

SUBJECT TO REVISION

THE FIRST PUBLIC READING OF THE 2017 BUDGET WILL BE HELD ON DECEMBER 5, 2016. THE SECOND AND FINAL READING WILL BE HELD ON DECEMBER 19, 2016.

THIS BUDGET IS PRELIMINARY AND NOT CONSIDERED A FINALIZED DOCUMENT UNTIL THE KIRKSVILLE CITY COUNCIL HAS GIVEN FINAL APPROVAL AT THE DECEMBER 19, 2016 COUNCIL MEETING.

ANY REVISIONS THAT ARE MADE AS A RESULT OF OR AFTER THE DECEMBER 5, 2016 FIRST PUBLIC READING WILL BE INCORPORATED INTO THE BUDGET PRESENTED ON DECEMBER 19, 2016.

PROPOSED BUDGET

JANUARY 1, 2017

TO

DECEMBER 31, 2017



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Administration
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November 14, 2016

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager
SUBJECT: Proposed 2017 City Budget

The City Council has received the proposed budget for the fiscal year January 1 through December 31, 2017. Preparation of this document began in August with the distribution of the budget schedule and budget templates. On September 14, the City Council held their annual planning meeting during which the City Council chose to retain the goals that had been established for the previous fiscal year. The City Council has also been directly involved in other aspects of preparing the recommended budget, including review of proposed revenues for the General and Utility Funds, review of the updated versions of the City's multi-year plans (5-year street plan, 5-year water plan, 5-year wastewater plan, 5-year capital improvement plan, and rolling stock plan). Decisions made at City Council meetings and study sessions have been incorporated into the budget, as staff has understood them, along with normal budgetary responses to ongoing service demands of the Kirksville citizenry. The specific goals established by the City Council during the 2016 retreat will be highlighted in **bold face type** in the final budget document in the appropriate department and divisional sections of the recommended budget.

The City Council's review, revision and approval of an annual budget is the single most important decision made by the governing body during the course of the year because this document is the City's detailed plan for allocating its resources. The annual budget embodies hundreds of personnel hours, operating expenditures, capital replacement and infrastructure improvement decisions.

OVERVIEW

Though the City is able to provide the services that citizens expect, the City's ability to do more is fiscally restricted. Since 2006, the City's committed expenditures have exceeded anticipated revenues. The proposed 2017 budget reflects this same trend. The City's financial condition has been strained since 2000. In 2003, the City made a commitment to reduce overspending, meet commitments and continue quality services to the citizens. Though the residents saw only a slight change in service, it was the policy decisions of the City Council, the internal operational changes and the reliance on department managers, supervisors and front line employees to identify ways to improve operations, reduce costs, and adjust to new policies and procedures aimed at protecting the City's assets.

The proposed 2017 budget's focus is on meeting the budgetary goals expressed by the City Council at the September planning retreat. City Council directives continue to place priority on economic development, quality of life, fiscal responsibility/efficiency in government and protection of city owned assets. The proposed 2017 budget reflects the City Council's directives, while meeting the fund balance policy requirement to retain a balance of 17 percent of budgeted General Fund expenditures, excluding capital, lease payments and contingencies.

The fund balance policy was modified in the fall of 2011 to ensure financial security. The 2015 year end actual fund balance for the General Fund was \$3,380,435. This fund balance was up from the previous year's actual fund balance by \$345,450. The 2017 year end fund balance is budgeted at \$3,438,234.

In addition, the budget includes total capital expenditures of \$17,241,276. The Utility Fund has the largest portion at \$9,860,385, which includes \$7,382,445 for the wastewater treatment plant project construction and engineering. The remaining balance of \$7,380,891 for total capital expenditures include \$933,500 for downtown façade and sidewalk improvements, \$2,124,986 for street projects and resurfacing, including the addition of an asphalt plant, and \$1,789,115 for the continued 95% grant funded apron rehabilitation at the Kirksville Regional Airport. Other capital expenditures include city-wide equipment replacement and various other projects for several departments. The capital expenditures reflect a constrained dollar amount based upon available revenues.

The City's Budget Policy and the Missouri Statute Section 67.010.2. require that the budgeted expenditures do not exceed the estimated revenues and any unencumbered balance. The City's Budget Policy further encourages that anticipated revenues and expenditures are balanced. The proposed budget meets the statutory requirements.

The 2017 budget year will continue to require staff to evaluate services and programs, and review organizational structures to determine overall operational efficiency.

The City maintains a self-insured health insurance program, funding each year at our maximum liability. The revenues received within this Fund come from premium payments made by the City on behalf of each employee for both single coverage and 50% of family coverage. Contributions are also received from the employees for their share of family coverage. The policy of the City requires a review of the fund balance in this fund at the end of each fiscal year, leaving a year end fund balance of a minimum of \$250,000. The projected fund balance for the year ending in 2017 is \$971,949. This year's health insurance costs are expected to be less than the 2017 budget and are \$596,205 under 2017 year end expected costs. City staff continues to work with the current third party administrator and an employee benefits consultant who has helped to shop our reinsurance. In addition, the City in 2009 embarked on the formation of a wellness program to provide incentive and opportunity for employee wellness. By 2012, those employees who reached their targeted health index were given a premium discount. Those employees were given premium discounts for the year. We will begin our seventh full year of the wellness program which includes a health screening completed by an independent provider annually in October. Employees who improve their health index, based upon the same health screen, will continue to receive a health insurance premium discount.

PERFORMANCE MEASURES

The City's Annual Budget has included Performance Measures and Service Indicators for many years. The use of performance measurements can serve as an important tool in planning, budgeting and management. Performance measures help determine the quality and cost efficiency of government services. They can also identify the results achieved and the benefits delivered to citizens. Performance measures represent and measure our accountability to the public. We have worked on improving our Performance Measures and Service Indicators to improve Council and staff's ability to evaluate the services and work toward creating a system of accountability, transparency, and responsiveness to the citizens that we serve. Performance measures have been developed that reflect one of three standards: workload; efficiency, and effectiveness.

The use of performance measurement provides decision makers with data on how well the organization has met established targets and can empower them with performance data to make necessary management decisions to achieve desired results. Making this data available to the public keeps government accountable to all stakeholders. Governments and communities of all sizes have benefited from increased accountability and increased involvement of citizens within performance measure development, budgeting, and monitoring. This is a process that we are developing and encourage Council input and comment.

PERSONNEL

The current authorized number of full-time employees is 145, which includes 11 positions partially funded by other local agencies in partnership with the City of Kirksville. These partnerships include the E911 Joint Services Board and the School Resource Officer.

The 2017 budget includes funds to cover required worker's compensation premiums in the amount of \$392,239. Due to increased claims over the last three coverage years, the City will continue to pay higher premiums until the ratio of premiums vs. claims level. The Health Insurance Fund also includes money to provide a match for employees who wish to obtain a fitness membership.

OTHER HIGHLIGHTS

The City of Kirksville is experiencing a period of economic expansion. The most obvious example of this is the \$250 million expansion of our local Kraft-Heinz facility. This expansion was made possible through the efforts of City staff and the City Council's approval of Chapter 100 Industrial Development Bonds. The approval of those bonds not only made financing the project possible, it also required that a minimum of 69 full-time jobs with Kraft-Heinz, with benefits, be created over the level of employment before the departure of the bacon line from the facility. The City also constructed, with help from the Missouri Department of Economic Development (MoDED), a public parking lot near the facility which will also be utilized by Kraft-Heinz for their operations. As part of the agreement, Kraft-Heinz will also be making PILOTS (payments in lieu of taxes) to the City and other taxing districts each year for ten years in the amount of 50% of the value of the expansion. Additionally, the resulting construction associated with the \$250 million expansion has brought additional sales tax revenue to the City.

In the hospitality industry, the City will soon be home to a Hampton by Hilton (aka Hampton Inn & Suites) and a new Holiday Inn Express. Both of these projects were made possible through the

work of City staff and the City Council's approval of Community Improvement Districts (CIDs) for both, and the approval of Chapter 353 tax abatement for the new Holiday Inn Express. Both the Hampton by Hilton and Holiday Inn Express are approximately \$7 million projects each and, combined, will create an additional 50 to 60 jobs in the hospitality industry.

The retail sector is also set to see significant expansion through the assistance of City staff and the City Council. Menards is moving forward with plans for a \$10 million project set to create an additional 200 retail jobs in 2017. Assisting in this effort, the City Council approved two variances to the Municipal Code regarding the new store's parking lot and sign. Hobby Lobby has also announced their intent to build in the City as the first stage of a much larger retail development project. The City Council approved a third CID in 2016 for this project and Hobby Lobby is scheduled to open in late 2017 with the project cost and additional jobs created to be announced at a later date. There are a number of other retail sector projects that have taken place with minimal assistance from the City, including, but not limited to, the renovation of the former Goody's location into a new Dollar Tree, the addition of a rue21, a planned expansion of the existing Sonic Drive-In, and the planned addition of Smoothie King on South Baltimore.

The Water Fund includes \$1,346,940 in infrastructure improvements with the majority of those funds going toward miscellaneous water lines/hydrants, water main replacement in Baltimore Street and engineering design for a new downtown water tower. The Wastewater Fund includes \$8,363,445 in infrastructure improvements which includes \$7,382,445 for the design, administration inspection and construction of the wastewater treatment plant as mentioned earlier and \$550,000 for sewer improvement/replacement and \$300,000 for renovations to the Burton Street Lift Station. The water and sewer systems are funded by the users of the services through user charges. The rates are comprised of a fixed monthly service availability fee and a volume rate portion. The minimum billable consumption level per month is 200 cubic feet. The water and sewer rates are evaluated annually. The 2017 budget reflects an increase in the sewer service availability fee and an increase in the volume rates for both water and sewer. The utility fund operates much like a business, therefore the rates charged by the City for these services must cover the costs of operations to insure proper maintenance and improvements are made. In addition, the City is required as part of our loan obligations to the Missouri Department of Natural Resources requires that the user charges will be set at a level to (1) pay the costs of operations and maintenance of the systems; (2) pay the principal and interest on the SRF bonds; (3) ensure that net operating revenues are equal to or greater than 110% of annual debt service; and (4) to provide sufficient reserves to pay debt service and to ensure protection and integrity of the systems.

Funds are budgeted in 2017 for several grants to be received by the City for sidewalk and trail improvements, infrastructure improvements, law enforcement, fire suppression, and the largest budget item for the Kirksville Regional Airport. The Airport has budgeted \$1,839,615 in capital improvements for 2017, including \$1,789,115 as mentioned earlier for apron and taxiway rehabilitation improvements, of which \$1,699,660 will be reimbursed through a Missouri Department of Transportation grant. The Transportation Sales Tax fund includes \$1,427,686 for street infrastructure improvement. The Capital Improvement Sales Tax includes \$1,025,339 for the construction of a shooting park, of which \$937,138 will be reimbursed by a Missouri Department of Conservation grant and project partners. Funds are also included for facility repairs, sidewalk replacement, and equipment totaling \$476,552. In addition, \$527,625 will be transferred

from the Capital Improvement Fund to other Funds to support trails, storm drainage, airport improvements and equipment. Transfers from the General Fund continue to be made to the Airport Fund of \$45,900 to reduce this Fund's negative cash balance. The City's plan to eliminate the negative cash balance in the Airport Fund is to continue with this Transfer, incorporate the revenue source from Cape Air of \$42,500 and reduce expenditures ensuring annual revenues exceed expenditures.

The South Highway 63 Tax Increment Financing District was established in 2009, and the South Highway 63 Corridor Improvement Plan was approved in 2010. Both programs were implemented to secure funding for improvements along south Baltimore from La Harpe Street past the JC Penney shopping center. Three Community Improvement Districts were added in 2016 with expectations that the developments planned for these districts will be open for business in mid to late 2017.

The City's budget contains 25 active funds - the General Fund; 12 active Special Revenue Funds; 3 Capital Improvement Funds; 1 Enterprise Fund; 2 Internal Service Funds and 6 Fiduciary Funds. Each of these funds reflects a balanced budget.

FINAL NOTES AND ACKNOWLEDGEMENTS

The preparation of the budget document, continues to focus on efficiency and accountability. Toward that effort, the Finance Director spent time with each department manager to review the 2016 year end activities and discuss expectations for the 2017 budget to insure that all services, programs and projects were accounted for within the budget.

This budget is a culmination of the work of 2016 and the goals and opportunities expected in 2017. It reflects the commitment and dedication of the City's 145 employees, and promotes the direction provided to the City Manager by the City Council. It is the direction and guidance received from the City Council throughout the year and the decisions made in the planning meeting that set the foundation for the budget.

The budget process requires teamwork and cooperation. Therefore it is appropriate to thank the department managers and their support staff for the time and talent given toward the completion of this budget plan.

The budget document presented to the Council is organized and detailed. It represents the goals and commitment of the City Council and each department. The budget document also reflects the strong leadership skills and competency of our Finance Director. It is a tremendous responsibility to manage the City's budget and it is done professionally and in compliance with laws and policies with extreme consideration and support toward our organizational goals. A tremendous note of appreciation to Finance Director, Lacy King. Her talents and commitment to community are obvious, and her knowledge and understanding of departmental operations is invaluable. I again thank her for this budget document. It is the cornerstone of our day-to-day service to our citizens.

City of Kirksville Principal Officials

MAYOR AND COUNCIL

Jerry Mills, Mayor 04/17
Phillip Biston, Mayor Pro Tem 04/18
Rick Steele, 04/17
Richard Detweiler, 04/19
Chuck Long, 04/19

City Manager - Mari E. Macomber
City Attorney - Howard Hickman

DEPARTMENTS

Administration

Vickie Brumbaugh, City Clerk
Patricia Meredith, Human Resource Director
Ashley W. Young, Assistant City Manager

Airport

Glenn Balliew, Public Works/Airport Director

Code Enforcement

Brad Selby, Codes and Planning Director

Community Services

Ashley W. Young, Assistant City Manager

Public Works

Glenn Balliew, Public Works/Airport Director
Len Kollars, PE, Assistant Public Works Director

Finance

Lacy A. King, Finance Director

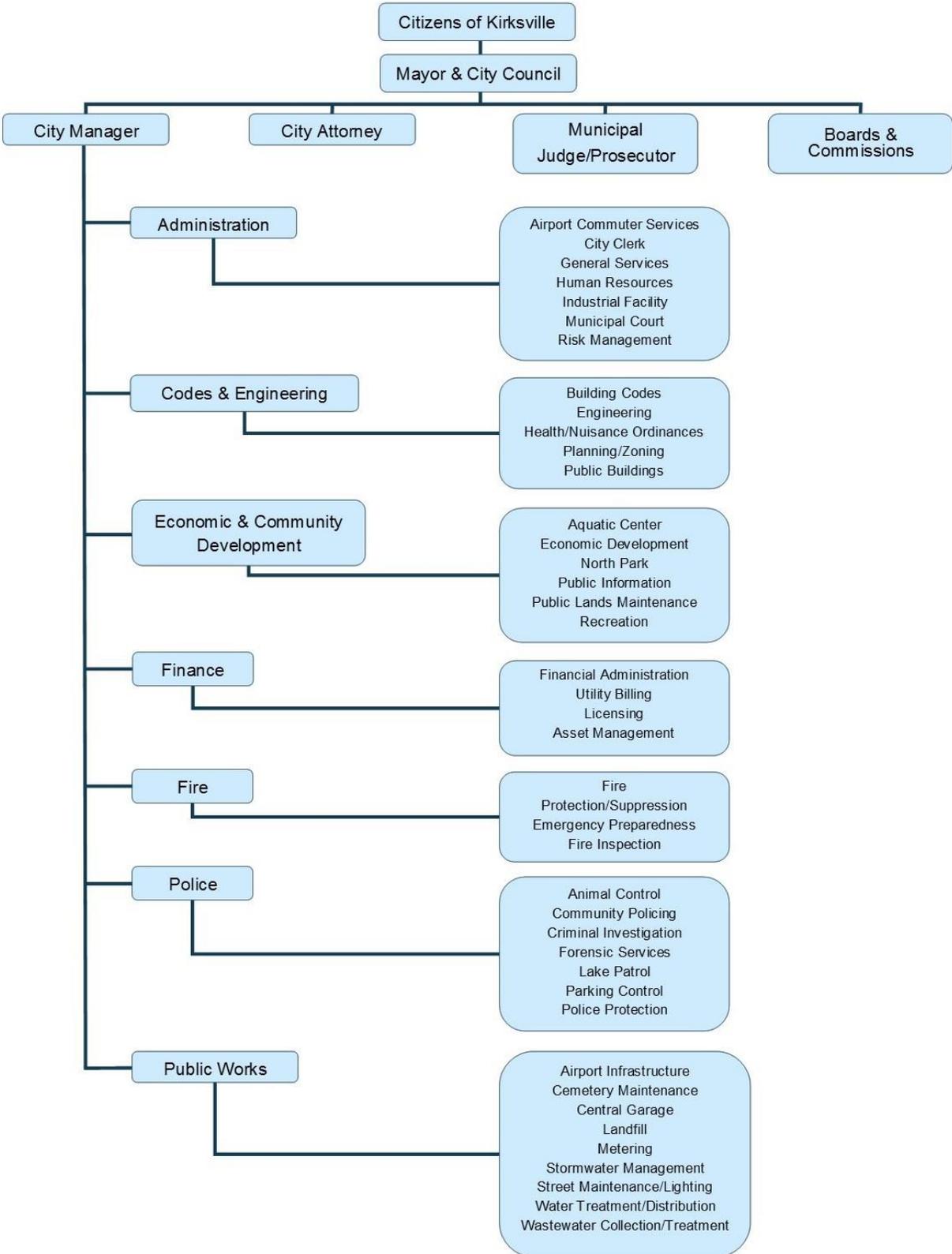
Fire

Tom Collins, Fire Chief

Police

James Hughes, Police Chief

City Organization Chart





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Kirksville

Missouri

For the Fiscal Year Beginning

January 1, 2016

Executive Director

FY 2017 COMBINED SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCES/NET POSITION							
	General	Special Revenue	Capital Improvement	Enterprise	Non-Expendable Fiduciary	Internal Service	Totals
Beginning Fund Balance/Net Position	\$3,431,792	\$1,814,973	\$618,017	\$8,179,370	\$266,616	\$1,287,357	\$15,598,125
REVENUES							
Taxes and Payments in Lieu of Taxes	7,013,651	1,761,600	1,977,300	-	-	-	10,752,551
Licenses and Permits	423,395	-	-	-	-	-	423,395
Intergovernmental	937,247	2,353,443	1,176,987	50,000	-	-	4,517,678
Charges for Services	173,780	1,455,266	-	9,938,500	-	2,391,328	13,958,874
Fines and Costs	136,240	-	-	-	-	-	136,240
Investment Earnings	29,248	5,860	3,200	244,000	66,109	4,200	352,617
Management Fees	483,368	-	-	-	-	-	483,368
Miscellaneous	134,040	22,109	222,626	161,774	14,492	-	555,041
TOTAL	9,330,969	5,598,278	3,380,113	10,394,274	80,602	2,395,528	31,179,765
EXPENDITURES							
Council	741,725	-	31,364	-	-	-	773,089
Administration	359,229	-	-	-	-	-	359,229
Human Resources	98,167	-	-	-	-	-	98,167
Economic Development	434,844	85,197	7,605	-	-	-	527,646
Finance	309,116	-	-	-	-	-	309,116
Information Systems	182,727	-	-	-	-	-	182,727
Municipal Court	180,962	-	-	-	-	-	180,962
Public Buildings	278,480	-	-	-	-	-	278,480
Police	2,181,893	-	-	-	-	-	2,181,893
Fire	1,877,629	-	-	-	-	-	1,877,629
Public Works and Streets	1,539,975	-	-	-	-	-	1,539,975
Codes and Engineering	540,870	-	110,000	-	-	-	650,870
Parks and Recreation	217,942	-	-	-	-	-	217,942
Aquatic Center	290,706	-	-	-	-	-	290,706
Capital Outlay	801,050	3,601,717	2,829,577	9,860,385	-	-	17,092,729
Principal/Fiscal Payments	-	1,448,775	100,000	2,257,020	115,560	-	3,921,355
Emergency Services	-	705,761	-	-	-	-	705,761
Utility	-	-	-	4,984,515	-	-	4,984,515
Airport	-	866,681	-	-	-	-	866,681
N. Park Expenses	-	92,246	-	-	-	-	92,246
Central Garage	-	-	-	-	-	662,843	662,843
Health Plan	-	-	-	-	-	2,032,387	2,032,387
TOTAL	10,035,313	6,800,377	3,078,546	17,101,920	115,560	2,695,230	39,826,945
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(704,343)	(1,202,099)	301,567	(6,707,646)	(34,958)	(299,702)	(8,647,181)
OTHER FINANCING							
Loan/Bond Proceeds	-	-	-	6,605,912	-	-	6,605,912
Operating Transfer In	756,685	371,256	-	-	-	-	1,127,941
Operating Transfer Out	(45,900)	(10,000)	-	-	(475)	-	(56,375)
Equity Transfer In	-	-	17,605	7,408,114	15,000	-	7,440,719
Equity Transfer Out	-	(500,000)	(654,171)	(7,358,114)	-	-	(8,512,285)
TOTAL	710,785	(138,744)	(636,566)	6,655,912	14,525	-	6,605,912
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES	6,442	(1,340,843)	(334,999)	(51,734)	(20,433)	(299,702)	(2,041,269)
Ending Fund Balance/Net Position	\$3,438,234	\$474,130	\$283,018	\$8,127,637	\$246,183	\$987,655	\$13,556,857
Nonspendable	-	-	-	-	-	-	-
Restricted	-	474,130	283,018	-	246,183	-	1,003,331
Committed	1,569,825	-	-	4,859,232	-	-	6,429,057
Assigned	-	-	-	-	-	-	-
Unassigned	1,868,409	-	-	3,268,405	-	987,655	6,124,469
Ending Fund Balance/Net Position	\$3,438,234	\$474,130	\$283,018	\$8,127,637	\$246,183	\$987,655	\$13,556,857

GENERAL FUND

The General Fund of a governmental unit consists of the resources available for the purpose of carrying on the entity's operating activities which are not required to be accounted for in another fund. A "source and disposition" type of fund is characterized as a governmental fund whose measurement focus is on determination of financial position and changes in financial position (sources, uses and fund balances).

The General Fund is comprised of the operating budgets of the following divisions/departments:

Council and Boards
Administration
Human Resources
Economic & Community Development
Finance
Information Systems
Municipal Court
Public Buildings
Police Administration
Police Patrol
Police Investigations
Animal Control
Fire Administration
Fire Protection
Fire Emergency Preparedness
Public Works
Street Construction & Maintenance
Code Enforcement
Engineering
Recreation Administration
Aquatic Center

Each of these departments is presented in detail on the following pages.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
GENERAL FUND 10						
Revenues 0000						
Taxes and Franchise Fees						
Real Estate	3010	768,685	765,173	768,611	757,243	750,913
Personal Property	3020	213,926	246,680	202,287	229,708	224,035
Business Surtax	3030	70,801	69,051	74,307	71,620	70,241
Railroad & Utility	3040	64,306	69,483	63,670	77,617	68,228
Financial Institution Tax	3050	9,535	21,640	9,535	9,446	22,045
Prior & Delinquent	3060	49,837	53,946	56,407	58,975	65,703
Payment in Lieu of Taxes	3070	689,471	399,852	402,423	376,859	345,477
1% City Sales Tax	3080	2,773,100	2,773,100	2,750,010	2,723,000	2,736,617
1% City Local Use Tax	3085	441,515	440,194	440,194	425,981	405,387
Cigarette	3100	78,875	80,000	78,875	78,316	78,871
Telephone	3130	290,000	314,900	290,000	301,223	333,210
Electric	3140	978,100	994,750	976,100	974,580	973,064
Gas	3150	287,800	306,150	287,800	285,265	291,453
Cable Television	3160	121,200	82,230	121,200	132,134	80,622
Lodging Tax	3170	176,500	164,940	171,350	166,352	160,132
Subtotal		7,013,651	6,782,089	6,692,769	6,668,318	6,606,000
Licenses and Permits						
Business	3190	52,275	42,700	52,275	26,549	25,685
County License	3191	530	530	530	537	(32)
Liquor	3200	21,050	21,050	21,050	20,933	19,918
Gross Sales	3210	210,290	244,390	205,290	242,432	237,040
Building Permits	3220	95,710	74,690	187,500	87,751	63,297
Gas Permits	3230	520	455	520	481	442
Boat Permits	3240	14,180	13,550	15,600	13,302	14,807
Trash Hauler Permits	3260	28,840	28,840	28,840	28,525	26,836
Subtotal		423,395	426,205	511,605	420,509	387,993
Intergovernmental						
Motor Vehicle Sales Tax	3270	145,150	135,290	145,150	145,149	127,534
Motor Vehicle Fuel Tax	3280	463,250	466,200	463,250	463,246	456,478
Motor Vehicle License/Title	3290	77,350	76,730	77,350	77,342	67,826
State & Federal Grants	3300	251,497	137,459	153,878	178,134	82,069
Subtotal		937,247	815,679	839,628	863,872	733,907
Charges for Services						
Glass Recycling Totes	3305	5,550	-	925	-	-
Admission Fees-AQ	3310	51,000	51,000	53,535	57,575	49,407
Concessions-AQ	3320	12,050	12,050	11,625	12,168	11,072
Activities Fees	3330	23,450	28,000	23,450	29,098	24,522
Activities Fees-AQ	3331	29,280	29,100	29,280	32,330	31,801
Clean-Up Fee	3370	-	-	-	-	-
Pass Books-AQ	3371	58,000	54,000	59,690	63,823	54,381
Subtotal		173,780	174,150	177,580	194,994	171,181

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
GENERAL FUND 10						
Revenues 0000						
Fines and Costs						
Crime Compensation	3390	350	350	350	336	288
POST	3391	900	900	875	519	733
Fines & Costs	3400	116,410	111,345	116,410	121,565	103,578
Police Training Collections	3410	1,600	1,600	1,590	1,805	1,534
Police Charges	3420	1,845	1,845	1,845	1,812	1,828
Parking Violations	3430	15,135	12,900	15,135	14,920	14,990
Subtotal		136,240	128,940	136,205	140,956	122,951
Financing Sources						
Loan Proceeds	3630	-	-	-	-	-
Subtotal		-	-	-	-	-
Management Fees						
Utility Fund-Wastewater	3790	256,068	190,288	189,100	176,448	157,924
Utility Fund-Water	3800	218,275	197,771	197,771	188,142	178,539
Utility Fund-Stormwater	3810	9,025	9,025	9,025	9,013	9,014
Subtotal		483,368	397,084	395,896	373,604	345,477
Other Income						
Glass Recycling Totes	3305	5,550	-	925	-	-
Sale of Merchandise-AQ	3720	1,425	1,400	1,580	1,413	1,402
Refunds & Reimbursements	3900	52,109	52,651	50,450	43,603	31,962
Contributions	3910	8,220	8,775	8,220	7,194	7,473
Sale of Property	3940	3,000	-	31,330	6,106	6,026
Insurance Proceeds	3945	2,000	-	1,900	6,051	11,145
Transfer In	3950	756,685	21,081	21,698	5,085	207,007
Transfer In-AQ	3951	-	-	-	-	-
Rental Income	3970	39,811	39,593	36,617	37,372	36,348
Investment Earnings	3980	29,248	33,198	33,198	13,024	12,520
Miscellaneous	3990	3,785	4,415	3,785	3,781	22,536
Miscellaneous-AQ	3991	150	100	140	46	1,100
Miscellaneous-Public Safety	3992	11,490	11,490	11,490	15,486	11,417
Miscellaneous-Public Works	3993	3,500	770	3,500	(1,994)	10,053
Miscellaneous-Public Building	3994	3,000	6,575	3,000	6,320	-
Miscellaneous-Public Transport	3995	-	-	-	-	-
Miscellaneous-Community Support	3996	-	-	112	141	190
Subtotal		919,973	180,048	207,945	143,627	359,179
Total Program Revenues		10,087,654	8,904,195	8,961,628	8,805,879	8,726,688

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
GENERAL FUND 10						
Expenditure Summary by Program						
Administration						
Council and Boards	1001	787,625	755,465	725,638	622,504	674,551
Administration	1002	359,229	329,481	336,862	257,321	233,121
Human Resources	1003	98,167	96,661	96,689	91,110	86,483
Economic & Community Development	1004	434,844	401,696	408,391	452,171	441,582
Finance	1005	309,116	343,494	317,766	312,938	309,051
Information Systems	1006	210,545	231,213	224,541	289,560	177,096
Municipal Court	1007	180,962	176,417	174,235	163,577	153,833
Public Buildings	1008	284,980	273,873	270,519	273,739	226,390
Subtotal		2,665,467	2,608,300	2,554,641	2,462,922	2,302,108
Police						
Police Administration	1020	415,451	335,031	314,921	299,882	292,834
Police Patrol	1022	1,572,928	1,685,124	1,607,753	1,446,196	1,347,868
Police Investigations	1023	208,303	198,742	191,708	178,522	177,709
Animal Control	1024	85,503	80,703	77,411	75,830	79,741
Subtotal		2,282,185	2,299,600	2,191,794	2,000,429	1,898,152
Fire						
Fire Administration	1032	230,348	215,491	199,405	198,947	212,848
Fire Protection	1034	1,693,271	1,559,316	1,496,679	1,335,932	1,265,348
Emergency Preparedness	1036	7,710	28,610	25,348	5,340	25,900
Subtotal		1,931,329	1,803,417	1,721,432	1,540,219	1,504,096
Public Works						
Public Works Administration	1050	93,517	90,921	90,988	91,487	133,494
Street Construction & Maintenance	1052	2,043,757	1,560,381	1,402,930	1,552,109	1,539,611
Subtotal		2,137,275	1,651,302	1,493,918	1,643,596	1,673,105
Codes/Engineering						
Codes Administration	1073	423,134	332,113	324,688	312,440	293,725
Engineering	1074	133,176	202,657	165,534	166,112	93,577
Subtotal		556,310	534,770	490,222	478,552	387,302
Recreation						
Recreation Administration	1080	217,942	196,289	192,491	78,896	77,450
Aquatic Center	1088	290,706	287,449	265,773	255,814	252,337
Subtotal		508,647	483,738	458,264	334,710	329,787
Total Fund Expenditures		10,081,213	9,381,127	8,910,271	8,460,429	8,094,550
Fund Balance, Beginning of Year		3,431,792	3,138,938	3,380,435	3,034,985	2,402,848
Fund Balance, End of Year		\$3,438,234	\$2,662,006	\$3,431,792	\$3,380,435	\$3,034,985
Committed Fund Balance		1,569,825	1,500,613	1,441,867	1,430,470	1,364,692
Unassigned Fund Balance		\$1,868,409	\$1,161,393	\$1,989,925	\$1,949,965	\$1,670,293

COUNCIL 1001

PROGRAM DESCRIPTION: The City Council is the legislative body of the City of Kirksville and has the power to make and enforce all laws and regulations with respect to municipal affairs, subject only to the limitations and restrictions of the Revised Statutes of Missouri. The Council has established the following areas of focus: 1) economic development efforts to increase job opportunities; 2) quality of life issues; 3) fiscal responsibility and efficiency in government; and 4) protection of City-owned assets.

OBJECTIVES/GOALS

- ◆ Continue to formulate and establish policies that will ensure accomplishment of the City Council’s annual goals.
- ◆ Work to establish positive relations with the community through open communication.
- ◆ Establish City-wide goals and objectives for the City Manager to implement through active participation in monthly meetings and an annual goal-setting retreat.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Stay informed of changes and improvements in municipal government that will allow the best use of resources through active attendance at the annual Missouri Municipal League conference.

HIGHLIGHTS/SIGNIFICANT CHANGES: Public Information has been incorporated into Economic Development for 2017, thus leaving only public notices in this fund. Additional funds are included for the continuee promotion and implementation of the City’s mixed glass recycling through curbside pickup and partner collections partially funded by grants and collaborative partners. The Council continues to provide support to the Airport to work toward eliminating the Airport Fund negative fund balance. This means an additional cost to the General Fund of \$45,900 for 2016 and 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Fiscal Responsibility and Efficiency in Government

PERFORMANCE MEASUREMENT/SERVICE INDICATORS

Percentage of Expenditures as a percent of General Fund	7.8%	8.1%	7.4%
Cost of General Services Per Kirksville Resident	\$575	\$509	\$483
City Council and Study Session Meetings Conducted	36	38	44
City Council Representation at MML Meetings	3	2	2
Partnership meetings	9	8	8
% of Performance Evaluations Completed within 30 days of due date	100%	0%	0%

AUTHORIZED PERSONNEL

Mayor	1	1	1
Mayor Pro-Tem	1	1	1
Council Members	<u>3</u>	<u>3</u>	<u>3</u>
Total	5	5	5

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
COUNCIL/BOARDS AND COMMITTEES 1001						
Personnel						
Salaries, Regular	4000	12,000	10,800	9,107	6,864	5,721
Social Security	4030	918	826	697	525	438
Insurance, Unemp Comp	4100	10,000	10,000	6,215	218	955
Insurance, Work Comp	4110	36	17	30	14	13
Subtotal		22,954	21,643	16,049	7,621	7,127
Operating						
Casualty Insurance	4220	202,724	166,558	165,401	144,233	130,646
Insurance Claims	4225	2,000	2,000	-	-	10,596
Non-Insurance Claims	4230	-	-	-	-	3,185
Misc. Contract Services	4500	318,519	309,262	301,924	289,916	267,058
Legal Services	4530	65,000	69,500	105,000	54,288	27,006
Audit Services	4540	31,900	35,900	35,900	31,400	31,100
Election Costs	4550	16,000	19,000	9,400	16,903	5,629
Public Information	4610	4,000	10,505	13,200	10,468	7,766
Telecommunications	4650	-	-	-	1	1
Commission/Community Support	4690	53,696	10,145	13,576	5,992	14,578
Employee Relations	4710	4,700	4,400	4,900	3,528	3,940
Travel/Training	4770	7,600	7,000	2,281	1,327	1,748
Membership Dues	4780	8,660	8,625	8,659	8,623	8,498
Professional Publications	4790	1,821	1,740	1,734	1,840	1,704
Office Supplies	4800	300	300	430	153	411
Printing & Copying	4890	200	200	-	173	-
Postage	4900	150	150	150	139	45
Minor Equipment	4910	1,500	-	1,134	-	-
Transfers Out	6530	45,900	88,537	45,900	45,900	153,514
Subtotal		764,670	733,822	709,589	614,883	667,424
Total Program Expenditures		\$787,625	\$755,465	\$725,638	\$622,504	\$674,551

ADMINISTRATION 1002

PROGRAM DESCRIPTION: The City Council appoints the City Manager to direct the delivery of municipal services. The City Manager’s Office is responsible for providing the City Council with information and implementing municipal policies. This involves administrative decision making; provision of basic administrative support; direction and guidance for all City departments, programs and projects; and managing public records. It is the goal of Administration to provide effective leadership and direction for coordination of City operations and development.

OBJECTIVES/GOALS

- ◆ Maintain existing and foster new relationships with other community organizations, identifying ways in which to work together to improve service to the community.
- ◆ Continue to identify and develop long-term infrastructure needs for the community to ensure the protection of City assets.
- ◆ Continue to champion economic development within the City.
- ◆ Continue to assess operational practices through cost benefit analysis; evaluating efficiency and impact on services to citizens.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Inform Council of municipal matters through the publication of a newsletter.
- ◆ Provide public information through media interviews, press releases or direct mailings.
- ◆ Continue to seek alternative sources of funding through grant funding.

HIGHLIGHTS/SIGNIFICANT CHANGES: To improve the operations of administrative services, duties were reassigned and a dedicated administrative services coordinator position was implemented in 2016. Risk Management procedures and policies will be reviewed in 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Fiscal Responsibility and Efficiency in Government

PERFORMANCE MEASUREMENT/SERVICE INDICATORS

Status reports distributed to Council quarterly	4	4	4
Newsletters distributed to City Council	24	21	24
Number of asset/infrastructure plans developed	5	5	5
Percent of minutes approved w/o amendment	100%	100%	100%
Media contacts/Press Releases	80	75	107
% of Performance Evaluations Completed within 30 days of due date	100%	87%	100%
Grants identified	40	40	29
Grants submitted	10	8	8
Grants awarded	5	4	3
Grants administered	10	8	8
General Liability claims filed	15	15	20

AUTHORIZED PERSONNEL

City Manager	1	1	1
Administrative Services Coordinator	1	1	0
City Clerk	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	2

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
ADMINISTRATION 1002						
Personnel						
Salaries, Regular	4000	214,365	191,111	193,390	143,114	133,766
Salaries, Temporary	4010	1,950	3,060	2,479	627	656
Salaries, Overtime	4020	1,201	990	996	1,340	1,030
Social Security	4030	16,640	14,930	14,961	11,538	10,844
Insurance, Dental	4060	2,264	2,264	2,263	1,457	1,575
Insurance, Life	4070	444	430	398	315	318
Retirement Contributions	4080	18,519	16,136	16,509	14,764	14,441
Insurance, Work Comp	4110	715	424	687	327	336
Deferred Compensation	4120	7,000	7,000	7,000	7,019	7,019
Insurance, Health	4130	47,927	47,927	47,928	31,847	30,505
Wellness	4170	-	-	-	-	-
Subtotal		311,025	284,272	286,611	212,349	200,491
Operating						
Misc. Contract Services	4500	6,550	6,550	6,550	4,308	2,815
Legal Advertising	4600	250	250	-	-	69
Telecommunications	4650	26,460	25,000	31,020	30,694	22,239
Expense Allowance	4760	4,200	4,200	4,200	4,225	4,225
Travel/Training	4770	7,150	5,580	5,504	3,898	1,491
Membership Dues	4780	1,344	1,429	1,337	1,129	1,089
Professional Publications	4790	400	450	400	297	293
Office Supplies	4800	500	500	423	181	203
Printing & Copying	4890	350	150	-	-	-
Postage	4900	500	600	318	92	86
Minor Equipment & Supplies	4910	500	500	499	148	120
Subtotal		48,204	45,209	50,251	44,972	32,631
Total Program Expenditures		\$359,229	\$329,481	\$336,862	\$257,321	\$233,121

HUMAN RESOURCES 1003

PROGRAM DESCRIPTION: Human resource management or (HR) is the management of human resources. It is a function designed to maximize employee performance in service of the City's objectives. HR is primarily concerned with the management of employees, focusing on policies and on systems including employee relations dealing with concerns of employees and policy violations, such as harassment or discrimination, and family leave programs. HR undertakes a number of activities, including employee benefits design, employee recruitment, training and development, performance appraisal, employee wellness, worker's compensation and managing pay and benefit systems. HR also concerns itself with organizational change and employee relations, that is, the balancing of practices with requirements arising from collective bargaining and from governmental laws.

OBJECTIVES/GOALS

- ◆ Staffing
- ◆ Human resource development
- ◆ Compensation and benefits
- ◆ Employee Wellness
- ◆ Worker's Compensation
- ◆ Employee and labor relations
- ◆ Ensure equal opportunities
- ◆ Deal with discrimination
- ◆ Deal with performance issues
- ◆ Ensure that human resources practices conform to various regulations
- ◆ Harmonize relationship between city and workers
- ◆ Prepare employee records and personal policies

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Provide quality in-house and online training for employees.
- ◆ Encourage completion of employee performance evaluations.
- ◆ Facilitate Employee Wellness initiatives and reduce sick leave usage.
- ◆ Reduce work related injuries through prevention, accident investigations and fitness for duty.
- ◆ Educate supervisors/employees to insure consistent compliance of policies and procedures.

HIGHLIGHTS/SIGNIFICANT CHANGES: 2017 Focus - Worker's compensation and the reduction of injury claims and incidents through prevention, fitness education, focus on safety procedures compliance and comprehensive accident investigation.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
PERFORMANCE MEASUREMENT/SERVICE INDICATORS			
Retention	92%	93%	91.5%
New Employee Orientation – Full-time/Temporary	10/30	13/14	12/42
Average Salaries Compared to Market	87%	81%	85.5%
Grievances at the City Manager Level	0	0	0
LMC Meetings /Employee Meetings	2/1	1/1	3/1
Hours lost for Worker's Compensation claims	0	96	909
AUTHORIZED PERSONNEL			
Human Resource Director	1	1	1

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
HUMAN RESOURCES 1003						
Personnel						
Salaries, Regular	4000	64,833	62,476	62,814	61,338	57,249
Social Security	4030	4,960	4,779	4,677	4,498	4,190
Insurance, Dental	4060	519	519	519	472	472
Insurance, Life	4070	119	119	120	119	119
Retirement Contributions	4080	5,900	5,248	5,660	6,101	5,947
Insurance, Work Comp	4110	225	182	201	146	128
Insurance, Health	4130	10,311	10,311	10,311	8,593	8,184
Subtotal		86,867	83,634	84,302	81,267	76,289
Operating						
Misc. Contract Services	4500	5,500	5,500	5,500	4,022	6,229
Employment Advertising	4590	1,500	1,500	1,500	529	957
Travel/Training	4770	2,000	3,870	3,711	2,353	1,315
Membership Dues	4780	-	107	109	-	-
Professional Publications	4790	850	850	850	936	829
Office Supplies	4800	500	500	310	486	340
Printing & Copying	4890	500	500	313	385	295
Postage	4900	200	200	94	165	229
Minor Equipment and Supplies	4910	250	-	-	969	-
Subtotal		11,300	13,027	12,387	9,844	10,194
Total Program Expenditures		\$98,167	\$96,661	\$96,689	\$91,110	\$86,483

ECONOMIC & COMMUNITY DEVELOPMENT 1004 ADMINISTRATION

PROGRAM DESCRIPTION: Economic & Community Development performs a variety of administrative functions which include, but are not limited to, maintaining the Community Profile and keeping an inventory of available land and building locations for commercial and industrial prospects. The division is headed by the Assistant City Manager. General staff support is provided to the City Manager.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Continue to work with the City’s economic development partners: K-REDI, MREIC, Kirksville Area Chamber of Commerce, and the Kirksville Tourism Office.
- ◆ Continue to work with the City’s Tax Increment Finance (TIF) Commission, Kirksville Historic Preservation Commission (KHPC), and Community Improvement District (CID) Board.
- ◆ Continue to work with the existing and potential businesses and developers to improve the overall economic health of the City.

QUALITY OF LIFE/COMMUNITY DEVELOPMENT

- ◆ Continue to work with the Affordable Housing Board and support city-wide efforts to increase quality of housing.
- ◆ Continue to work with the City’s numerous community development partners.

SIGNIFICANT HIGHLIGHTS/CHANGES: A new Community Profile will be debuted at the beginning of 2017. This document is the end result of merging both the old Business Resource Guide and the old Community Profile. We will also continue to work with the multiple development projects currently underway, and scheduled to begin in 2017, across the City.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Economic Development

Type of Measure: Effectiveness

% growth in Downtown TIF assessed real property valuation	1.0%	0%	1.6%
% growth in sales tax revenues	2%	2.7%	-0.3%
# of referrals made for technical assistance	5	5	21
# of retail businesses contacted for purpose of attraction	5	5	4
# of retail businesses receiving assistance for relocation	2	1	1
# of jobs created from businesses who received assistance	50	50	45
# of new jobs created by major manufacturers	30	30	25

Council Goal: Quality of Life

Type of Measure: Effectiveness

City-wide assessed real property (millions)	\$127	\$126	\$124
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Council Goal: Fiscal Responsibility and Efficiency in Government

Key Measure: Effectiveness

% of performance evaluations completed within 30 days of due date	100%	100%	100%
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AUTHORIZED PERSONNEL

Assistant City Manager	1	1	1
Community Services Coordinator	0	0	1
Administrative Assistant	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Total	2	2	3

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
ECONOMIC & COMMUNITY DEVELOPMENT 1004						
Personnel						
Salaries, Regular	4000	92,713	88,981	89,545	129,618	125,014
Salaries, Temporary	4010	2,995	2,995	2,995	589	165
Salaries, Overtime	4020	668	617	617	-	-
Social Security	4030	7,373	7,083	7,014	9,137	8,479
Insurance, Dental	4060	896	896	896	1,415	1,386
Insurance, Life	4070	193	188	189	283	270
Retirement Contributions	4080	8,498	7,526	7,656	13,155	9,220
Insurance, Work Comp	4110	330	389	236	319	276
Insurance, Health	4130	14,730	14,730	14,731	22,198	23,186
Wellness	4170	-	-	-	-	-
Subtotal		128,396	123,405	123,879	176,715	167,997
Operating						
Misc. Contract Services	4500	111,178	108,700	108,770	105,710	109,264
Public Information	4610	10,300	-	650	-	259
Commission/Community Support	4690	174,735	163,291	169,637	164,689	158,531
Expense Allowance	4760	2,400	2,400	2,400	2,414	2,414
Travel/Training	4770	3,410	1,750	1,750	1,387	1,904
Membership Dues	4780	725	250	250	250	200
Professional Publications	4790	-	-	-	-	-
Office Supplies	4800	300	300	300	287	299
Printing & Copying	4890	1,250	500	-	212	96
Postage	4900	500	500	500	477	360
Minor Equipment & Supplies	4910	1,650	600	256	30	258
Subtotal		306,448	278,291	284,512	275,456	273,585
Total Program Expenditures		\$434,844	\$401,696	\$408,391	\$452,171	\$441,582

FINANCE 1005

PROGRAM DESCRIPTION: The Finance Department is responsible for the oversight and integrity of all fiscal activities of the City. The department provides support to other City departments through the provision of comprehensive financial services, such as, budget compliance, asset management, cash management, debt management, investing, vendor pay, revenue collection, accounting, financial reporting, payroll, business licensing, internal control monitoring and inventory control. Finance administers the City's suite of financial software and the on-line payment services. This department works in conjunction with the utility billing operation to provide customer service and its revenue collection. Finance is accountable to the City management, citizens and external entities for its accuracy in financial reporting and record-keeping.

OBJECTIVES/GOALS

Local government finance operations have three general objectives: accountability, efficiency and effectiveness.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Minimize cost by promoting the usage of bulk ordering and cooperative agreements for non-local purchases.
- ◆ Monitor cash flow needs and ensure the flow of revenues is coordinated with the projected outflows in order to eliminate inter-fund borrowing.
- ◆ Provide funding alternatives for proposed projects.
- ◆ Ensure timely communication of financial information to Council and staff and through the City's website.
- ◆ Provide timely and effective communication to employees of work performance and implement reward system to enhance staff job satisfaction.
- ◆ Prepare the City's Comprehensive Annual Financial Report in a timely manner and in accordance with GFOA criteria to qualify the City for a certificate of achievement for financial reporting.
- ◆ Attain an "unmodified opinion" on the annual audit by ensuring that financial data and transactions are in compliance with GASB.
- ◆ Implement management recommendations from external auditors.
- ◆ Produce a quality budget document that is transparent and qualifies the City for an annual GFOA Distinguished Budget Presentation Award.
- ◆ Ensure fund balance reporting is in compliance with GASB 54 and City Council policy.

HIGHLIGHTS/SIGNIFICANT CHANGES: The Finance Department implemented an on-line utility sign up in 2016 and will continue to streamline the process through 2017. Due to the many changes in duties and staffing over the last year, training and division of duties will continue in 2017. We will review current processes and make modifications where necessary to ensure efficiency and effectiveness.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Fiscal Responsibility and Efficiency in Government

Type of Measure: Effectiveness

GFOA award recognition for financial reporting and budgeting	Yes	Yes	Awarded
% of financial transactions posted by 15 th of the following month, excluding year end adjustments	100%	99.3%	99.0%
Actual General Fund revenues as % of estimated General Fund revenue	100%	100%	99.7%
Budget performance: expended vs. budget	100%	100%	80.8%
PY management letter recommendations implemented (this will not be 100% until the Airport Fund no longer carries a negative balance)	90%	90%	54.25%
% of businesses in compliance within 30 days of renewal deadline	100%	97.2%	95.6%
% of performance evaluations completed within 30 days of due date	100%	100%	83.3%

AUTHORIZED PERSONNEL

Finance Director	1	1	1
Finance Supervisor	1	1	1
Accounts Payable Clerk	1	1	1
Account Clerk II	0	0	1
Account Clerk	3	3	1
Customer Service Clerk	<u>0</u>	<u>0</u>	<u>1</u>
Total	6	6	6

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
FINANCE 1005						
Personnel						
Salaries, Regular	4000	214,033	227,057	223,448	223,906	214,701
Salaries, Overtime	4020	748	499	409	60	-
Social Security	4030	16,431	17,408	16,503	16,000	15,644
Insurance, Dental	4060	1,698	2,452	2,012	1,886	2,004
Insurance, Life	4070	456	513	490	487	473
Retirement Contributions	4080	19,545	19,115	18,683	22,280	16,255
Insurance, Work Comp	4110	809	672	726	550	491
Insurance, Health	4130	34,248	48,978	40,386	34,678	35,073
Subtotal		287,968	316,694	302,657	299,847	284,640
Operating						
Misc. Contract Services	4500	2,953	2,491	2,656	2,564	12,321
Telecommunications	4650	440	200	180	149	209
Lease/Lease Purchase	4670	-	-	-	-	-
Safety Programs	4720	-	-	-	-	500
Credit Card Expense	4730	1,500	9,000	128	-	-
Refunds	4750	-	-	-	-	-
Travel/Training	4770	2,950	3,129	605	1,028	2,039
Membership Dues	4780	1,320	1,095	1,175	955	955
Professional Publications	4790	250	-	-	-	-
Office Supplies	4800	1,450	1,100	1,100	1,154	1,159
Forms Printing	4870	-	2,830	2,540	2,207	1,455
Printing & Copying	4890	3,330	-	-	-	-
Postage	4900	5,680	5,680	5,450	4,474	4,534
Minor Equip. & Supplies	4910	1,275	1,275	1,275	559	1,239
Subtotal		21,148	26,800	15,109	13,091	24,411
Total Program Expenditures		\$309,116	343,494	\$317,766	\$312,938	\$309,051

INFORMATION SYSTEMS 1006

ADMINISTRATION

PROGRAM DESCRIPTION: Information Systems maintains computer, software and copier maintenance expenditures that benefit all City departments in a centralized division. The purchase payments and annual contractual service payments for the Comprehensive IT Labor Services (computer seat management program) are paid from this division, in addition to website design, maintenance and hosting expenditures.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Provide support services for all City software applications and hardware.
- ◆ Continue to review the health of our computer system, ensuring security of all data.

SIGNIFICANT HIGHLIGHTS/CHANGES: In 2016, the implementation of offsite storage backup was addressed as well as the overhaul and enhancement of the City’s website. In 2017, Fire Department software/hardware will be upgraded to allow for better tracking and input of records, as well as on-site data entry. Information Systems policies and procedures will be reviewed in 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Fiscal Responsibility and Efficiency in Government

Type of Measure: Effectiveness

Type of Measure: Efficiency

of days to resolve service request (target < 3)

3	3	3.68
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Type of Measure: Workload

of service requests

300	300	375
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Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
INFORMATION SYSTEMS 1006						
Operating						
Misc. Contract Services	4500	30,891	31,638	30,075	27,801	22,051
Public Information	4610	4,400	7,650	6,115	910	910
Telecommunications	4650	4,203	4,203	4,203	3,203	6,187
Lease/Lease Purchase	4670	-	-	-	-	-
PD ITI Lease	4671	-	18,250	16,862	16,404	16,872
Travel/Training	4770	-	-	-	-	-
Computer Supplies	4850	550	550	550	261	67
Copier/Printer Supplies	4890	21,950	21,675	21,675	21,109	16,462
Minor Equip. & Supplies	4910	1,550	6,750	2,918	863	451
Computer Equip. & Software	4920	7,730	2,780	2,528	3,680	3,354
Equipment Maintenance	5030	111,453	85,834	101,206	52,840	70,685
Subtotal		182,727	179,330	186,132	127,071	137,038
Capital						
Equipment	7210	27,818	51,883	38,409	162,490	40,057
Subtotal		27,818	51,883	38,409	162,490	40,057
Total Program Expenditures		\$210,545	\$231,213	\$224,541	\$289,560	\$177,096

MUNICIPAL COURT 1007

PROGRAM DESCRIPTION: Municipal Court is responsible for the adjudication of filings from violations of the City's ordinances for traffic and code violations resulting from citizen complaints and citations generated by the City police, Truman officers, codes departments and the finance department in a prompt, judicious and effective manner. Court personnel provide administrative support to the off-site municipal judge, as appointed by the City Council, for court held on a weekly basis. Judicial and prosecutorial services related to Municipal Court are provided on a contractual basis through this budget, except judicial services provided for cases with a request for change of judge or cases certified to Circuit Court for jury trial.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Implement processes to be in compliance with Legislative updates and Senate Bill 572
- ◆ Initiate access to the public of a computer terminal to be used in City Hall for Case.net, Pay By Web and other websites of the City of Kirksville
- ◆ Maintain weekly current list of outstanding Warrants located on the City of Kirksville website under Municipal Court
- ◆ Update and maintain NEW City of Kirksville website for Kirksville Municipal Court
- ◆ Continue the citation tracking of all numbered citations and information's received from Kirksville Police Department, Truman State Security Officers, Codes, Finance and Prosecutor

SIGNIFICANT HIGHLIGHTS/CHANGES: The Justice Information System (JIS) which is the Kirksville Municipal Courts software will soon be updating to a new record and case management system called "Show-Me Courts". Their goal is to provide an evolving, efficient, flexible, reliable, responsive, and intuitive and user friendly system that supports the business of the courts. This will be a gradual process and the court will be able to use both JIS and specific Show-Me Courts processes to complete our work. The first Show-Me Courts application will be "Person/Case/Organization Search" and be available statewide August 19, 2016 and future roll outs in 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Type of Measure: Effectiveness</i>			
Total cases filed-traffic/ordinance/parking violations	1,200	1,085	1195
Total cases disposed-traffic/ordinance/parking violations	1,280	1,140	1127
Record of conviction compliance rate	100%	100%	99%
<i>Type of Measure: Workload</i>			
Disposition categories-traffic/ordinance			
In-court dispositions/trial dispositions	20	15	13
In-court dispositions/pleas or findings of guilt	750	650	656
Out-of-court dispositions/court cases disposed w/o court appearance – ordinance & parking	270	240	233
Out-of-court dispositions/violation bureau - traffic	120	115	105
In and out-of-court dispositions/dismissed and nolle prosequi	100	100	105
In and out-of-court dispositions/certified to Circuit Court for jury trial	20	20	15
AUTHORIZED PERSONNEL			
Municipal Court Clerk	1	1	1
Deputy Court Clerk	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Total	2	2	2

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
MUNICIPAL COURT 1007						
Personnel						
Salaries, Regular	4000	68,992	66,078	66,435	65,272	60,864
Salaries, Overtime	4020	-	-	-	484	-
Social Security	4030	5,278	5,055	4,688	4,533	4,125
Insurance, Dental	4060	2,264	2,264	2,263	2,058	1,940
Insurance, Life	4070	284	279	277	268	265
Retirement Contributions	4080	6,278	5,551	5,580	6,541	6,322
Insurance, Work Comp	4110	232	194	121	165	298
Insurance, Health	4130	44,927	44,927	44,928	35,777	33,757
Subtotal		128,254	124,348	124,292	115,099	107,572
Operating						
Misc. Contract Services	4500	47,003	47,003	45,336	44,897	41,725
Fee Distributions	4630	-	-	-	-	-
Witness Expenses	4640	750	750	300	(145)	475
Telecommunications	4650	225	250	175	150	98
Refunds	4750	-	-	-	-	662
Travel/Training	4770	2,000	1,656	1,593	1,507	1,542
Membership Dues	4780	160	120	120	20	220
Publications	4790	250	250	139	127	117
Office Supplies	4800	720	720	720	619	346
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	1,000	720	960	719	560
Postage	4900	600	600	600	585	517
Minor Equipment & Supplies	4910	-	-	-	-	-
Equipment Maintenance	5030	-	-	-	-	-
Subtotal		52,708	52,069	49,943	48,478	46,261
Total Program Expenditures		\$180,962	\$176,417	\$174,235	\$163,577	\$153,833

PUBLIC BUILDINGS 1008

CODE ENFORCEMENT

PROGRAM DESCRIPTION: Public Buildings is responsible for maintaining the public facilities of the City. These are: City Hall, Fire Department, Police Department, EDA, Aquatic Center, Airport Terminal and Public Works. The custodians do daily cleaning for a majority of City buildings and also do minor repairs and upkeep. The public facility technician performs all minor and some larger repair projects; all employees of this division keep the Codes and Planning Director informed of areas that need attention or repair. The ability to plan and forecast large capital repair projects is key for this division along with the wise use of City monies to perform repairs in accordance with City codes and extend the useful life of the public buildings.

OBJECTIVES/GOALS

PROTECT CITY-OWNED ASSETS

- ◆ Identify future capital expenditures in order to be budgeted in advance of needs
- ◆ Make repairs and ensure that public buildings are maintained so that City monies are spent for the benefit of the citizens
- ◆ Inspect City buildings for cleanliness and any needed repairs

SIGNIFICANT HIGHLIGHTS/CHANGES: The Aquatic Center Analysis by a local engineering firm was completed in late 2016. Their list of areas that should be addressed with capital improvement dollars is expected to begin in 2017 and to continue in stages through several years. This long term plan is to improve the facility and ensure that it remains in a good workable condition for years to come.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Protect City-Owned Assets</i>			
<i>Type of Measure: Effectiveness</i>			
Measurable heating fuel usage in ccf (goal=1% reduction/3-year average)	<19,855	12,827	14,375
Measurable electric usage in kWh (goal=1% reduction/3-year average)	<472,831	398,862	442,025
<i>Type of Measure: Efficiency</i>			
Safety-number of on-the-job or recordable injuries (goal=0)	0	0	0
Final costs of all major projects as % of budget (goal=<100%)	<100%	101%	83%
% of inspection items in compliance on monthly checklist (goal=>95%)	95%	99%	100%
<i>Type of Measure: Workload</i>			
Maximum number of building items needing repairs (goal=<20%)	<20%	15%	15%
AUTHORIZED PERSONNEL			
Public Facility Technician	1	1	1
Custodian	2	2	2
Total	3	3	3

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
PUBLIC BUILDING MAINTENANCE 1008						
Personnel						
Salaries, Regular	4000	104,777	91,352	91,814	90,619	84,999
Salaries, Temporary	4010	-	-	-	-	-
Salaries, Overtime	4020	695	662	445	-	-
Salaries, Call-Out	4025	-	-	-	-	-
Social Security	4030	8,069	7,039	6,633	6,239	5,564
Insurance, Dental	4060	1,698	1,698	1,697	1,543	1,543
Insurance, Life	4070	220	220	218	202	199
Retirement Contributions	4080	8,662	7,729	7,750	9,015	8,830
Insurance, Work Comp	4110	6,108	5,069	5,520	3,942	3,381
Insurance, Health	4130	31,671	31,671	31,671	26,392	26,085
Wellness	4170	-	-	-	-	-
Subtotal		161,899	145,440	145,748	137,952	130,601
Operating						
Misc. Contract Services	4500	20,572	43,228	42,848	22,003	19,424
Telecommunications	4650	408	300	350	333	315
Travel/Training	4770	470	470	366	447	460
Medical Supplies	4810	-	-	-	-	-
Minor Equipment & Supplies	4910	11,850	12,050	11,850	10,781	13,016
Vehicle Maintenance	5000	990	921	838	642	583
Gas & Oil	5020	1,491	1,509	988	959	1,352
Building Maintenance	5040	49,000	30,155	31,655	30,958	25,539
Clothing, New	5070	300	300	300	238	251
Electricity-Buildings	5890	24,000	25,250	23,001	22,838	22,904
Heating Fuel	5950	7,500	9,250	6,500	6,497	9,347
Subtotal		116,581	123,433	118,696	95,696	93,190
Capital						
Facilities	7170	6,500	5,000	6,075	40,092	2,600
Subtotal		6,500	5,000	6,075	40,092	2,600
Total Program Expenditures		\$284,980	\$273,873	\$270,519	\$273,739	\$226,390

POLICE DEPARTMENT 1020, 1022, 1023, 1024

PROGRAM DESCRIPTION: The Kirksville Police Department is charged with and dedicates itself to providing efficient and effective law enforcement services to the people of Kirksville. These services include: protection of life and property, preservation of the peace, apprehension of offenders, prevention/deterrence of crime, traffic management, emergency/non-emergency service response and instilling a sense of relative safety to those within our jurisdiction. In providing these services, the department holds to the basic philosophies of Community Oriented Policing which includes community partnerships and problem solving. The fundamental principles under which the department operates are embodied in the mission statement and values prominently posted in the Police Department lobby and on the department's web site.

OBJECTIVES/GOALS

In fiscal year 2017, the department will continue many of the goals presented in previous years.

Achievement of the police mission is determined by the public's perception of how well police perform their basic functions and, to a certain limited extent, statistical measures tracked by most professional law enforcement departments. Ultimately, the indicators of success encompass a community's satisfaction with the performance of the department, an increase in the overall sense of safety and a crime rate that is at least consistent with regional/national trends. Some in the profession of policing have suggested that the significant downward trend in most crime rates over the last few years is directly attributable to the proliferation of community oriented policing efforts. However, this is too simplistic and does not take into account hundreds of other factors/elements that contribute to the causes of crime. The police in Kirksville are hesitant to take credit for any long-term local decrease in the crime rate (which in many instances mirror national trends), just as they would hesitate to take responsibility if societal factors, beyond the limited control of the Police Department, cause the crime rate to once again climb.

QUALITY OF LIFE

- ◆ Combat crime.
- ◆ Actively engage in community outreach.
- ◆ Minimize negative impact of traffic.
- ◆ Impact the community's feelings/perceptions of relative safety, security and confidence in the Kirksville Police Department.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Maintain a modern, professional and state-of-the-art police department.
- ◆ Focus on teamwork.
- ◆ Focus on customer service.
- ◆ Work on improving efficiencies at all levels in the department.
- ◆ Focus on applying/receiving grants (especially those not requiring City match of monies).
- ◆ Ensure that the City is adequately represented on the E911 Joint Services Board.

SIGNIFICANT HIGHLIGHTS/CHANGES: The Department will attempt (dependent on financial considerations) full implementation of a Body Worn Camera Program. The Department will continue working on the implementation and funding of a shooting facility through the cooperation of other agencies. The Department will continue to lead the development/implementation of the State approved local (nine county) Crisis Intervention Team (CIT) effort.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Type of Measure: Effectiveness</i>			
<i>Patrol</i>			
Arrests/protective custody detainers	731	805	734
Foot patrols	872	825	919
Community information releases	195	210	179
Public presentations	73	78	68
Traffic stops/enforcement efforts	1850	2610	1738
Summons/tickets	1215	1344	1640
DWI arrests	31	40	24
Citizen/commendations	490	507	1020
Formal sustained citizen complaints	0	0	0
<i>Type of measure: Workload</i>			
<i>Patrol</i>			
Accidents-City wide	530	530	514
Injury accidents	64	70	62
<i>Fiscal Responsibility and Efficiency in Government</i>			
<i>Administration</i>			
<i>Type of Measure: Effectiveness</i>			
Training hours	1720	1580	1991
% of performance evaluations completed within 30 days of due date	60%	40%	51%
<i>Detectives</i>			
<i>Type of Measure: Effectiveness</i>			
<i>Patrol</i>			
Cases assigned	110	111	115
Cases cleared	40%	35%	43%
<i>Animal Control</i>			
<i>Type of Measure: Effectiveness</i>			
Number of animals picked up/trapped	500	505	614
Number of summons/tickets	30	25	98

AUTHORIZED PERSONNEL	Budget 2017	Projected 2016	Actual 2015
<u>Police Administration 1020</u>			
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Police Lieutenant	1	0	0
Administrative Assistant	1	1	1
Records and Evidence Custodian	<u>1</u>	<u>1</u>	<u>1</u>
Total	5	4	4
<u>Police Patrol 1022</u>			
Police Lieutenant	0	1	1
Police Sergeant	4	4	4
Master Police Officer	5	6	4
School Resource Officer	1	1	1
Police Officer	<u>10</u>	<u>9</u>	<u>12</u>
Total	20	21	21
<u>Police Investigations 1023</u>			
Detective	2	2	2
Computer Crimes Detective (grant-funded)	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	3
<u>Animal Control 1024</u>			
Animal Control Officer	1	1	1

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
POLICE ADMINISTRATION 1020						
Personnel						
Salaries, Regular	4000	253,139	190,254	194,195	185,812	175,293
Salaries, Overtime	4020	293	292	338	-	-
Social Security	4030	19,388	14,577	14,115	13,050	12,270
Insurance, Dental	4060	2,547	2,169	2,169	1,972	2,007
Insurance, Life	4070	506	382	378	371	368
Retirement Contributions	4080	21,147	14,444	15,813	17,059	17,961
Insurance, Work Comp	4110	868	6,319	(3,766)	2,334	6,044
Insurance, Health	4130	54,134	46,769	46,769	38,974	38,092
Wellness	4170	-	-	-	-	-
Subtotal		352,021	275,206	270,011	259,572	252,036
Operating						
Misc. Contract Services	4500	23,234	18,589	10,386	9,917	10,597
Community Training	4560	1,800	-	-	-	-
Community Policing	4620	1,465	1,465	1,465	1,222	1,503
Telecommunications	4650	7,965	10,452	7,250	7,016	7,131
Expense Allowance	4760	3,900	3,900	3,900	3,923	3,923
Travel/Training	4770	3,603	3,603	3,603	3,045	1,690
Membership Dues	4780	1,389	1,125	1,070	825	855
Professional Publications	4790	354	341	154	60	9
Office Supplies	4800	2,000	2,000	2,000	1,684	1,778
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	2,300	2,300	2,015	817	-
Postage	4900	1,010	1,010	640	503	783
Minor Equipment	4910	500	-	-	-	-
Computer Equipment	4920	-	-	-	-	-
Radio Equipment/Maintenance	4980	1,485	1,800	1,002	506	1,515
Equipment Maintenance	5030	225	225	225	-	-
Electricity-Buildings	5890	10,800	11,130	10,000	9,539	9,325
Heating Fuel	5950	1,400	1,885	1,200	1,253	1,688
Subtotal		63,430	59,825	44,910	40,310	40,798
Total Program Expenditures		\$415,451	\$335,031	\$314,921	\$299,882	\$292,834

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
POLICE PATROL 1022						
Personnel						
Salaries, Regular	4000	842,578	900,724	901,187	854,199	809,485
Salaries, Temporary	4010	2,483	2,489	-	50	-
Salaries, Overtime	4020	40,295	38,014	28,140	30,572	34,484
Salaries, Call-Out	4025	-	13,635	11,542	3,673	5,102
Social Security	4030	67,730	73,047	68,802	63,104	60,811
Insurance, Dental	4060	9,385	10,045	9,821	8,903	8,913
Insurance, Life	4070	1,993	2,075	2,049	1,927	1,901
Retirement Contributions	4080	71,513	68,779	64,623	74,059	82,137
Insurance, Work Comp	4110	57,151	49,105	50,872	38,694	27,038
Insurance, Health	4130	198,120	210,273	203,651	169,401	158,052
Subtotal		1,291,248	1,368,186	1,340,687	1,244,581	1,187,923
Operating						
Insurance Claims	4225	2,000	2,000	2,585	6,155	-
Misc. Contract Services	4500	415	415	315	315	315
Misc. Grants	4510	7,000	17,238	34,750	16,260	23,028
Donation Expense	4520	2,316	896	1,100	-	210
Travel/Training	4770	9,324	9,324	9,324	4,978	6,731
POST Training	4771	900	900	875	1,502	979
Office Supplies	4800	-	-	-	-	-
Medical Supplies	4810	775	775	775	723	189
Audio/Visual Supplies	4820	-	-	-	-	-
Printing & Copying	4890	-	-	-	-	-
Minor Equipment & Supplies	4910	36,988	24,143	24,143	15,637	16,887
Chemicals	4930	950	845	845	821	756
SRT	4990	2,800	2,000	2,000	1,580	1,981
Vehicles-Autos/Trucks	5000	44,293	50,163	47,078	35,976	31,239
Gas & Oil	5020	49,580	52,691	31,461	29,838	52,637
Equipment Maintenance	5030	1,350	1,350	1,350	650	142
Clothing Maintenance	5060	8,723	8,723	8,613	6,263	6,989
Clothing, New	5070	12,150	12,150	11,800	9,712	8,484
Lake Maintenance	5570	1,825	1,825	1,825	4,475	4,045
Subtotal		181,389	185,438	178,838	134,885	154,612
Capital						
Facilities	7170	-	83,000	75,800	-	-
Vehicles	7200	58,833	-	-	61,140	44
Equipment	7210	41,459	48,500	12,428	5,589	5,289
Subtotal		100,292	131,500	88,228	66,729	5,333
Total Program Expenditures		\$1,572,928	\$1,685,124	\$1,607,753	\$1,446,196	\$1,347,868

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
POLICE INVESTIGATIONS 1023						
Personnel						
Salaries, Regular	4000	124,048	117,772	111,583	113,310	110,006
Salaries, Overtime	4020	6,579	2,974	5,287	6,966	7,151
Salaries, Call-Out	4025	-	2,974	2,974	-	617
Social Security	4030	9,993	9,465	8,912	8,780	8,466
Insurance, Dental	4060	1,415	1,415	1,352	1,236	1,286
Insurance, Life	4070	287	272	257	252	258
Retirement Contributions	4080	10,581	8,908	8,585	10,290	11,616
Insurance, Work Comp	4110	8,548	7,078	7,652	5,136	4,659
Insurance, Health	4130	25,041	25,041	23,814	20,152	19,875
Subtotal		186,492	175,899	170,416	166,123	163,933
Operating						
Misc. Contractual Services	4500	1,600	750	750	23	100
Investigation Expense	4625	1,800	1,000	1,000	1,030	300
Membership Dues	4770	6,810	8,450	8,329	1,202	4,110
Membership Dues	4780	-	-	-	-	-
Office Supplies	4800	-	-	-	-	-
Minor Equipment & Supplies	4910	2,275	2,275	2,215	900	1,290
Vehicles-Autos/Trucks	5000	5,261	6,417	6,287	6,612	3,945
Gas & Oil	5020	4,065	3,951	2,711	2,632	4,031
Subtotal		21,811	22,843	21,292	12,399	13,776
Total Program Expenditures		\$208,303	\$198,742	\$191,708	\$178,522	\$177,709

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
ANIMAL CONTROL 1024						
Personnel						
Salaries, Regular	4000	26,774	23,775	23,888	27,352	27,334
Salaries, Overtime	4020	457	495	355	42	270
Social Security	4030	2,083	1,857	1,762	1,953	1,977
Insurance, Dental	4060	377	377	377	343	343
Insurance, Life	4070	60	57	55	60	65
Retirement Contributions	4080	2,478	2,039	2,036	1,535	2,867
Insurance, Work Comp	4110	785	888	691	694	572
Insurance, Health	4130	7,365	7,365	7,365	6,138	5,845
Subtotal		40,380	36,853	36,529	38,118	39,274
Operating						
Misc. Contract Services	4500	35,000	32,000	32,333	27,000	27,000
Travel/Training	4770	730	730	774	568	522
Office Supplies	4800	-	-	-	-	-
Medical Supplies	4810	325	-	-	810	-
Printing & Copying	4890	-	-	-	-	-
Minor Equipment & Supplies	4910	600	600	600	299	484
Vehicles-Autos/Trucks	5000	2,242	4,102	3,299	5,271	5,217
Gas & Oil	5020	6,226	6,418	3,876	3,763	7,245
Clothing, New	5070	-	-	-	-	-
Subtotal		45,123	43,850	40,882	37,712	40,468
Total Program Expenditures		\$85,503	\$80,703	\$77,411	\$75,830	\$79,741
Total Department Expenditures		\$2,282,185	\$2,299,600	\$2,191,794	\$2,000,429	\$1,898,152

FIRE DEPARTMENT 1032, 1034, 1036

PROGRAM DESCRIPTION: The Kirksville Fire Department (KFD) delivers the emergency services of fire suppression, rescue, and medical services at the Basic Life Support (BLS) level, vehicle accident extrication and hazardous materials response. The department is organized to provide for life and property safety from the threat of fires, natural or man-made disasters and medical emergencies, which is accomplished through planning, prevention, education, incident mitigation and appropriate application of technology and safety practices. Additionally, the non-emergency services provided are code and fire inspections, preplanning of business structures, public education of all citizens and training for fire personnel and other emergency agencies in the community. The department coordinates development, implementation and review of the City's emergency operations plan.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Maximize the utilization of the new Mass/emergency Notification system, to include education of the users and public. This system will be used for relevant information of impending severe weather, hazardous material incidents and other disasters, as well as more routine notifications such as boil orders.
- ◆ Assess Insurance Services Office (ISO) requirements to explore the possibility of moving from a Class 3/9 to a Class 2/9 and the benefits to the citizens of the improved ratings.
- ◆ Reduce Life Safety Hazards citywide with a focus on our identified High Risk Groups. This will be accomplished with a comprehensive Risk Reduction Program.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Provide training to other organizations utilizing department staff. This will also allow all agency personnel to work emergency scenes more effectively.
- ◆ To implement into a training program, information collected from the following issues and using the information to develop internal and community training opportunities to enhance fire protection: code violations and length of time to achieve compliance; emergency incidents responded to by KFD; and fire causes in Kirksville.
- ◆ Continue to provide education/training opportunities to area emergency response personnel to assist with preparation of disasters that include winter storms, fires, earthquakes, tornados and flooding.
- ◆ Provide guidance to assist the citizens of Kirksville in applying for FEMA grants in case of disaster.
- ◆ Provide documentation to SEMA and FEMA to close out disaster projects in a timely manner.

SIGNIFICANT HIGHLIGHTS/CHANGES: The department will continue to train Kirksville firefighters on the airport fire truck as to operation and pumping and to become familiar with all the equipment carried on the apparatus. Firefighter training in command and operations will continue to be a priority along with officer classes. The Fire Chief will meet monthly with the Labor Management Committee (LMC) to review any relevant Policies/Procedures/Guidelines. Fire inspections and preplans will be updated to be more efficient and allow for information to be shared with E911 and the Police Department. The department will work to implement college age fire prevention activities.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
% of emergency operation/mitigation plan updates	100%	100%	100%
Emergency operation drills	5	7	5
% of outdoor warnings sirens tested without failure	100%	96%	94%
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
Days to complete code violations (goal<=30 days)	24	20	27
Days to complete after turning over to Codes (goal<=10 days)	6	3	6
Classes offered to other organizations	12	67	51
Fire prevention programs offered by age group:			
Senior citizens	12	10	6
Families	20	27	7
College students	10	7	7
High school	10	4	7
Middle school	25	33	16
Primary school	25	18	25
Pre-school	12	7	12
Fire inspections completed annually	900	835	1,282
Business code inspections	40	43	33
<i>Key Measure: Efficiency</i>			
Minutes of average response time to all incidents (Missouri average 7:17)	4:20	4:32	4:38
<i>Key Measure: Workload</i>			
Incident responses	1,400	1,376	1,278
Structure Fires/Other Fires	20/45	24/40	13/40
Hazmat and other Hazards	60	61	62
False alarms response incidents	90	91	127
EMS/Other Rescue	975/80	930/70	837/76
Good Intent and Service Calls	130	160	123
AUTHORIZED PERSONNEL			
<u>Fire Administration 1032</u>			
Fire Chief	1	1	1
Deputy Fire Chief	1	1	1
Administrative Assistant	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$
Total	3	3	3
<u>Fire Protection 1034</u>			
Battalion Chief	3	3	3
Fire Captain	3	3	3
Firefighter II/EMT	12	11	10
Firefighter	$\frac{0}{1}$	$\frac{1}{1}$	$\frac{3}{3}$
Total	18	19	19

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
FIRE ADMINISTRATION 1032						
Personnel						
Salaries, Regular	4000	164,113	156,718	157,370	158,275	168,530
Salaries, Overtime	4020	998	989	989	1,012	954
Social Security	4030	12,631	12,065	12,039	12,053	12,736
Insurance, Dental	4060	1,462	1,131	986	386	579
Insurance, Life	4070	320	315	315	299	228
Retirement Contributions	4080	16,720	14,481	12,509	13,928	10,035
Insurance, Work Comp	4110	567	270	(6,351)	1,336	7,579
Insurance, Health	4130	25,041	22,095	15,590	6,649	9,353
Subtotal		221,852	208,064	193,447	193,937	209,994
Operating						
Telecommunications	4650	1,900	1,191	1,063	923	985
Travel/Training	4770	2,632	2,632	1,256	2,014	392
Membership Dues	4780	1,014	954	989	161	599
Office Supplies	4800	1,200	1,200	900	1,178	519
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	400	400	400	103	14
Postage	4900	700	400	700	181	334
Minor Equipment & Supplies	4910	450	450	450	450	-
Equipment Maintenance	5030	200	200	200	-	-
Subtotal		8,496	7,427	5,958	5,010	2,843
Capital						
Vehicles	7200	-	-	-	-	11
Subtotal		-	-	-	-	11
Total Program Expenditures		\$ 230,348	\$215,491	\$199,405	\$198,947	\$212,848

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Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
FIRE PROTECTION 1034						
Personnel						
Salaries, Regular	4000	766,902	739,305	734,698	724,663	695,293
Salaries, Temporary	4010	27,708	26,970	10,013	22,956	14,006
Salaries, Overtime	4020	84,931	63,049	84,930	62,275	63,479
Salaries, Call-Out	4025	-	-	-	37,798	40,506
Social Security	4030	67,285	63,443	60,859	60,460	57,814
Insurance, Dental	4060	8,772	8,772	8,430	8,035	7,735
Insurance, Life	4070	1,698	1,662	1,623	1,526	1,531
Retirement Contributions	4080	88,591	79,559	77,318	65,831	55,767
Insurance, Work Comp	4110	103,860	100,638	97,519	76,383	42,978
Insurance, Health	4130	190,752	185,965	178,239	149,657	140,118
Subtotal		1,340,499	1,269,363	1,253,629	1,209,585	1,119,229
Operating						
Misc. Contract Services	4500	5,550	4,550	4,696	3,625	3,423
Misc. Grants	4510	128,446	21,398	18,449	-	-
Community Training	4560	-	-	-	-	-
Fire Prevention	4610	750	750	750	167	208
Travel/Training	4770	12,370	12,370	11,046	7,643	6,218
Membership Dues	4780	250	425	250	235	198
Professional Publications	4790	1,330	1,293	1,305	1,256	1,166
Office Supplies	4800	-	-	-	-	39
Medical Supplies	4810	800	800	800	687	515
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	-	-	-	-	-
Minor Equipment & Supplies	4910	8,000	8,000	8,000	5,269	6,835
Computer Equip. & Software	4920	-	-	-	-	-
Chemicals	4930	660	660	660	-	-
Safety Equipment	4950	1,000	430	744	292	430
Minor Fire Equipment	4960	23,270	25,550	25,222	16,514	16,844
Radio Equipment/Maintenance	4980	1,800	500	500	60	-
Vehicles-Auto/Trucks	5000	61,884	57,617	52,417	46,069	53,471
Gas & Oil	5020	22,842	22,630	16,654	16,169	22,171
Equipment Maintenance	5030	5,310	6,610	6,518	2,007	5,105
Building Maintenance	5040	-	-	-	-	-
Clothing, New	5070	7,500	7,500	7,500	6,535	7,576
Electricity-Buildings	5890	10,525	12,450	10,130	10,109	9,860
Heating Fuel	5950	6,785	12,420	5,900	5,893	12,061
Subtotal		299,072	195,953	171,541	122,531	146,119
Capital						
Equipment	7210	53,700	94,000	71,509	3,816	-
Subtotal		53,700	94,000	71,509	3,816	-
Total Program Expenditures		1,693,271	1,559,316	1,496,679	1,335,932	1,265,348

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
EMERGENCY PREPAREDNESS 1036						
Operating						
Misc. Contractual Services	4500	300	300	300	-	-
Travel/Training	4770	900	900	-	339	858
Professional Publications	4790	-	-	-	-	-
Office Supplies	4800	-	-	-	-	-
Printing & Copying	4890	-	-	-	-	-
Computer Equip. & Software	4920	200	200	-	-	-
Radio Equipment/Maintenance	4980	3,960	3,720	3,322	3,625	2,714
Equipment Maintenance	5030	1,500	1,500	1,158	611	1,218
Electricity, Outdoor Sirens	5890	850	990	775	765	751
Subtotal		7,710	7,610	5,555	5,340	5,540
Capital						
Equipment	7210	-	21,000	19,793	-	20,359
Subtotal		-	21,000	19,793	-	20,359
Total Program Expenditures		\$7,710	\$28,610	\$25,348	\$5,340	\$25,900
Total Department Expenditures		\$1,931,329	\$1,803,417	\$1,721,432	\$1,540,219	\$1,504,096

PUBLIC WORKS DEPARTMENT 1050, 1052

PROGRAM DESCRIPTION: The administrative function of the Public Works Department is responsible for its direction and oversight and is responsible for planning, programming, operating and maintaining the infrastructure of the City, including street maintenance and construction, support for park maintenance, water supply, wastewater collection and disposal, fleet maintenance services, and engineering services. The street maintenance function is responsible for right-of-way maintenance, signs, traffic signal maintenance, traffic way marking, street repair and patching, street sweeping, curb and gutter maintenance, storm drainage projects, snow removal, Forest-Llewellyn Cemetery maintenance, and parks support.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Improve response and accountability to citizen-initiated requests for service.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Ensure departmental assets last as long as possible, while operating as efficiently as possible and maintain a plan for replacement.
- ◆ Retain experienced personnel; improve training program, evaluation and mentoring.
- ◆ Develop an employee-driven safety and wellness program implementing all aspects of City-wide wellness program and enhancing safety awareness throughout department.
- ◆ Continue review of snow/ice control operations to reduce overall cost while enhancing public safety and minimizing adverse environmental impact.
- ◆ Continue Household Hazardous Waste program.

PROTECT CITY-OWNED ASSETS

- ◆ Continue coordination of the Transportation Sales Tax-funded streets improvement program and an increased in-house street maintenance program to improve street condition as much as possible with the funds available.
- ◆ Continue crack sealing program.
- ◆ Increase efforts in cemetery maintenance support, repair damaged stones within budget limits, and implement Forest-Llewellyn Forestry Plan.

SIGNIFICANT HIGHLIGHTS/CHANGES: To establish a street rehabilitation plan based on the street study completed by IMS for maintenance and replacement. The purchase of additional survey and design equipment and lease purchase of an asphalt plant will allow for greater efficiency in construction and maintenance of existing streets

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
% of CSR's closed within 20 working days	96%	95%	96%
Average time in days from notification to repair of potholes/damaged pavement	2	1	2
Overtime Salaries as % of Regular Salaries – Streets	5.0%	4.0%	5.37%
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of performance evaluations completed w/in 30 days of due date	100%	100%	100%
<i>Key Measure: Workload</i>			
Days lost to accidents/injury	0	0	1
Miles of snow plowed	8,900	2,634	7,350
<i>Council Goal: Protect City-Owned Assets</i>			
<i>Key Measure: Effectiveness</i>			
Square feet of concrete replaced, In-house	25,000	140,040	8,987
Square feet of asphalt replaced, In-house	20,000	23,600	99,462
AUTHORIZED PERSONNEL			
<u>Public Works Administration 1050</u>			
Public Works Director	0.3	0.3	0.5
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total	1.3	1.3	1.5
<u>Street/Park Maintenance 1052</u>			
Street Superintendent from Maintenance Supervisor	1	1	1
Foreman from Maintenance Foreman	2	2	2
Traffic Control Technician	1	1	1
Equipment Operator from Equipment Operator II	4	3	3
Street Sweeper Operator from Equipment Operator I	1	1	1
Maintenance Worker II from Maintenance Worker	<u>6</u>	<u>5</u>	<u>5</u>
Total	15	13	13

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
PUBLIC WORKS ADMINISTRATION 1050						
Personnel						
Salaries, Regular	4000	60,639	58,842	59,188	62,956	102,609
Salaries, Temporary	4010	-	-	-	-	-
Salaries, Overtime	4020	-	-	-	-	196
Social Security	4030	4,639	4,501	4,558	4,746	7,685
Insurance, Dental	4060	830	830	830	739	600
Insurance, Life	4070	117	112	113	112	184
Retirement Contributions	4080	5,518	4,943	5,127	6,447	9,119
Insurance, Work Comp	4110	429	328	392	226	308
Insurance, Health	4130	7,365	7,365	7,365	6,138	5,845
Wellness	4170	-	-	-	-	-
Subtotal		79,537	76,921	77,573	81,363	126,547
Operating						
Telecommunications	4650	1,550	1,400	1,547	1,289	1,927
Safety Program	4720	450	450	436	382	383
Expense Allowance	4760	3,600	3,600	3,243	2,177	-
Travel/Training	4770	1,550	1,550	1,503	865	634
Membership Dues	4780	165	155	155	150	146
Professional Publications	4790	200	200	198	200	-
Office Supplies	4800	400	400	272	128	281
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	250	250	201	82	-
Postage	4900	100	150	78	59	53
Minor Equipment & Supplies	4910	715	715	1,073	372	266
Computer Equipment & Software	4920	-	-	-	-	-
Radio Equipment/Maintenance	4980	-	-	-	-	-
Equipment Maintenance	5030	600	600	509	345	-
Electricity, Building	5890	4,400	4,530	4,200	4,075	3,257
Subtotal		13,980	14,000	13,415	10,124	6,947
Total Program Expenditures		\$93,517	\$90,921	\$90,988	\$91,487	\$133,494

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
STREET CONSTRUCTION & MAINTENANCE 1052						
Personnel						
Salaries, Regular	4000	519,325	486,242	467,503	416,716	397,410
Salaries, Temporary	4010	9,792	9,792	69	23,498	22,934
Salaries, Overtime	4020	39,533	13,524	14,918	10,021	13,798
Salaries, Call-Out	4025	-	25,921	15,395	15,728	19,657
Social Security	4030	43,502	40,771	37,089	34,285	33,283
Insurance, Dental	4060	7,357	8,064	7,444	5,955	6,087
Insurance, Life	4070	1,144	1,110	1,067	906	894
Retirement Contributions	4080	49,527	43,885	40,165	40,002	42,419
Insurance, Work Comp	4110	63,607	54,746	55,144	38,957	27,684
Insurance, Health	4130	119,682	129,597	124,413	92,271	78,426
Wellness	4170	-	-	-	-	-
Subtotal		853,468	813,652	763,207	678,339	642,592
Operating						
Insurance Claims	4225	-	-	1,000	2,588	-
Misc. Contract Services	4500	2,265	1,210	1,150	629	945
Miscellaneous Grants/HHW Program	4510	-	4,000	4,000	6,991	-
HHW Program	4515	4,000	-	-	-	-
Telecommunications	4650	400	100	156	203	766
Equipment Rental	4660	3,000	3,000	3,000	10,825	767
Lease/Lease Purchase	4670	-	-	-	-	-
Travel/Training	4770	2,231	1,615	1,550	703	622
Membership Dues	4780	165	150	155	150	146
Professional Publications	4790	105	100	100	19	-
Office Supplies	4800	250	250	232	233	155
Medical Supplies	4810	350	100	100	38	88
Printing & Copying	4890	300	300	200	55	-
Postage	4900	60	50	46	11	9
Minor Equipment & Supplies	4910	6,850	7,350	6,209	4,333	6,711
Computer Equip. & Software	4920	-	-	-	-	-
Chemicals	4930	75,000	81,692	61,865	23,862	55,560
Safety Equipment	4950	6,450	6,475	6,321	4,918	4,329
Vehicles-Autos/Trucks	5000	61,405	60,802	56,967	55,028	52,599
Vehicles-Motor Equipment	5010	70,362	108,380	91,423	65,171	51,651
Gas & Oil	5020	79,946	74,376	55,968	54,337	81,446
Equipment Maintenance	5030	1,200	1,500	1,251	1,115	1,155
Building Maintenance	5040	8,500	8,500	8,470	-	955
Land Maintenance	5050	-	-	-	10,737	24,013
Clothing, New	5070	1,900	2,800	1,951	593	1,739
Other Street Light Facilities	5100	-	-	-	-	-
Street Maintenance Materials	5110	25,000	15,000	14,256	163,635	152,708
Traffic Control Maintenance	5160	25,500	23,000	22,899	27,772	12,856
Landfill Expenses	5170	3,000	3,000	3,000	-	-
Tree Maintenance/Replacements	5180	2,450	4,900	1,710	340	(143)
Electricity-Buildings	5890	2,375	2,550	2,200	2,197	2,123
Electricity-Street Lights	5910	202,225	207,350	187,500	187,348	165,664
Special Facility Lights	5920	4,500	3,500	3,051	(130)	2,971
Heating Fuel	5950	3,200	6,550	3,200	3,197	4,625
Subtotal		592,989	628,600	539,930	626,898	624,457

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
STREET CONSTRUCTION & MAINTENANCE 1052						
Capital						
Infrastructure	7160	-	-	-	8,270	-
Facilities	7170	500,000	-	-	34,765	-
Vehicles	7200	55,000	-	-	88,849	33
Equipment	7210	42,300	118,129	99,793	114,988	272,529
Subtotal		597,300	118,129	99,793	246,872	272,562
Total Program Expenditures		\$2,043,757	\$1,560,381	\$1,402,930	\$1,552,109	\$1,539,611
Total Department Expenditures		\$2,137,275	\$1,651,302	\$1,493,918	\$1,643,596	\$1,673,105

CODE ENFORCEMENT 1073

PROGRAM DESCRIPTION: Code Enforcement is responsible for ensuring quality construction practices in the private sector through review of building plans, inspection of construction activity, enforcement of the City's zoning ordinances and coordination of rezoning changes. Condemnation and demolition of properties are the responsibility of this department, as well as property maintenance inspections for the City, including addressing weeds, trash, unlicensed vehicles and nuisance issues within the City limits. Code Enforcement also handles rental housing and property complaints and is responsible for the management and enforcement of the sanitary waste disposal ordinance, water and sewer connection inspections, flood plain management, subdivision platting, and subdivision plan reviews. The department coordinates with Engineering on storm water management planning and street cuts. The Director represents the City on the Kirksville Planning and Zoning Commission, Board of Adjustment and Kirksville Historic Preservation Commission, in addition to being responsible for maintenance of public buildings and updates and reports on the City's Comprehensive Plan.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Continue inspections of new construction and remodeled construction as well as work toward abatement of property maintenance issues for a cleaner city.
- ◆ Continue to work with property owners to ensure compliance with all City codes.
- ◆ Continue to maintain a tracking and monitoring system of all property maintenance codes cases between Codes, Municipal Court and the City Prosecutor's office.
- ◆ Update the Comprehensive Plan annually.
- ◆ Propose amendments to the Sign Ordinances to improve compliance and to be easier to understand.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Continue to work with City staff to ensure the implementation and attainment of goals and objectives identified for this year from the 2014 Comprehensive Plan as annually updated.
- ◆ Provide ongoing training for Code Enforcement staff.

SIGNIFICANT HIGHLIGHTS/CHANGES: We will continue auditing the mobile home courts for abatement of nuisances. We will complete work on a new and revised official zoning map of the City of Kirksville.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Days to address a citizen complaint (goal=<14 days)	<14	22	20
Nuisance code inspections	5,600	5,940	5,523
Utility/building code inspections	2,700	3,214	2,511
Cases filed through Municipal Court	60	56	57
New structure permits	40	57	37
All other permits	670	666	703
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Efficiency</i>			
Days for review and approval of business license (goal=<7 days)	<7	5.8	5.9
<i>Key Measure: Workload</i>			
New business licenses approved	230	237	231
AUTHORIZED PERSONNEL			
Codes and Planning Director	0	1	1
Codes Director	1	0	0
Planner	1	0	0
Senior Inspector	1	1	1
Inspector II	1	1	1
Inspector	1	1	1
Administrative Assistant	$\frac{1}{6}$	$\frac{1}{5}$	$\frac{1}{5}$
Total	6	5	5

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
CODE ENFORCEMENT 1073						
Personnel						
Salaries, Regular	4000	282,724	211,801	212,128	207,005	195,237
Salaries, Temporary	4010	-	-	-	-	-
Social Security	4030	21,628	16,203	15,387	14,538	13,739
Insurance, Dental	4060	3,254	2,877	2,877	2,615	2,501
Insurance, Life	4070	583	458	454	440	433
Retirement Contributions	4080	23,660	17,791	17,922	20,831	20,166
Insurance, Work Comp	4110	12,387	12,812	10,606	8,777	8,208
Insurance, Health	4130	59,657	52,292	52,292	43,578	39,286
Subtotal		403,894	314,234	311,666	297,784	279,569
Operating						
Misc. Contract Services	4500	2,700	1,940	1,620	550	937
Community Training	4560	-	-	-	-	-
Telecommunications	4650	1,410	2,100	1,268	1,311	1,392
Expense Allowance	4760	2,400	2,400	2,400	2,414	2,414
Travel/Training	4770	4,035	3,450	971	1,616	2,589
Membership Dues	4780	235	195	170	160	230
Professional Publications	4790	415	300	200	3,103	175
Office Supplies	4800	380	380	360	292	179
Printing & Copying	4890	250	250	207	165	267
Postage	4900	1,800	1,200	1,200	1,025	1,003
Minor Equipment & Supplies	4910	270	200	90	201	63
Office Equipment	4940	690	240	244	-	301
Vehicles-Autos/Trucks	5000	1,723	2,313	2,156	1,738	1,177
Gas & Oil	5020	2,432	2,411	1,636	1,589	3,000
Clothing, New	5070	500	500	500	492	428
Subtotal		19,240	17,879	13,022	14,656	14,156
Capital						
Vehicles	7200	-	-	-	-	-
Subtotal		-	-	-	-	-
Total Program Expenditures		423,134	\$332,113	\$324,688	\$312,440	\$293,725

ENGINEERING 1074

PROGRAM DESCRIPTION: Engineering provides technical engineering services to the City, including research, field surveys, design, drafting, preparation of plans and specifications, construction inspection, contract administration, review of subdivision plats and plans and maintains the base maps of the City and for the City's Geographic Information System (GIS) database. Engineering maintains the pavement inspection program and maintenance management database providing recommendations for the Transportation Sales Tax (TST) construction program. Design of projects containing unusual or special requirements are contracted out to consulting engineering firms with this department providing technical review.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Streamline project management and contract administration; improve project management procedures to make project status more visible to management and Council.
- ◆ Manage the Stormwater Drainage program of the Utility Fund.
- ◆ Complete the final design and construction of the Stormwater projects.
- ◆ Review and coordinate the City's transportation plans with Missouri Department of Transportation (MoDOT) long-range plans. Be an active participant in the Northeast Missouri Regional Planning Commission (NEMO RPC) transportation planning process.

PROTECT CITY-OWNED ASSETS

- ◆ Review street and utility construction projects (five-year plans) after identifying and evaluating long and short-range development plans by ATSU, TSU, TIF, K-REDI and MoDOT.
- ◆ Continue to coordinate and optimize the division of work between the Street Division, Utility Maintenance Division and contractors to maximize infrastructure improvements with funds available.
- ◆ Improve design review by consultants.

SIGNIFICANT HIGHLIGHTS/CHANGES: The engineering division completed several projects including the South Outfall Interceptor Sewer Project, KPD Parking Lot, Baltimore water main replacement, Glass Collection Facility, Main Street water main replacement, Public Works storage building and CDBG Charles & Cable Street Improvements. In 2017, we will continue the construction of the Wastewater Treatment Facility, TAP sidewalk MoDOT grant for Florence and Halliburton and additional street resurfacing.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
Average contract price as % of engineer estimate	95%	89%	99%
Projects designed in-house	8	6	10
Estimated construction cost in millions of design in-house	\$1.6	\$1.64	\$2.03
Projects designed by consultants	2	1	4
Estimated construction cost in millions of design by consultants	\$3.5	\$1.2	\$5.22
Final construction cost as % of initial contract price	100%	99%	105%
<i>Council Goal: Protect City-Owned Assets</i>			
<i>Key Measure: Effectiveness</i>			
% street system inventoried	25%	25%	25%
% GIS database completed for City infrastructure	100%	50%	50%
AUTHORIZED PERSONNEL			
City Engineer	1	1	1
Engineering Technician IV	0	1	1
Engineering Technician III	2	1	1
Engineering Technician II	0	1	1
Total	3	4	4

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
ENGINEERING 1074						
Personnel						
Salaries, Regular	4000	158,233	185,808	156,042	190,013	141,223
Salaries, Temporary	4010	3,900	4,290	-	-	3,020
Salaries, Overtime	4020	1,019	822	1,286	255	296
Social Security	4030	12,481	14,605	11,920	14,041	10,537
Charge-Out	4050	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)
Insurance, Dental	4060	755	1,132	754	1,000	1,029
Insurance, Life	4070	318	387	310	389	320
Retirement Contributions	4080	14,492	15,677	13,171	18,946	12,956
Insurance, Work Comp	4110	1,028	1,181	1,043	1,036	1,096
Insurance, Health	4130	14,730	22,095	14,731	17,902	17,536
Subtotal		96,956	135,997	89,257	133,582	78,014
Operating						
Misc. Contract Services	4500	-	180	-	780	1,402
Testing	4580	2,000	2,000	1,045	120	236
Telecommunications	4650	1,450	1,580	1,166	1,354	1,406
Travel/Training	4770	6,100	5,800	4,056	2,357	4,651
Membership Dues	4780	430	420	370	350	378
Professional Publications	4790	145	145	145	-	25
Office Supplies	4800	500	500	352	146	358
Printing Supplies	4840	2,300	1,900	1,880	1,021	207
Printing & Copying	4890	500	500	300	19	36
Postage	4900	400	400	287	201	284
Minor Equipment & Supplies	4910	750	750	600	668	256
Computer Equip. & Software	4920	-	-	-	-	-
Vehicles-Autos/Trucks	5000	1,994	4,428	3,312	3,398	3,062
Gas & Oil	5020	2,261	1,967	1,920	1,864	1,942
Equipment Maintenance	5030	1,350	1,550	1,250	1,087	1,087
Clothing, New	5070	600	600	600	-	221
Subtotal		20,780	22,720	17,283	13,365	15,552
Capital						
Vehicles	7200	-	28,500	26,045	-	11
Equipment	7210	15,440	15,440	32,949	19,165	-
Subtotal		15,440	43,940	58,994	19,165	11
Total Program Expenditures		\$133,176	\$202,657	\$165,534	\$166,112	\$93,577

PARKS AND RECREATION 1080

PROGRAM DESCRIPTION: Recreation Administration is responsible for direct management control over the Aquatic Center, North Park Complex, Rotary Park, Patryla Park, P.C. Mills Park, Brashear Park, Memorial Park, Jaycee Park, McKinney Bark Park, Hazel Creek, and Forrest Lake usage and recreational programming. This division is also responsible for planning, promoting, and conducting sporting, arts, cultural activities, and special events in the community. Youth, adult, and senior citizen interests are addressed by a year-round programming schedule.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Continue to provide community-wide recreational programs for all ages.
- ◆ Continue to develop community partnerships for programming (Easter egg hunt, Fall Festival, Santa letters, etc.)
- ◆ Continue to explore and expand partnership opportunities with, but not limited to, service clubs, A. T. Still University, Truman State University, Adair County Family YMCA, Kirksville Area Chamber of Commerce, Kirksville Baseball Softball Association and the Kirksville R-III School District.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Complete performance assessments timely.

PROTECT CITY-OWNED ASSETS

- ◆ Identify future needs for each community park and update park master plans.

SIGNIFICANT HIGHLIGHTS/CHANGES: A complete review of the Master Plans for all City parks will be completed by the Lakes, Parks and Recreation Commission and City Staff. The City plans to pursue a ½ cent sales tax to support parks and recreation.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Free Community Programs/Events # of Participants (Week of the Young Child-2014, Easter, Block Parties-2014, Movies, Fall Festival, Art in the Park, Track Meet, Santa Letters, Campout-2014)	3,188	3,100	3,276
Free Community Programs/Events Cost per Participant	\$1.20	\$1.24	\$1.08
Fine Arts Programs/Events # of Participants (Theatre Camp, Performing Arts Camp, Spring, Summer, Fall Theatre)	850	777	1,366
Fine Arts Programs/Events Cost per Participant	\$11.00	\$11.34	\$7.88
Athletic Programs/Events # of Participants (Tennis, See Kids Run)	110	96	124
Athletic Programs/Events Cost per Participant	\$43	\$49	\$37
Other Programs/Events # of Participants (Science Camp, Seed to Plate 2014, Creative Writing-2014, Breakfast with Santa)	216	205	227
Other Programs/Events Cost per Participant	\$8	\$7	\$9
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of performance evaluations completed within 30 days of due date	100%	100%	100%
<i>Council Goal: Protect City-Owned Assets</i>			
<i>Key Measure: Effectiveness</i>			
Park master plans reviewed	3	5	2
AUTHORIZED PERSONNEL			
Recreation Specialist	1	1	1
Park Maintenance Technician	<u>1</u>	<u>0</u>	<u>0</u>
Total	2	1	1

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
RECREATION ADMINISTRATION 1080						
Personnel						
Salaries, Regular	4000	66,690	64,733	59,870	32,594	30,425
Salaries, Temporary	4010	46,724	37,220	41,644	6,625	11,891
Salaries, Overtime	4020	3,313	3,121	3,121	1,306	1,239
Salaries, Call-Out Pay	4025	-	1,141	-	-	-
Social Security	4030	8,930	8,125	7,996	3,050	3,274
Insurance, Dental	4060	1,038	754	927	343	343
Insurance, Life	4070	160	151	139	72	72
Retirement Contributions	4080	5,423	5,423	5,291	3,373	3,289
Insurance, Work Comp	4110	3,449	2,148	5,895	278	82
Insurance, Health	4130	17,676	14,730	15,958	6,138	5,845
Subtotal		153,402	137,546	140,841	53,779	56,460
Operating						
Misc Contractual Services	4500	8,160	8,730	7,616	6,519	5,035
Public Information	4610	1,350	1,150	1,150	998	1,089
Telecommunications	4650	1,407	1,740	1,328	1,118	1,219
Credit Card Expense	4730	3,000	2,500	2,500	1,884	-
Refunds	4750	-	-	-	-	-
Travel/Training	4770	2,813	1,473	657	9	-
Membership Dues	4780	785	350	360	350	340
Office Supplies	4800	775	775	775	608	682
Computer Supplies	4850	-	-	-	-	-
Printing & Copying	4890	350	350	202	258	46
Postage	4900	250	450	175	304	290
Minor Equipment & Supplies	4910	1,100	850	-	-	514
Equipment Maintenance	5030	2,500	-	-	-	-
Land Maintenance	5050	24,200	24,200	24,200	-	-
Clothing, New	5070	500	500	500	116	82
Tree Maintenance & Replacement	5180	1,900	-	-	-	-
Program Supplies	6760	15,450	15,675	12,187	12,955	11,694
Youth Programs	6800	-	-	-	-	-
Subtotal		64,540	58,743	51,650	25,118	20,990
Total Program Expenditures		\$217,942	\$196,289	\$192,491	\$78,896	\$77,450

AQUATIC CENTER 1088

PROGRAM DESCRIPTION: The Aquatic Center consists of an indoor pool and an outdoor heated pool with a slide and other fun features. This facility replaced an outdoor pool and was constructed from a ½-cent parks sales tax that was in effect for 30 months. It opened on June 19, 1999 and filled a niche in the community with year-round programming. The Aquatic Center is not able to sustain its operations through user fees and relies on a subsidy allocated from the General Fund.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Continue to explore partnerships and develop agreements with community organizations and agencies.
- ◆ Provide a safe swimming opportunity for Kirksville citizens and others.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Continue to explore ways to lower operational costs and increase revenues through marketing opportunities and improved management.
- ◆ Develop revenue projections for the Aquatic Center to ensure sustainability.
- ◆ Provide necessary training for staff to achieve required certifications.

PROTECT CITY-OWNED ASSETS

- ◆ Develop long-range plans and implement and monitor immediate needs for facility capital.
- ◆ Determine costs of long-range plans and outline funding alternatives to support efforts.

SIGNIFICANT HIGHLIGHTS/CHANGES: A feasibility study was conducted in 2016 examining the entire Aquatic Center facility and a decision will be made in 2017 regarding its future.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Partnerships	6	6	6
Audit rating (goal=Pass)	Pass	Pass	Pass
# of hours programmed	46%	43%	41%
% of days available for outside pool usage	90%	98%	92%
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
# of patrons	31,859	31,000	32,718
Cost per visit	\$8.50	\$9.25	\$7.70
% increase in revenue	-2.5%	-9.75%	13.75%
# of participants – swimming lessons	154	142	167
Cost per participant – swimming lessons	\$8.25	\$8	\$8
# of participants – Lifeguard training	52	46	59
Cost per participant – Lifeguard training	\$35	\$28	\$60
# of Classes held – Red Cross Training	60	62	59
# of participants per class – Red Cross Training	4	4	6
Cost per participant – Red Cross Training	\$26	\$24	\$27
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of performance evaluations completed within 30 days of due date	100%	100%	100%
AUTHORIZED PERSONNEL			
Recreation Specialist II	1	1	1

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
AQUATIC CENTER 1088						
Personnel						
Salaries, Regular	4000	38,465	37,128	37,309	37,294	35,970
Salaries, Temporary	4010	111,720	110,000	98,228	97,518	93,746
Salaries, Overtime	4020	1,548	1,439	1,092	1,092	1,291
Social Security	4030	11,608	11,365	10,082	9,747	9,370
Insurance, Dental	4060	519	519	519	472	472
Insurance, Life	4070	91	91	89	86	86
Retirement Contributions	4080	3,641	3,240	3,225	3,819	3,871
Insurance, Unemployment	4100	-	-	-	-	-
Insurance, Work Comp	4110	6,173	6,783	4,063	4,307	5,861
Insurance, Health	4130	10,311	10,311	10,311	8,593	8,817
Subtotal		184,076	180,876	164,918	162,927	159,484
Operating						
Insurance, Casualty	4220	-	-	-	-	-
Insurance Claims	4225	-	-	1,722	3,983	-
Misc. Contract Services	4500	2,200	2,981	2,107	1,705	2,400
Public Information	4610	-	-	-	-	-
Telecommunications	4650	500	420	511	392	417
Safety Programs	4720	100	400	400	60	60
Refunds	4750	-	-	-	-	-
Travel/Training	4770	1,870	8,170	8,170	6,213	6,256
Office Supplies	4800	-	-	-	3	-
Medical Supplies	4810	125	125	125	66	58
Printing Supplies	4840	-	-	-	-	-
Recreation Supplies	4860	375	375	200	127	47
Postage	4900	-	-	-	-	-
Minor Equipment & Supplies	4910	3,500	3,500	3,100	1,945	874
Chemicals	4930	13,750	13,750	13,750	12,364	12,416
Safety Equipment	4950	1,000	1,000	912	1,106	773
Equipment Maintenance	5030	7,000	7,000	7,000	3,784	2,313
Building Maintenance	5040	-	-	-	-	-
Clothing, New	5070	2,500	2,500	2,500	1,618	1,419
Swimming Pool Maintenance	5080	5,000	5,000	5,000	3,300	3,854
Electricity-Buildings	5890	25,510	23,705	24,550	25,551	25,583
Heating Fuel	5950	23,000	24,847	21,764	20,752	26,722
Merchandise Resale	6130	12,200	12,200	8,803	9,321	6,887
Program Supplies	6760	8,000	600	241	596	552
Subtotal		106,630	106,573	100,855	92,886	90,632
Capital 1088						
Facilities	7170	-	-	-	-	-
Equipment	7210	-	-	-	-	2,221
Subtotal		-	-	-	-	2,221
Total Program Expenditures		\$ 290,706	\$ 287,449	\$ 265,773	\$ 255,814	\$ 252,337

SPECIAL REVENUE FUNDS

A special revenue fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Such a fund is established when a statute, grant agreement or local ordinance requires that a specific segment of the tax levied or grant funds collected be used exclusively for financing a particular function or activity. A government unit may have many, one or none of this fund type.

The City of Kirksville has thirteen special revenue funds. They are:

Community Development Block Grant
Walking and Cycling Trail Grant
Downtown Tax Increment Financing District
Baltimore Commons Community Improvement District
South Highway 63 Tax Increment Financing District
South Highway 63 Community Improvement District
Franklin Street Community Improvement District
E911 Central Dispatch
North Baltimore Street Community Improvement District
Community Partnership
Highway 63 Alternate Route
Airport
North Park

These funds are presented in detail on the following pages.

SPECIAL INTERGOVERNMENTAL REVENUE FUNDS

The Special Intergovernmental Revenue Funds service State and Federal grant projects where statutes, grant agreements or local ordinances require that a specific segment of the tax levied or grant funds collected be used exclusively for financing a particular function or activity. The Community Development Block Grant Fund is administered by Economic Development and the Walking and Cycling Trail Grant Fund is overseen by Public Works and Community Services.

Community Development Block Grant 15

PROGRAM DESCRIPTION: This Fund administers CDBG grants awarded from the Missouri Department of Economic Development to enhance community infrastructure for economic development purposes. In 2016, the City was awarded a CDBG Industrial Infrastructure Grant of \$955,401 for the completion of a 127,000 square foot truck and trailer parking lot and road improvements in the industrial area of the City. The City has applied for an infrastructure grant for Boundry and Collector Street Improvements to be completed in 2017.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Work to eliminate sub-standard housing conditions as identified using low-interest loan funds.
- ◆ Use loan repayment funds to provide low-interest loans to qualifying homeowners for housing renovations including roofs, windows, siding, etc.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Identify community needs that are eligible for funding through the State's CDBG program to reduce and/or supplement City resources.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 15						
Revenues 1500						
State & Federal Grants	3300	213,000	1,380,000	955,401	14,825	-
Loan Repayments	3850	-	689	1,007	-	-
Transfers In	3950	87,000	399,657	249,657	-	-
Investment Earnings	3980	70	250	100	209	330
Miscellaneous	3990	-	399,658	100,000	3,000	-
Total Program Revenues		300,070	2,180,254	1,306,165	18,034	330
Expenditure Summary by Program						
ECONOMIC DEVELOPMENT 1520						
Loans	8520	-	-	-	-	-
Subtotal		-	-	-	-	-
DOWNTOWN/DREAM 1550						
Misc. Contract Services	4500	-	-	-	-	-
Subtotal		-	-	-	-	-
HOUSING REHABILITATION/INFRASTRUCTURE 1560						
Misc. Contract Services	4500	-	-	-	-	-
Infrastructure	7160	300,000	2,179,315	1,157,336	-	-
Demolition	8540	5,100	500	1,773	18,088	-
Housing Rehabilitation	8550	20,100	-	-	-	24
Subtotal		325,200	2,179,815	1,159,109	18,088	24
STORM WATER DRAINAGE 1570						
Transfer Out	6530	-	-	-	-	-
Subtotal		-	-	-	-	-
Total Program Expenditures		325,200	2,179,815	1,159,109	18,088	24
Fund Balance, Beginning of Year		182,735	31,913	35,679	35,733	35,427
Fund Balance, End of Year		<u>\$157,605</u>	<u>\$32,352</u>	<u>\$182,735</u>	<u>\$35,679</u>	<u>\$35,733</u>

SPECIAL INTERGOVERNMENTAL REVENUE FUNDS

Walking and Cycling Trail Grant 16

PROGRAM DESCRIPTION: This Fund supports construction of walking and cycling trails in the Kirksville community. Monies from various grant sources are enhanced with available funds transferred from the City’s capital improvement programs to support the non-vehicular components of the City’s comprehensive transportation plan.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Evaluate and update hike/bike trail plan and include secondary sidewalks.
- ◆ Finalize and adopt a Complete Street Policy.

PROTECT CITY-OWNED ASSETS

- ◆ Develop a comprehensive transportation plan integrating the City’s Street, Trail and Sidewalk Plans.

SIGNIFICANT HIGHLIGHTS/CHANGES: In 2015, the City was awarded a Transportation Alternatives Program (TAP) Grant to construct sidewalks along Halliburton and Florence streets, which will continue into 2017 for completion. The City has applied for an additional TAP Grant to construct a sidewalk along Baltimore Street from Rosewood north to Highway 6 to be completed in 2017. An updated Hike / Bike / Trail Map was approved by the City Council. In addition, the City has also applied for a Recreational Trails Program (RTP) Grant to provide sidewalk down Washington Street to the trailhead for the Forest Lake Area Trail System.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

Budget 2017	Projected 2016	Actual 2015
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Council Goal: Quality of Life

Key Measure: Effectiveness

Lane-miles for bicycles	10.5	10.5	10.5
Linear feet of compliant sidewalks newly constructed	9,250	0	4,036

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
WALKING AND CYCLING TRAIL GRANT FUND 16						
Revenues 1600						
State & Federal Grants	3300	413,783	190,800	10,738	206,270	50,000
Transfer In-CIST	3950	58,854	5,000	-	-	5,147
Investment Earnings	3980	100	100	180	55	152
Total Program Revenues		472,737	195,900	10,918	206,325	55,299
Expenditures 1610						
Transfers Out	6530	-	-	-	-	-
Infrastructure	7160	508,502	222,000	-	-	-
Baltimore SW Connectivity	8750	-	-	-	-	-
Get Active Kirksville	8800	-	-	-	-	-
Safe Routes to School	8810	-	-	-	197,915	55,147
Total Program Expenditures		508,502	222,000	-	197,915	55,147
Fund Balance, Beginning of Year		39,248	28,345	28,330	19,920	19,768
Fund Balance, End of Year		<u>\$3,483</u>	<u>\$2,245</u>	<u>\$39,248</u>	<u>\$28,330</u>	<u>\$19,920</u>

BALTIMORE COMMONS COMMUNITY IMPROVEMENT DISTRICT FUND 20

PROGRAM DESCRIPTION: On July 15, 2016, a petition was filed with the City Clerk for the establishment of a community improvement district Pursuant to the CID Act, known as the Baltimore Commons Community Improvement District for the redevelopment of a parcel of land located at 2604 North Baltimore Street. On August 15, 2016, the City Council conducted a public hearing to obtain comments and input from the community and after hearing no objections, the City Council adopted the ordinance to establish the Baltimore Commons Community Improvement District for a minimum term of twenty years. This fund was created to capture no more than a 1-cent sales tax on sales within the District to fund improvements of public infrastructure on the property.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

◆ Marketing efforts will focus on the attraction of additional commercial development to the District.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

◆ Monitor implementation and collection of sales taxes imposed within the District.

SIGNIFICANT HIGHLIGHTS/CHANGES: In 2016, the developer began construction on the Hampton Inn located on the property and anticipates its completion in the spring of 2017. Once completed, the District will monitor implementation of sales tax revenues and collections. Other improvements for the District plan to be completed in thirty-six months.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
BALTIMORE COMMONS COMMUNITY IMPROVEMENT DISTRICT FUND 20						
Revenues 2000						
Sales Tax	3080	10,000	-	-	-	-
State & Federal Grants	3300	-	-	-	-	-
Investment Earnings	3980	-	-	-	-	-
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		10,000	-	-	-	-
Expenditures 2010						
Insurance	4220	1,500	-	-	-	-
Miscellaneous Contractual Services	4500	5,400	-	-	-	-
Legal Services	4530	-	-	-	-	-
Professional Publications	4790	35	-	-	-	-
Infrastructure	7160	-	-	-	-	-
Total Program Expenditures		6,935	-	-	-	-
Fund Balance, Beginning of Year		-	-	-	-	-
Fund Balance, End of Year		\$3,065	\$0	\$0	\$0	\$0

DOWNTOWN TAX INCREMENT FINANCING DISTRICT FUND 21

PROGRAM DESCRIPTION: A Tax Increment Finance Commission was established in August 1999 to develop a Tax Increment Financing Plan for the Downtown Redevelopment Project. On December 13, 1999, this Commission hosted a public hearing to obtain comments and input from the community. Based upon public input, a few changes were made to the TIF Plan and the Commission unanimously recommended approval to the City Council. The City Council adopted this Plan on December 27, 1999. The TIF Redevelopment Plan sets forth improvements included in the original TIF plan. In fall 2000, the TIF Plan was again amended to reduce the boundary of the Downtown TIF. Major projects that have been funded by TIF monies include:

- 2006-Downtown Courthouse Revitalization Project
- 2006-Repair and replacement of the downtown corners and ADA ramps
- 2008-Downtown corners
- 2008-Franklin streetscape improvements
- 2008-Design and engineering for the Jefferson Street project
- 2009-Marion and McPherson Street parking lot and sidewalk improvement project
- 2010-Downtown/primary wayfinding
- 2011-Franklin Street design
- 2012-West side of Franklin Street from Washington to Normal
- 2013-Franklin Street Phase II from Normal to Patterson
- 2015-Sidewalk improvement project on McPherson Street.
- 2015-Sidewalk improvement and streetscape on Main and Elson
- 2016-Additional downtown pedestrian lighting and sidewalk improvement/replacement
- 2016-Downtown parking improvement/replacement

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Review property and sales taxes collected within the Tax Increment area to verify the receipt of funds, as required, for the Tax Increment Allocation Fund.
- ◆ Coordinate communications between the TIF Commission and Downtown Partners to make sure those goals are consistent with the intent of the original TIF plan.
- ◆ Provide an annual report to the taxing districts, property owners and business operators on the status of projects and financial condition of the TIF.
- ◆ Develop long-range plan to implement capital improvement projects, including coordination of activities with adjacent property owners and financial tools available for long-term financing.

SIGNIFICANT HIGHLIGHTS/CHANGES: Finalization of the the Downtown Revitalization Pilot Project will continue into 2017 to include funding façade, awning, sidewalk, and pedestrian streetscape.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
DOWNTOWN TAX INCREMENT FINANCING DISTRICT FUND 21						
Revenues 2100						
Real Estate Taxes	3010	268,200	260,242	267,690	267,989	262,185
Sales Tax	3080	18,000	18,000	17,221	18,196	9,089
Economic Development Sales Tax	3090	46,140	45,910	45,910	45,889	52,312
State & Federal Grants	3300	-	-	-	-	-
Refunds & Reimbursements	3900	-	-	-	-	-
Transfer In-CIST	3950	-	-	-	-	-
Investment Earnings	3980	1,500	3,300	3,300	3,321	2,336
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		333,840	327,452	334,121	335,394	325,923
Expenditures 2110						
Miscellaneous Contractual Services	4500	-	-	-	-	-
Legal Services	4530	-	-	-	-	-
Professional Publications	4790	140	140	140	140	350
Transfers Out	6530	-	-	-	-	-
Economic Dev Sales Tax T/O	6540	-	-	-	-	-
Infrastructure	7160	933,500	915,000	484,274	70,952	-
Total Program Expenditures		933,640	915,140	484,414	71,092	350
Fund Balance, Beginning of Year		662,228	799,543	812,521	548,219	222,646
Fund Balance, End of Year		\$62,428	\$211,855	\$662,228	\$812,521	\$548,219

SOUTH HIGHWAY 63 CORRIDOR IMPROVEMENT PLAN FUNDS 22, 23

PROGRAM DESCRIPTION: A South Highway 63 Corridor Improvement Plan was established in May of 2009 to redevelop an area which is located on the southern edge of the City. On April 30, 2009, the TIF Commission hosted a public hearing to obtain comments and input from the community. After hearing no objections, the Commission unanimously recommended approval to the City Council, who adopted this plan on May 18, 2009. Two Funds were established under this TIF plan 1) a South Highway 63 Tax Increment Financing District to capture and collect property and sales taxes in the District to fund improvements to the privately-owned retail shopping center and 2) a South Highway 63 Community Improvement District to capture a 1-cent sales tax on sales within the District to fund improvements of public infrastructure adjoining the property on the east.

OBJECTIVES/GOALS***ECONOMIC DEVELOPMENT***

- ◆ Provide an annual report to the taxing districts, property owners and business operators on the status of projects and financial condition of the TIF.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Review property and sales tax collected within the Tax Increment area to verify the receipt of funds, as required, for the Tax Increment Financing Fund.

SIGNIFICANT HIGHLIGHTS/CHANGES: Final payments for additional infrastructure loans will be made in 2017.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
SOUTH HIGHWAY 63 TAX INCREMENT FINANCING DISTRICT FUND 22						
Revenues 2200						
Real Estate Taxes	3010	-	-	-	-	-
Sales Taxes	3080	46,400	43,100	47,364	44,871	43,534
Economic Dev Sales Tax	3090	6,580	6,545	6,545	4,524	6,506
Bond Proceeds	3630	-	-	-	-	-
Investment Earnings	3980	100	200	200	231	287
Transfers In	3950	-	-	-	-	-
Total Program Revenues		53,080	49,845	54,109	49,626	50,328
Expenditures 2210						
Miscellaneous Contractual Services	4500	10,140	39,640	39,640	34,640	34,675
Legal Services	4530	-	-	-	-	-
Transfers Out	6530	-	-	-	5,000	5,000
TIF Bonds Debt Service	6630	64,439	10,000	10,000	10,000	10,000
Infrastructure	7160	-	-	-	-	-
Total Program Expenditures		74,579	49,640	49,640	49,640	49,675
Fund Balance, Beginning of Year		25,102	20,831	20,633	20,647	19,994
Fund Balance, End of Year		\$3,603	\$21,036	\$25,102	\$20,633	\$20,647

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
SOUTH HIGHWAY 63 COMMUNITY IMPROVEMENT DISTRICT FUND 23						
Revenues 2300						
Sales Taxes	3080	44,400	42,500	44,400	44,395	42,977
Loan Proceeds	3630	-	-	-	-	-
IDA Bonds	3631	-	-	-	-	-
Refunds & Reimbursements	3900	-	-	-	-	-
Investment Earnings	3980	400	670	670	666	981
Total Program Revenues		44,800	43,170	45,070	45,061	43,957
Expenditures 2310						
Insurance	4220	1,500	1,500	1,449	1,449	1,449
Miscellaneous Contractual Services	4500	36,792	6,727	6,727	1,877	3,172
Legal Services	4530	-	-	-	-	-
Public Information	4610	-	-	-	-	-
Infrastructure	7160	2,000	1,798	-	-	-
Loans	8520	63,996	33,145	33,145	33,075	33,076
Total Program Expenditures		104,288	43,170	41,321	36,401	37,697
Fund Balance, Beginning of Year		113,322	105,112	109,573	100,913	94,653
Fund Balance, End of Year		\$53,834	\$105,112	\$113,322	\$109,573	\$100,913

FRANKLIN STREET COMMUNITY IMPROVEMENT DISTRICT FUND 24

PROGRAM DESCRIPTION: In January 2016, a petition was filed with the City Clerk for the establishment of a community improvement district Pursuant to the CID Act, known as the Franklin Street Community Improvement District for the redevelopment of a parcel of land located at 2523 South Franklin Street. In addition, the City was asked to consider an Urban Redevelopment Area for the same parcel of land to be designated a blighted area under the provisions of Chapter 353. On February 1, 2016, the City Council conducted two public hearings, for the Urban Redevelopment Area and CID establishment, to explain the development plan and obtain comments and input from the community. After the hearing, the City Council approved an ordinance to adopt a development plan for the property which included a development project, a redevelopment agreement and approving tax abatement pursuant to the Urban Redevelopment Corporations law and to establish the Frankin Street Community Improvement District for a maximum twenty-five year term. This fund was created to capture no more than a 1-cent sales tax on sales within the District to fund improvements of public infrastructure on the property.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Marketing efforts will focus on the attraction of additional commercial development to the District.
- ◆ The District shall work towards the elimination of blight factors.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Monitor implementation and collection of sales taxes imposed within the District.

SIGNIFICANT HIGHLIGHTS/CHANGES: In 2016, the developer began demolition of the existing facility located within the District for the construction of a four-story hotel and anticipates its completion in the summer of 2017. Once completed, the District will monitor implementation of sales tax revenues and collections.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
FRANKLIN STREET COMMUNITY IMPROVEMENT DISTRICT FUND 24						
Revenues 2400						
Sales Taxes	3080	8,000	-	-	-	-
State & Federal Grants	3300	-	-	-	-	-
Investment Earnings	3980	-	-	-	-	-
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		8,000	-	-	-	-
Expenditures 2410						
Insurance	4220	1,500	-	-	-	-
Miscellaneous Contractual Services	4500	4,820	-	-	-	-
Legal Services	4530	-	-	-	-	-
Professional Publications	4790	35	-	-	-	-
Infrastructure	7160	-	-	-	-	-
Total Program Expenditures		6,355	-	-	-	-
Fund Balance, Beginning of Year		-	-	-	-	-
Fund Balance, End of Year		\$1,645	\$0	\$0	\$0	\$0

E911 CENTRAL DISPATCH FUND 25

PROGRAM DESCRIPTION: This Fund was established to account for revenues and expenditures related to the provision of centralized dispatch services for the City of Kirksville, Truman State University, Adair County Ambulance District and the Adair County Sheriff. Operations of the centralized dispatch center are funded by contractual fees paid by each of these entities along with an E911 telephone tax on out-of-city residents. The fund is overseen by the Joint Services Board, which is comprised of representation from each of the paying entities.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Create Mission Statement for the 911 Center
- ◆ Continue to update and revise Policy and Procedures to ensure compatibility with contracted agencies
- ◆ Enhance the Long-range capital plan

SIGNIFICANT HIGHLIGHTS/CHANGES: Alternative funding sources will be explored which are necessary to maintain operations and provide for capital replacement. The Association of Missouri 911 Directors have been working to obtain independent funding for E911 centers. E911 continues to support state legislation that would allow for a voter-approved emergency services sales tax.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Efficiency</i>			
Average time in seconds from 911 emergency call until dispatched to responding unit.	60	65	70
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
Days Director covers dispatch	70	185	135
Annual events for Adair County Ambulance District	6,300	6,500	5,709
Annual events for Adair County Sheriff Department	5,000	5,088	5,814
Annual events for Kirksville Fire Department	2,400	2,435	2,521
Annual events for Kirksville Police Department	30,000	29,025	27,459
Annual events for Truman Department of Public Safety	2,400	2,400	2,767
Annual events for Kirksville/Adair County 911 Center	800	888	500
Annual events for Adair Rural Fire Department	475	400	513
911 calls originated from land lines	3,700	3,600	3,608
911 calls originated from cell phones	18,000	18,000	15,905
911 calls originated from Voice over IP	25	25	19
AUTHORIZED PERSONNEL			
E911 Communications Director	1	1	1
Chief Communications Operator	1	1	0
Communications Operator II	0	0	1
Communications Operator I	8	8	7
Total	10	10	9

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
E911 CENTRAL DISPATCH FUND 25						
Revenues 2500						
Telephone E-911 Tax	3110	43,430	37,350	43,430	43,205	43,649
Contractual Fees	3350	599,883	574,831	574,831	550,450	502,487
Investment Earnings	3980	400	600	600	636	975
Miscellaneous	3990	-	-	-	105	105
Total Program Revenues		643,713	612,781	618,861	594,396	547,215
Expenditures 2510						
Personnel						
Salaries, Regular	4000	371,826	307,621	307,576	300,667	288,740
Salaries, Temporary	4010	-	27,001	1,393	19,441	11,924
Salaries, Overtime	4020	7,712	6,999	22,786	7,071	7,063
Social Security	4030	29,035	26,134	24,579	23,446	22,146
Insurance, Dental	4060	4,433	4,056	3,882	3,648	3,658
Insurance, Life	4070	755	681	661	648	630
Retirement Contributions	4080	32,030	26,899	27,015	29,774	28,633
Insurance, Unemp Comp	4100	5,000	2,500	2,734	-	-
Insurance, Work Comp	4110	1,208	961	1,065	753	741
Insurance, Health	4130	76,596	61,866	65,675	51,353	53,486
Subtotal		528,595	464,718	457,366	436,799	417,020
Operating						
Misc. Contract Services	4500	19,157	17,172	16,713	16,063	15,965
Telecommunications	4650	84,290	63,160	62,040	52,662	50,970
Lease/Lease Purchase-Phone System	4670	30,000	-	-	8,409	20,181
Lease/Lease Purchase-CAD System	4671	-	17,680	17,171	16,725	17,247
Training	4770	5,400	5,410	4,745	4,896	4,927
Membership Dues	4780	200	200	167	167	167
Professional Publications	4790	300	100	100	-	-
Office Supplies	4800	1,000	1,000	1,000	755	1,339
Computer Supplies	4850	1,640	1,860	1,225	840	-
Printing and Copying	4890	1,000	1,100	1,100	811	347
Postage	4900	125	125	50	37	35
Minor Equipment & Supplies	4910	1,500	1,900	1,900	277	1,758
Computer Equipment & Software	4920	11,480	1,480	870	430	930
Radio Equipment & Maintenance	4980	6,000	6,000	5,960	5,501	5,981
Equipment Maintenance	5030	14,534	29,886	23,564	5,136	8,691
Electricity-Building	5890	540	990	500	820	811
Infrastructure	7160	3,000	-	-	11,046	14,205
Subtotal		180,166	148,063	137,105	124,576	143,553
Total Program Expenditures		708,761	612,781	594,471	561,374	560,573
Fund Balance, Beginning of Year		85,048	37,487	60,658	27,636	40,994
Fund Balance, End of Year		<u>\$20,000</u>	<u>\$37,487</u>	<u>\$85,048</u>	<u>\$60,658</u>	<u>\$27,636</u>

**NORTH BALTIMORE STREET COMMUNITY IMPROVEMENT DISTRICT
FUND 26**

PROGRAM DESCRIPTION: On August 18, 2016, a petition was filed with the City Clerk for the establishment of a community improvement district Pursuant to the CID Act, known as the North Baltimore Street Community Improvement District for the property located at 2405 North Baltimore Street, 2603 North Baltimore Street and 2605 North Baltimore Street. On September 19, 2016, the City Council conducted a public hearing to obtain comments and input from the community. After the hearing during the council meeting, the City Council adopted the ordinance to establish the North Baltimore Street Community Improvement District for a maximum twenty-five year term. This fund was created to capture no more than a 1-cent sales tax on sales within the District to fund improvements of public infrastructure on the property.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Marketing efforts will focus on the attraction of additional commercial development to the District.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Monitor implementation and collection of sales taxes imposed within the District.

SIGNIFICANT HIGHLIGHTS/CHANGES: The developer will began construction on commercial infrastructure and anticipates completion in the summer of 2017. Building will continue until the land is fully developed. As retail facilities are completed, the District will monitor implementation of sales tax revenues and collections.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
NORTH BALTIMORE STREET COMMUNITY IMPROVEMENT DISTRICT 26						
Revenues 2600						
Sales Taxes	3080	5,000	-	-	-	-
State & Federal Grants	3300	-	-	-	-	-
Investment Earnings	3980	-	-	-	-	-
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		5,000	-	-	-	-
Expenditures 2610						
Insurance	4220	1,500	-	-	-	-
Misc. Contractual Services	4500	1,700	-	-	-	-
Legal Services	4530	-	-	-	-	-
Professional Publications	4790	35	-	-	-	-
Infrastructure	7160	-	-	-	-	-
Total Program Expenditures		3,235	-	-	-	-
Fund Balance, Beginning of Year		-	-	-	-	-
Fund Balance, End of Year		<u>\$1,765</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

COMMUNITY PARTNERSHIP FUND 28

PROGRAM DESCRIPTION: This Fund serves as a conduit to account for joint projects with community groups. All monies in this Fund are obtained from fees, donations or grants. Available funds can be used for program supplies, seed money for grants or held in trust for special projects or other similar activities. Projects accomplished include the collection of monies for the construction of a skateboard park in 2008, and the collection of monies for the construction of McKinney Bark Park in 2014. Projected plans for 2017 include the construction of a boundary fence along the border of Forest-Llewellyn Cemetery.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
COMMUNITY PARTNERSHIP FUND 28						
Revenues 2800						
Activities Fees	3330	9,851	10,000	149	426	21,335
Investment Earnings	3980	50	60	24	41	152
Total Program Revenues		9,901	10,060	173	467	21,486
Expenditures 2810						
Transfer Out	6530	10,000	10,000	-	-	21,335
Program Supplies	6760	-	-	-	-	-
Total Program Expenditures		10,000	10,000	-	-	21,335
Fund Balance, Beginning of Year		2,429	1,850	2,256	1,790	1,638
Fund Balance, End of Year		<u>\$2,330</u>	<u>\$1,910</u>	<u>\$2,429</u>	<u>\$2,256</u>	<u>\$1,790</u>

HIGHWAY 63 ALTERNATE ROUTE FUND 34

PROGRAM DESCRIPTION: The Highway 63 Sales Tax Fund 98 was established in 2002 to account for the receipt of the ½-cent economic development sales tax dedicated solely for the four-lane construction of Highway 63 from Macon to Millard. Voters approved to extend this tax to year 2019 and fund the Highway 63 alternate route around Kirksville. The funds were placed in the South Highway 63 Alternate Route Fund 34 as of September 2012. The first scheduled payment for this project was made in June 2013 and will continue annually through June 2019. On April 5, 2016, voters once again approved the continuation of the sales tax after June 2019 for the purpose of funding economic development for economic and community development projects and street and stormwater improvements, in addition, authorization was given for the use of excess 2016 funds toward street improvements.

OBJECTIVES/GOALS

PROTECT CITY-OWNED ASSETS

- ◆ Invest funds to maximize earnings in accordance with the Investment Policy, City Council Policy 10.

SIGNIFICANT HIGHLIGHTS/CHANGES: The City plan to use the excess funds in 2017 to facilitate the purchase of an asphalt plant.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
HIGHWAY 63 ALTERNATE ROUTE FUND 34						
Revenues 3400						
Economic Development Sales Tax	3090	1,265,450	1,259,150	1,259,150	1,250,868	1,242,454
Economic Development Local Use Tax	3095	-	-	-	-	-
Loan Proceeds	3630	-	-	-	-	-
Investment Earnings	3980	3,150	5,875	5,660	5,659	9,690
Total Program Revenues		1,268,600	1,265,025	1,264,810	1,256,528	1,252,144
Expenditures 3410						
Lease/Lease Purchase	4670	1,297,095	1,284,774	1,284,774	1,272,570	1,260,482
Misc. Contract Services	4500	-	-	-	-	-
Transfers Out	6530	500,000	-	-	-	90,761
Total Program Expenditures		1,797,095	1,284,774	1,284,774	1,272,570	1,351,243
Fund Balance, Beginning of Year		1,196,920	1,221,611	1,216,884	1,232,926	1,332,024
Fund Balance, End of Year		\$668,425	\$1,201,862	\$1,196,920	\$1,216,884	\$1,232,926

AIRPORT FUND 87

PROGRAM DESCRIPTION: The Kirksville Regional Airport is a municipal operation that provides facilities and services for corporate and commercial America, as well as local business flyers, transient pilots, corporate pilots and commuter passengers. At the threshold of Kirksville, the Airport provides direct services to not only crew and aircraft owners, but to business and pleasure travelers, i.e., aircraft refueling, tie-downs, catering, ground support and hangar services for customers. Airport staff assists customers with transportation to and from Kirksville and in providing hospitality services. The continued competitive pricing of fuel costs and professional services provided has allowed for continued maintenance operations and Kirksville now has multiple twin engine aircraft stationed at the airport. Kirksville is an attractive location for jet aircraft quick turn refueling. The Airport, through on-site tenants, indirectly provides aircraft maintenance and avionics, air charter service, pilot instruction, and air commuter services. The Airport, to the greatest extent possible, pays for its operational expenses from revenue generated from fuel sales, concessions, hangar rentals and agricultural leases; however, it still relies on support from the City of Kirksville's General Fund, capital allocation from the CIST Fund, and the Transportation Sales Tax. The Airport also receives annual nonprimary entitlement funding in the amount of \$150,000 from the Federal Aviation Administration for airport capital projects. The financial responsibility of the airport is reduced on the local level through federal and state support. Based on the most recent Missouri Department of Transportation study the Kirksville Regional Airport has a total positive economic impact of over \$6 million dollars and twenty-four jobs.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Continue to market the Airport's amenities and services to both existing and potential business/industry
- ◆ Partner with Cape Air to market the commercial passenger aspect of the airport
- ◆ Insure that the community understands the significance of an FAA Part 139 Regional Airport and the economic impact it provides as it relates to current and future Kirksville business development
- ◆ Continue to seek innovative ideas to increase revenues and profitability

QUALITY OF LIFE

- ◆ Work with the Airport and Transportation Commission to determine future scheduling/feasibility of an annual event to promote the airport
- ◆ Continue to retain reliable and cost effective commercial air service to the community
- ◆ Work with the USDOT to keep Kirksville in compliance with the EAS program parameters

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Work with Cape Air to continue commuter service and increase ridership levels to surpassed prescribed USDOT standards
- ◆ Maintain full compliance with the FAA for the facility's Part 139 standards resulting in Kirksville being the only regional airport and commercial provider in northeast Missouri
- ◆ Continue a user-friendly operation, provide ground support, offer competitive fuel prices for general aviation, and increase general aviation customers
- ◆ Develop revenue projections for the Airport Fund to ensure sustainability
- ◆ Continue to work with State and Federal partners to make improvements to the airport
- ◆ Train all airport operators on FAR Part 139 to include aircraft rescue and fire fighting management
- ◆ Complete employee performance evaluations within thirty days of anniversary date

PROTECT CITY-OWNED ASSETS

- ◆ Continue to work with MoDOT on completion of improvement projects in accordance with the Airport Layout Plan to ensure compliance with both State and Federal regulations
- ◆ Develop long-range plans for implementation and monitor immediate needs for Airport capital, including aircraft parking apron rehabilitation, installation of a new fuel farm and terminal rehabilitation
- ◆ Determine costs of long-range plans and outline funding alternatives to support efforts

SIGNIFICANT HIGHLIGHTS/CHANGES: The Essential Service Contract was rebid in 2016. Three potential airline companies competed for the contract. Cape Air was awarded the contract for another four years. Parking Apron Rehabilitation Project funded through a 95% grant from MoDOT is under construction and slated to completion in 2016. The project has seen some challenges and will be pushed into 2017 to complete phase 3 and 4. Additional jet burning aircraft stationed on the airfield will equate to additional jet fuel sales in 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Passengers served by commercial air service through the FAA EAS program	10,000	10,928	11,078
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
Hangar occupancy	80%	75%	72.3%
Gallons sold-Jet A fuel	54,000	53,792	50,455
Gallons sold-Av Gas fuel	100,000	97,758	99,030
Individual FAA required and Part 139 training hours	400	380	380
Subsidy per commute passenger	\$161	\$149	\$149
% of performance evaluations completed within 30 days of due date	100%	100%	100%
FAA inspection discrepancies (goal=<3)	1	1	0
AUTHORIZED PERSONNEL			
Public Works Director/Airport Director	1	1	1
Airport Foreman	1	1	0
Airport Operator	<u>3</u>	<u>3</u>	<u>3</u>
Total	5	5	4

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
AIRPORT FUND 87						
Revenues 8700						
Intergovernmental						
State & Federal Grants	3300	1,726,660	2,691,416	1,066,998	307,296	669,978
Subtotal		1,726,660	2,691,416	1,066,998	307,296	669,978
Charges for Services						
Concessions	3320	950	1,250	550	506	591
Contractual Fees	3350	43,500	42,500	42,500	40,800	41,760
Terminal Rent	3510	13,580	13,280	13,131	12,980	12,742
Tie Down Fees	3520	50	-	100	-	210
Hangar Rentals	3530	35,415	47,395	35,578	40,935	40,815
KREDI Hangar Rental Fees	3540	-	-	-	-	488
Subtotal		93,495	104,425	91,859	95,222	96,605
Sales Income						
100 Octane Fuel Sales	3560	424,830	484,820	368,522	461,790	566,817
Jet-A Fuel Sales	3570	246,000	201,600	154,080	197,227	227,128
Aviation Oil Sales	3580	1,207	1,406	824	1,634	943
Subtotal		672,037	687,826	523,426	660,652	794,887
Other Income						
Refunds and Reimbursements	3900	200	225	-	5,250	794
Sale of Property	3940	-	-	-	-	14,266
Insurance Proceeds	3945	-	-	-	-	9,001
Transfers In	3950	225,402	408,180	257,162	200,234	587,017
Farm Income	3970	20,509	22,802	22,802	22,052	20,268
Miscellaneous	3990	1,050	620	2,157	1,202	2,127
Subtotal		247,161	431,827	282,121	228,738	633,472
Total Program Revenues		2,739,353	3,915,494	1,964,404	1,291,907	2,194,942

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
AIRPORT FUND 87						
Expenditures 8750						
Personnel						
Salaries, Regular	4000	141,243	139,025	140,810	136,186	144,707
Salaries, Temporary	4010	5,760	5,508	3,947	4,039	-
Salaries, Overtime	4020	8,141	7,561	7,277	7,977	9,301
Salaries, Call-Out	4025	-	648	350	86	125
Social Security	4030	11,869	11,685	11,152	10,717	11,198
Insurance, Dental	4060	2,094	2,094	1,811	1,783	1,972
Insurance, Life	4070	318	306	298	277	311
Retirement Contributions	4080	13,594	12,368	12,469	13,102	15,456
Insurance, Unemployment	4100	-	-	-	-	-
Insurance, Work Comp	4110	14,884	14,121	11,453	10,470	6,366
Insurance, Health	4130	37,194	37,194	37,195	27,415	23,674
Subtotal		235,096	230,510	226,762	212,055	213,110
Operating						
Insurance, Casualty	4220	16,680	15,371	15,116	8,820	4,381
Insurance Claims	4225	-	-	-	-	5,632
Misc. Contract Services	4500	250	250	229	996	3,303
Public Information	4610	30,000	41,815	43,474	63,780	-
Telecommunications	4650	1,635	2,076	1,487	1,305	1,690
Equipment Rental	4660	-	-	-	-	-
Lease/Lease Purchase	4670	-	-	-	-	316,451
Credit Card Expense	4730	4,000	8,648	3,690	6,117	7,764
Expense Allowance	4760	-	-	-	1,123	2,414
Travel/Training	4770	5,510	6,145	3,957	3,493	9,014
Office Supplies	4800	500	500	300	393	294
Computer Supplies	4850	500	500	300	162	-
Printing & Copying	4890	250	250	250	187	39
Postage	4900	300	300	263	293	323
Minor Equipment & Supplies	4910	5,200	5,100	4,591	2,990	3,249
Chemicals	4930	5,600	5,900	3,400	498	2,367
Safety Equipment	4950	300	300	300	295	110
Minor Fire Equipment	4960	150	510	460	160	57
Radio Equipment/Maintenance	4980	1,000	1,000	1,000	775	-
Vehicles-Autos/Trucks	5000	22,315	25,451	21,848	23,353	18,933
Vehicles-Motor Equipment	5010	14,379	11,358	10,842	9,256	8,785
Gas & Oil	5020	9,685	9,956	7,736	8,616	8,553
Equipment Maintenance	5030	4,300	4,950	4,532	4,483	3,926
Building Maintenance	5040	2,800	4,300	3,948	3,710	247
Land Maintenance	5050	4,750	4,450	4,464	3,422	9,368
Clothing, New	5070	1,250	1,250	1,133	933	1,145
Electricity-Buildings	5890	16,100	19,250	14,929	16,885	17,303
Rural Water	5940	1,000	720	825	635	549
Heating Fuel	5950	4,800	6,563	4,324	3,525	6,938
Debt Service	6630	23,245	23,245	23,245	23,244	-
Subtotal		176,499	200,158	176,644	189,449	432,835

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
AIRPORT FUND 87						
Cost of Goods Sold						
100 Octane Fuel	6100	320,830	395,122	261,474	347,662	479,565
Jet-A Fuel	6110	156,000	151,200	104,985	129,065	185,354
Aviation Oil	6120	1,000	1,250	1,000	1,114	777
Merchandise for Resale	6130	500	500	303	180	182
Subtotal		478,330	548,072	367,762	478,021	665,879
Capital						
Infrastructure	7160	1,713,474	2,546,663	863,189	105,143	593,402
Facilities	7170	-	-	-	-	-
Engineering	7180	105,641	289,162	180,185	201,211	119,886
Equipment	7210	20,500	100,500	81,159	8,532	48,766
Vehicles	7200	-	-	-	87,650	9,250
Subtotal		1,839,615	2,936,325	1,124,533	402,536	771,304
Total Program Expenditures		2,729,541	3,915,065	1,895,701	1,282,061	2,083,127
Fund Balance, Beginning of Year		(520,525)	(549,804)	(589,228)	(599,074)	(710,889)
Fund Balance, End of Year		(\$510,713)	(\$549,375)	(\$520,525)	(\$589,228)	(\$599,074)

NORTH PARK FUND 89

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

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Continue to explore partnerships and develop agreements with community organizations and agencies to maximize programming of the Complex.
- ◆ Provide a family-friendly recreational alternative for Kirksville citizens and others.
- ◆ Provide staff and equipment support to special events at the Complex that are of interest to the general public and fit with the purpose of the Complex.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Continue to explore ways to lower operational costs and increase revenues through marketing opportunities and improved management.
- ◆ Develop revenue projections for North Park to ensure sustainability.

PROTECT CITY-OWNED ASSETS

- ◆ Develop long-range facility plan including funding alternatives.

SIGNIFICANT HIGHLIGHTS/CHANGES: The contracts between the City and Kirksville Baseball and Softball Association (KBSA) and the Kirksville R-III School District were renewed and provided additional revenue. However, that additional revenue was not enough to offset the decline in participation in programs that utilize the North Park Complex. The KBSA agreement is once again up for renewal in 2017.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Partnerships	5	5	3
% of days available for usage	90%	91%	94%
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% increase in revenue	-3.6%	-9%	-10.5%
% increase in cost of operations	17%	.84%	-15.2%
# of participants – Adult Softball	300	390	429
Cost per participant – Adult Softball	\$20	\$18	\$27

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
NORTH PARK FUND 89						
Revenues 8900						
Charges for Services						
Concessions	3320	30,000	32,000	29,797	30,089	34,834
Activities Fees	3330	40,000	47,000	42,862	46,421	43,345
Contractual Fees	3350	10,000	10,000	10,000	9,500	9,500
Subtotal		80,000	89,000	82,659	86,010	87,679
Other Income						
Sale of Property	3940	-	-	-	-	-
Transfer In	3950	-	-	-	3,348	13,821
Refunds & Reimbursements	3900	100	100	360	2,093	-
Investment Earnings	3980	90	-	179	-	-
Miscellaneous	3990	250	250	250	177	850
Subtotal		440	350	789	5,618	14,671
Total Program Revenues		80,440	89,350	83,448	91,628	102,349

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
NORTH PARK FUND 89						
Expenditures 8910						
Personnel						
Salaries, Regular	4000	-	-	-	-	-
Salaries, Temporary	4010	20,970	18,500	17,978	17,131	22,751
Salaries, Overtime	4020	1,440	720	1,198	591	761
Social Security	4030	1,714	1,470	1,467	1,356	1,799
Insurance, Unemp Comp	4100	-	-	132	-	-
Insurance, Work Comp	4110	1,168	1,171	637	758	846
Subtotal		25,293	21,861	21,412	19,835	26,157
Operating						
Insurance Claims	4225	-	-	603	850	-
Misc. Contract Services	4500	20,945	21,200	17,394	17,710	19,192
Public Information	4610	-	-	-	-	-
Refunds	4750	-	-	-	-	-
Travel/Training	4770	100	100	-	-	40
Office Supplies	4800	-	-	-	-	-
Minor Equipment & Supplies	4910	1,000	1,000	1,000	416	220
Chemicals	4930	300	300	-	231	146
Vehicles-Auto/Trucks	5000	1,402	1,817	1,859	1,308	1,262
Vehicles-Motor Equipment	5010	5,248	4,465	3,931	3,582	3,238
Gas & Oil	5020	1,652	1,509	1,277	1,240	1,547
Equipment Maintenance	5030	200	200	200	-	75
Building Maintenance	5040	1,500	1,500	1,500	548	1,297
Land Maintenance	5050	5,000	7,000	4,017	4,319	1,770
Clothing, New	5070	200	200	-	57	71
Electricity-Field Lighting	5880	3,425	3,165	3,165	3,049	2,615
Electricity-Buildings	5890	3,180	2,950	2,100	2,414	2,126
Merchandise for Resale	6130	19,300	21,300	17,453	16,618	19,081
Program Supplies	6770	3,500	3,500	2,876	2,607	3,658
Subtotal		66,953	70,206	57,374	54,948	56,336
Capital						
Facilities	7170	-	-	-	3,348	-
Vehicles	7200	-	-	-	-	-
Equipment	7210	10,000	-	-	-	9,550
Subtotal		10,000	-	-	3,348	9,550
Total Program Expenditures		102,246	92,067	78,786	78,131	92,043
Fund Balance, Beginning of Year		28,465	12,599	23,803	10,306	-
Fund Balance, End of Year		\$6,660	\$9,882	\$28,465	\$23,803	\$10,306

CAPITAL PROJECT FUNDS

A capital project fund is established to account for governmental-type financial resources designated to be used for the acquisition or construction of major capital facilities or projects, excluding minor acquisitions financed from regular operating funds.

The City of Kirksville has three capital project funds:

Capital Improvements Sales Tax
Transportation Sales Tax
Industrial Park

These Funds are presented in detail on the following pages.

CAPITAL IMPROVEMENTS SALES TAX FUND 31

PROGRAM DESCRIPTION: The ¼-cent capital improvement sales tax was first approved by Kirksville voters in October 1992 for a five-year period. Five-year extensions were approved in April 1996 and again in April 2002. The tax was last renewed in April 2007 for an indefinite period. A comprehensive funding plan was presented to voters which allocated the annual collections of the ¼-cent sales tax for specific capital needs. An additional revenue source is the lease of the 3010 Industrial Building. Capital funded items include fire apparatus and equipment; capital equipment for General Fund operations; Airport capital; parks and recreation capital; storm drainage improvements; building and miscellaneous capital; sidewalk replacement; housing rehabilitation and demolition; and business improvement loans. Each category is allocated a specific amount of funds. Remaining funds are carried over and used for projects as identified by the City Council.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Support a low-interest loan program to provide funds to business owners for capital improvements to their business realty

QUALITY OF LIFE

- ◆ Provide limited funding support for enforcement of City sidewalk and property maintenance codes
- ◆ Work to eliminate sub-standard housing conditions as identified using low-interest loan funds

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Ensure cost-benefit analysis for new projects or programs prior to commitment of CIST funds
- ◆ Develop long-range revenue projections for CIST to ensure adequacy of revenues for anticipated needs
- ◆ Continue tracking of expenditures from sales tax revenues to ensure proceeds are used for the purposes outlined to the citizens of Kirksville
- ◆ Monitor monthly sales tax collections to ensure adequacy of current year funding

PROTECT CITY-OWNED ASSETS

- ◆ Continue to develop long-range plans for each funding area of CIST allocation plan

SIGNIFICANT HIGHLIGHTS/CHANGES: The final lease-purchase payment for fire truck 504 was made in July 2016 and preparations have been made for the purchase/replacement of an additional fire truck in 2017, in accordance with the CIST allocation plan. The City has applied for several grants to be awarded for completion in 2017 which will require matching funds. Those projects include a Missouri Department of Conservation grant for assistance with the construction of a shooting park, a Missouri Conservation Heritage Foundation Grant for a park shelter at Hazel Creek Lake and Solid Waste Management District Grant for the purchase of picnic tables and benches. Sidewalk replacement money will once again be available, as well as, the replacement of capital equipment and facility improvements.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS

	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Economic Development</i>			
<i>Key Measure: Effectiveness</i>			
Low-interest business loan recipients	1	1	0
% of business improvement loan funding allocation	50%	0%	0%
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of sales tax proceeds coverage of expenditures and transfers	75.0%	89.4%	74.1%
% increase in sales tax revenue over prior year	0.5%	1.1%	-0.3%
% increase in capital needs over prior year	50.0%	-16.3%	36.0%

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
CAPITAL IMPROVEMENTS SALES TAX FUND 31						
Revenues 3100						
State & Federal Grants	3300	964,301	972,138	35,000	-	35,000
Loan Proceeds	3630	-	-	-	-	-
Capital Improvement Sales Tax	3690	659,100	655,825	655,825	648,380	650,628
Capital Improvement Local Use Tax	3695	-	-	-	-	50,668
Loan Repayments	3850	-	-	396	-	-
Refunds & Reimbursements	3900	-	-	-	5,024	-
Transfer In	3950	10,000	10,000	-	-	21,335
Lease Payments	3970	167,500	167,500	167,500	144,206	125,474
Investment Earnings	3980	2,255	1,290	2,700	1,532	3,555
Miscellaneous	3990	55,126	55,126	-	5,691	-
Total Program Revenues		1,858,282	1,861,879	861,421	804,834	886,659
Expenditures 3120						
Lease/Lease Purchase	4670	100,000	99,859	99,859	99,859	99,859
Radio Replacement	4671	-	-	-	52,485	52,485
Transfer Out	6530	527,625	562,114	447,836	147,762	139,559
Infrastructure	7160	20,000	78,800	54,339	466	-
Facilities	7170	1,129,339	1,093,839	15,950	534,727	43,545
Equipment	7210	147,000	76,000	89,957	3,998	253,382
Sidewalk Replacement	7250	25,000	25,000	24,900	24,365	17,063
Park Improvements	7550	80,552	-	-	11,440	37,188
Storm Drainage	7570	-	-	-	-	-
Total Program Expenditures		2,029,516	1,935,612	732,841	875,101	643,080
Fund Balance, Beginning of Year		419,618	208,050	291,038	361,306	117,727
Fund Balance, End of Year		<u>\$248,384</u>	<u>\$134,317</u>	<u>\$419,618</u>	<u>\$291,038</u>	<u>\$361,306</u>

TRANSPORTATION SALES TAX FUND 32

PROGRAM DESCRIPTION: The ½-cent sales tax was first approved in November 1987 and renewed in November 2004. The tax was last renewed in April 2014 for an indefinite period. The proceeds from this tax are to fund the repair, reconstruction and construction of streets within the City, including stormwater drainage. Up to 5% of the sales tax proceeds can be used to fund other transportation needs, i.e., Airport and Kirk-Tran.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Construct or replace approximately 6,500 linear feet of curb and gutter to improve stormwater drainage, enhance safety and widen the affected streets.
- ◆ Encourage community groups and citizens to adopt City streets for beautification and assist in identifying potential needs.

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Ensure cost-benefit analysis for new projects or programs prior to commitment of TST funds.
- ◆ Develop long-range revenue projections for TST to ensure adequacy of revenues for anticipated needs.
- ◆ Monitor revenue and expenditures from sales tax revenues to ensure adequacy of funding and proceeds are used in accordance with the five-year street plan.
- ◆ Award annual contract for street improvement program no later than May.
- ◆ Implement a Complete Streets program by evaluating the comprehensive needs for the street, sidewalk, bicycle path or route, walking/hiking trails and storm drainage together instead of as separate items.

PROTECT CITY-OWNED ASSETS

- ◆ Continue to develop long-range plans for the funding needs of the Transportation Sales Tax Fund.
- ◆ Integrate the long-range street plans as identified in the Comprehensive Plan into the five-year street plan presented to City Council.
- ◆ Based on the IMS Study, the information will be used to update PAVER database and develop plan for annual street improvement program.
- ◆ Upgrade streets listed in annual plan by overlaying existing surface with asphaltic concrete, utilize techniques such as slurry seal and micropaving to extend service life of asphaltic pavements currently five to eight years old and repair selected concrete pavement sections.

SIGNIFICANT HIGHLIGHTS/CHANGES: In 2017, the program focus will continue to be maintenance and improvement of existing streets, contingent on the purchase of asphalt plant or availability of asphalt. Current 2017 Street Improvement Plan is based on contractor pricing to include asphalt material. Asphalt pricing will be cut significantly, if the asphalt plant is purchased, which would increase the total miles of street rehabilitation.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Quality of Life</i>			
<i>Key Measure: Effectiveness</i>			
Linear feet of curb and gutter constructed or replaced	8,500	10,356	8,119
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of sales tax proceeds coverage of expenditures and transfers	102.8%	93.8%	80.3%
% increase in sales tax revenue over prior year	0.3%	1.3%	3.2%
% increase in capital needs over prior year	87.3%	-14.0%	49.7%
<i>Council Goal: Protect City-Owned Assets</i>			
<i>Key Measure: Effectiveness</i>			
Average Pavement Condition Index (PCI) rating	60	59	82
Square yards of concrete pavement repaired	3500	13,503	2,894
Centerline lane miles of asphalt pavement overlaid or sealed	3.5	2.15	3.6
Miles of major street reconstruction or construction	0.70	0.87	0.64
Miles of new street added to the inventory	0	0.11	0

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
TRANSPORTATION SALES TAX FUND 32						
Revenues 3200						
State & Federal Grants	3300	212,686	165,621	8,000	82,176	-
Transportation Sales Tax	3690	1,318,200	1,311,650	1,311,650	1,296,760	1,301,254
Transportation Local Use Tax	3695	-	-	-	-	-
Transfer In-CIST	3950	-	-	-	25,000	25,000
Investment Earnings	3980	945	875	1,125	587	3,351
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		1,531,831	1,478,146	1,320,775	1,404,523	1,329,605
Expenditures 3251						
Charge Out	4040	110,000	110,000	110,000	110,000	110,000
Testing	4580	5,000	4,200	3,060	-	-
Transfer Out	6530	126,546	189,350	39,349	38,933	129,798
Kirk-Tran Support	6531	26,364	26,233	26,233	25,955	26,025
Streets, Asphalt	7500	565,000	140,472	238,923	558,584	555,124
Streets, Concrete	7510	475,000	389,324	390,707	572,223	599,701
Streets, Projects	7520	387,686	663,715	478,070	-	-
Curb, Gutter & Storm Drain-cur yr	7570	-	-	-	-	200,000
Crack Sealing Program	7580	-	-	-	-	-
Asphalt Repair Program	7590	-	-	-	-	-
Osteopathy-Gardner to Jefferson	7640	-	-	-	-	-
Jamison, Hwy 6-Hwy 11, Phase II	7680	-	-	-	-	-
Jefferson Street CBD Design	7700	-	-	-	-	-
Jefferson Street CBD	7710	-	-	-	-	-
Cable Street Extension	7720	-	-	-	-	-
Halliburton Street Improvement	7740	-	-	-	-	-
Normal, Baltimore to Cottage Grove	7750	-	-	-	-	-
Total Program Expenditures		1,695,596	1,523,294	1,286,342	1,305,694	1,620,649
Fund Balance, Beginning of Year		198,399	118,063	163,966	65,138	356,181
Fund Balance, End of Year		<u>\$34,634</u>	<u>\$72,915</u>	<u>\$198,399</u>	<u>\$163,966</u>	<u>\$65,138</u>

INDUSTRIAL PARK FUND 33

PROGRAM DESCRIPTION: The Kirksville Industrial Park consists of a 33-acre tract of land and an industrial building owned by the City of Kirksville. In October 2003, the City acquired the 3010 Industrial Building (formerly Standard Register) after the company ceased operations. The City worked with K-REDI to market the building and beginning January 1, 2006, leased to Cenveo (formerly Commercial Envelope) which has an option to purchase the building after obtaining required employment levels.

OBJECTIVES/GOALS

ECONOMIC DEVELOPMENT

- ◆ Identify and develop a plan to acquire additional land for industrial/commercial development.
- ◆ Continue to work with K-REDI to market the one remaining lot of 7.07 acres in the Industrial Park.
- ◆ Monitor Cenveo’s progress to attain necessary employment levels to reduce leasing costs.

SIGNIFICANT HIGHLIGHTS/CHANGES: A transfer from the capital improvement sales tax will continue to fund property insurance on the 3010 Industrial Building.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
INDUSTRIAL PARK FUND 33						
Revenues 3300						
Transfer In	3950	7,605	6,164	6,473	4,013	2,080
Total Program Revenues		7,605	6,164	6,473	4,013	2,080
Expenditures 3310						
Building Maintenance	5040	-	-	-	-	-
Insurance, Liability	4220	7,605	6,164	6,473	4,013	2,080
Total Program Expenditures		7,605	6,164	6,473	4,013	2,080
Fund Balance, Beginning of Year		0	-	0	(0)	-
Fund Balance, End of Year		\$0	\$0	\$0	\$0	(\$0)

INTERNAL SERVICE FUNDS

Internal service funds are considered a "proprietary fund" type, which are used to account for the funding of goods or services provided by one department to other departments on a cost-reimbursement basis. These are unique in that they provide services to other City departments on a user-charged basis.

The City accounts for two such funds:

Central Garage
Insurance

These Funds are presented in detail on the following pages.

CENTRAL GARAGE FUND 40

PROGRAM DESCRIPTION: Central Garage provides comprehensive fleet management services to the City of Kirksville with two Automotive Service Excellence (ASE) certified mechanics, an administrative assistant and a supervisor. Services include preventative maintenance and repair services for all city-owned vehicles and other rolling stock, coordination of inspection and testing of specialty equipment, such as fire truck ladders, lifting and loading equipment and fueling trucks, vehicle purchasing support services, inventory and mechanical work, such as welding and sheet metal work. All records of maintenance work done are kept on hard copy and in the Computer Fleet Analysis (CFA) database.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Review of fleet composition and vehicle replacement program to recommend appropriate vehicles or equipment to meet City needs and track secondary and “grant” vehicles.
- ◆ Reduce overall repair parts cost by improved inventory management, installation of used parts on older vehicles, purchase of best-priced parts, such as tires, utilization of state contracts and dealer incentives and improved diagnosis of vehicle issues.
- ◆ Increase availability of equipment through improved inspections and post-repair test drives.
- ◆ Continue Commercial Driver’s License (CDL) driver training support and individual driving tips, which will increase operator efficiency and reduce vehicle down time due to operator error and accidents.
- ◆ Review and evaluate the internal review replacement policy making changes where necessary to ensure the most efficient use of city resources.

SIGNIFICANT HIGHLIGHTS/CHANGES: Replacement of vehicles/equipment continues to be based on a combination of fleet wide American Public Works Association (APWA) style analysis and council policy 12, including fire apparatus. Preventative maintenance (PM) will continue to be a priority. Department of Transportation (DOT) inspections and test driving equipment will continue to improve vehicle availability.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
% of performance evaluations completed within 30 days of due date	100%	100%	100%
Average cost per breakdown repair	\$64.90	\$61.54	\$68.53
Average downtime hours per vehicle	1.93	0.74	3.69
Average maintenance cost per mile	\$0.95	\$0.81	\$1.12
% of outside labor vs. total vehicle expense	3.6%	3%	4.21%
Average availability (%)			
Police patrol cars	99%	99.90%	99.95%
Fire trucks	99%	99.90%	99.78%
Heavy trucks	99%	99.90%	99.72%
Medium trucks	99%	99.78%	100%
Light trucks/cars	99%	99.70%	99.70%
Backhoes	99%	99.90%	99.60%
Construction equipment	99%	99.10%	99.83%
Maintenance equipment	99%	99.90%	99.89%
Total fleet	99%	99.93%	99.79%
AUTHORIZED PERSONNEL			
Fleet Maintenance Supervisor	1	1	1
Mechanic	2	2	2
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total	4	4	4

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
CENTRAL GARAGE FUND 40						
Revenues 4000						
State & Federal Grants	3330	-	-	-	-	-
Fuel Sales	3810	257,759	246,181	175,826	168,648	262,515
Vehicle Maintenance Charge In	3820	398,406	415,603	379,321	345,389	318,291
Grease & Oil Sales	3870	6,678	6,450	5,854	5,864	6,371
Refunds	3900	-	-	-	-	-
Sale of Property	3940	-	-	2,050	-	-
Transfers In	3950	-	-	-	-	-
Investment Earnings	3980	-	-	-	-	-
Total Program Revenues		662,843	668,234	563,052	519,900	587,177
Expenditures 4010						
Personnel						
Salaries, Regular	4000	156,523	170,107	144,839	142,544	130,007
Salaries, Overtime	4020	-	603	6	587	56
Salaries, Call-Out	4025	-	1,130	424	347	409
Social Security	4030	11,974	13,146	10,874	10,630	9,432
Insurance, Dental	4060	1,839	1,839	1,667	1,672	1,636
Insurance, Life	4070	289	344	223	319	280
Retirement Contributions	4080	14,244	12,655	11,847	14,271	12,898
Insurance, Unemp Comp	4100	-	-	-	-	-
Wellness	4170	-	-	-	-	-
Insurance, Work Comp	4110	6,275	5,740	5,179	4,325	3,645
Insurance, Health	4130	25,041	25,041	24,428	20,868	24,867
Subtotal		216,185	230,605	199,487	195,564	183,232
Operating						
Misc. Contract Services	4500	320	155	200	170	60
Testing	4580	75	75	75	-	-
Telecommunications	4650	850	850	708	683	1,228
Travel/Training	4770	1,350	1,100	1,069	403	115
Membership Dues	4780	-	-	-	-	-
Office Supplies	4800	300	400	194	283	330
Medical Supplies	4810	70	140	50	38	10
Printing & Copying	4890	350	400	241	275	163
Postage	4900	100	100	38	16	82
Minor Equipment & Supplies	4910	4,635	3,824	3,824	3,209	2,168
Computer Equipment & Software	4920	1,865	1,695	1,695	12,220	695
Safety Equipment	4950	530	705	501	285	106
Radio Equipment/Maintenance	4980	-	-	-	-	-
Vehicles-Auto/Trucks	5000	2,323	1,704	1,704	698	663
Gas & Oil	5020	4,202	3,500	3,485	3,384	3,691
Equipment Maintenance	5030	1,775	1,575	3,873	519	400
Building Maintenance	5040	1,000	1,000	1,000	450	569
Clothing, New	5070	500	400	400	240	145
Electricity-Buildings	5890	6,060	6,180	5,830	5,777	4,754
Heating Fuel	5950	4,500	4,722	4,285	3,064	4,150
Subtotal		30,805	28,525	29,172	31,713	19,328

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
CENTRAL GARAGE FUND 40						
Cost of Goods Sold						
Diesel Fuel	6150	143,757	126,903	100,251	100,371	142,529
Unleaded Fuel	6170	114,002	119,278	75,575	69,362	120,334
Grease & Oil	6190	6,678	6,450	5,854	8,045	63
Tires & Tubes	6200	39,805	43,885	42,092	20,808	29,113
Repair Parts	6210	87,895	87,611	88,595	74,976	63,836
Outside Work On Equipment	6220	23,716	21,361	16,678	16,520	17,628
Subtotal		415,853	405,488	329,045	290,083	373,503
Capital						
Vehicles	7200	-	-	-	-	-
Equipment	7210	-	3,615	3,298	-	-
Subtotal		-	3,615	3,298	-	-
Total Program Expenditures		662,843	668,233	561,002	517,360	576,063
Fund Net Position, Beginning of Year		15,706	11,115	13,656	11,115	1
Fund Net Position, End of Year		<u>\$15,706</u>	<u>\$11,116</u>	<u>\$15,706</u>	<u>\$13,656</u>	<u>\$11,115</u>

Insurance Fund 60

PROGRAM DESCRIPTION: The City provides medical and dental insurance to employees and their dependents. The Insurance Fund is used to track medical and dental revenues (premiums) and expenditures (claims and administration costs). Given the volatility of fully insured plans the City has chosen to provide a partially self-funded plan maintaining individual contracts: Third Party Administrator, Re-Insurance Providers, Pharmaceutical Benefits Manager, and Preferred Provider Network provider.

Inter-fund transfer revenue fees are based on the number of employees (and the level of coverage) per fund. Inter-fund transfers represent approximately 80% of the funding for dental and medical insurance. Premiums charged to employees and retirees for the service of dental and medical insurance represents approximately 20% of the funding. Maximum medical claims liability represents approximately 79% of the expenses. Dental claims represent approximately 5.6% of claims expense.

State law requires that we bid our providers every three years (January 2018).

OBJECTIVES/GOALS

To provide employees and their families with comprehensive, yet cost-effective, program for health and dental benefits. Through the provision of competitive benefits package, the City is able to recruit and retain a high quality work force that can in turn provide excellent service to Kirksville customers

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Provide a comprehensive and cost-effective program for health and dental benefits
- ◆ Promote employee wellness through health screenings and physical activity opportunities
- ◆ Offer a competitive benefits package in order to recruit and retain a high-quality work force
- ◆ Educate employees about their role in maintaining an affordable insurance plan
- ◆ Ensure revenue coverage of maximum claim liability anticipated

SIGNIFICANT HIGHLIGHTS/CHANGES: Employees pay 30% of the employee only premium and 50% of the family premium. Employees who do not use tobacco products and who participate in the health assessment and meet their health index goal receive a premium discount equivalent to the employee only premium charge (30%). We anticipate a 20% increase in medical costs and a 5% increase in dental costs for 2016.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
<i>Council Goal: Fiscal Responsibility and Efficiency in Government</i>			
<i>Key Measure: Effectiveness</i>			
Annual Medical/Dental/Pharmaceutical Cost per employee	\$8,972	\$8,418	\$8,215
Total participation in Biometric Screening (employee/spouse)	140	138	120
Number of employees who met their Interactive Health Index goal	100	110	95
Average employee sick leave usage (hours)	32	41	32

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
INSURANCE FUND 60						
Revenues 6000						
Employer Contributions	3890	1,390,030	1,386,882	1,345,185	1,094,229	1,033,717
Refunds and Reimbursements	3900	-	-	222,891	33,915	8,243
Employee Contributions	3920	338,455	370,843	354,797	297,495	327,371
Investment Earnings	3980	4,200	6,250	6,250	6,755	9,840
Miscellaneous	3990	-	-	-	-	-
Total Program Revenues		1,732,685	1,763,975	1,929,123	1,432,394	1,379,171
Expenditures 6002						
Claims Expense	4140	1,725,435	1,622,536	1,156,291	1,406,700	837,962
Administrative Expense	4150	49,465	45,980	45,059	48,748	45,632
Reinsurance Expense	4160	213,662	181,860	190,924	182,318	171,388
Wellness	4170	37,325	37,730	36,034	52,255	31,484
Misc. Contract Services	4500	6,500	8,752	7,874	10,058	14,327
Membership Dues	4780	-	-	-	-	-
Transfers Out	6530	-	-	-	-	-
Total Program Expenditures		2,032,387	1,896,858	1,436,182	1,700,079	1,100,794
Fund Net Position, Beginning of Year		1,271,651	987,246	778,710	1,046,394	768,017
Fund Net Position, End of Year		<u>\$971,949</u>	<u>\$854,363</u>	<u>\$1,271,651</u>	<u>\$778,710</u>	<u>\$1,046,394</u>

ENTERPRISE FUND

An enterprise fund is also considered a "proprietary fund" type and is used to account for resources committed to self-supporting activities of governmental units that render services on a user-charged basis. The City maintains a combined waterworks, sewerage and stormwater management system under the Utility Fund, which is classified as an enterprise fund, since its function is to provide services to the general public that are recovered through user charges.

An Operations, Maintenance and Replacement Fund is a supplement to the waterworks and sewerage systems and is reported as one operation. The fixed portion of the user fee funds the Operations, Maintenance and Replacement Fund, which is a requirement for participation in the State Revolving Loan Fund program.

Details are presented on the following pages.

UTILITY FUND 80, 81

PROGRAM DESCRIPTION: The Utility Fund is a major fund of the City due to its financial impact and importance of services delivered to Kirksville citizens of water, sewer, stormwater management and contracted solid waste collection. The Utility Fund is comprised of the divisions described below in addition to capital divisions for water, wastewater, and stormwater. An Operation, Maintenance and Replacement Fund is a component of utility operations but is reported separately to maintain compliance with the State Revolving Loan Fund Program.

- **Administration** provides the administrative support for the water, sewer and stormwater operations. Meter reading and utility billing operations are performed by this division. Customer service and collection of utility revenues is a shared function with the Finance Department staff. Rate determination, financing for long-term projects and compliance with State Revolving Loan Fund (SRF) and American Reinvestment and Recovery Act (ARRA) bond covenants are the responsibility of management.
- **Water Treatment** has the responsibility to deliver potable water to the customer without deterioration in quality during transportation and to meet all requirements of State and Federal regulations. This division provides pumping and treatment of water furnished to customers, maintenance of Hazel Creek Lake and Forest Lake facilities, including the watersheds, lake reservoirs, and raw water pumping stations, the transmission of raw water from the lakes to the Water Treatment Plant (WTP) and provision of an adequate water supply for fire protection.
- **Water Distribution** provides customer service and maintenance of water mains, valves, and fire hydrants. This division also installs new water mains, valves, and hydrants under an Owner Supervised 5-year Maintenance plan.
- **Stormwater** focuses on the improvement of stormwater drainage throughout the City. This division was established with the issuance of \$2.274 million of Recovery Zone Economic Development bonds in 2010. Voter approval was secured in April 2010 for the incurrence of this debt.
- **Wastewater Collection** is responsible for maintaining the system of gravity sanitary sewers and pump stations which collect and transport residential and industrial waste water to the City's treatment facility. This division maintains, cleans, and repairs the City's sewer system. It constructs new sewer mains and installs and repairs man-holes and force mains as well.
- **Wastewater Treatment** is responsible for the treatment of wastewater and for returning the treated effluent and biosolids safely to the environment. This division maintains the wastewater treatment plant and seventeen lift stations.

OBJECTIVES/GOALS

QUALITY OF LIFE

- ◆ Evaluate water, sewer and storm drainage infrastructure needs to support future residential and industrial growth.
- ◆ Provide reliable, safe, uninterrupted service to customers and other who rely on the City's water and wastewater system.
- ◆ Manage the Stormwater Drainage program of the Utility Fund.
- ◆ Municipal Separate Storm Sewer System (MS4) permit and Stormwater Management Plan (SWMP).

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

Administration

- ◆ Ensure that water and sewer rates are sufficient to cover operational needs, capital funding, and debt service coverage.
- ◆ Ensure that collection of stormwater fees adequately fund debt service requirements and ensure eligibility of IRS interest rebate.
- ◆ Ensure that net revenue coverage of both water and sewer operations is at least 110% of annual debt service to continue to receive funding through the SRF program.
- ◆ Provide timely communication of changes in rates or procedures through web, billing statements and media.

Water Treatment

- ◆ Maintain compliance with all drinking water quality regulations at the lowest practical cost, using the current technology.
- ◆ Evaluate current staffing and operational schedules, recommend measures to reduce overtime costs.

Water Distribution

- ◆ Adjust distribution system flushing procedures.
- ◆ Elimination of dead end lines when possible.
- ◆ Update the owner-supervised maintenance program, focusing on lines with repeated failures as well as on replacement of lines below desired hydraulic capacity.

Stormwater

- ◆ Allocate available funds to alleviate storm drainage issues in areas with most impact.

Wastewater Collection

- ◆ Minimize fats, oil, and grease loads (FOG) at the plant by grease reduction through inspection, regular jetting, chemical treatment at lift stations, cooperation with local industries, and coordination with Code Enforcement.
- ◆ Continue work on a compliance plan to reduce sanitary sewer discharge at Outfall #2 at the wastewater treatment plant.
- ◆ Institute sewer main relining program.
- ◆ Institute a manhole reline or refurbish program to help reduce I & I (Infiltration of ground water into the sewer system).

Wastewater Treatment

- ◆ Oversee the construction of the new activated sludge wastewater treatment plant. This project is scheduled for completion August, 2016
- ◆ Maintain and upgrade as needed 17 wastewater lift stations
- ◆ Maintain compliance with existing state regulations as plans for plant improvements are completed.
- ◆ Educate employees and the general public on the latest wastewater technologies

PROTECT CITY-OWNED ASSETS

- ◆ MoDNR has approved the facility plans and construction of the Wastewater Treatment Plant (WWTP) improvements began in March 2016.
- ◆ Integrate long-range utility needs as identified in the City Comprehensive Plan into the five-year utility plan.

SIGNIFICANT HIGHLIGHTS/CHANGES:

Water Treatment and Distribution: In July 2016 we started a PAC (Poly Aluminum Chloride) trial to test the possibilities of being able to treat the water coming out of the plant at a more cost effective manner. If this trial produces the results we are hoping for, it will reduce the amount spent on certain chemicals for a substantial cost savings. The Five-Year Owner Supervised Program for distribution system improvements will be evaluated and construction of replacement lines with frequent failures and large water loss are a priority, as well as upgrading sizing for adequate fire protection, with the elimination of dead end lines where possible.

Wastewater Treatment and Collection: Began a sewer main and manhole relining program. The construction of the new wastewater treatment plant started March 2016 and is scheduled for completion September 2017. South Outfall No. 2 Interceptor Improvements are complete. Replacement and improvements will be made to various sewer mains in 2016 and 2017.

Stormwater: The City has implemented our MS4 permit. We will evaluate the remaining stormwater projects to determine in house design.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Budget 2017	Projected 2016	Actual 2015
Council Goal: Fiscal Responsibility and Efficiency in Government			
Key Measure: Effectiveness			
% of performance evaluations completed within 30 days of due date			
Water Treatment	100%	71%	83%
Wastewater Treatment	100%	100%	100%
Utility Maintenance	100%	100%	100%
Overtime Salaries as % of Regular Salaries			
Water Treatment	10.0%	9.9%	12.9%
Wastewater Treatment	5.6%	5.3%	5.9%
Utility Maintenance	3.0%	2.5%	3.6%
Administration			
% of water billed to water pumped (goal=>90%)	90%	87%	84%
% of reserve maintained	100%	100%	100%
Debt service coverage (goal=>1.1)	1.50	1.82	2.15
% of customers paying accounts on-line	25%	24%	23%
% of estimated meter reads	<1%	<1%	<1%
% of capital projects completed within budget	100%	100%	97%
Water Treatment			
% of compliance with limits for disinfection byproducts (Trihalomethanes/haloacetic acids)	100%	100%	100%
Water quality complaints	0	2	2
Average time to resolve quality complaints for customer (hours)	<.5	<.5	<.5
Water Distribution			
Feet of new or replacement water mains installed	9,676	8,657	10,694
Water main breaks	50	45	42
Average cost of six-inch water mains installed in-house (per foot)	\$23.43	\$27.17	\$19.69
Average cost of six-inch water mains installed by contract (per foot)	n/a	\$112.09	n/a
Wastewater Collection			
Feet of new or replacement sewer mains installed	1,000	1,050	430
Average cost of eight-inch sewer mains installed in-house (per ft.)	\$27.50	\$26.70	\$20.69
Feet of sewer lines cleaned	434,483	491,463	443,945
Odor and sewer back-up work orders	80	70	112
Wastewater Treatment			
Reported by-pass events and sanitary sewer overflows	5	3	21
Million gallons of inflow	2.60	2.56	2.72
Average BOD (parts per million daily)	15.8	15.2	16.4
Suspended solids (parts per million daily)	14.5	13.4	15.1
Average daily outflow (per million gallons per day)	2.30	2.56	2.04
Average ammonia (parts per million daily)	.50	.42	.68
Average oil & grease (parts per million daily)	1.40	1.21	1.68

AUTHORIZED PERSONNEL

Administration 8002

Accounts Receivable Clerk	1	1	1
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Water Treatment 8020

Public Works Director	0.25	0.25	0.25
Water Superintendent	1	1	1
Utility Operator II	1	1	0
Utility Operator	6	6	6
Maintenance Worker	<u>1</u>	<u>1</u>	<u>1</u>
Total	9.25	9.25	8.25

Water Distribution 8030

Utility Superintendent from Utility Maintenance Supervisor	1	1	1
Foreman from Maintenance Foreman	2	2	2
Equipment Operator from Equipment Operator II	3	3	3
Sewer Jet Operator from Equipment Operator	1	1	1
Utility Locator	1	1	1
Customer Service Representative	2	2	2
Maintenance Worker II from Maintenance Worker	<u>5</u>	<u>5</u>	<u>5</u>
Total	15	15	15

Wastewater Treatment 8080

Public Works Director	0.25	0.25	0.25
Wastewater Superintendent	1	1	1
Chief Utility Operator	1	1	1
Utility Operator II	1	1	0
Utility Operator	1	2	2
Lab Technician (Mechanic)	1	1	1
Maintenance Worker	<u>1</u>	<u>1</u>	<u>1</u>
Total	6.25	6.25	6.25

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
Revenues 8000						
Intergovernmental/Interagency						
State & Federal Grants	3300	50,000	-	-	15,000	-
Service Continuation Fee	3350	-	-	-	-	-
ARRA Bonds-Project	3620	-	-	-	-	-
ARRA Bonds-COI	3621	-	-	-	-	-
Bond Proceeds-W	3630	-	-	-	-	-
Bond Proceeds-WW	3631	6,605,912	12,688,846	11,394,088	1,453,090	31,910
Loan Proceeds	3632	-	-	-	-	-
Subtotal		6,655,912	12,688,846	11,394,088	1,468,090	31,910
Charges for Services						
Trash Services	3640	29,765	29,765	29,765	28,041	30,756
Sewer Use Charge-WW	3651	5,096,600	3,781,000	3,781,000	3,511,531	3,118,773
Excess Sewer Charge-WW	3661	24,750	24,750	1,000	17,436	39,716
Storm Water Charge	3670	180,500	180,500	180,500	180,259	180,272
Federal Interest Rebate	3671	46,200	48,226	48,384	50,269	51,909
Water Sales -W	3700	4,365,500	3,955,417	3,955,417	3,762,845	3,570,778
Penalty Fees	3710	127,675	126,450	127,675	142,973	120,431
Sales of Merchandise-W	3720	20,970	20,970	27,000	20,062	22,190
Bulk Water-W	3730	2,360	500	2,360	620	590
Bad Debt Collections	3740	4,400	5,890	4,400	5,664	7,093
Service Calls	3750	9,590	9,515	9,590	9,590	8,835
Primacy Fee-W	3760	490	425	490	463	427
Sewer Connection Fee	3761	-	-	-	-	-
Tap Fees-W	3770	9,700	2,400	9,700	2,261	3,200
Tap Fees-WW	3771	-	-	-	-	-
Stormwater Development Fees	3772	20,000	7,200	38,500	6,664	7,176
Subtotal		9,938,500	8,193,008	8,215,781	7,738,679	7,162,146
Other Income						
Plumbers Licenses-W	3890	4,240	2,475	4,240	2,450	2,675
Refunds & Reimbursements-W	3900	-	-	-	(306)	-
Refunds & Reimbursements-WW	3901	-	-	-	-	-
Sale of Property	3940	6,000	-	6,700	11,360	391
Insurance Proceeds	3945	-	-	-	-	11,318
Transfer In-W	3950	1,073,440	1,201,760	905,584	573,267	93,686
Transfer In-WW	3951	1,757,532	1,080,911	898,076	1,632,157	675,781
Transfer In-SW	3952	50,000	-	-	-	-
Capital Contributions	3960	-	-	-	-	-
Rental Income-W	3970	138,849	136,070	135,977	133,386	136,929
Investment Earnings-W SRF	3980	111,700	120,108	121,950	131,094	137,980
Investment Earnings-WW SRF	3981	98,900	101,287	132,700	148,952	164,054
Investment Earnings	3982	33,400	41,700	49,325	42,565	61,371
Investment Earnings-SW	3983	-	-	-	-	-
Miscellaneous-W	3990	6,510	4,500	6,510	6,508	10,308
Miscellaneous-WW	3991	6,175	6,175	6,175	7,212	310
Subtotal		3,286,746	2,694,986	2,267,237	2,688,645	1,294,803
Total Program Revenues		19,881,158	23,576,840	21,877,106	11,895,414	8,488,859

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
UTILITY ADMINISTRATION 8002						
Personnel						
Salaries, Regular	4000	35,949	41,338	35,377	34,805	32,632
Salaries, Temporary	4010	3,744	-	-	-	-
Salaries, Overtime	4020	667	616	616	54	-
Social Security	4030	3,088	3,209	2,373	2,329	2,226
Charge-Out	4050	(17,379)	(17,819)	(15,346)	(14,579)	(14,099)
Insurance, Dental	4060	519	519	660	482	472
Insurance, Life	4070	86	84	83	77	74
Retirement Contributions	4080	3,332	3,006	2,933	3,468	3,390
Insurance, Unemp Comp	4100	5,000	5,000	5,200	-	-
Insurance, Work Comp	4110	125	103	113	70	1,318
Insurance, Health	4130	10,311	10,311	15,098	8,925	8,184
Subtotal		45,441	46,367	47,107	35,632	34,196
Operating						
Insurance, Liability-W	4220	7,605	29,852	30,957	31,237	35,230
Insurance, Liability-WW	4221	13,248	38,182	39,527	37,523	39,339
Insurance Claims	4225	25,000	25,000	6,887	10,941	17,491
Bad Debt Expense	4240	5,500	5,500	4,000	1,733	3,015
Trash Contractual Fees	4480	-	-	-	-	-
Misc. Contractual Services-W	4500	1,362	1,275	1,250	584	4,150
Misc. Contractual Services-WW	4501	3,627	-	-	-	-
Legal & Administrative Fees	4530	19,750	23,900	21,098	22,574	23,914
Legal & Administrative Fees	4531	226,803	52,325	88,083	38,339	33,887
Lease/Lease Purchase	4670	523,110	523,110	523,110	523,110	523,110
Management Fee-W	4700	218,275	197,771	197,771	188,142	178,539
Management Fee-WW	4701	256,068	190,288	189,100	176,448	157,924
Management Fee-SW	4702	9,025	9,025	9,025	9,013	9,014
Payment in Lieu of Taxes	4703	483,368	399,852	395,896	373,604	345,477
Credit Card Expense	4730	36,000	27,500	33,722	26,622	22,177
Refunds	4750	-	-	-	301	-
Membership Dues	4780	-	-	-	-	-
Office Supplies	4800	500	500	500	-	-
Printed Forms	4870	-	8,710	6,043	5,331	5,936
Printing & Copying	4890	7,865	-	-	-	-
Postage	4900	41,000	39,900	39,900	39,552	37,573
Minor Equipment & Supplies	4910	-	-	-	-	-
Computer Equipment & Software	4920	17,965	15,130	19,865	11,840	7,507
Safety Equipment	4950	-	-	-	-	-
Radio Equipment/Maintenance-W	4980	-	-	-	-	-
Clothing, New	5070	-	-	-	-	-
Water Meter Replacements	5130	45,520	45,520	37,898	15,420	11,283
SRF Bonds-W	6630	459,148	471,741	439,008	441,160	448,327
SRF Bonds-WW	6631	1,064,129	903,412	882,013	819,709	805,593
Bond Issuance Cost	6635	-	-	139,000	-	31,910
Subtotal		3,464,869	3,008,493	3,104,652	2,773,182	2,741,396
Total Program Expenditures		3,510,310	3,054,860	3,151,759	2,808,814	2,775,592

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
WATER TREATMENT 8020						
Personnel						
Salaries, Regular	4000	354,420	421,324	320,816	311,162	295,497
Salaries, Temporary	4010	-	-	-	-	-
Salaries, Overtime	4020	27,780	29,208	21,947	39,393	34,068
Social Security	4030	29,238	34,466	24,856	24,355	23,136
Insurance, Dental	4060	4,622	4,433	4,213	3,415	3,315
Insurance, Life	4070	794	794	689	598	636
Retirement Contributions	4080	34,780	32,199	26,973	34,080	31,896
Wellness	4170	-	-	-	-	-
Insurance, Work Comp	4110	32,385	26,791	26,749	18,092	13,638
Insurance, Health	4130	86,540	81,752	78,931	57,899	56,238
Subtotal		570,559	630,967	505,174	488,994	458,423
Operating						
Misc. Contract Services	4500	16,390	12,490	11,778	19,884	10,830
Watershed Management	4510	-	-	-	-	-
Testing	4580	5,300	4,300	4,578	3,985	562
Telecommunications	4650	3,000	2,620	2,833	2,291	2,737
Equipment Rental	4660	-	200	-	-	-
Travel/Training	4770	2,268	2,230	2,107	848	240
Membership Dues	4780	2,280	2,025	2,035	180	1,963
Professional Publications	4790	150	150	150	150	-
Office Supplies	4800	550	750	717	298	398
Medical Supplies	4810	150	150	100	38	13
Laboratory Supplies	4830	28,000	28,000	27,986	24,239	26,214
Printing & Copying	4890	250	250	175	48	-
Postage	4900	200	350	128	60	196
Minor Equipment & Supplies	4910	7,350	8,650	7,433	2,780	4,350
Computer Equip. & Software	4920	3,500	3,500	2,967	-	-
Safety Equipment	4950	1,250	1,250	1,197	474	536
Vehicles-Auto/Trucks	5000	10,111	10,136	9,553	9,080	10,697
Vehicles-Motor Equipment	5010	6,904	6,198	5,332	4,487	4,950
Gas & Oil	5020	19,025	18,162	11,713	11,353	19,401
Clothing, New	5070	1,450	1,750	1,696	525	953
Street Maintenance Materials	5540	-	-	-	-	-
Electricity-Buildings	5890	138,000	99,200	96,000	80,061	80,267
Electricity-Pumping	5900	135,000	99,520	93,500	78,419	77,903
Heating Fuel	5950	4,000	4,740	3,500	3,222	4,869
Transfers Out	6530	469,341	1,080,013	389,544	301,626	353,350
Subtotal		854,469	1,386,634	675,021	544,049	600,429
Total Program Expenditures		1,425,028	2,017,601	1,180,195	1,033,043	1,058,852

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
WATER DISTRIBUTION 8030						
Personnel						
Salaries, Regular	4000	513,382	577,754	485,141	476,558	460,070
Salaries, Overtime	4020	30,433	8,323	6,757	4,853	4,305
Salaries, Call-Out	4025	-	22,591	16,611	13,621	13,224
Social Security	4030	41,602	46,563	37,991	36,578	35,087
Charge Out	4050	(221,994)	(249,727)	(209,253)	(200,635)	(197,940)
Insurance, Dental	4060	5,895	5,895	5,832	5,245	5,106
Insurance, Life	4070	1,170	1,108	1,095	1,016	1,016
Retirement Contributions	4080	49,487	43,550	40,221	43,982	47,365
Wellness	4170	-	-	-	-	-
Insurance, Work Comp	4110	56,090	49,705	37,188	30,370	23,777
Insurance, Health	4130	113,421	110,475	108,270	87,565	86,488
Subtotal		589,486	616,237	529,853	499,154	478,498
Operating						
Misc. Contract Services	4500	4,520	4,510	3,598	2,993	2,619
Telecommunications	4650	560	260	238	325	823
Equipment Rental	4660	800	800	800	-	-
Travel/Training	4770	1,103	1,310	994	710	905
Membership Dues	4780	120	120	70	90	30
Office Supplies	4800	350	350	337	335	223
Medical Supplies	4810	250	150	100	38	74
Printing & Copying	4890	300	300	278	190	96
Postage	4900	100	50	128	12	42
Minor Equipment & Supplies	4910	13,200	13,050	12,923	7,321	6,260
Computer Equip./Maint.	4920	1,200	1,050	1,050	1,050	1,050
Safety Equipment	4950	4,150	4,245	3,970	3,027	2,907
Vehicle Maintenance	5000	23,154	30,319	26,358	25,077	26,799
Vehicles-Motor Equipment	5010	18,592	19,470	17,287	14,449	12,417
Gas & Oil	5020	39,222	37,357	26,692	25,900	39,256
Clothing, New	5070	1,800	2,300	1,500	1,724	1,515
Electricity, Buildings	5890	2,700	2,800	2,500	2,361	2,067
Heating Fuel	5950	2,500	2,800	2,300	1,928	2,421
Transfers Out	6530	117,200	109,450	90,750	53,150	47,840
Subtotal		231,821	230,691	191,873	140,679	147,343
Total Program Expenditures		821,307	846,928	721,726	639,833	625,840

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
STORMWATER DRAINAGE 8040						
Personnel						
Salaries, Temporary	4010	-	-	-	-	-
Salaries, Overtime	4020	-	-	-	-	-
Social Security	4030	-	-	-	-	-
Subtotal		-	-	-	-	-
Operating						
Misc Contractual Services	4500	-	-	-	-	-
Equipment Rental	4660	-	-	-	-	-
Transfer Out	6530	1,124,963	-	-	-	-
Subtotal		1,124,963	-	-	-	-
Capital						
Land	7010	-	-	-	-	-
Infrastructure	7160	150,000	-	-	-	377,063
Engineering & Design	8690	-	-	-	-	19,053
Subtotal		150,000	-	-	-	396,116
Total Program Expenditures		1,274,963	-	-	-	396,116
STORMWATER DEBT SERVICE 8045						
Operating						
Legal & Administrative Fees	4530	200	200	200	200	200
RZB Bonds	6620	210,633	210,609	210,609	215,188	214,369
Subtotal		210,833	210,809	210,809	215,388	214,569
Total Program Expenditures		210,833	210,809	210,809	215,388	214,569
WATER CAPITAL 8060						
Transfers Out	6530	220,594	220,594	220,594	220,594	220,594
Land	7010	50,000	-	-	-	-
Infrastructure	7160	410,000	640,412	463,124	411,027	-
Vehicles	7200	-	90,022	47,806	24,422	44
Equipment	7210	120,500	254,326	210,855	47,759	103,997
Water Lines/Fire Hydrants	8110	212,000	212,000	171,529	90,842	159,870
Engineering & Design	8690	280,940	5,000	12,270	14,490	28,710
Total Program Expenditures		1,294,034	1,422,354	1,126,178	809,135	513,216

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
WASTEWATER COLLECTION 8075						
Personnel						
Charge In	4040	239,373	267,546	224,599	215,213	212,040
Subtotal		239,373	267,546	224,599	215,213	212,040
Operating						
Misc. Contract Services	4500	150	150	150	-	-
Telecommunications	4650	160	160	157	154	143
Travel/Training	4770	253	253	90	-	75
Office Supplies	4800	250	250	235	200	133
Medical Supplies	4810	200	100	100	38	4
Printing & Copying	4890	300	300	250	170	-
Minor Equipment & Supplies	4910	3,500	3,500	3,139	1,546	2,371
Chemicals	4930	-	-	-	-	-
Safety Equipment	4950	1,600	1,600	1,544	1,198	2,798
Vehicles-Auto/Trucks	5000	10,101	11,339	9,168	7,477	7,749
Vehicles Motor Equipment	5010	1,949	4,142	4,347	2,786	1,716
Gas & Oil	5020	13,423	11,797	10,340	10,039	12,963
Equipment Maintenance	5030	-	-	-	-	-
Clothing, New	5070	800	600	490	215	447
Sewer Main Maintenance	5210	-	-	-	-	-
Transfers Out	6530	12,500	12,500	7,300	10,680	1,425
Subtotal		45,186	46,691	37,310	34,503	29,823
Total Program Expenditures		284,559	314,237	261,909	249,717	241,863

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
WASTEWATER TREATMENT 8080						
Personnel						
Salaries, Regular	4000	274,573	309,633	269,922	264,197	240,786
Salaries, Temporary	4010	-	-	-	-	-
Salaries, Overtime	4020	16,646	5,042	2,735	6,258	7,670
Salaries, Call-Out	4025	-	11,345	11,917	9,637	5,959
Social Security	4030	22,278	24,941	21,074	20,318	18,347
Insurance, Dental	4060	2,971	2,971	3,113	2,787	2,569
Insurance, Life	4070	565	560	559	532	488
Retirement Contributions	4080	26,501	23,571	23,349	27,771	24,052
Insurance, Unemployment	4100	-	-	-	-	-
Insurance, Work Comp	4110	12,797	11,750	11,689	9,027	7,015
Insurance, Health	4130	57,816	57,816	57,818	48,181	39,968
Subtotal		414,148	447,629	402,176	388,706	346,854
Operating						
Misc. Contract Services	4500	16,475	18,520	13,883	16,089	12,664
Testing	4580	5,650	4,750	5,218	8,570	8,861
Telecommunications	4650	2,020	1,960	1,830	1,634	2,065
Equipment Rental	4660	1,000	1,000	1,000	-	-
Travel/Training	4770	3,953	4,188	2,313	2,343	1,801
Membership Dues	4780	420	290	312	274	258
Office Supplies	4800	500	400	394	106	203
Medical Supplies	4810	200	100	100	38	24
Laboratory Supplies	4830	18,700	13,700	13,474	13,683	18,555
Printing & Copying	4890	150	150	100	89	60
Postage	4900	150	150	93	66	57
Minor Equipment & Supplies	4910	5,800	8,950	5,349	5,993	5,935
Computer Equip. & Software	4920	-	-	-	-	-
Chemicals	4930	-	-	-	-	-
Safety Equipment	4950	2,300	2,400	1,954	520	1,224
Vehicle Maintenance	5000	22,987	19,360	18,967	21,743	14,742
Vehicles-Motor Equipment	5010	13,708	10,369	11,663	4,645	6,259
Gas & Oil	5020	21,937	19,228	16,722	16,235	22,857
Equipment Maintenance	5030	-	-	-	-	-
Building Maintenance	5040	-	-	-	-	-
Clothing, New	5070	1,700	1,050	900	482	1,323
Lift Station Maintenance	5200	-	-	-	-	-
Electricity-Buildings	5890	187,000	130,790	130,000	114,474	110,089
Electricity-Pumping	5900	103,000	58,630	71,600	56,602	46,757
Rural Water	5940	550	750	480	565	480
Heating Fuel	5950	50,000	25,000	20,000	11,578	13,621
Transfers Out	6530	855,649	1,237,971	271,602	55,882	96,101
Subtotal		1,313,849	1,559,706	587,955	331,612	363,934
Total Program Expenditures		1,727,997	2,007,335	990,131	720,318	710,789

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
UTILITY FUND 80						
WASTEWATER CAPITAL 8085						
Infrastructure	7160	7,664,749	10,981,628	12,829,688	1,570,816	121,623
Vehicles	7200	-	45,011	24,745	65,170	-
Equipment	7210	88,000	71,400	45,370	50,326	199,388
Engineering & Design	8690	610,696	1,073,123	734,064	188,403	386,888
Total Program Expenditures		8,363,445	12,171,162	13,633,867	1,874,714	707,899
CAPITAL REPLACEMENT RESERVE 8090						
Transfer Out	6530	1,726,895	1,762,319	1,652,135	1,558,149	1,383,294
Total Program Expenditures		1,726,895	1,762,319	1,652,135	1,558,149	1,383,294
Total Fund Expenditures		20,639,371	23,807,605	22,928,709	9,909,112	8,628,030
Fund Net Position, Beginning of Year		4,026,617	2,622,850	5,078,221	3,091,919	3,231,091
Fund Net Position, End of Year		<u>\$3,268,405</u>	<u>2,392,085</u>	<u>\$4,026,617</u>	<u>\$5,078,221</u>	<u>\$3,091,919</u>

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
OPERATION, MAINTENANCE AND REPLACEMENT FUND 81						
Revenues 8100						
Transfer In	3950	2,800,247	2,660,528	979,790	641,932	718,809
Transfer In-Capital Replacement	3951	1,726,895	1,762,319	1,652,135	1,558,149	1,383,294
Transfer In-RZB	3952	-	-	-	-	-
Total Program Revenues		4,527,142	4,422,847	2,631,925	2,200,081	2,102,103
Expenditure Summary by Program						
Operating 8150 (O&M) - Water						
Chemicals	4930	280,391	395,867	302,488	276,907	331,519
Equipment Maintenance	5030	50,000	68,937	56,426	22,979	15,730
Building Maintenance	5040	8,700	8,700	8,163	8,025	6,532
Water Tower Maintenance	5120	41,500	33,500	17,730	8,250	6,562
Water Main Maintenance	5140	73,200	73,450	70,520	44,900	41,227
Fire Hydrant Maintenance	5150	2,500	2,500	2,500	-	50
Hazel Creek Resv Maintenance	5550	119,250	22,550	18,544	3,103	561
Forest Lake Resv Maintenance	5560	11,000	6,000	3,923	2,600	4,607
Total Program Expenditures		586,541	611,504	480,294	366,763	406,789
Capital 8160 (Replacement) - Water						
Transfer Out	6530	1,073,440	1,201,760	905,584	573,267	93,686
Infrastructure	7160	60,000	60,000	-	-	191,015
Water Lines/Fire Hydrants Repl	8110	213,500	213,500	209,726	75,204	36,485
Total Program Expenditures		1,346,940	1,475,260	1,115,310	648,471	321,185
Operating 8170 (O&M) - Wastewater						
Chemicals	4930	12,000	12,000	12,000	860	13,796
Equipment Maintenance	5030	20,250	29,150	16,656	12,911	21,822
Building Maintenance	5040	4,900	4,900	3,977	2,957	4,908
Lagoon Cleaning	5045	10,000	-	-	-	-
Lift Station Maintenance	5200	70,000	70,000	68,937	54,202	64,895
Sewer Main Maintenance	5210	12,500	12,500	10,349	10,680	1,425
Total Program Expenditures		129,650	128,550	111,919	81,609	106,844
Capital 8180 (Replacement) - Wastewater						
Transfers Out	6530	1,757,532	1,080,911	898,076	1,632,157	675,781
Total Program Expenditures		1,757,532	1,080,911	898,076	1,632,157	675,781
Total Fund Expenditures		3,820,663	3,296,225	2,605,599	2,729,000	1,510,600
Fund Net Position, Beginning of Year		4,152,753	3,906,694	4,126,427	4,655,345	4,063,842
Fund Net Position, End of Year		\$4,859,232	\$5,033,316	\$4,152,753	\$4,126,427	\$4,655,345
Capital Reserve		\$4,859,232	\$5,033,316	\$4,152,753	\$4,126,427	\$4,655,345

FIDUCIARY FUNDS

Fiduciary-fund types are used to account for assets held in trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other Funds. The City currently has six fiduciary funds:

Veterans Memorial
Tri-Centennial Trust
Investment in Kirksville Charitable
Forest-Llewellyn Park Cemetery Trust
Nancy Reed Fugate Trust
Revolving Loan

These Funds are presented in detail on the following pages.

FIDUCIARY FUNDS 91, 92, 93, 94, 95, 96

PROGRAM DESCRIPTION: Fiduciary Funds are used to account for assets held by the City as trustee, custodian or as agent for individuals, private organizations, other governmental units and/or other Funds. The City has fiduciary responsibility for the assets of these Funds and expends only in accordance with the purpose for which the assets were received.

NONEXPENDABLE FIDUCIARY FUNDS

◆ **Veterans Memorial Fund 91**

Major infrastructure investments in the Adair County Veterans Memorial were completed in 2001 and early 2002. The 2016 budget includes funds for the addition of names of veterans from direct donations and addition of names of veterans sponsored or not who pass away during the year.

◆ **Tri-Centennial Trust Fund 92**

This trust was established in 1976. The trust agreement decrees that in January of the year 2076, the initial contribution and all interest earned will be distributed to the Adair County Tri-Centennial Committee. These funds will be used to celebrate the Declaration of Independence.

◆ **Investment In Kirksville Charitable Fund 93**

This Fund was established in 2008 as a result of a comprehensive plan to encourage charitable contributions to fund various City projects that cannot be accomplished without private support. Donors are able to designate funds for specific needs and will receive public recognition. There has been little publicity about this opportunity but in 2016, this initiative will receive more focus and publicity through the use of the web and the Kirksville Connection.

◆ **Forest-Llewellyn Park Cemetery Trust Fund 94**

In April 1975, the Forest-Llewellyn Park Cemetery Trust was established. The interest generated from this Fund is used towards the City's cost of maintenance of the grounds and plots. This amount is unable to cover the City's cost of maintaining the cemetery. Its condition continues to deteriorate without outside funding and support. In 2016, it is our hope that a plan to construct a fence at the south east property line through a community partnership will occur. Ongoing improvements at the cemetery are necessary such as headstone repair, fencing and gate improvements, all intended to both improve the appearance of the cemetery and emphasize its historic appearance.

◆ **Nancy Reed Fugate Trust 95**

Another trust established in 1975 was by Nancy Reed Fugate in honor of her deceased mother, Georgiana Reed. The interest from this fund is distributed to the Fugate Committee, which is to be used for the relief of the poor and distressed in the City of Kirksville.

◆ **Revolving Loan Fund 96**

This Fund was established in 1990 to account for loan repayments, consisting of principal and interest, from the Ortech Corporation and Wire Rope of America, Inc. Both of these entities repaid their obligations. The most recent qualifying economic development loans were made to South Highway 63 TIF in 2013 for \$100,000 and will be paid back over ten years and to Cenveo Corporation in 2015 for \$69,268 to be paid back in one year. There is money available for future qualifying economic development loans or projects, upon approval from the Missouri Department of Economic Development. In addition, \$15,000 is available annually for business improvement loans. These loans and their repayments are accounted for in this Fund.

OBJECTIVES/GOALS

FISCAL RESPONSIBILITY AND EFFICIENCY IN GOVERNMENT

- ◆ Administer the Fiduciary Funds in accordance with their established purpose.
- ◆ Manage the nonexpendable Funds in a prudent manner to provide for the protection of the principal
- ◆ Invest funds to maximize earnings in accordance with the City Council Investment Policy.

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
VETERANS MEMORIAL FUND 91						
Revenues 9100						
Contributions	3910	500	400	600	4,571	700
Investment Earnings	3980	12	45	14	37	54
Total Program Revenues		512	445	614	4,608	754
Expenditures 9110						
Contractual Fees	4500	500	500	700	595	600
Infrastructure	7160	-	-	-	7,342	-
Total Program Expenditures		500	500	700	7,937	600
Fund Balance, Beginning of Year		2,297	1,726	2,383	5,712	5,558
Fund Balance, End of Year		<u>\$2,309</u>	<u>\$1,671</u>	<u>\$2,297</u>	<u>\$2,383</u>	<u>\$5,712</u>
TRI-CENTENNIAL TRUST FUND 92						
Revenues 9200						
Investment Earnings	3980	3	3	3	3	3
Total Program Revenues		3	3	3	3	3
Fund Balance, Beginning of Year		386	383	383	380	377
Fund Balance, End of Year		<u>\$389</u>	<u>\$386</u>	<u>\$386</u>	<u>\$383</u>	<u>\$380</u>
INVESTMENT in KIRKSVILLE CHARITABLE FUND 93						
Revenues 9300						
Contributions	3910	5,000	5,000	-	-	-
Total Program Revenues		5,000	5,000	-	-	-
Fund Balance, Beginning of Year		-	-	-	-	-
Fund Balance, End of Year		<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

CITY OF KIRKSVILLE | 2017

Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
FOREST-LLEWELLYN PARK CEMETERY TRUST FUND 94						
Revenues 9400						
Contributions	3910	-	-	1,500	377	479
Investment Earnings	3980	475	500	486	506	462
Miscellaneous	3990	-	-	-	-	5
Total Program Revenues		475	500	1,986	883	947
Expenditures 9410						
Transfer Out	6530	475	81	1,905	85	126
Total Program Expenditures		475	81	1,905	85	126
Fund Balance, Beginning of Year		57,017	57,181	56,936	56,139	55,318
Fund Balance, End of Year		<u>\$57,017</u>	<u>\$57,600</u>	<u>\$57,017</u>	<u>\$56,936</u>	<u>\$56,139</u>
Fund / Department	Acct No	ADOPTED 2017 BUDGET	ADOPTED 2016 BUDGET	AMENDED 2016 BUDGET	ACTUAL 2015	ACTUAL 2014
NANCY REED FUGATE TRUST FUND 95						
Revenues 9500						
Investment Earnings	3980	60	60	61	61	61
Total Program Revenues		60	60	61	61	61
Expenditures 9510						
Misc. Contract Services	4500	60	60	61	61	46
Total Program Expenditures		60	60	61	61	46
Fund Balance, Beginning of Year		6,146	6,146	6,146	6,146	6,131
Fund Balance, End of Year		<u>\$6,146</u>	<u>\$6,146</u>	<u>\$6,146</u>	<u>\$6,146</u>	<u>\$6,146</u>
REVOLVING LOAN FUND 96						
Revenues 9600						
Loan Repayments	3850	8,992	25,631	26,136	47,000	0
Transfer In	3950	15,000	-	-	-	-
Investment Earnings	3980	65,559	11,120	11,385	2,015	3,138
Miscellaneous	3990	-	-	-	-	24
Total Program Revenues		89,551	36,751	37,521	49,015	3,162
Expenditures 9610						
Misc Contractual Services	4500	-	24	-	-	24
Transfers Out	6530	-	-	-	-	-
Loans	8520	100,000	100,000	115,000	69,268	-
Business Improvement Loans	8530	15,000	15,000	-	7,500	-
Total Program Expenditures		115,000	115,024	115,000	76,768	24
Fund Balance, Beginning of Year		200,771	287,380	278,249	306,002	302,864
Fund Balance, End of Year		<u>\$175,322</u>	<u>\$209,107</u>	<u>\$200,771</u>	<u>\$278,249</u>	<u>\$306,002</u>

CAPITAL IMPROVEMENT PLAN

**FISCAL YEAR
2017**

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
COMPUTER CAPITAL PROJECTIONS		
	Springbrook Upgrade	2,043
	4345 printer replacement (if needed)	5,800
	FD 9040 printer replacement	5,800
	Server Storage for Body Cams/CCTV (rolled from 2016)	8,000
	Animal Control MDT (Rolled from 2016)	1,625
	iPad/tablet for FireDept Fire House	1,550
	Magnet Office Suite-Survey Design Streets	3,000
		-
	Total	27,818
PUBLIC BUILDINGS CAPITAL PROJECTIONS		
	City Hall Smoke Alarm Sensor Replacement	6,500
	Aquatic Center	60,000
	EDA - Ground Floor Carpet Replacement	14,000
	Sidewalk Machine for Snow Removal	40,000
	Total	120,500
POLICE DEPARTMENT CAPITAL PROJECTIONS		
	Replace Unit 111- 2014 Ford Taurus Interceptor with small SUV (SRO)	32,500
	Replace Unit 126 - 2009 Chevy Impala not being replaced.	-
	Replace 4 Swat Tactical Vests	8,500
	Replace 1 Patrol Car	26,333
	Body Worn Cameras	32,959
	Develop Firearms Range at City Landfill	1,025,339
	Total	1,125,631

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
FIRE CAPITAL PROJECTIONS		
	Replace Portable Radios-2	7,000
	SCBA Air Bottles-approx \$1,000 x 10	10,000
	SCBA Fire Equipment (air packs 3rd yr replacement) approx \$6,900 ea x 5	34,500
	Paratech accessories	3,450
	In-house speaker & amplifier replacement	5,750
	Perimeter Fence for Training Site	30,000
	2016 AFG-Air compressor & RIT Pack	48,500
	2016 SHSP Grant-Response/Tow vehicle	39,146
	2016 SHSP Grant-Mobile radios & command center upgrade	15,800
	2017 AFG Grant	25,000
		-
		219,146
STREET CONSTRUCTION AND MAINTENANCE		
	Hot Mix Asphalt Plant-	500,000
	Replace Unit 334 - 2000 John Deer Tractor	35,000
	Replace Unit 243-3/4 Ton Plow Truck w/ accessories	55,000
	Replace Unit 348 - 2008 Case Trackhoe	90,000
	Replace Unit 335 - 2012 Hustler Mower	10,000
	Hydraulic Chain Saw for Hi-Lift Truck	2,500
	Dual Grade Laser	4,800
	Total	697,300
ENGINEERING		
	GIS Data aerial photos with parcel data (City's LS 30/70 split with Adair Co over 3 yr contract)	15,440
	Total	15,440

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS		
	Forest-Llewellyn Cemetery Fencing	20,000
	Park Shelter at Hazel Creek Lake (matching funds for Missouri Conservation Heritage Foundation Grant)	10,000
	Burn Rings at Hazel Creek Lake	1,500
	Grills at P.C. Mills Park	1,500
	ADA Compliant Sidewalk to Park Shelter at Brashear Park	5,000
	Park Shelter Roof Replacement and Painting at P.C. Mills Park	10,000
	Resurfacing Tennis Courts at Patryla Park	20,000
	Replace Unit 311 - 2010 JD Tractor-North Park	10,000
	SWMD Grant for picnic tables and benches	29,551
	Bark Park Donor Wall	3,001
	Total	110,552
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM		
	Potential Infrastructure-Boundry Street	300,000
	Demolition	5,100
	Housing Rehabilitation	20,100
	Total	325,200
WALKING AND CYCLING TRAIL GRANT		
	TAP Grant-Halliburton & Florence Streets	179,173
	TAP Grant-Baltimore Street	229,330
	RTP Grant-Washington Street to Trailhead	100,000
	Total	508,503

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
DOWNTOWN TAX INCREMENT FINANCE		
	Downtown Revitalization Program Funding for facades / awnings	660,000
	Downtown Revitalization Program Funding for sidewalks	150,000
	Downtown "Bump Outs" and "Planters" Filled with Concrete	25,000
	Additional Downtown Sidewalks (Elson between Missouri and Harrison, Bank Midwest, etc.)	95,000
	Metal Receptacles 36 Gallon	3,500
	Total	933,500
COMMUNITY IMPROVEMENT DISTRICTS		
	Benches, bumper stops, etc. for cost share project (carry over from 2015 & 2016)-South 63	2,000
	Total	2,000
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	2017 - Sidewalk Renovations for Area #10	25,000
	Total	25,000
TRANSPORTATION SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Streets-Asphalt	565,000
	Streets-Concrete	475,000
	Streets-Projects	387,686
	Total	1,427,686
E911		
	Mass Notification System Hardware	3,000
	Total	3,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
AIRPORT CAPITAL PROJECTIONS		
	Apron Rehabilitation/replacement phases I-IV- Engineering	105,641
	Apron Rehabilitation/replacement phases I-IV- Construction	1,683,474
	Replace Unit 224 - 2011 JD Gator-with motorized airplane tug	18,000
	Thermoplastic taxiway hold markings	30,000
	Brush cutter	2,500
		-
	Total	1,839,615
UTILITY FUND-WATER		
	Misc. Water lines/Hydrants (5 yr OSP)	340,000
	Concrete for Construction & Maintenance	60,000
	Rock of Various Sizes for Const. & Maint.	25,500
	Storage Building (195' x 40') for Equipment & Materials	75,000
	Replace Unit 327 - Case TR320 Track Loader	35,000
	Replace Unit 340 - 1997 Case Fork Lift	75,000
	Water Main Baltimore (Between Normal & Patterson)	290,000
	Clean, Repair & Paint WTP Chemical Silo's	60,000
	Storage Building (20' x 20' w/4' concrete basement) for bulk chemical storage WTP	45,000
	Replace Trash Pump	2,000
	Valve Positioner's Replacement (used in backwash filter system)	2,500
	LMI Metering Pumps (used for chemical feed)	3,000
	Hydrant Meters and Locking Accessories	3,000
	Downtown Tower-Site purchase	50,000
	Water Stabilization Design	10,000
	Engineering-DNR 5 Year Plan on Mains	6,000
	Engineering-Water Tower	250,000
	Water Storage & Distribution System Engineering Report	14,940
		1,346,940

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2017		
SOURCE	PROJECT	TOTAL COST
UTILITY FUND-WASTE WATER		
SRF	WWTP Rehabilitation-Phase I, Engineering	554,941
	WWTP Rehabilitation-Phase I-Non-SRF, Engineering	55,755
SRF	WWTP Rehabilitation Phase I, Construction	6,050,972
	WWTP Rehabilitation Phase I-Non SRF, Construction	450,777
	Laboratory for WWTP	270,000
	Miscellaneous Sewer Replacement	150,000
	Deferred Replacement (CIPP), Collection System & NE Lift Station Equalization Basin if needed	400,000
	Rock of Various Sizes for Const. & Maint.	15,000
	Concrete for New Construction & Maintenance Areas - In House	10,000
	Concrete for New Construction & Maintenance Areas - Contracted	15,000
	Replace Chop Saw	2,000
	Portable Shoring	8,000
	Submersible Pump - MO ST Lift Station	25,000
	Submersible Pump - NE Lift Station	53,000
	2" Potable Water Line for new WWTP	3,000
	Burton Street Lift Station	300,000
		-
	Total	8,363,445
UTILITY FUND-STORM WATER		
	Cottage Grove Culvert	150,000
	Total	150,000
2017 Total Capital Improvements		17,241,276

CAPITAL IMPROVEMENT PLAN

**FISCAL YEAR
2018**

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2018		
SOURCE	PROJECT	TOTAL COST
COMPUTER CAPITAL PROJECTIONS		
	4345 printer replacement (if needed)	5,800
	Total	5,800
PUBLIC BUILDINGS CAPITAL PROJECTIONS		
	City Hall Restroom Upgrade	5,000
	Fire Dept Front Sidewalk & Railing Replacement	8,000
	Fire Dept Paint Interior Walls-Bldg maintenance	18,000
	Total	31,000
POLICE DEPARTMENT CAPITAL PROJECTIONS		
	Replace 2 Patrol Cars & keeping one for detective car	56,000
	Replace 2 Swat Tactical Vests	4,250
	Replace 3 Portable Radios	10,000
	Replace Unit 130 (Dodge Truck)	24,500
	Total	94,750
FIRE CAPITAL PROJECTIONS		
	SCBA Fire Equipment (air packs 4th replacement) approx \$6,900 ea x 5	34,500
	SCBA Air Bottles-approx \$1,000 x 10	10,000
	Replace Portable Radios-2	7,000
	Total	51,500

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2018		
SOURCE	PROJECT	TOTAL COST
STREET AND PARK MAINTENANCE		
	Replace unit 245 - 2008 Ford F350 2WD Dual	38,000
	Replace unit 316 - 2010 JD Case Backhoe	49,500
	Replace unit 330 - 2012 JD Tractor	12,236
	Replace unit 238 - 2000 Chevy 1 Ton Sign Truck	92,897
	Replace unit 345B - 2006 Sweepster Angle Broom	5,125
	Replace Unit 298 - 2000 M & B Paint Striper	87,000
	Replace unit 483 - 1998 Stone Plate Compactor	1,795
	Total	286,553
CODES		
	Replace 2008 Ford Ranger 2WD #261	18,200
	Replace 2009 Chevy 1/2 Ton #269	18,441
	Total	36,641
PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS		
	Forest-Llewellyn Cemetery Fencing	20,000
	Park Shelter Roof Replacement and Painting at North Park	10,000
	Park Shelter Roof Replacement and Painting at Brashear Park	10,000
	Park Shelter Roof Replacement and Painting at Memorial Park	10,000
	Park Shelter Roof Replacement and Painting at Jaycee Park	10,000
	Replace unit 301 - 2010 JD 2305 Tractor	20,125
	Total	80,125
DOWNTOWN TAX INCREMENT FINANCE		
	Downtown Revitalization Program Funding for facades / awnings	300,000
	Total	300,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2018		
SOURCE	PROJECT	TOTAL COST
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Sidewalk Renovation & Repairs	15,000
	Total	15,000
TRANSPORTATION SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Streets-Asphalt	450,000
	Streets-Concrete	300,000
	Streets-Projects	250,000
	Curb, Gutter & Storm Drain	100,000
	Total	1,100,000
AIRPORT CAPITAL PROJECTIONS		
	Replace Aviation Fuel System	650,000
	Replace unit 300 - 2008 JD 1565 Mower	24,000
	Total	674,000
UTILITY FUND-WATER		
	Misc. Water lines/Hydrants (5 yr OSP)	340,000
	Concrete for Construction & Maintenance	60,000
	Rock of Various Sizes for Const. & Maint.	25,500
	Replace unit 319 - 2010 Case Backhoe	95,500
	Downtown Water Main Phase II - Normal St.	190,000
	Ground Storage-Inspection	15,000
	Downtown Tower-Replacement 1/2	550,000
	Engineering for Additional Primary Clarifier at Water Plant-determination to be made during 2017 activity	226,280
	Total	1,502,280

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2018		
SOURCE	PROJECT	TOTAL COST
UTILITY FUND-WASTE WATER		
	Miscellaneous Sewer Replacement	800,000
	Deferred Replacement (CIPP), Collection System & NE Lift Station Equalization Basin if needed	400,000
	Rock of Various Sizes for Const. & Maint.	15,000
	Concrete for New Construction & Maintenance Areas	5,000
	Replace Trash Pump	2,000
	Replace unit 405 - 2013 Cut-Off Saw	1,172
	Replace unit 413 - 2007 Wacker 2" trash pump	1,900
	Replace unit 404 - 2002 Honda Water Pump	2,022
	Replace Unit 266 - 2009 Ford Ranger 4X4	21,500
	Demo Out of Service WWTP Structures	100,000
	Replace Old Fence	35,000
	Industrial Road Lift Station	250,000
	MO St and NE Lift Station Pump Replacements	80,000
	Convert Secondary Clarifiers (to sludge storage)	200,000
	Total	1,913,594
UTILITY FUND-STORM WATER		
		-
	Total	-
2018 Total Capital Improvements		6,091,243

CAPITAL IMPROVEMENT PLAN

**FISCAL YEAR
2019**

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2019		
SOURCE	PROJECT	TOTAL COST
COMPUTER CAPITAL PROJECTIONS		
	4345 printer replacement (if needed)	5,800
	Total	5,800
PUBLIC BUILDINGS CAPITAL PROJECTIONS		
	KPD Roof Replacement	44,000
	Replace unit 237 - 2007 Chevy ¾ Ton 2WD	38,500
	Total	82,500
POLICE DEPARTMENT CAPITAL PROJECTIONS		
	Replace 2 Patrol Cars	56,000
	Replace 2 SWAT Vests	4,250
	Replace 3 Portable Radios	10,000
	Total	70,250
FIRE CAPITAL PROJECTIONS		
	SCBA Fire Equipment (air packs 5th replacement) approx \$6,900 ea x 4 (replace as needed)	34,500
	SCBA Air Bottles-approx \$1,000 x 10 (begin again in 2031)	10,000
	Replace Portable Radios-2	7,000
		-
	Total	51,500

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2019		
SOURCE	PROJECT	TOTAL COST
STREET AND PARK MAINTENANCE		
	Replace Unit 310 - 2014 Elgin Sweeper	156,375
	Replace Unit 242 - 2008 International Dump Truck	135,000
	Replace Unit 263 - 2009 International Dump Truck	98,000
	Replace Unit 258 - 2011 International Dump Truck	122,554
	Replace Unit 339 - 2014 Hustler Mower	10,175
	Replace Unit 262 - 2008 Chevy Flatbed 4WD	32,000
	Replace Unit 270 - 2009 Ford Ranger	25,537
	Replace Unit 314 - 2005 John Deere Tractor	92,000
	Replace Unit 338 - 2007 Leeboy Paver	72,500
	Replace Unit 351 - 2008 John Deere 1565 Mower	31,175
	Replace Unit 334B - 2009 Harley Rake	7,200
	Replace Unit 345A - Atlas Copco Jackhammer	6,541
	Replace Unit 408 - 1985 Vermeer 50 inch tiller	-
		-
	Total	789,057
PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS		
	Jaycee Park Parking Lot Resurfacing	22,500
	Patryla Park Parking Lot Resurfacing	22,500
	Park Shelter Roof Replacement and Painting at Patryla Park (including bathroom)	15,000
	Total	60,000
DOWNTOWN TAX INCREMENT FINANCE		
	Downtown Revitalization Program Funding for facades / awnings	400,000
	Total	400,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2019		
SOURCE	PROJECT	TOTAL COST
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Sidewalk Renovation & Repairs	15,000
	Total	15,000
TRANSPORTATION SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Streets-Asphalt	500,000
	Streets-Concrete	200,000
	Streets-Projects	300,000
	Curb, Gutter & Storm Drain	100,000
	Total	1,100,000
CENTRAL GARAGE		
	Replace Unit 219 - 2007 Chevy 1 Ton 4WD	75,000
	Total	75,000
AIRPORT CAPITAL PROJECTIONS		
	E-One Fire Truck - Based on condition assessment	400,000
	Replace Unit 244 - 1991 Ford Jet Fuel Truck	47,500
	Replace Unit 205 - 1998 Ford F600 Refueler	90,000
	Replace Unit 449 - 1988 Hobart Ground Power Unit	13,678
		-
		-
	Total	551,178

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2019		
SOURCE	PROJECT	TOTAL COST
UTILITY FUND-WATER		
	Misc. Water lines/Hydrants (5 yr OSP)	393,382
	Concrete for Construction & Maintenance	40,000
	Rock of Various Sizes for Const. & Maint.	27,500
	Replace Unit 235 - 2007 Freightliner 2 Ton	84,600
	Replace Unit 13 - 2006 Gorman-Rupp 6 inch Pump w/ Trailer	20,000
	North Tower-Inspection	8,000
	Downtown Tower-Replacement 1/2	550,000
	Replace Trash Pump	2,000
	Replace Unit 257 - 2008 International Dump Truck	84,345
	Replace Unit 274 - 2009 Ford ½ Ton 4WD	23,500
	Replace Unit 342 - 2014 Bobcat Track Loader	62,500
	Replace Unit 355A - 2014 Furukawa Breaker	13,162
	Additional Primary Clarifier at Water Plant-determination to be made during 2017 activity	2,262,800
	Total	3,571,789
UTILITY FUND-WASTE WATER		
	Miscellaneous Sewer Replacement	800,000
	Deferred Replacement (CIPP), Collection System & NE Lift Station Equalization Basin if needed	400,000
	Rock of Various Sizes for Const. & Maint.	15,000
	Concrete for New Construction & Maintenance	5,000
	Replace Chop Saw	2,000
	Install Screw Sludge Press (for sludge thickening)	300,000
	Replace Unit 211 - 2007 Chevy 1 Ton 4WD	45,500
	Replace Unit 329 - 2014 Hustler Mower	6,187
	Replace Unit 332 - 2013 Case 580 Backhoe	92,567
	Replace Unit 409 - 2009 King Cutter Rotary Tiller	1,629
	Replace Unit 327A - 2006 Harley Rake	5,687
	Replace Fence	35,000
	Highway 6 Lift Station	300,000
	MO St & NE Lift Station Pump Replacements	80,000
	Total	2,088,570
2019 Total Capital Improvements		8,860,643

CAPITAL IMPROVEMENT PLAN

**FISCAL YEAR
2020**

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2020		
SOURCE	PROJECT	TOTAL COST
COMPUTER CAPITAL PROJECTIONS		
	Computer Replacements	200,000
	Total	200,000
PUBLIC BUILDINGS CAPITAL PROJECTIONS		
	City Hall - strip & paint elevator tower steps and hand rails-Bldg Maintenance	15,000
	Airport Terminal Roof Replacement	65,000
	Total	80,000
POLICE DEPARTMENT CAPITAL PROJECTIONS		
	Replace unit 121 - 2005 Aquatech Boat	13,000
	Replace 2 Swat Tactical Vests	4,250
	Replace 3 Portable Radios	10,000
	Total	27,250
FIRE CAPITAL PROJECTIONS		
	Replace Portable Radios-2	7,000
	Total	7,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2020		
SOURCE	PROJECT	TOTAL COST
STREET AND PARK MAINTENANCE		
	Replace unit 321 - 2006 JD 554J End Loader	180,000
	Replace unit 345D - 2007 Bobcat Stump Grinder Att.	6,462
	Replace unit 247 - 2007 Chevy 2WD	42,345
	Replace unit 308 - 2008 JD 550J Bulldozer	13,000
	Replace unit 251 - 2001 Sterling Dump Truck	123,554
	Replace unit 254 - 2012 Ford F550 4WD Plow/Dump Bed Truck	72,000
	Replace unit 272 - 2011 International Dump Truck	122,544
	Replace unit 341 - 2014 Case 621F End Loader	160,000
	Replace unit 254 - 2010 Road Hog Milling Machine	81,800
	Replace unit 314A - 2005 JD Rotary Cutter	13,000
	Replace unit 331A - 2003 Pro-Tec Box Blade	3,400
	Replace unit 435S - 2000 Straw Blower	2,800
	Total	820,905
ENGINEERING		
	Replace unit 215 - 2006 Ford Econoline Van	27,000
	Total	27,000
PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS		
	Park Shelter Roof Replacement and Painting at Rotary Park (lower shelter)	10,000
	Park Shelter Roof Replacement and Painting at Rotary Park (middle shelter)	10,000
	Park Shelter Roof Replacement and Painting at Rotary Park (upper shelter)	10,000
	Sidewalk to Ceremonial Burn Barrel at Veterans Memorial Plaza	4,300
	Replace unit 218 - 1996 Ford Ranger	18,500
	Replace unit 336 - 2013 JD 4x2 Gator	7,200
	Total	60,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2020		
SOURCE	PROJECT	TOTAL COST
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Sidewalk Renovation & Repairs	15,000
	Total	15,000
TRANSPORTATION SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Streets-Asphalt	500,000
	Streets-Concrete	200,000
	Streets-Projects	300,000
	Curb, Gutter & Storm Drain	100,000
	Total	1,100,000
CENTRAL GARAGE		
	Replace Unit 267 - 2009 Ford F250 4WD	30,818
	Replace unit 490 - 1999 Onan Generator	34,000
	Total	64,818
UTILITY FUND-WATER		
	Misc. Water lines/Hydrants (5 yr OSP)	405,183
	Concrete for Construction & Maintenance	40,000
	Rock of Various Sizes for Const. & Maint.	27,500
	Replace unit 256 - 2008 Ford F250 4WD Club	37,293
	Replace unit 312 - 2000 Kohler Generator	65,000
	Replace unit 318A - 2002 Case Tiller Att	5,250
	Replace unit 325A - 2004 Kent Compactor Att	4,795
	Replace unit 4 - 2002 Lonestar Trailer	3,200
	Replace unit 306A - 1997 Bradco 650 Trencher Att	4,560
	Replace unit 331 - 2014 Case 590SN Backhoe	85,789
	Replace unit 428 - 1981 John Deere Disk	15,500
	Replace unit 345E - 2007 Pro-Tec Box Blade	2,600
	Replace Unit 23A - 2009 Voyager Boat w/ motor	8,780
	Replace Chop Saw	2,000
	Ground Storage-Blast interior, inspect roof, repaint interior, overcoat exterior	250,000
	Total	957,450

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2020		
SOURCE	PROJECT	TOTAL COST
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	Sidewalk Renovation & Repairs	15,000
	Total	15,000
UTILITY FUND-WASTE WATER		
	Miscellaneous Sewer Replacement	800,000
	Deferred Replacement, Collection System (CIPP) & NE Lift Station Equalization Basin if needed	400,000
	Rock of Various Sizes for Const. & Maint.	15,000
	Concrete for New Construction & Maintenance Areas	5,000
	Replace unit 302 - 1997 JD 550 Tractor	39,674
	Replace unit 326 - 1997 JD 1070 Tractor	28,000
	Replace unit 1 - 2005 Gorman-Rupp 6" Water Pump	22,000
	Replace unit 352 - 2008 JD 540 Mower	6,500
	Replace unit 7 - 2010 Gorman-Rupp 6" Trash Pump	21,227
	Replace unit 229 - 2015 Freightliner Sewer Jet	210,000
	Replace unit 275 - 2010 Freightliner 3 Ton	116,659
	Replace unit 304 - 2000 Kohler Generator	52,500
	Replace trash pump	2,000
	MO St. & NE Lift Station Pump Replacements	80,000
	Total	1,798,560
UTILITY FUND-STORM WATER		
		-
	Total	-
	2020 Total Capital Improvements	5,157,983

CAPITAL IMPROVEMENT PLAN

**FISCAL YEAR
2021**

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2021		
SOURCE	PROJECT	TOTAL COST
PUBLIC BUILDINGS CAPITAL PROJECTIONS		
	EDA - HVAC Replacement - 1 unit	7,800
	Total	7,800
POLICE DEPARTMENT CAPITAL PROJECTIONS		
	Replace 2 Swat Tactical Vests	4,200
	Replace 3 Portable Radios	10,000
	Total	14,200
FIRE CAPITAL PROJECTIONS		
	Replace Portable Radios-2	7,000
	Total	7,000
STREET AND PARK MAINTENANCE		
	Replace unit 273 - 2006 International Hi-Lift	79,400
	Replace unit 436 - 2004 Brush Hog Rotary Cutter	3,850
	Replace unit 334c - 2011 King Kutter Rotary Tiller	2,300
	Replace Unit 400 - 2009 Crafcoc Cracksealer	82,449
	Total	167,999
PARKS/ AQUATICS CENTER/NORTH PARKS CAPITAL PROJECTIONS		
	Additional Restroom Facility Near Red and Purple Fields at North Park	60,000
	Total	60,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2021		
SOURCE	PROJECT	TOTAL COST
CAPITAL IMPROVEMENT SALES TAX PROGRAM CAPITAL PROJECTIONS		
	2020 - Sidewalk Renovation & Repairs	15,000
	Total	15,000
AIRPORT CAPITAL PROJECTIONS		
	Runway rehabilitation	3,000,000
	Replace unit 337 - 2002 New Holland Tractor	21,500
	Replace unit 221 - 1999 Chevrolet 3/4 Ton 4WD	23,500
	Total	3,045,000
UTILITY FUND-WATER		
	Misc. Water lines/Hydrants (5 yr OSP)	405,183
	Concrete for Construction & Maintenance	40,000
	Rock of Various Sizes for Const. & Maint.	27,500
	Replace unit 281 - 2011 Ford F250 Supercab 4WD	23,940
	Replace unit 253 - 2001 Sterling Tandem Dump	92,456
	Replace unit 299 - 2011 Ford F250 4WD	23,940
	Replace unit 233 - 2013 Ford F350 4WD Dump Bed Truck	46,000
	Replace Chop Saw	2,000
	Total	661,019

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FY 2021		
SOURCE	PROJECT	TOTAL COST
UTILITY FUND-WASTE WATER		
	Miscellaneous Sewer Replacement	800,000
	Deferred Replacement, Collection System (CIPP) & NE Lift Station Equalization Basin if needed	400,000
	Rock of Various Sizes for Const. & Maint.	15,000
	Concrete for New Construction & Maintenance Areas	5,000
	Replace unit 17 - 2000 Cheokee Sewer Camera w/trailer	66,560
	Replace unit 227 - 2011 Ford F250 4WD	32,500
	Replace unit 302a - 2002 Imperial Logoon Mixer	45,000
	Replace unit 326a - 2011 JD Snow Blower Att	1,547
	Replace unit 438 - 2005 Brush Hog Mower	4,200
	Total	1,369,807
UTILITY FUND-STORM WATER		
		-
	Total	-
	2021 Total Capital Improvements	5,347,825