

# CITY OF ST. JOSEPH MISSOURI



ADOPTED BUDGET  
FISCAL YEAR 2012 – 2013

FY2012-2013

# 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 renovated Fire Station No. 12. The "newest" station for the City. *Photo courtesy of Kitty Karr, Administrative Services Department.*



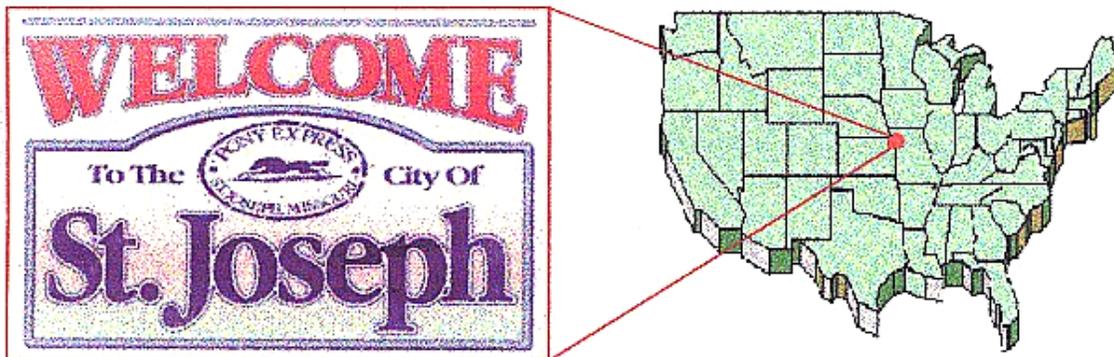
# TABLE OF CONTENTS

	<u>Page</u>
<b>BLUE TAB</b>	
<b>INTRODUCTION</b>	
PREFACE	
Table of Contents	i
Introduction to the City of St. Joseph	iii
St. Joseph Yesterday & Today	iv
Management Team and Advisory Bodies	vi
Organization Chart	vii
How to Use This Document	viii
Budget Adoption Ordinance [upon adoption]	
<b>BUDGET TRANSMITTAL</b>	
City Manager's Budget Transmittal	1 - 1
Revenue Discussion	1 - 9
<b>CITY MISSION AND POLICIES</b>	
City Council Vision & Mission Statements	1 - 17
How Our Policy Documents Relate	1 - 20
Key Fiscal Policies	1 - 21
<b>RED TAB</b>	
<b>BUDGET SUMMARY</b>	
Budget Process	2 - 1
Budget Calendar	2 - 2
Budget Overview, Charts & Graphs	2 - 3
<b>OPERATING DEPARTMENTS</b>	
<b>RED TAB</b>	
<b>GENERAL GOVERNMENT</b>	3 - 1
<b>Green Tab</b> Mayor & City Council	3 - 5
<b>Green Tab</b> City Clerk	3 - 9
<b>Green Tab</b> City Manager's Office	3 - 13
<b>Green Tab</b> Legal Services	3 - 19
<b>RED TAB</b>	
<b>ADMINISTRATIVE SERVICES</b>	4 - 1
<b>Green Tab</b> Administration, Budget & Financial Divisions	4 - 5
<b>Green Tab</b> Human Resources Divisions	4 - 25
<b>Green Tab</b> Technology Services Divisions	4 - 31
<b>RED TAB</b>	
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>	5 - 1
<b>Green Tab</b> Administration & Planning Divisions	5 - 5
<b>Green Tab</b> Community Development Divisions	5 - 11
<b>Green Tab</b> Inspections & Code Enforcement Divisions	5 - 23
<b>RED TAB</b>	
<b>PUBLIC SAFETY</b>	6 - 1
<b>Green Tab</b> Police Department	6 - 5
<b>Green Tab</b> Fire Department	6 - 27
<b>RED TAB</b>	
<b>PARKS &amp; RECREATION</b>	7 - 1
<b>Green Tab</b> Administration & Parks Maintenance Divisions	7 - 5
<b>Green Tab</b> Recreation Divisions	7 - 15
<b>Green Tab</b> Parks Civic Facilities Divisions	7 - 33
<b>RED TAB</b>	
<b>HEALTH</b>	8 - 1
<b>RED TAB</b>	
<b>PUBLIC WORKS</b>	9 - 1
Administration, MPO, Engineering, Transit & Street	
<b>Green Tab</b> Divisions	9 - 5
<b>Green Tab</b> Public Parking	9 - 33
<b>Green Tab</b> Airport Operations & CIP	9 - 37
<b>Green Tab</b> Landfill Operations & CIP	9 - 43
<b>Green Tab</b> Water Protection & CIP	9 - 49

<b>RED TAB</b>	<b>OTHER DEPARTMENTS/PROGRAMS</b>	10 - 1
<b>Green Tab</b>	Non-Departmental & Cell Phone	10 - 4
<b>Green Tab</b>	Gaming Initiatives and Museum Tax Initiatives	10 - 6
<b>Green Tab</b>	TIF & EDC Programs	10 - 9
<b>BLACK TAB</b>	<b>FUND SUMMARIES</b>	11 - 1
	Fund Budgeting Overview	11 - 3
	Fund Summary, Fund Balance, Line Item Revenue & Expenditure Summaries in the following order:	
	General Fund	11 - 5
	<i>Special Revenue Funds</i>	
	Streets Maintenance Fund	11 - 17
	Parks Maintenance Fund	11 - 23
	CDBG Fund	11 - 27
	Special Allocation Fund	11 - 31
	Gaming Initiatives Fund	11 - 35
	Museum Fund	11 - 39
	<i>Enterprise Funds</i>	
	Aviation Fund	11 - 43
	Parking Operations Fund	11 - 47
	Water Protection Fund	11 - 51
	Golf Fund	11 - 55
	Transit Fund	11 - 59
	Landfill Fund	11 - 63
	Capital Projects Fund	11 - 67
<b>BLUE TAB</b>	<b>SUPPLEMENTAL INFORMATION</b>	
	Debt Discussion & Schedules	12 - 1
	Demographic Information	12 - 13
	Glossary	12 - 19
<b>RED TAB</b>	<b>FIVE YEAR CIP PLAN</b>	
	CIP Plan Adoption Resolution (after adoption)	
	City Manager's Letter of Transmittal	CIP
	Capital Projects & Planning Process Discussion	CIP
	Capital Expenditures Five -Year History	CIP
	FY2013 Total Capital Budget - Sources & Uses	CIP
	On-Going Project Description Sheets	CIP
	Capital Project Expenditures by Major Funding Source	CIP
	FY2013 Budget & Future Five Year Summary Schedules	CIP

# 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.

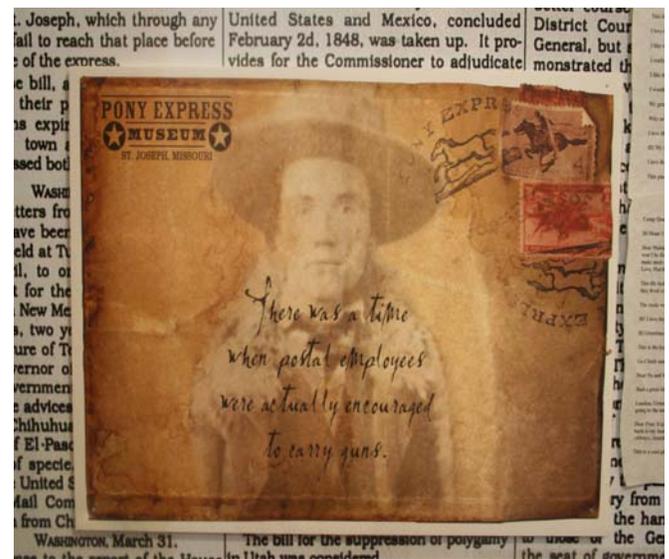
Additional growth commenced in 1859 when the railroad reached St. Joseph assuring its role as a supply and distribution point to the entire western half of the country. St. Joseph's proximity to the Missouri River and accessibility by way of river, rail, and land, was to be the impetus for phenomenal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



The Pony Express began in St. Joseph in 1860. Although short-lived it created the first "rapid mail" delivery system for parts west of the Missouri River.

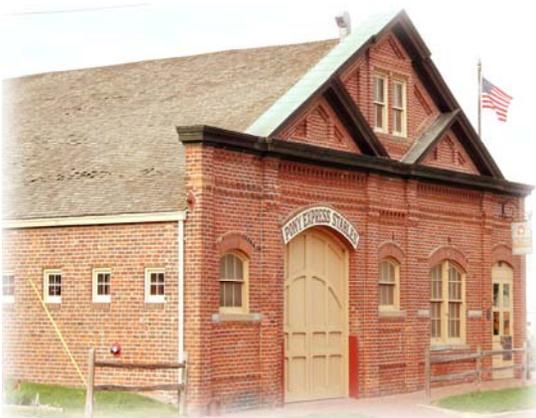
## ST. JOSEPH

# TODAY

The City of St. Joseph is the county seat of Buchanan County and the sixth largest city in Missouri with 76,780 residents as of the 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 72,326 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 8.2% in January 2011 to 6.1% as of January 2012.

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 20.9% of the total employed work force. The City's largest employer provides 5.5% of total jobs in the community.



*Today the original Pony Express Stables is one of the many museums the City of St. Joseph has to enlighten and delight visitors and citizens alike.*

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

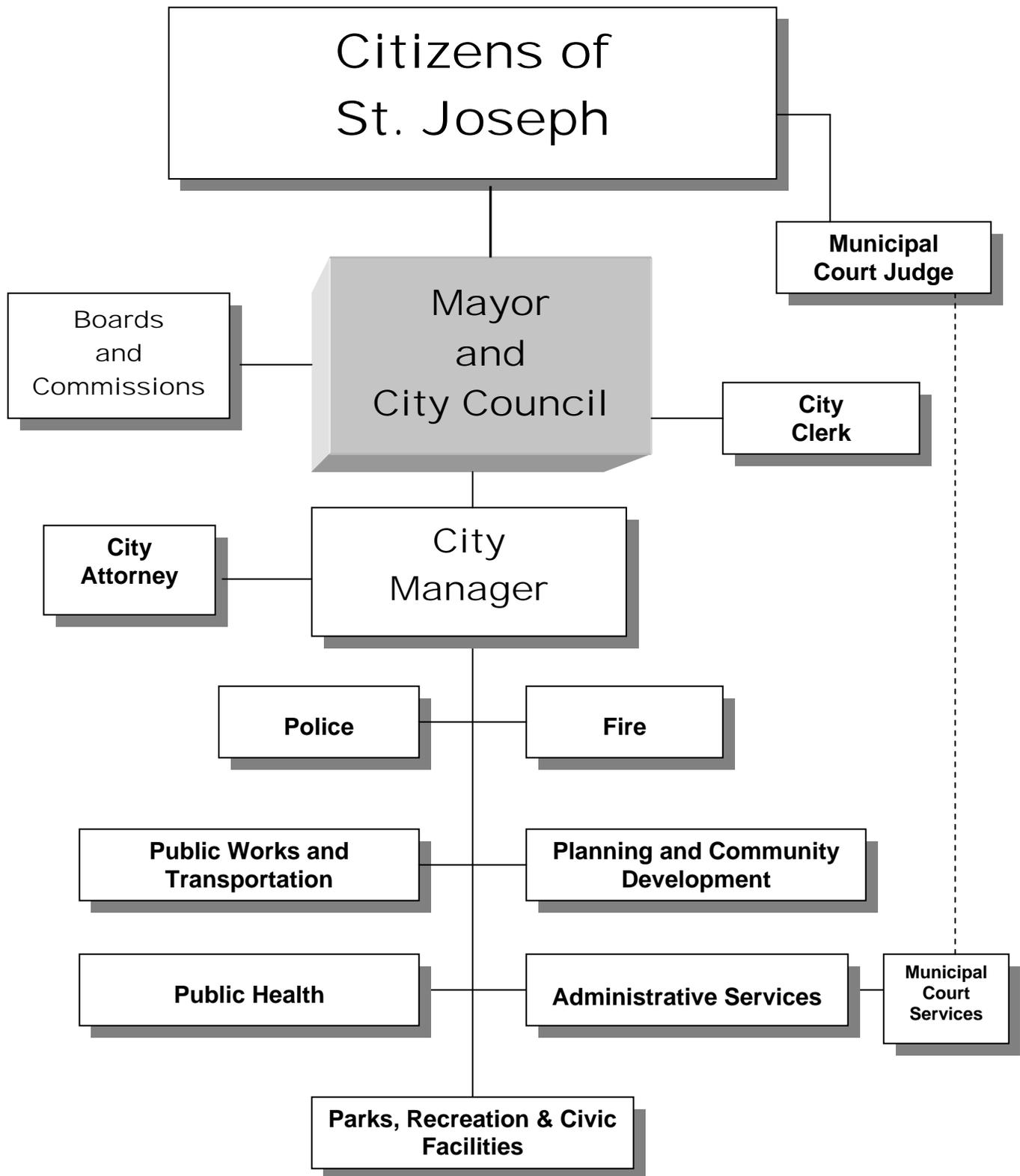


Management Staff: (left to right) Seated: Bill McKinney, Parks, Recreation & Civic Facilities Director; Chris Connally, Police Chief. Standing: Mike Dalsing, Fire Chief; Carolyn Harrison, Administrative Services Director; J. Bruce Woody, City Manager; Debra Bradley, Health Director; Jody Carlson, Public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

## ADVISORY BODIES

ABCD Regional Planning Commission	Law Enforcement Center Commission
Advisory Commission on Aging	Library Board
Aviation Board	Mechanical Standards Examining & Appeals Brd
Building Code - Board of Appeals	Museum Oversight Board
Citizen Crime Commission	National Trails Committee
Community Development Housing Rehabilitation Examining and Appeals Board	Operating Engineers Board
Disability Services Appeals Board	Parks & Recreation Board
Downtown Design Review Board	Personnel Board
Electrical Standards Examining Board	Planning Commission
Emergency Medical Service Board	Plumbers Examining & Appeals Board
Fire & Emergency Services Advisory Board	Port Authority
Fire Prevention Code Board of Appeals	Senior Citizens Foundation, Inc. Board
Housing Authority	Social Welfare Board of Buchanan Co.
Human Rights & Community Relations Commission	Special Business District Board
Industrial Development Authority	Tax Increment Financing Commission
Landfill Clearance for Redevelopment Authority	Tree Board
Landmark Commission	Zoning Adjustment Board

# ORGANIZATION CHART



SPECIAL **ORDINANCE No.** 8438

AN ORDINANCE ADOPTING THE FISCAL YEAR 2012-2013 BUDGET FOR THE CITY OF ST. JOSEPH, MISSOURI, AS SET FORTH IN EXHIBITS "A" & "B."

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ST. JOSEPH, MISSOURI, AS FOLLOWS:

- SECTION 1. That the City's budget for the Fiscal Year ending June 30, 2013, was duly prepared, filed with the City Clerk 60 days prior to the Fiscal Year beginning July 1, 2012, and was there available for the inspection by any member of the public.
- SECTION 2. That proper notice was given and a public hearing was held on said budget not less than 10 days after the date of such notice.
- SECTION 3. That all parties desiring to participate and be heard at said Public Hearing having been heard until no more evidence was offered, and such hearing having been concluded, and the City Council of said City having made such changes in such budget as in its judgment is in the best interest of the taxpayers of the City of St. Joseph, Missouri, said budget with such changes is adopted, as aforesaid.
- SECTION 4. That the budget of the City of St. Joseph, Missouri, on file in the office of the City Clerk and Financial Services and marked Exhibit "A", for the Fiscal Year ending June 30, 2013, be, and the same is hereby, in all respects finally approved and adopted as so changed as marked Exhibit "B", and the same shall be, and is hereby filed with the City Clerk of said City.
- SECTION 5. That the several amounts specified for the several purposes named in said budget be, and they are hereby, appropriated to and for such purposes.
- SECTION 6. That this Ordinance shall be in full force and effect from and after date of passage.

Authenticated Copy  
of Reso., G.O., S.O. 8438  
PAULA HEYDE, City Clerk  
BY [Signature]  
Date 6-13-12  
Deputy

Approved as to form: [Signature]  
City Attorney

Passed June 11, 2012

Attest: [Signature] City Clerk [Signature] Mayor

Date: May 22, 2012  
Account Number: See Exhibits A & B  
Type of Ordinance: Special  
Amount: See Exhibits A & B

CITY CLERK

2012 MAY 23 PM 1:28

**EXPLANATION TO COUNCIL BILL**

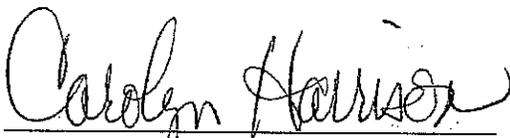
ORIGINATING DEPARTMENT: Administrative Services Department

PURPOSE: To adopt the budget for Fiscal Year ending June 30, 2013, for the City of St. Joseph, Missouri.

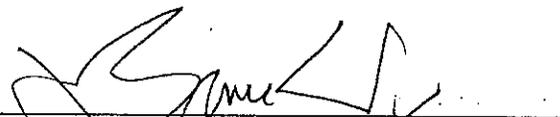
REMARKS: Changes to the City Manager's Proposed Annual Budget are identified in the attachments entitled "Made Part of Exhibit B – Proposed Budget for FY 2012/2013." The changes are proposed by the City Council and are incorporated into the 2012/2013 Adopted Annual Budget by ordinance.

Submitted By:

Reviewed By:



Carolyn Harrison  
Administrative Services Director



---

J. Bruce Woody  
City Manager

**CITY OF ST. JOSEPH, MISSOURI  
ANNUAL REVENUE BUDGET  
FISCAL YEAR 2012-2013**

Fund Type	Proposed Annual Budget	ROUNDED TO NEAREST \$1,000		Adopted Annual Budget
		A. Revenue Adjustments	B. Fund Balance Appropriation From/(To)	
<b>General</b>				
General Governmental	\$ 46,763,000	\$ (55,050)	\$ 423,050	\$47,131,000
<b>Special Revenue:</b>				
Streets Maintenance	\$ 4,221,000	-	791,000	\$5,012,000
Parks Maintenance	\$ 819,000	-	99,000	\$918,000
CDBG	\$ 2,322,000	-	0	\$2,322,000
Special Allocation	\$ 8,889,000	-	(921,000)	\$7,968,000
Gaming Initiatives	\$ 1,158,000	-	103,000	\$1,261,000
Museum	\$ 506,000	-	(28,000)	\$478,000
<b>Enterprise:</b>				
Aviation	\$ 1,922,000	-	159,000	\$2,081,000
Public Parking	\$ 360,000	-	63,000	\$423,000
Water Protection	\$ 47,174,000	-	580,000	\$47,754,000
Municipal Golf	\$ 831,000	-	(48,000)	\$783,000
Mass Transit	\$ 10,016,000	-	(2,639,000)	\$7,377,000
Landfill	\$ 4,354,000	(929,242)	1,022,242	\$4,447,000
<b>Capital Projects Fund</b>	\$ 6,142,000	-	(1,359,000)	\$4,783,000
	<u>\$ 135,477,000</u>	<u>\$ (984,292)</u>	<u>\$ (1,754,708)</u>	<u>\$ 132,738,000</u>

Revenue adjustments since the proposed budget was published and subsequent to City Council budget work sessions are as follows:

Column A:

- General Fund\*** - City Council did not approve the budgeted increase to the Landfill tipping fee recommended in the Tipping Fee Study and built into the proposed budget. The resulting decrease in budgeted revenues also resulted in a loss in projected revenues to be received by the General Fund in PILOTS (payments in lieu of taxes) from the Landfill of \$65,050. This was offset somewhat by a Council approved transfer of \$10,000 from the Gaming Initiatives Fund to help offset the in-kind services departments provide to festivals and parades throughout the year.
- Landfill Fund** - City Council did not approve the budgeted increase to the Landfill tipping fee recommended in the Tipping Fee Study and built into the proposed budget. This resulted in a decrease of \$929,242 in budgeted revenues.

Column B: Represents the net increase from/(to) fund balance as a result of revenue and expenditure increases or decreases since the Proposed Budget was printed. (see Expenditures Schedule for expenditure impacts.)

\*Changes to A.1. are indicated in bold and mirror the changes as explained on the EXPENDITURE sheet.

2012 MAY 23 PM 1:28

CITY CLERK

**CITY OF ST. JOSEPH, MISSOURI  
ANNUAL EXPENDITURE BUDGET  
FISCAL YEAR 2012-2013**

**PROPOSED & ADOPTED ROUNDED TO NEAREST \$1,000**

Fund Type	Proposed Annual Budget	A. Council Actions During Budget Hearings	B. Post- Production Revisions to Proposed Budget	Adopted Annual Budget
<b>General</b>				
General Governmental	\$ 46,479,000	750,211	\$ (97,814)	\$47,131,000
<b>Special Revenue</b>				
Streets Maintenance	5,012,000	-	-	5,012,000
Parks Maintenance	918,000	-	-	918,000
CDBG	2,322,000	-	-	2,322,000
Special Allocation	7,968,000	-	-	7,968,000
Riverboat Gaming Initiatives	1,249,000	12,500	-	1,261,000
Museum	478,000	-	-	478,000
<b>Enterprise</b>				
Aviation	2,074,000	7,375	-	2,081,000
Public Parking	419,000	4,390	-	423,000
Water Protection	47,553,000	106,045	94,760	47,754,000
Municipal Golf	776,000	6,625	-	783,000
Mass Transit	7,381,000	-	(4,255)	7,377,000
Landfill	4,464,000	(42,970)	25,500	4,447,000
<b>Capital Project Fund</b>	4,888,000	-	(105,331)	4,783,000
	<u>\$ 131,981,000</u>	<u>\$ 844,176</u>	<u>\$ (87,140)</u>	<u>\$ 132,738,000</u>

Detailed explanation of expenditure changes can be found on the following pages.

2012 MAY 23 PM 1:28

CITY CLERK

**CITY OF ST. JOSEPH, MISSOURI  
FUND BALANCE  
FISCAL YEAR 2012-2013**

ROUNDED

Fund Type	Ending Fund Balance: Proposed Annual Budget	Amt Sent To/ (Taken From) FY2013 Fund Balance	Adjustment for Annual Designated Purposes*	Ending Fund Balance: Adopted Annual Budget
				Unrestricted Fund Balance
<b>General</b>				
General Governmental	\$ 7,787,700	\$ (423,050)	\$ (1,668,508)	\$ 5,696,142
Cell Phone Settlement	293,000	-	-	293,000
			Restricted for Designated Purposes	Restricted Fund Balance
<b>Special Revenue:</b>				
Streets Maintenance	-	-	-	0
Parks Maintenance	-	-	-	0
CDBG	-	-	-	0
Special Allocation	7,275,000	-	-	7,275,000
Gaming Funded Initiatives	194,000	(103,000)	-	91,000
Museum	368,000	-	-	368,000
<b>Enterprise (Operating Fund Balance):</b>				
Aviation	19,000	(7,375)	(10,450)	1,175
Public Parking	108,000	(63,000)	(7,420)	37,580
Water Protection	18,348,000	(580,000)	(104,675)	17,663,325
Municipal Golf	97,000	(48,000)	(6,650)	42,350
Mass Transit	9,236,000	4,255	(578,040)	8,662,215
Landfill	9,592,000	(1,022,242)	(5,070,045)	3,499,713
<b>Capital Project Fund</b>	10,490,000	105,300	-	10,595,300
	<b>\$ 63,807,700</b>	<b>\$ (2,137,112)</b>	<b>\$ (7,445,788)</b>	<b>\$ 54,224,800</b>

Note: The General Governmental Fund is the only fund with unrestricted fund balance. The Special Revenue, Enterprise and Capital Project funds are all restricted. However, within all of the funds there are designated and undesignated fund balances.

Most of the operating funds have designated reserves. The General Fund has Computer Reserve and Emergency Reserve accounts. The Transit Fund has started a Bus Replacement Reserve. The Landfill Fund has a Closure/Postclosure Reserve. Starting with FY2009, all funds with City employees began to accumulate reserves to meet the cost of a 27th payroll period in fiscal year 2016.

\* Designated Fund Balances are provided in more detail on Page 2-3 in the Budget Summary Section of the Budget Document.

2012 MAY 23 PM 1:28

CITY CLERK

**Change Details to Proposed FY2012/2013 Expenditure Budget**

Fund	Dept	Program	Line Item	Increase	Decrease	Explanation
<b>General Fund</b>						
<b>Post Production Corrections:</b>						
P&CD		Bldg Dvlpmnt	Personnel Accts		(42,304)	Duplicate - Position moved to Planning, but also left in this program
P&CD		Prop Mnt	Personnel Accts		(42,481)	A vacant position that had been filled remained in the budget
P&CD		P&CD Admin	Sick Buy Back	860		Wasn't picked up in the budget report.
Admin Srv		Muni Court	Personnel Accts	6,580		State Assoc Judge salary increased which inc Municipal Judge's salary
Admin Srv		Customer Assist	Personnel Accts		(35,921)	Current staff position moved (for budget purposes) to WP Fund
Admin Srv		Acctng	Sick Buy Back	891		Wasn't picked up in the budget report.
Fire		Suppression	Minor Eqp		(20,000)	Duplicate - Money for radio replacements already budgeted in Gaming.
Fire		Training	Personnel Accts	29,506		Benefits for (1) officer didn't calculate
P&R		REC Center	M&R Ofc Equip	5,055		Annual maintenance of new scheduling software
				<b>42,892</b>	<b>(140,706)</b>	<b>(97,814) :Net Impact</b>
<b>City Council Changes:</b>						
P&R		Civic Arena	Spcl Contributns	50,000		Seed Money for Civic Arena promotions
Non-Dprnt		Non-Dprtmntal	Prof Srv	82,805		Proportionate share of compensation study inc. CDBG portion
		All Departments	Personnel Accts	608,750		2% COLA impact
Health		Clinics	Spcl Contribtn	8,656		Per contract with Social Welfare Brd, contribution is increased by the same % increase given to employees.
				<b>750,211</b>	<b>0</b>	<b>750,211 :Net Impact</b>
<b>Water Protection Fund</b>						
<b>Post Production Corrections:</b>						
PW		WPF & Lab	Prof Services		(45,000)	New Electrical Tech position approved, so can reduce \$ budgeted to contract for the services the Tech will now provide
Admin Srv		Utility Billings	Various	139,760		Staff still gathering information for re-introducing sewer billing however, except for lockbox services, the budget is fairly firm
				<b>139,760</b>	<b>(45,000)</b>	<b>94,760 :Net Impact</b>
<b>City Council Changes:</b>						
PW		All Divisions		94,170		2% COLA Impact
PW		WP Admin	Prof Srv	11,875		Proportionate share of compensation study (maximum)
				<b>106,045</b>	<b>0</b>	<b>106,045 :Net Impact</b>
<b>Transit Fund</b>						
<b>Post Production Corrections:</b>						
PW		Transit CIP	Other Improv		(4,255)	(4,255) :Net Impact
						Input error
<b>Capital Project Fund</b>						
<b>Post Production Corrections:</b>						
			Mach & Equip Buildings	(30,331)		Fire Dept used the money for generators in current year
				(75,000)		Fire Dept contracted Sfn #5 repairs in current year
				<b>(105,331)</b>	<b>(105,331)</b>	<b>(105,331) :Net Impact</b>

CITY CLERK

2012 MAY 23 PM 1:28

**Change Details to Proposed FY2012/2013 Expenditure Budget**

CITY CLERK

2012 MAY 23 PM 1:28

Fund	Dept	Program	Line Item	Increase	Decrease	Explanation
<b>Landfill Fund</b>						
<b>Post Production Corrections:</b>						
<b>City Council Changes:</b>						
			Vehicle	25,500		Replacement vehicle missed in budget preparations
			Trf to Gen Fund		(65,050)	Projected PILOTS to Gen Fund reduced with reduction in revenue
			Personnel Accts	19,040		2% COLA impact
			Prof Srv	3,040		Proportionate share of compensation study (maximum)
				<b>22,080</b>	<b>(65,050)</b>	<b>(42,970) :Net Impact</b>
<b>Aviation Fund</b>						
<b>City Council Changes:</b>						
			Personnel Accts	6,465		2% COLA impact
			Prof Srv	910		Proportionate share of compensation study (maximum)
				<b>7,375</b>		<b>7,375 :Net Impact</b>
<b>Parking Fund</b>						
<b>City Council Changes:</b>						
			Personnel Accts	3,630		2% COLA impact
			Prof Srv	760		Proportionate share of compensation study (maximum)
				<b>4,390</b>		<b>4,390 :Net Impact</b>
<b>Golf Fund</b>						
<b>City Council Changes:</b>						
			Personnel Accts	6,015		2% COLA impact
			Prof Srv	610		Proportionate share of compensation study (maximum)
				<b>6,625</b>		<b>6,625 :Net Impact</b>
<b>Gaming Fund</b>						
<b>City Council Changes:</b>						
			Spcl Cntrbtn		(7,000)	Reducing funding to festivals to \$50,000 cap
			Spcl Cntrbtn		(3,000)	Elimination of unidentified expenditure
			Spcl Cntrbtn	12,500		Contribution to Youth Alliance Capital Campaign, 1st yr of 2
			Transfer to GF	10,000		Contribution toward in-kind services provided to festivals & parades
				<b>22,500</b>	<b>(10,000)</b>	<b>12,500 :Net Impact</b>

# 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 27, 2012

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 2013 (FY13) Proposed Annual Budget. The importance of the City's annual budget cannot be understated as it links tasks to be accomplished with the amount of resources necessary to accomplish those tasks, ensuring that money will be available to provide the essential public services of public safety, to maintain public streets and transportation, protect public health and sanitation, provide and maintain public parks and recreation programs, and provide orderly planning and community development. Budgets reflect choices between what a government will and will not do. They also reflect priorities. Budgets reflect the City Council's response to our citizens and various interest groups and the fine balance necessary between the efficiency of public services and the effectiveness of broader public goals. 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 the choice the City Council makes between options presented for cost of living adjustments for employees and 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 11, 2012.

## **OPERATING BUDGET OVERVIEW – FY2013**

As you review the FY13 budget you should note that a concerted effort was made to reduce transfers between funds and programs. This was done in an effort to record expenditures where the revenues are derived. While that adds a layer of complexity to staff for tracking their individual program budgets, it simplifies the reading and review of the fund budgets for the public and City Council.

A major change was made for the FY13 budget in how the City's publically owned utilities contribute revenue to the General Fund. Previous budgets account for costs through an indirect cost allocation plan which accounts for staff time and expenses for providing services to the wastewater utility and the landfill utility. This method is common among municipalities for accounting for costs generated by the public utility for overhead expenses from other departments and divisions such as Legal, Administrative Services, and Public Works. But under that method

## CITY MANAGER'S BUDGET TRANSMITTAL

what is not fully accounted for are costs created by the public utility for use of the public right-of-way. Yes, the City already owns the public rights-of-way, so why charge itself for this use? While not charging the public utility a fee for this use has helped to keep utility costs low, it also means reduced revenue to the General Fund with the net effect of that fund underwriting the cost of those utilities. Private investor owned utilities pay a franchise fee of 7% of gross revenues. Not charging a similar fee for the publically owned utilities doesn't reflect the true cost of the service, nor does it fairly compensate the General Fund for its service. Starting in this FY13 budget, both the wastewater and landfill utilities will begin paying a similar fee based on 7% of gross revenues in the form of a Payment In Lieu Of Taxes (or PILOT) will benefit the General Fund annually. This basis of payment is actually more common than indirect cost allocations among cities with municipally owned utilities although a few do both. Since the City owns these two utilities, it retains the option to adjust the PILOT annually, as deemed necessary by the City Council. In the coming years it may be necessary to limit the PILOT paid by the wastewater utility as capital costs continue to rise.

Another notable change from FY12 is the reorganization of departments which allowed for the reduction of two senior management positions and savings of \$132,000 per year for the General Fund.

The City of St. Joseph is a full-service municipal government. The proposed budget for FY2013 totals \$131,981,000 and compares to the adopted annual budget for FY2012, as follows:

<b>Expenditure Component</b>	<b>Proposed Expenditure FY2013</b>	<b>Adopted Expenditure FY2012</b>	<b>Dollar Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>
Operating Expenditures	\$90,374,000	\$92,795,000	(\$2,421,000)	(3.0%)
Capital Improvements	41,607,000	46,352,000	(\$4,745,000)	(11.0%)
<b>Total</b>	<b>\$131,981,000</b>	<b>\$139,147,000</b>	<b>(\$7,166,000)</b>	<b>(6.0%)</b>

### Operating Revenues

The operating revenue component of the City's FY2013 Proposed Annual Budget has seen a marked improvement for the first time in three years. Overall revenues, net of Capital Project receipts, transfers, bonds and grants, are projected to increase by 5%, or \$4,100,000. This includes the revenues from rate increases in the Water Protection Fund and in the Landfill Fund as well as a projected 2.5% increase in retail sales tax receipts. Property tax revenues are expected to remain flat.

### Operating Expenditures

Prior to the impact of a proposed cost of living increase for employees (not yet in the proposed budget), net operating expenditure component of the City's FY2013 Proposed Annual Budget decreased by 2.6% or \$2.4 million below that adopted by the City Council for FY2012. The major changes to the operating budget are detailed on the following page.

## CITY MANAGER'S BUDGET TRANSMITTAL

Major Operating Expenditure Impacts – City Wide	Increase (Decrease)
<b>One-Time Impact on the Budget</b>	
Use of cell phone revenues to provide one-time, non-base building payments to employees for work performed in FY12 was eliminated in FY13	(585,000)
Expense of the one-time employee payments in the Enterprise Funds	(139,000)
One-time grant funded capital expenditures	(624,200)
<b>Changes due to Operational Mandates or Elements beyond City Control</b>	
Increase in cost of electric service for Street Lighting	262,500
Reinstating City billing of utility billing services (not formally in the Proposed budget. See (earlier/late?) discussion.	TBD
Reduction in CDBG entitlement/expenditures (including elimination of one position)	(642,000)
<b>Other Changes in Operating Expenditures</b>	
Increase in the Municipal Golf Operations personnel and supplies budget by taking over the Golf Pro Shop and other responsibilities (addition of 1.0 FTE and additional part time staff)	83,000
Increase in Water Protection Facility personnel costs (including 4 FTE, net the savings of replacing higher paid retirees)	38,300
Excluding Gaming transfers, the net increase in transfers from Enterprise Funds to General Fund. The two utility enterprise operations' transfers, Water Protection and Landfill, were switched from an indirect cost allocation to the same percentage of payment as other utilities – 7% of gross revenue.	664,000
Elimination of payments to MAWC for sewer billing services [NOTE: this will be roughly offset by the cost of the City's own Utility Billing Division, not yet in the budget. To be discussed during the budget work sessions.]	(243,000)
Net reduction in salaries & benefits following reorganization & other operational changes (see table on following page)	(146,000)
Other operating reductions with the elimination of the CAD Administration program	(8,000)
Going paperless at Municipal Court (including elimination of .5 FTE)	(26,200)
Elimination of one position in Parking Operations	(31,200)
Reduction of a number of supply and maintenance & repair costs back to pre-ice storm/flood levels in Streets & Parks maintenance programs.	(246,000)
Reduction of labor costs in Transit following ratification of the new union contract	(400,000)
Reduction in transfers to Special Revenue Funds	(357,200)
<b>Net Decrease to Operating Budget</b>	<b><u>\$2,400,000</u></b>

## CITY MANAGER'S BUDGET TRANSMITTAL

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

<b>NET CHANGE TO WORK FORCE &amp; IMPACT OF PERSONNEL COSTS</b>				
<b>General Fund</b>				
				<b>Staff Cost (Savings)</b>
<b>Reorganization:</b>				
City Manager	(1.0 FTE)	Eliminate Project Manager Position		\$ (83,294)
CAD Admin	(1.0 FTE)	Eliminate CAD Director Position		\$ (107,469)
Property Mnt	n/a	Reduction in duties		\$ (6,282)
P&CD Admin, Bldg Dvlpmnt, Planning, Administrative Services	n/a	Reorganization resulted in increased or shifting of duties resulting in salary adjustments for personnel in several departments. Total impact on wages & benefits:		\$ 29,121
<b>Other Position Reclassifications</b>				
P&CD Admin	n/a	Executive Secretary to Special Events Coordinator		
Recreation	n/a	Reclassify Sr. Rec Supervisor to Recreation Prog & Facilities Super	\$	30,004
Pub Info & Commun	n/a	Reclassify Communications Manager to Communications & Public Relations Manager		
<b>Other Adjustments</b>				
Health, Fire, Legal, PW Admin, Engineering	n/a	Desk audits resulted in wage adjustments with no change in titles	\$	21,262
REC Center	n/a	Reclassified two positions to recognize additional duties; added to PT/Temp employees' budget for facility coverage.	\$	193,202
		Additional REC Center revenue to cover increase in costs.	\$	(193,202)
<b>Going to a Paperless Court:</b>				
Admin Srv	Court	<u>(.5 FTE)</u>	Eliminate PT Court Services Clerk	<u>\$ (20,354)</u>
		<b>(2.5 FTE)</b>		<b>\$ (137,012)</b>
<b>CDBG Fund</b>				
Housing & Revitalizn	(1.0 FTE)	Eliminate Neighborhood Dvlpmnt Coord	\$	(50,211)
		<b>(1.0FTE)</b>		<b>\$ (50,211)</b>
<b>Parking Fund</b>				
Parking Operations	<u>(1.0 FTE)</u>	Eliminate Parking Supervisor	<u>\$</u>	<u>(42,743)</u>
	<b>(1.0 FTE)</b>		<b>\$</b>	<b>(42,743)</b>

## CITY MANAGER'S BUDGET TRANSMITTAL

<b>Municipal Golf Fund</b>			
Golf Operations	n/a	Reclassify Golf Course Coord to Golf Course Manager	\$ 4,848
	1.0	Assistant Golf Course Manager	\$ 40,712
		Upgrade kitchen staff and add PT/Temp to staff Pro Shop	\$ 11,480
		Increase in revenue from Pro Shop to offset costs	<u>\$ (57,040)</u>
	<u>1.0 FTE</u>		<u>\$ -</u>
<b>Water Protection Fund</b>			
WWP	2.0 FTE	Reclassify 1 Plant Operator to Master Plant Operator; Add (2) Plant Operators due to new Disinfection Systems. Net of savings from lower paid replacements for retirees.	\$ 38,300
WWP	1.0 FTE	Net cost of Electronics Technician, 48,172, in lieu of contracting electronics calibration & maintenance services. (45,000)	\$ 3,172
Laboratory	<u>1.0 FTE</u>	Environmental Services Tech to meet CMOM testing & reporting requirements	<u>\$ 42,481</u>
	<b>4.0 FTE</b>		<b>\$ 83,953</b>
<b>Landfill Fund</b>			
Landfill Operations	n/a	Reclassification of a Senior Wrk Leader to Landfill Supervisor	<u>\$ 5,276</u>
	n/a		<b>\$ 5,276</b>
<b>Net Change to City-Wide FTE:</b>		<b>0.5 FTE</b>	

### Capital Improvements

Capital improvement expenditures are anticipated to decrease \$4,745,000 to \$41,607,000 for a decrease of 10.2% from the total FY2012 capital improvement expenditures of \$46,352,000. The decrease in FY2013 capital improvements relates primarily to the timing of EPA-mandated water quality projects for the City's Combined Sewer Overflow (CSO) Project and Long-Term Control. Many of the major capital projects approved in the 2008 CIP Sales Tax campaign have been completed or were underway as of FY2012. City's \$46,416,000 in projected capital projects spending for FY2013 can be found in the City Capital Projects section of the budget document.

### **Major Changes in the General Fund**

The positive change in General Fund unassigned\* fund balance is due to a combination of the decrease in operating expenditures and the increase in projected revenues. The major factors are described on the following page:

## CITY MANAGER'S BUDGET TRANSMITTAL

GENERAL FUND	Increase (Decrease)
<b>Major Factors in Net Expenditure Decrease:</b>	
Net change in personnel costs from reorganization detailed in the previous personnel changes chart.	(\$137,000)
Elimination of one-time, grant funded capital expenditures	(256,000)
<b>Net Decrease:</b>	<b>(\$393,000)</b>
<b>Major Changes in Revenue:</b>	
Improved Sales Tax Revenue (CY projections increased 3% and FY13 projections an additional 2.5%)	\$585,800
Property Tax revenue increased in the current year due to re-assessment. FY13 revenue projected to be equal to current year estimates.	239,000
Net changes to Utility Franchise Fees (taking into account an estimated \$100,000 decrease in budgeted cell phone revenue)	78,350
Charges for Services had a net increase, much of it due to the new revenues anticipated from the REC Center	277,000
Transfers In from the two city utility enterprises, Landfill and Water Projection were determined by establishing PILOT payments of 7% on gross revenues, as from other utilities. Difference between FY12 budget and FY13 PILOTS - \$735,000. Note: Difference between FY12 and FY13 transfers if transfers had been based on the cost allocation plan - \$386,500.	\$735,000
Continued decline in Fine revenue	(138,500)
Elimination of \$115,000 in anticipated Red Light Camera receipts	(115,000)
Transfers In from funds based on cost allocation plan and for computer escrow account	(64,600)
Decrease in Gaming Transfers with budgeting of expenses directly in the Gaming program.	(534,800)
Decreases in various grants and other revenue	(39,650)
<b>Net Increase:</b>	<b>\$1,022,600</b>

\*Unassigned fund balance excludes the fund balance amounts designated for the 27<sup>th</sup> payroll, computer escrow and cell phone program.

### Discretionary Expenditures

Being a service organization, a significant fraction of overall costs are salary and benefits. Additionally, much of our revenue is restricted or allocated to specific uses, leaving little discretionary funding. Most of the City's discretionary expenditures are those made from the Gaming Fund or Cell Phone receipts (cell phone settlement funds). The expenditures listed below are largely a continuation of prior year commitments (Gaming) and initiatives originally discussed during last year's budget work sessions and proposed for FY13 (i.e. one-time contributions to Police and Fire pension funds).

# CITY MANAGER'S BUDGET TRANSMITTAL

## Discretionary Expenditures

### Proposed Gaming Fund Uses:

Contracts - Recurring	\$25,000	MO-KAN Contribution
	\$9,900	State Legislative Lobbyist (Mark Rhoads)
	\$165,000	Chamber Economic Development Contract
	\$16,000	Community Alliance Membership
	\$0	Federal Legislative Lobbyist
	\$24,500	Downtown Partnership Contract
	\$57,000	Festival Funding
	\$3,000	Unspecified Contribution
	\$13,000	City 4th of July Symphony contribution & fireworks display
	\$100,000	Property Mnt clean-up, abatement, dangerous bldg issues
	\$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)
Limited Contracts:	\$25,000	Institute for Industrial & Applied Life Sciences (2nd of 3 yrs)
	\$25,000	Allied Arts Council (2nd of 3 yrs)
Equipment/Improvements:	\$11,500	Replace (5) external defibrillators (Fire)
	\$20,000	Replace (5) radios (Fire)
	\$5,050	Kitchen Drain Line Repair/Replacement (Senior Center)
	\$15,000	Replace (2) 1996 inspectors' vehicles w/program cars (PM)
	\$10,400	Replace (2) unusable treadmills w/commercial grade (Fire)
	\$30,540	Software, minor hardware, training upgrades (Police ECU)
	\$14,460	Electronic record database w/field access (Animal Control)
	\$29,550	Software & hardware for paperless Municipal Court
	\$16,260	Inspection software & hardware (Health/Food Safety)
TRANSFER TO GENERAL FUND		
Nature Center:	\$50,000	Special Programming
Parks Designated:	\$10,000	Memorial garden at 28th & Messanie
TRANSFER TO PARK MAINTENANCE FUND		
Parks Maintenance:	\$9,700	Downtown Clean-up Program
TRANSFER TO SPECIAL ALLOCATION FUND		
City Sponsored TIFs:	\$5,050	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		
CIP Projects:	\$140,000	Narrow banding for weather sirens (FAA reqrd by 1/1/20113)
	<u>\$50,000</u>	Living History Reserve project
<b>TOTAL:</b>	<b>\$1,249,010</b>	

### Proposed Cell Phone Uses:

	\$500,000	One-time Contribution to Police Pension Fund
	\$500,000	One-time Contribution to Fire LAGERS Pension Fund
	\$500,000	Economic Development Match Funds
TRNSR TO STREETS MNT FND	\$500,000	Streets Rolling Stock
TRNSR TO STREETS MNT FND	<u>\$500,000</u>	Off-set to increase in Street Light expenses
<b>TOTAL:</b>	<b>\$2,500,000</b>	

# CITY MANAGER'S BUDGET TRANSMITTAL

## **Final Recommendation**

Overall revenue, net of Capital Project receipts, transfers, bonds and grants, are projected to increase by 5%, or \$4,100,000. This includes the revenues from rate increases in the Water Protection Fund of 11% and a scheduled \$4 per ton increase in tipping fees in the Landfill Fund as well as a projected 2.5% increase in retail sales tax receipts.

The improved performance in the General Fund due to rising sales tax receipts, reduced personnel expenses, and new franchise fee for public utilities will allow the City Council to consider a cost of living adjustment (COLA) for all employees for the first time since FY2009. Due to an ongoing commitment to treat all employees equally in this regard, this decision is usually controlled by the financial health of the General Fund. I am pleased to inform Council that sufficient revenue will allow for a COLA for all employees in FY13. At the Council's discretion, a COLA of 2% is recommended for all employees in FY13. This option will be discussed in more detail in our May work session.

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

Respectfully Submitted,

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, \$26,600,000 bond issue 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.

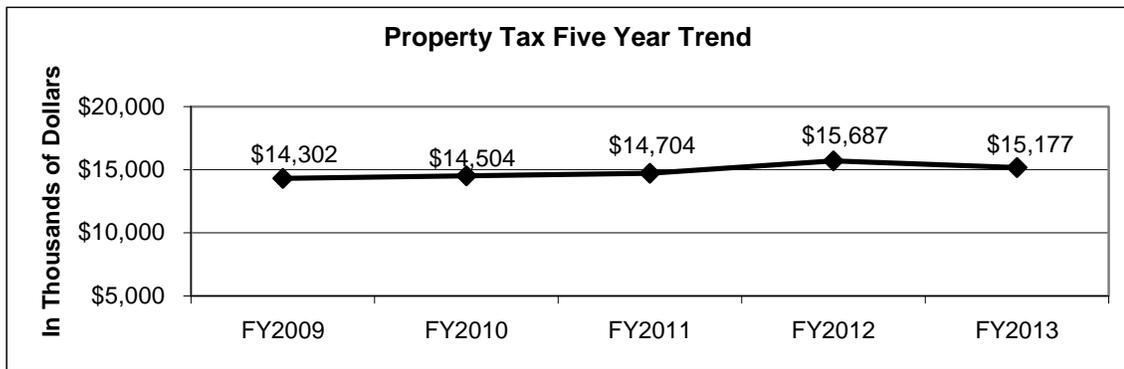
## Revenue Sources

- **Property Tax** – Property taxes represent 14.0% 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 for flat revenues once the protested tax receipts are accounted for. For FY2013 they are projected to represent 14% of the City's total revenue.



- **Sales Tax** – Sales taxes represent 33% 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), 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 had been cautiously optimistic that the local economy would continue to realize the positive effects of two, major economic boosts – the development of an up-scale shopping center in the northeast section of the City and the development of a major food processing plant just south of the downtown area. Both of these projects were completed and operational within FY06 fiscal year. And indeed tax revenues increased at 2.35% and 1.58% in FY05 and FY06 respectively. FY2007 actual revenues had a 6.5% increase over FY06 as a full year's worth of sales tax revenues were received from the new retail center. The increase of 3% on all sales tax revenues used for FY2008 was close to actual receipts. However, the economic climate led to a conservative estimate of a 2-2.6% increase depending on the sales category for FY2009.

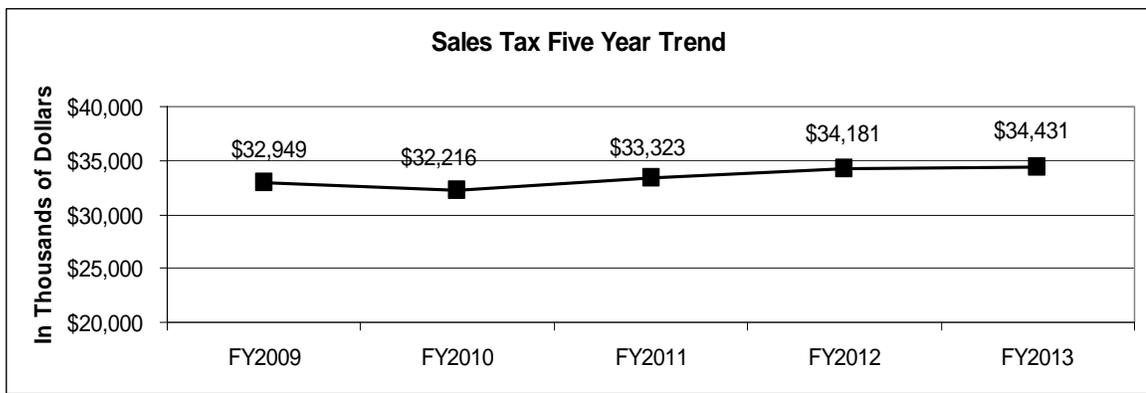
As the financial world continued its meltdown and the general economy remained sluggish, FY2009 tax revenues (excluding those received from the increased

# REVENUE DISCUSSION

transit sales levy) increased only 1%. FY2010 taxes were projected to increase only half of a percent. The year ended with the City receiving less revenue than the prior year for the first time in at least 15 years.

Projections for FY2011 retail sales taxes were adjusted downward and those for FY2012 used only .004 of an increase over current year projections. Projections for the revenues from fuel taxes and hotel/motel taxes were similarly conservative. Luckily there was growth in revenues in FY2012. As of April, revenues were more than 10% ahead of projected trend that time of the year and 5.5% more than FY2011 YTD.

At the time projections were made, there was still one-quarter of the year remaining. FY2012 Projections were increased by 3% and FY2013 by 2.5% over those.



- **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 \$1.6 to \$1.7 million a year due to [long overdue] franchise payments on these phone services.

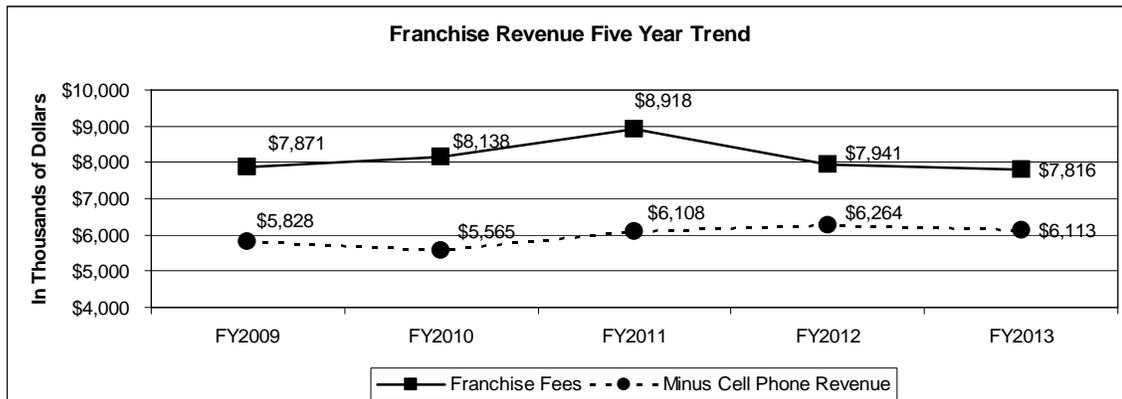
# REVENUE DISCUSSION

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 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 FY13, 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 us to leave cable revenue at the FY11 actual receipt level.

The chart below reflects the last five years' history of franchise revenue. The top line includes cell phone revenues and, with the end of the large one-time settlement amounts, projections drop to what may be the "new normal" for this category. 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 very flat.



- User Fees** - User fees represent 29.0% 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.

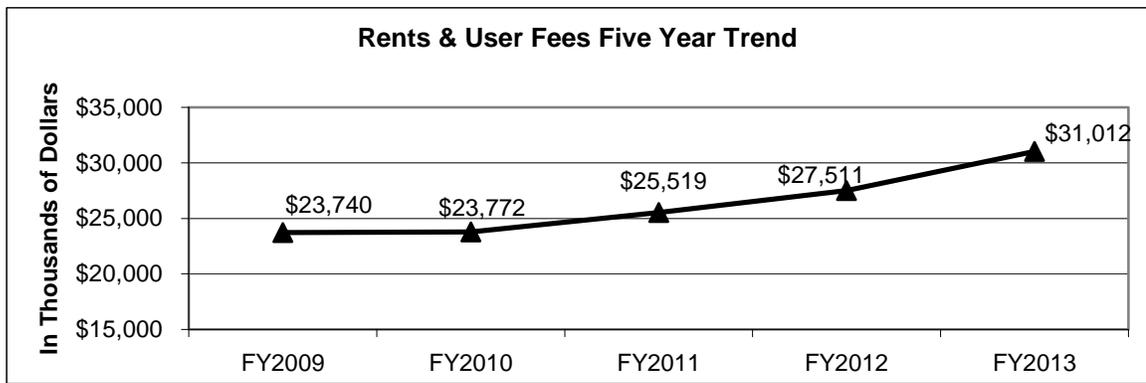
Revenue Assumptions - After the mid-FY2005 change in ownership of the casino, there was a dramatic turn around in gaming revenues. There was a 21% increase of FY06 revenues over FY05. FY07 increase slowed to 10.5%. Staff had projected a modest increase of 3% increase for FY08. However the state of the region's economy finally hit gaming too. Revenues flattened in FY08 and FY09.

# REVENUE DISCUSSION

The 20 “lease Agreement” the City & County had with the casino ended 6/30/09 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. However, the FY2013 projections anticipate a 6% increase over FY2011 Actual revenues.

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 FY11 Cost of Service sewer rate study (FY12 study is not available as yet) projected an 11% increase in fees as a result of expenditures related to several state and federal mandates. The entire increase in this category’s revenues (\$1,208M) can be traced to the increased projections for the sewer fees.

The FY2012 tipping fee study recommended a \$4.00 per ton increase at the Landfill which has been built into the Proposed Budget.



- **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 FY2013 they are projected to represent 9% 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 three straight years, with a loss of almost \$750,000 between FY2012 and FY2013. 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

# REVENUE DISCUSSION

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 2% of the City's revenues.

Revenue Assumptions – Fine revenue has a projected decrease over FY2011 Actual and FY2012 projected estimates. Anticipated fine revenue from the red light camera implementation has yet to occur. 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.

- **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. While no bond issues were budgeted in FY2008, \$20 million worth of bonds were issued by the St. Joseph Industrial Development Authority for sewer improvements. The amount of bond proceeds budgeted reflects the amount of capital improvement projects slated for the major Water Protection Fund projects resulting from state & federal mandates. \$32,400,000 was issued in early in FY2012. A \$26.6 million issue of SRF revenue bonds are anticipated in early FY2013.

- **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. Inter-fund administrative service transfers from the Water Protection and Landfill funds are being determined, not by the cost allocation plan for FY2013, 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 –

# REVENUE DISCUSSION

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, if there aren't sufficient savings in Streets Maintenance, additional General Fund resources may be needed by year end.

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.

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.

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*

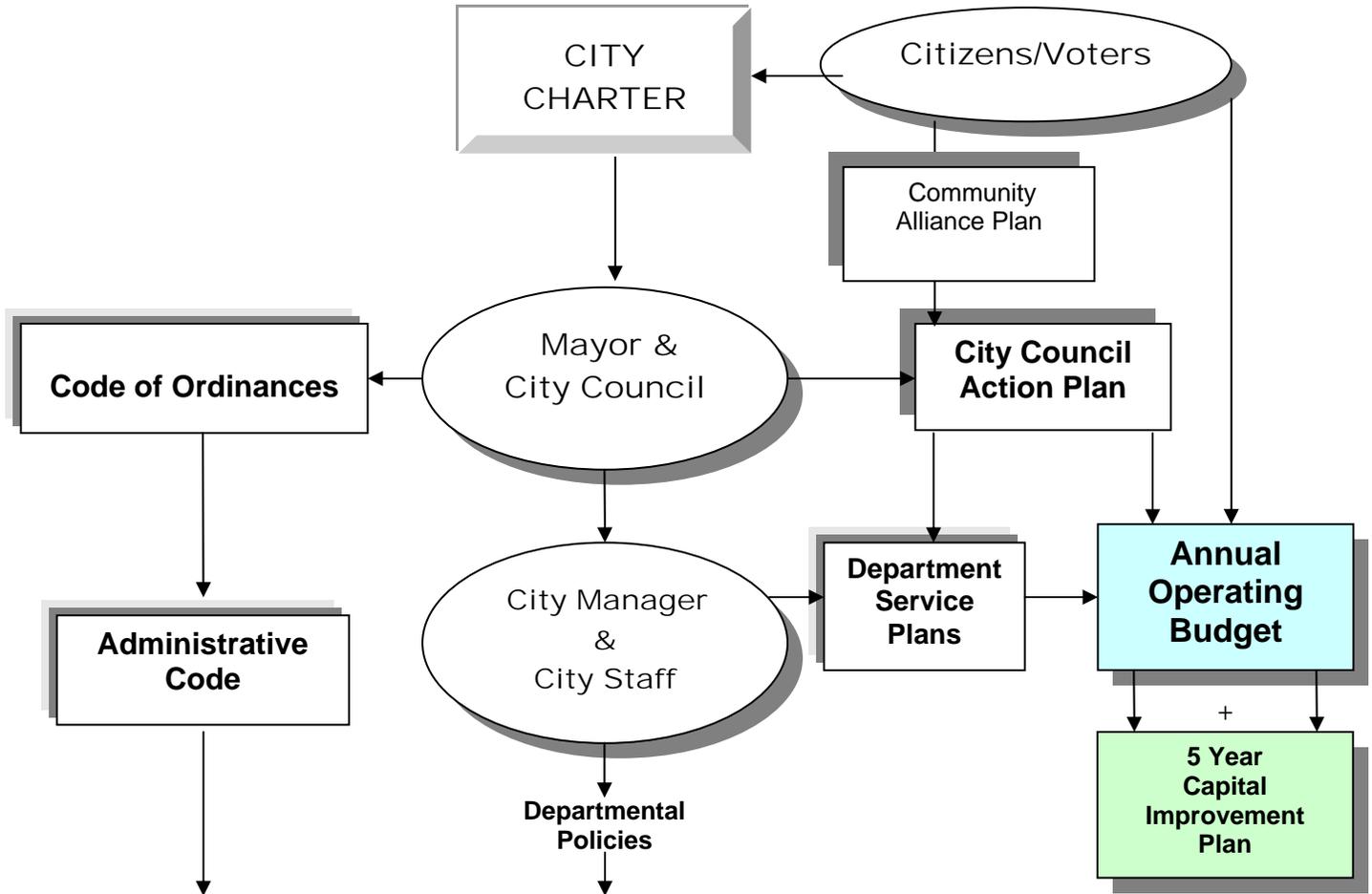
### **4) Qualified and Dedicated Internal Workforce**

- *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, Local1290
- 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)

# 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**
- **Where the Money Goes - Operations & CIP Dept Detail**
- **Departmental / Function Combinations**
- **All Funds Combined – Sources & Uses**

## **Personnel Summaries:**

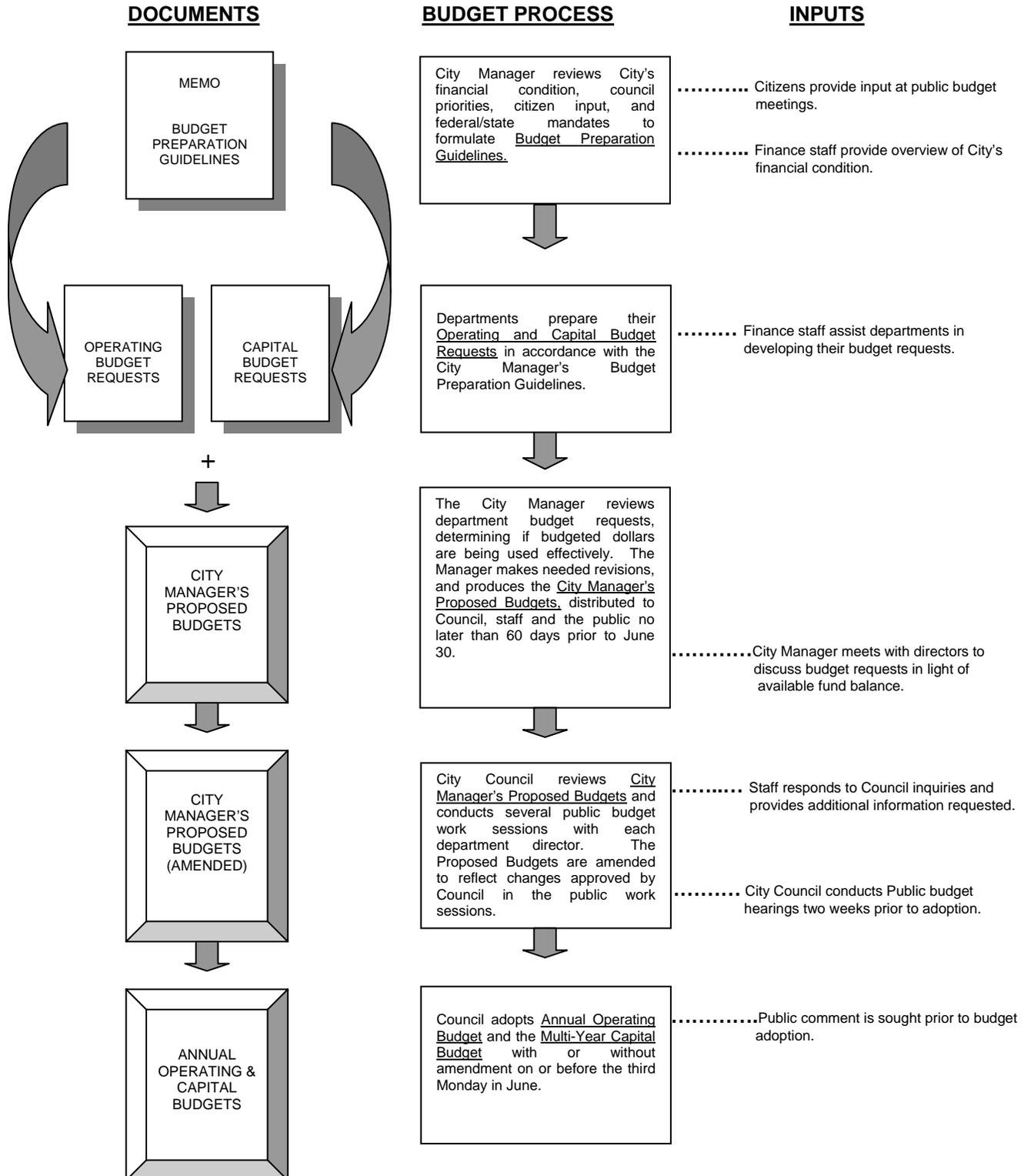
- **Staffing - by Service/Program**
- **Staffing - by Fund**
- **Personnel Expenditures – Five Year History**



# 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.



# DRAFT BUDGET CALENDAR

## Fiscal Year 2012/2013

<b>January</b>	4	Discussion of budget process at Staff meeting; personnel listings to departments to check
	9 - 11	FSD Director out of office
	17 - 20	Individual Meetings - CM/FSD/Dept Directors
	23	Personnel Listing Returned to FSD
<b>February</b>	3	FSD and Revenue Manager out of office
	early	Council Finance/Audit Committee - Staff budget overview Council budget priorities
	13	Base Budgets to Departments for review
<b>March</b>	5	Base budget and any Supplemental Req (Operating, Capital, Personnel) due to FS
		Prior year Core Services/CY activities/Challenges & Initiatives distributed for update &
	5	inclusion of new Council goals
	11	Final FY10 Fund Balance Reconciliations due to FSDirector from Accounting
	14	"Preliminary" proposed budget to Manager & Directors w/ supplemental requests built in
	14 - 23	Departments review preliminary proposals. Department mtgs with CM if required.
	20 - 21	Washington Fly-In (preliminary)
	23	Final changes to budget due to FS
19-23	Third quarter sales tax revenues (minus TIF disbursements) should be available	
<b>April</b>	4	"Final" operating budget submitted to City Manager
	9 - 13	CIP Budgets reviewed with department directors, capital projects coord
	11	Department Core Services Sheets due to FS
	11 - 27	Final document preparation
	23	City Manager Budget Transmittal due to FS
		Revenue and Expenditure projections continue to be reviewed
<b>May</b>	1	City Manager's Proposed Budget to Council (60 days prior to fiscal year start)
	7-9, 15	Council - Budget Work Sessions
	19	Publication of budget summary and of public hearing notice (10 days prior to Public Budget Hearing)
	29	Public Budget Hearing - regular City Council meeting 7:00 p.m. (held on Tues due to holiday)
<b>June</b>	11	Budget Adoption - regular City Council meeting 7:00 p.m. (could call special session for the 18th which is the 3rd Monday if necessary)
<b>July</b>	1	FY 2012/2013 Budget goes into effect.

# BUDGET OVERVIEW

(in thousands of dollars)

Fund	Revenue	Expenditure	Net Revenue/ (Expenditure)	Estimated Beginning Unassigned Fund Balance*	Estimated Ending Unassigned Fund Balance
General Governmental	\$ 45,012	\$ 44,631	\$ 381	\$ 5,190	\$ 5,571
Cell Phone Revenue	\$ 1,700	\$ 2,500	\$ (800)	\$ 1,090	\$ 290
Special Revenue				<b>Restricted or Assigned</b>	<b>Restricted or Assigned</b>
Community Development	2,322	2,322	0	0	0
Special Allocation (TIF)	8,889	7,968	921	6,354	7,275
Gaming Initiatives	1,157	1,261	(104)	285	181
Museum	506	478	28	340	368
Streets Maintenance	4,221	5,012	(791)	791	0
Parks Maintenance	819	918	(99)	204	105
Enterprise (inc. CIP Programs)					
Municipal Golf	831	783	48	38	86
Aviation	1,922	2,081	(159)	171	12
Public Parking	360	423	(63)	167	104
Water Protection	47,174	47,754	(580)	16,933	16,353
Mass Transit	10,016	7,377	2,639	7,421	10,060
Landfill	3,425	4,447	(1,022)	9,702	8,680
Capital Projects Fund	6,142	4,783	1,359	9,237	10,596
<b>Total</b>	<b>\$ 134,496</b>	<b>\$ 132,738</b>	<b>\$ 1,758</b>	<b>\$ 57,923</b>	<b>\$ 59,681</b>

3424960

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

**\*Designated Fund Balances:**

Amounts below are not reflected in the unassigned FY13 fund balances above for the GF:

FY2016 27th Payroll Reserve

General Fund: \$1,588,790  
 CDBG: \$10,775  
 Aviation: \$10,450  
 Parking: \$7,420  
 Sewer: \$104,675  
 Golf: \$6,650  
 Landfill: \$30,400

Computer Replacement Reserve

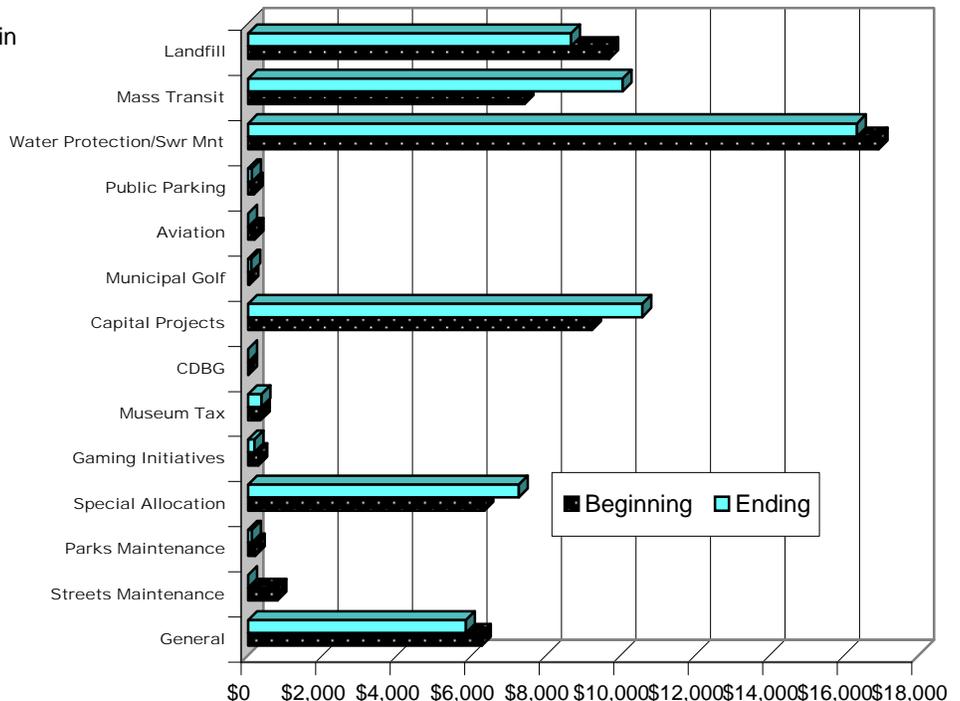
General Fund: \$79,720

Match for FTA Bus Grants

Transit: \$578,040

Landfill Closure/Postclosure

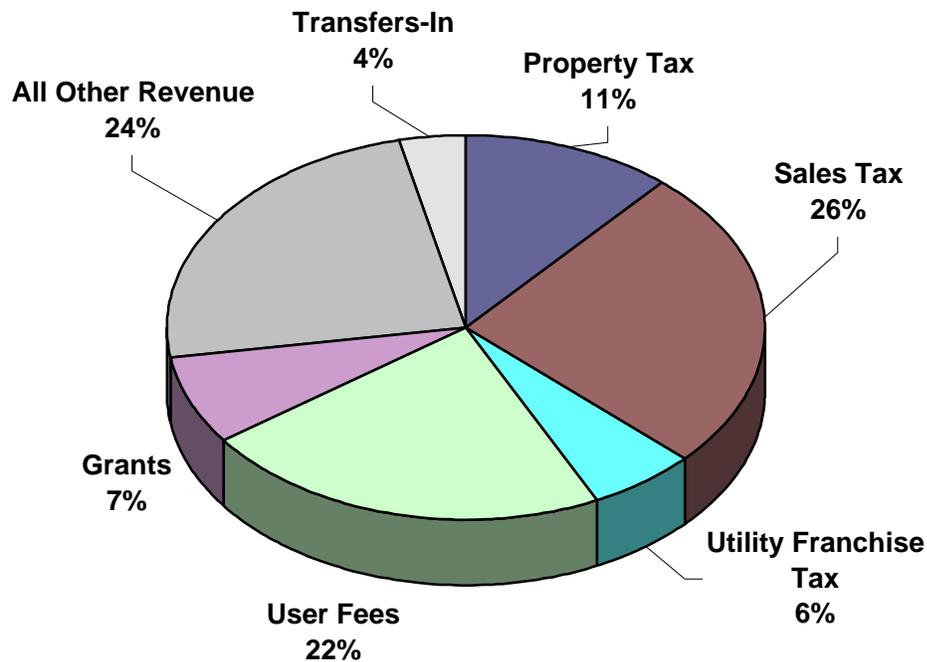
Landfill: \$5,039,645



# WHERE THE MONEY COMES FROM

(in thousands of dollars)

	FY2011 Actual	FY2012		FY2013		% of change from FY2012 Adopted
		Adopted Budget	Estimated Actual	Budget	% of total	
<b>Revenue</b>						
Property Tax	\$14,705	\$14,808	\$15,687	\$15,177	11%	2.49 %
Sales Tax	33,323	32,974	34,181	34,431	26%	4.42 %
Utility Fee	8,918	7,726	7,941	7,816	6%	1.16 %
User Fees & Gaming	25,517	28,451	27,511	30,082	23%	5.73 %
Grants	12,680	7,928	12,478	9,848	7%	24.22 %
	95,143	91,887	97,798	97,354	73%	5.95 %
<b>Other Revenue</b>						
Licenses & Permits	1,537	1,584	1,596	1,605	1%	1.33 %
Fines	1,110	1,384	1,071	1,069	1%	(22.76)%
Interest	443	681	424	662	0%	(2.79)%
Bond Proceeds	7,377	32,400	32,400	26,629	20%	(17.81)%
Other	3,160	2,473	3,796	2,452	2%	(0.85)%
	13,627	38,522	39,287	32,417	24%	(15.85)%
<b>Operating Revenue</b>	<b>108,770</b>	<b>130,409</b>	<b>137,085</b>	<b>129,771</b>	<b>98%</b>	<b>(0.49)%</b>
Interfund Transfers-In	13,649	9,507	9,813	4,725	4%	(50.30)%
From (to) Fund Balance	(2,394)	(769)	(17,568)	(1,758)	-1%	128.61 %
<b>Total Revenue</b>	<b>\$ 120,025</b>	<b>\$ 139,147</b>	<b>\$ 129,330</b>	<b>\$ 132,738</b>	<b>100%</b>	<b>(4.61)%</b>

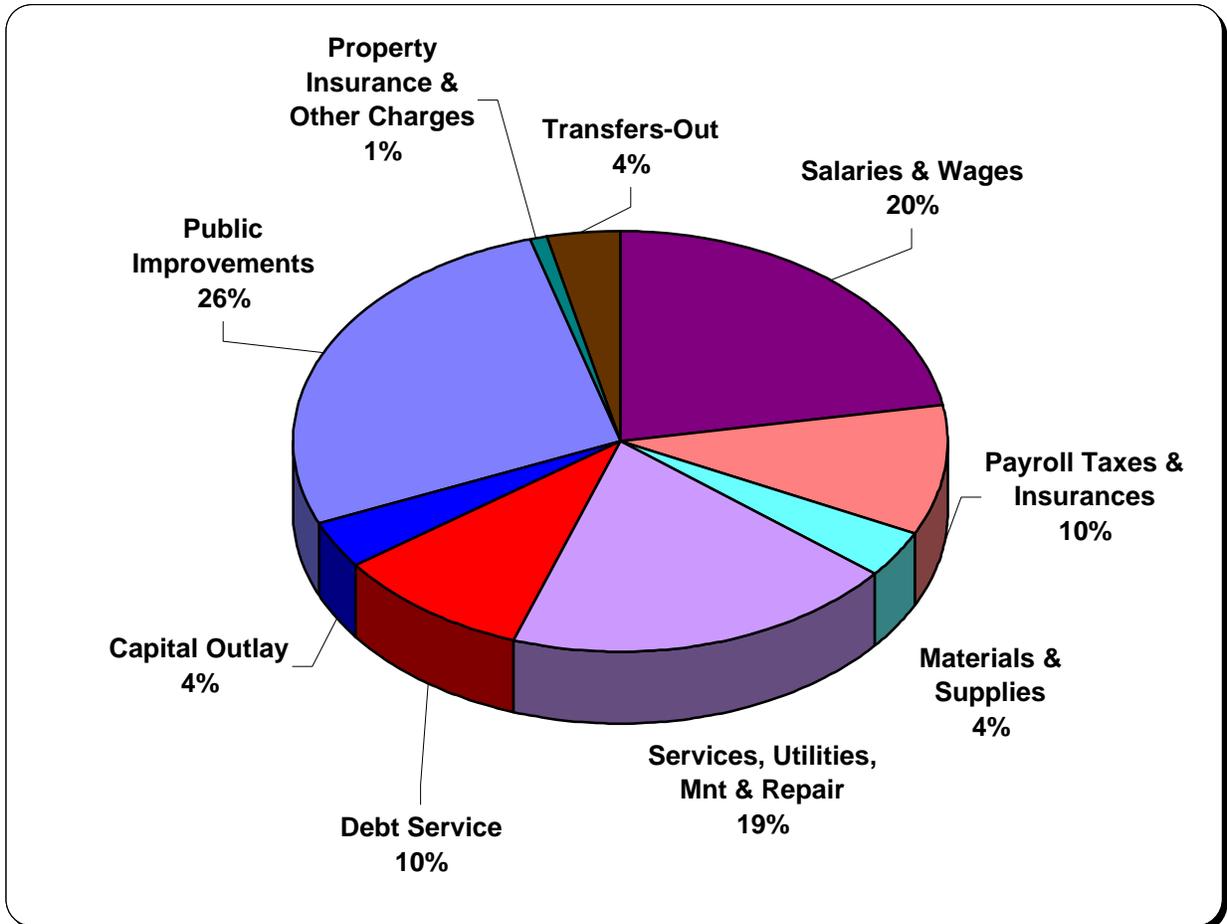


# WHERE THE MONEY GOES

by Expenditure Type  
(in thousands of dollars)

Expenditure	FY2011 Actual	FY2012		FY2013		% of change from FY2012 Adopted
		Adopted Budget	Estimated Actual	Budget	% of Total	
Salaries & Wages	\$28,414	\$29,702	\$28,680	\$29,540	22%	(1%)
Employee Benefits*	11,739	12,379	12,081	13,152	10%	6%
Materials & Supplies	4,798	5,137	4,860	5,105	4%	(1%)
Services & Utilities	27,806	25,939	28,720	25,569	19%	(1%)
Debt Service	11,354	11,286	11,963	12,943	10%	15%
Capital Outlay	3,390	2,671	2,965	5,085	4%	90%
Public Improvements	20,129	41,775	29,870	35,579	27%	(15%)
Insurance & Other Charges	1,045	751	690	1,040	1%	38%
	<b>108,675</b>	<b>129,640</b>	<b>119,829</b>	<b>128,013</b>	<b>94%</b>	<b>(1%)</b>
Interfund Transfers-Out	11,350	9,507	9,501	4,725	4%	(50%)
<b>Total Expenditures</b>	<b>\$120,025</b>	<b>\$139,147</b>	<b>\$129,330</b>	<b>\$132,738</b>	<b>100%</b>	<b>(5%)</b>

\*Payroll Taxes, Pension Costs, Health Insurance



# WHERE THE MONEY GOES

by Program and Fund Type  
(in thousands of dollars)

Fund Type	Department	FY2011 Actual	FY2012		FY2013		% change from FY2012 Budget
			Adopted Budget	Estimated Actual	Budget	% of Operating Total	
G	City Council & Mayor	\$196	\$218	\$197	\$222	0.24 %	1.83 %
G	City Clerk	270	205	145	209	0.23 %	1.95 %
G	Municipal Court	419	445	445	411	0.45 %	(7.64)%
G	City Manager	413	507	441	428	0.47 %	(15.58)%
G	Legal	615	645	636	523	0.57 %	(18.91)%
	<b>Planning &amp; CD Department</b>	<b>7,397</b>	<b>4,835</b>	<b>4,786</b>	<b>3,931</b>	<b>4.31 %</b>	<b>(18.70)%</b>
G	Admin, Bldg Dvlpmnt, Prop Mnt	1,697	1,871	1,730	1,609	1.76 %	(14.00)%
SR	CDBG Programs	5,700	2,964	3,056	2,322	2.54 %	(21.66)%
	<b>Administrative Services</b>	<b>2,426</b>	<b>2,470</b>	<b>2,439</b>	<b>2,622</b>	<b>2.87 %</b>	<b>6.15 %</b>
G	Finance, HR, Tech, Cust Srv	2,426	2,470	2,439	2,455	2.69 %	(0.61)%
E	Utility Billing (TBD)	0	0	0	167	0.18 %	n/a
G	Police	13,129	13,132	13,033	13,454	14.75 %	2.45 %
G	Fire (2% raise \$ in NonDept)	10,305	10,345	10,351	10,524	11.53 %	1.73 %
	<b>Public Works Department</b>	<b>54,600</b>	<b>79,608</b>	<b>70,241</b>	<b>72,732</b>	<b>79.72 %</b>	<b>(8.64)%</b>
G	PW Admin, Eng, & Strts Mnt	6,999	6,657	6,564	5,805	6.36 %	(12.80)%
SR	Streets Maintenance (non-prsnl)	8,529	7,544	7,244	5,012	5.49 %	(33.56)%
E	Municipal Airport	580	651	620	631	0.69 %	(3.07)%
	Airport CIP	8,269	1,200	1,639	1,450	1.59 %	100.00 %
E	Parking Maintenance	401	468	419	423	0.46 %	(9.62)%
E	Water Protection/Sewer Mnt	12,895	13,534	13,228	15,591	17.09 %	15.20 %
	WP CIP	7,728	39,291	30,339	31,996	35.07 %	(18.57)%
E	Transit Operations	5,000	5,530	5,473	5,199	5.70 %	(5.99)%
	Transit CIP	744	731	805	2,178	2.39 %	197.95 %
E	Landfill/Recycling Operations	3,455	3,247	3,174	3,382	3.71 %	4.16 %
	Landfill CIP	0	736	736	1,065	1.17 %	100.00 %
	<b>Parks, Recreation Department</b>	<b>7,506</b>	<b>6,683</b>	<b>6,439</b>	<b>6,335</b>	<b>6.94 %</b>	<b>(5.21)%</b>
G	Parks, Recreation & Civic Fac.	3,982	4,007	3,866	4,634	5.08 %	15.65 %
SR	Parks Maintenance	2,788	1,985	1,853	918	1.01 %	(53.75)%
E	Municipal Golf Course	715	667	695	757	0.83 %	13.49 %
	Golf CIP	21	24	25	26	0.03 %	8.33 %
G	Health Department	3,078	3,264	3,324	3,328	3.65 %	1.96 %
CAP	Capital Proj (Non-Enterprise)	7,866	4,370	4,419	4,783	5.24 %	9.45 %
	<b>Other Programs</b>						
SR	Special Allocation (TIF & ED)	7,749	7,714	8,343	7,968	8.73 %	3.29 %
SR	Municipal Museum Tax	425	375	580	478	0.52 %	27.47 %
G	Non Department Specific Exp	2,685	3,106	2,393	3,529	3.87 %	13.62 %
SR	Gaming Financed Initiatives	946	1,244	1,118	1,261	1.38 %	1.37 %
<b>Total Operating</b>		<b>95,397</b>	<b>92,795</b>	<b>91,367</b>	<b>91,240</b>	<b>69%<sup>0</sup></b>	<b>(1.68)%</b>
<b>Total Capital Projects</b>		<b>24,628</b>	<b>46,352</b>	<b>37,963</b>	<b>41,498</b>	<b>31%</b>	<b>(10.47)%</b>
<b>Total Expenditures</b>		<b>\$120,025</b>	<b>\$139,147</b>	<b>\$129,330</b>	<b>\$132,738</b>	<b>100%</b>	<b>(4.61)%</b>

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

# WHERE THE MONEY GOES

## Operational Summary

<u>Department</u>	<u>FY2013 Budget</u>	<u>% of Operating Total</u>	<u>% of Total Budget</u>
Public Works	\$36,043,000	46.2%	
Police	\$13,454,000	17.2%	
Fire (does not reflect raises)	\$10,524,000	13.5%	
Parks & Recreation	\$6,309,000	8.1%	
Planning & Community Dvlpmnt	\$3,931,000	5.0%	
Public Health	\$3,328,000	4.3%	
Administrative Services	\$2,622,000	3.4%	
Legal	\$523,000	0.7%	
City Manager	\$428,000	0.5%	
Municipal Court	\$411,000	0.5%	
City Council & Mayor	\$222,000	0.3%	
City Clerk	\$209,000	0.3%	
<b>Total Major Operating Departments</b>	<b>\$78,004,000</b>		<b>58.8%</b>

## CIP Summary

	<u>% of CIP Total</u>	
Water Protection CIP	77.1%	
CIP Sales Tax	11.5%	
Transit CIP	5.2%	
Airport CIP	3.5%	
Landfill CIP	2.6%	
Golf CIP	0.1%	
<b>Total Capital Projects</b>		<b>31.3%</b>

## Other Budgeted Programs

	<u>% of Other Programs Total</u>	
Special Allocation (TIF & EDC)	60.2%	
Non Department & Cell Phone*	26.7%	
Gaming Financed Initiatives	9.5%	
Municipal Museums Tax	3.6%	
<b>Total Other Programs</b>		<b>10.0%</b>

**Total Budget**                      **\$132,738,000**

\*Includes funds set aside for Fire Union Increases if a contract settlement is reached

## DEPARTMENT/FUND COMBINATIONS

### OPERATING DEPARTMENTS

### FUND TOTALS

### CAPITAL EXPENDITURES

Mayor & Council	\$222,000	<b>GENERAL</b>  <b>\$47,131,000</b>	Amounts in [brackets] are transfers from the operating department and are not included in the amount under that column
City Clerk	209,000		
Municipal Court	411,000		
City Manager's Office	428,000		
Legal Services	523,000		
Administrative Services	2,455,000		
Planning & Community Development	1,609,000		
Police	13,454,000		
Fire	10,524,000		
Public Works Admin/Eng/Streets	5,805,000		
Public Health	3,328,000		
Parks & Recreation	4,634,000		
Non-Departmental	3,529,000		

### SPECIAL REVENUE

Planning & Community Development	\$2,322,000	<b>C.D.B.G</b> <b>\$2,322,000</b>	
Public Works (non-personnel) – Street Maintenance, Traffic, Snow/Ice	\$5,012,000	<b>STREETS MAINTENANCE</b> <b>\$5,012,000</b>	
Parks & Recreation (non-personnel)– Parks Maintenance	\$918,000	<b>PARKS MAINTENANCE</b> <b>\$918,000</b>	
Museum Tax Distribution	\$478,000	<b>MUSEUM - \$478,000</b>	[\$160,000] <b>Museum Projects</b>
Gaming Proceeds Distribution	\$1,261,000	<b>GAMING INITIATIVES</b> <b>\$1,261,000</b>	[\$190,000] <b>Gaming Funded Projects</b>
TIF & Econ Development Districts	\$7,968,000	<b>SPECIAL ALLOCATION</b> <b>\$7,968,000</b>	

### ENTERPRISE

Parks & Recreation – Municipal Golf Course	\$757,000	<b>MUNICIPAL GOLF</b> <b>\$783,000</b>	\$26,000 <b>Golf Projects</b>
Public Works – Airport Operations	\$631,000	<b>AIRPORT</b> <b>\$2,081,000</b>	\$1,450,000 <b>Airport Projects</b>
Public Works – Parking Operations	\$423,000	<b>PUBLIC PARKING</b> <b>\$423,000</b>	
Public Works – Water Projection/Sewer Line Maintenance/Utility Billing	\$15,758,000	<b>WATER PROJECTION</b> <b>\$47,754,000</b>	\$31,996,000 <b>Sewer Projects</b>
Public Works – Mass Transit	\$5,199,000	<b>MASS TRANSIT</b> <b>\$7,377,000</b>	\$2,178,000 <b>Mass Transit Projects</b>
Public Works – Landfill/Recycling Operations	\$3,382,000	<b>LANDFILL</b> <b>\$4,447,000</b>	\$1,065,000 <b>Landfill Projects</b>

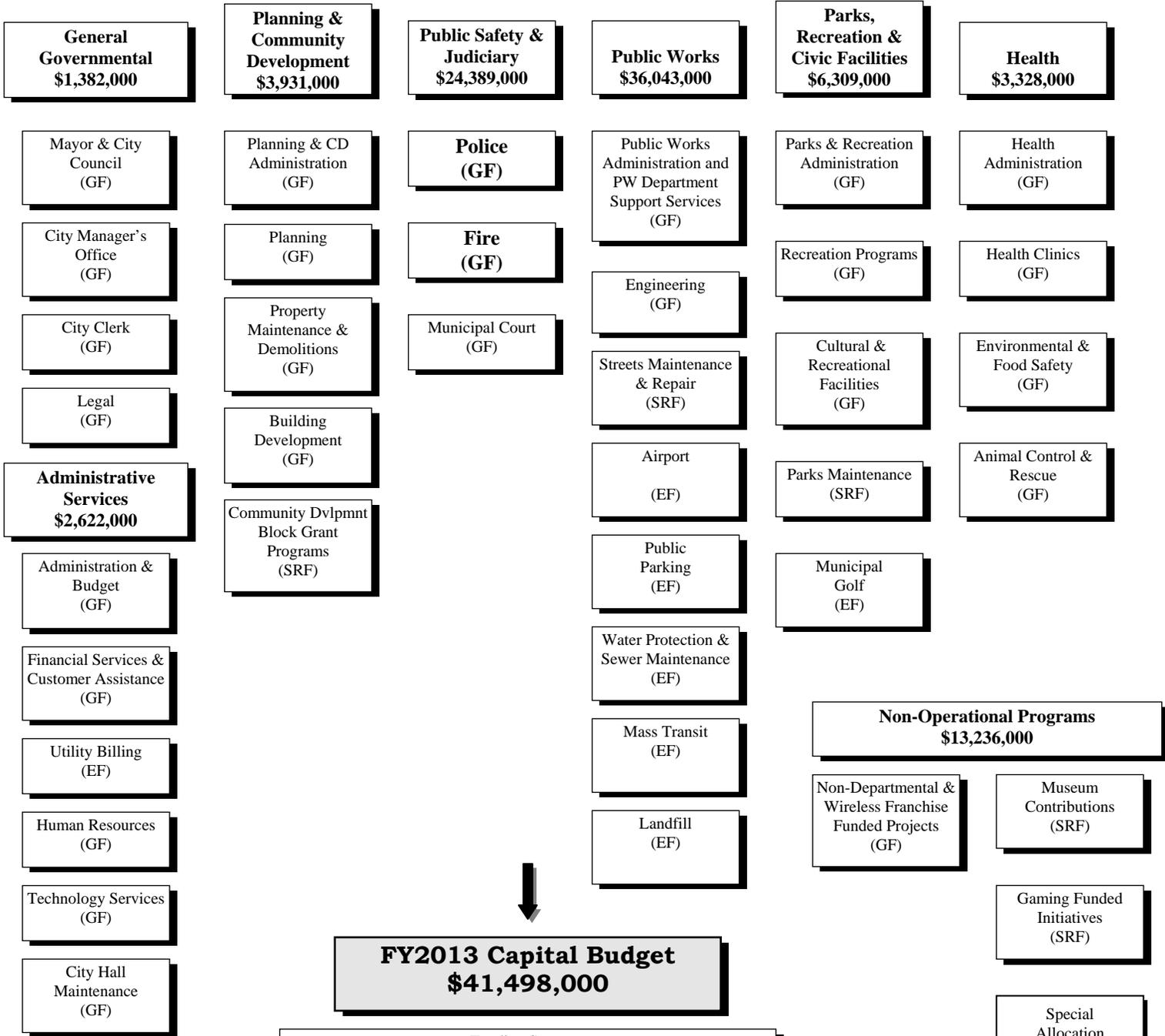
Capital Projects Fund		<b>CAPITAL</b> <b>\$4,783,000</b>	\$4,783,000 <b>Capital Projects</b>
<b>\$91,240,000</b>		<b>\$132,738,000</b>	<b>\$41,498,000</b>

# DEPARTMENT & FUNCTION OVERVIEW

**FY2013  
Total Budget  
\$132,738,000**



**FY2013 Operating Budget  
\$91,240,000**



**FY2013 Capital Budget  
\$41,498,000**

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

# ALL FUNDS --COMBINED--

Description	2010-11 Actual	2011-12		2012-2013 Budget
		Adopted Budget	Estimated Actual	
<b>Revenues</b>				
Real Property Tax	\$7,785,523	\$7,765,640	\$8,288,935	\$7,965,595
Personal Property Tax	3,591,149	3,701,740	3,902,560	3,703,830
Other Personal Property Tax	3,327,721	3,339,508	3,495,073	3,506,957
Utility Based Franchise Tax	8,917,989	7,726,510	7,940,800	7,815,950
Sales Taxes	33,322,593	32,974,010	34,181,256	34,430,531
Licenses & Permits	1,536,706	1,583,675	1,595,325	1,604,235
Fines	1,109,993	1,383,650	1,070,900	1,069,150
Rents & Gaming Revenue	1,679,093	1,712,436	1,310,388	1,591,001
Parking Fees	120,184	119,800	119,700	117,300
Building Inspection Fees	433,435	383,200	383,500	383,500
Health User Fees	401,671	441,400	409,880	395,900
Parks/Civic/Bode/NC Facility Fees	1,203,749	1,452,991	1,128,595	1,781,886
Municipal Golf User Fees	692,656	690,800	746,600	829,975
Transit Fees	319,244	312,600	312,610	339,800
Sanitary Sewer User Fees	15,804,651	17,626,500	17,823,300	19,625,300
Landfill User Fees	3,233,741	4,000,000	3,539,565	3,352,260
Other Service Fees	1,629,826	1,674,696	1,737,218	1,667,091
Sale of Bonds/Donations/Othr Rev.	10,536,998	34,873,347	36,196,016	29,080,871
Interest Earnings	442,963	709,157	424,237	662,307
Grants & Entitlements (Intergovmntl)	12,680,359	7,927,966	12,478,409	9,847,630
Interfund Transfers-Cmptr Network	51,230	59,950	59,950	58,860
Interfund Transfers - In	13,597,871	9,456,569	9,752,954	4,666,462
	122,419,345	139,916,145	146,897,771	134,496,391
From (To) Fund Balance	(2,394,534)	(768,898)	(17,567,510)	(1,757,608)
<b>Total Revenues</b>	<b>\$120,024,811</b>	<b>\$139,147,247</b>	<b>\$129,330,261</b>	<b>\$132,738,783</b>
<b>Expenditures</b>				
Salaries & Wages	\$28,414,520	\$29,702,550	\$28,680,553	\$29,540,152
Employee Benefits	11,739,293	12,379,358	12,081,088	13,152,215
Materials & Supplies	4,797,934	5,136,914	4,859,717	5,104,589
Services/Utilities	27,805,893	25,939,158	28,719,766	25,568,652
Capital Outlay	3,389,686	2,671,505	2,965,259	5,085,417
Public Improvements	20,128,627	41,774,598	29,869,681	35,578,880
Debt Service	11,353,836	11,285,624	11,962,940	12,942,809
Insurance & Other	1,044,937	750,751	689,658	1,040,687
Interfund Transfers-Out	11,350,085	9,506,789	9,501,599	4,725,282
<b>Total Expenditures</b>	<b>\$120,024,811</b>	<b>\$139,147,247</b>	<b>\$129,330,261</b>	<b>\$132,738,683</b>

# Staffing by Service/Program

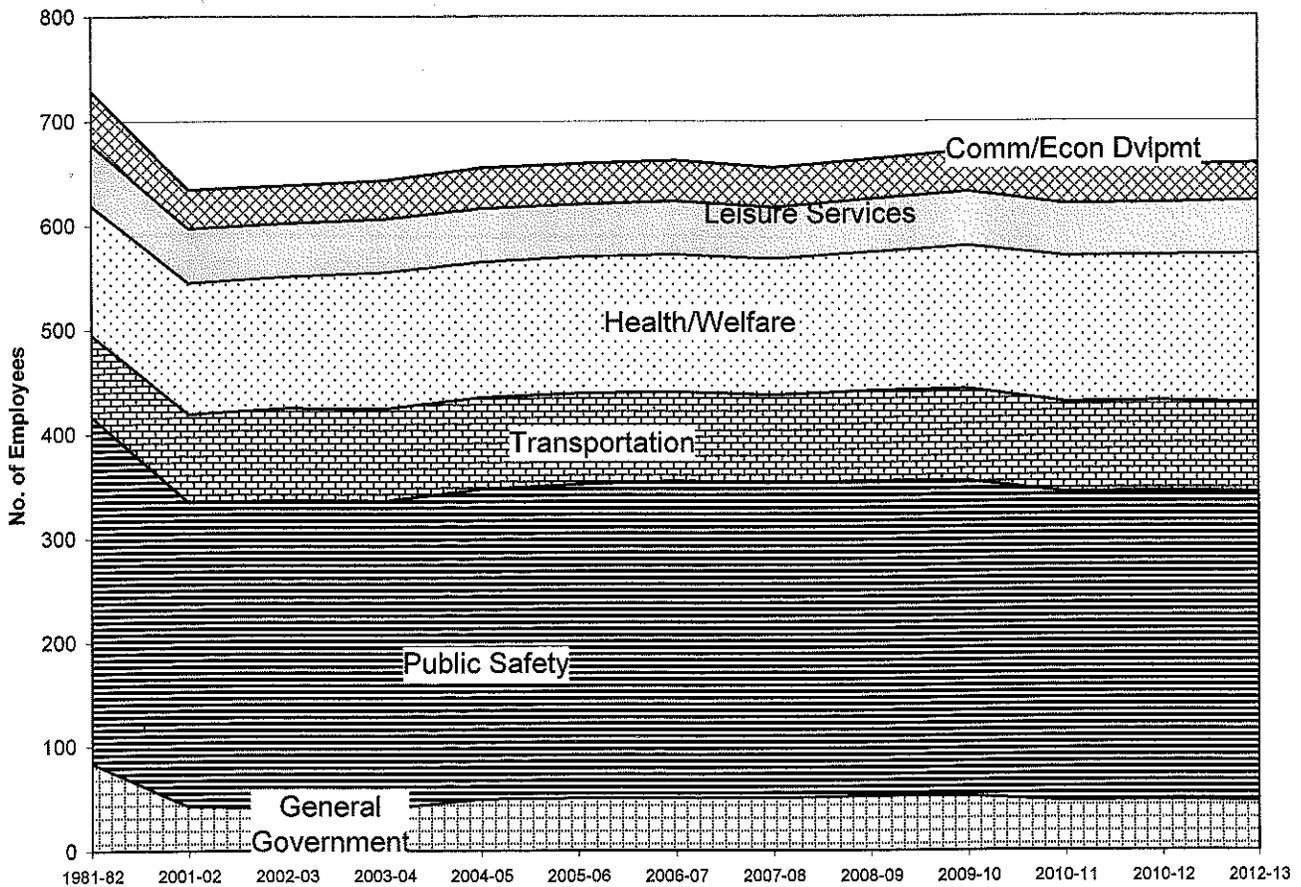
**Includes Regular, Part Time Employees**

	<u>FY2012</u> <u>Adopted</u>	<u>FY2013</u> <u>Budget</u>	<u>Change from</u> <u>Prior Yr</u> <u>Adopted</u>
<b>General Government &amp; Administrative Services</b>			
Mayor's Office/City Clerk*	3.3	3.3	0.0
City Manager	5.0	4.0	(1.0)
Legal	6.15	6.15	0.0
Administrative Services (exc. Court)	24.8	27.8	3.0
*Exc. 9 part-time elected officials	39.3	41.3	2.0
<b>Planning &amp; Community Development</b>			
Planning & CD Admin	3.0	3.0	0.0
Customer Assistance Admin	2.0	0.0	(2.0)
Planning	0.0	2.0	2.0
CDBG Admin & Housing/Revitalization	6.5	5.5	(1.0)
Property Maintenance/Demolition	10.5	10.5	0.0
Building Development	8.0	9.0	1.0
Customer Assistance	5.0	0.0	(5.0)
	35.0	30.0	(5.0)
<b>Public Health</b>			
Health Administration	10.8	10.8	0.0
Health Clinics	16.0	16.0	0.0
Env. Health & Food Safety	3.0	3.0	0.0
Animal Control & Rescue	13.0	13.0	0.0
	42.8	42.8	0.00
<b>Leisure &amp; Recreation</b>			
Parks & Rec Administration	4.0	4.0	0.0
Parks Maintenance	25.0	25.0	0.0
Rec Activities & Cultural Facilities	20.0	20.0	0.0
Golf Operations	3.0	4.0	1.0
	52.0	53.0	1.0
<b>Public Safety &amp; Judiciary</b>			
Police	160.5	160.5	0.0
Fire	130.0	130.0	0.0
Municipal Court*	5.53	5.03	(0.5)
*Inc. 1 FT elected official	296.03	295.53	(0.5)
<b>Public Works</b>			
Public Works Admin/MPO	5.0	5.0	0.0
Engineering	9.0	9.0	0.0
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	74.0	78.0	4.0
Parking Operations	6.0	5.0	(1.0)
	191.0	194.0	3.0
<b>Total Full Time Equivalents</b>	<b><u>656.1</u></b>	<b><u>656.6</u></b>	<b><u>0.50</u></b>

# Staffing by Fund

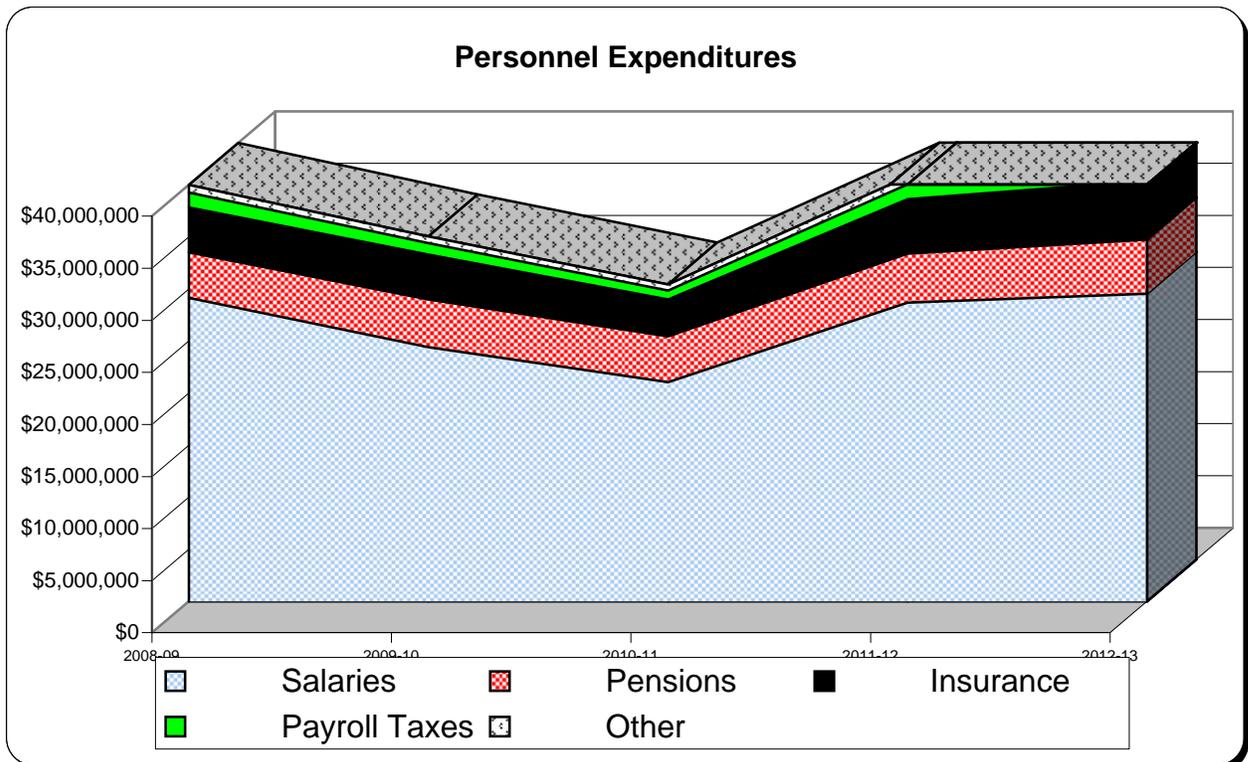
Fund	FY2011	FY2012	FY2013
	Adopted	Adopted	Budget
General Governmental	459	458	456
Community Development	9	9	8
Streets Maintenance	55	55	55
Parks Maintenance	25	25	25
Municipal Golf	3	3	4
Aviation	6	6	6
Public Parking	6	6	5
Water Protection	71	74	78
Landfill	20	20	20
	<b>654</b>	<b>656</b>	<b>657</b>

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



# PERSONNEL EXPENDITURES

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Budget</u> <u>2012-13</u>
<b>Salary &amp; Wages</b>	26,589,013	22,557,062	19,071,064	26,200,081	26,884,491
<b>Overtime</b>	1,209,905	1,058,375	807,287	1,156,623	1,228,198
<b>FLSA OT (Firefighters)</b>	157,220	143,768	159,110	150,000	140,000
<b>Temporary/Part-Time Wages</b>	843,384	312,628	694,531	841,756	954,295
<b>Out-of-Title</b>	143,071	138,399	105,312	137,968	141,200
<b>Sick Buy-Back</b>	15,247	9,742	11,315	17,441	15,583
<b>Retired Firefighter Consultants</b>	174,262	187,063	177,737	176,385	176,385
<b>Total Salaries</b>	29,132,102	24,407,037	21,026,356	28,680,254	29,540,152
<b>Police Pension</b>	1,531,380	1,987,009	1,793,279	1,633,131	1,818,710
<b>Lagers Pension</b>	2,854,212	2,575,732	2,606,567	3,072,646	3,367,189
<b>FICA</b>	1,075,130	797,233	582,385	1,051,259	1,103,339
<b>FIM</b>	376,091	312,966	263,727	375,579	401,869
<b>ICMA Deferred Compensation</b>	188,397	169,228	33,651	27,139	30,968
<b>Health</b>	3,176,470	3,220,277	2,687,407	3,984,132	4,402,443
<b>Dental</b>	157,461	140,009	113,311	162,045	187,816
<b>Life</b>	105,917	89,669	68,760	106,123	109,939
<b>Unemployment</b>	34,572	45,919	12,793	25,454	2,700
<b>Long Term Disability</b>	63,299	53,974	42,380	62,904	70,012
<b>Workers Compensation</b>	743,649	757,742	641,655	872,320	861,414
<b>Uniform Allowance</b>	221,471	221,739	271,313	323,700	364,500
<b>Fire EMT Allowance</b>	0	0	0	19,938	20,000
<b>Car/Mileage Allowance</b>	59,009	44,111	48,696	63,552	65,275
<b>Conference/Training</b>	275,149	220,798	234,212	293,966	339,141
<b>Total Benefits</b>	10,862,207	10,636,406	9,400,136	12,073,888	13,145,315



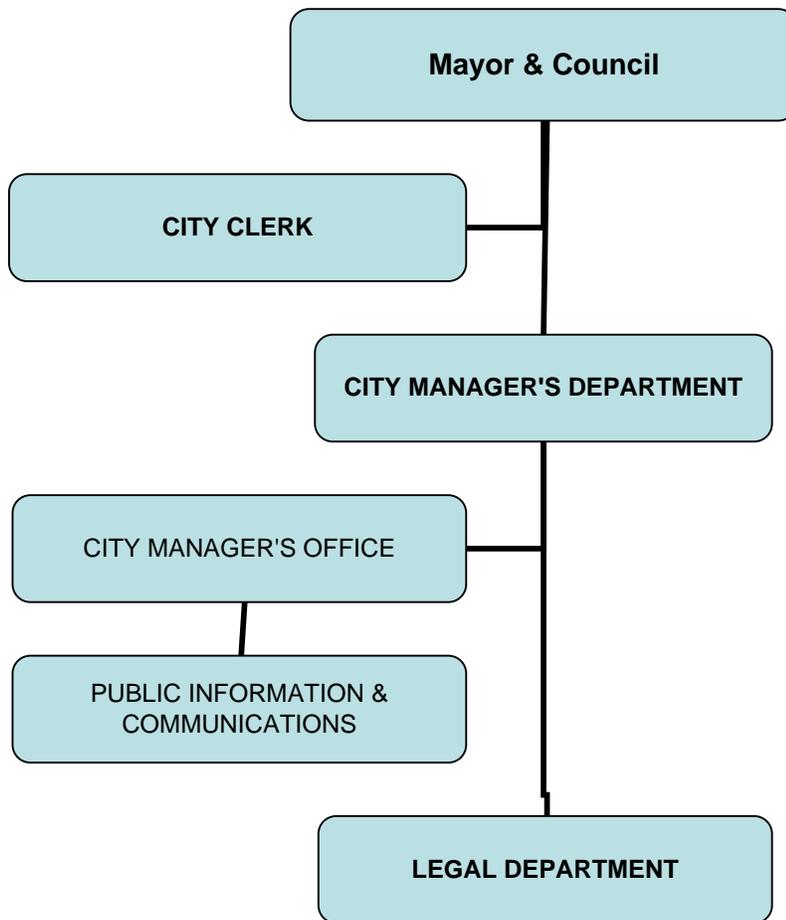


# GENERAL GOVERNMENT DEPARTMENTS

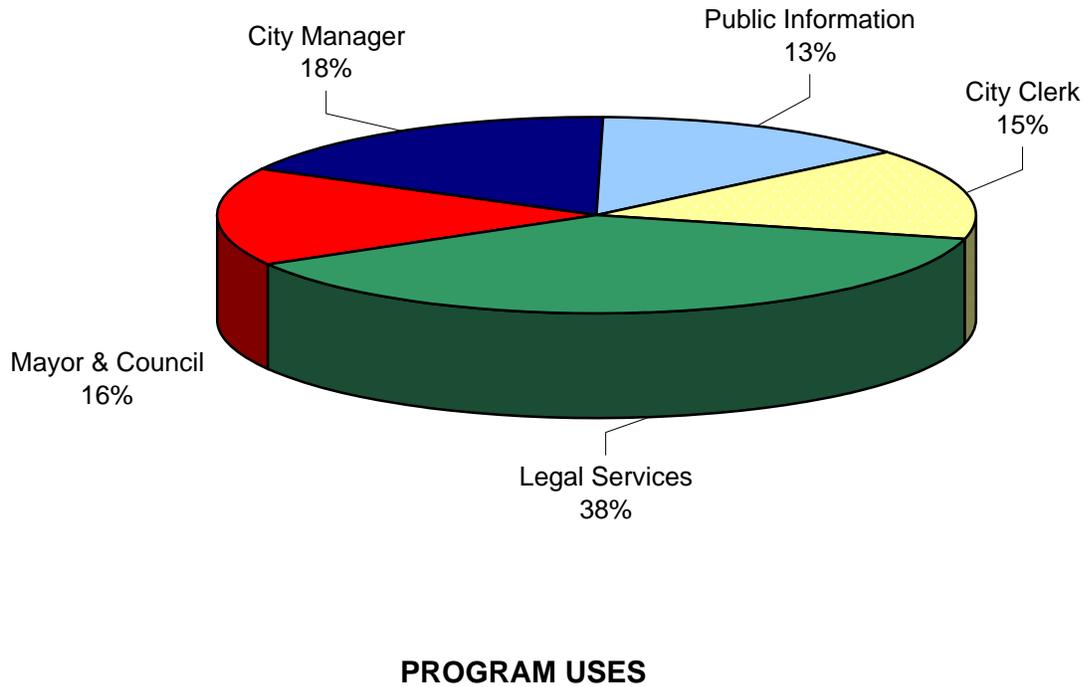
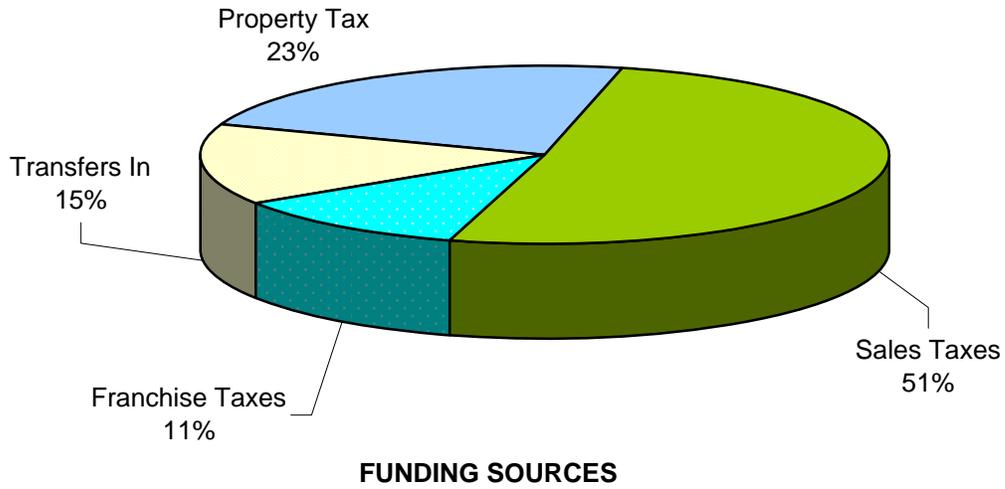
The General Governmental Departments provide the legislative and managerial services for city government.

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

**TOTAL BUDGETED RESOURCES:    \$    1,382,000**



# GENERAL GOVERNMENT SOURCES & USES

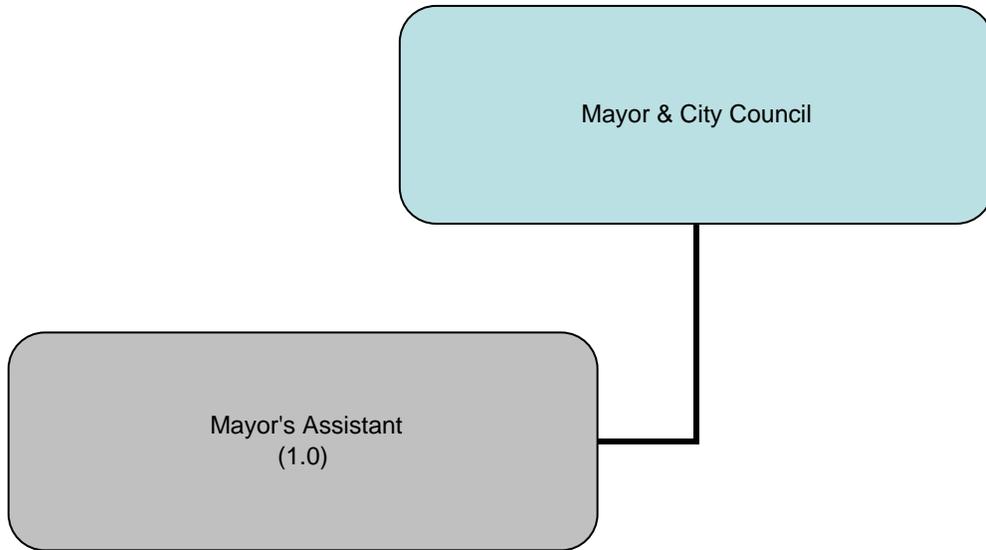


# GENERAL GOVERNMENT DEPARTMENTS SUMMARY

	2010-11	2011-12		2012-13	
	Actual	Adopted Budget	Estimated Actual	Budget	
<b>ACCOUNT TYPE</b>					
Salaries & Wages	732,540	805,046	733,255	770,565	
Payroll Expenses & Benefits	313,396	348,392	333,100	373,040	
Materials & Supplies	10,141	13,225	22,000	13,925	
Utilities & Other Contracted Services	314,269	348,627	330,604	164,894	
Elections	124,240	60,000	0	60,000	
	<u>1,494,586</u>	<u>1,575,290</u>	<u>1,418,959</u>	<u>1,382,424</u>	
<b>USES BY PROGRAM</b>					
	<b>DEPARTMENT</b>				
Mayor & City Council	Mayor & Council	195,780	218,315	197,202	222,528
City Clerk	City Clerk	270,534	204,881	144,871	208,573
City Manager's Office	City Manager	226,782	292,814	237,053	242,995
Public Information	City Manager	186,154	214,212	203,937	185,463
Legal Services	Legal	615,336	645,068	635,896	522,865
		<u>1,494,586</u>	<u>1,575,290</u>	<u>1,418,959</u>	<u>1,382,424</u>
<b>FUNDING SOURCES</b>					
General Fund		1,382,862	1,459,702	1,310,855	1,276,070
CDBG Fund		55,970	56,823	55,170	54,784
Water Protection Fund		27,379	28,858	25,994	25,325
Mass Transit Fund		9,187	9,684	8,723	8,498
Airport Fund		4,742	4,998	4,502	4,386
Landfill Fund		9,027	9,515	8,570	8,350
Parking Fund		5,419	5,711	5,145	5,012
		<u>1,494,586</u>	<u>1,575,290</u>	<u>1,418,959</u>	<u>1,382,424</u>
<b>STAFFING SUMMARY</b>					
Mayor & City Council		4	4	4	4
City Clerk		2	2	2	2
City Manager		3	3	3	2
Public Information		2	2	2	2
Legal Services		7	7	7	7
		<u>18</u>	<u>18</u>	<u>18</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 65 public Council meetings and work sessions to discuss pending issues.
- Conducted four (5) City Talk meetings throughout the city limits.
- Hired a new City Manager.
- St. Joseph hosted the 2012 Sound of Speed Airshow.
- Conducting a city manager search.
- Saved \$7.9 million for inclusion in the intended Use Plan for the Whitehead Stormwater Separation Conduit and the Eastside Improvement projects by securing SRF loans at their much lower interest rate.
- Completed the new St. Joseph Recreation Exercise & Community Center (REC Center).

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

- Renew and select projects for the 2013 Capital Improvement Project (CIP) Tax.
- Attracting new businesses.
- Continuing Downtown and Riverfront development.
- Improve streets and infrastructure.
- Increase the number of police officers.

# 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

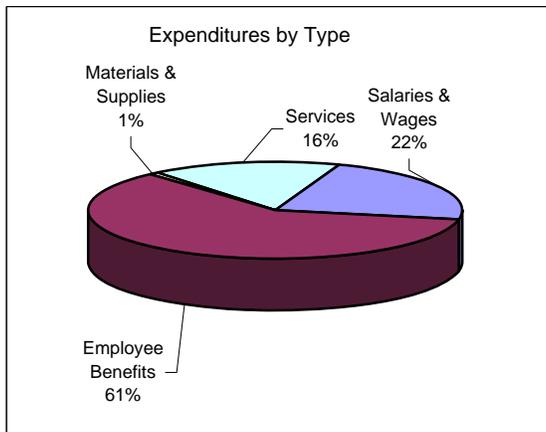
Mayor (Elected, Part Time)  
 Council Members (Elected, Part Time)  
 Mayor's Assistant

2010-11	2011-12		2012-13
	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

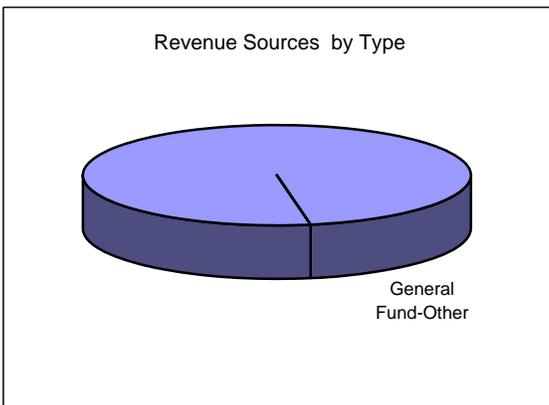
- \$10,000 is budgeted for possible audits or other special projects by outside entities in FY2013.

### Operating Budget Summary



#### Expenditures:

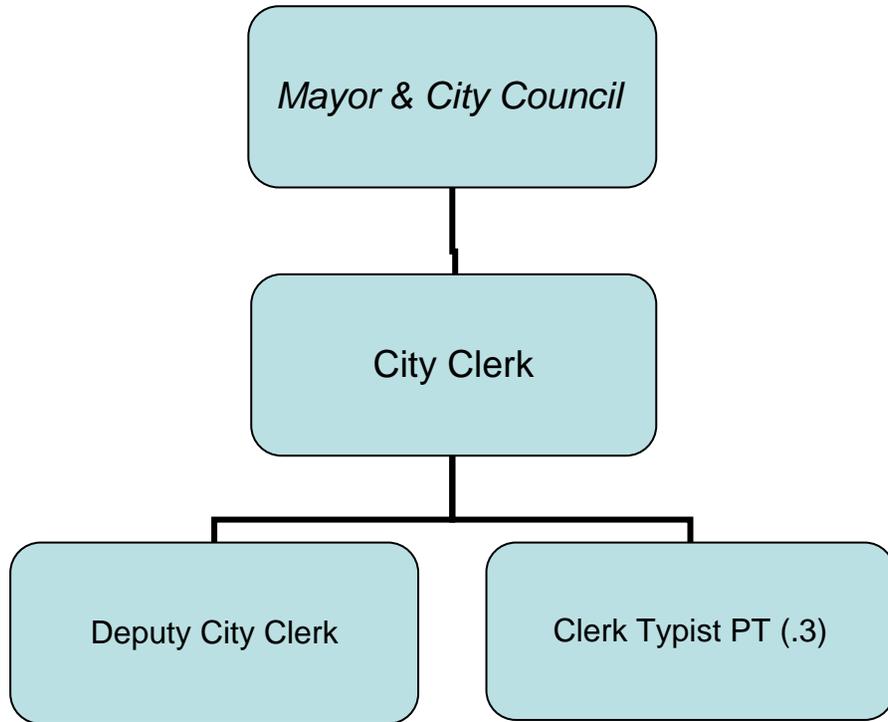
	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	49,167	49,167	49,167	49,814
Employee Benefits	106,094	126,928	119,978	134,194
Materials & Supplies	2,133	2,000	2,000	2,000
Services	38,386	40,220	26,057	36,520
<b>Total</b>	<b>195,780</b>	<b>218,315</b>	<b>197,202</b>	<b>222,528</b>



#### Revenue Sources:

	2010-11	2011-12	2012-13
	Actual	Adopted Budget	Estimated Actual
General Fund-Other	195,780	218,315	197,202
<b>Total</b>	<b>195,780</b>	<b>218,315</b>	<b>197,202</b>

# City Clerk





## **City Clerk**

### **Mission**

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

### **Core Services**

- Preserve the integrity of the City's official records.
- Provide for records disposal to the fullest extent permissible by Missouri law.
- Provide for the cost effective, legal maintenance of permanent records for all City departments.
- Inform citizenry of public hearings pursuant to Missouri law.
- Administer the City Council agenda process, working toward the Council goal of fostering a "paperless environment".
- 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.
- 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.

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

#### **• Performance Statistics:**

Respond to more than 780 customer requests for information annually

Number of ordinances and resolutions processed through the Council annually - 363

Number of Council meetings and work sessions held annually - 65

Supplements to the code processed and distributed - 3

Bill of Sale processed - 63

Council meetings went "paperless" in February 2012.

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

Utilize the council's electronic tablets to extend the distribution of "paperless" documents to Council members.

# 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

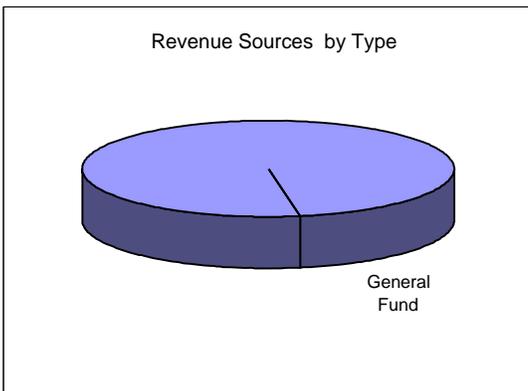
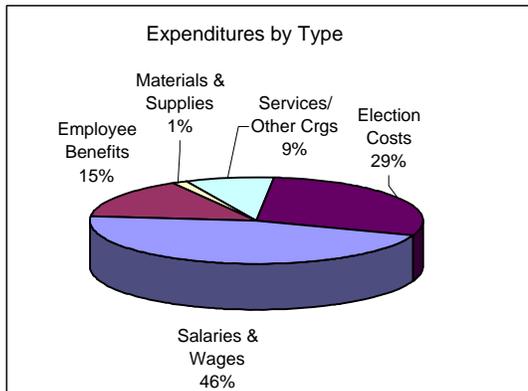
City Clerk  
Deputy City Clerk  
Clerk (PT)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.3	0.3	0.3	0.3
<u>2.3</u>	<u>2.3</u>	<u>2.3</u>	<u>2.3</u>

### Major Budgetary Changes & Program Highlights

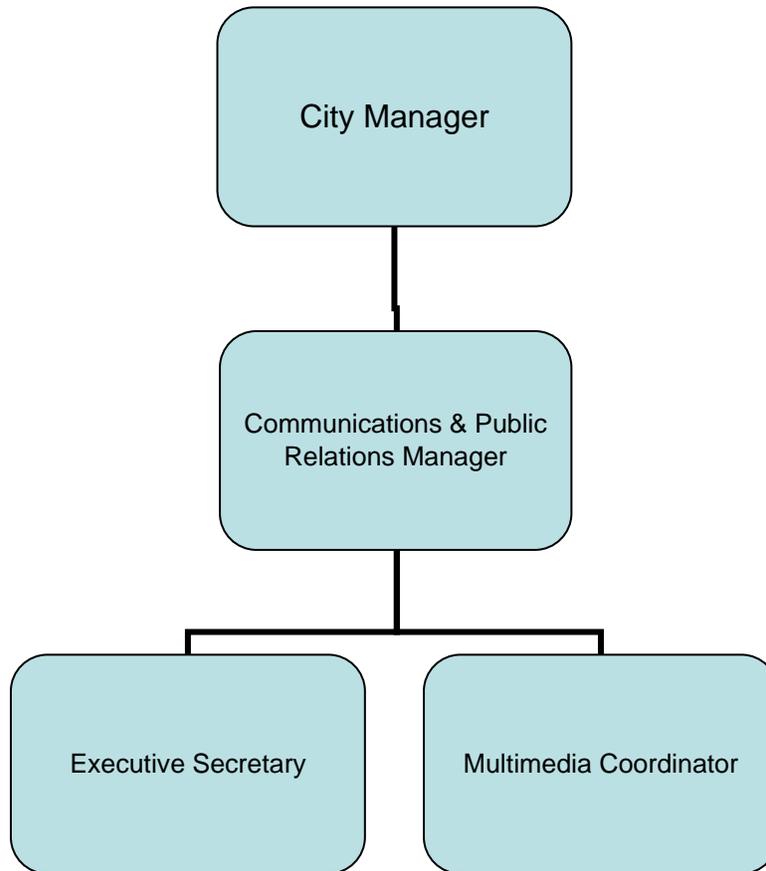
~\$60,000 budgeted in anticipation of two elections.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	93,582	93,901	94,176	96,059
Employee Benefits	27,033	29,425	29,025	31,314
Materials & Supplies	2,289	3,300	3,300	3,000
Services/ Other Crgs	23,390	18,255	18,370	18,200
Election Costs	124,240	60,000	0	60,000
<b>Total</b>	<u>270,534</u>	<u>204,881</u>	<u>144,871</u>	<u>208,573</u>
<b>Revenue Sources:</b>				
General Fund-Other	270,534	204,881	144,871	208,573
<b>Total</b>	<u>270,534</u>	<u>204,881</u>	<u>144,871</u>	<u>208,573</u>

# 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

- Utilizes the Communications Manager, Directors and other City staff to provide timely follow-up to Council inquiries.
- Provides professional leadership and support on organizational issues to all City Departments.
- Implements Council policies and goals by assigning initiatives to department directors.
- 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.
- Oversee the financial health of the organization. Work to maintain and improve the city's bond ratings.

## Current Year Activity/Achievements

- Submit two projects for State Revolving Fund financing through the Mo. Dept. of Natural Resources
- Department level reorganization (reducing departments from twelve to eight) and eliminating two senior management positions
- 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

- Development and implementation of a City brand.
- Expansion of communications and public relations functions.
- Promote Downtown Master Plan and Riverfront Master Plan.
- Explore revenue sources to maintain City services, including possible Use Tax and/or Public Safety Tax
- Pursue extension of the 2013 6-year Capital Improvement Program sales tax.
- Initiate a review of the City's compensation plan, utilizing input from a committee of employee group representatives.

# 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

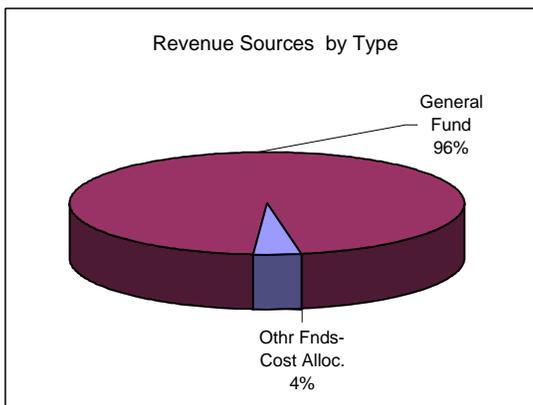
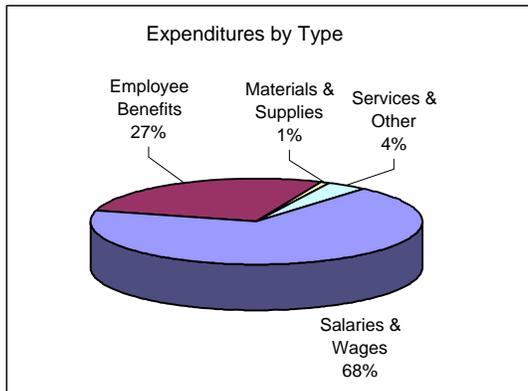
City Manager  
 Project Manager  
 Executive Secretary

2010-11 Actual	2011-12		2012-13 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

~FY12 budget savings the result of the Project Manager position being vacant during the year. And the proposed budget eliminates the position.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	158,356	218,347	165,610	165,558
Employee Benefits	57,295	62,992	58,943	65,762
Materials & Supplies	1,580	2,550	2,550	2,450
Services & Other	9,551	8,925	9,950	9,225
<b>Total</b>	<b>226,782</b>	<b>292,814</b>	<b>237,053</b>	<b>242,995</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	9,071	11,713	12,155	9,720
General Func	217,711	281,101	224,898	233,275
<b>Total</b>	<b>226,782</b>	<b>292,814</b>	<b>237,053</b>	<b>242,995</b>

## **Public Information Office**

### **Mission**

Eliminate the perceived “disconnect” between city government and the community through improved communications and responsive customer services.

### **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 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 - Hotel/Motel Tax Oversight, CIP Oversight.
- ~Provided staff support for Downtown revitalization.
- ~Coordinated City Council City Talk meetings.
- ~Continued the implementation of social media as a method of communications.
- ~Developed original programming for the City's Government Access Channel 19.
- ~Implemented video streaming for the city's website.
- ~Coordinated the implementation of paperless council meetings.

### **Performance Statistics:**

- ~Issued 50 City Weekly and Mayor & Council communications to a network of 1,200 subscribers.
- ~Issued 91 press releases.
- ~Televised 24 regular City Council meetings, and numerous public meetings.
- ~Produced 17 educational and updated 16 video spots for the City's TV channel and cable line-ups.
- ~Provided multimedia production for various special events to include the Mayor's State of the City Address, Chiefs Training Camp, United Way, and the Landfill to Gas Energy ribbon cutting.
- ~Produced 68,795 color and 18,323 black/white copies for departments, and produced 600 community calendars for 2012.

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

- ~Create a brand for the City of St. Joseph in partnership with the Community Alliance.
- ~Expand the utilization of social media as a method of communications.
- ~Redesign of the City's website in cooperation with Technology Services.
- ~Creating new / expanding existing methods of 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

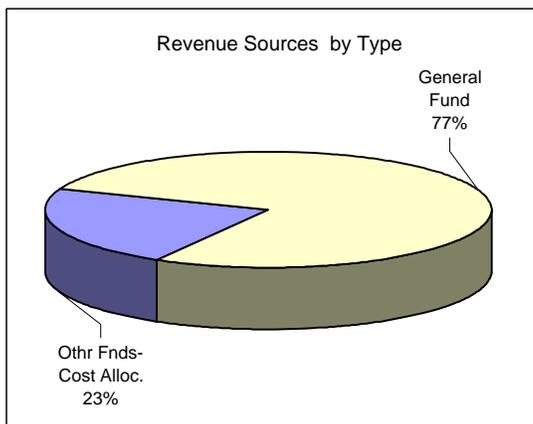
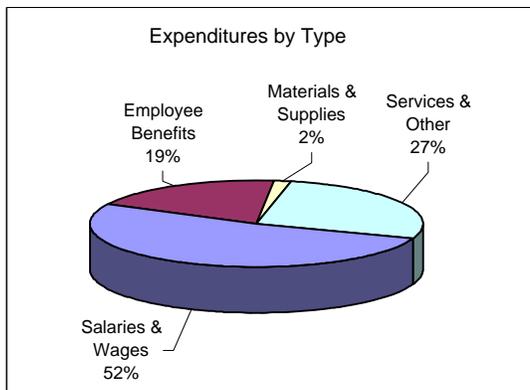
Communications & Public Relations Manager  
Multi-Media Coordinator

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

### Major Budgetary Changes & Program Highlights

- ~The Communications Manager position was reclassified as Communications & Public Relations Manager.
- ~ The advertising & promotion monies, normally paid via Gaming transfers, were moved and budgeted directly in the Gaming Fund. This \$50,000 reduction in Services was somewhat offset by the addition of the \$19,000 Granicus licensing expense.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	86,623	98,626	86,626	96,502
Employee Benefits	29,438	32,231	30,231	35,475
Materials & Supplies	1,383	1,475	10,200	2,975
Services & Other	68,710	81,880	76,880	50,511
<b>Total</b>	<b>186,154</b>	<b>214,212</b>	<b>203,937</b>	<b>185,463</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	41,885	48,198	57,553	41,729
Trf from Gaming Fnd	50,000	50,000	50,000	0
General Func	94,269	116,014	96,384	143,734
<b>Total</b>	<b>186,154</b>	<b>214,212</b>	<b>203,937</b>	<b>185,463</b>





## **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 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 lengthy contract negotiations with representatives of a newly formed labor union, which will ultimately result in the adoption of an additional labor contract. Considered compensation requests from existing labor unions in conjunction with budget preparations.
- Provided quarterly litigation reports to the City Council and Administration.
- Engaged in lengthy negotiations involved with an eminent domain cause of action required for purposes of enabling the City to proceed, on schedule in order to be eligible for the necessary funding, relating to several important City projects.
- Engaged in litigation related to the involuntary annexation by the Village of Agency ("Village") of a portion of the City-owned land directly between the St. Joseph Sanitary Landfill and the corporate limits of the Village. The parties have been involved in lengthy settlement negotiations, but any settlement between the parties would require that several steps occur and if any of these steps are not achieved, the matter would likely need to be resolved in court.
- Reviewed a wide variety of software contracts with various vendors.
- Participated in discussions regarding the process that would need to be developed for purposes of taking over sewer billing responsibilities (from Missouri American Water Company).

### **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.

Participate in regularly scheduled weekly conference calls with the City's lobbyists.

Consistently reduced the number of pending lawsuits over the course of the past decade from the range of 16-18, to the range of 4-6.

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

Still extremely short-handed following the loss of one full-time Legal Assistant during previous fiscal year, causing continued 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

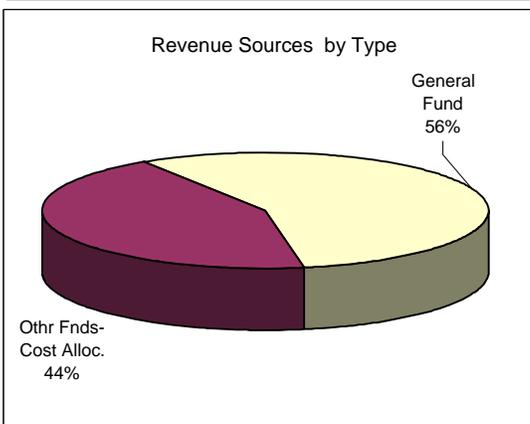
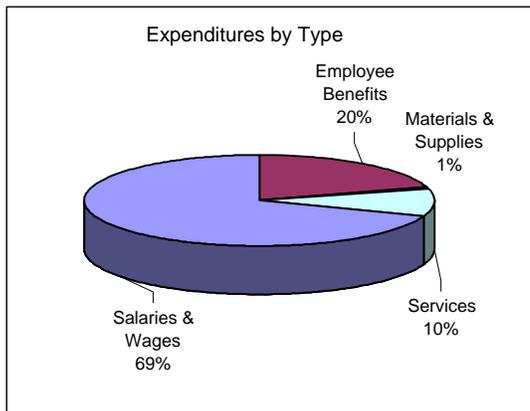
City Attorney  
 Assistant City Attorney  
 City Prosecutor  
 Legal Assistant  
 Secretary to City Prosecutor  
 Clerk (PT)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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

~Outside legal services covered by Gaming funds now charged directly from Gaming Fund rather than through transfers.

### Operating Budget Summary



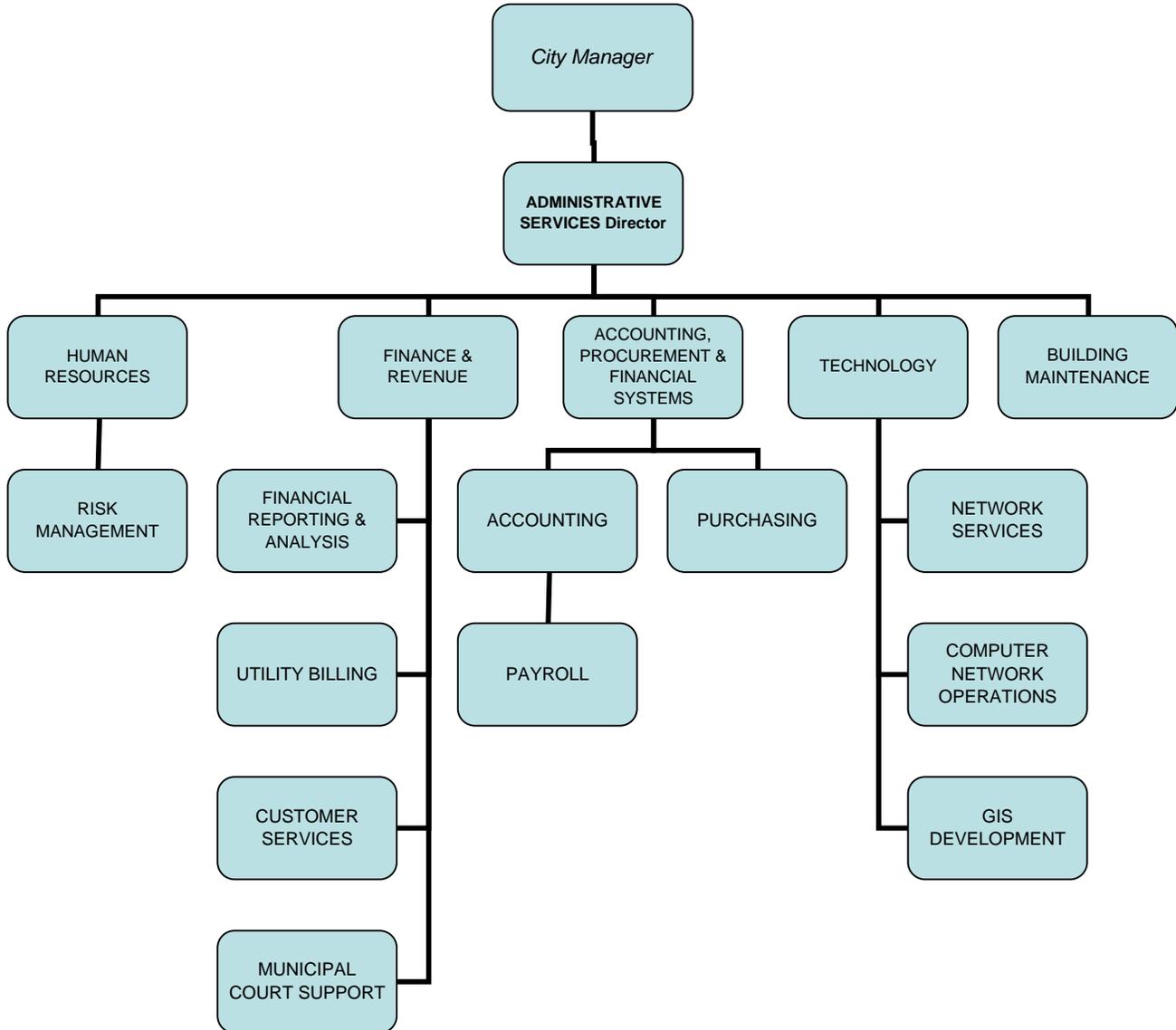
	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	344,812	345,005	337,676	362,632
Employee Benefits	93,536	96,816	94,923	106,295
Materials & Supplies	2,756	3,900	3,950	3,500
Services	174,232	199,347	199,347	50,438
<b>Total</b>	<b>615,336</b>	<b>645,068</b>	<b>635,896</b>	<b>522,865</b>
<b>Revenue Sources:</b>				
Trf from Gaming Fund	150,000	150,000	150,000	0
Othr Fnds-Cost Alloc.	298,612	298,783	298,783	227,969
General Func	166,724	196,285	187,113	294,896
<b>Total</b>	<b>615,336</b>	<b>645,068</b>	<b>635,896</b>	<b>522,865</b>

# ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department provides staff support to other City services relating to personnel matters, financial services and analysis, technology support.

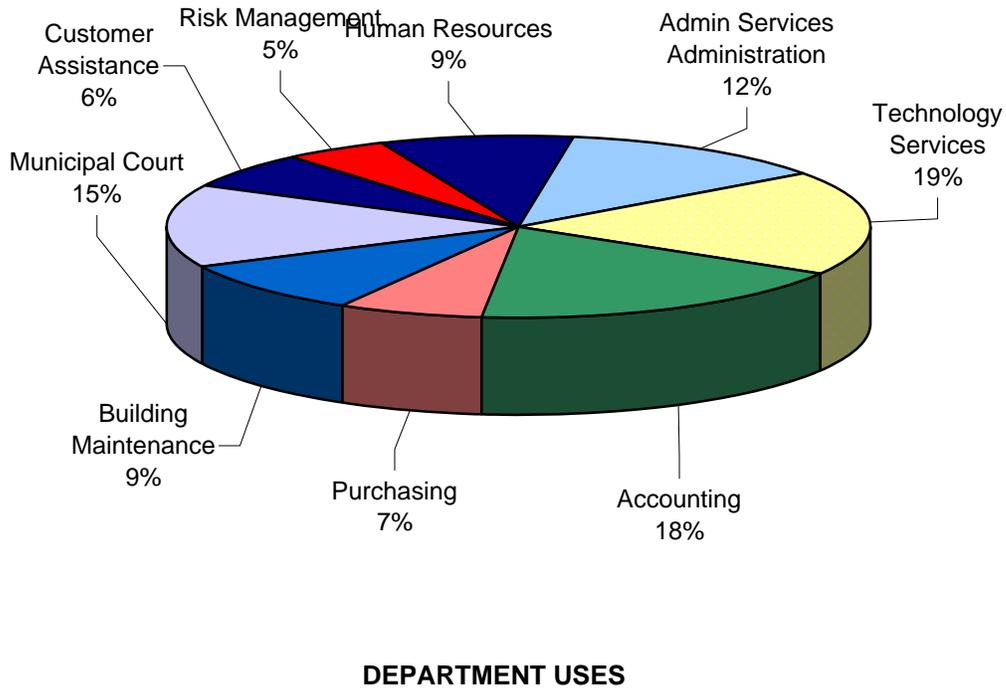
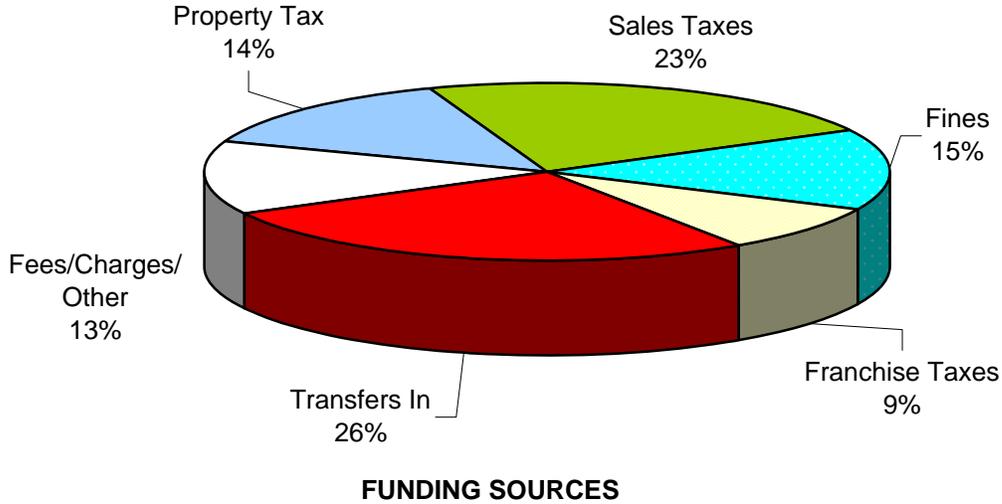
These operations are funded through the local general sales tax, property taxes and other general fund revenue sources. Over 60% of these services are funded through reimbursements from the Enterprise Funds indicating the level of support provided to each and/or from revenues generated by the programs.

**TOTAL BUDGETED RESOURCES: \$ 3,033,400**





# ADMINISTRATIVE SERVICES SOURCES & USES



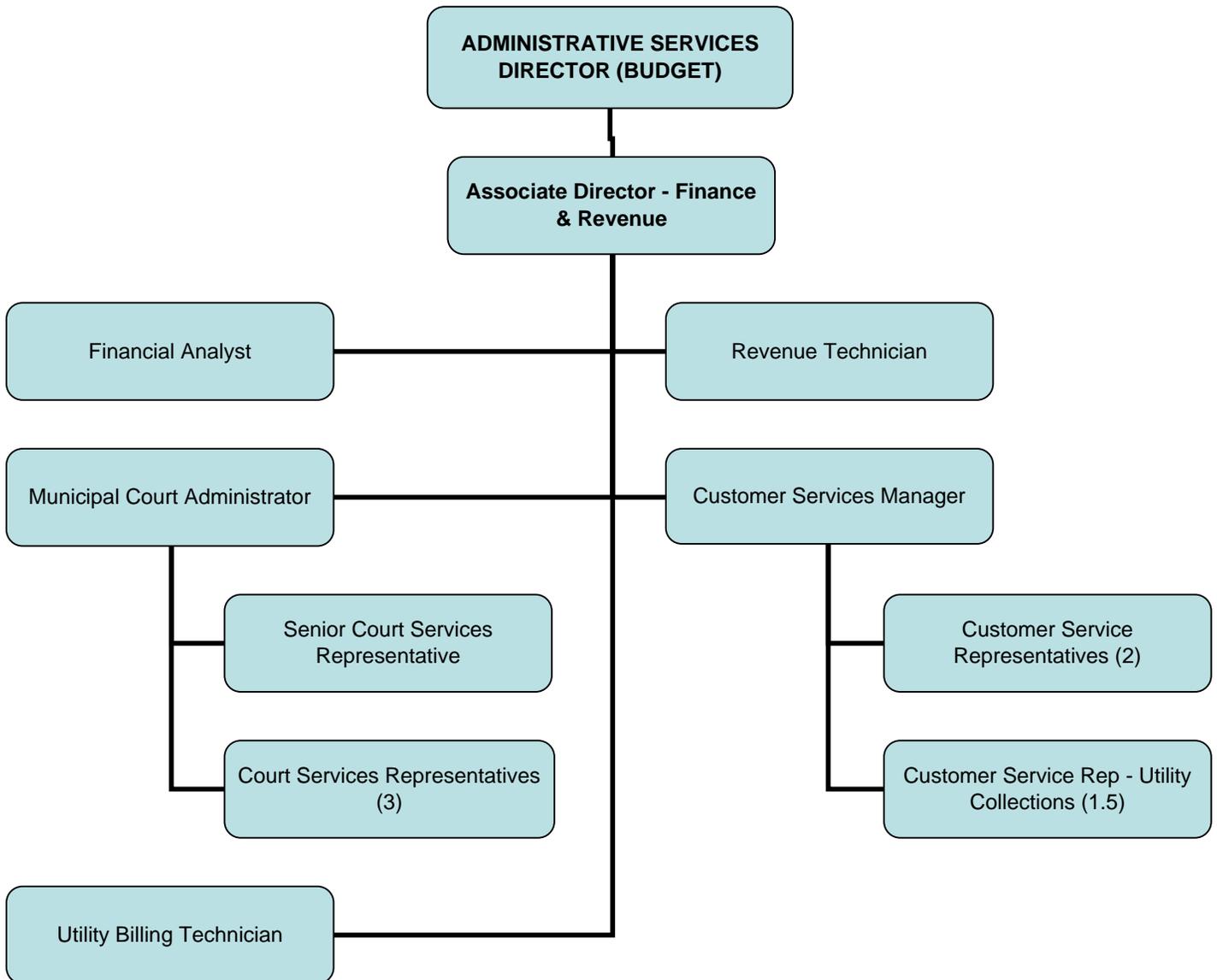
# ADMINISTRATIVE SERVICES DEPARTMENTS SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	1,549,630	1,570,641	1,555,591	1,582,584
Payroll Expenses & Benefits	487,213	530,572	522,067	604,200
Materials & Supplies	167,418	179,970	174,048	180,965
Utilities & Other Contracted Services	640,748	617,621	616,996	648,153
Capital Outlay	0	16,000	16,000	17,495
	<b>2,845,009</b>	<b>2,914,804</b>	<b>2,884,702</b>	<b>3,033,397</b>
<b>USES BY PROGRAM</b>				
Administration & Budget	319,976	324,730	323,175	354,896
Accounting	493,483	502,495	502,043	516,777
Purchasing	182,923	186,904	181,940	192,897
Customer Services	254,097	256,789	258,712	183,124
Utility Billing (TBD)	0	0	0	167,026
Building Maintenance	267,143	264,473	263,430	270,831
Municipal Court Services	418,563	444,672	445,260	411,184
Designated Court Training	9,536	16,000	7,350	10,000
Human Resources	245,734	266,818	257,589	260,725
Risk Management	114,750	129,444	126,869	132,160
Network Services	253,187	256,839	256,294	267,627
GIS	30,610	25,800	22,200	25,800
Computer Network Operations:	255,007	239,840	239,840	240,350
	<b>2,845,009</b>	<b>2,914,804</b>	<b>2,884,702</b>	<b>3,033,397</b>
<b>FUNDING SOURCES</b>				
General Fund	1,880,101	1,908,781	1,878,679	2,348,306
CDBG Fund	219,170	179,032	179,032	112,009
Museum Fund	1,001	1,050	1,050	1,816
Spcl Allocation Fund	88,135	92,535	92,535	81,976
Golf Fund	21,575	34,960	34,960	34,124
Water Protection Fund	330,687	382,313	382,313	232,061
Mass Transit Fund	110,470	106,937	106,937	64,175
Airport Fund	45,175	52,275	52,275	37,758
Landfill Fund	89,535	97,651	97,651	71,750
Parking Fund	59,160	59,270	59,270	49,422
	<b>2,845,009</b>	<b>2,914,804</b>	<b>2,884,702</b>	<b>3,033,397</b>
<b>STAFFING SUMMARY</b>				
Administration & Budget	4	4	4	4
Accounting	6	6	6	6
Purchasing	3	3	3	3
Building Maintenance	2.5	2.5	2.5	2.5
Municipal Court Services*	6.80	6.25	5.25	5.00
Customer Services	5	5	5	3
Utility Billing	0	0	0	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:	<b>36.3</b>	<b>35.8</b>	<b>34.8</b>	<b>34.50</b>

\*Does not includes 1 elected official - Municipal Judge

**PROPOSED CAPITAL OUTLAY FY2013**  
- Folder/Stuffer for new utility billing service

# 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.
- Provide oversight and direction to the Administrative Services Department.
- 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.
- Coordinate transition of sewer billings from MAWC back to City. Work with Customer Assistance to provide customer convenient methods for payment of billings and questions regarding the accounts.
- Maintain the data base for the parking ticket program and manage the collection process, including issuance of summons to Municipal Court.
- Reconcile accounts receivable, 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 research monitoring employee delinquencies for City services/fees as required by Personnel Code.

## Current Year Activity/Achievements

- 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 structure for FY11.
- Redesigned the Revenue Manual to reflect changes in fund structure for FY11 & FY12.
- Revenue Technician received certification in MULES system to research parking ownership records to further enhance the parking fine collection process.
- Addition of Downtown TIF District, Cook Crossings Development TIF & CID, and the Center Building projects.

## Budget Challenges/Planned Initiatives

- Careful monitoring of city revenues & expenditures; preparing for the challenges facing the City in FY13.
- Oversee implementation of the updated financial software system - ONEsolution.
- Projected addition of Cooks Crossing Redevelopment Project, Cooks Crossing CID District North County and Hotel TIF.
- Implement the new utility billing system and take over billing sewer utility customers from the water company.

# 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

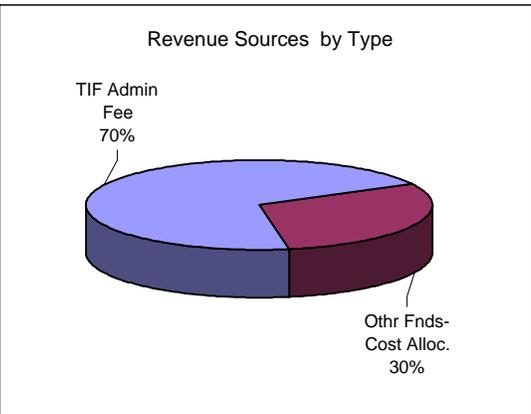
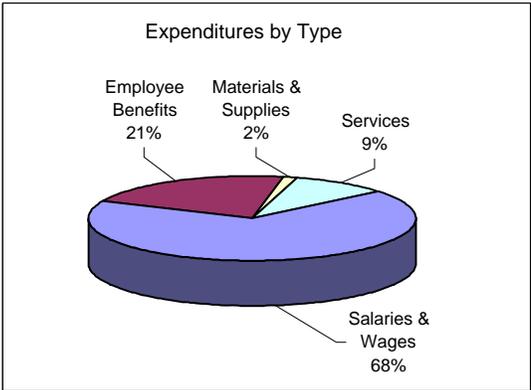
- Director of Financial Services
- Revenue Manager
- Director of Administrative Services
- Associate Director - Finance & Revenue
- Financial Analyst
- Revenue Technician

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	0	0
1	1	0	0
0	0	1	1
0	0	1	1
1	1	1	1
1	1	1	1
4	4	4	4

### Major Budgetary Changes & Program Highlights

~The reorganization of departments brought the former HR and Technology Services departments under the overall umbrella of Administrative Services. Functions within the former Financial Services department were split under the direction of two Associate Directors.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	226,997	227,031	226,136	240,522
Employee Benefits	65,209	69,264	69,264	75,529
Materials & Supplies	4,909	5,400	5,400	5,400
Services	22,623	22,785	22,125	33,195
Other Charges	238	250	250	250
<b>Total</b>	<b>319,976</b>	<b>324,730</b>	<b>323,175</b>	<b>354,896</b>
<b>Revenue Sources:</b>				
TIF Admin Fee	207,559	276,700	276,700	276,700
Othr Fnds-Cost Alloc.	149,187	147,752	149,187	119,173
General Func	(36,770)	(99,722)	(102,712)	(40,977)
<b>Total</b>	<b>319,976</b>	<b>324,730</b>	<b>323,175</b>	<b>354,896</b>

# Customer Assistance

## Mission

Provide excellent customer service in the issuance of business licenses, 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 8,000 business, health and liquor licenses in FY11
- Issued 645 new business licenses in FY11.
- Generated \$814,000 in FY11 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, business licenses, 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 anticipates an increase in walk-in traffic as those individuals who prefer paying in person. The intent is to see if the workload can be handled with current personnel. If customer service begins to suffer and/or during the peak business license season, another position or some part-time help may need to be hired.
- **BUSINESS LICENSING UPDATE:** Our business licensing ordinance is 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

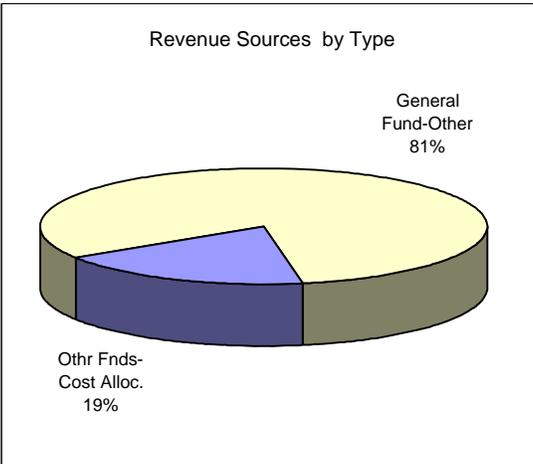
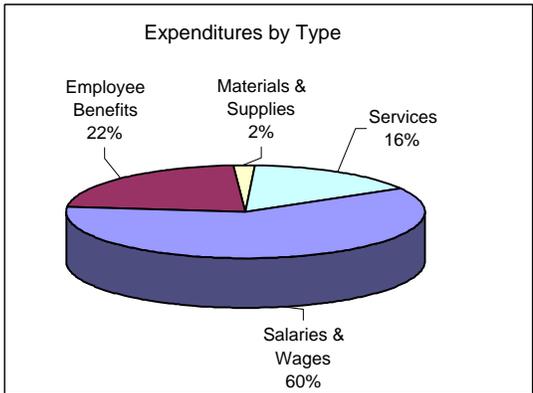
- Customer Services Manager
- Customer Services Representative
- Customer Services Representative - Utility Payments (TBD)
- Permit Clerk (Moved to Building Development program)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
2	2	2	2
0	0	0	0
2	2	0	0
<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>

### Major Budgetary Changes & Program Highlights

~Under the City Managers reorganization plan, the two permit clerks were moved from this division to the Building Development budget.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	165,175	164,473	166,198	109,694
Employee Benefits	56,735	59,769	59,967	40,925
Materials & Supplies	3,515	3,600	3,600	3,600
Services	28,672	28,947	28,947	28,905
<b>Total</b>	<b>254,097</b>	<b>256,789</b>	<b>258,712</b>	<b>183,124</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	48,497	47,506	50,310	33,878
Water Protectn Fund	0	0	0	0
General Fund-Other	205,600	209,283	208,402	149,246
<b>Total</b>	<b>254,097</b>	<b>256,789</b>	<b>258,712</b>	<b>183,124</b>

## Utility Billing

### Mission

Provide accurate and timely utility billing statements. Research requests to correct billing errors. 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

- Prepared and evaluated RFPs for 3rd party billing vendors.
- Prepared and evaluated RFPs for in-house utility billing system. Contract for the chosen system was approved by City Council in May 2012.
- Prepared and evaluated RFPs for bank lock-box services.
- Began implementation of the software. Began the process of hiring the Utility Billing Technician.

### • Performance Statistics:

N/A

### Budget Challenges/Planned Initiatives

- ~Implementation of the new billing system by October 1st if possible, January 1st being the deadline imposed by MAWC.
- ~Coordinating the transition from MAWC billings and payments to City billings and collection processes.
- ~Implement new citizen interactive voice response (IVR) system to direct citizens to the appropriate City staff for making payments on accounts and answering any questions citizens may have.
- ~Implement web portal for easier citizen access to account information, statements and making payments.
- ~Implement bank lock box services to more efficiently process citizen payments via the postal service.
- ~Train current customer service representatives to accept utility payments and to answer 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, part-time, or temporary staff assistance may be required.

# UTILITY BILLING

## Program 8560

### Program Mission

The Utility Billing staff

### Staffing Detail

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

2010-11	2011-12		2012-13
	Actual	Adopted Budget	
0	0	0	1
0	0	0	1
0	0	0	0.5
0	0	0	2.5

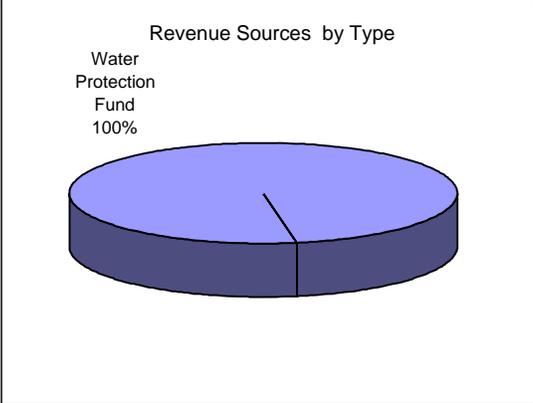
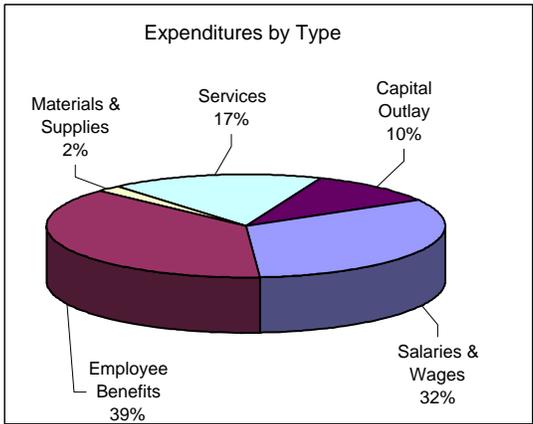
### Major Budgetary Changes & Program Highlights

~As of Fall 2012, the City will be required to take over billing its sewer customers from the water company. MAWC notified the City it was getting out of the sewer billing business nation-wide. 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. While the upfront cost of new billing hardware/software is expensive, long-term the cost of in-house service is approximately the same as what the City is paying MAWC for the billing.

~FY12 reflects the projected up-front cost of the Utility Billing System (\$126,100) and a new server dedicated to the system.

~In-house billing off-sets the current cost of \$243,160 paid to MAWC for the service. The FY13 budget contains additional one-time costs. The budgeted PT/Temp employee will not be hired unless necessary.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Actual	Adopted Budget	
<b>Expenditures:</b>				
Salaries & Wages	0	0	0	53,788
Employee Benefits	0	0	0	63,423
Materials & Supplies	0	0	0	3,650
Services	243,571	243,160	306,779	28,670
Capital Outlay	0	0	131,100	17,495
<b>Total</b>	<b>243,571</b>	<b>243,160</b>	<b>437,879</b>	<b>167,026</b>
<b>Revenue Sources:</b>				
Water Protection Fund	243,571	243,160	437,879	167,026
<b>Total</b>	<b>243,571</b>	<b>243,160</b>	<b>437,879</b>	<b>167,026</b>

# **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**

- Implementation process began for interface between Police Department's New World System and INCODE to update the systems for warrant issuance and download of new citations issued.
- Implemented new court calendar which gives Property Maintenance, Animal Control and Red Light Camera 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.
- Advertise for collection agency services 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 the process was on hold during FY12.
- 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

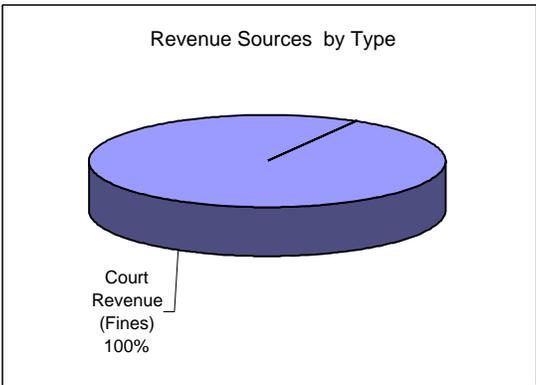
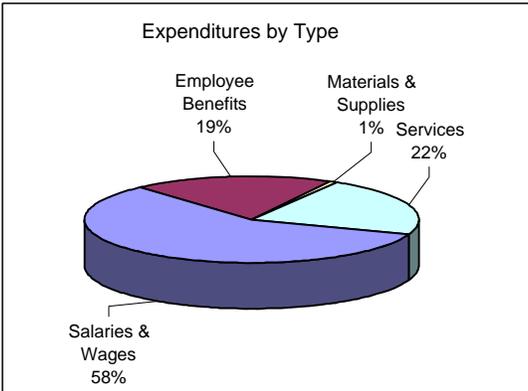
- Municipal Court Judge (elected)
- Municipal Court Administrator
- Senior Court Srvcs Representative
- Court Services Representative
- Substitute Judges (PT) less than 100 hours per year
- Court Services Rep (25hr/wk)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
3	2	2	3
0	0	0	0
0.8	1.25	1.25	0
6.8	6.25	6.25	6

### Major Budgetary Changes & Program Highlights

The Court will be utilizing software & hardware being funded through Gaming in order to go paperless. In anticipation of this, the part-time Court Services Representative position, currently vacant, has been eliminated. Budget for office supplies and postage has been reduced.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	250,252	261,828	252,511	237,454
Employee Benefits	68,603	79,817	79,152	80,119
Materials & Supplies	4,164	5,880	6,300	3,225
Services	95,544	97,147	107,297	90,386
<b>Total</b>	<b>418,563</b>	<b>444,672</b>	<b>445,260</b>	<b>411,184</b>
<b>Revenue Sources:</b>				
Interest & Other	913	750	750	700
Court Revenue (Fines)	417,650	443,922	444,510	410,484
<b>Total</b>	<b>418,563</b>	<b>444,672</b>	<b>445,260</b>	<b>411,184</b>

# 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

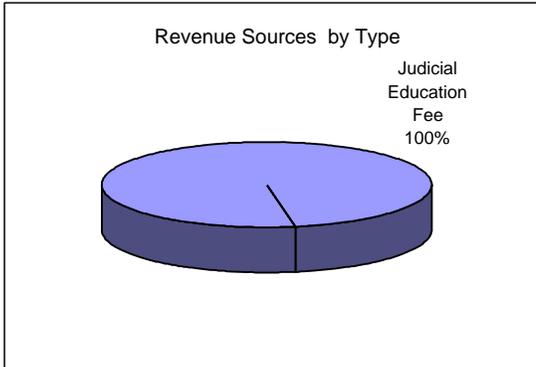
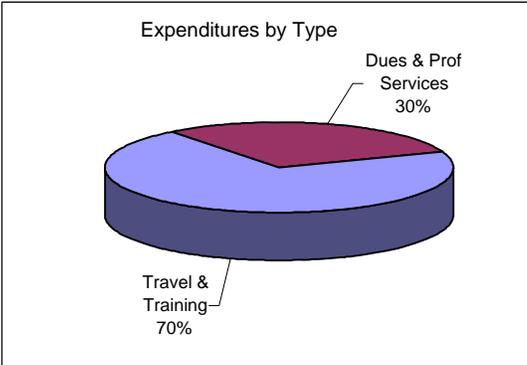
N/A

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	

### Major Budgetary Changes & Program Highlights

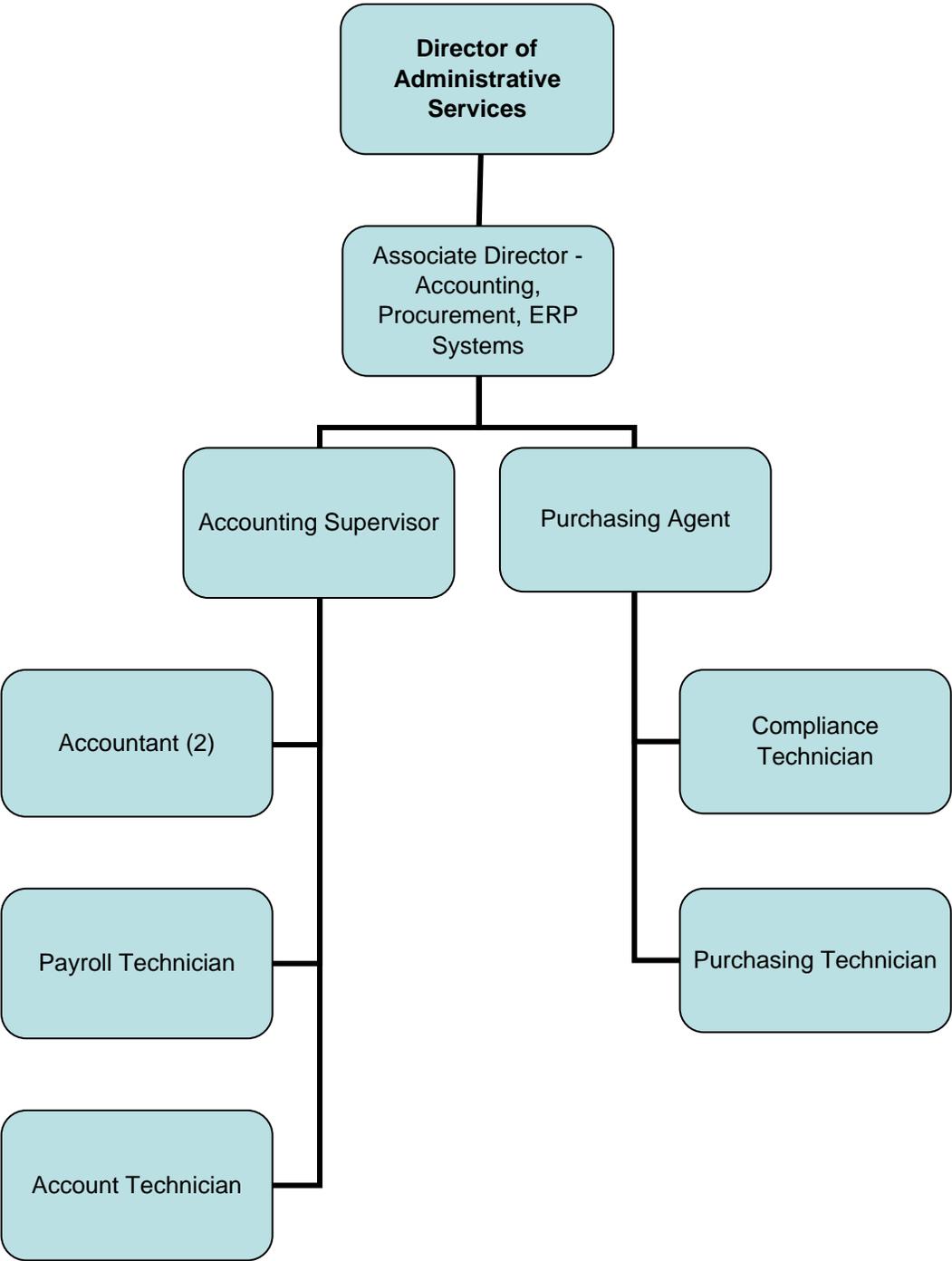
~ Last year a change in state law allowed prisoner costs to be charged to this account. This year another change will allow a portion of the fund be set aside to supply a public defender to an indigent defendant if so requested. Exact amount of the dollar split has not been determined by the Municipal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

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Travel & Training	9,536	7,000	7,000	7,000
Dues & Prof Services	0	9,000	350	3,000
<b>Total</b>	<b>9,536</b>	<b>16,000</b>	<b>7,350</b>	<b>10,000</b>
<b>Revenue Sources:</b>				
Judicial Education Fee	12,486	16,000	10,000	10,000
<b>Total</b>	<b>12,486</b>	<b>16,000</b>	<b>10,000</b>	<b>10,000</b>

**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 21st consecutive year.
- Reconcile 26 funds including the General fund, eight (8) special revenue funds, 1 capital project fund, six (6) enterprise funds, 1 internal service fund, six (6) trust and agency funds.
- Working with the city's financial software vendor to enhance and improve the City's financial software.
- One financial policy (Fund Balance Policy to meet GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions requirements) was submitted and approved by City Council.
- Selected a Financial Advisor for recommendation to City Council for the next five (5) years.
- Recorded the MDFB Series 2011A Bond (Refunding the MDFB 2004A Series) and MDFB Series 2011E Sewer Bond issues.

## Performance Statistics:

- Monitor police pension's \$27,991,972 investment portfolio.
- Reconciled 52 federal grants totaling \$ 12,579,589 with 6 major programs.
- Diversified up to a \$40,000,000 investment portfolio.
- Inventoried 2,017 capital assets.
- Debt compliance with total debt service requirements of \$172,723,207
- Control 230 procurement cards and accounts.
- Process 82 community development loans.
- Processed payroll for 653 full time employees and 28 part time employees.

## Budget Challenges/Planned Initiatives

- Continue to assure migration from IFAS to OneSolution financial software system a smooth one.
- Assisted FEMA in preparing 44 Project Worksheets (PW) worth \$ 1,624,293 and a projected grant value of \$ 1,217,159. Accounting will continue to monitor these grants assuring that all eligible expenses will be reimbursed.
- Upcoming CAFR will require compliance with GASB issued Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans* and GASB issued Statement No. 64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions*.

# 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

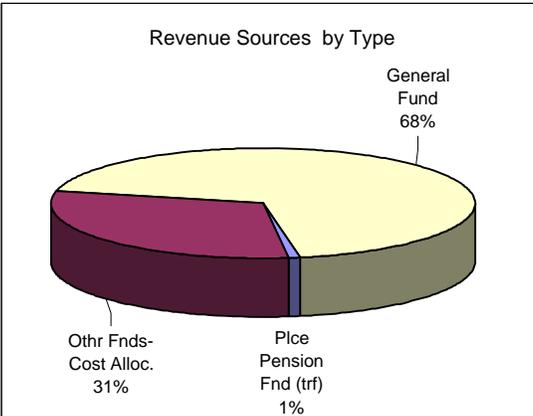
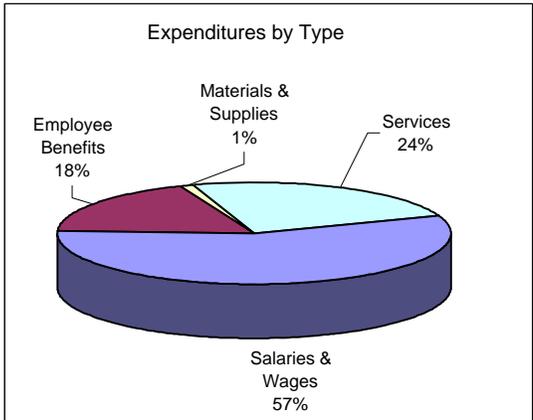
Accounting Manager  
 Associate Director - Accounting & Procurement  
 Accounting Supervisor  
 Accountant  
 Account Technician  
 Payroll Technician

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	0	0
0	0	1	1
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Major Budgetary Changes & Program Highlights

- ~Cost of the annual audit projected to remain fairly steady. Although a new audit contract has not been signed as of the date of the Proposed Budget, the leading candidate offers lower fees.
- ~Reductions in the Services category were also the result of lower M&R budgets.
- ~The Police Pension Fund will reimburse the General Fund approximately \$12,000 for the costs of its annual audit.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	282,768	284,414	284,394	291,685
Employee Benefits	81,889	86,716	86,266	93,622
Materials & Supplies	5,485	5,000	5,018	5,000
Services	123,341	126,365	126,365	126,470
<b>Total</b>	<b>493,483</b>	<b>502,495</b>	<b>502,043</b>	<b>516,777</b>
<b>Revenue Sources:</b>				
Plice Pension Fnd (trf)	5,305	12,170	11,240	4,500
Othr Fnds-Cost Alloc.	345,660	158,407	158,407	158,407
General Func	142,518	331,918	332,396	353,870
<b>Total</b>	<b>493,483</b>	<b>502,495</b>	<b>502,043</b>	<b>516,777</b>

# Purchasing Division

## Mission

Promote public confidence in municipal government procurement through compliance with established federal, state and local procurement statutes; by communicating effectively with City staff and outside vendors; and by providing staff with the training and tools necessary to execute the procurement function at 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 218 bids and contract awards within three working days
- Processed over 24,775 accounts payable transactions
- Developed "front end" documents for 58 projects.
- Use of city procurement card for payment of large vendor invoices generated \$15,300 of revenue in the prior fiscal 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

- Rising postage and advertising costs put a strain on our budget.
- Looking into on-line bidding
- Looking into outsourcing delivery of product to the City to reduce cost of freight charges on items being shipped

# 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

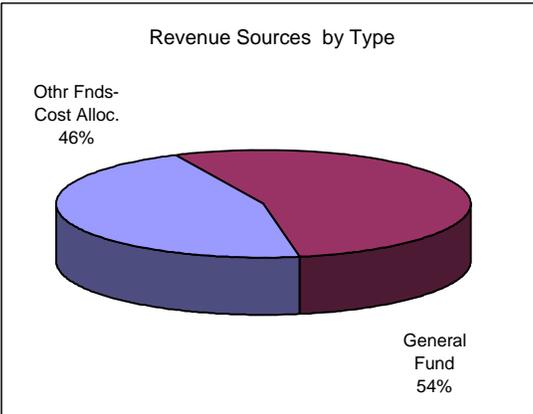
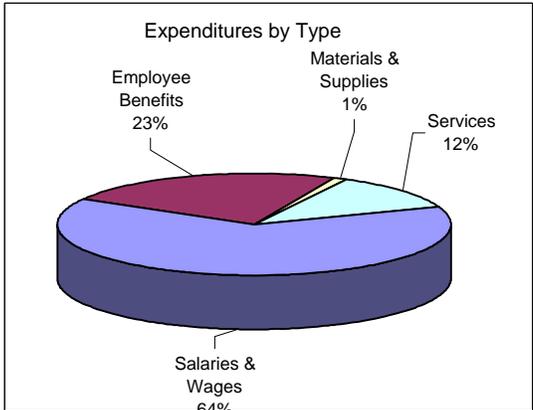
- Purchasing Agent
- Compliance Technician
- Account Technician

2010-11	2011-12		2012-13
	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

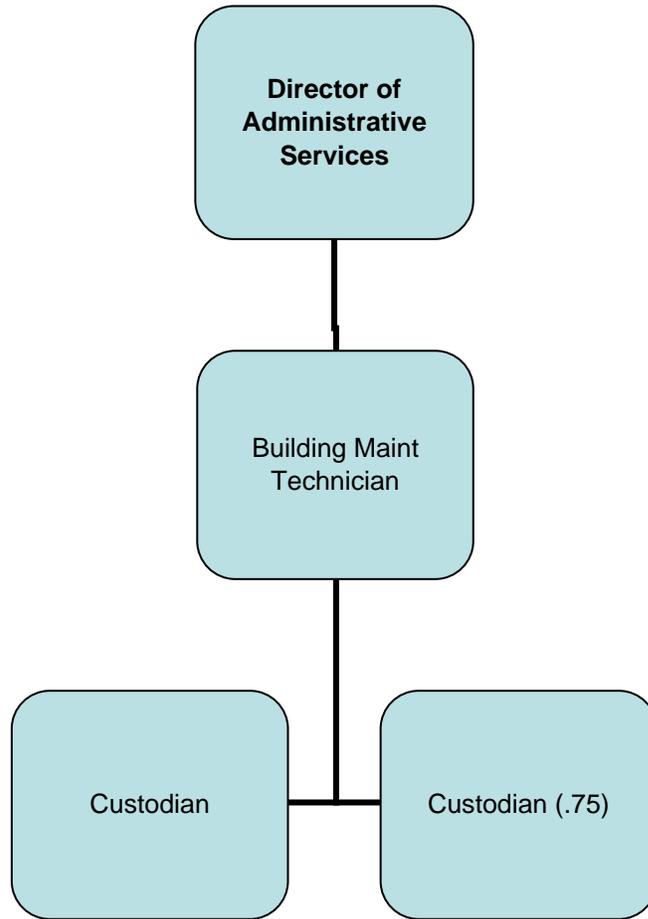
~No major budget changes.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	118,760	120,814	117,420	123,230
Employee Benefits	39,647	41,825	40,065	44,742
Materials & Supplies	2,700	2,400	2,590	2,400
Services	21,716	21,765	21,765	22,425
Other Charges	100	100	100	100
<b>Total</b>	<b>182,923</b>	<b>186,904</b>	<b>181,940</b>	<b>192,897</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	149,094	85,000	85,000	88,221
General Func	33,829	101,904	96,940	104,676
<b>Total</b>	<b>182,923</b>	<b>186,904</b>	<b>181,940</b>	<b>192,897</b>

## 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**

New carpet to be installed in the Administrative Services Director's office and the office painted.

Remodel 2nd floor break room, new flooring, cabinets, paint

Reseal joints on steps on northside city hall

All windows cleaned inside and out on city hall

# BUILDING MAINTENANCE

## Program 8710

### Program Description

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

### Staffing Detail

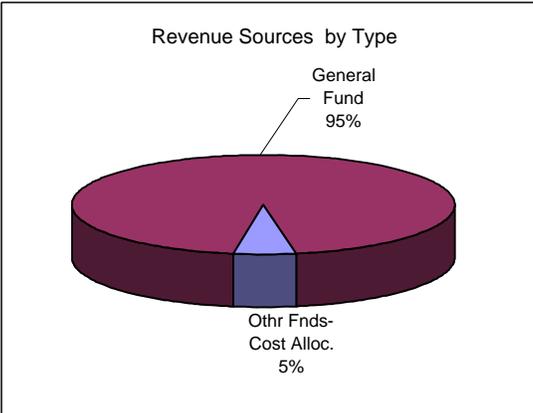
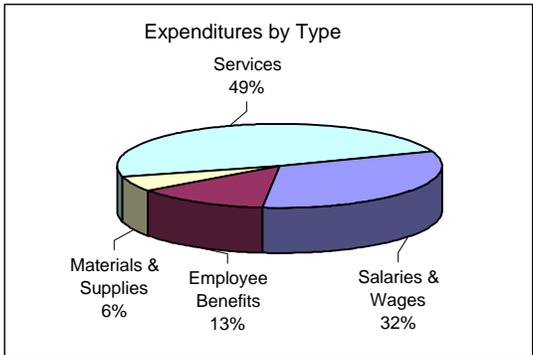
Building Maintenance Technician  
 Custodian  
 PT Custodian

2010-11	2011-12		2012-13
	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

~As in FY12, \$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.

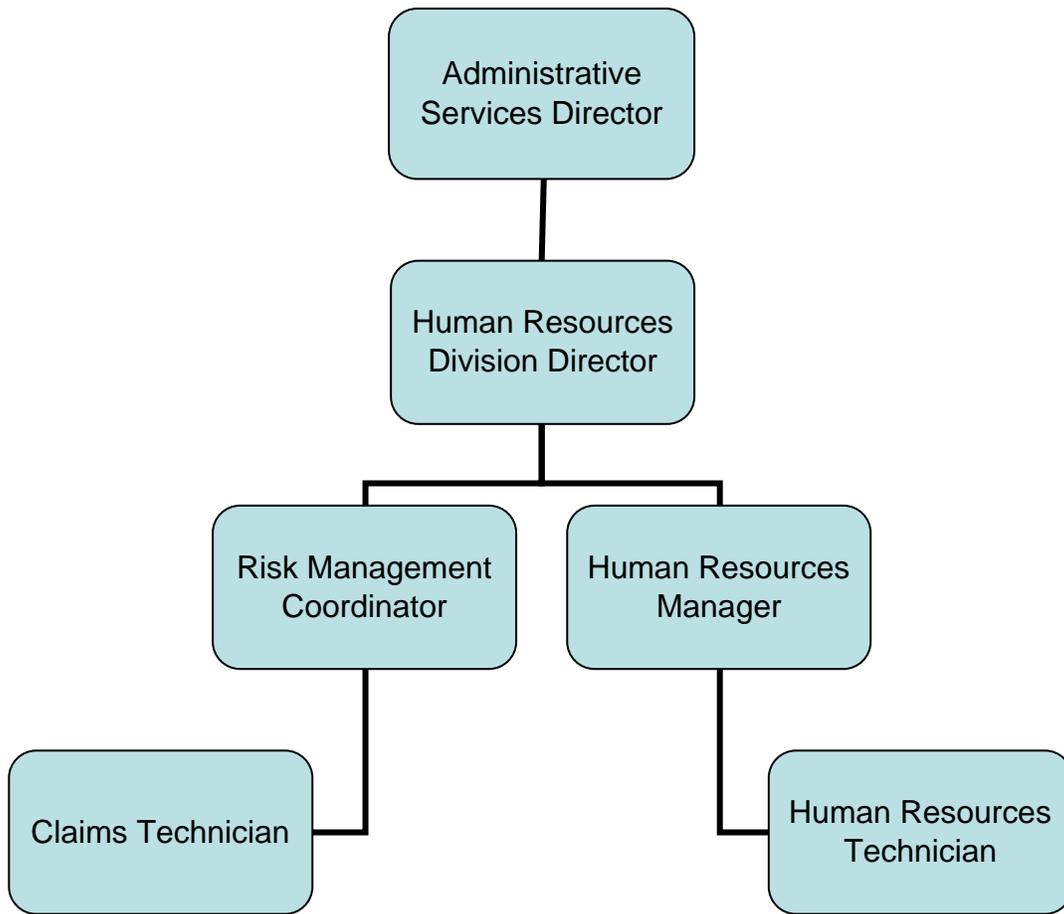
### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	85,593	85,593	84,408	87,434
Employee Benefits	32,205	33,808	33,835	36,285
Materials & Supplies	15,747	15,415	15,515	15,415
Services	133,598	129,657	129,672	131,697
<b>Total</b>	267,143	264,473	263,430	270,831
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	31,260	33,562	33,562	14,456
General Func	235,883	230,911	229,868	256,375
<b>Total</b>	267,143	264,473	263,430	270,831



# 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 attractive 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 supervisory direction and assistance to departments on policies, procedures, disciplinary matters, hiring procedures, etc.
- Coordinate employee 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

- 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 September 2011.
- Worked with CBIZ insurance broker to renew group dental plan with coverage effective 7/1/12.
- Worked with CIBZ to rebid health insurance insurance. Blue Cross Blue Shield was awarded bid with coverage to be effective 7/1/12.
- Continue 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 through our ICMA-RC plan.
- Administer employee benefit plans: health, dental, life, LTD, supplemental life, Colonial Cancer, three pension plans, FLEX, DECAF, EAP, etc. and reconcile monthly statements.
- Coordinated Discrimination & Sexual Harassment training.
- Staff participated throughout the year in educational forums to keep abreast of employment law changes.
- Advised employees and supervisors on policies, procedures, & benefit inquiries.
- Advise retirees on benefit options.
- Advise and assist supervisors with employment related issues.

## Performance Statistics:

- Administered eight entry level and promotional tests.
- Processed over 3,000 applications
- Posted 97 jobs.
- In-processed 58 full time new hires and 214 part-time new hires.
- Reviewed 651 performance appraisals
- Facilitated 17 retirement applications.
- Processed 151 requests for FMLA.
- Processed 552 personnel actions.

## **Budget Challenges/Planned Initiatives**

- Accomplish increased work requirements with decreased staffing.
- Employee compensation plan and technology solution for administering same.
- Increased regulatory compliance in light of heightened government enforcement.
- Sustain current level of employee benefits while complying with health care reform.
- Implement plans for an applicant tracking system.
- Prepare for conversion to OneSolution.
- Continue to be a quality employer during tough economic times.

# 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

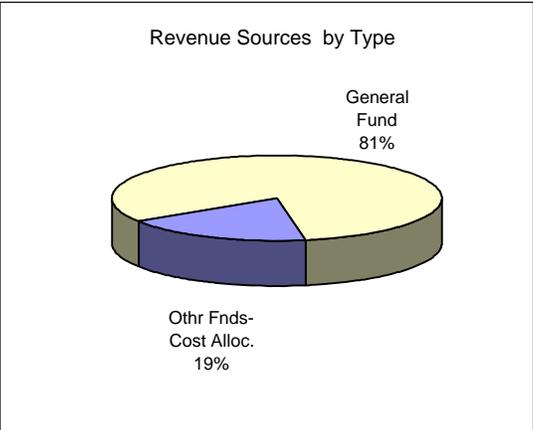
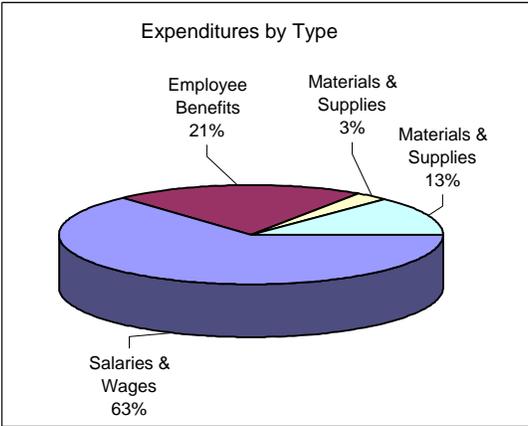
Director of Human Resources  
 Human Resources Division Director  
 HR Manager  
 HR Technician

2010-11	2011-12		2012-13
	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

~This program was brought into the newly formed Administrative Services Department, however no major budget changes occurred.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	160,947	159,401	158,652	165,065
Employee Benefits	48,281	51,632	50,452	55,455
Materials & Supplies	3,816	6,900	3,450	6,900
Services	32,690	32,885	29,035	33,305
Capital Outlay	0	16,000	16,000	0
<b>Total</b>	<b>245,734</b>	<b>266,818</b>	<b>257,589</b>	<b>260,725</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	163,913	50,003	50,003	48,558
Gaming Fund Trf	0	16,000	16,000	0
General Func	81,821	216,815	207,586	212,167
<b>Total</b>	<b>245,734</b>	<b>282,818</b>	<b>273,589</b>	<b>260,725</b>

# Risk Management

## Mission

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

## Core Services

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

## Current Year Activity/Achievements

- Worked with agents and insurance companies to process property/casualty renewals.
- Conducted site visits and interviews for investigation of claims.
- Attended meetings and 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.
- Developed and administered supervisory drug & alcohol training program to 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 38 liability claims (FY12 YTD)
- 1% reduction in liability insurance premiums.
- Processed 157 employee injury reports (FY12 YTD).

## Budget Challenges/Planned Initiatives

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

# 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

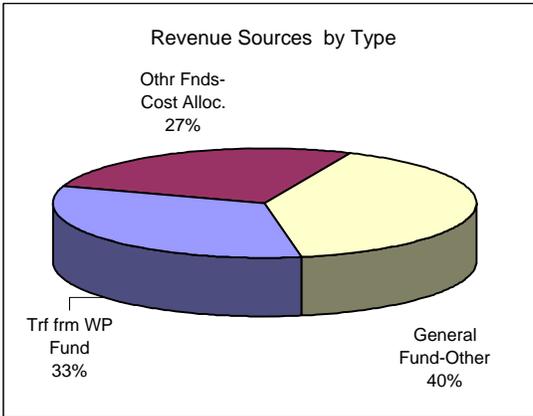
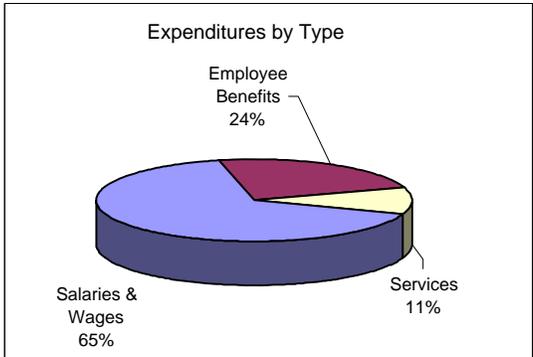
Risk Manager  
 Claims Technician

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
2	2	2	2

### Major Budgetary Changes & Program Highlights

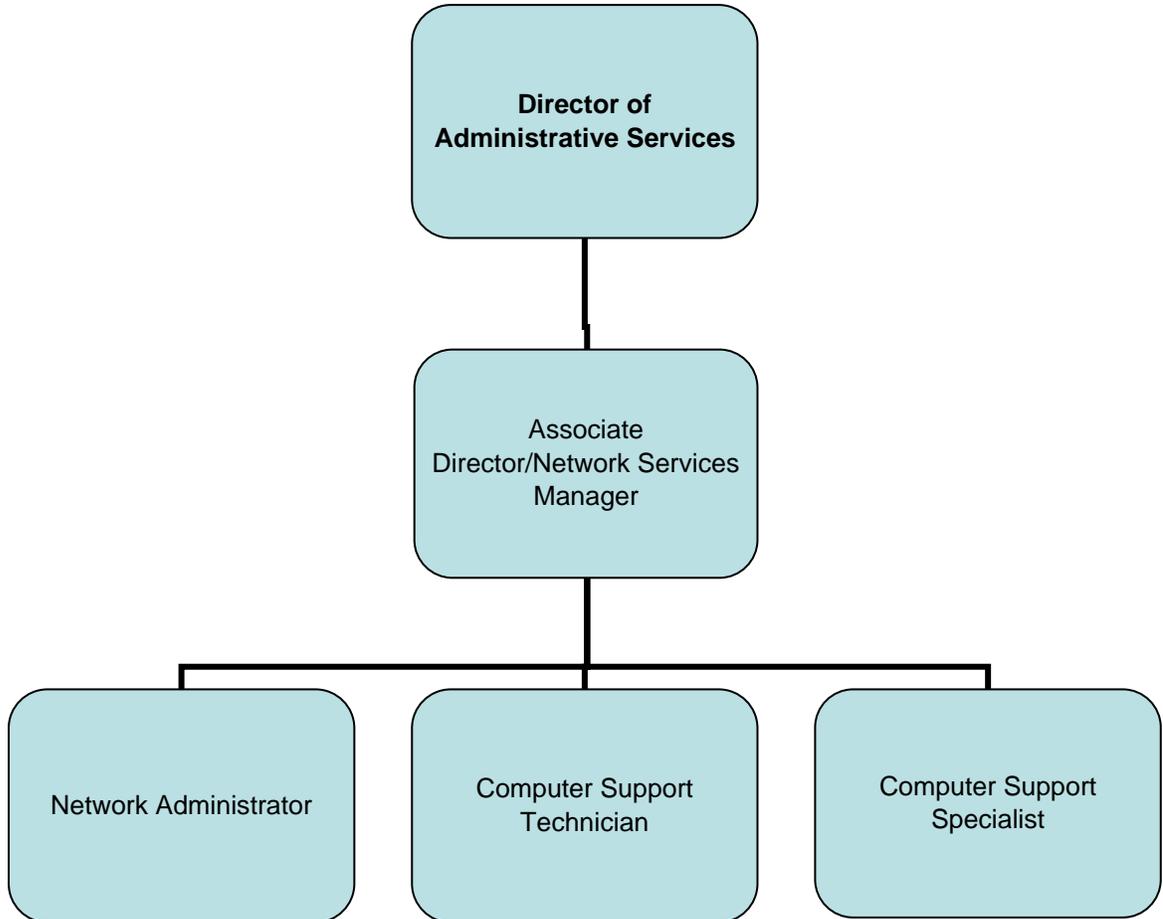
~No major changes.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	77,924	85,868	84,298	86,901
Employee Benefits	23,976	29,441	28,666	31,354
Services	12,850	14,135	13,905	13,905
<b>Total</b>	<b>114,750</b>	<b>129,444</b>	<b>126,869</b>	<b>132,160</b>
<b>Revenue Sources:</b>				
Trf frm WP Fund	24,044	34,830	34,830	43,330
Othr Fnds-Cost Alloc.	81,497	46,150	46,150	35,149
General Fund-Other	9,209	48,464	45,889	53,681
<b>Total</b>	<b>114,750</b>	<b>129,444</b>	<b>126,869</b>	<b>132,160</b>

# 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 29 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 web page.
- 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

- Finished upgrading to Microsoft Exchange Server 2010.
- Developed and implemented a better disaster recovery plan, with data replication and offsite storage at fire station 12.
- Upgraded the City's unified messaging system.
- Implemented email archiving utilizing EMC's OneSolution.
- Implemented live streaming video on website
- Consolidated several servers.

#### • Performance Statistics:

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

### Budget Challenges/Planned Initiatives

- Continue to utilize automated management tools to stretch limited resources.
- Complete implementation of the financial software (IFAS) upgrade.
- Will be implementing Microsoft Office 2010 throughout the network.
- Will be assisting in implementation of new asset management, permitting software and the utility billing software.
- Updating the city's website, utilizing HTML5, CSS3 and more GIS capabilities.
- Utilize ConstantContact for email communications

# 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

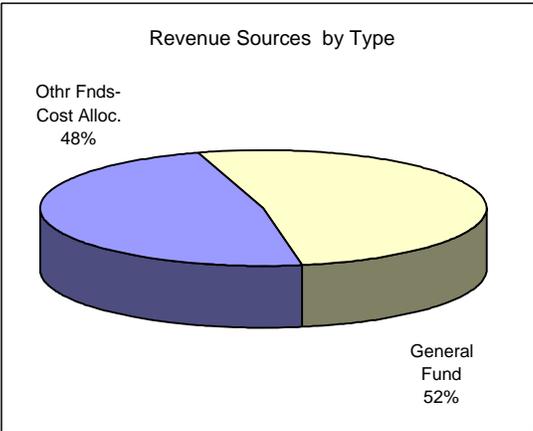
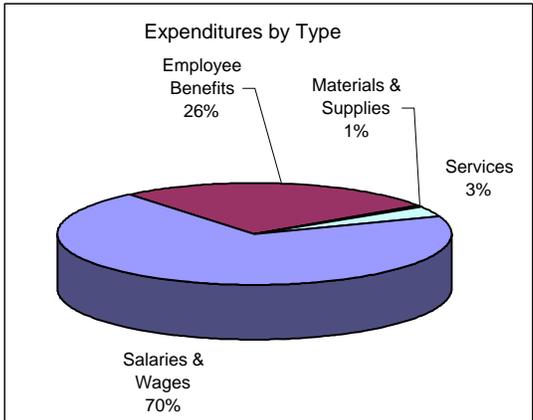
- Assoc Director - Technology Services
- Network Administrator
- Computer Support Technician
- Computer Support Specialist

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Major Budgetary Changes & Program Highlights

~No major budget changes.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	181,214	181,219	181,574	186,811
Employee Benefits	60,824	65,800	64,900	70,246
Materials & Supplies	619	1,975	1,975	1,975
Services	10,530	7,845	7,845	8,595
<b>Total</b>	<b>253,187</b>	<b>256,839</b>	<b>256,294</b>	<b>267,627</b>
<b>Revenue Sources:</b>				
Othr Fnds-Cost Alloc.	121,313	123,283	122,645	128,461
Insurance Proceeds	7,010	0	0	0
General Func	131,874	133,556	133,649	139,166
<b>Total</b>	<b>260,197</b>	<b>256,839</b>	<b>256,294</b>	<b>267,627</b>

# NETWORK OPERATIONS

## Program 8590

### Program Description

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

### Staffing Detail

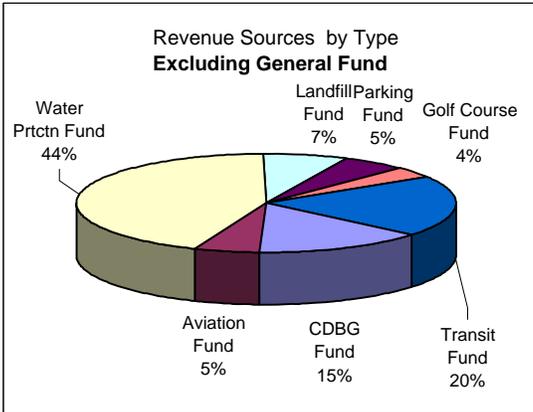
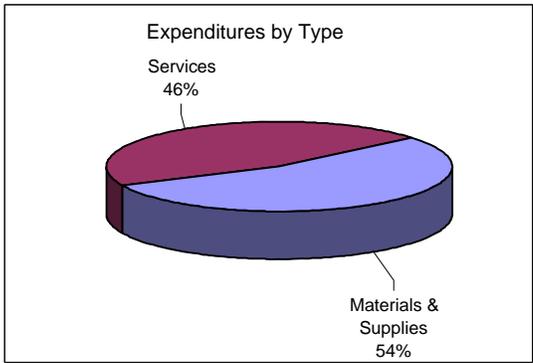
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Materials & Supplies	125,423	130,000	128,000	130,000
Services	129,584	109,840	111,840	110,350
<b>Total</b>	<b>255,007</b>	<b>239,840</b>	<b>239,840</b>	<b>240,350</b>
<b>Revenue Sources:</b>				
General Fund	203,757	188,610	188,610	180,400
CDBG Fund	7,200	7,630	7,630	8,720
Aviation Fund	3,000	3,270	3,270	3,270
Water Prctn Fund	20,750	18,530	18,530	26,160
Landfill Fund	3,600	4,360	4,360	4,360
Parking Fund	3,400	3,270	3,270	3,270
Golf Course Fund	900	2,180	2,180	2,180
Transit Fund	12,400	11,990	11,990	11,990
<b>Total</b>	<b>255,007</b>	<b>239,840</b>	<b>239,840</b>	<b>240,350</b>

# GIS DEVELOPMENT

## Program 8595

**Program Description**

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

**Staffing Detail**

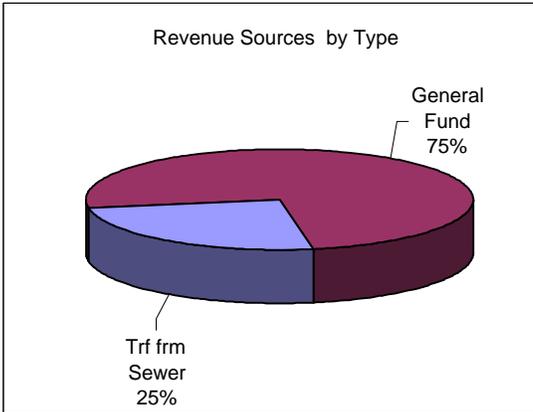
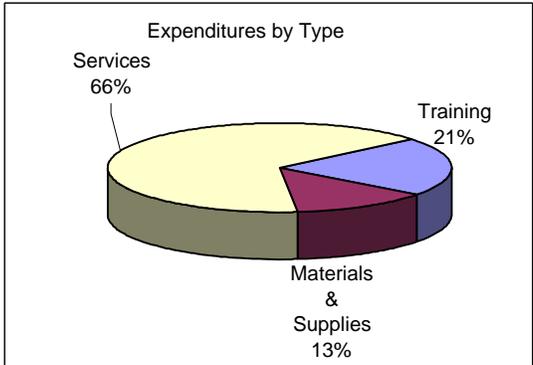
N/A

2010-11	2011-12		2012-13
	Actual	Adopted Budget	
0	0	0	0
0	0	0	0

**Major Budgetary Changes & Program Highlights**

~ No major changes

**Operating Budget Summary**



	2010-11	2011-12		2012-13
		Actual	Adopted Budget	
<b>Expenditures:</b>				
Training	308	5,500	2,500	5,500
Materials & Supplies	1,040	3,400	2,200	3,400
Services	29,262	16,900	17,500	16,900
<b>Total</b>	<b>30,610</b>	<b>25,800</b>	<b>22,200</b>	<b>25,800</b>
<b>Revenue Sources:</b>				
Trf frm CDBG	6,985	6,985	6,985	0
Trf frm Sewer	34,830	34,830	34,830	6,450
General Func	(11,205)	(16,015)	(19,615)	19,350
<b>Total</b>	<b>30,610</b>	<b>25,800</b>	<b>22,200</b>	<b>25,800</b>



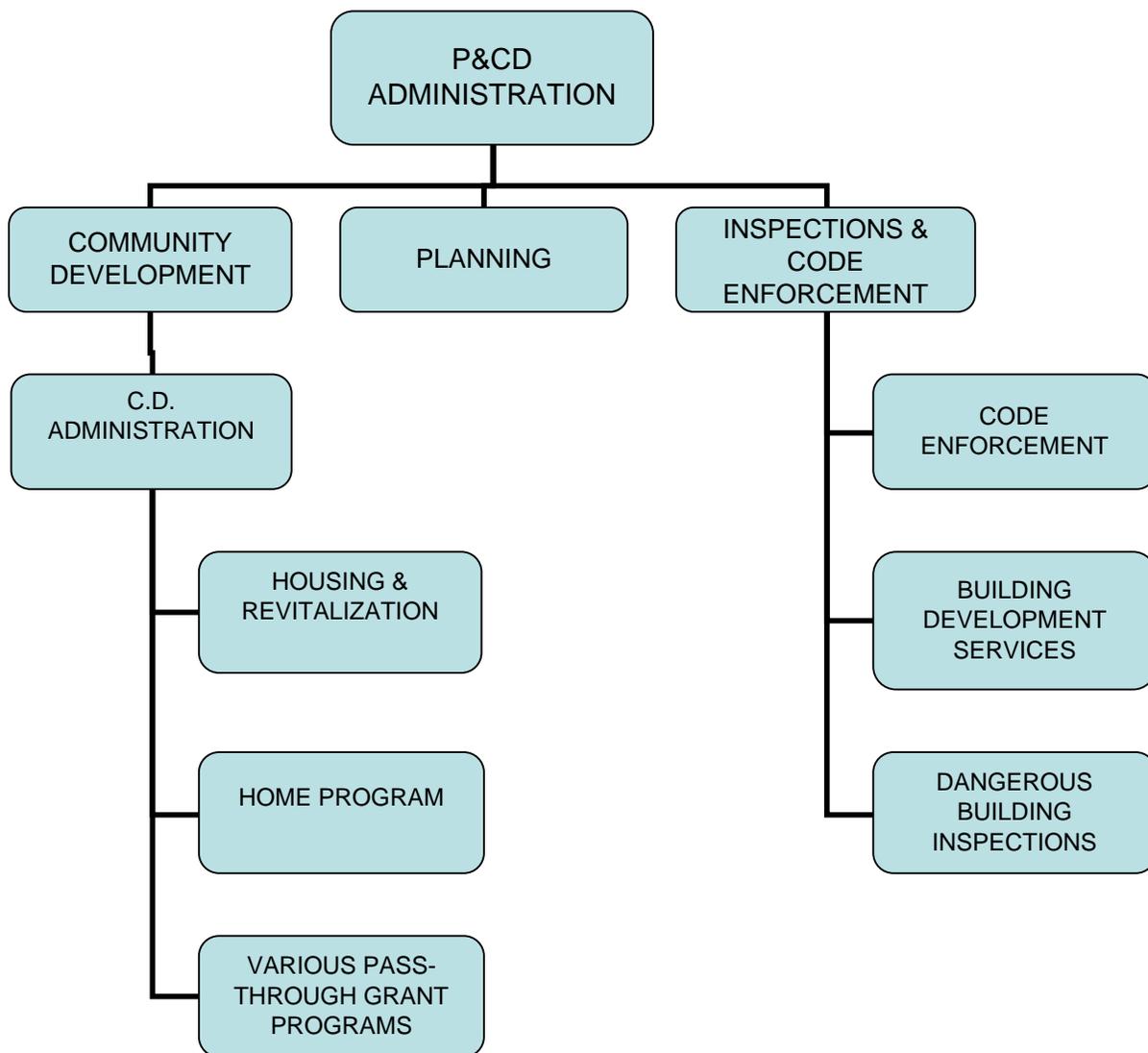
# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

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

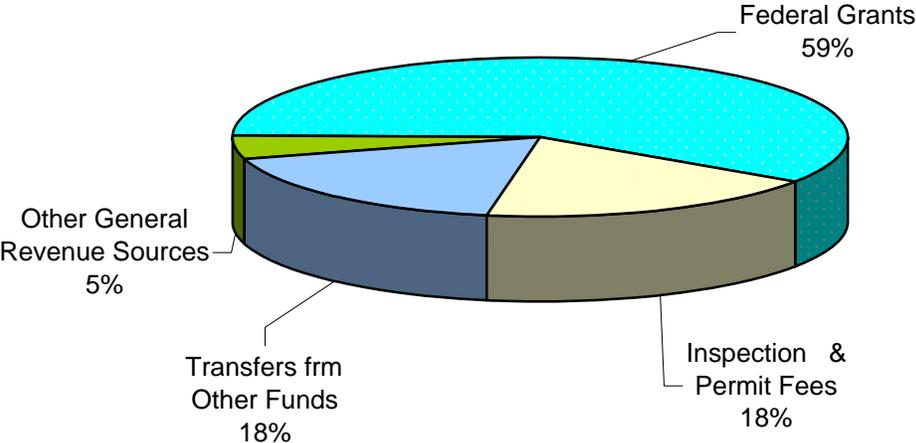
These operations are funded through the local general sales tax, property taxes, special use permit fees, building inspections and permit fees and federal community development block grant sources.

**TOTAL BUDGETED RESOURCES:    \$    3,931,000**

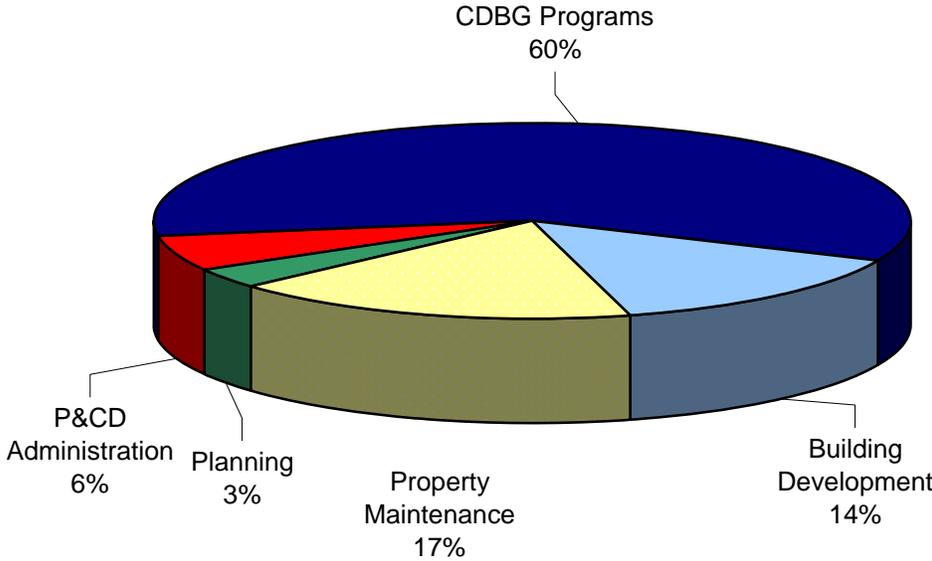




# PLANNING & COMMUNITY DEVELOPMENT SOURCES & USES



**FUNDING SOURCES**



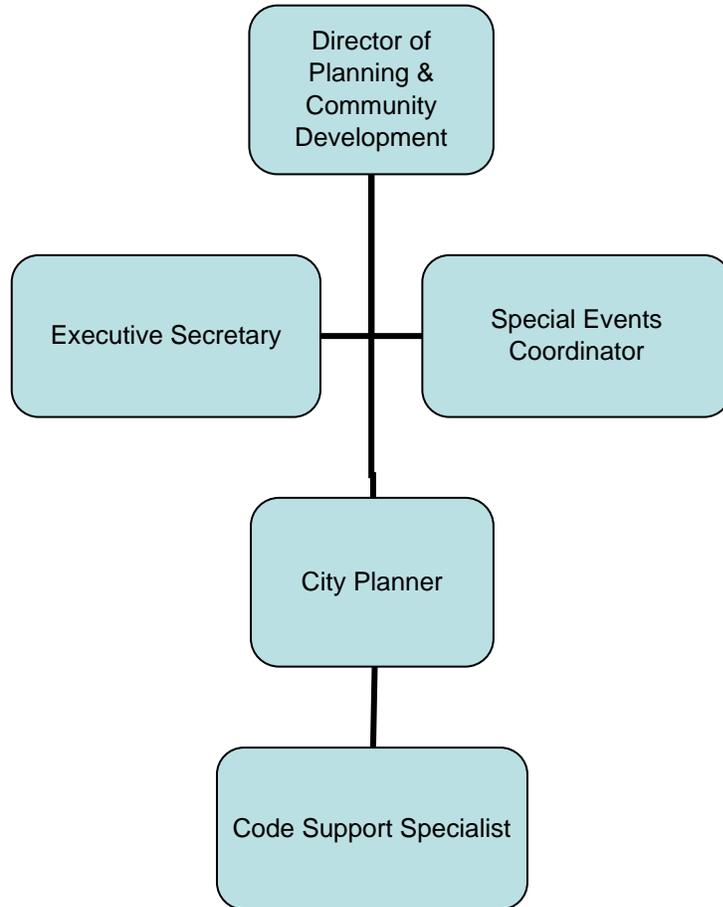
**PROGRAM USES**

# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

ACCOUNT TYPE	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,266,199	1,343,017	1,227,148	1,274,570
Payroll Expenses & Benefits	415,692	480,898	433,270	466,905
Materials & Supplies	51,510	67,758	62,885	65,322
Utilities & Other Contracted Services	5,425,400	2,644,223	2,803,853	1,915,720
Claims/Insurance/Fund Transfers	237,790	299,458	258,323	208,141
	<u>7,396,591</u>	<u>4,835,354</u>	<u>4,785,479</u>	<u>3,930,658</u>
<b>USES BY PROGRAM</b>				
* Planning & Community Dvlpmnt Admin	177,526	177,310	68,013	233,823
Planning	358,905	353,110	349,770	135,991
CDBG Management	318,149	341,635	323,748	347,068
Housing & Revitalization	493,275	1,095,666	865,805	1,035,318
Home Program	1,843,590	702,053	623,431	270,682
Public Service Agencies	410,000	410,000	357,500	300,000
Federal Emergency Srv Grnt	50,852	0	14,750	0
Slum/Blight Activity	23,500	0	0	0
Restricted ARRA Program	2,290,769	0	588,464	0
Building Development	459,317	519,386	520,807	555,688
Property Maintenance	701,364	821,498	791,057	683,150
Demolition	269,344	414,696	282,134	368,938
	<u>7,396,591</u>	<u>4,835,354</u>	<u>4,785,479</u>	<u>3,930,658</u>
<b>FUNDING SOURCES</b>				
General Fund	1,197,112	1,371,304	1,229,647	1,108,652
Landfill Fund	500,000	500,000	500,000	500,000
CDBG Fund	5,699,479	2,964,050	3,055,832	2,322,006
	<u>7,396,591</u>	<u>4,835,354</u>	<u>4,785,479</u>	<u>3,930,658</u>
<b>STAFFING SUMMARY</b>				
P&CD Administration	2.0	2.0	3.0	3.0
Planning (Split from Admin program)	1.0	1.0	2.0	2.0
CDBG Management	1.6	1.6	1.6	2.0
Housing & Revitalization	4.4	4.4	4.4	3.5
Home Program	0.5	0.5	0.5	0.0
CAD Administration (eliminated)	3.0	2.0	0.0	0.0
Customer Assistance (Admin Srv Dept)	5.0	5.0	0.0	0.0
Building Development Services	8.0	8.0	9.0	9.0
Property Maintenance	8.0	8.0	8.0	8.0
Demolitions	2.5	2.5	2.5	2.5
	<u>36.0</u>	<u>35.0</u>	<u>31.0</u>	<u>30.0</u>

\* Formerly CAD Administration 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 Comprehensive Land Use Plan.
- Updated the Development Review Process
- Administered economic development incentives to 9 companies.
- Updated and coordinated taxicab, liquor license and building code ordinance amendments.

### • Performance Statistics

- Processed and coordinated 117 different special events.
- Processed over 224 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.

- 2012 BUILDING CODES: Our current codes were published in 2006. Since then the 2009 edition has been published, but we decided to forgo adopting them. The 2012 codes will be published next spring and will need to be reviewed, amended and adopted or our ISO insurance rating may be affected. The review process will be financially burdensome as will the staff and advisory board labor.

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

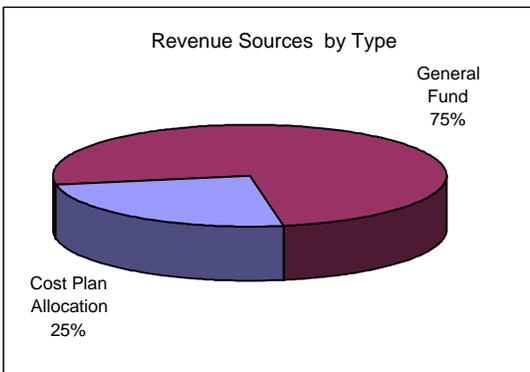
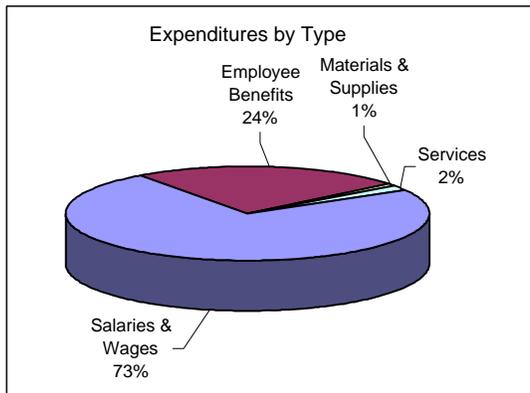
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	0	0
0	0	1	1
1	1	1	1
1	1	0	0
0	0	1	1
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Major Budgetary Changes & Program Highlights

~This was the former program for the CAD Administration program. The Director position was vacated early in the current fiscal year, resulting in much lower expenditures. With the consolidation of Planning, P&CD Admin, Building Development and Property Maintenance departments into one, the administrative portion of the former Planning & CD Admin division was split off and is now recorded in the renamed "Planning & Community Development Administration" division.

"The former Executive Secretary position in CAD has been reclassified as the Special Events Coordinator.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	122,966	124,591	43,891	171,458
Employee Benefits	41,737	41,799	20,022	56,540
Materials & Supplies	1,276	2,150	1,030	1,950
Services	11,547	8,770	3,070	3,875
<b>Total</b>	<b>177,526</b>	<b>177,310</b>	<b>68,013</b>	<b>233,823</b>
<b>Revenue Sources:</b>				
Indirect Cost-CDBG	67,859	66,145	66,145	58,199
General Func	109,667	111,165	1,868	175,624
<b>Total</b>	<b>109,667</b>	<b>111,165</b>	<b>1,868</b>	<b>175,624</b>

# 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
- Boulevard System Master Plan Implementation
- New Business Park Development
- Stockyards Development
- Job Creation/Retention

## Budget Challenges/Planned Initiatives

- Work to meet customers needs in planning services. A staff position, eliminated in FY2011, has been restored in the form of a Code Support Specialist.
- 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

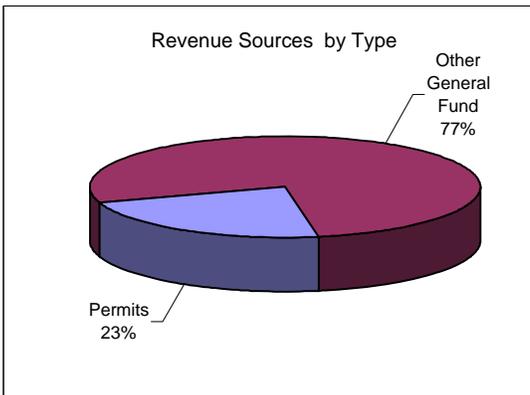
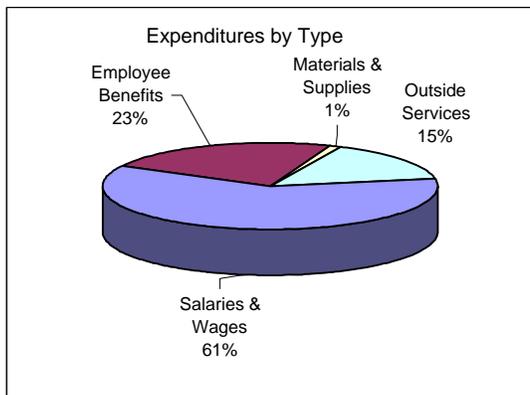
} Moved to P&CD Admin

2010-11 Actual	2011-12		2012-13 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

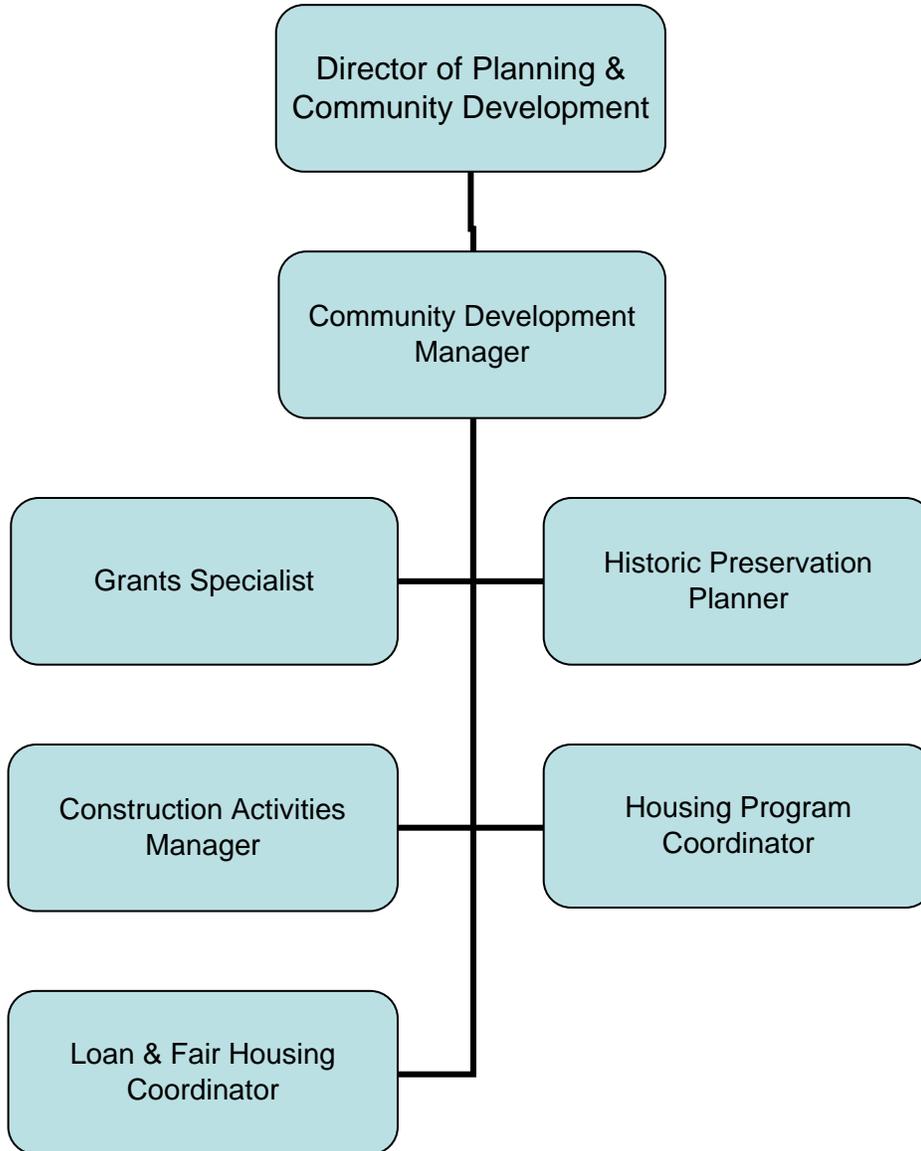
- ~The \$100,000 of Gaming funds formerly transferred to this department to provide grants relating to Historic Preservation projects not eligible for CDBG monies is now expended directly in the Gaming Fund.
- ~The department director and executive secretary transferred to their own P&CD Admin division.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

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	174,399	175,525	174,660	82,465
Employee Benefits	53,407	55,721	55,077	31,281
Materials & Supplies	1,328	2,000	2,000	1,650
Outside Services	129,771	119,864	118,033	20,595
<b>Total</b>	358,905	353,110	349,770	135,991
<b>Revenue Sources:</b>				
Permits	30,864	24,000	31,000	31,000
General Fund-Other	328,041	329,110	318,770	104,991
<b>Total</b>	358,905	353,110	349,770	135,991

# 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 Emergency Shelter Grant 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 Inspector General auditors from the HUD regional Office, 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 - 21.
- No slub/blight construction activities were undertaken given lack of federal funding for the activity.
- \$357,000.00 - 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 - 15

## 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 will be \$1,329,740 beginning July 1, 2012; the HOME Program allocation will be \$270,682. In order to maintain the same level of programs and staff, \$585,634 in unspent funds from past years will be reprogrammed into the budget beginning July 1, 2012 and a position has been cut from staff.

# 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

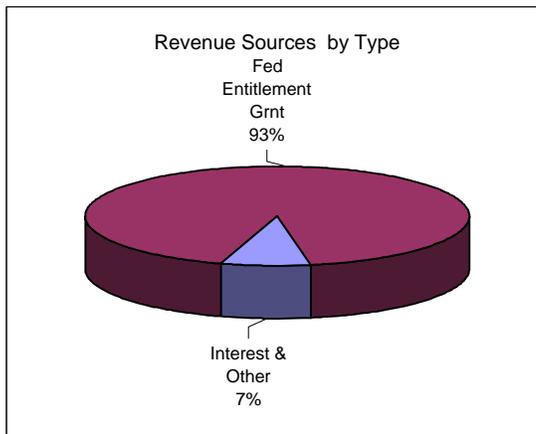
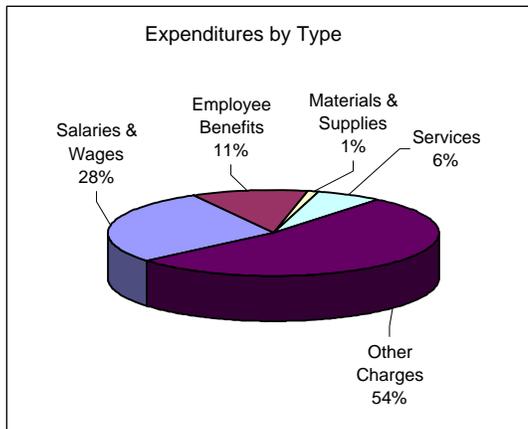
Community Development Manager  
Grants Specialist

2010-11 Actual	2011-12		2012-13 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

~The deep cuts in HUD funding for FY13 resulting in the divisions losing a position and a consolidation of the Manager's salary & benefits back to the Administration program.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	72,681	73,995	72,400	97,587
Employee Benefits	22,351	31,485	22,930	38,849
Materials & Supplies	1,480	3,050	2,250	3,950
Services	9,517	18,192	11,255	22,221
Other Charges	212,120	214,913	214,913	184,461
<b>Total</b>	<b>318,149</b>	<b>341,635</b>	<b>323,748</b>	<b>347,068</b>
<b>Revenue Sources:</b>				
Interest & Other	40,877	25,629	25,629	25,629
Fed Entitlement Grnt	277,272	316,006	298,119	321,439
<b>Total</b>	<b>318,149</b>	<b>341,635</b>	<b>323,748</b>	<b>347,068</b>

# HOUSING & REVITALIZATION

## Program 5210

### Program Description

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

### Staffing Detail

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

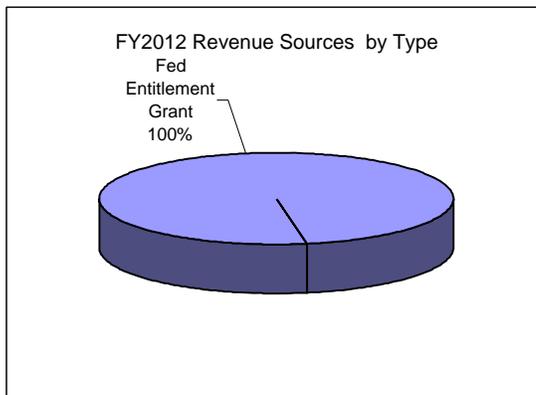
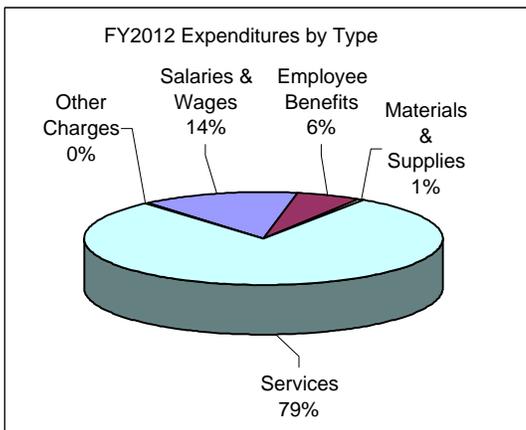
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	0
1	1	1	1
0.4	0.4	0.4	0.4
4.4	4.4	4.4	3.4

### Major Budgetary Changes & Program Highlights

Housing Loans \$651,875  
 Emergency Assistance \$100,000

~Reduction in the amount of HUD funding resulted in the loss of one position in FY2013.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	149,118	178,188	176,400	147,000
Employee Benefits	59,962	74,134	69,634	59,296
Materials & Supplies	1,490	6,717	1,750	6,717
Services	279,134	833,127	614,521	818,805
Other Charges	3,571	3,500	3,500	3,500
<b>Total</b>	<b>493,275</b>	<b>1,095,666</b>	<b>865,805</b>	<b>1,035,318</b>
<b>Revenue Sources:</b>				
Fed Entitlement Grant	(152,502)	1,095,666	865,805	1,035,318
Reprogrammed Fnds	645,777	0	0	0
<b>Total</b>	<b>493,275</b>	<b>1,095,666</b>	<b>865,805</b>	<b>1,035,318</b>

# Restricted Community Development Program 5280

## Program Description

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

## Staffing Detail

None

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

## Grant Disbursement

~No grant revenues projected.

## Operating Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	2,290,769	0	588,464	0
<b>Total</b>	2,290,769	0	588,464	0
<b>Revenue Sources:</b>				
Other Grants		0	0	0
ARRA Grants	2,290,769	0	588,464	0
<b>Total</b>	2,290,769	0	588,464	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 Planne

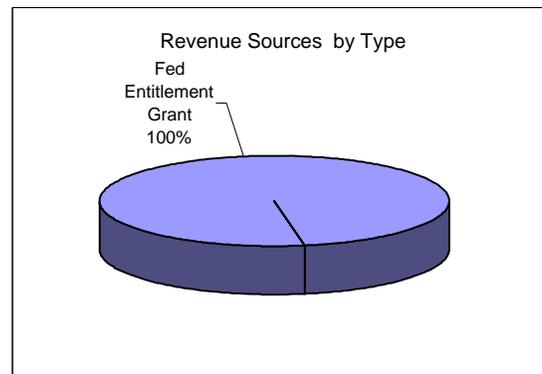
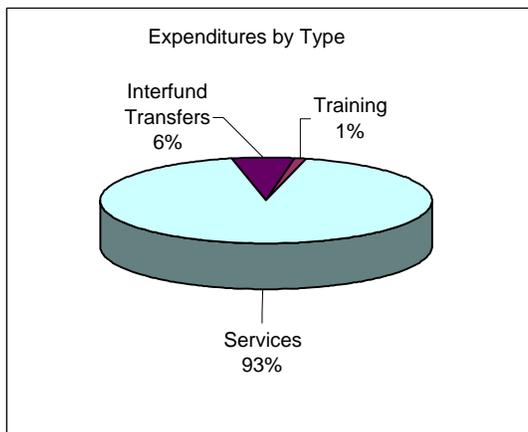
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0.4	0.4	0.4	0
0.1	0.1	0.1	0
0.5	0.5	0.5	0

### 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:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Salaries & Wages	22,016	26,288	25,220	0
Employee Benefits	6,378	15,893	10,635	3,000
Materials & Supplies	0	2,786	0	0
Services	1,795,536	641,676	572,166	251,002
Interfund Transfers	19,660	15,410	15,410	16,680
<b>Total</b>	<b>1,843,590</b>	<b>702,053</b>	<b>623,431</b>	<b>270,682</b>

#### Revenue Sources:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Fed Entitlement Grant	1,722,283	702,053	561,216	270,682
Other Revenue	9,323	0	0	0
Reprogrammed Fnds	111,984	0	62,215	0
<b>Total</b>	<b>1,843,590</b>	<b>702,053</b>	<b>623,431</b>	<b>270,682</b>

# 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.

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Grant Disbursement

~No grant revenues anticipated.

### Operating Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	0	0	0	0
<b>Total</b>	0	0	0	0
<b>Revenue Sources:</b>				
Fed Entitlement Grnt	0	0	0	0
<b>Total</b>	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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Grant Disbursement

~No grant revenues projected.

### Operating Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	50,852	0	14,750	0
<b>Total</b>	50,852	0	14,750	0
<b>Revenue Sources:</b>				
ECG	47,919	0	10,060	0
Reprogrammend Fnds	2,933	0	4,690	0
<b>Total</b>	50,852	0	14,750	0

# SLUM/BLIGHT/REDEVELOPMENT ACTIVITIES

## Program 8840

### 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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Grant Disbursement

~No grant revenues projected.

### Operating Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	23,500	0	0	0
Interfund Transfers	0	0	0	0
<b>Total</b>	23,500	0	0	0
<b>Revenue Sources:</b>				
Fed Entitlement Grant	23,500	0	0	0
Weed & Seed Grant	0	0	0	0
<b>Total</b>	23,500	0	0	0

# PUBLIC SERVICE AGENCIES

## Program 8850

### Program Description

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

### Staffing Detail

None

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Grant Disbursement

~See below.

### Operating Budget Summary

● Catholic Charities Mental Hlth Counseling	\$7,500
● Amer 2nd Harvest Emergency Food Assist	\$45,000
● Interfaith Com. Srv-Youth Latchkey	\$14,000
● Bartlett Center - Family Resource Program	\$14,000
● Northtown Com. Cntr Recreation	\$14,000
● Samaritan Counseling-Client Assistance	\$14,500
● Social Welfare Brd-Dental Care Program	\$91,000
● United Cerebral Palsy-Integration & Advocac	\$10,000
● YWCA-Women & Children's Shelter	\$80,000
● NWMO Children's Advocacy-Abuse Cnslng	\$10,000
	<u>\$300,000</u>

#### Expenditures:

Services

#### Total

#### Revenue Sources:

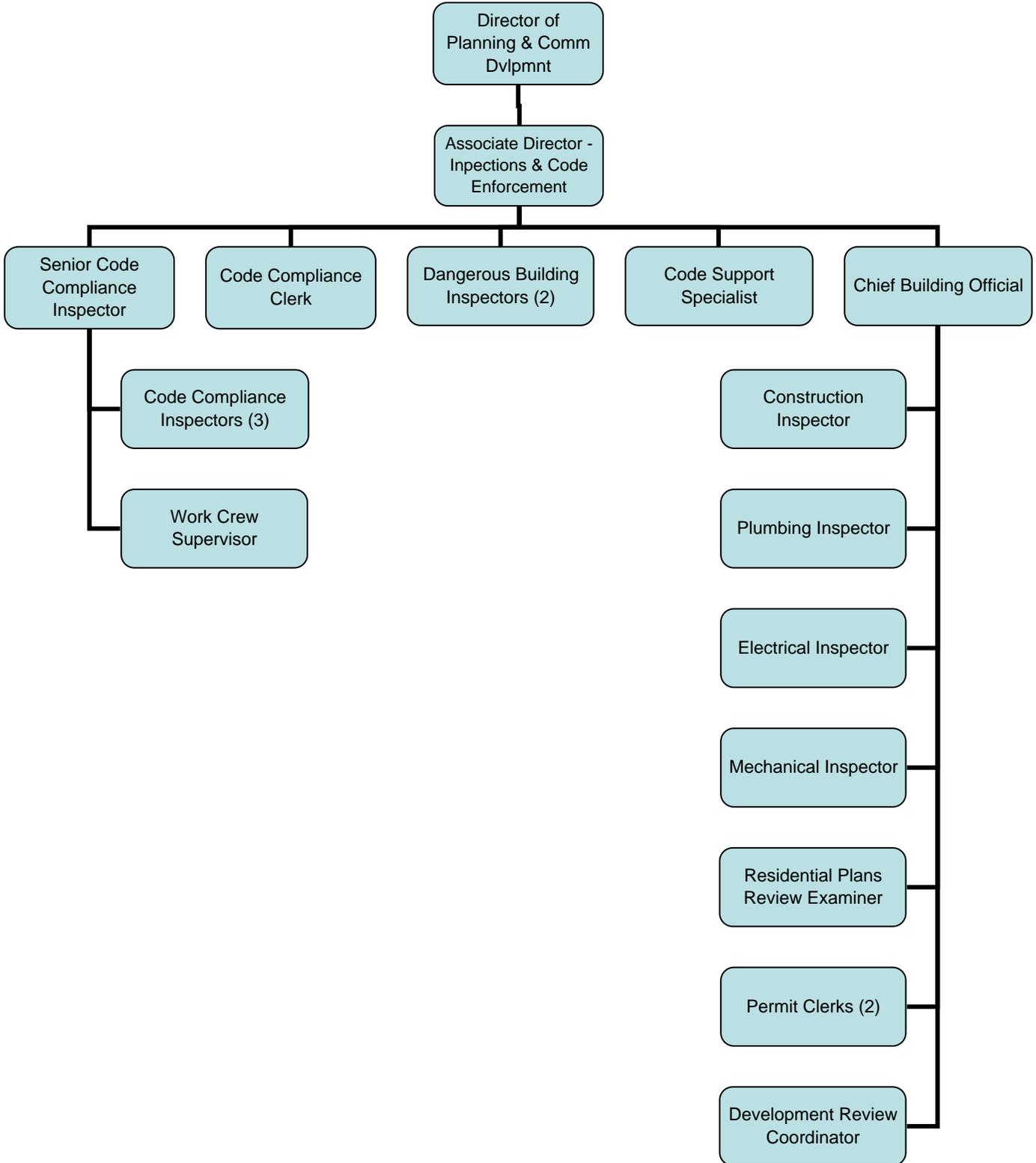
Fed Entitlement Granti

#### Total

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
410,000	410,000	357,500	300,000
<b>410,000</b>	<b>410,000</b>	<b>357,500</b>	<b>300,000</b>
410,000	410,000	357,500	300,000
<b>410,000</b>	<b>410,000</b>	<b>357,500</b>	<b>300,000</b>



# 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**

- All but one inspector is certified by the International Code Council in their respective area of expertise.

### **• Performance Statistics**

- Building inspections: 323 commercial and 587 residential
  - Mechanical inspections: 310 commercial and 486 residential
  - Electrical inspections: 412 commercial and 765 residential
  - Plumbing inspections: 313 commercial and 696 residential
  - Number of plan reviews: 212 commercial and 285 residential
- Percent of plans reviewed within 10 working days of submission: 100%

## **Budget Challenges/Planned Initiatives**

- **WORK MANAGEMENT SOFTWARE:** The continued funding and implementation of our work management and information system is essential to the expansion of services we provide our customer. The on-line permit application and approval module will be invaluable in improving the communication and support of customer's needs. Customers will also be able to request work inspections and receive immediate feedback as to its approval or disapproval with an alternate time and date proposed.
- **TRAINING:** Training shortfalls will delay inspector certifications in their secondary areas but will allow them to maintain their current certifications.
- **2012 BUILDING CODES:** The 2012 International Code books will be published and with our current adopted codes being the 2006 editions, significant effort will be spent on reviewing the 2012 editions and developing recommendations for the advisory boards and city council on whether to adopt these codes or not. Funding will be required to purchase these new code books for our inspectors and advisory boards.

# 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

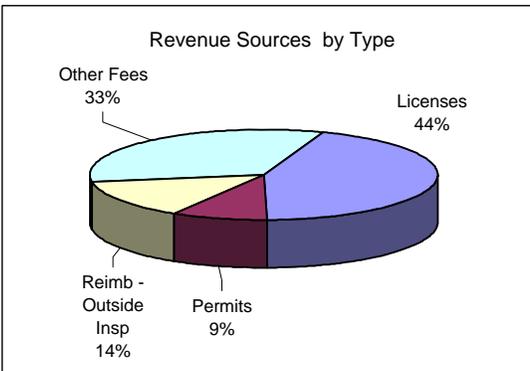
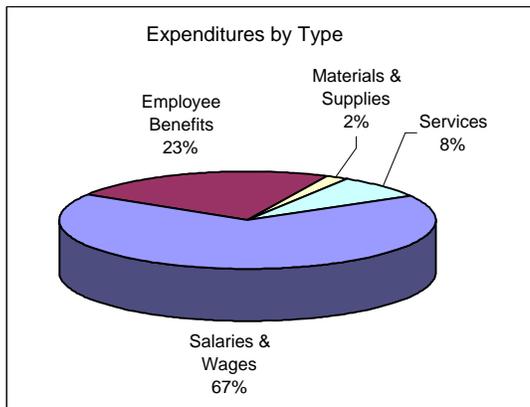
2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	0	0
0	0	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	0	2	2
1	1	0	0
8	8	9	9

### Major Budgetary Changes & Program Highlights

~As part of the reorganization, the Bldg Dvlpmnt Supervisor position was reclassified as the Chief Building Official. The Business Permit Coordinator position was reclassified as a Code Support Specialist and moved to the Planning Division.

The two Permit Clerks, formerly in Customer Assistance division were moved to this program.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	304,387	329,099	321,399	373,109
Employee Benefits	106,274	112,572	114,643	128,484
Materials & Supplies	10,416	10,300	17,300	10,300
Services	38,240	46,415	46,465	43,795
Capital Outlay	0	21,000	21,000	0
<b>Total</b>	<b>459,317</b>	<b>519,386</b>	<b>520,807</b>	<b>555,688</b>
<b>Revenue Sources:</b>				
Licenses	76,129	77,000	80,000	80,000
Permits	15,800	16,000	16,350	16,000
Reimb - Outside Insp	0	25,000	25,000	25,000
Other Fees	81,163	60,000	60,000	60,000
Inspections	286,225	341,386	339,457	374,688
<b>Total</b>	<b>459,317</b>	<b>519,386</b>	<b>520,807</b>	<b>555,688</b>

# 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. Work with Council-appointed Citizen's Committee to review all property maintenance codes and enforcement procedures and make recommendations to Council regarding changes, particularly with respect to implementing the administration citation authority granted by the legislature.
2. Begin implementation of new permitting/inspecting/asset management software.

#### •Performance statistics:

Number of nuisances abated by the City - 1,035  
Number of initial violation investigations - 6,959  
Number of violation notices sent - 4,967  
Current dangerous building cases - 359  
Number of structures demolished by City - 15  
Number of structures demolished by owner - 32

### Budget Challenges/Planned Initiatives

1. Initiate procedural changes to implement new codes and enforcement methods as recommended by Citizens committee and adopted by Council.
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

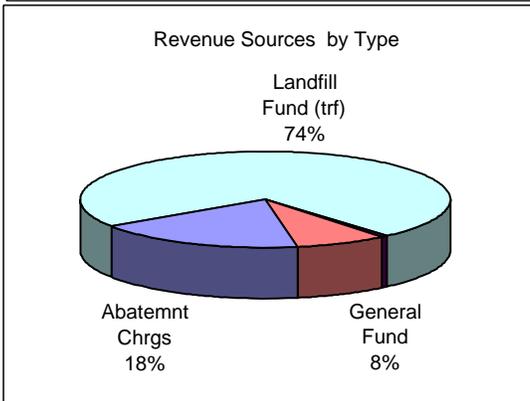
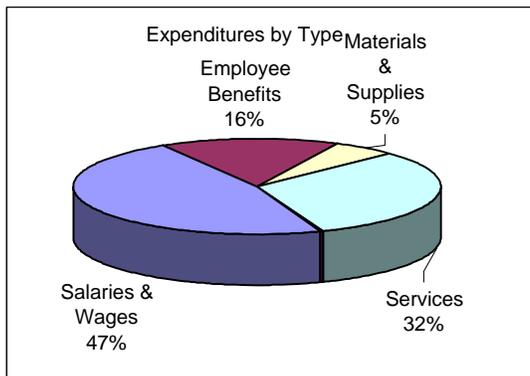
Director of IT & Property Maintenance  
 Assoc Director - Inspections & Code Enf  
 Work Crew Supervisor  
 Senior Commun. Compliance Insp  
 Community Compliance Inspector  
 Code & Neighborhood Support Tech  
 Code Enforcement Clerk

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	0	0
0	0	1	1
1	1	1	1
1	1	1	1
3	3	3	3
0	0	1	1
2	2	1	1
<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Major Budgetary Changes & Program Highlights

~Budget reductions in most of the items under materials & supplies. In Services the largest reduction was a cut of \$10,000 used for the temporary work crew. Will shorten the amount of time worked for the City by about two weeks.  
 ~Budgeted expenses for outside contracted abatements and clean-up (\$100,000 transferred from Gaming Fund).  
 \*Funds are budgeted for reimbursement from the CDBG Demolitions program as General Fund employees document activity applicable to HUD guidelines.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	340,246	353,068	332,168	320,408
Employee Benefits	102,188	114,160	108,115	108,922
Materials & Supplies	33,263	37,200	35,000	37,200
Services	225,667	316,070	314,774	215,620
Insurance Claims	0	1,000	1,000	1,000
<b>Total</b>	<b>701,364</b>	<b>821,498</b>	<b>791,057</b>	<b>683,150</b>
<b>Revenue Sources:</b>				
Abatemnt Chrgs	92,510	125,000	110,000	125,000
Ins Proceeds & Other	1,773	0	8,250	0
Gaming Fund (trf)	15,698	100,000	100,000	0
Landfill Fund (trf)	500,000	500,000	500,000	500,000
CDBG Fund (trf)	0	43,635	2,500	2,500
General Func	91,383	52,863	70,307	55,650
<b>Total</b>	<b>701,364</b>	<b>821,498</b>	<b>791,057</b>	<b>683,150</b>

# DEMOLITIONS

## Program 5360

### Program Description

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

### Staffing Detail

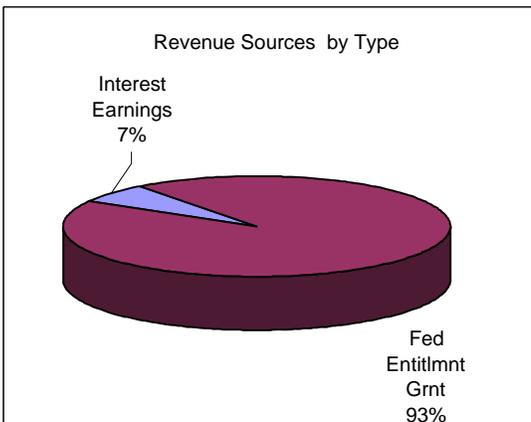
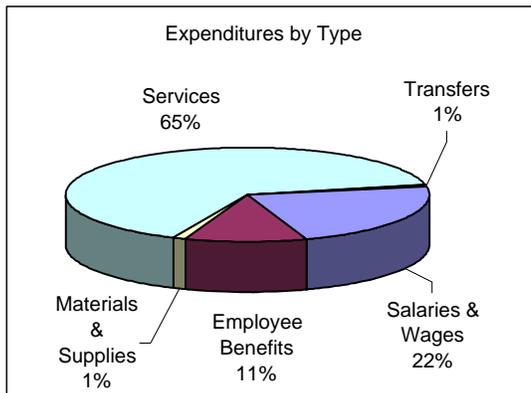
Property Maintenance Inspector  
Historic Preservation Planne

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
2	2	2	2
0.5	0.5	0.5	0.5
<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>

### 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:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	80,386	82,263	81,010	82,543
Employee Benefits	23,395	35,134	32,214	40,533
Materials & Supplies	2,257	3,555	3,555	3,555
Services	160,867	250,109	162,855	239,807
Transfers	2,439	43,635	2,500	2,500
<b>Total</b>	<u>269,344</u>	<u>414,696</u>	<u>282,134</u>	<u>368,938</u>

#### Revenue Sources:

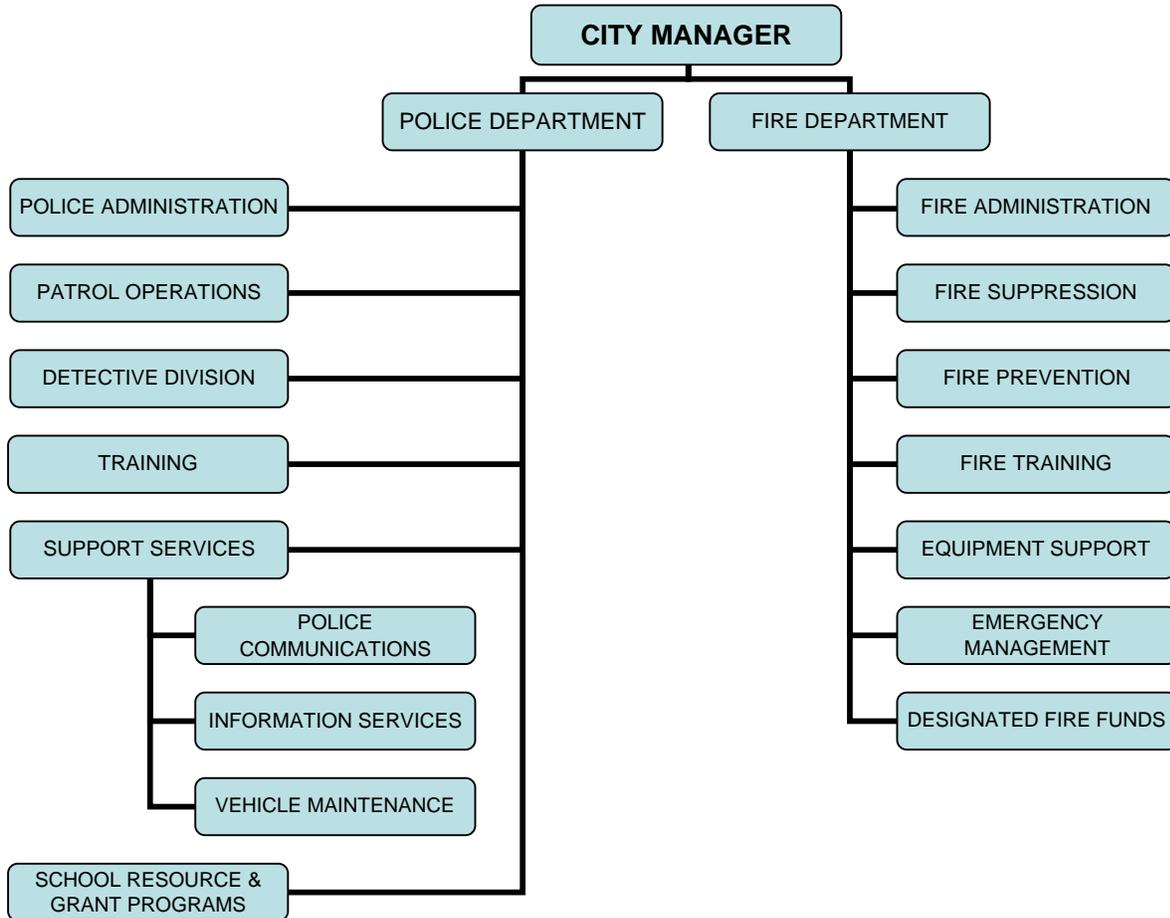
	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Interest Earnings	17,647	24,000	24,000	24,000
Fed Entitlmnt Grnt	251,697	390,696	258,134	344,938
<b>Total</b>	<u>269,344</u>	<u>414,696</u>	<u>282,134</u>	<u>368,938</u>

# PUBLIC SAFETY DEPARTMENTS

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

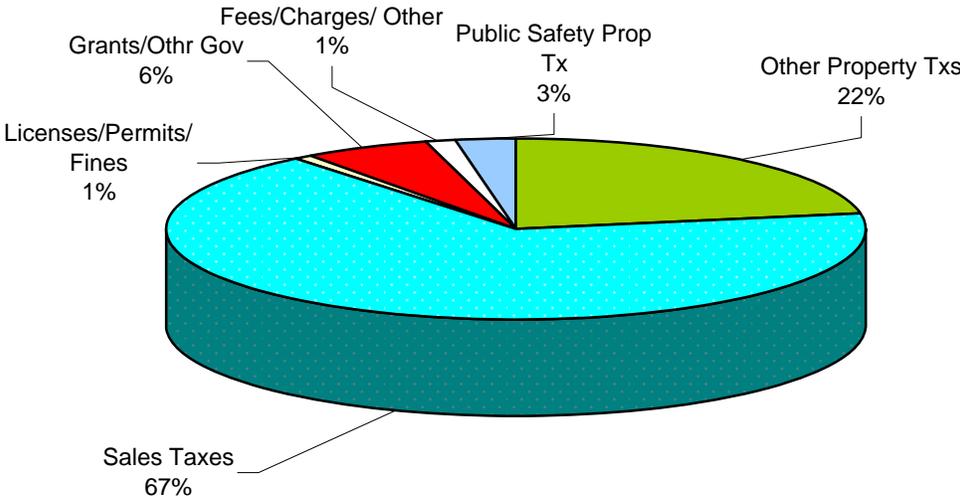
Services are funded through the public safety property tax, general property taxes, sales taxes, charges for services, transfers from the Gaming Fund, and a variety of state and federal grants.

**TOTAL BUDGETED RESOURCES:     \$ 24,119,000**

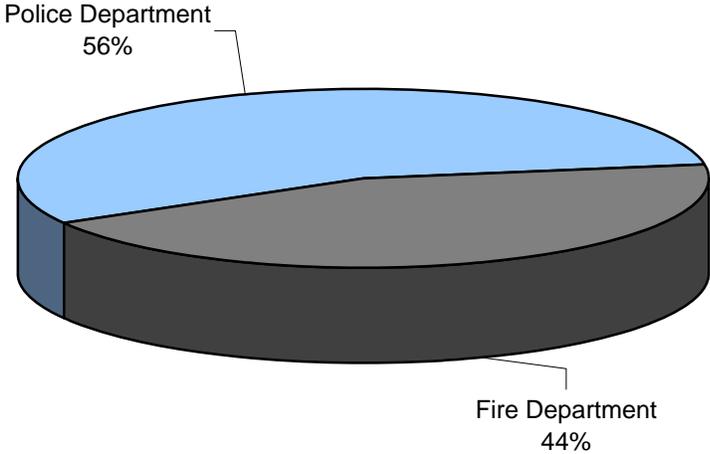




# PUBLIC SAFETY SOURCES & USES



**FUNDING SOURCES**



**PROGRAM USES**

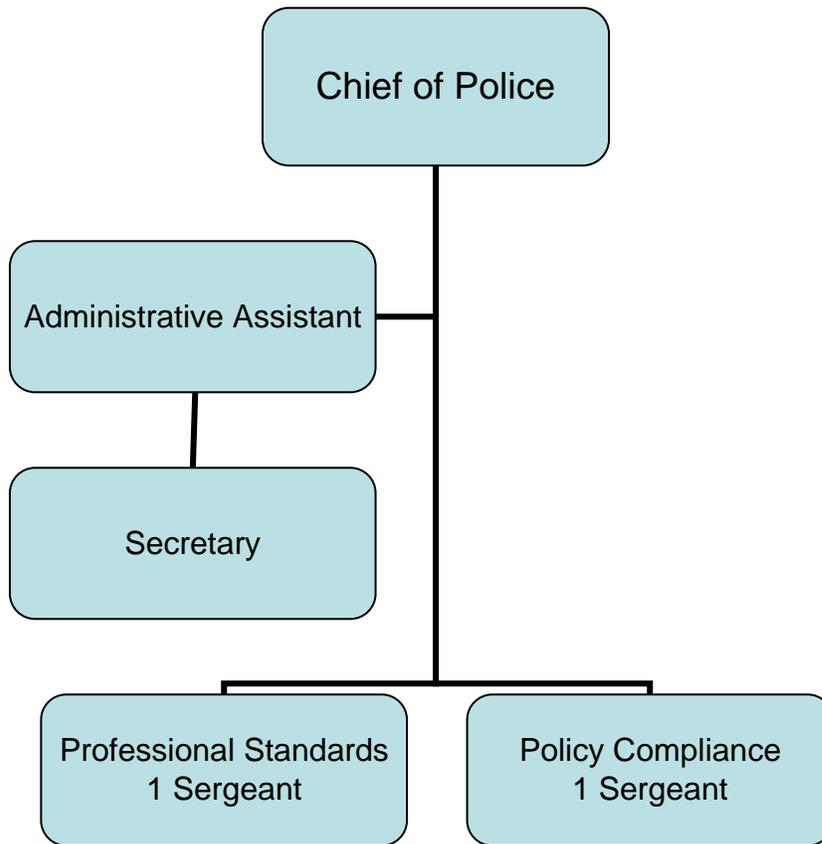
# PUBLIC SAFETY DEPARTMENTS SUMMARY

ACCOUNT TYPE	2010-11	2011-12		2012-13	
	Actual	Adopted Budget	Estimated Actual	Budget	
Salaries & Wages	13,080,158	13,240,521	12,994,863	13,488,373	
Retired Fire "Consultant" Pay	177,737	176,385	176,385	176,385	
Payroll Expenses & Benefits	7,051,167	7,149,765	7,054,278	7,565,102	
Materials & Supplies	684,652	699,589	708,074	626,789	
Utilities & Other Contracted Services	1,917,941	1,980,072	1,996,041	2,058,894	
Capital Outlay	528,635	229,870	454,257	203,870	
	<u>23,434,299</u>	<u>23,476,202</u>	<u>23,383,898</u>	<u>24,119,413</u>	
<b>USES BY PROGRAM</b>					
	<b>DEPARTMENT</b>				
Police Administration	Police	864,588	834,040	832,910	860,479
Patrol Operations	Police	5,517,864	5,766,617	5,451,897	5,817,841
Detective Division	Police	1,814,146	1,837,673	1,815,119	1,891,097
Training	Police	154,885	158,048	160,070	160,443
Support Services	Police	1,017,720	927,344	915,716	934,048
Police Communications	Police	2,099,847	2,207,522	2,175,950	2,346,057
Information Services	Police	571,146	585,986	583,251	604,414
Police Maintenance	Police	424,011	422,858	438,528	426,186
School Resource/Grants	Police	665,113	391,570	659,224	413,363
Fire Administration	Fire	482,402	478,771	479,834	491,945
Fire Suppression	Fire	8,939,665	8,987,821	8,991,811	9,029,307
Fire Prevention	Fire	352,157	356,058	372,069	399,648
Fire Training	Fire	175,380	215,889	169,771	185,252
Equipment Support	Fire	305,170	283,626	296,810	304,164
Emergency Management	Fire	19,827	22,379	22,778	113,485
Designated Fire Funds	Fire	30,381	0	18,160	141,684
		<u>23,434,299</u>	<u>23,476,202</u>	<u>23,383,898</u>	<u>24,119,413</u>
<b>FUNDING SOURCES</b>					
General Fund		23,434,299	23,476,202	23,383,898	24,119,413
		<u>23,434,299</u>	<u>23,476,202</u>	<u>23,383,898</u>	<u>24,119,413</u>
<b>STAFFING SUMMARY</b>					
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
		<u>290</u>	<u>290</u>	<u>290</u>	<u>290</u>

**PROPOSED CAPITAL OUTLAY      FY2013**

~ Police Department, Support Services - 5 patrol vehicles, 3 program cars, police package for 5 patrol - \$203,870

# 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

- Provide public safety services to include additional tasks related to flooding and evacuation security.
- Ensure continuity of services with a 1.6% reduction in the budget.
- Implement crime reduction strategy Informed Response through Intelligence an Statistics (IRIS).
- Maintain CALEA standards for performance and administration of the police department.
- Overcame staff reductions related to Military deployments and officer injuries while continuing to meet or exceed the level of services provided in the past.

### Performance Statistics:

- Attended weekly public meetings and provided presentations to citizen groups including Neighborhood Watch, NAACP, Community Police Advisory Committee, Rotary, Lions Club, Optimist, etc.
- Conducted background investigations for new hires.
- Reviewed 376 use of force incidents (75 more than 2010)
- Reviewed 4 pursuits (1 less than 2010)
- Investigated 67 documented complaints (14 more than 2010)
- Part I violent crimes down by 7%, offset by an 11.5% increase in property crimes, 9,922 total crimes reported. (46 more crimes reported than 2011)
- Total vehicle accidents down by 9%, injury accidents up by 8%.

## Budget Challenges/Planned Initiatives

- Current staffing levels limit our ability to meet and exceed the expectations of our citizens in the delivery of services.
- Increase in Auto Theft, Burglary, and Lacey's, 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.
- 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

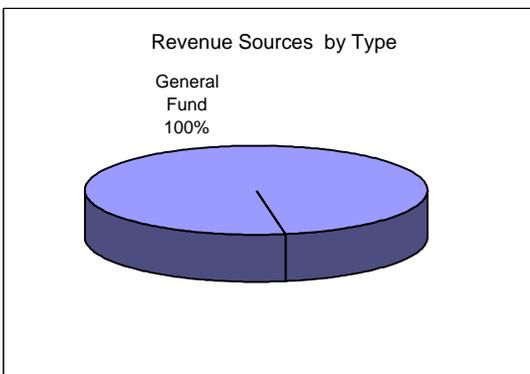
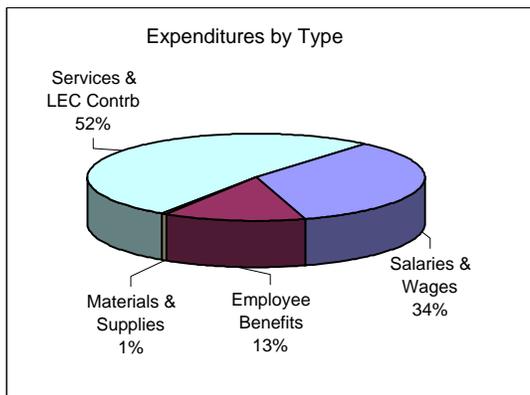
Police Chief  
 Police Sergeant  
 Administrative Asst to the Chief  
 Secretary

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
2	2	2	2
1	1	1	1
1	1	1	1
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Major Budgetary Changes & Program Highlights

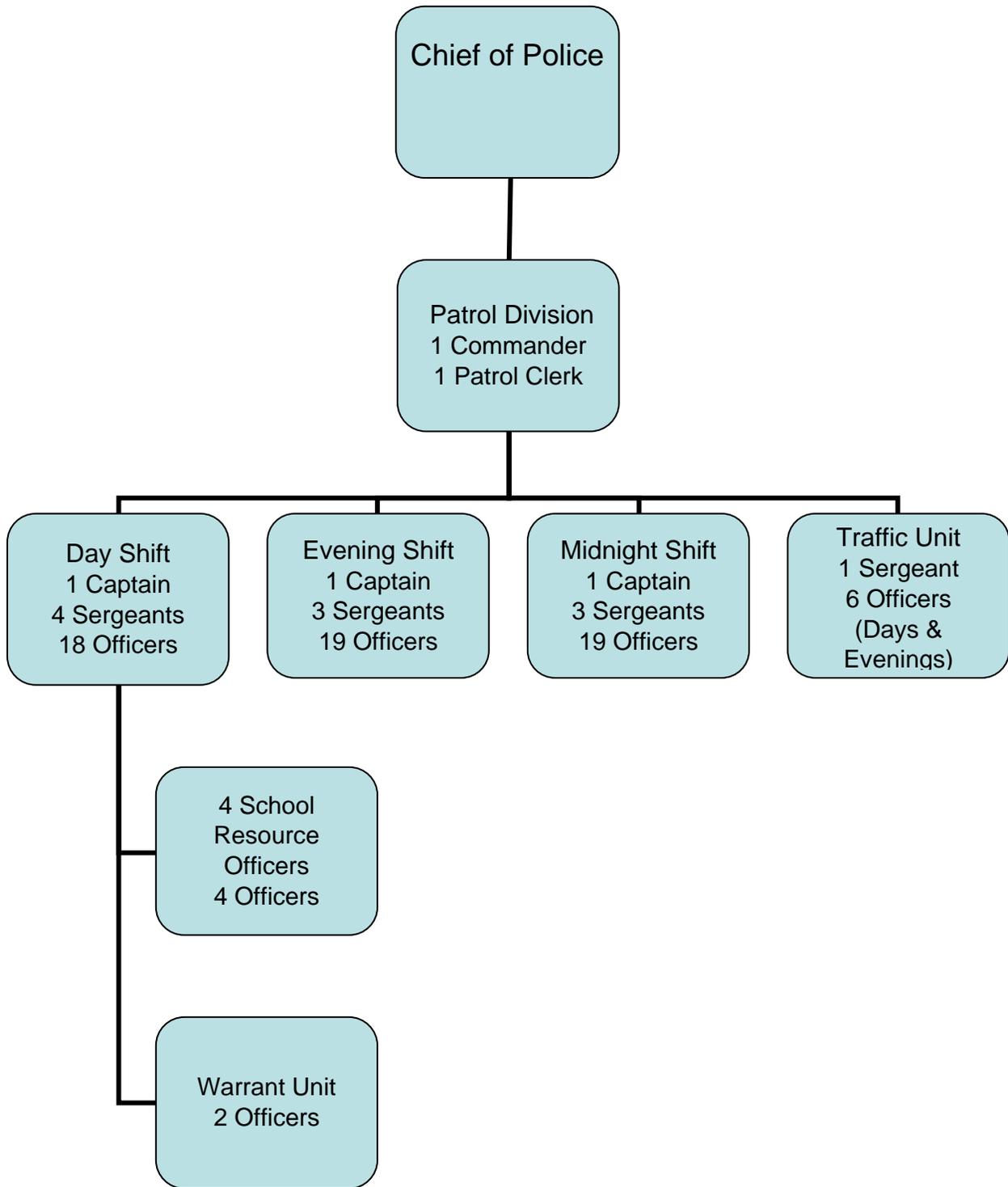
~The City's portion of LEC expenses increased a little over \$12,000 to \$420,399 leading to an increase in the Services category.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	277,252	289,171	284,981	294,953
Employee Benefits	102,969	108,309	107,369	116,127
Materials & Supplies	9,306	4,600	4,600	4,600
Services & LEC Contr	475,061	431,960	435,960	444,799
<b>Total</b>	<b>864,588</b>	<b>834,040</b>	<b>832,910</b>	<b>860,479</b>
<b>Revenue Sources:</b>				
Donations & Interest	2,906	100	100	100
General Func	861,682	833,940	832,810	860,379
<b>Total</b>	<b>864,588</b>	<b>834,040</b>	<b>832,910</b>	<b>860,479</b>

# 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, such as;
  - Special Response Team
  - Warrants Unit
  - K-9 Unit
  - School Resource Officers
  - Public Information Officer
- Serve Felony and misdemeanor arrest warrants
- Work with other agencies and city departments to provide a unified response in emergency situations.

## Current Year Activity/Achievements

-During FY 12 the division made a concerted effort to establish partnerships with area business 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 ability to provide services was impacted by the unprecedented flooding of the Missouri River that occurred during the spring/summer of 2011. These events required the division to dedicate manpower and equipment to safeguard citizens and their property in the area impacted by floodwaters. This effort reduced daily on-shift staffing to minimum acceptable levels, and diminished available overtime funds.

-The field Training Program that prepares new hires to be police officers was significantly enhanced during FY 12 by automating the documentation that tracks the trainee's performance. This upgrade allows training staff to closely monitor daily activities resulting in improved program efficiency and a more polished officer at the end of the training period.

## Performance Statistics

- |  |               |
|--|---------------|
| • 2011 Calls for service (dispatched)    | 47,460        |
| • 2011 Self-initiated activities         | 21,979        |
| • Traffic summons issued                 | 14,817        |
| • Warrants Unit arrests                  | 750           |
| • School Resource Officer cases          | 470           |
| • Adult arrests                          | 6,485         |
| • Average response time (priority calls) | 10 min. 9 sec |

## Budget Challenges/Planned Initiatives

### Budget Challenges

- Current staffing levels limit our problem solving efforts and attempts towards a more proactive policing approach.
- With reduced or 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

- Work with court officials to develop a procedure to receive reimbursement from suspects whose apprehension required a Taser deployment. Return recovered funds to an equipment account.
- 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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
11	11	11	11
64	64	64	64
1.5	1	1	1
80.5	80	80	80

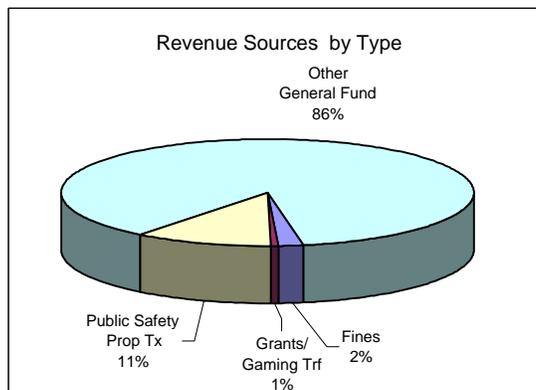
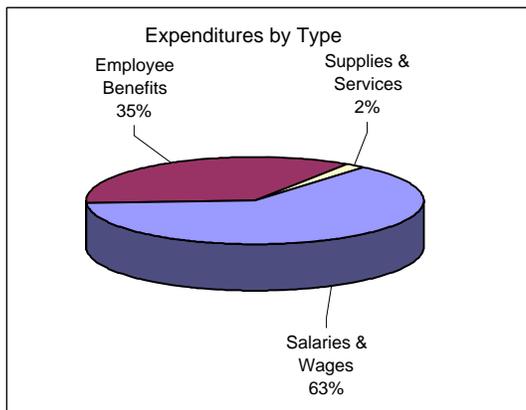
### Major Budgetary Changes & Program Highlights

~The police pension contribution rate increased by 1.0 percentage points; an increase to the uniform/communications allowance from \$1,350 to \$1,500 per officer per the union contract with the FOP; and a 6.9% increase in the cost of health premiums are reflected in the \$107,000 increase in the benefits category.

~One-time purchases in FY2012 for Safety Equipment for replacement bullet proof and heavy armored vests was eliminated.

~A \$60,000 bump in FY2012 Services reflecting the City's reimbursement to the company managing red light camera(s) in expenditures and the estimated \$115,000 in revenues were eliminated in FY12 & FY13 until such time the program is actually implemented.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	3,478,955	3,619,374	3,460,140	3,660,759
Employee Benefits	1,915,728	1,925,913	1,854,233	2,046,682
Materials & Supplies	88,211	142,075	117,280	90,425
Services	14,910	79,255	18,855	19,975
Insurance/Claims	0	0	1,389	0
Capital Outlay	20,060	0	0	0
<b>Total</b>	<b>5,517,864</b>	<b>5,766,617</b>	<b>5,451,897</b>	<b>5,817,841</b>
<b>Revenue Sources:</b>				
Fines	112,466	248,000	108,000	108,000
Grants/ Gaming Trf	0	51,000	51,000	30,540
Public Safety Prop Tx	628,560	631,300	670,500	644,525
Other General Func	4,776,838	4,836,317	4,622,397	5,034,776
<b>Total</b>	<b>5,517,864</b>	<b>5,766,617</b>	<b>5,451,897</b>	<b>5,817,841</b>



# 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

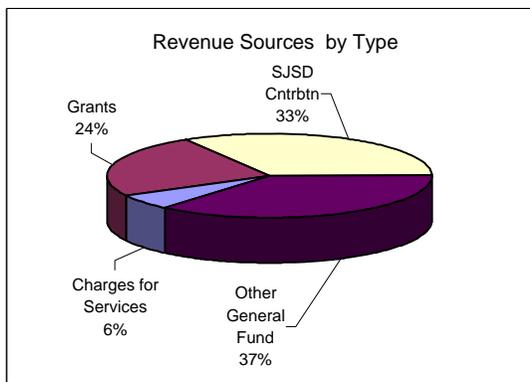
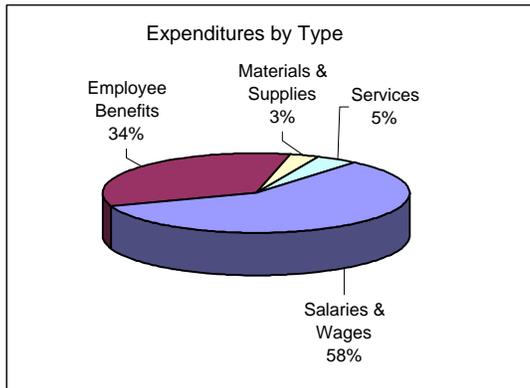
School Resource Officers (Patrol Officers)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
4	4	4	4

## Major Budgetary Changes & Program Highlights

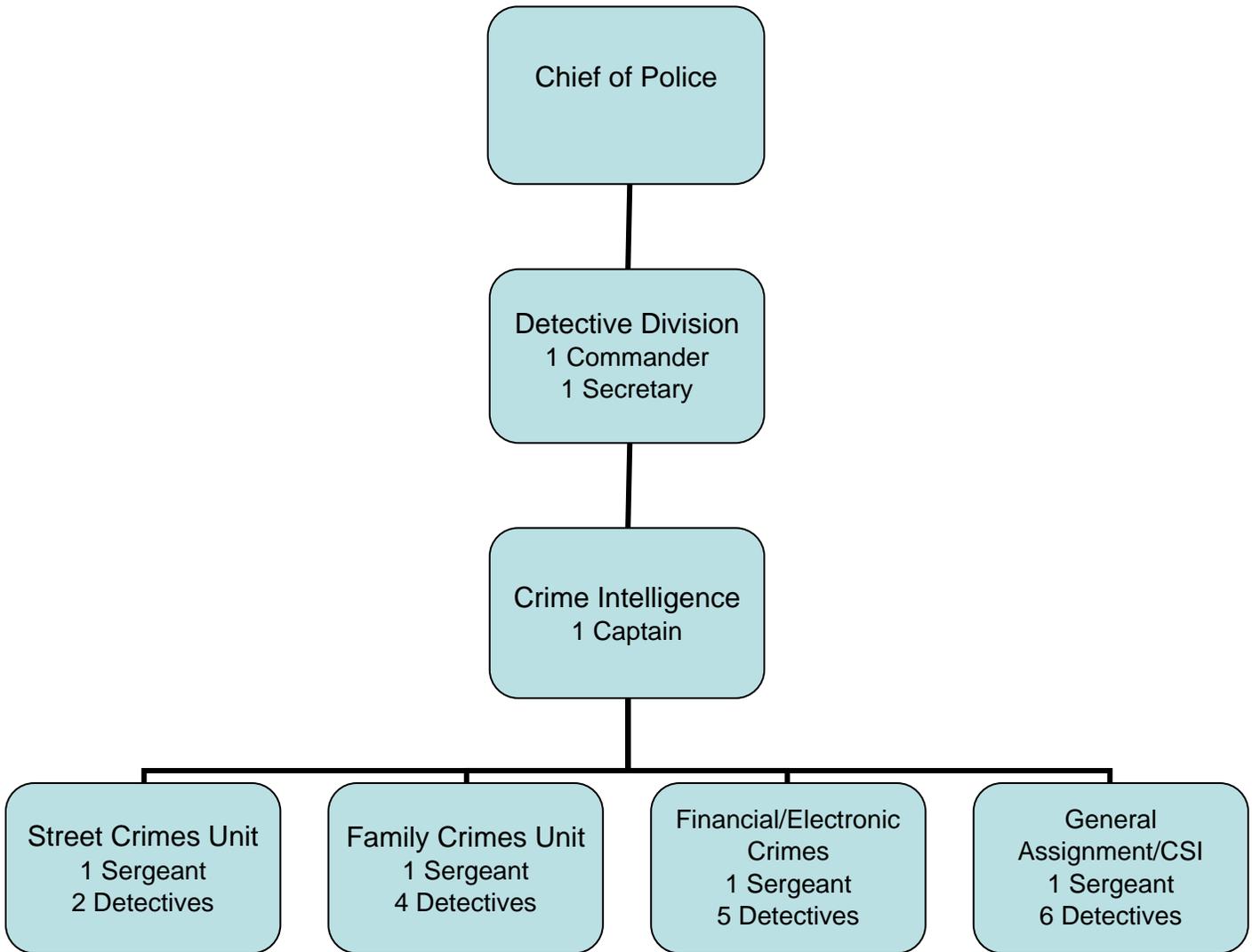
- The St. Joseph School District contributes one-half of the former grant money for the Cops In Schools program - \$138,496.
- Grant programs budgeted for FY2012:  
Overtime for State DWI, Cops in Shops, HMTV and Saturation programs (\$ 78,822),  
POST training funds (\$16,000)
- Grants received mid-year will be recognized and added to the budget.
- The use of grant funds in FY2011 and FY2012 resulted in the considerable expenditures for capital equipment in those years.

## Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	210,854	230,299	226,052	242,483
Employee Benefits	157,839	130,571	146,905	139,535
Materials & Supplies	57,132	12,500	28,969	12,500
Services	30,104	18,200	33,888	18,845
Capital	209,184	0	223,410	0
<b>Total</b>	<b>665,113</b>	<b>391,570</b>	<b>659,224</b>	<b>413,363</b>
<b>Revenue Sources:</b>				
Charges for Services	25,140	28,300	25,000	25,000
Grants	331,011	90,847	383,193	100,322
SJSJ Cntrbntn	137,807	137,807	137,807	137,807
Interest & Other	38	200	40	50
Other General Fund	171,117	134,416	113,184	150,184
<b>Total</b>	<b>665,113</b>	<b>391,570</b>	<b>659,224</b>	<b>413,363</b>

# 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

- Detectives work a 10 hour day which improves their abilities to communicate with victims, witnesses and or suspects and at the same time contain overtime usage.
- 2011 we were fortunate to see the number of homicides decrease, detectives were busy with an increase in child death and child abuse investigations and a large increase in property crimes. The division was able to accomplish the necessary tasks by priority redistribution.
- The increased electronic crime unit has seen the demand for their expertise increase. Almost every case investigated has some form of connection to computers, cell phones and surveillance video. The one detective assigned full time to that function has seen his workload increase with each passing month. That detective is backed up by a Sergeant who supervises the unit and handles the video downloads.
- The division is part of multi-jurisdictional unit to investigate violent crimes. This unit has been very busy with several major investigations going on.

## Case Status and Disposition 2011:

Total Crimes Reported	9,922	Referred to State Prosecutor:	274
- Opened	821	Referred to City Prosecutor:	96
-Closed by Arrest	998		
-Unfounded	13		
-Exceptional	763		

## Budget Challenges/Planned Initiatives -

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. We will be working to seek an ordinance to impact stealing crimes and make it more difficult for thieves to sell stolen goods.

- Seek training for officers to learn new skills so anticipated vacancies can be filled without a loss of service to the public.
- Continue with the effort to accomplish Detective related objectives in the multiyear strategic plan.
- Explore the use of social media to increase interaction with the citizens.
- Continue work in Family Crimes to expand CART program participation with agencies throughout the City to enhance our ability to deal with missing/endangered children.
- Increase the use of letters to crime victims letting them know the status of their cases.
- Improve customer service through the use of volunteers to keep citizens up to date on the status of their case.

# 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

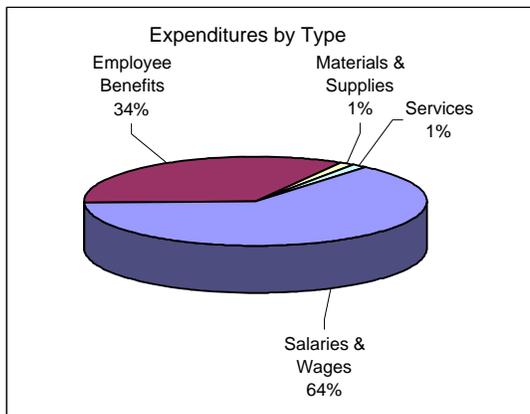
Police Commander  
 Police Captain  
 Police Sergeant  
 Police Officer  
 Secretary

2010-11 Actual	2011-12		2012-13 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
<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

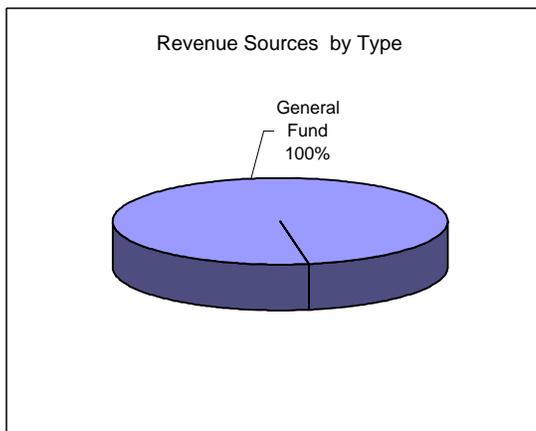
### Major Budgetary Changes & Program Highlights

- 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.

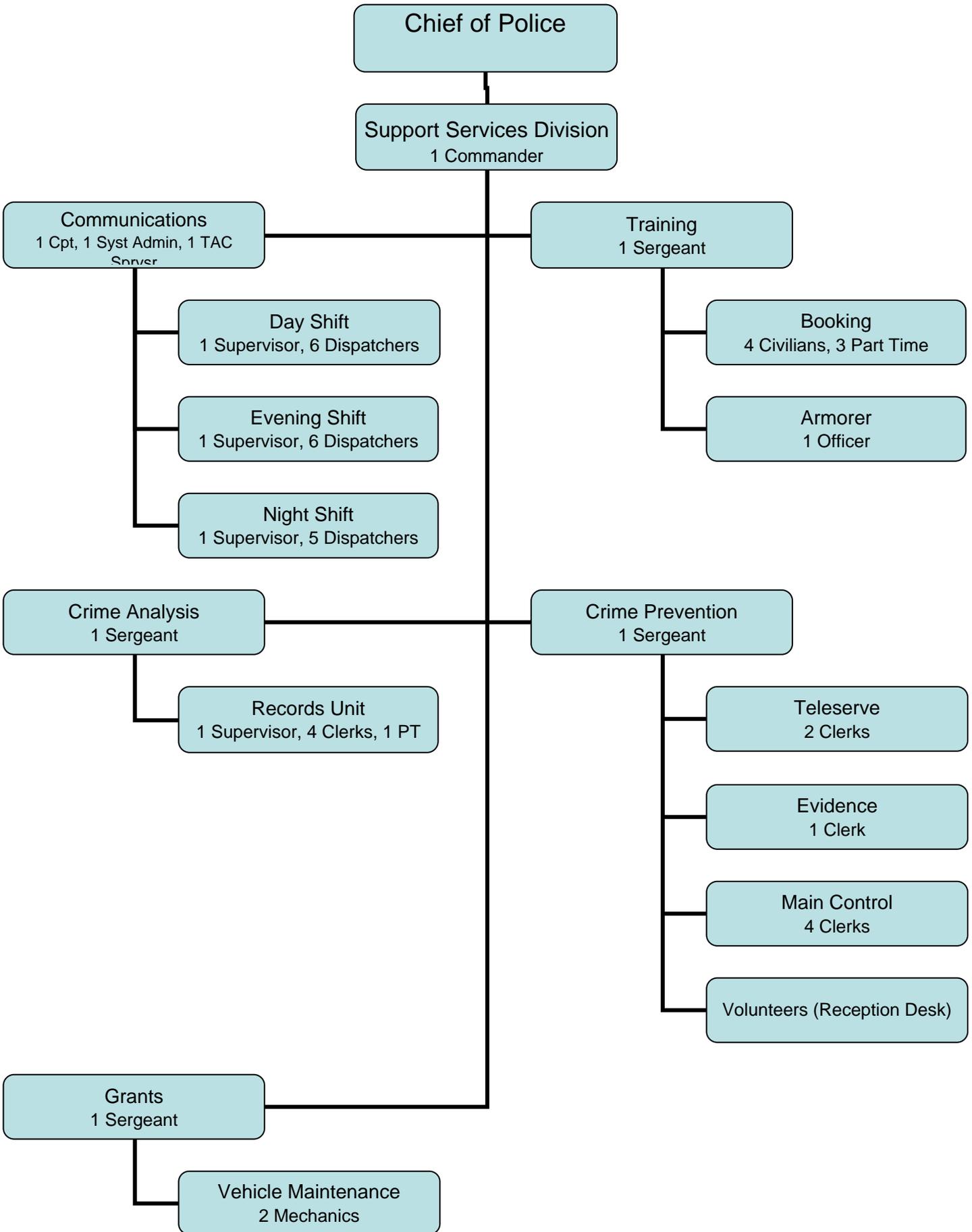
### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	1,155,267	1,177,964	1,161,425	1,199,691
Employee Benefits	615,361	607,187	584,469	641,209
Materials & Supplies	27,716	38,457	42,160	22,457
Services	15,802	14,065	27,065	27,740
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,814,146</b>	<b>1,837,673</b>	<b>1,815,119</b>	<b>1,891,097</b>
<b>Revenue Sources:</b>				
General Func	1,814,146	1,837,673	1,815,119	1,891,097
<b>Total</b>	<b>1,814,146</b>	<b>1,837,673</b>	<b>1,815,119</b>	<b>1,891,097</b>



# POLICE SUPPORT SERVICES





# **Police Support Services**

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

### **Mission**

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

### **Core Services**

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

- Police website now includes a child-friendly Kids Link covering 911 topics.
- Communications developed a Quality Assurance program to help dispatchers maintain high standards.
- Language Select implemented in Comm. Ctr. to assist with language interpretation.
- Communications was asked by MSHP to be a pilot program for the new MULES 4 computer program.
- Continuing work with IRIS (Informed Response through Intelligence and Statistics) to address crime issues.
- Completed biennial Citizens' Survey (Available at [www.stjoepd.info](http://www.stjoepd.info) website).

### **Performance statistics:**

- 12 new grants were received at a value of \$127,897.
- 19 speaking engagements undertaken by the Crime Prevention.
- 24 Neighborhood Watch meetings attended by the Crime Prevention.
- Teleserve handled 1,880 calls for service (4%), and 1,620 reports (10%)
- Records Unit merged 24,914 reports, 14,440 case reports, 8,291 were supplemental reports, 2,183 accident reports.
- Communications dispatched 90,465 combined calls for service.
- 9,649 records were entered, maintained, validated and /or purged in the MULES system.
- 296 alcohol compliance checks in the ten counties comprising task force area, 61 cited for selling to a minor.
- Booked 5,225 prisoners
- 963,239 miles driven in the fleet, 1,385 work orders, 77,907 gallons of fuel.

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

- Continue to maintain the fleet with a "flat budget" with less replacement vehicles.
- Change over from Impala's to a new vehicle with a different set up configuration.
- Anticipate lower grant overtime availability, and less supplemental equipment through grant money.
- Continue with the effort to accomplish Support Services related objectives in the multiyear strategic plan.
- Increase the use of volunteers to support Trail Watch as well as administrative functions within the police department.
- Explore the use of voice recognition software to reduce time spent transcribing throughout the department.
- Complete implementation of the interoperable records management mobile data project.
- Implement electronic ticketing, which will reduce work load and allow officers to spend less time on traffic stops.
- 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

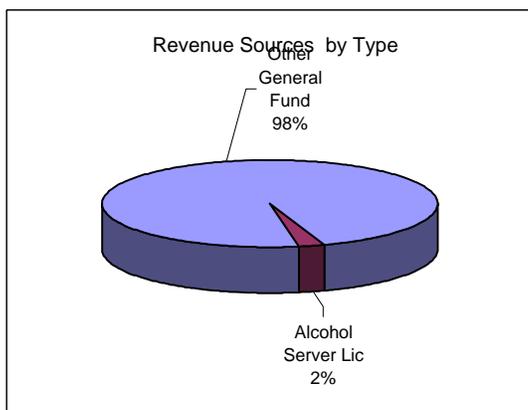
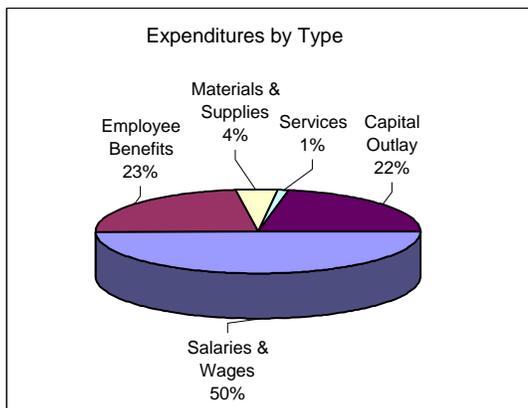
Police Commander  
 Police Sergeant  
 Police Officer  
 Booking Officer  
 Booking Officer PT (2)

2010-11 Actual	2011-12		2012-13 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

- ~Decrease in the Wages category the result of a vacancy being filled with an individual at Step One versus the higher pay earned by the employee who left service.
- ~The City now requires individuals who serve alcohol receive training for an Alcohol Server's license. The revenue is being recorded in Support Services to off-set the costs of materials and overtime incurred by the division in providing this training.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	470,041	471,286	459,971	464,643
Employee Benefits	206,553	203,731	203,281	216,363
Materials & Supplies	44,136	38,232	37,237	38,232
Services	9,575	10,225	10,380	10,940
Capital Outlay	287,415	203,870	204,847	203,870
<b>Total</b>	<b>1,017,720</b>	<b>927,344</b>	<b>915,716</b>	<b>934,048</b>
<b>Revenue Sources:</b>				
Alcohol Server Lic	36,050	20,000	23,000	23,000
Other General Func	981,670	907,344	892,716	911,048
<b>Total</b>	<b>1,017,720</b>	<b>927,344</b>	<b>915,716</b>	<b>934,048</b>

# 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

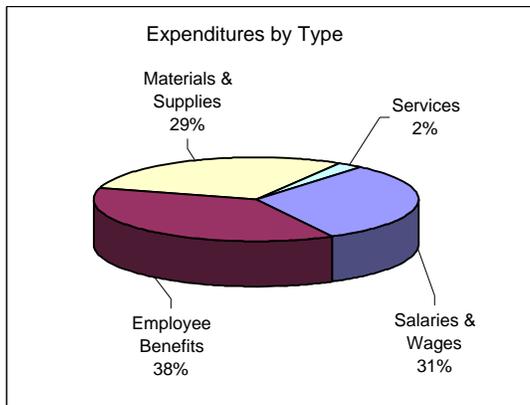
Police Sergeant

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1

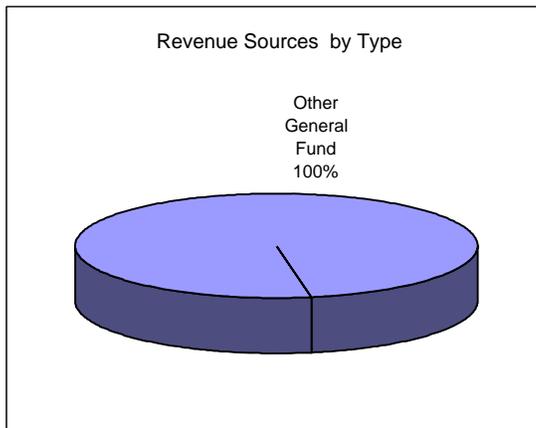
### Major Budgetary Changes & Program Highlights

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

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	51,644	49,139	50,639	50,121
Employee Benefits	59,261	58,024	58,546	59,422
Materials & Supplies	42,744	47,010	47,010	47,010
Services	1,236	3,875	3,875	3,890
<b>Total</b>	<b>154,885</b>	<b>158,048</b>	<b>160,070</b>	<b>160,443</b>
<b>Revenue Sources:</b>				
Other General Func	154,885	158,048	160,070	160,443
<b>Total</b>	<b>154,885</b>	<b>158,048</b>	<b>160,070</b>	<b>160,443</b>



# POLICE VEHICLE MAINTENANCE

## Program 2290

### Program Description

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

### Staffing Detail

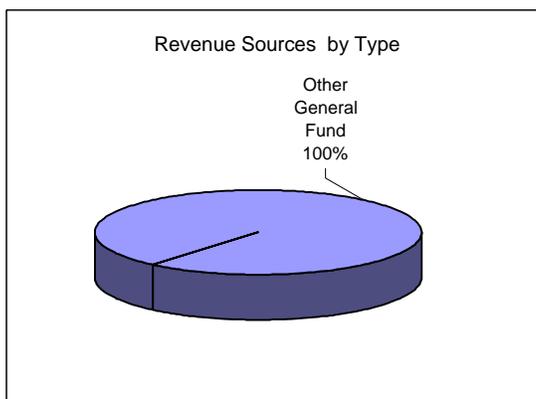
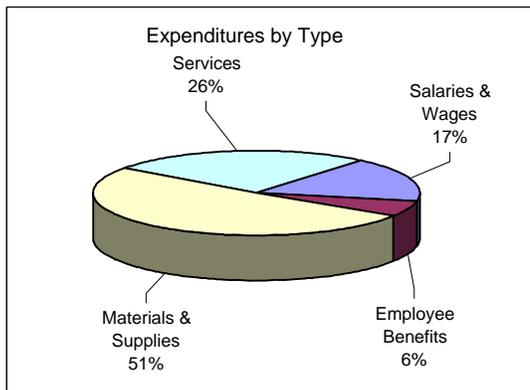
Master Mechanic  
Auto Mechanic

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	70,338	70,395	69,395	71,890
Employee Benefits	23,642	24,643	24,643	26,476
Materials & Supplies	215,334	217,120	217,120	217,120
Services	114,697	110,700	127,370	110,700
<b>Total</b>	<b>424,011</b>	<b>422,858</b>	<b>438,528</b>	<b>426,186</b>
<b>Revenue Sources:</b>				
Insurance Proceeds	1,498	0	4,816	0
Other General Func	422,513	422,858	433,712	426,186
<b>Total</b>	<b>424,011</b>	<b>422,858</b>	<b>438,528</b>	<b>426,186</b>

# 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

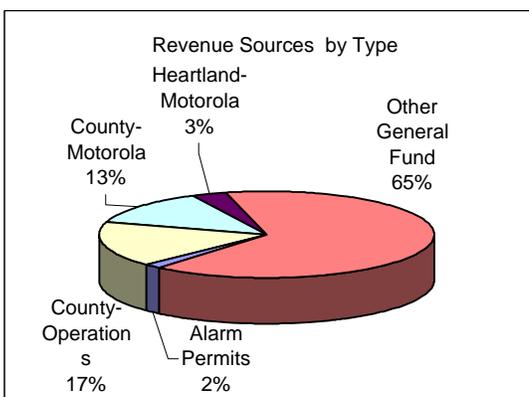
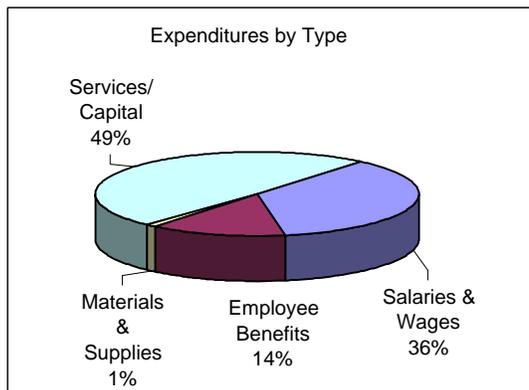
Police Captain	1
Senior Communications Operator	4
Communications Operator	17
Public Safety Network Administrator	1

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
4	4	4	4
17	17	17	17
1	1	1	1
<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

### 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:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	807,904	830,538	768,938	845,800
Employee Benefits	283,624	300,121	286,162	322,051
Materials & Supplies	24,977	27,910	27,910	27,910
Services/ Capital	983,342	1,048,953	1,092,940	1,150,296
<b>Total</b>	<b>2,099,847</b>	<b>2,207,522</b>	<b>2,175,950</b>	<b>2,346,057</b>

#### Revenue Sources:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Alarm Permits	51,269	40,000	40,000	40,000
Tower Rents/Other	250	2,305	11,494	2,305
County-Operations	360,986	391,457	391,457	391,457
County-Motorola	272,344	288,988	288,988	309,372
Heartland-Motorola	67,690	72,250	72,250	77,343
Other General Func	1,347,308	1,412,522	1,371,761	1,525,580
<b>Total</b>	<b>2,099,847</b>	<b>2,207,522</b>	<b>2,175,950</b>	<b>2,346,057</b>

# INFORMATION SERVICES

## Program 2920

### Program Description

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

### Staffing Detail

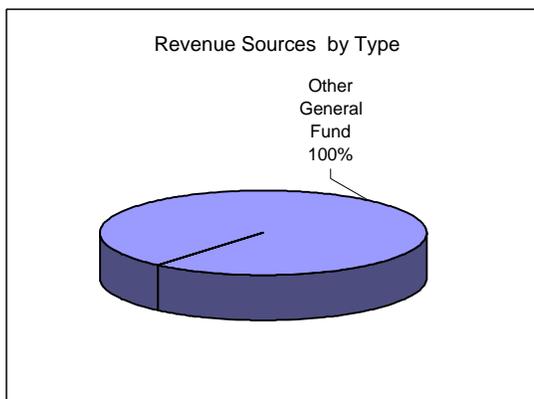
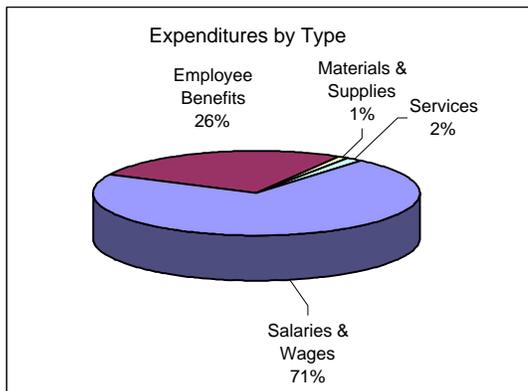
Police Records Supervisor  
 Police Report Specialist  
 Main Control Technician  
 Evidence Control Technician  
 Data Entry Operator  
 Data Entry Operator (PT)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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

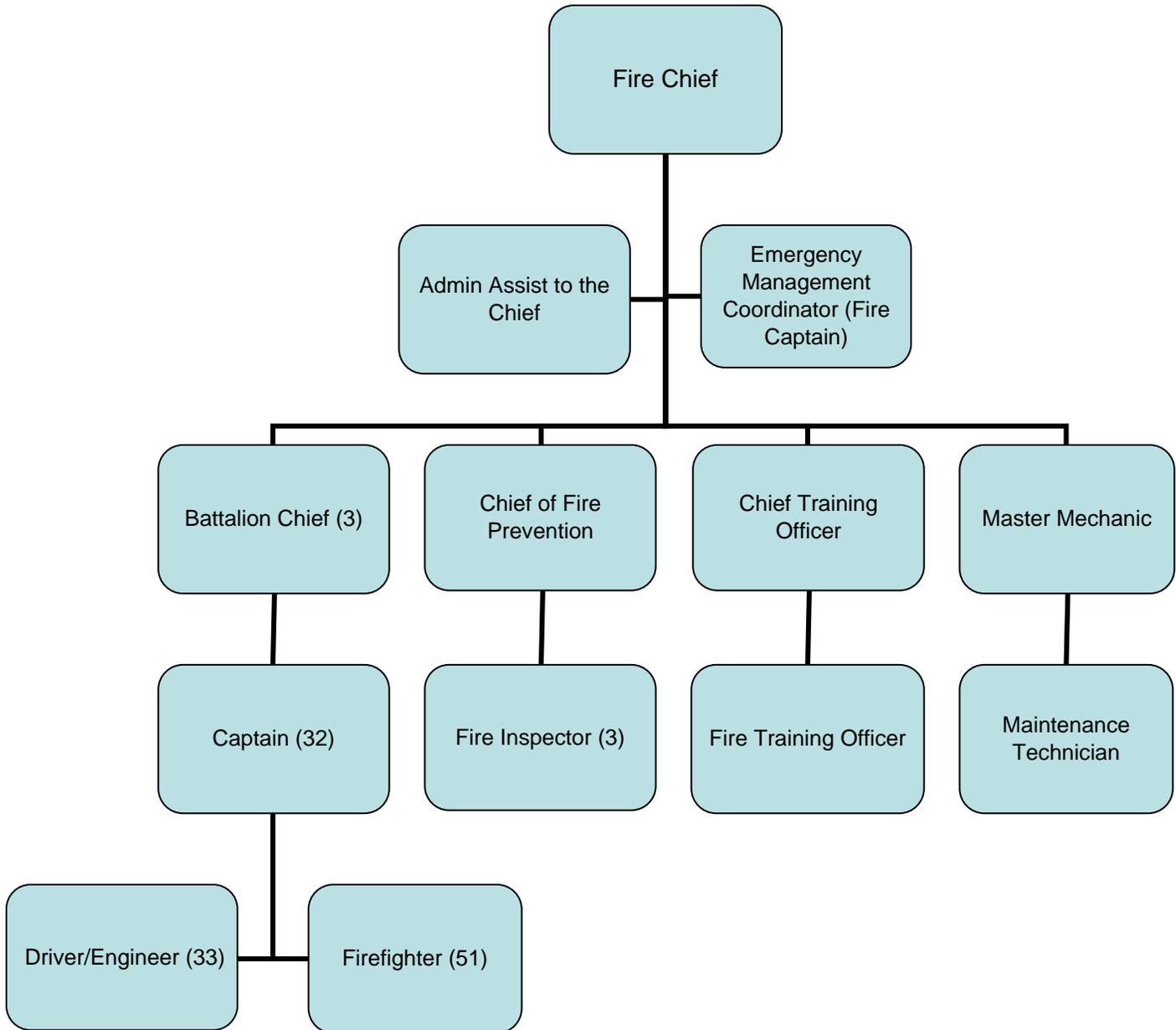
-No major changes.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	416,150	421,341	420,436	429,741
Employee Benefits	138,950	146,570	146,440	157,528
Materials & Supplies	6,154	6,500	6,500	6,500
Services	9,892	11,575	9,875	10,645
<b>Total</b>	<b>571,146</b>	<b>585,986</b>	<b>583,251</b>	<b>604,414</b>
<b>Revenues:</b>				
Other General Func	571,146	585,986	583,251	604,414
<b>Total</b>	<b>571,146</b>	<b>585,986</b>	<b>583,251</b>	<b>604,414</b>

# 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.

## Current Year Activity/Achievements

\*Completed Fire Station 12 – the first new station built in St. Joseph in over 35 years. The three-day open house was very well attended, and we received many positive comments.

\*With the cooperation of the neighbors around Station 12, we were able to vacate the alley to the north and plan to pave the back alley which will improve access and egress.

\*Completed the installation of a generator for Station 6.

\*Completed a new contract with the three area fire districts, which will include new rules on open burning similar to what City residents abide by.

\*Completed the specifications and bid process for the refurbishment of Engine 6, which will now be housed at Station 12. In addition to this project we also attended pre-engineering meetings at the Wyoming, MN plant for the new Telesqurt, which should be completed in late May.

\*We finished the specifications and bids for repair of footing and walls at Station 4. This project will include shoring up the footing, replacement of concrete floor, south wall, and the installation of a new oil/water separator that meets current codes.

\*We are in the final stages of finishing specifications for work at Station 5. This project will include the replacement of the apparatus floor at Station 5, and the installation of a new oil/water separator that meets current codes.

\*We continued to work toward certification of all our firefighters to the Firefighter I and II level. Almost all firefighters are now state certified to the Hazardous Materials Operations level.

## Budget Challenges/Planned Initiatives

Decrease in overtime funds and the elimination of 4 firefighter positions will continue to be an operational challenge trying to keep all Fire companies staffed.

Age and replacement cost of our fleet.

### Planned Initiatives

All of FY2012 planned initiatives were completed:

\*All Fire Captains were trained to do local inspections. They will be inspecting city facilities first and then small businesses, allowing our Fire Inspectors to inspect larger businesses, industries and Target Hazards.

\*A maintenance program was set up and we are currently tracking all of our repairs and expenses for our trucks and facilities. This program allows us to see any recurring expenses and why they may be happening.

\*New areas for relocation of stations have been identified and we have presented our plan for three new stations to replace four old ones. We are prepared to proceed once we have approval.

\*CIP presentation was prepared with the help of Public Works and presentation was given early this year.

### New Initiatives

\*Start a Citizens Fire Academy. This academy would be similar to the current Citizens Police Academy and allow our citizens to get a better understanding of how we do our job.

\*Develop a wellness/physical fitness program for our firefighters with the assistance of Local 77.

\*Narrow-banding of all of our storm warning sirens.

# 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

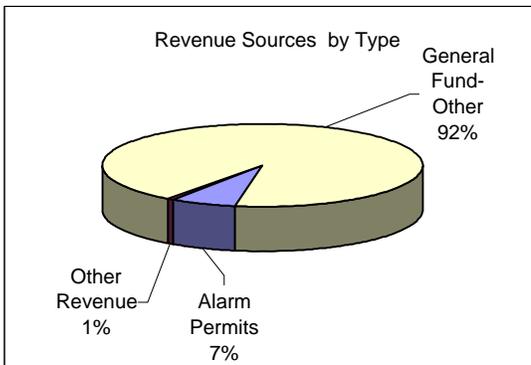
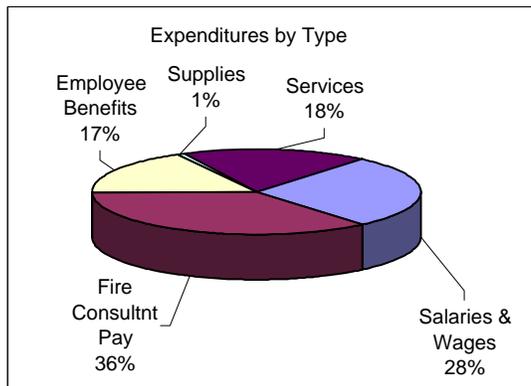
Fire Chief  
 Administrative Asst to Fire Chief

2010-11	2011-12		2012-13
	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, however the total amount budgeted was revised as beneficiaries were changed.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	135,412	134,337	138,100	137,024
Fire Consultant Pay	177,737	176,385	176,385	176,385
Employee Benefits	78,415	80,434	81,034	83,951
Supplies	3,965	4,750	4,750	4,750
Services	86,873	82,865	79,565	89,835
Capital Outlay	0	0	0	0
<b>Total</b>	<b>482,402</b>	<b>478,771</b>	<b>479,834</b>	<b>491,945</b>
<b>Revenue Sources:</b>				
Alarm Permits	36,763	33,000	33,900	33,000
Other Revenue	3,535	3,000	3,130	3,000
General Fund-Other	442,104	442,771	442,804	455,945
<b>Total</b>	<b>482,402</b>	<b>478,771</b>	<b>479,834</b>	<b>491,945</b>

# **Fire Suppression**

## **Mission**

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

## **Core Services**

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

## **Current Year Activity/Achievements**

\*Maintained a 6-minute response time on EMS calls on over 80% of responses.

\*All firefighters have completed Hazardous Materials Operations and all have passed MO State Certification or will test in the next month.

\*All firefighters were fit-tested and Air Pack Technicians are finishing up testing of all Self-Contained Breathing Apparatus.

\*All Captains were trained to inspect buildings and businesses in the city.

\*All EMT's were refreshed on airway placement.

\*Responded to over 9000 calls.

## **Budget Challenges/Planned Initiatives**

\*Staffing of companies will continue to be a challenge with overtime being decreased.

\*Continue working toward Firefighter I and II certification.

\*Age of fleet and maintenance continues to be a major expense that needs to be addressed.

# 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

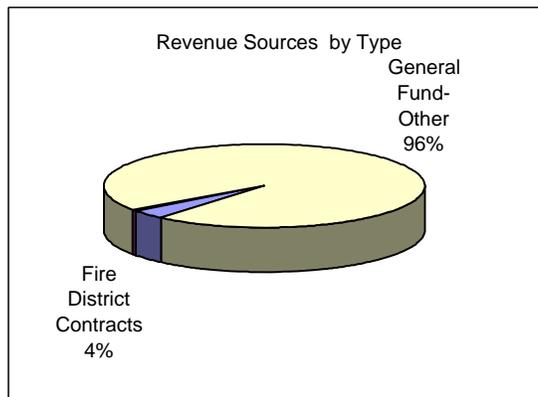
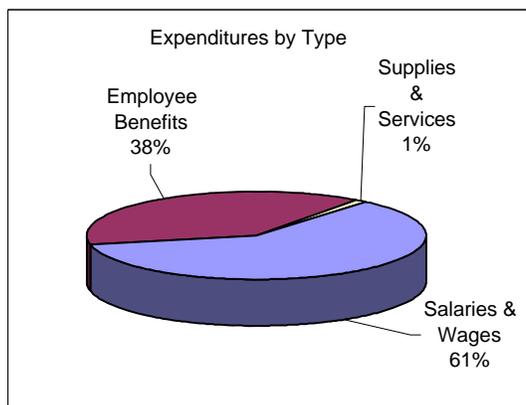
Battalion Chief  
 Captain  
 Driver/Engineer  
 Firefighter

2010-11 Actual	2011-12		2012-13 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

- Per the union contract, uniform allowance was increased \$150 per person resulting in a \$17,850 increase in this budget line item.
- The Benefits category was also impacted by the 6.9% increase in health costs and 1% increase in LAGERS contribution rate.
- The salary & benefits for the Emergency Coordinator (a Captain) has been moved to the Emergency Management program for this year to reflect the \$5,000 increase to salary provided by the federal Emergency Management grant.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	5,596,689	5,530,545	5,545,415	5,475,489
Employee Benefits	3,249,233	3,341,626	3,352,073	3,458,168
Materials & Supplies	62,707	90,735	71,728	70,735
Services & Ins Claims	25,048	24,915	22,595	24,915
Capital Outlay	5,988	0	0	0
<b>Total</b>	<b>8,939,665</b>	<b>8,987,821</b>	<b>8,991,811</b>	<b>9,029,307</b>
<b>Revenue Sources:</b>				
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	8,568,999	8,634,121	8,590,008	8,656,207
<b>Total</b>	<b>8,939,665</b>	<b>8,987,821</b>	<b>8,991,811</b>	<b>9,029,307</b>

## **Fire Prevention**

### **Mission**

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

### **Core Services**

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

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

- \*Continued Juvenile Fire Setter program for at-risk youth.
- \*Continued to provide fire safety educational materials to elementary schools.
- \*Improve customer service during inspections, development reviews and fire investigations.

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

- \*Perform inspections on all target hazards within a three-year period.
- \*Assist Fire Captains with problems and follow-up inspections on local businesses.
- \*Enter all fire reports in NFIRS in a timely fashion.

# 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

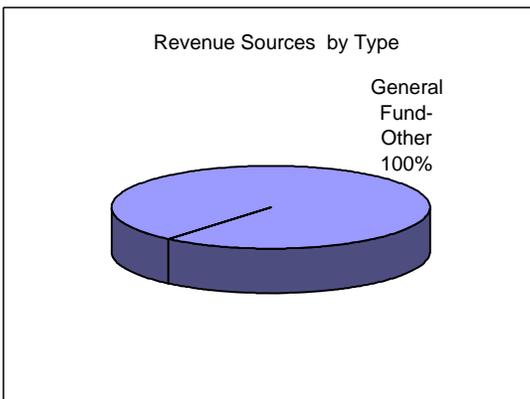
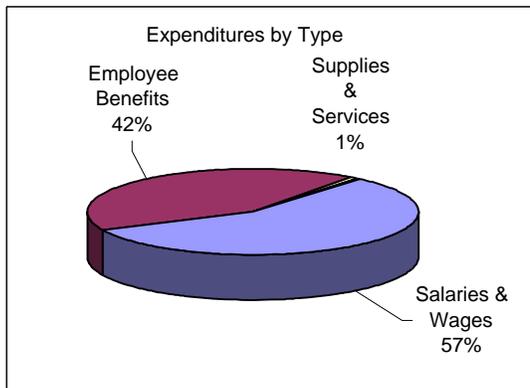
Chief of Fire Prevention  
Fire Inspector

2010-11 Actual	2011-12		2012-13 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 beyond the increases in benefits previously discussed.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	223,174	223,459	239,100	227,994
Employee Benefits	125,292	128,499	129,169	167,554
Materials & Supplies	2,445	2,700	2,400	2,550
Services	1,246	1,400	1,400	1,550
Capital Outlay	0	0	0	0
<b>Total</b>	<b>352,157</b>	<b>356,058</b>	<b>372,069</b>	<b>399,648</b>
<b>Revenue Sources:</b>				
General Fund-Other	352,157	356,058	372,069	399,648
<b>Total</b>	<b>352,157</b>	<b>356,058</b>	<b>372,069</b>	<b>399,648</b>

# 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

## Current Year Activity/Achievements

- \*Flood 2011.
- \*Updated Emergency Operation Plan (EOP).
- \*NIMS 300 and 400 for Supervisor.
- \*Working with MOANG for the 2012 Airshow.
- \*Attended State and regional Meetings.
- \*Worked with PD and other local agencies to establish CART ( Child Abducted Response Team).
- \*Replaced weather sirens and connected a new tone.
- \*Participated in local and Regional exercises.
- \*Full-time Emergency Management Director.

## Budget Challenges/Planned Initiatives

- \*Public Education on being prepared for disasters.
- \*Complete local and regional exercises.
- \*Expand the CERT program.
- \*Review local companies' emergency plans.
- \*Update severe weather alert siren to narrow band and two-way.
- \*Improve the St. Joseph HSRT portion with Region H team.
- \*Keep Tier Two reporting updated.
- \*Work with PD on the CART.
- \*Assist Health Department with MRC and sheltering issues.
- \*Prepare a five-year plan for emergency management.
- \*Maintain City's EOP.
- \*Establish and enhance water rescue within city and region.

# 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)

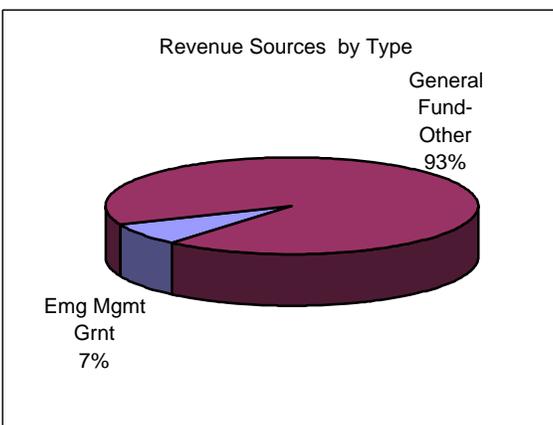
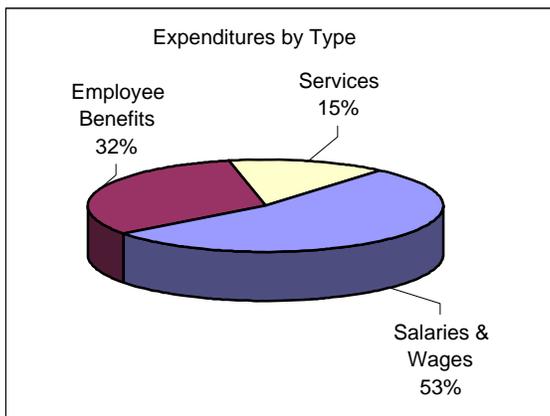
2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
0	0	0	1
0	0	0	1

### 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

-The \$140,000 price tag for the FAA required narrow banding of the warning sirens by 01/01/13 is budgeted in

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	5,000	5,000	5,000	60,685
Employee Benefits	2,389	2,689	2,689	36,270
Services	12,438	14,690	15,089	16,530
<b>Total</b>	<b>19,827</b>	<b>22,379</b>	<b>22,778</b>	<b>113,485</b>
<b>Revenue Sources:</b>				
Mgmt Grnt	13,694	8,500	23,900	8,500
General Fund-Other	6,133	13,879	(1,122)	104,985
<b>Total</b>	<b>19,827</b>	<b>22,379</b>	<b>22,778</b>	<b>113,485</b>

## **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:
  - Immediate 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 apparatus, including 2 ladder trucks, 2 Telesqurts, 2 rescue trucks and 5 pumpers. Reserve fleet consists of 2 pumpers.
- \*Maintained a fleet of 11 light-duty trucks, cars and rescue boats.
- \*Maintained 9 fire stations.
- \*Oversaw the installation of a new generator for Station 6 and helped write specifications for 2 additional generators that will eventually be installed at Stations 8 and 11.
- \*New dishwasher installed at Station 11.
- \*Sealed the outside of several of the older stations.
- \*Ceiling fans installed at Station 12.
- \*Assisted with the pre-engineering conference on the truck to be refurbished and the new Telesqurt currently under construction.

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

- \*Maintenance costs continue to rise, as do fuel costs.
- \*Repairs to old stations continue to be a problem.

# 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

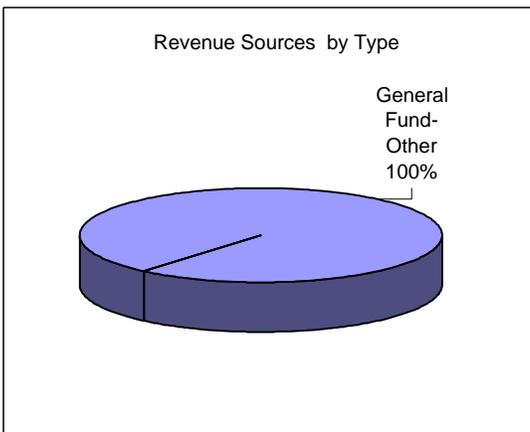
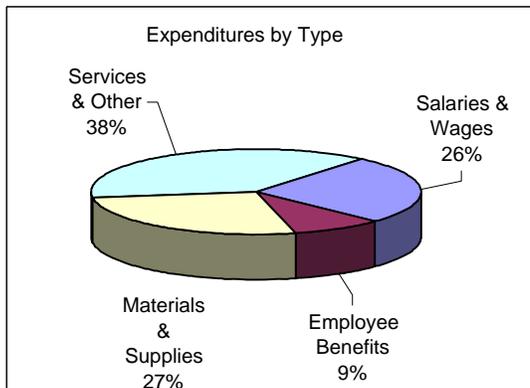
Master Mechanic  
Maintenance Technician

2010-11	2011-12		2012-13
	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 a desk audit and approval by the City Manager, the Building Maintenance Technician position was reclassified to Maintenance Technician.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	72,952	77,572	75,271	79,148
Employee Benefits	23,038	25,794	25,494	27,716
Materials & Supplies	78,480	66,000	81,250	81,000
Services & Other	130,700	114,260	114,795	116,300
Capital Improvments	0	0	0	0
<b>Total</b>	<b>305,170</b>	<b>283,626</b>	<b>296,810</b>	<b>304,164</b>
<b>Revenue Sources:</b>				
General Fund-Other	305,170	283,626	296,810	304,164
<b>Total</b>	<b>305,170</b>	<b>283,626</b>	<b>296,810</b>	<b>304,164</b>

## **Fire Training**

### **Mission**

To preserve and protect life and property of the citizens of St. Joseph and of the firefighting personnel through fire protection training and education.

### **Core Services**

- Increase the efficiency and effectiveness of the City's fire protection and EMS services through integration of new strategies and old practices, better equipment and increased awareness of new dangers as they evolve.
- Improve firefighter safety and maximize the department's performance and operational readiness through performance-based training and certification programs.
- Provide departmental and cross-city/agency departmental training for all newly hired personnel.

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

In addition to normally scheduled training, the following were completed:

- \*Hazardous Material refresher training for all firefighters and those who needed it. Certification to the MO State Operations level.
- \*All EMT's completed refresher training on King Airways and AED's.
- \*All Fire Captains completed Fire Inspector training.
- \*Natural Gas and Carbon Monoxide training.
- \*Conducted orientation training for several new firefighters along with ordering their new turnout gear and uniforms.

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

- \*To obtain an area for company training such as confined space, roofs, ladders etc.
- \*Firefighter I and II classes and certification for all members who do not currently have this certification.
- \*Set up a 12 – 18 month schedule of training with the assistance of Local 77.

# 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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

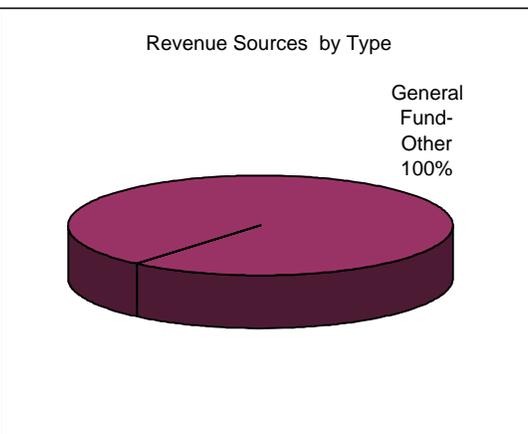
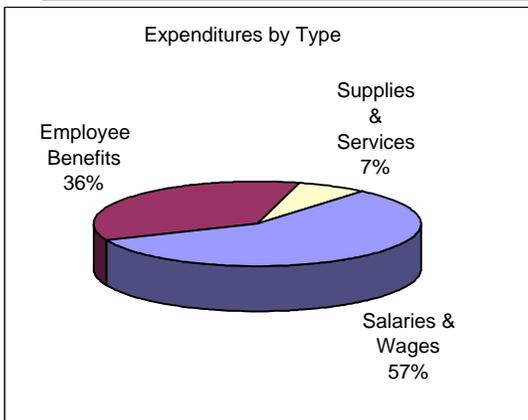
### Major Budgetary Changes & Program Highlights

~There are a number of activities now mandated as a part of the Department's respiratory program. None of the related expenditures had been specifically budgeted for in the past and were charged to various existing line items. It was decided to provide \$5,900 in funding specifically for this activity and to consolidate the expense in the Training Division as follows:

- OT for Fire fit testing, not only for Fire Department but also for Health, Police, and Water Protection departments
- Function fit calibration to test air pack functionality
- Fit Test calibration on the machine to ensure it is working within set limits
- Breathing Air Analysis, done quarterly
- Air compressor M&R
- Hydrostatic testing of air bottles every five years
- Air pack replacement parts

~A replacement training van was budgeted with \$26,000 from Gaming Fund.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	108,526	110,101	90,000	106,268
Employee Benefits	65,094	65,654	51,771	66,050
Materials & Supplies	731	1,000	1,000	1,000
Services	1,029	13,134	1,000	11,934
Capital Outlay	0	26,000	26,000	0
<b>Total</b>	<b>175,380</b>	<b>215,889</b>	<b>169,771</b>	<b>185,252</b>
<b>Revenue Sources:</b>				
Other Revenues	752	0	0	0
General Fund-Other	174,628	215,889	169,771	185,252
<b>Total</b>	<b>174,628</b>	<b>215,889</b>	<b>169,771</b>	<b>185,252</b>

# 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

2010-11	2011-12		2012-13
Actual	Adopted Budget	Estimated 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

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Travel/Training	3,779	0	0	0
Materials & Supplies	20,614	0	18,160	0
Capital Equipment	5,988	0	0	0
<b>Total</b>	<b>30,381</b>	<b>0</b>	<b>18,160</b>	<b>0</b>
<b>Revenue Sources:</b>				
Grants	21,538	0	18,160	0
Reimbursements	5,988	0	0	0
General Fund-Other	2,855	0	0	0
<b>Total</b>	<b>30,381</b>	<b>0</b>	<b>18,160</b>	<b>0</b>

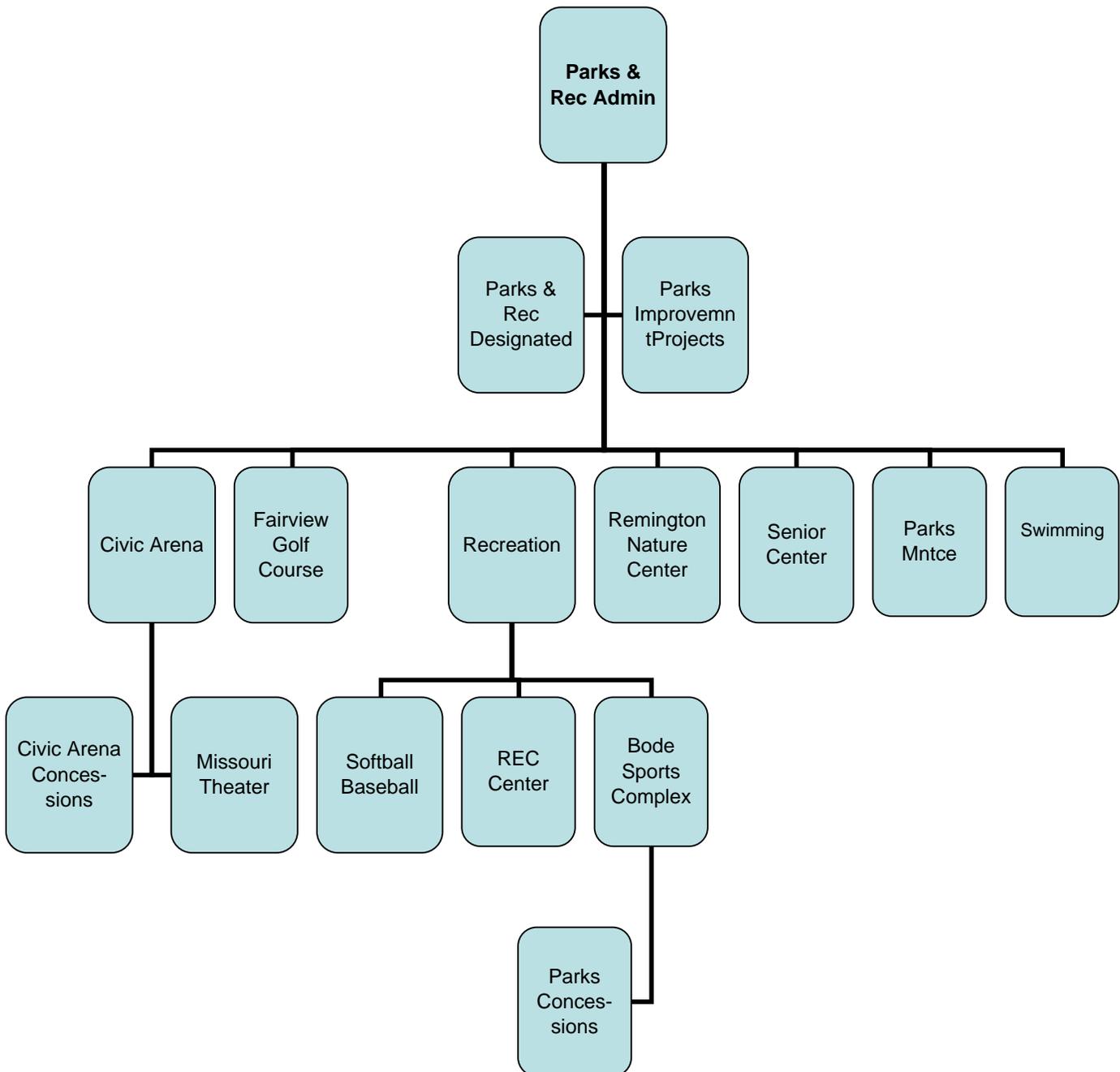
# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

The Parks, Recreation & Civic Facilities Department accounts for most parks and recreation activities including swimming, softball, baseball, recreation, Muchenberger 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.

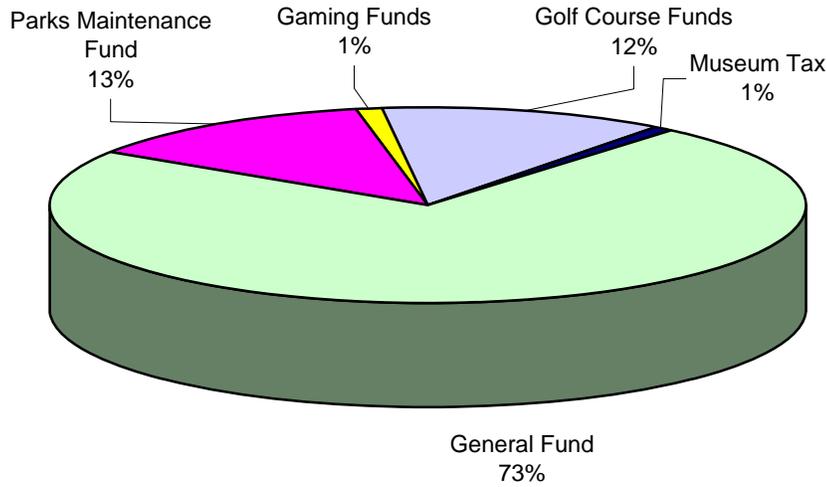
**TOTAL BUDGETED RESOURCES:     \$    6,335,000**

## PLANNED USE BY PROGRAM:

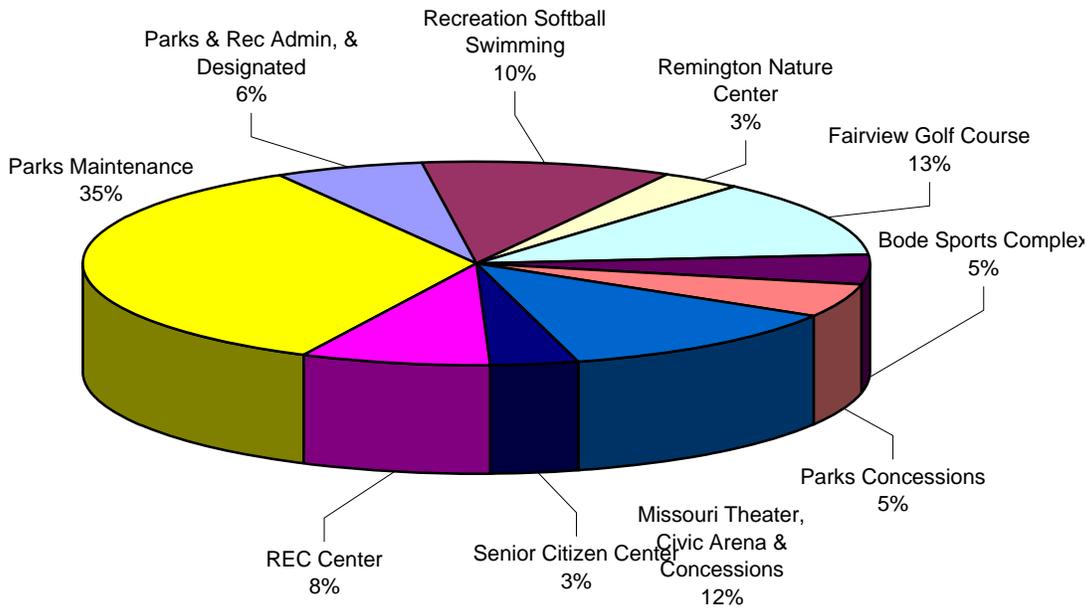




# PARKS & RECREATION DEPARTMENT SOURCES & USES



## FUNDING SOURCES



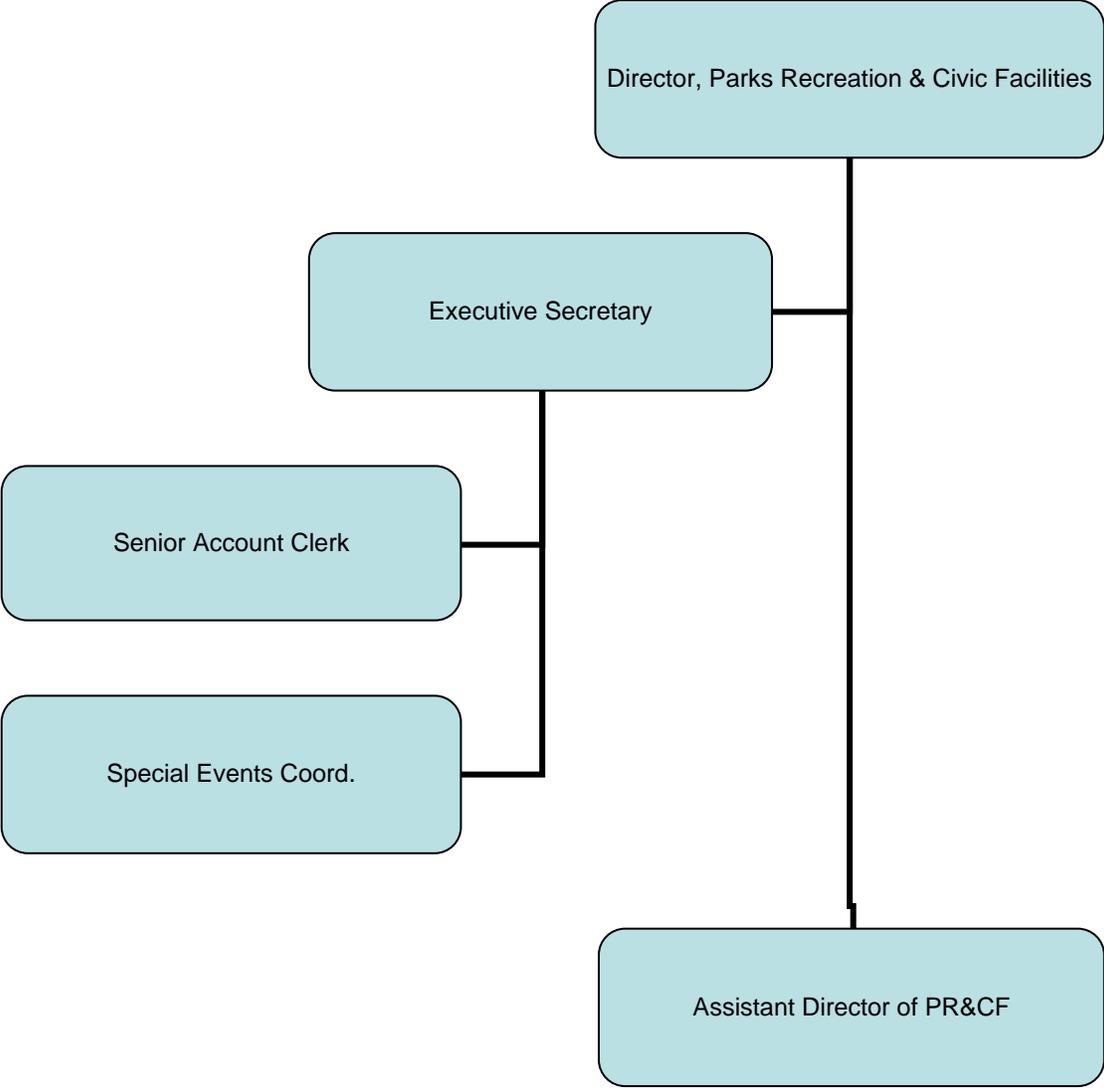
## PROGRAM USES

# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	2,769,689	2,770,886	2,673,861	2,893,421
Payroll Expenses & Benefits	710,903	732,654	727,938	825,774
Materials & Supplies	630,845	607,123	617,739	681,360
Utilities & Other Contracted Services	1,408,559	1,412,317	1,267,751	1,767,214
Debt Service/Claims/Insurance/Fund Transfers	733,907	57,291	60,166	58,869
Capital Outlay	162,460	50,500	39,250	108,019
	<u>6,416,363</u>	<u>5,630,771</u>	<u>5,386,705</u>	<u>6,334,657</u>
<b>USES BY PROGRAM</b>				
* Parks, Recreation & Civic Facilities Admin	348,379	350,873	385,344	352,652
Recreation	107,620	111,314	118,554	135,681
Softball/Baseball	195,024	190,292	138,026	189,114
Swimming	292,413	315,977	302,511	334,254
Remington Nature Center	212,372	209,951	199,049	209,758
Senior Citizen Center	206,981	227,114	223,875	218,233
REC Center	127,341	138,975	137,770	491,163
Fairview Golf Course	715,477	666,879	695,054	757,034
Golf Course CIP	22,442	23,500	24,900	25,500
Bode Sports Complex	279,323	274,458	280,908	288,026
Parks Concessions	331,764	334,572	314,037	334,867
Parks Designated Expenses	20,645	40,475	33,515	27,475
Parks Maintenance	2,788,153	1,985,225	1,852,725	2,185,407
Civic Arena & Civic Concessions	657,940	656,766	576,412	679,485
Missouri Theater	118,937	104,400	104,025	106,008
	<u>6,424,811</u>	<u>5,630,771</u>	<u>5,386,705</u>	<u>6,334,657</u>
<b>FUNDING SOURCES</b>				
				0
General Fund	5,052,506	4,137,305	3,763,662	4,620,850
Parks Maintenance Fund	792,762	790,197	867,046	818,482
Gaming Fund	9,700	6,700	26,239	69,700
Museum Fund	50,000	50,000	50,000	50,000
Golf Fund	510,143	636,869	670,058	775,625
Downtown Business District Fund	9,700	9,700	9,700	0
	<u>6,424,811</u>	<u>5,630,771</u>	<u>5,386,705</u>	<u>6,334,657</u>
<b>STAFFING SUMMARY (Full &amp; PT Regular)</b>				
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	3.5	3.5	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	25
Civic Arena & Civic Concessions	5	5	5	5
Missouri Theater	1	1	1	1
	<u>51</u>	<u>51</u>	<u>51</u>	<u>52</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**

- Work on construction of the new Community Center
- Work on the Fort Smith site included burn, earth work, build berm and plant native grasses & wildflowers
- Installed playground at Krug
- Secured over \$500,000 in grants and donations for improvements
- Applied grants or foundation funding for various programs & facilities
- Joined in initiatives to help our residents be active and combat obesity
- Developed and installed directional parkway signage
- Tennis Center courts and roof repaired as well as Bode Sports Complex basketball courts

## **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
- Work to pass CIP Initiative
- 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

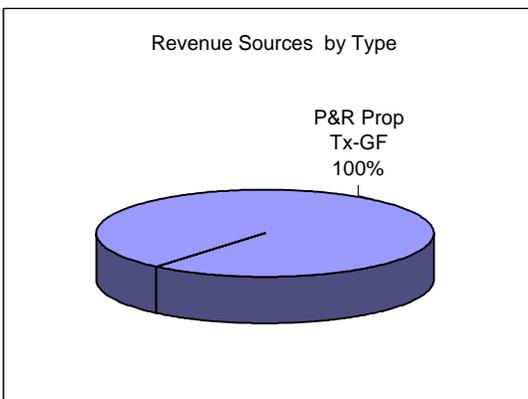
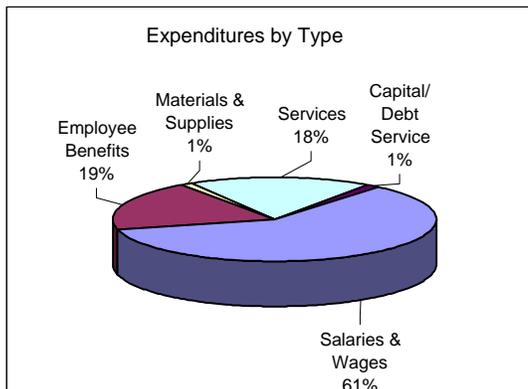
Director, Parks, Rec & Civic Facilities  
 Special Events Coordinator  
 Executive Secretary  
 Senior Account Clerk

2010-11 Actual	2011-12		2012-13 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

~Major decrease in the Other Charges category reflects the elimination of the transfer to the Parks Maintenance Special Revenue Fund. Wages & benefits from that program are being directly budgeted in the General Fund. The remaining expenditures for Parks Maintenance can be supported by the revenues restricted to that purpose.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	207,175	207,197	235,833	211,496
Employee Benefits	58,962	63,479	63,479	68,002
Materials & Supplies	3,774	3,600	3,600	3,600
Services	73,709	71,825	77,660	64,425
Trf to Parks Mnt Fund	1,083,128	1,052,080	1,052,080	0
Capital/ Debt Service	4,759	4,772	4,772	5,129
<b>Total</b>	<b>1,431,507</b>	<b>1,402,953</b>	<b>1,437,424</b>	<b>352,652</b>
<b>Revenue Sources:</b>				
P&R Prop Tx-GF	1,431,507	1,402,953	1,437,424	352,652
<b>Total</b>	<b>1,431,507</b>	<b>1,402,953</b>	<b>1,437,424</b>	<b>352,652</b>

# PARKS DESIGNATED FUNDS

## Program 3180

### Program Description

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

### Staffing Detail

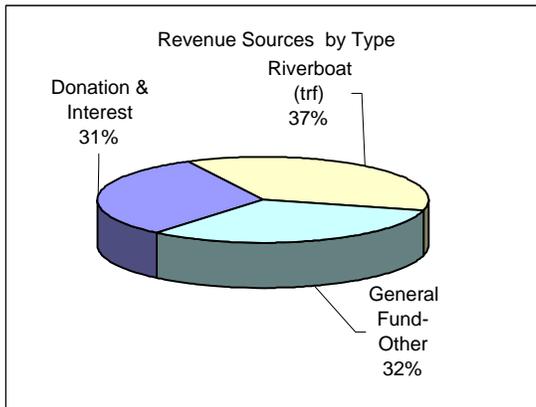
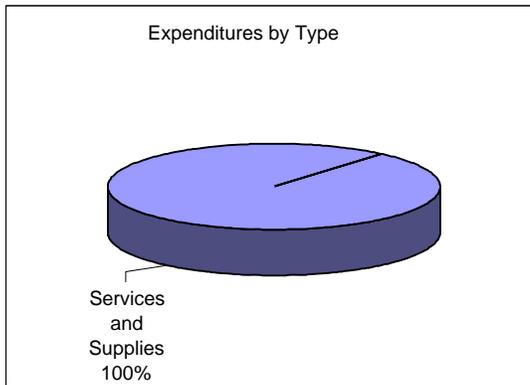
N/A

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget

### Major Budgetary Changes & Program Highlights

- ~ \$10,000 budgeted for a memorial garden at 22nd & Messanie (carried over from FY12)
- ~ Both the expenditures (\$2,750) and revenues (\$5,000) for the annual holiday ornament sale are budgeted.

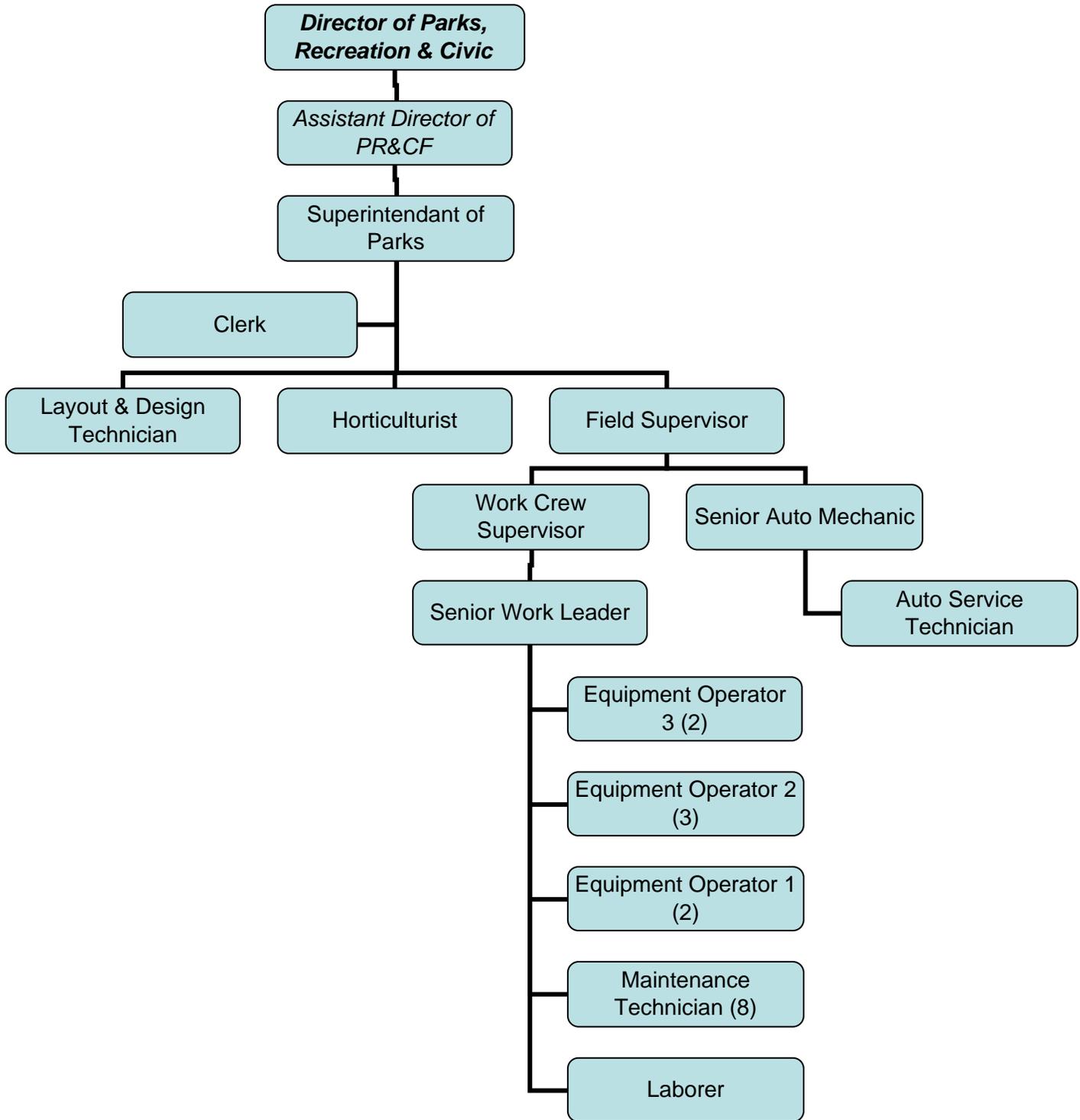
### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services and Supplies	20,645	40,475	33,515	27,475
<b>Total</b>	<b>20,645</b>	<b>40,475</b>	<b>33,515</b>	<b>27,475</b>
<b>Revenue Sources:</b>				
Donation & Interest	7,022	12,610	7,220	8,610
Grants	10,094	0	0	0
Riverboat (trf)	10,000	10,000	0	10,000
General Fund-Other	(6,471)	17,865	26,295	8,865
<b>Total</b>	<b>20,645</b>	<b>40,475</b>	<b>33,515</b>	<b>27,475</b>



# PARKS, RECREATION & CIVIC FACILITIES - PARKS



# **Parks Maintenance**

## **Mission**

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

## **Core Services**

- Work 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**

- Flood damage cleanup efforts.
- New playground equipment at Krug and new poured in place surface at Hyde.
- Maintained 8 day mowing cycle of Boulevard system and parks.
- Grubbing, tree and debris removal. And site preparation for the Ft. Smith area.
- Seasonal removal and replacement of the French Bottoms floating boat dock.
- Addition of 1.5 miles of new Hike-n-Bike trail along Northeast Parkway.
- Holiday lighting 31st year. Welcoming and estimated 85,000 visitors.
- Provided support to 50+ festivals, walks, runs and special events requiring an estimated 1250 man hours.
- Return Heritage Park Softball Complex to pre-flood award winning, nationally recognized facility.
- Addition of a 1 mile stretch of the Hike-n-Bike trail along the river completing the connection the Heritage Softball Complex to the Downtown Riverfront Park.

## **Budget Challenges/Planned Initiatives**

- Purchase and installation of new playground equipment and safety surfacing at Krug Park. Repairs to the safety surfacing at Heritage Softball Complex and the Lucas Center Complex playgrounds.
- Replace the roof on the Noyes Tennis Center building. Repair roofs on the Park Maintenance Garage, Carpenter Shop and The Bartlett Center Gymnasium.
- Complete Phases II and III of the walkway lighting throughout Krug Park.
- Make needed repairs to the roof of the Castle.
- Maintain 8 day mowing cycle of the boulevard and park 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 over 50 years old..
- Repair 100 year old fountain at Civic Center Park.

# 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

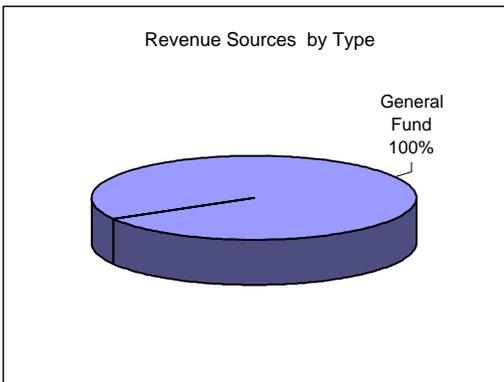
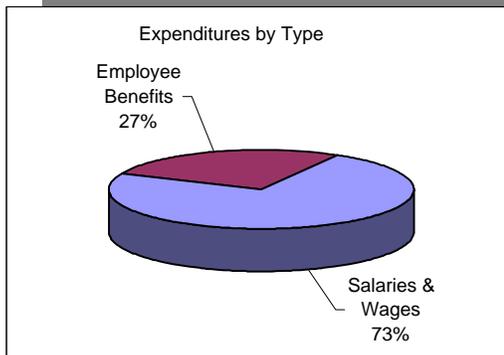
	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Superintendent of Parks	0	0	0	1
Layout & Design Technician	0	0	0	1
Horticulturist	0	0	0	1
Field Supervisor	0	0	0	1
Work Crew Supervisor	0	0	0	1
Senior Work Leader	0	0	0	2
Equipment Operator I	0	0	0	2
Equipment Operator II	0	0	0	3
Equipment Operator III	0	0	0	2
Maintenance Technician	0	0	0	7
Senior Auto Mechanic	0	0	0	1
Auto Service Technician	0	0	0	1
Laborer	0	0	0	1
Clerk	0	0	0	1
	0	0	0	25

### Major Budgetary Changes & Program Highlights

~Personnel were moved from the Special Fund program, Parks Maintenance, to its own program in the General Fund. This allowed the General Fund to eliminate the transfer to Prks Mnt.

~The expenditure history of the wages & benefits are shown below for comparative purposes only.

### Operating Budget Summary



#### Expenditures:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	1,037,191	1,053,148	991,325	931,013
Employee Benefits	311,819	316,417	303,199	336,519
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Insurance & Other	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,349,010</b>	<b>1,369,565</b>	<b>1,294,524</b>	<b>1,267,532</b>

#### Revenue Sources:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
General Fund	1,349,010	1,369,565	1,294,524	1,267,532
<b>Total</b>	<b>1,349,010</b>	<b>1,369,565</b>	<b>1,294,524</b>	<b>1,267,532</b>

# 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

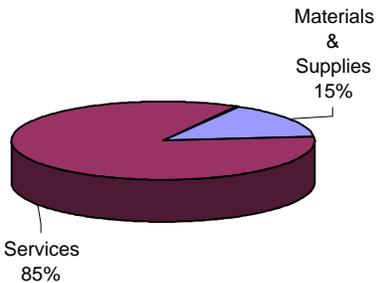
	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Superintendent of Parks	1	1	1	0
Layout & Design Technician	1	1	1	0
Horticulturist	1	1	1	0
Field Supervisor	1	1	1	0
Work Crew Supervisor	1	1	1	0
Senior Work Leader	2	2	2	0
Equipment Operator I	2	2	2	0
Equipment Operator II	3	3	3	0
Equipment Operator III	2	2	2	0
Maintenance Technician	7	7	7	0
Senior Auto Mechanic	1	1	1	0
Auto Service Technician	1	1	1	0
Laborer	1	1	1	0
Clerk	1	1	1	0
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>

### Major Budgetary Changes & Program Highlights

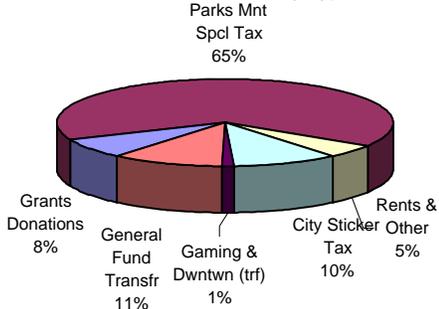
- ~The budgets for Wages & Benefits were moved to a program in the General Fund. This eliminated the need for a transfer from the General fund.
- ~The budget for electric service was increased to reflect expenses related to the street lights in the Parkway System.

### Operating Budget Summary

Expenditures by Type



Revenue Sources by Type



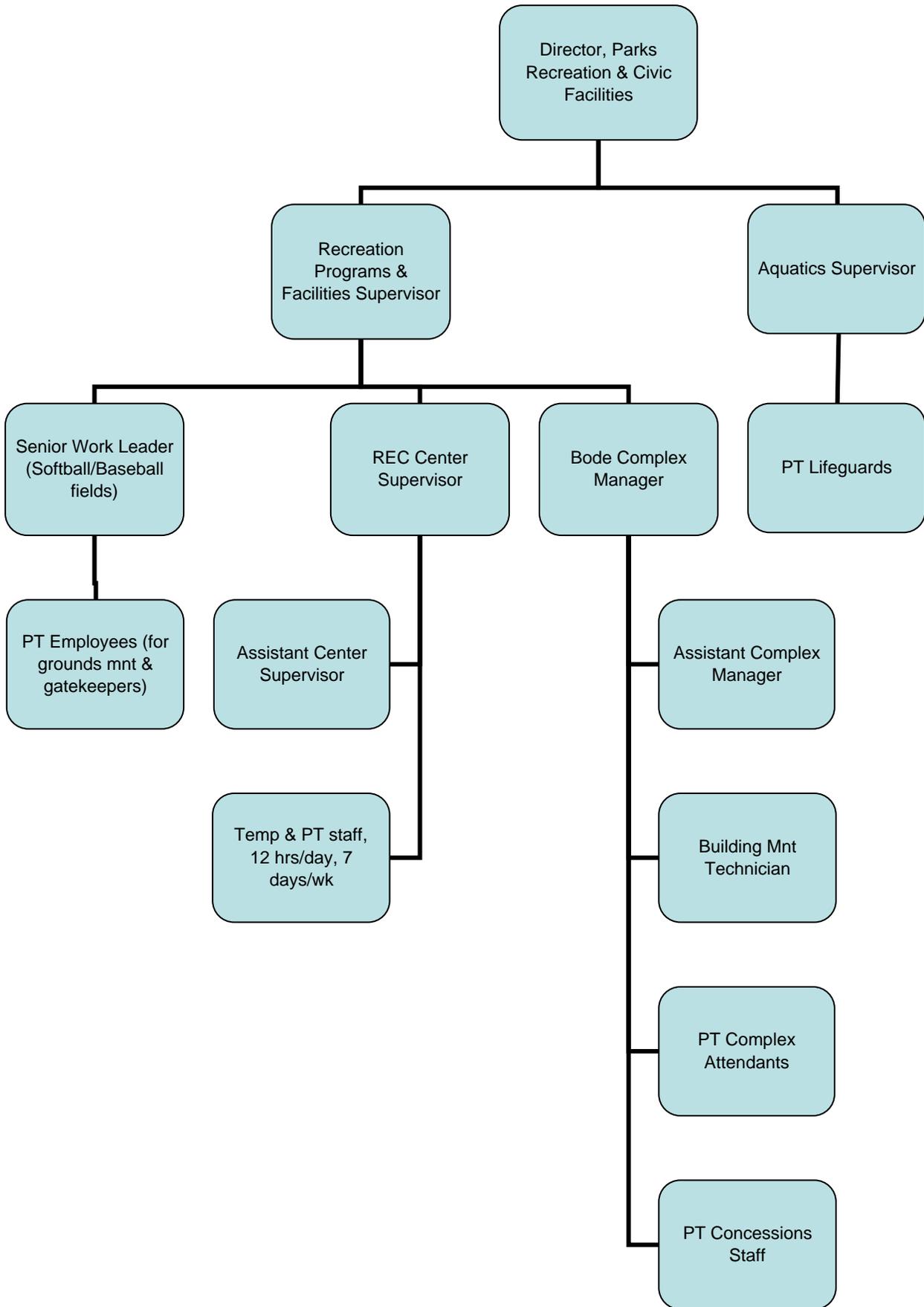
#### Expenditures:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Salaries & Wages	1,037,191	1,053,148	991,325	0
Employee Benefits	311,819	316,417	303,199	0
Materials & Supplies	164,434	136,150	138,950	137,150
Services	444,507	477,510	417,251	778,725
Insurance & Other	705,867	2,000	2,000	2,000
Capital Outlay	124,335	0	0	0
<b>Total</b>	<b>2,788,153</b>	<b>1,985,225</b>	<b>1,852,725</b>	<b>917,875</b>

#### Revenue Sources:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Parks Mnt Spcl Tax	586,443	581,900	674,000	598,995
City Sticker Tax	94,858	94,000	94,000	96,000
Rents & Other	57,003	43,787	75,225	43,787
Grants Donations	142,250	70,000	96,206	70,000
Gaming & Downtwn (trf)	95,000	19,400	19,400	9,700
General Fund Transfr	1,083,128	1,052,080	1,052,080	99,393
<b>Total</b>	<b>2,058,682</b>	<b>1,861,167</b>	<b>2,010,911</b>	<b>917,875</b>

# 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

- Facilitate adult recreation softball and kickball leagues that serve 114 teams in summer and 71 teams in fall league.
- Facilitated youth basketball league in partnership with St. Joseph School District, consisting of 21 different leagues, with 192 teams, over 1,800 children and nearly 75 seasonal employees at 14 different locations.
- Operated girls' volleyball league, consisting of 12 teams, playing in two gyms.
- Held 34th Annual Parkway Run with over 300 participants.
- In conjunction with the St. Joseph School District, we hosted the St. Joseph grade school track meet at Lafayette High School.
- There were 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.
- Maintain eleven ball fields, which are used for both softball and baseball league and tournament play.
- Work in conjunction with high school baseball teams, an adult wood bat baseball league and American Legion baseball team for field scheduling and use.
- Adult softball/kickball leagues moved to alternate locations throughout St. Joseph due to flooding issues at Heritage Park.
- Coordinate with Maintenance crews and FEMA to rebuild Heritage Park.

## 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.
- Since flooding affected softball revenue until fields are completely renovated we do not recommend any increases to fees this year.

The recommended increases are below with existing entry fees.

<b>League</b>	<b>Current</b>	<b>Recommended</b>
Youth Recreation Basketball	\$175/\$200	\$200/\$225
Summer Adult Slow Pitch Softball	\$340	no increase
Summer Adult Fast Pitch Softball	\$420	no increase
Summer Adult Kickball	\$230	no increase
Fall Adult Slow Pitch Softball	\$255	no increase
Fall Adult Kickball	\$185	no increase

<b>Field Rental Option</b>	<b>Current</b>	<b>Recommended</b>
One field prep per day with \$1 gate	\$100	no increase
Two field prep per day with \$1 gate	\$130	no increase
One field prep per day with no gate	\$130	no increase
Two field prep per day with no gate	\$160	no increase

# 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

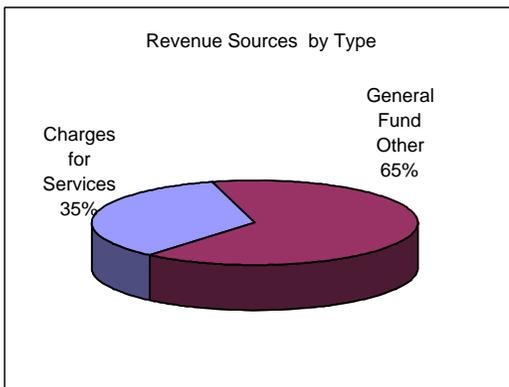
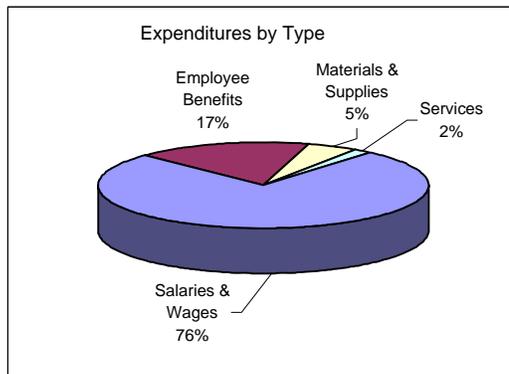
Senior Recreation Supervisor  
 Recreation Programs & Facilities Manager

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	0	0
0	0	1	1
1	1	1	1

### Major Budgetary Changes & Program Highlights

~The Senior Recreation Supervisor position was eliminated and the Recreation Programs & Facilities Manager position created to cover administration of a wider group of programs within the department.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	85,885	82,937	86,737	103,229
Employee Benefits	16,707	19,452	22,842	23,557
Materials & Supplies	3,167	6,800	6,800	6,800
Services	1,861	2,125	2,175	2,095
<b>Total</b>	<b>107,620</b>	<b>111,314</b>	<b>118,554</b>	<b>135,681</b>
<b>Revenue Sources:</b>				
Charges for Services	50,603	46,000	50,504	47,000
General Fund Other	57,017	65,314	68,050	88,681
<b>Total</b>	<b>107,620</b>	<b>111,314</b>	<b>118,554</b>	<b>135,681</b>

# 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

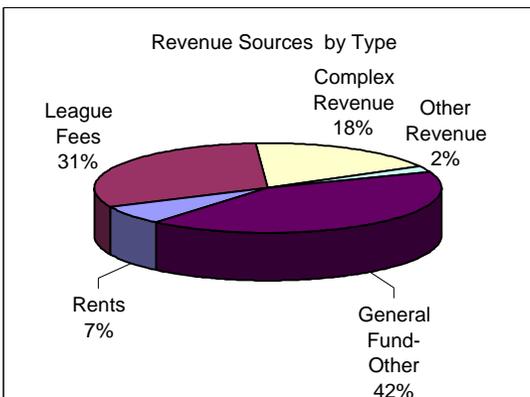
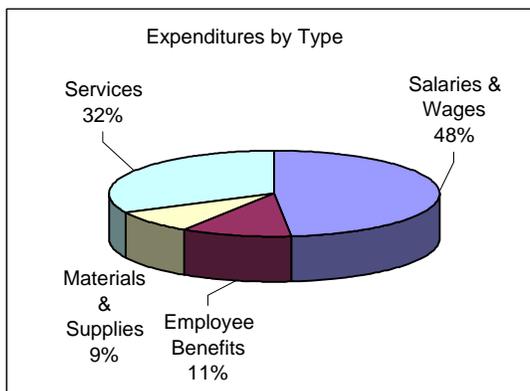
Senior Work Leader  
PT Temporary Employees

2010-11 Actual	2011-12		2012-13
	Adopted Budget	Estimated Actual	Budget
1	1	1	1
1	1	1	1

### Major Budgetary Changes & Program Highlights

- ~In mid-FY08 the division leased a mower to replace an aging piece of equipment used to maintain the softball and baseball fields. Annual lease amount, \$3,690 had its final payment in FY12.
- ~The 2011 summer flood closed Heritage Park for several months. As a result there was considerable loss of revenue, but also savings in temporary employee wages & benefits and professional umpire services.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	90,370	90,981	58,590	91,461
Employee Benefits	17,861	18,581	15,796	20,248
Materials & Supplies	12,921	17,250	17,250	16,700
Services	70,183	59,790	42,700	60,705
Capital Outlay	3,689	3,690	3,690	0
<b>Total</b>	<b>195,024</b>	<b>190,292</b>	<b>138,026</b>	<b>189,114</b>
<b>Revenue Sources:</b>				
Rents	16,740	13,000	5,000	13,000
League Fees	51,671	58,231	47,479	58,231
Complex Revenue	29,735	34,500	7,500	34,500
Other Revenue	17,005	4,005	4,005	4,005
General Fund-Other	79,873	80,556	74,042	79,378
	<b>195,024</b>	<b>190,292</b>	<b>138,026</b>	<b>189,114</b>

# **St. Joseph REC Center**

## **Mission**

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

## **Core Services**

For Children:

- Skill development for indoor and outdoor sports through the Lifetime Sports camps and leagues.
- Continue co-sponsoring with Young Champions on their programs.
- Partnered program with the Boy Scouts of America.
- Open gym time.
- Birthday Parties

For Adults:

- Adult volleyball and basketball leagues.
- Zumba classes
- Adult fitness/aerobic classes
- Fitness room memberships
- Adult open gym time.

## **Current Year Activity/Achievements**

- Opening of new REC Center.
- Addition of new programs and expanding existing programs.
- Generated new revenue through the addition of Zumba classes, fitness classes, and fitness memberships.

## **Budget Challenges/Planned Initiatives**

- Opening during the summer season when most recreation and fitness is geared for outdoors will limit what programs can initially be offered.
- New recreation center will allow for expansion of current programs and development of new programs which will generate more revenue and provide the community with greater enhanced recreational activities during the seasons which require the use of indoor facilities.

# 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.

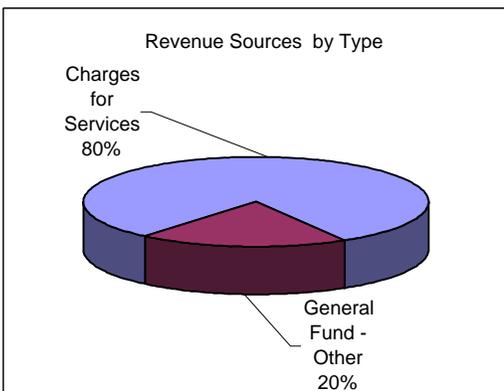
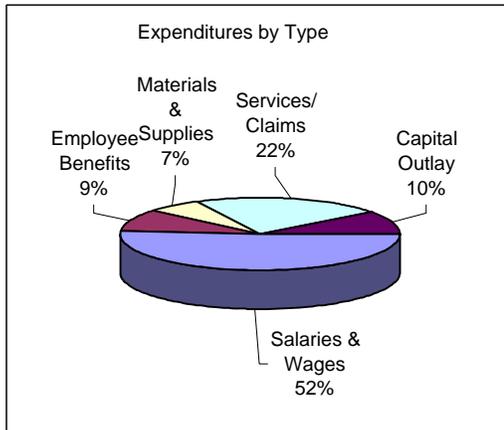
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
0.375	0.375	0.375	0.375
14.025	14.025	14.025	14.025
16.4	16.4	16.4	16.4

#### Major Budgetary Changes & Program Highlights

~The budget for the new REC Center, scheduled for a spring opening, reflects slightly higher wages for the full-time employees and a bigger budget for parttime and temp personnel to cover the Center's schedule of longer hours and more open days.

~A host of new revenue sources - fitness center, fitness programs, basketball & volleyball teams and tournaments are budgeted. User fees are projected to cover 82% of the program's expense versus the 5% generated in prior years.

#### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	87,006	95,448	95,448	253,035
Employee Benefits	19,851	21,289	21,724	46,523
Materials & Supplies	7,441	8,638	8,653	32,335
Services/ Claims	13,043	13,600	11,945	108,370
Capital Outlay	0	0	0	50,900
<b>Total</b>	<b>127,341</b>	<b>138,975</b>	<b>137,770</b>	<b>491,163</b>
<b>Revenue Sources:</b>				
Charges for Services	24,389	25,300	23,770	393,900
General Fund - Other	102,952	113,675	114,000	97,263
<b>Total</b>	<b>127,341</b>	<b>138,975</b>	<b>137,770</b>	<b>491,163</b>

# **Bode Sports Complex**

## **Mission**

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

## **Core Services**

- Recreational ice skating for 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
- Outdoor, in-line skating rink
- Outdoor, skate park
- 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 skating – 6 – 10 public sessions weekly depending on schedule of events
- Number of hours of league play – Mon – Thurs, 6pm – 10pm / Four to six hours on Saturday and four hours on Sunday for hockey practices and games.
- Started an Axel program and a Power & Edge Class.
- Hosted Midwest FINALS Hockey tournament for the first time.
- Added an additional two teams to the hockey association out of hockey development
- Started the New Era Hockey Clinic coached under the direction of Taylor Kennedy
- Have hosted over three hundred birthday parties this season
- Synchronized skating program that is a Bode sponsored program has started competing and placed 2nd in St. Louis Winter Classic and 2nd in Jefferson City at the Capital City Classic
- Pony Express Figure Skating Championship in September had over 200 competitors in the three day event
- Two ice shows by the SJFSC one in December the other in May
- Special Olympic figure and speed skating program
- Fort Leavenworth adult hockey team is using Bode as their home rink
- Russell Stover triple 'A' hockey team is using Bode one night a week for KC practices
- Summer Jam continue to use the basketball courts
- Bode Sports Complex hosted 2 Adventure League activities for special needs individuals' ages 4 through adults this season. Basketball, ice skating, hand cycling, hockey, soccer, golf, tennis, Wii and bowling were included in the day. We plan to expand the Adventure League activities throughout the season.

## **Budget Challenges/Planned Initiatives**

- Look into all avenues of marketing to attract additional events as well as private parties.

# 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

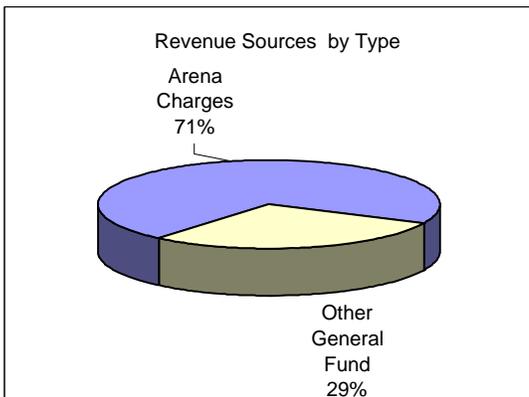
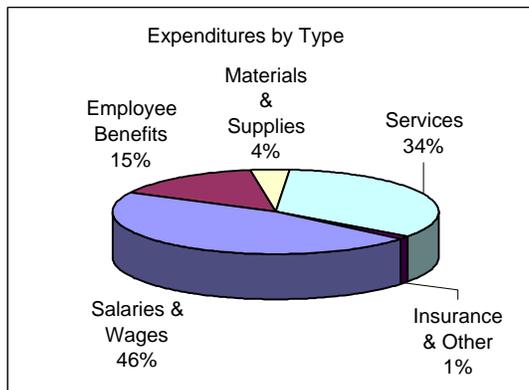
Ice Arena Manager  
 Assistant Complex Manager  
 Building Maintenance Technician  
 Various Positions (PT)

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Major Budgetary Changes & Program Highlights

~No major budget changes.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	126,464	132,250	129,025	133,898
Employee Benefits	37,840	40,028	40,028	42,983
Materials & Supplies	14,207	11,400	11,200	11,030
Services	100,022	87,780	93,780	97,115
Insurance & Other	790	3,000	6,875	3,000
Capital Imprvmnts	0	0	0	0
<b>Total</b>	<b>279,323</b>	<b>274,458</b>	<b>280,908</b>	<b>288,026</b>
<b>Revenue Sources:</b>				
Arena Charges	178,973	181,400	201,000	204,400
Grants/ Other Revenu	11,059	0	11,210	0
Other General Func	89,291	93,058	68,698	83,626
<b>Total</b>	<b>279,323</b>	<b>274,458</b>	<b>280,908</b>	<b>288,026</b>

## **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
- 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**

- Halting of all operations at Heriage due to flooding, leagues & tournaments were moved to other fields throughout St. Joseph

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

- Hindered in conducting business at Heritage due to flooding
- Opened a concession at Northside Complex to accomodate leagues moved from Heritage
- Continue to research the lowest possible companies for the concession product - Rising cost is affecting the prices we have to charge customers
- Working with the Convention & Visitors Bureau and Softball Supervisor in developing attractive incentives for tournaments to utilize our services instead of booking non-city facilities.
- Decrease number of personnel to alleviate some of the expenses, however this will cause customers a longer wait in line for service.

# 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

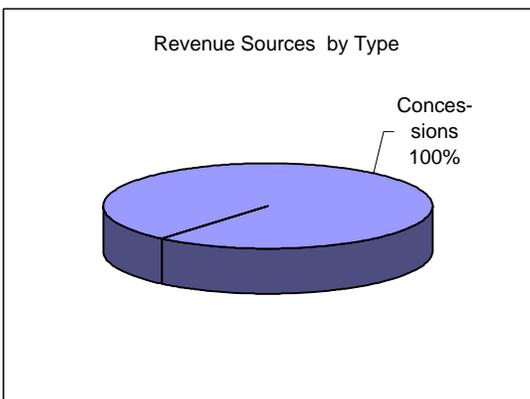
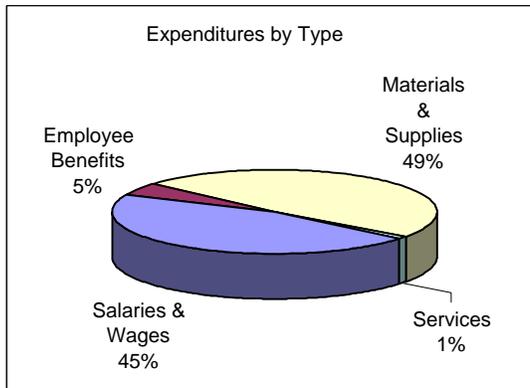
Part time concession staff only

2010-11 Actual	2011-12		2012-13 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:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Salaries & Wages	180,237	152,200	131,600	152,200
Employee Benefits	20,021	16,642	16,617	16,652
Materials & Supplies	127,290	161,995	162,085	161,995
Services	4,216	3,735	3,735	4,020
<b>Total</b>	<b>331,764</b>	<b>334,572</b>	<b>314,037</b>	<b>334,867</b>

#### Revenue Sources:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Concessions	287,191	377,500	204,410	352,600
From (to) FB	44,573	(42,928)	109,627	(17,733)
<b>Total</b>	<b>331,764</b>	<b>334,572</b>	<b>314,037</b>	<b>334,867</b>

# Swimming

## Mission

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

## Core Services

- Water recreation opportunities through the Aquatic Park and two neighborhood swimming pools.
- Provide a safe environment for family recreation and organized swimming at the pools.
- Provide swim lessons to ages 4 and up.

## 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
- Discuss closing one pool 1 day per week, savings would be about \$7,100 for the season in personnel costs (Aquatic Park 7 days per week)

# 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

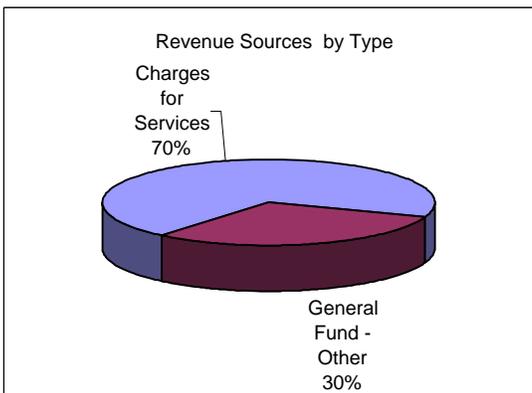
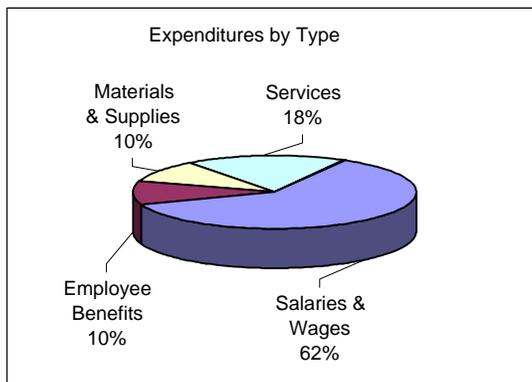
Aquatics/Recreation Supervisor  
PT Temporary Employees

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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.
- ~Following Council directive, the Waterpark will stay open an additional three weekends resulting in additional wage & benefits, materials and supplies. It is hoped the additional open days will pay off in more revenues.

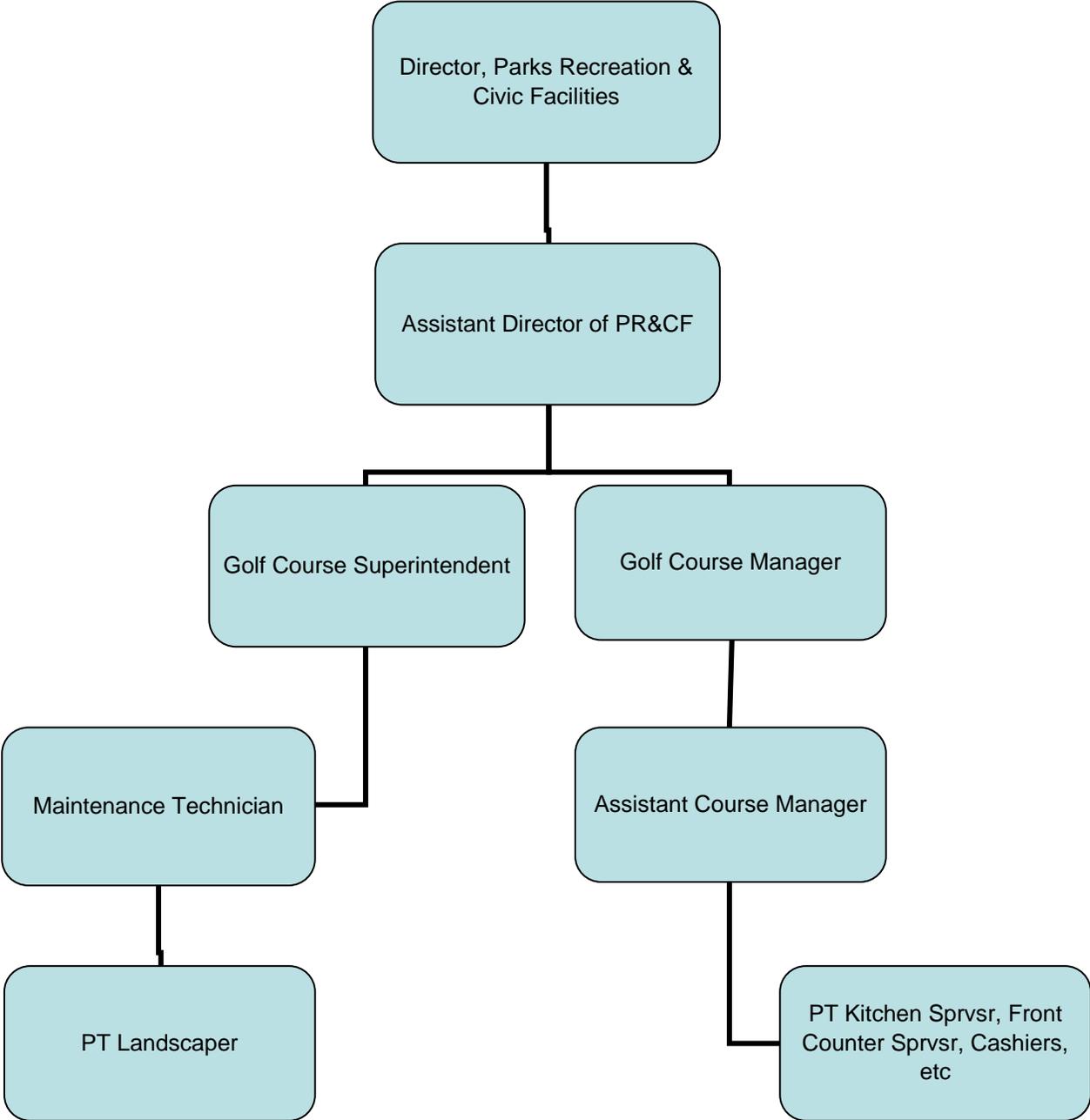
### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	188,316	192,122	187,722	204,325
Employee Benefits	31,713	32,305	32,273	34,639
Materials & Supplies	29,570	29,800	27,800	33,050
Services	42,814	60,750	53,716	61,240
Insurance & Other	0	1,000	1,000	1,000
<b>Total</b>	<b>292,413</b>	<b>315,977</b>	<b>302,511</b>	<b>334,254</b>
<b>Revenue Sources:</b>				
Charges for Services	206,889	228,865	166,816	232,465
General Fund - Other	85,524	87,112	135,695	101,789
<b>Total</b>	<b>292,413</b>	<b>315,977</b>	<b>302,511</b>	<b>334,254</b>



# 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**

- Completion of expansion and re-finishing of existing parking lot. Entire lot was re-marked and new lot has 27 total new parking spaces.
- Golf Professional resigned to take another position in January 2012. The City is currently taking over the duties of managing the Merchandise Shop and Juniors Program and offering a part time Pro for lessons.
- Merchandise Shop has grossed \$979 in first month of operation.
- Banquet room has surpassed last year's revenue an additional \$11,023.
- Mild winter increased rounds by 337
- New cart rental discount cards increased rentals by \$4,792

## **Budget Challenges/Planned Initiatives**

- Due to decreasing rounds each year a discounted Corporate Membership rate was established.
- Continue with Zoysia grass improvement program. This program means a lower cost to maintain, less watering, and less use of chemicals.
- Purchase a new fairway mower to keep all fairways mowed consistently during the season.
- Re-evaluate rising food/fuel costs quarterly to cover costs in comparison to fees and prices.
- Evaluate all equipment to prevent repair cost exceeding a yearly lease price for new.
- Continue to offer bundle deals to attract new players to the course.

# 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 juniors.

### Staffing Detail

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

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	0
0	0	0	1
0	0	0	1
1	1	1	1
1.75	1.75	2	3.25
4.75	4.75	5	7.25

### Major Budgetary Changes & Program Highlights

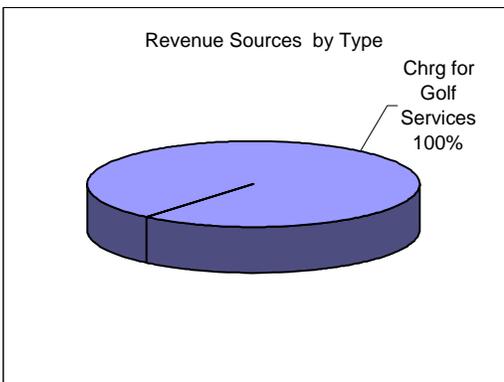
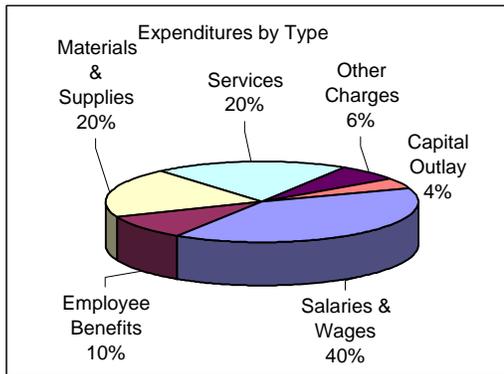
~Increases the result of the Parks & Rec department taking over all of the day-to-day operations of the Golf Course as well as the Pro Shop in FY13. This resulted in a large increase in PT/Temp wages and benefits for office staff, concessions staff, grounds staff.

\*The Golf Course Coordinator was reclassified to Golf Course Manager to reflect the additional duties the position has assumed. With taking over the Pro Shop, an Assistant Golf Manager position is proposed to help with the day to-day scheduling and supervision of the temporary employees.

~With not quite a year of experience managing the course as yet, the department is still trying to get a feel for revenues & expenditures.

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

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	262,543	255,011	254,440	300,926
Employee Benefits	53,687	56,689	55,339	72,664
Materials & Supplies	156,934	101,000	138,801	152,200
Services	212,030	196,500	189,795	151,385
Other Charges	27,250	46,519	45,519	47,740
Capital Outlay	3,033	11,160	11,160	32,119
<b>Total</b>	<b>715,477</b>	<b>666,879</b>	<b>695,054</b>	<b>757,034</b>
<b>Revenue Sources:</b>				
Chrg for Golf Services	670,587	664,800	727,000	802,975
Interest/ Othr Golf Rev	13,199	2,475	2,695	1,275
(To)/From Golf FB	31,691	(396)	(34,641)	(47,216)
<b>Total</b>	<b>715,477</b>	<b>666,879</b>	<b>695,054</b>	<b>757,034</b>

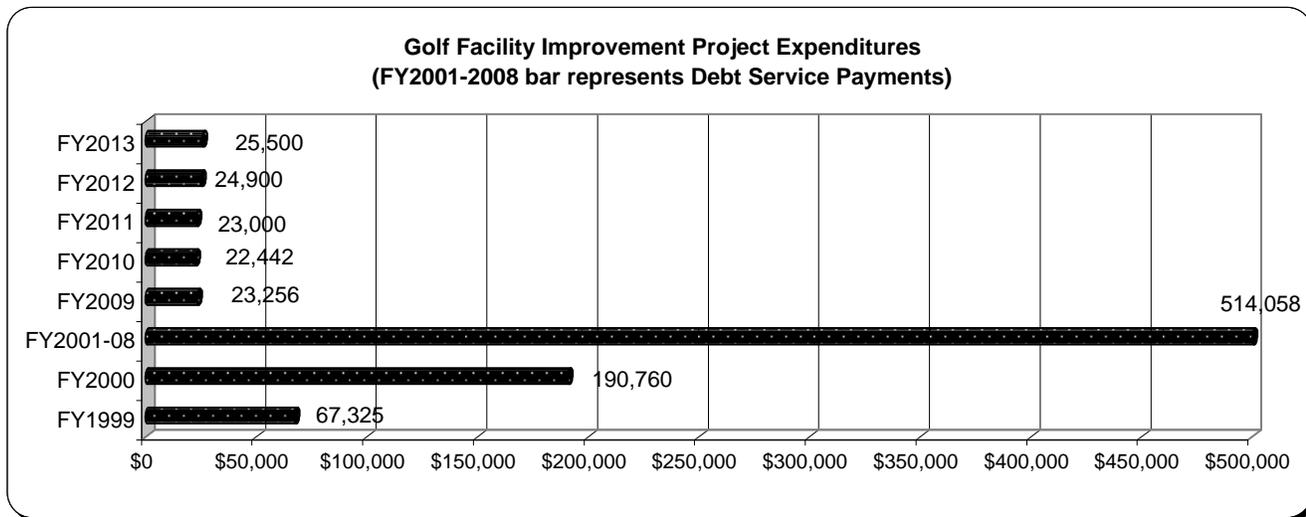
# GOLF FACILITY IMPROVEMENTS

## Program 1300

### PROGRAM DESCRIPTION

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

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### 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.

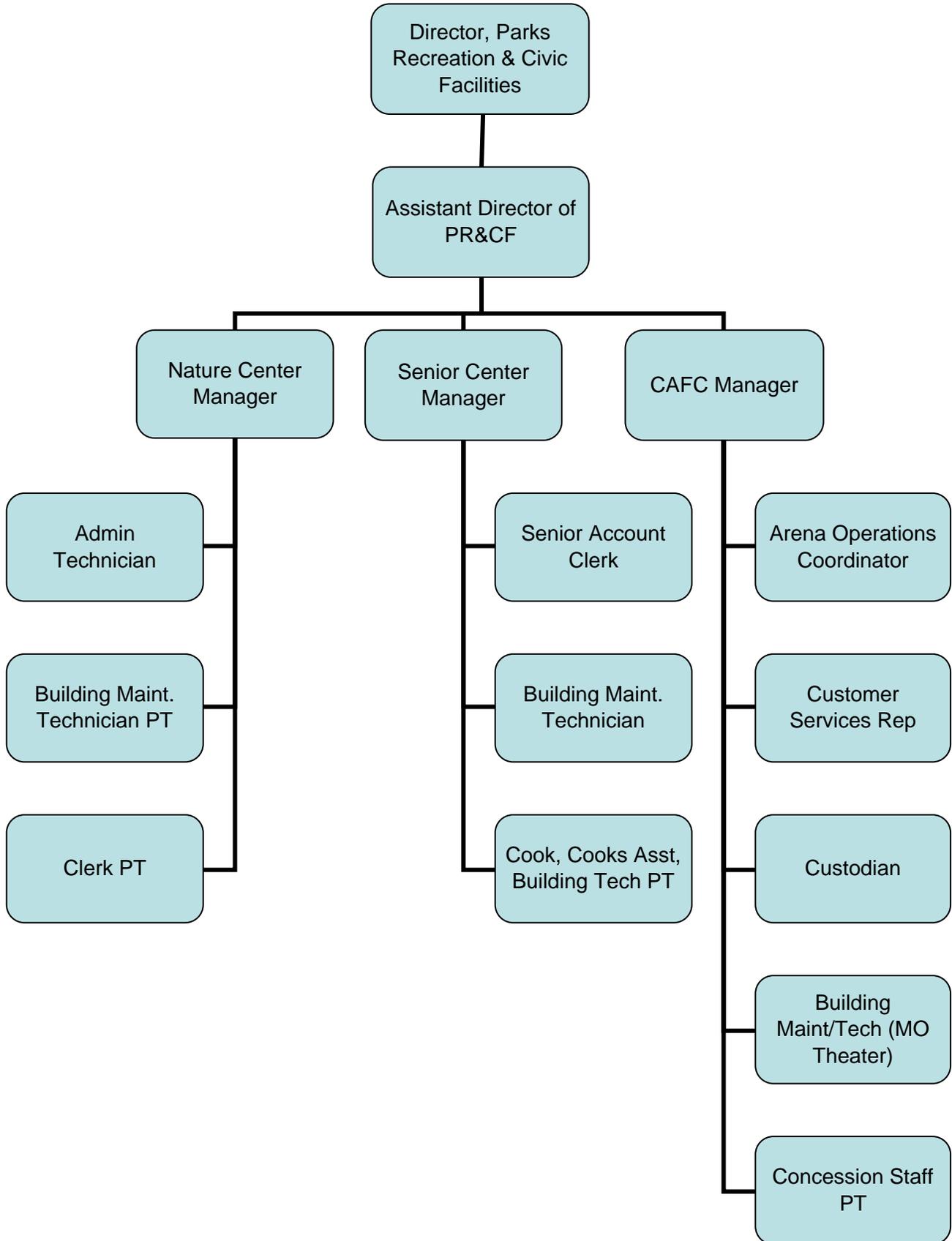
~Major Capital Outlay:

- Used Tee's Mower \$11,000
- Zoysia Sod Installation on Fairways \$14,000

### Capital Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Advertising	0	500	500	500
Capital Outlay	22,442	23,000	24,400	25,000
<b>Total</b>	22,442	23,500	24,900	25,500
<b>Revenue Sources:</b>				
Chrgs for Services	22,069	23,000	24,400	25,000
Interest	0	500	500	500
<b>Total</b>	22,069	23,500	24,900	25,500

# 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

- A 13,000 square foot facility located on the Missouri River.
- Provide programs targeting K-4th grade - nature crafts, animal education and cultural history.
- Exhibits telling about nature and its relationship to our changing civilizations.
- Inside are exhibits (including a life-sized adult & baby Woolly Mammoth) presentations, programs, classes and workshops aimed at both children and adults.
- A 7,000 gallon aquarium containing 12 species of local fish.
- Meeting space for lectures, presentations, business meetings, etc.
- On-site concessions with indoor and outdoor dining areas
- Gift shop
- Cultural history programming
- Animal Education
- Special events: second saturday story time, last saturday craft event, yearly Native American artifact show and annual membership presentation.
- Publish a quarterly newsletter

## Current Year Activity/Achievements

- Employees won the TEAM award regarding their flexibility and disposition during flooding. (Beth Downey, Nancy Ohnesorge, Barbara Russell, Andrea George)
- Due to advertising and mail outs, the center will be visited by schools and groups for programming from a wider location range, including Kansas City, Burlington Junction, Iowa State University and Fort Leavenworth
- Received a \$10,000 donation from Missouri American Water for a new exhibit to open in 2013.
- Upgrading grounds with the help of local gardening clubs and volunteers, all with no added expense to the City.
- Received a donation of 20 trees and shrubs, to enhance nature center grounds, provided by Forest ReLeaf.
- Will be setting up a booth and doing a Civil War program during the Missouri State Fair in Sedalia on Tuesday, August 14, 2012.
- Established a Facebook page for the center, as another form of free advertising.  
([www.facebook.com/RemingtonNatureCenter](http://www.facebook.com/RemingtonNatureCenter))

## Budget Challenges/Planned Initiatives

- Continue to focus on attracting visitors with programming, new exhibits and conference room rentals.
- Install a billboard on I-29
- Continue to upgrade grounds and lanscape after recent flooding
- Would like one endowment or trust set up by 5th anniversary, by Fall 2013.

Comments from our guests:

- What a museum! Thank You, a Grandma
- I am having a great time! From: Mac
- I'm really interested and I'm reading ALMOST everything, but Jordan just likes the ship wheel. Love, Taylor
- We are having fun! From: Sarah
- It is awesome! From: Natalie
- I love this place! Josh, age 8
- Thanks, we had a great time.
- I had a great time! What a way to turn three!-Trevin R.
- The nature center is a fun place to go!-Chase

# 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

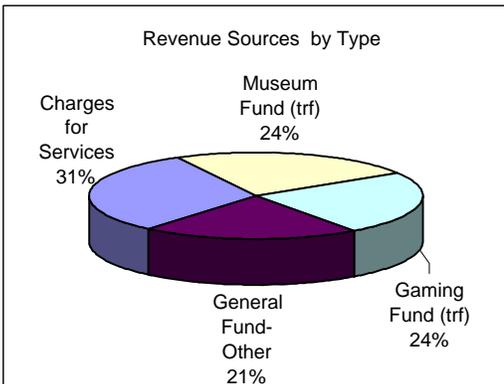
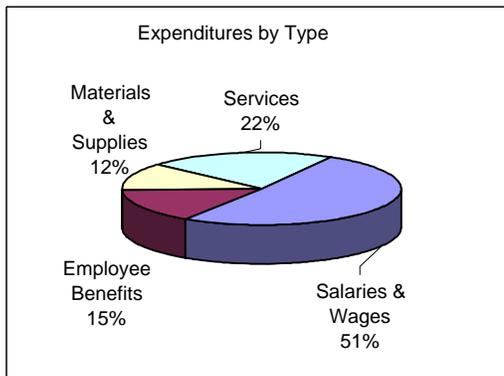
Nature Center Manager	1
Exhibits/Events Coordinator	0
Administrative Technician	1
PT Building Mnt Tech (20 hrs/wk)	0.5
PT Clerk (2 @ 21 hrs/wk each)	1.05

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	0	1	1
1	1	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

~Transfers from Museum and Gaming funds continue to support operations.

### Operating Budget Summary



#### Expenditures:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	107,854	104,502	105,662	106,576
Employee Benefits	29,668	29,653	29,773	31,981
Materials & Supplies	23,641	30,540	12,400	26,000
Services	51,209	45,256	51,214	45,201
<b>Total</b>	<b>212,372</b>	<b>209,951</b>	<b>199,049</b>	<b>209,758</b>

#### Revenue Sources:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Charges for Services	69,230	70,500	25,000	65,000
Donations	851	1,000	6,359	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	92,291	38,451	67,690	44,258
<b>Total</b>	<b>262,372</b>	<b>209,951</b>	<b>199,049</b>	<b>209,758</b>

# 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

- Expanded Fitness Center for a 2,288 square feet to the area. Paid for by the Senior Center Foundation
- Established an agreement with the Shape Shoppe to provide training for the fitness center.
- Installed a new surveillance system donated
- Increased fitness center memberships from \$25 to \$30 and \$25 additional one time fee placed in a fund to provide ungraded equipment as needed.

### • Performance Statistics:

Computer Users Group, blood pressure monitoring and other special groups attendance: 3751

Attendance at dance sessions: 9,717

Total attendance at the Center: 64,926

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.

# 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

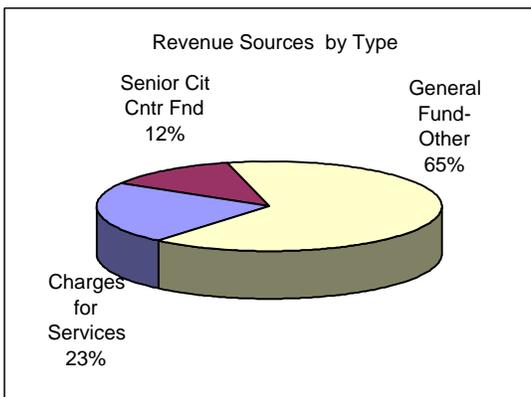
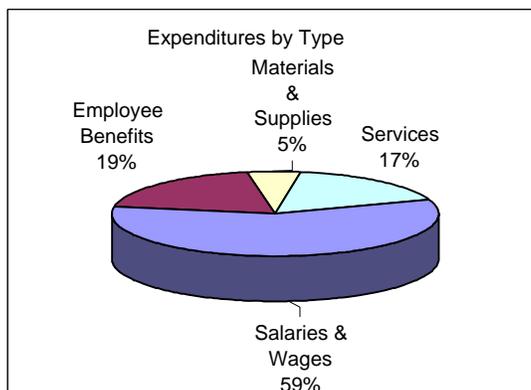
Senior Center Manager	1
Senior Account Clerk	1
Building Maintenance Technician	1

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Major Budgetary Changes & Program Highlights

- ~Increase in Wages category is the result of an increase in the cost for the part-time personnel at the Center.
- ~The large increase in Services reflects the contract with The Shape Shoppe for supervision of the Fitness Center. The contract is being reimbursed by the Senior Foundation, as shown in the revenues below.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	129,613	130,743	130,617	127,262
Employee Benefits	32,526	34,101	40,630	42,251
Materials & Supplies	11,547	10,300	14,600	11,700
Services	33,295	51,970	38,028	37,020
Public Imprvmnts	0	0	0	0
<b>Total</b>	<b>206,981</b>	<b>227,114</b>	<b>223,875</b>	<b>218,233</b>
<b>Revenue Sources:</b>				
Charges for Services	50,952	53,700	49,200	49,200
Senior Cit Cntr Fnd	28,722	35,700	27,188	27,188
General Fund-Other	127,307	137,714	147,487	141,845
<b>Total</b>	<b>206,981</b>	<b>227,114</b>	<b>223,875</b>	<b>218,233</b>

## **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 sq feet of exhibition space
- Provides a venue for basketball tournaments - high school games - NCAA Women's Elite Eight Championships
- Provides meeting rooms for receptions - parties - meetings - training seminars
- Concessions provided to event patrons and participating groups
- Family entertainment facility

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

- EOC (Emergency Operations Center - used 91 days in FY12 due to flood issues.
- National Federation of Professional Bullriders Championship Finals
- Various tradeshow which include dog show - antique show - farm show - home & garden - sport show
- UCP Chili Challenge
- Several youth wrestling tournaments including MOUSA Rookie State
- Annual Chamber of Commerce Banquet and Women of Excellence
- Concerts that featured Rodney Carrington and Sara Evans
- Moila Shrine Circus
- Harlem Globtrotters
- State Dart Tournament

#### **• Performance Statistics:**

- 6 trade shows
- 78 days booked for revenue generating events
- 29 days including set up/event days - provided to public and/or non-profit groups at a reduced or no-cost rate

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

- Continue to add additional events to FY13 anticipating a continued uprise over our economic downturn.
- Working with promoter to bring new events and/or to revitalize previously produced events.
- Work with Convention & Visitors Bureau to market the Civic Arena and bring in new events.
- Compile a package deal to assist promoters, companies, etc. to bring their event to the Civic Arena in more favorable circumstances.
- Develop new events such as WWE Wrestling, Dodge Ball league, Harlem Globetrotters, Roller Derby.
- New Trade shows/conventions including Gold Prospectors Convention and Green Acres County Fair and Farm Show.
- Work to increase meeting room usage during non-major event days.

# 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

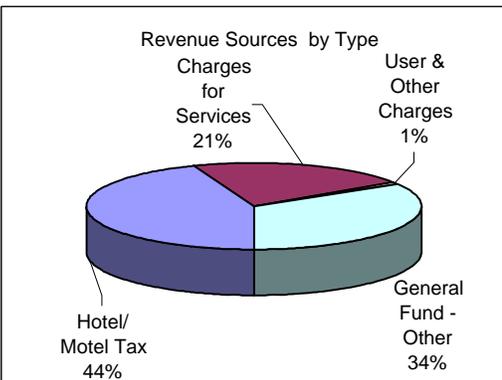
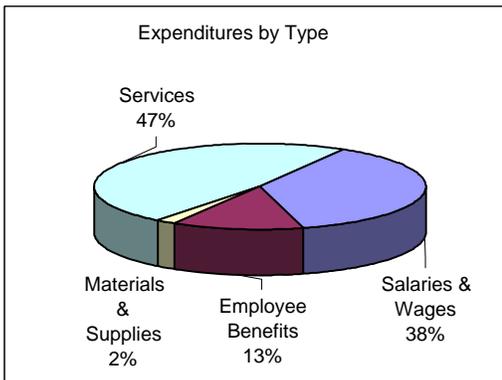
2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
5	5	5	5

### 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



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	212,527	214,345	211,860	217,332
Employee Benefits	66,106	68,790	71,230	73,585
Materials & Supplies	13,460	11,650	7,600	10,800
Services	274,789	247,701	199,972	276,138
Capital Outlay	12,650	12,650	0	0
<b>Total</b>	<b>579,532</b>	<b>555,136</b>	<b>490,662</b>	<b>577,855</b>
<b>Revenue Sources:</b>				
Hotel/ Motel Tax	443,127	447,100	456,000	456,000
Charges for Services	170,581	223,300	211,300	221,800
User & Other Charges	77,893	9,000	16,400	9,000
General Fund - Other	331,058	322,836	262,962	347,055
<b>Total</b>	<b>579,532</b>	<b>555,136</b>	<b>490,662</b>	<b>577,855</b>

# CIVIC ARENA CONCESSIONS

## Program 5520

### Program Description

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

### Staffing Detail

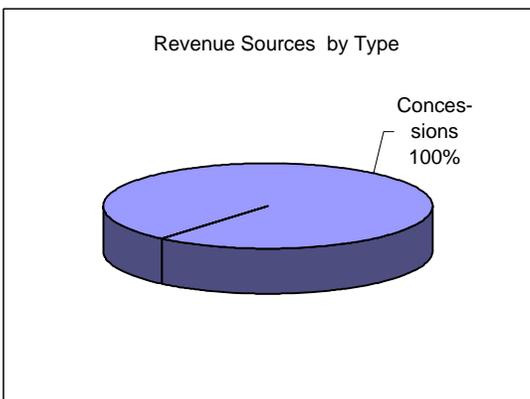
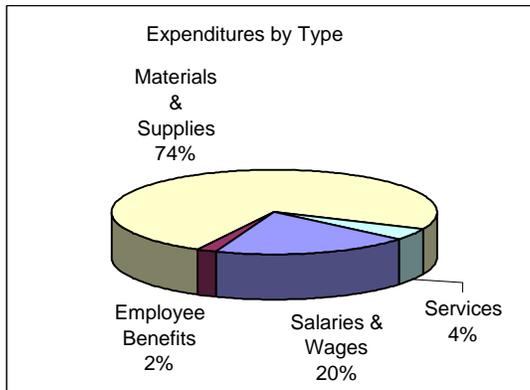
Part time concession staff only

2010-11 Actual	2011-12		2012-13 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:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Salaries & Wages	14,506	20,000	15,000	20,000
Employee Benefits	1,666	2,130	1,910	2,130
Materials & Supplies	58,290	75,000	65,000	75,000
Services	3,946	4,500	3,840	4,500
<b>Total</b>	<b>78,408</b>	<b>101,630</b>	<b>85,750</b>	<b>101,630</b>

#### Revenue Sources:

	2010-11 Actual	2011-12 Adopted Budget	2011-12 Estimated Actual	2012-13 Budget
Concessions	76,198	125,000	105,000	85,000
From (to) FB	2,210	(23,370)	(19,250)	16,630
<b>Total</b>	<b>78,408</b>	<b>101,630</b>	<b>85,750</b>	<b>101,630</b>



## **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 1,200 seat, 1920's vaudeville style entertainment facility in the heart of downtown St. Joseph.
- Available for local theatrical productions, touring groups, concerts, group event rentals.
- Provide office space for local arts associations, downtown partnership and two local businesses.
- Maintain the beauty and integrity of the historic building (National Registry of Historic Buildings)

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

- Improvements to office/studio areas affected by fire of February 2011.
- Touring company featuring Ron White - Church Basement Ladies - Drum Line - Menopause the Musical
- Local company productions of The Sound of Music - Seven Brides for Seven Brothers - Hairspray
- Concerts by Larry Gatlin & the Gatlin Brothers

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

- Recovery from the February 18, 2011 fire that caused extensive damage to the upper level art studio, A to Z FreshAir Fare and Espresso Shop and the other office complex spaces as well as smoke related damages to the Missouri Theater.
- Market the Missouri Theater for increased patronage and usage of facility through the Convention & Visitors Bureau, Allied Arts Council as well as the calendar of events, city website and various email blasts.

# 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

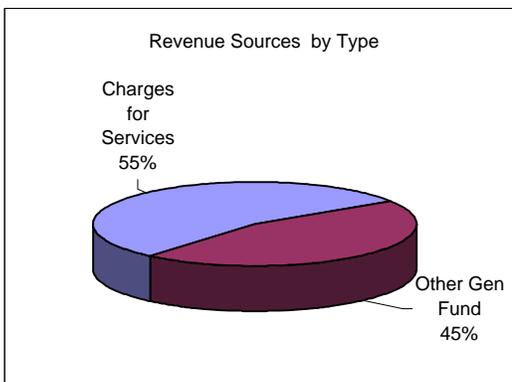
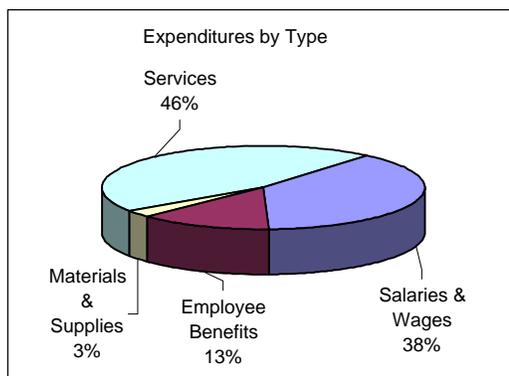
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1

### 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



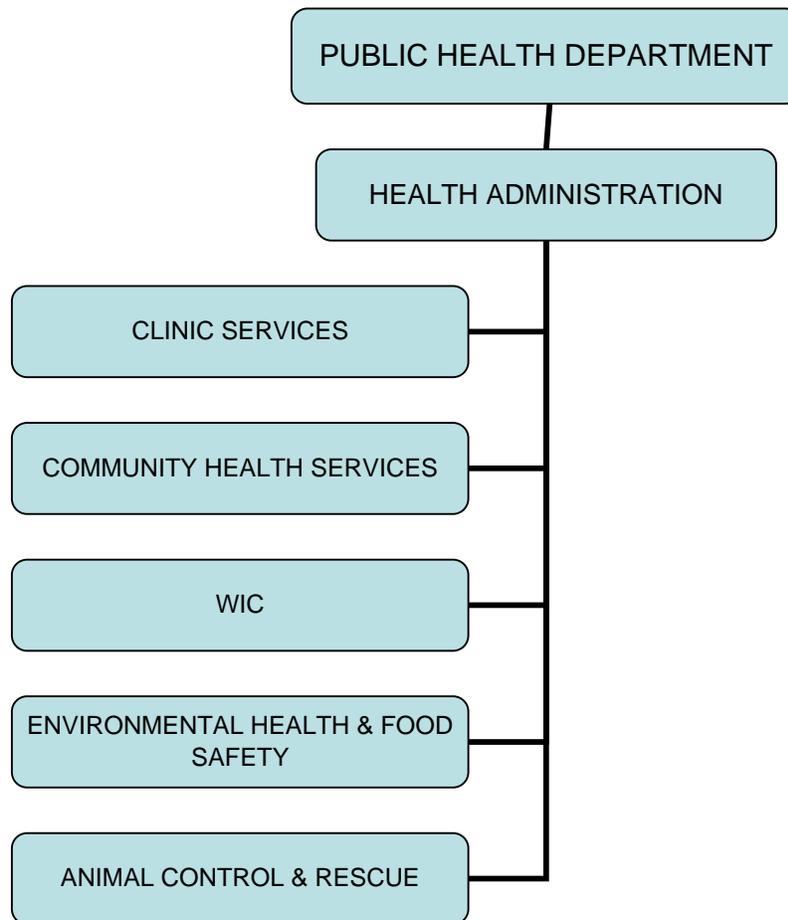
	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	40,002	40,002	40,002	40,668
Employee Benefits	12,476	13,098	13,098	14,040
Materials & Supplies	4,169	3,000	3,000	3,000
Services	62,290	48,300	47,925	48,300
<b>Total</b>	<b>118,937</b>	<b>104,400</b>	<b>104,025</b>	<b>106,008</b>
<b>Revenue Sources:</b>				
Charges for Services	35,600	50,855	50,926	57,900
Other Gen Fund	83,337	53,545	53,099	48,108
<b>Total</b>	<b>118,937</b>	<b>104,400</b>	<b>104,025</b>	<b>106,008</b>

# PUBLIC HEALTH DEPARTMENT

The City of St. Joseph's Public Health Department is the major public health provider for the entire City and County. The Health Clinic and WIC are programs which target the health and welfare of children and pregnant women. Community Health Services provides education and outreach to individuals with sexually transmitted diseases or who are in risk categories for contracting the diseases. The department ensures the appropriate services and establishments meet environmental and food safety codes, laws, and regulations. It also oversees the Animal Control and Rescue program. Vital records, issuing certified copies of birth and death certificates and filing death records are active parts of public health.

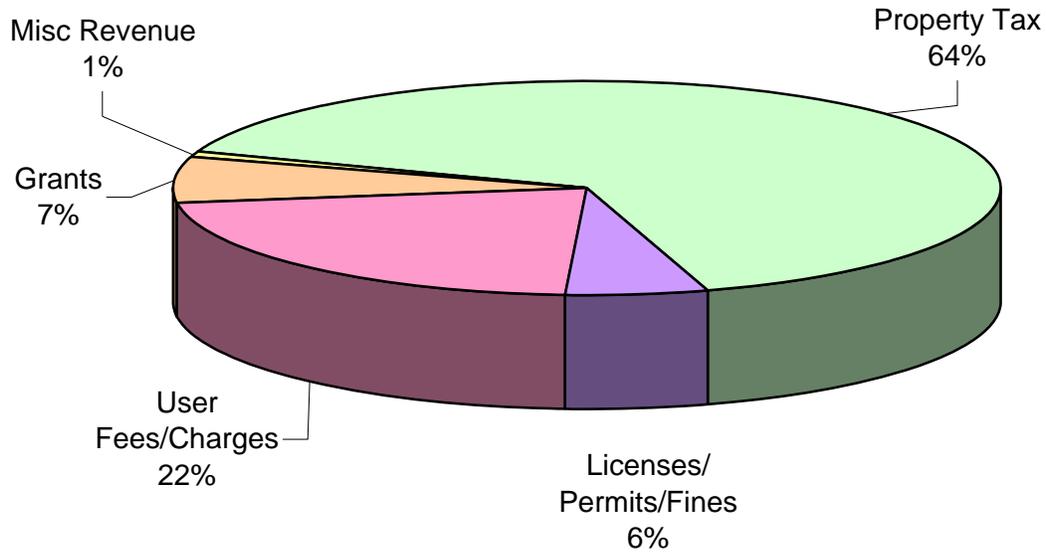
These operations are funded through property taxes, health fees and charges for services, contracts through various State departments who deal with health issues, licenses, permits, inspection fees, and other general revenue sources.

**TOTAL BUDGETED RESOURCES:     \$    3,328,000**

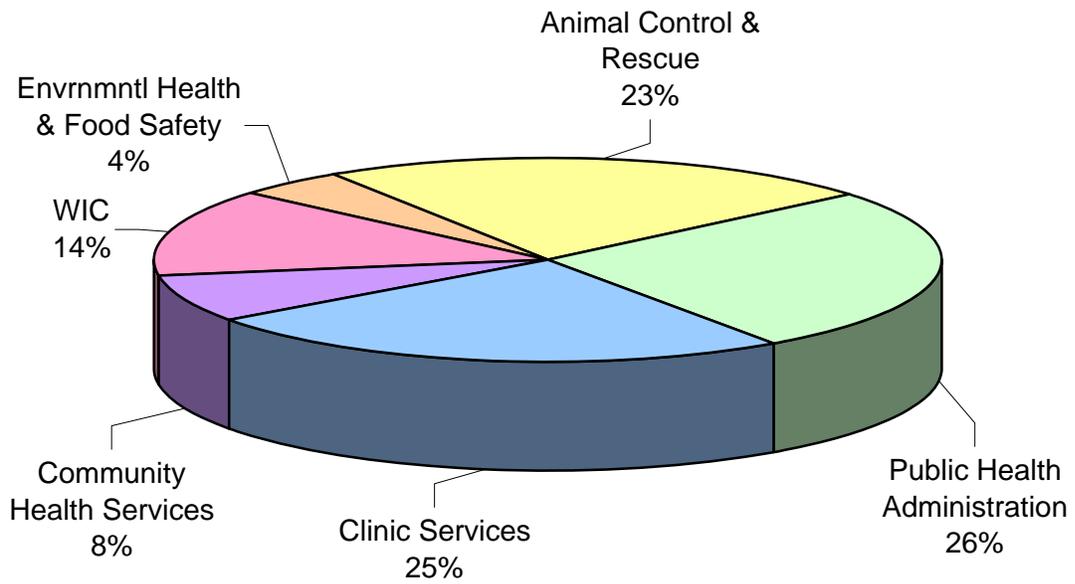




# PUBLIC HEALTH DEPARTMENT SOURCES & USES



**FUNDING SOURCES**

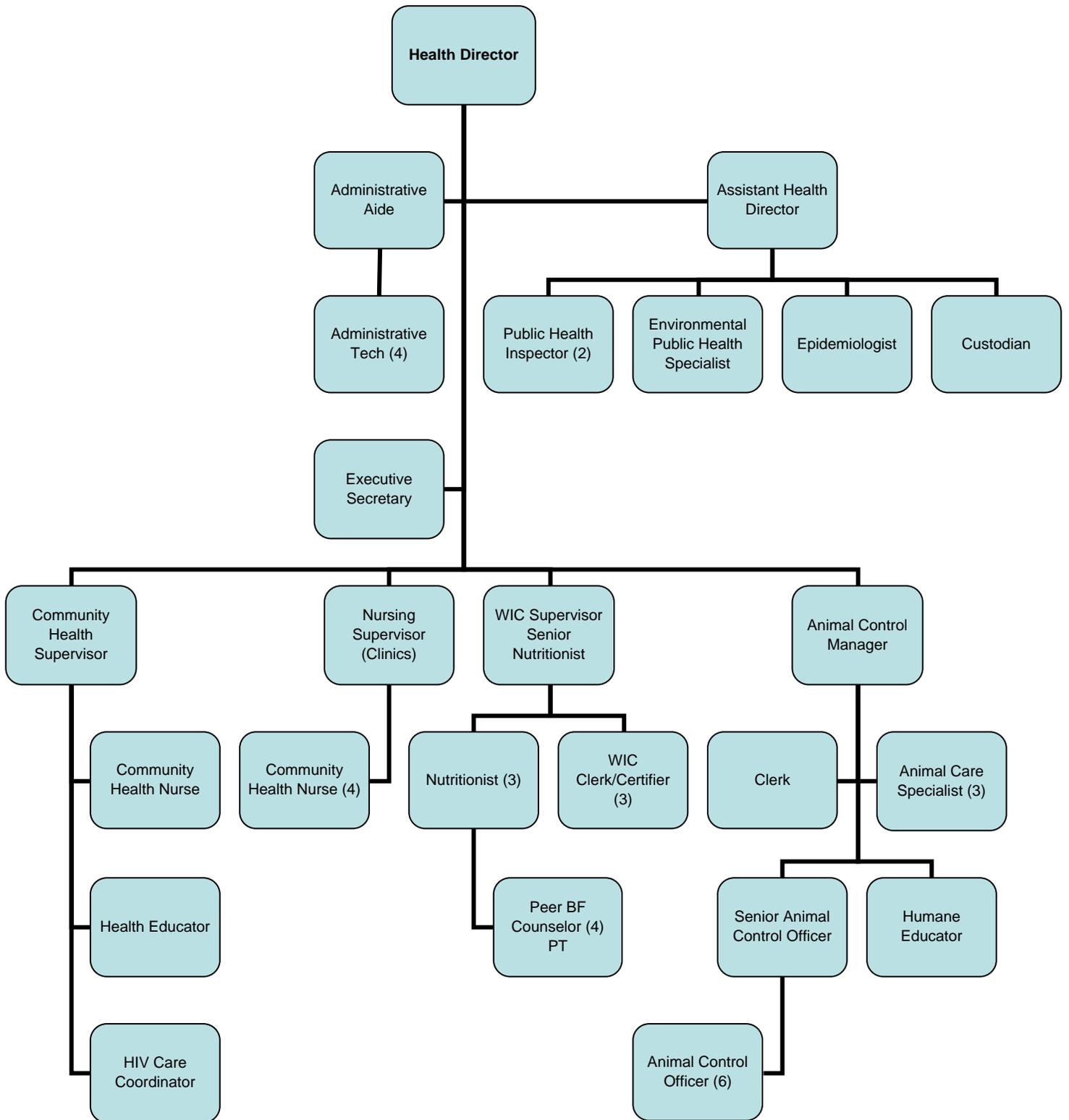


**PROGRAM USES**

# PUBLIC HEALTH DEPARTMENT SUMMARY

	FY2011	FY2012		FY2013
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	1,582,405	1,666,357	1,615,728	1,667,998
Payroll Expenses & Benefits	494,965	570,036	568,319	597,932
Materials & Supplies	116,330	129,743	130,307	131,293
Utilities & Other Contracted Services	792,758	833,881	925,709	862,833
Debt Service/Claims/Insurance	91,194	63,566	63,566	67,846
	<u>3,077,652</u>	<u>3,263,583</u>	<u>3,303,629</u>	<u>3,327,902</u>
<b>USES BY PROGRAM</b>				
Clinic Services	735,903	800,438	810,303	818,414
Community Health Services	293,523	248,231	247,231	256,360
WIC Services	347,793	456,776	471,555	459,934
Health/Food Safety	116,228	144,195	151,325	149,381
Animal Control/Rescue	697,782	725,959	733,247	764,109
Health Administration	886,423	887,984	910,553	879,704
	<u>3,077,652</u>	<u>3,263,583</u>	<u>3,324,214</u>	<u>3,327,902</u>
<b>FUNDING SOURCE</b>				
General Fund	3,077,652	3,263,583	3,324,214	3,327,902
	<u>3,077,652</u>	<u>3,263,583</u>	<u>3,324,214</u>	<u>3,327,902</u>
<b>STAFFING SUMMARY</b>				
Public Health Administration	9.15	11	9.15	9.15
Health Clinics	4	4	4	5
Community Health Services	5	5	4	4
WIC	7.6	7.6	8.07	8.07
Envrnmntl Health & Food Safety	3	3	3	3
Animal Control & Rescue	13	13	13	13
	<u>41.75</u>	<u>43.6</u>	<u>41.22</u>	<u>42.22</u>

# 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 will begin the final year, May 2012 of this contract with DHSS to implement a Comprehensive Tobacco Control Program for St. Joseph. The contract is \$50,000 per year for 3 years (total of \$150,000).
- Participated as a collaborative partner in the submission of a grant proposal to the Missouri Foundation for Health, which resulted in the funding of a health improvement project in St. Joseph addressing 4 key areas: School-based nutrition/physical activity (community gardens, nutrition classes, Project Fit, etc.), improvements to the built environment (improve trails, access to other amenities for physical activity), addressing food deserts (improving healthy food access in urban areas), and tobacco prevention and cessation. 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, public education, and the promotion and development of a city ordinance addressing tobacco use in the workplace.
- Collaborative partnerships include Pioneering Healthy Communities through the YMCA; 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, and several divisions within the State of Missouri Department of Health and Senior Services.
- Continued programming under the Breastfeeding Community Partnership grant, which provided for the creation of a breastfeeding coalition/task-force of healthcare providers and community breastfeeding resources. Funding will continue for training of healthcare personnel to further improve breastfeeding rates in the community.
- The Northwest Missouri Medical Reserve Corp, has received its national certification and is in the process of accepting and training volunteers.

### **Performance Statistics**

- Charges for copies of birth & death certificates generate 40% of the revenues needed to fund the division.
- Death Certificates Filed 1,087
- Certified Copies of Death Certificates Issued - 5,996
- Certified Copies of Birth Certificates Issued - 5,672
- Community Outreach Events/Health Fairs Participated in - 16
- Amount of DHSS grant funding (state and federal pass through): \$847,032
- Death Certificates Filed 1,087
- Certified Copies of Death Certificates Issued - 5,996
- Certified Copies of Birth Certificates Issued - 5,672
- Community Outreach Events/Health Fairs Participated in - 16
- Amount of DHSS grant funding (state and federal pass through): \$847,032

### **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.

# 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

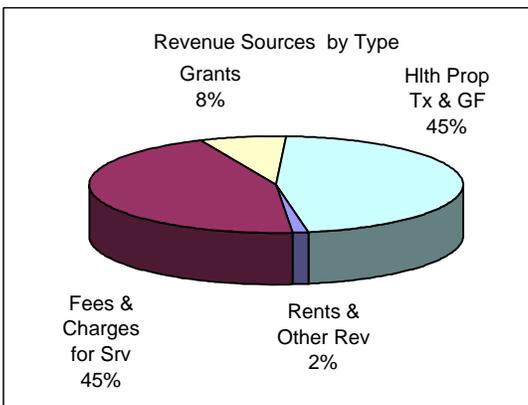
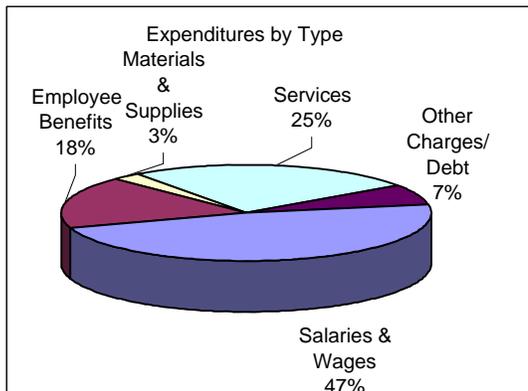
Director of Public Health  
 Assistant Director of Public Health  
 Community Health Epidemiologist  
 Executive Secretary  
 Administrative Support Supervisor  
 Health Educator  
 Administrative Technician  
 Custodian  
 Administrative Aide (1- PT)

2010-11 Actual	2010-12		2010-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
0	1	0	0
0	1	0	0
5	4	4	4
1	1	1	1
1.15	0	1.15	0.375
11.15	11	10.15	9.375

### Major Budgetary Changes & Program Highlights

- The position changes requested by the Department in the FY2012 budget did not occur resulting in budget savings in both FY2012 and FY2013.
- Fluctuations in the Services category is tied to grant activity.
- The drop in the "Other Charges" category is the result of the cost of property/liability insurance moving to the Non-Departmental program. This was part of a consolidation of insurance costs for all the, now, General Fund departments in FY2011.

### Operating Budget Summary



	2010-11 Actual	2010-12		2010-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	407,981	436,074	415,348	420,002
Employee Benefits	134,433	160,686	148,440	154,143
Materials & Supplies	35,464	26,250	29,839	22,000
Services	218,436	207,656	259,608	221,961
Other Charges/ Debt	90,109	57,318	57,318	61,598
Capital Outlay	0	0	0	0
<b>Total</b>	<b>886,423</b>	<b>887,984</b>	<b>910,553</b>	<b>879,704</b>
<b>Revenue Sources:</b>				
Rents & Other Rev	15,510	13,318	13,318	13,318
Fees & Charges for S	395,561	357,163	397,823	391,596
Grants	144,581	137,361	74,507	67,795
Hlth Prop Tx & GF	330,771	380,142	424,905	406,995
<b>Total</b>	<b>886,423</b>	<b>887,984</b>	<b>910,553</b>	<b>879,704</b>

## 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 to low income 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 for the children and care-givers that is interactive and entertaining.
- Lead screenings are done free by request for children up to 6 years of age as well as home environmental 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 \$432,778.00 along with space, utilities, flu vaccine and limited supplies.

#### Performance Statistics

- Immunization Attendance: 4,253
- Immunizations Given: 4,572
- Tuberculin Skin Test Screenings: 1,409
- Individual Contacts for Medication Dispensing from TB Clinic: 127
- Pregnancy Tests: 979
- Prenatal Case Management Contacts: 5,009
- Temporary Medicaid Assistance Forms Issued: 887
- Childhood Lead Screenings: 8
- Head Lice Checks and Consultation: 18
- Blood Pressure Monitoring: 10
- Communicable Disease Investigation and Follow-up: 157
- Communicable Disease Aggregate Entry and Reporting: 61

## **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 administration costs.

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. Will obtain price listings of vaccine costs and look at obtaining private purchased vaccine as we can not take current VFC vaccine out of the health department.

Challenge: Increased number of clients requesting prenatal services & pregnancy testing which increases wait time.

Solution: Reconfigure pregnancy testing and prenatal services to increase efficiency with consultation and referrals for the women and decrease wait times. Instituted weekly nurse rotation of services to lessen wait times of clients needing services for different services. Instituted scheduling of clients to decrease wait times. Instituted centralized scheduling through the front desk staff to prevent multiple bookings that increased client wait times.

# 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

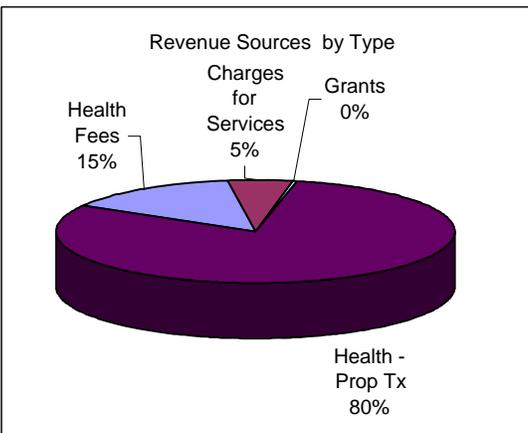
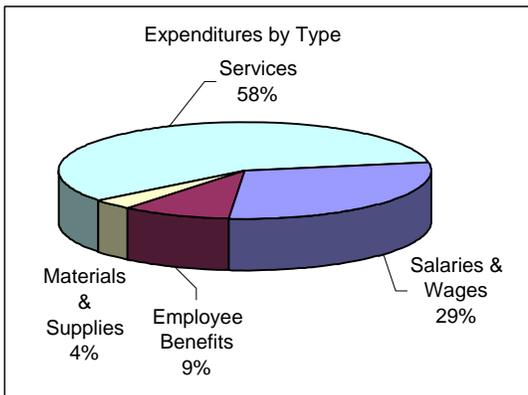
Clinic Supervisor  
Community Health Nurse

2010-11 Actual	2010-12		2010-13 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 increased by 2% per the City's contract with the SWB to increase the contract the same amount as City employee salary increases.

### Operating Budget Summary



	2010-11 Actual	2010-12		2010-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	203,110	233,996	234,860	238,472
Employee Benefits	54,096	72,457	79,957	77,710
Materials & Supplies	16,604	27,900	30,900	28,900
Services	462,093	466,085	464,586	473,332
<b>Total</b>	<b>735,903</b>	<b>800,438</b>	<b>810,303</b>	<b>818,414</b>
<b>Revenue Sources:</b>				
Health Fees	121,383	131,700	108,430	119,200
Charges for Services	37,992	48,555	47,533	42,363
Interest	116	200	200	150
Grants	12,763	11,000	10,410	2,850
Health -Prop Tx	563,649	608,983	643,730	653,851
<b>Total</b>	<b>735,903</b>	<b>800,438</b>	<b>810,303</b>	<b>818,414</b>

# 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 served by case management - 62
- HIV positive persons enrolled in case management - 79
- HIV positive persons in case management who are engaged in care - 62
- Number of individuals who engaged in HIV/STD education 2,497
- Number of groups who engaged in HIV/STD education 69
- Number of HIV/STD clinic visits- 1,275
- Transit Sessions - 273

## Budget Challenges/Planned Initiatives

To monitor federal and state budget for potential cuts and possible zero funding to family planning clinics. Certain cuts would force other community resources to limit or eliminate services which could add demand to the health department. At this time HIV/STD counseling, testing and referral is done by 1 FTE staff, added demand could pose a real challenge to services.

# 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

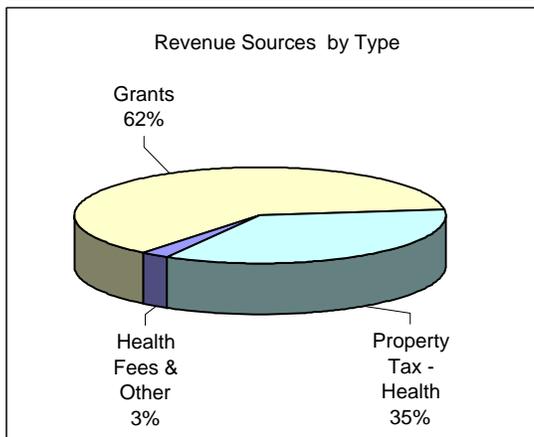
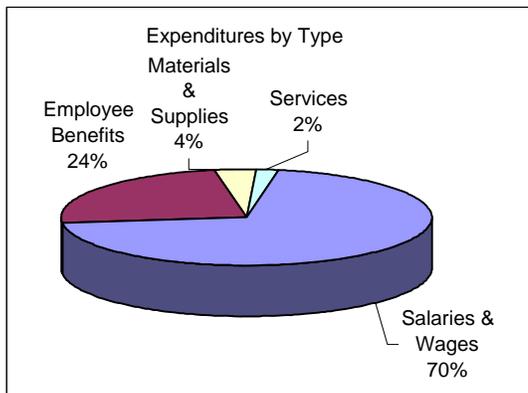
HIV Care Coordinator  
 Health Educator  
 Community Health Nurse  
 Community Hlth Srvc Supervisor

2010-11 Actual	2010-12		2010-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	1
1	1	1	1
5	5	5	4

### Major Budgetary Changes & Program Highlights

- Salary and benefit reductions the result of the transfer of a Health Nurse to Clinics.
- The changes in supplies and services are tied to the level of grant funding.

### Operating Budget Summary



	2010-11 Actual	2010-12		2010-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	216,135	176,971	175,971	180,480
Employee Benefits	66,772	57,545	57,545	61,465
Materials & Supplies	6,769	9,400	9,400	9,400
Services	3,847	4,315	4,315	5,015
<b>Total</b>	<b>293,523</b>	<b>248,231</b>	<b>247,231</b>	<b>256,360</b>
<b>Revenue Sources:</b>				
Health Fees & Other	1,429	10,600	6,350	6,600
Charges for Services	8,092	0	3,052	0
Grants	158,856	159,109	159,109	159,109
Property Tax - Health	125,146	78,522	78,720	90,651
<b>Total</b>	<b>293,523</b>	<b>248,231</b>	<b>247,231</b>	<b>256,360</b>

# WIC

## Mission

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) was established to provide supplemental foods, nutrition education, and referrals at no cost to eligible persons. The program serves as an adjunct to good health care during critical times of growth and development, in order to prevent the occurrence of health 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 cooking classes.
- Expanding nutrition education through use of the State WIC Website.
- Strengthening Northwest WIC agency relationships by teleconferencing each quarter.
- Community Outreach Grant works to develop a breastfeeding friendly community.
- Increasing our support for our breastfeeding and non breastfeeding participants by participating in the hospital Task Force, BF peer counselor hospital visitations and future WIC satellite for new infants and post breastfeeding and non breastfeeding participants.
- Increased our program participation thru various media advertising.

## Performance Statistics

- Total dollar amount issued in checks from fiscal 2011= \$1,576,848
- Total number of checks issued for above fiscal year: 93,319
- Total number of participant for above fiscal year: 27,527
- Total number of Spanish Clients for above fiscal year: 3,622

## Budget Challenges/Planned Initiatives

- Hire a nutritionist.
- Increase the caseload from 2418-3000 per month.
- Increasing the number of breastfeeding women on the program and their breastfeeding duration.
- Decreasing 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.
- Starting a WIC Satellite at the hospital for new mom's and babies.

# 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

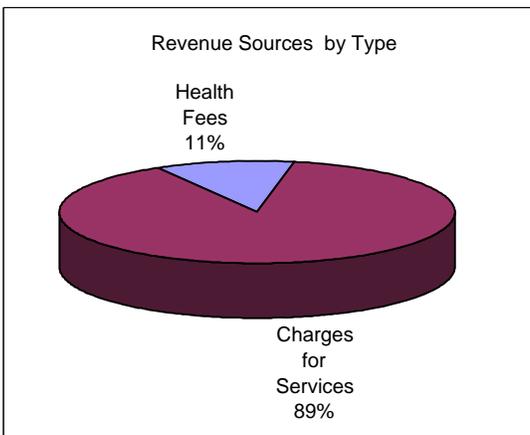
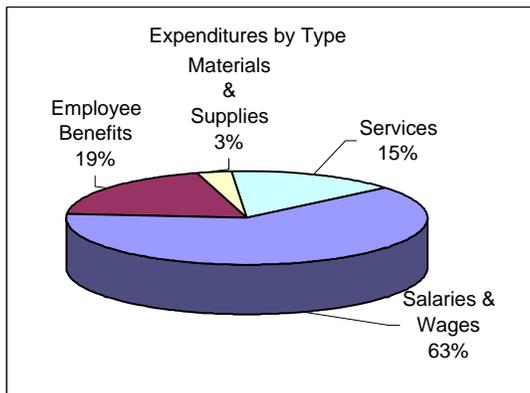
Senior Nutritionist  
 Nutritionist  
 WIC Clerk  
 BFPC Funded Temps

2010-11 Actual	2010-12		2010-13 Budget
	Adopted Budget	Estimated Actual	
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



	2010-11 Actual	2010-12		2010-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	245,859	288,337	268,337	286,963
Employee Benefits	65,562	84,171	82,955	88,568
Materials & Supplies	12,708	14,293	14,593	14,293
Services	23,664	69,975	105,670	70,110
Capital Outlay	0	0	0	0
<b>Total</b>	<b>347,793</b>	<b>456,776</b>	<b>471,555</b>	<b>459,934</b>
<b>Revenue Sources:</b>				
Health Fees	57,654	78,000	78,000	53,000
Charges for Services	369,261	387,578	411,732	411,732
Health Tax	(79,122)	(8,802)	(18,177)	(4,798)
<b>Total</b>	<b>347,793</b>	<b>456,776</b>	<b>471,555</b>	<b>459,934</b>

# Environmental Health & Food Safety

## Mission

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

## 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: 1,500

follow-up inspections: 425

complaint inspections: 100

responses to truck wrecks after hours: 4

responses to fires at food establishment: 6

other inspections and contacts (pre-opening walk-thru's, plan reviews, final inspections, educational visits, and trainings conducted by HD staff): 550

• The health department employ's two full time public health inspector's dedicated solely to food safety. Given that fact, monthly averages for each inspector are as follows: 62.5 routine inspections, 18 follow-up inspections, 4.2 complaint investigation inspections, and 23 other inspections and contacts, or 108 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: 44

follow-ups: 15

complaint investigation inspections: 8

fatal accident investigation: 1

#### • Number/percent of lodging facilities inspected annually:

routine inspections: 11

follow-up inspections: 11

2nd-follow-up: 5

3rd-follow-up: 1

• 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: 8

cases requiring full risk assessments currently pending for the near future: 3

separate lead abatement projects currently under way: 2

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: 6

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

complaint investigation were completed concerning surfacing sewage or illegal onsite system installation: 12

• Other environmental services:

West Nile virus surveillance via mosquito trapping was conducted three nights weekly for 4 consecutive summer months.

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

Air quality and/or odor complaints were investigated: 10

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

44 food establishments

4 lodging establishments

4 childcare establishments

OWTS inspections

To minimally complete these services, 75 routine inspections are necessary, excluding OWTS inspections.

## **Budget Challenges/Planned Initiatives**

Future purchase and implementation of electronic inspection software and hardware to cut out form and file retention space requirements, improve record keeping and tracking activities, ensure clear and concise information is communicated in written form to the public, greatly reduce time required for conducting inspections, database maintenance, and turnaround on information requests. With the increasing cost of triplicate forms, performing inspections electronically is a financially logical and green-minded solution. This equipment would also allow the City to post the current establishment inspections from all programs including food safety on its website for public viewing.

Environmental Health & Food Safety will be implementing a policy requiring all food establishments to maintain that 100% of their staff attend training offered by HD staff and pass a written comprehensive test to receive a Food Handlers Permit which is common in many other health department jurisdictions across the state. This permit would help 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

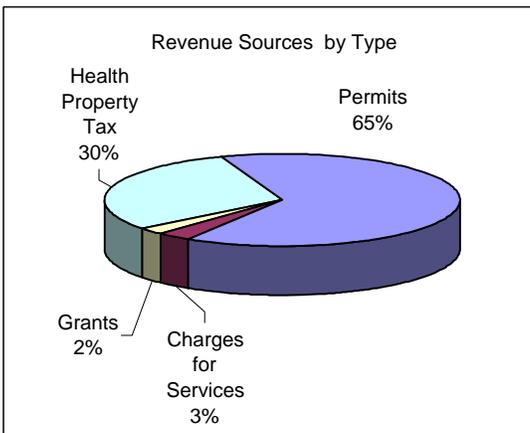
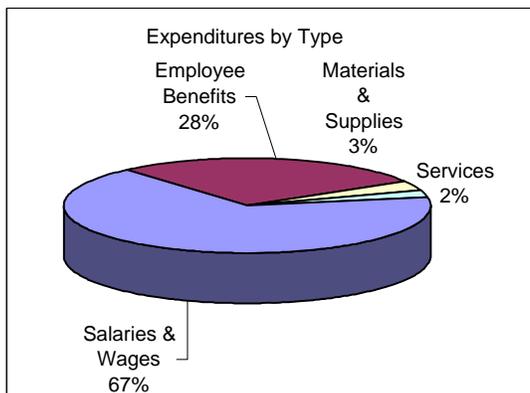
Public Health Inspector  
Environmental Public Hlth Specialis

2010-11 Actual	2010-12		2010-13 Budget
	Adopted Budget	Estimated Actual	
2	2	2	2
1	1	1	1
3	3	3	3

### Major Budgetary Changes & Program Highlights

-No major budget changes.

### Operating Budget Summary



#### Expenditures:

	2010-11 Actual	2010-12 Adopted Budget	2010-12 Estimated Actual	2010-13 Budget
Salaries & Wages	80,118	97,186	97,186	99,129
Employee Benefits	27,870	38,924	44,824	41,532
Materials & Supplies	4,389	4,500	5,875	5,000
Services	3,851	3,585	3,440	3,720
Capital Outlay	0	0	0	0
<b>Total</b>	<b>116,228</b>	<b>144,195</b>	<b>151,325</b>	<b>149,381</b>

#### Revenue Sources:

	2010-11 Actual	2010-12 Adopted Budget	2010-12 Estimated Actual	2010-13 Budget
Permits	95,740	86,450	85,150	96,450
Charges for Services	9,775	4,500	22,374	4,500
Grants	3,252	3,460	2,260	3,460
Health Property Tax	7,461	49,785	41,541	44,971
<b>Total</b>	<b>116,228</b>	<b>144,195</b>	<b>151,325</b>	<b>149,381</b>

# Animal Control and Rescue

## Mission

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

## Core Services

- Animal Control Officers 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 conduct Saturday previews once a month to promote shelter animals.
- Animal Control and Rescue is open various hours throughout the week including one late evening and on Saturday to accommodate the public and to increase adoptions.
- Animal Control and Rescue works with various groups to offer financial assistance for low-cost spay/neuter services to pet owners.
- 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.
- Continuing the Good Citizen Canine Program.
- Continuing IMPACT Program for repeat offenders.

## Performance Statistics

- **Total number of dogs available for adoption/redemption: 1,137**
- **Percentage of available dogs adopted/redeemed: 92%**
- **Total number of cats available for adoption/redemption: 368**
- **Percentage of available cats adopted/redeemed: 64%**
- **Number of complaints investigated: 8,236**
- Number of rabies clinics participants: 920
- Number of animal licenses sold: 6,899, including 1,200 micro-chips
- Number of rabies specimens submitted to the laboratory: 105
- Number of rabies cases confirmed: 5 (wild animals)
- Number of wildlife impounded: 1,340
- Number of stray dogs and cats impounded: 3,317 (1,872 and 1,445 respectively)
- Number of unwanted dogs and cats relinquished to the Shelter: 1,093 (560 and 533 respectively)
- Number of citations issued: 1,145
- Number of public education programs provided: 158
- Number of hours volunteers contributed to the program: 1,810
- Number of animals spay/neutered through assistance programs: 146
- Number of dogs that in the Prison Dog Program: 78 (78 adopted, 12 still in the program)
- Number of participants in the IMPACT Program: 12

## Budget Challenges/Planned Initiatives

- To maintain existing services with shrinking revenues.
- To implement an electronic reporting system to provide clear, ledgible reports to the court and to minimize the amount of time officers spend at the shelter working on paperwork.

# 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

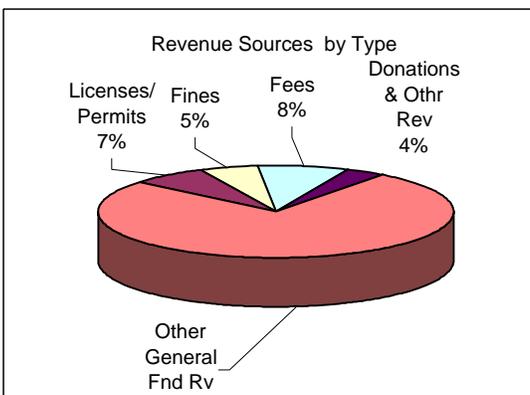
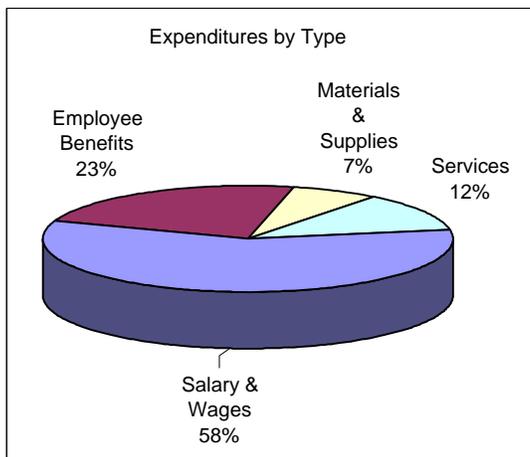
Animal Control Manager  
 Senior Animal Control Officer  
 Animal Control Officer  
 Humane Educator  
 Animal Care Specialist  
 Clerk

2010-11 Actual	2010-12		2010-13 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
<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

### Major Budgetary Changes & Program Highlights

-Vehicle accidents resulted in the need to replace trucks used by the animal control officers in FY2012.

### Operating Budget Summary



	2010-11	2010-12		2010-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salary & Wages	429,202	433,793	424,026	442,952
Employee Benefits	146,232	156,253	154,598	174,514
Materials & Supplies	40,396	47,400	39,700	51,700
Services	80,867	82,265	88,090	88,695
Insurance & Other	1,085	6,248	6,248	6,248
Capital Outlay	0	0	20,585	0
<b>Total</b>	<b>697,782</b>	<b>725,959</b>	<b>733,247</b>	<b>764,109</b>
<b>Revenue Sources:</b>				
Licenses/Permits	51,518	60,300	55,500	53,360
Fines	40,596	40,000	40,000	40,000
Fees	60,136	63,500	63,500	63,500
Donations & Othr Rev	37,534	31,200	30,071	28,700
Other General Fnd Rv	507,998	530,959	544,176	578,549
<b>Total</b>	<b>697,782</b>	<b>725,959</b>	<b>733,247</b>	<b>764,109</b>



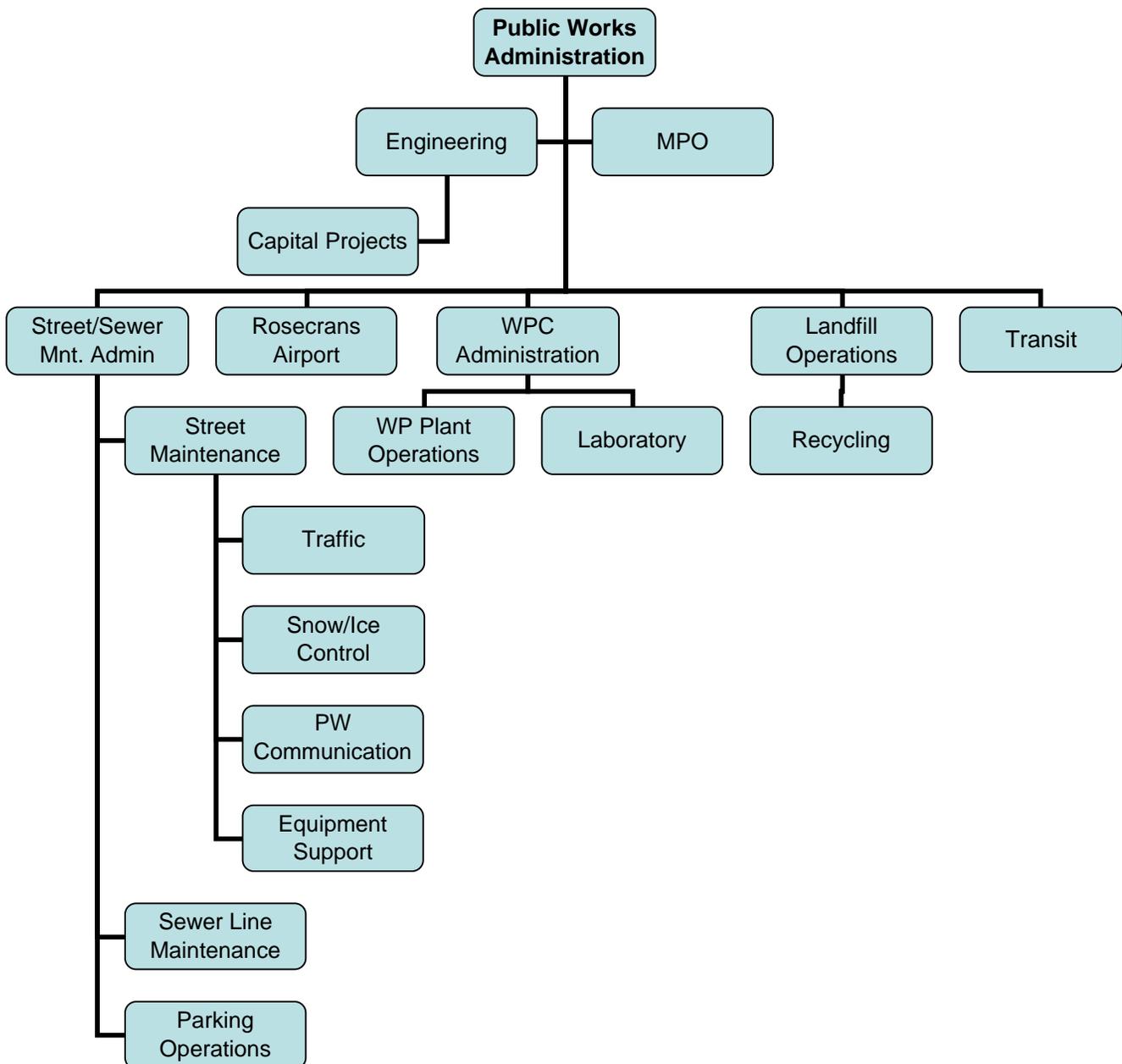
# PUBLIC WORKS DEPARTMENT

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

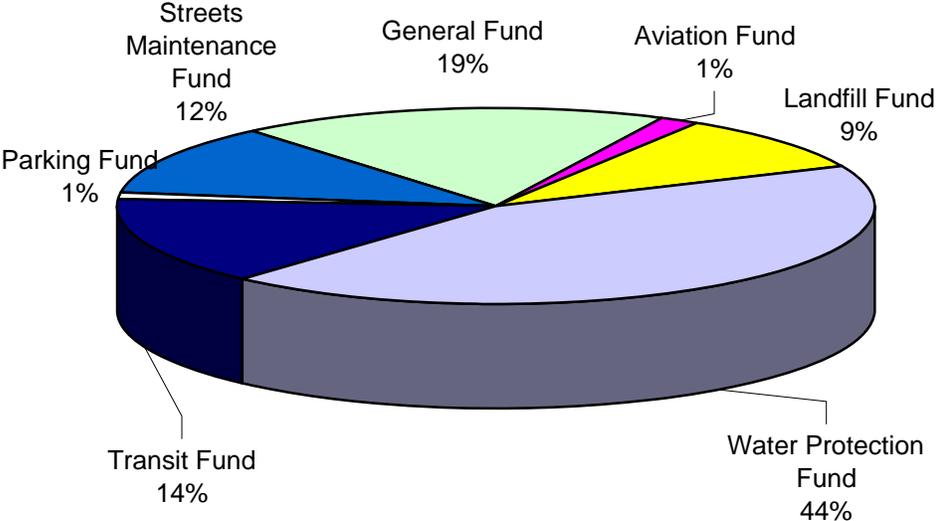
These operations are funded through the City's share of the Missouri motor fuel tax, road and bridge tax, local general sales tax, parking fees & fines, landfill fees, sewer treatment fees, airport rents, transit fares and federal transportation operation grants.

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

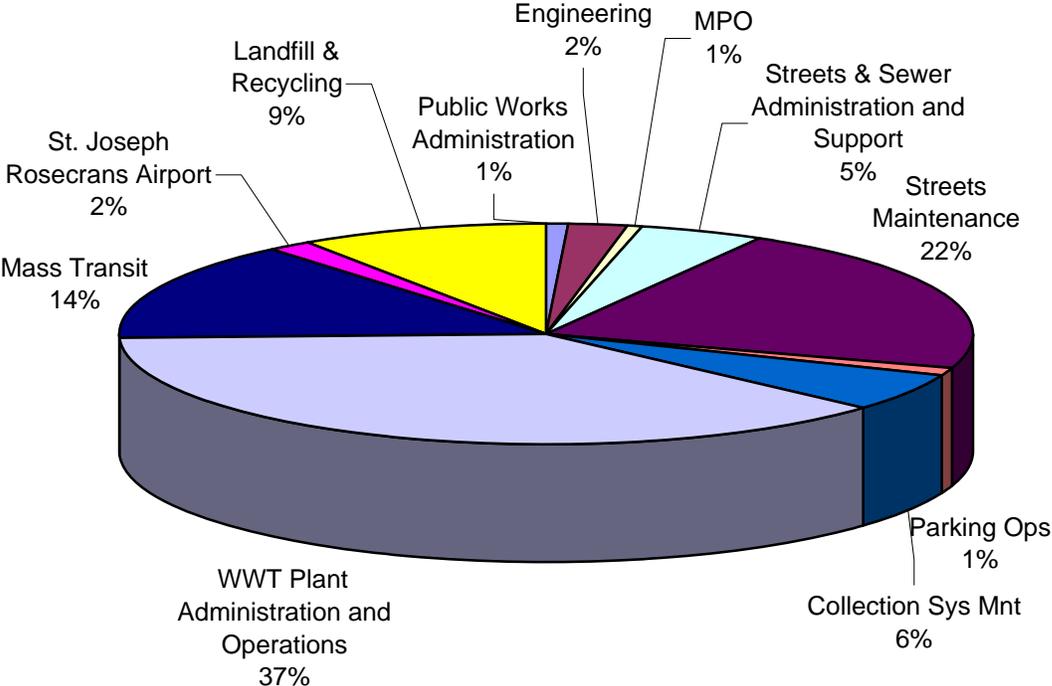
**TOTAL BUDGETED RESOURCES:    \$ 72,738,000**



# PUBLIC WORKS DEPARTMENT SOURCES & USES



## FUNDING SOURCES - OPERATING



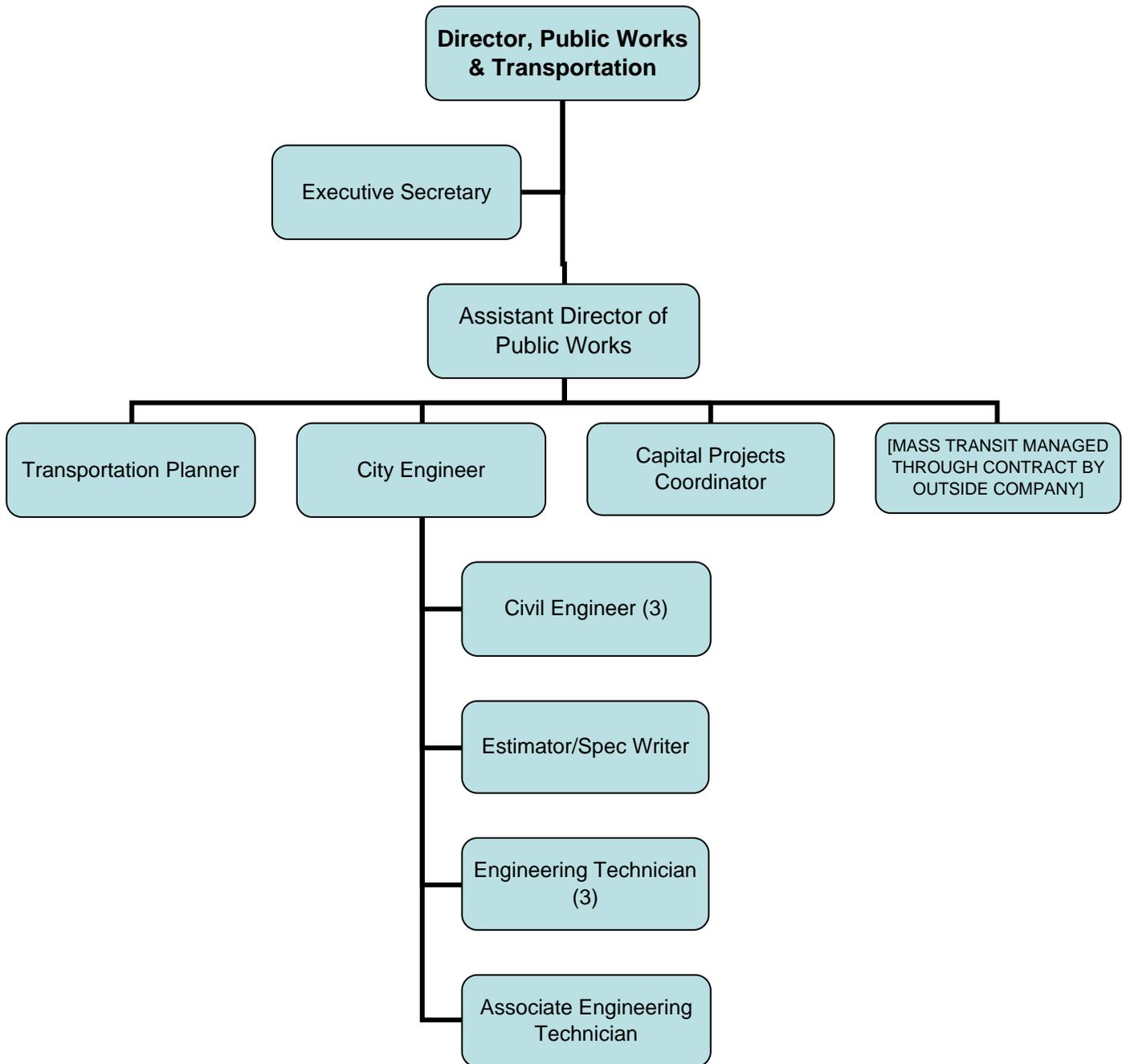
## PROGRAM USES - OPERATING

# PUBLIC WORKS DEPARTMENT SUMMARY

ACCOUNT TYPE	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>ACCOUNT TYPE</b>				
Salaries & Wages	7,149,283	7,629,690	7,118,988	7,686,255
Payroll Expenses & Benefits	2,265,602	2,567,101	2,442,116	2,719,262
Materials & Supplies	3,135,367	3,419,775	3,131,423	3,353,960
Utilities & Other Contracted Services	12,337,726	11,663,967	11,579,141	10,950,220
Debt Service/Claims/Insurance/Fund Transfers	10,497,156	10,264,937	10,367,722	8,756,902
Operating Capital Outlay	2,474,014	2,086,800	2,083,086	2,577,654
Public Improvements	16,741,466	41,958,319	33,519,024	36,693,255
	<u>54,600,614</u>	<u>79,590,589</u>	<u>70,241,500</u>	<u>72,737,508</u>
<b>USES BY OPERATING PROGRAM</b>				
Public Works Administration	4,438,878	4,071,110	4,035,655	327,344
Engineering	691,874	709,839	684,148	727,017
MPO	151,416	208,382	206,657	270,828
Streets & Sewer Administration and Support	1,716,928	1,667,905	1,637,988	1,720,132
Streets Maintenance	8,528,674	7,543,956	7,244,058	7,771,903
Parking Operations	400,865	468,503	418,632	423,435
Sewer & Stormwater Collection System Mnt	1,635,395	1,825,306	1,614,926	1,983,291
WWT Plant Administration and Operations	11,259,863	11,708,995	11,612,971	13,608,072
Mass Transit	4,999,976	5,529,740	5,473,555	5,199,228
St. Joseph Rosecrans Airport	580,680	651,342	620,238	631,002
Landfill & Recycling	3,454,599	3,247,192	3,173,648	3,382,001
	<u>37,859,148</u>	<u>37,632,270</u>	<u>36,722,476</u>	<u>36,044,253</u>
<b>ENTERPRISE FUNDS CIP PROGRAM</b>				
Water Protection	7,728,534	39,291,453	30,339,183	31,996,000
Mass Transit	744,256	730,816	804,766	2,182,255
Airport	8,268,676	1,200,000	1,639,025	1,450,000
Landfill	0	736,050	736,050	1,065,000
	<u>16,741,466</u>	<u>41,958,319</u>	<u>33,519,024</u>	<u>36,693,255</u>
<b>TOTAL PUBLIC WORKS BUDGET:</b>	<u>54,600,614</u>	<u>79,590,589</u>	<u>70,241,500</u>	<u>72,737,508</u>
<b>FUNDING SOURCES</b>				
General Fund	8,168,774	6,779,863	6,195,510	6,644,609
Gaming Fund	66,500	66,500	66,500	66,500
Capital Projects Fund	0	245,663	245,663	145,000
Streets Maintenance Fund (inc General Fnd Trfs)	7,436,719	7,543,956	7,735,623	4,220,905
Water Protection Fund	20,623,792	52,625,754	43,367,080	47,587,363
Mass Transit Fund	5,744,233	6,260,556	6,278,321	7,381,483
Airport Fund	8,717,477	1,623,052	2,030,973	1,827,712
Landfill Fund	3,454,599	3,983,242	3,909,698	4,447,001
Parking Fund	388,520	462,003	412,132	416,935
	<u>54,600,614</u>	<u>79,590,589</u>	<u>70,241,500</u>	<u>72,737,508</u>
<b>STAFFING SUMMARY (Full Time)</b>				
Public Works Administration	4	4	4	4
MPO	1	1	1	1
Engineering	9	9	9	9
Street & Sewer Administration & Support	16	16	16	16
Streets & Traffic Maintenance	50	50	50	50
Parking Operations	6	6	5	5
Sewer Collection System Maintenance	19	22	22	22
WP Administration	2	2	2	2
WP Plant	36	36	36	38
Laboratory	7	7	7	8
Airport	6	6	6	6
Landfill	26	26	26	26
Recycling	2	2	2	2
	<u>184</u>	<u>187</u>	<u>186</u>	<u>189</u>



# 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 development and to provide safe environment in 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
- Prepare cost estimates for the FY13-FY18 CIP (planning begins in FY12)
- 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: \$13,167,384.00
- Dollar amount of capital project grants procured: \$1,831,797.00
- Number of on-going capital projects monitored: 61 projects

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

- Fixed revenues and growing expenses continue to reduce the level of street maintenance we are able to provide.
- Revisit the concept of a stormwater utility tax to diversify funding for the LTCP and more equitably distribute costs among users
- 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.

# 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

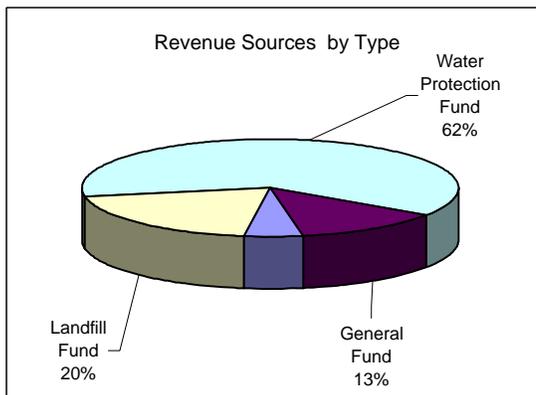
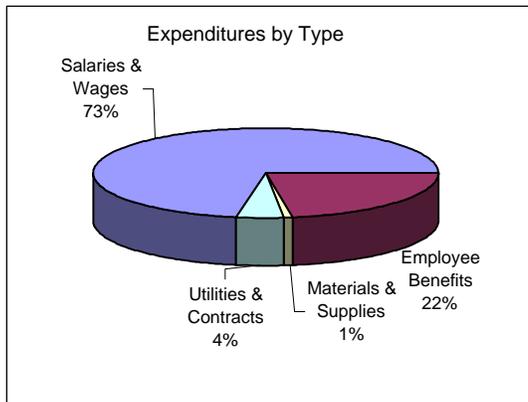
Director Public Works & Transportation  
 Asst Director Pub Works & Transp  
 Capital Projects Coordinator  
 Executive Secretary

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Major Budgetary Changes & Program Highlights

~Transfers from the enterprise funds that Public Works staff support are based on a departmental cost plan.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	244,410	246,035	214,040	236,714
Employee Benefits	62,018	68,732	65,052	73,115
Materials & Supplies	4,041	3,400	3,400	3,400
Utilities & Contracts	12,509	13,343	13,563	14,115
Interfund Transfers	4,115,900	3,739,600	3,739,600	0
<b>Total</b>	<b>4,438,878</b>	<b>4,071,110</b>	<b>4,035,655</b>	<b>327,344</b>
<b>Revenue Sources:</b>				
Aviation Fund	13,190	13,190	13,190	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	449,745	449,745	273,893
General Fund	3,978,033	3,534,290	3,498,835	(56,008)
<b>Total</b>	<b>4,438,878</b>	<b>4,071,110</b>	<b>4,035,655</b>	<b>327,344</b>

# **Metropolitan Planning Organization (MPO)**

## **Mission**

To address multi-modal transportation planning needs throughout the urbanized area of St. Joseph, Missouri and Elwood/Wathena, Kansas.

## **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.
- Identify funding sources for these elements
- 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 technical elements of the traffic 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
- Conducting a Corridor study between the Village of Country Club and Savannah for a possible Urban Trail Network Extension
- Conduct bicycle & pedestrian counts for the National Bicycle and Pedestrian Documentation Project
- Apply for JARC funding to continue the "Nite Ride" transit service
- Updating the RideShare Program
- 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
- Conducting a transit operational study to evaluate the current public transportation system
- Begin 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**

- MPO staff will be integrating initiatives such as Complete Streets and Livability into the planning process

# 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

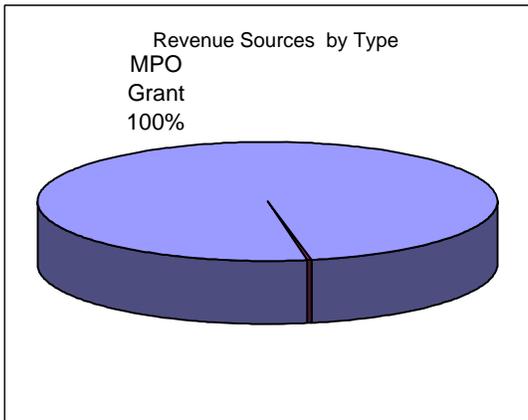
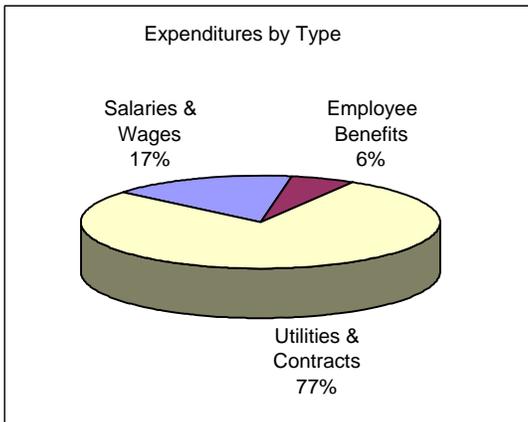
Transportation Planner

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	44,503	44,035	42,169	44,915
Employee Benefits	13,740	14,222	14,363	15,844
Utilities & Contracts	93,173	150,125	150,125	210,069
<b>Total</b>	<b>151,416</b>	<b>208,382</b>	<b>206,657</b>	<b>270,828</b>
<b>Revenue Sources:</b>				
Transit Fund Trf	14,000	0	0	0
Other Revenues	0	0	0	0
MPO Grant	70,968	208,475	208,475	269,813
General Func	80,448	(93)	(1,818)	1,015
<b>Total</b>	<b>151,416</b>	<b>208,382</b>	<b>206,657</b>	<b>270,828</b>

# 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

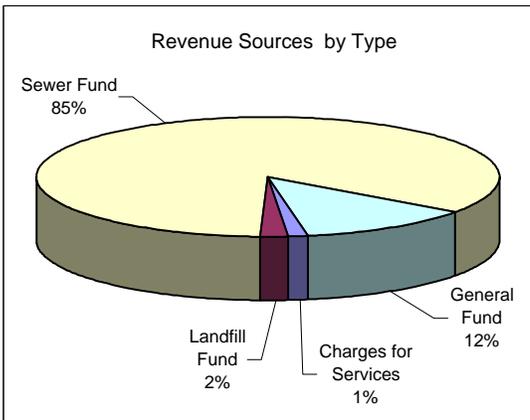
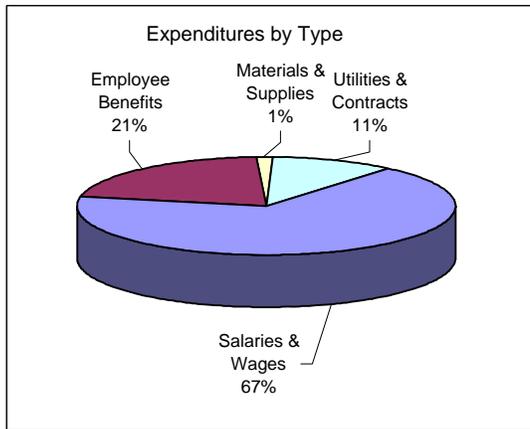
City Engineer  
 Civil Engineer  
 Estimator/Specifications Writer  
 Engineering Technician  
 Associate Engineering Technician  
 [Eng Clerk (PT) funded & accounted for in WP Plant Program]

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
3	3	3	3
1	1	1	1
3	3	3	3
1	1	1	1
<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

### Major Budgetary Changes & Program Highlights

-No major fiscal changes.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	464,165	478,059	468,563	487,352
Employee Benefits	129,469	141,390	139,215	153,000
Materials & Supplies	13,271	14,700	10,200	10,200
Utilities & Contracts	84,969	75,690	66,170	76,465
Capital Outlay	0	0	0	0
<b>Total</b>	<b>691,874</b>	<b>709,839</b>	<b>684,148</b>	<b>727,017</b>
<b>Revenue Sources:</b>				
Charges for Services	13,230	10,000	10,645	10,000
Landfill Fund	14,751	14,751	14,751	14,065
Sewer Fund	160,093	160,093	160,093	613,556
General Fund	503,800	524,995	498,659	89,396
<b>Total</b>	<b>691,874</b>	<b>709,839</b>	<b>684,148</b>	<b>727,017</b>

# Mass Transit

## Mission

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

## Core Services

- Accessible bus service on 8 fixed routes, 5 days a week.
- Reduced service on 8 routes on weekends
- Curb-to-Curb pickups with scheduled appointment at least one hour prior to departure
- Job Access and Reverse Commute (JARC) providing job access service for workers living in the low income areas of the community and non-traditional work-hour employers in the three business parks. This service operates between 9:15 pm and 5:15 am, Monday - Friday. Third shift transportation available on certain routes
- Contract bus service to Elwood on Tuesdays, Thursdays and Saturdays
- Intelligent Transportation System and Scheduling software which allows: faster reaction in the event of an emergency; provides better routing information to the passengers; increases passenger confidentiality; improves communications between the Drivers and Dispatchers; automates visual and voice announcements of major intersections and stops for sight and hearing challenged passengers; enables accurate passenger counting.
- "Half-fare" passes and fares available to person with disabilities and over the age of 60.
- "Youth fares" available to those under age 18.

## Current Year Activity/Achievements

- ARRA funding used to complete several system upgrades:
  - Replace winterkill landscaping
  - Security: Install Security Video surveillance at Hy-Vee & North Wal-Mart Transfer Centers, install Administrative Security Video Surveillance, install Administrative Building and Transit Center Access Control, upgrade analog portable radios and base stations to analog/digital capability & Video Security Surveillance on buses to 6 camera system
  - Shop: Replace and relocate shop air compressors, integrate fuel system with inventory system, replace brushes on bus wash, repair and upgrade oil/water separator system, replace two sprinkler system compressors
  - Facility Repairs/Remodels: Paint Administrative Building and Transit Center, replace ceiling tile and floor covering in Administrative Building, relocate computer server room, repair North Wal-Mart Transfer Center
  - Purchase two spare bus engines, 1 spare transmission and 5 spare differentials

## Performance Statistics, FY12 (projected):

- On-time performance - 97.7%
- Number of fare paying passengers (w/o transfers): 309,680 All other ridership measures, including NTD, include transfers which translates into trips: Transit will provide 423,437 trips in FY12, compared to 382,185 in FY11.
- % of "half-fare" passengers: 26%
- Number of fixed routes (point-to-point): 8
- Cost per trip per passenger (trip = passenger ride from one bus or one point to another): \$12.40  
Charge to the passenger: .70 cents
- Percent of operating budget funded by paying riders: 5.4%

## Budget Challenges

- Soaring fuel costs are expected to severely tax budget. Such a volatile market is difficult to anticipate and the \$3.75 a gallon for FY12 is a very conservative estimate.
- A new CBA with the ATU was ratified March 18, 2012. Significant savings in Health Care and Sick pay expected for the remainder of FY12 and in the duration of the 4 year CBA expiring June 30, 2015.

## Planned Initiatives

- All but approximately \$60,000 Federal ARRA money has been applied to local projects detailed above. The remaining funds will be applied to repairing the Transit Center brick and concrete repairs. All ARRA funds have been committed to the remaining ITS project set for completion June 30, 2012.
- In July of 2012 Transit is starting our four-year cycle of replacing the rolling stock (buses). We are in the process of procuring two Gillig 30' low-floor buses, similar to the current fleet specs. The \$350,000 cost per bus is covered with an 80% FTA grant and 20% local match. Allowing that continued 80% match is available, we plan to replace 5 buses in FY13, 7 buses in FY14 and the remaining 6 buses in FY15.

# MASS TRANSIT OPERATIONS

## Program 1710

### Program Description

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

### Staffing Detail

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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	

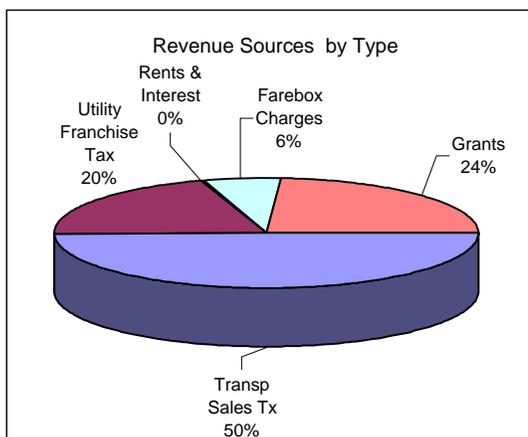
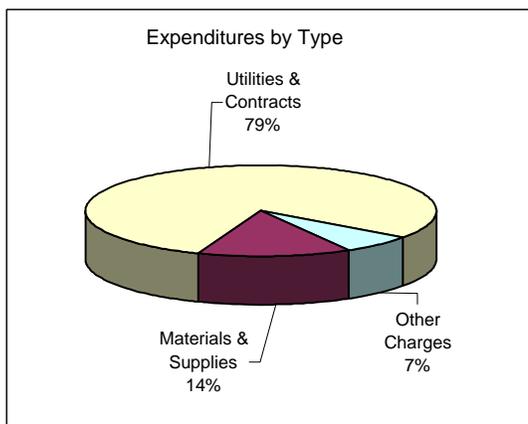
### Major Budgetary Changes & Program Highlights

~The current labor contract will expire next year and results of negotiations are still unknown. No increases were included in the budget.

~Fuel costs were estimated to increase significantly. \$174,000 was added to that line item.

~The commercial bus line closed its office in FY11, eliminating the revenue from rent of \$3,900. However, Transit was contracted to continue to sell tickets for the bus line. Commission on ticket sales is estimated at \$9,000 this year and \$10,000 in FY12. Better projections will be possible after a full year of working under this agreement.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Travel/Training	3,487	6,900	7,200	6,900
Materials & Supplies	551,208	727,495	652,325	724,995
Utilities & Contracts	4,157,570	4,477,404	4,493,015	4,115,136
Other Charges	287,711	317,941	319,381	352,197
Capital Outlay	0	0	1,634	0
<b>Total</b>	<b>4,999,976</b>	<b>5,529,740</b>	<b>5,473,555</b>	<b>5,199,228</b>
<b>Revenue Sources:</b>				
Transp Sales Tx	2,191,134	2,775,794	2,624,616	2,580,672
Utility Franchise Tax	1,053,842	1,097,200	1,146,309	1,058,410
Rents	3,900	3,900	760	0
Farebox Charges	290,965	275,000	284,000	301,100
Interest & Other	12,835	13,000	53,024	12,300
Grants	1,447,300	1,364,846	1,364,846	1,246,746
<b>Total</b>	<b>4,999,976</b>	<b>5,529,740</b>	<b>5,473,555</b>	<b>5,199,228</b>

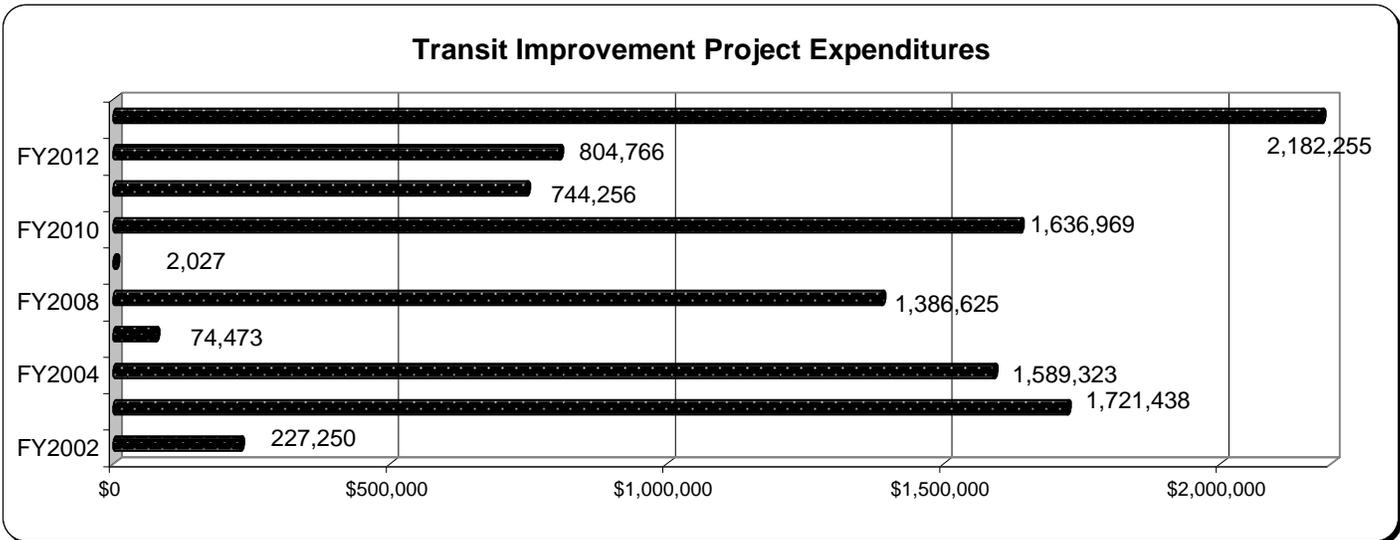
# TRANSIT FUND IMPROVEMENT PROJECTS

## Program 1280

### PROGRAM DESCRIPTION

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

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Major Budgetary Changes & Program Highlights

~The ability to do large capital expenditures is dependant on the amount of money the Transit system receives through the state and federal governments. Beginning in FY2010, federal stimulus program pumped a large sum into the system for projects relating to improvements at the Transit Headquarters, at transit bus stops and transfer stations.

~A second wave of Section 5307 FTA grant monies in FY2010 allowed Transit to accelerate its bus replacement program and complete further projects. Two buses are to be ordered in FY2012 (\$680,000)

~ Other Capital Outlay:

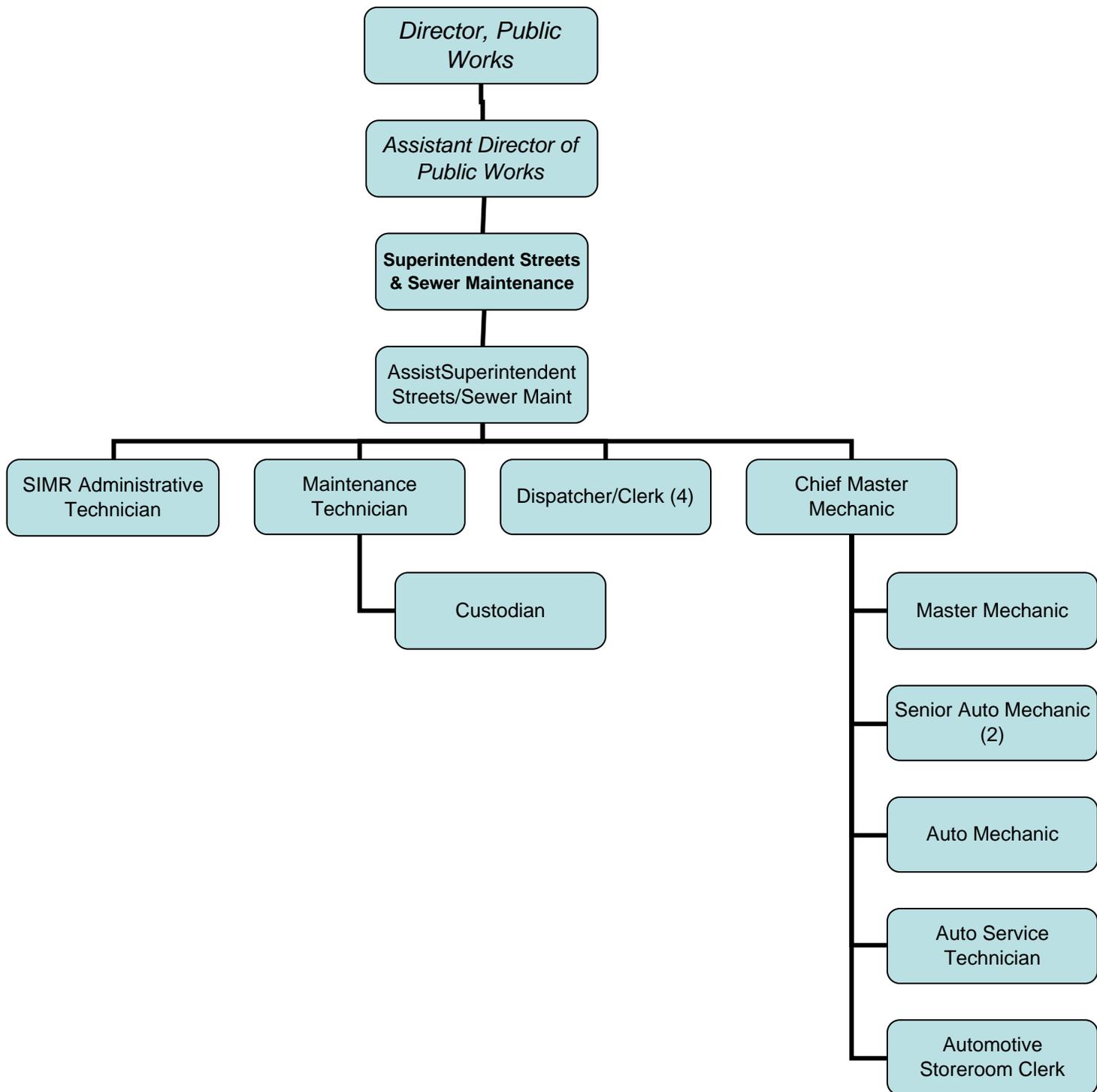
- Backup Generator \$19,000
- Air Compressor \$15,000
- Completing various projects with remaining grant monies, \$16,500

### Capital Budget Summary

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Materials & Services	12,067	1,256	1,256	1,000
Capital Outlay	699,991	714,000	714,000	2,017,000
Improvement Projs	32,198	15,560	89,510	164,255
<b>Total</b>	<b>744,256</b>	<b>730,816</b>	<b>804,766</b>	<b>2,182,255</b>
<b>Revenue Sources</b>				
Grants	604,105	1,004,480	531,704	584,653
Interest/Trf/Other	77,500	122,500	1,000	125,663
Transit Sales Tax	62,651	(396,164)	272,062	20,500
<b>Total</b>	<b>744,256</b>	<b>730,816</b>	<b>804,766</b>	<b>730,816</b>



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



# Streets/Sewer Maintenance Support

## STREETS/SEWER ADMINISTRATION, COMMUNICATIONS, EQUIPMENT SUPPORT

### Mission

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

### Core Services

- 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints and inquiries.
- Clerical, data entry, security monitoring and fuel dispensing services to Public Works' Divisions.
- Routine maintenance and emergency repairs for all street, sewer, engineering, traffic, public parking vehicles and equipment following a prioritized preventive maintenance and repair program for the delivery of services
- Dispenses fuel to several City Departments.
- Maintain the Street Rating Management System.
- Supervise and coordinate activities of the above divisions.
- Thorough inspection of all equipment brought in for repair.
- Three-tiered preventative maintenance program.

### Current Year Activity/Achievements

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

### Performance Statistics:

- Seven (7) ASE certified mechanics.
- Dispensed 98,123 Gallons of Unleaded fuel & 97,945 Gallons Diesel fuel at a cost of \$522,970.43 since July 1, 2010.
- Dispatch calls for Street & Sewer Mtce during normal working hours, also after normal working hours, weekends & holidays handle phone calls & dispatch for the Animal Shelter and 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

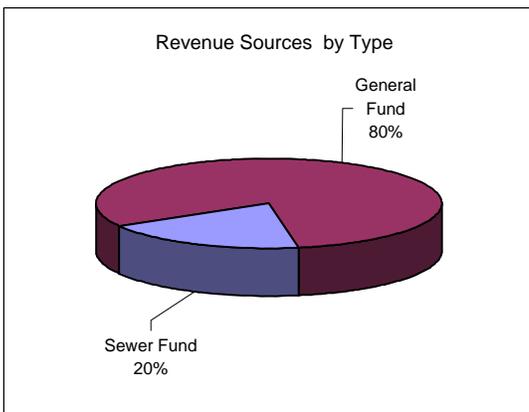
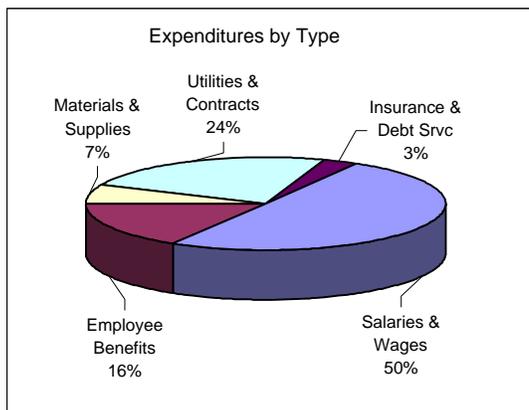
Superintendent Streets/Sewer Maintenance  
 Asst Supt Streets/Sewer Maintenance  
 SIMR Administrative Technician  
 Maintenance Technician  
 Custodian

2010-11 Actual	2011-12		2012-13 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

~Decrease in Utilities & Contracts category the result of moving a portion of the street light electric service cost to Parks Maintenance in recognition of the street lighting along the parkways.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	238,318	235,850	239,841	240,511
Employee Benefits	69,250	73,419	73,879	78,598
Materials & Supplies	30,300	32,000	32,300	31,800
Utilities & Contracts	118,079	108,655	132,510	112,565
Insurance & Debt Svc	15,165	15,000	20,000	15,000
<b>Total</b>	<b>471,112</b>	<b>464,924</b>	<b>498,530</b>	<b>478,474</b>
<b>Revenue Sources:</b>				
Sewer Fund	74,948	87,368	87,368	93,458
General Fund	396,164	377,556	411,162	385,016
<b>Total</b>	<b>471,112</b>	<b>464,924</b>	<b>498,530</b>	<b>478,474</b>

# PUBLIC WORKS COMMUNICATIONS

## Program 8520

### Program Description

This division provides 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints and inquiries. Staff also provide communications support for the Health department on holidays, evenings, and weekends; dispense fuel to City vehicles; provide visual surveillance throughout the City yards using a security monitoring system; and provide clerical and data entry services for the Street Maintenance Administration sta

### Staffing Detail

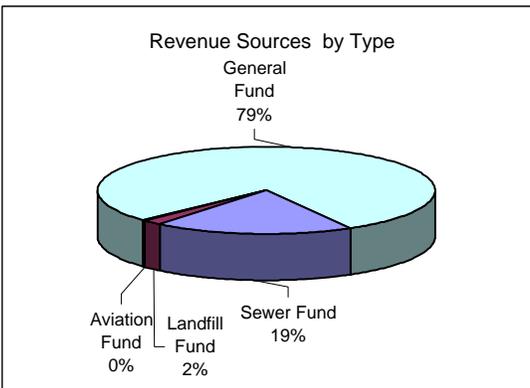
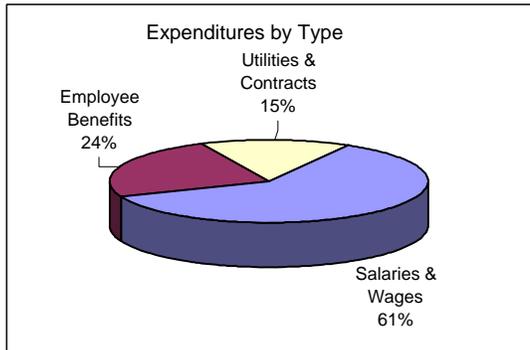
Dispatch/Clerks

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
4	4	4	4

### Major Budgetary Chages & Program Highlights

~No major fiscal changes.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	121,112	122,156	127,456	122,942
Employee Benefits	43,896	45,984	47,234	49,404
Utilities & Contracts	30,138	29,200	35,216	30,930
<b>Total</b>	<b>195,146</b>	<b>197,340</b>	<b>209,906</b>	<b>203,276</b>
<b>Revenue Sources:</b>				
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	195,146	145,503	157,999	159,724
<b>Total</b>	<b>235,127</b>	<b>197,340</b>	<b>209,906</b>	<b>203,276</b>

# PUBLIC WORKS COMMUNICATIONS

## Program 8520

### Program Description

This division provides 24 hour, 7 day per week answering and dispatching service for street and sewer maintenance, emergencies, complaints and inquiries. Staff also provide communications support for the Health department on holidays, evenings, and weekends; dispense fuel to City vehicles; provide visual surveillance throughout the City yards using a security monitoring system; and provide clerical and data entry services for the Street Maintenance Administration sta

### Staffing Detail

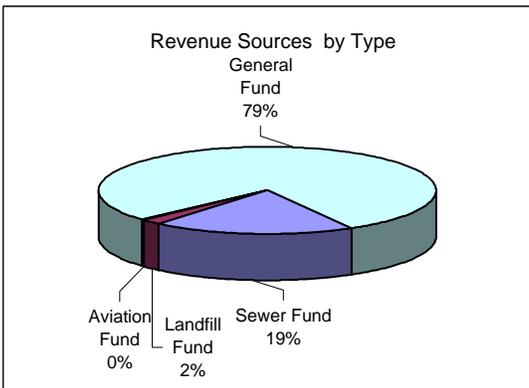
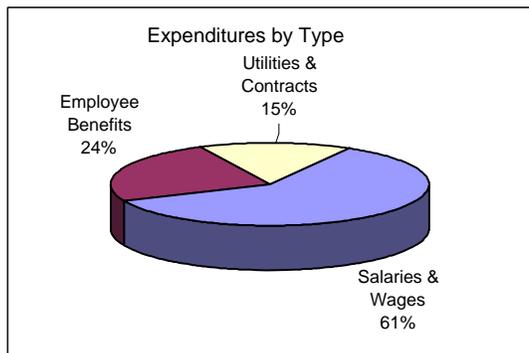
Dispatch/Clerks

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
4	4	4	4

### Major Budgetary Chages & Program Highlights

~No major fiscal changes.

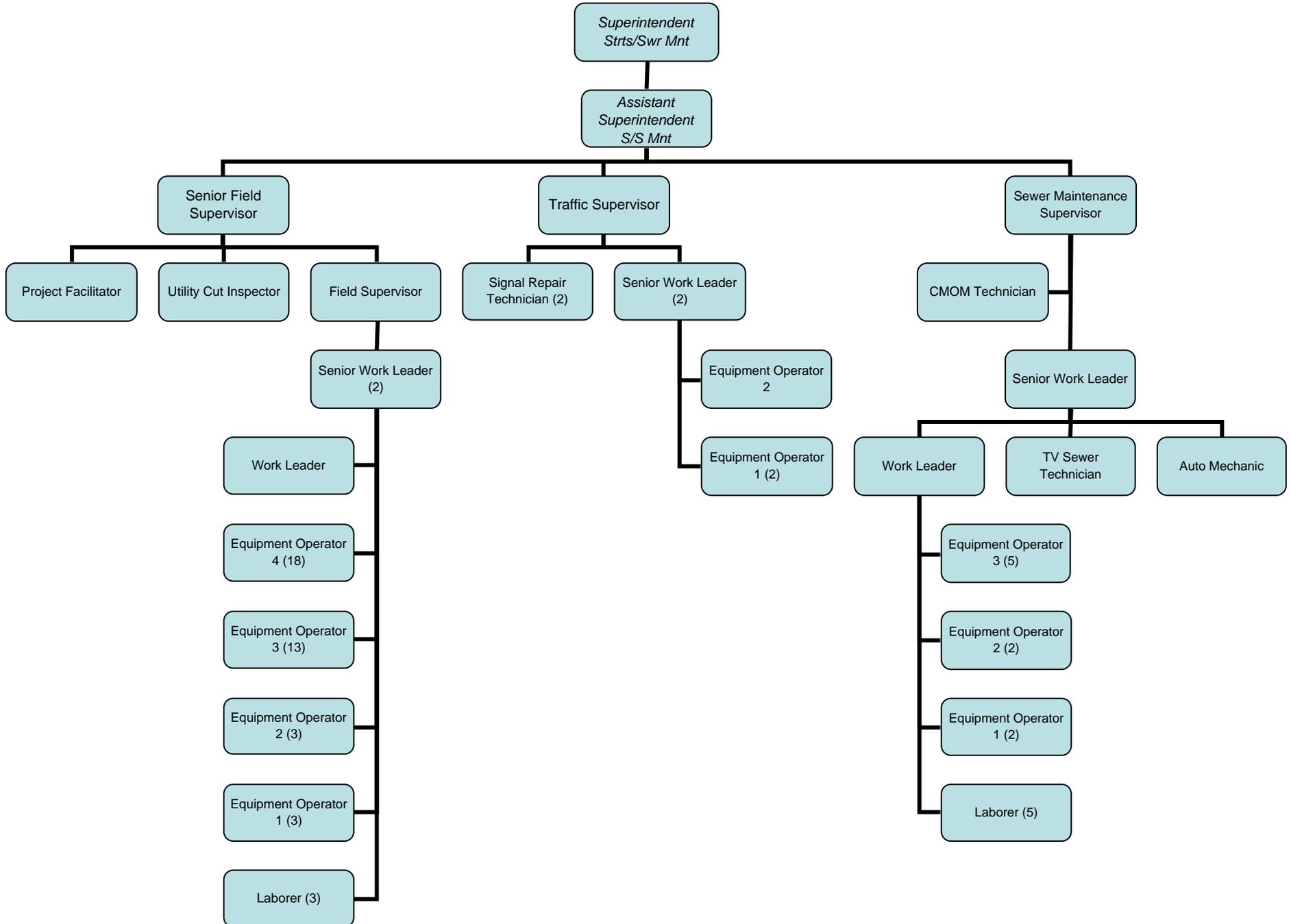
### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	121,112	122,156	127,456	120,531
Employee Benefits	43,896	45,984	47,234	48,977
Utilities & Contracts	30,138	29,200	35,216	30,930
<b>Total</b>	<b>195,146</b>	<b>197,340</b>	<b>209,906</b>	<b>200,438</b>
<b>Revenue Sources:</b>				
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	195,146	145,503	157,999	156,886
<b>Total</b>	<b>235,127</b>	<b>197,340</b>	<b>209,906</b>	<b>200,438</b>



# STREETS MAINTENANCE, SEWER MAINTENANCE, TRAFFIC



# Streets Maintenance

## STREETS MAINTENANCE/SNOW & ICE CONTROL

### Mission

Ensure public safety and enhance economic development through timely, cost effective preventive maintenance and repair to all public streets & bridges and to storm drainage systems within the City's right-of-way.

### Core Services

- Maintenance & repair of city streets through asphalt overlay, slurry seal program, concrete repair and replacement.
- Curb & gutter work.
- Maintenance of public alleys.
- Patching of paved alleys as time allows if owner purchases material and less than 20% of alley needs patched.
- 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 85.7.
- 13 miles of streets slurry sealed.
- 5.4 miles of 3-inch asphalt streets resurfaced last year.
- Used 542 tons of asphalt to date to patch 7,028 potholes.
- Swept 4,881 miles of streets.
- Regularly mowed 62 locations in ROW.
- Snow/ice cleanup: 2.75" of snow at a cost of \$86,081 or \$17,216 per inch of snow.
- Had 4 months cleaning up from the flood and storms.

### 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

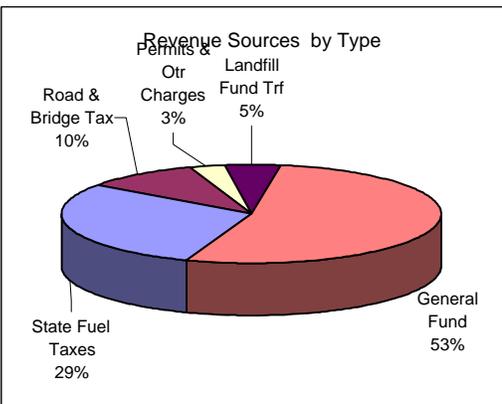
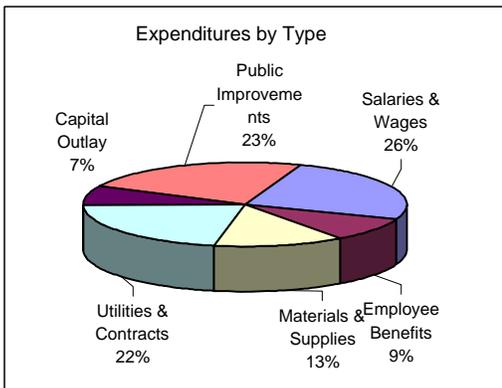
Senior Field Supervisor  
 Field Supervisor  
 Project Facilitator  
 Utility Cut Inspector  
 Senior Work Leader  
 Work Leader  
 Equipment Operator I  
 Equipment Operator II  
 Equipment Operator III  
 Equipment Operator IV  
 Laborer

2010-11	2011-12		2012-13
	Actual	Adopted 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

- ~In order to reduce the transfers between funds, the personnel costs for this program were budgeted directly in the General Fund, leaving the supply, services, and capital expenses in the Special Revenue Fund.
- ~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.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	1,660,583	1,690,864	1,538,300	1,731,976
Employee Benefits	546,734	583,635	566,922	635,711
Materials & Supplies	800,201	880,200	842,690	880,200
Utilities & Contracts	2,590,748	1,483,900	1,530,123	1,488,900
Capital Outlay	215,284	213,800	214,824	511,250
Public Improvements	1,702,668	1,604,000	1,604,000	1,604,000
<b>Total</b>	<b>7,516,218</b>	<b>6,456,399</b>	<b>6,296,859</b>	<b>6,852,037</b>
<b>Revenue Sources:</b>				
State Fuel Taxes	2,069,578	2,017,200	2,005,675	2,017,200
Road & Bridge Tax	623,155	670,505	670,505	670,505
Permits & Otr Charge	151,121	200,000	201,500	201,500
Interest & Other Rev	110,902	5,100	31,591	6,700
Landfill Fund Trf	0	325,000	325,000	325,000
General Fund	4,561,462	3,238,594	3,062,588	3,631,132
<b>Total</b>	<b>7,516,218</b>	<b>6,456,399</b>	<b>6,296,859</b>	<b>6,852,037</b>



# 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

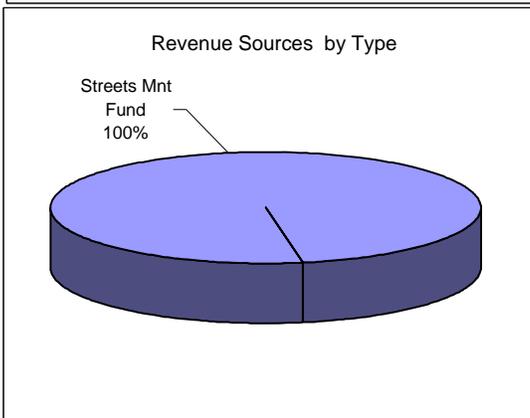
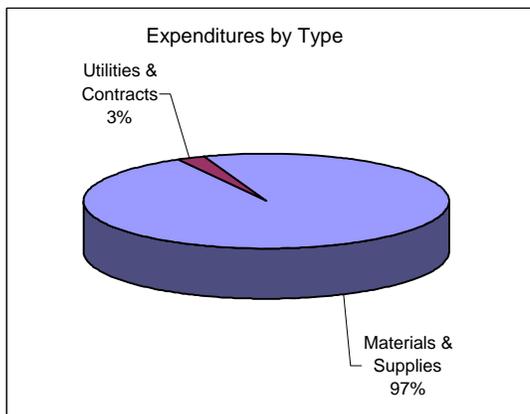
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	

### Major Budgetary Changes & Program Highlights

~The extremely mild winter resulted in less expenditures for salt & ice control supplies in the current year. The division did stock up since the lack of demand held prices low and this allowed the FY2013 budget to be slightly lower than normal.

~FY11 Expenses reflect the historically bad snow and ice events of that year

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Materials & Supplies	437,638	380,400	269,073	310,700
Utilities & Contracts	8,034	7,800	8,275	8,300
Capital Outlay	53,000	0	0	0
<b>Total</b>	<b>498,672</b>	<b>388,200</b>	<b>277,348</b>	<b>319,000</b>
<b>Revenue Sources:</b>				
Streets Mnt Func	498,672	388,200	277,348	319,000
<b>Total</b>	<b>498,672</b>	<b>388,200</b>	<b>277,348</b>	<b>319,000</b>

# 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.
- **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.

# 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

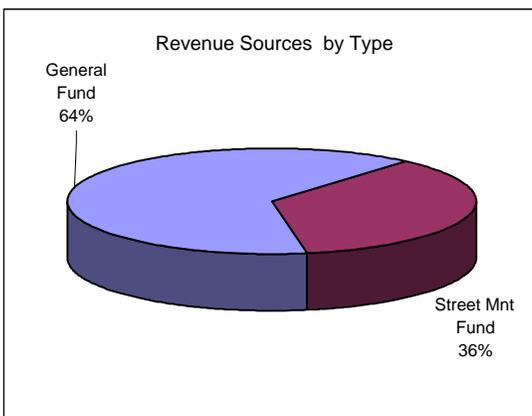
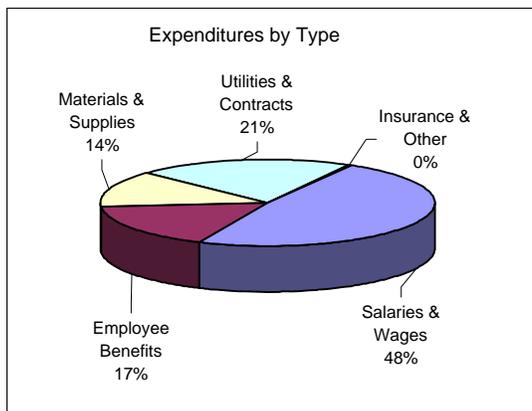
Traffic Supervisor  
 Signal Repair Technician  
 Senior Work Leader  
 Equipment Operator I  
 Equipment Operator II

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
2	2	2	2
2	2	2	2
2	2	2	2
1	1	1	1
<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Major Budgetary Chages & Program Highlights

~\$15,000 in capital was budgeted for purchase of a retro-reflectivity meter needed to test the reflective level of traffic signs and the higher grade reflective materials for signs mentioned above was reflected in a \$100,000 increase to the M&R Facilities line item. These one-time expenditures, paid for from the Cell Phone revenues, were eliminated in the FY13 budget.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	249,372	284,802	262,512	291,142
Employee Benefits	78,472	93,755	83,172	100,824
Materials & Supplies	74,087	82,650	78,780	82,650
Utilities & Contracts	111,170	221,150	224,961	124,250
Insurance & Other	683	2,000	10,000	2,000
Capital Outlay	0	15,000	10,426	0
<b>Total</b>	<b>513,784</b>	<b>699,357</b>	<b>669,851</b>	<b>600,866</b>
<b>Revenue Sources:</b>				
General Fund	327,844	493,557	456,110	385,358
Street Mnt Fund	185,940	205,800	213,741	215,508
<b>Total</b>	<b>513,784</b>	<b>699,357</b>	<b>669,851</b>	<b>600,866</b>

# 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.

## Current Year Activity/Achievements

### • Performance Statistics:

49.68 miles of sanitary sewer line cleaned annually (out of total 396 miles) FY to date.

10 sewer blockages in main line removed FY to date.

100% of sewer blockages removed within 4 hours of notification.

36,168 lineal feet of sewer line inspected with closed circuit television.

285 inlets repaired.

2,809 inlets cleaned

## 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 6,056 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

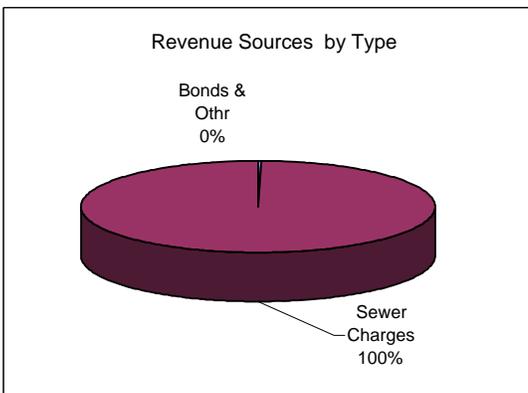
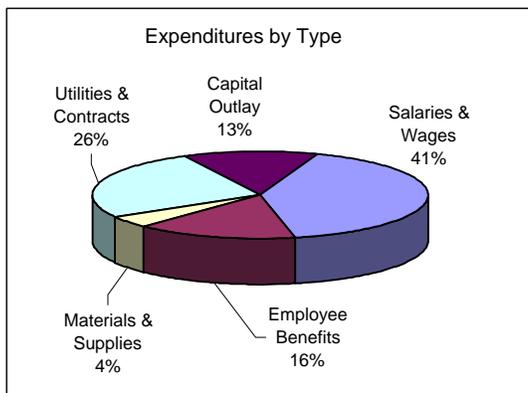
Sewer Maintenance Supervisor  
 CMOM Technician  
 Senior Account Clerk  
 Senior Work Leader  
 Work Leader  
 Auto Mechanic  
 TV Sewer Technician  
 Equipment Operator I  
 Equipment Operator II  
 Equipment Operator III  
 Sewer Maintenance Laborer

2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual Budget
1	1	1	1
1	1	0	0
0	0	0	1
1	1	1	1
1	1	1	1
1	1	1	1
1	1	1	1
2	3	3	3
2	2	2	2
5	5	5	5
5	7	7	7
20	23	22	23

### Major Budgetary Changes & Program Highlights

~ Capital Outlay (all replacements): 1/2 cost of a Utility Truck (\$11,250); Superintendent's utility vehicle (\$22,500); cameras and transporters for the TV van (\$49,654); 1 ton dump truck (2) (\$56,000); 1 ton flat-bed truck (\$26,000); Easement Jet Machine (\$46,000).  
 ~Capital Outlay (new): Trailer for the Skid Steer (\$7,500) eliminates the need for crews to depend on other departments to deliver the skid steer. Stand-by generator at the Line Mnt/Recycling Center (1/2 the cost, \$42,500).

### Operating Budget Summary



#### Expenditures:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Salaries & Wages	683,679	812,866	732,066	815,207
Employee Benefits	238,094	335,065	285,781	308,385
Materials & Supplies	63,388	88,700	49,600	85,700
Utilities & Contracts	414,667	514,675	472,906	512,595
Capital Outlay	235,567	74,000	74,573	261,404

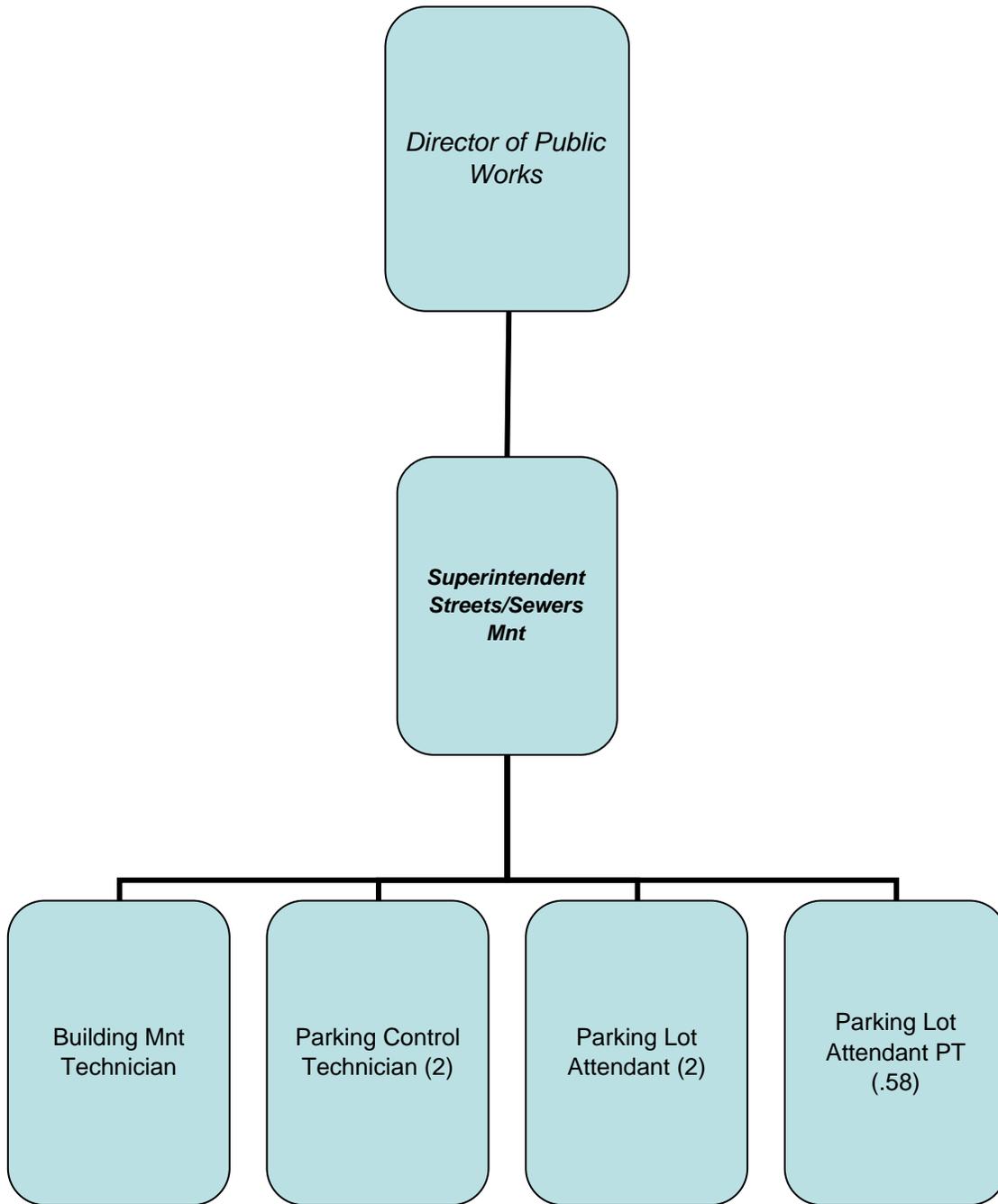
#### Total

#### Revenue Sources:

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Bond Prc'ds & Other	8,476	3,250	8,236	3,250
Sewer Charges	1,626,919	1,822,056	1,606,690	1,980,041
<b>Total</b>	<b>1,635,395</b>	<b>1,825,306</b>	<b>1,614,926</b>	<b>1,983,291</b>



# 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

- The Downtown Parking Committee has recommended steps to address certain parking issues in the area.
- Placed signs along Felix Street designating various zones.
- 8th & Felix garage received a fresh coat of paint (railings, stairwells, parking spaces i.e T's and L's).
- Implementing a hanging tag system for on street permits so modification is more difficult.
- Revamping guardrails at Lake & Illinois, as well as the pole surrounding the garages downtown to coincide with the streetscape project.
- Improved the aesthetics of the planters located around the 5th & Felix parking garage.

## Performance Statistics:

- 6209 tickets issued to date this fiscal year.
- \$45,965.30 worth of collection letters issued to date this fiscal year before notices were sent.
- \$59,194.50 worth of collection letters issued to date this FY after notices.
- 18 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. Replace all broken windows at 5th & Felix and 8th and Felix.
3. Repair concrete that has settled and cracked over the years.
4. Implement a new system for washing the parking garages to prep them for painting.
5. Improve the aesthetics of the planters located around the 6th & Jules parking garage.
6. The 6th & Jules facility will receive a complete paint job. top to bottom.

# 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

- The Downtown Parking Committee has recommended steps to address certain parking issues in the area.
- Placed signs along Felix Street designating various zones.
- 8th & Felix garage received a fresh coat of paint (railings, stairwells, parking spaces i.e T's and L's).
- Implementing a hanging tag system for on street permits so modification is more difficult.
- Revamping guardrails at Lake & Illinois, as well as the pole surrounding the garages downtown to coincide with the streetscape project.
- Improved the aesthetics of the planters located around the 5th & Felix parking garage.

## Performance Statistics:

- 6209 tickets issued to date this fiscal year.
- \$45,965.30 worth of collection letters issued to date this fiscal year before notices were sent.
- \$59,194.50 worth of collection letters issued to date this FY after notices.
- 18 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. Replace all broken windows at 5th & Felix and 8th and Felix.
3. Repair concrete that has settled and cracked over the years.
4. Implement a new system for washing the parking garages to prep them for painting.
5. Improve the aesthetics of the planters located around the 6th & Jules parking garage.
6. 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

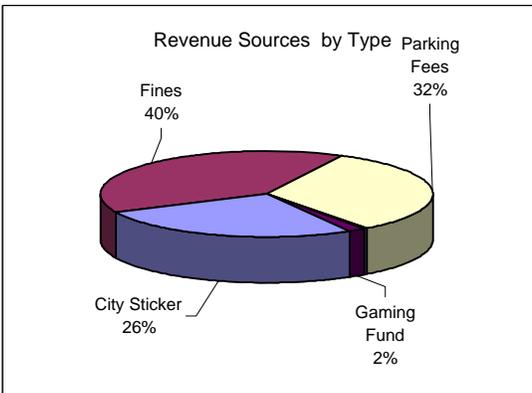
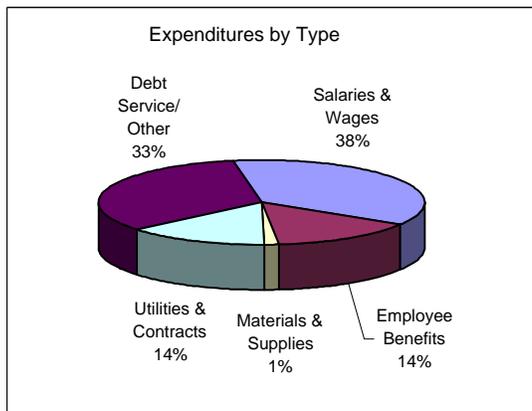
Parking Supervisor  
 Building Maintenance Technician  
 Parking Lot Attendant  
 Parking Control Technician  
 Prkg Lot Attendant (PT) 4.5 hrs/day

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	0	0
1	1	1	1
2	2	2	2
2	2	2	2
0.56	0.56	0.56	0.56
6.56	6.56	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.

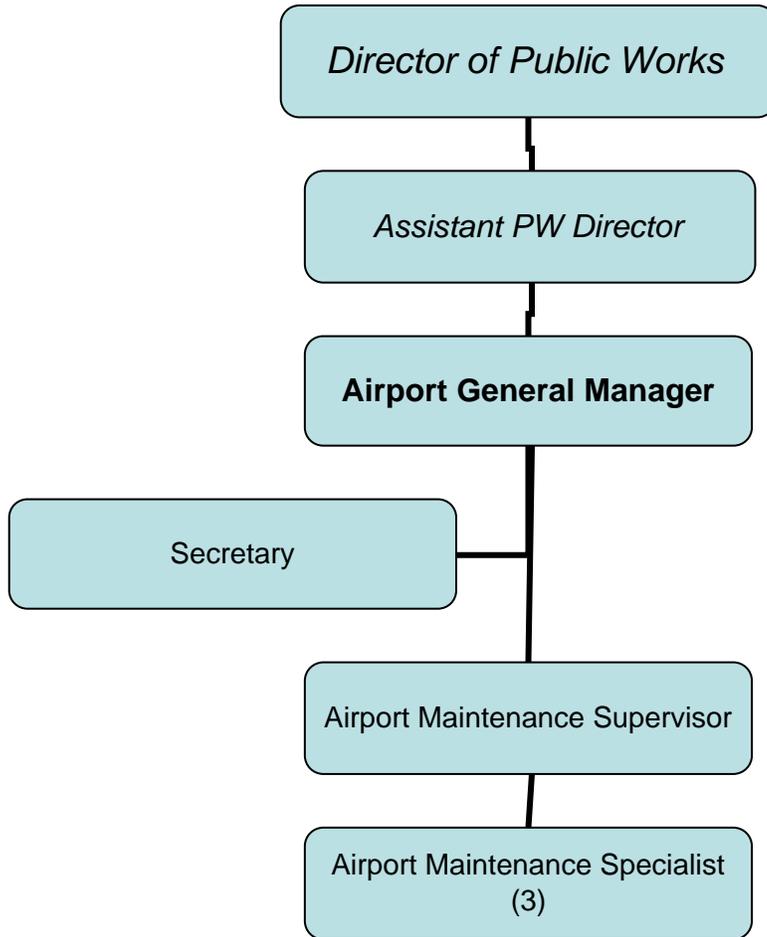
### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	145,190	183,708	157,985	155,278
Employee Benefits	53,309	67,256	57,443	60,981
Materials & Supplies	4,465	7,100	5,795	5,550
Utilities & Contracts	61,657	72,620	59,590	60,750
Debt Service/ Other	136,244	137,819	137,819	140,876
<b>Total</b>	<b>400,865</b>	<b>468,503</b>	<b>418,632</b>	<b>423,435</b>
<b>Revenue Sources:</b>				
City Sticker	94,258	95,000	95,000	95,000
Fines	169,726	203,350	142,450	142,350
Parking Fees	118,858	118,600	118,500	116,100
Interest & Other	622	500	745	500
Gaming Fund	12,345	6,500	6,500	6,500
(To)/Frm Parking FB	5,056	44,553	55,437	62,985
<b>Total</b>	<b>400,865</b>	<b>468,503</b>	<b>418,632</b>	<b>423,435</b>



# ROSECRANS MUNICIPAL AIRPORT





# Rosecrans Municipal Airport

## Mission

Dedicated to providing safe aeronautical facilities and quality services to all general, corporate, commercial and military aviation operations 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 Sound of Speed Airshow planning is in full swing.
- 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 - 88 total; 8 military and 80 general aviation includes corporate, agricultural medical and personal.

Number of aircraft operations (takeoffs & landings) - 23,798.

Total volume of aircraft fuel sales - 199,282.3 gallons (based on 2011 calendar year).

Percent occupancy of 35 existing T-hangars - 100% with a waiting list and 2 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

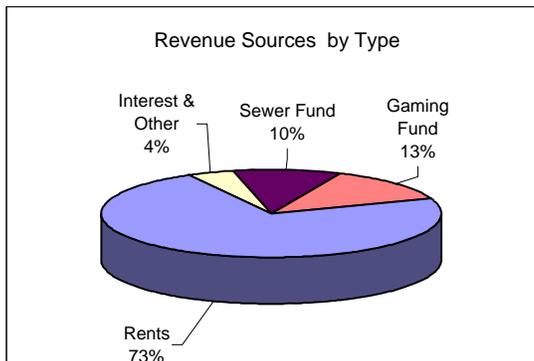
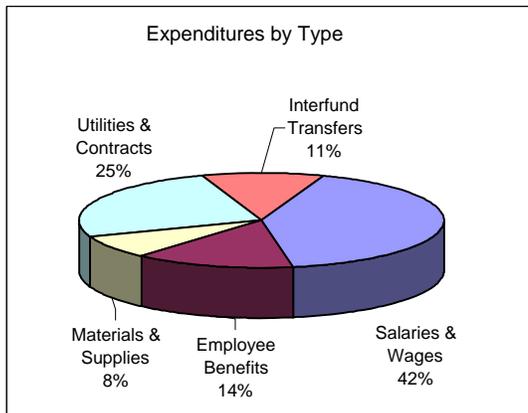
Airport Manager  
 Airport Operations & Maintenance Supervisor  
 Airport Maintenance Specialist  
 Secretary

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
3	3	3	3
1	1	1	1
6	6	6	6

### Major Budgetary Changes & Program Highlights

- ~Services category increased with the budgeting of \$8,000 in the Major Maintenance & Repair line item for the replacement of two snowbroom cores.
- ~Electric Service budget also increased due to the cost of the new Self-Service Fueling System.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	280,008	298,842	275,472	262,689
Employee Benefits	81,991	88,630	85,670	89,481
Materials & Supplies	43,373	52,000	45,200	50,200
Utilities & Contracts	109,538	146,405	123,427	160,787
Capital Outlay	780	0	23,000	0
Interfund Transfers	64,990	65,465	67,469	67,845
<b>Total</b>	<b>580,680</b>	<b>651,342</b>	<b>620,238</b>	<b>631,002</b>
<b>Revenue Sources:</b>				
Rents	481,837	480,676	338,113	343,131
Other Revenues	28,701	21,000	42,692	21,000
Interest Earnings	1,045	700	(1,000)	100
General Fund	0	0	0	0
Sewer Fund	35,220	48,290	48,290	48,290
Gaming Fund	60,000	60,000	60,000	60,000
Aviation Fund Balnc	(26,123)	40,676	132,143	158,481
<b>Total</b>	<b>580,680</b>	<b>651,342</b>	<b>620,238</b>	<b>631,002</b>

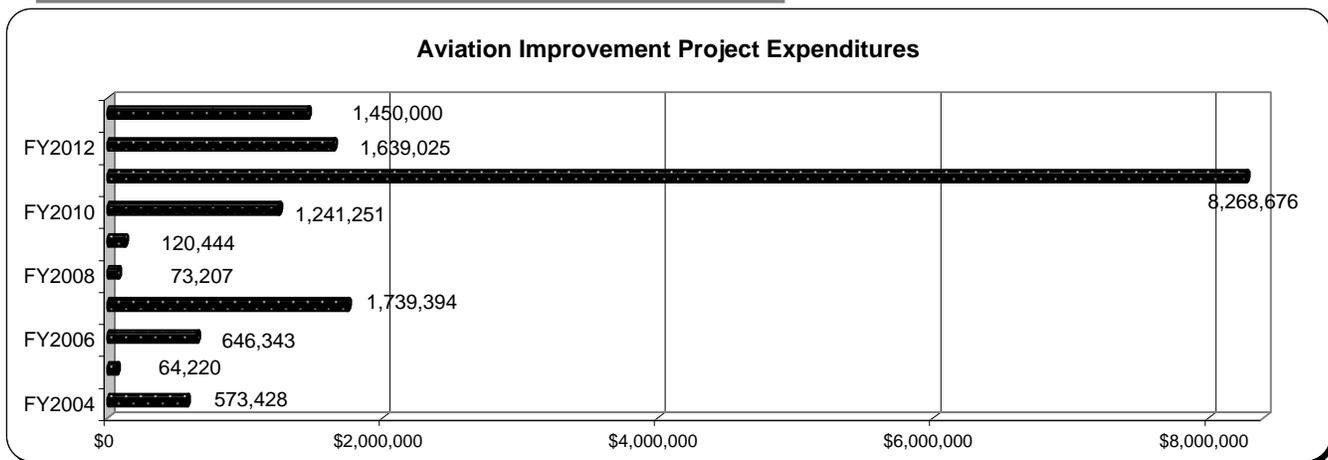
# AVIATION FUND IMPROVEMENT PROJECTS

## Program 1290

### PROGRAM DESCRIPTION

The Airport Improvement Projects Program was established to track, monitor, and facilitate expenditure of the remaining funds for Aviation projects authorized by voters in the 1989 1/4 cent CIP Sales Tax Initiative. Many projects are now being completed for the future move of the Air National Guard unit to the 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:

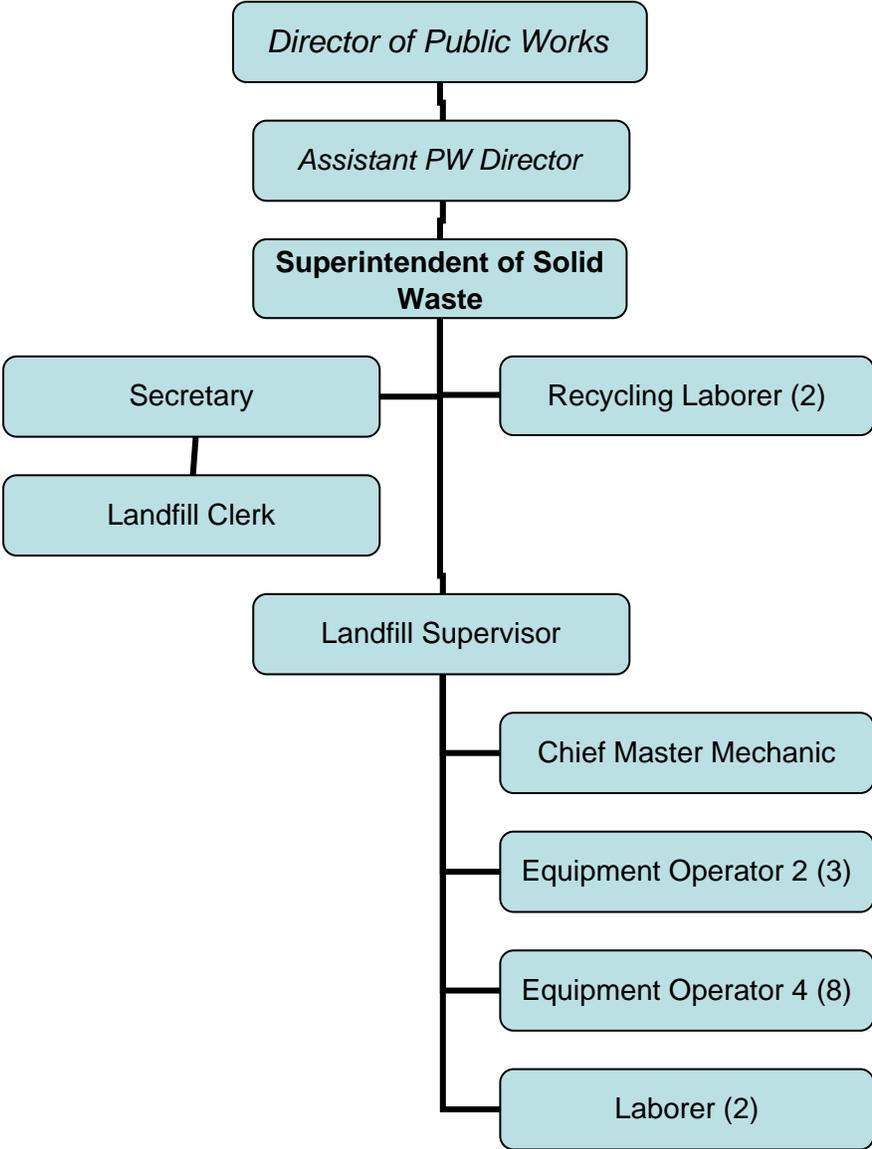
- Rehabilitate Runway Lighting \$100,000
- Rehabilitate Apron \$1,000,000
- Runway 35 End Pavement Maintenance \$350,000

### Capital Budget Summary

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Outside Services	877,871	0	0	0
Improvement Proj's	7,390,805	1,200,000	1,639,025	1,450,000
<b>Total</b>	<b>8,268,676</b>	<b>1,200,000</b>	<b>1,639,025</b>	<b>1,450,000</b>
<b>Revenue Sources</b>				
Grants	3,131,201	1,080,000	4,009,631	1,305,000
Interfund Transfers	35,880	120,000	120,000	145,000
Aviation CIP FB	5,101,595	0	(2,490,606)	0
<b>Total</b>	<b>8,268,676</b>	<b>1,200,000</b>	<b>1,639,025</b>	<b>1,450,000</b>



# 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 will generate 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 completed.

### Performance Statistics:

- Number of pounds of trash received during "Clean Sweep" 686,960
- Number of pounds of material dropped at the Recycling Center 912,346
- Percent of pounds of recycling material compared to tons of landfill material .0042%
- Number of tons received at the Landfill annually 108,782.05

## 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 Supervisor  
 Senior Work Leader  
 Chief Master Mechanic  
 Environmental Technician  
 Equipment Operator II  
 Equipment Operator IV  
 Laborer  
 Secretary  
 Landfill Clerk

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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

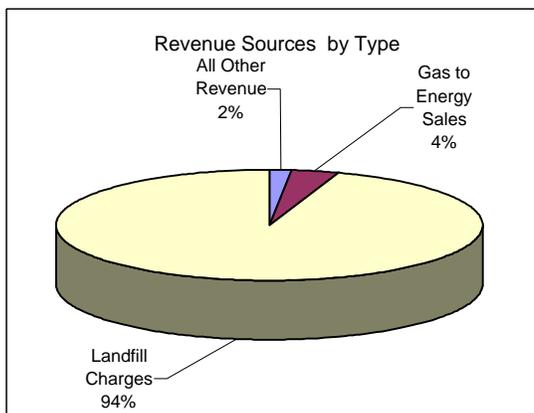
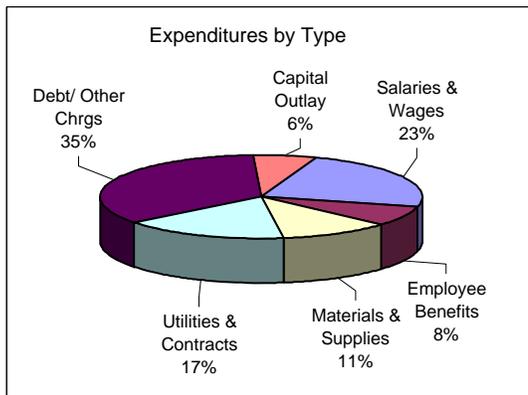
### Major Budgetary Changes & Program Highlights

-The engineering services directly involved with capital projects were moved from the operating budget to the Landfill CIP program, decreasing the Services category in this program.

-Increase in the "Other Charges" area due to a change from transfers based on the indirect cost allocation plan to a payment-in-lieu-of-taxcharge to this enterprise fund. The Landfill pays 7% of gross revenue as do the other utilities in the city.

-A new revenue source has been identified with the Landfill's new Gas to Energy sales. Revenue is still being estimated.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	682,772	747,756	709,661	744,319
Employee Benefits	210,139	232,240	233,495	253,350
Materials & Supplies	346,941	344,400	373,300	354,400
Utilities & Contracts	868,755	781,220	715,600	536,645
Debt/ Other Chrgs	675,303	1,011,580	1,011,581	1,118,116
Capital Outlay	246,435	0	0	201,000
<b>Total</b>	<b>3,030,345</b>	<b>3,117,196</b>	<b>3,043,637</b>	<b>3,207,830</b>
<b>Revenue Sources:</b>				
Permits & Rents	7,060	5,100	6,200	6,200
Misc. Charges	22,085	500	20,000	20,000
Interest Earnings	23,547	28,000	23,000	28,000
Gas to Energy Sales	0	100,000	29,565	118,260
Landfill Charges	2,977,653	3,083,596	2,994,437	3,035,370
<b>Total</b>	<b>3,030,345</b>	<b>3,217,196</b>	<b>3,073,202</b>	<b>3,207,830</b>

# RECYCLING OPERATIONS

## Program 6150

### Program Description

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

### Staffing Detail

Laborer

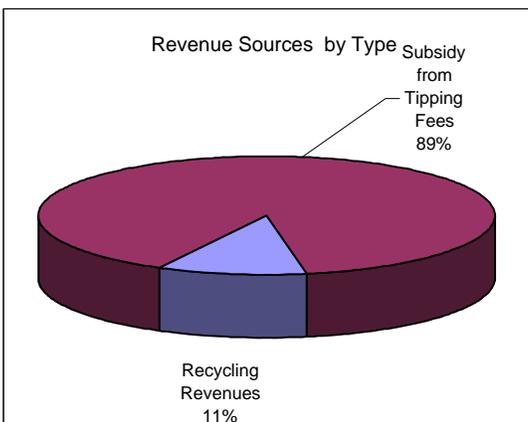
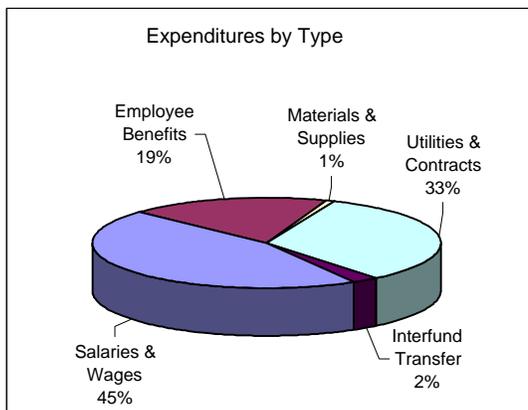
2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
2	2	2	2

### Major Budgetary Changes & Program Highlights

-Since most of the utility expenses at the new site will be generated from the Sewer Maintenance buildings, it was decided to have the Water Protection Fund pay the total utility bill and have the Recycling program reimburse the Water Protection Fund for its portion of the expense.

-The Capital Outlay expenditure represents 1/2 the cost of a stand-by generator for the new Recycling Center/Sewer Line Maintenance facility. The Water Protection Fund is paying the other half.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	57,328	59,847	61,647	59,554
Employee Benefits	21,547	22,774	22,554	24,477
Materials & Supplies	1,874	1,250	1,260	1,250
Utilities & Contracts	43,200	42,875	41,300	43,140
Interfund Transfer	0	3,250	3,250	3,250
Capital Outlay	300,305	0	0	42,500
<b>Total</b>	<b>424,254</b>	<b>129,996</b>	<b>130,011</b>	<b>174,171</b>
<b>Revenue Sources:</b>				
Recycling Revenues	9,482	10,500	16,500	18,500
Landfill Revenues	414,772	119,496	113,511	155,671
<b>Total</b>	<b>424,254</b>	<b>129,996</b>	<b>130,011</b>	<b>174,171</b>

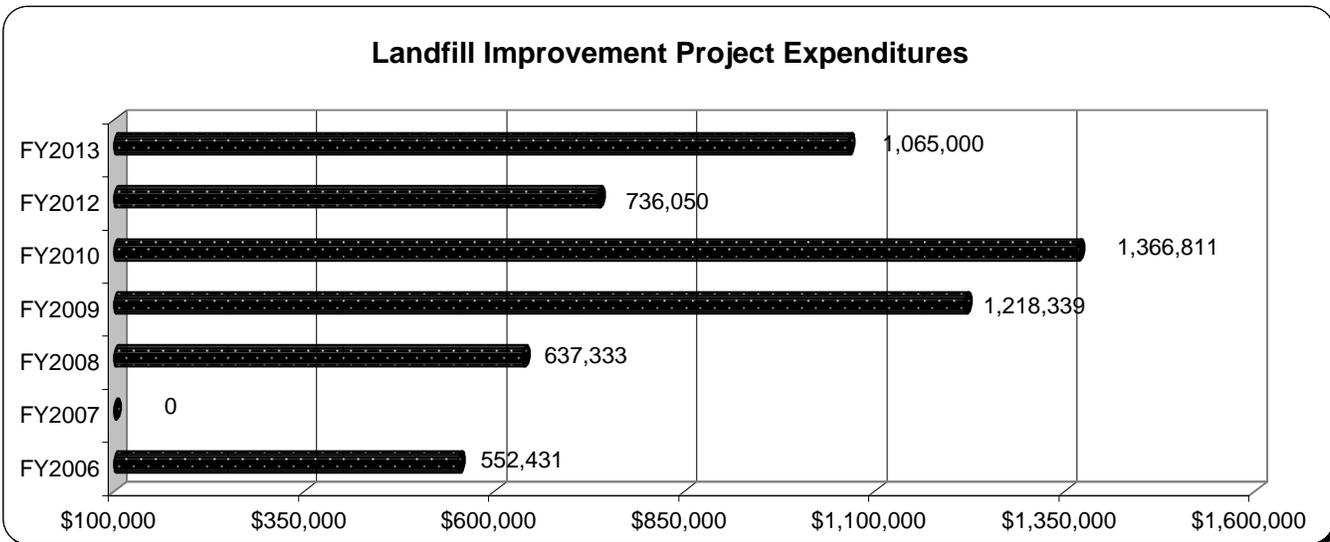
# LANDFILL FUND IMPROVEMENT PROJECTS

## Program 1260

### PROGRAM MISSION

The Landfill Improvement Program provides project management and cost reporting for major capital improvements at the Landfill. Projects include grading and construction, liner installation, and improvements related to the close of landfills as required by the Missouri Department of Natural Resources.

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Major Budgetary Changes & Program Highlights

~ An exciting project at the landfill for FY2011 is a collaboration between the City and KCP&L electric utility. A gas-to-energy system is being installed using the methane gas produced as a by-product of the landfill. The electric utility is fronting the installation expense and therefore no expenditures appear on the City's side. The City and utility will share in revenues generated from the sale of the electricity generated as well as from the carbon credits issued by the federal government.

~Major Capital Outlay/Improvement Projects::

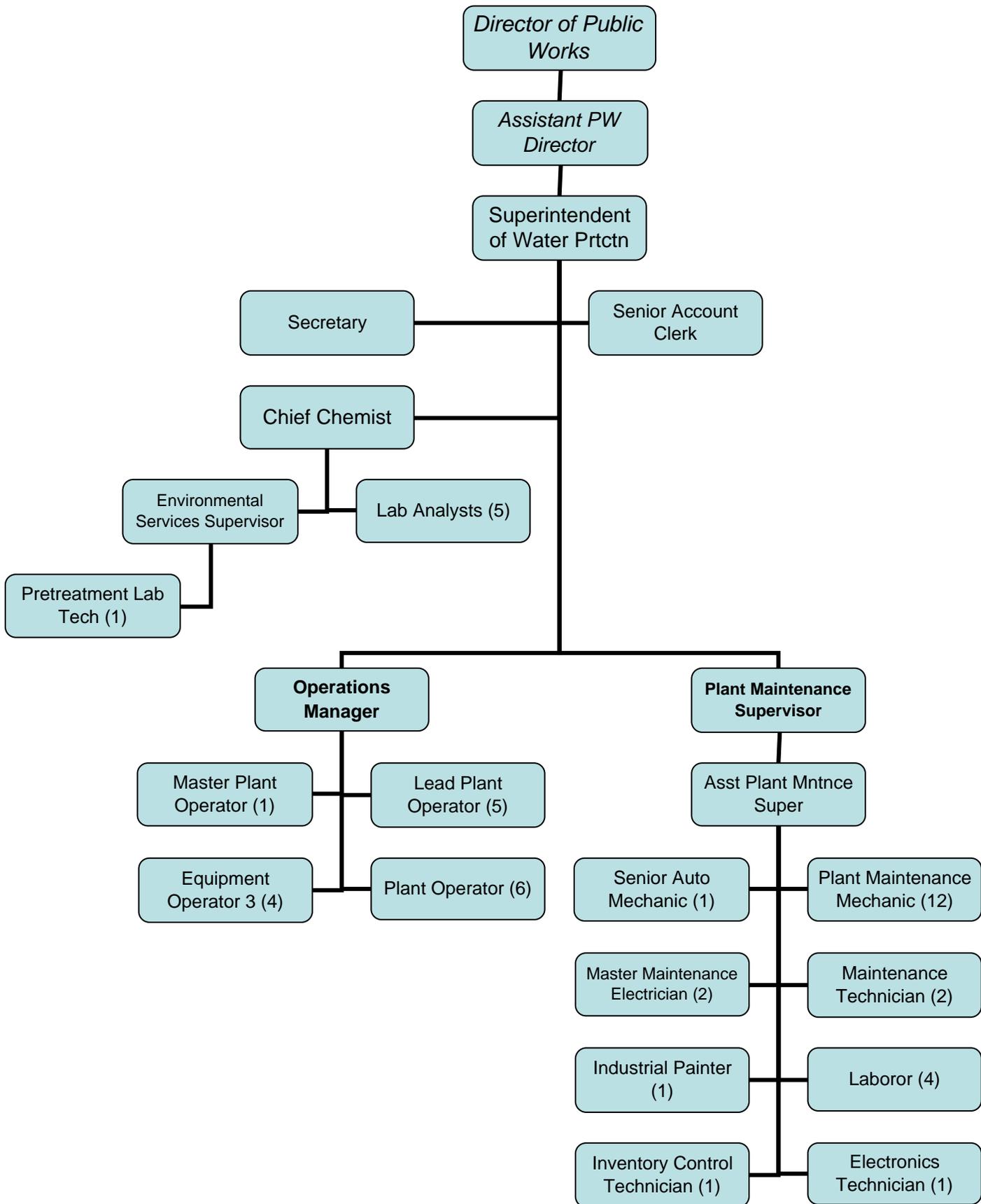
- Roll Off Truck \$140,000
- D8 Dozer Replacement \$500,000

### Capital Budget Summary

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures</b>				
Professional Services	0	0	0	165,000
Capital Outlay	0	375,000	375,000	640,000
Improvement Proj's	0	361,050	361,050	260,000
<b>Total</b>	0	736,050	736,050	1,065,000
<b>Revenue Sources</b>				
Fixed Asset Sale	0	0	0	0
Landfill Fees	0	736,050	736,050	1,065,000
<b>Total</b>	0	736,050	736,050	1,065,000



# 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 SIGNIFICANT pretreatment violations for SIU's is 0.
- Number of INFREQUENT pretreatment violations for SIU's is 7.
- Number of Notice of Violations issued against the City is zero.

## **Budget Challenges/Planned Initiatives**

- Construct a new disinfection treatment process and effluent pumping station.
- Complete the design of a new stormwater separation conduit for the Whitehead Creek.
- Conduct a pilot study for ammonia removal options to initiate 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

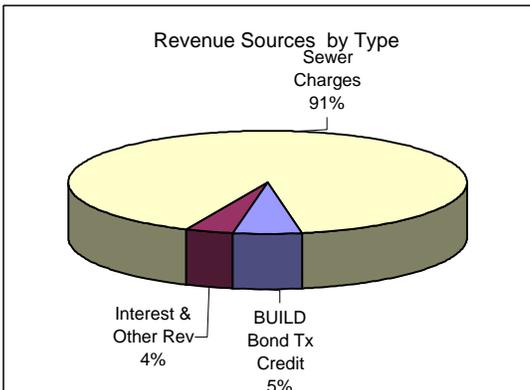
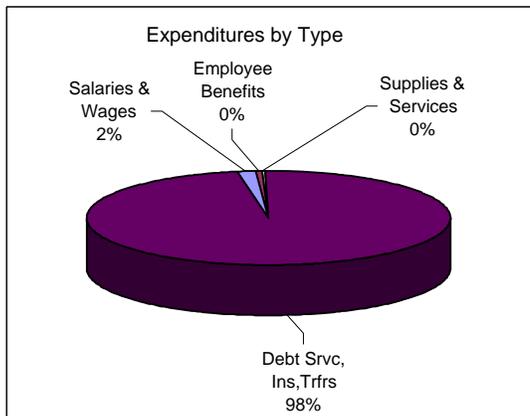
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
1	1	1	1
1	1	1	1
2	2	2	2

### Major Budgetary Changes & Program Highlights

~The drop in Utilities & Contracts category 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.

~Basis for payments to the General Fund for services provided was switched from the indirect cost allocation plan to a PILOT of 7% of gross revenues, the same franchise tax as other utilities pay the City.

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salaries & Wages	99,231	179,535	85,393	124,728
Employee Benefits	31,290	35,311	32,811	35,235
Materials & Supplies	8,948	7,900	15,830	7,650
Utilities & Contracts	253,116	258,750	297,795	19,970
Debt Svc, Ins, Trfrs	4,900,075	4,972,282	5,035,622	7,015,118
<b>Total</b>	<b>5,292,660</b>	<b>5,453,778</b>	<b>5,467,451</b>	<b>7,202,701</b>
<b>Revenue Sources:</b>				
Fines & Penalties	11,000	0	0	0
BUILD Bond Tx Credit	388,345	387,727	395,227	395,227
Interest & Other Rev	284,034	322,300	275,900	275,900
Sewer Charges	4,609,281	4,743,751	4,796,324	6,531,574
<b>Total</b>	<b>5,292,660</b>	<b>5,453,778</b>	<b>5,467,451</b>	<b>7,202,701</b>

# Water Protection Plant

## Program 6330

### Program Description

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

### Staffing Detail

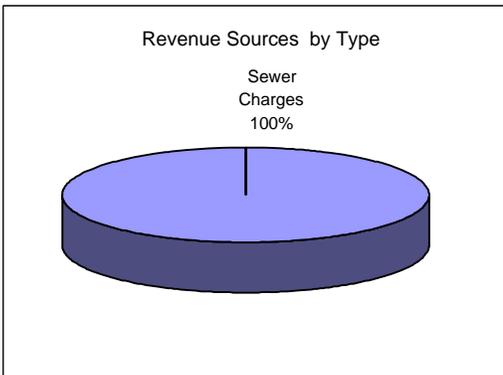
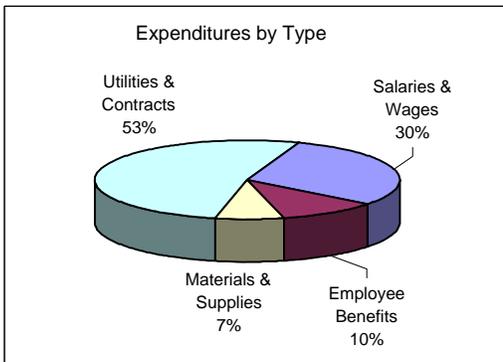
Operations Manager  
 Plant Maintenance Supervisor  
 Asst Plant Maintenance Supervisor  
 Plant Maintenance Mechanic  
 Master Plant Operator  
 Lead Plant Operator  
 Plant Operator  
 Master Maintenance Electrician  
 Electronics Technician  
 Inventory Control Technician  
 Senior Auto Mechanic  
 Maintenance Technician  
 Industrial Painter  
 Equipment Operator III  
 Laborer  
 Senior Account Clerk  
 Engineering Clerk PT (25 hrs/wk)

	2010-11	2011-12		2012-13
	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	9	12	12	12
Master Plant Operator	0	0	0	1
Lead Plant Operator	5	5	5	5
Plant Operator	5	5	5	6
Master Maintenance Electrician	2	2	2	2
Electronics Technician	0	0	0	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
<b>Total</b>	<b>38.625</b>	<b>41.625</b>	<b>41.625</b>	<b>44.625</b>

### Major Budgetary Changes & Program Highlights

Three additional staff were added: Plant Operators (2) to help deal with the additional disinfection system operations that will be coming on-line. (One of the current Senior Plant Operators is being reclassified to Master Plant Operator.) An Electronics Technician position is being created at a total cost of \$48,000. The FT, 40 hr/wk position will eliminate the current \$45,000 annual expense in Professional Services which pays for an outside technician to come in and calibrate & maintain the electronics at the plant for only 6 hours a week.

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	1,605,328	1,660,374	1,643,400	1,754,788
Employee Benefits	494,395	559,010	532,072	613,706
Materials & Supplies	350,851	443,500	392,700	425,635
Utilities & Contracts	2,955,659	2,890,775	2,869,970	3,062,523
Capital Outlay	0	158,000	158,000	0
<b>Total</b>	<b>5,406,233</b>	<b>5,711,659</b>	<b>5,596,142</b>	<b>5,856,652</b>
<b>Revenue Sources:</b>				
Grants & Other	59,089	0	27,832	0
FEMA & Ins Reimb	110,135	0	5,469	0
Sewer Charges	5,347,144	5,711,659	5,562,841	5,856,652
<b>Total</b>	<b>5,516,368</b>	<b>5,711,659</b>	<b>5,596,142</b>	<b>5,856,652</b>

# LABORATORY

## Program 6350

### Program Description

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

### Staffing Detail

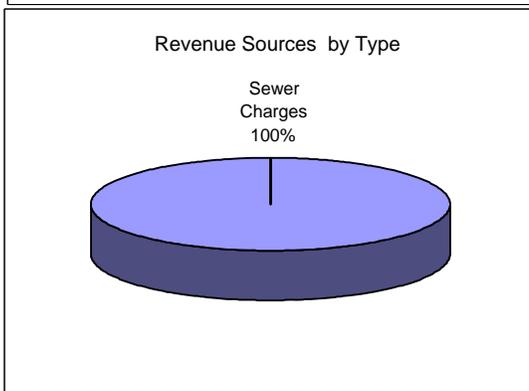
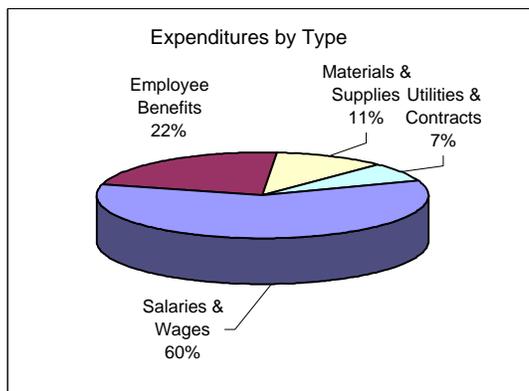
Chief Chemist  
 Laboratory Analyst  
 Environmental Services Supervisor  
 Environmental Services Technician  
 Pretreatment Lab Technician

2010-11	2011-12		2012-13
	Adopted	Estimated	
Actual	Budget	Actual	Budget
1	1	1	1
5	5	5	5
1	1	1	1
0	0	0	1
1	1	1	1
8	8	8	9

### Major Budgetary Changes & Program Highlights

~An Environmental Services Technician to help meet CMOM reporting requirements.

### Operating Budget Summary



	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Salaries & Wages	300,740	301,142	313,903	328,309
Employee Benefits	102,104	105,736	107,311	120,730
Materials & Supplies	76,179	60,000	55,220	60,000
Utilities & Contracts	60,887	54,680	53,315	39,680
Capital Outlay	21,060	22,000	19,629	0
<b>Total</b>	<b>560,970</b>	<b>543,558</b>	<b>549,378</b>	<b>548,719</b>
<b>Revenue Sources:</b>				
Sewer Charges	560,970	543,558	549,378	548,719
<b>Total</b>	<b>560,970</b>	<b>543,558</b>	<b>549,378</b>	<b>548,719</b>

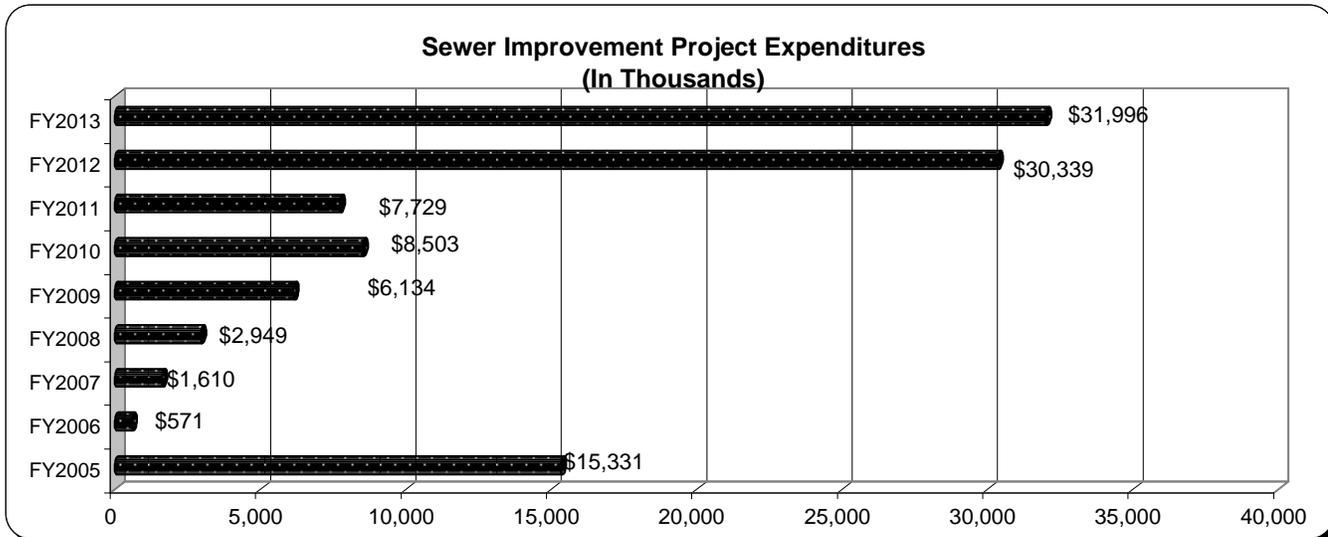
# WATER PROTECTION FUND IMPROVEMENT PROJECTS

## Program 1240

### PROGRAM DESCRIPTION

The Sewer Improvement Program was established to provide project management and reporting for major treatment plant and collection system improvements. Projects currently in progress are financed by a \$32.4 revenue bond. The next two projects will be financed through SRF leveraged loans..

### CAPITAL OUTLAY & PUBLIC IMPROVEMENTS



### Major Budgetary Changes & Program Highlights

~\$32.4 million in bonds were issued in mid-FY11. An SRF-leveraged bond issue of \$27 million is planned for FY13.  
~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

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures</b>				
Services	3,582,002	3,820,153	6,725,066	3,562,500
Capital Equipment	118,662	669,000	788,450	901,000
Improvement Proj's	4,027,870	34,802,300	22,825,667	27,532,500
<b>Total</b>	<b>7,728,534</b>	<b>39,291,453</b>	<b>30,339,183</b>	<b>31,996,000</b>
<b>Revenue Sources</b>				
Sewer Charges	310,176	6,441,453	(2,282,614)	5,117,000
Interest & Other Rv	40,937	250,000	21,797	250,000
Interfund Transfers	0	200,000	200,000	0
Bond Revenues/In	7,377,421	32,400,000	32,400,000	26,629,000
<b>Total</b>	<b>7,728,534</b>	<b>39,291,453</b>	<b>30,339,183</b>	<b>31,996,000</b>

# NON-OPERATING PROGRAMS

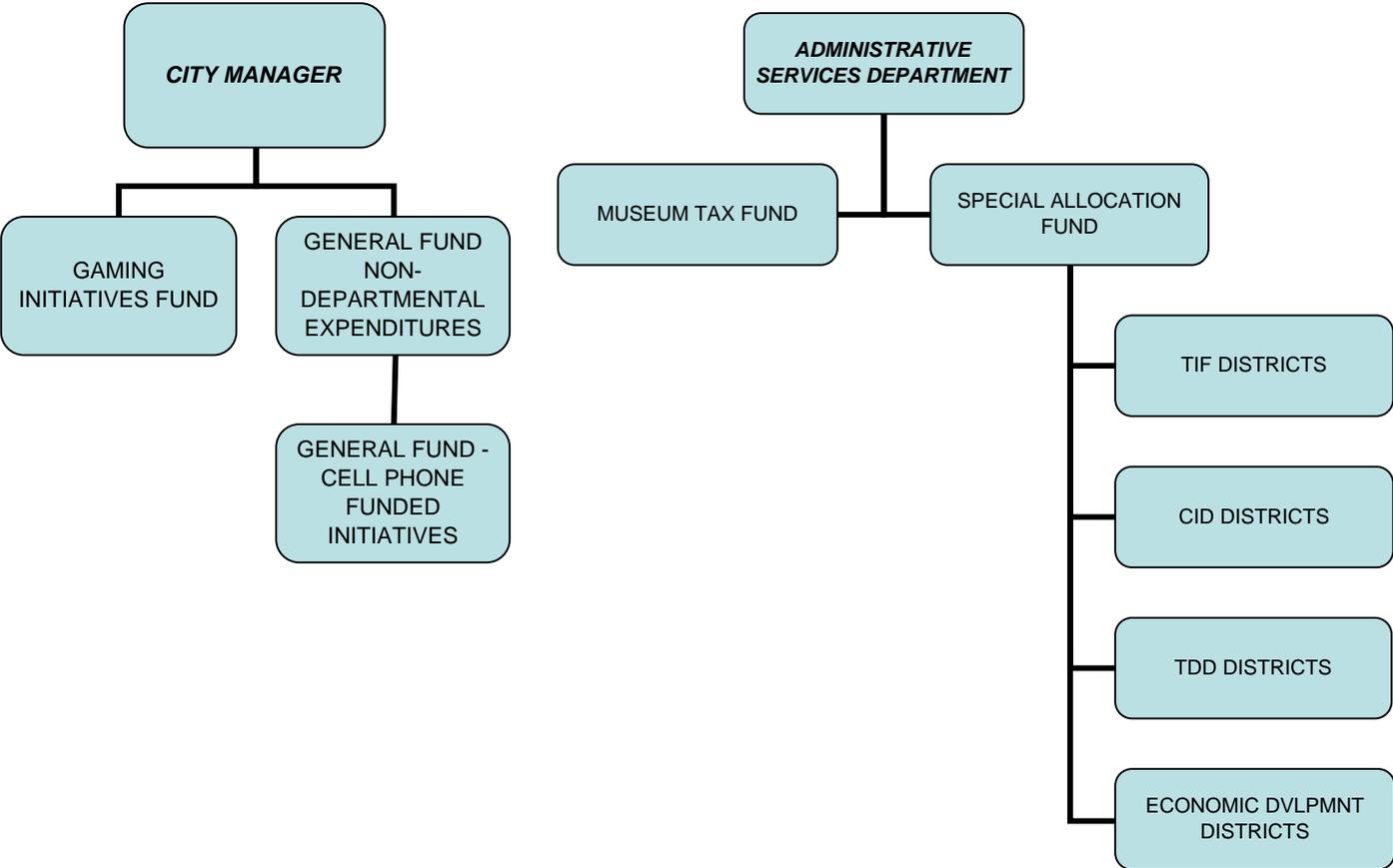
The City of St. Joseph's has several departments with no staff. All but one of these programs have their own funding sources.

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:     \$   13,094,000**





# NON-OPERATING DEPARTMENTS SUMMARY

ACCOUNT TYPE	2010-11	2011-12		2012-13	
	Actual	Adopted Budget	Estimated Actual	Budget	
Materials, Professional & Contracted Svcs	2,272,656	3,217,580	2,569,777	4,029,266	
Debt Service, Reimbursed Expenditures	7,218,002	7,180,879	7,796,745	7,442,603	
Transfers	2,276,545	1,993,931	2,021,092	1,505,850	
Capital Outlay	37,768	46,335	46,335	116,210	
	<b>11,804,971</b>	<b>12,438,725</b>	<b>12,433,949</b>	<b>13,093,929</b>	
<b>USES BY PROGRAM</b>	<b>Supervising DEPARTMENT</b>				
Gaming Initiatives	CMO	945,900	1,243,942	1,118,242	1,261,510
Non-Departmental	CMO	628,344	659,470	658,360	887,304
Cell Phone Initiatives	CMO	2,056,905	2,446,487	1,734,543	2,500,000
Museum Tax Program	Administrative Svcs	424,674	374,724	579,753	477,660
Center Building TIF	Administrative Svcs	12,640	11,720	23,959	23,740
Uptown Redevelopment TIF	Administrative Svcs	1,246	50	(855)	0
Ryan Block TIF	Administrative Svcs	3	4,505	877	877
Cooks Crossing EDC	Administrative Svcs	12,645	5,000	15,850	2,150
Downtown Revitalization TIF	Administrative Svcs	1,230	600	896	0
Mitchell Avenue TIF	Administrative Svcs	434,592	435,505	435,400	431,600
The Commons Dvlpmnt (EDC)	Administrative Svcs	382,676	320,760	547,092	547,092
NE Cook Road TIF	Administrative Svcs	38,395	36,010	57,328	54,360
East Hills TIF (&CID)	Administrative Svcs	855,487	839,900	1,042,100	1,045,000
Shoppes at N. Village TIF	Administrative Svcs	3,360,806	3,326,944	3,326,269	3,228,025
EBR Dvlpmnt TIF	Administrative Svcs	234,928	220,505	240,049	238,970
Triumph Foods TIF	Administrative Svcs	2,239,362	2,240,057	2,239,271	2,073,346
Fountain Creek TIF	Administrative Svcs	41	191	80	80
3rd Street Hotel TIF	Administrative Svcs	173,601	272,355	414,100	322,215
Tuscany Towers TIF	Administrative Svcs	1,496	0	635	0
		<b>11,804,971</b>	<b>12,438,725</b>	<b>12,433,949</b>	<b>13,093,929</b>
<b>FUNDING SOURCES</b>					
General Fund		2,685,249	3,105,957	2,392,903	3,387,304
Gaming Fund		945,900	1,243,942	1,118,242	1,261,510
Museum Tax Fund		424,674	374,724	579,753	477,660
Special Allocation Fund		7,749,148	7,714,102	8,343,051	7,967,455
		<b>11,804,971</b>	<b>12,438,725</b>	<b>12,433,949</b>	<b>13,093,929</b>
<b>STAFFING SUMMARY</b>					
N/A		0.00	0.00	0.00	0.00
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# NON-DEPARTMENTAL EXPENDITURES

## Program 0001

### Program Description

To separately identify revenue and expenditures not otherwise assigned to other General Fund departments or programs.

### Staffing Detail

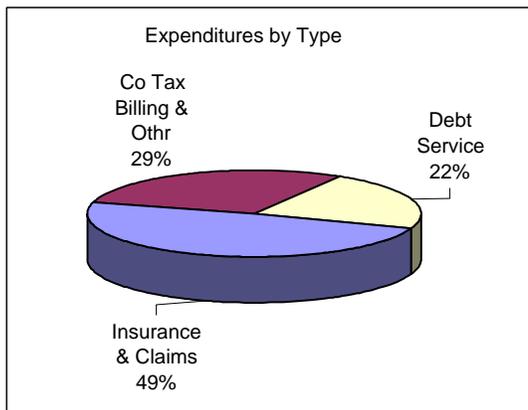
N/A

2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual Budget
0	0	0	0

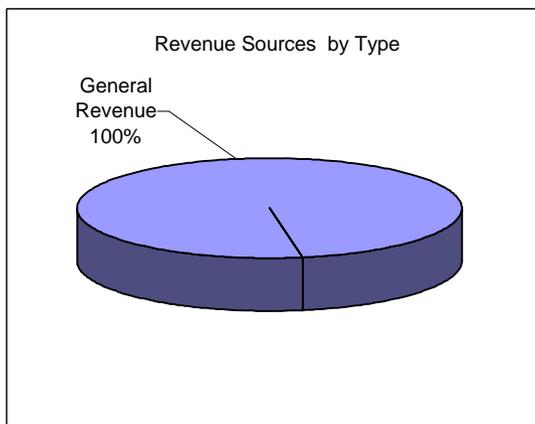
### Major Budgetary Changes & Program Highlights

Corporate Challenge Sponsorship Fee & Entry Fee	\$900
Assessment/Collections Fees paid to Buchanan County for Billing City Taxes	\$177,175
Debt Service (LEC Expansion)	\$194,715
General and CDBG funds' portions of a Compensation & Classification Study	\$82,805
Property Damage and Liability Insurance Premiums for General Fund	\$426,459
Property & Liability Insurance premium payments from the former Health, Public Works, and Parks & Recreation Departments were consolidated here with the inclusion of these departments in the General Fund.	

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Insurance & Claims	266,971	279,632	278,349	431,709
Co Tax Billing & Othr	169,620	186,275	186,448	260,880
Debt Service	191,753	193,563	193,563	194,715
<b>Total</b>	<b>628,344</b>	<b>659,470</b>	<b>658,360</b>	<b>887,304</b>
<b>Sources:</b>				
General Revenue	628,344	659,470	658,360	887,304



Note: At the time the adopted line item budget was finalized, the employees in the Fire Department IAFF union had not responded to the City's last wage offer. The equivalent dollar amount was budgeted in the Non-Departmental program. However, within this document the dollars are reflected in the Fire Department's budget pages. If they are not eventually expended, they will be considered savings.

# 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

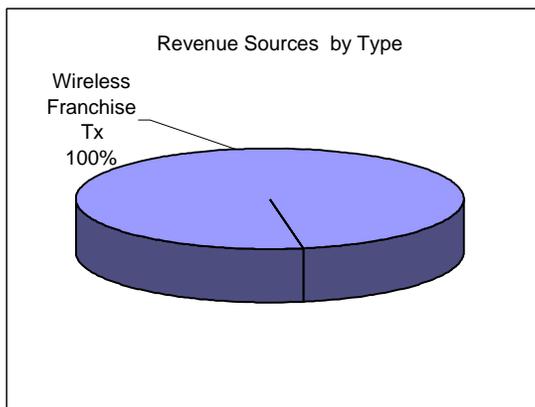
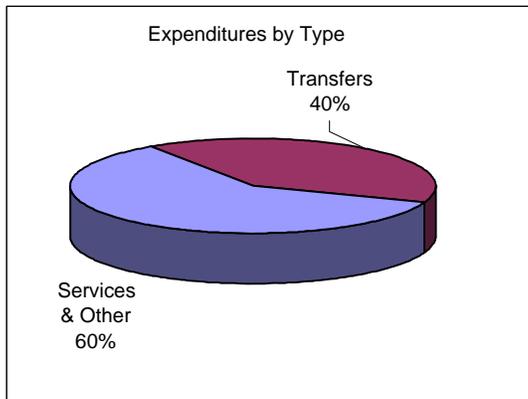
2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Major Budgetary Changes & Program Highlights

#### Cell Phone Revenue (Annual plus One-Time Settlements)

One-time contribution to the St. Joseph Police Pension Fund	\$ 500,000
One-time contribution to the Fire LAGERS Pension Fund	\$ 500,000
Economic Development match funds	\$ 500,000
Transfer to Street Maintenance Fund, Strts Mnt Division for rolling stock	\$ 500,000
Transfer to Street Maintenance Fund, Strts Mnt Division for increasing cost of street light electric service	\$ 500,000

### Operating Budget Summary



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Salary & Benefits	106,879	500,000	584,734	0
Services & Other	315,373	815,960	38,510	1,500,000
Transfers	1,634,653	1,124,192	1,104,964	1,000,000
Capital Improvements	0	6,335	6,335	0
<b>Total</b>	<b>2,056,905</b>	<b>2,446,487</b>	<b>1,734,543</b>	<b>2,500,000</b>
<b>Sources:</b>				
Wireless Franchise Tx	2,056,905	2,446,487	1,734,543	2,500,000

# 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

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
0	0	0	0

### Major Budgetary Changes & Program Highlights

~To reduce the number of transfers, particularly to the General Fund, most Gaming expenditures are being budgeted directly in the program.

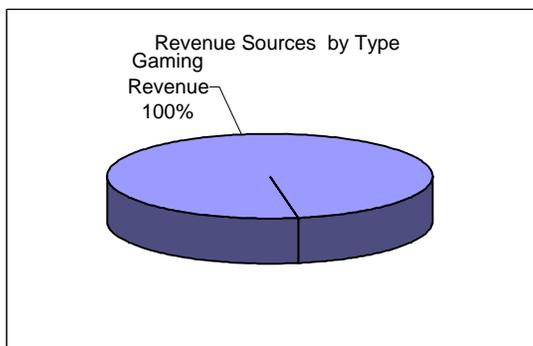
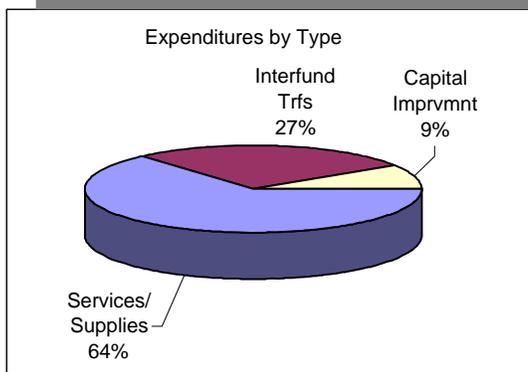
~During the budget work sessions, City Council will hear from several outside entities seeking funding for the next fiscal year. Any additional expenditures, approved by the Council but not included in the Proposed Budget, will be added to the Adopted Budget.

~Festival Funding is recommended as follows:

Other Expenditures: See next page for complete list.

Bluegrass Bettering Community	\$	250	New
Coleman Hawkin's Festival		805	
Appleblossom BBQ		575	
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  
Reimbursements  
Interfund Trfs  
Fund Balance

#### Total

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
340,775	395,867	429,267	804,050
567,357	808,075	648,975	341,250
37,768	40,000	40,000	116,210
<b>945,900</b>	<b>1,243,942</b>	<b>1,118,242</b>	<b>1,261,510</b>
1,075,123	973,000	1,118,125	1,140,490
310	1,000	600	600
0	0	100,000	0
0	0	0	0
(129,533)	269,942	(100,483)	120,420
<b>945,900</b>	<b>1,243,942</b>	<b>1,118,242</b>	<b>1,261,510</b>

# GAMING INITIATIVES

## Proposed Gaming Funded Initiatives

Contributions/Contracts - Recurring	\$25,000	MO-KAN Contribution
	\$9,900	State Legislative Lobbyist (Mark Rhoads)
	\$165,000	Chamber Economic Development Contract
c for add'l mtgs/travel since Fed lobbyist cntrct dropped.	\$16,000	Community Alliance Membership
	\$0	Federal Legislative Lobbyist
	\$24,500	Downtown Partnership Contract
	\$50,000	Festival Funding
	\$13,000	City 4th of July Symphony contribution & fireworks display
	\$100,000	Property Mnt clean-up, abatement, dangerous bldg issues
	\$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 (2nd of 3 yrs)
	\$25,000	Allied Arts Council (2nd of 3 yrs)
	\$12,500	Youth Alliance Capital Campaign (1st of 2 yrs)
Capital Equipment/Improvements	\$11,500	Replace (5) external defibrillators (Fire)
	\$20,000	Replace (5) radios (Fire)
	\$5,050	Kitchen Drain Line Repair/Replacement (Senior Center)
	\$15,000	Replace (2) 1996 inspectors' vehicles w/program cars (PM)
	\$10,400	Replace (2) unusable treadmills w/commercial grade (Fire)
	\$30,540	Software, minor hardware, training upgrades (Police ECU)
	\$14,460	Electronic record database w/field access (Animal Control)
	\$29,550	Software & hardware for paperless Municipal Court
	\$16,260	Inspection software & hardware (Health/Food Safety)
TRANSFER TO GENERAL FUND		
Nature Center:	\$50,000	Special Programming
Parks Designated:	\$10,000	Memorial garden at 28th & Messanie
NonDepartmental:	\$10,000	Contribution toward in-kind services supplied to spl events
TRANSFER TO PARK MAINTENANCE FUND		
Parks Maintenance:	\$9,700	Downtown Clean-up Program
TRANSFER TO SPECIAL ALLOCATION FUND		
City Sponsored TIFs:	\$5,050	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		
CIP Projects:	\$140,000	Narrow banding for weather sirens (FAA reqrd by 1/1/20113)
	\$50,000	Living History Reserve project
	\$1,261,510	

# 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**

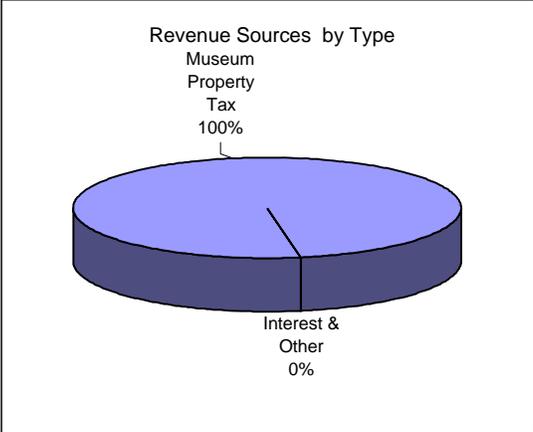
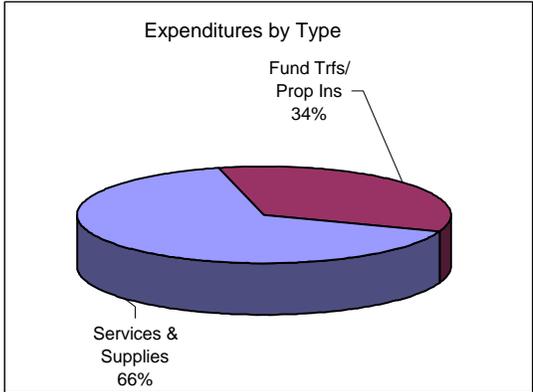
N/A

2010-11 Actual	2011-12		2012-13 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.

**Operating Budget Summary**



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services & Supplies	350,139	313,060	312,600	313,060
Fund Trfs/ Prop Ins	74,535	61,664	267,153	164,600
<b>Total</b>	424,674	374,724	579,753	477,660
<b>Revenue Sources:</b>				
Museum Property Tax	485,587	487,185	483,473	483,650
Interest & Other	670	1,500	670	670
(To) Frm FB	(61,583)	(113,961)	95,610	(6,660)
<b>Total</b>	424,674	374,724	579,753	477,660

# 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

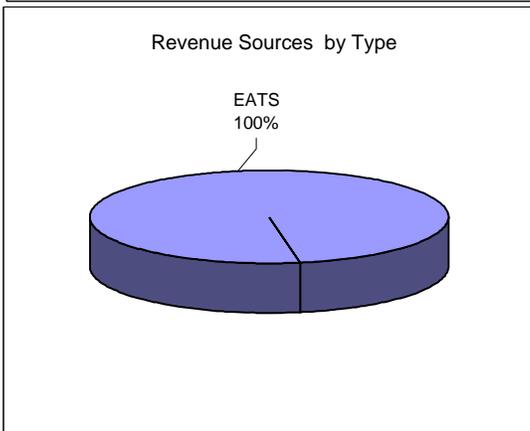
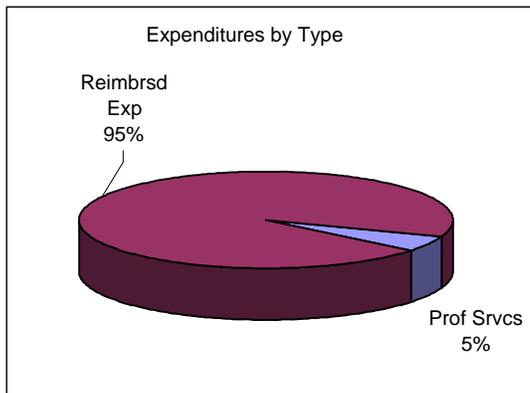
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Prof Svcs	750	1,220	970	1,220
Reimbrsd Exp	11,890	10,500	22,989	22,520
<b>Total</b>	12,640	11,720	23,959	23,740
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	1,221	36,500	17,949	11,750
Reimbursement	5,000	0	5,000	0
Interfund Trf (Gaming)	507	0	0	0
From(To) Fund Bal.	5,912	(24,780)	1,010	11,990
<b>Total</b>	12,640	11,720	23,959	23,740

# 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

2010-11	2011-12		2012-13
	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**

	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	1,246	50	-855	0
Reimbrsd Exp	0	0	0	0
<b>Total</b>	<b>1,246</b>	<b>50</b>	<b>-855</b>	<b>0</b>
<b>Sources:</b>				
PILOTS	0	0	50	0
EATS	0	0	0	0
Reimbursement	0	0	0	0
Interfund Trf (Gaming)	0	0	0	50
From/(To) Fund Bal	0	2,050	0	0
<b>Total</b>	<b>0</b>	<b>2,050</b>	<b>50</b>	<b>50</b>

# RYAN BLOCK TIF

## Program 5156

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Ryan Block redevelopment site. This is a mixed use commercial space/residential lofts project on Frederick Avenue. The TIF project was approved December 2006.

### Staffing Detail

N/A

2010-11 Actual	2011-12		2012-13 Budget
	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 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

	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	3	4,505	877	877
TIF Reimb/Debt Srvd	0	0	0	0
<b>Total</b>	<b>3</b>	<b>4,505</b>	<b>877</b>	<b>877</b>
<b>Sources:</b>				
PILOTS	0	0	48	48
EATS	5	0	10	10
Other Revenue	0	4,500	0	4,500
From/(To) Fund Bal	(2)	5	0	(3,681)
<b>Total</b>	<b>3</b>	<b>4,505</b>	<b>58</b>	<b>877</b>

# COOKS CROSSING REDEVELOPMENT

## Program 5157

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Creeks Crossing redevelopment site. This is a commercial space project, 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

2010-11	2011-12		2012-13
	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

	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	12,645	5,000	15,850	2,150
TIF Reimb/Debt Srvd	0	0	0	0
<b>Total</b>	<b>12,645</b>	<b>5,000</b>	<b>15,850</b>	<b>2,150</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Other Revenue	0	0	20,000	0
From/(To) Fund Bal	12,645	5,000	(4,150)	2,150
<b>Total</b>	<b>12,645</b>	<b>5,000</b>	<b>15,850</b>	<b>2,150</b>

# DOWNTOWN REVITALIZATION TIF

## Program 5164

### Program Description

This program tracks the revenues and expenditures for the Downtown Revitalization TIF. This is a TIF project initiated by the City in order to meet the Council goal of downtown revitalization. The Plan itself was funded through the Governor's DREAM initiative. 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

2010-11	2011-12		2012-13
	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

	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services/Supplies	1,230	600	896	0
Interfund Trf (Gaming)	0	0	0	0
<b>Total</b>	<b>1,230</b>	<b>600</b>	<b>896</b>	<b>0</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
Sewer Capacity Fee	0	0	0	0
Street Impact Fee	0	0	0	0
Interfund Trf (Gaming)	3,190	50	1,900	600
From(To) Fund Bal.	(1,960)	550	(1,004)	(600)
<b>Total</b>	<b>1,230</b>	<b>600</b>	<b>896</b>	<b>0</b>

# MITCHELL AVENUE CORRIDOR TIF

## Program 5165

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Mitchell Avenue Corridor Redevelopment site 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

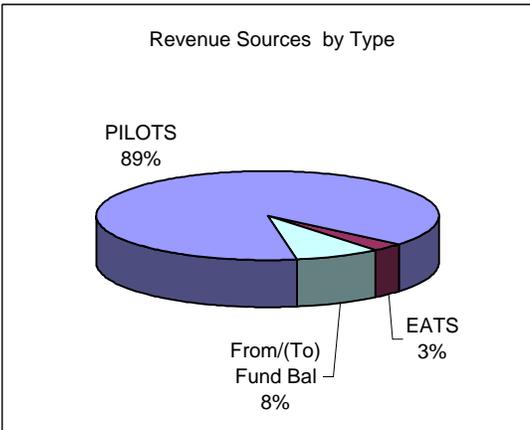
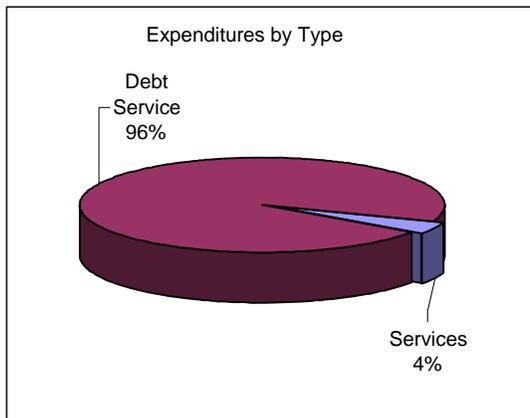
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	19,042	18,205	18,100	18,100
Debt Service	415,550	417,300	417,300	413,500
<b>Total</b>	<b>434,592</b>	<b>435,505</b>	<b>435,400</b>	<b>431,600</b>
<b>Sources:</b>				
PILOTS	342,513	383,140	382,030	383,210
EATS	1,439	1,800	13,795	13,870
Other Interest	176	300	200	200
From/(To) Fund Bal	90,464	50,265	39,375	34,320
<b>Total</b>	<b>434,592</b>	<b>435,505</b>	<b>435,400</b>	<b>431,600</b>

# 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

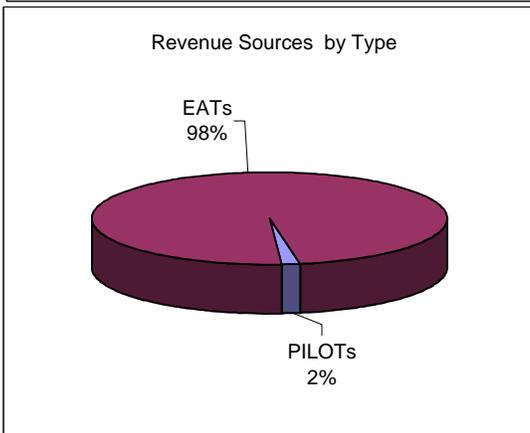
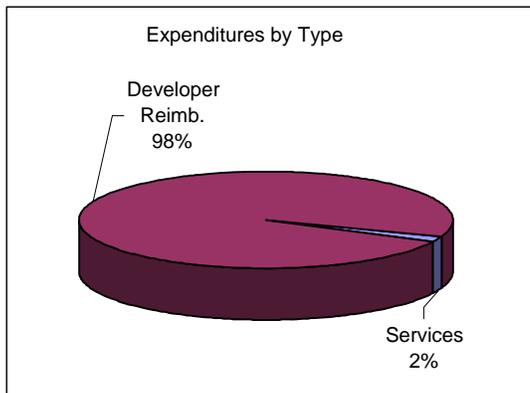
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	8,013	7,760	15,200	10,000
Developer Reimb.	374,663	313,000	531,892	537,092
<b>Total</b>	<b>382,676</b>	<b>320,760</b>	<b>547,092</b>	<b>547,092</b>
<b>Sources:</b>				
PILOTs	6,112	6,112	8,224	6,112
EATs	316,976	695,000	380,500	380,500
Transfer from Gaming	0	0	0	0
From/(To) Fund Bal	59,588	(380,352)	158,368	160,480
<b>Total</b>	<b>382,676</b>	<b>320,760</b>	<b>547,092</b>	<b>547,092</b>

# NORTH EAST COOK ROAD TIF

## Program 5167

### Program Description

This program tracks the revenues and expenditures for the North East Cook Road TIF. This is a residential subdivision project with a mix of estate homes, single family homes and multi-unit residences. The plan includes sewer installation, water line installation, and street improvements to Cook Road in front of the development. The TIF project was approved and activated March 2008.

### Staffing Detail

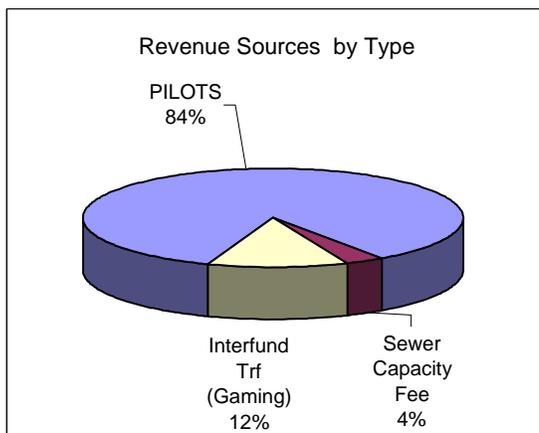
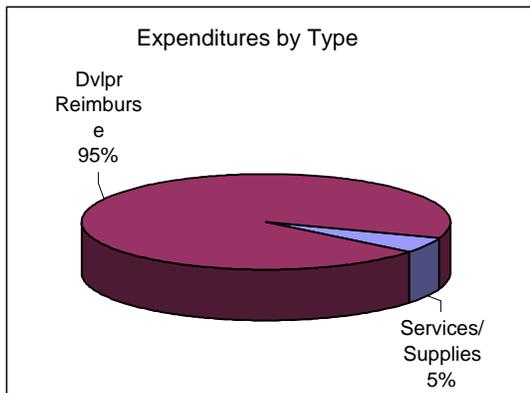
N/A

2010-11 Actual	2011-12		2012-13 Budget
	Adopted Budget	Estimated Actual	
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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services/Supplies	1,954	10	2,828	2,860
Dvlpr Reimburse	36,441	36,000	54,500	51,500
<b>Total</b>	38,395	36,010	57,328	54,360
<b>Sources:</b>				
PILOTS	0	0	35,250	35,700
Sewer Capacity Fee	11,500	15,000	1,500	1,500
Interfund Trf (Gaming)	0	5,000	0	5,000
EATS	42	0	172	0
From(To) Fund Bal.	26,895	16,010	20,578	12,160
<b>Total</b>	38,437	36,010	57,500	54,360

# 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

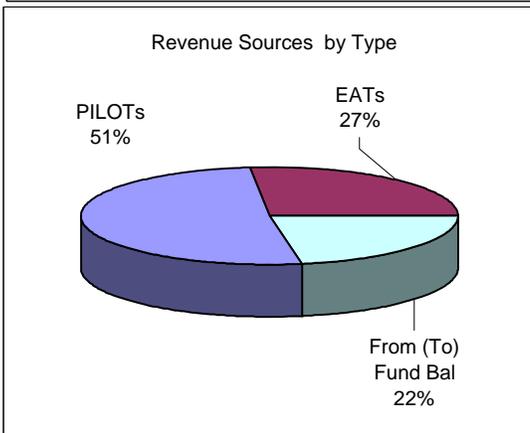
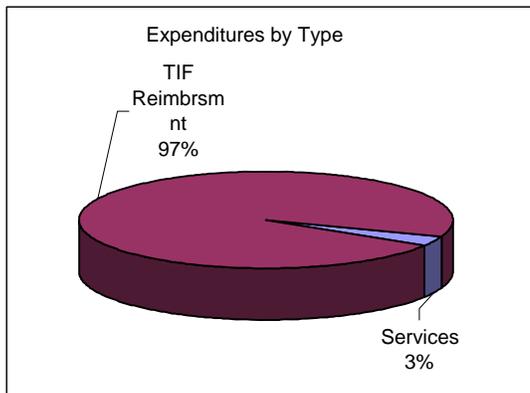
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11 Actual	2011-12		2012-13 Budget
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	32,571	58,900	35,100	36,000
TIF Reimbursement	822,916	781,000	1,007,000	1,009,000
<b>Total</b>	855,487	839,900	1,042,100	1,045,000
<b>Sources:</b>				
PILOTS	480,326	536,270	534,881	534,895
EATs	296,204	279,000	307,237	279,000
Interest/Other	0	100	0	100
From (To) Fund Bal	78,957	24,530	199,982	231,005
<b>Total</b>	855,487	839,900	1,042,100	1,045,000

# 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

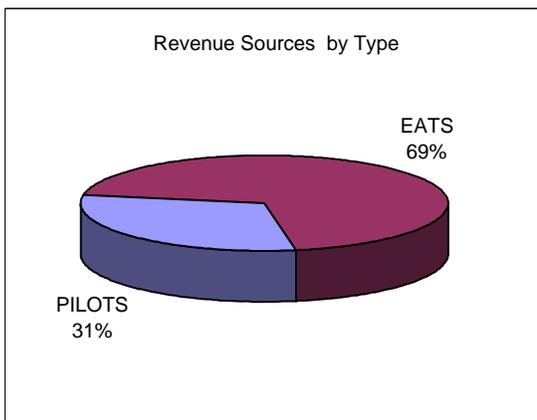
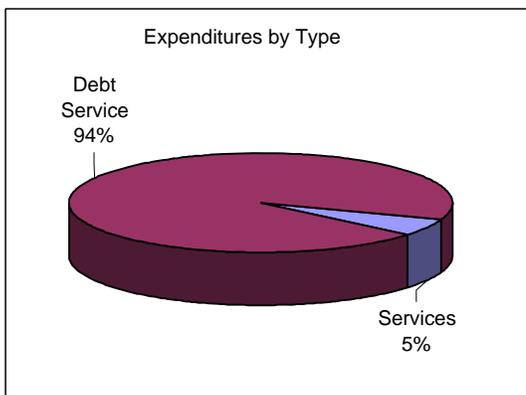
N/A

2010-11 Actual	2011-12		2012-13 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



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	179,834	181,575	180,900	181,100
Debt Service	3,180,972	3,145,369	3,145,369	3,046,925
<b>Total</b>	<b>3,360,806</b>	<b>3,326,944</b>	<b>3,326,269</b>	<b>3,228,025</b>
<b>Revenue Sources:</b>				
PILOTS	1,007,315	1,114,981	1,108,076	1,114,981
EATS	2,301,911	2,567,000	2,532,452	2,532,000
Interest & Other	741	21,000	600	600
From/(To) Fund Bal	50,839	(376,037)	(314,859)	(419,556)
<b>Total</b>	<b>3,360,806</b>	<b>3,326,944</b>	<b>3,326,269</b>	<b>3,228,025</b>

# EBR TIF Program 5175

## Program Description

This program tracks the revenues and expenditures for the project(s) at the EBR/HHS redevelopment site. Since inception, the project has become the sole responsibility of EBR. This is a mixed use commercial space/office space project. The TIF project was approved August 2005.

## Staffing Detail

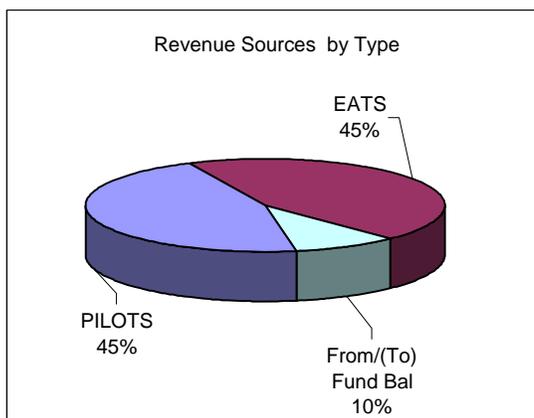
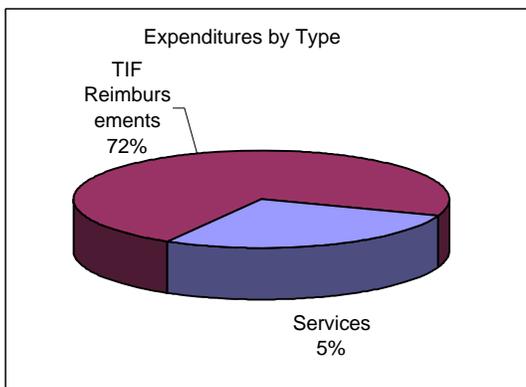
N/A

2010-11	2011-12		2012-13
	Actual	Adopted Budget	
0	0	0	0

## Major Budgetary Changes & Program Highlights

- ~This TIF is based on a pay-as-you-go basis. Development began in 2007 with the opening of one restaurant. Two additional restaurants opened in 2008.
- ~Construction is complete on the business office portion of the project. PILOTS and EATS are becoming available for reimbursement to the developer.

## Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	64,272	55,835	67,669	66,115
TIF Reimbursements	170,656	164,670	172,380	172,855
<b>Total</b>	234,928	220,505	240,049	238,970
<b>Sources:</b>				
PILOTS	105,956	118,405	117,772	109,450
EATS	114,690	117,750	102,257	106,780
Interest/Other	0	0	0	0
From/(To) Fund Bal	14,282	(15,650)	20,020	22,740
<b>Total</b>	234,928	220,505	240,049	238,970

# 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

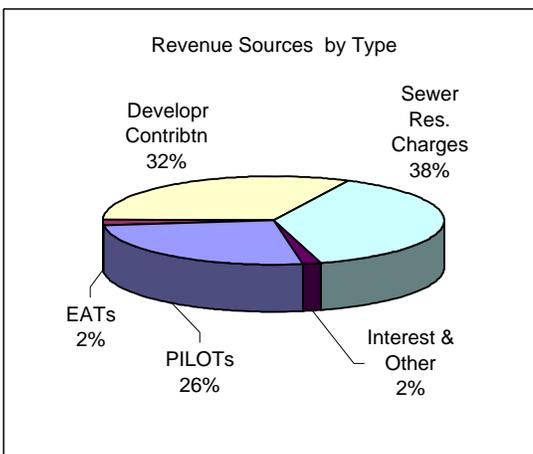
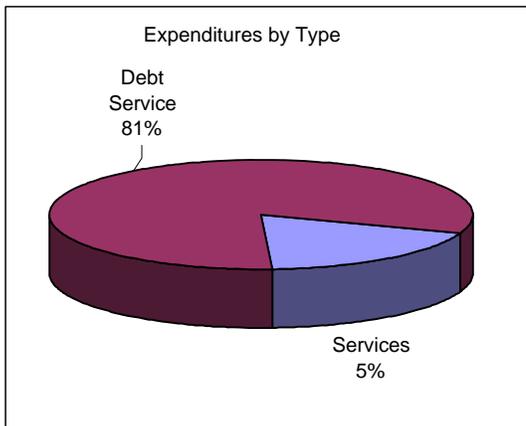
N/A

2010-11 Actual	2011-12		2012-13
	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



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	389,104	386,305	385,519	385,465
Debt Service	1,850,258	1,853,752	1,853,752	1,687,881
<b>Total</b>	<b>2,239,362</b>	<b>2,240,057</b>	<b>2,239,271</b>	<b>2,073,346</b>
<b>Sources:</b>				
PILOTs	592,415	660,795	660,763	660,763
EATs	49,979	50,000	47,685	45,840
Developr Contribtn	762,222	809,100	809,100	809,100
Sewer Res. Charges	372,600	972,996	972,996	972,996
Interest & Other	41,877	30,000	41,877	41,877
From/(To) Fund Bal	420,269	(282,834)	(293,150)	(457,230)
<b>Total</b>	<b>2,239,362</b>	<b>2,240,057</b>	<b>2,239,271</b>	<b>2,073,346</b>

# FOUNTAIN CREEK TIF

## Program 5185

### Program Description

This program tracks the revenues and expenditures for the Fountain Creek TIF. This is a proposed TIF comprised of retail, commercial space, and multi-family units. The project is located in the southwest corner of South 22nd Street and Highway 752.

### Staffing Detail

N/A

2010-11	2011-12		2012-13
	Adopted Budget	Estimated Actual	
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

	2010-11	2011-12		2012-13
		Adopted Budget	Estimated Actual	
<b>Expenditures:</b>				
Services	41	191	80	80
<b>Total</b>	41	191	80	80
<b>Sources:</b>				
PILOTS	237	0	751	751
Other Revenue	0	191	0	0
<b>Total</b>	0	191	751	751

# 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

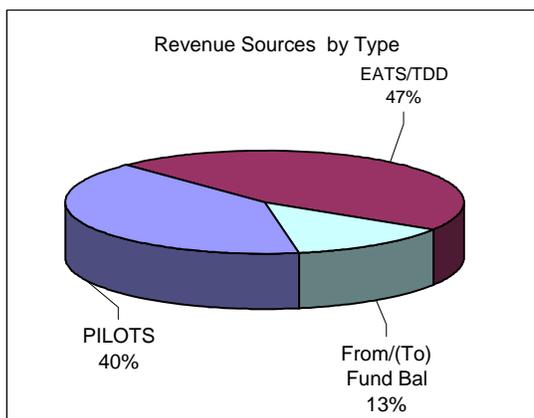
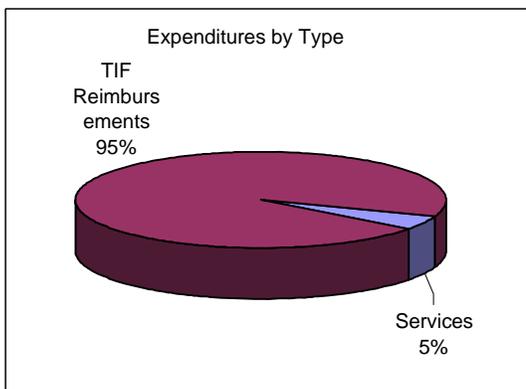
N/A

2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual
0	0	0	0

### Major Budgetary Changes & Program Highlights

~This TIF project has pay-as-you-go reimbursement. Revenues are generated from EATS, PILOTs and a voluntary 1% increase in all sales taxes relating to the hotel and restaurant through the Transportation Development District (TDD).

### Operating Budget Summary



	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Expenditures:</b>				
Services	10,698	6,630	16,100	15,600
TIF Reimbursements	162,903	265,725	398,000	306,615
<b>Total</b>	<b>173,601</b>	<b>272,355</b>	<b>414,100</b>	<b>322,215</b>
<b>Sources:</b>				
PILOTS	121,333	130,394	0	130,394
EATS/TDD	112,902	149,190	139,732	149,190
Other Revenue	0	60,000	60,000	0
From/(To) Fund Bal	(60,634)	(67,229)	214,368	42,631
<b>Total</b>	<b>173,601</b>	<b>272,355</b>	<b>414,100</b>	<b>322,215</b>

# TUSCANY TOWERS TIF

## Program 5195

### Program Description

This program tracks the revenues and expenditures for the project(s) at the Tuscany Towers Redevelopment site. This project targets the redevelopment of property just to the south of the North Shoppes project. Plans call for retail and office space, as well as a destination hotel. This TIF project was approved August 2005. A majority of the TIF revenues will go to sanitary sewer and street improvements.

### Staffing Detail

N/A

2010-11	2011-12		2012-13
	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.

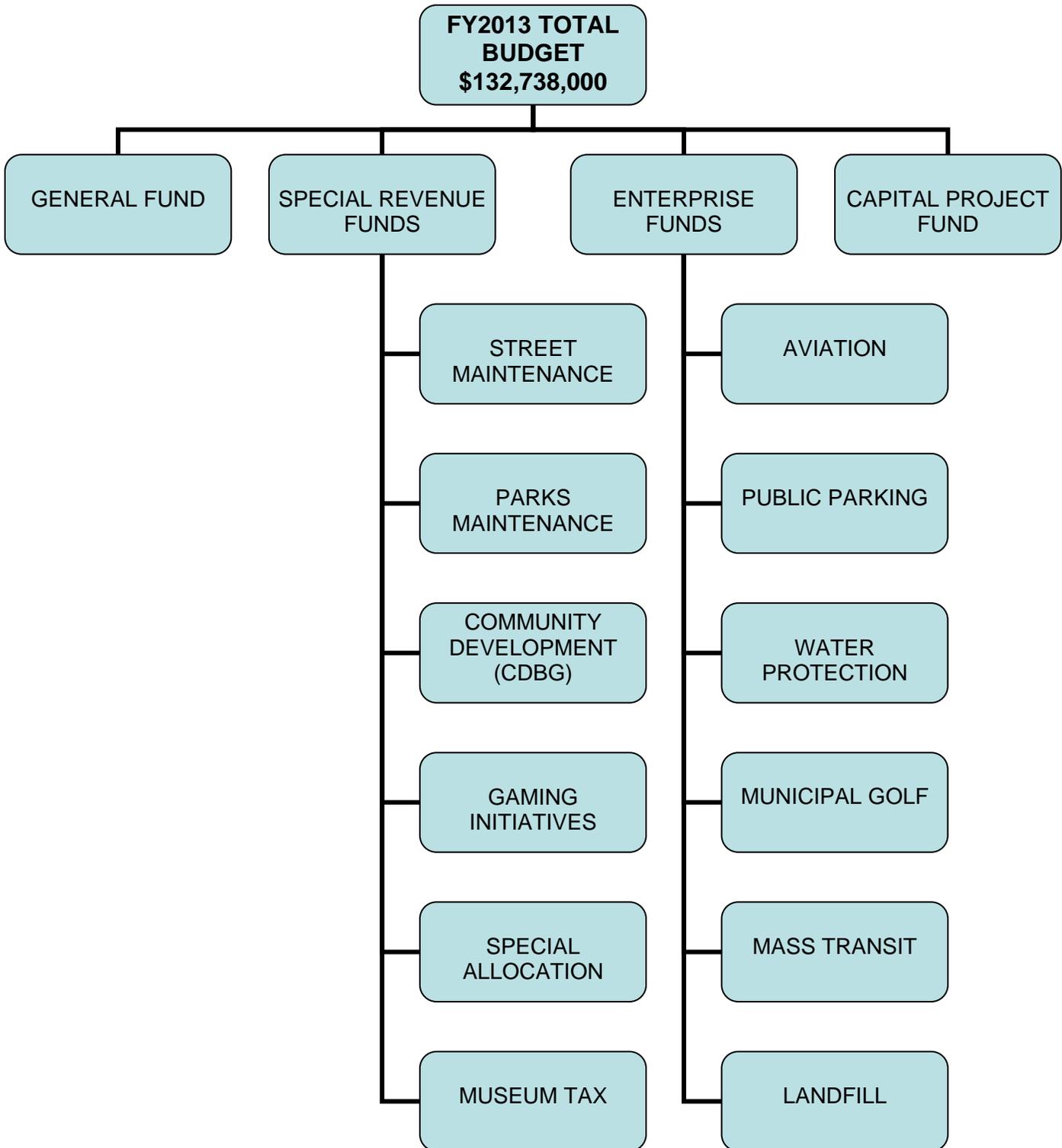
### Operating Budget Summary

	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
<b>Expenditures:</b>				
Services	1,496	0	635	0
TIF Reimbursements	0	0	0	0
<b>Total</b>	<b>1,496</b>	<b>0</b>	<b>635</b>	<b>0</b>
<b>Sources:</b>				
PILOTS	0	0	0	0
EATS	0	0	0	0
Trf from Gaming	205	0	1,500	0
From/(To) Fund Bal	1,291	0	(865)	0
<b>Total</b>	<b>1,496</b>	<b>0</b>	<b>635</b>	<b>0</b>



# 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 STRUCTURE OVERVIEW

**FY2013 Total Net Budget  
\$132,738,000**



**FY2013 Operating Budget  
\$ 91,240,000**

**General Fund (GF)  
\$47,131,000**

**Special Revenue Funds (SR)  
\$17,959,000**

**Enterprise Funds (EF)  
\$26,150,000**

Streets Maintenance  
\$5,012,000

Parks Maintenance  
\$918,000

Community Development (CDBG)  
\$2,322,000

Gaming Funded Initiatives  
\$1,261,000

Special Allocation  
\$7,968,000

Museum Contributions  
\$478,000

Airport  
\$631,000

Public Parking  
\$423,000

Water Protection & Line Maintenance  
\$15,758,000

Municipal Golf  
\$757,000

Mass Transit  
\$5,199,000

Landfill  
\$3,382,000



**FY2013 Capital Budget  
\$41,498,000**

Landfill CIP  
\$1,065,000

Capital Fund CIP  
\$4,783,000

Water Protection CIP  
\$31,996,000

Golf CIP  
\$26,000

Transit CIP  
\$2,178,000

Airport CIP  
\$1,450,000

# 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

**B**asis of budgeting refers to when revenues and expenditures are recognized in the accounts and reported in the financial records of the City, regardless of the measurement focus applied.

### Modified Accrual

All governmental funds are budgeted using the modified accrual basis of accounting. Revenues are recognized when they become measurable. A revenue is "Measurable" when the amount of the transaction can be reasonably determined. Sales taxes, property taxes, motor fuel taxes, utility franchise fees, and reimbursement type grants are major revenue sources that meet these criteria. Expenditures are generally recognized when the related fund liability is incurred.

### Accrual

Enterprise funds are budgeted using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

## Encumbrances

**E**ncumbrance accounts, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded, are extensions of formal budgetary control. Unencumbered appropriations lapse at year-end.

## Interfund Transactions

**T**ransactions between funds are reflected as operating transfers in the accompanying budget document. Transfers to and from the various funds sometimes don't agree in the Annual Budget document because offsetting transfers are in funds for which no budgets are prepared including the CDBG re-programmable funds, Library and General Fund Emergency Reserves.

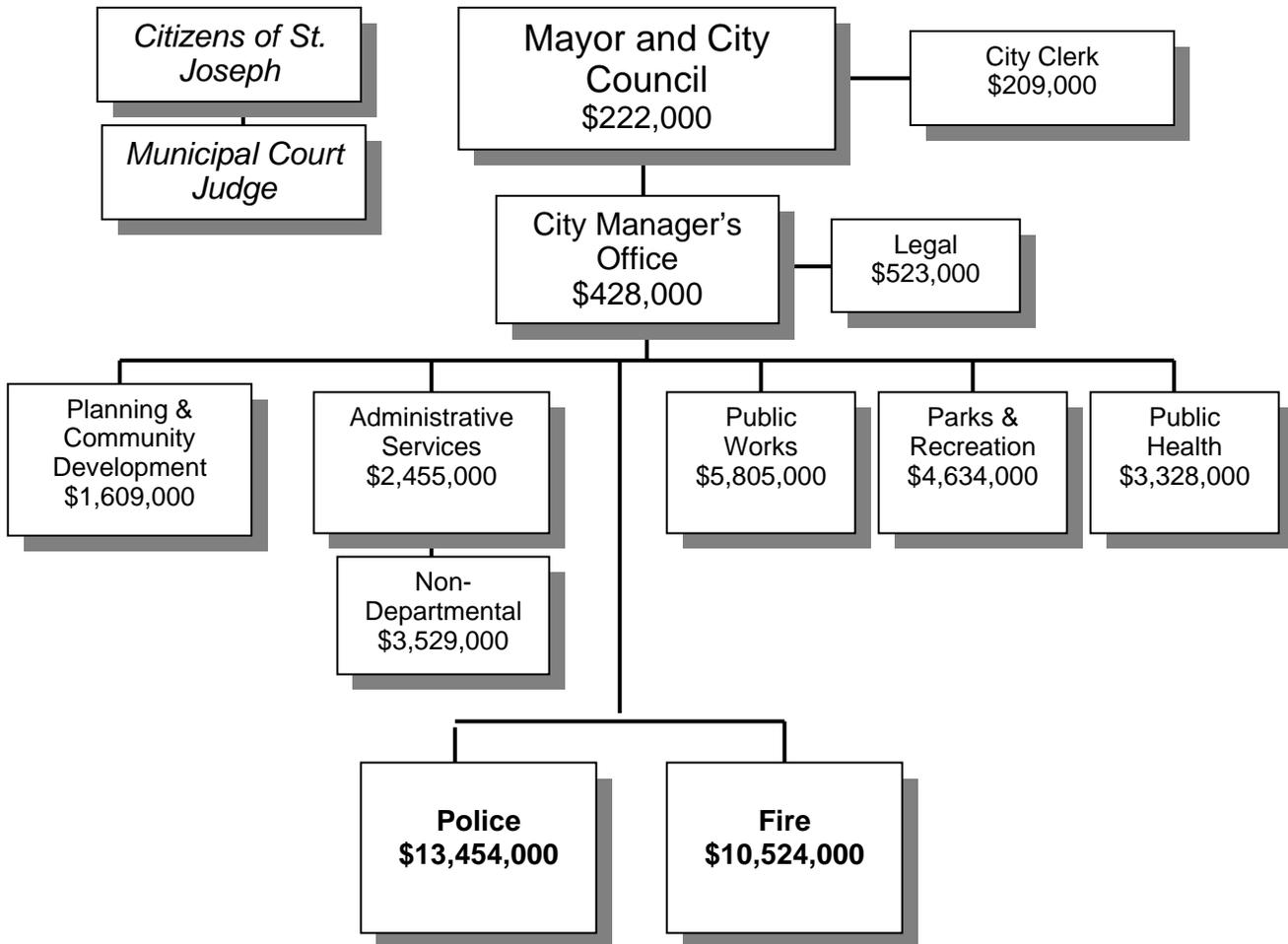
# GENERAL FUND

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:      \$ 46,131,000**

**PLANNED USE BY DEPARTMENT:**

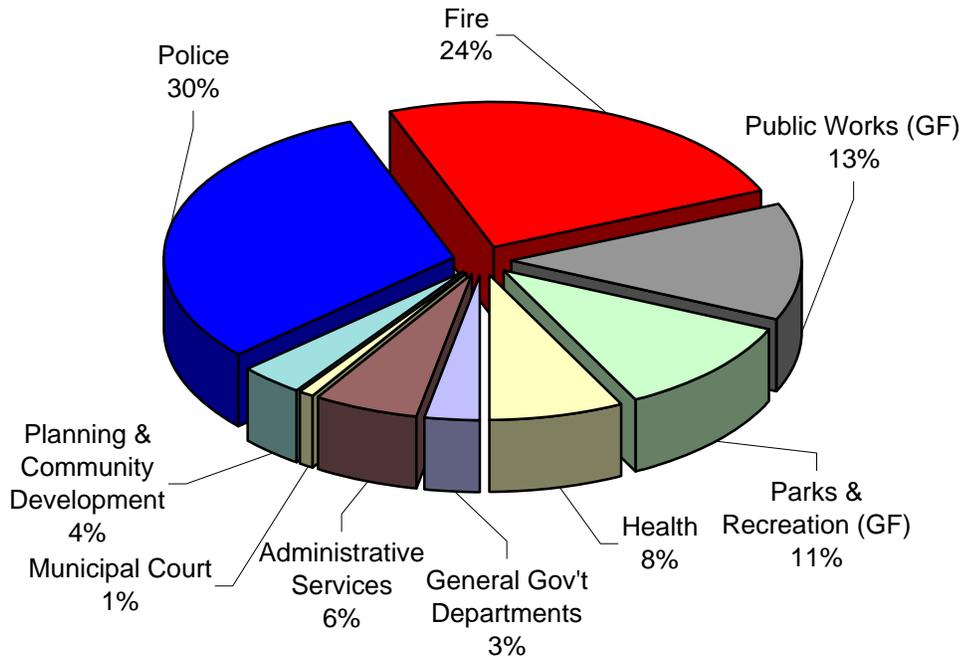




# GENERAL FUND

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>USES BY DEPARTMENT (rounded to nearest ,000)</b>				
City Council	196,000	218,000	197,000	222,000
City Clerk	270,000	205,000	145,000	209,000
Municipal Court	419,000	445,000	445,000	411,000
City Manager	413,000	507,000	441,000	428,000
Legal	615,000	645,000	636,000	523,000
Planning & Community Development	1,697,000	1,871,000	1,730,000	1,609,000
Administrative Services	2,426,000	2,470,000	2,439,000	2,455,000
Police	13,129,000	13,132,000	13,033,000	13,454,000
Fire	10,305,000	10,345,000	10,351,000	10,666,000
Public Works (Admin, Streets, Eng)	6,999,000	6,657,000	6,564,000	5,805,000
Parks, Recreation & Civic Facilities	3,982,000	4,007,000	3,866,000	4,634,000
Health Department	3,078,000	3,264,000	3,324,000	3,328,000
Non Departmental & Cell Phone	2,685,000	3,106,000	2,393,000	3,387,000
<b>TOTAL USES</b>	<u>46,214,000</u>	<u>46,872,000</u>	<u>45,564,000</u>	<u>47,131,000</u>

**Uses of General Fund Revenues By Department  
Excluding Non-Department & Cell Phone**

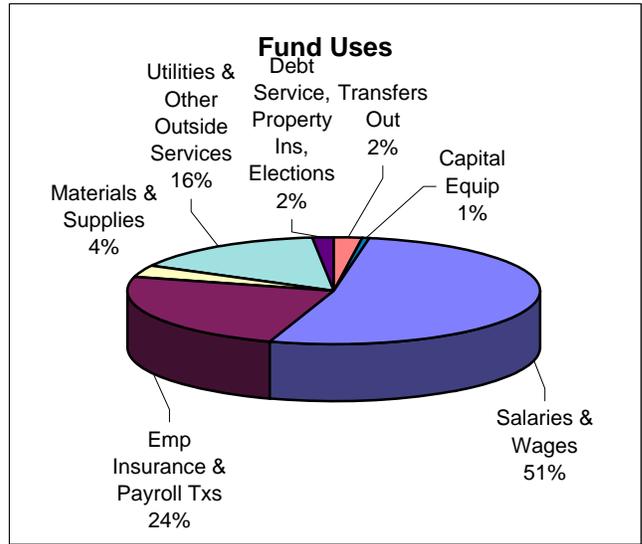
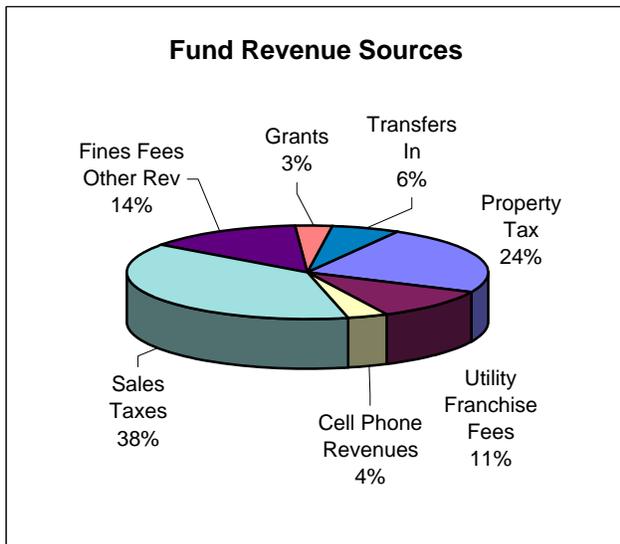


# GENERAL FUND

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			8,203,614	9,469,911
Property Tax	10,671,471	10,764,984	11,405,739	11,004,375
Utility Franchise Fees	5,009,346	4,865,100	5,220,700	5,043,450
Cell Phone Revenues	2,798,777	1,803,000	1,676,500	1,703,000
Sales Taxes	17,728,652	17,413,135	17,869,026	17,998,899
Licenses Permits	1,342,892	1,392,775	1,399,725	1,408,635
Fines	929,267	1,180,300	928,450	926,800
Rents	48,669	43,983	30,623	43,983
Inspection Fees	433,435	383,200	383,500	383,500
Charges for Service	3,093,624	3,377,287	3,085,093	3,654,277
Other Revenue	220,063	212,645	335,049	171,528
Investment Earnings	19,415	12,985	11,325	12,735
Grants	1,675,565	1,535,079	1,824,303	1,527,828
Transfers In	6,386,808	2,755,494	2,661,142	2,832,532
<b>TOTAL SOURCES</b>	<u>50,357,984</u>	<u>45,739,967</u>	<u>46,831,175</u>	<u>46,711,542</u>
<b>USES</b>				
Salaries & Wages	21,026,356	21,813,922	21,299,420	24,608,436
Employee Benefits & Payroll Taxes	9,400,137	9,719,294	9,572,706	11,356,205
Materials & Supplies	1,712,186	1,806,805	1,790,912	1,775,937
Utilities & Other Outside Services	5,698,995	6,702,200	5,901,805	7,354,142
Debt Service, Property Ins, Elections	981,936	623,933	581,524	781,799
Transfers Out	6,866,630	5,915,872	5,896,644	1,000,000
Capital Outlay	528,635	289,545	521,867	254,770
<b>TOTAL USES</b>	<u>46,214,875</u>	<u>46,871,571</u>	<u>45,564,878</u>	<u>47,131,289</u>
Net Surplus (Deficit)	<u>4,143,109</u>	<u>(1,131,604)</u>	<u>1,266,297</u>	<u>(419,747)*</u>

\*Budget surplus (deficit) excluding cell phone program: 204,445

<b>ENDING BALANCE:</b>	<u>9,469,911</u>	<u>9,050,164</u>
Components of Fund Balance:		
Reserved	1,947,530	2,280,660
Assigned	1,424,938	820,906
<b>UNASSIGNED FUND BALANCE:</b>	<b>6,097,443</b>	<b>5,948,598</b>



# GENERAL FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Property Tax</b>				
Current Real Estate Tax	6,145,951	6,153,090	6,455,000	6,291,790
Current Real Estate Public Safety Tax	428,554	427,000	450,000	437,125
Prior Real Estate Tax	225,277	215,500	274,000	229,580
Prior Public Safety R/E Tax	15,740	14,500	17,000	16,000
Real Estate Penalty & Interest	69,033	62,050	65,000	63,905
Current Personal Property	2,505,002	2,606,745	2,592,000	2,546,140
Current Personal Public Safety	173,922	179,300	182,000	177,400
P/P Penalty & Interest	45,135	47,300	41,900	45,430
Prior P/P Tax	148,286	148,900	299,000	195,360
Prior Public Safety P/P Tax	10,344	10,500	21,500	14,000
Merchants & Manufacturers Tax	552,272	548,745	595,447	563,285
Payments in Lieu of Tax - City	15,975	44,526	15,956	16,000
Payments in Lieu of Tax - Other	75,585	47,100	74,545	74,590
Financial Institution Tax	34,289	33,600	20,482	31,860
Railroad Tax	226,106	226,128	301,909	301,910
	<u>10,671,471</u>	<u>10,764,984</u>	<u>11,405,739</u>	<u>11,004,375</u>
<b>Utility Franchise Taxes</b>				
Gas	671,632	690,000	604,500	639,900
Electric	2,130,006	2,107,000	2,343,000	2,179,500
Water	512,244	475,000	590,000	519,900
Telephone	3,494,190	2,379,100	2,379,500	2,411,550
Cable	845,608	867,000	820,200	845,600
Utility EATS (TIF generated utility taxes)	154,443	150,000	160,000	150,000
	<u>7,808,123</u>	<u>6,668,100</u>	<u>6,897,200</u>	<u>6,746,450</u>
<b>Sales Tax</b>				
Sales Tax	9,106,543	9,076,075	11,455,600	11,556,991
Vehicle Sales Tax	455,735	375,000	375,000	375,000
State of Mo Tax Adjustment	(30,753)	(40,000)	(31,000)	(40,000)
Sales Tax Contra Account	0	0	(3,308,965)	(3,391,688)
1/2 Percent Sales Tax	4,539,033	4,553,100	5,736,906	5,788,330
Cigarette Tax	439,288	455,000	417,300	425,000
Hotel/Motel Tax	443,127	447,100	456,000	456,000
EATS (TIF generated sales tax)	2,440,017	2,221,860	2,443,185	2,504,266
Vehicle Fees	335,660	325,000	325,000	325,000
	<u>17,728,650</u>	<u>17,413,135</u>	<u>17,869,026</u>	<u>17,998,899</u>
<b>Licenses</b>				
Business Licenses	813,900	909,525	909,525	909,525
Liquor Licenses	99,377	95,000	95,000	95,000
Server (Alcohol) License	36,050	20,000	23,000	23,000
Dog/Cat License	48,978	57,000	52,000	50,000
Trade License/Exam Fees	71,504	72,000	75,000	75,000
Garage Sale Licenses	13,058	14,000	13,000	14,000
Contractor License	4,625	5,000	5,000	5,000
	<u>1,087,492</u>	<u>1,172,525</u>	<u>1,172,525</u>	<u>1,171,525</u>
<b>Permits</b>				
Septic Tank Permits	895	1,500	500	1,500
Pool/Spa Permit	2,268	3,150	2,850	3,150
Food Establishment Permits	87,588	78,000	78,000	78,000
Food Handler Permits	0	0	0	10,000
Special Use Permits	38,352	27,800	35,150	34,800
Sidewalk/Street Permits	8,085	7,000	7,000	7,000

# GENERAL FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Land Disturbance Permits	7,715	9,000	9,000	9,000
Street/Utility Permits	16,250	13,000	14,000	14,000
Special Event Permits	3,672	3,300	3,300	3,300
Alarm Ordinance Permits	53,744	44,000	44,900	44,000
Fire Inspection Permits	34,288	29,000	29,000	29,000
Petting Zoo Permits	300	500	500	500
Breeder Permits	320	300	500	360
Litter Permits	1,920	2,500	2,500	2,500
	<u>255,397</u>	<u>219,050</u>	<u>227,200</u>	<u>237,110</u>
<b>Fines</b>				
Municipal Court Fines/Costs	729,169	830,000	728,000	728,000
Crime Victims' Compensation	4,627	6,000	5,000	5,000
DWI Enforcement Revenue	22,780	21,000	23,000	23,000
Police Training Revenue	24,991	35,000	25,000	25,000
State DWI Enforcement Revenue	9,925	14,000	10,000	10,000
Judicial Education Revenue	9,536	8,000	10,000	10,000
Liquor Establishment Penalty	200	0	1,900	0
Warrant Processing Fees	96,396	116,800	90,250	91,000
Cash Bond Forfeitures	30,142	33,300	33,300	33,300
Surety Bond Forfeitures	1,500	1,000	2,000	1,500
Red Light Camera Fines	0	115,200	0	0
	<u>929,266</u>	<u>1,180,300</u>	<u>928,450</u>	<u>926,800</u>
<b>Rents</b>				
Communication Tower Lease	0	2,305	2,305	2,305
Parks/Pool Rental	35,659	29,360	13,000	29,360
Geiger Mansion Lease	0	0	3,000	0
Patee Youth Center Lease	13,010	12,318	12,318	12,318
	<u>48,669</u>	<u>43,983</u>	<u>30,623</u>	<u>43,983</u>
<b>Parking Permits/Fees</b>				
Parking Permits	1,326	1,200	1,200	1,200
	<u>1,326</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Inspection Fees</b>				
Boiler Inspections	75,016	15,000	60,000	60,000
Mechanical Permits	0	45,000	0	0
Building Permits	228,171	190,000	190,000	190,000
Electrical Permits	52,121	58,000	58,000	58,000
Plumbing Permits	53,105	50,000	50,000	50,000
Certificate of Occupancy Fee	15,052	16,000	16,000	16,000
Other Inspections - Signs	9,970	9,200	9,500	9,500
	<u>433,435</u>	<u>383,200</u>	<u>383,500</u>	<u>383,500</u>
<b>Health Fees</b>				
Medicaid Fees	174,832	200,200	179,200	164,200
Breast Pump Kits	889	0	230	500
Pregnancy Test Fees	0	0	2,500	3,000
HIV/STD Test Fees	0	0	3,750	4,000
Shelter Fees	50,592	48,000	48,000	48,000
Rabies Clinic Fees	0	4,000	4,000	4,000
Animal Microchip Fees	9,004	10,500	10,500	10,500
Vicious Animal Impound Bond	440	500	500	500
Repeat Offender Impact Program	100	500	500	500
Birth/Death Certificates	159,842	167,000	155,000	155,000
Vaccinations/Immunizations	92	5,000	0	0

# GENERAL FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Individual TB Testing	875	800	800	800
Health Testing - DOC	5,005	4,900	4,900	4,900
	<u>401,671</u>	<u>441,400</u>	<u>409,880</u>	<u>395,900</u>
<b>Recreation Fees</b>				
Swimming Pools - Daily Fees	22,813	27,670	18,500	27,670
Aquatic Park - Daily Fees	141,971	163,785	134,500	167,385
Swimming Pools - Punch Cards	910	2,220	100	2,220
Aquatic Park - Punch Cards	9,225	9,235	3,500	9,235
Swimming Lessons	10,830	9,595	2,000	9,595
Youth Sports -Basketball/Volleyball	49,735	50,150	54,270	91,000
Fall Softball	15,431	15,431	14,339	15,431
Summer Softball	36,240	42,800	32,240	42,800
Parkway Run Fees	9,835	6,850	6,850	6,850
Muchenberger Fees	2,705	3,000	2,470	0
REC Center Rental	0	0	0	25,600
Individual Day Pass	0	0	0	7,000
Adventure/Sport Camp	0	0	0	7,200
Open Gym	0	0	0	4,000
Other Recreation Fees	28,174	25,100	17,400	16,500
REC Center Fitness Memberships	0	0	0	170,000
REC Center Fitness Classes	0	0	0	36,000
Concessions - REC Center	0	0	0	84,000
Concessions - Pools	76,578	94,200	64,000	94,200
Concessions - Ball Fields/Vending	155,536	208,900	90,000	208,900
Concessions - Senior Citizen Cafeteria	17,983	17,200	17,200	17,200
	<u>577,966</u>	<u>676,136</u>	<u>457,369</u>	<u>1,042,786</u>
<b>Nature Center Fees</b>				
Nature Center Admissions	36,444	42,000	10,000	36,000
Nature Center Memberships	16,660	20,900	25,000	25,000
Nature Center Gift Shop	21,658	20,000	8,000	20,000
Concessions - Nature Center	2,446	4,000	500	500
Nature Center Program Income	2,417	1,000	1,500	1,500
	<u>79,625</u>	<u>87,900</u>	<u>45,000</u>	<u>83,000</u>
<b>Civic Facilities Charges</b>				
Civic Arena Rental	88,504	115,000	108,000	115,000
Civic Arena Equipment Rental	27,521	30,000	30,000	30,000
Meeting Room Rental	7,836	7,600	5,600	7,600
Missouri Theater Office Rent	5,600	10,625	3,775	12,900
Civic Arena Ticket Sales	(186)	1,500	1,500	0
Special Civic Arena Promotions	25,409	45,000	40,000	45,000
Concessions - Civic Center	124,059	192,400	151,000	131,000
Move in/out Fees	28,400	30,000	30,000	30,000
Missouri Theater Rental	30,000	40,230	47,151	45,000
Reimbursed Events Payroll	232	700	700	700
	<u>337,375</u>	<u>473,055</u>	<u>417,726</u>	<u>417,200</u>
<b>Bode Complex Charges</b>				
Bode Complex Revenue	32,790	41,900	10,500	41,900
Skating Lessons	16,175	18,000	15,000	18,000
Ice Rental - Hockey	39,330	44,000	44,000	44,000
Ice Rink Admissions	49,733	53,000	53,000	53,000
Ice Rental - Figure Skating	11,128	12,000	11,000	12,000
Ice Rental - General	59,626	47,000	75,000	70,000

# GENERAL FUND REVENUES

	2010-11		2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget	
Advertising	7,725	9,000	9,000	9,000	9,000
	<u>216,507</u>	<u>224,900</u>	<u>217,500</u>		<u>247,900</u>
<b>Charges for Services</b>					
Copies of Public Documents	13,236	16,050	14,060		14,050
GIS Fees	730	0	645		0
Plan Review Fees	81,163	60,000	60,000		60,000
Finance Administration Fees	231,315	276,700	210,000		210,000
Trash/Weed Abatement	92,510	125,000	110,000		125,000
Identification Cards	468	400	400		400
Animal Cremation Services	10,548	10,000	10,000		10,000
County Health Contract	63,338	64,479	67,139		64,479
Fire District Contracts	368,097	331,200	383,349		331,200
Non Criminal Fingerprint Fee	25,141	28,300	25,000		25,000
State Health Contract	172,381	125,634	175,634		172,067
State MCH Health Contract	37,732	37,656	37,533		37,533
Childrens Lead Prevention	4,881	0	17,874		0
Outreach Service Contract	8,352	10,899	13,052		4,830
State WIC Contract	369,261	387,578	411,732		411,732
	<u>1,479,153</u>	<u>1,473,896</u>	<u>1,536,418</u>		<u>1,466,291</u>
<b>Other Revenue</b>					
Capital Lease Proceeds	198,694	0	0		0
Sale of Fixed Assets	535	0	18,164		0
Insurance Proceeds	21,458	0	3,656		0
Concessions - Vending Machines	2,769	4,500	3,750		3,750
Donations	45,231	55,150	46,300		46,138
Telephone Commissions	0	0	35		0
Recycling Revenue	1,529	0	3,451		0
Nonrefundable Bid Deposits	5,350	8,000	8,000		8,000
Recovery/Reimbursements	53,089	71,570	117,015		53,400
Refunds of Prior Year Expenses	4,227	0	7,206		0
Other Revenues Over/Short	85,875	73,425	127,472		60,240
	<u>418,757</u>	<u>212,645</u>	<u>335,049</u>		<u>171,528</u>
<b>Investment Earnings</b>					
Investment Interest Income	7,424	7,960	6,300		7,710
MDFB Bonds Interest Income	14	25	25		25
Interest on Special Assessments	4,476	5,000	5,000		5,000
Interst on Accts/Notes Receivable	7,500	0	0		0
	<u>19,414</u>	<u>12,985</u>	<u>11,325</u>		<u>12,735</u>
<b>Intergovernmental</b>					
Buchanan County LEC Operations	360,986	391,457	391,457		391,457
Emergency Preparedness	140,637	87,361	74,015		67,795
Immunization - Medicare	6,933	11,000	2,850		2,850
Bode Trust	10,094	0	0		0
ARRA	19,472	0	4,580		0
Mosquito Surveillance Grant	3,252	3,460	2,260		3,460
HIV Prevention	65,129	67,109	67,109		67,109
HIV Service Coordination	93,728	92,000	92,000		92,000
Peace Officers Standard Training Cmmsn	13,208	21,000	22,139		16,000
St. Joseph School District COPS	138,260	137,807	137,807		137,807
FEMA Reimbursement Funds	70,058	0	67,586		0
Bullet Proof Grant	2,268	25,825	0		0

# GENERAL FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
SEMA Reimbursement Funds	(77)	0	0	0
MO Trim Grant	0	0	8,250	0
Buchanan County Reimbursements	272,344	288,988	288,988	309,372
Heartland Reimbursements	67,690	72,250	72,250	77,343
Missouri DNR/Parks Grant	492	0	492	0
SEMA Homeland Security Grant	20,338	0	18,160	0
Missouri Highway Safety Project	35,650	47,460	42,765	39,895
Missouri Emergency Mngt. Grant	13,694	8,500	23,900	8,500
Byrne Formula Grant	33,145	0	33,207	0
COPS Technology Grant	202,328	0	220,365	0
FTA/CPG Grant	70,968	258,475	208,475	269,813
Miscellaneous Grants	34,968	22,387	45,648	44,427
	<u>1,675,565</u>	<u>1,535,079</u>	<u>1,824,303</u>	<u>1,527,828</u>
<b>Interfund Transfers - Computer Network</b>				
Transfer from CDBG Fund	7,630	8,720	8,720	7,630
Transfer from Aviation	3,270	3,270	3,270	3,270
Transfer from Water Protection Fund	18,530	26,160	26,160	22,890
Transfer from Landfill Fund	4,360	4,360	4,360	4,360
Transfer from Parking Fund	3,270	3,270	3,270	2,180
Transfer from Golf Course	2,180	2,180	2,180	2,180
Transfer from Transit Fund	11,990	11,990	11,990	16,350
	<u>51,230</u>	<u>59,950</u>	<u>59,950</u>	<u>58,860</u>
<b>Interfund Transfers In</b>				
Transfer from Streets Maintenance	1,122,656	0	0	0
Transfer from Parks Maintenance	670,604	0	0	0
Transfer from Public Health Fund	2,176,706	0	0	0
Transfer from CDBG Fund	226,179	261,079	219,944	187,695
Transfer from Library Fund	115	30	30	40
Transfer from Gaming Fund	406,012	594,825	532,825	70,000
Transfer from Aviation Fund	55,095	62,195	64,199	64,575
Transfer from Parking Fund	55,890	56,000	56,000	49,422
Transfer from Water Protection Fund	765,757	840,728	846,067	1,423,730
Transfer from Municipal Golf Fund	25,070	38,455	38,455	38,373
Transfer from Mass Transit Fund	137,274	140,789	142,229	138,843
Transfer from Landfill Fund	634,270	642,386	642,386	740,975
Transfer from Museum	59,950	59,057	59,057	60,019
	<u>6,335,578</u>	<u>2,695,544</u>	<u>2,601,192</u>	<u>2,773,672</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	(4,143,641)	1,131,604	(1,266,297)	419,747
<b>Total</b>	<u>46,413,029</u>	<u>46,871,571</u>	<u>45,564,878</u>	<u>47,131,289</u>

# GENERAL FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	18,964,185	19,437,332	18,897,011	22,263,717
Salary Adjustments	106,879	500,000	584,734	141,684
Overtime	807,287	806,827	797,407	969,849
FLSA Overtime (Fire Dept)	159,110	140,000	150,000	140,000
Temp-Part Time Wages	694,531	638,443	580,840	783,505
Out-of-Title Pay	105,312	102,200	99,558	125,700
Sick Leave Buy Back	11,315	12,735	13,485	12,596
Retired Consultant's Pay	177,737	176,385	176,385	176,385
	<u>21,026,356</u>	<u>21,813,922</u>	<u>21,299,420</u>	<u>24,613,436</u>
<b>Employee Benefits</b>				
Police Pension Contribution	1,793,279	1,704,516	1,633,131	1,818,710
Lagers Pension Contribution (Fire & Ge	2,606,568	2,733,285	2,725,075	3,092,688
FICA Contribution	582,386	608,003	585,956	799,237
FIM Medicare	263,727	267,408	266,632	330,643
Pension Plan Match	33,650	27,354	27,139	30,968
Health Insurance	2,687,407	2,861,338	2,809,267	3,593,658
Dental Insurance	113,311	116,790	114,649	153,330
Life Insurance	68,760	77,927	77,927	90,857
Unemployment Insurance	12,793	400	9,499	400
Long Term Disability	42,380	46,286	46,286	57,620
Workers Compensation	641,655	641,543	641,543	717,747
Uniform Allowance	271,313	326,700	323,700	364,500
EMT Allowance	0	22,500	19,938	20,000
Car/Mileage Allowance	48,696	52,625	57,400	56,725
Confer/Train/Travel	234,212	232,619	234,564	234,122
	<u>9,400,137</u>	<u>9,719,294</u>	<u>9,572,706</u>	<u>11,361,205</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	83,244	94,280	88,235	87,865
Data Processing Supplies	1,629	2,000	2,000	2,000
Police Evidence Supplies	5,828	4,000	4,000	4,000
Photo Supplies	2,118	2,600	2,600	2,600
Janitorial Supplies	55,234	49,500	47,315	50,950
Recreation Supplies	48,115	52,238	52,538	56,750
Safety Equip/Clothing	67,504	125,442	103,947	73,792
Chemical/Drugs/Medical Supplies	24,699	41,550	36,050	41,050
Motor Fuel and Lubricants	666,932	616,685	646,983	663,385
Minor Equipment	344,360	338,662	355,769	293,882
Traffic & Lighting Supplies	411	0	0	0
Materials & Supplies for Resale	154,438	192,250	185,050	213,615
Other Materials/Supplies	257,675	287,598	266,425	286,048
	<u>1,712,187</u>	<u>1,806,805</u>	<u>1,790,912</u>	<u>1,775,937</u>
<b>Services</b>				
Employment Services	198,851	222,500	217,500	217,500
Professional Services	626,749	826,620	696,341	720,034
Recruitment Costs	4,196	3,000	4,407	3,000
Memberships	44,561	54,297	53,717	52,608
Periodicals & Books	35,133	37,220	25,855	27,325
Communication Services	341,281	348,076	356,836	384,050
Postage	44,488	59,905	56,305	57,105
Freight	920	1,200	1,150	1,200
Advertising	111,486	117,375	176,801	101,025
Permits & Recording Fees	3,417	2,730	3,680	3,497
Printing & Binding	37,887	49,925	42,002	47,225
Gas Service	188,105	202,800	132,696	182,800

# GENERAL FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
Electric Service	418,495	398,700	406,160	478,015
Water Service	39,881	56,765	54,253	59,615
Vehicle/Equipment Rent	93,604	80,638	93,722	87,380
M&R - Office Equipment	141,622	131,665	137,470	123,260
M&R - Building & Facilities	275,720	253,390	288,383	254,539
M&R - Machinery & Equipment	44,593	97,300	57,130	72,150
M&R - Motor Vehicles	585,357	484,310	504,740	519,850
M&R - Communications Equipment	898,336	935,863	990,800	1,050,927
Major Maintenance & Repairs	62,060	10,000	12,016	10,000
Towing Services	5,057	4,200	4,200	4,200
Laundry Services	22,160	30,350	32,150	33,350
Solid Waste Disposal Services	21,063	27,035	25,220	25,520
MO DNR Fees	448	850	860	865
Special Contributions	990,251	978,736	974,936	1,923,451
Other Services	463,274	1,286,750	552,475	903,651
	<u>5,698,995</u>	<u>6,702,200</u>	<u>5,901,805</u>	<u>7,344,142</u>
<b>Other Charges</b>				
Principal	173,077	164,981	164,981	177,153
Interest	92,748	86,132	86,132	79,749
Other Debt Charges	4,187	4,540	4,540	4,540
Insurance/Refund Expense	268,088	280,280	281,854	432,357
Judgments & Claims	319,596	28,000	44,017	28,000
Election Expenses	124,239	60,000	0	60,000
	<u>981,935</u>	<u>623,933</u>	<u>581,524</u>	<u>781,799</u>
<b>Capital Outlay</b>				
Office Equipment & Furniture	11,311	0	0	0
Motor Vehicles	287,415	250,870	272,432	203,870
Machinery & Equipment	206,306	16,340	227,100	50,900
Software Purchases	23,603	22,335	22,335	0
	<u>528,635</u>	<u>289,545</u>	<u>521,867</u>	<u>254,770</u>
<b>Interfund Transfers</b>				
Transfer to Streets Maintenance	4,481,963	4,239,600	4,239,600	1,000,000
Transfer to Parks Maintenance	1,192,128	1,052,080	1,052,080	0
Transfer to Water Protection	0	200,000	200,000	0
Transfer to Capital Projects	1,192,539	424,192	404,964	0
	<u>6,866,630</u>	<u>5,915,872</u>	<u>5,896,644</u>	<u>1,000,000</u>
<b>Total</b>	<u>46,214,875</u>	<u>46,871,571</u>	<u>45,564,878</u>	<u>47,131,289</u>

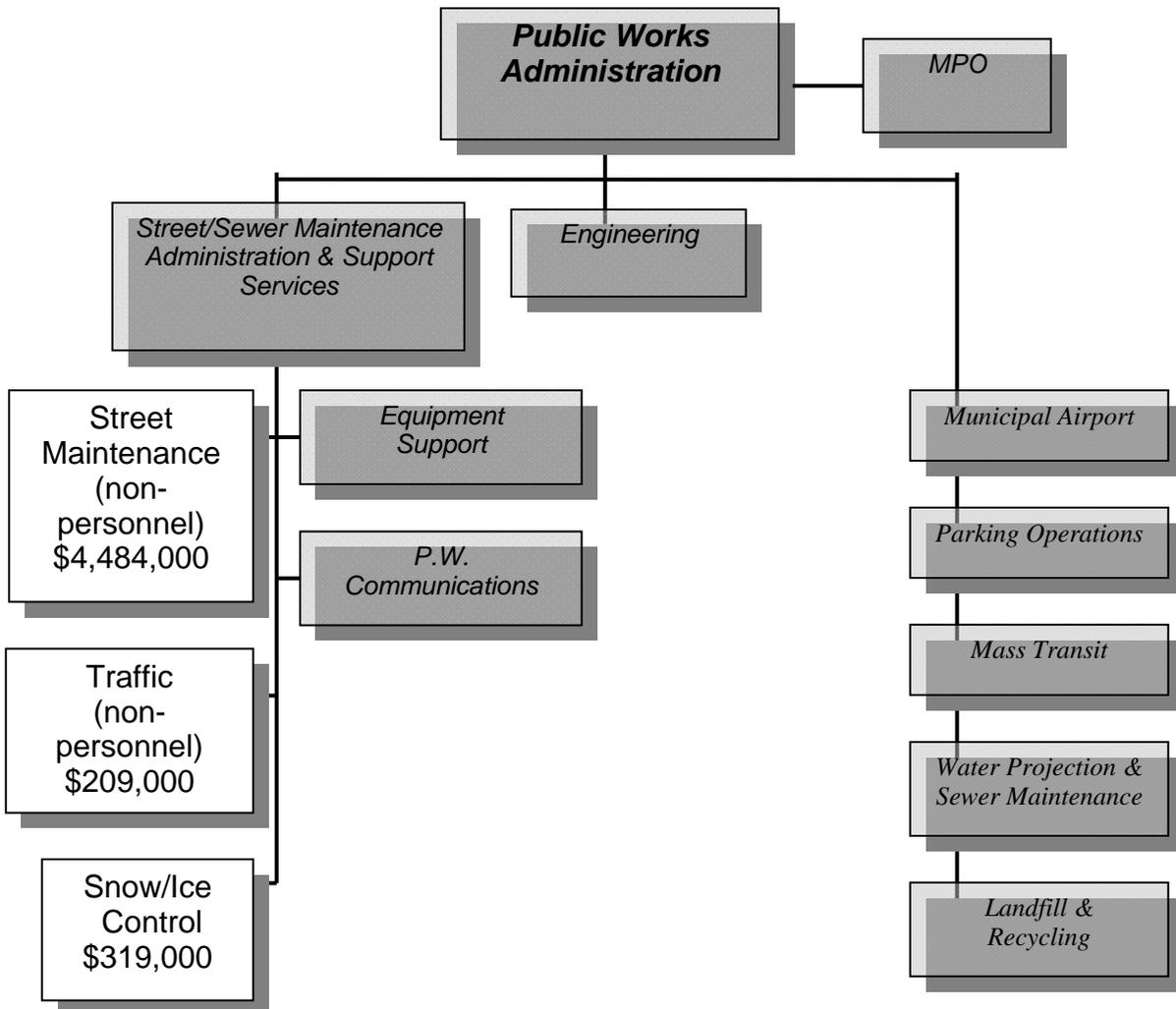


# STREETS MAINTENANCE FUND

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:     \$ 5,012,000**

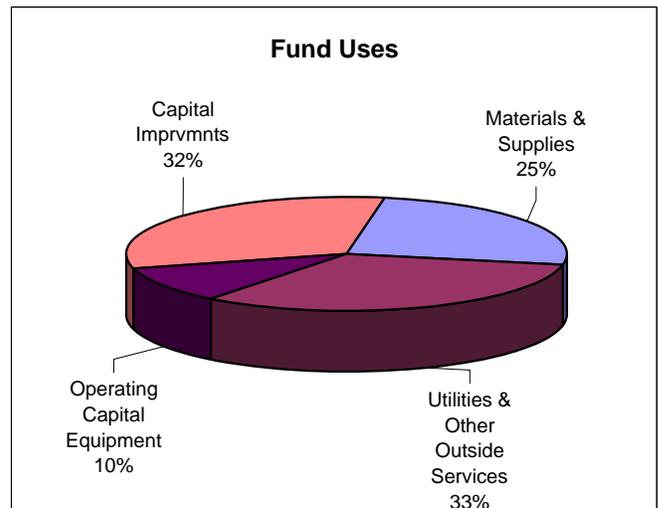
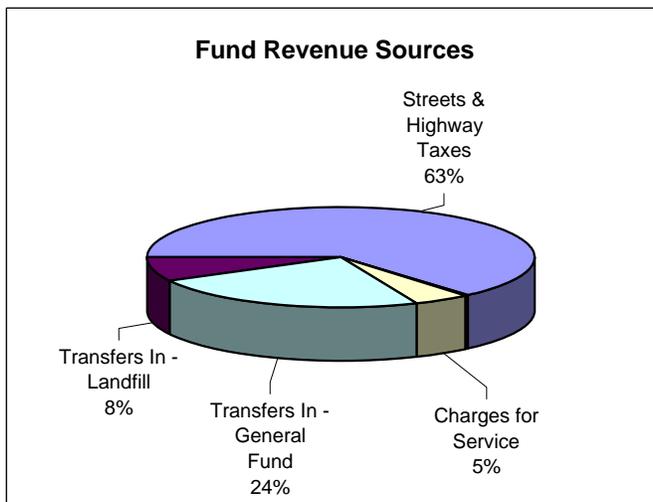
## **PLANNED USE BY PROGRAM**



# STREETS MAINTENANCE FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			122,377	619,125
Streets & Highway Taxes	2,692,733	2,725,955	2,676,180	2,687,705
Permits	1,323	0	1,500	1,500
Charges for Service	149,798	200,000	200,000	200,000
Other Revenue & FEMA Reimbursements	108,701	0	90,186	0
Investment Earnings	5,014	5,100	8,340	6,700
Transfers In - Landfill	0	325,000	325,000	325,000
Transfers In - General Fund	4,481,963	4,239,600	4,439,600	1,000,000
<b>TOTAL SOURCES</b>	<b>7,439,532</b>	<b>7,495,655</b>	<b>7,740,806</b>	<b>4,220,905</b>
<b>USES</b>				
Salaries & Wages	1,909,955	1,975,666	1,800,812	0
Employee Benefits & Payroll Taxes	625,206	677,390	650,094	0
Materials & Supplies	1,311,927	1,343,250	1,190,543	1,273,550
Utilities & Other Outside Services	1,551,416	1,712,850	1,763,359	1,621,450
Property/Liability Ins; Judgement & Claims	683	2,000	10,000	2,000
Transfers Out	1,158,536	0	0	0
Operating Capital Equipment	215,284	228,800	225,250	511,250
Capital Improvements	1,755,668	1,604,000	1,604,000	1,604,000
<b>TOTAL USES</b>	<b>8,528,675</b>	<b>7,543,956</b>	<b>7,244,058</b>	<b>5,012,250</b>
Net Surplus (Deficit)	(1,089,143)	(48,301)	496,748	(172,220)
<b>ENDING ASSIGNED FUND BALANCE:</b>			<b>619,125</b>	<b>(172,220) *</b>

\*Should it become necessary at year-end, additional funds would be transferred from the General Fund.



# STREETS MAINTENANCE FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Streets &amp; Highway Taxes</b>				
Fuel Tax	2,069,578	2,102,800	2,005,675	2,017,200
Road & Bridge Tax	623,155	623,155	670,505	670,505
	<u>2,692,733</u>	<u>2,725,955</u>	<u>2,676,180</u>	<u>2,687,705</u>
<b>Permits</b>				
Street/Utility Cut Permits	1,323	0	1,500	1,500
	<u>1,323</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>
<b>Charges for Services</b>				
Street Cut Repair	149,798	200,000	200,000	200,000
	<u>149,798</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<b>Other Revenue</b>				
Sale of Fixed Assets	0	0	28,240	0
Insurance Proceeds	717	0	2,963	0
Sale of Gas & Oil	0	0	2,660	0
Recycling Revenue	0	0	3,515	0
Recovery/Reimbursements/PY Refunds	70,921	0	29,557	0
	<u>71,638</u>	<u>0</u>	<u>66,935</u>	<u>0</u>
<b>Principal Earnings</b>				
Principal on Special Assessment	4,486	5,000	8,000	6,500
	<u>4,486</u>	<u>5,000</u>	<u>8,000</u>	<u>6,500</u>
<b>Investment Earnings</b>				
Investment Interest Income	528	100	340	200
	<u>528</u>	<u>100</u>	<u>340</u>	<u>200</u>
<b>Grants</b>				
FEMA Reimbursement Funds	37,063	0	23,251	0
	<u>37,063</u>	<u>0</u>	<u>23,251</u>	<u>0</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	4,481,963	4,239,600	4,439,600	1,000,000
Transfer from Landfill Fund	0	325,000	325,000	325,000
	<u>4,481,963</u>	<u>4,564,600</u>	<u>4,764,600</u>	<u>1,325,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	1,089,220	48,301	(496,748)	791,345
<b>Total</b>	<u>8,528,752</u>	<u>7,543,956</u>	<u>7,244,058</u>	<u>5,012,250</u>

# STREETS MAINTENANCE FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	1,732,466	1,798,666	1,717,602	0
Overtime	155,596	152,000	68,000	0
Out of Title Pay	21,893	25,000	15,210	0
	<u>1,909,955</u>	<u>1,975,666</u>	<u>1,800,812</u>	<u>0</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	69,332	94,831	86,781	0
FICA Contribution	118,753	122,594	112,194	0
FICA Medicare	27,773	28,674	26,274	0
Health Insurance	313,971	339,624	326,808	0
Dental Insurance	13,144	13,770	13,260	0
Life Insurance	6,241	7,194	7,194	0
Unemployment Insurance	7,209	0	8,000	0
Long Term Disability	4,096	4,263	4,263	0
Workers Compensation	60,800	59,320	59,320	0
Confer/Train/Travel	3,887	7,120	6,000	0
	<u>625,206</u>	<u>677,390</u>	<u>650,094</u>	<u>0</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	692	1,000	440	500
Janitorial Supplies	0	0	410	0
Safety Equip/Clothing	20,223	17,800	14,490	17,800
Motor Fuel and Lubricants	20,439	24,150	24,150	24,150
Minor Equipment	29,990	45,200	28,500	36,200
Street Maintenance Supplies	1,186,273	1,199,600	1,071,573	1,139,400
Traffic/Lighting Supplies	48,653	53,200	50,000	53,200
Other Materials/Supplies	5,657	2,300	980	2,300
	<u>1,311,927</u>	<u>1,343,250</u>	<u>1,190,543</u>	<u>1,273,550</u>
<b>Services</b>				
Employment Services	111,419	112,200	112,200	112,200
Professional Services	8,034	8,800	9,275	9,300
Memberships	116	900	900	200
Periodicals & Books	0	200	290	200
Postage	0	50	50	50
Freight	1,424	900	900	900
Advertising	315	0	890	0
Licenses/Permits/Recording Fees	165	0	0	0
Printing & Binding	78	0	0	0
Electric Service - Street Lighting	1,184,560	1,131,500	1,216,350	1,144,000
Vehicle/Equipment Rent	6,554	6,900	6,900	6,900
M&R - Office Equipment	0	2,000	0	0
M&R - Building & Facilities	182,861	351,800	276,800	251,800
M&R - Machinery & Equipment	100	3,900	3,900	2,200
M&R - Motor Vehicles	39,841	64,600	73,600	64,600
M&R - Communications Equipment	2,280	3,800	3,800	3,800
Major Repairs & Replacement	0	0	30,293	0
Towing Services	205	0	0	0
Laundry Services	1,161	1,700	1,700	1,700
MO DNR Fees	8	0	11	0
Other Services	12,372	23,600	25,500	23,600
	<u>1,551,493</u>	<u>1,712,850</u>	<u>1,763,359</u>	<u>1,621,450</u>

# STREETS MAINTENANCE FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Charges</b>				
Judgement & Claims	683	2,000	10,000	2,000
	<u>683</u>	<u>2,000</u>	<u>10,000</u>	<u>2,000</u>
<b>Capital Outlay</b>				
Motor Vehicles	0	128,000	124,924	11,250
Machinery & Equipment	215,284	100,800	100,326	500,000
	<u>215,284</u>	<u>228,800</u>	<u>225,250</u>	<u>511,250</u>
<b>Public Improvements</b>				
Land	5,000	0	0	0
Buildings	53,000	0	0	0
Streets, Curbs & Sidewalks	1,697,668	1,604,000	1,604,000	1,604,000
	<u>1,755,668</u>	<u>1,604,000</u>	<u>1,604,000</u>	<u>1,604,000</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	1,122,656	0	0	0
Transfer to Aviation Fund	35,880	0	0	0
	<u>1,158,536</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<u>8,528,752</u>	<u>7,543,956</u>	<u>7,244,058</u>	<u>5,012,250</u>

# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

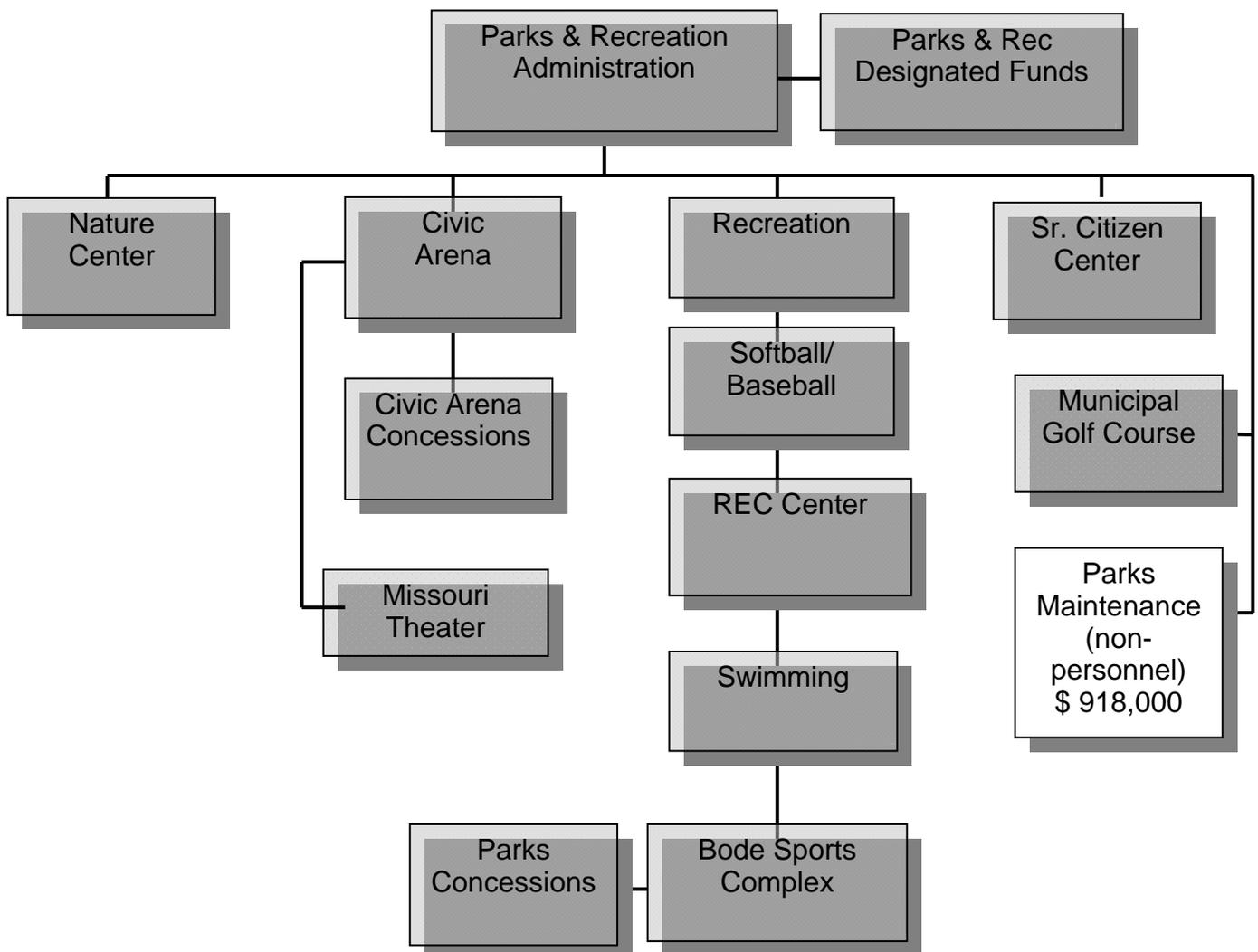
## PARKS MAINTENANCE

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:     \$ 918,000**

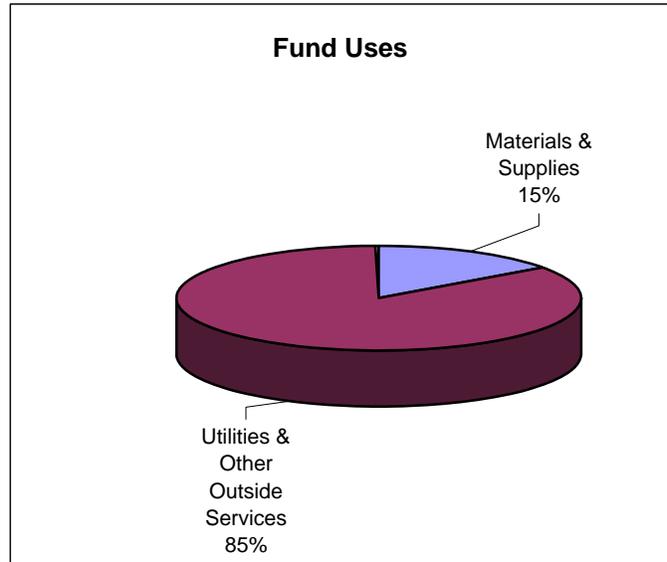
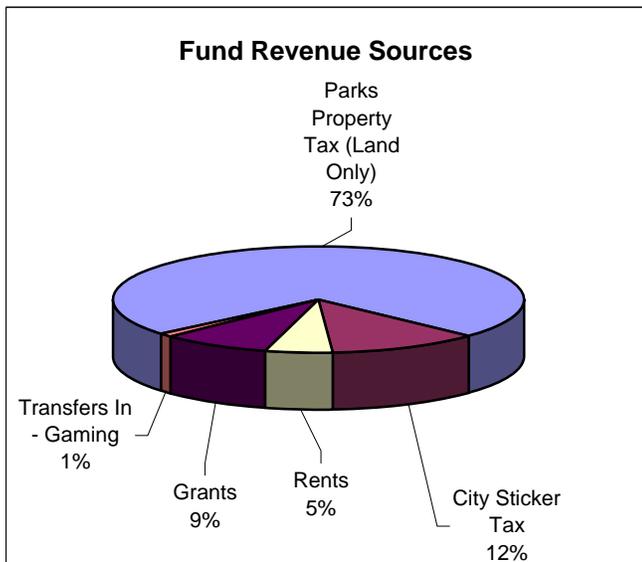
### **PLANNED USE BY PROGRAM:**



# PARKS MAINTENANCE FUND

## SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			39,224	165,086
Parks Property Tax (Land Only)	586,443	581,900	674,000	598,995
City Sticker Tax	94,258	94,000	96,000	96,000
Rents	47,779	43,787	43,787	43,787
Other Revenue	9,223	0	31,438	0
Grants	142,250	70,000	96,206	70,000
Transfers In - Gaming	35,939	101,400	24,300	9,700
Transfers In - General Fund	1,192,128	1,052,080	1,052,080	0
<b>TOTAL SOURCES</b>	<b>2,108,020</b>	<b>1,943,167</b>	<b>2,017,811</b>	<b>818,482</b>
<b>USES BY PROGRAM</b>				
Salaries & Wages	1,037,191	1,053,148	991,325	0
Employee Benefits & Payroll Taxes	311,819	316,417	303,199	0
Materials & Supplies	164,434	136,150	138,950	137,150
Utilities & Other Outside Services	444,507	477,510	417,251	778,725
Property Ins, Judgements & Claims	28,396	2,000	2,000	2,000
Operating Capital Equipment	124,335	0	0	0
<b>TOTAL USES</b>	<b>2,110,682</b>	<b>1,985,225</b>	<b>1,852,725</b>	<b>917,875</b>
Net Surplus (Deficit)	(2,662)	(42,058)	165,086	65,693
<b>ENDING ASSIGNED FUND BALANCE:</b>			204,310	65,693



# PARKS MAINTENANCE FUND

## REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Property Tax</b>				
Current Park District Tax	559,018	554,000	645,000	570,200
Prior Park District R/E Tax	21,533	21,900	22,000	21,795
R/E Penalty & Interest	5,892	6,000	7,000	7,000
	<u>586,443</u>	<u>581,900</u>	<u>674,000</u>	<u>598,995</u>
<b>Licenses</b>				
City Sticker & Penalty	94,258	94,000	96,000	96,000
	<u>94,258</u>	<u>94,000</u>	<u>96,000</u>	<u>96,000</u>
<b>Rents</b>				
Horace Mann Rent	47,779	43,787	43,787	43,787
	<u>47,779</u>	<u>43,787</u>	<u>43,787</u>	<u>43,787</u>
<b>Other Revenue</b>				
Insurance Proceeds	0	0	15,481	0
Sale of Fixed Assets	0	0	6,660	0
Donations	8,735	0	0	0
Recovery/Reimbursements	488	0	9,297	0
	<u>9,223</u>	<u>0</u>	<u>31,438</u>	<u>0</u>
<b>Intergovernmental</b>				
FEMA Reimbursement Funds	75,362	0	26,206	0
Parks Maintenance Trust	66,888	70,000	70,000	70,000
	<u>142,250</u>	<u>70,000</u>	<u>96,206</u>	<u>70,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	1,192,128	1,052,080	1,052,080	0
Transfer from Gaming Fund	26,239	91,700	14,600	9,700
Transfer from Downtown Business D.	9,700	9,700	9,700	0
	<u>1,228,067</u>	<u>1,153,480</u>	<u>1,076,380</u>	<u>9,700</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriations	680,134	42,058	(165,086)	99,393
<b>Total</b>	<u>2,788,154</u>	<u>1,985,225</u>	<u>1,852,725</u>	<u>917,875</u>

## EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	909,187	917,348	889,855	0
Overtime	1,301	5,000	700	0
Temp-Part Time Wages	125,980	130,000	100,000	0
Sick Leave Buy Back	722	800	770	0
	<u>1,037,190</u>	<u>1,053,148</u>	<u>991,325</u>	<u>0</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	34,502	42,812	41,157	0
FICA Contribution	64,725	63,615	59,615	0
FICA Medicare	15,137	14,876	13,976	0
Health Insurance	154,410	153,792	147,384	0
Dental Insurance	6,339	6,120	5,865	0
Life Insurance	3,265	3,656	3,656	0
Unemployment Insurance	4,978	2,500	2,500	0
Long Term Disability	2,118	2,165	2,165	0
Workers Compensation	26,345	26,881	26,881	0
	<u>311,819</u>	<u>316,417</u>	<u>303,199</u>	<u>0</u>

# PARKS MAINTENANCE FUND

## EXPENDITURES

	2010-11	2011-12		2012-13
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Materials &amp; Supplies</b>				
Janitorial Supplies	3,817	3,500	3,500	3,500
Recreation Supplies	17,100	22,500	22,500	21,000
Safety Equip/Clothing	2,394	1,000	3,500	3,500
Chemical/Drugs/Medical Supplies	0	150	450	150
Motor Fuel and Lubricants	123,512	95,000	95,000	95,000
Minor Equipment	17,611	14,000	14,000	14,000
	<u>164,434</u>	<u>136,150</u>	<u>138,950</u>	<u>137,150</u>
<b>Services</b>				
Employment Services	0	0	0	130,000
Memberships	16	20	30	20
Telephone Service	5,511	4,290	4,290	8,505
Printing & Binding	0	0	25	0
Gas Service	43,090	45,000	25,000	45,000
Electric Service	111,826	99,500	120,000	349,500
Water Service	53,351	50,000	45,000	50,000
Vehicle/Equipment Rent	2,201	2,700	2,700	2,700
M&R - Building & Facilities	92,144	71,500	77,577	71,500
M&R - Machinery & Equipment	12,497	10,000	10,000	10,000
M&R - Motor Vehicles	84,648	75,000	93,231	75,000
M&R - Communications Equipment	4,464	5,000	5,000	5,000
Major Repairs & Replacement	0	82,000	0	0
Laundry Services	566	500	500	500
MO DNR Fees	1,200	2,000	2,000	2,000
Other Services	32,994	30,000	31,898	29,000
	<u>444,508</u>	<u>477,510</u>	<u>417,251</u>	<u>778,725</u>
<b>Interfund Transfers</b>				
Transfer to General Fund	670,604	0	0	0
Transfer to Capital Projects	6,867	0	0	0
	<u>677,471</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Other Charges</b>				
Judgement & Claims/Insurance	28,396	2,000	2,000	2,000
	<u>28,396</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Capital Outlay</b>				
Machinery & Equipment	124,335	0	0	0
	<u>124,335</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<u>2,788,153</u>	<u>1,985,225</u>	<u>1,852,725</u>	<u>917,875</u>

# PLANNING & COMMUNITY DEVELOPMENT FUND

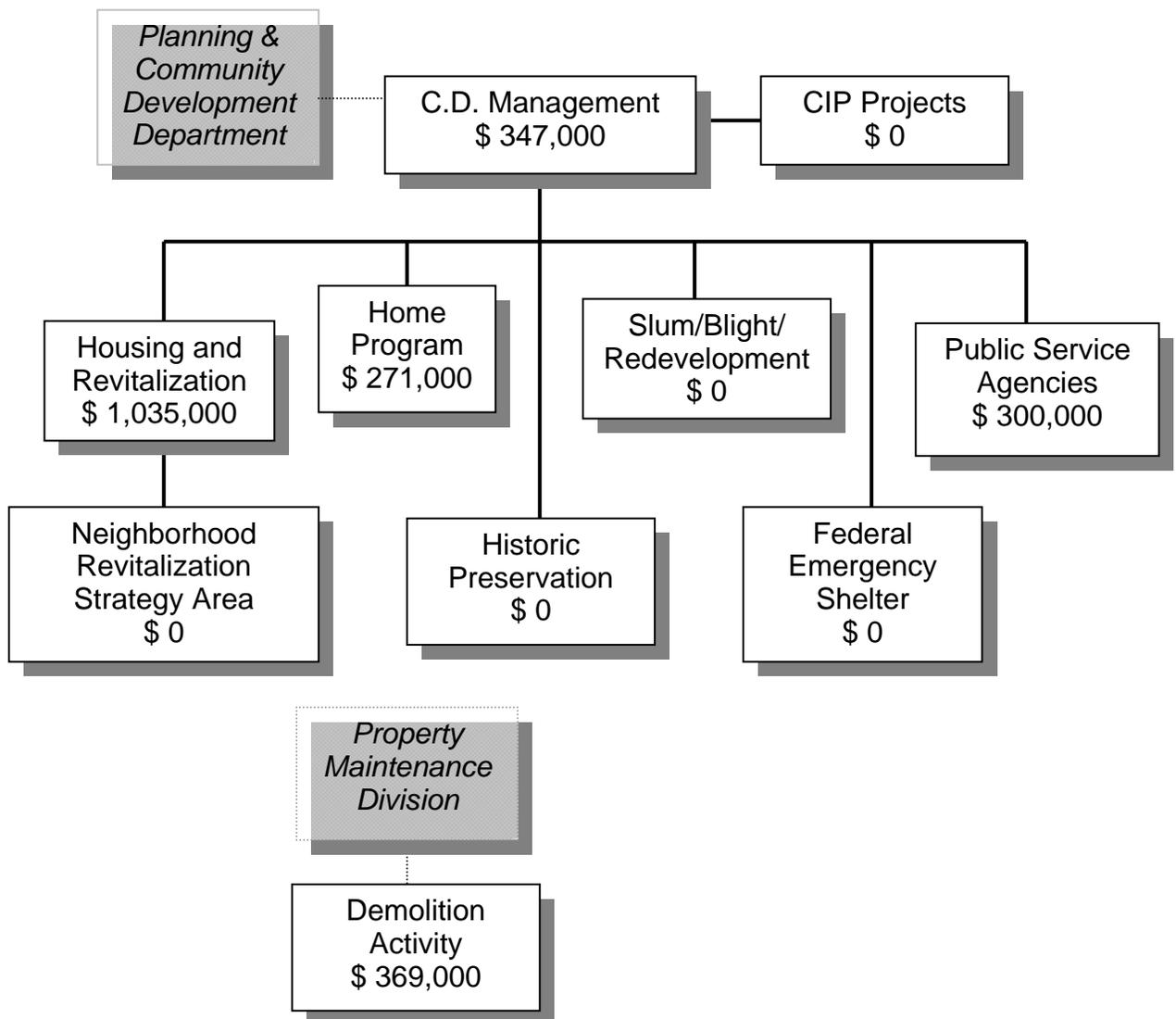
## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

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.

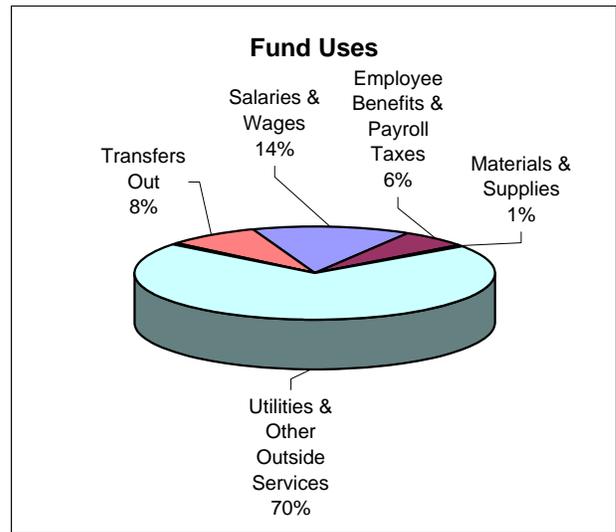
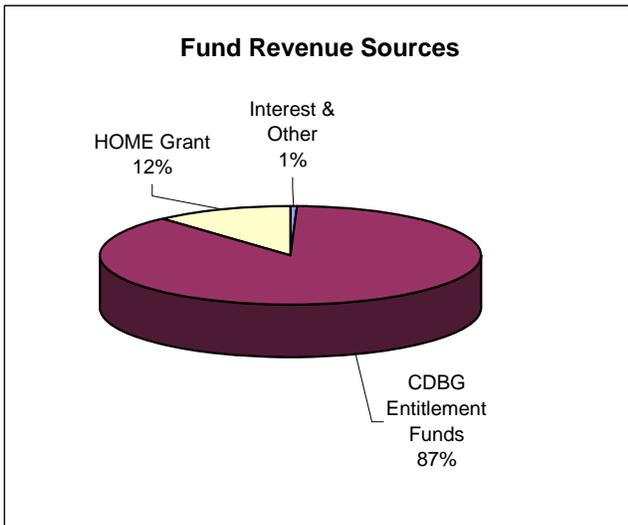
**TOTAL BUDGETED RESOURCES:     \$ 2,322,000**

### **PLANNED USE BY PROGRAM:**



# COMMUNITY DEVELOPMENT BLOCK GRANT FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Special Assessments/Interest Earnings	21,526	24,000	19,000	16,000
Intergovernmental/Other Grants	4,181,738	3,055,755	3,171,258	2,306,006
Other Revenue	116,017	25,629	97,226	0
Transfers (To)/From - Reprogrammable Fund:	112,494	(141,334)	(231,616)	0
<b>TOTAL SOURCES</b>	<b>4,431,775</b>	<b>2,964,050</b>	<b>3,055,868</b>	<b>2,322,006</b>
<b>USES</b>				
Salaries & Wages	324,201	360,734	355,030	327,130
Employee Benefits & Payroll Taxes	112,087	156,646	135,413	141,678
Materials & Supplies	5,227	16,108	7,555	14,222
Utilities & Other Outside Services	5,020,175	2,153,104	2,321,511	1,631,835
Debt Service, Property Ins	3,981	7,659	7,695	11,816
Transfers Out	233,809	269,799	228,664	195,325
Operating Capital Equip	0	0	0	0
<b>TOTAL USES</b>	<b>5,699,480</b>	<b>2,964,050</b>	<b>3,055,868</b>	<b>2,322,006</b>
Net Surplus (Deficit) to/from Reprogrammed Fnds	(1,267,705)	0	0	0



# COMMUNITY DEVELOPMENT BLOCK GRANT FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Other Revenues</b>				
Recovery/Reimbursements	92,336	25,629	74,315	0
Refunds Prior Year Expenditure	509	0	595	0
Other Revenue	23,172	0	22,316	0
	<u>116,017</u>	<u>25,629</u>	<u>97,226</u>	<u>0</u>
<b>Special Assessments</b>				
Principal	21,516	23,000	18,000	15,000
Interest on Special Assessments	10	1,000	1,000	1,000
	<u>21,526</u>	<u>24,000</u>	<u>19,000</u>	<u>16,000</u>
<b>Intergovernmental</b>				
Home Program Grant	743,879	705,310	626,878	270,682
Community Development Block Grant	1,380,361	2,279,778	1,943,112	2,035,324
American Rec Reinvst Grant	1,865,453	0	588,464	0
Missouri DNR/Hist Preservation Grant	66,843	0	0	0
Federal HMIS Grant	50,202	0	12,804	0
	4,106,738	2,985,088	3,171,258	2,306,006
<b>Interfund Transfers In</b>				
Transfer from HOME Loan Fund	112,495	0	85,300	0
	<u>112,495</u>	<u>0</u>	<u>85,300</u>	<u>0</u>
<b>Transfer from/(to) Reprogrammable Funds</b>				
Reprogrammable Funds	1,342,704	(70,667)	(316,952)	0
<b>Total</b>	<u>5,699,480</u>	<u>2,964,050</u>	<u>3,055,832</u>	<u>2,322,006</u>

## Revolving Loan Fund & Line-of-Credit Balances

### Revolving Loan Fund Balances:

Rehab, Rental Rehab, & Historic Preservation Loans:	\$1,375,937
Home Loans:	1,968,471
Reserved Fund Balance:	<u>\$3,344,408</u>

### Line-of-Credit Balances:

Reprogrammed for FY2011/12	\$885,603
Reprogrammed for FY2010/11	838,639
Reprogrammed for FY2009/10	325,889
Reprogrammed for FY2008/09	242,607
	<u>\$2,292,738</u>

The revolving loan and line-of-credit balances are as of 2/28/11 and represent amounts available for, but not currently appropriated in, the city budget.

## EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	323,672	360,194	354,810	327,130
Sick Leave Buy Back	529	540	220	0
	<u>324,201</u>	<u>360,734</u>	<u>355,030</u>	<u>327,130</u>

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits</b>				
Lagers Pension Contribution	12,107	17,775	17,775	18,973
FICA Contribution	20,039	22,960	22,287	20,282
FICA Medicare	4,686	5,371	5,214	4,744
Health Insurance	44,607	57,672	57,672	54,601
Dental Insurance	1,831	2,296	2,296	2,281
Life Insurance	1,154	1,440	1,440	1,308
Long Term Disability	746	854	854	851
Workers Compensation	10,820	10,821	10,821	9,669
Car/Mileage Allowance	3,120	7,550	4,502	7,050
Confer/Train/Travel	12,977	29,907	12,552	21,919
	<u>112,087</u>	<u>156,646</u>	<u>135,413</u>	<u>141,678</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	3,226	8,836	3,500	6,800
Photo Supplies	0	1,800	0	1,800
Motor Fuel	1,282	1,600	1,600	1,600
Minor Equipment	632	2,605	1,905	3,005
Other Materials/Supplies	88	1,267	550	1,017
	<u>5,228</u>	<u>16,108</u>	<u>7,555</u>	<u>14,222</u>
<b>Services</b>				
Professional Services	31,529	94,910	48,000	91,240
Memberships	247	1,595	670	1,595
Periodicals & Books	194	1,000	800	1,000
Telephone Service	5,586	5,205	5,100	6,060
Postage	5,563	7,800	7,700	7,800
Advertising	18,003	28,879	24,500	33,405
Permits & Recording Fees	2,108	3,521	2,015	2,200
Printing & Binding	1,232	1,448	2,406	2,406
Gas Service	3,079	2,000	3,500	3,500
Electric Service	5,426	3,600	7,569	6,000
Water Service	1,625	1,500	2,000	2,000
Vehicle/Equipment Rent	4,192	2,456	3,690	2,645
M&R - Motor Vehicles	214	700	700	700
M&R - Communications Equipment	0	100	100	100
Solid Waste Disposal	818	500	1,000	500
Special Contributions	2,555,411	417,500	953,070	307,500
Other Services	2,384,948	1,580,390	1,258,691	1,163,184
	<u>5,020,175</u>	<u>2,153,104</u>	<u>2,321,511</u>	<u>1,631,835</u>
<b>Other Charges</b>				
Insurance	3,981	7,659	7,659	11,816
Transfer to General Fund	226,179	261,079	219,944	187,695
Transfer to General Fund - Computer	7,630	8,720	8,720	7,630
	<u>237,790</u>	<u>277,458</u>	<u>236,323</u>	<u>207,141</u>
<b>Total</b>	<u>5,699,481</u>	<u>2,964,050</u>	<u>3,055,832</u>	<u>2,322,006</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.

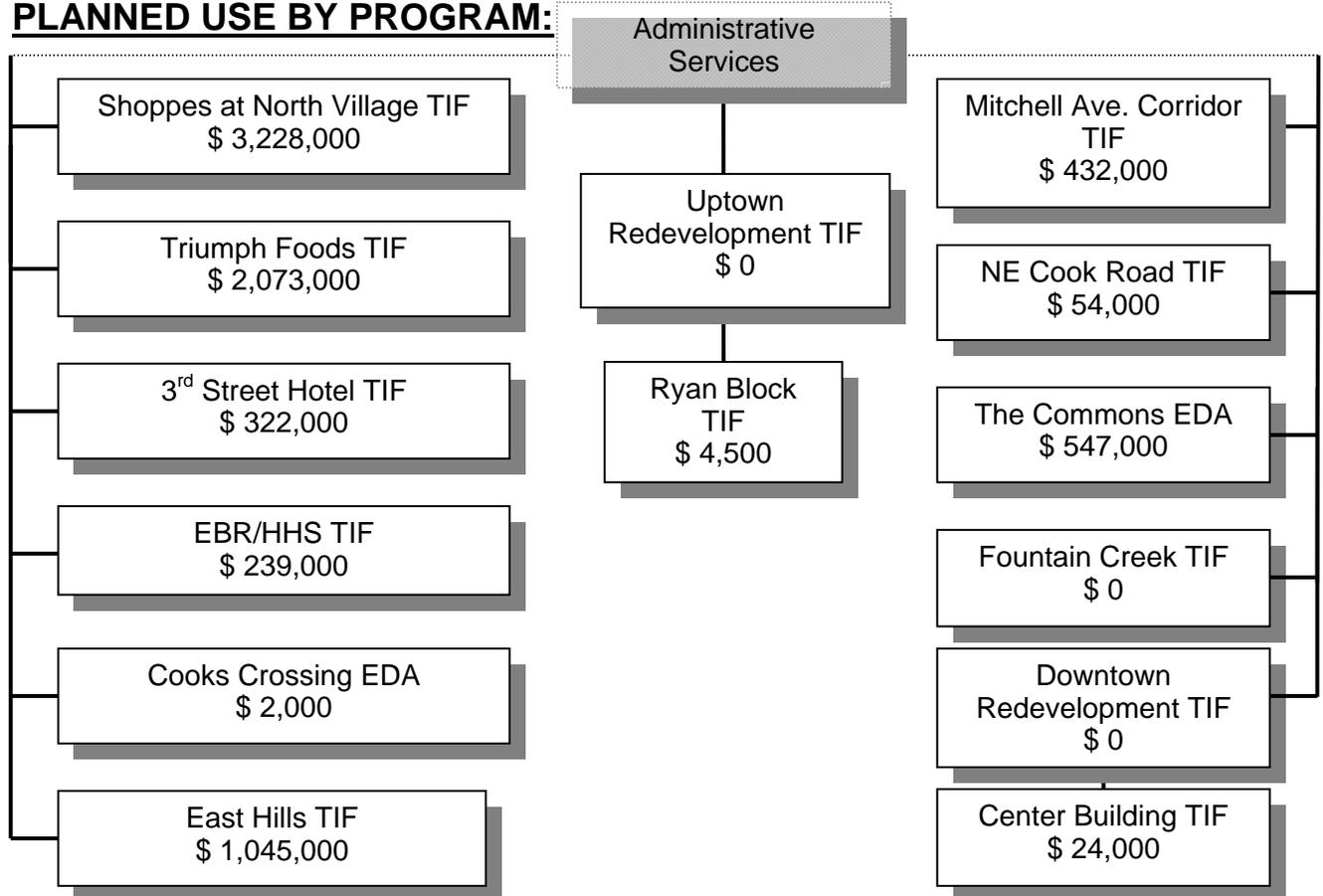
**Bond Proceeds** – If bonds are issued in conjunction with a TIF project, the City is reimbursed for any capital expenditures made in conjunction with infrastructure improvements for that project from the proceeds. The monies are deposited to the Special Allocation Fund and then transferred to the fund 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.

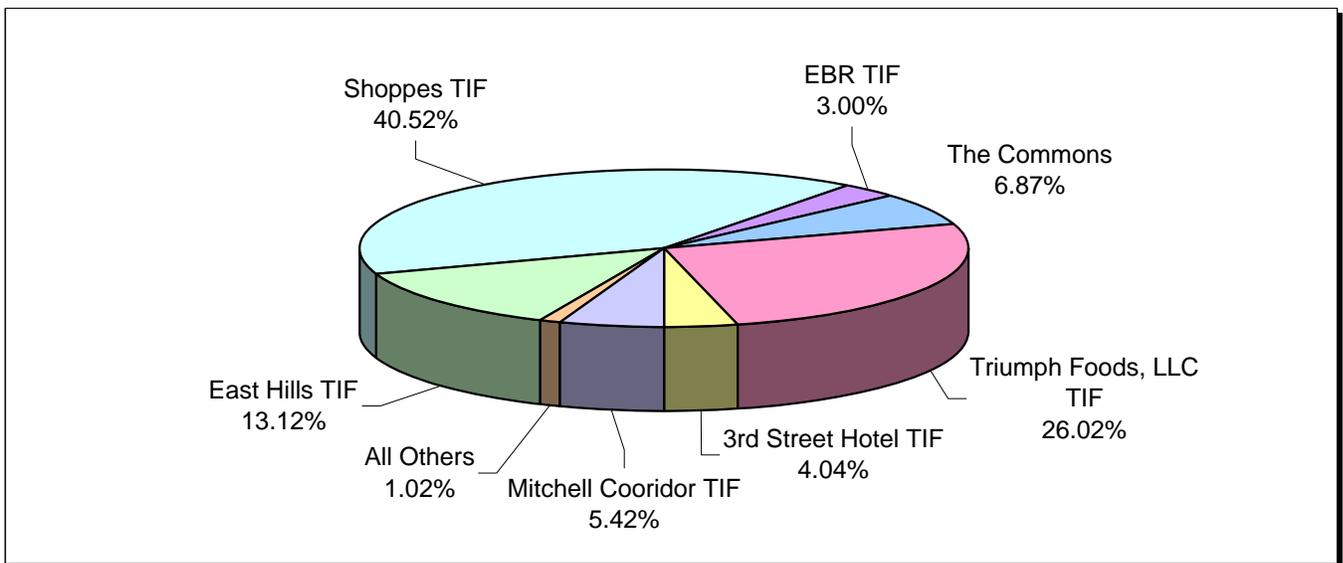
**TOTAL BUDGETED RESOURCES:      \$ 7,967,000**

**PLANNED USE BY PROGRAM:**

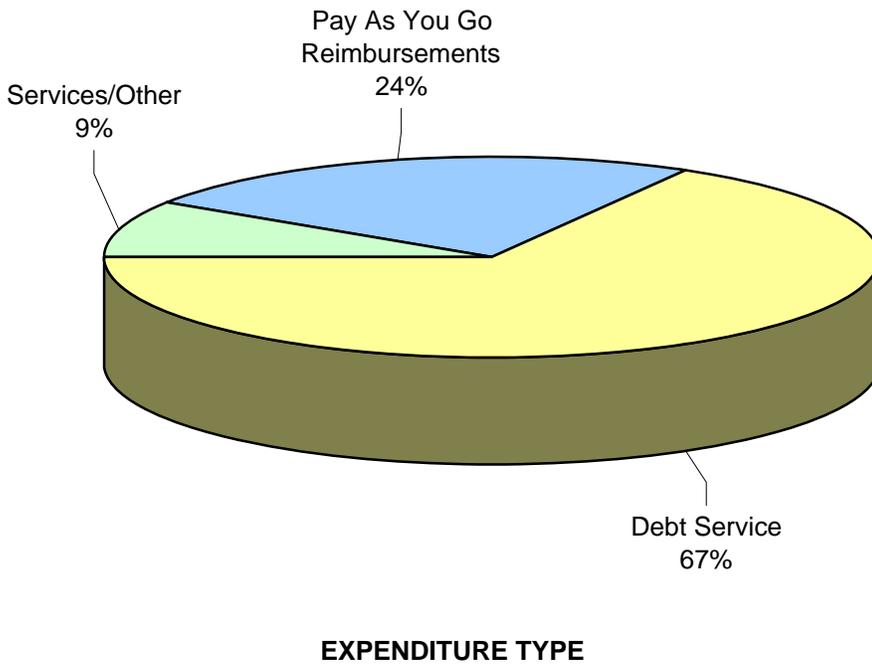
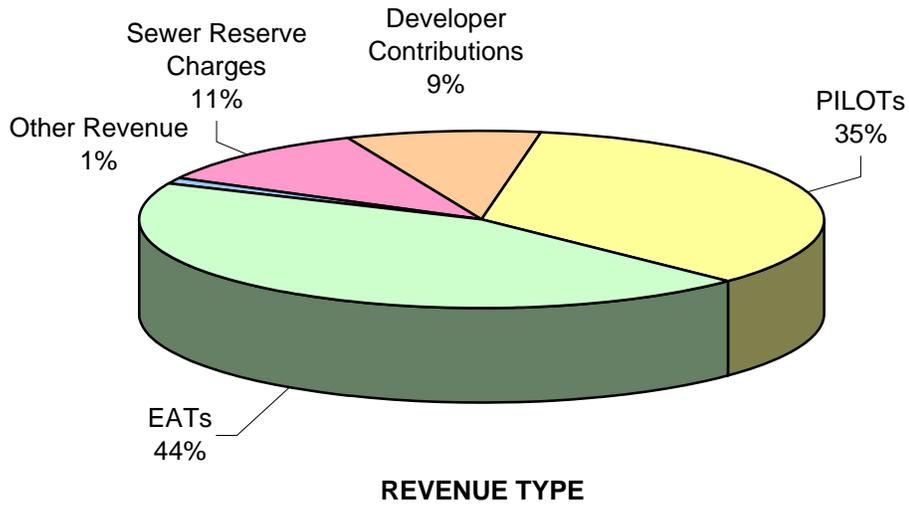


# SPECIAL ALLOCATION FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
PILOTS	2,964,318	2,950,097	2,847,845	2,976,354
EATS/TDD/NonIncremental Sales Tax	3,493,379	3,896,240	3,541,789	3,518,940
Bond Proceeds/Reimbursements	0	0	0	0
Recovery/Reimbursement	20,000	4,500	49,335	41,770
Sewer System Development Fees	11,583	15,000	1,500	1,500
Developer Contributions	758,139	809,100	809,100	809,100
Interest Earnings	47,385	42,777	42,477	42,477
Sewer Reserve Charges	397,080	972,996	972,996	972,996
Transfers from Other Funds	2,727	5,050	1,326	5,050
Appropriated from Fund Balance	0	-588,642	0	0
<b>TOTAL SOURCES</b>	<u>7,694,611</u>	<u>8,107,118</u>	<u>8,266,368</u>	<u>8,368,187</u>
<b>USES BY PROGRAM</b>				
Center Building TIF	12640	11,720	23,959	23,740
Uptown Redevelopment TIF	1,246	50	(855)	0
Ryan Block TIF	3	4,505	877	877
Cooks Crossing EDC	12,645	5,000	15,850	2,150
Downtown Redevelopment TIF	1,230	600	896	0
Mitchell Avenue Corridor TIF	434,592	435,505	435,400	431,600
The Commons Development (EDC)	382,676	320,760	547,092	547,092
North East Cook Road TIF	38,395	36,010	57,328	54,360
East Hills TIF	855,487	839,900	1,042,100	1,045,000
Shoppes at North Village TIF	3,360,806	3,326,944	3,326,269	3,228,025
EBR Development TIF	234,929	220,505	240,049	238,970
Triumph Foods, LLC TIF	2,239,362	2,240,057	2,239,271	2,073,346
Fountain Creek TIF	41	191	80	80
3rd Street Hotel TIF	173,600	272,355	414,100	322,215
Tuscany Towers TIF	1496	0	635	0
<b>TOTAL USES</b>	<u>7,749,148</u>	<u>7,714,102</u>	<u>8,343,051</u>	<u>7,967,455</u>
Net Surplus (Deficit)	(54,537)	393,016	(76,683)	400,732



# SPECIAL ALLOCATION FUND SOURCES & USES



# SPECIAL ALLOCATION FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Real Property</b>				
Real Property Tax	409	0	25,735	0
	<u>409</u>	<u>0</u>	<u>25,735</u>	<u>0</u>
<b>Personal Property</b>				
Payment in Lieu of Taxes (PILOTs)-City	561,520	576,430	575,829	575,862
PILOTs - Other	2,402,389	2,399,924	2,491,671	2,491,735
	<u>2,963,909</u>	<u>2,976,354</u>	<u>3,067,500</u>	<u>3,067,597</u>
<b>Sales Tax</b>				
Economic Activity Taxes (EATS) City	2,161,656	2,195,650	2,431,322	2,472,600
EATS - County	838,067	840,140	889,630	890,115
EATS - Other	127,983	119,650	134,450	135,110
Non Incremental Sales Tax	55,345	70,500	93,500	75,000
TDD Sales Tax	0	18,000	27,000	27,000
CID Sales Tax	310,329	275,000	342,000	345,000
	<u>3,493,380</u>	<u>3,518,940</u>	<u>3,917,902</u>	<u>3,944,825</u>
<b>Sanitary Sewer Charges</b>				
Sewer System Development Fee	3,500	1,500	8,000	5,000
	<u>3,500</u>	<u>1,500</u>	<u>8,000</u>	<u>5,000</u>
<b>Other Revenues</b>				
Recovery/Reimbursements	20,083	4,500	49,335	41,770
Developer Contributions	758,139	809,100	809,100	809,100
Sewer Reserve Charges	397,080	972,996	972,996	972,996
Interest Earnings	42,441	42,777	42,477	42,477
	<u>1,217,743</u>	<u>1,829,373</u>	<u>1,873,908</u>	<u>1,866,343</u>
<b>Interfund Transfers</b>				
Transfer from Riverboat Fund	2,727	5,050	1,326	5,050
	<u>2,727</u>	<u>5,050</u>	<u>1,326</u>	<u>5,050</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	67,480	(617,115)	(551,320)	(921,360)
	<u>67,480</u>	<u>(617,115)</u>	<u>(551,320)</u>	<u>(921,360)</u>
<b>Total</b>	<u>7,749,148</u>	<u>7,714,102</u>	<u>8,343,051</u>	<u>7,967,455</u>

## EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Supplies &amp; Services</b>				
Professional Services	17,469	16,590	26,581	7,095
Postage	10	150	208	100
Advertising	7,180	4,855	20	20
Special Contributions/Services	49,738	43,700	55,115	55,115
Other Services	648,501	661,491	657,945	657,237
	<u>722,898</u>	<u>726,786</u>	<u>739,869</u>	<u>719,567</u>
<b>Debt Service</b>				
Principal Payments	1,997,850	2,050,000	2,222,380	2,242,855
Interest Payments	3,437,371	3,342,421	3,342,421	3,054,306
Other Debt Charges	19,409	24,000	24,000	24,000
TIF Reimbursable Expenses	1,571,620	1,570,895	2,014,381	1,926,727
	<u>7,026,250</u>	<u>6,987,316</u>	<u>7,603,182</u>	<u>7,247,888</u>
<b>Total</b>	<u>7,749,148</u>	<u>7,714,102</u>	<u>8,343,051</u>	<u>7,967,455</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:     \$ 1,261,000**

**PLANNED USE BY PROGRAM:**



# GAMING INITIATIVES FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			512,830	285,478
Gaming Revenue	1,092,315	1,140,490	890,490	1,157,000
Other Revenue	100,000	0	0	0
Interest Earnings	865	600	400	600
Appropriated from Fund Balance	(247,280)	102,852	0	0
<b>TOTAL SOURCES</b>	<u>945,900</u>	<u>1,243,942</u>	<u>890,890</u>	<u>1,157,600</u>
<b>USES BY PROGRAM</b>				
Gaming Funded Initiatives	945,900	1,243,942	1,118,242	1,261,510
<b>TOTAL USES</b>	<u>945,900</u>	<u>1,243,942</u>	<u>1,118,242</u>	<u>1,261,510</u>
Net Surplus (Deficit)	0	0	(227,352)	(103,910)
<b>ENDING ASSIGNED FUND BALANCE:</b>			<u>285,478</u>	<u>181,568</u>

## Proposed Gaming Funded Initiatives

Contributions/Contracts - Recurring	\$25,000	MO-KAN Contribution
	\$9,900	State Legislative Lobbyist (Mark Rhoads)
	\$165,000	Chamber Economic Development Contract
[Inc for add'l mtgs/travel since Fed lobbyist cntrct dropped.	\$16,000	Community Alliance Membership
	\$0	Federal Legislative Lobbyist
	\$24,500	Downtown Partnership Contract
	\$50,000	Festival Funding
	\$13,000	City 4th of July Symphony contribution & fireworks display
	\$100,000	Property Mnt clean-up, abatement, dangerous bldg issues
	\$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 (2nd of 3 yrs)
	\$25,000	Allied Arts Council (2nd of 3 yrs)
	\$12,500	Youth Alliance Capital Campaign (1st of 2 yrs)
Capital Equipment/Improvements	\$11,500	Replace (5) external defibrillators (Fire)
	\$20,000	Replace (5) radios (Fire)
	\$5,050	Kitchen Drain Line Repair/Replacement (Senior Center)
	\$15,000	Replace (2) 1996 inspectors' vehicles w/program cars (PM)
	\$10,400	Replace (2) unusable treadmills w/commercial grade (Fire)
	\$30,540	Software, minor hardware, training upgrades (Police ECU)
	\$14,460	Electronic record database w/field access (Animal Control)
	\$29,550	Software & hardware for paperless Municipal Court
	\$16,260	Inspection software & hardware (Health/Food Safety)
<b>TRANSFER TO GENERAL FUND:</b>		
Nature Center:	\$50,000	Special Programming
Parks Designated:	\$10,000	Memorial garden at 28th & Messanie
NonDepartmental:	\$10,000	Reimbursement for in-kind services provided to spcl events
<b>TRANSFER TO PARKS MAINTENANCE FUND:</b>		
Parks Maintenance:	\$9,700	Downtown Clean-up Program
<b>TRANSFER TO SPECIAL ALLOCATION FUND:</b>		
City Sponsored TIFs:	\$5,050	As Needed - To cover City expenses until TIF revenues begin
<b>TRANSFER TO AVIATION FUND:</b>		
Airport Operations:	\$60,000	Operating Subsidy in support of Air Guard presence
<b>TRANSFER TO PARKING FUND:</b>		
Parking Operations:	\$6,500	Reimbursement for lost revenue/waived fees at Civic Center
<b>TRANSFER TO CAPITAL PROJECTS FUND:</b>		
CIP Projects:	\$140,000	Narrow banding for weather sirens (FAA reqrd by 1/1/20113)
	\$50,000	Living History Reserve project

# GAMING INITIATIVES FUND REVENUES

	2010-11	2011-12		2012-13
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Rents</b>				
State Admissions	667,800	708,440	558,440	701,200
State Gaming	424,515	432,050	332,050	455,800
	<u>1,092,315</u>	<u>1,140,490</u>	<u>890,490</u>	<u>1,157,000</u>
<b>Investment Interest</b>				
Interest Income	865	600	400	600
	<u>865</u>	<u>600</u>	<u>400</u>	<u>600</u>
<b>Other Revenue</b>				
Recovery/Reimbursement	100,000	0	0	0
	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	0	102,852	0	103,910
	<u>0</u>	<u>102,852</u>	<u>0</u>	<u>103,910</u>
<b>Total</b>	<u>1,193,180</u>	<u>1,243,942</u>	<u>890,890</u>	<u>1,261,510</u>

# GAMING INITIATIVES FUND

## EXPENDITURES

	2010-11	2011-12		2012-13
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Services &amp; Supplies</b>				
Minor Equipment	0	0	0	31,500
Professional Services	0	0	15,000	150,000
Advertising	0	0	0	50,000
Major Repairs & Replacement	0	0	0	5,050
Special Contributions	340,775	394,267	394,267	465,900
Other Services	0	1,600	20,000	101,600
	<u>340,775</u>	<u>395,867</u>	<u>429,267</u>	<u>804,050</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	346,012	594,825	512,825	70,000
Transfer to Parks Maintenance Fund	86,239	91,700	14,600	9,700
Transfer to Special Allocation Fund	2,727	5,050	5,050	5,050
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	65,879	50,000	50,000	190,000
	<u>567,357</u>	<u>808,075</u>	<u>648,975</u>	<u>341,250</u>
<b>Capital Outlay</b>				
Motor Vehicles	0	0	0	15,000
Software Purchases	0	0	0	10,400
Machinery & Equipment	37,768	40,000	40,000	90,810
	<u>37,768</u>	<u>40,000</u>	<u>40,000</u>	<u>116,210</u>
<b>Total</b>	<u>945,900</u>	<u>1,243,942</u>	<u>1,118,242</u>	<u>1,261,510</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.

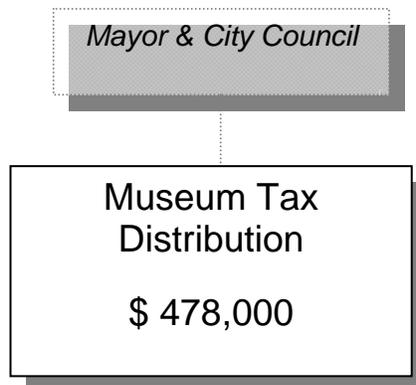
A judge’s decision following a 2006 lawsuit brought about by one faction of St. Joseph Museum, Inc. membership against another, gave the City sole discretion on how the museum tax was to be distributed. The decision also required a more specific contract between the City and any private entity chosen 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:     \$ 478,000**

**PLANNED USE BY PROGRAM:**



# MUSEUM TAX FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			106,678	146,678
Property Tax	382,161	383,650	413,594	405,415
Interest Earnings	795	670	670	670
Appropriated From Fund Balance	29,406	-9,596	0	0
<b>TOTAL SOURCES</b>	<u>412,362</u>	<u>374,724</u>	<u>414,264</u>	<u>406,085</u>
<b>USES BY PROGRAM</b>				
Museum Tax Initiatives	412,362	374,724	374,264	377,660
<b>TOTAL USES</b>	<u>412,362</u>	<u>374,724</u>	<u>374,264</u>	<u>377,660</u>
Net Surplus (Deficit)	0	0	40,000	28,425
<b>ENDING OPERATING FUND BALANCE:</b>			<u>146,678</u>	<u>175,103</u>
<b>SOURCES</b>			<u>298,862</u>	<u>193,373</u>
Beginning Capital FB:				
Property Tax	100,000	100,000	100,000	100,000
Appropriated from (to) Fund Balance	(87,688)	(100,000)	0	0
	<u>12,312</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>
<b>USES</b>				
Trf to Capital Projects for Bldg Renov.	12,312	0	205,489	100,000
Net Capital Surplus (Deficit)	0	0	(105,489)	0
<b>ENDING CIP FUND BALANCE:</b>			<u>193,373</u>	<u>193,373</u>
<b>TOTAL USES</b>	<u>424,674</u>	<u>374,724</u>	<u>579,753</u>	<u>477,660</u>

## Museum Fund Initiatives

<i>CONTRACTED SERVICES MUSEUM MGMT:</i>	\$300,000	Wyeth-Tootle & SJMI Museums (75% of allocation)
<i>OTHER SERVICES:</i>	\$5,041	Postage, Advertising, Property Insurance
<i>COLLECTION FEES:</i>	\$12,600	Buchanan County Assessment & Collection Fees
<i>TRANSFER TO GENERAL FUND:</i>	\$10,019	Administrative Transfer
<i>TRANSFER TO CAPITAL PROJECTS FUND</i>	\$100,000	Capital improv. at Wyeth-Tootle (25% of \$400,000)
<i>TRANSFER TO PARKS &amp; REC FUND</i>	\$50,000	City-operated museum - Remington Nature Center
	<u>\$477,660</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

	2010-11	2011-12		2012-13
	Actual	Amended Budget	Estimated Actual	Budget
<b>Real Property Tax</b>				
Current Real Estate Tax	299,991	299,600	312,000	312,000
Prior Real Estate Tax	11,005	10,000	13,000	13,000
Real Estate Penalty and Interest	3,120	2,000	3,200	3,200
	<u>314,116</u>	<u>311,600</u>	<u>328,200</u>	<u>328,200</u>
<b>Personal Property Tax</b>				
Current Personal Property Tax	121,750	125,500	125,500	125,500
Personal Property Penalty and Int	2,059	2,100	2,100	2,100
Prior Personal Property Tax	7,231	7,500	16,000	7,500
M & M Surtax	25,148	25,150	27,113	27,115
	<u>156,188</u>	<u>160,250</u>	<u>170,713</u>	<u>162,215</u>
<b>Other Personal Property Tax</b>				
Financial Institution Tax	1,561	1,500	933	1,250
Railroad Tax	10,296	10,300	13,748	13,750
	<u>11,857</u>	<u>11,800</u>	<u>14,681</u>	<u>15,000</u>
<b>Investment Interest</b>				
Interest Income	795	670	670	670
	<u>795</u>	<u>670</u>	<u>670</u>	<u>670</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(58,282)	(109,596)	65,489	(28,425)
<b>Total</b>	<u>424,674</u>	<u>374,724</u>	<u>579,753</u>	<u>477,660</u>

# MUSEUM FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Services &amp; Supplies</b>				
Postage/Advertising	0	460	0	460
Special Contributions	338,234	300,000	300,000	300,000
Other Services	11,905	12,600	12,600	12,600
	<u>350,139</u>	<u>313,060</u>	<u>312,600</u>	<u>313,060</u>
<b>Interfund Transfers Out</b>				
Transfer to General Fund	9,950	59,057	59,057	60,019
Transfer to Parks/Rec	50,000	0	0	0
Transfer to Capital Projects	12,312	0	205,489	100,000
	<u>72,262</u>	<u>59,057</u>	<u>264,546</u>	<u>160,019</u>
<b>Insurance</b>				
Insurance	2,273	2,607	2,607	4,581
	<u>2,273</u>	<u>2,607</u>	<u>2,607</u>	<u>4,581</u>
<b>Total</b>	<u>424,674</u>	<u>374,724</u>	<u>579,753</u>	<u>477,660</u>

# PUBLIC WORKS DEPARTMENT

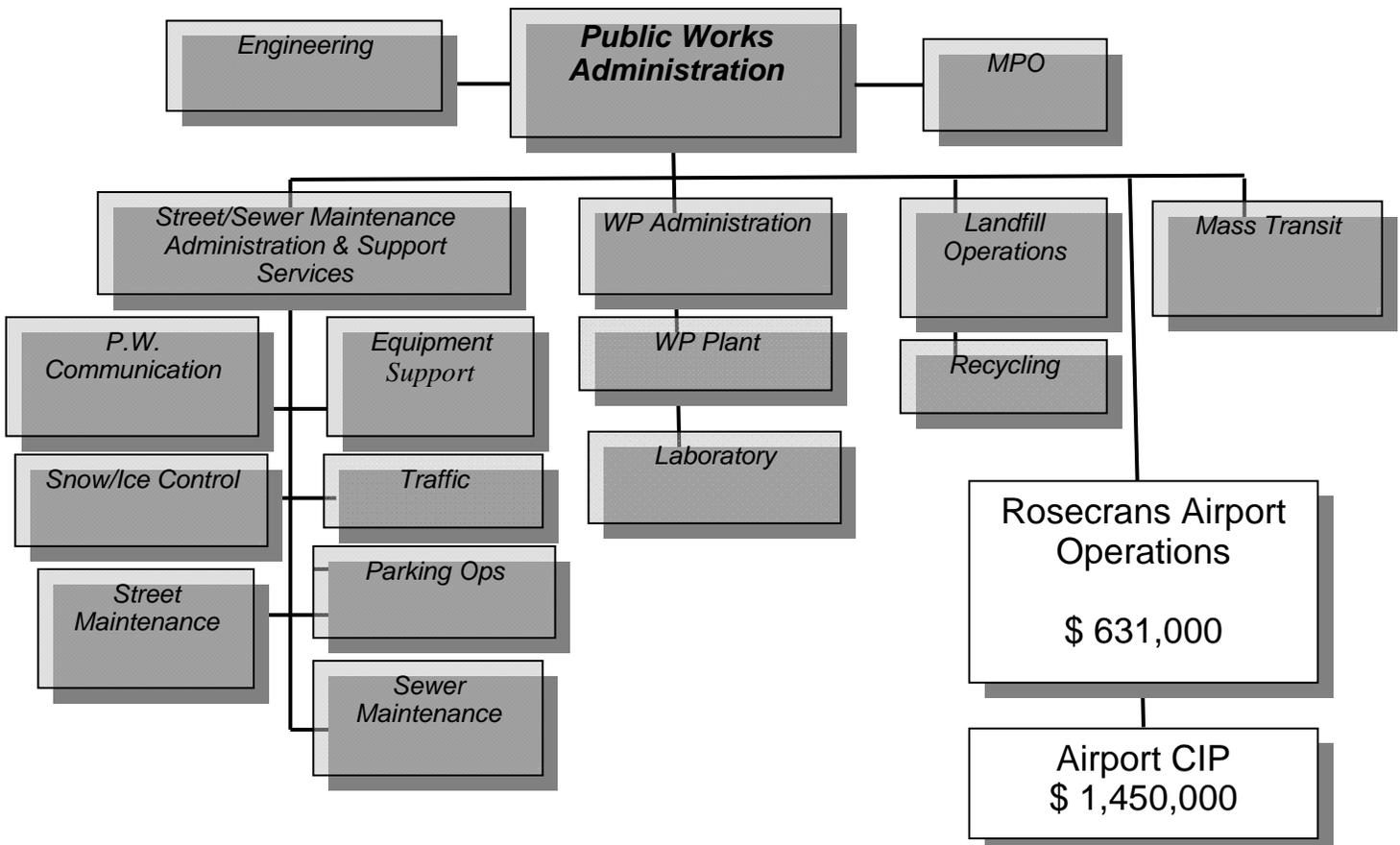
## ROSECRANS MUNICIPAL AIRPORT

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.

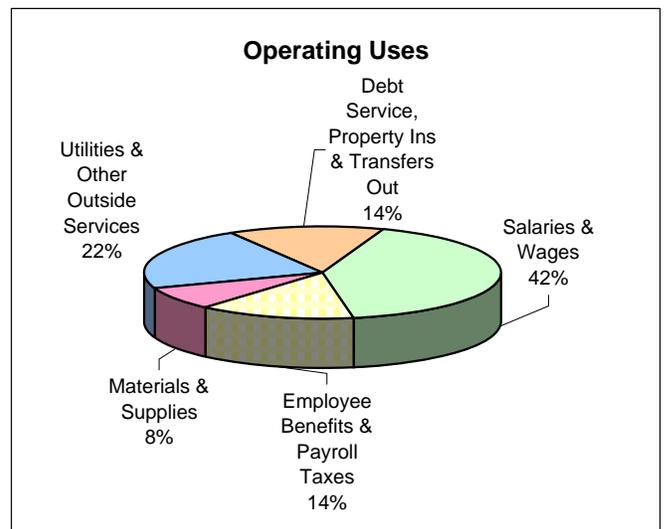
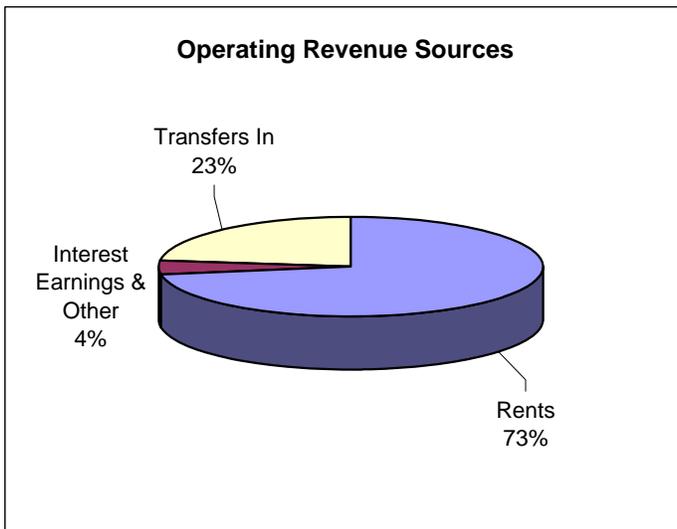
**TOTAL BUDGETED RESOURCES:     \$ 2,081,000**

**PLANNED USE BY PROGRAM:**



# AVIATION FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning Operating FB:			302,817	170,674
Rents	481,837	480,676	338,113	343,131
Other Revenue	28,701	21,000	42,692	21,000
Investment Earnings	1,045	700	(1,000)	100
Transfers In	95,221	108,290	108,290	108,290
Fund Balance Appropriation	(26,903)	40,676	0	0
<b>TOTAL SOURCES</b>	<b>579,901</b>	<b>651,342</b>	<b>488,095</b>	<b>472,521</b>
<b>USES</b>				
Salaries & Wages	280,008	298,842	275,472	262,689
Employee Benefits & Payroll Taxes	81,991	88,630	85,670	89,481
Materials & Supplies	43,373	52,000	45,200	50,200
Utilities & Other Outside Services	93,447	132,079	107,454	138,829
Debt Service, Property Ins & Transfers Out	81,082	79,791	106,442	89,803
<b>TOTAL FUND</b>	<b>579,901</b>	<b>651,342</b>	<b>620,238</b>	<b>631,002</b>
Net Surplus (Deficit)	0	0	(132,143)	(158,481)
<b>ENDING OPERATING FUND BALANCE:</b>			<b>170,674</b>	<b>12,193</b>
Components of Fund Balance:				
Assigned:			8,360	10,450
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>162,314</b>	<b>1,743</b>
<b>Beginning Capital Fund Balance:</b>			<b>133,705</b>	<b>2,624,311</b>
<b>SOURCES</b>				
Grants/Entitlements	3,131,201	1,080,000	4,009,631	1,305,000
Transfers In	35,880	120,000	120,000	145,000
Appropriated from Fund Balance				
<b>TOTAL SOURCES</b>	<b>3,167,081</b>	<b>1,200,000</b>	<b>4,129,631</b>	<b>1,450,000</b>
<b>USES</b>				
Aviation Projects in Capital Project Fund	8,268,676	1,200,000	1,639,025	1,450,000
Net Capital Surplus (Deficit)	(5,101,595)	0	2,490,606	0
<b>ENDING RESERVED CIP FUND BALANCE:</b>			<b>2,624,311</b>	<b>2,624,311</b>
<b>TOTAL USES</b>	<b>8,848,577</b>	<b>1,851,342</b>	<b>2,259,263</b>	<b>2,081,002</b>



# AVIATION FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Rents</b>				
Airport Hangar Rent	92,235	90,372	90,372	93,084
Airport Restaurant Rent	5,400	5,400	5,532	5,700
Life Net Lease	5,755	5,844	5,844	6,014
Farm Land Rent	42,697	42,697	55,642	55,000
Air National Guard Rent	181,625	182,240	26,600	26,600
BMS Warehouse Rent	6,334	7,004	7,004	7,214
F.B.O. Lease	75,493	74,820	74,820	77,220
Federal Aviation Administration Rent	72,298	72,299	72,299	72,299
	<u>481,837</u>	<u>480,676</u>	<u>338,113</u>	<u>343,131</u>
<b>Other Revenue</b>				
Sale of Gas & Oil	17,514	19,750	17,000	19,750
Recovery/Reimbursements	244	1,250	1,250	1,250
Other Revenue	752	0	3,250	0
	<u>18,510</u>	<u>21,000</u>	<u>21,500</u>	<u>21,000</u>
<b>Investment Earnings</b>				
Interest Income	1,045	700	(1,000)	100
	<u>1,045</u>	<u>700</u>	<u>(1,000)</u>	<u>100</u>
<b>Intergovernmental</b>				
Federal Aviation Administration	709,425	1,080,000	1,965,000	1,305,000
FEMA Reimbursements	10,191	0	21,192	0
MO Air National Guard Grant	2,421,776	0	2,044,631	0
	<u>3,141,392</u>	<u>1,080,000</u>	<u>4,030,823</u>	<u>1,305,000</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	35,880	0	0	0
Transfer from Gaming Fund	60,000	60,000	60,000	60,000
Transfer from Water Protection Fund	35,220	48,290	48,290	48,290
Transfer from CIP Sales Tax Fund	0	120,000	120,000	145,000
	<u>131,100</u>	<u>228,290</u>	<u>228,290</u>	<u>253,290</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	5,074,693	40,676	(2,358,463)	158,481
<b>Total</b>	<u>8,848,577</u>	<u>1,851,342</u>	<u>2,259,263</u>	<u>2,081,002</u>

# EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	267,381	272,456	249,556	249,124
Overtime	12,162	25,916	25,916	13,565
Sick Leave Buy Back	465	470	0	0
	<u>280,008</u>	<u>298,842</u>	<u>275,472</u>	<u>262,689</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	10,606	14,032	13,242	15,236
FICA Contribution	17,246	18,125	17,105	16,287
FICA Medicare	4,033	4,239	4,039	3,809
Health Insurance	30,985	32,040	32,040	34,125
Dental Insurance	1,526	1,530	1,530	1,710
Life Insurance	956	1,065	1,065	1,051

# AVIATION FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits Con't</b>				
Unemployment Claims	381	0	0	0
Long Term Disability	585	630	630	683
Workers Compensation	8,438	8,769	8,769	7,880
Car/Mileage Allowance	159	200	150	200
Confer/Train/Travel	7,076	8,000	7,100	8,500
	<u>81,991</u>	<u>88,630</u>	<u>85,670</u>	<u>89,481</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,399	1,400	1,400	1,400
Janitorial Supplies	1,617	2,000	1,500	2,000
Safety Equip/Clothing	1,594	1,500	1,500	1,500
Chemical/Drugs/Medical Supplies	85	400	100	100
Motor Fuel and Lubricants	22,281	22,700	22,700	22,700
Minor Equipment	8,036	10,000	9,000	9,000
Street Maintenance Supplies	5,073	9,500	6,000	9,000
Other Materials/Supplies	3,288	4,500	3,000	4,500
	<u>43,373</u>	<u>52,000</u>	<u>45,200</u>	<u>50,200</u>
<b>Services</b>				
Professional Services	873,288	5,200	0	910
Memberships	1,589	1,000	1,000	1,000
Periodicals & Books	202	420	225	380
Communication Services	6,095	3,874	3,874	4,300
Postage	714	500	500	500
Advertising	4,600	400	400	400
Permits & Recording Fees	800	2,500	2,900	2,500
Printing & Binding	81	500	100	100
Gas Service	2,172	3,000	1,100	2,000
Electric Service	29,301	31,300	31,300	31,300
Water Service	1,962	2,100	2,400	2,100
Vehicle/Equipment Rent	2,523	2,100	155	2,154
M&R - Building & Facilities	14,896	34,000	30,000	46,000
M&R - Machinery & Equipment	9,862	9,000	9,000	9,000
M&R - Motor Vehicles	4,567	5,600	5,600	5,600
M&R - Communications Equipment	2,100	2,200	2,400	2,200
Major Repairs & Replacements	6,313	15,135	6,000	15,135
Laundry Services	2,308	2,400	2,400	2,400
Solid Waste Disposal Services	1,200	1,200	1,200	1,200
MO DNR Fees	138	150	300	150
Special Contributions	500	500	500	500
Other Services	6,108	9,000	6,100	9,000
	<u>971,319</u>	<u>132,079</u>	<u>107,454</u>	<u>138,829</u>
<b>Other Charges</b>				
Insurance	13,457	14,326	14,326	21,958
Judgement & Claims	2,634	0	1,647	0
Transfer to SIMR Fund	13,190	0	0	0
Transfer to Public Parking	5,845	0	0	0
Transfer to General Fund	41,905	62,195	64,199	64,575
Transfer to General Fund - Computer	3,270	3,270	3,270	3,270
	<u>80,301</u>	<u>79,791</u>	<u>83,442</u>	<u>89,803</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Machinery & Equipment	0	0	23,000	0
Improvements other than Buildings	7,391,585	1,200,000	1,639,025	1,450,000
	<u>7,391,585</u>	<u>1,200,000</u>	<u>1,662,025</u>	<u>1,450,000</u>
<b>Total</b>	<u>8,848,577</u>	<u>1,851,342</u>	<u>2,259,263</u>	<u>2,081,002</u>

# PUBLIC WORKS DEPARTMENT

## 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.

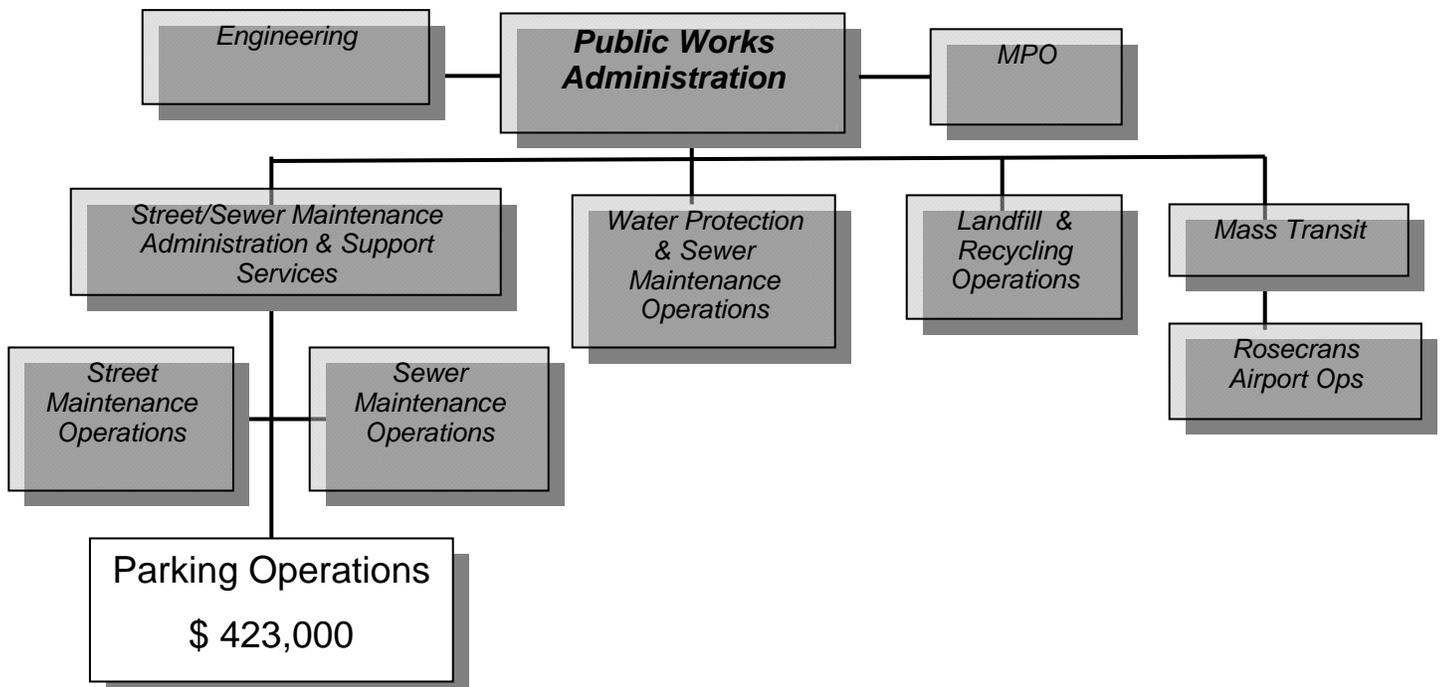
In order to help balance the struggling fund, one-half of the revenues generated from City Sticker & Penalty source was diverted from the Property Maintenance Department in the General Fund starting in FY2008. That year the City also established a \$1.00 per ticket charge on Missouri Theater/Civic Arena 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.

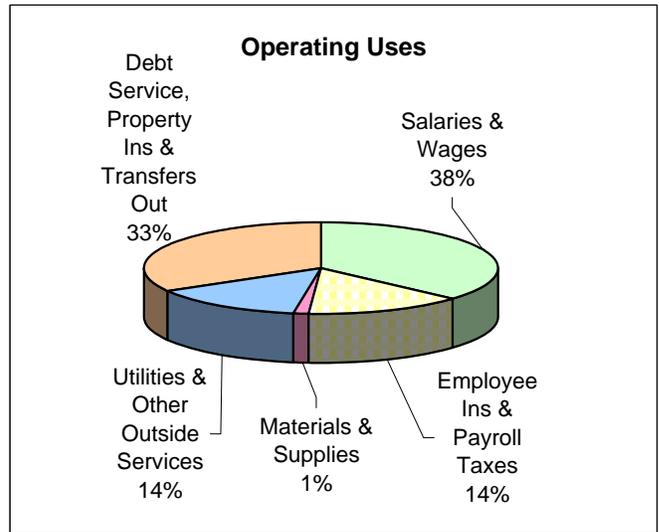
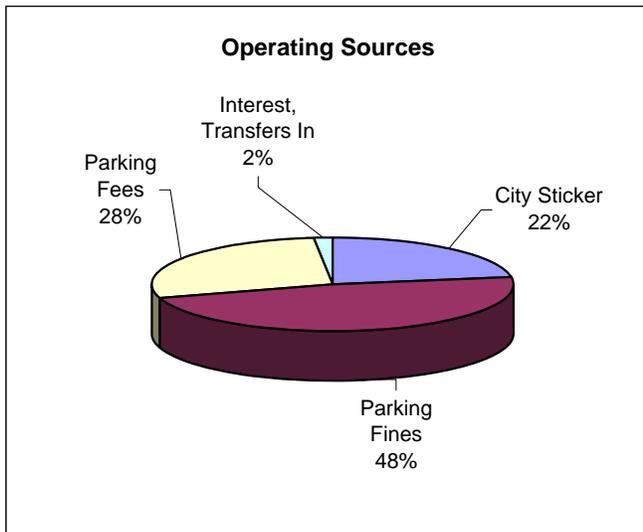
**TOTAL BUDGETED RESOURCES:     \$ 423,000**

**PLANNED USE BY PROGRAM:**



# PUBLIC PARKING FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
<b>Beginning Operating FB:</b>			222,133	226,471
City Sticker	95,802	94,000	95,000	95,000
Parking Fines	203,057	200,100	203,370	203,350
Parking Fees	126,388	137,100	117,400	118,600
Other Revenue/Interest Earnings	866	3,000	700	500
Transfers In	12,950	6,500	6,500	6,500
Appropriated from Fund Balance	(38,198)	27,803	0	0
<b>TOTAL SOURCES</b>	<u>400,865</u>	<u>468,503</u>	<u>422,970</u>	<u>423,950</u>
<b>USES</b>				
Salaries & Wages	145,190	183,708	157,985	155,278
Employee Benefits & Payroll Taxes	53,309	67,256	57,443	60,981
Materials & Supplies	4,465	7,100	5,795	5,550
Utilities & Other Outside Services	61,657	72,620	59,590	60,750
Debt Service, Property Ins & Transfers Out	136,244	137,819	137,819	140,876
<b>TOTAL FUND</b>	<u>400,865</u>	<u>468,503</u>	<u>418,632</u>	<u>423,435</u>
Net Surplus (Deficit)	0	0	4,338	515
<b>ENDING OPERATING FUND BALANCE:</b>			<u>226,471</u>	<u>226,986</u>
Components of Fund Balance:				
Assigned :			6,095	7,420
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>220,376</b>	<b>219,566</b>



# PUBLIC PARKING FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Licenses</b>				
City Sticker & Penalty	94,258	95,000	95,000	95,000
	<u>94,258</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
<b>Fines</b>				
Parking Violation Fines	169,356	203,000	142,100	142,000
Boot Fee	370	350	350	350
	<u>169,726</u>	<u>203,350</u>	<u>142,450</u>	<u>142,350</u>
<b>Charges for Services</b>				
Parking - 6th & Jules	61,428	62,000	62,000	62,000
Parking - 7th & Sylvania	2,008	1,800	1,800	1,800
Parking - 9th & Felix	12,785	10,000	12,000	12,000
Parking - 5th & Edmond	210	700	700	700
Parking - 5th & Felix	33,712	30,000	30,000	30,000
Parking - 8th & Felix	5,137	12,000	6,000	6,000
Other Parking Permit Fees	3,003	1,500	5,400	3,000
Customer Service Zone Permits	575	600	600	600
	<u>118,858</u>	<u>118,600</u>	<u>118,500</u>	<u>116,100</u>
<b>Investment Earnings/Other Rev</b>				
Interest Income/Other Revenue	622	500	745	500
	<u>622</u>	<u>500</u>	<u>745</u>	<u>500</u>
<b>Transfers In</b>				
Transfer from Aviation Fund	5,845	0	0	0
Transfer from Gaming Fund	6,500	6,500	6,500	6,500
	<u>12,345</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	5,056	44,553	55,437	62,985
<b>Total</b>	<u>400,865</u>	<u>468,503</u>	<u>418,632</u>	<u>423,435</u>

# PUBLIC PARKING FUND

## EXPENDITURES

	2010-11	2011-12		2012-13
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Estimated Actual</u>	<u>Budget</u>
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	121,749	165,642	135,069	130,851
Overtime	1,643	2,200	1,200	2,244
Temp-Part Time Wages	14,968	15,866	15,216	16,183
Out of Title Pay	6,830	0	6,500	6,000
	<u>145,190</u>	<u>183,708</u>	<u>157,985</u>	<u>155,278</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	4,455	7,716	6,516	8,068
FICA Contribution	8,895	10,948	9,348	9,627
FICA Medicare	2,080	2,560	2,210	2,252
Health Insurance	30,519	38,448	32,040	34,125
Dental Insurance	998	1,275	1,020	1,425
Life Insurance	400	634	634	556
Long Term Disability	300	376	376	362
Workers Compensation	5,662	5,299	5,299	4,566
	<u>53,309</u>	<u>67,256</u>	<u>57,443</u>	<u>60,981</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	816	1,000	300	800
Janitorial Supplies	426	1,200	500	300
Safety Equip/Clothing	0	700	700	500
Motor Fuel and Lubricants	2,923	3,200	3,200	3,200
Minor Equipment	180	1,000	1,000	750
Other Materials & Supplies	120	0	95	0
	<u>4,465</u>	<u>7,100</u>	<u>5,795</u>	<u>5,550</u>
<b>Services</b>				
Professional Services	0	0	0	760
Periodicals & Books	0	200	200	200
Telephone Service	2,129	1,900	1,900	1,490
Postage	4,023	6,500	3,000	5,000
Printing & Binding	1,080	2,200	500	1,100
Electric Service	27,178	23,000	23,000	27,000
Water Service	1,679	1,600	1,600	1,600
M&R - Office Equipment	2,780	2,400	2,400	2,400
M&R - Building & Facilities	11,126	27,370	19,870	14,500
M&R - Motor Vehicles	9,980	4,500	4,500	4,500
M&R - Communications Equipment	780	1,500	1,900	1,500
Laundry Services	352	200	200	200
MO DNR Fees	0	0	20	0
Other Services	550	1,250	500	500
	<u>61,657</u>	<u>72,620</u>	<u>59,590</u>	<u>60,750</u>
<b>Other Charges</b>				
Principal	55,395	57,913	57,913	65,467
Interest	8,943	6,604	6,604	3,933
Other Debt Charges	7,188	7,200	7,200	7,200
Insurance/Claims	5,558	6,832	6,832	12,674
Transfer to General Fund	55,890	56,000	56,000	49,422
Transfer to General Fund - Computer	3,270	3,270	3,270	2,180
	<u>136,244</u>	<u>137,819</u>	<u>137,819</u>	<u>140,876</u>
<b>Total</b>	<u>400,865</u>	<u>468,503</u>	<u>418,632</u>	<u>423,435</u>

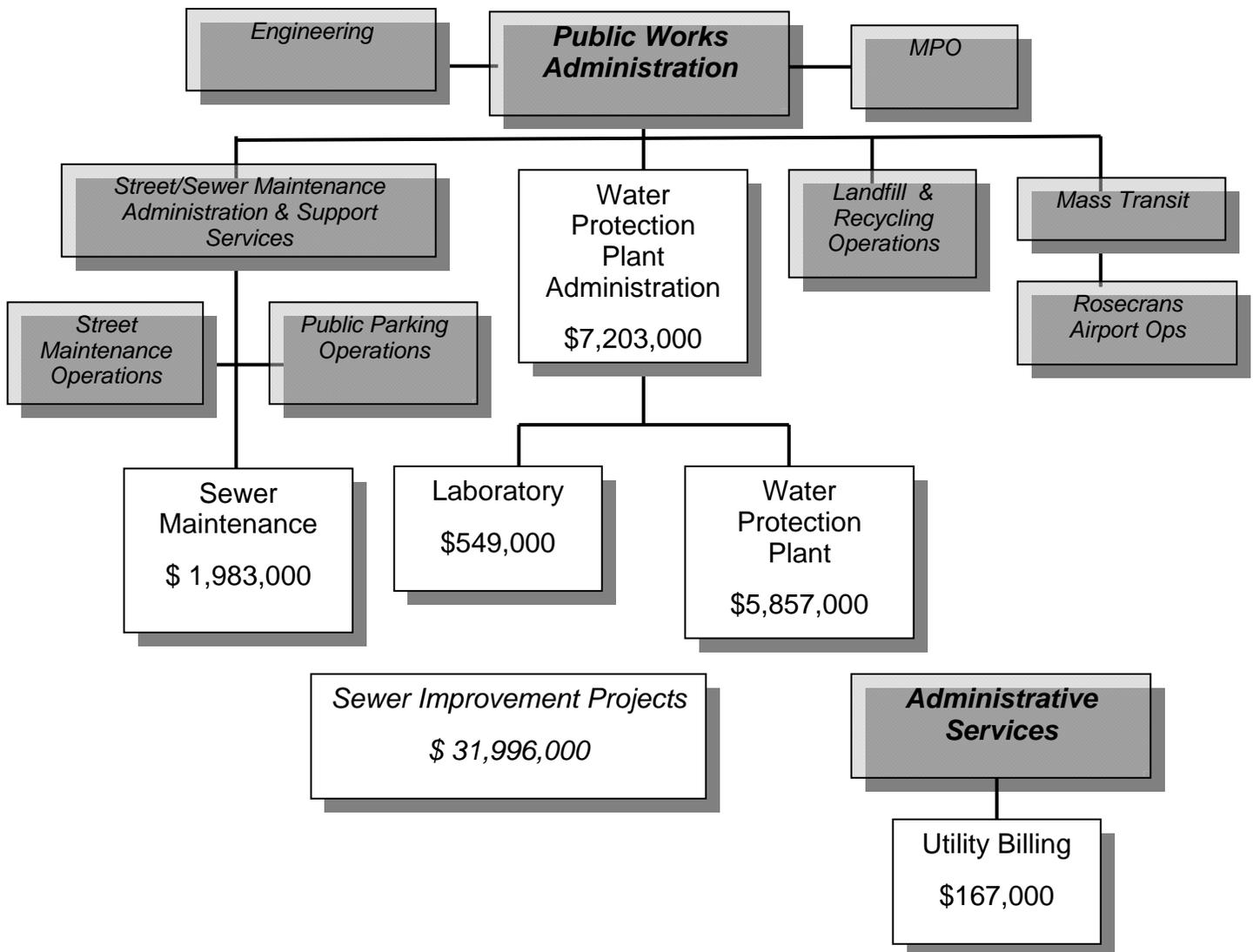
# WATER PROTECTION

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 and 1997 State Revolving Loan Fund (SRF) Revenue Bonds, 2004 Missouri Development Finance Board (MDFB) loans/bonds (Refinanced in 2011 & 2012), and a 2007 Industrial Development Authority (IDA) loan/bond. These revenues and related construction costs and debt service are accounted for and reported in the Capital Project Fund.

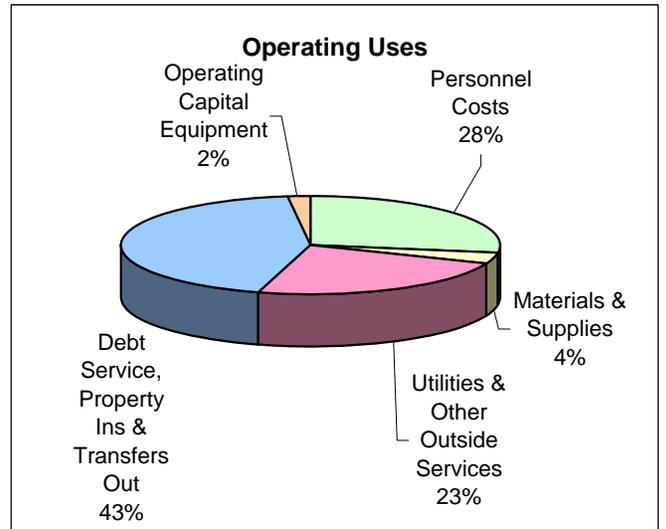
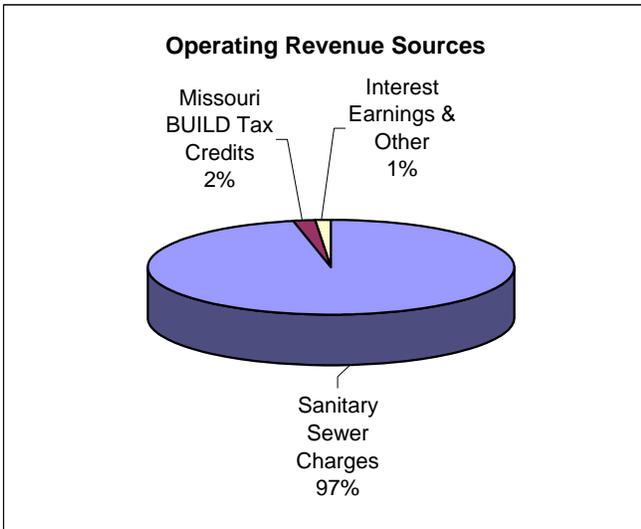
**TOTAL BUDGETED RESOURCES:     \$ 47,754,000**

**PLANNED USE BY PROGRAM:**



# WATER PROTECTION FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
<b>Beginning Operating FB:</b>			8,310,066	13,610,134
Sanitary Sewer Charges	15,801,151	17,625,000	17,815,300	19,620,300
Missouri BUILD Tax Credits	387,345	387,727	387,727	387,727
Other Revenues	189,700	7,500	45,787	7,500
Interest Earnings/Special Assessments	323,300	314,800	275,900	275,900
Transfers In	0	3,250	3,250	3,250
Fund Balance	(3,806,237)	(4,803,975)	0	0
<b>TOTAL SOURCES</b>	<u>12,895,259</u>	<u>13,534,302</u>	<u>18,527,964</u>	<u>20,294,677</u>
<b>USES</b>				
Salaries & Wages	2,688,977	2,953,918	2,774,761	3,130,608
Employee Benefits & Payroll Taxes	865,884	1,035,122	957,975	1,204,902
Materials & Supplies	499,366	600,100	513,350	586,285
Utilities & Other Outside Services	3,664,974	3,668,880	3,682,317	3,642,108
Debt Service, Property Ins & Transfers Out	4,919,431	5,022,282	5,047,291	6,898,092
Operating Capital Equipment	256,627	254,000	252,202	296,394
<b>TOTAL FUND</b>	<u>12,895,259</u>	<u>13,534,302</u>	<u>13,227,896</u>	<u>15,758,389</u>
Net Operating Surplus (Deficit)	0	0	5,300,068	4,536,288
<b>ENDING OPERATING FUND BALANCE:</b>			<u>13,610,134</u>	<u>18,146,422</u>
Components of Fund Balance:				
Assigned:			83,740	104,675
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>13,526,394</b>	<b>18,041,747</b>
			1,040,695	3,323,309
<b>SOURCES</b>				
Bond Proceeds	7,377,421	32,400,000	32,400,000	26,629,000
Other Revenues/Transfers In	29,633	200,000	206,697	0
Interest Earnings/Special Assessments	11,305	250,000	15,100	250,000
Appropriated from Fund Balance	310,175	6,441,453	0	0
<b>TOTAL CIP SOURCES</b>	<u>7,728,534</u>	<u>39,291,453</u>	<u>32,621,797</u>	<u>26,879,000</u>
<b>USES</b>				
WP CIP Improvements	<u>7,728,534</u>	<u>39,291,453</u>	<u>30,339,183</u>	<u>31,996,000</u>
Net Capital Surplus (Deficit)	0	0	2,282,614	(5,117,000)
<b>ENDING CIP FUND BALANCE:</b>			<u>3,323,309</u>	<u>(1,793,691)</u>
<b>TOTAL USES</b>	<u>20,623,793</u>	<u>52,825,755</u>	<u>43,567,079</u>	<u>47,754,389</u>



# WATER PROTECTION REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Fines &amp; Charges for Services</b>				
Fines	11,000	0	0	0
Residential/Commercial Sewer Serv.	14,522,365	16,409,000	16,409,000	18,214,000
Sewer System Development Fee	27,687	30,000	30,000	30,000
South St. Joseph Industrial Sewer Dist.	995,505	1,006,000	1,056,300	1,056,300
Sewer Service Penalties	255,595	180,000	320,000	320,000
	<u>15,812,152</u>	<u>17,625,000</u>	<u>17,815,300</u>	<u>19,620,300</u>
<b>Other Revenue</b>				
Other Revenue	152,511	6,500	23,652	6,500
Advertising	1,000	1,000	1,000	1,000
Missouri BUILD Tax Credits	383,077	387,727	387,727	387,727
Bond Proceeds	7,377,421	32,400,000	32,400,000	26,629,000
	<u>7,914,009</u>	<u>32,795,227</u>	<u>32,812,379</u>	<u>27,024,227</u>
<b>Investment Earnings</b>				
Interest Income	293,078	564,000	289,100	524,000
	<u>293,078</u>	<u>564,000</u>	<u>289,100</u>	<u>524,000</u>
<b>Special Assessments</b>				
Principle	1,712	400	1,500	1,500
Interest Income	548	400	400	400
	<u>2,260</u>	<u>800</u>	<u>1,900</u>	<u>1,900</u>
<b>Grants &amp; Entitlements</b>				
FEMA Reimbursement	59,089	0	27,832	0
	<u>59,089</u>	<u>0</u>	<u>27,832</u>	<u>0</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	0	200,000	200,000	0
Transfer from Landfill Fund		3,250	3,250	3,250
	<u>0</u>	<u>203,250</u>	<u>203,250</u>	<u>3,250</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(3,456,794)	1,637,478	(7,582,682)	580,712
<b>Total</b>	<u>20,623,794</u>	<u>52,825,755</u>	<u>43,567,079</u>	<u>47,754,389</u>

## EXPENDITURES

<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	2,486,373	2,737,808	2,515,011	2,860,094
Overtime	175,287	187,000	218,200	187,000
Temporary & PT Wages	17,285	18,200	23,200	18,564
Out of Title Pay	8,647	9,500	16,700	9,500
Sick Leave Buy Back	1,385	1,410	1,650	1,662
	<u>2,688,977</u>	<u>2,953,918</u>	<u>2,774,761</u>	<u>3,076,820</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	94,244	140,549	138,839	176,114
FICA Contribution	166,828	183,135	181,245	189,414
FICA Medicare	39,016	42,822	42,382	44,338
Health Insurance	420,647	506,232	437,945	528,940
Dental Insurance	17,014	19,890	17,815	22,515
Life Insurance	8,897	10,787	10,787	12,303
Unemployment	8,060	2,300	5,355	2,300
Long Term Disability	5,786	6,300	6,300	7,997
Workers Compensation	82,725	88,607	88,607	89,058
Confer/Train/Travel	22,667	34,500	28,700	68,500
	<u>865,884</u>	<u>1,035,122</u>	<u>957,975</u>	<u>1,141,479</u>

# WATER PROTECTION EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	8,873	83,250	8,750	8,600
Janitorial Supplies	8,786	15,600	12,000	12,600
Safety Equip/Clothing	31,627	28,000	28,730	28,000
Wastewater Treatment Chemicals	172,217	280,000	215,000	238,635
Motor Fuel and Lubricants	142,227	139,000	115,000	159,000
Minor Equipment	127,181	113,500	110,000	120,150
Street Maintenance Supplies	3,116	12,000	12,000	12,000
Other Materials/Supplies	5,339	3,650	11,870	3,650
	<u>499,366</u>	<u>675,000</u>	<u>513,350</u>	<u>582,635</u>
<b>Services</b>				
Employment Services	64,940	81,600	81,600	81,600
Professional Services	3,838,353	3,856,253	6,545,220	3,513,475
Memberships	869	1,100	967	1,345
Periodicals & Books	679	1,500	1,395	1,300
Telephone Service	22,659	21,390	22,170	23,240
Postage	1,134	1,175	3,245	1,800
Freight	4,483	900	900	900
Advertising	4,696	77,000	5,575	77,000
Permits & Recording Fees	3,615	12,125	32,245	2,300
Printing & Binding	441	150	2,916	20,870
Gas Service	61,003	65,000	52,800	65,000
Electric Service	972,959	1,186,250	975,000	1,364,188
Water Service	13,242	10,000	10,000	10,000
Vehicle/Equipment Rental	35,078	21,140	67,500	20,670
M&R - Office Equipment	0	0	0	3,600
M&R - Building & Facilities	912,516	881,000	880,100	880,100
M&R - Machinery & Equipment	14,028	12,500	10,000	12,500
M&R - Motor Vehicles	123,669	118,700	125,000	118,700
M&R - Communications Equipment	32,812	29,200	29,200	29,200
Major Repairs & Replacements	719,307	721,700	721,700	721,700
Towing Service	340	300	300	300
Laundry Services	16,172	21,500	21,500	21,500
Solid Waste Disposal Services	3,302	3,650	3,650	3,650
MO DNR Fees	157,109	121,900	139,900	146,000
Other Services	243,571	243,000	674,500	55,000
	<u>7,246,977</u>	<u>7,489,033</u>	<u>10,407,383</u>	<u>7,175,938</u>
<b>Other Charges</b>				
Bad Debt Expense	239,929	203,000	250,000	250,000
Principal	1,747,000	1,845,000	1,845,000	2,233,000
Interest	1,866,941	1,780,003	1,780,003	2,730,764
Other Debt Charges	100,322	111,000	125,450	111,000
Bond Issuance Cost Amortization	26,428	26,500	26,500	26,500
Insurance	83,494	91,601	93,270	168,944
Claims	19,810	50,000	21,000	50,000
Transfer to General Fund	391,987	840,728	846,068	1,423,730
Transfer to Streets Maintenance Fund	373,770	0	0	0
Transfer to Aviation Fund	35,220	48,290	48,290	48,290
Transfer to Capital Projects	16,000	0	0	0
Transfer to General Fund - Computer	18,530	26,160	26,160	22,890
	<u>4,919,431</u>	<u>5,022,282</u>	<u>5,061,741</u>	<u>7,065,118</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Office Equipment	0	0	0	17,495
Motor Vehicles	0	161,000	167,629	33,750

# WATER PROTECTION EXPENDITURES

	2010-11	2011-12		2012-13
		Adopted	Estimated	
	Actual	Budget	Actual	Budget
Machinery & Equipment	375,290	297,000	288,573	1,128,654
Software Purchases	0	465,000	570,000	0
Buildings	892,264	31,878,000	19,939,377	375,000
Improvements other than Buildings	3,019,644	2,924,300	2,160,037	27,157,500
Streets, Curbs & Sidewalks	0		128,810	0
Land	115,961	0	597,443	0
	<u>4,403,159</u>	<u>35,725,300</u>	<u>23,851,869</u>	<u>28,712,399</u>
<b>Total</b>	<u>20,623,794</u>	<u>52,900,655</u>	<u>43,567,079</u>	<u>47,754,389</u>

# PARKS, RECREATION & CIVIC FACILITIES DEPARTMENT

## FAIRVIEW GOLF COURSE

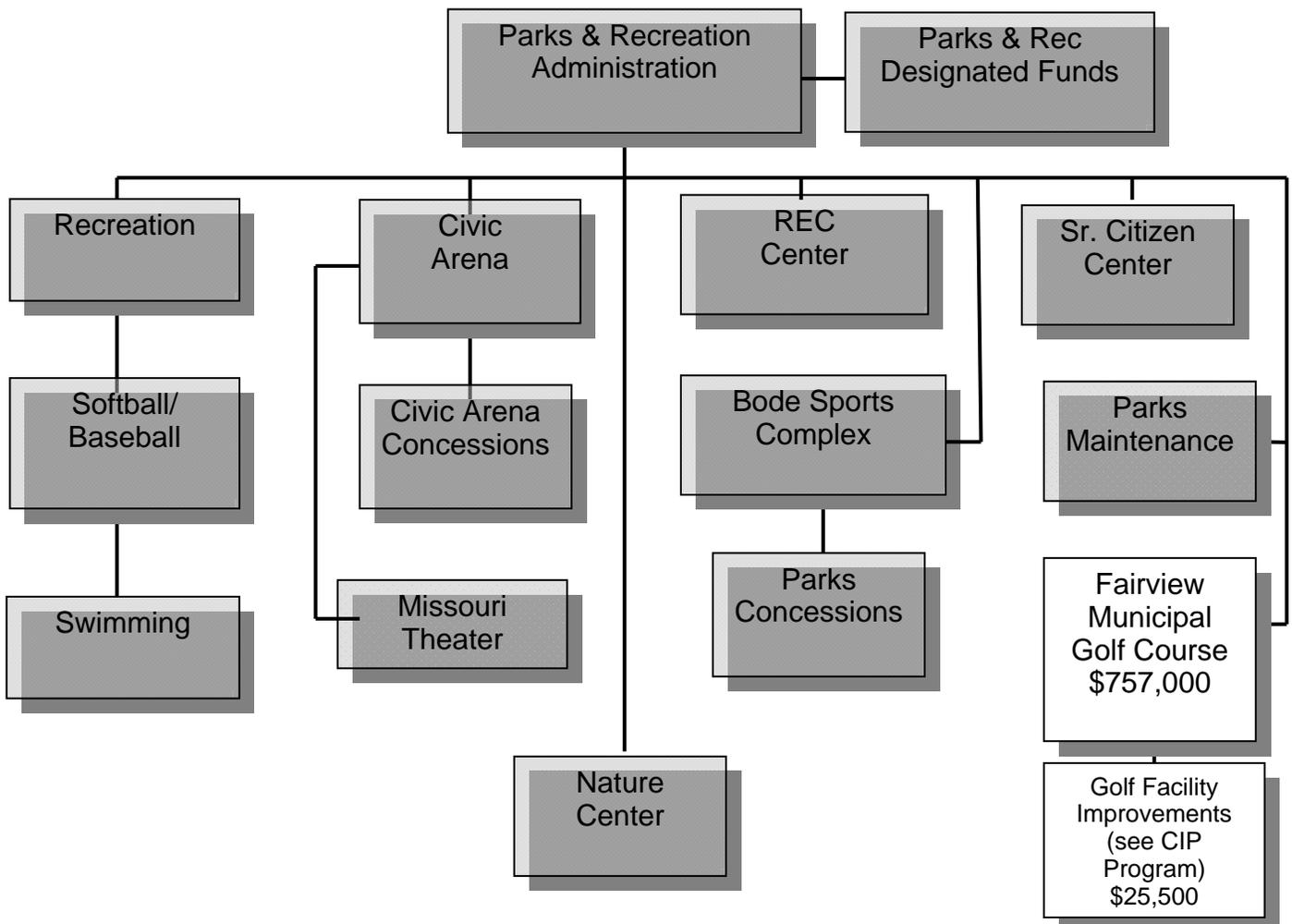
The Municipal Golf Fund accounts for the revenues and expenditures involved in the administration and operation of the Fairview Golf Course under the direction of the Parks & Recreation Department.

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.

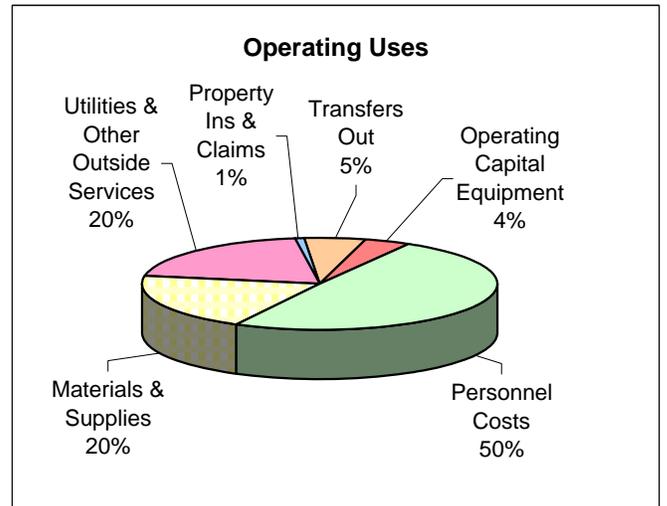
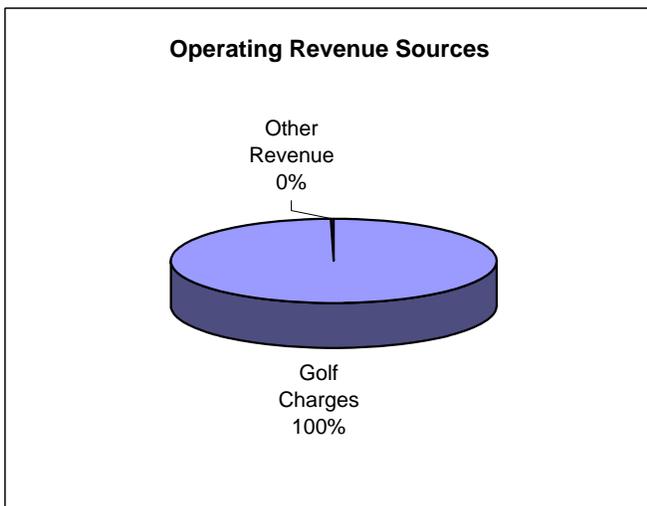
**TOTAL BUDGETED RESOURCES:     \$ 783,000**

**PLANNED USE BY PROGRAM:**



# MUNICIPAL GOLF COURSE FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
<b>Beginning Operating FB:</b>			8,236	55,557
Golf Charges	670,587	666,000	727,000	802,975
Other Revenue	13,209	1,250	2,670	1,250
Investment Earnings	(10)	25	25	25
Fund Balance Appropriation	0	0	0	0
<b>TOTAL SOURCES</b>	<b>683,786</b>	<b>667,275</b>	<b>729,695</b>	<b>804,250</b>
<b>USES</b>				
Salaries & Wages	262,543	255,011	254,440	300,926
Employee Benefits & Payroll Taxes	53,687	56,689	55,339	72,664
Materials & Supplies	156,934	101,000	138,801	152,200
Utilities & Other Outside Services	212,030	196,500	189,795	151,385
Property Ins & Claims	3,033	5,884	4,884	7,187
Transfers Out	27,250	40,635	40,635	40,553
Operating Capital Equipment	0	11,160	11,160	32,119
	<b>715,477</b>	<b>666,879</b>	<b>695,054</b>	<b>757,034</b>
Net Surplus (Deficit)			34,641	47,216
<b>ENDING OPERATING FUND BALANCE:</b>			<b>42,877</b>	<b>102,773</b>
Components of Fund Balance:				
Assigned:			5,320	6,650
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>37,557</b>	<b>96,123</b>
<b>Beginning Capital Fund Balance:</b>				0
				(5,300)
<b>SOURCES</b>				
Golf Surcharge	22,069	26,000	19,600	27,000
Interest Earnings/Special Assessments	0	500	0	100
Appropriated from Fund Balance	(1,284)	(3,000)	0	0
<b>TOTAL SOURCES</b>	<b>20,785</b>	<b>23,500</b>	<b>19,600</b>	<b>27,100</b>
<b>USES</b>				
Golf Improvements, Capital Project	20,785	23,500	24,900	25,500
Net Capital Surplus (Deficit)	0	0	(5,300)	1,600
<b>ENDING CIP FUND BALANCE:</b>			(5,300)	(3,700)
<b>TOTAL USES</b>	<b>736,262</b>	<b>690,379</b>	<b>719,954</b>	<b>782,534</b>



# MUNICIPAL GOLF FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Charges for Services</b>				
Pro Contract/Golf Pro Shop Rent	1,200	1,200	700	0
Golf Daily Surcharge	21,247	30,500	23,000	30,500
Membership Surcharge	23,740	19,800	22,100	25,675
Daily Green Fees	119,748	120,000	120,000	120,000
Annual Golf Fees	103,303	109,500	118,500	130,875
Locker Rental Fees	4,725	5,100	5,100	5,100
Tournament Green Fees	59,600	62,800	60,000	62,800
Golf Cart Rental	191,505	193,600	202,900	235,900
Summer Juniors' Camp Program	0	0	3,000	3,000
Meeting/Banquet Room Rental	23,857	17,000	26,000	25,000
Driving Range	20,961	20,000	21,000	21,000
Golf Pro Shop	0		8,000	20,000
Golf Concessions	123,969	112,500	137,000	150,125
	<u>693,855</u>	<u>692,000</u>	<u>747,300</u>	<u>829,975</u>
<b>Other Revenue</b>				
Donations	11,807	1,250	1,375	1,250
Other Revenue, Long/Short	202	0	595	0
	<u>12,009</u>	<u>1,250</u>	<u>1,970</u>	<u>1,250</u>
<b>Investment Earnings</b>				
Interest Income	(10)	525	25	125
	<u>(10)</u>	<u>525</u>	<u>25</u>	<u>125</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	30,407	(3,396)	(29,341)	(48,816)
<b>Total</b>	<u>736,261</u>	<u>690,379</u>	<u>719,954</u>	<u>782,534</u>

# MUNICIPAL GOLF FUND

## EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	127,534	130,011	129,940	162,843
Overtime	2,034	2,000	2,000	2,040
Temporary Part-Time Wages	132,975	123,000	122,500	136,043
	<u>262,543</u>	<u>255,011</u>	<u>254,440</u>	<u>300,926</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	4,817	6,181	6,181	9,563
FICA Contribution	16,300	15,609	15,609	18,657
FICA Medicare	3,812	3,650	3,650	4,363
Health Insurance	18,591	19,224	19,224	27,300
Dental Insurance	763	765	765	1,140
Life Insurance	456	507	507	660
Unemployment claims	281	1,000	100	0
Long Term Disability	300	300	300	429
Workers Compensation	6,804	7,553	7,553	8,752
Car Mileage	1,599	1,300	1,300	1,300
Confer/Train/Travel	(35)	600	150	500
	<u>53,688</u>	<u>56,689</u>	<u>55,339</u>	<u>72,664</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	1,773	800	800	1,800
Janitorial Supplies	859	1,000	500	800
Recreation Supplies	43,898	40,000	24,000	40,000
Safety Equip/Clothing	1,131	200	301	100
Motor Fuel and Lubricants	23,054	25,000	28,000	25,000
Minor Equipment	5,646	3,500	3,200	3,500
Materials for Resale	78,307	30,000	80,000	80,000
Other Supplies	2,266	500	2,000	1,000
	<u>156,934</u>	<u>101,000</u>	<u>138,801</u>	<u>152,200</u>
<b>Services</b>				
Professional Services	62,036	62,750	39,000	5,470
Memberships	645	500	315	500
Communication Services	3,326	2,550	3,290	1,815
Postage	1	100	0	100
Advertising	2,827	3,000	2,400	3,000
Licenses/Permits	603	800	800	800
Printing & Binding	977	400	600	600
Gas Service	4,095	3,300	2,300	3,300
Electric Service	10,747	9,000	11,500	11,500
Water Service	52,225	44,000	52,000	52,000
Vehicle/Equipment Rent	42,626	45,000	47,000	46,000
M&R - Office Equipment	0	200	200	200
M&R - Building & Facilities	15,699	12,000	16,000	14,000
M&R - Machinery & Equipment	14,058	11,500	11,500	11,500
M&R - Motor Vehicles	667	500	400	500
M&R - Communications Equipment	840	1,000	90	0
Laundry Services & Other Services	657	400	2,900	600
	<u>212,029</u>	<u>197,000</u>	<u>190,295</u>	<u>151,885</u>
<b>Other Charges</b>				
Insurance	3,033	4,884	4,884	6,187
Judgement & Claims	0	1,000	0	1,000
Transfer to General Fund	25,070	38,455	38,455	38,373
Transfer to General Fund - Computer	2,180	2,180	2,180	2,180
	<u>30,283</u>	<u>46,519</u>	<u>45,519</u>	<u>47,740</u>
<b>Capital Outlay</b>				
Machinery & Equipment	20,785	21,160	11,160	43,119
Improv Other Than Buildings	0	13,000	24,400	14,000
	<u>20,785</u>	<u>34,160</u>	<u>35,560</u>	<u>57,119</u>
<b>Total</b>	<u>736,262</u>	<u>690,379</u>	<u>719,954</u>	<u>782,534</u>

# PUBLIC WORKS DEPARTMENT

## MASS TRANSIT SERVICES

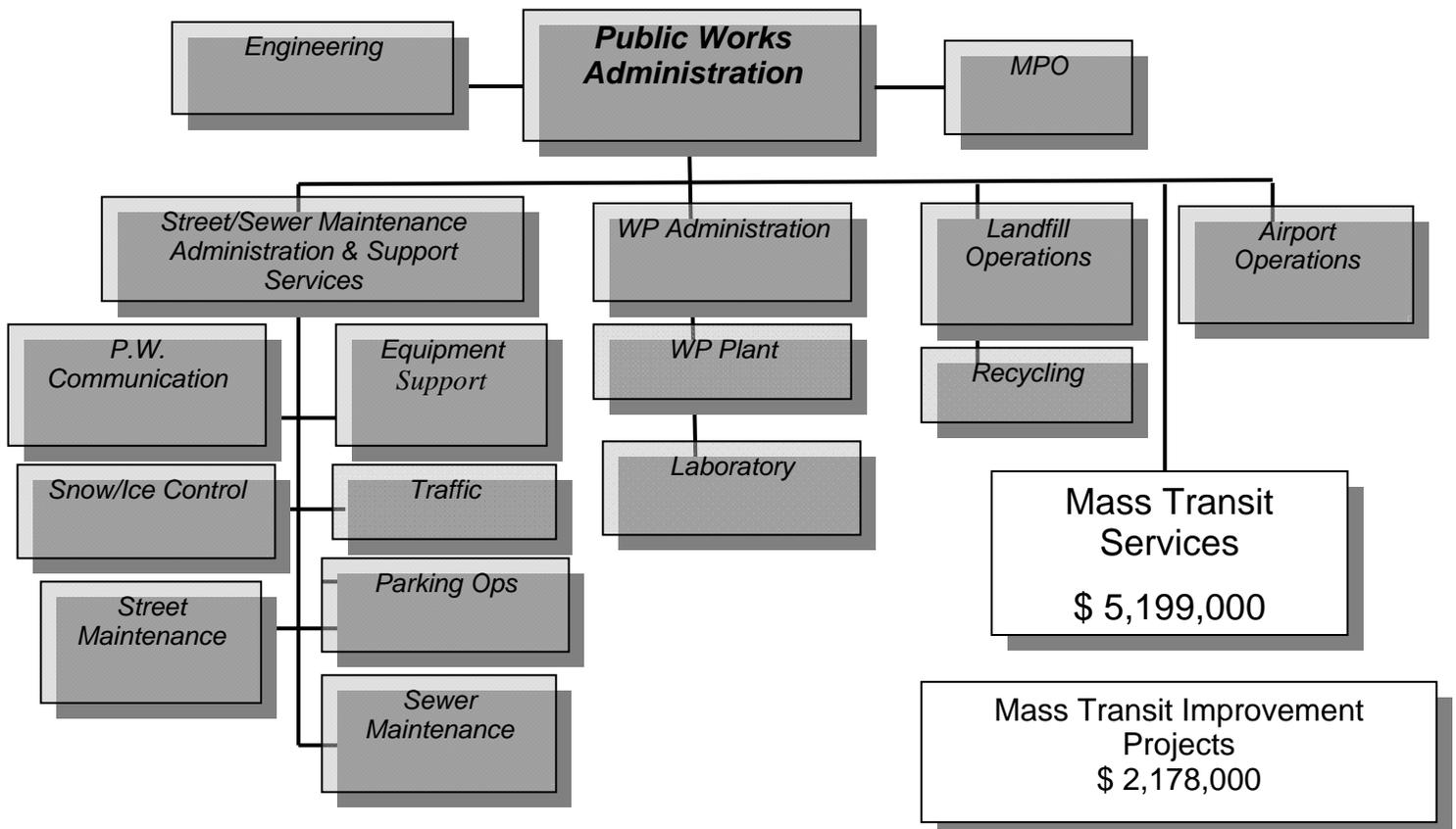
This fund was established to account for the operation of the City bus system and service. While the fund is under the direction of the Public Works & Transportation Department, the transit system itself is managed through contract by an outside firm.

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.

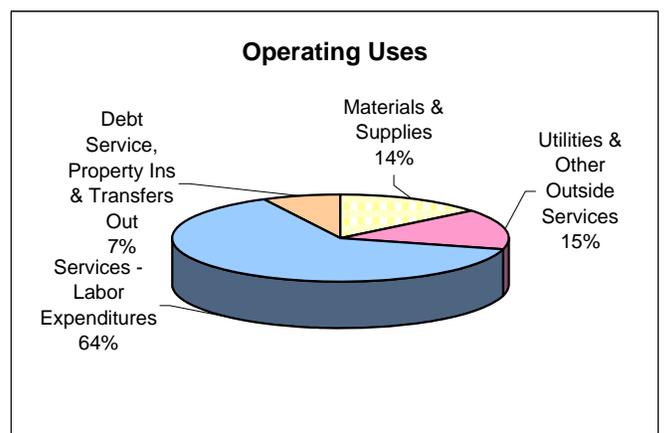
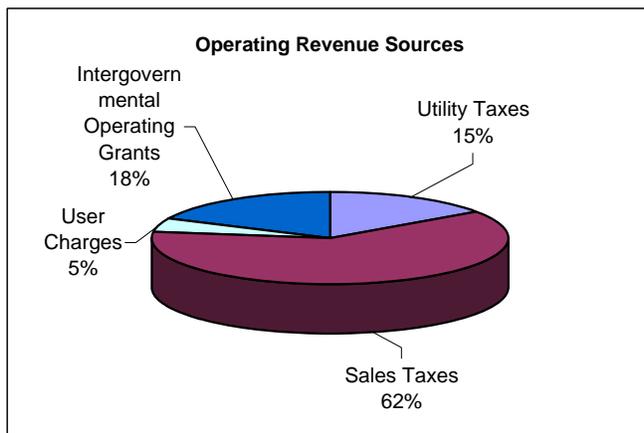
**TOTAL BUDGETED RESOURCES:     \$ 7,377,000**

### PLANNED USE BY PROGRAM:



# MASS TRANSIT FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning Operating FB:			5,983,632	7,488,094
Utility Taxes	1,109,866	1,058,410	1,043,600	1,069,500
Sales Taxes	4,085,862	4,011,080	4,253,588	4,289,927
Rents	758	0	0	0
User Charges	310,019	301,100	301,110	328,300
Other Revenue	47,114	3,800	116,887	3,800
Investment Earnings	11,401	8,500	8,500	8,500
Intergovernmental Operating Grants	1,402,390	1,246,746	1,254,332	1,246,746
Fund Balance Appropriation	(1,967,433)	(1,099,896)	0	0
<b>TOTAL SOURCES</b>	<b>4,999,977</b>	<b>5,529,740</b>	<b>6,978,017</b>	<b>6,946,773</b>
<b>USES</b>				
Employee Travel & Training	3,487	6,900	6,900	6,900
Materials & Supplies	551,208	727,495	652,325	724,995
Utilities & Other Outside Services	700,052	789,531	708,958	789,531
Services - Labor Expenditures	3,466,770	3,687,873	3,756,290	3,289,678
Debt Service, Property Ins & Transfers Out	278,460	317,941	349,082	388,124
<b>TOTAL FUND</b>	<b>4,999,977</b>	<b>5,529,740</b>	<b>5,473,555</b>	<b>5,199,228</b>
Net Surplus (Deficit)	0	0	1,504,462	1,747,545
<b>ENDING OPERATING FUND BALANCE:</b>			<b>7,488,094</b>	<b>9,235,639</b>
Components of Fund Balance:				
Assigned:			444,040	578,040
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>7,044,054</b>	<b>8,657,599</b>
<b>Beginning Capital Fund Balance:</b>			<b>(81,374)</b>	<b>(66,599)</b>
<b>SOURCES</b>				
Grants & Entitlements	714,988	584,653	693,878	3,069,600
Transfers In	0	125,663	125,663	0
Appropriated from Fund Balance	29,268	20,500	0	0
<b>TOTAL SOURCES</b>	<b>744,256</b>	<b>730,816</b>	<b>819,541</b>	<b>3,069,600</b>
<b>USES</b>				
Transit CIP Projects	744,256	730,816	804,766	2,178,000
Net Capital Surplus (Deficit)			14,775	891,600
<b>ENDING CIP FUND BALANCE:</b>			<b>(66,599)</b>	<b>825,001</b>
<b>TOTAL USES</b>	<b>5,744,233</b>	<b>6,260,556</b>	<b>6,278,321</b>	<b>7,377,228</b>



# MASS TRANSIT FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Utility Franchise Fees</b>				
Gas	306,477	324,000	193,800	264,400
Electric	647,388	580,810	695,800	650,000
Water	134,693	131,600	132,000	132,000
Utility Taxes - TIF portion	21,309	22,000	22,000	23,100
	<u>1,109,867</u>	<u>1,058,410</u>	<u>1,043,600</u>	<u>1,069,500</u>
<b>Sales Tax</b>				
Sales Tax	3,407,912	3,409,700	4,300,000	4,337,500
Sales Tax Contra Account	0	0	(770,428)	(789,689)
EATS (TIF generated sales tax)	677,950	601,380	724,016	742,116
	<u>4,085,862</u>	<u>4,011,080</u>	<u>4,253,588</u>	<u>4,289,927</u>
<b>Charges for Services</b>				
Fare Box Revenue	181,702	160,000	181,700	187,700
Ticket Sales - Adult	53,845	68,000	50,900	68,000
Ticket Sales - Youth	4,940	4,100	4,100	4,100
Ticket Sales - Senior/Handicapped	34,010	33,500	33,500	33,500
Ticket Sales - Commissions	11,522	10,000	10,000	10,000
Advertising	24,000	25,500	20,910	25,000
	<u>310,019</u>	<u>301,100</u>	<u>301,110</u>	<u>328,300</u>
<b>Other Revenue</b>				
Recovery/Reimbursements	27,370	0	42,415	0
Concessions / Other Revenue	20,502	3,800	74,472	3,800
	<u>47,872</u>	<u>3,800</u>	<u>116,887</u>	<u>3,800</u>
<b>Investment Earnings</b>				
Interest Income	11,401	8,500	8,500	8,500
	<u>11,401</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
<b>Intergovernmental</b>				
Federal Transit Authority - Capital	110,585	584,653	584,653	3,069,600
Federal Transit Authority - Operations	1,387,214	1,246,746	1,246,746	1,246,746
American Rec Reinvest Capital	604,403	0	109,225	0
State Operating Grant	15,175	0	7,586	0
	<u>2,117,377</u>	<u>1,831,399</u>	<u>1,948,210</u>	<u>4,316,346</u>
<b>Transfers In</b>				
CIP Salex Tax Fund	0	125,663	125,663	0
	<u>0</u>	<u>125,663</u>	<u>125,663</u>	<u>0</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(1,938,165)	(1,079,396)	(1,519,237)	(2,639,145)
<b>Total</b>	<u>5,744,233</u>	<u>6,260,556</u>	<u>6,278,321</u>	<u>7,377,228</u>

<b>Bus Replacement</b>	Total Cost Per Bus	Annual Reserve	Expendit ure - City Portion	Remaining Reserve	Bus Purchases
<b>FY09</b>		100,000		100,000	
<b>FY10</b>		134,000		234,000	
<b>FY11</b>		134,000		368,000	
<b>FY12</b>	350,000	275,000	140,000	503,000	2 buses
<b>FY13</b>	365,000	275,000	365,000	413,000	5 buses
<b>FY14</b>	370,000	275,000	518,000	170,000	7 buses
<b>FY15</b>	375,000	280,000	450,000	0	6 buses
<b>FY16</b>		280,000		280,000	
<b>FY17</b>		280,000		560,000	
<b>FY18</b>	380,000	290,000	152,000	698,000	2 buses

The Transit system planned ahead for the replacement of their fleet which began in FY2012. Replacement requires a 20% match to any federal grant funds made available for vehicle purchases. Following is the plan initiated in FY2009 for accumulating the necessary funds for that match.

# MASS TRANSIT FUND

## EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Employee Benefits</b>				
Car/Mileage Allow	66	200	100	200
Confer/Train/Travel	3,421	6,700	7,100	6,700
	<u>3,487</u>	<u>6,900</u>	<u>7,200</u>	<u>6,900</u>
<b>Materials &amp; Supplies</b>				
Office Supplies	10,024	9,500	9,500	9,500
Janitorial Supplies	4,934	8,000	5,000	8,000
Safety Equip/Clothing	19,116	18,300	18,300	18,300
Motor Fuel and Lubricants	515,593	686,695	618,025	686,695
Minor Equipment	1,541	6,256	2,756	3,500
	<u>551,208</u>	<u>728,751</u>	<u>653,581</u>	<u>725,995</u>
<b>Services</b>				
Professional Services	268,241	280,926	258,000	287,720
Memberships	2,516	3,000	3,000	3,000
Periodicals & Books	132	250	580	250
Communications Services	17,595	30,800	18,150	14,038
Postage	996	1,000	400	1,000
Advertising	29,164	21,100	16,800	21,100
Permits & Recording Fees	840	950	1,050	950
Printing & Binding	9,389	15,000	8,660	9,000
Gas Service	17,868	17,400	11,000	17,400
Electric Service	22,107	16,000	20,500	16,000
Water Service	5,605	8,000	6,000	8,000
Vehicle/Equipment Rental	10,887	7,940	4,900	9,535
M&R - Office Equipment	1,915	2,420	0	2,420
M&R - Building & Facilities	60,230	53,945	38,800	53,945
M&R - Machinery & Equipment	2,486	11,200	0	10,000
M&R - Motor Vehicles	212,365	240,500	303,000	285,000
M&R - Communications Equipment	27,931	29,000	30,785	34,000
Major Repairs & Replacements	0	35,000	0	35,000
Towing Service	0	2,500	2,500	2,500
Laundry Services	12,000	12,000	12,000	14,000
Solid Waste Disposal Services	600	600	600	600
Other Services	3,466,770	3,687,873	3,756,290	3,289,678
	<u>4,169,637</u>	<u>4,477,404</u>	<u>4,493,015</u>	<u>4,115,136</u>
<b>Other Charges</b>				
Insurance	138,448	165,162	165,162	197,004
Transfer to Computer Network	11,990	11,990	11,990	16,350
Transfer to General Fund	137,274	140,789	142,229	138,843
	<u>287,712</u>	<u>317,941</u>	<u>319,381</u>	<u>352,197</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Office Equipment/Furniture	4,787	0	0	0
Motor Vehicles	682,960	680,000	680,000	1,800,000
Machinery & Equipment	12,244	34,000	34,000	217,000
Buildings	16,714	0	0	100,000
Improv. Other Than Buildings	15,484	4,255	79,839	0
Streets, Curbs, & Sidewalks	0	11,305	11,305	60,000
	<u>732,189</u>	<u>729,560</u>	<u>805,144</u>	<u>2,177,000</u>
<b>Total</b>	<u>5,744,233</u>	<u>6,260,556</u>	<u>6,278,321</u>	<u>7,377,228</u>

# PUBLIC WORKS DEPARTMENT

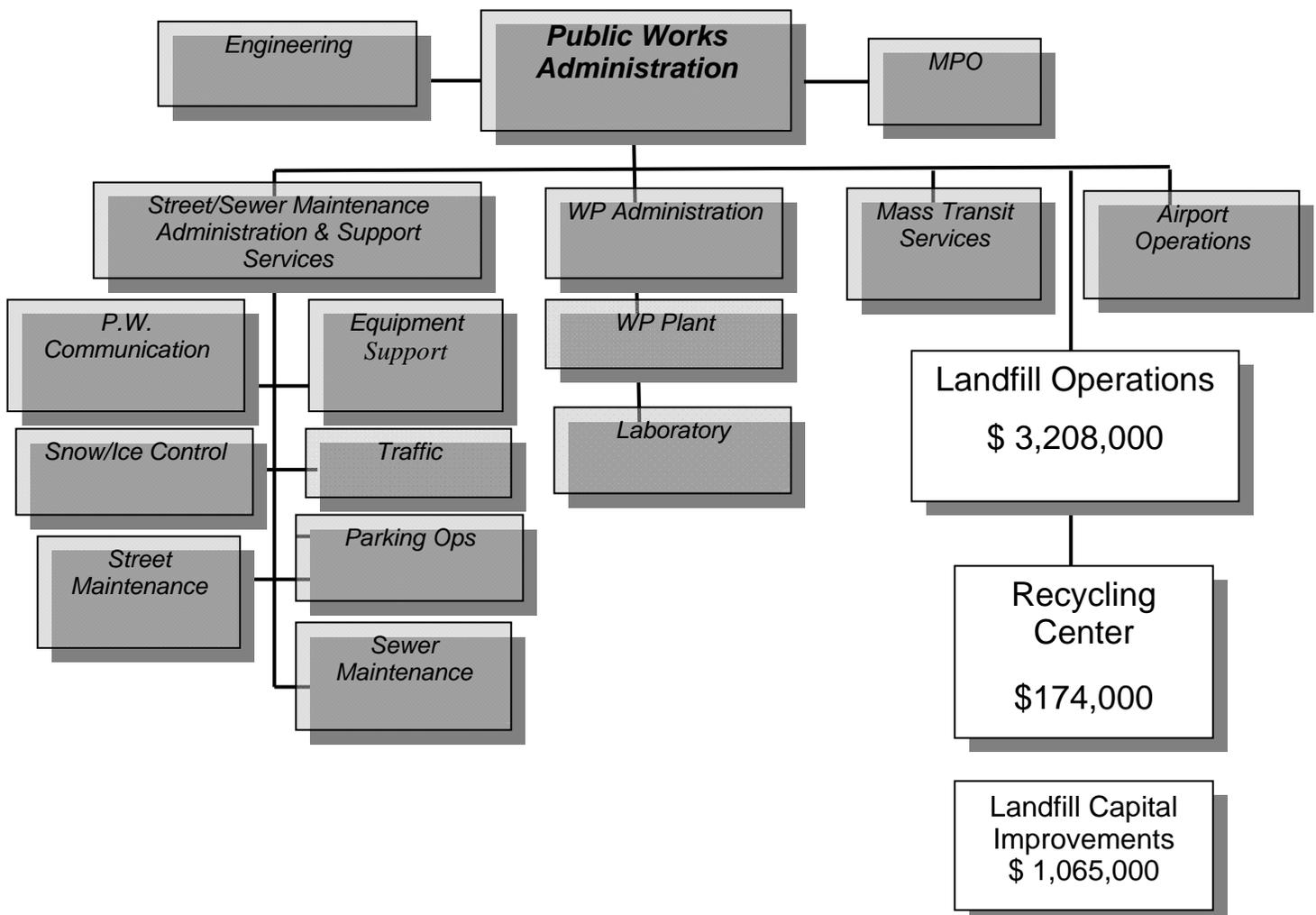
## LANDFILL OPERATIONS

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.

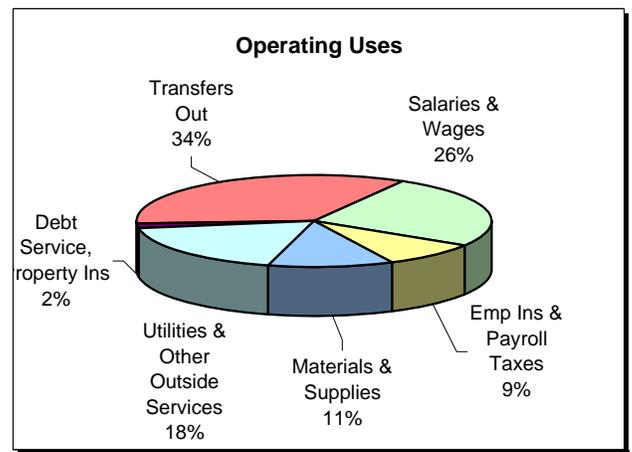
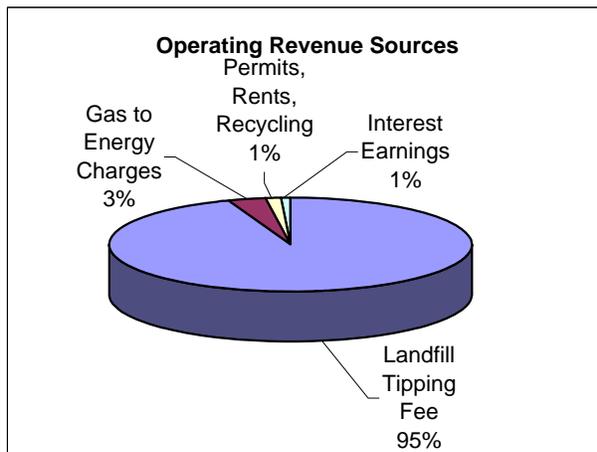
**TOTAL BUDGETED RESOURCES:**     \$ 4,447,000

### PLANNED USE BY PROGRAM:



# LANDFILL FUND SUMMARY

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>SOURCES</b>				
Beginning FB:			9,269,883	8,965,450
Permits	3,975	3,100	3,100	3,100
Rents	3,085	2,300	3,100	3,100
Landfill Tipping Fee	3,233,741	3,900,000	3,510,000	3,234,000
Gas to Energy Charges	0	100,000	29,565	118,260
Other Revenue	420	1,500	1,500	1,500
Recycling Revenue	31,147	29,000	35,000	37,000
Investment Earnings	23,547	28,000	23,000	28,000
Appropriated from Fund Balance	158,684	(80,658)	0	0
<b>TOTAL SOURCES</b>	<b>3,454,599</b>	<b>3,983,242</b>	<b>3,605,265</b>	<b>3,424,960</b>
<b>USES</b>				
Salaries & Wages	740,100	807,602	771,308	803,873
Employee Benefits & Payroll Taxes	231,686	255,014	256,049	277,827
Materials & Supplies	348,815	345,650	374,560	355,650
Utilities & Other Outside Services	911,955	824,095	756,900	579,785
Debt Service, Property Ins	36,673	39,835	39,835	47,781
Transfers Out	638,630	974,996	974,996	1,073,585
Capital Outlay	256,415	0	0	243,500
Capital Improvements	290,325	0	0	0
<b>TOTAL OPERATING USES</b>	<b>3,454,599</b>	<b>3,247,192</b>	<b>3,173,648</b>	<b>3,382,001</b>
<b>USES - Capital Improvements</b>				
Landfill CIP Improvements in Capital Project Fund	0	736,050	736,050	1,065,000
<b>TOTAL USES</b>	<b>3,454,599</b>	<b>3,983,242</b>	<b>3,909,698</b>	<b>4,447,001</b>
Net Budget Surplus (Deficit)	0	0	(304,433)	(1,022,041)
<b>ENDING OPERATING FUND BALANCE:</b>			<b>8,965,450</b>	<b>7,943,409</b>
Components of Fund Balance:				
Designated Closure/Post Closure Reserve:			\$4,685,680	\$5,039,645
Assigned - 27th Payroll:			\$24,320	\$30,400
<b>RESERVED OPERATING FUND BALANCE:</b>			<b>\$4,255,450</b>	<b>\$2,873,364</b>



# LANDFILL FUND REVENUES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Permits</b>				
Trash Hauler Permits	3,975	3,100	3,100	3,100
	<u>3,975</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
<b>Rent</b>				
Farm Land Rent	3,085	2,300	3,100	3,100
	<u>3,085</u>	<u>2,300</u>	<u>3,100</u>	<u>3,100</u>
<b>Charges for Services</b>				
Landfill Tipping Fees	3,233,741	3,900,000	3,510,000	3,234,000
Gas to Energy Sales	0	100,000	29,565	118,260
	<u>3,233,741</u>	<u>4,000,000</u>	<u>3,539,565</u>	<u>3,352,260</u>
<b>Other Revenue</b>				
Recycling Revenue	31,151	29,000	35,000	37,000
Advertising	500	0	1,500	1,500
Other	(84)	1,500	0	0
	<u>31,567</u>	<u>30,500</u>	<u>36,500</u>	<u>38,500</u>
<b>Investment Earnings</b>				
Interest Income	20,906	25,000	20,000	25,000
Interest on Accounts Receivable	2,641	3,000	3,000	3,000
	<u>23,547</u>	<u>28,000</u>	<u>23,000</u>	<u>28,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	158,684	(80,658)	304,433	1,022,041
<b>Total</b>	<u>3,454,599</u>	<u>3,983,242</u>	<u>3,909,698</u>	<u>4,447,001</u>

# EXPENDITURES

<b>Salaries &amp; Wages</b>				
Base Salaries/Wages	703,987	752,352	726,792	749,048
Overtime	34,364	53,500	43,200	53,500
Sick Leave Buy Back	1,749	1,750	1,316	1,325
	<u>740,100</u>	<u>807,602</u>	<u>771,308</u>	<u>803,873</u>
<b>Employee Benefits</b>				
Lagers Pension Contribution	27,382	37,645	37,080	46,547
FICA Contribution	46,003	48,630	47,900	49,835
FICA Medicare	10,759	11,372	11,202	11,720
Health Insurance	109,750	121,752	121,752	129,694
Dental Insurance	4,505	4,845	4,845	5,415
Life Insurance	2,501	2,913	2,913	3,204
Long Term Disability	1,595	1,730	1,730	2,070
Workers Compensation	23,853	23,527	23,527	23,742
Confer/Train/Travel	5,338	2,600	5,100	5,600
	<u>231,686</u>	<u>255,014</u>	<u>256,049</u>	<u>277,827</u>

# LANDFILL FUND EXPENDITURES

	2010-11	2011-12		2012-13
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Materials &amp; Supplies</b>				
Office Supplies	5,327	4,100	4,100	4,100
Janitorial Supplies	3,571	2,100	2,100	2,100
Safety Equip/Clothing	5,254	5,550	5,550	5,550
Motor Fuel and Lubricants	290,198	250,000	300,000	290,000
Minor Equipment	17,724	15,200	15,210	15,200
Street Maintenance Supplies	13,415	40,000	40,000	20,000
Other Materials/Supplies	13,326	28,700	7,600	18,700
	<u>348,815</u>	<u>345,650</u>	<u>374,560</u>	<u>355,650</u>
<b>Services</b>				
Professional Services	552,911	351,580	200,000	345,920
Memberships	533	600	535	600
Periodicals & Books	0	500	0	500
Telephone Service	4,219	2,865	4,075	4,215
Postage	713	500	500	500
Freight	3,161	4,000	4,000	4,000
Advertising	19,703	12,000	12,000	12,000
Permits & Recording Fees	3,615	4,400	170,425	12,400
Printing & Binding	1,052	500	500	500
Gas Service	6,067	8,000	6,000	8,000
Electric Service	13,309	12,000	12,000	13,000
Water Service	329	600	500	600
Vehicle/Equipment Rental	390	250	265	250
M&R - Building & Facilities	6,016	8,000	13,000	8,000
M&R - Machinery & Equipment	68,419	78,600	78,600	78,600
M&R - Motor Vehicles	20,428	16,000	16,000	16,000
M&R - Communications Equipment	3,981	4,000	4,000	4,000
Major Repairs & Replacements	17,161	9,700	9,700	9,700
Towing Services	0	200	200	200
Laundry Services	3,529	4,000	4,000	4,000
MO DNR Fees	99,168	211,000	123,000	125,000
Other Services	87,251	94,800	97,600	96,800
	<u>911,955</u>	<u>824,095</u>	<u>756,900</u>	<u>744,785</u>
<b>Other Charges</b>				
Principal	2,014	2,105	2,105	2,380
Interest	325	240	240	145
Other Debt Charges	3,088	3,090	3,090	3,090
Insurance	30,562	32,400	32,400	40,166
Judgments & Claims	684	2,000	2,000	2,000
Transfer to General Fund	585,175	642,386	642,386	740,975
Transfer to SIMR Fund	49,095	325,000	325,000	325,000
Transfer to Water Protection	0	3,250	3,250	3,250
Transfer to General Fund - Computer	4,360	4,360	4,360	4,360
	<u>675,303</u>	<u>1,014,831</u>	<u>1,014,831</u>	<u>1,121,366</u>
<b>Capital Outlay &amp; Public Improvements</b>				
Motor Vehicles	58,500	0	0	191,000
Machinery & Equipment	197,915	375,000	375,000	692,500
Improvements Other than Buildings	0	361,050	361,050	260,000
Land	290,325	0	0	0
	<u>290,325</u>	<u>361,050</u>	<u>361,050</u>	<u>1,143,500</u>
<b>Total</b>	<u>3,198,184</u>	<u>3,608,242</u>	<u>3,534,698</u>	<u>4,447,001</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). 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 four-year period have totaled almost \$150,000,000.

**TOTAL BUDGETED RESOURCES:      \$ 4,783,000**

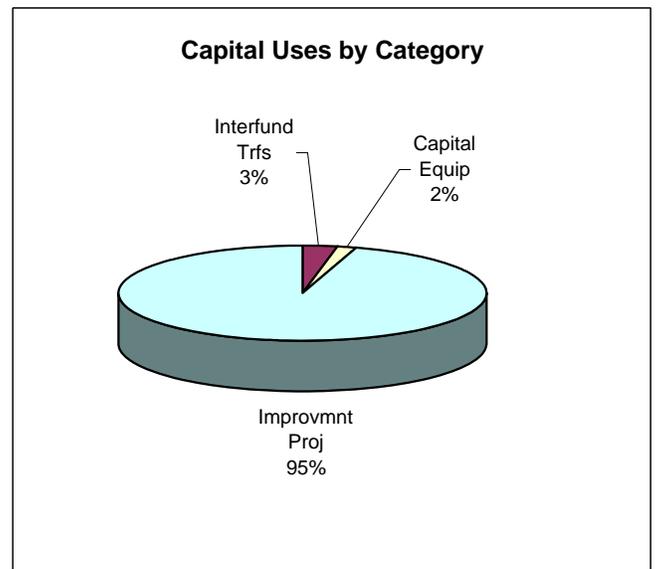
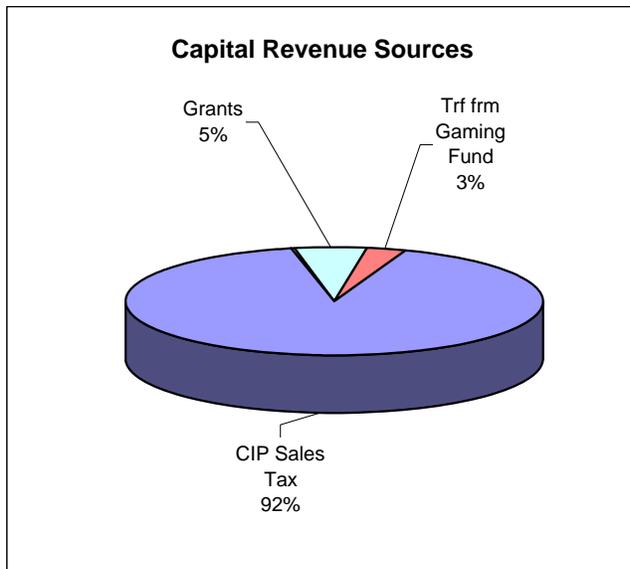
**PLANNED USE BY PROGRAM:**

Capital Projects  
(Non-Enterprise)

\$ 4,783,000

# CAPITAL PROJECTS FUND SUMMARY

SOURCES	Projected Beginning FB:	2010-2011	2011-2012		2012-2013
		Actual	Adopted Budget	Estimated Actual	Budget
				<u>\$5,302,826</u>	<u>\$9,236,921</u>
CIP Sales Tax		5,321,968	5,304,900	5,464,560	5,509,175
Other Misc Revenues		827,512	0	851,331	0
Interest Earnings		20,821	20,000	20,000	20,000
Intergovernmental/Grants		1,400,884	426,400	1,356,526	322,400
Transfer from General Fund		1,199,406	424,192	404,964	0
Transfer from Gaming Fund		65,879	50,000	50,000	190,000
Transfer from Water Protection		16,000	0	0	0
Transfer from Museum Fund		12,312	0	205,489	100,000
Appropriation from (to) Fund Balance		(999,205)	(1,855,591)	0	0
<b>TOTAL SOURCES</b>		<u>7,865,577</u>	<u>4,369,901</u>	<u>8,352,870</u>	<u>6,141,575</u>
<b>USES</b>					
Professional Services/Materials & Supplies		103,413	265,550	819,937	0
Interfund Trfs		0	245,663	245,663	145,000
Capital Equip		1,131,183	80,000	28,780	79,669
Improvmt Proj		6,630,981	3,778,688	3,324,395	4,558,380
<b>TOTAL USES</b>		<u>7,865,577</u>	<u>4,369,901</u>	<u>4,418,775</u>	<u>4,783,049</u>
Net Surplus (Deficit)				3,934,095	1,358,526
<b>ENDING RESERVED FUND BALANCE:</b>				<b>\$9,236,921</b>	<b>\$10,595,447</b>



# CAPITAL PROJECTS FUND REVENUES

	2010-2011	2011-2012		2012-2013
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Sales Tax</b>				
Sales Tax	4,546,487	4,557,575	5,921,560	5,977,600
Sales Tax Contra Account	0	0	(1,156,000)	(1,184,900)
EATS	775,481	747,325	699,000	716,475
	<u>5,321,968</u>	<u>5,304,900</u>	<u>5,464,560</u>	<u>5,509,175</u>
<b>Other Revenue</b>				
Donations/Refunds/Ins Proceeds/Etc	827,512	0	851,331	0
	<u>827,512</u>	<u>0</u>	<u>851,331</u>	<u>0</u>
<b>Investment Earnings</b>				
Interest Income	20,821	20,000	20,000	20,000
	<u>20,821</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Intergovernmental</b>				
Bode Trust	201,833	0	520,000	0
FEMA Reimbursement	0	0	290,000	0
MODOT Enhancement Grant	0	240,000	0	240,000
ISTEA/STP Grant	882,603	186,400	413,964	82,400
Missouri DNR / Parks	0	0	16,320	0
SEMA Homeland Security Grant	101,752	0	0	0
American Rec Reinvest Capital	177,557	0	116,242	0
Misc Grants	37,139	0	0	0
	<u>1,400,884</u>	<u>426,400</u>	<u>1,356,526</u>	<u>322,400</u>
<b>Interfund Transfers In</b>				
Transfer from General Fund	1,199,406	424,192	404,964	0
Transfer from Gaming Fund	65,879	50,000	50,000	190,000
Transfer from Water Protection	16,000	0	0	0
Transfer from Museum Fund	12,312	0	205,489	100,000
	<u>1,293,597</u>	<u>474,192</u>	<u>660,453</u>	<u>290,000</u>
<b>Transfer from/(to) Fund Balance</b>				
Fund Balance Appropriation	(999,204)	(1,855,591)	(3,934,095)	(1,358,526)
<b>Total</b>	<u>7,865,578</u>	<u>4,369,901</u>	<u>4,418,775</u>	<u>4,783,049</u>

# CAPITAL PROJECTS FUND

## EXPENDITURES

	2010-2011	2011-2012		2012-2013
	Actual	Adopted Budget	Estimated Actual	Budget
<b>Supplies/Services/Other</b>				
Materials and Supplies	0	0	470	0
Professional Services	97,506	265,550	776,245	0
Other Services	0	0	33,161	0
Advertising/Postage/Printing	5,908	0	10,061	0
	<u>103,414</u>	<u>265,550</u>	<u>819,937</u>	<u>0</u>
<b>Capital Outlay</b>				
Office Equipment	148,761	0	0	0
Machinery & Equipment	982,422	80,000	28,780	19,669
Software Purchases	0	0	0	60,000
	<u>1,131,183</u>	<u>80,000</u>	<u>28,780</u>	<u>79,669</u>
<b>Public Improvements</b>				
Land	11,269	206,085	56,085	330,800
Buildings	5,459,232	466,845	2,095,295	1,385,898
Improvements other than Buildings	928,599	2,855,758	522,815	2,634,537
Streets, Curbs & Sidewalks	231,881	250,000	650,200	207,145
	<u>6,630,981</u>	<u>3,778,688</u>	<u>3,324,395</u>	<u>4,558,380</u>
<b>Interfund Transfers</b>				
Transfer to Aviation Fund	0	120,000	120,000	145,000
Transfer to Mass Transit	0	125,663	125,663	0
	<u>0</u>	<u>245,663</u>	<u>245,663</u>	<u>145,000</u>
<b>Total</b>	<u>7,865,578</u>	<u>4,369,901</u>	<u>4,418,775</u>	<u>4,783,049</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 \$127,806,525 with maturities extending through the year 2030. Total principal and interest payments through maturity totals \$186,652,732. Of this total, \$66,440,000 in principal and \$23,747,084 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 principal of PBA Bonds outstanding at July 1, 2012, is \$240,000 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, 2011, total \$1,153,000.

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 two bond sales, one anticipated mid-year 2012 in the amount of \$26,600,000, will be done as a part of the State's SRF program.

## **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, 2010, is \$942,350,114 and the legal debt margin is \$188,470,000.

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.

During budget hearings for FY2011/2012, the City Council discussed going to the voters and asking for authorization to issue G.O. bonds for street improvements. However, there are no G.O. Bonds outstanding at July 1, 2011.

## **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 two current capital lease arrangements have an outstanding balance of \$196,939 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 - MDFB Series 2004B - \$10,475,000 issued 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. 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 2025.
- Sewerage System Improvements Project – MDFB Series 2004C - \$11,720,000 issued 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 \$32,400,000 issue to cover the planning and construction of the new disinfection system required at the water protection plant. Debt on this loan extends to 2030 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 Family Insurance Company, the "developer" of that TIF. PILOTS are repaying the debt which extends to 2027.

# **MUNICIPAL DEBT DISCUSSION**

In November 2007 the IDA authorized a \$20,410,000 issue, the first set of bonds designed to cover the massive amount of improvements needed at the water protection plant and throughout the city sewer system in order to meet EPA and MDNR Clean Water Mandates. Debt service on this loan extends to 2027 and is covered by sewer system revenues.

The next issue, an estimated \$26,600,000, is anticipated in early FY2013 from State SRF funds.

## **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.

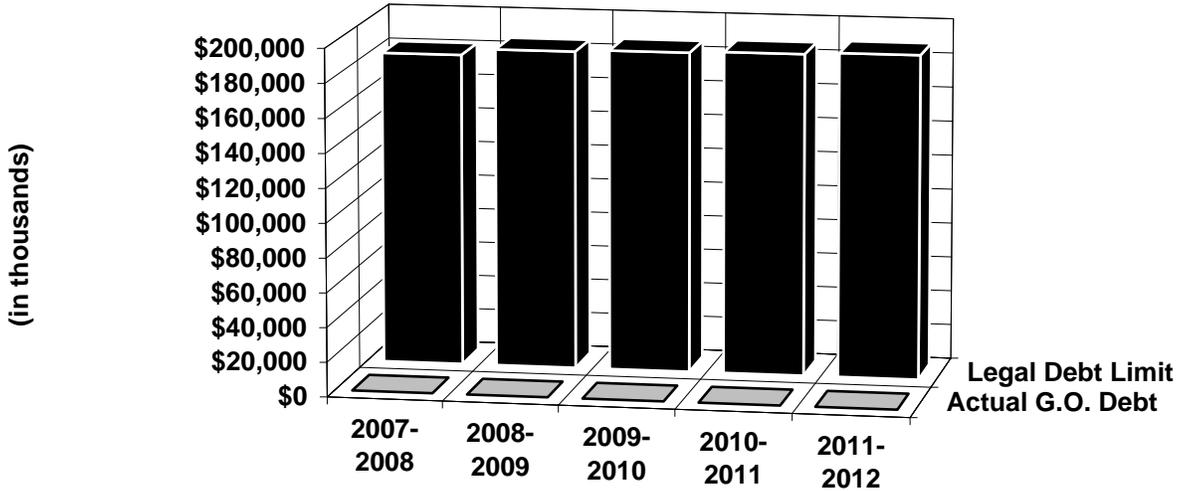


# GENERAL OBLIGATION BOND INDEBTEDNESS LEGAL DEBT MARGIN

(in thousands of dollars)

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Assessed Valuation at July 1	\$907,278	\$926,060	\$931,658	\$936,350	\$942,350
Legal Debt Limit @ 20%	181,456	185,212	186,332	187,270	188,470
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>\$181,456</u>	<u>\$185,212</u>	<u>\$186,332</u>	<u>\$187,270</u>	<u>\$188,470</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>		
<b><i>PBA Bonds</i></b>				
2003 - PBA Hlth Renovtn - 93 Refinanced	480,000	101,498	Health	6/30/2014
2003 - PBA Parks 94A Refinanced	41,660	8,809	Parks	6/30/2014
2003 - PBA Health Reloctn 94A Rfncd	20,980	4,436	Health	6/30/2014
2003 - PBA Parking 94A Refinanced	571,580	120,863	Parking	6/30/2014
2003 - PBA Landfill 94A Refinanced	20,780	4,394	Landfill	6/30/2014
	<u>1,135,000</u>	<u>240,000</u>		
<b><i>Revenue Bonds</i></b>				
1993 - Sewerage System	10,308,000	2,278,000	Sewer	7/1/2015
1997 - Sewerage System	6,515,000	2,375,000	Sewer	1/1/2017
1999 - Sewer Syst - 1992 Refinanced	2,435,000	0	Sewer	4/1/2012
2003 - Sewer Revenue Bonds	777,000	500,000	Sewer	4/1/2023
	<u>20,035,000</u>	<u>5,153,000</u>		
<b><i>Capital Lease Obligations</i></b>				
2010 - Golf Carts	111,840	50,402	Golf	2/15/2014
2011 - Office Copiers	198,695	146,537	Golf	4/30/2015
	<u>310,535</u>	<u>196,939</u>		
<b><i>Other Debt</i></b>				
2004 - MDFB B (Trmph Sewer & Streets)	10,475,000	8,745,000	Spec Alloc	3/1/2025
2004 - MDFB C (WWT Plnt Expn)	11,720,000	9,465,000	Sewer	3/1/2025
2004 - MDFB D (LEC Expansion)	2,425,000	1,750,000	General	3/1/2024
2005 - IDA A & B (Shoppes TIF)	42,985,000	36,780,000	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	4,500,000	Spec Alloc	3/1/2029
2011 - MDFB A (Triumph TIF) 2004 Refncd	6,685,000	6,225,000	Spec Alloc	5/1/2024
2011 - MDFB E (Sewer System)	22,275,000	21,875,000	Sewer	5/1/2036
	<u>122,085,000</u>	<u>109,750,000</u>		
<b><i>Total All Debt</i></b>	<u><u>143,565,535</u></u>	<u><u>115,339,939</u></u>		

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2018-2030	
<b>Parks, Recreation &amp; Civic Facilities</b>										
<b>2003 - Parks Administration Building PBA (1994A) Refunded Bonds</b>										
Principal	41,660	32,851	8,809	4,772	4,037	0	0	0	0	8,809
Interest		8,596		287	0	0	0	0	0	287
<b>Total Parks Debt</b>	<b>41,660</b>	<b>41,447</b>	<b>8,809</b>	<b>5,059</b>	<b>4,037</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,096</b>
<b>Public Health</b>										
<b>2003 - Patee Market Renovation PBA (1993) Refunded Bonds</b>										
Principal	480,000	378,502	101,498	54,978	46,520	0	0	0	0	101,498
Interest		99,044		3,303	1,047	0	0	0	0	4,350
	480,000	477,546	101,498	58,281	47,567	0	0	0	0	105,848
<b>2003 - Health Relocations PBA (1994A) Refunded Bonds</b>										
Principal	20,980	16,544	4,436	2,403	2,033	0	0	0	0	4,436
Interest		4,329		144	46	0	0	0	0	190
	20,980	20,873	4,436	2,547	2,079	0	0	0	0	4,626
Principal	500,980	395,046	105,934	57,381	48,553	0	0	0	0	105,934
Interest		103,373		3,447	1,092	0	0	0	0	4,540
<b>Total Health Debt</b>	<b>500,980</b>	<b>498,418</b>	<b>105,934</b>	<b>60,828</b>	<b>49,645</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110,474</b>
<b>General Fund</b>										
<b>2011 - Office Copiers Lease Obligations</b>										
Principal	198,694	52,157	146,537	48,329	51,952	46,256	0	0	0	146,537
Interest		14,772		9,039	5,416	1,551	0	0	0	16,006
	198,694	66,928	146,537	57,368	57,368	47,807	0	0	0	162,543
<b>2004 - MDFB D (LEC Expansion)</b>										
Principal	2,425,000	675,000	1,750,000	115,000	120,000	125,000	130,000	135,000	1,125,000	1,750,000
Interest		658,242		76,013	71,700	66,900	61,900	56,700	211,725	544,938
	2,425,000	1,333,242	1,750,000	191,013	191,700	191,900	191,900	191,700	1,336,725	2,294,938
Principal	2,623,694	727,157	1,896,537	163,329	171,952	171,256	130,000	135,000	1,125,000	1,896,537
Interest		673,014		85,052	77,116	68,451	61,900	56,700	211,725	560,944
<b>Total GF Debt</b>	<b>2,623,694</b>	<b>1,400,171</b>	<b>1,896,537</b>	<b>248,381</b>	<b>249,068</b>	<b>239,707</b>	<b>191,900</b>	<b>191,700</b>	<b>1,336,725</b>	<b>2,294,938</b>
<b>Public Parking</b>										
<b>2003 - Parking Garage Repairs (5th &amp; Felix) PBA Bonds (1994A) Refinanced</b>										
Principal	571,580	450,717	120,863	65,467	55,395	0	0	0	0	120,863
Interest		117,940		3,933	1,246	0	0	0	0	5,179
<b>Total Parking Debt</b>	<b>571,580</b>	<b>568,657</b>	<b>120,863</b>	<b>69,400</b>	<b>56,642</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126,042</b>
<b>Municipal Golf (recorded in 3070-1630)</b>										
<b>2010 Golf Carts</b>										
Principal	111,840	61,438	50,402	29,538	20,864	0	0	0	0	50,402
Interest		13,506		2,581	549	0	0	0	0	3,130
<b>Total Golf Debt</b>	<b>111,840</b>	<b>74,944</b>	<b>50,402</b>	<b>32,119</b>	<b>21,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,532</b>
<b>Landfill</b>										
<b>2003 - PBA Bond Issuance Costs (1994A) Refinanced</b>										
Principal	20,780	16,386	4,394	2,380	2,014	0	0	0	0	4,394
Interest		4,288	0	143	45	0	0	0	0	188
<b>Total Landfill Debt</b>	<b>20,780</b>	<b>20,674</b>	<b>4,394</b>	<b>2,523</b>	<b>2,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,582</b>
<b>Special Allocation (TIF)</b>										
<b>2004 - MDFB Series A (Triumph Foods TIF)</b>										
Principal	9,170,000	1,095,000	8,075,000	8,075,000	0	0	0	0	0	8,075,000
Interest		3,219,257	0	213,897	0	0	0	0	0	213,897
	9,170,000	4,314,257	8,075,000	8,288,897	0	0	0	0	0	8,288,897
<b>2004 - MDFB Series B (Triumph Onsite Sewer &amp; Streets Improv)</b>										
Principal	10,475,000	1,730,000	8,745,000	390,000	415,000	445,000	475,000	510,000	6,510,000	8,745,000
Interest*		5,302,005		627,268	602,386	575,411	543,504	509,447	2,506,061	5,364,075
	10,475,000	7,032,005	8,745,000	1,017,268	1,017,386	1,020,411	1,018,504	1,019,447	9,016,061	14,109,075
<b>2005 - IDA Series A (North Shoppes TIF)</b>										
Principal	26,000,000	4,285,000	21,715,000	725,000	675,000	730,000	785,000	890,000	17,910,000	21,715,000
Interest		9,105,367		1,147,044	1,110,294	1,072,500	1,030,838	986,555	6,583,230	11,930,460
	26,000,000	13,390,367	12,609,633	1,872,044	1,785,294	1,802,500	1,815,838	1,876,555	24,493,230	33,645,460
<b>2005 - IDA Series B (North Shoppes TIF)</b>										
Principal	16,985,000	1,920,000	15,065,000	355,000	455,000	530,000	570,000	615,000	12,540,000	15,065,000
Interest		5,928,305		807,631	786,528	760,056	730,494	698,647	4,579,153	8,362,509
	16,985,000	7,848,305	9,136,695	1,162,631	1,241,528	1,290,056	1,300,494	1,313,647	17,119,153	23,427,509

# FUTURE DEBT SERVICE REQUIREMENTS - EACH TYPE BY FUND

	Original Issue	Prior Payments	Current Balance	Remaining Total						Total Through Maturity
				2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2018-2030	
<b>Special Allocation (TIF) - Continued</b>										
<b>2008 - IDA Mitchell Avenue)</b>										
Principal	5,110,000	610,000	4,500,000	165,000	175,000	185,000	195,000	205,000	3,575,000	4,500,000
Interest		1,000,765		247,500	238,425	228,800	218,625	207,900	1,401,950	2,543,200
	5,110,000	1,610,765	3,499,235	412,500	413,425	413,800	413,625	412,900	4,976,950	7,043,200
<b>2011 - MDFB Series A (Triumph Foods TIF) (2004A Refinanced)</b>										
Principal	6,685,000	460,000	6,225,000	435,000	440,000	460,000	475,000	485,000	3,930,000	6,225,000
Interest		97,526		224,863	216,163	202,963	189,163	174,913	710,519	1,718,581
	6,685,000	557,526	6,127,474	659,863	656,163	662,963	664,163	659,913	4,640,519	7,943,581
Principal	65,255,000	9,005,000	56,250,000	2,070,000	2,160,000	2,350,000	2,500,000	2,705,000	44,465,000	56,250,000
Interest		21,433,967		3,054,305	2,953,795	2,839,729	2,712,623	2,577,461	15,780,912	21,556,316
<b>Total Special Allocati</b>	<b>65,255,000</b>	<b>30,438,967</b>	<b>56,250,000</b>	<b>5,124,305</b>	<b>5,113,795</b>	<b>5,189,729</b>	<b>5,212,623</b>	<b>5,282,461</b>	<b>60,245,912</b>	<b>77,806,316</b>
<b>Sewer</b>										
<b>1993 - Sewerage System Revenue Bonds</b>										
Principal	10,308,000	8,030,000	2,278,000	718,000	760,000	800,000	0	0	0	2,278,000
Interest		7,266,740		123,012	84,240	43,200	0	0	0	250,452
	10,308,000	15,296,740	2,278,000	841,012	844,240	843,200	0	0	0	2,528,452
<b>1997 - Sewerage System Revenue Bonds (1997D)</b>										
Principal	6,515,000	4,140,000	2,375,000	425,000	450,000	475,000	500,000	525,000	0	2,375,000
Interest		3,893,048		116,375	92,313	66,875	40,688	13,781	0	330,031
	6,515,000	8,033,048	2,375,000	541,375	542,313	541,875	540,688	538,781	0	2,705,031
<b>1999 - Sewerage System Revenue Bonds - 1992 Series Refinanced</b>										
Principal	2,435,000	2,435,000	0	0	0	0	0	0	0	0
Interest		805,248		0	0	0	0	0	0	0
	2,435,000	3,240,248	0	0	0	0	0	0	0	0
<b>2003 - Sewerage System Revenue Bonds</b>										
Principal	777,000	277,000	500,000	35,000	35,000	40,000	40,000	45,000	305,000	500,000
Interest		254,354		24,333	22,793	21,218	19,378	17,498	56,735	161,953
	777,000	531,354	500,000	59,333	57,793	61,218	59,378	62,498	361,735	661,953
<b>2004 - MDFB C - WWT Plant Expansion - BUILD Bond Portion</b>										
Principal	3,120,950	1,174,720	1,946,230	203,546	214,165	225,355	237,117	249,532	816,515	1,946,230
Interest		904,591		97,644	87,027	75,854	64,099	51,730	74,359	450,712
	3,120,950	2,079,311	1,946,230	301,190	301,192	301,209	301,216	301,262	890,874	2,396,942
<b>2004 - MDFB C - WWT Plant Expansion - City Portion</b>										
Principal	8,599,050	1,080,280	7,518,770	301,454	310,835	319,645	327,883	340,468	5,918,485	7,518,770
Interest		2,702,301		338,106	328,523	318,696	308,651	298,420	1,642,066	3,234,463
	8,599,050	3,782,581	7,518,770	639,560	639,358	638,341	636,534	638,888	7,560,551	10,753,233
<b>2007 - Sewerage System Revenue Bonds</b>										
Principal	20,410,000	0	20,410,000	0	0	0	0	670,000	19,740,000	20,410,000
Interest		4,366,234		988,581	988,581	988,581	988,581	988,581	6,528,163	11,471,069
	20,410,000	4,366,234	20,410,000	988,581	988,581	988,581	988,581	1,658,581	26,268,163	31,881,069
<b>2011 - Sewerage System MDFB Series E</b>										
Principal	22,275,000	400,000	21,875,000	550,000	565,000	580,000	600,000	620,000	18,960,000	21,875,000
Interest		437,797		1,042,713	1,026,213	1,009,263	991,863	973,863	11,290,369	16,334,281
	22,275,000	837,797	21,875,000	1,592,713	1,591,213	1,589,263	1,591,863	1,593,863	30,250,369	38,209,281
Principal	74,440,000	17,537,000	56,903,000	2,233,000	2,335,000	2,440,000	1,705,000	2,450,000	45,740,000	56,903,000
Interest		20,630,314		2,730,763	2,629,689	2,523,686	2,413,259	2,343,873	19,591,691	32,232,961
<b>Total Sewer Debt</b>	<b>74,440,000</b>	<b>38,167,314</b>	<b>56,903,000</b>	<b>4,963,763</b>	<b>4,964,689</b>	<b>4,963,686</b>	<b>4,118,259</b>	<b>4,793,873</b>	<b>65,331,691</b>	<b>89,135,961</b>
<b>Total All Debt</b>										
Principal	143,565,534	28,225,594	115,339,940	4,625,868	4,797,815	4,961,256	4,335,000	5,290,000	91,330,000	115,339,939
Interest		42,984,998	0	5,880,511	5,663,533	5,431,867	5,187,782	4,978,033	35,584,329	62,726,054
<b>Total Debt Service</b>	<b>143,565,534</b>	<b>71,210,592</b>	<b>115,339,940</b>	<b>10,506,379</b>	<b>10,461,348</b>	<b>10,393,123</b>	<b>9,522,782</b>	<b>10,268,033</b>	<b>126,914,329</b>	<b>178,065,993</b>

\* 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%;"><b>POPULATION **</b></td> <td style="width: 20%;">76,780</td> <td style="width: 50%;"></td> </tr> <tr> <td><b>HOUSEHOLDS*</b></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><b>AGE *</b></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><b>SEX *</b></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><b>RACE *</b></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><b>HOUSING UNITS *</b></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><b>HOUSING VALUE*</b></td> <td></td> <td></td> </tr> <tr> <td>\$0 - 39,999</td> <td>3,051</td> <td>17.9%</td> </tr> </table>	<b>POPULATION **</b>	76,780		<b>HOUSEHOLDS*</b>	29,026		Family Households	18,463	63.6%	Married couples	13,866		Female Householder	3,726		Non-family Households	10,563	36.4%	<b>AGE *</b>			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		<b>SEX *</b>			Male	36,170	48.9%	Female	37,820	51.1%	<b>RACE *</b>			White	67,981	91.9%	Black	3,722	5.0%	Other	358	0.4%	Hispanic Origin (of any race)	1,929	2.7%	<b>HOUSING UNITS *</b>	31,752		Owner-Occupied	18,823	59.3%	Renter-Occupied	10,203	32.1%	Vacant	2,726	8.6%	<b>HOUSING VALUE*</b>			\$0 - 39,999	3,051	17.9%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>LAND AREA</b></td> <td style="width: 20%;">45.4</td> <td style="width: 50%;">sq. miles</td> </tr> <tr> <td><b>HOUSEHOLD INCOME*</b></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><b>Median</b></td> <td>\$32,663</td> <td></td> </tr> <tr> <td><b>OCCUPATION</b></td> <td></td> <td></td> </tr> <tr> <td><b>Employed persons age 16+</b></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. Household</td> <td>126</td> <td>0.4%</td> </tr> <tr> <td>Protective</td> <td>439</td> <td>1.4%</td> </tr> <tr> <td>Service</td> <td>4,461</td> <td>14.6%</td> </tr> <tr> <td>Farming/Forestry</td> <td>296</td> <td>1.0%</td> </tr> <tr> <td>Craft/Repair</td> <td>3,399</td> <td>11.1%</td> </tr> <tr> <td>Operative/Asmbl</td> <td>2,994</td> <td>9.8%</td> </tr> <tr> <td>Transp./Moving</td> <td>1,483</td> <td>4.9%</td> </tr> <tr> <td>Laborers</td> <td>2,022</td> <td>6.6%</td> </tr> <tr> <td><b>VEHICLES/HOUSEHOLD</b></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>3,423</td> <td>12.0%</td> </tr> <tr> <td>1</td> <td>11,111</td> <td>39.1%</td> </tr> <tr> <td>2</td> <td>9,982</td> <td>35.1%</td> </tr> <tr> <td>3+</td> <td>3,895</td> <td>13.7%</td> </tr> <tr> <td><b>SCHOOL YEARS COMPLETED*</b></td> <td></td> <td></td> </tr> <tr> <td><b>Population, Age 25+</b></td> <td>47,401</td> <td></td> </tr> <tr> <td>Not High School Graduate</td> <td>9,031</td> <td>19.1%</td> </tr> <tr> <td>High School Graduate or Higher</td> <td>30,267</td> <td>63.9%</td> </tr> <tr> <td>Bachelor's Degree or Higher</td> <td>8,103</td> <td>17.1%</td> </tr> </table>	<b>LAND AREA</b>	45.4	sq. miles	<b>HOUSEHOLD INCOME*</b>			Less than \$10,000	3,476	12.0%	\$10,000 - 14,999	2,541	8.8%	\$15,000 - 24,999	4,919	16.9%	\$25,000 - 34,999	4,394	15.1%	\$35,000 - 49,999	5,057	17.4%	\$50,000 - 74,999	5,283	18.2%	\$75,000 - 99,999	1,924	6.6%	\$100,000 or more	1,428	4.9%	<b>Median</b>	\$32,663		<b>OCCUPATION</b>			<b>Employed persons age 16+</b>	30,501		Exec/Admin/Mgr	2,746	9.0%	Prof. Specialty	3,611	11.8%	Technicians	900	3.0%	Sales	3,599	11.8%	Clerical/Admin	4,425	14.5%	Pvt. 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%	<b>VEHICLES/HOUSEHOLD</b>			0	3,423	12.0%	1	11,111	39.1%	2	9,982	35.1%	3+	3,895	13.7%	<b>SCHOOL YEARS COMPLETED*</b>			<b>Population, Age 25+</b>	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%
<b>POPULATION **</b>	76,780																																																																																																																																																																																																																								
<b>HOUSEHOLDS*</b>	29,026																																																																																																																																																																																																																								
Family Households	18,463	63.6%																																																																																																																																																																																																																							
Married couples	13,866																																																																																																																																																																																																																								
Female Householder	3,726																																																																																																																																																																																																																								
Non-family Households	10,563	36.4%																																																																																																																																																																																																																							
<b>AGE *</b>																																																																																																																																																																																																																									
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																																																																																																																																																																																																																								
<b>SEX *</b>																																																																																																																																																																																																																									
Male	36,170	48.9%																																																																																																																																																																																																																							
Female	37,820	51.1%																																																																																																																																																																																																																							
<b>RACE *</b>																																																																																																																																																																																																																									
White	67,981	91.9%																																																																																																																																																																																																																							
Black	3,722	5.0%																																																																																																																																																																																																																							
Other	358	0.4%																																																																																																																																																																																																																							
Hispanic Origin (of any race)	1,929	2.7%																																																																																																																																																																																																																							
<b>HOUSING UNITS *</b>	31,752																																																																																																																																																																																																																								
Owner-Occupied	18,823	59.3%																																																																																																																																																																																																																							
Renter-Occupied	10,203	32.1%																																																																																																																																																																																																																							
Vacant	2,726	8.6%																																																																																																																																																																																																																							
<b>HOUSING VALUE*</b>																																																																																																																																																																																																																									
\$0 - 39,999	3,051	17.9%																																																																																																																																																																																																																							
<b>LAND AREA</b>	45.4	sq. miles																																																																																																																																																																																																																							
<b>HOUSEHOLD INCOME*</b>																																																																																																																																																																																																																									
Less than \$10,000	3,476	12.0%																																																																																																																																																																																																																							
\$10,000 - 14,999	2,541	8.8%																																																																																																																																																																																																																							
\$15,000 - 24,999	4,919	16.9%																																																																																																																																																																																																																							
\$25,000 - 34,999	4,394	15.1%																																																																																																																																																																																																																							
\$35,000 - 49,999	5,057	17.4%																																																																																																																																																																																																																							
\$50,000 - 74,999	5,283	18.2%																																																																																																																																																																																																																							
\$75,000 - 99,999	1,924	6.6%																																																																																																																																																																																																																							
\$100,000 or more	1,428	4.9%																																																																																																																																																																																																																							
<b>Median</b>	\$32,663																																																																																																																																																																																																																								
<b>OCCUPATION</b>																																																																																																																																																																																																																									
<b>Employed persons age 16+</b>	30,501																																																																																																																																																																																																																								
Exec/Admin/Mgr	2,746	9.0%																																																																																																																																																																																																																							
Prof. Specialty	3,611	11.8%																																																																																																																																																																																																																							
Technicians	900	3.0%																																																																																																																																																																																																																							
Sales	3,599	11.8%																																																																																																																																																																																																																							
Clerical/Admin	4,425	14.5%																																																																																																																																																																																																																							
Pvt. 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%																																																																																																																																																																																																																							
<b>VEHICLES/HOUSEHOLD</b>																																																																																																																																																																																																																									
0	3,423	12.0%																																																																																																																																																																																																																							
1	11,111	39.1%																																																																																																																																																																																																																							
2	9,982	35.1%																																																																																																																																																																																																																							
3+	3,895	13.7%																																																																																																																																																																																																																							
<b>SCHOOL YEARS COMPLETED*</b>																																																																																																																																																																																																																									
<b>Population, Age 25+</b>	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%																																																																																																																																																																																																																							

# 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

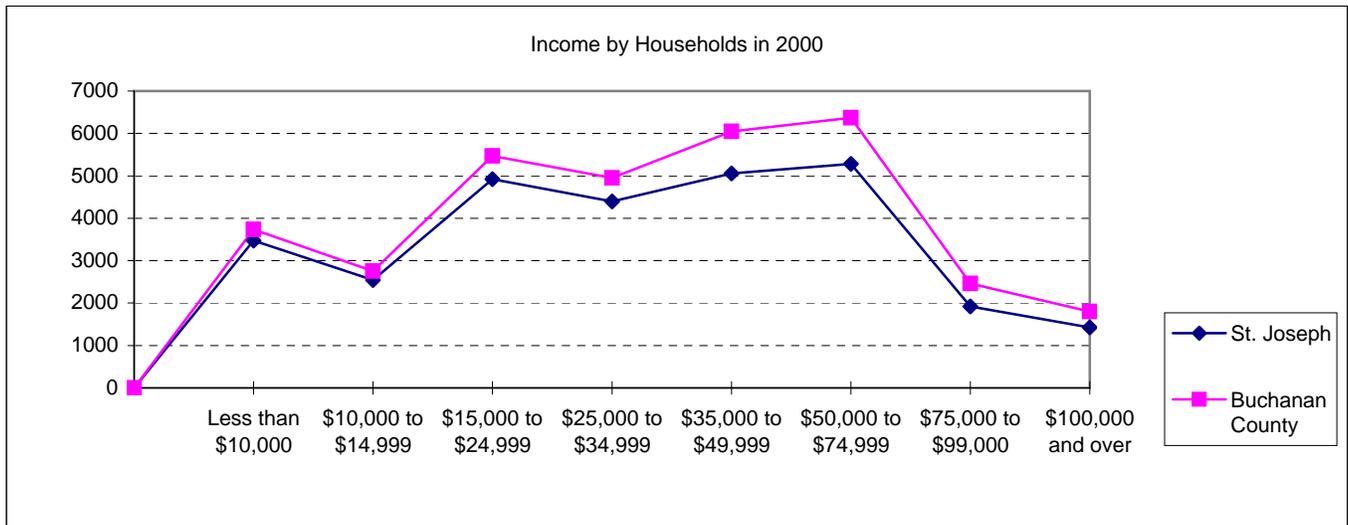
# ST. JOSEPH, MISSOURI

## 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.

