets & Sewer Administration and Support	1,714,256	1,720,132	1,773,510	1,786,361
Streets Maintenance	7,069,711	7,771,903	7,582,572	7,799,394
Parking Operations	445,889	423,435	418,701	411,656
Sewer & Stormwater Collection System Mnt	1,607,465	2,033,291	1,878,257	4,886,600
WWT Plant Administration and Operations	12,681,581	13,557,709	13,892,206	14,782,781
Mass Transit	5,231,669	5,199,228	5,251,283	5,582,569
St. Joseph Rosecrans Airport	660,176	631,002	582,684	679,656
Landfill & Recycling	3,210,380	3,382,001	3,353,394	3,160,197
	37,572,766	36,043,890	36,238,748	41,361,022
ENTERPRISE FUNDS CIP PROGRAM				
Water Protection	29,255,835	31,996,000	33,703,267	92,348,641
Mass Transit	78,205	2,178,000	2,178,000	2,040,000
Airport	648,598	1,450,000	231,837	950,000
Landfill	348,496	1,065,000	1,172,000	836,000
	30,331,134	36,689,000	37,285,104	96,174,641
TOTAL PUBLIC WORKS BUDGET:	67,903,900	72,732,890	73,523,852	137,535,663
FUNDING SOURCES				
General Fund	10,612,845	9,089,531	9,076,973	9,286,784
Gaming Fund	66,500	66,500	66,500	66,500
Capital Projects Fund	0	145,000	147,783	95,000
Streets Maintenance Fund	2,939,942	2,895,905	2,856,259	2,863,405
Water Protection Fund	43,341,631	47,583,750	49,470,480	112,014,772
Mass Transit Fund	5,744,233	6,260,556	6,278,321	7,381,483
Airport Fund	1,200,484	1,827,712	689,941	1,426,366
Landfill Fund	3,558,876	4,447,001	4,525,394	3,996,197
Parking Fund	439,389	416,935	412,201	405,156
	67,903,900	72,732,890	73,523,852	137,535,663
STAFFING SUMMARY (Full Time)				
Public Works Administration	4	4	4	4
MPO (1 position grant funded)	1	1	2	2
Engineering	9	9	9	10
Street & Sewer Administration & Support	16	16	16	16
Streets & Traffic Maintenance	55	55	55	55
Parking Operations	6	5	5	5
Sewer Collection System Maintenance	23	23	23	23
WP Administration	2	2	2	2
WP Plant	41	44	44	44
Laboratory	8	9	9	9
Airport	6	6	6	6
Landfill	20	20	20	20
Recycling	2	2	2	2

PUBLIC WORKS ADMINISTRATION, ENGINEERING, MPO



Public Works Administration

Mission

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

Core Services

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

Current Year Activity/Achievements

- Negotiate approval for the City's long-range CSO plan with the MDNR and the EPA
- Manage debt financing for wastewater projects, including state revolving fund and revenue bonds
- Apply budgeting constraints to prioritize core services

Performance Statistics:

- Dollar amount of operating grants received: \$3,372,085.28
- Dollar amount of capital project grants procured: \$1,606,795.28
- Number of on-going capital projects monitored: 66 projects
- Number of new capital projects that will start in FY14: 16

Budget Challenges/Planned Initiatives

Budget Challenges:

- Fixed revenues and growing expenses continue to reduce the level of street maintenance provided..

Planned Initiatives:

- Focus on improving the public opinion of street maintenance through public education, communication, and discussion on public policy and funding priorities for street, curb and sidewalk maintenance.
- Support sewer revenue bond activities to obtain additional bond authority from the voters as necessary to comply with the Combined Sewer Long Term Control Plan's requirements under the Clean Water Act.

PUBLIC WORKS ADMINISTRATION

Program 8360

Program Description

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

Staffing Detail

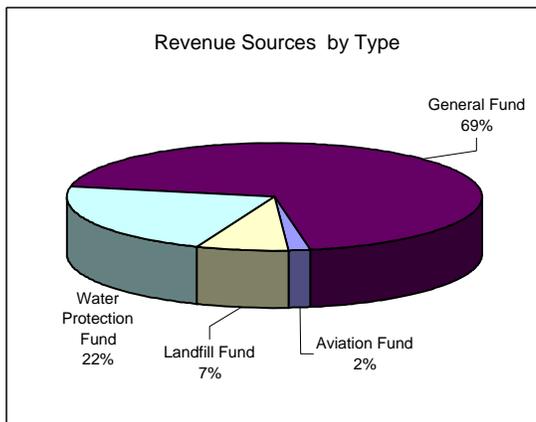
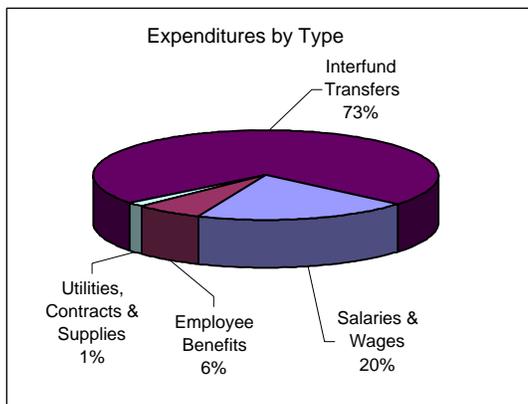
Director Public Works & Transportation
 Asst Director Pub Works & Transp
 Capital Projects Coordinator
 Executive Secretary

2011-12	2012-13		2013-14
	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

Major Budgetary Changes & Program Highlights

- ~Transfers from the enterprise funds that Public Works staff support are based on a departmental cost plan.
- ~Expenses in the Streets Maintenance Fund require transfers from the General fund, even with personnel moved out of the Special Revenue fund.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	214,216	236,714	252,714	252,843
Employee Benefits	62,464	73,115	75,300	79,796
Materials & Supplies	2,138	3,400	3,400	3,400
Utilities & Contracts	9,784	14,115	15,035	14,850
Interfund Transfers	3,739,600	0	240,900	891,000
Total	4,028,202	327,344	587,349	1,241,889
Revenue Sources:				
Aviation Fund	13,190	22,357	22,357	22,357
Transit Fund	24,790	24,790	24,790	0
Landfill Fund	49,095	49,095	49,095	87,102
Water Protection Fund	373,770	231,102	231,102	273,893
General Fund	3,567,357	0	260,005	858,537
Total	4,028,202	327,344	587,349	1,241,889

Metropolitan Planning Organization (MPO)

Mission

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

Core Services

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

Current Year Activity/Achievements

- Developing Safe Routes to School Plan for each member government
- Conduct bicycle & pedestrian counts for the National Bicycle and Pedestrian Documentation Project
- Sponsoring the 4th Annual Bike to Work Day
- Produce a new 2012-2015 Transportation Improvement Program
- Produce an updated Non-Motorized Geodatabase for the Non-Motorized Plan
- Continue update of Long Range Transportation Plan (LRTP) - 3 year effort

Performance Statistics:

- Number of Technical & Policy Board Meetings conducted - 12
- Amount of FHWA & FTA funding received - approximately \$131,000 for this year

Budget Challenges/Planned Initiatives

- Integrating new initiatives including Active and Health 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.

MPO

Program 2180

Program Description

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

Staffing Detail

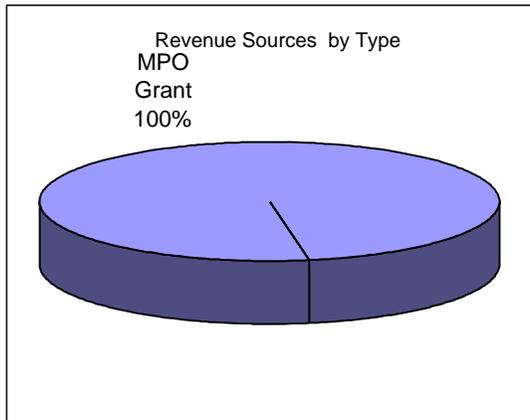
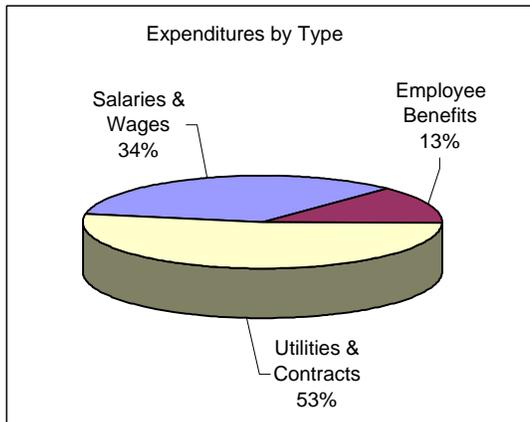
Transportation Planner

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1

Major Budgetary Changes & Program Highlights

~ No major changes. Largest expense, long-range transportation planning activities, depends on the amount of UPWP grant funds anticipated each year.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	42,171	44,915	59,374	89,830
Employee Benefits	13,592	15,844	22,607	33,922
Utilities & Contracts	197,160	210,069	140,596	136,837
Total	252,923	270,828	222,577	260,589
Revenue Sources:				
Transit Fund Trf	14,000	0	0	0
Other Revenues	0	0	0	0
MPO Grant	174,646	269,813	299,669	299,669
General Func	78,277	1,015	(77,092)	(39,080)
Total	252,923	270,828	222,577	260,589

Engineering

Mission

Ensure public safety by making sure City improvement projects adhere to national design, construction and maintenance standards and ensure the cost effective use of resources in the design, construction and maintenance of City improvement projects.

Core Services

- Engineering inspection on capital projects, right-of-way, and developer-provided infrastructure.
- In-house design of many smaller improvement projects such as extensions of Hike/Bike trails.
- Provide timely project management for all significant city capital improvement projects at the level requested by the sponsoring department.
- Review CIP and operating budget projects at the start of the fiscal year to establish schedules and coordinate available manpower.
- Review progress of projects with departments regularly through the Project Status Report.

Current Year Activity/Achievements

- Completed in-house designs for 2012 Hike and Bike Trail from Gene Field to Northwest Parkway, County Line and York Pump station, 2 sewer NIDs, and multiple small projects.
- Projects in progress - South St. Joseph Industrial Sewer District wet well and Rosecrans Lagoon disinfection, Wastewater Treatment Plant Disinfection and outfall pump station, Whitehead stormwater bypass pipe, Multi-purpose Athletic Facility, Garfield Bridge Replacement, and Annual Asphalt Overlay.

Performance Statistics:

- Number of formal construction contracts developed - 14
- Number of Developer Plans reviewed - 240

Budget Challenges/Planned Initiatives

- Controlling CIP project designs to remain within funding limits.
- Managing several multi-million dollar wastewater projects with existing staff levels.
- Replacement of one or more retirees during the Wastewater Treatment Plant projects.

ENGINEERING

Program 8500

Program Description

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

Staffing Detail

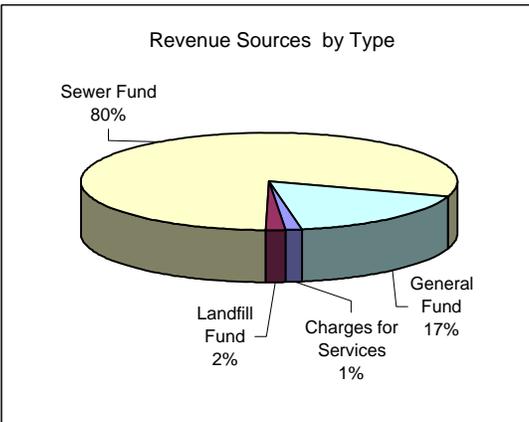
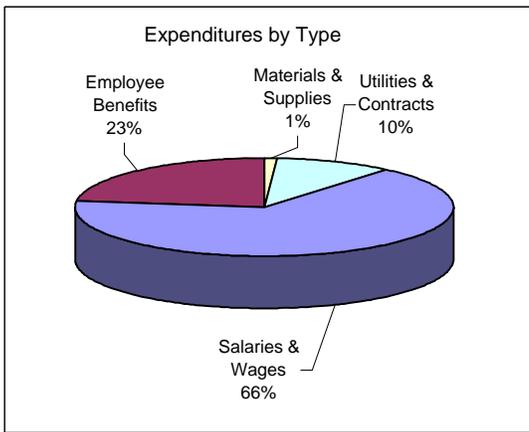
City Engineer
 Civil Engineer
 Estimator/Specifications Writer
 Engineering Technician
 Associate Engineering Technician
 Engineering Clerk

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
3	3	3	3
1	1	1	1
3	3	3	3
1	1	1	1
0	0	0	1
9	9	9	10

Major Budgetary Chages & Program Highlights

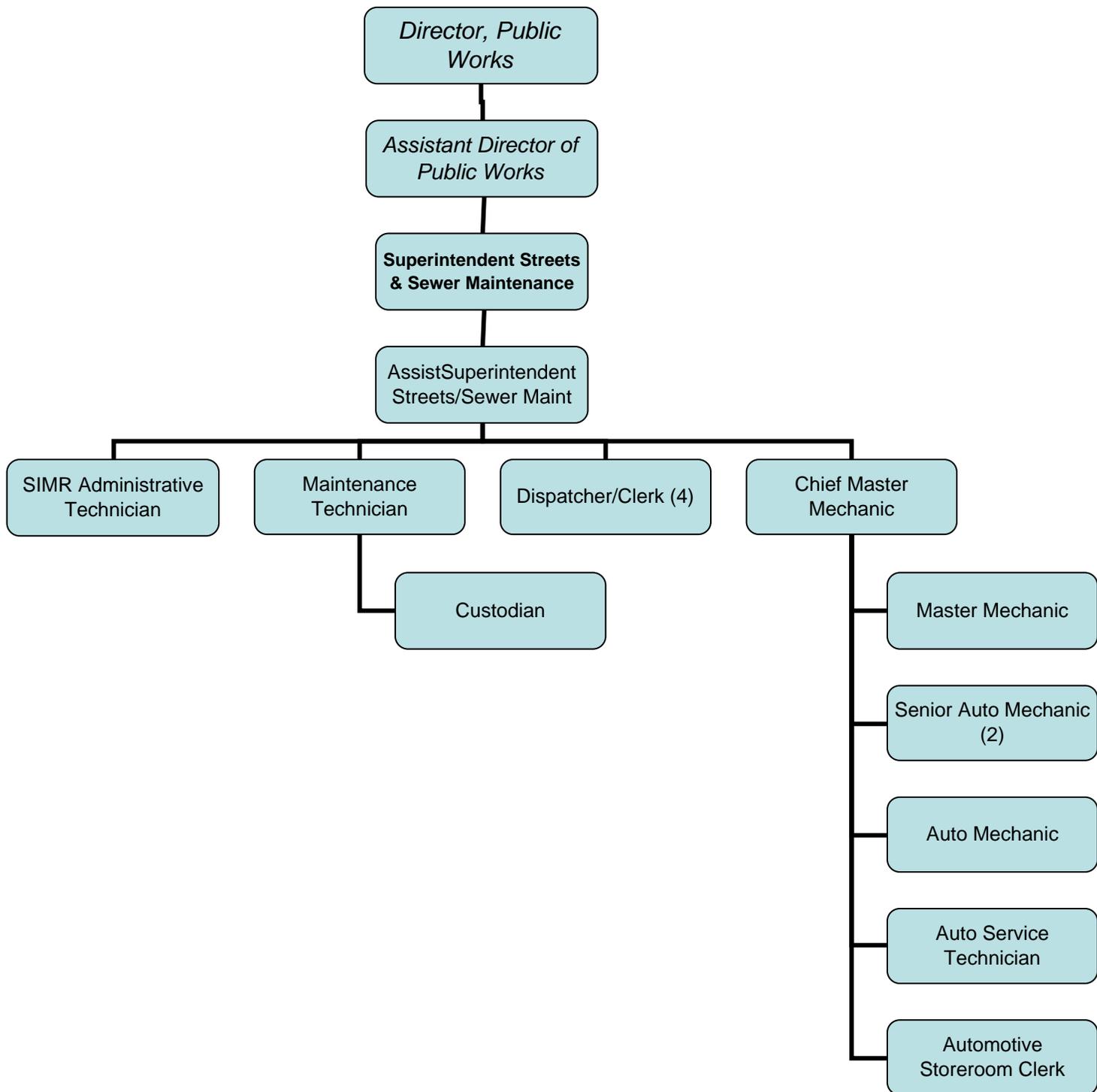
-An Engineering Clerk position was added, reinstating a position cut in FY2010.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	470,277	487,352	457,145	505,973
Employee Benefits	135,555	153,000	145,170	177,042
Materials & Supplies	9,336	10,200	10,200	10,200
Utilities & Contracts	55,346	76,465	83,700	76,115
Capital Outlay	0	0	0	0
Total	670,514	727,017	696,215	769,330
Revenue Sources:				
Charges for Services	645	10,000	10,008	10,000
Landfill Fund	14,751	14,065	14,065	14,065
Sewer Fund	160,093	613,556	613,556	613,556
General Fund	495,025	89,396	58,586	131,709
Total	670,514	727,017	696,215	769,330

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.
- Three-tiered preventative maintenance program
- MO ONE CALL Locates

Current Year Activity/Achievements

- Implementing the response strategy for the CMOM (Capacity, Management, Operation and Maintenance) requirements of the Clean Water Act.
- Preparing for implementation of new Asset Management system.

Performance Statistics:

- Four (4) ASE certified mechanics, with three (3) new hires currently working towards certification.
- Dispensed 101,407 Gallons of Unleaded fuel & 91,370 Gallons Diesel fuel at a cost of \$578,926.07 since July 1, 2012.
- Dispatch calls for Street & Sewer Mtce during normal working hours, also after normal working hours, weekends & holidays handle phone calls & dispatch for the Water Protection Plant.
- Some equipment is sent out for repair due to various reasons such as:
 - Painting & Body work
 - Glass repair
 - Sandblasting
 - Electrical diagnostics
 - Rebuild Hydraulic Cylinders
 - Warranty Work
 - Off road tire repair
 - Upholstery
 - Diesel fuel injector pump repair
 - A/C Repair

Budget Challenges/Planned Initiatives

- As equipment ages, the maintenance costs rise to the point where there's more expense to maintain a piece of equipment than there is to purchase a replacement.
- We currently have a list of equipment that will not be repaired due to the lack of adequate funding.

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

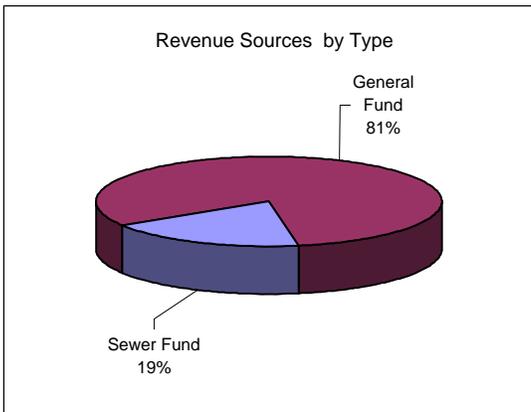
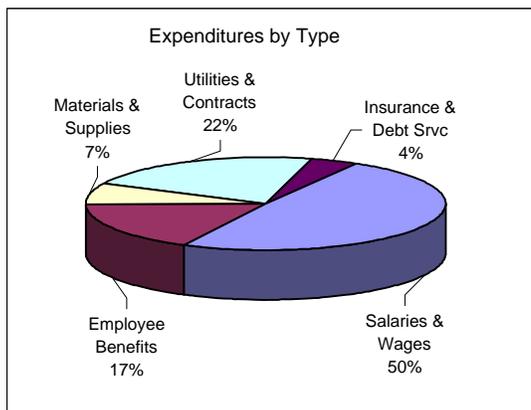
Superintendent Streets/Sewer Maintenance
 Asst Supt Streets/Sewer Maintenance
 SIMR Administrative Technician
 Maintenance Technician
 Custodian

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
5	5	5	5

Major Budgetary Chages & Program Highlights

- ~Increases were made to the Safety Clothing/Equipment budget (\$3,000) to replace needed items.
- ~The Judgement/Claims budget was increased (\$5,000) based on history of expenditures in the line item.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	240,035	240,511	238,511	244,073
Employee Benefits	73,915	78,598	77,273	85,661
Materials & Supplies	39,763	31,800	36,390	36,600
Utilities & Contracts	130,250	112,565	115,565	110,180
Insurance & Debt Srvc	24,027	15,000	15,310	20,000
Total	507,990	478,474	483,049	496,514
Revenue Sources:				
Sewer Fund	74,948	87,368	87,368	93,458
General Fund	433,042	391,106	395,681	403,056
Total	507,990	478,474	483,049	496,514

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 sta

Staffing Detail

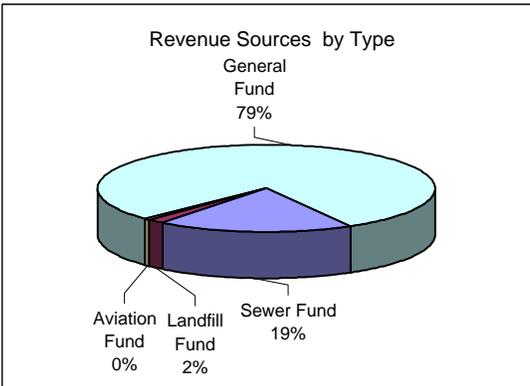
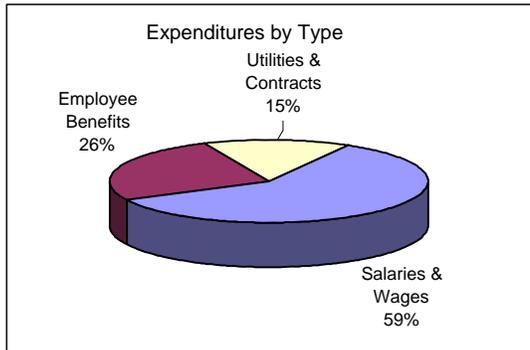
Dispatch/Clerks

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
4	4	4	4

Major Budgetary Chages & Program Highlights

~No major fiscal changes.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	127,367	122,942	123,795	122,545
Employee Benefits	46,694	49,404	48,584	53,391
Utilities & Contracts	37,089	30,930	31,195	30,930
Total	211,150	203,276	203,574	206,866
Revenue Sources:				
Sewer Fund	28,224	33,667	33,667	39,061
Landfill Fund	11,757	15,922	15,992	3,599
Aviation Fund	0	2,248	2,248	892
General Fund	211,150	151,439	151,667	163,314
Total	251,131	203,276	203,574	206,866

EQUIPMENT SUPPORT

Program 8530

Program Description

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

Staffing Detail

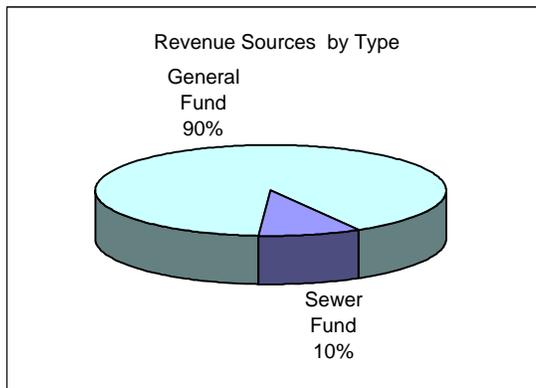
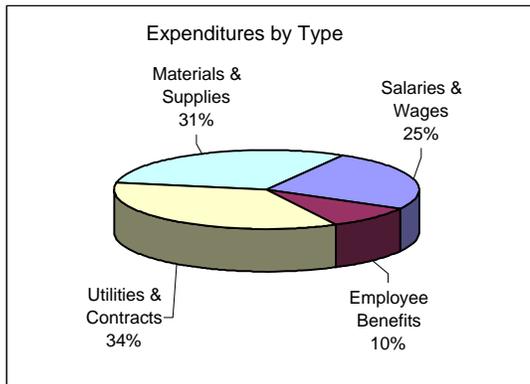
Chief Master Mechanic
 Master Mechanic
 Senior Auto Mechanic
 Auto Service Technician
 Auto Mechanic
 Automotive Storeroom Clerk

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
1	1	1	1
7	7	7	7

Major Budgetary Chages & Program Highlights

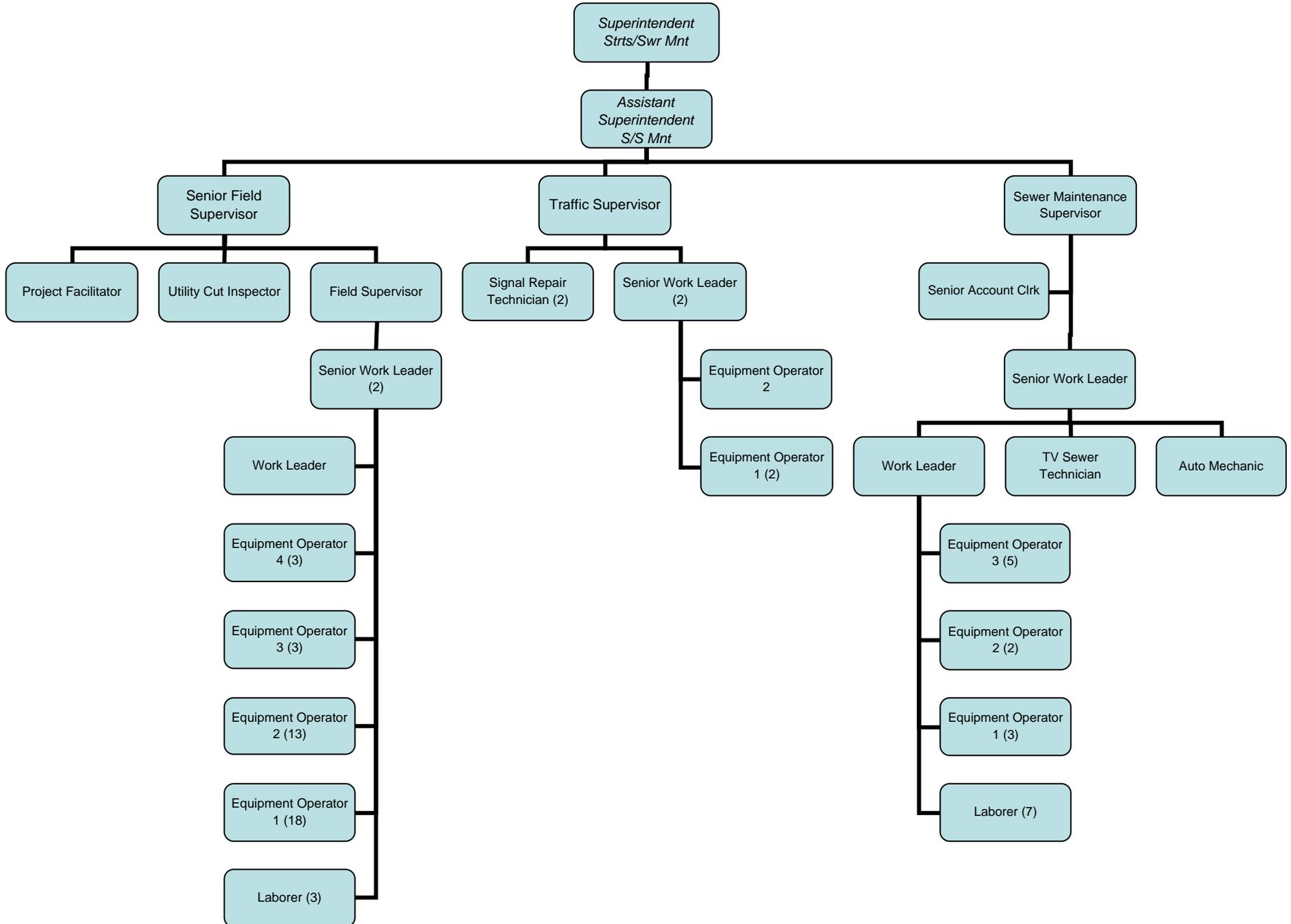
- ~Given the last two years' experience with overtime costs, that item was decreased by \$20,000.
- ~ The above savings was more than absorbed by an increase to Fuel of \$12,750 and to M&R Vehicles of \$51,200.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	243,842	285,831	271,871	266,789
Employee Benefits	86,056	99,521	94,431	104,212
Materials & Supplies	333,472	319,630	312,985	332,380
Utilities & Contracts	331,746	333,400	407,600	379,600
Total	995,116	1,038,382	1,086,887	1,082,981
Revenue Sources:				
Sewer Fund	81,767	91,835	91,835	102,905
Landfill Fund	38,840	8,462	8,462	0
Aviation Fund	0	2,111	2,111	0
General Func	874,509	935,974	984,479	980,076
Total	995,116	1,038,382	1,086,887	1,082,981

STREETS MAINTENANCE, SEWER MAINTENANCE, TRAFFIC



Streets Maintenance

STREETS MAINTENANCE/SNOW & ICE CONTROL

Mission

Ensure public safety and enhance economic development through timely, cost effective preventive maintenance and repair to all public streets & bridges and to storm drainage systems within the City's right-of-way.

Core Services

- Maintenance & repair of city streets through asphalt overlay, slurry seal program, concrete repair and replacement.
- Curb & gutter work.
- Maintenance of public alleys.
- Patching of paved alleys as time allows if owner purchases material and less than 20% of alley needs patched.
- Repair of private alleys as possible.
- Oversee utility cut repairs in public right of way.
- Regularly scheduled street sweeping.
- Regularly scheduled mowing program along 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

Performance Statistics year to date:

- Composite rating for City streets 85.
- 23.5 miles of streets slurry sealed.
- 0.22 miles of 3-inch asphalt streets resurfaced last year.
- Used 391.09 tons of asphalt to date to patch 4,856 potholes FY to date.
- Swept 3,048 miles of streets FY to date.
- Regularly mowed 62 locations in ROW.
- Snow/ice cleanup: 23.13" of snow at a cost of \$291,896.27 or \$12,622.54 per inch of snow.

Budget Challenges/Planned Initiatives

- As the prices for materials and fuel rise it is becoming more and more important to adhere to the street rating program so taxpayer time and monies are spent wisely.
- Keep up to date on newer and better methods for street repairs.

STREET MAINTENANCE

Program 1210 & 1211

Program Description

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

Staffing Detail

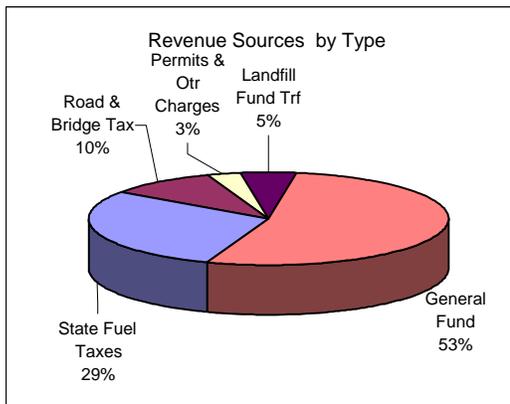
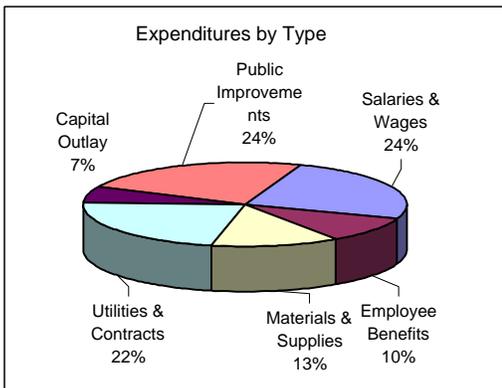
Senior Field Supervisor
 Field Supervisor
 Project Facilitator
 Utility Cut Inspector
 Senior Work Leader
 Work Leader
 Equipment Operator I
 Equipment Operator II
 Equipment Operator III
 Equipment Operator IV
 Laborer

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
2	2	2	2
1	1	1	1
18	18	18	18
13	13	13	13
3	3	3	3
3	3	3	3
3	3	3	3
47	47	47	47

Major Budgetary Changes & Program Highlights

- ~ \$10,000 added to the Temporary staff line item to supplement the concrete crew, snow crew, etc.
- ~ Landfill will support the Alley Maintenance program, transferring equivalent of 8 months labor cost for the alley crew.
- ~ \$250,000 of the electric service budget moved to Parks Maintenance Fund to reduce the budget deficit in this program.
- ~ Cell Phone revenue is being used to purchase \$440,000 of rolling stock.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	1,549,806	1,731,976	1,652,476	1,694,071
Employee Benefits	553,972	635,711	602,141	684,957
Materials & Supplies	737,466	880,200	880,200	881,500
Utilities & Contracts	1,702,749	1,488,900	1,451,574	1,497,900
Capital Outlay	214,347	511,250	546,250	445,000
Public Improvements	1,449,028	1,604,000	1,604,000	1,604,000
Total	6,207,368	6,852,037	6,736,641	6,807,428
Revenue Sources:				
State Fuel Taxes	1,986,209	2,017,200	1,986,200	1,986,200
Road & Bridge Tax	670,505	670,505	670,505	670,505
Permits & Otr Charge	138,327	201,500	150,000	200,000
Interest & Other Rev	70,853	6,700	44,647	6,700
Landfill Fund Trf	325,000	325,000	325,000	325,000
General Fund	3,016,474	3,631,132	3,560,289	3,619,023
Total	6,207,368	6,852,037	6,736,641	6,807,428

SNOW & ICE CONTROL

Program 2180

Program Description

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

Staffing Detail

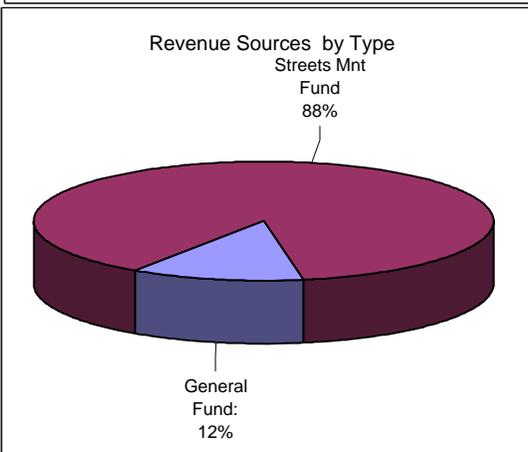
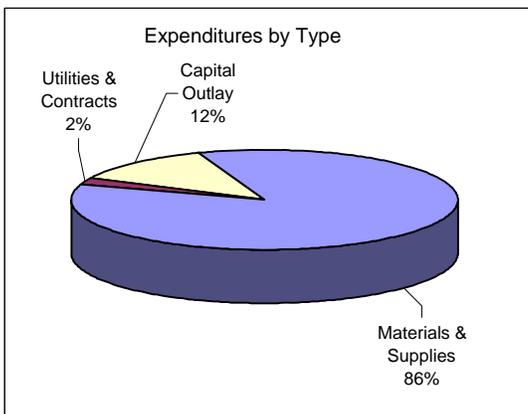
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	

Major Budgetary Changes & Program Highlights

~ Cell Phone revenues will be used to replace two snow plows (\$12,000) and two salt spreaders (\$28,000).

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Materials & Supplies	162,984	310,700	234,000	310,600
Utilities & Contracts	8,275	8,300	8,300	8,300
Capital Outlay	0	0	0	44,000
Total	171,259	319,000	242,300	362,900
Revenue Sources:				
General Fund:	0	0	0	44,000
Streets Mnt Func	171,259	319,000	242,300	318,900
Total	171,259	319,000	242,300	362,900

Traffic

Mission

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 a emergency response crew for snow/thunder/wind storms, floods, fires and other emergencies.
- Serve as an "on call " service repairman.
- Perform traffic counts and data collection as required.
- Do visual checks and measurements for handicaps & dumpsters.
- Research traffic needs.
- Provide field safety inspections.
- Coordinate road closures.
- Maintain traffic accident to-date history computer files and determine high accident locations.

Current Year Activity/Achievements

- Instituting major sign replacement program in order to comply with new sign reflectivity standards.
- Replaced Incandescent bulbs with 1,642 LED's
- Tested Conflict Monitors in 64 intersecons.
- Installed 233 High Intensity Stop Signs to date.

- **Performance Statistics:**

- Number of pavement markings lane miles; 408 lane miles.
- All Pedestrian crossings and stop bars painted.
- Sign maintenance (replacement).
- Signal/crosswalks installed - 3 this past year.
- Cabinet & Controller up grades- 4 this past year.
- Data collection in several different areas.
- Preventive Maintenance on traffic signal devices (at least once at each location).

Budget Challenges/Planned Initiatives

- Up grading sign making material (Plotter) to keep up with the MUTCD on high intensity reflectivity materials.
- Keep replacing signs that do not comply with the MUTCD "as the budget will allow".
- Paint 408 lane miles of pavement markings plus all pedestrian and stop bars.
- Help the airport and park departments with their pavement markings.
- Help the airport with their pavement markings.
- Inventory of all signs throughout the city.
- Events such as the 2012 Sound of Speed Airshow severely strain our budget resources.

TRAFFIC

Program 2110

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

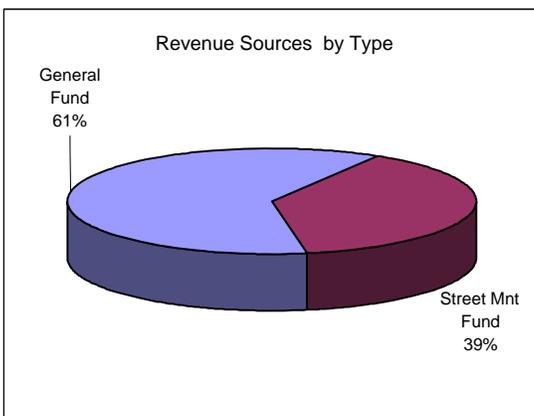
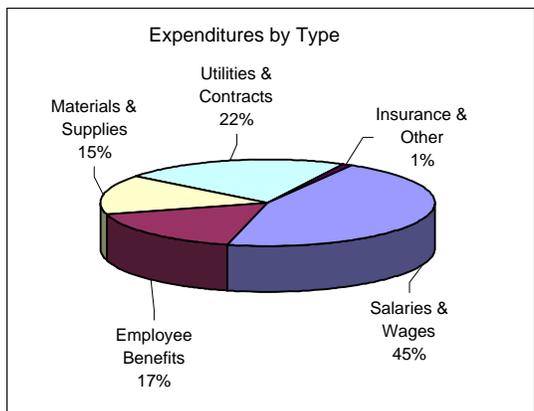
Traffic Supervisor
 Signal Repair Technician
 Senior Work Leader
 Equipment Operator I
 Equipment Operator II

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
2	2	2	2
2	2	2	2
2	2	2	2
1	1	1	1
8	8	8	8

Major Budgetary Chages & Program Highlights

- ~\$16,400 was added to the M&R of Vehicles line item.
- ~ Cell phone revenue will pay for additional traffic counters (10) to ensure accurate traffic studies - \$11,000.
- ~ Based on property insurance claims' history, that item was increased by \$3,000.

Operating Budget Summary



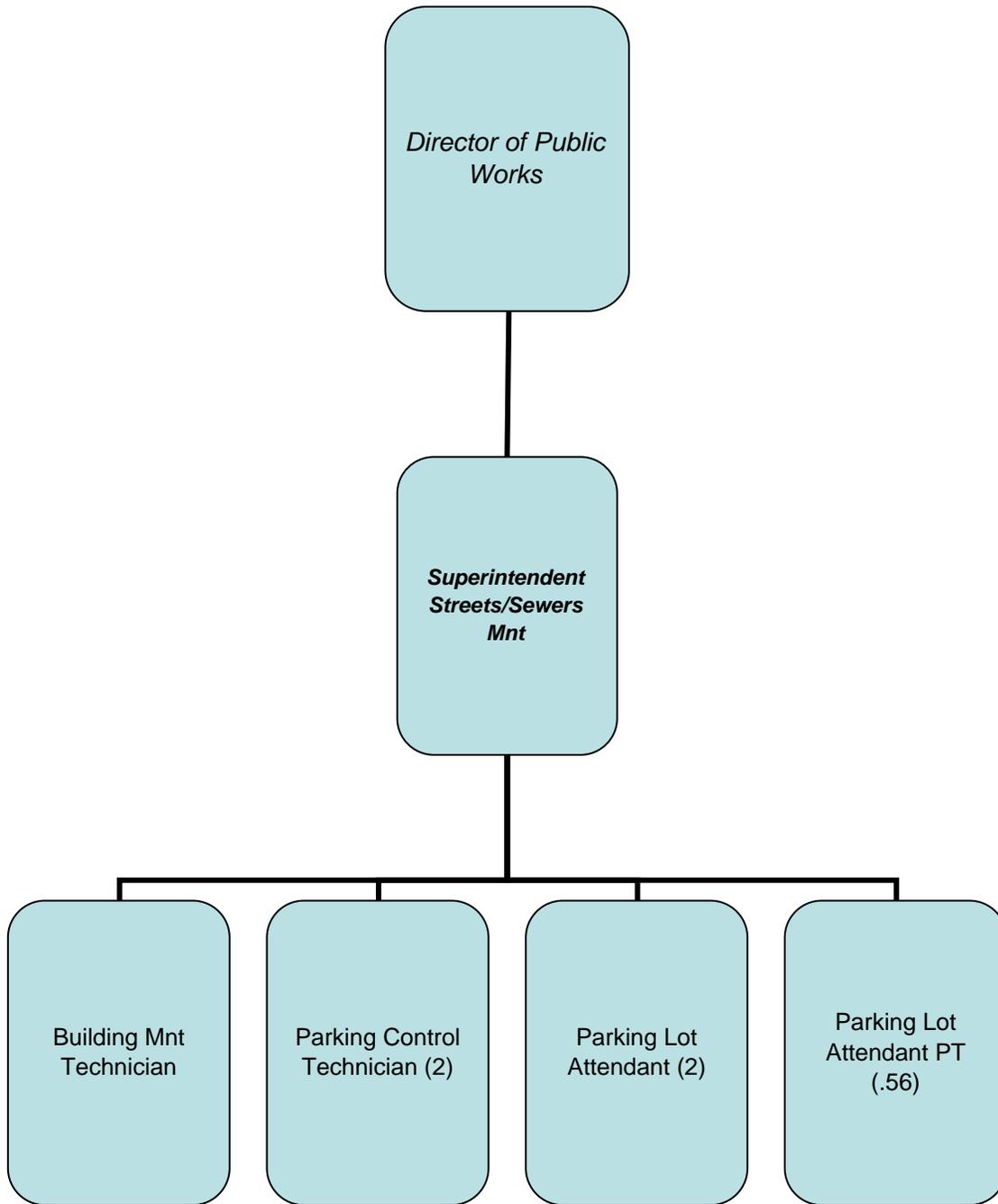
Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	263,533	291,142	270,142	286,034
Employee Benefits	87,832	100,824	101,274	105,682
Materials & Supplies	93,021	82,650	83,200	94,050
Utilities & Contracts	226,361	124,250	147,015	138,300
Insurance & Other	9,911	2,000	2,000	5,000
Capital Outlay	10,426	0	0	0
Total	691,084	600,866	603,631	629,066

Revenue Sources:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
General Fund	327,844	493,557	456,110	385,358
Street Mnt Fund	363,240	107,309	147,521	243,708
Total	691,084	600,866	603,631	629,066

PARKING OPERATIONS



Public Parking Operations

Mission

To provide safe, well maintained parking facilities for the public who work and shop in the Central Business District and South Side.

Core Services

- Currently there are 2,061 available parking spaces in the central business district.
- This is a combination of on-street parking, parking lots and parking garages.
- Two garages are staffed with collection booths.
- Maintenance and repair of parking garages, surface lots, and on-street parking spaces.
- Maintain ticket dispensers and electronic gates.
- Enforce parking regulations.
- Ensure quality customer service to the downtown community.

Current Year Activity/Achievements

- Installed Parking Light at Senior Center.
- Installed Ticket Spitter at the 4th and Francis parking garage.

Performance Statistics:

- 11,315 tickets issued to date this fiscal year.
- \$111,256.35 worth of collection letters issued to date this fiscal year before notices were sent.
- \$136,810.35 worth of collection letters issued to date this FY after notices.
- 5 Vehicles Booted Year to Date.

Budget Challenges/Planned Initiatives

Lack of adequate funding has resulted in the inability to make needed repairs to the facilities. The following is a list of needed repairs:

1. Stairwells and doors at 6th & Jules garage and Library Square Lot.
2. Implement a new system for washing the parking garages to prep them for painting.
3. Improve the aesthetics of the planters located around the 6th & Jules parking garage.
4. The 6th & Jules facility will receive a complete paint job, top to bottom.

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

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

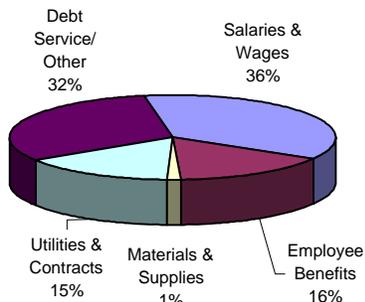
2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	0	0	0
1	1	1	1
2	2	2	2
2	2	2	2
0.56	0.56	0.56	0.56
6.56	5.56	5.56	5.56

Major Budgetary Chages & Program Highlights

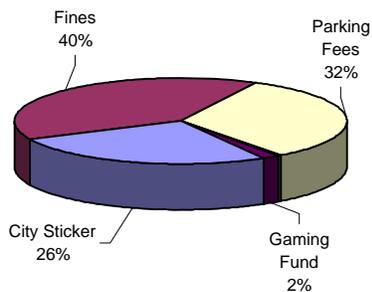
~The program had a vacant position for much of the year leading to significant FY2011 and FY2012 savings. The position was formally dropped mid-year FY2012. And the salary savings reflect the reduction of Out Of Title Pay.
 ~FY2014 will see the final payment on the PBA Bonds. This will free up \$64,000 starting in FY2015.

Operating Budget Summary

Expenditures by Type

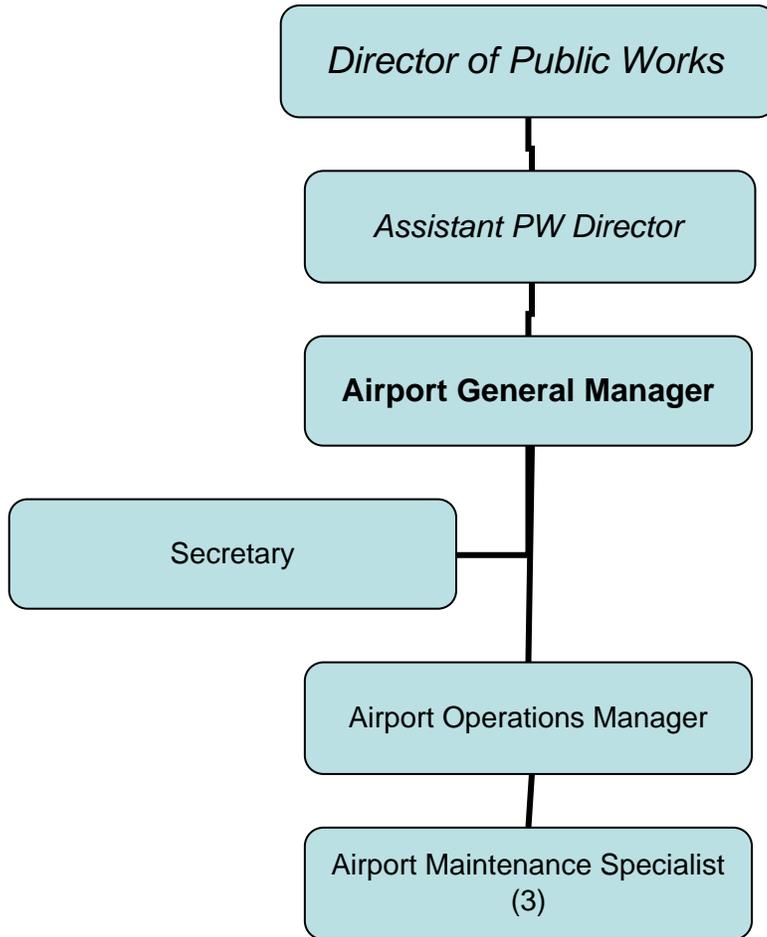


Revenue Sources by Type



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	157,992	155,278	149,284	149,217
Employee Benefits	58,025	60,981	60,681	65,006
Materials & Supplies	6,637	5,550	9,110	5,750
Utilities & Contracts	65,111	60,750	58,750	61,920
Debt Service/ Other	158,124	140,876	140,876	129,763
Total	445,889	423,435	418,701	411,656
Revenue Sources:				
City Sticker	96,754	95,000	95,000	95,000
Fines	139,027	142,350	142,350	142,350
Parking Fees	118,556	116,100	116,400	117,300
Interest & Other	454	500	70	100
Gaming Fund	6,500	6,500	6,500	6,500
(To)/Frm Parking FB	84,598	62,985	58,381	50,406
Total	445,889	423,435	418,701	411,656

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 expected of a progressive community.

Core Services

- Maintain all airport pavement and safety area surfaces, lighting and markings in accordance with FAA directives.
- Provide required FAA airport maintenance and operations such as grass mowing, snow removal, wildlife control.
- Implement Safety Management Systems (SMS) to mitigate risks to aircraft, passengers, tenants, and visitors.
- Meet or exceed compliance requirements evaluated during annual FAA Part 139 Airfield Safety Inspections.
- Maintain a current airfield preventative maintenance program and forecast future airfield pavement rehabilitations.
- Implement airport security measures as necessary to ensure airport safety and satisfy FAA obligations.
- Provide affordable aircraft hangar rental space for private and commercial aircraft at a fair market value.
- Inspect suppliers fueling equipment and vehicles for FAA compliance and ensure availability of aviation fuels.
- Maintain identified operational joint use areas as contracted in the Airport Joint Use Agreement with ANG. Bureau
- Manage various land and property leases with tenants to resolve any deficiencies and monitor for compliance

Current Year Activity/Achievements

- Recently completed a major taxiway rehab project, including LED lighting, airfield signs, and runway distance remaining signs.
- 2012 Airshow successful. Next airshow date yet to be determined.
- Teamed with Engineering to execute Military Cooperative Construction Agreement for ANG projects.
- Spent considerable effort as part of the team to protect levees during the 2011 flood fight.

• Performance Statistics :

Based aircraft - 90 total;10 military and 80 general aviation includes corporate, agricultural medical and personal.

Number of aircraft operations (takeoffs & landings) - 22,783.

Total volume of aircraft fuel sales - 199,282.3 gallons (based on 2012 calendar year).

Percent occupancy of 34 existing T-hangars - 100% with a waiting list and 3 currently vacant.

Budget Challenges/Planned Initiatives

- Ever increasing FAA requirements to maintain certification, such as wildlife control, crop restrictions, SMS, etc.
- Air Shows are great for community but an added expense for several city departments
- Aging buildings, equipment and surfaces maintenance continue to increase frequency of repair time and costs
- Replacement of several aging equipment and appliances are needed.
- Serious unexpected shortfall in operational funding due to the termination of any AJUA payment by ANGB.

AIRPORT OPERATIONS

Program 1310

Program Description

To improve the economic climate of the airport and attract additional general aviation and commercial operations this program oversees airport maintenance and operations. The program derives revenue through facility, hangar and land rents. Deficits are financed through transfers from the SIM&R Fund. Over the last five years, the airport has received over \$5 million in capital improvement grants. Aviation is under the direction of Public Works & Transportation Department

Staffing Detail

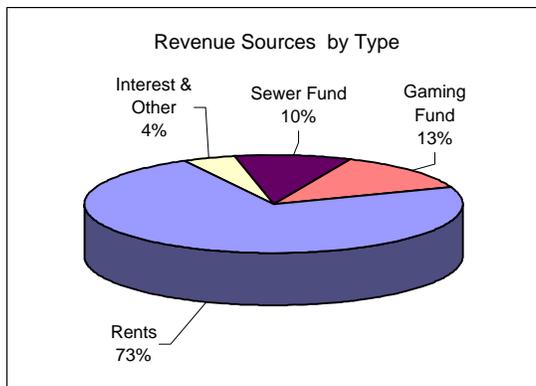
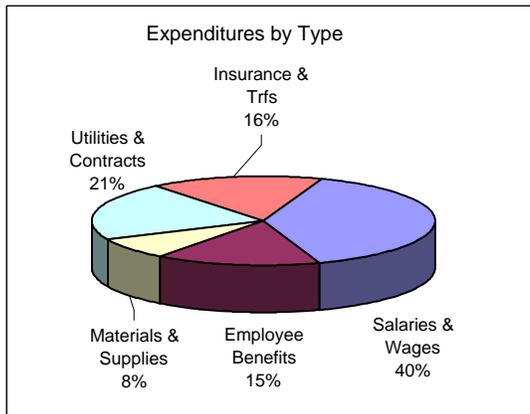
Airport Manager
 Airport Operations Manager
 Airport Operations & Maintenance Supervisor
 Airport Maintenance Specialist
 Secretary

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
0	0	1	1
1	1	0	0
3	3	3	3
1	1	1	1
6	6	6	6

Major Budgetary Changes & Program Highlights

- ~Services category increased almost \$5,000 due to the increase in the Electric Service budget.
- ~ Fuel budget increased by \$3,400.
- ~The Airport Operations & Maintenance Supervisor vacant position was reclassified as an Airport Operations Manager.
- ~ Projected revenues may increase. Negotiations with the ANG on resuming payments through the MO-ANG lease agreement are almost concluded although likely only a portion of the \$155,000 drop in revenue will be restored.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	277,360	262,689	235,469	266,485
Employee Benefits	78,740	89,481	79,006	104,579
Materials & Supplies	41,582	50,200	51,500	53,505
Utilities & Contracts	152,659	138,829	126,906	143,774
Capital Outlay	23,000	0	0	0
Insurance & Trfs	86,835	89,803	89,803	111,313
Total	660,176	631,002	582,684	679,656
Revenue Sources:				
Rents	333,469	343,131	338,670	344,044
Other Revenues	27,901	21,000	21,735	21,000
Interest Earnings	(1,967)	100	(200)	100
General Fund	0	0	0	0
Sewer Fund	48,290	48,290	48,290	48,290
Gaming Fund	60,000	60,000	60,000	60,000
Aviation Fund Balnc	192,483	158,481	114,189	206,222
Total	660,176	631,002	582,684	679,656

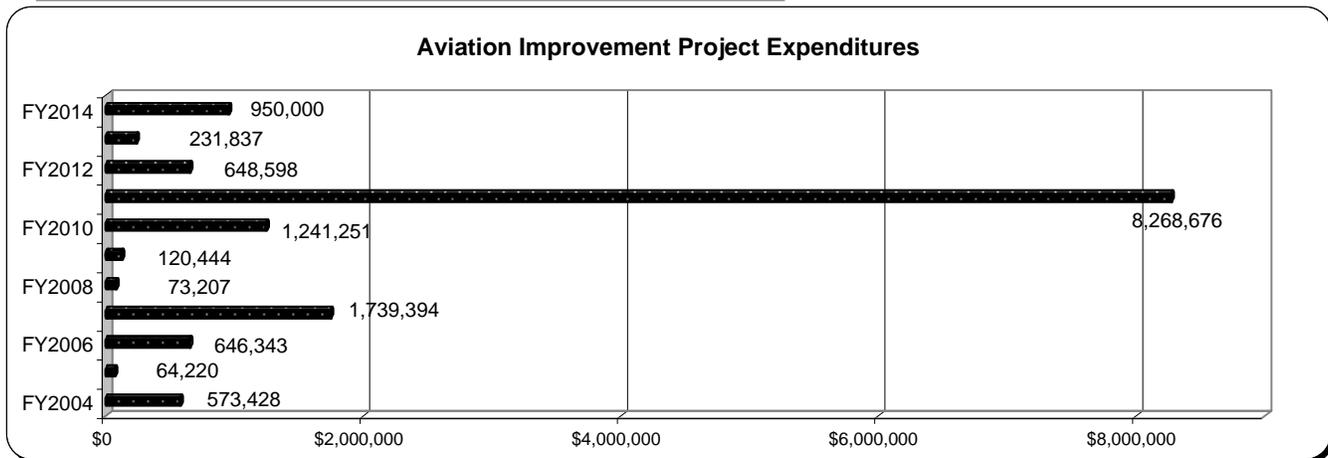
AVIATION FUND IMPROVEMENT PROJECTS

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 south 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



Major Budgetary Changes & Program Highlights

~Most projects at the municipal airport are funded 90% by federal grants with the remaining 10% split equally between the City and the County.

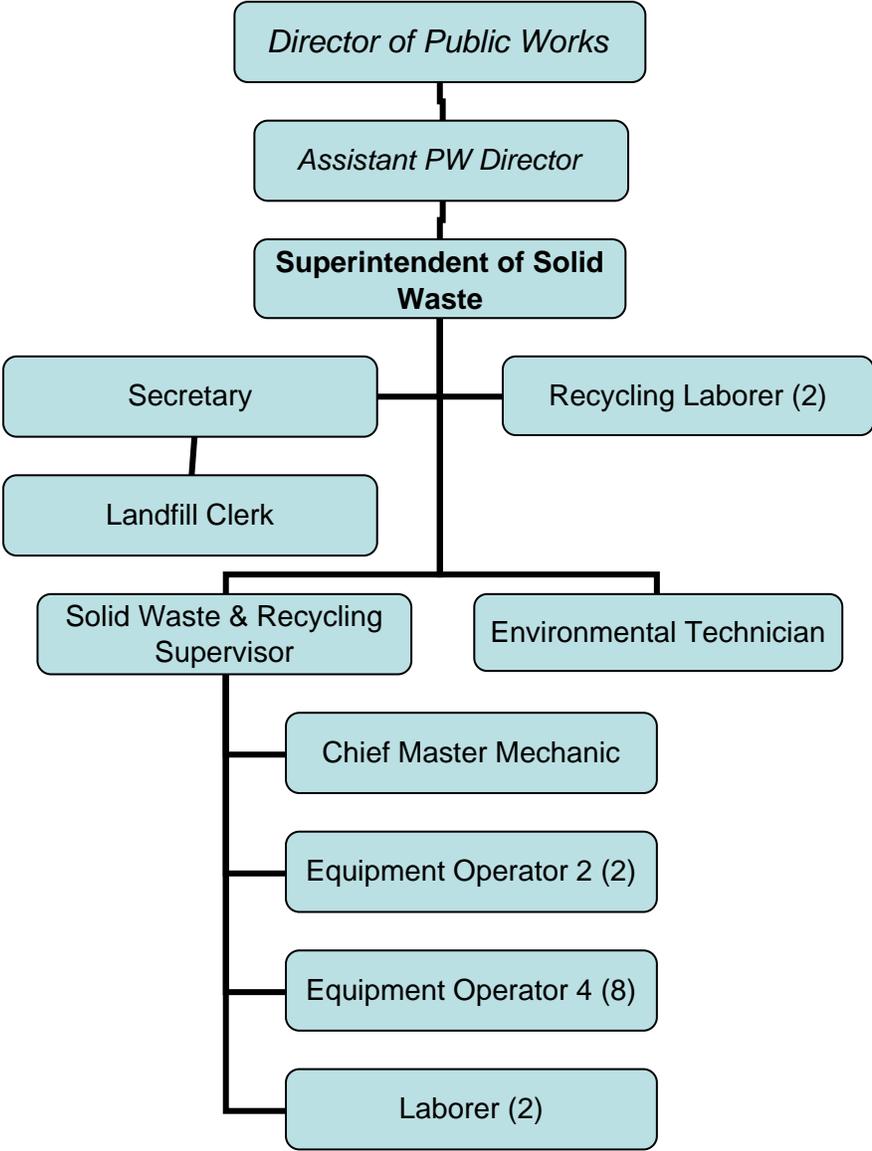
~Major Projects:

- Airport Master Plan Update \$350,000
- Runway 17/35 End Pavement Maintenance & Remarketing \$600,000

Capital Budget Summary

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures				
Outside Services	304	0	28,876	350,000
Improvement Proj's	648,294	1,450,000	202,961	600,000
Total	648,598	1,450,000	231,837	950,000
Revenue Sources				
Grants	5,932,458	1,305,000	169,907	855,000
Transfers & Other	21,100	145,000	16,290	95,000
Aviation CIP FB	(5,304,960)	0	45,640	0
Total	648,598	1,450,000	231,837	950,000

LANDFILL OPERATIONS



Landfill & Recycling Operations

Mission

Provide a comprehensive Solid Waste Management program that ensures the optimum protection of public health and of the environment.

Core Services

- Manage daily operations at the existing landfill.
- Provide a drop-off recycling center to reduce the volume of waste sent to the landfill.
- Maintain the three closed landfills.
- Develop new disposal areas for the future.
- Meet all Federal and State laws governing solid waste disposal.
- New gas to energy project completed that is generating electricity from the methane gas produced within the Landfill.
- Offer a Household Hazardous Waste (HHW) program twice a year for items such as oil, antifreeze, latex paint.
- Semi annual Clean-Sweep events during which materials can be brought to the Landfill at no charge for St. Joseph residential property owners.

Current Year Activity/Achievements

- Gas to energy project in full operation
- Completed City's commitment to the BIVI project

Performance Statistics:

- Number of pounds of trash received during "Clean Sweep" 896,100
- Number of pounds of material dropped at the Recycling Center 965,708
- Percent of pounds of recycling material compared to tons of landfill material .0038%
- Number of tons received at the Landfill annually 125,741.63
- Number of pounds of materials collected at Household Hazardous Waste events 66,566

Budget Challenges/Planned Initiatives

- Construct stage 7 using city staff and equipment
- Support the alley maintenance program due to damage from trash trucks which are larger and heavier than our alleys were originally meant to service.

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 Superviso
 Senior Work Leader
 Chief Master Mechanic
 Environmental Technician
 Equipment Operator II
 Equipment Operator IV
 Laborer
 Secretary
 Landfill Clerk

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
0	0	0	1
1	1	1	0
1	1	1	1
1	1	1	1
2	2	2	2
8	8	8	8
2	2	2	2
1	1	1	1
1	1	1	1
18	18	18	18

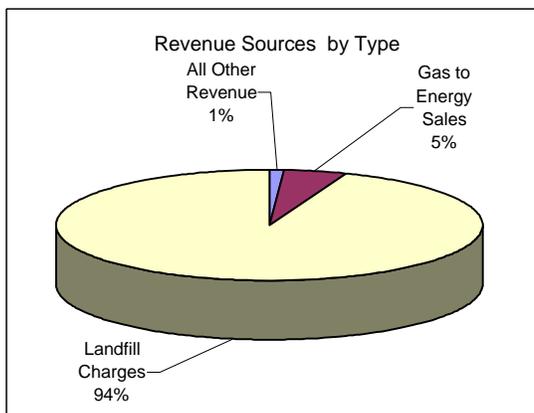
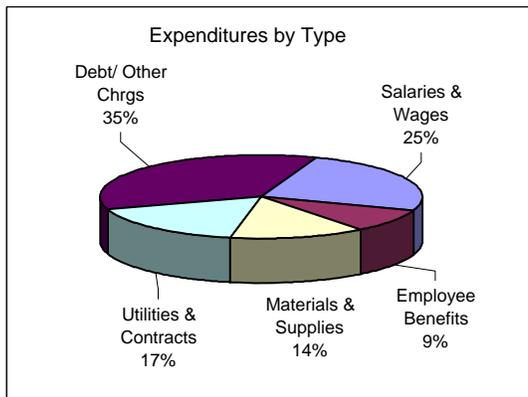
Major Budgetary Changes & Program Highlights

~Fuel budget was increased by \$60,000. This was partially offset by a \$25,000 decrease in the amount paid in DNR fees.

~Decrease in the "Other Charges" area is a reflection of reduced PILOTS to the General Fund. PILOTS are based on gross revenues which are projected to drop as they have over the last few years. City Council did not approve the rate increase recommended by last year's rate study.

~Total budget decreased with no capital expenditures projected for the program

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Salaries & Wages	723,352	744,319	735,250	751,847
Employee Benefits	234,376	253,350	256,950	285,183
Materials & Supplies	422,519	354,400	409,800	414,400
Utilities & Contracts	687,625	536,645	562,574	514,250
Debt/ Other Chrgs	1,016,770	1,118,116	1,119,550	1,086,912
Capital Outlay	0	201,000	94,999	0
Total	3,084,642	3,207,830	3,179,123	3,052,592
Revenue Sources:				
Permits & Rents	6,150	6,200	6,875	6,700
Misc. Charges	23,272	20,000	51,184	20,000
Interest Earnings	12,118	28,000	11,000	11,000
Gas to Energy Sales	61,015	118,260	118,260	140,000
Landfill Charges	3,043,102	3,153,630	3,110,064	2,874,892
Total	3,145,657	3,326,090	3,297,383	3,052,592

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

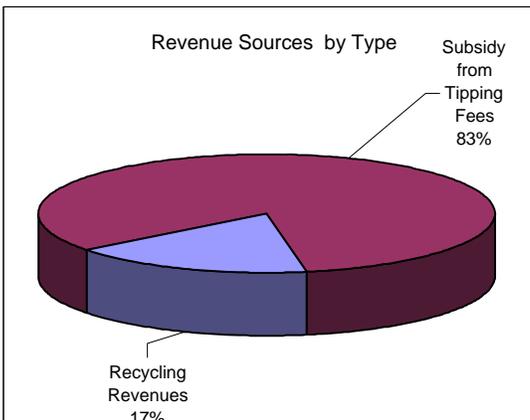
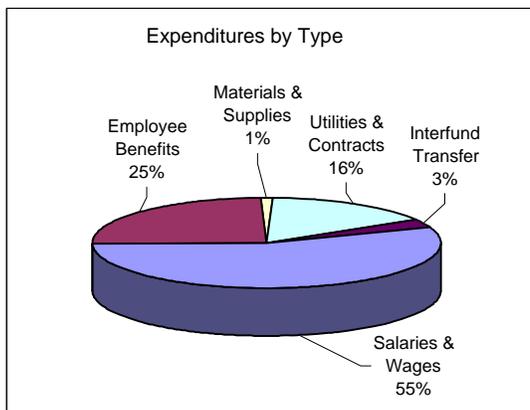
Laborer

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2

Major Budgetary Changes & Program Highlights

-Utilities & Services charges category dropped by \$26,300 as the department provided a much reduced amount for the recycling contract.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Salaries & Wages	60,927	59,554	59,554	59,553
Employee Benefits	22,795	24,477	24,477	26,472
Materials & Supplies	2,078	1,250	1,250	1,250
Utilities & Contracts	36,688	43,140	43,240	17,080
Interfund Transfer	3,250	3,250	3,250	3,250
Capital Outlay	0	42,500	42,500	0
Total	125,738	174,171	174,271	107,605
Revenue Sources:				
Recycling Revenues	15,264	18,500	18,500	18,500
Landfill Revenues	110,474	155,671	155,771	89,105
Total	125,738	174,171	174,271	107,605

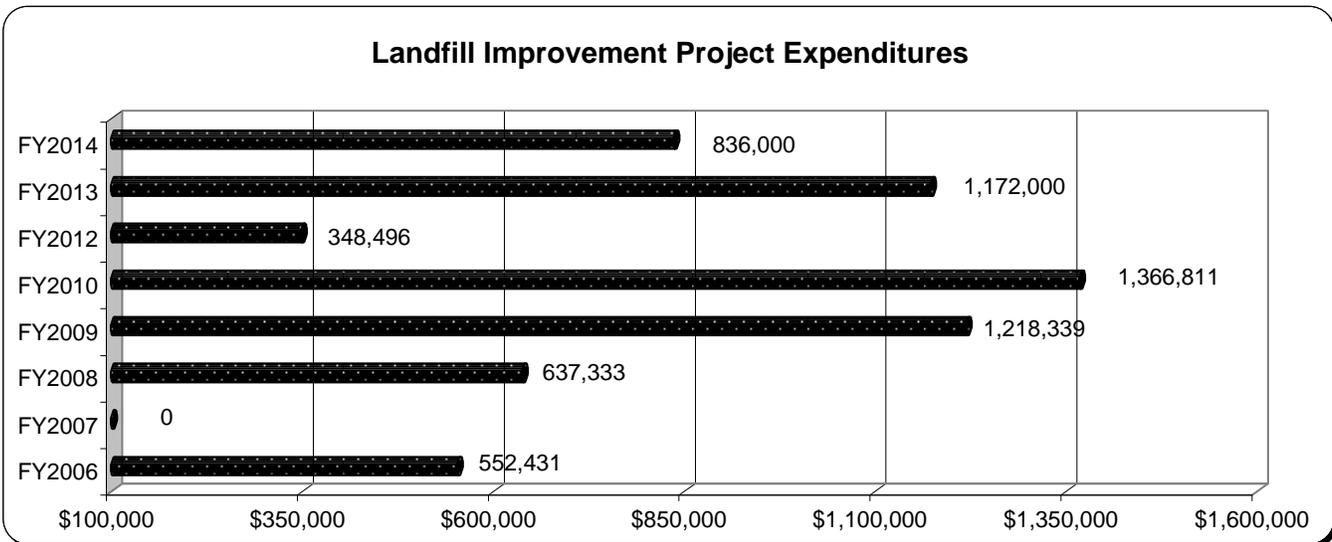
LANDFILL FUND IMPROVEMENT PROJECTS

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



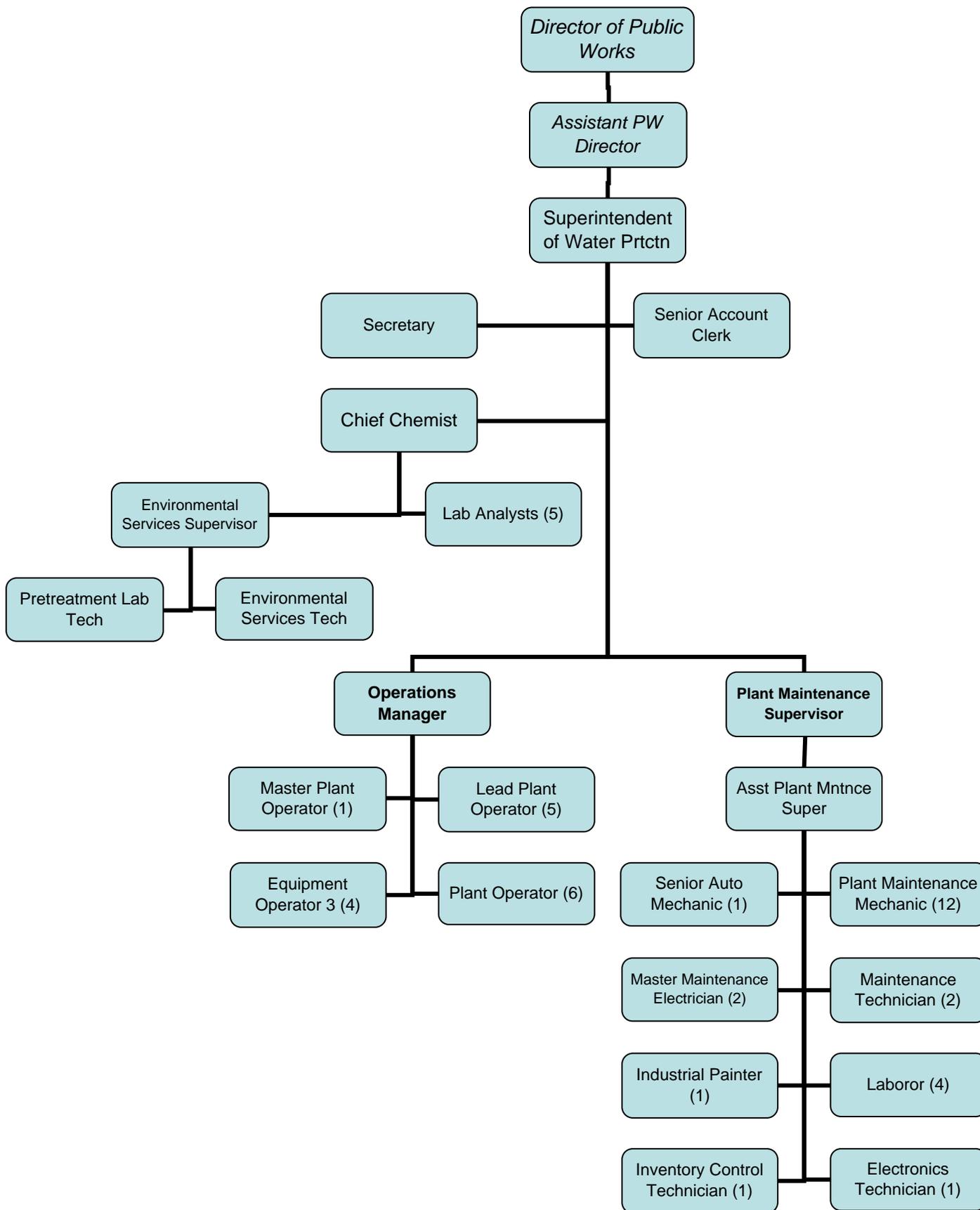
Major Budgetary Changes & Program Highlights

- Major Capital Outlay (all replacements)::
 - Landfill Compactor \$720,000
 - Skid Steer \$65,000
 - Outbound Scale \$51,000

Capital Budget Summary

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures				
Professional Services	0	165,000	165,000	0
Capital Outlay	348,496	640,000	747,000	836,000
Improvement Proj's	0	260,000	260,000	0
Total	348,496	1,065,000	1,172,000	836,000
Revenue Sources				
Fixed Asset Sale	0	0	0	0
Landfill Fees	348,496	1,065,000	1,172,000	836,000
Total	348,496	1,065,000	1,172,000	836,000

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 Elimination System (NPDES).
- 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 system 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 contributors
- Administer MS4 Stormwater Program

Current Year Activity/Achievements

- Implementing Phase 1 of the Long Term Control Plan for reducing combined sewer overflows. Phase 1 is estimated to cost \$150,000,000.00 over the next 20 years.
- Annual Cost of Service Rate Study completed.

Performance Statistics:

- Average number of gallons at the plant daily is 17 million gallons per day.
- Total capacity is 27 million gallons per day.
- Number of pumping stations is 19.
- Number of Notice of Violations issued against the City is zero.

Budget Challenges/Planned Initiatives

- Operate a new disinfection treatment process and effluent pumping station.
- Complete the construction of a new stormwater separation conduit for the Whitehead Creek.
Complete the design of a new stormwater separation conduit for the Blacksnake Creek
- Finish the pilot study for ammonia removal options to complete the design of a new ammonia removal process.
- Continue with design of ammonia removal process

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
Secretary

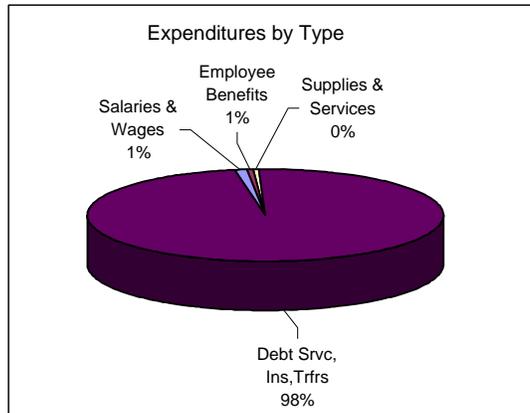
2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

Major Budgetary Changes & Program Highlights

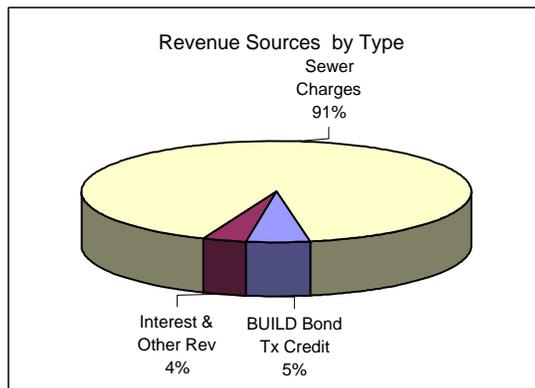
~The drop in Utilities & Contracts category from FY2012 reflects the elimination of the \$243,000 payment to MAWC for including the City's sewer billings on their water bills. The City was required to take over that service. The Utility Billing Division is found in the Administrative Services Department, funded through the Water Protection Fund.

~Money was budgeted in the Wages category in FY2013 to cover any increases provided to the SEIU unit whose negotiations were not concluded at the time the budget was adopted. With the conclusion of negotiations, the funds were eliminated.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salaries & Wages	85,215	124,728	93,966	93,804
Employee Benefits	35,477	35,235	39,735	40,091
Materials & Supplies	16,853	7,650	11,350	7,650
Utilities & Contracts	303,895	19,970	25,055	20,065
Debt Svc, Ins, Trfrs	5,932,513	7,015,118	7,213,128	7,396,804
Total	6,373,953	7,202,701	7,383,234	7,558,414



	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Revenue Sources:				
BUILD Bond Tx Credit	387,075	394,227	390,335	394,227
Interest & Other Rev	241,407	275,900	277,870	276,500
Sewer Charges	5,745,471	6,532,574	6,715,029	6,887,687
Total	6,373,953	7,202,701	7,383,234	7,558,414

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

Operations Manager
 Plant Maintenance Supervisor
 Asst Plant Maintenance Supervisor
 Plant Maintenance Mechanic
 Master Plant Operator
 Lead Plant Operator
 Plant Operator
 Master Maintenance Electrician
 Electronics Technician
 Inventory Control Technician
 Senior Auto Mechanic
 Maintenance Technician
 Industrial Painter
 Equipment Operator III
 Laborer
 Senior Account Clerk
 Engineering Clerk PT (25 hrs/wk)

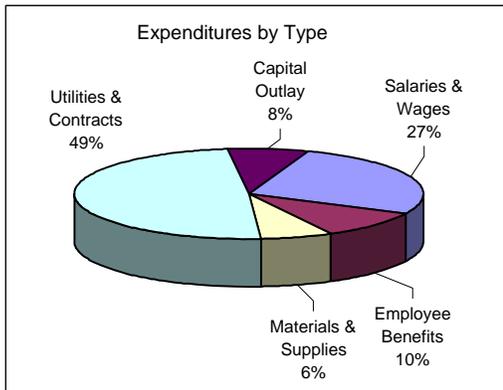
	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Operations Manager	1	1	1	1
Plant Maintenance Supervisor	1	1	1	1
Asst Plant Maintenance Supervisor	1	1	1	1
Plant Maintenance Mechanic	12	12	12	12
Master Plant Operator	0	1	1	1
Lead Plant Operator	5	5	5	5
Plant Operator	5	6	6	6
Master Maintenance Electrician	2	2	2	2
Electronics Technician	0	1	1	1
Inventory Control Technician	1	1	1	1
Senior Auto Mechanic	1	1	1	1
Maintenance Technician	2	2	2	2
Industrial Painter	1	1	1	1
Equipment Operator III	4	4	4	4
Laborer	4	4	4	4
Senior Account Clerk	1	1	1	1
Engineering Clerk PT (25 hrs/wk)	0.625	0.625	0.625	0.625
Total	41.625	44.625	44.625	44.625

Major Budgetary Changes & Program Highlights

Increases in the wages category resulted from the mid-year settlement of union wage negotiations. Out of title budget was also increased to meet trends.

- ~ \$6,000 budgeted in Minor Equipment for replacements of two 30 ton presses with safety cages.
- ~ Increase in the Services category reflects the addition of \$205,000 for anticipated outside engineering services. The budgeted amount meets the actual experience in the Professional Services line item for the past three years.
- ~ As in Sewer Maintenance, rolling stock representing operational expenditures was moved from the CIP program to the operating program.
- ~ Major Capital (replacements): Multipurpose vehicle (\$24,000), 3/4 Ton Utility with Lift Gate (\$38,090), Flat Bed Truck w/Lift (\$35,000), Manure Spreader (\$64,000), 170hp Tractor (\$160,000), High Loader (\$160,000).
- ~ Major Capital (new): Laser Alignment System for electric motors, belt drives, pumps, etc (\$15,000), Ultrasonic monitor for preventative maintenance (\$10,000).

Operating Budget Summary



Expenditures:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Salaries & Wages	1,659,889	1,754,788	1,573,681	1,772,215
Employee Benefits	521,055	613,706	578,721	676,933
Materials & Supplies	409,108	425,635	400,120	431,635
Utilities & Contracts	3,045,011	3,062,523	3,415,881	3,269,330
Capital Outlay	153,916	0	0	506,090
Total	5,788,979	5,856,652	5,968,403	6,656,203

Revenue Sources:

	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated Actual	2013-14 Budget
Grants & Other	547,468	0	13,300	0
FEMA & Ins Reimb	11,300	0	60,720	0
Sewer Charges	5,241,511	5,856,652	5,894,383	6,656,203
Total	5,800,279	5,856,652	5,968,403	6,656,203

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

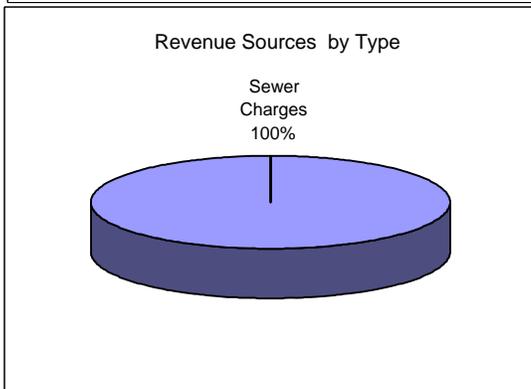
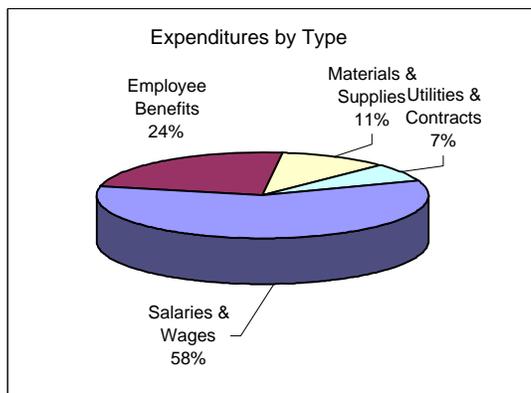
Chief Chemist
 Laboratory Analyst
 Environmental Services Supervisor
 Environmental Services Technician
 Pretreatment Lab Technician

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
5	5	5	5
1	1	1	1
0	1	1	1
1	1	1	1
8	9	9	9

Major Budgetary Changes & Program Highlights

~No major changes.

Operating Budget Summary



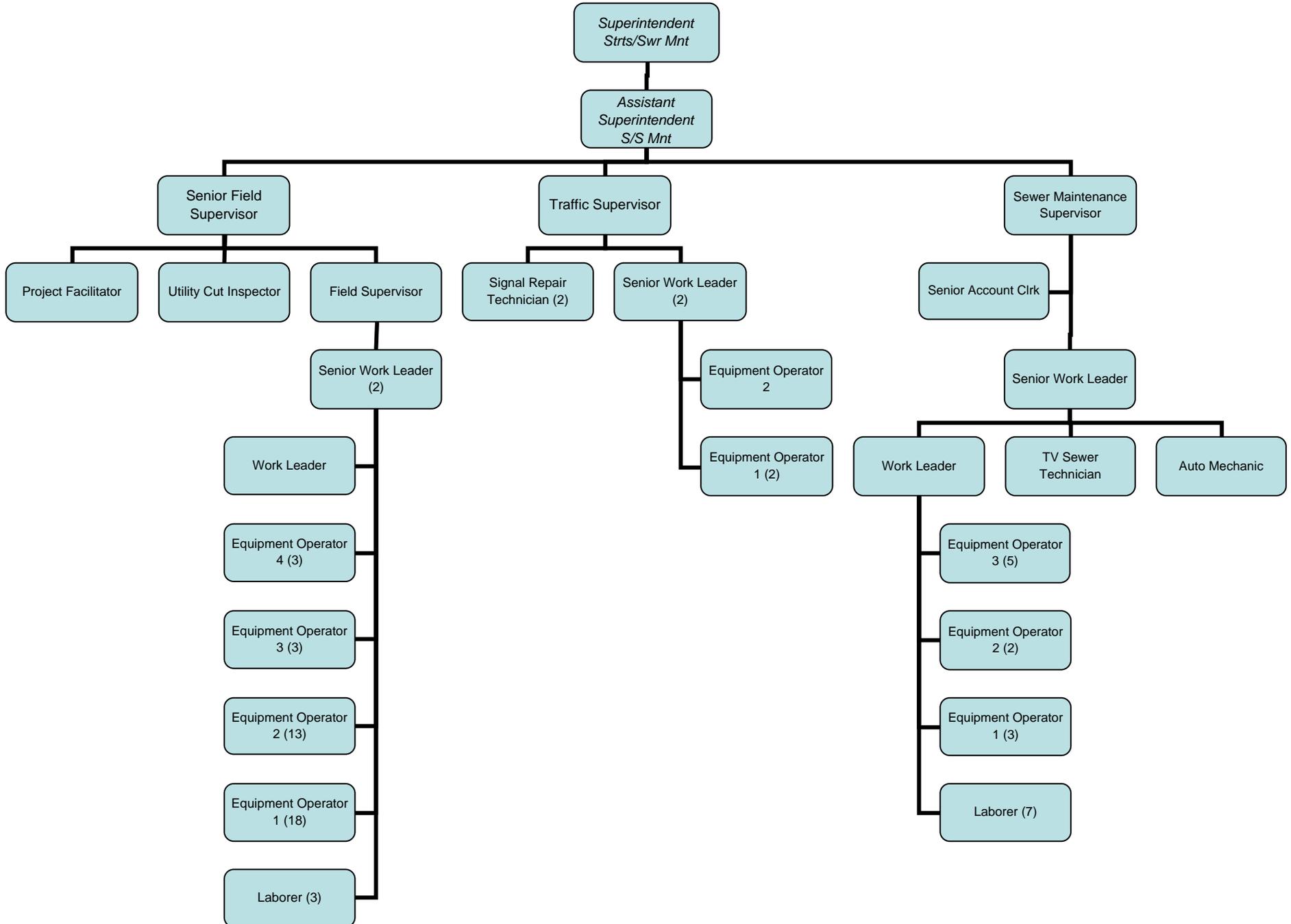
Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	314,118	328,309	312,009	333,948
Employee Benefits	109,423	120,730	115,260	134,536
Materials & Supplies	72,833	60,000	75,000	60,000
Utilities & Contracts	2,646	39,680	38,300	39,680
Capital Outlay	19,629	0	0	0
Total	518,649	548,719	540,569	568,164

Revenue Sources:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Sewer Charges	518,649	548,719	540,569	568,164
Total	518,649	548,719	540,569	568,164

STREETS MAINTENANCE, SEWER MAINTENANCE, TRAFFIC



Sewer Collection System Maintenance

Mission

To protect public health and 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 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 clogged sewer lines and/or backups.
- Clean and repair manholes and storm sewer inlets.
- Update the sewer facilities shown on the City GIS system.
- Work on implementing the new Asset Management System.

Current Year Activity/Achievements

• Performance Statistics:

- 31.39 miles of sanitary sewer line cleaned annually (out of total 396 miles) FY to date.
- 21,229 lineal feet of sewer line inspected with closed circuit television FY to date.
- 220 inlets repaired FY to date.
- 1,200 inlets cleaned FY to date.

Budget Challenges/Planned Initiatives

- Keep up with the ever changing state and federal rules and regulations.
- Keep up with needed sewer and inlet repairs.
- Last year we had 3,600 (FY to date) requests for locates and we do not have a person to perform this task. We have to take a crew member off an existing crew to do this work, thus running the crew short.

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

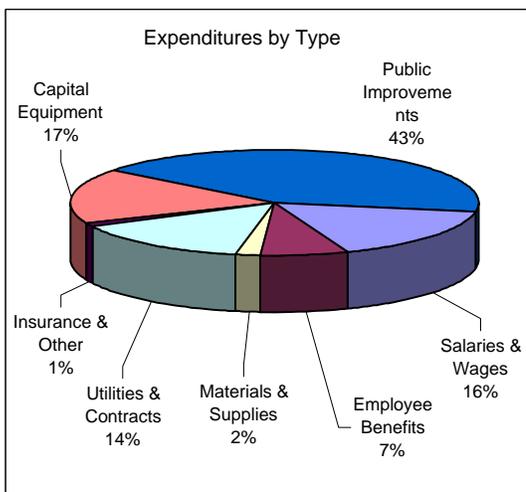
Sewer Maintenance Supervisor
 Senior Account Clerk
 Senior Work Leader
 Work Leader
 Auto Mechanic
 TV Sewer Technician
 Equipment Operator I
 Equipment Operator II
 Equipment Operator III
 Sewer Maintenance Laborer

2011-12	2012-13		2013-14
	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	1
3	3	3	3
2	2	2	2
5	5	5	5
7	7	7	7
23	23	23	23

Major Budgetary Changes & Program Highlights

- ~ An additional \$34,000 was added to various M&R line items.
- ~ Professional Services increased by \$40,000 for an aerial photography update and by \$95,000 as a result of moving main manhole inspections from the CIP program.
- ~The majority of rolling stock replacement, CMOM expenditures and other capital outlays funded through operating revenue was moved to this program. Previously it was combined with bond-funded, mandated improvement projects in the fund's CIP program.
- ~Capital Outlay (all replacements): 1/2 cost of a Street Sweeper (\$80,000); Chassis with lift (\$94,000); TV van (\$170,000); Jet/Vacuum combo unit (\$375,000); 1 ton flat-bed truck (\$26,000); Easement Jet Machine (\$46,000).
- ~ CMOM improvements (infiltration reduction, mainline repairs, cave-in repairs, etc) \$1,810,300; CMOM GPS Equipment \$109,000.
- ~ Green Demonstration Projects - \$253,630

Operating Budget Summary



Expenditures:

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	724,682	815,207	745,507	802,237
Employee Benefits	261,620	308,385	288,395	332,487
Materials & Supplies	54,721	85,700	85,700	102,100
Utilities & Contracts	486,665	512,595	466,810	707,845
Insurance & Other	5,204	50,000	30,441	50,000
Capital Equipment	74,573	261,404	261,404	828,000
Public Improvements	0	0	0	2,063,931
Total	1,607,465	2,033,291	1,878,257	4,886,600

Revenue Sources:

	2011-12	2012-13	2013-14
	Actual	Adopted Budget	Estimated Actual
Other Revenue	27,150	3,250	10,516
Sewer Charges	1,580,315	2,030,041	1,867,741
Total	1,607,465	2,033,291	1,878,257

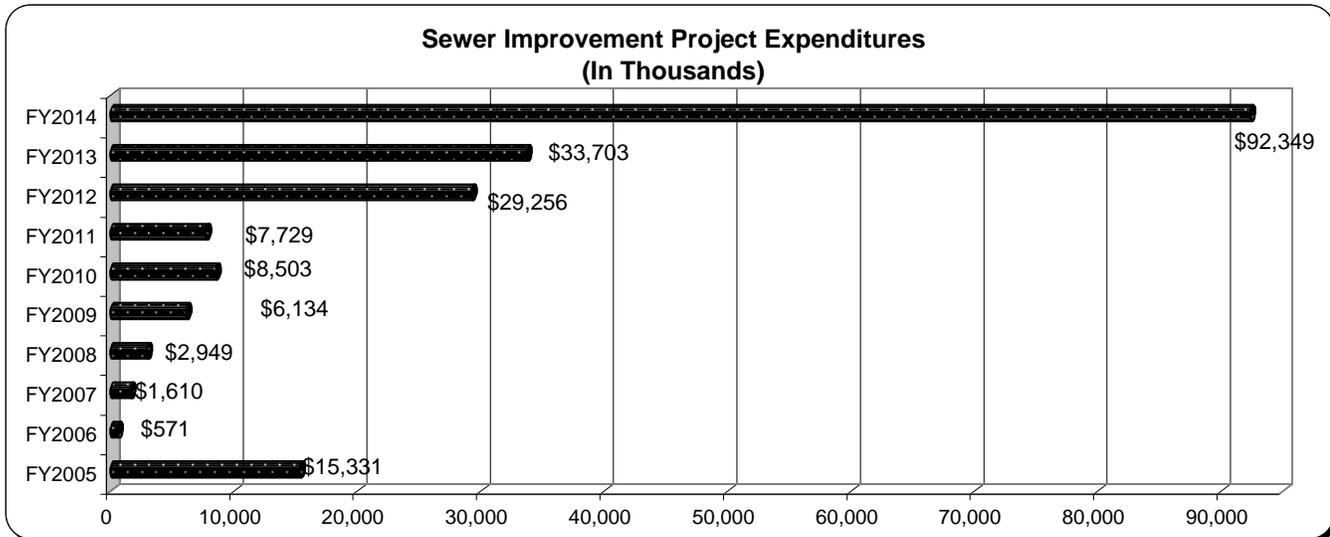
WATER PROTECTION FUND IMPROVEMENT PROJECTS

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



Major Budgetary Changes & Program Highlights

~FY13 saw a refinancing of one bond (\$13 million) and a \$14 million SRF-leveraged bond issue was undertaken. Projected \$86,000,000 of debt will need to be issued in FY14.

~A complete list of all of the capital outlay and capital improvements for the Water Protection Fund can be found on the Five Year Planning Schedule in that section of this budget document.

Capital Budget Summary

	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures				
Services	7,356,262	3,562,500	6,085,640	5,607,500
Debt Charges	209,347	0	8,740	0
Capital Outlay	964,679	901,000	372,567	1,172,000
Capital Improvemen	20,725,547	27,532,500	27,236,320	85,569,141
Total	29,255,835	31,996,000	33,703,267	92,348,641
Revenue Sources				
Sewer Charges	24,375,122	(429,000)	5,908,694	6,110,941
Interest & Other Rv	42,605	25,000	490,800	700
Interfund Transfers	200,000	0	0	0
Bond Revenues/In	4,638,108	32,400,000	27,303,773	86,237,000
Total	29,255,835	31,996,000	33,703,267	92,348,641

NON-OPERATING PROGRAMS

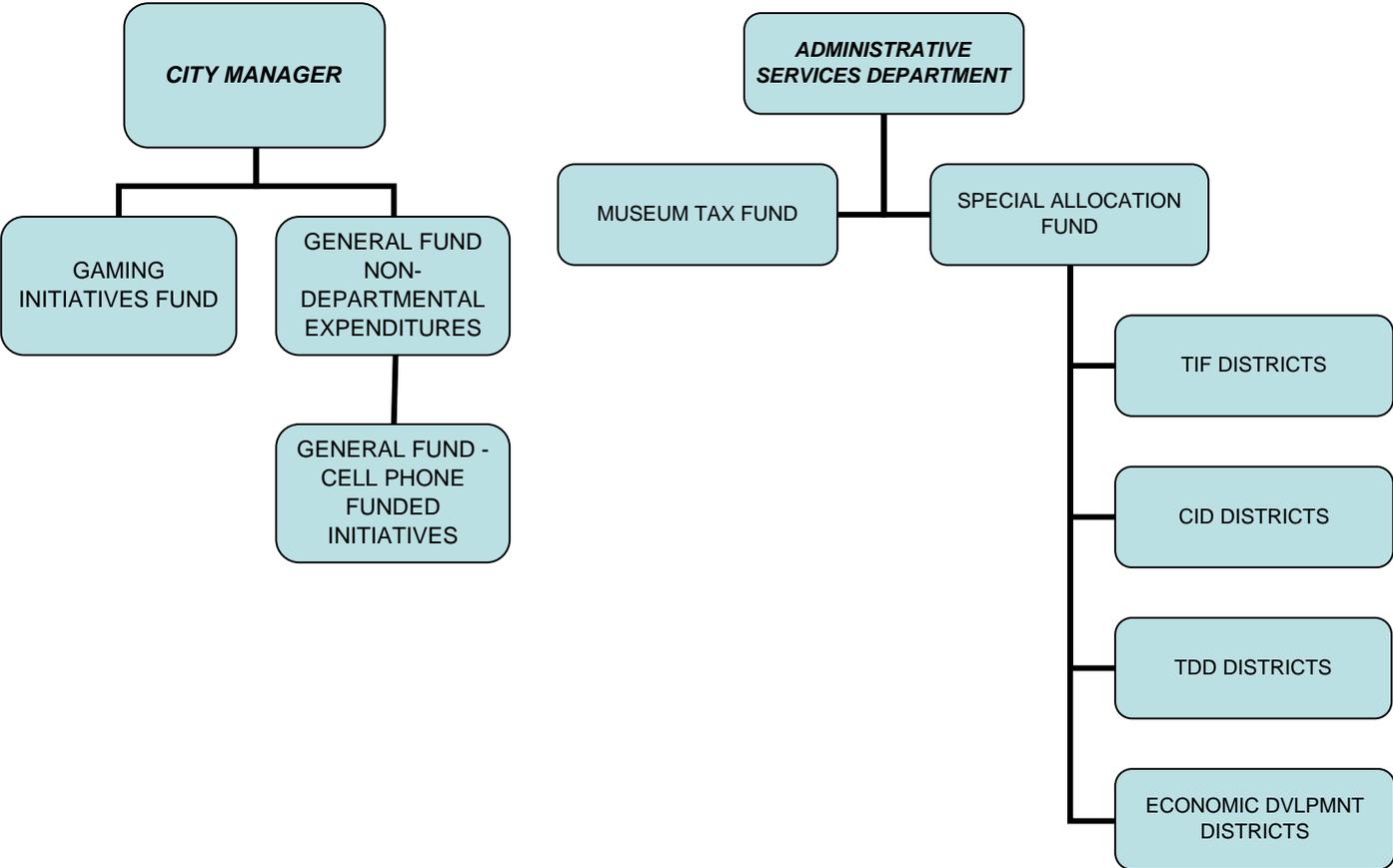
The City of St. Joseph's has several departments with no staff. All but one of these programs have their own funding sources.

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.

These Museum property tax monies are allocated to city-owned museums both directly to city-run facilities and via a management contract for others.

TOTAL BUDGETED RESOURCES: \$ 13,099,000



NON-OPERATING DEPARTMENTS SUMMARY

ACCOUNT TYPE	2011-12	2012-13		2013-14	
	Actual	Adopted Budget	Estimated Actual	Budget	
Materials, Professional & Contracted Svcs	2,585,038	4,170,950	4,090,591	3,588,189	
Debt Service, Reimbursed Expenditures	16,602,460	7,442,603	16,697,410	7,565,905	
Transfers	1,906,007	1,505,850	1,886,631	1,884,109	
Capital Outlay	58,481	116,210	116,213	60,868	
	<u>21,151,986</u>	<u>13,235,613</u>	<u>22,790,845</u>	<u>13,099,071</u>	
USES BY PROGRAM	Supervising DEPARTMENT				
Gaming Initiatives	CMO	965,914	1,261,510	1,381,513	1,116,783
Non-Departmental	CMO	751,246	1,028,988	937,583	1,342,125
Cell Phone Initiatives	CMO	1,767,673	2,500,000	2,792,085	2,000,000
Museum Tax Program	Administrative Svcs	581,802	477,660	424,150	514,669
Center Building TIF	Administrative Svcs	19,871	23,740	39,750	42,698
Uptown Redevelopment TIF	Administrative Svcs	(855)	0	625	1,000
Ryan Block TIF	Administrative Svcs	877	877	65	65
Cooks Crossing EDC	Administrative Svcs	16,701	2,150	63,900	70,000
Downtown Revitalization TIF	Administrative Svcs	895	0	535	6,000
Mitchell Avenue TIF	Administrative Svcs	435,397	431,600	433,500	434,425
The Commons Dvlpmnt (EDC	Administrative Svcs	691,450	547,092	565,250	563,250
NE Cook Road TIF	Administrative Svcs	40,419	54,360	113,584	113,584
East Hills TIF (&CID)	Administrative Svcs	1,027,550	1,045,000	1,075,500	1,074,500
Shoppes at N. Village TIF	Administrative Svcs	3,322,625	3,228,025	3,226,075	3,219,072
EBR Dvlpmnt TIF	Administrative Svcs	262,423	238,970	327,220	327,220
Triumph Foods TIF	Administrative Svcs	10,736,104	2,073,346	11,075,996	1,940,336
Fountain Creek TIF	Administrative Svcs	72	80	0	0
3rd Street Hotel TIF	Administrative Svcs	530,596	322,215	333,344	333,344
Tuscany Towers TIF	Administrative Svcs	1,226	0	170	0
		<u>21,151,986</u>	<u>13,235,613</u>	<u>22,790,845</u>	<u>13,099,071</u>
FUNDING SOURCES					
General Fund		2,518,919	3,528,988	3,729,668	3,342,125
Gaming Fund		965,914	1,261,510	1,381,513	1,116,783
Museum Tax Fund		581,802	477,660	424,150	514,669
Special Allocation Fund		17,085,351	7,967,455	17,255,514	8,125,494
		<u>21,151,986</u>	<u>13,235,613</u>	<u>22,790,845</u>	<u>13,099,071</u>
STAFFING SUMMARY					
N/A		0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

NON-DEPARTMENTAL EXPENDITURES

Program 0001

Program Description

To separately identify revenue and expenditures not otherwise assigned to other General Fund departments or programs.

Staffing Detail

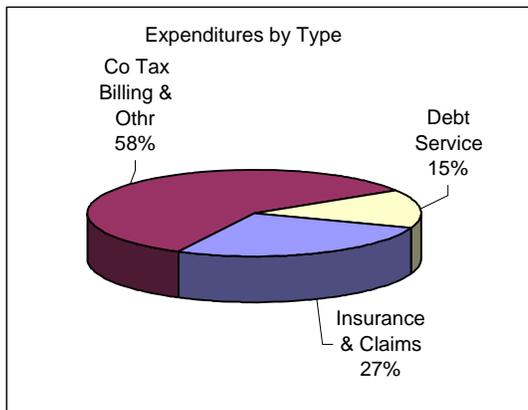
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

Assessment/Collections Fees paid to Buchanan County for Billing City Taxes	\$177,175
Debt Service (LEC Expansion)	\$195,400
Property Damage and Liability Insurance Premiums for General Fund	\$362,550

Operating Budget Summary



Expenditures:

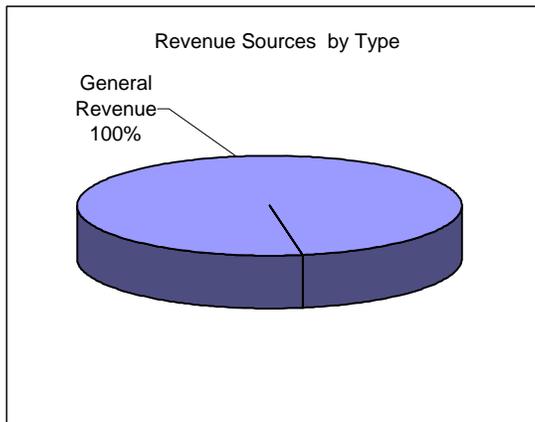
Insurance & Claims	318,714	431,709	264,764	362,550
Co Tax Billing & Othr	181,959	402,564	478,104	784,175
Debt Service	250,573	194,715	194,715	195,400

Total

Sources:

General Revenue	751,246	1,028,988	937,583	1,342,125
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2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
751,246	1,028,988	937,583	1,342,125



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

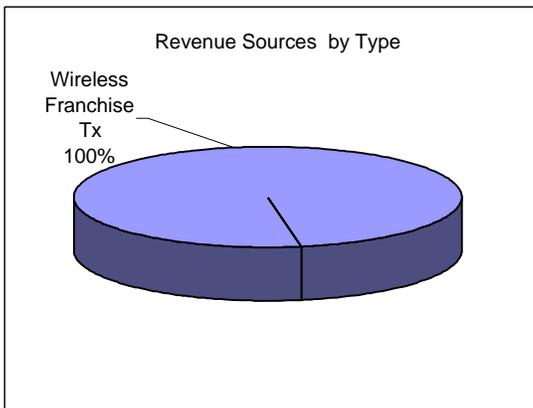
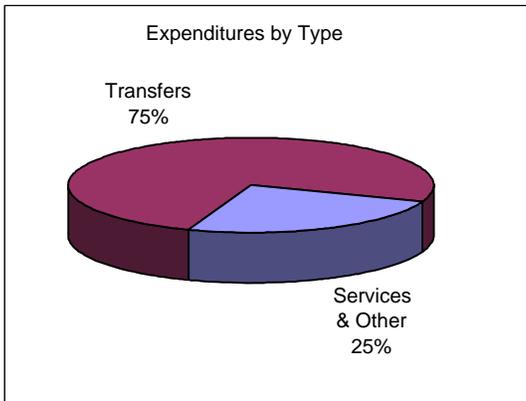
2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

Cell Phone Revenue (Annual plus One-Time Settlements)

Economic Development match funds	\$ 500,000
City Contribution toward possible Dog Park (Trf to Capital Projects)	\$ 150,000
Transfer to Street Maintenance Fund, Strts Mnt Division for rolling stock	\$ 440,000
Transfer to Street Maintenance Fund, Strts Mnt Division for increasing cost of street light electric service	\$ 450,000
Transfer to Parks Maintenance Fund for rolling stock	\$ 460,000

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Salary & Benefits	586,044	0	0	0
Services & Other	42,905	1,500,000	1,428,407	500,000
Transfers	1,132,391	1,000,000	1,363,678	1,500,000
Capital Improvements	6,333	0	0	0
Total	1,767,673	2,500,000	2,792,085	2,000,000
Sources:				
Wireless Franchise Tx	1,767,673	2,500,000	2,792,085	2,000,000

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

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

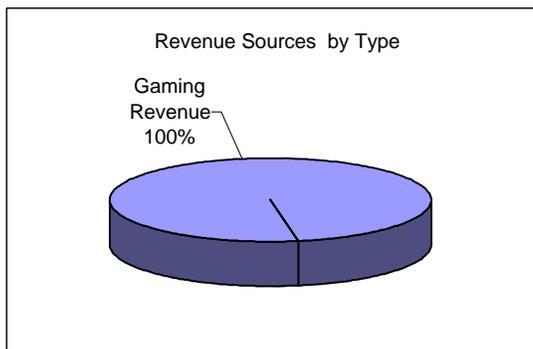
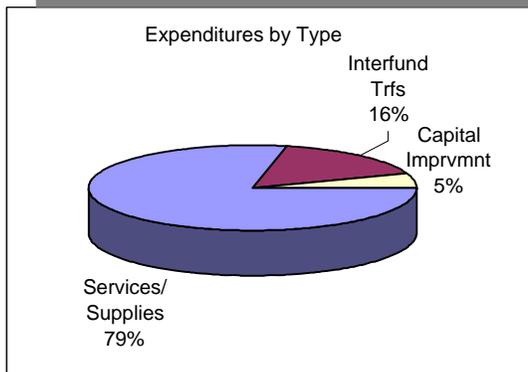
~During the budget work sessions, City Council will hear from several outside entities seeking funding for the next fiscal year. Any additional expenditures, approved by the Council but not included in the Proposed Budget, will be added to the Adopted Budget.

~Festival Funding is recommended as follows:

Other Expenditures: See next page for complete list.

Bluegrass Bettering Community	\$	575
Coleman Hawkin's Festival		805
JoeStock Festival		250
Trails West!		23,800
Midwest Art Show		805
Junteenth		1,665
Pumpkinfest		7,500
South Side Fall Festival		10,000
Northside May Fest		4,600
		<u>\$ 50,000</u>

Operating Budget Summary



Expenditures:

Services/Supplies
Interfund Trfs
Capital Imprvmt

Total

Sources:

Gaming Revenue
Interest
Reimbursmnt/Grants
Interfund Trfs
Fund Balance

Total

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
408,962	804,050	839,050	873,415
504,804	341,250	426,250	182,500
52,148	116,210	116,213	60,868
965,914	1,261,510	1,381,513	1,116,783
813,761	1,157,000	1,022,000	1,030,000
342	600	600	600
0		160,555	0
0	0	10,000	0
151,811	103,910	188,358	86,183
965,914	1,261,510	1,381,513	1,116,783

GAMING INITIATIVES

Proposed Gaming Funded Initiatives

Contributions/Contracts - Recurring	\$25,000 \$8,560 \$500 \$170,000 \$16,000 \$24,500 \$50,000 \$13,000 \$80,000 \$100,000 \$20,000 \$1,600 \$50,000 \$150,000	MO-KAN Contribution State Legislative Lobbyist (Mark Rhoads) Great Northwest Day at the Capital, City's sponsorship Chamber Economic Development Contract Community Alliance Membership Downtown Partnership Contract Festival Funding City 4th of July fireworks display Property Mnt clean-up, abatement, dangerous bldg issues Historic preservation grants outside of HUD-eligible areas Save Our Heritage Neighborhood Grants MDOT Lease Public Education Spots & Cablevision Contract (Pub Info) Legal Services - Outside Specialized Counsel (Legal)
Contributions/Contracts - Once or Limited	\$25,000 \$25,000 \$12,500	Institute for Industrial & Applied Life Sciences (3rd of 3 yrs) Allied Arts Council (3rd of 3 yrs) Youth Alliance Capital Campaign (2nd of 2 yrs)
Capital Equipment/Improvements	\$11,755 \$18,518 \$10,850 \$90,000 \$5,500 \$10,000 \$16,000	Replace (5) external defibrillators, 2nd of 3 yr cycle (Fire) Replace (3) unusable treadmills w/commercial grade (Fire) Mobile data authentication in police vehicles (mandated) 911 system software & hardware replacement (Pub Safety) Replace boiler tubes in the Floyd Building (Streets) Replace hallway, reception, conf room carpet (P&R Admin) Purchase and install solar panels (Senior Center)
TRANSFER TO GENERAL FUND		
Nature Center:	\$50,000	Special Programming
NonDepartmental:	\$10,000	Contribution toward in-kind services supplied to splc events
TRANSFER TO SPECIAL ALLOCATION FUND		
City Sponsored TIFs:	\$6,000	As Needed - To cover City expenses until TIF revenues begin
TRANSFER TO AVIATION FUND		
Airport Operations:	\$60,000	Operating Subsidy in support of Air Guard presence
TRANSFER TO PARKING FUND		
Parking Operations:	\$6,500	Reimbursement for lost revenue/waived fees at Civic Center
TRANSFER TO CAPITAL PROJECT FUND		
	\$50,000	Living History Reserve project
	<u>\$1,116,783</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

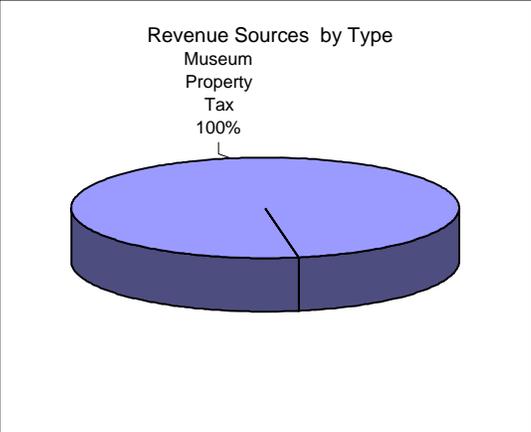
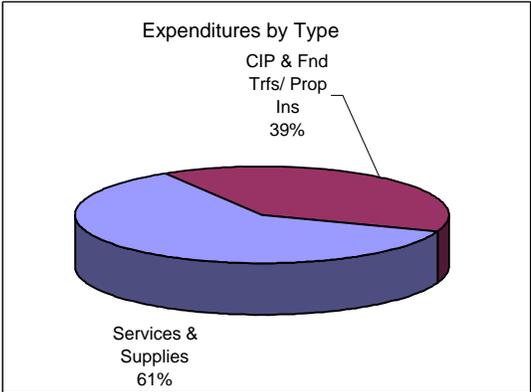
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

- ~The City entered into a 4 year contract with SJMI, laying out the specific services to be covered by the Museum Tax. SJMI will receive \$300,000 of the tax for operations.
- ~A portion of the tax, \$50,000, is being transferred to help support special programming at the City-operated municipal museum, the Remington Nature Center.
- ~\$100,000 is allocated for transfer to the Capital Projects Fund for improvements at the Wyeth-Tootle Mansion. Actual amounts transferred depend on actual projects undertaken.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services & Supplies	312,990	313,060	327,447	313,060
CIP & Fnd Trfs/ Prop I	268,812	164,600	96,703	201,609
Total	581,802	477,660	424,150	514,669
Revenue Sources:				
Museum Property Tax	521,471	505,415	512,045	510,980
Interest & Other	352	670	350	670
(To) Frm FB	59,979	(28,425)	(88,245)	3,019
Total	581,802	477,660	424,150	514,669

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

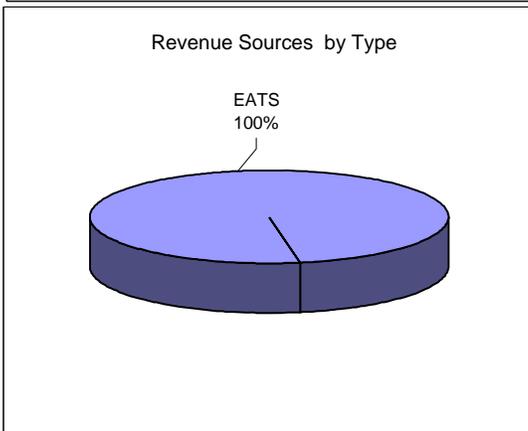
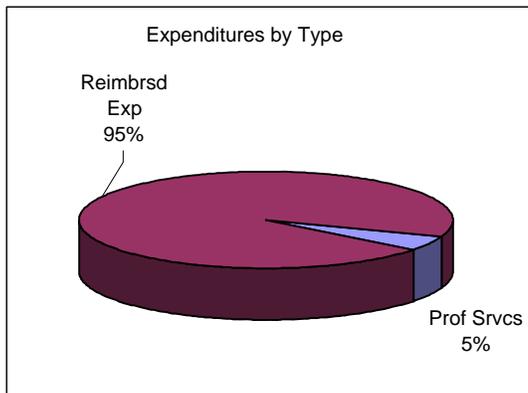
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

~This is a pay-as-you-go TIF. A few small businesses have already opened within the building. The center-piece - the Brazilian Restaurant opened in 2010.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Prof Svcs	1,379	1,220	1,985	2,135
Reimbrsd Exp	18,492	22,520	37,765	40,563
Total	19,871	23,740	39,750	42,698
Sources:				
PILOTS	11,343	11,126	12,158	12,158
EATS	6,757	12,612	27,610	30,540
Reimbursement	0	0	0	0
Interfund Trf (Gaming)	0	0	0	0
From(To) Fund Bal.	1,771	2	(18)	0
Total	19,871	23,740	39,750	42,698

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

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

Major Budgetary Changes & Program Highlights

- ~This project has had little in the way of actual activity in the area. A developer has been identified by Heartland, a redevelopment plan has been approved, and progress on a mixed use residential and commercial project is identified. Slowdown in economy has apparently put the start on hold.
- ~Revenues/expenses reflect reimbursement from the Uptown Corporation for any legal work done by the City regarding the area.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services	-855	0	625	1,000
Reimbrsd Exp	0	0	0	0
Total	-855	0	625	1,000
Sources:				
PILOTS	0	1	1	0
EATS	0	0	0	0
Reimbursement	0	0	4,000	1,000
Interfund Trf (Gaming)	0	0	0	0
From/(To) Fund Bal	0	0	(3,376)	0
Total	0	1	625	1,000

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

2011-12	2012-13		2013-14
	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.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services	877	877	65	65
TIF Reimb/Debt Srvd	0	0	0	0
Total	877	877	65	65
Sources:				
PILOTS	249	250	791	791
EATS	7	10	10	10
Other Revenue	0	4,500	735	735
From/(To) Fund Bal	621	(3,883)	(1,471)	(1,471)
Total	877	877	65	65

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, redeveloping the site of an abandoned Payless Cashways building on the Belt Highway. At the time of this writing, the Sales Tax Development Agreement was still under consideration.

Staffing Detail

N/A

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

Major Budgetary Changes & Program Highlights

~This Economic Development project will be based on a pay-as-you-go basis. Plans are to completely redevelop a property vacated by the former business years ago. Tenants include Dicks' Sporting Goods, a re-located Aldi's grocery, and a Pet Smart. The project was approved by City Council in the spring of 2011. The Dick's store has its grand opening May 2012. Aldi's is finishing construction. The Pet Smart is under construction.

~Incentives include tax abatements through a 353 Redevelopment Agreement and sales tax reimbursements through an Economic Development Agreement with the City.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services	16,701	2,150	5,500	4,000
TIF Reimb/Debt Srvd	0	0	58,400	66,000
Total	16,701	2,150	63,900	70,000
Sources:				
PILOTS	0	0	63,900	0
EATS	14,985	0	2,850	70,000
Other Revenue	13,000	2,850	2,850	0
From/(To) Fund Bal	(11,284)	(700)	(5,700)	0
Total	16,701	2,150	63,900	70,000

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 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

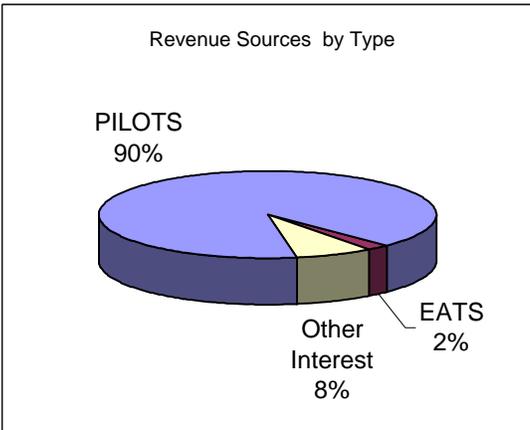
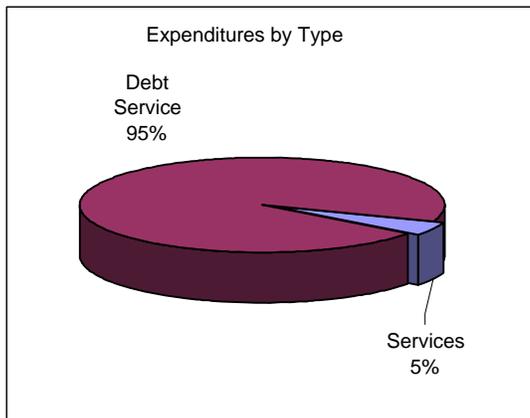
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
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



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	18,097	18,100	20,000	20,000
Debt Service	417,300	413,500	413,500	414,425
Total	435,397	431,600	433,500	434,425
Sources:				
PILOTS	388,140	388,150	392,205	392,205
EATS	9,086	13,870	9,075	9,165
Other Interest	109	34,520	32,220	33,145
From/(To) Fund Bal	38,062	(4,940)	0	(90)
Total	435,397	431,600	433,500	434,425

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. At the time of the City's budget preparation, it was anticipated the TIF Plan will be approved and the project activated by the end of FY2009.

Staffing Detail

N/A

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

Major Budgetary Changes & Program Highlights

~The TIF was approved at the end of FY2009. The first redevelopment project - the Center Building TIF was approved in FY2010.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services/Supplies	895	0	535	6,000
Interfund Trf (Gaming)	0	0	0	0
Total	895	0	535	6,000
Sources:				
PILOTS	0	0	0	0
Sewer Capacity Fee	0	0	0	0
Street Impact Fee	0	0	0	0
Interfund Trf (Gaming)	895	5,050	2,681	6,000
From(To) Fund Bal.	0	(5,050)	(2,146)	0
Total	895	0	535	6,000

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

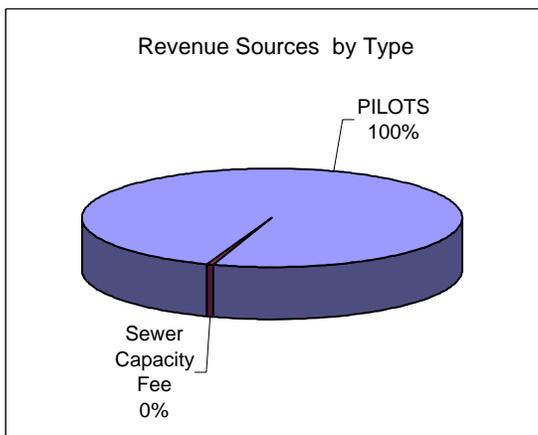
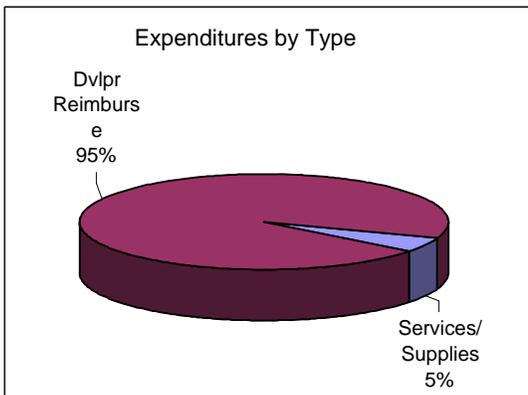
N/A

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

Major Budgetary Changes & Program Highlights

- Expenditures represent the City's legal costs and other professional costs.
- Revenues are slowly being generated by property taxes and by sewer/road impact fees as houses are being sold.

Operating Budget Summary



	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services/Supplies	2,819	2,860	5,684	5,684
Dvlpr Reimburse	37,600	51,500	107,900	107,900
Total	40,419	54,360	113,584	113,584
Sources:				
PILOTS	49,357	49,360	113,675	113,675
Sewer Capacity Fee	7,000	5,000	0	500
Interfund Trf (Gaming)	0	0	0	0
EATS	424	0	0	0
From(To) Fund Bal.	(15,938)	0	(91)	(591)
Total	40,843	54,360	113,584	113,584

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

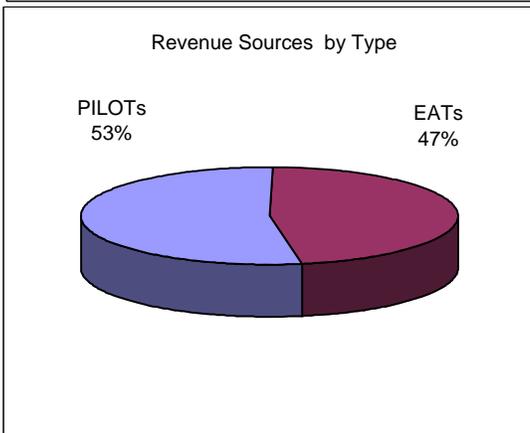
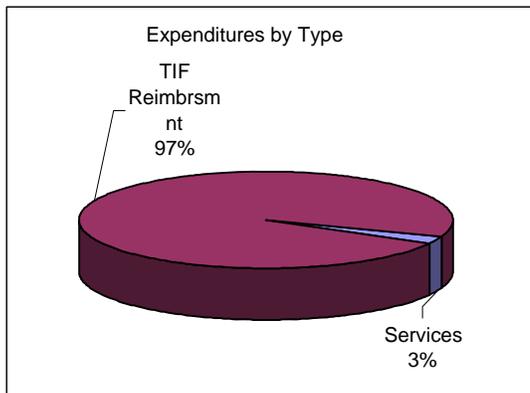
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
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.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	25,445	36,000	29,000	28,000
TIF Reimbursement	1,002,105	1,009,000	1,046,500	1,046,500
Total	1,027,550	1,045,000	1,075,500	1,074,500
Sources:				
PILOTS	564,506	564,510	570,945	570,950
EATS	486,940	491,000	504,480	504,480
Interest/Other	0	100	100	100
From (To) Fund Bal	(23,896)	(10,610)	(25)	(1,030)
Total	#####	1,045,000	1,075,500	1,074,500

THE COMMONS EDC

Program 5166

Program Description

This program tracks the revenues and expenditures for 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.

Staffing Detail

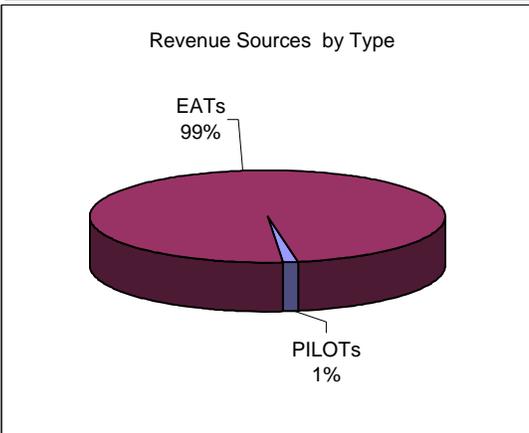
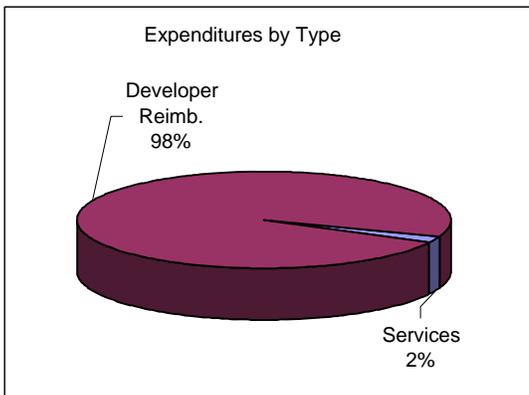
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
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 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.
- ~Revenues are hoped to grow as more businesses open at the site. To assist the developers, Council approved a revised Agreement that eliminated the base payment of \$500,000 in sales tax to the City and allowed all of the revenue generated to go to the developer.

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	17,460	10,000	15,000	13,000
Developer Reimb.	673,990	537,092	550,250	550,250
Total	691,450	547,092	565,250	563,250
Sources:				
PILOTs	8,091	8,092	8,092	8,092
EATs	582,419	539,000	550,170	555,170
Transfer from Gaming	0	0	0	0
From/(To) Fund Bal	100,940	0	6,988	(12)
Total	691,450	547,092	565,250	563,250

SHOPPES AT NORTH VILLAGE TIF

Program 5170

Program Description

This program tracks the revenues and expenditures for the project(s) at the North County redevelopment site. The first project is the Shoppes at North Village, a retail/entertainment center. This TIF project (officially Phase 1A) was approved August 2003 and revised March 2004. Most of the retail shops were open by late spring, 2005. A few outer pad sites continue to be developed.

Staffing Detail

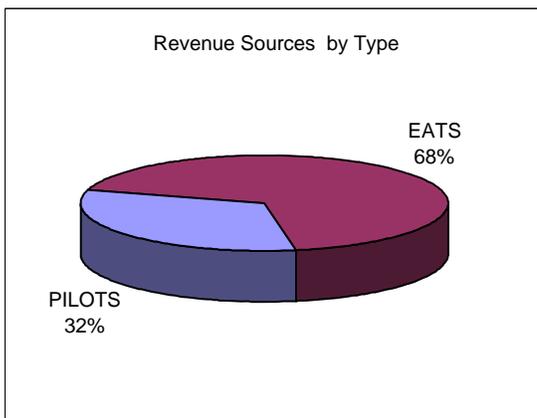
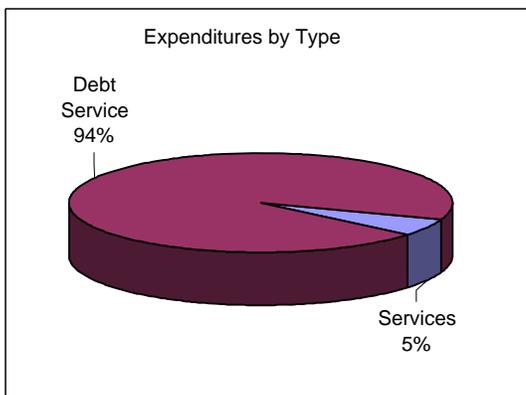
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
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



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Services	180,485	181,100	179,150	180,000
Debt Service	3,142,140	3,046,925	3,046,925	3,039,072
Total	3,322,625	3,228,025	3,226,075	3,219,072
Revenue Sources:				
PILOTS	1,148,021	1,148,025	1,149,580	1,148,025
EATS	2,443,102	2,493,800	2,411,685	2,411,685
Interest & Other	371	400	400	400
From/(To) Fund Bal	(268,869)	(414,200)	(335,590)	(341,038)
Total	3,322,625	3,228,025	3,226,075	3,219,072

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

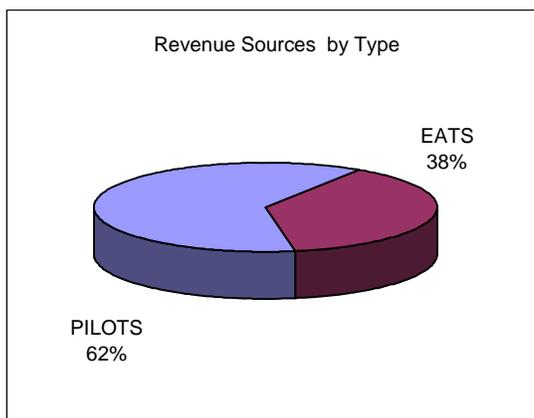
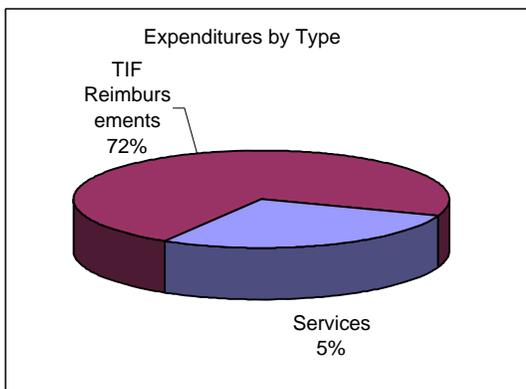
N/A

2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual
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. PILOTS and EATS are becoming available for reimbursement to the developer.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Services	61,960	66,115	92,145	92,145
TIF Reimbursements	200,463	172,855	235,075	235,075
Total	262,423	238,970	327,220	327,220
Sources:				
PILOTS	443,704	120,250	202,690	202,690
EATS	120,612	120,000	124,350	124,350
Interest/Other	0	0	180	0
From/(To) Fund Bal	(301,893)	(1,280)	0	180
Total	262,423	238,970	327,220	327,220

TRIUMPH FOODS, LLC TIF

Program 5190

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

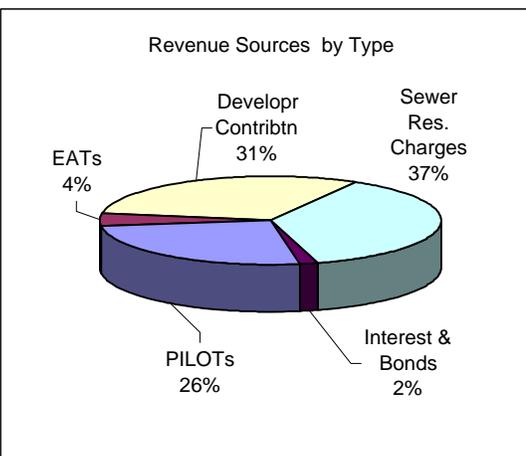
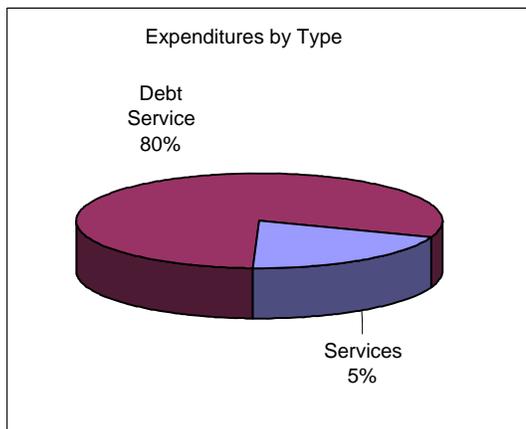
N/A

2011-12 Actual	2012-13		2013-14
	Adopted Budget	Estimated Actual	Budget
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.
- ~\$350,000 of the expenditure in the Services category represents the portion of PILOTS Triumph distributes to the City per the Intergovernmental Cooperative Agreement.

Operating Budget Summary



	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Expenditures:				
Services	389,040	385,465	386,160	386,160
Debt Service	10,347,064	1,687,881	#####	1,554,176
Total	<u>10,736,104</u>	<u>2,073,346</u>	<u>#####</u>	<u>1,940,336</u>
Sources:				
PILOTs	671,089	671,133	678,116	678,120
EATs	109,472	113,930	113,930	113,930
Developr Contribtn	646,260	809,100	809,100	809,100
Sewer Res. Charges	423,168	972,966	972,966	972,966
Interest & Bonds	6,726,635	41,877	8,726,877	41,877
From/(To) Fund Bal	2,159,480	(535,660)	(224,993)	(675,657)
Total	<u>10,736,104</u>	<u>2,073,346</u>	<u>#####</u>	<u>1,940,336</u>

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

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	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

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services	72	80	0	0
Total	72	80	0	0
Sources:				
PILOTS	1,553	1,555	0	0
Other Revenue	0	80	0	0
Total	0	80	0	0

3RD STREET HOTEL TIF

Program 5190

Program Description

This program tracks the revenues and expenditures for the project(s) at the 3rd Street Hotel redevelopment site. This project targets the redevelopment of a downtown hotel. This TIF project was approved January 2004. The developers restored the hotel's Holiday Inn franchise. The facility now also houses a nationally franchised restaurant.

Staffing Detail

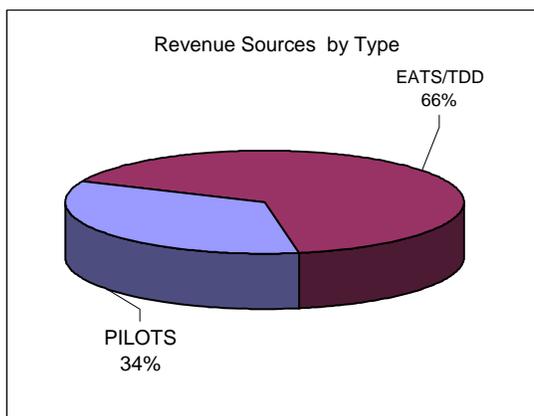
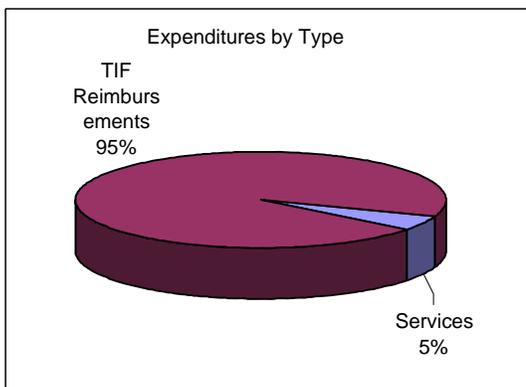
N/A

2011-12 Actual	2012-13		2013-14 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

Major Budgetary Changes & Program Highlights

~This TIF project has pay-as-you-go reimbursement. Revenues are generated from EATS, PILOTs and a voluntary 1% increase in all sales taxes relating to the hotel and restaurant through the Transportation Development District (TDD).

Operating Budget Summary



	2011-12 Actual	2012-13		2013-14 Budget
		Adopted Budget	Estimated Actual	
Expenditures:				
Services	17,863	15,600	16,800	16,800
TIF Reimbursements	512,733	306,615	316,544	316,544
Total	530,596	322,215	333,344	333,344
Sources:				
PILOTS	130,654	105,145	114,944	114,944
EATS/TDD	173,817	160,600	218,400	218,400
Other Revenue	13	0	0	0
From/(To) Fund Bal	226,112	56,470	0	0
Total	530,596	322,215	333,344	333,344

TUSCANY TOWERS TIF

Program 5195

Program Description

This program tracks the revenues and expenditures for the project(s) at the Tuscany Towers Redevelopment site. This project targets the redevelopment of property just to the south of the North Shoppes project. Plans call for retail and office space, as well as a destination hotel. This TIF project was approved August 2005. A majority of the TIF revenues will go to sanitary sewer and street improvements.

Staffing Detail

N/A

2011-12	2012-13		2013-14
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	0

Major Budgetary Changes & Program Highlights

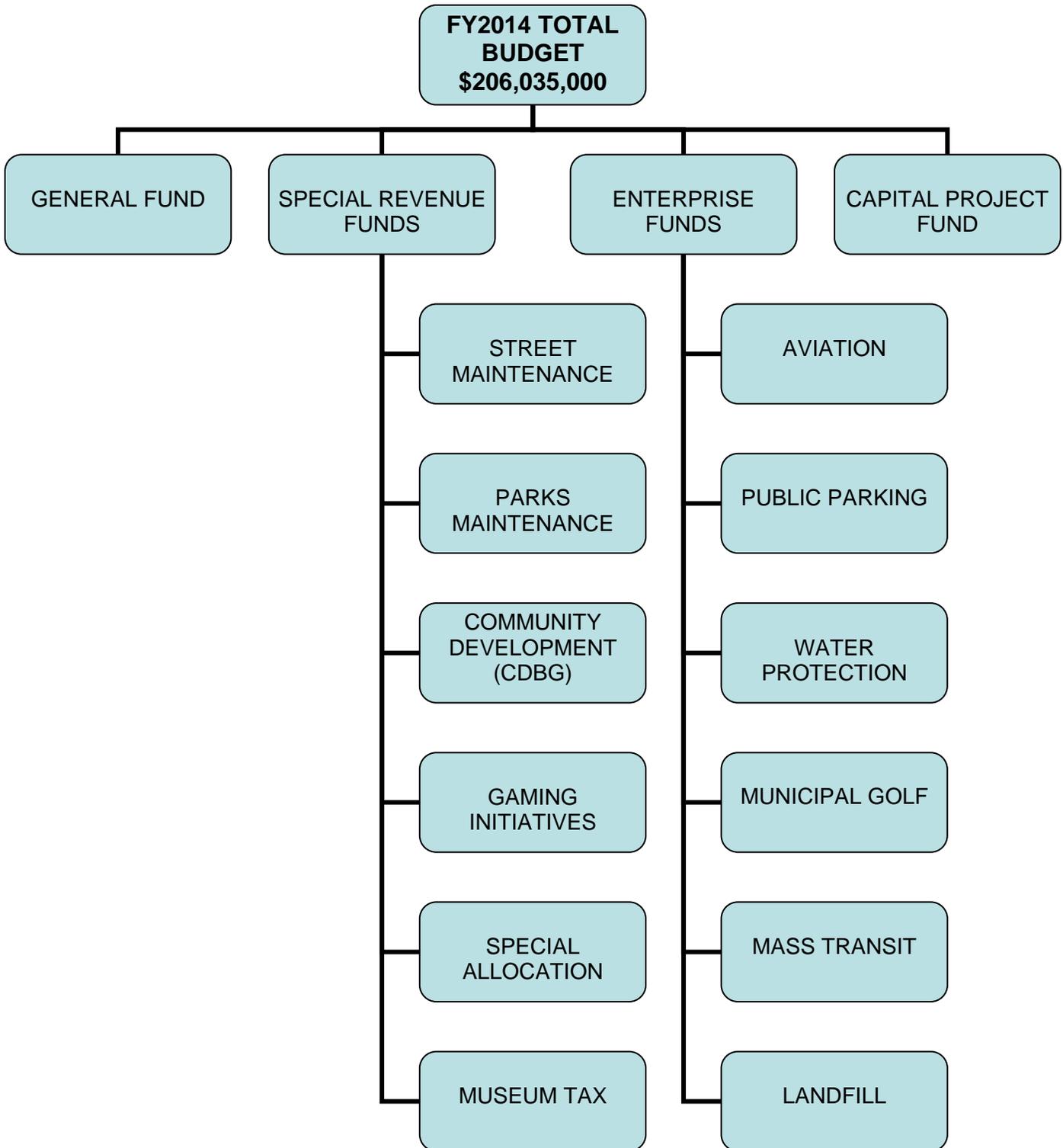
~There has been no development on this site as yet. Revenues and expenditures represent reimbursements by the developer for any legal work the City may incur.

Operating Budget Summary

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Expenditures:				
Services	1,226	0	170	0
TIF Reimbursements	0	0	0	0
Total	1,226	0	170	0
Sources:				
PILOTS	0	0	0	0
EATS	0	0	0	0
Trf from Gaming	1,226	0	0	0
From/(To) Fund Bal	0	0	170	0
Total	1,226	0	170	0

Fund Summaries

A section designed to give the reader an overall view of each type of City fund. Within each fund both summary and detailed information is provided on revenues, expenditures, departments and programs.



Fund Budgeting

The City uses a style of accounting (called “fund accounting”) required for all governmental jurisdictions in order to segregate and account for restricted resources. Such accounting arose in response to the special limitations placed on significant amounts of the resources provided to jurisdictions by legal ordinances, grantors, and other revenue providers. Government resources are allocated to, and accounted from, individual funds based on the purposes for which they are to be spent and means by which spending activities are controlled

The operations of each City fund are budgeted and accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate.

Below are brief descriptions of each City fund and the major programs included in each. Following this brief explanation are fund summaries showing a three-year history of revenues and expenditures by type.

Types of Funds

General Fund

The General Fund is used to account for City financial resources not otherwise required or designated to be accounted for in another fund. Departments in the General Fund are:

- Administrative Services
- City Clerk
- City Manager’s Office
- Fire
- Health
- Legal
- Mayor and Council
- Municipal Court (Court Services Is a part of Administrative Services)
- Parks, Recreation & Civic Facilities
- Planning & Community Development
- Police
- Pubic Works

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are constitutionally or by statute limited to expenditures for specific purposes. Special Revenue Funds consist of:

- Streets Maintenance Fund
- Parks Maintenance Fund
- Gaming Initiatives Fund
- Special Allocation Fund (TIFS)
- Community Development Block Grant (CDBG) Fund
- St. Joseph Museum Tax Fund

Enterprise Funds

Enterprise Funds are used to account for operations; (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through use charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and net income or loss is appropriate for capital maintenance, public policy, management control,

Types of Funds (continued)

accountability or other purposes. The City has six Enterprise Funds which are:

- Aviation Fund
- Water Protection Fund
- Mass Transit Fund
- Public Parking Fund
- Municipal Golf Fund
- Landfill Fund

Capital Project Fund

Capital Project Fund is used to account for financial resources and expenditures associated with the acquisition and/or construction of major capital facilities for governmental funds. Capital project resources and expenditures associated with non-governmental funds, i.e., Enterprise Funds, are recorded in those funds. The City's capitalized project program tracks the active projects from the 1993, 1998, 2003 and 2008 CIP Sales Tax Initiatives. Projects authorized in each voter approved initiative are tracked with identifying project numbers.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for the payment of General Obligation (G.O.) debt. The City has one Debt Service Fund. The City currently has no outstanding G.O. debt.

Basis of Budgeting

Basis 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

Encumbrance 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

Transactions 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, Library and General Fund Emergency Reserves.

FUND STRUCTURE OVERVIEW

**FY2014 Total Net Budget
\$206,035,000**



**FY2014 Operating Budget
\$ 98,263,000**

**General Fund (GF)
\$49,119,000**

**Special Revenue Funds (SR)
\$18,331,000**

**Enterprise Funds (EF)
\$30,813,000**

Streets Maintenance
\$5,029,000

Parks Maintenance
\$1,390,000

Community Development (CDBG)
\$2,155,000

Gaming Funded Initiatives
\$1,117,000

Special Allocation
\$8,125,000

Museum Contributions
\$515,000

Airport
\$680,000

Public Parking
\$412,000

Water Protection & Line Maintenance
\$20,184,000

Municipal Golf
\$794,000

Mass Transit
\$5,583,000

Landfill
\$3,160,000



**FY2014 Capital Budget
\$107,772,000**

Landfill CIP
\$836,000

Capital Fund CIP
\$11,588,000

Water Protection CIP
\$92,349,000

Golf CIP
\$9,000

Transit CIP
\$2,040,000

Airport CIP
\$950,000

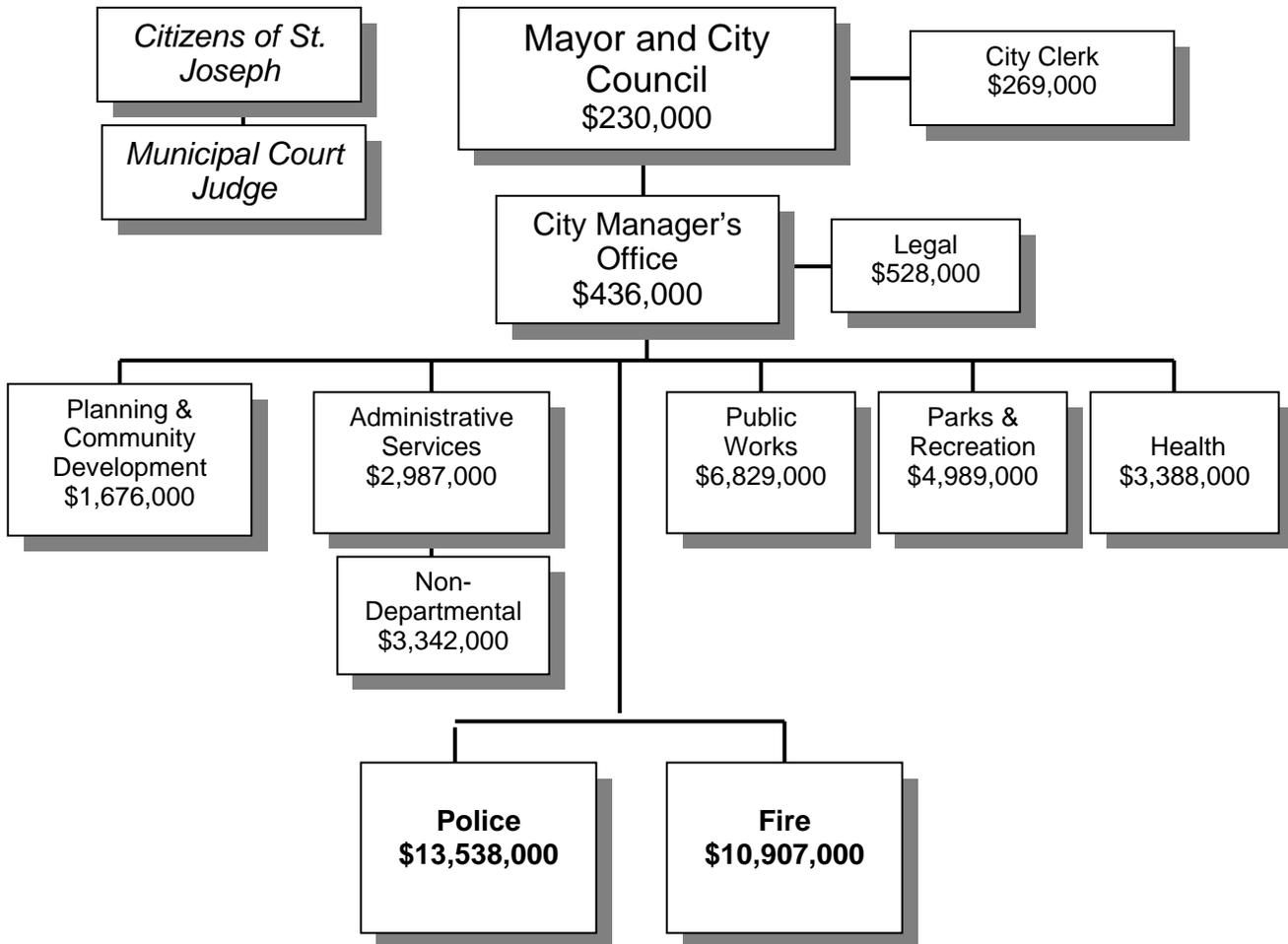
GENERAL FUND

The General Fund is utilized by the City to account for those resources and activities that are traditionally associated with government, which are not required to be accounted for in another fund. The General Fund is typically involved with day-to-day operations of the City. The majority of this fund's expenditures are to support current year operating costs. In addition, certain capital equipment items may be included in the capital outlay classification.

The General Fund is supported by a sixty-two cent (\$.60) general property tax levy, seven cent (\$.07) public safety property tax levy, twenty cent (\$.20) public health levy, and a twenty cent (\$.20) parks & recreation levy, two cent (\$.02) local sales tax, three cent (\$.03) hotel/motel tax, utility franchise fees, various user fees, and other charges. General Fund operations such as police and fire protection are funded primarily from taxes because user fees are not assessed for public safety services. User fees are assessed for licenses, special use permits, building inspections, parks & recreation services, utility billing, etc...because they primarily benefit and can be directly attributed to specific individuals or businesses. The Health Department also relies on contract with or grants from the state for public health services.

TOTAL BUDGETED RESOURCES: \$ 49,119,000

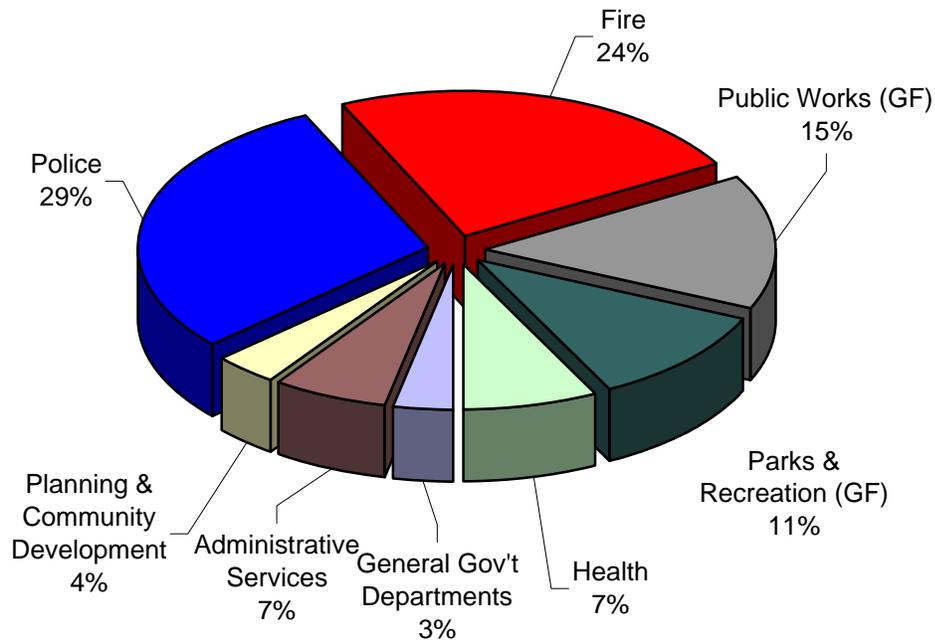
PLANNED USE BY DEPARTMENT:



GENERAL FUND

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
USES BY DEPARTMENT (rounded to nearest ,000)				
City Council	192,000	222,000	222,000	230,000
City Clerk	144,000	209,000	209,000	269,000
City Manager	435,000	428,000	427,000	436,000
Legal	636,000	523,000	523,000	528,000
Planning & Community Development	1,635,000	1,609,000	1,583,000	1,676,000
Administrative Services	2,844,000	2,866,000	2,834,000	2,987,000
Police	13,107,000	13,454,000	13,195,000	13,538,000
Fire	10,419,000	10,524,000	10,580,000	10,907,000
Public Works (Admin, Streets, Eng)	6,663,000	5,805,000	5,906,000	6,829,000
Parks, Recreation & Civic Facilities	3,891,000	4,634,000	4,743,000	4,989,000
Health Department	3,203,000	3,328,000	3,278,000	3,388,000
Non Departmental & Cell Phone	2,519,000	3,529,000	3,730,000	3,342,000
TOTAL USES	45,688,000	47,131,000	47,230,000	49,119,000

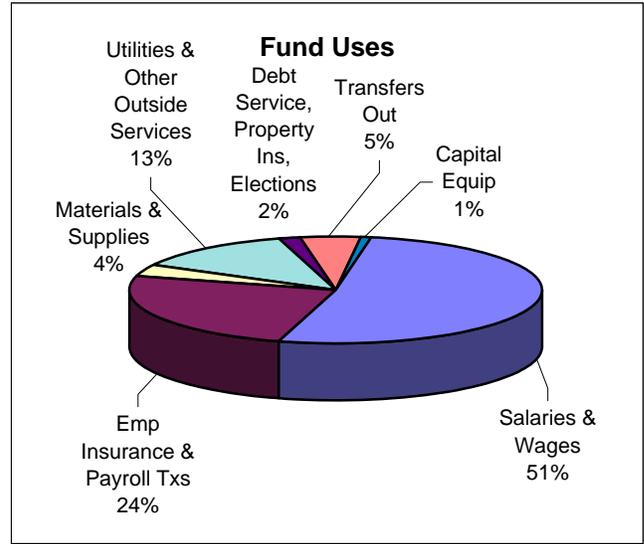
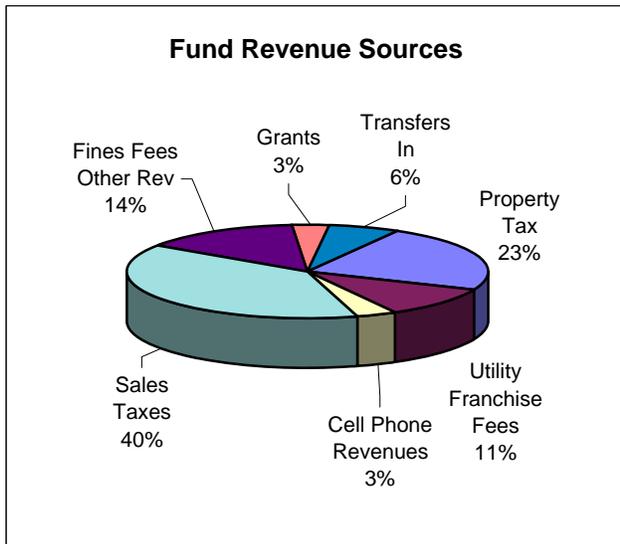
**Uses of General Fund Revenues By Department
Excluding Non-Department & Cell Phone**



GENERAL FUND

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning FB:			9,823,731	11,327,931
Property Tax	11,532,670	11,004,375	11,217,398	11,229,925
Utility Franchise Fees	4,991,403	5,043,450	5,545,900	5,138,623
Cell Phone Revenues	1,724,743	1,700,000	1,700,000	1,700,000
Sales Taxes	18,814,753	17,998,899	18,782,375	18,961,765
Licenses Permits	1,396,344	1,408,635	1,411,735	1,411,270
Fines	922,214	926,800	1,061,900	1,177,400
Rents	39,320	43,983	64,373	38,110
Inspection Fees	395,171	383,500	386,000	383,500
Charges for Service	3,106,593	3,654,277	3,583,697	3,657,569
Other Revenue	275,948	171,528	311,354	172,188
Investment Earnings	16,487	12,735	13,345	13,135
Grants	1,746,682	1,527,828	1,672,502	1,620,267
Transfers In	2,547,964	2,832,532	2,994,242	3,109,825
TOTAL SOURCES	<u>47,510,292</u>	<u>46,708,542</u>	<u>48,744,821</u>	<u>48,613,577</u>
USES				
Salaries & Wages	21,334,729	24,608,436	24,239,663	25,391,885
Employee Benefits & Payroll Taxes	9,635,016	11,356,205	11,165,831	12,068,619
Materials & Supplies	1,823,225	1,775,937	1,869,860	1,868,289
Utilities & Other Outside Services	5,724,956	7,354,142	7,172,973	6,277,476
Debt Service, Property Ins, Elections	687,928	781,799	811,850	760,015
Transfers Out	5,924,071	1,000,000	1,656,973	2,391,000
Capital Outlay	560,696	254,770	323,471	361,976
TOTAL USES	<u>45,690,621</u>	<u>47,131,289</u>	<u>47,240,621</u>	<u>49,119,260</u>
Net Surplus (Deficit)	1,819,671	<u>(422,747)</u>	1,504,200	<u>(505,683)</u>

ENDING BALANCE:	<u>11,327,931</u>	<u>10,822,248</u>
Components of Fund Balance:		
Reserved	2,290,429	3,023,559
Assigned	472,629	1,787
UNASSIGNED FUND BALANCE:	8,564,873	7,796,902



GENERAL FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Property Tax				
Current Real Estate Tax	6,546,515	6,291,790	6,695,622	6,695,615
Current Real Estate Public Safety Tax	456,868	437,125	459,729	459,730
Prior Real Estate Tax	275,267	229,580	229,580	229,580
Prior Public Safety R/E Tax	18,859	16,000	16,000	16,000
Real Estate Penalty & Interest	70,739	63,905	63,905	63,905
Current Personal Property	2,601,074	2,546,140	2,264,014	2,264,010
Current Personal Public Safety	180,626	177,400	155,450	155,450
P/P Penalty & Interest	47,548	45,430	45,430	45,430
Prior P/P Tax	305,904	195,360	198,360	198,360
Prior Public Safety P/P Tax	21,202	14,000	14,000	14,000
Merchants & Manufacturers Tax	595,432	563,285	626,486	639,015
Payments in Lieu of Tax - City	15,956	16,000	16,000	16,000
Payments in Lieu of Tax - Other	74,291	74,590	74,590	74,590
Financial Institution Tax	20,481	31,860	12,297	12,305
Railroad Tax	301,908	301,910	345,935	345,935
	<u>11,532,670</u>	<u>11,004,375</u>	<u>11,217,398</u>	<u>11,229,925</u>
Utility Franchise Taxes				
Gas	454,316	639,900	475,200	533,715
Electric	2,428,818	2,179,500	2,914,500	2,491,108
Water	553,263	519,900	608,600	558,000
Telephone	2,294,732	2,411,550	2,261,000	2,261,000
Cable	825,758	845,600	827,300	835,500
Utility EATS (TIF generated utility taxes)	159,259	150,000	159,300	159,300
	<u>6,716,146</u>	<u>6,746,450</u>	<u>7,245,900</u>	<u>6,838,623</u>
Sales Tax				
Sales Tax	12,251,852	11,556,991	12,129,345	12,251,220
Vehicle Sales Tax	481,924	375,000	480,000	480,000
State of Mo Tax Adjustment	(24,559)	(40,000)	(40,000)	(40,000)
Sales Tax Contra Account	(4,166,725)	(3,391,688)	(4,017,055)	(4,057,420)
1/2 Percent Sales Tax	6,119,109	5,788,330	6,057,920	6,118,500
Cigarette Tax	438,673	425,000	425,000	431,840
Hotel/Motel Tax	815,756	456,000	873,800	878,800
EATS (TIF generated sales tax)	2,560,973	2,504,266	2,535,365	2,560,825
Vehicle Fees	337,750	325,000	338,000	338,000
	<u>18,814,753</u>	<u>17,998,899</u>	<u>18,782,375</u>	<u>18,961,765</u>
Licenses				
Business Licenses	867,068	909,525	909,525	910,000
Liquor Licenses	94,851	95,000	95,000	95,500
Server (Alcohol) License	28,940	23,000	23,000	23,000
Dog/Cat License	54,070	50,000	50,000	50,000
Trade License/Exam Fees	78,795	75,000	77,000	77,000
Garage Sale Licenses	14,997	14,000	14,000	14,000
Contractor License	4,975	5,000	5,100	5,000
	<u>1,143,696</u>	<u>1,171,525</u>	<u>1,173,625</u>	<u>1,174,500</u>
Permits				
Septic Tank Permits	480	1,500	1,500	960
Pool/Spa Permit	2,183	3,150	3,150	3,150
Food Establishment Permits	84,791	78,000	78,000	78,000
Food Handler Permits	0	10,000	0	500
Special Use Permits	39,109	34,800	34,800	38,500
Sidewalk/Street Permits	8,188	7,000	7,000	7,000

GENERAL FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Land Disturbance Permits	9,480	9,000	9,000	9,000
Street/Utility Permits	18,375	14,000	25,000	20,000
Special Event Permits	2,671	3,300	3,300	3,300
Alarm Ordinance Permits	53,016	44,000	44,000	44,000
Fire Inspection Permits	31,865	29,000	29,000	29,000
Petting Zoo Permits	500	500	500	500
Breeder Permits	440	360	360	360
Litter Permits	1,550	2,500	2,500	2,500
	<u>252,648</u>	<u>237,110</u>	<u>238,110</u>	<u>236,770</u>
Fines				
Municipal Court Fines/Costs	722,401	728,000	790,000	790,000
Crime Victims' Compensation	4,515	5,000	5,000	5,000
DWI Enforcement Revenue	26,912	23,000	23,000	23,000
Police Training Revenue	24,427	25,000	25,000	25,000
State DWI Enforcement Revenue	12,800	10,000	13,000	13,000
Judicial Education Revenue	7,575	10,000	11,500	10,000
Liquor Establishment Penalty	1,900	0	4,900	0
Warrant Processing Fees	92,276	91,000	103,000	103,000
Cash Bond Forfeitures	27,408	33,300	40,500	40,500
Surety Bond Forfeitures	2,000	1,500	1,500	1,500
Red Light Camera Fines	0	0	44,500	166,400
	<u>922,214</u>	<u>926,800</u>	<u>1,061,900</u>	<u>1,177,400</u>
Rents				
Communication Tower Lease	0	2,305	16,695	2,305
Parks/Pool Rental	24,008	29,360	35,360	29,360
Geiger Mansion Lease	3,000	0	0	0
Patee Youth Center Lease	12,312	12,318	12,318	6,445
	<u>39,320</u>	<u>43,983</u>	<u>64,373</u>	<u>38,110</u>
Parking Permits/Fees				
Parking Permits	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Inspection Fees				
Boiler Inspections	79,643	60,000	60,000	60,000
Building Permits	177,191	190,000	190,000	190,000
Electrical Permits	55,303	58,000	58,000	58,000
Plumbing Permits	54,561	50,000	50,000	50,000
Certificate of Occupancy Fee	16,039	16,000	16,000	16,000
Other Inspections - Signs	12,435	9,500	12,000	9,500
	<u>395,172</u>	<u>383,500</u>	<u>386,000</u>	<u>383,500</u>
Health Fees				
Medicaid Fees	90,813	164,200	152,228	160,200
Breast Pump Kits	949	500	626	400
Pregnancy Test Fees	2,755	3,000	3,000	3,000
HIV/STD Test Fees	3,720	4,000	4,020	4,000
Shelter Fees	47,488	48,000	48,000	48,000
Rabies Clinic Fees	3,050	4,000	4,000	4,000
Animal Microchip Fees	11,182	10,500	10,500	10,500
Vicious Animal Impound Bond	410	500	500	500
Repeat Offender Impact Program	200	500	500	500
Birth/Death Certificates	149,065	155,000	140,000	140,000
Vaccinations/Immunizations	20	0	40	5,000

GENERAL FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Individual TB Testing	760	800	1,500	1,400
Health Testing - DOC	3,785	4,900	3,500	4,000
	<u>314,197</u>	<u>395,900</u>	<u>368,414</u>	<u>381,500</u>
Recreation Fees				
Swimming Pools - Daily Fees	27,374	27,670	30,000	30,000
Aquatic Park - Daily Fees	179,868	167,385	180,000	180,000
Swimming Pools - Punch Cards	2,987	2,220	2,500	2,500
Aquatic Park - Punch Cards	10,430	9,235	10,000	10,000
Swimming Lessons	13,640	9,595	12,000	12,000
Youth Sports -Basketball/Volleyball	52,510	91,000	93,131	99,500
Fall Softball	14,339	15,431	19,952	18,265
Summer Softball	32,838	42,800	42,800	43,245
Parkway Run Fees	10,396	6,850	6,850	8,350
Muchenberger Fees	1,684	0	2,000	2,000
REC Center Rental	0	25,600	15,000	8,700
Individual Day Pass	0	7,000	40,000	40,000
Adventure/Sport Camp	0	7,200	2,000	2,000
Open Gym	0	4,000	0	0
Other Recreation Fees	19,594	16,500	17,750	17,000
REC Center Fitness Memberships	0	170,000	135,000	135,000
REC Center Fitness Classes	0	36,000	30,000	30,000
Concessions - REC Center	0	84,000	55,000	55,000
Concessions - Pools	91,433	94,200	80,000	94,200
Concessions - Ball Fields/Vending	97,816	208,900	119,995	208,900
Concessions - Senior Citizen Cafeteria	17,274	17,200	17,200	17,200
	<u>572,183</u>	<u>1,042,786</u>	<u>911,178</u>	<u>1,013,860</u>
Nature Center Fees				
Nature Center Admissions	21,656	36,000	25,000	25,000
Nature Center Memberships	26,045	25,000	25,950	25,000
Nature Center Gift Shop	16,084	20,000	20,000	20,000
Concessions - Nature Center	714	500	2,200	500
Nature Center Program Income	3,640	1,500	1,500	1,500
	<u>68,139</u>	<u>83,000</u>	<u>74,650</u>	<u>72,000</u>
Civic Facilities Charges				
Civic Arena Rental	72,003	115,000	119,500	115,000
Civic Arena Equipment Rental	26,686	30,000	60,000	45,000
Meeting Room Rental	7,525	7,600	7,100	8,100
Missouri Theater Office Rent	3,125	12,900	12,900	12,900
Civic Arena Ticket Sales	150	0	0	0
Special Civic Arena Promotions	32,342	45,000	30,000	45,000
Concessions - Civic Center	141,700	131,000	196,000	211,000
Move in/out Fees	18,000	30,000	25,000	30,000
Missouri Theater Rental	49,826	45,000	47,300	45,000
Reimbursed Events Payroll	0	700	700	700
	<u>351,357</u>	<u>417,200</u>	<u>498,500</u>	<u>512,700</u>
Bode Complex Charges				
Bode Complex Revenue	13,064	41,900	37,500	37,500
Skating Lessons	18,224	18,000	20,500	20,500
Ice Rental - Hockey	42,560	44,000	37,000	35,000
Ice Rink Admissions	48,125	53,000	53,000	53,000
Ice Rental - Figure Skating	10,197	12,000	15,000	15,000
Ice Rental - General	75,646	70,000	60,000	60,000

GENERAL FUND REVENUES

	2011-12		2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget	
Advertising	8,300	9,000	7,775	9,000	9,000
	<u>216,116</u>	<u>247,900</u>	<u>230,775</u>	<u>230,000</u>	<u>230,000</u>
Charges for Services					
Copies of Public Documents	12,086	14,050	14,100	14,300	14,300
GIS Fees	645	0	8	0	0
Plan Review Fees	66,876	60,000	79,000	75,000	75,000
Finance Administration Fees	232,190	210,000	210,000	210,000	210,000
Trash/Weed Abatement	99,795	125,000	100,000	100,000	100,000
Identification Cards	510	400	400	400	400
Animal Cremation Services	8,716	10,000	10,000	10,000	10,000
County Health Contract	72,733	64,479	64,479	67,250	67,250
Fire District Contracts	383,348	331,200	350,000	350,000	350,000
Non Criminal Fingerprint Fee	24,627	25,000	25,000	25,000	25,000
State Health Contract	167,994	172,067	161,346	141,960	141,960
State MCH Health Contract	37,564	37,533	37,748	37,748	37,748
Childrens Lead Prevention	9,876	0	9,264	0	0
Outreach Service Contract	15,719	4,830	7,314	5,500	5,500
State WIC Contract	450,721	411,732	430,321	409,151	409,151
	<u>1,583,400</u>	<u>1,466,291</u>	<u>1,498,980</u>	<u>1,446,309</u>	<u>1,446,309</u>
Other Revenue					
Sale of Fixed Assets	21,878	0	15,510	0	0
Insurance Proceeds	18,363	0	17,720	0	0
Concessions - Vending Machines	3,679	3,750	4,150	5,150	5,150
Donations	56,174	46,138	132,643	53,698	53,698
Telephone Commissions	31	0	0	0	0
Taser Reimbursement	0	0	400	400	400
Recycling Revenue	6,409	0	2,852	2,300	2,300
Nonrefundable Bid Deposits	5,225	8,000	8,000	8,000	8,000
Recovery/Reimbursements	31,497	53,400	53,460	45,400	45,400
Refunds of Prior Year Expenses	6,366	0	6,643	0	0
Other Revenues Over/Short	126,326	60,240	69,976	57,240	57,240
	<u>275,948</u>	<u>171,528</u>	<u>311,354</u>	<u>172,188</u>	<u>172,188</u>
Investment Earnings					
Investment Interest Income	4,544	7,710	7,720	7,710	7,710
MDFB Bonds Interest Income	13	25	25	25	25
Interest on Special Assessments	4,410	5,000	5,600	5,400	5,400
Interst on Accts/Notes Receivable	7,520	0	0	0	0
	<u>16,487</u>	<u>12,735</u>	<u>13,345</u>	<u>13,135</u>	<u>13,135</u>
Intergovernmental					
Buchanan County LEC Operations	376,297	391,457	391,457	391,457	391,457
Emergency Preparedness	104,974	67,795	83,703	70,552	70,552
Immunization - Medicare	2,851	2,850	1,500	1,500	1,500
ARRA	4,474	0	0	0	0
Mosquito Surveillance Grant	2,260	3,460	0	0	0
HIV Prevention	69,595	67,109	66,787	66,464	66,464
HIV Service Coordination	91,299	92,000	92,000	92,000	92,000
Peace Officers Standard Training Cmmsn	11,861	16,000	14,013	14,000	14,000
St. Joseph School District COPS	137,807	137,807	137,807	137,807	137,807
FEMA Reimbursement Funds	49,284	0	0	0	0
Bullet Proof Grant	2,540	0	0	8,050	8,050
MO Trim Grant	6,980	0	0	0	0
Buchanan County Reimbursements	275,456	309,372	309,372	309,372	309,372

GENERAL FUND REVENUES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Heartland Reimbursements	68,864	77,343	77,343	77,343
SEMA Homeland Security Grant	11,281	0	0	13,251
Missouri Highway Safety Project	30,166	39,895	44,716	62,885
Missouri Emergency Mngt. Grant	23,890	8,500	55,400	55,469
Byrne Formula Grant	33,207	0	30,538	0
COPS Technology Grant	220,365	0	0	0
FTA/CPG Grant	174,646	269,813	299,669	299,669
Miscellaneous Grants	48,585	44,427	68,197	20,448
	<u>1,746,682</u>	<u>1,527,828</u>	<u>1,672,502</u>	<u>1,620,267</u>
Interfund Transfers - Computer Network				
Transfer from P&R	0	0	0	1,090
Transfer from CDBG Fund	8,720	7,630	7,630	6,540
Transfer from Aviation	3,270	3,270	3,270	4,360
Transfer from Water Protection Fund	26,160	22,890	22,890	22,890
Transfer from Landfill Fund	4,360	4,360	4,360	4,360
Transfer from Parking Fund	3,270	2,180	2,180	2,180
Transfer from Golf Course	2,180	2,180	2,180	4,360
Transfer from Transit Fund	11,990	16,350	16,350	17,440
	<u>59,950</u>	<u>58,860</u>	<u>58,860</u>	<u>63,220</u>
Interfund Transfers In				
Transfer from CDBG Fund	217,832	187,695	185,695	191,017
Transfer from Library Fund	0	40	40	0
Transfer from Gaming Fund	421,788	70,000	145,000	60,000
Transfer from Aviation Fund	64,199	64,575	64,575	90,655
Transfer from Parking Fund	56,000	49,422	49,422	50,015
Transfer from Water Protection Fund	846,068	1,423,730	1,512,440	1,687,992
Transfer from Municipal Golf Fund	38,455	38,373	38,373	48,708
Transfer from Mass Transit Fund	142,229	138,843	138,843	133,938
Transfer from Landfill Fund	642,386	740,975	740,975	724,600
Transfer from Museum	59,057	60,019	60,019	59,680
	<u>2,488,014</u>	<u>2,773,672</u>	<u>2,935,382</u>	<u>3,046,605</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriations	(1,819,671)	419,747	(1,504,200)	505,683
Total	<u>45,690,621</u>	<u>47,131,289</u>	<u>47,240,621</u>	<u>49,119,260</u>

GENERAL FUND EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages				
Base Salaries/Wages	18,851,435	22,263,717	21,843,788	22,345,957
Salary Adjustments	586,044	141,684	0	590,000
Overtime	862,776	969,849	1,037,284	1,002,568
FLSA Overtime (Fire Dept)	161,840	140,000	173,000	142,800
Temp-Part Time Wages	598,911	783,505	893,711	994,260
Out-of-Title Pay	98,390	125,700	99,240	122,745
Sick Leave Buy Back	13,158	12,596	16,255	17,170
Retired Consultant's Pay	162,176	176,385	176,385	176,385
	<u>21,334,730</u>	<u>24,613,436</u>	<u>24,239,663</u>	<u>25,391,885</u>
Employee Benefits				
Police Pension Contribution	1,729,509	1,818,710	1,749,230	1,732,666
Lagers Pension Contribution (Fire & Ge	2,737,448	3,092,688	3,103,727	3,296,177
FICA Contribution	576,053	799,237	790,762	824,415
FIM Medicare	266,414	330,643	328,731	351,217
457 Employee Pay Plan	68	0	0	0
Pension Plan Match	37,342	30,968	33,700	33,700
Health Insurance	2,794,146	3,593,658	3,482,254	3,956,897
Dental Insurance	113,697	153,330	150,862	153,615
Federal Health Reinsurer Tax	0	0	0	17,000
Life Insurance	68,223	90,857	90,947	91,899
Unemployment Insurance	10,707	400	8,321	400
Long Term Disability	42,124	57,620	57,737	59,750
Workers Compensation	641,543	717,747	717,557	864,290
Uniform Allowance	319,838	364,500	347,350	360,000
EMT Allowance	19,937	20,000	21,667	23,000
Car/Mileage Allowance	54,701	56,725	60,595	57,300
Confer/Train/Travel	223,266	234,122	222,391	246,293
	<u>9,635,016</u>	<u>11,361,205</u>	<u>11,165,831</u>	<u>12,068,619</u>
Materials & Supplies				
Office Supplies	77,732	87,865	85,525	90,565
Data Processing Supplies	2,037	2,000	2,050	2,000
Police Evidence Supplies	4,352	4,000	4,000	4,000
Photo Supplies	1,252	2,600	2,600	2,600
Janitorial Supplies	62,869	50,950	58,650	62,650
Recreation Supplies	62,370	56,750	65,640	60,160
Safety Equip/Clothing	87,381	73,792	82,034	101,572
Chemical/Drugs/Medical Supplies	31,261	41,050	39,750	40,250
Motor Fuel and Lubricants	760,562	663,385	662,080	695,635
Minor Equipment	354,188	293,882	353,010	309,538
Street Maintenance & Supplies	0	0	70	0
Materials & Supplies for Resale	137,419	213,615	226,730	229,880
Other Materials/Supplies	241,802	286,048	287,721	269,439
	<u>1,823,225</u>	<u>1,775,937</u>	<u>1,869,860</u>	<u>1,868,289</u>
Services				
Employment Services	198,281	217,500	228,160	217,500
Professional Services	687,792	720,034	580,016	532,560
Recruitment Costs	4,324	3,000	2,000	3,000
Memberships	46,483	52,608	52,210	50,397
Periodicals & Books	22,851	27,325	27,880	37,225
Communication Services	365,139	384,050	388,281	397,461
Postage	48,169	57,105	55,815	59,055
Freight	1,167	1,200	1,100	1,200
Advertising	180,571	101,025	121,851	126,906
Permits & Recording Fees	3,918	3,497	8,527	3,497

GENERAL FUND EXPENDITURES

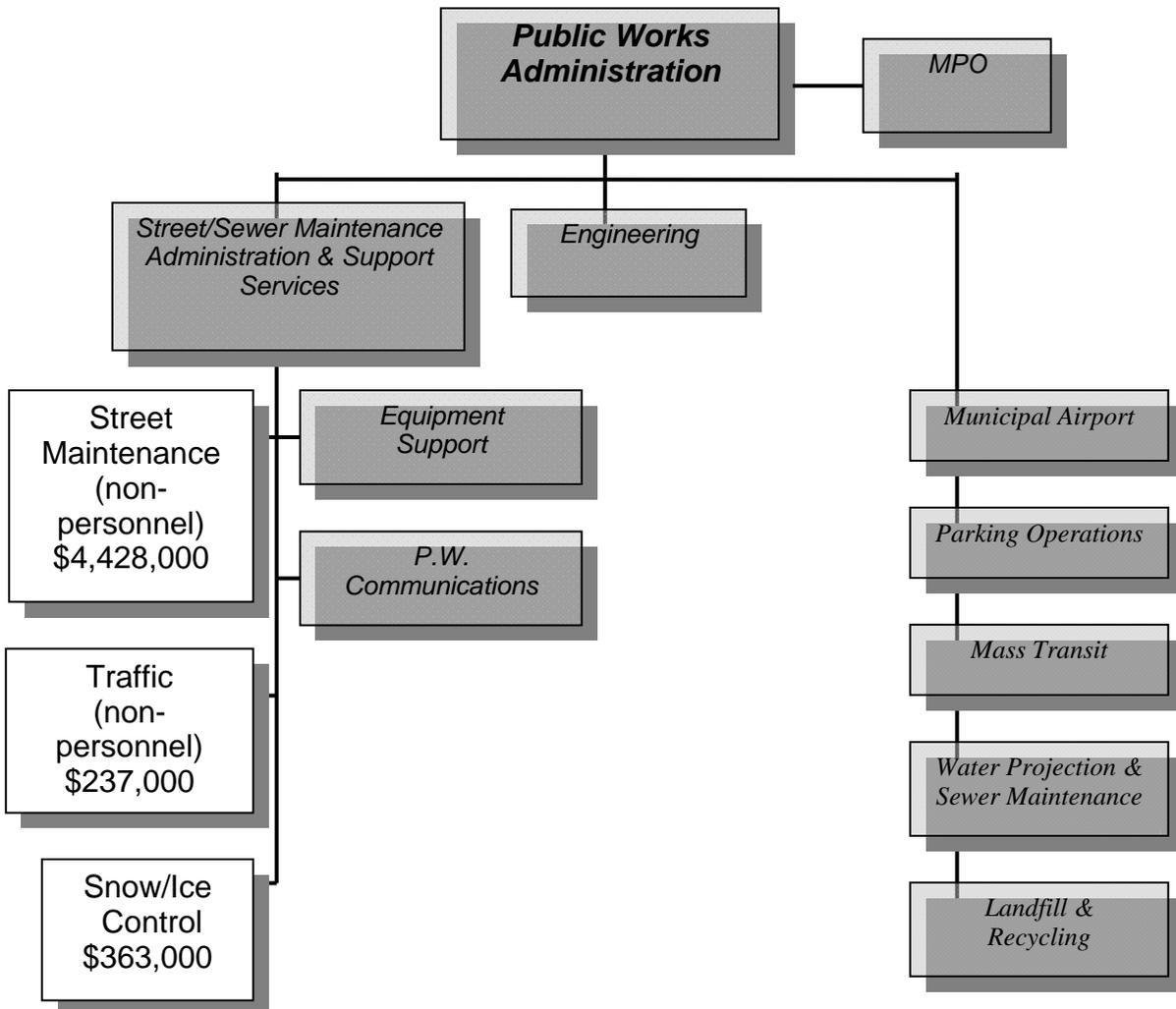
	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Printing & Binding	27,195	47,225	35,181	48,325
Gas Service	96,544	182,800	119,000	182,800
Electric Service	480,336	478,015	492,100	432,600
Water Service	52,957	59,615	61,115	62,615
Vehicle/Equipment Rent	29,709	87,380	100,717	94,000
M&R - Office Equipment	132,310	123,260	111,890	150,997
M&R - Building & Facilities	302,963	254,539	302,907	257,772
M&R - Machinery & Equipment	41,897	72,150	58,800	72,150
M&R - Motor Vehicles	588,173	519,850	635,613	568,575
M&R - Communications Equipment	954,965	1,050,927	1,050,927	1,053,496
Major Maintenance & Repairs	3,134	10,000	0	5,000
Towing Services	3,278	4,200	4,235	4,200
Laundry Services	21,446	33,350	32,250	34,350
Solid Waste Disposal Services	25,851	25,520	25,320	25,520
MO DNR Fees	625	865	880	865
Special Contributions	952,753	1,923,451	1,875,783	931,839
Other Services	452,126	903,651	800,415	923,571
	<u>5,724,957</u>	<u>7,344,142</u>	<u>7,172,973</u>	<u>6,277,476</u>
Other Charges				
Bad Debt Expense	239	0	0	0
Principal	217,724	177,153	177,153	172,591
Interest	99,523	79,749	79,749	72,884
Other Debt Charges	4,183	4,540	4,540	4,540
Insurance/Refund Expense	319,583	432,357	432,705	362,000
Judgments & Claims	46,677	28,000	57,703	33,000
Election Expenses	0	60,000	60,000	115,000
	<u>687,929</u>	<u>781,799</u>	<u>811,850</u>	<u>760,015</u>
Capital Outlay				
Office Equipment & Furniture	13,518	0	0	0
Motor Vehicles	271,789	203,870	203,870	299,190
Machinery & Equipment	220,160	50,900	119,601	62,786
Software Purchases	55,227	0	0	0
	<u>560,694</u>	<u>254,770</u>	<u>323,471</u>	<u>361,976</u>
Interfund Transfers				
Transfer to General Fund	0	0	10,000	0
Transfer to Streets Maintenance	4,234,816	1,000,000	1,220,900	1,781,000
Transfer to Parks Maintenance	1,052,080	0	0	460,000
Transfer to CDBG	0	0	71,593	0
Transfer to Water Protection	200,000	0	0	0
Transfer to Capital Projects	437,175	0	354,480	150,000
	<u>5,924,071</u>	<u>1,000,000</u>	<u>1,656,973</u>	<u>2,391,000</u>
Total	<u>45,690,622</u>	<u>47,131,289</u>	<u>47,240,621</u>	<u>49,119,260</u>

STREETS MAINTENANCE FUND

The Streets Maintenance Fund accounts for those revenues received from the City's share of the Missouri motor fuel tax and road and bridge tax. Revenues also include street and utility cut payments, interest earned from the General Fund emergency reserve. In order to meet the demands of the services within the Streets Maintenance Fund a portion of one percent (1%) of the local general sales tax is transferred to the fund as necessary. These revenues are used for street maintenance, street overlay, storm sewers, bridges, street signs, snow removal, street lighting.

TOTAL BUDGETED RESOURCES: \$ 5,029,000

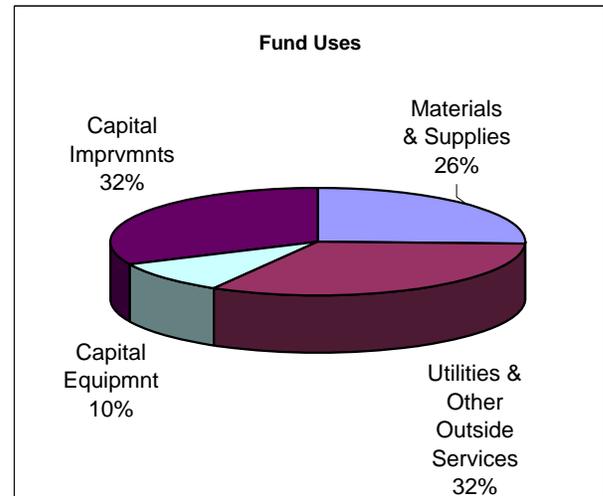
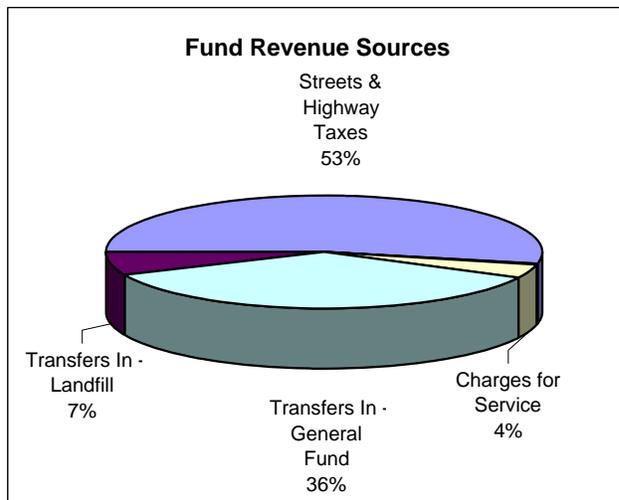
PLANNED USE BY PROGRAM



STREETS MAINTENANCE FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning FB:			589,711	55,331
Streets & Highway Taxes	2,656,714	2,687,705	2,656,705	2,656,705
Permits	0	1,500	0	0
Charges for Service	138,328	200,000	150,000	200,000
Other Revenue & FEMA Reimbursements	135,594	0	42,204	0
Investment Earnings	9,306	6,700	7,350	6,700
Transfers In - Landfill	325,000	325,000	325,000	325,000
Transfers In - General Fund	4,234,816	1,000,000	1,240,900	1,781,000
TOTAL SOURCES	7,499,758	4,220,905	4,422,159	4,969,405
USES				
Salaries & Wages	1,813,339	0	0	0
Employee Benefits & Payroll Taxes	641,804	0	0	0
Materials & Supplies	993,472	1,273,550	1,197,400	1,286,150
Utilities & Other Outside Services	1,937,385	1,621,450	1,606,889	1,644,500
Property/Liability Ins; Judgement & Claims	9,911	2,000	2,000	5,000
Operating Capital Equipment	224,773	511,250	546,250	489,000
Capital Improvements	1,449,028	1,604,000	1,604,000	1,604,000
TOTAL USES	7,069,712	5,012,250	4,956,539	5,028,650
Net Surplus (Deficit)	430,046	(791,345)	(534,380)	(3,914)
ENDING RESERVED FUND BALANCE:			55,331	(3,914) *

*Should it become necessary at year-end, additional funds would be transferred from the General Fund.



STREETS MAINTENANCE FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Streets & Highway Taxes				
Fuel Tax	1,986,209	2,017,200	1,986,200	1,986,200
Road & Bridge Tax	670,505	670,505	670,505	670,505
	<u>2,656,714</u>	<u>2,687,705</u>	<u>2,656,705</u>	<u>2,656,705</u>
Permits				
Street/Utility Cut Permits	0	1,500	0	0
	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
Charges for Services				
Street Cut Repair	138,327	200,000	150,000	200,000
	<u>138,327</u>	<u>200,000</u>	<u>150,000</u>	<u>200,000</u>
Other Revenue				
Sale of Fixed Assets	28,240	0	225	0
Insurance Proceeds	4,096	0	2,337	0
Sale of Gas & Oil	2,659	0	1,200	0
Recycling Revenue	4,390	0	1,642	0
Recovery/Reimbursements/PY Refunds	68,025	0	36,800	0
	<u>107,410</u>	<u>0</u>	<u>42,204</u>	<u>0</u>
Principal Earnings				
Principal on Special Assessment	8,535	6,500	6,500	6,500
	<u>8,535</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Investment Earnings				
Investment Interest Income	771	200	850	200
	<u>771</u>	<u>200</u>	<u>850</u>	<u>200</u>
Grants				
FEMA Reimbursement Funds	23,251	0	0	0
SEMA Reimbursement Funds	4,934	0	0	0
	<u>28,185</u>	<u>0</u>	<u>0</u>	<u>0</u>
Interfund Transfers In				
Transfer from General Fund	4,234,816	1,000,000	1,240,900	1,781,000
Transfer from Landfill Fund	325,000	325,000	325,000	325,000
	<u>4,559,816</u>	<u>1,325,000</u>	<u>1,565,900</u>	<u>2,106,000</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriations	(430,046)	791,345	534,380	59,245
Total	<u>7,069,712</u>	<u>5,012,250</u>	<u>4,956,539</u>	<u>5,028,650</u>

STREETS MAINTENANCE FUND EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages				
Base Salaries/Wages	1,727,855	0	0	0
Overtime	71,456	0	0	0
Out of Title Pay	14,028	0	0	0
	<u>1,813,339</u>	<u>0</u>	<u>0</u>	<u>0</u>
Employee Benefits				
Lagers Pension Contribution	83,796	0	0	0
FICA Contribution	113,007	0	0	0
FICA Medicare	26,428	0	0	0
Health Insurance	324,103	0	0	0
Dental Insurance	13,191	0	0	0
Life Insurance	6,247	0	0	0
Unemployment Insurance	5,367	0	0	0
Long Term Disability	4,100	0	0	0
Workers Compensation	59,320	0	0	0
Confer/Train/Travel	6,245	0	0	0
	<u>641,804</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials & Supplies				
Office Supplies	447	500	0	500
Safety Equip/Clothing	23,173	17,800	18,300	18,100
Motor Fuel and Lubricants	24,315	24,150	24,150	24,150
Minor Equipment	34,882	36,200	35,700	37,500
Street Maintenance Supplies	845,845	1,139,400	1,065,300	1,139,400
Traffic/Lighting Supplies	64,000	53,200	53,200	64,200
Other Materials/Supplies	810	2,300	750	2,300
	<u>993,472</u>	<u>1,273,550</u>	<u>1,197,400</u>	<u>1,286,150</u>
Services				
Employment Services	128,193	112,200	122,200	122,200
Professional Services	8,275	9,300	8,300	8,300
Memberships	119	200	200	200
Periodicals & Books	155	200	200	200
Postage	0	50	0	0
Freight	777	900	600	900
Advertising	881	0	0	0
Printing & Binding	50	0	174	0
Electric Service - Street Lighting	1,383,714	1,144,000	1,144,000	1,144,000
Vehicle/Equipment Rent	6,650	6,900	6,900	6,900
M&R - Building & Facilities	275,584	251,800	201,800	251,800
M&R - Machinery & Equipment	0	2,200	0	1,000
M&R - Motor Vehicles	71,876	64,600	91,000	81,000
M&R - Communications Equipment	2,280	3,800	3,800	3,800
Major Repairs & Replacement	39,992	0	0	0
Laundry Services	1,130	1,700	1,700	1,700
MO DNR Fees	12	0	15	0
Other Services	17,697	23,600	26,000	22,500
	<u>1,937,385</u>	<u>1,621,450</u>	<u>1,606,889</u>	<u>1,644,500</u>

STREETS MAINTENANCE FUND EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Other Charges				
Judgement & Claims	9,911	2,000	2,000	5,000
	<u>9,911</u>	<u>2,000</u>	<u>2,000</u>	<u>5,000</u>
Capital Outlay				
Motor Vehicles	124,448	11,250	11,250	71,000
Machinery & Equipment	100,325	500,000	535,000	418,000
	<u>224,773</u>	<u>511,250</u>	<u>546,250</u>	<u>489,000</u>
Public Improvements				
Streets, Curbs & Sidewalks	1,449,028	1,604,000	1,604,000	1,604,000
	<u>1,449,028</u>	<u>1,604,000</u>	<u>1,604,000</u>	<u>1,604,000</u>
Total	<u>7,069,712</u>	<u>5,012,250</u>	<u>4,956,539</u>	<u>5,028,650</u>

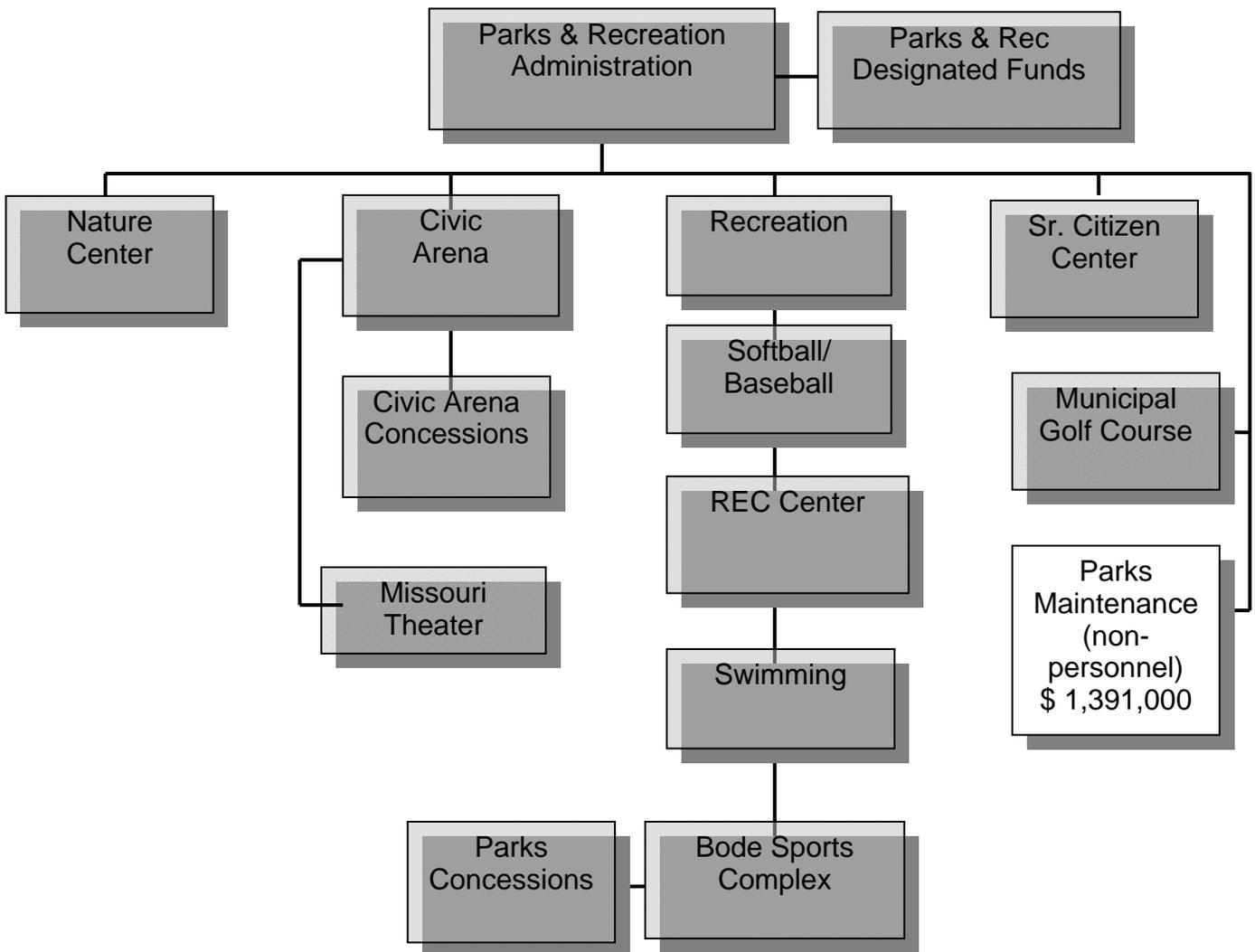
PARKS MAINTENANCE

The Parks Maintenance Fund accounts for parkways, park grounds and equipment maintenance. The fund is set up to account for the revenues derived from a special parks maintenance property tax levy of fifty cents (\$.50) per \$100 assessed valuation on land only, donations, trusts and one-half of the City Sticker & Penalty general fund revenue was routed to Parks Maintenance in FY2004 to assist that function.

The remainder of the program is funded through a transfer from the General Fund if necessary.

TOTAL BUDGETED RESOURCES: \$ 1,391,000

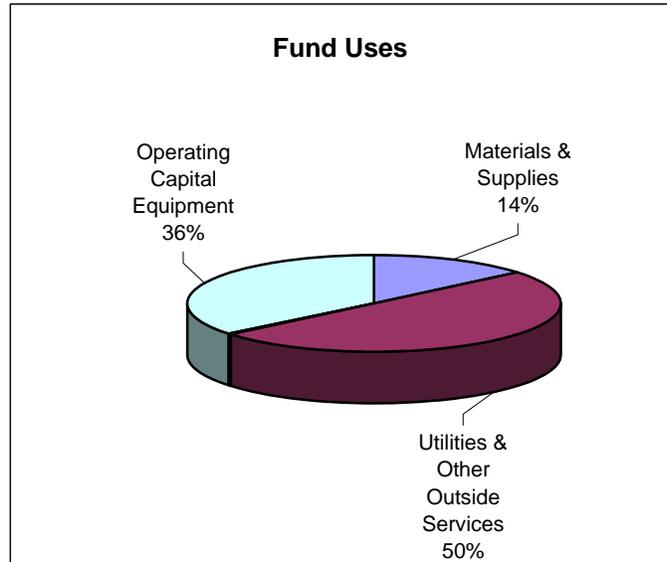
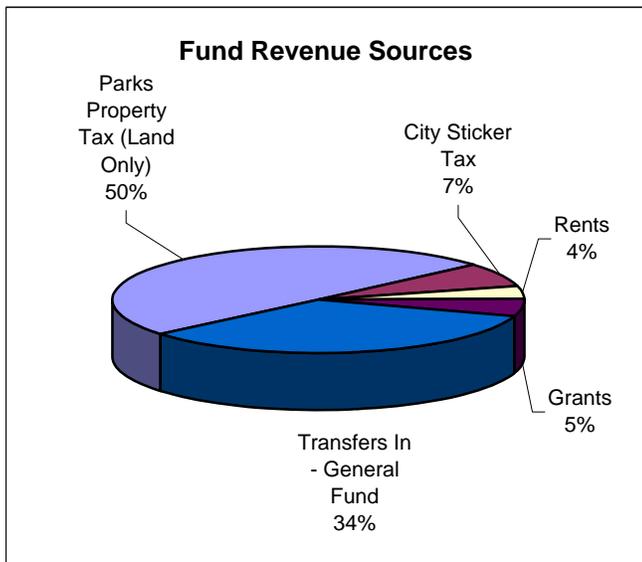
PLANNED USE BY PROGRAM:



PARKS MAINTENANCE FUND

SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning FB:			85,594	126,543
Parks Property Tax (Land Only)	679,670	598,995	672,700	673,500
City Sticker Tax	96,754	96,000	96,000	96,000
Rents	49,516	43,787	51,000	52,785
Other Revenue	32,857	0	4,983	0
Grants	65,961	70,000	95,069	70,000
Transfers In - Gaming & DBD	24,300	9,700	9,700	0
Transfers In - General Fund	1,052,080	0	0	460,000
TOTAL SOURCES	2,001,138	818,482	929,452	1,352,285
USES BY PROGRAM				
Salaries & Wages	1,012,787	0	0	0
Employee Benefits & Payroll Taxes	316,771	0	0	0
Materials & Supplies	173,198	137,150	166,778	194,650
Utilities & Other Outside Services	422,825	778,725	719,725	692,810
Property Ins, Judgements & Claims	621	2,000	2,000	3,090
Operating Capital Equipment	24,400	0	0	500,000
TOTAL USES	1,950,602	917,875	888,503	1,390,550
Net Surplus (Deficit)			40,949	88,278
ENDING ASSIGNED FUND BALANCE:			126,543	88,278



PARKS MAINTENANCE FUND

REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Property Tax				
Current Park District Tax	650,624	570,200	644,000	644,000
Prior Park District R/E Tax	22,218	21,795	22,500	22,500
R/E Penalty & Interest	6,828	7,000	6,200	7,000
	<u>679,670</u>	<u>598,995</u>	<u>672,700</u>	<u>673,500</u>
Licenses				
City Sticker & Penalty	96,754	96,000	96,000	96,000
	<u>96,754</u>	<u>96,000</u>	<u>96,000</u>	<u>96,000</u>
Rents				
Horace Mann Rent	49,516	43,787	51,000	52,785
	<u>49,516</u>	<u>43,787</u>	<u>51,000</u>	<u>52,785</u>
Other Revenue				
Insurance Proceeds	15,481	0	0	0
Concessions-Vending Machines	0	0	91	0
Sale of Fixed Assets	6,660	0	0	0
Donations	0	0	30	0
Recycling Revenue	8,023	0	1,664	0
Recovery/Reimbursements	2,735	0	3,043	0
	<u>32,899</u>	<u>0</u>	<u>4,828</u>	<u>0</u>
Interest Earnings				
Interest on Investments	(42)	0	155	0
	<u>(42)</u>	<u>0</u>	<u>155</u>	<u>0</u>
Intergovernmental				
FEMA Reimbursement Funds	(5,208)	0	15,866	0
SEMA Reimbursement Funds	845	0	9,203	0
Disaster Recovery Jobs Program	325	0	0	0
Parks Maintenance Trust	70,000	70,000	70,000	70,000
	<u>65,962</u>	<u>70,000</u>	<u>95,069</u>	<u>70,000</u>
Interfund Transfers In				
Transfer from General Fund	1,052,080	0	0	460,000
Transfer from Gaming Fund	14,600	9,700	9,700	0
Transfer from Downtown Business D.	9,700	0	0	0
	<u>1,076,380</u>	<u>9,700</u>	<u>9,700</u>	<u>460,000</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriations	(50,536)	99,393	(40,949)	38,265
Total	<u>1,950,603</u>	<u>917,875</u>	<u>888,503</u>	<u>1,390,550</u>

EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages				
Base Salaries/Wages	895,277	0	0	0
Overtime	1,514	0	0	0
Temp-Part Time Wages	115,226	0	0	0
Sick Leave Buy Back	770	0	0	0
	<u>1,012,787</u>	<u>0</u>	<u>0</u>	<u>0</u>

PARKS MAINTENANCE FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Employee Benefits				
Lagers Pension Contribution	42,369	0	0	0
FICA Contribution	63,317	0	0	0
FICA Medicare	14,808	0	0	0
Health Insurance	155,690	0	0	0
Dental Insurance	6,189	0	0	0
Life Insurance	3,196	0	0	0
Unemployment Insurance	2,252	0	0	0
Long Term Disability	2,069	0	0	0
Workers Compensation	26,881	0	0	0
	<u>316,771</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials & Supplies				
Janitorial Supplies	4,607	3,500	5,000	5,000
Recreation Supplies	28,175	21,000	21,000	21,000
Safety Equip/Clothing	4,918	3,500	3,500	3,500
Chemical/Drugs/Medical Supplies	82	150	150	150
Motor Fuel and Lubricants	120,021	95,000	123,128	125,000
Minor Equipment	15,395	14,000	14,000	20,000
Traffic & Lighting Supplies	0	0	0	20,000
	<u>173,198</u>	<u>137,150</u>	<u>166,778</u>	<u>194,650</u>
Services				
Employment Services	0	130,000	18,500	0
Memberships	15	20	20	20
Telephone Service	6,473	8,505	8,505	5,090
Printing & Binding	25	0	0	0
Gas Service	27,625	45,000	45,000	45,000
Electric Service	134,445	349,500	349,500	349,500
Water Service	29,987	50,000	50,000	50,000
Vehicle/Equipment Rent	1,995	2,700	2,700	2,700
M&R - Building & Facilities	75,054	71,500	96,500	97,000
M&R - Machinery & Equipment	10,243	10,000	12,500	12,000
M&R - Motor Vehicles	91,276	75,000	95,000	90,000
M&R - Communications Equipment	4,284	5,000	5,000	5,000
Major Repairs & Replacement	6,960	0	0	0
Laundry Services	695	500	500	500
MO DNR Fees	1,423	2,000	1,000	1,000
Other Services	32,326	29,000	35,000	35,000
	<u>422,826</u>	<u>778,725</u>	<u>719,725</u>	<u>692,810</u>
Interfund Transfers				
Transfer to Computer Network	0	0	0	1,090
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,090</u>
Other Charges				
Judgement & Claims/Insurance	621	2,000	2,000	2,000
	<u>621</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Capital Outlay				
Motor Vehicles	0	0	0	220,000
Machinery & Equipment	24,400	0	0	280,000
	<u>24,400</u>	<u>0</u>	<u>0</u>	<u>500,000</u>
Total	<u>1,950,603</u>	<u>917,875</u>	<u>888,503</u>	<u>1,390,550</u>

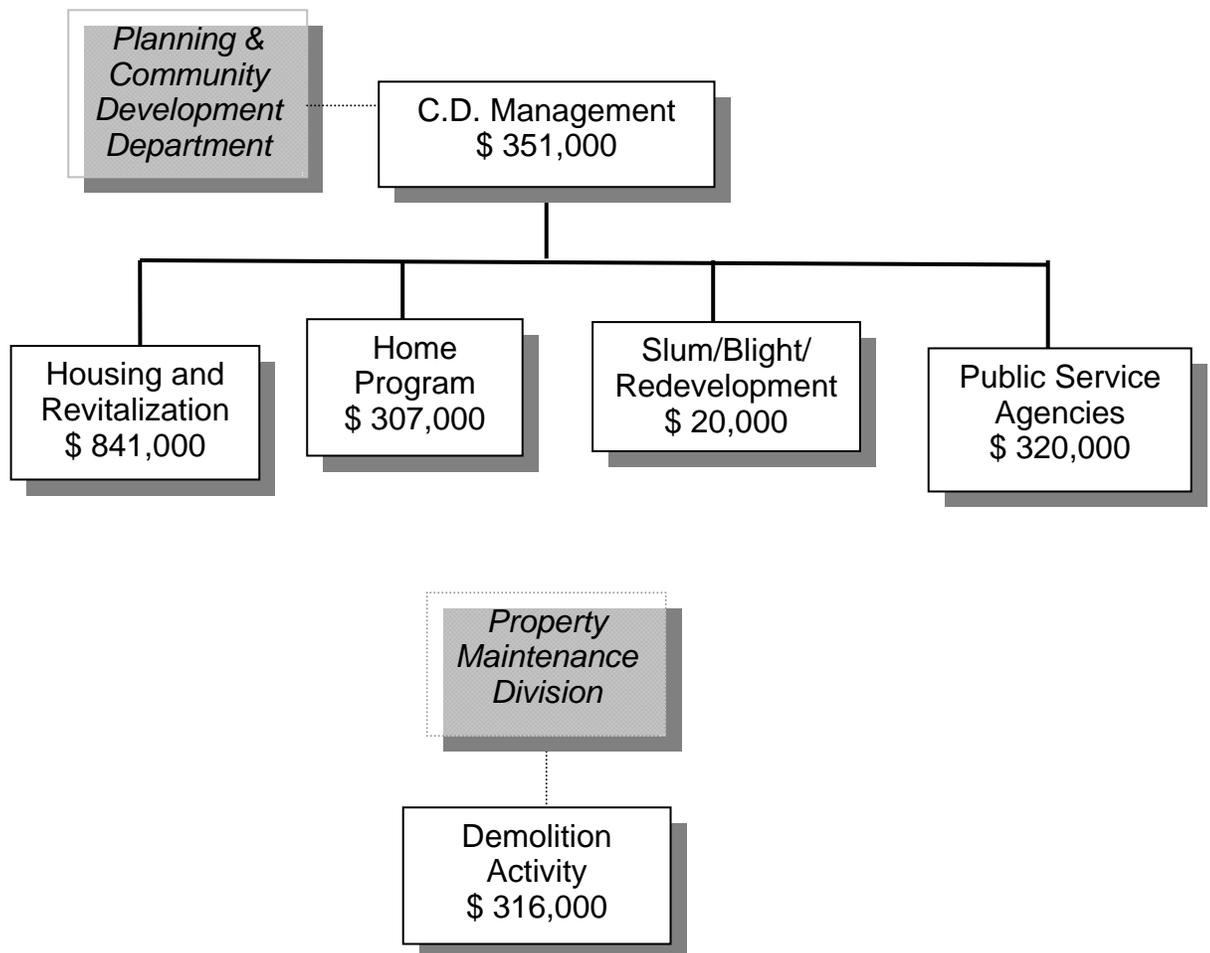
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant (CDBG) Fund accounts for those revenues received by the City from federal and state governments. The major source of funds comes from the CDBG Entitlement Program authorized by Congress in 1974 for cities with populations of 50,000 or more. The primary goal of the program is to develop viable urban communities that offer decent housing, suitable living environments, and economic opportunities for low and moderate-income people. Monies are also received from HUD (Housing & Urban Development), various state grants and revenues from City demolition activity.

Personnel in this fund provide for the administration and implementation of these state and federally funded programs.

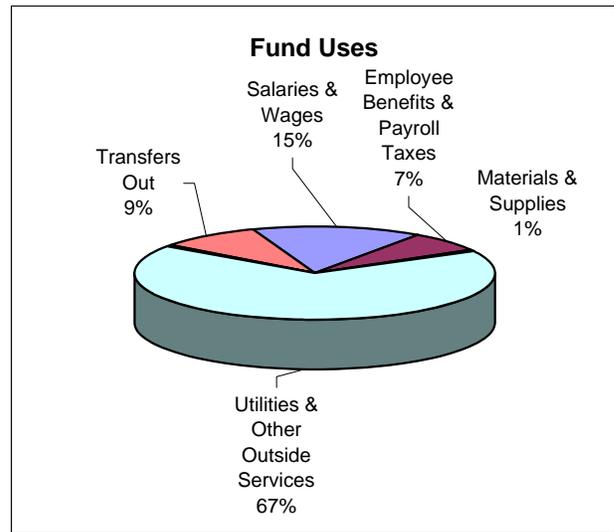
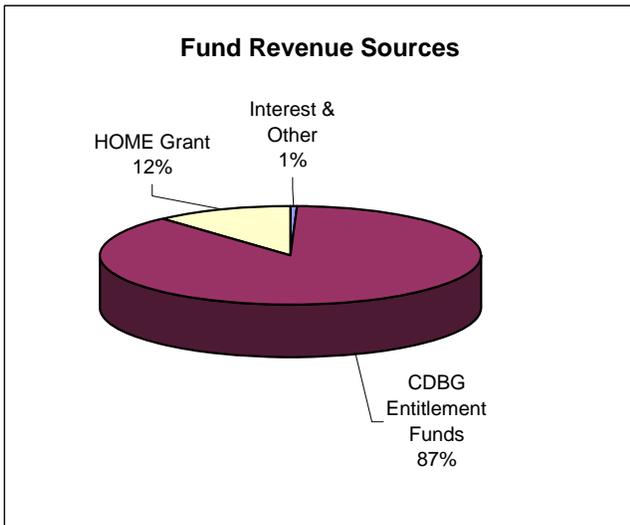
TOTAL BUDGETED RESOURCES: \$ 2,155,000

PLANNED USE BY PROGRAM:



COMMUNITY DEVELOPMENT BLOCK GRANT FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Special Assessments/Interest Earnings	23,165	16,000	37,550	16,000
Intergovernmental/Other Grants	2,955,742	2,306,006	4,814,922	2,138,631
Other Revenue	102,058	0	66,360	0
Transfers (To)/From - Reprogrammable Fund:	136,942	0	97,722	0
TOTAL SOURCES	3,217,907	2,322,006	5,016,554	2,154,631
USES				
Salaries & Wages	349,713	327,130	324,790	327,994
Employee Benefits & Payroll Taxes	118,720	141,678	132,810	151,331
Materials & Supplies	5,430	14,222	8,767	13,072
Utilities & Other Outside Services	1,373,288	1,631,835	3,373,873	1,451,847
Property Ins & Other	4,094	11,816	171,808	12,830
Transfers Out	226,552	195,325	193,325	197,557
Operating Capital Equip	0	0	0	0
TOTAL USES	2,077,797	2,322,006	4,205,373	2,154,631
Net Surplus (Deficit) to/from Reprogrammed Fnds	1,140,110	0	811,181	0



COMMUNITY DEVELOPMENT BLOCK GRANT FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Other Revenues				
Recovery/Reimbursements	74,312	0	38,860	0
Refunds Prior Year Expenditure	594	0	0	0
Other Revenue	27,152	0	27,500	0
	<u>102,058</u>	<u>0</u>	<u>66,360</u>	<u>0</u>
Special Assessments				
Principal	22,075	15,000	32,050	15,000
Interest on Special Assessments	1,090	1,000	5,500	1,000
	<u>23,165</u>	<u>16,000</u>	<u>37,550</u>	<u>16,000</u>
Intergovernmental				
Home Program Grant	511,475	270,682	724,682	307,148
Community Development Block Grant	1,471,384	2,035,324	3,622,724	1,831,483
American Rec Reinvst Grant	921,760	0	452,209	0
Federal HMIS Grant	51,123	0	15,307	0
	<u>2,955,742</u>	<u>2,306,006</u>	<u>4,814,922</u>	<u>2,138,631</u>
Interfund Transfers In				
Transfer from General Fund	0	0	71,593	0
Transfer from Rehab Loan Fund	24,015	0	26,129	0
Transfer from HOME Loan Fund	112,927	0	0	0
	<u>136,942</u>	<u>0</u>	<u>97,722</u>	<u>0</u>
Transfer from/(to) Reprogrammable Funds				
Reprogrammable Funds	0	0	0	0
Total	<u>3,217,907</u>	<u>2,322,006</u>	<u>5,016,554</u>	<u>2,154,631</u>

Revolving Loan Fund & Line-of-Credit Balances

Revolving Loan Fund Balances:

Rehab, Rental Rehab, & Historic Preservation Loans:	\$1,360,673
Home Loans:	1,649,936
Reserved Fund Balance:	<u>\$3,010,609</u>

Line-of-Credit Balances:

Reprogrammed for FY2011/12	\$1,511,451
Reprogrammed for FY2010/11	200,039
Reprogrammed for FY2009/10	217,637
Reprogrammed for FY2008/09	135,164
	<u>\$2,064,291</u>

The revolving loan and line-of-credit balances are as of 2/28/12 and represent amounts available for, but not currently appropriated in, the city budget.

EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages				
Base Salaries/Wages	349,713	327,130	324,790	327,994
	<u>349,713</u>	<u>327,130</u>	<u>324,790</u>	<u>327,994</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Employee Benefits				
Lagers Pension Contribution	16,908	18,973	18,858	22,194
FICA Contribution	21,656	20,282	20,146	20,337
FICA Medicare	5,065	4,744	4,741	4,758
457 Employee Pay Plan	(68)	0	0	0
Health Insurance	49,959	54,601	54,601	58,937
Dental Insurance	1,964	2,281	2,281	2,281
Federal Health Reinsurer Tax	0	0	0	225
Life Insurance	1,258	1,308	1,308	1,304
Long Term Disability	816	851	851	848
Workers Compensation	10,812	9,669	9,669	11,478
Car/Mileage Allowance	2,402	7,050	4,840	7,050
Confer/Train/Travel	7,948	21,919	15,515	21,919
	<u>118,720</u>	<u>141,678</u>	<u>132,810</u>	<u>151,331</u>
Materials & Supplies				
Office Supplies	2,761	6,800	5,000	6,800
Photo Supplies	0	1,800	0	1,800
Motor Fuel	2,089	1,600	1,600	1,600
Minor Equipment	203	3,005	1,300	1,855
Other Materials/Supplies	377	1,017	867	1,017
	<u>5,430</u>	<u>14,222</u>	<u>8,767</u>	<u>13,072</u>
Services				
Professional Services	51,013	91,240	88,510	48,510
Memberships	872	1,595	1,420	1,595
Periodicals & Books	701	1,000	1,000	1,000
Telephone Service	4,713	6,060	4,650	5,320
Postage	5,304	7,800	7,875	7,800
Advertising	15,175	33,405	23,000	32,269
Permits & Recording Fees	989	2,200	2,060	2,200
Printing & Binding	478	2,406	525	2,406
Gas Service	2,883	3,500	3,540	3,500
Electric Service	7,471	6,000	6,000	6,000
Water Service	2,924	2,000	2,000	2,000
Vehicle/Equipment Rent	708	2,645	2,645	2,645
M&R - Motor Vehicles	469	700	1,170	700
M&R - Communications Equipment	0	100	0	100
Solid Waste Disposal	522	500	500	500
MO DNR Fees	0	0	60	0
Special Contributions	436,280	307,500	922,134	367,500
Other Services	842,786	1,163,184	2,306,784	967,802
	<u>1,373,288</u>	<u>1,631,835</u>	<u>3,373,873</u>	<u>1,451,847</u>
Other Charges				
Refund Expense	0	0	159,992	0
Insurance	4,094	11,816	11,816	12,830
Transfer to General Fund	217,832	187,695	185,695	191,017
Transfer to General Fund - Computer	8,720	7,630	7,630	6,540
	<u>230,646</u>	<u>207,141</u>	<u>365,133</u>	<u>210,387</u>
Total	<u>2,077,797</u>	<u>2,322,006</u>	<u>4,205,373</u>	<u>2,154,631</u>

SPECIAL ALLOCATION FUND

The Special Allocation Fund is the depository for revenues generated by the City's Tax Increment Financing (TIF) redevelopment projects and Economic Development Agreements (EDA). The Fund is established per State Statute, Section 99.845 R.S.Mo. 2000. The Fund derives revenue from four main sources.

Payment in Lieu of Taxes (PILOTS) – Real property tax rates are frozen within the established TIF district for a term of up to 23 years per project. Increases in real property taxes due to new construction, rehabilitation and infrastructure improvements associated with the TIF plan are abated. Property owners make PILOTS in an amount equal to the tax abatement granted.

Economic Activity Taxes (EATS) – Any EATS revenues are frozen within the district as well. 50% of new locally collected taxes including sales, food and beverage, corporate profit, and utility taxes generated by redevelopment in the area are captured by the City and deposited to the Special Allocation Fund.

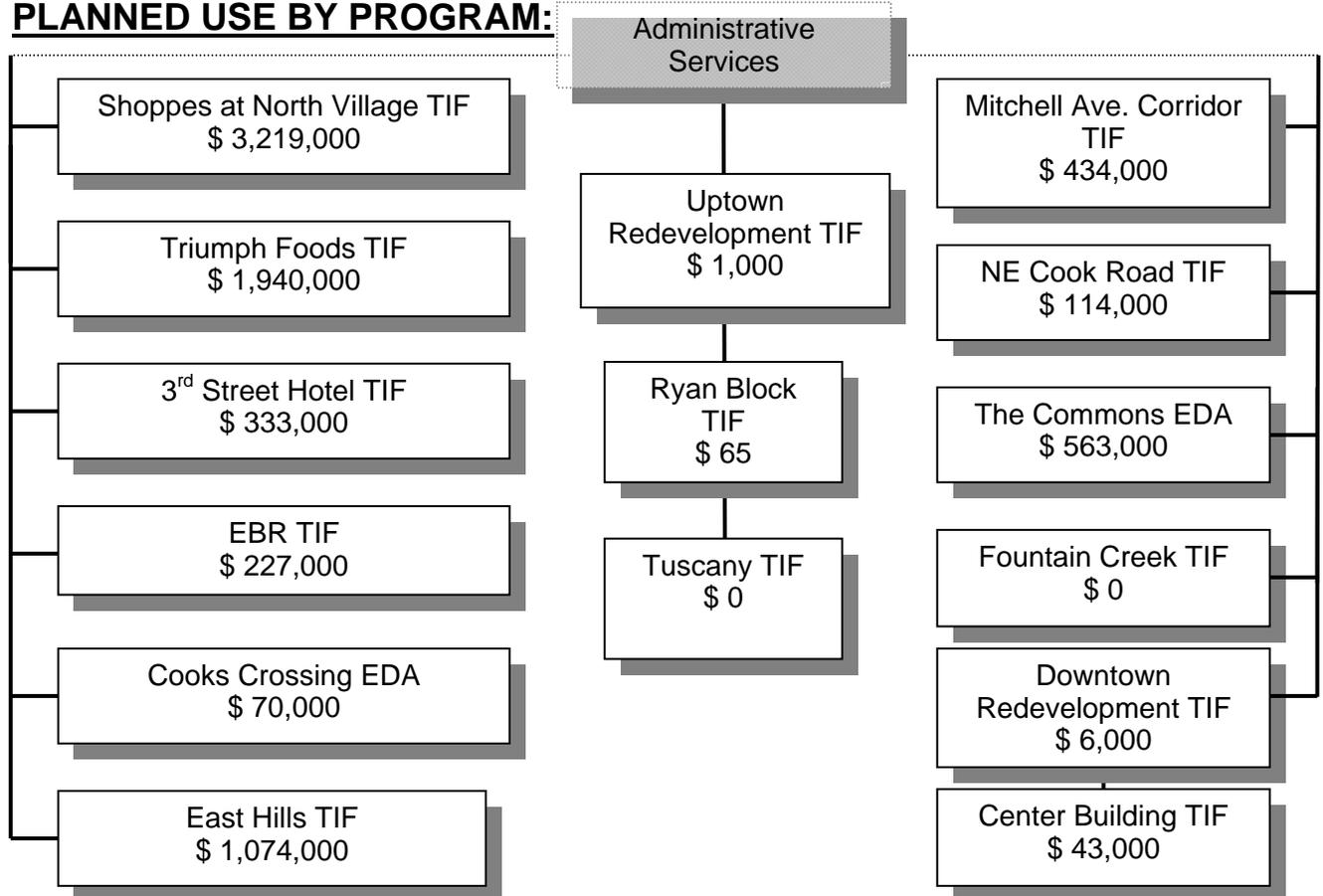
Bond Proceeds – If bonds are issued in conjunction with a TIF project, the City is reimbursed for any capital expenditures made in conjunction with infrastructure improvements for that project from the proceeds. The monies are deposited to the Special Allocation Fund and then transferred to the fund bearing the initial expense.

Reimbursements from Funding Agreements - Developers deposit up-front monies to the Fund in order to cover the City's legal and administrative costs of processing and monitoring projects.

A separate program is set up for each tax TIF project. EATS and PILOTS are tracked separately within each project. Revenues and expenditures tied to City Developer Agreements are also tracked within this fund.

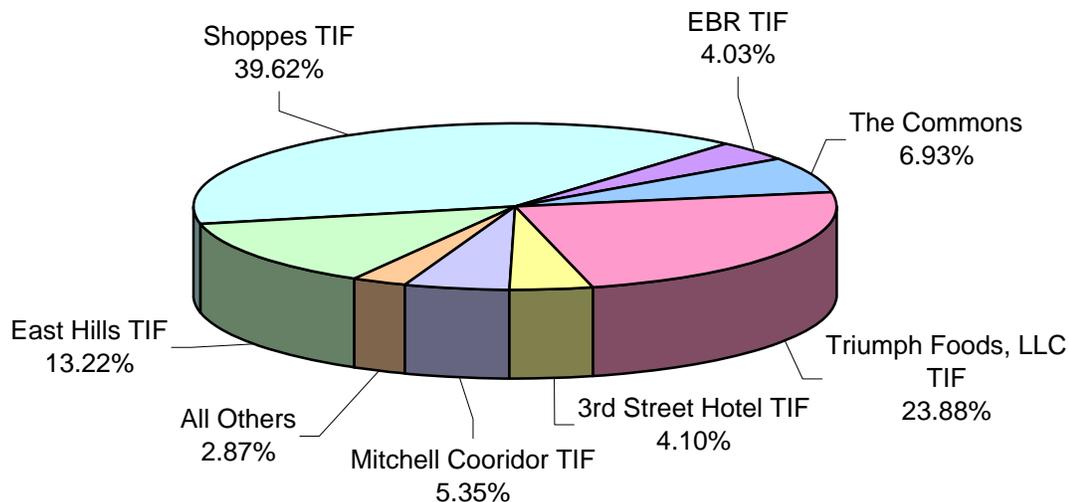
TOTAL BUDGETED RESOURCES: \$ 8,125,000

PLANNED USE BY PROGRAM:

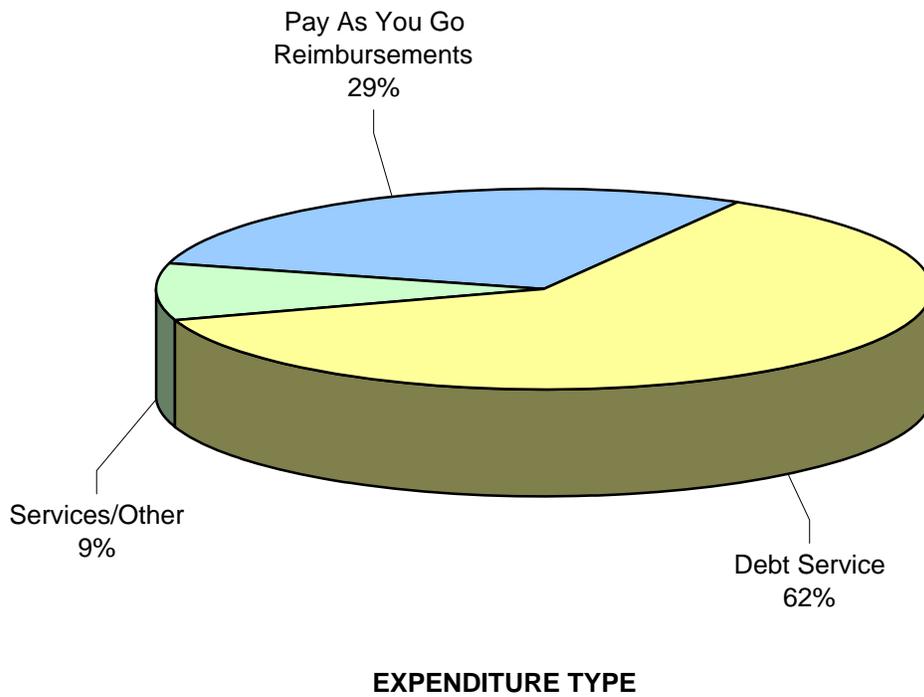
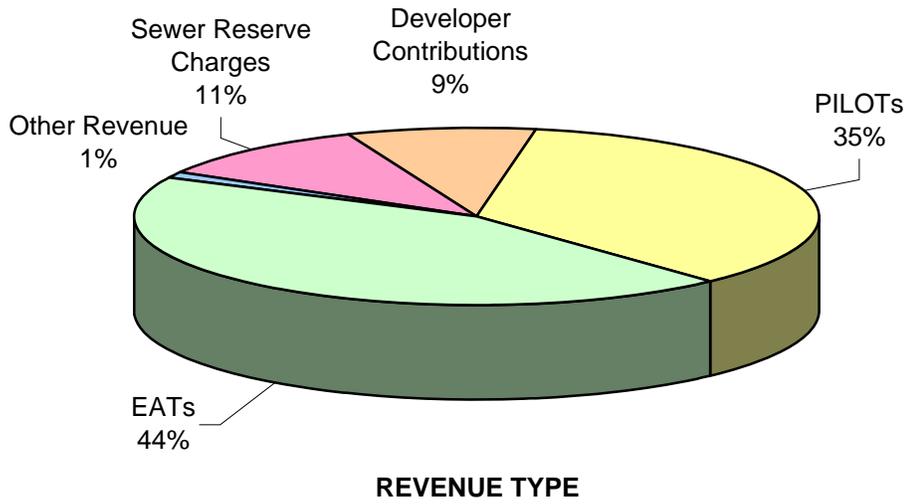


SPECIAL ALLOCATION FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
PILOTS	3,416,709	3,067,597	3,243,196	3,241,650
EATS/TDD/NonIncremental Sales Tax	3,947,621	3,944,825	4,023,610	4,037,730
Bond Proceeds/Reimbursements	6,685,000	0	8,685,000	0
Recovery/Reimbursement/Other Revenue	109,719	41,770	39,705	34,780
Sewer System Development Fees	7,000	5,000	0	500
Developer Contributions	646,260	809,100	809,100	809,100
Interest Earnings	42,114	42,477	42,657	42,477
Sewer Reserve Charges	423,168	972,996	972,996	972,996
Transfers from Other Funds	1,916	5,050	2,681	6,000
TOTAL SOURCES	15,279,507	8,888,815	17,818,945	9,145,233
USES BY PROGRAM				
Center Building TIF	19,871	23,740	39,765	42,698
Uptown Redevelopment TIF	(855)	0	625	1,000
Ryan Block TIF	877	877	65	65
Cooks Crossing EDC	16,700	2,150	63,900	70,000
Downtown Redevelopment TIF	895	0	535	6,000
Mitchell Avenue Corridor TIF	435,397	431,600	433,500	434,425
The Commons Development (EDC)	691,449	547,092	565,250	563,250
North East Cook Road TIF	40,419	54,360	113,584	113,584
East Hills TIF	1,027,550	1,045,000	1,075,500	1,074,500
Shoppes at North Village TIF	3,322,625	3,228,025	3,226,075	3,219,072
EBR Development TIF	262,423	238,970	327,220	327,220
Triumph Foods, LLC TIF	10,736,106	2,073,346	11,075,996	1,940,336
Fountain Creek TIF	72	80	0	0
3rd Street Hotel TIF	530,596	322,215	333,344	333,344
Tuscany Towers TIF	1,226	0	170	0
TOTAL USES	17,085,351	7,967,455	17,255,529	8,125,494
Net Surplus (Deficit)	(1,805,844)	921,360	563,416	1,019,739



SPECIAL ALLOCATION FUND SOURCES & USES



SPECIAL ALLOCATION FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Real Property				
Real Property Tax	25,735	0	1,555	0
	<u>25,735</u>	<u>0</u>	<u>1,555</u>	<u>0</u>
Personal Property				
Payment in Lieu of Taxes (PILOTS)-City	575,821	575,862	590,869	590,872
PILOTS - Other	2,491,622	2,491,735	2,569,627	2,569,633
TIF Public Infrastructure	323,532	0	81,145	81,145
	<u>3,390,975</u>	<u>3,067,597</u>	<u>3,241,641</u>	<u>3,241,650</u>
Sales Tax				
Economic Activity Taxes (EATS) City	2,453,648	2,472,600	2,501,870	2,514,920
EATS - County	872,910	890,115	879,260	879,950
EATS - Other	135,142	135,110	134,920	135,060
Non Incremental Sales Tax	125,987	75,000	128,500	128,500
TDD Sales Tax	0	27,000	27,000	27,000
CID Sales Tax	359,934	345,000	352,060	352,300
	<u>3,947,621</u>	<u>3,944,825</u>	<u>4,023,610</u>	<u>4,037,730</u>
Sanitary Sewer Charges				
Sewer System Development Fee	7,000	5,000	0	500
	<u>7,000</u>	<u>5,000</u>	<u>0</u>	<u>500</u>
Bond Proceeds				
Bond Proceeds	6,685,000	0	8,685,000	0
	<u>6,685,000</u>	<u>0</u>	<u>8,685,000</u>	<u>0</u>
Other Revenues				
Recovery/Reimbursements	109,718	41,770	39,705	34,780
Developer Contributions	646,260	809,100	809,100	809,100
Sewer Reserve Charges	423,168	972,996	972,996	972,996
Interest Earnings	42,114	42,477	42,657	42,477
	<u>1,221,260</u>	<u>1,866,343</u>	<u>1,864,458</u>	<u>1,859,353</u>
Interfund Transfers				
Transfer from Riverboat Fund	1,916	5,050	2,681	6,000
	<u>1,916</u>	<u>5,050</u>	<u>2,681</u>	<u>6,000</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	0	(921,360)	0	0
Total	<u>15,279,507</u>	<u>7,967,455</u>	<u>17,818,945</u>	<u>9,145,233</u>

BEGINNING FUND BALANCE BY PROJECT

Beginning Operating FB:	FY2013	FY2014
	Actual	Projected
Center Building TIF	419	422
Uptown Redevelopment TIF (Deficit covered by Gaming)	(2,420)	955
Ryan Block TIF	4,305	5,776
Cooks Crossing EDC	18,650	21,500
Downtown Redevelopment TIF	1,318	3,464
Mitchell Avenue Corridor TIF	1,002,145	1,002,235
The Commons Development (EDC)	(16,494)	(23,470)
North East Cook Road TIF	11,132	11,814
East Hills TIF	21,809	22,864
Shoppes at North Village TIF	2,390,209	3,066,837
EBR Development TIF	4,579	4,399
Triumph Foods, LLC TIF	2,909,568	3,810,278
Fountain Creek TIF	2,425	2,425
3rd Street Hotel TIF	(15,980)	(15,980)
Tuscany Towers TIF	10,993	10,823

SPECIAL ALLOCATION FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Supplies & Services				
Professional Services	28,600	7,095	11,080	12,700
Postage	108	100	0	0
Advertising	0	20	0	0
Special Contributions/Services	51,814	55,115	81,145	81,145
Other Services	652,942	657,237	660,594	661,144
	<u>733,464</u>	<u>719,567</u>	<u>752,819</u>	<u>754,989</u>
Debt Service				
Principal Payments	4,361,643	2,242,855	1,480,075	2,610,075
Interest Payments	3,424,789	3,054,306	3,054,306	2,608,673
Other Debt Charges	276,558	24,000	203,366	24,000
TIF Reimbursable Expenses	0	1,926,727	2,117,374	2,127,757
Payment to Ref Escrow Agent	8,288,897	0	9,647,589	0
	<u>16,351,887</u>	<u>7,247,888</u>	<u>16,502,710</u>	<u>7,370,505</u>
Total	<u>17,085,351</u>	<u>7,967,455</u>	<u>17,255,529</u>	<u>8,125,494</u>

GAMING INITIATIVES FUND

The Gaming Initiatives Fund is a special revenue fund established July 1, 1995 to track revenues derived from the riverfront casino located on the City's Missouri River Waterfront. Revenues are received from the State of Missouri based on state statutes. A lease agreement with casino owners provided approximately \$400,000 a year and was ended by the casino owners in mid-FY2010. Revenues are shared equally with Buchanan County.

Although the City reports annually to the State of Missouri on how the gambling revenues are spent, there are no legal restrictions on their use. City Council has adopted an informal policy of not using funds for ordinary operating expenditures. Actual expenditures are approved during each annual budget process. Riverfront and economic development activities have also become a major focus for this fund.

TOTAL BUDGETED RESOURCES: \$ 1,117,000

PLANNED USE BY PROGRAM:



GAMING INITIATIVES FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning FB:			512,830	324,472
Gaming Revenue	813,761	1,157,000	1,022,000	1,030,600
Other Revenue	0	0	170,555	0
Interest Earnings	342	600	600	600
Appropriated from Fund Balance	0	0	0	0
TOTAL SOURCES	<u>814,103</u>	<u>1,157,600</u>	<u>1,193,155</u>	<u>1,031,200</u>
USES BY PROGRAM				
Gaming Funded Initiatives	965,914	1,261,510	1,381,513	1,116,783
TOTAL USES	<u>965,914</u>	<u>1,261,510</u>	<u>1,381,513</u>	<u>1,116,783</u>
Net Surplus (Deficit)			(188,358)	(85,583)
ENDING ASSIGNED FUND BALANCE:			<u>324,472</u>	<u>238,889</u>

Proposed Gaming Funded Initiatives

	\$25,000	MO-KAN Contribution
	\$8,560	State Legislative Lobbyist (Mark Rhoads)
	\$170,000	Chamber Economic Development Contract
	\$500	Great Northwest Day at the Capital (City sponsorship share)
[Inc for add'l mtgs/travel since Fed lobbyist cntrct dropped.]	\$16,000	Community Alliance Membership
	\$24,500	Downtown Partnership Contract
	\$50,000	Festival Funding
	\$13,000	City 4th of July fireworks display
	\$80,000	Property Mnt clean-up, abatement, dangerous bldg issues
	\$20,000	Save Our Heritage Neighborhood Grants
	\$100,000	Historic preservation grants outside of HUD-eligible areas
	\$1,600	MDOT Lease
	\$50,000	Public Education Spots & Cablevision Contract (Pub Info)
	\$150,000	Legal Services - Outside Specialized Counsel (Legal)
Contributions/Contracts - Once or Limited	\$25,000	Institute for Industrial & Applied Life Sciences (3rd of 3 yrs)
	\$25,000	Allied Arts Council (3rd of 3 yrs)
	\$12,500	Youth Alliance Capital Campaign (2nd of 2 yrs)
Capital Equipment/Improvements	\$11,755	Replace (5) external defibrillators (Fire)
	\$18,518	Replace (3) unusable treadmills w/commercial grade (Fire)
	\$16,000	Purchase & Install Solar Panels (Senior Center)
	\$10,850	Mobile data authentication in police vehicles (mandated)
	\$90,000	911 system software & hardware replacement (Public Safety)
	\$5,500	Replace boiler tubes in the Floyd Building (Streets)
	\$10,000	Replace hallway, reception, conf room carpet (P&R Admin)
TRANSFER TO GENERAL FUND:		
Nature Center:	\$50,000	Special Programming
NonDepartmental:	\$10,000	Reimbursement for in-kind services provided to spcl events
TRANSFER TO SPECIAL ALLOCATION FUND:		
City Sponsored TIFs:	\$6,000	As Needed - To cover City expenses until TIF revenues begin
TRANSFER TO AVIATION FUND:		
Airport Operations:	\$60,000	Operating Subsidy in support of Air Guard presence
TRANSFER TO PARKING FUND:		
Parking Operations:	\$6,500	Reimbursement for lost revenue/waived fees at Civic Center
TRANSFER TO CAPITAL PROJECTS FUND:		
	\$50,000	Living History Reserve project

GAMING INITIATIVES FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Rents				
State Admissions	483,931	701,200	605,000	610,000
State Gaming	329,830	455,800	417,000	420,000
	<u>813,761</u>	<u>1,157,000</u>	<u>1,022,000</u>	<u>1,030,000</u>
Investment Interest				
Interest Income	342	600	600	600
	<u>342</u>	<u>600</u>	<u>600</u>	<u>600</u>
Other Revenue				
Donations	0	0	150,000	0
Refunds Prior Year	0	0	555	0
Recovery/Reimbursement	0	0	10,000	0
	<u>0</u>	<u>0</u>	<u>160,555</u>	<u>0</u>
Transfers				
Transfer From General Fund	0	0	10,000	0
	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	151,811	103,910	188,358	86,183
Total	<u>965,914</u>	<u>1,261,510</u>	<u>1,381,513</u>	<u>1,116,783</u>

GAMING INITIATIVES FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Services & Supplies				
Minor Equipment	0	31,500	31,500	11,755
Professional Services	15,000	150,000	225,000	150,000
Advertising	0	50,000	50,000	50,000
MR Communications Equipment	0	0	0	90,000
Major Repairs & Replacement	0	5,050	5,050	0
Special Contributions	393,962	465,900	465,900	490,060
Other Services	0	101,600	61,600	81,600
	<u>408,962</u>	<u>804,050</u>	<u>839,050</u>	<u>873,415</u>
Interfund Transfers Out				
Transfer to General Fund	421,788	70,000	155,000	60,000
Transfer to Parks Maintenance Fund	14,600	9,700	9,700	0
Transfer to Special Allocation Fund	1,916	5,050	5,050	6,000
Transfer to Aviation Fund	60,000	60,000	60,000	60,000
Transfer to Parking Fund	6,500	6,500	6,500	6,500
Transfer to Capital Projects Fund	0	190,000	190,000	50,000
	<u>504,804</u>	<u>341,250</u>	<u>426,250</u>	<u>182,500</u>
Capital Outlay				
Buildings & Other Improvements	0	0	0	31,500
Motor Vehicles	0	15,000	15,000	0
Software Purchases	11,500	90,810	90,810	0
Radio & Communication Equipment	0	0	0	10,850
Machinery & Equipment	40,648	10,400	10,403	18,518
	<u>52,148</u>	<u>116,210</u>	<u>116,213</u>	<u>60,868</u>
Total	<u>965,914</u>	<u>1,261,510</u>	<u>1,381,513</u>	<u>1,116,783</u>

MUSEUM TAX FUND

The Museum Tax Fund accounts for the distribution of the 5 cent (\$.05) property tax levy, approved by voters in 1948, for the purposes of “operating, maintaining, improving and supervising a municipal museum”. From the time the tax was passed until recently, funds were distributed to the various forms of an entity known, since 1985, as St. Joseph Museum, Inc. The Museum Tax Fund was unbudgeted and the City acted strictly as the pass-through agency for the revenues.

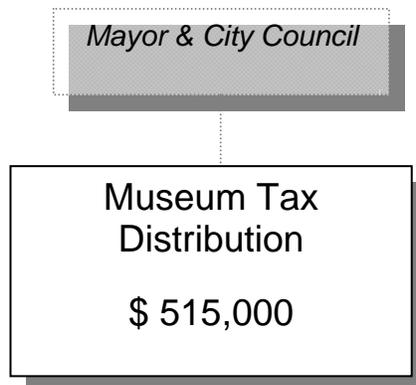
A judge’s decision following a 2006 lawsuit brought about by one faction of St. Joseph Museum, Inc. membership against another, gave the City sole discretion on how the museum tax was to be distributed. The decision also required a more specific contract between the City and any private entity chosen to run the City’s museums.

The major portion of the tax is distributed to the private entity contracted to manage a group of municipal museums for the City. A smaller portion of tax funds are distributed directly to a City-run facility/museum, the Remington Nature Center. Finally, monies are designated to operate and to maintain the Wyeth-Tootle Mansion, a facility considered “a municipal museum” as long as it operates as a museum.

RSMo, Section 94.350(2) and 94.400.1 both allow cities to levy property taxes for “museum purposes”.

TOTAL BUDGETED RESOURCES: \$ 515,000

PLANNED USE BY PROGRAM:



MUSEUM TAX FUND SUMMARY

	2011-12	2012-13		2013-14
		Actual	Adopted Budget	Estimated Actual
SOURCES				
Beginning FB:			58,967	79,315
Property Tax	421,471	405,415	412,045	410,980
Interest Earnings	353	670	350	670
TOTAL SOURCES	<u>421,824</u>	<u>406,085</u>	<u>412,395</u>	<u>411,650</u>
USES BY PROGRAM				
Museum Tax Initiatives	376,313	377,660	392,047	379,843
TOTAL USES	<u>376,313</u>	<u>377,660</u>	<u>392,047</u>	<u>379,843</u>
Net Surplus (Deficit)	45,511	28,425	20,348	31,807
ENDING OPERATING FUND BALANCE:		<u>28,425</u>	<u>79,315</u>	<u>111,122</u>

SOURCES	Beginning Capital FB:		286,259	354,156
Property Tax		100,000	100,000	100,000
Appropriated from (to) Fund Balance		105,489	0	0
		<u>205,489</u>	<u>100,000</u>	<u>100,000</u>
USES				
Trf to Capital Projects for Bldg Renov.		205,489	100,000	32,103
Net Capital Surplus (Deficit)		0	0	(34,826)
ENDING CIP FUND BALANCE:		<u>0</u>	<u>354,156</u>	<u>319,330</u>
TOTAL USES		<u>581,802</u>	<u>477,660</u>	<u>424,150</u>

Museum Fund Initiatives

<i>CONTRACTED SERVICES MUSEUM MGMT:</i>	\$300,000	Wyeth-Tootle & SJMI Museums (75% of allocation)
<i>OTHER SERVICES:</i>	\$7,563	Postage, Advertising, Property Insurance
<i>COLLECTION FEES:</i>	\$12,600	Buchanan County Assessment & Collection Fees
<i>TRANSFER TO GENERAL FUND:</i>	\$9,680	Administrative Transfer
<i>TRANSFER TO CAPITAL PROJECTS FUND</i>	\$134,826	Capital improv. at Wyeth-Tootle (25% of \$400,000)
<i>TRANSFER TO PARKS & REC FUND</i>	\$50,000	City-operated museum - Remington Nature Center
	<u>\$514,669</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 FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Amended Budget	Estimated Actual	Budget
Real Property Tax				
Current Real Estate Tax	319,808	312,000	328,378	328,380
Prior Real Estate Tax	13,201	13,000	13,000	13,000
Real Estate Penalty and Interest	3,225	3,200	3,200	3,200
	<u>336,234</u>	<u>328,200</u>	<u>344,578</u>	<u>344,580</u>
Personal Property Tax				
Current Personal Property Tax	126,438	125,500	111,036	111,035
Personal Property Penalty and Int	2,165	2,100	2,100	2,100
Prior Personal Property Tax	14,841	7,500	9,140	7,500
M & M Surtax	27,113	27,115	28,751	29,325
	<u>170,557</u>	<u>162,215</u>	<u>151,027</u>	<u>149,960</u>
Other Personal Property Tax				
Financial Institution Tax	933	1,250	565	565
Railroad Tax	13,747	13,750	15,875	15,875
	<u>14,680</u>	<u>15,000</u>	<u>16,440</u>	<u>16,440</u>
Investment Interest				
Interest Income	353	670	350	670
	<u>353</u>	<u>670</u>	<u>350</u>	<u>670</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	69,978	(28,425)	(88,245)	3,019
Total	<u>591,802</u>	<u>477,660</u>	<u>424,150</u>	<u>514,669</u>

MUSEUM FUND EXPENDITURES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Services & Supplies				
Postage/Advertising	0	460	460	460
Special Contributions	300,000	300,000	314,262	300,000
Other Services	12,990	12,600	12,725	12,600
	<u>312,990</u>	<u>313,060</u>	<u>327,447</u>	<u>313,060</u>
Interfund Transfers Out				
Transfer to General Fund	59,057	60,019	60,019	59,680
Transfer to Capital Projects	205,489	100,000	32,103	134,826
	<u>264,546</u>	<u>160,019</u>	<u>92,122</u>	<u>194,506</u>
Insurance				
Insurance	4,266	4,581	4,581	7,103
	<u>4,266</u>	<u>4,581</u>	<u>4,581</u>	<u>7,103</u>
Total	<u>581,802</u>	<u>477,660</u>	<u>424,150</u>	<u>514,669</u>

PUBLIC WORKS DEPARTMENT

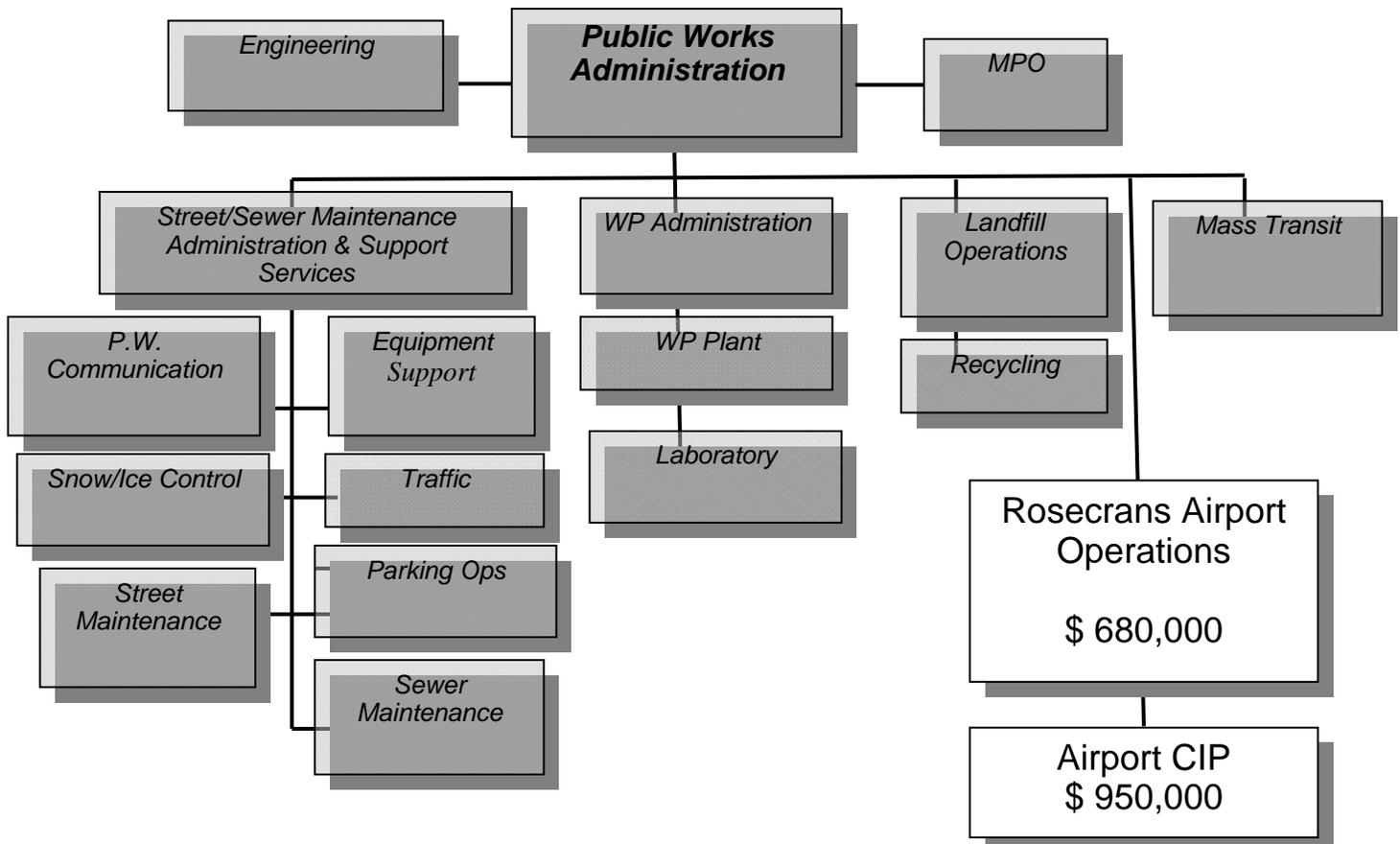
ROSECRANS MUNICIPAL AIRPORT

The Aviation Fund accounts for the revenues and expenditures associated with constructing, renovating, and operating the Rosecrans Memorial Airport. The fund derives revenue from commercial hangar rents, Air National Guard and Federal Aviation Administration rents, and other miscellaneous fees and charges. Deficits, if any, are financed through transfers from the City's Streets Fund. Airport operations are under the direction of the Public Works & Transportation Department.

Airport infrastructure and capital improvements are funded by federal and state aviation grants and from amounts designated for Aviation Improvements collected via the one-fourth (\$.0025) cent 1989 Sales Tax. The latest CIP Sales Tax initiative also approved \$500,000 over the five-year period of the sales tax for use in matching state and federal funding of projects.

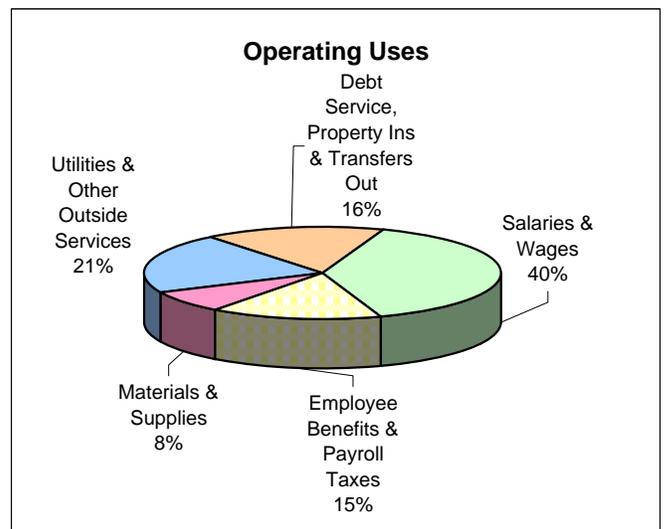
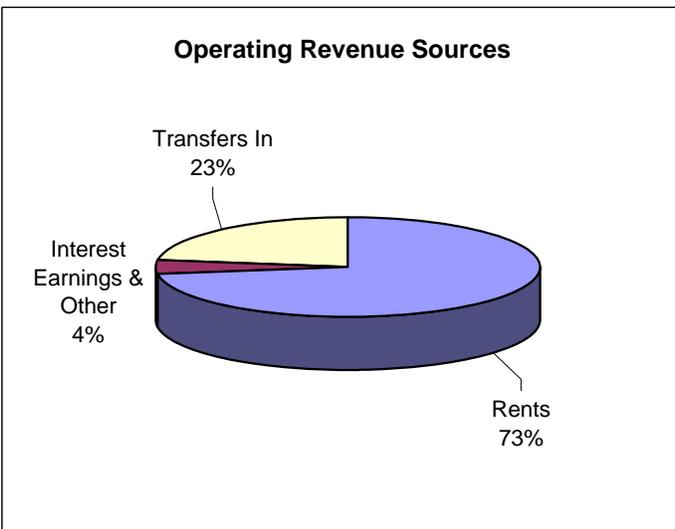
TOTAL BUDGETED RESOURCES: \$ 1,630,000

PLANNED USE BY PROGRAM:



AVIATION FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning Operating FB:			(995)	(115,184)
Rents	333,469	343,131	338,670	344,044
Other Revenue	143,839	21,000	21,735	21,000
Investment Earnings	-1,967	100	(200)	100
Transfers In	108,290	108,290	108,290	108,290
Fund Balance Appropriation	0	0	0	0
TOTAL SOURCES	<u>583,631</u>	<u>472,521</u>	<u>468,495</u>	<u>473,434</u>
USES				
Salaries & Wages	277,360	262,689	235,469	266,485
Employee Benefits & Payroll Taxes	78,740	89,481	79,006	104,579
Materials & Supplies	41,582	50,200	51,500	53,505
Utilities & Other Outside Services	152,659	138,829	126,906	143,774
Debt Service, Property Ins & Transfers Out	86,835	89,803	89,803	111,313
Capital Outlay	23,000	0		
TOTAL FUND	<u>660,176</u>	<u>631,002</u>	<u>582,684</u>	<u>679,656</u>
Net Surplus (Deficit)	(76,545)	(158,481)	(114,189)	(206,222)
ENDING OPERATING FUND BALANCE:			<u>(115,184)</u>	<u>(321,406)</u>
Components of Fund Balance:				
Assigned:			10,450	12,540
RESERVED OPERATING FUND BALANCE:			(104,734)	(308,866)
Beginning Capital Fund Balance:			<u>133,705</u>	<u>88,065</u>
SOURCES				
Grants/Entitlements	5,932,458	1,305,000	169,907	855,000
Transfers In/Other Revenue	21,100	145,000	16,290	95,000
Appropriated from Fund Balance				
TOTAL SOURCES	<u>5,953,558</u>	<u>1,450,000</u>	<u>186,197</u>	<u>950,000</u>
USES				
Aviation Projects in Capital Project Fund	648,597	1,450,000	231,837	950,000
Net Capital Surplus (Deficit)	5,304,961	0	(45,640)	0
ENDING RESERVED CIP FUND BALANCE:			<u>88,065</u>	<u>88,065</u>
TOTAL USES	<u>1,308,773</u>	<u>2,081,002</u>	<u>814,521</u>	<u>1,629,656</u>



AVIATION FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Rents				
Airport Hangar Rent	90,454	93,084	93,084	95,877
Airport Restaurant Rent	5,057	5,700	5,700	5,700
Life Net Lease	5,842	6,014	6,014	6,195
Farm Land Rent	50,539	55,000	50,539	49,045
Air National Guard Rent	26,615	26,600	26,600	26,600
BMS Warehouse Rent	6,334	7,214	7,214	7,430
F.B.O. Lease	76,330	77,220	77,220	79,537
Federal Aviation Administration Rent	72,298	72,299	72,299	73,660
	<u>333,469</u>	<u>343,131</u>	<u>338,670</u>	<u>344,044</u>
Other Revenue				
Sale of Gas & Oil	16,186	19,750	19,750	19,750
Recycling Revenue	2,203	0	0	0
Recovery/Reimbursements/Other Rev	29,253	1,250	1,985	1,250
	<u>47,642</u>	<u>21,000</u>	<u>21,735</u>	<u>21,000</u>
Investment Earnings				
Interest Income	(1,967)	100	(200)	100
	<u>(1,967)</u>	<u>100</u>	<u>(200)</u>	<u>100</u>
Intergovernmental				
Federal Aviation Administration	2,476,263	1,305,000	114,300	855,000
State Airport Aid Grant	0	0	25,043	0
FEMA/SEMA Reimbursements	84,360	0	0	0
Disaster Recovery Jobs Program	32,937	0	0	0
MO Air National Guard Grant	3,456,195	0	30,564	0
	<u>6,049,755</u>	<u>1,305,000</u>	<u>169,907</u>	<u>855,000</u>
Interfund Transfers In				
Transfer from Gaming Fund	60,000	60,000	60,000	60,000
Transfer from Water Protection Fund	48,290	48,290	48,290	48,290
Transfer from CIP Sales Tax Fund	0	145,000	16,290	95,000
	<u>108,290</u>	<u>253,290</u>	<u>124,580</u>	<u>203,290</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	(5,228,416)	158,481	159,829	206,222
Total	<u>1,308,773</u>	<u>2,081,002</u>	<u>814,521</u>	<u>1,629,656</u>

EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages				
Base Salaries/Wages	262,025	249,124	219,124	253,185
Overtime	15,335	13,565	11,840	13,300
Temporary/Part-Time Wages	0	0	4,505	0
	<u>277,360</u>	<u>262,689</u>	<u>235,469</u>	<u>266,485</u>
Employee Benefits				
Lagers Pension Contribution	11,874	15,236	13,736	18,121
FICA Contribution	17,195	16,287	14,287	16,522
FICA Medicare	4,021	3,809	3,609	3,864
Health Insurance	29,849	34,125	31,000	44,202
Dental Insurance	1,442	1,710	1,560	1,710
Federal Health Reinsurer Tax	0	0	0	160
Life Insurance	11,877	1,051	1,051	1,013
	<u>118,775</u>	<u>1,051</u>	<u>1,051</u>	<u>1,013</u>

AVIATION FUND EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Employee Benefits Con't				
Long Term Disability	533	683	683	659
Workers Compensation	8,769	7,880	7,880	9,328
Car/Mileage Allowance	100	200	200	200
Confer/Train/Travel	4,080	8,500	5,000	8,800
	<u>13,482</u>	<u>17,263</u>	<u>13,763</u>	<u>18,987</u>
Materials & Supplies				
Office Supplies	591	1,400	600	1,400
Janitorial Supplies	1,561	2,000	2,000	2,000
Safety Equip/Clothing	1,082	1,600	1,500	1,500
Motor Fuel and Lubricants	22,801	22,700	24,900	26,105
Minor Equipment	9,790	9,000	9,000	9,000
Street Maintenance Supplies	1,568	9,000	9,000	9,000
Other Materials/Supplies	4,189	4,500	4,500	4,500
	<u>41,582</u>	<u>50,200</u>	<u>51,500</u>	<u>53,505</u>
Services				
Professional Services	0	910	28,736	350,000
Memberships	1,270	1,000	1,000	1,420
Periodicals & Books	187	380	450	450
Communication Services	5,591	4,300	4,900	4,845
Postage	375	500	500	500
Advertising	639	400	1,460	400
Permits & Recording Fees	2,500	2,500	2,900	2,900
Printing & Binding	0	100	52	100
Gas Service	1,164	2,000	1,500	2,000
Electric Service	33,001	31,300	38,000	38,000
Water Service	2,654	2,100	2,100	2,100
Vehicle/Equipment Rent	332	2,154	2,154	2,154
M&R - Building & Facilities	30,234	46,000	30,000	46,000
M&R - Machinery & Equipment	9,317	9,000	9,000	9,000
M&R - Motor Vehicles	5,256	5,600	5,600	5,600
M&R - Communications Equipment	2,326	2,200	2,200	2,200
Major Repairs & Replacements	15,988	15,135	15,000	15,135
Laundry Services	2,366	2,400	1,660	2,400
Solid Waste Disposal Services	1,290	1,200	1,320	1,320
MO DNR Fees	30,910	150	150	150
Special Contributions	148	500	500	500
Other Services	7,415	9,000	6,600	6,600
	<u>152,963</u>	<u>138,829</u>	<u>155,782</u>	<u>493,774</u>
Other Charges				
Insurance/Judgement & Claims	19,366	21,958	21,958	16,298
Transfer to General Fund	64,199	64,575	64,575	90,655
Transfer to General Fund - Computer	3,270	3,270	3,270	4,360
	<u>86,835</u>	<u>89,803</u>	<u>89,803</u>	<u>111,313</u>
Capital Outlay & Public Improvements				
Machinery & Equipment	23,000	0	0	0
Streets, Curbs, and Sidewalks	149,664	0	0	0
Improvements other than Buildings	498,629	1,450,000	202,961	600,000
	<u>671,293</u>	<u>1,450,000</u>	<u>202,961</u>	<u>600,000</u>
Total	<u>1,243,515</u>	<u>2,008,784</u>	<u>749,278</u>	<u>1,544,064</u>

PUBLIC PARKING OPERATIONS

Public Parking Fund personnel operate the City's parking facilities including open parking lots, covered parking garages, and on-street parking spaces. Personnel also provide routine maintenance of the City's parking facilities and parking enforcement activities. Major improvement projects of parking facilities are also accounted for in this fund.

Revenues are derived from monthly, daily, and hourly parking fees at garages and lots. Additional revenue is generated from parking fines for violation of City parking regulations.

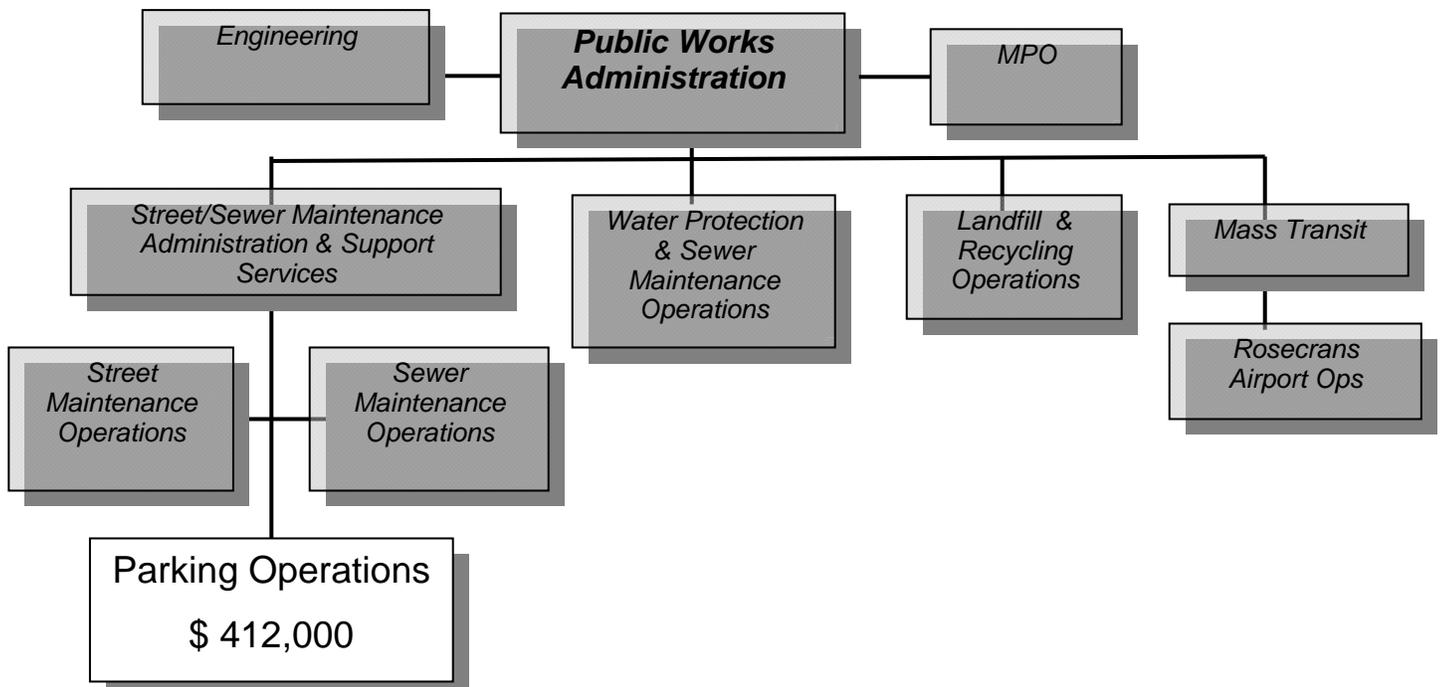
In order to help balance the struggling fund, one-half of the revenues generated from City Sticker & Penalty source was diverted from the Property Maintenance Department in the General Fund starting in FY2008. That year the City also established a \$1.00 per ticket charge on Missouri Theater/Civic Arena events ordered through Ticket Master with the revenues posted to this fund.

In FY2010 the Gaming Fund began transferring an amount equal to lost revenues from the City providing "free parking" for various non-profit events at the civic facilities.

Public parking operations are under the direction of the Public Works & Transportation Department.

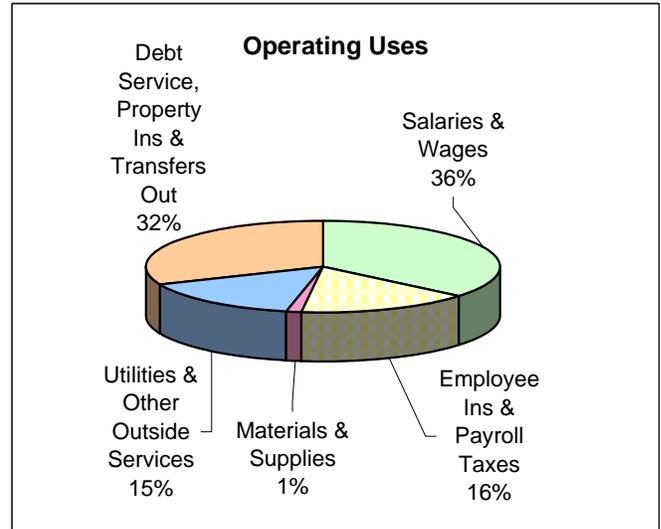
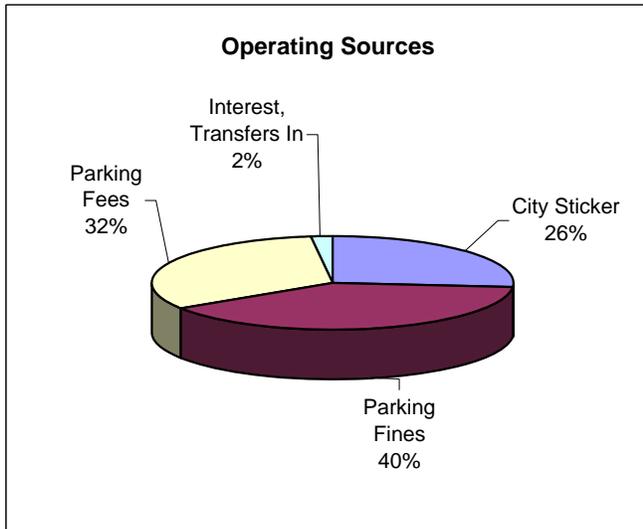
TOTAL BUDGETED RESOURCES: \$ 412,000

PLANNED USE BY PROGRAM:



PUBLIC PARKING FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning Operating FB:			151,533	93,152
City Sticker	96,754	95,000	95,000	95,000
Parking Fines	139,027	203,350	142,350	142,350
Parking Fees	118,556	118,600	116,400	117,300
Other Revenue/Interest Earnings	454	500	70	100
Transfers In	6,500	6,500	6,500	6,500
TOTAL SOURCES	361,291	423,950	360,320	361,250
USES				
Salaries & Wages	157,992	155,278	149,284	149,217
Employee Benefits & Payroll Taxes	58,025	60,981	60,681	65,006
Materials & Supplies	6,637	5,550	9,110	5,750
Utilities & Other Outside Services	65,111	60,750	58,750	61,920
Debt Service, Property Ins & Transfers Out	139,288	140,876	140,876	129,763
Capital Outlay	18,836	0	0	0
TOTAL FUND	445,889	423,435	418,701	411,656
Net Surplus (Deficit)	(84,598)	515	(58,381)	(50,406)
ENDING OPERATING FUND BALANCE:			93,152	42,746
Components of Fund Balance:				
Assigned :			7,420	8,745
RESERVED OPERATING FUND BALANCE:			85,732	34,001



PUBLIC PARKING FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Licenses				
City Sticker & Penalty	96,754	95,000	95,000	95,000
	<u>96,754</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
Fines				
Muni Ct Fines & Costs	247	0	0	0
Parking Violation Fines	138,630	142,000	142,000	142,000
Boot Fee	150	350	350	350
	<u>139,027</u>	<u>142,350</u>	<u>142,350</u>	<u>142,350</u>
Charges for Services				
Parking - 6th & Jules	58,568	62,000	58,600	62,000
Parking - 7th & Sylvania	1,850	1,800	1,800	1,800
Parking - 9th & Felix	13,565	12,000	12,000	12,000
Parking - 5th & Edmond	840	700	900	900
Parking - 5th & Felix	31,421	30,000	30,000	30,000
Parking - 8th & Felix	5,772	6,000	6,000	6,000
Other Parking Permit Fees	6,141	3,000	6,500	4,000
Customer Service Zone Permits	399	600	600	600
	<u>118,556</u>	<u>116,100</u>	<u>116,400</u>	<u>117,300</u>
Investment Earnings/Other Rev				
Interest Income/Other Revenue	454	500	70	100
	<u>454</u>	<u>500</u>	<u>70</u>	<u>100</u>
Transfers In				
Transfer from Gaming Fund	6,500	6,500	6,500	6,500
	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	84,598	62,985	58,381	50,406
Total	<u>445,889</u>	<u>423,435</u>	<u>418,701</u>	<u>411,656</u>

PUBLIC PARKING FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Salaries & Wages				
Base Salaries/Wages	135,070	130,851	130,851	130,851
Overtime	785	2,244	1,300	1,500
Temp-Part Time Wages	15,136	16,183	16,183	15,866
Out of Title Pay	7,001	6,000	950	1,000
	<u>157,992</u>	<u>155,278</u>	<u>149,284</u>	<u>149,217</u>
Employee Benefits				
Lagers Pension Contribution	6,523	8,068	8,068	9,068
FICA Contribution	9,794	9,627	9,327	9,254
FICA Medicare	2,291	2,252	2,252	2,164
Health Insurance	32,078	34,125	34,125	36,835
Dental Insurance	1,275	1,425	1,425	1,425
Federal Health Reinsurer Tax	0	0	0	160
Life Insurance	462	556	556	533
Long Term Disability	303	362	362	347
Workers Compensation	5,299	4,566	4,566	5,220
	<u>58,025</u>	<u>60,981</u>	<u>60,681</u>	<u>65,006</u>
Materials & Supplies				
Office Supplies	821	800	800	800
Janitorial Supplies	895	300	325	500
Safety Equip/Clothing	199	500	500	500
Motor Fuel and Lubricants	3,900	3,200	3,200	3,200
Minor Equipment	730	750	4,095	750
Other Materials & Supplies	92	0	190	0
	<u>6,637</u>	<u>5,550</u>	<u>9,110</u>	<u>5,750</u>
Services				
Professional Services	0	760	760	760
Periodicals & Books	155	200	200	200
Telephone Service	1,470	1,490	1,490	1,160
Postage	3,529	5,000	3,500	5,000
Licenses/Permits	963	0	0	0
Printing & Binding	1,335	1,100	1,100	1,100
Electric Service	29,609	27,000	27,000	27,000
Water Service	1,787	1,600	1,600	1,600
M&R - Office Equipment	1,830	2,400	2,400	2,400
M&R - Building & Facilities	18,292	14,500	14,500	14,500
M&R - Motor Vehicles	4,747	4,500	4,500	6,000
M&R - Communications Equipment	1,101	1,500	1,500	1,500
Major Repairs and Replacement	220	0	0	0
Laundry Services	53	200	200	200
MO DNR Fees	20	0	0	0
Other Services	0	500	0	500
	<u>65,111</u>	<u>60,750</u>	<u>58,750</u>	<u>61,920</u>
Other Charges				
Principal	57,913	65,467	65,467	55,395
Interest	6,604	3,933	3,933	1,246
Other Debt Charges	7,188	7,200	7,200	7,200
Insurance/Claims	8,313	12,674	12,674	13,727
Machinery & Equipment	18,836	0	0	0
Transfer to General Fund	56,000	49,422	49,422	50,015
Transfer to General Fund - Computer	3,270	2,180	2,180	2,180
	<u>158,124</u>	<u>140,876</u>	<u>140,876</u>	<u>129,763</u>
Total	<u>445,889</u>	<u>423,435</u>	<u>418,701</u>	<u>411,656</u>

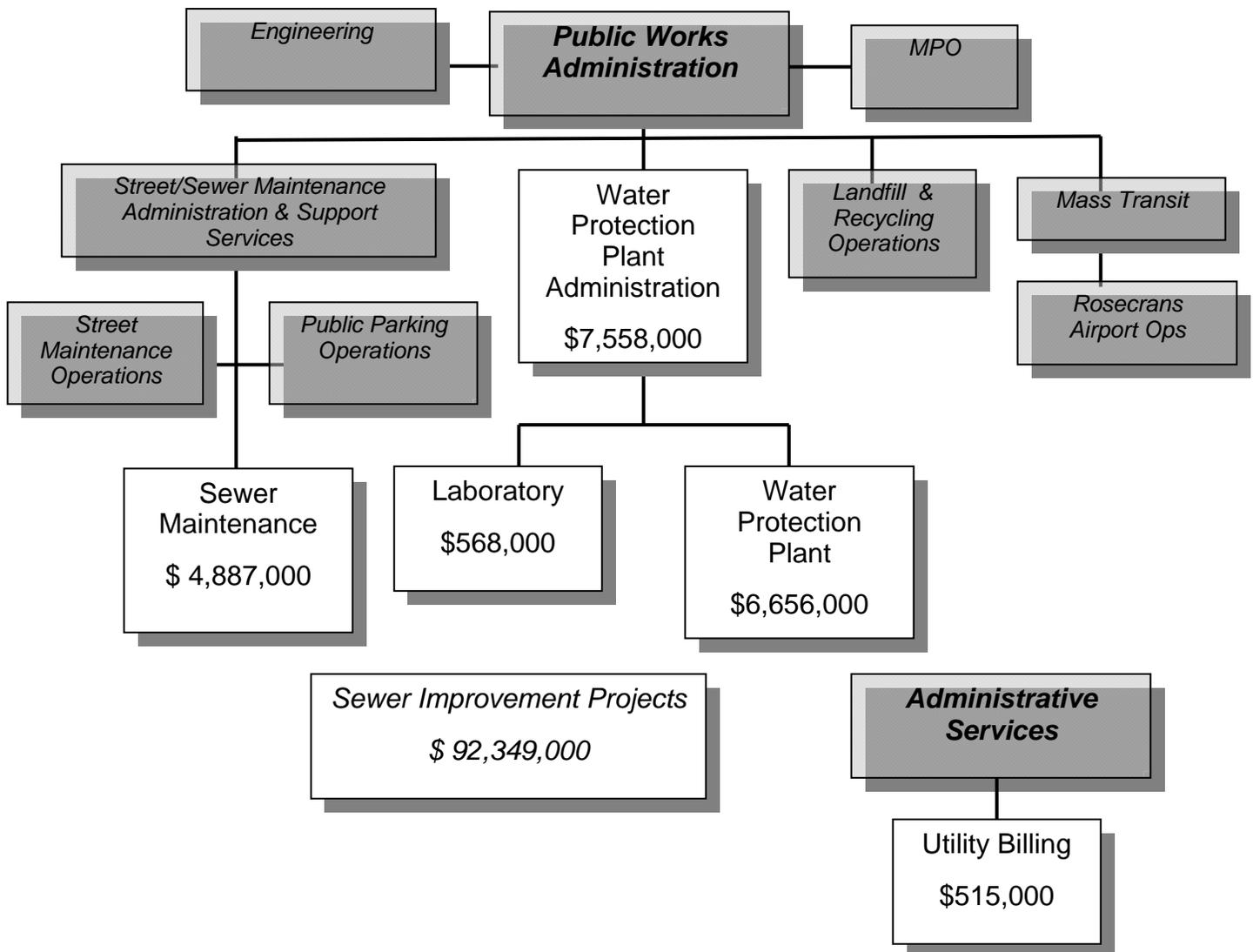
WATER PROTECTION

The Water Protection Fund accounts for the revenues and expenditures associated with the operation, maintenance, and expansion of the City's sewage treatment facilities and the citywide collections network of sewer lines and pump stations under the direction of the Public Works Department. And the billing of sewer services under the direction of the Administrative Services Department. Fund revenues are derived through sewer service charges.

Major capital improvements to facilities and infrastructure are financed by 1992 (Refinanced in 1999) and 2003 Sewer Revenue Bonds; 1993, 1997 and 2012 State Revolving Loan Fund (SRF) Revenue Bonds, 2004 Missouri Development Finance Board (MDFB) loans/bonds (Refinanced in 2011 & 2012), a 2007 Industrial Development Authority (IDA) loan/bond. These revenues and related construction costs and debt service are accounted for and reported in the Sewer CIP Program.

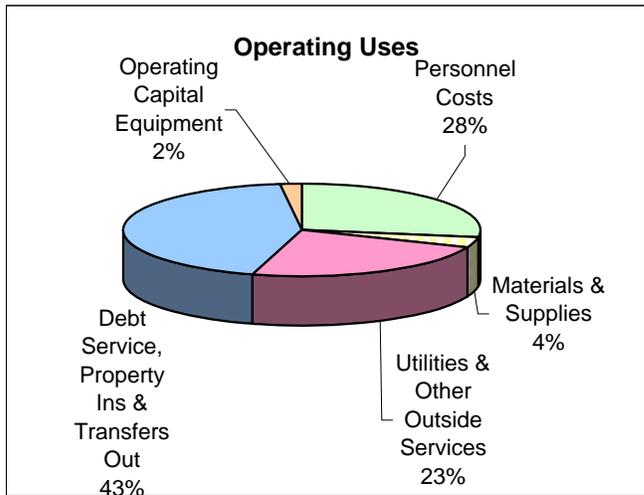
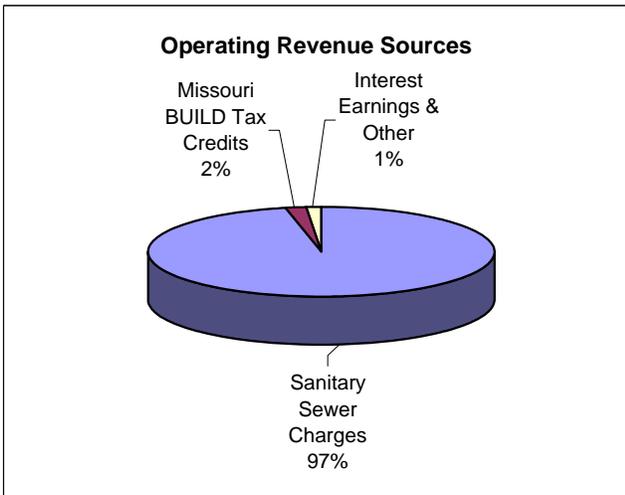
TOTAL BUDGETED RESOURCES: \$ 112,533,000

PLANNED USE BY PROGRAM:



WATER PROTECTION FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning Operating FB:			7,659,013	12,959,081
Sanitary Sewer Charges	18,072,787	19,620,300	17,815,300	19,620,300
Missouri BUILD Tax Credits	382,590	387,727	387,727	387,727
Other Revenues	22,365	7,500	45,787	7,500
Interest Earnings/Special Assessments	240,907	275,900	275,900	275,900
Transfers In	3,250	3,250	3,250	3,250
FEMA Reimbursements	565,288	0	0	0
Fund Balance	(5,002,669)	(4,536,288)	0	0
TOTAL SOURCES	14,284,518	15,758,389	18,527,964	20,294,677
USES				
Salaries & Wages	2,783,905	3,130,608	2,774,761	3,130,608
Employee Benefits & Payroll Taxes	928,250	1,204,902	957,975	1,204,902
Materials & Supplies	553,515	586,285	513,350	586,285
Utilities & Other Outside Services	3,833,014	3,642,108	3,682,317	3,642,108
Debt Service, Property Ins & Transfers Out	5,938,299	6,898,092	5,047,291	6,898,092
Operating Capital Equipment	247,535	296,394	252,202	296,394
TOTAL FUND	14,284,518	15,758,389	13,227,896	15,758,389
Net Operating Surplus (Deficit)	0	0	5,300,068	4,536,288
ENDING OPERATING FUND BALANCE:			12,959,081	17,495,369
Components of Fund Balance:				
Appropriated for CIP Program Use:			2,716,746	6,110,941
Assigned:			104,675	125,610
RESERVED OPERATING FUND BALANCE:			10,137,660	11,258,818
Beginning Capital Fund Balance:			3,191,948	0
SOURCES				
Bond Proceeds	4,638,108	26,629,000	27,303,773	86,237,000
Other Revenues/Transfers In	206,697	0	5,000	0
Interest Earnings/Special Assessments	35,908	250,000	800	700
Grants	0	0	485,000	0
Appropriated from Operating Fund Balance	0	0	2,716,746	6,110,941
TOTAL CIP SOURCES	4,880,713	26,879,000	30,511,319	92,348,641
USES				
WP CIP Improvements	29,255,835	31,996,000	33,703,267	92,348,641
Net Capital Surplus (Deficit)	(24,375,122)	(5,117,000)	(3,191,948)	0
ENDING CIP FUND BALANCE:			0	0
TOTAL USES	43,540,353	47,754,389	46,931,163	108,107,030



WATER PROTECTION REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Fines & Charges for Services				
Residential/Commercial Sewer Serv.	16,683,394	18,214,000	19,489,000	21,827,660
Sewer System Development Fee	29,500	30,000	40,400	40,400
South St. Joseph Industrial Sewer Dist.	1,036,998	1,056,300	1,013,800	1,135,500
Sewer Service Penalties	322,895	320,000	352,000	387,200
	<u>18,072,787</u>	<u>19,620,300</u>	<u>20,895,200</u>	<u>23,390,760</u>
Other Revenue				
Other Revenue	28,562	6,500	75,594	6,500
Advertising	500	1,000	500	1,000
Missouri BUILD Tax Credits	382,590	387,727	387,727	387,727
Bond Proceeds	4,638,108	26,629,000	27,303,773	86,237,000
	<u>5,049,760</u>	<u>27,024,227</u>	<u>27,767,594</u>	<u>86,632,227</u>
Investment Earnings				
Interest Income	275,434	524,000	274,905	274,700
	<u>275,434</u>	<u>524,000</u>	<u>274,905</u>	<u>274,700</u>
Special Assessments				
Principle	1,156	1,500	2,265	1,500
Interest Income	225	400	700	400
	<u>1,381</u>	<u>1,900</u>	<u>2,965</u>	<u>1,900</u>
Grants & Entitlements				
FEMA/SEMA Reimbursement	565,288	0	13,300	0
EPA Wastewater Grant	0	0	485,000	0
	<u>565,288</u>	<u>0</u>	<u>498,300</u>	<u>0</u>
Interfund Transfers In				
Transfer from General Fund	200,000	0	0	0
Transfer from Landfill Fund	3,250	3,250	3,250	3,250
	<u>203,250</u>	<u>3,250</u>	<u>3,250</u>	<u>3,250</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	19,372,453	580,712	636,637	2,230,396
Total	<u>43,540,353</u>	<u>47,754,389</u>	<u>50,078,851</u>	<u>112,533,233</u>

EXPENDITURES

Salaries & Wages				
Base Salaries/Wages	2,524,216	2,829,182	2,552,182	2,842,035
Salary Adjustments	0	30,912	0	0
Overtime	217,471	187,000	182,650	177,000
Temporary & PT Wages	24,025	18,564	20,964	18,200
Out of Title Pay	16,546	9,500	20,000	19,000
Sick Leave Buy Back	1,647	1,662	1,155	1,650
	<u>2,783,905</u>	<u>3,076,820</u>	<u>2,776,951</u>	<u>3,057,885</u>
Employee Benefits				
Lagers Pension Contribution	120,600	176,114	160,174	206,527
FICA Contribution	172,790	189,414	171,349	188,304
FICA Medicare	40,411	44,338	40,408	44,605
Health Insurance	440,655	528,940	491,460	589,360
Dental Insurance	17,177	22,515	20,700	22,800
Federal Health Reinsurer Tax	0	0	0	2,335

WATER PROTECTION EXPENDITURES

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Life Insurance	8,837	12,303	12,303	11,614
Unemployment	4,355	2,300	640	2,350
Long Term Disability	5,752	7,997	7,997	7,397
Workers Compensation	88,607	89,058	89,058	105,921
Car/Mileage Allowance	174	0	0	0
Confer/Train/Travel	28,892	68,500	59,500	38,500
	<u>928,250</u>	<u>1,141,479</u>	<u>1,053,589</u>	<u>1,219,713</u>
Materials & Supplies				
Office Supplies	9,887	8,600	13,320	10,100
Janitorial Supplies	9,828	12,600	6,350	13,000
Safety Equip/Clothing	34,399	28,000	32,000	28,000
Wastewater Treatment Chemicals	179,275	238,635	215,000	238,635
Motor Fuel and Lubricants	132,133	159,000	159,000	175,000
Minor Equipment	161,306	120,150	139,000	123,500
Street Maintenance Supplies	15,560	12,000	12,000	12,000
Other Materials/Supplies	11,127	3,650	6,000	3,650
	<u>553,515</u>	<u>582,635</u>	<u>582,670</u>	<u>603,885</u>
Services				
Employment Services	72,908	81,600	81,600	87,840
Professional Services	7,425,621	3,513,475	6,478,322	6,180,385
Memberships	2,275	1,345	2,870	1,345
Periodicals & Books	1,093	1,300	1,510	1,300
Telephone Service	24,712	23,240	23,490	23,400
Postage	3,530	1,800	121,800	121,800
Freight	2,131	900	3,100	900
Advertising	8,509	77,000	8,245	74,620
Permits & Recording Fees	22,096	2,300	5,517	2,300
Printing & Binding	3,101	20,870	32,150	20,870
Gas Service	55,440	65,000	55,000	65,000
Electric Service	1,043,384	1,364,188	1,364,188	1,364,190
Water Service	18,496	10,000	20,000	10,000
Vehicle/Equipment Rental	103,050	20,670	85,885	43,390
M&R - Office Equipment	104	3,600	95,920	97,894
M&R - Building & Facilities	1,024,913	880,100	1,025,339	901,000
M&R - Machinery & Equipment	6,783	12,500	12,726	12,500
M&R - Motor Vehicles	163,723	118,700	153,700	118,700
M&R - Communications Equipment	19,181	29,200	43,700	29,200
Major Repairs & Replacements	587,077	721,700	547,000	734,700
Towing Service	262	300	300	300
Laundry Services	14,857	21,500	21,500	21,500
Solid Waste Disposal Services	9,242	3,650	4,900	3,650
MO DNR Fees	140,874	146,000	144,000	146,000
Special Contributions/Services	150,140	0	121,000	0
Other Services	285,772	55,000	89,279	3,000
	<u>11,189,274</u>	<u>7,175,938</u>	<u>10,543,041</u>	<u>10,065,784</u>
Other Charges				
Bad Debt Expense	292,152	250,000	292,300	327,400
Principal	2,245,000	2,233,000	2,233,000	2,400,000
Interest	2,217,338	2,730,764	2,730,764	2,612,537
Other Debt Charges	303,032	111,000	178,740	111,000
Bond Issuance Cost Amortization	26,428	26,500	26,500	26,500
Insurance	122,194	168,944	169,385	160,195

WATER PROTECTION EXPENDITURES

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Claims	20,985	50,000	38,000	50,000
Transfer to General Fund	846,068	1,423,730	1,512,440	1,687,992
Transfer to Aviation Fund	48,290	48,290	48,290	48,290
Transfer to General Fund - Computer	26,160	22,890	22,890	22,890
	<u>6,147,647</u>	<u>7,065,118</u>	<u>7,252,309</u>	<u>7,446,804</u>
Capital Outlay & Public Improvements				
Office Equipment	3,466	17,495	0	0
Motor Vehicles	295,056	33,750	33,750	267,090
Machinery & Equipment	73,875	1,128,654	600,221	1,996,000
Radio & Communications Equipment	0	0	0	243,000
Software Purchases	839,818	0	0	0
Buildings	17,996,000	375,000	14,660,000	3,132,000
Improvements other than Buildings	1,878,116	27,157,500	12,482,853	84,501,072
Streets, Curbs & Sidewalks	128,810	0	0	0
Land	722,621	0	93,467	0
	<u>21,937,762</u>	<u>28,712,399</u>	<u>27,870,291</u>	<u>90,139,162</u>
Total	<u>43,540,353</u>	<u>47,754,389</u>	<u>50,078,851</u>	<u>112,533,233</u>

FAIRVIEW GOLF COURSE

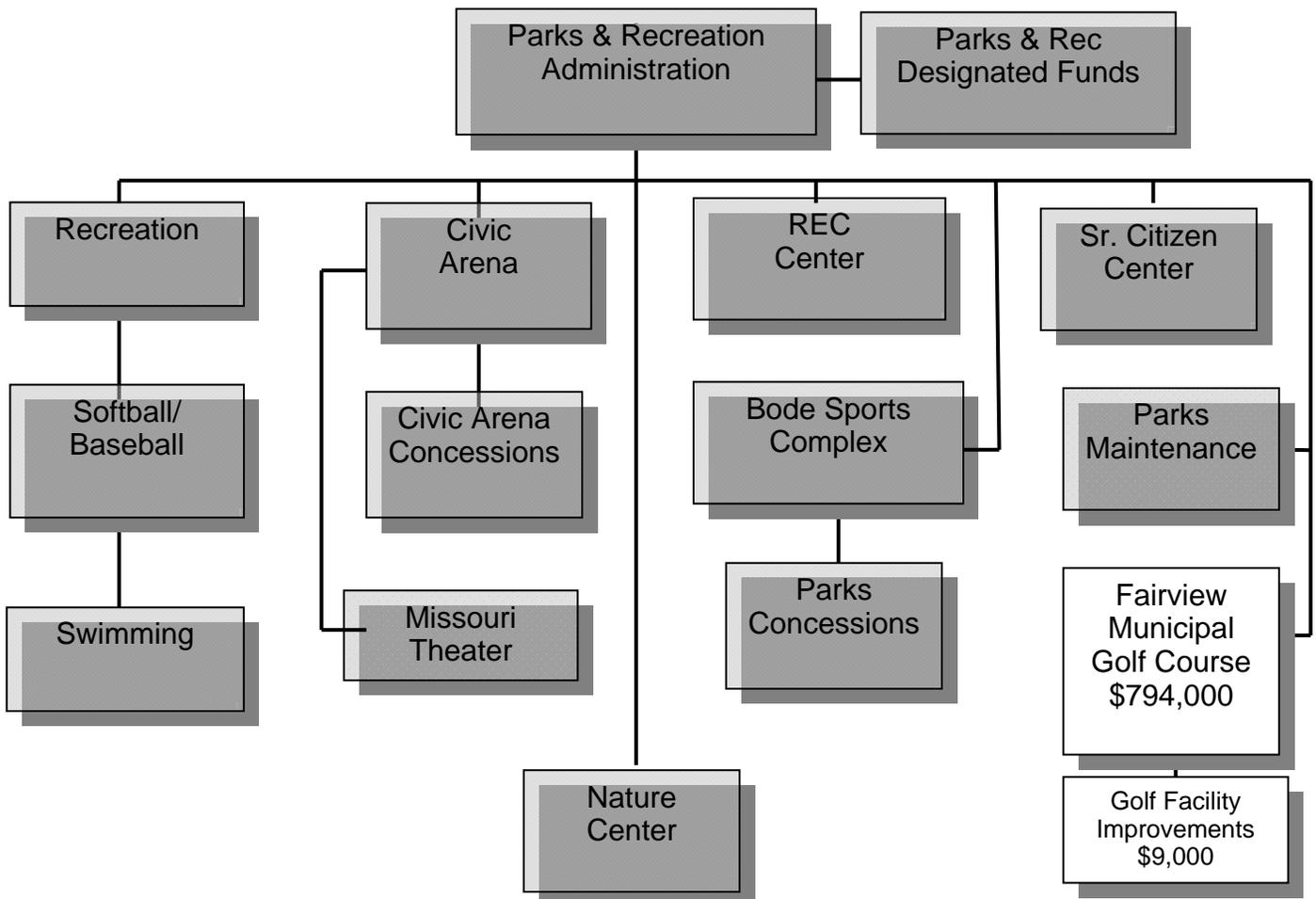
The Municipal Golf Fund accounts for the revenues and expenditures involved in the administration and operation of the Fairview Golf Course under the direction of the Parks & Recreation Department.

The fund derives revenue from green fees, concession sales and golf pro contract. The Golf Course collects a voluntary membership surcharge from golfers to fund golf course, green and related facility improvements. The department also charges a surcharge on tournament play.

As of January 1, 2010, the City took over direct operation of the course and in 2012 took over the Pro Shop resulting in additional expense, but also began receipt of significant revenue which had been going to the golf pro.

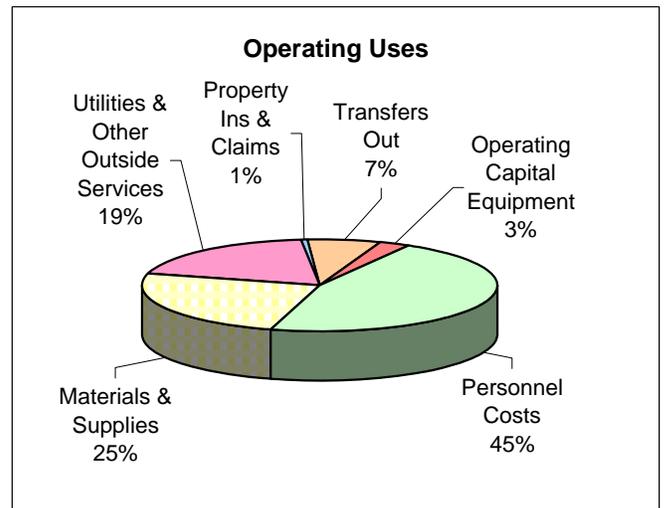
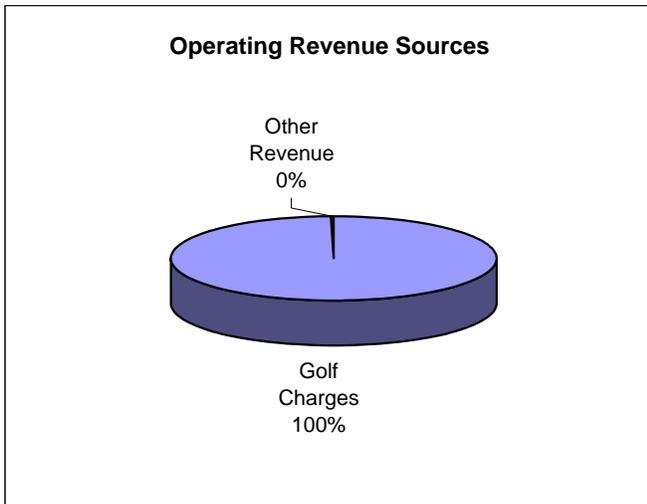
TOTAL BUDGETED RESOURCES: \$ 803,000

PLANNED USE BY PROGRAM:



MUNICIPAL GOLF COURSE FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning Operating FB:			12,930	(20,394)
Golf Charges	755,723	802,975	796,900	838,800
Other Revenue	3,687	1,250	854	1,250
Investment Earnings	(47)	25	-30	25
TOTAL SOURCES	<u>759,363</u>	<u>804,250</u>	<u>797,724</u>	<u>840,075</u>
USES				
Salaries & Wages	274,725	300,926	302,843	289,413
Employee Benefits & Payroll Taxes	58,469	72,664	70,514	76,193
Materials & Supplies	196,098	152,200	197,324	196,400
Utilities & Other Outside Services	215,632	151,385	181,008	153,105
Property Ins & Claims	4,063	7,187	6,687	4,896
Transfers Out	40,635	40,553	40,553	53,068
Operating Capital Equipment	0	32,119	32,119	21,413
	<u>789,622</u>	<u>757,034</u>	<u>831,048</u>	<u>794,488</u>
Net Surplus (Deficit)			(33,324)	45,587
ENDING OPERATING FUND BALANCE:			<u>(20,394)</u>	<u>25,193</u>
Components of Fund Balance:				
Assigned:			6,650	7,980
RESERVED OPERATING FUND BALANCE:			(27,044)	17,213
Beginning Capital Fund Balance:			0	(391)
SOURCES				
Golf Surcharge	24,195	27,000	25,000	25,500
Interest Earnings/Special Assessments	0	100	0	100
Appropriated from Fund Balance	0	0	0	0
TOTAL SOURCES	<u>24,195</u>	<u>27,100</u>	<u>25,000</u>	<u>25,600</u>
USES				
Golf Improvements, Capital Project	<u>24,629</u>	<u>25,500</u>	<u>25,391</u>	<u>9,000</u>
Net Capital Surplus (Deficit)	(434)	1,600	(391)	16,600
ENDING CIP FUND BALANCE:			(391)	16,209
TOTAL USES	<u>814,251</u>	<u>782,534</u>	<u>856,439</u>	<u>803,488</u>



MUNICIPAL GOLF FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Charges for Services				
Pro Contract/Golf Pro Shop Rent	700	0	0	0
Golf Daily Surcharge	22,097	30,500	23,200	24,000
Membership Surcharge	26,299	25,675	26,800	27,000
Daily Green Fees	133,920	120,000	135,000	145,000
Annual Golf Fees	103,702	130,875	109,000	109,000
Locker Rental Fees	4,112	5,100	4,800	4,800
Tournament Green Fees	60,132	62,800	60,500	65,000
Golf Cart Rental	209,586	235,900	228,600	233,000
Summer Juniors' Camp Program	2,782	3,000	3,000	3,000
Meeting/Banquet Room Rental	30,018	25,000	14,000	15,000
Driving Range	19,222	21,000	20,000	21,500
Golf Pro Shop	19,606	20,000	42,000	42,000
Golf Concessions	148,441	150,125	155,000	175,000
	<u>780,617</u>	<u>829,975</u>	<u>821,900</u>	<u>864,300</u>
Other Revenue				
Donations	2,376	1,250	424	1,250
Other Revenue, Long/Short	612	0	430	0
	<u>2,988</u>	<u>1,250</u>	<u>854</u>	<u>1,250</u>
Investment Earnings				
Interest Income	(47)	125	(30)	125
	<u>(47)</u>	<u>125</u>	<u>(30)</u>	<u>125</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	30,693	(48,816)	33,715	(62,187)
Total	<u>814,251</u>	<u>782,534</u>	<u>856,439</u>	<u>803,488</u>

MUNICIPAL GOLF FUND

EXPENDITURES

	2011-12	2012-13		2013-14
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Salaries & Wages				
Base Salaries/Wages	130,211	162,843	159,843	162,413
Overtime	2,363	2,040	3,000	4,000
Temporary Part-Time Wages	142,152	136,043	140,000	123,000
	<u>274,726</u>	<u>300,926</u>	<u>302,843</u>	<u>289,413</u>
Employee Benefits				
Lagers Pension Contribution	6,086	9,563	9,413	11,315
FICA Contribution	17,050	18,657	18,457	17,944
FICA Medicare	3,988	4,363	4,363	4,197
Health Insurance	19,200	27,300	25,950	29,468
Dental Insurance	763	1,140	690	1,140
Federal Health Reinsurer Tax	0	0	0	130
Life Insurance	456	660	660	649
Long Term Disability	336	429	429	422
Workers Compensation	7,553	8,752	8,752	10,128
Car Mileage	1,524	1,300	1,300	300
Confer/Train/Travel	1,513	500	500	500
	<u>58,469</u>	<u>72,664</u>	<u>70,514</u>	<u>76,193</u>
Materials & Supplies				
Office Supplies	2,872	1,800	1,300	1,300
Janitorial Supplies	584	800	2,500	2,500
Recreation Supplies	34,796	40,000	35,000	35,000
Safety Equip/Clothing & Drug Supplies	576	100	524	100
Motor Fuel and Lubricants	35,891	25,000	33,000	33,000
Minor Equipment	4,595	3,500	4,000	12,000
Materials for Resale	114,878	80,000	120,000	120,000
Other Supplies	1,907	1,000	1,000	1,000
	<u>196,099</u>	<u>152,200</u>	<u>197,324</u>	<u>204,900</u>
Services				
Professional Services	39,971	5,470	7,000	7,000
Memberships/Books	508	500	890	500
Communication Services	4,252	1,815	3,000	2,405
Postage	0	100	125	100
Advertising	3,399	3,000	5,702	3,000
Licenses/Permits	752	800	800	800
Printing & Binding	749	600	400	400
Gas Service	2,338	3,300	2,400	2,500
Electric Service	12,761	11,500	13,000	11,500
Water Service	66,706	52,000	75,000	57,000
Vehicle/Equipment Rent	45,187	46,000	45,000	42,600
M&R - Office Equipment	294	200	0	200
M&R - Building & Facilities	21,710	14,000	13,000	13,000
M&R - Machinery & Equipment/Commun	13,831	11,500	13,323	11,500
M&R - Motor Vehicles	377	500	1,470	500
Laundry Services & Other Services	3,004	600	600	600
	<u>215,839</u>	<u>151,885</u>	<u>181,710</u>	<u>153,605</u>
Other Charges				
Insurance/Judgement & Claims	4,061	7,187	6,687	4,896
Transfer to General Fund	38,455	38,373	38,373	48,708
Transfer to General Fund - Computer	2,180	2,180	2,180	4,360
	<u>44,696</u>	<u>47,740</u>	<u>47,240</u>	<u>57,964</u>
Capital Outlay				
Machinery & Equipment	0	43,119	46,834	21,413
Improv Other Than Buildings	24,422	14,000	9,974	0
	<u>24,422</u>	<u>57,119</u>	<u>56,808</u>	<u>21,413</u>
Total	<u>814,251</u>	<u>782,534</u>	<u>856,439</u>	<u>803,488</u>

PUBLIC WORKS DEPARTMENT

MASS TRANSIT SERVICES

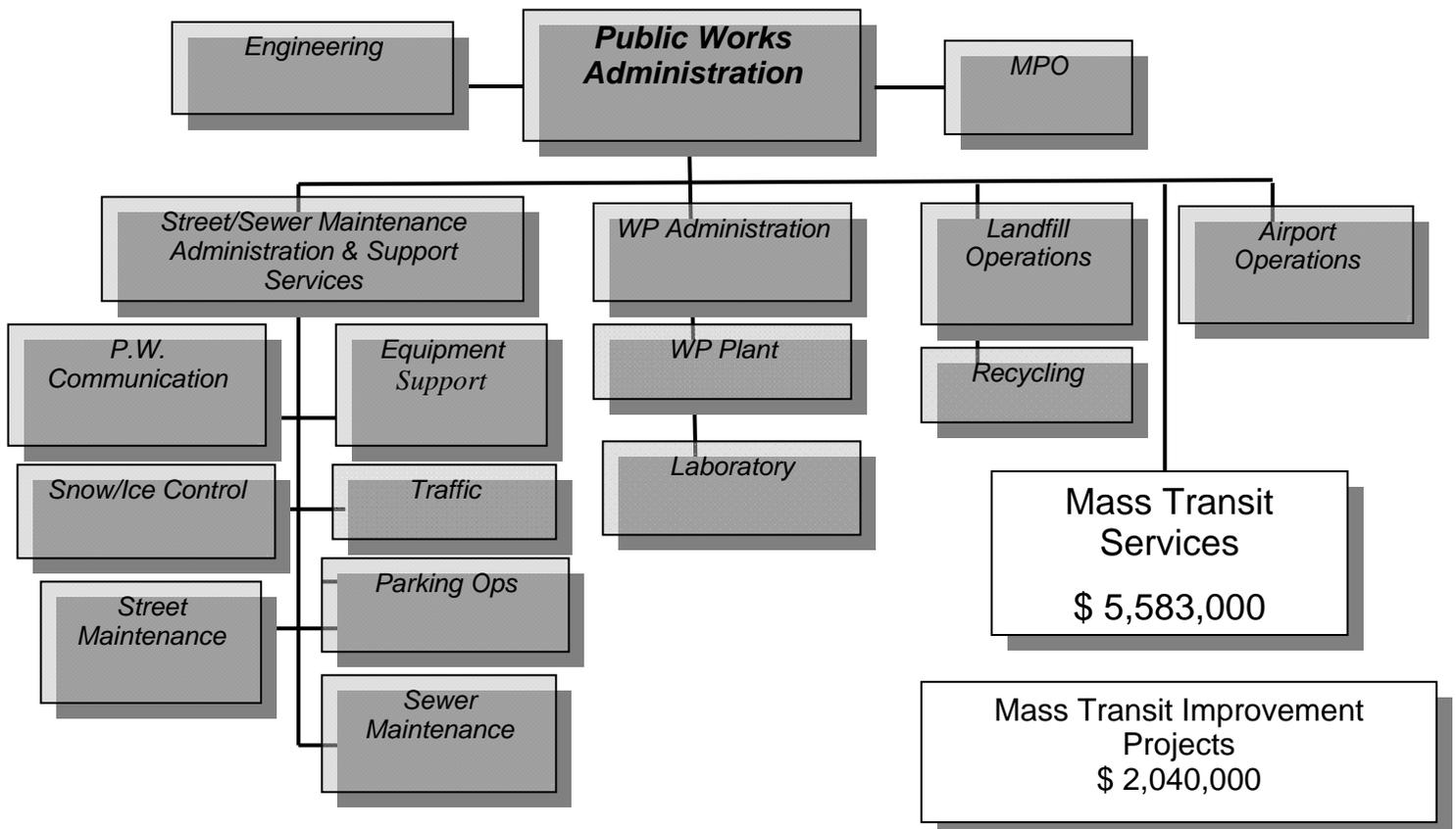
This fund was established to account for the operation of the City bus system and service. While the fund is under the direction of the Public Works & Transportation Department, the transit system itself is managed through contract by an outside firm.

Up until the final quarter of FY2005, the fund also included the operation and maintenance of the City trolley service. Replicas of old-time trolley buses are used for special charters and on regular museum and tourist routes. Due to a lack of revenues to maintain the trolleys, the service was suspended until a stable revenue source can be established.

Mass Transit Fund revenues are derived from a one percent (1%) utility franchise fee, a \$.0375 transit sales tax (increased by voters in 2008 from \$.015), rider fares and Federal Transit Authority operating and capital grants.

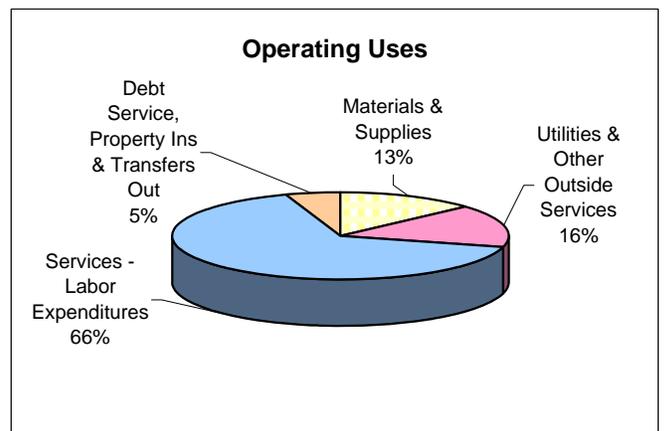
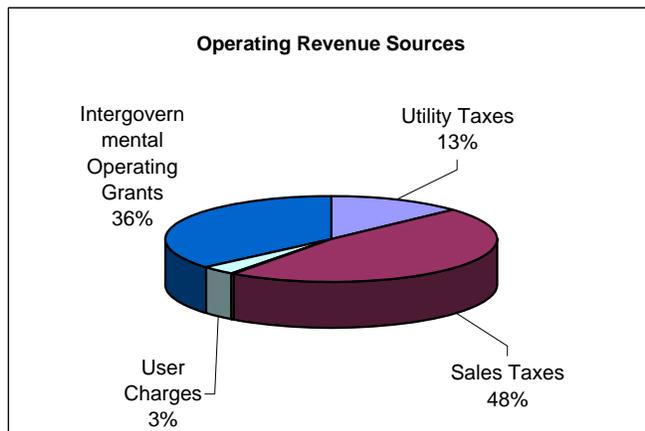
TOTAL BUDGETED RESOURCES: \$ 7,623,000

PLANNED USE BY PROGRAM:



MASS TRANSIT FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning Operating FB:			9,382,237	11,272,793
Utility Taxes	1,130,630	1,069,500	1,306,065	1,183,050
Sales Taxes	4,291,043	4,289,927	4,248,135	4,290,615
Charges for Services	768	800	800	800
User Charges	314,816	328,300	303,250	306,700
Other Revenue	79,712	3,000	28,353	4,100
Investment Earnings	9,105	8,500	8,500	8,500
Intergovernmental Operating Grants	1,589,363	1,246,746	1,246,746	3,321,156
Fund Balance Appropriation	0	0	0	0
TOTAL SOURCES	7,415,437	6,946,773	7,141,849	9,114,921
USES				
Employee Travel & Training	8,367	6,900	7,500	6,900
Materials & Supplies	610,902	724,995	578,400	729,995
Utilities & Other Outside Services	783,089	789,531	748,940	893,320
Services - Labor Expenditures	3,562,398	3,289,678	3,633,650	3,660,523
Debt Service, Property Ins & Transfers Out	266,913	388,124	282,803	291,831
TOTAL FUND	5,231,669	5,199,228	5,251,293	5,582,569
Net Surplus (Deficit)	2,183,768	1,747,545	1,890,556	3,532,352
ENDING OPERATING FUND BALANCE:		1,747,545	11,272,793	14,805,145
Components of Fund Balance:				
Assigned:			578,040	712,040
RESERVED OPERATING FUND BALANCE:			10,694,753	14,093,105
Beginning Capital Fund Balance:			(284,263)	708,115
SOURCES				
Grants & Entitlements	122,095	3,069,600	3,170,378	1,632,000
Appropriated from Fund Balance	0	0	0	0
TOTAL SOURCES	122,095	3,069,600	3,170,378	1,632,000
USES				
Transit CIP Projects	78,204	2,178,000	2,178,000	2,040,000
Net Capital Surplus (Deficit)			992,378	(408,000)
ENDING CIP FUND BALANCE:			708,115	300,115
TOTAL USES	5,309,873	7,377,228	7,429,293	7,622,569



MASS TRANSIT FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Utility Franchise Fees				
Gas	219,861	264,400	224,260	250,200
Electric	739,952	650,000	887,940	758,430
Water	148,491	132,000	170,765	151,320
Utility Taxes - TIF portion	22,326	23,100	23,100	23,100
	<u>1,130,630</u>	<u>1,069,500</u>	<u>1,306,065</u>	<u>1,183,050</u>
Sales Tax				
Sales Tax	4,588,626	4,337,500	4,542,740	4,588,170
Sales Tax Contra Account	(1,041,680)	(789,689)	(1,031,260)	(1,041,575)
EATS (TIF generated sales tax)	744,097	742,116	736,653	744,020
	<u>4,291,043</u>	<u>4,289,927</u>	<u>4,248,135</u>	<u>4,290,615</u>
Charges for Services				
Fare Box Revenue	196,280	187,700	188,000	190,000
Ticket Sales - Adult	51,715	68,000	51,000	52,000
Ticket Sales - Youth	4,013	4,100	4,100	4,500
Ticket Sales - Senior/Handicapped	34,000	33,500	34,000	33,700
Ticket Sales - Commissions	12,101	10,000	12,900	13,000
Advertising	16,707	25,000	13,250	13,500
	<u>314,816</u>	<u>328,300</u>	<u>303,250</u>	<u>306,700</u>
Other Revenue				
Recovery/Reimbursements	31,344	0	14,100	0
Concessions / Other Revenue	49,136	3,800	15,053	4,900
	<u>80,480</u>	<u>3,800</u>	<u>29,153</u>	<u>4,900</u>
Investment Earnings				
Interest Income	9,104	8,500	8,500	8,500
	<u>9,104</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
Intergovernmental				
Federal Transit Authority - Capital	12,880	3,069,600	3,069,600	3,264,000
Federal Transit Authority - Operations	1,574,188	1,246,746	1,246,746	1,689,156
American Rec Reinvest Capital	109,215	0	100,778	0
State Operating Grant	15,175	0	0	0
	<u>1,711,458</u>	<u>4,316,346</u>	<u>4,417,124</u>	<u>4,953,156</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	(2,227,658)	(2,639,145)	(2,882,944)	(3,124,352)
				0
Total	<u>5,309,873</u>	<u>7,377,228</u>	<u>7,429,283</u>	<u>7,622,569</u>

MASS TRANSIT FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Employee Benefits				
Car/Mileage Allow	60	200	0	200
Confer/Train/Travel	8,307	6,700	7,500	6,700
	<u>8,367</u>	<u>6,900</u>	<u>7,500</u>	<u>6,900</u>
Materials & Supplies				
Office Supplies	11,927	9,500	9,500	9,500
Janitorial Supplies	4,562	8,000	4,400	8,000
Safety Equip/Clothing	15,704	18,300	14,500	18,300
Motor Fuel and Lubricants	576,125	686,695	550,000	686,695
Minor Equipment	950	3,500	1,000	7,500
	<u>609,268</u>	<u>725,995</u>	<u>579,400</u>	<u>729,995</u>
Services				
Professional Services	258,850	287,720	251,000	264,720
Memberships	2,715	3,000	3,000	3,000
Periodicals & Books	287	250	250	250
Communications Services	21,588	14,038	19,840	22,790
Postage	980	1,000	1,000	1,000
Advertising	19,046	21,100	20,000	21,100
Permits & Recording Fees	1,251	950	2,000	950
Printing & Binding	8,422	9,000	8,400	9,000
Gas Service	8,873	17,400	8,000	17,400
Electric Service	22,672	16,000	22,400	16,000
Water Service	6,930	8,000	7,000	8,000
Vehicle/Equipment Rental	5,954	9,535	3,900	9,535
M&R - Office Equipment	0	2,420	0	2,420
M&R - Building & Facilities	51,655	53,945	65,000	77,000
M&R - Machinery & Equipment	(203)	10,000	2,400	30,055
M&R - Motor Vehicles	350,321	285,000	310,500	345,000
M&R - Communications Equipment	10,141	34,000	10,000	17,000
Major Repairs & Replacements	0	35,000	0	35,000
Towing Service	1,555	2,500	2,000	2,500
Laundry Services	11,497	14,000	11,700	10,000
Solid Waste Disposal Services	555	600	550	600
Other Services	3,562,398	3,289,678	3,633,650	3,660,523
	<u>4,345,487</u>	<u>4,115,136</u>	<u>4,382,590</u>	<u>4,553,843</u>
Other Charges				
Insurance	112,694	197,004	127,600	140,453
Transfer to Computer Network	11,990	16,350	16,350	17,440
Transfer to General Fund	142,229	138,843	138,843	133,938
	<u>266,913</u>	<u>352,197</u>	<u>282,793</u>	<u>291,831</u>
Capital Outlay & Public Improvements				
Motor Vehicles	0	1,800,000	1,800,000	1,875,000
Machinery & Equipment	0	217,000	164,123	165,000
Radio Communications & Equipment	0	0	52,877	0
Buildings	0	100,000	100,000	0
Improv. Other Than Buildings	79,838	0	0	0
Streets, Curbs, & Sidewalks	0	60,000	60,000	0
	<u>79,838</u>	<u>2,177,000</u>	<u>2,177,000</u>	<u>2,040,000</u>
Total	<u>5,309,873</u>	<u>7,377,228</u>	<u>7,429,283</u>	<u>7,622,569</u>

PUBLIC WORKS DEPARTMENT

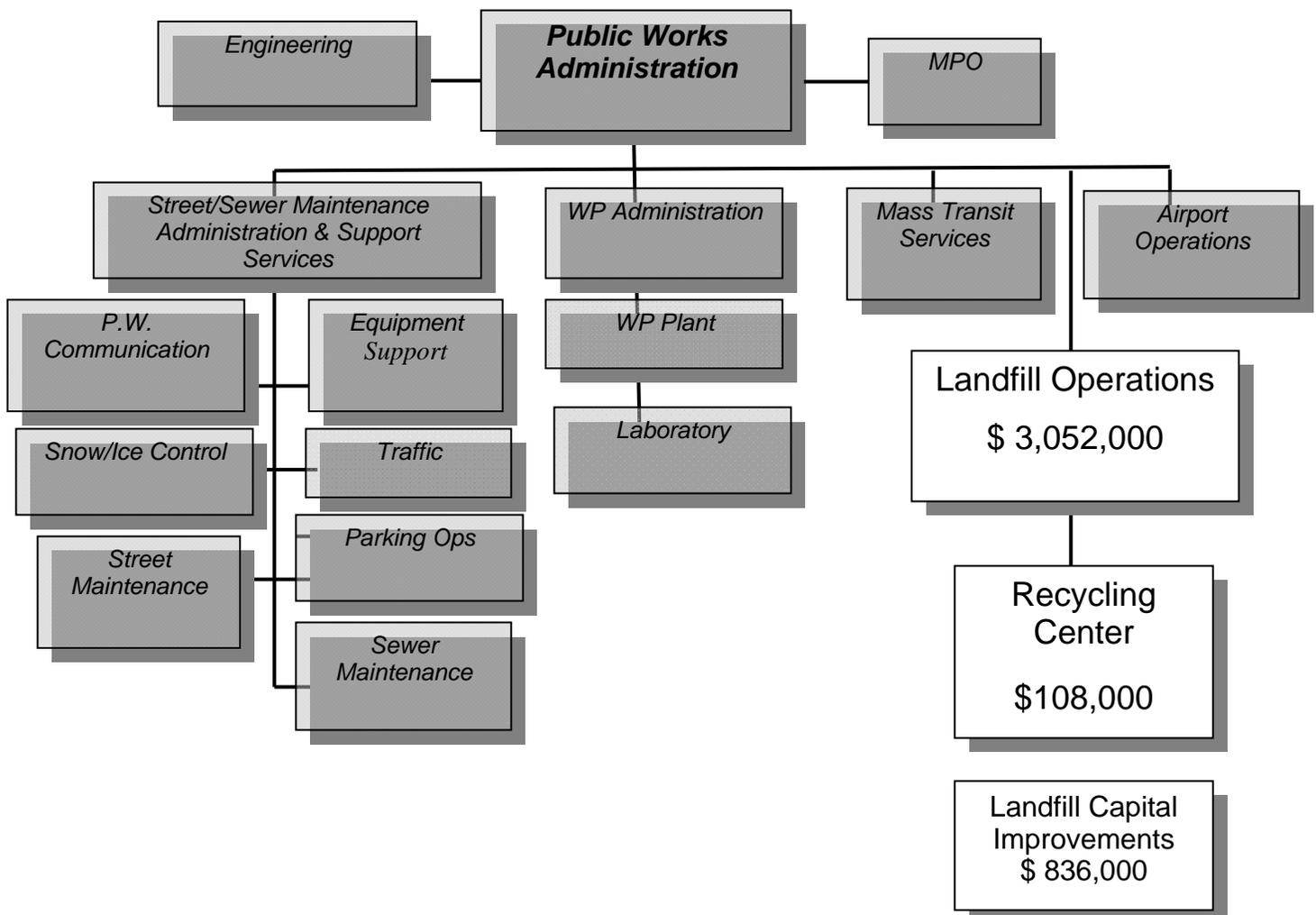
LANDFILL OPERATIONS

The St. Joseph Landfill provides the major solid waste disposal facility for much of northwest Missouri. The Landfill Fund revenues are derived through user charges at the City landfill site southeast of St. Joseph and is administered by the Public Works Department.

Limited recycling and composting operations are also conducted at the landfill. A drop-off Recycling Center was relocated to the South Belt location late in FY2010. It operates in partnership with a local waste hauler. The waste hauler provides all necessary containers, materials processing, and marketing for the recycling operation. The City provides the drop-off facility and employees who screen and sort materials received.

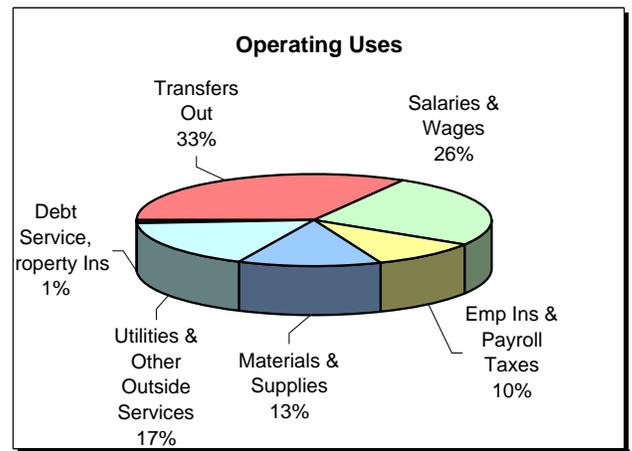
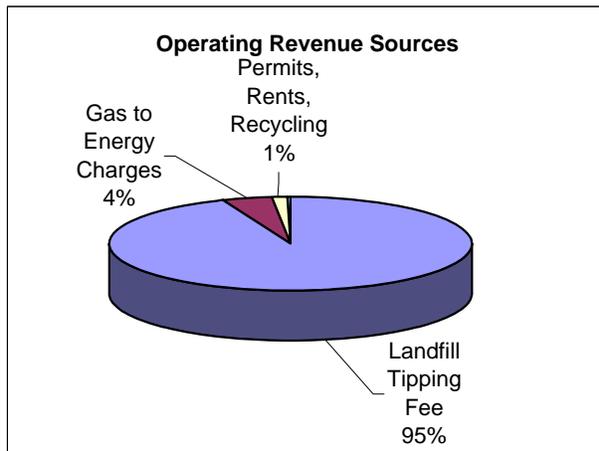
TOTAL BUDGETED RESOURCES: \$ 3,996,000

PLANNED USE BY PROGRAM:



LANDFILL FUND SUMMARY

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
SOURCES				
Beginning FB:			9,036,484	7,740,409
Permits	3,050	3,100	3,100	3,100
Rents	3,100	3,100	3,775	3,500
Landfill Tipping Fee	3,165,116	3,234,000	3,023,500	3,023,500
Gas to Energy Charges	61,015	118,260	118,260	140,000
Other Revenue	9,176	1,500	32,684	1,500
Recycling Revenue	37,649	37,000	37,000	37,000
Investment Earnings	12,118	28,000	11,000	11,000
TOTAL SOURCES	<u>3,291,224</u>	<u>3,424,960</u>	<u>3,229,319</u>	<u>3,219,600</u>
USES				
Salaries & Wages	784,280	803,873	794,804	811,400
Employee Benefits & Payroll Taxes	257,171	277,827	281,427	311,655
Materials & Supplies	424,597	355,650	411,050	415,650
Utilities & Other Outside Services	724,312	579,785	605,814	531,330
Debt Service, Property Ins	45,024	47,781	49,215	32,952
Transfers Out	974,996	1,073,585	1,073,585	1,057,210
Capital Outlay	0	243,500	137,499	0
Capital Improvements	0	0	0	0
TOTAL OPERATING USES	<u>3,210,380</u>	<u>3,382,001</u>	<u>3,353,394</u>	<u>3,160,197</u>
USES - Capital Improvements				
Landfill CIP Improvements in Capital Project Program	348,496	1,065,000	1,172,000	836,000
TOTAL USES	<u>3,558,876</u>	<u>4,447,001</u>	<u>4,525,394</u>	<u>3,996,197</u>
Net Budget Surplus (Deficit)	(267,652)	(1,022,041)	(1,296,075)	(776,597)
ENDING OPERATING FUND BALANCE:			<u>7,740,409</u>	<u>6,963,812</u>
Components of Fund Balance:				
Designated Closure/Post Closure Reserve:			\$4,764,580	\$5,118,645
Assigned - 27th Payroll:			\$30,400	\$36,480
RESERVED OPERATING FUND BALANCE:			\$2,945,429	\$1,808,687



LANDFILL FUND REVENUES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Permits				
Trash Hauler Permits	3,050	3,100	3,100	3,100
	<u>3,050</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
Rent				
Farm Land Rent	3,100	3,100	3,775	3,500
	<u>3,100</u>	<u>3,100</u>	<u>3,775</u>	<u>3,500</u>
Charges for Services				
Landfill Tipping Fees	3,165,116	3,234,000	3,023,500	3,023,500
Gas to Energy Sales	61,015	118,260	118,260	140,000
	<u>3,226,131</u>	<u>3,352,260</u>	<u>3,141,760</u>	<u>3,163,500</u>
Other Revenue				
Recycling Revenue	37,649	37,000	37,000	37,000
Advertising	1,000	1,500	1,500	1,500
Other	8,176	0	31,184	0
	<u>46,825</u>	<u>38,500</u>	<u>69,684</u>	<u>38,500</u>
Investment Earnings				
Interest Income	11,429	25,000	10,000	10,000
Interest on Accounts Receivable	689	3,000	1,000	1,000
	<u>12,118</u>	<u>28,000</u>	<u>11,000</u>	<u>11,000</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	267,652	1,022,041	1,296,075	776,597
Total	<u>3,558,876</u>	<u>4,447,001</u>	<u>4,525,394</u>	<u>3,996,197</u>

EXPENDITURES

Salaries & Wages				
Base Salaries/Wages	748,299	749,048	749,048	756,575
Overtime	34,664	53,500	43,500	53,500
Out of Title Pay	0	0	525	0
Sick Leave Buy Back	1,316	1,325	1,731	1,325
	<u>784,279</u>	<u>803,873</u>	<u>794,804</u>	<u>811,400</u>
Employee Benefits				
Lagers Pension Contribution	35,380	46,547	46,047	54,953
FICA Contribution	48,726	49,835	49,285	50,303
FICA Medicare	11,396	11,720	11,670	11,766
Health Insurance	121,453	129,694	129,694	147,340
Dental Insurance	4,828	5,415	5,415	5,700
Federal Health Reinsurer Tax	0	0	0	630
Life Insurance	2,625	3,204	3,204	3,012
Unemployment Claims	0	0	3,700	0
Long Term Disability	1,678	2,070	2,070	1,959
Workers Compensation	23,527	23,742	23,742	28,392
Confer/Train/Travel	7,558	5,600	6,600	7,600
	<u>257,171</u>	<u>277,827</u>	<u>281,427</u>	<u>311,655</u>

LANDFILL FUND

EXPENDITURES

	2011-12	2012-13		2013-14
	Actual	Adopted Budget	Estimated Actual	Budget
Materials & Supplies				
Office Supplies	5,384	4,100	4,100	4,100
Janitorial Supplies	3,121	2,100	2,100	2,100
Safety Equip/Clothing	5,862	5,550	5,550	5,550
Motor Fuel and Lubricants	355,447	290,000	350,000	350,000
Minor Equipment	23,194	15,200	15,200	15,200
Street Maintenance Supplies	17,629	20,000	20,000	20,000
Other Materials/Supplies	13,960	18,700	14,100	18,700
	<u>424,597</u>	<u>355,650</u>	<u>411,050</u>	<u>415,650</u>
Services				
Professional Services	200,248	345,920	398,000	177,880
Memberships	883	600	600	600
Periodicals & Books	0	500	500	500
Telephone Service	4,846	4,215	4,215	4,400
Postage	367	500	500	500
Freight	2,991	4,000	4,000	4,000
Advertising	16,818	12,000	12,000	12,000
Permits & Recording Fees	171,685	12,400	12,400	12,400
Printing & Binding	313	500	500	500
Gas Service	3,987	8,000	4,000	8,000
Electric Service	11,773	13,000	13,000	13,000
Water Service	403	600	600	600
Vehicle/Equipment Rental	592	250	6,200	250
M&R - Office Equipment	0	0	999	1,600
M&R - Building & Facilities	17,055	8,000	8,000	8,000
M&R - Machinery & Equipment	81,129	78,600	83,500	78,600
M&R - Motor Vehicles	28,076	16,000	27,000	20,000
M&R - Communications Equipment	4,054	4,000	4,000	4,000
Major Repairs & Replacements	1,342	9,700	9,700	9,700
Towing Services	0	200	200	200
Laundry Services	3,357	4,000	4,100	4,100
MO DNR Fees	83,679	125,000	80,000	100,000
Other Services	90,716	96,800	96,800	70,500
	<u>724,314</u>	<u>744,785</u>	<u>770,814</u>	<u>531,330</u>
Other Charges				
Principal	2,105	2,380	2,380	2,014
Interest	240	145	145	45
Other Debt Charges	3,088	3,090	3,090	3,090
Insurance	38,096	40,166	41,600	25,803
Judgments & Claims	1,494	2,000	2,000	2,000
Transfer to General Fund	642,386	740,975	740,975	724,600
Transfer to SIMR Fund	325,000	325,000	325,000	325,000
Transfer to Water Protection	3,250	3,250	3,250	3,250
Transfer to General Fund - Computer	4,360	4,360	4,360	4,360
	<u>1,020,019</u>	<u>1,121,366</u>	<u>1,122,800</u>	<u>1,090,162</u>
Capital Outlay & Public Improvements				
Motor Vehicles	0	191,000	191,000	0
Machinery & Equipment	348,496	692,500	692,500	836,000
Improvements Other than Buildings	0	260,000	260,000	0
Software Purchases	0	0	999	0
	<u>348,496</u>	<u>1,143,500</u>	<u>1,144,499</u>	<u>836,000</u>
Total	<u>3,558,876</u>	<u>4,447,001</u>	<u>4,525,394</u>	<u>3,996,197</u>

CAPITAL PROJECTS FUND

The Capital Projects Fund derives the majority of its revenue from a five year, one-half cent (\$.005) sales tax originally approved by voters to be effective July 1, 1988 through June 30, 1993. Voters have extended the tax four times, in 1993 (for 1994-1998), in 1998 (for projects from 1999-2003), in 2003 (for projects from 2004-2008) and in 2008 (for projects from 2009-2013). In 2012 the half-cent tax was approved for a six year extension (for projects from 2013-2018). All CIP sales tax monies are tracked in one fund. Initiative years can be identified through unique project numbers.

More than just the CIP sales tax revenues are tracked in this fund. All sources of revenue for capital projects funded mainly through the sales tax are accounted for. They include monies from State and federal grants, matching funds from the County and Downtown Business District, bond sales, transfers from other funds, etc.

The projects range from improvements to City streets, storm water facilities and building infrastructure, to replacements of fire suppression and mass transit equipment. Total project expenditures over the last twenty five-year period have totaled almost \$150,000,000.

TOTAL BUDGETED RESOURCES: \$ 11,588,000

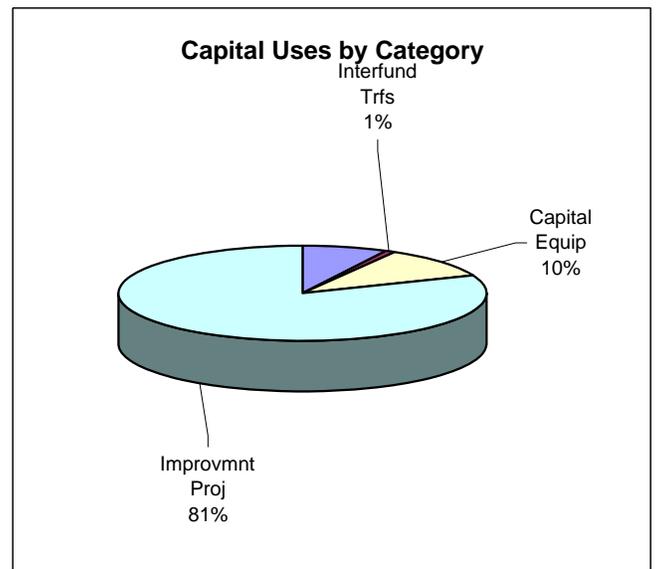
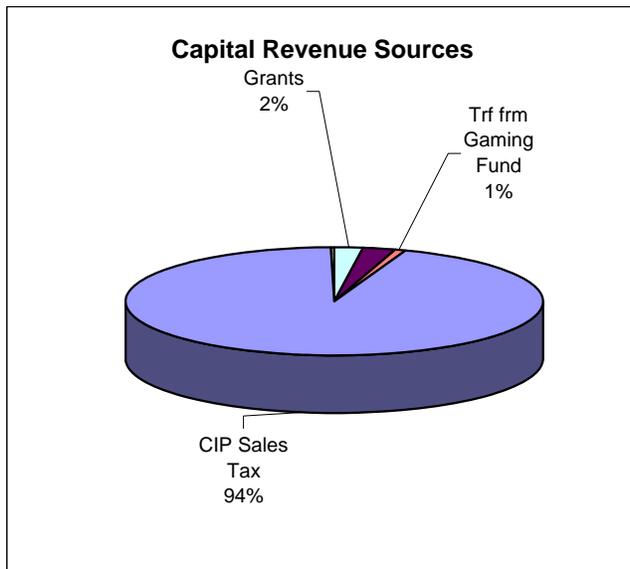
PLANNED USE BY PROGRAM:

Capital Projects
(Non-Enterprise)

\$ 11,588,000

CAPITAL PROJECTS FUND SUMMARY

SOURCES	Projected Beginning FB:	2011-2012	2012-2013		2013-2014
		Actual	Adopted Budget	Estimated Actual	Budget
				<u>\$9,413,800</u>	<u>\$10,486,759</u>
CIP Sales Tax		5,529,787	5,509,175	5,474,495	5,529,260
Other Misc Revenues		1,047,531	0	170,775	0
Interest Earnings		11,192	20,000	20,000	20,000
Intergovernmental/Grants		978,344	322,400	2,675,396	124,000
Transfer from General Fund		437,175	0	354,480	150,000
Transfer from Gaming Fund		0	190,000	190,000	50,000
Transfer from CDBG Fund		0	0	250,000	0
Transfer from Museum Fund		205,489	100,000	100,000	134,826
TOTAL SOURCES		<u>8,209,518</u>	<u>6,141,575</u>	<u>9,235,146</u>	<u>6,008,086</u>
USES					
Professional Services/Materials & Supplies		930,592	0	84,512	880,000
Interfund Trfs		0	145,000	147,783	95,000
Capital Equip		144,138	79,669	122,437	1,207,000
Improvmt Proj		3,022,980	4,558,380	7,807,455	9,406,496
TOTAL USES		<u>4,097,710</u>	<u>4,783,049</u>	<u>8,162,187</u>	<u>11,588,496</u>
Net Surplus (Deficit)				1,072,959	(5,580,410)
ENDING RESERVED FUND BALANCE:				\$10,486,759	\$4,906,349



CAPITAL PROJECTS FUND REVENUES

	2011-2012	2012-2013		2013-2014
	Actual	Adopted Budget	Estimated Actual	Budget
Sales Tax				
Sales Tax	6,121,943	5,977,600	6,060,725	6,121,350
Sales Tax Contra Account	(1,388,908)	(1,184,900)	(1,375,015)	(1,388,765)
EATS	796,752	716,475	788,785	796,675
	<u>5,529,787</u>	<u>5,509,175</u>	<u>5,474,495</u>	<u>5,529,260</u>
Other Revenue				
Donations/Refunds/Ins Proceeds/Etc	1,047,531	0	170,775	0
	<u>1,047,531</u>	<u>0</u>	<u>170,775</u>	<u>0</u>
Investment Earnings				
Interest Income	11,192	20,000	20,000	20,000
	<u>11,192</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Intergovernmental				
Bode Trust	311,195	0	0	0
FEMA Reimbursement	289,931	0	60,000	0
MODOT Enhancement Grant	0	240,000	240,000	24,000
ISTEA/STP Grant	351,554	82,400	1,255,100	100,000
Missouri DNR / Parks	16,319	0	0	0
SEMA Homeland Security Grant	0	0	30,331	0
American Rec Reinvest Capital	9,345	0	489,965	0
FTA/CPG Grant	0	0	600,000	0
	<u>978,344</u>	<u>322,400</u>	<u>2,675,396</u>	<u>124,000</u>
Interfund Transfers In				
Transfer from General Fund	437,175	0	354,480	150,000
Transfer from CDBG Fund	0	0	250,000	0
Transfer from Gaming Fund	0	190,000	190,000	50,000
Transfer from Museum Fund	205,489	100,000	100,000	134,826
	<u>642,664</u>	<u>290,000</u>	<u>894,480</u>	<u>334,826</u>
Transfer from/(to) Fund Balance				
Fund Balance Appropriation	(4,111,808)	(1,358,526)	(1,072,959)	5,580,410
Total	<u>4,097,710</u>	<u>4,783,049</u>	<u>8,162,187</u>	<u>11,588,496</u>

CAPITAL PROJECTS FUND

EXPENDITURES

	2011-2012	2012-2013		2013-2014
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
Supplies/Services/Other				
Materials and Supplies	1,861	0	2,100	0
Professional Services	912,605	0	39,165	880,000
Other Services	9,150	0	41,716	0
Advertising/Postage/Printing	6,976	0	1,531	0
	<u>930,592</u>	<u>0</u>	<u>84,512</u>	<u>880,000</u>
Capital Outlay				
Office Equipment	0	0	373	0
Motor Vehicles	0	0	0	712,000
Machinery & Equipment	144,138	19,669	19,669	0
Radio & Communication Equipment	0	0	0	495,000
Software Purchases	0	60,000	102,395	0
	<u>144,138</u>	<u>79,669</u>	<u>122,437</u>	<u>1,207,000</u>
Public Improvements				
Land	13,811	330,800	372,684	1,452,462
Buildings	1,849,261	1,385,898	2,062,695	366,826
Improvements other than Buildings	605,409	2,634,537	4,414,939	3,240,333
Streets, Curbs & Sidewalks	554,499	207,145	957,137	4,346,875
	<u>3,022,980</u>	<u>4,558,380</u>	<u>7,807,455</u>	<u>9,406,496</u>
Interfund Transfers				
Transfer to Aviation	0	145,000	147,783	95,000
	<u>0</u>	<u>145,000</u>	<u>147,783</u>	<u>95,000</u>
Total	<u>4,097,710</u>	<u>4,783,049</u>	<u>8,162,187</u>	<u>11,588,496</u>

Supplementary Information

Supplemental information is presented providing the reader with further information useful in understanding the financial position of the city or of the budget document.

- **Debt Service**
- **Demographics**
- **City Policy Documents – Narrative Descriptions**
- **Glossary**

Debt

This section includes financial data on current debt obligations and describes the relationship between current debt levels and legal debt limits. Detailed information of type and amount of debt by fund is included.

- **Municipal Debt - Discussion**
- **Legal Debt Margin Determination**
- **Summary of Existing Municipal Debt**
- **Future Debt Service – Each Type by Fund**

MUNICIPAL DEBT DISCUSSION

Debt Management

The City of St. Joseph's primary objective in debt management is to keep the level of indebtedness within available resources as well as within the legal debt limitations established by Missouri Law, at a minimum cost to the taxpayer.

The City issues and incurs debt in order to fund capital improvement projects, purchase major capital equipment facilities, and respond to other special funding needs. Total municipal debt issued and outstanding is \$124,521,468 with maturities extending through the year 2036. Total principal and interest payments through maturity totals \$176,839,896. Of this total, \$54,150,000 in principal and \$24,075,328 in interest represent bonds issued in conjunction with, and paid with revenues generated by, Tax Increment Financing projects. The following is a discussion of common types of municipal debt instruments used by the City, their legal basis, and types of projects for which they can be used.

Types of Municipal Debt

Public Building Authority (PBA) Bonds

The Public Building Authority issues bonds to investors using the bond proceeds to construct/improve facilities or purchase equipment. These assets are leased to the City under an arrangement where the lease payments to the Authority equal the bond payments to investors. Leases between the Authority and the City do not require voter authorization and are subject to annual appropriation of funds by the City Council. The leases are not considered "bonds" of the City for purposes of applying statutory bond limits. The Authority is considered the issuer of the bonds and holds title to the asset during the term of the lease. The City has entered into twelve individual facility and equipment lease agreements with the Authority for facilities such as parking garage repairs, downtown mall removal, Patee Market renovations, public safety communications systems equipment, heating and air conditioning systems, and various computer equipment. To take advantage of the low interest rates available in 2004, the City refinanced its PBA bonds for a total savings in future interest of \$100,800. Total balance of PBA Bonds outstanding at July 1, 2013, is \$110,000 with final payments in FY2014 and no new issues expected during the Fiscal Year.

Special Obligation (S.O.) Capital Improvement Bonds

Special Obligation Bonds are issued directly by the City of St. Joseph and do not require voter authorization. They are subject to annual appropriation of funds by the City Council and in relation to smaller Public Authority Bond (PBA) offerings, have lower issuance costs. No collateral is pledged to secure S.O. bonds, which are not considered "bonds" when applying statutory bond limits. Total principal of S.O. Bonds outstanding at July 1, 2010, is \$0. The final payment occurred in FY2008 in the Golf Fund. No new issues are planned for the Fiscal Year.

Revenue Bonds

Revenue Bonds require voter authorization of 2/3rds or 4/7ths majority and are used to fund capital facility costs. Bond repayment is secured solely from the earnings generated by the facility constructed or improved with the bond proceeds. The identified revenue stream is pledged for repayment of the bonds. In 1992 voters authorized, \$19.6 million in revenue bonds for improvements at the Water Protection Facility. These bonds were issued under the Missouri Leveraged State Water Pollution Control Revolving Fund Program established by the State Environmental Improvement and Energy Resources Authority (EIERA) in cooperation with the Missouri Department of Natural Resources and the Missouri Clean Water Commission. The EIERA bond issuance program allows the City to benefit from reduced interest rates. In FY 1999 the City undertook the advance refunding of the 1992 Series Sewerage Bonds. The substantially lower coupon interest rates of the issue, now paid off, saved the City a \$387,136 in

MUNICIPAL DEBT DISCUSSION

debt service. The remaining \$750,000 in EIERA bonds authorized for issuance was sold August 2003 and is being used in the Triumph Food TIF project. Revenue Bonds outstanding at July 1, 2013, total \$3,975,000.

On April 5th, 2011, St. Joseph City voters approved issuance of Sewer Revenue Bonds up to the maximum amount of \$105 million. Sale of the first set of bonds under the auspices of the MDFB (see below), in the amount of \$32,400,000 was issued in May 2011. The next bond sale, done as a part of the State's SRF program, was completed in 2012 for \$14,660,000. Further SRF or other bond financing totaling \$86,000,000 will be needed in 2014 to fund the necessary mandated projects.

General Obligation (G.O.) Bonds

The Missouri State Constitution permits a city, by vote of 2/3rds or 4/7ths majority, to incur general obligation indebtedness for "city purposes" in an amount not to exceed 10% of the assessed value of taxable tangible property. Additional bonded indebtedness equal to an additional 10% of the assessed value may be issued for the purpose of acquiring right-of-way, construction, extending and improving streets and avenues and/or sanitary sewer systems. Additional bonded indebtedness equal to 10% of the assessed value may be issued for purchasing or constructing waterworks, and electric or other light plants. All such indebtedness may not exceed 20% of the assessed value of taxable tangible property. Total assessed valuation of taxable property at January 1, 2012, is \$949,167,650 and the legal debt margin is \$189,833,530.

The City irrevocably appropriates and pledges property tax receipts in an amount sufficient to pay debt service; principal, interest and related expenditures, on any 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 make debt service payments. Repayment of the G.O. Bonds is secured by the full faith and credit of the City.

There are no immediate plans to go to the voters for approval on a G.O. Bond.

Capital Lease Obligations

The City regularly enters into capital lease arrangements for the purchase of machinery, heavy equipment, and computers. Provisions of the lease arrangements include fixed monthly payments over the lease term and a bargain purchase option of \$1 at the end of the lease period. The lease agreements do not require voter approval and are subject to annual appropriation of funds by the City Council. The City's four current capital lease arrangements have an outstanding balance of \$243,355 and are scheduled to be paid out by FY2015.

Other Debt – Current Bond Rating: A+

- MDFB Infrastructure Improvement Loans.
February 17, 2004, the Missouri Development Finance Board authorized issuance of a series of infrastructure facilities improvement bonds and to loan the proceeds of those bonds to the City for projects relating to improving the City sewer system's capacity as well as several Tax Increment Financing (TIF) Redevelopment agreements.
 - Stockyards Redevelopment Project - MDFB Series 2004A - \$9,170,000 issued and the loan proceeds used to fund \$7,000,000 of TIF reimbursable expenditures. \$5.6 million were used to reimburse a portion of the acquisition and demolition costs incurred by Triumph Foods, LLC, as approved in the Redevelopment Agreement with that company. \$1.4 million used to cover costs of certain traffic and infrastructure improvements related to the project. This issue was refinanced in 2011 for an estimated interest savings of \$1.7 million over the span of the debt. TIF

MUNICIPAL DEBT DISCUSSION

Incremental tax revenues and Chapter 100 PILOTS are used to pay the debt service on this loan which extends to 2030.

- Stockyards Redevelopment Project – The original MDFB Series 2004B issued \$10,475,000 and the loan proceeds used to fund \$7.0 million of the cost of on-site wastewater treatment facility at Triumph Foods. \$1.497 million is being used toward a portion of the \$10.5 million capacity and process improvements being made at the City's wastewater treatment plant. With favorable interest rates, this series was refinanced in 2012 for significant interest payments. Triumph Foods will be making Sewer Reserve Charge payments to the City in an amount to cover the debt service on this loan which extends to 2024.
- Sewerage System Improvements Project – MDFB Series 2004C issued \$11,720,000 and the loan proceeds used to fund the remaining \$9.6 million of the capacity and process improvement project at the City's wastewater treatment plant. Project costs are also being covered by a \$1,000,000 contribution by Buchanan County and through several EPA grants. \$700,000 was used as a grant from the City to Triumph Foods in order for the company to purchase its portion of a \$3.5 million BUILD Missouri bond issue in late Spring 2005. Debt service payments extend to 2025 and will be covered by revenues from the Sewer Fund and from monies generated by the tax credits from the Missouri BUILD program.
- Public Safety Improvements Project – MDFB Series 2004D - \$6,860,000 issue and the loan proceeds used to fund several public safety projects within the City. \$3.530 million was used as the City's portion of the new \$8.4 million public safety communications system. Buchanan County and Heartland Hospital share in the cost of the total project. \$905,000 was used in the purchase of two fire pumpers. Debt service for these two projects was spread over the last three years of the currently authorized CIP Sales Tax and was retired in 2008. The remaining \$2.425 million went towards the City's portion of the \$5.7 million expansion at the Law Enforcement Center. Debt service payments are coming from the City's General Fund and will be retired in 2024.
- In May 2011 the MDFB authorized a \$22,275,000 issue (Series 2011E) to cover the planning and construction of the new disinfection system required at the water protection plant. Debt on this loan extends to 2036 and is covered by sewer system revenues.
- IDA Tax Increment Revenue Bonds
In March 2005 the Industrial Development Authority of St. Joseph (IDA) authorized the issuance of a series of bonds relating to the North County Redevelopment Project.
 - Shoppes at North Village Project – IDA Series 2005A - \$26,000,000 issue and the proceeds used to fund a portion of the TIF reimbursable expenditures for this project. A portion of the \$22.112 million issue will go to repaying the City of St. Joseph and Buchanan County for infrastructure improvements made for the Shoppes project. This includes extension and improvement of the Northridge sewer lines and construction of the four-lane parkway through the development. TIF Incremental PILOTS and EATS revenues will be used to pay the debt service on this loan which extends to 2028.
 - Shoppes at North Village Project – IDA Series 2005B - \$16,985,000 issue and the proceeds used to fund the remainder of the developer's TIF reimbursable expenditures. TIF Incremental PILOTS and EATS revenues will be used to pay the debt service on this loan which extends to 2028.

In April 2007 the IDA authorized the issuance of \$5,110,000 in TIF bonds relating to the Mitchell Avenue Redevelopment Project. The bonds were purchased by the American

MUNICIPAL DEBT DISCUSSION

Family Insurance Company, the “developer” of that TIF. PILOTS are repaying the debt which extends to 2027.

Financial Impact of Municipal Debt on Operating Budgets

With the exception of the TIF-related bond issues, all future debt service payments must come from operating funds. As a result, debt service requirements are an important consideration when preparing annual operating budgets.

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.

Assessed Valuation at January 1, 2012 \$949,167,650

Legal Debt Margin: Any Legal "City Purpose" - Art. VI, Sec 26b
Debt Limitation at 5% of assessed valuation..... **\$47,458,383**

Additional Debt Margin: Any Legal "City Purpose" - Art. VI. Sec 26c
Debt Limitation at 5% of assessed valuation..... **\$47,458,383**

Legal Debt Margin: Streets, Storm or Sanitary Sewers - Art VI. Sec 26d
Debt Limitation at 10% of assessed valuation..... **\$94,916,765**

Debt Applicable to Limitation:

Total General Obligation Bonded debt	\$0	
Less amount available in Debt Service Fund.....	<u>0</u>	
		<u>0</u>

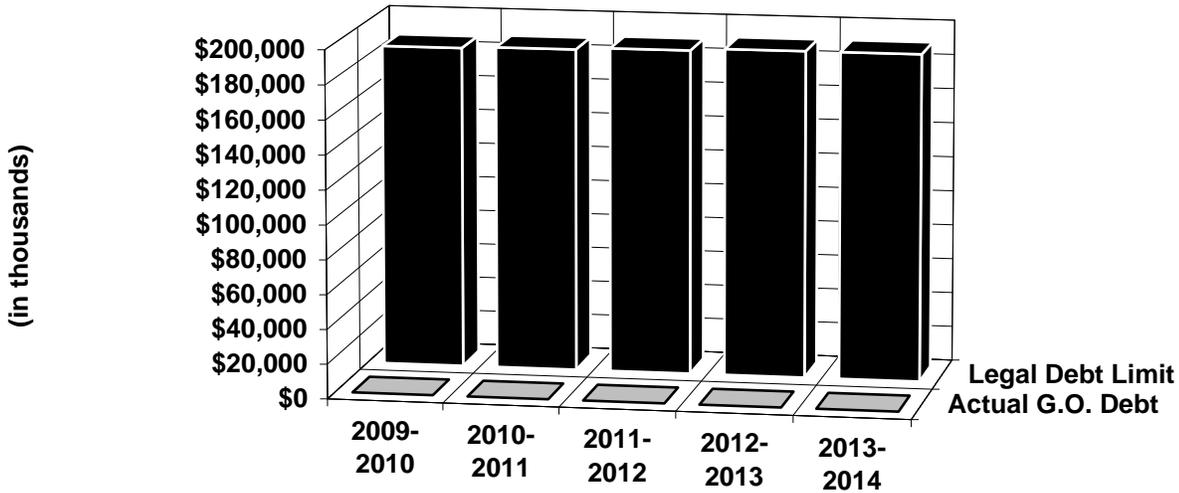
Legal Debt Margin \$189,833,530

GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN

(in thousands of dollars)

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Assessed Valuation at July 1	\$926,060	\$931,658	\$936,350	\$942,350	\$949,168
Legal Debt Limit @ 20%	185,212	186,332	187,270	188,470	189,833
Total General Obligation Debt Amount Available from Debt Service Fund					
Actual Debt (net)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Legal Debt Margin	<u>\$185,212</u>	<u>\$186,332</u>	<u>\$187,270</u>	<u>\$188,470</u>	<u>\$189,833</u>

Actual Debt vs. Legal Debt Limit



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>		
<i>PBA Bonds</i>				
2003 - PBA Hlth Renovtn - 93 Refinanced	480,000	46,520	Health	6/30/2014
2003 - PBA Parks 94A Refinanced	41,660	4,038	Parks	6/30/2014
2003 - PBA Health Reloctn 94A Rfncd	20,980	2,033	Health	6/30/2014
2003 - PBA Parking 94A Refinanced	571,580	55,395	Parking	6/30/2014
2003 - PBA Landfill 94A Refinanced	20,780	2,014	Landfill	6/30/2014
	<u>1,135,000</u>	<u>110,000</u>		
<i>Revenue Bonds</i>				
1993 - Sewerage System	10,308,000	1,560,000	Sewer	7/1/2015
1997 - Sewerage System	6,515,000	1,950,000	Sewer	1/1/2017
2003 - Sewer Revenue Bonds	777,000	465,000	Sewer	4/1/2023
2012 - Sewer System (SRF)	14,400,000	14,400,000	Sewer	1/1/2034
	<u>32,000,000</u>	<u>18,375,000</u>		
<i>Capital Lease Obligations</i>				
2010 - Golf Carts	111,840	20,864	Golf	2/15/2014
2011 - Office Copiers	198,695	98,208	Golf	4/30/2015
2012 - Hasler Mail Machine	7,000	6,270	General	4/14/2016
2012 - REC Center Fitness Equipment	156,180	101,127	General	5/19/2015
	<u>473,715</u>	<u>226,468</u>		
<i>Other Debt</i>				
2004 - MDFB D (LEC Expansion)	2,425,000	1,635,000	General	3/1/2024
2005 - IDA A & B (Shoppes TIF)	42,985,000	35,700,000	Spec Alloc	6/30/2028
2007 - IDA (Sewer System)	20,410,000	20,410,000	Sewer	4/1/2027
2007 - IDA (Mitchell Ave Project)	5,110,000	4,335,000	Spec Alloc	3/1/2029
2011 - MDFB A(Triumph) 2004 Refncd	6,685,000	5,790,000	Spec Alloc	5/1/2024
2011 - MDFB E (Sewer System)	22,275,000	21,325,000	Sewer	5/1/2036
2012 - MDFB B (2004 Refncd)	8,685,000	8,325,000	Spec Alloc	11/1/2024
2012 - MDFB C (2004C Sewer)	8,825,000	8,290,000	Sewer	11/1/2024
	<u>117,400,000</u>	<u>105,810,000</u>		
<i>Total All Debt</i>	<u><u>151,008,715</u></u>	<u><u>124,521,468</u></u>		

FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2019-2030	
Parks, Recreation & Civic Facilities										
2003 - Parks Administration Building PBA (1994A) Refunded Bonds										
Principal	41,660	37,622	4,038	4,038	0	0	0	0	0	4,038
Interest		8,883		91	0	0	0	0	0	91
Total Parks Debt	41,660	46,505	4,038	4,129	0	0	0	0	0	4,129
Public Health										
2003 - Patee Market Renovation PBA (1993) Refunded Bonds										
Principal	480,000	433,480	46,520	46,520	0	0	0	0	0	46,520
Interest		102,346		1,047	0	0	0	0	0	1,047
	480,000	535,827	46,520	47,567	0	0	0	0	0	47,567
2003 - Health Relocations PBA (1994A) Refunded Bonds										
Principal	20,980	18,947	2,033	2,033	0	0	0	0	0	2,033
Interest		4,473		46	0	0	0	0	0	46
	20,980	23,420	2,033	2,079	0	0	0	0	0	2,079
Principal	500,980	452,427	48,553	48,553	0	0	0	0	0	48,553
Interest		106,820		1,093	0	0	0	0	0	1,093
Total Health Debt	500,980	559,247	48,553	49,646	0	0	0	0	0	49,646
General Fund										
2011 - Office Copiers Lease Obligations										
Principal	198,695	100,487	98,208	51,952	46,256	0	0	0	0	98,208
Interest		23,811		5,416	1,551	0	0	0	0	6,967
	198,695	124,297	98,208	57,368	47,807	0	0	0	0	105,175
2012 - Hasler Mail Machine Lease Obligations										
Principal	7,000	731	6,270	1,157	2,050	3,062	0	0	0	6,270
Interest		4,393		3,397	2,504	922	0	0	0	6,823
	7,000	5,124	6,270	4,554	4,554	3,985	0	0	0	13,093
2012 - REC Center Fitness Equipment Lease Obligations										
Principal	156,180	55,054	101,127	52,158	48,969	0	0	0	0	101,127
Interest		3,545		1,933	614	0	0	0	0	2,548
	156,180	58,599	101,127	54,091	49,583	0	0	0	0	103,674
2004 - MDFB D (LEC Expansion)										
Principal	2,425,000	790,000	1,635,000	120,000	125,000	130,000	135,000	140,000	985,000	1,635,000
Interest		734,255		71,700	66,900	61,900	56,700	50,625	161,100	468,925
	2,425,000	1,524,255	1,635,000	191,700	191,900	191,900	191,700	190,625	1,146,100	2,103,925
Principal	2,786,875	946,271	1,840,605	225,267	222,275	133,062	135,000	140,000	985,000	1,840,605
Interest		766,004		82,446	71,569	62,822	56,700	50,625	161,100	485,263
Total GF Debt	2,786,875	1,648,552	1,733,208	249,068	239,707	191,900	191,700	190,625	1,146,100	2,103,925
Public Parking										
2003 - Parking Garage Repairs (5th & Felix) PBA Bonds (1994A) Refinanced										
Principal	571,580	516,185	55,395	55,395	0	0	0	0	0	55,395
Interest		121,873		1,246	0	0	0	0	0	1,246
Total Parking Debt	571,580	638,058	55,395	56,642	0	0	0	0	0	56,642
Municipal Golf (recorded in 3070-1630)										
2010 Golf Carts										
Principal	111,840	90,977	20,864	20,864	0	0	0	0	0	20,864
Interest		16,087		549	0	0	0	0	0	549
Total Golf Debt	111,840	107,064	20,864	21,413	0	0	0	0	0	21,413
Landfill										
2003 - PBA Bond Issuance Costs (1994A) Refinanced										
Principal	20,780	18,766	2,014	2,014	0	0	0	0	0	2,014
Interest		4,431	0	45	0	0	0	0	0	45
Total Landfill Debt	20,780	23,197	2,014	2,059	0	0	0	0	0	2,059
Special Allocation (TIF)										
2005 - IDA Series A (North Shoppes TIF)										
Principal	26,000,000	5,010,000	20,990,000	675,000	730,000	785,000	890,000	950,000	16,960,000	20,990,000
Interest		10,252,410		1,110,294	1,072,500	1,030,838	986,555	939,635	5,643,595	10,783,416
	26,000,000	15,262,410	20,990,000	1,785,294	1,802,500	1,815,838	1,876,555	1,889,635	22,603,595	31,773,416
2005 - IDA Series B (North Shoppes TIF)										
Principal	16,985,000	2,275,000	14,710,000	455,000	530,000	570,000	615,000	660,000	11,880,000	14,710,000
Interest		6,735,936		786,528	760,056	730,494	698,647	664,381	3,914,772	7,554,878
	16,985,000	9,010,936	14,710,000	1,241,528	1,290,056	1,300,494	1,313,647	1,324,381	15,794,772	22,264,878
2008 - IDA Mitchell Avenue										
Principal	5,110,000	775,000	4,335,000	175,000	185,000	195,000	205,000	220,000	3,355,000	4,335,000
Interest		1,248,265		238,425	228,800	218,625	207,900	196,625	1,205,325	2,295,700
	5,110,000	2,023,265	4,335,000	413,425	413,800	413,625	412,900	416,625	4,560,325	6,630,700

FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance							Remaining Total	Total Through Maturity
				2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2019-2030		
Special Allocation (TIF) - Continued											
2011 - MDFB Series A (Triumph Foods TIF)											
Principal	6,685,000	895,000	5,790,000	440,000	460,000	475,000	485,000	495,000	3,435,000	5,790,000	
Interest*		322,389		216,163	202,963	189,163	174,913	160,363	550,156	1,493,719	
	<u>6,685,000</u>	<u>1,217,389</u>	<u>5,790,000</u>	<u>656,163</u>	<u>662,963</u>	<u>664,163</u>	<u>659,913</u>	<u>655,363</u>	<u>3,985,156</u>	<u>7,283,719</u>	
2012 - MDFB Series B (Triumph Foods TIF)											
Principal	8,685,000	360,000	8,325,000	630,000	640,000	650,000	665,000	680,000	5,060,000	8,325,000	
Interest		127,876	0	257,263	248,159	237,228	223,832	208,131	773,002	1,947,615	
	<u>8,685,000</u>	<u>487,876</u>	<u>8,325,000</u>	<u>887,263</u>	<u>888,159</u>	<u>887,228</u>	<u>888,832</u>	<u>888,131</u>	<u>5,833,002</u>	<u>10,272,615</u>	
Principal	63,465,000	9,315,000	54,150,000	2,375,000	2,545,000	2,675,000	2,860,000	3,005,000	40,690,000	54,150,000	
Interest		18,686,876		2,608,672	2,512,478	2,406,347	2,291,846	2,169,135	12,086,850	24,075,328	
Total Special Allocati	<u>63,465,000</u>	<u>28,001,876</u>	<u>54,150,000</u>	<u>4,983,672</u>	<u>5,057,478</u>	<u>5,081,347</u>	<u>5,151,846</u>	<u>5,174,135</u>	<u>52,776,850</u>	<u>78,225,328</u>	
Sewer											
1993 - Sewerage System Revenue Bonds											
Principal	10,308,000	8,748,000	1,560,000	760,000	800,000	0	0	0	0	1,560,000	
Interest		7,389,752		84,240	43,200	0	0	0	0	127,440	
	<u>10,308,000</u>	<u>16,137,752</u>	<u>1,560,000</u>	<u>844,240</u>	<u>843,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,687,440</u>	
1997 - Sewerage System Revenue Bonds (1997D)											
Principal	6,515,000	4,565,000	1,950,000	450,000	475,000	500,000	525,000	0	0	1,950,000	
Interest		4,009,423		92,313	66,875	40,688	13,781	0	0	213,656	
	<u>6,515,000</u>	<u>8,574,423</u>	<u>1,950,000</u>	<u>542,313</u>	<u>541,875</u>	<u>540,688</u>	<u>538,781</u>	<u>0</u>	<u>0</u>	<u>2,163,656</u>	
2003 - Sewerage System Revenue Bonds											
Principal	777,000	312,000	465,000	35,000	40,000	40,000	45,000	45,000	260,000	465,000	
Interest		278,687		22,793	21,218	19,378	17,498	15,338	41,398	137,620	
	<u>777,000</u>	<u>590,687</u>	<u>465,000</u>	<u>57,793</u>	<u>61,218</u>	<u>59,378</u>	<u>62,498</u>	<u>60,338</u>	<u>301,398</u>	<u>602,620</u>	
2007 - Sewerage System Revenue Bonds											
Principal	20,410,000	0	20,410,000	0	0	0	670,000	1,260,000	18,480,000	20,410,000	
Interest		4,366,234		988,581	988,581	988,581	988,581	988,581	5,568,056	10,510,963	
	<u>20,410,000</u>	<u>4,366,234</u>	<u>20,410,000</u>	<u>988,581</u>	<u>988,581</u>	<u>988,581</u>	<u>1,658,581</u>	<u>2,248,581</u>	<u>24,048,056</u>	<u>30,920,963</u>	
2011 - Sewerage System MDFB Series E											
Principal	22,275,000	950,000	21,325,000	565,000	580,000	600,000	620,000	645,000	18,315,000	21,325,000	
Interest		1,480,509		1,026,213	1,009,263	991,863	973,863	949,063	10,341,306	15,291,569	
	<u>22,275,000</u>	<u>2,430,509</u>	<u>21,325,000</u>	<u>1,591,213</u>	<u>1,589,263</u>	<u>1,591,863</u>	<u>1,593,863</u>	<u>1,594,063</u>	<u>28,656,306</u>	<u>36,616,569</u>	
2004 - MDFB C - WWT Plant Expansion - BUILD Bond Portion											
Principal	1,946,230	203,546	1,742,684	214,165	225,355	237,117	249,532	262,437	554,078	1,742,684	
Interest		97,644		87,027	75,854	64,099	51,730	38,715	35,644	353,068	
	<u>1,946,230</u>	<u>301,190</u>	<u>1,742,684</u>	<u>301,192</u>	<u>301,209</u>	<u>301,216</u>	<u>301,262</u>	<u>301,152</u>	<u>589,722</u>	<u>2,095,752</u>	
2012 - MDFB C - WWT Plant Expansion - City Portion											
Principal	6,878,770	331,454	6,547,316	375,835	374,645	377,883	385,468	392,563	4,640,922	6,547,316	
Interest		30,091		163,548	174,721	186,476	198,845	211,860	637,712	1,573,163	
	<u>6,878,770</u>	<u>361,545</u>	<u>6,547,316</u>	<u>539,383</u>	<u>549,366</u>	<u>564,359</u>	<u>584,313</u>	<u>604,423</u>	<u>5,278,634</u>	<u>8,120,479</u>	
2013 SRF Direct Loan - Sewer System Revenue Bonds											
Principal	14,660,000	0	14,660,000	0	300,000	610,000	624,000	639,000	9,562,000	14,660,000	
Interest		0		147,822	193,512	187,552	179,454	171,164	1,332,830	2,319,631	
	<u>14,660,000</u>	<u>0</u>	<u>14,660,000</u>	<u>147,822</u>	<u>493,512</u>	<u>797,552</u>	<u>803,454</u>	<u>810,164</u>	<u>10,894,830</u>	<u>16,979,631</u>	
Principal	83,770,000	15,110,000	68,660,000	2,400,000	2,795,000	2,365,000	3,119,000	3,244,000	51,812,000	68,660,000	
Interest		17,652,340	0	2,612,536	2,573,223	2,478,636	2,423,752	2,374,720	17,956,946	30,527,110	
Total Sewer Debt	<u>83,770,000</u>	<u>32,762,340</u>	<u>68,660,000</u>	<u>5,012,536</u>	<u>5,368,223</u>	<u>4,843,636</u>	<u>5,542,752</u>	<u>5,618,720</u>	<u>69,768,946</u>	<u>99,187,110</u>	
Total All Debt											
Principal	151,268,715	26,487,248	124,781,468	5,131,131	5,562,275	5,173,062	6,114,000	6,389,000	93,487,000	121,856,468	
Interest		37,363,314	0	5,306,679	5,157,270	4,947,805	4,772,297	4,594,480	30,204,897	54,983,428	
Total Debt Service	<u>151,268,715</u>	<u>63,850,561</u>	<u>124,781,468</u>	<u>10,437,810</u>	<u>10,719,546</u>	<u>10,120,867</u>	<u>10,886,297</u>	<u>10,983,480</u>	<u>123,691,897</u>	<u>176,839,896</u>	

* Capitalized Interest covers MDFB2004A until mid-FY2007 and MDFB2004B until mid-FY2006. Debt Service Reserve will cover all of FY2025 payments for A and a good portion of B.

** Amount City pays, capitalized interest covers an additional \$235,797 in Series A and \$120,798 in Series B

Demographics

- **Community Profile – Miscellaneous Statistics**
- **Community Profile – Demographic Statistics**

ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Miscellaneous Information

General City Information:

Date of incorporation.....	1851
Form of government.....	Council/Mngr.
Number of employees (excluding police and fire):	410
Classified	309
Exempt	101
Area in square miles.....	45.6
Population (2010 Census).....	76,780
Registered Voters.....	42,136

Facilities and Services:

Miles of streets (paved).....	426
Number of street lights.....	6,652

Culture and Recreation:

Community centers.....	1
Parks and facilities.....	46
Park acreage.....	1,500
Public golf courses.....	2
Private golf courses.....	2
Water Park.....	1
Swimming pools.....	3
Tennis courts.....	37
Indoor ice arena(s).....	1
Baseball Fields.....	23
Parkway system/miles.....	26

Fire Protection:

Number of stations.....	9
Number of fire personnel and officers.....	123
Number of calls (alarms) answered.....	6,895
Number of inspections conducted.....	500

Police Protection:

Number of stations.....	1
Number of police personnel and officers.....	161
Number of patrol and unmarked units.....	108
Number of motorcycle units.....	4
Number of law violations:	
Physical arrests.....	5,610
Traffic violations (citations & warnings).....	15,688
Parking violations.....	11,620

Sewerage System:

ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Miscellaneous Information

Facilities and Services not City-owned:

Water System:

Miles of water mains.....	620
Number of service connections.....	36,878
Number of fire hydrants.....	3,141
Daily average consumption in gallons.....	15,000,000
Maximum daily capacity of plant in gallons.....	30,000,000

Electric Distribution System:

Miles of service.....	799
Number of stations.....	17

Cable Television System:

Miles of service.....	424
Number of satellite receiving stations.....	15

Public Schools:

Elementary Schools

No. of schools.....	16
No. of certificated elementary instructors.....	445

Secondary Schools

No. of schools.....	7
No. of certificated secondary instructors.....	424

Colleges

Missouri Western State University (four year).....	1
Hillyard NS Technical School.....	1
Vatterott College (two year).....	1

Hospitals:

No. of hospitals.....	1
No. of patient beds.....	811

Northwest Missouri Psychiatric Center:

No. of hospitals.....	1
No. of patient beds.....	108

ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Demographics

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">POPULATION **</td> <td style="width: 20%;">76,780</td> <td style="width: 50%;"></td> </tr> <tr> <td>HOUSEHOLDS*</td> <td>29,026</td> <td></td> </tr> <tr> <td> Family Households</td> <td>18,463</td> <td>63.6%</td> </tr> <tr> <td> Married couples</td> <td>13,866</td> <td></td> </tr> <tr> <td> Female Householder</td> <td>3,726</td> <td></td> </tr> <tr> <td> Non-family Households</td> <td>10,563</td> <td>36.4%</td> </tr> <tr> <td>AGE *</td> <td></td> <td></td> </tr> <tr> <td>Under 5 yrs.</td> <td>4,760</td> <td>6.4%</td> </tr> <tr> <td>5-9</td> <td>4,992</td> <td>6.7%</td> </tr> <tr> <td>10-14</td> <td>5,095</td> <td>6.9%</td> </tr> <tr> <td>15-17</td> <td>3,005</td> <td>4.1%</td> </tr> <tr> <td>18-19</td> <td>2,499</td> <td>3.4%</td> </tr> <tr> <td>20-24</td> <td>6,087</td> <td>8.2%</td> </tr> <tr> <td>25-34</td> <td>9,943</td> <td>13.4%</td> </tr> <tr> <td>35-44</td> <td>11,186</td> <td>15.1%</td> </tr> <tr> <td>45-54</td> <td>9,033</td> <td>12.2%</td> </tr> <tr> <td>55-59</td> <td>3,207</td> <td>4.3%</td> </tr> <tr> <td>60-64</td> <td>2,805</td> <td>3.8%</td> </tr> <tr> <td>65-74</td> <td>5,335</td> <td>7.2%</td> </tr> <tr> <td>75-94</td> <td>4,314</td> <td>5.8%</td> </tr> <tr> <td>85+ years</td> <td>1,729</td> <td>2.3%</td> </tr> <tr> <td>Median Age</td> <td>35.6</td> <td></td> </tr> <tr> <td>SEX *</td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td>36,170</td> <td>48.9%</td> </tr> <tr> <td>Female</td> <td>37,820</td> <td>51.1%</td> </tr> <tr> <td>RACE *</td> <td></td> <td></td> </tr> <tr> <td>White</td> <td>67,981</td> <td>91.9%</td> </tr> <tr> <td>Black</td> <td>3,722</td> <td>5.0%</td> </tr> <tr> <td>Other</td> <td>358</td> <td>0.4%</td> </tr> <tr> <td>Hispanic Origin (of any race)</td> <td>1,929</td> <td>2.7%</td> </tr> <tr> <td>HOUSING UNITS *</td> <td>31,752</td> <td></td> </tr> <tr> <td>Owner-Occupied</td> <td>18,823</td> <td>59.3%</td> </tr> <tr> <td>Renter-Occupied</td> <td>10,203</td> <td>32.1%</td> </tr> <tr> <td>Vacant</td> <td>2,726</td> <td>8.6%</td> </tr> <tr> <td>HOUSING VALUE*</td> <td></td> <td></td> </tr> <tr> <td>\$0 - 39,999</td> <td>3,051</td> <td>17.9%</td> </tr> </table>	POPULATION **	76,780		HOUSEHOLDS*	29,026		Family Households	18,463	63.6%	Married couples	13,866		Female Householder	3,726		Non-family Households	10,563	36.4%	AGE *			Under 5 yrs.	4,760	6.4%	5-9	4,992	6.7%	10-14	5,095	6.9%	15-17	3,005	4.1%	18-19	2,499	3.4%	20-24	6,087	8.2%	25-34	9,943	13.4%	35-44	11,186	15.1%	45-54	9,033	12.2%	55-59	3,207	4.3%	60-64	2,805	3.8%	65-74	5,335	7.2%	75-94	4,314	5.8%	85+ years	1,729	2.3%	Median Age	35.6		SEX *			Male	36,170	48.9%	Female	37,820	51.1%	RACE *			White	67,981	91.9%	Black	3,722	5.0%	Other	358	0.4%	Hispanic Origin (of any race)	1,929	2.7%	HOUSING UNITS *	31,752		Owner-Occupied	18,823	59.3%	Renter-Occupied	10,203	32.1%	Vacant	2,726	8.6%	HOUSING VALUE*			\$0 - 39,999	3,051	17.9%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">LAND AREA</td> <td style="width: 20%;">45.4</td> <td style="width: 50%;">sq. miles</td> </tr> <tr> <td>HOUSEHOLD INCOME*</td> <td></td> <td></td> </tr> <tr> <td>Less than \$10,000</td> <td>3,476</td> <td>12.0%</td> </tr> <tr> <td>\$10,000 - 14,999</td> <td>2,541</td> <td>8.8%</td> </tr> <tr> <td>\$15,000 - 24,999</td> <td>4,919</td> <td>16.9%</td> </tr> <tr> <td>\$25,000 - 34,999</td> <td>4,394</td> <td>15.1%</td> </tr> <tr> <td>\$35,000 - 49,999</td> <td>5,057</td> <td>17.4%</td> </tr> <tr> <td>\$50,000 - 74,999</td> <td>5,283</td> <td>18.2%</td> </tr> <tr> <td>\$75,000 - 99,999</td> <td>1,924</td> <td>6.6%</td> </tr> <tr> <td>\$100,000 or more</td> <td>1,428</td> <td>4.9%</td> </tr> <tr> <td>Median</td> <td>\$32,663</td> <td></td> </tr> <tr> <td>OCCUPATION</td> <td></td> <td></td> </tr> <tr> <td>Employed persons age 16+</td> <td>30,501</td> <td></td> </tr> <tr> <td>Exec/Admin/Mgr</td> <td>2,746</td> <td>9.0%</td> </tr> <tr> <td>Prof. Specialty</td> <td>3,611</td> <td>11.8%</td> </tr> <tr> <td>Technicians</td> <td>900</td> <td>3.0%</td> </tr> <tr> <td>Sales</td> <td>3,599</td> <td>11.8%</td> </tr> <tr> <td>Clerical/Admin</td> <td>4,425</td> <td>14.5%</td> </tr> <tr> <td>Pvt. 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Household	126	0.4%	Protective	439	1.4%	Service	4,461	14.6%	Farming/Forestry	296	1.0%	Craft/Repair	3,399	11.1%	Operative/Asmbl	2,994	9.8%	Transp./Moving	1,483	4.9%	Laborers	2,022	6.6%	VEHICLES/HOUSEHOLD			0	3,423	12.0%	1	11,111	39.1%	2	9,982	35.1%	3+	3,895	13.7%	SCHOOL YEARS COMPLETED*			Population, Age 25+	47,401		Not High School Graduate	9,031	19.1%	High School Graduate or Higher	30,267	63.9%	Bachelor's Degree or Higher	8,103	17.1%
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ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Demographics

Existing Population Distribution

	<i>St. Joseph</i>		<i>Buchanan County</i>		<i>Missouri</i>	
	Number	Percent	Number	Percent	Number	Percent
All Persons	73,990		85,998		5,595,211	
Under 5 years	4,760	6.4%	5,407	6.3%	369,898	6.6%
5 to 9 years	4,992	6.7%	5,791	6.7%	398,898	7.1%
10 to 14 years	5,095	6.9%	6,096	7.1%	412,080	7.4%
15 to 17 years	3,005	4.1%	3,643	4.2%	240,594	4.3%
18 to 19 years	2,499	3.4%	2,825	3.3%	172,702	3.1%
20 to 24 years	6,087	8.2%	6,631	7.7%	369,498	6.6%
25 to 34 years	9,943	13.4%	11,232	13.1%	738,733	13.2%
35 to 44 years	11,186	15.1%	13,299	15.5%	887,569	15.9%
45 to 54 years	9,033	12.2%	10,824	12.6%	742,462	13.3%
55 to 59 years	3,207	4.3%	3,951	4.6%	279,073	5.0%
60 to 64 years	2,805	3.8%	3,423	4.0%	228,325	4.1%
65 to 74 years	5,335	7.2%	6,246	7.3%	393,226	7.0%
75 to 84 years	4,314	5.8%	4,774	5.6%	263,582	4.7%
85+ years	1,729	2.3%	1,856	2.2%	98,571	1.8%

Information from 2000 U.S. Census of Population and Housing

Existing Population: Race and Ethnicity

	<i>St. Joseph</i>		<i>Buchanan County</i>		<i>Missouri</i>	
	Number	Percent	Number	Percent	Number	Percent
All Persons	72,925	98.5%	848,021	98.6%	5,513,150	100.0%
White	67,981	91.9%	79,744	92.7%	4,748,083	84.9%
Black	3,722	5.0%	3,751	4.4%	629,391	11.2%
American Indian	340	0.5%	363	0.4%	25,076	0.4%
Asian & Pacific Islander	370	0.5%	386	0.4%	61,595	1.1%
Hispanic (Any Race)	1,929	2.6%	2,085	2.4%	118,592	2.1%

Information from 2000 U.S. Census of Population and Housing

Existing Population: Educational Attainment

	<i>St. Joseph</i>		<i>Buchanan County</i>		<i>Missouri</i>	
	Number	Percent	Number	Percent	Number	Percent
Persons 25 years and over	47,401		55,583		3,634,906	
Less than 9th grade	3,082	6.5%	3,536	7.5%	237,618	6.5%
9th to 12th grade, no diploma	5,949	12.6%	6,766	14.3%	441,477	12.1%
High School Grad (or equivalent)	17,571	37.1%	21,115	44.5%	1,189,670	32.7%
Some college, no degree	12,696	26.8%	14,789	31.2%	981,665	27.0%
Associate/Bachelor's Degree	5,408	11.4%	6,355	13.4%	507,892	14.0%
Graduate or Professional Degree	2,695	5.7%	3,022	6.4%	276,584	7.6%
Percent high school graduate or higher	80.1%		81.5%		81.3%	
% associate/bachelor's degree or higher	17.1%		16.9%		21.6%	

Information from 2000 U.S. Census of Population and Housing

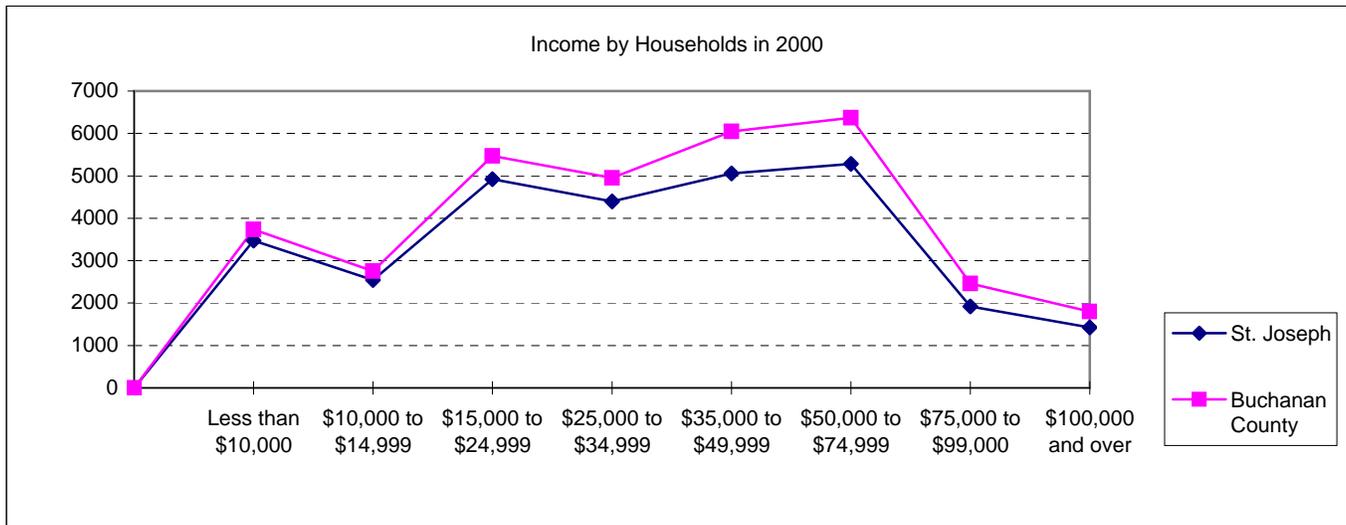
ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Demographics

Existing Population: Income by Households in 1999

	<i>St. Joseph</i>		<i>Buchanan County</i>		<i>Missouri</i>	
	Number	Percent	Number	Percent	Number	Percent
Less than \$10,000	3,476	12.0%	3,738	11.1%	221,242	10.1%
\$10,000 to \$14,999	2,541	8.8%	2,753	8.2%	154,370	7.0%
\$15,000 to \$24,999	4,919	16.9%	5,471	16.3%	319,986	14.6%
\$25,000 to \$34,999	4,394	15.1%	4,952	14.7%	314,611	14.3%
\$35,000 to \$49,999	5,057	17.4%	6,045	18.0%	385,315	17.5%
\$50,000 to \$74,999	5,283	18.2%	6,367	19.0%	415,772	18.9%
\$75,000 to \$99,000	1,924	6.7%	2,462	7.3%	193,561	8.8%
\$100,000 and over	1,428	4.9%	1,804	5.4%	192,357	8.8%
Median/Average Household In	\$ 32,663	\$ 44,547	\$ 34,704	\$ 44,143	\$ 37,934	\$ 49,956

Information from 2000 U.S. Census of Population and Housing



Existing Households: Number and Average Size

	<i>St. Joseph</i>	<i>Buchanan County</i>	<i>Missouri</i>
Number of Housing Units	31,752	36,574	2,442,017
Average Size	2.50	2.50	2.60

Information from 2000 U.S. Census of Population and Housing

Existing Households: Single-parent and Female Heads of Household

	<i>St. Joseph</i>		<i>Buchanan County</i>		<i>Missouri</i>	
	Number	Percent	Number	Percent	Number	Percent
Families	18,463	63.6%	21,928	65.3%	1,476,516	67.3%
Householder Living Alone	8,830	30.4%	9,702	28.9%	599,808	27.3%
Female Head of Households	3,726	12.8%	4,013	12.0%	253,760	11.6%

Information from 2000 U.S. Census of Population and Housing

ST. JOSEPH, MISSOURI

COMMUNITY PROFILE - Demographics

Fiscal Year	(1)	(2)	(3)	(4)	
	Population	Per Capita Income	Public School Enrollment	Unemployment Rate	
				Missouri	City
1989	71,530	\$15,041	12,118	5.6%	5.8%
1990	71,852	\$15,992	12,094	5.1%	5.4%
1991	71,929	\$16,471	12,257	6.3%	7.2%
1992	72,016	\$17,116	12,382	6.9%	7.0%
1993	72,079	\$17,202	12,467	6.2%	6.4%
1994	71,711	\$18,399	12,386	4.6%	6.6%
1995	70,505	\$19,311	12,220	4.9%	7.5%
1996	70,208	\$20,298	12,167	4.4%	6.1%
1997	70,208	n/a	12,199	4.1%	5.2%
1998	70,208	\$22,434	12,234	4.3%	4.7%
1999	70,208	\$20,939	12,184	3.9%	4.7%
2000	71,852	\$26,376	11,817	2.8%	2.4%
2001	73,990	\$26,376	11,733	4.3%	5.6%
2002	73,990	\$24,106	11,689	4.7%	6.2%
2003	73,990	\$24,799	11,817	5.8%	5.6%
2004	73,990	\$25,105	11,689	6.0%	5.4%
2005	73,990	\$24,430	11,690	5.7%	5.9%
2006	73,990	\$32,663	n/a	5.2%	6.1%
2007	73,990	\$32,663	11,466	4.9%	4.5%
2008	76,107	\$39,450	11,432	5.7%	4.7%
2009	76,107	\$34,678	11,451	9.3%	8.5%
2010	76,780	\$28,552	11,744	9.5%	8.7%
2011	76,780	\$21,529	11,744	9.1%	7.9%

Data Sources:

- (1) Bureau of the Census (ajd starting in 2008), 2010 on based on 2010 Census
- (2) Missouri Department of Economic Development
- (3) School District
- (4) Missouri Department of Economic Development

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
EATS	Economic Activity Taxes
FB	Fund Balance
FY	Fiscal Year
GASB	General Accounting Standards Board
GFOA	Government Finance Officer Association
G.O.	General Obligation (Bond)
HUD	(Department of) Housing and Urban Development
IDA	Industrial Development Authority
LINC	Linking Individuals, Neighborhoods & Community
MDFB	Missouri Development Finance Board
MDNR	Missouri Department of Natural Resources
MoDOT	Missouri Department of Transportation
PILOTS	Payment In Lieu of Taxes
SIMR	Street Improvement Maintenance & Repair (Fund)
TIF	Tax Increment Financing
TDD	Transportation Development District
WIC	Women, Infants and Children (federal grant program)
WPC	Water Pollution Control
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.

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.

GLOSSARY

Community Development Block Grant (CDBG) - A Federal grant awarded to the City through the United States Department of Housing & Urban Development (HUD), whose objective is to provide decent housing, a suitable living environment and expanding economic opportunities for low to moderate income persons.

Debt Service - Total annual payments of principal and interest on bonded indebtedness.

Debt Service Fund - A Governmental Type Fund utilized to account for current property tax receipts the use of which is restricted for payment of the City's General Obligation (G.O.) Bond debt.

Department - A major budgetary unit of organization in the City, which has been assigned overall management responsibility for an operation or a group of related operations and activities within a functional area. Departments are often comprised of one or more program reporting entities in one or more funds.

Depreciation - A systematic adjustment to book value of a capital asset to recognize the decline in value of an asset due to usage, passage of time, and other similar factors. Depreciation, while required for generally accepted accounting purposes, is not a budgetary expenditure since it does not involve commitments for future expenditures of monies.

Economic Activity Taxes – Commonly referred to as EATS, this is the term used in TIF projects to refer to 50% of the total additional revenue from taxes that are imposed by the City or other taxing districts, which are generated by economic activities (e.g., sales taxes, utility taxes) within the Redevelopment Area designated by the TIF Commission and approved by City Council.

Encumbrance - Commitment related to an unperformed contract for goods and services. An encumbrance is evidenced by a purchase order and may not be used for any purpose other than that specified in the purchase order and/or related contract.

Enterprise Funds - A Proprietary Type Fund utilized to account for operations and activities financed and operated in a manner similar to private sector business organizations. The costs (including depreciation) of providing goods or services to the general public are intended to be financed or recovered primarily through user charges. Six enterprise funds have been established the City including Aviation, Public Parking, Water Protection, Municipal Golf, Mass Transit, and Landfill.

Expenditure/Expense - Funds paid or to be paid for acquisition of goods or services.

Expenditure/Expense Detail - The line item total for each expenditure/expense account within a department and/or program.

Fiscal Year - The twelve month period to which the operating budget applies. In St. Joseph, the fiscal year is from July 1 through June 30. *see also annual period*

Franchise Fees - A franchise fee assessed major utility companies for the privilege of using public rights-of-way and property within the City limits. The City currently assesses franchise fees to St. Joseph Light & Power, KPL Gas Company, Southwestern Bell, Missouri-American Water Company, St. Joseph Cable Vision.

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; Riverboat Gaming; Special Allocation; Museum Tax Initiatives; Debt Service; Aviation; Public Parking; Sewer; Municipal Golf; Mass Transit; Landfill; and Capital Project Funds.

Fund Accounting - The accounts of the City are organized on the basis of funds, departments, and programs (budgetary units) and are used to demonstrate legal compliance and to aid in financial management by segregating financial transactions of various City functions and activities.

Fund Balance - The amount by which the reported value of City assets exceeds the reported value of its liabilities in a particular Fund. Fund balance is reduced for appropriated expenditures and increased for recorded revenues. GASB 54 dictates the components of fund balance. The four components involving actual cash are:

- *Restricted fund balance* – Monies which have an externally enforceable limitation on use imposed by grantors, contributors, laws or regulations of other governments, constitutional provisions or enabling legislation.
- *Committed fund balance* – Monies which have self imposed limitations on use set in place by the City Council. Formal action by the Council is required to remove the limitation.
- *Assigned fund balance* – Monies with an intended use established by either the City Council or by the City Manager.
- *Unassigned fund balance* – formally referred to as “unrestricted”, this is the surplus of resources available in the general fund after any restricted, committed and/or assigned monies are deducted.

GASB 34 – A General Accounting Standards Board (GASB) standard issued in June 1999, requiring a new CAFR reporting model for all state and local entities. The model is designed to provide an analysis of government’s functions more closely resembling the financial statements of private commerce and industry.

GASB 54 – See information under Fund Balance definition above.

General Fund - A Governmental Type Fund in which all revenues and expenditures are accounted for, if not specifically allocated by law or contractual agreement, to another specific fund. With the exception of subvention or grant revenues restricted for specific uses, the General Fund resources can be utilized for any legitimate governmental purpose. Departments accounted for within the General Fund are Mayor & City Council, City Clerk, Municipal Court, City Manager, Personnel & Risk Management, Legal, Community Development Services, Financial Services, Technology & Communications, Customer Assistance, Police, Fire, Public Works, Parks Recreation & Civic Facilities, and Public Health.

General Obligation (G.O.) Bonds - General Obligation bonds can be issued for any qualified "city purpose" in an amount not to exceed 20% of assessed value of taxable tangible property and are backed by the full faith and credit of the City. G.O. Bonds require voter approval of 2/3rds or 4/7ths majorities.

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 repurchase agreements, full faith and credit obligations of the U.S. Government, and fully collateralized Certificates of Deposit. Interest on unrestricted cash investments is credited to respective fund accounts based on an average monthly pooled cash balance. Interest earned on restricted cash investments such as cash proceeds from bond issuances and cash reserves established by bond covenants, are tracked separately and credited to the appropriate fund.

Interfund Transfers - Amounts transferred from one fund to another.

Line-item Budget - A budget that reports budgeted amounts for individual detailed expenditure categories (salary, telephone, office supplies, etc...). The City of St. Joseph provides a line-item budget at the department and fund level. Program level revenues and expenditures are summarized and not reported in the budget on a line-item budget basis.

Long-term Debt - Debt with an original maturity in excess of one year from date of issuance.

Minor Equipment - Category of assets expensed for accounting and budgetary control purposes because they do not satisfy the City's capital asset capitalization policy.

Modified Accrual Accounting – A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period. *see also* **accrual accounting**.

Operating Budget - The portion of the budget that pertains to basic operations of the various municipal funds, departments, and programs.

Payment in Lieu of Taxes - Commonly referred to as PILOTs, this is the term used in TIF projects or in Chapter 100 Agreements to refer to those revenues from real property in the Redevelopment Area as designated by the TIF Commission (when linked to a TIF) and approved by City Council. These revenues 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.

GLOSSARY

Program - The lowest budgetary unit reporting as practiced by the City of St. Joseph. Related programs are rolled forward and included in the appropriate department and fund. Programs are groupings of related activities organized to accomplish basic goals and objectives.

Program Summary - The Program Summary provides descriptions of program services and activities, program outcomes and indicators, program revenues, program expenditures, program capital outlay, and staffing levels. The Program Summary is designed to assist the user to better understand the nature, extent, costs, and benefits of program services and functions.

Proprietary Type Fund - A fund having a measurement focus on the flow of economic resources and determination of net income including current and non-current financial resources. Since non-current economic resources must be considered, revenue and expenditure accruals are considered. The City budgets one category of Proprietary Type Fund. (See **Enterprise Funds**).

Public Building Authority (PBA) Bonds/Leases - The PBA issues bonds to investors using the bond proceeds to purchase equipment or construct public improvements which are leased to the City under an arrangement where the lease payments to the PBA equal the bond payments to the investors. Leases between the PBA and the City do not require voter approval and are subject to annual appropriation.

Reimbursable Project Costs – refers to those costs incurred by the Developer and/or the City that, as approved in a Redevelopment Agreement, are to be funded or reimbursed from PILOTS, EATS, or other TIF-related revenue sources.

Revenue - Amounts the City of St. Joseph receives and/or earns as income including, but not limited to, such items as taxes, user fees, franchise fees, licenses, bond proceeds, rents, grants, fines, forfeitures, and interest earnings.

Revenue Bonds - Revenue bonds are sold to fund capital improvements when sufficient earnings can be generated from the improvements to repay the bond debt. Revenue bonds require voter approval of 2/3rds or 4/7ths majorities.

Risk Management - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner. The City employs a full-time Risk Manager to coordinate this effort. The Risk Management Program is described in the Budget Document under the Human Resources Department in the General Fund.

Sales Tax - A tax remitted to the City by the State applied to the sales of goods and services within City limits.

Special Allocation Fund – the fund established by the City into which, as required by State Statute, all PILOTS, EATS, and other TIF revenues are deposited for the purpose of paying redevelopment project costs and TIF obligations.

Special Revenue Fund - A Governmental Type Fund utilized to account for the proceeds from specific revenue sources (other than from trusts or capital improvement projects) the expenditures of which are legally restricted for specific purposes. The City maintains six budgeted Special Revenue Funds including the Streets Maintenance; Parks Maintenance Fund; Special Allocation Fund; Gaming Initiatives Fund, Museum Tax Initiatives Fund; and the Community Development Block Grant Fund.

GLOSSARY

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.