

# Agenda

1. Overview and Purpose of Planning Meeting
2. Budget Calendar
3. Mission Statement and City Values and Vision Statement
4. 2017 Projected Revenues
  - a. General Fund
  - b. Special Revenues
  - c. Utility Fund (Water and Wastewater Services)
  - d. Revenue Discussions
5. Personnel Update
  - a. Classification Changes
  - b. Pay Scale
  - c. Recommended solution to address FLSA Minimum Annual Salary for Exempt
  - d. Personnel Costs
  - e. Proposed Reorganization
6. Capital Requests
7. Department Reports
  - a. Vehicle Replacement Policy
  - b. Aquatic Center Evaluation
  - c. Body Cameras
  - d. Shooting Range
  - e. Storm Shelters – Public Education
  - f. Street Evaluation
  - g. Utility System
    - i. Downtown Storage Tank
    - ii. Treatment Plant
    - iii. Wastewater Treatment Plant Status
  - h. Solid Waste Processing Facility
    - i. E-Cigarettes
    - j. Sidewalk Regulations
    - k. Community Betterments
    - l.
8. Review City Goals
9. Future Study Session Topics
10. Wrap Up

## **OVERVIEW AND PURPOSE OF BUDGET PLANNING MEETING**

This is an opportunity for the City Council to evaluate the progress that has been made so far in the current fiscal year, consider budgetary priorities and formulate goals for the next fiscal year.

I have often said that the Budget is the most important action the Council takes each year. The budget is an essential tool in the planning and operation of any organization. The budget, once complete, will reflect the values and priorities of the Council. Aside from that having a budget is a requirement of law and as such should be given our best attention.

This meeting will be most effective if policy interests are discussed in broad, general topics and directions. However, there may be a few specific policy interests that you may want to give studied consideration.

Based upon the need to complete certain tasks for budgeting purposes, there are certain topics that must be discussed.

- Review of Revenues
- Review of Capital List
- Personnel Matters
- Status of City Council Goals

There are several items on the Agenda this year that have budgetary implications and frankly will require discussions that may find the Council wishing to support something but knowing that there may not be sufficient fund. So competing desires will have to be considered: support versus affordability, safety vs. sustainability, etc.

Other items on the Agenda are a result of directives from Council, issues that have arisen over the course of the year, or simply topics to spark discussion.

Keep in mind time constraints. This year, the Planning and Zoning Commission will be meeting at 6:30. Councilmember Long is the Council Representative to this Commission, and would need to be able to leave to attend this meeting. Council may want to break at this point, then reconvene to finish up the evening. If more time is needed, if the Council would be able to meet Thursday or Friday (September 15-16) that may be necessary.

Remember that consensus should not be expected on each topic so spending too much time on one subject could inhibit the productivity of this meeting.

If there is an unresolved topic it will be brought forth at a future study session.

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

- Provide overall direction for the budget to include
  - Approval of the Revenues
  - Direction on Capital
  - Personnel (any special issues to be addressed)
  - Consensus on City Council Goals for 2017

## **RULE of FIVE**

1. Success depends on the participants. Everyone should participate; share ideas, express concerns and ask questions.
2. Everyone should be active listeners. It is difficult to sit for hours on end and listen, however it is important to hear what is being presented as the Council must set priorities and do so based on knowledge and understanding.
3. Be receptive, positive, and open to new ideas. Try to avoid judgmental responses.
4. Conduct a civil dialogue; meaning it is ok to disagree with each other without being disagreeable.
5. Consider whether or not an issue you wish to bring forth and discuss resolves a problem or addresses a need.

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## **BUDGET CALENDAR FOR 2017 BUDGET**

### **Dates important to the City Council**

September 14	City Council Planning Meeting- 4:00 pm
September 16	Share results of Council Planning Meeting with Department Heads
October 10 -14	City Manager budget review meetings
November 7	Draft Budget submitted to City Council
November 14/15	City Council review of Draft Budget – 3 pm
November 21 to December 19	Preliminary Budget available in Administration and on website for Public Inspection
December 5	Public hearing and First Reading of Budget – Adoption of Year Amendments
December 19	City Council adoption of Budget
January 1	Date Budget must be in place

## **MISSION STATEMENT**

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

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## **CITY CORE VALUES**

Economic Development

Quality of Life

Fiscal Responsibility & Efficiency in  
Government

Protection of City Owned Assets

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## **VISION STATEMENT**

Our Vision is to be the best city to the  
citizens we serve meeting their needs  
and expectations both today and  
tomorrow

## REVENUES

**What are Revenues:** Aside from what you may think of as revenues (taxes and fees). The budget includes various sources of funds. From an accounting standpoint they may not be considered revenues, but for the budget we include: grants, loans, bond proceeds, transfers in from one fund to another, and refunds.

For Kirksville funds received by the City are maintained in over 25 separate Funds.

- **General Fund** - The revenues and expenditures associated with all services traditionally associated with local governments are accounted for in this fund, except for those services that are required to be accounted for in some other fund. Fund 10 is the General Fund.
- **Special Revenue Funds** - Are funds that account for the proceeds of specific revenue sources that is legally restricted to expenditure for specified purposes. Funds in the 20s along with 87 – Airport and 89 – North Park
- **Capital Project Funds** – Are Funds established to account for governmental fund financial resources designated to be used for the acquisition or construction of major capital facilities, excluding minor acquisitions financed from regular operating funds. These are our Fund 30
- **Internal Service Funds** - A "proprietary fund" used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis. We have two Fund 40 and Fund 60
- **Enterprise Funds** - A "proprietary fund" type used to account for resources committed to self-supporting activities of the government that renders services on a user-charged basis. Fund 80 is an Enterprise Fund
- **Fiduciary Funds** - A fund used to account for assets held in trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.

**Note** - Proprietary Funds are funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

Explanation of the Revenue Detail – Second line is the Fund Name Third line is the Fund #. Each will give the Account number, the Revenue Source Name and description of the revenue. The columns to the right show the 2017 Proposed, 2016 Approved Budget, YTD – is the amount received through end of July. The balance should be self explanatory.

2017 Budget Detail  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3010 Real Estate Taxes</b>									
Budget & YTD Actual		765,173	-		-	757,243			
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% Based on 2016 assessment plus new construction; net of uncollectibles of 4.4%, TIF allocation and collection costs of 4%. Revenue growth of .8% allowed for reassessment and new construction only; FY 2017 adjusted for Kraft Heinz PILOTs.	768,685	765,173		768,611	768,611				
<b>3010 Total</b>	768,685	765,173	-	768,611	768,611	757,243	11,368	3,438	74

**REVENUES** – we will walk through the revenues noting changes of significance. Since each line has a description, we will not explain those unless there is a question.

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3010 Real Estate Taxes</b>									
Budget & YTD Actual		765,173	-		-	757,243			
Ad valorem tax levied on all real property based upon assessed valuation established by County Assessor. Assessment formula: residential 10%, agriculture 12% and commercial and industrial 32% based on 2016 assessment plus new construction; net of uncollectibles of 4.4%, TIF allocation and collection costs of 4%. Revenue growth of .8% allowed for reassessment and new construction only; FY 2017 adjusted for Kraft Heinz PILOTs.	768,685	765,173		768,611	768,611				
<b>3010 Total</b>	768,685	765,173	-	768,611	768,611	757,243	11,368	3,438	74
<b>3020 Personal Property Taxes</b>									
Budget & YTD Actual		246,680	-		-	229,708			
Ad valorem tax levied on all personal property based upon assessed valuation established by County Assessor. Assessment formula: 33 1/3% of value. Based on 2016 assessment, net of uncollectibles of 4.7% and collection costs of 4% and Kraft Heinz removal of \$15m assets	213,926	246,680		202,287	202,287				
<b>3020 Total</b>	213,926	246,680	-	202,287	202,287	229,708	(27,421)	(44,393)	11,839
<b>3030 Business Surtax</b>									
Budget & YTD Actual		69,051	1,255		1,255	71,620			
Tax assessed on business realty, railroad and utility property by County Collector. 2018: Based on 3 year average collection history, including 2% increase & Kraft Heinz PILOTs.	70,801	69,051		73,052	73,052				
<b>3030 Total</b>	70,801	69,051	1,255	73,052	74,307	71,620	2,687	5,256	(3,506)
<b>3040 Railroad &amp; Utility</b>									
Budget & YTD Actual		69,483	-		-	77,617			
Tax assessed on railroad tracks, utility lines and all other movable property owned or leased by railroad and utility companies. Assessed value decreased in 2016 by 7%. Increased value 1% assumed for 2017.	64,306	69,483		63,670	63,670				
<b>3040 Total</b>	64,306	69,483	-	63,670	63,670	77,617	(13,947)	(5,813)	636
<b>3050 Financial Institution</b>									
Budget & YTD Actual		21,640	35		35	9,446			
Tax paid to the State on net income by all banks, trust companies, credit institutions and insurance companies. Variable source of revenue dependent upon each institution's write offs and capital improvements. FY 16 based upon 2015. Same value assumed for FY17.	9,535	21,640		9,500	9,500				
<b>3050 Total</b>	9,535	21,640	35	9,500	9,535	9,446	89	(12,105)	-
<b>3060 Prior &amp; Delinquent</b>									
Budget & YTD Actual		53,946	47,212		47,212	58,975			
Property taxes unpaid as of January 1. Additional penalties assessed on unpaid balances. Average collection rate is 90% on real and 70% on personal delinquent taxes. 2018: based upon estimated delinquency for 2015; FY17 assumes timely payments	49,837	53,946		9,195	9,195				
<b>3060 Total</b>	49,837	53,946	47,212	9,195	56,407	58,975	(2,568)	2,461	(6,570)
<b>3070 Payment in Lieu of Taxes - PILOT</b>									
Budget & YTD Actual		399,852	235,089		235,089	376,859			
Tax in lieu of property taxes on realty owned by various agencies & City utility franchise fees. Kirksville Housing Authority-payment limited to 10% of gross rents based on tax lev. 2018 & 2017: based on 3 year avg. 5% franchise fee of gross receipts of water/sewer/stormwater charges. Offset costs of General Fund for operations.	3,070	2,769		3,070	3,070				
	433,288	397,083		164,264	164,264				

Note the payment from Kraft Heinz. This will be one that the Council may want to focus on to insure understanding

**2017 Budget Detail**  
General Fund Revenue  
10-000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
Kraft Heinz Foods Company-one payment based on 100% 2016 original real estate tax roll before expansion, one payment based on expansion project at 50%.	203,033			-	-				
<b>3070 Total</b>	639,391	399,852	235,089	167,334	402,423	376,859	25,564	2,571	236,968
<b>3080 General Sales Tax</b> Budget & YTD Actual 1% tax on all retail sales made within the city limits. MoDOR collects and charges 1% collection fee. YTD 2016 1.1% increase over 2015. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2016: conservative growth 0.3% estimated.	2,773,100	2,773,100	1,224,264	1,525,746	1,224,264	2,723,000			
<b>3080 Total</b>	2,773,100	2,773,100	1,224,264	1,525,746	2,750,010	2,723,000	27,010	(23,090)	23,090
<b>3085 General Local Use Tax</b> Budget & YTD Actual 1% tax on all retail sales made online. MoDOR collects and charges 1% collection fee, effective Jan 2013. YTD 2016 based on 2 yr avg; 2017: conservative growth 0.3% estimated.	441,515	440,194	224,220	215,974	224,220	425,981			
<b>3085 Total</b>	441,515	440,194	224,220	215,974	440,194	425,981	14,213	-	1,321
<b>3100 Cigarette</b> Budget & YTD Actual Tax on each package of cigarettes sold in the city. Tax is \$.0025 per cigarette. Volatile revenue source dependent upon sales made in the city. YTD 2016 based on 3 yr avg; 2017: based on projected 2016.	78,875	80,000	37,610	41,265	37,610	78,316			
<b>3100 Total</b>	78,875	80,000	37,610	41,265	78,875	78,316	559	(1,125)	-
<b>3130 Telephone</b> Budget & YTD Actual 5% franchise fee required on gross receipts of landline and wireless telecom companies. Telephone companies continually protest types of receipts eligible for reporting. YTD 2016 collections down 3.8% from 2015 & steady decline in last three years. 2017: based on FY16 assuming wireless collections have stabilized.	290,000	314,900	144,770	145,230	144,770	301,223			
<b>3130 Total</b>	290,000	314,900	144,770	145,230	290,000	301,223	(11,223)	(24,900)	-
<b>3140 Electric</b> Budget & YTD Actual 5% franchise fee required on gross receipts of Ameren and Tri-County Electric as the exclusive providers of electricity within the city. YTD 2016 3yr avg increase of 0.1-0.3%, conservative increase 0.16% over 2015. 2017: based on projected 2016 with 0.2% increase. Ameren asked for 2017 increase, 7.8% avg increase per customer.	978,100	994,750	444,832	531,468	444,832	974,580			
<b>3140 Total</b>	978,100	994,750	444,832	531,468	978,100	974,580	1,520	(18,650)	2,000
<b>3150 Gas</b> Budget & YTD Actual 5% franchise tax levied on gross receipts of Liberty Utilities the exclusive provider of natural gas within the city. YTD 2016 based on 3 yr avg collections. 2017: based on projected 2016.	287,800	306,150	155,179	132,621	155,179	285,265			
<b>3150 Total</b>	287,800	306,150	155,179	132,621	287,800	285,265	2,535	(18,350)	-
<b>3160 Cable Television</b> Budget & YTD Actual 5% franchise tax levied on gross receipts of Cable One as the exclusive provider of cable television services within the city.		82,230	30,984		30,984	132,134			

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
YTD 2016 collections down 8.3% from 2015, which had a large increase from prior years. Affected by moratorium on internet access taxes, alternative services and exclusion of dial-up and cable modem services. 2017: based on projected 2016.									
	121,200	82,230		90,216	90,216				
<b>3160 Total</b>	121,200	82,230	30,984	90,216	121,200	132,134	(10,934)	38,970	-
<b>3170 Lodging Tax</b>									
Budget & YTD Actual		164,940	81,645		81,645	166,352			
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. YTD 2016 10% higher than 2015 due to Kratt project, using more conservative 2 yr avg of 3%. 2017: based on projected 2016 plus 3% due to new									
	176,500	164,940		89,705	89,705				
<b>3170 Total</b>	176,500	164,940	81,645	89,705	171,350	166,352	4,998	6,410	5,150
<b>3190 Business</b>									
Budget & YTD Actual		42,700	49,894		49,894	26,549			
License fee paid by all businesses and contractors operating in the city. YTD 2016 collections increased from 2015 due to fee increase adjusted for activity. 2017: based on projected 2016.									
	52,275	42,700		2,381	2,381				
<b>3190 Total</b>	52,275	42,700	49,894	2,381	52,275	26,549	25,726	9,576	-
<b>3191 County License</b>									
Budget & YTD Actual		530	1,180		1,180	537			
Merchants license fee collected on behalf of the county. This represents a 4% administrative fee. YTD 2016 collections reflective of 3 yr average. 2017: based on projected 2016.									
	530	530		(650)	(650)				
<b>3191 Total</b>	530	530	1,180	(650)	530	537	(7)	-	-
<b>3200 Liquor</b>									
Budget & YTD Actual		21,050	19,943		19,943	20,933			
Revenue from liquor licenses issued for the sale or serving of liquor within the city. Renewals annually July 1st. YTD 2016 slightly higher than 3 yr avg. 2017: based on projected 2016.									
	21,050	21,050		1,107	1,107				
<b>3200 Total</b>	21,050	21,050	19,943	1,107	21,050	20,933	117	-	-
<b>3210 Gross Sales</b>									
Budget & YTD Actual		244,390	87,765		87,765	242,432			
Quarterly gross receipts tax on sales made by licenses retail businesses. \$.50 per \$1,000 of sales assessed over the first annual \$30,000. YTD 2016 collections 15.32% lower than 2015, partially due to license ordinance change. 2017: based on projected 2016 plus \$5,000.									
	210,290	244,390		117,525	117,525				
<b>3210 Total</b>	210,290	244,390	87,765	117,525	205,290	242,432	(37,142)	(39,100)	5,000
<b>3220 Building Permits</b>									
Budget & YTD Actual		74,690	161,443		161,443	87,751			
Revenue from permitting of new construction, remodeling or demolition. Ensures adherence to code standards and to zoning ordinance. Permit charge based on fee schedule. YTD 2016 collections are 245% higher than 2015 due to various large bldg projects, i.e. hotel. 2017: based 3 yr avg 2013-2015 actual plus \$20,000 for additional large project.									
	95,710	74,690		26,057	26,057				
<b>3220 Total</b>	95,710	74,690	161,443	26,057	187,500	87,751	99,749	112,810	(91,790)
<b>3230 Gas Permits</b>									
Budget & YTD Actual		455	273		273	481			
Fee charged for the inspection of all new gas hookups. \$13 per inspection, excluding new construction. YTD 2016 75% higher than 2015, conservative increase of 8%. 2017: based on 2016.									
	520	455		247	247				
<b>3230 Total</b>	520	455	273	247	520	481	39	65	-

**2017 Budget Detail**  
 General Fund Revenue  
 10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3240 Boat Permits</b>									
Budget & YTD Actual		13,550	7,568		7,568	13,302			
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. YTD 2016 27.8% higher than 2015, using actual collections plus conservative \$1,500. Volatile revenue source based on weather, usage and lake patrol enforcement efforts. 2017: based 3 yr avg	14,180	13,550		8,032	8,032				
<b>3240 Total</b>	14,180	13,550	7,568	8,032	15,600	13,302	2,298	2,050	(1,420)
<b>3260 Trash Hauler Permits</b>									
Budget & YTD Actual		28,840	15,656		15,656	28,525			
4% gross receipts fee paid by all trash haulers operating within the city limits. Finance bills and collect for residential trash collection. Advanced Disposal commenced to remitting for commercial accounts after protesting paying since 2007. A stable revenue source. YTD 2016 collections 10.6% over 2015, using original budget. 2017: based on projected 2016.	28,840	28,840		13,184	13,184				
<b>3260 Total</b>	28,840	28,840	15,656	13,184	28,840	28,525	315	-	-
<b>3270 Motor Vehicle Sales Tax</b>									
Budget & YTD Actual		135,290	73,400		73,400	145,149			
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 2010 census. YTD 2016 collections 2.9% over 2015, conservatively using 2015 amounts. 2017: based on projected 2016.	145,150	135,290		71,750	71,750				
<b>3270 Total</b>	145,150	135,290	73,400	71,750	145,150	145,149	1	9,860	-
<b>3280 Motor Vehicle Fuel Tax</b>									
Budget & YTD Actual		466,200	189,018		189,018	463,246			
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 2010 census. YTD 2016 collections are 2.9% over 2015. Driving habits affected by pump prices. Conservatively using 2015 collections. 2017: based on projected 2016.	463,250	466,200		274,232	274,232				
<b>3280 Total</b>	463,250	466,200	189,018	274,232	463,250	463,246	4	(2,950)	-
<b>3290 Motor Vehicle License</b>									
Budget & YTD Actual		76,730	39,275		39,275	77,342			
Distribution by State on license fees collected statewide on applicable vehicles. Tax is used for street maintenance, repairs and improvement. Cities receive 15% of license fees collected in excess of amount collected as of 1/1/80. YTD 2015 collections are 24% higher than 2014. Remainder of 2015 forecast conservative increase of 12% 2016: based projected 2015 plus 1% growth factor.	77,350	76,730		38,075	38,075				
<b>3290 Total</b>	77,350	76,730	39,275	38,075	77,350	77,342	8	620	-
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual		137,459	82,751		82,751	178,134			
Reimbursements from expenditure-driven grants that are for General Fund activities. Known grant applications, primarily for emergency services and FEMA reimbursements. 2017 EMPG-SEMA Emergency Mgmt Performance will apply	20,080	19,611							
* 2016 EMPG-SEMA Emergency Mgmt Performance		19,611		9,550	9,550				
* SHSGP Homeland Security for Fire Dept 11/1/15-10/31/2016-Not awarded		21,398							
* RHSOC Grant for Hazmat Equipment & Supplies				18,448	18,448				

On this page are the Aquatic Center Fees – keep those in mind for when we discuss the results of the Aquatic Center Evaluation

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
* 2018 SHSP-MOSWIN capable mobile radios and mobile command center repairs/upgrades- <i>Waiting on notification</i>				16,800	16,800				
* 2018 SHSP-Response/tow vehicle- <i>Waiting on notification</i>				40,000	40,000				
* Assistance to Firefighters Grant				46,191	46,191				
* 2016 SCCG State Computer Crime June - December-salary & benefits for 7 months	-	37,763			-				
* 2017 SCCG State Computer Crime June thru December		30,576		28,583	28,583				
* 2017 SCCG State Computer Crime thru May-salary & benefits for 5 months + equipment and training	26,171				-				
* 2018 SCCG State Computer Crime June thru December- <i>will apply</i>	27,924				-				
* TSA LEO- <i>awarded, but they have not been paying and claiming out of funds.</i>	3,000	3,000		3,000	3,000				
* Bulletproof Vest Partnership- <i>applied</i>	1,725	-		1,725	1,725				
* MO ICAC Task Force-June 30 ending <i>applied</i>	7,500	5,000			-				
* 2017 LLEGB- <i>applied</i>	8,680	-		-	-				
* SEMA Grant for Disaster 4200 SMD-41 (State Share)	2,935	-		7,886	7,886				
* SEMA Grant for Disaster 4238 (State Share)	500	500		-	-				
* New grants				-	-				
* SWMD-Glass Totes- <i>verbally awarded</i>				27,837	27,837				
* SWMD-Tables & Benches- <i>verbally awarded</i>	22,163				-				
<b>3300 Total</b>	<b>120,678</b>	<b>137,459</b>	<b>82,751</b>	<b>200,020</b>	<b>282,771</b>	<b>178,134</b>	<b>104,637</b>	<b>145,312</b>	<b>(162,093)</b>
<b>3310 Daily Admissions - AQ</b>									
Budget & YTD Actual		51,000	36,535		36,535	57,575			
Fees dependent on patronage, volatile revenue source.									
ATSU user agreement	9,000	9,000		9,000	9,000				
2016: increased from 2015, conservatively adjusted for increase. 2017: projected 2016.	42,000	42,000		8,000	8,000				
<b>3310 Total</b>	<b>51,000</b>	<b>51,000</b>	<b>36,535</b>	<b>17,000</b>	<b>53,535</b>	<b>57,575</b>	<b>(4,040)</b>	<b>2,535</b>	<b>(2,535)</b>
<b>3320 Concessions - AQ</b>									
Budget & YTD Actual		12,050	9,863		9,863	12,168			
Fees dependent on patronage, volatile revenue source.									
2016: based on revenues thru August 30. 2017 projected 2016 plus 1.5%.	12,050	12,050		1,762	1,762				
<b>3320 Total</b>	<b>12,050</b>	<b>12,050</b>	<b>9,863</b>	<b>1,762</b>	<b>11,625</b>	<b>12,168</b>	<b>(543)</b>	<b>(425)</b>	<b>425</b>
<b>3330 Activities Fees</b>									
Budget & YTD Actual		28,000	16,754		16,754	29,098			
Revenues collected from participants in city-sponsored activities or shelter rentals.									
Fee charged is dependent on activity. YTD 2016 collections are 23.9% lower than 2015, using estimated amount from parks & rec. 2017: based on projected 2016.	23,450	28,000		6,696	6,696				
<b>3330 Total</b>	<b>23,450</b>	<b>28,000</b>	<b>16,754</b>	<b>6,696</b>	<b>23,450</b>	<b>29,098</b>	<b>(5,648)</b>	<b>(4,550)</b>	<b>-</b>
<b>3331 Activity Fees - AQ</b>									
Budget & YTD Actual		29,100	20,177		20,177	32,330			
Fee collected for Lessons & Red Cross classes.									
Fee charged is dependent on activity. YTD 2016 collections are 9% lower than 2015, using estimated amount from parks & rec. 2017: based on projected 2016.	29,280	29,100		9,103	9,103				
<b>3331 Total</b>	<b>29,280</b>	<b>29,100</b>	<b>20,177</b>	<b>9,103</b>	<b>29,280</b>	<b>32,330</b>	<b>(3,050)</b>	<b>180</b>	<b>-</b>
<b>3371 Pass Books-AQ</b>									
Budget & YTD Actual		54,000	49,683		49,683	63,823			
Fees for Single and Family Passes									
YTD 2016 3% increase over 2015, using estimated amounts from parks & rec. 2017: based on projected 2016.	58,000	54,000		10,007	10,007				
<b>3371 Total</b>	<b>58,000</b>	<b>54,000</b>	<b>49,683</b>	<b>10,007</b>	<b>59,690</b>	<b>63,823</b>	<b>(4,133)</b>	<b>5,690</b>	<b>(1,690)</b>
<b>3390 Crime Compensation</b>									
Budget & YTD Actual		350	222		222	336			

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<p>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. This represents the 5% retained.</p> <p>Volatile revenue source dependent upon the number of violations. YTD 2016 collections are 11.5% higher than 2015, using conservative 3 yr avg. 2017 based 2016.</p>	350	350		128	128				
<b>3390 Total</b>	350	350	222	128	350	336	14	-	-
<b>3391 POST</b>									
<p>Budget &amp; YTD Actual</p> <p>100% paid to POST - POST sends a check back to the City in September. 2016 amount based on 2 yr avg from MPS. 2017 based on 2016.</p>		900	-		-	519			
	625	900		625	625				
<b>3391 Total</b>	625	900	-	625	625	519	106	(275)	-
<b>3392 MO Sheriff's Retirement System</b>									
<p>Budget &amp; YTD Actual</p> <p>100% of the \$3 assessment per case paid to MOSRS. Paid directly through Municipal Court.</p>		-	-		-	-			
<b>3392 Total</b>	-	-	-	-	-	-	-	-	-
<b>3400 Fines &amp; Costs</b>									
<p>Budget &amp; YTD Actual</p> <p>Fines levied by the municipal judge for violations of city ordinances and traffic violations.</p> <p>YTD 2016 collections are 11.7% higher than 2015, using conservative 3 yr avg. 2017: projected 2016.</p>		111,345	55,216		55,216	121,565			
	116,410	111,345		61,194	61,194				
<b>3400 Total</b>	116,410	111,345	55,216	61,194	116,410	121,565	(5,155)	5,065	-
<b>3410 Police Training Collect</b>									
<p>Budget &amp; YTD Actual</p> <p>Fee assessed on all moving violation convictions for Law Enforcement Training (LET)-\$2 for each violation</p> <p>YTD 2016 collections are 12.5% higher than 2015, using conservative orig. budget. 2017: forecast based on average of 800 cases.</p>		1,600	1,202		1,202	1,805			
	1,600	1,600		388	388				
<b>3410 Total</b>	1,600	1,600	1,202	388	1,590	1,805	(215)	(10)	10
<b>3420 Police Report Charges</b>									
<p>Budget &amp; YTD Actual</p> <p>Charges assessed for copies of accident reports. Fees vary based on service.</p> <p>YTD 2016 collections are 21.7% higher than 2016, using orig budget. 2017: projected stable 2016.</p>		1,845	1,052		1,052	1,812			
	1,845	1,845		793	793				
<b>3420 Total</b>	1,845	1,845	1,052	793	1,845	1,812	33	-	-
<b>3430 Parking Violations</b>									
<p>Budget &amp; YTD Actual</p> <p>Fines assessed for parking violations. \$25 if paid within 14 days of issuance</p> <p>YTD 2016 collections are 7% lower than 2015, using conservative 3 yr avg. 2017: projected stable 2016.</p>		12,900	5,850		5,850	14,920			
	15,135	12,900		9,285	9,285				
<b>3430 Total</b>	15,135	12,900	5,850	9,285	15,135	14,920	215	2,235	-
<b>3630 Loan Proceeds</b>									
<p>Budget &amp; YTD Actual</p> <p>Proceeds from lease financing arrangement to pay for capital equipment.</p> <p>2016: No planned lease financing arrangements.</p>		-	-		-	-			
<b>3630 Total</b>	-	-	-	-	-	-	-	-	-
<b>3720 Merchandise - AQ</b>									
<p>Budget &amp; YTD Actual</p> <p>Fees dependent on patronage, volatile revenue source.</p> <p>FY 2016 up 22% from 2015, based on parks &amp; rec information. 2017: based on 3 yr avg</p>		1,400	1,232		1,232	1,413			
	1,425	1,400		348	348				

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3720 Total</b>	1,425	1,400	1,232	348	1,580	1,413	167	180	(155)
<b>3790 Management Fee - Wastewater</b>									
Budget & YTD Actual		190,288	111,001		111,001	176,448			
5% admin fee of sales of sewer charges. Offset costs of General Fund for operations. Revised costing method effective 2008. Based on sewer charges as projected and budgeted. Adjusted to actual at year-end.	205,988	190,288		78,099	78,099				
<b>3790 Total</b>	205,988	190,288	111,001	78,099	189,100	176,448	12,652	(1,188)	16,888
<b>3800 Management Fee - Water</b>									
Budget & YTD Actual		197,771	115,366		115,366	188,142			
5% admin fee of sales of water charges. Offset costs of General Fund for operations. Revised costing method effective 2008. Based on water charges as projected and budgeted. Adjusted to actual at year-end.	218,275	197,771		82,405	82,405				
<b>3800 Total</b>	218,275	197,771	115,366	82,405	197,771	188,142	9,629	-	20,504
<b>3810 Management Fee - Stormwater</b>									
Budget & YTD Actual		9,025	5,265		5,265	9,013			
5% admin fee of sales of stormwater charges. Offset costs of General Fund for operations. Revised costing method effective 2012. Based on water charges as projected and budgeted. Adjusted to actual at year-end.	9,025	9,025		3,760	3,760				
<b>3810 Total</b>	9,025	9,025	5,265	3,760	9,025	9,013	12	-	-
<b>3900 Refunds &amp; Reimbursements</b>									
Budget & YTD Actual		52,651	15,114		15,114	43,803			
Includes School Resource Officer (SRO), and administrative fees for E911, TIF & CIDs. If the City receives money for a prior year expense, it is recorded in this account as revenue. Volatile revenue source based on activity. 2017: based projected 2016 reimbursements.	2,000	8,000		1,000	1,000				
Tulip Insurance Activity	-	-		(1,116)	(1,116)				
Kirkville R-III School Resource Officer	28,500	25,909		12,843	12,843				
E911 administrative fees-2% E911 expenses	12,015	12,015		12,015	12,015				
S. Hwy 63 CID administrative fees-4% CID Revenues	1,792	1,727		1,803	1,803				
S. Hwy 63 TIF administrative fees-higher of 1% Pilots or \$5,000	5,000	5,000		5,000	5,000				
Franklin Street CID administrative fees	320	-		-	-				
North Baltimore Street CID administrative fees	200	-		-	-				
Baltimore Commons CID administrative fees	400	-		-	-				
<b>3900 Total</b>	50,227	52,651	15,114	31,545	46,659	43,803	3,057	(5,992)	3,568
<b>3910 Contributions</b>									
Budget & YTD Actual		8,775	6,807		6,807	7,194			
Contributions received from individuals for the settlement of court restitution cases. FY 2016 collections 08.7% higher than 2015, using conservative 3 yr avg. 2017: based on 2016.	8,220	8,775		1,413	1,413				
<b>3910 Total</b>	8,220	8,775	6,807	1,413	8,220	7,194	1,026	(655)	-
<b>3940 Sale of Property</b>									
Budget & YTD Actual		-	21,250		21,250	6,106			
Proceeds from sale of capital items - KBB Fair value sale to private party used or other sales sites	-	-		800	800				
Curb roller	-	-		-	-				
#126 Chevrolet Impala	3,000	-		-	-				
	-	-		-	-				
	-	-		-	-				
<b>3940 Total</b>	3,000	-	21,250	800	22,050	6,106	15,944	22,050	(19,050)
<b>3945 Insurance Proceeds</b>									
Budget & YTD Actual		-	900		900	6,051			
Proceeds from claims paid by MPR for general property damage or from damages to City property by citizens.	2,000	-		1,000	1,000				
	-	-		-	-				

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3945 Total</b>	2,000	-	900	1,000	1,900	6,051	(4,151)	1,900	100
<b>3950 Transfers In</b>									
Budget & YTD Actual		21,081	55		55	5,085			
Allocation of monies transferred from other Funds to the General Fund.									
CIST - Warning Siren Brooke Drive. 2014 Patryla Park		21,000							
Forest Llewellyn Cemetery Fund	81	81							
<b>3950 Total</b>	81	21,081	55		55	5,085	(5,030)	(21,026)	26
<b>3970 Rental Income</b>									
Budget & YTD Actual		39,593	20,975		20,975	37,372			
T-Mobile City Hall Tower Lease - 2% increase each year	21,911	21,493		9,017	9,017				
Lambert Glover Factory Building-ATSU	7,500	7,500		3,125	3,125				
Lambert Glover Factory Building-Bright Beginnings Daycare	6,400	6,600		2,500	2,500				
Red Cross EDA Building	3,000	3,000		500	500				
Miscellaneous EDA Building rental	1,000	1,000		500	500				
<b>3970 Total</b>	39,811	39,593	20,975	15,642	36,617	37,372	(756)	(2,976)	3,194
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		33,198	21,134		21,134	32,777			
Interest earned on allocated General Fund monies invested in CDs and interest-bearing accounts.									
Pooled cash interest of 0.62% in 2016, decrease to 0.42% in 2017. Revenue source fluctuates with the level of idle monies. 2016: based on projected 2015.	6,000	9,950		2,377	2,377				
Advance to Airport Fund Reimbursement of \$1,937.30 per month until 12/29/2029	23,248	23,248		9,687	9,687				
<b>3980 Total</b>	29,248	33,198	21,134	12,064	33,198	32,777	421	-	(3,950)
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		4,415	2,209		2,209	3,781			
Monies received from various miscellaneous sources and not allocable to other accounts. Examples included records fees, no visit lists, etc.									
YTD 2016 based on 2015. 2017: based on projected 2016. One-time payments or fire insurance proceeds not budgeted.	3,785	4,415		1,576	1,576				
Glass totes-\$3 each	1,500	-		3,000	3,000				
Police Donations-moved to 3992	-	-		-	-				
<b>3990 Total</b>	5,285	4,415	2,209	4,576	6,785	3,781	3,004	2,370	(1,500)
<b>3991 Miscellaneous-AQ</b>									
Budget & YTD Actual		100	140		140	46			
Advertising on Splash Radio & miscellaneous									
2016 ads sold 2017: projected 2016.	150	100							
<b>3991 Total</b>	150	100	140		140	46	94	40	10
<b>3992 Miscellaneous-Public Safety</b>									
Budget & YTD Actual		11,490	3,545		3,545	15,486			
Ex. Police transport & security, fire reports, burn permits etc.	4,990	4,990		4,695	4,695				
Adair County Haz Mat & motor vehicle extrication agreement	6,500	6,500		3,250	3,250				
<b>3992 Total</b>	11,490	11,490	3,545	7,945	11,490	15,486	(3,996)	-	-
<b>3993 Miscellaneous-Public Works</b>									
Budget & YTD Actual		770	2,279		2,279	(1,994)			
Ex. Copies, maps, ROW fees, surplus etc.	3,500	770		1,221	1,221				
<b>3993 Total</b>	3,500	770	2,279	1,221	3,500	(1,994)	5,494	2,730	-
<b>3994 Miscellaneous-Codes/Engineering</b>									
Budget & YTD Actual		6,575	1,108		1,108	6,320			
Ex. Contractor test, copies, maps, etc., volatile revenue source based on activity.	3,000	6,575		1,892	1,892				
<b>3994 Total</b>	3,000	6,575	1,108	1,892	3,000	6,320	(3,320)	(3,575)	-
<b>3995 Miscellaneous-Public Transportation</b>									
Budget & YTD Actual		-	-		-	-			

**2017 Budget Detail**  
General Fund Revenue  
10-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
Not budgeted. Actual only.	-	-	-	-	-	-	-	-	-
<b>3995 Total</b>	-	-	-	-	-	-	-	-	-
<b>3996 Miscellaneous-Community Support</b>									
Budget & YTD Actual	-	-	110	-	110	141			
Not budgeted. Actual only.	-	-	-	2	2	-			
<b>3996 Total</b>	-	-	110	2	112	141	(29)	112	(112)
<b>Total</b>	9,093,864	8,904,195	3,880,105	5,177,527	9,057,632	8,825,632	232,001	153,437	36,232

## Special Revenue Funds

Baltimore Commons CID  
20-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3080 General Sales Tax</b>									
Budget & YTD Actual	-	-	-	-	-	-			
CID 1% Tax-2017 based on \$125,000/mo opening May 2017	10,000	-	-	-	-	-			
<b>3080 Total</b>	10,000	-	-	-	-	-	-	-	10,000
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual	-	-	-	-	-	-			
<b>3300 Total</b>	-	-	-	-	-	-	-	-	-
<b>3980 Investment Earnings</b>									
Budget & YTD Actual	-	-	-	-	-	-			
Bank of Kirksville 0.62%	-	-	-	-	-	-			
<b>3980 Total</b>	-	-	-	-	-	-	-	-	-
<b>3990 Miscellaneous</b>									
Budget & YTD Actual	-	-	-	-	-	-			
<b>3990 Total</b>	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	10,000	-	-	-	-	-	-	-	10,000

**2017 Budget Detail**  
Downtown TIF  
21-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3010 Real Estate Taxes</b>									
Budget & YTD Actual		260,242	840		840	267,989			
FY 2016 assessed values and delinquent tax collection rates; 2017: 2016 projected plus 0.1% growth	268,200	260,242		266,850	266,850				
<b>3010 Total</b>	<b>268,200</b>	<b>260,242</b>	<b>840</b>	<b>266,850</b>	<b>267,690</b>	<b>267,989</b>	<b>(299)</b>	<b>7,448</b>	<b>510</b>
<b>3080 General Sales Tax</b>									
Budget & YTD Actual		18,000	17,221		17,221	18,196			
ACAD Sales Tax	18,000	18,000		-	-				
<b>3080 Total</b>	<b>18,000</b>	<b>18,000</b>	<b>17,221</b>	<b>-</b>	<b>17,221</b>	<b>18,196</b>	<b>(975)</b>	<b>(779)</b>	<b>779</b>
<b>3090 Economic Dev Sales Tax</b>									
Budget & YTD Actual		45,910	20,244		20,244	45,889			
3.5% of the 1/2 cent Economic Dev Tax YTD 2016 increase of 1.67% over 2015, using original budget. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2017: 0.5% increase over 2016.	46,140	45,910		25,666	25,666				
<b>3090 Total</b>	<b>46,140</b>	<b>45,910</b>	<b>20,244</b>	<b>25,666</b>	<b>45,910</b>	<b>45,889</b>	<b>21</b>	<b>-</b>	<b>230</b>
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual		-	-	-	-	-			
Enhancement funds	-	-	-	-	-	-			
<b>3300 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3900 Refunds &amp; Reimbursements</b>									
Budget & YTD Actual		-	-	-	-	-			
	-	-	-	-	-	-			
<b>3900 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3950 Transfers In</b>									
Budget & YTD Actual		-	-	-	-	-			
	-	-	-	-	-	-			
<b>3950 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		3,300	2,762		2,762	3,321			
Bank of Kirksville 0.62% for 2016. 2017: decreased to 0.42%	1,500	3,300		538	538				
<b>3980 Total</b>	<b>1,500</b>	<b>3,300</b>	<b>2,762</b>	<b>538</b>	<b>3,300</b>	<b>3,321</b>	<b>(962)</b>	<b>-</b>	<b>(1,800)</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		-	-	-	-	-			
	-	-	-	-	-	-			
<b>3990 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>333,840</b>	<b>327,462</b>	<b>41,067</b>	<b>293,064</b>	<b>334,121</b>	<b>335,394</b>	<b>(2,215)</b>	<b>6,669</b>	<b>(281)</b>

**2017 Budget Detail**

S. Hwy 63 TIF  
22-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
3010 Real Estate Taxes									
Budget & YTD Actual	-	-	-	-	-	-			
3010 Total	-	-	-	-	-	-	-	-	-
3080 General Sales Tax									
Budget & YTD Actual		43,100	23,765		23,765	44,871			
50% of CID 1% Tax-2016 stable with 2015. 2017: projected 2016	44,400	42,500		21,599	21,599				
Economic Activity Tax-pd by City, County & ACAD-County not paid 2015, as amount under dispute, ACAD based on average	2,000	600		2,000	2,000				
3080 Total	46,400	43,100	23,765	23,599	47,364	44,871	2,493	4,264	(964)
3090 Economic Development Tax									
Budget & YTD Actual		6,545	2,892		2,892	4,524			
3.5% of the 1/2 cent Economic Dev Tax YTD 2016 increased 1.67% over 2015, using original budget. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2017: 0.5% increase over projected 2016.	6,580	6,545		3,653	3,653				
3090 Total	6,580	6,545	2,892	3,653	6,545	4,524	2,021	-	35
3630 Bond Proceeds									
Budget & YTD Actual	-	-	-	-	-	-			
3630 Total	-	-	-	-	-	-	-	-	-
3900 Refunds & Reimbursements									
Budget & YTD Actual	-	-	-	-	-	-			
3900 Total	-	-	-	-	-	-	-	-	-
3950 Transfers In									
Budget & YTD Actual	-	-	-	-	-	-			
Revolving Loan	-	-	-	-	-	-			
3950 Total	-	-	-	-	-	-	-	-	-
3980 Investment Earnings									
Budget & YTD Actual		200	120		120	231			
Bank of Kirksville 0.62%, 2017: change to 0.42%	100	200		80	80				
3980 Total	100	200	120	80	200	231	(31)	-	(100)
3990 Miscellaneous									
Budget & YTD Actual	-	-	-	-	-	-			
3990 Total	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>53,080</b>	<b>49,845</b>	<b>26,777</b>	<b>27,332</b>	<b>54,109</b>	<b>49,626</b>	<b>4,483</b>	<b>4,264</b>	<b>(1,029)</b>

**2017 Budget Detail**

S. Hwy 63 CID  
23-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
3010 Real Estate Taxes									
Budget & YTD Actual	-	-	-	-	-	-	-	-	-
3010 Total	-	-	-	-	-	-	-	-	-
3080 General Sales Tax									
Budget & YTD Actual		42,500	22,801		22,801	44,395			
50% of CID 1% Tax-2016 Stable with 2015	44,400	42,500		21,599	21,599				
3080 Total	44,400	42,500	22,801	21,599	44,400	44,395	5	1,900	-
3630 Loan Proceeds									
Budget & YTD Actual	-	-	-	-	-	-	-	-	-
3630 Total	-	-	-	-	-	-	-	-	-
3900 Refunds & Reimbursements									
Budget & YTD Actual	-	-	-	-	-	-	-	-	-
3900 Total	-	-	-	-	-	-	-	-	-
3950 Transfers In									
Budget & YTD Actual	-	-	-	-	-	-	-	-	-
3950 Total	-	-	-	-	-	-	-	-	-
3980 Investment Earnings									
Budget & YTD Actual		670	409		409	666			
Bank of Kirksville 0.62%, 2017: change to 0.42%	400	670		261	261				
3980 Total	400	670	409	261	670	666	4	-	(270)
3990 Miscellaneous									
Budget & YTD Actual	-	-	-	-	-	-	-	-	-
3990 Total	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>44,800</b>	<b>43,170</b>	<b>23,210</b>	<b>21,860</b>	<b>45,070</b>	<b>45,061</b>	<b>9</b>	<b>1,900</b>	<b>(270)</b>

**2017 Budget Detail**  
Franklin Street CID  
24-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3080 General Sales Tax</b>									
Budget & YTD Actual		-	-		-	-			
CID 1% Tax-2017 based on \$400,000/qr for 3rd & 4th Qtr	8,000	-			-				
<b>3080 Total</b>	8,000	-	-		-	-			8,000
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual	-	-	-		-	-			
<b>3300 Total</b>	-	-	-		-	-			-
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		-	-		-	-			
Bank of Kirksville 0.62%, 2017: change to 0.42%		-			-				
<b>3980 Total</b>	-	-	-		-	-			-
<b>3990 Miscellaneous</b>									
Budget & YTD Actual	-	-	-		-	-			
<b>3990 Total</b>	-	-	-		-	-			-
<b>Total Revenue</b>	8,000	-	-		-	-			8,000

**2017 Budget Detail**  
E911 Central Dispatch  
25-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3110 Telephone E-911 Tax</b>									
Budget & YTD Actual		37,350	24,014		24,014	43,205			
Tax collected from land lines. Steadily decreased since 2011 (16.3%, 5.2%, 6.1%, 8.7%) FY15 decreased 8.7% from 2014, using conservative 7.5%. 2016: projected 2015 decrease 7.5%.	37,350	37,350		16,361	16,361				
<b>3110 Total</b>	37,350	37,350	24,014	16,361	40,375	43,205	(2,830)	3,025	(3,025)
<b>3350 Contractual Fees</b>									
Budget & YTD Actual		574,831	287,416		287,416	550,450			
City of Kirksville - \$74,986.75/quarter	282,805	299,947		70,520	70,520				
Adair Co Commission - \$23,367/quarter	81,894	93,468		21,775	21,775				
Adair Co Ambulance - \$22,677/quarter	79,476	90,708		21,121	21,121				
TSU - \$22,677/quarter	79,476	90,708		21,121	21,121				
City of Kirksville - Capital 52.18%	-	-		1,863	1,863				
Adair Co Commission - Capital - 16.26%	-	-		581	581				
Adair Co Ambulance - Capital - 15.78%	-	-		564	564				
TSU - Capital 15.78%	-	-		564	564				
<b>3350 Total</b>	503,650	574,831	287,416	138,108	425,524	550,450	(124,926)	(149,307)	78,126
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		600	401		401	636			
Bank of Kirksville - .62%	600	600		189	189				
<b>3980 Total</b>	600	600	401	189	590	636	(46)	(10)	10
<b>3990 Miscellaneous</b>									
Budget & YTD Actual	-	-	-		-	105			
<b>3990 Total</b>	-	-	-		-	105	(105)	-	-
<b>Total Revenue</b>	541,600	612,781	311,831	154,858	466,489	594,396	(127,907)	(146,292)	75,111

**2017 Budget Detail**

N. Baltimore St CID  
26-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3080 General Sales Tax</b>									
Budget & YTD Actual		-	-		-	-			
CID 1% Tax-2017 based on \$100,000/mo sales opening August	5,000	-			-				
<b>3080 Total</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual	-	-	-	-	-	-			
<b>3300 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		-	-		-	-			
Bank of Kirksville 0.62%, 2017: change to 0.42%		-			-				
<b>3980 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual	-	-	-	-	-	-			
<b>3990 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>

**2017 Budget Detail**

Community Partner  
28-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3330 Activities Fees</b>									
Budget & YTD Actual		10,000	-		-	426			
Forest Llewellyn Fence	9,851	10,000		149	149				
<b>3330 Total</b>	<b>9,851</b>	<b>10,000</b>	<b>-</b>	<b>149</b>	<b>149</b>	<b>426</b>	<b>(277)</b>	<b>(9,851)</b>	<b>9,702</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		60	8		8	41			
Bank of Kirksville 0.62%, 2017: change to 0.42%	50	60		42	42				
<b>3980 Total</b>	<b>50</b>	<b>60</b>	<b>8</b>	<b>42</b>	<b>50</b>	<b>41</b>	<b>9</b>	<b>(10)</b>	<b>-</b>
<b>Total Revenue</b>	<b>9,901</b>	<b>10,060</b>	<b>8</b>	<b>191</b>	<b>199</b>	<b>467</b>	<b>(268)</b>	<b>(9,861)</b>	<b>9,702</b>



**2017 Budget Detail**  
 Airport  
 87-0000

Revenues

Acct #	Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
	Budget & YTD Actual	-	-	-	-	-	-			
	3940 Total	-	-	-	-	-	-	-	-	-
3945	Insurance Proceeds									
	Budget & YTD Actual	-	-	-	-	-	-			
	3945 Total	-	-	-	-	-	-	-	-	-
3950	Transfers In									
	Budget & YTD Actual		408,180	17,353		17,353	200,234			
	Transportation Sales Tax	39,350	39,350		22,196	22,196				
	CIST	280,293	280,293		169,855	169,855				
	Council General Fund-current year negative fund balance	42,637	42,637		-	-				
	Negative Fund Balance Repayment from General Fund	45,900	45,900		45,900	45,900				
	Advance from General Fund for loan payoff and hanger purchase	-	-		-	-	320,814			
	3950 Total	408,180	408,180	17,353	237,951	255,304	521,048	(265,744)	(152,876)	152,876
3970	Farm Rental Income									
	Budget & YTD Actual		22,802	10,760		10,760	22,052			
	CREP (28.6A)-exp 2016		2,293		2,293	2,293				
	CREP (155.7A) \$13,927-only receive 70%-exp 2020	9,749	9,749		9,749	9,749				
	Cash rent of farm south 10 acres	750	750							
	Cash rent of 50 acres south/hay	10,010	10,010							
	3970 Total	20,509	22,802	10,760	12,042	22,802	22,052	750	-	(2,293)
3980	Investment Earnings									
	Budget & YTD Actual	-	-	-	-	-	-			
	3980 Total	-	-	-	-	-	-	-	-	-
3990	Miscellaneous									
	Budget & YTD Actual		620	1,800		1,800	1,202			
	Late Payment Fees		250							
	Miscellaneous		370							
	3990 Total	-	620	1,800	-	1,800	1,202	598	1,180	(1,800)
	<b>Total Revenue</b>	<b>2,870,139</b>	<b>3,915,494</b>	<b>584,075</b>	<b>1,260,871</b>	<b>1,844,946</b>	<b>1,612,721</b>	<b>232,225</b>	<b>(2,070,548)</b>	<b>1,025,193</b>

**2017 Budget Detail**

North Park  
89-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3320 Concessions</b>									
Budget & YTD Actual		32,000	27,370		27,370	30,089			
2017 based on 2016 budget	30,000	32,000		1,700	1,700				
<b>3320 Total</b>	<b>30,000</b>	<b>32,000</b>	<b>27,370</b>	<b>1,700</b>	<b>29,070</b>	<b>30,089</b>	<b>(1,019)</b>	<b>(2,930)</b>	<b>930</b>
<b>3330 Activity Fees</b>									
Budget & YTD Actual		47,000	36,362		36,362	46,421			
2016 decreased 22% from 2015, using estimate from Parks. 2017: based on 2016 budget less constant decline.	40,000	47,000		6,500	6,500				
<b>3330 Total</b>	<b>40,000</b>	<b>47,000</b>	<b>36,362</b>	<b>6,500</b>	<b>42,862</b>	<b>46,421</b>	<b>(3,559)</b>	<b>(4,138)</b>	<b>(2,862)</b>
<b>3350 Contractual Fees</b>									
Budget & YTD Actual		10,000	10,000		10,000	9,500			
School and Kent's cages	10,000	10,000		-	-				
<b>3350 Total</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>9,500</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>3940 Sale of Property</b>									
Budget & YTD Actual		-	-		-	-			
Not budgeted. Actual only.	-	-		-	-				
<b>3940 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3900 Refunds &amp; Reimbursements</b>									
Budget & YTD Actual		100	360		360	2,093			
	100	100			-				
<b>3900 Total</b>	<b>100</b>	<b>100</b>	<b>360</b>	<b>-</b>	<b>360</b>	<b>2,093</b>	<b>(1,733)</b>	<b>260</b>	<b>(260)</b>
<b>3950 Transfers In</b>									
Budget & YTD Actual		-	-		-	3,348			
From General Fund	-	-			-				
CIST Support		-			-				
<b>3950 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,348</b>	<b>(3,348)</b>	<b>-</b>	<b>-</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		-	149		149	-			
Bank of Kirksville 0.62%, 2017: change to 0.42%	90	-		30	30				
<b>3980 Total</b>	<b>90</b>	<b>-</b>	<b>149</b>	<b>30</b>	<b>179</b>	<b>-</b>	<b>179</b>	<b>179</b>	<b>(89)</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		250	152	-	152	177			
Vending machines	250	250		98	98				
<b>3990 Total</b>	<b>250</b>	<b>250</b>	<b>152</b>	<b>98</b>	<b>250</b>	<b>177</b>	<b>73</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>80,440</b>	<b>89,350</b>	<b>74,393</b>	<b>8,328</b>	<b>82,721</b>	<b>91,628</b>	<b>(8,907)</b>	<b>(6,629)</b>	<b>(2,281)</b>

# CAPITAL FUNDS

## 2017 Budget Detail Capital Improvements Sales Tax Fund 31-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual		972,138	-		-	-			
Solid Waste Management District-Glass Recycling Grant-extended thru Dec 2016		35,000		35,000	35,000				
MDC-Shooting Park-application preparation \$1,102,515 est total cost.		937,138			-				
<b>3300 Total</b>		972,138	-	35,000	35,000	-	35,000	(937,138)	(35,000)
<b>3630 Loan Proceeds</b>									
Budget & YTD Actual		-	-		-	-			
<b>3630 Total</b>		-	-		-	-			
<b>3690 Capital Improvement Sales Tax</b>									
Budget & YTD Actual		655,825	289,218		289,218	648,380			
YTD 2016 increased 1.6% over 2015, using 0 conservative increase. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2017: conservative 0.5% increase from 2016.		659,100	655,825	366,607	366,607				
<b>3690 Total</b>		659,100	655,825	289,218	366,607	655,825	7,445	-	3,275
<b>3695 Capital Improvement Local Use Tax</b>									
Budget & YTD Actual		-	-		-	-			
YTD 2014 based on 2013 YTD average growth of 2.6%. 2015: moved to #3085		-	-		-	-			
<b>3695 Total</b>		-	-		-	-			
<b>3850 Loan Repayments</b>									
Budget & YTD Actual		-	396		396	238			
Sidewalk Program		-	-		-	-			
<b>3850 Total</b>		-	396		396	238	158	396	(396)
<b>3900 Refunds &amp; Reimbursements</b>									
Budget & YTD Actual		-	-		-	5,024			
Airport sign relocation		-	-		-	-			
Bark Park sign		-	-		-	-			
<b>3900 Total</b>		-	-		-	5,024	(5,024)	-	-
<b>3950 Transfers In</b>									
Budget & YTD Actual		10,000	-		-	-			
Comm Partner Fund 28 - Dog Park Sign		3,001	-		-	-			
Comm Partner Fund 28 - Forest-Llewellyr		9,851	10,000	149	149				
<b>3950 Total</b>		12,852	10,000	-	149	149	149	(9,851)	12,703
<b>3970 Lease Payments</b>									
Budget & YTD Actual		167,500	97,708		97,708	144,206			
Cenveo Building Rent - \$10,000/month for 60 months ending 12/31/2019 with option to renew for 2 years.		120,000	120,000	50,000	50,000				
Cenveo Building Roof Replacement - \$3,958.33/month for 60 months ending July 2019		47,500	47,500	19,792	19,792				
<b>3970 Total</b>		167,500	167,500	97,708	69,792	167,500	23,294	(0)	0
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		1,290	1,575		1,575	1,532			
Bank of Kirksville 0.62% for 2016 & estimated 0.42% for 2017		2,255	1,290	1,125	1,125				
<b>3980 Total</b>		2,255	1,290	1,575	1,125	2,700	1,168	1,410	(445)
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		55,126	-		-	5,691			
MDC Shooting Park partners		55,126			-	-			
<b>3990 Total</b>		-	55,126	-	-	5,691	(5,691)	(55,126)	-
<b>Total Revenue</b>		841,707	1,861,879	388,897	472,673	861,570	56,498	(1,000,309)	(19,863)

**2017 Budget Detail**  
Transportation Sales Tax Fund  
32-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3300 State &amp; Federal Grants</b>									
Budget & YTD Actual		165,621	8,000		8,000	82,176			
STP - Urban Program (Federal) balance as of June 30, 2016	212,686	157,621			-				
TEAP Grant Funds -80% total or \$8,000 max.		8,000			-				
<b>3300 Total</b>	<b>212,686</b>	<b>165,621</b>	<b>8,000</b>	<b>-</b>	<b>8,000</b>	<b>82,176</b>	<b>(74,176)</b>	<b>(157,621)</b>	<b>204,686</b>
<b>3690 Transportation Sales Tax</b>									
Budget & YTD Actual		1,311,650	578,435		578,435	1,296,760			
YTD 2016 increased 1.6% from 2015, conservative steady amount used. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2017: conservative increase 0.5% over 2016.	1,318,200	1,311,650		733,215	733,215				
<b>3690 Total</b>	<b>1,318,200</b>	<b>1,311,650</b>	<b>578,435</b>	<b>733,215</b>	<b>1,311,650</b>	<b>1,296,760</b>	<b>14,890</b>	<b>-</b>	<b>6,550</b>
<b>3695 Transportation Local Use Tax</b>									
Budget & YTD Actual		-	-		-	-			
Moved to General Fund #3085	-	-			-	-			
<b>3695 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3950 Transfer In</b>									
Budget & YTD Actual		-	-		-	25,000			
CIST - stormwater	25,000	-			-	-			
Hwy 63 Alt Rte - Street Improvements	500,000	-			-	-			
<b>3950 Total</b>	<b>525,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>(25,000)</b>	<b>-</b>	<b>525,000</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		875	920		920	587			
Bank of Kirksville 0.62% for 2016 & estimated 0.42% for 2017	945	875		205	205				
<b>3980 Total</b>	<b>945</b>	<b>875</b>	<b>920</b>	<b>205</b>	<b>1,125</b>	<b>587</b>	<b>538</b>	<b>250</b>	<b>(180)</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		-	-		-	-			
<b>3990 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>2,056,831</b>	<b>1,478,146</b>	<b>587,355</b>	<b>733,420</b>	<b>1,320,775</b>	<b>1,404,523</b>	<b>(83,748)</b>	<b>(157,371)</b>	<b>736,056</b>

**2017 Budget Detail**  
Industrial Park  
33-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3950 Transfer In</b>									
Budget & YTD Actual		6,164	-		-	4,013			
	7,605	6,164		6,473	6,473				
<b>3950 Total</b>	<b>7,605</b>	<b>6,164</b>	<b>-</b>	<b>6,473</b>	<b>6,473</b>	<b>4,013</b>	<b>2,460</b>	<b>309</b>	<b>1,132</b>
<b>Total Revenue</b>	<b>7,605</b>	<b>6,164</b>	<b>-</b>	<b>6,473</b>	<b>6,473</b>	<b>4,013</b>	<b>2,460</b>	<b>309</b>	<b>1,132</b>

**2017 Budget Detail**  
Highway 63 Alternate Route  
34-0000

Acct #	Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
3090	Economic Development Sales Tax Budget & YTD Actual		1,259,150	555,262		555,262	1,250,868			
	YTD 2015 increased 1.3% over 2014, keep original budget amount. Affected by e-commerce, gas prices, retail offerings in city, economic outlook and consumer attitudes. 2016: conservative 0.3% increase over 2015.	1,265,450	1,259,150		703,888	703,888				
	<b>3090 Total</b>	<b>1,265,450</b>	<b>1,259,150</b>	<b>555,262</b>	<b>703,888</b>	<b>1,259,150</b>	<b>1,250,868</b>	<b>8,282</b>	<b>-</b>	<b>6,300</b>
3095	Economic Development Local Use Tax Budget & YTD Actual		-	-		-	-			
	Moved to general fund #3085		-	-		-	-			
	<b>3095 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
3630	Loan Proceeds Budget & YTD Actual		-	-		-	-			
	DO NOT USE - for initial loan only		-	-		-	-			
	<b>3630 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
3980	Investment Earnings Budget & YTD Actual		5,875	3,706		3,706	5,659			
	Bank of Kirksville 0.62% for 2016 & estimated 0.42% for 2017	3,150	5,875		1,954	1,954				
	<b>3980 Total</b>	<b>3,150</b>	<b>5,875</b>	<b>3,706</b>	<b>1,954</b>	<b>5,660</b>	<b>5,659</b>	<b>1</b>	<b>(215)</b>	<b>(2,510)</b>
	<b>Total Revenue</b>	<b>1,268,600</b>	<b>1,265,025</b>	<b>558,968</b>	<b>705,842</b>	<b>1,264,810</b>	<b>1,256,527</b>	<b>8,283</b>	<b>(215)</b>	<b>3,790</b>

# INTERNAL SERVICE FUNDS

## 2017 Budget Detail Central Garage 40-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
3300 State & Federal Grants									
Budget & YTD Actual	-	-	-	-	-	-			
3300 Total	-	-	-	-	-	-			
3810 Fuel Sales									
Budget & YTD Actual	257,759	246,181	75,468	88,910	88,910	168,648			
3810 Total	257,759	246,181	75,468	88,910	164,378	168,648	(4,269)	(81,803)	93,381
3820 Vehicle Maintenance Charge In									
Budget & YTD Actual	398,445	415,603	213,066	165,190	213,066	345,389			
3820 Total	398,445	415,603	213,066	165,190	378,256	345,389	32,867	(37,347)	20,190
3870 Grease & Oil Sales									
Budget & YTD Actual	6,678	6,450	2,731	3,123	2,731	5,864			
3870 Total	6,678	6,450	2,731	3,123	5,854	5,864	(10)	(596)	824
3900 Refunds & Reimbursements									
Budget & YTD Actual	-	-	-	-	-	-			
3900 Total	-	-	-	-	-	-			
3940 Sales of Property									
Budget & YTD Actual	-	-	2,050	-	2,050	-			
3940 Total	-	-	2,050	-	2,050	-	2,050	2,050	(2,050)
3950 Transfers In									
Budget & YTD Actual	-	-	-	-	-	-			
3950 Total	-	-	-	-	-	-			
3960 Capital Contributions									
Budget & YTD Actual	-	-	-	-	-	-			
3960 Total	-	-	-	-	-	-			
3980 Investment Earnings									
Budget & YTD Actual	-	-	-	-	-	-			
3980 Total	-	-	-	-	-	-			
3990 Miscellaneous									
Budget & YTD Actual	-	-	-	-	-	0			
3990 Total	-	-	-	-	-	0	(0)	-	-
<b>Total Revenue</b>	<b>662,882</b>	<b>668,234</b>	<b>293,315</b>	<b>257,223</b>	<b>550,538</b>	<b>519,900</b>	<b>30,637</b>	<b>(117,696)</b>	<b>112,344</b>

**2017 Budget Detail**

Insurance  
60-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3890 Employer Contributions</b>									
Budget & YTD Actual		1,386,882	785,850	-	785,850	1,094,229			
Medical - 139 EE	1,302,931	1,316,898		540,068	540,068				
Dental - 143 EE	68,527	69,984		28,246	28,246				
<b>3890 Total</b>	<b>1,371,458</b>	<b>1,386,882</b>	<b>785,850</b>	<b>568,314</b>	<b>1,354,164</b>	<b>1,094,229</b>	<b>259,935</b>	<b>(32,718)</b>	<b>17,294</b>
<b>3900 Refunds &amp; Reimbursements</b>									
Budget & YTD Actual		-	222,891	-	222,891	33,915			
<b>3900 Total</b>	<b>-</b>	<b>-</b>	<b>222,891</b>	<b>-</b>	<b>222,891</b>	<b>33,915</b>	<b>188,976</b>	<b>222,891</b>	<b>(222,891)</b>
<b>3920 Employee Contributions</b>									
Budget & YTD Actual		370,843	203,152	-	203,152	297,495			
Medical - 29 EE	110,481	280,241		117,833	117,833				
Medical Discounted - 110 EE	208,801	75,131		15,652	15,652				
Dental	16,085	15,471		5,936	5,936				
<b>3920 Total</b>	<b>335,367</b>	<b>370,843</b>	<b>203,152</b>	<b>139,420</b>	<b>342,573</b>	<b>297,495</b>	<b>45,078</b>	<b>(28,270)</b>	<b>(7,206)</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		6,250	3,077		3,077	6,755			
Bank of Kirksville	6,250	6,250		2,500	2,500				
<b>3980 Total</b>	<b>6,250</b>	<b>6,250</b>	<b>3,077</b>	<b>2,500</b>	<b>5,577</b>	<b>6,755</b>	<b>(1,178)</b>	<b>(673)</b>	<b>673</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		-	-		-	-			
<b>3990 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>1,713,075</b>	<b>1,763,975</b>	<b>1,214,970</b>	<b>710,234</b>	<b>1,925,205</b>	<b>1,432,394</b>	<b>492,811</b>	<b>161,230</b>	<b>(212,130)</b>

**UTILITY REVENUES** - When considering the amount of funds available in the Utility Fund be mindful of the \$8.2 million in Bond Proceeds

2017 Budget Detail  
Utility Fund Revenue  
80-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3300 State &amp; Federal Grants - W</b>									
Budget & YTD Actual		-	-		-	15,000			
Reimbursements from expenditure-driven grants that are for Utility Fund activities.									
Community Flouridation grant	-	-			-				
<b>3300 Total</b>		-	-		-	15,000	(15,000)	-	-
<b>3350 Contractual Fee-Service Cont</b>									
Budget & YTD Actual		-	-		-	-			
<b>3350 Total</b>		-	-		-	-	-	-	-
<b>3620 ARRA Bonds-Project</b>									
Budget & YTD Actual		-	-		-	-			
No Projects Planned for 2017.									
<b>3620 Total</b>		-	-		-	-	-	-	-
<b>3621 ARRA Bonds-COI</b>									
Budget & YTD Actual		-	-		-	-			
No Projects Planned for 2017.									
<b>3621 Total</b>		-	-		-	-	-	-	-
<b>3630 Bond Proceeds-W</b>									
Budget & YTD Actual		-	-		-	-			
No Projects Planned for 2017.									
<b>3630 Total</b>		-	-		-	-	-	-	-
<b>3631 Bond Proceeds-WW</b>									
Budget & YTD Actual		12,688,846	1,406,573		1,406,573	1,453,090			
Sewer Projects G036 to G024 and Basin F & G-South Outfall Wastewater Treatment Plant	8,280,298	12,688,846		8,313,129	8,313,129				
<b>3631 Total</b>	8,280,298	12,688,846	1,406,573	8,313,129	9,719,702	1,453,090	8,266,612	(2,969,144)	(1,439,404)
<b>3632 Loan Proceeds</b>									
Budget & YTD Actual		-	-		-	-			
No Projects Planned for 2017									
<b>3632 Total</b>		-	-		-	-	-	-	-
<b>3640 Trash Services</b>									
Budget & YTD Actual		29,765	126,098		126,098	28,041			
Advanced Disposal Trash Charges. Starting in 2012, this amount represents the 4% admin fee retained. FY 16 using 3 yr avg which coincides with original budget amount. 2017: projected 2016.	29,765	29,765		(96,333)	(96,333)				
<b>3640 Total</b>	29,765	29,765	126,098	(96,333)	29,765	28,041	1,724	-	-
<b>3651 Sewer Charges</b>									
Budget & YTD Actual		3,781,000	1,978,256		1,978,256	3,511,531			
Includes \$11.50 monthly fee. Schneider Electric 15 yr energy savings contract guarantee of 90% of \$250,000 for meter accuracy-50% FY 2016 increase of 4.34% from FY15, less than anticipated increase of 12.4%, using 4.34%. Schneider met savings goal-no payment. 2017: 2016 projected with 8.4% increase as part of 5 yr plan & Kraft expansion.	4,095,000	3,781,000		1,802,744	1,802,744				
<b>3651 Total</b>	4,095,000	3,781,000	1,978,256	1,802,744	3,781,000	3,511,531	269,469	-	314,000
<b>3661 Excess Sewer Charge</b>									
Budget & YTD Actual		24,750	938		938	17,436			
Kraft Heinz billed by FW for amounts exceeding lbs limit for BOD/Solids FY 2016 reduced for expansion. 2017: based on 3 yr avg prior yrs.	24,750	24,750		62	62				
<b>3661 Total</b>	24,750	24,750	938	62	1,000	17,436	(16,436)	(23,750)	23,750

**2017 Budget Detail**  
Utility Fund Revenue  
80-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>3670 Storm Water Fee</b>									
Budget & YTD Actual		180,500	105,365		105,365	180,259			
\$2.20 Storm Water monthly fee FY 2016 slight increase from 2015, using conservative original budget. 2017: projected 2016.	180,500	180,500		75,135	75,135				
<b>3670 Total</b>	<b>180,500</b>	<b>180,500</b>	<b>105,365</b>	<b>75,135</b>	<b>180,500</b>	<b>180,259</b>	<b>241</b>	<b>-</b>	<b>-</b>
<b>3671 ARRA federal Interest Rebate</b>									
Budget & YTD Actual		48,226	24,736		24,736	50,269			
2010 Bond Series IRS Federal Rebate 8038-CP (currently 93.2% of scheduled interest per the Balanced Budget and Emergency Deficit Control Act of 1985, amount will change September 2016-new rate unknown)	48,200	48,226		23,648	23,648				
<b>3671 Total</b>	<b>48,200</b>	<b>48,226</b>	<b>24,736</b>	<b>23,648</b>	<b>48,384</b>	<b>50,269</b>	<b>(1,885)</b>	<b>158</b>	<b>(2,184)</b>
<b>3700 Water Sales</b>									
Budget & YTD Actual		3,955,417	2,166,481		2,166,481	3,762,845			
Includes \$9.50 monthly fee. Schneider Electric 15 yr energy savings contract guarantee of 90% of \$250,000 for meter accuracy-50% FY 2016 revenues increased 5.58% over the expected 4% over 2015, using conservative 4%. Schneider met savings goal-no payment. 2017: increase by 4% per rate study recommendation and Kraft-Heinz plant going on-line.	4,365,500	3,955,417		1,788,936	1,788,936				
<b>3700 Total</b>	<b>4,365,500</b>	<b>3,955,417</b>	<b>2,166,481</b>	<b>1,788,936</b>	<b>3,955,417</b>	<b>3,762,845</b>	<b>192,572</b>	<b>-</b>	<b>410,083</b>
<b>3710 Penalty Fees</b>									
Budget & YTD Actual		126,450	71,942		71,942	142,973			
New for 2012. Penalties, Door Hanger and Non-sufficient fund charges. FY 2016 revenues 10.7% less than 2015, using FY 2015 less %. 2017: stable with projected 2016.	127,675	126,450		55,733	55,733				
<b>3710 Total</b>	<b>127,675</b>	<b>126,450</b>	<b>71,942</b>	<b>55,733</b>	<b>127,675</b>	<b>142,973</b>	<b>(15,298)</b>	<b>1,225</b>	<b>-</b>
<b>3720 Sale of Merchandise-W</b>									
Budget & YTD Actual		20,970	18,484		18,484	20,062			
Sale of meters FY 2016 increase with Kraft meter, using 2015 YE with meter. 2017: using original 2016 budget.	20,970	20,970		8,516	8,516				
<b>3720 Total</b>	<b>20,970</b>	<b>20,970</b>	<b>18,484</b>	<b>8,516</b>	<b>27,000</b>	<b>20,062</b>	<b>6,938</b>	<b>6,030</b>	<b>(6,030)</b>
<b>3730 Bulk Water</b>									
Budget & YTD Actual		500	1,377		1,377	620			
Bulk water sold at \$.25 for 100 gallons. Quarters deposited into a machine and turned in by PW employees & temporary water. Volatile revenue dependent on use. Flat amount projected.	2,360	500		983	983				
<b>3730 Total</b>	<b>2,360</b>	<b>500</b>	<b>1,377</b>	<b>983</b>	<b>2,360</b>	<b>620</b>	<b>1,740</b>	<b>1,860</b>	<b>-</b>
<b>3740 Bad Debt Collections-W</b>									
Budget & YTD Actual		5,890	2,565		2,565	5,664			
Accounts previously turned over to collection agency that have been collected. Volatile revenue dependent on poor payment history. 2016: projected 2015.	4,400	5,890		1,835	1,835				
<b>3740 Total</b>	<b>4,400</b>	<b>5,890</b>	<b>2,565</b>	<b>1,835</b>	<b>4,400</b>	<b>5,664</b>	<b>(1,264)</b>	<b>(1,490)</b>	<b>-</b>
<b>3750 Service Calls-W</b>									
Budget & YTD Actual		9,515	6,175		6,175	9,590			
Reconnection Fees									

**2017 Budget Detail**  
Utility Fund Revenue  
80-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
Volatile revenue dependent on poor payment history. FY 2016 increase 15.6% from 2015, conservative 2015 actual used. 2017: projected 2016.	9,590	9,515		3,415	3,415				
<b>3750 Total</b>	9,590	9,515	6,175	3,415	9,590	9,590	-	75	-
<b>3760 Primacy Fee-W</b>									
Budget & YTD Actual		425	480		480	463			
Annual Primacy Fee									
Starting in 2012, this represents the 2% retained for admin fee for MDOR charge.	490	425		10	10				
<b>3760 Total</b>	490	425	480	10	490	463	27	65	-
<b>3770 Tap Fees-W &amp; WW</b>									
Budget & YTD Actual		2,400	5,770		5,770	2,261			
Water & Sewer Tap Fees									
FY 2016 based on avg collections. 2017: stable for 2016.	9,700	2,400		3,930	3,930				
<b>3770 Total</b>	9,700	2,400	5,770	3,930	9,700	2,261	7,439	7,300	-
<b>3772 Stormwater Development Fees</b>									
Budget & YTD Actual		7,200	35,814		35,814	6,664			
2010 fee based on square feet for new construction imposed with building permit. Implemented 2014. FY 2016 based actual. 2017: projected 2016 less Kraft project, included estimates for new bldg.	20,000	7,200		2,686	2,686				
<b>3772 Total</b>	20,000	7,200	35,814	2,686	38,500	6,664	31,836	31,300	(18,500)
<b>3850 Loan Repayments</b>									
Budget & YTD Actual		-	-		-	-			
No Plans for a new loan.	-	-		-	-				
<b>3850 Total</b>	-	-	-	-	-	-	-	-	-
<b>3890 Plumbers Licenses-W</b>									
Budget & YTD Actual		2,475	4,080		4,080	2,450			
New and renewal Plumber Licenses									
FY 2016 based on activity. 2017: projected 2016.	4,240	2,475		160	160				
<b>3890 Total</b>	4,240	2,475	4,080	160	4,240	2,450	1,790	1,765	-
<b>3900 Refunds &amp; Reimbursements-W</b>									
Budget & YTD Actual		-	-		-	(306)			
Activity from prior year	-	-		-	-				
<b>3900 Total</b>	-	-	-	-	-	(306)	306	-	-
<b>3901 Refunds &amp; Reimbursement-WW</b>									
Budget & YTD Actual		-	-		-	-			
Activity from prior year	-	-		-	-				
<b>3901 Total</b>	-	-	-	-	-	-	-	-	-
<b>3940 Sale of Property-W</b>									
Budget & YTD Actual		-	6,150		6,150	11,360			
#174-4" pump				800	800				
#340 Case forklift	6,000	-							
<b>3940 Total</b>	6,000	-	6,150	800	6,950	11,360	(4,410)	6,950	(950)
<b>3945 Insurance Proceeds</b>									
Budget & YTD Actual		-	-		-	-			
	-	-		-	-				
<b>3945 Total</b>	-	-	-	-	-	-	-	-	-
<b>3950 Transfers In-W</b>									
Budget & YTD Actual		1,201,760	-		-	573,267			
Capital from Fund 81	-	1,201,760		-	-				
<b>3950 Total</b>	-	1,201,760	-	-	-	573,267	(573,267)	(1,201,760)	-
<b>3951 Transfers In-WW</b>									
Budget & YTD Actual		1,080,911	-		-	1,632,157			

**2017 Budget Detail**  
Utility Fund Revenue  
80-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
Capital from Fund 81	489,674	1,080,911		3,071,685	3,071,685				
<b>3951 Total</b>	<b>489,674</b>	<b>1,080,911</b>	<b>-</b>	<b>3,071,685</b>	<b>3,071,685</b>	<b>1,632,157</b>	<b>1,439,528</b>	<b>1,990,774</b>	<b>(2,582,011)</b>
<b>3952 Transfers In-SW</b>									
Budget & YTD Actual		-	-						
CDBG Support	-	-							
CIST Support	-	-							
<b>3952 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3960 Capital Contributions</b>									
Budget & YTD Actual		-	-						
Unit 253 transfer from Street-capital contribution	-	-							
<b>3960 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3970 Rental Income-W</b>									
Budget & YTD Actual		136,070	77,128		77,128	133,386			
AT&T Lease-Truman Tower	23,522	23,100		9,676	9,676				
AT&T Lease-Downtown Tower	22,942	22,530		9,437	9,437				
Sprint Lease-Truman Tower	22,592	22,180		9,325	9,325				
Sprint Lease-Downtown Tower	24,186	23,710		9,896	9,896				
US Cellular Lease-Downtown Tower	22,816	22,230		9,325	9,325				
Verizon Lease-Downtown Tower	22,791	22,340		11,190	11,190				
2% increase every year for each contract									
<b>3970 Total</b>	<b>138,849</b>	<b>136,070</b>	<b>77,128</b>	<b>58,849</b>	<b>135,977</b>	<b>133,386</b>	<b>2,591</b>	<b>(93)</b>	<b>2,872</b>
<b>3980 Investment Earnings-W</b>									
Budget & YTD Actual		120,108	-			131,094			
Bond Interest	111,700	120,108		121,950	121,950				
<b>3980 Total</b>	<b>111,700</b>	<b>120,108</b>	<b>-</b>	<b>121,950</b>	<b>121,950</b>	<b>131,094</b>	<b>(9,144)</b>	<b>1,842</b>	<b>(10,250)</b>
<b>3981 Investment Earnings-WW</b>									
Budget & YTD Actual		101,287	-			148,952			
Bond Interest	98,900	101,287		132,700	132,700				
<b>3981 Total</b>	<b>98,900</b>	<b>101,287</b>	<b>-</b>	<b>132,700</b>	<b>132,700</b>	<b>148,952</b>	<b>(16,252)</b>	<b>31,413</b>	<b>(33,800)</b>
<b>3982 Investment Earnings</b>									
Budget & YTD Actual		41,700	28,772		28,772	42,565			
Checking Account interest allocated from 1910 Account-0.62% 2016, 0.42% 2017. FY 2016 yr avg. 2017: Projected 2016 with reduced int.	33,400	41,700		20,553	20,553				
<b>3982 Total</b>	<b>33,400</b>	<b>41,700</b>	<b>28,772</b>	<b>20,553</b>	<b>49,325</b>	<b>42,565</b>	<b>6,760</b>	<b>7,625</b>	<b>(15,925)</b>
<b>3983 Investment Earnings-SW</b>									
Budget & YTD Actual		-	-						
No Bonds with reserved earnings.	-	-							
<b>3983 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3990 Miscellaneous-W</b>									
Budget & YTD Actual		4,500	4,959		4,959	6,508			
Public Works Invoices-mostly water testing									
2016 102% increase over 2015. 2017: projected 2016.	6,510	4,500		1,551	1,551				
<b>3990 Total</b>	<b>6,510</b>	<b>4,500</b>	<b>4,959</b>	<b>1,551</b>	<b>6,510</b>	<b>6,508</b>	<b>2</b>	<b>2,010</b>	<b>-</b>
<b>3991 Miscellaneous-WW</b>									
Budget & YTD Actual		6,175	3,150		3,150	7,212			
Public Works Invoices-mostly waste water testing									
2015 based on average. 2016: projected 2015.	6,175	6,175		3,025	3,025				
<b>3991 Total</b>	<b>6,175</b>	<b>6,175</b>	<b>3,150</b>	<b>3,025</b>	<b>6,175</b>	<b>7,212</b>	<b>(1,037)</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>18,112,646</b>	<b>23,576,840</b>	<b>6,075,293</b>	<b>15,395,702</b>	<b>21,470,995</b>	<b>11,895,414</b>	<b>9,575,582</b>	<b>(2,106,845)</b>	<b>(3,358,349)</b>

**Water and Sewer Rates**

The City completed a rate analysis for both the water and wastewater components. HDR Engineering, Inc. concluded the City must adhere to the recommended wastewater rate structure to cover the payment of the bond for the wastewater treatment plant. In 2015, Carl Brown & Associates completed a multi-year comprehensive water rate analysis. Upon receipt of his report, the City Council approved the recommendations for the 2016 year which included adjusting the Service Availability Fee based on meter size, and continue to use the tier system.

Prior to any adjustments to either utility, there is a required public hearing, which will take place on October 17.

Year	Minimum	Water Service Availability Fee	Water by Tier			Sewer Service Availability Fee	Sewer
			1	2	3		
	Billing		per ccf				
	cf	per month				per month	per ccf
2014	200	\$8.50	\$3.14	\$2.75	\$2.54	\$9.50	\$3.47
2015	200	\$9.50	\$3.45	\$3.03	\$2.79	\$10.50	\$3.93
2016		Based on meter size	3.59	3.14	2.90	\$11.50	\$4.46
2017		Based on meter size	\$3.73	\$3.27	\$3.02	\$12.50	\$4.83

**The Industrial User Rate for 400,000 or more cubic feet per month will be \$0.8615/ccf**

## FIDUCIARY FUNDS

### 2017 Budget Detail Revolving Loan 96-0000

Acct # Description	Proposed 2017	Budget 2016	YTD 2016	Aug-Dec 2016	Projected 2016	Actual 2015	2015 vs 2016 Inc/(Dec)	2016 Inc/(Dec)	2017 vs 2016 Inc/(Dec)
<b>Revenues</b>									
<b>3850 Loan Repayments</b>									
Budget & YTD Actual		25,631	24,540		24,540	47,000			
Cenveo-\$5,772.33 monthly thru May 2016		23,089			-				
Sherry Stacey -\$211.82 monthly thru August 2016	2,542	2,542		1,059	1,059				
<b>3850 Total</b>	<b>2,542</b>	<b>25,631</b>	<b>24,540</b>	<b>1,059</b>	<b>25,599</b>	<b>47,000</b>	<b>(21,401)</b>	<b>(32)</b>	<b>(23,057)</b>
<b>3950 Transfers In</b>									
Budget & YTD Actual		-	-		-	-			
Transfer from CIST		-	-		-	-			
S. Hwy 63 TIF Payment - Principal & Interest-moved to #3980		-	-		-	-			
<b>3950 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3980 Investment Earnings</b>									
Budget & YTD Actual		11,120	808		808	2,015			
Bank of Kirksville 0.62%, 2017: change to 0.42%	1,120	1,120		577	577				
S. Hwy 63 TIF Payment - Principal & Interest	10,000	10,000		10,000	10,000				
<b>3980 Total</b>	<b>11,120</b>	<b>11,120</b>	<b>808</b>	<b>10,577</b>	<b>11,385</b>	<b>2,015</b>	<b>9,370</b>	<b>265</b>	<b>(265)</b>
<b>3990 Miscellaneous</b>									
Budget & YTD Actual		-	-		-	-			
<b>3990 Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>13,662</b>	<b>36,751</b>	<b>25,348</b>	<b>11,636</b>	<b>36,984</b>	<b>49,015</b>	<b>(12,031)</b>	<b>233</b>	<b>(23,322)</b>

## REVENUE ISSUES

Due to the limitations placed on local revenue sources by the Tax Lid Amendment (Article X, Missouri Constitution) and the reduction in federal and state grant and loan programs, cities are trying to figure out how to pay for all the things that have become ours to maintain and provide. The cost to operate the City continues to grow and includes two large expenses – personnel and capital (equipment and infrastructure).

As we continue through this process, the Council will see that there are always more needs than funds available.

Last year, we successfully renewed the ½ cent Economic Development Sales Tax but will not be able to fully utilize those dollars until mid-2019. We will be able to use a small portion of those dollars this coming year on streets. But more funds are needed.

Following is a simple idea that we could implement that would help us stay on top of the fees that should be charged for various city services.

### Adoption of Fees on an Annual Basis

As it stands, the majority of our fees are all found within the Code of Ordinances. Some are easy to find and are labeled clearly as Fees. While others require staff to scour the Codes to determine if there are fees.

Over the past year, I learned that in some instances department personnel had not always been updating their day-to-day processes to include any changes in fees; and in a few instances due to turn-over were not aware of certain fees.

To eliminate any confusion, misunderstandings, lack of knowledge, the Council was asked to consider the allowance of a Fee Schedule that would be adopted annually by the Council and would reflect the current charges for various services and fees.

Vickie Brumbaugh has worked on that Fee Schedule and has discussed how we would complete the process since many of our Codes would have to be changed. The Code Company is agreeable with our placing language at the front of the Code Book that would state that “our fees our set annually by the City Council each year and can be found on our website”. As the Council approves changes to Ordinances, if that section had a fee included, it would be removed at the time of that update. Otherwise, it would be cost prohibitive to make all of the necessary Code changes at once.

In that Fee Schedule we would also include the costs for other City services, like photocopies, pool passes, cemetery lots, and North Park fees. The Exhibit A shown below is just a sample of what the Fee Schedule would look like.

This proposed change will be placed on the Agenda for the Council to approve at the same time each year of the final adoption of the Budget.

**EXHIBIT A - FEE SCHEDULE**

**General**

Photocopies (single or double-sided) per page	\$ .10
By State Statute 610.026(1) for not larger than 9 x 14 inches	

**Forest-Llewellyn Cemetery**

Burial Space for human and cremated remains	\$300.00
Burial of Cremains at the foot of an existing grave	\$150.00

**North Park Use**

Rental Fee for daily use per field	\$ 65.00
Plus \$10 per hour for a lighted field	
Plus \$25 per field refundable clean-up deposit	

<b>Park Shelter Use</b>	\$ 35.00
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<b>Police Accident Reports</b>	\$ 4.00
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**CITY CODE:**

**GENERAL PROVISIONS - Chapter 1**

General Penalty for Violations where no specific penalty is provided for.	\$500.00
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**ALCOHOLIC BEVERAGES – Chapter 4**

Violation of this Chapter’s provisions	\$25.00 - \$500.00
Violation of this Chapter’s provisions for Minors	\$500.00
Liquor Licenses	

## SALES TAX CONSIDERATIONS

Taxes are an essential source of revenue for all levels of government. Like other parts of the revenue structure, tax revenue setting by municipalities is restricted by state governments. States are not uniform in their approach to allowing municipalities to utilize the three major sources of tax revenue - property, sales and income taxes - usually permitting some combination.

In Missouri very few cities have income or earnings taxes (St. Louis and Kansas City). Kirksville, like many other municipalities receive revenue from two of these taxes - property and sales taxes.

### Sales Tax Revenue Generation in Kirksville

¼ Cent = \$ 659,100

½ Cent = \$1,318,200

Over the course of the past few weeks, I have had conversations with several department managers regarding departmental needs and funding issues. Their suggestion – increase the sales tax.

And to do that there needs to be support first from the Council, then support of the community.

Following is a list of sales tax options available to municipalities. Those in bold are ones that we already have in place, but our tax amount may not be the maximum allowed.

### MISSOURI SALES TAX and LIMITS

<b>Capital Improvement - 1/2%</b>	Statute: 94.577
- Limit: one-eighth, one-fourth, three-eighths or one-half of one percent	
<b>Economic Development – 1/2%</b>	Statute: 94.1008
- Limit: one-quarter, one-half, three-fourths or one percent	
<b>Transportation – 1/2%</b>	Statute: 94.605
- Limit: not to exceed one-half of one percent	
*Local Parks & Recreation –	Statute: 644.032
- Limit: not to exceed one-half of one percent	
**Fire Protection – 1/4%	Statute: 321.242
- Limit: up to one-fourth of one percent	
Law Enforcement	Statute: 67.582
- Limit: up to one-half of one percent	

\* ½% was approved in 1998 with a 3 year sunset

\*¼% Local Parks & Recreation was defeated in 2006

\*\* ¼% Fire Protection was defeated in 2009

## CURRENT SALES TAX OF KIRKSVILLE AND OTHER CITIES

Kirksville	7.85 (CIDs 8.85)
Macon	8.6%
Moberly	8.475% (Moberly Crossing CID - 9.475%)
Mexico	8.6%
Hannibal	8.85% Marion County 9.475% Ralls County (9.85%-SCZ Development District Inc. CID)
Quincy	8%
Warrensburg	8.35% (8.85%-Hawthorne Development TDD)
Sedalia	8.1%

Columbia's Sales Tax - Mall 8.475% ♦ Old Navy 8.975% ♦ Bass Pro Shops 8.475%

Kirksville's sales tax rate is the lowest. Less than Quincy by .15% and less than Sedalia by .25%

If Kirksville's Sales Tax rate increased to the level of Sedalia that would mean an additional \$659,000; Our rate compared to Moberly is .625% lower which would be an additional \$1.6 million dollars in revenue each year.

We have been lucky to be able to sustain our services and our infrastructure, but at some point the community should start considering whether it wants to invest in improvements that bring us out of not having enough funds to meet all of our obligations.

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## SPECIAL ASSESSMENTS

Special assessments most frequently are used to finance street maintenance, street paving, curbs and gutters, sidewalks and storm and sanitary sewers, but also may be used for water lines, street lighting, and off-street parking. Special assessments should not be confused with special districts, which finance construction and maintenance of specific improvements by uniform ad valorem property taxes. There are two general characteristics of the special assessment method of financing public improvements. First, the cost of the improvement is assessed on some equitable basis against the property directly benefited by the improvement. Basing the assessment on the number of square feet of property is common for sanitary sewers, and a lineal foot assessment frequently is used for the paving of streets and alleys and the construction of sidewalks. A more sophisticated system of square footage property assessment sometimes is used for storm sewers utilizing a factor to weigh the relative benefits of the storm sewer to each parcel and vary the square footage assessment on this weighted basis. Another assessment method utilizes appraised values of benefited properties established by an appointed board of appraisers.

Scattered within the Revised Statutes of Missouri are provisions for special assessments for sidewalk improvements and maintenance, curbs and guttering, street lighting, water mains, sewers and parking lots. Listed below are the improvements authorized by the Revised Statutes of Missouri, 1978, for Third Class cities, and includes the method of apportioning the cost to benefited property owners for each improvement.

### Third Class Cities

**Street Grading:** The cost of grading a street or alley is charged against the lots fronting or abutting the street or alley to be graded in proportion to the number of fronting or abutting feet.

**Street Paving** – Entire Surface of the Street is Paved or Repaired. The cost of paving a street is charged against the lots fronting or abutting the improvement in proportion to the number of fronting or abutting feet.

**Street Repair** – Entire Surface is Not Paved or Repaired. The street to be repaired is divided into sections. A section is the distance from the center line of one cross or intersecting street to the center line of the next cross or intersecting street (one block). The cost of the repair is then charged against the lots fronting or abutting on the section in proportion to the number of fronting or abutting feet.

**Guttering Streets:** The cost of guttering a street is charged against the lots fronting or abutting the improvement in proportion to the number of fronting or abutting feet.

**Gutter Repair:** The street in which the gutter repair is located is divided into sections (see Street Repair) and the cost of repairing the gutter then is charged against the lots fronting or abutting on the section in proportion to the fronting or abutting feet.

**Street Lighting:** One-half the cost of installation of a street lighting system may be paid for by a special assessment levied against all property in a “white way district” (street lighting district). The remaining half of the cost is paid for by bonds, which must be approved by the voters.

**Cleaning and Sprinkling Streets:** The cost of cleaning or sprinkling streets is charged against the lots fronting or abutting the street being cleaned or sprinkled, in proportion to the number of fronting or abutting feet. However, the cost cannot exceed five cents per front foot per month.

**Sidewalk Grading:** When the sidewalk portion of any street is graded exclusively, the cost of the grading is charged against the lots fronting or abutting on the side of the street in which the improvement is being made in proportion to the number of fronting or abutting feet.

**Sidewalk Construction:** The cost of making sidewalks is charged against the fronting or abutting lots in proportion to the number of fronting or abutting feet. Corner lots are charged with the cost of extending the sidewalks to the curb line of intersecting streets.

**Curb Repair:** The cost of repairing curbs is charged against the lot fronting or abutting the repair.

**Curb Construction:** The cost of curbing streets is charged against the lots fronting or abutting the street being curbed in proportion to the number of fronting or abutting feet. Corner lots are charged with the cost of extending the curbing to the curb line of intersecting streets and curbing and extending the curbing back to the street line at intersecting streets and alleys.

**Sidewalk Repair:** The cost of repairing a sidewalk is charged against the lot fronting or abutting the repair.

## FY 2017 Personnel All Funds Projections

GL#	GL Description	2016 Budget	2017 Budget No Change	2017 Budget 2% Hourly
4000	Full-Time Wages	\$ 5,877,759	\$ 5,744,938	\$ 5,854,950
4010	Part-time Wages	\$ 247,825	\$ 235,412	\$ 235,406
4020	Overtime	\$ 265,944	\$ 274,126	\$ 275,097
4030	Social Security Tax	\$ 488,952	\$ 478,467	\$ 486,957
4060	Dental Insurance	\$ 69,608	\$ 69,177	\$ 69,177
4070	Life Insurance	\$ 12,698	\$ 12,688	\$ 12,855
4080	LAGERS Retirement	\$ 490,445	\$ 547,110	\$ 557,331
4130	Medical Insurance	\$ 1,309,532	\$ 1,313,242	\$ 1,313,242
<b>Total</b>		<b>\$ 8,762,763</b>	<b>\$ 8,675,160</b>	<b>\$ 8,805,015</b>
			<b>\$ (87,603)</b>	<b>\$ 129,855</b>

## FY 2017 Personnel General Fund Projections

GL#	GL Description	2016 Budget	2017 Budget No Change	2017 Budget 2% Hourly
4000	Full-Time Wages	\$ 3,910,957	\$ 3,933,715	\$ 4,007,034
4010	Part-time Wages	\$ 196,816	\$ 204,938	\$ 204,932
4020	Overtime	\$ 171,158	\$ 181,307	\$ 182,278
4030	Social Security Tax	\$ 327,338	\$ 330,475	\$ 336,160
4060	Dental Insurance	\$ 47,801	\$ 46,804	\$ 46,804
4070	Life Insurance	\$ 8,821	\$ 8,766	\$ 8,878
4080	LAGERS Retirement	\$ 336,773	\$ 373,973	\$ 380,855
4130	Medical Insurance	\$ 925,077	\$ 906,323	\$ 906,323
<b>Total</b>		<b>\$ 5,924,741</b>	<b>\$ 5,986,301</b>	<b>\$ 6,073,264</b>
			<b>\$ 61,560</b>	<b>\$ 86,963</b>

## Proposed Reclassifications

Dept	Position	From	To
1022	School Resource Of	R9	R10
1024	Animal Control Of	R6	R7
4010	Mechanic	R9	R10

## Other Changes

- Compensated Absences no longer included in personnel budget.
- Eliminated Engineering Technician position
- Added Communications Operator position
- Eliminated Temporary Wages in E911
- Proposed MO Minimum Wage Increase \$7.65 to \$7.80
- FLSA/Exempt Annual Wage Increase from \$23,660 to \$47,476
- Moved Police Lieutenant to 1020 Police Admn from 1022 Police Protection

## Proposed FLSA Induced Scale - 2017

	Employee	R/S	12/31/16	R/S	1/1/17	% Inc	Review Date
<b>1002</b>	<b>Halstead</b>	112E	\$ <b>47,687</b>	112B	\$ <b>49,068</b>	<b>2.81%</b>	<b>20-Nov</b>
1003	Meredith	115D	\$ 61,622	115C	\$ 62,029	0.66%	10-Jul
1004	Young	115C	\$ 59,774	115B	\$ 60,110	0.56%	28-Feb
<b>1005</b>	<b>Ewing</b>	112E	\$ <b>47,687</b>	112B	\$ <b>49,068</b>	<b>2.81%</b>	<b>27-Aug</b>
1020	Farnsworth	114E	\$ 57,701	114C	\$ 57,971	0.47%	4-Aug
<b>1022</b>	<b>Wellman</b>	113B	\$ <b>47,872</b>	113B	\$ <b>52,503</b>	<b>8.82%</b>	<b>4-Aug</b>
<b>1032</b>	<b>Cook</b>	114C	\$ <b>54,339</b>	114B	\$ <b>56,178</b>	<b>3.27%</b>	<b>5-Jan</b>
1034	Rigdon	113H	\$ 57,038	113E	\$ 57,530	0.86%	28-Nov
1034	Jefferson	113H	\$ 57,038	113E	\$ 57,530	0.86%	1-Jan
<b>1034</b>	<b>Snyder, J</b>	113B	\$ <b>47,872</b>	113B	\$ <b>52,503</b>	<b>8.82%</b>	<b>17-Aug</b>
1052	Sandstrom	113E	\$ 52,455	113B	\$ 52,503	0.09%	26-Dec
1074	Selby	115H	\$ 69,017	115G	\$ 69,702	0.98%	22-Apr
2510	Killday	114H	\$ 62,742	114F	\$ 63,350	0.96%	13-May
<b>4010</b>	<b>Henneke</b>	112E	\$ <b>47,687</b>	112B	\$ <b>49,068</b>	<b>2.81%</b>	<b>20-Nov</b>
8020	Dunlap	114D	\$ 56,020	114B	\$ 56,178	0.28%	11-Apr
<b>8030</b>	<b>Snyder, D</b>	113C	\$ <b>49,399</b>	113B	\$ <b>52,503</b>	<b>5.91%</b>	<b>20-Jan</b>
8080	Eitel	114E	\$ 57,701	114C	\$ 57,971	0.47%	2-Dec
			\$ <b>933,651</b>		\$ <b>955,765</b>	<b>2.31%</b>	

All employees above will be eligible for a step increase at their annual review date. Halstead and Henneke received an initial 5.8% increase in December to comply with changes to FLSA law and their review date was changed to reflect the special adjustment. Ten employees received less than a 1% adjustment while 7 employees received a greater than 1% raise to bring them in line.

### EVALUATIONS COMPLETED ON TIME BY DEPARTMENT

**Administration – 100%**

**Airport – 100%**

**City Council – 0%**

**Codes and Planning – 100%**

**Community Services – 100%**

**E-911 - 100%**

**Finance – 100%**

**Fire – 80%**

**Police – 59%**

**Public Works – 77%**

TOTAL CAPITAL REQUESTS									
For All Funds/All Departments									
Year	GF-10	TIF-21	CID-23	CIST-31	TST-32	UTILITY-80	AIRPORT-87	GRANTS	TOTAL COST
2017	\$ 258,146	\$ 1,020,000	\$ 2,000	\$ 2,306,300	\$ 1,100,000	\$ 3,303,774	\$ 48,000	\$ 382,163	\$ 8,420,383
2017 Bonds/Loans						\$ 8,280,298			\$ 8,280,298
2018	\$ 398,103	\$ -	\$ -	\$ 1,126,781	\$ 1,100,000	\$ 2,708,094	\$ 411,400	\$ 360,000	\$ 6,104,378
2019	\$ 1,781,300	\$ -	\$ -	\$ 314,449	\$ 1,100,000	\$ 2,829,285	\$ 350,000	\$ -	\$ 6,375,034
2020	\$ 553,757	\$ -	\$ -	\$ 886,898	\$ 1,700,000	\$ 2,679,489	\$ 41,500	\$ -	\$ 5,861,644
2021	\$ 142,755	\$ -	\$ -	\$ 327,880	\$ 1,700,000	\$ 2,269,211	\$ 256,000	\$ 2,850,000	\$ 7,545,846
Total for the Year	\$ 258,146	\$ 1,020,000	\$ 2,000	\$ 2,306,300	\$ 1,100,000	\$ 11,584,072	\$ 48,000	\$ 382,163	\$ 16,700,681
Total for All Years	\$ 3,134,061	\$ 1,020,000	\$ 2,000	\$ 4,962,308	\$ 6,700,000	\$ 13,789,853	\$ 1,106,900	\$ 3,592,163	\$ 34,307,285
**NOTE: This spreadsheet does not include capital projects that will be carried over from current year, nor does it reflect the Bond/Loan Repayments after 2017.									

**Capital Requests** are presented as submitted by the Department Managers. The requests have not been scaled back to meet available funding levels, nor have they been evaluated by the City Manager. Last year submitted requests totaled \$22,751,225. The Council should know that there are always more requests than funds available.

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017													
SOURCE	PROJECT	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
<b>COMPUTER CAPITAL PROJECTIONS</b>													
	Springbrook Upgrade	2,043											2,043
	In Car Summons/Ticket Printer/Scanner (6)	7,800											7,800
	4345 printer replacement (if needed)	5,800											5,800
	iPad/tablet for FireDept Fire House	6,000											6,000
	Server Storage for Body Cams/CCTV (rolled from 2016)	8,000											8,000
	Air Fiber to Waste Water Plant	30,000											30,000
	Animal Control MDT (Rolled from 2016)	1,625											1,625
	<b>Total</b>	<b>61,268</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,268</b>
<b>PUBLIC BUILDINGS CAPITAL PROJECTIONS</b>													
	KPD Furniture Replacement	5,000	-										5,000
	City Hall Smoke Alarm Sensor Replacement		6,500										6,500
	Aquatic Center		60,000										60,000
	KPD Elevator Repairs		5,800										5,800
	Fire Dept - repaint truck bay walls		6,000										6,000
	EDA - Outside Canopy Painting		4,000										4,000
	EDA - Ground Floor Carpet Replacement		14,000										14,000
	<b>Total</b>	<b>5,000</b>	<b>96,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>101,300</b>
<b>POLICE DEPARTMENT CAPITAL PROJECTIONS</b>													
	Replace Unit 110 - 2014 Ford Taurus Interceptor	32,500											32,500
	Replace Unit 126 - 2009 Chevy Impala	23,000											23,000
	Replace 2 Swat Tactical Vests	4,250											4,250
	<b>Total</b>	<b>59,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,750</b>
<b>FIRE CAPITAL PROJECTIONS</b>													
	Fire Equipment Include Hose/Nozzles/Ladders	3,000										60,000	63,000
	Replace Ford Excursion (509)-Grant funded in 2003												-
	Replace Unit 502 - 1994 Seagrave 65' Ladder Truck		750,000										750,000
	Portable Radios	7,000											7,000
	Lockers for FFs (In bunk area)	5,000											5,000
	SCBA Air Bottles-approx \$2,500 x 5	12,500											12,500
	SCBA Fire Equipment (air packs 3rd yr replacement) approx \$6,900 ea x 4	34,500											34,500

**CAPITAL IMPROVEMENT PROGRAM PROPOSAL  
FY 2017**

SOURCE	PROJECT	GF	CIST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
	Total	62,000	750,000	-	-	-	-	-	-	-	-	60,000	872,000

**STREET AND PARK MAINTENANCE**

	Hot Mix Asphalt Plant		1,200,000										1,200,000
	Replace Unit 334 - 2000 John Deer Tractor		35,000										35,000
	Replace Unit 348 - 2008 Case Trackhoe		90,000										90,000
	Replace Unit 335 - 2012 Hustler Mower		10,000										10,000
	Sidewalk Machine for Snow Removal	40,000											40,000
	New Hydraulic Chain Saw for Hi-Lift Truck	2,500											2,500
	New Purchase Dual Grade Laser	4,800											4,800
	Total	47,300	1,335,000	-	-	-	-	-	-	-	-	-	1,382,300

CAPITAL IMPROVEMENT PROGRAM PROPOSAL													
FY 2017													
SOURCE	PROJECT	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
<b>ENGINEERING</b>													
	GIS Data aerial photos with parcel data (City's LS 30/70 split with Adair Co over 3 yr contract)	15,440											15,440
	Replace Van (Unit 215)		27,000										27,000
	Total	15,440	27,000	-	-	-	-	-	-	-	-	-	42,440
<b>PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS</b>													
	Forest-Llewellyn Cemetery Fencing		20,000										20,000
	Park Shelter at Hazel Creek Lake (matching funds for Missouri Conservation Heritage Foundation Grant)		5,000										5,000
	Burn Rings at Hazel Creek Lake		1,500										2,000
	Grills at P.C. Mills Park		1,500										1,500
	ADA Compliant Sidewalk to Park Shelter at Brashear Park		5,000										5,000
	Park Shelter Roof Replacement and Painting at P.C. Mills Park		10,000										10,000
	Resurfacing Tennis Courts at Patryia Park		20,000										20,000
	Replace Unit 311 - 2010 JD Tractor		10,000										10,000
	SWMD Grant for picnic tables and benches	7,388										22,163	29,551
	Total	7,388	73,000	-	-	-	-	-	-	-	-	22,163	103,051
<b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</b>													
	Potential Infrastructure											300,000	300,000
	Total	-	-	-	-	-	-	-	-	-	-	300,000	300,000
<b>WALKING AND CYCLING TRAIL GRANT</b>													
													-
	Total	-	-	-	-	-	-	-	-	-	-	-	-
<b>DOWNTOWN TAX INCREMENT FINANCE</b>													
	Downtown Revitalization Program Funding for facades / awnings				750,000								750,000
	Downtown Revitalization Program Funding for sidewalks				150,000								150,000
	Downtown "Bump Outs" and "Planters" Filled with Concrete				25,000								25,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017													
SOURCE	PROJECT	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
	Additional Downtown Sidewalks (Elson between Missouri and Harrison, Bank Midwest, etc.)				95,000								95,000
	Total	-	-	-	1,020,000	-	-	-	-	-	-	-	1,020,000
<b>SOUTH 63 CORRIDOR TAX INCREMENT FINANCE</b>													
	Total	-	-	-	-	-	-	-	-	-	-	-	-
<b>SOUTH 63 CORRIDOR COMMUNITY IMPROVEMENT DISTRICT</b>													
	Benches, bumper stops, etc. for cost share project (carry over from 2015 & 2016)					2,000							2,000
	Total	-	-	-	-	2,000	-	-	-	-	-	-	2,000
<b>AIRPORT CAPITAL PROJECTIONS</b>													
	Replace Unit 224 - 2011 JD Gator Thermoplastic taxiway hold markings									18,000			18,000
										30,000			30,000
										-			-
	Total	-	-	-	-	-	-	-	-	48,000	-	-	48,000
<b>CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS</b>													
	2017 - Sidewalk Renovations for Area #10		25,000										25,000
			-										-
	Total	-	25,000	-	-	-	-	-	-	-	-	-	25,000
<b>TRANSPORTATION SALES TAX PROGRAM CAPITAL PROJECTIONS</b>													
	Streets-Asphalt			300,000									300,000
	Streets-Concrete			200,000									200,000
	Streets-Projects			100,000									100,000
	Streets-Projects			150,000									150,000
	Streets-Projects			250,000									250,000
	Curb, Gutter & Storm Drain			100,000									100,000
	Total	-	-	1,100,000	-	-	-	-	-	-	-	-	1,100,000
<b>CENTRAL GARAGE</b>													
													-

CAPITAL IMPROVEMENT PROGRAM PROPOSAL													
FY 2017													
SOURCE	PROJECT	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
	Total	-	-	-	-	-	-	-	-	-	-	-	-
<b>UTILITY FUND-WATER</b>													
	Misc. Water lines/Hydrants (5 yr OSP)-Limited to this amount due to moving up project							340,000					340,000
	Replace Unit 327 - Case TR320 Track Loader							35,000					35,000
	Replace Unit 340 - 1997 Case Fork Lift							75,000					75,000
	Water Main Baltimore (Between Normal & Downtown Water Main Phase II - Normal St.							230,000					230,000
	Clean, Repair & Paint WTP Chemical Silo's							175,000					175,000
	Storage Building (20' x 20' w/4' concrete basement) for bulk chemical storage WTP							60,000					60,000
	Concrete for Construction & Maintenance							45,000					45,000
	Rock of Various Sizes for Const. & Maint.							60,000					60,000
	Utility Billing-Inserting machine-possible lease							25,500					25,500
	Replace Trash Pump							10,100					10,100
	Valve Positioner's Replacement (used in backwash filter system)							2,000					2,000
	LMI Metering Pumps (used for chemical feed)							2,500					2,500
	Downtown Tower-Repaint interior/exterior and install circulation system							3,000					3,000
	South Tower-Wash & Inspect							550,000					550,000
	Water Stabilization Equipment							25,000					25,000
	Engineering-DNR 5 Year Plan on Mains							10,000					10,000
								6,000					6,000
		-	-	-	-	-	-	1,654,100	-	-	-	-	1,654,100
<b>UTILITY FUND-WASTE WATER</b>													
SRF	Engineering Services, WWTP Rehabilitation-Phase I							233,503					233,503
	Engineering Services, WWTP Rehabilitation-Phase I-Non-SRF							489,674					489,674
SRF	WWTP Rehabilitation Phase I-Construction							8,046,795					8,046,795
	Miscellaneous Sewer Replacement							150,000					150,000
	Deferred Replacement (CIPP), Collection System & NE Lift Station Equalization Basin if needed							400,000					400,000
	Rock of Various Sizes for Const. & Maint.							15,000					15,000
	Concrete for New Construction & Maintenance Areas - In House							10,000					10,000
	Concrete for New Construction & Maintenance Areas - Contracted							15,000					15,000
	Wet Well Cleanings							10,000					10,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL													
FY 2017													
SOURCE	PROJECT	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
	New Lab Constructed @ New Plant Site							200,000					200,000
	Replace Chop Saw							2,000					2,000
	Portable Shoring							8,000					8,000
	Submersible Pump - MO ST Lift Station							25,000					25,000
	Submersible Pump - NE Lift Station							25,000					25,000
	Hwy 6 Lift Station							300,000					300,000
	Total	-	-	-	-	-	-	9,929,972	-	-	-	-	9,929,972
UTILITY FUND-STORM WATER													
													-
	Total	-	-	-	-	-	-	-	-	-	-	-	-
2017 Total Capital Improvements												16,701,181	

Year	GF	CST	TST	TIF	CID	OTHER FUNDS	UTILITY	TRAIL	AIRPORT	CDBG	GRANT	TOTAL COST
2017	258,146	2,306,300	1,100,000	1,020,000	2,000	-	3,303,774	-	48,000	-	382,163	8,420,383
Bonds/Loans	-	-	-	-	-	-	8,280,298	-	-	-	-	8,280,298

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## **VEHICLE AND EQUIPMENT REPLACEMENT POLICY**

**PREPARED BY: Staff**

The City's current vehicle and equipment replacement policy provides a

A few changes proposed to the Policy include:

- 1 – Eliminating the Type of Use and Effects of Down Time as factors for replacement
- 2 – Language as to when a lease should be considered was streamlined
- 3 – Instead of automatically purchasing used for some equipment, language modified to allow the transfer of a vehicle to another department instead of trading the vehicle in or soliciting bids.
- 4 – We will continue to use APWA to score the vehicle, but if it reaches a score of 28 or lower, the Fleet Maintenance Supervisor will evaluate the vehicle, review maintenance records, mileage, etc. before it is automatically assumed it will be replaced.
- 5 – The current policy included a list of all vehicles and equipment and a year in which they should be considered for replacement. This list has been removed from the draft policy.

Following is the proposed policy for Council Consideration

CITY COUNCIL POLICY #12

DATE: June 5, 1995

AMENDED: July 7, 2003, Dec 18, 2007, Aug 18, 2014

### **VEHICLE AND EQUIPMENT REPLACEMENT**

This "Policy includes all vehicles and equipment, and is structured to provide the City of Kirksville with the most cost-effective method to maintain its fleet. It is generally recognized that sound fleet maintenance and management of fleet replacement will give the City the best return on its investment. Vehicle replacement is based on several factors including , mileage, hours, reliability, , maintenance costs and age. Fleet **with excessive documented maintenance issues (lemons) may also be factored for replacement.**

Vehicles/equipment will be purchased in accordance with the City's Purchasing Policy. Used vehicles/equipment will be considered where such acquisition is found to be cost effective. This will be in areas where usage is low and down time is not considered a critical factor for maintaining service delivery. Where appropriate, the City will also consider leasing vehicles if leasing would be more cost effective. If a the condition at the time of replacement is determined to be sufficient to allow for its continued use within the City's fleet, retention shall be considered as a primary option.

As an alternative to the purchase of used vehicles, consideration will be given to in-house transfers. Vehicles may be transferred from high-use to low-use areas within the

City. Since the City maintains a complete maintenance history on each vehicle, more is known about a vehicle's condition than is known about a used vehicle owned by an outside organization. **In-house transfers will be managed by the Fleet Maintenance Supervisor to eliminate excess growth of the overall fleet.**

The City will attempt to obtain the highest sale value for its fleet. This may be achieved through trade-in, closed bid sale, or auction. During the bidding process for new vehicles and equipment, the City will consider bids for comparable vehicles purchased on state contract or other approved cooperative purchasing program, as outlined in Council Policy #2, Section 4.2.

Fleet will be evaluated for replacement using the APWA replacement scoring system. If a vehicle score exceeds 28 points, **the Fleet Maintenance Supervisor will evaluate the past maintenance and reliability.** Maintenance costs and reliability will have priority over age and mile/hours.

**Some fleet may be considered for earlier replacement (examples: heavy equipment, police vehicles, or snow removal equipment) due to the importance of the mission that they perform and were reliability is a must.**

Fire apparatus will be evaluated using the National Fire Protection Association standards, APWA guidelines, and annual maintenance/condition reports. The city programs \$100,000 annually for fire trucks replacement. More funding may be allocated with City Council approval. Central Garage will provide annual maintenance and condition reports, and provide assistance to Fire Department in the procurement and replacement process.

Deviations from the vehicle replacement policy may occur during periods of revenue shortages; however, short-term capital savings may result in higher long-term maintenance and replacement costs. Replacement delays will be evaluated on a case-by-case basis to determine long-term implications of retaining each vehicle or piece of equipment. **Annual vehicle and equipment replacement normally equate to less than 10% of the fleet. Skipping years will require a higher replacement percentage in the follow on years.**

Vehicles may be temporarily transferred to other divisions to provide additional capabilities

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## **AQUATIC CENTER EVALUATION**

**PREPARED BY:** Brad Selby

Benton & Associates, a local engineering company, has prepared a Feasibility Study of our existing aquatic center facility, to determine short-term and long-term needs for maintenance and renovation of the site, especially looking at piping and infrastructure and reliability/safety of the existing systems.

Their 18 page report with 8 exhibits attached to it shows that we have many areas that need to be addressed in order to keep the facility open, safe, and reliable. The current

pool drains need modified to be compliant with the Virginia Graeme Baker Act for drain safety. Chlorine levels in the wading pool cannot be regulated and it should have its own disinfection system. Existing metallic and electrical circuits are not meeting requirements and must be fully grounded. New filter media is required for both pools. Additional sanitary sewer capacity is required to minimize sewer backups during backwash operation. The pool filter rates and turnover times do not meet new Code requirements. PH control should be automatic and introduced through the recirculation system.

We have been given alternate proposals for repairs and improvements. They are:

**Alternate #1:** No Action. May have to close the pool within 3-5 years.

If no major repairs are done now, the pool will need some repairs to continue to operate next year. **Cost: \$ 20,000**

The highest priority repair items that have been identified. **Cost: \$ 288,000**

Alternate #2: Renovation of both pools and related equip. **Cost: \$1,960,000**

Alternate #3: Completely New Facility. Estimated Cost - **\$4,000,000 - \$7,000,000**

Hybrid Alternate of #2 & #3: Replacement of outdoor pool / renovation of indoor pool & building, bath house, and all equipment/pump/filtration equipment. **Cost: \$2,114,000**

Council members should read the complete report in order to get a better feel for what needs to be done. We have a facility that is now 17 years old, and in the next several years will require major renovations to keep it operating safely and reliably. With so many major repairs needed, it would be very difficult to try and find multi-year projects and still keep the facility open. Many of these repairs are integrated with each other and they need to be done at the same time. Therefore, it is probably more suitable to be a single, one-time renovation.

**Copies of the report will be provided to the City Council at the Planning Meeting.**

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### **BODY WORN CAMERAS**

**PREPARED BY:** Chief Jim Hughes

The Police Department would like to take advantage of this opportunity to update the members of City Council on the status of the Body Worn Camera Project.

In the fall of 2015 the City Council supported and authorized the Police Department to pursue a Body Worn Camera System benefitting both officers and the community. \$28,000 was budgeted, in the Police budget, for the hardware and supporting software. Information Systems has budgeted for 40 additional terabytes on the City server (currently valued at \$8,000).

Since that time the Department has completed a fairly comprehensive draft policy governing the use of the cameras (a copy is attached).

Vendor information has been solicited and will be reviewed in September.

Bid specs will be prepared and hopefully a vendor selected by the end of November.

The goal has been to get the cameras in December and to conduct training to have them operational in January 2017.

### **Proposed Policy**

KIRKSVILLE POLICE DEPARTMENT  
KIRKSVILLE, MISSOURI  
POLICY AND PROCEDURE MANUAL

O-31

SUBJECT:  
BODY-WORN CAMERA

EFFECTIVE DATE:  
September ?, 2016

SPECIAL INSTRUCTIONS:

NEXT REVIEW DATE:

POLICY STATEMENT #1:

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWCs) so that officers/employees may reliably record their contacts with the public in accordance with the law and Department policy.

POLICY STATEMENT #2:

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties and where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

POLICY STATEMENT #3:

BWCs are just another tool, among many, used by police. Based on any number of reasons, including current technical limitations, they do not always show/tell the entire story. Anyone reviewing recordings from a BWC are cautioned not to make any conclusions based solely on that recording.

I.  
PROCEDURES

A. **Administration:**

The Kirksville Police Department (KPD) has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
4. BWCs provide an opportunity for departments to randomly/accurately review department practices in the field and corroborate efforts to adhere to organizational philosophy/values, policy, and law.
5. BWCs provide an additional opportunity for community oriented/focused departments to enhance community confidence/collaborations, increase transparency and commit to one more tangible undertaking to increase community accountability.

B. **When and How to Use the BWC:**

1. Officers shall activate the BWC to record all contacts, calls for service, officer initiated actions, arrests, consensual encounters in which the officer is contemplating the development of reasonable suspicion, interviews

(including Miranda advisements if appropriate), and any other contact/situation that may become adversarial with citizens in the performance of official duties.

a. Officers should activate the BWC prior to actual contact, or as soon as safely possible thereafter, and continue recording until the event is concluded.

b. Officers may consult privately, including phone calls with supervisors, legal advisors and others, with the camera turned off during an incident while it is being investigated; provided that a citizen or suspect is not a party to the conversation and provided that the reasons for such consultation is appropriately documented.

2. The State of Missouri is categorized as a one-party state in reference to the required announcement of an active audio or video device (RSMO 542.402). In one-party consent states, parties are not legally required to notify another party when they are recording. The recording is deemed to be lawful as long as one party of the encounter is aware of the operation of the recording device. However, in some instances announcing the camera is running promotes better behavior and defuses potentially confrontational encounters.

a. Although private citizens do have certain expectations of privacy, they do not have a reasonable expectation of privacy when talking with police officers during the lawful scope of an officer's official duties, even when the contact is in a private residence. This applies to the long standing practices of note taking and audio recording, just as well as BWC. In fact, the use of BWC does not diminish, to any degree, the requirement to provide full/independent/detailed written documentation. Therefore, although officers always have the option, they are not required to give notice that they are recording. However, if asked, officers shall advise citizens that they are being recorded (unless the officer feels this would jeopardize his/her safety or the safety of others). In addition, the BWC will be clearly evident, with a visible light when the BWC is recording, on the officer's uniform. In addition, KPD will aggressively/proactively publicize their use of

BWC and will prominently post similar information on their webpage and Facebook.

b. At the officers discretion (see d. below), depending on the type of citizen interaction, officers may proactively inform individuals that they are being recorded.

c. Officers are not required to initiate or cease recording an event, situation or circumstance solely at the demand/request of a citizen.

d. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by non-law enforcement to stop recording should be considered using this same criterion. Although all interviews will typically be recorded, requests by non-suspects, to not be recorded, should be considered using this same criterion. As an option to not recording at all, a compromise might include recording audio only.

1. Even though discretion also applies in domestic assaults, the dynamics of such investigations make it important to record the victims (including children) and witnesses if at all reasonably possible.

e. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact/interaction moves into an area restricted/covered by this policy. Any decision to not record should be clearly documented in the officer's written report. Officers should articulate on the BWC any discretionary decision to cease/interrupt recording, prior to stopping the recording. Recording should resume when the discretionary issue(s) is no longer at issue, unless the circumstances no longer fit the criteria as detailed in this policy.

3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.

4. Civilians/non-law enforcement shall not be allowed to review the recordings at the scene.

**C. Procedures for BWC Use:**

1. BWC equipment is issued primarily to uniformed and/or commissioned personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.

2. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the KPD.

3. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

4. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.

5. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his/her designee.

7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting, other serious use of force, or an otherwise specifically identified event, the department reserves the right to limit or restrict an officer from viewing the video file (see sections Ela/b/c).

9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief or his/her designee in accordance with state retention laws. All requests and final decisions shall be kept on file.

10. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

11. Reasonable efforts to safeguard officer safety shall be an important consideration when conducting all police activities; not the ability to record an event.

**E. Reviewing BWC Data**

1. Officers may generally review their own recordings and are authorized to do so before finalizing their written reports and or prior to court testimony.

a. If an officer is suspected of serious wrongdoing or involved in an officer-involved shooting, other serious use of force, or an otherwise specifically identified event (per Chief or Deputy Chief), the department reserves the right to limit or restrict an officer from viewing the video file.

b. In such an event a supervisor will take custody of the BWC device and replace that device with another for the officer's continued use.

c. Except under extraordinary circumstances the officer(s) will generally be able to review their BWC footage. However, the officer(s) may be required to complete a brief initial statement prior to that review and the completion of their final written report.

**F. BWC Audits, Random Audits and Training**

1. It is not the intent of the Department to use BWC footage as a "fishing" ploy for the purpose of generating negative performance reviews, discovering policy violations or initiating discipline that is focused on a specific member, without other justification.

2. It is the position of the KPD that it would be unwise to collect/store all of the BWC data and not utilize it for random audit purposes to identify both positive performance and items that may need changed/improved.

a. The Department will identify a method for supervisors to randomly select data, in a timely fashion, to audit. Following the method identified, supervisors will be expected to pull two events, per week, from their shift for random audit review.

b. Pursuant to these random audits supervisors will ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with the policy and to identify any areas in which additional training or guidance is required.

c. Positive performance observed during the random audits will be documented. Negative performance will be addressed appropriately.

d. A pattern of operational wide performance issues will be brought to the attention of the Deputy Chief. The Deputy Chief will analyze the issue and put in place corrective action (e.g. training, policy/procedure changes).

e. Supervisors may also review specific BWC data if they can articulate a reasonable department function/purpose in doing so (not just "fishing" or "because").

f. When an officer is made aware of the potential training value of a BWC recording they should contact their supervisor in a timely fashion. The supervisor will investigate that value, which may include a review of the recording. If the supervisor determines that the incident is suitable for training they will notify the Administrative Lieutenant. The

Administrative Lieutenant will evaluate the recommendation and make a decision. If the recording is authorized for training the Lieutenant will clearly mark the recording as such, restrict its availability for copying, restrict its availability to KPD only, edit/redact as appropriate, track its usage, document same and retain the recording when not in use.

g. The Chief or Deputy Chief may authorize, on a case-by-case basis, a review of BWC data not otherwise covered by this policy.

**G. Restrictions on Using the BWC:**

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Communications with other police personnel without the permission of the Chief;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities;
4. In any location where individuals have reasonable expectation of privacy, such as a restroom or locker room; or
5. Complete/partial strip searches.

In addition,

6. When reasonable, officers should avoid recording exposed areas of the body that could cause embarrassment or humiliation, such as exposed breasts, groin, etc.
7. Use of BWC at special events (e.g. parades), that do not fall under any other provision of this policy, will be at the discretion of the event commander.
8. Officers shall be aware of patient's rights to privacy in hospital/medical settings. When recording in hospitals and other medical facilities, officers shall be careful,

within reason, to avoid recording persons other than the suspect (or other involved subject).

#### H. Storage

1. All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.

2. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited.

3. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

4. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

a. Officers will categorize/classify the retention period in the field, usually as close to the event as possible.

b. All non-evidentiary data shall normally be retained for 30 days (then auto deleted).

c. Non-evidentiary data, for which there is a concern (e.g. possible officer complaint) shall normally be retained for 180 days (then auto deleted).

d. All potential evidentiary/criminal data will be kept for no less than the statute of limitations for the highest potential charge (excluding those items authorized for early deletion by the appropriate prosecutor's office, with approval of the Chief or Deputy Chief). At the end of this period they will be auto deleted.

e. All potential evidentiary and/or non-evidentiary data related to the possibility of pending litigation or the filing of a claim, or a personnel complaint, shall normally be retained for five years. A review of such classification will be conducted on a yearly basis.

5. It should be noted that, as of this time, it is the position of the KPD that it is very likely that BWC recordings are subject to the same open records requirements of the Missouri Sunshine Law as are any other records. Digital evidence captured by BWC shall be treated as official records and handled pursuant to existing department policies and procedures.

6. All recordings should be reviewed by the Records/Evidence Custodian prior to release pursuant to the provisions in this policy. The Records/Evidence Custodian shall appropriately/legally edit/redact, pursuant to the provisions in the Sunshine Law, any recordings scheduled for release. If there is any concern with the sensitivity of the data requested for release, consult with/obtain authorization from the appropriate prosecutor's office.

7. Public release of any recordings that unreasonably violate a person's privacy, or sense of dignity, should not be publically released unless disclosure is required by law or an order of the court.

8. For tracking purposes, anyone requesting BWC data will be required to fill out a written request.

#### I. Failure to Comply

1. If an officer fails to activate their BWC, fails to record the entire contact, interrupts the recording, blocks the camera view, improperly categorizes the retention period, or otherwise deviates from this policy, the officer should document the reasons for such action in their written report (or as otherwise addressed in this policy). If adequate and/or sufficient justification/documentation is not provided, the officer may be subject to discipline up to and including termination of employment. As with any new technology/undertaking, KPD management understands that there will be a learning curve and unintentional lapses are likely to occur.

## I. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

### LEGAL DISCLAIMER

#### A.

This directive is for Departmental use and does not apply in any criminal or civil proceeding. This Departmental policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.

#### B.

Violations of the directive will only form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and criminal sanctions in a recognized judicial setting.

By order of:

James C. Hughes  
Chief of Police

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## **FIREARMS RANGE PROJECT**

### **PREPARED BY: Chief Jim Hughes**

The Police Department would like to take this opportunity to update the members of City Council on the status of the Firearms Range Project.

Since the unanticipated loss of the Police Firearms Range, in the Spring of 2012, the Kirksville Police Department, along with other City Departments and State agencies, have been working steadily on plans to obtain funding and build some type of range facility at the old City landfill (west of town near the Humane Society and City Brush Site). Over the course of the last four years, the planning has undergone a number of revisions. The Council has been periodically briefed on this effort.

This report will attempt to tie the last four years together in order to understand the evolution of this project and see how we got to where we are today.

### **Range Project Rough Timeline (Dates Are Approximate)**

April 2012	With little warning KPD received notification from MDC that the Police Range at Big Creek was no longer useable/available.
June 2012	Council report prepared and discussed at Study Session. Received OK to work on alternative police range at landfill.
September 2012	Letter to Department of Natural Resources (DNR).
November 2012	DNR response (mostly favorable).
December 2012	Began working on plans for a regional Law Enforcement 100 yard pistol/rifle/shotgun range.
July 2013	Submitted proposal to local Missouri Department of Conservation (MDC) Office.
July 2013	Update to Council.
December 2013	Grant favorably received by MDC. MDC requests clarification/follow-up.
November 2014	Continue meetings/contact with MDC.
January 2015	Resubmit another/reworked grant proposal.
March 2015	Proposal too focused on law enforcement.
May 2015	Updated grant application (still 100 yard design/concept)
July 2015	Big meeting with MDC including a Deputy Director (since retired). This meeting is where the shooting park concept came from.
July 2015	Council update.
August 2015	Council update
October 2015	On scene meeting with DNR to discuss revised concept. Discussion was overall favorable to proposal.
October 2015	Submission of new grant proposal encompassing shooting park concept.
January 2016	MDC requests further clarification (completed).
September 2016	Still awaiting MDC funding.

### **Study Session Staff Report 6/18/2012 (the original concept)**

Firearms' training for police is critical. Although it doesn't happen as often as portrayed on television, use of firearms by police is fraught with significant personal and financial consequences. In the law enforcement world we classify it as a low frequency event, but with extremely high risk outcomes.

Based on circumstances beyond the control of the Police Department, the Department of Conservation recently closed the law enforcement range the department used for many years.

This leaves the department without a dedicated training facility. The department is currently using a private range (which although a great facility was not designed

for current law enforcement purposes). But, that could change depending on any number of factors. This is a real problem that will need to be addressed (at some level).

Although somewhat consistent with firearms ranges in general, a true law enforcement range is constructed to maximize realistic training time. As a result of a variety of training purposes the department uses a firearms range approximately 60-70 times per year (which does not include times that officers use the range to shoot on their own).

In order to guarantee access to this vitally important training need, and position the Department for such needs in the future, they are asking that the City Council authorize staff to pursue a formal proposal for the development of a special use firearms range on the closed landfill west of town.

The physical location, space, topography, access and other factors appear almost tailor-made for this type of range. A map has been included with this report.

Although no definitive discussion has occurred, concerning money, in-kind contributions or commitments, others in this area are interested in this project as well. This includes many of the area law enforcement agencies, and others, such as R.O.T.C.

The Department of Conservation has tentatively expressed a willingness to help with this project. This could include not only technical support (design of the range) but in-kind construction assistance, and perhaps other support as well.

At this point in time, it is believed that the entire project can be completed with City staff and/or in-kind contributions from other partners.

There are quite frankly too many unknowns at this point to discuss cost. If Council allows this request to move forward, the project will involve a number of phases (any of which could, if desired, result in council updates):

#### PHASE I

- Engineering evaluation of the location and confirmation, with regulatory agencies, that the proposed use is allowed.
- In consultation with range experts with the Department of Conservation develop a tentative design of the range.
- Use of that design to determine what type of earthwork, and other construction, will need be done.
- Rough calculation of costs.

## PHASE II

- Build a core group of partners and identify the level of their commitments (if any).
- Search for grant and/or alternative funding.
- Finalize design and refine cost estimates.
- Development of a tentative construction schedule.
- Identify funding source(s).

## PHASE III

- Construction

### **Range Project Version 2.0 (first series of grant submittals)**

The range design/configuration remained roughly the same (100 yard pistol/rifle range).

Cost estimates were developed and a formal bid(s) was submitted to MDC.

This version went through a number of revisions in the early stages of development/discussion.

Most funding was in the form of in kind labor/construction costs.

### **Range Project Version 3.0 (the next chapter)**

The range design/configuration remained roughly the same (100 yard pistol/rifle range).

Somewhere along the way, MDC voiced apprehension with funding (cash and in kind) what would essentially be a regional law enforcement range, that allowed public access, with public money.

It would probably not be a misrepresentation to say that MDC's primary interest, and funding, is focused on maximizing opportunities for access to ranges that would accommodate as many users as possible and fit their mission. Early versions (as late as March, 2015) were considered too focused on law enforcement.

During this time revisions eventually moved the focus to a genuine multi-purpose range that would also be used by law enforcement.

### **Range Project Version 4.0 (rangenado 4)**

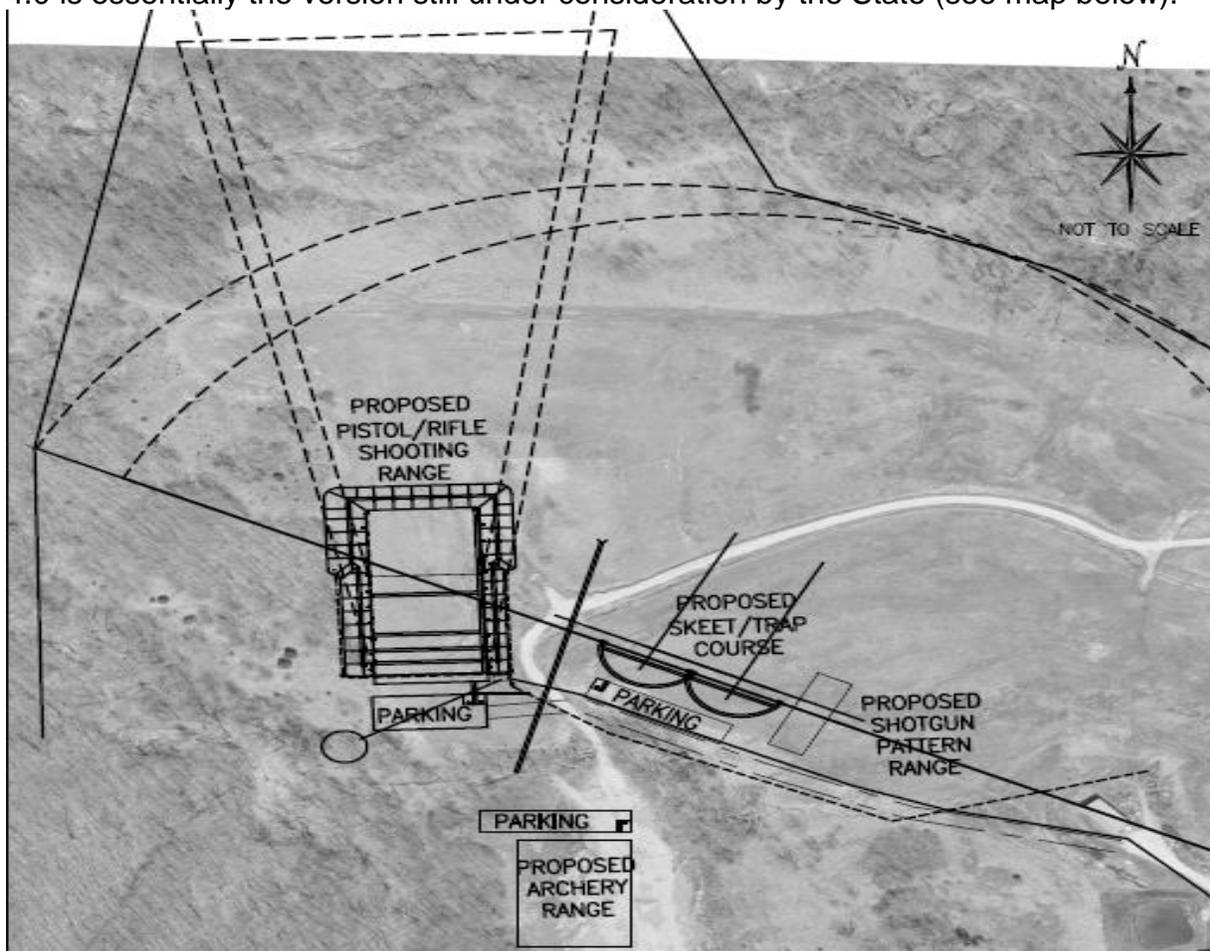
During a formal meeting with MDC in July of 2015 the concept of a shooting park was developed.

In addition, although there had been ongoing discussions on whether MDC would help build (in kind) the range or just provide funding to the City; this version formally transitioned to MDC providing the appropriate cost share funding (to be determined).

This version was submitted to MDC in October 2015. A basic copy of the last version (without extraneous boiler plate documents), submitted by the City, is included as an attachment.

There is also an unofficial fall back version 4.1. This version is essentially a phased, multi-year approach, depending on funding received.

Although there have been questions from MDC, and clarification from the City, version 4.0 is essentially the version still under consideration by the State (see map below).



**MASS NOTIFICATION SYSTEM**  
**PREPARED BY:** Jon Cook, Deputy Fire Chief

Our current automated telephone notification system (ATNS), first implemented in 2006, is no longer supported. Systems using current technology are much more comprehensive and affordable, and can replace the ATNS for emergency notifications, and the current Textcaster for routine notifications. The desired features that have been identified include:

- Web hosted-no local hardware necessary
- Subscription based notifications via text, email, and voice call.
- Integrated Public Address Warning System/Wireless Emergency Alert (IPAWS/WEA) capable. Allows for emergency notifications of all cell phones in a defined geographical area. This is the same system used to send “Amber Alerts”.
- Automatic message posting to websites, Facebook, and Twitter.
- Multiple user groups, recipient groups, and administrators. This allows for subscribers to choose the specific information they want to receive such as boil orders, parks and recreation information, street maintenance, etc., and for City Departments to communicate directly with subscribers in those groups.
- Reporting interface that provides information on messages sent, call completion rates, etc.

Systems costs range from \$6,000 to \$12,000 annually depending on features, some with additional upfront setup costs. Most require a three year minimum contract. Text, email, and social media notifications are generally unlimited, with limits on the number of voice calls. Unlimited voice plans are available. Code Red, Everbridge, Hyper-reach, ReGroup, Civic Ready, and Vesta Alert are the systems being evaluated.

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## **STORM SHELTERS**

**PREPARED BY:** Tom Collins, Fire Chief/Emergency Management Director

As the Kirksville Emergency Management Director, I was given the task of evaluating the Storm Shelter situation within the city.

There are different types of shelter. We are only addressing shelters for tornado type events not Shelters from thunderstorms or long term shelters for after an event.

Issues –

Older homes or homes without basements.

Trailer parks with multiple households in the area with no shelter.

Homes and multifamily building built on slabs.

Not enough shelter areas in some neighborhoods.

Most buildings that can be used as shelter are not available at all hours.

We believe Public Education is the biggest key to protection. Each person or family should think ahead and plan where they will go and find out what options are available to them.

Ready.gov is a great resource for assistance in planning and identifying the safest location inside different buildings.

Multiple churches around town have been contacted and each one welcomes people to come to seek shelter in their basement during the hours that they are open.

Likewise, each business that was asked would not hesitate to let customers and those that were nearby, take shelter inside while they are open.

NRMC was mentioned to me as a possible site that was open 24 hours. The hospital was contacted. While they would welcome those off the street that were nearby, they felt that becoming a designated storm shelter would congest the streets around the building and clog the interior if an event happened.

During a tornado event there is usually not enough time once the warning is issued to relocate long distances such as across town. For this reason, residents are encouraged to engage neighbors to find out what options are available. The Churches contacted all welcomed the chance to get to know the neighbors.

Eastern Village is the only trailer park in town that has a designated storm shelter.

For the other trailer parks or residents that reside within mobile homes-

- Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.

Some options we have to assist with shelters for trailer parks.

- Encourage the owners of the trailer parks to build storm shelters available to the residents. They can apply for assistance to build safe rooms
- Seek Federal assistance to build shelters and encourage homeowners to apply for assistance to build safe rooms. There are some grant monies available for shelters, CDBG, FHA Mortgage insured, FEMA's Hazard Mitigation Grant Program (HMGP)

Each of these grant opportunities are a 25% match.

There are restrictions on eligibility such as size and how far it is from a certain population density.

Max of 3,000 people per room

5 sq. ft. per person plus an additional 5 sq. ft. per 200 to allow for disabilities.

Has to be large enough to protect everyone in a ½ mile radius.

The city looked into applying before, for the area near the fire station. That area was excluded due to the population being too dense.

The funding only applies to the portion of the building that is used as a safe room.

Grant funding options are also available for new buildings to include safe rooms. Builders are encouraged to pursue this funding assistance which is also a 25% match.

In reference to not enough shelters being in certain parts of town, residents are encouraged to find the strongest part of their house or consider building a safe room.

Addressing the buildings not being open, individual churches or businesses would have to make the decision to open in an emergency or not. It would only be affective if the key holder lived very close or could remotely open the building.

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## **KIRKSVILLE STREETS**

### **Funding Sources**

General Fund – The average funds provided for street maintenance has been \$1.65 million. This includes staff, equipment, snow removal, street lights and street materials.

Transportation Sales Tax – ½ cent sales tax, generates about \$1.1 million each year. All but about \$60,000 of this goes toward street improvements – material, design and labor

Economic Development Sales Tax – Approved by voters. A one-time infusion of about \$450,000 could be used for streets due to renewal of the ½ cent Economic Development Sales Tax. An additional \$600,000 in revenues will become available for street work starting in 2019.

Surface Transportation Program (STP) Small Urban – The Missouri Highway Commission has voted to eliminate this program giving all cities, including Kirksville until September 30, 2019 to spend our available balances. Kirksville has \$212,686 available to spend. Before spending these dollars, MoDOT has to approve the project. Eligible projects must be either an arterial or collector street within the community's system. Staff is recommending using these funds for Boundary Street.

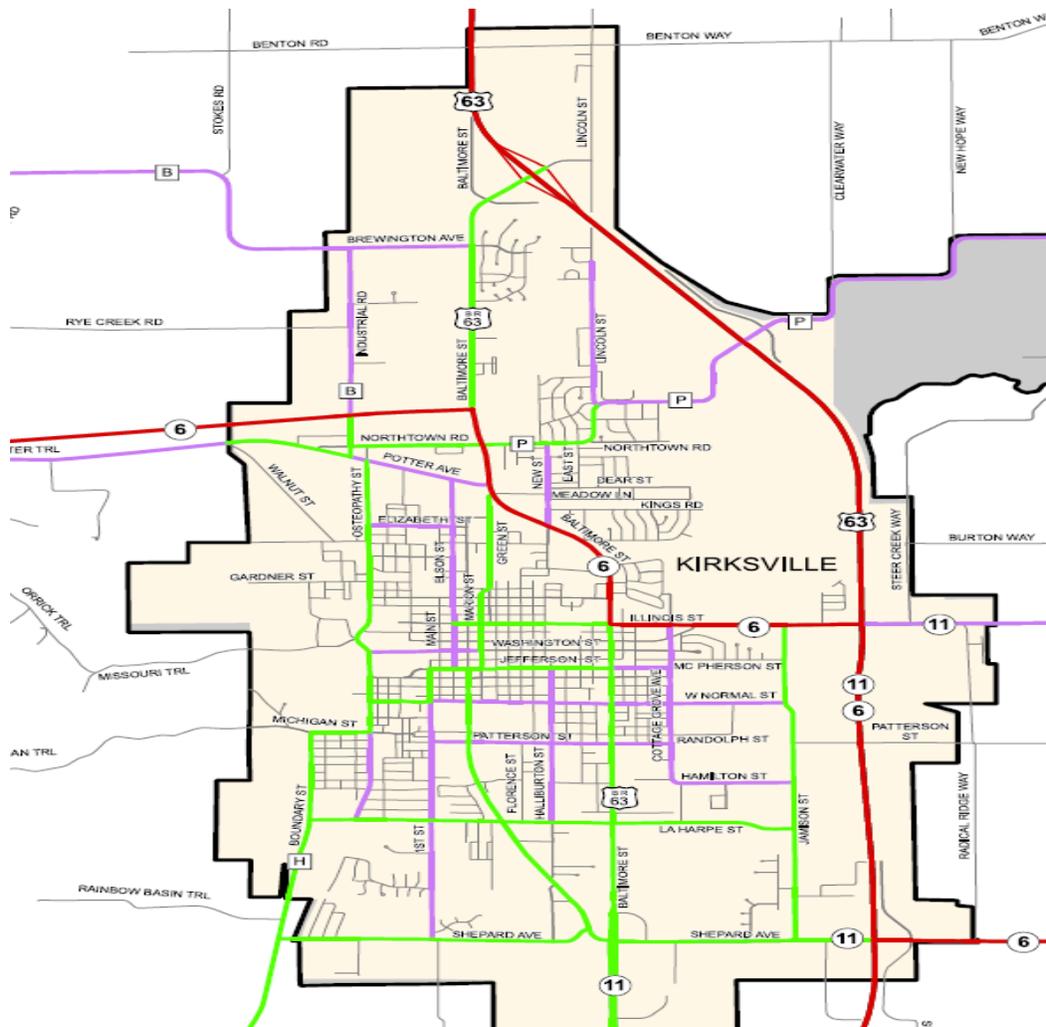
Arterial Streets – is a high traffic roadway that moves traffic from collector roads to highways. Its primary function is to deliver traffic. Access to arterial streets should be limited. The map on the following page shows Arterial Streets in **green** and State Highway Arterials in **red**.

Collector Streets – is a low-to-moderate capacity road which moves traffic from local residential streets to arterial roads. These are the roads that provide access to residential properties. The map also shows Collector Streets in purple which includes Highway 11, Route P and Route B.

The City is responsible for the maintenance of about 15 minor arterials and 15 major collector streets. The balance of our streets are classified local or residential streets.

Last fall, the Council approved a contract for services with IMS to conduct a complete street evaluation for all city streets. Following the map is a power point presentation that summarizes the report of IMS.

**NOTE:** Due to the amount of detail, the Council may wish to discuss the report in more detail at a future Study Session.



# 2017 Street Report

Glenn Balliew, Director, Public Works Department.



## City of Kirksville

### 2014 Comprehensive Plan (most current version)

#### Transportation

The City instituted a ½ cent Transportation Sales Tax in 1967. That tax was extended for 5 years in 1990, for 7 years in 1994, and for 10 years in 2005. It is currently due to expire on December 31, 2015. This tax was taken to the voters ahead of time on April 14, 2014 and voters overwhelmingly approved it again, this time without a sunset clause, so the tax was extended indefinitely. These monies supported Kirk-Tran and the Kirksville Regional Airport also, in addition to the street repairs it has supported for over two decades. The TST provides approximately \$1.2 million per year for street improvement, major street repair, and storm drainage related to the street system. The City's 5-year Transportation Plan is a rolling type of plan. Each year has about \$1 to \$1.5 million available for street overlays, reconstruction, curb and gutters, etc., which includes money from the Transportation Sales Tax and the General Fund.

Streets and roads within the City of Kirksville are typically in 'good' or better surface condition; however, many are narrower than modern streets, and lack adequate curb and gutter. Streets without curb and gutter are being identified for reconstruction and installation of storm drainage improvements every year, as funding permits. Streets identified for reconstruction or resurfacing in the next five years are shown on Figure 4.3

Inadequate storm drainage shortens the life of many streets in Kirksville, limits the availability of on-street parking, and lowers property values in some residential neighborhoods. It is a contributing factor to problems with infiltration and inflow into the City's sanitary sewer system. In April of 2010, Kirksville voters passed a bond issue for stormwater improvements of up to \$2,274,000 that would be paid back through a storm water fee as part of the water utility bills. The City then hired an engineering firm to do a stormwater analysis for the City, to determine where our most pressing needs were to help control stormwater, and to reduce the flooding on private property in the City.

Twenty-one areas were identified as problem areas. These locations were prioritized and the top nine (9) were identified to be completed with the monies that were available. As of 2014, six (6) of these are complete. See the map attached as Figure 4.4. One is partially complete (SC2 Baltimore/Washington). It is felt that after more evaluation, no other work has to be done here. BC10 Normal Avenue is half complete. BC4 College Park is scheduled to be done in 2014. Two projects, SC7 Elson Street and SC2 Bradford to Manor Road have been designed and those plans put on the shelf until additional monies become available.

## 2013 Kirksville Strategic Plan (most current version)

### TRANSPORTATION, UTILITIES & INFRASTRUCTURE

**Mission Statement:** The mission of Transportation, Utilities and Infrastructure is to identify transportation and infrastructure challenges for the 21st century and to recommend improvements, projects, and programs that will best serve the needs of persons traveling in, to and through Kirksville.

- **GOAL 1:** Improve pedestrian and bicycle safety.
- **GOAL 2:** Improve existing right-of-way maintenance.
- **GOAL 3:** Take all reasonable measures to make sure that the expansion of Highway 63 north of Kirksville to the Iowa line is completed by the Missouri Department of Transportation.
- **GOAL 4:** Improve the sharing of information on infrastructure and other development projects between local governments and utilities so that utility conflicts can be minimized, so that the number of utility poles can be reduced in new construction areas, and so that capital improvement plans can be better coordinated.
- **GOAL 5:** Develop shuttle service transportation system from the Kirksville community to the Kirksville Regional Airport, LaPlata Amtrak and Columbia.
- **GOAL 6:** Enhance traffic signalization/signage controls.
- **GOAL 7:** Continue air service destination from the Kirksville Regional Airport to the destination approved by USDOT and provided by commercial carrier, currently to St. Louis Lambert International.
- **GOAL 8:** Upgrade the city's sewage collection system to reduce storm water inflows to sanitary sewers. Expand the city's current inflow/infiltration reduction program.
- **GOAL 9:** Complete a Facility Plan outlining required improvements to the City's Wastewater Treatment Plant to meet anticipated growth and evolving environmental restrictions on discharge from the plant.

Kirksville has not increased the street budget since 1987. Although some years have seen some increased in funding, the street budget has remained the same for 30 years.

#### Difference from 1987 (when TST was passed) to 2016

- **Cost of Living:**

US Government: cost of living has increased 79.1% since 1987

- **Oil Prices:**

Oil prices per barrel in 1987 were \$17.75 at their highest. Oil prices have dropped in 2015-16 from over \$100.00 per barrel to a crude prices of \$47.33. This is still 2.6 times what was paid in 1987.

- **Consumer Prices:**

The consumer price index from 1987 to 2015 shows an increase of 124%.

- **Normal Contract Markup:**

Normal contract markup is 5% annually, this equates to a 150% increase over the past 30 years.

Kirksville Transportation Sales Tax that pays for street repair, replacement, reconstruction and stormwater repairs

Zero increase since over the last 30 years

- The lack of investment in the city streets, over a 30 year period, has reached a critical point. With poor construction practices by developers and contractors, annexation of more streets, minimal new storm water construction, increase in contractor cost (to include prevailing wages), and no substantial increase in funding for over 30 years, the city needs to make sweeping changes in the street infrastructure program.
- Due to the harsh environment of NE Missouri, city streets should last approximately 15 years. To develop a 15 year plan the City needs to repair, construct, or rehabilitate 6.6 miles of street annually. Over the past five years the City has averaged less than 3 miles of street repair annually. This equates to a 33 year street plan. On a rotational plan, if the street is rehabilitated in front of your home it could be 33 year before it sees any further repairs.
- Most of the streets that can be repaired at a reasonable cost have seen some type of rehabilitation. The city now has to address the miles of streets that need to be torn out and replaced or require extensive repair and storm drainage work. These streets will require a larger investment than those that just require an overlay or chip seal. At the same time a sustainment and maintenance program needs to be developed and implemented to maintain streets in good condition over a 15 year span.
- The severe damage being done to the streets by the contracted trash trucks needs to be addressed. These trash trucks have destroyed millions of dollars worth of tax payer funded city streets. Many neighborhood and residential streets would still be in good condition if not for these trucks.

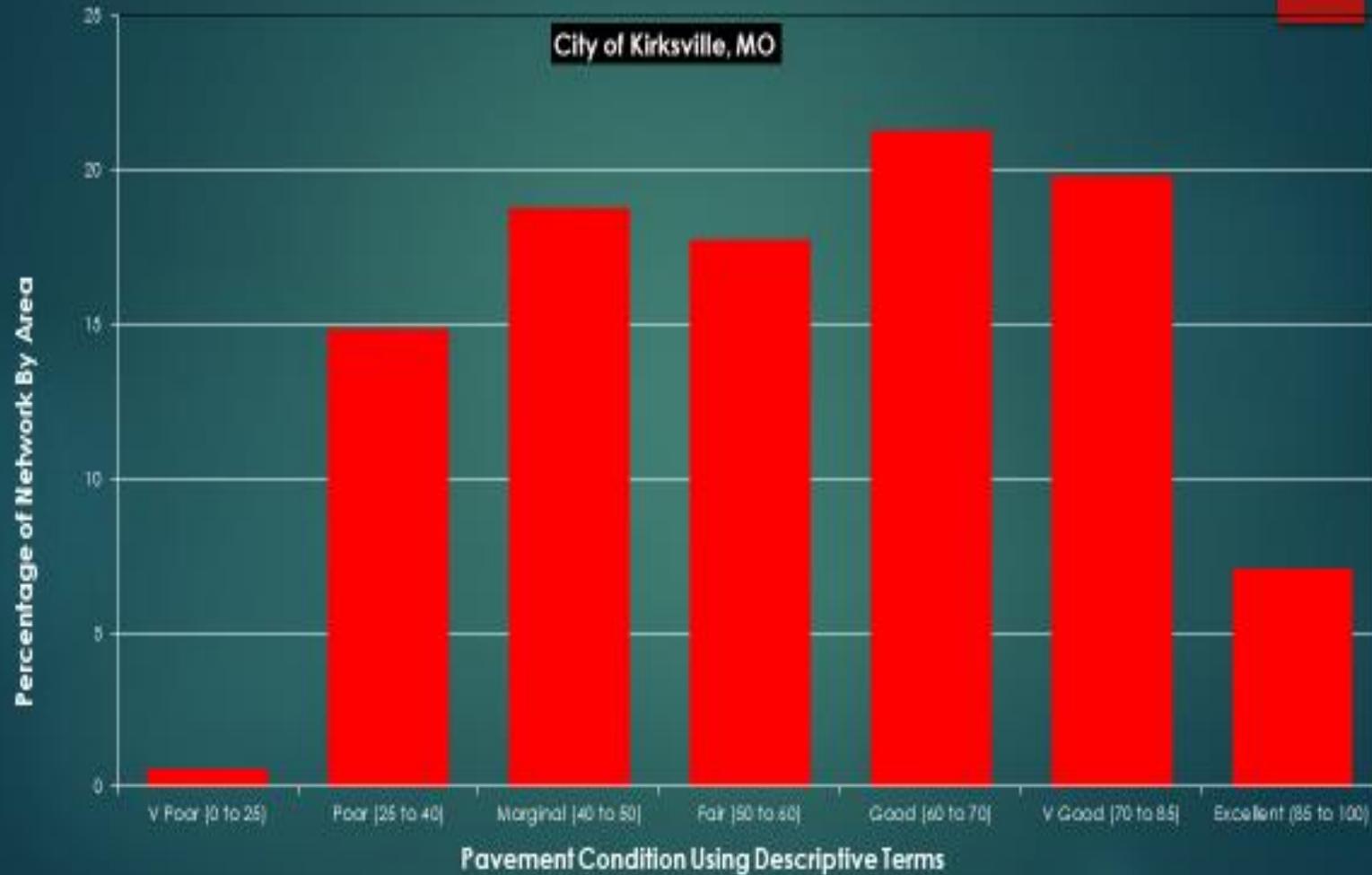


On April 6, 2010, a general Municipal Election ballot authorized the issuance of \$2.274 million in revenue bonds for storm water improvements. \$85,936 was used to hire Bartlett & West, Inc. to complete a Storm Water Management Plan. The study indicated in 2010 that \$6,437,795 worth of storm water work was required. The remainder of the \$2.274 million was spent leaving over \$4.2 million of work left to be done. Adding the normal 5% increase, this now equates to over \$5.6 worth of storm water work that remains undone. This \$5.6 million is also expected to come from the \$1.2 annual Transportation Sales Tax dollars.

Bottom Line Up Front (BLUF):

**Kirksville has not made the investment required to keep the streets and stormwater drainage at an acceptable level.**

The most recent City Comprehensive plan states "Streets and roads within the City of Kirksville are typically in 'good' or better surface condition" Based on the 2016 IMS comprehensive street study this is not accurate. The study shows the 51% of the city street are at a "fair" or below rating, while 49% are rated "good" or above.



## There are several ways to gain efficiencies and reduce cost

To start, the City increased its Street Division in 2016 to include a Street Construction Crew. Example of saving is the current contractor bid price for deep patching is \$200.00 per square yard. The City crew accomplishes deep patching for \$34.00 a square yard. Contractor price to replace a 14 foot section of 28 feet wide road is over \$26,000, city construction crew cost is \$4400.

The biggest issue with the City repairing streets is the lack of material. Given the example above, 14X28 section of road, the city crew can repair for less than 1/4 of the price but local and regional asphalt plants will not produce the small amounts of material needed. The asphalt producers will not start up for small amounts and will normally only run when they have a big project in the local area. We have scheduled asphalt in the past, had the street torn out, only to be left hanging with no notification. We have also received substandard materials in the past, including a dump truck of over 300 degree hot oil, and the contractor showed little concern when confronted. Currently we are weeks behind on a street because we cannot get asphalt for the project.

The Public Works staff has visited and talked to several cities who have their own asphalt plants. They all have seen a substantial increase in the quality of their streets repairs. They are all producing a better product for under 1/3 the price than Kirksville paid in 2016. One city stated that they are producing a 6% oil mix asphalt and getting 15 years out of their streets with no maintenance. A lot of research has been completed on this subject. Therefore, the Public Works Department is adding \$1.2 million to their 2017 capital budget for an asphalt plant. An asphalt plant is part of the overall strategy to bring Kirksville streets back to an acceptable and manageable level. Analysis done using the projected 2017 Street Program indicates a \$200,000 savings if Kirksville had its own asphalt plant. This is only calculated in material cost, manpower, transportation, time saved, and the ability to control the schedule of construction was not factored. With this savings the plant will easily pay for itself in less than 5 years.

The Public Works Department also procured a very capable curbing machine in 2016 for \$160,000. Contracted curb pricing is \$27.50 per linear foot. The City can build curb for \$7.50 which includes equipment and manpower cost. Example: one mile of street curb (both side of the road) contractor cost is  $(5280 \times 2 \times \$27.50)$  \$290,400. City price to build the same curb is \$79,200. This is a savings of \$211,200. The curb machine easily paid for itself in less than one mile.

**Note:** Due to over 50 miles of Kirksville streets being rated at "fair" or below, the city does not possess the manpower or equipment to get the streets back to a manageable level. Contractors will be needed due to the amount of streets in need of repair. Once the streets are repaired/rebuilt correctly, contractor support should be minimal and only be need for projects involving arterials and collectors.

## Budget Recommendation:

Currently the Public Works Department receives approximately \$1.1 million to repair over 100 miles of street and over \$5 million in documented stormwater repairs. If all the funding went to just repair required stormwater projects from the 2010 study, there would be zero street repairs for over 5 years.

In 2019 the Street Department will receive an increase of approximately \$800K from the extension of the Economic Development Sales tax. This will bring the total amount for street and storm water repairs to \$1.9 million. This is close to the required amount needed to manage the streets, with the investment of an asphalt plant, but not enough to get the streets to a manageable level.

It is recommended that an additional 0.1¢ sale tax be considered for a 10 year period. This will bring the total annual investment to approximately \$4.3 million for street and stormwater repairs. This amount is inline with other cities in Missouri of the same size and population. Based on preliminary numbers from the 2016 IMS study, \$4.3 million is also more inline to the expected budgetary recommendation.

# 2017 Proposed Street/Stormwater Projects

2017 PROGRAM STREETS				
** ASPHALT STREETS SURFACE **				
WORK DESCRIPTION	TOTAL COST	STREET NAME	FROM	TO
2" MILL & ASPHALT	\$28,000.00	Hickory Street	Centennial Ave	Main Street
3" MILL & ASPHALT	\$23,000.00	Cottonwood Street	Elson Street	Main Street
2" MILL & ASPHALT	\$38,000.00	Main Street	Cottonwood Street	Illinois Street
3" MILL & ASPHALT	\$82,000.00	Elson Street	Elizabeth Street	Potter Avenue
3" MILL & ASPHALT	\$40,000.00	Mary Street	Elson Street	Green Street
3" MILL & ASPHALT, PATCHING	\$70,000.00	Scott Street	Baltimore Street	Ely Street
1" MILL & ASPHALT	\$23,000.00	Scott Street	Ely Street	Stanford Street
1" MILL & ASPHALT	\$22,000.00	Scott Street	Stanford Street	Cottage Grove Ave
2" MILL & ASPHALT	\$40,000.00	Eugene Street	Scott Street	Jefferson Street
3" MILL & ASPHALT, PATCHING	\$42,000.00	Pierce Street	Baltimore Street	Stanford Street
2" MILL & ASPHALT	\$28,000.00	Ely Street	Pierce Street	Alley North
3" MILL & ASPHALT, PATCHING	\$23,000.00	Ely Street	South Edge of Scott	Pierce Street
3" MILL & ASPHALT	\$15,000.00	Smith Street	Boundary Street	S. Porter Street
3" MILL & ASPHALT	\$15,000.00	Wall Street	Boundary Street	S. Porter Street
3" MILL & ASPHALT	\$15,000.00	George Street	Boundary Street	S. Porter Street
3" MILL & ASPHALT	\$15,000.00	W. Patterson Street	Boundary Street	S. Porter Street
3" MILL & ASPHALT	\$15,000.00	Link Street	Boundary Street	S. Porter Street
3" MILL & ASPHALT	\$16,000.00	Hildreth Street	Boundary Street	S. Porter Street
MISCELLANEOUS STREET PATCHING	\$50,000.00	VARIOUS CITY STREETS		
	<b>\$600,000.00</b>	Costs include 15% contingency		

Continued on next page

# 2017 Proposed Street/Stormwater Projects (cont.)

## \*\* CONCRETE SLAB AND CURB REPAIRS \*\*

WORK DESCRIPTION	TOTAL COST	LOCATION
8" PCC SLAB & CURB	\$160,000.00	VARIOUS STREETS NORTH END OF TOWN
8" PCC SLAB & CURB	\$10,000.00	CRESTHAVEN MOBILE HOME PARK
8" PCC SLAB & CURB	\$10,000.00	SUNSET VILLAGE MOBILE HOME PARK
8" PCC SLAB & CURB	\$220,000.00	VARIOUS STREETS AROUND TOWN
	<b>\$400,000.00</b>	

## \*\* STREET PROJECTS - CURB & GUTTER, STORM, AND ASPHALT \*\*

WORK DESCRIPTION	TOTAL COST	STREET NAME	FROM	TO
DITCHES, CURB, & 4" ASPHALT	\$300,000.00	BOUNDARY STREET	MICHIGAN ST	LAHARPE ST
DITCHES, CURB, & 4" ASPHALT	\$175,000.00	MILL ST & FLORENCE ST	PEAR TREE	NEW ST
STORM BOX CULVERT	\$150,000.00	COTTAGE GROVE AVE AT HARRISON ST		
MISCELLANEOUS STREET MATERIALS	\$90,000.00	VARIOUS CITY STREETS		
	<b>\$715,000.00</b>	ESTIMATED \$212,000 FROM STP FUNDS FOR BOUNDARY ST		
<b>TOTAL STREETS COST ESTIMATE:</b>	<b>\$1,715,000.00</b>			

### Funding Totals:

Transportation Sales Tax	\$ 1,100,000
Economic Development Sales Tax (reserves)	\$ 800,000
Surface Transportation Program	\$ 212,000
<b>Total</b>	<b>\$2,112,000</b>
Subtract	\$1,715,000
Reserved for unforeseen projects	\$ 397,000

All 2017 street work will equate to approximately 3 miles of street.

**2017 STREET PROGRAMS  
FUNDED BY  
TRANSPORTATION SALES TAX  
FOR PLANNING PURPOSES ONLY**



**2017 STREET PROGRAM  
DETAILED AREAS**

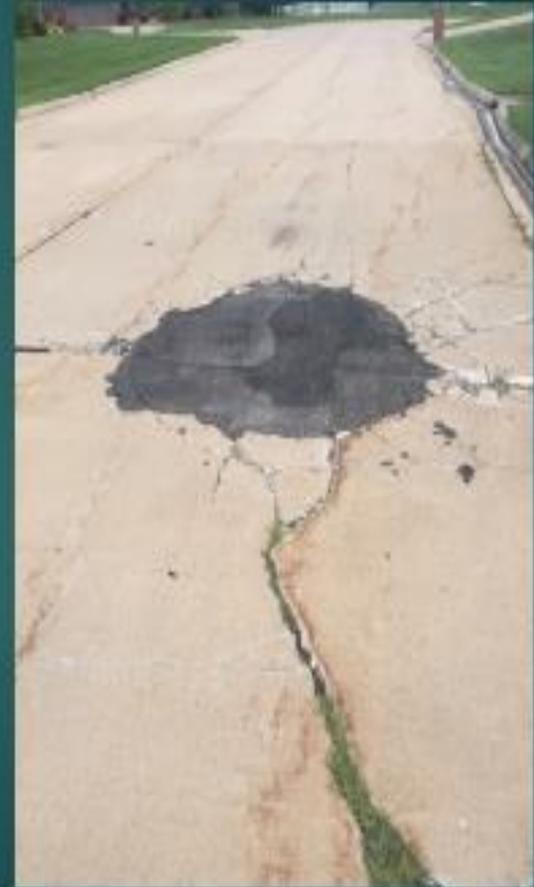


# Trash Truck Damage Found All Over The City

Note: City Crews can fix many of these locations but are unable to obtain the asphalt needed to make these repairs.



# Trash Truck Damage Found All Over The City (cont.)



This is a photo of South 1<sup>st</sup> Street. See the side of the road that the trash trucks start and stop on. It needs to be completely rebuilt to accommodate the over 80,000 lb. trucks. There is minimal damage to the east side of the street.





Continued damage to the same street by the trash trucks.



Over \$10,000 worth (tax payer dollars) of concrete repairs to accommodate one dumpster.

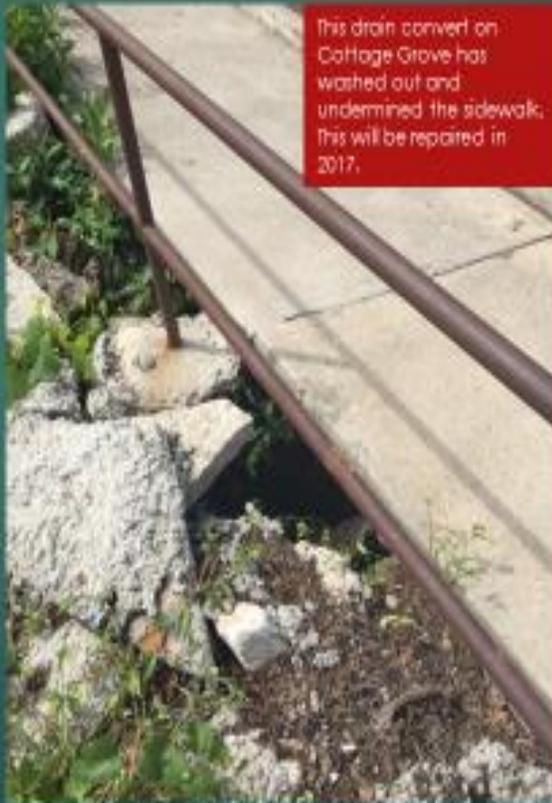
This is the complete tear out process required to rebuild the streets to an acceptable standard. Drainage is also a difficult issue with many streets. Some neighborhoods need every street repaired using this process due to bad construction practices by developers and contractors. This is a costly and time consuming process but is necessary in many parts of the city. Minimal contractor price for this 1000 feet of street would be approximately \$265,000. Contractor price for one (1) mile of street using this process is over \$1.3 million. The city crew is repairing this street (Shelby) for under \$150,000, but due to the amount of failing streets does not possess the manpower to complete all necessary projects in the timeframe required.



Stormwater/drainage is also underfunded. Since the \$2.274 million revenue bond was passed 2010, little has been spent on the stormwater projects identified in the study. Stormwater infrastructure is falling at an alarming rate and significant challenges exist to remove stormwater from the streets and residential areas.



Over \$6 million in storm drainage throughout the city need to be repaired.



This drain cover on Cottage Grove has washed out and undermined the sidewalk. This will be repaired in 2017.



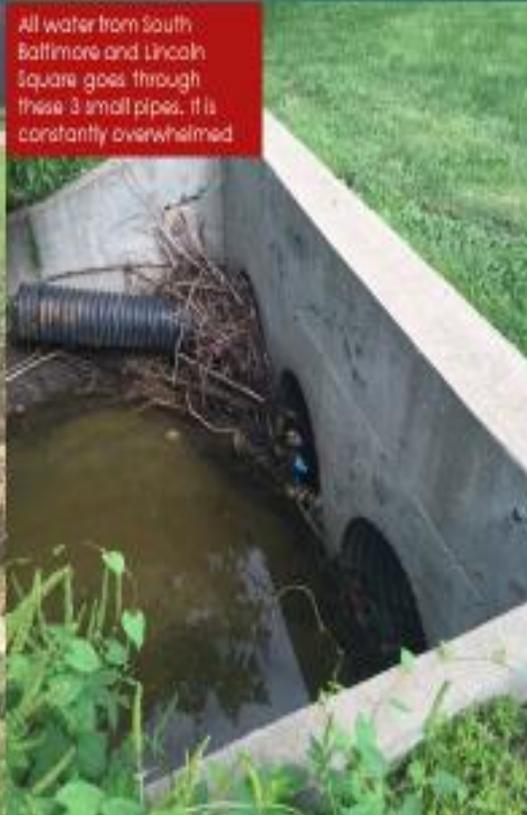
This street drain leads to a storm pipe that lays on top of the ground in yards with no easements. This is the way the water has to run. This will require extensive engineering and expense to repair.

# More examples of stormwater issues that need to be addressed now.

This pipe has to handle all water from the Walmart parking lot and holding basin. It continues to washout because it is undersized and overwhelmed.



All water from South Baltimore and Lincoln Square goes through these 3 small pipes. It is constantly overwhelmed.



This single pipe is fed by two larger pipes causing the water to constantly go over the road causing extensive damage.

## Conclusion

The Public Works Department is in the process of developing a comprehensive street and stormwater program. The city has never had ample short, medium and long range street plans. The city has also not had an inclusive maintenance and sustainment plan. Because of the vast amount of marginal to poor streets in the city it will take time to build this plan.

Part of the plan is to increase efficiencies and get the required tools in place to start moving forward in 2018/19. The Economic Development Sales tax (\$800,000) increase to the street budget does not take place until 2019. This will increase the street/stormwater budget to \$1.9 million.

An asphalt plant is an essential part of this plan. There is no way the city street construction crews can obtain the amount of asphalt material needed to repair streets. The city is at the mercy of the private owned plants who cause weeks of delay, occasionally provide substandard product, will not produce material when needed, and charge twice what the city can make a better product for.

BLUF: \$1.9 million is not enough. The long term deterioration of streets and stormwater has gone to far.

The lack of investment into the city streets and stormwater over a 20-30 period, accepting substandard streets from developers/contractor into the city's inventory, annexation of streets in poor condition, and extensive damage being caused by trash trucks, the city streets are at a critical point. The budget must be increased, the city needs to be more self sufficient, and precedence must be placed on what is essential to the City's infrastructure.

## **DOWNTOWN WATER TOWER**

**Report Prepared by:** Len Kollars

The Downtown Water Tower (0.4 MG) was constructed in 1954 and raised in 1990. Normal cleaning and inspection cycle is five years with the last inspection and cleaning of the downtown tower completed in 2015 by Tank Industry Consultants. The planned maintenance in 2017 is to sandblast the exterior and interior, repaint both, and install a circulation system at an estimated cost of \$550,000. The High School Water Tower (0.5 MG) was constructed in 1962. The last inspection was completed in 2010 and exterior overcoated and circulation system installed. The planned maintenance in 2016 is blast and paint interior and 5 year inspection at an estimated cost of \$200,000. Before the City proceeds with the planned maintenance, we need to be assured the tower's structural condition and remaining useful life warrants the investment and meet storage requirements for fire protection and expansion of local industry, retail, and hotel development.

### Downtown Water Tower Condition Report December 2015:

In summary Tank Industry Consultants (TIC) recommend the tank interior and exterior to be completely sandblasted, cleaned and recoated within 1-2 years. TIC reviewed the structural bolted splice connections when the tower was raised in 1990. The bolted splice connections on the six columns is sufficient for compression loads however inadequate for lateral wind or seismic loading. The steel thickness of the tank bowl appeared in good condition. The balcony walkway serves as a wind girder in the original design of the tank bowl however with the addition of cabling and cell tower antennas, dead loads have been placed on the balcony that caused deflection of the railing and a structural deficiency as a structural member. They advised that the balcony should not be accessed by personnel until a structural engineer reviews the balcony's ability to support the loading. 36 ANSI/OSHA safety related deficiencies were identified including items such as the balcony handrail height of 35 ½" did not meet the required minimum height of 42". The interior ladder and platform has been damaged due to iced conditions and should not be utilized for personnel access.

### Water System Facilities Plan (Benton & Associates) (November 2004)

The preparation of a Preliminary Engineering Report (PER) for the City's water system (Supply, treatment, and distribution) was prepared by Benton & Associates and submitted to MODNR to satisfy planning requirements and qualify for low interest loan from the State Revolving Fund (SRF). Per the recommendations for water distribution and storage requirements the existing high school elevated storage tank would be abandoned and demolished and replaced with a new elevated 1.5 MG storage tank near Highway 11 and Jameson Road Extension.

**Proposal from Benton & Associates** to update the Water System Facilities Plan more specifically the following scope of work to include:

Task 1. Water Storage and Distribution System Engineering Report

Preparation of an Engineering Report documenting and evaluating the following:

- Condition of the City's existing elevated storage tanks (based on site visits to observe the tanks from the ground as well as existing investigations and reports by others provided by the City).
- Review of the City's Distribution System Hydraulics and update to the hydraulic model as required.
- Evaluate options available to the City to improve their water storage facilities, including siting of new tank(s) and improvements to water distribution system
- Make recommendations and provide preliminary budgetary opinions of probable cost for several options to the City's water storage and distribution system necessary to meet current and projected water demands and regulatory requirements.

**Economic Factors:**

Replacement of tank with a new 0.5 MG Elevated Storage Tank on a new site is an estimated cost of \$800,000 for tank bowl, foundation, and steel erection. \$300,000 for supporting site construction items. This cost does not include site acquisition and water supply lines. The estimated life for a new tank is 75+ years.

Estimated cost to recondition the existing tank is \$450,000 to clean and paint exterior, \$170,000 containment, \$180,000 clean and paint interior, \$92,000 miscellaneous repairs and contingencies, Total \$892,000.

Replacement of tank with a new 1.5 MG Elevated Storage Tank on a new site is an estimated cost of \$2,500,000 for tank, foundation, and steel erection, \$500,000 for supporting site construction items This cost does not include site acquisition and water supply lines. The estimated life for a new tank is 75+ years.

A rough estimate for dismantling the existing downtown water tank and the high school water tank is about \$300,000. This does not include relocation of the existing antennas.

Future water tower land purchase estimated at \$80,000 for 25-30 acres with an average cost per acre of land of \$3200.

Fee for professional services to evaluate the water storage and distribution system engineering report estimate cost of \$22,410.

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# WASTEWATER TREATMENT PLANT

Prepared by: HDR Engineering, Inc.



Overall Site

## August 2016

Engineer:	HDR Engineering, Inc.
Contractor:	River City Construction, LLC
Notice to Proceed:	03/01/2016
Original Duration to	
Substantial Completion:	510 days
Original Duration to	
Final Completion:	540 days
Current Duration to	
Final Completion:	357 days
Days Added by Change Order:	0 days

### Cost Summary

Original Contract Amount	\$19,093,000.00
Total Value of Approved Change Orders	-\$1,980,543.00
Percent of Construction Budget of Approved Change Orders	-10%
Current Contract Value	\$17,112,457.00
Total Value of Work to Date (Through Pay App 4)	\$3,563,490.85

### Schedule and Budget Status

HDR's analysis of the updated schedule suggests the Contractor is approximately three weeks behind schedule. Contractor is working Saturdays.

The Contractor has submitted a fifth Application for Payment for work completed through August 31<sup>st</sup> in the amount of \$1,085,092.85.

Accomplishments and Highlights	
✓ Crossed Bear Creek with 24" PLI & 3" NPW pipe lines.	✓ Received progress schedule 9-1-2016
✓ Completed concrete pour of base slab Clarifier No. 2.	✓ Continued installation of rebar in Headworks slab, aeration basin walls, Clarifier No.1 slab and Clarifier No.2 walls.
✓ Completed concrete pour of west walls of aeration basins.	
Upcoming Activities/Milestones	Planned Dates*
Pour Clarifier No. 2 Walls	Through mid-September (on-going)
Pour aeration basin south and east walls	Through late September (on-going)
Install 24" PLI to Headworks Building	Through late September (on-going)
Complete concrete slab pour on Clarifier No. 1	Through late September

\* See updated schedule received (09/01/2016)

Significant Issues / Action Plan		
Issue	Action	Resolution Date
Contractor has been reminded that the paper work from all testing, SWPPP updates and injury reports are to be submitted to HDR.	Request action in writing from contractor on situation will be rectified, request test results before work is continued in test area	On-going

Request for Information (RFI) Summary	
Total RFIs received to date	32
Total RFI's responded to	32
Total RFI's outstanding	0
Average RFI turnaround time (days)	5
Change Proposal Request (CPR) Summary	
Total CPRs prepared to date	6
Total CPRs terminated/voided	0
Total CPR's approved	0

Outstanding CPRs	6
<b>Work Change Directives (WCD) Summary</b>	
Total WCDs prepared to date	0
Total WCDs terminated/voided	0
Total WCDs approved	0
Outstanding WCDs	0
<b>Change Orders (COs) Summary</b>	
Total COs prepared to date	1
Total COs terminated/voided	0
Total COs approved by City	1
Outstanding COs	0

<b>Submittal Summary</b>	
Total submittals received to date	120
Total submittals responded to	101
Total submittals outstanding	19
<b>Field Order Summary</b>	
Total Field Orders Prepared to date	13
<b>Non-Compliance Notices (NCN) Summary</b>	
Total NCNs prepared to date	0
Total NCNs closed	0

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### **CITY TRANSFER STATION**

I was asked to look into the possibility of the City establishing a transfer station. Some research has been done in terms of permit requirements and costs of permits. There are two permits that are required. One for construction and then one for the operation of the Transfer Station.

If the Council is interested in exploring this in more detail, it would require meetings with the Department of Natural Resources, but before this was done Council consensus is needed.



## **Solid Waste Processing Facility Construction Permit**

**Regulated Activities:** The construction of solid waste processing facilities. These are facilities such as incinerators, material recovery facilities and transfer stations where solid wastes are salvaged, processed or treated. Certain limited solid waste processing activities may be exempt from permit requirements [Reference 10 CSR 80-2.020 (9) (A)].

**Fees:** The application fee is \$1,000. The applicant also must reimburse the department for all reasonable costs incurred by the department in the course of the permit review to a maximum of \$4,000.

**Required Documents:** A completed application form, design and operating plans and specifications and history of past environmental violations. In addition, air pollution or water pollution permits may be required. Forms are available by calling the Solid Waste Management Program at 573-751-5401.

**Length of Permit:** Coincides with the facility's anticipated life.

**Average Processing Time:** 6 to 12 months

**Public Participation:** Public notice required; public hearing upon request.

**Applicable Statutes:** RSMo 260.200 through 260.345

**Applicable Rules:** 10 CSR 80-1.010, 80-2.010, 80-2.020, 80-2.080 and 80-5.010

## **Solid Waste Processing Facility Operating Permit**

**Regulated Activities:** The operation of solid waste processing facilities.

**Fees:** Not applicable

**Required Documents:** Quality assurance/quality control documents and owner certification form.

**Length of Permit:** Coincides with the processing facility's anticipated life.

**Average Processing Time:** 60 days

**Public Participation:** Not applicable

**Applicable Statutes:** RSMo 260.200 through 260.345

**Applicable Rules:** 10 CSR 80-2.020

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## **DOWNTOWN REVITALIZATION PROGRAM**

**PREPARED BY:** Ashley Young, Assistant City Manager

After significant and ongoing improvements to public infrastructure in the Downtown since 1999, the Council voted to approve the Downtown Revitalization Program this past December to address the appearance and structural integrity of Downtown facades, including awnings, signage, and windows, which will then allow for improvements to Downtown sidewalks, pedestrian lamps, and curbs. With the goal of improving the economy through this program, City staff have continued to work with the City attorney to perfect the Downtown Revitalization Program Guidelines and create the necessary legal instruments to move forward with the program.

For this pilot project, City staff continue to focus on two proposed locations: the south side of Washington Street between Franklin and Elson Streets, or both sides of Elson Street between Washington and McPherson Streets. It is termed a pilot project because, if successful, the goal is to continue this work around the Downtown "Square" and elsewhere in the Central Business District.

To review, the following are the significant features of the program: TIF funds will pay for 75% of the improvements to a property, while 25%, and no less than \$2,000, will be paid for by the property owner (or the property owner's tenant if the property owner agrees to ultimately assume liability for the 25%). This 25% "buy-in" from the property owner is only for the total monies spent on the property, and not for the total monies spent on improvements to public infrastructure (e.g. sidewalks, pedestrian lamps, curbs, and parking). It is also important to note that if the property owner is financially unable to pay for the 25% "buy-in" out-of-pocket, then the guidelines call for financing to be made available to the property owner by loaning TIF funds to cover the "buy-in" at 1/3 of the prime interest rate at that time to be paid back over the course of three years. Another feature of the program is that if the property owners sells their property within five years of the completion of work to their property, then the property owner will be expected to compensate the TIF for a prorated amount of the funds spent on the property in the amount of 1/5 of the total cost spent by the TIF on the property for each year, or partial year, left within the five year period.

It should also be noted that, if approved, the property owner would be involved throughout the construction process. While the goal is to adhere to the Kirksville Downtown Design Guidelines (KDDG) as much as possible, we also do not want those guidelines to be an impediment to the ultimate success of the program. City staff have continued to work with local architect Ken Shook and intend to involve him in the process of implementing the Downtown Revitalization Program, as described below.

Applications will be sent to potential applicants by City staff. The City will serve as the developer for all aspects of the Program and screen all applications. At that time, the estimated scope of work will be discussed in conjunction with an architect. Through working with an architect, bid specifications and an estimate of cost will be determined.

The project will then be released for bid and the lowest bidder selected. The City will also review the proposed architectural plans and work with the participant to ensure compliance with the KDDG, as much as possible. Upon approval, a Downtown Revitalization Program Agreement will be executed and the project can proceed. City staff will strive to ensure the project is completed in a timely manner that minimizes the disruption of any existing business.

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### **Electronic Cigarettes – a.k.a. E-Cigarettes**

In 2007, the City Council enacted an Ordinance prohibiting smoking in certain places. In that Ordinance there is a definition of Smoking.

**Smoking** is defined as follows: inhaling, exhaling, burning or possessing any **lighted** cigar, cigarette, pipe, weed, plant, or other tobacco product or possessing any **lighted** cigar, cigarette or pipe containing a combustible and burning substance other than tobacco.



E-Cigarettes are shaped like cigarettes, cigars or pipes designed to deliver nicotine or other substances to the user in the form of vapor. E-cigarettes are battery-operated.

The National Fire Protection Agency came out recently citing 15 incidents where a fire resulted from the use of e-cigarettes. .

Though one might argue that an e-cigarette is not allowed by our Ordinance. The fact that we use the word “**lighted**” would probably eliminate an e-cigarette. To close this loophole, it is suggested that the City Council consider amending Section 18-88 to include e-cigarettes in the definition.

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## **SIDEWALK – proposal to amend Ordinances relating to sidewalk dimensions**

**Sec. 21-29.** - Sidewalks. All sidewalks shall be at least four (4) inches thick by four (4) feet wide, unless otherwise specified and approved by the city engineer.

MoDOT Standards require a minimum of 5 feet wide. If a sidewalk is less than 5 feet a 5 foot by 5 foot passing space must be provided every 200 feet.

Also, our Code contradicts on what Class concrete to use. Section 21-29 states we are to use Class A, while 22-27 states it should be Class B. in one section of the Code (b) Sidewalk specifications:

Current American with Disabilities Act (ADA) requirements state that if the sidewalk is not 5 feet wide, than there must be an established passing lane every 200'. We have not been doing this, nor requiring it.



You can barely see the difference due to the sunlight, but if you start with the small tree in the yard and draw a line straight to the sidewalk you will see that the sidewalk on the left is one foot (1') wider than the sidewalk on the right. The sidewalk on the right was just poured, but we did not require them to match up to existing sidewalk. Current Codes states the following:

If the Ordinance was changed to require 5 feet instead of 4 feet, that issue would be resolved. In addition, if we are trying to make our community a better place, it makes no sense to allow sidewalks of 4 feet.

## City of Kirksville 2016 GOALS

### Economic Development

#### **Insure that the community's comprehensive economic development programs are retained**

- Coordinate/encourage quarterly meetings with all economic development operations
- Understand the budgets of each economic development organization within the community
- Facilitate partnerships whenever possible between the economic development organizations
- Work to maintain the Economic Development Alliance, one-stop economic development shop

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

- Meet with Major Employers annually
- 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
- Participate in economic development committee meetings hosted by external organizations
- Market the low interest loan program available to downtown building owners to improve store fronts/facades
- Market City's airport property identifying businesses ideal for this location
- Support incubator program offered by MREIC in the EDA building

#### **Continue to work with the Kirksville Regional Economic Development Incorporated (K-REDI), Kirksville Area Chamber of Commerce, and the Missouri Rural Enterprise and Innovation Center to attract and expand business in Kirksville**

- Support day-to-day operations through use of city facilities, access to staff expertise, etc.
- Work with Partners to update Community Profile, and keep website up-to-date including property listings, develop flyers, brochures when needed,
- Provide up-to-date information on airport services and improvements
- Identify incentives based upon criteria established in City Council Policy #9 Economic Development
- Pursue state and federal incentives available for projects as recommended by KREDI and staff
- Assist with the preparation of individualized presentations under direction of KREDI Executive Director

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

- City Manager and Council appointee will serve on Tourism Board
- Assist in identifying target organizations, events and activities
- Provide City support in planning, organizing and hosting events
- Encourage a comprehensive marketing plan that includes benchmarks for success
- Support efforts to promote Kirksville along new Highway 63.

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

- Attend meetings and support efforts of KDIC
- Identify projects key for collaboration
- Implement Downtown Façade Renovation Project block-by-block

**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

**Quality of Life**

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

Annually evaluate the quality of public lands, streets, water lines, sewer system, storm drainage, and lighting

- Review work from road evaluation report to determine priorities
- Evaluate work of in-house street maintenance crew to determine effectiveness compared to outside contractor
- Review existing sewer system and identify underserved and unserved areas of City developing a plan to address
- Complete review of storm drainage projects identified through community process and establish priority projects for those remaining projects
- Update Park Plans for each park, including the development of a plan for Hazel Creek
- Evaluate the existing hike/bike trail plans and develop a complete streets plan to implement

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

- Continue to work with Make Kirksville Shine to encourage a focus on “Community Pride”
- Continue to maintain those public areas around the theater and city parking lots
- Continue enforcement of City property maintenance codes
- Update the City’s Adopt-a-Street Program, evaluate an Adopt-a-Spot Program
- Identify potential properties that would benefit from the use of the low interest loan program for housing rehabilitation
- Establish a City Council clean-up event

**Sponsor community-wide events – include all events whether cash or in-kind support given**

- Red, White and Blue Festival
- Friday Nights on the Square

- Art in the Park program
- Air Show
- NEMO Triathlon
- TSU Parade
- KHS Parade
- St. Patrick's Day Parade
- 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
- Establish policies and protocols for an enhanced online presence

#### **Work with Community and Community Organizations on Items of Mutual Interest**

- Work to eliminate sub-standard housing conditions as identified using low interest loan funds
- Continue to provide support to the Adair County Humane Society to guarantee the sustainability of these animal care services
- Work with other organizations providing services to the community assisting when possible

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

#### **Cost Saving Ideas**

- Produce cost savings ideas on how to reduce the budget – focusing on increments of \$5,000 or more
- Track cost savings measures and carry implemented ideas over year after year including the evaluation of savings
- Encourage employees to come up with cost savings measures through incentive program

#### **Long Range Planning**

- Complete a cost benefit analysis for all new proposed projects/programs, as part of the evaluation process
- Develop long range plans of 5 / 10 / 15 years for all city owned buildings, facilities, streets, equipment, etc.
- Develop a five-year rolling revenue projection for each of the following funds: General, Capital Improvements Sales Tax, Economic Development Sales Tax, Transportation Sales Tax, Airport, North Park
- Continue to identify upcoming state and federal regulations as they relate to water, sewer and stormwater to insure infrastructure needs address expected issues

#### **Staff Retention**

- Provide orientation to all new employees including review of personnel benefits and job responsibilities
- Complete performance assessments within 30 days of employee's anniversary date
- 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

- Provide necessary training needed to maintain required certifications
- Develop an advancement plan to encourage employees interested in advancement opportunities developing training opportunities

### **Build Partnerships**

- Continue the implementation of joint purchasing for office supplies and building maintenance supplies.
- Encourage purchasing partnerships with external government groups
- 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
- Maintain and foster strong partnerships with community organizations – Arts Association, KDIC, Chamber of Commerce, Kirksville Airport Association, KBSA, YMCA, and other organizations
- Continue to work with State and Federal partners on shared goals and agendas – DNR, MDC, MoDOT, FAA, etc.
- Build partnerships with citizens on shared issues of concern
- Continue to work within Region B RHSOC of the state of Missouri

## **Protect City Owned Assets**

### **Asset Inventory**

- Insure sound purchasing policies are in place and followed
- Analyze key positions within city organization to determine skills and certifications needed to fill these positions
- Establish a city-wide Inventory system to track all city-owned property
- Secure qualified engineering firm when necessary who can focus on specific projects including airport, water and wastewater projects

### **Asset Protection**

- Regularly conduct peer city surveys on wages to determine how we compare
- Continue to implement and update long-range plans for capital assets – water, sewer, storm drainage, streets, buildings, parks, airport, facilities, and equipment
- Update the Comprehensive Plan annually and incorporate capital needs into the Plan
- Work with Joint Service Board to establish a long-term sustainability plan

### **Community Pride**

- Communicate capital plans to citizens
- Work with citizen groups to establish ways to address issues that arise through collaborations
- Support the efforts of those organizations focused on community pride efforts

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**FUTURE STUDY SESSION TOPICS**

- Review Trail/Sidewalk Plan
- Final Review of Capital Plan
- Review Park Master Plans
- Complete Review of Downtown Traffic Study
- Budget Review
- Update on Incubator Space – Square One
- Tour Wastewater Treatment Plant
- E-911 Center Funding
- Sign Ordinance
- Glass Recycling and HHW Update
- Trap/Neuter/Return
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