



# 2024 FISCAL YEAR BUDGET



Presented by Damon Hodges,  
City Administrator





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Raytown  
Missouri**

For the Fiscal Year Beginning

**November 01, 2022**

*Christopher P. Morrill*

Executive Director

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**A RESOLUTION AUTHORIZING AND APPROVING THE BUDGET OF THE CITY OF RAYTOWN FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Board of Aldermen has appointed the City Administrator as the Budget Officer; and

**WHEREAS**, the Board of Aldermen has adopted a fiscal year that begins on November 1 of each year and ends on October 31 of the following year; and

**WHEREAS**, the Budget Officer has prepared a proposed budget for Fiscal Year 2023-2024 and submitted it to the Board of Aldermen, in accordance with Chapter 67 of the Missouri Revised Statutes; and

**WHEREAS**, the Board of Aldermen has studied, examined and discussed the proposed budget in numerous public meetings and amended the recommended budget with such revisions, alterations, increases or decreases as the Board deemed advisable; and

**WHEREAS**, the total expenditures from the various funds in the recommended budget, as amended by the Board of Aldermen, do not exceed the estimated revenues to be received plus any unencumbered balances, as required by Chapter 67 of the Missouri Revised Statutes; and

**WHEREAS**, the Board of Aldermen find it is in the best interest of the citizens of the City to adopt the Fiscal Year 2023-2024 Budget attached hereto and made a part hereof by reference;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:**

**THAT** the following amounts are appropriated for the fiscal year beginning November 1, 2023 and ending October 31, 2024 from the funds designated below for the spending departments and programs receiving funds therefrom:

**2023-2024 Budget**

<b>General Fund</b>	<b>\$17,122,078</b>
<b>Park Fund</b>	<b>\$3,299,004</b>
<b>Transportation Sales Tax Fund</b>	<b>\$1,623,150</b>
<b>Capital Sales Tax Fund</b>	<b>\$1,767,714</b>
<b>Public Safety Sales Tax Fund</b>	<b>\$1,956,919</b>
<b>Risk Management</b>	<b>\$120,600</b>
<b>TIF Fund</b>	<b>\$3,063,500</b>
<b>Stormwater Sales Tax Fund</b>	<b>\$6,640,510</b>
<b>Capital Improvement Fund</b>	<b>\$18,950</b>
<b>Sanitary Sewer Fund</b>	<b>\$9,281,500</b>
<b>Total Expenditures</b>	<b>\$44,893,925</b>


**FURTHER THAT** said Funds are appropriated to each program and department in accordance with the 2023-2024 Estimated Revenues, Adopted Appropriations and Fund Balances, as set out in the City Administrator's 2023-2024 Recommended Budget for Raytown, in the detail and for the purposes contained and set forth therein, which is hereby approved by the Board of Aldermen and incorporated herein by reference;

**FURTHER THAT** said budget is hereby approved and adopted, including the following information:

- a. A budget message, describing the important features of the budget and major changes from the preceding year;
- b. Estimated revenues to be received from all sources for the budget year, with a comparative statement of actual or estimated revenues for the two years next preceding, itemized by year, fund and source;
- d. Proposed expenditures for each department, office, commission, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the two years next preceding, itemized by year, fund, activity and object;
- e. The amount required for the payment of interest, amortization and redemption charges on the debt of the political subdivision; and
- f. A general budget summary.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 3<sup>rd</sup> day of October 2023.

ATTEST:

  
Teresa M. Henry, City Clerk

  
Michael McDonough, Mayor

Approved as to form:

  
Jennifer M. Baird, City Attorney

# WELCOME







**CITY ADMINISTRATOR'S OFFICE**

10000 EAST 59<sup>TH</sup> STREET  
RAYTOWN, MISSOURI 64133-3993  
PHONE: 816-737-6003

October 3, 2023

Mayor Michael McDonough and Board of Aldermen  
City of Raytown  
10000 E 59th Street  
Raytown, MO 64133

Honorable Mayor and Board of Aldermen:

I am pleased to submit the Fiscal Year 2023-2024 (FY23-24) operating budget for your consideration and approval. The budget reflects:

- our collective priorities through a fiscally conservative approach;
- a commitment to provide a high level of service to our community; and,
- preserve our organization's long-term financial viability.

My recommendations are based upon the direction provided during the June 2023 Board of Aldermen strategic goal setting session and a review of our current financial status.

In the post COVID environment, external economic trends, and internal factors related to the cost of doing business, have been increasing significantly. The FY23-24 budget has been prepared to anticipate factors such as fuel prices, the cost of products/services, interest rates, and the hiring/retaining employees, while allotting for the fixed cost of payroll and debt service.

The budget was developed using the standards set forth by the Government Finance Officers Association (GFOA) and will be submitted to the GFOA in anticipation of gaining another prestigious Distinguished Budget Presentation Award for the City's FY23-24 Budget Document.

Over the course of the past fiscal year, the City has continued providing quality municipal services, while onboarding three Department heads that are now going through their first budget process. Department heads continue to adhere to purchasing policies and procedures that allow for managerial control over all expenditure. Staff continue to work collaboratively to ensure spending within our means.

Amid recognizing the challenging times we live in today, the City has achieved many accomplishments over the past year that have positively affected our City. Below is a short list of some of the major accomplishments:

- Awarded \$3.7 million in Federal grants to Parks.
- Hired new Community Development, Public Works and Finance Directors.
- Passed the Recreational Marijuana additional sales tax of 3%.
- Approved by the voters, a \$7.2 million General Obligation (GO) Bond for storm sewer improvement and reconstruction – from my understanding it is the largest GO Bond passed in Raytown's history.

- Deployed a salary study for the first time in more than 20 years.
- Continued implementation of retention plans for employees.
- Awarded a Missouri Department of Natural Resources (MDNR) American Rescue Plan Act (ARPA) grant in the amount of \$4.3 million for the Public Works Department's storm water infrastructure project on 59<sup>th</sup> Street.
- Received a \$164,000 regional grant for street mill and overlay conducted by the Public Works Department.
- Completed more than \$1.5 million in roadway maintenance projects.
- Funded more than \$50,000 in minor home repair projects through a partnership of the Community Development Department and Habitat for Humanity.
- Utilizing grant funds, the Police Department implemented a co-responder program.
- Received the GFOA Distinguished Budget Award for the seventh year.

Additionally, we are negotiating with our sanitary sewer service provider to decrease the cost allowing Raytown to utilize the savings on the sanitary sewer replacement. The success and continued progress we are making as a community is only possible through teamwork and collaboration, both from within the organization and throughout the Raytown community. The City is committed to governing responsibly and maintaining its focus on our strategic goals. The City has made decisions and set a path towards continuing financial stability over the long term.

The FY23-24 budget includes revenues and expenditures for the General and other basic funds: Capital Project Fund, Capital Sales Tax Fund, Parks, Public Safety Sales Tax Fund, Risk Management Fund, Sewer Fund, Storm Water Tax Fund, TIF Fund, and Transportation Sales Tax Fund.

The Overall budget, which supports government services, totals \$44,893,925. I want to bring to your attention the \$2,957,676 gap between revenues and expenses. We project revenues to be \$41,936,249 and expenditures to be \$44,893,925. Transferring nearly \$3 million from the General Fund Balance will facilitate the balancing of the budget. Maintaining a strong fund balance reserve allows the City to weather emergencies without sacrificing basic services to residents.

### **General Fund**

Total Budgeted Revenues and Transfers grew **\$1,853,396** or 12.9%

- Grant revenue is higher due to the expected increase of ARPA funds by \$624,064 or 50.2%.
- Revenues in the General Fund total are also higher due to an increase related to the Use tax, an increase of \$480,000 or 66.7%.
- Property taxes are projected to increase by \$186,274 or 14.3% based on higher property assessments.
- Franchise tax revenue is projected to decrease because of lower cable, fiber and telecom.

Total Budgeted Expenditures and Transfers out increased **\$2,338,039** or 15.9%

- ARPA expenditures are expected to be \$1,850,000.
- Additional personnel expenses of \$589,889 due to increases related to the adopted compensation plan and cost of living adjustment. A major personnel expense that remained flat when comparing budgets was health insurance with no increases in premium. All other expense categories saw an increase.

**Park Fund**

Total Budgeted revenue is projected to increase approximately **\$1,470,670** or 108%.

- Proposed property tax to increase \$124,302 or 19.9%.
- Grant awards expected to grow to \$1,252,500 with the largest increase associated with the Kenagy Park redevelopment.
- Budgeted expenditures are proposed to increase approximately **\$1,622,806** or 96.8%. The change is primarily due to increases in personnel costs at \$104,953 and capital expenditures at \$1,375,072.

**Transportation Sales Tax**

- Net Sales taxes are projected to remain constant.
- Budgeted expenses are estimated to decrease by \$64,425 due to less repairs and maintenance projects.

**Capital Sales Tax Fund**

- Net Sales taxes are projected to remain constant.
- Total Capital outlay for citywide expenditures is projected to decrease by \$85,479. Two departments will increase slightly related to vehicle purchases and IT equipment.

**Public Safety Sales Tax Fund**

- Total revenue reflects a 0.4% increase. This is due to higher investment income and interest earnings while sales tax remains static.
- Total Police related expenditures and transfers proposed to decrease **\$170,707**. This is due to a reclassification of personnel costs as well as a lower cost for computer services.

**Risk Management Fund**

- The budget is consistent with previous years.

**TIF Fund**

The budgeted revenues should increase approximately **\$172,576**.

- This is related to an economic activity tax transfer-in, and favorable investment earnings and investment income.
- Schedule debt service for the Series 2007 bonds - \$2,923,800

**Storm Water Sales Tax Fund**

- The revenue in this fund is projected to increase by **\$5,733,345** due to MDNR grant funded projects and ARPA funds used for a matching grant to perform capital projects.
- The expense in this fund is estimated to increase by approximately **\$5,677,760** due to increased capital projects which include storm water improvement projects.

**Capital Improvements Fund**

- No significant changes.

**Sewer Fund**

- Total Budgeted revenues are proposed to decrease approximately **\$461,196**.
- The reduction is related to the removal of ARPA funds in the 2023/2024 budget.
- Investment income and investment earnings should increase by \$102,524.
- Total Budgeted expenditures are estimated to decrease approximately **\$1,274,865**.
- Capital Expenditures should decrease by approximately \$1,170,511 due to a reduction of sewer maintenance and repair construction projects.

- The sewer rate will increase by 5.25% for the FY23-24 budget year to offset the continued rate increases from Little Blue Valley Sewer District and KCMO Water as well as to provide some funding for capital projects and maintenance of the sewer lines. Our long-term goal for the Sewer Fund is to establish a sustainable annual capital repair program for the rehabilitation of existing infrastructure.

I believe this budget underscores a commitment by all City departments to continue to work within their means and implement cost-saving efficiencies wherever possible, while preparing for the future of Raytown. I am proud to report that the City is in a stable financial position. As in past years, we will strive to strengthen the City's financial condition through planning, effective management, and expanding the City's economic base through redevelopment, economic development and the active pursuit of State, Federal and local grant funds.

I want to thank the governing body for their guidance and support throughout the development of this proposed budget. I also extend appreciation to the Finance Department staff, and the City's departmental directors, Assistant City Administrator and all the employees of the City who have each contributed creatively and have sacrificed to make the FY23-24 budget a reality.

Respectfully submitted,



Damon L. Hodges  
City Administrator

City of Raytown  
10000 E. 59th Street  
Raytown, MO 64133  
816-737-6003 (office)

**Agency - Wide Summary**

	General	Park	Trans. Sales	Capital Sales	Public Safety	Tax	Risk	Storm Water	Capital	Sanitary Sewer	Total
	101	201	Tax	Tax	Sales Tax	Increment	Management	401	Improvement	501	
			204	205	207	210	209		402		
<b>Revenues and Other Financing Sources</b>											
Property Taxes	\$ 1,493,244	\$ 746,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,239,546
Franchise Taxes	3,502,000	-	-	-	-	-	-	-	-	-	3,502,000
General Sales Taxes	5,155,000	370,000	1,600,000	1,350,000	1,800,000	-	-	110,000	-	-	10,385,000
Other Taxes	1,438,500	-	-	-	-	-	-	-	-	-	1,438,500
Municipal Court Receipts	267,400	-	-	-	-	-	-	-	-	-	267,400
Grants	1,866,526	1,587,500	10,000	9,000	-	-	-	-	-	-	3,473,026
Service Charges	86,150	52,968	-	-	-	-	-	-	-	8,560,300	8,699,418
Licenses & Permits	536,300	-	-	-	-	-	-	-	-	-	536,300
Miscellaneous	510,590	74,200	45,161	58,109	27,594	1,386,466	51,200	18,685	125,000	292,580	2,589,585
<b>Total Revenues</b>	<b>14,855,710</b>	<b>2,830,970</b>	<b>1,655,161</b>	<b>1,417,109</b>	<b>1,827,594</b>	<b>1,386,466</b>	<b>51,200</b>	<b>128,685</b>	<b>125,000</b>	<b>8,852,880</b>	<b>33,130,775</b>
Transfer in from Other Funds	1,349,670	-	-	-	-	1,699,600	80,000	6,314,660	-	-	9,443,930
<b>Total Revenues and Other Financing Sources</b>	<b>16,205,380</b>	<b>2,830,970</b>	<b>1,655,161</b>	<b>1,417,109</b>	<b>1,827,594</b>	<b>3,086,066</b>	<b>131,200</b>	<b>6,443,345</b>	<b>125,000</b>	<b>8,852,880</b>	<b>42,574,705</b>
<b>Expenditures - by type</b>											
Personnel Services	\$ 10,463,023	\$ 753,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,035,936	\$ 12,251,963
Supplies, Services, and Charges	2,596,296	269,200	394,750	2,800	398,818	139,700	120,600	20,850	18,950	5,209,364	9,171,328
Repairs & Maintenance	481,190	121,000	368,400	-	-	-	-	133,000	-	252,800	1,356,390
Utilities	644,968	56,200	-	-	28,431	-	-	-	-	20,372	749,971
Capital Expenditures	40,000	2,041,000	500,000	1,500,914	-	-	-	6,464,660	-	1,605,989	12,152,563
Debt Service	-	-	-	-	-	2,923,800	-	-	-	1,257,039	4,180,839
Appropriation - BMX	-	25,000	-	-	-	-	-	-	-	-	25,000
Transfer to other funds	2,900,000	33,600	360,000	264,000	1,529,670	-	-	22,000	-	-	5,109,270
<b>Total Expenditures</b>	<b>\$ 17,125,478</b>	<b>\$ 3,299,004</b>	<b>\$ 1,623,150</b>	<b>\$ 1,767,714</b>	<b>\$ 1,956,919</b>	<b>\$ 3,063,500</b>	<b>\$ 120,600</b>	<b>\$ 6,640,510</b>	<b>\$ 18,950</b>	<b>\$ 9,381,500</b>	<b>\$ 44,997,325</b>
<b>Appropriations and Transfers Out</b>											
City-Wide	\$ 535,129	\$ -	\$ -	\$ 93,500	\$ -	\$ 3,063,500	\$ -	\$ -	\$ 15,000	\$ -	\$ 3,707,129
Mayor/Board	139,552	-	-	-	-	-	-	-	-	-	139,552
City Administration	1,152,313	-	-	53,000	-	-	120,600	-	-	-	1,325,913
Police Department	7,130,463	-	-	331,414	427,249	-	-	-	-	-	7,889,126
Finance	587,209	-	-	2,800	-	-	-	-	3,950	6,554,463	7,148,422
Law	194,477	-	-	-	-	-	-	-	-	-	194,477
Municipal Court	405,210	-	-	-	-	-	-	-	-	-	405,210
Public Works	2,714,997	-	1,263,150	933,000	-	-	-	6,618,510	-	2,827,037	14,356,694
Community Development	1,366,127	-	-	90,000	-	-	-	-	-	-	1,456,127
Parks & Recreation	-	3,265,404	-	-	-	-	-	-	-	-	3,265,404
<b>Total Appropriations</b>	<b>14,225,478</b>	<b>3,265,404</b>	<b>1,263,150</b>	<b>1,503,714</b>	<b>427,249</b>	<b>3,063,500</b>	<b>120,600</b>	<b>6,618,510</b>	<b>18,950</b>	<b>9,381,500</b>	<b>39,888,054</b>
Transfer to other funds	2,900,000	33,600	360,000	264,000	1,529,670	-	-	22,000	-	-	5,109,270
<b>Total Appropriations and transfers out</b>	<b>17,125,478</b>	<b>3,299,004</b>	<b>1,623,150</b>	<b>1,767,714</b>	<b>1,956,919</b>	<b>3,063,500</b>	<b>120,600</b>	<b>6,640,510</b>	<b>18,950</b>	<b>9,381,500</b>	<b>44,997,325</b>
Revenues over (under)											
budgeted appropriations	(920,097)	(468,034)	32,011	(350,605)	(129,325)	22,565	10,600	(197,165)	106,050	(528,620)	(2,422,620)
Fund balance appropriated	920,097	468,034	-	350,605	129,325	-	-	197,165	-	528,620	2,593,846
<b>Revenues over (under) budgeted appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,011</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,565</b>	<b>\$ 10,600</b>	<b>\$ -</b>	<b>\$ 106,050</b>	<b>\$ -</b>	<b>\$ 171,226</b>

**Comparison of Proposed FY 2023-2024 Total Budgeted Expenses to Adopted FY 2022-2023 Total Budgeted Expenses By Category**

	Adopted Budget FY 2022-23	Proposed Budget FY 2023-24	Percentage Change	Percent of Total Budget
Personnel Services	\$ 11,577,792	\$ 12,251,963	5.50%	27.23%
Supplies, Services, and Charges	8,802,822	9,171,328	4.02%	20.38%
Repairs & Maintenance	1,867,903	1,356,390	-37.71%	3.01%
Utilities	658,890	749,971	12.14%	1.67%
<b>Sub-Total Operations</b>	<b>\$ 22,907,407</b>	<b>\$ 23,529,652</b>	<b>2.64%</b>	<b>52.29%</b>
Capital Outlay	5,869,693	12,152,563	51.70%	27.01%
Debt Service	4,178,227	4,180,839	0.06%	9.29%
Appropriations	27,276	25,000	-9.10%	0.06%
Transfer to Other Funds	4,121,512	5,109,270	19.33%	11.35%
<b>Total Budget</b>	<b>\$ 37,104,115</b>	<b>\$ 44,997,325</b>	<b>17.54%</b>	<b>100.00%</b>

**Comparison of Proposed FY 2023-2024 Total Budgeted Expenses to Adopted FY 2022-2023 Total Budgeted Expenses By Fund**

	Adopted Budget FY 2022-23	Proposed Budget FY 2023-24	Percentage Change	Percent of Total Budget
General	\$ 14,761,315	\$ 17,125,478	13.80%	38.06%
Parks	1,840,863	3,299,004	44.20%	7.33%
Transportation Sales Tax	1,687,575	1,623,150	-3.97%	3.61%
Capital Sales Tax	1,853,193	1,767,714	-4.84%	3.93%
Public Safety Sales Tax	2,127,626	1,956,919	-8.72%	4.35%
Risk Management	123,300	120,600	-2.24%	0.27%
Tax Increment Finance	3,172,428	3,063,500	-3.56%	6.81%
Storm Water	962,750	6,640,510	85.50%	14.76%
Capital Improvement	18,700	18,950	1.32%	0.04%
Sanitary Sewer	10,556,365	9,381,500	-12.52%	20.85%
<b>Total Budget by Fund</b>	<b>\$ 37,104,115</b>	<b>\$ 44,997,325</b>	<b>17.54%</b>	<b>100.00%</b>

**Personnel Summary - Full time Equivalents (FTE)**

Fund	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference
General Fund	116.13	117.28	118.18	0.90
Parks and Recreation	9.96	9.48	9.48	-
Sewer	16.65	15.10	15.10	-
<b>Total</b>	<b>142.74</b>	<b>141.86</b>	<b>142.76</b>	<b>0.90</b>
Police Reserve	6	6	6	-

**Comparison of Proposed FY 2023-2024 Total Revenue to Adopted FY 2022-2023 Total Revenue By Category**

	Adopted Budget FY 2022-23	Proposed Budget FY 2023-24	Percentage Change	Percent of Total Budget
Property Taxes	\$ 1,928,970	\$ 2,239,546	13.87%	6.76%
Franchise Taxes	3,604,430	3,502,000	-2.92%	10.57%
General Sales Taxes	9,524,500	10,385,000	8.29%	31.35%
Other Taxes	1,393,000	1,438,500	3.16%	4.34%
Municipal Court Receipts	271,800	267,400	-1.65%	0.81%
Grants	1,587,672	3,473,026	54.29%	10.48%
Service Charges	8,300,740	8,699,418	4.58%	26.26%
Licenses & Permits	522,200	536,300	2.63%	1.62%
Miscellaneous (Note 1)	1,708,180	2,589,585	34.04%	7.82%
<b>Total Revenues</b>	<b>\$ 28,841,492</b>	<b>\$ 33,130,775</b>	<b>12.95%</b>	<b>100.00%</b>
Transfer in from Other Funds (Note 2)	4,121,512	9,443,930		
<b>Total Revenues by Category</b>	<b>\$ 32,963,003</b>	<b>\$ 42,574,705</b>		

**Comparison of Proposed FY 2023-2024 Total Revenues to Adopted FY 2022-2023 Total Revenues By Fund**

	Adopted Budget FY 2022-23	Proposed Budget FY 2023-24	Percentage Change	Percent of Total Budget
General	\$ 12,889,072	\$ 14,855,710	13.24%	44.84%
Parks	1,360,300	2,830,970	51.95%	8.54%
Transportation Sales Tax	1,583,500	1,655,161	4.33%	5.00%
Capital Sales Tax	1,335,610	1,417,109	5.75%	4.28%
Public Safety Sales Tax	1,820,300	1,827,594	0.40%	5.52%
Risk Management	40,000	51,200	21.88%	0.15%
Tax Increment Finance	1,337,890	1,386,466	3.50%	4.18%
Storm Water	110,000	128,685	14.52%	0.39%
Capital Improvement	29,200	125,000	76.64%	0.38%
Sanitary Sewer	8,335,620	8,852,880	5.84%	26.72%
<b>Total Revenues</b>	<b>\$ 28,841,492</b>	<b>\$ 33,130,775</b>	<b>12.95%</b>	<b>100.00%</b>
Transfer in from Other Funds	4,121,512	9,443,930		
<b>Total Revenues by Fund</b>	<b>\$ 32,963,003</b>	<b>\$ 42,574,705</b>		

# **ELECTED OFFICIALS**

Raytown is governed by a ten-member Board of Aldermen, which meets in a regular business session on the first and third Tuesday of the month. The Mayor leads the Board and is elected at-large. Aldermen are elected by the residents of their respective Wards. The Mayor and the Aldermen serve for four-year terms with no term limitations.

## **MAYOR**

Mike McDonough (April 2023)

## **BOARD OF ALDERMEN**

### **WARD ONE**

Greg Walters (April 2023)

Ian Scott (April 2021)

### **WARD TWO**

Jim Aziere (April 2023)

Loretha Hayden (April 2021)

### **WARD THREE**

Janet Emerson (April 2023)

Ryan Myers (April 2021)

### **WARD FOUR**

Theresa Garza (April 2023)

Bill Van Buskirk (April 2021)

### **WARD FIVE**

Diane Krizek (April 2023)

Bonnaye Mims (April 2021)

In addition to the Board of Aldermen and the Mayor, residents of Raytown elect the following positions:

## **ELECTED JUDGE**

Traci Fann (April 2021)

# **APPOINTED OFFICIALS**

The Mayor and Board appoint a City Administrator to handle the day to day administrative duties. The City Administrator is responsible for policy implementation, budget development and implementation, and other duties as assigned by the Mayor and the Board. The City Administrator also makes recommendations on the appointment of other key staff members, and is responsible for managing them.

## **CITY ADMINISTRATOR**

Damon Hodges

## **ASSISTANT CITY ADMINISTRATOR & ECONOMIC DEVELOPMENT**

Missy Wilson

## **CITY ATTORNEY**

Lauber Municipal Law, L.L.C.

## **CITY PROSECUTOR**

Ross Nigro

## **CITY CLERK**

Teresa Henry

## **DIRECTOR OF COMMUNITY DEVELOPMENT**

Diane Egger

## **DIRECTOR OF FINANCE**

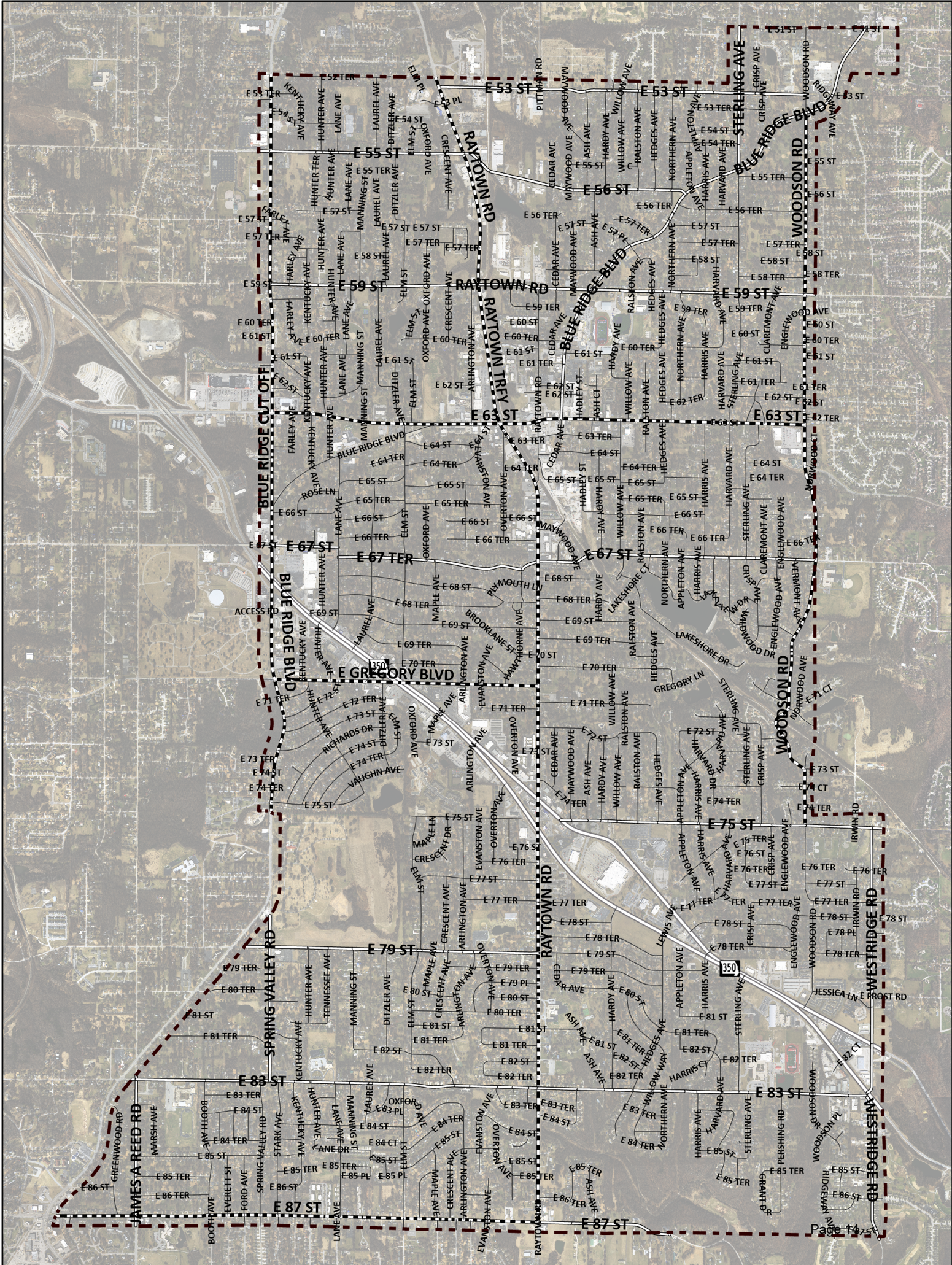
Michael Graham

## **DIRECTOR OF PARKS**

Dave Turner

## **DIRECTOR OF PUBLIC WORKS**

Robinson Camp



# Demographics for the City of Raytown, MO

Place in: Jackson County, MO, Kansas City, MO-KS Metro Area, Missouri, United States

29,893 Population

9.9 square miles 3,010.5 people per square mile

41.6  $\pm$ 2.2 Median age

12,777 Number of households

2.3  $\pm$ 0.1 (29,437  $\pm$ 186) Persons per household

\$124,300  $\pm$ \$7,364 Median value of owner-occupied housing units

23.6 minutes  $\pm$ 1.6 (343,290  $\pm$ 31,030) Mean travel time to work.

8.7%  $\pm$ 2.1% (2,565  $\pm$ 630) Persons below poverty line

**Census data:** ACS 2021

Sources

<https://censusreporter.org/profiles/16000US2960788-raytown-mo/>

# A Brief History of Raytown, Missouri



The state of Missouri was admitted to the Union in 1821. At this time, Jackson County was not part of the state, but the treaty of 1826 added this land at a cost of \$800.00. Townships were surveyed in 1826, and in 1827 the county was formed and named for our seventh president, Andrew Jackson. The land in township 49 was accidentally not put up for sale and was therefore referred to as "The Lost Township." Families lived

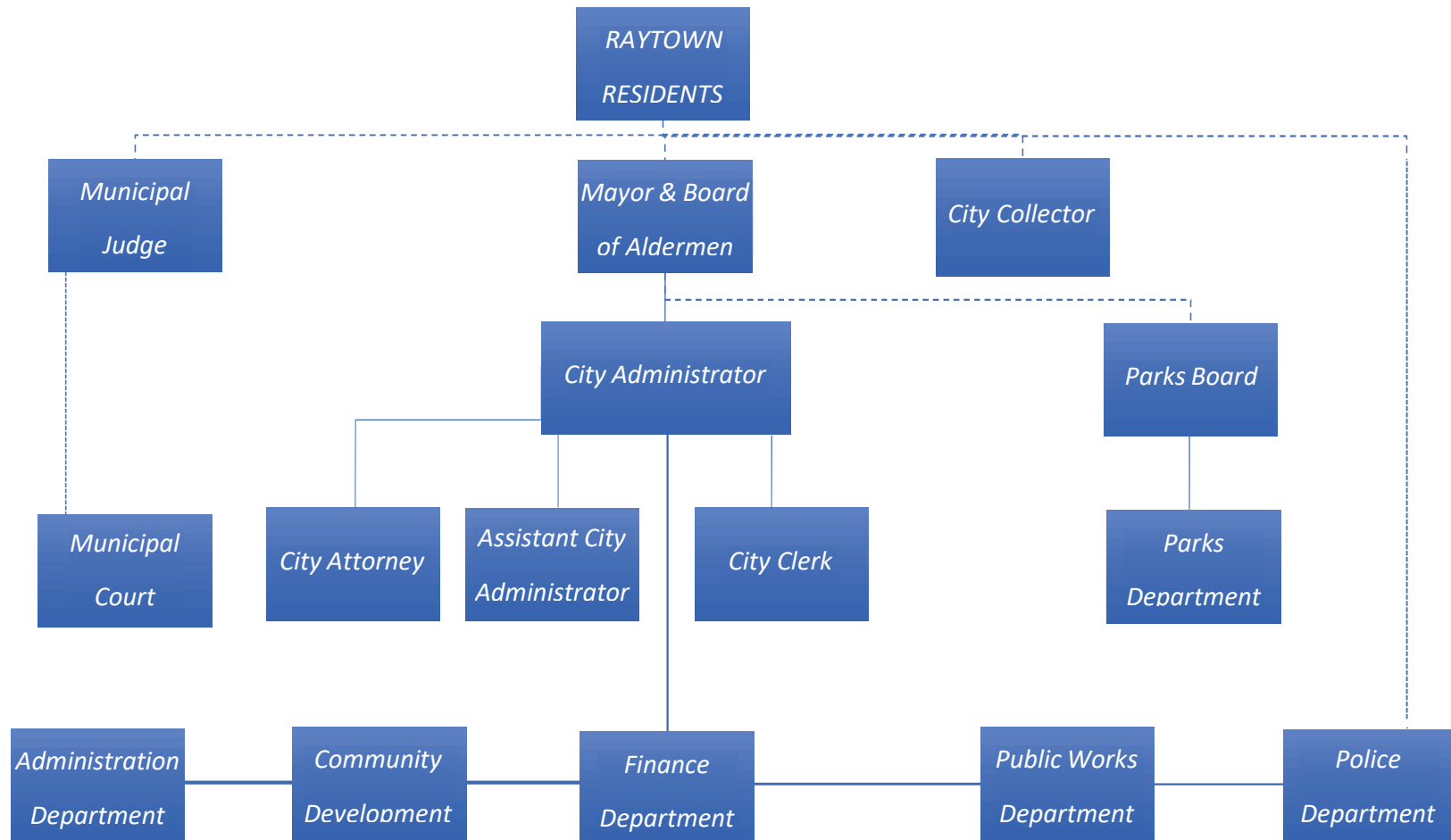
there, however, and were known as "squatters" since they did not own the land. After a survey in 1843, the land was sold and the "squatters" became landowners. The opening of the Santa Fe Trail increased the number of people coming into the township, as this area was the final "jumping off" point for settlers and adventurers heading west. Cattle, oxen, fruits and vegetables were purchased from the farmers already in the area. Soon blacksmiths, wagon makers and iron workers were coming from the east to add their much-needed skills to the growing number of wagon trains.

William Ray, born in Butler County, Ohio, in 1808 was a blacksmith who moved to Jackson County around 1848 and established his shop right on the Santa Fe Trail. His wife, Nancy, and their seven children accompanied him. Nancy died in 1849, probably during a severe cholera epidemic, and William then married a widowed mother of seven children, Ailcy Dealy Prine Hocker. William and Ailcy then added five children of their own to the family. By 1860, William Ray's blacksmith shop was well established on what is now the intersection of 63rd & Raytown Road. He purchased the seven acres of land for \$72.16. At this time, the citizens of the area began clamoring for more and better roads to Kansas City and Independence where the major markets for their goods existed. The following appears in the Jackson County Court minutes, Book B, page 98, February, 1860, Order 929.66.S. Davenport Petition: "The Undersigned your petitioners would respectfully represent that they, as well as many citizens of the county are much grieved and bothered for the want of a county road leading from their neighborhood in the direction of Independence. They therefore, pray your honors to appoint commissioners to lay out a county road from William Ray's shop on the Santa fee (sic) road in a southerly direction, crossing Little Blue at the Rockford (sic) and intersecting the high grove road near Abraham Chrisman...."

The commissioners were appointed and consequently laid out and approved what is now Raytown Road. William Ray's shop, therefore, became a geographic landmark and is mentioned twenty-seven times in the next fourteen months of county court proceedings. William Ray himself appears to have been something of a landmark also, for by 1858, his neighbors were referring to the town as "Ray's Town," and eventually, "Raytown." Henry Ray describes his grandfather as a "quiet person with dark hair and blue eyes, stocky build, and a little over medium height." William Ray and his family moved to Oregon to be with his married children. He died on August 18, 1874. A marker today stands on the site of his blacksmith shop in his memory.

# City of Raytown

## Organizational Chart





# BUDGET STRUCTURE AND POLICIES





# FUND STRUCTURE

The City budget is divided into 10 different funds which fall into two broad categories:

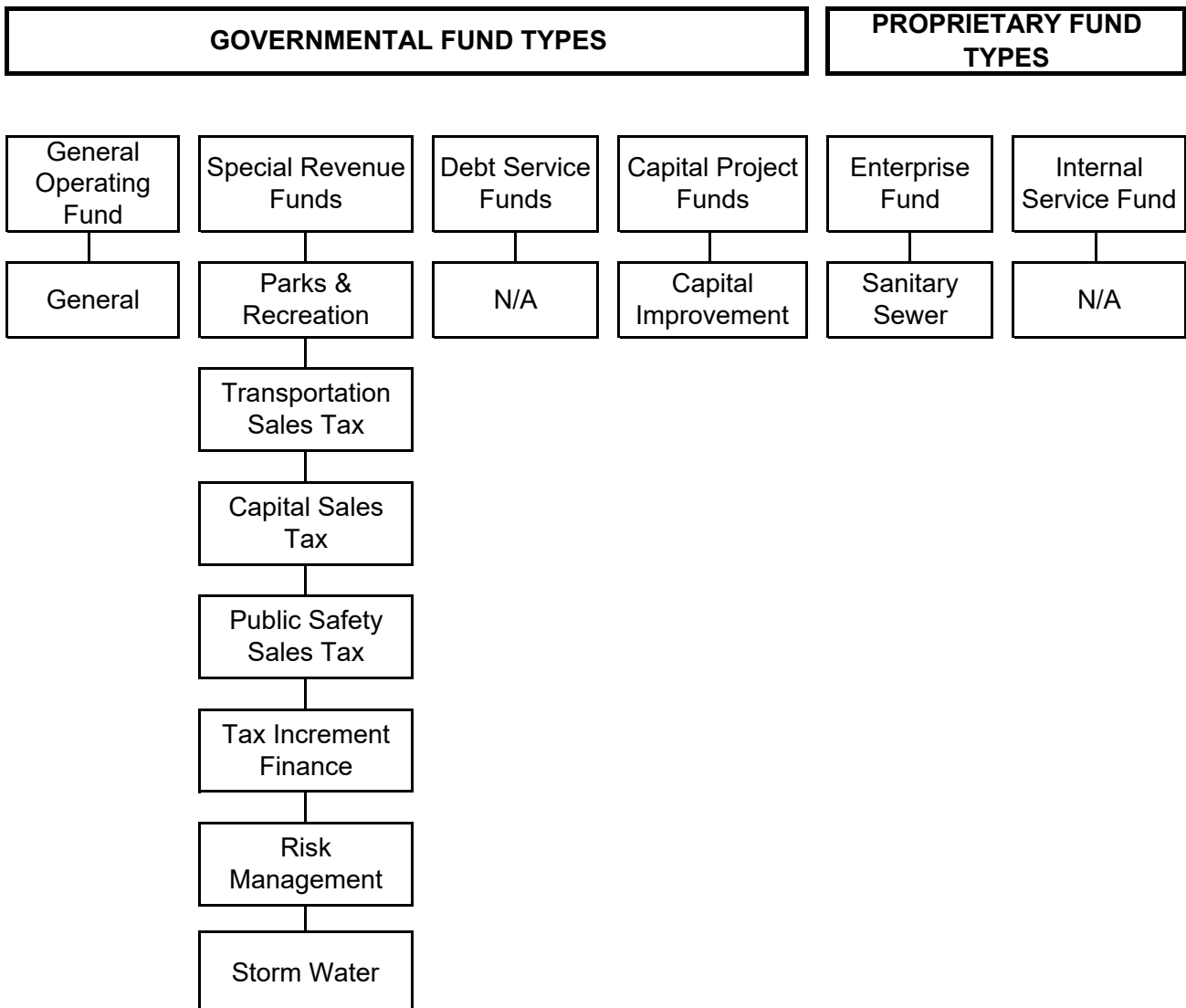
For information on the City's non-budgeted funds, go to the Budget Policies section of this document.

## Governmental Fund Types

Governmental Funds are those which rely on taxes or for support and include the General Fund, the Special Revenue Funds, the Debt Service Funds, and the Capital Project Funds.

## Proprietary Fund Types

Proprietary Funds rely on user charges for support and include the Enterprise Fund, and the Internal Services Funds. The Enterprise Fund provides services to and collect fees from the general public. The Internal Services Fund provide services to and collect fees from City departments that are directly benefitted.



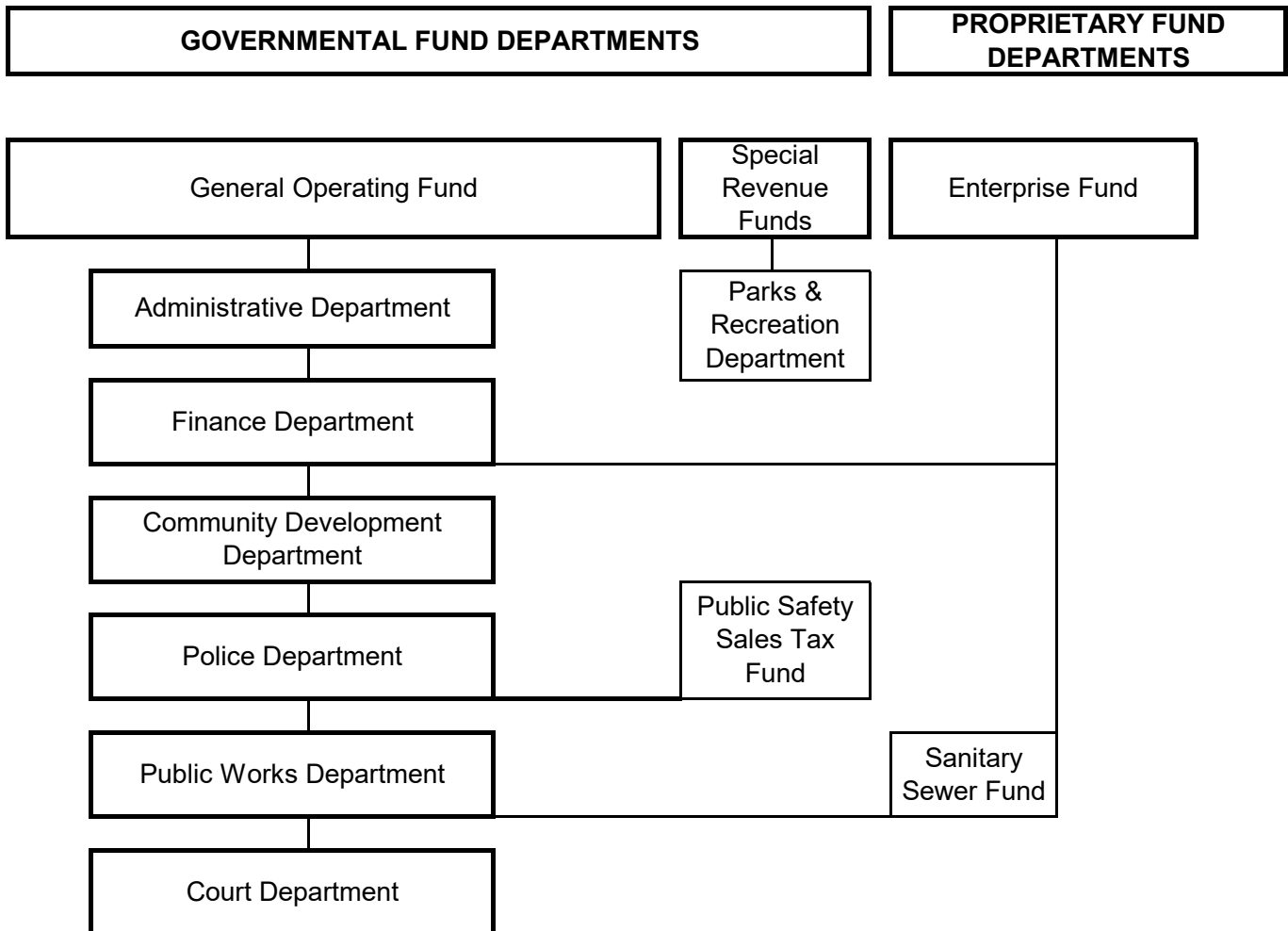
# PERSONNEL BREAKDOWN BY DEPARTMENT

## Governmental Fund Departments

Three Governmental Funds are supported by departments (General Fund, Public Safety, and Parks). General Operating Fund is supported by all departments. Public Safety Sales Tax Fund is supported by Police and Parks Fund is supported by the Park's and Recreation department.

## Proprietary Fund Departments

Proprietary Funds Department is the Sanitary Sewer Fund. This Fund is supported by two departments Finance (Billing and Collections) and Public Works (Maintenance)



# Listing of Budgeted Funds and their purpose

## **General Fund**

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**

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

*Transportation Sales Tax-* 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.

*Capital Sales Tax-* Used to account for the voter-approved sales tax for the maintenance and construction of capital projects.

*Public Safety Sales Tax-* Used to account for the voter-approved sales tax for the public safety.

*Tax Increment Finance-* Used to account for all TIF projects.

*Risk Management-* Used to account for all insurance related expenses not directly attributable to any one department or fund.

*Storm Water-* Used to account for voter-approved sales tax for maintenance and improvements for City storm water.

## **Capital Project Funds**

*Capital Improvement Projects-* Used to account for the revenues and expenditures paid for maintaining and improving the City's streets and storm sewer system.

## **Enterprise Funds**

*Sanitary Sewer-* Used to account for the revenues and expenses resulting from operation of the sanitary sewer system.

## **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 & Agency Funds**

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

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

*350 Highway TDD-* Used to administer and track revenue and expenses for 350 Hwy TDD.

# 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:***

1. To protect the governing body's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
2. To enhance the City's policy making ability by providing accurate information on program and operating costs.
3. To assist in sound management of the City government by providing accurate and timely information on current and anticipated financial conditions.
4. To provide sound principles to guide the important decisions of the City, which have significant fiscal impact.
5. To set forth operational principles, which minimize the cost and financial risk of the City consistent with the services, desired by the public.
6. 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.
7. To provide and maintain essential public facilities, utilities, infrastructure and capital (physical) plant.
8. To protect and enhance the City's credit rating.
9. 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 ensure 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 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 in the election process. All other tax funds and the sewer fund will maintain a five percent (5%) cash flow reserve where practicable.

## **II. Operating Budget Policy**

1. The City shall maintain a balanced budget. This means that all operating expenses shall not exceed operating revenues and appropriated fund balance 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.
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.

## **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 Officers 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.

## Summary of Significant Accounting Principals

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 of the City and its component units.

### **Basis of Presentation**

The accounts of the City are organized on the fund basis, each fund 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, deferred outflows, liabilities, deferred inflows, 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.

## 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.

# 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 1<sup>st</sup> 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, July, and August**

### Budget Package Preparation

Each year, the budget staff gathers all the necessary information for the Departments to begin their budget request. This information includes an analysis of the previous year's 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.

### 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 requests.

### Department Budget Request Review

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

### 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.

### Recommended Budget Submitted

The City Administrator will present the recommended budget to the Audit and Finance Committee on or before August 15.

## September

### The Audit and Finance Committee and Board of Aldermen Review and Administrative Adjustments

Once the Administrator has made recommendations and initial adjustments, the Documents will be distributed to the Audit and Finance Committee for review and comment. The Audit and Finance Committee will hold Budget Hearings, and request Department Heads to review their specific budget in detail at their discretion. Once this review has occurred, the Board of Alderman will make any last revisions they deem necessary 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.

## BUDGET TIMELINE FISCAL YEAR ENDING 2024

BUDGET TIMELINE	
June 6 - 7, 2023	Pre-Budget training for Directors on completing budget sheets
June 7, 2023	Distribute all budget packet materials to Departments except capital packet
June 13, 2023	Distribute capital worksheets (Goals June 10, 2023 Aldermen meeting is incorporated in document)
June 28, 2023	Personnel Control worksheets due back to Finance
July 5, 2023	All FY23 Budget Revenue projections, Line-item Expense worksheets and FY23 Projections due back to Finance
July 11 – 13, 2023	Directors meet with Finance and City Administrator to discuss proposed budgets
July 20, 2023	Review of the first draft #1 - Departments
August 1, 2023	Committee of the Whole Meeting Review of the 1 <sup>st</sup> Budget Draft – Departments TBD
August 8, 2023	Committee of the Whole <ul style="list-style-type: none"> <li>• Sewer Rates given to the Committee for review ahead of Board Meeting in September</li> </ul>
August 11, 2023	Budget 101 Forum
August 15, 2023	<ul style="list-style-type: none"> <li>• Review of the 1<sup>st</sup> Budget Draft – Departments TBD</li> </ul>
September 5, 2023	Board of Aldermen Meeting <ul style="list-style-type: none"> <li>• First Reading of Sanitary Sewer Rates</li> <li>• First Reading of Levy Rate</li> </ul>
September 19, 2023	Board of Aldermen Meeting <ul style="list-style-type: none"> <li>• Second Reading Levy Rate</li> </ul> Second Reading Sanitary Sewer Rate
September 21, 2023	City Administrator updates Budget Letter and returns to Finance Department
September 26, 2023	Board of Aldermen Special Meeting – If Needed <ul style="list-style-type: none"> <li>• Presentation of FY2023-2024 Budget for approval (if changes are made to sewer rates in prior meeting)</li> </ul>
October 3, 2023	Board of Aldermen Meeting – <ul style="list-style-type: none"> <li>• 2022-23 Budget Amendments</li> </ul>
December 4, 2023	Budget Submission to GFOA for Certificate – due within 90 days of legal adoption of the budget

# 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 fiscal 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 provide 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 revenues and appropriated fund balance 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 \$1,500 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 \$1,000 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 additional \$1,500 from any one-line item to any other line item that the Finance Director has already exceeded if the City Administrator deems it appropriate. The Board of Alderman must approve any transfer from any one-line item to another line item for more than \$4,000. 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 budget will reside in the appropriate department assigned to oversee the project (e.g. Public Works Facilities for building improvements, etc.). 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.



# CAPITAL IMPROVEMENT PROJECTS





# CITY OF RAYTOWN CAPITAL IMPROVEMENT PROJECT FUNDING

FY2023-2024 Budget

## Capital Improvement Categories

- Raytown Streets and Main Throughfares
- Neighborhood Street Restoration
- Intersections Improvements
- Sanitary Sewer
- Storm Water

## The Objective

*Continuation of improving, replacing, and installing new infrastructure for the residents of Raytown*

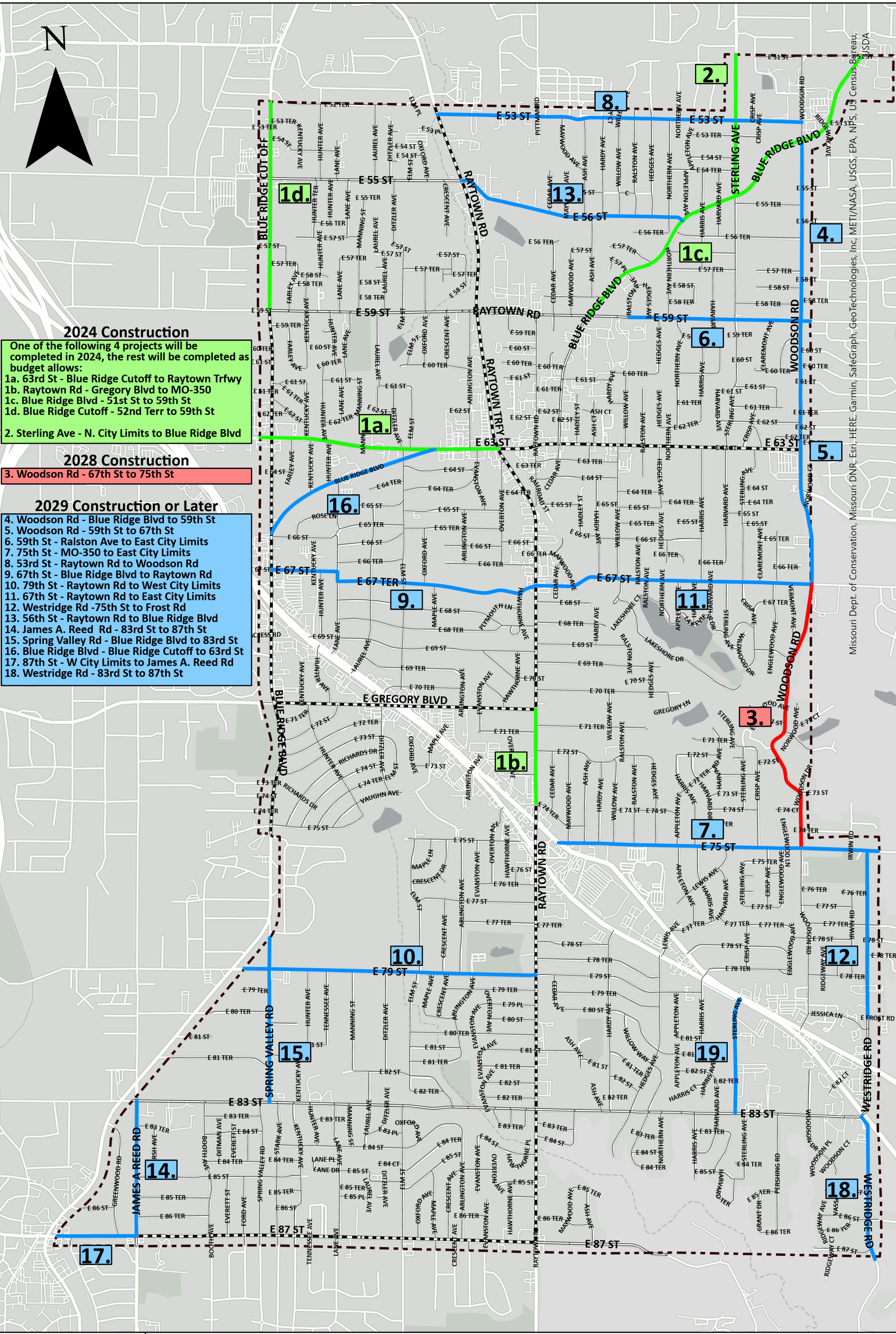
- Improve and replace 1.5 linear lane miles of street improvements per year.
- Improve and/or replace 90,000 linear feet of sanitary sewer lines to increase the longevity of the infrastructure, prevent sewer backups, and decrease inflow and infiltration.
- Improve and/or replace 210 linear feet of storm water systems to reduce flooding.

## Project Funding

Projects	Funding
Raytown Streets and Neighborhood Street Reconstruction Capital Improvement Plan	Transportation / Capital Sales Tax funding when available
Raytown Sanitary Sewer Capital Improvement Plan	Capital Sales Tax / Sewer Fund when available
Raytown Storm Water Capital Improvement Plan	Stormwater Fund / Capital Sales Tax / APRA Grant / GO Bonds

## Grants

- The city has and will continue to search and apply for grants that are available to assist with improving infrastructure and service to our residents for capital improvement projects. Our goal is to apply for at least two (2) grants per year to help increase the goals set for infrastructure improvement. These grants matching expenses will be provided by sales tax and fund balance.



**2024 Construction**  
 One of the following 4 projects will be completed in 2024, the rest will be completed as budget allows:  
 1a. 63rd St - Blue Ridge Cutoff to Raytown Trfwy  
 1c. Blue Ridge Blvd - 51st St to 59th St  
 1d. Blue Ridge Cutoff - 52nd Terr to 59th St  
 2. Sterling Ave - N. City Limits to Blue Ridge Blvd

**2028 Construction**  
 3. Woodson Rd - 67th St to 75th St

**2029 Construction or Later**  
 4. Woodson Rd - Blue Ridge Blvd to 59th St  
 5. Woodson Rd - 59th St to 67th St  
 6. 59th St - Ralston Ave to East City Limits  
 7. 75th St - MO-350 to East City Limits  
 8. 53rd St - Raytown Rd to Woodson Rd  
 9. 67th St - Blue Ridge Blvd to Raytown Rd  
 10. 79th St - Raytown Rd to West City Limits  
 11. 67th St - Raytown Rd to East City Limits  
 12. Westridge Rd - 75th St to Frost Rd  
 13. 56th St - Raytown Rd to Blue Ridge Blvd  
 14. James A. Reed Rd - 83rd St to 87th St  
 15. Spring Valley Rd - Blue Ridge Blvd to 83rd St  
 16. Blue Ridge Blvd - Blue Ridge Cutoff to 63rd St  
 17. 87th St - W City Limits to James A. Reed Rd  
 18. Westridge Rd - 83rd St to 87th St

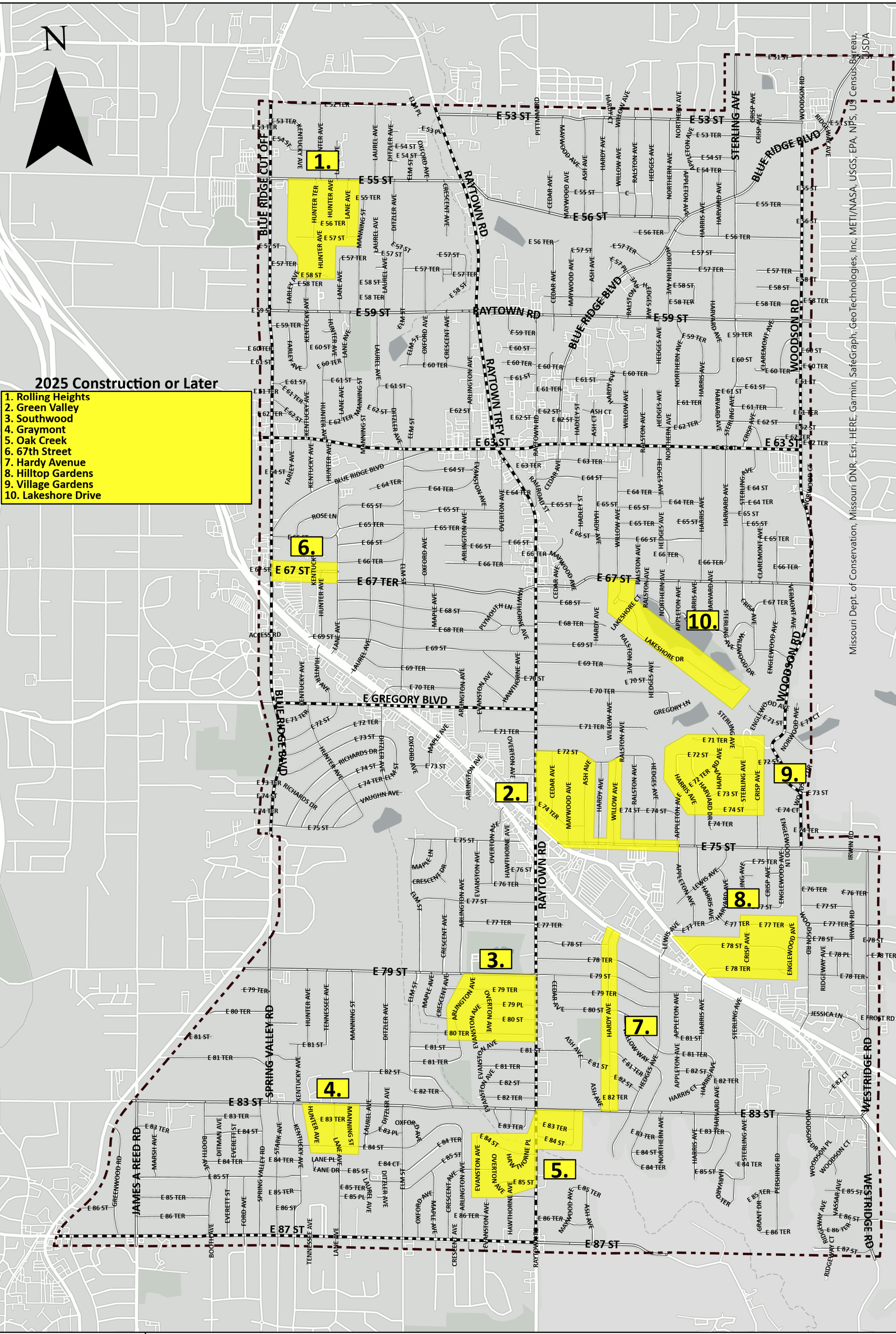


# RAYTOWN ROADWAY CAPITAL IMPROVEMENT PLAN

Missouri Dept. of Conservation, Missouri DNR, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, U3 Census Bureau, USDA



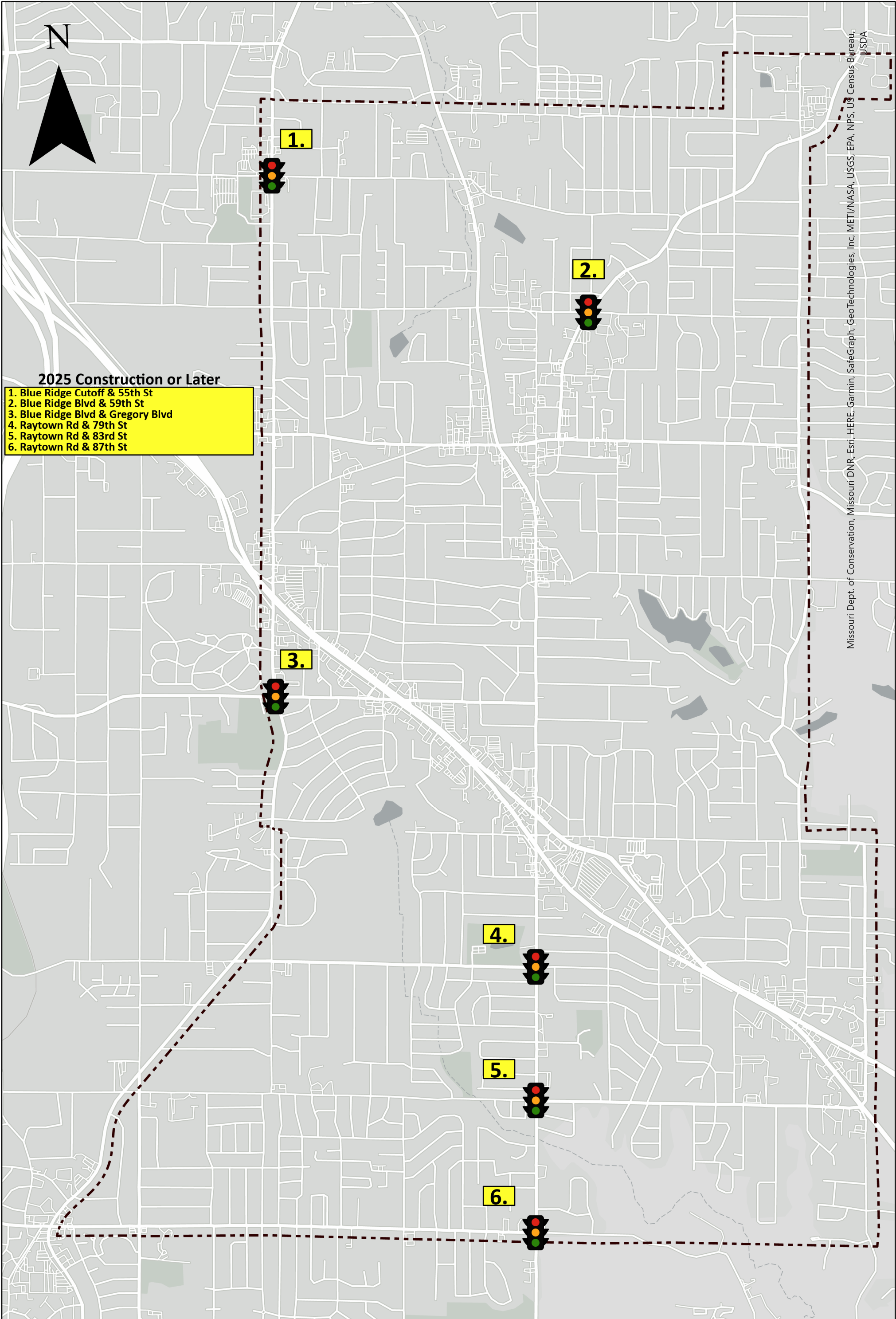
- 2025 Construction or Later**
- 1. Rolling Heights
  - 2. Green Valley
  - 3. Southwood
  - 4. Graymont
  - 5. Oak Creek
  - 6. 67th Street
  - 7. Hardy Avenue
  - 8. Hilltop Gardens
  - 9. Village Gardens
  - 10. Lakeshore Drive



Missouri Dept. of Conservation, Missouri DNR, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, U3 Census Bureau, USDA



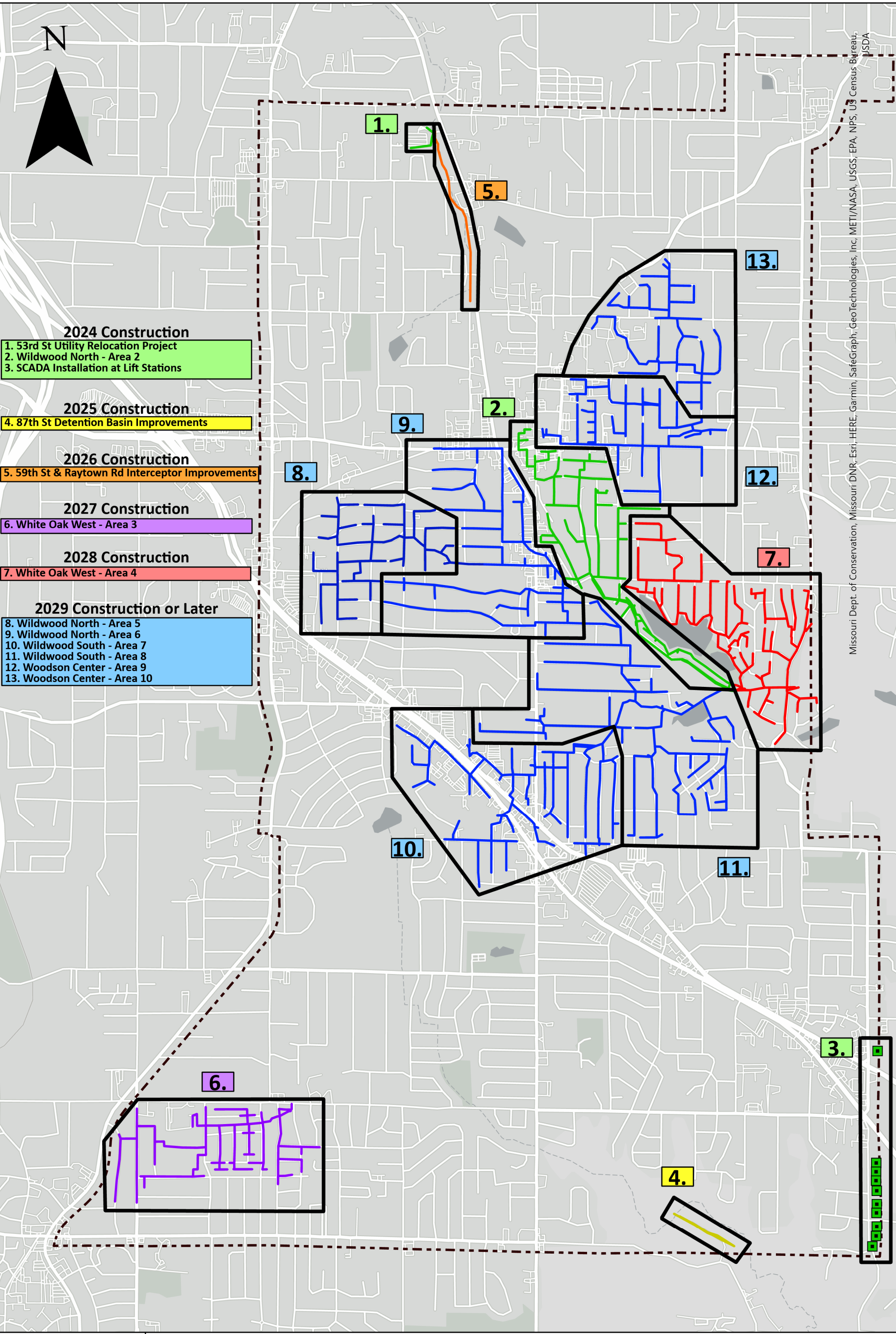
# RAYTOWN NEIGHBORHOOD STREET RECONSTRUCTION CAPITAL IMPROVEMENT PLAN



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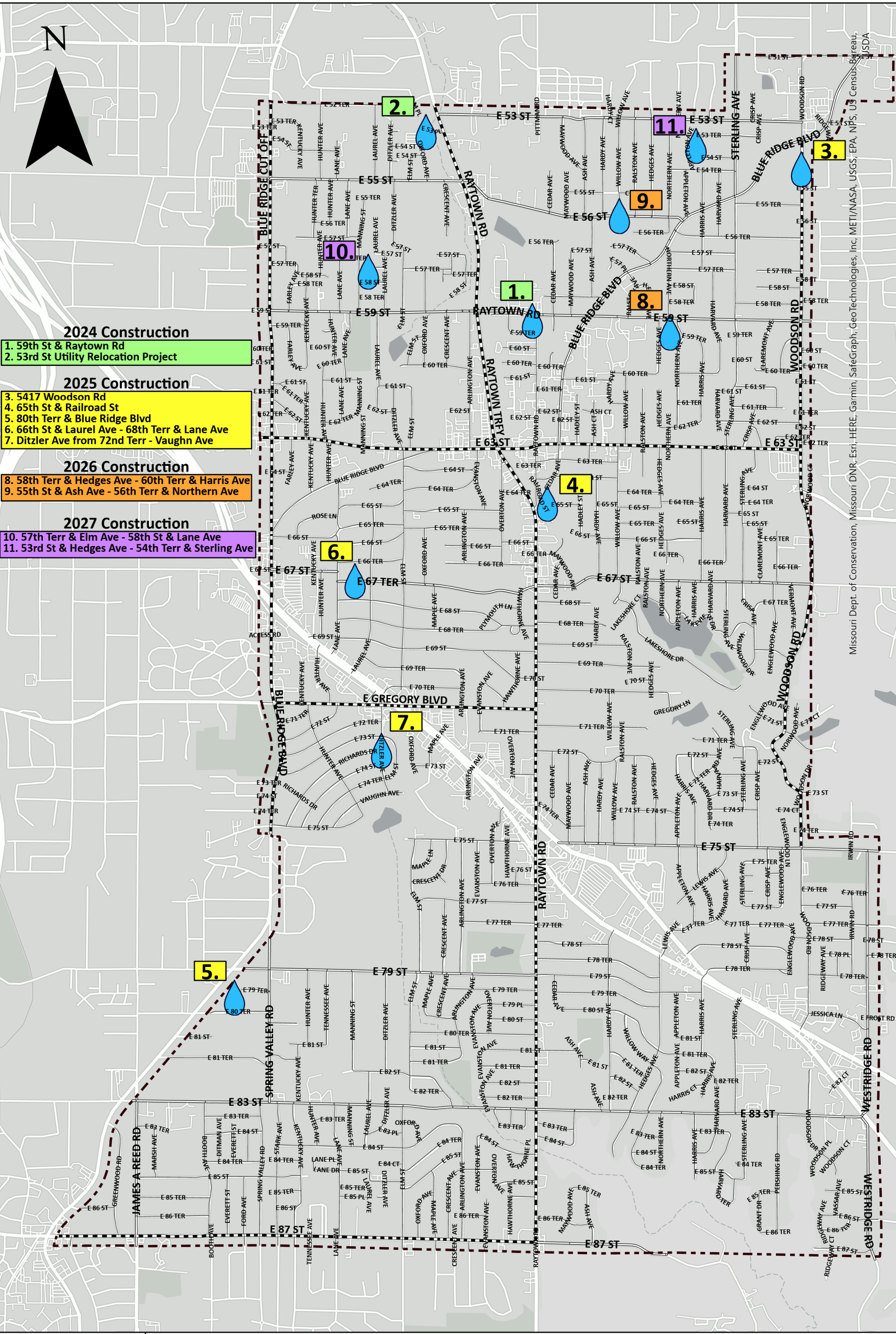
- 2024 Construction**
  - 1. 53rd St Utility Relocation Project
  - 2. Wildwood North - Area 2
  - 3. SCADA Installation at Lift Stations
- 2025 Construction**
  - 4. 87th St Detention Basin Improvements
- 2026 Construction**
  - 5. 59th St & Raytown Rd Interceptor Improvements
- 2027 Construction**
  - 6. White Oak West - Area 3
- 2028 Construction**
  - 7. White Oak West - Area 4
- 2029 Construction or Later**
  - 8. Wildwood North - Area 5
  - 9. Wildwood North - Area 6
  - 10. Wildwood South - Area 7
  - 11. Wildwood South - Area 8
  - 12. Woodson Center - Area 9
  - 13. Woodson Center - Area 10



Missouri Dept. of Conservation, Missouri DNR, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, U.S. Census Bureau, USDA



# RAYTOWN SANITARY SEWER CAPITAL IMPROVEMENT PLAN



**2024 Construction**  
 1. 59th St & Raytown Rd  
 2. 53rd St Utility Relocation Project

**2025 Construction**  
 3. 5417 Woodson Rd  
 4. 65th St & Railroad St  
 5. 80th Terr & Blue Ridge Blvd  
 6. 66th St & Laurel Ave - 68th Terr & Lane Ave  
 7. Ditzler Ave from 72nd Terr - Vaughn Ave

**2026 Construction**  
 8. 58th Terr & Hedges Ave - 60th Terr & Harris Ave  
 9. 55th St & Ash Ave - 56th Terr & Northern Ave

**2027 Construction**  
 10. 57th Terr & Elm Ave - 58th St & Lane Ave  
 11. 53rd St & Hedges Ave - 54th Terr & Sterling Ave

Missouri Dept. of Conservation, Missouri DNR, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, U3 Census Bureau, USDA



# RAYTOWN STORMWATER CAPITAL IMPROVEMENT PLAN

# LONG-TERM DEBT





**Debt Service Requirements to Maturity**  
(Principal Only)

	<b>SEWER</b> Sewerage System Revenue 2006A	<b>SEWER</b> Sewerage System Revenue 2007A	<b>SEWER</b> Sewer System Refunding 2021	<b>TIF</b> Tax Increment & Sales Tax Refunding Revenue 2019	<b>TOTAL</b>
2024	530,000	335,000	206,393	2,295,000	3,366,393
2025	555,000	350,000	202,716	2,370,000	3,477,716
2026	580,000	370,000	208,590	2,450,000	3,608,590
2027		385,000	208,769	2,530,000	3,123,769
2028		405,000		2,610,000	3,015,000
2029				2,700,000	2,700,000
2030				2,785,000	2,785,000
2031				2,875,000	2,875,000
<b>TOTAL</b>	<u>\$1,665,000</u>	<u>\$1,845,000</u>	<u>\$826,468</u>	<u>\$20,615,000</u>	<u>\$24,951,468</u>
Interest Rates	4.0%-5.25%	4.0%-4.375%	1.62%	3.23%	

**Payments for all Governmental and Proprietary Bonds**

DURING FY	PRINCIPAL	INTEREST	TOTAL	BALANCE at Oct 31
				28,131,867
2024	3,366,393	795,708	4,162,101	23,969,766
2025	3,477,716	676,418	4,154,134	19,815,632
2026	3,608,590	551,829	4,160,419	15,655,213
2027	3,123,769	424,714	3,548,483	12,106,730
2028	3,015,000	321,039	3,336,039	8,770,691
2029	2,700,000	226,423	2,926,423	5,844,268
2030	2,785,000	137,840	2,922,840	2,921,428
2031	2,875,000	46,428	2,921,428	0
	<u>\$24,951,468</u>	<u>\$3,180,399</u>	<u>\$28,131,867</u>	



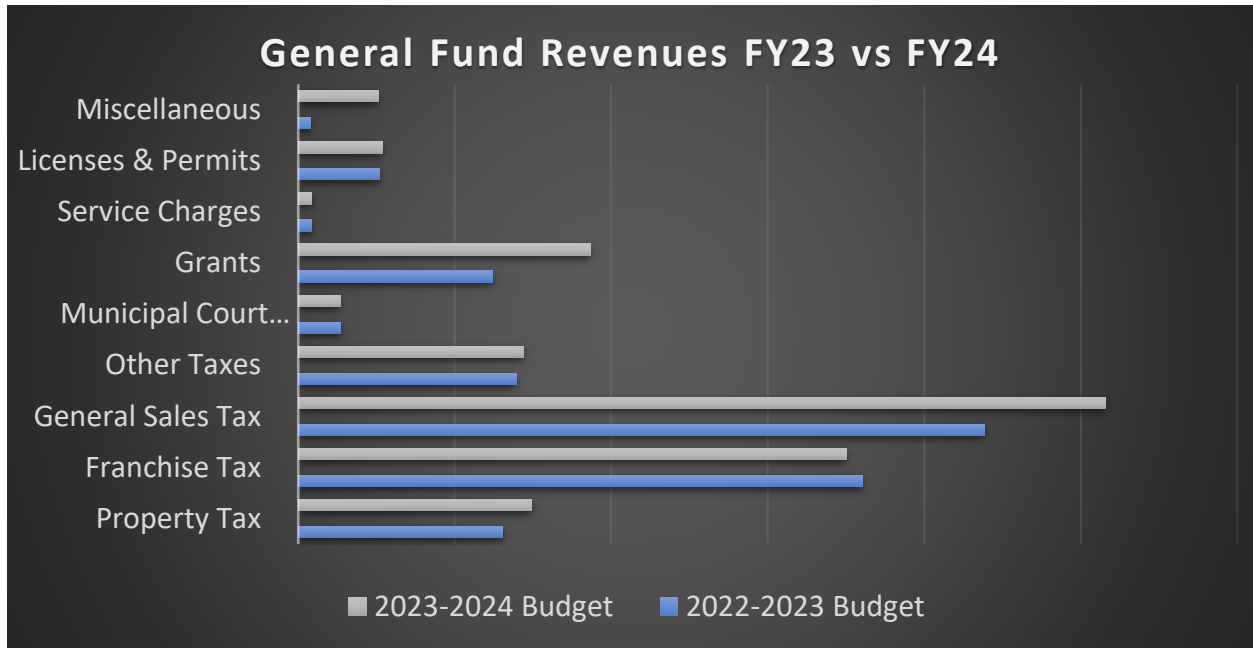
# GENERAL FUND



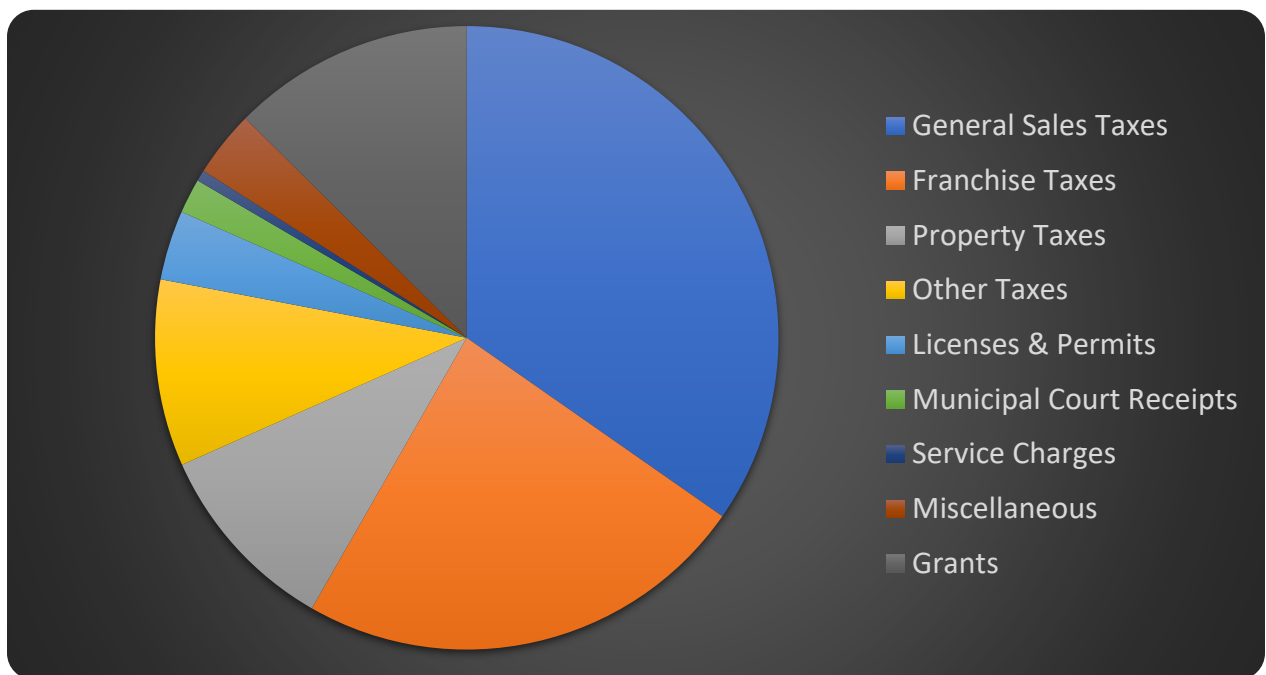


## General Fund Revenues

The budgeted revenues for the General Fund are estimated to total \$16,205,380 which is an increase of \$770,600 from the FY 2022-2023 budget. A majority of this increase is due to Federal Grant – American Rescue Plan funds which are projected to be recognized in FY2024 and an increase in sales tax due to the passing of a Local Marijuana Tax. The four largest sources of general fund income are General Sales Taxes, Franchise Taxes, Other Taxes and Property Taxes.

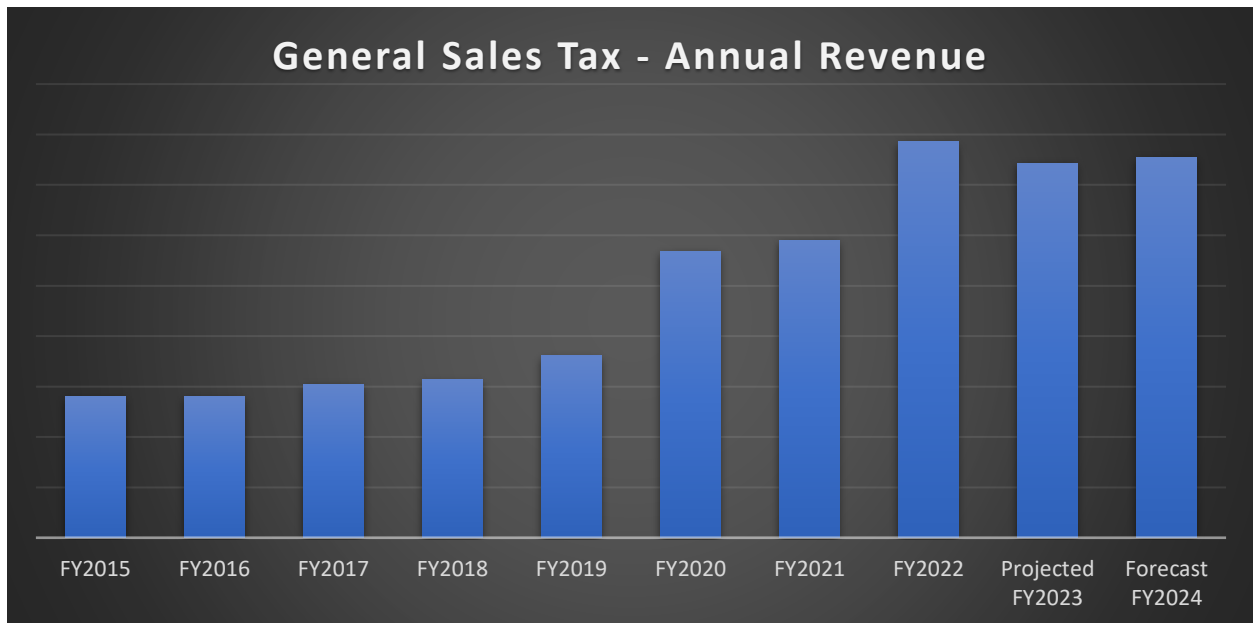


## General Fund Revenues by Type



## General Sales Taxes

Sales taxes are the largest revenue source for the City's General Fund, accounting for approximately 35% of revenues. The 2023-2024 Sales tax revenue is expected to increase by the passing of the Local Marijuana Tax with projected annual revenue of approximately \$200,000. Total Sales tax estimated for the budget year 2023-2024 is forecast at approximately \$5,155,000.

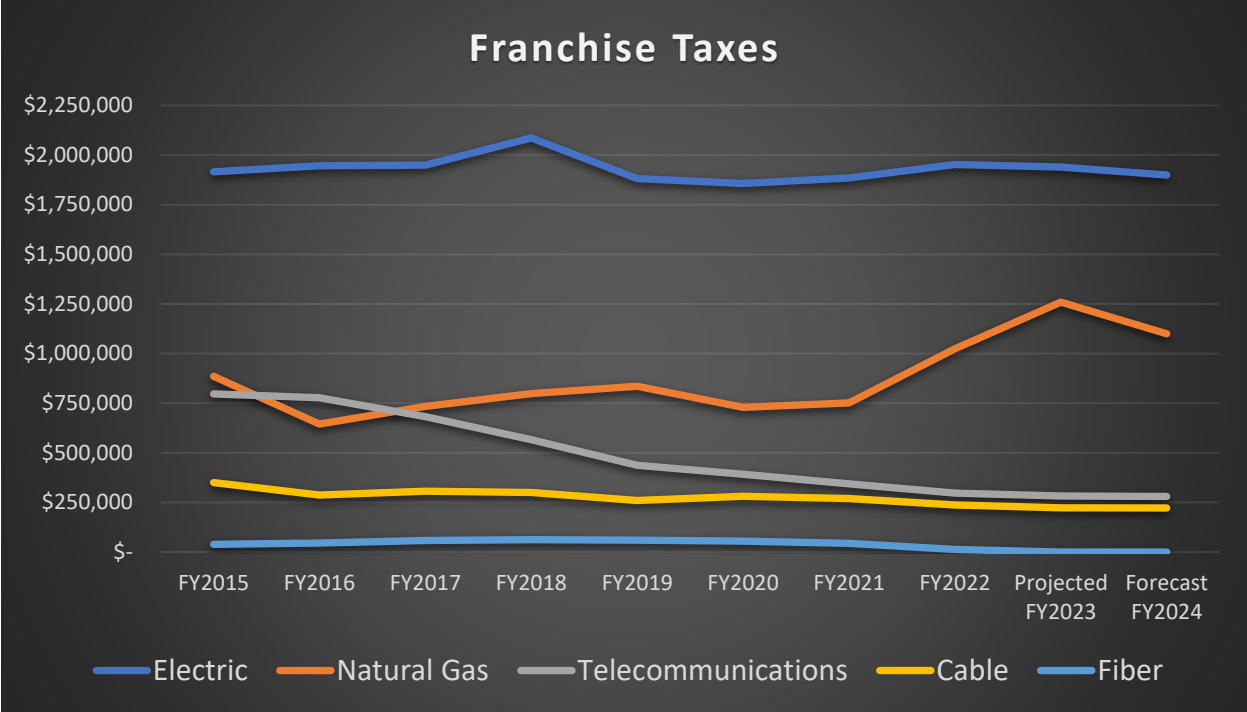


## Franchise Taxes

Franchise taxes are a gross receipts tax on utility providers who attain access to the City's Right-of-Way to deliver private services. There are five types of franchise taxes: Electric, Natural Gas, Telecommunications, Cable TV, and Fiber.

Franchise tax is the second largest revenue source for the City's General Fund. A trend over the last 10 fiscal years is the long-term decline in franchise taxes. In FY 2010-2011, revenues from franchise taxes totaled \$4,718,830 and accounted for approximately 38% of all General Fund revenues. By comparison, the FY 2023-2024 budget forecasts that franchise tax revenue will total \$3,502,000 and will account for approximately 24% of all General Fund revenues. That is a decrease of \$102,430 from the 2022-2023 budget.

RSMo 67.2689 will lower the franchise rate of video service provider fees to 4.5% in August 2023 and ½% each year until 2027 ending with a rate of 2.5%.



**Property Taxes**

Property tax estimates are based on an assessed value by Jackson County. It is the third largest revenue source for the City’s General Fund, accounting for approximately 10% of revenues. Property taxes are forecasted at approximately \$1,493,244 which is an increase of \$186,274 over the 2022-2023 budget. This increase is due to Jackson County assessed valuation process that increased in relation to the market value of properties during the calendar year of 2023. With some properties being assessed at over 90% increase of assessed value property tax in Raytown could become a larger source of revenue in future years.

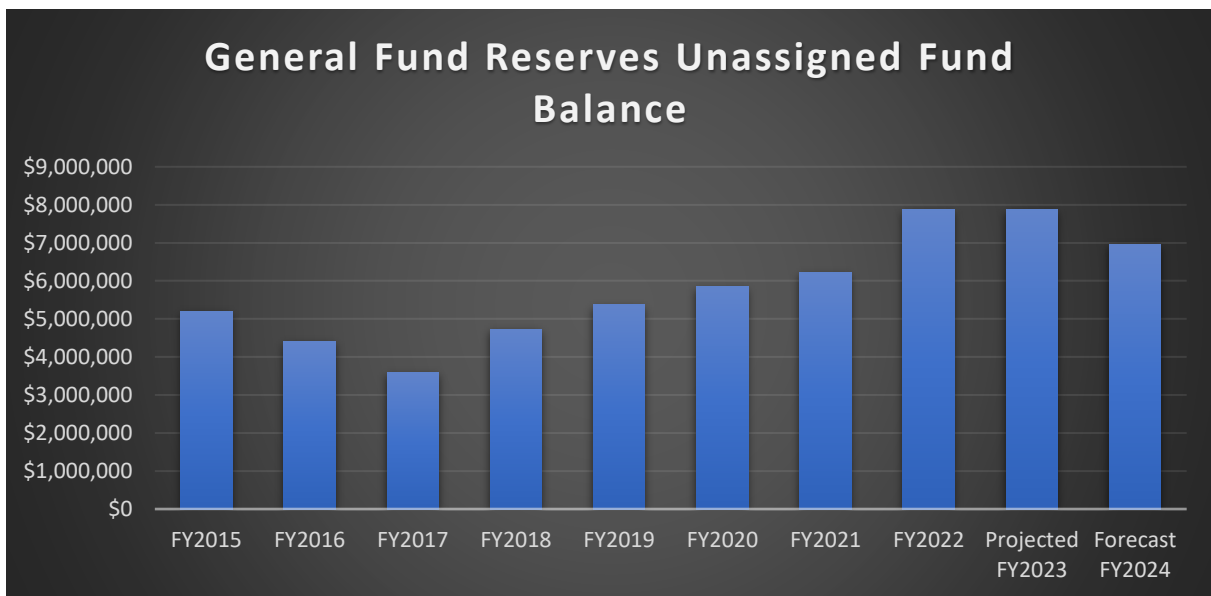


## Other Taxes

Other taxes include the following: Cigarette tax, Gasoline Sales tax, Motor Vehicle Sales tax, Motor Vehicle Fee Increases, and Intangible Tax. According to Missouri Constitution Article IV, Section 30, the use for the revenue generated by the Motor Vehicle Sales and Motor Vehicle Fee Increases are restricted to be expended for street purposes only. Other taxes are forecasted at \$1,438,500, which is consisted with the 2022-2023 budget.

## General Fund Reserves

The primary purpose of the General Fund reserves is to provide economic stability during times of fiscal strain and emergency. The General Fund balance is classified in two categories. The non-spendable fund balance classification includes amounts that cannot be spent because they are not in spendable form – prepaid items or inventories. The unassigned fund balance is the residual classification for the General Fund. In the last few years, the City has made efforts to increase the General Fund unassigned reserve balance to ensure a healthy reserve balance.



SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
GENERAL FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$13,865,964	\$14,351,984	\$14,823,240	\$16,205,380
Percentage Change	1.34%	3.39%	3.18%	9.32%
<b>Total Expenditures</b>	12,201,928	14,769,039	13,226,942	17,125,478
Percentage Change	-8.37%	17.38%	-11.66%	29.47%
<b>Revenues over (under) Expenditures</b>	<u>1,664,037</u>	<u>(417,056)</u>	<u>1,596,299</u>	<u>(920,097)</u>
<b>Fund Balance Appropriated</b>	<u>-</u>	<u>417,056</u>	<u>-</u>	<u>920,097</u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u>\$1,664,037</u>	<u>\$0</u>	<u>\$1,596,299</u>	<u>\$0</u>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$6,224,702	\$6,292,546	\$6,292,546	\$7,888,845
Percentage Change	6.24%	1.08%	0.00%	25.37%
<b>Nonspendable Fund Balance</b>	\$1,533,679	\$1,533,679	\$1,533,679	\$1,533,679
<b>Total Fund Balance</b>	<u>9,422,418</u>	<u>7,409,170</u>	<u>\$9,422,524</u>	<u>\$8,502,426</u>
Percentage Change	21.45%	-27.17%	21.37%	-9.76%

# General Fund Revenues

		2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Budget
<b>FUND: General</b>					
<b>Property Taxes</b>					
Real Estate (Property) Tax	101-00-00-100-41101	\$ 931,348	\$ 935,000	\$ 936,289	\$ 1,123,504
Personal Property Tax	101-00-00-100-41102	197,999	205,000	\$ 233,467	\$ 215,040
Delinquent Real Estate Taxes	101-00-00-100-41104	22,442	28,700	\$ 20,408	\$ 20,000
Penalties	101-00-00-100-41105	19,765	21,100	\$ 20,221	\$ 20,100
Railroad & Utilities Tax	101-00-00-100-41107	40,298	40,300	\$ 41,324	\$ 41,000
(Real Estate) Replacement Tax	101-00-00-100-41108	57,339	57,400	\$ 58,829	\$ 58,000
Circuit Breaker Refund	101-00-00-100-41110	(1,762)	(1,700)	\$ (1,426)	\$ (1,400)
Delinquent Property Tax Revenue	101-00-00-100-41111	19,488	21,170	\$ 17,680	\$ 17,000
<b>Total Property Tax</b>		<b>1,286,916</b>	<b>1,306,970</b>	<b>1,326,793</b>	<b>1,493,244</b>
<b>Franchise Taxes</b>					
Franchise Tax - Cable	101-00-00-100-41401	236,548	277,030	\$ 222,122	\$ 222,000
Franchise Tax - Gas Service	101-00-00-100-41402	1,023,631	1,100,000	\$ 1,258,922	\$ 1,100,000
Franchise Tax - Electric	101-00-00-100-41403	1,952,901	1,904,000	\$ 1,940,201	\$ 1,900,000
Franchise Tax - Telecomm.	101-00-00-100-41405	296,150	296,400	\$ 281,533	\$ 280,000
Franchise Tax - Fiber	101-00-00-100-41406	12,929	27,000	\$ -	\$ -
<b>Total Franchise Tax</b>		<b>3,522,161</b>	<b>3,604,430</b>	<b>3,702,778</b>	<b>3,502,000</b>
<b>General Sales Tax</b>					
Sales Tax	101-00-00-100-41201	3,785,394	3,664,400	\$ 3,742,727	\$ 3,755,000
Local City Use Tax	101-00-00-100-41208	892,877	720,000	\$ 1,228,170	\$ 1,200,000
TIF - EATS	101-00-00-001-41206	-	-	\$ -	\$ -
Miscellaneous Tax	101-00-00-100-41209	-	-	\$ -	\$ 200,000
<b>Total General Sales Tax</b>		<b>4,678,271</b>	<b>4,384,400</b>	<b>4,970,897</b>	<b>5,155,000</b>
<b>Other Taxes</b>					
Cigarette Tax	101-00-00-100-41301	\$ 57,444	55,700	\$ 55,373	\$ 55,000
Gasoline Sales Tax	101-00-00-100-43201	\$ 936,088	879,900	\$ 1,019,756	\$ 950,000
Motor Vehicle Sales Tax	101-00-00-100-43202	\$ 296,281	305,600	\$ 310,570	\$ 295,000
Motor Vehicle Fee Increases	101-00-00-100-43203	\$ 137,663	141,400	\$ 135,910	\$ 135,000
Intangible Tax(FIT)	101-00-00-100-43204	\$ 10,390	10,400	\$ 3,582	\$ 3,500
<b>Total Other Taxes</b>		<b>1,437,866</b>	<b>1,393,000</b>	<b>1,525,190</b>	<b>1,438,500</b>
<b>Municipal Court Receipts</b>					
Fines & Forfeitures	101-52-00-100-45101	297,705	260,000	\$ 264,025	\$ 260,000
Crime Victims Comp	101-52-00-100-45121	542	600	\$ 108	\$ 100
Police Training	101-52-00-100-45122	2,928	3,300	\$ 2,303	\$ 2,300
POST Training	101-52-00-100-45124	1,324	-	\$ 1,000	\$ -
DWI Recoupment Fees	101-52-00-100-45125	5,520	4,600	\$ 3,476	\$ 3,400
Prisoner Detainee Fees	101-52-00-100-45126	2,864	3,300	\$ 1,636	\$ 1,600
<b>Total Municipal Court Receipts</b>		<b>310,882</b>	<b>271,800</b>	<b>272,547</b>	<b>267,400</b>
<b>Grants</b>					
Justice Assistance Grant	101-32-00-717-43101	1,078	14,198	\$ 10,000	\$ 16,526
Federal Grant-American Rescue Plan Act	101-00-00-723-43101	340,143	1,224,414	\$ 222,311	\$ 1,850,000
Local Grant	101-72-00-751-43050	3,438	-	\$ -	\$ -
<b>Total Grants</b>		<b>359,764</b>	<b>1,242,462</b>	<b>232,311</b>	<b>1,866,526</b>
<b>Service Charges</b>					
TDD Administration Fee	101-00-00-100-46407	838	790	\$ 824	\$ 800
Public Records Request	101-22-00-100-44401	39	150	\$ 359	\$ 350
Police Reports	101-32-00-100-44221	7,500	6,000	\$ 7,520	\$ 7,500
Credit Card Processing Fee	101-42-00-000-42122	(839)	-	\$ (1,313)	\$ 2,000
Credit Card Processing Fee	101-52-00-000-42122	(585)	-	\$ (1,935)	\$ 800
Credit Card Processing Fee	101-82-00-000-42122	(763)	-	\$ (922)	\$ 2,200
Weed Mowing	101-82-00-100-44103	49,768	55,000	\$ 50,624	\$ 50,500
Weed Mowing - Contra	101-82-00-073-44103	2,857	-	\$ 2,500	\$ -
Impound Fees	101-82-00-100-44202	23,898	25,000	\$ 22,363	\$ 22,000
<b>Total Service Charges</b>		<b>82,739</b>	<b>87,090</b>	<b>80,740</b>	<b>86,150</b>
<b>Licenses &amp; Permits</b>					
Liquor Permits/Licenses	101-82-00-100-42201	18,475	21,000	\$ 20,100	\$ 20,100
Occupational Licenses	101-82-00-100-42211	271,381	260,000	\$ 259,455	\$ 260,000
Occupational License Penalty	101-82-00-100-42212	8,240	8,000	\$ 5,836	\$ 5,500
Animal Licenses	101-82-00-100-42301	8,297	9,000	\$ 7,040	\$ 7,000
Misc. Permits / Licenses	101-22-00-100-42111	375	-	\$ 122	\$ -
Right of Way Permits	101-62-00-100-42161	78,265	55,000	\$ 102,030	\$ 90,000
Farmers Market Vendor Fee	101-00-00-100-42172	860	1,000	\$ 899	\$ 1,000
Clean up Coupons	101-00-00-100-42173	6,930	6,000	\$ 7,565	\$ 7,000
Planning & Zoning	101-82-00-100-42141	6,974	3,000	\$ 2,000	\$ 2,000

# General Fund Revenues

		2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Budget
<b>Variance &amp; Zoning Appeals Fee</b>	101-82-00-100-42142	1,200	700	\$ 1,200	\$ 700
<b>Building Permits</b>	101-82-00-100-42101	146,064	110,000	\$ 171,722	\$ 110,000
<b>Misc. Permits / Licenses</b>	101-82-00-100-42111	-	-	\$ -	\$ -
<b>Master's (Electrical/Plumber)</b>	101-82-00-100-42221	4,238	4,500	\$ 3,853	\$ 4,000
<b>Rental Permits</b>	101-82-00-100-42302	18,351	22,000	\$ 17,130	\$ 17,000
<b>Rental Inspection</b>	101-82-00-100-42303	18,141	22,000	\$ 12,600	\$ 12,000
<b>Total Licenses &amp; Permits</b>		587,791	522,200	611,551	536,300
<b>Miscellaneous</b>					
<b>Interest Earnings</b>	101-00-00-100-46101	87,693	25,000	\$ 424,381	\$ 339,505
<b>Investment Income</b>	101-00-00-100-46102	29,488	3,000	\$ 166,482	\$ 133,186
<b>Interest Earnings - Leases</b>	101-00-00-100-46103	21,474	-	\$ -	\$ -
<b>Miscellaneous Revenue</b>	101-00-00-100-46401	2,155	7,500	\$ -	\$ -
<b>Debit Card Rebate Revenue</b>	101-00-00-100-46403	858	900	\$ 995	\$ 900
<b>Lease Income</b>	101-00-00-100-46409	32,889	39,600	\$ 36,300	\$ 36,300
<b>Insurance Reimbursements</b>	101-00-00-102-46413	-	-	\$ -	\$ -
<b>Court Ordered Restitution</b>	101-00-00-100-46414	411	-	\$ 1,599	\$ -
<b>Recycling Income</b>	101-00-00-100-46601	-	500	\$ -	\$ 500
<b>Miscellaneous Revenue</b>	101-32-00-100-46401	14,090	-	\$ 100	\$ -
<b>Miscellaneous Revenue</b>	101-32-00-332-46401	-	-	\$ -	\$ -
<b>Miscellaneous Revenue</b>	101-52-00-100-46401	20	20	\$ 5	\$ -
<b>Miscellaneous Revenue</b>	101-62-00-100-46401	320	100	\$ 7,659	\$ 100
<b>Miscellaneous Revenue</b>	101-72-00-100-46401	-	-	\$ -	\$ -
<b>Miscellaneous Revenue</b>	101-82-00-100-46401	75	100	\$ -	\$ 100
<b>Donations</b>	101-72-00-100-47720	-	-	\$ -	\$ -
<b>Total Miscellaneous</b>		189,471	76,720	637,521	510,590
<b>Transfer From Other Funds</b>					
Transfers in from sewer					
<b>Transfer in from PS sales tax fund</b>	101-00-00-100-49951	1,410,103	\$ 1,462,912	\$ 1,462,912	1,349,670
<b>Total Transfers in from Other Funds</b>		1,410,103	1,462,912	1,462,912	1,349,670
<b>Fund Balance Appropriated</b>					
		-	-	-	-
<b>TOTAL GENERAL FUND REVENUE</b>		<b>\$ 13,865,964</b>	<b>\$ 14,351,984</b>	<b>\$ 14,823,240</b>	<b>\$ 16,205,380</b>



# CITY WIDE





## General Fund - City Wide

### City Wide Budget

	2020-2021 Actual	2021-2022 Actual	2022-2023 Projected	2023-2024 Budget
<b>Expense Category</b>				
Personnel Services	11,160	3,197	242,098	24,000
Supplies, Services, and Charges	1,514,899	213,710	195,956	510,129
Repairs & Maintenance	-	-	-	1,000
Utilities	-	-	-	-
Capital Expenditures	265,348	340,143	-	-
Debt Service	-	-	-	-
Operating Transfer	868,944	884,500	986,297	2,900,000
<hr/>				
<b>Total General Fund Request</b>	<b>2,660,351</b>	<b>1,441,551</b>	<b>1,424,351</b>	<b>3,435,129</b>
			<b>Request Increase (Decrease) from FY 23 Projected</b>	<b>2,010,778</b>
			<b>% change from FY 23 Projected</b>	<b>141.17%</b>

\* City Wide Personnel Services includes unemployment for all General Fund Departments

**General Fund - City Wide**

**Expense Category**

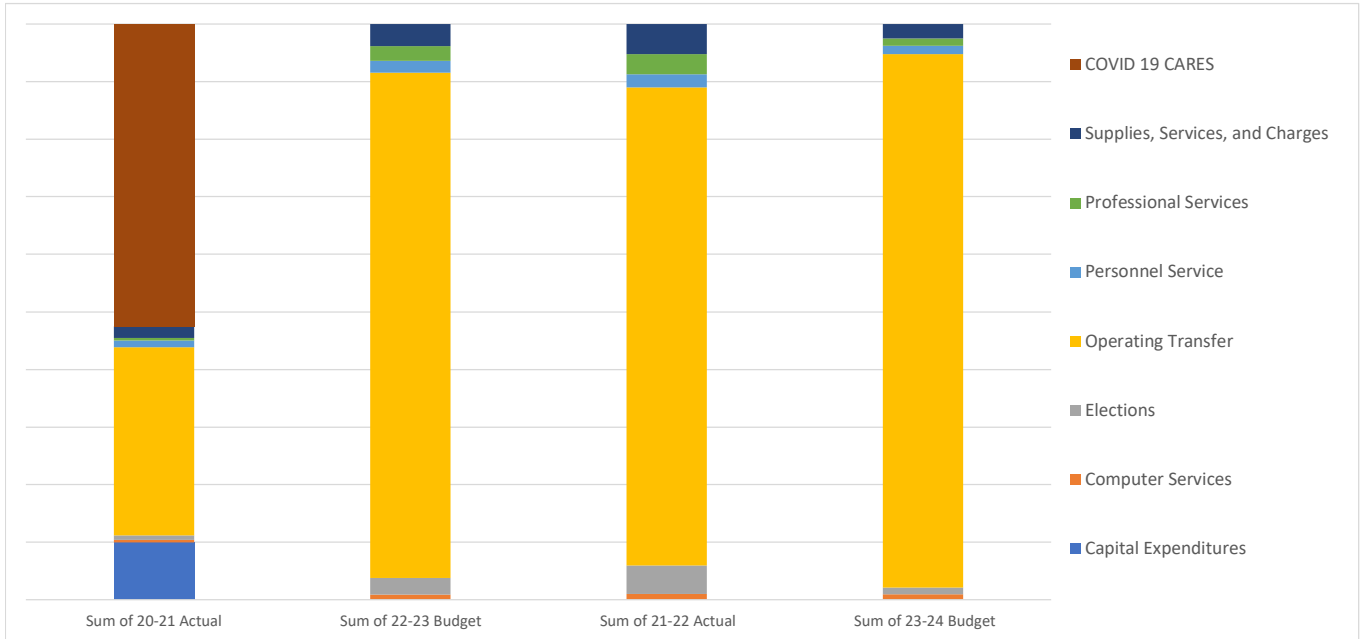
**Fiscal Year 2024 Budget**

<i>Personnel Services</i>		24,000
101-00-00-100-51201	Tuition Reimbursement	9,000
101-00-00-100-51219	Unemployment	15,000
101-00-00-723-54104	American Rescue Plan Act	-
<i>Supplies, Services, and Charges</i>		510,129
101-00-00-100-52200	Operating Supplies	3,500
	Employee Certificates	1,000
	ED/Public Affairs	2,500
101-00-00-100-52250	Professional Services	137,500
	Criminal Background Checks	3,000
	Staffing Study	75,000
	Employee Assitance	2,000
	Drug Screening	7,500
	Appraisal Services	10,000
	Consulting Services	40,000
101-00-00-100-52260	Emergency Preparedness	-
101-00-00-100-53101	Postage	100
101-00-00-100-53241	Printing & Promotions	55,100
	City Newsletter/Postage	24,000
	Advertising Open Positions	5,000
	Budget book	1,100
	City Wide Marketing	15,000
	City Wide Branding	10,000
101-00-00-100-53301	Dues & Membership	18,900
	MARC Dues	11,650
	EJCBC	-
	Chamber Membership	1,750
	MML Dues	5,000
	RMSA Membership	250
	Sams Club	50
	Amazon Prime	200
101-00-00-100-53500	Equipment	500
	Admin. Equipment	500
101-00-00-100-53513	Outside Legal Council	-
	Funding Agreement	-
101-00-00-100-53563	Elections	40,000
101-00-00-100-53644	Computer Services	32,800
	Comcast	5,200
	Comcast/Channel7	800
	Offsite Backup Fee	1,400
	Tru Digital	1,400
	Livestreaming Meetings	9,000
	Swagit Streaming Closed Caption Fee	15,000
101-00-00-100-53705	Meetings & Events	8,200
	Employee Breakfast/Lunch	700
	Employee Holiday Lunch	3,000
	Misc. Employee Events	4,500
101-00-00-100-53999	Contractual Services	190,000
	Clean-up coupons/City Wide Clean up	30,000
	Recycling Event	5,000
	MARC Household Hazadous Waste	35,000
	Comphrensive Zoning Plan	120,000
101-00-00-100-53913	General Liability Insurance	23,529
<i>Repairs &amp; Maintenance</i>		1,000
101-00-00-100-55000	Vehicle Expense	1,000
	Vehicle Licensing - Fleet	1,000
<i>Utilities</i>		-
<i>Capital Expenditures</i>		-
101-00-00-100-57000	Capital Expenditures	-
<i>Debt Service</i>		-

## General Fund - City Wide

<i>Operating Transfer</i>		2,900,000
101-00-00-100-59950	Operating Transfer - TIF EAT's	360,000
101-00-00-100-59951	Operating Transfer	2,540,000
	MDNR Storm (Area 3) Grant Match	
	MDNR Sanitary (Park Lane) Sewer Grant Match	-
	Risk Management	80,000
	Storm Water	2,000,000
	TIF	460,000
	Transportation	
<i>Total General Fund Request</i>		3,435,129

General Fund - City Wide



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Tuition Reimbursement	Personnel Service	\$8,062	\$3,197	\$5,000	\$9,000
Unemployment	Personnel Service	\$3,098	\$0	\$15,000	\$15,000
Operating Supplies	Supplies, Services, and Charges	\$609	\$187	\$3,500	\$3,500
Professional Services	Professional Services	\$12,490	\$37,622	\$53,200	\$137,500
COVID 19 CARES Funds Expenses	COVID 19 CARES	\$1,397,528	\$0	\$0	\$0
Printing & Promotions	Supplies, Services, and Charges	\$24,773	\$35,171	\$44,800	\$55,100
Dues & Membership	Supplies, Services, and Charges	\$15,255	\$16,370	\$18,995	\$18,900
Equipment	Supplies, Services, and Charges	\$0	\$0	\$500	\$500
Outside Legal Council	Supplies, Services, and Charges	\$10,621	\$0	\$5,000	\$0
Elections	Elections	\$21,092	\$53,175	\$60,000	\$40,000
Computer Services	Computer Services	\$11,472	\$10,750	\$17,800	\$32,800
Meetings & Events	Supplies, Services, and Charges	\$1,627	\$4,033	\$5,700	\$8,200
General Liability Insurance	Personnel Service	\$19,432	\$21,377	\$22,380	\$23,529
Capital Expenditures	Capital Expenditures	\$265,348	\$0	\$0	\$0
Operating Transfer - TIF EAT's	Operating Transfer	\$359,472	\$367,508	\$360,000	\$360,000
Operating Transfer	Operating Transfer	\$509,472	\$516,992	\$1,443,000	\$2,540,000
<b>Totals</b>		<b>\$2,660,351</b>	<b>\$1,066,382</b>	<b>\$2,054,875</b>	<b>\$3,244,029</b>
<b>% Increase/Decrease</b>			<b>-60%</b>	<b>93%</b>	<b>58%</b>

# GOVERNING BODY





**General Fund - Governing Body**

**Governing Body Budget**

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

**Expense Category**

Personnel Services	73,657	73,733	76,147	78,039
Supplies, Services, and Charges	67,793	43,738	52,528	61,513
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-

<b>Total General Fund Request</b>	<b>141,450</b>	<b>117,471</b>	<b>128,675</b>	<b>139,552</b>
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Request Increase (Decrease) from FY 23 Projected	<b>10,877</b>
% change from FY 23 Projected	<b>8.45%</b>

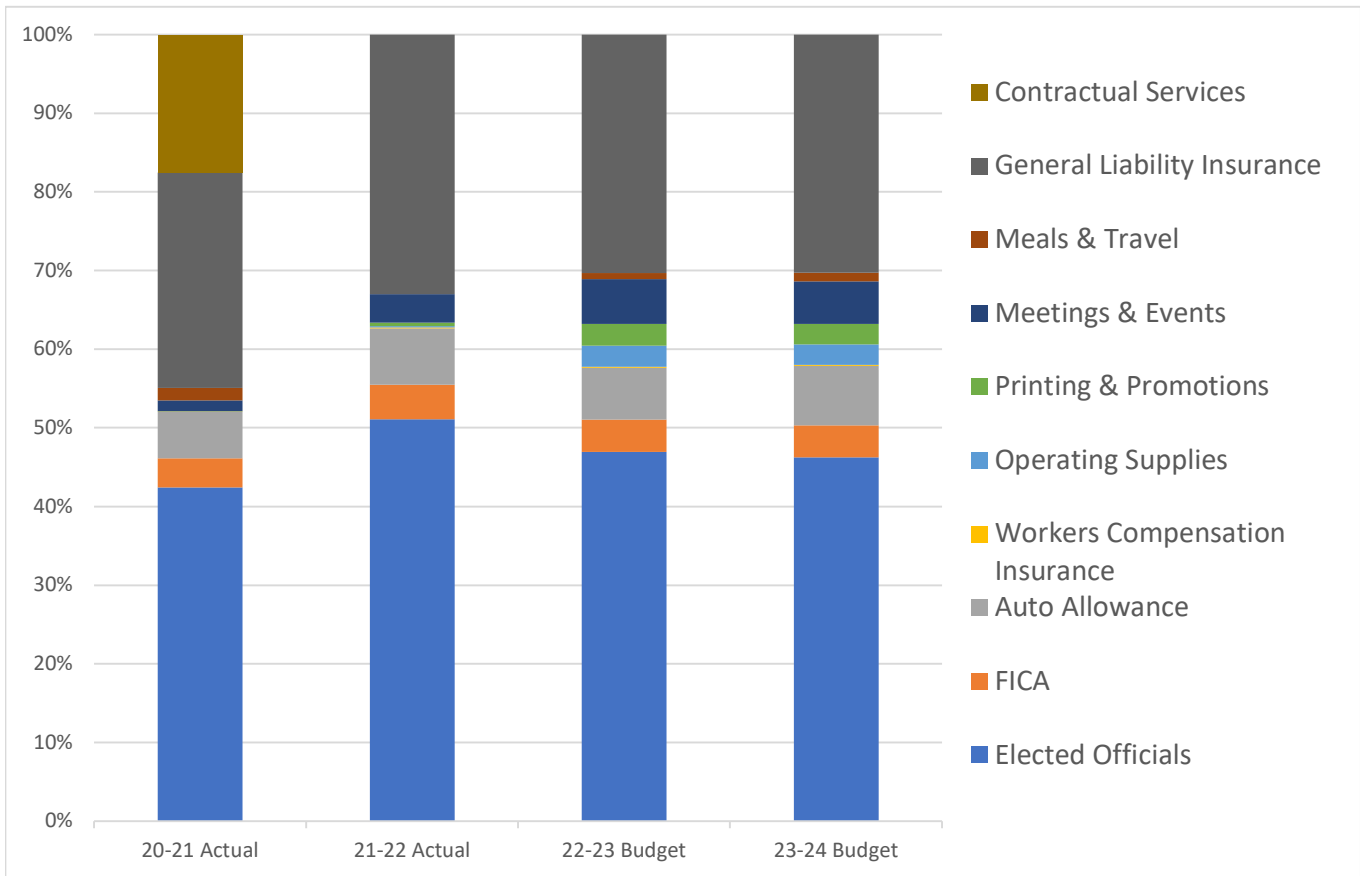
**Personnel Summary - Full time Equivalents (FTE)**

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference -
Mayor	1.00	1.00	1.00	-
Alderman	10.00	10.00	10.00	-
	11.00	11.00	11.00	0.00

## General Fund - Governing Body

Expense Category	<i>Fiscal Year 2024 Budget</i>	
<i>Personnel Services</i>		<b>78,039</b>
101-11-00-100-51101	Elected Officials	62,250
101-11-00-100-51225	FICA	5,439
101-11-00-100-51231	Auto Allowance	10,200
101-11-00-100-51240	Workers Compensation Insurance	150
<i>Supplies, Services, and Charges</i>		<b>61,513</b>
101-11-00-100-52200	Operating Supplies	3,500
	Committees-COA	500
	Committees-HRC	1,000
	Committees-Other	2,000
101-11-00-100-53241	Printing & Promotions	3,550
	Holiday Lighting	150
	Business Cards	400
	Community Events	3,000
101-11-00-100-53242	Farmers Market	5,000
101-11-00-100-53705	Meetings & Events	7,250
	Holiday Reception- Vol	3,500
	Chamber Events	1,250
	Truman Heartland Gala	2,500
101-11-00-100-53711	Meals & Travel	1,500
	Legislative Meals	1,500
101-11-00-100-53913	General Liability Insurance	40,713
<i>Repairs &amp; Maintenance</i>		-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		-
<i>Debt Service</i>		-
<i>Total General Fund Request</i>		<b>139,552</b>

## General Fund - Governing Body



Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Elected Officials	\$60,000	\$60,000	\$60,000	\$62,250
FICA	\$5,206	\$5,200	\$5,233	\$5,439
Auto Allowance	\$8,400	\$8,400	\$8,400	\$10,200
Workers Compensation Insurance	\$51	\$133	\$150	\$150
Operating Supplies	\$0	\$183	\$3,500	\$3,500
Printing & Promotions	\$25	\$542	\$3,550	\$3,550
Meetings & Events	\$2,000	\$4,206	\$7,250	\$7,250
Meals & Travel	\$2,232	\$0	\$1,000	\$1,500
General Liability Insurance	\$38,690	\$38,807	\$38,725	\$40,713
Contractual Services	\$24,846	\$0	\$0	\$0
	<b>\$141,450</b>	<b>\$117,471</b>	<b>\$127,808</b>	<b>\$134,552</b>
		-17%	9%	5%



# ADMINISTRATION

*Mission Statement:*

To provide efficient and cost-effective alternatives for providing City services and satisfying community needs, and to provide for the general oversight and management of all city staff and programs. The City Administrator provides financial and operational accountability on behalf of the community in managing programs.

*Key Services:*

Daily operations, long-range planning, customer service, human resources, information technology, City Clerk, and economic development.



## **ADMINISTRATION – Strategic Goals and Strategies**

Define per Department the following-

- Strengths- we have experienced staff, with institutional knowledge as well as experience from other municipalities. The staff has created partnerships and relationships both with local, regional, and national public and private entities. Creating a culture of service and commitment to the community. Vision of the future. Culture of team and service.
- Weaknesses- The lack and depth of staffing and increasing revenue.
- Opportunities- Updating comprehensive plan; redevelopment; increasing revenue.
- Threats- Due to the lack of staffing, they are not able to create smooth transition during times of change and losing momentum. The lack of funding does not allow to keep up with changes in infrastructure and redevelopment opportunities.

Define problem facing your department- The lack of staffing and funding does not allow for effective transitions, and missing growth opportunities to meet citizen needs.

Develop a vision to address the problem- Continue to develop the skills and talent necessary within current personnel. Allowing for promoting within and backfilling, eventually creating enough staffing capacity.

Develop Strategies to implement strategies to obtain the vision-

- Staff retention
- Training and employee development
- Updating Benefits to attract and retain qualified/talented employees.
- Succession planning
- Continuing to build the culture.

Execute and how to monitor/evaluate strategies-

- Verify bi-annually the budgeted positions.
- Reviews hearing from employees regarding training and development.
- Working with employee committee and leadership annually review benefits offered by surrounding municipalities.
- Annual reviews of next steps for each employee and departments
- Citizen and employee surveys



**General Fund - Administration**

**Expense Category**

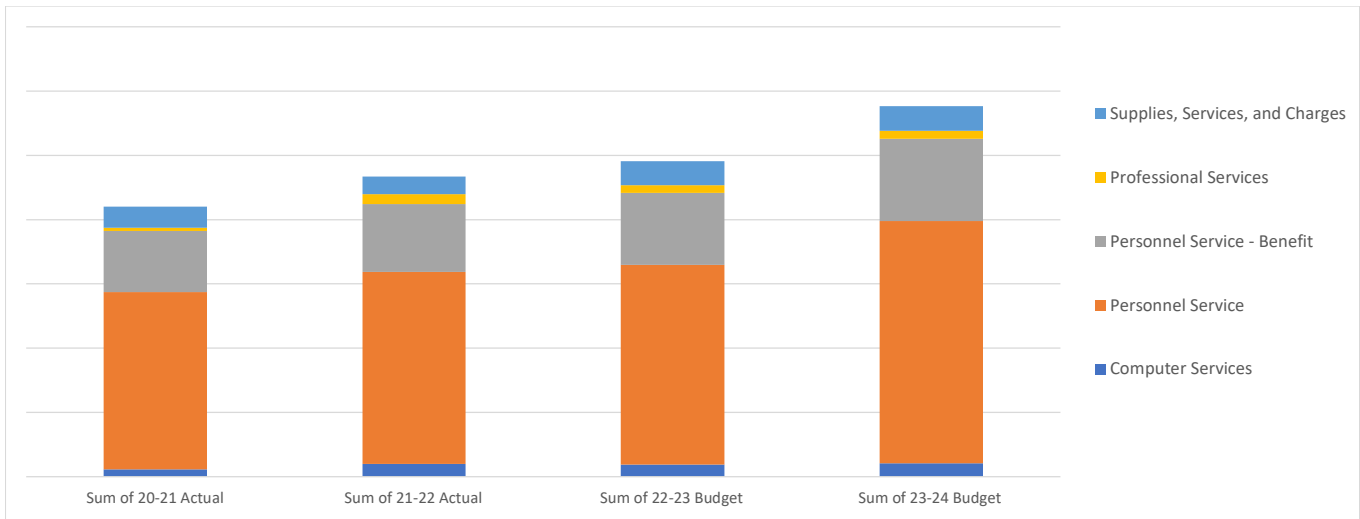
**Fiscal Year 2024 Budget**

<i>Personnel Services</i>		1,009,446
101-22-00-100-51102	Civilian Employees	749,881
	Annual Salary	735,093
	COLA/Merit Increase	14,788
101-22-00-100-51106	Part Time Employees	-
101-22-00-100-51111	Civilian Employees Overtime	4,324
101-22-00-100-51115	Special Emergency Preparedness	-
101-22-00-100-51206	Life Insurance	1,662
101-22-00-100-51212	Civilian Pension- 401A Match	19,757
101-22-00-100-51214	Deferred Compensation- LAGERS	107,097
101-22-00-100-51215	Health Insurance	45,324
101-22-00-100-51218	Med Exp - HSA Contribution	7,500
101-22-00-100-51220	Dental	4,192
101-22-00-100-51221	Vision	755
101-22-00-100-51225	FICA	58,339
101-22-00-100-51231	Auto Allowance	8,400
101-22-00-100-51236	Ins Opt Out Incentive	-
101-22-00-100-51238	Phone Allowance	480
101-22-00-100-51240	Workers Compensation Insurance	1,735
<i>Supplies, Services, and Charges</i>		134,367
101-22-00-100-52101	Office Supplies	6,750
	Office Supplies HR/Risk Mgt	2,750
	General Office Supplies	1,000
	Copier Overages	3,000
101-22-00-100-52200	Operating Supplies	2,500
	Flowers/Illness/Death	500
	General Supplies	2,000
101-22-00-100-52250	Professional Services	25,500
	HR Support	7,500
	Computer Service Support	7,000
	Consulting	2,500
	Codification	7,000
	Coffee Service	1,500
101-22-00-100-53101	Postage	500
	Monthly postage	500
101-22-00-100-53241	Printing & Promotions	1,550
	Advert. Public Hearings, bids, chamber	1,000
	Business Cards	350
	Legislative Program Materials	200
	Printed Forms	-
101-22-00-100-53301	Dues & Membership	4,150
	MOCCFOA Membership	200
	ICMA Membership	1,100
	MCMA Membership	150
	MO EDC Membership	325
	NFBPA Membership	225
	MOCCFOA - Western MO Dues	45
	IIMC	400
	HR-IPMA	400
	HR-SHRM	300
	IT-MSCE Membership	125
	KC Star Subscription	160
	KC Call Subscription	40
	Additional Newspaper Subscription	50
	KC Business Journal	200
	3CMA Membership	400
	MOWGL	30

## General Fund - Administration

101-22-00-100-53500	Equipment		5,630
	Admin. Equipment	1,350	
	Minor Equipment	1,000	
	Misc IT Equipment & Parts	3,000	
	Postage Machine Share	280	
101-22-00-100-53644	Computer Services		41,867
	Barracuda Email Archiving	4,000	
	Barracuda Spam Filt/Maint	2,800	
	Reventix Backup Maint Support	3,500	
	VIPRE Anti-Virus Server/Workstation Support	2,000	
	Exchange Service Mobile Device Virus Protection	600	
	Music Support	700	
	Hannbutt Support	4,000	
	Exchange SSL Certificate	600	
	Misc. Computer Svc	1,000	
	Avenet - Gov Office Website Support	2,000	
	Office 365 Subscription with Azure Account	5,000	
	Veeam Backup Software	1,200	
	Jungle Disk Online Backup and Recovery	3,000	
	Zoom with Webinar	550	
	Hoot Suite	1,100	
	CIVIC Clerk Software	8,547	
	Adobe Subscriptions (Acrobat+Photoshop)	1,070	
	CANVA Software- Annual	200	
101-22-00-100-53701	Education and Training		8,375
	Mo City Mngrs Conf	525	
	Inter City Mngrs Conf	1,000	
	Misc. Seminars/Conf	3,000	
	IT-Windows Training	500	
	HR Manager - CEU's/Local Seminars	1,000	
	City Clerk - Training	1,000	
	Misc. Functions for Supervisors	500	
	IT-CBT Nugget Online Training	-	
	IT-Boison Online Training	200	
	3CMA Training	650	
101-22-00-100-53705	Meetings & Events		4,200
	Goal Setting Session	4,000	
	Monthly Lunch/Developers/Officials	200	
101-22-00-100-53711	Meals & Travel		5,000
	Chamber lunches	500	
	Travel and Meals	4,500	
101-22-00-100-53812	Administrative Fee		300
	JACO Recording Fees	200	
	Notary/Bonds	100	
101-22-00-100-53913	General Liability Insurance		28,045
101-22-00-100-53999	Contractual Services		-
	Repairs & Maintenance		-
	Utilities		8,500
101-22-00-100-53431	Telephone (hard lines)		6,000
101-22-00-100-53441	Mobile Phone & Pagers		2,500
	Cell Phones	2,500	
	Capital Expenditures		-
	Debt Service		-
	<b>Total General Fund Request</b>		<b>1,152,313</b>

## General Fund - Administration



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$547,634	\$595,399	\$617,940	\$749,881
Part Time Employees	Personnel Service	\$0	\$0	\$0	\$0
Civilian Employees Overtime	Personnel Service	\$2,781	\$2,531	\$3,836	\$4,324
Special Emergency Preparedness Time	Personnel Service	\$641	\$0	\$0	\$0
Life Insurance	Personnel Service - Benefit	\$1,331	\$1,457	\$1,412	\$1,662
Civilian Pension- 401A Match	Personnel Service - Benefit	\$15,367	\$16,313	\$17,697	\$19,757
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$78,250	\$92,133	\$96,375	\$107,097
Health Insurance	Personnel Service - Benefit	\$31,913	\$35,072	\$38,106	\$45,324
Med Exp - HSA Contribution	Personnel Service - Benefit	\$5,250	\$6,000	\$6,000	\$7,500
Dental	Personnel Service - Benefit	\$2,979	\$3,341	\$3,468	\$4,192
Vision	Personnel Service - Benefit	\$438	\$594	\$618	\$755
FICA	Personnel Service - Benefit	\$40,386	\$43,908	\$48,208	\$58,339
Auto Allowance	Personnel Service - Benefit	\$8,400	\$8,400	\$8,400	\$8,400
Ins Opt Out Incentive	Personnel Service - Benefit	\$4,586	\$1,998	\$1,992	\$0
Phone Allowance	Personnel Service - Benefit	\$480	\$480	\$480	\$480
Workers Compensation Insurance	Personnel Service - Benefit	\$1,067	\$1,151	\$1,554	\$1,735
Office Supplies	Supplies, Services, and Charges	\$5,112	\$4,979	\$6,750	\$6,750
Operating Supplies	Supplies, Services, and Charges	\$1,958	\$927	\$2,500	\$2,500
Professional Services	Professional Services	\$9,635	\$30,775	\$23,440	\$25,500
Postage	Supplies, Services, and Charges	\$421	\$317	\$500	\$500
Printing & Promotions	Supplies, Services, and Charges	\$1,686	\$1,020	\$1,750	\$1,550
Dues & Membership	Supplies, Services, and Charges	\$3,166	\$3,645	\$4,060	\$4,150
Equipment	Supplies, Services, and Charges	\$4,804	\$806	\$5,630	\$5,630
Computer Services	Computer Services	\$23,387	\$39,815	\$37,650	\$41,867
Education and Training	Supplies, Services, and Charges	\$7,947	\$5,049	\$9,125	\$8,375
Meetings & Events	Supplies, Services, and Charges	\$5,536	\$2,188	\$6,200	\$4,200
Meals & Travel	Supplies, Services, and Charges	\$2,193	\$2,196	\$3,000	\$5,000
Administrative Fee	Supplies, Services, and Charges	\$0	\$116	\$300	\$300
General Liability Insurance	Supplies, Services, and Charges	\$24,806	\$25,538	\$26,675	\$28,045
Contractual Services	Supplies, Services, and Charges	\$850	\$0	\$0	\$0
Repair & Maintenance Supplies	Supplies, Services, and Charges	\$0	\$0	\$0	\$0
Repair & Maintenance Services	Supplies, Services, and Charges	\$0	\$0	\$0	\$0
Telephone (hard lines)	Supplies, Services, and Charges	\$5,502	\$5,508	\$5,500	\$6,000
Mobile Phone & Pagers	Supplies, Services, and Charges	\$2,059	\$2,402	\$2,300	\$2,500
<b>Totals</b>		<b>\$840,567</b>	<b>\$934,060</b>	<b>\$981,467</b>	<b>\$1,152,313</b>
<b>% Increase/Decrease</b>			<b>11%</b>	<b>5%</b>	<b>17%</b>



# POLICE

## Mission Statement:

The mission of the Raytown Police Department is to provide and maintain a safe community by developing strong community partnerships and serving with professionalism, trust, and integrity.

## Key Services:

The Raytown Police Department is responsible for the enforcement of all ordinances, laws and statutes of the City of Raytown, the State of Missouri, and the United States of America within the incorporated limits of the City of Raytown. The department strives for the preservation of peace and a cooperative effort with the entire community to prevent criminal activity through widely varied resources, including Patrol, Investigations, Crime Analytics, Detention, Property/Supply and Evidence, Records, and Communications.



## **POLICE DEPARTMENT**

### **P1 – Strategic Goals and Strategies**

#### **SWOT**

- **Strengths**
  - Professional/Timely Public Service
  - Desirable Internal Culture
  - Dedication and Commitment of all staff
  
- **Weaknesses**
  - Staffing shortages
  - Available training time
  
- **Opportunities**
  - Creative/Innovative strategy development
  - Creation of internal training opportunities
  
- **Threats**
  - Regional competition for viable staff
  - National mindset regarding the law enforcement industry

#### **Define problem facing your department-**

- Staffing shortages coupled with the overall lack of interest in pursuing a career in this industry creates a massive challenge to this agency.

#### **Develop a vision to address the problem-**

- Vision – To make Raytown PD the most attractive law enforcement agency in the region when ALL variables are considered (pay, quality of life, activity, etc.)

#### **Develop Strategies to implement strategies to obtain the vision-**

- Dedicated hiring team (have committed to working on this in addition to their regular duties and responsibilities).
  - Agility in the hiring process
- Creative marketing and advertising (15K was budgeted to pursue professional individuals and companies to assist in this endeavor)
- Personalized department-wide recruiting (EVERYONE is a recruiter)

- Outreach program to Raytown's faith-based community

**Execute and how to monitor/evaluate strategies-**

- Number of applications received.
- Number of positions filled.
- Debriefs by recruits/current personnel to see what made them choose RPD and what made them stay.

## General Fund - Police

### Police Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	5,271,147	5,222,862	5,357,470	6,350,422
Supplies, Services, and Charges	597,600	564,320	494,061	581,876
Repairs & Maintenance	96,549	156,233	153,141	168,915
Utilities	26,766	25,076	24,750	29,250
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-
<b>Total General Fund Request</b>	<b>5,992,062</b>	<b>5,968,492</b>	<b>6,029,422</b>	<b>7,130,463</b>

Request Increase (Decrease) from FY 23 Projected    **1,101,041**  
 % change from FY 23 Projected    **18.26%**

### Personnel Summary - Full time Equivalents (FTE)

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference -
Admin. Assistant	1.00	1.00	1.00	-
Booking	-	-	-	-
Captain	4.00	4.00	4.00	-
Chief	1.00	1.00	1.00	-
Crime Analyst	1.00	1.00	1.00	-
Deputy Chief	1.00	1.00	1.00	-
Detective	5.00	6.00	4.00	(2.00)
Detention Supervisor	1.00	1.00	1.00	-
Detention Technician	7.00	7.00	7.00	-
Dispatch Supervisor	1.00	1.00	1.00	-
Dispatcher	6.00	6.00	6.00	-
Executive Assistant	1.00	1.00	1.00	-
Impact Officer *	3.00	3.00	3.00	-
Major	-	-	-	-
Patrol Corporal	4.00	4.00	4.00	-
Patrol Officer	17.00	16.00	18.00	2.00
Patrol Sergeant	4.00	4.00	4.00	-
Property/Supply	1.10	1.10	2.00	0.90
Records Clerk	1.00	1.00	1.00	-
Sergeant Investigations	2.00	2.00	2.00	-
	61.10	61.10	62.00	0.90
Police Reserve	6.00	6.00	6.00	-

\*Includes General Fund and PSST Personnel

## General Fund - Police

\*Includes General Fund and PSST Payroll Totals

Expense Category	Fiscal Year 2024 Budget	
<i>Personnel Services</i>		6,350,422
101-32-00-100-51102	Civilian Employees	993,700
	Annual Salary	946,639
	Step Increase	19,113
	COLA/Merit Increase	27,948
101-32-00-100-51103	Commissioned Officers	2,571,618
	Annual Salary	2,436,778
	Step Increase	77,220
	COLA/Merit Increase	57,620
101-32-00-100-51104	Reserve Commissioned Officers	25,328
	Annual Salary	24,832
	COLA/Merit Increase	497
101-32-00-100-51106	Part Time Employees	-
	Annual Salary	-
	COLA/Merit Increase	-
101-32-00-100-51111	Civilian Employees Overtime	90,318
	Differential/Special	16,594
	Overtime	73,724
101-32-00-100-51112	Commissioned Officers Overtime	366,988
	Differential/Special	67,818
	Overtime	299,170
101-32-00-100-51115	Special Emergency Preparedness	
101-32-00-100-51206	Life Insurance	9,114
101-32-00-100-51212	Civilian Pension- 401A Match	41,736
101-32-00-100-51214	Deferred Compensation- LAGERS	412,113
101-32-00-100-51215	Health Insurance	518,142
101-32-00-100-51217	Commissioned Emp Pension	697,222
101-32-00-100-51218	Med Exp - HSA Contribution	46,500
101-32-00-100-51220	Dental	29,792
101-32-00-100-51221	Vision	5,950
101-32-00-100-51225	FICA	309,500
101-32-00-100-51232	Clothing Allowance	29,280
101-32-00-100-51236	Ins Opt Out Incentive	-
101-32-00-100-51238	Phone Allowance	3,360
101-32-00-100-51240	Workers Compensation Insurance	199,760
<i>Supplies, Services, and Charges</i>		581,876
101-32-00-100-52101	Office Supplies	10,130
	Property & Supply	10,000
	Admin Office Supplies	130
101-32-00-100-52200	Operating Supplies	22,872
	Prisoner Care Items	450
	Misc Pouches & Vest Attachments	500
	CSU event supplies	1,500
	Admin Notary Supplies	
	UAV supplies	2,000
	Emergency Management supplies	400
	CERT Radio Batteries (24)	1,152
	CERT Backpacks (12)	840
	CERT Medical supplies	500
	CERT generator battery and maintainer	155
	Prisoner Meals	2,100
	First Aid Box Supplies	85
	Soap Cartridges (Detention)	340
	Prop&Supp/General (Operational Office Supplies)	3,500
	SWAT medical supplies	750
	Patrol medical supplies	1,000
	Operating Supplies - Records	300
	Mobile Ticketing Printer Supplies	300
	OC Spray	400
	Detention Blankets & Towels	3,200
	Firearms unit supplies	400
	Weapon Parts	3,000
101-32-00-100-52233	Uniforms	-
	Civilian & Sworn Uniforms	

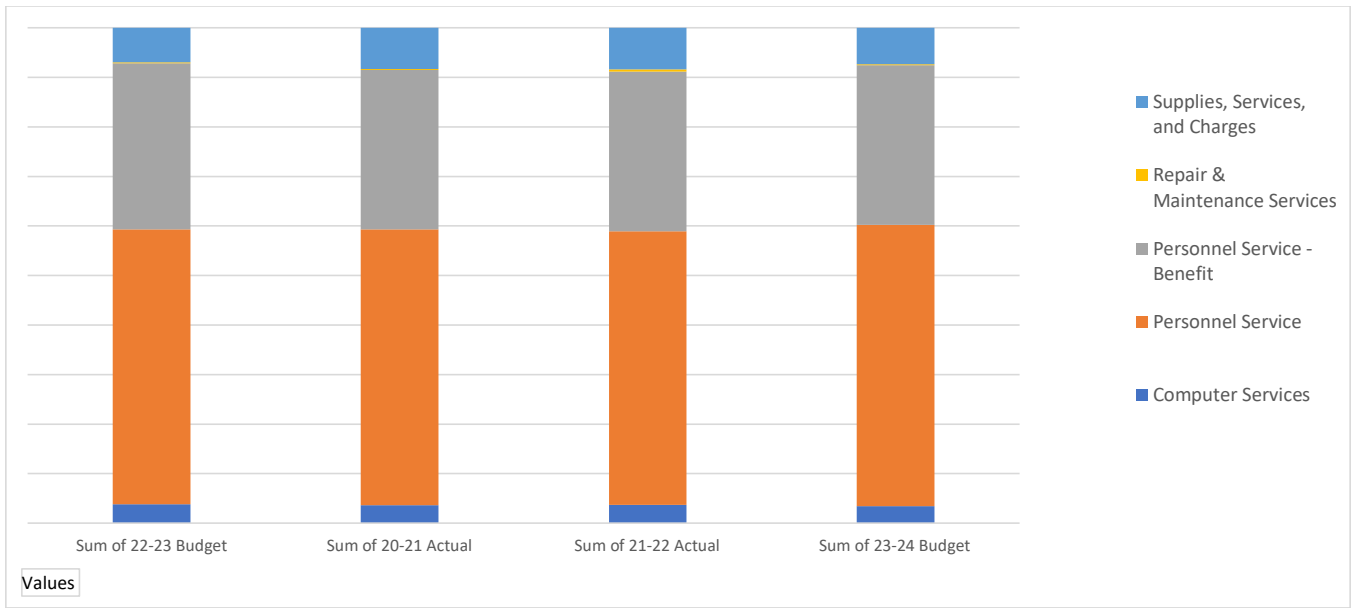
## General Fund - Police

101-32-00-100-52250	Professional Services		41,525
		Major Investigations	5,000
		TLO Charges	1,700
		Investigations Records	1,700
		Hazardouse Waste Service	850
		Biohazard cleanup (Detention)	400
		Destructions (Shredding)	650
		Underground Vaults and Storage	1,200
		Notary Renewal	25
		GETS (Govt Emerg Telecomm Svcs)	400
		Wellness Check-ins	6,300
		New Hire Fingerprinting	300
		Medical Expense (Includes Drug screens)	2,500
		Psychological testing	5,500
		Recruitment advertising	15,000
101-32-00-100-52260	Emergency Preparedness		
101-32-00-100-53101	Postage		400
		Postage for Police	400
101-32-00-100-53241	Printing & Promotions		4,850
		Pub of Bid for Uniforms and Minor Equip	150
		Admin/Recruiting	2,500
		Printed Forms	2,200
101-32-00-100-53301	Dues & Membership		4,970
		JCDTF Membership	100
		IAPE	75
		Crime Stoppers	2,600
		MPCA	325
		IACP	200
		NAACP	50
		Raytown Chamber of Commerce	180
		Heartland Tactical Officers Assoc (HTOA)	235
		MO Assoc Crisis Negotiators (MACN)	100
		Rotary Club of Raytown	770
		FBI NAA - Chief	125
		Notary renewal	50
		Metro Chiefs and Sheriffs	160
101-32-00-100-53500	Equipment		34,851
		Civilian & Sworn Minor Equipment (Evidence supplies)	3,000
		Copier Contract (lease)	10,300
		Detention Minor Equipment	200
		Mattresses (Detention)	275
		Detenson Mobility Assistance Equipment	
		Office chair (Detention)	500
		SWAT tactical equipment	1,500
		Digital Cameras (Patrol)	750
		Mantis firearms training device x2	
		Patrol minor equipment	1,000
		Patrol equipment (2023 JAG Grant)	16,526
		Emergency Management supplies	400
		postage machine rental	400
101-32-00-100-53644	Computer Services		243,403
		Mules Connection	1,000
		Global Maintenance	55,000
		Blue Peak (FTO & Skills Man)	1,400
		Livescan Maintenance	7,000
		SAFE Barcoding System (2 licenses-Cloud)	6,000
		MDL Network Support	121,000
		IT Supplies (minor equipment)	3,000
		VM Ware	4,200
		RSA Secure ID License Renewl	1,900
		RSA Tokens	3,000
		Sonic Wall Maintenance Renewal	4,100
		Netmotion Maintenance Renewal	2,000
		Teleconference Subscription	180
		Schedule Anywhere	2,250
		Annual Website hosting service for Department	300
		SQL Update	
		Volgistics Volunteer Management	650

## General Fund - Police

	Blackpoint MDR	10,200	
	Blackpoint for O365	1,668	
	Blackpoint Cloud Response	3,600	
	Leads Online Subscription	3,389	
	Voice/NICE Recorder Maint	5,916	
	Geovision license for Cameras	650	
	Archive Social CITY HALL	5,000	
101-32-00-100-53701	Education and Training		-
101-32-00-100-53711	Meals & Travel		4,095
	MPCA Summer Conference	700	
	MCTC Interview & Interrogation	605	
	NIOA Conference	800	
	40 Hr Corrections Officer Training	1,400	
	MPCA Fall Conference	590	
101-32-00-100-53913	General Liability Insurance		183,411
101-32-00-100-53999	Contractual Services		31,369
	ACS Electronic Systems (Quarterly)	3,300	
	LexisNexis -	2,500	
	KCPD Connection Fee - Maintenance	300	
	KCPD Radio Connection Fee	20,919	
	Fire Extinguisher Maintenance	600	
	In-car Camera Maintenance	3,000	
	Warning Sirens-Electric	750	
	<i>Repairs &amp; Maintenance</i>		168,915
101-32-00-100-52300	Repair & Maintenance Supplies		61,365
	Motorola Infrastructure Maintenance - Consoles	40,835	
	EOS Phone repair/replacement	680	
	American Micro machine Repair	650	
	Lock repair-personnel records	200	
	Blue Valley Siren Maintenance	5,600	
	Cellular Response Console Repair (CNT)	1,100	
	Radio/Parts/Repairs	3,700	
	IT-Printers repairs/parts	600	
	Mobile Ticketing repair and supplies	300	
	Tornado siren repairs	2,000	
	Crime Scene Camera	1,500	
	Crime Scene Processing equipment	1,000	
	Scene Flood lights	1,200	
	Biohazards filters for drying cabinet	2,000	
101-32-00-100-52301	Fuel		90,000
101-32-00-100-52750	Building Maintenance		4,500
	Generator Maintenance	3,000	
	Property Room Air Testing	1,500	
101-32-00-100-53600	Repair & Maintenance Services		3,500
	Radar Repair & Calibration	1,000	
	Breathalyzer Cleaning & Repairs	700	
	Card Reader Maintenance Fee	1,800	
101-32-00-100-55000	Vehicle Expense		9,550
	Vehicle & Equipment Supplies	4,500	
	Car camera repairs	1,000	
	AED pads and batteries	1,200	
	Electrical Power for CP parking	550	
	GPS service	2,300	
	<i>Utilities</i>		29,250
101-32-00-100-53401	Electricity		4,000
	Tower - KCP&L monthly bill \$200 / Mth avg.	4,000	
101-32-00-100-53431	Telephone (hard lines)		25,250
	Consolidated Communications - VOIP Desk Phones	15,000	
	AT&T Landlines - 9-1-1 Admin Lines	10,250	
101-32-00-100-53441	Mobile Phone & Pagers		-
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
	<i>Total General Fund Request</i>		7,130,463

## General Fund - Police



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget	
Civilian Employees	Personnel Service	\$752,216	\$769,857	\$887,605	\$993,700	
Commissioned Officers	Personnel Service	\$2,239,761	\$2,213,893	\$2,328,935	\$2,571,618	
Reserve Commissioned Officers	Personnel Service	\$33,394	\$13,040	\$34,421	\$25,328	
Part Time Employees	Personnel Service	\$0	\$6,055	\$4,155	\$0	
Civilian Employees Overtime	Personnel Service	\$75,839	\$85,444	\$118,819	\$90,318	
Commissioned Officers Overtime	Personnel Service	\$233,713	\$204,714	\$314,912	\$366,988	
Life Insurance	Personnel Service - Benefit	\$7,360	\$7,320	\$9,070	\$9,114	
Civilian Pension- 401A Match	Personnel Service - Benefit	\$31,546	\$31,236	\$36,110	\$41,736	
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$345,802	\$340,384	\$396,140	\$412,113	
Health Insurance	Personnel Service - Benefit	\$416,398	\$422,298	\$524,280	\$518,142	
Commissioned Emp Pension	Personnel Service - Benefit	\$646,431	\$658,860	\$661,026	\$697,222	
Med Exp - HSA Contribution	Personnel Service - Benefit	\$38,625	\$36,625	\$48,000	\$46,500	
Dental	Personnel Service - Benefit	\$25,605	\$24,356	\$30,462	\$29,792	
Vision	Personnel Service - Benefit	\$5,229	\$4,932	\$6,132	\$5,950	
FICA	Personnel Service - Benefit	\$236,627	\$233,203	\$282,560	\$309,500	
Clothing Allowance	Personnel Service - Benefit	\$25,116	\$23,860	\$30,000	\$29,280	
Ins Opt Out Incentive	Personnel Service - Benefit	\$18,941	\$8,667	\$10,956	\$0	
Phone Allowance	Personnel Service - Benefit	\$1,320	\$840	\$960	\$3,360	
Workers Compensation Insurance	Personnel Service - Benefit	\$132,163	\$131,989	\$188,029	\$199,760	
Office Supplies	Supplies, Services, and Charges	\$7,959	\$9,122	\$11,100	\$10,130	
Operating Supplies	Supplies, Services, and Charges	\$37,154	\$16,603	\$13,710	\$22,872	
Professional Services	Supplies, Services, and Charges	\$97,126	\$23,285	\$26,645	\$41,525	
Postage	Supplies, Services, and Charges	\$860	\$479	\$950	\$400	
Printing & Promotions	Supplies, Services, and Charges	\$3,227	\$7,682	\$5,150	\$4,850	
Dues & Membership	Supplies, Services, and Charges	\$3,614	\$3,735	\$4,010	\$4,970	
Equipment	Supplies, Services, and Charges	\$13,243	\$58,855	\$14,425	\$34,851	
Computer Services	Computer Services	\$214,318	\$219,589	\$251,412	\$243,403	
Meals & Travel	Supplies, Services, and Charges	\$155	\$2,276	\$6,818	\$4,095	
General Liability Insurance	Supplies, Services, and Charges	\$162,453	\$197,318	\$180,560	\$183,411	
Contractual Services	Supplies, Services, and Charges	\$20,462	\$22,835	\$28,350	\$31,369	
Repair & Maintenance Supplies	Supplies, Services, and Charges	\$39,788	\$40,024	\$48,708	\$61,365	
Fuel	Supplies, Services, and Charges	\$44,485	\$85,649	\$90,000	\$90,000	
Building Maintenance	Supplies, Services, and Charges	\$3,152	\$4,601	\$4,300	\$4,500	
Repair & Maintenance Services	Repair & Maintenance Services	\$1,439	\$1,466	\$3,500	\$3,500	
Vehicle Expense	Repair & Maintenance Services	\$7,685	\$24,493	\$10,150	\$9,550	
Electricity	Supplies, Services, and Charges	\$2,647	\$2,303	\$4,000	\$4,000	
Telephone (hard lines)	Supplies, Services, and Charges	\$24,119	\$22,773	\$23,000	\$25,250	
<b>Totals</b>		<b>\$0</b>	<b>\$5,992,064</b>	<b>\$5,963,204</b>	<b>\$6,639,362</b>	<b>\$7,130,463</b>
<b>% Increase/Decrease</b>				<b>0%</b>	<b>11%</b>	<b>7%</b>



# FINANCE

## Goals:

- To ensure that all financial information is gathered, processed and delivered in a timely manner while maximizing accuracy and efficiency.
- To ensure a smooth seamless processing of all City transactions.
- To ensure that all financial matters are handled clearly and as transparent as possible.
- To enhance availability and options to our residents for payment of fees and services.
- To strive for the best customer service possible to our residents, vendors and other staff members.

## Mission Statement:

To ensure the fiscal integrity of the City of Raytown by exercising due diligence and control over the City's assets and resources and to provide timely and accurate reporting under the guidelines of Generally Accepted Accounting Principles (GAAP). Additionally, Finance provides quality service and support to both our internal and external customers through the efficient and effective use of sound business principals and a commitment to excellent customer service.

## Key Services:

Providing both internal and external services. Internal services include the products of payroll, accounts payable, budgetary and ad hoc reporting, and coordination of financial activities for City operations. External services would include sewer billing activities, management of cash and banking operations, external financial reports, and city-wide budget book.

# FINANCE DEPARTMENT

## P-1 Strategic Goals and Strategies

### SWOT

- **Strengths:**

Capabilities, professionalism, and experience of the director, controller, accountant, and staff that includes the treasury/AP, sewer, and payroll clerks for a fully staffed Finance department. A solid team.

- **Weaknesses:**

Budgeting system and reporting systems are still Excel based. No current long-range financial forecast exists, and the purchasing system is decentralized, potentially causing a lack of competitive pricing. In addition, departments with projects funded by local, grant or other programs are maintained outside of Finance causing history and reporting issues.

- **Opportunities:**

Procure and implement budget software, develop a current long range financial forecast, implement monthly/quarterly financial reporting internally and on the City's website to provide transparency, implement the project accounting module.

- **Threats:**

Process decentralized with limited financial information maintained by specific individuals in each department. This will cause a restricted information flow and a potential increase in the outflow of funds.

#### **Define problem facing your department:**

The Finance Department has a high volume of processes, customers, financial oversight, and reporting. There is a need for transparency in financial information flow both internally and externally.

#### **Develop a vision to address the problem facing your department:**

Implement Tyler Technologies project accounting module and switch financial reporting from mid-year to monthly/quarterly to provide greater transparency. In addition, an increase in Finance Department staff or support from other departments.

#### **Develop strategies to obtain the vision:**

Centralize project accounting with the accountability placed on the user departments for accurate input of information and monthly/quarterly financial statement reporting responses explaining any variances that may cause future financial issues.

### **Execute and how to monitor/evaluate strategies:**

Implement systems and procedures related to financial reporting and project accounting module. Evaluation is through the flow of both financial and project related information.

## **O5 – Departmental/Program Goals and Objectives**

### **F7 - Long-Range Operating Financial Plans**

#### **Goals:**

- 1) **Goal-** Develop a long-term/five-year financial forecast/Plan.  
**Issue-** Lack of a current long-term/five-year financial forecast  
**How to address issue-** Develop a long-term/five-year financial forecast/plan to ensure availability of funds and to identify any additional funding required to complete current and future projects.  
**Timeframe required to remedy the issue-** Begin February 2024 through October 2024  
**City priority/performance area –** Infrastructure and Neighborhood Revitalization
  
- 2) **Goal-** Transparency in financial reporting.  
**Issue-** Currently financial reporting is provided mid-year and with audited financial statements.  
**How to address issue-** Implement additional reporting for monthly and quarterly reporting.  
**Timeframe required to remedy the issue-** January 2023 and on-going.  
**City priority/performance area-** All
  
- 3) **Goal-** Implementation of Tyler Technologies (ERP Pro) project accounting module.  
**Issue-** Tracking of all projects related financial information is limited to project departments. No easy access to financial information by Finance. Also, multiple departments have multiple ways of tracking projects.  
**How to address issue-** Implement the Tyler Technologies (ERP Pro) project accounting that will interface with current financial reporting system module. Requiring all departments with projects to utilize the system.  
**Timeframe required to remedy the issue-** Begin December 2023 to October 2024.  
**City priority/performance area-** Infrastructure and Neighborhood Revitalization
  
- 4) **Goal-** Review all financial internal controls city-wide.  
**Issue-** Decentralized financial functions.  
**How to address issue-** Review how financial transactions are accounted for, and the environment transactions are conducted.  
**Timeframe required to remedy the issue-** May 2024 to October 2024  
**City priority/performance area-** All

5) **Goal-** Education/Cross Training of Finance Department employees.

**Issue-** Staff should be fully cross-trained to ensure all functions continue if key individuals are absent and to address succession planning.

**How to address issue-** To ensure a succession plan is in place in the future each position will cross train with other key positions and attend annual training to educate employee of various business areas.

**Timeframe required to remedy the issue-** November 2023 and on-0going.

**City priority/performance area - All**

## General Fund - Finance

### Finance Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

#### Expense Category

Personnel Services	334,701	235,455	198,823	347,060
Supplies, Services, and Charges	123,661	196,500	293,359	197,649
Repairs & Maintenance	2,316	2,316	2,500	2,500
Utilities	-	-	-	-
Capital Expenditures	-	-	-	40,000
Debt Service	-	-	-	-

<b>Total General Fund Request</b>	<b>460,678</b>	<b>434,271</b>	<b>494,682</b>	<b>587,209</b>
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<b>Request Increase (Decrease) from FY 23 Projected</b>	<b>92,527</b>
<b>% change from FY 23 Projected</b>	<b>18.70%</b>

#### Personnel Summary - Full time Equivalents (FTE)

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference
Accountant	0.25	0.85	0.85	-
Controller	0.45	0.50	0.50	-
Director of Finance	0.85	0.85	0.85	-
Payroll Clerk	0.90	0.90	0.90	-
Treasury Analyst	-	-	-	-
Treasury Clerk	0.50	0.50	0.50	-
	2.95	3.60	3.60	-

## General Fund - Finance

Finance Budget

### Expense Category

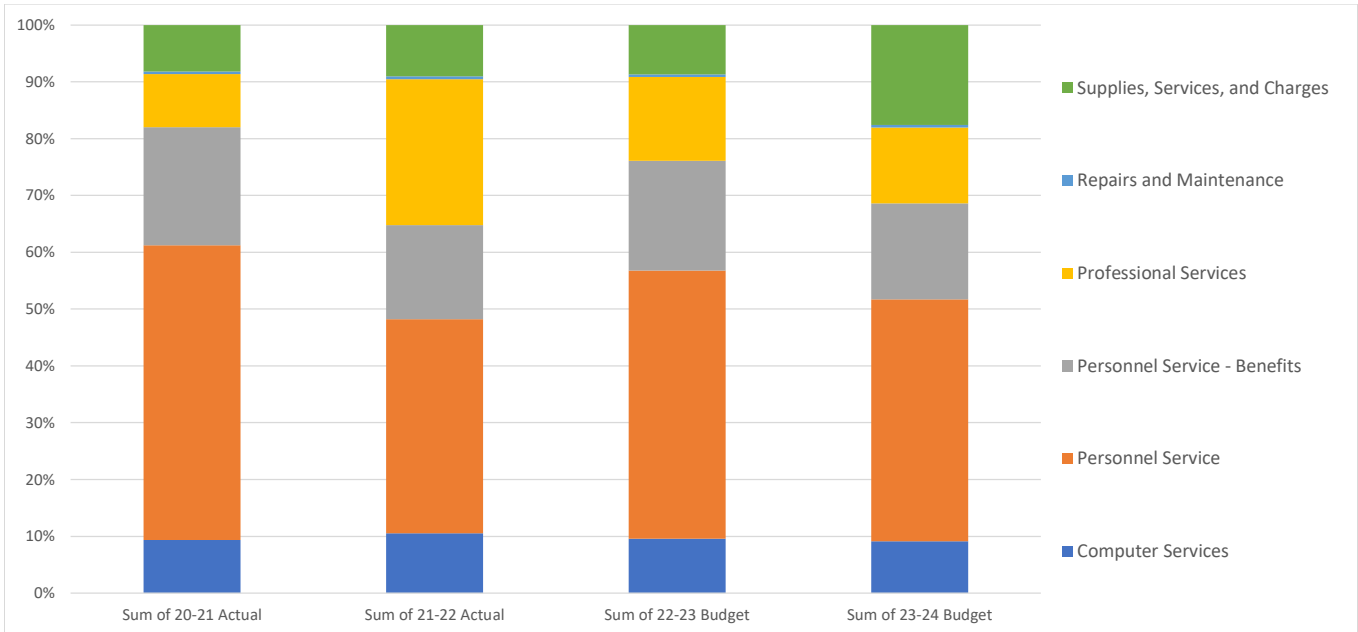
Fiscal Year 2024 Budget

Expense Category		Fiscal Year 2024 Budget
<i>Personnel Services</i>		347,060
101-42-00-100-51102	Civilian Employees	246,658
	Annual Salary	241,796
	Step Increase	-
	COLA/Merit Increase	4,863
101-42-00-100-51111	Civilian Employees Overtime	1,339
101-42-00-100-51115	Special Emergency Preparedness	-
101-42-00-100-51206	Life Insurance	571
101-42-00-100-51212	Civilian Pension- 401A Match	2,589
101-42-00-100-51214	Deferred Compensation- LAGERS	35,216
101-42-00-100-51215	Health Insurance	34,196
101-42-00-100-51218	Med Exp - HSA Contribution	4,650
101-42-00-100-51220	Dental	1,872
101-42-00-100-51221	Vision	427
101-42-00-100-51225	FICA	18,972
101-42-00-100-51236	Ins Opt Out Incentive	-
101-42-00-100-51238	Phone Allowance	-
101-42-00-100-51240	Workers Compensation Insurance	570
<i>Supplies, Services, and Charges</i>		197,649
101-42-00-100-52101	Office Supplies	3,000
101-42-00-000-52122	Credit Card Processing Charge	3,500
101-42-00-100-52200	Operating Supplies	100
	Professional Publications	100
101-42-00-100-52250	Professional Services	78,000
	Audit	47,500
	Single Audit	7,500
	Ad hoc Consultant	10,000
	GASB 75 Services (MPR)	3,000
	Temp Service	10,000
101-42-00-100-53101	Postage	1,500
	Monthly Postage allocation	1,500
101-42-00-100-53241	Printing & Promotions	3,200
	Deposit Slips	250
	A/P & Payroll Checks	1,000
	W-2 & 1099 forms	450
	Budget books	500
	A/P business envelopes	1,000
101-42-00-100-53301	Dues & Membership	1,695
	Society HR	
	GFOA National	500
	GFOA State	200
	GFOA Budget Submission	450
	APA Membership	500
	Sam's Club	45
101-42-00-100-53500	Equipment	580
	Postage Machine Share	580

## General Fund - Finance

101-42-00-100-53644	Computer Services		53,274
		Kronos Time Keeping	11,500
		Kronos Misc	500
		Incode Maint	37,274
		Incode Misc	4,000
101-42-00-100-53701	Education and Training		3,650
		Incode Connect	800
		GFOA	1,000
		Service Training	1,000
		Payroll	850
101-42-00-100-53705	Meetings & Events		840
		GFOA Bi-Monthly x 3	540
		Chamber	300
101-42-00-100-53711	Meals & Travel		3,000
		GFOA or Incode Conference	3,000
101-42-00-100-53812	Administrative Fee		600
		Payroll filing fees	600
101-42-00-100-53913	General Liability Insurance		13,510
101-42-00-100-53961	Bank Charges		30,000
		Monthly Fees	30,000
101-42-00-100-53999	Contractual Services		1,200
		Shredding	1,200
	<i>Repairs &amp; Maintenance</i>		2,500
101-42-00-100-53600	Repair & Maintenance Services		2,500
		Mail Machine yearly maintenance	2,500
	<i>Utilities</i>		-
	<i>Capital Expenditures</i>		40,000
101-42-00-100-57000		Printer/Copier Replacement	10,000
101-42-00-100-57000		Budget Software	30,000
	<i>Debt Service</i>		-
	<i>Total General Fund Request</i>		587,209

General Fund - Finance



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Elected Officials	Personnel Service	\$6	\$0	\$0	\$0
Civilian Employees	Personnel Service	\$236,977	\$162,373	\$247,112	\$246,658
Civilian Employees Overtime	Personnel Service	\$482	\$634	\$1,636	\$1,339
Special Emergency Preparedness Time	Personnel Service	\$735	\$0	\$0	\$0
Life Insurance	Personnel Service - Benefits	\$578	\$418	\$571	\$571
Civilian Pension- 401A Match	Personnel Service - Benefits	\$2,705	\$2,477	\$2,646	\$2,589
Deferred Compensation- LAGERS	Personnel Service - Benefits	\$35,290	\$23,433	\$38,554	\$35,216
Health Insurance	Personnel Service - Benefits	\$33,836	\$29,068	\$34,196	\$34,196
Med Exp - HSA Contribution	Personnel Service - Benefits	\$4,640	\$3,268	\$4,650	\$4,650
Dental	Personnel Service - Benefits	\$1,869	\$1,542	\$1,872	\$1,872
Vision	Personnel Service - Benefits	\$440	\$355	\$427	\$427
FICA	Personnel Service - Benefits	\$16,642	\$11,212	\$19,029	\$18,972
Ins Opt Out Incentive	Personnel Service	\$0	\$0	\$0	\$0
Phone Allowance	Personnel Service - Benefits	\$0	\$220	\$0	\$0
Workers Compensation Insurance	Personnel Service	\$502	\$455	\$622	\$570
Office Supplies	Supplies, Services, and Charges	\$1,136	\$3,925	\$3,000	\$3,000
Operating Supplies	Supplies, Services, and Charges	\$0	\$0	\$0	\$100
Professional Services	Professional Services	\$42,814	\$111,457	\$78,000	\$78,000
Postage	Supplies, Services, and Charges	\$1,234	\$1,191	\$1,500	\$1,500
Printing & Promotions	Supplies, Services, and Charges	\$2,432	\$1,737	\$2,800	\$3,200
Dues & Membership	Supplies, Services, and Charges	\$748	\$514	\$1,195	\$1,695
Equipment	Supplies, Services, and Charges	\$251	\$271	\$1,080	\$580
Computer Services	Computer Services	\$43,259	\$45,825	\$50,566	\$53,274
Education & Training	Supplies, Services, and Charges	\$2,730	-\$450	\$3,650	\$3,650
Meetings & Events	Supplies, Services, and Charges	\$0	\$98	\$570	\$840
Meals & Travel	Supplies, Services, and Charges	\$210	\$589	\$500	\$3,000
Administrative Fee	Supplies, Services, and Charges	\$600	\$600	\$600	\$600
General Liability Insurance	Supplies, Services, and Charges	\$15,025	\$12,760	\$12,850	\$13,510
Bank Charges	Supplies, Services, and Charges	\$12,898	\$17,447	\$17,000	\$30,000
Contractual Services	Supplies, Services, and Charges	\$415	\$493	\$1,200	\$1,200
Repair & Maintenance Services	Repairs and Maintenance	\$2,316	\$2,316	\$2,500	\$2,500
Cash Long & Short	Supplies, Services, and Charges	-\$92	\$45	\$0	\$0
Capital Expenditures	Supplies, Services, and Charges	\$0	\$0	\$0	\$40,000
<b>Totals</b>		<b>\$460,678</b>	<b>\$434,271</b>	<b>\$528,326</b>	<b>\$583,709</b>
<b>% Increase/Decrease</b>			<b>-6%</b>	<b>22%</b>	<b>10%</b>

# LAW





## General Fund - Law

### Law Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

#### Expense Category

Personnel Services	33,468	34,629	35,330	38,127
Supplies, Services, and Charges	121,267	125,119	135,663	156,350
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-

<b>Total General Fund Request</b>	<b>154,735</b>	<b>159,748</b>	<b>170,993</b>	<b>194,477</b>
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Request Increase (Decrease) from FY 23 Projected	23,485
% change from FY 23 Projected	13.73%

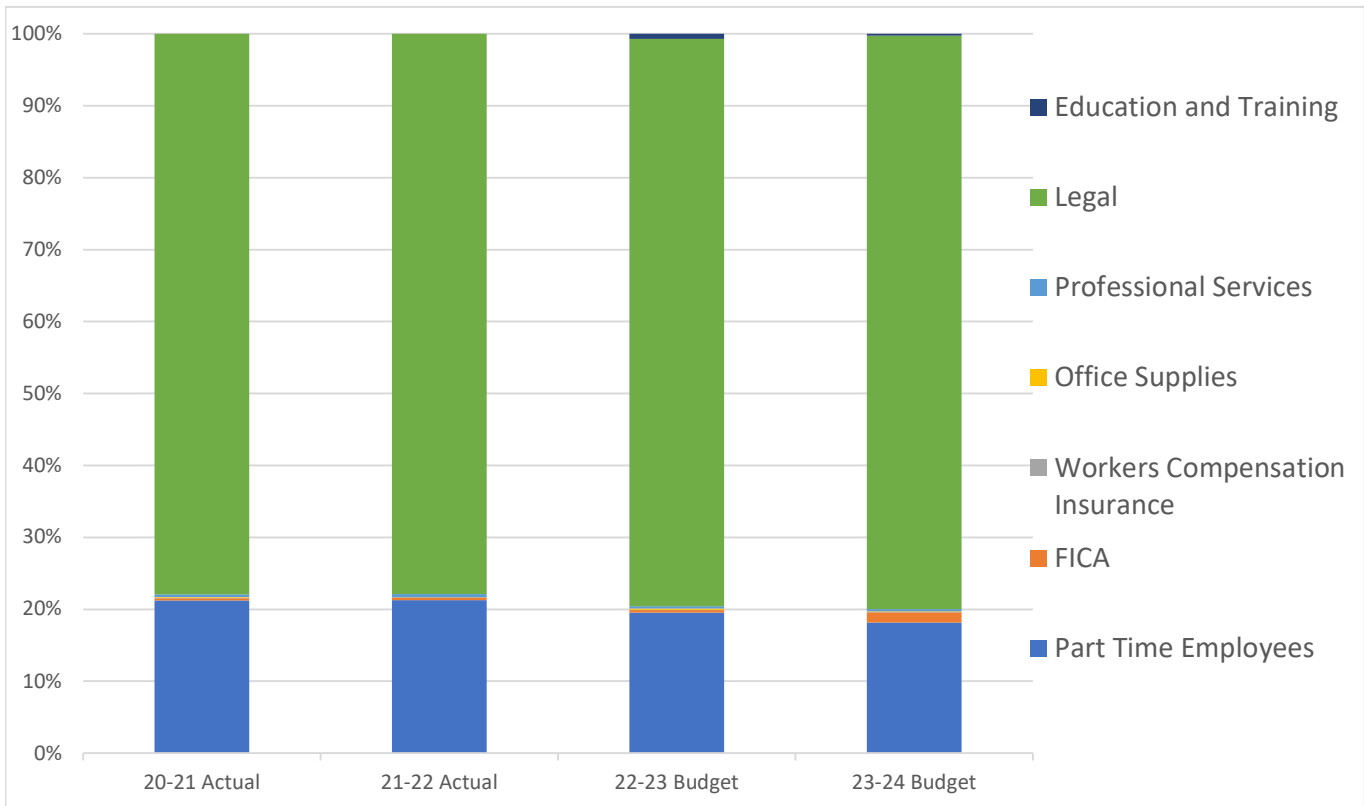
#### Personnel Summary - Full time Equivalents (FTE)

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference
City Prosecutor	0.50	0.50	0.50	-
	0.50	0.50	0.50	-

## General Fund - Law

Expense Category	Fiscal Year 2024 Budget	
<i>Personnel Services</i>		<b>38,127</b>
101-51-00-100-51106	Part Time Employees	35,349
	Annual Salary	35,349
	COLA/Merit Increase	-
101-51-00-100-51225	FICA	2,704
101-51-00-100-51240	Workers Compensation Insurance	74
<i>Supplies, Services, and Charges</i>		<b>156,350</b>
101-51-00-100-52101	Office Supplies	250
101-51-00-100-52250	Professional Services	600
101-51-00-100-53513	Legal	155,000
101-51-00-100-53701	Education and Training	500
	Prosecutor's training	500
<i>Repairs &amp; Maintenance</i>		-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		-
<i>Debt Service</i>		-
<b><i>Total General Fund Request</i></b>		<b>194,477</b>

## General Fund - Law



Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Part Time Employees	\$32,826	\$33,976	\$34,656	\$35,349
FICA	\$544	\$588	\$662	\$2,704
Workers Compensation Insurance	\$99	\$64	\$89	\$74
Office Supplies	\$111	\$6	\$300	\$250
Professional Services	\$540	\$690	\$540	\$600
Legal	\$120,616	\$124,422	\$140,000	\$155,000
Education and Training	\$0	\$0	\$1,200	\$500
	<b>\$154,736</b>	<b>\$159,748</b>	<b>\$177,447</b>	<b>\$194,477</b>
		<b>3%</b>	<b>11%</b>	<b>10%</b>



# COURT

## Goals:

- 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 implement Show Me Courts in accordance with the Mo Supreme Court mandates.

## Mission Statement:

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.

## Key Services:

Ordinance Enforcement, municipal court.



## General Fund - Court

### Court Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

#### Expense Category

Personnel Services	249,630	265,148	300,060	305,698
Supplies, Services, and Charges	50,755	57,270	22,080	99,162
Repairs and Maintenance	-	-	-	-
Utilities	300	300	300	350
Capital Expenses	-	-	-	-
Debt Service	-	-	-	-

<b>Total General Fund Request</b>	<b>300,685</b>	<b>322,718</b>	<b>322,440</b>	<b>405,210</b>
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<b>Request Increase (Decrease) from FY 23 Projected</b>	<b>82,770</b>
<b>% change from FY 23 Projected</b>	<b>25.67%</b>

#### Personnel Summary - Full time Equivalents (FTE)

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference -
Judge	1.00	1.00	1.00	-
Chief Court Clerk	1.00	1.00	1.00	-
Court Clerks	2.00	2.00	2.00	-
Police Reserve	0.78	0.78	0.78	-
	4.78	4.78	4.78	-

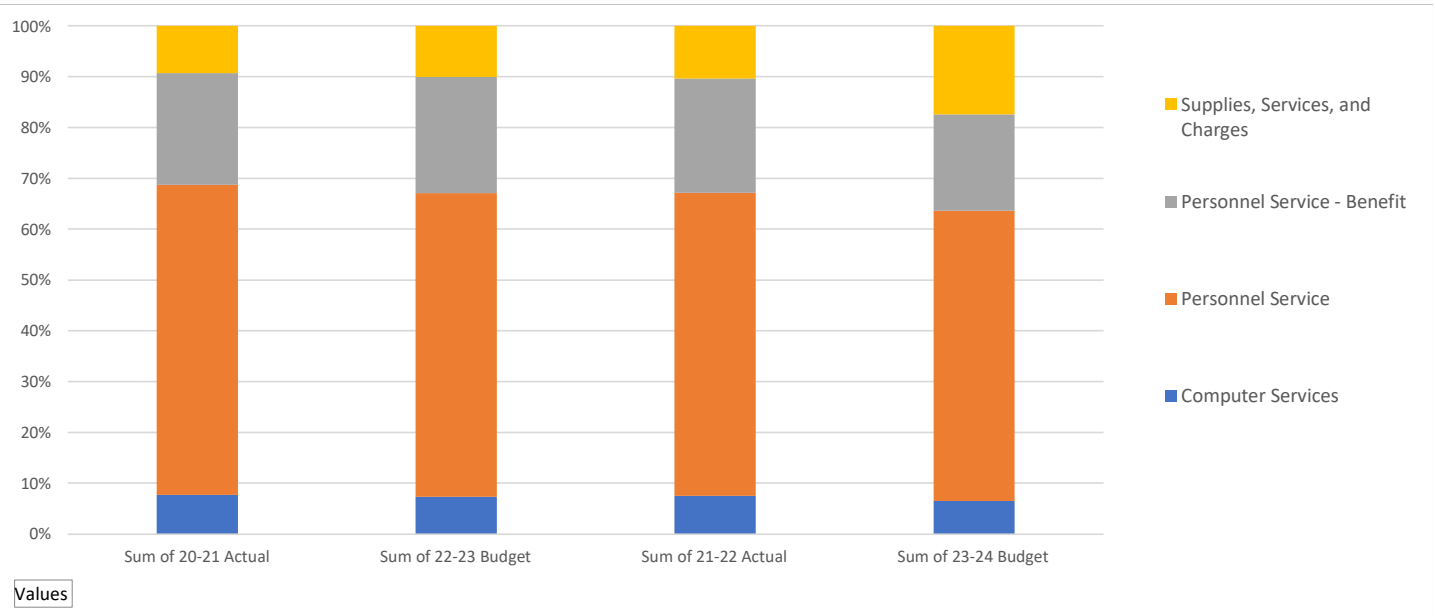
## General Fund - Court

Expense Category	Fiscal Year 2024 Budget	
<i>Personnel Services</i>		<b>305,698</b>
101-52-00-100-51101	Elected Officials	42,745
	Annual Salary	42,745
	COLA/Merit Increase	-
101-52-00-100-51102	Civilian Employees	158,708
	Annual Salary	155,126
	COLA/Merit Increase	3,582
101-52-00-100-51104	Reserve Officers	3,883
	Annual Salary	3,883
	COLA/Merit Increase	-
101-52-00-100-51111	Civilian Employees Overtime	23,964
101-52-00-100-51115	Special Emergency Preparedness	-
101-52-00-100-51206	Life Insurance	425
101-52-00-100-51212	Civilian Pension- 401A Match	3,653
101-52-00-100-51214	Deferred Compensation- LAGERS	25,939
101-52-00-100-51215	Health Insurance	24,432
101-52-00-100-51218	Med Exp - HSA Contribution	1,500
101-52-00-100-51220	Dental	1,170
101-52-00-100-51221	Vision	258
101-52-00-100-51225	FICA	17,541
101-52-00-100-51236	Ins Opt Out Incentive	-
101-52-00-100-51238	Phone Allowance	960
101-52-00-100-51240	Workers Compensation Insurance	518
<i>Supplies, Services, and Charges</i>		<b>99,162</b>
101-52-00-100-52101	Office Supplies	1,800
	Misc Supplies	1,500
	Monthly copy overages	300
101-52-00-000-52122	Credit Card Processing Charge	3,200
101-52-00-100-52250	Professional Services	40,000
	Misc.	500
	Security for Metal Detector	35,000
	Assignment Counsel	4,500
101-52-00-100-53101	Postage	1,000
101-52-00-100-53241	Printing & Promotions	100
101-52-00-100-53301	Dues & Membership	400
	Judge	100
	Clerks	300
101-52-00-100-53500	Equipment	1,700
	Hand held Security Wand	200
	Postage Meter Share	1,500
101-52-00-100-53644	Computer Services	26,268
	Incode	26,268
101-52-00-100-53701	Education and Training	1,000
101-52-00-100-53711	Meals & Travel	5,500
	Judges' Board Meetings	1,000
	Travel for Professional Dev Conference	4,500
101-52-00-100-53913	General Liability Insurance	17,694

## General Fund - Court

101-52-00-100-53961	Bank Charges	500
	<i>Repairs &amp; Maintenance</i>	-
	<i>Utilities</i>	350
101-52-00-100-53431	Telephone (hard lines)	350
	<i>Capital Expenditures</i>	-
101-52-00-100-57000	Capital Expenditures	-
	<i>Debt Service</i>	-
	<i>Total General Fund Request</i>	<b>405,210</b>

**General Fund - Court**



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Elected Officials	Personnel Service	\$36,594	\$40,750	\$43,139	\$42,745
Civilian Employees	Personnel Service	\$133,958	\$137,480	\$144,546	\$158,708
Commissioned Officers	Personnel Service	\$0	\$0	\$0	\$0
Part Time Employees	Personnel Service	\$0	\$0	\$0	\$0
Reserve Officers	Personnel Service	\$2,770	\$2,971	\$3,087	\$3,883
Civilian Employees Overtime	Personnel Service	\$9,732	\$11,276	\$14,499	\$23,964
Special Emergency Preparedness Time	Personnel Service	\$456	\$0	\$0	\$0
Life Insurance	Personnel Service - Benefit	\$428	\$429	\$425	\$425
Civilian Pension- 401A Match	Personnel Service - Benefit	\$2,650	\$2,778	\$3,119	\$3,653
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$21,603	\$22,578	\$24,173	\$25,939
Health Insurance	Personnel Service - Benefit	\$23,789	\$29,698	\$30,480	\$24,432
Med Exp - HSA Contribution	Personnel Service - Benefit	\$1,500	\$1,500	\$1,500	\$1,500
Dental	Personnel Service - Benefit	\$1,202	\$1,504	\$1,504	\$1,170
Vision	Personnel Service - Benefit	\$231	\$350	\$349	\$258
FICA	Personnel Service - Benefit	\$12,239	\$12,513	\$15,703	\$17,541
Ins Opt Out Incentive	Personnel Service - Benefit	\$1,188	\$0	\$0	\$0
Phone Allowance	Personnel Service - Benefit	\$960	\$961	\$960	\$960
Workers Compensation Insurance	Personnel Service - Benefit	\$331	\$362	\$498	\$518
Office Supplies	Supplies, Services, and Charges	\$1,195	\$1,645	\$1,750	\$1,800
Professional Services	Supplies, Services, and Charges	\$4,613	\$4,022	\$5,000	\$40,000
Postage	Supplies, Services, and Charges	\$1,108	\$1,070	\$1,500	\$1,000
Printing & Promotions	Supplies, Services, and Charges	\$987	\$347	\$500	\$100
Dues & Membership	Supplies, Services, and Charges	\$400	\$400	\$400	\$400
Equipment	Supplies, Services, and Charges	\$493	\$3,095	\$1,700	\$1,700
Computer Services	Computer Services	\$23,079	\$24,161	\$25,369	\$26,268
Education and Training	Supplies, Services, and Charges	\$900	\$779	\$1,000	\$1,000
Meals & Travel	Supplies, Services, and Charges	\$1,191	\$4,658	\$5,000	\$5,500
General Liability Insurance	Supplies, Services, and Charges	\$16,625	\$16,863	\$16,830	\$17,694
Bank Charges	Supplies, Services, and Charges	\$164	\$220	\$500	\$500
Telephone (hard lines)	Supplies, Services, and Charges	\$300	\$300	\$300	\$350
Cash Long & Short	Supplies, Services, and Charges	\$0	\$9	\$0	\$0
<b>Totals</b>		<b>\$300,685</b>	<b>\$322,718</b>	<b>\$343,831</b>	<b>\$402,010</b>
<b>% Increase/Decrease</b>			<b>7%</b>	<b>7%</b>	<b>17%</b>

# PUBLIC WORKS

## Mission Statement:

The City of Raytown Public Works will deliver diverse, quality, and professional services to all citizens and employees of Raytown while ensuring a safe and desirable everyday way of life for all. We will achieve this through our department values which include:

- Communication
- Integrity
- Diversity/Equity/Inclusion
- Accountability
- Teamwork
- Customer Service

## Key Services:

Administration, engineering, emergency management, building maintenance, building repairs, roadway maintenance, infrastructure planning, fleet management, sanitary sewer maintenance, storm water management.



## PUBLIC WORKS DEPARTMENT

### P1 – Strategic Goals and Strategies

#### SWOT

- **Strengths** – The implementation of City Works within the Public Works Department. The ability to understand the work order demands allows Public Works to prioritize how we address the concerns of the public.
- **Weaknesses** – The staffing at Public Works is an issue needing addressed. Currently, the department has 6 positions unfilled which has impacted the response time in addressing work orders.
- **Opportunities** – Improve our response time and recruiting qualified individuals that makes our department complete.
- **Threats** – Attendance issues, incentivized performances, and not being about to recruit competitively.

Define problem facing your department – Inadequate staffing levels impacts our response time in addressing work orders.

Develop a vision to address the problem – Our vision is to reach an adequate level of staffing that allows our department the ability to improve the quality of life for the residents of Raytown.

Develop Strategies to implement strategies to obtain the vision – We need to improve the recruitment methods.

Execute and how to monitor/evaluate strategies – The expectation of recruiting would be to hire at least 1 person every two month until every position would be filled.



## General Fund - Public Works

Expense Category	FY24 Budget
<i>Personnel Services</i>	<b>1,376,330</b>
101-62-00-100-51102                      Civilian Employees	900,528
Annual Salary	849,885
COLA/Merit Increase	17,643
WWR - Winter Weather Response	33,000
101-62-00-100-51106                      Part Time Employees	-
Annual Salary	-
COLA/Merit Increase	-
101-62-00-100-51111                      Civilian Employees Overtime	32,254
Overtime	32,254
Special	-
101-62-00-100-51115                      Special Emergency Preparedness	-
101-62-00-100-51206                      Life Insurance	2,116
101-62-00-100-51212                      Civilian Pension- 401A Match	9,379
101-62-00-100-51214                      Deferred Compensation- LAGERS	127,769
101-62-00-100-51215                      Health Insurance	159,941
101-62-00-100-51218                      Med Exp - HSA Contribution	8,625
101-62-00-100-51220                      Dental	7,149
101-62-00-100-51221                      Vision	1,218
101-62-00-100-51225                      FICA	68,833
101-62-00-100-51236                      Ins Opt Out Incentive	-
101-62-00-100-51238                      Phone Allowance	1,728
101-62-00-100-51240                      Workers Compensation Insurance	56,790
<i>Supplies, Services, and Charges</i>	<b>440,150</b>
101-62-00-100-52101                      Office Supplies	4,500
General Office Supplies	1,900
Copier + Overages	1,400
First Aide/Eye wash Station supplies	1,200
101-62-00-100-52233                      Uniforms	11,200
Maintenance & Operations	5,700
Engineering & Administration	2,500
Fleet Maintenance	3,000
101-62-00-100-52250                      Professional Services	102,000
Consulting Services	25,000
City Works Tehnical Support	25,000
Tree Services	25,000
Traffic Signal	27,000
101-62-00-100-53101                      Postage	1,250
101-62-00-100-53241                      Printing & Promotions	4,000
Community Outreach	1,000
Advertising	3,000
101-62-00-100-53301                      Dues & Membership	2,700
APWA	2,000
MO Asphalt Pavement Assoc.	500
IMSA	200
MACPP	-
101-62-00-100-53500                      Equipment	24,700
Building Maintenance Tools and Equipment	12,000
New compressor for fleet (one time)	-
Defibulators for PW and Fleet	6,000
Building Maintenance Equipment Rental	2,500
Monthly tablet costs	-
Postage Machine Share	1,000
Water and Ice Machine	3,200
Carpet and Tile Cleaner (one-time)	-

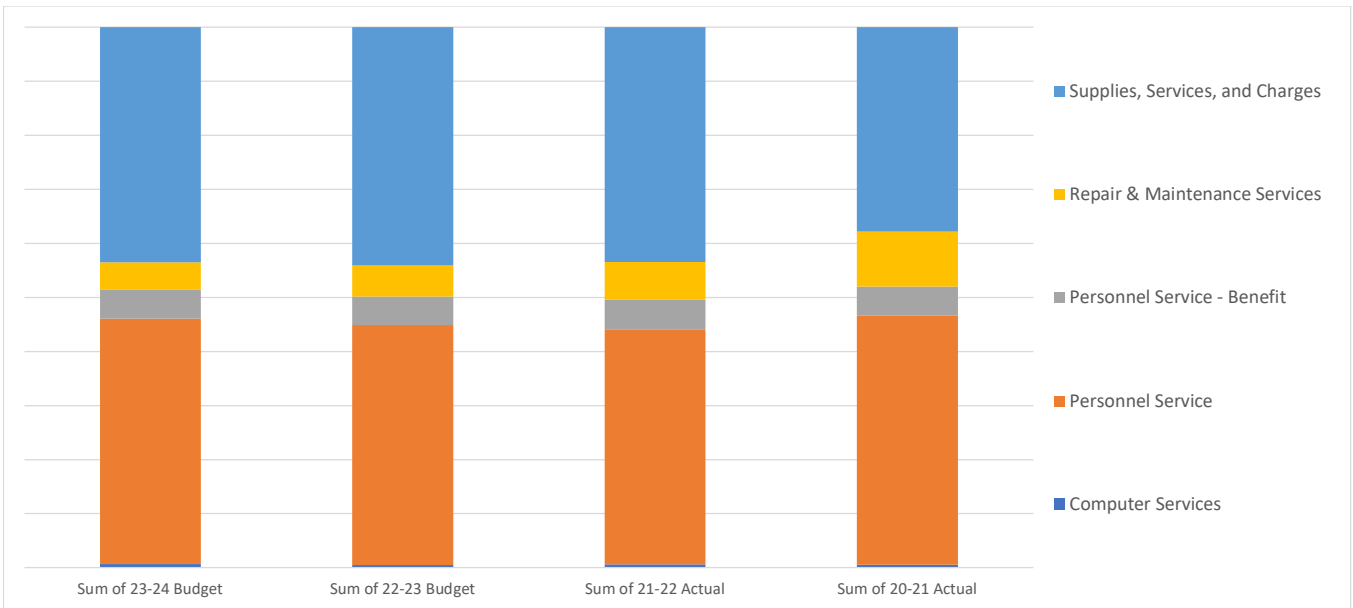
## General Fund - Public Works

101-62-00-100-53644	Computer Services		18,750
	Web GIS	6,500	
	Fuel Master	1,750	
	Zoom	500	
	Adobe	600	
	SAM (Midland) Hosting Service	8,000	
	Raken	1,400	
101-62-00-100-53701	Education and Training		16,800
	In-House Training, Education, Recognitions	3,000	
	CDL Training	2,300	
	Educations & Training	3,500	
	Fleet Training	3,500	
	Pavement Training	500	
	National Conferences	4,000	
101-62-00-100-53705	Meetings & Events		1,750
	Safety Program	1,500	
	Chamber	250	
101-62-00-100-53711	Meals & Travel		7,300
	Professional Training and Development	1,500	
	Local Travel & Meals	500	
	Pavement Training	500	
	APWA Luncheons	300	
	MPR	300	
	National Conferences	4,200	
101-62-00-100-53913	General Liability Insurance		73,000
101-62-00-100-53999	Contractual Services		172,200
	Uniform & Mat Rentals	11,500	
	Shredding	300	
	Fire Alarm Testing, Monitoring and services	3,000	
	Comcast TV @ PW	500	
	Google Fiber Internet	1,000	
	MO tank insurance	400	
	Bi-Annual aerial information	2,000	
	Security and door monitoring @ PW, VM, 7 WR	10,000	
	One-call fees	5,000	
	City-wide Mowing	60,000	
	Trash Disposal	4,500	
	Weather Service	8,000	
	KCPD Radio Connection Fee	20,000	
	Cityworks Contract	46,000	
<i>Repairs &amp; Maintenance</i>			298,150
101-62-00-100-52300	Repair & Maintenance Supplies		13,500
	Welding Supplies	3,500	
	Tools (vehcile)	7,000	
	Gounds Maintenance	3,000	
101-62-00-100-52301	Fuel		40,350
	Fleet	1,850	
	Storm/Snow	16,500	
	Streets	19,000	
	Engineering & Administration	3,000	
101-62-00-100-52750	Building Maintenance		76,800
	Contracted Mechical, Electrical, Plumbing	32,000	
	Generator Maintenance	7,000	
	Various Outsourcing Contractors (other than ME	12,000	
	Turf Treatments	3,000	
	Roof Annual Inspection	3,200	
	Pest Control	1,600	
	Cleaning Supplies/Building Supplies	18,000	

## General Fund - Public Works

101-62-00-100-53600	Repair & Maintenance Services		10,500
		Lift Inspections	500
		Waste fluid pickup	1,700
		Propane fueling system manifold	300
		Fuel Tank Repair/Cleaning	5,000
		Sprinkler system winterization	600
		Fire extinguisher inspection	2,400
101-62-00-100-53996	Water Cut Repairs		30,000
101-62-00-100-55000	Vehicle Expense		127,000
		Boom Truck inspections & repair	2,500
		GPS	3,300
		Vehicle Licensing- Fleet	200
		Vehicle Washes	6,000
		Replacement parts & supplies	65,000
		Outside vendor repairs	50,000
<i>Utilities</i>			<b>600,368</b>
101-62-00-100-53421	Water		6,740
		City Hall	4,500
		6417 Railroad	250
		VM Building	180
		Pocket Park	210
		63rd & Cutoff	320
		63rd & Raytown Trfwy	320
		Gregory & Raytown Road	320
		350 & Raytown Rd	320
		Railroad Bridge	320
101-62-00-100-53401	Electricity		525,400
		City Hall	82,000
		6417 Railroad	2,700
		VM Building	3,700
		Pocket Park	525
		59th Street Fountain	475
		Streetlights	400,000
		Traffic Signals	36,000
101-62-00-100-53411	Gas		54,720
		City Hall	42,750
		6417 Railroad	8,145
		VM Building	3,825
101-62-00-100-53431	Telephone (hard lines)		8,000
101-62-00-100-53441	Mobile Phone & Pagers		5,508
		PW Director	312
		Deputy Director	312
		Janitor/Custodian	-
		City Engineer	312
		2 Supervisors	1,248
		Operation Supervisor	-
		Fleet Supervisor	-
		Mechanic	-
		Right of Way/Project Inspector	312
		Superintendent	312
		Monthly tablet costs	2,700
<i>Capital Expenditures</i>			-
<i>Debt Service</i>			-
<b>Total General Fund Request</b>			<b>2,714,997</b>

**General Fund - Public Works**



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$608,288	\$606,994	\$721,688	\$900,528
Part Time Employees	Personnel Service	\$0	\$0	\$0	\$0
Civilian Employees Overtime	Personnel Service	\$21,697	\$15,925	\$17,551	\$32,254
Special Emergency Preparedness Time	Personnel Service	\$2,637	\$0	\$0	\$0
Life Insurance	Personnel Service	\$1,878	\$1,796	\$2,151	\$2,116
Civilian Pension- 401A Match	Personnel Service	\$6,869	\$8,289	\$4,811	\$9,379
Deferred Compensation- LAGERS	Personnel Service	\$87,112	\$84,842	\$109,467	\$127,769
Health Insurance	Personnel Service	\$110,967	\$116,949	\$163,610	\$159,941
Med Exp - HSA Contribution	Personnel Service - Benefit	\$6,456	\$9,975	\$8,025	\$8,625
Unemployment	Personnel Service - Benefit	\$0	\$0	\$0	\$0
Dental	Personnel Service - Benefit	\$6,281	\$5,919	\$6,743	\$7,149
Vision	Personnel Service - Benefit	\$1,354	\$1,256	\$1,561	\$1,218
FICA	Personnel Service - Benefit	\$44,365	\$43,452	\$54,027	\$68,833
Ins Opt Out Incentive	Personnel Service - Benefit	\$6,669	\$0	\$0	\$0
Phone Allowance	Personnel Service - Benefit	\$759	\$384	\$384	\$1,728
Workers Compensation Insurance	Personnel Service - Benefit	\$33,037	\$45,025	\$50,348	\$56,790
Office Supplies	Supplies, Services, and Charges	\$3,246	\$6,958	\$2,900	\$4,500
Uniforms	Supplies, Services, and Charges	\$9,407	\$11,632	\$16,500	\$11,200
Professional Services	Supplies, Services, and Charges	\$31,173	\$11,319	\$77,000	\$102,000
Postage	Supplies, Services, and Charges	\$885	\$546	\$1,250	\$1,250
Printing & Promotions	Supplies, Services, and Charges	\$563	\$513	\$1,050	\$4,000
Dues & Membership	Supplies, Services, and Charges	\$2,606	\$1,990	\$2,300	\$2,700
Equipment	Supplies, Services, and Charges	\$9,859	\$12,340	\$29,200	\$24,700
Computer Services	Computer Services	\$9,401	\$12,053	\$11,000	\$18,750
Education and Training	Supplies, Services, and Charges	\$4,185	\$7,303	\$38,000	\$16,800
Meetings & Events	Supplies, Services, and Charges	\$1,948	\$698	\$1,750	\$1,750
Meals & Travel	Supplies, Services, and Charges	\$1,442	\$3,582	\$3,100	\$7,300
General Liability Insurance	Supplies, Services, and Charges	\$68,082	\$71,574	\$71,405	\$73,000
Contractual Services	Supplies, Services, and Charges	\$28,638	\$110,798	\$132,715	\$172,200
Repair & Maintenance Supplies	Supplies, Services, and Charges	\$6,985	\$5,879	\$9,000	\$13,500
Fuel	Supplies, Services, and Charges	\$14,475	\$28,823	\$36,750	\$40,350
Building Maintenance	Supplies, Services, and Charges	\$49,385	\$93,992	\$72,800	\$76,800
Repair & Maintenance Services	Repair & Maintenance Services	\$33,837	\$3,495	\$4,750	\$10,500
Vehicle Expense	Repair & Maintenance Services	\$150,579	\$131,820	\$126,000	\$127,000
Water	Supplies, Services, and Charges	\$5,948	\$6,318	\$6,740	\$6,740
Electricity	Supplies, Services, and Charges	\$427,844	\$432,342	\$475,400	\$525,400
Gas	Supplies, Services, and Charges	\$13,145	\$20,274	\$24,320	\$54,720
Telephone (hard lines)	Supplies, Services, and Charges	\$9,113	\$7,597	\$8,000	\$8,000
Mobile Phone & Pagers	Supplies, Services, and Charges	\$1,745	\$2,094	\$2,832	\$5,508
Cash Long & Short	Supplies, Services, and Charges	-\$5	\$0	\$0	\$0
Water Cut Repairs	Supplies, Services, and Charges	\$0	\$0	\$0	\$30,000
<b>Totals</b>		<b>\$1,822,857</b>	<b>\$1,924,746</b>	<b>\$2,295,129</b>	<b>\$2,714,997</b>
<b>% Increase/Decrease</b>			<b>6%</b>	<b>19%</b>	<b>18%</b>

# COMMUNITY DEVELOPMENT

*Mission Statement:*

To serve our residents through the efficient processing of development-related permits and navigation through the components of the Municipal Code for various review and approval processes. The Department is comprised of Building & Neighborhood Services Division and Planning and Development Services Division, with staff members all working toward improving and protecting health, safety, and quality of life in the community.

*Key Services:*

Animal control, planning & zoning, new development, redevelopment, business licenses, liquor licenses, building inspection/safety, code enforcement.



## COMMUNITY DEVELOPMENT DEPARTMENT

### P1 – Strategic Goals and Strategies

#### SWOT

- **Strengths** – Our staff is our greatest strength. We have knowledgeable staff who care and have experience.
- **Weaknesses** – Weakness is not having enough staff for the Codes and Animal Control Division. Ideally, these two job functions would be separate. These two job duties are high stress and high volume and ideally would not be combined.
- **Opportunities** – Going almost paperless, through new software, is a great opportunity for 2024. We will be more environmentally friendly and have stored documents at our fingertips.
- **Threats** – Animal shelter quitting their contract at the last minute, with the contractual minimum notice. We are scrambling to obtain these shelter services from another organization.

**Define problem facing your department-** The lack of an Animal Shelter is the biggest problem we are facing today.

**Develop a vision to address the problem-** We have a RFP out and we are contacting organizations personally to try to obtain these services.

**Develop Strategies to implement strategies to obtain the vision-** a long-term strategy would be to look for funding to start our own shelter services.

**Execute and how to monitor/evaluate strategies-** Success is its own evaluator. Once we have recognized funding, then applying for this funding, and receiving funding. These are the first steps to success.

**General Fund - Community Development**

Community Development Budget      2020-2021 Actual      2021-2022 Actual      2022-2023 Projected      2023-2024 Budget

Expense Category				
Personnel Services	700,081	661,466	888,028	933,901
Supplies, Services, and Charges	233,807	225,964	396,320	415,101
Repairs & Maintenance	4,352	7,019	10,625	10,625
Utilities	5,603	3,406	6,500	6,500
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-
<hr/>				
<b>Total General Fund Request</b>	<b>943,843</b>	<b>897,854</b>	<b>1,301,473</b>	<b>1,366,127</b>

Request Increase (Decrease) from FY 23 Projected      64,654  
 % change from FY 23 Projected      4.97%

**Personnel Summary - Full time Equivalents (FTE)**

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference
Administrative Assistant	-	1.00	1.00	-
Building Official	1.00	1.00	1.00	-
Director	1.00	1.00	1.00	-
N.S. Specialist	4.00	4.00	4.00	-
N.S. Supervisor	-	-	-	-
Inspector	1.00	1.00	1.00	-
Permit Tech	3.00	3.00	3.00	-
Planning & Zoning Coordinator	1.00	1.00	1.00	-
	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>-</b>

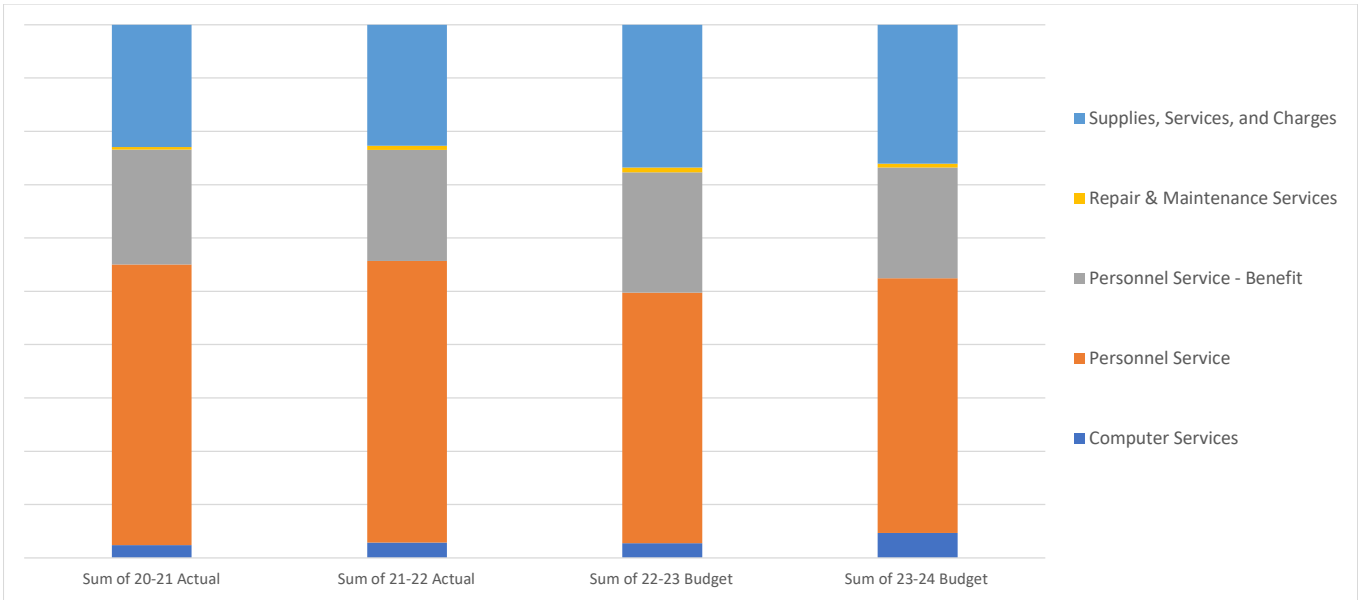
## General Fund - Community Development

Expense Category	Fiscal Year 2024 Budget
<i>Personnel Services</i> <b>933,901</b>	
101-82-00-100-51102	Civilian Employees 615,921
	Annual Salary 603,262
	COLA/Merit Increase 12,659
101-82-00-100-51106	Part Time Employees
101-82-00-100-51111	Civilian Employees Overtime <b>29,676</b>
	Special Hours 4,740
	Overtime 24,936
101-82-00-100-51115	Special Emergency Preparedness -
101-82-00-100-51206	Life Insurance 1,439
101-82-00-100-51212	Civilian Pension- 401A Match 4,465
101-82-00-100-51214	Deferred Compensation- LAGERS 91,675
101-82-00-100-51215	Health Insurance 113,638
101-82-00-100-51218	Med Exp - HSA Contribution 7,500
101-82-00-100-51220	Dental 6,294
101-82-00-100-51221	Vision 1,252
101-82-00-100-51225	FICA 49,388
101-82-00-100-51236	Ins Opt Out Incentive -
101-82-00-100-51238	Phone Allowance -
101-82-00-100-51240	Workers Compensation Insurance 12,653
<i>Supplies, Services, and Charges</i> <b>415,101</b>	
101-82-00-100-52101	Office Supplies <b>8,000</b>
	Other office supplies 4,000
	Copy overages 4,000
101-82-00-100-52122	Credit Card Processing Charge 3,400
101-82-00-100-52200	Operating Supplies 3,800
101-82-00-100-52233	Uniforms 4,000
101-82-00-100-52250	Professional Services <b>100,000</b>
	Veterinary & Boarding Services 95,000
	Pet Cremation 5,000
101-82-00-100-53101	Postage <b>7,550</b>
	Business License 1,250
	Liquor License 800
	Certified Notifications 500
	Code Enforcement 3,000
	Rental Regulations 2,000
101-82-00-100-53241	Printing & Promotions <b>6,750</b>
	Courier 4,000
	Rental Regulations 750
	Missouri Lawyers Media 1,250
	ICC books 750

## General Fund - Community Development

101-82-00-100-53301	Dues & Membership		<b>2,375</b>
	Inter. Code Council	500	
	ICC Metro	300	
	Nat. Animal Control	375	
	Permit Tech	300	
	APA Membership	400	
	MO Code Enforcement	500	
101-82-00-100-53500	Equipment		<b>10,200</b>
	Postage Machine Share	1,000	
	Animal mico chips	1,200	
	Misc.	5,000	
	Telephone	3,000	
101-82-00-100-53565	Temp Agency Service		<b>12,000</b>
	Temporary Personnel	12,000	
101-82-00-100-53597	Weeds/Brush- Nuisance Abatement		<b>145,000</b>
	Weeds & Brush	75,000	
	Minor Home Repair	50,000	
	Tree Service	5,000	
	Dangerous Structure	10,000	
	General Nuisance	5,000	
101-82-00-100-53644	Computer Services		<b>63,300</b>
	Software use	1,800	
	Incode Maint	4,000	
	Energov Maint/ IPAD	5,000	
	Energov IT	30,000	
	Energov Maint	22,500	
101-82-00-100-53701	Education and Training		<b>4,750</b>
	ICC	2,750	
	Code Enforcement	500	
	Permit Tech	500	
	MO APA Conference	500	
	Incode	500	
101-82-00-100-53711	Meals & Travel		<b>3,000</b>
101-82-00-100-53913	General Liability Insurance		<b>40,976</b>
	<i>Repairs &amp; Maintenance</i>		<b>10,625</b>
101-82-00-100-52301	Fuel		9,000
101-82-00-100-55000	Vehicle Expense		1,625
	Car wash-Vac	250	
	GPS	1,375	
	<i>Utilities</i>		<b>6,500</b>
101-82-00-100-53431	Telephone (hard lines)		372
101-82-00-100-53441	Mobile Phone & Pagers		6,128
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
	<i>Total General Fund Request</i>		<b>1,366,127</b>

**General Fund - Community Development**



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$475,605	\$451,966	\$525,009	\$615,921
Part Time Employees	Personnel Service	\$0	\$0	\$0	\$0
Civilian Employees Overtime	Personnel Service	\$13,028	\$17,899	\$33,010	\$29,676
Special Emergency Preparedness Titr	Personnel Service	\$2,310	\$0	\$0	\$0
Life Insurance	Personnel Service	\$1,503	\$1,275	\$1,577	\$1,439
Civilian Pension- 401A Match	Personnel Service	\$4,272	\$3,224	\$4,407	\$4,465
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$73,648	\$64,103	\$86,493	\$91,675
Health Insurance	Personnel Service - Benefit	\$64,528	\$67,459	\$113,638	\$113,638
Med Exp - HSA Contribution	Personnel Service - Benefit	\$6,000	\$6,000	\$7,500	\$7,500
Dental	Personnel Service - Benefit	\$4,423	\$3,915	\$6,684	\$6,294
Vision	Personnel Service - Benefit	\$819	\$779	\$1,338	\$1,252
FICA	Personnel Service - Benefit	\$35,447	\$33,453	\$42,688	\$49,388
Ins Opt Out Incentive	Personnel Service - Benefit	\$8,817	\$2,511	\$1,992	\$0
Phone Allowance	Personnel Service - Benefit	\$0	\$0	\$0	\$0
Workers Compensation Insurance	Personnel Service - Benefit	\$9,681	\$8,882	\$10,870	\$12,653
Office Supplies	Supplies, Services, and Charges	\$7,141	\$6,859	\$8,000	\$8,000
Operating Supplies	Supplies, Services, and Charges	\$4,258	\$1,833	\$3,800	\$3,800
Uniforms	Supplies, Services, and Charges	\$2,017	\$2,256	\$3,300	\$4,000
Professional Services	Supplies, Services, and Charges	\$50,550	\$56,645	\$100,000	\$100,000
Postage	Supplies, Services, and Charges	\$6,266	\$5,934	\$7,000	\$7,550
Printing & Promotions	Supplies, Services, and Charges	\$4,479	\$3,370	\$6,250	\$6,750
Dues & Membership	Supplies, Services, and Charges	\$522	\$601	\$2,375	\$2,375
Equipment	Supplies, Services, and Charges	\$2,386	\$9,084	\$10,200	\$10,200
Temp Agency Service	Supplies, Services, and Charges	\$16,180	\$3,127	\$12,000	\$12,000
Weeds/Brush- Nuisance Abatement	Supplies, Services, and Charges	\$74,875	\$68,565	\$116,000	\$145,000
Computer Services	Computer Services	\$22,594	\$25,450	\$33,300	\$63,300
Education and Training	Supplies, Services, and Charges	\$2,288	\$1,148	\$4,750	\$4,750
Meals & Travel	Supplies, Services, and Charges	\$1,344	\$2,033	\$3,000	\$3,000
General Liability Insurance	Supplies, Services, and Charges	\$39,033	\$39,039	\$38,975	\$40,976
Fuel	Repair & Maintenance Services	\$3,300	\$6,101	\$9,000	\$9,000
Vehicle Expense	Repair & Maintenance Services	\$1,052	\$918	\$1,625	\$1,625
Telephone (hard lines)	Supplies, Services, and Charges	\$0	\$0	\$372	\$372
Mobile Phone & Pagers	Supplies, Services, and Charges	\$5,603	\$3,406	\$6,128	\$6,128
Cash Long & Short	Supplies, Services, and Charges	-\$125	\$20	\$0	\$0
<b>Totals</b>		<b>\$943,843</b>	<b>\$897,854</b>	<b>\$1,201,281</b>	<b>\$1,362,727</b>
<b>% Increase/Decrease</b>			<b>-5%</b>	<b>34%</b>	<b>13%</b>



# PARK FUND





# PARK FUND

## Goals:

- To maintain the City's publicly owned property and facilities for the safe use of participants of all ages and abilities.
- To work to manage the public funds in a wise and responsible manner to the benefit of the citizens of Raytown.
- To provide a safe and equitable working space for staff, and develop their skills in order to meet the needs of the City of Raytown.
- To seek out new recreation opportunities that will enhance the quality of life for Raytown citizens and park patrons.

## PARK & RECREATION DEPARTMENT

### P1 – Strategic Goals and Strategies

#### SWOT

- **Strengths**
  - Staff
  - Connections with Raytown Citizens and community groups
  - Public image in Raytown
  - Working with other City departments
  
- **Weaknesses**
  - Funding
  - Deferred maintenance
  - Aging facilities
  
- **Opportunities**
  - Grants
  - Sales Tax initiative
  - Location within the KC Metro area
  
- **Threats**
  - Aging facilities that require excess funds to keep safe and open to the public.
  - Vandalism and Park security

Define problem facing your department- Increase in Personnel costs to be viable in the job market that erode our budgetary abilities to maintain public facilities and structures.

Develop a vision to address the problem- Sales Tax increase to address the Personnel costs and inflation of material costs, to increase our ability to maintain the Parks.

Develop Strategies to implement strategies to obtain the vision- Use contacts within the community to bolster support for a Sales Tax increase to improve the financial standing of the Parks Dept. Connect with the citizens and community groups in Raytown to create focus groups that will help prioritize our opportunities for further development, new facilities, and new recreation opportunities.

Execute and how to monitor/evaluate strategies- Build support for increased revenue to the Parks Dept. Maintain contact with the support groups to gain public feedback on how the budget increase should be used for the improvement of public facilities and opportunities. Monitor the Parks budget and maintenance schedule to ensure that the funds are being used effectively for the public good.

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
PARK FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$1,373,656	\$1,360,300	\$1,288,510	\$2,830,970
Percentage Change	23.72%	-1.20%	-5.28%	119.71%
<b>Total Expenditures</b>	1,676,198	1,840,863	1,284,916	3,299,004
Percentage Change	67.05%	16.41%	-30.20%	156.75%
<b>Revenues over (under) Expenditures</b>	<u>(302,542)</u>	<u>(480,563)</u>	<u>3,594</u>	<u>(468,034)</u>
<b>Fund Balance Appropriated</b>	<u>302,542</u>	<u>480,563</u>	<u>-</u>	<u>468,034</u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u><u>\$0.00</u></u>	<u><u>\$0</u></u>	<u><u>\$3,594</u></u>	<u><u>\$0</u></u>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$1,291,702	\$854,792	\$854,792	\$858,386
Percentage Change	9.02%	-41.30%	-5.67%	0.42%
Restricted Fund Balance	\$41,673	\$41,673	\$41,673	\$41,673
Total Fund Balance	<u><u>1,030,833</u></u>	<u><u>\$415,902</u></u>	<u><u>\$900,059</u></u>	<u><u>\$432,025</u></u>
Percentage Change	-22.69%	-50.14%	-17.64%	-52.00%

Detailed Summary of Park Fund Revenues

		2021-2022	2022-2023	2022-2023	2023-2024
		Actual	Budget	Projected	Budget
<b>FUND: Park</b>					
<b>Property Taxes</b>					
Real Estate (Property) Tax	201-92-00-100-41101	\$ 465,166	\$ 455,000	\$ 468,261	\$ 559,998
Personal Property Tax	201-92-00-100-41102	98,891	90,000	\$ 117,619	107,184
Delinquent Real Estate Taxes	201-92-00-100-41104	11,209	13,000	\$ 10,212	12,000
Penalties	201-92-00-100-41105	9,872	10,000	\$ 9,694	9,900
Excess Proceeds	201-92-00-100-41106	-	-		
Railroad & Utilities Tax	201-92-00-100-41107	20,127	19,000	\$ 20,640	19,700
(Real Estate) Replacement Tax	201-92-00-100-41108	28,638	28,000	\$ 29,383	28,500
Circuit Breaker Refund	201-92-00-100-41110	(908)	(1,000)	\$ (669)	(680)
Delinquent Property Tax Revenue	201-92-00-100-41111	9,733	8,000	\$ 9,288	9,700
<b>Total Property Tax</b>		<b>642,728</b>	<b>622,000</b>	<b>664,427</b>	<b>746,302</b>
<b>General Sales Tax</b>					
Parks/Storm Water Capital Sales Tax	201-00-00-100-41205	354,880	327,000	368,811	370,000
<b>Total General Sales Tax</b>		<b>354,880</b>	<b>327,000</b>	<b>368,811</b>	<b>370,000</b>
<b>Grants</b>					
Grants (LWCF S.S. Demo)	201-92-00-753-43101	-	-	-	456,000
Grants (53rd St./ S.S. redevelopment)	201-92-00-754-43101	-	-	-	100,000
Grants (Kenagy redevelopment)	201-92-00-755-43101	-	-	-	1,000,000
Federal Grant-American Rescue Plan Act	101-00-00-723-43101			22,077	
Grants	201-92-00-100-43101	224,486	335,000	50,000	31,500
<b>Total Grants</b>		<b>224,486</b>	<b>335,000</b>	<b>72,077</b>	<b>1,587,500</b>
<b>Service Charges</b>					
Ballfield Lights Fees	201-92-00-100-47101	1,445	3,000	1,380	1,500
Shelter House Rental Fees	201-92-00-100-47105	23,184	22,000	26,233	25,000
Sports Field Rental Fees	201-92-00-100-47110	8,952	12,000	2,260	1,500
Concession Permit	201-94-00-902-47115		-	-	
Golf Lessons	201-94-00-902-47201		-	-	
Team Sports League	201-92-00-100-47204	26,088	18,000	20,699	24,000
Participant Fees	201-92-00-200-47401	34,088	-	28,094	-
Concession Sales	201-92-00-200-47405	3,948	-	3,449	-
Credit Card Processing Fee	201-92-00-000-42122	754	-	713	968
<b>Total Service Charges</b>		<b>98,458</b>	<b>55,000</b>	<b>82,828</b>	<b>52,968</b>
<b>Miscellaneous</b>					
Interest Earnings	201-92-00-100-46101	9,235	2,000	48,943	30,000
Investment Income	201-00-00-100-46102	2,958	400	17,804	17,000
Gain on Sale of Fixed Assets	201-92-00-100-46303	16,300	4,500	25,690	15,000
Miscellaneous Revenue	201-00-00-100-46401		300	-	
Vending Machine-Kenagy	201-92-00-100-47116	1,338	1,100	1,235	1,200
Donations	201-92-00-100-47220	12,550	12,000	5,850	11,000
Other Income	201-92-00-100-47425	489	1,000	846	
<b>Total Miscellaneous</b>		<b>42,869</b>	<b>21,300</b>	<b>100,368</b>	<b>74,200</b>
<b>Fund Balance Appropriated</b>					
			-	-	-
<b>TOTAL PARKS REVENUE</b>		<b>\$ 1,363,421</b>	<b>\$ 1,360,300</b>	<b>\$ 1,288,510</b>	<b>\$ 2,830,970</b>

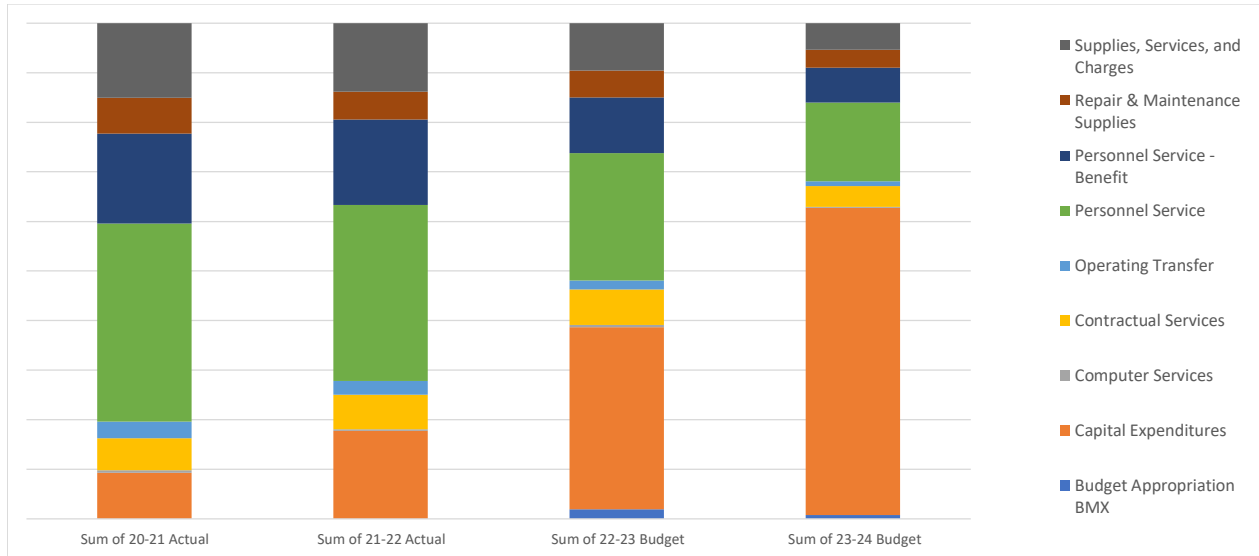
Expense Category		FY24 Budget
<b>Personnel Services</b>		<b>753,004</b>
201-92-00-100-51102	Civilian Employees	489,668
	Annual Salary	479,542
	COLA/Merit Increase	10,126
201-92-00-100-51106	Part Time Employees	26,250
	Annual Salary	26,250
	COLA/Merit Increase	
201-92-00-100-51111	Civilian Employees Overtime	7,075
	Overtime	7,075
201-92-00-100-51115	Special Emergency Preparedness	-
201-92-00-100-51206	Life Insurance	1,086
201-92-00-100-51212	Civilian Pension- 401A Match	2,963
201-92-00-100-51214	Deferred Compensation- LAGERS	69,533
201-92-00-100-51215	Health Insurance	76,849
201-92-00-100-51218	Med Exp - HSA Contribution	6,000
201-92-00-100-51220	Dental	5,271
201-92-00-100-51221	Vision	996
201-92-00-100-51225	FICA	40,390
201-92-00-100-51231	Auto Allowance	4,980
201-92-00-100-51236	Ins Opt Out Incentive	-
201-92-00-100-51238	Phone Allowance	3,360
201-92-00-100-51240	Workers Compensation Insurance	18,583
<b>Supplies, Services, and Charges</b>		<b>269,200</b>
201-92-00-100-52101	Office Supplies	600
201-92-00-100-52122	Credit Card Processing Charge	3,500
201-92-00-100-52200	Operating Supplies	3,450
	Janitorial Supplies for parks	1,800
	First Aid/Safety Gear	900
	Supplies -General Inventory	750
201-92-00-100-52233	Uniforms	3,300
201-92-00-100-52250	Professional Services	1,100
	New Hires	1,100
201-92-00-100-53101	Postage	500
201-92-00-100-53241	Printing & Promotions	1,500
201-92-00-100-53301	Dues & Membership	2,900
	Missouri Parks , National Parks Chamber, KCMPRDA, CEU, Sam's	
201-92-00-100-53500	Equipment	1,700
	Data Max copier lease	1,000
	office furniture	700
201-92-00-100-53644	Computer Services/technology improvements	9,000
	Itek computer services	
201-92-00-100-53701	Education and Training	3,400
	MPRA/NRPA/WWA	2,400
	Arborist Training and Cont. Ed.	1,000
201-92-00-100-53711	Meals & Travel	1,350
201-92-00-100-53913	General Liability Insurance	44,000
201-92-00-100-53961	Bank Charges	4,300
201-92-00-100-53999	Contractual Services	136,800
	Trash Hauling	6,500
	Port-a-potties	7,500
	Legal Services	5,000
	Asset Management	16,000

Parks Fund

	Security Contractor	26,000
	Alarm Service	3,800
	Creative Communities Alliance	4,000
	Camera contract	-
	Architect and Engineering fees	18,000
	Mowing	50,000
201-92-00-100-54500	Rec Programs	51,800
	<b>Repairs &amp; Maintenance</b>	<b>121,000</b>
201-92-00-100-52300	Repair & Maintenance Supplies	94,700
	Landscaping	12,000
	Ballfield Improvements	2,000
	Maintenance -park structures	12,700
	Maintenance - athletic fields and electrical	14,000
	Maintenance - Mowers, power equip.	9,000
	Maintenance Equipment- Small Tools	10,000
	TRIM- Tree work	35,000
201-92-00-100-52301	Fuel	15,000
201-92-00-100-53600	Repair & Maintenance Services	1,500
	Office Janitorial	1,500
201-92-00-100-55000	Vehicle Expense	9,800
	General	8,000
	GPS	1,800
	<b>Utilities</b>	<b>56,200</b>
201-92-00-100-53421	Water	7,700
201-92-00-100-53401	Electricity	38,000
201-92-00-100-53411	Gas	3,300
201-92-00-100-53431	Telephone (hard lines) and WIFI	7,200
	<b>Capital Expenditures</b>	<b>2,041,000</b>
201-92-00-100-57000	Capital Expenditures	2,041,000
	Park Improvements	29,000
201-92-00-753-57000	Super Splash Redevelopment - LWCF	912,000
201-92-00-754-57000	53rd St./ S.S. Redevelopment	100,000
201-92-00-755-57000	Kenagy Redevelopment	1,000,000
	<b>Debt Service</b>	<b>-</b>
	<b>Operating Transfer</b>	<b>33,600</b>
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600
	<b>Budget Appropriations</b>	<b>25,000</b>
201-00-00-100-58000	Budget Appropriation BMX	25,000
	<b>Total Park Fund Request</b>	<b>3,299,004</b>

## Budget Expense History

### Park Fund 201 History



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$379,518	\$412,344	\$435,394	\$489,668
Part Time Employees	Personnel Service	\$18,145	\$19,241	\$32,500	\$26,250
Civilian Employees Overtime	Personnel Service	\$3,437	\$3,810	\$5,113	\$7,075
Life Insurance	Personnel Service - Benefit	\$1,080	\$1,209	\$1,086	\$1,086
Civilian Pension- 401A Match	Personnel Service - Benefit	\$4,121	\$3,413	\$2,500	\$2,963
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$49,488	\$58,208	\$68,085	\$69,533
Health Insurance	Personnel Service - Benefit	\$51,785	\$78,416	\$58,329	\$76,849
Med Exp - HSA Contribution	Personnel Service - Benefit	\$6,000	\$6,875	\$6,000	\$6,000
Dental	Personnel Service - Benefit	\$3,590	\$4,283	\$5,271	\$5,271
Vision	Personnel Service - Benefit	\$796	\$921	\$996	\$996
FICA	Personnel Service - Benefit	\$29,207	\$30,733	\$36,566	\$40,390
Auto Allowance	Personnel Service - Benefit	\$5,246	\$5,048	\$4,980	\$4,980
Ins Opt Out Incentive	Personnel Service - Benefit	\$5,419	\$1,349	\$1,992	\$0
Phone Allowance	Personnel Service - Benefit	\$2,560	\$2,988	\$3,360	\$3,360
Workers Compensation Insurance	Personnel Service - Benefit	\$22,451	\$18,062	\$17,627	\$18,583
Office Supplies	Supplies, Services, and Charges	\$642	\$353	\$600	\$600
Operating Supplies	Supplies, Services, and Charges	\$3,293	\$3,928	\$3,450	\$3,450
Uniforms	Supplies, Services, and Charges	\$2,806	\$2,453	\$3,300	\$3,300
Professional Services	Supplies, Services, and Charges	\$1,150	\$633	\$1,400	\$1,100
Postage	Supplies, Services, and Charges	\$3	\$320	\$500	\$500
Printing & Promotions	Supplies, Services, and Charges	\$184	\$319	\$1,500	\$1,500
Dues & Membership	Supplies, Services, and Charges	\$815	\$1,093	\$2,900	\$2,900
Equipment	Supplies, Services, and Charges	\$0	\$361	\$1,700	\$1,700
Computer Services	Computer Services	\$4,899	\$3,567	\$7,500	\$9,000
Education and Training	Supplies, Services, and Charges	\$700	\$1,043	\$3,400	\$3,400
Meals & Travel	Supplies, Services, and Charges	\$347	\$818	\$1,350	\$1,350
General Liability Insurance	Supplies, Services, and Charges	\$40,979	\$44,623	\$43,765	\$44,000
Bank Charges	Supplies, Services, and Charges	\$5,005	\$3,965	\$4,300	\$4,300
Contractual Services	Contractual Services	\$65,050	\$85,485	\$132,300	\$136,800
Rec Programs	Supplies, Services, and Charges	\$19,267	\$24,587	\$51,800	\$51,800
Repair & Maintenance Supplies	Repair & Maintenance Supplies	\$37,338	\$38,175	\$73,200	\$94,700
Fuel	Repair & Maintenance Supplies	\$7,807	\$11,137	\$15,000	\$15,000
Repair & Maintenance Services	Repair & Maintenance Supplies	\$900	\$900	\$1,500	\$1,500
Vehicle Expense	Repair & Maintenance Supplies	\$4,806	\$5,869	\$9,800	\$9,800
Water	Supplies, Services, and Charges	\$6,910	\$6,493	\$7,700	\$7,700
Electricity	Supplies, Services, and Charges	\$30,521	\$33,858	\$38,000	\$38,000
Gas	Supplies, Services, and Charges	\$2,337	\$3,242	\$3,300	\$3,300
Telephone (hard lines) and WIFI	Supplies, Services, and Charges	\$5,463	\$6,149	\$7,200	\$7,200
Telephone (hard lines) BMX	Supplies, Services, and Charges	\$369	\$327	\$0	\$0
Capital Expenditures	Capital Expenditures	\$93,092	\$217,778	\$677,000	\$2,041,000
Operating Transfer - TIF EAT's	Operating Transfer	\$33,701	\$34,454	\$33,600	\$33,600
Budget Appropriation BMX	Budget Appropriation BMX	\$0	\$0	\$35,000	\$25,000
<b>Totals</b>		<b>\$1,003,418</b>	<b>\$1,226,893</b>	<b>\$1,840,863</b>	<b>\$3,295,504</b>
<b>% Increase/Decrease</b>			<b>22%</b>	<b>50%</b>	<b>79%</b>

# TRANSPORTATION SALES TAX





Transportation Sales Tax Fund

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
TRANSPORTATION SALES TAX FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	<b>\$1,988,770</b>	<b>\$1,583,500</b>	<b>\$2,513,133</b>	<b>\$1,655,161</b>
Percentage Change	-3.36%	2.39%	58.71%	-34.14%
<b>Total Expenditures</b>	<b>\$1,772,475</b>	<b>1,687,575</b>	<b>2,556,812</b>	<b>1,623,150</b>
Percentage Change	-41.40%	147.58%	51.51%	-36.52%
<b>Revenues over (under) Expenditures</b>	<u><b>216,295</b></u>	<u><b>(104,075)</b></u>	<u><b>(43,679)</b></u>	<u><b>32,011</b></u>
<b>Fund Balance Appropriated</b>	<u><b>-</b></u>	<u><b>104,075</b></u>	<u><b>43,679</b></u>	<u><b>-</b></u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u><u><b>\$216,295</b></u></u>	<u><u><b>\$0</b></u></u>	<u><u><b>\$0</b></u></u>	<u><u><b>\$32,011</b></u></u>
<b>Fund Balance</b>				
<b>Restricted Fund Balance</b>	<b>\$1,027,996</b>	<b>\$1,140,216</b>	<b>\$992,463</b>	<b>\$980,795</b>
Percentage Change	-48.47%	237.90%	194.11%	-1.18%
Restricted Fund Balance	\$0	\$0	\$0	\$0
<b>Total Fund Balance</b>	<u><u><b>\$1,244,291</b></u></u>	<u><u><b>\$1,036,141</b></u></u>	<u><u><b>948,784</b></u></u>	<u><u><b>\$1,012,805</b></u></u>
Percentage Change	21.04%	-48.06%	-52.44%	6.75%

Transportation Sales Tax Fund

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: Transportation Sales Tax</b>					
<b>Sales Tax</b>					
Transportation Sales Tax	204-00-00-100-41203	\$ 1,705,196	\$ 1,580,100	\$ 1,656,682	\$ 1,600,000
TIF - EATS	204-00-00-001-41206	-	-	\$ -	\$ -
Total General Sales Tax		1,705,196	1,580,100	1,656,682	1,600,000
<b>Grants</b>					
Grants - MARC Traffic Study	204-62-00-710-43000				10,000
Grants - 83rd Street Bridge	204-62-00-711-43101				-
Grants - 59th Street Sidewalk	204-62-00-713-43101	-	-	\$ -	\$ -
Grants - 350 Hwy & Raytown Rd	204-62-00-714-43101	171,816	-	\$ -	\$ -
Grants - TEAP	204-62-00-720-43101	-	-	\$ -	\$ -
Total Grants		171,816	-	-	10,000
<b>Miscellaneous</b>					
Interest Earnings	204-00-00-100-46101	10,305	3,000	\$ 41,666	\$ 33,333
Investment Income	204-00-00-100-46102	3,454	400	\$ 14,785	\$ 11,828
Miscellaneous Revenue	204-62-00-100-46401	98,000	-	\$ -	\$ -
Total Miscellaneous		111,759	3,400	56,451	45,161
<b>One Time Revenues</b>					
Bond Issuance					
Total One Time Revenues		-	-	-	-
<b>Transfer From Other Funds</b>					
Total Transfers From Other Funds	204-00-00-100-49951	-	-	800,000	-
<b>TOTAL TRANS. SALES TAX REVENUE</b>		<b>\$ 1,988,770</b>	<b>\$ 1,583,500</b>	<b>\$ 2,513,133</b>	<b>\$ 1,655,161</b>

Transportation Sales Tax Fund

**Transportation Sales Tax Fund Budget**

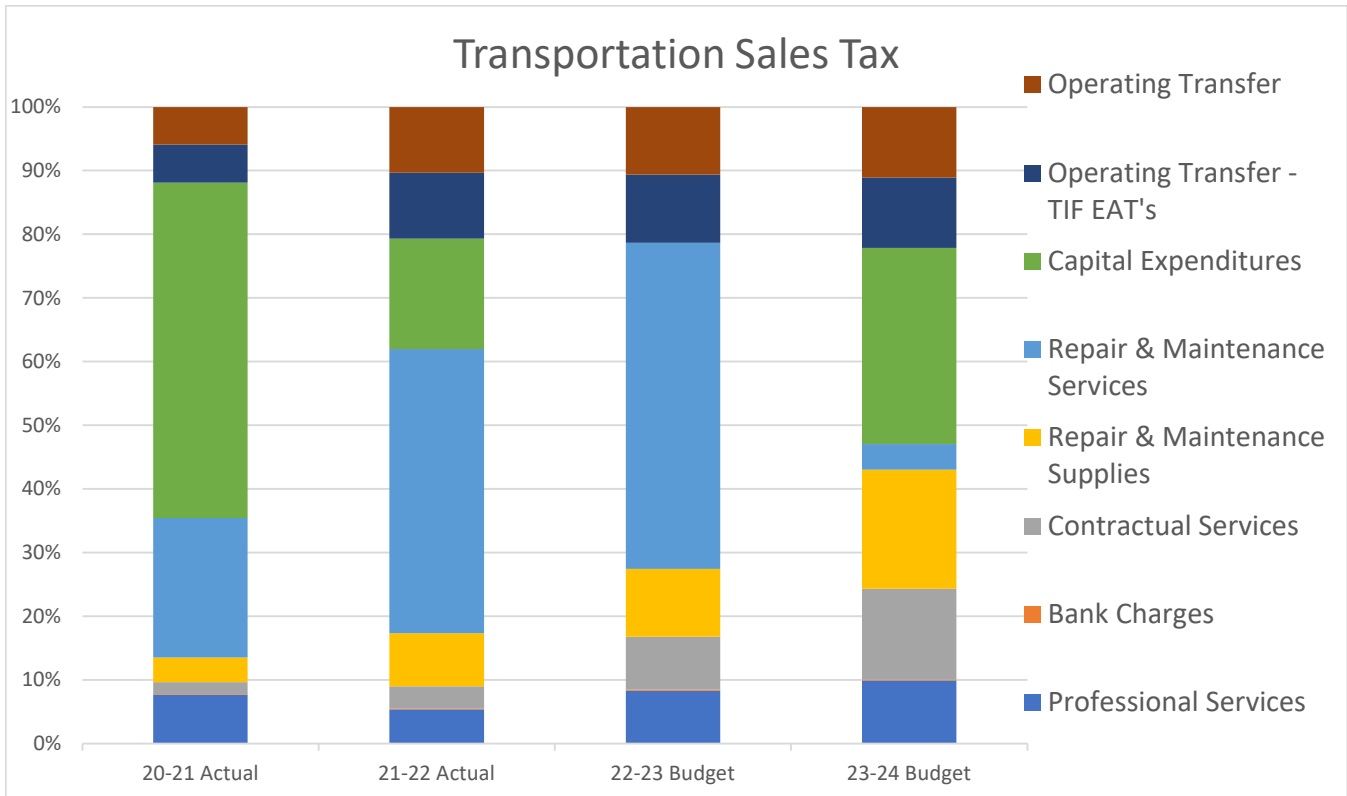
2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	-	-	-	-
Supplies, Services, and Charges	290,981	158,846	205,704	394,750
Repairs & Maintenance	780,744	939,063	1,842,495	368,400
Utilities	-	-	-	-
Capital Expenditures	1,593,565	307,315	152,714	500,000
Debt Service	-	-	-	-
Operating Transfer	359,472	367,250	355,898	360,000
<hr/>				
<b>Total Transportation Sales Tax Fund Request</b>	<b>3,024,762</b>	<b>1,772,475</b>	<b>2,556,812</b>	<b>1,623,150</b>

Transportation Sales Tax Fund

Expense Category		FY24 Budget
<i>Supplies, Services, and Charges</i>		394,750
204-62-00-100-52250	Professional Services	160,000
	On-Call Services Consultant	25,000
	Engineering Services Street Maintenance	45,000
	Engineering Services	70,000
	Marc Grant Traffic Study	20,000
204-62-00-100-53961	Bank Charges	3,000
204-00-00-100-53999	Contractual Services	231,750
	Preventative Maintenance on Traffic Contract	27,600
	Snow Removal Assistance	75,000
	KCATA	129,150
<i>Repairs &amp; Maintenance</i>		368,400
204-62-00-100-52300	Repair & Maintenance Supplies	303,400
	Street Maintenance	50,000
	Traffic Maintenance	12,400
	Curb/Sidewalk Maintenance	110,000
	Salt Contingency	100,000
	Hoists for salt spreaders	16,000
	Heavy power washer to wash undercarriage of vehicles	11,000
	Commercial Rolling Safety Ladders	4,000
204-62-00-100-53600	Repair & Maintenance Services	65,000
	Contracted Street Maintenance	-
	Patching and Base Repair	-
	Crackseal Program	-
	Surface Treatment	-
	Annual Pavement Marking Project	65,000
	Pavement Condition Assessment	-
	Contracted Street Maintenance	-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		500,000
204-62-00-100-57000	Capital Expenditures	500,000
	2023 Street Reconstruction	-
	2023 Street Reconstruction Design	-
	Traffic Signal Replacement	-
	Alleyway Design	-
	Neighborhood Street Reconstruction Design	-
	Street Program	500,000
<i>Debt Service</i>		-
<i>Operating Transfer</i>		360,000
204-00-00-100-59950	Operating Transfer - TIF EAT's	180,000
204-00-00-100-59951	Operating Transfer	180,000
<i>Total Transportation Sales Tax Fund Request</i>		1,623,150

**Budget Expense History**  
**Transportation Sales Tax Fund**  
**204 History**



Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Professional Services	\$231,541	\$95,194	\$140,000	\$160,000
Bank Charges	\$3,218	\$2,152	\$3,000	\$3,000
Contractual Services	\$56,222	\$61,500	\$139,575	\$231,750
Repair & Maintenance Supplies	\$117,949	\$148,047	\$180,000	\$303,400
Repair & Maintenance Services	\$662,795	\$791,016	\$865,000	\$65,000
Capital Expenditures	\$1,593,565	\$307,315	\$0	\$500,000
Operating Transfer - TIF EAT's	\$179,736	\$183,754	\$180,000	\$180,000
Operating Transfer	\$179,736	\$183,496	\$180,000	\$180,000
<b>Totals</b>	<b>\$3,024,762</b>	<b>\$1,772,475</b>	<b>\$1,687,575</b>	<b>\$1,623,150</b>
<b>% Increase/Decrease</b>		<b>-41%</b>	<b>-5%</b>	<b>-4%</b>



# CAPITAL SALES TAX





SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
CAPITAL SALES TAX FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$1,454,412	1,335,610	\$1,494,808	\$1,417,109
Percentage Change	6.37%	23.09%	11.92%	-5.20%
<b>Total Expenditures</b>	\$1,590,813	1,853,193	1,554,957	1,767,714
Percentage Change	-19.96%	16.49%	-16.09%	13.68%
<b>Revenues over (under) Expenditures</b>	<u>(136,400)</u>	<u>(517,583)</u>	<u>(60,149)</u>	<u>(350,605)</u>
<b>Fund Balance Appropriated</b>	<u>136,400</u>	<u>517,583</u>	<u>60,149</u>	<u>350,605</u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
<b>Fund Balance</b>	\$1,456,714	\$1,320,314	\$1,320,314	\$1,260,165
Percentage Change	-29.86%	-13.35%	-13.35%	-4.56%
Restricted Fund Balance	\$0	\$0	\$0	\$0
Total Fund Balance	<u><u>\$1,320,314</u></u>	<u><u>\$802,731</u></u>	<u><u>\$1,260,165</u></u>	<u><u>\$909,559</u></u>
Percentage Change	-9.36%	-61.35%	-39.32%	-27.82%

Detailed Summary of Capital Sales Tax Fund Revenues

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b><u>Sales Tax</u></b>					
Capital Sales Tax	205-00-00-100-41204	\$ 1,419,510	\$ 1,307,000	\$ 1,409,773	\$ 1,350,000
TIF - EATS	205-00-00-001-41206	-	-	\$ -	\$ -
Total General Sales Tax		1,419,510	1,307,000	1,409,773	1,350,000
<b><u>Grants</u></b>					
Grants - Bullet Proof Vest	205-32-00-313-43101	-	10,210	\$ -	\$ 9,000
Total Grants		-	10,210	-	9,000
<b><u>Miscellaneous</u></b>					
Federal Grant	205-32-00-313-43101	-	-	\$ -	\$ -
Fire District Reimburse	205-72-00-100-43535	-	-	\$ -	\$ -
Interest Earnings	205-00-00-100-46101	11,160	3,000	\$ 43,164	\$ 34,531
Investment Income	205-00-00-100-46102	3,717	400	\$ 16,972	\$ 13,578
Sale of Fixed Asset	205-00-00-100-46303	20,025	15,000	\$ 24,900	\$ 10,000
Total Miscellaneous		34,902	18,400	85,036	58,109
<b><u>One Time Revenues</u></b>					
Total One Time Revenues		-	-	-	-
<b><u>Transfer From Other Funds</u></b>					
Total Transfers From Other Funds		-	-	-	-
<b><u>Fund Balance Appropriated</u></b>					
		-	-	-	-
<b><u>TOTAL CAPITAL SALES TAX REVENUE</u></b>		<b><u>\$ 1,454,412</u></b>	<b><u>\$ 1,335,610</u></b>	<b><u>\$ 1,494,808</u></b>	<b><u>\$ 1,417,109</u></b>

## Capital Sales Tax Fund Budget

2020-2021 Actual

2021-2022 Actual

2022-2023 Projected

2023-2024 Budget

### Expense Category

Personnel Services	-	-	-	-
Supplies, Services, and Charges	3,641	2,472	2,867	2,800
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	1,714,247	1,312,342	1,287,627	1,500,914
Debt Service	-	-	-	-
Operating Transfer	269,604	275,999	264,464	264,000

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### Total Capital Sales Tax Fund Request

1,987,492

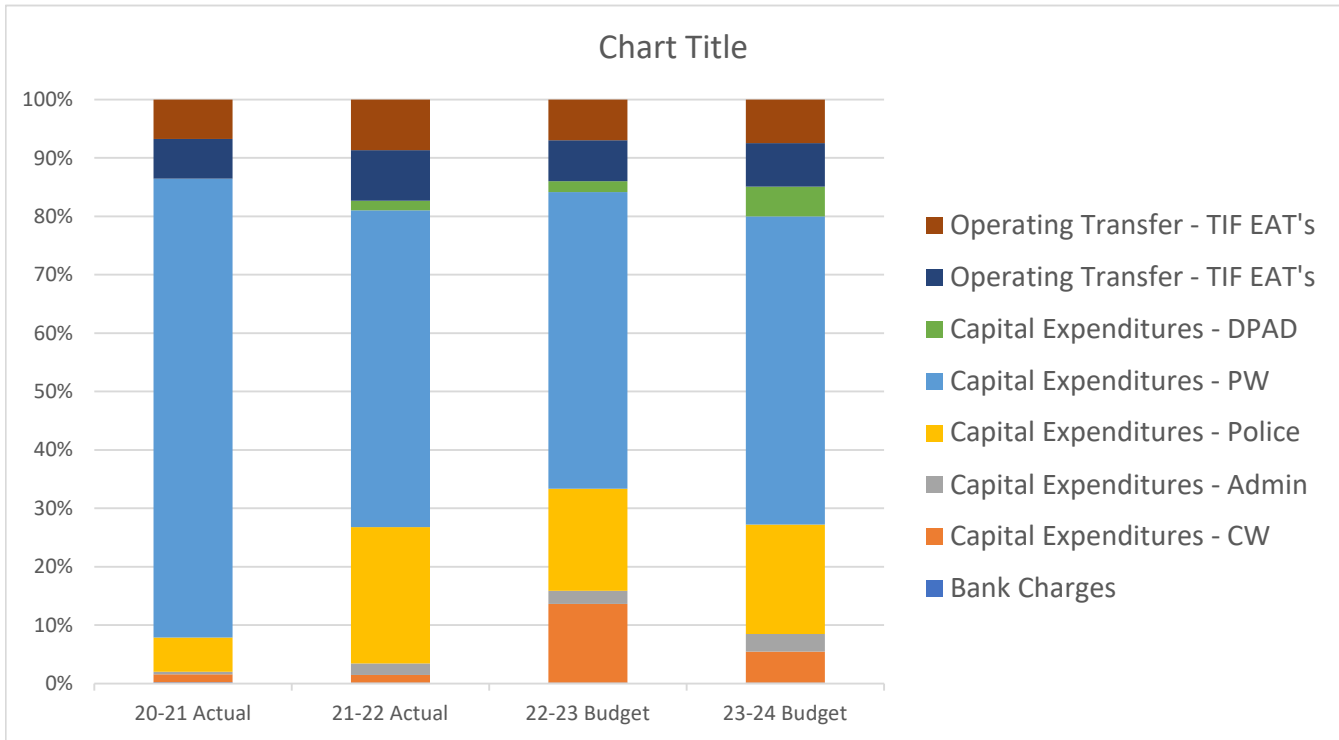
1,590,813

1,554,957

1,767,714

Expense Category		Fiscal Year 2024 Budget	
<i>Supplies, Services, and Charges</i>			2,800
205-42-00-100-53961	Bank Charges		2,800
<i>Repairs &amp; Maintenance</i>			-
<i>Utilities</i>			-
<i>Capital Expenditures</i>			1,500,914
205-00-00-100-57000	Capital Expenditures		93,500
City Wide	Court Security Improvements	30,000	
City Wide	Replace Railing on east side of City Hall	7,000	
City Wide	Landscape	15,000	
City Wide	Repair and Replace Trench Drain in PD Sally Port	16,500	
City Wide	Community Development Counter remodel	25,000	
205-22-00-100-57000	Capital Expenditures		53,000
Admin	12 Workstations with Monitors	17,000	
Admin	1 Dell Server including license & accessories	12,500	
Admin	Network Server Security Hardware	1,500	
Admin	Wired Network Switches	1,000	
Admin	Swagit Streaming Upgrade for City Hall	21,000	
205-32-00-100-57000	Capital Expenditures		331,414
Police	Replace Workstations	11,000	
Police	Replace SUV Patrol vehicles	165,000	
Police	New Upfitting SUV Patrol vehicles	42,000	
Police	Replace Investigations Vehicle	53,000	
Police	Upfit Investigations Vehicle	5,000	
Police	Network Server	15,000	
Police	Panasonic Toughbooks In-car computers and mounting	13,000	
Police	APX 400 Portable Radio	10,614	
Police	Uniforms- Body Armor	16,800	
205-62-00-100-57000	Capital Expenditures		933,000
Public Works	Stormwater Construction 53rd St Redevelopment	250,000	
Public Works	Replace Public Works Crew Truck and Upfitting	55,000	
Public Works	Replace Superduty Truck	75,000	
Public Works	Replace Plow Truck and Equipment	120,000	
Public Works	Add Vehicle to Public Works City Hall Inspections	-	
Public Works	Replace Bobcat	100,000	
Public Works	Salt Barn lighting and electrical	13,000	
Public Works	Fleet - Install Exhaust System	20,000	
Public Works	SWM-2023-01-A Stormwater Improvements 54th and Woodson - Construction	300,000	
205-82-00-100-57000	Capital Expenditures		90,000
Community Development	Replacement vehicle for Animal Control Van	55,000	
Community Development	Animal Control Up-Fitting	35,000	
<i>Debt Service</i>			-
<i>Operating Transfer</i>			264,000
205-00-00-100-59950	Operating Transfer - TIF EAT's		132,000
205-00-00-100-59951	Operating Transfer		132,000
<b>Total Capital Sales Tax Fund Request</b>			<b>1,767,714</b>

**Budget Expense History  
Capital Sales Tax Fund  
205 History**



Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Bank Charges	\$3,641	\$2,472	\$2,800	\$2,800
Capital Expenditures - CW	\$27,081	\$21,140	\$250,000	\$93,500
Capital Expenditures - Admin	\$9,190	\$30,744	\$41,300	\$53,000
Capital Expenditures - Police	\$116,542	\$371,941	\$324,393	\$331,414
Capital Expenditures - PW	\$1,561,435	\$863,023	\$940,500	\$933,000
Capital Expenditures - DPAD	\$0	\$25,493	\$35,000	\$90,000
Operating Transfer - TIF EAT's	\$134,802	\$137,815	\$129,600	\$132,000
Operating Transfer - TIF EAT's	\$134,802	\$138,184	\$129,600	\$132,000
<b>Totals</b>	<b>\$1,987,492</b>	<b>\$1,590,813</b>	<b>\$1,853,193</b>	<b>\$1,767,714</b>
<b>% Increase/Decrease</b>		<b>-20%</b>	<b>16%</b>	<b>-5%</b>



# PUBLIC SAFETY SALES TAX





SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
PUBLIC SAFETY SALES TAX FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$1,899,956	\$1,820,312	\$1,880,855	\$1,827,594
Percentage Change	5.75%	-4.19%	17.00%	-2.83%
<b>Total Expenditures</b>	\$2,040,813	\$2,127,626	2,045,114	1,956,919
Percentage Change	3.89%	4.25%	33.13%	-4.31%
<b>Revenues over (under) Expenditures</b>	<u>(140,857)</u>	<u>(307,314)</u>	<u>(164,259)</u>	<u>(129,325)</u>
<b>Fund Balance Appropriated</b>	<u>140,857</u>	<u>307,314</u>	<u>164,259</u>	<u>129,325</u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
<b>Fund Balance</b>	\$845,897	\$705,040	\$705,040	\$540,782
Percentage Change	-16.55%	-16.65%	0.00%	-23.30%
<b>Total Fund Balance</b>	<u><u>\$705,040</u></u>	<u><u>397,726</u></u>	<u><u>540,782</u></u>	<u><u>\$411,457</u></u>
Percentage Change	-16.65%	-43.59%	-46.65%	-23.91%

Detailed Summary of Public Safety Sales Tax Fund Revenues

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: Public Safety Sales Tax</b>					
<b><u>Sales Tax</u></b>					
Public Safety Sales Tax	207-00-00-100-41207	\$ 1,892,680	\$ 1,818,000	\$ 1,846,363	\$ 1,800,000
TIF - EATS	207-00-00-001-41206	-	-	\$ -	\$ -
<b>Total General Sales Tax</b>		<b>1,892,680</b>	<b>1,818,000</b>	<b>1,846,363</b>	<b>1,800,000</b>
<b><u>Miscellaneous</u></b>					
Interest Earnings	207-00-00-100-46101	5,507	2,000	\$ 24,466	\$ 19,573
Investment Income	207-00-00-100-46102	1,768	300	\$ 10,027	\$ 8,021
<b>Total Miscellaneous</b>		<b>7,276</b>	<b>2,300</b>	<b>34,493</b>	<b>27,594</b>
<b><u>One Time Revenues</u></b>					
<b>Total One Time Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Transfer From Other Funds</u></b>					
<b>Total Transfers From Other Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>TOTAL PUBLIC SAFETY SALES TAX REVENUE</u></b>					
		<b>\$1,899,956</b>	<b>\$1,820,300</b>	<b>\$1,880,855</b>	<b>1,827,594</b>

Public Safety Sales Tax Fund Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	-	-	-	-
Supplies, Services, and Charges	100,806	257,267	454,213	398,818
Repairs & Maintenance	-	-	-	-
Utilities	29,637	23,570	28,500	28,431
Capital Expenditures	-	166,119	-	-
Operating Transfer	1,833,942	1,593,857	1,638,810	1,529,670
<hr/>				
<b>Total Public Safety Fund Request</b>	<b>1,964,385</b>	<b>2,040,813</b>	<b>2,121,524</b>	<b>1,956,919</b>
			<b>Request Increase (Decrease) from FY 23 Projected</b>	<b>(164,605)</b>
			<b>% change from FY 23 Projected</b>	<b>-7.76%</b>

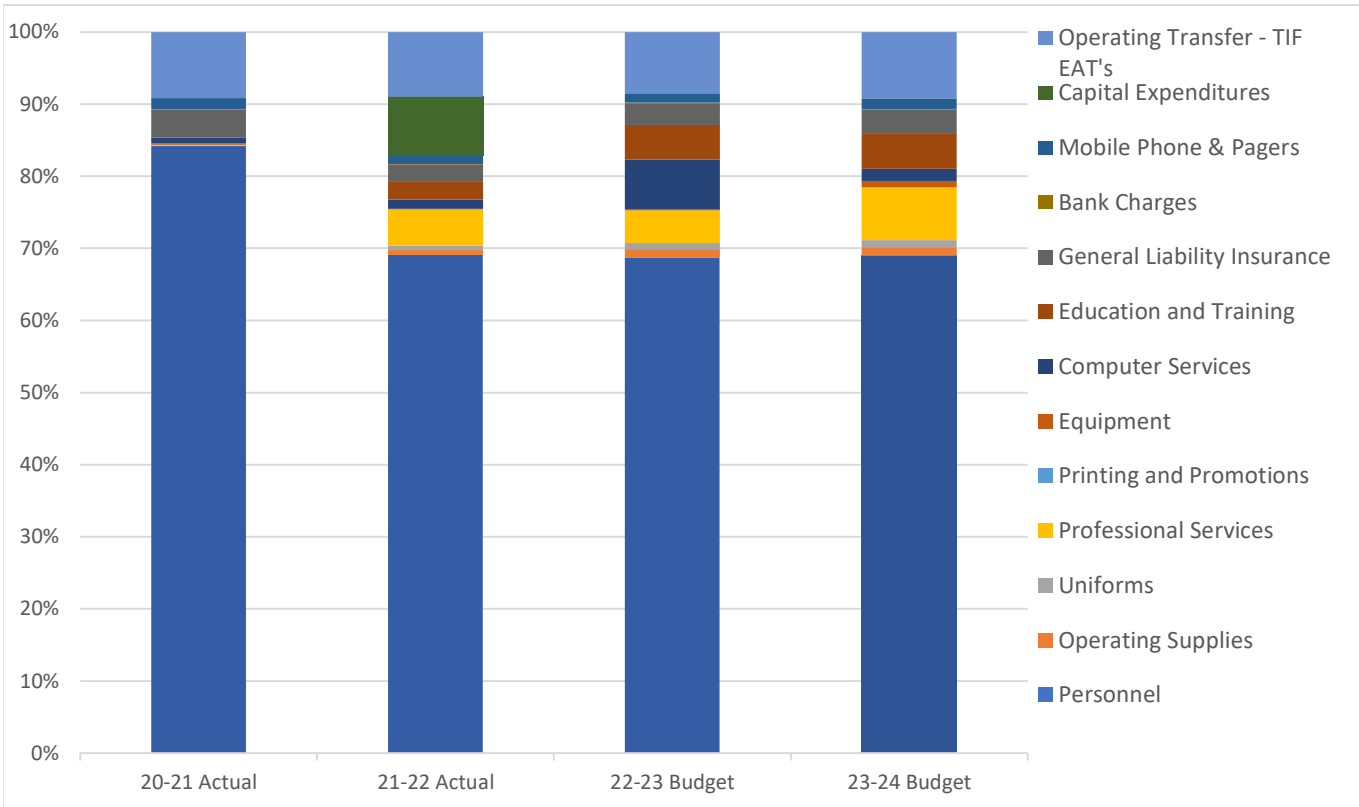
Expense Category		Fiscal Year 2024 Budget	
<i>Personnel Services</i>			-
207-32-00-100-51102	Civilian Employees		143,981
		Annual Salary	139,769
		Step Increase	1,227
		COLA/Merit Increase	2,985
207-32-00-100-51103	Commissioned Officers		783,660
		Annual Salary	756,006
		Step Increase	11,689
		COLA/Merit Increase	15,965
207-32-00-100-51106	Part Time Employees		-
		Annual Salary	-
		COLA/Merit Increase	-
207-32-00-100-51111	Civilian Employees Overtime		8,234
		Differential/ Special	2,041
		Overtime	6,193
207-32-00-100-51112	Commissioned Officers Overtime		30,573
		Differential/ Special	5,541
		Overtime	25,032
207-32-00-100-51206	Life Insurance		2,330
207-32-00-100-51212	Civilian Pension- 401A Match		10,793
207-32-00-100-51214	Deferred Compensation- LAGERS		97,338
207-32-00-100-51215	Health Insurance		117,109
207-32-00-100-51217	Commissioned Emp Pension		-
207-32-00-100-51218	Med Exp - HSA Contribution		12,000
207-32-00-100-51220	Dental		6,684
207-32-00-100-51221	Vision		1,316
207-32-00-100-51225	FICA		74,484
207-32-00-100-51231	Auto Allowance		-
207-32-00-100-51232	Clothing Allowance		7,200
207-32-00-100-51236	Ins Opt Out Incentive		-
207-32-00-100-51238	Phone Allowance		480
207-32-00-100-51240	Workers Compensation Insurance		53,488
	Transfer to GF		(1,349,670)
<i>Supplies, Services, and Charges</i>			398,818
207-32-00-100-52200	Operating Supplies		24,000
		Training Ammo	20,000
		Duty Ammo	4,000
207-32-00-100-52233	Uniforms		19,000
		Civilian & Sworn Uniforms Prop/Supp	15,000
		SWAT Uniforms & Boots	1,500
		SWAT Cold & Wet Gear	2,500
207-32-00-100-52250	Professional Services		142,200
		CMH & Lab Fees	12,000
		County Detention	118,000
		Microfilming (Casey's)	12,200
207-32-00-100-53500	Equipment		18,000
		Civilian & Sworn Minor Equipment	2,000
		Physical Fitness Equipment	1,000
		Printer for dispatch	1,000

	TASER replacement program (5)	9,500	
	Firearm replacement program (5)	4,500	
<b>207-32-00-100-53644</b>	<b>Computer Services</b>		<b>32,879</b>
	In-car Camera video storage		
	Starwitness Support & Maintenance -	2,675	
	Veem Software (replaced eversync)	2,000	
	Adobe Renewal	600	
	Adobe Pro-Records	400	
	Mobile Ticketing Annual Renewal	6,700	
	NIXLE CITY HALL	4,500	
	Microsoft 365 renewal for workstations	3,600	
	Exchange Plan 1 (Microsoft 365)	2,304	
	Performance Evaluation Software Renewal	3,200	
	T1 Backhaul to ethernet dispatch conversion		
	Office 2021 Home and Business		
	Microsoft Defender for 365	1,980	
	Backupify	2,520	
	Exchange online archiving	2,200	
	Todeck Subscription	200	
		-	
<b>207-32-00-100-53701</b>	<b>Education and Training</b>		<b>94,615</b>
	Todeck Subscription	500	
	SCPD Range	1,500	
	PLS dispatch Pro-On-line Continuing Education		
	Police Legal Sciences-Online Education		
	PLS jail Pro-online Contiinuing Education		
	Police One academy	5,100	
	MPCA Summer Conference	200	
	CVSA Two Examiners	1,000	
	NLETC	2,500	
	MPCA Fall Conference	300	
	Academy Training X 7	42,000	
	FTO Course X2	1,000	
	Instructor Development		
	IAAP Conference, Training, Certification	2,000	
	Radar/LIDAR Instructor Course	250	
	NIOA (PIO) Conference	1,735	
	Emerging Issues for Patrol Training		
	First Line Supervisor		
	Excellence in Training	600	
	Lexipol	14,555	
	School of American Rifle training		
	Red Dot Instructor Course		
	Ballistic Shield Course		
	Glock Armorer Course x2	1,000	
	Remington/AR15 Armorer Course	1,000	
	Three-Gun Intstructor Certification	600	
	Firearms Instructor		
	Specialty Munitions		
	Manual and Shotgun Breaching Course		
	HTOA Advanced SWAT training x 4	1,500	

Public Safety Sales Tax Fund - Police

	Misc Swat courses	1,000	
	Crime Scene School X 2	3,000	
	IACP.Net	1,250	
	Taser instructor	550	
	40 Hr Corrections Officer Training	600	
	Interview School X 2	3,000	
	LETSAC Conference		
	Forensic photography school	1,400	
	Shooting incident reconstruction X2	1,500	
	MOIA conference X 2	1,000	
	Rejis Account - crime analyst	1,600	
	Criticall Dispatch testing	1,875	
	Professional Development		
	Records Clerk Conference/PRI Training	500	
207-32-00-100-53913	General Liability Insurance		66,624
207-32-00-100-53961	Bank Charges		1,500
	<i>Repairs &amp; Maintenance</i>		-
	<i>Utilities</i>		28,431
207-32-00-100-53441	Mobile Phone & Pagers		28,431
	Dispatch-Mobilefone paging software	1,800	
	AT&T Static IP (Wifi)	531	
	AT&T Mifi's - 30 @ \$45.00	16,200	
	AT&T Cell Phones - 15 @ \$55.00	9,900	
	<i>Capital Expenditures</i>		-
207-32-00-100-57000	Capital Expenditures		-
			-
	<i>Operating Transfer</i>		1,529,670
207-00-00-100-59950	Operating Transfer - TIF EAT's		180,000
207-32-00-100-59951	Transfers to General Fund For Personnel		1,349,670
	<i>Total Public Safety Sales Tax Fund Request</i>		1,956,919

**Budget Expense History**  
**Public Safety Sales Tax Fund**  
**207 History**



Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Personnel	\$1,654,206	\$1,410,103	\$1,462,912	\$1,349,670
Operating Supplies	\$0	\$14,110	\$24,000	\$24,000
Uniforms	\$2,879	\$12,950	\$18,000	\$19,000
Professional Services	\$0	\$102,187	\$97,200	\$142,200
Printing and Promotions	\$0	\$0	\$0	\$0
Equipment	\$5,155	\$1,873	\$3,000	\$18,000
Computer Services	\$13,931	\$25,844	\$146,339	\$32,879
Education and Training	\$0	\$49,619	\$102,805	\$94,615
General Liability Insurance	\$77,384	\$49,456	\$63,370	\$66,624
Bank Charges	\$1,457	\$1,228	\$1,500	\$1,500
Mobile Phone & Pagers	\$29,637	\$23,570	\$28,500	\$28,431
Capital Expenditures	\$0	\$166,119	\$0	\$0
Operating Transfer - TIF EAT's	\$179,736	\$183,754	\$180,000	\$180,000
<b>Totals</b>	<b>\$1,964,385</b>	<b>\$2,040,813</b>	<b>\$2,127,626</b>	<b>\$1,956,919</b>
<b>% Increase/Decrease</b>		<b>4%</b>	<b>4%</b>	<b>-8%</b>



# RISK MANAGEMENT FUND





SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
RISK MANAGEMENT FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$ 43,415	\$ 123,000	\$ 132,923	\$ 131,200
Percentage Change	-24.55%	247.89%	8.07%	-1.30%
<b>Total Expenditures</b>	\$ 134,351	123,300	102,113	120,600
Percentage Change	-25.09%	28.49%	-17.18%	18.10%
<b>Revenues over (under) Expenditures</b>	<u>(90,935)</u>	<u>(300)</u>	<u>30,810</u>	<u>10,600</u>
<b>Fund Balance Appropriated</b>	<u>90,935</u>	<u>300</u>	<u>-</u>	<u>-</u>
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,810</u>	<u>\$ 10,600</u>
<b>Fund Balance</b>				
<b>Fund Balance</b>	\$ 68,474	\$ 16,747	\$ 16,747	\$47,557
Percentage Change	-64.01%	-93.32%	0.00%	183.97%
Restricted Fund Balance	\$0	\$0	\$0	\$0
<b>Total Fund Balance</b>	<u>(22,461)</u>	<u>\$16,447</u>	<u>\$47,557</u>	<u>\$58,157</u>
Percentage Change	-132.80%	-91.36%	189.15%	22.29%

Detailed Summary of Risk Management Fund Revenues

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: Risk Management</b>					
<b><u>Miscellaneous</u></b>					
Interest Earnings	209-00-00-100-46101	\$ -	\$ -	\$ 500	\$ 1,000
Investment Income	209-00-00-100-46102	-	-	\$ 188	\$ 200
Claims Reimbursements	209-00-00-100-46412	43,415	40,000	\$ 44,310	\$ 45,000
Reimbursements	209-00-00-100-46413	-	-	\$ -	\$ -
Loss Control Compliance	209-00-00-100-46902	-	-	\$ 4,925	\$ 5,000
<b>Total Miscellaneous</b>		<b>43,415</b>	<b>40,000</b>	<b>49,923</b>	<b>51,200</b>
<b><u>One Time Revenues</u></b>					
<b>Total One Time Revenues</b>		<b>-</b>	<b>-</b>		<b>-</b>
<b><u>Transfer From Other Funds</u></b>					
Operating Transfer IN	209-00-00-100-49951		83,000	\$ 83,000	\$ 80,000
<b>Total Transfers From Other Funds</b>		<b>-</b>	<b>83,000</b>	<b>83,000</b>	<b>80,000</b>
<b><u>TOTAL RISK MANAGEMENT REVENUE</u></b>		<b>\$ 43,415</b>	<b>\$ 123,000</b>	<b>\$ 132,923</b>	<b>\$ 131,200</b>

## Risk Management Fund Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

### Expense Category

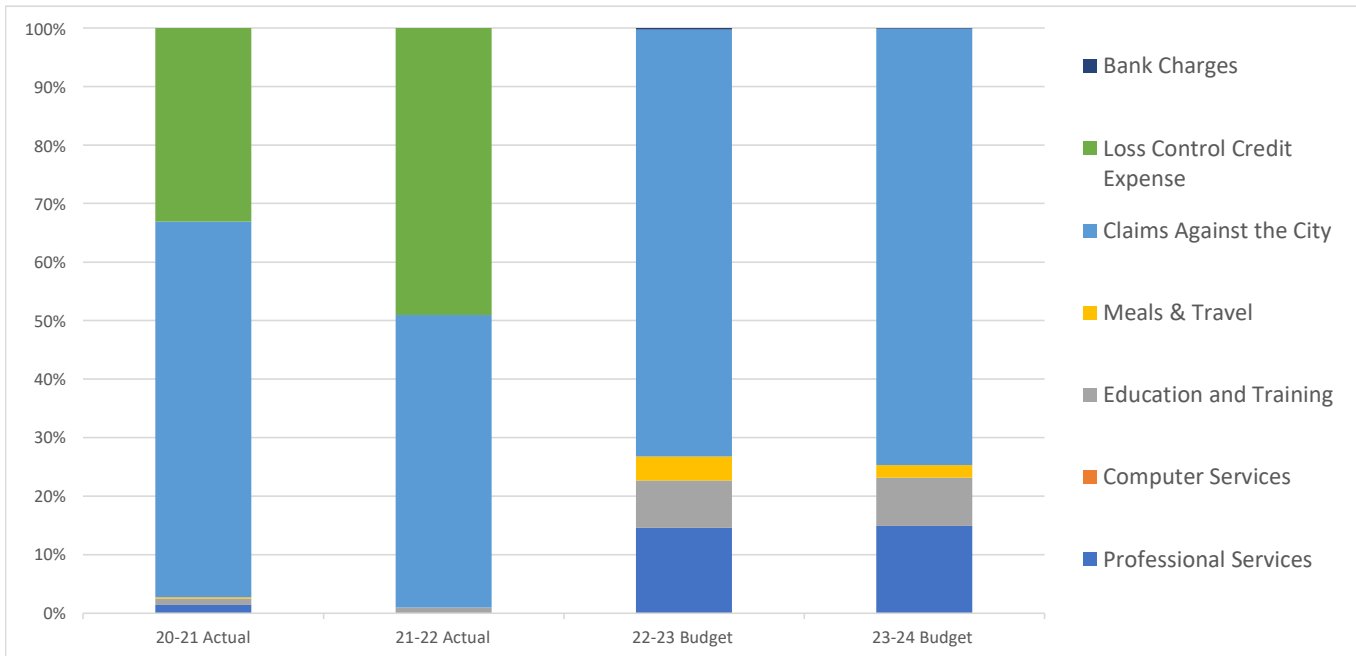
Personnel Services	-	-	-	-
Supplies, Services, and Charges	179,349	134,351	102,113	120,600
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-
Operating Transfer	-	-	-	-

<b>Total Risk Management Fund Request</b>	<b>179,349</b>	<b>134,351</b>	<b>102,113</b>	<b>120,600</b>
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Request Increase (Decrease) from FY 23 Projected    18,487  
 % change from FY 23 Projected    18.10%

<b>Expense Category</b>		<b>Fiscal Year 2024 Budget</b>	
<i>Supplies, Services, and Charges</i>			120,600
209-22-00-100-52250	Professional Services		18,000
		HR Consulting	10,000
		Health Fair	8,000
209-22-00-100-53644	Computer Services		-
209-22-00-100-53701	Education and Training		10,000
		MML Conference	5,000
		Risk Management	5,000
209-22-00-100-53711	Meals & Travel		2,500
209-22-00-100-53912	Claims Against the City		90,000
		Claims Against City	90,000
209-22-00-100-53919	Loss Control Credit Expense		-
209-22-00-100-53961	Bank Charges		100
	<i>Repairs &amp; Maintenance</i>		-
	<i>Utilities</i>		-
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
<b>Total Risk Management Fund Request</b>			<b>120,600</b>

**Budget Expense History  
Risk Management Fund  
209 History**



Account Number	Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
209-22-00-100-52250	Professional Services	\$2,533	\$0	\$18,000	\$18,000
209-22-00-100-53644	Computer Services	\$0	\$0	\$0	\$0
209-22-00-100-53701	Education and Training	\$1,911	\$1,283	\$10,000	\$10,000
209-22-00-100-53711	Meals & Travel	\$488	\$0	\$5,000	\$2,500
209-22-00-100-53912	Claims Against the City	\$115,092	\$67,169	\$90,000	\$90,000
209-22-00-100-53919	Loss Control Credit Expense	\$59,301	\$65,899	\$0	\$0
209-22-00-100-53961	Bank Charges	\$24	\$0	\$300	\$100
<b>Totals</b>		<b>\$179,349</b>	<b>\$134,351</b>	<b>\$123,300</b>	<b>\$120,600</b>
<b>% Increase/Decrease</b>			<b>-25%</b>	<b>-8%</b>	<b>-2%</b>



# TAX INCREMENT FINANCE





TIF Fund

**SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
TIF FUND**

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$2,992,634	2,913,490	\$3,031,882	\$3,086,066
Percentage Change	2.74%	-8.26%	-4.53%	1.79%
<b>Total Expenditures</b>	\$3,136,780	3,172,428	3,182,712	3,063,500
Percentage Change	5.14%	8.71%	9.06%	-3.75%
<b>Revenues over (under) Expenditures</b>	<u>(\$144,146)</u>	<u>(258,938)</u>	<u>(150,830)</u>	22,565
<b>Fund Balance Appropriated</b>	<u>1,763,477</u>	<u>258,938</u>	<u>150,830</u>	-
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	<u><u>\$1,619,331</u></u>	<u><u>-</u></u>	<u><u>\$0</u></u>	\$22,565
<b>Fund Balance</b>	\$4,139,482	\$3,995,334	\$3,995,334	\$3,844,504
Percentage Change	-38.97%	1.08%	1.08%	-3.78%
<b>Total Fund Balance</b>	<u><u>\$3,995,334</u></u>	<u><u>\$3,736,396</u></u>	<u><u>\$3,844,504</u></u>	<u><u>\$3,867,069</u></u>
Percentage Change	1.08%	-11.25%	-8.69%	0.59%

TIF Fund

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: TIF</b>					
<b>Miscellaneous</b>					
Interest Earnings	210-01-00-001-46101	\$ 13,101	\$ 3,200	\$ 66,038	\$ 52,830
Investment Income	210-00-00-100-46102	455	60	\$ 6,420	\$ 5,136
CID Revenue	210-00-00-001-46910	559,199	542,000	\$ 540,924	\$ 540,000
CID - 350 Hwy Area 2	210-00-00-201-46910	9,851	9,620	\$ 6,961	\$ 8,000
TDD Revenue	210-00-00-001-46911	80,945	72,200	\$ 79,270	\$ 72,200
350 Highway Raytown Fire EAT's Area 2	210-00-00-201-46912	2,574	4,700	\$ 2,449	\$ 2,500
350 Highway Jackson County EAT's	210-00-00-001-46913	257,607	247,500	\$ 273,781	\$ 250,000
350 Highway Jackson Co EAT's Area 2	210-00-00-201-46913	15,444	24,300	\$ 25,309	\$ 24,300
350 Highway TIF EAT's	210-01-00-001-46914	-	-	\$ -	\$ -
350 Highway TIF City Pledge	210-00-00-001-46915	-	-	\$ -	\$ -
350 Highway KC Zoo EAT's	210-00-00-001-46916	41,516	40,900	\$ 40,630	\$ 40,000
350 Highway KC Zoo EAT's Area 2	210-00-00-201-46916	5,585	5,650	\$ 5,249	\$ 5,000
350 Highway TIF Pilot	210-00-00-001-49953	290,812	290,810	\$ 291,882	\$ 290,000
350 Highway TIF Pilot Area 2	210-00-00-201-49953	96,213	96,950	\$ 96,567	\$ 96,500
Total Miscellaneous		1,373,302	1,337,890	1,435,479	1,386,466
<b>One Time Revenues</b>					
Total One Time Revenues		-	-	-	-
<b>Transfer From Other Funds</b>					
Operating Transfer in - TIF EAT's	210-01-00-001-49950	918,770	894,600	\$ 878,402	\$ 896,600
Operating Transfer in - TIF EAT's Area 2	210-01-00-201-49950	-	-	\$ 21,344	\$ 20,000
Operating Transfer in	210-00-00-001-49951	-	-	\$ -	\$ 100,000
Operating Transfer in City Pledge	210-00-00-001-49951	700,562	681,000	\$ 696,657	\$ 683,000
Total Transfers From Other Funds		1,619,332	1,575,600	1,596,402	1,699,600
<b>TOTAL TIF REVENUE</b>		<b>\$ 2,992,634</b>	<b>\$ 2,913,490</b>	<b>\$ 3,031,882</b>	<b>\$ 3,086,066</b>

TIF Fund

**TIF Fund Budget**

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

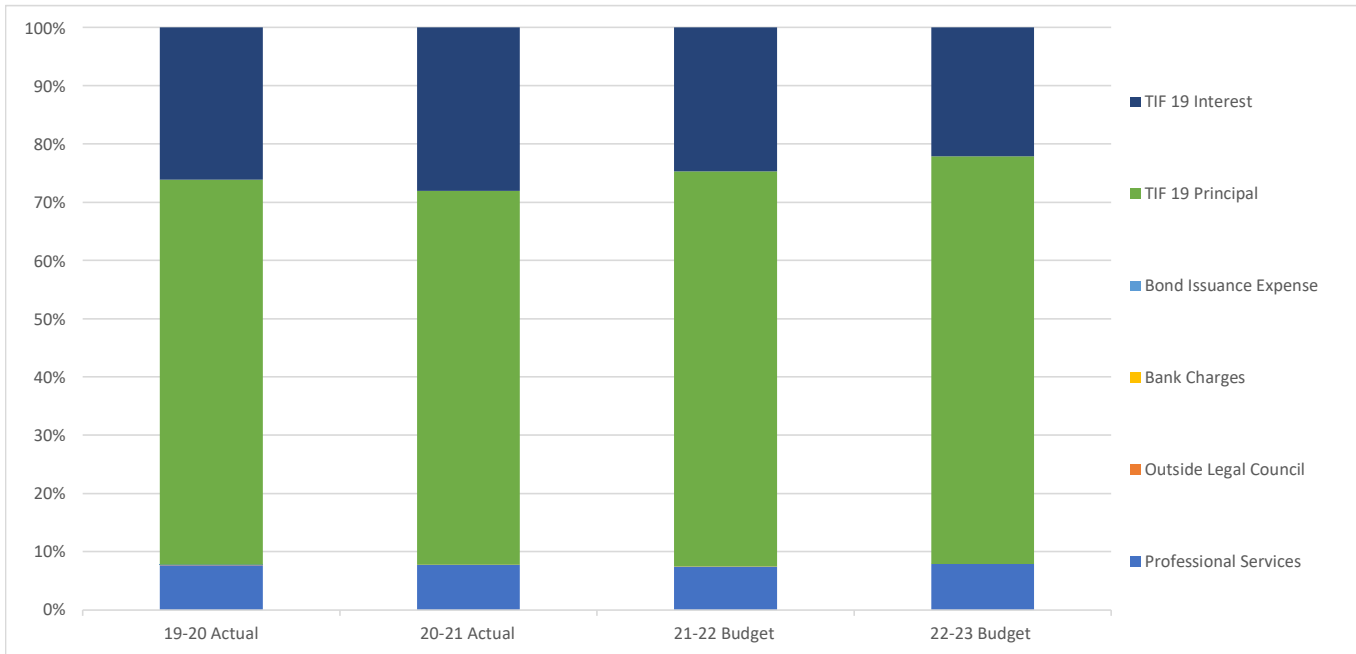
Expense Category				
Personnel Services	-	-	-	-
Supplies, Services, and Charges	231,445	244,971	260,994	139,700
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	2,751,974	2,891,809	2,921,718	2,923,800
Operating Transfer	-	-	-	-
<hr/>				
<b>Total TIF Fund Request</b>	<b>2,983,419</b>	<b>3,136,780</b>	<b>3,182,712</b>	<b>3,063,500</b>

TIF Fund

Expense Category		Fiscal Year 2024 Budget	
	<i>Personnel Services</i>		-
	<i>Supplies, Services, and Charges</i>		139,700
210-00-00-100-52250	Professional Services		138,700
	Financial Advisor		
	Continuing disclosure fee (Columbia Capital)	-	
	Trust Mgmt Fees	2,400	
	Insurance	-	
	TIF developer reimbursement - Area 2	136,300	
210-00-00-100-53513	Outside Legal Counsel		500
	General Counsel	500	
210-00-00-100-53961	Bank Charges		500
	<i>Repairs &amp; Maintenance</i>		-
	<i>Utilities</i>		-
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		2,923,800
210-00-00-019-54132	TIF 19 Principal		2,295,000
210-00-00-019-54143	TIF 19 Interest		628,800
210-00-00-100-54505	Bond Issuance Expense		
	<b>Total TIF Fund Request</b>		<b>3,063,500</b>

## Budget Expense History

### TIF Fund 210 History



Account Number	Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
210-00-00-100-52250	Professional Services	\$231,312	\$244,675	\$250,210	\$138,700
210-00-00-100-53513	Outside Legal Council	\$0	\$0	\$0	\$500
210-00-00-100-53961	Bank Charges	\$133	\$296	\$500	\$500
210-00-00-100-54505	Bond Issuance Expense	\$0	\$0	\$0	\$0
210-00-00-100-54506	Arbitrage Payment Expense	\$0	\$0	\$0	\$0
210-00-00-100-54507	Bond Escrow Fund Expense	\$0	\$0	\$0	\$0
210-00-00-100-56250	Incentive Programs	\$0	\$0	\$0	\$0
210-00-00-019-54132	TIF 19 Principal	\$1,915,000	\$2,120,000	\$2,220,000	\$2,295,000
210-00-00-019-54143	TIF 19 Interest	\$836,974	\$771,809	\$701,718	\$628,800
<b>Totals</b>		<b>\$2,983,419</b>	<b>\$3,136,780</b>	<b>\$3,172,428</b>	<b>\$3,063,500</b>
<b>% Increase/Decrease</b>			<b>5%</b>	<b>1%</b>	<b>-3%</b>



# STORM WATER FUND





## P1 – Strategic Goals and Strategies

Define per Department the following-

- Strengths -
  - The implementation of City Works within the Public Works Department. The ability to understand the work order demands allows Public Works to prioritize how we address the concerns of the public.
  - Created a standard operating procedure for maintaining our storm water program.
  
- Weaknesses –
  - The staffing at Public Works is an issue needing to be addressed. Currently, the department has 6 positions unfilled, which has impacted the response time in addressing work orders.
  - Inability to address storm water maintenance in an efficient way.
  
- Opportunities –
  - Improve our response time and recruit qualified individuals that makes our department complete.
  - Creating a standard operating procedure for addressing issues that are found in our routine maintenance.
  
- Threats –
  - Attendance issues, incentivized performances, and not being about to recruit competitively.
  - Insufficient continual funding sources that can sustain the improvements of the storm water system.

Define problem facing your department – Inadequate staffing levels impact our response time in addressing work orders.

Develop a vision to address the problem – Our vision is to reach an adequate level of staffing that allows our department the ability to improve the quality of life for the residents of Raytown.

Develop Strategies to implement strategies to obtain the vision – We need to improve the recruitment methods.

Execute and how to monitor/evaluate strategies – The expectation of recruiting would be to hire at least 1 person every two months until every position is filled.

**SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
STORM WATER FUND**

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$274,618	\$710,000	\$737,503	\$6,443,345
Percentage Change	4.41%	143.54%	152.98%	773.67%
<b>Total Expenditures</b>	\$255,504	962,750	462,605	6,640,510
Percentage Change	187%	276.80%	-51.95%	1335.46%
<b>Revenues over (under) Expenditures</b>	19,114	(252,750)	274,898	(197,165)
<b>Fund Balance Appropriated</b>	-	252,750	-	197,165
<b>Revenues and Fund Balance Appropriated Over (Under) Expenditures</b>	\$19,114	\$0	\$274,898	\$0
<b>Fund Balance</b>	524,023	\$497,844	497,844	772,742
Percentage Change	49.68%	106.40%	106.40%	55.22%
Restricted Fund Balance		\$0	\$0	\$0
Total Fund Balance	543,137	\$245,094	772,742	\$575,577
Percentage Change	3.65%	-29.99%	120.73%	-25.52%

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: Storm Water</b>					
<b><u>Sales Tax</u></b>					
Parks/Storm Water Sales Tax	401-00-00-100-41205	\$ 118,293	\$ 108,000	\$ 114,148	\$ 110,000
TIF - EATS	401-00-00-001-41206	-	-	\$ -	\$ -
<b>Total General Sales Tax</b>		<b>118,293</b>	<b>108,000</b>	<b>114,148</b>	<b>110,000</b>
<b><u>Miscellaneous</u></b>					
Interest Earnings	401-00-00-100-46101	4,761	1,800	\$ 16,854	\$ 13,483
Investment Income	401-00-00-100-46102	1,564	200	\$ 6,502	\$ 5,201
Miscellaneous Revenue	401-00-00-100-46401				
<b>Total Miscellaneous</b>		<b>6,325</b>	<b>2,000</b>	<b>23,356</b>	<b>18,685</b>
<b><u>Transfer From Other Funds</u></b>					
MDNR Storm Water Grant	401-00-00-100-49999		450,000	\$ 450,000	\$ 4,314,660
Operating Transfer IN - ARPA Funds Grant Match	401-00-00-100-49951				\$ 1,850,000
Operating Transfer IN		150,000	150,000	\$ 150,000	\$ 150,000
<b>Total Transfers From Other Funds</b>		<b>150,000</b>	<b>600,000</b>	<b>600,000</b>	<b>6,314,660</b>
<b><u>TOTAL STORM WATER REVENUE</u></b>		<b>\$274,618</b>	<b>\$710,000</b>	<b>\$737,503</b>	<b>6,443,345</b>

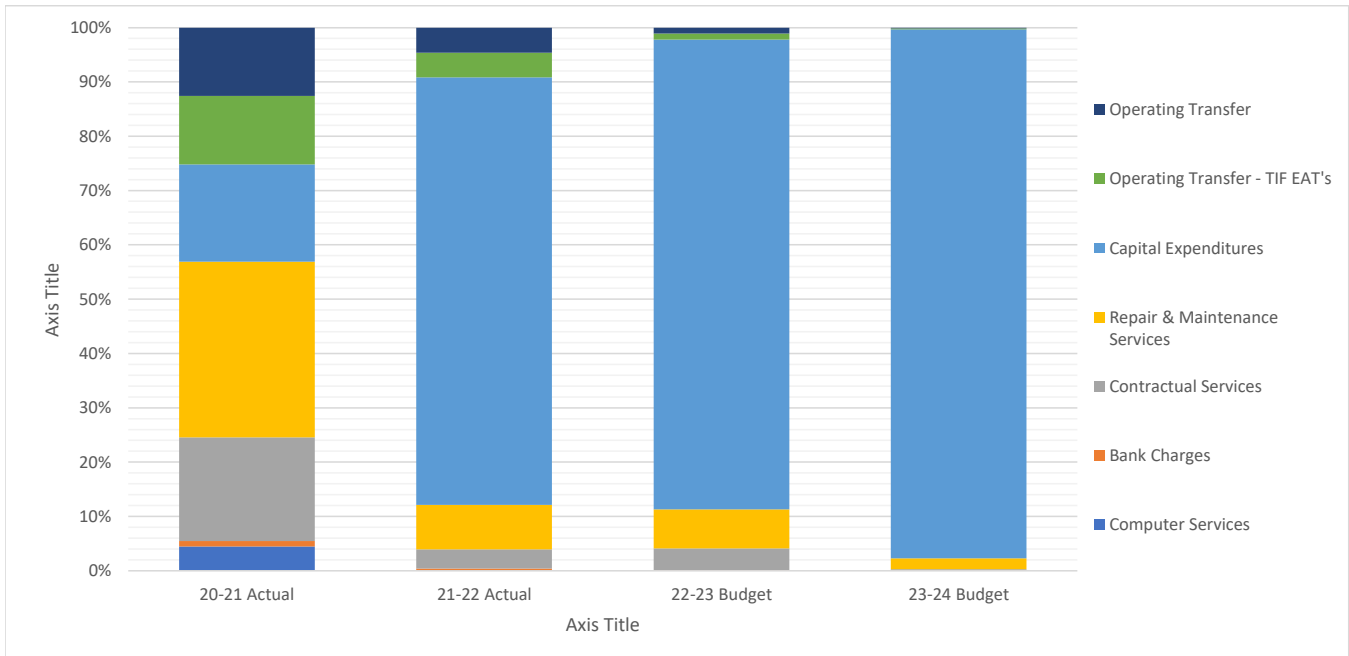
**Storm Water Fund Budget**

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	-	-	-	-
Supplies, Services, and Charges	21,880	10,044	2,664	20,850
Repairs & Maintenance	28,821	21,018	20,000	133,000
Utilities	-	-	-	-
Capital Expenditures	15,904	201,068	417,953	6,464,660
Debt Service	-	-	-	-
Operating Transfer	22,467	23,374	21,988	22,000
<hr/>				
<b>Total Storm Water Fund Request</b>	<b>89,072</b>	<b>255,504</b>	<b>462,605</b>	<b>6,640,510</b>

Expense Category		Fiscal Year 2024 Budget	
<i>Personnel Services</i>			-
<i>Supplies, Services, and Charges</i>			20,850
401-62-00-100-53644	Computer Services		1,400
		Raken	1,400
401-62-00-100-53961	Bank Charges		1,200
401-62-00-100-53999	Contractual Services		18,250
		MS4 Permit	1,500
		MS4 Testing, Field Work, and Reporting	10,000
		Water Quality Education	3,000
		NEER	3,750
<i>Repairs &amp; Maintenance</i>			133,000
401-62-00-100-53600	pair & Maintenance Services		133,000
		Emergency Stromwater Repairs	50,000
		Storm Water Repairs & Maintenance	75,000
		Debris Disposal	8,000
<i>Utilities</i>			-
<i>Capital Expenditures</i>			6,464,660
401-62-00-100-57000	Capital Expenditures		6,464,660
		SWM-2022-01 Stormwater Imp Program - 59th & Raytown Rd	1,850,000
		SWM-2022-01 Stormwater Imp Program - 59th & Raytown Rd - Match Grant	4,314,660
		SWM-2023-01-A Storm Water Improvements 54th and Woodson - Construction	300,000
<i>Debt Service</i>			-
<i>Operating Transfer</i>			22,000
401-00-00-100-59950	operating Transfer - TIF EAT's		11,000
401-00-00-100-59951	Operating Transfer		11,000
<i>Total Storm Water Fund Request</i>			6,640,510

**Budget Expense History  
Storm Water Fund  
401 History**



Account Number	Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
401-62-00-100-53644	Computer Services	\$4,000	\$0	\$0	\$1,400
401-62-00-100-53961	Bank Charges	\$883	\$1,113	\$1,200	\$1,200
401-62-00-100-53999	Contractual Services	\$16,997	\$8,931	\$40,750	\$18,250
401-62-00-100-53600	Repair & Maintenance Services	\$28,821	\$21,018	\$73,000	\$133,000
401-62-00-100-57000	Capital Expenditures	\$15,904	\$201,068	\$878,690	\$6,464,660
401-00-00-100-59950	Operating Transfer - TIF EAT's	\$11,233	\$11,485	\$11,400	\$11,000
401-00-00-100-59951	Operating Transfer	\$11,234	\$11,890	\$11,400	\$11,000
<b>Totals</b>		<b>\$89,073</b>	<b>\$255,504</b>	<b>\$1,016,440</b>	<b>\$6,640,510</b>
<b>% Increase/Decrease</b>			<b>187%</b>	<b>298%</b>	<b>553%</b>

# CAPITAL IMPROVEMENT FUND





Detailed Summary of Capital Improvements Fund Revenues

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
CAPITAL IMPROVEMENTS FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$35,563	\$29,200	\$129,119	\$125,000
Percentage Change	47.95%	-49.71%	122.40%	-3.19%
<b>Total Expenditures</b>	\$16,989	18,700	13,548	18,950
Percentage Change	578.74%	-10.17%	-34.92%	39.88%
<b>Revenues over (under) Expenditures</b>	<u>\$18,575</u>	<u>\$10,500</u>	<u>\$115,572</u>	<u>\$106,050</u>
<b>Fund Balance</b>				
<b>Assigned Fund Balance</b>	\$748,451	\$767,026	\$767,025	\$882,597
Percentage Change	28.41%	40.58%	40.58%	15.07%
<b>Nonspendable Fund Balance</b>	\$365,861	\$365,861	\$365,862	\$365,862
<b>Total Fund Balance</b>	<u>\$1,132,887</u>	<u>\$1,143,387</u>	<u>\$1,248,458</u>	<u>\$1,354,508</u>
Percentage Change	1.67%	4.63%	14.25%	8.49%

Detailed Summary of Capital Improvements Fund Revenues

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Grants</b>					
<b>Grants</b>					
<b>Total Grants</b>					
		-	-	-	-
<b>Miscellaneous</b>					
Ditzler CID Loan	402-00-00-100-43707	\$ 27,476	\$ 27,000	\$ 92,611	\$ 90,000
Interest Earnings	402-00-00-100-46101	6,059	2,000	\$ 26,247	25,000
Investment Income	402-00-00-100-46102	2,028	200	\$ 10,261	10,000
Miscellaneous Revenue	402-66-00-613-46401	-	-	-	-
<b>Total Miscellaneous</b>		<b>35,563</b>	<b>29,200</b>	<b>129,119</b>	<b>125,000</b>
<b>One Time Revenues</b>					
<b>Total One Time Revenues</b>					
		-	-	-	-
<b>Transfer From Other Funds</b>					
Operating Transfer IN	402-00-00-100-49951	-	-	-	-
<b>Total Transfers From Other Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND REVENUE</b>		<b>\$ 35,563</b>	<b>\$ 29,200</b>	<b>\$ 129,119</b>	<b>\$ 125,000</b>

Detailed Summary of Capital Improvements Fund Revenues

**Capital Improvements Fund Budget**

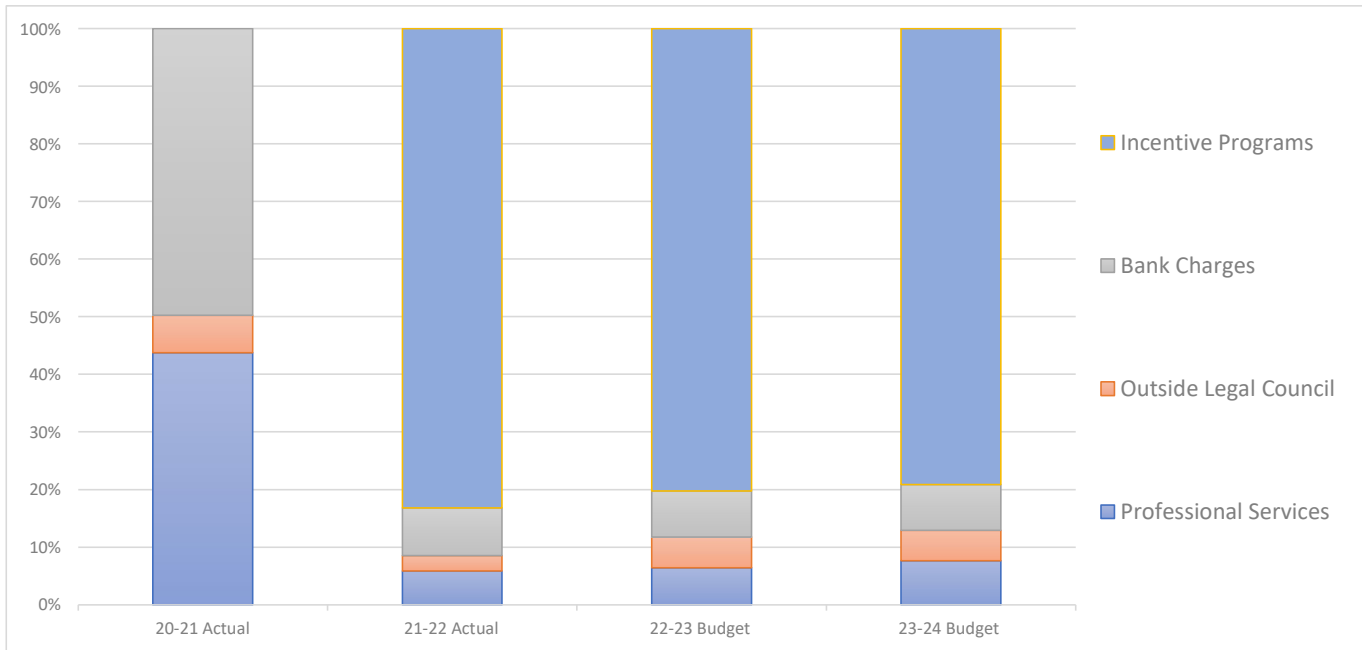
2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	-	-	-	-
Supplies, Services, and Charges	1,246	16,989	13,548	18,950
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	-	-	-	-
Operating Transfer	-	-	-	-
<hr/>				
<b>Total Capital Improvement Fund Request</b>	<b>1,246</b>	<b>16,989</b>	<b>13,548</b>	<b>18,950</b>

Detailed Summary of Capital Improvements Fund Revenues

Expense Category		Fiscal Year 2024 Budget	
	<i>Personnel Services</i>		-
	<i>Supplies, Services, and Charges</i>		18,950
402-00-00-100-52250	Professional Services		1,450
		Ditzler CID Acct Fees	1,450
402-00-00-100-53513	Outside Legal Council		1,000
402-42-00-100-53961	Bank Charges		1,500
402-00-00-100-56250	Incentive Programs		15,000
		Ditzler developer (Gregory Square)	15,000
	<i>Repairs &amp; Maintenance</i>		-
	<i>Utilities</i>		-
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
<b>Total Capital Improvement Fund Request</b>			<b>18,950</b>

**Budget Expense History  
Capital Improvements Fund  
402 History**



Account Number	Description	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
402-00-00-100-52250	Professional Services	\$1,095	\$998	\$1,200	\$1,450
402-00-00-100-53513	Outside Legal Council	\$162	\$455	\$1,000	\$1,000
402-42-00-100-53961	Bank Charges	\$1,246	\$1,408	\$1,500	\$1,500
402-00-00-100-56250	Incentive Programs	\$0	\$14,128	\$15,000	\$15,000
402-62-00-100-57000	Capital Expense	\$0	\$0	\$0	\$0
<b>Totals</b>		<b>\$2,503</b>	<b>\$16,989</b>	<b>\$18,700</b>	<b>\$18,950</b>
<b>% Increase/Decrease</b>			<b>579%</b>	<b>10%</b>	<b>1%</b>



# SEWER FUND





## P1 – Strategic Goals and Strategies

Define per Department the following-

- Strengths -
  - The implementation of City Works within the Public Works Department. The ability to understand the work order demands allows Public Works to prioritize how we address the concerns of the public.
  - Created a standard operating procedure for maintaining our sanitary sewer system.
- Weaknesses –
  - The staffing at Public Works is an issue needing to be addressed. Currently, the department has 6 positions unfilled, which has impacted the response time in addressing work orders.
  - Inability to address the findings of the sewer maintenance program in an efficient way.
- Opportunities –
  - Improve our response time and recruit qualified individuals that makes our department complete.
  - Creating a standard operating procedure for addressing issues that our found in our routine maintenance.
- Threats –
  - Attendance issues, incentivized performances, and not being about to recruit competitively.
  - Insufficient continual funding sources that can sustain the improvements of the sanitary system.

Define problem facing your department – Inadequate staffing levels impact our response time in addressing work orders.

Develop a vision to address the problem – Our vision is to reach an adequate level of staffing that allows our department the ability to improve the quality of life for the residents of Raytown.

Develop Strategies to implement strategies to obtain the vision – We need to improve the recruitment methods.

Execute and how to monitor/evaluate strategies – The expectation of recruiting would be to hire at least 1 person every two months until every position is filled.

Sewer Fund

SUMMARY OF REVENUES, EXPENDITURES, AND NET POSITION  
SEWER FUND

	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>Total Revenues</b>	\$7,696,007	\$8,735,620	\$7,958,011	\$8,852,880
Percentage Change	-3.29%	9.77%	0.00%	11.24%
<b>Total Expenditures</b>	6,212,904	10,556,365	8,994,716	9,381,500
Percentage Change	-1.92%	66.64%	41.99%	4.30%
<b>Revenues over (under) Expenditures</b>	<u>\$1,483,103</u>	<u>(\$1,820,745)</u>	<u>(\$1,036,705)</u>	<u>(\$528,620)</u>
<b>Net Position</b>				
<b>Unrestricted Net Position</b>	\$4,478,456	\$2,657,711	\$3,441,751	\$2,913,132
Percentage Change	6.66%	-36.70%	-18.03%	-15.36%
Net Investment in Capital Assets	\$9,352,665	\$12,218,654	\$11,211,516	\$12,817,505
Restricted Net Position	\$459,125	\$459,125	\$459,125	\$459,125
<b>Total Fund Balance</b>	<u>\$15,773,349</u>	<u>\$13,514,745</u>	<u>\$14,075,687</u>	<u>\$15,661,142</u>
Percentage Change	25.82%	7.80%	12.28%	11.26%

Detailed Summary of Sewer Fund Revenues

		2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
<b>FUND: Sewer</b>					
<b><u>Grants</u></b>					
Federal Grant-American Rescue Plan Act	101-00-00-723-43101	\$ -	\$ -	\$ 34,955	\$ -
<b>Total Grants</b>		-	-	34,955	-
<b><u>Service Charges</u></b>					
Returned Items	501-00-00-100-46501	-	-	-	-
Sewer Use Charge	501-42-00-100-44331	7,453,058	7,900,600	\$ 7,466,227	8,317,000
Sewer Late Pay Penalties	501-42-00-100-44332	199,825	230,050	\$ 206,810	215,000
Circuit Breaker	501-42-00-100-44541	(4,216)	(10,000)	\$ (3,438)	(5,000)
Service Line Warranty Revenue	501-42-00-100-46410	15,419	15,000	\$ 20,573	20,000
Returned Items	501-42-00-100-46501	2,425	3,000	\$ 3,300	3,300
Contract Charges	501-42-00-100-46502	-	-	\$ -	-
Administrative Revenue	501-42-00-100-46503	17,825	20,000	\$ 10,379	10,000
<b>Total Service Charges</b>		7,684,336	8,158,650	7,703,851	8,560,300
<b><u>Licenses &amp; Permits</u></b>					
<b>Total Licenses &amp; Permits</b>		-	-	-	-
<b><u>Miscellaneous</u></b>					
Credit Card Processing Fee	501-42-00-000-42122	11,671	18,000	\$ (18,125)	90,490
State SRF 2007 Proceeds	501-00-00-007-43210	-	-	\$ -	-
Interest Earnings	501-00-00-100-46101	53,706	27,000	\$ 104,535	83,628
Investment Income	501-00-00-100-46102	15,381	6,000	\$ 64,871	51,896
SRF Interest Subsidy	501-00-00-006-46111	81,631	66,594	\$ 32,104	34,566
SRF Interest Subsidy	501-00-00-007-46111	72,275	59,376	\$ 26,859	32,000
Miscellaneous Revenue	501-00-00-100-46401	-	-	\$ -	-
<b>Total Miscellaneous</b>		234,664	176,970	219,205	292,580
<b><u>One Time Revenues</u></b>					
<b>Total One Time Revenues</b>		-	-	-	-
<b><u>Transfer From Other Funds</u></b>					
MDNR ARPA Match Funds	501-00-00-100-49999	-	400,000	\$ -	-
<b>Total Transfers From Other Funds</b>		-	400,000	-	-
<b><u>TOTAL SEWER REVENUE</u></b>		<b>\$7,919,000</b>	<b>\$8,735,620</b>	<b>\$ 7,958,011</b>	<b>\$8,852,880</b>

Sewer Fund

**Sewer Budget**

2020-2021 Actual   2021-2022 Actual   2022-2023 Projected   2023-2024 Budget

**Expense Category**

Personnel Services	237,084	226,975	259,693	267,060
Supplies, Services, and Charges	4,512,512	4,699,930	5,135,978	5,030,364
Repairs & Maintenance	-	-	-	-
Utilities	-	-	-	-
Capital Expenditures	-	-	-	-
Debt Service	1,250,203	1,325,184	1,256,509	1,257,039
Operating Transfer	-	-	-	-

<b>Total Sewer Fund Request</b>	<b>5,999,799</b>	<b>6,252,089</b>	<b>6,652,181</b>	<b>6,554,463</b>
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Request Increase (Decrease) from FY 23 Projected      (97,717)  
 % change from FY 23 Projected                                      -1.47%

**Personnel Summary - Full time Equivalents (FTE)**

Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference -
Accountant	0.50	0.15	0.15	-
Billing Clerk	2.00	2.00	2.00	-
Controller	0.45	0.50	0.50	-
Director of Finance	0.15	0.15	0.15	-
Payroll Clerk	0.10	0.10	0.10	-
Treasury Analyst	0.25	-	-	-
Treasury Clerk	0.50	0.50	0.50	-
	3.95	3.40	3.40	-

Sewer Fund

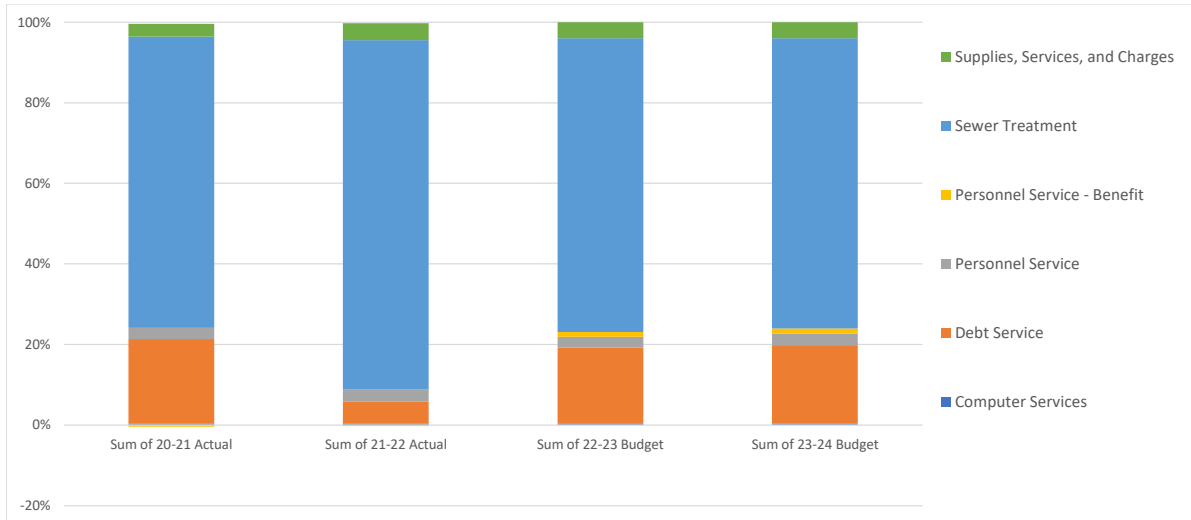
Expense Category		Fiscal Year 2024 Budget	
<i>Personnel Services</i>			267,060
501-42-00-100-51102	Civilian Employees		183,787
		Annual Salary	180,105
		Step Increase	-
		COLA/Merit Increase	3,682
501-42-00-100-51111	Civilian Employees Overtime		3,979
501-42-00-100-51115	Special Emergency Preparedness		-
501-42-00-100-51206	Life Insurance		424
501-42-00-100-51212	Civilian Pension- 401A Match		2,097
501-42-00-100-51214	Deferred Compensation- LAGERS		26,663
501-42-00-100-51215	Health Insurance		32,071
501-42-00-100-51218	Med Exp - HSA Contribution		1,350
501-42-00-100-51220	Dental		1,526
501-42-00-100-51221	Vision		369
501-42-00-100-51225	FICA		14,364
501-42-00-100-51236	Ins Opt Out Incentive		-
501-42-00-100-51238	Phone Allowance		-
501-42-00-100-51240	Workers Compensation Insurance		432
<i>Supplies, Services, and Charges</i>			5,030,364
501-42-00-100-52101	Office Supplies		2,500
501-42-00-100-52122	Credit Card Processing Charge		100,000
501-42-00-100-52250	Professional Services		2,500
501-42-00-100-53101	Postage		77,000
		Postage - Arista Information Systems	67,000
		Monthly prepaid write-off	10,000
501-42-00-100-53241	Printing & Promotions		24,000
		Envelopes	2,500
		Printing (Arista Information System)	21,500
501-42-00-100-53500	Equipment		4,556
		Postage Machine Rental	1,556
		HP Printer	3,000
501-42-00-100-53644	Computer Services		20,752
		Incode	20,752
501-42-00-100-53701	Education and Training		2,500
		Conferences - 2 employees	1,500
		Webinar's - Incode Training	1,000
501-42-00-100-53705	Meetings & Events		-
501-42-00-100-53711	Meals & Travel		2,000
		Conferences - 2 employees	2,000
501-42-00-100-53821	Bad Debt Expense		60,000
		Bad Debt	60,000
501-42-00-100-53823	Collection Agency		2,500
501-42-00-100-53913	General Liability Insurance		70,056
	Sewer Treatment		4,650,000
501-42-00-100-53931	Quarterly Charges - Little Blue Valley	3,250,000	
501-42-00-100-53932	Monthly Charges - KC Water	1,400,000	
501-42-00-100-53961	Bank Charges		12,000
<i>Repairs &amp; Maintenance</i>			-
<i>Utilities</i>			-
<i>Capital Expenditures</i>			-
501-42-00-100-57000	Capital Expenditures		-

## Sewer Fund

### Counter Upgrade & Security Glass

<i>Debt Service</i>			1,257,039
SRF Principal			1,071,393
501-00-00-006-54132	SRF 06 Principal Pymt	530,000	
501-00-00-007-54132	SRF 07 Principal Pymt	335,000	
501-00-00-013-54132	2013 Refunding Bond	-	
501-00-00-021-54132	2021 Principal Pymt	206,393	
SRF Interest			166,908
501-00-00-006-54142	Interest SRF 06	77,638	
501-00-00-007-54143	Interest SRF 07	75,881	
501-00-00-013-54143	Interest SRF 13	-	
501-00-00-021-54143	Interest 2021	13,389	
Fiscal Agent Fee's			18,739
501-00-00-006-54133	UMB & DNR Fee SRF 06	8,937	
501-00-00-007-54133	DNR Fee SRF 07	9,801	
501-00-00-013-54133	UMB & Rebate Fee 13	-	
501-00-00-021-54133	UMB & Rebate Fee 21	-	
501-42-00-100-54505	Bond Issuance	-	
<i>Total Sewer Fund Request</i>			6,554,463

**Budget Expense History  
Sewer Fund Finance Expenses  
501 Finance History**



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$160,942	\$150,755	\$177,014	\$183,787
Civilian Employees Overtime	Personnel Service	\$1,734	\$3,092	\$2,584	\$3,979
Special Emergency Preparedness Time	Personnel Service	\$889	\$0	\$0	\$0
Life Insurance	Personnel Service - Benefit	\$428	\$427	\$424	\$424
Civilian Pension- 401A Match	Personnel Service - Benefit	\$1,788	\$1,872	\$2,090	\$2,097
Deferred Compensation- LAGERS	Personnel Service - Benefit	-\$73,265	-\$61,286	\$27,838	\$26,663
Health Insurance	Personnel Service - Benefit	\$31,738	\$31,669	\$32,071	\$32,071
Med Exp - HSA Contribution	Personnel Service - Benefit	\$1,360	\$1,107	\$1,350	\$1,350
Dental	Personnel Service - Benefit	\$1,527	\$1,604	\$1,526	\$1,526
Vision	Personnel Service - Benefit	\$382	\$378	\$369	\$369
FICA	Personnel Service - Benefit	\$11,421	\$11,042	\$13,739	\$14,364
Ins Opt Out Incentive	Personnel Service - Benefit	\$0	\$0	\$0	\$0
Phone Allowance	Personnel Service - Benefit	\$400	\$260	\$240	\$0
Workers Compensation Insurance	Personnel Service - Benefit	\$336	\$324	\$449	\$432
Office Supplies	Supplies, Services, and Charges	\$1,035	\$2,134	\$2,500	\$2,500
Professional Services	Supplies, Services, and Charges	\$0	\$2,025	\$2,500	\$2,500
Postage	Supplies, Services, and Charges	\$60,421	\$69,545	\$70,000	\$77,000
Printing & Promotions	Supplies, Services, and Charges	\$21,514	\$19,282	\$23,500	\$24,000
Dues & Membership	Supplies, Services, and Charges	\$0	\$0	\$0	\$0
Equipment	Supplies, Services, and Charges	\$2,167	\$1,166	\$3,081	\$4,556
Computer Services	Computer Services	\$19,312	\$19,181	\$19,862	\$20,752
Education and Training	Supplies, Services, and Charges	\$150	\$542	\$2,500	\$2,500
Meetings & Events	Supplies, Services, and Charges	\$0	\$0	\$150	\$0
Meals & Travel	Supplies, Services, and Charges	\$0	\$818	\$1,750	\$2,000
Bad Debt Expense	Supplies, Services, and Charges	\$19,905	\$49,491	\$80,000	\$60,000
Collection Agency	Supplies, Services, and Charges	\$6,470	\$881	\$2,500	\$2,500
General Liability Insurance	Supplies, Services, and Charges	\$65,237	\$59,906	\$66,635	\$70,056
Quarterly Charges - Little Blue Valley	Sewer Treatment	\$2,819,180	\$2,948,194	\$3,150,000	\$3,250,000
Monthly Charges - KC Water	Sewer Treatment	\$1,486,000	\$1,516,102	\$1,700,000	\$1,400,000
Bank Charges	Supplies, Services, and Charges	\$11,143	\$10,664	\$11,000	\$12,000
Capital Expenditures	Computer Services	\$0	\$0	\$0	\$0
Cash Long & Short	Supplies, Services, and Charges	-\$22	\$0	\$0	\$0
SRF 06 Principal Pymt	Debt Service	\$465,000	\$0	\$505,000	\$530,000
SRF 07 Principal Pymt	Debt Service	\$295,000	\$0	\$320,000	\$335,000
2013 Refunding Principal Pymt	Debt Service	\$175,000	\$0	\$0	\$0
2021 Refunding Principal Pymt	Debt Service	\$0	\$0	\$199,451	\$206,393
Interest SRF 06	Debt Service	\$125,080	\$145,560	\$101,625	\$77,638
Interest SRF 07	Debt Service	\$111,214	\$135,233	\$90,600	\$75,881
Interest SRF 13	Debt Service	\$46,832	-\$86,913	\$0	\$0
Interest SRF 21	Debt Service	\$0	\$15,899	\$16,620	\$13,389
UMB & DNR Fee SRF 06	Debt Service	\$16,063	\$13,510	\$11,674	\$8,937
UMB & DNR Fee SRF 07	Debt Service	\$13,928	\$12,436	\$11,539	\$9,801
UMB & Rebate Fee 13	Debt Service	\$318	\$94	\$0	\$0
Bond Issuance Expense	Debt Service	\$1,769	\$41,954	\$0	\$0
<b>Totals</b>		<b>\$5,902,396</b>	<b>\$5,118,947</b>	<b>\$6,652,181</b>	<b>\$6,454,463</b>
<b>% Increase/Decrease</b>			<b>-13%</b>	<b>30%</b>	<b>-3%</b>

# Sewer Fund Department Budget

## Public Works Budget

2020-2021 Actual    2021-2022 Actual    2022-2023 Projected    2023-2024 Budget

Expense Category				
Personnel Services	513,913	605,271	674,742	768,876
Supplies, Services, and Charges	261,754	78,302	72,257	179,000
Repairs & Maintenance	215,264	170,657	127,424	252,800
Utilities	10,143	10,790	8,541	20,372
Capital Expenditures	229,198	1,931,825	1,858,851	1,605,989
Operating Transfer	-	-	-	-
<b>Total Sewer Fund Request</b>	<b>1,230,272</b>	<b>2,796,845</b>	<b>2,741,814</b>	<b>2,827,037</b>

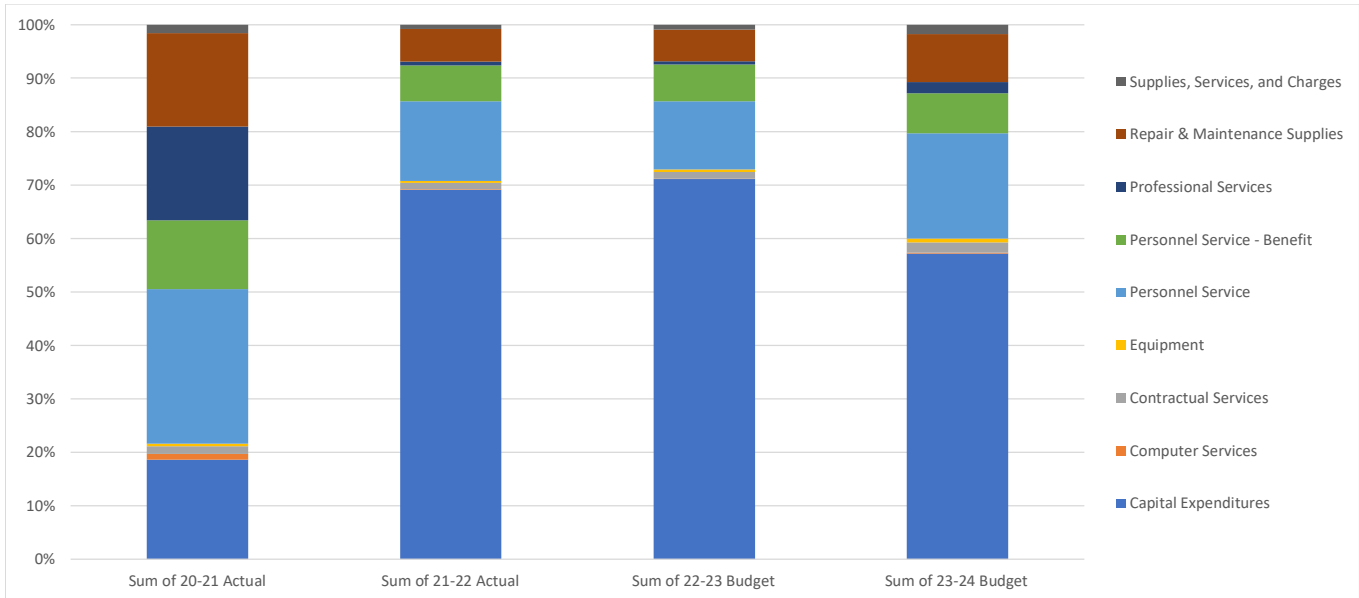
Request Increase (Decrease) from FY 23 Projected    **85,222**  
 % change from FY 23 Projected    **3.11%**

Personnel Summary - Full time Equivalents (FTE)				
Job Title	FY 22 Budget	FY 23 Budget	FY 24 Request	Difference
Administrative Asst.	0.90	0.90	0.90	-
Asst. Public Works Director	0.75	0.75	0.75	-
Building Maint. Tech	0.25	0.25	0.25	-
City Engineer	0.50	0.50	0.50	-
Crew Leader	2.00	2.00	2.00	-
Engineer Technician	0.50	0.50	0.50	-
Engineering Intern	-	-	-	-
Fleet Maint. Supervisor	0.20	0.20	0.20	-
Maint. Worker	2.00	2.00	2.00	-
Mechanic	0.20	0.20	0.20	-
Operations Supervisor	2.00	1.00	1.00	-
Public Works Director	0.50	0.50	0.50	-
ROW Inspector	0.40	0.40	0.40	-
Sr. Maint. Worker	2.00	2.00	2.00	-
Superintendent	0.50	0.50	0.50	-
	<b>12.70</b>	<b>11.70</b>	<b>11.70</b>	<b>-</b>

Expense Category		Fiscal Year 2024 Budget	
<i>Personnel Services</i>			768,876
501-62-00-100-51102	Civilian Employees		546,254
		Annual Salary	530,491
		COLA/Merit Increase	15,763
501-62-00-100-51106	Part Time Employees		-
		Annual Salary	-
		COLA/Merit Increase	-
501-62-00-100-51111	Civilian Employees Overtime		11,777
		Overtime	11,777
		Special Hours	-
501-62-00-100-51115	Special Emergency Preparedness		-
501-62-00-100-51206	Life Insurance		1,279
501-62-00-100-51212	Civilian Pension- 401A Match		3,880
501-62-00-100-51214	Deferred Compensation- LAGERS		76,985
501-62-00-100-51215	Health Insurance		55,252
501-62-00-100-51218	Med Exp - HSA Contribution		6,375
501-62-00-100-51220	Dental		2,788
501-62-00-100-51221	Vision		401
501-62-00-100-51225	FICA		34,384
501-62-00-100-51236	Ins Opt Out Incentive		-
501-62-00-100-51238	Phone Allowance		192
501-62-00-100-51240	Workers Compensation Insurance		29,309
<i>Supplies, Services, and Charges</i>			179,000
501-62-00-100-52101	Office Supplies		3,700
		General Office Supplies	2,000
		Add First Aide/Eye wash Station supplies	1,200
		Copier + Overages	500
501-62-00-100-52200	Operating Supplies		6,500
		General Supplies	2,000
		Tools & Labor Supplies	4,500
501-62-00-100-52233	Uniforms		2,500
		Rental	
		Purchase	2,500
501-62-00-100-52250	Professional Services		60,000
		Engineering & Professional Services	30,000
		SSES Study for Sanitary Sewer System	30,000
501-62-00-100-53101	Postage		500
			-
501-62-00-100-53301	Dues & Membership		1,500
		AWWA, Weftec	750
		APWA	750
501-62-00-100-53500	Equipment		18,000
		Equipment Rentals	3,000
		Minor Equipment(ex. Sewer truck , jetter hoses, replacement nozzles)	15,000
501-62-00-100-53644	Computer Services		4,900
		Web GIS	3,500
		Raken	1,400
501-62-00-100-53701	Education and Training		11,300
		National Conferences	2,500
		In-House Training, Education, Recognitions	3,000
		CDL Training	2,300
		Educations & Training	3,500
501-62-00-100-53711	Meals & Travel		4,200
		National Conferences	4,200
501-62-00-100-53913	General Liability Insurance		
501-62-00-100-53999	Contractual Services		65,900
		Comcast	350
		DNR Connection Fees	11,000
		Google Fiber	650
		Uniform and Mat Rentals	4,000
		Cityworks	14,900

		NEER	25,000	
		Backflow and Sump Pump Installation Program	10,000	
<b>Repairs &amp; Maintenance</b>				<b>252,800</b>
501-62-00-100-52300	Repair & Maintenance Supplies			8,500
		Sewer manhole & line supplies	8,500	
501-62-00-100-52301	Fuel			25,000
501-62-00-100-52750	Building Maintenance			2,500
		Building Maintenance /Custodial Supplies	2,500	
501-62-00-100-53600	Repair & Maintenance Services			155,000
		Emergency Repair Project	60,000	
		Root Control Project	35,000	
		Annual lift station Inspection		
		Annual ADS Flow Metering costs	20,000	
		Contracted Jetting Service/CCTV	40,000	
501-62-00-100-55000	Vehicle Expense			61,800
		Outside Vendor Repairs	53,000	
		GPS	1,800	
		Vehicle Supplies & Tools	7,000	
<b>Utilities</b>				<b>20,372</b>
501-62-00-100-53421	Water			3,800
		6417 Railroad	1,800	
		Truck Fill	2,000	
501-62-00-100-53401	Electricity			7,000
		6417 Railroad	5,000	
		VM Building	1,000	
		Pump Station	1,000	
501-62-00-100-53411	Gas			5,000
		6417 Railroad	3,600	
		VM Building	1,400	
501-62-00-100-53441	Mobile Phone & Pagers			4,572
		PW Director	312	
		Janitor/Custodian	-	
		City Engineer	312	
		Fleet Supervisor	-	
		Mechanic	-	
		Operations Supervisor	624	
		Right of Way/Project Insector	312	
		Superintendent	312	
		Tablets	2,700	
<b>Capital Expenditures</b>				<b>1,605,989</b>
501-62-00-100-57000	Capital Expenditures			1,605,989
		2022 SSP - Wildwood South (Roll over)	-	
		2023 SSP - Wildwood North (Roll Over)	-	
		87th Street Drainage Basin (roll over)	-	
		Park Lane (MDNR Match)	-	
		2022 SSP Wildwood South	-	
		Backflow and Sump Pump Installation Program		
		SSM-2023-01 - 2023 Sanitary Sewer Project-Wildwood North	1,375,989	
		Sewer Construction 53rd St Redevelopment	200,000	
		SCADA for Lift Stations w/ Service Plan	30,000	
<b>Debt Service</b>				<b>-</b>
<b>Total Sewer Fund Request</b>				<b>2,827,037</b>

**Budget Expense History**  
**Sewer Fund Public Works Expenses**  
**501 Public Works History**



Description	Category	20-21 Actual	21-22 Actual	22-23 Budget	23-24 Budget
Civilian Employees	Personnel Service	\$343,014	\$412,099	\$490,291	\$546,254
Civilian Employees Overtime	Personnel Service	\$8,056	\$4,911	\$8,356	\$11,777
Special Emergency Preparedness Time	Personnel Service	\$4,148	\$0	\$0	\$0
Life Insurance	Personnel Service - Benefit	\$947	\$1,106	\$1,353	\$1,279
Civilian Pension- 401A Match	Personnel Service - Benefit	\$4,215	\$4,761	\$5,643	\$3,880
Deferred Compensation- LAGERS	Personnel Service - Benefit	\$50,572	\$55,460	\$77,290	\$76,985
Health Insurance	Personnel Service - Benefit	\$42,834	\$54,455	\$98,117	\$55,252
Med Exp - HSA Contribution	Personnel Service - Benefit	\$3,669	\$5,150	\$6,975	\$6,375
Dental	Personnel Service - Benefit	\$2,879	\$3,217	\$4,397	\$2,788
Vision	Personnel Service - Benefit	\$386	\$549	\$617	\$401
FICA	Personnel Service - Benefit	\$25,743	\$30,299	\$38,146	\$34,384
Ins Opt Out Incentive	Personnel Service - Benefit	\$4,919	\$1,930	\$2,988	\$0
Phone Allowance	Personnel Service - Benefit	\$550	\$536	\$576	\$192
Workers Compensation Insurance	Personnel Service - Benefit	\$21,981	\$30,797	\$30,418	\$29,309
Office Supplies	Supplies, Services, and Charges	\$2,623	\$2,945	\$2,500	\$3,700
Operating Supplies	Supplies, Services, and Charges	\$706	\$346	\$6,500	\$6,500
Uniforms	Supplies, Services, and Charges	\$3,269	\$3,574	\$4,000	\$2,500
Professional Services	Professional Services	\$215,767	\$18,882	\$25,000	\$60,000
Postage	Supplies, Services, and Charges	\$0	\$0	\$500	\$500
Dues & Membership	Supplies, Services, and Charges	\$980	\$800	\$1,500	\$1,500
Equipment	Equipment	\$6,237	\$10,227	\$18,000	\$18,000
Computer Services	Computer Services	\$13,310	\$4,890	\$3,500	\$4,900
Education and Training	Supplies, Services, and Charges	\$843	\$3,413	\$4,000	\$11,300
Meals & Travel	Supplies, Services, and Charges	\$444	\$673	\$1,200	\$4,200
General Liability Insurance	Supplies, Services, and Charges	\$0	\$0	\$0	\$0
Contractual Services	Contractual Services	\$17,575	\$32,551	\$49,200	\$65,900
Repair & Maintenance Supplies	Repair & Maintenance Supplies	\$6,798	\$5,333	\$8,500	\$8,500
Fuel	Repair & Maintenance Supplies	\$9,356	\$14,009	\$25,000	\$25,000
Building Maintenance	Repair & Maintenance Supplies	\$1,211	\$1,824	\$1,500	\$2,500
Repair & Maintenance Services	Repair & Maintenance Supplies	\$131,398	\$110,805	\$136,520	\$155,000
Vehicle Expense	Repair & Maintenance Supplies	\$66,501	\$38,687	\$59,800	\$61,800
Water	Supplies, Services, and Charges	\$2,706	\$2,367	\$3,800	\$3,800
Electricity	Supplies, Services, and Charges	\$4,895	\$5,598	\$7,000	\$7,000
Gas	Supplies, Services, and Charges	\$1,417	\$1,722	\$3,250	\$5,000
Mobile Phone & Pagers	Supplies, Services, and Charges	\$1,125	\$1,102	\$1,248	\$4,572
Capital Expenditures	Capital Expenditures	\$229,198	\$1,931,825	\$2,776,500	\$1,605,989
<b>Totals</b>		<b>\$1,230,272</b>	<b>\$2,796,845</b>	<b>\$3,904,184</b>	<b>\$2,827,037</b>
<b>% Increase/Decrease</b>			<b>127%</b>	<b>40%</b>	<b>-28%</b>



# STRATEGIC PLANNING REPORT







# **Strategic Planning Report June 2023**



## Executive Summary

The City of Raytown's elected officials and staff worked together to update their strategic goals for the next one to three years— affirming its vision, modifying its key performance areas, and establishing priorities.

To ensure a common understanding of the elements of strategic planning, they are listed and defined here:

- Vision: The ideal state of the community, generally developed by the governing body
- Key Performance Areas: Broad categories in which the organization must be successful to achieve its vision and mission
- Goals: Results or desired outcomes achieved during the planning period
- Objectives: Specific actions to achieve objectives

A full summary of the workshop begins on Page 4 of this document.

## Key Performance Areas and Priorities

### Infrastructure

Raytown invests in infrastructure that is developed and maintained to serve the community and commercial needs.

Goal 1: Pursue outside revenue sources for infrastructure needs.

Goal 2: Develop a comprehensive approach to educate the community regarding infrastructure needs, how they are addressed in a fiscally responsible manner, and the importance of the parks, transportation and capital sales taxes.

### Neighborhood Revitalization

Neighborhoods are attractive, family and pedestrian friendly, clean and health places to live.

Goal 1: Improve roads, sidewalks, curbs and lighting in neighborhoods.

Goal 2: Decrease the number of code violations through increased resources and education.

### Economic Development

We commit resources, strategically plan and create an environment that retains and attracts investment in Raytown.

Goal 1: Capitalize on regional events such as the World Cup and the Chiefs and Royals successes.

Goal 2: Update the comprehensive plan.

Goal 3: Create a means to assist new businesses in navigating the approval process.

### Public Safety

Residents and Business owners experience peace of mind and confidence in their daily activities.

Goal 1: Increase traffic enforcement.

## Use of the Strategic Plan

To ensure that the strategic plan remains a valuable management tool, the following actions should be considered.

**Implementation Plan:** This plan identifies four Key Performance Areas and priority goals. City staff and elected officials should now identify objectives for each of those priority goals. In other words, what actions are necessary to achieve the priority goals, in what timeframe should they be achieved and by whom.

**Resource Allocation:** The strategic plan should be used as a guide when considering both financial and human resources. Implementing the plan will require necessary funding as determined in the annual budgeting process. As well, linking staff work and goals to the strategic priorities not only moves toward those priorities being realized, but also helps staff to come together around common goals.

**Board Actions:** As part of its regular meetings, the Board of Aldermen should note actions it takes that will specifically move the organization closer to achieving its mission.

**Communication:** Efforts should be made to publicize the results of the strategic planning process and progress that is made in achieving it. In addition, the plan should be communicated with Raytown residents so that they are aware of the City's continued efforts.

## Full Summary

City of Raytown elected officials and staff gathered on June 10, 2023, to update the strategic plan and identify goals to move the City closer to its vision. Elected officials in attendance were:

- Mike McDonough, Mayor
- Greg Walters, Ward I
- Ian Scott, Ward 1
- Jim Aziere, Ward II
- Janet Emerson, Ward III
- William “Bill” Van Buskirk, Ward IV
- Teresa Garza, Ward IV
- Bonnaye Mims, Ward V
- Diane Krizek, Ward V

## Understanding the Current Environment

City Administrator Damon Hodges provided a progress report regarding the goals established in the last two years.

## Bolstering the Brand



Raytown’s tagline, adopted in early 2021 is: Crossroads Community. Embracing Diversity. Growing Together. A tagline is defined as a “powerful phrase” associated with your organization.

It is also part of your brand, defined as “the sum of how a product or business is perceived by those who experience it—including customers, investors, employees, the media, and more. Branding is the process of shaping these perceptions. A brand, then, is more than just a company’s name, logo, product, or price tag. It’s more than the marketing and advertising around these things. A brand is the consistent and recognizable *feeling* that all of these things evoke.”

The governing body discussed what they should do as a whole to support and advance a positive brand of Raytown. They were then asked to commit to something they individually would do to support the brand. Those results follow.

The Mayor and Board of Aldermen agreed that to uphold the brand of Raytown, it needs to:

- Be strategic
- Be a champion for the community – through language used, the behavior it exhibits and the culture it fosters
- Explain the process to constituents and facilitate solutions through staff
- Support staff in its work
- Agree to disagree, don't make issues personal, and support the decision-making process
- Collaborate with each other, staff and constituents
- Act professionally
- Prove accurate information
- Be respectful, treating each other, staff and stakeholders as you would want to be treated
- Be objective
- Approach decisions with an open mind

Members then made individual commitments to upholding the brand.

- Mike McDonough: ensure all are heard, focus on the facts, listen, and promote the positive
- Greg Walters; be honest and frank
- Ian Scott; be kind
- Jim Aziere: be professional
- Janet Emerson; do homework and weigh issues
- Bill Van Buskirk: stay humble
- Teresa Garza: always be respectful, professional and courteous
- Bonnaye Mims: listen, observe and read
- Diane Krizek: stay objective, get facts and analyze

## Key Performance Areas

Key Performance Areas (KPA) are those categories in which the community must have success to achieve its vision. In 2021, the board identified four KPAs as follows.

1. Neighborhood Revitalization
2. Infrastructure
3. Economic Development
4. Public Safety

That time, upon reflection, the governing body discussed that the police department was moving in the right direction, they have faith in the city administrator and police chief to continue that progress, and that it is those officials who should determine what operationally needs to occur. They therefore removed public safety as a key performance although firmly stated it is a critical initiative and core value for the community.

In 2023, the board reinstated public safety as a KPA and went on to define each of the desired outcomes for the KPAs as follows.

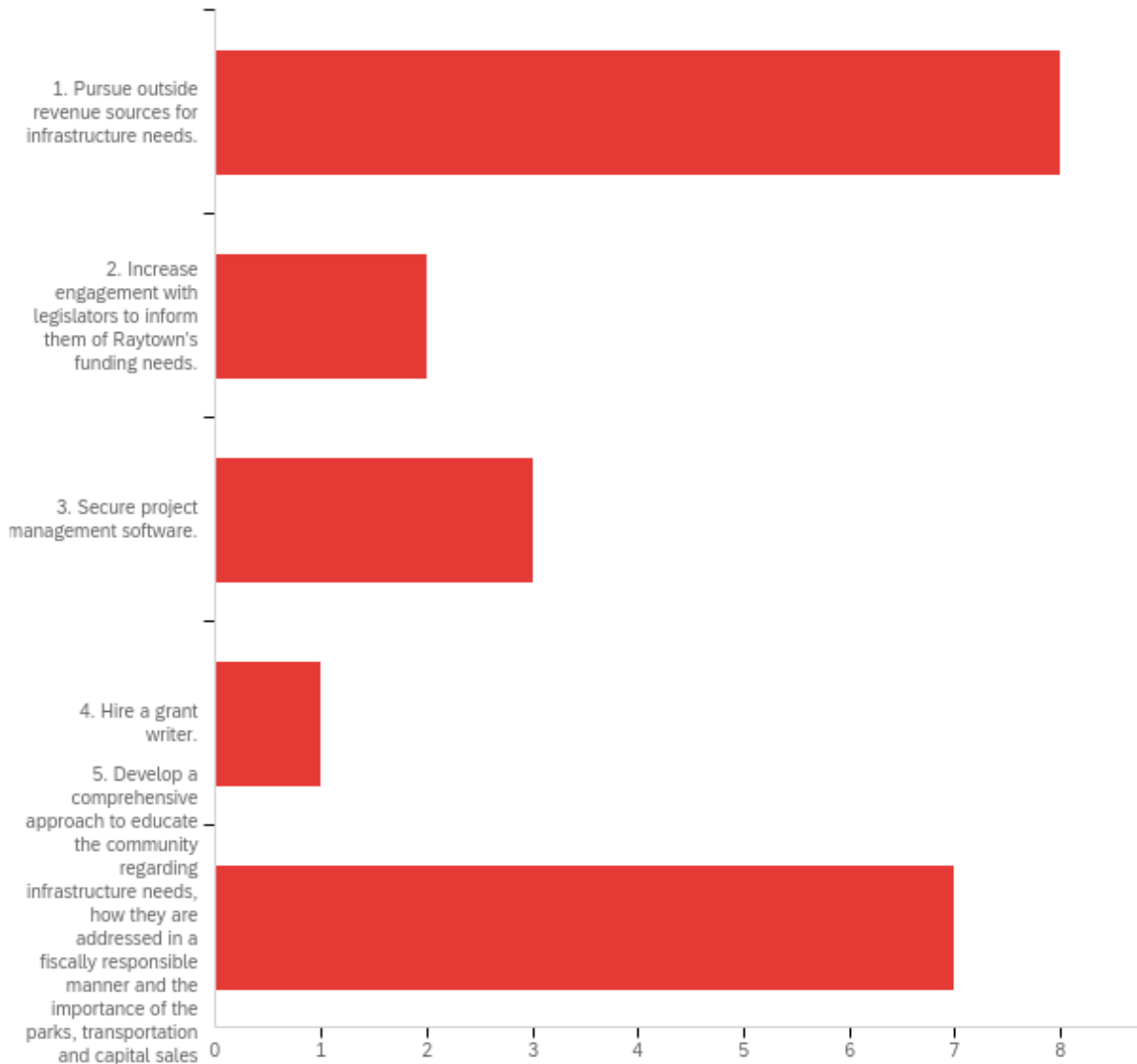
1. Neighborhood Revitalization:  
Neighborhoods are attractive, family and pedestrian friendly, clean and health places to live.
2. Infrastructure:  
Raytown invests in infrastructure that is developed and maintained to serve the community and commercial needs.
3. Economic Development:  
We commit resources, strategically plan and create an environment that retains and attracts investment in Raytown.
4. Public Safety:  
Residents and business owners experience peace of mind and confidence in their daily activities.

## Strategic Priorities

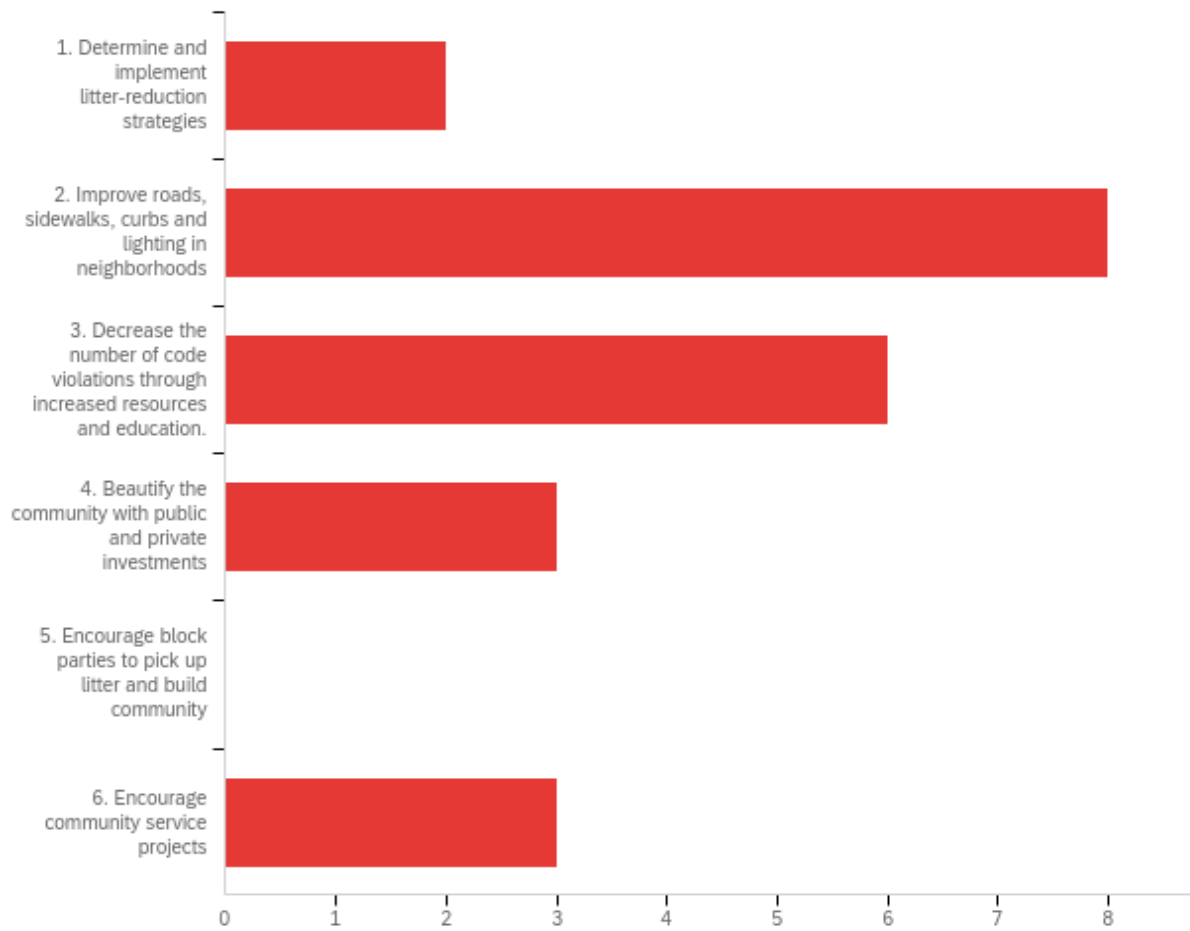
Upon defining the KPAs, governing body members and staff identified potential goals – actions necessary to make progress in each of the KPAs. Because several members of the board had other commitments to attend to and in consideration that two of the board members had not been able to attend the retreat, it was decided that the Mayor and Board would engage in an anonymous survey to determine its priorities for the next two years.

The results of that survey follow.

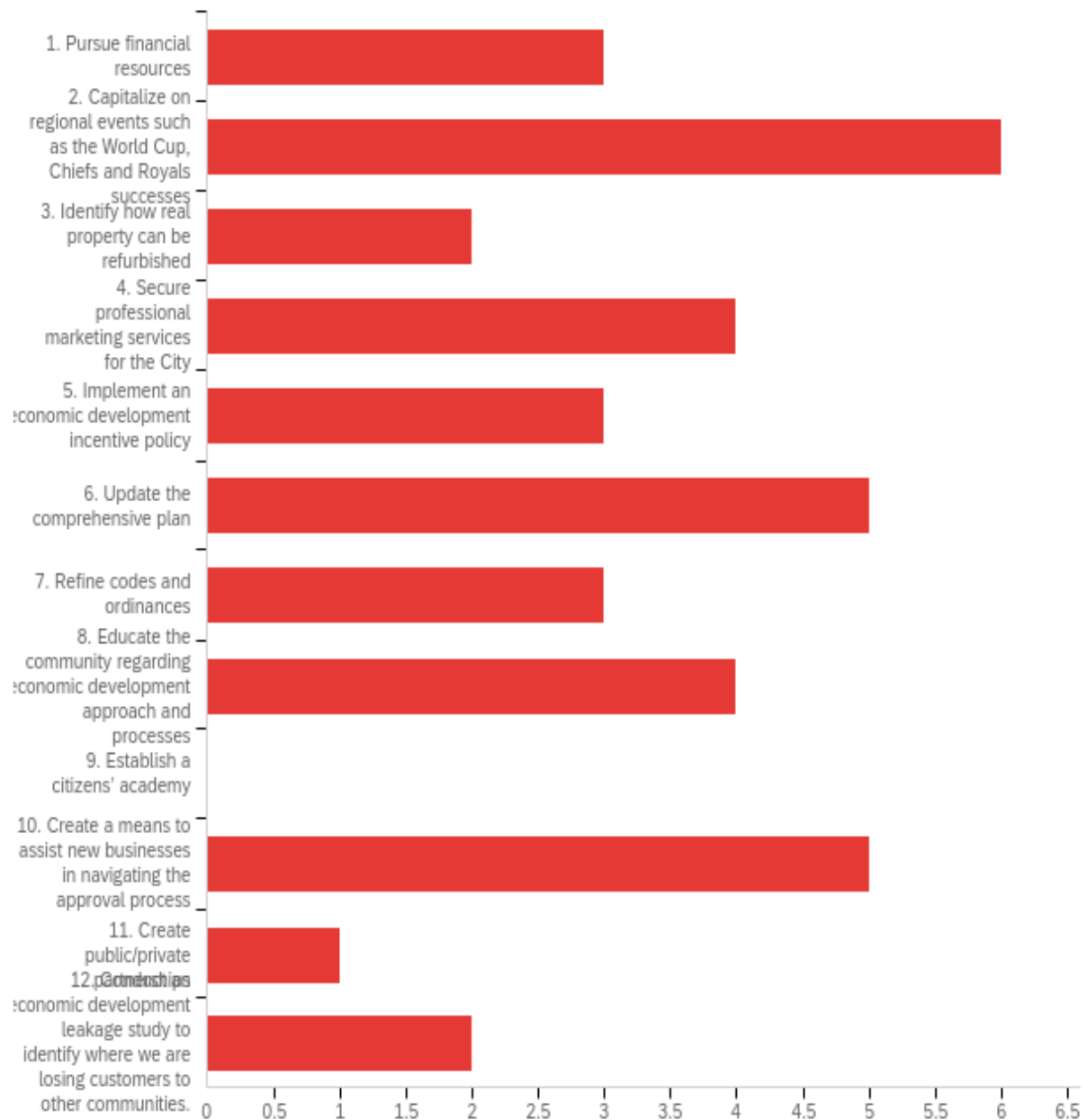
**Infrastructure: Raytown invests in infrastructure that is developed and maintained to serve the community and commercial needs. Please select two priorities.**



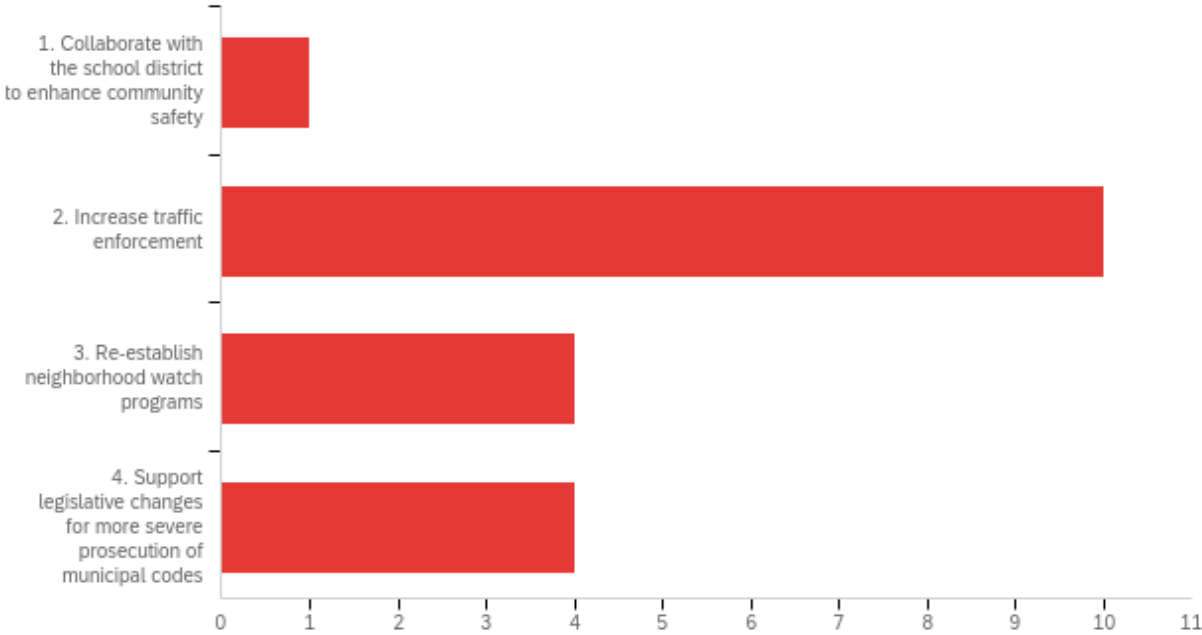
**Neighborhood Revitalization: Neighborhoods are attractive, family and pedestrian friendly, clean and health places to live. Please select two priorities.**



**Economic Development: We commit resources, strategically plan and create an environment that retains and attracts investment in Raytown. Select up to four priorities.**



**Public Safety: Residents and business owners experience peace of mind and confidence in their daily activities. Select up to two priorities.**



## **Glossary of Budget-Related Terms for City of Raytown**

**Accounts Payable:** A liability account reflecting amounts on open account owing to private persons or organizations for goods and services received by a government.

**Accounts Receivable:** An asset account reflecting amounts owing on open account from private persons or organizations for goods and services furnished by a government.

**Accrual Basis:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**Accrued Expenses:** Expenses incurred but not due until a later date.

**Adopted Budget:** Refers to the budget amounts as originally approved by the Board of Aldermen at the beginning of the fiscal year, also to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

**Allocation:** Spending authority assigned to an agency from a lump-sum appropriation that is designated for expenditure by specific governmental units and/or for specific purposes, activities, or objects.

**Appropriation:** The legal authorization made by the Board of Aldermen to the departments, offices, and agencies of the City which approves their Budgets and allows them to make expenditures and obligate funds for specific purposes within the amounts approved.

**Assessed Valuation:** A valuation set upon real estate and certain personal property by the County

**Assessor** as a basis for levying property taxes.

**Assets:** Property owned by the City that has monetary value.

**Balance Sheet:** The basic financial statement, which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with Generally Accepted Accounting Principles (GAAP).

**Balanced Budget:** The City will maintain a balanced budget by ensuring that current operating expenditures/expenses will not exceed current operating revenues.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects.

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

**Budget Calendar:** The schedule of key dates or milestones, which the City departments follow in the preparation, adoption, and administration of the budget.

**Budget Message:** The opening section of the budget, which provides the Board of Aldermen and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Administrator.

**Budget Preparation Package:** The set of instructions and forms sent by the Finance Department to the departments, for use in preparation of their operating budget requests for the upcoming year.

**Capital Asset:** Capital assets include land, buildings and improvements, equipment, and infrastructure assets. Capital assets are defined by the government as used in operations (tangible and intangible); with an initial individual cost that meets or exceeds the capitalization requirements; and useful life in excess of one year.

**Capital Equipment Replacement Fund (CERF):** A fund established in 1991 to accumulate resources to be used for purchasing capital assets.

**Capital Expenditures:** Expenditures for equipment, vehicles or machinery that results in the acquisition or addition to fixed assets. Normally has a value of \$5,000 or more.

**Capital Improvements:** Expenditures that result in the acquisition of land, construction costs for streets, sidewalks or curbs, or improvements to land or buildings.

**Capital Improvement Sales Tax:** The fund used to account for capital improvements projects funded by the sales tax dedicated to that purpose.

**Capital Projects Fund:** A fund that accounts for financial resources that are legally restricted and contractually required for the acquisition or construction of capital facilities.

**Comprehensive Annual Financial Report (CAFR):** The official annual report of a government. It includes five Combined Statements – Overview and basic financial statements for each individual fund and account group prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section. Every government should prepare and publish a CAFR as a matter of public record.

**Deficit:** ‘General government deficit’ the balance of income and expenditure of government, including capital income and capital expenditures.

**Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2) as an expense during a particular period.

**Employee Benefits:** These include social security, retirement, group health, dental and life insurance, worker’s compensation, and disability insurance.

**Encumbrance:** An amount of money committed and set aside, but not yet expended, for the purpose of a specific goods or services.

**Enterprise Fund:** Also known as a business-type or proprietary fund. A fund that accounts for the activities that are expected to pay for themselves via user fees in a manner like a private industry. Raytown’s only enterprise fund is the Sanitary Sewer Fund.

**Projected Expenditures & Revenues:** The actual expenditures or revenues that are anticipated by the close of the budget year.

**Expense:** An actual payment made by City warrant (check) or by interfund transfer for internal City bills.

**Fees:** A general term used for any charge levied by government associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and nonbusiness licenses, fines, and user charges.

**Fines and Forfeitures:** Revenues generated from penalties levied by the Municipal Court for commission of statutory offenses and violations of City Ordinances.

**Fiscal Year (FY):** The period used for the accounting year. The City of Raytown has a fiscal year starting November 1<sup>st</sup> through October 31<sup>st</sup>.

**Fund:** 'Governmental Fund' used to account for activities primarily supported by taxes, grants, and similar revenue sources. Within the category of Governmental Funds, there are five types: General Fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**Fund Balance:** The difference between a fund's assets and its liabilities. An accounting distinction is made between the portions of fund balance that are restricted and unrestricted (or nonspendable). These are broken into three categories: Restricted fund balance, Unrestricted(nonspendable) fund balance and reserve.

**Generally Accepted Accounting Principles (GAAP):** A widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board.

**General Fund:** The fund used to account for all financial resources of the City except those required to be accounted for in a separate fund.

**Government Finance Officers' Association (GFOA):** An organization whose purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training, and leadership.

**Gross Receipts Tax:** A fee paid by public service utilities for use of public right-of-way to deliver their services.

**Intergovernmental Revenues:** Revenue from other governments, primarily Federal and State grants, but also payments from other local governments and the State.

**Levy:** To impose taxes, special assessments, or service charges for the support of governmental activities.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date.

**License and Permit Revenue:** Revenues collected by the City from individuals or businesses for rights or privileges granted by the City.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Missouri Local Area Government Employees Retirement System (LAGERS):** Pension system for municipal employees in the State of Missouri

**Net Surplus/Deficit:** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**Objectives (Departmental):** departmental objectives for the upcoming year are prepared and submitted along with the department's budget request. The proposed objectives are reviewed by the City Administrator and are considered in budget negotiations. **Operating Budget:** The annual budget and process, which provides a financial plan for the operation of government and the provision of services for the year. Excluded from the operating budget are one-time capital projects, which are determined by a separate, but interrelated, process.

**Operating Expenses:** Proprietary fund expenses which are directly related to the fund's primary service activities.

**Operating Revenues:** Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for services.

**Personnel Services:** Compensation to City employees in the form of salaries, wages, and employee benefits; also, other personnel insurance, i.e., position bonds, notary bonds.

**Proposed Budget:** The recommended City budget submitted by the City Administrator to the Board of Aldermen in October each year.

**Proprietary Fund:** Proprietary funds are employed to report on activities financed primarily by revenues generated by the activities themselves, such as the sanitary sewer fund.

**Public Safety Sales Tax (PSST):** A 1/2-cent sales tax dedicated to Public Safety costs incurred by the City; also, the fund used to account for this tax and the expenditures associated with it.

**Restricted Assets:** Monies or other resources, the use of which is restricted by legal or contractual requirements.

**Restricted Fund Balance:** Comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, unrestricted fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

**Revenue:** Cash receipts and receivables of a governmental unit derived from taxes and other sources.

**Revised Budget:** Budget figures, which include budget amendments made by Board of Aldermen resolution, in the following fiscal period.

**Transportation Sales Tax (TST):** The fund used to account for street improvement projects funded by the sales tax dedicated to that purpose.

**Unrestricted Fund Balance:** The residual classification of the general fund including all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Village Center: The general area centered around the Raytown Community Center, encompassing the Raytown 18 building and Linden Square. The area is being redeveloped with a mixture of retail and housing options.