BOA Meeting Agenda
Peculiar City Board of Aldermen
Work Session Meeting and Public Hearing
City Hall – 250 S. Main St
Tuesday September 2, 2014 6:30 p.m.

Notice is hereby given that the Board of Aldermen of the City of Peculiar will hold a regularly scheduled meeting on Tuesday, September 2, 2014 at 6:30 pm, in the Council Chambers at 250 S. Main St. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at City Hall, 250 S. Main St Peculiar, MO 64078 or by calling 816-779-2221. All proposed Ordinances and Resolutions will be available for viewing prior to the meeting in the Council Chambers.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Board of Alderman Statement

5. Proclamation – Emmett "Frosty" Smith - Civic Involvement

6. Business

A. Resolution 2014-48 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TASCO CONSTRUCTION FOR THE PURPOSE OF PERFORMING VARIOUS IMPROVEMENTS AT THE POLICE STORAGE FACILITY LOCATED AT 22715 JOE HOLT PARKWAY IN PECULAIR, MISSOURI

B. Bill No. 2014-24 - A ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING AND ACCEPTPING THE MODOT MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION COST APPORTIONMENT AGREEMENT FOR THE ROUTE C SIDEWLAK IMPROVEMENTS FROM I-49 J/C BRIDGE TO CITY HALL 250 S. MAIN STREET CASS COUNTY, MISSOURI
1st Reading

C. Resolution 2014-49 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI ADOPTING THE FISCAL YEAR 2014-2015 OPERATING BUDGET FOR THE CITY OF PECULIAR AND AMENDING THE FISCAL YEAR 2013-2014 OPERATING BUDGET.

7. Topics for Discussion

A. Changes to Purchasing Policy of the City of Peculiar and Purchasing Requirements of the City Administrator

B. Bill to Define Height and Area Restrictions for the C-1, General Business and C-2, Central Business Zoning Districts.

C. Code of Ethics for the City of Peculiar

8. Aldermen Concerns or Additional Topics for Discussion by Aldermen

9. Aldermen Directives Reported by City Administrator

10. Adjournment

Posted 8/28/14 by NJ

PROCLAMATION

WHEREAS, Emmett “Frosty” Smith is a business owner within the City of Peculiar; and

WHEREAS, Emmett “Frosty” Smith has shown outstanding civic leadership and involvement in the community; and

WHEREAS, The City of Peculiar is pleased to have individuals such as Emmett “Frosty” Smith active in the community.

NOW THEREFORE, I Holly Stark, Mayor of the City of Peculiar, Missouri do hereby congratulate Emmett “Frosty” Smith on his notable actions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Peculiar, Missouri to be affixed this 2nd day of September, 2014.

_____

Mayor Holly Stark

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

City Attorney
Reid Holbrook

Parks Director
Nathan Musteen

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

To: Mayor and Board of Aldermen
From: Carl Brooks, City Engineer
Date: August 28, 2014
Re: Police Storage Facility Project

GENERAL INFORMATION

Applicant: City Staff
Requested Actions: Approval of Resolution No. 2014-48
Purpose: Enter into Agreement with Resolution No. 2014-48
Property Location: 22715 Joe Holt Parkway

PROPOSAL

City staff proposes that the Board of Aldermen approve a resolution authorizing the Mayor to execute an agreement with Tasco Construction Company, Inc. of Pleasant Hill, Missouri for project improvements of the Police Storage Facility Project. The not-to-exceed agreement amount is $47,926.00.

PREVIOUS ACTIONS

A total of two (2) bids were received, and one bid was above the project budget of $50,000 and the other bid was below the project budget of $50,000; yet within an acceptable range of the engineer's final estimate of probable construction cost of $41,000 to $50,000.

KEY ISSUES

Since the proposed work is more than $10,000; it was important that the project be advertised and bid using prevailing wage requirements.

City staff contacted the references provided by Tasco Construction Company, Inc., each of whom had work completed by Tasco Construction Company, Inc. All contacted indicated that they were pleased with the performance and work provided by Tasco Construction Company, Inc., and would hire them again.

STAFF RECOMMENDATION

Staff recommends approval of the award to Tasco Construction Company, Inc. in the amount of $47,926.00, as the City desires to award work to local contractors and sub-contractors whenever possible, and staff recommends approval of the resolution. The engineer's estimate for the scope of the work bid was $49,017.60.

ATTACHMENTS

The bid tab and resolution are attached for your review.

Police Storage Facility

	Engineer's Estimate			Project No. F 14-001		Tasco Construction Company, Inc.	Irvin Construction LLC
No.	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE		
1	Demo of Basement walls, complete		L.S.	$ 5,000.00	$ 5,000.00	$ 4,000.00	$ 2,000.00
2	Demo of existing chain length fence, complete	665	L.F.	$ 2.50	$ 1,662.50	$ 1,500.00	$ 1,800.00
3	filling of basement hole with owner furnished millings, complete	1	L.S.	$ 5,000.00	$ 5,000.00	$ 1,500.00	$ 2,000.00
4	layer of top soil, 12" minimum, complete	1248	S.F.	$ 1.00	$ 1,248.00	$ 2,496.00	$ 2,500.00
5	seed, complete	1500	S.F.	$ 2.00	$ 3,000.00	$ 1,500.00	$ 2,500.00
6	Install 6' Vinyl Fence, complete	665	L.F.	$ 37.50	$ 24,937.50	$ 27,930.00	$ 38,950.00
				SUBTOTAL:	$ 40,848.00	$ 38,926.00	$ 49,750.00
	Contingency 20%				$ 8,169.60	$ 9,000.00	$ 9,000.00
				TOTAL	$ 49,017.60	$ 47,926.00	$ 58,750.00

RESOLUTION 2014-48

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TASCO CONSTRUCTION COMPANY, INC. FOR THE PURPOSE OF PERFORMING VARIOUS IMPROVEMENTS AT THE POLICE STORAGE FACILITY LOCATED AT 22715 JOE HOLT PARKWAY IN PECULAIR, MISSOURI

WHEREAS, in fiscal year 2013-2014, the City of Peculiar received $1.2M in Equitable Sharing Funds to be used by the Police Department which includes improvements to the Police Storage Facility; and

WHEREAS, the City accepted bids on August 14, 2014 for the Police Storage Facility, and Tasco Construction Company, Inc. submitted the best responsive and responsible bid; and

WHEREAS, the City staff and Tasco Construction Company, Inc. have negotiated the terms of an agreement for the stated services.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI:

Section 1: The Mayor is authorized to execute the referenced agreement with Tasco Construction Company, Inc.

Section 2: *Effective Date*. The effective date of this resolution shall be the ___ day of September, 2014.

Upon a roll call, said Resolution was adopted by the following vote:

Alderman Fines	___	Alderman Ray	___
Alderman Ford	___	Alderman Roberts	___
Alderman McCrea	___	Alderman Turner	___

APPROVED: **ATTEST:**

_____ _____

Holly Stark, Mayor Nick Jacobs, City Clerk

1

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
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Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

To: Mayor & Board of Aldermen
From: Carl Brooks, City Engineer (cbrooks@cityofpeculiar.com)
Date: August 28, 2014
Re: Ordinance No. 2014-24, Mayor & Board of Alderman (BOA) Acceptance of the MoDOT Cost Apportionment Agreement for the sidewalk public improvements project from I-49 J/C Bridge to City Hall on Route C (Cass County), Missouri

GENERAL INFORMATION

Applicant: City Staff
Requested Actions: Approval of ordinance
Purpose: Acceptance of the MoDOT Cost Apportionment Agreement
Property Location: C Hwy from I-49 J/C Bridge to City Hall

PROPOSAL

A cost apportionment agreement has been awarded by MoDOT to the City in the amount of $70,000. Therefore, City staff proposes that the MoDOT Cost Apportionment Agreement be accepted by ordinance by the Mayor and the BOA.

PREVIOUS ACTIONS

City staff requested the local MoDOT area office for assistance with funding of sidewalk improvements from City Hall to the J/C bridge @ I-49.

For future partnerships with MoDOT funding opportunities, City staff believes that acceptance of the Cost Apportionment Agreement prepared by MoDOT staff is a “win-win” situation.

City attorney has reviewed the Cost Apportionment Agreement and had recommended approval of the agreement.

KEY ISSUES

Larkin Engineers (our engineer selected to design the water main and sidewalk project) has estimated that the sidewalk will cost $119,460.00. There may be additional cost with the restoration and seeding of the project, but that is hard to quantify as the water main project work will also require restoration and seeding.

Our engineer’s estimate for the sidewalk construction cost is $119,460.00, and an additional 35% for the following: Professional engineering (which we already have a contract with Larkin Engineers for the design of the sidewalk), R/W and utility coordination, advertisement, award and construction inspection and management of $41,811; for a total project cost of the sidewalk of $161,300.

Funding: $4,000 has been identified in the 2015 Park Fund Capital Equipment operating budget. $41,000 has been identified and encumbered from the 2013-2014 operating budget. $70,000 has been identified as a grant from MoDOT. The remaining construction cost of $4,460 will be funded by the 2013 Water Bond, as part of the new 12-inch water main along Peculiar Drive and C Hwy from Hurley Street to North Street will be in the same R/W; and will be designed and constructed as one project.

STAFF COMMENTS AND SUGGESTIONS

City staff and the MoDOT local agency staff have meet and discussed the project schedule, funding time line and the MoDOT Cost Apportionment Agreement for the sidewalk improvements from City Hall to the J/C bridge @ I-49.

STAFF RECOMMENDATION

City staff recommends the approval of the MoDOT Cost Apportionment Agreement be accepted by ordinance by the Mayor and the BOA.

ATTACHMENTS

MoDOT Cost Apportionment Agreement Exhibit A and Exhibit B
Ordinance 2014-24

CCO Form:	DE07	Cost Apportionment Agreement
Approved:	07/97 (DPP)	Route: C
Revised:	03/14 (AR)	County: Cass
Modified:		Job No.:4P3095E

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
COST APPORTIONMENT AGREEMENT

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the city of Peculiar (hereinafter, "Entity").

WITNESSETH:

WHEREAS, the Commission owns and maintains Route C in Cass County as part of the State Highway System; and

WHEREAS, the parties desire the improvement or reconstruction of Route C, extending generally from I-49 to 250 S. Main Street; and

WHEREAS, the Entity is willing to provide assistance in the construction or reconstruction of the improvements subject to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) PURPOSE: The purpose of this agreement is to coordinate participation by the Entity in the cost of the Commission's public improvement for Route C, in the County of Cass, designated as Job No. 4P3095E. This public improvement will involve sidewalk improvements from I-49 to 250 S. Main Street on Route C.

(2) LOCATION: The transportation improvement that is the subject of this Agreement is contemplated at the following location:

From I-49 to 250 South Main Street on Route C.

The general location of the public improvement is shown in "Exhibit A." The detailed location of the improvement will be shown on the plans prepared by the Commission for the above-designated route and project.

(3) COMMISSION REPRESENTATIVE: The Commission's District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(4) PROJECT RESPONSIBILITIES: With regard to project responsibilities under this Agreement, the parties agree to contribute as follows:

(A) The Entity will be responsible for the preparation of detailed right-of-way and construction plans and project specifications. This includes design, letting of project, and inspection of project. The plans shall be prepared in accordance with and conform to Commission requirements.

(B) No additional right-of-way will be acquired for the project.

(C) The Entity shall secure the removal, relocation or adjustment of any public or private utilities located on private easements or public right-of way, if the construction of the herein contemplated improvements so required.

(D) The Entity will be responsible for letting the work for the herein improvement, which includes advertising the project for bids and awarding the construction contract. The Entity will solicit bids for the herein improvement in accordance with plans developed by the Entity, or as the plans may from time to time be modified in order to carry out the work as contemplated. Prior to award of the contract, the Entity shall request bid review and concurrence from the Commission.

(E) The Entity will be responsible for construction of the herein improvements, which includes administration of the construction contract and inspection of the project work. The project shall be constructed in accordance with and conform to Commission requirements.

(F) All pavement marking, signs, and traffic signals installed with the proposed improvements shall be in accordance with the latest revision of the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

(5) PAYMENT RESPONSIBILITIES: With regard to payment responsibilities under this Agreement, the parties agree to contribute as follows:

(A) The currently estimated cost of the project is one hundred forty-five thousand four hundred twenty-two dollars ($145,422). The details of the estimated cost breakdown may be seen in “Exhibit B,” which is incorporated herein and attached hereto. The total project cost will include preliminary engineering, right of way acquisition, utility relocation, project construction, and work inspection.

(B) The Commission will pay a lump sum of seventy thousand dollars ($70,000), no more, no less, towards the actual project costs.

(C) Payment from the Commission will be made in one installment once the project is complete or in response to monthly invoices submitted by the Entity as the project progresses. The Entity shall submit written invoices to the Commission showing the costs incurred for the project.

(D) The Entity is responsible for the balance of the project in excess of seventy thousand dollars ($70,000).

(6) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the Entity shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Entity's wrongful or negligent performance of its obligations under this Agreement.

(B) The Entity will require any contractor procured by the Entity to work under this Agreement:

(1) To obtain a no cost permit from the Commission's District Engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's District Engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities ($500,000 per claimant and $3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(7) ADDITIONAL FUNDING: In the event the Commission obtains additional federal, state, local, private or other funds to construct the improvement being constructed pursuant to this Agreement that are not obligated at the time of execution of this Agreement, the Commission, in its sole discretion, may consider any request by the Entity for an off-set for the deposited funds, a reduction in obligation, or a return of, a refund of, or a release of any funds deposited by the Entity with the Commission pursuant to this Agreement. In the event the Commission agrees to grant the Entity's request for a refund, the Commission, in its sole discretion, shall determine the amount and the timing of the refund. Any and all changes in the parties' financial responsibilities resulting from the Commission's determination of the Entity's request for a refund pursuant to this provision must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the Entity and the

Commission.

(8) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the Entity and the Commission.

(9) ASSIGNMENT: The Entity shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(10) OWNERSHIP AND MAINTENANCE: All improvements made pursuant to this Agreement within the state-owned right-of-way shall become the Commission's property. The Entity, at its sole cost and expense, is responsible for maintaining all sidewalks constructed or installed pursuant to this Agreement in fully operational, safe and aesthetically acceptable condition, including meeting all ADA standards. All future alterations, modifications, or maintenance of the sidewalk improvements will be the responsibility of the Entity. Maintenance by the Entity will include, but is not limited to, crack repair, patching holes, removing litter, debris, trash, and leaves, and removal of snow and ice (through methods approved by the Commission). All sidewalks constructed pursuant to this Agreement shall be maintained in a condition safe for use of the sidewalks by the general public at all times. If the Entity fails to maintain the sidewalks in a safe condition, the Commission may cancel this Agreement and remove the sidewalks from Commission right of way or the Commission may maintain the sidewalks at the Entity's cost and expense.

(11) CONSTRUCTION OF IMPROVEMENTS: All construction of the proposed improvements shall be according to the latest editions of the Missouri Highways and Transportation Commission's *Standard Specifications for Highway Construction*, Standard Plans for Highway Construction, and the Missouri Department of Transportation's *Approved Products List for Traffic Signals and Highway Lighting*.

(12) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The Entity shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(13) APPROVAL OF FHWA AND AVAILABILITY OF FUNDS: This Agreement is entered into subject to the approval of the Federal Highway Administration and is further subject to the availability of federal and state funds for this construction.

(14) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Entity with written notice of cancellation. Should the Commission exercise its right to cancel this Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Entity.

(15) VENUE: It is agreed by the parties that any action at law, suit in equity, or

other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(16) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the Entity.

(17) NO INTEREST: By contributing to the cost of this project or improvement, the Entity gains no interest in the constructed roadway or improvements whatsoever. The Commission shall not be obligated to keep the constructed improvements or roadway in place if the Commission, in its sole discretion, determines removal or modification of the roadway or improvements, is in the best interests of the state highway system. In the event the Commission decides to remove the landscaping, roadway, or improvements, the Entity shall not be entitled to a refund of the funds contributed by the Entity pursuant to this Agreement.

(18) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(19) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

(20) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(21) NO ADVERSE INFERENCE: This Agreement shall not be construed more strongly against one party or the other. The parties to this Agreement had equal access to, input with respect to, and influence over the provisions of this Agreement. Accordingly, no rule of construction which requires that any allegedly ambiguous provision be interpreted more strongly against one party than the other shall be used in interpreting this Agreement.

(22) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the Entity this ____ day of _____, 20__.

Executed by the Commission this ____ day of _____, 20___.

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION

By _____

Title _____

ATTEST: (Commission seal)

_____
Secretary to the Commission

APPROVED AS TO FORM:

_____
Commission Counsel

CITY OF PECULIAR

By _____

Title _____

By _____

Title _____

By _____

Title _____

ATTEST: (Entity seal, if existing)

By _____

Title _____

APPROVED AS TO FORM:

By _____

Title _____

If Entity is a City – City Ordinance Number 2014-49

EXHIBIT A
Project Location

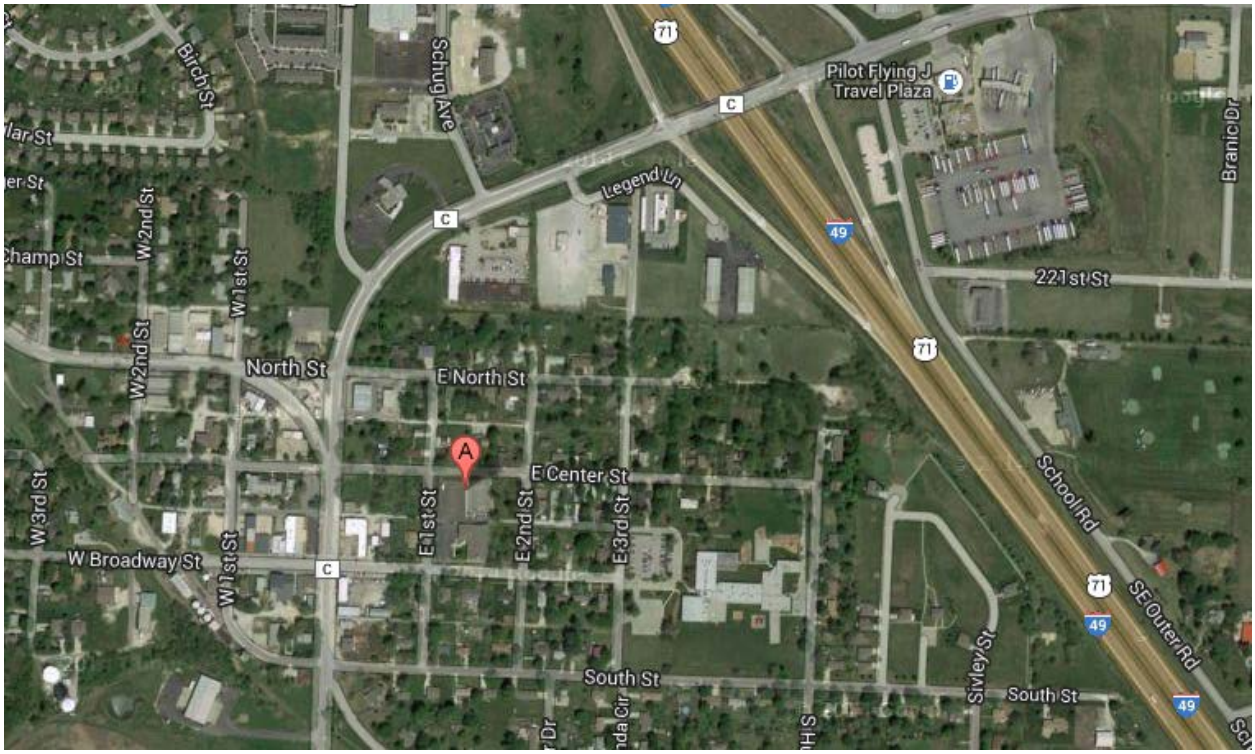

Exhibit B

Project Name: City of Peculiar, Route C from I-49 to 250 S. Main Street

MoDOT Job Number: 4P3095E

Description: Sidewalk improvements

Total Project Cost Estimate: $145,422

	Current Estimate	Cost Apportionment Eligible
Preliminary Engineering	$16,158	$16,158
Right of Way	$0	$0
Right of Way Incidentals	$0	$0
Utilities	$0	$0
Construction	$107,720	$107,720
Construction Contingency	$0	$0
Non-participating Items	$0	$0
Inspection and Letting	$21,544	$21,544
Total	$145,422	$145,422

Project Responsibilities:

Design	Entity
Right of Way Acquisition	Entity
Letting	Entity
Inspection	Entity

Financial Responsibilities:

Kansas City District	$70,000
City of Peculiar	$75,422
Total:	$145,422

How are overruns and underruns handled?

The Entity is responsible for all overruns and underruns.

BILL NO. 2014-24

ORDINANCE _____

A ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING AND ACCEPTING THE MODOT MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION COST APPORTIONMENT AGREEMENT FOR THE ROUTE C SIDEWLAK IMPROVEMENTS FROM I-49 J/C BRIDGE TO CITY HALL 250 S. MAIN STREET CASS COUNTY, MISSOURI

WHEREAS, the Board of Aldermen previously agreed and allowed City staff to request from MoDOT's Area Engineer funds for sidewalk public improvements from I-49 J/C Bridge to City Hall on Route C, and

WHEREAS, the MoDOT Cost Apportionment Agreement for the sidewalk public improvements project from I-49 J/C Bridge to City Hall on Route C has been approved and awarded by the MoDOT Cost Apportionment Review Committee, and

WHEREAS, the citizens of Peculiar have requested sidewalk public improvements from I-49 J/C Bridge to City Hall on Route C,

NOW THEREFORE, be it ordained by the Board of Aldermen of the City of Peculiar, Missouri as follows:

Section 1. The Commission will pay a lump sum of seventy thousand dollars ($70,000), no more, no less, towards the actual project costs.

Section 2. The Mayor is authorized to execute this ordinance acknowledging the MoDOT Cost Apportionment Agreement.

Section 3. *Effective Date.* The effective date of this Ordinance shall be the 15th day of September, 2014.

First Reading: _____ Second Reading: _____

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS ___ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Fines	____	Alderman Ray	____
Alderman Ford	____	Alderman Roberts	____
Alderman McCrea	____	Alderman Turner	____

APPROVED: **ATTEST:**

_____ _____

Holly Stark, Mayor Nick Jacobs, City Clerk

2014-2015 Adopted Budget

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

Prepared by the Department of Administration

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

City Attorney
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Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
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August 28, 2014

The Honorable Mayor, Members of the Board of Alderman
and the Citizens of the City of Peculiar, Missouri

RE: 2014-2015 Fiscal Year Budget Message

The City of Peculiar continues to experience a healthy recovery during the 2013-14 budget years from the market crash and housing bubble burst of 2008-2009. The city took great strides with this budget putting into practice results of the Board of Alderman's workshop held on July 7, 2014. This budget continues a visionary process of seeking out and taking advantage of the City's strengths and competitive advantage.

Competitive Advantages
B.O.A. July 7, 2014

- *Proximity to Interstate 49*
- *Young population*
- *Affordable housing with relative low taxes*
- *Proximity to Kansas City metro area*
- *Strong Education System*
- *Strong Public Safety System resulting in low crime*
- *Strong Education System*

Great strides have been made in this past fiscal year to move beyond a year to year plan and instead implement a planned strategy for the next 5 years in infrastructure needs. All areas and plans were reviewed and combed through many times by staff and the Board of Alderman. The enclosed City of Peculiar budget document and supporting information constitutes the City's recommended improvements on many fronts for Fiscal Year 2014-2015 starting October 1, 2014. We continued the efforts to improve the infrastructure of the City, 5 years out projecting needs, as well as preparing for economic opportunity. This budget will be formally adopted by the Board of Alderman on September 02, 2014 and will establish the fiscal plan for the City's Fiscal Year October 1, 2014 to September 30, 2015. The budget addresses many of the policies and goals the Board of Alderman discussed in budget work sessions, previous work sessions and Board of Alderman meetings over this past fiscal year.

Critical Issues for the Board of Alderman include:

1. Rising cost and capacity of available water (Initial funding implemented with this budget for a new water source.)
2. Growth in the 211th interchange corridor (focus funding of transportation, utility fees, bonds on 211th interchange engineering, right of way purchases and economic tools implemented.)
3. Continued maintenance of the City's infrastructure (allocation of additional sales tax to street preservation with a new curbs/gutters line item to begin maintenance.)
4. City equipment is outdated and in constant repair (continuing the vehicle replacement program will get our fleet in better condition and save thousands in maintenance.)

5. The City operates under an MS4 permit directed by the State which regulates storm water (initial funding for storm water improvements identified in funding.)
6. Police Department does not have a relief factor to ensure coverage (1 Police Officer position added to budget.)
7. Software system that provides and manages all City financial and legal information is severely antiquated (Budgeted to upgrade the whole system.)

Critical Priorities for the next 5 years
B.O.A. July 7, 2014

- *Complete the new 211th Interchange*
- *Ensure a steady, sustainable water supply*
- *Address sewer and storm water needs*
- *Complete implementation of broadband plan*
- *Attract a major tenant to a certified site near interstate*
- *Enhance parks and recreation to support quality of life initiatives*

Budget Preparation began in March of 2014 by Administrative staff and will be adopted by the Board of Alderman on September 2, 2014. The City Administrative and Financial staff met regularly during the year to review the ongoing 2013-2014 budget expenditures compared to budget, progress toward achieving set revenue targets and accomplishments of the City's financial goals. Since 2008 the City's financial goal has been to build rainy day cash reserve funds and fund balance reserves. Building these reserves puts the City in a better position to fund operations in case of a disaster or financial downturn. The 2014-2015 Adopted Budget provides for a continuation of maintaining the reserve targets and exceeding the fund balance policy.

Budget preparation instructions were given to Departments Heads in April at the start of the budget planning process and they were provided guidelines consistent with the adopted Financial Policies. Budget Expenditure Requests for 2014-2015 should not exceed 2013-14 budgeted amounts since the City is to absorb increased salaries for the Pay Performance Plan, benefits and set contractual services. Increases in the Waterworks and Wastewater funds are based on the direction approved by the Board of Alderman which will raise the water rate by $2.50 on the front and back as well as $.55 cents on the wastewater rate beginning October 1, 2014.

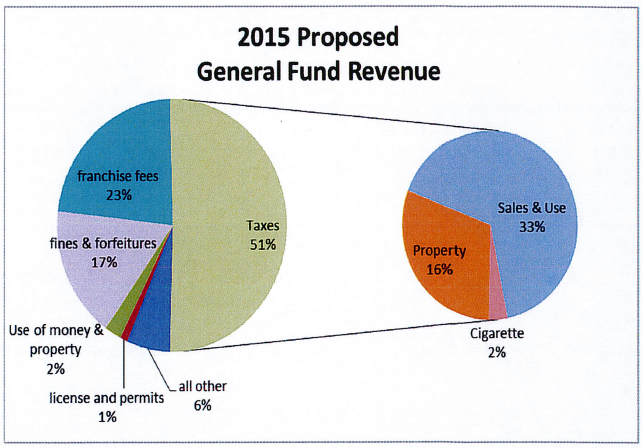
Board of Alderman Guiding Principles

- *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*

A narrative of activities, services or functions carried out by the organizational units was requested in the budget preparation instructions. Budgets needed to be consistent with the overall community goals/initiatives set by the Mayor and Board of Alderman. The purpose of the linkage was to confirm departments and Alderman were on the same page with no conflicting objectives. Departments were asked to provide objectives or goals for specific units and programs; objectives and measures needed to be linked and outcome related. On August 7, 2014 staff presented the recommended budget to the Board of Alderman. The Board and staff went through line item by line item on the same night it was presented August 7, 2014. On August 18, 2014 the CIP was presented to the Board of Alderman; at the end of the meeting the Board directed staff to prepare the final budget for approval at the September 2, 2014 meeting.

The Financial Summaries section of the Fiscal Year 2014-2015 budget book contains mission statements and goals on a department basis. Each department provided a mission statement, major accomplishments for the current year and goals and objectives for the 2014-2015 Fiscal year. In addition this year's budget book

introduces the reader to various summaries including a summary of all funds reserve balances, operating revenues and operating expenses.



CURRENT FISCAL CONDITION

The City maintained the overall financial reserves targeted at 15% during the 2013-2014 budget year. City governmental activity fund reserves held steady at a strong 37% of revenue.

For the general fund, the largest fund within this category, revenues are made up predominately of property and sales taxes at 51% of total general fund revenues followed by franchise fees and fines/forfeitures. The City experienced an increase in revenue collected for property and sales taxes as well as building permits in 2013-2014. During 2013-2014 the City continues to see strong growth in sales tax due to the imposition of sales taxes on utilities on January 1, 2014. At the fiscal year end September 30, 2014 the city expects to see sales tax increase of 4% over actual results for 2013.

Noticeable Trends in Rising Costs

- ***Fuel***
- ***Electricity***
- ***Gas***
- ***Health Insurance***

With limited revenues and increasing costs, the City must continue to be strategic in allocating resources and take advantage of opportunities to limit growth in fees charged and rely more on general revenues. The proposed budget focuses on funding both Alderman and resident's priorities including transportation, public safety, water and sewer infrastructure. Other major changes in revenues include both the Park Fund and CIP Fund experiencing increases in sales tax similar to the general fund.

Business Licenses lag far behind the peak year of 2007 due to construction levels not being close to the 2002-2006 housing boom years. Fines and Forfeitures (Court Revenue) seem to have held steady this past year but far lower than the peak 2007 and 2008 years. The County changed their proposal for School Road again; however we do have an MOU. This year will mark the second year of the $50,000 per year road and bridge tax we will hold for the future improvements to School Road. The MOU states the County will pay for 55% of the cost of the School Road project between 203rd and 211th Street and the City will pay 45%; this formula will stretch the City very thin. This is a great concern to staff, when this project was planned, now going on 5 years ago; we based our calculations on the original proposal from the County. We will watch this project very closely, and are hopeful the recommendation of the MARC STP/BR Committee of $1.1 Million to the 211th Street portion of the new Interchange project will put us in a better position to fund these needs.

STRATEGIC PLANNING

On July 7th the City held a retreat in preparation of focusing on key strategic priorities for the future. City Alderman discussed critical priorities for the next five years facilitated Derrick Nielsen and Ben Hart of Allen, Gibbs & Houlik, L.C. (AGH).

IDENTIFYING THE CITY OF PECULIAR'S STRATEGIC PRIORITIES:

Derrick asked the Alderman to identify the key important, non-urgent "rocks" (Quadrant 2 activities) that need to be prioritized in the city's strategy. The following items were suggested:

- Improving the quality of life (for example, by building out parks)
- Engaging in future planning for the city
- Attracting businesses (which add revenue to the city, provide jobs, enhance quality of life, and lighten tax burden on citizens)

- Meeting infrastructure needs of the community
  - Above ground (including roads)
  - Below ground
  - Storm water management
- Planning for residential growth in a sustainable manner

COMPETITIVE ADVANTAGES AND CHALLENGES:
Derrick asked the Aldermen to identify key drivers that contribute to the city's competitiveness in attracting residents and businesses. The following items were suggested:

- Proximity to the interstate
- Demographics (younger population with disposable incomes)
- Relatively lower property taxes
- Home affordability
- Close location to the KC metro area
- Strong education system
- Strong public safety system, resulting in low crime

The Aldermen identified the following factors that contribute specifically to attracting new commercial businesses:

- More power than land in the northwest quadrant
- Streamlined zoning (which had previously been a competitive disadvantage)
- Interstate access
- Proximity to the KC metro area ("excellent commuting community")
- On route to the Lake of the Ozarks
- County location and density
- Under-served population
- Demographics of residents / customers

The Aldermen also identified the following challenges and potential needs:

- Need increased residential infrastructure to support growth (including the supply of water)
- Missing a recreational piece to meet quality of life goals, including parks and recreation programs (especially for younger demographics)
- Struggle with an "identity crisis" (exacerbated by a consolidated school system)
- Lack connectivity within the city and between neighborhoods (for example, sidewalks)
- Ensure that we have critical technology infrastructure, including broadband (we have a plan but it must be funded and implemented)
- Acquire sufficient land for growth (for example, by considering east-west expansion through annexation)
- Need to educate residents on the initiatives required for future growth and sustainability

CRITICAL PRIORITIES FOR THE NEXT FIVE YEARS:
Derrick asked participants to identify what milestones might be used to identify success in the next five years. The following goals were suggested:

- Complete the new interchange
- Ensure a steady, sustainable water supply
- Address sewer and storm water needs
- Complete implementation of broadband plan
- Attract a major tenant to a certified site near interstate

- Enhance parks and recreation to support quality of life initiatives
- Implement sustainable roads plan
- Align the public behind these goals
- Secure government grant funding to help achieve these goals (and to reduce the cost to taxpayers)

New I-49 and 211th Street Interchange

1. Create a Commercial Improvement District around the new interchange that includes all areas of future retail and industry. This will give the City an opportunity to provide incentives and capture the dollars in that area to improve needed infrastructure. (Gilmore and Bell retained and on goal of completion March 2015.)
2. Create an Economic Development Policy to guide the City on all CIDs, NIDs and TIFs. This will ensure all businesses see what the City can offer and provide the City a reasonable guideline to work with all potential businesses locating within the City of Peculiar improvement districts. (Completed and adopted by the Board of Aldermen February 18, 2014.)
3. Create a Certified Industrial Site location on the North West side of the City. This is an area we have identified through the comprehensive plan as potential locations for large manufactures to build. Currently there are only 14 locations in the State of Missouri with this type of certification. This will put the City in a very prepared and leveraged position for potential industrial type of businesses to locate here. It will also provide a great frame work for the City to use with potential retail companies.(Notice of Intent sent to the State Department of Economic Development August 26, 2014.)
4. Broadband in and around this area will be vital for any business locating within the City. It would be great for citizens who often complain about phone, cable and internet services in our community. For today's workforce, it is a necessity, not a luxury, to have broadband accessibility. We will continue to explore opportunities to make this happen. (Design of fiber complete now working on available funding through the USDA or private.)
5. Additional transportation funding is still desired to preclude the City from issuing all $8 Million in voter approved GO bonds for the new interchange and street projects. The City will continue to seek funding through availabilities provided by MARC, TIGER funds and all other State or Federal funding opportunities. ($1.1 Million recommended by MARC STP/BR Committee and will be finalized in September 2014; City submitted TIGER request and hopeful to find out within the next 2 months.)
6. Address critical sewer and storm water needs.(Water and Sewer identified and partial funding completed in water and $50K received in sewer to complete the study of the North West area.)
7. Enhancement of major parks and recreation improvements to support quality of life initiatives.(Raisbeck on the way to be completed for soccer and 1 additional staff to be funded in 2014-2015 budget.)

The interchange is 8 months from this letter to construction. There is much to complete over this next fiscal year to be prepared for this great opportunity.

New Water Supply

The largest projects for 2015 measured by funding level, is the first phase of the water connection to Kansas City. The board discussed this during its review of the recommended long-term water rate increase beginning October 1, 2014 of $2.50. As a review, this project allows the city to connect to water sources significantly cheaper than its current source and be competitive on an economic development perspective in the 211th street area. The total project was previously estimated to cost $5,000,000. However, as we move closer to engineering discussions our revised estimates place the new project total at approximately $4,000,000. The anticipated funding source for the project is the issuance of revenue bonds, the first issuance this fall will fund engineering and right of way acquisition. This new supply source allows staff to include increases in capacity at the Boards highest priority development location – the 211th street interchange. Included in the capital plan is also

improvement related to water and sewer at this interchange to enhance the city's ability to attract larger capacity water users.

Cost Shared Funds

As stated earlier, the award of $1.2 million is the largest received for any State of Missouri agency. The Board had approved the first group of purchases for the Police Chief to procure for the Fiscal 2013-14. Staff is working hard to ensure all funds are spent appropriately and wisely to ensure equipment and needs can be met for years to come. As you are aware, these funds come with 38 pages of rules and must be spent within 18 months. There will be about $40,000 to obligate for funding for Fiscal Year 2014-15. This has been an enormous opportunity for the City Police Department to position itself as a premiere equipped department in the State of Missouri.

There are many strategic plans the City has invested much of our time in and will continue to do so this next fiscal year. We of course have many other projects and goals for the 2014-15 Fiscal Year which you will see listed by the City Departments on the budget document. This has been a banner year for the City in preparing for the developments on our horizon. This next year with the construction of the interchange and all of the studies being completed will begin a great change in this community. It is vital the Board of Alderman continue to look forward in their thinking toward outlying years when weighing their decisions in this next fiscal year.

SUMMARY OF THE FISCAL YEAR 2014-2015 BUDGET

Significant Budget Items and Trends

The City of Peculiar budget was presented to the Board of Alderman by Department and Fund with a break out of Fixed Personnel, Operational Cost and Capital Requests. A five year capital plan was presented for the City projects including Transportation, Parks, Facilities/Equipment and Utilities.

Employee pay adjustments – The financial impact for 2014 of the Pay Performance Plan adjustments will be fully annualized in the 2014-2015 budget. There is an update to the compensation structure based on a recent Market Study performed for the City on our positions.

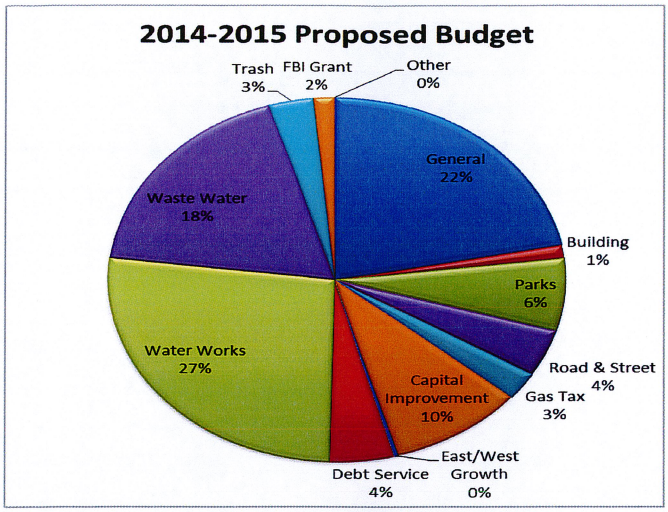
A summary of major changes for the adopted 2014-2015 budget is:

- ✓ Administration: Increase capital projects for finance system replacement. A $100,000 reserve has been set aside for the acquisition of a new finance and utility billing system. The software purchase has been included in fund 30 with lease payments estimated to be made to that fund from the general, water and wastewater funds.
- ✓ Law Enforcement: Increase in personnel services cost for the inclusion of a full time patrol officer on January 1, 2015 funded for ¾ of the fiscal year.
- ✓ Public Works: Increase contractual services to fund the hazardous household waste program.
- ✓ Addition of one FTE within the Park fund to in-source a certain level of mowing, maintenance and project management.
- ✓ Increase capital projects line item for park renovation and improvements.
- ✓ Road & Street: Addition to reserve for the improvement of school road. This reserve now sits at $100,000.
- ✓ Increase building to fund the replacement/repair of the sewer building roof.
- ✓ Increase equipment expenditures of proceeds related to capital leases and replace two trucks.
- ✓ Increase of street, sidewalk & curb maintenance expenditures as funding is available.
- ✓ Increase equipment for acquisition of a finance system replacement. A $100,000 reserve has been set aside for the acquisition of a new finance and utility billing system. The software purchase has been included in fund 30 with lease payments estimated to be made to that fund from the general, water and wastewater funds.
- ✓ Waterworks System will move forward with the needed CIP improvements and plans to connect to Kansas City within three years.
- ✓ Add 1 I.T. FTE to handle on IT needs of the City that will be funded from contract costs that were going to greatly increase if not brought in house.
- ✓ Funded a Work Safety program to incentivize employees to work safe.
- ✓ Funded an Incentive Rewards program that will allow employees to receive compensation for money saved for the City.

Fund Structure

You will see the budget includes 2014 amended, 9/30/2014 estimated financial results and the 2015 proposed budget. In many cases the 2014 estimates are based on YTD results through July 30, 2014. This column is just that, an estimate of the results given the information we know today.

Overall the city's proposed budget is $7,849,959 a 4.70% increase from the 2013-2014 amended budget of $7,497,635. A majority of the increase is the inclusion of several reserves that were not included in last year's budget. Excluding those reserves, city staff has kept the budget increase to a modest 1.4% from the 2013-2014 amended budget.



With the exception of sales taxes and building permits this budget is anticipating fairly flat general revenues for the 2014-2015 budget year.

A graph of the total All Funds Budget appropriated is as follows by percentages in the pie chart:

Basis of Budgeting

The City prepares its budget for all funds on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in preparing and presenting the basic financial statements. All unexpended appropriations lapse at year end of the fiscal year.

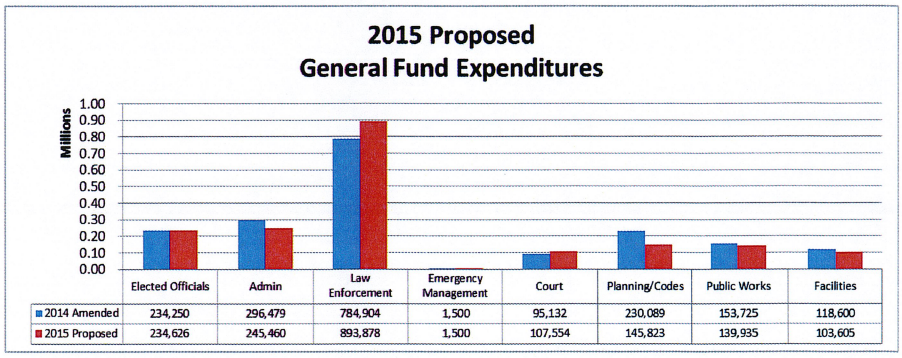
Long-range Financial Planning

City Department heads were asked to create an out year budget plan along with their budget for the 2014-2015 fiscal year to identify future funding needs. The Capital Outlays were requested for a five year period beginning with 2015. There is a very long list of unfunded Capital Outlay which department heads have developed.

General Fund

Revenues within the general fund, discounting one-time transfer revenue last year are anticipated to be a modest 1.9% higher than last year. The primary driver behind the increase is an increase in sales tax city-wide. This year total general fund revenues are on par to meet expectations of the amended 2013-2014 budget:

- FY 2014: Increase revenue to recognize transfer in from reimbursement of costs associated with 211th interchange. This was a one-time transfer in 2014 and thus is not expected to occur in 2015.
- Governing Body: Increase in restricted funds set aside for future unanticipated purposes.
- Administration: Increase capital projects for finance system replacement and utilized current budget cost for contracted IT services to hire 1 full time IT Systems Administrator.
- Law Enforcement: Increase in personal services cost for the inclusion of a full time patrol officer on January 1, 2015 funded for ¾ of the fiscal year.
- Planning Department: decrease in expenditure associated with the expenditure of economic development funds in 2014.
- Public Works: increase contractual services to fund the hazardous household waste program.
- Debt service expenditures contained within the general fund account for the payment of notes payable related to the police building (annex). Final payment of this note is expected in 2030.



	Elected Officials	Admin	Law Enforcement	Emergency Management	Court	Planning/Codes	Public Works	Facilities
2014 Amended	234,250	296,479	784,904	1,500	95,132	230,089	153,725	118,600
2015 Proposed	234,626	245,460	893,878	1,500	107,554	145,823	139,935	103,605

Without spending the above mentioned reserves the general fund's fund balance is anticipated to exceed city policy at 17% of revenues. During FY2014 the City set a target of 15% of revenues.

Parks Fund
Revenues for the park fund primarily consist of sales tax revenues. Similar to the general fund sales and use tax revenues have increased due to the application of sales tax on utilities which began January 1, 2014. This has benefited the fund through an overall 20% increase in revenues.

- Increase revenues for building-zoning permits for receipts through June.
- Addition of one FTE within the fund to in-source a certain level of mowing, maintenance and project management.
- Increase capital projects line item for park renovation and improvements.

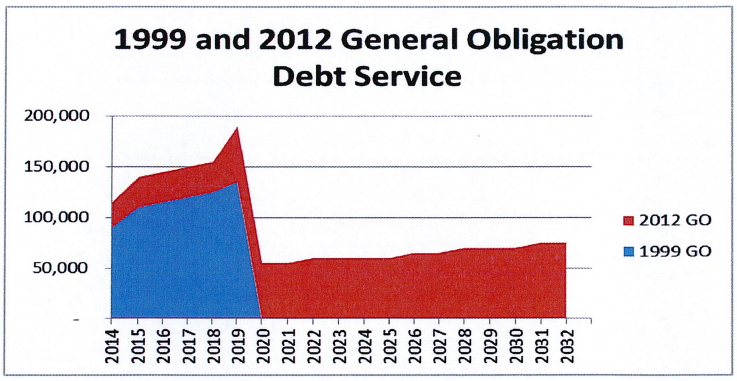
Road & Street Fund/Gas Tax Fund
Revenue for the road and street fund and gas tax fund consist of sales tax, permits, county road & bridge sharing money and gas/motor vehicle taxes. Both funds are designated for infrastructure type improvements. Nationwide these two funds are used for personal service cost directly attributed to road maintenance as well as for direct infrastructure cost.

- Road & Street: Increase recognized in sales tax.
- Road & Street: Addition to reserve for the improvement of school road. This reserve now sits at $100,000.
- Road & Street: Addition of a restricted reserve of $15,000 for unforeseen weather (snow events).
- Gas Tax: Addition of a restricted reserve of $15,000 for unforeseen weather (snow events).

Capital Improvement Fund
Changes within the capital improvement fund include the extension of our fleet replacement program began last year. The replacement of two vehicles in addition to the continued payment of lease charges on those replaced last year. This fleet replacement program ensures staff is using proper equipment in the maintenance of the City's roads.

- Increase building expense to fund the replacement/repair of the sewer plant roof.
- Increase revenue and expenditures associated with the receipt and expenditures of proceeds related to capital leases.
- Increase of street, sidewalk & curb maintenance expenditures as funding is available.

Debt Service Funds
These funds account for the collection and repayment of the City's 1999 and 2012 general obligation bonds as well as the 2012 and 2013 COPs. Funding for the 2012 and 2013 COPs are transfers into the debt service fund from the general, water and sewer funds.



Water Enterprise Fund

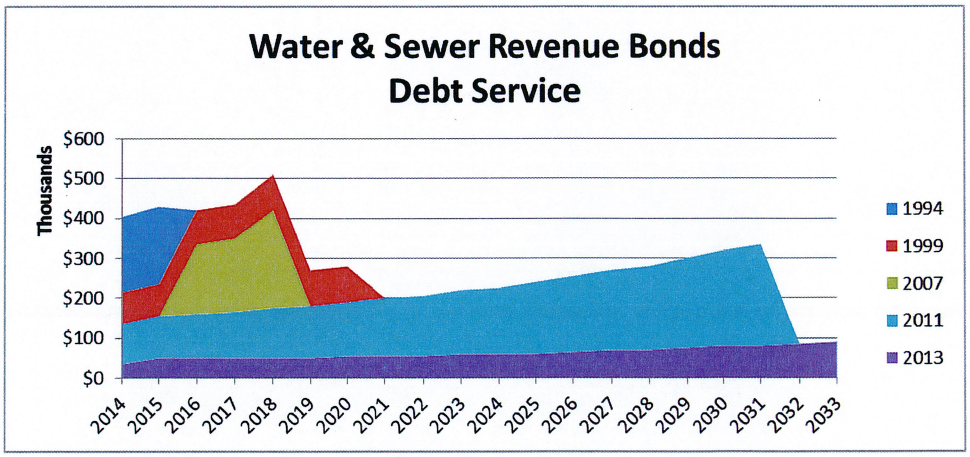
The 2015 budget proposes a $2.50 increase in rates extended from the discussion held in 2013 for 2014's proposed budget as well as the discussions and public forum held earlier this year. This increase continues the city's progression toward a long-term cheaper source of water for our customers.

- Increase in bond proceeds due to the release of escrow from a refinancing that is expected to occur in 2015.
- Decrease of bank fees charges
- Increase of funding set aside for principal payments. This has typically been labeled as depreciation in prior years.
- Increase in capital equipment, and capital purchases.
- Increase in reserve for the Kansas City water line connection.

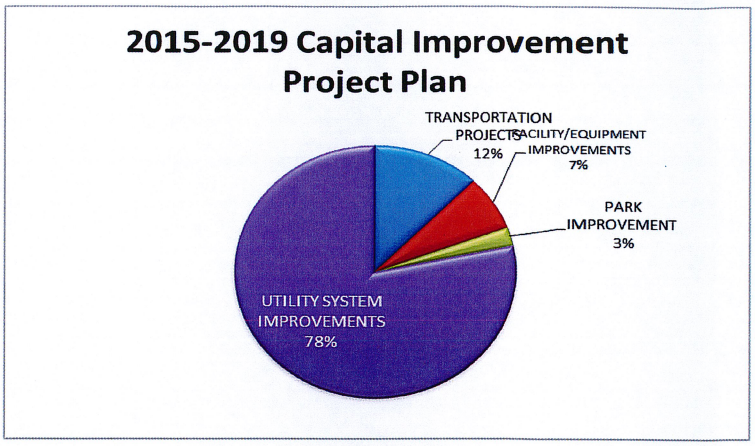
Sewer Fund

The sewer fund's 2015 budget contains a $.55 annual increase as discussed earlier this year. This increase, expected to be proposed annually, affords the City an ability to keep up with the inflation being realized on certain operating costs in addition to taking advantage of future economic development opportunities.

- Continued funding of plant, lift station, and line maintenance at similar levels in the past.



Capital Expenditures
The City's 2015-2019 Capital Improvement Projects Plan (CIP) totals $11,491,155 over the 5 year period. The breakout of capital projects include transportation, facility/equipment, parks, and utility projects. Fund for the CIP includes a mix of cash and bond funding for the same period.



Conclusion
In conclusion, the programs outlined in the following pages of the budget document are attainable and reasonable. Sincere appreciation goes to all Department Heads, Business Office and Ben Hart, AGH, for their diligent efforts composing their departmental budget(s). As you can see by the budget before you, many hours of thought and care were put into it.

The budget continues to show the sound fiscal policy established by the Mayor and Board of Alderman. We also expect to maintain healthy fund balances in the General Fund and Enterprise Fund.

Respectfully Submitted,

Brad Ratliff
City Administrator

Community Profile

DEMOGRAPHIC PROFILE

Population statistics aid decision-makers by developing a picture of Peculiar. This picture tells the community where it was, where it is now, and where it is going in the future. A community's population is the driving force behind its housing, local employment, economic, and the fiscal stability. Historic population conditions assist in developing demographic projections, which are utilized to determine future housing, retail, medical, employment and educational needs within the community. These projections provide an estimate for the community, from which to base future land use and development decisions. However, population projections are only estimates and unforeseen factors can significantly affect those projections.

The table below identifies the population for Peculiar and the other incorporated communities in Cass County for the years 1980, 1990, 2000, and 2006. This information provides the community with a better understanding of their past and present population trends and changes. Over the past 26 years, the population of Peculiar has more than doubled with the vast majority of that growth coming in the past 16 years. The county has a whole has increased 87.7% in the past 26 years, most of that growth was in the incorporated areas; however, the unincorporated areas saw significant growth as well. The slowest growing community (Freeman) still grew by 23.5% while the fastest growing community (Raymore) grew by 424.5%. Peculiar was the second fastest growing community over the past 26 years but is the fastest growing community since 2000 with a population change of 63.1% over the past 6 years. Over the past 26 years the growth and development of the county has followed a wave of population growth that originated in the Kansas City, Missouri vicinity and has picked up several communities along the way. Belton saw the growth initially with Raymore seeing the growth hit shortly thereafter. Peculiar is now on the upswing of that development trend and if it continues as it has Peculiar can expect exponential growth for at least the next 20 to 30 years. However one community within Cass County that has seen significant growth but not in the same line as the others is Harrisonville. Harrisonville is a different scenario being as it is the county seat and at the "western gateway" to the Truman Reservoir and the Lake of the Ozarks.

Community	1980	1990	%Change 1980 to 1990	2000	%Change 1990 to 2000	2006	%Change 2000 to 2006	%Change 1980 to 2006
Peculiar	1,571	1,777	13.1%	2,604	46.5%	4,247	63.1%	170.3%
Belton	12,708	18,150	42.8%	21,730	19.7%	24,124	11.0%	89.8%
Raymore	3,154	5,592	77.3%	11,146	99.3%	16,544	48.4%	424.5%
Harrisonville	6,372	7,683	20.6%	8,946	16.4%	9,804	9.6%	53.9%
Pleasant Hill	3,301	3,827	15.9%	5,582	45.9%	6,903	23.7%	109.1%
Garden City	1,021	1,225	20.0%	1,500	22.4%	1,667	11.1%	63.3%
Cleveland	485	506	4.3%	592	17.0%	676	14.2%	39.4%
Freeman	485	480	-1.0%	521	8.5%	599	15.0%	23.5%
Incorporated Areas	28,612	38,760	35.5%	52,100	34.4%	63,965	22.8%	123.6%
Unincorporated Areas	22,417	25,048	11.7%	29,992	19.7%	31,816	6.1%	41.9%
Cass County	**51,029**	**63,808**	**25.0%**	**82,092**	**28.7%**	**95,781**	**16.7%**	**87.7%**

Other Fast Facts:

Household income: 1990 - $32,969; 2000 - $44,769

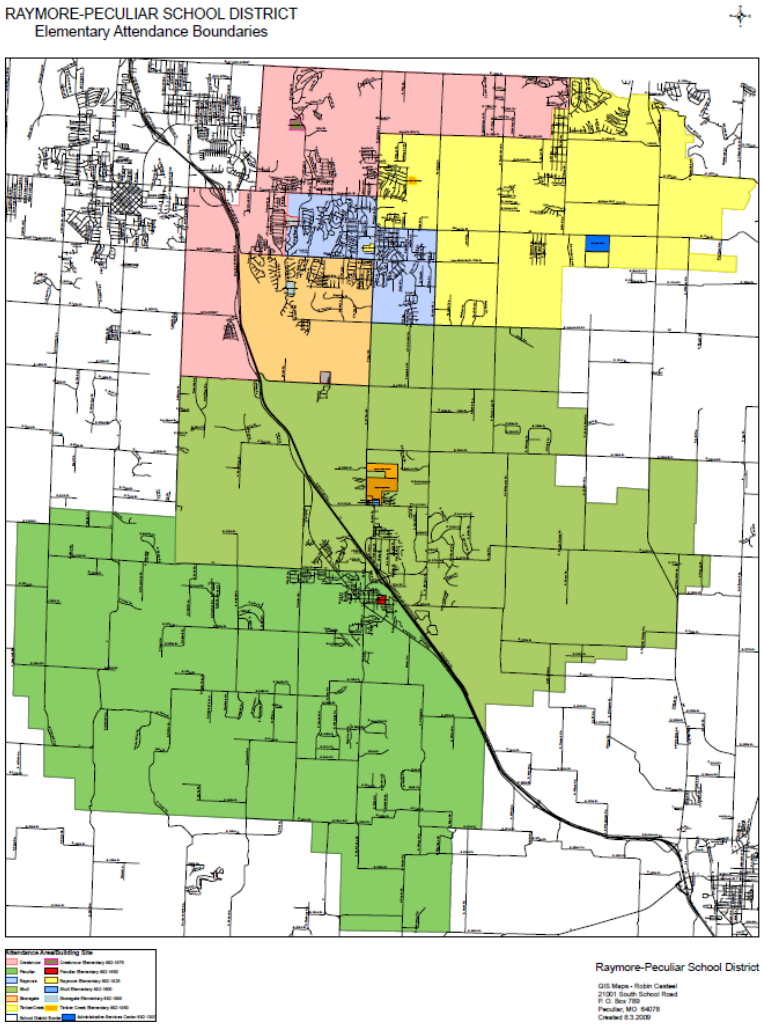
Median value of housing, 2000; $96,900 second highest in Cass County.

Top three industries by employment, 2000: educational, health and social services – 14.8%; manufacturing – 14.3%; construction -13.5%

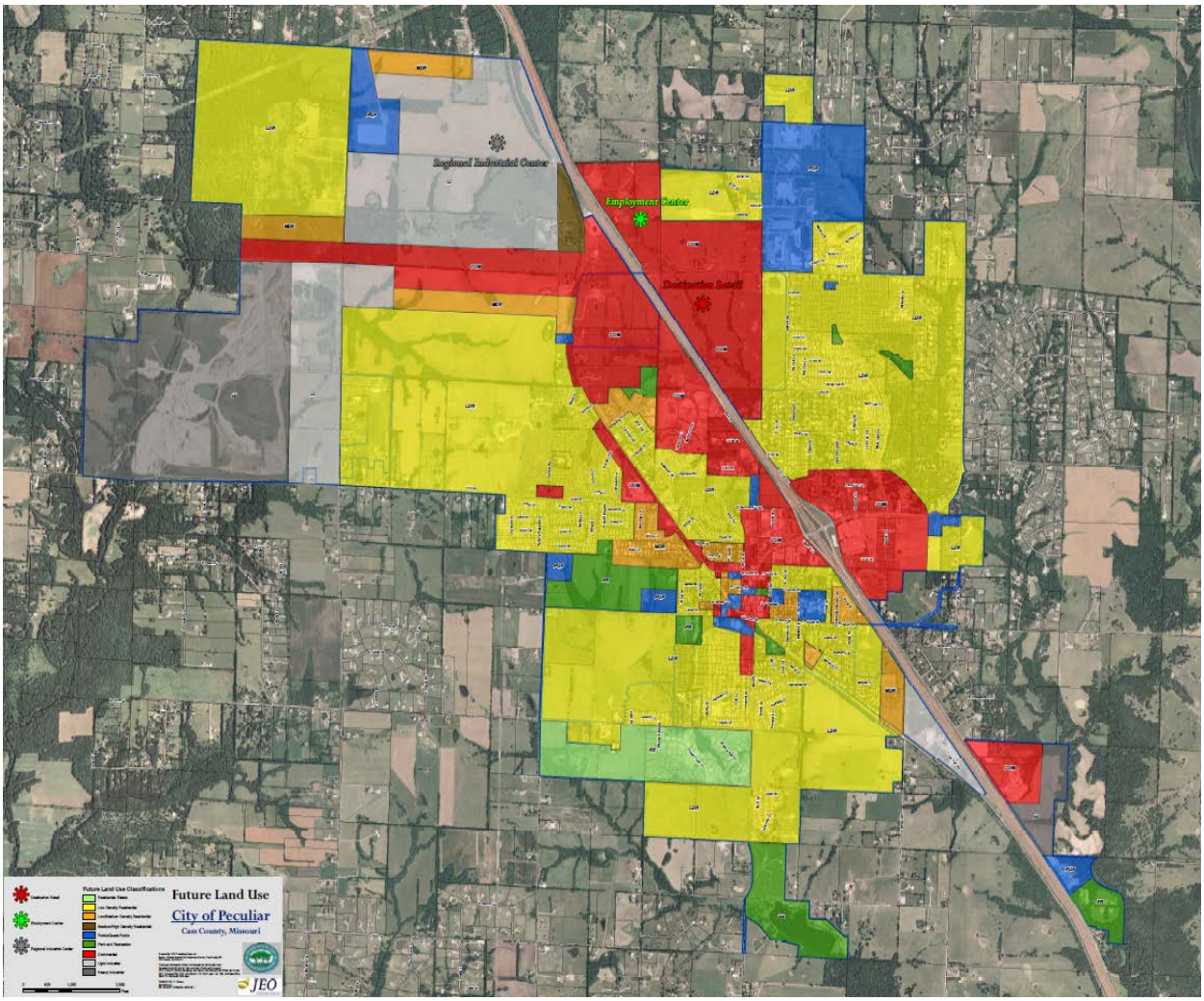
Travel time to work variance, 1990 to 2000: 1990 – average minutes 27.1, 2000 – average minutes 30.1, a 11.1% increase.

Schools:

- The Raymore-Peculiar School District covers 94 square miles including Raymore, Peculiar, and portions of Lee's Summit as well as unincorporated areas of Cass County, Missouri.
- Graduation rates average 95%, 70% of which go on to a higher education.



Future Land Use: The city is a fourth class city covering approximately four square miles 30 miles southeast of downtown Kansas City, Missouri. Displayed below is the current land use map for the city.



City of Peculiar, Missouri
Budget Calendar
2014-2015

Item	Date
Fund forecast review	June
Dpt worksheets available	July
Dept worksheets due	July
Dept meetings (operating & capital)	July
Budget Discussion BoA - Operating budget	August
Budget Discussion BoA - Capital Improvement Plan	August
Public Hearing & Adoption	September

Budget Basics

Measurement focus: Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. In the government-wide statement of net assets and the statement of activities, both governmental and business-like activities are presented using the economic resources measurement focus within the limitations of the modified cash basis of accounting as defined in Item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus as applied to the modified cash basis of accounting is used as appropriate.

a. All· governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent, financial or nonfinancial) associated with their activities are reported. Proprietary fund equity is classified as net assets.

Basis of Accounting and Budgeting: The modified cash basis of accounting is used in the accounting and budgeting process. This basis recognizes assets, liabilities, net assets/fund equity, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements and proprietary fund statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

If the City utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the ·accrual basis of accounting.

Fund Types

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

The following are the City's Governmental fund types:

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

The Park & Recreation Fund accounts for revenues received and expenditures paid for recreational services provided by the Park and Recreation Board.

The Road and Street Fund accounts for state and local revenues that are restricted for local street expenditures.

The Gasoline Tax Fund accounts for motor vehicle revenues from the State that are restricted for street expenditures.

The LET Fund accounts for law enforcement monies from the State that are restricted to law enforcement.

The FBI Fund accounts for the Federal forfeiture funds obtained from the Federal Government that are restricted for capital purchases for law enforcement.

The Debt Service Funds are used for the accumulation of resources for, and payment of, principal, interest, and fiscal changes on long-term debt that supports the water Improvement project. The City utilizes two of these funds: Debt Service Fund and 2012 COP Debt Service Fund.

The Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities other than those financed by Enterprise funds. The City utilizes six of these funds: Capital Improvement Fund, East Growth Fund, West Growth Fund, 2012 COP Bonds Fund, 2012 COP Construction Fund, and 2013 Bonds

Enterprise Funds

The Proprietary Funds are used to account for the City's ongoing organizations and ·.activities which are similar to those often found in the private sector. The measurement focus is based upon determination of net income. The City has three of these funds in which the City provides services to the public: Water Fund, Sewer Fund, and Trash Fund.

Strategic and Long Range Planning

Each budget year, the City modifies the budget process to adjust to the climate of that specific year; it is also important to take into account the Long Range Financial Forecast.

The Long Range Financial Forecast is a “living document” which includes the revenue and expenditure forecasts of the City's budgeted funds. The purpose is to identify financial trends, shortfalls, and issues so the City can proactively address them. The forecast projects into the future the fiscal results of continuing the City's current service levels and policies, which provides a snapshot of what the future will look like as a result of the decisions made in the recent past.

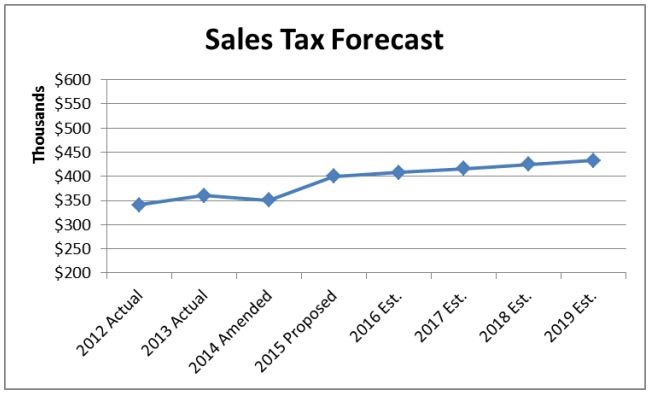
The Long Range Financial Forecast is not intended as a budget, nor as a proposed plan. It serves to set the stage for the budget process, assisting both the City Manager and Council in establishing priorities and allocating resources appropriately.

Forecasting

The City uses a variety of forecasting models to develop a 5-year revenue and expenditure plan for all funds. The plan incorporates operating and capital budget data to determine the availability of resources to support future anticipated and unanticipated expenditures. The Forecast Team, including the City Administrator and finance division, meets monthly and on an as-needed basis to evaluate the forecasts and adjust assumptions where necessary.

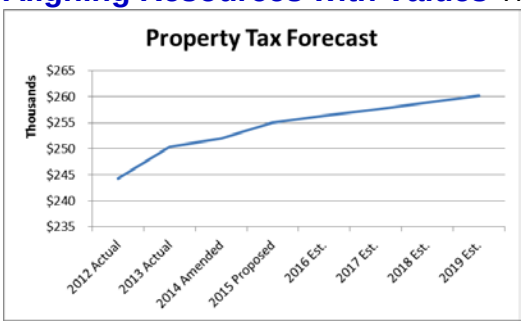
General Fund Revenue Type	2013-14 Budget	2013-14 Estimate
Property Tax	$252,010	$245,000
Sales Tax	350,277	375,000
Use Tax	140,000	72,515
Cigarette Tax	29,000	24,000
Franchise Fees	372,505	365,000
Business Licenses	22,000	19,929
Liquor Licenses	4,000	5,009
Special Use Permits	1,500	320
Building-Zoning Permits	10,000	9,000
Land Disturbance Permits	0	0
City Services	4,200	6,753
Animal Control	4,200	6,044
Inspection Fees	2,000	902
Police Reports	1,000	815
SRO Services	43,000	48,000
State Grants	3,000	0
Federal Grants	5,000	0
Fines & Forfeitures	275,000	272,000
Police Training	1,000	0
Police Grants	0	0
Interest Income	1,000	1,030
Annex Rental	17,000	17,000
Sale of Property	24,000	30,000
Public Contributions	5,500	5,050
Reimbursed Expense	25,000	22,627
Transfes In-Water	220,000	220,000
Federal FBI Funds	0	0
	$1,812,192	$1,745,995

2015-2019 Long-Range Financial Outlook

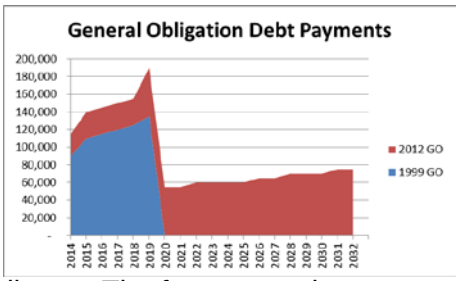


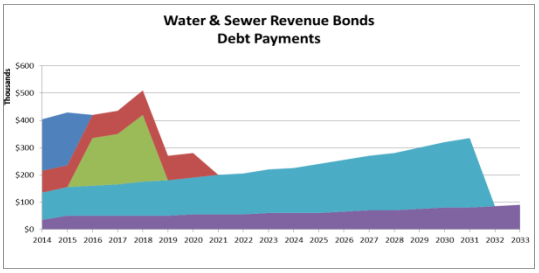
The outlook for 2015-2019 takes a conservative approach with both revenues and expenditures. The Board of Alderman and departments understand that while the City does not need a reduction in force or to eliminate major programs or services for 2015, the upcoming years may be as challenging as past years due to slow growth and rising fixed costs. The 2015 budget adds 3 new positions to meet public needs and maintain service levels. 2015 General Fund expenditures increased 4.53%. Sales tax is projected to experience gradual growth after the imposition of sales tax on utility services effective January 1, 2014, over the next 5 years, and property tax is projected to remain relatively flat.

Aligning Resources with Values The Board of Alderman believes strongly in aligning resources with public values. The public has expressed to the City that priorities include transportation and public safety, so the long-term financial plans will give high priority to these services. For example, the 2015 budget includes funding for street preservation, sidewalk construction, water, sewer and storm water improvements and additional staff in Police and Parks departments.



Long Term Debt Plans In addition to the General Fund Forecast, the City maintains forecasts for all other funds, including the Debt Service Funds and Water and Sewer Bond Payments. The Debt Service Fund forecast is reviewed annually as part of the Capital Improvement Plan process. The City is poised to experience rapid growth and as such as forecasted additional options to pay for these significant capital expenditures. The forecasts take into account the current debt service payments in both governmental and proprietary activities and the ability to pay for necessary infrastructure. The goal of the City is to decrease the debt load in future years by cash-financing more capital projects.





Revenue, Expenditures and Fund Balance By Type

Program Receipts:
Modified cash basis receipts that are derived directly from each activity or from parties outside the City's taxpayers are reported as program revenues. The City has the following program revenues in each activity:

1. Administrative/Finance-permits and fees
2. Law Enforcement-fines and grants
3. Public Works-motor vehicle franchise fees
4. Streets-intergovernmental revenue
5. Parks-permits and fees
6. Planning-permits and fees

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

Sales Tax: Local sales taxes are collected and remitted monthly by the Department of Revenue, State of Missouri. The City collects an amount equivalent to 1 cent sales tax to the general fund, ½ cent sales tax to the capital improvements fund, ½ cent transportation sales tax to the general fund, and ½ cent sales tax for the park fund .

Property Tax: Each budget year, the City approves a tax rate for the upcoming fiscal year. The general fund and debt service fund receives property tax. Cass County collects property taxes and remits the portion of the City's share to the City.

Gasoline/Vehicle Tax: The City receives a share of the state gasoline and vehicle tax charged and collected by the State. These taxes support the general fund.

Franchise Fees: Franchise fees are collected by the City from utility companies for the use of City right of way. This revenue supports the general fund.

Licenses and Permits: The City requires various businesses to be licensed or obtain permits in order to conduct business within the City. This revenue supports the general fund, special revenue fund, and capital outlay fund.

Charges for Services: The City provides several services for which the charges are collected and support the general fund.

Operating Revenues and Expenses: Operating revenues and expenses for the proprietary fund are those that result from providing services and producing and delivering goods and/or · services. It also includes all revenues and expenses not related to capital and related ·financing, noncapital financing, or investing activities.

Expenditures/Expenses: In the government-wide financial statements, expenses are . reported on the modified cash basis and are classified by function for both governmental and business-type activities. There have been certain allocations of indirect expenses to functions in the statement of activities. In the fund financial statements, expenditures are classified as Governmental Funds - by department and Proprietary Fund - by operating and non-operating. In the fund financial statements, governmental funds report expenditures of financial resources. The proprietary fund reports expenses relating to use of economic resources.

Fund Balance: The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

Restricted fund balance - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance - These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Board of Alderman - the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board of Alderman removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned fund balance- This classification reflects the amounts constrained by the City's "intent" to be used for specific purposes, but are neither restricted nor committed. The Board of Alderman and the City Administrator have the authority to assign amounts to be used for specific purposes. Assigned fund balance include all remaining amounts (except negative balances) that are reported in the governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance -This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted an unrestricted resources are available for use, it is the City's policy to use externally restricted resources first, then unrestricted resources-committed, assigned, and unassigned-in order as needed.

OPERATING FUNDS BEGINNING FUND BALANCE

	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
General	$239,536	$372,623	$420,985	$376,061
Administration Building	$0	$0	$0	$0
Public Works Building	$0	$0	$0	$0
Parks	$289,636	$335,132	$299,851	$322,451
Road & Street	$11,577	$35,465	$93,054	$104,000
Gas Tax	$0	$23,025	$51,772	$57,277
LET	$0	$0	$1,710	$940
Capital Improvement	$128,973	$112,177	$245,153	$252,548
East Growth	$119,474	$2,995	$2,997	$5,800
West Growth	$8,719	$9,735	$10,746	$16,090
2012 COP Construction	$0	$0	-$16,921	-$16,921
211th Construction	$0	$0	$334,750	$0
Debt Service	$15,232	$152,755	$158,236	$160,631
Debt Service 2012 COP	$0	$152,006	$152,060	$168,877
Water Works	$1,447,900	$1,236,239	$883,608	$2,226,916
Waste Water	$1,234,442	$1,665,372	$1,888,344	$2,040,207
Sewer Bond	$0	$29,650	$158,164	$333,243
Sewer Contruction	$0	$2,440	$2,725	$0
Trash	$272,627	$285,126	$284,708	$287,210
Equitable Sharing	$0	$0	$1,127,185	$127,649
Total Beginning Fund Balance	$3,768,115	$4,414,740	$813,890	$6,462,978

OPERATING FUNDS REVENUE

	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
General	$1,639,836	$1,779,332	$1,812,192	$1,665,500
Administration Building	$0	$75,730	$50,800	$73,604
Public Works Building	$0	$14,915	$25,000	$27,100
Parks	$179,281	$795,835	$203,368	$243,750
Road & Street	226,004	241,812	216,950	320,600
Gas Tax	$148,146	$164,990	$162,625	$161,900
LET	$0	$3,332	$4,000	$4,000
Capital Improvement	$170,284	$180,432	$444,600	$716,771
East Growth	$1,521	$2	$3,000	$3,000
West Growth	$1,016	$1,011	$5,010	$5,000
2012 COP Construction	$0	$97,346	$1,000	$0
211th Construction	$0	$1,130,580	$0	$0
Debt Service	$293,351	$153,198	$237,000	$247,100
Debt Service 2012 COP	$55,000	$45,887	$48,000	$144,078
Water Works	$1,015,555	$1,060,670	$2,977,431	$2,000,129
Waste Water	$987,934	$1,126,677	$1,024,725	$1,223,510
Sewer Bond	$29,650	$271,589	$274,500	$269,000
Sewer Contruction	$2,440	$2,588	$10,000	$0
Trash	$263,570	$265,730	$272,000	$277,800
Equitable Sharing	$0	$1,198,041	$0	$100
Total Annual Revenue	$5,013,588	$8,609,697	$7,772,201	$7,382,942
Total Resources Available	$8,781,703	$13,024,437	$8,586,091	$13,845,920

OPERATING FUNDS EXPENSES

	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
General	$1,506,749	$1,730,971	$1,838,696	$1,922,074
Administration Building	$0	$75,730	$50,800	$73,604
Public Works Building	$0	$14,915	$25,000	$27,100
Parks	$133,785	$831,116	$456,431	$546,868
Road & Street	$202,116	$184,223	$286,450	$424,600
Gas Tax	$125,121	$136,243	$162,625	$218,995
LET	$0	$1,621	$4,000	$4,940
Capital Improvement	$187,080	$47,455	$612,600	$968,671
East Growth	$118,000	$0	$3,000	$3,000
West Growth	$0	$0	$15,000	$21,000
2012 COP Construction	$0	$114,268	$1,000	$0
211th Construction	$0	$795,830	$334,750	$0
Debt Service	$155,828	$147,718	$260,800	$232,069
Debt Service 2012 COP	$0	$45,834	$48,000	$144,748
Water Works	$1,227,216	$1,413,301	$1,817,809	$2,321,701
Waste Water	$557,004	$903,704	$988,501	$1,338,763
Sewer Bond	$0	$143,075	$244,850	$247,538
Sewer Contruction	$0	$2,303	$12,725	$0
Trash	$251,071	$266,148	$271,397	$277,630
Equitable Sharing	$0	$70,856	$1,000,000	$127,749
Total Annual Expenditures	$4,463,969	$6,925,311	$8,434,434	$8,901,049

OPERATING FUNDS ENDING FUND BALANCE

	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
General	$372,623	$420,985	$394,481	$119,487
Administration Building	$0	$0	$0	$0
Public Works Building	$0	$0	$0	$0
Parks	$335,132	$299,851	$46,788	$19,333
Road & Street	$35,465	$93,054	$23,554	$0
Gas Tax	$23,025	$51,772	$51,772	$181
LET	$0	$1,710	$1,710	$0
Capital Improvement	$112,177	$245,153	$77,153	$648
East Growth	$2,995	$2,997	$2,997	$5,800
West Growth	$9,735	$10,746	$756	$90
2012 COP Construction	$0	-$16,921	-$16,921	-$16,921
211th Construction	$0	$334,750	$0	$0
Debt Service	$152,755	$158,236	$134,436	$175,663
Debt Service 2012 COP	$55,000	$152,060	$152,060	$168,207
Water Works	$1,236,239	$883,608	$2,043,230	$1,905,344
Waste Water	$1,665,372	$1,888,344	$1,924,568	$1,924,954
Sewer Bond	$29,650	$158,164	$187,814	$354,705
Sewer Contruction	$2,440	$2,725	$0	$0
Trash	$285,126	$284,708	$285,311	$287,380
Equitable Sharing	$0	$1,127,185	$127,185	$0
Total Ending Fund Balance	$4,317,734	$6,099,126	$5,436,893	$4,944,871

Funds: By Department Matrix

The matrix below illustrates which funds are budgeted in each Department. A portion of the General Fund is budgeted in nearly every Department, while the other funds only impact certain Departments. The following Department pages include the funding source for each division's operating expenditures.

Fund	Administration and Finance	Police Department	Municipal Court	Emergency Management	Planning and Codes	Public Works	Park and Recreation
General	X	X	X	X	X	X	
Administration Building						X	
Public Works Building						X	
Parks							X
Road and Street						X	
Gas Tax						X	
LET		X					
Capital Improvement						X	
East Growth						X	
West Growth						X	
COP Construction						X	
211th Interchange						X	
Debt Service	X						
Water						X	
Sewer						X	
Sewer Bond	X						
Sewer Construction						X	
Trash						X	
Equitable Sharing (Grants)		X					

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
Revenue					
10-00-4000	Property Tax	244,270.00	250,352.10	252,010.00	255,000.00
10-00-4020	Sales Tax	340,569.00	360,611.57	350,277.00	400,000.00
10-00-4030	Use Tax	158,573.00	130,968.02	140,000.00	150,000.00
10-00-4040	Cigarette Tax	29,333.00	28,034.10	29,000.00	29,000.00
10-00-4100	Franchise Fees	359,863.00	367,545.48	372,505.00	375,000.00
10-00-4200	Business Licenses	19,211.00	16,950.00	22,000.00	22,000.00
10-00-4210	Liquor Licenses	4,233.00	2,862.65	4,000.00	6,000.00
10-00-4220	Special Use Permits	3,216.00	1,409.64	1,500.00	1,500.00
10-00-4230	Building-Zoning Permits	10,642.00	12,892.91	10,000.00	10,000.00
10-00-4280	Land Disturbance Permits	-	178.00	0.00	0.00
10-00-4300	City Services	1,290.00	296.60	4,200.00	7,000.00
10-00-4310	Animal Control	3,533.00	3,674.27	4,200.00	6,500.00
10-00-4320	Inspection Fees	762.00	1,335.00	2,000.00	2,000.00
10-00-4330	Police Reports	771.00	793.78	1,000.00	1,000.00
10-00-4340	SRO Services	46,056.00	48,472.21	43,000.00	48,000.00
10-00-4420	State Grants	-	1,708.76	3,000.00	2,000.00
10-00-4430	Federal Grants	-	-	5,000.00	5,000.00
10-00-4500	Fines & Forfeitures	260,124.00	302,394.44	275,000.00	277,000.00
10-00-4520	Police Training	3,293.00	-	1,000.00	0.00
10-00-4530	Police Grants	7,011.00	937.20	0.00	0.00
10-00-4600	Interest Income	2,687.00	989.26	1,000.00	1,000.00
10-00-4700	Annex Rental	23,600.00	17,350.00	17,000.00	17,000.00
10-00-4710	Sale of Property	-	13,730.00	24,000.00	20,000.00
10-00-4800	Public Contributions	2,945.00	4,735.00	5,500.00	5,500.00
10-00-4900	Reimbursed Expense	48,059.00	34,845.16	25,000.00	25,000.00
10-00-4950	Transfes In-Water	21,898.00	176,266.00	220,000.00	0.00
10-00-4970	Federal FBI Funds	47,897.00	-	0.00	0.00
		1,639,836.00	**1,779,332.15**	**1,812,192.00**	**1,665,500.00**
Elected Officials					
10-10-5100	Salaries & Wages	19,200.00	19,200.00	19,200.00	19,200.00
10-10-5200	Payroll Taxes	1,423.00	1,467.32	1,500.00	1,526.40
10-10-5240	Employee Awards	586.00	547.59	500.00	0.00
10-10-5310	Travel & Training	956.00	503.86	2,800.00	2,800.00
10-10-5400	Office Supplies	276.00	683.53	500.00	600.00
10-10-5500	Newsletter	8,184.00	3,021.49	4,500.00	3,500.00
10-10-5510	Holiday Expense (Tree Lighting only	1,464.00	1,722.73	2,000.00	2,000.00
10-10-5610	Accounting	-	-	0.00	4,000.00
10-10-5700	Video Taping	1,050.00	-	2,250.00	0.00
10-10-9900	Restricted Funds	-	-	201,000.00	201,000.00
		33,139.00	**27,146.52**	**234,250.00**	**234,626.40**
Admin					
10-11-5100	Admin/Finance-Salaries & Wages	109,272.00	100,791.01	103,836.00	69,374.99
10-11-5200	Payroll Taxes	-	6,718.42	6,243.00	5,515.31
10-11-5210	Benefits	43,034.00	29,302.58	35,000.00	29,061.06
10-11-5220	Worker's Compensation	-	3,771.08	3,800.00	2,150.62
10-11-5230	Employee Functions	2,650.00	4,272.45	4,600.00	5,000.00
10-11-5240	Employee Awards	-	-	0.00	2,500.00
10-11-5310	Travel & Training	3,396.00	3,911.47	5,000.00	5,000.00
10-11-5320	Employee Testing	-	609.00	500.00	500.00
10-11-5400	Office Supplies	3,984.00	8,333.24	2,500.00	2,500.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
10-11-5410	Dues & Subscriptions	2,868.00	3,803.76	4,000.00	5,000.00
10-11-5420	Postage	476.00	1,133.47	1,000.00	1,800.00
10-11-5430	Bankcard Fees	629.00	1,666.33	1,500.00	0.00
10-11-5440	Office Machines	4,789.00	6,120.37	3,500.00	4,000.00
10-11-5520	Promotional-Advertising	960.00	1,349.10	2,300.00	2,300.00
10-11-5530	Election Expense	2,747.00	3,064.00	4,500.00	4,500.00
10-11-5550	Website		2,926.81	1,000.00	1,000.00
10-11-5600	Audit		5,535.00	10,000.00	10,000.00
10-11-5610	Accounting	34,121.00	38,587.53	27,000.00	27,000.00
10-11-5620	Legal	36,438.00	27,282.85	30,000.00	30,000.00
10-11-5630	Litigation	22,908.00	38,445.30	24,000.00	24,000.00
10-11-5675	Liability Insurance	3,114.00	1,223.19	3,000.00	3,000.00
10-11-5715	Contractual-Payroll		8,105.27	8,600.00	8,600.00
10-11-5750	Contractual		1,757.34	1,500.00	1,500.00
10-11-5800	IT Maintenance	1,581.00	13,587.06	7,500.00	5,000.00
10-11-6210	Vehicle Maintenance	4,199.00	1,397.17	2,000.00	2,000.00
10-11-6220	Fuel & Oil	948.00	3,170.64	3,000.00	3,000.00
10-11-6270	Insurance		3,404.19	0.00	0.00
10-11-8000	Capital Purchases		2,378.65	600.00	11,600.00
		278,114.00	**322,647.28**	**296,479.00**	**265,901.98**
Law Enforcement					
10-12-5100	Law Enforcement-Salaries & Wages	434,686.00	442,866.58	446,904.00	499,315.14
10-12-5200	Payroll Taxes	-	33,109.95	33,000.00	39,695.55
10-12-5210	Benefits	170,603.00	132,528.47	141,000.00	173,238.63
10-12-5220	Worker's Compensation	-	9,531.54	11,000.00	15,478.77
10-12-5300	Uniforms	7,319.00	2,771.25	4,000.00	4,000.00
10-12-5310	Travel & Training	5,518.00	2,272.15	2,500.00	2,500.00
10-12-5320	Employee Testing	-	1,060.00	1,000.00	500.00
10-12-5400	Office Supplies	2,325.00	3,265.33	2,500.00	2,500.00
10-12-5410	Dues & Subscriptions	102.00	955.41	200.00	200.00
10-12-5420	Postage	-	171.99	150.00	350.00
10-12-5440	Office Machines	4,039.00	2,645.50	2,650.00	3,000.00
10-12-5550	Website	-	-	500.00	500.00
10-12-5610	Accounting		720.72	3,700.00	8,000.00
10-12-5620	Legal		2,623.50	500.00	3,200.00
10-12-5630	Litigation		2,361.50	5,000.00	5,500.00
10-12-5675	Liability Insurance	12,024.00	4,459.00	7,500.00	7,500.00
10-12-5800	IT Maintenance	3,208.00	3,397.65	4,600.00	1,000.00
10-12-5810	Hardware Expense		1,142.85	3,000.00	3,000.00
10-12-5820	Software Expense		8,408.92	8,400.00	14,000.00
***	Contractual - Other	1,470.00	-	0.00	0.00
10-12-5880	Internet		1,157.99	2,000.00	2,900.00
10-12-6000	Dispatch Services	26,981.00	27,212.19	28,000.00	30,000.00
10-12-6010	Jail Expense	1,045.00	2,467.25	1,800.00	2,000.00
10-12-6020	Investigation Expense	1,643.00	3,973.84	9,000.00	6,000.00
10-12-6030	Animal Control	18,063.00	18,068.00	18,500.00	18,000.00
10-12-6070	Government Programs		-	0.00	0.00
10-12-6130	Supplies	2,530.00	6,203.62	2,000.00	2,000.00
10-12-6200	Vehicle Insurance		2,889.99	6,000.00	6,000.00
10-12-6210	Vehicle Maintenance	7,941.00	32,595.18	10,000.00	6,000.00
10-12-6220	Fuel & Oil	21,938.00	24,371.24	24,000.00	24,000.00
10-12-6250	Equipment Maintenance	2,527.00	657.56	3,000.00	3,000.00
10-12-7030	Utilities	-	623.55	1,500.00	1,500.00
10-12-8010	Capital Projects		1,198.52	1,000.00	0.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
10-12-8050	Federal FBI Funds		-	0.00	0.00
		723,962.00	**775,711.24**	**784,904.00**	**884,878.09**
Emergency Management					
10-15-6040	Emerg Mgnmnt Cost	-	727.95	1,500.00	1,500.00
		0.00	**727.95**	**1,500.00**	**1,500.00**
Court					
10-13-5100	Court-Salaries & Wages	36,598.00	40,077.58	39,335.00	34,861.70
10-13-5200	Payroll Taxes	-	3,050.15	2,497.00	2,771.51
10-13-5210	Benefits	14,864.00	11,025.29	13,000.00	11,602.17
10-13-5220	Worker's Compensation	-	210.00	1,500.00	15,478.77
10-13-5310	Travel & Training	2,038.00	6,766.59	2,000.00	2,000.00
10-13-5320	Employee Testing		121.00	100.00	100.00
10-13-5400	Office Supplies	1,948.00	4,143.06	2,000.00	2,300.00
10-13-5410	Dues & Subscriptions		143.00	150.00	160.00
10-13-5420	Postage		171.99	0.00	200.00
10-13-5430	Bankcard Fees		379.18	250.00	0.00
10-13-5440	Office Machines		182.79	650.00	1,300.00
10-12-5675	Liability Insurance	675.00	-	0.00	0.00
10-13-5610	Accounting		80.08	300.00	780.00
10-13-5620	Legal		-	850.00	850.00
10-13-5640	Prosecutor	10,200.00	10,412.50	10,500.00	10,500.00
10-13-5650	Judge	11,400.00	11,637.50	11,500.00	11,400.00
10-13-5800	IT Maintenance	3,335.00	2,311.94	1,000.00	4,500.00
10-13-5820	Software Expense		3,471.70	3,500.00	3,500.00
10-13-6010	Jail Expense	7,035.00	5,915.00	6,000.00	5,000.00
10-13-7030	Utilities		381.53	0.00	0.00
10-13-8020	Capital Purchases		-	0.00	0.00
		88,093.00	**100,480.88**	**95,132.00**	**107,304.15**
Planning/Codes					
10-14-5100	Planning-Salaries & Wages	53,212.00	61,578.47	60,559.00	63,497.63
10-14-5200	Payroll Taxes	-	4,205.53	4,530.00	5,048.06
10-14-5210	Benefits	20,187.00	21,709.05	16,000.00	22,009.07
10-14-5220	Worker's Compensation	-	210.00	1,000.00	1,968.43
10-14-5300	Uniforms	630.00	823.90	600.00	700.00
10-14-5310	Travel & Training	1,009.00	5,274.26	2,500.00	1,500.00
10-14-5320	Employee Testing	-	59.00	100.00	100.00
10-14-5400	Office Supplies	3,296.00	1,845.89	1,500.00	1,000.00
10-14-5410	Dues & Subscriptions		782.60	750.00	200.00
10-14-5420	Postage		171.99	200.00	300.00
10-14-5440	Office Machines		405.15	500.00	800.00
10-14-5540	Public Hearing	211.00	2,199.67	1,500.00	3,000.00
10-14-5610	Accounting		160.12	600.00	1,300.00
10-14-5620	Legal		3,480.31	250.00	1,700.00
10-14-5630	Litigation		5,969.49	1,500.00	2,700.00
10-14-5700	Eco Dev Contractual		-	62,000.00	65,000.00
10-14-5710	Contract Planning	8,612.00	17,291.18	5,000.00	5,500.00
10-14-5800	IT Maintenance	2,523.00	1,087.09	6,000.00	1,000.00
10-14-5820	Software Expense		889.95	1,000.00	1,000.00
10-14-6050	Inspection Expense	199.00	-	1,000.00	1,000.00
10-14-6060	Property Clean Up	4,955.00	16,533.00	10,000.00	10,000.00
10-14-6070	Government Programs		-	1,500.00	0.00
10-14-6210	Vehicle Maintenance	1,793.00	176.82	500.00	500.00
10-14-6220	Fuel & Oil	158.00	1,675.41	1,000.00	1,000.00
		96,785.00	**146,528.88**	**180,089.00**	**190,823.19**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
Public Works					
10-16-5100	Public Works-Salaries & Wages	52,156.00	41,391.60	43,442.00	46,451.87
10-16-5200	Payroll Taxes	-	2,534.24	4,000.00	3,692.92
10-16-5210	Benefits	20,024.00	20,633.14	20,000.00	22,245.08
10-16-5220	Worker's Compensation	-	1,086.80	3,500.00	1,440.01
10-16-5300	Uniforms	3,759.00	4,189.08	1,900.00	1,900.00
10-16-5310	Travel & Training	1,032.00	1,681.27	4,250.00	4,250.00
10-16-5320	Employee Testing	-	841.00	200.00	600.00
10-16-5400	Office Supplies	21,656.00	1,403.22	2,000.00	2,000.00
10-16-5410	Dues & Subscriptions	105.00	515.40	700.00	700.00
10-16-5440	Office Machines		3,546.38	5,000.00	5,000.00
10-16-5610	Accounting		400.30	2,860.00	2,860.00
10-16-5620	Legal		125.00	75.00	75.00
10-16-5630	Litigation		-	0.00	50.00
10-16-5660	Engineering		5,000.00	5,000.00	5,000.00
***	Contractual - Other	1,078.00	-	0.00	5,000.00
10-16-5800	IT Maintenance	22,665.00	1,902.92	2,500.00	1,000.00
10-16-5810	Hardware Expense		-	300.00	300.00
10-16-5870	Communications	10,453.00	-	500.00	2,420.00
10-16-6130	Supplies	4,554.00	4,757.81	3,000.00	3,000.00
10-16-6200	Vehicle Insurance		2,167.63	3,000.00	3,000.00
10-16-6210	Vehicle Maintenance	10,665.00	8,899.15	6,150.00	6,150.00
10-16-6220	Fuel & Oil	10,500.00	12,536.02	11,000.00	11,000.00
10-16-6250	Equipment Maintenance		5,587.55	3,000.00	3,000.00
10-16-6260	Safety Equipment		746.12	1,300.00	1,300.00
10-16-6270	Insurance	9,409.00	-	0.00	0.00
10-16-7100	Street Supplies & Materials		-	5,565.00	6,000.00
10-16-8030	Capital Purchases	17,516.00	-	0.00	0.00
		185,572.00	**119,944.63**	**129,242.00**	**138,434.88**
Facilities					
10-18-5210	Benefits		746.12	0.00	0.00
10-18-5800	IT Maintenance		10,299.37	12,000.00	1,000.00
10-18-5810	Hardware Expense		2,036.01	1,500.00	1,500.00
10-18-5850	Telephone		7,834.82	7,540.00	7,500.00
10-18-5860	Cell Phones		-	160.00	0.00
10-18-5870	Communications		525.82	300.00	500.00
10-18-6150	Administrative Building		34,894.39	20,000.00	15,000.00
10-18-6160	Public Works Building	12,015.00	9,344.31	10,000.00	7,500.00
10-18-6170	Annex Building	18,791.00	24,250.44	21,600.00	21,000.00
10-18-6180	Brierly Hall Utilities	21,449.00	13,845.25	2,000.00	0.00
10-18-8000	Administrative	1,551.00	3,158.84	0.00	0.00
10-18-8040	Capital Purchases		23,357.00	0.00	0.00
10-18-9050	Debt Service Annex	20,278.00	19,265.20	19,500.00	20,748.00
10-18-9060	Debt Service City Hall		13,979.55	24,000.00	0.00
10-18-9600	Transfers	27,000.00	74,246.00	0.00	23,856.88
		101,084.00	**237,783.12**	**118,600.00**	**98,604.88**
Total Expenditures		**1,506,749.00**	**1,730,970.50**	**1,838,696.00**	**1,922,073.57**
Net increase (decrease) in fund balance		**133,087.00**	**48,361.65**	**(26,504.00)**	**(256,573.57)**
Beginning Fund Balance		**239,536.00**	**372,623.00**	**420,984.65**	**376,060.81**
Ending Fund Balance		**372,623.00**	**420,984.65**	**394,480.65**	**119,487.24**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Admin Building					
15-18-5400	Office Supplies & Equipment	-	175.00	3,000.00	3,000.00
15-18-5440	Office Machines	-	769.69	0.00	0.00
15-18-5800	IT Maintenance	-	14,060.32	10,000.00	5,000.00
15-18-5880	Internet	-	2,137.42	1,500.00	3,000.00
15-18-6100	Insurance	-	2,948.00	3,000.00	3,000.00
15-18-6110	Electric	-	9,479.70	10,000.00	10,000.00
15-18-6120	Natural Gas	-	804.58	1,500.00	1,500.00
15-18-6130	Supplies	-	9,726.63	5,000.00	5,000.00
15-18-6140	Building Maintenance	-	20,119.63	8,000.00	12,000.00
15-18-8340	Admin Bldg.- Capital Purchases	-	6,759.80	8,800.00	0.00
15-18-9060	Debt Service City Hall	-	8,748.91	0.00	31,104.00
		0.00	**75,729.68**	**50,800.00**	**73,604.00**
Public Works Building					
16-18-5440	Office Machines	-	500.20	0.00	0.00
16-18-5800	IT Maintenance	-	1,572.48	0.00	100.00
16-18-5880	Internet	-	2,245.00	0.00	2,000.00
16-18-6100	Insurance	-	1,690.00	2,500.00	2,500.00
16-18-6110	Electric	-	2,541.41	5,000.00	5,000.00
16-18-6120	Natural Gas	-	2,212.26	4,500.00	4,500.00
16-18-6130	Supplies	-	392.03	2,000.00	2,000.00
16-18-6140	Building Maintenance	-	3,761.54	11,000.00	11,000.00
		0.00	**14,914.92**	**25,000.00**	**27,100.00**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
PARK FUND					
Parks - Revenue					
20-00-4020	Sales Tax	150,653.00	151,518.14	153,000.00	200,000.00
20-00-4230	Building-Zoning Permits	600.00	600.00	3,000.00	4,000.00
20-00-4240	Boating Permits	62.00	72.00	400.00	400.00
20-00-4600	Interest Income	1,385.00	614.86	1,000.00	500.00
20-00-4810	Special Events	26,581.00	6,662.00	25,000.00	25,000.00
20-00-4910	Transfer In-General	-	-	-	-
20-00-4920	Recreation Programs	-	998.00	17,868.00	10,000.00
20-00-4921	Reimbursements & Refunds			-	-
20-00-4922	Donations & Sponsorships	-		1,000.00	1,000.00
20-00-4923	Concessions	-		1,500.00	2,500.00
20-00-4924	Shelter Rental	-	370.00	600.00	350.00
20-00-4925	Other Permits	-		-	-
20-00-4950	Transfers In	-	635,000.00	-	-
Total Revenue		**179,281.00**	**795,835.00**	**203,368.00**	**243,750.00**
20-20-5100	Parks-Salaries & Wages	16,115.00	43,091.27	52,000.00	70,800.00
20-20-5200	Payroll Taxes	-	3,123.04	4,100.00	5,628.60
20-20-5210	Benefits	6,266.00	14,658.50	13,000.00	35,748.42
20-20-5220	Worker's Compensation	-	25.00	500.00	2,249.42
20-20-5320	Employee Testing	-	228.50	-	5.00
20-20-5400	Office Supplies & Equipment	563.00	2,405.23	250.00	1,000.00
20-20-5410	Dues & Memberships	-	908.33	750.00	1,200.00
20-20-5430	Bankcard Fees	-	-	430.00	-
20-20-5440	Office Machines		148.13	400.00	400.00
20-20-5600	Audit		615.00	200.00	200.00
20-20-5610	Accounting	3,923.00	1,699.60	2,500.00	1,100.00
20-20-5620	Legal	6,246.00	4,174.69	3,000.00	3,000.00
20-20-5675	Liability Insurance	2,391.00	491.00	-	-
20-20-5715	Contractual-Payroll	1,192.00	100.00	20.00	-
20-20-5800	IT Maintenance		1,680.96	1,000.00	1,000.00
20-20-6130	Supplies		291.22	300.00	300.00
20-20-6150	Administrative Building		5,798.34	2,500.00	3,000.00
20-20-6200	Vehicle Insurance		150.00	300.00	600.00
20-20-6210	Vehicle Maintenance	137.00	228.07	500.00	500.00
20-20-6220	Fuel & Oil		312.69	500.00	1,200.00
20-20-7000	Park Maintenance	25,424.00	38,937.34	29,000.00	17,545.00
20-20-7010	Mowing & Landscaping	18,554.00	17,624.54	26,500.00	20,000.00
20-20-7030	Utilities	1,995.00	2,673.42	2,000.00	5,000.00
20-20-7250	Restrooms	1,665.00	3,309.83	3,500.00	3,000.00
20-20-8040	Capital Purchases*	-	3,238.28	233,742.00	290,800.00
20-20-9010	Debt Service	-	663,330.92	25,000.00	-
20-20-9020	Debt Service Bond Fees	28,387.00	9,583.20	-	1,000.00
20-20-9500	Special Events	-	9,927.26	26,000.00	25,000.00
20-20-9510	Concessions	-	44.97	850.00	1,800.00
20-20-9511	Park Tools & Equipment	234.00	-	-	2,500.00
20-20-9512	Recreation Program Tools & Equip	-	210.70	4,614.00	2,500.00
20-20-9513	Staff Uniforms	-	135.99	75.00	500.00
20-20-9514	Vehicle Replacement Program	-	-	-	-
20-20-9515	Educational Training	-	583.27	2,500.00	3,000.00
20-20-9518	Trees & Parks Beautification	-	-	2,500.00	9,000.00
20-20-9519	Recreational Program Expenses	20,693.00	1,386.52	17,900.00	10,000.00
20-20-9520	Trail Maintenance	-	-	-	1,500.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
20-20-9600	Transfers out (COP Payment)	-	-	-	25,791.14
		133,785.00	**831,115.81**	**456,431.00**	**546,867.58**
Net increase (decrease) in fund balance		**45,496.00**	**(35,280.81)**	**(253,063.00)**	**(303,117.58)**
Beginning Fund Balance		**289,636.00**	**335,132.00**	**299,851.19**	**322,450.51**
Ending Fund Balance		**335,132.00**	**299,851.19**	**46,788.19**	**19,332.93**

*Capital Project money from Parks Money Market Acct.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Road & Street Fund					
21-00-4020	Sales Tax	150,656.00	151,518.38	136,350.00	235,000.00
21-00-4230	Building-Zoning Permits	300.00	300.00	600.00	600.00
21-00-4400	County Road & Bridge(1/4 ct sales tax	43,000.00	60,627.00	50,000.00	50,000.00
21-00-4410	Road Projects	32,048.00	29,366.86	30,000.00	35,000.00
21-00-4950	Transfers In	-	-	0.00	0.00
Total Revenue		**226,004.00**	**241,812.24**	**216,950.00**	**320,600.00**
EXPENSES					
21-25-5100	Road & Street Salaries & Wages	48,432.00	64,118.47	45,467.00	77,561.98
21-25-5110	Snow Wages	-	5,741.82	5,800.00	5,800.00
21-25-5200	Payroll Taxes	-	5,276.61	3,848.00	6,166.18
21-25-5210	Benefits	18,540.00	14,750.34	16,978.00	35,089.10
21-25-5220	Worker's Compensation	-	1,988.00	2,000.00	2,404.42
21-25-5660	Engineering	-	-	10,000.00	10,000.00
21-25-6250	Equipment Maintenance	3,149.00	1,154.25	1,000.00	1,000.00
21-25-7100	Supplies & Materials	73,285.00	23,160.09	15,000.00	20,000.00
21-25-7110	Contract Maintenance	-	6,200.00	17,600.00	17,600.00
21-25-7120	Sidewalk-Curb Maintenance	-	2,248.84	1,257.00	10,000.00
21-25-7130	County Grant Expense	-	-	58,000.00	0.00
21-25-7140	State Grant Expense	-	-	2,500.00	0.00
21-25-7150	Street Lights	58,710.00	59,584.88	57,000.00	57,000.00
21-25-7160	Storm Water	-	-	0.00	2,500.00
21.25.9000	Transfers out	-	-	0.00	41,000.00
21-25-9900	Restricted for Capital	-	-	0.00	38,478.79
21-25-8990	Reserved for School Road Project	-	-	50,000.00	100,000.00
Total Expenses		**202,116.00**	**184,223.30**	**286,450.00**	**424,600.47**
Beginning Fund Balance		**11,577.00**	**35,465.00**	**93,053.94**	**104,000.47**
Ending Fund Balance		**35,465.00**	**93,053.94**	**23,553.94**	**0.00**
Gas Tax Fund					
Revenue					
22-00-4050	Gasoline Tax	105,759.00	109,320.64	116,725.00	116,000.00
22-00-4060	Motor Vehicle Tax	42,387.00	55,669.71	45,900.00	45,900.00
Total Revenue		**148,146.00**	**164,990.35**	**162,625.00**	**161,900.00**
Expenses					
22-25-5100	Gas Tax Fund-Salaries & Wages	46,441.00	41,117.22	51,197.00	76,342.68
22-25-5110	Snow Wages	1,266.00	8,258.70	10,000.00	7,500.00
22-25-5200	Payroll Taxes	-	3,747.46	4,577.00	6,069.24
22-25-5210	Benefits	18,365.00	13,317.28	20,195.00	34,060.66
22-25-5220	Worker's Compensation	-	1,988.00	2,000.00	2,366.62
22-25-6210	Vehicle Maintenance	-	1,729.53	1,276.00	1,276.00
22-25-6250	Equipment Maintenance	709.00	4,819.17	3,700.00	3,700.00
22-25-7100	Supplies & Materials	-	-	7,000.00	7,000.00
22-25-7110	Contract Maintenance	-	1,600.00	2,680.00	2,680.00
22-25-7150	Street Lights	58,340.00	59,666.07	60,000.00	60,000.00
22-25-9900	Restricted for Capital	-	-	0.00	18,000.00
Total Expenses		**125,121.00**	**136,243.43**	**162,625.00**	**218,995.20**
Beginning Fund Balance		**0.00**	**23,025.00**	**51,771.92**	**57,276.69**
Ending Fund Balance		**23,025.00**	**51,771.92**	**51,771.92**	**181.49**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
L.E.T. Fund					
23-00-4510	L.E.T. Revenue	-	3,331.54	4,000.00	4,000.00
Total Revenue		**0.00**	**3,331.54**	**4,000.00**	**4,000.00**
23-12-5310	Travel & Training	-	1,621.40	4,000.00	4,939.66
Total Expenses		**0.00**	**1,621.40**	**4,000.00**	**4,939.66**
Beginning Fund Balance		**0.00**	**0.00**	**1,710.14**	**939.66**
Ending Fund Balance		**0.00**	**1,710.14**	**1,710.14**	**0.00**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Capital Improvements					
Revenue					
30-00-4020	Capital Improvements-Sales Tax	170,284.00	180,306.45	173,000.00	200,000.00
30-00-4230	Building-Zoning Permits	-	-	0.00	0.00
30-00-4430	Federal Grants	-	-	96,000.00	90,000.00
30-00-4450	State Grants	-	-	22,100.00	70,000.00
30-00-4600	Interest Income	-	125.21	500.00	500.00
30-00-4710	Sale of Assets	-	-	0.00	0.00
30-00-4900	Reimbursed Expense	-	-	0.00	0.00
30-00-4950	Transfers In	-	-	0.00	91,271.00
30-00-4990	Bond Proceeds	-	-	153,000.00	265,000.00
Total Revenue		**170,284.00**	**180,431.66**	**444,600.00**	**716,771.00**
Expenses					
30-30-5680	Board Discretion	-	-	26,000.00	26,000.00
30-30-8100	Streets	-	11,550.00	238,000.00	215,900.00
30-30-8120	Sidewalks & Curb Maintenance	105,481.00	-	15,000.00	207,271.00
30-30-8130	Monument Sign	-	5,273.27	120,000.00	100,000.00
30-30-8140	State Grants	-	-	0.00	0.00
30-30-8200	Buildings	-	-	8,000.00	50,000.00
30-30-8210	Vehicle Replacement Program	15,818.00	25,710.00	163,100.00	165,000.00
30-30-8220	Equipment	63,581.00	4,922.00	42,500.00	118,500.00
30-30-8250	City Hall	2,200.00	-	0.00	15,000.00
30-30-9070	Debt Service - Vehicle Lease			0.00	71,000.00
30-30-9900	Restricted for CIP	-	-	0.00	0.00
Total Expenses		**187,080.00**	**47,455.27**	**612,600.00**	**968,671.00**
Beginning Fund Balance		**128,973.00**	**112,177.00**	**245,153.39**	**252,547.64**
Ending Fund Balance		**112,177.00**	**245,153.39**	**77,153.39**	**647.64**
East Growth Fund					
Revenue					
31-00-4230	Building-Zoning Permits	1,001.00	-	3,000.00	3,000.00
31-00-4600	Interest Income	520.00	1.99	0.00	0.00
Total		**1,521.00**	**1.99**	**3,000.00**	**3,000.00**
Expenses					
31-30-8100	Streets	118,000.00	-	3,000.00	3,000.00
Total Expenses		**118,000.00**	**0.00**	**3,000.00**	**3,000.00**
Beginning Fund Balance		**119,474.00**	**2,995.00**	**2,996.99**	**5,800.27**
Ending Fund Balance		**2,995.00**	**2,996.99**	**2,996.99**	**5,800.27**
West Growth Fund					
Revenue					
32-00-4230	Building-Zoning Permits	1,000.00	1,000.00	5,000.00	5,000.00
32-00-4600	Interest Income	16.00	10.83	10.00	0.00
Total		**1,016.00**	**1,010.83**	**5,010.00**	**5,000.00**
Expenses					
32-30-8100	Streets		-	15,000.00	21,000.00
Total Expenses		**0.00**	**0.00**	**15,000.00**	**21,000.00**
Beginning Fund Balance		**8,719.00**	**9,735.00**	**10,745.83**	**16,090.23**
Ending Fund Balance		**9,735.00**	**10,745.83**	**755.83**	**90.23**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
2012 COP Construction					
Revenue					
33-00-4600	Interest Income	-	153.24	1,000.00	0.00
33-00-4990	Bond Proceeds	-	97,193.00	0.00	0.00
Total		**0.00**	**97,346.24**	**1,000.00**	**0.00**
Expenses					
33-30-8200	Buildings	-	-	1,000.00	0.00
33-30-8250	City Hall	-	20,700.12	0.00	0.00
33-30-8260	Annex Building	-	93,567.51	0.00	0.00
Total Expenses		**0.00**	**114,267.63**	**1,000.00**	**0.00**
Beginning Fund Balance		**0.00**	**0.00**	**(16,921.39)**	**(16,921.39)**
Ending Fund Balance		**0.00**	**(16,921.39)**	**(16,921.39)**	**(16,921.39)**
211th Construction Fund					
Revenue					
34-00-4600	Interest Income	-	93.00	0.00	0.00
34-00-4990	Bond Proceeds	-	1,130,487.00	0.00	0.00
34-00-4995	Premium on Bonds	-	-	0.00	0.00
34-00-4996	Cost of Issusance	-	-	0.00	0.00
Total		**0.00**	**1,130,580.00**	**0.00**	**0.00**
Expenses					
34-30-8000	Administrative	-	759,640.00	236,750.00	0.00
34-30-9600	Transfers Out	-	36,190.00	98,000.00	0.00
Total Expenses		**0.00**	**795,830.00**	**334,750.00**	**0.00**
Beginning Fund Balance		**0.00**	**0.00**	**334,750.00**	**0.00**
Ending Fund Balance		**0.00**	**334,750.00**	**0.00**	**0.00**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Debt Service Fund					
2012 GO & 99SRF					
Revenue					
40-00-4000	Property Tax	133,210.00	141,604.12	225,000.00	225,000.00
40-00-4010	Special Assessments	160,141.00	11,593.97	12,000.00	22,100.00
Total		**293,351.00**	**153,198.09**	**237,000.00**	**247,100.00**
Expenses					
40-40-9000	Debt Service Principal	-	85,000.00	80,000.00	35,999.75
40-40-9010	Debt Service Interest	-	57,567.51	63,000.00	50,643.75
40-40-9020	Debt Service Bond Fees	-	150.00	9,000.00	7,500.00
40-40-9600	Transfers Out (199A GO Bond)	155,828.00	5,000.00	108,800.00	137,925.00
Total Expenses		**155,828.00**	**147,717.51**	**260,800.00**	**232,068.50**
Beginning Fund Balance		**15,232.00**	**152,755.00**	**158,235.58**	**160,631.19**
Ending Fund Balance		**152,755.00**	**158,235.58**	**134,435.58**	**175,662.69**
2012 & 2013 COP					
Debt Service 2012 COP					
Revenue					
41-00-4600	Interest Income	-	178.60	0.00	0.00
41-00-4910	Transfer In-General	55,000.00	-	24,000.00	23,856.88
41-00-4933	Transfer In-Construction	-	-	0.00	0.00
41-00-4950	Transfers In - Water	-	36,468.90	12,000.00	71,171.44
41-00-4951	Transfer In-Sewer	-	9,239.99	12,000.00	49,049.94
Total		**55,000.00**	**45,887.49**	**48,000.00**	**144,078.25**
Expenses					
41-40-9000	Debt Service Principal	-	25,000.00	25,000.00	55,000.00
41-40-9010	Debt Service Interest	-	19,908.91	22,000.00	88,747.89
41-40-9020	Debt Service Bond Fees	-	925.00	1,000.00	1,000.00
Total Expenses		**0.00**	**45,833.91**	**48,000.00**	**144,747.89**
Beginning Fund Balance		**0.00**	**152,006.00**	**152,059.58**	**168,876.87**
Ending Fund Balance		**55,000.00**	**152,059.58**	**152,059.58**	**168,207.23**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Water Fund					
Revenue					
50-00-4110	Water Sales	798,257.00	896,617.28	1,200,658.00	1,438,765.00
50-00-4250	Water Connection Fees	-	1,600.00	1,600.00	3,200.00
50-00-4600	Interest Income	70,369.50	62,768.83	60,000.00	60,000.00
50-00-4610	Penalties	29,504.50	25,123.88	28,500.00	28,500.00
50-00-4710	Sale of Assets		846.05	0.00	0.00
50-00-4720	Tower Rental	21,037.00	21,668.48	21,664.00	21,664.00
50-00-4900	Reimbursed Expense	2,387.00	661.38	353,509.00	0.00
50-00-4950	Transfers In-Water		-	0.00	0.00
50-00-4960	G.O. Principal (transfer in from fund 40)	94,000.00	51,384.38	61,500.00	68,000.00
50-00-4990	Bond Proceeds	-	-	1,250,000.00	380,000.00
Total		**1,015,555.00**	**1,060,670.28**	**2,977,431.00**	**2,000,129.00**
Expenses					
50-50-5000	Water Purchases	423,766.00	419,630.48	425,000.00	513,661.00
50-50-5100	Water-Salaries & Wages	162,440.00	166,429.29	180,000.00	252,288.66
50-50-5200	Payroll Taxes	-	13,122.80	13,900.00	20,056.95
50-50-5210	Benefits	62,726.00	69,534.69	59,220.00	101,516.40
50-50-5220	Worker's Compensation	-	4,249.66	5,000.00	7,820.95
50-50-5240	Employee Awards	-	-	0.00	2,000.00
50-50-5300	Uniforms	866.00	1,237.70	1,250.00	1,275.00
50-50-5310	Travel & Training	2,153.00	934.00	7,090.00	7,240.00
50-50-5320	Employee Testing	-	353.00	220.00	420.00
50-50-5400	Office Supplies	16,182.00	4,199.94	4,000.00	5,100.00
50-50-5410	Dues & Subscriptions	2,007.00	2,136.25	1,540.00	1,970.00
50-50-5420	Postage	4,756.00	3,362.75	5,000.00	6,100.00
50-50-5430	Bankcard Fees		8,567.52	10,000.00	0.00
50-50-5440	Office Machines	3,836.00	4,150.16	5,500.00	5,500.00
50-50-5540	Public Hearing		343.67	500.00	500.00
50-50-5600	Audit		3,075.00	3,100.00	3,100.00
50-50-5610	Accounting	19,614.00	10,446.10	15,000.00	15,000.00
50-50-5620	Legal	15,828.00	24,683.57	7,500.00	7,500.00
50-50-5630	Litigation	3,053.00	4,505.28	2,000.00	2,000.00
50-50-5660	Engineering		6,086.25	369,220.00	25,000.00
50-50-5675	Liability Insurance	7,949.00	6,147.19	6,000.00	6,000.00
50-50-5700	Eco Dev Contractual		-	15,000.00	15,000.00
50-50-5715	Contractual-Payroll	-	1,147.06	2,000.00	12,000.00
50-50-5720	Water Contractual	11,748.00	12,530.30	15,175.00	15,000.00
50-50-5800	IT Maintenance	16,286.00	7,511.97	10,000.00	1,000.00
50-50-5810	Hardware Expense		1,915.28	2,000.00	2,000.00
50-50-5820	Software Expense		4,904.25	4,000.00	13,274.37
50-50-5850	Telephone		1,398.49	2,000.00	2,000.00
50-50-5870	Communications	4,832.00	-	390.00	1,680.00
50-50-6130	Supplies		-	2,500.00	2,500.00
50-50-6150	Administrative Building		13,238.01	8,000.00	8,000.00
50-50-6160	Public Works Building	1,094.00	4,239.64	5,000.00	5,000.00
50-50-6200	Vehicle Insurance		2,100.00	2,500.00	2,500.00
50-50-6210	Vehicle Maintenance	7,899.00	1,751.80	4,000.00	4,000.00
50-50-6220	Fuel & Oil	5,631.00	5,170.14	6,000.00	6,000.00
50-50-6260	Safety Equipment		-	8,300.00	8,300.00
50-50-7200	Pump-Line Maintenance	10,180.00	22,717.64	32,500.00	13,700.00
50-50-7210	Tower Maintenance		36.54	5,000.00	5,000.00
50-50-7220	Meter Maintenance	1,773.00	6,578.23	9,390.00	9,390.00
50-50-7250	Utilities	11,250.00	6,022.49	5,000.00	5,000.00
50-50-8220	Equipment	4,060.00	-	10,000.00	30,000.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
50-50-8300	Water Capital Purchases	1,539.00	3,680.36	41,114.00	562,500.00
50-50-8320	CIP Water		-	0.00	0.00
50-50-8500	Depreciation	294,044.00	230,876.00	180,000.00	0.00
50-50-9000	Debt Service Principal		-	0.00	217,000.00
50-50-9010	Debt Service Interest	95,880.50	128,198.90	163,500.00	95,365.50
50-50-9020	Debt Service Bond Fees	8,823.00	10,858.96	16,000.00	5,000.00
50-50-9040	Ground Storage Tank		1,563.00	0.00	0.00
50-50-9060	Debt Service City Hall		5,124.67	17,400.00	0.00
50-50-9600	Transfers (COP Payments)	27,000.00	188,542.00	130,000.00	117,442.44
***	Restricted reserve	-	-	0.00	179,000.00
Total Expenses		**1,227,215.50**	**1,413,301.03**	**1,817,809.00**	**2,321,701.27**
Total Water Fund		**(211,660.50)**	**(352,630.75)**	**1,159,622.00**	**(321,572.27)**
Beginning Fund Balance		**1,447,899.50**	**1,236,239.00**	**883,608.25**	**2,226,916.41**
Ending Fund Balance		1,236,239.00	883,608.25	2,043,230.25	1,905,344.14

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Sewer Fund					
Revenue					
51-00-4120	Sewer Fees	932,873.00	891,339.66	900,000.00	951,395.00
51-00-4260	Sewer Connection Fees	2,100.00	439.12	3,000.00	500.00
51-00-4360	Stormwater Connection Fees	-	-	0.00	1,500.00
51-00-4600	Interest Income	23,456.50	20,925.20	29,000.00	24,958.00
51-00-4610	Penalties	29,504.50	25,123.87	25,000.00	26,857.00
51-00-4710	Sale of Assets		-	0.00	0.00
51-00-4900	Reimbursed Expense		661.38	1,000.00	0.00
51-00-4950	Transfers In		188,187.38	66,724.72	78,300.00
***	Bond Proceeds				140,000.00
Total		**987,934.00**	**1,126,676.61**	**1,024,724.72**	**1,223,510.00**
Expenses					
51-51-5001	Sludge Disposal	21,441.00	21,725.39	25,000.00	31,000.00
51-51-5100	Sewer-Salaries & Wages	176,471.00	248,425.01	230,778.00	262,656.58
51-51-5200	Payroll Taxes	-	18,141.02	13,630.00	20,881.20
51-51-5210	Benefits	67,152.00	92,521.17	69,233.00	103,141.00
51-51-5220	Worker's Compensation	-	4,453.21	6,000.00	8,142.35
51-51-5240	Employee Awards	-	-	0.00	2,000.00
51-51-5300	Uniforms	917.00	1,613.75	1,535.00	1,500.00
51-51-5310	Travel & Training	1,229.00	1,251.33	650.00	1,000.00
51-51-5320	Employee Testing	-	847.00	500.00	500.00
51-51-5400	Office Supplies	16,152.00	2,130.32	5,000.00	2,500.00
51-51-5410	Dues & Subscriptions	772.00	568.25	305.00	500.00
51-51-5420	Postage	4,642.00	3,036.10	3,100.00	3,000.00
51-51-5430	Bankcard Fees		11,343.52	10,000.00	0.00
51-51-5440	Office Machines	4,367.00	3,405.03	5,500.00	5,000.00
51-51-5540	Public Hearing		-	500.00	500.00
51-51-5600	Audit		3,075.00	4,600.00	4,100.00
51-51-5610	Accounting	19,614.00	9,168.75	12,000.00	10,000.00
51-51-5620	Legal	19,760.00	7,495.35	5,000.00	5,000.00
51-51-5630	Litigation	20,070.00	31,051.77	2,500.00	5,000.00
51-51-5660	Engineering		-	27,000.00	20,000.00
51-51-5675	Liability Insurance	8,649.00	8,433.00	10,500.00	9,000.00
51-51-5700	Eco Dev Contractual		-	15,000.00	15,000.00
51-51-5715	Contractual-Payroll		1,147.06	1,720.00	1,700.00
51-51-5730	Sewer Contractual	16,479.00	3,504.50	13,300.00	15,000.00
51-51-5800	IT Maintenance	12,679.00	6,973.37	9,000.00	500.00
51-51-5810	Hardware Expense		618.00	1,000.00	1,000.00
51-51-5820	Software Expense		3,072.82	5,000.00	5,774.00
51-51-5850	Telephone		1,502.88	1,600.00	1,600.00
51-51-5860	Cell Phones		-	0.00	0.00
51-51-5870	Communications	3,949.00	56.93	390.00	0.00
51-51-6130	Supplies		-	500.00	650.00
51-51-6150	Administrative Building		13,580.98	16,500.00	8,000.00
51-51-6160	Building Maintenance		2,132.19	10,000.00	0.00
51-51-6200	Vehicle Insurance		2,100.00	3,000.00	4,000.00
51-51-6210	Vehicle Maintenance	13,043.00	19,906.98	21,000.00	15,000.00
51-51-6220	Fuel & Oil	22,190.00	29,902.55	35,000.00	31,000.00
51-51-6250	Equipment Maintenance	2,369.00	2,129.00	1,000.00	0.00
51-51-6260	Safety Equipment		-	2,000.00	1,000.00
51-51-7300	Plant Maintenance		17,734.49	21,000.00	15,000.00
51-51-7310	Lift Station Maintenance	15,981.00	26,971.90	16,000.00	26,000.00
51-51-7320	Line Maintenance	9,510.00	13,238.17	30,000.00	31,000.00
51-51-7350	Utilities		72,421.83	80,000.00	80,000.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
51-51-8310	Sewer-Capital Purchases	3,687.00	10,113.35	25,000.00	263,274.37
***	Stormwater Capital	-	-	0.00	12,500.00
51-51-8330	CIP Sewer		-	8,000.00	3,000.00
51-51-8500	Depreciation		127,515.52	135,000.00	0.00
51-51-9000	Debt Service Principal		-	0.00	223,000.00
51-51-9010	Debt Service Interest	95,880.50	69,796.98	80,000.00	35,293.50
51-51-9020	Debt Service Bond Fees		2,475.00	5,000.00	5,000.00
51-51-9060	Debt Service City Hall		8,124.67	19,160.00	0.00
51-51-9600	Transfers (COP Payments)		-	0.00	49,049.94
51-51-9620	Capital Expense		-	0.00	0.00
Total Expenses		**557,003.50**	**903,704.14**	**988,501.00**	**1,338,762.94**
Total Sewer Fund		**430,930.50**	**222,972.47**	**36,223.72**	**(115,252.94)**
Beginning Fund Balance		**1,234,441.50**	**1,665,372.00**	**1,888,344.47**	**2,040,207.00**
Ending Fund Balance		1,665,372.00	1,888,344.47	1,924,568.19	1,924,954.06
Reserves				(100,000.00)	(100,000.00)
Unrestricted Ending Fund Balance		**1,665,372.00**	**1,888,344.47**	**1,824,568.19**	**1,824,954.06**

Enterprise Debt Service
2011 Sewer Bond

55-00-4140	Bond Fees	29,650.00	265,478.22	270,000.00	265,000.00
55-00-4600	Interest Income	-	6,110.79	4,500.00	4,000.00
Total		**29,650.00**	**271,589.01**	**274,500.00**	**269,000.00**
Expenses					
55-55-9600	Transfers	-	-	0.00	0.00
55-80-9000	Debt Service Principal	-	-	100,000.00	105,000.00
55-80-9010	Interest Expense	-	143,075.00	139,850.00	137,538.00
55-80-9020	Debt Service Bond Fees	-	-	5,000.00	5,000.00
Total Expenses		**0.00**	**143,075.00**	**244,850.00**	**247,538.00**
Beginning Fund Balance		**0.00**	**29,650.00**	**158,164.01**	**333,242.74**
Ending Fund Balance		**29,650.00**	**158,164.01**	**187,814.01**	**354,704.74**

2011 Enterprise Construction closed out in 2015

56-00-4600	Interest Income	2,440.00	2,587.72	10,000.00	0.00
56-00-4950	Transfers In	-	-	0.00	0.00
Total		**2,440.00**	**2,587.72**	**10,000.00**	**0.00**
56-80-5740	Administration	-	2,303.00		0.00
56-80-9000	Debt Service Principal	-	-	0.00	0.00
56-80-9010	Debt Service Interest	-	-	12,724.72	0.00
56-80-9020	Debt Service Bond Fees	-	-	0.00	0.00
		0.00	**2,303.00**	**12,724.72**	**0.00**
Beginning Fund Balance		**0.00**	**2,440.00**	**2,724.72**	**0.00**
Ending Fund Balance		**2,440.00**	**2,724.72**	**0.00**	**0.00**

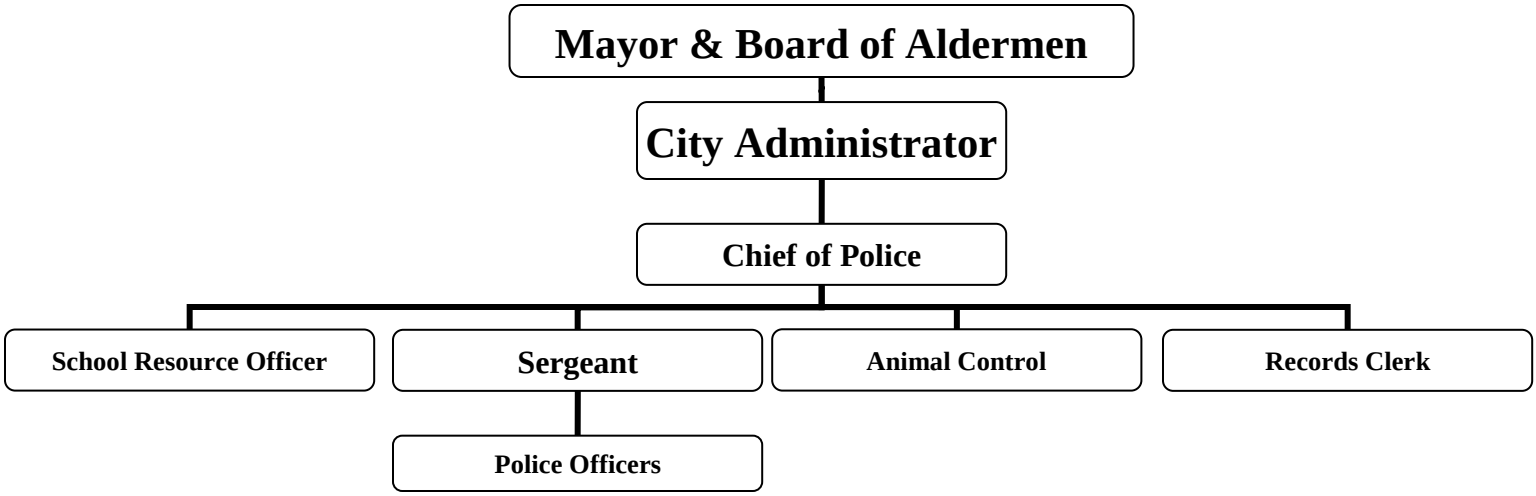
2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Trash Fund					
Revenue					
52-00-4130	Trash Service	263,570.00	265,730.15	272,000.00	270,000.00
52-00-4610	Penalties	-	-	0.00	7,800.00
52-00-4600	Interest Income	-	-	0.00	0.00
Total		**263,570.00**	**265,730.15**	**272,000.00**	**277,800.00**
Expenses					
52-70-5002	Trash Contract	240,063.00	244,182.85	248,355.00	248,355.00
52-70-5100	Salaries & Wages	6,930.00	10,860.93	11,500.00	14,914.41
52-70-5200	Payroll Taxes	-	825.00	1,100.00	1,185.70
52-70-5210	Benefits	2,648.00	2,280.01	3,192.00	6,812.60
52-70-5220	Worker's Compensation	-	210.00	300.00	462.35
52-70-5400	Office Supplies	484.00	131.11	300.00	250.00
52-70-5420	Postage	-	996.05	1,000.00	1,000.00
52-70-5430	Bankcard Fees	-	1,882.49	1,700.00	0.00
52-70-5610	Accounting	-	1,212.87	2,500.00	1,000.00
52-70-5620	Legal	-	106.70	250.00	750.00
52-70-5675	Liability Insurance	946.00	250.00	250.00	400.00
52-70-5800	IT Maintenance	-	339.34	450.00	500.00
52-70-6150	Administrative Building	-	2,871.02	500.00	2,000.00
Total Expenses		**251,071.00**	**266,148.37**	**271,397.00**	**277,630.06**
Net increase (decrease) in fund balance		**12,499.00**	**(418.22)**	**603.00**	**169.94**
Beginning Fund Balance		**272,627.00**	**285,126.00**	**284,707.78**	**287,210.26**
Ending Fund Balance		**285,126.00**	**284,707.78**	**285,310.78**	**287,380.20**

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	YTD Actual Thru June	2014 Amended	2015 Proposed
Federal FBI Funds						
Revenue						
57-00-4600	Interest Income	-	231.88	347.55	0.00	100.00
57-00-4900	Reimbursed Expense	-	1,197,809.56	0.00	0.00	0.00
Total		**0.00**	**1,198,041.44**	**347.55**	**0.00**	**100.00**
Expenses						
57-12-8050	Federal FBI Funds	-	70,856.00	999,103.29	1,000,000.00	127,748.84
Total Expenses		**0.00**	**70,856.00**	**999,103.29**	**1,000,000.00**	**127,748.84**
Beginning Fund Balance		**0.00**	**0.00**		**1,127,185.44**	**127,648.84**
Ending Fund Balance		**0.00**	**1,127,185.44**		**127,185.44**	**0.00**

City of Peculiar Police Department Organizational Chart



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PECULIAR POLICE DEPARTMENT MISSION STATEMENT

The City of Peculiar Police Department is committed to the safety and well-being of its citizens and visitors. Please do not hesitate to contact us with questions or concerns that we may assist you with.

ACHIEVEMENTS - 2013-2014:

1. The police department retrained all city employees in "Run, Hide Fight" in response to an active shooter scenario with the school district. In addition, all employees were trained to make appropriate notification when observing suspicious behavior.

2. The department continues its involvement in the domestic violence task force in order to better intervene in this continuing issue in our community. The department also supports the Ray-Pec Community Alliance in order to address bullying, drugs, and alcohol issues affecting our youth.

3. The department has renovated the police building, top to bottom, with new furniture for work stations, storage of records, electronic finger printing, new breath analyzing equipment, and in-house surveillance cameras, all paid for with federal funds..

4. The department has purchased Axon Body Cameras to record interactions with customers. This equipment will reduce the exposure for substantiated complaints and will produce a source of good training for the department.

5. The department established a police garage and locker area for the officers. This building relocates the department fleet away from the downtown area allowing additional parking for those citizens visiting the area. Officer's personal vehicles are parked at the police garage and officers have lockers to prepare for work and a time clock at that location to time into the time keeping system. This project was funded by federal funds.

GOALS - 2014-2015

1. The department previously purchased a shooting simulator for deployment at the Cass County Sheriff's Academy. The department's goal is to utilize free training at the Cass County Academy, in exchange for the equipment usage, in order to reduce the overall cost for required yearly training.

2. The department will begin utilizing new electronic equipment purchased by the win-fall federal funds. We will strive to train all officers in proper utilization of the new electronics. The equipment includes new in-car cameras, body cameras, electronic finger printing, interrogation room recordings, in-car computer stations, and electronic ticket writers.

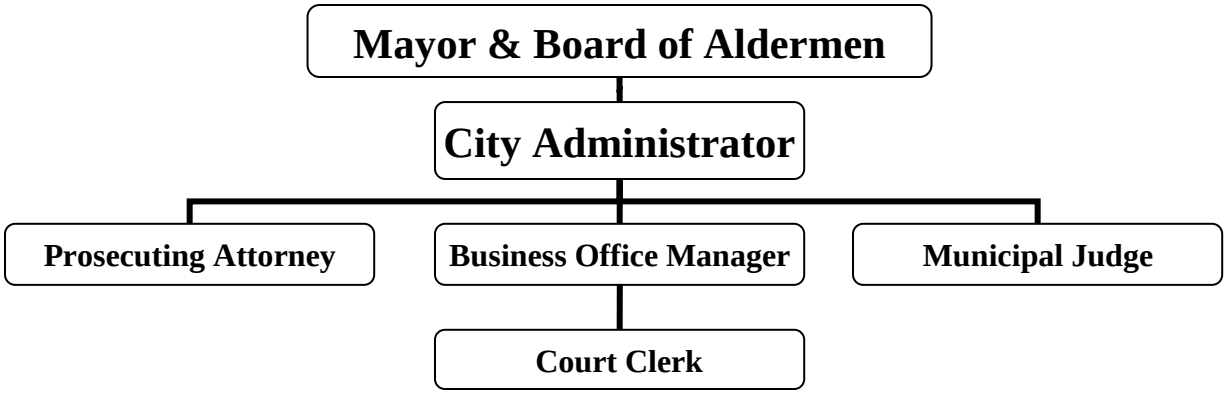
3. The department will continue to stress cultural diversity in the community and assure that all officers are achieving required continuing educational racial profiling training as promulgated by Missouri State Statute.

4. The Peculiar Police Department is committed to the safety and well-being of its citizens and visitors to our community. The Chief of Police and all officers will make themselves available to our customers to meet all their needs. We will continue to be involved with community groups and with the school district to meet their individual needs.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
Law Enforcement					
10-12-5100	Law Enforcement-Salaries & Wages	434,686.00	442,866.58	446,904.00	499,315.14
10-12-5200	Payroll Taxes	-	33,109.95	33,000.00	39,695.55
10-12-5210	Benefits	170,603.00	132,528.47	141,000.00	173,238.63
10-12-5220	Worker's Compensation	-	9,531.54	11,000.00	15,478.77
10-12-5300	Uniforms	7,319.00	2,771.25	4,000.00	4,000.00
10-12-5310	Travel & Training	5,518.00	2,272.15	2,500.00	2,500.00
10-12-5320	Employee Testing	-	1,060.00	1,000.00	500.00
10-12-5400	Office Supplies	2,325.00	3,265.33	2,500.00	2,500.00
10-12-5410	Dues & Subscriptions	102.00	955.41	200.00	200.00
10-12-5420	Postage	-	171.99	150.00	350.00
10-12-5440	Office Machines	4,039.00	2,645.50	2,650.00	3,000.00
10-12-5550	Website	-	-	500.00	500.00
10-12-5610	Accounting		720.72	3,700.00	8,000.00
10-12-5620	Legal		2,623.50	500.00	3,200.00
10-12-5630	Litigation		2,361.50	5,000.00	5,500.00
10-12-5675	Liability Insurance	12,024.00	4,459.00	7,500.00	7,500.00
10-12-5800	IT Maintenance	3,208.00	3,397.65	4,600.00	1,000.00
10-12-5810	Hardware Expense		1,142.85	3,000.00	3,000.00
10-12-5820	Software Expense		8,408.92	8,400.00	14,000.00
***	Contractual - Other	1,470.00	-	0.00	0.00
10-12-5880	Internet		1,157.99	2,000.00	2,900.00
10-12-6000	Dispatch Services	26,981.00	27,212.19	28,000.00	30,000.00
10-12-6010	Jail Expense	1,045.00	2,467.25	1,800.00	2,000.00
10-12-6020	Investigation Expense	1,643.00	3,973.84	9,000.00	6,000.00
10-12-6030	Animal Control	18,063.00	18,068.00	18,500.00	18,000.00
10-12-6070	Government Programs		-	0.00	0.00
10-12-6130	Supplies	2,530.00	6,203.62	2,000.00	2,000.00
10-12-6200	Vehicle Insurance		2,889.99	6,000.00	6,000.00
10-12-6210	Vehicle Maintenance	7,941.00	32,595.18	10,000.00	6,000.00
10-12-6220	Fuel & Oil	21,938.00	24,371.24	24,000.00	24,000.00
10-12-6250	Equipment Maintenance	2,527.00	657.56	3,000.00	3,000.00
10-12-7030	Utilities	-	623.55	1,500.00	1,500.00
10-12-8010	Capital Projects		1,198.52	1,000.00	0.00
10-12-8050	Federal FBI Funds		-	0.00	0.00
		723,962.00	**775,711.24**	**784,904.00**	**884,878.09**

City of Peculiar Municipal Court Organizational Chart



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PECULIAR MUNICIPAL COURT MISSION STATEMENT

Our mission is to administer justice under the law, equally, impartially, and efficiently in a safe, professional environment with dignity and respect for all, to promote public safety, trust and confidence.

ACHIEVEMENTS - 2013-2014

1. INCODE was not a viable solution due to the cost. Traffic Payment.com is still processing the online/800 payments.

2. INCODE has been set-up to communicate with the Peculiar Police Department to allow for the electronically movement of citations from the Police Department to the Courts.

3. There has been some training other individuals to operate INCODE. – I have continued to learn INCODE as well primarily with the templates/documents section.

4. There was a second annual Amnesty Day this year held in June.

5. The website has been updated with changes – i.e. new judge and prosecuting attorney, new violations bureau schedule, change with regard to additional fee collected for credit/debit cards.

GOALS - 2014-2015:

1. Continue to reduce old/current Warrants. (Potentially work with the police department and other law enforcement agencies)

2. Continue to keep the information current and relevant to the public on the web pages.

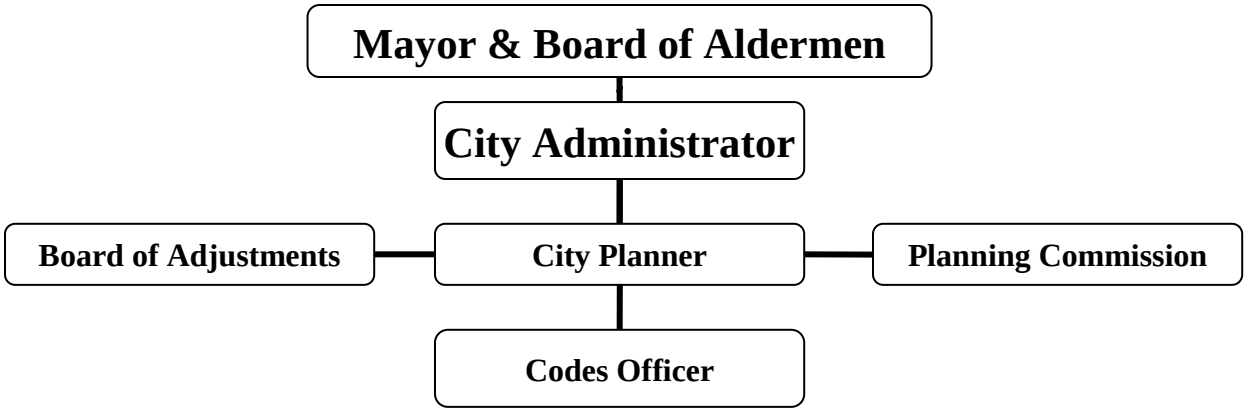
3. Search/apply for grants that would allow/provide equipment for court room security.

4. Interface INCODE Municipal Court Software with City's Financial System.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
		#REF!	**#REF!**	**#REF!**	**#REF!**
Court					
10-13-5100	Court-Salaries & Wages	36,598.00	40,077.58	39,335.00	34,861.70
10-13-5200	Payroll Taxes	-	3,050.15	2,497.00	2,771.51
10-13-5210	Benefits	14,864.00	11,025.29	13,000.00	11,602.17
10-13-5220	Worker's Compensation	-	210.00	1,500.00	15,478.77
10-13-5310	Travel & Training	2,038.00	6,766.59	2,000.00	2,000.00
10-13-5320	Employee Testing		121.00	100.00	100.00
10-13-5400	Office Supplies	1,948.00	4,143.06	2,000.00	2,300.00
10-13-5410	Dues & Subscriptions		143.00	150.00	160.00
10-13-5420	Postage		171.99	0.00	200.00
10-13-5430	Bankcard Fees		379.18	250.00	0.00
10-13-5440	Office Machines		182.79	650.00	1,300.00
10-12-5675	Liability Insurance	675.00	-	0.00	0.00
10-13-5610	Accounting		80.08	300.00	780.00
10-13-5620	Legal		-	850.00	850.00
10-13-5640	Prosecutor	10,200.00	10,412.50	10,500.00	10,500.00
10-13-5650	Judge	11,400.00	11,637.50	11,500.00	11,400.00
10-13-5800	IT Maintenance	3,335.00	2,311.94	1,000.00	4,500.00
10-13-5820	Software Expense		3,471.70	3,500.00	3,500.00
10-13-6010	Jail Expense	7,035.00	5,915.00	6,000.00	5,000.00
10-13-7030	Utilities		381.53	0.00	0.00
10-13-8020	Capital Purchases		-	0.00	0.00
		88,093.00	**100,480.88**	**95,132.00**	**107,304.15**

City of Peculiar Planning/Codes Organizational Chart



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PECULIAR PLANNING/CODES MISSION STATEMENT

Strive to promote quality construction & growth for the City of Peculiar by adhering to the City's Comprehensive Plan, Ordinances regarding development and our adopted Building Codes. Additionally, maintain and enhance the property values of our Citizens by enforcing the City's Property Maintenance Code.

ACHIEVEMENTS – 2013-2014

1. Completed the Annexation Process for Five (5) parcels of land adjacent to East 211th Street as approved by the Board of Aldermen and the residents of Peculiar (by vote); the formal Annexation Process was completed October 8th, 2013.

2. A City of Peculiar 3, 8 and 13 Year Annexation Plan was presented to the Board of Aldermen on October 7th, 2013, approved and adopted by Resolution.

3. An Illicit Discharge Ordinance was developed as required to support the City of Peculiar MS-4 (Municipal Separate Stormwater Sewer System) Permit required by MDNR (Missouri Department of Natural Resources). This new requirement was completed, presented to the Board of Aldermen, approved and adopted by Ordinance in November 2013.

4. The City of Peculiar Zoning Map was updated to reflect all Zoning changes and changes to Peculiar's City Limits from Annexations since its approval in May 2009. The Updated Zoning Map was approved and adopted by City Ordinance on January 6th, 2014.

5. An Economic Development and Incentive Policy for the City of Peculiar which outlines policy & procedures for Commercial Improvement Districts (CID), Neighborhood Improvement Districts (NID), Transportation Improvement Districts (TDD) and Tax Increment Financing (TIF) programs was completed, presented to the Board of Aldermen, approved and adopted by Resolution on February 18th, 2014.

6. An Ordinance to amend the Municipal Code, Chapter 400 Zoning Regulations, to provide an Approved Land Use Table for multiple zoning Districts (including all Commercial Districts) was developed and presented to the Board of Aldermen; this Ordinance was reviewed, approved and adopted by City Ordinance on March 3rd, 2014.

7. The Board of Aldermen authorized a Fee Reduction for Thirteen (13) Building Permits to construct new Single Family homes last year, Twelve (12) of those Building Permits were issued. On April 21st, 2014 the Board of Aldermen approved by Resolution to reduce fees for the next Twenty (20) Single Family homes Building Permits issued.

8. The City of Peculiar Industrial Development Authority was reviewed and updated to support Economic Development inside City Limits. The re-establishment of Peculiar's IDA with application and policy guidelines was presented to the Board of Aldermen, approved and adopted by Resolution on May 5th, 2014.

9. The Board of Aldermen were briefed on the need for the City to secure Contract Services to provide Project Design Review and Construction Inspection on large commercial & industrial developments. The Board approved the Resolution to enter into a two year contract with the Institute for Building Technology and Safety (IBTS) to provide these services on July 21, 2014.

10. Provided exceptional Codes Enforcement service to the City, abating nuisances, Noticing violators, and filing liens as necessary. The Property Maintenance Code works extremely well for the City with the vast majority of issues being resolved by the property owner upon notification, as evidenced by: 343 Notices of Violation were issued however only Eleven (11) required abatement by the City and only Five (5) Citations were issued.

11. Our Code Enforcement/Building Inspector, Mr. Ty Erickson, became Certified as an Erosion and Sediment Control Inspector in November, 2013.

12. Scanned all Building Permits, including Single Family Housing, back thru the year 2001 into a common file to provide information & access to multiple departments and City Employees as necessary.

GOALS - 2014-2015:

1. Continue to support the development of ordinances and policies necessary for the City's MS-4 Permit (Municipal Separate Stormwater Sewer System) required by MDNR (Missouri Department of Natural Resources).

2. Revise the City's Ordinance regarding Land Disturbance Permits to align the requirement with MDNR's one (1) acre minimum qualification and to provide additional guidance for large area development.

3. Complete an Update of the City of Peculiar 2008 Comprehensive Plan, to include:

    a. Revised/Updated Future Land Use Plan

    b. Economic Development & Marketing Plan

    c. Review criteria for an "Interstate Commercial District" (or similar)

4. Prepare to Implement ICC (International Code Council) 2012 Building Codes for the City of Peculiar, to include: International Residential, Building, Mechanical, Plumbing, Energy Conservation and Fuel-Gas Codes amended for Peculiar's requirements – adopt in 2015-2016 Budget Year.

5. 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.

6. 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).

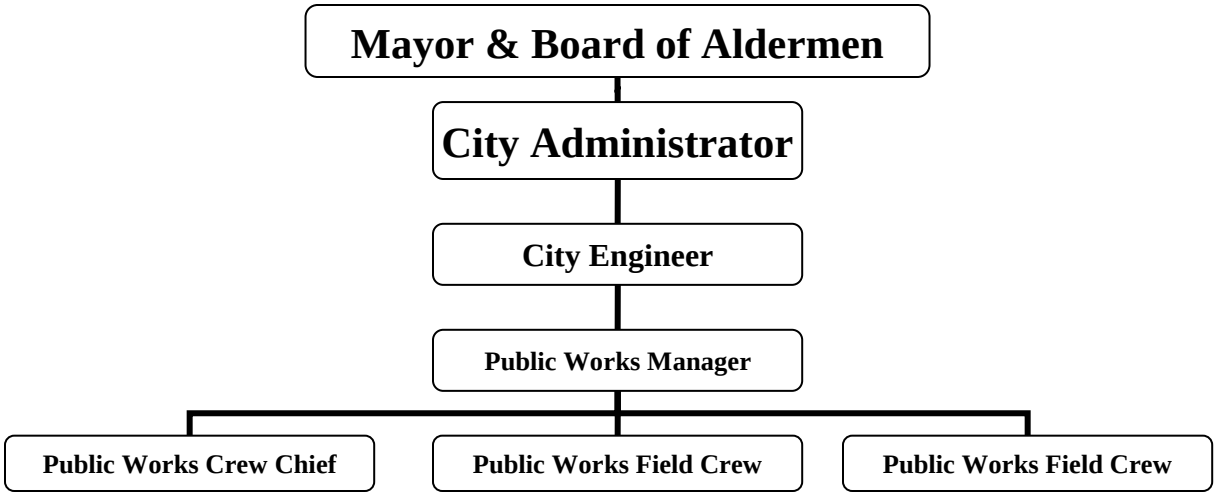
7. Digitize Residential Building Permits and enter into Asyst (or new database) back thru the year 1995.

8. 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.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
Planning/Codes					
10-14-5100	Planning-Salaries & Wages	53,212.00	61,578.47	60,559.00	63,497.63
10-14-5200	Payroll Taxes	-	4,205.53	4,530.00	5,048.06
10-14-5210	Benefits	20,187.00	21,709.05	16,000.00	22,009.07
10-14-5220	Worker's Compensation	-	210.00	1,000.00	1,968.43
10-14-5300	Uniforms	630.00	823.90	600.00	700.00
10-14-5310	Travel & Training	1,009.00	5,274.26	2,500.00	1,500.00
10-14-5320	Employee Testing	-	59.00	100.00	100.00
10-14-5400	Office Supplies	3,296.00	1,845.89	1,500.00	1,000.00
10-14-5410	Dues & Subscriptions		782.60	750.00	200.00
10-14-5420	Postage		171.99	200.00	300.00
10-14-5440	Office Machines		405.15	500.00	800.00
10-14-5540	Public Hearing	211.00	2,199.67	1,500.00	3,000.00
10-14-5610	Accounting		160.12	600.00	1,300.00
10-14-5620	Legal		3,480.31	250.00	1,700.00
10-14-5630	Litigation		5,969.49	1,500.00	2,700.00
10-14-5700	Eco Dev Contractual		-	62,000.00	65,000.00
10-14-5710	Contract Planning	8,612.00	17,291.18	5,000.00	5,500.00
10-14-5800	IT Maintenance	2,523.00	1,087.09	6,000.00	1,000.00
10-14-5820	Software Expense		889.95	1,000.00	1,000.00
10-14-6050	Inspection Expense	199.00	-	1,000.00	1,000.00
10-14-6060	Property Clean Up	4,955.00	16,533.00	10,000.00	10,000.00
10-14-6070	Government Programs		-	1,500.00	0.00
10-14-6210	Vehicle Maintenance	1,793.00	176.82	500.00	500.00
10-14-6220	Fuel & Oil	158.00	1,675.41	1,000.00	1,000.00
		96,785.00	**146,528.88**	**180,089.00**	**190,823.19**

City of Peculiar Public Works Organizational Chart



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PECULIAR PUBLIC WORKS MISSION STATEMENT

The City of Peculiar, Public Works Department/Division is dedicated to maintain and improving the quality of the community through environmentally and economically sound infrastructure preservation and growth while providing excellent customer service.

ACHIEVEMENTS – 2013-2014

1. Promoted from within the department a new Public Works Manager.
2. Selected one (1) new employee that is productive, smart, and fit a good model of character.
3. Cleaned out several culverts in the City, and installed a storm sewer along the front of the property on North Street and installed a storm sewer for the walking trail along the abandoned railroad.
4. Work with MoDOT and received a $70,000 grant in cost share funding for sidewalk project from City Hall to the J/C & I-49 interchange bridge.
5. Completed the project management, including design and observed installation of the Police Annex Building Modification $70,000 project.
6. Completed the project management, including design, advertisement, bid and award of the Police Storage Facility $50,000 project.
7. Completed the project design, advertisement and bid of the Bridle Trail Curb and Gutter $12,000 project. Project has not yet been awarded.
8. Completed a 5-year street capital improvement program (CIP).
9. Completed over $44,000 in facility maintenance cost.

GOALS - 2014-2015:

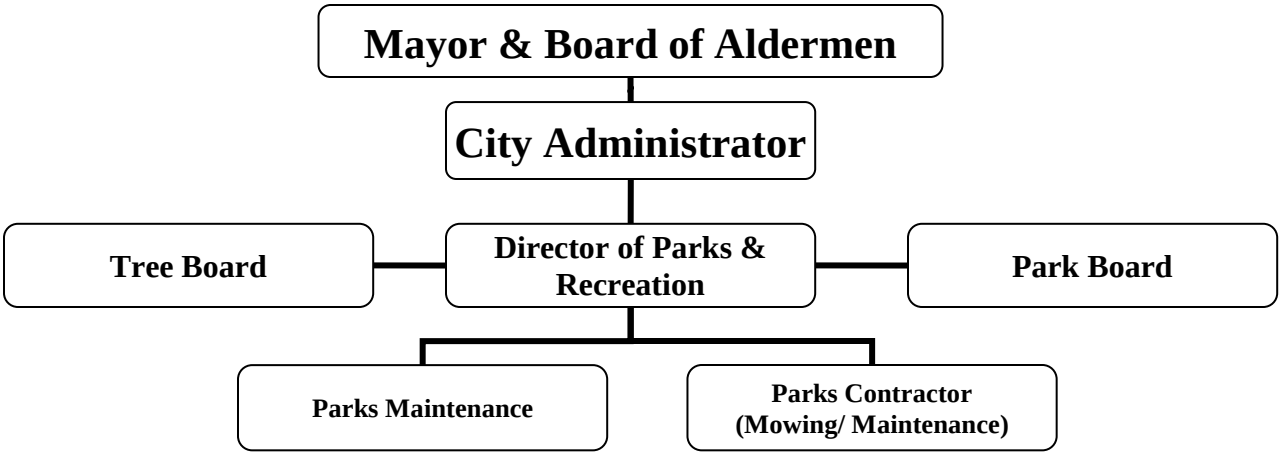
1. Complete a 5-year curb and gutter, and sidewalk capital improvement program (CIP).
2. Incorporate the use of two (2) new Public Works vehicles into the Public Works fleet program.
3. Complete a ten (10) year Vehicle Replacement program for all Public Works vehicles.
4. Supplement streets and storm water design standards and details, and construction specifications.
5. Begin gathering information for the first draft to start the APWA Accreditation process.

6. Begin gathering information for the first draft of Construction Standards for the Public Works Division.
7. Review and start putting together operational guidelines for Administrative and Maintenance for the Public Works Division.
8. Review 5-year CIP and make recommendations to the City Administrator and City Engineer to present to the Board of Aldermen
9. Review the approved yearly budget monthly; submit mid-year budget adjustments to City Administrator.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
GENERAL FUND					
Public Works					
10-16-5100	Public Works-Salaries & Wages	52,156.00	41,391.60	43,442.00	46,451.87
10-16-5200	Payroll Taxes	-	2,534.24	4,000.00	3,692.92
10-16-5210	Benefits	20,024.00	20,633.14	20,000.00	22,245.08
10-16-5220	Worker's Compensation	-	1,086.80	3,500.00	1,440.01
10-16-5300	Uniforms	3,759.00	4,189.08	1,900.00	1,900.00
10-16-5310	Travel & Training	1,032.00	1,681.27	4,250.00	4,250.00
10-16-5320	Employee Testing	-	841.00	200.00	600.00
10-16-5400	Office Supplies	21,656.00	1,403.22	2,000.00	2,000.00
10-16-5410	Dues & Subscriptions	105.00	515.40	700.00	700.00
10-16-5440	Office Machines		3,546.38	5,000.00	5,000.00
10-16-5610	Accounting		400.30	2,860.00	2,860.00
10-16-5620	Legal		125.00	75.00	75.00
10-16-5630	Litigation		-	0.00	50.00
10-16-5660	Engineering		5,000.00	5,000.00	5,000.00
***	Contractual - Other	1,078.00	-	0.00	5,000.00
10-16-5800	IT Maintenance	22,665.00	1,902.92	2,500.00	1,000.00
10-16-5810	Hardware Expense		-	300.00	300.00
10-16-5870	Communications	10,453.00	-	500.00	2,420.00
10-16-6130	Supplies	4,554.00	4,757.81	3,000.00	3,000.00
10-16-6200	Vehicle Insurance		2,167.63	3,000.00	3,000.00
10-16-6210	Vehicle Maintenance	10,665.00	8,899.15	6,150.00	6,150.00
10-16-6220	Fuel & Oil	10,500.00	12,536.02	11,000.00	11,000.00
10-16-6250	Equipment Maintenance		5,587.55	3,000.00	3,000.00
10-16-6260	Safety Equipment		746.12	1,300.00	1,300.00
10-16-6270	Insurance	9,409.00	-	0.00	0.00
10-16-7100	Street Supplies & Materials		-	5,565.00	6,000.00
10-16-8030	Capital Purchases	17,516.00	-	0.00	0.00
		185,572.00	**119,944.63**	**129,242.00**	**138,434.88**
Facilities					
10-18-5210	Benefits		746.12	0.00	0.00
10-18-5800	IT Maintenance		10,299.37	12,000.00	1,000.00
10-18-5810	Hardware Expense		2,036.01	1,500.00	1,500.00
10-18-5850	Telephone		7,834.82	7,540.00	7,500.00
10-18-5860	Cell Phones		-	160.00	0.00
10-18-5870	Communications		525.82	300.00	500.00
10-18-6150	Administrative Building		34,894.39	20,000.00	15,000.00
10-18-6160	Public Works Building	12,015.00	9,344.31	10,000.00	7,500.00
10-18-6170	Annex Building	18,791.00	24,250.44	21,600.00	21,000.00
10-18-6180	Brierly Hall Utilities	21,449.00	13,845.25	2,000.00	0.00
10-18-8000	Administrative	1,551.00	3,158.84	0.00	0.00
10-18-8040	Capital Purchases		23,357.00	0.00	0.00
10-18-9050	Debt Service Annex	20,278.00	19,265.20	19,500.00	20,748.00
10-18-9060	Debt Service City Hall		13,979.55	24,000.00	0.00
10-18-9600	Transfers	27,000.00	74,246.00	0.00	23,856.88
		101,084.00	**237,783.12**	**118,600.00**	**98,604.88**

City of Peculiar Parks & Recreation Organizational Chart



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PECULIAR PARKS AND RECREATION MISSION STATEMENT

It is the Mission of the Peculiar Parks & Recreation Department to enhance the quality of life for all Peculiar residents by providing well-maintained parks, playgrounds & facilities, open space areas and trails; offering high-quality, diversified recreational programs, partnering and supporting other community groups. This mission is accomplished through dedicated leadership, a commitment to excellence, and sound management of natural, financial, and human resources.

ACHIEVEMENTS – 2013-2014

1. Renovation of Raisbeck Park, including: RFP & award for Field Construction, grading and seeding. Well investigation study. Tree/brush removal and chipping.
2. Awarded a Land Water Conservation Fund Grant to build a nature/walking trail around Raisbeck Park
3. Developed a Park Board Member Handbook – All Board members received this notebook that incorporates member duties, functions, funding, ordinances which govern the board, policies, procedures and maps. This member handbook is available in hardcopy notebook and electronically.
4. Drafted the "Parks, Recreation and Trails – 5 Year Vision Plan". Presenting to the Park Board in the fall of 2014.
5. Established a Tree Board and began quarterly meetings. Have met all Tree City USA requirements and will apply in November 2014.
6. Started a Tree nursery
7. Held 3 Arbor Day tree planting events and attended the Missouri Community Forestry Council 2014 Conference
8. Worked with a local not-for profit organization to host a 5K charity race at 66 Acre Park.
9. Developed a 2.5 mile natural path in 66 Acre Park
10. Applied for a Department of Natural Resource Tree Resource Improvement and Maintenance grant for hazardous pruning at Raisbeck Park
11. Drafted a "Yard of the Month" program to be implemented in the summer of 2015
12. Implemented a Youth Sports Recreational Program, including: Youth recreational Basketball for boys and girls in grades 4 – 8, Youth recreational Soccer for boys and girls ages 4 – 12
13. Developed an inventory / asset control system using the city inventory software
14. Revised and Adopted Chapter 125: Park Board of the Peculiar Municipal Code
15. Revised and Adopted Chapter 225: Parks and Public Property of the Peculiar Municipal Code
16. Developed and Adopted Chapter 226: Criminal Background Checks of the Peculiar Municipal Code requiring all youth sports coaches to undergo a criminal background check to be eligible for coaching for the City.
17. Funded and began development of a Park signage program
18. Began development of a trails/sidewalk system including the Downtown Rail Trail Eagle Scout Project, Raisbeck walking Trail and 66 Acre natural path. Worked with local cities to develop a Walk/Bikeway regional master plan in conjunction with MARC and the Metro Green master plan. Development of an internship program
19. Drafted a Parks & Recreation Part-Time Seasonal Employee Program. Includes a program policy outlining the need and purpose for part-time seasonal staff, categories of positions, job descriptions and an internship program and welcome packet.

20. Assisted in the development of a new City logo
21. Assisted in the application and submittal of the TIGER VI grant for the 211th Interchange.
22. Purchased the new Parks Utility Tractor and implements.
23. Hosted the annual Tractor Pull.
24. Awarded a scholarship to attend the 2014 National Recreation and Park Associations School for New Director's. Director School was the week of August 23 – August 29.

GOALS - 2014-2015:

1. Grand Open and host youth soccer at Raisbeck Park
2. Begin Concessions program at Raisbeck Park
3. Complete Phase 2 of Raisbeck renovation with an extended parking lot
4. Complete the LWCF Grant, the Raisbeck Nature trail
5. Install a new playground feature at McKernan Park
6. Build a sand volleyball court at City Lake
7. Install a new water line to Raisbeck Park Barn, including a new water fountain at the play-ground area
8. In an inter-departmental project with the Public Works and Police Department, lay a new asphalt sidewalk from the parking lot to the Concession stand at Raisbeck Park.
9. Add a sidewalk from the current sidewalk to the Shelter house at McKernan park
10. Repair the sidewalk and bridge at McKernan Park
11. Complete the park signage program based on the new updated park ordinances. Includes all parks and trails.
12. Develop a Recreation Program marketing and growth plan
13. Hire a new Park Supervisor
14. Implement a Memorial Tree program

2014-2015 Budget Worksheet

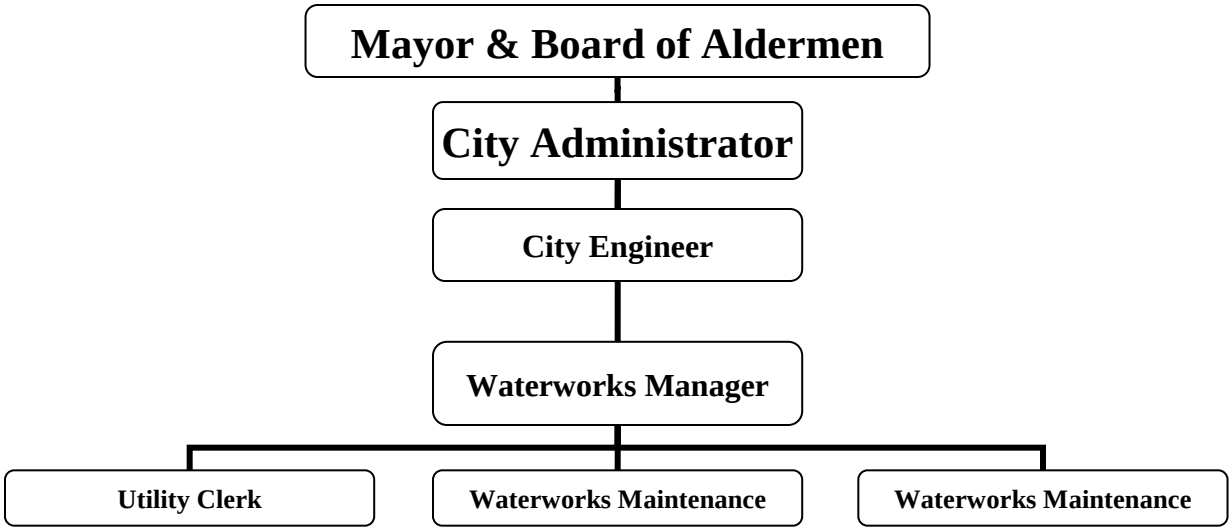
	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
PARK FUND					
Parks - Revenue					
20-00-4020	Sales Tax	150,653.00	151,518.14	153,000.00	200,000.00
20-00-4230	Building-Zoning Permits	600.00	600.00	3,000.00	4,000.00
20-00-4240	Boating Permits	62.00	72.00	400.00	400.00
20-00-4600	Interest Income	1,385.00	614.86	1,000.00	500.00
20-00-4810	Special Events	26,581.00	6,662.00	25,000.00	25,000.00
20-00-4910	Transfer In-General	-	-	-	-
20-00-4920	Recreation Programs	-	998.00	17,868.00	10,000.00
20-00-4921	Reimbursements & Refunds			-	-
20-00-4922	Donations & Sponsorships	-		1,000.00	1,000.00
20-00-4923	Concessions	-		1,500.00	2,500.00
20-00-4924	Shelter Rental	-	370.00	600.00	350.00
20-00-4925	Other Permits	-		-	-
20-00-4950	Transfers In	-	635,000.00	-	-
Total Revenue		**179,281.00**	**795,835.00**	**203,368.00**	**243,750.00**
20-20-5100	Parks-Salaries & Wages	16,115.00	43,091.27	52,000.00	70,800.00
20-20-5200	Payroll Taxes	-	3,123.04	4,100.00	5,628.60
20-20-5210	Benefits	6,266.00	14,658.50	13,000.00	35,748.42
20-20-5220	Worker's Compensation	-	25.00	500.00	2,249.42
20-20-5320	Employee Testing	-	228.50	-	5.00
20-20-5400	Office Supplies & Equipment	563.00	2,405.23	250.00	1,000.00
20-20-5410	Dues & Memberships	-	908.33	750.00	1,200.00
20-20-5430	Bankcard Fees	-	-	430.00	-
20-20-5440	Office Machines		148.13	400.00	400.00
20-20-5600	Audit		615.00	200.00	200.00
20-20-5610	Accounting	3,923.00	1,699.60	2,500.00	1,100.00
20-20-5620	Legal	6,246.00	4,174.69	3,000.00	3,000.00
20-20-5675	Liability Insurance	2,391.00	491.00	-	-
20-20-5715	Contractual-Payroll	1,192.00	100.00	20.00	-
20-20-5800	IT Maintenance		1,680.96	1,000.00	1,000.00
20-20-6130	Supplies		291.22	300.00	300.00
20-20-6150	Administrative Building		5,798.34	2,500.00	3,000.00
20-20-6200	Vehicle Insurance		150.00	300.00	600.00
20-20-6210	Vehicle Maintenance	137.00	228.07	500.00	500.00
20-20-6220	Fuel & Oil		312.69	500.00	1,200.00
20-20-7000	Park Maintenance	25,424.00	38,937.34	29,000.00	17,545.00
20-20-7010	Mowing & Landscaping	18,554.00	17,624.54	26,500.00	20,000.00
20-20-7030	Utilities	1,995.00	2,673.42	2,000.00	5,000.00
20-20-7250	Restrooms	1,665.00	3,309.83	3,500.00	3,000.00
20-20-8040	Capital Purchases*	-	3,238.28	233,742.00	290,800.00
20-20-9010	Debt Service	-	663,330.92	25,000.00	-
20-20-9020	Debt Service Bond Fees	28,387.00	9,583.20	-	1,000.00
20-20-9500	Special Events	-	9,927.26	26,000.00	25,000.00
20-20-9510	Concessions	-	44.97	850.00	1,800.00
20-20-9511	Park Tools & Equipment	234.00	-	-	2,500.00
20-20-9512	Recreation Program Tools & Equip	-	210.70	4,614.00	2,500.00
20-20-9513	Staff Uniforms	-	135.99	75.00	500.00
20-20-9514	Vehicle Replacement Program	-	-	-	-
20-20-9515	Educational Training	-	583.27	2,500.00	3,000.00
20-20-9518	Trees & Parks Beautification	-	-	2,500.00	9,000.00
20-20-9519	Recreational Program Expenses	20,693.00	1,386.52	17,900.00	10,000.00
20-20-9520	Trail Maintenance	-	-	-	1,500.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
20-20-9600	Transfers out (COP Payment)	-	-	-	25,791.14
		133,785.00	**831,115.81**	**456,431.00**	**546,867.58**
Net increase (decrease) in fund balance		**45,496.00**	**(35,280.81)**	**(253,063.00)**	**(303,117.58)**
Beginning Fund Balance		**289,636.00**	**335,132.00**	**299,851.19**	**322,450.51**
Ending Fund Balance		**335,132.00**	**299,851.19**	**46,788.19**	**19,332.93**

*Capital Project money from Parks Money Market Acct.

City of Peculiar Water Works Organizational Chart



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PECULIAR WATER WORKS MISSION STATEMENT

The City of Peculiar, Water Works Division is dedicated to providing a safe, reliable, high quality, water supple product that safeguards the public health of our customers by meeting or exceeding all state and federal guidelines at a cost effective rate.

Achievements – 2013-2014

1. Selected one (1) new employee that is productive, smart, and fit a good model of character.
2. Submitted and received approval from MDNR regarding the Owner's Supervised 5 year program.
3. Submitted to MDNR and received a grant ($28,000) for the Engineering Report on Water Supply, Pumping, Storage and Distribution Facilities.
4. Identified four (4) projects to submit to MDNR State Revolving Fund for financial consideration.
5. Selected an alternate water supply, a direct connection to Kansas City, Missouri water
6. Completed supplemental water design standards, details and construction specifications
7. Completed the 5-year water CIP.
8. Began overseeing the City's Trash Fund budget.
9. Completed scheduled maintenance and painting of the ground water ground storage reservoir project ($300,000).
10. Performed all scheduled State required testing, and submitted all required State reports.
11. Met all compliance requirements by MDNR during their Compliance and Operation Inspection of the City's public water system. The inspection is to determine whether the system is operated and maintained in compliance with the Missouri Safe Drinking Water Act and the Missouri Public Drinking Water Commission Regulations. No deficiencies were observed.
12. Exceeded the current MDNR water loss guidelines at 15% with an average of 7% unaccounted water loss.

Goals – 2014-2015

1. Begin the project management of engineering design, alignment study and acquisition of water main easements for the transmission main ($3.9M) from Raymore to Peculiar along J Hwy, direct connection to KCMO.
2. Begin the project management of engineering design, of the three (3) water main improvements projects ($1.4M); including the sidewalk project from City Hall to the J/C & I-49 interchange bridge.
3. Gather information and evaluate new utility billing software.
4. Begin gathering information for the first draft of Construction Standards for the Water Works Division
5. Review and start putting together operational guidelines for Administrative and Maintenance for the Water Works Division
6. Begin gathering information for the first draft to start the APWA Accreditation process

7. Review 5-year CIP and make recommendations to the City Administrator and City Engineer to present to the Board of Aldermen
8. Review water and trash rates
9. Review the approved yearly budget monthly, and submit mid-year budget adjustments to City Administrator.

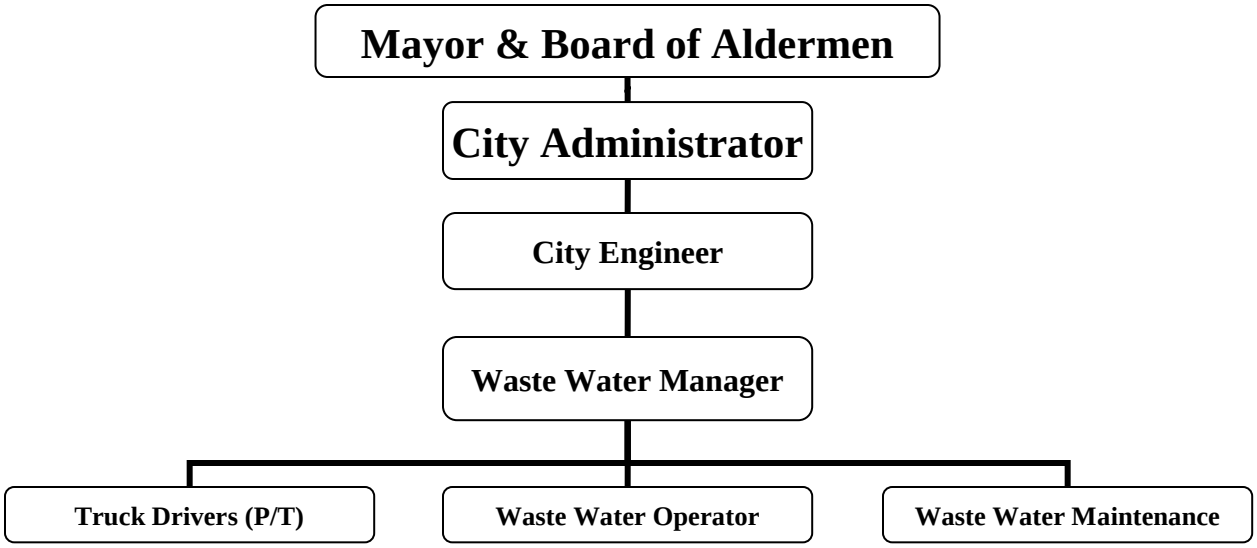
2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Water Fund					
Revenue					
50-00-4110	Water Sales	798,257.00	896,617.28	1,200,658.00	1,438,765.00
50-00-4250	Water Connection Fees	-	1,600.00	1,600.00	3,200.00
50-00-4600	Interest Income	70,369.50	62,768.83	60,000.00	60,000.00
50-00-4610	Penalties	29,504.50	25,123.88	28,500.00	28,500.00
50-00-4710	Sale of Assets		846.05	0.00	0.00
50-00-4720	Tower Rental	21,037.00	21,668.48	21,664.00	21,664.00
50-00-4900	Reimbursed Expense	2,387.00	661.38	353,509.00	0.00
50-00-4950	Transfers In-Water		-	0.00	0.00
50-00-4960	G.O. Principal (transfer in from fund 40)	94,000.00	51,384.38	61,500.00	68,000.00
50-00-4990	Bond Proceeds	-	-	1,250,000.00	380,000.00
Total		**1,015,555.00**	**1,060,670.28**	**2,977,431.00**	**2,000,129.00**
Expenses					
50-50-5000	Water Purchases	423,766.00	419,630.48	425,000.00	513,661.00
50-50-5100	Water-Salaries & Wages	162,440.00	166,429.29	180,000.00	252,288.66
50-50-5200	Payroll Taxes	-	13,122.80	13,900.00	20,056.95
50-50-5210	Benefits	62,726.00	69,534.69	59,220.00	101,516.40
50-50-5220	Worker's Compensation	-	4,249.66	5,000.00	7,820.95
50-50-5240	Employee Awards	-	-	0.00	2,000.00
50-50-5300	Uniforms	866.00	1,237.70	1,250.00	1,275.00
50-50-5310	Travel & Training	2,153.00	934.00	7,090.00	7,240.00
50-50-5320	Employee Testing	-	353.00	220.00	420.00
50-50-5400	Office Supplies	16,182.00	4,199.94	4,000.00	5,100.00
50-50-5410	Dues & Subscriptions	2,007.00	2,136.25	1,540.00	1,970.00
50-50-5420	Postage	4,756.00	3,362.75	5,000.00	6,100.00
50-50-5430	Bankcard Fees		8,567.52	10,000.00	0.00
50-50-5440	Office Machines	3,836.00	4,150.16	5,500.00	5,500.00
50-50-5540	Public Hearing		343.67	500.00	500.00
50-50-5600	Audit		3,075.00	3,100.00	3,100.00
50-50-5610	Accounting	19,614.00	10,446.10	15,000.00	15,000.00
50-50-5620	Legal	15,828.00	24,683.57	7,500.00	7,500.00
50-50-5630	Litigation	3,053.00	4,505.28	2,000.00	2,000.00
50-50-5660	Engineering		6,086.25	369,220.00	25,000.00
50-50-5675	Liability Insurance	7,949.00	6,147.19	6,000.00	6,000.00
50-50-5700	Eco Dev Contractual		-	15,000.00	15,000.00
50-50-5715	Contractual-Payroll	-	1,147.06	2,000.00	12,000.00
50-50-5720	Water Contractual	11,748.00	12,530.30	15,175.00	15,000.00
50-50-5800	IT Maintenance	16,286.00	7,511.97	10,000.00	1,000.00
50-50-5810	Hardware Expense		1,915.28	2,000.00	2,000.00
50-50-5820	Software Expense		4,904.25	4,000.00	13,274.37
50-50-5850	Telephone		1,398.49	2,000.00	2,000.00
50-50-5870	Communications	4,832.00	-	390.00	1,680.00
50-50-6130	Supplies		-	2,500.00	2,500.00
50-50-6150	Administrative Building		13,238.01	8,000.00	8,000.00
50-50-6160	Public Works Building	1,094.00	4,239.64	5,000.00	5,000.00
50-50-6200	Vehicle Insurance		2,100.00	2,500.00	2,500.00
50-50-6210	Vehicle Maintenance	7,899.00	1,751.80	4,000.00	4,000.00
50-50-6220	Fuel & Oil	5,631.00	5,170.14	6,000.00	6,000.00
50-50-6260	Safety Equipment		-	8,300.00	8,300.00
50-50-7200	Pump-Line Maintenance	10,180.00	22,717.64	32,500.00	13,700.00
50-50-7210	Tower Maintenance		36.54	5,000.00	5,000.00
50-50-7220	Meter Maintenance	1,773.00	6,578.23	9,390.00	9,390.00
50-50-7250	Utilities	11,250.00	6,022.49	5,000.00	5,000.00
50-50-8220	Equipment	4,060.00	-	10,000.00	30,000.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
50-50-8300	Water Capital Purchases	1,539.00	3,680.36	41,114.00	562,500.00
50-50-8320	CIP Water		-	0.00	0.00
50-50-8500	Depreciation	294,044.00	230,876.00	180,000.00	0.00
50-50-9000	Debt Service Principal		-	0.00	217,000.00
50-50-9010	Debt Service Interest	95,880.50	128,198.90	163,500.00	95,365.50
50-50-9020	Debt Service Bond Fees	8,823.00	10,858.96	16,000.00	5,000.00
50-50-9040	Ground Storage Tank		1,563.00	0.00	0.00
50-50-9060	Debt Service City Hall		5,124.67	17,400.00	0.00
50-50-9600	Transfers (COP Payments)	27,000.00	188,542.00	130,000.00	117,442.44
***	Restricted reserve	-	-	0.00	179,000.00
Total Expenses		**1,227,215.50**	**1,413,301.03**	**1,817,809.00**	**2,321,701.27**
Total Water Fund		**(211,660.50)**	**(352,630.75)**	**1,159,622.00**	**(321,572.27)**
Beginning Fund Balance		**1,447,899.50**	**1,236,239.00**	**883,608.25**	**2,226,916.41**
Ending Fund Balance		1,236,239.00	883,608.25	2,043,230.25	1,905,344.14

City of Peculiar Waste Water Organizational Chart



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PECULIAR WASTE WATER MISSION STATEMENT

The City of Peculiar, Public Works Wastewater Division is dedicated to achieve excellence in operations and to protect the quality of the environment; and be environmentally responsible of the waste treatment by meeting or exceeding the state operating permit at a cost effective rate.

Achievements – 2013-2014

1. Submitted to MDNR and received a grant ($50,000) for the Engineering Report on Sanitary Sewer Conveyance, Collection, Pumping, and Treatment Facilities.
2. Identified several projects to submit to MDNR State Revolving Fund for financial consideration.
3. A wastewater rate study, including "winter averaging" was completed for City staff by the City's Chief Financial Officer.
4. Completed the 5-year water CIP.
5. Performed all scheduled State required testing of effluent to meet or exceed MDNR and EPA guidelines, and have submitted all required State reports.

Goals – 2014-2015

1. Review and evaluate a sludge handling agreement with the City of Harrisonville to haul wastewater sludge to the Harrisonville Wastewater Treatment Plant in lieu of Little Blue Valley Sewer District.
2. Submit to Missouri Department of Natural Resources (MDNR) an application for a 5-year Supervised Program.
3. Supplement wastewater design standards and details, and construction specifications
4. Gather information and evaluate new utility billing software.
5. Begin gathering information for the first draft of Construction Standards for the Wastewater Division
6. Review and start putting together operational guidelines for Administrative and Maintenance for the Wastewater Division
7. Begin gathering information for the first draft to start the APWA Accreditation process
8. Review 5-year CIP and make recommendations to the City Administrator and City Engineer to present to the Board of Aldermen
9. Review the approved yearly budget monthly, and submit mid-year budget adjustments to City Administrator.
10. Review sewer rates.

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
Sewer Fund					
Revenue					
51-00-4120	Sewer Fees	932,873.00	891,339.66	900,000.00	951,395.00
51-00-4260	Sewer Connection Fees	2,100.00	439.12	3,000.00	500.00
51-00-4360	Stormwater Connection Fees	-	-	0.00	1,500.00
51-00-4600	Interest Income	23,456.50	20,925.20	29,000.00	24,958.00
51-00-4610	Penalties	29,504.50	25,123.87	25,000.00	26,857.00
51-00-4710	Sale of Assets		-	0.00	0.00
51-00-4900	Reimbursed Expense		661.38	1,000.00	0.00
51-00-4950	Transfers In		188,187.38	66,724.72	78,300.00
***	Bond Proceeds				140,000.00
Total		**987,934.00**	**1,126,676.61**	**1,024,724.72**	**1,223,510.00**
Expenses					
51-51-5001	Sludge Disposal	21,441.00	21,725.39	25,000.00	31,000.00
51-51-5100	Sewer-Salaries & Wages	176,471.00	248,425.01	230,778.00	262,656.58
51-51-5200	Payroll Taxes	-	18,141.02	13,630.00	20,881.20
51-51-5210	Benefits	67,152.00	92,521.17	69,233.00	103,141.00
51-51-5220	Worker's Compensation	-	4,453.21	6,000.00	8,142.35
51-51-5240	Employee Awards	-	-	0.00	2,000.00
51-51-5300	Uniforms	917.00	1,613.75	1,535.00	1,500.00
51-51-5310	Travel & Training	1,229.00	1,251.33	650.00	1,000.00
51-51-5320	Employee Testing	-	847.00	500.00	500.00
51-51-5400	Office Supplies	16,152.00	2,130.32	5,000.00	2,500.00
51-51-5410	Dues & Subscriptions	772.00	568.25	305.00	500.00
51-51-5420	Postage	4,642.00	3,036.10	3,100.00	3,000.00
51-51-5430	Bankcard Fees		11,343.52	10,000.00	0.00
51-51-5440	Office Machines	4,367.00	3,405.03	5,500.00	5,000.00
51-51-5540	Public Hearing		-	500.00	500.00
51-51-5600	Audit		3,075.00	4,600.00	4,100.00
51-51-5610	Accounting	19,614.00	9,168.75	12,000.00	10,000.00
51-51-5620	Legal	19,760.00	7,495.35	5,000.00	5,000.00
51-51-5630	Litigation	20,070.00	31,051.77	2,500.00	5,000.00
51-51-5660	Engineering		-	27,000.00	20,000.00
51-51-5675	Liability Insurance	8,649.00	8,433.00	10,500.00	9,000.00
51-51-5700	Eco Dev Contractual		-	15,000.00	15,000.00
51-51-5715	Contractual-Payroll		1,147.06	1,720.00	1,700.00
51-51-5730	Sewer Contractual	16,479.00	3,504.50	13,300.00	15,000.00
51-51-5800	IT Maintenance	12,679.00	6,973.37	9,000.00	500.00
51-51-5810	Hardware Expense		618.00	1,000.00	1,000.00
51-51-5820	Software Expense		3,072.82	5,000.00	5,774.00
51-51-5850	Telephone		1,502.88	1,600.00	1,600.00
51-51-5860	Cell Phones		-	0.00	0.00
51-51-5870	Communications	3,949.00	56.93	390.00	0.00
51-51-6130	Supplies		-	500.00	650.00
51-51-6150	Administrative Building		13,580.98	16,500.00	8,000.00
51-51-6160	Building Maintenance		2,132.19	10,000.00	0.00
51-51-6200	Vehicle Insurance		2,100.00	3,000.00	4,000.00
51-51-6210	Vehicle Maintenance	13,043.00	19,906.98	21,000.00	15,000.00
51-51-6220	Fuel & Oil	22,190.00	29,902.55	35,000.00	31,000.00
51-51-6250	Equipment Maintenance	2,369.00	2,129.00	1,000.00	0.00
51-51-6260	Safety Equipment		-	2,000.00	1,000.00
51-51-7300	Plant Maintenance		17,734.49	21,000.00	15,000.00
51-51-7310	Lift Station Maintenance	15,981.00	26,971.90	16,000.00	26,000.00
51-51-7320	Line Maintenance	9,510.00	13,238.17	30,000.00	31,000.00
51-51-7350	Utilities		72,421.83	80,000.00	80,000.00

2014-2015 Budget Worksheet

	Description	2012 Actual	2013 Actual	2014 Amended	2015 Proposed
51-51-8310	Sewer-Capital Purchases	3,687.00	10,113.35	25,000.00	263,274.37
***	Stormwater Capital	-	-	0.00	12,500.00
51-51-8330	CIP Sewer		-	8,000.00	3,000.00
51-51-8500	Depreciation		127,515.52	135,000.00	0.00
51-51-9000	Debt Service Principal		-	0.00	223,000.00
51-51-9010	Debt Service Interest	95,880.50	69,796.98	80,000.00	35,293.50
51-51-9020	Debt Service Bond Fees		2,475.00	5,000.00	5,000.00
51-51-9060	Debt Service City Hall		8,124.67	19,160.00	0.00
51-51-9600	Transfers (COP Payments)		-	0.00	49,049.94
51-51-9620	Capital Expense		-	0.00	0.00
Total Expenses		**557,003.50**	**903,704.14**	**988,501.00**	**1,338,762.94**
Total Sewer Fund		**430,930.50**	**222,972.47**	**36,223.72**	**(115,252.94)**
Beginning Fund Balance		**1,234,441.50**	**1,665,372.00**	**1,888,344.47**	**2,040,207.00**
Ending Fund Balance		1,665,372.00	1,888,344.47	1,924,568.19	1,924,954.06
Reserves				(100,000.00)	(100,000.00)
Unrestricted Ending Fund Balance		**1,665,372.00**	**1,888,344.47**	**1,824,568.19**	**1,824,954.06**

Enterprise Debt Service
2011 Sewer Bond

55-00-4140	Bond Fees	29,650.00	265,478.22	270,000.00	265,000.00
55-00-4600	Interest Income	-	6,110.79	4,500.00	4,000.00
Total		**29,650.00**	**271,589.01**	**274,500.00**	**269,000.00**
Expenses					
55-55-9600	Transfers	-	-	0.00	0.00
55-80-9000	Debt Service Principal	-	-	100,000.00	105,000.00
55-80-9010	Interest Expense	-	143,075.00	139,850.00	137,538.00
55-80-9020	Debt Service Bond Fees	-	-	5,000.00	5,000.00
Total Expenses		**0.00**	**143,075.00**	**244,850.00**	**247,538.00**
Beginning Fund Balance		**0.00**	**29,650.00**	**158,164.01**	**333,242.74**
Ending Fund Balance		**29,650.00**	**158,164.01**	**187,814.01**	**354,704.74**

2011 Enterprise Construction closed out in 2015

56-00-4600	Interest Income	2,440.00	2,587.72	10,000.00	0.00
56-00-4950	Transfers In	-	-	0.00	0.00
Total		**2,440.00**	**2,587.72**	**10,000.00**	**0.00**
56-80-5740	Administration	-	2,303.00		0.00
56-80-9000	Debt Service Principal	-	-	0.00	0.00
56-80-9010	Debt Service Interest	-	-	12,724.72	0.00
56-80-9020	Debt Service Bond Fees	-	-	0.00	0.00
		0.00	**2,303.00**	**12,724.72**	**0.00**
Beginning Fund Balance		**0.00**	**2,440.00**	**2,724.72**	**0.00**
Ending Fund Balance		**2,440.00**	**2,724.72**	**0.00**	**0.00**

City of Peculiar
Compensation Structure
October 1, 2014

Pay Grade	Hourly Min	Hourly Midpoint	Hourly Max	Range Spread	Salary Min	Salary Midpoint	Salary Max	Police Salary Min	Police Salary Midpoint	Police Salary Max
3	$11.11	$12.76	$14.42	13%	$23,099	$26,550	$30,002	$24,253.43	$27,877.50	$ 31,501.58
5	$12.05	$13.85	$15.65	13%	$25,056	$28,800	$32,544	$26,308.80	$30,240.00	$ 34,171.20
7	$13.18	$15.14	$17.11	13%	$27,405	$31,500	$35,595	$28,775.25	$33,075.00	$ 37,374.75
9	$14.68	$16.88	$19.07	13%	$30,537	$35,100	$39,663	$32,063.85	$36,855.00	$ 41,646.15
11	$17.13	$19.69	$22.25	13%	$35,627	$40,950	$46,274	$37,407.83	$42,997.50	$ 48,587.18
13	$18.87	$23.58	$28.30	20%	$39,240	$49,050	$58,860	$41,202.00	$51,502.50	$ 61,803.00
15	$21.42	$28.56	$35.70	25%	$44,550	$59,400	$74,250	$46,777.50	$62,370.00	$ 77,962.50
17	$26.61	$35.48	$44.35	25%	$55,350	$73,800	$92,250	$58,117.50	$77,490.00	$ 96,862.50

Position	Department	Pay grade	Exempt
Admin Assistant	Admin	5	Non-exempt
Business Office Manager	Admin	15	Exempt
City Clerk	Admin	13	Exempt
Receptionist	Admin	5	Non-exempt
City Administrator	Admin	Contract	
City Planner	Codes	15	Exempt
Codes Officer	Codes	9	Non-exempt
Court Clerk	Court	7	Non-exempt
Alderman	Elected	N/A	
Mayor	Elected	N/A	
Parks & Rec Director	Parks	15	Exempt
Parks Maintenance	Parks	9	Non-exempt
Police Captain	Police	15	Non-exempt
Police Chief/Emerg. Managen	Police	17	Exempt
Police Officer	Police	9	Non-exempt
Police Sergeant	Police	13	Non-exempt
Records Clerk	Police	7	Non-exempt
Reserve Police Officer	Police	5	Non-exempt
School Resource Officer	Police	13	Non-exempt
City Engineer	Public Works	17	Exempt
P.W. Field Service Crew	Public Works	7	Non-exempt
Public Works Manager	Public Works	13	Exempt
Waterworks Manager	Waterworks	15	Exempt
Waterworks Maintenance	Waterworks	9	Non-exempt
Public Works Crew Chief	Public Works	9	Non-exempt
Waste Truck Driver	Wastewater	3	Non-exempt
Waste Water Maintenance	Wastewater	9	Non-exempt
Waste Water Manager	Wastewater	15	Exempt
Waste Water Operator	Wastewater	11	Non-exempt
Utility Clerk	Waterworks	7	Non-exempt
IT Systems Administrator	Admin	15	Exempt

Incentive and Rewards Program

A program to recognize and reward employees for ideas that benefit and improve the city

January 1, 2015

City of Peculiar
Recognition and Rewards Program

Objective
The City of Peculiar has established an awards program to encourage full-time, part-time, and seasonal employees to develop ideas that result in tangible benefits to the city, ideas that cut costs, improve service, increase operating efficiency, and ideas that eliminate safety and health hazards for employees and the community. The benefit to the city is anticipated to more than offset rewards offered to employees.

Adoption
The Awards Program has been developed through the combined efforts of staff and the elected officials. Adopted by resolution by the Board of Alderman, any future changes or amendments to the plan are required to be approved in the same manner as the initial adoption.

Eligibility
All employees (with exception of those noted below) of the City of Peculiar are eligible to participate in this program.

Exceptions:
- ✓ Mayor and members of the Board of Aldermen
- ✓ Citizen members of advisory boards and commissions
- ✓ An employee conducting research and/or development projects, or who is assigned to a job requiring the solution of a specific problem.
- ✓ Department Head suggestions pertaining to or impacting their department.

<u>Employee's Eligibility to Receive Award Subject to Completion of a 12 month Implementation</u>
If an award is approved by the Committee subject to completion of the 12 month implementation period then the following criteria shall be met before the monetary award is conveyed:

a) The suggestion was implemented and resulted in a net savings or measurable benefit to the City, as per the Awards Criteria.
b) The employee has not terminated employment with the City during the 12 month period following implementation. An employee will remain eligible for an award in the event they retire during the 12 month implementation period.
c) The employee's work has met performance goals for the entire 12 month implementation period.

Group Awards
Suggestions may be submitted by groups of employees. Financial rewards will be divided equally among all members of the team.

Ineligible Suggestions
Ineligible suggestions include:

1. Revenue measures, such as a user fee or surcharge, are not eligible unless they result in better procedures or practices
2. Traffic-related problems
3. Matters governed by state, or federal safety regulations

4. Suggestions for already implemented ideas
5. Suggestions pertaining to:
   - Routine maintenance or housekeeping, unless they describe a better way to accomplish the task
   - Experimental installations, procedures, or forms that are already in progress
   - Errors in drawing, regulations, or specifications that would be corrected routinely
   - Personal grievances, salary adjustments, employee benefits, personnel changes, job classification, hours and other conditions of employment or other public discussions
   - Ideas resulting from assigned studies, surveys, research or audits
   - Suggestions that do not relate to city activities
   - Suggestions that point out problems but do not offer solutions
   - A solution to any problem that falls within the scope of any officially assigned task (i.e. if an employee is working on an assigned task/project which yields a cost savings then that suggestion will not qualify for award through this program).
   - Additional equipment of a common nature or for obvious replacements, repairs, or maintenance
   - Any suggestion which in the opinion of the committee duplicates, or is very similar to any suggestion received previously
   - Petitions or anonymous suggestions

Award Amount

Awards will be given for suggestions based on the Awards Criteria section below, and that result in tangible benefits to the city, ideas that cut costs, improve service, increase operating efficiency, and ideas that eliminate safety and health hazards for employees and the community. Monetary awards for safety and injury reduction will be dependent upon the availability of safety funds in the budget.

Calculation of Award

The Award Committee shall decide the net cost savings (total savings minus all implementation costs) for the proposed measure calculated for a period of 12 months following implementation. The Award Committee may find that a suggestion will require more than the initial 12 months following implementation to yield a net cost savings. In those circumstances the Award Committee may establish a longer implementation period. If the benefit of a suggestion is without question going to achieve the benefit/savings presented in the application (i.e. a very simple measure) then the award may be conveyed to the employee upon implementation.

Additional monetary awards may be provided to employees whose suggestions are considered to be long-term, superior, or extraordinary in their impact on the City of Peculiar. Any award that exceeds the scheduled maximum must be approved by the Board of Aldermen before distribution.

The city will present a certificate of recognition to all employees whose suggestions are considered to be of merit. All approved suggestions will be listed in the City Administrator Report to the Board of Alderman, along with the employees' names.

Re-submittals and Ownership

Suggestions rejected may be re-submitted if changing conditions warrant. The City Administrator shall make the determination if a suggestion may be resubmitted. All suggestions become the property of the City of Peculiar and, once adopted, are subject to all applicable

public information and public record laws. An employee whose suggestion has been turned down may appeal this decision by asking the committee in writing to reconsider its decision. In order to have a suggestion reconsidered, the employee should compile additional information for the committee's review. The committee will consider appeals at its regular meeting.

Awards Committee

The membership of the Awards Committee will be comprised of the Business Office Manager, the Police Chief, and the Public Works Director. The Business Office Manager shall chair the Awards Committee. The committee will meet once a month, or as needed, to review suggestions. Applicants may request, or the committee may request, an appearance by the employee to further explain the suggestion.

Administration

Suggestions are to be submitted to the City Administrator typewritten or neatly written in ink. Try to explain as fully as possible the nature of the suggestion and how it will impact the City of Peculiar. If two suggestions are received concerning the same idea, the suggestion received first will be the only one accepted.

The Awards Committee shall adopt necessary and applicable procedures and rules for the proper administration of the Awards Program. The following areas of concern will be addressed by the awards committee internally: open or closed meeting and frequency of meetings. However, the basic premise of these guidelines shall not be altered.

Once a suggestion has been received by the City Administrator a copy of the suggestion may be sent to the respective department head for his/her review and comment and the Awards Committee Chair for review and comment. This review period shall not exceed 30 days unless further analysis is required. Each of those completing the initial review may require, in addition to the Suggestion Analysis Form, a more detailed analysis, in writing, from the applicant.

The Awards Committee may return a suggestion to an employee and request additional information is supplied with the original submittal. The employee shall have the assistance of city staff and existing resources needed to address the request for additional information of the Awards Committee. The employee will be allowed sixty (60) days to resubmit the suggestion with the additional information. If it is not resubmitted within the sixty (60) day limit, the suggestion becomes eligible for submittal by another employee.

Upon receipt of all required reviews and comments, the Awards Committee may schedule a formal presentation from the applicant, at which time all pros and cons of the suggested proposal will be discussed and evaluated.

The Awards Committee shall render a final decision within 30 calendar days after the presentation date unless the final decision is postponed due to lack of critical information, recommendation by the applicant, or procedural problems with the application process.

<u>Evaluation of the Submission</u>

The Committee shall consider the following criteria when evaluating a submission:

a) The proposed measure can be accomplished in compliance with all federal and state laws and ordinances of the City.

b) The proposed measure can be accomplished in compliance with all federal and state rules and regulations governing municipal operation.
c) The proposed measure can be accomplished within the financial constraints of the City.
d) The proposed measure is consistent with the policies adopted by the City.
e) The proposed measure cannot be imposed at the expense of the operation of other departments, programs, etc.
f) The proposed measure does not have a harmful effect on the working condition of city employees.
g) The proposed measure does not expose the City to unreasonable liability risks.
h) The proposed measure has a reasonable chance of realizing the savings/benefit projected by the employee.
i) The ability of the City to measure, in dollars, the savings/benefit resulting from the implementation of the proposal.

All awards will be paid to the employee(s) through the payroll check system via a separate payroll check and are subject to all applicable taxes.

Change of Rules

The Awards Committee will meet annually to review the rules and purpose of this program. The City of Peculiar reserves the right to change or terminate the plan at any time.

Procedures

1. Employee submits suggestion on either the Concept Form or the Suggestion Form to City Administrator. If two or more people are sending in a suggestion together, all must sign the form in order to be eligible to share in the award.
2. City Administrator logs employee suggestion.
   -- Sends employee a letter or email stating suggestion has been received
   -- Forwards suggestion to Awards Committee
3. Awards Committee checks eligibility of suggestion.
4. Awards Committee may ask for an analysis and return the Suggestion Analysis Form to employee.
5. Awards Committee Chair notifies employee of the additional analysis/review needed and holds suggestion until the next Awards Committee meeting.
6. Awards Committee makes final decision on all suggestions.
   a. The committee shall vote on all suggestions, a simple majority vote by a quorum of Award Committee members in attendance, in favor of a suggestion is required for approval.
   b. The Committee shall include detailed findings as part of their decision in order that the applicant may understand the basis for the Award Committee's decision.
   c. If the Committee votes in favor of a suggestion the Committee shall also vote on the number of points awarded the Suggestion per the Award Criteria below.
   d. If the Committee votes in favor of a suggestion the Committee shall also indicate if the award shall be made immediately or 12 months after implementation.
7. City Administrator notifies employees of Award Committee decision.
8. Business Office Manager collects actual cost saving/benefit data for the 12 months following implementation and reports findings back to the Award Committee. (If applicable)
9. Award Committee reviews actual data and findings for 12 month period following implementation and calculates final award amount and grants award if employee has met all of the Eligibility criteria set out above.

10. City Administrator arranges for awards check to be given to the employee. (Awards are subject to applicable taxes)
11. The City Administrator will send every employee who submits a suggestion a statement of explanation as to whether their idea was chosen for an Award.
12. At the end of each calendar year, the City Administrator will provide every employee who received an award with a certificate of recognition.

Awards Criteria

Category		**Point Value**
I.	Thoroughness and Complexity of Application	
	A. Simple	5 pts.
	B. Moderate	15 pts.
	C. Complex	25 pts.
II.	Scope of Problem	
	A. Minor	5 pts.
	B. Moderate	15 pts.
	C. Major	25 pts.
III.	Effectiveness of Solution	
	A. Minor	5 pts.
	B. Moderate	15 pts.
	C. Major	25 pts.
IV.	Safety or Customer Service Impact	
	A. Minor	5 pts.
	B. Moderate	15 pts.
	C. Major	25 pts.
	D. Not applicable	
V.	Financial Impact (first 12 months of implementation)	
	A. $1 to $500	5 pts.
	B. $501 to $2,000	15 pts.
	C. $2,001 to $5,000	25 pts.
	D. $5,001 to $10,000	35 pts.
	E. $10,001 and up	45 pts.
	F. Not applicable ($0 savings)	

Note: Awards Committee must decide whether to use IV or V as a criterion PER suggestion, for a total of four award categories per suggestion.

Awards Amount Chart

Point totals are the sum of points from each of the four categories listed in the Awards Criteria.

Total Points	***Award Amount** **Cost Savings/ Efficiency**	**Award Amount** **Safety & Service Enhancement**
20 – 24	1%	$100
25 – 29	2%	$150
30 - 34	3%	$200
35 - 39	4%	$250
40 - 44	5%	$300
45 - 49	6%	$350
50 - 54	7%	$400
55 - 59	8%	$450
60 - 64	9%	$500
65 - 69	10%	$550
70 - 74	11%	$600
75 - 79	12%	$700
80 - 89	13%	$800
90 - 99	14%	$900
100 over	15%	$1,000

***Note: Percent of Net Cost Savings for the twelve month period following implementation.**

Additional monetary awards may be provided to employees whose suggestions are considered to be long-term, superior, or extraordinary in their impact on the City of Peculiar. Any award that exceeds the scheduled maximum must be approved by the Board of Aldermen before distribution.

Please note that awards will be on a separate payroll check, will be taxed and will be included on the employee's W-2 form at the end of the year. This includes multiple prizes received in one year.

Instructions for Submitting Suggestion

To participate in this program, you must complete the concept form or the suggestion form and send it to the address listed below. See Administration Section and Procedures Section above for more information on this process.

1. You may submit as many suggestions as you like. Each suggestion must be on a separate form.
2. Please type, or print clearly in ink, on the original form.
3. Be very specific when describing the present condition, your suggestion and the savings, revenue generated, or benefits of your suggestion.
4. You may attach extra sheets if necessary. You also may submit drawings, diagrams, or sketches with this form.
5. Suggestions submitted jointly must be signed by everyone involved.
6. For more information and direction, ask the City Administrator.
7. Response time of your idea depends on the information needed by the Awards Committee.
8. Any ideas or suggestions submitted are owned by the City.
9. Retain a copy of this form for your records.
10. Send the completed suggestion form to:

City Administrator
250 South Main Street
Peculiar, MO 64078
Or email to: bratliff@cityofpeculiar.org

Suggestion #: _____ Date Received: _____

City of Peculiar

Rewards and Recognition Program

Concept Form

Please read instructions before completing form

Name(s) (please print or type) _____

Job Title: _____ Work Phone: _____

Department: _____ Division: _____

Add additional sheets as needed.

SUGGESTION: Be specific. What should be done to improve the operation, process, or work condition? How should it be done?

_____

_____

_____

_____

If this is a joint suggestion, it must be signed by all suggestors.

Signature(s):_____Date: _____

Suggestion #: _____ Date Received: _____
Implementation Date: _____

City of Peculiar

Rewards and Recognition Program

Suggestion Form

Please read instructions before completing form

Name(s) (please print or type) _____

Job Title: _____ Work Phone: _____

Department: _____ Division: _____

Add additional sheets as needed.

PRESENT CONDITION: Describe current operation, process, or work condition

_____

_____

_____

_____

SUGGESTION: Be specific. What should be done to improve the operation, process, or work condition? How should it be done?

_____

_____

_____

_____

SAVINGS OR BENEFIT: Give your best estimate of expected savings, expected revenue, generated or expected benefits (safer conditions, improved service, better quality control, etc.)

_____

_____

_____

_____

Are additional sheets attached? Yes_____ No _____

If this is a joint suggestion, it must be signed by all suggestors.

Signature(s):_____Date: _____

Instructions for Reviewing Suggestion

1. You may attach additional sheets if necessary.

2. Please type, or print clearly in ink, on the original form.

3. Be very specific in analyzing the suggestion. Please explain whether the suggestion can be implemented in the City of Peculiar and whether your department will implement the idea.

4. If the suggestion is not feasible, please outline any constraints that inhibit the implementation of the suggestion.

5. If the suggestion is feasible, please state the estimated dollar savings, revenue generated, or other positive changes that will be attained through implementation.

6. If you estimate a dollar savings, please indicate how the amount was calculated.

7. The department director should review and initial this form if the reviewer is someone other than the department director.

8. Please submit your analysis on this form within 10 business days to:
   City Administrator

   250 South Main Street
   Peculiar, MO 64078
   Or email to: bratliff@cityofpeculiar.org

Awards Committee Use Only

Suggestion #: _____ Date Sent: _____

Date Received: _____ Sent To: _____

Final Action: _____

Decision of Committee (approve/deny): _____ Date: _____

Findings of Committee: _____

Point Value Awarded by Committee: _____

Departments Involved in Implementation: _____

Anticipated Implementation Date: _____ Actual Implementation Date: _____

City of Peculiar
Rewards and Recognition Program
Suggestion Analysis Form
Please read instructions before completing form

Name and title of reviewer: _____

Department: _____ Work Phone: _____

Analysis of Suggestion

Does this suggestion address safety, injury reduction, accident reduction? Yes No

_____

_____

_____

_____

Requirements, if any, for implementing suggestion and estimated time needed for implementation. Will other departments be involved in implementation?

_____

_____

_____

_____

Estimated savings (if any):

_____

_____

_____

_____

Recommendations:

_____

_____

_____

_____

Reviewer Signature: _____

Date: _____

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

City Attorney
Reid Holbrook

Parks Director
Nathan Musteen

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

Safety Award Program

Policy:

It is the policy of the City of Peculiar to establish a mode of employee safety within the organization. The objective of this program is to recognize and reward those full time employees who work safely. Employees will be divided into two groups, **Physical** and **Clerical/Management.** ***Employees disqualified within any quarter are disqualified from the program for a consecutive quarter.*** Part-time, seasonal nor interns are eligible for the program.

Procedure:

Physical:
If you are a physical employee who has not incurred an accident during a quarter of the program year, you will receive the value of $25.00 at the end of that quarter. In addition, you will be eligible for a quarterly drawing for a prize value in the amount of $100.00. Physical employees who maintain their eligibility for all four quarters will also be eligible for the year-end pool drawing, which will value $200.00.

Definitions

Accident: ***An undesirable or unfortunate happening that occurs unintentionally and results in injury, damage or loss.***

Preventable Accident: ***A preventable accident is any occurrence that happens as a result of not using the intended training issued to each employee on an annual basis. I.e.: Safety in the Workplace, hazmat, Pressure Point Compliance, Safety equipment, OSHA…***

Those listed in the Physical are:
Public Works/Field Crew
Public Works/Crew Chief
Public Works/ Water Maintenance
Public Works/Wastewater Maintenance
Public Works/Wastewater Operator
Public Works/Manager
Public Works/Waterworks Manager
Public Works/Wastewater Manager
Police Officer
Police Sergeant
Parks Maintenance Crew
Code Enforcement

Clerical/Management:

If you are a Clerical/Management employee who has not incurred an accident during a quarter from the program year, you will receive the value of $20.00. In addition, you will be eligible for a quarterly drawing for a prize certificate that values in the amount of $50.00. Clerical/Management employees who maintain their eligibility for all four quarters will be eligible for the year-end pool drawing for a prize certificate, which values in the amount of $100.00.

Those listed under Clerical/Management are:
City Administrator
Chief of Police
City Engineer/Public Works Director
City Clerk
City Planner
Business Office Manager
Parks Director
Utility Clerk
Receptionist
Police Records Clerk
Court Clerk
IT Systems Administrator

All employees participating in the Safety Awards Program will be reviewed quarterly by a Review Committee. The review committee will consist of:

1	City Engineer
3	Chief of Police
3	Business Office Manager

The Review Committee will meet and review all participating Staff Members on a quarterly basis. The following items will be the topic and guidelines for the review.

- Employees who have lost time-on-the-job accident with a quarter (approximately 90 days).
- Employees who have an on-the-job accident that requires a doctor's medical attention (clinic, hospital) with in a quarter (approximately 90 days).
- Employees who have preventable equipment damage accidents.
- Employees who terminate employment prior to the end of each quarter.
- New employees who have not completed their probationary period.
- Employees who are receiving Temporary Total Benefits as of April 1. These employees are eligible when they have returned to work one complete quarter.
- Employees who have been absent 30 days or more within a quarter (approximately 90 days).
- Any person that is responsible for the injury of another, due to negligence on their part will be disqualified for the specified time as well as the injured employee.

Safety Committee:

The Safety Committee will meet quarterly to discuss work safety issues and make suggestions and recommendations to the City Administrator for employee safety. The Committee will also review all injuries incidents and decide upon the above stated disqualifiers. The committee will review if the employee should be disqualified from the Work Safety Program for carelessness or violated work safety rules or that, the injury was unavoidable and the employee shall not be disqualified. If an employee was careless, they may also make recommendations for discipline of that employee. The City Administrator will review all recommendations but is not bound by the Committee's recommendation. Once the City Administrator has ruled on an employee in disqualification; the decision is final. If the City Administrator disciplines the employee for their action(s) in the injury, the discipline will be in accordance to the Employee Handbook.

RESOLUTION 2013-47

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI TO APPROVE AND ADOPT AN INVESTMENT POLICY FOR THE CITY OF PECULIAR.

WHEREAS, The Board of Aldermen recognize the need to adopt an Investment Policy and;

WHEREAS, said policy improves the quality of decisions and demonstrates a commitment to the fiduciary care of public funds, with emphasis on balancing safety of principal and liquidity with yield,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI

Section 1. The City of Peculiar, Missouri hereby adopts by Resolution, the attached Investment Policy.

Section 3. *Effective Date.* The effective date of this Resolution shall be 16th day of December, 2013.

Upon a roll call, said Resolution was adopted by the following vote:

Alderman Gallagher	Aye	Alderman Ray	Aye
Alderman Turner	Aye	Alderman Stark	Aye
Alderman Fines	Aye	Alderman Dunsworth	Aye

APPROVED:

Ernest Jungmeyer, Mayor

ATTEST:

Nick Jacobs, City Clerk

CITY OF PECULIAR CORPORATE SEAL CASS COUNTY, MISSOURI

INVESTMENT POLICY

City of Peculiar, Missouri

Municipal Offices - 250 S. Main Street, Peculiar, MO 64078
Phone: 816.779.5212 Facsimile: 816.779.1004

I. Scope

This policy applies to the investment of all operating funds of the City of Peculiar, Missouri. Longer-term funds, including investments of employees' retirement funds and proceeds from certain bond issues, are covered by a separate policy.

Pooling of Funds

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

External Management of Funds

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

II. General Objectives

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

1. Safety

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

a. Credit Risk

The City of Peculiar, Missouri will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City of Peculiar, Missouri will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The City of Peculiar, Missouri will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio

also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

3. Yield

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

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

III. Standards of Care

1. Prudence

All participants in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied by the personnel of the Investment Division is the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Peculiar, Missouri.

3. Delegation of Authority

Authority to manage the investment program is granted to the City Administrator or his designee as Investment Officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. Investment Transactions

1. **Authorized Financial Dealers and Institutions**

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the City of Peculiar, Missouri's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

2. **Internal Controls**

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

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

3. **Delivery vs. Payment**

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the City of Peculiar, Missouri and shall be held by a third-party custodian as evidenced by safekeeping receipts.

V. Suitable and Authorized Investments

1. Investment Types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that City of Peculiar, Missouri will consider and which shall be authorized for the investments of funds by the City of Peculiar, Missouri.

A. Governmental and Agency Debt – those securities issued by and or guaranteed by the Federal Government or an Agency or Instrumentality of the Federal Government:

I. United States Treasury Securities. The City of Peculiar, Missouri may invest in obligations of the United States
government for which the full faith and credit of the United States are pledged for the payment of principal and interest.

II. United States Agency Securities. The City of Peculiar, Missouri may invest in obligations issued or guaranteed by any agency of the United States Government as described in V. (2).

B. Fixed Income investments secured by FDIC insurance and/or Collateral:

I. Repurchase Agreements. The City of Peculiar, Missouri may invest in contractual agreements between the City of Peculiar, Missouri and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase U.S. Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.

II Collateralized Public Deposits (Certificates of Deposit). Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statute.

C. Other Fixed Income Debt issued by Commercial Enterprises: It should be noted that investments in the following instruments require an additional level of care and prudence when undertaken by the Investment Officer. Because these investments are in commercial credits as opposed to governmental credit, or subject to the added safety of collateral, the risk of loss of principal is significantly higher for the following investments than in the four prior categories. Added financial training and education is recommended for the Investment Officer wishing to participate in and/or manage a commercial paper program. Outside professional management of your commercial paper program is highly recommended.

I. Bankers Acceptances. Bills of exchange or time drafts on and accepted by a commercial bank, otherwise known as bankers' acceptances. An issuing bank must have received the highest letter and numeral ranking (i.e., A1 / P1) by at least two nationally recognized statistical rating organizations (NRSRO's). Must be issued by domestic commercial banks. Purchases of bankers' acceptances may not exceed 180 days to maturity. No more than 5% of the total market value of the portfolio may be invested in the bankers' acceptances of any one issuer and no more than 25% of the entire portfolio may be invested in banker's acceptances.

II. Commercial Paper. Commercial paper which has received the highest letter and numeral ranking (i.e., A1 / P1) by at least two nationally recognized statistical rating organizations (NRSRO's). Eligible paper is further limited to issuing corporations that have a total commercial paper program size in excess of $250,000,000 and have long term debt ratings, if any, of "A" or better from at least one NRSRO. Purchases of commercial paper may not exceed 180 days to maturity. Approved commercial paper programs should provide some diversification by industry. Additionally, purchases of commercial paper in industry sectors that may from time to time be subject to undue risk and potential illiquidity should be avoided. The only asset-backed commercial paper programs that are eligible for purchase are fully supported programs that provide adequate diversification by asset type (trade receivables, credit card receivables, auto loans, etc.) No securities arbitrage programs or commercial paper issued by Structured Investment Vehicles (SIV's) shall be considered. No more than 5% of the total market value of the portfolio may be invested in the commercial paper of any one issuer. No more than 25% of the entire investment portfolio may be invested in Commercial Paper. Commercial paper issuers must be subject to weekly credit review and daily news research and analysis and a monitoring program must be established to promulgate best practices credit monitoring.

2. Security Selection

The following list represents the entire range of United States Agency Securities that the City of Peculiar, Missouri will consider and which shall be authorized for the investment of funds by the City of Peculiar, Missouri. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

- U.S. Govt. Agency Coupon and Zero Coupon Securities. Bullet coupon bonds with no embedded options.
- U.S. Govt. Agency Discount Notes. Purchased at a discount with maximum maturities of one (1) year.
- U.S. Govt. Agency Callable Securities. Restricted to securities callable at par only with final maturities of five (5) years.
- U.S. Govt. Agency Step-Up Securities. The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.

3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the City of Peculiar, Missouri funds, the investment portfolio will be subject to the following restrictions:

- Borrowing for investment purposes ("Leverage") is prohibited.
- Instruments known as variable rate demand notes, floaters, inverse floaters, leveraged floaters, and equity-linked securities are not permitted. Investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.
- Contracting to sell securities not yet acquired in order to purchase other securities for

purposes of speculating on developments or trends in the market is prohibited.

4. Collateralization

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. The market value (including accrued interest) of the collateral should be at least 100%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation, or the National Credit Unions Share Insurance Fund.

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

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

5. Repurchase Agreements

These securities for which repurchase agreement will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve Fedwire book entry system. Securities will be delivered to the City of Peculiar, Missouri designated Custodial Agent. Funds and securities will be transferred on a delivery vs. payment basis.

VI. Investment Parameters

1. Diversification

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. Diversification standards by security type and issuer shall be:

- U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government..... 100%
- Collateralized time and demand deposits.....100%
- U.S. Government agencies, and government sponsored enterprises.....no more than 60%
- Collateralized repurchase agreements.....50%
- U.S. Government agency callable securities.....no more than 30%

2. Maximum Maturities

To the extent possible, the City of Peculiar, Missouri shall attempt to match its investments with anticipated cash flow requirements. Investments in repurchase agreements shall mature and become payable not more than ninety days (90) from the date of purchase. All other investments shall mature and become payable not more than five (5) years from the date of purchase. The City of Peculiar, Missouri shall adopt weighted average maturity limitations that should not exceed three (3) years and is consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VII. Reporting

1. Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the City of Peculiar, Missouri to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the City of Peculiar, Missouri. The report will include the following (if applicable):

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

2. Performance Standards

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

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the governing body of the City of Peculiar, Missouri. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. Policy Considerations

Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be adopted by resolution of the City of Peculiar, Missouri governing body. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the governing body for consideration.

RESOLUTION 2013-46

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI TO APPROVE AND ADOPT A DEBT MANAGEMENT POLICY FOR THE CITY OF PECULIAR.

WHEREAS, The Board of Aldermen recognize the need to adopt a Debt Management Policy and;

WHEREAS, said policy will provide guidance for the types of debt issued, the issuance process, and the administration of the debt portfolio, and;

WHEREAS, said policy is intended to guide decisions, identify policy goals, and demonstrate a commitment to financial planning,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI

Section 1. The City of Peculiar, Missouri hereby adopts by Resolution, the attached Debt Management Policy.

Section 3. *Effective Date.* The effective date of this Resolution shall be 16th day of December, 2013.

Upon a roll call, said Resolution was adopted by the following vote:

Alderman Gallagher	Aye	Alderman Ray	Aye
Alderman Turner	Aye	Alderman Stark	Aye
Alderman Fines	Aye	Alderman Dunsworth	Aye

APPROVED:

Ernest Jungmeyer, Mayor

ATTEST:

Nick Jacobs, City Clerk

CITY OF PECULIAR CORPORATE SEAL CASS COUNTY, MISSOURI

DEBT MANAGEMENT POLICY

City of Peculiar, Missouri

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: 816.779.5212 Facsimile: 816.779.1004

I. Purpose

The purpose of the Debt Management Policy (the "Policy") adopted by the City of Peculiar, Missouri (the "City") is to provide guidance for the types of debt issued, the issuance process, and the administration of the debt portfolio.

The Policy is intended to guide decisions, identify policy goals, and demonstrate a commitment to financial planning. Stakeholders in the debt issuance process, including bond buyers, rating agencies, and citizens, recognize the importance of having a structured framework in which to issue debt and meet those obligations.

Though this Policy gives guidance for making decisions, it is not intended to be inclusive of all debt issuance types and scenarios. External factors affecting the Policy can change over time; therefore, the Policy shall be reviewed on an annual basis by the City Administrator, and any modifications made to the policy shall be approved by the Board of Alderman. Authority to manage the Policy is granted to the City Administrator or designated staff. Debt will be issued in accordance with all applicable federal and state laws and City Alderman Orders.

II. Types of Debt

The City has elected to limit the use of debt to certain circumstances. The City's debt issuance has the following general limitations:

1. Long-term debt will not be used to fund current operations.
2. The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project (i.e., ten (10) years or greater) or existing market conditions.
3. Other financing options have been reviewed and are not viable for the timely or economic acquisition or completion of a capital project.
4. Short-term debt may be used to provide liquidity for capital projects until long- term financing is available; generally, the City will take steps to avoid issuing short-term debt for ongoing operations.
5. Long-term debt will have an identified revenue stream or other financial resources sufficient to meet future principal and interest payments.

The City has the ability to issue many different types of debt to meet its financing objectives. The following is a listing of the types of permitted debt and general guidelines as to their use.

A. General Obligation

General obligation (G.O.) bonds have the full faith and credit of the City, because of the City's authority to levy property taxes for debt service. G.O. bonds are authorized by the approval of the requisite number of qualified voters, as required by state statute.

As such, G.O. bonds can be used to finance capital expenditures approved by voters. The sum of all G.O.

debt outstanding, regardless of type, is governed by the City's statutory legal debt margin. The City may incur indebtedness for authorized purposes not to exceed 10% of the valuation of taxable tangible property in the City.

Neighborhood Improvement District Bonds are general obligation issues even though their purpose is for business activity asset.

As special assessment taxes are used to liquidate the debt, the revenue and expense transactions are accounted for in the Debt Service Fund (a governmental fund). In years when special assessment revenues do not meet the required payments, enterprise funds have been required.

1. General Obligation Bonds - Full faith and credit. To be issued for capital projects which benefit the City as a whole. Principal and interest is to be paid from the City's debt levy assessed on all taxable tangible property. The Board of Alderman may set the tax rate for debt service, without limitation as to rate or amount, at the level required to make such payments.

2. NID. To be issued for purposes consistent with the NID statute (RSMo 67.453-64.475) in accordance with voter approved G.O. bonds as stated above. Principal and interest is to be paid from special assessments levied on properties within the NID. The City attaches liens on the properties within the district to secure payment. If property owners do not pay their assessment, debt payments will be made from proceeds from the sale of the property.

B. Special Obligation

The City is authorized to incur special obligation debt without voter approval for the purchase, construction, or expansion of City buildings. This debt is not backed by the full faith and credit of the City, but instead the City's pledge of annual appropriation. Generally, they are first secured by the revenues of the particular project. If these revenues are insufficient, the City pledges an annual appropriation from general revenues. The rating agencies consider the annual appropriation pledge as a very serious commitment of the City, which is reflected in the credit quality of the debt. Failure to appropriate on any given bond issue would potentially lead to a downgrading of the City's credit rating. While the Board of Alderman has the legal authority to appropriate special obligation commitments on an annual basis, the City enters into annual appropriation debt with the full expectation of making whatever annual appropriations are necessary to fund debt service on a timely basis.

1. Lease-backed debt. The City may issue tax-exempt and taxable leasehold revenue bonds and special limited obligation bonds by using a trust structure. Projects are to be limited to public purpose capital expenditures as described above. Principal and interest is to be paid from project revenues or specific taxes. Capital leases are not considered an indebtedness of the City because the lease payments are subject to annual appropriation; however, from a variety of perspectives (e.g. credit, accounting, etc.) all or most of this type of debt may be considered an obligation of the City.

2. Lease Purchase. Legally, the City may enter short-term lease-purchase agreements to finance

capital improvements, including acquisition of equipment with an expected useful life of less than ten years. Principal and interest is to be paid from the operating budget or other dedicated resources of the department purchasing equipment or constructing the capital improvement.

3. Certificates of Participation (COPs). A form of lease obligation in which the City enters into an agreement to pay a fixed amount annually to a third party, usually through a trust structure, subject to annual appropriation.

C. Revenue

Revenue bonds may be issued to fund capital projects related to governmental enterprise functions or for special projects supported by distinct revenue sources. They are designed to be self-supporting through user fees, other specified receipts, or taxes and do not rely on the general taxing powers of the City. Principal and interest is paid from net revenues from enterprise operations or directly from the earmarked revenue source. Revenue bonds secured by certain dedicated revenue streams, such as sales taxes, are to be authorized by voter approval.

D. Industrial Revenue

The City may issue industrial revenue bonds (per RSMo Chapter 100) for purposes consistent with state statute, which include but are not limited to: improvement of warehouses, industrial plants, buildings, machinery, etc. The City acts as a "conduit" issuer, as defined under federal law and state statute, on behalf of a private or non-profit party. Chapter 100 bonds are not included in the City's debt burden because they are secured solely by revenues of the private or non-profit party. Principal and interest on Chapter 100 bonds is paid solely from the net revenues of the project and do not constitute a general obligation of the City.

E. Temporary Loans

The City can use short-term funding, primarily temporary notes, to provide interim funding for capital projects until long-term debt is issued. In most instances, temporary notes are redeemed with subsequent long-term debt. Temporary notes will generally have a one-year maturity, with principle and interest paid at maturity, though longer maturities are allowed if the project necessitates.

The City does have the ability to issue tax anticipation notes to meet short-term liquidity needs before tax revenues are received. However, it is the preference of the City to avoid usage of anticipation notes by managing cash flows. Tax anticipation notes will be limited to six months maturity.

F. Interfund Borrowing

The City can utilize interfund borrowing, mainly from the General Fund, for short-term or long-term debt. Interfund loans provide interim funding for capital projects and NIDs until long-term financing is secured. Interfund borrowing as long-term debt for NIDs must be evaluated on a case by case basis. Market rates of interest and defined repayment schedules will apply.

E. Derivatives

Generally, the City will not use debt derivatives including interest rate swaps, forward swaps, swap options, or any similar hedge instrument.

III. Debt Structures

The structure of debt issued by the City, regardless of type, is to be evaluated using the Debt Issuance Checklist attached in Appendix I.

A. Amount of Debt

The amount of debt required is derived from the underlying capital project or expenditure. The ability of the City to identify and commit resources to meet debt obligations limits the amount of debt issued. A financial analysis will be performed to evaluate the financial impact of the debt size.

B. Fixed or Variable Rate Debt

The City will in most circumstances pursue traditional, fixed-rate bond structures, where at the time of bond sale, all interest rates are known and do not change over the life of the issue. Variable interest rate bonds have interest rates that reset on a periodic basis. Particular conditions may arise where the City would consider the use of variable interest rate bonds, such as an adverse fixed-rate municipal market or the potential to accelerate debt retirement.

Variable interest rate debt exposes the City to interest rate risk over the term of the financing. The City can use unhedged variable rate bonds as part of a comprehensive asset/liability management program and will use various risk mitigation procedures. This includes investing excess cash to earn investment income that can be used as a direct offset to rising rates on the unhedged variable rate bonds. Excess cash means amounts not available for operations or used to earn regular investment income for City funds, and must be invested in an internally-restricted portfolio.

C. Taxable vs. Tax-exempt Debt

The City shall first seek to issue only tax-exempt debt and avoid taxable debt in order to reduce interest expense. However, the City recognizes that not all financings will be able to be completed on a tax-exempt basis and therefore reserves the right to participate in taxable financings if necessary.

D. Repayment Term

The City will structure its debt to comply with all federal and state and local requirements as to repayment terms. The City will manage financial resources in such a way to repay its debt in an expeditious and timely manner. Unless a specific situation necessitates, principal and interest payments will be made electronically via wire or ACH.

For debt requiring a debt service fund, the City may structure payment of the bonds to account for the release of the debt service fund as an offset to the final principal and interest payment.

E. Prepayment Provisions

Redemption provisions and call features shall be evaluated in the context of each bond sale to enhance marketability of the bonds, to allow flexibility, or to enable future refunding. The potential of additional costs, such as a call premium and higher interest rates, which result from including a call provision, will also be evaluated.

F. Credit Enhancement

The City will evaluate the cost-benefit of bond insurance, by comparing the premium cost of the insurance to the estimated difference in the true interest cost (TIC) of an insured versus uninsured bond issue. For competitive sales, the City will use bidder's option insurance.

G. Method of Sale

The best method of sale depends on the type of bonds being sold, market conditions, and the overall performance of the debt portfolio.

1. Competitive sale. Bonds are marketed to a wide audience of underwriters by the City and financial advisor. Their bids are submitted at a specified time. The underwriter is selected based on its best bid for the securities, evaluated in part on the TIC, which considers the time value of money.
2. Negotiated sale. The City selects the underwriter or group of underwriters for its securities in advance of the bond sale. The City works with a financial advisor to bring the issue to market and negotiates all rates and terms of the sale. In advance of the sale, compensation of each underwriter and the designation rules and priority of orders will be determined.

3. Private placement. The City sells its bonds to a limited number of investors or other governmental agency, and not the general public. Private placement bonds are often characterized as having higher risk or a specific type of investor base. Private placement with governmental agencies is used to decrease interest and administrative costs.

In conjunction with a financial advisor, the City will select a method of sale that is likely to produce the lowest cost of borrowing given current market conditions. In some instances, the City may choose to employ a negotiated sale or private placement instead of a competitive sale when:

1. Market conditions exist where underwriters are unwilling to take reasonable risk to underwrite bonds, as required for successful competitive sales
2. The City rejected competitive bids after a failure to receive market-justified yields
3. Debt structures would benefit from a sale targeted directly to retail investors or governmental agencies
4. Bonds are unique or "story bonds" where the leadership of an underwriter from the beginning of the transaction would reasonably be expected to produce the best execution

H. Debt Service Reserve Fund

In an effort to enhance the credit worthiness of outstanding debt such as revenue bonds, capital lease purchase, and certificates of participation the city desires to fund debt service reserve accounts to the level required by the appropriate issuance from the proceeds of such issuance. Typical standards may require the smaller of 10% of the bond size, 120% of the average annual debt service or maximum annual principal and interest payment amount.

IV. Consultants and Other Professional Services

The nature of the municipal bond industry requires certain specialized consultants to be retained. The City recognizes that continuity of consultants and their overall understanding of the City's debt portfolio will enhance the debt transaction process. In general, a competitive selection approach will be used in the retention of consultants; however, the City Administrator may also directly engage consultants on a case-by-case basis as approved by the Board of Alderman.

A. Bond Counsel

Bond counsel will be retained for all debt transactions to provide assurance to the City and investors that the bonds are legal and tax requirements have been met. In addition to standard required documentation, bond counsel must issue a written letter addressed to the City Administrator and Board of Alderman giving a summary of all documents to be signed and the bond counsel's affirmative opinion on the bond documents. The Board of Alderman typically requests a minimum of five business days to review final documents requiring signature.

The City will select bond counsel in accordance with city purchasing policy..

B. Financial Advisors

Financial advisors assist in the structuring and issuance of bonds through the competitive or negotiated sales process. A financial advisor represents only the City in the sale of bonds. While serving as the City's financial advisor, a firm may not underwrite City bonds, and also may not switch roles from financial advisor to underwriter after a financial transaction has begun within the term of the contract.

Financial advisors shall be selected in accordance with city purchasing policy. During the contract term of any party acting as financial advisor, neither the financial advisor nor any individual it employs will perform financial advisory, investment banking or similar services for any entity other than the City in transactions involving a City financial commitment without the specific direction of the City Administrator.

C. Underwriters

For negotiated sales, an underwriter markets the City's bonds to investors. The City may use more than one underwriter for an issue. The underwriter or group of underwriters purchases the bonds from the City at an agreed upon price and resells the bonds to investors.

The City will use a financial advisor to assess request for proposals (RFP) from underwriters. RFP's will be obtained and evaluated on an issue-by-issue basis. The City will not be bound by the terms and conditions of any underwriting agreement, oral or written, to which it was not a party.

D. Other Parties

Depending on the specific bond issue, other parties customary in the bond issuance process may need to be engaged, such as paying agents, trustee banks, or bond insurers. The City will retain those professional services as needed.

V. Debt Administration

Proactive debt management is a key component to the immediate and long-term success of the City's objectives. Once issued, the professional oversight of individual issues and monitoring of the City's debt portfolio will allow for favorable financial positioning.

A. Disclosure

Disclosure is a regulatory requirement and a way to enhance the marketing of the City's bonds. Disclosure includes operational and financial information for the initial marketing of a bond to investors and ongoing information regarding the status of the issue and issuer, known as continuing disclosure requirements. The City will comply with disclosure requirements as outlined in bond documents prepared by bond counsel.

B. Credit Ratings

High credit quality is essential to cost-effective financing. The City's goal is to maintain its high bond rating, and look for opportunities to increase that rating within the parameters of each type of debt issuance.

Three national agencies are currently prominent in the municipal market: Standard & Poor's, Moody's Investors Service and Fitch Investors Service. Because the City's debt issues vary greatly in size, the City and its financial advisor will evaluate the cost-benefit of obtaining a credit rating from one of the rating agencies. The retention of a rating agency relationship will be based on the potential for more favorable interest costs as compared to the direct and indirect cost of maintaining that relationship.

In advance of obtaining a credit rating, the City will prepare rating presentations in the appropriate form prior to a bond sale. The City will also maintain an ongoing statistical analysis of credit quality indicators to measure its standing over time.

C. Defeasance, Prepayment and Refunding

Accelerated retirement and restructuring of debt can be a valuable debt management tool. Accelerated retirement occurs through the use of defeasance and the exercise of prepayment provisions. Debt is often restructured through the issuance of refunding bonds.

Prepayment provisions are structured into the original bond issue. These opportunities take the form of using cash to reduce all or a portion of outstanding principal and future debt service obligations.

Debt can be refunded using current or advance refunding methods to achieve one or more of the following objectives: reduce future interest costs, restructure future debt service, or modify the legal requirements or bond covenants of the original issue. The City will generally look to a net present value savings in a minimum range of 3% to 5% of the present value of the refunding bonds. These refunding targets are not intended to prevent restructuring of outstanding debt as necessary to achieve other financial goals. The City will generally look to structure the refunding bonds in the same way as the original debt.

D. Investment of Bond Proceeds

The City will seek to lower its cost of borrowing through the investment of bond proceeds, including debt service funds, debt service reserve funds, and construction funds. Drawdowns of construction proceeds will be managed to maximize investment opportunity. Debt service funds and construction funds will be part of the City's investment pool and invested in the safest investments that optimize return on investment. Debt service reserve funds and other funds held by a trustee bank are to be invested in the safest investments available while earning a return. Bond proceeds will be invested in accordance with bond documents prepared by bond counsel.

E. Arbitrage and Tax Compliance

The City will comply with federal arbitrage and rebate regulations. The City recognizes its obligations to account for potential arbitrage rebate exposure and engage bond counsel to provide these calculations and certifications as required by bond documents. Steps will be taken to minimize any rebate liability through proactive management in the structuring and oversight of its individual debt issues and investment of bond proceeds.

For each debt issuance, the City Administrator will maintain a "Tax Advantage Obligation File" that contains documents needed to adhere to IRS requirements and to implement tax and securities law compliance procedures. The file will include an annual compliance checklist, documenting the maintained tax status of the debt issuance.

VI. Operating Reserves

The maintenance of adequate operating reserves is essential to the financial strength and flexibility of the city as a whole. They are an integral part of the financial structure of the city and help make it possible for the city to issue debt. Operating reserves are a significant factor considered in evaluating and assigning credit ratings by the bond rating agencies. In order to meet potentially unanticipated needs it shall be the goal of the city to maintain the following reserves:

1. An annual reserve in the general fund operating budget equal to a range of ten (10) to fifteen (15) percent of annual revenues.
2. A sixty (60) day unrestricted reserve in enterprise funds, as well as all reserves required by revenue bond indentures to remain in complete compliance with bond issue covenants.
3. An annual cash basis and contingency reserve in the debt service fund of at least ten (10) percent of the annual principal and interest and capital improvement lease payments. This includes beginning debt service fund cash, current year revenues, transfers, and general fund revenues dedicated towards COP's, etc., divided by current liabilities of G.O. debt plus COP's, etc.

A. Fund Balance

It shall be the goal of the City to maintain a minimum fund balance in the general fund of 15%. Ratings agencies prefer strong fund balance levels for entities at or aspiring to Triple A status. The above minimum fund balance calculation includes and is cumulative with the provisions of section F.2.

The Governing Body may approve the use of budgeted reserves in the case of emergency events, or conditions that result in unanticipated expenditure requirements or revenue fluctuations within a fiscal year, or to take advantage of an extraordinary opportunity.

1. Classification: The City desires to establish a fund balance classification policy consistent with the needs of the City, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information:

   (a) Non-spendable: assets legally or contractually required to be maintained, or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.

   (b) Restricted: assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

   (c) Committed: assets with a purpose formally imposed by resolution by the Governing Body of the City, binding unless modified or rescinded by the Governing Body.

   (d) Assigned: assets constrained by the expressed written intent of the Board of Alderman, City Administrator, or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.

   (e) Unassigned: all amounts not included in other fund balance classifications. The general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Appendix I

Debt Issuance Checklist

Debt Management Policy

Appendix I
Debt Issuance Checklist

Note: The structure of debt issued by the City, regardless of type, is to be evaluated using the Debt Issuance Checklist. This checklist is not meant to be inclusive of all factors that apply when evaluating debt, but a tool to analyze the structure of debt issuance. There may be factors to consider that are not included on the Debt Issuance Checklist.

General Information

Type of debt:

Short or long term debt:

Bond proceeds will be used to:

Reserve and accounts to be established under the bond ordinance:

_____ Debt Service Reserve Account
_____ Depreciation and Replacement Account $_____ monthly, $_____maximum

Identify the financial resources that will be used to meet debt obligations:

Amount of Debt
Analyze the following ratios to evaluate the City's ability to meet debt obligations. considering: To project into future years, use the current budget's growth estimates.

_____ Total Debt Service per Total Expenditure
_____ Total Debt Service per Non-Capital Expenditure
_____ Total Debt Service per Total Revenues
_____ Total Debt Service not Supported by Dedicated Revenues funds per Total Revenues

Conclusion:

Fixed or Variable Rate Debt
Evaluate the impact of fixed or variable interest rates by considering:

Interfund Borrowing
Evaluate the interfund borrowing for the issuance by

_____ Financing resources used to retire the debt
_____ Interest costs over time
_____ Interest income earned over time
_____ Size of the debt issuance
_____ Opportunity cost of borrowed
_____ Repayment schedule
_____ Marketability and flexibility of issuance

Conclusion:

Prepayment Provisions
Evaluate the impact of call provisions by considering:

_____ Cost of interest on fixed rate debt
_____ Cost of interest on variable rate debt
_____ Ability to accelerate debt retirement
_____ Ability to offset interest expense through investment income

Conclusion:

Taxable vs. Tax-exempt Debt
Evaluate the impact of taxable vs tax-exempt debt by considering:

_____ Cost of interest on taxable issue
_____ Cost of interest on tax-exempt issue
_____ Marketability and flexibility of issuance

Conclusion:

Method of Sale
Evaluate the method of sale that produces the lowest cost of borrowing:

_____ Competitive sale
_____ Negotiated sale
_____ Private placement

Conclusion:

_____ Cost of call premium
_____ Cost of higher interest rates
_____ Ability to refund issuance in future
_____ Marketability and flexibility of issuance

Conclusion:

Debt Maturity
Evaluate the optimum maturity for the issuance by considering:

_____ Financial resources used to retire the debt
_____ Interest costs over time
_____ Marketability and flexibility of issuance

Conclusion:

Credit Enhancement
Evaluate the impact of bond insurance by considering:

_____ Cost of bond insurance
to estimated savings in the TIC

Conclusion:

Appendix II
Glossary of Terms

Acceleration
A provision, normally present in a bond indenture agreement, mortgage, or other contract, that the unpaid balance is to become due and payable if specified events of default should occur. These include failure to meet interest, principal, or sinking fund payments, insolvency, and nonpayment of taxes on mortgaged property.

Advance Refunding
A method of providing for payment of debt service on a municipal bond until the first call date or maturity from funds other than an issuer's revenues. Advance refunding's are done by selling a new bond issue and investing the proceeds in a portfolio of U.S. government securities structured in order to provide enough cash flow to pay debt service on the refunded bonds. Refunding bonds are settled more than 90 days in advance of an optional prepayment date. The federal restrictions are that any issue can only be advance refunded once on a tax-exempt basis.

Arbitrage
Investment earnings representing the difference between interest paid on bonds and the interest earned on securities in which bond proceeds are invested. The Internal Revenue Code regulates the amount and conditions under which arbitrage on the investment of bond proceeds is permissible and the 1986 Tax Reform Act requires, with limited exceptions, that arbitrage from investments must be rebated to the federal government.

Average Effective Interest Cost
The average interest rate on a bond issue, including all issuance costs, expressed as either net interest cost or true interest cost.

Balloon Maturity
An extremely large proportion of bond principal coming due in a single year.

Basis Point
One basis point is 1/100 of 1 percent (0.01 percent). One hundred basis points equal 1 percent.

Bond Anticipation Note
A short-term borrowing that is retired with the proceeds of a bond sale.

Bond Insurance
Insurance as to timely payment of interest and principal of a bond issue. The cost of insurance is usually paid by the issuer in the case of a new issue of bonds, and the insurance is not purchased unless the cost is more than offset by the lower interest rate that can be incurred by the use of the insurance.

Bond Purchase Agreement
Contract that outlines the terms, prices, and conditions under which the underwriters agree to purchase the bonds from the issuer.

Bond Register
A record, kept by a transfer agent or registrar on behalf of an issuer, of the names and addresses of registered bond owners.

Bond Resolution
Adopted by the issuer's governing body to authorize the issuance and sale of municipal securities. The bond resolution describes the nature of the bond offering, the terms and conditions of the sale, and the obligations of the issuer to the bondholders. When a trust indenture is used, the bond resolution also approves the trust indentures and appoints a trustee and is called a Deed of Trust.

Bond Transcript
The legal documents associated with a bond offering.

Bond Year
An element in calculating average life of an issue and in calculating net interest cost and net interest rate on an issue. A bond year is the number of 12-month intervals between the date of the bond and its maturity date, measured in $1,000 increments. For example, the "bond years" allocable to a $5,000 bond dated April 1, Year 1, and maturing June 1, Year 2, is 5.830 [1.166 (14 months divided by 12 months) x 5 (number of $1,000 increments in $5,000 bond)]. Usual computations include "bond years" per maturity or per an interest rate, and total "bond years" for the issue.

Bonded Debt
The portion of an issuer's total indebtedness as represent by outstanding bonds.

- Direct or gross bonded debt: The sum of the total bonded debt and short-term debt.
- Net direct debt or bonded debt: Direct debt less sinking fund accumulations and all self-supporting debt such as tax anticipation notes and revenue anticipation notes.
- Total overall debt or total direct and overlapping debt: Total direct debt plus the issuer's applicable share of the total debt of all overlapping jurisdictions.
- Net overall debt or net direct and overlapping debt: Net direct debt plus the issuer's applicable share of the total debt of all overlapping jurisdictions.
- Overlapping debt: On a municipal issuer's financial statement "overlapping debt" is the debt of other issuers which is payable in whole or in part by taxpayers of the subject issuer.

Book Entry
Securities in the form of entries in the issuer's or a clearing house's books, rather than in the form of paper certificates with coupons. All but the smallest bond issues are sold in book-entry format.

Call
Actions taken to pay the principal amount of the bonds prior to the stated maturity date, in accordance with the provisions for "call" stated in the proceedings and the bonds.

Callable
Subject to payment of the principal amount (and accrued interest) prior to the stated maturity date, with or without payment of a call premium.

Call Premium
A dollar amount, usually stated as a percentage of the principal amount called, paid as a "penalty" or a "premium" for the exercise of a call provision.

Capital Project
Large scale capital expenditures that require significant financial resources. This includes purchase, construction, renovation or addition of capital assets and infrastructure improvements.

Closing Date
The date on which a new issuance of bonds is delivered to the purchaser upon payment of the purchase price and the satisfaction of all conditions specified in the bond purchase agreement.

Coverage
This is a term usually connected with revenue bonds. The margin of safety for payment of debt service, reflecting the number of times (e.g."120 percent coverage") by which annual revenues either on a gross or net basis exceed annual debt service.

Current Refunding
Refunding bonds are settled within 90 days of an optional prepayment date

Dated Date (or Issue Date)
The date of a bond issue from which the bondholder is entitled to receive interest, even though the bonds may actually be delivered at some other date.

Debt Limit
Statutory or constitutional limit on the principal amount of debt that an issuer may incur (or that it may have outstanding at any one time).

Debt Service
Principal and interest.

Debt Service Reserve Fund
Used in revenue bond issues, a fund usually amounting to principal and interest payments for one year and used only if normal revenues do not cover debt service.

Defeasance
Funds are accumulated in a dedicated debt service fund or other available reserve to place in an irrevocable escrow account an amount sufficient such that the initial deposit plus accumulated investment earnings pay all scheduled debt service obligations on the refunded bonds until an optional prepayment date, at which time all remaining refunded bonds are retired.

Depository
A clearing agency registered with the Securities and Exchange Commission which provides immobilization, safekeeping and book-entry settlement services to its participants. The four registered depositories are The Depository Trust Company (New York), the Midwest Securities Trust Company (Chicago), the Pacific Securities Depository Trust Company (Chicago) and the Philadelphia Depository Trust Company.

Discount
(1) Amount (stated in dollars or a percent) by which the selling or purchase price of a security is less than its face amount. (2) Amount by which the amount bid for an issue is less than the aggregate principal amount of that issue.

Due Diligence
The investigation of a bond issue, by underwriter's and issuer's counsel, to ensure that all material facts related to the issue have been disclosed to potential buyers in the official statement (OS).

Duration
The sum of the present values of each of the principal and interest payments of a security, weighted by the time to receipt of each payment, divided by the total of the present values of the payments. Unlike average life or average maturity, duration takes into account the timing of both principal and interest payments.

Interest Rate Swap
An agreement between two parties to exchange future flows of interest payments. One party agrees to pay the other a fixed rate; the other pays the first party an adjustable rate usually tied to a short-term index.

Issue Date (or Dated Date)
The date of a bond issue from which the bondholder is entitled to receive interest, even though the bonds may actually be delivered at some other date.

Joint Managers
Underwriting accounts are headed by a manager. When an account is made up of several groups of underwriting firms that normally function as separate accounts, the larger account is often managed by several underwriters, usually one from each of the several groups, and these managers are referred to as "joint managers."

Lease Financings
Under the structure, a municipality borrows money to rent equipment that it will acquire at the end of a stipulated period.

Legal Opinion
An opinion of bond counsel concerning the validity of a securities issue with respect to statutory authority, constitutionality, procedural conformity and usually the exemption of interest from federal income taxes.

Letter of Credit (LOC)
A security document usually issued by a bank that back-stops, or enhances, the basic security behind a bond. In the case of a direct pay "LOC," the bondholder can request the bank to make payment directly rather than through the issuer, in which case the City agrees to promptly repay the bank or pay the bank in advance.

Level Debt Service
The result of a maturity schedule that has increasing principal amounts maturing each year so that the debt service in all years is essentially "level." "Level debt service" is often used with revenue bond issues (and, in a familiar area, in the traditional approach to monthly payments on home mortgages).

Maturity Date
The stated date on which all or a portion of the principal amount of a security is due and payable.

Maturity Schedule
The schedule (by dates and amounts) of principal maturities of an issue.

Net Interest Cost (NIC)
The traditional method of calculating bids for new issues of municipal securities. The total dollar amount of interest over the life of the bonds is adjusted by the amount of premium or discount bid, and then reduced to an average annual rate. The other method is known as the true interest cost (TIC), which takes into account the time value of money NIC = (Total Coupon Interest + Discount or − Premium)/Bond Years

Net Tax-Supported Debt Service
Annual principal and interest due for aggregate tax-supported debt less any principal and interest due for tax-supported debt determined to be self-supporting (i.e., annual debt service is fully paid from dedicated taxes, fees, incremental revenues, etc.).

Notice of Sale
An official document disseminated by an issuer of municipal securities that gives pertinent information regarding an upcoming bond issue and invites bids from prospective underwriters.

Official Statement
Discloses pertinent information regarding the debt offering of a governmental entity. It should contain complete information about the bonds being offered such as a description of the security pledge for the repayment of debt, the issuer's financial condition, structure of the offering, tax status, and economic/demographic information.

Optional Redemption
A right to retire an issue or a portion thereof prior to the stated maturity thereof during a specified period of years. The right can be exercised at the option of the issuer or, in pass-through issues, of the primary obligor. "Optional redemption" may require the payment of a premium for its exercise, with the amount of the premium decreasing the nearer the option exercise date is to the final maturity date of the issue.

Par Value
The principal amount of a bond or note due at maturity.

Paying Agent
Place where principal and interest are payable. Usually a designated bank or the office of the Administrator of the issuer.

Syndicate
A group of underwriters formed for the purpose of participating jointly in the initial public offering of a new issue of municipal securities. The terms under which a "syndicate" is formed and operates are typically set forth in the "agreement among underwriters." Those terms will establish the pro rata participation of each syndicate member; the methods by which offering prices and other terms of sale will be established; in what priority orders for securities will be taken and confirmed; and the joint or several nature of the liability assumed by each member for the purchase of unsold securities. The purpose of a "syndicate" formation is to share the risk of the offering among participating underwriters and to establish a distribution network in which to market the offered securities. One or more underwriters will act as manager of the "syndicate" and one of the managers will act as lead manager and "run the books." A "syndicate" is also often referred to as an "account" or "underwriting account."

Tax-Supported Debt Service
Annual principal and interest due for aggregate tax-supported debt.

True Interest Cost
A method of calculating bids for new issues of municipal securities that takes into consideration the time value of money (see "Net Interest Cost").

Trustee
A bank designated by the issuer as the custodian of funds and official representative of bondholders. "Trustees" are appointed to insure compliance with the contract and represent bondholders to enforce their contract with the issuers.

Trust Indenture
A legal contract between the issuer and the trustee establishing responsibilities of the issuer and the rights of the bondholders. The trust indenture defines the security, flow of funds, bond covenants, and other provisions for the protection of the investors and is enforced by the trustee.

Underwriting Spread
The difference between the offering price to the public by the underwriter and the purchase price the underwriter pays to the issuer. The underwriter's profit, expenses and selling costs are usually paid from this amount.

Yield to Maturity
Total return on a bond, taking into consideration its coupon, length of maturity, and dollar price.

Computation of Legal Debt Margin

Article VI, Sections 26(b) and (c) of the Constitution of the State of Missouri limit the net outstanding amount of authorized general obligation indebtedness for a city to 10 percent of the assessed valuation of the city by a two-thirds (four-sevenths at certain elections) vote of the qualified voters. Article VI, Section 26(d) provides that a city may, by a two-thirds (four-sevenths at certain elections) vote of the qualified voters, incur indebtedness in an amount not to exceed an additional 10 percent for the purpose of acquiring rights-of-way, construction, extending and improving streets and avenues, and sanitary or storm sewer systems, provided the total general obligation indebtedness of a city does not exceed 20 percent of the assessed valuation. Article VI, Section 26(e) provides that a city may, by a two-thirds (four-sevenths at certain elections) vote of the qualified voters, incur indebtedness in an amount not exceeding an additional 10 percent for the purpose of purchasing or constructing waterworks, electric or other light plants to be owned exclusively by the city, provided that the total general obligation indebtedness of a city does not exceed 20 percent of the assessed valuation.

As of Octtober 1, 2013

Real Property	$45,433,172	
Personal Property	8,737,549	
Assessed Valuation	54,170,721	
Legal Debt Limit		10,834,144
Unissued debt	6,960,001	
GO Bonded Debt	1,799,999	
Total G.O. Debt Outstanding and Unissued		8,760,000
Debt Margin		$2,074,144

City of Peculiar, Missouri
Personnel Summary

This summary represents the total number of persons employed by the City of Peculiar, Missouri.

	2013 Actual	2014 Actual	2015 Proposed
Admin			
Full Time			
City Administrator	1	1	1
Business Office Mgr	1	1	1
City Clerk	1	1	1
Network Administrator	0	0	1
Receptionist	1	1	1
	4	**4**	**5**
Court			
Full Time			
Court Clerk	1	1	1
	1	**1**	**1**
Elected			
Part Time			
Alderman	7	7	7
	7	**7**	**7**
Parks			
Full Time			
Lanscape Maintenance	0	0	1
Parks & Rec Director	1	1	1
	1	**1**	**2**
Police			
Full Time			
Police Chief	1	1	1
Police Clerk	1	1	1
Police Officer	4	4	5
Police Sergeant	2	2	2
SRO	1	1	1
Total Full Time	9	9	10
Part Time			
Police Officer	4	4	4
	13	**13**	**14**
Public Works			
Full Time			
City Engineer	1	1	1
Waterworks Mgr	1	1	1
Waste Water Mgr	1	1	1
Waste Wtr Operator	2	2	2
Utility Clerk	1	1	1
Field Service Crew	6	6	6
Waste Truck Driver	2	2	2
Waste Water Maint.	0	0	1
Total Full Time	14	14	15
Part Time			
Intern	1	1	1
	15	**15**	**16**
Codes			
Full Time			
City Planner	1	1	1
Codes Officer	1	1	1
	2	**2**	**2**
Total Full Time Personnel	**31**	**31**	**35**
Total Part Time Personnel	**12**	**12**	**12**
Grand Total	**43**	**43**	**47**

The Capital Improvement Plan

The Capital Improvement Plan (CIP) is a separate budgeting process within the annual operating budget. The CIP procedure is used to plan, budget and finance the purchase and/or construction of large capital infrastructure, facilities, equipment and other capital assets. The City uses this process to ensure expensive, long-lived projects are aligned with its strategic direction and that the money is well spent.

Funding for capital projects can be obtained from any of the following sources:

Current General Fund Operating Revenues Cash is allocated from the General Fund to fund maintenance, technology and other small capital projects.

Water & Sewer and Solid Waste Revenue Bonds The Water & Sewer and Solid Waste funds are enterprise funds, which are supported by fees for service rather than by taxes. Revenue bonds are a type of loan in which the loan is repaid with revenues from the enterprise, not by contributions from the General Fund. These loans are used for projects related to plant capacity and modernizing the systems.

General Obligation (GO) Bonds This funding source is used to finance major capital projects with an expected life of 10 or more years. A general obligation bond is secured by the City's pledge to use legally available resources, including tax revenue, to repay bondholders. The City used a portion of the property tax levy to finance the debt service payments.

Neighborhood Improvement Districts These are a financing and development tool whereby cities can issue general obligation bonds for construction of public improvement and assess the cost to properties that benefit. The bonds are then retired through payment of special assessments by these benefiting properties.

Parks Sales Tax Fund This is funded by a voter approved 1/2 cent sales tax initiative. It is dedicated to parks and recreational facilities.

Water and Sewer Funds These are funded from fees associated with water and sanitary sewer charges respectively. It is dedicated to fund the operation, maintenance and capital improvement costs for the water and sewer system.

Road and Street Tax These are funded by the city share of county maintenance funding along with ½ cent sales tax.

Gasoline Tax These are funded by the city share of motor vehicle gas taxes.

Capital Improvement Tax These are funds derived from ½ cent sales tax funds.

Grants Funds may be granted from Federal, State or local sources, such as law enforcement sharing or transportation funding.

CIP Development Process

The CIP provides detailed information for all CIP projects that the City has planned for the years 2015-2019. The CIP is updated annually to make adjustments for changing capital needs, changes in availability and cost of funds, and to add a year of programming to replace the year just completed. The CIP process begins in June when all documents and financial tools are updated with current figures. Departments update current project descriptions and create new project descriptions for proposed projects. These descriptions include the following information: Project Name and Number, Fund, Department, Contact Person, Total Project Cost, Description, Justification, Expenditure Detail, Timeline Funding Sources, and Operation and Maintenance costs. Projects are then listed in the 5 year CIP or the unfunded/pending List. The Forecast Team examines the revenue forecast to see how the updated projects and proposed new projects impact the forecast. A debt service analysis is conducted and determines the final number of bond projects that can be financed within the five year period. New projects are included based upon debt capacity, operation and maintenance cost impacts.

The Administration Department then prepares the electronic and print version of the proposed CIP. Work sessions are held with the Board of Alderman to give the board an opportunity to study and evaluate the proposal. The CIP is then formally adopted by the Board of Alderman in September.

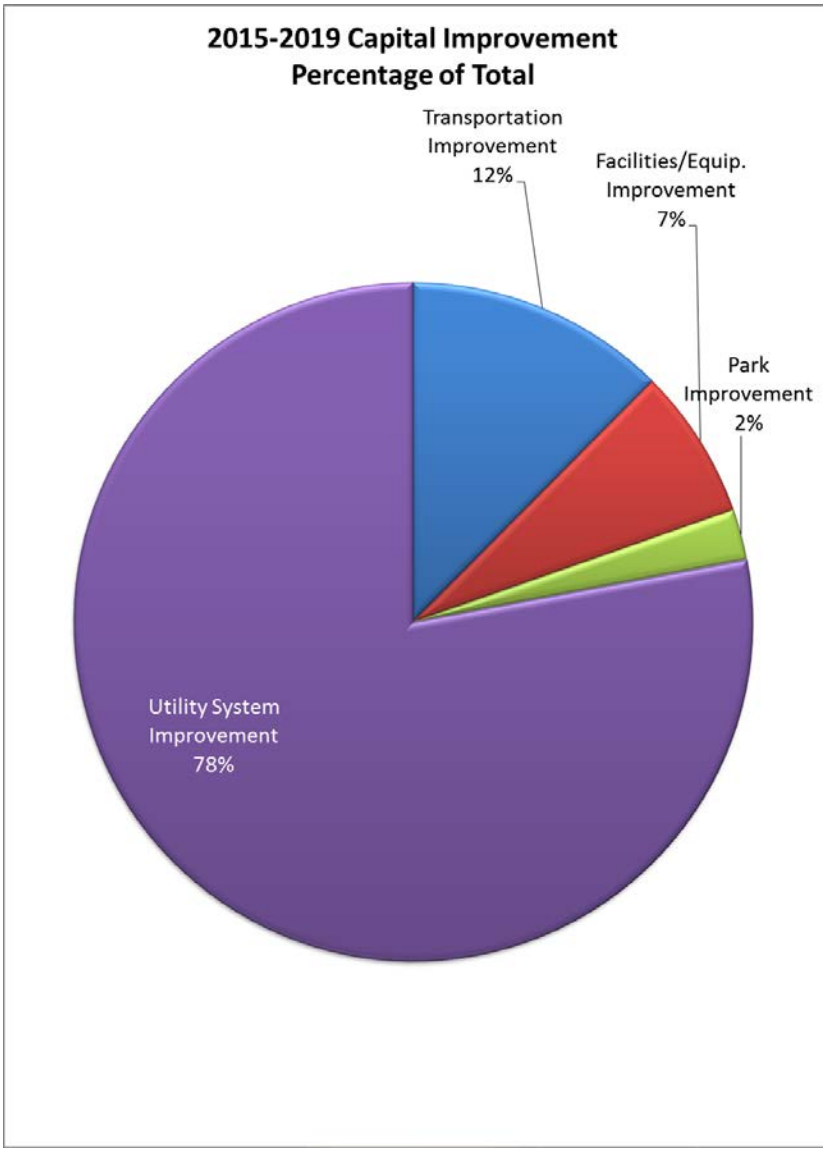
The 2014 total dollar amount for capital expenditures is $11,258,985.

Capital Improvement Plan Projects

2015 thru 2019

Project Category

Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
Transportation Improvement		$ 580,771	$ 237,900	$ 237,900	$ 157,900	$ 187,900	$ 1,402,371	$ 853,700	$ 2,256,071
Facilities/Equip.Improvement		251,048	140,548	128,048	163,548	128,048	811,240	-	811,240
Park Improvement		269,042	-	-	-	-	269,042	-	269,042
Utility System Improvement		776,421	3,322,572	1,314,105	2,656,686	706,548	8,776,332	-	8,776,332
		$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685

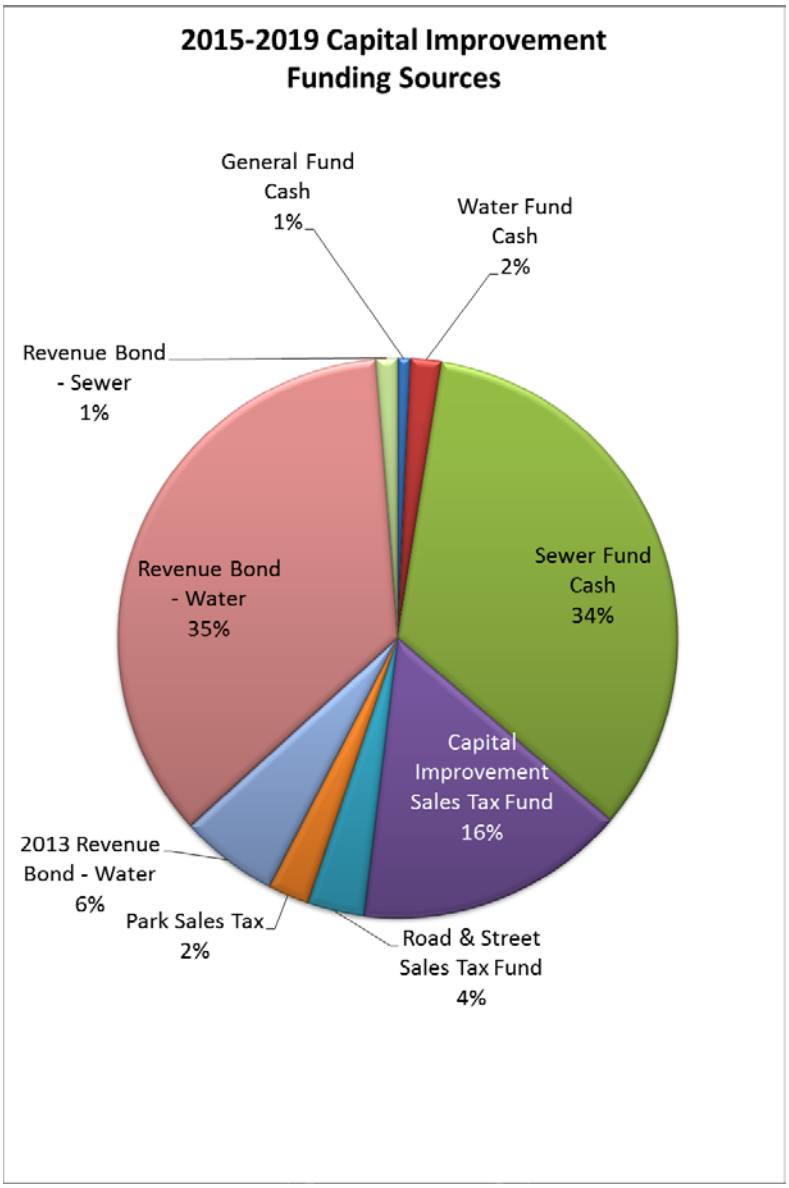


Capital Improvement Plan Projects

2015 thru 2019

Funding Source

Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
General Fund Cash		$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 82,740	$ -	$ 82,740
Water Fund Cash		58,274	53,274	18,274	53,274	18,274	201,370	-	201,370
Sewer Fund Cash		123,274	224,274	160,274	2,603,412	688,274	3,799,508	-	3,799,508
Capital Improvement Sales Tax Fund		657,671	284,000	271,500	277,000	271,500	1,761,671	-	1,761,671
Road & Street Sales Tax Fund		157,600	77,900	77,900	27,900	27,900	369,200	853,700	1,222,900
Park Sales Tax		269,042	-	-	-	-	269,042	-	269,042
2013 Revenue Bond - Water		94,873	545,520	-	-	-	640,393	-	640,393
Revenue Bond - Water		360,000	2,499,504	1,135,557	-	-	3,995,061	-	3,995,061
Revenue Bond - Sewer		140,000	-	-	-	-	140,000	-	140,000
	TOTAL	$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685



City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
TRANSPORTATION PROJECTS									
N. Main Overlay, Summerskill to Bradley's Cross.	30.30.8100	$ 119,000	$ -	$ -	$ -	$ -	$ 119,000	$ -	$ 119,000
Glengera, Elm St to S of Low Water Bridge	30.30.8100	44,000	-	-	-	-	44,000	-	44,000
Shishir, Glengera to Hurley	30.30.8100	22,000	-	-	-	-	22,000	-	22,000
Knight Rd Dust Control, YY to 215th St.	30.30.8100	12,000	-	-	-	-	12,000	-	12,000
School Rd. 211th to 203rd St.	21.25.8990	100,000	50,000	50,000	-	-	200,000	853,700	1,053,700
Asphalt Preventative	30.30.8100	18,900	30,000	30,000	-	30,000	108,900	-	108,900
Curb & Gutters	30.30.8120	45,000	30,000	30,000	30,000	30,000	165,000	-	165,000
Sidewalk, City Hall to C/J Hwy Bridge	30.30.8120	162,271	-	-	-	-	162,271	-	162,271
Street Preservation:									-
Engineering	21.25.5660	10,000	10,000	10,000	10,000	10,000	50,000	-	50,000
Crack Seal Contract	21.25.7100	20,000	3,600	3,600	3,600	3,600	34,400	-	34,400
Contract Maintenance	21.25.7110	17,600	11,000	11,000	11,000	11,000	61,600	-	61,600
Sidewalk	21.25.7120	10,000	3,300	3,300	3,300	3,300	23,200	-	23,200
Future Overlay Program	30.30.8100/8120		100,000	100,000	100,000	100,000	400,000	-	400,000
FACILITY/EQUIPMENT IMPROVEMENTS									-
F550's with Plow & Equip.	30.30.8210	35,500	35,500	35,500	35,500	35,500	177,500	-	177,500
WasteWater Treatment Plant Roof	30.30.8200	40,000	-	-	-	-	40,000	-	40,000
Peculiar Monument Sign	30.30.8130	100,000	-	-	-	-	100,000	-	100,000
GIS Phase 2	10.16.5660	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
Finance Sys./Ut. Bill. Repl. 1/2 GF - 7 yr lease	10.11.8000	11,548	11,548	11,548	11,548	11,548	57,740	-	57,740
Snow Brine Solution Mixing Tank & Equip.	30.30.8220	18,500	12,500	-	-	-	31,000	-	31,000
Christmas Lighting	30.30.8220	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
F550's with Plow & Equip. (2014 Lease)	30.30.8210	35,500	35,500	35,500	35,500	-	142,000	-	142,000
Future Vehicle Replacement Program	30.30.8210	-	35,500	35,500	35,500	35,500	142,000	-	142,000
Future Vehicle Replacement Program	30.30.8210	-	-	-	35,500	35,500	71,000	-	71,000
PARK IMPROVEMENT									-
Raisbeck Phase 1 Park Renovaation	20.20.8040	175,152	-	-	-	-	175,152	-	175,152
Raisbeck Phase Park Renovaation: Parking	20.20.8040	10,000	-	-	-	-	10,000	-	10,000
McKernan Park Playground Addition		25,000	-	-	-	-	25,000	-	25,000
Park Signage Project		4,000	-	-	-	-	4,000	-	4,000
City Lake Sand Volleyball Court		13,500	-	-	-	-	13,500	-	13,500
Concession Equipment		2,410	-	-	-	-	2,410	-	2,410
Soccer Complex Equipment		10,000	-	-	-	-	10,000	-	10,000
Raisbeck Walking Trail		28,980	-	-	-	-	28,980	-	28,980
UTILITY SYSTEM IMPROVEMENTS									-
211th Street Water Upsize 8" to 12"	50.50.8300	110,000	-	-	-	-	110,000	-	110,000
Kansas City Water Supply 12" Trans. Main	50.50.8300	250,000	2,499,504	1,135,557	-	-	3,885,061	-	3,885,061
Peculiar Drive North to Hurly	50.50.8300	94,873	545,520	-	-	-	640,393	-	640,393
F350 Replacement (2004)	50.50.8210	-	35,000	-	-	-	35,000	-	35,000
F350 Replacement (2008)	50.50.8210	-	-	-	35,000	-	35,000	-	35,000
GIS Improvements	50.50.5660	25,000	5,000	5,000	5,000	5,000	45,000	-	45,000
Finance Sys./Ut. Bill. Repl. 1/4 Wtr - 7 yr lease	50.50.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	28,870
Yearly Software Upgrades	50.50.5820	7,500	7,500	7,500	7,500	7,500	37,500	-	37,500
211th Street Conduits 6" -2	50.50.8300	20,000	-	-	-	-	20,000	-	20,000
Line E06-005 to E06-012 Repair	51.51.8310	22,000	-	-	-	-	22,000	-	22,000
Clarifier Basin Covers	51.51.8310	25,000	-	-	-	-	25,000	-	25,000
Spencer Addition Sewer Line Upgrade	51.51.8310	21,000	30,000	-	50,000	50,000	151,000	-	151,000
Sewer Trenchless Liner Yearly	51.51.8310	12,000	25,000	25,000	25,000	25,000	112,000	-	112,000
211th Street Sewer Improvements	51.51.8310	140,000	-	-	-	-	140,000	-	140,000
Generator for WWTP headwork's facility	51.51.8310	-	25,000	-	-	-	25,000	-	25,000
Private Sector I/I Removal	51.51.8310	-	33,000	-	25,000	125,000	183,000	-	183,000
Manhole Rehab Phase 1	51.51.8310	-	68,000	-	63,000	63,000	194,000	-	194,000
Generator for RV Park lift station	51.51.8310	-	-	25,000	-	-	25,000	-	25,000
Manhole Rehab Phase 2	51.51.8310	-	-	67,000	62,000	62,000	191,000	-	191,000
Garage Addition WWTP	51.51.8310	-	-	-	45,000	-	45,000	-	45,000
Phase 1 Sewer Relief	51.51.8310	-	-	-	1,311,138	-	1,311,138	-	1,311,138
Phase 2 Relief Sewer	51.51.8310	-	-	-	979,000	-	979,000	-	979,000
Sludge Truck Replacement	51.51.8310	-	-	-	-	120,000	120,000	-	120,000
WWTP Disinfection	51.51.8310	-	-	-	-	200,000	200,000	-	200,000
Finance Sys./Ut. Bill. Repl. 1/4 Swr - 7 yr lease	51.51.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	28,870
Yearly software upgrades an support, 50%	51.51.8310	7,500	7,500	7,500	7,500	7,500	37,500	-	37,500
Sewer Main Jetting & CCTV	51.51.8310	30,000	30,000	30,000	30,000	30,000	150,000	-	150,000
		$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685

Glossary of Terms

A

Ad Valorem - A tax levied on the assessed value of both real and personal property in proportion to the value of the property (also known as "property tax").

Amortization - Payment of principal plus interest over a fixed period of time.

Appropriate - An authorization made by the Governing Body which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year
period.

Assessed Valuation - The valuation placed upon real and certain personal property by the County Assessor as the basis for levying property taxes.

B

Balanced Budget - Annual financial plan in which expenditures do not exceed revenues.

Bond - A written promise to pay a specified sum of money on a specific date at a specified or variable stated interest rate. The most common types of bonds are general obligation and revenue bonds. Bonds are typically used as long-term debt to pay for specific capital expenditures.

Bond Rating - A rating that is received from Standard & Poor's Corporation and Moody's Investors Service, Inc., that shows the financial and economic strengths of the City.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given period of time. It is the primary means by which most of the expenditures and service activities of the City are controlled.

C

Capital Improvement Plan (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of years setting forth each capital project and identifying the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

Capital Expenditure - funds spent for the acquisition of a long-term asset.

Capital Outlay - Land, buildings, building improvements, vehicles, machinery and equipment, infrastructure and all other tangible assets over $1,000 that are used in operations and that have initial useful lives extending beyond a single reporting period.

Charges for Service - Category for revenue accounts which includes fees paid by citizens for services rendered. For example, various charges to the public for Animal Control services.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Service rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

COPs - Certificates of Participation. COPs are lease financing agreements in the form of securities that can be marketed to investors in a manner similar to tax exempt debt.

Current Assets - Those assets which are available or can be made readily available

to finance current operations or to pay current liabilities. Some examples are cash, temporary investments, and taxes receivables which will be collected within one year.

Current Liabilities - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

D

Delinquent Taxes - Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. The unpaid balances continue to be delinquent taxes until abated, paid, or converted into tax liens.

Department - A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

E

Encumbrances - Commitments related to unperformed contracts for goods or services

Enterprise Fund - Fund used to account for the acquisition, operation, and maintenance of governmental facilities and services which are predominately self-supporting through user charges.
Expenditures - A decrease in the net financial resources of the City due to the acquisition of goods and services.

F

Fines and Forfeitures - Category for revenue accounts which includes fees paid by citizens. For example, Court Fines and Parking Meter Fines due.

O

Ordinance - A law set forth by a governmental authority.

P

Park Sales Tax - A ½ cent sales tax approved by voters .

Personal Services - Expenditures relating to compensating City employees, including salaries, wages, overtime pay, and holiday pay.

R

Reserve - An account used to indicate a portion of a fund balance is restricted or set aside for emergencies or unforeseen expenditures not otherwise budgeted

Revenue - All money that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bonds - Revenue bonds are a type of loan in which the loan is repaid with revenues from the revenue-generating entity, not by contributions from taxes or the General Fund.

S

Special Assessments - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

2015-2019 Capital Improvement Project Plan

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

Prepared by the Department of Administration

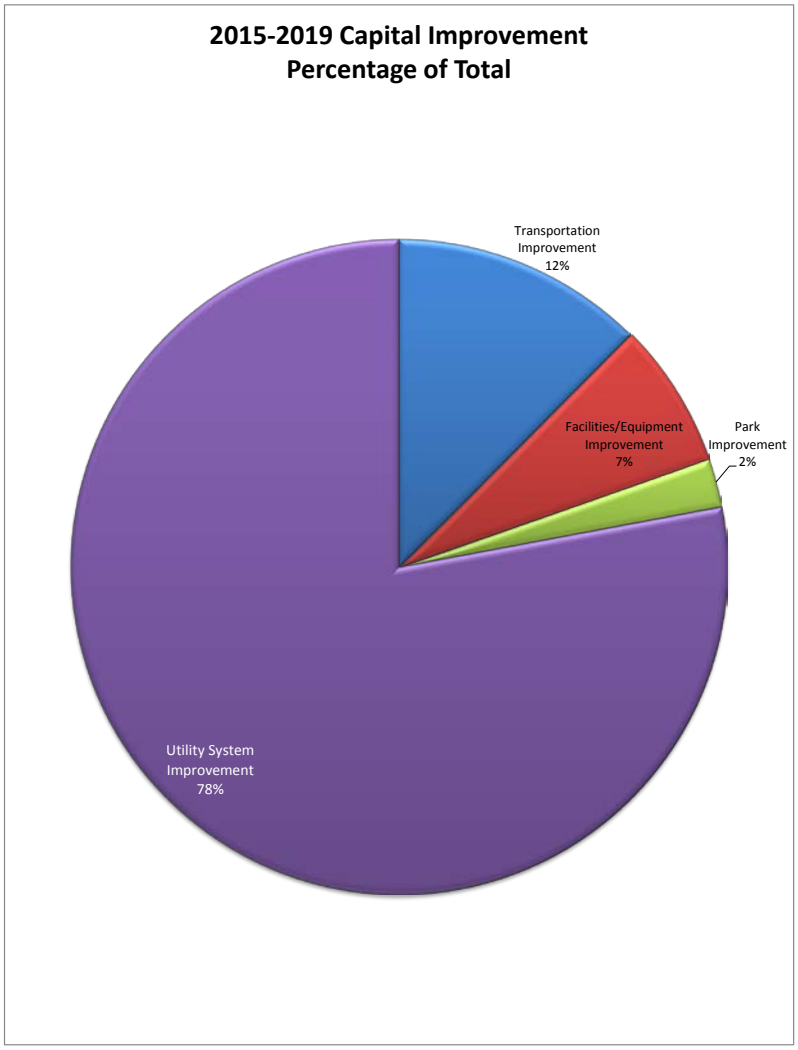
City of Peculiar, Missouri

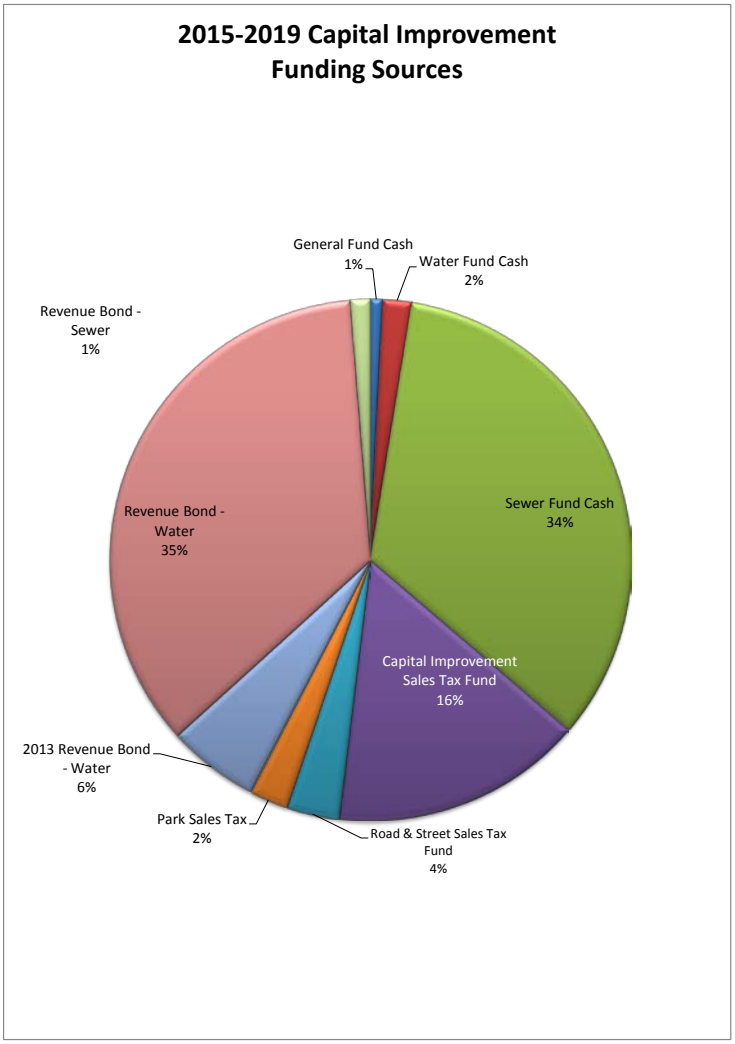
Capital Improvement Plan Projects

2015 thru 2019

SUMMARY FUNDING SOURCES

Prjt #	Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
	Transportation Improvement		$ 580,771	$ 237,900	$ 237,900	$ 157,900	$ 187,900	$ 1,402,371	$ 853,700	$ 2,256,071
	Facilities/Equipment Improvement		251,048	140,548	128,048	163,548	128,048	811,240	-	811,240
	Park Improvement		269,042	-	-	-	-	269,042	-	269,042
	Utility System Improvement		776,421	3,322,572	1,314,105	2,656,686	706,548	8,776,332	-	8,776,332
			$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685
	General Fund Cash		$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 82,740	$ -	$ 82,740
	Water Fund Cash		58,274	53,274	18,274	53,274	18,274	201,370	-	201,370
	Sewer Fund Cash		123,274	224,274	160,274	2,603,412	688,274	3,799,508	-	3,799,508
	Capital Improvement Sales Tax Fund		657,671	284,000	271,500	277,000	271,500	1,761,671	-	1,761,671
	Road & Street Sales Tax Fund		157,600	77,900	77,900	27,900	27,900	369,200	853,700	1,222,900
	Park Sales Tax		269,042	-	-	-	-	269,042	-	269,042
	2013 Revenue Bond - Water		94,873	545,520	-	-	-	640,393	-	640,393
	Revenue Bond - Water		360,000	2,499,504	1,135,557	-	-	3,995,061	-	3,995,061
	Revenue Bond - Sewer		140,000	-	-	-	-	140,000	-	140,000
		TOTAL	$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685





City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

Projects	Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
	TRANSPORTATION PROJECTS									
ST15-001	N. Main Overlay, Summerskill to Bradley's Cross.	30.30.8100	$ 119,000	$ -	$ -	$ -	$ -	$ 119,000	$ -	$ 119,000
ST15-002	Glengera, Elm St to S of Low Water Bridge	30.30.8100	44,000	-	-	-	-	44,000	-	44,000
ST15-003	Shishir, Glengera to Hurley	30.30.8100	22,000	-	-	-	-	22,000	-	22,000
ST15-004	Knight Rd Dust Control, YY to 215th St.	30.30.8100	12,000	-	-	-	-	12,000	-	12,000
ST15-008	School Rd. 211th to 203rd St.	21.25.8990	100,000	50,000	50,000	-	-	200,000	853,700	1,053,700
ST15-009	Asphalt Preventative	30.30.8100	18,900	30,000	30,000	-	30,000	108,900	-	108,900
ST15-010	Curb & Gutters	30.30.8120	45,000	30,000	30,000	30,000	30,000	165,000	-	165,000
WA15-003A	Sidewalk, City Hall to C/J Hwy Bridge	30.30.8120	162,271	-	-	-	-	162,271	-	162,271
	Street Preservation:									-
	Engineering	21.25.5660	10,000	10,000	10,000	10,000	10,000	50,000	-	50,000
	Crack Seal Contract	21.25.7100	20,000	3,600	3,600	3,600	3,600	34,400	-	34,400
	Contract Maintenance	21.25.7110	17,600	11,000	11,000	11,000	11,000	61,600	-	61,600
	Sidewalk	21.25.7120	10,000	3,300	3,300	3,300	3,300	23,200	-	23,200
ST15-011	Future Overlay Program	30.30.8100/8120		100,000	100,000	100,000	100,000	400,000	-	400,000
	FACILITY/EQUIPMENT IMPROVEMENTS									-
ST15-005	F550's with Plow & Equip.	30.30.8210	35,500	35,500	35,500	35,500	35,500	177,500	-	177,500
STF15-001	WasteWater Treatment Plant Roof	30.30.8200	40,000	-	-	-	-	40,000	-	40,000
STM15-001	Peculiar Monument Sign	30.30.8130	100,000	-	-	-	-	100,000	-	100,000
	GIS Phase 2	10.16.5660	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
	Finance Sys./Ut. Bill. Repl. 1/2 GF - 7 yr lease	10.11.8000	11,548	11,548	11,548	11,548	11,548	57,740	-	57,740
	Snow Brine Solution Mixing Tank & Equip.	30.30.8220	18,500	12,500	-	-	-	31,000	-	31,000
	Christmas Lighting	30.30.8220	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
	F550's with Plow & Equip. (2014 Lease)	30.30.8210	35,500	35,500	35,500	35,500	-	142,000	-	142,000
	Future Vehicle Replacement Program	30.30.8210	-	35,500	35,500	35,500	35,500	142,000	-	142,000
	Future Vehicle Replacement Program	30.30.8210	-	-	-	35,500	35,500	71,000	-	71,000
	PARK IMPROVEMENT									-
	Raisbeck Phase 1 Park Renovaation	20.20.8040	175,152	-	-	-	-	175,152	-	175,152
	Raisbeck Phase Park Renovaation: Parking	20.20.8040	10,000	-	-	-	-	10,000	-	10,000
	McKernan Park Playground Addition		25,000	-	-	-	-	25,000	-	25,000
	Park Signage Project		4,000	-	-	-	-	4,000	-	4,000
	City Lake Sand Volleyball Court		13,500	-	-	-	-	13,500	-	13,500
	Concession Equipment		2,410	-	-	-	-	2,410	-	2,410
	Soccer Complex Equipment		10,000	-	-	-	-	10,000	-	10,000
	Raisbeck Walking Trail		28,980	-	-	-	-	28,980	-	28,980
	UTILITY SYSTEM IMPROVEMENTS									-
WA15-001	211th Street Water Upsize 8" to 12"	50.50.8300	110,000	-	-	-	-	110,000	-	110,000
WA15-002	Kansas City Water Supply 12" Trans. Main	50.50.8300	250,000	2,499,504	1,135,557	-	-	3,885,061	-	3,885,061
WA15-003	Peculiar Drive North to Hurly	50.50.8300	94,873	545,520	-	-	-	640,393	-	640,393
WA16-002	F350 Replacement (2004)	50.50.8210	-	35,000	-	-	-	35,000	-	35,000
WA18-001	F350 Replacement (2008)	50.50.8210	-	-	-	35,000	-	35,000	-	35,000
	GIS Improvements	50.50.5660	25,000	5,000	5,000	5,000	5,000	45,000	-	45,000
	Finance Sys./Ut. Bill. Repl. 1/4 Wtr - 7 yr lease	50.50.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	28,870
	Yearly Software Upgrades	50.50.5820	7,500	7,500	7,500	7,500	7,500	37,500	-	37,500
	211th Street Conduits 6" -2	50.50.8300	20,000	-	-	-	-	20,000	-	20,000
SE15-001	Line E06-005 to E06-012 Repair	51.51.8310	22,000	-	-	-	-	22,000	-	22,000
SE15-002	Clarifier Basin Covers	51.51.8310	25,000	-	-	-	-	25,000	-	25,000
SE15-003	Spencer Addition Sewer Line Upgrade	51.51.8310	21,000	30,000	-	50,000	50,000	151,000	-	151,000
SE15-004	Sewer Trenchless Liner Yearly	51.51.8310	12,000	25,000	25,000	25,000	25,000	112,000	-	112,000
SE15-005	211th Street Sewer Improvements	51.51.8310	140,000	-	-	-	-	140,000	-	140,000
SE16-001	Generator for WWTP headwork's facility	51.51.8310	-	25,000	-	-	-	25,000	-	25,000
SE16-002	Private Sector I/I Removal	51.51.8310	-	33,000	-	25,000	125,000	183,000	-	183,000
SE16-003	Manhole Rehab Phase 1	51.51.8310	-	68,000	-	63,000	63,000	194,000	-	194,000
SE17-001	Generator for RV Park lift station	51.51.8310	-	-	25,000	-	-	25,000	-	25,000
SE17-002	Manhole Rehab Phase 2	51.51.8310	-	-	67,000	62,000	62,000	191,000	-	191,000
SE18-001	Garage Addition WWTP	51.51.8310	-	-	-	45,000	-	45,000	-	45,000
SE18-002	Phase 1 Sewer Relief	51.51.8310	-	-	-	1,311,138	-	1,311,138	-	1,311,138
SE18-003	Phase 2 Relief Sewer	51.51.8310	-	-	-	979,000	-	979,000	-	979,000
SE19-001	Sludge Truck Replacement	51.51.8310	-	-	-	-	120,000	120,000	-	120,000
SE19-002	WWTP Disinfection	51.51.8310	-	-	-	-	200,000	200,000	-	200,000
	Finance Sys./Ut. Bill. Repl. 1/4 Swr - 7 yr lease	51.51.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	28,870
	Yearly software upgrades an support, 50%	51.51.8310	7,500	7,500	7,500	7,500	7,500	37,500	-	37,500
	Sewer Main Jetting & CCTV	51.51.8310	30,000	30,000	30,000	30,000	30,000	150,000	-	150,000
			$ 1,877,282	$ 3,701,020	$ 1,680,053	$ 2,978,134	$ 1,022,496	$ 11,258,985	$ 853,700	$ 12,112,685

City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

TRANSPORTATION PROJECTS

Project	Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
ST15-001	N. Main Overlay, Summerskill to Bradley's Cross.	30.30.8100	$ 119,000	$ -	$ -	$ -	$ -	$ 119,000	$ -	$ 119,000
ST15-002	Glengera, Elm St to S of Low Water Bridge	30.30.8100	44,000	-	-	-	-	44,000	-	44,000
ST15-003	Shishir, Glengera to Hurley	30.30.8100	22,000	-	-	-	-	22,000	-	22,000
ST15-004	Knight Rd Dust Control, YY to 215th St.	30.30.8100	12,000	-	-	-	-	12,000	-	12,000
ST15-008	School Rd. 211th to 203rd St.	21.25.8990	100,000	50,000	50,000	-	-	200,000	853,700	1,053,700
ST15-009	Asphalt Preventative	30.30.8100	18,900	30,000	30,000	-	30,000	108,900	-	108,900
ST15-010	Curb & Gutters	30.30.8120	45,000	30,000	30,000	30,000	30,000	165,000	-	165,000
WA15-003A	Sidewalk, City Hall to C/J Hwy Bridge	30.30.8120	162,271	-	-	-	-	162,271	-	162,271
	Street Preservation:									
	Engineering	21.25.5660	10,000	10,000	10,000	10,000	10,000	50,000	-	50,000
	Crack Seal Contract	21.25.7100	20,000	3,600	3,600	3,600	3,600	34,400	-	34,400
	Contract Maintenance	21.25.7110	17,600	11,000	11,000	11,000	11,000	61,600	-	61,600
	Sidewalk	21.25.7120	10,000	3,300	3,300	3,300	3,300	23,200	-	23,200
ST15-011	Future Overlay Program	30.30.8100/8120		100,000	100,000	100,000	100,000	400,000	-	400,000
		TOTAL	$ 461,771	$ 237,900	$ 237,900	$ 157,900	$ 187,900	$ 1,283,371	$ 853,700	$ 2,137,071
	Unfunded Projects									
ST15-006	I-49 and 211th Interchange Job #J4P2247								12,510,599	12,510,599
ST15-007	211th MoDOT Job #J4P2247B								1,778,989	1,778,989

TRANSPORTATION PROJECTS
FUNDING SOURCES

Project	Project Name	Account	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Total	Unfunded	Grand Total
	Capital Improvement Sales Tax Fund		$ 423,171	$ 160,000	$ 160,000	$ 130,000	$ 160,000	$ 1,033,171	$ -	$ 1,033,171
	Road & Street Sales Tax Fund		157,600	77,900	77,900	27,900	27,900	369,200	853,700	1,222,900
		TOTAL	$ 580,771	$ 237,900	$ 237,900	$ 157,900	$ 187,900	$ 1,402,371	$ 853,700	$ 2,256,071

PROJECT NAME: N. Main Overlay

PROJECT NO: ST 15-001

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 119,000.00

PROJECT DESCRIPTION:
Overlay from Summerskill to Bradley's Crossing

NEED, JUSTIFICATION, BENEFIT:
Road needs serious maintenance

TIME-LINE/CURRENT STATUS:
Spring-Fall '15

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	119,000.00					119,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	119,000.00	-	-	-	-	119,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: CIP	119,000					119,000
Grants						-
Other:						-
						-
						-
						-
Total	119,000	-	-	-	-	119,000

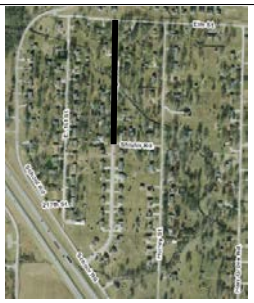
EXPLANATION OF IMPACT ON OPERATING BUDGET:
Plan for Asphalt Rejuvenation in two years.

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance			3,826.00			3,826.00
						-
Total	-	-	3,826.00	-	-	3,826.00

PROJECT NAME: Glengera

PROJECT NO: ST 15-002

LOCATION & AREA MAP:



FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 44,000.00

PROJECT DESCRIPTION:
Asphalt Overlaying Elm St to South to Shishir

NEED, JUSTIFICATION, BENEFIT:
Road is severely broken and needs repair

TIME-LINE/CURRENT STATUS:
Spring-Fall 2015

Prior:

Total

Expenditures	2015	2016	2017	2018	2019	Total
Construction	44,000.00					44,000.00
Contingency						-
Design						-
Inspection						-
Total	44,000.00	-	-	-	-	44,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:	44,000					44,000
Grants						-
Other:						-
						-
						-
						-
Total	44,000	-	-	-	-	44,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:
Asphalt rejuvenation in two years

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance				3,000.00		3,000.00
						-
Total	-	-	-	3,000.00	-	3,000.00

PROJECT NAME: Shishir

PROJECT NO: ST 15-003

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 22,000.00

PROJECT DESCRIPTION:
Asphalt Overlay from Glengera to Hurley

NEED, JUSTIFICATION, BENEFIT:
Road needs repair

TIME-LINE/CURRENT STATUS:
Spring-Fall 2015

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	22,000.00					22,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	22,000.00	-	-	-	-	22,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Other:						-
Captial Improvement Fund	22,000					22,000
						-
						-
Total	22,000	-	-	-	-	22,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:
Asphalt Rejuvenation in two years

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance				1,500.00		1,500.00
						-
Total	-	-	-	1,500.00	-	1,500.00

PROJECT NAME: Knight Rd Dust Control

PROJECT NO: ST 15-004

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 12,000.00

PROJECT DESCRIPTION:
Reclemite on Knight Road, YY to 215th St.

NEED, JUSTIFICATION, BENEFIT:
To control dust and hold road together

TIME-LINE/CURRENT STATUS:
Spring-Fall 2015

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	12,000.00					12,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	12,000.00	-	-	-	-	12,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Capital Improvement Fund	12,000					12,000
						-
						-
						-
Total	12,000	-	-	-	-	12,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:
Yearly maintenance

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	12,000.00		12,000.00		12,000.00	36,000.00
						-
Total	12,000.00	-	12,000.00	-	12,000.00	36,000.00

PROJECT NAME: School Road, from 211the Street to 203rd Street

PROJECT NO: ST 15-008

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 1,053,700.00

PROJECT DESCRIPTION:
School road from 211th to 203rd St, Curb and Gutter, Sidewalk, 3 lanes

NEED, JUSTIFICATION, BENEFIT:
Safety, turn lanes at intersections, and school campus drivieways Improvements. City is splitting 50% of the construction cost with the county.

TIME-LINE/CURRENT STATUS:
Design

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction			1,053,700.00			1,053,700.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	1,053,700.00	-	-	1,053,700.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:	100,000	50,000	50,000			200,000
Grants						-
Other: G.O. Bonds			853,700			853,700
						-
						-
						-
Total	100,000	50,000	903,700	-	-	1,053,700

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Asphalt Preventative Maintenance

PROJECT NO: ST 15-009

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 138,900.00

PROJECT DESCRIPTION:
Maintenance to asphalt

NEED, JUSTIFICATION, BENEFIT:

To keep roads in healthy condition and prevent future problems through proper maintenance of current streets

TIME-LINE/CURRENT STATUS:
Design

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	18,900.00	30,000.00	30,000.00	30,000.00	30,000.00	138,900.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	18,900.00	30,000.00	30,000.00	30,000.00	30,000.00	138,900.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: CIP Fund30	18,900.00	30,000.00	30,000.00	30,000.00	30,000.00	138,900.00
Grants						-
Other:						-
						-
						-
						-
Total	18,900	30,000	30,000	30,000	30,000	138,900

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	18,900.00	30,000.00	30,000.00	30,000.00	30,000.00	138,900.00
						-
Total	18,900.00	30,000.00	30,000.00	30,000.00	30,000.00	138,900.00

PROJECT NAME: Curb and Gutter

PROJECT NO: ST 15-010

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 165,000.00

PROJECT DESCRIPTION:
yearly funds to Maintain and replace curb and gutter

NEED, JUSTIFICATION, BENEFIT:

City is experiencing large curb and gutter deterioration and in need of maintenance and upgrades throughout

TIME-LINE/CURRENT STATUS:

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	45,000.00	30,000.00	30,000.00	30,000.00	30,000.00	165,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	45,000.00	30,000.00	30,000.00	30,000.00	30,000.00	165,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: CIP Fund 30	45,000.00	30,000.00	30,000.00	30,000.00	30,000.00	165,000.00
Grants						-
Other:						-
						-
						-
						-
Total	45,000	30,000	30,000	30,000	30,000	165,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

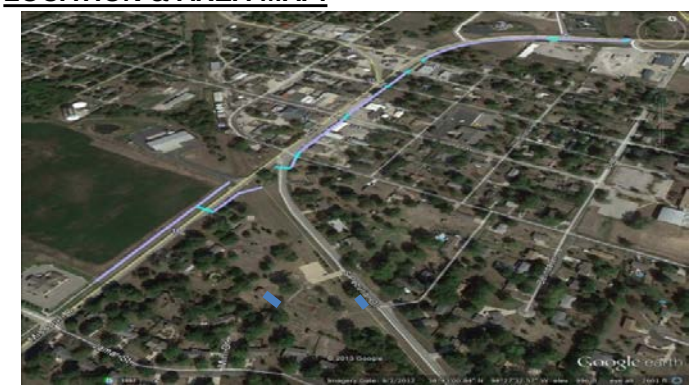
Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	45,000.00	30,000.00	30,000.00	30,000.00	30,000.00	165,000.00
						-
Total	45,000.00	30,000.00	30,000.00	30,000.00	30,000.00	165,000.00

PROJECT NAME: Sidewalk, City Hall to C/J Hwy Bridge

PROJECT NO: WA 15-003A

FUND: See below
DEPARTMENT: Public Works Water Division
Project Contact: Tom Ephland
Category: Sidewalk
Total Project Cost: $ 161,300.00

LOCATION & AREA MAP:



PROJECT DESCRIPTION:
Install a 5-'0" wide sidewalk from City Hall to C/J Hwy Bridge.

NEED, JUSTIFICATION, BENEFIT:
To provide pedestrian connectivity along C Hwy/Main Street from City Hall to C/J Hwy bridge.

TIME-LINE/CURRENT STATUS:
Engineering Phase and Construction FY 2014-2015.

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
0	Engineering	41,811.00					41,811.00
Total	Construction	119,460.00					119,460.00
							-
							-
	Total	161,271.00	-	-	-	-	161,271.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:	41,000					41,000
Grants	70,000					70,000
Other: Park Fund	4,000					4,000
2013 water bond	46,271					46,271
						-
						-
Total	161,271	-	-	-	-	161,271

EXPLANATION OF IMPACT ON OPERATING BUDGET:
$4,000 has been identified in the 2015 Park Fund Capital Equipment operating budget for this one-time purchase. $41,000 has been identified in the 2015 Capital Fund operating budget for this one-time purchase. $70,000 has been identified as a grant from MoDOT for this one-time gift.

Budget Impact	2015	2016	2017	2018	2019	Total

PROJECT NAME: Harr Grove

PROJECT NO: ST 15-011

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 100,000.00

PROJECT DESCRIPTION:
Overlay Harr Grove; cost is estimated

NEED, JUSTIFICATION, BENEFIT:

Current surface is deteriorating

TIME-LINE/CURRENT STATUS:
Coordinate with Hurley water main project

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	-			100,000.00		100,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	-	100,000.00	-	100,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: CIP Fund 30				100,000		100,000
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	100,000	-	100,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance				100,000		100,000.00
						-
Total	-	-	-	100,000.00	-	100,000.00

PROJECT NAME: I-49 & 211th Street Interchange

PROJECT NO: ST 15-006

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 12,510,599.26

PROJECT DESCRIPTION:
Install interchange at the intersection of I-49 and 211th street.

NEED, JUSTIFICATION, BENEFIT:
Create a more suitable option for people entering and exiting the city. Also an interchange promotes new business and overall growth

TIME-LINE/CURRENT STATUS:
Design

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	2,584,174.70	2,584,174.69				5,168,349.39
Total	Contingency						-
	Design, ROW, Land Acquisition 2012 - 2014	992,000					992,000.00
	Inspection						-
	Total	3,576,174.70	2,584,174.69	-	-	-	6,160,349.39

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants	6,255,300					6,255,300
Other: G.O. Bonds	2,584,174.70	2,584,174.69				5,168,349.39
Previously issued G.O. Bonds (2012)	992,000					992,000
AJR Credit	94,950					94,950
						-
Total	9,926,425	2,584,175	-	-	-	12,510,599

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: 211th Street

PROJECT NO: ST 15-007

LOCATION & AREA MAP:

FUND: Capital Improvement Fund
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 1,778,989.19

PROJECT DESCRIPTION:
MoDOT Proejct J4P2247B Four lane pavement from E. Outer Rd to School Road

NEED, JUSTIFICATION, BENEFIT:

Connection between the new interchange and 211th Street and School Road

TIME-LINE/CURRENT STATUS:
Design

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	339,494.59	339,494.59				678,989.18
Total	Contingency						-
	Design 2014	1,100,000.00					1,100,000.00
	Inspection						-
	Total	1,439,494.59	339,494.59	-	-	-	1,778,989.18

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants	1,100,000					1,100,000
Other: G.O,. Bonds	339,494.59	339,494.59				678,989.18
						-
						-
						-
Total	1,439,495	339,495	-	-	-	1,778,989

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

FACILITY/EQUIPMENT IMPROVEMENTS

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
ST15-005	F550's with Plow & Equip.	30.30.8210	$ 35,500	$ 35,500	$ 35,500	$ 35,500	$ 35,500	$ 177,500	$ -	$ 177,500
STF15-001	WasteWater Treatment Plant Roof	30.30.8200	40,000	-	-	-	-	40,000	-	40,000
STM15-001	Peculiar Monument Sign	30.30.8130	100,000	-	-	-	-	100,000	-	100,000
	GIS Phase 2	10.16.5660	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
	Finance Sys./Ut. Bill. Repl. 1/2 GF - 7 yr lease	10.11.8000	11,548	11,548	11,548	11,548	11,548	57,740	-	57,740
	Snow Brine Solution Mixing Tank & Equip.	30.30.8220	18,500	12,500	-	-	-	31,000	-	31,000
	Christmas Lighting	30.30.8220	5,000	5,000	5,000	5,000	5,000	25,000	-	25,000
	F550's with Plow & Equip. (2014 Lease)	30.30.8210	35,500	35,500	35,500	35,500	-	142,000	-	142,000
	Future Vehicle Replacement Program	30.30.8210	-	35,500	35,500	35,500	35,500	142,000	-	142,000
	Future Vehicle Replacement Program	30.30.8210	-	-	-	35,500	35,500	71,000	-	71,000
		TOTAL	$ 251,048	$ 140,548	$ 128,048	$ 163,548	$ 128,048	$ 811,240	$ -	$ 811,240
	Unfunded Projects		-	-	-	-	-		-	-
UF1	Admin Bldg. Parking Lot Rehab		-	-	-	-	-		20,000	20,000
UF2	Public Works Bldg Improvements		-	-	-	-	-		10,000	10,000
UF3	Police Annex. Parking Lot Overlay		-	-	-	-	-		40,000	40,000

FACILITY/EQUIPMENT IMPROVEMENTS
FUNDING SOURCES

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
	General Fund Cash		$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 16,548	$ 82,740	$ -	$ 165,480
	Capital Improvement Sales Tax Fund		234,500	124,000	111,500	147,000	111,500	728,500	-	1,457,000
		TOTAL	$ 251,048	$ 140,548	$ 128,048	$ 163,548	$ 128,048	$ 811,240	$ -	$ 1,622,480

PROJECT NAME: Two New F350 Trucks w/ Equipment

PROJECT NO: ST 15-005

LOCATION & AREA MAP:

FUND: Capital Improvement Fund 30
DEPARTMENT: Public Works
Project Contact: Tom Ephland
Category: Street

Total Project Cost: $ 177,500.00

PROJECT DESCRIPTION:
Purchase two new 2015 Ford F550 trucks with plows and equipment

NEED, JUSTIFICATION, BENEFIT:
Our existing fleet of trucks are requiring more and more maintenance, and Public Works need trucks and equipment to handle our winter conditions.

TIME-LINE/CURRENT STATUS:
Fall 2014

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	35,500.00	35,500.00	35,500.00	35,500.00	35,500.00	177,500.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	35,500.00	35,500.00	35,500.00	35,500.00	35,500.00	177,500.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Capital Improvement Fund	35,500.00	35,500.00	35,500.00	35,500.00	35,500.00	177,500
						-
						-
						-
Total	35,500	35,500	35,500	35,500	35,500	177,500

EXPLANATION OF IMPACT ON OPERATING BUDGET:
0

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	500.00	600.00	700.00	800.00	900.00	3,500.00
						-
Total	500.00	600.00	700.00	800.00	900.00	3,500.00

PROJECT NAME: WWTP Roof

PROJECT NO: F 15-002

LOCATION & AREA MAP:

FUND: 30 CIP
DEPARTMENT: Facilities
Project Contact: Bill England
Category: Roof

Total Project Cost: $ 40,000.00

PROJECT DESCRIPTION:
New roof for the WWTP Operations Building

NEED, JUSTIFICATION, BENEFIT:
Originally installed roof is deteriorating, and has exceeded its useful life. Needs replaced.

TIME-LINE/CURRENT STATUS:
Construction 2015

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	40,000.00					40,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	40,000.00	-	-	-	-	40,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Other:						-
CIP Fund 30	40,000					40,000
						-
						-
Total	40,000	-	-	-	-	40,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Peculiar Monument Sign

PROJECT NO: F 15-001

LOCATION & AREA MAP:

FUND: 30
DEPARTMENT: Public Works
Project Contact: Carl Brooks
Category: 80/20 Grant

Total Project Cost: $ 100,000.00

PROJECT DESCRIPTION:
Install monument sign to "welcome" those entering the city to see.

NEED, JUSTIFICATION, BENEFIT:
construction of a monument sign.

TIME-LINE/CURRENT STATUS:

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	100,000.00					100,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	100,000.00	-	-	-	-	100,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:	20,000					20,000
Grants	80,000					80,000
Other:						-
						-
						-
						-
Total	100,000	-	-	-	-	100,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

PARK IMPROVEMENT

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
	Raisbeck Phase 1 Park Renovaation	20.20.8040	$ 175,152	$ -	$ -	$ -	$ -	$ 175,152	$ -	$ 175,152
	Raisbeck Phase Park Renovaation: Parking	20.20.8040	10,000	-	-	-	-	10,000	-	10,000
	McKernan Park Playground Addition		25,000	-	-	-	-	25,000	-	25,000
	Park Signage Project		4,000	-	-	-	-	4,000	-	4,000
	City Lake Sand Volleyball Court		13,500	-	-	-	-	13,500	-	13,500
	Concession Equipment		2,410	-	-	-	-	2,410	-	2,410
	Soccer Complex Equipment		10,000	-	-	-	-	10,000	-	10,000
	Raisbeck Walking Trail		28,980	-	-	-	-	28,980	-	28,980
								-	-	-
								-	-	-
		TOTAL	$ 269,042	$ -	$ -	$ -	$ -	$ 269,042	$ -	$ 269,042

PARK IMPROVEMENT
FUNDING SOURCES

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
	Park Sales Tax		$ 269,042	$ -	$ -	$ -	$ -	$ 269,042	$ -	$ 269,042
		TOTAL	$ 269,042	$ -	$ -	$ -	$ -	$ 269,042	$ -	$ 269,042

City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

UTILITY SYSTEM IMPROVEMENTS

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
WA15-001	211th Street Water Upsize 8" to 12"	50.50.8300	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000	$ -	$ 220,000
WA15-002	Kansas City Water Supply 12" Trans. Main	50.50.8300	250,000	2,499,504	1,135,557	-	-	3,885,061	-	7,770,122
WA15-003	Peculiar Drive North to Hurly	50.50.8300	94,873	545,520	-	-	-	640,393	-	1,280,786
WA16-002	F350 Replacement (2004)	50.50.8210	-	35,000	-	-	-	35,000	-	70,000
WA18-001	F350 Replacement (2008)	50.50.8210	-	-	-	35,000	-	35,000	-	70,000
	GIS Improvements	50.50.5660	25,000	5,000	5,000	5,000	5,000	45,000	-	90,000
	Finance Sys./Ut. Bill. Repl. 1/4 Wtr - 7 yr lease	50.50.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	57,740
	Yearly Software Upgrades	50.50.5820	7,500	7,500	7,500	7,500	7,500	37,500	-	75,000
	211th Street Conduits 6" -2	50.50.8300	20,000	-	-	-	-	20,000	-	40,000
.		Water	513,147	3,098,298	1,153,831	53,274	18,274	4,836,824	-	9,673,648
SE15-001	Line E06-005 to E06-012 Repair	51.51.8310	22,000	-	-	-	-	22,000	-	44,000
SE15-002	Clarifier Basin Covers	51.51.8310	25,000	-	-	-	-	25,000	-	50,000
SE15-003	Spencer Addition Sewer Line Upgrade	51.51.8310	21,000	30,000	-	50,000	50,000	151,000	-	302,000
SE15-004	Sewer Trenchless Liner Yearly	51.51.8310	12,000	25,000	25,000	25,000	25,000	112,000	-	224,000
SE15-005	211th Street Sewer Improvements	51.51.8310	140,000	-	-	-	-	140,000	-	280,000
SE16-001	Generator for WWTP headwork's facility	51.51.8310	-	25,000	-	-	-	25,000	-	50,000
SE16-002	Private Sector I/I Removal	51.51.8310	-	33,000	-	25,000	125,000	183,000	-	366,000
SE16-003	Manhole Rehab Phase 1	51.51.8310	-	68,000	-	63,000	63,000	194,000	-	388,000
SE17-001	Generator for RV Park lift station	51.51.8310	-	-	25,000	-	-	25,000	-	50,000
SE17-002	Manhole Rehab Phase 2	51.51.8310	-	-	67,000	62,000	62,000	191,000	-	382,000
SE18-001	Garage Addition WWTP	51.51.8310	-	-	-	45,000	-	45,000	-	90,000
SE18-002	Phase 1 Sewer Relief	51.51.8310	-	-	-	1,311,138	-	1,311,138	-	2,622,276
SE18-003	Phase 2 Relief Sewer	51.51.8310	-	-	-	979,000	-	979,000	-	1,958,000
SE19-001	Sludge Truck Replacement	51.51.8310	-	-	-	-	120,000	120,000	-	240,000
SE19-002	WWTP Disinfection	51.51.8310	-	-	-	-	200,000	200,000	-	400,000
	Finance Sys./Ut. Bill. Repl. 1/4 Swr - 7 yr lease	51.51.5820	5,774	5,774	5,774	5,774	5,774	28,870	-	57,740
	Yearly software upgrades an support, 50%	51.51.8310	7,500	7,500	7,500	7,500	7,500	37,500	-	75,000
SE 15-006	Sewer Main Jetting & CCTV	51.51.8310	30,000	30,000	30,000	30,000	30,000	150,000	-	300,000
		Sewer	263,274	224,274	160,274	2,603,412	688,274	3,939,508	-	7,879,016
		TOTAL	$ 776,421	$ 3,322,572	$ 1,314,105	$ 2,656,686	$ 706,548	$ 8,776,332	$ -	$ 8,776,332
	Unfunded Projects									
SE18-004	Phase 3 Relief Sewers								1,134,000	1,134,000
SE18-005	Phase 4 Relief Sewers								608,294	608,294
WA15-004	Spencer Addition (2017)	*Engineers Additions 2014 Report*							369,941	369,941
WA15-005	Harr Grove Rd, South of Elm (2018)	*Engineers Additions 2014 Report*							292,059	292,059
WA16-001	Windmill Meter Move								50,000	50,000
WA19-001	Elm St Between Gregory and School (2019)	*Engineers Additions 2014 Report*							261,482	261,482
	Peculiar Dr. from Willow to Maple	*Engineers Additions 2014 Report*							452,156	452,156
	Broadway from Main to 3rd	*Engineers Additions 2014 Report*							184,046	184,046
	3rd St. from South to Legend	*Engineers Additions 2014 Report*							278,154	278,154
	Tank Mixing System (2)	*Engineers Additions 2014 Report*							100,000	100,000
	Emergency Generator	*Engineers Additions 2014 Report*							35,000	35,000
	Harper from MM#1 South to 12-inch	*Engineers Additions 2014 Report*							463,725	463,725
	Looping on 1st, south to Elm	*Engineers Additions 2014 Report*							12,987	12,987
	Looping on Cindy Lane, west of J	*Engineers Additions 2014 Report*							12,400	12,400
	Looping within Centennial Farms	*Engineers Additions 2014 Report*							103,842	103,842
	Looping on Alley south of E. Brdway & W of N Main	*Engineers Additions 2014 Report*							61,452	61,452
	Looping on W 2nd St. north of W. Center	*Engineers Additions 2014 Report*							30,726	30,726
	Looping on E. 2nd St. north of E. Broadway	*Engineers Additions 2014 Report*							61,452	61,452
	Looping at Peculiar Dr. and W 1st St.	*Engineers Additions 2014 Report*							43,793	43,793
	Looping on Shug Ave, south of Summerskill	*Engineers Additions 2014 Report*							24,189	24,189
	Looping at State YY and Quail Ridge	*Engineers Additions 2014 Report*							41,608	41,608
	Looping at 220th St. and S. Harper	*Engineers Additions 2014 Report*							26,366	26,366
	Looping across S. Harper @ Existing 2"wtr line	*Engineers Additions 2014 Report*							25,821	25,821

City of Peculiar, Missouri

Capital Improvement Plan Projects

2015 thru 2019

UTILITY SYSTEM IMPROVEMENTS
FUNDING SOURCES

Project	Project Name	Account	2015	2016	2017	2018	2019	Total	Unfunded	Grand Total
	Water Fund Cash		$ 58,274	$ 53,274	$ 18,274	$ 53,274	$ 18,274	$ 201,370		$ 201,370
	Sewer Fund Cash		123,274	224,274	160,274	2,603,412	688,274	3,799,508	-	3,799,508
	2013 Revenue Bond - Water		94,873	545,520	-	-	-	640,393		640,393
	Revenue Bond - Water		360,000	2,499,504	1,135,557	-	-	3,995,061	-	3,995,061
	Revenue Bond - Sewer		140,000	-	-	-	-	140,000	-	140,000
		TOTAL	$ 776,421	$ 3,322,572	$ 1,314,105	$ 2,656,686	$ 706,548	$ 8,776,332	$ -	$ 8,776,332
								-		

2011 REFINANCE	500,000
211th Street Water Upsize 8" to 12"	110,000
Kansas City Water Supply 12" Trans. Main	250,000
211th Street Sewer Improvements	140,000

PROJECT NAME: Water Main upsize along 211th St from School Rd. to Peculiar Dr.

PROJECT NO: WA 15-001

LOCATION & AREA MAP:

FUND: Refinancing of 2011 sanitary sewer
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Water Distribution

Total Project Cost: $ 110,000.00

PROJECT DESCRIPTION:
Upsizing 211th Street Water Main to 12" as to create more future capacity. Engineering contract w/Larkin ($22,440) covered as part of the I-49 & 211th Street project. Water main easement costs covered by I-49 & 211th Street project.

NEED, JUSTIFICATION, BENEFIT:
To preserve and increase capacity of the system.

TIME-LINE/CURRENT STATUS:
Design FY 2014-2015, Construction 2014-2015. Interchange project to begin March 2015.

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
0	Engineering Design & Administration						-
Total	Construction w/ contingency	110,000.00					110,000.00
	Total	110,000.00	-	-	-	-	110,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:	-	-	-	-	-	-
Grants						-
Other:						-
						-
Refinancing of 2011 sanitary sewer bonds	110,000					110,000
Total	110,000	-	-	-	-	110,000

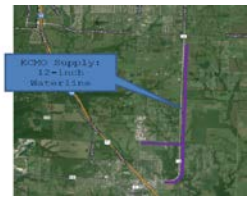
EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	-	-	-	-	-	-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Kansas City Supply Water Transmiss

PROJECT NO: WA 15-002

LOCATION & AREA MAP:



FUND:	issuance of $4.0M water bond in 2016
DEPARTMENT:	Public Works Water Division
Project Contact:	David Shrout
Category:	Water Supply Transmission
Total Project Cost:	$ 3,885,061.00

PROJECT DESCRIPTION:

Installation of 26,200 linear feet of a 12" PVC transmission main with all associated valves, hydrants, and other appurtenances. There is one highway crossing, 26 driveway crossings, one parking lot crossing, and one stream crossing. A new master meter and telemetry are required to monitor flow from the provider into the City's distribution system. A Kansas City connection fee of $820,000 is included in the total cost of the project.

To reach a connection point adjacent to the Raymore elevated tank would require approximately 5 miles of main to be installed north of Peculiar along Hwy J. On the south end of the new service transmission main the city can be connected at two locations: on Hwy J just east of I-49 to an existing water line at Branic Road. The second would connect to a proposed main that will be relocated in preparation of the new 211th street interchange.

NEED, JUSTIFICATION, BENEFIT:

To provide adequate future water supply and lower long term costs for the customers.

TIME-LINE/CURRENT STATUS:

Engineering Design Phase FY 2014-2015, Construction FY 2016-2017.

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FY 14-15

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
0	Construction		2,100,000.00	832,150.00			2,932,150.00
Total	ROW Acquisition w/ contingency	50,000.00	355,500.00				405,500.00
	Administrative/Legal	50,000.00	6,095.00				56,095.00
	Engineering Design	50,000.00		166,262.00			216,262.00
	Construction Admin		15,000.00	6,645.00			21,645.00
	Survey	100,000.00	40,237.00				140,237.00
	Cost of Issuance for SRF Funding		113,172.00				113,172.00
	Total	250,000.00	2,630,004.00	1,005,057.00	-	-	3,885,061.00

Funding Sources	2015	2016	2017	2018	2019	Total
Refinance of 2011 Sewer bonds	250,000	64,000	64,000			378,000
Issuance of $4.0M water bonds in 2016		485,061	3,022,000			3,507,061
						-
Total	250,000	549,061	3,086,000	-	-	3,885,061

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	-	-	-	-	-	-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Peculiar Dr North to Hurley

PROJECT NO: WA 15-003

FUND: 2013 Water Bond
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Water Distribution
Total Project Cost: $ 640,393.00

LOCATION & AREA MAP:

PROJECT DESCRIPTION:
Install an 12-inch waterline along Peculiar Drive between the existing 12-inch at the intersection of Peculiar Drive and S. Hurley St. and the waterlines at the intersection of Main St. and E. North Rd., replacing the existing waterlines. This will loop part of the distribution system and replace smaller diameter waterlines.

NEED, JUSTIFICATION, BENEFIT:
To provide adequate maintenance and capacity to the City's water distribution system; and to provide for a sidewalk from City Hall to J/C Hwy bridge.

TIME-LINE/CURRENT STATUS:
Engineering Phase FY 2014-20145, Construction FY 2015-2017.

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
0	Engineering	94,873.00					94,873.00
Total	Construction		545,519.75				545,519.75
							-
							-
	Total	94,873.00	545,519.75	-	-	-	640,392.75

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Other:						-
2013 water bond	94,873	545,520				640,393
						-
						-
Total	94,873	545,520	-	-	-	640,393

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	-	-	-	-	-	-
						-
Total	-	-	-	-	-	-

PROJECT NAME: F350 Maintenance Truck

PROJECT NO: WA 16-002

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Vehicle Maintenance

Total Project Cost: $ 35,000.00

PROJECT DESCRIPTION:
Replace 2004 Ford F350 Truck

NEED, JUSTIFICATION, BENEFIT:
Old truck is showing large signs of wear and tear

TIME-LINE/CURRENT STATUS:
FY 2015-2016

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction		35,000.00				35,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	35,000.00	-	-	-	35,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: Water Enterprise		35,000				35,000
Grants						-
Other:						-
						-
						-
						-
Total	-	35,000	-	-	-	35,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	100.00	200.00	300.00	400.00	500.00	1,500.00
						-
Total	100.00	200.00	300.00	400.00	500.00	1,500.00

PROJECT NAME: F350 Dump Truck

PROJECT NO: WA 18-001

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Vehicle Maintenance

Total Project Cost: $ 35,500.00

PROJECT DESCRIPTION:
Replace 2008 Ford F350 Dump Truck

NEED, JUSTIFICATION, BENEFIT:
Old truck is showing large signs of wear and tear

TIME-LINE/CURRENT STATUS:
FY 2017-2018

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction				35,500.00		35,500.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	-	35,500.00	-	35,500.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: Water Enterprise				35,500		35,500
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	35,500	-	35,500

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	100.00	200.00	300.00	400.00	500.00	1,500.00
						-
Total	100.00	200.00	300.00	400.00	500.00	1,500.00

PROJECT NAME: Line Repair

PROJECT NO: SE 15-001

LOCATION & AREA MAP:

FUND: Sewer CIP
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Line Maintenance/Repair

Total Project Cost: $ 22,000.00

PROJECT DESCRIPTION:
CCTV work produced one line segment that needs repair or replacement. The line segment is located near Hillcrest, north between Clairemont and Soryl (Line E06-005 to E06-012).

NEED, JUSTIFICATION, BENEFIT:
To keep the system in good working order. Potential repair cure-in-place pipe (CIPP).

TIME-LINE/CURRENT STATUS:
FY 2014-2015

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	22,000.00					22,000.00
Total	Contingency	-					-
	Design	-					-
	Inspection	-					-
	Total	22,000.00	-	-	-	-	22,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Sewer CIP	22,000					22,000
						-
						-
						-
Total	22,000	-	-	-	-	22,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2015	20016	2017	2018	Total
Maintenance	22,000					22,000.00
						-
Total	22,000.00	-	-	-	-	22,000.00

PROJECT NAME: Clarifier Basin Covers

PROJECT NO: SE 15-002

LOCATION & AREA MAP:

FUND: Sewer CIP
DEPARTMENT: Sewer
Project Contact: Bill England
Category: WWTP Improvements/Maintenance

Total Project Cost: $ 25,000.00

PROJECT DESCRIPTION:
Two clarifier tank covers installed at WWTP

NEED, JUSTIFICATION, BENEFIT:
To prevent additional maintenance caused by unwanted algae caused by exposure to sun

TIME-LINE/CURRENT STATUS:
FY 2014-2015

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction	25,000.00					25,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	25,000.00	-	-	-	-	25,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Sewer CIP	25,000					25,000
						-
						-
						-
Total	25,000	-	-	-	-	25,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	25,000					25,000.00
						-
Total	25,000.00	-	-	-	-	25,000.00

PROJECT NAME: Spencer Addition

PROJECT NO: SE 15-003

LOCATION & AREA MAP:

FUND: Sewer CIP
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Line Maintenance/Upgrade

Total Project Cost: $ 151,000.00

PROJECT DESCRIPTION:
Sewer line upgrades in the Spencer Addition along Clairemont St., Soryl and Hillcrest Drive.

NEED, JUSTIFICATION, BENEFIT:
To keep the system in good working order.

TIME-LINE/CURRENT STATUS:
FY 2014-2015

Prior:	Expenditures	2015	2016	2017	2018	2019-2020	Total
	Construction	21,000.00	30,000.00		50,000.00	50,000.00	151,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	21,000.00	30,000.00	-	50,000.00	50,000.00	151,000.00

Funding Sources	2015	2016	2017	2018	2019-2020	Total
City Fund:						-
Grants						-
Sewer CIP	21,000	30,000		50,000	50,000	151,000
						-
						-
						-
Total	21,000	30,000	-	50,000	50,000	151,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019-2020	Total
Maintenance	21,000	30,000		50,000	50,000	151,000.00
						-
Total	21,000.00	30,000.00	-	50,000.00	50,000.00	151,000.00

PROJECT NAME: Sewer Trenchless Liner CIPP

PROJECT NO: SE 15-004

LOCATION & AREA MAP:
City Wide

FUND: Sewer Enterprise Fund
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Trenchless Liner CIPP

Total Project Cost: $ 112,000.00

PROJECT DESCRIPTION:
Yearly lining of sewer lines to strengthen integrity of pipes

NEED, JUSTIFICATION, BENEFIT:
strengthen lining to increase life-span

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	12,000.00	25,000.00	25,000.00	25,000.00	25,000.00	112,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	12,000.00	25,000.00	25,000.00	25,000.00	25,000.00	112,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
51-51-7320	12,000	25,000	25,000	25,000	25,000	112,000
						-
						-
						-
Total	12,000	25,000	25,000	25,000	25,000	112,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	12,000.00	25,000.00	25,000.00	25,000.00	25,000.00	112,000.00
						-
Total	12,000.00	25,000.00	25,000.00	25,000.00	25,000.00	112,000.00

PROJECT NAME: 211th St Sanitary Sewer & Misc. Improvements

PROJECT NO: SE 15-005

LOCATION & AREA MAP:

FUND: Refinancing of the 2011 sanitary sewer bonds
DEPARTMENT: Public Works Sewer Division
Project Contact: Bill England
Category: Collection System

Total Project Cost: $ 140,000.00

PROJECT DESCRIPTION:
Install connecting manholes and sewer lines under 211th Street on both sides of I-49 as part of the I-49 & 211 St project; and installation of two 6-inch conduits on both sides of interstate for future utility coordination.

NEED, JUSTIFICATION, BENEFIT:
To allow sewer capacity and utility installation for future development.

TIME-LINE/CURRENT STATUS:
Design has been completed. Construction FY 2014-2015.

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction	140,000.00					140,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	140,000.00	-	-	-	-	140,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Refinancing of the 2011 sanitary sewer bonds	140,000					140,000
						-
						-
						-
Total	140,000	-	-	-	-	140,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: WWTP Generator

PROJECT NO: SE 16-001

LOCATION & AREA MAP:

FUND: Sewer CIP Fund
DEPARTMENT: Sewer
Project Contact: Bill England
Category: WWTP Improvements

Total Project Cost: $ 25,000.00

PROJECT DESCRIPTION:
Connect a new generator at WWTP headwork's facility for back-up power.

NEED, JUSTIFICATION, BENEFIT:
To operate the two existing grinders, in case of power failure.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction	-	25,000.00				25,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	25,000.00	-	-	-	25,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Sewer CIP Fund		25,000.00				25,000
						-
						-
						-
Total	-	25,000.00	-	-	-	25,000.00

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance			500.00	500.00	500.00	1,500.00
						-
Total	-	-	500.00	500.00	500.00	1,500.00

PROJECT NAME: Private I/I Removal

PROJECT NO: SE 16-002

LOCATION & AREA MAP:

FUND: Sewer Capital Improvement Fund
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Collection System

Total Project Cost: $ 183,000.00

PROJECT DESCRIPTION:
Private sector I/I removal as identified in GBA sanitary sewer report. City staff have applied for an EPA grant for this project.

NEED, JUSTIFICATION, BENEFIT:
To eliminate leaks in wastewater system to allow inflow and infiltration into the system during high water situations.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019-2020	Total
	Construction	-	33,000.00		25,000.00	125,000.00	183,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	33,000.00	-	25,000.00	125,000.00	183,000.00

Funding Sources	2015	2016	2017	2018	2019-2020	Total
City Fund:						-
Grants						-
Sewer Capital Improvement Fund		33,000		25,000	125,000	183,000
						-
						-
						-
Total	-	33,000	-	25,000	125,000	183,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019-2020	Total
Maintenance		33,000		25,000	125,000	183,000
						-
Total	-	33,000.00	-	25,000.00	125,000.00	183,000.00

PROJECT NAME: Manhole Rehab Phase 1

PROJECT NO: SE 16-003

LOCATION & AREA MAP:
City wide

FUND: Sewer CIP
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Collection System

Total Project Cost: $ 194,000.00

PROJECT DESCRIPTION:
Repairs to actively leaking manholes and building service cleanouts as reported in the GBA Sanitary Sewer Report, pg. ES-3.

NEED, JUSTIFICATION, BENEFIT:
To cut down on I/I into system during high rainfall situations

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019-2020	Total
	Construction		68,000.00		63,000.00	63,000.00	194,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	68,000.00	-	63,000.00	63,000.00	194,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Sewer CIP		68,000		63,000	63,000	194,000
						-
						-
						-
Total	-	68,000	-	63,000	63,000	194,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance		68,000		63,000	63,000	194,000
						-
Total	-	68,000.00	-	63,000.00	63,000.00	194,000.00

PROJECT NAME: RV Generator

PROJECT NO: SE 17-001

LOCATION & AREA MAP:

FUND: Sewer Enterprise Fund
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Lift Station Maintenance

Total Project Cost: $ 45,000.00

PROJECT DESCRIPTION:
To replace existing generator at the RV lift station

NEED, JUSTIFICATION, BENEFIT:
Existing one is inoperable and has served it's useful life.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	-		25,000.00			25,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	25,000.00	-	-	25,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Sewer Enterprise Fund			25,000			25,000
						-
						-
						-
Total	-	-	25,000	-	-	25,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance			25,000			25,000.00
						-
Total	-	-	25,000.00	-	-	25,000.00

PROJECT NAME: Manhole Rehab Phase 2

PROJECT NO: SE 17-002

LOCATION & AREA MAP:

FUND: Sewer CIP Fund
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Collection system

Total Project Cost: $ 191,000.00

PROJECT DESCRIPTION:
Initial manhole rehab (repairs) is estimated at $135,000 (SE 16-003) and another $250K to repair the structural problems and I/I sources in manholes as identified in the GBA Sanitary Sewer Report, pg. ES-3.

NEED, JUSTIFICATION, BENEFIT:
To reduce I/I in high rainfall situations.

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019	2020-2021	Total
	Construction			67,000.00		62,000.00	62,000.00	191,000.00
Total	Contingency						-	-
	Design						-	-
	Inspection						-	-
	Total	-	-	67,000.00	-	62,000.00	62,000.00	191,000.00

Funding Sources	2015	2016	2017	2018	2019	2020-2021	Total
City Fund:			67,000		62,000	62,000	191,000
Grants						-	-
Other:						-	-
						-	-
						-	-
						-	-
Total	-	-	67,000	-	62,000	62,000	191,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	2020-2021	Total
Maintenance			67,000		62,000.00	62,000	191,000
						-	
Total	-	-	67,000.00	-	62,000.00	62,000.00	191,000

PROJECT NAME: Garage Addition WWTP

PROJECT NO: SE 18-001

LOCATION & AREA MAP:

FUND: Sewer CIP
DEPARTMENT: Sewer
Project Contact: Bill England
Category: WWTP Improvements

Total Project Cost: $ 45,000.00

PROJECT DESCRIPTION:
Build additional garage at WWTP

NEED, JUSTIFICATION, BENEFIT:
Vehicle and machine storage

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction	-			45,000.00		45,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	-	45,000.00	-	45,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:				45,000		45,000
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	45,000	-	45,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Phase 1 Relief Sewer

PROJECT NO: SE 18-002

LOCATION & AREA MAP:

FUND: Sewer CIP Bond
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Sewer Capacity

Total Project Cost: $ 1,311,138.00

PROJECT DESCRIPTION:
Upsize current system to enable future capacity, and with the strategy of providing immediate relief to the areas the have historically experienced overflow and backups.

NEED, JUSTIFICATION, BENEFIT:
Needed to allow capacity. Current system is too small and needs extra capacity to avoid overflow in rainfall situations.

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction				1,048,910.00		1,048,910.00
Total	Contingency				262,228.00		262,228.00
	Design						-
	Inspection						-
	Total	-	-	-	1,311,138.00	-	1,311,138.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
2017-2018 Sewer Bond				1,311,138		1,311,138
						-
						-
						-
Total	-	-	-	1,311,138	-	1,311,138

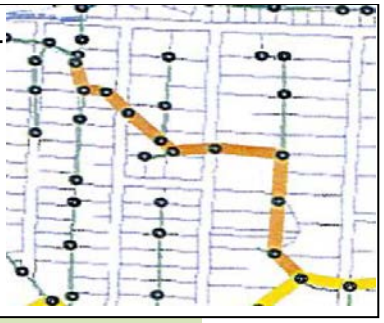
EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Phase 2 Relief

PROJECT NO: SE 18-003

LOCATION & AREA MAP:



FUND: Sewer CIP Bond
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Sewer Capacity

Total Project Cost: $ 979,006.00

PROJECT DESCRIPTION:
Upsize current system to enable future capacity.

NEED, JUSTIFICATION, BENEFIT:
Needed to allow capacity. Current system is too small and needs extra capacity to avoid overflow in rainfall situations.

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction				783,205.00		783,205.00
Total	Contingency				195,801.00		195,801.00
	Design						-
	Inspection						-
	Total	-	-	-	979,006.00	-	979,006.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
2017-2018 Sewer Bond				979,006		979,006
						-
						-
						-
Total	-	-	-	979,006	-	979,006

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Sludge Truck

PROJECT NO: SE 19-001

LOCATION & AREA MAP:

FUND: CIP Vehicles
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Vehicle Replacement Program

Total Project Cost: $ 120,000.00

PROJECT DESCRIPTION:
Replace sewer sludge truck.

NEED, JUSTIFICATION, BENEFIT:
Truck is aging and needs to be replaced to be effective.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction	-				120,000.00	120,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	-	-	120,000.00	120,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
CIP Vehicles					120,000	120,000
						-
						-
						-
Total	-	-	-	-	120,000	120,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: WWTP Disinfection

PROJECT NO: 19-002

LOCATION & AREA MAP:

FUND: CIP
DEPARTMENT: Sewer
Project Contact: Bill England
Category: WWTP Improvements

Total Project Cost: $ 200,000.00

PROJECT DESCRIPTION:
Effluent plant discharge disinfection

NEED, JUSTIFICATION, BENEFIT:
Disinfection of effluent plant water due to MDNR operating permit requirements. MDNR operating permit requirements could be required as soon as the 2015 permit renewal cycle.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction					200,000.00	200,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	-	-	-	200,000.00	200,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	-	-	-

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Sewer Main Cleaning/Jetting and CCTV Video

PROJECT NO: SE 15-006

LOCATION & AREA MAP:
City Wide

FUND: Sewer Enterprise Fund
DEPARTMENT: Sewer
Project Contact: Bill England
Category: Sewer Main Cleaning/Jetting and CCTV Video

Total Project Cost: $ 300,000.00

PROJECT DESCRIPTION:
Yearly cleaning/jetting and CCTV Video of sewer lines for due care diligence of system.

NEED, JUSTIFICATION, BENEFIT:
If we clean 20% of our sanitary sewer system every year, we are completing our due care diligence of the system.

TIME-LINE/CURRENT STATUS:
Planning

Prior:	Expenditures	2015	2016	2017	2018	2019-2025	Total
	Construction	30,000.00	30,000.00	30,000.00	30,000.00	180,000.00	300,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	30,000.00	30,000.00	30,000.00	30,000.00	180,000.00	300,000.00

Funding Sources	2015	2016	2017	2018	2019-2025	Total
City Fund:						-
Grants						-
51-51-7320	30,000.00	30,000.00	30,000.00	30,000.00	180,000.00	300,000
						-
						-
						-
Total	30,000	30,000	30,000	30,000	180,000	300,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	30,000.00	30,000.00	30,000.00	30,000.00	180,000.00	300,000
						-
Total	30,000.00	30,000.00	30,000.00	30,000.00	180,000.00	300,000.00

PROJECT NAME: Phase 3 Relief Sewer

PROJECT NO: SE 18-004

LOCATION & AREA MAP:

FUND: Sewer CIP Bond
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Sewer Capacity

Total Project Cost: $ 1,134,000.00

PROJECT DESCRIPTION:
Upsize current system to enable future capacity. Former Larkin Engineer's study as "Line 6." Also, wet well improvements at East lift station.

NEED, JUSTIFICATION, BENEFIT:
Needed to allow capacity. Current system is too small and needs extra capacity to avoid overflow in rainfall situations.

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction				907,160.00		907,160.00
Total	Contingency				226,840.00		226,840.00
	Design						-
	Inspection						-
	Total	-	-	-	1,134,000.00	-	1,134,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
2017-2018 Sewer Bond				1,134,000		1,134,000
						-
						-
						-
Total	-	-	-	1,134,000	-	1,134,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:
With this project, we are $600,000 in the red with our $2.8M in 2017-2018 sewer bonds.

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Phase 4 Relief

PROJECT NO: SE 18-005

LOCATION & AREA MAP:

FUND: Sewer
DEPARTMENT: Sanitary Sewer
Project Contact: Bill England
Category: Sewer Capacity

Total Project Cost: $ 608,294.00

PROJECT DESCRIPTION:
Upsize current system to enable future capacity.

NEED, JUSTIFICATION, BENEFIT:
Needed to allow capacity. Current system is too small and needs extra capacity to avoid overflow in rainfall situations.

TIME-LINE/CURRENT STATUS:
Design Phase

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction				486,635.00		486,635.00
Total	Contingency				121,659.00		121,659.00
	Design						-
	Inspection						-
	Total	-	-	-	608,294.00	-	608,294.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:				608,294		608,294
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	608,294	-	608,294

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Spencer Addition

PROJECT NO: WA 15-004

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Water Distribution

Total Project Cost: $ 369,940.50

PROJECT DESCRIPTION:
Install 8-inch waterlines within the Spencer Addition along Clairemont St, Soryl Ave, and Hillcrest Drive. These will replace smaller diameter lines and relocate potable water lines greater than 10' from existing sewer lines as required by the DNR.

NEED, JUSTIFICATION, BENEFIT:
Need easier access for city staff, needs separation from sewer lines, and fire protection

TIME-LINE/CURRENT STATUS:
Engineering FY 2014-2015, Construction FY 2016-2017

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction			327,940.50			327,940.50
Total	Contingency						-
	Design	42,000.00					42,000.00
	Inspection						-
	Total	42,000.00	-	327,940.50	-	-	369,940.50

Funding Sources	2015	2016	2017	2018	2019	Total
2013 Water Bond	42,000.00					42,000.00
2016 Water Bond			327,940.50			327,940.50
Other:						-
						-
						-
						-
Total	42,000.00	-	327,940.50	-	-	369,940.50

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	-	-	-	-	-	-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Harr Grove Rd

PROJECT NO: WA 15-005

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Water Distribution

Total Project Cost: $ 292,059.00

PROJECT DESCRIPTION:
Install an 8-inch waterline along Harr-Grove Rd between Elm St and J Hwy, replacing the existing small diameter waterlines that are prone to breaks.

NEED, JUSTIFICATION, BENEFIT:
To prevent future breaks and supply more water to area with undersized pipes

TIME-LINE/CURRENT STATUS:
Engineering FY 2014-2015, Construction FY 2017-2018

Prior:	Expenditures	2015	2016	2017	2018	2019+	Total
	Construction				259,059.00		259,059.00
Total	Contingency						-
	Design	33,000.00					33,000.00
	Inspection						-
	Total	33,000.00	-	-	259,059.00	-	292,059.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:						-
Grants						-
2013 Water Bond	33,000					33,000
2016 Water Bond				259,059		259,059
						-
						-
Total	33,000	-	-	259,059	-	292,059

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

PROJECT NAME: Windmill Meter Move

PROJECT NO: WA 16-001

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Meter Maintenance

Total Project Cost: $ 50,000.00

PROJECT DESCRIPTION:
Meters to be moved from inside of home to outside into right-of-way

NEED, JUSTIFICATION, BENEFIT:
To give access to City maintenance staff

TIME-LINE/CURRENT STATUS:
2015-2016

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction		50,000.00				50,000.00
Total	Contingency						-
	Design						-
	Inspection						-
	Total	-	50,000.00	-	-	-	50,000.00

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund: Water Enterprise		50,000				50,000
Grants						-
Other:						-
						-
						-
						-
Total	-	50,000	-	-	-	50,000

EXPLANATION OF IMPACT ON OPERATING BUDGET:
Water meters should be replaced every 12-15 years

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00
						-
Total	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00

PROJECT NAME: Elm St, from Gregory to School Rd

PROJECT NO: WA 19-001

LOCATION & AREA MAP:

FUND: Water Enterprise
DEPARTMENT: Public Works Water Division
Project Contact: David Shrout
Category: Water Main Maintenance

Total Project Cost: $ 261,481.50

PROJECT DESCRIPTION:
Elm St between Gregory and School Road

NEED, JUSTIFICATION, BENEFIT:
Help loop system and provide additional water to area with undersized lines

TIME-LINE/CURRENT STATUS:
FY 2018-2019

Prior:	Expenditures	2015	2016	2017	2018	2019	Total
	Construction					193,690.00	193,690.00
Total	Contingency					29,053.50	29,053.50
	Engineering, Legal and Admin					29,053.30	29,053.30
	Surey					9,684.50	9,684.50
	Total	-	-	-	-	261,481.30	261,481.30

Funding Sources	2015	2016	2017	2018	2019	Total
City Fund:					261,482	261,482
Grants						-
Other:						-
						-
						-
						-
Total	-	-	-	-	261,482	261,482

EXPLANATION OF IMPACT ON OPERATING BUDGET:

Budget Impact	2015	2016	2017	2018	2019	Total
Maintenance						-
						-
Total	-	-	-	-	-	-

AGREEMENT FOR DEVELOPMENT SERVICES, CITY OF PECULIAR

NOW on this ____ day of _____2014, the parties hereto, the City of Peculiar, Missouri (hereinafter "City"), and Governmental Professional Service Management, LLC (hereinafter "GPSM"), desire to enter into an agreement as follows:

WHEREAS, City is in need of an experienced individual who can promote the City to a variety of entities including but not limited to individuals, private corporations, and other governmental agencies in order to attract new residential construction, new commercial construction, new industrial development, and/or other businesses to conduct business in the City; and

WHEREAS, Gary Mallory, owner of GPSM, is a former Chairman of the Board of County Commissioners for Cass County; during his tenure in this position, Mr. Mallory devoted substantial time to the development of the county and the cities within the county for a wide variety of projects; and

WHEREAS, the City and GPSM desire to enter into an independent contractor arrangement wherein GPSM, through Mr. Mallory, will provide developmental services for and on behalf of the City.

NOW, this agreement witnesseth:

1. The term of this agreement shall be from October 1, 2014 until September 30, 2015, unless otherwise renewed by the parties in writing.

2. Mr. Mallory, through GPSM, agrees to serve as the Economic Development Director of the City of Peculiar.

3. Mr. Mallory's duties will include (but are not necessarily limited to): (1) utilizing his contacts with businesses that have expressed an interest in locating in western Missouri to draw interest to economic development within the City; and (2) approaching said businesses and necessary governmental entities for purposes of outlining the advantages of relocation to, and/or expansion, of such businesses within the City. Mr. Mallory acknowledges that his duties will include travel to various state meetings and conventions within the state of Missouri and without the state of Missouri where developers, manufacturing organizations and others convene at trade shows.

4. Mr. Mallory, through GPSM, agrees that he will be paid as an independent contractor in the amount of $35 per hour for services rendered, plus reimbursement for necessary travel, lodging, or other expenses necessary to the performance of his duties. In no case, shall GPSM be entitled to receive compensation of more than $45,000 from the City of Peculiar. Mr. Mallory acknowledges that he will not be an employee of the City and therefore not entitled to any of the employee-related benefits to which full-time City employees are entitled. The City acknowledges that it will issue a form I 099 at year end to GPSM that will state the amount of

compensation paid to GPSM for Mallory's services.

5. Mr. Mallory agrees to coordinate his activities through the City Administrator and any necessary travel must be approved by the City Administrator. The City agrees that it will fully support Mr. Mallory's efforts to recruit new or retain existing businesses and employers in the City.

6. The City acknowledges that Mr. Mallory has other business interests and this agreement is not intended to limit or restrict Mr. Mallory from pursuing other business interests, provided they do not conflict with interests of the City. Mr. Mallory agrees not to simultaneously represent other political subdivisions in the states of Missouri or Kansas within 100 miles of the city limits of Peculiar.

7. Mr. Mallory acknowledges that from time to time, the Mayor and/or Aldermen may request his appearance at a scheduled Board of Aldermen meeting for the purpose(s) of providing status reports regarding his efforts on behalf of the City.

8. The Parties hereto may terminate this agreement for any reason by providing 15 days written notice to the other.

9. This agreement shall be interpreted under the laws of the state of Missouri.

10. Mr. Mallory or GPSM may contract with other persons and/or agencies to provide services for services to the City. Mr. Mallory will seek approval, when necessary, of these said persons or agencies from the City Administrator. The City Administrator will ensure that ordinances are being met.

City of Peculiar

By: _____
Brad Ratliff
City Administrator

Governmental Professional Service Management, LLC

By: _____
Gary Mallory
Owner

Attest: _____
City Clerk

(Seal)

RESOLUTION 2014-49

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI ADOPTING THE FISCAL YEAR 2014-2015 OPERATING BUDGET FOR THE CITY OF PECULIAR AND AMENDING THE FISCAL YEAR 2013-2014 OPERATING BUDGET.

WHEREAS, the City of Peculiar is required to adopt a budget wherein revenues are to meet or exceed expenditures prior to the beginning of the fiscal year October 1; and

WHEREAS, the Board of Aldermen approves the 2014-2015 Capital Improvement Projects, as outlined in the FY 2014-2015 Budget, for the City of Peculiar; and

WHEREAS, the Board of Aldermen is continuing the process of establishing a new primary water source.

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI AS FOLLOWS:

Section 1. The FY 2013-2014 Budget, as attached, is hereby amended and approved by the Board of Aldermen.

Section 2. The Board of Aldermen recognize that due to unforeseen events, estimates of revenues and expenditures may fluctuate, and hence the City Administrator is required to present a bi-annual budget for review; and

Section 3. That the Board of Aldermen will amend the budget if required throughout the fiscal year if a decision is made to expend funds not included in the budget; and

Section 4. That the City Administrator will utilize the Procurement Policy for all budgeted equipment and capital projects approved within the budget. All budgetary items affecting personnel will be enacted as written.

Section 5. The Board of Aldermen approve a Water Rate increase of $2.50 per thousand gallon on all rates, and directs staff to move forward towards having a direct connection to Kansas City for the purpose of providing water knowing that in fiscal year 2015-2016 there will be a Water Rate increase of a minimum of $2.00 per thousand gallon on all rates, and fiscal year 2016-2017 will have a Water Rate increase of a minimum of $1.50 per thousand gallon on all rates. The projected rate could change based upon contractual negotiations with Kansas City, difficulty in right-of-way acquisition or price of material fluctuation.

Section 6. The Board of Aldermen approve a Sewer Rate increase of $0.55 per thousand gallon on all rates.

Section 7. The City of Peculiar hereby adopts the Budget for the Fiscal Year 2014-2015, October 1, 2014 through September 30, 2015 as attached to this Resolution

Section 8. The City of Peculiar hereby adopts the Capital Improvement Project Plan as attached to this Resolution

Section 9. As authorized in the Budget for Economic Development the Board of Aldermen approves the renewal of the contract between the City of Peculiar and Governmental Professional Service Management, LLC (GPSM)

Section 10. The City of Peculiar hereby adopts the Incentives and Rewards Program as attached to this Resolution

Section 11. The City of Peculiar hereby adopts the Safety Award Program as attached to this Resolution

Section 12. The City of Peculiar hereby adopts the Compensation Structure as attached to this Resolution

Section 13. ***Effective Date.*** The effective date of this Resolution shall be the ___ day of September, 2014.

Upon a roll call, said Resolution was adopted by the following vote:

Alderman Fines	___	Alderman Ray	___
Alderman Ford	___	Alderman Roberts	___
Alderman McCrea	___	Alderman Turner	___

APPROVED:

_____

Holly Stark, Mayor

ATTEST:

_____

Nick Jacobs, City Clerk

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

City Attorney
Reid Holbrook

Parks Director
Nathan Musteen

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

To: Mayor & Board of Aldermen
From: Nick Jacobs
Date: August 28, 2014
Re: Changes to Purchasing Policy of the City of Peculiar and Purchasing Requirements of the City Administrator

GENERAL INFORMATION

Applicant: City Staff
Requested Actions: Review proposed changes to Municipal Code
Purpose: (see above)

PROPOSAL

Update Municipal Code changing the Purchasing Requirements of the City Administrator to coincide with chapter 140 of Peculiar Municipal Code. There is conflicting information as to the maximum purchase the City Administrator can make. The Bill would take out the amount the City Administrator could purchase out of Chapter 115, and state it must follow the parameters outlined in chapter 140.

The second Bill will amend chapter 140 to correct some erroneous Staff members titles and purchasing requirements to streamline day to day purchases. It will change the minimum purchase requirements needing 3 quotes from $250 to $500. It will give a provision to award bids to local businesses if they are within 5% higher than the low bid. The other primary revision is to allow staff to execute contracts and purchases over $10,000 if the purchase or contract is already approved in the adopted budget.

PREVIOUS ACTIONS

None

KEY ISSUES

STAFF RECOMMENDATION

Staff recommends approval of the proposed bills at their first reading on September 15th, 2014

ATTACHMENTS

The proposed Bills are attached for your review.

BILL NO. 2014-_____
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PECULIAR, MISSOURI AMENDING PECULIAR MUNICIPAL CODE §115.330 "DUTIES" TO COINCIDE WITH CHAPTER 140 OF THE PECULIAR MUNICIPAL CODE.

WHEREAS, the City is authorized, pursuant to Rev. Stat. Mo. §§ 79.130 and 79.450, to enact ordinances, rules, and regulations "expedient for maintaining the peace, good government and welfare of the city and its trade and commerce;" and

WHEREAS, this proposed ordinance will maintain the good government and commercial welfare of the City of Peculiar.

NOW THEREFORE, be it ordained by the Board of Aldermen of the City of Peculiar, Missouri as follows:

SECTION I. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 115.330 of the Peculiar Municipal Code be amended to read as follows:

B. ***Purchasing.*** **The City Administrator shall be the purchasing agent for the City, and all purchases shall be made under his direction and supervision. All such purchasing shall be made in accordance with Chapter 140 of Peculiar Municipal Code.**

SECTION II: The effective date of this ordinance shall be _____.

First Reading: _____ **Second Reading: _____**

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS _____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Ford	_____	**Alderman Ray**	_____
Alderman McCrea	_____	**Alderman Roberts**	_____
Alderman Fines	_____	**Alderman Turner**	_____

Approved: **Attest:**

_____ _____

Holly Stark, Mayor **Nick Jacobs, City Clerk**

BILL NO. 2014-_____
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PECULIAR, MISSOURI AMENDING CHAPTER 140 OF THE PECULIAR MUNICIPAL CODE TO CHANGE OUTDATED INFORMATION AND UPDATE PURCHASING REQUIREMENTS.

WHEREAS, the City is further authorized, pursuant to Rev. Stat. Mo. §§ 79.130 and 79.450, to enact ordinances, rules, and regulations "expedient for maintaining the peace, good government and welfare of the city and its trade and commerce;" and

WHEREAS, this proposed ordinance will maintain the good government and commercial welfare of the City of Peculiar.

NOW THEREFORE, be it ordained by the Board of Aldermen of the City of Peculiar, Missouri as follows:

SECTION I. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.020 paragraph A.2 of the Peculiar Municipal Code be amended to read as follows:

Local Purchases of Goods and Services.

A.2. The cost of such goods and services plus shipping and handling may be purchased outside the City or County if the savings are greater than 5%.

SECTION II. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.020 paragraph A.6 of the Peculiar Municipal Code be added to read as follows:

Local Purchases of Goods and Services.

A.6. The City can utilize the contract of another municipality.

SECTION III. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.030 of the Peculiar Municipal Code be amended to read as follows:

Purchases – Level 1 – One Dollar to One Thousand Dollars.

Items in this range may be purchased by City Departments and then forward the invoice with proper coding and approval to the Business Office Manager for payment. Department Heads must approve purchase and funds must be available in the budget. Department Heads and the Business Office Manager must approve the purchase order. At a minimum, phone bids are required and must be documented for purchases over five hundred dollars ($500.00).

SECTION IV. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.040 paragraph A and paragraph B of the Peculiar Municipal Code be deleted and replaced with the following:

Purchases – Level 2 – One Thousand One to Two Thousand Five Hundred Dollars.

A. The Department Head, Business Office Manager and City Administrator must approve the purchase prior to order and funds must be available in the budget. Competitive quotations are required and shall be obtained in writing or by telephone from at least three (3) vendors. Quote information received will be tabulated and made part of the invoice records.

SECTION V. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.050 paragraph A and paragraph B of the Peculiar Municipal Code be deleted and replaced with the following:

Purchases – Level 3 – Two Thousand Five Hundred One to Ten Thousand Dollars.

A. The Department Head, Business Office Manager and City Administrator must approve the purchase prior to order and funds must be available in the budget. Competitive quotations are required and shall be obtained in writing or by telephone from at least three (3) vendors. Quote information received will be tabulated and made part of the invoice records.

SECTION VI. Pursuant to the authority granted by and subject to the provisions of the Revised Statues of Missouri, that Section 140.060 paragraph A and paragraph B.3.b of the Peculiar Municipal Code be deleted and replaced with the following:

Purchases – Level 4 – Ten Thousand One Dollars or More.

A. The award of contracts and purchases over ten thousand dollars ($10,000.00) must be approved by the Board of Aldermen, unless such contract or purchase is already approved in the adopted budget for the current fiscal year. In all cases, funds must be available in the budget or necessary budget amendments must be presented in conjunction with approval of purchase.

B.3.b. On www.demandstar.com if applicable.

SECTION VII: The effective date of this ordinance shall be _____.

First Reading: _____ Second Reading: _____

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS _____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Fines	____	Alderman Ray	____
Alderman Ford	____	Alderman Roberts	____
Alderman McCrea	____	Alderman Turner	____

APPROVED:

_____
Holly Stark, Mayor

ATTEST:

_____
Nick Jacobs, City Clerk

City Administrator
Brad Ratliff

City Clerk
Nick Jacobs

City Engineer
Carl Brooks

Business Office
Trudy Prickett

Chief of Police
Harry Gurin

City Planner
Cliff McDonald

City Attorney
Reid Holbrook

Parks Director
Nathan Musteen

Municipal Offices – 250 S. Main Street, Peculiar, MO 64078
Phone: (816)779-5212 Facsimile: (816)779-1004

To: **Board of Alderman**

From: **Clifford L. McDonald**

Date: **September 2, 2014**

Re: *Amending Height and Area Regulations for Two Zoning Districts: C-1 General Business and C-2 Central Business*

GENERAL INFORMATION

Applicant: City Staff

Status of Applicant: **N/A**

Requested Actions: Board of Aldermen to review the proposed changes to Districts C-1 General Business and C-2 Central Business to amend the Height and Area Restrictions of each District.

Date of Application: June 3, 2014

Purpose: The purpose is to amend the existing Height and Area Restrictions to limit the allowed height of buildings to Three (3) Stories and change Front and Side Yard setbacks.

Property Location (if applicable): **City Wide**

PROPOSAL

See "Requested Actions" above.

PREVIOUS ACTIONS

The Planning Commission approved the Amendments to the Zoning Regulations for Districts C-1 and C-2 after a Public Hearing held on August 13th, 2014; no public comments either for or against the proposed amendments were presented.

KEY ISSUES

The exiting Zoning Regulations for these Districts allow buildings to be erected to "any height" and have only nominal setback distances (is any) for Front and Side Yards. The City has only One (1) track of property zoned C-2 (near Casey's @ I-49 & J Hwy), which is not a typical "Central Business" location. The Planning Commission believes both Districts setbacks should be amended to promote a similar appearance to future development.

STAFF COMMENTS AND SUGGESTIONS

The Board of Aldermen should review the Draft Ordinance (attached) to amend SECTION 400.430: DISTRICT C-1 GENERAL BUSINESS and SECTION 400.440: DISTRICT C-2 CENTRAL BUSINESS to change the Height and Area Regulations of each District as presented.

STAFF RECOMMENDATION

Staff Recommends Approval of the Ordinance and the proposed amendments for both Zoning Districts.

ATTACHMENTS

Ordinance to Amend SECTION 400.430: DISTRICT C-1 GENERAL BUSINESS and SECTION 400.440: DISTRICT C-2 CENTRAL BUSINESS, of the Peculiar Municipal Code.

Please Note: On the Draft Ordinance presented for your review, text being deleted is “lined thru” and text being added in underlined.

STAFF CONTACT: Clifford L. McDonald,
PH: 816-779-2226
E-mail: cmcdonald@cityofpeculiar.com

BILL NO. _____
ORDINANCE NO. _____

AN ORDINANCE AMENDING TWO (2) SECTIONS OF CHAPTER 400 OF THE PECULIAR MUNICIPAL CODE TO DEFINE HEIGHT AND AREA RESTRICTIONS FOR THE C-1, GENERAL BUSINESS AND C-2, CENTRAL BUSINESS ZONING DISTRICTS.

WHEREAS, the City Planner has recommended amendments to SECTIONS 400.430 and 400.440 of the City of Peculiar Municipal Code, and

WHEREAS, the Planning Commission ("Commission") recommended approval of the changes to the above listed Sections of Chapter 400 of the City Municipal Code following a Public Hearing held August 14, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI THAT SECTIONS 400.430 AND 400.440 OF THE CITY MUNICIPAL CODE BE AMENDED AS FOLLOWS:

SECTION I: That Section 400.430 paragraph 2 be removed in its entirety and replaced with the following:

SECTION 400.430: DISTRICT "C-1" GENERAL BUSINESS

2. *Height and area regulations.* The height of buildings hereafter erected, constructed, reconstructed, moved or altered and the minimum dimensions of lots and yards shall be as follows, unless otherwise permitted in this code:

a. *Height.* Buildings or structures ~~may be erected to any height~~ shall not exceed three (3) stories in height.

b. *Front yards.* There shall be a front yard of at least ~~twenty (20) feet~~ thirty (30) feet.

c. *Side yards.* There shall be a side yard on each side of a building of at least ten (10) feet.

(1) Side yards abutting Residential Districts shall be at least twenty (20) feet

d. *Rear yards.* There shall be a rear yard of at least twenty (20) feet.

SECTION II: That Section 400.440 paragraph 2 be removed in its entirety and replaced with the following:

SECTION 400.440: DISTRICT "C-2" CENTRAL BUSINESS

2. *Height and area regulations.* The height of buildings hereafter erected, constructed, reconstructed, moved or altered and the minimum dimensions of lots and yards shall be as follows, unless otherwise permitted in this code:

a. *Height.* Buildings or structures ~~may be erected to any height~~ shall not exceed three (3) stories in height.

b. *Front yards*. ~~The required front yard setback shall be zero (0) feet~~. There shall be a front yard of at least thirty (30) feet.

c. *Side yards.* ~~The required side yard setback shall be zero (0) feet.~~ There shall be a side yard on each side of a building of at least ten (10) feet.

(1) Side yards abutting Residential Districts shall be at least twenty (20) feet

d. *Rear yards.* There shall be a rear yard of at least twenty (20) feet.

Effective Date. The effective date of this ordinance shall be the ____ day of _____, 2014.

First Reading: _____ Second Reading: _____

BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED ON ITS SECOND READING THIS ____ DAY OF _____, 2014, BY THE FOLLOWING VOTE:

Alderman Ford	_____	Alderman Ray	_____
Alderman Fines	_____	Alderman Roberts	_____
Alderman McCrea	_____	Alderman Turner	_____

APPROVED: ATTEST:

_____ _____

Holly Stark, Mayor Nick Jacobs, City Clerk

CITY OF PECULIAR, MISSOURI
CODE OF ETHICS

Section 1: Introduction

Excellence in performance by Board of Alderman members, City of Peculiar employees, and other appointed board members is the best way to achieve our common goal of ensuring quality of life in Peculiar. To be most effective, the efforts of all must be integrated. A special obligation of the City Board of Alderman is to set a leadership example to promote cooperation. The public expects the best communication, planning, and decision-making possible from its representatives and employees. The Board of Alderman must strive for high standards of behavior and performance to benefit all Peculiar residents. Adherence to the following set of principles will ensure effective guidance and operation of this Board of Alderman and will accentuate a positive, open, and productive environment for all.

Section 2: Board of Aldermen's Conduct with One Another

A. General Roles of Board of Aldermen Members: All Members of the Board of the Aldermen have equal votes. No Board Member has more power than any other Board Member and all should be treated with equal respect.

B. General Responsibilities of Board of Alderman Members: Each Board member is accountable to the Board of Alderman for his/her actions. Each Board of Alderman Member will keep an open and receptive mind toward the views and opinions of others. Should concerns about another Board of Alderman Member arise, the person with the concern will share privately his/her view with the other individual on a one-to-one basis before making it a public issue. When a Board of Alderman Member has an idea on how the Board of Alderman can work more effectively, the person is encouraged to present the idea to the Board of Alderman.

C. Specific Responsibilities of Board of Aldermen Members: At minimum, all Board Members should:

a. Demonstrate honesty and integrity in every action and statement.
b. Review Board procedures, including but not limited to this Code of Ethics, at least annually.
c. Represent the City at ceremonial functions at the request of the Mayor.
d. Respect the proper roles of elected officials and City Staff Members in ensuring open and effective government.
e. Provide contact information to the City Administrator in case an emergent or urgent situation arises while the Board Member is out of town.

D. Specific Responsibilities of Board of Aldermen Members at Meetings:

a. Use formal titles: the Board Members should refer to one another formally during Board meetings as Mayor or Alderman [last name].
b. Practice civility and decorum in discussions and debate.

c. Be respectful of diverse opinions, as difficult questions, tough challenges to a particular point of view, and criticism of ideas and/or information are legitimate elements of a free democracy in action.
d. Honor the role of the Mayor in maintaining order and equity.
e. Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following the parliamentary procedures.
f. Prepare in advance of Board meetings and be familiar with issues on the agenda; submit questions on agenda items ahead of the meeting to enable better responses by City Staff Members
g. Stay focused and act efficiently during public meetings.
h. Do not politicize procedural issues (e.g. approval of minutes or order of agenda) for strategic purposes.
i. Be courteous and respectful to staff. There should not be an effort to embarrass or demean staff in a public forum.

E. Meeting Agendas: Board of Alderman meeting agendas will be open and publicized. Agenda items are to be turned into the City Clerk by 5:00 p.m. on the Tuesday prior to the regularly-scheduled Tuesday meeting to allow the Mayor to review and approve. Surprises at meetings from the Board of Alderman members or staff can be unwelcome and counterproductive. Information upon which decisions are to be made must be communicated to all Board of Alderman members equally and prior to decision-making meetings to enable free discussion.

F. Procedures of Board Meetings: Rosenburg's Rules of Order, the simple parliamentary procedures for the 21st century as endorsed by the Missouri Municipal League, shall be followed as the procedures of the meetings. *(refer to the attached outline of parliamentary procedures)*

Section 3: Board of Alderman's Conduct with the Public

A. Communication: Effective communication requires a high level of trust. The Board of Alderman believes in open communication and the public's right to know. Open channels of communication must be maintained among all members of the Board of Alderman. It is understood that information permitted by statute to be discussed in closed sessions must remain confidential. Sharing of such information with unauthorized persons at any time is unacceptable. If a public statement on any city matter is appropriate or necessary, the Board of Alderman, as a whole, will agree upon a specific statement to be made by a Board Member or other official designee. While Board of Alderman members, City Staff Members, and appointed board members may have their personal opinions, those personal opinions must as such and not as representations of city policy.

Section 4: Board of Aldermen's Conduct with Other Boards and Commissions

A. Attendance in Official v. Personal Capacity: The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Board of Aldermen. They are a valuable resource to the City's leadership

and should be treated with appreciation and respect. Board of Aldermen Members serve as liaisons to Boards and Commissions (according to appointments made by the Mayor) and in this role are expected to represent the full Board of Aldermen in providing guidance to the Board or Commission. In other instances, Board of Aldermen Members may attend Board or Commission meetings as individuals.

a. Board of Aldermen Members attending these meetings as official liaisons should:
    i. Attend all regularly scheduled meetings of the respective Board or Commission, or arrange for an alternate.
    ii. Maintain an active liaison relationship.
b. Board of Aldermen Members attending these meetings in individual capacity should adhere to the following protocols:
    i. Any public comments by a Board of Aldermen member in personal capacity should be clearly identified as personal views and not those representing the feelings of the Board of Aldermen as a whole.
    ii. Limit contact with the Board or Commission members to questions of clarification of the Board or Commission's position.
    iii. Avoid conduct, which shall be deemed inappropriate, with a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective.
    iv. Be mindful that Boards and Commission are advisory to the Board of Aldermen as whole, not individual Board Members.

B. Pursuit of Concerns Regarding Board or Commission Members: Board of Aldermen Members should pursue concerns regarding an individual Board or Commission member with tact. If the Board of Aldermen Member is comfortable talking with that individual privately, the Board Member should do so. If a problem cannot be resolved in such a manner, the Board of Aldermen Member should consult with the Mayor, who can bring the issue to the Board of Aldermen as appropriate.

C. Procedures to be followed by Board and Commission Members; Penalties for Failure to Comply: The Members of Boards and Commissions must follow policies and procedures established by the Board of Aldermen. However, Board Members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

D. Respect for Diverse Opinions: A primary role of the City's Boards and Commissions is to represent many points of view in the community and to provide the Board of Aldermen with advice based on a full spectrum of concerns and perspectives. Board of Aldermen Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

E. Separation of Political Support from Public Forums: Board and Commission members may offer political support to a Board Member, but not in a public forum while conducting official duties. Conversely, Board Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Board Member.

Section 5: Board of Aldermen's Conduct with the City Administrator and Subordinate Staff Members

A. **General Principles of Cooperation and Respect:** Governance of a City relies on the cooperative efforts of elected officials, who set policy; and City Staff Members, who analyze problems and issues, make recommendations, and implement and/or administer the Board's policies. Every effort should be made to cooperate with and show mutual respect for the contributions made by individual City Staff Members for the good of the community.

B. **General Rule against Board Interference with City Staff:** Under Section 115.340 of the Peculiar Municipal Code, "[n]o member of the Board of Aldermen shall directly interfere with the conduct of any department or duties of employees subordinate to the City Administrator except at the express direction of the full Board of Aldermen or with the approval of the City Administrator." The Board of Alderman have establish that no directive or communication can be established with any staff person without permission of the Mayor or City Administrator.

C. **Communication with City Staff Members Regarding Concerns:** While every Board of Aldermen Member can, and has the responsibility to, communicate to the City Administrator and/or City Staff matters that he or she believes deserve attention and application of the City's financial and/or human resources, this responsibility does not entitle any Board of Aldermen member to monopolize the City's resources, usurp the judgment of the City Administrator, or interfere with a City Staff Member carrying out his or her duties. All requests must be approved by the Mayor.

D. **Specific Duties of the Board of Aldermen:** By statute, the Board of Aldermen Members are responsible for the care, management, and control of the City and its finances in a **policy-making** capacity. See Rev. Stat. Mo. § 79.110.

E. **Specific Duties of the City Administrator (and Subordinate City Staff Members):** These duties are established in Peculiar Municipal Code § 115.330 and incorporated herein.[1]

---

[1] Peculiar Municipal Code § 115.330 establishes the City Administrator's duties as the following:

A. *Administrative Office*. The City Administrator shall be the chief administrative assistant to the Mayor and, as such, shall be the administrative officer of the City Government. Except as otherwise specified by ordinance or by the law of the State of Missouri, the City Administrator shall coordinate and generally supervise the operation of the City.

B. *Purchasing*. The City Administrator shall be the purchasing agent for the City, and all purchases amounting to less than one thousand five hundred dollars ($1,500.00) shall be made under his direction and supervision, and all such purchasing shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen.

C. *Budget.* The City Administrator shall be the Budget Officer of the City of Peculiar and shall prepare a program of activities within the financial power of the City embodying a budget document with proper analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

D. *Financial Reports*. The City Administrator shall make periodic reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.

E. *Personnel System*. The City Administrator shall act as the personnel officer of the City and shall have the power to appoint and remove all subordinate employees of the City of Peculiar subject to the personnel rules and regulations of the City. The City Administrator shall recommend a classification system and pay plan to the Mayor and Board of Aldermen. Upon approval of the Board, the City Administrator shall approve advancements and appropriate pay increases within the limits of this classification system.

F. *City Council Agenda*. The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board meeting at least three (3) days before the time of the regular Board meeting.

G. *Boards and Committees*. The City Administrator shall work with all City boards and committees to help coordinate the work of each.

H. *Board of Aldermen Meetings*. The City Administrator shall attend all meetings of the Board of Aldermen.

I. *Bid Specifications*. The City Administrator shall supervise the preparations of all bid specifications for services and equipment and receive sealed bids for presentation to the Board of Aldermen.

J. *Record Keeping*. The City Administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the City and entrusted to his care. All such records shall be and remain the property of the City and be open to inspection by the Mayor and Board of Aldermen at all times.

K. *City Property*. The City Administrator shall have responsibility for all real and personal property of the City of Peculiar. He shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the Board of Aldermen. Real property may be sold only with the approval of the Board of Aldermen by resolution or ordinance.

L. *Policy Formulation*. The City Administrator shall recommend to the Mayor and Board of Aldermen adoption of such measures as he may see necessary or expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City. He shall have the power to prescribe, revoke, suspend or amend any rule or regulation of the administrative service except those prescribed by the Board of Aldermen.

M. *Coordinate Departments*. The City Administrator shall have the power to coordinate the work of all the departments of the City and, at times of an emergency, shall have authority to assign the employees of

F. **Specific Principles of Cooperation and Respect:**

a. Treat all City Staff Members as professionals.

b. Channel communications through appropriate Senior City Staff Members:

i. Questions of City Staff Members should be directed only to the City Administrator and/or Mayor. The Mayor should be copied on any request to the City Administrator.

ii. Board Members should not set up meetings with staff members directly but should work through the City Administrator and/or Mayor.

iii. When in doubt about what staff contact is appropriate, Board Members should ask the City Administrator and/or Mayor for direction. However, nothing in these protocols is intended to hinder the access required by Board-appointed liaisons to fulfill their unique responsibilities.

c. Never publicly criticize an individual employee, including Board-Appointed Officers. However, it must be noted that criticism differs from questioning the facts or opinions of City Staff Members.

d. Direct critical comments about City Staff Member performance to the City Administrator by private correspondence or conversation.

e. Avoid involvement in administrative functions: Avoid any staff interactions that may be construed as trying to shape staff recommendations. Board Members shall further refrain from coercing staff into making recommendations to the Board as a whole.

f. Be cautious about communicating the City's position on policy issues: Before sending correspondence related to a legislative or policy position, check with the City Administrator and/or Mayor to verify that a position has not already been determined.

g. Do not attend staff meetings unless requested by staff. Even if the Board Member does not say anything, the Board Member's presence may imply support, show partiality, intimidate City Staff Members, or hamper the Staff Member's ability to do his or her job objectively.

h. Do not solicit political support from City Staff Members.

i. Depend upon City Staff Members to respond to citizen concerns and complaints. It is the role of Board of Aldermen Members to pass on concerns and complaints on behalf of their constituents. It is not appropriate to pressure City Staff Members to solve a problem in a particular way. Refer citizen complaints to the City Administrator, who

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the City to any department where they are needed for the most effective discharge of the functions of City Government.

N. *Miscellaneous*. In addition to the foregoing duties and powers, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor and Board of Aldermen. However, at no time shall the duties or powers of the City Administrator supersede the action of the Mayor and Board of Aldermen. (Ord. No. 031698A §7, 4-6-98)

will, in turn, be responsible for informing the Board of Aldermen Member of the complaint's resolution.

j. Respect the “one hour” rule for staff work: Requests for staff support should be made to the City Administrator and/or Mayor. Any request that would require more than one hour of City Staff Member time should be approved by the full Board of Aldermen to ensure that staff resources are allocated in accordance with overall Board of Aldermen priorities**.** Once notified that a request for information or staff support would require more than one hour, the Board of Aldermen Member may request that the Mayor place the request on an upcoming Board agenda.

Section 5: City Staff Member Conduct with the Board of Aldermen

A. **Specific Principles of Cooperation and Respect:**

a. Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
b. Demonstrate respect for Board of Aldermen Members at all times.
c. Treat all Board of Aldermen Members equally.
d. Respect the role of Board of Aldermen Members as policy-makers for the City: City Staff Members are expected to provide the best professional recommendations on issues. City Staff Members should not try to determine Board of Aldermen support for particular positions in order to craft recommendations. The Board of Aldermen must be able to depend upon City Staff Members to make independent recommendations and if necessary, to provide information about alternatives to recommendations. City Staff Members should also provide information on the advantages and disadvantages of each staff recommendation and alternative.
e. If a Board of Aldermen Member directs a City Staff Member to take care of or provide information to them that has not received approval of the City Administrator or the Mayor; that staff member is to contact the City Administrator immediately and in turn the City Administrator will inform the Mayor for appropriate action with the Board of Aldermen member.
f. Upon the receipt of staff support request in accordance with the "one hour" rule, City Staff Members must follow through on said requests in the fullest and most expeditious manner possible.
g. It is recommended that City Staff not participate in any political forums or provide highly visible support in a Mayoral or Aldermen Election. This recommendation in no way inhibits any employee from voting or becoming involved in local elections.

ROSENBERG'S RULES OF ORDER: SIMPLE PARLIAMENTARY PROCEDURES FOR THE 21ST CENTURY

by Dave Rosenberg

"Rosenberg's Rules of Order" are supported by the following four principles:

1. Rules should establish order. The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. Rules should be user-friendly. That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does not mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format For An Agenda Item Discussion

The meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak on the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeal it;
2. The chair can repeat the motion; or

3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the vote should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Motions In General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move … "

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that … "
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

These three motions are the most common:

1. The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

2. The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed. A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a motion to amend or substitute motion is left to the chair. So, if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fund-raiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions.

On the other hand, if the substitute motion (the third motion) failed, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend. The

discussion and debate would focus strictly on the amendment (should the committee be 5 or 10 members). If the motion to amend passed, the chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate Or Not To Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chairperson (chair) that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion may contain a specific time in which the item can come back to the body: “I move we table this item until our regular meeting in October.” Or, the motion may contain no specific time for the return of the item, in which case a

motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: “I move the previous question,” or “I move the question” or “I call the question.” When a member of the body makes such a motion, the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second to the motion, stop debate and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority And Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

Almost all motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether member says, “I move the previous question,” “I move the question,” “I call for the question” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion To Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy And Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, be free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: “Point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be: “Point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “Let’s return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy.

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