



**FISCAL YEAR 2014-2015
ANNUAL BUDGET
For
Raytown, Missouri**



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THE BUDGET CYCLE

An annual budget prepared under the modified accrual basis of accounting (except that the encumbrances are treated as expenditures for budget purposes) is adopted in October prior to the beginning of each fiscal year for all budgeted Governmental Fund Types.

Pursuant to State Law, the City Administrator must submit a balanced recommended budget to the Board of Alderman no later than October 1st every year. The budget must include a complete financial plan for all City funds and activities subject to appropriation, including proposed tax rates, an estimate of all income and revenue and all proposed expenditures for current operations, debt service, and capital expenses.

The City Administrator submits the recommended budget to the Board of Alderman in accordance with City policies and ordinances and State law. The budget document must include: a budget message outlining the fiscal policy of the government; detailed budgets estimate of revenues and expenditures by fund; and Appropriation and Tax Levy Ordinances.

The City performs the following procedures for establishing the budget:

May-June

Budget Package Preparation

Each year, the budget staff gathers all of the necessary information for the Departments to begin their budget request. This information includes an analysis of the previous years spending, a detail of each budgeted employee and their associated costs, the formatted budget sheets for each line item, a Departmental Overview with current goals, objectives, performance measures, and all necessary fiscal information.

July

Department Budget Request

Once the budget packages are assembled and delivered, the Departments then begin the task of quantifying their budget needs for the upcoming fiscal year. Departments should start by reviewing their goals and objectives and updating them where needed. The Departments then begin to assemble the information necessary to make their budget request and have the entire package submitted back to the budget staff.

August

Department Budget Request Review

Once the budget requests are submitted, the budget staff begins to review the requests and compile a preliminary budget based on requests.

August

Administrative Budget Review

Once the budget staff has made recommendations to the City Administrator, the departments are given one more opportunity to discuss their request and the budget staff's recommendation. Once these hearings have occurred, the budget staff will complete the recommended budget per the revisions of the City Administrator.

September

Board of Aldermen Review and Administrative Adjustments

Once the Administrator has made recommendations and initial adjustments, the Documents will be distributed to the Board of Aldermen for review and comment. The Board of Aldermen will hold Budget Hearings, and request Department Heads to review their specific budget in detail at their discretion. Once this review has occurred, the Administration will make any last revisions they deem before the documents are submitted for final adoption.

October

Alderman Review, Public Comment, and Adoption

The Board must approve the budget no later than October 31.

SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

The general-purpose financial statements of the City are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the City's significant accounting policies.

Reporting Entity

As required by GAAP, the City's general-purpose financial statements include the transactions of all funds and account groups of the City and its component units.

Basis of Presentation

The accounts of the City are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity.

The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, equities, revenues and expenditures or expenses. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped by type in the general-purpose financial statements.

The following fund types and account groups are used by the City:

Governmental Fund Types

Governmental Funds are those funds 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 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.

Special Revenue Funds are operating funds used to account for certain property taxes, grant funds and other special revenues legally restricted for specific purpose.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, principal, interest and other related costs of the City's general long-term debt.

Capital Project Funds are used to account for financial resources designated to construct general fixed assets that, by their nature, may require more than one budgetary cycle for completion.

Proprietary Fund Types

Proprietary Funds are those in which the measurement focus is upon determination of net income. The City's proprietary funds include an Enterprise Fund and Internal Service Funds.

Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing the goods or services to the general public on a continuing basis be financed or recovered through user charges, or where the periodic determination of net income is deemed appropriate.

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, on a cost-reimbursement basis.

Fiduciary Fund Types

Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations or other governmental units and/or other funds.

Expendable Trust and Agency Funds - Expendable Trust Funds are accounted for in essentially the same manner as Governmental Funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Nonexpendable and Pension Trust Funds are accounted for in essentially the same manner as Proprietary Funds.

Account Groups

Account Groups are used to establish accounting control and accountability for the City's general assets and the unmatured principal of its general long-term debt.

General Fixed Assets Account Group is used to account for the City's fixed assets, except infrastructure assets which are not capitalized, other than those accounted for in the Proprietary Funds or Nonexpendable Trust Fund.

General Long-term Debt Account Group is used to account for the unmatured general long-term debt except for that debt accounted for in the Proprietary Funds.

Basis of Accounting

Basis of accounting refers to when revenues, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the general-purpose financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental, Expendable Trust and Agency Funds utilize the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (e.g., when they become both measurable and available). Measurable means the amount of the transaction that can be determined and available means collectible within the current

period or soon enough thereafter to be used to pay liabilities of the current period. Application of the "susceptibility to accrual" criteria requires judgement, consideration of the materiality of the item in question, and due regard for the practicality of accrual, as well as consistency in application.

Significant revenues, which are considered susceptible to accrual, include property, sales and other related taxes, interest and certain State and Federal grants and entitlements. Certain revenues, which are measurable and susceptible to accrual, but not yet available, are reported as deferred revenue and recognized as revenue when collected. Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are not measurable until actually received.

Under the modified accrual basis of accounting, expenditures are recognized in the accounting period in which the related fund liability is incurred except for interest on long-term debt, which is recognized when due, and prepaid expenses, which are not recorded. Encumbrances are not recognized as expenditures; however, open encumbrances are reported as reservations of fund balance since the commitments will be honored in subsequent years.

The accrual basis of accounting is utilized by the Enterprise Fund, the Internal Service Funds, the Nonexpendable Trust Fund and the Pension Trust Fund. Under this basis of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

Unencumbered appropriations lapse at the end of the fiscal year. Appropriations in the Governmental Fund Types are charged as encumbrances when commitments are made. Fund balances are reserved for outstanding encumbrances, which serve as authorization for expenditures in the subsequent year.

Under state law, control of budget appropriations is exercised at the fund level.

FISCAL POLICIES

Purpose:

Raytown has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services and facilities desired and needed by the public.

Our purpose in establishing a formal set of fiscal policies is to ensure that the public's trust is upheld. By adopting a set of fiscal policies, the City will be establishing the framework under which it will conduct its fiscal affairs, ensuring that it is and will continue to be capable of funding and providing outstanding local government services.

Our fiscal policy has specific objectives designed to ensure our continued fiscal well-being.

These objectives are:

- A.) To protect the governing body's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- B.) To enhance the City's policy making ability by providing accurate information on program and operating costs.
- C.) To assist in sound management of the City government by providing accurate and timely information on current and anticipated financial conditions.
- D.) To provide sound principles to guide the important decisions of the City, which have significant fiscal impact.
- E.) To set forth operational principles, which minimize the cost and financial risk of the City consistent with the services, desired by the public.
- F.) To employ revenue policies, which prevent undue or unbalanced reliance on any one source which distribute the cost of services fairly, and which provide adequate funds to operate desired programs.

G.) To provide and maintain essential public facilities, utilities, infrastructure and capital (physical) plant.

H.) To protect and enhance the City's credit rating.

I.) To insure the legal use of all City funds through efficient systems of financial security and internal controls.

I. Revenue Policy

1. A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.
2. Each existing and potential revenue source will be re-examined annually to insure that they are kept current.
3. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream operational services.
4. All revenue forecast shall be conservative.
5. All City funds shall be (a) safely invested, (b) with a sufficient level of liquidity to meet cash flow needs, and (c) invested at the maximum yield possible consistent with our debt policy. One hundred percent (100%) of all idle cash will be continuously invested.
6. The General Fund and Sewer Fund will develop and maintain a seventeen percent (17%) cash flow reserve where practicable. The Public Safety Sales Tax Fund will maintain fifteen percent (15%) operating expense cash reserve as identified during the election process. The Capital Sales Tax Fund will maintain at least five percent (5%) of operating revenues as cash reserve as there are no ongoing operating expenses in this fund. All other operating funds shall maintain a reserve of twelve and one half percent (12.5%) of operating expenses where practicable.

II. Operating Budget Policy

1. The City shall maintain a balanced budget. This means that all operating expenses shall not exceed operating revenue in the recommended budget. Any one-time revenue source, such as

FISCAL POLICIES (Con't)

under spending or fund balance, shall only be used for one-time expenses that does not add to the fixed operating cost.

2. Regular reports comparing actual to budgeted expenditures are available to each department from the Financial Management System to keep them abreast of the City's expenditures.

3. Before the City undertakes any agreements that create fixed cost, the cost implications, both operating and capital, of such agreements will be fully determined for the current and future years.

4. Estimates of all non-salary benefits, such as social security, pension, and insurance, and their impact on future budgets shall be annually assessed.

5. Cost analysis of salary increases will include the effect of such increases on the City share of related fringe benefits.

6. All salaries will be annualized and all salary increases will be annualized for budget purposes regardless of when the increase is given.

7. The City will annually submit documentation to obtain the Distinguished Budget Presentation Award from the GFOA.

III. Capital Improvements

1. The City will determine and use the most effective and efficient method for financing all new capital projects.

2. The City will develop and maintain a five (5) year Capital Improvements Plan (CIP).

IV. Accounting Policy

1. The City will maintain high standards of accounting by following Generally Accepted Accounting Principles, (GAAP) in accordance with the standards developed by the Government Accounting Standards Board (GASB) and endorsed by the Government Finance Officer's Association (GFOA).

2. An independent annual audit will be performed by a public accounting firm who will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.

3. Full disclosure will be provided in the financial statements and bond representations.

4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment.

5. The accounting system will provide monthly information about cash positions and investment performances.

6. The City will annually submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

V. Debt Policy

1. Capital projects, financed through bond proceeds, shall be financed for a period not to exceed the useful life of the project.

2. Long-term borrowing will be confined to capital improvements too large for current operating and one-time revenues.

BUDGET/ MANAGEMENT POLICIES

Purpose

Our purpose in establishing a formal set of budget policies is to ensure that the public's trust is upheld. These policies will serve as a blueprint to achieve fiscal stability required to accomplish the City's policy goals and objectives.

Relationship to Overall City Goals and Objectives

The City will develop a mission statement, strategic plan, and conforming goals for the successful development and maintenance of our financial management policy. The finances of the City should be the vehicle by which the goals and objectives are obtained, not driven. This philosophy will help ensure that the City remains financially viable well into the future.

In addition, the City as an institution has multiple partners including citizens, taxpayers, businesses, employees, and other governments. As a major institutional, economic and service force in the region, it is important that the City strengthen its relationships with its partners by adopting clear and comprehensive financial policies.

Objectives

- To guide in policy decisions which have a significant fiscal impact.
- To set forth operating principles which minimize the cost of government and reduces financial risk.
- To employ balanced and fair revenue policies that provides adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on financial conditions.
- To protect and enhance the City's credit rating and prevent any default on any debt.
- To ensure the legal use of financial resources through an effective system of internal controls.

- To promote cooperation with other governments and the private sector in the financing and delivery of services.

Budget Policy

This policy complies with the Local Budget Law of Missouri as outlined in Chapter 50 RSMo, and for the preparation, recommendation, consideration, adoption, execution, and audit of Raytown's annual budget.

SCOPE:

This policy applies to all departments, Agencies or Divisions within Raytown.

Guideline:

Annually, the Board of Alderman has the authority and the responsibility to adopt the City Administrator's recommended budget approving the use of public funds for the operation of all City activities. Raytown's fiscal year runs from November first through October thirty-first.

Preparation:

The City Administrator shall present a recommended budget for the Board of Alderman's consideration no later than October 1st each year.

Balanced Budget:

The City Administrator shall present a balanced budget. This means that all operating expenses shall not exceed operating revenue in the recommended budget. Any one-time revenue source, such as under spending or fund balance, shall only be used for one-time expenses that do not add to the fixed operating cost.

Budget Transfers and Amendments:

The Department Head is authorized to transfer up to their purchasing authority from any one line item under their control to any other line item under their control within any fiscal year. The Finance Director is authorized to transfer an additional amount equal to the amount outlined in the purchasing policy requiring Finance approval from any one line item to any other line item that a Department Head has already exceeded if the Finance Director deems it

appropriate. The City Administrator is authorized to transfer an amount up to his/her purchasing authority from any one line item to any other line item that the Finance Director has already exceeded if the City Administrator deems it appropriate. Any transfers exceeding the City Administrators purchasing authority or any transfer from wages or employee benefits must have prior authorization of the Board of Alderman. For purposes of this policy, a line item is a Fund, a Department, and an Object Code.

Fund Balance:

The recommended budget was developed with the idea of creating a cash flow reserve as a designation within fund balance to begin to rebuild necessary cash flows for operations within all major funds.

Capital Improvement Budget and Five-Year Plan:

The City Administrator will work with the Board of Alderman to create an initial five-year Capital Improvement Plan (CIP) to determine what the true capital needs of the City are today and into the future. The CIP shall be adequate to maintain capital assets at a level sufficient to protect infrastructure and minimize future maintenance and replacement costs. The CIP, once adopted, will be reviewed and updated annually prior to the adoption of the annual budget. The CIP plan will identify ongoing operating requirements associated with each capital project. If a capital request is approved during the budget process, the operating funds and associated expenditures will reside in the CIP Fund under the appropriate project code. Capital project budgets will include all expenses associated with the completion of the project.

Position Control:

The recommended budget shall include a total number of recommended permanent full-time equivalent (FTE) positions by classification.

LISTING OF BUDGETED FUNDS AND THEIR PURPOSE

General Fund

101 Used to account for all financial resources applicable to the general operations of City government, which are not accounted for in other funds. All general operation revenues, which are not restricted or designated as to use by outside sources, are recorded in the General Fund.

Special Revenue Funds

201 Park Used to account for all activities in the Parks Department.

204 Transportation Sales Tax is used to account for the voter-approved sales tax for the maintenance and construction of City streets, and the design and coordination of citywide public projects.

205 Capital Sales Tax is used to account for the voter-approved sales tax for the maintenance and construction of capital projects.

207 Public Safety Sales Tax is used to account for the voter-approved sales tax for the public safety.

209 Risk Management is used to account for all insurance related expenses not directly attributable to any one department or fund.

210 Tax Increment Finance is used to account for all TIF projects.

Capital Project Funds

402 Capital Improvement Projects (CIP) is used to account for the revenues and expenditures paid for large Capital Projects. All of the projects tracked in this fund are large projects that can span multiple years. While this Fund is considered during the budget process the actual expenditures will be considered and approved at the time of proposal and bid letting. In this document the expenditures are for reporting of past expenditures and reference for future expenditures only.

Enterprise Funds

501 Sanitary Sewer is used to account for the revenues and expenses resulting from operation of the sanitary sewer system.

Internal Services Funds

601 Vehicle Maintenance is used to account for the expenses resulting from operation of the vehicle maintenance facility shared by all City Departments.

NON-BUDGETED FUNDS

Only appropriated funds will be deliberated in this document. The City maintains several other funds that are not required to be appropriated annually. These funds are disclosed here. More information about these funds can be found in the City's Annual Financial Statements.

Trust and Agency Funds

701 Civilian Pension

Used to account for the revenues and expenditures of the Civilian Pension Fund.

702 Police Pension

Used to account for the revenues and expenditures of the Police Pension Fund.

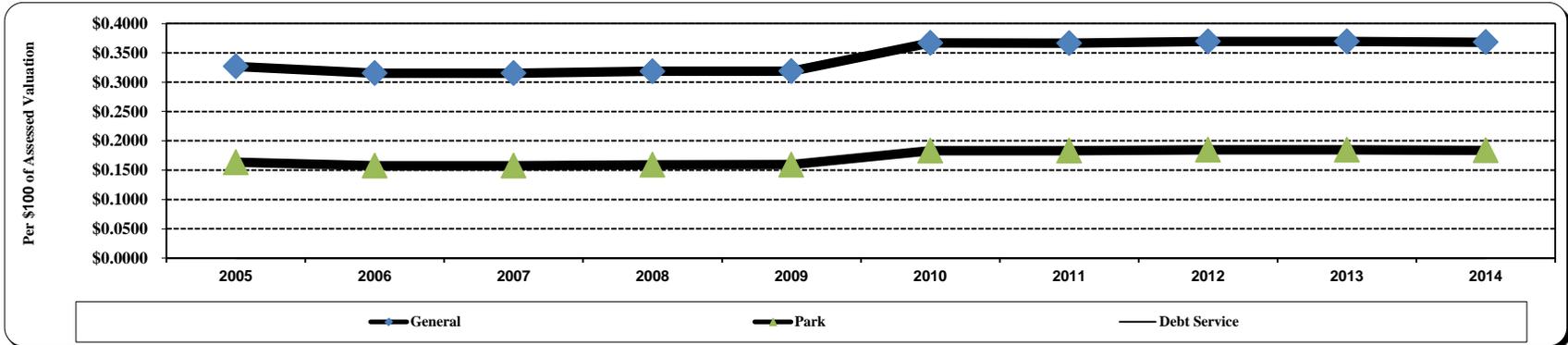
703 Cafeteria Trust

Used to administer the Section 125 Cafeteria plan for employees. Employee contributions are withheld from payroll and payments are made for qualified employee expenses.

FUND	2012-13 ENDING FUND BALANCE	ESTIMATED FUND BALANCE ENDING 2013- 14	2014-15 PROPOSED BUDGET	2014-15 ESTIMATED INCOME (REVENUE PLUS TRANSFERS)	FUND BALANCE INCREASE (DECREASE)	Reserves on Fund Balance	ESTIMATED UNRESERVED FUND BALANCE ENDING 2014-15	Change in FB from PY Budget	Change from PY Budget
GENERAL	\$ 6,234,810	\$ 6,305,469	\$ 13,589,391	\$ 12,938,770	\$ (650,621)	\$ 3,566,111	\$ 2,088,737	-10.32%	1.94%
SPECIAL REVENUE									
Public Safety Sales Tax	1,121,469	1,101,172	1,481,099	1,175,800	(305,299)	222,165	573,708	-27.72%	15.45%
Capital Sales Tax	1,116,041	933,804	1,489,340	884,100	(605,240)	44,205	284,359	-64.81%	4.24%
Transportation Sales Tax	280,623	375,273	975,250	1,005,900	30,650	125,738	280,185	8.17%	-1.91%
Tax Increment Finance	6,957,686	6,691,017	3,087,439	2,819,000	(268,439)	4,599,035	1,823,543	-4.01%	4.91%
Risk Management	307,563	364,389	50,000	52,140	2,140	-	366,529	0.59%	-33.33%
Park	776,807	579,058	1,512,358	1,281,400	(230,958)	256,696	91,404	-39.89%	-5.19%
	776,807	579,058	8,595,486	1,281,400	(230,958)	256,696	91,404	-39.89%	
CAPITAL PROJECT									
Capital Impr. Projects (CIP)	754,052	892,277	1,079,375	644,685	(434,690)	134,922	322,665	-48.72%	-0.37%
ENTERPRISE									
Sanitary Sewer	8,234,524	7,452,577	6,113,189	5,953,300	(159,889)	2,468,132	4,824,556	-2.15%	3.45%
INTERDEPARTMENTAL									
Vehicle Maintenance	-	-	-	-	-	-	-	0.00%	
TOTAL BUDGETED FUNDS	\$ 16,000,193	\$ 15,229,381	\$ 29,377,441	\$ 20,818,155	\$ (1,476,158)	\$ 6,425,861	\$ 7,327,362	-9.69%	2.57%
Notes:									
2013 Ending Fund Balance is the Undesignated, Unreserved Fund Balance reported in the Annual Financial Statements and Accompanying Independent Auditor's Report as of October 31, 2013									
2014 Estimated Fund Balance is the 2013 Ending Fund Balance, less the amount of fund balance used in the current budget.									
Estimated Fund Balance ending 2014 is based on projections provided by the Departments.									
Changes in Fund Balance +/- 10%									
The Park Fund continues to spend down fund balance on various capital improvement projects.									
The Capital Sales Tax fund balance is being spent down on planned improvements and purchases that the City has been building up funds for over numerous years.									
The Public Safety Sales Tax fund balance is down in large part to the ongoing radio improvement project. This was a planned project.									
The CIP Fund does not have a designated revenue source and as such is always spending fund balance as projects arise.									
The Risk Management Fund consists of reimbursements received for under utilization of premiums. Cash balances in this fund must be spent on programs designed to reduce the City's risk exposure, or to pay small claims against the city.									

PROPERTY TAX LEVY

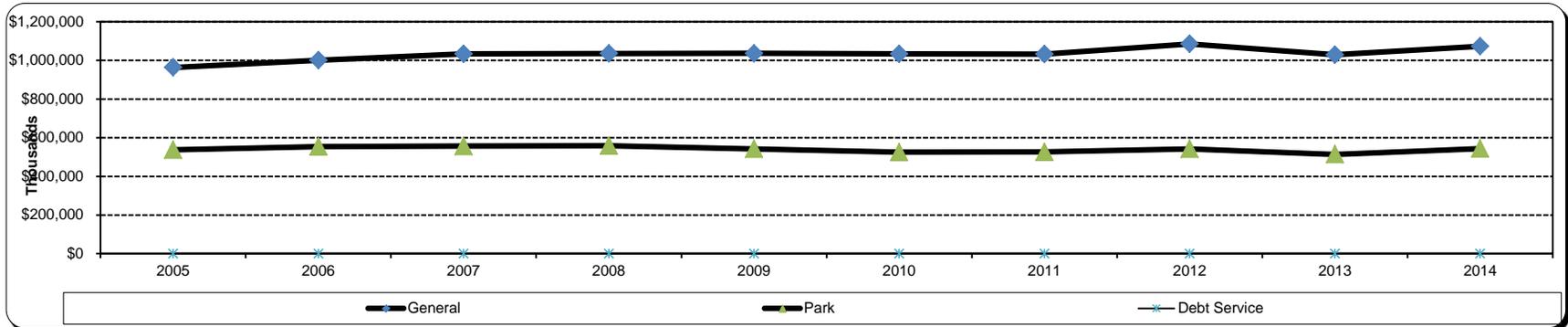
Fiscal Years 2004 Through 2013



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General	\$0.3268	\$0.3154	\$0.3153	\$0.3185	\$0.3189	\$0.3668	\$0.3662	\$0.3694	\$0.3694	\$0.3681
Park	\$0.1634	\$0.1576	\$0.1576	\$0.1591	\$0.1593	\$0.1832	\$0.1829	\$0.1845	\$0.1845	\$0.1838
Debt Service	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000

PROPERTY TAX REVENUES

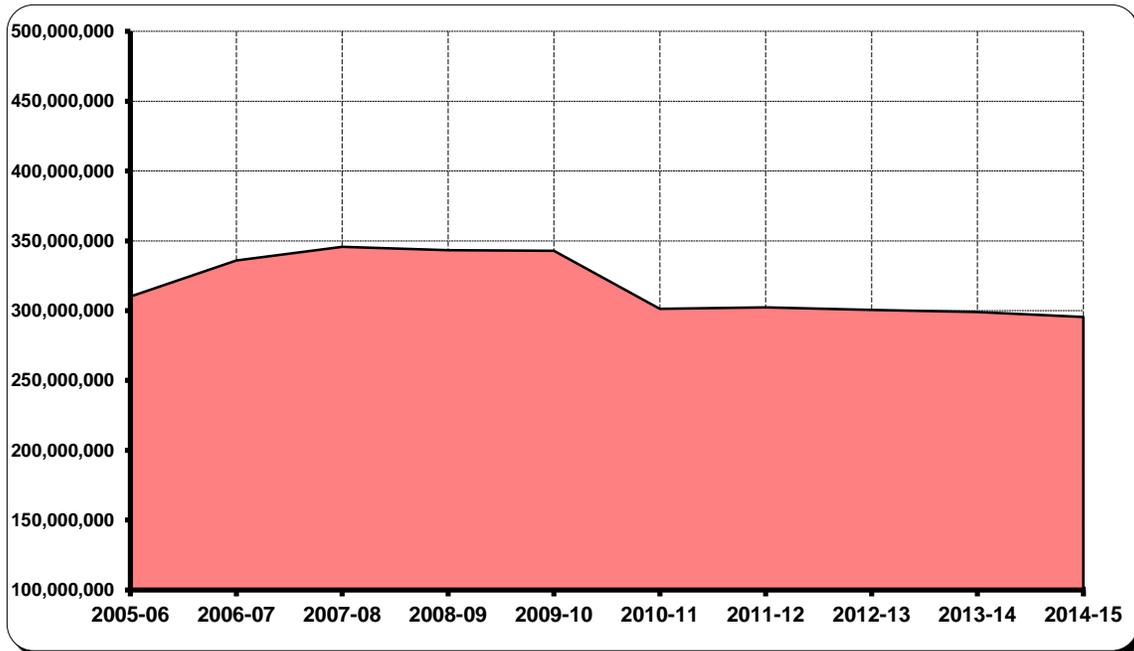
Fiscal Years 2004 Through 2013 (Estimated)



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General	\$963,981	\$1,001,097	\$1,033,894	\$1,036,002	\$1,036,515	\$1,033,532	\$1,032,845	\$1,085,478	\$1,028,819	\$1,073,000
Park	537,633	554,302	556,358	558,852	542,191	525,000	526,138	542,146	513,847	543,000
Debt Service	0	0	0	0	0	0	0	0	0	0

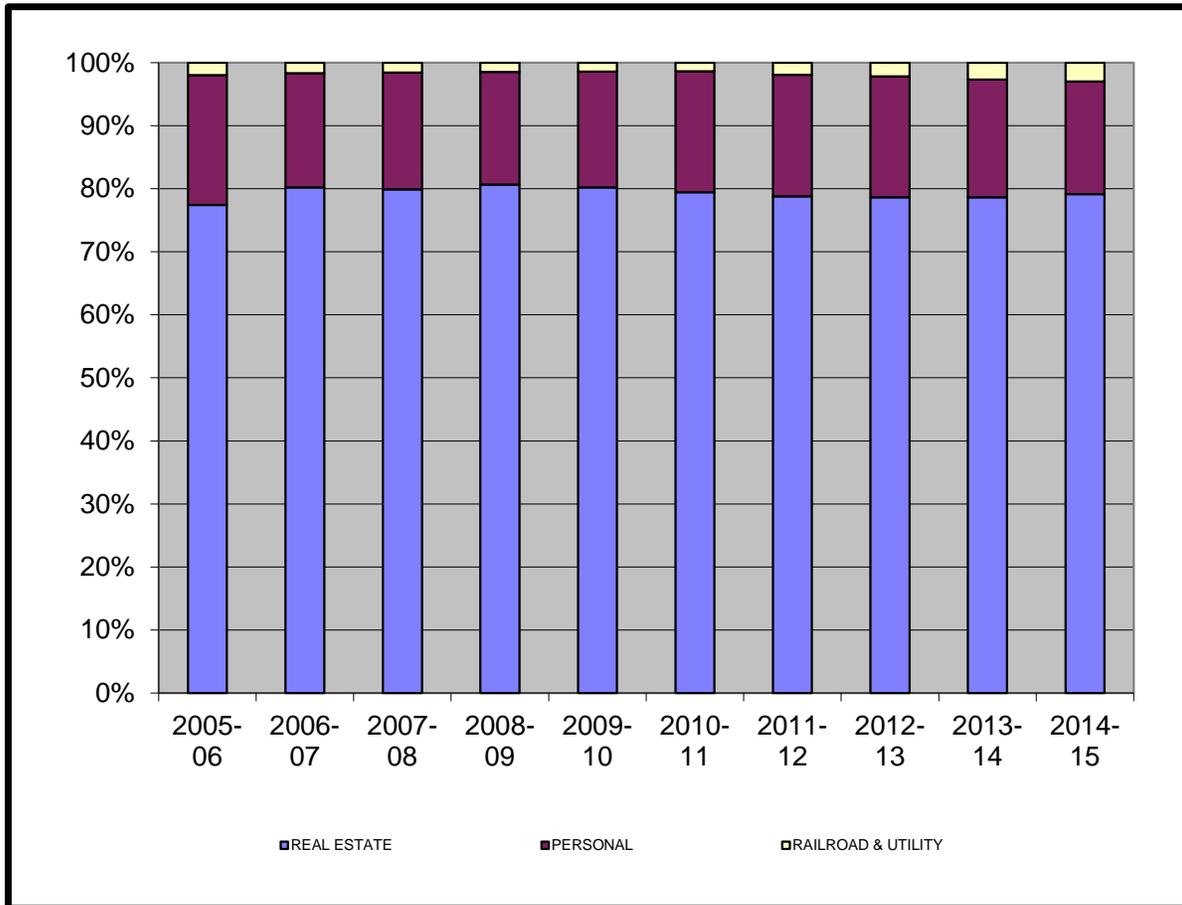
ASSESSED VALUATION

Calendar Years 2005 Through 2014 Estimated



FISCAL YEAR	Assessed Valuation
2005-06	\$310,096,261
2006-07	\$335,911,661
2007-08	\$345,696,149
2008-09	\$343,286,495
2009-10	\$342,850,280
2010-11	\$301,288,183
2011-12	\$302,325,288
2012-13	\$300,500,201
2013-14	\$298,983,817
2014-15	\$295,447,625

RAYTOWN, MISSOURI
Summary of Actual Assessed Valuation and Tax Rate for years 2005-2013
Estimated Assessed Valuation and Tax Rate for 2015



YEAR	REAL ESTATE	PERSONAL	RAILROAD & UTILITY	TOTAL
2005-06	\$240,042,585	\$63,920,218	\$6,133,458	310,096,261
2006-07	\$269,424,163	\$60,853,886	\$5,633,612	335,911,661
2007-08	\$276,130,514	\$64,035,195	\$5,530,440	345,696,149
2008-09	\$276,904,161	\$61,278,831	\$5,103,503	343,286,495
2009-10	\$274,979,491	\$62,926,611	\$4,944,178	342,850,280
2010-11	\$239,287,202	\$57,785,573	\$4,215,408	301,288,183
2011-12	\$238,251,391	\$58,165,194	\$5,908,703	302,325,288
2012-13	\$236,280,366	\$57,662,959	\$6,556,876	300,500,201
2013-14	\$235,134,418	\$55,767,305	\$8,082,094	298,983,817
2014-15	\$233,860,218	\$52,755,542	\$8,831,865	295,447,625

Notice of Public Hearing
 City of Raytown Property/Real Estate Tax Levy
 Date of Hearing, September 16, 2014
 Time: Approximately 7:00 PM
 Location: Raytown City Hall Council Chambers

	<u>Final 2013</u>	<u>Final 2014</u>	<u>Change</u>
Real Estate	\$235,134,418	\$233,860,218	(\$1,274,200)
Personal Property	\$55,767,305	\$52,755,542	(\$3,011,763)
State Assessed Railroad and Utility (Real Estate)	\$6,974,180	\$7,670,574	\$696,394
State Assessed Railroad and Utility (Personal Property)	\$1,107,914	\$1,161,291	\$53,377
Total Valuation	<u>\$298,983,817</u>	<u>\$295,447,625</u>	<u>(\$3,536,192)</u>
Real Estate New Construction	<u>\$351,847</u>	<u>\$151,896</u>	<u>(\$199,951)</u>
<u>For General City Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$1,073,291</u>	<u>\$1,104,446</u>	<u>\$31,155</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.3694</u>	<u>\$0.3681</u>	<u>(\$0.0013)</u>
<u>For Parks Department Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$536,065</u>	<u>\$551,625</u>	<u>\$15,560</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.1845</u>	<u>\$0.1838</u>	<u>(\$0.0007)</u>
<u>Total for the City of Raytown - All Sources</u>			
Budgeted Revenues from all Levy Sources	<u>\$1,609,356</u>	<u>\$1,656,071</u>	<u>\$46,715</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.5539</u>	<u>\$0.5519</u>	<u>(\$0.0020)</u>

General Fund

General Fund

Revenues
FUND 101

Revenue & Cash Summary

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
101 - General						
Cash Balance as of NOV 1	\$6,376,072	\$6,107,295	\$6,135,038	\$6,234,810	\$6,234,810	\$6,305,469
Revenues						
TIF - EATS	-\$531,253	-\$568,411	-\$575,008	-\$568,000	-\$568,000	-\$568,000
Real Estate Tax	\$831,226	\$826,930	\$835,509	\$863,000	\$845,000	\$875,000
Personal Property Tax	\$189,455	\$190,280	\$193,309	\$210,000	\$195,000	\$200,000
Delinquent Real Estate Taxes	\$36,554	\$35,876	\$33,755	\$32,000	\$32,000	\$32,000
Penalties	\$22,976	\$21,418	\$22,354	\$21,000	\$23,000	\$21,000
Railroad & Utilities Tax	\$25,346	\$28,964	\$31,524	\$25,000	\$37,500	\$25,000
Replacement Tax	\$46,972	\$44,965	\$42,336	\$46,000	\$48,000	\$46,000
Duplicate tax receipts	\$7,286	\$6,783	\$18,603	\$20,000	\$15,525	\$20,000
Circuit Breaker Refund	-\$7,679	-\$5,675	-\$4,168	-\$6,500	-\$6,500	-\$6,500
Delinquent Property Tax Revenue	\$26,491	\$16,742	\$18,638	\$17,000	\$17,000	\$17,000
Sales Tax	\$2,785,593	\$2,913,550	\$3,114,773	\$2,914,000	\$2,914,000	\$2,972,280
Cigarette Tax	\$72,876	\$75,938	\$75,911	\$75,000	\$70,000	\$75,000
TIF Application Fees	\$0	\$0	\$0	\$0	\$0	\$0
Schnucks Penalty	\$0	\$0	\$0	\$0	\$0	\$0
Community TV	\$259,591	\$202,940	\$185,025	\$203,000	\$203,000	\$203,000
Gas Service	\$1,056,441	\$747,415	\$847,229	\$900,000	\$900,000	\$900,000
Great Plains Franchise	\$470,280	\$481,185	\$493,072	\$500,000	\$500,000	\$500,000
KCPL Grtr-Aquila	\$1,386,135	\$1,401,548	\$1,322,319	\$1,400,000	\$1,400,000	\$1,400,000
Telecommunications Franchise	\$1,546,383	\$1,206,546	\$1,183,382	\$1,220,000	\$1,220,000	\$1,220,000
Filing Fees	\$661	\$372	\$225	\$300	\$300	\$300
Liquor Permits/Licenses	\$14,477	\$13,160	\$14,521	\$13,700	\$13,700	\$13,700
Occupational Licenses	\$210,595	\$201,180	\$253,218	\$234,000	\$234,000	\$234,000
Occupational License Penalty	\$6,967	\$4,657	\$6,893	\$4,500	\$4,500	\$4,500
Animal Licenses	\$11,360	\$9,340	\$9,410	\$10,000	\$10,000	\$10,000
Gasoline Sales Tax	\$840,775	\$756,500	\$745,066	\$770,000	\$770,000	\$770,000
Motor Vehicle Sales Tax	\$180,822	\$182,718	\$193,160	\$182,000	\$182,000	\$183,000
Motor Vehicle Fee Increases	\$132,336	\$127,300	\$123,751	\$130,000	\$130,000	\$130,000
Intangible Tax(FIT)	\$846	\$5,827	\$127	\$1,000	\$1,000	\$1,000
Raytown Fire District - 911	\$50,715	\$50,715	\$21,131	\$0	\$0	\$0
Raytown Fire District Fuel	\$0	\$0	\$24,904	\$28,000	\$28,000	\$28,000
Grants	\$0	\$1,293	\$0	\$0	\$9,000	\$0
JC Collection Commission 1%	\$146,177	\$141,542	\$137,241	\$145,000	\$145,000	\$145,000
Ambulance Fee	\$0	\$0	\$9,446	\$0	\$0	\$0
Map Fees	\$13	\$11	\$0	\$0	\$0	\$0
Fines & Forfeitures	\$890,149	\$1,168,416	\$1,117,978	\$1,170,000	\$1,140,000	\$1,170,000
Crime Victims Comp	\$2,000	\$2,436	\$2,182	\$2,400	\$2,400	\$2,400
Police Training	\$10,826	\$13,184	\$11,808	\$13,000	\$13,000	\$13,000
Court Training	\$5,378	\$6,558	\$5,881	\$6,500	\$6,500	\$6,500
POST Training	\$4,855	\$5,402	\$6,216	\$5,400	\$5,400	\$5,400
DWI Recoupment Fees	\$3,376	\$3,750	\$4,247	\$3,750	\$3,750	\$3,750
Interest Earnings	\$387	\$864	\$788	\$800	\$800	\$800
Investment Income	\$21,448	\$11,281	\$15,282	\$11,300	\$11,300	\$11,300
Miscellaneous Revenue	\$15,342	\$65,688	\$24,004	\$15,000	\$15,000	\$15,000
Debit Card Rebate Revenue	\$1,227	\$0	\$0	\$1,400	\$1,400	\$1,400
Workers Comp Reimbursement	\$69,574	\$51,304	\$112,945	\$50,000	\$50,000	\$50,000
TDD Administration Fee	\$712	\$643	\$478	\$600	\$600	\$600
Property & Liability Reimbursement	\$0	\$0	\$64,660	\$0	\$0	\$0
Court Ordered Restitution	\$325	\$2,084	\$817	\$0	\$0	\$0
Recycling Income	\$0	\$0	\$340	\$0	\$0	\$0
Open Records Request Reimb.	\$0	\$0	\$0	\$0	\$0	\$0
Auction proceeds	\$99	\$658	\$344	\$0	\$0	\$0
Bus Passes	\$102	\$83	\$50	\$80	\$80	\$80
Operating Transfer IN from sewer	\$249,775	\$249,775	\$1,089,000	\$1,132,560	\$1,132,560	\$1,132,560

Misc. Permits / Licenses	\$0	\$0	\$155	\$0	\$0	\$0
Hazardous Moving Grant	\$0	\$0	\$5,550	\$0	\$0	\$0
Police Reports	\$6,562	\$5,883	\$8,454	\$6,000	\$6,000	\$6,000
Emergency Mgmt. Perf. Grant	\$56,527	\$7,982	\$120,776	\$0	\$64,000	\$0
Bullet proof Vest Grant	\$6,694	\$0	\$0	\$0	\$0	\$0
Jackson County Drug Task Force	\$10,104	\$0	\$0	\$0	\$0	\$0
Traffic Safety Task Force	\$755	\$493	\$0	\$0	\$0	\$0
Project Lifesaver Revenues	\$480	\$210	\$60	\$200	\$270	\$200
Miscellaneous Grants	\$0	\$41,132	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
Secure Our Schools Revenue	\$150,353	\$0	\$0	\$0	\$0	\$0
Hazardous Moving Grant	\$15,234	\$13,963	\$638	\$13,000	\$13,000	\$13,000
Youth Safety Enforcement	\$1,104	\$1,777	\$1,475	\$0	\$0	\$0
CLICK IT OR TICKET	\$658	\$424	\$549	\$0	\$0	\$0
Blueprint for Safer Highways	\$996	\$797	\$0	\$0	\$0	\$0
Returned Items	\$23,406	\$1,208	\$5,581	\$1,500	\$37,000	\$1,500
Administration charges	\$52	\$0	\$0	\$0	\$0	\$0
Right of Way Permits	\$19,526	\$21,495	\$27,247	\$18,000	\$63,000	\$18,000
Degradation Fee	\$1,385	\$0	\$0	\$0	\$0	\$0
Brush Removal	\$0	\$0	\$0	\$0	\$0	\$0
Recycling Income	\$712	\$0	\$0	\$0	\$0	\$0
Ambulance Fee	\$868,266	\$852,744	\$872,096	\$925,000	\$750,000	\$925,000
EMS Class Dues	\$17,718	\$24,851	\$34,457	\$25,000	\$25,000	\$25,000
WALMART GRANT	\$0	\$0	\$1,000	\$0	\$0	\$0
Building Permits	\$72,341	\$57,285	\$58,089	\$45,000	\$93,500	\$45,000
Misc. Permits / Licenses	\$6,258	\$9,578	\$14,910	\$9,500	\$9,500	\$9,500
Rezoning & Variance Fees	\$3,997	\$2,903	\$2,876	\$3,000	\$3,000	\$3,000
B & Z book fee	\$0	\$0	\$359	\$0	\$0	\$0
Master's (Electrical/Plumber)	\$8,850	\$10,400	\$9,200	\$9,500	\$9,500	\$9,500
Weed Mowing	\$24,194	\$9,726	\$12,797	\$10,000	\$10,000	\$10,000
Impound Fees	\$13,673	\$8,705	\$12,175	\$9,000	\$9,000	\$9,000
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0
GAAP Adjustments	\$26,239	\$19,219	\$139,113	\$0	\$0	\$0
Total Revenues	\$12,432,075	\$11,794,509	\$13,162,233	\$12,877,490	\$12,848,585	\$12,938,770
Total Available Funds	\$18,808,147	\$17,901,803	\$19,297,271	\$19,112,300	\$19,083,395	\$19,244,239
Total Expenditures	\$13,527,044	\$11,766,766	\$13,062,460	\$13,330,067	\$12,777,926	\$13,589,391
History brought over from sewer	\$826,192					
Fund Balance Reserve (17% of Operating Expenses)				\$2,000,350		\$2,266,111
Economic Development Reserve				\$600,000		\$600,000
P-25 Radios PW & Comm Dev				\$300,000		\$0
Insurance Reserve, Vacation Payout Reserve				\$900,000		\$700,000
Unreserved Fund Balance	\$6,107,295	\$6,135,038	\$6,234,810	\$1,981,884	\$6,305,469	\$2,088,737

General Fund

Consolidated Expenditures
FUND 101

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Governing Body	\$98,518.48	\$114,310.79	\$73,567	\$94,060	\$94,560	\$92,180
Administration	\$1,051,708	\$1,085,440	\$972,922	\$837,960	\$664,692	\$860,135
Development & Public Affairs	\$646,265	\$622,686	\$783,136	\$783,136	\$798,136	\$801,247
Courts	\$255,718	\$278,930	\$337,162	\$337,162	\$255,916	\$350,530
EMS	\$1,160,439	\$1,057,144	\$1,040,141	\$1,061,441	\$1,061,441	\$1,033,075
Finance Department	\$673,523	\$586,820	\$739,885	\$715,311	\$715,311	\$733,290
Police	\$5,770,922	\$6,006,947	\$5,826,214	\$6,230,672	\$6,018,353	\$6,358,565
Public Works	\$2,522,197	\$1,617,269	\$2,888,298	\$2,888,298	\$2,787,490	\$2,978,179
Law	\$101,519	\$107,269	\$153,027	\$153,027	\$153,027	\$113,027
City Wide	\$1,296,553	\$138,839	\$229,000	\$229,000	\$229,000	\$269,165
GAAP Adjustment	\$48,201	\$265,424	\$19,109			
Total	\$13,527,044	\$11,766,766	\$13,062,460	\$13,330,067	\$12,777,926	\$13,589,391

General Fund Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Civilian		92	88	88	88	87
Full-time Commissioned		48	48	48	48	46
Part-time Civilian		28.6	28.6	29.1	29.1	29.1
Reserve			0.5	0.5	0.5	0.5

Department/Division Profile

The General Fund is the primary operating account for the City of Raytown. This fund is primarily supported through various sales, property and franchise taxes. Revenue in the General Fund is projected to be down slightly based on the current trend of the sales tax and franchise fee collections. Court fines are projected to have a slight increase based on the recent adoption of stricter fines by the municipal judge.

Overall budgeted expenditures are up approximately 2% or \$263,0024 over the 2013-14 budget. Included in this budget are various personnel services expenditure increases including wages and salary - 4% and employer healthcare premiums - 10%.

As presented expenditures exceed revenue by approximately \$654,320 however total resources exceed expenditures by \$5,666,149, sufficient to cover the difference. The expenses that exceed revenue can be accounted for by one time expenditures and are therefore allowed and not in violation of City Policy to present a balanced budget. However future expenditures of cash reserves must be monitored closely so as not to reduce reserves below comfortable thresholds.

General Fund

Governing Body
FUND 101

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Elected Officials	\$60,547.19	\$60,364.79	\$60,439	\$60,000	\$60,000	\$60,000
Quality of Life	\$25,542	\$40,546	\$2,746	\$13,000	\$13,500	\$13,000
Outside Agency Request	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$2,965	\$4,000	\$4,000	\$4,000
Social Programs	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Promotions	\$0	\$0	\$0	\$2,150	\$2,150	\$150
Professional Development	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$12,429	\$13,400	\$7,417	\$14,910	\$14,910	\$15,030
Total	\$98,518	\$114,311	\$73,567	\$94,060	\$94,560	\$92,180

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Part Time Positions	11	11	11	11	11	11

Department/Division Profile

The Governing Body budget includes the wages and vehicle expenses for the Mayor and Governing body. Additionally community outreach programs and quality of life programs are budgeted in this area.

General Fund

ADMINISTRATION Summary
FUND 101

Department/Division Spending Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials	\$178.50	\$0.00	\$0.00	\$0.00	\$0	\$0
Civilian Employees	\$435,318	\$457,178	\$528,999	\$478,304	\$478,304	\$497,436
Civilian Employees Overtime	\$92	\$147	\$104	\$600	\$600	\$600
Professional Services	\$36,170	\$42,060	\$169,684	\$105,515	\$0	\$104,015
Printing & Promotions	\$3,602	\$3,046	\$2,721	\$8,350	\$0	\$8,350
Capital Expenditures	\$0	\$167	\$7,598	\$8,000	\$0	\$8,000
Equipment Expense	\$2,957	\$2,773	\$2,599	\$4,600	\$0	\$4,600
General Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$11,296	\$5,208	\$5,352	\$9,250	\$0	\$9,250
Utilities	\$2,981	\$2,978	\$1,797	\$3,530	\$0	\$3,280
Uniforms				\$0	\$0	\$0
Professional Development	\$33,671.59	\$31,597.37	\$34,358.00	\$34,023.00	\$0	\$34,023
Employee Benefits	\$525,619	\$540,284	\$219,711	\$185,788	\$185,788	\$190,580
Total	\$1,051,708	\$1,085,440	\$972,922	\$837,960	\$664,692	\$860,135

Department/Division Personnel Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions	7	7	7	7	7	7

Department/Division Profile

The Administration Department is comprised of Customer Service, Human Resources, Information Technology, Economic Development, City Clerk and the City Administrator. The Administration Department provides a general management and administration of City operations as well as support for the Mayor and Board of Aldermen. Administration insists on excellent customer service, both externally and internally, and serves as liaison between departments and the Board of Aldermen.

Administration is the hub of City Hall. Administration staff gives guidance and leadership to all departments while overseeing day-to-day operations of the City. Staff supports the Mayor and Board of Aldermen in research, preparation and distribution of documents, including, but not limited to, information for the Board of Aldermen Agenda meetings. Staff receives requests for service from residents, assigns requests to appropriate department then follows through to its resolution. Administration staff is always available to lend assistance as needed to the Raytown citizens and/or employees.

The Economic Development Division of the Administration Department is generally charged with the recruitment of new firms, retention of existing firms and assisting Raytown businesses in navigating numerous City processes. The intent of the Division is to provide a high level of customer service to new and existing businesses. Such services are designed to remove barriers to success while increasing the impact of the local economy.

2013-14 ACCOMPLISHMENTS

Completed the codification project.

Established Economic Development Incentive Policy; a known criteria for incentive offerings.

Engaged and assisted the recruitment/retention of over 20 firms to Raytown. These projects featured nearly 200 jobs and included real estate site selection assistance, ombudsman services and entrepreneurial advisement.

Continued to establish "nodes of excitement" throughout Raytown including redevelopments in Downtown Raytown, Raytown Plaza, Blue Ridge Plaza, 350 Hwy & Raytown Road, 350 Hwy & Gregory and 350 Hwy and 67th Street.

Additionally, the department was instrumental in crafting and solidifying the contract to enable the installation of Google Fiber throughout the city.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

Goal: Continue the recruitment of tax generating firms to Raytown.

Objectives:

To eliminate blight from the 350 Highway Corridor and Downtown area.

Continue to add tenants to primary redevelopment areas including Gregory Square, Raytown Crossing East, Raytown Crossing and Downtown Raytown

Goal: Maintain the existing business base in Raytown

Objectives:

Assist existing Raytown business owners

Engage the Chamber of Commerce in a formal business visitation program assuring at least 25 business visits per year

Goal: Promote "pride of ownership" among existing business owners

Objectives:

Demonstrate hope, success and a bright future for the community through the promotion of positively advancing firms

Establish a model economic development program in the region.

Internally market Raytown firms that have succeeded via community involvement, redevelopment and a positive disposition

Marketing Raytown's success through speaking engagements, articles and associations designed to promote local opportunities.

General Fund

Courts Summary
FUND 101

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Elected Officials	\$25,628.16	\$25,628.16	\$27,016.00	\$28,191	\$28,191	\$28,191
Civilian Employees	\$129,964	\$139,412	\$141,797	\$141,806	\$141,806	\$147,478
Civilian Employees Overtime	\$17,335	\$19,536	\$20,819	\$22,200	\$22,200	\$22,200
Commissioned Officers	\$0	\$1,022	\$0	\$9,000	\$9,000	\$9,000
Commissioned Officers Overtime	\$0	\$2,389	\$0	\$0	\$0	\$0
Part Time Employees	\$8,588	\$2,516	\$5,715	\$14,820	\$14,820	\$15,413
Professional Services	\$14,045	\$17,281	\$4,767	\$23,425	\$23,425	\$24,225
Printing & Promotions	\$1,220	\$1,494	\$1,298	\$2,000	\$2,000	\$2,000
Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Expense	\$364	\$581	\$4,027	\$750	\$750	\$2,650
General Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$4,386	\$3,718	\$3,943	\$5,700	\$5,700	\$5,750
Utilities	\$1,443	\$549	\$523	\$1,500	\$700	\$800
Vehicle Expense	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$3,303	\$6,600	\$5,449	\$9,625	\$6,000	\$9,625
Employee Benefits	\$49,441	\$58,204	\$62,066	\$78,145	\$1,324	\$83,197
Total	\$255,718	\$278,930	\$277,420	\$337,162	\$255,916	\$350,530

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions	4	4	4	4	4	4
Part Time Positions	1	1	1	1.5	1.5	1.5

Department/Division Profile

To operate the Raytown Municipal Division of the Jackson County Circuit Court in accordance with the laws of the State of Missouri and the ordinances of the City of Raytown

Training - Judge required to have judicial education hours. Clerks have to maintain hours of continuing education for certification.

2013-14 ACCOMPLISHMENTS

Continual success with the Mental Health Court which provides citizens with mental health services including medication and therapy.

Hired and training two new full-time employees.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

To continue to operate the court in accordance with the ordinances of the City of Raytown and the laws of the State of Missouri.

To work with all employees at City Hall to provide excellent customer service for the citizens and court litigants.

To continue to provide all court staff with training to keep informed of changes in the laws.

To provide online payments for court customers.

To cross-train the new employees and work on getting them the court clerk certification.

General Fund

Development & Public Affairs Summary
FUND 101

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-14 Budget	2013-2014 Estimate	2014-2015 Budget
Civilian Employees	\$398,960	\$370,443	\$337,133	\$409,490	\$409,490	\$430,692
Civilian Employees Overtime	\$7,541	\$3,591	\$4,555	\$14,300	\$14,300	\$14,300
Part Time Employees				\$0	\$0	\$0
Professional Services	\$79,012	\$88,199	\$78,390	\$113,430	\$128,430	\$115,630
Printing & Promotions	\$5,957	\$5,419	\$11,082	\$17,480	\$17,480	\$11,090
Equipment Expense	\$5,477	\$3,659	\$4,007	\$6,050	\$6,050	\$6,100
General Supplies	\$1,346	\$3,599	\$2,983	\$2,100	\$2,100	\$7,200
Office Supplies	\$5,143	\$2,736	\$7,264	\$4,400	\$4,400	\$5,000
Utilities	\$5,724	\$4,054	\$4,542	\$8,990	\$8,990	\$10,380
Vehicle Expense	\$0	\$577	\$80	\$200	\$200	\$300
Uniforms	\$1,139	\$1,114	\$913	\$1,940	\$1,940	\$1,710
Professional Development	\$5,360	\$3,301	\$11,724	\$15,750	\$15,750	\$20,493
Employee Benefits	\$130,606	\$135,992	\$154,083	\$189,006	\$189,006	\$178,352
Total	\$646,265	\$622,686	\$616,756	\$783,136	\$798,136	\$801,247

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-14 Budget	2013-2014 Estimate	2014-2015 Budget
Full-time Positions	9	9	9	9	9	9
Part-time Positions						

Department/Division Profile

Professional Services: The budgeted amount for Professional Services increased this year due to the addition of a quarterly newsletter, on-call GIS services for the city's mapping and a temporary staff person to assist the department at various times during the year. The amount budgeted for professional services also includes contractual amounts for veterinary services, nuisance abatement services, and on call planning advisory services.

Printing and Promotions: The amount budgeted for Printing and Promotions has increased as a result of budgeting for the addition of public affairs and business licensing to the department as well as printing of General Order Summons (GOS) books, animal control receipts, permit certificate books, inspection reports, door hangers, dangerous building abatement owner & encumbrance reports, and business cards.

Uniforms: The amount budgeted amount for uniforms is increasing due to hiring of a new employee and an increased emphasis on providing shirts with a City of Raytown logo for all code enforcement personnel to wear in the field each day.

2013-14 ACCOMPLISHMENTS

- A. The department hired a new Code Enforcement Officer to replace an officer who left, a Permit Technician who replaced an employee who retired and a Public Information Officer which was a newly created position.
- B. The Code Enforcement Supervisor, one Code Enforcement Officer and the Building Official each attended training and received customer service certification.
- C. Training was completed that allowed professional certifications for the Department Director, Public Information Officer, Building Official, Code Enforcement Supervisor and three Code Enforcement Officers to be renewed.
- D. Completed two dangerous building case and began three new dangerous building cases.
- E. The Department performed business license, building plan reviews, building and property maintenance inspections.
- F. Adopted the 2012 International Construction Codes and 2011 National Electrical Code which replaced the previously adopted 2006 International Construction Codes and 2005 National Electrical Code.
- G. The City's construction review, permitting, inspection processes in conjunction with the adoption of updated construction and electrical codes the city obtained an ISO rating of Classification 4 improving from the previous rating of Classification 5 which will help to lower the insurance premiums for private property in the City.
- H. Completed the Central Business District (CBD) Streetscape Master Plan.
- I. Staff represented the city on several regional planning projects including the transit Alternative Analysis for the Rock Island rail corridor; Creating Sustainable Communities Study; Mid America Regional Council's (MARC) First Suburbs Coalition; and several other regional initiatives that have the potential to impact the Raytown community.
- J. Implemented new computer software program for tracking construction permit and inspections; business and liquor licensing; pet licensing; all types of zoning and development applications; and code enforcement activities. The new software replaced older computer software that was not able to track all of these permits, licenses, and activities. The new software also will interface with software used in the Finance Department which will allow for greater and easier sharing of information between departments.
- K. Increased use of electronic packets for various appointed boards and commissions such as Planning & Zoning Commission, Board of Zoning Adjustment meetings, Human Relations Commission.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

- 1. Promote property reinvestment and quality redevelopment in residential and commercial areas.
 - A. Identify barriers to reinvestment, quality redevelopment and neighborhood preservation and update Zoning Ordinance, Property Maintenance Codes and Construction Codes when needed.
 - B. As part of the city's recodification of the City Code modify Zoning Ordinance to become more user friendly by consolidating uses allowed in various zoning districts and conditional use permit section into a Use Table by December 2012.
 - C. Review and amend if necessary the Highway 350 corridor and Central Business District (CBD) design standards by April 2013.
 - D. Continue to work with the Raytown Main Street Association and Raytown Area Chamber of Commerce.
 - E. Identify and pursue applicable grant funding that helps to promote redevelopment and reinvestment.
- 2. Provide exemplary code enforcement, development review and customer service.
 - A. Maintain applicable staff professional certifications.
 - B. Have two department staff members complete Midwest Public Risk Professional Development Academy by 2014.

- C. Have all Community Development Department staff attend customer service training by October 2014.
 - D. Ensure initial development plan submittal is distributed to applicable departments and entities, reviewed, and comment letter sent to applicant within two weeks of plan submittal.
 - E. Incorporate zoning map, conditional use permit, variance and home occupation information into the city's GIS system by December 2012.
 - F. Identify opportunities for increased use of providing electronic packets for various appointed boards and commissions such as Planning & Zoning Commission, Board of Zoning Adjustment meetings, Human Relations Commission .
3. Promote and strengthen residential reinvestment.
- A. Identify properties that can be rehabbed or redeveloped through the NSP3 Grant program .
 - B. Identify other programs that will help to promote neighborhood reinvestment and research their applicability to the City of Raytown .

General Fund

EMS Summary
FUND 101

Department/Division Spending Summary

	2010-2011	2011-12	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$573,743	\$585,952	\$512,824	\$534,664	\$534,664	\$504,197
Civilian Employees Overtime	\$31,151	\$31,831	\$66,369	\$40,500	\$40,500	\$40,500
Part Time Employees	\$25,633	\$27,705	\$22,373	\$22,500	\$22,500	\$22,500
Professional Services	\$192,382	\$104,957	\$114,407	\$118,740	\$118,740	\$118,740
Printing & Promotions	\$2,935	\$5,470	\$8,831	\$5,590	\$5,590	\$6,090
Building Maintenance	\$8,193	\$5,196	\$6,060	\$4,900	\$4,900	\$4,900
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Expense	\$8,464	\$13,154	\$13,324	\$11,000	\$11,000	\$11,500
General Supplies	\$59,839	\$56,622	\$56,712	\$65,328	\$65,328	\$66,328
Office Supplies	\$528	\$559	\$998	\$1,100	\$1,100	\$1,100
Utilities	\$13,688	\$11,904	\$10,820	\$15,300	\$15,300	\$15,300
Vehicle Expense	\$50,526	\$15,021	\$0	\$0	\$0	\$0
Uniforms	\$2,210	\$2,445	\$791	\$2,400	\$2,400	\$2,400
Professional Development	\$2,804	\$1,843	\$321	\$2,800	\$2,800	\$2,800
Employee Benefits	\$188,343	\$194,486	\$226,311	\$236,619	\$236,619	\$236,720
Total	\$1,160,439	\$1,057,144	\$1,040,141	\$1,061,441	\$1,061,441	\$1,033,075

Department/Division Personnel Summary

	2010-2011	2011-12	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Estimate	Budget
Full-time Positions	16	16	15	15	15	15
Part-time Positions	15	15	15	15	15	15

Department/Division Profile

Professional Services – This includes an expense, Collection Agency Expense, which is the management fee paid to the company that bills customers for ambulance services provided.

General Supplies – This includes a Medical Supplies expense which includes estimated expenditures of \$7,350.00 for IV dressings, \$5,860.00 for medications, \$5,000.00 for oxygen tubing, \$4,700.00 for gloves, and additional miscellaneous medical supplies and medications. Most medical supplies are purchased using a governmental cooperative purchasing agreement.

2013-14 ACCOMPLISHMENTS

- Two paramedics completed an Instructor Certification Course which is a great benefit to our education department.
- Raytown Emergency Medical Services responded to more than 3900 calls.
- Through seminars and webinars, we have increased our knowledge and are staying up-to-date on Medicare reimbursement and HIPAA regulations.
- Enhanced our use of social media to bring community awareness of the resources available through our organization.
- Employees and EMT students assisted, on their own time or with their own funds, throughout the community with various projects and events, such as assisting with the building of the Habitat for Humanity home, Shepherd's Center of Raytown Garden Tour/luncheon, spring yard clean up for senior citizens, and adopting a family at Christmas.
- Raytown EMS provided numerous outreach programs- CPR, ACLS, PEPP, ITLS, GEMS (geriatric care), CEVO 3 (emergency vehicle operations), EMT Refresher programs, and continuing education programs.
- Raytown EMS conducted two EMT programs this last year graduating more than 20 students. The pass rate for these classes was 100%.
- Raytown EMS held three Community Blood Center blood drives in the last year exceeding the goal set by CBC each time.
- Raytown EMS participated in numerous events throughout our community, such as Senior Expo, CERT (Community Emergency Response Team) training, career talks at Herndon Career Center, Kids' Day at Kenagy Park, child safety seat events, visits to preschools, children's event at the public library, Bark at the Park, and National Night Out.
- Child Safety Seats - Our certified child safety seat technicians inspected or installed over 200 child safety seats in parents' and caregivers' cars this last year and our department provided more than 20 child safety seats to parents who met financial criteria. All of this assistance was done at no expense to the City. Raytown EMS Child Safety Seat technicians also held three child safety seat events this year.
- Raytown EMS offers a Preceptor program for 4 EMT and Paramedic programs throughout the Kansas City Metro area and Iowa.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

Continue to review the budget and find ways to cut expenses. Review costs of supplies and equipment. See if we can find cheaper alternatives to some of the items used. Determine if there are items within the department that are not being used and can be sold or auctioned off.

Continue to provide services to our community such as blood drives, free blood pressure checks, child safety seat installations and inspections, and participate in public events and public relation opportunities within our community. Hold an annual Open House to bring community awareness as to what Raytown Emergency Medical Services offers our community, as well as growing our ride- along program for citizens.

Continue to provide education in various areas throughout our department to stay abreast of the latest in patient care, Medicare and HIPAA issues, and compliance with government regulations.

Repopulate our part-time roster and program to reduce gaps in coverage while reducing overtime expenses.

General Fund

Finance Summary
FUND 101

Department/Division Spending Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Civilian Employees	\$413,555	\$334,034	\$366,525	\$379,246	\$379,246	\$399,715
Civilian Employees Overtime	\$3,737	\$1,776	\$5,485	\$3,000	\$3,000	\$3,000
Part Time Employees	\$3,023	\$5,988	\$3,358	\$0	\$0	\$0
Professional Services	\$127,732	\$117,195	\$202,431	\$151,100	\$151,100	\$151,100
Printing & Promotions	\$3,459	\$3,695	\$5,931	\$3,200	\$3,200	\$3,200
Equipment Expense	\$1,115	\$1,173	\$30	\$1,200	\$1,200	\$1,200
Office Supplies	\$11,736	\$13,593	\$12,873	\$10,500	\$10,500	\$10,500
Utilities	\$929	\$801	\$71	\$1,460	\$1,460	\$1,460
Professional Development	\$6,980	\$4,963	\$4,025	\$8,550	\$8,550	\$8,550
Employee Benefits	\$100,057	\$102,404	\$137,956	\$155,855	\$155,855	\$153,365
Total	\$673,523	\$586,820	\$739,885	\$715,311	\$715,311	\$733,290

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions	10	10	9	9	9	9
Part Time Positions	0.5	0.5	0.5	0.5	0.5	0.5

Department/Division Profile

The Finance Department is a combined office encompassing the budget office, city finances, the sewer department and county tax collections.

Professional services is where the city pays for audit services, maintenance agreements on software, county collection expenses and banking charges. The City is still carrying two maintenance agreements during the transition of financial software. Once the transition is complete and data tested \$18,000 will be removed from these expenditures. Staff expects to make this change in the 2015 budget year.

Professional development is utilized for staff training and professional memberships for the nine employees in the general fund.

2013-14 ACCOMPLISHMENTS

All clerks have started the Customer Service Certificate training through MARC. Two Clerks have completed the training and received certificates.

Received an unqualified audit.

Realigned staff duties to consolidate all accounting procedures under the Senior Accountant.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

- Provide real-time access to all City accounts and allow payments online.
- Allow for e-statements and e-receipts including payroll direct deposits.
- Prepare a policy and procedure manual for all positions in the Finance Department.
- Prepare and submit a CAFR for the GFOA award.
- Submit the budget for the distinguished budget award from the GFOA.

General FundLAW
FUND 101**Department/Division Spending Summary**

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Requested
Part Time Employees	\$20,591	\$28,000	\$28,000	\$28,840	\$28,840	\$28,840
Professional Services	\$77,502	\$77,808	\$0	\$120,000	\$120,000	\$80,000
Professional Development	\$694	\$773	\$0	\$1,000	\$1,000	\$1,000
Employee Benefits	\$2,731	\$687	\$1,380	\$3,187	\$3,187	\$3,187
Total	\$101,519	\$107,269	\$29,380	\$153,027	\$153,027	\$113,027

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Requested
Part Time Position						

Department/Division Profile

The LAW department includes expense for the City Prosecutor and the contract for the City Attorney.

General FundPolice Department
FUND 101**Department/Division Spending Summary**

	2010-2011	2011-2012	2012-13	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials	\$93,912.45	\$96,330.53	\$96,955.00	\$96,742.88	\$96,743	\$96,743
Civilian Employees	\$601,987	\$668,768	\$649,057	\$646,196	\$616,242	\$656,881
Civilian Employees Overtime	\$18,726	\$38,854	\$24,430	\$30,000	\$30,000	\$30,000
Commissioned Officers	\$2,472,853	\$2,449,265	\$2,415,797	\$2,453,120	\$2,304,017	\$2,531,301
Commissioned Officers Overtime	\$212,057	\$162,601	\$140,513	\$170,000	\$170,000	\$170,000
Part Time Employees	\$38,156	\$32,616	\$31,817	\$30,200	\$30,200	\$31,208
Professional Services	\$641,521	\$512,411	\$578,356	\$643,045	\$643,045	\$670,879
Printing & Promotions	\$7,607	\$9,427	\$8,172	\$14,730	\$14,000	\$15,582
Building Maintenance	\$5,660	\$6,160	\$2,422	\$7,600	\$7,600	\$8,900
Capital Expenditures	\$0	\$150,479	\$0	\$0	\$0	\$0
Equipment Expense	\$139,112	\$205,138	\$185,380	\$115,419	\$115,000	\$103,692
General Supplies	\$62,196	\$51,030	\$40,284	\$63,750	\$60,000	\$64,000
Office Supplies	\$17,125	\$31,218	\$17,882	\$18,950	\$18,000	\$18,910
Utilities	\$51,587	\$49,784	\$59,917	\$63,840	\$63,840	\$72,960
Vehicle Expense	\$2,464	\$60,067	\$11,476	\$8,860	\$8,000	\$12,535
Uniforms	\$24,194	\$50,619	\$20,703	\$27,475	\$2,650	\$28,325
Professional Development	\$55,437	\$47,657	\$54,411	\$64,728	\$63,000	\$105,853
Employee Benefits	\$1,326,328	\$1,384,523	\$1,488,642	\$1,776,016	\$1,776,016	\$1,740,797
Total	\$5,770,922	\$6,006,947	\$5,826,214	\$6,230,672	\$6,018,353	\$6,358,565

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-13	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Civilian	17	17	17	17	17	16
Full-time Commissioned	51	48	48	48	48	46
Part-time Civilian	0.5	0.5	0.5	0.5	0.5	0.5
Reserve	0.79	0.5	0.5	0.5	0.5	0.5

Department/Division Profile

The Police Department is responsible for law enforcement within the City through the enforcement of City ordinances, State and Federal laws. Emergency Preparedness is managed by the Police Department with plans that have been developed in response to natural and manmade disasters. Radio communications for all of the City Departments is coordinated through the Communications Division within the Police Department.

2013-14 ACCOMPLISHMENTS

Completion of the P25 radio project. The radio tower has been completed and the necessary equipment purchased and installed. Training has begun for end users of the system.

A professional development plan has been developed and introduced to City management to allow for salary adjustments based upon education, tenure, and achievement in a cost effective and viable manner.

Grant funding was used to install magnetic locks in the jail, as well as upgrading the building surveillance camera system, and utilization of a LiveScan device for electronic processing of fingerprints.

CERT program has been initiated and two training classes have been provided.

National Night Out Against Crime was extremely successful.

Active Shooter training was completed utilizing force-on-force scenarios within a local High School during the summer break.

Two Drug Take Back events were completed and helped facilitate Raytown residents being able to safely dispose of unused prescription drugs.

Two Civilian Police Academies were completed with very positive reviews from the attendees.

The mobile storage system was installed in the Property Room allowing for optimum usage of space and much better organization of evidence and property.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

1. Recruit, hire and retain highly qualified personnel who enjoy working with the public and delivering the highest level of professional service.
 - a. Continue to advertise positions through online resources.
 - b. Research opportunities to recruit qualified underrepresented groups.
 - c. Attend Job Fairs for recruiting.
 - d. Promote the non-salary based factors that make our Department an attractive place to work.
 - e. Implement programs that assist in career development and performance incentive.
2. Promote accountability, honesty, and ethical behavior of all Department personnel.
 - a. Ensure that the integrity of the Department is maintained through an internal system in which objectivity, and fairness are guaranteed by an impartial investigation of complaints made against any of our employees, policies or procedures.
 - b. Research Early Warning System Software and identify the system that will best fit the needs of the Department.
3. Provide initial crisis intervention services by trained Department personnel to those employees who have experienced or have been exposed to a traumatic incident or other emotional crisis.
 - a. Implement Peer Support Program.
 - b. Train Peer Support Team members on crisis intervention services and resources available to those needing assistance outside the capabilities of the Peer Support Team.
 - c. Ensure complete confidentiality of all Peer Support Interventions, except when there is a duty to warn situation.
4. Ensure that Patrol Officers are properly equipped to do their jobs.
 - a. Equip officers with emergency medical supplies.
 - b. Purchase additional digital cameras for patrol officers.
 - c. Maintain body armor replacement schedule.
 - d. Maintain technology replacement schedule.
5. Re-evaluate the Capital Fleet plan to ensure that vehicles and the equipment in the vehicles are replaced at the appropriate time.
 - a. Work with Public Works on the vehicle replacement needs of the Police Department.
 - b. Evaluate repair costs and the costs of operating the vehicle fleet.
 - c. Report repair needs on a timely basis to the Maintenance garage.
6. Improve citizen involvement with the Department.
 - a. Organize and direct ongoing community activities through the Community Services Unit.
 - b. Continue to recruit additional volunteers for the Volunteer Corp.
 - c. Hold two volunteer recruiting sessions within the community.
 - d. Organize and conduct Civilian Police Academy and Citizen Emergency Response Team programs.

- e. Continue to conduct Drug-Take-Back-Days.
 - f. Pursue the volunteer committee direction for the National Night Out or a locally more beneficial alternative.
7. Upgrade Communications Center.
 - a. Replace worn floor in the center.
 - b. Increase storage space for the radios and other items.
 - c. Remodel Communications Center.
 8. Encourage Neighborhood Preservation.
 - a. Implement proactive enforcement measures as neighborhood problems arise.
 - b. Focus enforcement efforts on those that draw risk and violence into a neighborhood.
 9. Foster cooperative working environment.
 - a. Engage in joint efforts with other City Departments.
 10. Promote professionalism and competence through quality training and preparation of employees.
 - a. Continue to support and facilitate a quality in-service training regimen for all personnel.
 - b. Maintain current training plans in the areas of defensive tactics, use of force-on-force decision making, legal issues and community policing.
 - c. Continue to review and evaluate law enforcement trends in training and employee development.
 11. Improve efficiency of investigative support services to maximize cases handled and service delivery.
 - a. Apply new case handling measures in concert with new investigators to maximize number of cases and contacts possible.
 - b. Concentrate on training for new members and application of new procedures for maximum efficiency.
 - c. Explore potential for applying Special Unit system to a crime scene processing to improve response and reaction time to major incidents.
 12. Prepare for the next generation of commanders.
 - a. Leadership development for the current supervisors in preparation for the next generation of Division Commanders resulting from retirements.
 - b. Leadership development for the next generation of line supervisors.
 - c. Replace evaluation process with one that will emphasize goal setting and achievement.
 - d. Attempt to identify any hidden efficiency enhancement that might reduce the negative impact of personnel reductions.
 13. Continue to improve the public communication system and tools to improve the efficient movement of information, encourage direct involvement by the community and prepare for potential need for emergency public communication.
 - a. Continue to develop the special unit concept to provide additional service without disruption to the primary mission.

General Fund

Public Works Summary FUND 101

Department/Division Spending Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$1,013,554	\$406,736	\$1,049,453	\$1,049,649	\$1,020,000	\$1,122,291
Civilian Employees Overtime	\$31,190	\$16,409	\$37,491	\$54,162	\$45,000	\$54,162
Commissioned Officers	\$247	\$0	\$0	\$0	\$0	\$0
Commissioned Officers Overtime	\$189	\$0	\$0	\$0	\$0	\$0
Part Time Employees	\$18,512	\$11,546	\$16,613	\$20,085	\$16,585	\$20,888
Professional Services	\$80,306	\$113,690	\$124,018	\$117,505	\$152,505	\$116,350
Printing & Promotions	\$0	\$0	\$0	\$0	\$0	\$0
Building Maintenance	\$51,588	\$65,908	\$66,581	\$63,000	\$60,000	\$61,000
Capital Expenditures	\$46,376	\$11,261	\$25,493	\$25,000	\$24,000	\$25,000
Equipment Expense	\$1,619	\$1,330	\$1,795	\$3,500	\$3,300	\$3,500
General Supplies	\$70,846	\$17,377	\$46,201	\$24,200	\$22,000	\$24,200
Office Supplies	\$4,450	\$3,160	\$6,004	\$6,737	\$6,200	\$6,895
Utilities	\$495,587	\$482,550	\$495,222	\$517,459	\$505,000	\$517,433
Vehicle Expense	\$306,817	\$332,418	\$410,223	\$478,217	\$410,000	\$466,919
Uniforms	\$11,672	\$3,302	\$9,745	\$13,162	\$10,900	\$13,212
Professional Development	\$7,181	\$1,492	\$10,409	\$15,055	\$13,000	\$14,755
Employee Benefits	\$382,063	\$150,089	\$447,910	\$500,568	\$499,000	\$531,573
Total	\$2,522,197	\$1,617,269	\$2,747,158	\$2,888,298	\$2,787,490	\$2,978,179

Department/Division Personnel Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions	28	28	28	27	27	27
Part-time Positions	0.6	0.6	0.6	0.6	0.6	0.6

Department/Division Profile

All civilian employee costs were included in the general fund to streamline accounting practices. Expenses of the sanitary sewer fund will be charged to the sewer fund by utilizing an administrative fee. The employee expenses part of the administrative fee are based upon the percentages of sewer fund activities of each personnel position.

Professional services continues to be a significant portion of our budget. This budget group includes computer software maintenance expenses, WEBGIS expenses, mowing services and many other vendor related expenses that are similar.

Capital expenditures in the general fund are small and limited to the \$25,000 for storm water maintenance required by ordinance. The bulk of capital improvements is budgeted in the capital sales tax fund, transportation sales tax fund and public safety sales tax fund.

General supplies fluctuates significantly due to salt expenditures. \$10,000 is budgeted for salt this year and when combined with the \$50,000 in the transportation sales tax fund is consistent with the past budgets.

Vehicle expenses for the entire city are included in public works. The cost of fuel is budgeted at \$3.40 for unleaded fuel, \$3.70 for diesel fuel, and \$1.60 for propane. There is a small decrease in the vehicle expense that is due to lower fuel consumption and lower fuel expenses. The fuel expense also includes a reimbursement from the Fire District for fuel they consume.

Uniforms expenses include expenses for vehicle maintenance and an increase in safety related gear and one-time expenses for rental uniforms.

2013-14 ACCOMPLISHMENTS

1. WEB GIS system available to the general public.
2. Transferred sewer main database from single user database into WEB GIS system to track system maintenance.
3. Completed the installation of propane fueling equipment and fully implemented the use in 3 vehicles.
4. Finished the construction of the White Oak West Line A improvements.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

1. Provide a roadway network that provides a positive image of Raytown and supports the quality of life of all residents by providing smooth and well maintained driving surfaces.
 - a. Provide an estimate of the future pavement condition as a result of the annual pavement plan by February of each year.
 - b. Provide a one year and three year plan for pavement maintenance. The one year plan shall be presented annually and the three year shall be presented every three years.
 - c. Review existing and emerging pavement maintenance techniques and treatments annually.
 - d. Create a multi-year Capital Improvement Plan that specifically addresses roadways.
 - e. Provide exemplary snow and ice removal that is timely, effective and efficient.
2. Provide a reliable sanitary sewer system that operates efficiently and supports the quality of life of all residents
 - a. Construct the White Oak West Line A improvements.
 - b. Clean the sewer system lines at least once every 5 years to remove deposits that restrict flow.
 - c. Televising the lines within the sanitary sewer system at least once every ten years.
 - d. Track overflows and back-up locations to identify areas of increased maintenance need.
 - e. Promote existing storm water mitigation program by including information on the sewer bill once a year.
 - f. Provide a system that is durable and documented by identifying sewer segments and manholes that need repair.
 - g. Draft a policy that establishes a re-investment level in the sanitary sewer system.
 - h. Establish a Capital Improvement Plan based upon re-investment level.
 - i. Establish a flow monitoring program to verify the equitability of the sewer use agreement between Kansas City and Raytown.
 - j. Review existing sanitary sewer mapping information for accuracy and additions. Review 5 sewer sheds per year.
3. Provide a storm sewer system that conveys storm water safely and efficiently and which protects the natural and built environment.
 - a. Identify planned improvements in the storm water master plan that will not meet current best management practices.
 - b. Review existing storm sewer mapping information for accuracy and additions. Review 5 watersheds per year.
 - c. Submit National Pollutant Discharge Elimination System permit report annually.
 - d. Review best practices of adjacent municipalities annually and revise draft NPDES permit bi-annually.
4. Provide attractive city facilities that project a positive image of Raytown and provide a productive environment for employees.
 - a. Maintain the grounds of buildings by providing timely mowing and maintenance of shrubs, trees and landscaping.
 - b. Review mowing contractor's performance annually and renew or rebid services according to current contract.
 - c. Remodel high traffic areas of main buildings that are significantly outdated and show signs of significant wear.
 - d. Provide cleaning services at city hall according to established schedules.
5. Maintain vehicles and equipment that projects an organization that is proud of the services provided.
 - a. Provide regularly scheduled maintenance to all vehicles and equipment.
 - b. Support all departments in the selection and installation of accessory items in vehicles and equipment annually.
 - c. Perform annual inspection of underground fuel system and secure renewal of permit and insurance.
 - d. Implement the use of propane as an alternative fuel. Upfit vehicles to utilize propane as well as maintain the

General FundCity Wide Summary
FUND 101**Department/Division Spending Summary**

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$44,918	\$98,721	\$0	\$0	\$0	\$0
Professional Services	\$26,922	\$31,156	\$165,678	\$219,000	\$219,000	\$243,165
Printing & Promotions	\$0	\$0	\$0	\$0		\$11,000
Equipment Expense	\$0	\$0	\$0	\$0		\$5,000
Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$1,260	\$220	\$0	\$0	\$0
Operating Transfers	\$1,220,000	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$4,713	\$7,702	\$27,459	\$10,000	\$10,000	\$10,000
Total	\$1,296,553	\$138,839	\$193,357	\$229,000	\$229,000	\$269,165

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions						

Department/Division Profile

The City Wide Department is utilized to budget for expenditures that impact all city General Fund Departments. For the 2013-2014 budget year the balance of the City liability insurance not associated specifically with a department is budgeted here.

PARKS

Park Fund

Parks Summary FUND 201

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$1,255,341	\$1,110,484	\$1,007,901	\$776,807	\$776,807	\$579,058
Property Tax	\$584,059	\$579,031	\$585,925	\$611,500	\$611,500	\$612,500
Sales Tax	\$266,453	\$292,877	\$317,421	\$294,000	\$294,000	\$294,000
Fees for Services	\$88,012	\$86,720	\$72,993	\$67,800	\$67,800	\$114,600
Miscellaneous Revenue	\$15,109	\$21,607	\$70,853	\$114,801	\$114,801	\$10,300
Pool	\$366,766	\$338,093	\$186,237	\$251,000	\$251,000	\$250,000
GAAP Adjustment	\$2	\$100				
Total Revenues	\$1,320,402	\$1,318,428	\$1,233,429	\$1,339,101	\$1,339,101	\$1,281,400
Total Available Funds	\$2,575,743	\$2,428,913	\$2,241,330	\$2,115,908	\$2,115,908	\$1,860,458
Total Expenditures	\$1,465,258	\$1,421,012	\$1,464,523	\$1,595,188	\$1,536,850	\$1,512,358
Fund Balance Reserve (12.5% of Operating Revenue)				\$167,388		\$160,175
Equipment and Vehicle Replacement Account				\$96,521		\$96,521
Unreserved Fund Balance	\$1,110,484	\$1,007,901	\$776,807	\$256,812	\$579,058	\$91,404

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions	10	10	10	9	9	9
Part-time Positions	2	2	2	2	2	2

Department/Division Profile

The Raytown Parks and Recreation Department provides a comprehensive program of facilities, activities and special events designed to promote healthy lifestyles, attract new residents and improve their quality of life. Recreation facilities and amenities in Raytown are maintained to high quality standards to ensure public safety and provide aesthetically pleasing attractive public parks. The Department is responsible for year-round maintenance and improvements for eleven public parks totaling approximately 160 acres and includes 9 Full Time Employees within four divisions-Administration, Program, Parks Operations, and BMX.

Park Fund

Parks Revenue Historical FUND 201

		Department/Division Revenue					
		2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Property Tax		\$584,059	\$579,031	\$585,925	\$611,500	\$611,500	\$612,500
201.92.100.41101	Real Estate Tax	\$414,952	\$413,046	\$417,298	\$450,000	\$450,000	\$445,000
201.92.100.41102	Personal Property Tax	\$94,624	\$95,037	\$96,549	\$93,000	\$93,000	\$99,000
201.92.100.41104	Delinquent Real Estate Taxes	\$18,257	\$17,919	\$16,859	\$14,500	\$14,500	\$15,000
201.92.100.41105	Penalties	\$11,475	\$10,697	\$11,165	\$11,000	\$11,000	\$11,000
201.92.100.41111	Delinquent Tax Revenue	\$13,231	\$8,362	\$9,309	\$7,500	\$7,500	\$7,500
201.92.100.41107	Railroad & Utilities Tax	\$12,659	\$14,466	\$15,745	\$16,000	\$16,000	\$15,500
201.92.100.41108	Replacement Tax	\$23,460	\$22,458	\$21,145	\$22,500	\$22,500	\$22,500
201.92.100.41110	Circuit Breaker Refund	-\$4,600	-\$2,954	-\$2,145	-\$3,000	-\$3,000	-\$3,000
Sales Tax		\$266,453	\$292,877	\$317,421	\$294,000	\$294,000	\$294,000
201.00.001.41206	TIF - EATS	(\$66,406.59)	(\$71,051.42)	(\$71,876.00)	(\$71,000.00)	(\$71,000.00)	(\$71,000.00)
201.00.100.41205	Parks Capital Sales Tax	\$332,859.68	\$363,928.25	\$389,297.00	\$365,000.00	\$365,000.00	\$365,000.00
201.92.906.41205	Parks Capital Sales Tax	\$0					
Fees for Services		\$88,012	\$86,720	\$72,993	\$67,800	\$67,800	\$114,600
201.92.100.47116	Vending Machine-Kenagy	\$0		\$750	\$0	\$0	\$0
201.92.100.47501	Venue Ticket Sales	\$0		-\$367	\$0	\$0	\$0
201.94.100.47501	Venue Ticket Sales	-\$196	\$527		\$250	\$250	\$250
201.94.902.47101	Ballfield Lights Fees	\$408	\$7,743	\$2,980	\$1,300	\$1,300	\$1,400
201.94.902.47105	Shelter House Rental Fees	\$15,465	\$15,174	\$13,750	\$13,500	\$13,500	\$13,500
201.94.902.47110	Sports Field Rental Fees	\$5,995	\$1,411	\$902	\$2,000	\$2,000	\$2,000
201.94.902.47115	Concession Permit	\$1,461	\$25		\$0	\$0	\$0
201.94.902.47116	Vending Machine-Kenagy	\$1,957	\$2,039		\$750	\$750	\$750
201.94.902.47204	Team Sports League	\$31,045	\$32,152	\$33,469	\$31,000	\$31,000	\$77,700
201.94.902.47205	Instruction Classes	\$0			\$0	\$0	\$0
201.94.904.47401	Participant Fees	\$16,740	\$17,646	\$12,431	\$12,000	\$12,000	\$12,000
201.94.904.47405	Concession Sales	\$11,235	\$6,553	\$4,835	\$3,500	\$3,500	\$3,500
201.94.904.47415	ABA Memberships	\$3,903	\$3,452	\$4,243	\$3,500	\$3,500	\$3,500
Miscellaneous Revenue		\$15,109	\$21,607	\$70,853	\$114,801	\$114,801	\$10,300
201.00.100.43708	LWCF Grant for Coleman	\$0		\$52,151	\$74,501	\$74,501	\$0
	USTA Grant-Colman				\$30,000	\$30,000	\$0
201.92.100.47220	Donations	\$0		\$10,240	\$1,000	\$1,000	\$1,000
201.00.100.46102	Investment Income	\$529.32	\$2,458.62	\$1,892.00	\$2,000.00	\$2,000.00	\$2,000.00
201.00.100.46401	Miscellaneous Revenue	\$0.00	\$5,231.35		\$0.00	\$0.00	\$0.00
201.00.100.46701	Auction proceeds	\$0.00	\$5,100.00		\$0.00	\$0.00	\$0.00
201.00.100.49951	Operating Transfer IN	\$0.00			\$0.00	\$0.00	\$0.00
201.92.100.47515	Reserved Tree Board Funds	\$0			\$0	\$0	\$0
201.92.100.47520	Sale of Used Equipment	\$0			\$0	\$0	\$0
201.92.100.47525	General Donations	\$4,006	\$1,261		\$0	\$0	\$0
201.92.100.47530	Rice Tremonti	\$6,954	\$6,952	\$6,373	\$6,900	\$6,900	\$6,900
201.94.100.47510	Trees for Raytown	\$432	\$304	\$197	\$200	\$200	\$200
201.94.904.47425	Other Income	\$3,796	\$300		\$200	\$200	\$200
201.92.100.41311	TIF Application Fees	\$0			\$0	\$0	\$0
201.92.100.43204	Intangible Tax(FIT)	\$0			\$0	\$0	\$0
201.92.100.46101	Interest Earnings	-\$609			\$0	\$0	\$0
Pool		\$366,766	\$338,093	\$186,237	\$251,000	\$251,000	\$250,000
201.94.903.47301	Season Passes	\$36,771	\$33,056	\$28,220	\$33,000	\$33,000	\$30,000
201.94.903.47305	Daily Admissions	\$225,132	\$221,877	\$131,220	\$140,000	\$140,000	\$140,000
201.94.903.47310	Concession Sales	\$77,623	\$56,482	\$0	\$55,000	\$55,000	\$55,000
201.94.903.47315	Birthday Parties	\$9,089	\$11,416	\$11,857	\$10,000	\$10,000	\$10,000
201.94.903.47320	Commodity Sales	\$7,429	\$3,462	\$4,156	\$3,000	\$3,000	\$3,000
201.94.903.47325	Swim Lessons	\$10,723	\$11,800	\$10,784	\$10,000	\$10,000	\$12,000

Park Fund**Parks Expense Summary
FUND 201****Department/Division Spending Summary**

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Civilian Employees	\$668,369	\$493,187	\$404,029	\$411,522	\$400,000	\$428,259
Civilian Employees Overtime	\$1,692	\$2,626	\$935	\$600	\$600	\$600
Commissioned Officers	\$0	\$1,930	\$0	\$4,000	\$3,800	\$4,000
Commissioned Officers Overtime	\$0	\$1,504	\$0	\$0	\$0	\$0
Part Time Employees	\$130	\$0	\$396	\$13,500	\$13,000	\$204,040
Professional Services	\$40,868	\$284,613	\$333,114	\$391,100	\$385,000	\$99,600
Printing & Promotions	\$19,098	\$15,396	\$4,545	\$8,275	\$7,000	\$8,275
Building Maintenance	\$13,798	\$10,841	\$32,174	\$55,405	\$51,000	\$53,705
Capital Expenditures	\$236,163	\$129,554	\$403,363	\$323,800	\$310,000	\$185,000
Equipment Expense	\$18,643	\$74,044	\$14,928	\$18,750	\$17,000	\$28,130
General Supplies	\$68,620	\$42,640	\$11,826	\$18,000	\$17,000	\$60,825
Office Supplies	\$2,424	\$576	\$1,739	\$2,350	\$2,100	\$2,350
Recreational Programming	\$48,949	\$37,365	\$19,468	\$31,850	\$28,000	\$78,850
Utilities	\$97,623	\$103,682	\$89,143	\$116,670	\$110,000	\$105,620
Vehicle Expense	\$17,901	\$18,147	\$14,711	\$26,890	\$22,000	\$44,035
Uniforms	\$6,722	\$7,048	\$452	\$2,885	\$2,885	\$7,585
Professional Development	\$10,410	\$7,389	\$3,311	\$7,465	\$7,465	\$10,240
Employee Benefits	\$213,845	\$190,200	\$156,710	\$162,126	\$160,000	\$191,245
GAAP Adjustment	\$2	\$269	(\$26,321)			
Total	\$1,465,258	\$1,421,012	\$1,464,523	\$1,595,188	\$1,536,850	\$1,512,358

2013-14 ACCOMPLISHMENTS

Completed renovation of four Colman Park tennis courts at a cost of \$210,369 leveraging local funds with \$30,000 USTA grant and \$74,501 LWCF grant. Hosted free Movie in the Park, Annual Free Kid's Day, Fishing Derby and hosted third year of the Raytown Arts and Music Festival.

Super Splash ADA deck-side chairlift and pool steps installed to meet current ADA requirements. Replaced manual message sign with a Daktronics LED message sign at Kenagy Park.

Replaced Super Splash Catalina Cove pool recirculating pumps and motors at a cost of \$9,000. Installed donated replacement Colman Park ball field scoreboard.

Rice-Tremonti Board completed \$3000 in capital improvements. Replace one F-150 pickup truck used for trash removal in city parks.

BMX Board completes \$5,000 in capital improvements including asphaltting three course turns and concession stand improvements. Replaced two high rate sand filters at Super Splash at a cost of \$72,800.

Approved 10 year Operating Agreement with Raytown Baseball Association.

MAJOR GOALS AND OBJECTIVES FOR 2014-15

Super Splash-Under this scenario, Super Splash will open in 2015. \$50,000 is budgeted for an aquatic needs analysis to audit conditions of existing pool facilities, identify deferred maintenance needs, alternative revenue sources and provides conceptual plans and cost estimates to enhance revenues at the park.

Asphalt Maintenance-critical maintenance and overlays of park walking trails and parking areas.

Renovate Park Maintenance Building-update and renovate building to improve energy efficiency, repair roof leaks and replace fencing.

Park Shelters-improvement to park shelters with improved energy efficiency, lighting and ADA access.

Park Security-strategic analysis of plans to improve and increase park safety with dusk to dawn lighting, Neighborhood Watch programs, video surveillance cameras, illuminating dark areas, offering tipster reward programs.

Research new community-wide activities and programs in partnership with community groups, stakeholders and civic organizations.

The City also envisions acquiring an open space north of Raytown Road and contributing to the development of this space for future public uses such as playgrounds, concerts, art fairs, farmer's market, and so forth. Timing and opportunity; project costs; availability of local funds and state/federal grants and other factors will drive this goal.

PUBLIC SAFETY SALES TAX

Public Safety Sales Tax

PSST Summary
FUND 207

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$607,207	\$951,176	\$454,957	\$1,121,469	\$1,121,469	\$1,101,172
TIF - EATS	(\$265,626)	(\$284,206)	(\$287,504)	(\$290,000)	(\$290,000)	(\$290,000)
Public Safety Sales Tax	\$1,393,514	\$1,468,536	\$1,558,658	\$1,465,000	\$1,465,000	\$1,465,000
Interest Earnings	(\$147)	\$0	\$0	\$0	\$0	\$0
Investment Income	\$1,836	\$922	\$1,401	\$800	\$1,000	\$800
Workers Comp Reimbursement	\$1,359	\$0	\$0	\$0	\$0	\$0
GAAP Adjustment		(\$67)	(\$2,089)			
Total Revenues	\$1,130,935	\$1,185,186	\$1,270,466	\$1,175,800	\$1,176,000	\$1,175,800
Total Available Funds	\$1,738,142	\$2,136,362	\$1,725,423	\$2,297,269	\$2,297,469	\$2,276,972
Total Expenditures	\$786,966	\$1,168,197	\$1,117,539	\$1,300,610	\$1,196,297	\$1,481,099
Fund Balance Reserve (15% of Operating Expenses)				\$195,091		\$222,165
911 Radio Console Reserve		\$513,208	-\$513,585			
Unreserved Fund Balance	\$951,176	\$454,957	\$1,121,469	\$801,568	\$1,101,172	\$573,708

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Civilian Positions	5	6	6	6	6	6
Full Time Commissioned	8	10	10	10	10	10
Part Time		0.5	0.63	0.63	0.63	0.63

Department/Division Profile

The Public Safety Sales Tax Fund was created through a special election of Raytown voters. The revenue generated by the special sales tax of .500% is dedicated to expenditures related to improving the safety of the citizens of Raytown. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee. The Fund Balance Reserve of 15% was defined during the election process.

Public Safety Sales Tax FundEMS Summary
FUND 207**Department/Division Spending Summary**

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$39,154	\$39,524	\$28,683	\$39,547	\$39,547	\$45,704
Civilian Employees Overtime	\$3,968	\$1,234	\$3,426	\$2,500	\$2,500	\$2,500
Uniforms	\$2,474	\$962	\$2,793	\$4,000	\$4,000	\$4,000
Professional Development	\$8,423	\$7,513	\$9,064	\$11,000	\$11,000	\$11,000
Employee Benefits	\$12,202	\$11,879	\$9,111	\$13,493	\$13,493	\$22,706
Total	\$66,221	\$61,112	\$53,077	\$70,540	\$70,540	\$85,909

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions		1	1	1	1	1

Department/Division Profile

This fund includes expenses within Professional Development for Education and Training supported with the Public Safety Sales Tax for Critical Care training and additional continuing education and training.

Public Safety Sales Tax

Police Department Summary
FUND 207

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Civilian Employees	\$116,045	\$147,831	\$158,776	\$167,589	\$167,589	\$224,561
Civilian Employees Overtime	\$371	\$3,406	\$6,354	\$7,750	\$7,750	\$7,750
Commissioned Officers	\$334,101	\$391,860	\$435,871	\$446,815	\$446,815	\$527,239
Commissioned Officers Overtime	\$35,193	\$35,788	\$34,496	\$56,000	\$56,000	\$56,000
Part Time Employees	\$0	\$9,475	\$12,902	\$16,018	\$16,018	\$16,658
Professional Services	\$883	\$1,302	\$1,724	\$27,498	\$27,498	\$34,830
Printing & Promotions			\$605	\$825	\$825	\$1,375
Capital Expenditures	\$5,618	\$102,042	\$26,375	\$17,750	\$17,750	\$0
Equipment Expense	\$5,872	\$147,339	\$59,009	\$33,272	\$33,272	\$35,265
General Supplies	\$5,760	\$7,022	\$10,322	\$11,050	\$11,050	\$14,700
Office Supplies			\$213	\$500	\$500	\$500
Utilities	\$0	\$20	\$0	\$0	\$0	\$0
Uniforms	\$5,266	\$5,306	\$9,121	\$9,000	\$9,000	\$8,185
Professional Development	\$24,501	\$17,329	\$34,987	\$57,985	\$57,985	\$62,525
Employee Benefits	\$187,134	\$238,366	\$273,707	\$378,019	\$273,707	\$405,601
Total	\$720,745	\$1,107,085	\$1,064,462	\$1,230,070	\$1,125,758	\$1,395,189

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Civilian	5	5	5	5	5	5
Full-time Commissioned	8	10	10	10	10	10
Part-time	0	0.5	0.63	0.63	0.63	0.63

Department/Division Profile

The Public Safety Sales Tax funds one Communication Technician, three Detention Technicians, the Police Department Crime Analyst, three Traffic Officers, one Traffic Sergeant, four Patrol Officers, two officers within the Special Enforcement Unit, a part-time Coordinator for the Community Services Unit, and the Raytown Youth Court.

CAPITAL IMPROVEMENT SALES TAX

Capital Improvement Sales Tax

Capital Improvement Summary
FUND 205

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$663,238	\$815,083	\$599,786	\$1,116,041	\$1,116,041	\$933,804
TIF - EATS	(\$199,220)	(\$213,154)	(\$215,628)	(\$210,000)	(\$210,000)	(\$210,000)
Capital Improvement Sales Tax	\$1,044,345	\$1,094,986	\$1,167,863	\$1,085,000	\$1,085,000	\$1,085,000
Investment Income	\$1,805	\$990	\$1,727	\$100	\$100	\$100
Gain on sale of Fixed Asset	\$0	\$16,900	\$0	\$0	\$0	\$0
Claims Reimbursements	\$0	\$10,651	\$0	\$0	\$0	\$0
Auction proceeds	\$67,821	\$9,700	\$8,000	\$9,000	\$9,000	\$9,000
GAAP Adjustment			(\$1,567)			
Total Revenues	\$914,752	\$920,073	\$960,395	\$884,100	\$884,100	\$884,100
Total Available Funds	\$1,577,990	\$1,735,156	\$1,560,181	\$2,000,141	\$2,000,141	\$1,817,904
Total Expenditures	\$762,907	\$1,135,370	\$444,140	\$1,428,729	\$1,066,337	\$1,489,340
Fund Balance Reserve (5% of Operating Revenues)						\$44,205
HVAC City Hall Downstairs Reserve						
Unreserved Fund Balance	\$815,083	\$599,786	\$1,116,041	\$571,412	\$933,804	\$284,359

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions						
Part-time Positions						

Department/Division Profile

The Capital Sales Tax Fund was created via a special election by the Raytown Voters in November of 2006 with a 10 year sunset. The tax was extended in an April 2014 election for another 10 years to expire in 2024. The revenue generated by the special .375% sales tax is dedicated to capital expenditures for city departments. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee.

Capital Sales TaxAll Departments Expenses
FUND 205**Department/Division Spending Summary**

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget
Police	\$271,089	\$499,181	\$294,024	\$290,376	\$333,094
EMS	\$0	\$0	\$147,900	\$166,355	\$28,000
Public Works	\$336,177	\$222,720	\$163,508	\$863,698	\$1,065,996
Finance	\$116,704	\$159	\$216,268	\$150	\$5,000
Development & Public Affairs	\$0	\$0	\$0	\$78,450	\$17,050
Admin	\$38,937	\$36,368	(\$437)	\$24,900	\$35,200
Court	\$0	\$0	\$0	\$4,800	\$5,000
GAAP Adjustment		\$376,942	(\$377,123)		
Total	\$762,907	\$1,135,370	\$444,140	\$1,428,729	\$1,489,340

Department/Division Profile

TRANSPORTATION SALES TAX

Transportation Sales Tax Transportation Sales Tax Summary

FUND 204

Revenue	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
	Actual	Actual	Actual	Budget	Projected	Budget
Cash Balance as of NOV 1	\$76,122	(\$16,420)	\$25,338	\$280,623	\$280,623	\$375,273
TIF - EATS	(\$265,626)	(\$284,206)	(\$287,504)	(\$285,000)	(\$285,000)	(\$285,000)
Transportation Sales Tax	\$1,255,326	\$1,331,199	\$1,423,341	\$1,290,000	\$1,291,000	\$1,290,000
Investment Income	\$1,635	\$897	\$1,170	\$900	\$900	\$900
GAAP Adjustment			(\$2,088)			
Total Revenues	\$991,335	\$1,047,890	\$1,134,919	\$1,005,900	\$1,006,900	\$1,005,900
Total Available Funds	\$1,067,457	\$1,031,470	\$1,160,257	\$1,286,523	\$1,287,523	\$1,381,173
Total Expenditures	\$1,083,877	\$1,006,132	\$879,634	\$994,200	\$912,250	\$975,250
Fund Balance Reserve (12.5% of Operating Revenues)				\$125,738		\$125,738
Unreserved Fund Balance	(\$16,420)	\$25,338	\$280,623	\$166,586	\$375,273	\$280,185

Department/Division Personnel Summary

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Positions						
Part-time Positions						

Department/Division Profile

The Transportation Sales Tax Fund was implemented via a special election in 2006 with a 10 year sunset. The tax was extended in an April 2014 election for another 10 years and the tax will sunset in 2024 unless it is extended again. The revenue generated by this .500% special sales tax is designated specifically for street maintenance and improvements. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee.

Transportation Sales Tax Fund

Expenses Summary
FUND 204

Department/Division Spending Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Capital Expenditures	\$936,703	\$871,450	\$755,121	\$793,950	\$669,000	\$775,000
General Supplies	\$67,057	\$67,873	\$63,160	\$125,000	\$168,000	\$125,000
Professional Services	\$79,908	\$66,650	\$90,022	\$75,000	\$75,000	\$75,000
Administration	\$209	\$159	\$0	\$250	\$250	\$250
GAAP Adjustment			-\$28,670			
Total	\$1,083,877	\$1,006,132	\$879,634	\$994,200	\$912,250	\$975,250

SEWER FUND

Sewer Fund		Summary				
		FUND 501				
Summary						
Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$6,772,744	\$6,924,812	\$7,444,732	\$6,596,957	\$7,444,732	\$7,452,577
Revenues						
SRF Interest Subsidy	\$210,125	\$201,057	\$191,517	\$200,000	\$200,000	\$200,000
State SRF 2007 Proceeds	\$0	\$0	\$314,514			
SRF Interest Subsidy	\$63,338	\$63,801	\$55,282	\$63,000	\$63,000	\$63,000
Bond Premium Revenue	\$0					
Miscellaneous Revenue	\$0	\$96	\$0			
Administration charges	\$16,725	\$40,506	\$43,008	\$35,000	\$35,000	\$35,000
Sewer Use Charge	\$5,414,651	\$5,422,331	\$5,252,345	\$5,450,000	\$5,450,000	\$5,504,500
Sewer Late Pay Penalties	\$154,370	\$144,471	\$143,011	\$150,000	\$150,000	\$150,000
Circuit Breaker	(\$14,730)	(\$8,988)	(\$7,135)	(\$12,000)	(\$12,000)	(\$12,000)
Interest Earnings	\$10,384	\$10,205	\$14,215	\$10,000	\$10,000	\$10,000
Returned Items	\$3,215	\$3,757	\$3,859	\$2,800	\$2,800	\$2,800
Administration charges	\$2,500	\$0	\$0	\$0	\$0	\$0
GAAP Adjustments	\$6,909		\$24,643			
Total Revenues	\$5,867,487	\$5,877,236	\$6,035,259	\$5,898,800	\$5,898,800	\$5,953,300
Total Available Funds	\$12,640,231	\$12,802,047	\$13,479,991	\$12,495,757	\$13,343,532	\$13,405,877
Total Expenditures	\$5,715,419	\$5,357,316	\$5,245,467	\$5,909,247	\$5,890,955	\$6,113,189
Amount moved to Sewer Debt Fund						
Fund Balance Reserve (17% of Operating Expenses)				\$1,004,572		\$1,039,242
Rebate Funds (Restricted)				\$168,890		\$168,890
Debt Service Funds (Restricted)		\$604,162		\$1,260,000		\$1,260,000
Unreserved Fund Balance	\$6,924,812	\$7,444,732	\$8,234,524	\$4,153,048	\$7,452,577	\$4,824,556

Department/Division Personnel Summary						
Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions	12	12	12	2	2	2
Part-time Positions	1	1	1	0	0	0

Department/Division Profile

The Sewer Fund is an enterprise fund. It is funded solely through user fees.

Beginning with the 2013 budget the sewer fund will transfer funding to the General Fund to cover expenses for administration and for public works employees previously split between the two funds. The two employees remaining in this fund are dedicated sewer fund employees in the sewer billing department.

The current budget reflects expenditures slightly in excess of revenues. Staff has reduced expenditures through numerous cost savings techniques and continues to investigate further areas of savings. Staff is pleased to once again hold rates steady for 2014 through the reduction in expenditures and sound fiscal policies. The rate will be evaluated annually to ensure budget sustainability.

The Series 2005B Sewer Revenue Bonds were refinanced in 2013 allowing for a savings of approximately \$140,000 in interest.

Sewer Fund

Combined Expenses All Departments
FUND 501

Department/Division Spending Summary						
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$672,204	\$588,836	\$60,520	\$68,365	\$68,365	\$71,220
Civilian Employees Overtime	\$10,421	\$13,484	\$6,112	\$3,000	\$3,000	\$3,000
Part Time Employees	\$9,236	\$2,470	\$0	\$0		
Professional Services	\$229,907	\$88,626	\$195,388	\$187,952	\$186,340	\$188,540
Capital Expenditures	\$45,072	\$34,105	\$275,123	\$150,000	\$150,000	\$180,000
Printing & Promotions	\$12,799	\$14,601	\$8,477	\$15,500	\$15,500	\$15,500
Debt Service	\$649,211	\$659,188	\$557,526	\$1,071,221	\$1,071,221	\$1,240,516
Equipment Expense	\$24,158	\$33,669	\$46,624	\$43,000	\$39,000	\$43,000
General Supplies	\$1,514	\$2,061	\$4,003	\$4,000	\$3,700	\$4,000
Office Supplies	\$97,445	\$76,968	\$69,071	\$79,461	\$79,420	\$79,700
Business Activities	\$3,620,221	\$3,467,608	\$4,110,617	\$4,161,201	\$4,161,201	\$4,161,201
Utilities	\$11,699	\$13,791	\$11,902	\$14,315	\$13,000	\$14,315
Vehicle Expense	\$93,584	\$50,097	\$53,110	\$70,000	\$60,000	\$70,250
Uniforms	\$4,493	\$6,758	\$6,399	\$3,900	\$3,900	\$3,900
Professional Development	\$4,170	\$1,947	\$5,040	\$6,925	\$5,900	\$6,925
Employee Benefits	\$229,286	\$303,110	\$36,470	\$30,407	\$30,407	\$31,122
GAPP Adjustment		(\$7)	(\$200,915)			
Total	\$5,715,419	\$5,357,316	\$5,245,467	\$5,909,247	\$5,890,955	\$6,113,189

CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Program

CIP Summary
FUND 402

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$209,464	\$793,243	\$526,874	\$754,052	\$526,874	\$892,277
CURS Allocation	\$32,600	\$0	\$0	\$0	\$0	
Investment Income	\$118	\$169	\$214	\$140	\$160	\$140
Miscellaneous Revenue	\$0	\$0	\$205	\$0	\$200	\$0
Operating Transfer IN	\$1,525,000	\$0	\$0	\$150,000	\$3,550,000	\$150,000
Ditzler CID Loan Repayment	\$0	\$51,385	\$80,017	\$60,000	\$60,000	\$60,000
Redesign 350/Raytown Rd. (From TIF)	\$0	\$0	\$0	\$0	\$0	\$0
CDBG NSP3 Grant	\$0	\$0	\$65,872	\$0	\$159,400	\$159,400
NSP3 Phase II	\$0	\$0	\$231,557	\$0	\$275,145	\$275,145
ARRA Woodson Road Overlay Grant	-\$882	\$0	\$0	\$0	\$0	\$0
ARRA Blue Ridge Sidewalks	\$247,166	\$0	\$228,295	\$0	\$0	\$0
GAAP Adjustment	-\$32,290	\$16,735				
Total Revenues	\$1,771,712	\$68,289	\$606,160	\$210,140	\$4,044,905	\$644,685
Total Available Funds	\$1,981,176	\$861,531	\$1,133,034	\$964,192	\$4,571,779	\$1,536,962
Total Expenditures	\$1,187,933	\$334,657	\$378,983	\$1,083,375	\$3,679,502	\$1,079,375
Fund Balance Reserve (12.5% of Operating Expenses)				\$135,422		\$134,922
Unreserved Fund Balance	\$793,243	\$526,874	\$754,052	-\$254,605	\$892,277	\$322,665

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions						
Part-time Positions						

Department/Division Profile

The Capital Improvement Fund is designed to track major capital projects that have funding from multiple sources or may span several years. It is not unusual for this fund to show a negative cash balance as many of the projects being completed have matching funds reimbursed at the end of the project or receive a transfer from another fund. No project may be started without guaranteed funding for full project coverage.

The operating transfer in will come from the Transportation Sales Tax for the Blue Ridge Blvd. Bike Lanes.

The Ditzler CID was a loan made by the City of \$850,000 to reimburse the developer after eligible improvements were made in the district. The city is reimbursing itself for the principal plus 6.5% interest via a one cent sales tax in the district. Revenues received from the Ditzler CID are being deposited in the Capital Improvement Project Fund.

Capital Improvement Fund

Public Works Summary
FUND 402

Department/Division Spending Summary

Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Civilian Employees	\$0	\$0	\$0	\$0	\$0	\$0
Administration	\$90,209	\$10,688	\$2,747	\$0	\$0	\$0
Professional Services	\$514	\$0	\$9,135	\$4,000	\$0	\$0
Capital Expenditures	\$1,097,218	\$323,969	\$367,100	\$1,079,375	\$3,679,502	\$1,079,375
Employee Benefits	(\$8)	\$0	\$0	\$0	\$0	\$0
Total	\$1,187,933	\$334,657	\$378,983	\$1,083,375	\$3,679,502	\$1,079,375

Department/Division Profile

TIF FUND

TIF Fund

Tax Increment Financing
FUND 210

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$6,066,478	\$6,677,336	\$6,917,144	\$6,957,686	\$6,814,831	\$6,691,017
Revenues						
CID Revenue (350)	\$390,806	\$667,107	\$508,625	\$410,000	\$410,000	\$410,000
TDD Revenue (350)	\$71,227	\$34,959	\$99,848	\$80,000	\$35,000	\$35,000
350 Highway Raytown Fire EAT's	\$49,814	\$51,939	\$88,889	\$65,000	\$52,000	\$52,000
350 Highway Jackson County EAT's	\$163,575	\$206,109	\$216,372	\$208,000	\$208,000	\$208,000
350 Highway Zoo EAT's	\$0	\$22,438	\$27,163	\$0	\$22,400	\$22,400
350 Highway TIF EAT's	\$664,069	\$710,514	\$698,728	\$705,000	\$710,000	\$710,000
350 Highway TIF City Pledge	\$664,069	\$710,514	\$749,805	\$705,000	\$710,000	\$710,000
350 Highway TIF Pilot	\$422,775	\$418,047	\$373,423	\$375,000	\$410,000	\$410,000
Project Tax PILOTS (350)	\$0	\$0	\$20	\$0	\$0	\$0
Pilot / EATS payment (USA 800)	\$51,814	\$0	\$51,704	\$52,000	\$51,600	\$51,600
Pilot / EATS payment (Hy-Vee)	\$8,152	\$0	\$0	\$0	\$0	\$0
Operating Transfer IN	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$233,741	\$209,629	\$168,820	\$200,000	\$210,000	\$210,000
GAAP Adjustment	(\$35,734)	\$1,126				
Total Revenues	\$2,684,308	\$3,032,381	\$2,983,397	\$2,800,000	\$2,819,000	\$2,819,000
Total Available Funds	\$8,750,786	\$9,709,718	\$9,900,541	\$9,757,686	\$9,633,831	\$9,510,017
Total Expenditures	\$2,073,450	\$2,792,573	\$2,942,855	\$2,942,855	\$2,942,814	\$3,087,439
Raytown Live Debt Reserve (Restricted)				\$3,857,325		\$3,900,000
Raytown Live Capital Project Reserve				\$697,909		\$697,909
IDA Reserve						\$1,126
Unreserved Fund Balance	\$6,677,336	\$6,917,144	\$6,957,686	\$2,259,597	\$6,691,017	\$1,823,543

Department/Division Profile

The TIF fund was created to consolidate all activity related to economic incentive programs. Currently the 350 Highway project (Raytown Live), the USA 800 incentive program, the Schnucks 353 program, Raytown Crossing and the Ditzler CID are the only active tax incentive programs. All of the programs are currently self sufficient.

The 350 Highway project includes two phases of improvements including Wal-Mart and I Hop. It is a multi faceted incentive district including a Community Improvement District, a Transportation Development District, Tax Increment Financing and Economic Activity Taxes all being contributed towards retiring debt. The second phase of this project, which currently includes only I Hop, is reimbursement to the developer for allowable expenses.

The USA 800 program is the refunding of property tax to the developer to pay off improvements made as part of the project.

The Schnucks 353 program includes the area currently encompassed in the Hy-Vee development. This project originally included PILOT's that have since expired. Currently the developer is being reimbursed for improvements funded by them via property tax abatements and a one cent sales tax. The City receives no direct revenue or has any direct expenses as part of this project.

The Raytown Crossing district involves a one cent sales tax on sales made within the district. Revenue generated from this sales tax is utilized to reimburse the developer for self funded improvements. The City does not directly receive any revenue or pay any expenses for this district.

The Ditzler CID was a loan made by the City of \$850,000 to reimburse the developer after eligible improvements were made in the district. The city is being paid back via a one cent sales tax in the district. Revenues received from the Ditzler CID are being deposited in the Capital Improvement Project Fund.

TIF Fund	Consolidated Expenditures Summary					
	FUND 210					
Department/Division Spending Summary						
Expenditures	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Administrative Expenses	\$6,966	\$0	\$250	\$8,000	\$8,000	\$8,000
Professional Services	\$13,763	\$7,875	\$15,045	\$15,980	\$15,939	\$15,939
Debt Service	\$2,011,525	\$2,733,025	\$2,817,900	\$2,867,275	\$2,867,275	\$3,011,900
Development Costs	\$0	\$0	\$0	\$0	\$0	\$0
Incentive Programs	\$59,966	\$51,674	\$51,704	\$51,600	\$51,600	\$51,600
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0
GAAP Adjustment	(\$11,804)					
Total	\$2,073,450	\$2,792,573	\$2,884,649	\$2,942,855	\$2,942,814	\$3,087,439

NSP #3

Neighborhood Stabilization Program

NSP Summary
FUND 211

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Cash Balance as of NOV 1	\$0	\$5,950	\$4,762	\$113,823	\$4,762	\$4,762
Program Revenues		\$101,048	\$101,048	\$400,000	\$400,000	\$400,000
CDBG NSP3 Grant	\$7,408	\$1,113,062	\$297,429	\$0	\$0	\$0
GAAP Adjustment						
Total Revenues	\$7,408	\$1,214,110	\$398,477	\$400,000	\$400,000	\$400,000
Total Available Funds	\$7,408	\$1,220,060	\$403,239	\$513,823	\$404,762	\$404,762
Total Expenditures	\$1,458	\$1,215,298	\$289,416	\$289,416	\$400,000	\$400,000
Unreserved Fund Balance	\$5,950	\$4,762	\$113,823	\$224,407	\$4,762	\$4,762

Department/Division Personnel Summary

Personnel	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014-2015 Budget
Full-time Positions						
Part-time Positions						

Department/Division Profile

The NSP Fund is a special fund designed to track expenditures and revenues that are part of the multi-city Neighborhood Stabilization Program. The revenue in this fund is restricted to use only for the NSP program.

Risk Management

Risk Management Fund

Summary
FUND 209

	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
Revenue	Actual	Actual	Actual	Budget	Projected	Budget
Cash Balance as of NOV 1	\$342,738	\$358,932	\$352,896	\$307,563	\$384,249	\$364,389
Revenues						
Interest Earnings	(\$58.64)	\$0.00	\$0	\$0	\$0	\$0
Investment Income	\$149.78	\$162.36	\$276	\$140	\$140	\$140
Loss on Sale of Fixed Asset	\$0.00	\$0.00	\$0	\$0	\$0	\$0
Claims Reimbursements	\$5,246.14	\$9,272.30	\$11,966	\$10,000	\$10,000	\$10,000
Insurance Reimbursements	\$2,626.91	(\$3,997.43)	\$3,452	\$2,000	\$2,000	\$2,000
MARCIT Set Aside Program Rev.	\$18,084.99	\$0.00	\$0	\$0	\$0	\$0
Loss Control Compliance	\$41,115.38	\$56,212.05	\$60,831	\$40,000	\$40,000	\$40,000
Transfers In from Sewer						
GAAP Adjustment	\$73					
Total Revenues	\$67,237	\$61,649	\$76,525	\$52,140	\$52,140	\$52,140
Total Available Funds	\$409,975	\$420,581	\$429,421	\$359,703	\$436,389	\$416,529
Total Expenditures	\$51,043	\$36,332	\$121,858	\$75,000	\$72,000	\$50,000
Unreserved Fund Balance	\$358,932	\$384,249	\$307,563	\$284,703	\$364,389	\$366,529

Department/Division Profile

The Risk Management Fund is a city wide service fund that is utilized to pay small claims against the city, cover insurance deductibles and provide programs aimed at reducing the City's liability and loss exposure. Revenue for this fund is generated through insurance claim reimbursements, reimbursements from the City's insurance provider for loss control programs and premium reimbursement for improved experience modifications.