

# **ANNUAL CITY COUNCIL PLANNING RETREAT**

## **AGENDA**

**Monday, September 20, 2010**

**4:00 PM**

**Second Floor Conference Room**

1. Overview of Planning Retreat (additions/deletions to agenda)
2. Review Mission Statement
3. Review and Discussion of 2010 Goals
4. Review Financial Policies
  - a. Budget - proposed revisions in bold or struck through while totally new sections in red
  - b. Debt Management - no proposed changes but just included as refresher for Council to review
  - c. Revenue Management - proposed revisions in bold or struck through
  - d. Investment - total overhaul modeled after the State of Missouri investment policy
  - e. Cash Management - proposed revisions in bold or struck through with a new section in red
5. Review 2011 Revenue Projections
  - a. General Fund
  - b. Utility Fund (Water, Wastewater, Stormwater)
6. Review Proposed Capital Plans
  - a. Building Maintenance Capital
  - b. Computer Capital
  - c. Fire Department Capital
  - d. Parks and Recreation Capital
  - e. Police Department Capital
  - f. Fleet / Equipment Capital
  - g. Transportation Capital
  - h. Water Capital
  - i. Wastewater Capital
  - j. Stormwater Capital
7. Personnel
  - a. Training
  - b. Customer Service
  - c. Benefits
  - d. Staffing and Overtime
8. Miscellaneous Topics
  - a. Liability Threshold for Special Events
  - b. Citizen Service Request
  - c. Social Media
  - d.
  - e.
  - f.

9. Establish Goals for 2011
  - a. Study Session Topics

10. Summary and Wrap Up

**IMPORTANT:** The retreat has been scheduled to begin at 4:00 pm on Monday and will go until 5:50 pm to allow the Council to adjourn to the Council Meeting. The Council will continue its Retreat after the Council Meeting. The time is flexible and will extend into Tuesday, with a start time at 4:00 pm. This is an opportunity for members of the City Council to discuss issues and concerns which should be explored or discussed at a later date.

#### Documents

- Purpose of Planning Retreat
- Budget Calendar
- City Mission Statement
- 2010 Council Goals
- Status of Work Completed – 2<sup>nd</sup> Qtr
- Budget Debt Management
- Revenue Management
- Investment
- Cash Management
- 2011 Revenue Projections – General Fund and Utility Fund
- 2011 Draft Capital Plans – no constraints list
  - Building Maintenance Capital
  - Computer Capital
  - Fire Department Capital
  - Parks and Recreation Capital
  - Police Department Capital
  - Fleet / Equipment Capital
  - Transportation Capital
  - Water Capital
  - Wastewater Capital
  - Stormwater Capital
- Staffing and Overtime Information
- Liability Threshold for Special Events
- Social Media Policy

## **Purpose of Retreat**

This retreat is an opportunity for the City Council to evaluate the progress that has been made so far in the current fiscal year on the goals established during the last retreat and the time to set goals for the next fiscal year. It is important that the City Council, as policy makers, set the tone for the preparation of the upcoming budget.

Usually planning retreats are most effective when they deal with broad, general topics, policies and directions. However, you may want to give more studied consideration to special topics of interest. Several topics have been identified: Review of Financial Policies; Training, Customer Service, Employee Benefits, Staffing and Overtime, Liability Threshold for Special Events, Citizen Service Request, and Social Media

You are not restricted to discuss only what is on the agenda, but bring forth any subject you deem important to discuss as it relates to planning for the City's short and long term future. There is an opportunity at the beginning of the meeting to add or delete items from the agenda.

Keep in mind time constraints. Spending too much time on one subject could inhibit the productivity of this retreat. It is not expected that a consensus will be reached on each topic. If there is an issue that has not been resolved, the City Manager will work to bring it back to a future study session.

Before we conclude the retreat, the Council should have at least completed the following:

- Provide overall direction for the budget to include
  - Priority projects
  - Personnel (any special issues to be addressed)
- Establish goals for 2011

July 26 Budget schedule distributed to department heads.

August 2 Templates for temporary/overtime payroll projections for current and upcoming year distributed.

August 9 Temporary/overtime payroll requests due to City Manager.

August 20 Distribute examples of performance measurements to departments.

August 31 Budget templates distributed to departments.

September 10 Upcoming year revenue projections and items for Council retreat due:

- Status of FY 2010 budget goals
- General Fund revenue projections
- Utility Fund revenue projections
- Multi-year capital plans: streets; utilities; rolling stock; CIST-building maintenance, computers, radios, Airport, parks, etc.
- City Council goals for FY 2011
- Financial policies and practices

**September 20** City Council retreat (**4 p.m.-8 p.m. and September 21 if necessary**)

**September 22** Review results of Council retreat and performance measurements with department heads.

September 24 Central Garage budget proposal\* due to City Manager.

September 27 City Manager budget review meeting with Central Garage.

October 4 All other Fund/departmental budget proposals\* due to City Manager.

October 11-19 City Manager budget review meetings with departments and follow-up meetings as necessary.

**November 8-9** Preliminary budget submittal to City Council **and City Council review of budget.**

November 24-  
December 20 Preliminary budget available on website and in Administration for public inspection.

December 6 Public hearing on FY 2011 budget and first reading. Adoption of FY 2010 amendment ordinance.

December 20 City Council adoption of FY 2011 budget.

January 1 New year begins.

# Mission Statement

Through excellence in service, the City of Kirksville will provide responsible and ethical local government.

# City of Kirksville

## 2010 GOALS

### Economic Development

#### **Continue to work with the Kirksville Regional Economic Development Incorporated (K-REDI) to market the community**

- ➔ Provide staff support
- ➔ Provide office space
- ➔ Maintain property listings
- ➔ Develop flyers, brochures when needed
- ➔ Encourage KREDI to enhance and expand existing economic development website
- ➔ Gather and update information for website
- ➔ Maintain Community Profile
- ➔ Provide up to date information on airport services and improvements

#### **Continue to work with K-REDI on recruitment efforts as prospects are identified**

- ➔ Identify incentives based upon criteria established in City Council Policy #9 Economic Development
- ➔ Prepare individualized presentations under direction of Director of Job Creation
- ➔ Arrange details of meetings
- ➔ Pursue state and federal incentives available for projects as recommended by KREDI and staff

#### **Work with Innovation Center Board encouraging entrepreneurial ventures**

- ➔ Work to develop bylaws and articles of incorporation that will work to promote job creation
- ➔ Explore role of city in relation to available building space for use of Innovation Center activities that would serve as an incubator for start-up businesses

#### **Continue to work with the Tourism Office to develop a tourism program expanding the number of visitors to Kirksville**

- ➔ City Manager and Assistant City Manager will serve on Tourism Board
- ➔ Assist in identifying target organizations, events and activities
- ➔ Provide City support in planning, organizing and hosting events
- ➔ Identify what Kirksville can do to be part of the Silver Rail Developments
- ➔ Encourage a comprehensive marketing plan that includes benchmarks for success

#### **Work with the State of Missouri, TIF Commission, downtown partners, KDIC, downtown businesses, property owners, residents and the community on DREAM**

- ➔ Continue to work with the State of Missouri on DREAM process
- ➔ Identify programs and projects that could benefit from DREAM
- ➔ Maximize TIF Funds by securing other funds through DREAM
- ➔ Identify projects key for collaboration
- ➔ Work with KDIC to insure compliance with CDBG funding for Executive Director

#### **Expand economic development efforts to include other areas of focus specific to the City's efforts, excluding industrial recruitment and tourism**

- ➔ Work with local realtors, building owners to market available commercial buildings
- ➔ Inventory existing businesses to determine gaps in services and work to attract franchising businesses to the community

- Attend the monthly Chamber of Commerce Economic Development Committee meeting
- Develop a low interest loan program that would provide funds to downtown building owners to improve the store fronts/facades of downtown businesses
- Include in the City's airport layout plan locations for business development projects
- Identify businesses ideal for location at the municipal airport and work to recruit these businesses
- Explore concept of an incubator with Truman State University to provide on-campus services to students
- Work with educational institutions to find out how to retain workforce to adapt to new work environment

#### **City should focus on retail and service sector attraction and retention**

- Identify potential retail companies that are needed to meet community needs soliciting interest through mail, email and telephone contacts
- Identify potential service providers that are needed to meet community needs soliciting interest through mail, email and telephone contacts
- Assemble list of available properties through local real estate offices that would be placed on City website and marketed to targeted retail and service companies
- Develop low interest loan program including application requirements to include financial information, focus of the loans, and process for review and approval
- Help businesses develop a web presence
- Develop a shop local campaign – include success stories
- Conduct surveys to find out why people shop in Kirksville, why businesses chose to locate to Kirksville
- Identify retail, service and entertainment ideas for Kirksville that would enhance Silver Rails project

### Quality of Life

#### **Continue to identify infrastructure needs within existing areas of the City of Kirksville**

- Periodically evaluate the quality of existing streets, water, sewer, storm drainage, and lighting
- Identify future needs for each community park through the creation of park plans
- Work to eliminate sub-standard housing conditions as identified using low interest loan funds
- Explore the possibility of implementing a wireless network for the community
- Provide support to the Adair County Humane Society to guarantee the sustainability of these animal care services
- Evaluate the need for a community center
- Evaluate the existing hike/bike trail plans and develop a plan to implement

#### **Continue to implement and enforce beautification efforts to promote community pride**

- Work with Kirksville Image Campaign to encourage a focus on "Community Pride"
- Implement a plan to maintain the downtown public spaces
- Identify rights of ways that are the City's responsibility to maintain
- Enforce City property maintenance codes
- Encourage community groups and citizens to adopt city streets and parks for cleanup.
- Use loan repayment funds to provide low interest loans to qualifying home owners for housing renovations including roofs, windows, siding, etc.
- Create a Community Day to reinvest back into the community

### **Sponsor community-wide events**

- Red, White and Blue Festival
- Friday Nights on the Square
- Art in the Park program
- NEMO Triathlon
- Provide staff and equipment support to Truman, ATSU and public school for special events

### **Establish Open Communications**

- Promote events
- Create a robust online presence through website
- Respond to citizen comments through use of electronic medium
- Develop surveys that provide feedback to the City

## **Fiscal Responsibility and Efficiency in Government**

### **Long Range Planning**

- Analyze costs compared to benefits for new projects or programs, as part of the research process
- Develop long range plans of 5 years and 10 years plus for all city owned buildings and facilities
- Develop revenue projections for each of the following funds: General, Capital Improvements, Transportation Sales Tax, Airport, Aquatic Center
- Develop an action plan to address upcoming state regulations for the wastewater treatment plant to insure compliance with 2011 regulations

### **Staff Retention**

- Provide orientation to all new employees including review of personnel benefits and job responsibilities
- Complete performance assessments timely
- Explore incentives for those individuals who perform beyond expectations
- Continue recognition of work by City Manager providing small incentives
- Minimize recruitment and training costs and lost productivity by increasing retention levels of employees through improved wages
- Improve communications at all levels of the organization through newsletters, payroll stuffers, employee meetings, email correspondence, department meetings
- Work to provide necessary training needed to maintain required certifications and to work with employees interested in advancement

### **Build Partnerships**

- Continue the implementation of joint purchasing for office supplies and building maintenance supplies. Work to identify other possible internal purchases
- Explore with other governmental groups – i.e. school district, county, etc. on potential joint purchasing projects
- Explore technology enhancements that would allow citizens more access to City services online such as bill payments, permit purchasing, license renewals
- Continue partnership meetings with Adair County Commission, Kirksville R-III, Truman State University and ATSU
- Develop partnerships with other organizations – Arts Association, KDIC, Chamber of Commerce, etc.
- Identify other partnerships, hosting meetings to identify shared goals and agendas
- Continue to foster strong relations with existing community partners – Chamber of Commerce, Kirksville Arts Association, KDIC, KBSA, service clubs and other organizations

- Continue to work with State and Federal partners on shared goals and agendas – DNR, MDC, MoDOT, FAA, and state and local representatives
- Build partnerships with citizens on shared issues of concern
- Continue to work within Region B of the state of Missouri

## Protect City Owned Assets

### Asset Inventory

- Determine what are the City's assets – people, property, equipment, services, etc.
- Analyze the overall value of experience and training that is currently in place for city positions
- Determine the effectiveness of establishing a city-wide Inventory system to track all city-owned property
- Secure engineering firms to complete a Wastewater Facility Plan Update –
- Secure an engineering firm to work with the City on future Airport projects

### Asset Protection

- Complete a survey of peer cities including list of services provided to determine how we compare
- Continue to implement and update long-range plans for capital assets – water, sewer, streets, buildings, parks and airport
- Prepare a comprehensive document that includes the five-year plans for water, sewer and streets, incorporate the long range plans of the City's Comprehensive Plan into this document
- Develop long-range plans for public buildings, parks and airports
- Determine costs of long-range plans, calculate costs and outline funding plans to support efforts
- Work with other partners of the E911 Joint Services Board to develop a long-term sustainability plan for the E911 Center

### Community Pride

- Develop a consistent format for each Department Manager responsible for developing long range plans to include projects, costs, funding sources and timelines
- Communicate capital plans to the citizens through the Kirksville Connection, hosted public venues, website and cable channel 3
- Communicate this information to the general public through City Council meetings, Commission Meetings
- Work with citizen groups to establish ways to address issues that arise through collaborations identifying responsibilities of all concerned and determining appropriate course of action for each
- Support the efforts of the Kirksville Image Committee who are focusing on a community pride campaign

## 2010 LIST OF CITY COUNCIL STUDY SESSION TOPICS

### January 4<sup>th</sup>

Public Information  
Trash Service Contract

### January 19<sup>th</sup>

GIS UPDATE  
TRASH SERVICE CONTRACT  
INDUSTRY UPDATE

### February 1<sup>st</sup>

PRESENTATION ON AREA COMMUNITY HEALTH INITIATIVE  
PROPOSED CITY WELLNESS PROGRAM  
TIF UPDATE

### February 15<sup>th</sup>

2010 CENSUS  
STORM WATER MANAGEMENT INFORMATION  
FINAL SUMMARY TRASH CONTRACT

### March 1<sup>st</sup>

SNOW STORM POLICIES  
DOWNTOWN DESIGN GUIDELINES

### March 15<sup>th</sup>

SUMMER PROGRAMS  
NIXLE PROGRAM  
STORM DRAINAGE UPDATE

### April 5<sup>th</sup>

WATER TREATMENT PLANT TOUR

### April 19<sup>th</sup>

DISCUSS ROTARY SIGN REQUEST  
STORM WARNING SIREN  
STUDY SESSION TOPICS

### May 3<sup>rd</sup>

COMMUNITY CENTER UPDATE  
AIRPORT FUEL TANKS  
CITIZEN ENGAGEMENT

### May 17<sup>th</sup>

2010 STREET IMPROVEMENT PROGRAM  
ESSENTIAL AIR SERVICE SELECTION  
VICIOUS DOGS

## **June 7<sup>th</sup>**

KDIC REPORT  
WAYFINDING UPDATE  
DISCUSSION OF MISSOURI ENTERPRISE PROPOSAL

## **June 21<sup>st</sup>**

TOUR WASTEWATER TREATMENT PLANT

## **July 6<sup>th</sup>**

DISCUSS FOREST LLEWELLYN CEMETERY PROJECT  
REVIEW DRAFT DESIGN GUIDELINES  
OVERVIEW 2009 COMPREHENSIVE ANNUAL FINANCIAL REPORT

## **July 19**

STORMWATER UPDATE

## **August 2**

PRESENTATION BY BARTLETT & WEST ON STORM WATER PLAN  
PRESENTATION ON EMERGENCY PREPAREDNESS

## **August 16**

DISCUSSION CONCERNING FOREST LAKE WATERSHED  
POLICE DEPARTMENT ACCREDITATION

## **August 30**

HeRO UPDATE  
VICIOUS ANIMAL ORDINANCE DISCUSSION

## 2010 List of City Council Newsletter Topics

**1/29** DATES TO REMEMBER  
COUNCIL MEETING  
TRANSPORTATION NEEDS  
COUNCIL FILING  
BIG EVENT  
DNR REGULATION  
RECYCLING OPPORTUNITY  
PROPERTY CLEANUP  
KIRK TRAN UPDATE  
SNOW UPDATE  
COUNCIL MEETING TAPINGS  
COCHRAN BUILDING  
AQUATIC CENTER HOLIDAY HOURS

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**2/5** DATES TO REMEMBER  
COUNCIL MEETING  
TRANSPORTATION NEEDS  
COUNCIL FILING  
BIG EVENT  
DNR REGULATION  
RECYCLING OPPORTUNITY  
PROPERTY CLEANUP  
KIRK TRAN UPDATE  
SNOW UPDATE  
COUNCIL MEETING TAPINGS  
COCHRAN BUILDING  
AQUATIC CENTER HOLIDAY HOURS

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**2/5** DATES TO REMEMBER  
COUNCIL MEETING  
COMMUNITY IMPROVEMENT DISTRICT  
TCRC UPDATE  
KREDI ANNUAL MEETING  
ENHANCED ENTERPRISE ZONE UPDATE  
BIG EVENT  
AED UPDATE  
KIRKSVILLE DAILY - LOCAL VOICES COLUMN  
TRASH CONTRACT UPDATE  
CENSUS  
MDC CAP AGREEMENT  
STILL MANSION  
COMMUNITY GROW  
FOREST-LLEWELYN CEMETERY

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**2/26** DATES TO REMEMBER  
COUNCIL MEETING  
COMMUNITY IMPROVEMENT DISTRICT  
TCRC UPDATE  
KREDI ANNUAL MEETING  
ENHANCED ENTERPRISE ZONE UPDATE  
BIG EVENT  
AED UPDATE  
KIRKSVILLE DAILY - LOCAL VOICES COLUMN  
TRASH CONTRACT UPDATE  
CENSUS  
MDC CAP AGREEMENT  
STILL MANSION  
COMMUNITY GROW

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**3/12** DATES TO REMEMBER  
SALES TAX  
TRASH ORDINANCE  
SPUR POND  
CENSUS UPDATE  
WELLNESS UPDATE  
GOOGLE FIBER REQUEST FOR INFORMATION (RFI)  
STRATEGIC PLAN UPDATE  
PLANNING AND ZONING COMMISSION  
BUSINESS ANNIVERSARIES  
PUBLIC INFORMATION  
BIG EVENT  
AIRPORT UPDATE  
HISTORIC PRESERVATION MONTH  
COMPUTER PLAN  
INFRASTRUCTURE IMPROVEMENTS  
STREET UPDATE  
WARNING SIRENS UPDATE  
STORM WATER UPDATE  
HERO PROGRAM  
SEWER SERVICE  
LOCAL PREFERENCE  
SAFE ROUTES TO SCHOOL  
MISSOURI FOUNDATION FOR HEALTH

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**3/19** DATES TO REMEMBER  
CENSUS UPDATE  
GOOGLE FIBER REQUEST FOR INFORMATION (RFI)  
STRATEGIC PLAN UPDATE  
BUSINESS ANNIVERSARIES

PUBLIC INFORMATION  
BIG EVENT  
SALES TAX  
SPUR POND  
AIRPORT UPDATE  
TRASH CONTRACT UPDATE  
CENSUS  
SAFE ROUTES TO SCHOOL GRANTS  
SEWER SERVICE  
LOCAL PREFERENCE

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**4/2** DATES TO REMEMBER  
COUNCIL MEETING UPDATE  
CENSUS UPDATE  
GOOGLE FIBER REQUEST FOR INFORMATION (RFI)  
INTERNATIONAL ROTARY PRESIDENT ELECT  
FARMERS MARKET  
PARKS UPDATE  
SPUR POND RESTROOMS  
ROTARY PARK SLIDE  
BRASHEAR PARK RESTROOM  
PUBLIC INFORMATION  
GISC CONSORTIUM  
BUILDING PERMIT AND BUSINESS DEVELOPMENT  
DOWNTOWN UPDATE  
AIRPORT UPDATE  
NEW TRASH SERVICE UPDATE  
LIMB AND BRUSH PICKUP  
COMPUTER UPDATE  
SEWER SERVICE  
KIRK TRAN UPDATE  
DISPOSAL OF CITY PROPERTY  
SUNSHINE LAW REQUEST  
MISSOURI FOUNDATION FOR HEALTH APPLICATION  
LOCAL GOVERNMENT WEEK  
ELECTED OFFICIALS TRAINING CONFERENCE  
ITEMS FOR DISCUSSION

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**4/9** DATES TO REMEMBER  
COUNCIL MEETING UPDATE  
April 19 COUNCIL MEETING  
CENSUS UPDATE  
CITIZEN REQUESTS  
EMPLOYEE WELLNESS  
ISO UPDATE  
BLEACHER UPDATE

ACCESSIBLE WALKWAYS  
ALTERNATE ROUTE 63 UPDATE  
ELECTED OFFICIALS TRAINING CONFERENCE  
TOURISM UPDATE  
AIRPORT UPDATE

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**4/16** DATES TO REMEMBER  
AT STILL SPIRIT AWARDS  
NEW BUSINESS  
RED BARN MAP  
REQUEST FOR SUPPORT  
OSHA TRAINING  
CHANGE IN WATER TREATMENT PROCESS  
KIRK TRAN UPDATE  
BALTIMORE SIDEWALK  
HIT UPDATE  
ROTARY PARK PROJECT  
ELECTED OFFICIALS TRAINING CONFERENCE  
COPS PROGRAM  
HOMELAND SECURITY GRANT  
AIRPORT UPDATE

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**4/23** DATES TO REMEMBER  
BATTLE OF KIRKSVILLE  
MML LEGISLATIVE WRAP UP  
MISSOURI ENTERPRISE MEETING  
STORM SEWER NEIGHBORHOOD MEETINGS  
CITY PROPERTIES  
CITY COUNCIL RADIO PROGRAM  
RECOGNITION OPPORTUNITIES  
NORTH PARK INFORMATION  
DOWNTOWN CLEANUP  
FAREWELL EVENT – Dr. KRUEGER  
TENTATIVE CLOSURES FOR ALTERNATE ROUTE  
AIRPORT UPDATE

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**4/30** DATES TO REMEMBER  
CITY COUNCIL ITEMS  
CITY/COUNTY MEETING  
STORM WATER UPDATE  
2010 STREET PROGRAM  
LWCF GRANT  
SEMIS ON CITY STREETS  
HIGHWAY 63 TRANSPORTATION CORPORATION  
KHPC RECOGNITION EVENT  
SPRING APPLIANCE PICKUP

WAYFINDING UPDATE  
FOREST LLEWELLYN CEMETERY PARTNERSHIP  
INSPECTION AND STANDARDS  
NORTH PARK INFORMATION  
SPECIAL EVENTS REQUEST  
DOWNTOWN CLEANUP  
FAREWELL EVENT – Dr. KRUEGER  
INDEX NEWSPAPER BOXES  
PARK MASTER PLANS  
BRASHEAR RESTROOM  
AIRPORT UPDATE  
MUNICIPAL COURT FINES  
UPCOMING STUDY SESSIONS

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**5/14** DATES TO REMEMBER  
CITY COUNCIL ITEMS  
GROUND STORAGE TANK  
CITY/COUNTY MEETING  
EFFICIENCY IN GOVERNMENT  
BATTLE OF KIRKSVILLE  
CIVIL WAR MARKER  
COMMUNITY CENTER  
KHPC TRAINING  
TRASH CONTRACT UPDATE  
MML LEGISLATIVE WRAPUP DINNER  
NORTH PARK INFORMATION  
ROUND TABLE  
INVITATION FROM QUINCY  
BUSINESS INFORMATION  
TRUMAN BANNERS  
AIRPORT UPDATE  
DREAM UPDATE  
MUNICIPAL COURT FINES

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**6/4** DATES TO REMEMBER  
GOOGLE FIBER PRESENTATION AND UPDATE  
ENGINEERING FOR GROUND STORAGE TANK  
ESSENTIAL AIR SERVICE  
ACCOMPLISHMENT SIGNS  
ENHANCED ENTERPRISE ZONE APPROVED  
COMPUTER UPDATE  
VICIOUS DOG ORDINANCE  
KHPC SPECIAL MEETING  
KACHI UPDATE  
NEEDS ASSESSMENT  
SURPLUS PROPERTY

INVITATION FROM QUINCY  
MML ANNUAL CONFERENCE  
APPLIANCE PICKUP  
AQUATIC CENTER UPDATE  
ALTERNATE ROUTE 63 UPDATE  
SECLICKFIX  
EXISTING NUISANCE ORDINANCES  
KIRKSVILLE ARTS  
HOUSEHOLD HAZARDOUS WASTE GRANT  
NEW BUSINESS  
CITY OFFERS CONSTRUCTION SAFETY PROGRAM

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**6/21** DATES TO REMEMBER  
LIBRARY BOARD MEETING  
FIRST MEETING IN JULY DATE  
ROTARY CLUB MURAL REQUEST  
AUDIT PRESENTATION  
ACCOMPLISHMENT SIGNS  
GROUND STORAGE TANK  
STORMWATER ENGINEERING WORK PROGRESSES  
VICIOUS DOG ORDINANCE  
ESSENTIAL AIR SERVICE UPDATE  
DIVISION OF ALCOHOL UPDATE  
KACHI UPDATE  
MML ANNUAL CONFERENCE  
STREAMING VIDEO  
CELL TOWER  
CEMETERY MARKERS  
KIRKSVILLE ARTS  
NEW BUSINESS

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**6/28** DATES TO REMEMBER  
LIBRARY MEETING CANCELLED  
AUDIT AND CAFR  
FOURTH OF JULY PARADE  
COUNCIL MEETING SET FOR JULY 6  
ROTARY CLUB MURAL REQUEST  
DISC GOLF SUCCESS  
ONLINE SERVICE REQUEST  
ARMY RESERVE CENTER  
AIRLINE SERVICE UPDATE  
911 CENTER NEW PHONE  
MML ANNUAL CONFERENCE  
DISASTER RECOVERY MEETING  
TCRC UPDATE  
NEW BUSINESS

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**7/3** DATES TO REMEMBER  
AUDIT AND CAFR  
COUNCIL MEETING SET FOR JULY 6  
AQUATIC CENTER HOURS  
WARNING SIREN UPDATE  
FIREWORKS HOURS FOR DISCHARGING  
STORMWATER UPDATE  
AIRPORT UPDATE  
WELLNESS PROGRAM  
COMPUTER UPDATE  
HIGHWAY 63 UPDATE  
EMERGENCY PLANS  
HISTORIC PRESERVATION PUBLIC MEETING  
WAYFINDING  
GIS UPDATE  
KIRKSVILLE LEADERSHIP PROJECT  
KIRKSVILLE AREA COMMUNITY HEALTH INITIATIVE

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**7/16** DATES TO REMEMBER  
WORKSESSION WITH ATSU  
FARMERS MARKET  
AIRPORT UPDATE  
ANIMAL SHELTER REQUEST  
CITY PINS  
FIREWORKS HOURS FOR DISCHARGING  
CUSTOMER SERVICE POLICY  
REVOLVING LOAN POLICIES  
JAMISON STREET CLARIFICATION  
LOCAL PREFERENCE REPORT  
MISSOURI FOUNDATION FOR HEALTH UPDATE  
NEW BUSINESS

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**7/30** DATES TO REMEMBER  
BUDGET CALENDAR  
CITY MANAGER ABSENCE  
SALES TAX HOLIDAY  
WATERSHED MEETING  
BUSINESS ANNIVERSARY  
BOARDS AND COMMISSIONS  
EMERGENCY DECLARATION  
GROUNDSTORAGE TANK  
FARMERS MARKET  
PERFORMANCE CONTRACTING SERVICES

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**8/13** DATES TO REMEMBER  
BUDGET CALENDAR  
SPECIAL COUNCIL MEETING

BATTLE OF KIRKSVILLE REQUEST  
KIRKSVILLE LEADERSHIP PROJECT  
HISTORIC PRESERVATION  
ECONOMIC DEVELOPMENT STRATEGIC PLANNING  
CEMETERY MARKER  
ALTERNATE ROUTE UPDATE  
STORMWATER REMINDER  
EARNINGS TAX  
NEW BUSINESS  
SURPLUS EQUIPMENT

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**8/27** DATES TO REMEMBER  
MEETING WITH PRESIDENT PAINO  
SGT. MAGGART FUNERAL ARRANGEMENTS  
WAYFINDING UPDATE  
ECONOMIC DEVELOPMENT STRATEGIC PLANNING  
KDIC EXECUTIVE DIRECTOR  
AED FUNDRAISING EVENT  
STORM DRAINAGE GRANT  
NEW STUDENT WELCOME  
MISSOURI ENTERPRISE EFFICIENCY UPDATE  
SOCIAL MEDIA POLICY

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**9/13** DATES TO REMEMBER  
MEETING WITH PRESIDENT PAINO  
SGT. MAGGERT FUNERAL ARRANGMENTS  
WAYFINDING UPDATE  
ECONOMIC DEVELOPMENT STRATEGIC PLANNING  
KDIC EXECUTIVE DIRECTOR  
AED FUNDRAISING EVENT  
NEW STUDENT WELCOME  
MISSOURI ENTERPRISE EFFICIENCY UPDATE  
SOCIAL MEDIA POLICY

# CITY COUNCIL POLICY #3

CITY COUNCIL POLICY #3

DATE: July 1, 1994

AMENDED: February 17, 1997; December 7, 1998; July 7, 2003; June 27, 2005, December 4, 2007

## BUDGET MANAGEMENT POLICIES and PRACTICES

It is the policy of the City Council of the City of Kirksville to annually develop a budget that accurately reflects the revenue and expenditure goals and objectives of the City Council, and incorporate those goals, objectives, programs and projects which best serve the public good. The budget of the City of Kirksville will be constructed and managed in accordance with the policies set forth below. During the course of each fiscal year, the budget will be used to provide direction in the administration of City services.

### I. OPERATING BUDGET

A. The City will maintain a financial and budgetary control system to ensure adherence to the budget and awareness of the financial environment. Monthly financial reports will be prepared and submitted to the **Mayor, City Council and City Manager** ~~and all operating departments~~.

B. The City will attempt to avoid layoffs in actions to balance the budget. Necessary personnel reductions will be made through attrition, if possible.

C. The City will focus cost reduction efforts by using the service classification system to determine priority.

Services provided by the City are categorized in order to set priorities for allocating available funds and are defined as follows:

1. *Basic or Core Services:* Includes (1) legally mandated commitments or services, (2) those most closely linked to the health and safety of the citizens of Kirksville, and (3) those providing a net revenue contribution, or reducing identifiable costs in the same fiscal year.
2. *Maintenance of Effort Services:* Services that (1) maintain control of City resources, (2) reduce identifiable costs in future years, and (3) are necessary to keep the public adequately informed of legislative matters.
3. *Quality of Life Services:* Activities which are provided for more specialized groups, or are more aesthetic or promotional in nature.

The above categories have been applied to the City services as follow:

#### Basic or Core Services

Debt Services

Police & Fire

Water & Sewer

Street & Public Land Maintenance

#### Maintenance of Effort Services

Council

Administration

Personnel

Finance

Municipal Court

Public Facilities  
Economic & Community Development  
Codes & Engineering

Quality of Life Services

Parks  
Recreation  
Aquatic Center  
North Park  
Airport

4. Enterprise funds will be self-supporting, including direct and overhead costs. **Enterprise operations will not be subsidized and rates will be established to provide coverage of cost of operations, capital replacement and debt service. Rates will be reviewed annually and set in accordance with the requirements for participation in the Missouri State Revolving Loan Fund program or other bond covenants.**
5. Charges for Internal Services shall be set at the lowest level possible to maintain essential programs. All excess earnings or costs shall be reconciled proportionately at the end of the fiscal year.
6. Increases in staff will be permitted only in cases where the service demands have been expanded.

## II. BALANCED OPERATING BUDGET

The City shall adopt a balanced budget where operating revenues for each Fund are equal to, or exceed, operating expenditures (excluding capital, contingencies and debt service) for that particular Fund. Any increase in expenditures, decrease in revenues or combination of the two that would result in a budget imbalance will require a budget amendment rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one-time only" General Fund expenditures.

This is in accordance with Missouri Statute Section 67.010.2., which prevents the total proposed expenditures from any Fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year.

## III. BUDGET PROCESS

The annual budget is a fiscal plan which presents the services which will be provided to the community and the funds needed to perform the services. The City of Kirksville prepares its budget on a calendar year basis, January 1 through December 31.

The budget shall be presented as a legislative document that, together with the related appropriating ordinance, will represent City Council policy concerning the sources and uses of funds for the budget year.

The budget process will adhere to the following time lines:

- ◆ The City Manager will present policy recommendations and develop goals for the upcoming budget year to be submitted to the Council between 120

- ◆ and 180 days prior to the beginning of each budget year.
- ◆ A budget calendar will be developed on an annual basis.
- ◆ The City Manager shall submit a budget for Council review at least 45 days prior to the beginning of each budget year.
- ◆ In December, the City Council shall hold a public hearing and two public readings on the budget as submitted. The budget will be available for public inspection at least ten days before the public hearing.
- ◆ The City Council shall adopt the budget, by majority vote, no later than the last Monday of December. If the City Council does not take final action by this date, the budget will be considered effective as it was submitted.
- ◆ The budget shall be on record in the City Clerk's office and open to public inspection. In addition, a copy of the budget is available **on-line at the City of Kirksville's website [www.kirksvillecity.com](http://www.kirksvillecity.com)** for view at the Adair County Public Library and Pickler Memorial Library on the Truman State University campus.
- ◆ The budget document will be submitted to the Government Finance Officers Association (GFOA) within 90 days after adoption by ordinance to be considered for the Distinguished Budget Presentation Award.

#### IV. REPORTING POLICY

Amounts presented in the budget document shall be compared with actual revenues and expenditures for each month and year-to-date ended during the budget year. The monthly reports will be presented in such a form that will enable the City to maintain control over its financial resources and communicate adherence to the intent of the Council for the budget year. This process will provide information to monitor the performance of municipal services against the budget goals established by the Council.

#### V. OPERATING RESERVES

The reasonable **Operating or capital** reserves, as listed below, will be used for the following reasons:

1. Provide sufficient working capital to meet daily cash needs.
2. Provide reserves to absorb emergency expenditures caused by natural disaster such as fire, flood or earthquake.
3. Cover any unanticipated deficit resulting from a shortfall in actual revenues in a given budget year.
4. **Provide for capital replacement.**

**General Fund.** The City will maintain a restricted balance at the end of the year of equal to the lesser of \$1,200,000 or 17 percent of budgeted General Fund expenditures, excluding capital and contingencies. The City Council has the option to approve an alternative restricted balance if the restricted balance is higher than the ending fund balance. This will provide a buffer against possible economic decline or unforeseen contingencies. Reserves in excess of the restricted balance will be available for purchase of capital equipment or other one-time General Fund expenditures as approved by the City Council.

**Water and Sewer Utility Funds.** In order to participate in State Revolving Loan Fund (SRF) financing, ~~both the water and sewer funds are required to maintain~~ a separate operation and maintenance fund and a replacement fund are required to be maintained **for both the clean water and drinking water financial operations**, ~~which are in place as long as the City participates in the SRF program.~~ Operation and maintenance accounts are funded by a transfer from the operations revenue of the respective fund. The replacement fund has a specific annual

dollar designation that is required to be transferred from operations revenue. The accumulation of the monies transferred in over the actual expenditures in the replacement fund will build up a future reserve designated for capital replacement.

**After Utility Fund operating, capital and reserve needs have been met on an annual basis, any excess monies may be set aside to provide the funding necessary to implement a capital replacement program. A minimum capital reserve balance in the Utility Fund of the lesser of 15% of the current year budgeted annual operation and maintenance expense or the prior year's depreciation expense shall be maintained. The City Council has the option to approve an alternative capital reserve balance if the minimum capital reserve balance cannot be met.**

**A debt service reserve is to be funded from storm water utility charges to pay debt service on the Recovery Zone Economic Development bonds issued for the storm water management program. Excess of revenues over debt service is to be paid to a surplus account to fund operating expenses of the storm water utility.**

**Other Funds.** Reserve balances for other funds maintained by the City of Kirksville will vary depending on each activity requirement.

## **VI. BUDGETARY CONTROL POLICY**

**The adoption of annual operating budgets is used as a control device for all Funds of the City of Kirksville. Departmental directors are responsible and will be held accountable for the expenditures of their divisions and/or departments. Expenditures may not exceed appropriations for any division or department within each applicable Fund without authorization from the City Manager. Unexpended operating budget appropriations lapse at year end.**

During the fiscal year, budgetary control is maintained by frequent review of departmental appropriation balances and through the use of a purchase order system and computerized financial administrative system. Purchase orders which would exceed appropriated balances are not released until further review and approval by the City Manager. An integral part of this control process assures that capital expenditures are for those items specifically approved in the budget, unless proper exceptions have been granted.

## **VII. AMENDMENTS**

Departmental appropriations that have not been expended by the end of the fiscal year lapse and will not be available in the ensuing fiscal year unless re-approved. The City Manager may transfer any unencumbered appropriation balance or any portion thereof, from one account or department, within the same fund, to another. The City Manager will notify the Council of any interdepartmental transfers. Any revisions that alter the total operating expenditures of any fund must be approved by the City Council. Such supplements or amendments shall be filed with the original budget. Expenditures for capital projects may be carried over from year to year when the total dollar amount of the project has previously been approved by Council action **but must be reappropriated in any succeeding year's budget.**

**Establishing appropriations for a new project or Fund will necessitate a budget amendment and City Council approval prior to expenditure. Budget amendments resulting from over-runs to existing appropriations or for release of monies to be made available for other previously approved projects will be presented for City Council approval in December prior to fiscal year end.**

## **VIII. CONTINGENT APPROPRIATION POLICY**

**General Fund.** ~~Provision shall be made in the annual budget for contingent appropriations, as the Council deems appropriate and prudent, but not less than one percent of the total General Fund expenditures, excluding capital and contingencies, to be used in the case of unforeseen items or expenditures. Contingent appropriations greater than \$1,000 shall be under the control of the Council Account and distributed after review by the City Council. Items of \$999 or less may be transferred by the City Manager from the contingency account. Expenditures from this appropriation shall be made only in case of established emergencies or other unforeseen instances, and a detailed account of such expenditures shall be recorded and reported. The proceeds of the contingent appropriations shall be disbursed only by transfer to other departmental appropriations, the spending of which shall be charged to the departments or activities for which the appropriations are made.~~

**Enterprise Funds.** ~~Provisions shall be made in the annual budget for contingent appropriations in each of the enterprise funds in varying amounts. Expenditures from this appropriation shall be made only in the case of established emergencies and a detailed account of such expenditures shall be recorded and reported. The Council shall approve any use of the contingency account greater than \$1,000. Items of \$999 or less may be transferred with the City Manager's approval.~~

## **VIII. BASIS OF ACCOUNTING & BUDGETING**

The budgets/accounts of the general government type funds (i.e., general fund, special revenue funds, capital improvement funds) are prepared on a modified accrual basis. This means that expenditures are recognized when liabilities are incurred, and revenues are recognized when received in cash, except for material revenues which are accrued when they become available and measurable.

The proprietary fund type (i.e., enterprise funds and the internal service fund) is budgeted/accounted for with revenues and expenses recognized as earned or incurred, respectively. Expenses are recognized when a commitment is made (e.g., through a purchase order) and revenues are also recognized when they are obligated to the City (for example, water user fees are recognized as revenue when bills are produced).

Fiduciary funds and agency funds are budgeted/accounted for using a modified accrual basis for budgeting.

The City of Kirksville accounts for the financial transactions in each Fund and in the preparation of its interim financial reports under "generally accepted accounting principles" (GAAP). Usually this conforms to the way the City prepares its budget, **with the following exceptions:**

- **Accrued compensated absences and other post-employment benefits are not recognized as expenditures for budgetary purposes.**
- **Capital outlays for proprietary funds are budgeted as expenditures.**
- **Debt service principal payments are budgeted as expenditures.**
- **Capital grants and bond/loan proceeds in proprietary funds are budgeted as revenue.**
- **Depreciation and amortization are not budgeted as expenditures.**

~~Two exceptions are the treatment of depreciation expense which is not a budgeted line item, although the full purchase price of equipment and capital improvements is included, while just the opposite is true in the preparation of the Comprehensive Annual Financial Report (CAFR). The second exception is compensated absences which are treated differently in the budget than in the CAFR.~~

The following fund types and account groups are used by the City:

## A. Governmental Fund Types

**Governmental Funds** are those through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities (other than those in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position. The following are the City's governmental fund types:

The **General Fund** is the principal fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges and capital improvement costs that are paid through other funds are financed through revenues received by the General Fund.

**Special Revenue Funds** are used to account for revenues derived from specific taxes, governmental grants or other revenue sources which are designated to finance particular functions or activities of the City.

**Capital Improvement Funds** are established to account for resources designated to acquire capital facilities, except for minor acquisitions financed from regular operating funds.

## B. Proprietary Fund Types

**Proprietary Funds** are used to account for the City's ongoing organizations and activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The following are the City's proprietary fund types:

**Enterprise Funds** account for operations that provide a service to citizens, financed primarily by a user charge for the provision of that service, and activities where the periodic measurement of net income is deemed appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**Internal Service Funds** account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis.

## C. Fiduciary Fund/Agency Types

**Fiduciary Funds** are used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds. The City is the trustee for five such funds.

**Agency Funds.** The City acts in a custodial role for these Funds; they account for the temporary receipt of funds that are passed through to other entities. All receipts are offset by payments made on behalf of the entity. The City maintains two such Funds.

The following are additional City Council financial policies that are separately stated and adhered to in order to make the budget a good financial document and to provide direction in the administration of the budget document.

Purchasing Policy - Council Policy #2  
Investment Policy - Council Policy #10  
Revenue Policy - Council Policy #16  
Cash Management Policy - Council Policy #20  
Debt Management Policy - Council Policy #20

## **IX. PERSONNEL POLICY**

Control of expenditures in the area of personnel costs is provided through position control. No new regular full-time or regular part-time positions may be created without the approval of the City Council. The City will seek volunteers and federal or state employment assistance programs whenever possible.

## **X. CAPITAL IMPROVEMENT PLAN POLICY**

The City's Capital Improvement Plan (CIP) provides a detail of capital expenditures proposed for the next five fiscal years for rolling stock, building maintenance, computers, radios, parks, streets, Airport, utilities and for any anticipated ongoing capital replacement program. This plan shows the means of funding for each capital item and the service delivery and operating impact of each capital project, including personnel, operating and maintenance and debt service. The CIP is presented to the City Council on an annual basis and the capital items will be integrated into the appropriate budget upon City Council approval.

Financing of capital expenditures from available funds is the least costly and most desirable method and every effort will be made in the CIP to use this method prior to incurrence of debt. Those capital expenditures that cannot be internally funded will follow financing options and methods outlined in the City's Debt Management Policy.

Utility capital projects will be primarily funded by user fees and operational needs as resources allow.

Grant-funded capital items will be evaluated for service delivery impact prior to replacement.

Capital acquisitions through the Capital Improvement Sales Tax Fund will be in accordance with its annual Allocation Plan.

## **XI. PERFORMANCE MEASUREMENT POLICY**

The City will develop and use program and service performance measurements as an integral part of long-term strategic planning and managerial decision-making processes. These measures will be linked to budgetary goals and objectives and be a tool to assist the citizens assess departmental efforts in managing resources efficiently and effectively. Measurements will consist of a mix of the following:

- Workload-which measures the quantity of activity for a reporting unit.
- Demand-which measures the amount of service opportunities.
- Efficiency-which measures the relationship between output and service cost.
- Effectiveness-which measures the impact of an activity.

Performance measurements reported are meaningful to the department's performance and are monitored over the long-term to establish a benchmark or trend. Established benchmarks will then be integrated into the performance measurement process for variance monitoring.

Performance management allows for the budget process to focus on the value of a service or project in addition to the cost of providing or implementing.

## **XII. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of the City conform to generally accepted accounting principles applicable to local governments. The following represents the more significant accounting and reporting policies and practices of the City:

**Reporting Entity.** In determining the agencies or entities which comprise the City for financial reporting purposes, the criteria of oversight responsibility over such agencies or entities, special financing relationships and scope of public service provided by the agencies or entities are used. Oversight responsibility is determined by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations and accountability for fiscal matters. The City's budget includes E911 Central Dispatch, which is a discretely-presented component unit for financial reporting purposes.

**Independent Audit.** An independent audit shall be made of all accounts including special and trust funds of the City at least annually. This audit shall be made as soon after the close of the fiscal year as possible. The annual audit will be conducted by certified public accountants who are selected by the City Council. The City Manager shall make available copies of such audit for public inspection at the office of the City Clerk.

A Comprehensive Annual Financial Report (CAFR), prepared under the provision of GASB 34, shall be issued within six months of the close of the previous fiscal year. It will be reviewed by City management and the City Council and presented to the City Council at a public meeting. The City shall attempt to maintain accounting records in such a manner to receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

**Internal Control.** The City utilizes a computerized financial accounting system, which incorporates a system of internal accounting controls. Such controls have been designed to ensure that the financial and physical assets of the City are effectively safeguarded and that accurate accounting data is available for collection, compilation and reporting purposes in conformity with generally accepted accounting principles. The City's internal control system is designed to promote operational efficiency and adherence to policy. The cost of internal controls should not outweigh their benefits. The City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

## **DEBT MANAGEMENT POLICY**

It is the policy of the City of Kirksville to abide by established debt control policies in order to provide assurance of the City's commitment to sound financial management and controlled borrowing practices and set parameters for issuing debt and managing the debt portfolio.

### Capital Planning

Capital improvement plans are prepared on a multi-year basis. These plans go through an annual review by the City Council in conjunction with the budget process. Financing needs are determined well in advance in order to identify all alternative sources of funding and locate the most cost-effective financing option for the City.

### Responsibility

It is the responsibility of the Finance Department to acquire the proper debt instrument and ensure the most cost-effective method of financing for the project. The City Council and City Manager will give the final approval on the acceptability of a financing arrangement.

The City will make all debt service payments when due on a timely basis, including all principal and interest payments, sinking fund payments, debt service reserve fund payments and payments for all other debt-related obligations.

### Non-appropriation

All debt payments are subject to appropriation on an annual basis and must be approved in the budget process. All financing contracts contain a non-appropriation clause to recognize that the City cannot be obligated in subsequent years.

### Pay-as-you-go financing

The City will pay for all equipment and infrastructure projects in cash if the applicable fund has an adequate cash flow and fund balance, project phasing is feasible and funding will not curtail operating or maintenance expenditures.

### Nondebt capital funding sources

The City will normally rely on existing funds and project revenues to finance capital projects such as major maintenance, equipment acquisition and small development projects. The City will strive to locate grants, matching fund programs or low-interest loan programs to assist with the cost of capital projects.

### Capital financing

The City will utilize debt financing for one-time capital improvement projects when the project's useful life will exceed the term of financing and when project or specific revenues will be sufficient to service the long-term debt.

Bonds will be amortized within a period not to exceed the expected useful life of the asset being financed.

The City will confine long-term borrowing to capital improvements or infrastructure projects that cannot be financed from current revenues. Long-term debt will not be used for any recurring purpose such as current operating and maintenance expenditures or revenue shortfalls.

Capital improvements will be financed primarily through user fees, service charges, assessments or special taxes attributable to that specific project.

Generally, the City will make a down payment to any project with an expected useful life of less than 10 years, rather than relying on 100% debt financing.

Debt issued by the City should be structured to provide for either level principal or level debt service. Deferring the payment of principal should be avoided except in cases where it will take a period of time before project revenues are sufficient to pay debt service. Ascending debt service should generally be avoided.

Interfund borrowing will be considered to finance high priority needs on a case-by-case basis and only when planned expenditures in the fund making the loan would not be compromised. Interfund borrowing may be used when it would reduce costs of interest, debt issuance and/or administration.

The City will generally conduct financings on a competitive basis, unless the nature of the project favors a negotiated financing.

#### Debt structure

The City is eligible to issue short-term debt which may include, but not be limited to: tax, revenue, grant or bond anticipation notes; tax-exempt commercial paper; or variable rate notes when such instruments allow the City to accomplish capital acquisitions or projects.

The City may issue long-term debt which may include, but not be limited to: general obligation bonds, certificates of participation, revenue bonds, tax increment bonds or variable rate notes. The City may also enter into long-term leases for public facilities, property and equipment.

The type of debt to be issued will be determined in accordance with the following factors:

1. Direct and indirect beneficiaries of the project; a majority of the citizens should benefit from a project financed by general obligation bonds;
2. Time pattern of the stream of benefits generated by the project;
3. Alternative types of existing or potential user charges and the ability to generate revenue by controlling rates;
4. Effect of the proposed bond issue on the City's ability to finance future projects of equal or higher priority;
5. The interest costs and costs of issuance of each alternative type of issuance; and,
6. Impact of the issue on the City's financial position and credit rating.

#### Restrictions

General obligation bonds can only be issued after approval by the taxpayers through a public referendum. The City will try to keep the average maturity of general obligation bonds at or below 20 years. Current or advance refundings (replacement of outstanding debt with new debt issued at a lower interest rate) will be utilized when advantageous, legally permissible, prudent and when a 5% net debt service savings is realized over the term of the debt.

General obligation debt per capita will not exceed \$300.

The City will use special assessments, revenue bonds and/or other available self-liquidating debt measures instead of general obligation bonds where and when possible and applicable.

Revenue bonds will be issued for revenue-producing facilities only. Rates charged for such operations shall be sufficient to generate a net income equivalent to 120% of the annual debt service obligation. The maximum permissible term for revenue bonds shall be twenty years.

Debt reserves equal to the next principal and interest payment shall be maintained (except for assessment debt).

Short-term debt instruments, i.e., tax and revenue anticipation notes, commercial paper and variable rate demand bonds will be used in limited circumstances and only as interim financing sources.

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users.

#### Overlapping debt

Overlapping governments are other taxing jurisdictions that overlap the City's boundaries, thus exposing the City's taxpayers to taxation by other governmental entities. The City will strive to minimize the use of debt; it is recognized that the individual taxpayer must bear the burden of all overlapping jurisdictions, both for operating and capital purposes.

#### Legal debt margin

Per State Statutes, general obligation bonds are subject to a legal debt limit of 20% of the City's portion of assessed valuation of taxable property. This is outlined in Council Policy #3.

#### Rating

The City of Kirksville seeks to maintain the highest possible credit rating for all categories of short and long-term general obligation debt that can be achieved without compromising delivery of basic City services and achievement of adopted City policy objectives.

The City will not consider long-term debt that, through its issuance, would cause the City's bond rating to be lowered.

The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

#### Lease financing

The City will utilize capital leasing arrangements to fund the purchase or construction of major capital items when necessary. Lease payments will be paid from the applicable operating revenues.

#### Bond counsel

The City will retain external bond counsel for all debt issuances to ensure compliance with applicable federal and state tax and other laws and regulations pertaining to public financing. No debt will be issued by the City without a written opinion by bond counsel.

#### Financial advisor

The City will retain an external financial advisor, selected through a competitive process, to be utilized in selected debt issuances.

#### Arbitrage

The City will follow a policy of full compliance with all arbitrage rebate requirements of the federal tax code and Internal Revenue Service regulations and will perform, as necessary, arbitrage rebate calculations for each issue subject to rebate on an annual basis. All necessary rebates will be filed and paid when due.

#### Financial disclosures

The City shall include the appropriate debt disclosures as required in the Official Statements, the Comprehensive Annual Financial Report (CAFR) and the annual budget.

#### Rate increases

For any enterprise fund that is supporting debt, an annual rate study will be performed to ensure that the fees or rates are sufficient to meet the debt service requirements.

#### Letter of credit

Occasionally, a letter of credit is required from the City's depository bank to establish availability of funds and a limit of funds dedicated to the specific project. The Finance Director will be responsible for acquiring the letter of credit and negotiating the terms.

#### Conduit financing

The City may sponsor conduit financings for those activities, i.e., economic development, housing, etc., that have a general public purpose and are consistent with the City's overall service and policy objectives. All conduit financings must be structured to protect the City completely from any credit risk or exposure and must be approved by the City Manager before being submitted to the City Council for authorization and implementation.

## REVENUE MANAGEMENT POLICY

It is the policy of the City of Kirksville to use its resources in a manner to ensure consistent provision of public services and help ensure financial stability regardless of economic fluctuations. The following practices are followed to ensure sufficiency of revenue flow:

- The City will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source. **Efforts will be directed to optimize existing revenue sources in addition to seeking new revenue sources.**
- The City acknowledges that obtaining additional major revenue sources is a component of ensuring a balanced budget. **The City Finance Director will provide an annual estimate to the City Council of anticipated revenues using an objective and analytical process utilizing conservative assumptions.**
- The City will rely on user charges where appropriate, but will refrain from “nuisance” charges. User charges, as opposed to licensing or regulatory charges, shall, wherever possible and appropriate, recover the full cost (operating, direct, indirect, **debt service** and capital) of providing the service. **Utility user charges will be reviewed annually to ensure sufficiency of revenues to fund all costs for provision of water, sewer and stormwater services.**
- All charges and fees will be reviewed annually. Comparison with other public and/or private organizations will be used when appropriate, as well as service cost, in determining the level of fees and charges, and their equities.
- The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.
- The City will refinance outstanding debt whenever economically feasible.
- The City will follow an aggressive policy of collecting revenues, including past due bills of any type.
- The City shall dispose of surplus property in the most cost effective manner **and ensuring optimum fair market value is received.**
- **One-time revenues will be used only for one-time expenditures. The City will avoid using non-recurring revenues to fund on-going programs and activities.**
- **The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant, the City shall 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 or projects financed with grant monies will be budgeted separately and 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 are funded during the budget process. Capital or programs funded by grants will not automatically be funded by non-grant resources.**
- The use of revenues, which have been pledged to bond holders, will conform in every respect to bond covenants and restrictions in the commitment of those revenues.
- Revenues actually received will be compared to budgeted revenues by the City’s Finance Director and variances will be investigated. A summary of the results will be presented to the City Manager and City Council.

# INVESTMENT POLICY

## I. Scope

This policy shall govern the investment activities of the City of Kirksville, excluding any specific funds cited or those pertaining to investments of employees' retirement funds or proceeds from certain bond issues.

**Pooling of Funds.** Except for cash in certain restricted, fiduciary or special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**External Management of Funds.** Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

## II. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

**Safety.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seek to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- Credit Risk. The City will minimize credit risk, the risk of loss due the failure of the security issuer or backer, by:
  - . Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business.
  - . Diversifying the portfolio so that potential losses on individual securities will be minimized.
- Interest Rate Risk. The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
  - . Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to cash in unmatured investments or sell securities on the open market prior to maturity.
  - . Investing operating funds primarily in shorter-term securities.

**Liquidity.** The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands (static liquidity). Since all possible cash demands cannot be anticipated, the portfolio should consist largely of investments with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

**Yield.** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- . A security with declining credit may be sold early to minimize loss of principal.
- . A security swap would improve the quality, yield, or target duration in the portfolio.
- . Liquidity needs of the portfolio require that the security be sold.

### **III. Standards of Care**

**Prudence.** The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**Ethics and Conflicts of Interest.** City staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. City staff involved in the investment process shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

**Delegation of Authority.** Authority to manage the investment program is granted to the City's Finance Director as investment officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the

operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the investment activities.

#### IV. Investment Transactions

**Authorized Financial Institutions.** The purchase of City investment securities will be on a competitive basis from financial institutions which have branches located within the City limits of Kirksville or from the State of Missouri investment pool. A list will be maintained of financial institutions authorized to provide investment transactions.

**Internal Controls.** The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City's independent auditor. The internal control structure shall be designed to ensure that the assets of the City are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

#### V. Portfolio

**Investments.** The City will limit its purchase of investment securities to those which are of the highest quality, including, but not limited to the following instruments:

- U.S. Treasury Bills, Notes and Bonds
- Certificates of Deposits (collateralized)
- Government Repurchase Agreements

**Collateralization.** All Certificates of Deposits and Repurchase Agreements will be fully collateralized at 105%. The securities acceptable to be used as collateral are described in Missouri Statutes 30.270, Part 1, with the exception of items 6 and 7.

All securities, which serve as collateral against the deposits of a depository institution, must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five business days from the settlement date.

The City shall have a *depository contract and pledge agreement* with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the City's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

**Investment Restrictions and Prohibited Transactions.** To provide for the safety and liquidity of the City's funds, the investment portfolio will be subject to the following restrictions:

- Borrowing for investment purposes ("Leverage") is prohibited.
- Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.
- Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

## VI. Investment Parameters

**Diversification.** Investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed.

**Maximum Maturities.** To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Generally, the City will maintain approximately 75 percent of the City's cash reserves in short-term investments of less than one-year maturities. Long-term investments of up to two years shall be limited to approximately 25 percent of the City's investments. At no time shall funds from the City's pooled cash account be invested for a length to exceed two years without the prior approval of the City Council.

## VII. Reporting

**Reports.** At least quarterly, the investment officer shall prepare an investment report, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made by the investment officer over the last quarter. This report shall be provided to the City Council and will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually]
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

**Performance Standards.** The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

# CASH MANAGEMENT POLICY

It is the policy of the City of Kirksville to follow prudent cash management practices to ensure the availability of funds for the payment of bills and payroll; properly safeguard the collection of cash and ensure timely deposit; maintain an accurate accounting of cash inflows and outflows; facilitate the investment of idle cash to maximize revenues; and monitor the level of funds necessary to meet short-term needs.

## Cash pool

All monies from all of the City's different funds are centralized in the City's main checking account (pooled account) unless stipulated under federal or state provisions to be segregated or as required for special projects. For financial reporting purposes, the monies are reported in the appropriate fund. Interest earned by the pool is proportionately divided among the funds based on their month-end cash balance.

## Centralized depository

Various City departments have the capability to accept cash payments. Monies collected are forwarded on a daily basis to the Finance Department which performs the actual depository function. A deposit is made daily to ensure funds are available for immediate use or investment. Monies collected after the deposit is made are kept secure in a locked vault with access limited to authorized personnel.

**The City accepts substitute checks that meet the standards as outlined under the Check Clearing for the 21<sup>st</sup> Century Act (Check 21 Act). Any checks that are not in compliance with the promulgated standards will be subject to refusal of acceptance.**

## Credit card acceptance

Credit cards are accepted as a payment method to encourage discretionary charges, i.e., airport fuel and recreation fees, ~~while limiting their use for~~ **in addition to mandatory charges for customer convenience**, i.e., utility bills. **The City will not charge fees for usage of the credit cards but instead will take any convenience costs into account when structuring charges for services.**

**The City maintains compliance with the Payment Card Industry (PCI) data security requirements for security controls over customer card data.**

## On-line services

**The City will encourage the payment of fees or charges through the use of the City's on-line web payment system.**

## Receivables

The City actively pursues collection on returned checks and bad debts. Returned checks are subject to additional processing costs incurred by the City. Checks will not be accepted from individuals who have not satisfied outstanding debts or who have a history of writing bad checks.

Procedures for the collection of delinquencies conforms with the provisions of the Fair Debt Collection Practices Act Subchapter V, Section 1692 of the U.S. Code, which requires the elimination of abusive debt collection practices, limits communications with debtors, prohibits harassment or abuse, prohibits unfair practices, requires written validation of the debt, provides for civil liability of debt collectors and uses the Federal Trade Commission to enforce its provisions.

Special tax liens are instigated against real property whose owners have failed to pay debt obligations to the City related to that specific property, e.g., demolition costs, mowing, etc.

### Internal controls

A segregation of duties is mandatory to ensure proper handling of cash collections and to be in compliance with annual audit procedures. The Finance Director has the overall fiduciary responsibility for proper cash management and is required to be bonded.

### Petty cash

The Finance Department petty cash drawer is housed in a secure and locked location and is limited in access to three authorized employees. Petty cash vouchers are utilized to record the withdrawal of funds and are signed by the individual requesting the withdrawal. The petty cash fund is reconciled at a minimum on a monthly basis.

Other departments maintain separate petty cash funds which can only be reimbursed by submittal of approved vouchers to the Finance Department. These funds are periodically audited and the amount in any fund will not exceed \$500.

### Bank reconciliations

The City maintains various bank accounts which are reconciled on a monthly basis, generally within five working days of the beginning of the month. To maintain proper segregation of duties, the bank reconciliation duties are divided among various employees that have no direct responsibility for the collection or disbursement of cash in the account for which the reconciliation is performed.

### Cash flow monitoring

Temporarily idle cash is invested until needed. Cash inflows and outflows are monitored to ensure that the supply of liquid cash is available to meet appropriation requests. During peak construction periods and recreation season, cash outflows increase and cash on hand is generally maintained at a level to meet three months of appropriation requests. Cash flow monitoring ensures the City has the ability to meet future cash requirements and eliminates the need for short-term borrowing in addition to maximizing the time available for investment.

The City's investment policy is explained in more detail in City Council Policy #10.

### Vendor disbursements

~~Cash disbursements are made with City Council approval.~~ **On a weekly basis, the City Manager and Finance Director approve the listing of vendor payments to be disbursed for that week. Vendor payments are disbursed weekly, generally on Friday, unless it falls on an observed holiday.** ~~The City adheres to a semi-monthly vendor disbursement schedule. The only exception is the need for a check advance that is needed between disbursement cycles. A check advance is prepared only after approval by the City Manager and the Finance Director.~~ **Exceptions to the weekly disbursement cycle include the need for an advance check or for an electronic transfer for payment of payroll taxes, bonds, bond fees, sales tax remittance, etc.**

The City strives to make timely payment and take advantage of every applicable discount possible.

### Payroll disbursements

Payroll is performed bi-weekly and is paid from a bank account set up specifically to disburse payroll monies, payroll taxes and payroll-related transactions. Monies are transferred from the pooled account as needed to cover payroll disbursements. City employees have the option for their payroll checks to be directly deposited into their respective bank accounts.

### Check fraud protection

The City secures its check stock in a locked location with access limited to a maximum of four authorized personnel and is accounted for through a control log. Two authorized signatures are required on all checks disbursed. A signature **stamp machine** is utilized which is secured and

available for use by only authorized personnel who are required to sign a log sheet. Duties are segregated among the staff for initiating, authorizing, preparing, signing, mailing payments and reconciling bank statements.

#### Banking services

The City goes out for bids on their banking services every ~~two~~ **three** years, with an option to renew with their current financial institution for an additional ~~two~~ **three** years. The bid process consists of sending out requests for proposals (RFP) to all local financial institutions which details the services required by the City. Each bid is reviewed in detail to determine the scope of services offered, at what cost and interest rate offered on the collective bank accounts. **The City Council approves the bid in July with the agreement for banking services to commence September 1.**

The City maintains a written banking services agreement with the depository bank engaged.

#### Collateral

All deposits must be collateralized equal to a margin of 105 percent of market value over the bank balances, inclusive of the FDIC-insured limit of \$100,000. The collateral is held in a third-party bank that is independent of the depository bank or the bank's holding company. The securities acceptable to be used as collateral are described in State Statutes 30.270, Part 1, with the exception of items 6 and 7.

#### Unclaimed Property

All refunds of monies are remitted back to the rightful owners as applicable. The City makes every possible effort to find the owner of property; if refunds are "abandoned" or go unclaimed, the City will hold the monies for a period of five years before remitting to the Missouri State Treasurer's Office, as per State Statutes Chapter 447 RSMo.

#### Identity Theft

The City enforces the Fair and Accurate Credit Transaction Act of 2003 (FACTA) and adopted the "Red Flag" rules as they pertain to the provision of and payment for municipal-provided utility services. An Identity Theft Prevention Program was adopted by the City effective October 20, 2008.

## *General Fund Revenue Projections*

Account	Description	2011 Proposed	2010 Adopted	2010 Projected	2009 Actual	2008 Actual
<b>Taxes and Franchise Fees</b>						
10-0000-3010	Real Estate Taxes	729,365	707,350	722,140	652,449	638,119
10-0000-3020	Personal Property Taxes	170,115	185,900	179,070	185,201	198,263
10-0000-3030	Business Surtax	61,225	60,390	60,320	59,549	58,738
10-0000-3040	Railroad & Utility	55,115	53,420	55,115	54,814	52,105
10-0000-3050	Financial Institution	15,000	14,110	15,000	16,520	13,832
10-0000-3060	Prior & Delinquent	70,000	67,895	69,460	63,262	52,946
10-0000-3070	Payment in Lieu of Taxes	2,670	2,140	2,670	2,671	2,399
10-0000-3080	General Sales Tax	2,476,280	2,570,270	2,466,000	2,425,659	2,507,214
10-0000-3100	Cigarette	96,000	101,190	96,030	103,261	103,992
10-0000-3130	Telephone	360,960	320,150	490,165	546,709	287,193
10-0000-3140	Electric	789,700	754,140	741,450	674,043	654,073
10-0000-3150	Gas	239,840	383,720	218,035	274,263	349,592
10-0000-3160	Cable Television	91,800	87,000	91,870	89,959	86,814
10-0000-3170	Lodging Tax	138,385	138,385	147,055	150,056	134,962
	<b>Subtotal</b>	<b>5,296,455</b>	<b>5,426,060</b>	<b>5,354,380</b>	<b>5,298,316</b>	<b>5,140,242</b>
<b>Licenses and Permits</b>						
10-0000-3190	Business	43,100	43,100	43,275	43,712	41,671
10-0000-3200	Liquor	19,750	21,765	19,750	21,564	21,764
10-0000-3210	Gross Sales	210,700	205,195	200,610	203,303	209,446
10-0000-3220	Building Permits	53,600	40,050	53,070	04,362	65,940
10-0000-3230	Gas Permits	520	520	520	676	507
10-0000-3240	Boat Permits	8,700	4,700	8,700	9,070	8,843
10-0000-3260	Trash Hauler Permits	52,800	26,060	42,700	13,034	10,734
	<b>Subtotal</b>	<b>389,170</b>	<b>342,190</b>	<b>376,625</b>	<b>376,321</b>	<b>358,913</b>
<b>Intergovernmental</b>						
10-0000-3270	Motor Vehicle Sales Tax	94,880	90,160	94,880	89,935	101,492
10-0000-3280	Motor Vehicle Fuel Tax	483,475	484,145	483,475	477,956	489,150
10-0000-3290	Motor Vehicle License	75,070	81,040	75,070	71,340	73,623
10-0000-3300	State & Federal Grants	73,400	103,230	116,160	173,406	136,881
	<b>Subtotal</b>	<b>726,825</b>	<b>758,575</b>	<b>769,585</b>	<b>812,637</b>	<b>801,146</b>
<b>Charges for Services</b>						
10-0000-3330	Activities Fees	9,880	8,600	9,880	8,780	7,460
10-0000-3370	Clean-up Fee	0	42,000	3,505	39,710	42,533
	<b>Subtotal</b>	<b>9,880</b>	<b>50,600</b>	<b>13,385</b>	<b>48,490</b>	<b>49,993</b>
<b>Fines and Costs</b>						
10-0000-3390	Crime Compensation	5,700	6,255	5,700	6,273	6,317
10-0000-3400	Fines & Costs	136,315	86,755	101,365	86,581	92,594
10-0000-3410	Police Training Collect	2,400	2,400	2,320	2,454	2,463
10-0000-3420	Police Charges	2,400	2,465	2,400	2,518	2,240
10-0000-3430	Parking Violations	10,250	8,120	10,250	12,109	9,870
10-0000-3440	Court Administrative Charges	0	8,000	0	0	0
	<b>Subtotal</b>	<b>157,065</b>	<b>113,995</b>	<b>122,035</b>	<b>109,935</b>	<b>113,484</b>
<b>Financing Sources</b>						
10-0000-3630	Loan Proceeds	0	300,000	250,000	0	0
<b>Management Fee</b>						
10-0000-3790	Wastewater	112,500	109,420	112,350	118,935	114,540
10-0000-3800	Water	135,500	134,860	135,355	148,670	147,880
	<b>Subtotal</b>	<b>248,000</b>	<b>244,280</b>	<b>247,705</b>	<b>267,605</b>	<b>262,420</b>
<b>Other</b>						
10-0000-3900	Refunds & Reimbursements	60,000	60,000	136,040	146,894	116,838
10-0000-3910	Contributions	6,420	4,950	6,580	7,270	5,392
10-0000-3940	Sale of Property	0	0	24,000	15,242	55,967
10-0000-3950	Transfers In	251,150	411,800	411,800	334,207	436,014
10-0000-3980	Investment Earnings	7,500	5,000	7,400	2,190	15,347
10-0000-3990	Miscellaneous	30,000	32,600	35,520	27,751	27,667
	<b>Subtotal</b>	<b>355,070</b>	<b>514,350</b>	<b>621,340</b>	<b>533,554</b>	<b>657,225</b>
	<b>Total Revenues</b>	<b>7,182,465</b>	<b>7,750,050</b>	<b>7,755,055</b>	<b>7,446,858</b>	<b>7,383,423</b>

## General Fund Revenue Projections

Account	Description	Legal Authorization	Projection Assumptions	2011 Budget	2010 Adopted	2010 Projected	2010 Variance	2009 Actual
10-0000-3010	Real Estate Taxes Ad valorem tax levied on all real property based upon assessed valuation established by County Assessor. Assessment formula: residential 19%, agriculture 12% and commercial and industrial 32%.	RsMO	Based on 2010 assessment plus new construction, net of uncollectibles of 3.1%. TIF allocation and collection costs of 4%. Revenue growth of 1% allowed for reassessment and new construction only.	729,365	707,350	722,140	14,790	652,449
10-0000-3020	Personal Property Taxes Ad valorem tax levied on all personal property based upon assessed valuation established by County Assessor. Assessment formula: 33 1/3% of value.	RsMO	Based on 2010 assessment less 5%; net of uncollectibles of 5% and collection costs of 4%.	170,115	165,900	179,070	(6,830)	135,201
10-0000-3030	Business Surtax Tax assessed on business realty, railroad and utility property by County Collector.	RsMO	2011: Based on average collection growth history.	61,225	60,390	60,320	(70)	59,549
10-0000-3040	Railroad & Utility Tax assessed on railroad tracks, utility lines and all other movable property owned or leased by railroad and utility companies.	RsMO	Assessed value increased in 2010 by 3%. 2011: stable valuation.	55,115	53,420	55,115	1,095	54,614
10-0000-3050	Financial Institution Tax paid to the State on net income by all banks, trust companies, credit institutions and insurance companies.	RsMO	Variable source of revenue dependent upon each institution's write offs. 2011: based upon stable 2010.	15,000	14,110	15,000	890	16,520
10-0000-3060	Prior & Delinquent Property taxes unpaid as of January 1. Additional penalties assessed on unpaid balances.	RsMO	Average collection rate is 90% on real and 67% on personal delinquent taxes. 2011: based upon estimated delinquency for 2010.	70,000	67,895	69,400	1,565	63,262
10-0000-3070	Payment in Lieu of Taxes Tax in lieu of property taxes on realty owned by the Kirksville Housing Authority.	RsMO	Payment limited to 10% of gross rents based on tax levy. 2011: based on 2010.	2,670	2,140	2,670	530	2,671
10-0000-3080	General Sales Tax 1% tax on all retail sales made within the city limits. MoDOR collects and charges 1% collection fee.	RsMO	YTD 2010 sales up .83% over 2009. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2011: growth based on 2010.	2,476,280	2,570,270	2,466,000	(104,270)	2,425,559
10-0000-3100	Cigarette Tax on each package of cigarettes sold in the city. Tax is \$.0025 per cigarette.	RsMO/Ordinance	Volatile revenue source dependent upon sales made in the city. YTD 2010 sales 7% lower than 2009. 2011: based on 2010 the lowest collection of prior 3	96,000	101,190	96,030	(5,160)	103,261
10-0000-3130	Telephone 5% franchise tax levied on gross receipts of landline and wireless telecom companies. Settlements will protested wireless taxes of 2007 \$291,511, 2009 \$292,263 and 2010-\$129,264	RsMO/Ordinance	YTD 2010 collections up 36% over 2009 due to receipt of wireless taxes. 2011: stable receipts with 2010 excluding settlement	360,960	320,150	490,165	170,015	516,709
10-0000-3140	Electric 4.75% franchise tax levied on gross receipts of AmerantIG and Tri-County Electric as the exclusive providers of electricity within the city.	RsMO/Ordinance	AmerantIG rate increase of 10% effective mid-year 2010. YTD 2010 collections 10% over 2009. 2011: based on 2010 with mid year rate increase in 2011	789,700	751,140	711,450	(12,890)	671,013
10-0000-3150	Gas 5% franchise tax levied on gross receipts of Atmos Energy as the exclusive provider of natural gas within the city.	Ordinance	YTD 2010 collections decreased 30% from 2009, primarily due to credits for ISU billing. 2011: forecast at 10% rate increase.	239,840	363,720	218,035	(145,685)	274,263

## General Fund Revenue Projections

Account	Description	Legal Authorization	Projection Assumptions	2011 Budget	2010 Adopted	2010 Projected	2010 Variance	2009 Actual
10-0000-3160	Cable Television 3% franchise tax levied on gross receipts of Cable One as the exclusive provider of cable television services within the city.	Ordinance	YTD 2010 collections up 4% over 2009. Franchise tax affected by moratorium on internet access taxes, alternative services and exclusion of dial-up and cable modem services. 2011: stable based on 2010.	91,800	87,000	91,870	4,870	89,959
10-0000-3170	Lodging Tax 3.6% tax imposed on sleeping rooms within the city limits. Enacted 1/1/07. City collects on behalf of the Kirksville Chamber of Commerce and retains 1% administrative fee of collections.	Ordinance	FY 2010 down 2% from 2009 collections. 2011: budget at same level as in prior years.	138,385	138,385	147,055	8,670	150,056
10-0000-3190	Business License fee paid by all businesses and contractors operating in the city and the merchants license fee collected on behalf of the county.	RsMO/Ordinance	YTD 2010 collections are 1% lower than 2009. 2011: forecast to remain level due to stable number of businesses.	43,100	43,100	43,275	175	43,712
10-0000-3200	Liquor Revenue from liquor licenses issued for the sale or serving of liquor within the city. Renews annually July 1.	RsMO/Ordinance	2010 renewals are 9% under 2009. 2011: stable with 2010.	19,750	21,765	19,750	(2,015)	21,564
10-0000-3210	Gross Sales Quarterly gross receipts tax on sales made by licensed retail businesses. \$.50 per \$1,000 of sales assessed over the first annual \$30,000. 2007 saw a change in reporting from cash basis to accrual so additional quarter included in 2007.	Ordinance	YTD 2010 collections are 5% higher than 2009. 2011: project conservative 1% growth factor.	210,700	205,195	208,610	3,415	203,303
10-0000-3220	Building Permits Revenue from permitting of new construction, remodeling or demolition. Ensures adherence to code standards and to zoning ordinance. Permit charge based on fee schedule.	Ordinance	YTD 2010 collections are 44% lower than 2009. This account is historically forecast conservative unless there are known projects. 2011: based on prior year less one-time projects plus 1% growth.	53,600	40,850	53,070	12,220	84,362
10-0000-3230	Gas Permits Fee charged for the inspection of all new gas hookups. \$13 per inspection, excluding new construction.	Ordinance	2011: based on 40 inspections annually.	520	520	520	0	676
10-0000-3240	Boat Permits Permits are required on all boats that use Forest Lake. Annual or daily permits are available for purchase at the Finance Dept. or Forest Lake.	Ordinance	YTD 2010 collections up 37% over 2009. Volatile revenue source based on weather, usage and lake patrol enforcement efforts. 2011: based on 2010.	8,700	4,700	8,700	4,000	9,070
10-0000-3260	Trash Hauler Permits 4% gross receipts fee paid by all trash haulers operating within the city limits. Finance bills and collects for residential trash collection. (Revised effective April 1, 2010)	Ordinance	A stable revenue source. Veolia commenced remitting for commercial accounts effective 04/2010 after protesting paying since 2007.	52,800	26,060	42,700	16,640	13,634
10-0000-3270	Motor Vehicle Sales Tax Distribution by State on sales tax collected statewide from sale of applicable vehicles. Tax is used for street maintenance, repairs and improvements. Cities receive 15% of one-half of state sales tax collected based upon 2000 census.	RsMO	YTD 2010 collections are 10% over 2009. Remainder of 2010 forecast conservatively. 2011: based on 2010.	94,880	90,160	94,880	4,720	89,935
10-0000-3280	Motor Vehicle Fuel Tax Distribution by State on allocation of fuel tax collected statewide from sale of gasoline. Tax is used for street maintenance, repairs and improvements. Cities receive 15% of fuel tax collected based upon 2000 census.	RsMO	YTD 2010 collections are 2% over 2009. Driving habits affected by pump prices. Remainder of 2010 forecast conservatively. 2011: based on 2010.	483,475	484,145	483,475	(670)	477,956

## General Fund Revenue Projections

Account	Description	Legal Authorization	Projection Assumptions	2011	2010	2010	2010	2009
				Budget	Adopted	Projected	Variance	Actual
10-0000-3290	Motor Vehicle License Distribution by State on license fees collected statewide on applicable vehicles. Tax is used for street maintenance, repairs and improvements. Cities receive 15% of license fees collected in excess of amount collected as of 1/1/80.	RsMO	YTD 2010 collections are 9% over 2009. 2011: based on 2010.	75,070	81,040	75,070	(5,970)	71,340
10-0000-3300	State & Federal Grants Reimbursements from expenditure drive grants that are for General Fund activities.	Administrative	Based on known grant applications, primarily for emergency services.	73,400	103,230	116,160	12,930	173,406
10 0000 3330	Activities Fees Revenues collected from participants in city-sponsored activities or shelter rentals.	Administrative	Fee charged is dependent on activity. YTD 2010 collections are 13% over 2009. 2011: based on 2010 level.	0,880	8,600	9,880	1,280	8,780
10-0000-3370	Clean-up Fee Fee collected from each residential customer that has active water service to offset out-of-pocket costs incurred with annual city clean-up. Fee is \$ .50 per month. <b>Discontinued February 2010.</b>	Ordinance	2010: represents 2 months of billing prior to being discontinued February 2010.	0	42,000	3,505	(38,495)	39,710
10-0000-3390	Crime Compensation Collections on municipal ordinance violations, with the exception of parking tickets. Surcharge of \$7.50 per case is assessed, of which 95% is remitted to the State for crime victims compensation and 5% is retained by the General Fund.	RsMO/Ordinance	Volatile revenue source dependent upon the number of violations. YTD 2010 collections are 13% lower than 2009. 2011: forecast at stable 2010.	5,700	6,255	5,700	(555)	6,273
10-0000-3400	Fines & Costs Fines levied by the municipal judge for violations of city ordinances and traffic violations.	RsMO	YTD 2010 collections are 2% higher than 2009, fines increased June 2010. 2011: forecast full year at increased fines.	136,315	86,755	101,365	14,610	86,581
10-0000-3410	Police Training Collect Fee assessed on all moving violation convictions for law enforcement training-\$2 for each violation.	Ordinance	YTD 2010 collections are 11% lower than 2009. 2011: forecast based on average of 1,200 cases.	2,400	2,400	2,320	(80)	2,454
10-0000-3420	Police Charges Charges assessed for copies of accident reports. Fees vary based on service.	Administrative	YTD 2010 collections are 7% lower than 2009. 2011: forecast at stable 2010.	2,400	2,465	2,400	(65)	2,518
10-0000-3430	Parking Violations Fines assessed for parking violations: \$15 if paid within 5 working days of citation; \$20 if paid within 10 working days and \$25 if paid after the 10th working day (revised 6/26/01).	RsMO/Ordinance	YTD 2010 collections are 20% lower than 2009. 2011: forecast at stable 2010.	10,250	8,120	10,250	2,130	12,109
10 0000 3440	Court Administrative Charges Fees assessed to offset costs incurred with upgrade of new court software. \$10 per case.	Administrative	Never implemented and replaced with increase in fines/costs.	0	8,000	0	(8,000)	0
10 0000 3630	Loan Proceeds Proceeds from lease financing arrangement to pay for upgrade of computer infrastructure.	RsMO/Ordinance	Lease-financing arrangement for upgrade of City's computer equipment in 2010.	0	300,000	250,000	(50,000)	0
10-0000-3790	Wastewater 5% franchise fee of gross receipts of sewer charges. Offset costs of General Fund for operations.	Administrative	Revised costing method effective 2008. Based on sewer charges as projected and budgeted. Adjusted to actual at year-end.	112,500	109,420	112,350	2,930	118,935
10-0000-3800	Water 5% franchise fee of gross receipts of water charges. Offset costs of General Fund for operations.	Administrative	Revised costing method effective 2008. Based on water charges as projected and budgeted. Adjusted to actual at year-end.	135,500	131,860	135,355	495	148,670

## General Fund Revenue Projections

Account	Description	Legal Authorization	Projection Assumptions	2011 Budget	2010 Adopted	2010 Projected	2010 Variance	2009 Actual
10-0000-3900	Refunds & Reimbursements	Administrative	<p>Includes various reimbursements for insurance recoveries, cell phone, telephone, School Resource Officer, E911 administrative fees and of other miscellaneous expenses in General Fund.</p> <p>Volatile revenue source. Known reimbursements are 1/2 of the SRC salary by KV R-III and the E911 administrative fees. 2010 collections include FEMA and other one-time reimbursements. 2011: based on prior 3 year average excluding one-time reimbursements.</p>	60,000	60,000	136,040	76,040	146,894
10-0000-3910	Contributions	Administrative	<p>Contributions received from individuals or organizations for specific projects in the General Fund or settlement of court restitution cases.</p> <p>2011: based on average of prior 3 years. No specific projects known.</p>	6,420	4,950	6,580	1,630	7,270
10-0000-3940	Sale of Property	Administrative	<p>Proceeds from sale of capital items.</p> <p>Actual only.</p>	0	0	24,000	24,000	15,242
10-0000-3950	Transfers In	Administrative	<p>Allocation of monies transferred from other Funds to the General Fund.</p> <p>Budgeted for known transfers. 2010: CIST \$386,500; Forest Llewellyn Cemetery Fund \$25,300. 2011: CIST \$250,000; Forest Llewellyn Cemetery Fund \$1,150.</p>	251,150	411,800	411,800	0	334,207
10-0000-3980	Investment Earnings	Administrative	<p>Interest earned on allocated General Fund monies invested in CDs and interest-bearing accounts.</p> <p>Revenue source fluctuates with interest rates bid and level of idle monies. Average interest rate earned YTD 2010 is less than 1% MMA. YTD 2010 include idle monies invested in CDs.</p>	7,500	5,000	7,400	2,400	2,190
10-0000-3990	Miscellaneous	Administrative	<p>Monies received from various miscellaneous sources and not allocable to other accounts. Examples of revenue recorded in this account is rental of TCRC building, annual Haz-Mat and motor vehicle extrication fee from the county, training, AT Still lease, etc.</p> <p>YTD 2009 collections are stable with 2008. 2010: based on average of prior 3 years. One-time payments or fire insurance proceeds not budgeted.</p>	30,000	32,600	35,520	2,920	27,751
<b>Total General Fund Revenues</b>				<b>7,182,466</b>	<b>7,750,050</b>	<b>7,755,055</b>	<b>5,005</b>	<b>7,446,858</b>

## Utility Fund Revenue Projections

Account	Description	2011 Requested	2010 Adopted	2010 Projected	2010 Variance	2009 Actual	2008 Actual
80-0000-3300	State & Federal Grants	300,000	300,000	0	(300,000)	0	0
80-0000-3350	Service Continuation Fee	100	100	0	(100)	100	0
80-0000-3620	ARRA Bonds-Project	0	0	2,228,520	2,228,520	0	0
80-0000-3621	ARRA Bonds-COI	0	0	22,740	22,740	0	0
80-0000-3630	Bond Proceeds-W	0	260,800	1,045,320	784,520	0	0
80-0000-3631	Bond Proceeds-WW	250,000	1,118,120	926,800	(191,320)	0	0
80-0000-3640	Trash Services	684,000	651,470	626,390	(25,080)	400,454	424,543
80-0000-3651	Sewer Charges	2,250,000	2,398,325	2,246,950	(151,375)	2,046,246	2,090,953
80-0000-3661	Excess Sewer Charge	30,000	20,000	41,890	21,890	29,160	31,648
80-0000-3670	Stormwater Charge	168,000	0	70,000	70,000	0	0
80-0000-3700	Water Sales	2,710,000	2,907,120	2,707,075	(200,045)	2,506,482	2,606,770
80-0000-3720	Sales of Merchandise-W	7,500	9,705	5,820	(3,885)	9,365	8,313
80-0000-3730	Bulk Water	300	2,685	300	(2,385)	406	2,614
80-0000-3740	Bad Debt Collections-W	6,000	8,130	5,860	(2,270)	7,111	4,481
80-0000-3750	Service Calls-W	32,000	35,000	32,090	(2,910)	34,718	12,519
80-0000-3760	Primacy Fee-W	21,060	20,880	21,060	180	20,886	20,752
80-0000-3770	Tap Fees-W	1,300	1,400	1,270	(130)	1,350	2,520
80-0000-3771	Tap Fees-WW	300	300	0	(300)	0	290
80-0000-3890	Plumbers Licenses-W	2,795	2,675	2,795	120	2,800	2,676
80-0000-3900	Refunds & Reimbursements-W	10,000	0	566,250	566,250	106,820	0
80-0000-3901	Refunds & Reimbursements-WW	0	0	0	0	17,671	0
80-0000-3940	Sale of Property	0	0	0	0	20,946	
80-0000-3950	Transfers In-W	0	0	0	0	0	26,453
80-0000-3951	Transfers In-WW	0	0	0	0	0	8,336
80-0000-3952	Transfers In-SW	50,000	50,000	50,000	0	0	0
80-0000-3970	Rental Income-W	138,200	134,825	135,370	545	132,212	130,739
80-0000-3980	Investment Earnings-W SRF	195,000	205,000	204,945	(55)	184,839	152,383
80-0000-3981	Investment Earnings-WW SRF	175,000	220,000	187,325	(32,675)	214,008	243,788
80-0000-3982	Investment Earnings	2,000	10,000	2,000	(8,000)	2,047	17,217
80-0000-3983	Investment Earnings-SW	15,000	0	11,500	11,500	0	0
80-0000-3990	Miscellaneous-W	20,000	35,000	19,860	(15,140)	18,025	63,866
80-0000-3991	Miscellaneous-WW	0	0	100	100	0	0
	<b>Total Revenues</b>	<u>7,068,555</u>	<u>8,391,535</u>	<u>11,162,230</u>	<u>2,770,695</u>	<u>5,755,666</u>	<u>5,870,881</u>

16% decrease from 2010 budget (\$1.13 million SRF)

## **CAPITAL IMPROVEMENTS SALES TAX**

1/4 cent will generate \$600,000

Approved by voters April 2007, effective October 1, 2007

### Allocation Plan

\$200,000	<u>Capital Equipment</u> – police cars, street equipment and vehicles for general fund operations – streets, engineering, codes, fire and parks
\$60,000	<u>Parks and Recreation</u> – fields, parks, trails, shelters, recreation venues (skate parks, soccer fields), and facility maintenance
\$100,000	<u>New Fire Truck</u> – aerial ladder truck – will take approximately 8 years to pay-off
\$50,000	<u>Storm Drainage</u>
\$25,000	<u>Housing Rehabilitation and Housing Demolition</u>
\$50,000	<u>Airport Capital</u> – vehicles, equipment, city match for projects (reduce General Fund subsidy)
\$50,000	<u>Other Capital</u> – roof repairs, building maintenance, communications equipment, computer enhancements
\$25,000	<u>Sidewalk Replacement</u> – 50/50 program residential and business
\$15,000	<u>Business Improvement Loan</u> – downtown facades
\$25,000	<u>Fund Balance</u> – could be used toward grant matches

**\$600,000 TOTAL**

**TITLE PUBLIC BUILDINGS - CAPITAL DOLLARS**

YEAR	PROJECT	COST OF PROJECT BY FUNDING SOURCE		Total Cost	Status	Amount Requested	Total Cost
LIST FUNDING SOURCE NAME ON LINE BELOW							
<b>Year 1</b>	<b>FY 2011</b>	<b>CIP</b>	<b>GF/CIST</b>				
	Police Department Furniture Replacement		\$5,000	\$5,000		\$5,000	\$5,000
	City Hall Structural Analysis by Structural Engineer		\$6,000	\$6,000		\$6,000	\$6,000
	Repairs to Airport Terminal Roof	\$48,000		\$48,000		\$48,000	\$48,000
	Airport HVAC Replacement	\$46,000		\$46,000		\$46,000	\$46,000
	City Hall Basement Carpet Replacement	\$11,000		\$11,000		\$11,000	\$11,000
	Linoleum Replacement at City Hall	\$7,000		\$7,000		\$7,000	\$7,000
	<b>Total</b>			<b>\$123,000</b>			<b>\$123,000</b>
<b>Year 2</b>	<b>FY 2012</b>	<b>CIP</b>	<b>GF/CIST</b>				
	City Hall Furniture Replacement		\$5,000	\$5,000		\$5,000	\$5,000
	TCRC Basement Carpet Replacement	\$15,000		\$15,000		\$15,000	\$15,000
	KPD Roof Access for a/c units	\$4,000		\$4,000		\$4,000	\$4,000
	Aquatic Center Locker room HVAC replacement	\$18,000		\$18,000		\$18,000	\$18,000
	Police Department Furniture Replacement		\$5,000	\$5,000		\$5,000	\$5,000
	Tuck Pointing on north wall at TCRC	\$6,000		\$6,000		\$6,000	\$6,000
	Replacement of shingled part of roof at City Hall	\$12,000		\$12,000		\$12,000	\$12,000
	Repairs to Structure of City Hall - anticipated	\$20,000		\$20,000		\$20,000	\$20,000
	<b>Total</b>			<b>\$85,000</b>			<b>\$85,000</b>
<b>Year 3</b>	<b>FY 2013</b>	<b>CIP</b>	<b>GF/CIST</b>				
	TCRC - Possible elevator installation	\$150,000		\$150,000		\$150,000	\$150,000
	City Hall Furniture Replacement		\$5,000	\$5,000		\$5,000	\$5,000
	Aquatic Center Indoor Pool HVAC equip. replcmnt	\$95,000		\$95,000		\$95,000	\$95,000
	TCRC - 1st Floor Carpet Replacement	\$15,000		\$15,000		\$15,000	\$15,000
	KPD roof/ceiling repairs & painting at west steps	\$5,000		\$5,000		\$5,000	\$5,000
	<b>Total</b>			<b>\$270,000</b>			<b>\$270,000</b>
<b>Year 4</b>	<b>FY 2014</b>	<b>CIP</b>	<b>GF/CIST</b>				
	KFD Carpet Replacement	\$13,000		\$13,000		\$13,000	\$13,000
	<b>Total</b>			<b>\$13,000</b>			<b>\$13,000</b>
<b>Future</b>	<b>FY 2015 and Beyond</b>	<b>CIP</b>	<b>GF/CIST</b>				
	2015 - Public Works Carpet Replacement	\$12,000		\$12,000		\$12,000	\$12,000
	2017 - HVAC Replacement at TCRC	\$30,000		\$30,000		\$30,000	\$30,000
	2019 - KPD total roof replacement	\$44,000		\$44,000		\$44,000	\$44,000
	2020 - City Hall and KPD Carpet Replacement	\$40,000		\$40,000		\$40,000	\$40,000
	2020 - City Hall - HVAC equipment replacement	\$50,000		\$50,000		\$50,000	\$50,000

TITLE	COMPUTERS					
YEAR	PROJECT	OF PROJECT BY FUNDING SO	Total Cost	Status	Amount Requested	Total Cost
		LIST FUNDING SOURCE NAME ON LINE BELOW				
<b>Year 1</b>	<b>FY 2011</b>		General	CIP		
10-06-721	Finance Printer Replacement - 9040		\$7,190		\$7,190	\$7,190
10-06-721	Fire Department Printer Replacement - 9040		\$7,190		\$7,190	\$7,190
10-06-721	Police Department 48 Port Switch		\$6,495		\$6,495	\$6,495
10-06-721	Fire Department 24 Port Switch		\$3,995		\$3,995	\$3,995
10-06-721	Police Department Plug for Switch		\$500		\$500	\$500
10-06-721	Fire Department Plug for Switch		\$500		\$500	\$500
10-06-721	Police Department Wireless Access Point		\$795		\$795	\$795
10-06-721	City Hall Replacement Battery		\$175		\$175	\$175
10-06-721	Fire Department Cisco Transceiver Module		1,990		1,990	1,990
10-06-721	Public Works Backup for SQL Server		\$980		\$980	\$980
10-06-721	City Hall Server Room Storage Media		\$920		\$920	\$920
10-06-721	City Hall APC UPS Backup		\$416		\$416	\$416
10-06-721	City Hall Server Storage to Include 911 Data		\$6,532		\$6,532	\$6,532
10-06-721	City Hall Phone Equipment			\$56,000	\$56,000	\$56,000
			\$37,684	\$56,000	\$93,684	\$93,684
<b>Year 2</b>	<b>FY 2012</b>		General	CIP		
10-06-721	City Hall Printer Replacement - 5550		\$3,500		\$3,500	\$3,500
10-06-721	City Hall Printer Replacement - 4345		\$3,500		\$3,500	\$3,500
10-06-721	Public Works Printer Replacement - 4345		\$3,500		\$3,500	\$3,500
10-06-721	Police Department Printer Replacement - 4345		\$3,500		\$3,500	\$3,500
10-06-721	Aquatic Center Printer Replacement - 4345		\$3,500		\$3,500	\$3,500
			\$17,500	\$17,500	\$17,500	\$17,500
<b>Year 3</b>	<b>FY 2013</b>		General	CIP		
	No Network Infrastructure					
<b>Year 4</b>	<b>FY 2014</b>					
10-06-721	City-Wide Workstation Only Transition			\$40,000	\$40,000	\$40,000
	No Network Infrastructure					
				\$40,000	\$40,000	\$40,000
<b>Year 5</b>	<b>FY 2015</b>					
	No Network Infrastructure					
<b>Future</b>	<b>FY 2016 and Beyond</b>					
10-06-721	City Wide Network Infrastructure and Workstation Transition, Printers			\$400,000	\$400,000	
				\$400,000	\$400,000	



TITLE FIRE DEPARTMENT / EMERGENCY MANAGEMENT

YEAR	PROJECT	COST OF PROJECT BY FUNDING SOURCE				Total Cost	Status	Amount Requested	Total Cost
		CIP	TIF	GF	Grant/MIRMA				
LIST FUNDING SOURCE NAME ON LINE BELOW									
Year 1	FY 2011	CIP	TIF	GF	Grant/MIRMA				
	100' Aerial Ladder Truck	\$25,000				\$25,000	Year 1 Lease Purchase	\$25,000	\$25,000
	Fire Equipment AFC			\$1,000	\$36,122	\$37,920	Contingent Upon Award	\$37,920	\$37,920
	Pass Device/MIRMA			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Storage Container/city wide 2 10'x20'			\$6,000		\$6,000	Contingent Upon Award City Council	\$6,000	\$6,000
	Storage Building/city wide/may be deferred			\$250,000		\$250,000	Contingent Upon Award City Council	\$250,000	\$250,000
	Outdoor warning siren			\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
	Outdoor warning siren/MIRMA			\$5,250	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000
	Radios to be in compliance by 2013	\$125,000				\$125,000	Contingent Upon Award City Council	\$125,000	\$125,000
	Radios to be in compliance by 2013			\$6,750	\$118,750	\$125,000	Contingent Upon Award	\$125,000	\$125,000
						\$815,928			\$815,928
Year 2	FY 2012	CIP	TIF	GF	Grant/MIRMA				
	100' Aerial Ladder Truck (\$75,000)	\$100,000				\$100,000	Year 2 Lease Purchase	\$100,000	\$100,000
	Fire Equipment			\$1,500	\$28,500	\$30,000	Contingent Upon Award	\$30,000	\$30,000
	Pass Device			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Outdoor warning siren/MIRMA			\$5,250	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000
	Outdoor warning siren			\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
	Radios to be in compliance by 2013	\$125,000				\$125,000	Contingent Upon Award City Council	\$125,000	\$125,000
	Radios to be in compliance by 2013			\$6,250	\$118,750	\$125,000	Contingent Upon Award	\$125,000	\$125,000
	Extrication equipment for vehicle rescues	\$30,000				\$30,000	Contingent Upon Award City Council	\$30,000	\$30,000
						\$457,000			\$457,000
Year 3	FY 2013	CIP	TIF	GF	Grant/MIRMA				
	Fire pumper truck replacement of 504	\$100,000				\$100,000	Year 3 Lease Purchase	\$100,000	\$100,000
	Fire pumper truck replacement	\$20,000			\$300	\$400,000	Contingent Upon Award	\$400,000	\$400,000
	Pass Device			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Outdoor warning siren/MIRMA			\$5,250	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000
	Outdoor warning siren			\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
	Fire Equipment			\$1,500	\$28,500	\$30,000	Contingent Upon Award	\$30,000	\$30,000
	Radios to be in compliance by 2013	\$125,000				\$125,000	Contingent Upon Award City Council	\$125,000	\$125,000
						\$702,000			\$702,000
Year 4	FY 2014	CIP	TIF	GF	Grant/MIRMA				
	Fire pumper truck	\$100,000				\$100,000	Year 4 Lease Purchase	\$100,000	\$100,000
	Fire Equipment			\$1,500	\$28,500	\$30,000	Contingent Upon Award	\$30,000	\$30,000
	Pass Device			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Outdoor warning siren/MIRMA			\$5,250	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000
	Outdoor warning siren			\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
	Air Bottles			\$15,000		\$15,000	to replace 15 year old bottles	\$15,000	\$15,000
						\$192,000			\$192,000
Year 5	FY 2015	CIP	TIF	GF	Grant/MIRMA				
	Fire pumper truck	\$100,000				\$100,000	Year 5 Lease Purchase	\$100,000	\$100,000
	Fire Equipment (air packs) start replacement			\$6,000	\$60,000	\$66,000	Contingent Upon Award	\$66,000	\$66,000
	Pass Device			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Outdoor warning siren/MIRMA			\$5,750	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000

Outdoor warning siren				\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
air Bottles				\$15,000		\$15,000	to replace 15 year old bottles	\$15,000	\$15,000

						\$228,000			\$228,000
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Future	FY 2016 and Beyond	CIP	TIF	GF	Grant				
	Fire pumper truck	\$100,000				\$100,000	Year 4 Lease Purchase	\$100,000	\$100,000
	Fire Equipment (air packs) start replacement			\$6,000	\$60,000	\$66,000	Contingent Upon Award	\$60,000	\$6,000
	Pass Device			\$1,500	\$3,500	\$5,000	replace 5 pass devices	\$5,000	\$5,000
	Outdoor warning siren/MIRMA			\$5,250	\$15,750	\$21,000	Contingent Upon MIRMA Award	\$21,000	\$21,000
	Outdoor warning siren			\$21,000		\$21,000	to replace 30 year old sirens	\$21,000	\$21,000
						\$213,000			\$153,000

TITLE		Parks/North Park					
YEAR	PROJECT	COST OF PROJECT BY FUNDING SOURCE		Total Cost	Status	Amount Requested	Total Cost
LIST FUNDING SOURCE NAME ON LINE BELOW							
<b>Current</b>	<b>FY 2010</b>						
	Repainting indoor pool at Aquatic Center	Sales tax	\$20,000	\$20,000	bid awarded	\$16,194	\$16,194
	Windows at Kirksville Aquatic Center	Sales tax	\$18,000	\$18,000	may defer	\$18,000	\$18,000
	Fix Drainage issues at Jaycee Park	Sales tax	\$6,000	\$6,000	waiting on Engineering	\$6,000	\$0
	Additional ADA Improvements (Will finish sidewalks and bleachers on all fields)	Sales tax	\$4,800	\$4,800	completed	\$5,807	\$5,807.20
	Mower for North Park	Sales tax	\$9,200	\$8,800	completed	\$9,120	\$9,120
	Bleachers		\$50,000	\$43,300	completed	\$43,400	\$43,400
	<b>ADA improvements***</b>		<b>\$20,000</b>	<b>\$21,789</b>	<b>work completed</b>	<b>\$21,789</b>	<b>\$21,789</b>
	<b>Topographical Suvery at Jaycee Park***</b>		<b>\$5,000</b>	<b>\$5,000</b>	<b>completed</b>	<b>\$4,850</b>	<b>\$4,850</b>
	Slide Replacement - Rotary park		\$0	\$2,688	completed	\$2,688	\$2,688
	Crane Rental for Brashear Park		\$0	\$0	completed	\$800	\$800
	Sidewalk around Brashear Shelter		\$1,700	\$1,700		\$1,700	\$1,700
<b>***\$25,000 needs to be reallocated to Parks line for ADA improvements and topo survey @ JC Park - these were part of the FY09 plan but did not get pd until 2010***</b>							
	<b>Budgeted Amount</b>		<b>\$134,700</b>		<b>Total Spent</b>		<b>\$124,348</b>
<b>Year 1</b>	<b>FY 2011</b>						
	Play ground PC Mills	Sales Tax	\$45,000	\$45,000		\$45,000	\$45,000
	Aquatic Center Sunbrella Replacement	Sales tax	\$10,000	\$10,000		\$10,000	\$10,000
	Concrete Parking at PC Mills	Sales Tax	\$20,000	\$20,000		\$20,000	\$20,000
	Landscaping, signage etc. for PC Mills Grant	Sales Tax	\$7,000	\$7,000		\$7,000	\$7,000
	Concrete bleacher pads on White & Blue	Sales Tax	\$5,000	\$5,000		\$5,000	\$5,000
	Fix Drainage issues at Jaycee Park	Sales tax	\$6,000	\$6,000	Rolled forward from 2010	\$6,000	\$6,000
	Sidewalk to bridge in Rotary park from restroom	Sales Tax	\$8,000	\$8,000		\$8,000	\$8,000
<b>**LWCF grant will be reimbursing us for \$35,000 that will go back into this fund.</b>							
<b>***\$6,000 needs to be rolled forward from FY10 to cover JC Drainage issues</b>							
<b>Year 2</b>	<b>FY 2012</b>						<b>\$101,000</b>
	Play ground Memorial Park	Sales tax	\$45,000	\$45,000		\$45,000	\$45,000
	Concrete Parking at Memoirla Park	Sales tax	\$20,000	\$20,000		\$20,000	\$20,000
	Landscaping, signage etc. for PC Mills Grant	Sales Tax	\$7,000	\$7,000		\$7,000	\$7,000
	Jaycee Park Playground	Sales tax	\$23,000	\$23,000		\$23,000	\$23,000
<b>**LWCF grant will be reimbursing us for \$35,000 that will go back into this fund.</b>							
<b>Year 3</b>	<b>FY 2013</b>						<b>\$95,000</b>
	Playground at North Park	Sales tax	\$30,000	\$30,000		\$30,000	\$30,000
	Soccer Fields & Parking North park	Sales tax	\$30,000	\$30,000		\$30,000	\$30,000

					\$60,000
Year 4	FY 2014				
	Press Box on Orange Field	Public/Private Partnership	\$15,000	\$15,000	\$15,000
	Family dressing room at aquatic center	sales tax	\$25,000	\$25,000	\$25,000
	Shelter at Brashear Park	sales tax	\$20,000	\$20,000	\$20,000
					\$60,000
Year 5	FY 2015 and beyond				
	Water slide		\$150,000	\$150,000	\$150,000
	New concessions North Park		\$100,000	\$100,000	\$100,000
	Tennis Courts/indoor facility		\$500,000	\$500,000	\$500,000
	Community Room		\$500,000	\$500,000	\$500,000

TITLE Police Department Capital Sheet

YEAR	PROJECT	COST OF PROJECT BY FUNDING SOURCE	Total Cost	Status	Amount Requested	Total Cost
LIST FUNDING SOURCE NAME ON LINE BELOW						
Year 1	FY 2011	Grant				
	Replace Police radio in 911 center/upgrade repeaters and system	GF	\$125,000		\$125,000	\$125,000
	Replace 4 swat tactical vests	GF	\$8,000		\$8,000	\$8,000
	Storage container	GF	\$2,500		\$2,500	\$2,500
	Archive display Case	GF	\$2,700		\$2,700	\$2,700
	Development of Firearms range at City Landfill Clay Pit	GF	\$5,000		\$5,000	\$5,000
			\$143,200			
						\$143,200
Year 2	FY 2012					
	Development of Firearms range at City Landfill Clay Pit	GF	\$5,000		\$5,000	\$5,000
	Replace 4 SWAT tactical vests	GF	\$8,000		\$8,000	\$8,000
			\$13,000			
						\$13,000
Year 3	FY 2013					
	Development of Firearms range at City Landfill Clay Pit	GF	\$10,000		\$10,000	\$10,000
	Replace 3 SWAT tactical vests	GF	\$6,000		\$6,000	\$6,000
			\$16,000			
						\$16,000
Year 4	FY 2014					
	Replace 3 SWAT tactical vests	GF	\$6,000		\$6,000	\$6,000
			\$6,000			
						\$6,000
Year 5	FY 2015					
	Replace 3 SWAT tactical vests	GF	\$6,000		\$6,000	\$6,000
			\$6,000			
						\$6,000
Future	FY 2015and Beyond					
			\$0			

TRANSPORTATION SALES TAX  
CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2011

YEAR	PROJECT	SALES TAX	other funds	TOTAL	Status	TST Income	Balance
							-\$68,179
Year 0	FY 2010					\$1,272,480	
	Street Repair/Overlay	\$400,000		\$400,000			
	Normal-Baltimore to Cottage Grove	\$0		\$0	Deferred from 2009, Council Direction		
	Mill Street-Baltimore to Florence	\$0		\$0	Deferred from 2010, Council Direction		
	Curb Gutter, and Storm Drainage	\$150,000		\$150,000			
	Jamison Street Hwy 6 to Hwy 11 Ph II	\$838,000		\$838,000	(Hamilton to Illinois)		
	Franklin, Patterson Thru CBD-Engineering	\$37,500	\$37,500 TIF	\$75,000	Deferred from 2009, Council Direction		
	Engineering	\$114,400		\$114,400	capped at \$120,000		
	Other Transportation, Airport and KirkTran	\$63,624		\$63,624			
		\$1,603,524	\$37,500	\$1,641,024			-\$331,044
Year 1	FY 2011					\$1,297,930	
	Franklin, Patterson Thru CBD	\$0	\$375,000 TIF	\$375,000			
	Street Repair/Overlay	\$450,000		\$450,000			
	Curb, Gutter, and Storm Drainage	\$150,000		\$150,000			
	Surface Treatment, Asphalt	\$100,000					
	Engineering	\$108,000		\$108,000	capped at \$120,000		
	Other Transportation, Airport and KirkTran	\$64,896		\$64,896			
	Florence, Patterson - La Harpe (C&G,M&O)	\$200,000		\$200,000	will be budgeted in conc. and overlay		
		\$872,896	\$375,000	\$1,247,896			\$93,989
Year 2	FY 2012					\$1,323,888	
	Street Repair/Overlay	\$550,000		\$550,000			
	Curb, Gutter, and Storm Drainage	\$250,000		\$250,000			
	Engineering	\$106,000		\$106,000	capped at \$120,000		
	Other Transportation, Airport and KirkTran	\$66,194		\$66,194			
	Franklin, Patterson thru CBD Phase II		\$375,000 TIF	\$375,000			
	Surface Treatment, Asphalt	\$100,000		\$100,000			
		\$1,072,194		\$1,447,194			\$345,683
Year 3	FY 2013					\$1,350,366	
	Street Repair/Overlay	\$400,000		\$400,000			
	Curb, Gutter, and Storm Drainage	\$150,000		\$150,000			
	Engineering	\$110,000		\$110,000	capped at \$120,000		
	Other Transportation, Airport and KirkTran	\$67,518		\$67,518			
	Gardner, Osteopathy to Centennial	\$300,000		\$300,000			
	Halliburton, LaHarpe to Business 63	\$400,000		\$400,000	REVIEW PRIORITY-very low traffic count		
	Elson St Reconstruction Elizabeth to Potter (C&G)	\$310,325		\$310,325	May move to 2012, Paver to determine		
		\$1,427,518		\$1,427,518			\$268,531
Year 4	FY 2014					\$1,377,373	
	Street Repair/Overlay	\$400,000		\$400,000			

	Curb, Gutter, and Storm Drainage	\$150,000	\$150,000	
	Engineering	\$110,000	\$110,000	capped at \$120,000
	Other Transportation, Airport and KirkTran	\$68,869	\$68,869	
	Concrete Point Repair	\$200,000	\$200,000	
	Street Repair/Mill and Overlay	\$250,000	\$250,000	
	Street Repair/Asphalt 5-10 years	\$100,000	\$100,000	
		\$1,278,869	\$1,278,869	\$367,035
Year 5	FY 2015			\$1,404,921
	Street Repair/Overlay	\$400,000	\$400,000	
	Curb, Gutter, and Storm Drainage	\$150,000	\$150,000	
	Engineering	\$110,000	\$110,000	capped at \$120,000
	Other Transportation, Airport and KirkTran	\$70,246	\$70,246	
	Concrete Point Repair	\$300,000	\$300,000	
	Street Repair/Mill and Overlay	\$250,000	\$250,000	
	Street Repair/Asphalt 5-10 years	\$100,000	\$100,000	
		\$1,380,246	\$1,380,246	\$391,710
	Last Edit	9/2/2010		

**Water Fund  
Capital Summary  
Budget Year 2011**

**80-60-716**

1. Paint South Water Tower & Circulation System	\$240,000
2. North Tower Inspect & Install Circulation System	\$60,000
3. Watershed Improvement	\$30,000
Funds for maintenance and improvements to Forest and Hazel Creek Lake watershed.	
4. Water Stabilization Equipment	\$100,000
5. Hazel Creek Relief Wells	\$50,000
6. Forest Lake Spillway Repair	\$250,000

**80-60-720**

7. Replacement of Unit 293, 2002 IH Tanker	\$122,500
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**80-60-721**

8. Replacement of Unit 346, 2006 Case Skid Loader	\$44,460
9. Boring Machine	<del>\$300,000</del>
10. Air Compressor	\$15,000

**80-60-869**

11. Engineering for Water Plant <del>511</del> Water Stabilization	\$20,000
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**80-60-811**

12. Water Line Replacements & Extensions	\$152,500
13. Fire Hydrant Replacements	\$30,000
These hydrants will be installed in subdivisions as they are developed. They are reimbursed by the developer for actual cost, so the only hydrant expense the City would have is for replacing of existing hydrants within the system or addition of new hydrants as requested by the fire department.	

**81-60-716 (Replacement)**

14. Lagoon Cleaning	\$25,000
When the weather is too wet for us to haul sludge to the fields, we haul it to the wastewater plant lagoon for temporary storage. We have to contract out the removal each year of both the water and wastewater sludge. Each fund shares the cost, and this is budgeted in the repair and replacement maintenance line.	

**81-60-811 (Replacement)**

15. Water Line Replacements & Extensions	\$137,500
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**2011 Totals = ~~\$1,576,960~~**  
1,276,960

## Five Year Plan - Water

<u>Fiscal Year 2011</u>	<u>Old</u>	<u>New</u>
Lagoon Cleaning	\$25,000	\$25,000
Misc. Water Lines / Hydrants	\$320,000	\$320,000
Watershed Improvements	\$30,000	\$30,000
Water Stabilization Equipment	\$0	\$100,000
Hazel Creek Relief Wells	\$0	\$50,000
Forest Lake Spillways Repair	\$0	\$250,000
Engineering for WTP Water Stabilization	\$0	\$20,000
Paint South Water Tower & Circulation System	\$0	\$240,000
North Water Tower Inspect & Install Circulation System	\$0	<u>\$60,000</u>
	<u>\$375,000</u>	<u>\$1,095,000</u>
<b>Vehicle / Equipment</b>		
293 2002 IH Tanker	\$0	\$122,500
346 2006 Case Skid Loader	\$0	\$44,460
<del>Boring Machine</del>	<del>\$0</del>	<del>\$300,000</del>
Air Compressor	\$0	\$15,000
	<u>\$0</u>	<del>\$481,060</del>
		# 181,960
<u>Fiscal Year 2012</u>	<u>Old</u>	<u>New</u>
Lagoon Cleaning	\$25,000	\$25,000
Land Purchase for Future Tower	\$100,000	\$100,000
Misc. Water Lines / Hydrants	\$320,000	\$320,000
Watershed Improvements	\$30,000	\$30,000
Paint North Tower Interior & Circulation System	<u>\$160,000</u>	<u>\$160,000</u>
	<u>\$635,000</u>	<u>\$635,000</u>
<b>Vehicle / Equipment</b>		
294 2002 Chevy S-10 4WD	\$23,170	\$23,170
295 2002 Chevy S-10 4WD	\$23,170	\$23,170
297 2002 Chevy 1 Ton Service Truck	\$29,250	\$29,250
347 2007 Case Trackhoe	<u>\$68,970</u>	<u>\$68,970</u>
	<u>\$144,560</u>	<u>\$144,560</u>
<u>Fiscal Year 2013</u>	<u>Old</u>	<u>New</u>
Lagoon Cleaning	\$25,000	\$25,000
Misc. Water Lines / Hydrants	\$320,000	\$320,000
Watershed Improvements	<u>\$30,000</u>	<u>\$30,000</u>
	<u>\$375,000</u>	<u>\$375,000</u>
<u>Fiscal Year 2014</u>	<u>Old</u>	<u>New</u>
Lagoon Cleaning	\$25,000	\$25,000
Misc. Water Lines / Hydrants	\$320,000	\$320,000
Watershed Improvements	<u>\$30,000</u>	<u>\$30,000</u>
	<u>\$375,000</u>	<u>\$375,000</u>

**Fiscal Year 2015**

Lagoon Cleaning

Misc. Water Lines / Hydrants

Watershed Improvements

<u>Old</u>	<u>New</u>
\$25,000	\$25,000
\$320,000	\$320,000
<u>\$30,000</u>	<u>\$30,000</u>
<b>\$375,000</b>	<b>\$375,000</b>

**Wastewater Fund  
Capital Summary  
Budget Year 2011**

**80-85-716**

1. Lagoon Cleaning	\$25,000
Sludge is stored in the lagoon when hauling it to the fields is not possible. We are required by DNR to empty the lagoon periodically.	
2. Replacement of Miscellaneous Sewer Lines	\$150,000
This is for the replacement/re-lining of sewers on an as-needed priority basis. Funding is not available to replace all lines that should be replaced. We can only replace the worst lines as we are able, and many need to be replaced.	
3. Immediate Repairs Necessary for WWTP Rehab	\$300,000
4. Industrial Road Lift Station	\$250,000
5. Replace Line G036 to G024 GMP Sewers	\$572,000
6. N.E. Lift Station Equalization Basin	\$225,000
7. Structural Repairs Basin F & G	\$750,000
8. West Missouri Lift Station Grinder	\$60,000

**80-85-721**

**80-85-869**

9. Recalibration Computer Capacity Model	\$5,000
10. Facility Plan August 31, 2004 Phase 8, Flow Meter Basin C & D	\$19,500
11. Survey Overload Sewer Sections / MH	\$18,620
12. Identify Required Relief Sewers	\$20,000
13. Engineering Services Plant Facility Plan	<u>\$1,200,000</u>

2011 Totals = \$3,695,120

## Five Year Plan - Wastewater

### Fiscal Year 2011

	<u>Old</u>	<u>New</u>
Engineering Services for WWTP Facility Plan	\$1,200,000	\$1,200,000
Recalibration Computer Capacity Model	\$5,000	\$5,000
Facility Plan August 31, 2004 Phase 8, Flow Meter Basin C & D	\$19,500	\$19,500
Survey Overload Sewer Section / MH	\$18,620	\$18,620
Identify Required Relief Sewers	\$20,000	\$20,000
WWTP Lagoon Cleaning	\$25,000	\$25,000
Structural Repairs Basin F & G	\$750,000	\$750,000
Replace Line or Upsize G036 to G024 C.M.P. Sewers	\$672,000	\$672,000
Immediate Repairs Necessary for WWTP Rehab	\$0	\$300,000
Industrial Road Lift Station	\$0	\$250,000
NE Lift Station Equalization Basin	\$0	\$225,000
West Missouri Lift Station Grinder	\$0	\$60,000
Misc. Sewer Repairs	<u>\$150,000</u>	<u>\$150,000</u>
	<b>\$2,860,120</b>	<b>\$3,695,120</b>

### **Vehicles / Equipment**

<u>\$0</u>	<u>\$0</u>
<b>\$0</b>	<b>\$0</b>

### Fiscal Year 2012

	<u>Old</u>	<u>New</u>
WWTP Rehabilitation	\$12,000,000	\$12,000,000
Misc. Sewer Repairs	\$125,000	\$150,000
WWTP Lagoon Cleaning	\$25,000	\$25,000
Carton Street Lift Station	\$0	\$250,000
WWTP Equalization Basin (part of Phase 7)	<u>\$281,250</u>	<u>\$281,250</u>
	<b>\$12,431,250</b>	<b>\$12,706,250</b>

### **Vehicles / Equipment**

333	2007 Case Backhoe	\$93,870	\$93,870
350	2007 Dixie Chopper Mower	<u>\$13,690</u>	<u>\$13,690</u>
		<b>\$107,560</b>	<b>\$107,560</b>

### Fiscal Year 2013

	<u>Old</u>	<u>New</u>
WWTP Rehabilitation	\$12,000,000	\$12,000,000
Misc. Sewer Repairs	\$125,000	\$150,000
WWTP Lagoon Cleaning	<u>\$25,000</u>	<u>\$25,000</u>
	<b>\$150,000</b>	<b>\$175,000</b>

### Fiscal Year 2014

	<u>Old</u>	<u>New</u>
Misc. Sewer Repairs	\$125,000	\$150,000
WWTP Lagoon Cleaning	<u>\$25,000</u>	<u>\$25,000</u>
	<b>\$150,000</b>	<b>\$175,000</b>

### Fiscal Year 2015

	<u>Old</u>	<u>New</u>
Misc. Sewer Repairs	\$125,000	\$150,000
WTP Lagoon Cleaning	<u>\$25,000</u>	<u>\$25,000</u>
	<b>\$150,000</b>	<b>\$175,000</b>

STORMWATER UTILITY FUND  
CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2011

YEAR	PROJECT	STRMWTR FUND	other funds	TOTAL	Status	UTILITY Income	Balance
							\$0
<b>Year 0</b>	<b>FY 2010</b>					<b>\$2,320,000</b>	
	Engineering	\$89,000		\$89,000	B&W substantial plan contract		
	North Park Storm Water Detention (eq rents)	\$20,000		\$20,000	completed		
	Cottage Grove Box Culvert	\$12,000	\$48,000 FEMA	\$60,000			
	Manor Road Box Culvert	\$12,000	\$48,000 FEMA	\$60,000			
	Elson Street Culvert/Erosion Control	\$20,000	\$80,000 FEMA	\$100,000			
	Infrastructure	\$0		\$0	2010 Budget was \$300,000		
	Small Stormwater Projects	\$0		\$0			
		\$153,000	\$176,000	\$329,000			\$2,167,000
<b>Year 1</b>	<b>FY 2011</b>					<b>\$0</b>	
	FC2 Suburban-Monte Carlos	\$505,000		\$505,000			
	SC2 Lewis & Harriosn	\$361,000		\$361,000			
	SC2 Lincoln & Normal	\$20,000		\$20,000			
	BC10 Normal Avenue	\$89,000		\$89,000			
	SC3 Gadwell Street	\$176,000		\$176,000			
	SC3 Greenway Drive	\$226,000		\$226,000			
	BC9 George-Baird-Smith (CDBG)	\$0	\$465,811 CDBG & Gen Rev	\$465,811	Should be coordinated with other BC9		
	Small Storm Projects	\$30,000		\$30,000			
	Engineering	\$0		\$0	Included in B&W estimates		
		\$1,377,000	\$465,811	\$1,842,811			\$790,000
<b>Year 2</b>	<b>FY 2012</b>					<b>\$0</b>	
	SC2 Lincoln Square	\$909,000		\$909,000			
	SC7 Elson South of Potter	\$247,000		\$247,000			
	SC2 Bradford to Manor	\$1,048,000		\$1,048,000			
	BC4 Garrett Drive	\$68,000		\$68,000			
	Small Storm Projects	\$30,000	\$0	\$30,000			
	Engineering	\$0		\$0			
		\$2,302,000		\$2,302,000			-\$1,512,000
<b>Year 3</b>	<b>FY 2013</b>					<b>\$0</b>	
	BC4 College Park	\$365,000		\$365,000			
	BC9 George Street	\$110,000		\$110,000	See 2011		
	BC6 Lewis to Halliburton	\$120,000		\$120,000			
	SC3 Dear Street	\$111,000		\$111,000			
	BC9 Wall Street	\$231,000		\$231,000	See 2011		
	SC2 Baltimore and Washington	\$615,000		\$615,000			
	Small Storm Projects	\$30,000		\$30,000			
	Engineering	\$0		\$0			
		\$1,552,000		\$1,552,000			-\$3,064,000

Year 4	FY 2014			\$0
	SC3 Kings-Queens Road	\$88,000	\$88,000	
	SC3 East Meadow Lane	\$205,000	\$205,000	
	FC2 Pheasant Drive	\$342,000	\$342,000	
	BC10 Randolph Street	\$208,000	\$208,000	
	Small Storm Projects	\$30,000	\$30,000	
	Engineering	\$0	\$0	
	Street Repair/Asphalt 5-10 years	\$100,000	\$100,000	
		\$973,000	\$973,000	-\$4,037,000

Year 5	FY 2015			\$0
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	\$0	\$0	-\$4,037,000
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Last Edit 9/17/2010

## **2011 Suggested Supervisor Training**

1. Discrimination, Retaliation, & Sexual Harassment
2. Performance Reviews, Progressive Discipline, and Documentation
3. Accident Investigation and Discipline
4. Workplace Violence
5. Firing/Hiring
6. Fairness
7. Family & Medical Leave / Absenteeism
8. Customer Service

**STAFFING** - The following is an attempt to try and outline our staffing for maintenance of public lands, street maintenance, and public buildings. We have been working over the years to try and find the combination that works within the financial constraints that exist.

We have to be reminded that we have assumed more responsibilities and work over the years without adding staff and without growing the budget beyond normal inflationary increases. Examples of these increases include the hike and bike trail systems and sidewalks, the additional grounds at North Park, the skate park, two new ball fields at North Park, the development of Spur Pond, the amphitheater, Aquatic Center, separate building for Police Department and 2001 annexation. These are just examples, but represent an increased workload with no increase in staffing.

**WHY EVALUATE** – the crews work hard every year to take care of the day to day responsibilities and make improvements throughout the city. Citizen expectations are focused on the citizen's individual priorities. There is a struggle that exists on a regular basis on how to determine where the resources should be allocated and what issues should take priority. There is a natural sense that work that needs to get done is not getting done.

We have had extreme weather situations, unexpected disasters and human created vandalism. When the tornado struck, this crew knew it had the responsibility of helping and removed tons of debris. This was not a planned or budgeted situation. We have had two excessive rainfall events in the past two years causing flooding and damage, and an ice storm that damaged trees throughout the City. There is nothing that we can do to prevent these natural disasters, but they do impact the resources available to the City. Each year, we repaint and repair city property where individuals vandalize the property, unfortunately it happens, but we were disappointed to have to replace an entire restroom facility due to vandalism. Each time these sorts of things happen, the supervisor is faced with what projects are put on hold and how to reallocate the resources.

Recent Special Projects include North Park Pond, AT Still Gravesite Improvements, Brashear Restroom grading and installation, Bleacher Pads and Field Grading at North Park.

It was my idea to sell the Parks and Recreation facility and consolidate the crews into one. The work performed by each crew overlapped in some areas and was combined for snow removal and large events. I stand by that recommendation and believe it has saved the city money and has improved our efficiency.

What I am not sure about is whether the existing crew has the resources it needs to complete all the work at hand.

The Community Services Director and Street Supervisor have asked about the possibility of reorganizing the crews again, combining the work of the North Park staff and the contract for Forest Llewellyn Cemetery into the mix and adding an additional supervisory position. The Public Works Director did not make the request, nor has he made suggestions for improvement.

I am not inclined to recommend a change that adds another position to the mix without more evaluation and that is the problem. We are limited in the time we have to really evaluate these sorts of things.

**REQUEST:** I would like to work with Missouri Enterprises asking them to assist us in evaluating this division seeking operational improvements.

The following shows the staffing and budget for public lands and streets.

Staffing for Public Grounds - streets, parks, cemetery and North Park\*

Prior to April 1, 2005 Two Divisions

FY 04-05	<u>Street Parks and Maintenance</u>		<u>Public Lands</u>	<u>North Park</u>	<u>Total</u>
Budget**	\$1,226,255	\$195,203		\$67,042	\$1,488,860
Staffing	11	3	--		14

\*the budget reflects the cost of the seasonal laborers but the staffing does not reflect the number of part-time or seasonal for any of the budgets

April 1, 2005 to Present – One Division

FY 2010	<u>Street Construction and Park Maintenance</u>		<u>North Park</u>	<u>Total</u>
Budget**	\$1,360,894		\$92,063	\$1,452,957
Staffing	13		4 seasonal maint 2 – 3 concession	

\*\*does not include capital

Staffing Breakdown

	<u>Supervisor</u>	<u>Foreman</u>	<u>Equipment</u>	<u>Maintenance</u>
<u>FY 04-05</u>				
Streets	1	1	4	4
Public Lands		1		2
<u>FY 2010</u>				
Streets/Public Lands	1	2	4	6

**OVERTIME** – Next to capital improvements, the City’s biggest expense is in labor. That stands to reason, since much of what we do is direct service to our customers, the citizens.

The 2010 Budget contained \$286,810 in overtime funds and \$303,857 in part-time or seasonal workers.

Department’s are requesting an increase of \$22,037 in overtime wages which represents an increase of 7.6%.

In evaluating the current overtime that has been allocated for this year several things came to my attention.

In two divisions – water and wastewater – we must pay individuals overtime to cover absences throughout the year. One division is maintaining its overtime levels while the other is requesting a 44% increase.

Questions:

Are the schedules that we have in place the most effective schedules for these operations?

Would we be money ahead to add employees paying them regular wages plus benefits instead of overtime?

Were there situations that arose that are requiring more overtime?

#### Overtime Budget

	<u>2010 Budget</u>	<u>2011 Request</u>
Water Treatment Plant	\$24,684	\$25,857
Wastewater Treatment Plant	\$18,803	\$27,079

**REQUEST:** I would like to explore the possibility of Missouri Enterprise to evaluate the work schedules and staffing to determine if changes should or could be made.

The City pays overtime for hours worked in excess of the scheduled work week. The only department, because of federal law mandates, is the Fire Department that pays overtime to fire personnel for regularly scheduled hours. This department’s overtime has been relatively constant over the last five years.

Other reasons for overtime is holdovers to cover shifts for personnel who are on vacation and shift falls below minimum manning and for mandatory training. The Street Division is another department whose overtime is relatively constant. Their largest overtime expense is snow removal. This Division adjusts schedules to minimize overtime. In both of these operations, they utilize a larger number of seasonal and part-time personnel.

Additional Evaluation of Utility Maintenance Overtime will need to be conducted in house. This is the division that is called out for water main breaks. The overtime needs of this division are not the same as the plants, as individuals are not retained or called in to cover for absences. This division does not utilize seasonal workers, but has an overtime budget in excess of \$30,000 each year.

Overall, a review of the overtime practices of each department/division are going to need to be evaluated to make sure there is consistency and that the supervisors are managing their operations effectively.

Projected 2010/Budget 2011  
Temporary/Overtime

Account	Description	2010 Adopted Budget	January- July 2010	August 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Total 2010 Projected	(Over) Under Budget	Proposed 2011 Budget
10-1002-4010	Salaries, Temporary	4,800	3,568	480	320	0	0	0	4,368	432	4,800
10-1002-4020	Salaries, Overtime	1,062	730	66	66	66	66	68	1,062	0	1,062
10-1007-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1007-4020	Salaries, Overtime	473	1,902	0	0	0	0	0	1,902	(1,429)	474
10-1008-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1008-4020	Salaries, Overtime	1,331	775	0	0	0	156	400	1,331	0	1,398
10-1020-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1020-4020	Salaries, Overtime	367	0	0	0	184	183	0	367	0	346
10-1022-4010	Salaries, Temporary	3,570	339	236	236	236	236	236	1,519	2,051	11,535
10-1022-4020	Salaries, Overtime	75,463	39,932	7,546	7,546	7,546	7,546	7,547	77,663	(2,200)	79,236
10-1023-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1023-4020	Salaries, Overtime	8,050	4,647	681	681	681	680	680	8,050	0	8,048
10-1024-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1024-4020	Salaries, Overtime	784	153	67	67	67	67	67	488	296	784
10-1032-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
10-1032-4020	Salaries, Overtime	966	0	0	0	0	166	800	966	0	1,005
10-1034-4010	Salaries, Temporary	30,600	5,437	2,000	2,000	2,000	2,000	2,000	15,437	15,163	30,000
10-1034-4020	Salaries, Overtime	70,380	33,810	8,762	6,952	6,952	6,952	6,952	70,380	0	71,250
10-1050-4010	Salaries, Temporary	7,161	4,407	843	602	602	602	602	7,658	(497)	8,428
10-1050-4020	Salaries, Overtime	270	106	20	20	40	20	20	226	44	278
10-1052-4010	Salaries, Temporary	32,601	19,561	4,500	4,000	2,000	1,020	1,202	32,283	318	32,714
10-1052-4020	Salaries, Overtime	28,894	24,299	1,103	1,103	1,103	1,103	1,103	29,814	(920)	30,830
10-1074-4010	Salaries, Temporary	11,600	6,760	1,760	1,680	820	0	0	11,020	580	13,920
10-1074-4010	Salaries, Temporary	0	575	1,320	1,260	1,260	1,140	1,280	6,815	(6,815)	0
10-1074-4020	Salaries, Overtime	920	1,527	230	230	230	230	0	2,447	(1,527)	945
10-1080-4010	Salaries, Temporary	5,655	4,838	0	0	0	1,013	1,371	7,222	(1,567)	7,395
10-1080-4020	Salaries, Overtime	852	804	0	0	0	0	0	804	48	1,170
25-2510-4010	Salaries, Temporary	29,245	10,526	2,464	2,464	2,464	2,464	2,464	22,846	6,399	29,236
25-2510-4020	Salaries, Overtime	10,281	8,111	672	242	242	242	672	10,181	100	11,586
27-2710-4010	Salaries, Temporary	10,400	3,328	0	0	0	0	0	3,328	7,072	0
27-2710-4020	Salaries, Overtime	0	0	0	0	0	0	0	0	0	0
87-8750-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
87-8750-4020	Salaries, Overtime	3,570	4,508	412	750	210	210	210	6,300	(2,730)	7,529
88-8810-4010	Salaries, Temporary	118,335	71,403	19,536	4,939	5,557	5,557	5,557	112,549	5,786	118,335
88-8810-4020	Salaries, Overtime	1,574	949	0	0	0	0	0	949	625	1,459
89-8910-4010	Salaries, Temporary	27,540	19,521	4,005	1,975	1,975	250	0	27,726	(186)	27,540
89-8910-4020	Salaries, Overtime	2,025	827	0	0	0	0	0	827	1,198	2,025
40-4010-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	0
40-4010-4020	Salaries, Overtime	1,358	866	104	104	85	169	169	1,497	(139)	1,398
80-8020-4010	Salaries, Temporary	7,500	3,531	1,325	1,325	1,325	0	0	7,506	(6)	7,500
80-8020-4020	Salaries, Overtime	24,684	17,550	2,000	1,000	1,000	2,000	1,000	24,550	134	25,857
80-8030-4010	Salaries, Temporary	0	0	0	0	0	0	0	0	0	4,500
80-8030-4020	Salaries, Overtime	34,703	20,502	2,850	2,850	2,850	2,850	2,800	34,702	1	35,088
80-8080-4010	Salaries, Temporary	14,850	5,100	1,200	1,200	1,200	1,200	1,200	11,100	3,750	14,714
80-8080-4020	Salaries, Overtime	18,803	17,953	1,570	1,570	1,570	1,570	1,570	25,803	(7,000)	27,079
Totals	Temporary	303,857	158,894	39,669	22,001	19,439	15,482	15,892	271,377	32,480	310,617
	Overtime	286,810	179,951	26,083	23,181	22,826	24,210	24,058	300,309	(13,499)	308,847

GIS Tempc

closed

## CITY OF KIRKSVILLE 2010 Budget

### PUBLIC BUILDINGS

#### CODE ENFORCEMENT

**PROGRAM DESCRIPTION:** The Public Buildings division is responsible for maintaining the public buildings of the City. The custodians do daily cleaning of six of the major City buildings and also do minor repairs and upkeep and update the Codes and Planning Director on areas that need attention or repair. A ten-year plan for building improvements has been formulated which allows the budget for capital or major expenditures to be set.

#### COUNCIL DIRECTIVES

- ◆ *Identify future capital expenditure items in order to be budgeted in advance of needs.*
- ◆ *Make repairs and ensure that public buildings are maintained so the citizens can be proud of their City buildings.*

#### DEPARTMENTAL INITIATIVES

- ◆ Inspect City buildings cleanliness and any needed repairs.

**SIGNIFICANT HIGHLIGHTS/CHANGES:** A new Public Facility Technician will take over as the lead person overseeing the work of the custodians and taking care of daily concerns or needs. This person will commit the bulk of their time to maintenance and repair needs on the public buildings and will assist in identifying future repairs and capital expenditure requirements. A vehicle will be assigned for this position's use, so this division will incur vehicle maintenance costs commencing with 2010. Material Safety Data (MSD) sheet updates and training for custodians will be completed.

	Budget 2010	Projected 2009	Actual 2008
<b>PERFORMANCE MEASUREMENTS/SERVICE INDICATORS</b>			
Safety-on the job injuries	0	0	0
Safety-incidents	0	0	1
Supply costs per custodian labor hour	\$2.43	\$2.31	\$2.12
<b>AUTHORIZED PERSONNEL</b>			
Custodian	2	2	2
Public Facility Technician	1	0	0
Total	3	2	2

**CITY OF KIRKSVILLE 2010 Budget**

**STREET AND PARK MAINTENANCE**

**PUBLIC WORKS**

**PROGRAM DESCRIPTION:** This division is responsible for maintenance of streets and alleys, parks, signs, traffic light maintenance, traffic marking, street repair and patching, street sweeping, curb and gutter maintenance, storm drainage projects and snow removal. A facility at the former landfill for the disposal of brush is maintained by this division. Maintenance of the Forrest-Llewellyn Cemetery is also this division's responsibility.

**COUNCIL DIRECTIVES**

- ◆ *Build new pond at North Park for storm drainage and irrigation.*
- ◆ *Improve landscaping and facilities at Jaycee Park.*
- ◆ *Increase efforts in Cemetery maintenance.*

**DEPARTMENTAL INITIATIVES**

- ◆ Continue review of snow/ice control operations to reduce overall cost while enhancing public safety and minimizing adverse environmental impact.
- ◆ Expand street maintenance efforts and develop crew skills in concrete pavement repair.

**SIGNIFICANT HIGHLIGHTS/CHANGES:** Commencing with 2010, spring clean-up will be handled by the contractor for the City's solid waste collection program. With monies contributed by ATSU, emphasis will be placed on maintenance at the Forrest-Llewellyn Cemetery.

	<b>Budget 2010</b>	<b>Projected 2009</b>	<b>Actual 2008</b>
<b>PERFORMANCE MEASUREMENTS/SERVICE INDICATORS</b>			
Ton of debris collected at spring clean-up	0	270.4	264.92
Number of loads of brush at fall clean-up	128	128	129
Square feet of concrete replaced	7,841	6,312	9,369
Square feet of asphalt replaced	2,000	2,000	4,000
Miles of snow plowed	15,544	14,562	16,525
Number of trees cut on City right-of-ways	15	9	23
Number of feet of ditches where improvements were made	2,562	3,528	1,595
Cracks sealed by City staff (linear feet)	20,000	10,000	0
<b>AUTHORIZED PERSONNEL</b>			
Maintenance Supervisor	1	1	1
Maintenance Foreman	2	2	2
Traffic Control Technician	1	1	1
Equipment Operator II	3	3	3
Equipment Operator	1	1	1
Facility Maintenance Worker	0	1	0
Maintenance Worker	<u>5</u>	<u>5</u>	<u>6</u>
Total	13	14	14

## CITY OF KIRKSVILLE 2010 Budget

### NORTH PARK FUND

#### COMMUNITY SERVICES

**PROGRAM DESCRIPTION:** The North Park Complex is a 69-acre facility with eight ball fields, playground, shelter house and a skate park. The baseball field and two softball fields are equipped with lights. The facility is used by the Kirksville R-III softball and baseball programs, the Kirksville Baseball and Softball Association (KBSA), Kirksville Parks and Recreation Adult Softball program, the Truman State University intramural program, A.T. Still University and citizens of the community.

#### COUNCIL DIRECTIVES

- ◆ *Continue to identify and prioritize improvements necessary to the facility to keep it appealing to both local patrons as well as drawing additional users through tournaments and special events.*
- ◆ *Promote the Complex as a site for regional and state tournaments.*
- ◆ *Develop long-term partnerships with user groups.*

**SIGNIFICANT HIGHLIGHTS/CHANGES:** Contract negotiations with KBSA and Kirksville R-III for use of the Complex will be completed this year. Due to increased capital improvements occurring at the Complex, a transfer from the General Fund is necessary.

	Budget 2010	Projected 2009	Actual 2008
<b>PERFORMANCE MEASUREMENTS/SERVICE INDICATORS</b>			
Number of KBSA participants	630	621	625
Number of adult softball teams	45	44	42
Number of tournaments and/or special events	15	12	8
Revenues for concessions	\$30K	\$30K	\$29K

## KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

**SUBJECT:** Special Event Policy Review

**STUDY SESSION MEETING DATE:** September 20, 2010

**CITY DEPARTMENT:**Community Services

**PREPARED BY:** Melanie Smith, Community Services Director

The topic of special event planning and the liability for special events is one that comes up each year. The Council reviewed the existing special event policy at their study session on October 19, 2009 and are reviewing it again now to discuss what, if any, liability the city is willing to assume for events that are planned by a third party.

### **Background:**

The City of Kirksville receives more than 50 special event applications each year for events that are being held on city property. The majority of these events are held in our city parks, lakes and streets and are subject to City Council Policy #7—Special Events & Shelter Reservation Policy. This policy addresses three separate topics: shelter reservations, special facility reservations, and parades and runs. The majority of the special event permits that we process fall into the Special Facility Reservations section and are required to provide proof of adequate insurance naming the City of Kirksville as an additional insured. The policy states that events that fall into one or more of the following groups must submit a special event application:

- 150 or more attendees at an event
- 50 or more vehicles in a single location
- the general public is invited or notified by the media
- fee collection for event occurring on City property, including admissions, donations, concessions or merchandise sales
- use of temporary structures or facilities, amusement devices or pull-behind or trailer cooking grills, etc.
- closing of the facility, park roads or city streets
- animals on display, for show, or for rides
- hot air balloons or any apparatus for aviation ascent or descent onto City property that is beyond the normal scope of daily activities
- competitive races, contests, exhibitions or athletic events
- festivals, concerts or celebrations open to the general public (other than in amphitheatre)
- hanging of banners on or over public streets or rights-of-way

In addition, if the event falls into one of the following categories, they will be required to have insurance:

- use of animals for show, display or rides
- festivals, concerts or celebrations open to the general public which are anticipated to have 150 or more in attendance or 50 vehicles or more in a single location
- competitive races, contests, exhibitions or athletic events
- use of amusement rides or inflatables, climbing wall, dunking booth
- aviation-related activities (beyond the normal scope of daily activities)
- events that are used for fund-raising or revenue-generating purposes
- sale of food or cooking provided for the general public

“Adequate Insurance” is generally a general liability insurance for one million dollars (\$1,000,000) listing the City as an additional insured. Typically, the sponsoring organization gets a rider on their existing liability coverage for the event. If an organization does not have insurance coverage for their event, they can apply for coverage through the City’s Tenants and Users Liability Insurance Program (TULIP). The cost of this coverage can range from \$300-\$850 or more depending on the classification for the event. Events that are considered a higher risk by MIRMA are submitted to the TULIP program on an event by event basis for pricing. The last event that we submitted to MIRMA fell into this category and coverage cost \$850. This requirement does occasionally cause an event to be canceled or moved to another venue.

In the past, the City has chosen to assume the liability for selected events and serve as a co-sponsor for the event. Traditionally these events are selected and approved by the Community Services Director. Currently, the City only co-sponsors events when a city staff person has been actively involved in the planning process. This allows us to have some control over the liability that we are assuming.

If the City Council would like to extend these guidelines to other events or waive the insurance requirement for some events, then the special event policy needs to be updated to include some guidelines that would allow for this sponsorship and/or waiver of the insurance requirement.

Some preliminary research has been done to see how other city’s and park department’s handle special events and liability. Every organization has their own policy for special events and the liability that is associated with them. Some offer a tiered system with some events being exempt from the liability insurance coverage, some events are required to have \$1 million per occurrence coverage and some events are required to have \$2 million per occurrence coverage depending on the nature of the event. Some events are exempted because of the type of event and some exemptions are based on the type of event sponsor. Some questions that might need to be considered:

- What type of risk is the city be willing to assume? Fishing Tournaments, Car Shows, Jam Sessions, Ball Tournaments, Runs, Parades
- Is the event charging a fee for participation or intended to make a profit?
- Is the event sponsored by a non-profit organization?
- Is the event open to the public?
- Is the event asking for exclusive use of the public facility?
- Are there things that should never be allowed regardless of liability coverage?
- Should the City charge for staff time associated with events?
- Does the City want to purchase an insurance rider to cover events that we choose to sponsor?

CITY COUNCIL POLICY #7

DATE: October 24, 1994

AMENDED: April 15, 1996; August 18, 1997; March 28, 2005; Dec 18, 2007, May 4, 2009

## **SPECIAL EVENTS & SHELTER RESERVATION POLICY**

It is the policy of the City of Kirksville to make City parks, lakes, streets, and other facilities available to its citizens within the rules and regulations governing such facilities. In order to properly plan and organize certain activities it is sometimes necessary and beneficial for the public to be able to reserve a park facility, schedule parade routes, and to meet with the City in advance of a special event to address special needs. The following regulations and procedures have been formulated to manage multiple and diverse demands for use of park and open space facilities.

### **I. SHELTER RESERVATIONS**

#### A. USE

Except as otherwise provided herein, reservations are not required in order to use City park facilities; however, persons or groups wishing to secure and/or ensure the availability of facilities in advance must make a reservation. Park regulations apply to all users regardless of reservation. Citizens may make shelter reservations either by phone or in person at the Recreation Office in the Kirksville Aquatic Center.

#### B. PROCEDURES

1. Shelters are reserved on a first come, first served basis.
2. Each shelter can be reserved for a \$10 fee.
3. All fees must be paid at the time of reservation. If reservation is made by phone, reservations will only be held 3 working days without payment.
4. Reservations may only be made Monday-Friday, 8am-5pm.
5. No refunds will be given for cancellations or inclement weather. However, an event that is cancelled due to inclement weather may be rescheduled one time at no charge.
6. One change of date is allowed only if change is made one week prior to current reservation.
7. Extra trash cans may be requested at no charge.
8. A shelter reservation does not include a reservation for the playground, wading pool, ball field, or any other adjacent structure.
9. Persons or groups with reservations will have priority for use of the shelter.

### **II. SPECIAL FACILITY RESERVATIONS**

#### A. DEFINITIONS

1. Fishing tournaments held on Hazel Creek Lake or Forest Lake will be considered special events if the tournament is advertised or solicits participation in any manner,

regardless of the number of participants. This will apply to all groups, regardless of their for-profit or not-for-profit status.

2. Events to be conducted in public facilities or on public property (lakes, shelters, parks, streets, amphitheatre or Airport) that are beyond the intended scope of use of that facility or property are classified as special events and fall under the guidelines of this policy. This will apply to all groups, regardless of their for-profit or not-for-profit status. A special event application is required when one or more of the following are anticipated to occur:

- 150 or more attendees at an event
- 50 or more vehicles in a single location
- the general public is invited or notified by the media
- fee collection for event occurring on City property, including admissions, donations, concessions or merchandise sales
- use of temporary structures or facilities, amusement devices or pull-behind or trailer cooking grills, etc.
- closing of the facility, park roads or city streets
- animals on display, for show, or for rides
- hot air balloons or any apparatus for aviation ascent or descent onto City property that is beyond the normal scope of daily activities
- competitive races, contests, exhibitions or athletic events
- festivals, concerts or celebrations open to the general public (other than in amphitheatre)
- hanging of banners on or over public streets or rights-of-way

## B. REGULATIONS

1. Requests are considered on a first come, first served basis.

2. Requests must be made at least 30 days in advance of the proposed date of the special event, and not more than 12 months in advance. Multiple events may be considered in one request.

3. Requests must be made in writing or by e-mail to the City's Risk Coordinator by a representative of the sponsoring organization/person.

4. The sponsoring organization/person must have proof of adequate insurance (as determined by the Risk Coordinator) naming the City of Kirksville as an additional insured. The amount of insurance required depends on the risk level of the event. Insurance will be required for all the following events:

- use of animals for show, display or rides
- festivals, concerts or celebrations open to the general public which are anticipated to have 150 or more in attendance or 50 vehicles or more in a single location
- competitive races, contests, exhibitions or athletic events
- use of amusement rides or inflatables, climbing wall, dunking booth
- aviation-related activities (beyond the normal scope of daily activities)
- events that are used for fund-raising or revenue-generating purposes
- sale of food or cooking provided for the general public

5. The sponsoring organization/person must provide a signed hold harmless agreement for the City of Kirksville.

6. The sponsoring organization/person shall provide the City with a list of extra components requested from the City for this event. This would include but not be limited to extra trash barrels, electricity, police assistance with traffic/crowd control, barricades, cones, no-parking signs, hanging of banners, etc. These types of services shall be provided on an as-available basis at the sponsoring organization/person's expense where applicable.
7. The sponsoring organization/person shall provide City staff with a plan for cleanup during and after the event (the facility is subject to inspection during and after the event.)
8. The sponsoring organization/person shall provide City staff with a parking plan for participants and spectators for the proposed event. Under no circumstances will any vehicles be allowed to park on the grass portions of the parks or lake facilities. Parking is restricted to the gravel or paved portions of the park or lake facility.
9. Alcoholic beverages are strictly prohibited from being sold, possessed or consumed on City property, except as allowed in City Council Policy #21, City Council Policy #27 or City Council Policy #28.
10. If the sponsoring organization/person intends to cook food during the special event, a health permit may be required from the Adair County Health Department.
11. If the sponsoring organization/person plans to construct any type of temporary scaffolding, bleachers, grandstand, reviewing stands, stages or platforms, or plan to install any temporary electrical wiring or other circuitry, the sponsoring organization/person shall be required to provide a copy of a current building permit.
12. The sponsoring organization/person will be required to provide a copy of a permit from the Kirksville Fire Department if they will be using an open flame, fireworks, or pyrotechnics, vehicle fuel, cooking facilities, enclosures (and tables within those enclosures), tents, air-supported structures, canopies, or any fabric shelters.
13. The sponsoring organization/person shall provide a medical emergency plan to City staff outlining any on-site first aid provisions including phone numbers and addresses of agency or agencies providing on-site first aid. This plan can be as simple as notifying the Adair County Ambulance District of the proposed activity.
14. If on-site vendors or concessionaires are to be allowed by the sponsoring organization/person, then copies of applicable City and County business licenses must be provided.
15. Hanging of banners from or on non-City owned property requires the written permission from the owner of the affected property. The property owner will also be required to sign a hold harmless agreement on behalf of the City.
16. The City reserves the right to stop or cancel an event at any time if deemed a safety issue or is in violation of City ordinances. Any fee or deposit will be forfeited. Any future requests from the event's sponsors may be subject to not being approved.

## C. PROCEDURES

1. Preliminary reservations may be made over the phone, in person or by e-mail.

2. An application for a special event may be picked up at the Recreation Office or at City Hall, or downloaded from the City's web site at [www.kirksvillemcity.com](http://www.kirksvillemcity.com). All completed applications must be returned to the Risk Coordinator at City Hall.
3. The application must be filled out and signed by the authorized designee of the sponsoring organization/person.
4. All applications shall be reviewed and signed by all applicable City of Kirksville departments, to verify compliance with department policies, procedures, and guidelines.
5. General liability insurance will be required. The applicant may either apply under the City of Kirksville's TULIP Program, or must provide proof of insurance with a copy of a valid policy, amount of coverage, and a written provision that the City of Kirksville is an additional insured on the policy.
6. If the proposed special event meets the criteria of all the respective departments within the City of Kirksville, the City Manager, acting on the behalf of the City Council, can authorize the special event. City Council approval is required if any event requires the closure of a street or if the sale of merchandise is being planned.

### **III. PARADES AND RUNS**

#### **A. USE**

These regulations will cover all events (normally referred to as parades/runs) proposed to be conducted on or along City streets, which are beyond the intended scope of use of that street. This shall be considered a special parade/run event and fall under the guidelines of this policy. This will include all groups or sponsors regardless of their for-profit or not-for-profit status.

#### **B. REGULATIONS**

1. Requests are considered on a first come, first served basis.
2. Requests must be made at least 30 days in advance of the proposed date of the special event, and not more than 12 months in advance. Multiple events may be considered in one request.
3. Requests must be made in writing or by e-mail by a representative of the sponsoring organization/person.
4. The sponsoring organization/person must have proof of adequate insurance (as determined by the Risk Coordinator) naming the City of Kirksville as an additional insured. The amount of insurance required depends on the risk level of the event.
5. The sponsoring organization/person must provide a signed hold harmless agreement for the City of Kirksville.
6. The sponsoring organization/person shall provide the City with a list of extra components requested from the City for this event. This would include but not be limited to extra trash barrels, police assistance with traffic/crowd control, barricades, cones, no-parking signs, hanging of banners, etc. These types of services shall be provided on an as-available basis at the sponsoring organization/person's expense where applicable.
7. Alcoholic beverages are strictly prohibited from being sold, possessed or consumed on City property, except as allowed in City Council Policy #21, City Council Policy #27 or City Council Policy #28.

8. The sponsoring organization/person shall provide a medical emergency plan to City staff outlining any on-site first aid provisions including phone numbers and addresses of agency or agencies providing on-site first aid. This plan can be as simple as notifying the Adair County Ambulance District of the proposed activity.

9. Hanging of banners from or on non-City owned property requires the written permission from the owner of the affected property. The property owner will also be required to sign a hold harmless agreement on behalf of the City.

10. The City reserves the right to stop or cancel an event at any time if deemed a safety issue or is in violation of City ordinances. Any fee or deposit will be forfeited. Any future requests from the event's sponsors may be subject to not being approved.

### C. PROCEDURES

1. An application for a parade/run may be picked up at City Hall, or downloaded from the City's website at [www.kirksvillemcity.com](http://www.kirksvillemcity.com). All completed applications must be returned to the Risk Coordinator at City Hall.

2. The application must be filled out and signed by the authorized designee of the sponsoring organization/person.

3. The application must list the proposed route, number of participants, spectators, and any other components needed to facilitate the parade/run.

4. All applications shall be reviewed and signed by all applicable City of Kirksville departments to verify compliance with department policies, procedures, and guidelines.

5. Liability insurance is required and the applicant may either apply under the City of Kirksville's TULIP program, or provide proof of insurance with a copy of a valid policy in the amount of \$1,000,000, with a written provision that the City of Kirksville is an additional insured on the policy.

6. If the proposed parade/run is an annual event and has been approved by the City Council in the past, and it meets the criteria of all the respective departments within the City of Kirksville, the City Manager, acting on the behalf of the City Council, can authorize the special event. City Council approval is required if any event requires the closure of a street or if the sale of merchandise is being planned.

**SPECIAL EVENT APPLICATION**  
City of Kirksville

Event Name \_\_\_\_\_

Description of Proposed Event \_\_\_\_\_

Proposed Location \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Proposed Event Date \_\_\_\_\_

Requested hours of operation: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Set up & Dismantle Dates \_\_\_\_\_ Time: \_\_\_\_\_

**Answer "yes" or "no" to indicate if any of the following activities will be a part of your event:**

_____ Route of event	_____ Entertainment or stage locations.
_____ Food Concession areas.	_____ Portable toilet facilities with location and number.
_____ Parking areas	_____ Organizer's command post.
_____ Cooking Areas	_____ Tents, displays, and enclosures.
_____ Temporary or permanent structures	_____ Trash containers (indicate number.)
_____ Will alcoholic beverages be served?	_____ Do you need to have access to water?
_____ First aid stations or medical care. (Have you contacted the Adair County Ambulance?)	
_____ Does the street need to be closed for the event? (Street closures require Council approval.)	
_____ If there is to be music describe type of music, sound, or noise as well as intended hours.	
_____ Have you contacted the Adair County Health Department for a permit?	

**Please provide at least 10 days prior to event:**

- Complete description of event, including estimated attendance. Include:
- \*Vendor list with name of business, name of owner, address & phone number.
  - \*Security plan (Kirksville Police Department does not provide private security for activities).
  - \*Food service plan meeting requirements of Adair County Health Department.
  - \*For not-for-profit organizations, affirmation letter of 501(c)(3) status.
  - \*Emergency plan
  - \*Off street parking plan
  - \*Merchandise vendor, food vendor, stage & other activities location plan
  - \*Lighting and sound system
  - \*Toilet facilities including disposal of sewage, trash, and refuse.
  - \*Temporary banner or signs
  - \*For parades, include a map of the proposed route

**Insurance for events to be held on public property must furnish an insurance certificate:**

- \*General Liability insurance for one million dollars (\$1,000,000) listing the City as an additional insured
- \*Or, if you have no insurance coverage, an application is available through the City's TULIP program.
- \*Please read and sign the hold harmless form on the back of this application.**

The City of Kirksville reserves the right to modify or cancel the proposed special event should special conditions or and emergency exist or if the guidelines of this policy are not followed. The City of Kirksville is not responsible for Lost or Stolen Property. The City of Kirksville does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law in the provision of services. The Sponsor hereby agrees to hold the City of Kirksville harmless from any and all suits, claims, damages, and causes of actions of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

For City Use: Investigations/Inspections Made \_\_\_\_\_

Fire \_\_\_\_\_ Police \_\_\_\_\_ Parks \_\_\_\_\_ Engineering/PW \_\_\_\_\_ Insurance \_\_\_\_\_ Fees Paid \_\_\_\_\_

City Council or City Manager \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date applicant notified of approval/non-approval \_\_\_\_\_

City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF KIRKSVILLE**  
**WAIVER, RELEASE & INDEMNIFICATION AGREEMENT**

To the fullest extent permitted by law, the Sponsor agrees to indemnify, defend and hold harmless the City of Kirksville, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

The Sponsor shall purchase and maintain the following insurance, at Sponsor's expense:

Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.

Prior to using the City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by the agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

The undersigned does hereby waive, release and forever discharge the City of Kirksville, Missouri, its agents and employees, and shall hold harmless and indemnify said City of Kirksville, Missouri, its agents and employees, from any and all claims, counts, causes of action and demands of every kind and nature, including reasonable attorney's fees and cost of litigation, which may arise out of, result from or in any manner pertain to any and all loss, costs, damage or expense whatsoever from the special event that is being held on City property.

\_\_\_\_\_  
Coordinator (Representative) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title and Organization

## Ineligible Hazards and Activities

The following activities are not eligible for coverage and are excluded on the insurance policy:

Aircraft/Aviation	Lacrosse and Rugby
All Terrain Boarding	Mechanical Amusement Rides or Services
Ballooning or Balloon Rides	Motorized Sporting Equipment
Base Jumping	Mosh Pits
Bouldering events	Mountain Biking
Boxing, Wrestling, Hockey, Contact Karate, or Contact Martial Arts	Power Boat Racing
Bungee Jumping	Professional Sporting Activities -- Games, Racing or Contests of a professional nature
Carnival Rides	Pyrotechnics or Explosives
Circuses	Rap or Heavy Metal Concerts
Concerts over 6 hours	Raves
Diving	Rock Climbing
Football (except passing camps with no contact drills)	Rodeo or Roping Events)
Hang Gliding	Scuba Diving
Jousting	Tractor/Truck Pulls
Kayaking, Rating or Canoeing in greater than Class 3 rapids	

## SCHEDULE OF HAZARD/RISK CLASSIFICATIONS

### HAZARD CLASS I

(Low Minimum Hazard Risks)

Aerobic Classes	Garden Shows
Antique Shows	Graduations
Art Festivals	Instructional Classes (Non-Mechanical)** see instructor classification and rates
Art Shows	Lectures
Auctions	Luncheons
Auto Shows (No Automobile Coverage)	Meetings (Indoor) (Union Meeting are Class III)
Award Presentations	Mobile Home Shows
Ballets	Motion Picture Theaters
Banquets	Organized Sight-Seeing Tours (No Automobile Coverage)
Bazaars	Pageants
Beauty Pageants	Parties (see Class II and III also) (see Youth Oriented Parties Page 14-2)
Bingo Games	Proms
Boat Shows	Reunions
Business Meetings	Quinceanera (see Youth Oriented Parties – Page 14-2)
Business Shows	RV Shows
Charity Benefits, Auctions & Sales	Seminars
Cinemas	Social Gatherings (Indoor) (see Youth Oriented Parties – Page 14-2)
Civic Clubs & Group Meetings	Social Receptions (see Youth Oriented Parties – Page 14-2)
Consumer Shows	Speaking Engagements
Conventions (In Buildings)	Teleconferences
Craft Shows	Telethons
Debutante Balls	Trade Shows (In Buildings)
Drill Team Exhibitions	Vacation Shows
Educational Exhibitions	Walk-A-Thon
Electronics Conventions	Weddings & Receptions
Exhibitions (In Buildings)	
Expositions (In Buildings)	
Fashion Shows	
Flower Shows	

**Vendors:** See “Additional Coverage Options and Charges” (Section 18) for rates.

**Note:** Youth Oriented Parties & Social Gatherings – Refer to Special Rules on Page 14-2

**\*\*Note:** See “Instructor Liability Classification Table” to classify instructors. Music, Dance, Aerobic, Art, Craft and other classes are to be included as Instructional Classes (non-mechanical).

**IMPORTANT:** Refer to these sections before classifying events: “Ineligible Hazards or Activities” (Section 14) and “Referring Events for Approval” (Section 5)

**Pyrotechnics are excluded.**

For questions, call (925) 609-6500 or Fax (925) 609-6550

## SCHEDULE OF HAZARD/RISK CLASSIFICATIONS

### HAZARD CLASS II

(Medium/Average Hazard Risks)

Animal Training (On Leash)	Opera/Operetta
Block Parties/Street Closures (Excl. Beaches)	Parades (Under 500 Spectators)
Classical Music Concert	Parties (see Class I and III also) (see Youth Oriented Parties Page 14-2)
Concerts (Not Rock, Rap or Heavy Metal or Mosh Pits)*	Picnics (If Pools or Lakes, with Lifeguards)
Dances & Parties (No Rap or Heavy Metal)	Plays
Dance Shows	Political Rallies
Debut	Religious Assemblies
Dinner Theaters	Rummage Sales
Dog Shows	School Bands
Exhibitions (Outdoor)	Séances
Farmers Market	Sidewalk Sales
Hotel Shows	Social Gatherings (Outdoor) (see Youth Oriented Parties Page 14-2)
Ice Skating Shows (Non Professional)	Swap Meets
Jam & Jazz Sessions (Not Rock)	Theatrical Road Shows
Job Fairs	Theatrical Stage Performances
Meetings (Outdoor)	Trade Shows (Outdoor)
Musicals	Voter Registration
Night Club Shows	
Old Timers Events	

**Vendors:** See "Additional Coverage Options and Charges" **Section 18** for rates.

**Note:** Youth Oriented Parties & Social Gatherings – Refer to Special Rules on Page 14-2

**IMPORTANT:** Refer to these sections before classifying events: "Ineligible Hazards or Activities" (Section 14) and "Referring Events for Approval" (Section 5)

\***Concerts** with the following exposures present special hazards that require prior approval.

- (1) Attendance over 500
- (2) Outdoor Concerts without permanent lighting
- (3) Concerts exceeding six hours in duration
- (4) Concerts with armed security guards

## SCHEDULE OF HAZARD/RISK CLASSIFICATIONS

### HAZARD CLASS III

(Moderate/Hazard/Increased Exposure Risks)

Animal Acts/Shows	Live Entertainment Promoters
Arcades	Livestock Shows
Carnivals (No Rides)	Meetings (Outdoors)
Casino & Lounge Shows	Parties (see Class I & II also) (see Youth Oriented Parties Page 14-2)
Concerts*	Picnics (If Pools or Lakes without Lifeguards)
Community Fairs	Scouting Jamborees
Ethnic Celebrations	State and Country Fair (No Rides)
Film Productions (Non-Action)	Street Fair
Flea Market	Kiddielands (No Rides)
Heads of State Events	Union Meetings
Horse Shows	Zoos

**Vendors:** See "Additional Coverage Options and Charges" (Section 18-2) for rates.

**Note:** Youth Oriented Parties & Social Gatherings – Refer to Special Rules on Page 14-2

**IMPORTANT:** Refer to these sections before classifying events: "Ineligible Hazards or Activities" (Section 14) and "Referring Events for Approval" (Section 5)

\*Rock Concerts require prior approval from the underwriter.

\*Concerts with Mosh Pits are not covered.

\*Rap and/or Heavy Metal or Rave concerts are not covered.

\*Dances with Rap or Heavy Metal or Raves are considered the same as concerts and are not covered.

\*Concerts with the following exposures present special hazards that require prior approval.

- (1) Attendance over 500
- (2) Outdoor Concerts without permanent lighting
- (3) Concerts exceeding six hours in duration
- (4) Concerts with armed security guards

**Pyrotechnics are excluded.**

For approval or questions, call (925) 609-6500 or Fax (925) 609-6550.

## SCHEDULE OF HAZARD/RISK CLASSIFICATIONS

### HAZARD CLASS IV

(Moderate-High Hazard/Increased Exposure Risks)

Baseball  
Basketball  
Bicycle Races  
Bicycle Rallies  
Equestrian Events  
Gymnastics  
Junior Athletic Games  
Marathons (Walking, Running, etc.)  
Roller Skate/roller Blade  
Roller Hockey League (Youth Only)  
Running Race  
Ski Events  
Soap Box Derby  
Softball  
Sports Camps (Non Contact Sports Only)  
Sporting Events in Buildings (Non-Professional) (Non Contact Sports Only)  
Tennis, Handball & Racquetball  
Volleyball

**IMPORTANT:** Refer to these sections before classifying events: “Ineligible Hazards or Activities” (Section 14) and “Referring Events for Approval” (Section 5)

- Note: (1) **YOU MUST SUBMIT LONG FORM APPLICATION FOR PRIOR APPROVAL AND PREMIUM FOR ALL CLASS IV EVENTS.**
- (2) **Waivers and Release of Liability forms are required for all Class IV Events. See Waiver section of manual.**
- (3) **Contact sports such as Football, Hockey, Rugby, Boxing, Wrestling, Martial Arts can not be insured in this program.**

**Pyrotechnics are excluded.**

For approval or questions, call (925) 609-6500 or Fax (925) 609-6550.

## SCHEDULE OF HAZARD/RISK CLASSIFICATIONS

### HAZARD CLASS V

(Moderate-High Hazard/Increased Exposure Risks)

Overnight Camps/Groups at Colleges or Universities  
Overnight Camping  
Overnight Events

**IMPORTANT:** Refer to the following before classifying events: “Ineligible Hazards or Activities” (Section 14) and “Referring Events for Approval” (Section 5)

## 2 SOCIAL MEDIA NETWORK POLICY (INCLUDING FACE BOOK, BLOGS & SIMILAR SITES)

The City has established a “use of social media” policy that will continue to provide employees with a safe and effective workplace. This policy will provide guidance to employees on the kind of comments that “cross the line” from private lawful activity to activity that harms the City’s legitimate business interests, and therefore, subjects the employee to disciplinary action.

This policy will give administrative personnel guidelines that may apply when using information obtained from a social network site. An employee’s use of social network sites becomes a problem when, in the sole discretion of the City, it interferes with the employee’s work, is used to harass or discriminate against co-workers, creates a hostile work environment, divulges confidential information, or harms the goodwill, image and/or reputation of the City.

The City does not discourage employee’s use of social media within the established guidelines on non-business personal time. However, the guidelines provided below should be adhered to whether during business or non-business time. If an employee is uncertain about the appropriateness of a social media posting they should check with their supervisor or department head.

### 2.1 SOCIAL MEDIA GUIDELINES FOR EMPLOYEES

- Do not post any comment or picture involving an employee, councilmember, patron, citizen, or volunteer of the City “on the job” or at City sponsored functions without the City’s expressed written consent.
- Employees whose affiliation with the City is evident, should mention that the remarks made on the web only reflect his or her own views and not necessarily the views of the City or other employees. However, based on the needs of the City, an employee may be counseled to refrain from commenting on work related matters, even if they mention that their views are their own.
- Employees should remember that their conduct may reflect upon the City and they are encouraged to exercise good judgment in their web communications.
- Employees are cautioned that they may be subject to discipline, up to and including discharge, for making defamatory, obscene, libelous, or offensive statements pertaining to the City or its employees.
- Employees should not provide any confidential, proprietary, or private information about the City or its employees.
- All City policies that regulate off-duty conduct apply to social network activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, etc.
- The City logo may not be used on the web without prior written permission from the City.

- Employees may consult with their appropriate supervisor with any questions about the City's views with respect to these guidelines for web communications and the City's legitimate business interest.
- Employees may not disclose information that was obtained as a result of their employment with the City.
- Employees may not post any work related comments/material while on duty or from a City owned machine, unless expressly approved by their department head.

**IMPORTANT:** Employees authorized to respond on behalf of the City to social media sites constitutes a form of communication subject to the provisions of the Sunshine Law.

Mari E. Macomber

Mari E. Macomber, City Manager

Date: 9/9/10