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# TRANSMITTAL

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**TO:** Mayor Bill Falkner and City Council Members

**THROUGH:** J. Bruce Woody, City Manager

**FROM:** Gia Scruggs, Director of Administrative Services

**DATE:** February 21, 2017

**SUBJECT:** FY2017 First Quarter Budget Report

Attached is the FY2017 First Quarter Financial Report.

Along with a narrative summarizing the City's budget position as of September 30, 2016, the following reports are included on activity in the second quarter:

1. Investment Report/Cash Balances
2. Accounts & Loan Receivables Status
3. Contracts Executed - \$5,000 to \$25,000
4. Routine Budget Transfers
5. Vendor Contract Expiration Dates
6. Economic Development Project Status

Attachment

cc: Department Directors  
Administrative Services Managers  
St. Joseph Web Site

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# FY2017 First Quarter Financial Report

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For the Quarter Ending September 30, 2016

# FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

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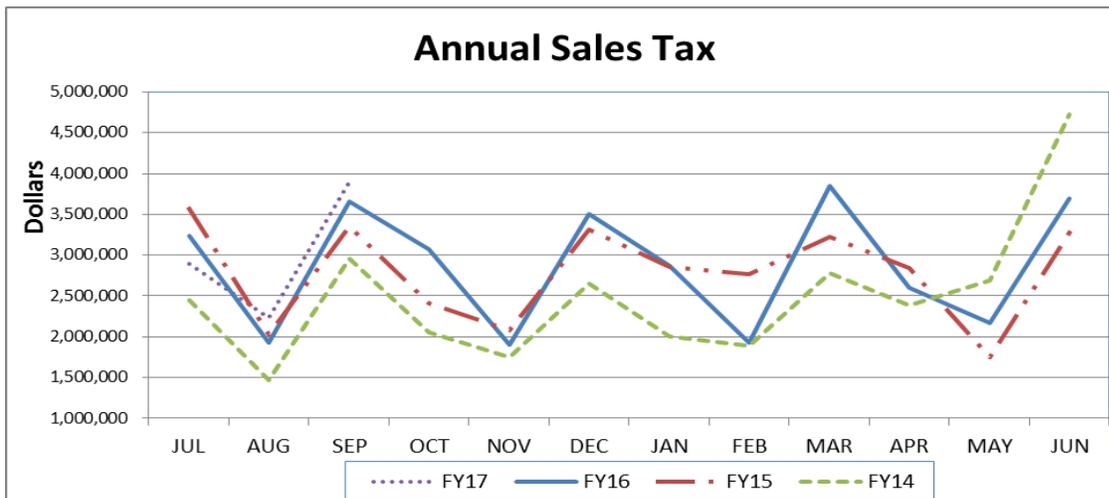
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The first quarter of the fiscal year contained six (6) payroll periods, which indicates that total expenditures for salaries and benefits should be at twenty-three percent (23%). Being three months into the year, revenue and other expenditure items should be at approximately twenty-five percent (25%) of the FY2017 budget.

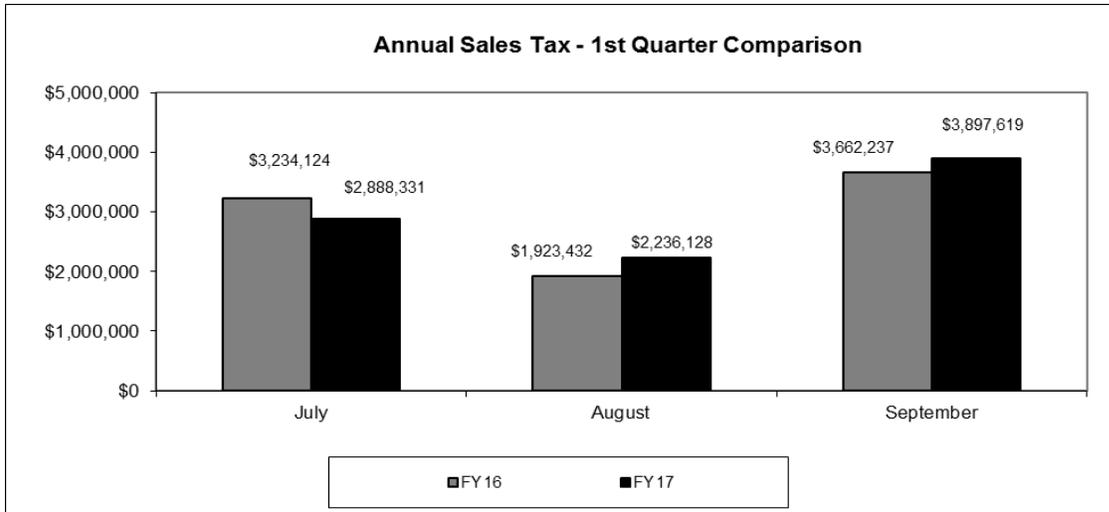
## I. Multi-Fund Revenues

### A. Sales Tax Revenues

Annual sales tax was ahead of budget by 1.5%, and showed an increase of \$202,000 when compared to the first quarter of FY16. This includes the Public Safety tax that went into effect during the City's third quarter of FY14. Favorable numbers in September finished out the quarter strong with nearly \$3,900,000 collected. One reason could be due to the annual Kansas City Chiefs training camp held at the campus of Missouri Western State University. Each year the patrons of the three-week event provide a boost to the economy. In 2015, the Chiefs agreed to a three-year extension to keep the training camp in St. Joseph through at least 2017. Other events that may have contributed include: the Trails West festival, national softball tournaments, and the airshow which was held at Rosecrans in August. The amounts below also include the General, SIMR, CIP, and Transit sales taxes along with the City's portion of the EATS generated by the various TIF and STRA development projects.



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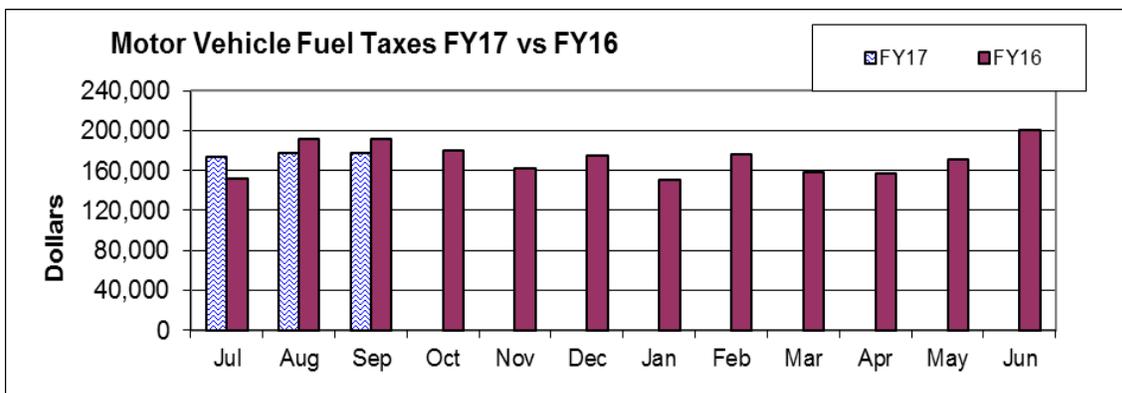


**Cigarette tax** revenue was at target at 26%, up \$8,300 from this time in FY16. This stream of revenue had been in decline for several years until this quarter. **Motor vehicle sales tax** revenues sat above the mark by \$20,000 and brought in 8% more than the first quarter last year. Revenues were expected to dip based on changes to State Statutes for out of state vehicle tax a couple years ago, but this has not been the case. One explanation could be that there does not appear to be a significant amount of individuals that purchase vehicles outside the state.

**Hotel/Motel taxes** met budget for the opening quarter, and was up 5% from a year ago. The closure of the Ramada Inn at the end of August will present an impact for the remainder of the fiscal year.

The **Public Safety** tax is a half-cent tax that was implemented as of January 1, 2014. The total collected for the first quarter of FY17 was 1.5% above projections, a variance of \$92,000. This was an increase of 1.4% when compared to the first three months of the previous year. Revenues collected are used to provide salary increases to public safety departments, hire additional police officers, and purchase fire equipment. The tax operates under a 20-year sunset clause.

**Motor vehicle fuel taxes** met budget in the **Streets Maintenance Fund** at 25%. Fuel prices ranged from \$1.85 to \$2.00 per gallon for most of the quarter. Revenues were 1.3% lower than this time last year, a decrease of \$7,100. According to the graph below, the consistent prices at the pump resulted in a steady quarter (averaging \$175,800 per month).



**CIP Sales Tax** in the Capital Projects Fund was ahead of budget at 26.3%, an increase of \$28,800 from the same timeframe in FY16. **Mass Transit Sales tax** showed similar results and met budget at the end of the quarter.

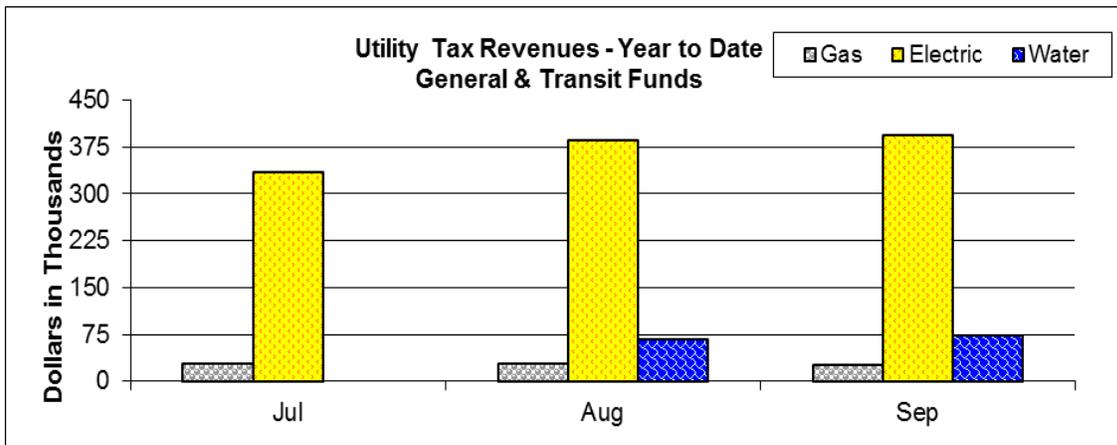
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### B. Real and Personal Tax Revenues

A majority of the current year tax revenues will not be received until after January. Prior real estate for General Fund - Non Departmental was 12.7% more than the first quarter of the prior year. This is not necessarily a positive trend since it indicates more individuals are paying their taxes late. Prior personal property for General Fund - Non Departmental showed a decrease of nearly \$27,100 from this time last year.

**C. Utility Franchise Fees** for the General fund were in decent shape at 25%, but showed a decline of \$77,200 when compared the previous year. Gas revenues, which are consistently low at this time of year, were down 10% from the same time in FY16. Electric franchise revenues more than canceled out the shortage on gas at 32% of its budget. The combined total of gas and electric were above budget by \$94,300. As shown in the graph below, the relationship between gas and electric is cyclical. In the warmer months, electric is high and gas is low. In colder months, electric decreases/gas increases.

A wet summer led to **water** revenues struggling at 20% of budget, down \$46,000 compared to the same timeframe in FY16. **Cable** utility taxes were just short of the mark at 24%, and decreased by \$5,300 from this time last year. Market shares have trended downward since Cablevision was bought out by Suddenlink during 2011. **Telephone** revenues were in a good spot at 27% of budget and showed an improvement of \$4,600 compared to the first quarter of FY16. Cell phone revenues were on track, but collected \$42,000 less than one year ago. Numbers for cell phone have been on a steady decline for a few years now due to continued exemptions by federal and state laws. In response to the trend, the FY17 budget was decreased by 33% (\$1,500,000 to \$1,000,000).



## II. Fund Specific Revenues

### A. Other Major Revenue Sources

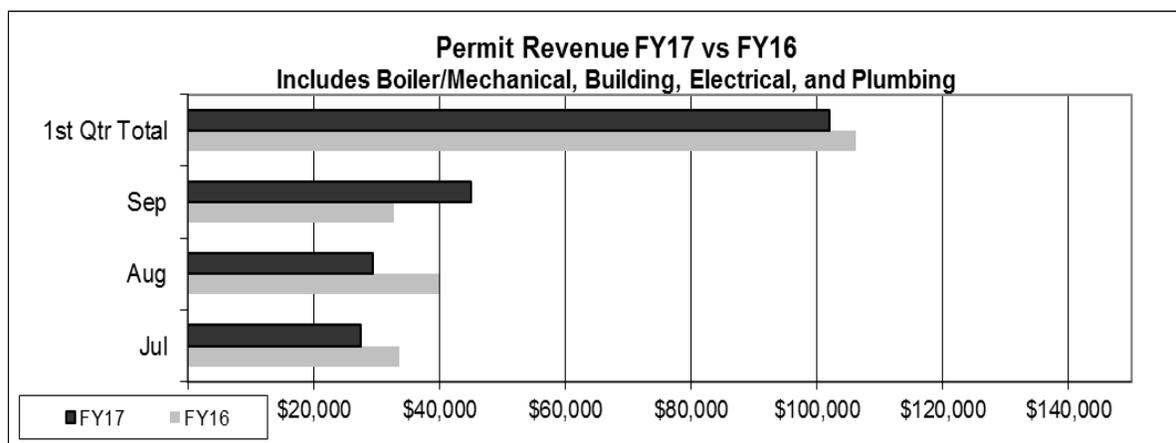
**Municipal Court fine revenues** were off the pace at 21%, and showed a decrease of \$18,000 when compared to the first quarter of FY16. In spite of the decline in fine revenues, total violations filed were actually up 8% from the previous year. The Police department showed the biggest improvement with 392 more violations filed. Code Enforcement also showed an increase (27%). Parking Control and Animal Control had decreased by a combined total of 115 less violations filed. **DWI enforcement** in the Patrols Operations program continued to struggle at 13% of budget due to State legislation creating a max fine of \$250.00 during the previous fiscal year. Revenues showed a decrease of 31% when compared to this time in FY16. **State DWI enforcement** was off to a slow start as well and showed a large reduction in revenues by \$17,200 compared to the first quarter of

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the previous year. There were a number of major cases during FY16 that provided significant funding. **Police processing fees** were practically wiped out as August, 2015 when State legislation abolished all warrant processing fees in response to the incident in Ferguson, Missouri.

**Server licenses**, in the Support Services program, were just under the mark at 22%. This was a decrease of \$1,400 compared to September year to date of FY16. The server license is a three-year license which means fluctuations will occur from year to year.

All segments of **Building Development permits** either came close or met projections. As indicated by the graph below, total revenues for the quarter showed a small decrease of \$4,000 when compared to the prior year. **Building permits** were in good standing at 29% of the budget collected, and had increased by \$13,100 when compared to one year ago. **Boiler permits** were above target at 26%, and flat compared to the first quarter of the previous year. **Electrical permits** were a little under target with budget at 23% and decreased by \$2,500. While **Plumbing permits** were above projections at 27%, they experienced the biggest decline with a drop of \$14,500 compared to the first quarter of the prior year. Overall, permit revenues were ahead of budget by a combined total of \$9,800.



**Garage sale permits** were close to budget at 32%, but continued to decline (down \$2,100 from one year ago). For several consecutive years now, Council has approved a four-day free garage sale weekend in August where the permit fee was waived. **Business Licenses** and **Liquor Licenses** were billed in May, 2016 and due June 30, 2016. Revenue from newly established businesses and those paying their FY2016 license fees late are down 36% from the first quarter of the previous year.

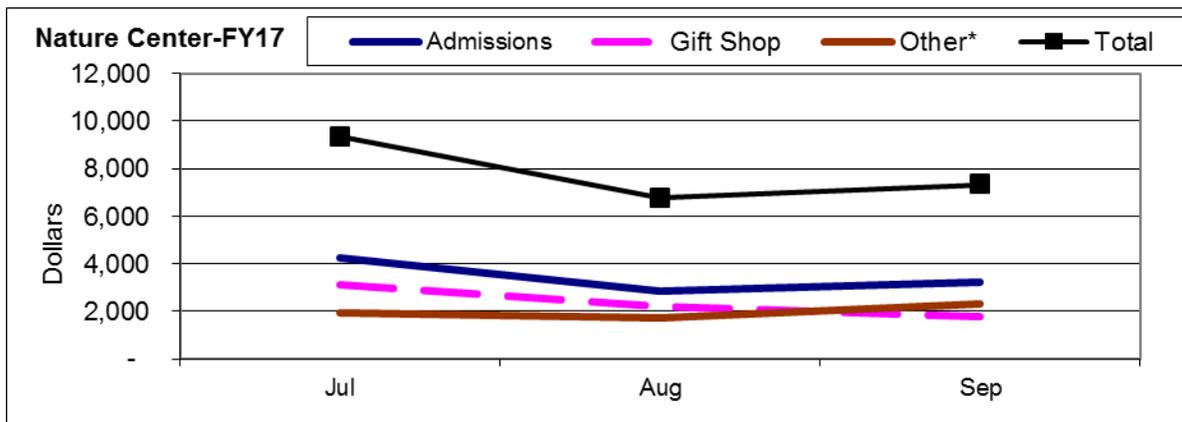
The **Parks, Recreation & Civic Facilities** department was under budget in total at 20.3%. A few programs displayed a significant decline which resulted in a decrease of \$70,400 in comparison to the first quarter of FY16. It should be noted that there were many revenue line items that were lowered throughout the department for FY17.

- Softball park rentals were on track with budget. Fall Softball leagues collected 79% of total projections, a decrease of \$4,200 compared to the first quarter of the prior year. Complex revenue was well above target at 41%.
- The swimming season officially ended August 14<sup>th</sup> when the Aquatic Park closed. With half of the year in the books, **Swimming** revenues were less than ideal at 30%. The program showed an overall decrease of \$24,700 from this time in FY16. The daily fees for the Aquatic Park at 35% of budget showed significant decline from the year before. Cooler weather than the previous year had collections \$28,900 lower than the first quarter of FY16. There were also some unfortunate events that forced the park to close for sanitation issues for multiple

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days. Pool rental fees collected \$2,600 more than this time the previous year. Pool daily fees did much better than the same time frame of the prior year with an improvement of \$1,000. The Krug pool was open to the public two days a week until the last week of July and collected 95% of projections. Hyde pool remained closed due to being in a state of disrepair, and has been since FY14. Punch cards and lessons were both well below budget. The program has approximately five weeks in May and June to make up the remaining revenue. A new revenue stream was added to the program this year. The City and Missouri Western State University created a partnership to save the indoor pool located on the campus. The two parties entered into a five-year use agreement where the City will help manage the pool September thru March. The renovated pool opened at the end of August. The first full month of operation collected \$1,600. Collections include swim lessons, lifeguard training, punch cards, and party packages. Revenues should pick up during the cold months of the year.

- The first quarter for the **Nature Center** is historically strong and this was another one collecting 32% of its budget. This was a slight decrease of 3% compared to FY16. Admissions and gift shop revenues were very close to what they were one year ago and both met budget, totaling \$3,400 above target. As indicated below, revenues were received at a high rate in July, dipped a bit August, but leveled off in September once school was back in session. Rental of the meeting room continued to be popular, above projections at 40% and unchanged from the first quarter of the previous year. Educational programs for the Nature Center, which have trended upward for the last two years, showed a decrease and just under budget at 23%. The Center should have a couple more solid months before the slow season begins.

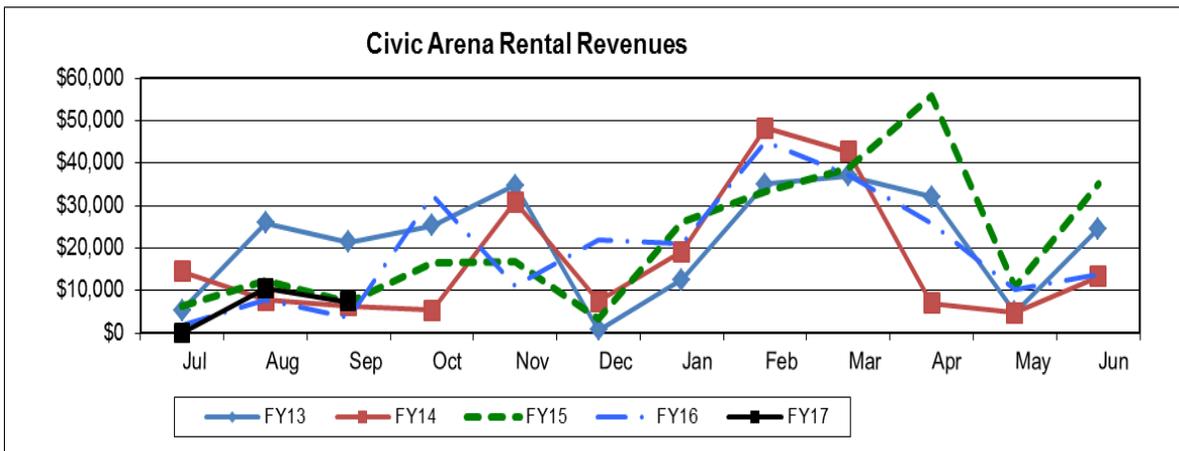


\*Other includes Memberships, Program Income, Meeting Room Rent and Donations

- Recreation (25%) and cafeteria fees (35%) for the **Senior Center** were both above the mark for the first quarter. Both showed a marginal increase in comparison to the same timeframe of FY16. Memberships and donations were low, but are typically collected later in the year.
- Revenues for the **REC Center** sat below target at 23%. Memberships were down by 24% (\$4,500) compared to the first quarter of the prior year. Individual day passes were in decline as well, dropping by 37% and were under quarterly projections by \$6,400. Fitness classes collected 20% of the budget by quarter's end. Concessions were under budget by \$2,200, but showed an uptick of 53% from this time a year ago. Volleyball/youth basketball was ahead of projections at 42% of budget and showed an increase of \$6,100 the opening quarter of the prior year. In its second year, Adventure/Sports Camp collected 29% of budget for the quarter. Budgeted revenues were reduced by 19% for FY17, and the program is still under projections by \$8,100 at the end of the first quarter.

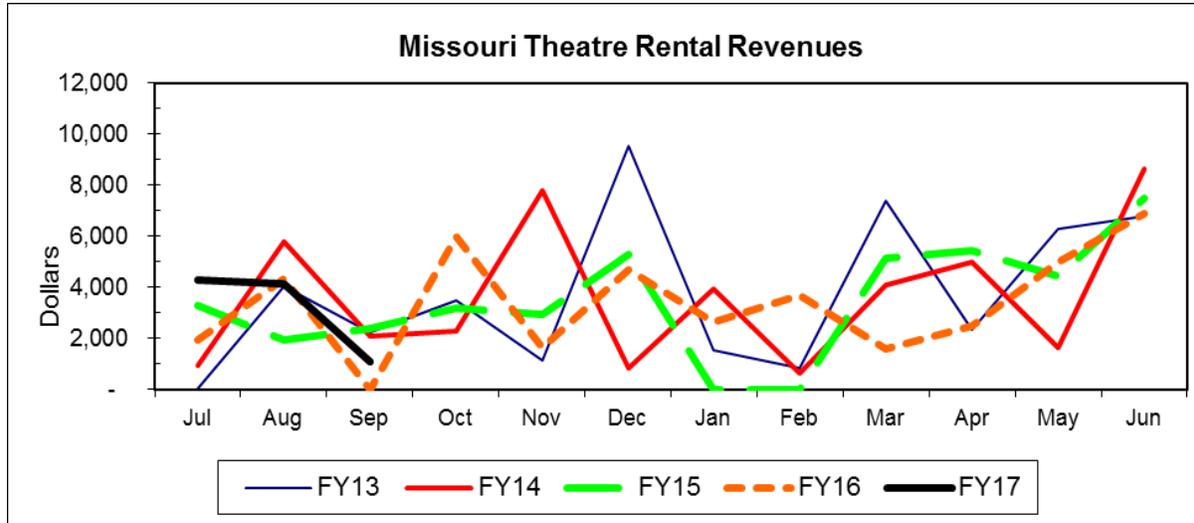
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- Typically, the first quarter is a slow one for the **Bode Complex**, and this year was no different at 19% of budget. Despite being below budget, ice rink admissions were up 14% from this time in FY16. Historically, collections pick up exponentially during the second quarter. Skating lessons and general ice rental both showed significant increases compared to the prior year. The complex is \$2,300 ahead of pace compared to the first three months of the previous year.
- Revenues for **Parks Concessions** were significantly down during the first quarter. Lower attendance for softball and the Aquatic Park had a major impact. In addition, renovations were on going for the Hyde Park ball fields which should be completed by the spring of 2017. Concessions for pools were on track at 37% and had decreased by \$8,800 when compared to the same timeframe of the previous year. Ball fields only received 25% of its budget, and showed a sizeable decline of \$29,400. Resale concessions were the only positive of the program, improving by 34% from one year ago. As mentioned above, the spring season should bring in better numbers with the re-opening of the Hyde Park ball fields.
- Despite little activity, the **Civic Arena** was up \$4,200 from this time in FY16. Only a total of five events were on the books as of the end of September, which resulted in a total of \$10,000 collected for arena rental. As noted by the next graph, the first quarter of the fiscal year is typically weak for the arena. Other arena revenues followed the same path. The arena in total was \$33,000 under budget. Concessions for the arena barely registered 3% of its budget. Many more events are slated for the second quarter and should show a significant increase to the revenue stream.



- The situation was very similar for the **Missouri Theatre**, at only 18% of the budget. No shows or events scheduled in September placed the theatre behind pace by \$3,800. Much like the Civic Arena, revenues are usually stronger after the first quarter. Much of the second quarter is booked with various plays and concerts. The following graph shows a comparison between the five most recent fiscal years. Office rental was close to budget at 24%.

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**Health department** revenues in all programs were on track with the exception of one segment. **Birth & Death certificates** were under budget by \$9,000, and decreased by 31% from a year ago. The revenue stream can be highly unpredictable from year to year. **Animal Control** collections were on target with budget, and were up \$1,000 when compared to the first quarter of FY16.

### B. Special Revenue & Enterprise Funds

The **Gaming Initiatives** fund was just under projections by the end of the quarter at 24%. Unfortunately these totals equaled to a decrease of \$10,700 when compared to the first quarter of FY16. The fund was \$8,100 under target in total.

In the **Special Allocations** fund, PILOT tax revenue will not be received until after the first of the calendar year. EATs (sales tax) revenues for most of the developments were showing a decline in this initial quarter of the fiscal year. The cutoff of date for turning receipts into the Missouri Department of Revenue could have an impact on the decline.

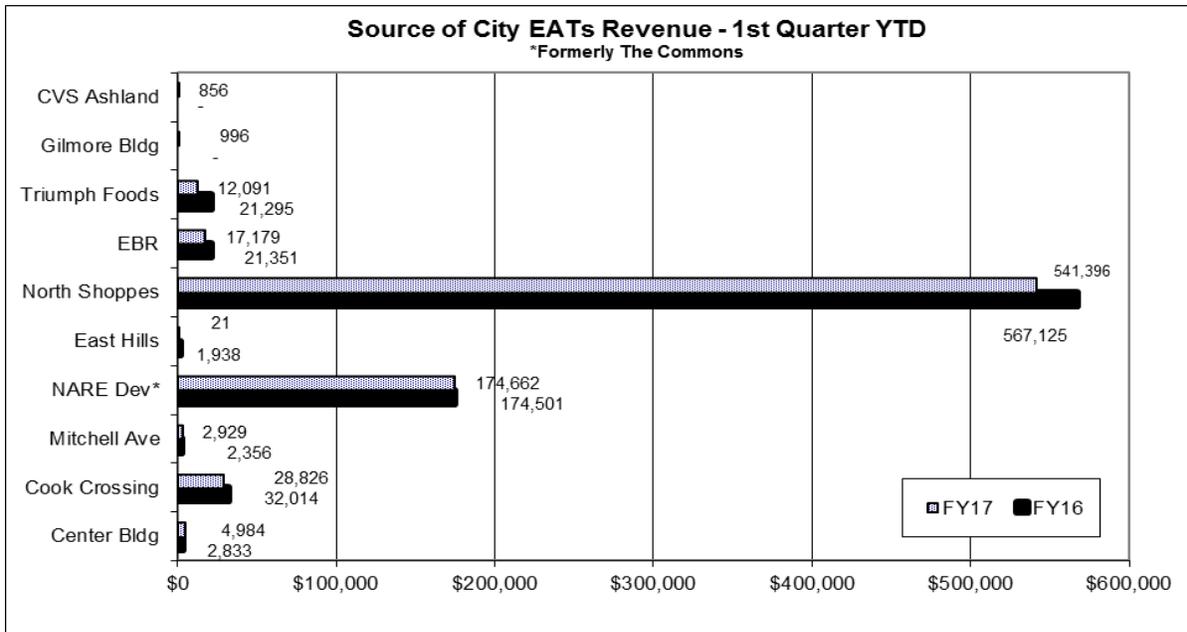
- City EATS for the **North Shoppes** met budget, but showed a significant decrease of \$25,700 when compared to last year at this time. Five Below (retail business) and Great Clips moved into the district in late FY16. A few significant businesses have closed within the last two years (Bob Evan's, Famous Dave's, Pier One Imports, and Payless Shoe Stores).
- **EBR TIF** City EATS were under target at 20%, and showed a decrease of \$4,100 when compared to last year's first quarter. The development has rarely been under projections since it began generating revenue.
- Revenues for the **North American R.E.** development (formerly known as the Commons) were flat compared to this time the prior year and sat above projections by \$26,000. The Human Bean, a drive thru coffee shop, has been opened for one year and been well received by the public. El Maguey, which has been in construction for over a year, opened for business in the fall.
- The **East Hills TIF** will not reach its base until later in the year. The CID sales tax received \$156,200 for the quarter, a 10% drop from the same time last year. The mall will be losing an anchor tenant later in the year, as Sears will be closing its doors in April. Auntie Anne's is scheduled to open in November.
- City EATS for the **Center Building** looked to be in much better shape than a year ago. Revenues were collected at 42% of budget for the opening quarter. This was an increase of

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\$2,100 when compared to one year ago. New construction taking place downtown should improve revenues for this TIF in the future.

- The **Cook Crossing** development showed a small drop off to begin FY17. City EATs were closed to target, collecting at a 24% rate for the first quarter. This represented a decrease of 10% when compared to the same timeframe of FY16.
- The **Third Street Hotel TIF** has been fully reimbursed and was closed out in FY16.

The following graph illustrates the source of EATs for the first quarter in comparison with FY16.



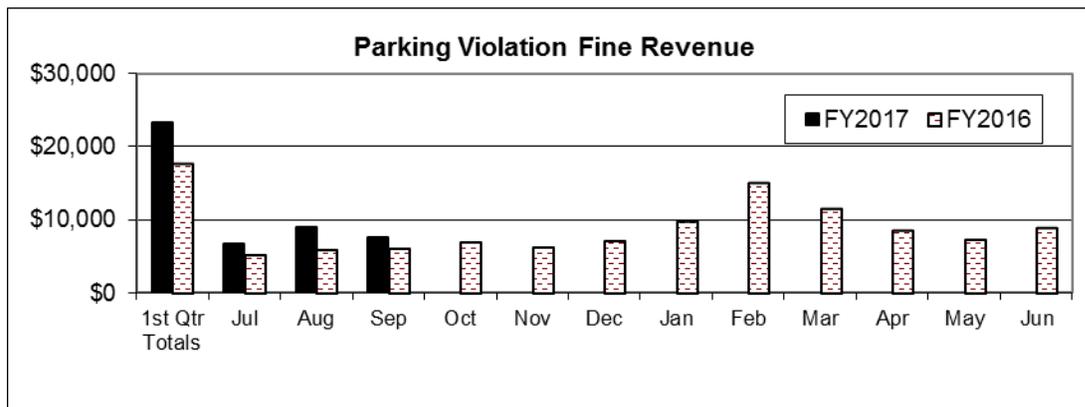
**Aviation** revenues were above budget at 27%, but were \$4,000 less than last year. This was due to a drop in sales of gas and oil which decreased by \$5,200 in comparison to the first quarter of FY16. The FY17 budget for hangar rent was lowered, and therefore surpassed first quarter projections at 28%. There is a possibility that hangar lessees may decide to move their airplanes elsewhere due to the current taxiway project. To avoid this, Airport staff plan to reduce monthly rent why the project continues.

The **Public Parking** fund showed improvement, but was under target at 21%. The garage at 5<sup>th</sup> & Felix was under projections by \$1,700, but up 23% compared to this time last year. Revenues for 6<sup>th</sup> & Jules were the closest to budget of any garage or lot (23% collected for the quarter). The lot at 9<sup>th</sup> & Felix was below expectations as well at 11%. As part of the German American Building TIF project, the garage at 8<sup>th</sup> & Felix was demolished during the fall. Ultimately in its place, a multi-purpose garage with a grocery store will be constructed. This project among others in the downtown area should provide a significant boost to the revitalization of downtown and ultimately bring in more revenue for all other lots and garages as well.

Parking violation fine revenues were under budget at 21%, but showed a significant increase of \$5,500 compared to last year's first quarter. As illustrated by the following graph, collections for each month this year was sizably more than the same month of the previous year. The Parking Staff acquired a new vehicle in July which was a significant help in issuing more tickets. The department is expected to have new handheld devices later in the year which will also improve the process. With no handheld devices, the only alternative is hand-written tickets which can cause confusion and lead to less collections. Tickets issued by the Parking Staff increased by 30%, when compared to the first

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quarter of FY16. Police-issued tickets showed an even larger jump (an 82% improvement from one year ago). In total, over 500 more tickets had been written during the quarter for all departments.

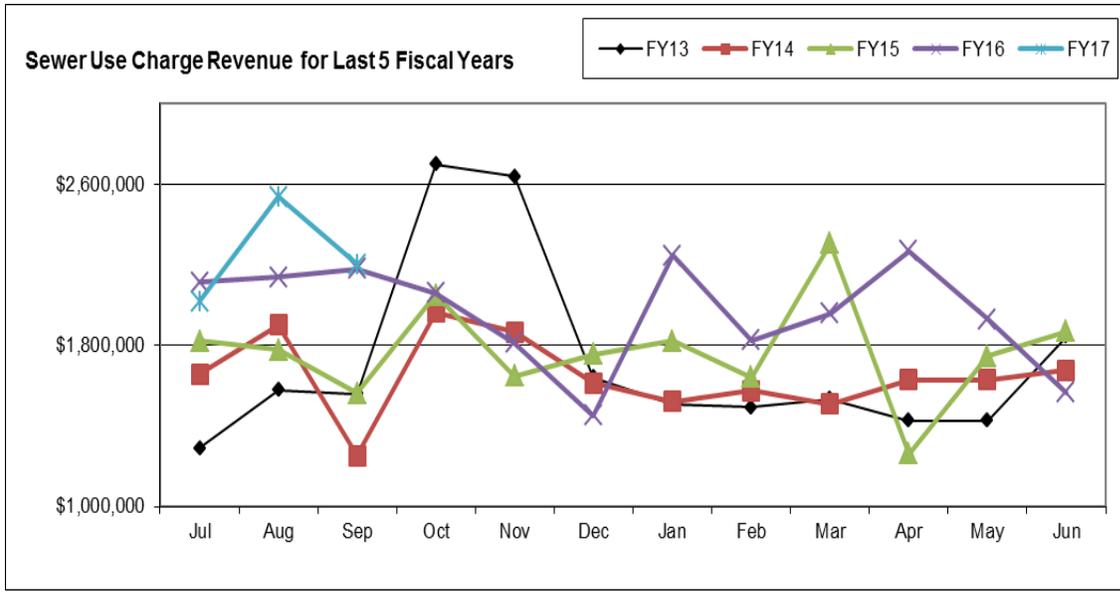


The **Water Protection fund** was above projections by 0.2%. A rate increase of 11% in August had sewer service charges up 5% from this time the previous year. The August rate increase will be more reflected in the second quarter since there is a delay of 45-60 days between billings and collections. According to the graph below, monthly sewer use charges have averaged just above \$2,250,000 this fiscal year. In comparison, the first quarter of FY16 received a monthly average of \$2,140,000. A more aggressive collection policy was implemented at the beginning of prior fiscal year. The collection policy includes that all customers that are 60 days or greater past due will receive a termination notice. Those customers are given the option to pay the past due amount within 30 days or enter into a payment plan. Failing to do so, they risk termination of water services. Staff also increased the volume of termination notices sent out to past due customers. On average, 750 notices were sent out each month during the quarter. Staff has worked diligently to collect on overdue accounts. During the first three months, 405 customers were disconnected. In most of these instances, the customer made the proper payment/arrangement to have services restored. As of the end of September, 509 customers were actively on some form of payment plan.

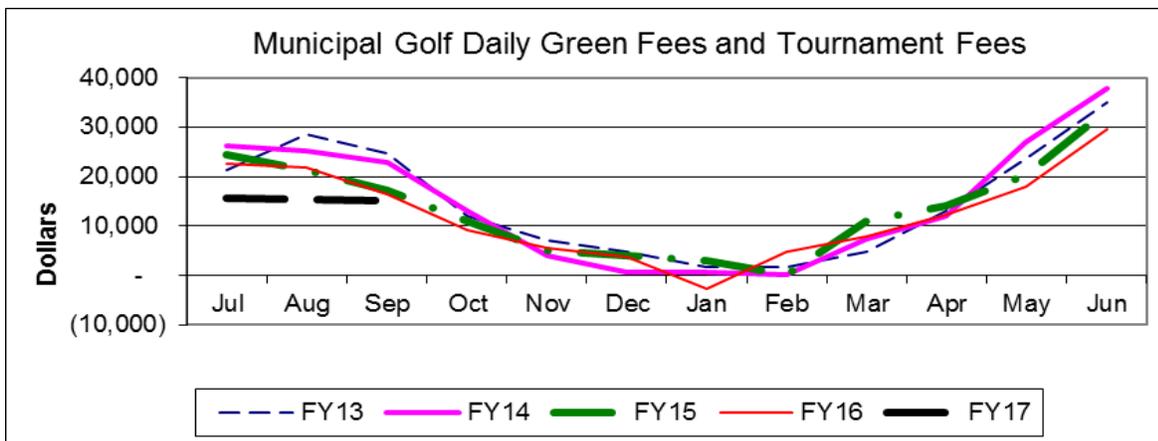
The South St. Joseph Sewer District was below budget by \$43,500, but generated 19% more when compared to this same time during the previous year. Sewer system development fees were above target at 40%, and were up \$2,200 compared to the first quarter of FY16. Sewer service penalties were short of quarterly projections at 17%, but displayed remarkable improvement (up \$84,000) from a year ago. The fund, in total, had generated over \$482,000 more than this time last year.

The 11% rate increase was passed by City Council in July after a 15% hike was proposed in the spring. The increase largely covers the continuing costs of restructuring the sewer system in order to be in compliance with federal regulations.

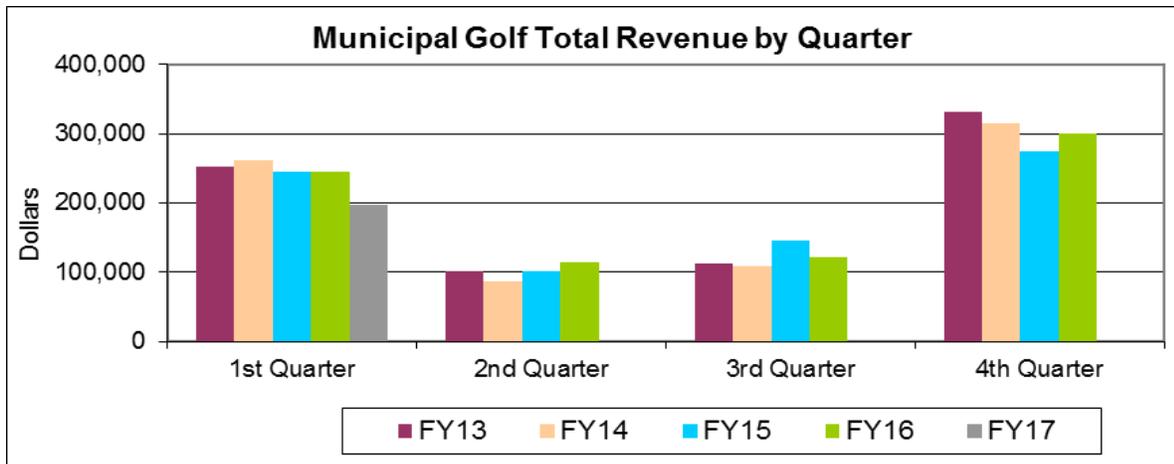
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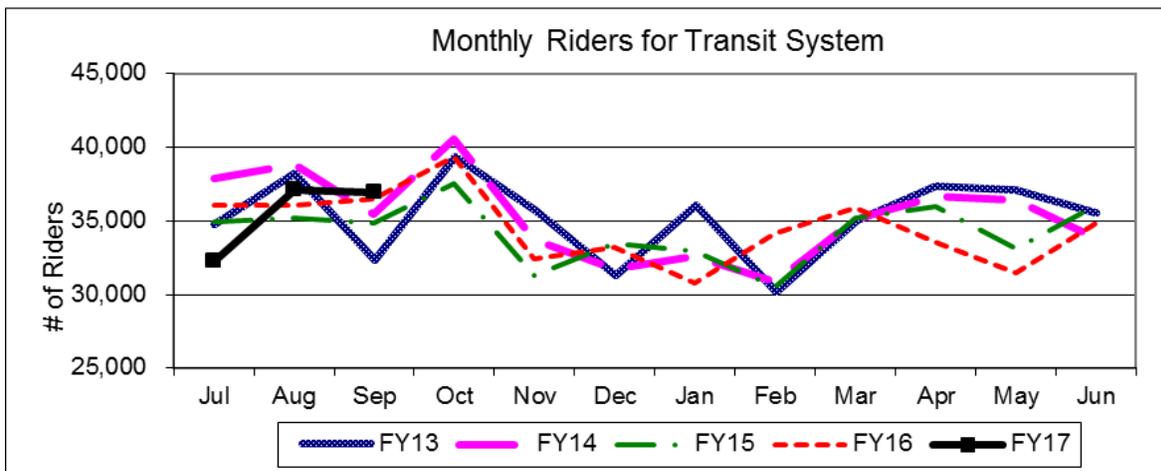
Revenues for the **Municipal Golf** fund faltered during the first quarter. In comparison to the previous year, revenues received had dropped by 20%. This equaled to a decline of \$52,000 from a year ago. Daily green fees were down \$16,800 and collected 26% of the projections. Tournament fees helped a little by collecting \$2,500 more compared to the first three months of FY16. The graph below indicates that green fees and tournament fees, combined, are the lowest they have been in five years for the opening quarter. The golf course averaged \$5,000 less per month when compared to the first quarter of the previous year. The first three months of the fiscal year experienced a lot of rainfall which most likely hindered attendance. Golf cart rentals were in good shape at 33% of budget. The meeting/banquet room continues to be a heavy utilized venue, \$1,200 above budget. The pro shop and concessions have been strong in past, but showed a decrease by a total amount of \$15,100 when compared to the first quarter of FY16. The course will need a much improved turnout for October and November to make up for the down quarter.



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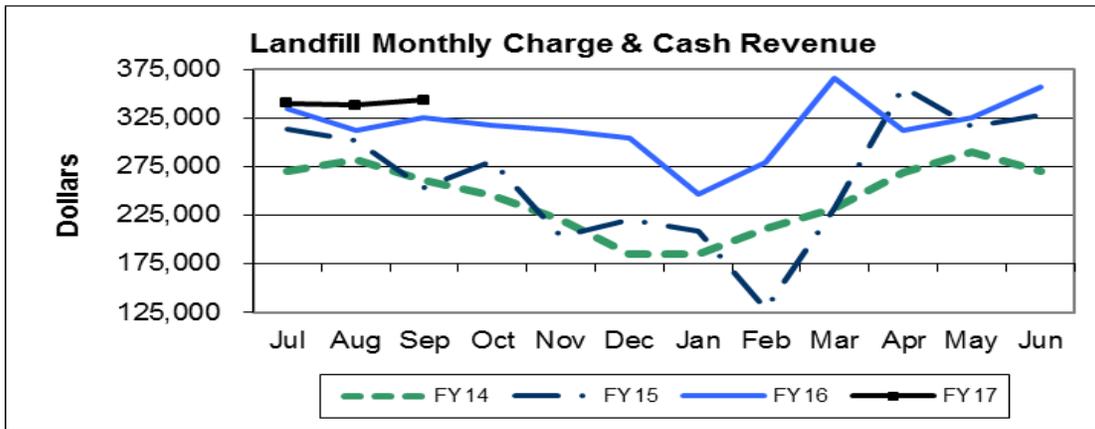


The **Transit** fund did well collecting 27% of projections. This was an increase of \$7,600 when compared to the beginning of the previous year. According to the following graph, ridership is down slightly by 2.1% from the first quarter of FY16 due to a slow month of July. The low price of fuel could be a contributing factor to the decrease in number of riders. Daily fare box revenues were under target by a small margin at 24%, and were down \$3,600 compared to the same timeframe of the previous year. Adult ticket sales were the main driver of the fund being above budget with only a collection rate of 38%. Youth tickets sales were on target at well at 34% of projections received. Senior/Handicap ticket sales sat just above mark at 27%, and increased of 10% from this time in FY16. Advertising was strong and had improved by \$3,500 when compared to one year ago.

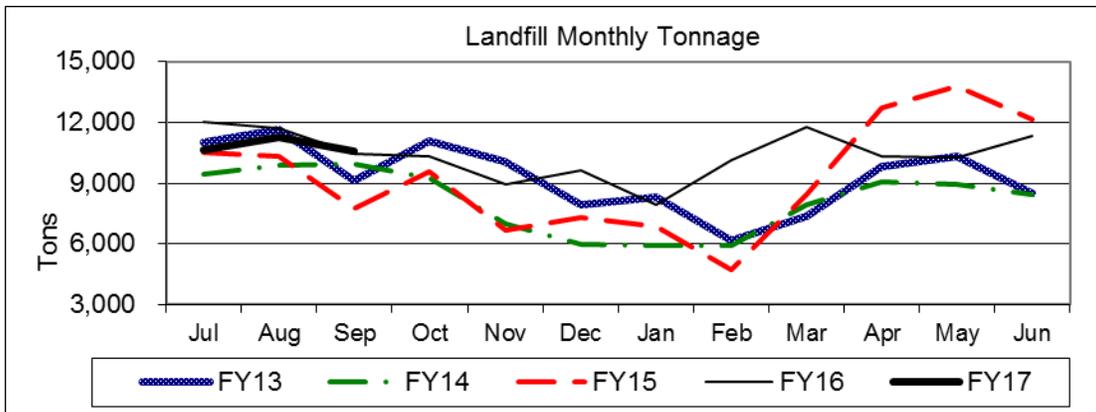


The **Landfill** fund continued to have positive numbers at 31% of budget. **Daily revenue** had increased by 5% when compared to this time the prior year, and \$198,800 above projections. Revenues have trended upward since the \$4.00 per ton tipping fee increase was implemented in October, 2013 (FY14). Indicated by the graph below, revenues collected on a monthly basis this fiscal year have averaged \$16,600 more compared to the first three months of the prior year. August, in particular, showed \$26,800 more collected compared to the same month in FY16.

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Indicated by the graph below, tonnage was a little less than the pace of the previous year (down 5% from the first three months of FY16).



Recycling revenues were just above projections at 27%. Gas to energy sales declined by \$2,500 compared to the first quarter of the prior year, and fell short of budget at 23%.

### II. Fund Expenditures

Unless there is anything of significance to note at this point in the fiscal year, the only information provided is the overall status of the operating funds as of the end of the first quarter. This should be roughly 25% expended.

#### General Fund

The **Detective Division** had used 28% of its overtime expense budget. Despite being over the limit, the cost was \$3,400 less than what was booked at this time in FY16. Salaries were well under budget and could cover the overage. **Police Training** also had an issue with overtime, using 61% of the total year budget in the first three months. This was an increase of \$1,800 when compared to the same time in the previous year. The extra expense had the program very close to its quarterly budget.

The Fire department had one program dealing with a few issues. **Fire Suppression** was above the limit in both overtime and FLSA overtime by a combined total of \$29,400. Overtime in particular had increased by \$16,800 from the same time in FY16. Safety equipment/clothing had used all but 9% of its total budget for the fiscal year (\$2,400 above quarter budget). The amount expended was nearly triple than a year ago. Professional services showed a significant increase as well (\$2,500 more than

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the first quarter of FY16) due to employee physicals. Despite the deficits, the program was well under budget in total.

**Traffic Personnel in the Public Works department** utilized 38% of its overtime budget during the opening quarter. This was 17% more than what was expensed the same time frame of the prior year. By the end of the September, the **MPO Program** had only booked 4% of its total expense for salaries, \$20,000 under budget. Upon review, it was discovered that they were being booked to wrong program (Public Works Administration). In October, the expenditures were moved to the correct program. The abundance of projects had **Engineering** at 43% of its overtime budget, but this was an improvement compared to this time in FY15 when the program had already exhausted its full allotment. The **Street Maintenance Administration** showed an overage of \$1,700 for M&R of building and facilities due to costs related to roof repair. The department was well within budget and could cancel any existing overages.

In the Health department, **Clinic Services** utilized 62% of their total budget for the year. This was due to a \$521,000 contribution made to the Social Welfare Board. These payments were made up front in the first quarter of the fiscal year. It will take most of the year for the program's expense budget to level out.

The Parks department had a few significant overages, but could cover the deficits. Overtime for **Softball/Baseball** was used at a clip of 80%. On the bright side, this was 49% less than what was expensed at this time in FY16. The **Nature Center** showed overages in materials for resale (35%), advertising (41%), and M&R of building & facilities (49%). The first quarter is typically one of the busiest for the program. These expenses should tail off towards the end of the second quarter. The **Senior Center** showed a negative variance with materials for resale (49% of budget). This was an increase in costs of \$2,100 when compared to the same time frame of one year ago. The program also exceeded its total budget for other services by \$1,700 for charges for security. Work on the floors and elevator of the **Recreation Center** resulted in an overage of \$4,400 for M&R of building & facilities.

*Amount of GF operating budget expended at year-to-date: 22.3%*

### **Street Maintenance Fund**

There are only a couple minor overages due to up-front annual contract fees. These costs should level out as the year moves forward. The fund is well under budget.

*Amount of Streets Maintenance operating budget expended at year-to-date: 18.8%*

### **Parks Maintenance Fund**

M&R of motor vehicles rose by 42% when compared to the first quarter of FY16. The total amount of expense was over the quarterly projections by \$6,200. A purchase of a truck in September for \$28,000 was made and booked to motor vehicles, which had no budget for the fiscal year. The expense was covered by an appropriation from fund balance. Two significant purchases resulted in the machinery & equipment budget at 49% utilized. A mower (\$15,100) and a telescopic aerial truck (\$97,600) put the line item over quarterly projections by \$54,600. There were no expenses booked to this account at this time the prior year. The low price of motor fuel and utilities has resulted in significant savings for the program that can be used to cover the deficits.

*Amount of Parks Maintenance operating budget expended at year-to-date: 21.2%*

### **CDBG Fund**

There are no existing issues for the fund this quarter. Without the encumbrances, the total percent of expenses used is 8.3%

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

*Amount of CDBG operating budget expended at year-to-date: 29.4% (with \$502,000 encumbered for special contributions and other services)*

### **Aviation Fund**

*Amount of Aviation operating budget expended at year-to-date: 19.5%*

### **Parking Fund**

*Amount of Public-Parking operating budget expended at year-to-date: 16.8%*

### **Water Protection Fund**

The budget for **Water Protection Utility Support Service** ended the quarter at 27%, but a bulk of the expenses was fees for annual maintenance and lease agreements. Professional services for the program were ahead of budget by almost \$9,200 for bank, credit card, merchant fees, etc. This was \$3,600 less than what was spent this time in FY16. Overtime for **Water Protection** was at 31% of budget for the year, but showed a decrease of \$2,200 when compared to the first quarter of the previous year. Temp/part-time wages were slightly above projections, but had dropped significantly by 57% from one year ago. More than half (53%) of the out of title pay for the program has been expensed. Minor equipment in **Sewer Maintenance** doubled compared to the first quarter total of FY16. This was due to security system fees. The fund had unused budget in the outside services category that could be used to cancel out the current deficits.

*Amount of Sewer operating budget expended at year-to-date: 23.8% (with \$1,200,000 encumbered)*

### **Golf Fund**

Temporary/part-time wages were at 35% of budget, but were \$5,000 less than this time in FY16. Other materials and supplies had been used at 33% for merchandise for the pro shop. Professional fees were also at 33% due to credit card fees. There is probably one solid month remaining before the slow season arrives. Expenses should level off as long as spending is held in check during that downtime. Without the encumbrances, expenses are at 25.8%.

*Amount of Golf operating budget expended at year-to-date: 35.6% (with \$78,600 encumbered)*

### **Transit Fund**

Without the encumbrances, the program sits at 20.8% of budget expended.

*Amount of Transit operating budget expended at year-to-date: 29.1% (with \$487,000 encumbered for outside services)*

### **Landfill Fund**

**Landfill Operations** was over budget on overtime at 29%, but the total spent improved by \$1,500 in comparison to the first quarter of FY16. The fund is comfortably under budget with savings in motor fuel.

*Amount of Landfill operating budget expended at year-to-date: 20.2%*

# FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

## INVESTMENT REPORT

### COMMENTARY

The Investment Report is for the twelve month period ended September 30, 2016. The purpose of the report is to keep the reader informed of the diversification and status of the City's investment portfolio within a rolling twelve month period. The City's Investment Policy, adopted by the City Council on July 19, 1994 and revised on October 18, 2010, guides investment activities and ensures that City funds are invested in a manner which provides the highest investment return with maximum security while meeting the daily cash flow demands in accordance with all state and local laws.

#### **CASH INVESTMENTS**

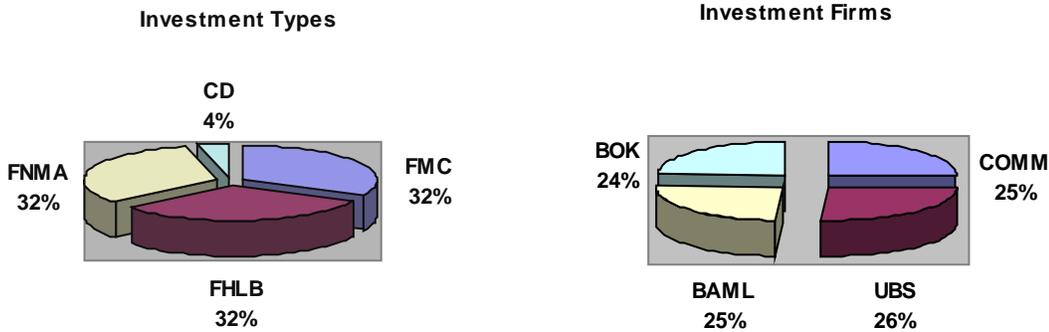
As of September 30, 2016, \$75,248,472 of the City's idle cash was invested in U.S. Treasury Bills, Agency Securities, Certificate of Deposits, and cash. The majority of the investments purchased were Agency Discount Notes with maturities of 180 days or less. Individual yields on the securities ranged from 0.26% to 0.7% with a maturity expected weekly. Most City investments are made in instruments of 180 days or less because: 1) the return on longer instruments is not significantly greater to offset the loss in liquidity; and 2) current low fund balances in most funds require that investments be very liquid.

According to City policy, the City may only invest in U.S. Treasury Obligations, U.S. Treasury Agency Obligations, Certificate of Deposits, Repurchase Agreements, Collateralized Public Deposits, Bankers' Acceptances, Commercial Paper, and Local Government Investment Pools. U.S. Treasury Obligations (T-Bills) are short-term obligations considered risk free and very liquid. They are backed by the full faith and credit of the U.S. Government. While considered the safest of all types of securities, Treasury Bills provide the lowest yield. Due to the low yield, the City prefers to invest in other, high-yielding, relatively risk-free U.S. Government Obligations.

Some Agency Discount Notes are guaranteed by the full faith and credit of the U.S. Government, but most carry only a "moral obligation" of Congress to protect investors. These notes usually have higher yields than Treasury Obligations, and include federal agencies such as the Federal National Mortgage Association (Fannie Mae), Federal Home Loan Bank (FHLB) and Federal Farm Credit Bank (FMC).

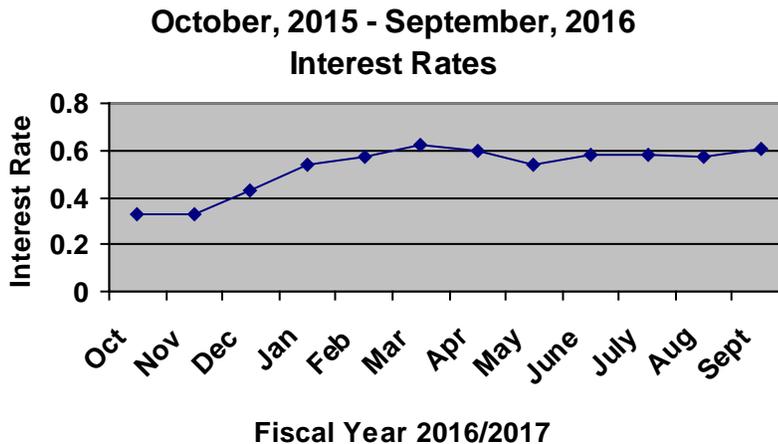
Safety of principal is the foremost objective of the City's investment program. To achieve this objective, diversification is a necessity for securities and vendors. Investments are competitively bid and purchased from Bank of America Merrill Lynch, Bank of Oklahoma, UBS, and Commerce Bank of Kansas City, maturing weekly for cash flow purposes. The City's guidelines for diversification provide for a goal of no more than 50% of the City's total investment portfolio be invested in a single security type or with a single financial institution.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT



### INTEREST INCOME

The City also receives interest income on cash balances in its checking account. Interest is distributed to each fund at the end of each month. The interest rate is equal to the average 91 day Treasury Bills plus .31 points on the City's average collected balance. The rate the City received for the month of September, 2016 was 0.61% compared to 0.38% in September, 2015. The fiscal year averaged around 0.53% a month. Because of collateral agreements with the banking institution insuring cash balances, this is as safe as investments in U.S. Treasury Bills.



**Unrestricted cash deposits and investments** of the City are pooled and include cash held in commercial bank checking accounts and investments held in United States Government Treasury and Agency securities. All funds with a cash balance carry an "Equity in Pooled Cash" balance on the financial statements equal to their respective cash deposit and investment portion of the pool. The individual funds "Equity in Pooled Cash" equals the \$82,581,456 the City records as unrestricted.

**Restricted cash deposits and investments** are restricted for legal purposes or purposes designated by City Administration. In accordance with bond transcripts, the Trustees of the bonds are legally required to hold reserves at their financial institution. Currently, the City has \$28,708,703 held at various locations as instructed by the bond transcripts.

The charts beginning on the next page show the September 30, 2016 status of city cash by type of investment, type of restriction and unrestricted cash balances.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

CASH  
By Type of Investment  
September 30, 2016

Checking Account Balance:		\$7,393,267.44
U.S. Government and Agency Securities:		
Federal Natl Mortgage Association	\$23,964,078.61	
Federal Farm Credit Bank	23,961,570.14	
Federal Home Loan Bank	23,962,823.33	71,888,472.08
Certificate of Deposits		3,360,000.00
Cash and Investments		82,641,739.52
Bond Reserves (held at various institutions)		28,708,703.04
		\$111,350,442.56

	CASH	
	By Type of Investment	
	September 30, 2016	
Unrestricted Cash Balance:		
Cash	\$7,393,267.44	
Investments	75,248,472.08	
		\$82,641,739.52
Restricted Cash Balance:		
Bond Reserves (various institutions)		28,708,703.04
		\$111,350,442.56

The label “unrestricted cash” is deceiving. The cash is unrestricted only in the accounting sense of not being legally restricted to a certain use, like bond reserves. The cash is restricted in the sense of what fund it belongs to and what that fund can use it for.

The chart on the following page breaks down the \$83 million “unrestricted” cash figure above by fund and designated uses (if any).

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

	CASH	
	UNRESTRICTED CASH BY FUND	
	September 30, 2016	
General - Cash	\$9,623,705.60	
Emergency	1,125,000.00	
Escrows/Grants	141,140.43	
Public Nursing/Richardson Trust/CHIP/Med Re	86,566.65	
Senior Center Foundation/W Morgan Trust	13,208.62	
Cell Phone/Downtown Economic Developmen	2,554,716.52	
Computer Reserve	1,062,001.45	\$14,606,339.27
Street Maintenance - Cash		924,763.77
Parks, Recreation & Civic Facilities-Cash		236,629.59
Public Safety - Cash		3,855,918.74
CDBG - Cash		206,680.05
Special Allocation - Cash		2,773,661.17
Riverboat - Cash		398,192.99
Museum		221,916.62
Capital Projects - Cash		12,889,890.27
Aviation - Cash	4,160.99	
Escrows/Grants	9,861.90	14,022.89
Parking - Cash	(24,582.05)	
Escrows	5,684.00	(18,898.05)
Water Protection - Cash	2,799,505.06	
In House Bond Reserve / Escrow / Project	14,176,473.30	16,975,978.36
Golf - Cash		(198,592.21)
Mass Transit - Cash		17,893,787.15
Landfill - Cash	3,315,548.34	
PostClosure	4,726,215.00	8,041,763.34
Worker Compensation - Cash		1,666,689.87
Payroll - Cash		289,211.42
Fund 713 Tuscany - Cash		(415.55)
Fund 714 2317 Belt CID - Cash		89.10
Fund 715 St Joseph Gateway TDD - Cash		51,972.61
Fund 716 Cooks Crossing CID - Cash		145.09
Fund 717 East Hills CID - Cash		143,123.31
Fund 719 Beck Road CID - Cash		2,371.70
Fund 780 Library - Cash		0.06
CDBG Loan Funds - Cash		1,606,214.04
		<u>\$82,581,455.60</u>

# FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

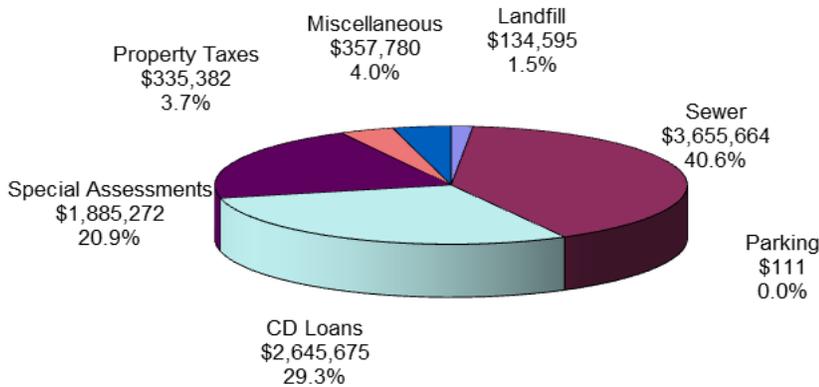
## Accounts and Loans Receivable Report

### Accounts and Loans Receivable Report For Quarter Ended September 30, 2016

#### COMMENTARY

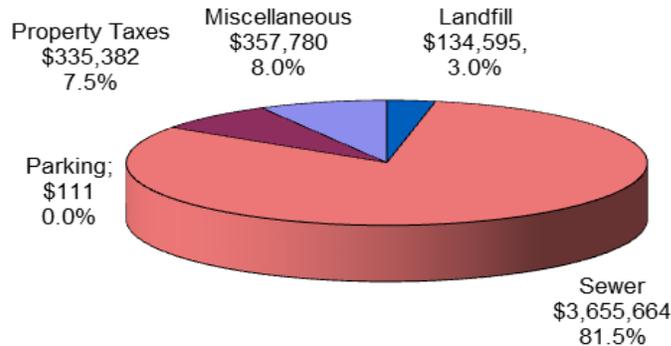
This Accounts and Loan Receivable Report covers the first quarter ended September 30, 2016. The purpose of this report is to identify the various types and amounts of receivables, discuss the City's various collection efforts and provide an estimate of receivable collectability. Total Accounts and Loans Receivable at September 30, 2016 are \$9,014,479, broken out as follows:

#### Accounts Receivable and Loan Receivable Report For Quarter Ended Sept. 30, 2016



Accounts Receivables are generated from routine services provided to City residents and from taxes, licenses and fees. Loans and Lien Receivables are special payment arrangements created for specific individuals within the community. Details of each type will now be discussed in detail by type.

#### Accounts Receivable For Quarter Ended Sept. 30, 2016 (Excludes Loans and Special Assessments)



The Accounts Receivable graph above excludes CDBG loans and Special Assessments receivables due to the varying factors. CDBG loans are spread out over 30-40 years, leaving most of the receivable due into the future and not past due. Special Assessments are liens upon property which are assumed uncollectible at the point of issuance due to the nature of the lien.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

**City Sewer Fund** receivables (81.5%), shown below include only City sewer billings. The total sewer receivable also includes South St. Joseph Industrial District, sewer surcharges, and septic load processing charges. Total sewer fund receivables due are \$3,655,664 as of September 30, 2016.

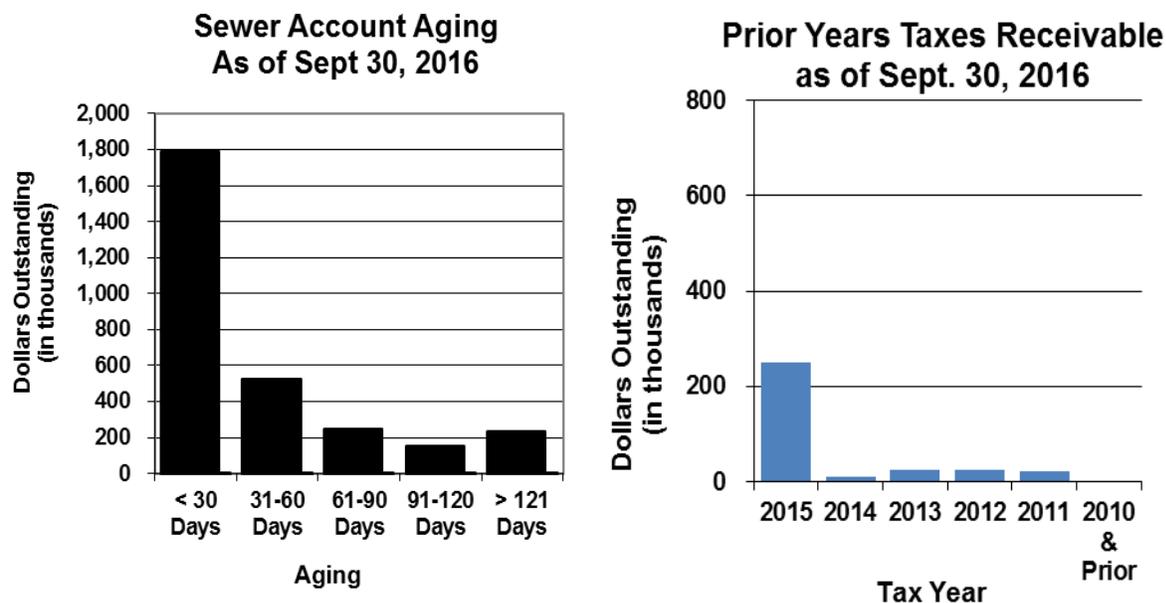
The City sewer balances due include primary secondary sewer surcharge customer user fees (\$698,191) - Septic load processing charges (\$5,196); SSJSD (\$314,471) and other industrial surcharge customers (\$378,524). In January, 2014, Country Club Village (CCV) contracted with the City to bill and collect current balances due in October, 2012. The CCV receivable balance of \$324,362 is also included in the total receivable balance on general ledger.

There were 2,325 termination notices sent out during the first quarter of FY2017 with 398 service addresses being disconnected and 408 accounts were reinstated. The FY2016 collections focused on consistent termination notices, collection agency turnover, prompt payment of monthly user fees. As a result of these efforts, cumulative bad debt percentage of revenue for the first quarter, 2017 is four and one-tenth (4.1%), cumulative to date 4.2% for all users. City collections group, which includes Legal, City Manager, Administrative Services Director and Utility Billing staff meet quarterly to discuss activity and possible changes to procedures.

The original collection policy passed in April, 2014 and higher concentration adopted in July, 2015 in which past due accounts reviewed were lowered to anyone owing balances over 60 days from billing date or at least two bills shown on their active account. Prior notices included those over 90 days and friendly reminders to pay. Both were not timely and proven ineffective measures of collection.

Two types of payment plans have been implemented - a six-month payment plan and a twelve-month payment plan for those who meet income guidelines approved by City social services agencies. Both have proven popular, but many not successful. Those failing the payment plan are placed back within the delinquent accounts and mailed another termination letter.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT



**Property Tax** receivables (7.5%), (shown above) include the receivables for tax years 2015 and prior. The annual tax sale for delinquent real property taxes was held on Monday, August 22, 2016.

The City 2016 tax levies (FY17) were set on August 17, 2016 at \$1.1395 per \$100 valuation, the same levy as tax years 2012 to 2015. The Hancock allowance (0.7%) increase was allowed, but valuations increased forcing the levy to remain the same. The Buchanan County Collector will be mailing out the 2016 tax bills around November 15, 2016.

**Landfill Fund** receivables (3.0%) include hauler accounts set up for monthly billing and land leases approved by contract. These are billed by the Administrative Services Department based upon reports provided by Landfill staff. Total billings to date are \$587,377 an **increase** of \$39,738 or seven and three-tenths (7.3%) percent over the same period in fiscal year 2016. Total tipping fee revenues of \$1,021,384 represent an **increase** of five and one-tenth (5.1%) percent from fiscal year 2016 (\$49,797). Outstanding receivables, as of September 30, 2016, total \$134,595.

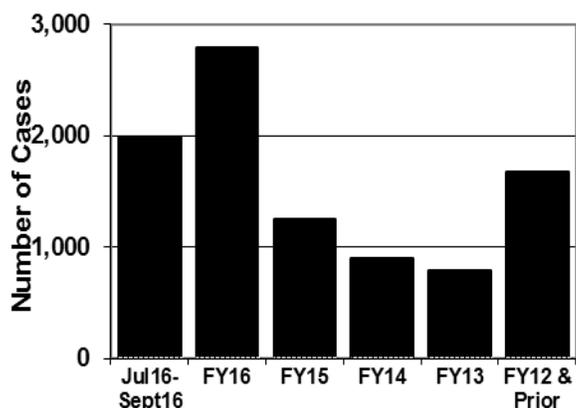
**Public Parking** receivables (<1%) include parking permits billed for City garages. Other receivables include parking citations outstanding recorded in the Parking Access database, but amounts due remain uncertain due to requests for dismissal, those protested in Municipal Court, etc. A total of 1,772 parking citations have been written this fiscal year – 1,230 by public parking staff and 542 by police officers.

Most revenues collected in the Parking Fund are not included as a receivable due to the possibility of parking tickets being protested, requesting a trial in court, etc. Revenue is recognized when received. To date, total parking fine revenues are \$23,299, of which \$22,173 (95.2%) are fines remitted directly to the City and from collection letters generated by Administrative Services. Municipal Court summons have resulted in the remaining \$1,126 (4.8%). A total of 1,828 collection letters were mailed this quarter and 7,872 citations remain as of September 30, 2016. The aging of citations is shown in the table below. Staff are in the process of implementing a new handheld ticket system. Full implementation anticipated in Spring, 2017.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

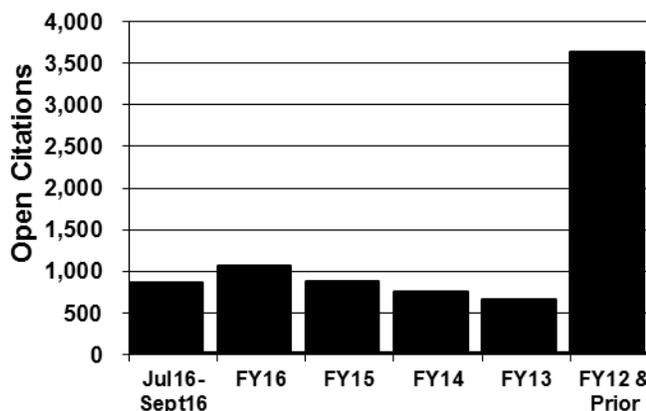
The Parking Fund continues to receive one half of the motor vehicle fees collected by the Buchanan County Collector and the \$1 fee added to Ticketmaster events at the Civic Arena to assist in parking lot maintenance fees.

**Municipal Court Open Cases  
As of Sept 30, 2016**



Aging

**Aging Open Parking Citations  
as of Sept. 30, 2016**



Aging

**Municipal Court** receivables are recorded in the INCODE Court software. Open citations as of September 30, 2016 total 9,412 citations.

The table above shows the aging of open cases. As of September 30, 2016, court fines and fees collected total \$139,220, compared to \$156,607 for the same period in fiscal year 2016, an eleven and one-tenth (11.1%) percent **decrease**. City retained Court revenues are \$202,754 compared to \$250,676 in fiscal year 2016, a nineteen and one-tenth (19.1%) percent **decrease**. The citations filed for FY2016 total 4,401, compared to 4,078 for FY2016, an **increase** of 323 citations (7.9%) from all Departments. The largest increase in citations written were by police officers and code enforcement staff. State legislative actions prevent revenue from warrants, failure to appear fees, etc. from any citations disposed of after August, 2015. Municipal Court revenues take a significant hit as a result of this action.

**Miscellaneous Receivables** (8.0) of the Receivables above are billed by Administrative Services. Miscellaneous billings include:

General - LEC charges, fire district contracts, and Administrative fees for Chapter 100 bonds, Heartland Health and Buchanan County shared expenses for maintenance of the communication system; franchise taxes and PILOT taxes due per Chapter 100 agreements;

SIM & R – Street/utility cuts, culvert pipe purchased for installation;

PRCF – Horace Mann monthly leases, Hockey Club and Figure Skating Club ice rentals;

Public Health – Birth/Death certificate monthly billings, monthly pound fees for area cities, and Buchanan County Health Contract;

Special Allocation Fund – Invoices sent to Buchanan County for County portion of EATS sales tax;

Aviation Fund – Monthly hangar leases, land leases, monthly Airport Café lease;

Mass Transit Fund – Bus station lease, State of Missouri bus passes purchased; franchise taxes;

Payroll Fund – Retiree and Cobra insurance billings.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

**Business Licenses/Permits** are also miscellaneous receivables, but not included in the total. Most of these billings are unknown at the time of billing as many are based upon gross receipts unknown at the time of renewal.

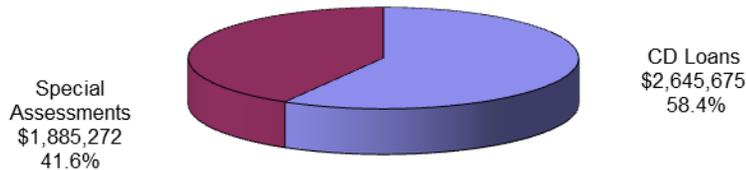
**Annual licenses, permits and inspections for business activity** are billed and collected by the Customer Assistance Department and recorded in Permits Plus Software when received. A total of 996 new and temporary business licenses and permits have been issued since May 1, 2016, the new billing cycle. The distribution of all new business permits and licenses issued are broken down by type as follows:

### Business Licenses and Permits By Type

Type	FY2017		YTD Revenue	
	New	Temporary	FY17	FY16
Alarm permits (police/fire)	106	0	\$6,837	\$7,788
Alcohol server licenses	133	173	\$6,015	\$12,785
Business licenses	276	24	\$114,711	\$178,017
Fire inspection permits	28	13	\$5,075	\$175
Health permits/inspections	37	70	\$10,875	\$10,003
Liquor licenses	27	37	\$8,123	\$14,005
Trade licenses	72	0	\$4,286	\$2,342
<b>Totals</b>	<b>679</b>	<b>317</b>	<b>\$155,921</b>	<b>\$225,115</b>

Collection efforts continue for the expired business licenses due on June 30, 2016. To date, these efforts include the original renewal application and a delinquent letter. Courtesy phone calls and a summons to Municipal Court will be forthcoming for those failing to renew.

### Loan & Special Assessment Accounts Receivable As of Sept. 30, 2016



**Lien & Special Assessment** receivables (41.2%) total \$1,885,272 include demolition liens (\$832,325), general code violations for weed and trash liens (\$964,625), and street and sewer improvement/use liens (\$88,322). Demolition and weed and trash liens are billed and collected by the Customer Assistance Division, with payment arrangements available on demolition liens up to a ten (10) year period in which to pay back the City. Sewer Improvements and Street Special Assessments are billed and collected by the Administrative Services Department.

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

Aging of Special Assessments - Amount Due			
Period	Dollars	Dollars (%)	#
FY16	239,396	12.7%	817
FY15	211,710	11.2%	714
FY14	144,410	7.7%	862
FY13	103,359	5.5%	513
FY12	148,130	7.9%	646
FY11 & Prior	1,038,266	55.1%	2,665
<b>Total Outstanding</b>	<b>1,885,272</b>	<b>100.0%</b>	<b>6,217</b>

Accounts deemed to be collectable may be pursued through additional collection letters and, if necessary, lawsuits filed in Buchanan County Circuit Court as a personal debt of property owners. Inspectors continue to be issue summons to Municipal Court for violations. The City requests restitution for any costs incurred in cleanup of the property. Amounts paid by the defendant include fines for non-compliance and any City restitution for that particular violation.

Fiscal Year 2016 year-to-date collections for all liens total \$22,064, compared to \$24,876 or an decrease of \$2,812 (-11.3%) for the same period in fiscal year 2016.

**Community Development (C.D.) Loan** receivables (58.4%) are low-interest loans made to low and moderate income residents under regulations promulgated by the Federal Department of Housing and Urban Development (HUD). These loans vary in length from 15 to 40 years. Although total loans outstanding are \$2,645,675, less than one percent (0.1%) or \$20,750 are principal and interest past due.

The Accounting Division, in the Administrative Services Department, bills and monitors these accounts. The C.D. Loan Committee, comprised of Administrative Services, Community Development and Legal staff, meet monthly to discuss accounts with balance portions greater than 30 days delinquent and decide upon the collection measures to be used, from general collection letters to foreclosure if necessary. The number outstanding accounts and loan amounts due vary by type and are listed below.

CDBG Loan Aging	
Aging	Dollars
0-59 Days	677
> 90 Days	276
Future	2,644,722
<b>Total Due</b>	<b>\$2,645,675</b>

## FY2017 1<sup>ST</sup> QUARTER FINANCIAL REPORT

### PURCHASE ORDERS (CONTRACTS) BETWEEN \$5,000 AND \$25,000

#### COMMENTARY

The City's purchasing policy allows the City Manager to approve contracts between the amounts of \$5,000 and \$25,000. The following lists those contracts\*\* issued in the first quarter of Fiscal Year 2017 between those limits.

2016-09-14	M17049	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$11,236.80
	P17070	SPRAGUE EXCAVATING INC	To furnish all labor, equipment sewer repair	Sewer - CIP	\$14,814.40
	P17071	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$14,814.00
	P17073	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$17,560.50
	P17074	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$10,604.00
2016-09-07	M17008	SUMMIT TRUCK GROUP	Diagnose and Repair Internal	Streets	\$5,453.88
2016-08-16	M17030	CUMMINS CENTRAL POWER	Overhaul for Unit 0434	Transit	\$18,943.00
	P17032	VERMONT SYSTEMS INC	Annual Maintenance agreement	Parks - REC Center	\$5,915.00
	P17033	MOTOROLA	APX7000 Digital Portable Radio	Public Safety	\$20,649.00
	P17034	SPRAGUE EXCAVATING INC	Furnish all labor, equipment, sewer repair	Sewer - CIP	\$13,904.40
2016-07-26	P16133	MOBOTREX INC	MO St. Joseph Stock EV Cabinet	Traffic	\$18,335.00
2016-07-25	P17001	NEENAH FOUNDRY CO	Neenah R-4984 ADA Panel 24" x	Capital Projects	\$5,920.00
				Streets	\$5,920.00
				Water Protection	\$5,920.00
	P17007	NEENAH FOUNDRY CO	Neenah R-3067-L Curb Inlet	Water Protection	\$5,940.00
			Neenah R-3335-1T01 Curb Box fo	Water Protection	\$7,760.00
			Neenah R-1726-A 7 1/2 Manholes	Water Protection	\$11,650.00
2016-08-02	P17012	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$14,814.40
2016-08-08	P17020	ALLEGIANT TECHNOLOGY	Managed Care Standard User	Computer Network	\$10,046.40
2016-09-21	P17028	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$11,908.80
2016-08-22	P17040	MEDTRONIC PHYSIO CONTROL	Maintenance Agreement - AED's	Fire	\$5,278.00
2016-08-24	P17043	JERRYS SPORTS CENTER INC	.223 55 gr TAP Ammo	Public Safety	\$5,680.00
	P17044	911 CUSTOM	12GA Super-Sock Bean Bag Ammo	Public Safety	\$6,776.00
	P17046	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$19,836.40
	P17047	SPRAGUE EXCAVATING INC	Furnish all labor, equipment sewer repair	Sewer - CIP	\$17,962.40
2016-09-01	P17053	TARGETSOLUTIONS LEARNING	Premier Membership Platform Fi	Public Safety	\$13,516.00
2016-09-02	P17057	ATHCO LLC	Purchase of Five (5) Fair Play Scoreboards	Capital Projects	\$20,360.00
2016-09-09	P17062	HORIZON OUTDOOR	UTV - Polaris Brutus	Landfill - CIP	\$18,835.10
	P17065	TRUAX COMPANY INC.	Tillion TR-120G Agricultural Seeder	Landfill - CIP	\$13,704.00
	P17066	LANDMARK EQUIPMENT INC	Bad Boy 72" CAT diesel engine	Parks - Mtce	\$15,164.00

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2016-09-12	P17068	WEATHER OR NOT INC	Weather Forecasting Service	Streets	\$8,869.00
2016-09-20	P17083	WALTERS TIRES & SERVICES	11R22.5 Hercules H903 Tires	Water Protection	\$5,600.00
2016-09-22	P17085	ALTEC INDUSTRIES INC	repairs to bucket truck	Parks - Mtce	\$8,500.00
2016-09-28	P17088	WORLD WIDE TECHNOLOGIES	12MO TRITON AP-EMAIL MODULE	Computer Network	\$5,650.00
			12MO EMAIL SANDBOX MODULE	Computer Network	\$7,640.00
2016-09-15	R41501-3	HERZOG CONTRACTING	CO# 3 Fairview Cart Path - 20	Capital Projects	\$20,000.00
Grand Total					\$425,480.48

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## ROUTINE BUDGET TRANSFERS

### COMMENTARY

Routine Budget Transfers are allowed under "Administrative Code Sec. 2-1052. Budget Transfers. (abridged & supplemented)" The following statement appears on the Routine Budget Transfer Form.

You Cannot Use This Form To:

1. Transfer funds to create full or regular part-time positions unless approved by Council.
2. Transfer (or use budgeted funds) to purchase a capital item/project (more than \$5,000) that has not been approved by the Council in the budget. EXCEPT – Once all budget approved capital items have been purchased, savings can be transferred.

**FOR EITHER OF THE ABOVE – PREPARE AN ORDINANCE FOR COUNCIL APPROVAL.**

The following report reflects routine budget transfers for the first quarter FY2017, sorted by Fund and Department. Most transfer forms contain several transactions. This is why there can be several lines of adjustments for each Transfer Number. The transfer number is an ID entered by staff when transfers are processed.

The major reason for the transfer is labeled with a short description. When there are multiple transfers per form, any amount over \$1,000 has a notation of the item being increased.

Transfer		Expenditures		Expenditures	
<u>Number</u>	<u>Object</u>	<u>Decrease</u>	<u>Object</u>	<u>Increase</u>	<u>Comments</u>
<b>001- GENERAL FUND</b>					
<b>30 - Police</b>					
BT001			1120	600.00	JULY 4 DWI ENFORCEMENT
-			5698	600.00	
BT002			1150	2,850.00	YOUTH ALLIANCE ALCOHOL
			1498	950.00	COMPLIANCE
			5698	3,800.00	
BT003			1120	5,258.00	YOUTH ALLIANCE COMPLIANCE AND
			1498	1,752.00	TOBACCO CHECKS
			5698	7,010.00	
BT004			1120	600.00	DRIVE SOBER DWI ENFORCEMENT
			5698	600.00	
BT005	1480	(5,000.00)	1515	5,000.00	VEHICLE INSURANCE CLAIM
BT011			1120	800.00	CHILD PASSENGER SAFETY WEEK

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			5698	800.00	ENFORCEMENT
BT012			1120	3,135.00	YOUTH ALLIANCE ID AND TOBACCO
			1498	1,045.00	COMPLIANCE
			5698	4,180.00	
BT013			1390	352.00	SAFE DRIVER PROGRAM AND SALE OF
			5070	352.00	RETIRED WEAPON
			1390	2,000.00	
			5060	2,000.00	
<b>60 - Public Health</b>					
BT017	1498	(13,800.00)	1453	13,800.00	MCH CONTRACT ADVERTISING
		\$ (18,800.00)		\$ 53,434.00	

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**VENDOR SERVICE CONTRACTS BY DEPARTMENT**

**COMMENTARY**

The report below lists all of the existing vendor contracts with the City. Unless otherwise noted, they are local vendors. List is in order of current year expiration date.

<b>Service</b>	<b>Service Provider</b>	<b>Orig Contract Periods</b>	<b>Orig Ext Periods</b>	<b># of Ext. Left</b>	<b>CY Contract Ext Expires</b>	<b>Final Ext Expires</b>	<b>Advertise Date Approx.</b>	<b>Date RFP Due Approx.</b>	<b>Dept</b>
Land Lease Agreement Rosecrans Airport	Life Net Air Medical Service	1	4	4	Jun-2016	Jul-2019	Feb-2019	Mar-2019	AV
Legal Services Regulatory Issues	William D. Steinmeier, P.C. Jefferson City, MO	6	0	0	Jun-2020	Jul-2020	Feb-2020	Mar-2020	L
Emergency Sewer Repairs	Lewis Backhoe	1	5	4	Jul-2016	Jul-2018	Apr-2018	May-2018	PW
Emergency Sewer Repairs	Sprague Excavating Co	1	5	4	Jul-2016	Jul-2018	Apr-2018	May-2018	PW
Landfill Engineering Services	SCS Engineers /Aquaterra Overland Park, KS	1	4	4	Sep-2016	Sep-2020	Jun-2020	Jul-2020	PW
Major Concrete Pavement Repairs	Auxier Construction	1	5	5	Aug-2016	Aug-2019	Mar-2019	Mar-2019	PW
Major Concrete Pavement Repairs	JD Bishop Construction	1	5	5	Aug-2016	Aug-2019	Mar-2019	Mar-2019	PW
Sewer Line Chemical Root Control	Elite Root Control LLc	1	5	5	Sep-2016	Sep-2019	May-2019	May-2019	PW
City-wide Trash Service	Deffenbaugh Industries	1	2	0	Jan-2017	Jan-2018	Oct-2017	Oct-2017	AD SVS
Transit vehicle and General Liability Ins.	Crane Agency, Broker for Travelers Chesterfield, MO	1	0	0	Sep-2016	Sep-2017	Jul-2017	Aug-2017	MT
Transit Life & AD&D Insurance	OCHS, Inc. Broker for Minnesota Life St. Paul, MN	3	0	0	Sep-2016	Sep-2017	Jul-2018	Aug-2017	MT
On Call - Professional	Burns & McDonnell Engineering Co Kansas City, MO	1	4	3	Oct-2016	Oct-2017	Jun-2017	Jul-2017	PW
Asphalt Milling & Overlay	Keller Construction	1	5	1	Oct-2016	Oct-2016	Jul-2016	Aug-2016	PW
Elevator Maintenance at Joyce Raye Patterson Senior Center	Kone, Inc. Kansas City, MO	1	3	3	Nov-2016	Nov-2017	Aug-2017	Aug-2017	PR

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Collection of Past Due Obligations for Municipal Court	Capital Recovery Systems, Inc. Columbus, OH	1	4	3	Nov-2016	Nov-2017	Aug-2017	Sep-2017	AD SVS
Collection of Past Due Obligations for Sewer and Other Billings	Berlin Wheeler Receivables Management Jefferson City, MO	1	4	3	Nov-2016	Nov-2017	Aug-2017	Sep-2017	AD SVS
Geographic Information Services (GIS)	Midland GIS Solutions	1	4	3	Nov-2016	Nov-2017	Aug-2017	Sep-2017	AD SVS
Surveying Services	Midland Surveying, Inc.	1	4	3	Nov-2016	Nov-2017	Aug-2017	Sep-2017	AD SVS
Farmland Lease	Bryan Paden Wathena, KS	5	0	0	Feb-2017	Jan-2020	Dec-2019	Dec-2019	AV
Transit Dental Insurance	CBIZ/BCK&W Agent for Delta Dental Insurance	2	0	0	Dec-2016	Dec-2016	Oct-2016	Oct-2016	MT
Property Insurance Policy	MOPERM; CBIZ BCKW	1	Subject to Annual Renewal	Subject to Annual Renewal	Dec-2016	Dec-2016	None	None	HR
Liability Insurance	MOPERM; CBIZ BCKW	1	Subject to Annual Renewal	Subject to Annual Renewal	Dec-2016	Dec-2016	None	None	HR
Realty Services	Reese & Nichols Ide Capital Realty	2	3	3	Jan-2017	Jan-2018	Dec-2017	Dec-2017	CW
Softball Officiating Services	St. Joseph Umpires and Scorekeepers Association	1	4	3	Jan-2017	Jan-2018	Nov-2017	Dec-2017	PR
On Call Design Services for Wastewater Facility	Burns & McDonnell Engineering Co Kansas City, MO	1	4	4	Jan-2017	Jan-2019	Oct-2018	Oct-2018	PW
On Call Design Services for Wastewater Facility	HDR Engineering	1	4	4	Jan-2017	Jan-2019	Oct-2018	Oct-2018	PW
On Call Design Services for Wastewater Facility	Snyder & Associates, Inc.	1	4	4	Jan-2017	Jan-2019	Oct-2018	Oct-2018	PW
On Call Design Services for Wastewater Facility	Black and Veatch Corp	1	4	4	Jan-2017	Jan-2019	Oct-2018	Oct-2018	PW
On Call Design Services for Wastewater Facility	George Butler & Associates	1	4	4	Jan-2017	Jan-2019	Oct-2018	Oct-2018	PW
Professional Title Services	First American Title	0	0	0	None	None	None	None	PW
Transportation Planning Services	URS Corporation Minneapolis, MN	1	4	2	Feb-2017	Feb-2017	Oct-2016	Nov-2016	PW

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Lease of Approx 25 Acres to Plant & Harvest- former Mi-Ho Property	Lau Farming, LLC	1	3	3	Feb-2017	Feb-2020	Dec, 2019	Jan, 2020	PL
Design, Testing and Planning for the Landfill	Blackstone Environmental	1	4	4	Feb, 2017	Feb, 2019	Oct-2018	Nov-2018	PW
Uniforms, Mat, Mop Rental & Laundry Svcs	Walker Unifroms	2	1	1	Mar-2017	Mar-2018	Jan-2018	Jan-2018	AD SVS
Towing Services	R&W Tow and Recovery, Inc.	1	2	2	Mar-2017	Mar-2017	Sep-2016	Sep-2016	AD SVS
Design, Testing and Planning for the Landfill	Burns & McDonnell Engineering	1	4	4	Mar-2017	Mar-2019	Oct-2018	Nov-2018	PW
Copier Rental	All Copy Products	3	0	0	Jul-2018	Jul-2018	May-2018	May-2018	AD SVS
Postage Machine & Folder/inserter Lease	Lineage, Inc.	1	3	3	Oct-2017	Oct-2020	Sep-2020	Sep-2020	AD SVS
On Call- Architectural	Riverbluff Architects	1	4	0	Apr-2015	Apr-2015	Dec-2014	Jan-2015	PW
On Call- Architectural	Ellison Auxier Architects	1	4	0	Apr-2015	Apr-2015	Dec-2014	Jan-2015	PW
On Call- Architectural	Goldberg Architects	1	4	0	Apr-2015	Apr-2015	Dec-2014	Jan-2015	PW
On Call- Architectural	Creal Clark & Siefert	1	4	0	Apr-2015	Apr-2015	Dec-2014	Jan-2015	PW
City Cemetery Mowing	Emerald lane Maintenance	1	3	2	May-2017	May-2018	Feb-2018	Feb-2018	PH
Backfill and Repair of Street Cuts	JD Bishop Construction	1	3	1	Oct-2017	Oct-2019	Sep-2019	Sep-2019	PW
Employee Health	Blue Cross Blue Shield of KC	1	2	0	Jun-2017	Jun-2019	Jan-2019	Feb-2019	HR
Financial Advisor	Piper Jaffray & Co	1	5	2	Jun-2017	Jun-2017	Feb-2017	Mar-2017	AS
Banking	Citizen's Bank and Trust	1	4	3	Jun-2017	Jun-2018	Feb-2018	Mar-2018	AS
Procurement Cards	U. S. Bank	1	4	3	Jun-2017	Jun-2018	Feb-2018	Mar-2018	AS
Merchant Card Services	U. S. Bank	1	4	3	Jun-2017	Jun-2018	Feb-2018	Mar-2018	AS
Backfill & Repair of Street Cuts	JD Bishop Construction	1	3	1	Jun-2016	Jun-2016	Feb-2016	Mar-2016	PW
Lockbox Processing Services	Citizens Bank & Trust	1	4	3	Jun-2016	Jun-2018	Mar-2018	Apr-2018	AD SVS
Recycling Services	RSP, Inc.	2	3	2	Jun-2016	Jun-2017	Feb-2017	Apr-2017	PW
Exclusive, Non-Alcoholic Beverage Sponsorship for Fairview Golf Course	Pepsi Beverages Co	5	0	0	Jul-2016	Jul-2020	Feb-2020	Feb-2020	PR

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Construction and Design Related Issued	Seigfreid, Bingham, P.C. Kansas City, MO/ Cunningham, Vogel & Rost	5	0	5	Jun-2017	Jun-2020	Feb-2020	Mar-2020	L
Auditing	CliftonLarsonAllen LLP	5	0	5	Jun-2017	Jun-2020	Feb-2020	Mar-2020	AD SVS
Employee Assistance Program	Heartland Counseling Services	2	1	0	Jun-2016	Jun-2016	Mar-2015	Mar-2015	MT
Bond Counsel	Gilmore and Bell Kansas City, MO	5	0	0	Jun-2017	Jun-2020	Feb-2020	Mar-2020	AD SVS
Workers' Compensation Third Party Administrator	Thomas McGee, L.C. Kansas City, MO	1	Subject to Annual Renewal	Subject to Annual Renewal	Jun-2017	Jun-2017	None	None	HR
Workers' Compensation Bond	Safety National Casualty Co. Brokered by Thomas McGee	1	Subject to Annual Renewal	Subject to Annual Renewal	Jun-2017	Jun-2017	None	None	HR
Workers' Compensation Excess Insurance Greater than \$350,000 per claim	Safety National Casualty Co. Brokered by Thomas McGee, L.C.	1	Subject to Annual Renewal	Subject to Annual Renewal	Jun-2017	Jun-2017	None	None	HR
OPEB GASB 45 Actuarial Services	Clarity in Numbers LLC	1	5	3	Jun-2017	Jun-2017	Mar-2017	Apr-2017	AS
Exclusive Beverage Sponsorship - Bode Ice Arena/Sports Complex	7UP/Snapple Group	5	0	5	Mar-2020	Mar-2020	Jan-2020	Jan-2020	PR
Sanitary Sewer Rehabilitaiton Services using Cured-In-Place Pipe	SAK Construction, LLC O'Fallon, MO	1	Subject to Annual Renewal	Subject to Annual Renewal	Oct-2016	Oct-2016	None	None	PW
Transit Drug Screen	OHS - COMPCARE	3	0	0	Dec-2016	Dec-2018	Oct-2018	Oct-2018	MT
Legal Services Environmental Issues	Aqualaw, PLC	5	0	0	Jun-2017	Jun-2019	Feb-2019	Mar-2019	L
Transit Advertising Signs	Houck Transit Advertising St. Paul, MN	5	0	0	Sep-2017	Sep-2021	Jul-2021	Aug-2021	MT
Transit Pension Actuarial Services	CBIZ Benefits & Insurance Cumberland, MD	3	0	0	Dec-2016	Dec-2016	Oct-2016	Nov-2016	MT
Automated Vending Services - St. Joseph Transit Properties	Acme Music & Vending	3	0	0	Apr-2017	Apr-2017	Jan-2017	Feb-2017	MT

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Legal Services Labor and Employment Law	The Lowenbaum Partnership, LLC St. Louis, MO	5	0	0	Jun-2017	Jun- 2017	Mar-2017	Apr- 2017	L
Lease of Landfill Property for Farming	Bill Bywaters	5	0	0	Jun-2017	Jun- 2017	Mar-2017	Apr- 2017	LF
Exclusive, Non- Alcoholic Beverage Products at St. Joseph Rec Center	Pepsi Beverages Company	5	0	0	Jul-2017	Jul-2017	Mar-2017	Apr- 2017	PR
Lawn and Lot Care Services for Transit	Mark's Law Mowing	3	0	0	Oct-2017	Oct- 2017	Nov-2017	Nov- 2017	MT
Aviation Plannng and On-Call Design Services	Jviation, Inc. Jefferson City, MO	5	0	0	Jan-2018	Jan- 2018	Sep-2017	Oct- 2017	AV
Transit Management Services	First Transit Cincinnati, OH	5	0	0	Jun-2018	Jun- 2018	Jan-2018	Mar- 2018	MT
Legal Services Plannng and Zoning Issues	Williams & Campo, P.C. Lee's Summit, MO	5	0	0	Jun-2018	Jun- 2018	Feb-2018	Mar- 2018	L
Legal Services Plannng and Zoning Issues	Cunningham, Vogel I& Rost, P.C. St. Louis, MO	5	0	0	Jun-2018	Jun- 2018	Feb-2018	Mar- 2018	L
Lease Space at Horace Mann Community Center	Community Action Partnership	6	0	0	Aug-2018	Aug- 2018	May-2018	Jun- 2018	CD
Lease Space at Horace Mann Community Center	Community Action Partnership	6	0	0	Aug-2018	Aug- 2018	None	None	PR
Exclusive Non- Alcoholic Beverage Sponsorship for Products sold at the St Joseph Civic Arena	Pepsi Beverages, Inc.	5	0	0	Nov-2018	Nov- 2018	Sep-2018	Sep- 2018	
Provide Service on the Infrastructure of the Public Safety Radio System at All Sites	Motorola, Inc.	6	0	0	Dec-2019	Dec- 2019	None	None	Police
Lease for Restaurant Space at Rosecrans Memorial Airport	Cheryl Green dba the Diner at Rosecrans	1	9	9	Oct-2016	Oct- 2023	Jul-2023	Jul-2023	AV
Herzog Contracting Company Land Lease	Flight Department	50	0	0	Jul-2043	Jul-2043	None	None	AV
BMS Land Lease	Dan Bayer 100 N. Airport Rd	99	0	0	Oct-2067	Oct- 2067	None	None	AV
C-1 Aircraft Hangar	Bill Brown	Month to Month Lease	0	0	Month to Month Lease	Month to Month Lease	None	None	AV

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Summer Jam Basketball	Interfaith Comm Service	5	0	5	Jan-2017	Jan-2021	None	None	PR
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**TIF PROJECT UPDATES**  
**for Quarter Ended**  
**September 30, 2016**

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PILOTS		SALES TAX EATS		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>North Shoppes - Phases 1 &amp; 2 of North County TIF district. Approved August 2003. Developers-Bob Johnson, RED Development, Buchanan County</b>	IDA Issued Bonds - Paid off in 2028	646,000 square foot shopping center. Except for one pad site, center is complete and fully operational. Buchanan County still has several projects to complete - sidewalks, Green Acres cul-de-sac, etc.  Reimbursable costs included Northridge Sewer extension, four lane parkway through the development, sidewalks and landscaping throughout the project, façade enhancements, extraordinary grading to prepare the site, stormwater lagoon, Green Acres repaving and cul-de-sac, pedestrian sidewalks on and off-site.	\$24,285,415	\$25,522,391	\$35,884,772	\$38,217,335	\$34,086,629	\$1,148,025	\$0	\$3,179,000	\$709,653	<b>(\$3,617,372)</b>
				Added a portion of Phase 2 into Phase 1 for Theater		Cover additional County costs in Phases 1 & 2.	RED reimbursed \$28,194,202 County reimbursed \$6,380,207 and has \$65,424 to be disbursed on a Pay as You Go when all bond payments have been made. City reimbursed \$996,008 for our share of Northridge sewer.		Includes Penalty/Interest assessed for late payment of taxes	Includes City and County local sales tax, County Use tax and Franchise Tax incremental EATS	County Use tax added in FY14.	FY16 - new tenant - Five Below. FY15 - Sleep Number and Sports Clips. FY14 - Ulta and Kirklands. Closed - Famous Daves, Bob Evans, Borders, Payless Shoes
<b>Stockyards Redevelopment (Triumph Foods,LLC). Approved October 2003.</b>	MDFB Issued Bonds - Paid off in 2025	550,000 square foot pork processing facility. Total investment approximately \$130 million. Fully operational. Current employment - 2,722.	\$7,000,000				\$6,766,097	\$690,540	\$0	\$138,200	\$15,919	(\$812,821)
							Developer completely reimbursed the approved \$5,600,000 for property acquisition, demolition, and site improvements. City reimbursed \$1,166,097 for improvements to Stockyards Expressway.			Includes City, County and Franchise Tax incremental EATS.	Also includes cafeteria tenant sales taxes, not previously budgeted.	Triumph donated \$100,000 to SJSD for first five years; \$25,000 to SJPD for three years; \$50,000 annually to United Way. Keep their headquarters in SJ or pay City \$1 million.
<b>3rd Street Hotel Development (Holiday Inn) Approved January 2004. Developer: HISJ Holdings LLC</b>	105145	Renovation of 170-room hotel to regain Holiday Inn franchise; restaurant conversion for nationally franchised restaurant; landscaping improvements; parking & exterior lighting improvements. Completed except for exterior façade improvements.	\$2,700,000				\$2,500,000	\$0	\$0	\$0	\$0	\$0
		<b>PROJECT PAID OUT /CLOSED FY16</b>	\$2,500,000 certified. \$200,000 withheld for façade.				<b>Paid in Full</b>		Includes Penalty/Interest assessed for late payment of taxes		TIF formally closed FY16. Includes add'l Hotel/Motel taxes, 1% TDD tax, and 1/2 of (.5%) Downtown CID Sales Tax. Also contributing to the increase is increased H/M tax rate.	
<b>Tuscany Towers - Phases 1, 2, &amp; 3 TIF/CID Plan Approved August, 2015. Developer: St. Joe 47</b>	Pay-as-you-go 23 years after revenue generation begins	Phase 1 - development of 175,000 sq feet of restaurant, hotel, bank/office, and lifestyle retail use. Reimbursement for new lift station and extension of force mains along east side of I-29 to Cook, extended to Corinth subdivision; extending water service and other utilities; stormwater system; and US169 road/intersection improvements. Much of the infrastructure work complete.	\$5,549,042	Amended Plan Approved August 2015 (SO8971) Phase 1 - \$13,755,015 Phase 2 - \$10,077,380 Phase 3 - \$5,939,971 \$14,217,837 eligible for CID			\$0	\$0	\$0	\$0	\$0	N/A
							Certified costs are pending review.		PILOTS New FY17			Activated FY16 - Revenue begins FY17

**TIF PROJECT UPDATES**  
**for Quarter Ended**  
**September 30, 2016**

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PILOTS		SALES TAX EATS		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>EBR/HHS Development Approved October 2005</b> <b>Developers: EBR Enterprises &amp; HHS Properties</b>	Pay-as-you-go	13.2 acres at intersection of Blackwell Rd & Belt Highway. A mixture of retail and office space. Reimbursable expenses for retaining walls, storm water detention, street lighting, sidewalks, Cronkite Road improvements, landscaping, etc. Three restaurants and office/medical bldg now open. HHS Properties now leasing.	\$3,297,232	\$5,529,620			\$1,924,088	\$234,948	\$0	\$163,600	\$24,230	(\$374,318)
				Add'l phases plus overages on site work. Approved SO 7045-3/26/07			Costs certified to date - \$4,484,898.42 EBR - \$2,757,896.24 HHS - \$ 1,727,002.18				Total EATS (70%) per Agreement, 30% to City Public Infrastructure	
<b>Uptown Redevelopment District - Project A Approved March 2005</b> <b>Developer: St. Joseph Redevelopment Corp.</b>	Pay-as-you-go 23 years	Demolition of old Heartland Hospital west in order to provide a developable area.  Discussions with developer - demolition costs as well as costs related to developing the plan would be reimbursed, however no formal written agreement exists as yet to this effect. Amount would be approx. \$3,072,071 minus any federal grants received for this phase.	See cell under project status description				\$0	\$0	\$0	\$0	\$0	\$0
							Tif Costs Certified to Date: \$241,500 in demolition costs		No PILOTS anticipated			No reimbursement request has been submitted. Approved by TIF Commission for activation, awaiting Council vote in November.
<b>Mitchell Avenue Corridor Approved June 2006</b> <b>Developer: American Family Insurance Company</b>	Pay-as-you-go 23 years	In order to serve an expanded AFI building and to improve access to the entire TIF district, a new gravity flow sewer was installed and improvements to Mitchell Avenue are being completed. Improvements benefit AFI, Mo Western University, and any future development along Mitchell Avenue Corridor	\$3,974,270	\$5,272,673			Pay As You Go Completed - \$162,673.	\$414,695	\$0	\$17,490	\$3,804	(\$428,381)
				Approved by SO 7224 on 12/3/07/bond issuance per SO7361 on 5/19/08.			See Bond Schedule				Franchise Tax and EATS Sales tax from cafeteria within American Family facility.	
<b>Uptown Redevelopment - Ryan Block Project Approved December 2006</b> <b>Developer: Olin Cox</b>	Pay-as-you-go 23 years	The first project within the Frederick Avenue TIF District established under the Uptown Redevelopment umbrella. The developer intends to rehab two buildings, 1137-1141 Frederick into 3300 sq ft of commercial space below and 6,600 sq ft of apartments on top two floors. The bldg at 1125 Frederick will be demolished to provide a parking lot. Reimbursable costs include lot paving, upgrades to renovations, & facade improv.	\$317,767				\$0	\$1,558	\$1,416	\$0	\$0	(\$142)
							In addition to the \$1m grant reimbursed during the demolition of the hospital, a request was submitted and approved in FY14 totalling \$241,500			No activity.	Franchise taxes only on utility usage by upstairs tenants.	No reimbursement requests have been submitted.

**TIF PROJECT UPDATES**  
**for Quarter Ended**  
**September 30, 2016**

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PILOTS		SALES TAX EATS		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>East Hills Redevelopment Project</b> - <b>TIF Approved Dec, 2007</b> <b>- Redevelopment Agreement Approved 1/3/08</b>  <b>CID sold bonds in April, 2015.</b> <b>CID Proceeds now remain with CID to pay bonds and not going back to TIF.</b>	Currently Pay As You Go Proposed Bond Issuance.	Project to include remodel exterior of JC Penney's, Sears and Dillards. Also includes remodel of three mall entrances, lifestyle center, a new big box store, renovation of existing tenant spaces. Public infrastructure improvements includes traffic signals at Belt & Frederick, Frederick & Sherman. crosswalk signals, upgrade existing right-of-way, public bus stop. The project also will address underground storm water concerns.	Total Reimbursable Costs - \$45,113,678  Per SO7242 passed 1/3/08.	Total Reimbursable Costs - \$46,539,416 TIF - \$30,897,042 CID - \$15,642,374  Per SO7279 passed 2/11/08.			Total CID Revenue - \$3,768,164.42 CID Disbursed to date: \$ 1,856,950.63  TIF Costs Certified to Date: \$30,897,042 CID Costs Certified to Date: \$15,642,374 Interest Certified: TIF - \$579,668.91 CID - \$4,767,065.73	\$599,936	\$0	\$541,550	\$893	(\$1,140,593)  <b>BONDS ISSUED - NO SHARE OF CID REVENUES.</b>  New construction - Five Guys, Great Clips, and Pancheros. Notable new tenants - Victoria's Secret and Rally House. FY2012 first fiscal year in which base surpassed.
<b>Cook Road Corridor Redevelopment Project</b> <b>Approved March 24, 2008</b> <b>Developer: Greystone Partners Land Development, LLC</b>	Sewer Revenue Bonds/ Sewer Connection Fees	Project to include: (1) residential subdivision on approximately 185 acres of land into over 350 single family and townhouse housing units; (2) construction improvements to Cook Road resulting in three-lane section, concrete curb and gutter, stormwater drainage and raised grass medians; (3) construction of sanitary sewer system improvements sewer lines, a new pump station and gravity sewer main and (4) construction of 12 inch water line from Cook Road to Woodbine Road.	\$4,781,786				Sewer Improvements - \$2,378,839.65 Pay As You Go - \$80,500  \$2,463,930.29- Certified to Date	\$184,000	\$0	\$0	\$953	(\$183,048)  Real property taxes being received/distributed to Developer.  Few homes completed and franchise taxes being received.  Other revenue source - \$500 sewer connection fee assessed per property.
<b>Center Building Redevelopment Project</b> <b>Approved January 25, 2010</b> <b>Developer: Mid-City Partnership, Inc.</b>	Pay As You Go	Project includes development listed at 613 Edmond St. and 119-123 S. 6th St. Renovation includes removal of the 1961 sheet metal façade and the restoration of the remaining exterior building elements. Building encompasses 19,060 sq. ft and will be divided into one 15,250 sq. ft unit for restaurant/banquet facilities with three planned retail/office units at 609, 611 and 613 Edmond St. for a total of 3,810 sq. ft. office/retail space. The Brazilian Steakhouse is currently under construction. To date - Aqua Vital Salon and 2 Trendy LLC have opened.	\$1,355,097				\$233,477  \$1,197,597.00- Certified to Date	\$12,044	\$0	\$28,740	\$7,139	(\$33,645)  Actual Received  Now includes 50% Downtown CID Sales .  Ground Round opened June, 2012. Also includes 50% of Downtown CID Sales taxes received within this TIF.
<b>Gilmore Building Redevelopment Project</b> <b>Approved November 25, 2013</b> <b>Developer: R &amp; M Machines, LLC</b>		Project includes rehabilitate and restore the Gilmore Building located at 107 S. 6th St for apartments and retail space.	\$236,245  Per SO8918, passed 3/16/15, going forward payoff to NA Re Holdings - No Interest				\$8,635  \$236,245.00 - Certified to Date	\$4,500	\$0	\$3,940	\$1,424	New tenant, Paradox Coffee began in fall, 2015. No remittances until Jan, 2016

**TIF PROJECT UPDATES**  
**for Quarter Ended**  
**September 30, 2016**

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PILOTS		SALES TAX EATS		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>Developer Agreement - The Commons North American RE Development new developer</b>  <b>***Prior Agreement approved July, 2007</b> <b>Developer: Earthworks</b>	CID Bonds	Project to include development of 612,780 square feet of retail and office space upon 73 acres of land at intersection of Interstate 29 and South 169 Highway. Under construction.	\$6,503,977	\$4,500,000			\$1,280,734	\$4,775	\$0	\$594,360	\$174,662	(\$424,473)
		Commons Community Improvement District (CID) Cooperation Agreement approved per SO7256 (1/14/08). Yet to establish CID tax rate. Approval of bond issuance approved per SO 7257 (1/14/08). Special Ordinance No. 8124 (12/13/10) amended Developer Agreement to forego calculated base	City reimbursable \$5,754,977.36 CID tax to pay \$749,000.00 per SO7255 (1/14/08).	Per SO8918, passed 3/16/15, going forward payoff to NA Re Holdings - No Interest			All approved reimbursable costs have been submitted and approved. As of this date, CID Bonds have not been issued. CID remains inactive. Interest reimbursed up to 8 1/2%.		Land assessed as Agricultural on undeveloped land. Foreclosure - Nov14.		City Sales Tax EATS Only.	
<b>Developer Agreement - Fountain Creek Approved July, 2008</b> <b>Developer: SDG Developments, LLC &amp; Partners</b>	Pay As You Go	Mixed Use Project including approximately 68 acres of both commercial and residential development with a projected market value of \$45,000,000 upon development at the intersection of Mason Road and South 22nd Street.	City reimbursable \$1,815,454 per Special Ordinance No. 7420, passed 7/28/08.				\$0	\$2,021	\$0	\$0	\$0	To date residential homes only constructed. No sales tax anticipated yet. No reimbursement requests have been submitted.
<b>Developer Agreement - Cook Crossings Approved April, 2011</b> <b>Developer: St. Joseph Partners, LLC</b>  <b>CID Fund 716 -</b>	Pay As You Go	Approximately 12.15 acres of commercial use development with a capital investment of \$13.65 million at the intersection of Cook Road and North Belt Highway. Phase I completion date tentatively set as September 30, 2012. Phase 2 completion date tentatively set as October 31, 2012. CID sales tax also to be initiated - 1% sales tax and .a special assessment of \$ .40 per square foot upon the tenants annually. Distribution 50% of City General Sales taxes only.	City reimbursable \$900,000, plus interest - SO8195, passed 4/18/11. SO8196, passed 4/18/11				Certified to Date: CID STRA - \$6,054,791.57 \$644,964.22	\$0	\$0	\$120,000	\$28,825	Dick's Sporting Goods, Aldi's, Pet Smart, Verizon, Starbucks, and Dental Clinic included. Must meet Aldi's prior base.  CID own entity, with none of the proceeds going to development itself.
<b>Developer Agreement - Pharmacy Developer: Orange Development, Inc.</b>	CVS Pay As You Go	Constructing 13,225 sq ft of new retail space at N Belt & Karnes Road for CVC Pharmacy. Improvements to be reimbursed are public improvements for right hand turn lands from Belt to Karnes. Not to exceed six (6) years.  Reimbursement portion of General 1% and CIP taxes. **Note - Percentage changes calendar 2018 and 2020.	City reimbursable \$77,543, plus interest - SO8935, passed 5/11/15. SO8196, passed 4/18/11				\$0	\$0	\$0	\$0	\$856	No payments to date.
							Certified costs are pending review.					