

# CITY OF PECULIAR

The Time is  
Now at Hand!  
Fiscal Year  
2015-2016



# BOARD OF ALDERMAN GUIDING PRINCIPLES

B.O.A. JULY 7, 2014



Continue to Maintain Reserves



Align Citizen and Alderman Priorities with  
Available Resources



Maintain Current Infrastructure



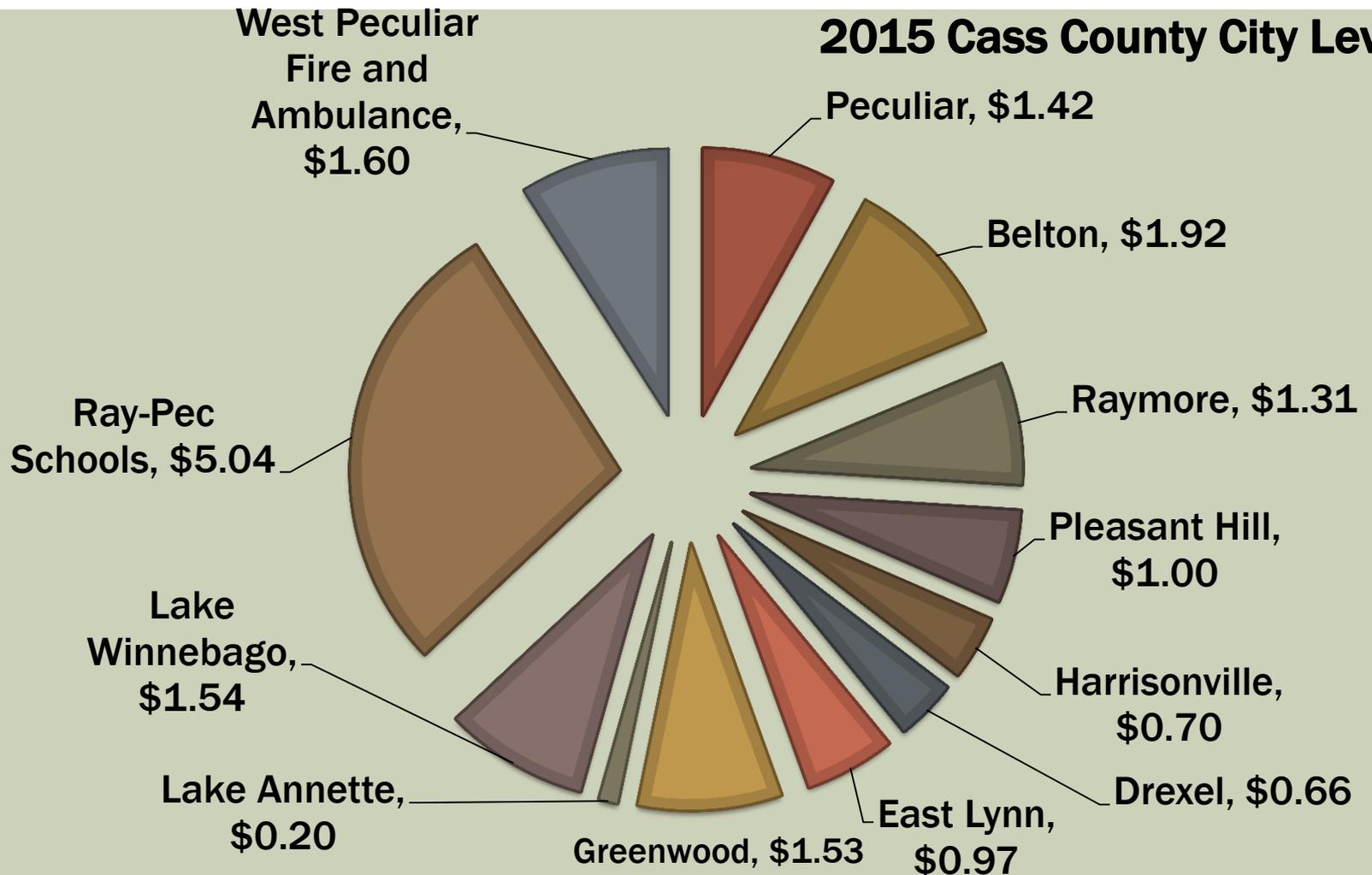
Exercise Innovative Problem Solving to  
Chart the Course for our Community

**BOA established for Budgeting**



# CITY OF PECULIAR

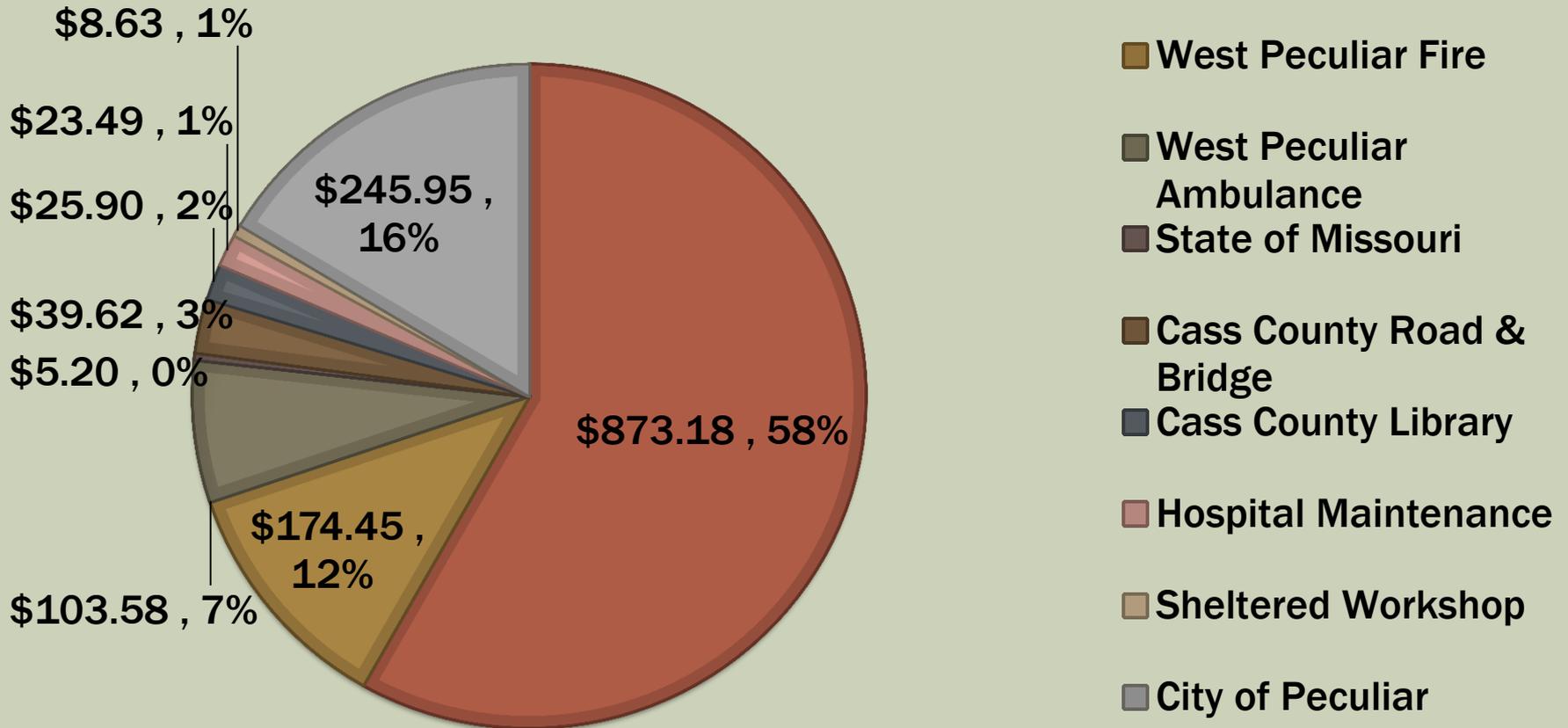
## 2015 Cass County City Levies



# CITY OF PECULIAR

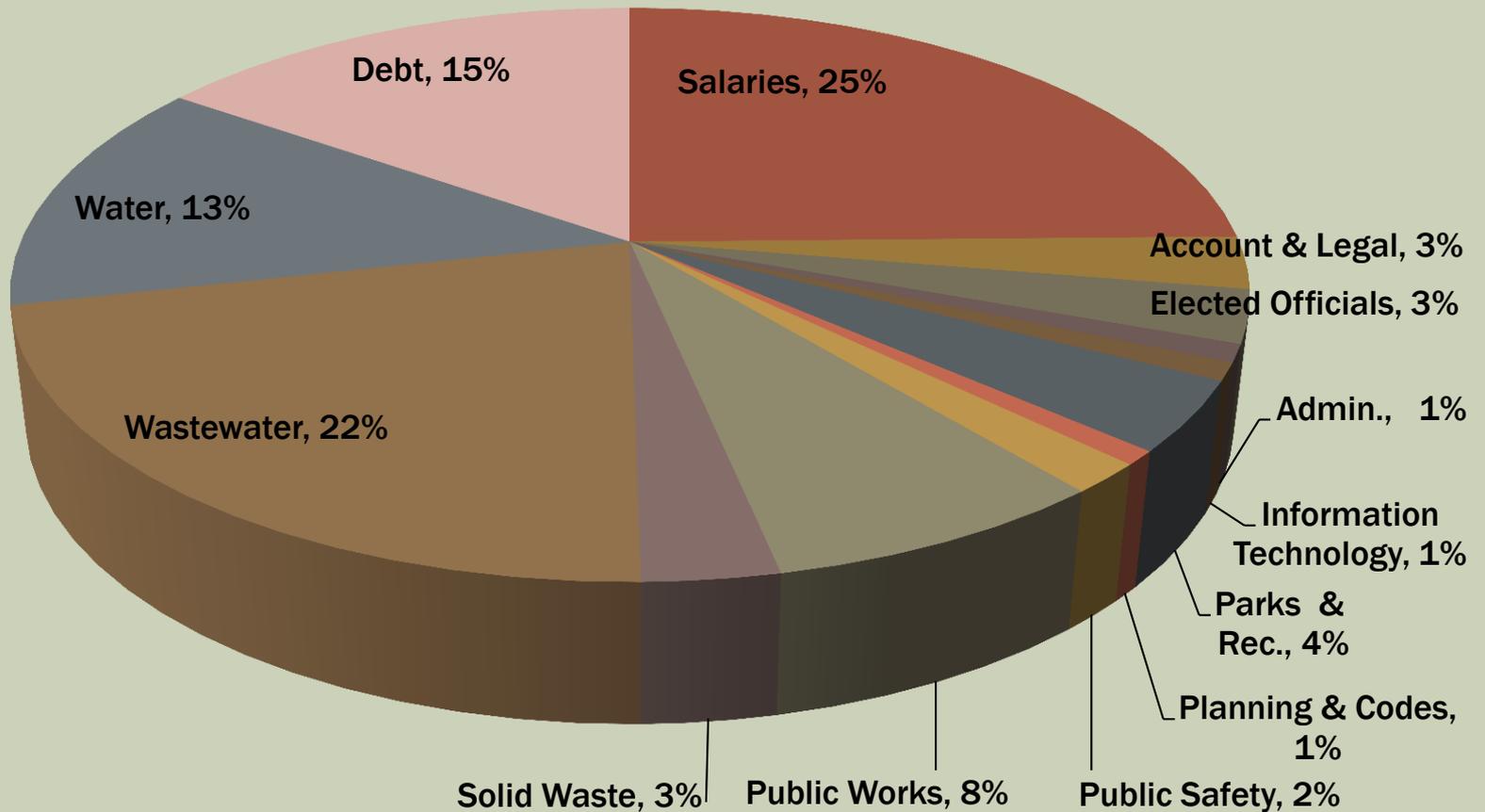
BASED ON A \$100,000 MARKET VALUE HOME

## Property Taxes, 2015

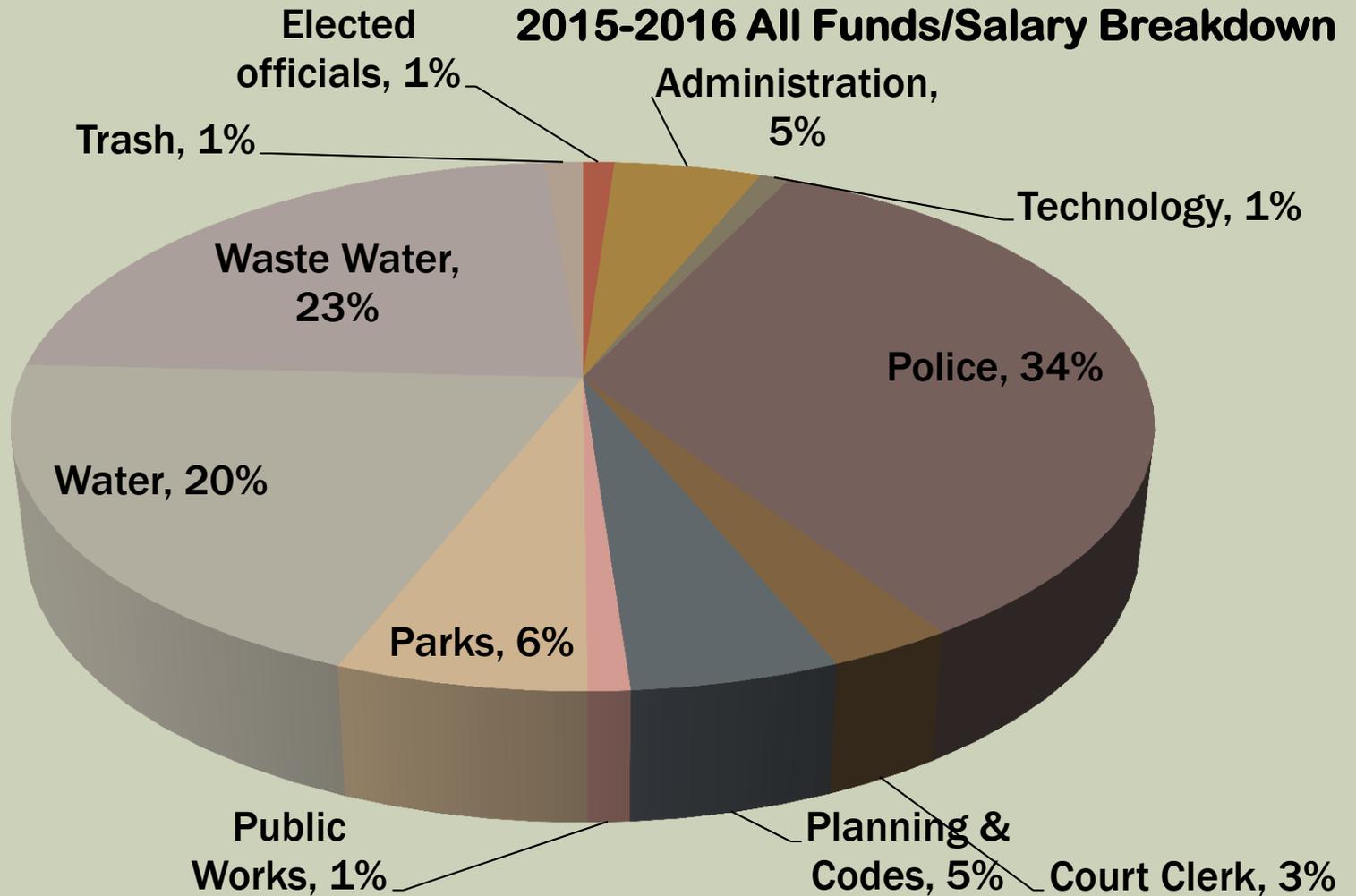


# CITY OF PECULIAR

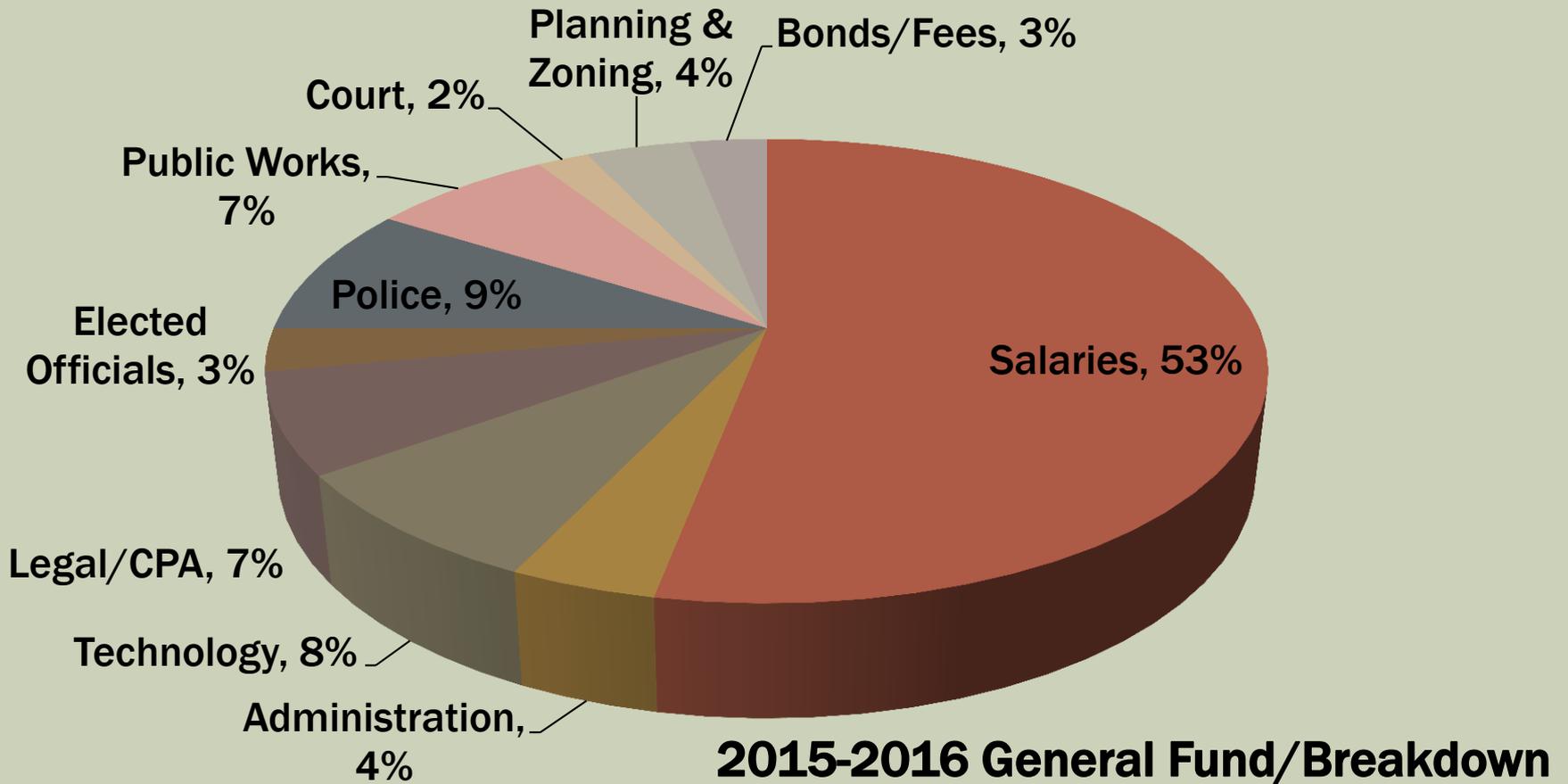
## 2015-2016 All City Wide Funds



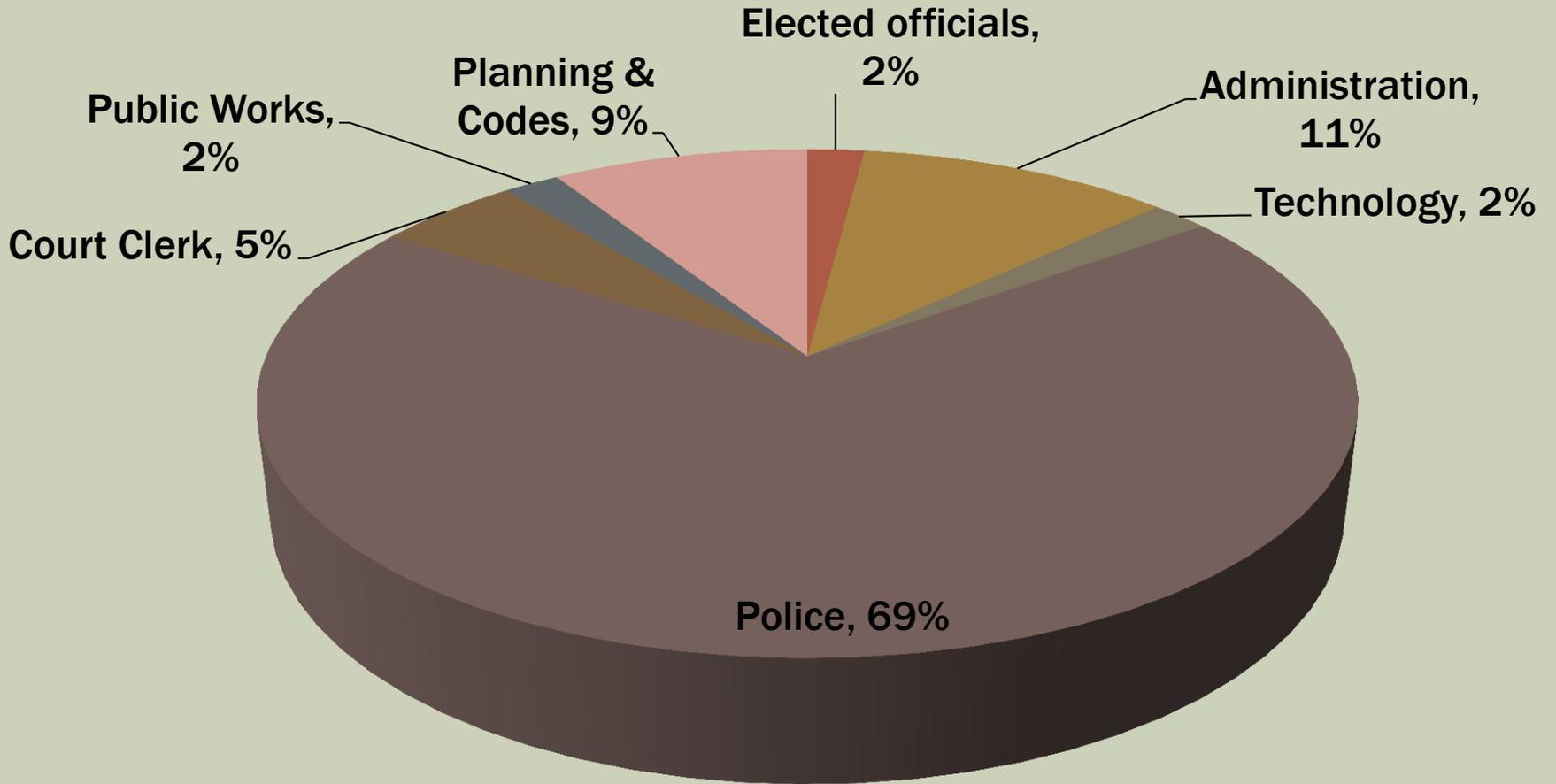
# CITY OF PECULIAR



# CITY OF PECULIAR



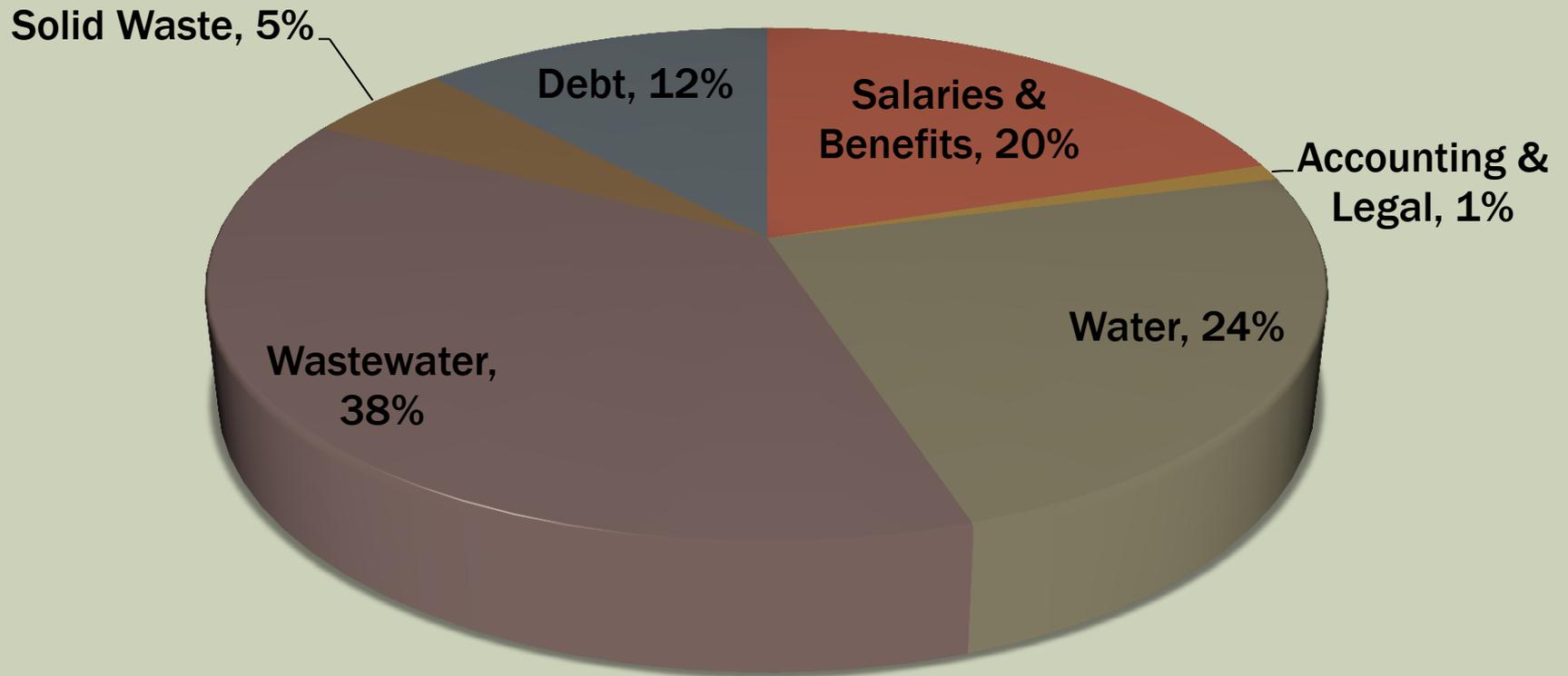
# CITY OF PECULIAR



**2015-2016 General Fund Salary Breakdown**

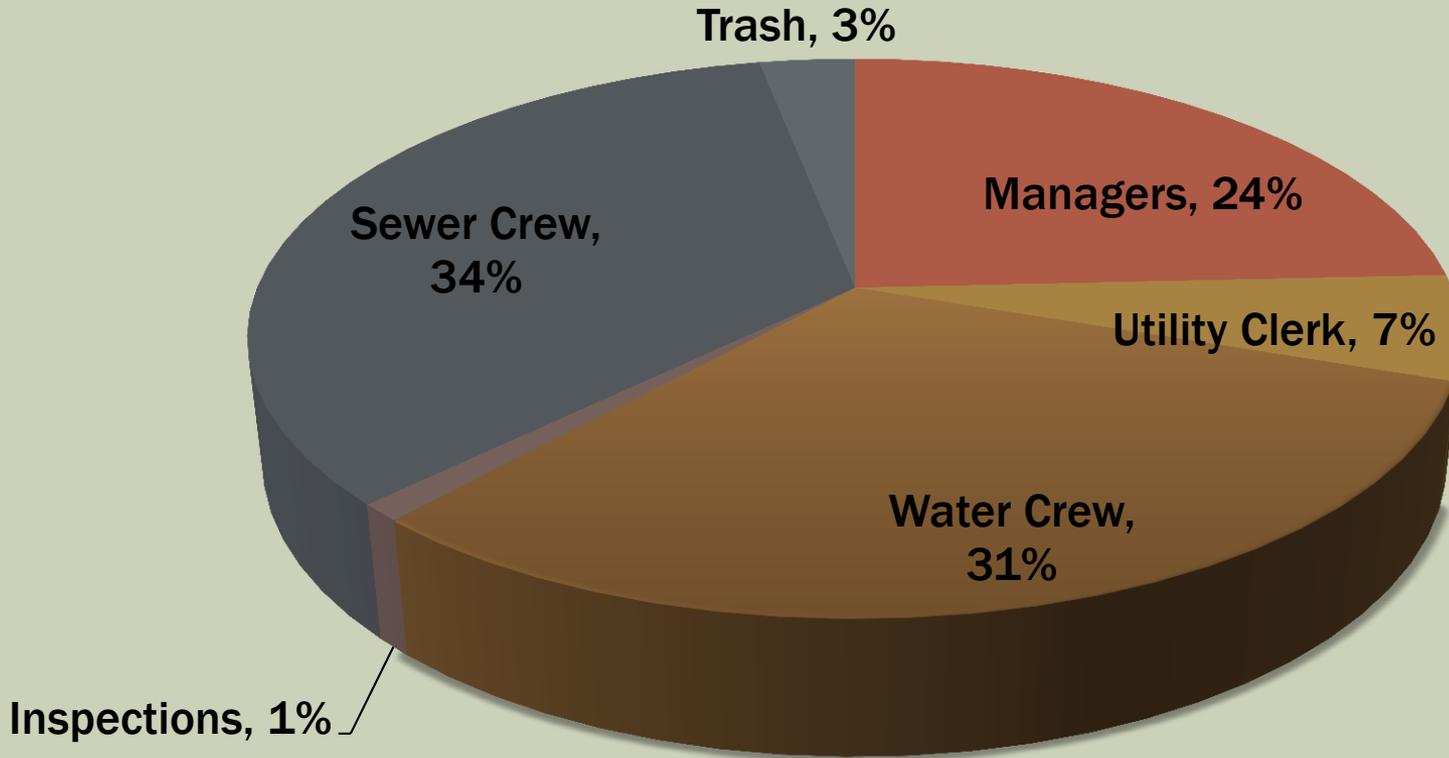
# CITY OF PECULIAR

## 2015-2016 All Enterprise Funds



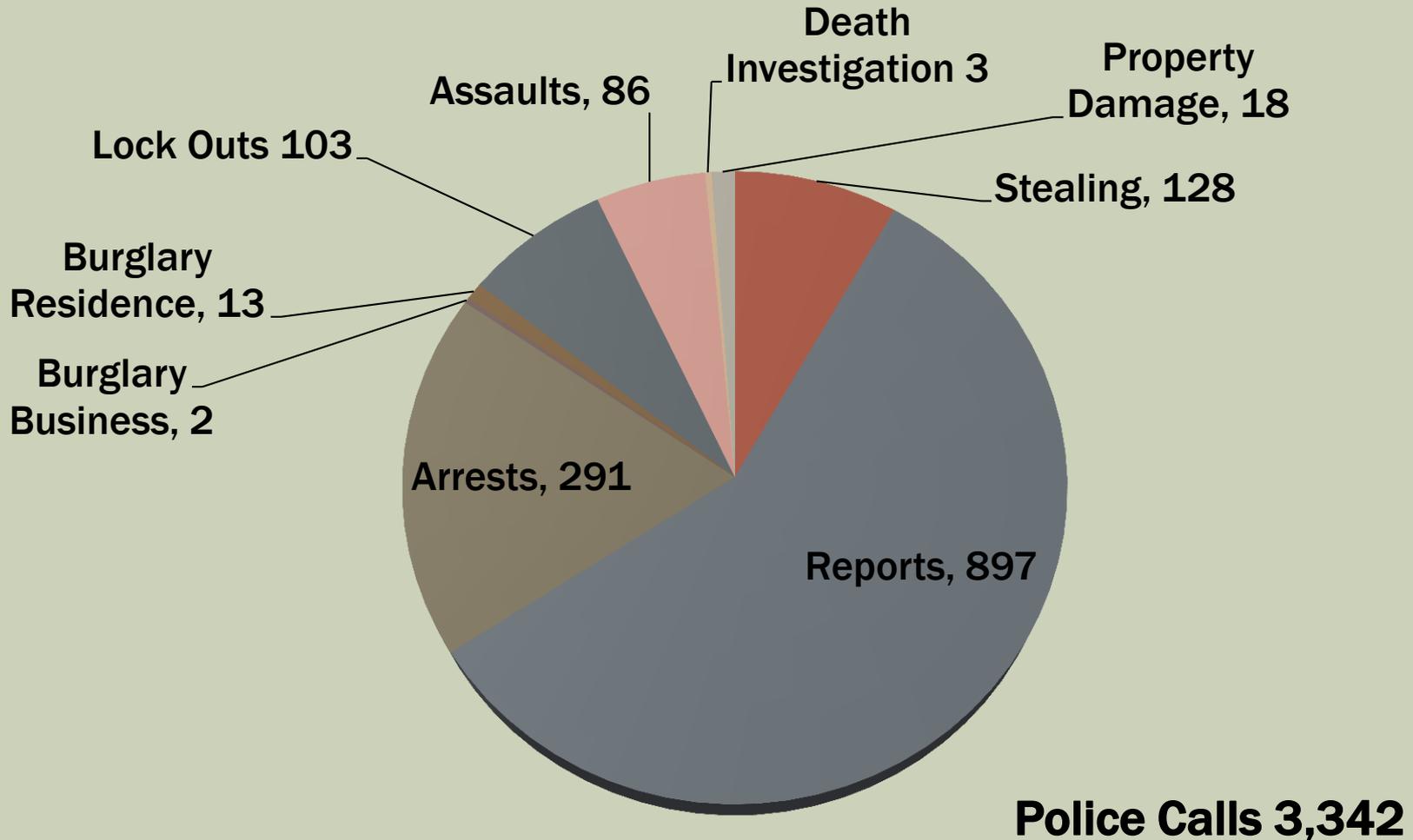
# CITY OF PECULIAR

## 2015-2016 Enterprise Fund Salaries



# CITY OF PECULIAR

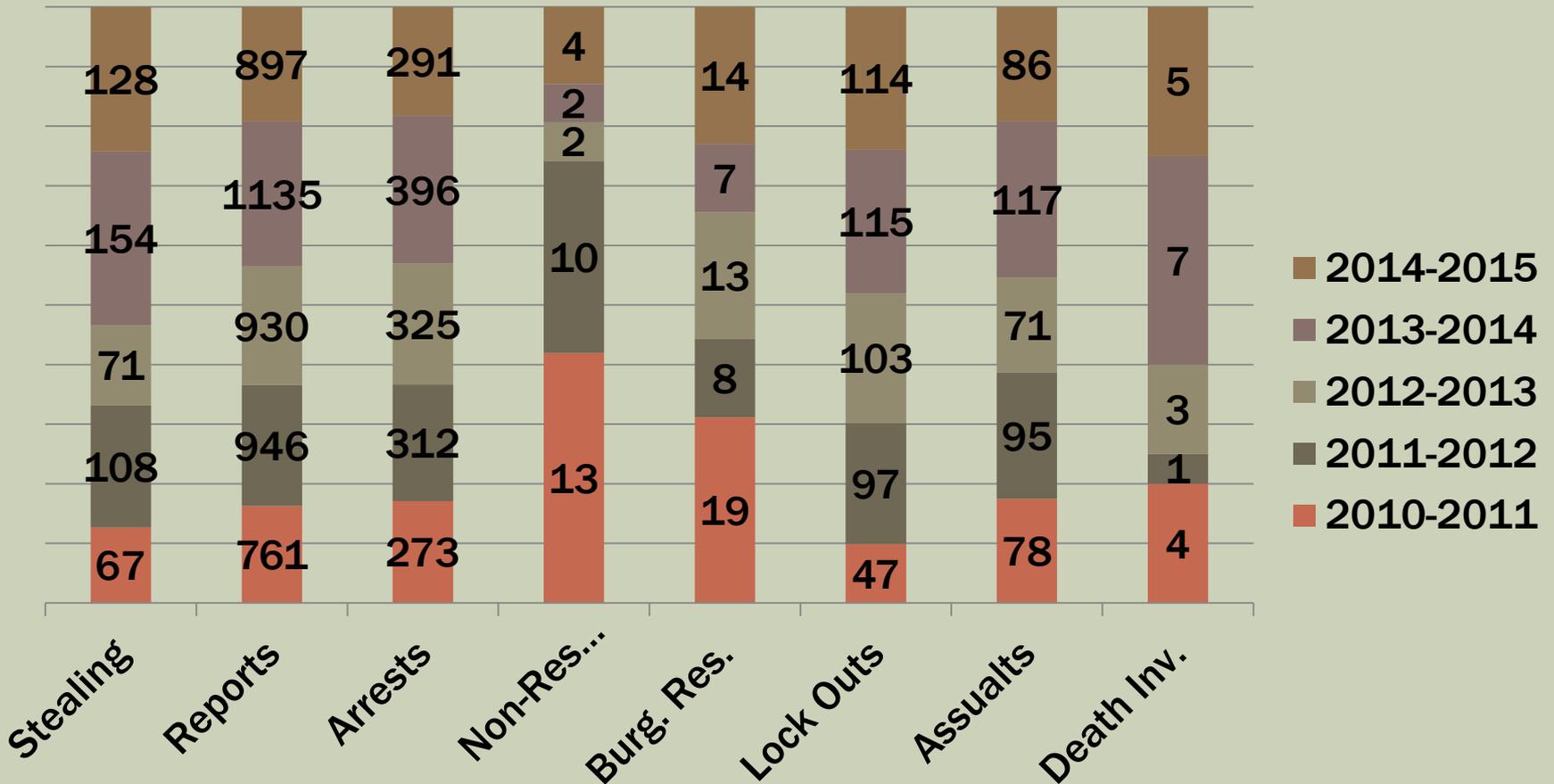
## POLICE DEPARTMENT STATS 2014-2015



# CITY OF PECULIAR

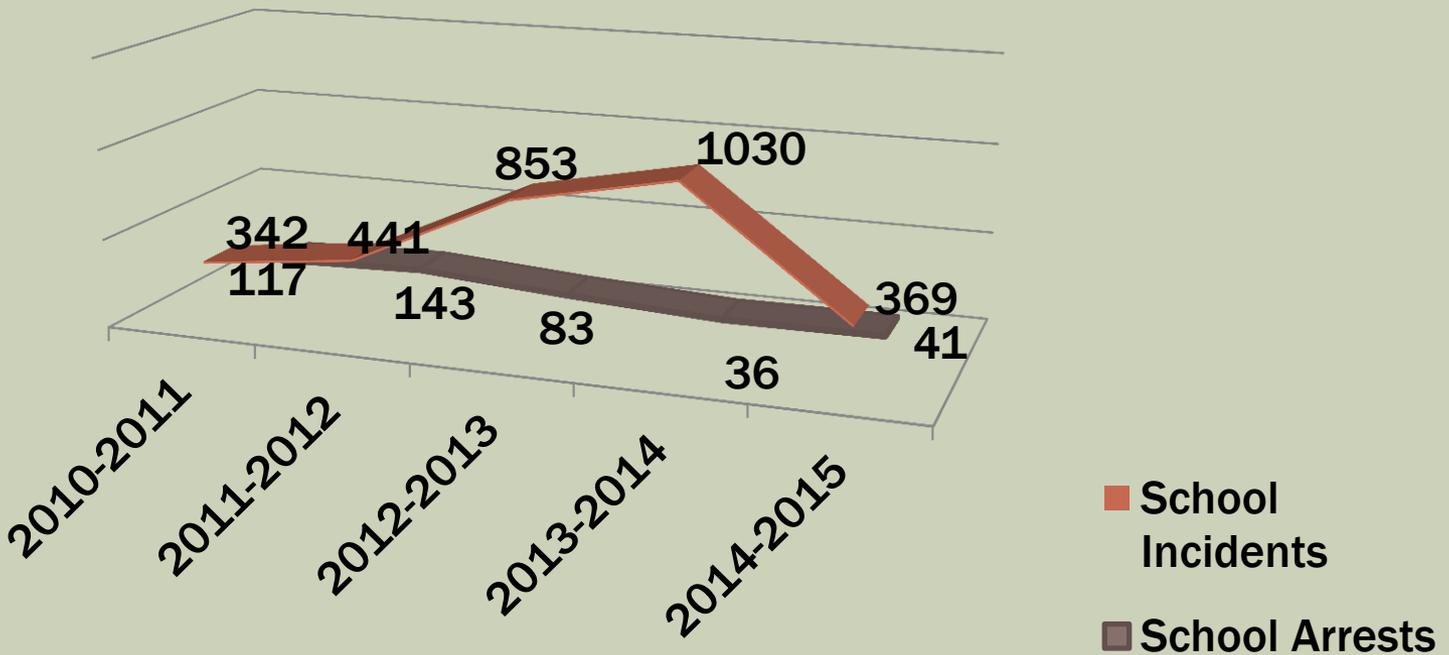
## POLICE DEPARTMENT

### 5 year Crime Comparison



# CITY OF PECULIAR

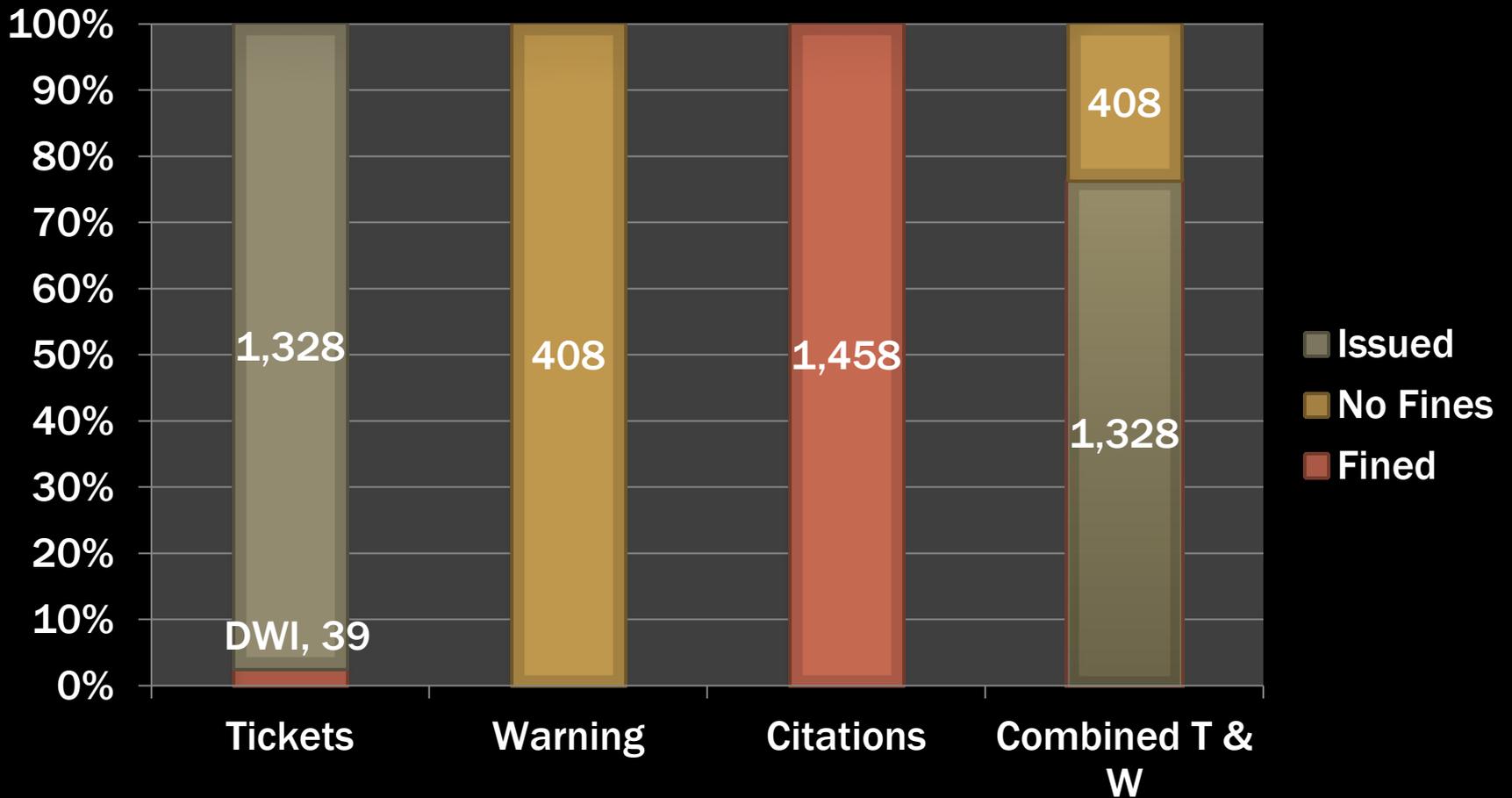
## Police Involvement School Campus



# CITY OF PECULIAR

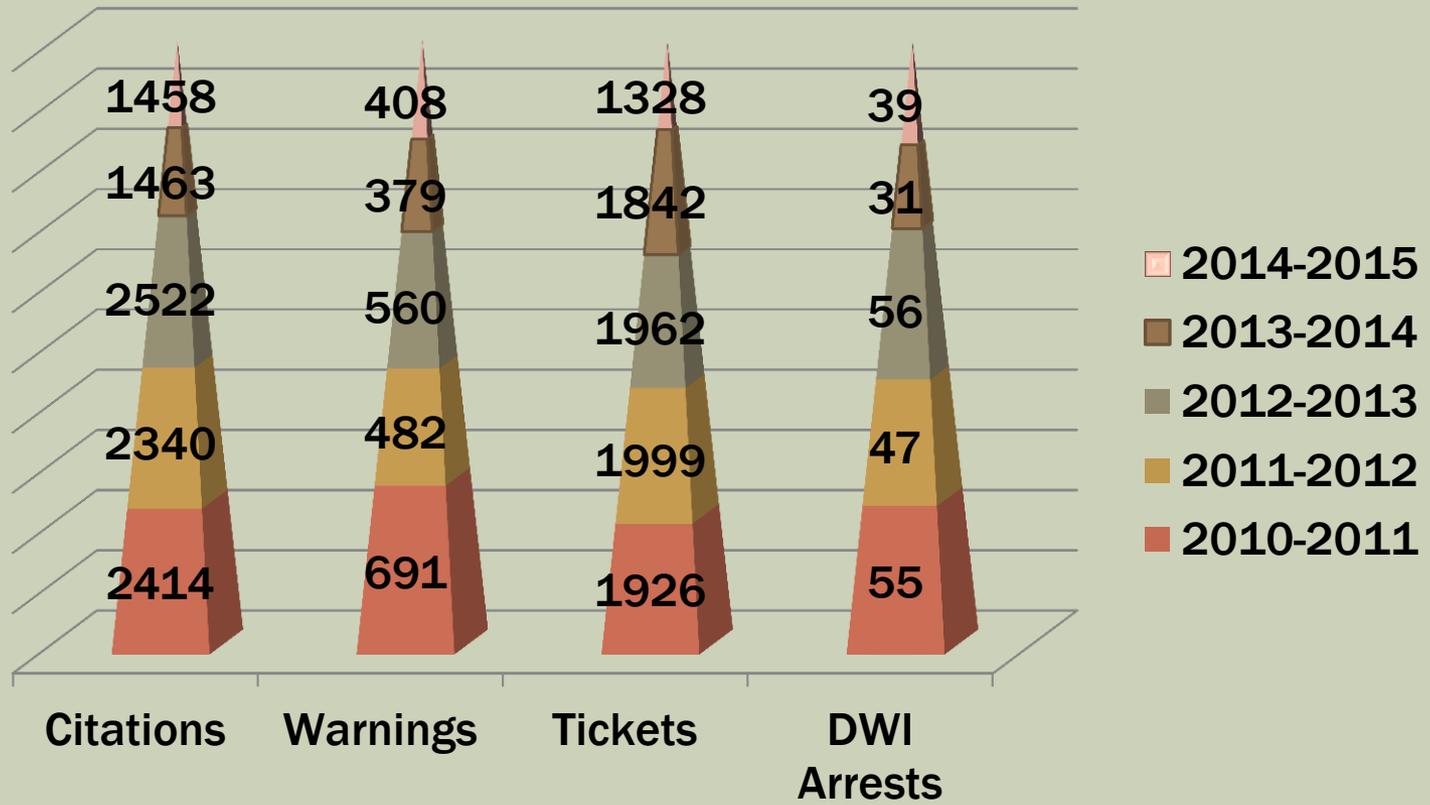
## POLICE DEPARTMENT

### 2014-2015 Police Traffic Enforcement



# CITY OF PECULIAR

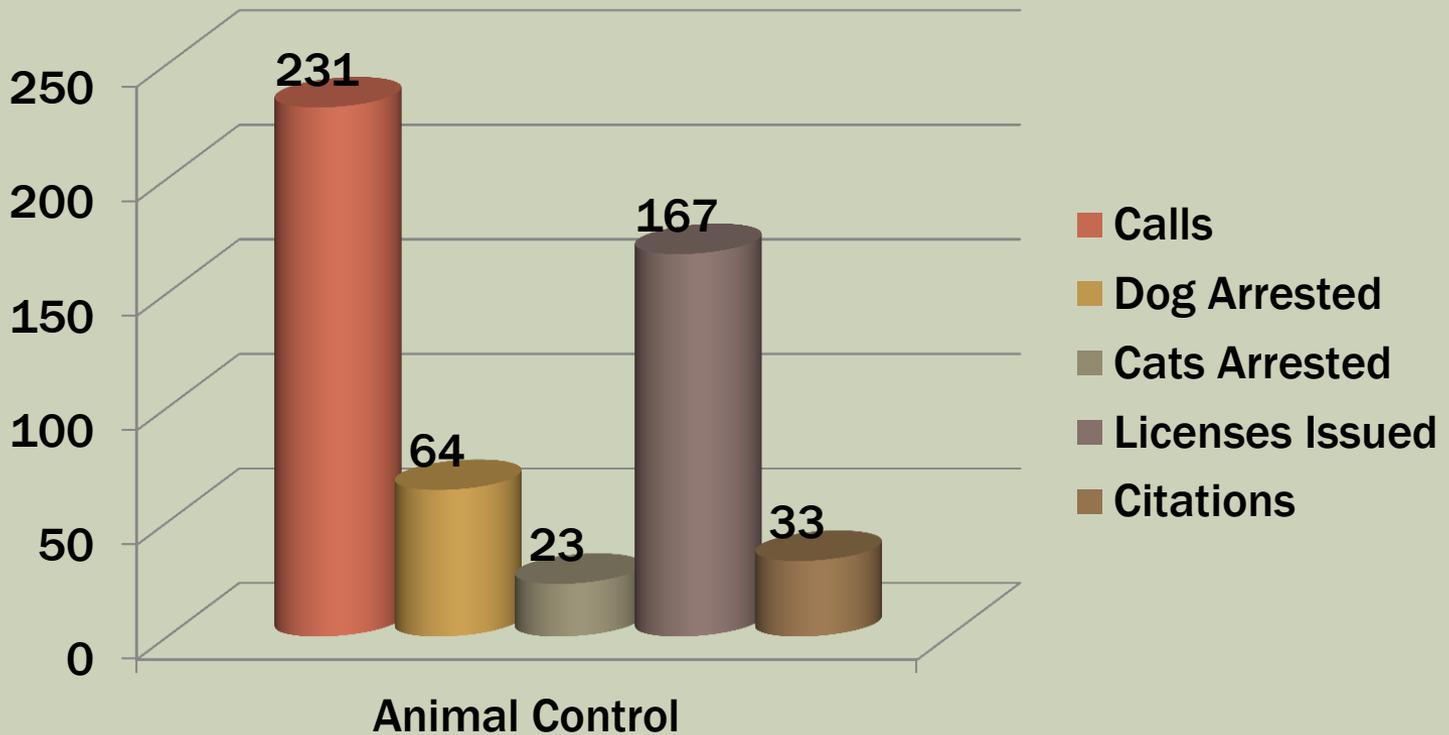
## 5 Year Traffic Enforcement Comparison



# CITY OF PECULIAR

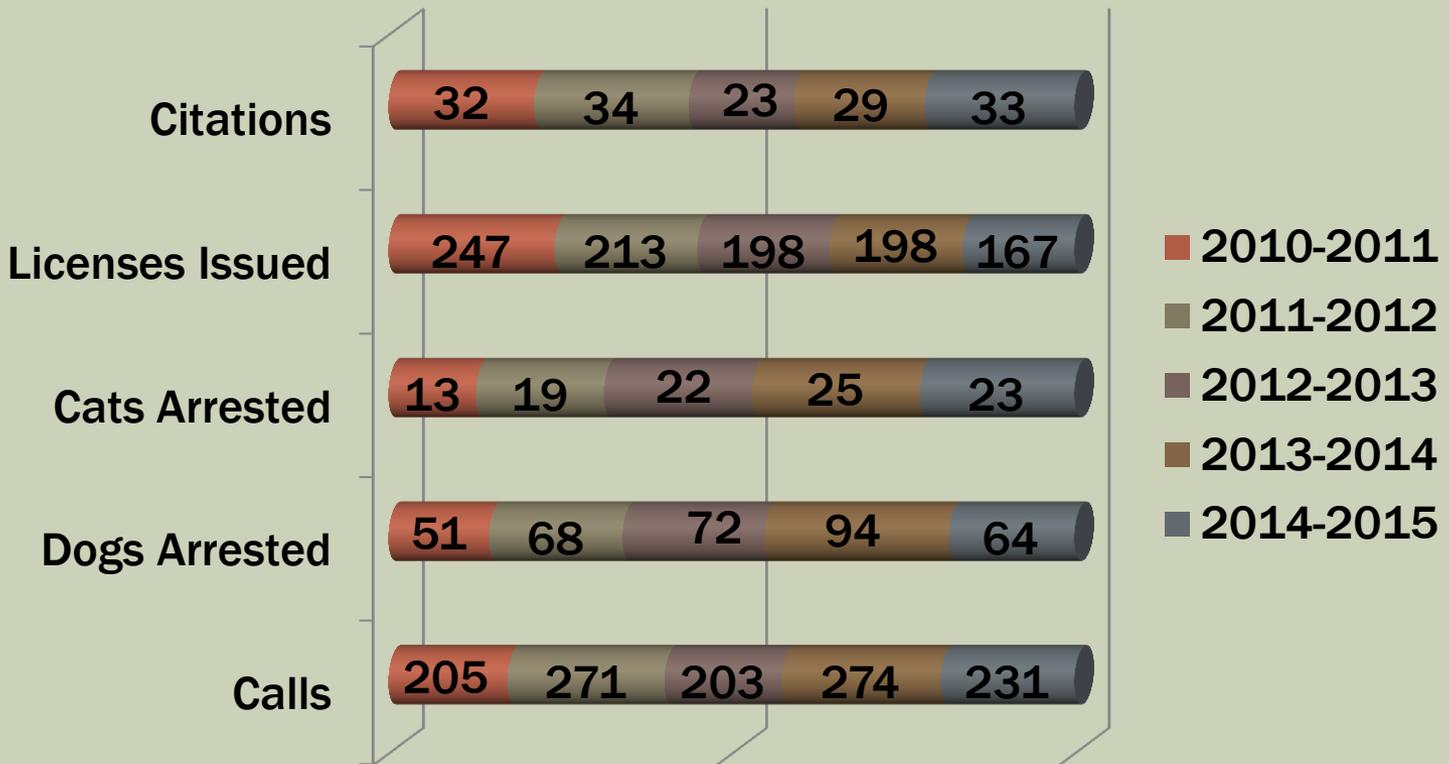
## ANIMAL CONTROL

2014-2015



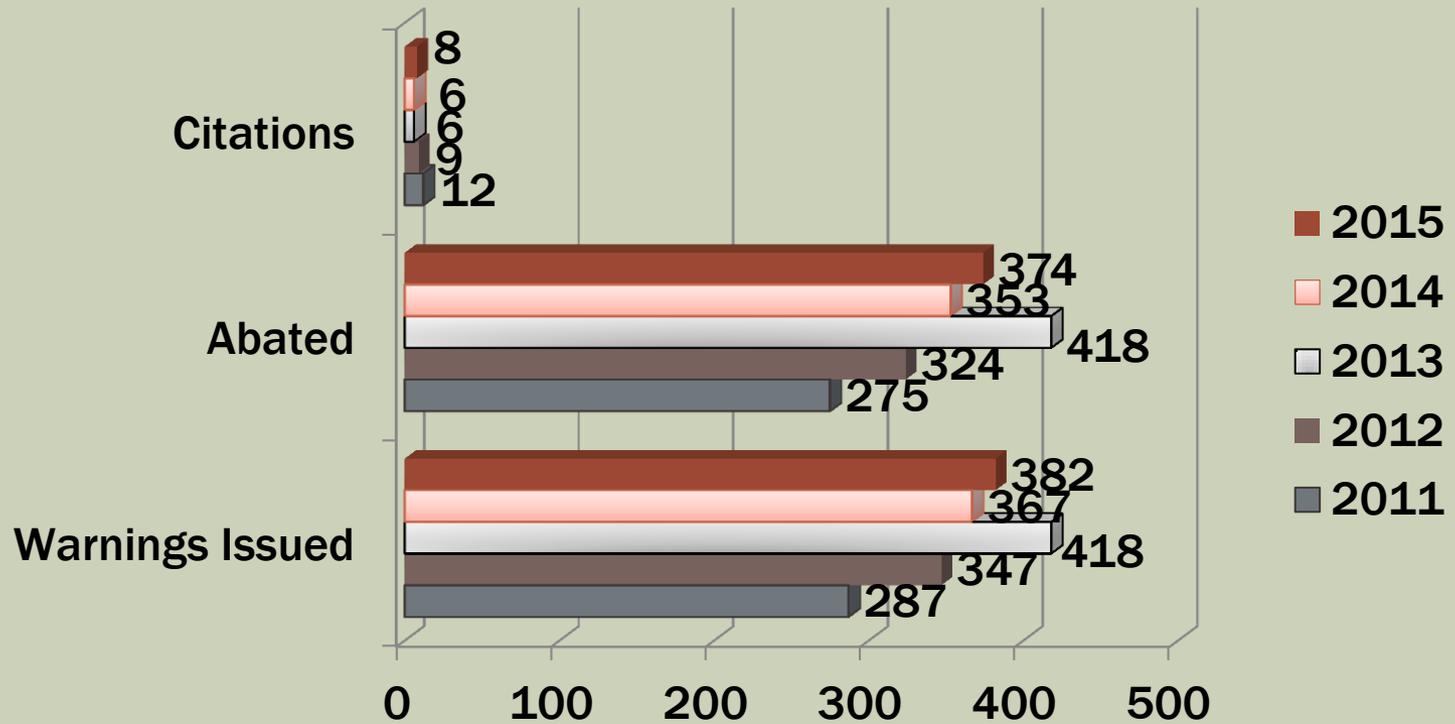
# CITY OF PECULIAR

## 5 Year Animal Control Comparison



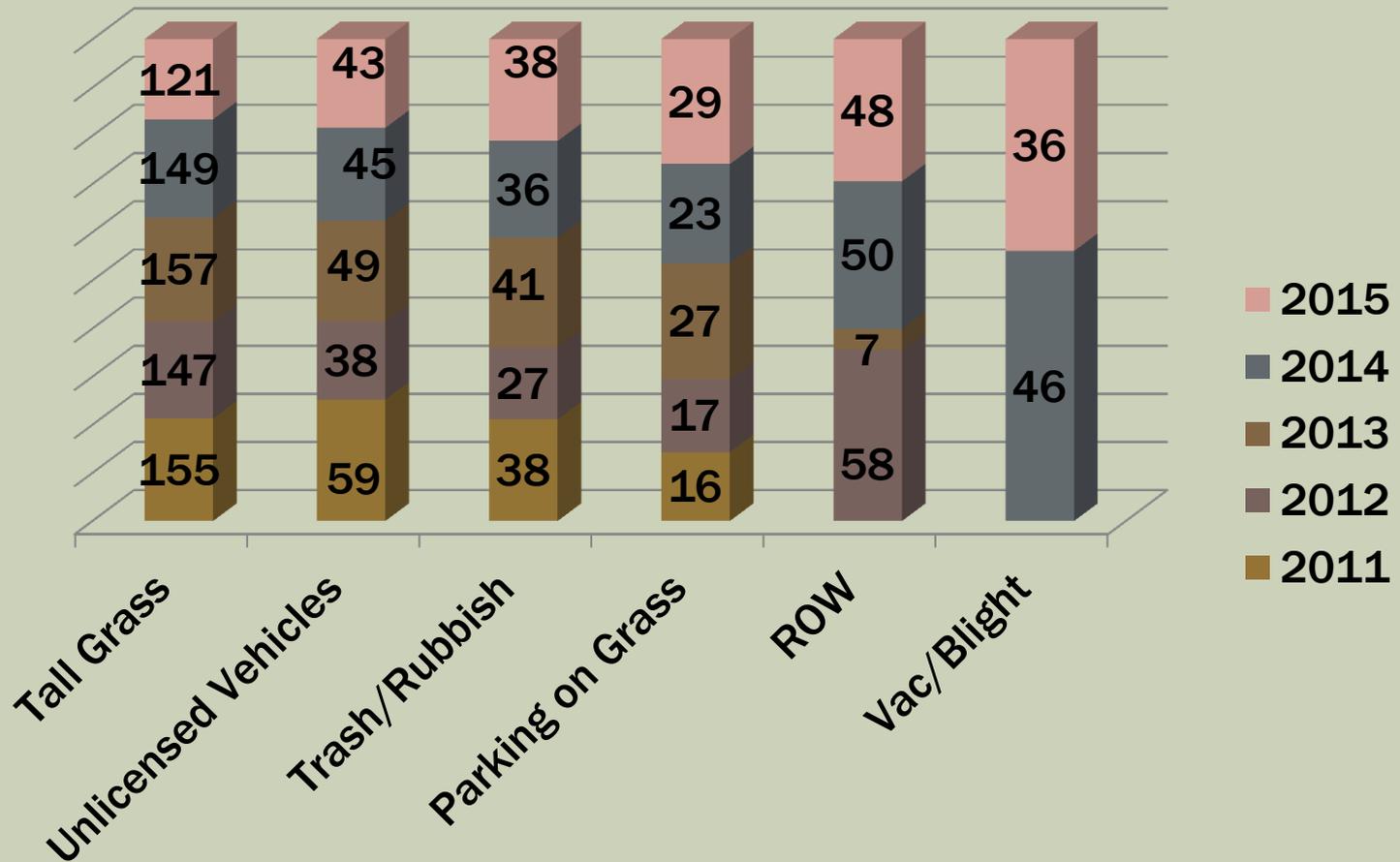
# CITY OF PECULIAR

## Code Enforcement



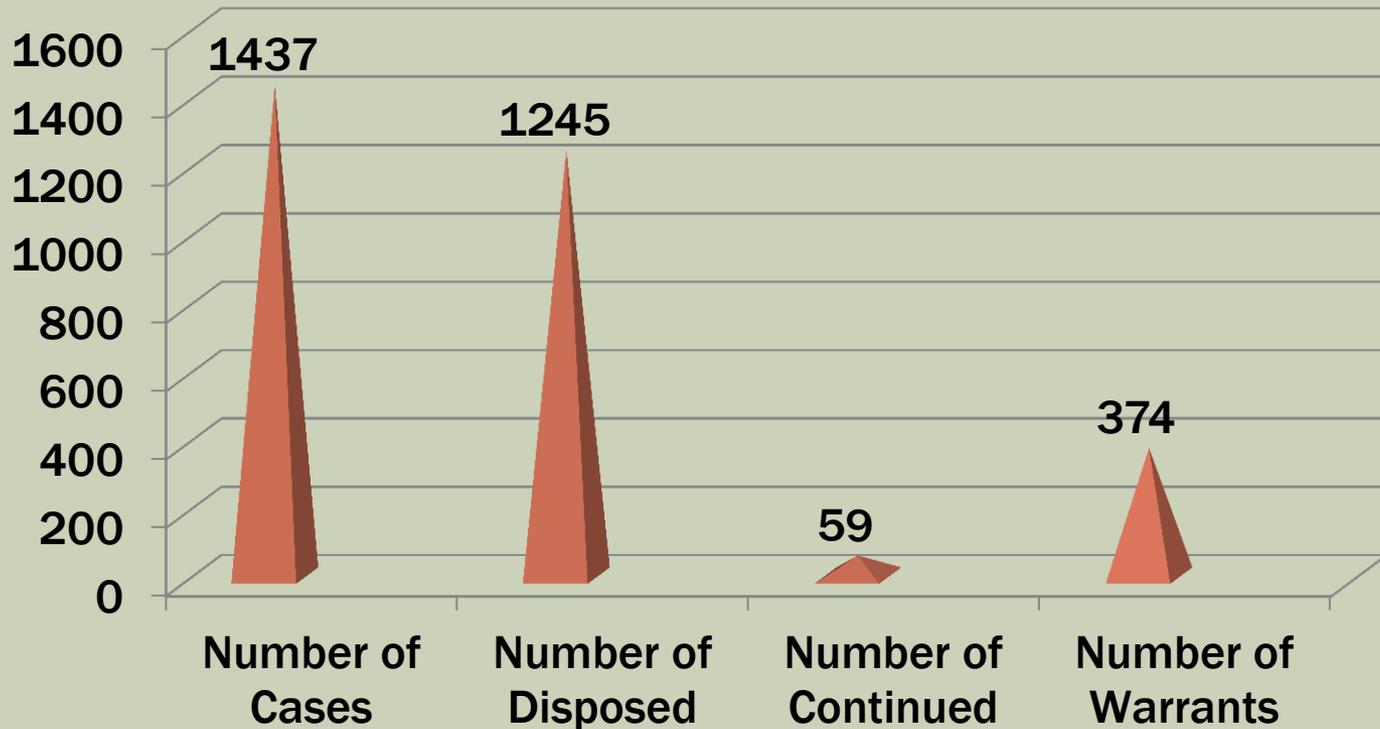
# CITY OF PECULIAR

## 5 Year Comparison on Top Code Infractions



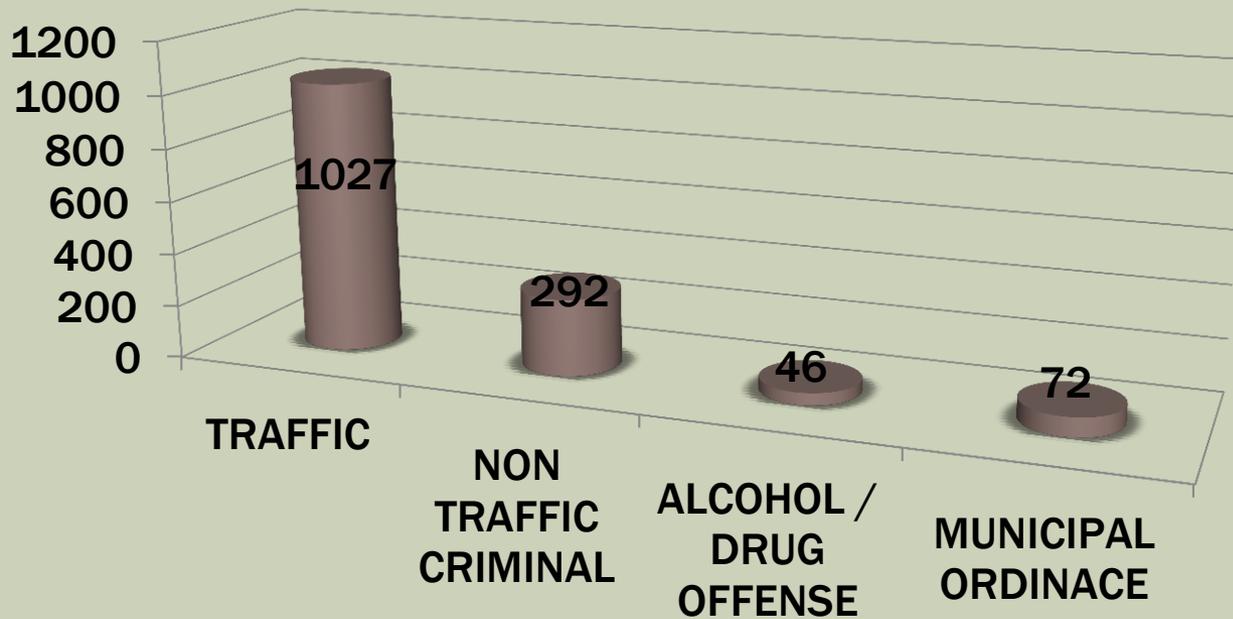
# CITY OF PECULIAR

## Municipal Court 2014-2015



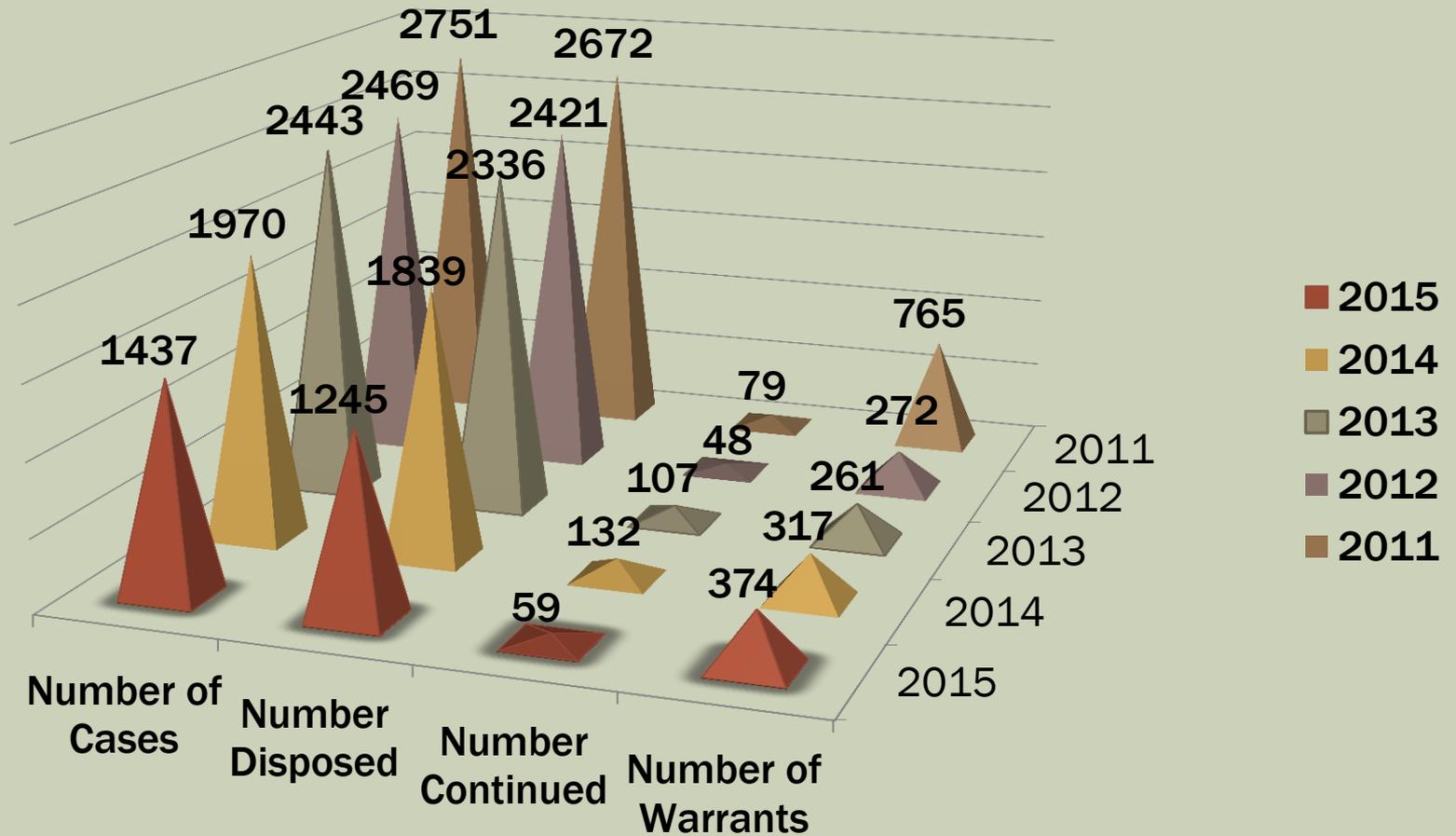
# CITY OF PECULIAR

## Municipal Court Top Violations Issued 2014-2015



# CITY OF PECULIAR

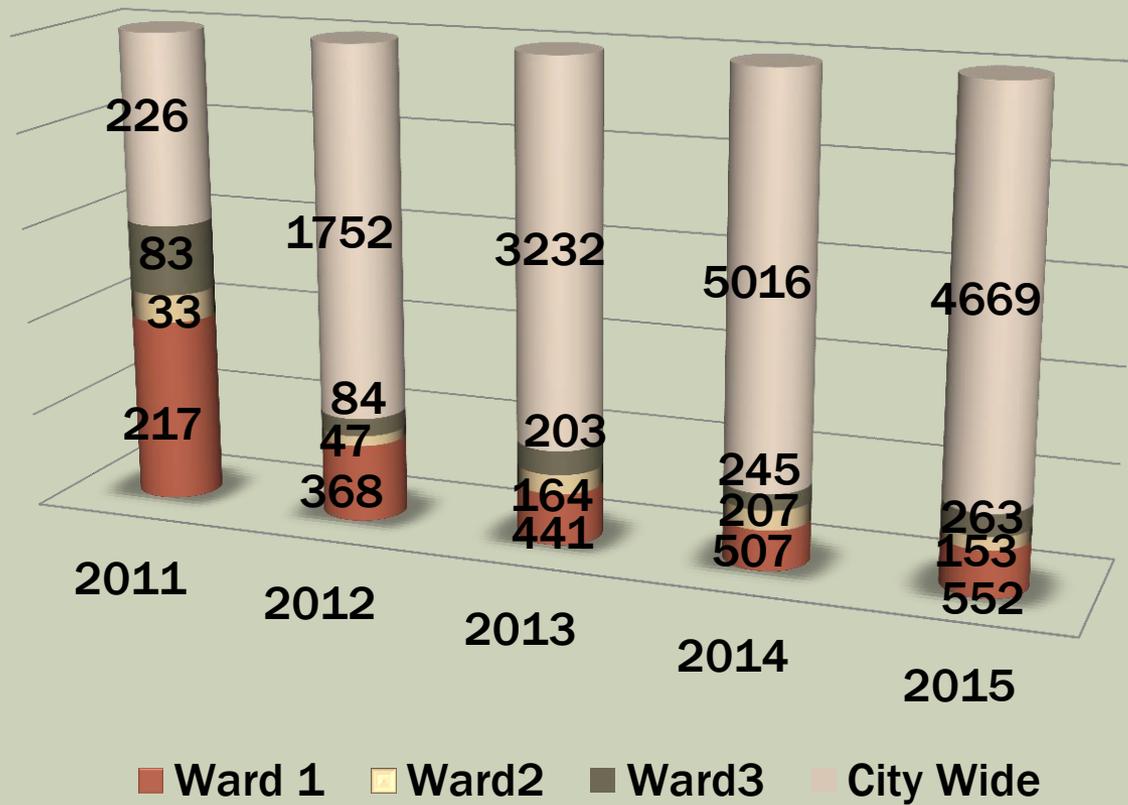
## Municipal Court 5 Year Comparison



# CITY OF PECULIAR

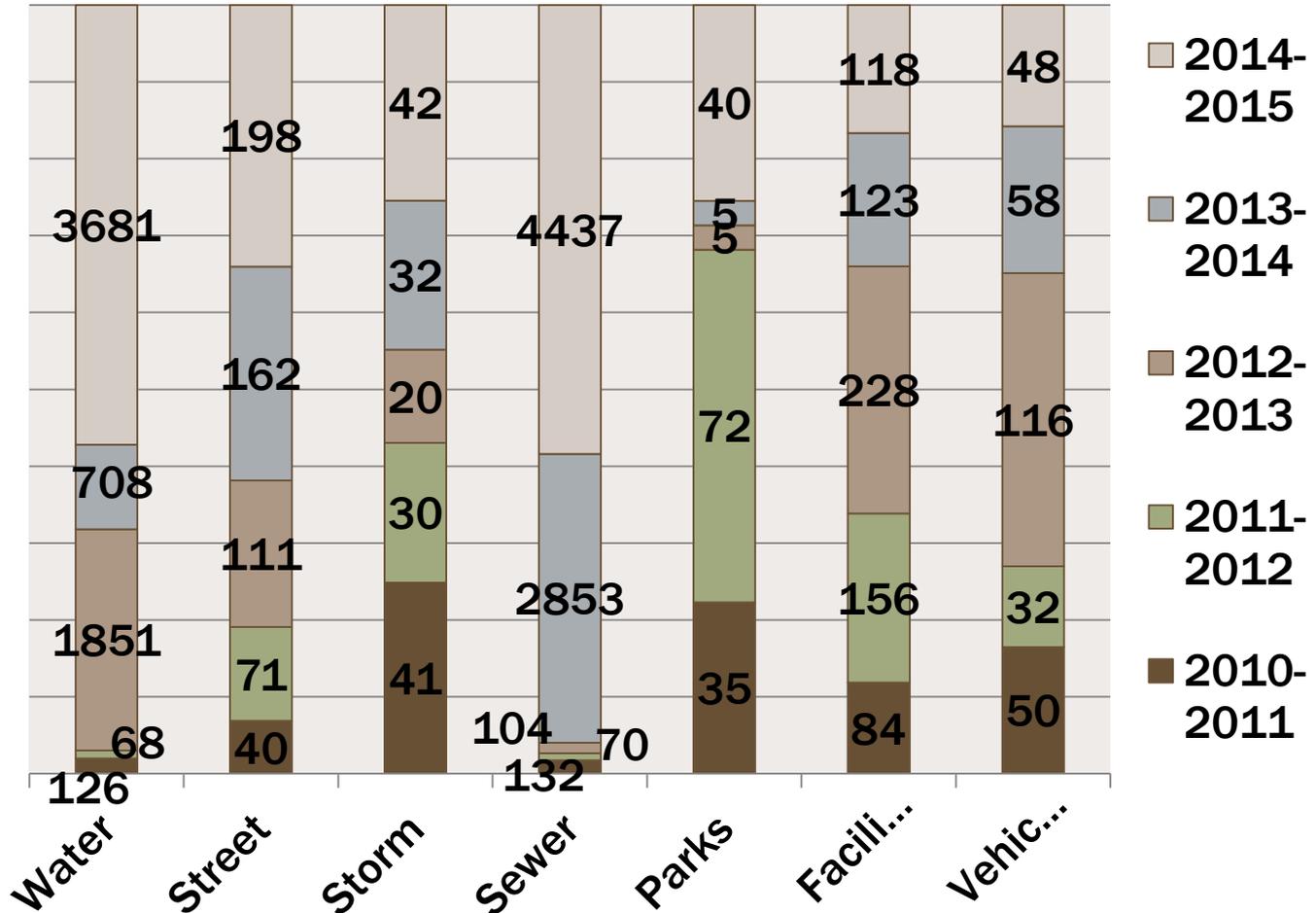
## PUBLIC WORKS

### PW Work Orders 2011-2015



# CITY OF PECULIAR

## Public Works, Work Orders Completed



# CITY OF PECULIAR

## Public Works Department Hours on Work Orders 2014-2015

Work Order Area	Hours	Percentage
Vehicle Maintenance	312	1.6 %
Mowing	276	1.4%
Facilities	2,938	14.6%
Water/Sewer/Trash	13,533	67.3%
Streets/Storm Water/Snow	2,640	13.1%
Parks	320	1.6%
Emergency Preparedness	96	.4%

# CITY OF PECULIAR

## ACCOMPLISHMENTS 2014-2015

### Economic Development

- Complete a "Fiber to the Home" Engineering Report Study. Further advancement possible and hopeful answers in 2016.
- Hired a Marketing Firm to begin to market the City for Residential, Commercial and Industrial opportunities.
- Marketing video of the Community and the economic opportunities completed.
- Industrial Authority Board appointed and trained on responsibilities
- TIFF Commission appointed and trained on roles and responsibilities
- The City of Peculiar is now a joint member of KCADC.
- Legal work is completed on CID, as well as numerous meetings with land owners.
- Certified Industrial Site completed and turned in to State for first round of comments.

### Police

- The police department accomplished its goals for training at the Cass County Sheriff's Office and no charge to the city for this training. The shooting simulator purchased by the department, utilizing federal funds, has been established and is being used by the sheriff's office.
- The department has trained all current employees on the use of the new electronic equipment purchased with federal funds. The equipment includes: in-car cameras, body worn cameras, electronic finger printing technology, interrogation room audio/video recording, in-car computers, and electronic ticket writing.
- All officers have successfully completed the 3 year State of Missouri requirements for Police Officers Standardized Training. All officers have had cultural diversity training and racial profiling training as required by the State of Missouri.
- The Chief of Police and all officers have committed themselves to the safety and well-being of its citizens and those visiting our community. The department maintains an open door policy and strives to make staff available to the community in a timely manner.
- Finally have fully staffed all FTE's

### Business Operations

- Selection of new finance system after multiple reviews.
- Implementation of Incode as well as training staff, which has been the largest software change over in City History.
- Banking Services RFP and selection of Central Bank. Moved all funds and set up new and improved fund structure.
- Began an audit of all sales tax and billing to ensure appropriate taxes are being applied and not applied to the City.
- Updated Employee Handbook to reflect employee statute and practices.
- Applied with GFOA for budget review questions and requests were implemented for this years Budget submittal.

# CITY OF PECULIAR

## ACCOMPLISHMENTS 2014-2015

### Codes

- The City issued Thirty Three (33) Single-Family Housing Permits this past year - the most issued since 2008! The City also issued Four (4) Quad-plex permits for an additional Sixteen (16) Dwelling Units. An improved economy, speculation on the Peculiar Way & I-49 Interchange and our reduced Building Permit Fee all contributed to this growth.
- The City issued a total of 136 Building Permits this past year, resulting in 176 construction related inspections.
- Codes Enforcement Official (Mr. Erickson) received Certification as a Solar Panel Inspector.

### Planning and Zoning

- Completed the Annexation Process for Two (2) parcels of land (one on School Road and one on Hwy YY) as approved by the Board of Aldermen and the residents of Peculiar (by vote); the formal Annexation Process was completed October 19th, 2015.
- Established a new Chapter 425, Erosion and Sediment Control of the Peculiar Municipal Code. On March 16th, 2015 the Board of Aldermen considered and approved the Ordinance which Amended Chapter 400 and enacted this new regulation.
- Established a new Land-Disturbance Permit Ordinance for the Peculiar Municipal Code. On March 16th, 2015 the Board of Aldermen considered and approved the Ordinance to Amend Chapter 500, General Provisions, Article IV; Land-Disturbance Permits.
- Adopted the Kansas City APWA Standard Specification and Design Criteria. On March 16th, 2015 the Board of Aldermen considered and approved the Ordinance to Amend Section 500.065 and adopt the Kansas City APWA Specification and Design Criteria.
- The Comprehensive Plan Update, 2015 and a new Peculiar Way Design Overlay District were approved and adopted by Ordinance on October 5th, 2015 by the Board of Aldermen.
- This Comprehensive Plan Update also adopted a new Future Land Use Map for the City.

### Sewers

- Engineering Grant, Carolla Engineering, evaluate wastewater needs of the City northwest portion of the City.
- Began discussion on inter local agreement with the City of Belton to treat sewer from the City of Peculiar for the North West portion of the City.
- Negotiated a contract with the City of Harrisonville to take the City's sludge instead of Little Blue Valley Sewer.
- Worked closely with City Professional Staff along with City Staff to assemble an extensive itemized 2015 – 2016 working budget. Water rates were only increased ½ of projections
- Major Repairs at the England Facility head works.
- Tv'd questionable areas that may need repairs, possible CIP
- Completed and submitted England Wastewater Facility NPDES Permit
- Major repairs to Sludge Truck
- Began assembling APWA Practices

# CITY OF PECULIAR

## ACCOMPLISHMENTS 2014-2015

### Roads & Bridges

- Worked with MoDOT to advertise, bid and award the I-49 and 211th Street Interchange Project to Emery Sapp and Sons in the amount of \$9,234,712.22. This was \$1.2 million lower than budgeted.
- Completed the Route C traffic study by TranSystems for intersection improvements recommendation from Peculiar Drive and S. Main Street to N. Main Street
- Purchased an asphalt recycler to allow Public Works to recycle asphalt millings into reusable fresh asphalt.
- Began purchasing equipment to utilize salt brine for pretreating roads in winter.
- Purchased a mini excavator to replace aging equipment.
- Worked with MoDOT and TranSystems and received an \$8,000 grant in cost share funding for the Route C Traffic Study for six (6) intersections from just north of City Hall to the J/C & I-49 interchange bridge.
- Incorporated the use of two (2) new Public Works vehicles into the Public Works fleet program

### Water

- Started change over to new computer system. Full change over for Utility Division will not be completed until 2016.
- Negotiated with Public Water Supply District #10 for a property in Bridle Trail and Police Department Garage on Joe Holt Pkwy to allow the City to provide water service.
- Wrote specification and utility easements for moving meters from inside the homes to outside at Windmill Country Estates.
- 211th St. water main relocation and upsizing
- CIP 1 water main relocation and upsizing Peculiar Dr. North St. to Hurley.
- Water service Raisbeck Park/Lower water main Highview Ct.
- R&R Ground storage tank, discovered tank larger than previously informed 500,000 gallons
- Work Orders Electronically
- Policy Changes for House Inspections/ Landlord Responsibility/Late fees from 15% to 10%
- Began assembling APWA Practices
- Submitted water design standards, details and construction specifications
- Water rates were only increased ½ of projections due to staff cutting all things.
- Entered into an engineering contract with Burns & McDonnell for a value engineering study of a water supply and our future water demand, as well as a review of our water tap fees.

### Facilities

- Completed the project management, including design, advertisement, bid and award of the Police Storage Facility \$50,000 project.
- As part of an Eagle Scout project to restripe City Hall parking lot, the parking lot was resealed and the south side landscape island was removed to add additional parking at City Hall.
- As a result of water damage done at City Hall by the cleaning contractor, the City did a major remodel that added a great amount of room to the City Council Chambers and added additional office space. This was at no extra cost to the City.

# CITY OF PECULIAR

## ACCOMPLISHMENTS 2014-2015

### Sidewalks, Street and Storm Water

- Ditched 30% of the City to insure better storm water drainage on the older parts of the city.
- Worked with the Parks Department to begin construction of 2,000 feet of walking trail through downtown.
- Completed a 4 year curb and gutter capital improvement program (CIP).
- Completed a 5 year sidewalk capital improvement program (CIP).
- Completed the advertisement and bid of the Monument Sign Project to Gunter Construction in the amount of \$113,095.50

### Technology & Equipment

- Implemented email archive service to bring city in compliance with State records retention policy
- Implemented onsite/offsite backups for City Hall and Police Department servers for disaster preparedness.
- Updated all City forms, Applications and Permits with new City logo
- Planned new server deployment for implementation of new Incode software suite
- Managed Incode software suite implementation project for all City departments (ongoing)
- Brought remote monitoring of the City Water Tower, Wastewater Plant, Raisbeck Park and Public Works building online for the Police Dept.
- Created Branch Office VPN tunnels between City Hall and Police Dept. for phone services and to facilitate server management
- Brought NEC phone server behind City Hall firewall for another layer of protection against possible intrusion
- Migrated Comcast Fiber connection for Chan 7 from Public Works to Police Dept.
- Created End User Acceptable Use Policy for City computers and networks
- Created plan and policies for IT Equipment Disposal
- Presented End User Security Training for City Staff

# CITY OF PECULIAR

## ACCOMPLISHMENTS 2014-2015



### Parks

#### • *Sports, Recreation and Special Events*

- *Offered Season of Recreational Youth Basketball for boys and girls in grades 4th – 8th*
- *Offered Spring & Fall Volleyball for girls in 4th – 8th grade*
- *Offered Spring & Fall Soccer for boys and girls ages 4 – 11*
- *Hosted 1st Youth Soccer games at Raisbeck Park Soccer Fields*
- *Started Little Soccer Kickers Program*
- *Started Little Tikes Football Program*
- *Started Fitness in the Park*
- *Started Walk N Talk Program*
- *Held 1st Touch a Truck Event*

#### • *Administration*

- *Began concession program*

#### • *Trails*

- *Finished Raisbeck Trails*
- *Continued on building and expanding Highland Trail*

#### • *Parks*

- *Bid and selection of city/parks mowing and parks maintenance contracts*
- *Installation of a new water line at Raisbeck Park (assisted by the Water Department)*
- *Replaced chain linked fence with a split rail fence at Raisbeck Park*
- *Replaced barbed wire fence with a split rail fence at Raisbeck Park*
- *Installed split rail fence along Highline Trail*
- *Built raised flower beds along Highline Trail*
- *Added brown mulch to McKernan Playground surface*
- *Installed a drinking fountain at the Raisbeck Playground*
- *Added two flowerbeds at the entrance of Raisbeck Park*
- *Removed moss and algae from the City Lake*

#### • *Trees*

- *Large Mulch Project – continued tree debris chipping into a mulch stockpile for general park use*
- *Trimmed large trees at Raisbeck, McKernan, Mayors and Peace Parks*
- *Implemented a Memorial Tree Program*
- *Planted trees and scrubs at the City of Peculiar monument sign*

# CITY OF PECULIAR

## GOALS FOR 2015-2016



### Police Department

The department will be establishing secure protocols for retention and control of video evidence for both in-car video and body worn video. With the assistance of the IT department, access to duplication of the video will be limited within the agency..

- The department will continue to stress cultural diversity in the community and assure that all officers are achieving required continuing educational racial profiling training as promulgated by Missouri State Statute. The department will strive to make appropriate minority hiring to reflect the needs of this community and remain within acceptable governmental and social disparity rates.
- The Peculiar Police Department will strive to better communicate with our citizen's, especially those who are victims of crime. The department will refer crime victims to crime victim advocates at the prosecutor's office in those cases where a suspect has been identified.
- Require a professional work ethic and professional work product by officers engaged in routine police duties, and preliminary and follow-up investigations.

### Public Works/Streets



- Continue the project management of the \$9.2 M construction budget of the I-49 & Peculiar Way Interchange and Peculiar Way Improvements projects.
- Begin the project management of engineering design and the \$1.1M construction budget of School Road from 203rd Street to Peculiar Way project.
- Begin gathering information for the first draft to start the APWA Accreditation process
- Begin the project management of engineering design and construction of the sidewalk project from City Hall to the J/C & I-49 interchange bridge.
- Prepare and submit MARC 2016 STP/BR grants for Phase 3 of School Road, Peculiar Drive/Route C (Main Street) and Safe Routes to School.
- Complete the design and acquire the ROW required for southern portion (intersection) of School Road and Peculiar Way, rather than building a temporary road then constructing the permanent road the following year.
- Begin gathering information for the first draft of Construction Standards for the Public Works Division.
- Review and start putting together operational guidelines for Administrative and Maintenance for the Public Works Division.

# CITY OF PECULIAR

## GOALS FOR 2015-2016

### P & Z / Codes



- Remain Pro-active on property maintenance throughout the City while striving to improve and enhance the professional image of Planning and Codes to our Citizens.
- Amend the City's Updated Comprehensive Plan, 2015 and possibly the City Zoning Map to reflect a "Downtown" District and incorporate design and development criteria more closely aligned with the City's original and shared vision.
- Schedule 2012 International Code Council (ICC) training for Codes Inspector to achieve certification for at least one discipline (Electrical, Mechanical, Plumbing or International Residential Code).
- Perform City-wide study/update of Storm Water Detention/Retention Ponds to identify problem areas, documented with photos, and recommend corrective actions as suggested by the City Engineer.
- Begin utilizing the City Website to allow residents to see properties that are being addressed by the Codes Officer.

### Parks and Recreation



- Complete Phase 2 of Raisbeck renovation with an extended parking lot and fencing for maintenance barn.
- Set Rental Rates for the Raisbeck Soccer Fields and other areas of Park.
- Offer an Adult Flag Football League
- Complete the LWCF Grant, the Raisbeck Nature trail
- Add a sidewalk from the current sidewalk to the Shelter house at McKernan park
- Repairs of sidewalk and bridge at McKernan Park
- Develop a Recreation Program marketing and growth plan
- Hire a new Park Supervisor
- Purchase concession trailer for concession program
- Extend Highline Trail from Broadway to YY
- Develop a Multiple Eagle Scout projects along the Trail Systems.
- Create Senior's Activity Program
- Create a Parks and Recreation Sponsorship Packet to attract sponsorships for teams, events and needs.

# CITY OF PECULIAR

## GOALS FOR 2015-2016



### Business Office/IT Administration

- Finish Incode software suite implementation project for all City departments (ongoing)
- Implement a Data Loss Prevention solution for PD and City Hall
- Implement a Mobile Device Management solution for PD and City Hall
- Plan and Prepare for migration to Next-Generation Firewall Solution for all City locations
- Create Disaster Recovery and Crisis Management Plan for IT
- Research health care and HR policy consultants to cut cost
- Research an HRIS on-line open enrollment system
- Expand remote monitoring capabilities at Water Tower, Wastewater Plant and Raisbeck Park
- Create "Craigslist Safe Place" at PD parking lot for citizens to conduct transactions
- Implement PO system , capital project reporting and daily cash receipting in Incode

### Water Works Division

- Complete a Value Engineering (VE) Study with Burns & McDonald, and design a time line for an alternate water source to be approved by the Board of Aldermen.
- Complete a Tap Fee Study with Burns & McDonald.
- Complete the design and potentially acquire the easements required for the 5-mile water transmission main. Continue the project management of engineering design, alignment study and acquisition of water main easements for the transmission main (\$3.9M) for new water source.
- Continue the project management of the \$0.7M construction budget of the 12-inch water main along Peculiar Drive and Main Street from Hurley to North Street.
- Continue the project management of engineering design, of the three (3) additional water main improvements projects (\$1.4M budget) with the MDNR SRF loan.
- Begin gathering information for the first draft to start the APWA Accreditation process

### • Waste Water Division

- Complete review of the Wastewater Engineering Study Grant with Carollo Engineering, evaluating the wastewater needs of the City's northwest area.
- Identify Cured-In-Place Pipe (CIPP) projects to design, bid and construct.
- Continue gathering operational guidelines for Administrative and Maintenance for the Wastewater Division
- Continue gathering information for the APWA Accreditation process
- Complete a Sanitary Sewer Tap Fee Study with GBA



# CITY OF PECULIAR

## GOALS FOR 2015-2016



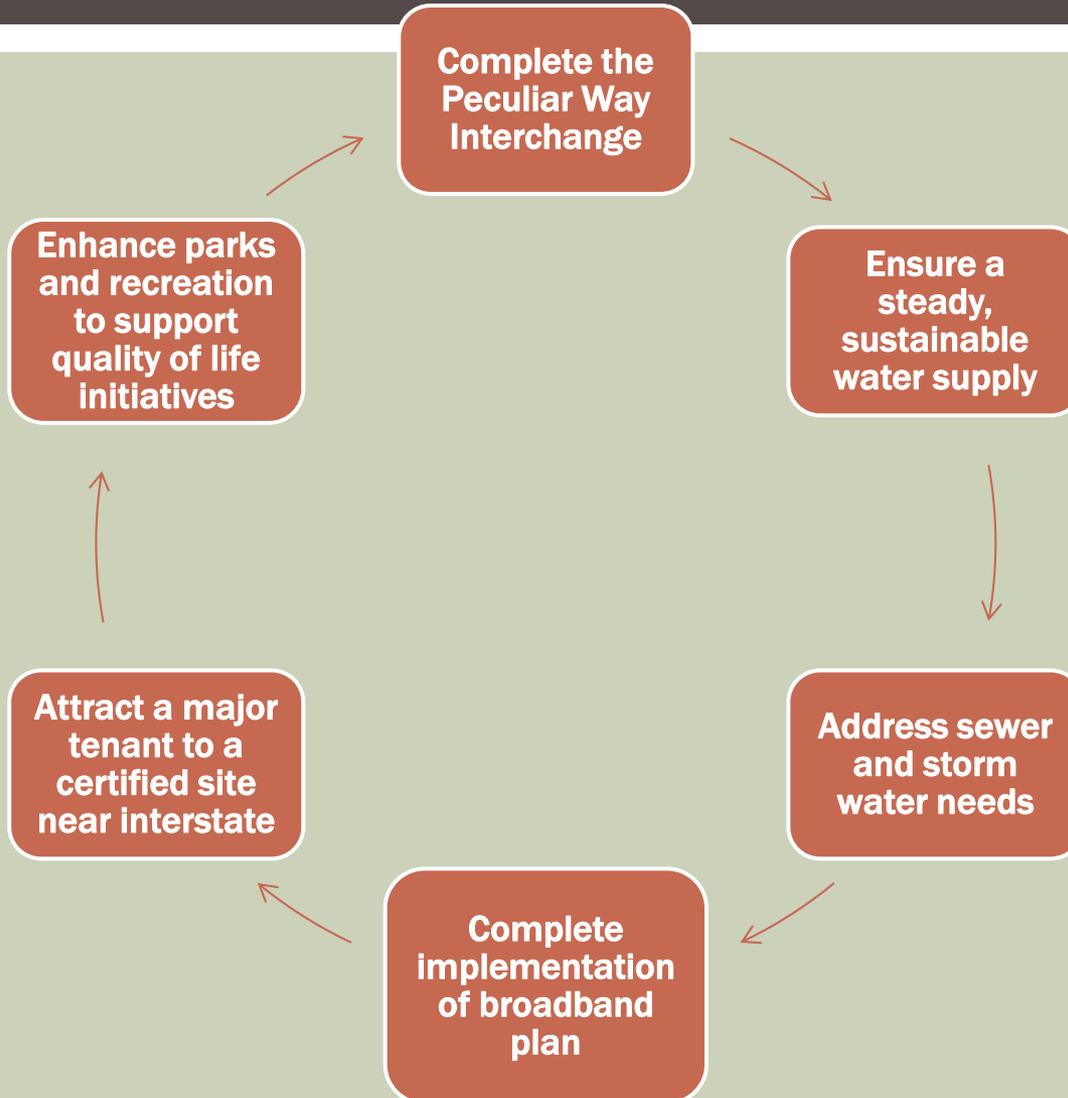
### Economic Development

- Complete the CID by signatures acquired and election completed.
- Begin the full out Marketing Campaign with marketing consultant.
- Go to our first trade show to promote our community and what we have to offer.
- Final approval from the State on the only Industrial Certified Site in Cass County, here in Peculiar, MO.
- Work with CCCED to strengthen and advance a workforce development program in Peculiar and Cass County.
- Continue with the Original Downtown vision and the Chamber of Commerce.

# CITY OF PECULIAR

CRITICAL PRIORITIES FOR THE NEXT 5 YEARS

B.O.A. JULY 7, 2014



# CITY OF PECULIAR



**The Time is Now at Hand!**