



CITY OF RAYTOWN, MISSOURI



FISCAL YEAR 2012-2013 ANNUAL BUDGET

THE BUDGET CYCLE

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

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

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

The City performs the following procedures for establishing the budget:

May-June

Budget Package Preparation

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

July

Department Budget Request

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

August

Department Budget Request Review

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

August

Administrative Budget Review

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

September

Board of Aldermen Review and Administrative Adjustments

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

October

Alderman Review, Public Comment, and Adoption

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

SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

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

Reporting Entity

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

Basis of Presentation

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

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

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

Governmental Fund Types

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

The following are the City's governmental fund types:

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

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

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

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

Proprietary Fund Types

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

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

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

Fiduciary Fund Types

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

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

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

Account Groups

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

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

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

Basis of Accounting

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

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

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

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

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

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

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

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

FISCAL POLICIES

Purpose:

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

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

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

These objectives are:

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

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

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

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

I. Revenue Policy

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

II. Operating Budget Policy

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

FISCAL POLICIES (Con't)

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

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

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

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

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

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

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

III. Capital Improvements

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

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

IV. Accounting Policy

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

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

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

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

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

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

V. Debt Policy

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

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

BUDGET/ MANAGEMENT POLICIES

Purpose

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

Relationship to Overall City Goals and Objectives

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

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

Objectives

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

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

Budget Policy

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

SCOPE:

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

Guideline:

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

Preparation:

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

Balanced Budget:

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

Budget Transfers and Amendments:

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

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

Fund Balance:

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

Capital Improvement Budget and Five-Year Plan:

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

Position Control:

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

LISTING OF BUDGETED FUNDS AND THEIR PURPOSE

General Fund

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

Special Revenue Funds

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

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

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

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

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

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

Capital Project Funds

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

Enterprise Funds

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

Internal Services Funds

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

NON-BUDGETED FUNDS

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

Trust and Agency Funds

701 Civilian Pension

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

702 Police Pension

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

703 Cafeteria Trust

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

CITY OF RAYTOWN, MISSOURI 2013-2014 BUDGET - FUND ANALYSIS

FUND	2011-12 ENDING FUND BALANCE	ESTIMATED FUND BALANCE ENDING 2012- 13	2013-14 PROPOSED BUDGET	2013-14 ESTIMATED INCOME (REVENUE PLUS TRANSFERS)	FUND BALANCE INCREASE (DECREASE)	Reserves on Fund Balance	ESTIMATED UNRESERVED FUND BALANCE ENDING 2012-14
GENERAL	\$ 6,148,970	\$ 6,634,146	\$ 13,330,187	\$ 12,877,490	\$ (452,697)	\$ 4,066,132	\$ 2,115,317
SPECIAL REVENUE							
Park	1,072,444	519,996	1,595,188	1,339,101	(256,087)	263,909	-
Transportation Sales Tax	25,338	114,038	994,200	1,005,900	11,700	125,738	-
Capital Sales Tax	599,786	591,139	1,428,729	884,100	(544,629)	44,205	2,305
Public Safety	454,957	508,947	1,282,877	1,175,800	(107,077)	192,432	209,438
Tax Increment Finance	6,917,144	6,842,705	2,942,855	2,809,000	(133,855)	4,599,035	2,109,815
Risk Management	384,249	330,894	75,000	52,140	(22,860)	-	308,034
	<u>9,453,918</u>	<u>8,907,719</u>	<u>8,318,849</u>	<u>7,266,041</u>	<u>(1,052,808)</u>	<u>5,225,319</u>	<u>2,629,592</u>
CAPITAL PROJECT							
Capital Impr. Projects (CIP)	526,874	977,955	1,083,375	210,140	(873,235)	-	104,720
ENTERPRISE							
Sanitary Sewer	<u>6,840,570</u>	<u>3,155,503</u>	<u>5,909,248</u>	<u>5,898,800</u>	<u>(10,448)</u>	<u>2,433,462</u>	<u>711,593</u>
INTERDEPARTMENTAL							
Vehicle Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL BUDGETED FUNDS	<u>\$ 22,970,332</u>	<u>\$ 19,675,323</u>	<u>\$ 28,641,659</u>	<u>\$ 26,252,471</u>	<u>\$ (2,389,188)</u>	<u>\$ 11,724,913</u>	<u>\$ 5,561,222</u>

Notes:

2012 Ending Fund Balance is the Undesignated, Unreserved Fund Balance reported in the Annual Financial Statements and Accompanying Independent Auditor's Report as of October 31, 2012

2013 Estimated Fund Balance is the 2012 Ending Fund Balance, less the amount of fund balance used in the current budget.

Estimated Fund Balance ending 2013 is based on projections provided by the Departments.

Changes in Fund Balance +/- 10%

The **Park Fund** continues to spend down fund balance on various capital improvement projects.

Capital Sales Tax fund balance is being spent down on planned improvements and purchases that the City has been building up funds for over numerous years.

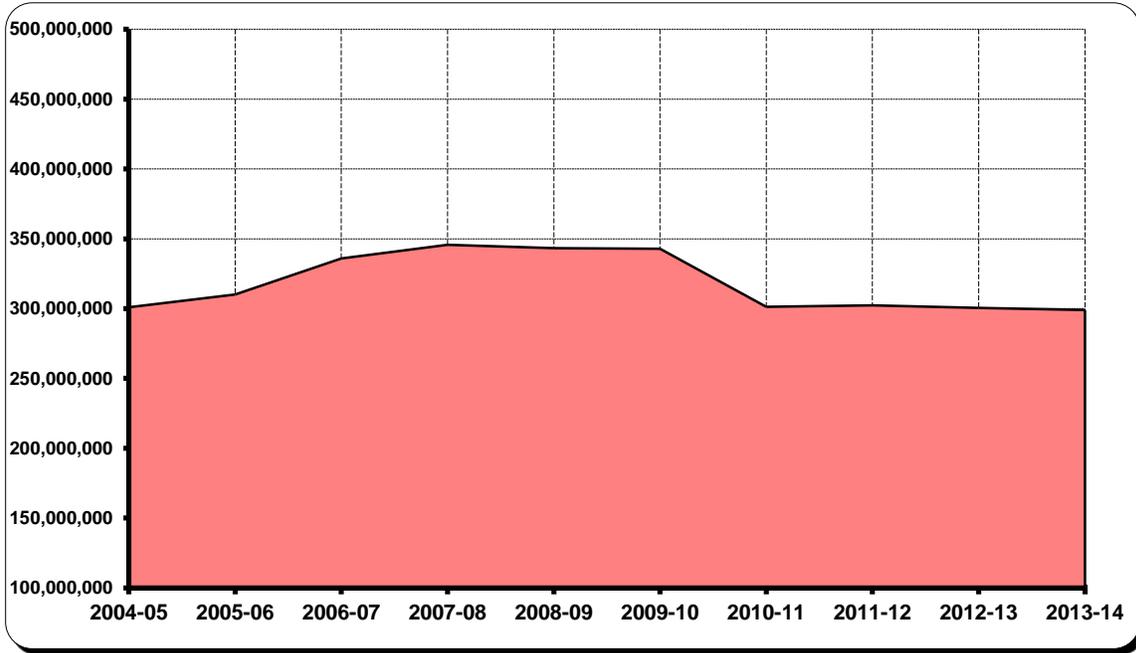
The **Public Safety Sales Tax** fund balance is down in large part to the ongoing radio improvement project. This was a planned project.

The **CIP Fund** does not have a designated revenue source and as such is always spending fund balance as projects arise.

The Risk Management Fund consists of reimbursements received for under utilization of premiums. Cash balances in this fund must be spent on programs

ASSESSED VALUATION

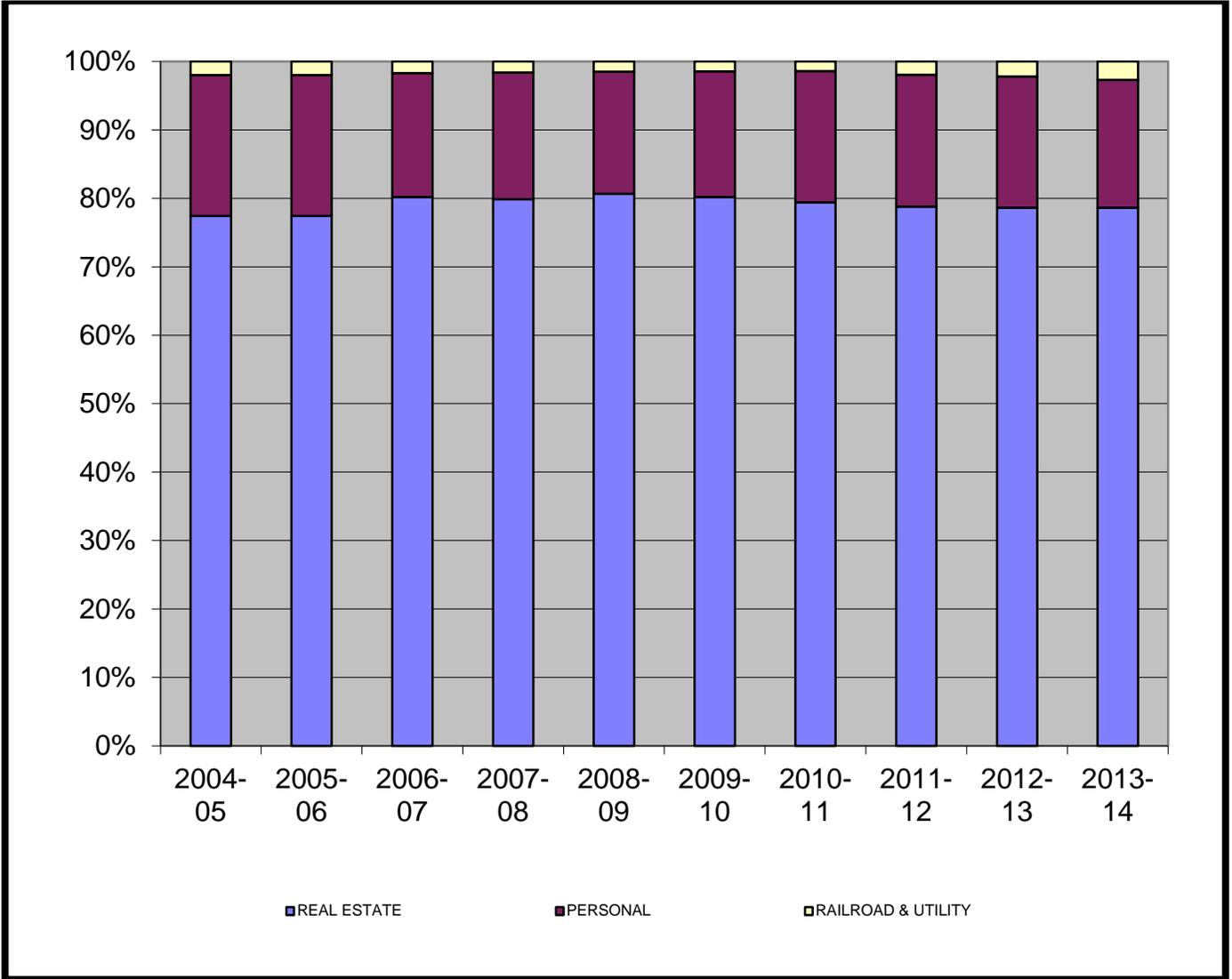
Calendar Years 2005 Through 2014 Estimated



FISCAL YEAR	Assessed Valuation
2004-05	\$300,955,673
2005-06	\$310,096,261
2006-07	\$335,911,661
2007-08	\$345,696,149
2008-09	\$343,286,495
2009-10	\$342,850,280
2010-11	\$301,288,183
2011-12	\$302,325,288
2012-13	\$300,500,201
2013-14	\$298,983,817

RAYTOWN, MISSOURI

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



YEAR	REAL ESTATE	PERSONAL	RAILROAD & UTILITY	TOTAL
2004-05	\$232,969,786	\$62,052,842	\$5,933,045	300,955,673
2005-06	\$240,042,585	\$63,920,218	\$6,133,458	310,096,261
2006-07	\$269,424,163	\$60,853,886	\$5,633,612	335,911,661
2007-08	\$276,130,514	\$64,035,195	\$5,530,440	345,696,149
2008-09	\$276,904,161	\$61,278,831	\$5,103,503	343,286,495
2009-10	\$274,979,491	\$62,926,611	\$4,944,178	342,850,280
2010-11	\$239,287,202	\$57,785,573	\$4,215,408	301,288,183
2011-12	\$238,251,391	\$58,165,194	\$5,908,703	302,325,288
2012-13	\$236,280,366	\$57,662,959	\$6,556,876	300,500,201
2013-14	\$235,134,418	\$55,767,305	\$8,082,094	298,983,817

Notice of Public Hearing
 City of Raytown Property/Real Estate Tax Levy
 Date of Hearing, September 17, 2013
 Time: Approximately 7:00 PM
 Location: Raytown City Hall Council Chambers

	<u>Final 2012</u>	<u>Final 2013</u>	<u>Change</u>
Real Estate	\$236,280,366	\$235,134,418	(\$1,145,948)
Personal Property	\$57,662,959	\$55,767,305	(\$1,895,654)
State Assessed Railroad and Utility (Real Estate)	\$5,552,903	\$6,974,180	\$1,421,277
State Assessed Railroad and Utility (Personal Property)	\$1,003,973	\$1,107,914	\$103,941
Total Valuation	<u>\$300,500,201</u>	<u>\$298,983,817</u>	<u>(\$1,516,384)</u>
Real Estate New Construction	<u>\$96,545</u>	<u>\$351,847</u>	<u>\$255,302</u>
<u>For General City Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$1,085,478</u>	<u>\$1,073,291</u>	<u>(\$12,187)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.3694</u>	<u>\$0.3694</u>	<u>\$0.0000</u>
<u>For Parks Department Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$542,146</u>	<u>\$536,065</u>	<u>(\$6,081)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.1845</u>	<u>\$0.1845</u>	<u>\$0.0000</u>
<u>Total for the City of Raytown - All Sources</u>			
Budgeted Revenues from all Levy Sources	<u>\$1,627,624</u>	<u>\$1,609,356</u>	<u>(\$18,268)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.5539</u>	<u>\$0.5539</u>	<u>\$0.0000</u>

General Fund

General Fund

Revenues
FUND 101

Revenue & Cash Summary

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
101 - General						
Cash Balance as of NOV 1	\$6,998,990	\$6,376,072	\$6,107,295	\$6,825,098	\$6,148,970	\$6,634,146
Revenues						
TIF - EATS	\$0	-\$531,253	-\$568,411	-\$566,500	-\$568,000	-\$568,000
Real Estate Tax	\$872,200	\$831,226	\$826,930	\$873,593	\$873,693	\$863,000
Personal Property Tax	\$184,630	\$189,455	\$190,280	\$211,885	\$211,885	\$210,000
Delinquent Real Estate Taxes	\$0	\$36,554	\$35,876	\$30,000	\$32,000	\$32,000
Penalties	\$20,605	\$22,976	\$21,418	\$20,000	\$21,000	\$21,000
Railroad & Utilities Tax	\$23,150	\$25,346	\$28,964	\$0	\$25,000	\$25,000
Replacement Tax	\$48,262	\$46,972	\$44,965	\$47,000	\$46,000	\$46,000
Duplicate tax receipts	\$7,826	\$7,286	\$6,783	\$7,000	\$18,000	\$20,000
Circuit Breaker Refund	-\$7,892	-\$7,679	-\$5,675	-\$9,000	-\$6,500	-\$6,500
Delinquent Property Tax Revenue	\$0	\$26,491	\$16,742	\$20,000	\$16,500	\$17,000
Sales Tax	\$2,173,911	\$2,785,593	\$2,913,550	\$2,927,400	\$2,914,000	\$2,914,000
Cigarette Tax	\$90,672	\$72,876	\$75,938	\$74,000	\$75,000	\$75,000
TIF Application Fees	\$0	\$0	\$0	\$0	\$0	\$0
Schnucks Penalty	\$8,264	\$0	\$0	\$0	\$0	\$0
Community TV	\$278,336	\$259,591	\$202,940	\$260,000	\$203,000	\$203,000
Gas Service	\$999,136	\$1,056,441	\$747,415	\$1,100,000	\$900,000	\$900,000
Great Plains Franchise	\$473,473	\$470,280	\$481,185	\$1,850,000	\$500,000	\$500,000
KCPL Grtr-Aquila	\$1,410,378	\$1,386,135	\$1,401,548	\$0	\$1,400,000	\$1,400,000
Telecommunications Franchise	\$1,234,855	\$1,546,383	\$1,206,546	\$1,450,000	\$1,220,000	\$1,220,000
Filing Fees	\$305	\$661	\$372	\$0	\$300	\$300
Clean-Up Day Fees	\$3,069	\$0	\$0	\$0	\$0	\$0
Liquor Permits/Licenses	\$14,608	\$14,477	\$13,160	\$14,000	\$13,700	\$13,700
Occupational Licenses	\$209,089	\$210,595	\$201,180	\$220,000	\$234,000	\$234,000
Occupational License Penalty	\$4,131	\$6,967	\$4,657	\$3,500	\$6,700	\$4,500
Animal Licenses	\$15,119	\$11,360	\$9,340	\$12,000	\$9,400	\$10,000
Gasoline Sales Tax	\$854,716	\$840,775	\$756,500	\$850,000	\$760,000	\$770,000
Motor Vehicle Sales Tax	\$171,788	\$180,822	\$182,718	\$182,000	\$182,000	\$182,000
Motor Vehicle Fee Increases	\$134,354	\$132,336	\$127,300	\$133,000	\$130,000	\$130,000
Intangible Tax(FIT)	\$209	\$846	\$5,827	\$1,000	\$650	\$1,000
Raytown Fire District - 911	\$50,715	\$50,715	\$50,715	\$50,715	\$21,100	\$0
Raytown Fire District Fuel						\$28,000
Grants	\$0	\$0	\$1,293	\$0	\$0	\$0
JC Collection Commission 1%	\$158,802	\$146,177	\$141,542	\$155,000	\$145,000	\$145,000
Map Fees	\$0	\$13	\$11	\$0	\$0	\$0
Fines & Forfeitures	\$744,428	\$890,149	\$1,168,416	\$950,000	\$1,170,000	\$1,170,000
Crime Victims Comp	\$1,691	\$2,000	\$2,436	\$2,000	\$2,400	\$2,400
Police Training	\$9,117	\$10,826	\$13,184	\$11,500	\$13,000	\$13,000
Court Training	\$4,503	\$5,378	\$6,558	\$6,000	\$6,500	\$6,500
POST Training	\$0	\$4,855	\$5,402	\$4,000	\$5,400	\$5,400
DWI Recoupment Fees	\$3,750	\$3,376	\$3,750	\$3,500	\$3,750	\$3,750
Interest Earnings	\$2,468	\$387	\$864	\$450	\$800	\$800
Investment Income	\$22,017	\$21,448	\$11,281	\$15,000	\$11,300	\$11,300
Miscellaneous Revenue	\$8,350	\$15,342	\$65,688	\$15,000	\$15,000	\$15,000
Debit Card Rebate Revenue	\$1,450	\$1,227	\$0	\$1,400	\$1,400	\$1,400
Workers Comp Reimbursement	\$17,979	\$69,574	\$51,304	\$50,000	\$74,000	\$50,000
TDD Administration Fee	\$599	\$712	\$643	\$500	\$600	\$600
Property & Liability Reimbursement	\$0	\$0	\$0	\$0	\$65,000	\$0
Court Ordered Restitution	\$1,597	\$325	\$2,084	\$0	\$300	\$0
Open Records Request Reimb.	\$174	\$0	\$0	\$0	\$0	\$0
Auction proceeds	\$0	\$99	\$658	\$0	\$340	\$0
Bus Passes	\$162	\$102	\$83	\$0	\$80	\$80
Operating Transfer IN from sewer	\$292,685	\$249,775	\$249,775	\$1,089,000	\$1,089,000	\$1,132,560
Police Reports	\$5,722	\$6,562	\$5,883	\$6,000	\$7,000	\$6,000

Emergency Mgmt. Perf. Grant	\$0	\$56,527	\$7,982	\$0	\$121,000	\$0
Bullet proof Vest Grant	\$0	\$6,694	\$0	\$0	\$0	\$0
Jackson County Drug Task Force	\$0	\$10,104	\$0	\$0	\$0	\$0
Traffic Safety Task Force	\$0	\$755	\$493	\$0	\$400	\$0
Project Lifesaver Revenues	\$0	\$480	\$210	\$0	\$200	\$200
Miscellaneous Grants	\$0	\$0	\$41,132	\$0	\$0	\$0
Donations	\$510	\$0	\$0	\$0	\$0	\$0
Secure Our Schools Revenue	\$0	\$150,353	\$0	\$0	\$0	\$0
Hazardous Moving Grant	\$0	\$15,234	\$13,963	\$0	\$13,000	\$13,000
Youth Safety Enforcement	\$0	\$1,104	\$1,777	\$0	\$1,100	\$0
CLICK IT OR TICKET	\$0	\$658	\$424	\$0	\$600	\$0
Blueprint for Safer Highways	\$0	\$996	\$797	\$0	\$0	\$0
Returned Items	-\$1,460	\$23,406	\$1,208	\$0	\$48,000	\$1,500
Administration charges	\$0	\$52	\$0	\$0	\$0	\$0
Right of Way Permits	\$19,893	\$19,526	\$21,495	\$17,500	\$24,000	\$18,000
Degradation Fee	\$0	\$1,385	\$0	\$0	\$0	\$0
Brush Removal	\$20	\$0	\$0	\$0	\$0	\$0
Recycling Income	\$1,342	\$712	\$0	\$0	\$0	\$0
Ambulance Fee	\$712,380	\$868,266	\$852,744	\$870,000	\$875,000	\$925,000
EMS Class Dues	\$23,004	\$17,718	\$24,851	\$18,000	\$30,000	\$25,000
Building Permits	\$22,493	\$72,341	\$57,285	\$45,000	\$49,000	\$45,000
Misc. Permits / Licenses	\$2,843	\$6,258	\$9,578	\$9,500	\$11,000	\$9,500
Rezoning & Variance Fees	\$3,708	\$3,997	\$2,903	\$3,000	\$3,000	\$3,000
Master's (Electrical/Plumber)	\$10,170	\$8,850	\$10,400	\$9,500	\$8,000	\$9,500
Weed Mowing	\$21,154	\$24,194	\$9,726	\$24,000	\$11,500	\$10,000
Impound Fees	\$18,766	\$13,673	\$8,705	\$14,000	\$9,500	\$9,000
Transfer Out	-\$90,419	\$0	\$0	\$0	\$0	\$0
GAAP Adjustments	-\$944	\$26,239	\$33,150			
Total Revenues	\$11,294,860	\$12,432,075	\$11,808,440	\$13,081,443	\$13,055,598	\$12,877,490
Total Available Funds	\$18,293,850	\$18,808,147	\$17,915,735	\$19,906,541	\$19,204,568	\$19,511,636
Total Expenditures	\$12,588,658	\$13,527,044	\$11,766,764	\$12,960,928	\$12,570,422	\$13,330,187
History brought over from sewer	\$670,880	\$826,192				
Fund Balance Reserve (17% of Operating Expenses)				\$2,203,358		\$2,266,132
Economic Development Reserve				\$600,000		\$600,000
P-25 Radios PW & Comm Dev				\$300,000		\$300,000
Insurance Reserve, Vacation Payout Reserve				\$900,000		\$900,000
Unreserved Fund Balance	\$6,376,072	\$6,107,295	\$6,148,970	\$2,942,256	\$6,634,146	\$2,115,318

General Fund

Consolidated Expenditures
FUND 101

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Governing Body	\$93,301.43	\$98,518.48	\$114,310.79	\$99,010	\$92,410	\$94,180
Administration	\$1,030,871	\$1,051,708	\$1,085,439	\$946,089	\$946,089	\$837,960
Development & Public Affairs	\$690,723	\$646,265	\$622,685	\$783,211	\$756,515	\$783,136
Courts	\$423,588	\$255,718	\$278,930	\$338,118	\$327,266	\$337,162
EMS	\$1,190,037	\$1,160,439	\$1,057,144	\$1,083,107	\$1,058,878	\$1,061,441
Finance Department	\$668,286	\$673,523	\$586,820	\$715,328	\$697,100	\$715,311
Police	\$5,952,013	\$5,770,922	\$6,006,947	\$5,633,505	\$5,605,382	\$6,230,672
Public Works	\$2,595,957	\$2,522,197	\$1,617,269	\$2,876,363	\$2,679,837	\$2,888,298
Law	\$0	\$101,519	\$107,269	\$152,038	\$151,945	\$153,027
City Wide	\$113,016	\$1,296,553	\$138,839	\$334,160	\$255,000	\$229,000
GAAP Adjustment	(\$75,831)	\$48,201	\$265,424			
Total	\$12,588,658	\$13,527,044	\$11,766,764	\$12,960,928	\$12,570,422	\$13,330,187

General Fund Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2012-2013 Budget	2012-2013 Budget
Full-time Civilian			92	88		88
Full-time Commissioned			48	48		48
Part-time Civilian			27.6	27.1		29.1
Reserve				0.5		0.5

Department/Division Profile

The General Fund is the primary operating account for the City of Raytown. This fund is primarily supported through various sales, property and franchise taxes.

Revenue in the General Fund is projected to be down slightly based on the current trend of the sales tax and franchise fee collections. Court fines are projected to have a slight increase based on the recent adoption of stricter fines by the municipal judge.

Overall budgeted expenditures are up approximately \$368,000. However during last year's budget process the Board of Alderman elected to only approve the first quarter payments for the Police Pension Fund. This resulted in a reduction of \$469,676 in expenses that were later re-instated. If the 2013 budget would have included this amount overall budgeted expenditures for 2014 would reflect a decrease of approximately \$102,000. This is in spite of increases of \$147,000 related to the Police Pension Fund, matching retirement funds of \$133,000 and increases in health insurance and other city provided benefits. There are no wage increases in the proposed budget.

As presented expenditures exceed revenue by approximately \$453,000 however there is sufficient cash carryovers to cover the difference. The expenses that exceed revenue can be accounted for by one time expenditures and are therefore allowed and not in violation of City Policy to present a balanced budget. However future expenditures of cash reserves must be monitored closely so as not to reduce reserves below comfortable thresholds.

General Fund

Governing Body
FUND 101

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Projected	2013-2014 Budget
Elected Officials	\$60,000.00	\$60,547.19	\$60,364.79	\$60,000	\$60,000.00	\$60,000.00
Quality of Life	\$20,134	\$25,542	\$40,546	\$20,100	\$13,500.00	\$13,000.00
Outside Agency Request	\$0	\$0	\$0	\$0	\$0.00	\$0.00
Professional Services	\$0	\$0	\$0	\$4,000	\$4,000.00	\$4,000.00
Social Programs	\$0	\$0	\$0	\$0	\$0.00	\$0.00
Printing & Promotions	\$0	\$0	\$0	\$0	\$0.00	\$2,150.00
Professional Development	\$0	\$0	\$0	\$0	\$0.00	\$0.00
Employee Benefits	\$13,167	\$12,429	\$13,400	\$14,910	\$14,910.00	\$15,030.00
Total	\$93,301	\$98,518	\$114,311	\$99,010	\$92,410.00	\$94,180.00

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Part Time Positions	11	11	11	11	11

Department/Division Profile

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

General Fund

ADMINISTRATION Summary FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Elected Officials	\$178.00	\$178.50	\$0.00	\$0	\$0	\$0
Civilian Employees	\$428,529	\$435,318	\$457,178	\$476,885	\$476,885	\$478,304
Civilian Employees Overtime	\$357	\$92	\$146	\$600	\$600	\$600
Professional Services	\$50,168	\$36,170	\$42,060	\$168,717	\$168,717	\$105,515
Printing & Promotions	\$4,070	\$3,602	\$3,046	\$8,350	\$8,350	\$8,350
Capital Expenditures	\$319	\$0	\$167	\$50,000	\$50,000	\$8,000
Equipment Expense	\$3,705	\$2,957	\$2,773	\$4,600	\$4,600	\$4,600
General Supplies	\$904	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$9,506	\$11,296	\$5,208	\$9,250	\$9,250	\$9,250
Utilities	\$1,707	\$2,981	\$2,978	\$3,530	\$3,530	\$3,530
Uniforms				\$0	\$0	\$0
Professional Development	\$31,449.82	\$33,671.59	\$31,597.37	\$46,608	\$46,608	\$34,023
Employee Benefits	\$500,156	\$525,619	\$540,284	\$177,549	\$177,549	\$185,788
Total	\$1,030,871	\$1,051,708	\$1,085,439	\$946,089	\$946,089	\$837,960

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	7	7	7	7	7

Department/Division Profile

The Administration Department is comprised of Human Resources, Information Technology, Economic Development, City Clerk and the City Administrator.

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

Overall expenditures are down in this department due primarily to accounting for workers compensation insurance in all department budgets. Previously the Administration Department budgeted this entire expense within their budget.

2012-13 ACCOMPLISHMENTS

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

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

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

MAJOR GOALS AND OBJECTIVES FOR 2013-14

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

Objectives:

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

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

Goal: Maintain the existing business base in Raytown

Objectives:

Assist existing Raytown business owners

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

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

Objectives:

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

Establish a model economic development program in the region.

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

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

Goal: To establish an economic development incentive policy

Objectives:

Craft a draft policy with legal counsel by December 2013

Establish a known criteria for incentive offerings

General Fund

Courts Summary

FUND 101

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Elected Officials	\$25,628.16	\$25,628.16	\$25,628.16	\$25,628	\$27,000	\$28,191
Civilian Employees	\$198,160	\$129,964	\$139,412	\$142,558	\$142,558	\$141,806
Civilian Employees Overtime	\$14,883	\$17,335	\$19,536	\$25,000	\$25,000	\$22,200
Commissioned Officers	\$0	\$0	\$1,022	\$0	\$0	\$9,000
Commissioned Officers Overtime	\$0	\$0	\$2,389	\$0	\$0	\$0
Part Time Employees	\$4,558	\$8,588	\$2,516	\$23,820	\$15,720	\$14,820
Professional Services	\$86,006	\$14,045	\$17,281	\$19,925	\$19,925	\$23,425
Printing & Promotions	\$2,180	\$1,220	\$1,494	\$1,500	\$1,500	\$2,000
Building Maintenance	\$0	\$0	\$0	\$500	\$0	\$0
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Expense	\$2,721	\$364	\$581	\$5,050	\$5,050	\$750
General Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$4,465	\$4,386	\$3,718	\$5,700	\$5,700	\$5,700
Utilities	\$1,900	\$1,443	\$549	\$1,500	\$1,500	\$1,500
Vehicle Expense	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$3,732	\$3,303	\$6,600	\$9,625	\$6,000	\$9,625
Employee Benefits	\$79,355	\$49,441	\$58,204	\$77,313	\$77,313	\$78,145
Total	\$423,588	\$255,718	\$278,930	\$338,118	\$327,266	\$337,162

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Full-time Positions	5	4	4	4	4
Part Time Positions	1	1	1	1.5	1.5

Department/Division Profile

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

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

2012-13 ACCOMPLISHMENTS

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

We moved our records into the new storage facility.

Hired and trained new part-time employee.

MAJOR GOALS AND OBJECTIVES FOR 2013-14

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

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

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

To provide online payments for court customers.

To train on new Incode system.

General Fund

Development & Public Affairs Summary

FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$418,421	\$398,960	\$370,442	\$438,419	\$409,489	\$409,490
Civilian Employees Overtime	\$6,207	\$7,541	\$3,591	\$6,000	\$14,300	\$14,300
Part Time Employees				\$0	\$0	\$0
Professional Services	\$87,835	\$79,012	\$88,199	\$94,600	\$96,600	\$113,430
Printing & Promotions	\$9,577	\$5,957	\$5,419	\$13,700	\$15,000	\$17,480
Equipment Expense	\$5,100	\$5,477	\$3,659	\$4,020	\$5,320	\$6,050
General Supplies	\$1,588	\$1,346	\$3,599	\$3,150	\$3,150	\$2,100
Office Supplies	\$7,125	\$5,143	\$2,736	\$2,450	\$4,500	\$4,400
Utilities	\$4,945	\$5,724	\$4,054	\$8,980	\$8,980	\$8,990
Vehicle Expense	\$0	\$0	\$577	\$300	\$100	\$200
Uniforms	\$468	\$1,139	\$1,114	\$1,610	\$1,610	\$1,940
Professional Development	\$4,637	\$5,360	\$3,301	\$13,736	\$16,936	\$15,750
Employee Benefits	\$144,821	\$130,606	\$135,992	\$196,245	\$180,530	\$189,006
Total	\$690,723	\$646,265	\$622,685	\$783,211	\$756,515	\$783,136

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	9	9	9	9	9
Part-time Positions				0	0

Department/Division Profile

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

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

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

2012-13 ACCOMPLISHMENTS

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

MAJOR GOALS AND OBJECTIVES FOR 2013-14

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

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

General Fund

EMS Summary

FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$591,972	\$573,743	\$585,952	\$576,987	\$532,000	\$534,664
Civilian Employees Overtime	\$48,879	\$31,151	\$31,831	\$27,000	\$45,000	\$40,500
Part Time Employees	\$22,996	\$25,633	\$27,705	\$9,888	\$25,000	\$22,500
Professional Services	\$191,851	\$192,382	\$104,957	\$118,740	\$118,740	\$118,740
Printing & Promotions	\$3,139	\$2,935	\$5,470	\$5,590	\$5,590	\$5,590
Building Maintenance	\$5,965	\$8,193	\$5,196	\$4,900	\$5,200	\$4,900
Capital Expenditures	\$607	\$0	\$0	\$0	\$0	\$0
Equipment Expense	\$7,688	\$8,464	\$13,154	\$10,511	\$14,260	\$11,000
General Supplies	\$63,152	\$59,839	\$56,622	\$65,328	\$65,328	\$65,328
Office Supplies	\$968	\$528	\$559	\$1,800	\$1,100	\$1,100
Utilities	\$17,797	\$13,688	\$11,904	\$15,300	\$12,000	\$15,300
Vehicle Expense	\$34,821	\$50,526	\$15,021	\$0	\$0	\$0
Uniforms	\$4,384	\$2,210	\$2,445	\$2,400	\$2,400	\$2,400
Professional Development	\$4,954	\$2,804	\$1,843	\$2,260	\$2,260	\$2,800
Employee Benefits	\$190,865	\$188,343	\$194,486	\$242,402	\$230,000	\$236,619
Total	\$1,190,037	\$1,160,439	\$1,057,144	\$1,083,107	\$1,058,878	\$1,061,441

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	16	16	16	15	15
Part-time Positions	15	15	15	15	15

Department/Division Profile

Professional Services – This includes an expense, Collection Agency Expense, which is the management fee paid to the company that bills customers for ambulance services provided. **General Supplies** – This includes a Medical Supplies expense which includes estimated expenditures of \$7,350.00 for IV dressings, \$5,860.00 for medications, \$5,000.00 for oxygen tubing, \$4,700.00 for gloves, and additional miscellaneous medical supplies and medications. Most medical supplies are purchased using a governmental cooperative purchasing agreement.

2012-13 ACCOMPLISHMENTS

- Two paramedics were certified in Critical Care Transports after an intensive course.
- Raytown Emergency Medical Services responded to 3738 calls with 2478 of those calls resulting in a transport to a hospital.
- Through seminars and webinars, we have increased our knowledge and are staying up-to-date on Medicare reimbursement and HIPAA regulations.
- Enhanced our use of social media to bring community awareness of the resources available through our organization.
- Assisted throughout the community with various projects such as collecting canned goods, school supplies, and Christmas store items for REAP; helping prepare lunches for the Summer Lunch program several times; speaking to volunteers at Shepherd's Center of Raytown on safety topics; and Christmas caroling at nursing homes with a local high school organization and a local civic organization.
- Raytown EMS conducted two EMT programs this last year graduating more than 20 students. The pass rate for these classes was 100%.
- Raytown EMS awarded a local high school student a scholarship to attend the EMT Academy.
- Raytown EMS held three Community Blood Center blood drives in the last year exceeding the goal set by CBC each time.
- Raytown EMS hosted a Teddy Bear Clinic at local preschools/daycares in conjunction with EMS Week. The Teddy Bear Clinic brings awareness of the medical field/ambulances to the youth of our community.
- Employees of Raytown EMS adopted six children for Christmas and provided some basic necessities as well as a few fun items for them.
- Child Safety Seats - Our certified child safety seat technicians inspected or installed 202 child safety seats in parents' and caregivers' cars this last year and our department provided 34 child safety seats to parents who met financial criteria. All of this assistance was done at no expense to the City. Raytown EMS Child Safety Seat technicians also held three child safety seat events this year.

MAJOR GOALS AND OBJECTIVES FOR 2013-14

Purchase of a new ambulance to replace the oldest in the fleet. Obtain quotes and cooperative bids from different ambulance manufactures. Get sales tax oversight committee approval. Get board of alderman approval. Complete the purchase process.

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

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

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

General Fund

Finance Summary
FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimated	Budget
Elected Officials	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Civilian Employees	\$371,887	\$413,555	\$334,034	\$379,320	\$370,000	\$379,246
Civilian Employees Overtime	\$3,837	\$3,737	\$1,776	\$3,000	\$2,500	\$3,000
Part Time Employees	\$201	\$3,023	\$5,988	\$3,000	\$3,400	\$0
Professional Services	\$145,684	\$127,732	\$117,195	\$154,700	\$155,000	\$151,100
Printing & Promotions	\$9,888	\$3,459	\$3,695	\$3,200	\$3,000	\$3,200
Equipment Expense	\$1,522	\$1,115	\$1,173	\$1,200	\$1,200	\$1,200
Office Supplies	\$12,632	\$11,736	\$13,593	\$9,500	\$9,000	\$10,500
Utilities	\$933	\$929	\$801	\$500	\$800	\$1,460
Professional Development	\$10,785	\$6,980	\$4,963	\$11,550	\$11,000	\$8,550
Employee Benefits	\$109,717	\$100,057	\$102,404	\$148,157	\$140,000	\$155,855
Total	\$668,286	\$673,523	\$586,820	\$715,328	\$697,100	\$715,311

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	10	10	10	9	9
Part Time Positions	0.5	0.5	0.5	0.5	0.5

Department/Division Profile

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

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

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

2012-13 ACCOMPLISHMENTS

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

Received an unqualified audit.

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

MAJOR GOALS AND OBJECTIVES FOR 2013-14

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

General Fund

LAW
FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimated	Budget
Part Time Employees	\$0	\$20,591	\$28,000	\$28,000	\$28,001	\$28,840
Professional Services	\$0	\$77,502	\$77,808	\$120,000	\$120,000	\$120,000
Professional Development	\$0	\$694	\$773	\$1,000	\$850	\$1,000
Employee Benefits	\$0	\$2,731	\$687	\$3,038	\$3,094	\$3,187
Total	\$0	\$101,519	\$107,269	\$152,038	\$151,945	\$153,027

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Part Time Position					

Department/Division Profile

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

General Fund

LAW Historical

FUND 101

FY 2009-10 Actual	FY 2010-11 Actual	2011-12 Actual	2012-2013 Estimate
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51 - City Attorney - Legislative

Expenses

Part Time Employees

101.51.503.51106	Part Time Employee	\$0	\$20,591	\$28,000	\$28,001
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Professional Services

101.51.100.53513	Outside Legal Counc	\$0	\$77,502	\$77,808	\$120,000
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Professional Development

101.51.503.53701	Education and Traini	\$0	\$694	\$773	\$850
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Employee Benefits

101.51.503.51215	Health Insurance	\$0	\$2,731	\$687	\$3,094
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101.51.503.51225	FICA	\$0	\$652	\$687	
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General Fund

Police Department
FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Elected Officials	\$69,187.35	\$93,912.45	\$96,330.53	\$96,742	\$96,742	\$96,743
Civilian Employees	\$634,007	\$601,987	\$668,768	\$656,629	\$590,500	\$646,196
Civilian Employees Overtime	\$22,329	\$18,726	\$38,854	\$26,000	\$22,000	\$30,000
Commissioned Officers	\$2,654,027	\$2,472,853	\$2,449,265	\$2,491,067	\$2,200,000	\$2,453,120
Commissioned Officers Overtime	\$267,915	\$212,057	\$162,601	\$162,773	\$136,000	\$170,000
Part Time Employees	\$56,723	\$38,156	\$32,616	\$26,267	\$26,000	\$30,200
Professional Services	\$456,393	\$641,521	\$512,411	\$596,215	\$596,215	\$643,045
Printing & Promotions	\$8,715	\$7,607	\$9,427	\$15,852	\$15,852	\$14,730
Building Maintenance	\$1,797	\$5,660	\$6,160	\$4,450	\$4,450	\$7,600
Capital Expenditures	\$96,242	\$0	\$150,479	\$0	\$0	\$0
Equipment Expense	\$108,809	\$139,112	\$205,138	\$184,172	\$184,172	\$115,419
General Supplies	\$61,725	\$62,196	\$51,030	\$61,900	\$61,900	\$63,750
Office Supplies	\$21,859	\$17,125	\$31,218	\$20,050	\$18,000	\$18,950
Utilities	\$44,335	\$51,587	\$49,784	\$53,600	\$63,600	\$63,840
Vehicle Expense	\$16,637	\$2,464	\$60,067	\$12,500	\$12,500	\$8,860
Uniforms	\$19,653	\$24,194	\$50,619	\$20,000	\$20,000	\$27,475
Professional Development	\$28,876	\$55,437	\$47,657	\$57,451	\$57,451	\$64,728
Employee Benefits	\$1,382,783	\$1,326,328	\$1,384,523	\$1,147,837	\$1,500,000	\$1,776,016
Total	\$5,952,013	\$5,770,922	\$6,006,947	\$5,633,505	\$5,605,382	\$6,230,672

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian	18	17	17	17	17
Full-time Commissioned	53	51	48	48	48
Part-time Civilian	0.5	0.5	0.5	0.5	0.5
Reserve	0.79	0.79	0.5	0.5	0.5

Department/Division Profile

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

Significant Issues for 2014

Professional Services will increase \$46,830.00. \$31,860.00 is attributed to the connection fee to the Kansas City radio system and is for the radios for the entire City. This fee will replace the radio tower rental fee. There will be an increase of \$17,280.00 due to the updating of the computer inventory of the Police Department that now includes the mobile data terminals in the police cars. \$3769.00 is the addition of the LETS (Law Enforcement Traffic System) interface with the Global Records Management System along with the annual increase in the Global Maintenance agreement. \$5,000.00 is maintenance for the Livescan that is being

sought through grant resources from the Missouri Police Chiefs Association.

Building Maintenance will increase by \$3150.00 due to upgrade of the air filtration system in the evidence/property room.

Equipment Expense will decrease by \$68,753.00 primarily due to the elimination of the shared radio tower costs when the City migrates to the Kansas City radio system.

Utilities will increase \$10,240.00 due to mifi connectivity for wireless devices, and costs of phone upgrades that had previously been listed in equipment expense.

Professional Development will increase \$7,277.00 due to training needs.

2012-13 ACCOMPLISHMENTS

A partnership has been entered into with Verizon resulting in the construction of a radio tower for the P-25 radio project at no cost to the City. The P-25 radio equipment has been manufactured and is awaiting completion of the tower for installation. A new radio template has been designed and channels and links have been installed at Kansas City tower sites.

The Community Services Unit has been successful in recruiting and increasing Department volunteers, which includes college interns, as well as strengthening the Chaplains Corp. Two successful National Night Out Against Crime events have been completed. Drug Take Back Days have been successfully conducted under the leadership of the Community Services Unit, as well as the implementation of a drug take back receptacle in the Police Department lobby. One Citizen's Police Academy has been completed and another is scheduled to be completed prior to the end of FY13.

The deployment of iPads to Investigators and Commanders has allowed for off site data exchange and enabled the Investigations Division to go forward with paperless case files. The Public Information Unit has utilized the iPad technology to monitor social media and interface with the public, often developing important intelligence for potentially hazardous events.

The Department computer servers have been virtualized resulting in less hardware and lower utility costs, thus completing a three year project.

The greatest accomplishment has been in the development of the front line leadership within the Department. The new and younger supervisors have developed new levels of preparedness and the ability to utilize resources in order to efficiently and effectively respond to all manner of critical incidents.

MAJOR GOALS AND OBJECTIVES FOR 2013-14

1. Upgrade radio system to P-25 compliance by the end of 2013.
 - a. Complete construction of radio tower.
 - b. Train personnel on new system.
 - c. Purchase new NICE recording system for radio consoles.
2. Fill existing FTE's with qualified and long lasting employees. This is ongoing.
 - a. Recruit and fill open positions.
 - b. Provide ongoing training once the positions are filled.
3. Re-evaluate the Capital Fleet plan to ensure that vehicles are replaced at the appropriate time. This is ongoing.
 - a. Work with Public Works on the vehicle replacement needs of the Police Department.
 - b. Evaluate repair costs and the costs of operating the vehicle fleet.
 - c. Report repair needs on a timely basis to the Maintenance garage.
4. Improve citizen involvement with the Department. This is ongoing.
 - a. Organize and direct ongoing Community activities through the Community Services Unit.
 - b. Continue to recruit additional volunteers for the Volunteer Corp.
 - c. Hold two volunteer recruiting sessions within the community.
 - d. Organize and conduct two Civilian Police Academies per year.
 - e. Continue to conduct Drug Takeback Days.
 - f. Continue to organize and participate in National Night Out Against Crime annually.
 - g. Work to bring the Raytown Crime Watch group into the Volunteer program.
5. Upgrade Communications Center
 - a. Replace worn floor in the center.
 - b. Increase storage space for radios and other items.
 - c. Remodel Communications Center.
6. Encourage Neighborhood Preservation.
 - a. Implement proactive enforcement measures as neighborhood problems arise.
7. Establish a neighborhood watch program.

7. Foster cooperative working environment.
 - a. Engage in joint efforts with other City Departments.
8. Promote professionalism and competence through quality training and preparation of employees.
 - a. Continue to support and facilitate a quality in-service training regimen for all personnel.
 - b. Maintain current training plans in the areas of defensive tactics, use-of-force decision making, legal issues and community policing.
 - c. Continue to review and evaluate law enforcement trends in training and employee development.
9. Improve efficiency of case review and assignment, increase skill levels within Investigations, and improve level of support from Criminal Investigations Division to the Patrol Division.
 - a. Create a Standard Operating Procedure that clearly explains the process conducted by the Criminal Investigations Division Sergeants for reviewing and assigning cases for follow-up.
 - b. Cease using paper copies of reports for case review and assignment.
 - c. Create a program that will allow Patrol officers to work with a Detective on a temporary basis.
 - d. Create a program that will regularly require Detectives and Officers assigned to the Criminal Investigations Division to serve outstanding State and City warrants.
10. Prepare for the next generation of commanders.
 - a. Leadership development for the current supervisors in preparation for the next generation of Division Commanders resulting from retirements.
 - b. Leadership development for the next generation of line supervisors.
 - c. Replace evaluation process with one that will emphasize goal setting and achievement.
 - d. Attempt to identify any hidden efficiency enhancement that might reduce the negative impact of personnel reductions.

General Fund

Public Works Summary

FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$1,032,766	\$1,013,554	\$406,736	\$1,069,057	\$1,008,887	\$1,049,649
Civilian Employees Overtime	\$60,512	\$31,190	\$16,409	\$44,640	\$35,000	\$54,162
Commissioned Officers	\$0	\$247	\$0	\$0	\$0	\$0
Commissioned Officers Overtime	\$0	\$189	\$0	\$600	\$0	\$0
Part Time Employees	\$17,806	\$18,512	\$11,546	\$20,525	\$17,000	\$20,085
Professional Services	\$119,549	\$80,306	\$113,690	\$121,953	\$110,000	\$117,505
Printing & Promotions	\$0	\$0	\$0	\$0	\$0	\$0
Building Maintenance	\$53,492	\$51,588	\$65,908	\$63,000	\$68,000	\$63,000
Capital Expenditures	\$9,468	\$46,376	\$11,261	\$25,000	\$17,000	\$25,000
Equipment Expense	\$2,307	\$1,619	\$1,330	\$3,500	\$2,000	\$3,500
General Supplies	\$180,959	\$70,846	\$17,377	\$24,200	\$22,000	\$24,200
Office Supplies	\$3,785	\$4,450	\$3,160	\$5,921	\$5,850	\$6,737
Utilities	\$441,352	\$495,587	\$482,550	\$555,831	\$495,000	\$517,459
Vehicle Expense	\$278,062	\$306,817	\$332,418	\$445,217	\$410,000	\$478,217
Uniforms	\$9,238	\$11,672	\$3,302	\$12,315	\$10,500	\$13,162
Professional Development	\$4,129	\$7,181	\$1,492	\$15,005	\$9,000	\$15,055
Employee Benefits	\$382,531	\$382,063	\$150,089	\$469,600	\$469,600	\$500,568
Total	\$2,595,957	\$2,522,197	\$1,617,269	\$2,876,363	\$2,679,837	\$2,888,298

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	29	28	28	27	27
Part-time Positions	0.6	0.6	0.6	0.6	0.6

Department/Division Profile

All civilian employee costs were included in the general fund to streamline accounting practices. Expenses of the sanitary sewer fund will be charged to the sewer fund by utilizing an administrative fee. The employee expenses part of the administrative fee are based upon the percentages of sewer fund activities of each personnel position. Many positions are expensed to the sanitary sewer fund at 100% many are expensed at varying percentages based on past experience and anticipated work load. The sewer fund transfer for "Civilian Employees" is \$534,684.49 which reduces the general fund direct civilian expenses.

The overtime expenses have been decreased due to new clean-up coupons.

Part time employees increased due to the inclusion of the sanitary sewer fund part time employee in the general fund. The part time employee expense will be billed to the sanitary sewer fund as part of the administrative fee.

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

Building maintenance continues at elevated levels as we replace carpet and lighting and address repair needs.

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

General supplies fluctuates significantly due to salt expenditures. \$10,000 is budgeted for salt this year and when combined with the \$50,000 in the transportation sales tax fund is consistent with the past two years. The salt barn will be full at the beginning of the budget year and the expense is only anticipated to replenish the salt supply.

Utilities have decreased this year as the requested KCPL rate increase was granted at half what was requested last year and the continued moderation of natural gas costs.

Vehicle expenses for the entire city are included in public works. The increase is due to repair expense trend. The cost of supplies continue to increase and we estimate the newer police interceptor vehicle parts will be more expensive than the older interceptor parts. The cost of fuel is budgeted at \$3.40 for unleaded fuel and \$3.70 for diesel fuel. The fuel expense also includes a reimbursement from the Fire District for fuel they consume.

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

Professional development continues at an elevated level to provide more training opportunities for staff.

2012-13 ACCOMPLISHMENTS

1. WEB GIS system complete and ready for city staff use.
2. Completed court storage area in City Hall.
3. Transferred sewer main database from single user database into WEB GIS system to track system maintenance.
4. Established new construction specifications that simplify specifications for public improvement projects whether they are funded by federal grants or local funds.
5. Secured grants for the construction of sidewalk along 59th Street from Central Middle School to Woodson Road.
6. Completed the design of the downtown streetscape project and started the bidding and construction phase.
7. Completed the design of the 350 Highway Bicycle and Pedestrian Trail and started the bidding and construction phase.
8. Completed the construction and closed the construction contract for the Public Works Renovations.
9. Completed the installation of decorative and cobra head LED Streetlights as part of a Mid America Regional Council grant.
10. Implemented new software for the tracking and analysis of sewer videos.
11. Provided police cruiser specialized equipment installation services to the Police Department.

MAJOR GOALS AND OBJECTIVES FOR 2013-14

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

wear.

- d. Provide cleaning services at city hall according to established schedules.
5. Maintain vehicles and equipment that projects an organization that is proud of the services provided.
- a. Provide regularly scheduled maintenance to all vehicles and equipment.
 - b. Support all departments in the selection and installation of accessory items in vehicles and equipment annually.
 - c. Perform annual inspection of underground fuel system and secure renewal of permit and insurance.
 - d. Implement the use of propane as an alternative fuel. Upfit vehicles to utilize propane as well as maintain the ability to utilize gasoline.

General Fund

City Wide Summary

FUND 101

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimated	Budget
Civilian Employees	\$0	\$44,918	\$98,721	\$73,900	\$65,000	\$0
Professional Services	\$23,306	\$26,922	\$31,156	\$229,000	\$190,000	\$219,000
Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$0	\$1,260	\$1,260	\$0	\$0
Operating Transfers	\$89,710	\$1,220,000	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$4,713	\$7,702	\$30,000	\$0	\$10,000
Total	\$113,016	\$1,296,553	\$138,839	\$334,160	\$255,000	\$229,000

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions					

Department/Division Profile

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



PROJECT: Network/ Server Virtualization Project and Support

FISCAL YEAR: 2014

PROJECT NO: NA

FUND: General Fund IT

DEPARTMENT: Admin/IT

PROJECT DESCRIPTION:

Network consultant for virtualization project as well as limited day-to-day network support.

NEED, JUSTIFICATION, BENEFIT:

Virtualization project will require expertise to setup and configure as well as limited remote and onsite support.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT:

Network failure. Unacceptable network downtime.

THIS PROJECT IS RELATED TO THE FOLLOWING:

IT Network Operations

EXPLANATION OF IMPACT ON OPERATING BUDGET:

\$30,000 first year. On-going support to be determined based on Projects, Time Allocation, and Budget Constraints.

TIME-LINE/CURRENT STATUS:

Fiscal 2014

COMMENTS:

IT Project Support for Server Virtualization, network optimization and support (ROW Inspector, Animal Control, Building Inspector, and Remote Users).

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$ 30,000	General Fund Admin/IT	\$30,000
2015	\$30,000		\$30,000
2016	\$30,000		\$30,000
2017	\$30,000		\$30,000
2018	\$30,000		\$30,000
5-YEAR TOTAL:	\$150,000		\$150,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
IT Project Support	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Total								\$150,000

Park Fund

Park Fund

Parks Summary

FUND 201

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$1,245,815	\$1,255,341	\$1,110,484	\$1,243,530	\$1,072,444	\$519,996
Property Tax	\$563,223	\$584,059	\$579,031	\$564,500	\$578,499	\$611,500
Sales Tax	\$238,426	\$266,453	\$292,877	\$200,000	\$292,000	\$294,000
Fees for Services	\$87,984	\$88,012	\$86,720	\$78,500	\$66,000	\$67,800
Miscellaneous Revenue	\$60,126	\$15,109	\$21,607	\$119,101	\$9,953	\$114,801
Pool	\$390,121	\$366,766	\$338,093	\$347,000	\$191,700	\$251,000
GAAP Adjustment	\$4,726	\$1				
Total Revenues	\$1,344,607	\$1,320,401	\$1,318,328	\$1,309,101	\$1,138,152	\$1,339,101
Total Available Funds	\$2,590,422	\$2,575,742	\$2,428,812	\$2,552,631	\$2,210,596	\$1,859,097
Total Expenditures	\$1,335,081	\$1,465,258	\$1,420,911	\$1,881,481	\$1,690,600	\$1,595,188
Fund Balance Reserve (12.5% of Operating Revenue)				\$163,638		\$167,388
Equipment and Vehicle Replacement Account				\$481,262		\$96,521
Unreserved Fund Balance	\$1,255,341	\$1,110,484	\$1,007,901	\$26,250	\$519,996	\$0

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Full-time Positions	10	10	10	9	9
Part-time Positions	2	2	2	2	2

Department/Division Profile

The Raytown Parks and Recreation Department provides a comprehensive program of facilities, activities and special events designed to promote healthy lifestyles, improve quality of life and attract new residents. Recreation facilities are maintain and ensure public safety. The Department is responsible for year-round maintenance, repair and improvement for eleven public parks totaling approximately 160 acres. The Department includes 9 FTE's and consists of four divisions-Administration, Aquatics, Parks Operations, and BMX.

Park Fund

Parks Expense Summary FUND 201

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Civilian Employees	\$686,465	\$668,369	\$493,187	\$402,472	\$375,000	\$411,522
Civilian Employees Overtime	\$1,628	\$1,692	\$2,626	\$600	\$600	\$600
Commissioned Officers	\$1,175	\$0	\$1,930	\$3,500	\$3,500	\$4,000
Commissioned Officers Overtime	\$1,843	\$0	\$1,504	\$0	\$0	\$0
Part Time Employees	\$50	\$130	\$0	\$13,437	\$12,000	\$13,500
Professional Services	\$48,631	\$40,868	\$284,613	\$438,216	\$400,000	\$391,100
Printing & Promotions	\$40,077	\$19,098	\$15,396	\$8,290	\$7,000	\$8,275
Building Maintenance	\$11,650	\$13,798	\$10,841	\$54,505	\$48,000	\$55,405
Capital Expenditures	\$58,441	\$236,163	\$129,453	\$477,358	\$400,000	\$323,800
Equipment Expense	\$20,351	\$18,643	\$74,044	\$25,300	\$20,000	\$18,750
General Supplies	\$64,873	\$68,620	\$42,640	\$48,530	\$38,500	\$18,000
Office Supplies	\$4,238	\$2,424	\$576	\$2,125	\$1,900	\$2,350
Recreational Programming	\$33,974	\$48,949	\$37,365	\$23,813	\$21,000	\$31,850
Utilities	\$91,653	\$97,623	\$103,682	\$99,598	\$87,000	\$116,670
Vehicle Expense	\$13,180	\$17,901	\$18,147	\$27,125	\$22,000	\$26,890
Uniforms	\$7,586	\$6,722	\$7,048	\$7,285	\$6,900	\$2,885
Professional Development	\$8,686	\$10,410	\$7,389	\$7,425	\$7,200	\$7,465
Employee Benefits	\$231,882	\$213,845	\$190,200	\$241,902	\$240,000	\$162,126
GAAP Adjustment	\$8,697	\$2	\$269			
Total	\$1,335,081	\$1,465,258	\$1,420,911	\$1,881,481	\$1,690,600	\$1,595,188

Transportation Sales Tax

Transportation Sales Tax

Transportation Sales Tax Summary

FUND 204

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$103,562	\$76,122	(\$16,420)	\$22,610	\$25,338	\$114,038
TIF - EATS	\$0	(\$265,626)	(\$284,206)	(\$293,000)	(\$285,000)	(\$285,000)
Transportation Sales Tax	\$957,922	\$1,255,326	\$1,331,199	\$1,350,000	\$1,291,000	\$1,290,000
Investment Income	\$1,289	\$1,635	\$897	\$500	\$900	\$900
GAAP Adjustment						
Total Revenues	\$959,211	\$991,335	\$1,047,890	\$1,057,500	\$1,006,900	\$1,005,900
Total Available Funds	\$1,062,774	\$1,067,457	\$1,031,470	\$1,080,110	\$1,032,238	\$1,119,938
Total Expenditures	\$986,652	\$1,083,877	\$1,006,132	\$947,922	\$918,200	\$994,200
Fund Balance Reserve (12.5% of Operating Revenues)				\$132,188		\$125,738
Unreserved Fund Balance	\$76,122	(\$16,420)	\$25,338	\$1	\$114,038	\$0

Department/Division Personnel Summary

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Personnel					
Full-time Positions					
Part-time Positions					

Department/Division Profile

The Transportation Sales Tax Fund was implemented via a special election in 2006 with a 10 year sunset. The revenue generated by this .500% special sales tax is designated specifically for street maintenance and improvements.

Transportation Sales Tax Fund

Expenses Summary

FUND 204

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Capital Expenditures	\$810,650	\$936,703	\$871,450	\$747,672	\$748,000	\$793,950
General Supplies	\$62,910	\$67,057	\$67,873	\$125,000	\$120,000	125000
Professional Services	\$112,825	\$79,908	\$66,650	\$75,000	\$50,000	75000
Administration	\$267	\$209	\$159	\$250	\$200	250
GAAP Adjustment						
Total	\$986,652	\$1,083,877	\$1,006,132	\$947,922	\$918,200	\$994,200

Capital Sales Tax

Capital Improvement Sales Tax

Capital Improvement Summary FUND 205

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$768,176	\$663,238	\$815,083	\$239,664	\$599,786	\$591,139
TIF - EATS	\$0	(\$199,220)	(\$213,154)	(\$220,000)	(\$210,000)	(\$210,000)
Capital Improvement Sales Tax	\$815,279	\$1,044,345	\$1,094,986	\$1,097,214	\$1,085,000	\$1,085,000
Investment Income	\$2,967	\$1,805	\$990	\$500	\$100	\$100
Gain on sale of Fixed Asset	\$0	\$0	\$16,900	\$0	\$0	\$0
Claims Reimbursements	\$0	\$0	\$10,651	\$0	\$0	\$0
Auction proceeds	\$7,268	\$67,821	\$9,700	\$20,000	\$9,000	\$9,000
GAAP Adjustment	(\$7,882)					
Total Revenues	\$817,633	\$914,752	\$920,073	\$897,714	\$884,100	\$884,100
Total Available Funds	\$1,585,808	\$1,577,990	\$1,735,156	\$1,137,378	\$1,483,886	\$1,475,239
Total Expenditures	\$922,570	\$762,907	\$1,135,370	\$892,492	\$892,747	\$1,428,729
Fund Balance Reserve (5% of Operating Revenues)				\$44,886		\$44,205
HVAC City Hall Downstairs Reserve				\$200,000		
Unreserved Fund Balance	\$663,238	\$815,083	\$599,786	\$0	\$591,139	\$2,304

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Full-time Positions					
Part-time Positions					

Department/Division Profile

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

Capital Sales Tax

All Departments Expenses
FUND 205

Department/Division Spending Summary

Expenditures	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Police	\$498,374	\$293,890	\$271,089	\$499,181	\$308,535	\$308,535	\$290,376
EMS	\$93,960	\$93,677	\$0	\$0	\$148,699	\$151,054	\$166,355
Public Works	\$268,885	\$378,922	\$336,177	\$222,720	\$182,998	\$182,998	\$863,698
Finance	\$182	\$97,119	\$116,704	\$159	\$250,150	\$250,160	\$150
Development & Public Affairs	\$0	\$20,877	\$0	\$0	\$2,110	\$0	\$78,450
Admin	\$53,473	\$45,968	\$38,937	\$36,368	\$0	\$0	\$24,900
Court	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800
GAAP Adjustment	(\$10,205)	(\$7,882)		\$376,942			
Total	\$904,669	\$922,570	\$762,907	\$1,135,370	\$892,492	\$892,747	\$1,428,729

Department/Division Profile



PROJECT: Network Servers Replacement

FISCAL YEAR: 2014

PROJECT NO: NA

FUND: Capital IT

DEPARTMENT: Admin/IT

PROJECT DESCRIPTION:

Replace Domain Controllers,

NEED, JUSTIFICATION, BENEFIT:

Older servers are out dated and out of vendor's warranty

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT:

Server and network security through Active Directory. Ultimate network failure

THIS PROJECT IS RELATED TO THE FOLLOWING:

IT Network Security and Operations

EXPLANATION OF IMPACT ON OPERATING BUDGET:

\$7500 annual for server hardware refresh. As hardware and software becomes obsolete and out of vendor's warranty, upgrade to network servers are mandatory costs of IT operations.

TIME-LINE/CURRENT STATUS:

Fiscal 2014

COMMENTS:

New Server will replace existing out of date servers, which are retired when 5-year vendor warranty is up. New servers will have new Operating Systems, with features needed to support an Active Directory network in a virtual environment.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$7500	Capital IT	7500
2015	\$7500		7500
2016	\$7500		7500
2017	\$7500		7500
2018	\$7500		7500
5-YEAR TOTAL:	\$		37500

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Servers	120000	7500	7500	7500	7500	7500	7500	7500
Total								37,500

PROJECT: Replace public chairs in the Board Room

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Purchase replacement public chairs in the Board Room.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: The existing chairs are worn and are causing damage to the floor.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Fewer chairs for the public to utilize as chairs that damage the floor are removed from service.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: One time purchase and decreased floor care.

TIME-LINE/CURRENT STATUS: Purchase by December 2013.

COMMENTS: Propose to purchase 160 chairs @ \$70/chair.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$11,200	Capital Sales Tax	\$11,200
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$11,200		\$11,200

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment		\$11,200						\$11,200
Other								
Total		\$11,200						\$11,200

PROJECT: City Hall Carpet Replacement

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Replace carpet in City Hall.

NEED, JUSTIFICATION, BENEFIT: The existing carpet is worn and stained and needs to be replaced.

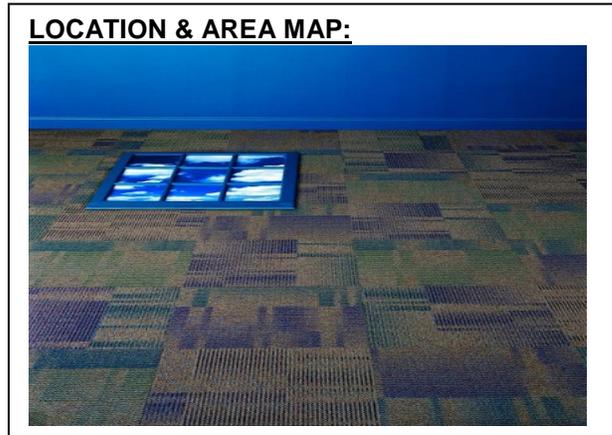
CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Poor appearance of City Hall.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: One time purchase.

TIME-LINE/CURRENT STATUS: Install carpet in stages in city hall over several years.

COMMENTS: Will start with replacing remaining carpet upstairs and then replace flooring in lower level in the next two years.



IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$27,000	Capital Sales Tax	\$27,000
2015	\$25,000	Capital Sales Tax	\$25,000
2016	\$25,000	Capital Sales Tax	\$25,000
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$77,000		\$77,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment		\$27,000	\$25,000	\$25,000				\$77,000
Other								
Total		\$27,000	\$25,000	\$25,000				\$77,200

PROJECT: Public Works Salt Barn Lease Purchase

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Lease payments for the construction of the salt barn.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: The salt barn was constructed in 2008 and a lease purchase was utilized to finance the construction of the facility.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Default of lease terms.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: The payments are in the amount of \$47,998.30 per year and are funded from the Capital Sales Tax Fund.

TIME-LINE/CURRENT STATUS: Facility constructed and in payment period until final payment in May 2017.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$47998.30	Capital Sales Tax	\$47998.30
2015	\$47998.30	Capital Sales Tax	\$47998.30
2016	\$47998.30	Capital Sales Tax	\$47998.30
2017	\$47998.30	Capital Sales Tax	\$47998.30
2018	\$0		0
5-YEAR TOTAL:	\$191,993.20		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction		\$47,998.30	\$47,998.30	\$47,998.30	\$47,998.30	\$0	0	\$191,993.20
Misc. Equipment								
Other								
Total		\$47,998.30	\$47,998.30	\$47,998.30	\$47,998.30	\$0	0	\$191,993.20

PROJECT: UTV with snow plow

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Purchase a new UTV with snow plow and enclosed cab.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: Public Works currently rents UTV's to perform maintenance on sanitary sewers in areas along creeks and steep hills where road going trucks cant access. The UTV will also be utilized for snow removal in the tight areas with on-street parking, city parking lots, and the future bike/ped trails. The UTV will also be utilized in ROW maintenance to spray for weeds.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Continued rental expenses and decreased efficiency.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: One time purchase and improved fuel consumption.

TIME-LINE/CURRENT STATUS: Purchase by December 2013.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$25,000	Capital Sales Tax	\$15,000
2015	\$	Sanitary Sewer Fund	\$10,000
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$		\$25,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								\$25,000
Misc. Equipment		\$25,000						
Other								
Total		\$25,000						\$25,000

PROJECT: Vehicle Maintenance Renovations

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Renovate the bathroom, provide electrical generator backup connection, replace windows, paint exterior and paint interior.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: The Vehicle Maintenance building appearance is deteriorating and needs maintenance. The building would have an electrical service backup if the electrical service was changed to be connected at the renovated Public Works building. Energy efficiency would improve with new lighting and new windows.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Continued deterioration of the building appearance and energy consumption.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: Fee for construction and a recurring decrease in utility consumption expenses.

TIME-LINE/CURRENT STATUS: Design and construction in fiscal year 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$40,000.00	Capital Sales Tax	\$70,000
2015	\$30,000.00		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$70,000		\$70,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction		\$40,000	\$30,000.00					\$70,000
Misc. Equipment								
Other								
Total		\$40,000	\$30,000.00					\$70,000

PROJECT: City Hall Lower Level HVAC

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Final design and installation of a new HVAC system for the lower level of City Hall.

NEED, JUSTIFICATION, BENEFIT: The current lower level HVAC system strains to maintain a comfortable condition during hot and humid conditions. The new system would rectify the issue and would be significantly more energy efficient.

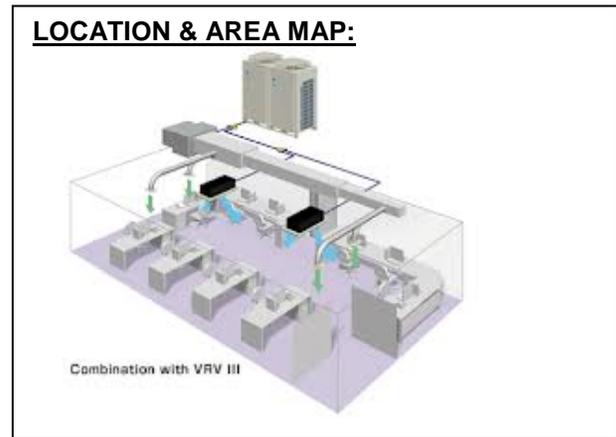
CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Increased maintenance expenses.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: The design and installation expense will be spread out over two years and funded through the Capital Sales Tax. Once the system is installed an energy savings is expected and a corresponding decrease in electrical and natural gas expenses.

TIME-LINE/CURRENT STATUS: Final Design and construction bidding in fiscal year 2014; construction of improvements in fiscal year 2014.

COMMENTS:



IMPACT ON OPERATING BUDGET:		FINANCING:	
2013	\$200,000	Capital Sales Tax	\$200,000
2014	\$200,000	Capital Sales Tax	\$200,000
2015	\$		
2016	\$		
2017	\$		
5-YEAR TOTAL:	\$400,000		\$400,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design		\$30,000						\$30,000
Land								
Construction		\$370,000						\$370,000
Misc. Equipment								
Other								
Total		\$400,000						\$400,000

PROJECT: Propane conversion equipment for existing F-150

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Purchase equipment for an existing F-150 to enable the use of propane as a motor fuel.



NEED, JUSTIFICATION, BENEFIT: Public Works is in the final stages of installing a propane refueling station and upfitting 3 trucks. The use of propane as a motor fuel provides financial savings over utilizing gasoline.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Delay in realizing recurring fuel savings.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: One time purchase and decreased fuel expenses.

TIME-LINE/CURRENT STATUS: Purchase by March 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$7,500	Capital Sales Tax	\$7,500
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$7,500		\$7,500

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment		\$7,500						\$7,500
Other								
Total		\$7,500						\$7,500

PROJECT: City Hall Renovations

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Renovate the public and employee bathrooms, board room, break room and conference room.

NEED, JUSTIFICATION, BENEFIT: The bathrooms, break room, conference room and board room would benefit from a renovation to make the areas more effective and inviting for the public and employees.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Continued deterioration and of appearance and function of the areas.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: A one-time construction fee and a recurring decrease in utility consumption expenses due to more efficient lighting.

TIME-LINE/CURRENT STATUS: Design and construction in fiscal year 2014.

COMMENTS:

LOCATION & AREA MAP:



<u>IMPACT ON OPERATING BUDGET:</u>		<u>FINANCING:</u>	
2014	\$150,000	Capital Sales Tax	\$150,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$150,000		\$150,000

<u>FIVE-YEAR COST BREAKDOWN SCHEDULE:</u>								
	<u>Prior to 2014</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>After 2018</u>	<u>Total</u>
Planning & Design								
Land								
Construction		\$150,000						\$150,000
Misc. Equipment								
Other								
Total		\$150,000						\$150,000

PROJECT: City Hall Sign

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Install replacement city hall sign.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: The City Hall sign was destroyed by a vehicle in the past and a replacement sign would help visitors to locate city hall and provide information about upcoming meetings and events.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Decreased visibility of location of city hall.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: A small increase in utility expenses from lighting and water feature operation.

TIME-LINE/CURRENT STATUS: Design and construction in fiscal year 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$10,000	Capital Sales Tax	\$10,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$10,000		\$10,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction		\$10,000						\$10,000
Misc. Equipment								
Other								
Total		\$10,000						\$10,000

LOCATION & AREA MAP:

PROJECT: Public Works Unit 223 Truck Replacement

FISCAL YEAR: 2014

PROJECT NO.:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Replacement of public works unit 223 with a less expensive pickup truck.

NEED, JUSTIFICATION, BENEFIT: The truck is a 2000 Ford F-450 with 87,000 miles. The truck is a vehicle that is scheduled to be replaced every 100,000 miles or 10 years. The replacement of the truck will remove the uncertainty of repairs and provide a more fuel efficient vehicle. The replacement vehicle will be a F-150 that better matches the needs of the vehicle.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Increased service costs.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: The new truck will be under warranty and any repair expenses will be covered by warranty and the new truck will be more fuel efficient than the current model therefore a reduction in operating expenses can be expected. Public works proposes to utilize one of several cooperative contracts for the purchase of the vehicle.

TIME-LINE/CURRENT STATUS: Proposed replacement by May of 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$25,000	Capital Sales Tax	\$25,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$25,000		25,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment								
Other		\$25,000						\$25,000
Total		\$25,000						\$25,000

LOCATION & AREA MAP:**PROJECT:** Phone System Replacement**FISCAL YEAR:** 2014**PROJECT NO.:****FUND:** Capital Sales Tax**DEPARTMENT:** Public Works**PROJECT DESCRIPTION:** Replace phone system at city hall.

NEED, JUSTIFICATION, BENEFIT: Phone system is old and parts for the system are becoming hard to acquire. Cost savings could also be realized by utilizing VOIP for remote locations such as Public Works, EMS, and Parks.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Major failure of the phone system could require emergency purchase of a new phone system.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A.

EXPLANATION OF IMPACT ON OPERATING BUDGET: A one-time fee with a potential for savings if VOIP is implemented at remote locations.

TIME-LINE/CURRENT STATUS: Acquisition and implementation of new system in fiscal year 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$60,000	Capital Sales Tax	\$60,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$60,000		\$60,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment		\$60,000						\$60,000
Other								
Total		\$60,000						\$60,000

PROJECT: Public Works Unit 224 Truck Replacement

FISCAL YEAR: 2014

PROJECT NO:

FUND: Capital Sales Tax

DEPARTMENT: Public Works

PROJECT DESCRIPTION: Replacement of public works unit 224 with a F-550 truck.

LOCATION & AREA MAP:



NEED, JUSTIFICATION, BENEFIT: The truck is a 2000 Ford F-450 with 87,000 miles. The truck is a vehicle that is scheduled to be replaced every 100,000 miles or 10 years. The replacement of the truck will remove the uncertainty of repairs and provide a more capable truck that will better match the needs of the vehicle.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Increased service costs.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: The new truck will be under warranty and any repair expenses will be covered by warranty. Public works proposes to utilize one of several cooperative contracts for the purchase of the vehicle.

TIME-LINE/CURRENT STATUS: Proposed replacement by September of 2014.

COMMENTS: The truck is utilized in the snow removal efforts of the city and is proposed to be complete with snow plow and salt spreader. The new truck will be upfitted to utilize propane as well as gasoline as fuel.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$70,000	Capital Sales Tax	\$70,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$70,000		\$70,000

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment								
Other		\$70,000						\$70,000
Total		\$70,000						\$70,000

PROJECT: Remodeling of Development and Public Affairs Department

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Development and Public Affairs



PROJECT DESCRIPTION: Removal of wall near front customer area and Permit Technician work area. Relocation of electrical lines and some ceiling tile replacement.

NEED, JUSTIFICATION, BENEFIT: Will provide increased area for meeting with customers as well as provide improved work area for Permit Technicians.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Unrealized opportunities for improved customer service and work environment.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$25,000 for this one-time expense

TIME-LINE/CURRENT STATUS: Work is anticipated to be performed in mid- 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$25,000	Capital Sales Tax	\$25,000
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction		25,000						
Misc. Equipment								
Other								
Total								

PROJECT: Purchase New Code Enforcement Vehicle

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Development and Public Affairs



PROJECT DESCRIPTION: This is for the purchase of a new department code enforcement vehicle to replace an existing code enforcement vehicle.

NEED, JUSTIFICATION, BENEFIT: This vehicle will replace a 2000 Dodge Dakota, vehicle number 406, which has reached its end of life cycle.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Continued high maintenance costs and the potential to be down one vehicle if it fails.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$25,000 was identified in the Fleet line item of the 2013 budget which was deferred to the 2014 budget for this one-time purchase.

TIME-LINE/CURRENT STATUS: Projected to be purchased in 2014

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$25,000	Capital Sales Tax	\$25,000
2015		Fleet Maintenance Fund	
2016			
2017			
2018			
5-YEAR TOTAL:			

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Insurance								
Fuel								
Maintenance								
New Equipment		\$25,000.00						
Other								
Total								

PROJECT: Upgrade NICE Voice Logger

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police

LOCATION & AREA MAP:

PROJECT DESCRIPTION: Upgrade both equipment and software for the voice recorder used to capture audio from the 9-1-1 telephone system and the P25 radio system.

NEED, JUSTIFICATION, BENEFIT: The current NICE Voice Logger is 6 years old and the equipment and software need upgraded. The drives on the equipment have failed twice over the past two years and while under the maintenance agreement it has caused down time where recordings of radio traffic and telephone conversations have been lost. An upgrade to the NICE equipment will include new software for better recording, can capture screen shots of workstations and will be compatible with the Kansas City Missouri recording system.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: The current system is becoming more outdated every day. As it continues to age more problems such as the hard drives will continue to fail and the parts will be harder to find. Our current equipment will not allow us to move forward if we choose to integrate our recording system with the Kansas City Police Departments NICE recorder.

THIS PROJECT IS RELATED TO THE FOLLOWING: The P25 Radio upgrade project.

EXPLANATION OF IMPACT ON OPERATING BUDGET: There is a one-time purchase expense of \$27,161.49 and \$2838 for unexpected installation charges. The yearly maintenance fee for 2016 – 2019 would be \$20,139.59.

TIME-LINE/CURRENT STATUS: This would be a FY2014 purchase.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$30,000	Capital Sales Tax	\$44582.79
2015	\$		
2016	\$4536		
2017	\$4853.52		
2018	\$5193.27		
5-YEAR TOTAL:	\$44582.79		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2013	2014	2015	2016	2017	2018	After 2018	Total
Installation		\$2838.00						\$2838.00
Equipment costs		\$27162.00						\$27162.00
Other (Maintenance)				\$4536	\$4853.52	\$5193.27		\$14582.79
Total		\$30000		\$4536	\$4853.52	\$5193.27		\$44582.79

PROJECT: MDT Replacement

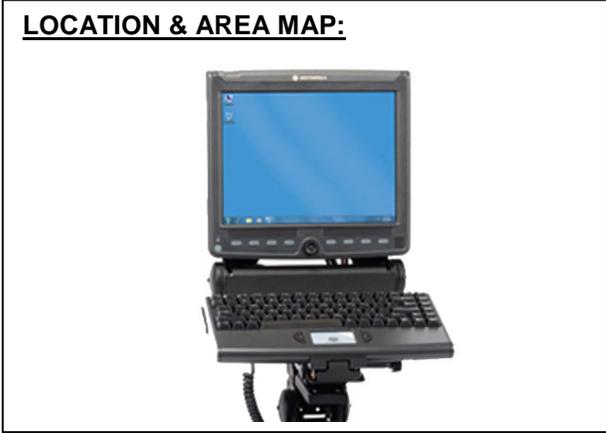
FISCAL YEAR: FY 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police

PROJECT DESCRIPTION: Mobile Data Terminal Replacement for 6 in-car computers.



NEED, JUSTIFICATION, BENEFIT:

The Police Department maintains an operational Mobile Data Terminal in each patrol car. These mobile computers allow the officers to access the Department computer network from the field, allowing for the preparation of police reports and information access. The mobile computers were purchased in 2009. The purchase of six new computers will begin a three year replacement program for the replacement of the computers in all of the patrol cars.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT:

The in-car computers are integral to the report generation and data access for the officers in the field. The average life span of computers is 4 years. Delaying the implementation of this replacement program risks the equipment becoming outdated and non-functional.

THIS PROJECT IS RELATED TO THE FOLLOWING: The Department IT program.

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$31,393.00 is identified for the purchase of replacement in-car computers for six marked patrol cars. An additional \$5,760.00 is identified for the maintenance cost per year through the General Fund Professional Services.

TIME-LINE/CURRENT STATUS: Projected to be purchased in late 2013.

COMMENTS: This is a recurring item for future budgets.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$ 37,153.00	Capital Sales Tax	\$31,393.00
2015	\$ 5,760.00	General Fund	\$28,800.00
2016	\$ 5,760.00		
2017	\$ 5,760.00		
2018	\$ 5,760.00		
5-YEAR TOTAL:	\$ 60,193.00		\$60,193.00

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	2014	2015	2016	2017	2018	After 2018	Total	
Equipment Cost	\$31,393.00						\$31,393.00	
Maintenance	\$5,760.00	\$5,760.00	\$5,760.00	\$5,760.00	\$5,760.00		\$28,800.00	
Total	\$37,153.00	\$5,760.00	\$5,760.00	\$5,760.00	\$5,760.00		\$60,193.00	

PROJECT: Police Car Video Upgrade

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police

PROJECT DESCRIPTION: Update Video Recording Equipment



NEED, JUSTIFICATION, BENEFIT:

The Police Department maintains an operational Audio/Video recording unit in each marked police unit. These units record the interaction of officers with the public. These recordings are used for determining employee compliance with current policies as well as to record video evidence regarding traffic offenses and other significant events. Audio and video recording have proved invaluable when reviewing employee and citizen conduct with regard to complaints and adherence to policies.

The current audio/ video systems have been in use since late 2007. The current system is no longer available from the manufacturer and certain parts have become obsolete. Newer updated systems utilizing updated software are now available. The new systems also come with a 2 year warranty from the manufacturer.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Video recordings have been used to disprove claims of misconduct and excessive force against officers as well as document officer performance. These recordings have assisted in disproving claims against the city and its employees. Video recordings have saved countless hours of investigative time and other resources. Without the aid of audio and video recordings the legal and liability costs to the city could increase substantially.

THIS PROJECT IS RELATED TO THE FOLLOWING: Video Camera upgrade program initiated in 2013.

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$49500.00 is identified for the purchase and upgrade of replacement audio video recording equipment in marked patrol vehicles. This would complete the majority of camera upgrades for the fleet.

TIME-LINE/CURRENT STATUS: Projected to be purchased in late 2013.

COMMENTS: This is a recurring item for future budgets.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$49500.00	Capital Sales Tax	49500.00
2015	\$300.00	Fleet Equipment/ Maint.	2600.00
2016	\$300.00		
2017	\$1000.00		
2018	\$1000.00		
5-YEAR TOTAL:	\$52100.00		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2013	2014	2015	2016	2017	2018	After 2018	Total
Equipment cost		49500						49500.00
Maintenance			300	300	1000	1000		2600.00
Total		49500	300	300	1000	1000		52100.00

PROJECT: Remodel the Booking Unit

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police



PROJECT DESCRIPTION: This is for replacement of existing desks, partitions, chairs, cabinets and adding additional storage.

NEED, JUSTIFICATION, BENEFIT: The existing booking furniture and storage is very old—20 plus years of service in a unit that operates 24 hours a day, seven day a week. Everything is worn out or only marginally serviceable. Some of the cabinet doors will not stay on and some of the drawers have to be forced open and closed. We also need additional storage as our current storage system is completely full. Additionally, the Detention window is the first point of contact for the public visiting our facility and currently the worn furniture and cabinets present a less than positive impression.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Waiting until the furniture completely fails may result in down time for the unit employees, and could result in injury if a door or drawer completely comes apart. It already slows the employee’s productivity. It will also require piecemeal purchase resulting in higher costs than if we had completely remodeled the unit with one purchase. In addition, as the furniture and cabinets continue to decline, the public’s first impression of our department will suffer.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: This is a one-time purchase identified in the Building Maintenance line item of the 2013 budget.

TIME-LINE/CURRENT STATUS: Project would be purchased in 2014.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$20,000.00	Booking – Building Maintenance	\$20,000.00
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$20,000.00		\$20,000.00

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
New Equipment		\$20,000.00						\$20,000.00
Total		\$20,000.00						\$20,000.00

PROJECT: Purchase of Replacement Police Vehicles

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police



PROJECT DESCRIPTION: This is for the purchase of replacement department vehicles

NEED, JUSTIFICATION, BENEFIT: These Vehicles will replace 3 marked police vehicles which have reached the end of their life cycles.(Units 103, 105, 106)

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: Continued and projected increased maintenance costs associated with aging equipment. The potential of not having sufficient personnel coverage should the vehicles suffer complete failure. Delaying the replacement also diminishes return on resale of vehicles.

THIS PROJECT IS RELATED TO THE FOLLOWING: Vehicle replacement program

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$82320.00 is identified for purchase of (3) marked patrol vehicles. \$43254.00 is identified as parts, labor, and graphics for the up fitting of the marked units.

TIME-LINE/CURRENT STATUS: Projected to be purchased in late 2013.

COMMENTS: Marked Units \$82320.00, up fit parts and labor \$43254.00. Total \$125574.00. (These figures allow for an equipment cost increase of 3% over last years costs)

Maintenance and fuel costs based on Public Works estimates.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$155313.00	Capital Sales Tax Fund	\$125574.00
2015	\$32977.00	Fleet Fuel	\$121025.00
2016	\$35377.00	Fleet Maintenance	\$62574.00
2017	\$40416.00		
2018	\$45090.00		
5-YEAR TOTAL:	\$309173.00		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2013	2014	2015	2016	2017	2018	After 2018	Total
Vehicle Cost		82320						82320
Fuel		22239	23977	23977	25416	25416		121025
Maintenance		7500	9000	11400	15000	19674		62574
Up Fit		43254						43254
Other								
Total		\$155313.00	\$32977.00	\$35377.00	\$40416.00	\$45090.00		\$309173.00

PROJECT: Computer Workstation Replacement

FISCAL YEAR: 2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: Police

PROJECT DESCRIPTION: Computer Workstation Replacement for 13 workstations.



NEED, JUSTIFICATION, BENEFIT:

The Police Department maintains an IT replacement plan for the Department’s computer equipment. Workstations and laptop computers are replaced every four years. These scheduled replacements are grouped to spread the replacement costs over different budget years. Eleven workstations in the Investigations Division and two in the Professional Standards Unit are scheduled for replacement in 2014.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT:

The workstations are integral to the report generation, data access, case construction, presentation, and research for investigators within the Investigations Division and Professional Standards. Delaying the replacement of the equipment risks the equipment becoming outdated and non-functional. The workings of the Police Department are extremely dependent upon current computer equipment and technology.

THIS PROJECT IS RELATED TO THE FOLLOWING: The Department IT program.

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$21,450.00 is identified for the purchase of 13 replacement workstations from Capital Sales Tax. An additional \$12,480.00 is identified for the maintenance cost per year through General Fund Professional Services.

TIME-LINE/CURRENT STATUS: Projected to be purchased in late 2013 or early 2014.

COMMENTS: This is a recurring item for future budgets; however the amount will vary each year depending upon the number of computers needed.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$33,930.00	Capital Sales Tax	\$21,450.00
2015	\$12,480.00	General Fund	\$62,400.00
2016	\$12,480.00		
2017	\$12,480.00		
20178	\$12,480.00		
5-YEAR TOTAL:	\$83,850.00		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
		2014	2015	2016	2017	2018	After 2018	Total
Equipment Cost		\$21,450.00						\$21,450.00
Maintenance		\$12,480.00	\$12,480.00	\$12,480.00	\$12,480.00	\$12,480.00		\$62,400.00
Total		\$33,930.00	\$12,480.00	\$12,480.00	\$12,480.00	\$12,480.00		\$83,850.00

PROJECT: Replace two ambulance cots

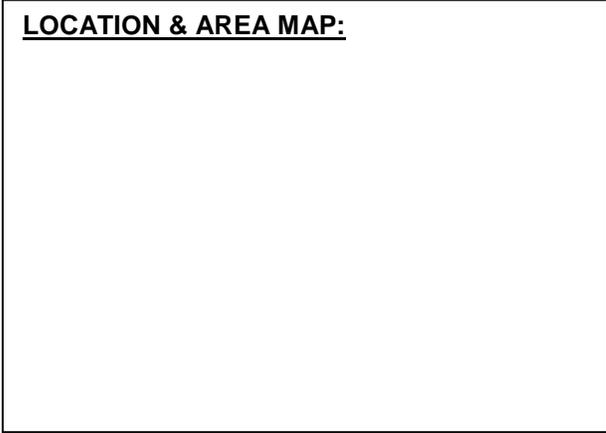
FISCAL YEAR: FY2013/2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: EMS

PROJECT DESCRIPTION: Replace Two Ambulance Cots



NEED, JUSTIFICATION, BENEFIT: Existing cots, on which patients are transported, are reaching end-of-life, with sporadic – and increasing – failures.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: If the project is delayed or eliminated, we can expect extensive, frequent costs associated with maintenance and repair of the existing cots. We would also potentially be placing our patients and employees in unsafe circumstances in the event of failure of our existing equipment associated with continued use.

THIS PROJECT IS RELATED TO THE FOLLOWING: Capital Sales Tax

EXPLANATION OF IMPACT ON OPERATING BUDGET: \$34,000 expense for the purchase of two new cots and associated hardware. The approval of this project would decrease expenses related to current equipment repair. New cots purchased would be under warranty.

TIME-LINE/CURRENT STATUS: Will begin purchase process immediately upon approval of funding.

COMMENTS:

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$		
2015	\$		
2016	\$		
2017	\$		
2018	\$		
5-YEAR TOTAL:	\$		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Construction								
Misc. Equipment								
Other								
Total								

LOCATION & AREA MAP:

PROJECT: Purchase New Ambulance

FISCAL YEAR: FY2013-2014

PROJECT NO: N/A

FUND: Capital Sales Tax

DEPARTMENT: EMS

PROJECT DESCRIPTION: Purchase of a new ambulance

NEED, JUSTIFICATION, BENEFIT: Replaces 2009 GMC (remount) ambulance, which is coming to the end of its expected useful life. The chassis is 2009 GMC, the patient compartment is 2006 Taylor Made.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: If project were delayed or eliminated, increased down time and repair expense could be expected. Increased down time can lead to reduction in service to citizens. There are also the potential safety issues to public, patients, and employees associated with vehicular failures.

THIS PROJECT IS RELATED TO THE FOLLOWING: N/A

EXPLANATION OF IMPACT ON OPERATING BUDGET: Requesting \$133,000 for the purchase of this new ambulance. We would expect a reduction in operating and maintenance cost secondary to the new ambulance being under warranty. We anticipate purchasing a gasoline-fired unit to replace a Diesel ambulance; gasoline units are easier and less costly to repair and maintain. Additionally, we anticipate the purchase of a Ford, rather than a General Motors product; therefore, most warranty service can be performed in Raytown, leading to reduced down time.

TIME-LINE/CURRENT STATUS: We anticipate purchase in mid- to late-FY 2013/2014.

COMMENTS: Project is being closely coordinated with Fleet Services of Public Works in order to minimize purchase price, up fitting cost, operating cost, maintenance/repair cost, and to maximize usable life.

Maintenance and fuel costs are estimated in conjunction with Public Works' Fleet Services; fuel cost is estimated based on \$3.00/gal. (current price) of unleaded gasoline.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2014	\$11,100	Fleet	
2015	\$11,100	Fleet	
2016	\$11,100	Fleet	
2017	\$12,500	Fleet	
2018	\$		
5-YEAR TOTAL:	\$		

FIVE-YEAR COST BREAKDOWN SCHEDULE:								
	Prior to 2014	2014	2015	2016	2017	2018	After 2018	Total
Planning & Design								
Land								
Maintenance		3600	3600	3600	5000			15,800
Fuel		7500	7500	7500	7500			30,000
Other								
Total		11,100	11,100	11,100	12,500			

Public Safety Sales Tax

Public Safety Sales Tax

PSST Summary

FUND 207

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Revenue	Actual	Actual	Actual	Budget	Estimate	Budget
Cash Balance as of NOV 1	\$84,035	\$607,207	\$951,176	\$272,347	\$454,957	\$508,947
TIF - EATS	\$0	(\$265,626)	(\$284,206)	(\$325,000)	(\$290,000)	(\$290,000)
Public Safety Sales Tax	\$1,082,298	\$1,393,514	\$1,468,536	\$1,475,000	\$1,465,000	\$1,465,000
Interest Earnings	\$0	(\$147)	\$0	\$0	\$0	\$0
Investment Income	\$1,167	\$1,836	\$922	\$150	\$1,000	\$800
Workers Comp Reimbursement	\$12,625	\$1,359	\$0	\$0	\$0	\$0
GAAP Adjustment			(\$67)			
Total Revenues	\$1,096,090	\$1,130,935	\$1,185,186	\$1,150,150	\$1,176,000	\$1,175,800
Total Available Funds	\$1,180,124	\$1,738,142	\$2,136,362	\$1,422,497	\$1,630,957	\$1,684,747
Total Expenditures	\$572,917	\$786,966	\$1,168,197	\$1,236,500	\$1,122,010	\$1,282,877
Fund Balance Reserve (15% of Operating Expenses)				\$185,475		\$192,432
911 Radio Console Reserve			\$513,208			
Unreserved Fund Balance	\$607,207	\$951,176	\$454,957	\$522	\$508,947	\$209,438

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian Positions	5	5	6	6	6
Full Time Commissioned	8	8	10	10	10
Part Time			0.5	0.63	0.63

Department/Division Profile

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

Public Safety Sales Tax Fund

EMS Summary

FUND 207

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$39,475	\$39,154	\$39,524	\$39,622	\$39,622	\$39,547
Civilian Employees Overtime	\$1,925	\$3,968	\$1,234	\$2,500	\$2,500	\$2,500
Uniforms	\$4,000	\$2,474	\$962	\$4,000	\$1,500	\$4,000
Professional Development	\$6,041	\$8,423	\$7,513	\$11,047	\$8,500	\$11,000
Employee Benefits	\$12,960	\$12,202	\$11,879	\$12,758	\$12,758	\$13,493
Total	\$64,402	\$66,221	\$61,112	\$69,927	\$64,880	\$70,540

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions			1	1	1

Department/Division Profile

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

Public Safety Sales Tax

Police Department Summary

FUND 207

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$46,901	\$116,045	\$147,831	\$169,385	\$155,000	\$167,589
Civilian Employees Overtime	\$990	\$371	\$3,406	\$7,750	\$6,700	\$7,750
Commissioned Officers	\$206,022	\$334,101	\$391,860	\$453,208	\$417,000	\$446,815
Commissioned Officers Overtime	\$11,352	\$35,193	\$35,788	\$54,420	\$36,000	\$56,000
Part Time Employees	\$0	\$0	\$9,475	\$18,246	\$16,000	\$16,018
Professional Services	\$0	\$883	\$1,302	\$2,859	\$2,859	\$27,498
Printing & Promotions				\$647	\$647	\$825
Capital Expenditures	\$0	\$5,618	\$102,042	\$35,113	\$26,375	\$17,750
Equipment Expense	\$44,062	\$5,872	\$147,339	\$58,036	\$58,036	\$33,272
General Supplies	\$6,387	\$5,760	\$7,022	\$11,050	\$11,050	\$11,050
Office Supplies				\$700	\$700	\$500
Utilities	\$0	\$0	\$20	\$0	\$0	\$0
Uniforms	\$4,480	\$5,266	\$5,306	\$13,174	\$13,174	\$9,000
Professional Development	\$26,397	\$24,501	\$17,329	\$43,589	\$43,589	\$57,985
Employee Benefits	\$161,925	\$187,134	\$238,366	\$298,396	\$270,000	\$360,287
Total	\$508,516	\$720,745	\$1,107,085	\$1,166,573	\$1,057,130	\$1,212,337

Department/Division Personnel Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian	5	5	5	5	5
Full-time Commissioned	8	8	10	10	10
Part-time	0	0	0.5	0.63	0.63

Department/Division Profile

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

Significant Issues for 2014

Professional Services will increase \$24,639.00 due to additional analytical software tools for the Crime Analyst and maintenance of the computer systems used by the Police Department.

Capital Expenditures will reduce by \$17,363.00.

Equipment expense will reduce by \$24,764.00.

Uniforms will reduce by \$4,174.00.

Professional Development will increase by \$14,396.00.

Risk Management Fund

Risk Management Fund

Summary

FUND 209

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$341,446	\$342,738	\$358,932	\$352,896	\$384,249	\$330,894
Revenues						
Interest Earnings	\$0.00	(\$58.64)	\$0.00	\$0	\$0	\$0
Investment Income	\$399.34	\$149.78	\$162.36	\$0	\$145	\$140
Loss on Sale of Fixed Asset	\$2,500.00	\$0.00	\$0.00	\$0	\$0	\$0
Claims Reimbursements	\$11,767.74	\$5,246.14	\$9,272.30	\$0	\$12,000	\$10,000
Insurance Reimbursements	\$3,185.26	\$2,626.91	(\$3,997.43)	\$2,500	\$5,500	\$2,000
MARCIT Set Aside Program Rev.	\$18,932.54	\$18,084.99	\$0.00	\$18,500	\$0	\$0
Loss Control Compliance	\$0.00	\$41,115.38	\$56,212.05	\$15,000	\$0	\$40,000
Transfers In from Sewer						
GAAP Adjustment		\$73				
Total Revenues	\$36,785	\$67,237	\$61,649	\$36,000	\$17,645	\$52,140
Total Available Funds	\$378,231	\$409,975	\$420,581	\$388,896	\$401,894	\$383,034
Total Expenditures	\$35,494	\$51,043	\$36,332	\$72,000	\$71,000	\$75,000
Unreserved Fund Balance	\$342,738	\$358,932	\$384,249	\$316,896	\$330,894	\$308,034

Department/Division Profile

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

Tax Increment Financing Fund

TIF Fund

FUND 210

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$10,654,128	\$6,066,478	\$6,677,336	\$6,608,701	\$6,917,144	\$6,842,705
Revenues						
CID Revenue (350)	\$380,314	\$390,806	\$667,107	\$410,000	\$410,000	\$400,000
TDD Revenue (350)	\$58,869	\$71,227	\$34,959	\$80,000	\$35,000	\$35,000
350 Highway Raytown Fire EAT's	\$72,095	\$49,814	\$51,939	\$65,000	\$52,000	\$52,000
350 Highway Jackson County EAT's	\$197,977	\$163,575	\$206,109	\$208,000	\$208,000	\$208,000
350 Highway Zoo EAT's	\$0	\$0	\$22,438	\$0	\$22,400	\$22,400
350 Highway TIF EAT's	\$733,283	\$664,069	\$710,514	\$705,000	\$710,000	\$710,000
350 Highway TIF City Pledge	\$733,283	\$664,069	\$710,514	\$705,000	\$710,000	\$710,000
350 Highway TIF Pilot	\$0	\$422,775	\$418,047	\$375,000	\$410,000	\$410,000
Project Tax PILOTS (350)	\$139,519	\$0	\$0	\$0	\$0	\$0
Pilot / EATS payment (USA 800)	\$50,330	\$51,814	\$0	\$52,000	\$51,600	\$51,600
Pilot / EATS payment (Hy-Vee)	\$0	\$8,152	\$0	\$0	\$0	\$0
Operating Transfer IN	\$944	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$272,436	\$233,741	\$209,629	\$200,000	\$210,000	\$210,000
GAAP Adjustment	(\$32,881)	(\$35,734)	\$1,126			
Total Revenues	\$2,606,169	\$2,684,308	\$3,032,381	\$2,800,000	\$2,819,000	\$2,809,000
Total Available Funds	\$13,260,297	\$8,750,786	\$9,709,718	\$9,408,701	\$9,736,144	\$9,651,705
Total Expenditures	\$7,193,819	\$2,073,450	\$2,792,573	\$2,892,680	\$2,893,439	\$2,942,855
Raytown Live Debt Reserve (Restricted)				\$3,857,325		\$3,900,000
Raytown Live Capital Project Reserve				\$697,909		\$697,909
IDA Reserve						\$1,126
Unreserved Fund Balance	\$6,066,478	\$6,677,336	\$6,917,144	\$1,960,787	\$6,842,705	\$2,109,815

Department/Division Profile

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

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

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

The Schnucks 353 program includes the area currently encompassed in the Hy-Vee development. This project originally included PILOT's that have since expired. Currently the developer is being reimbursed for improvements funded by them via property tax abatements and a one cent sales tax. The City

receives no direct revenue or has any direct expenses as part of this project.

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

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

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Administrative Expenses	\$13,480	\$6,966	\$0	\$8,000	\$8,000	\$8,000
Professional Services	\$422	\$13,763	\$7,875	\$14,780	\$15,939	\$15,980
Debt Service	\$2,054,433	\$2,011,525	\$2,733,025	\$2,817,900	\$2,817,900	\$2,867,275
Development Costs	\$5,090,000	\$0	\$0	\$0	\$0	\$0
Incentive Programs	\$50,330	\$59,966	\$51,674	\$52,000	\$51,600	\$51,600
Transfer Out	\$41,966	\$0	\$0	\$0	\$0	\$0
GAAP Adjustment	(\$43,332)	(\$11,804)				
Total	\$7,193,819	\$2,073,450	\$2,792,573	\$2,892,680	\$2,893,439	\$2,942,855

Neighborhood Stabilization Program

Neighborhood Stabilization Program

NSP Summary

FUND 211

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$0	\$0	\$5,950	\$34,106	\$4,762	\$4,762
Program Revenues			\$101,048	\$0	\$260,000	\$400,000
CDBG NSP3 Grant	\$0	\$7,408	\$1,113,062	\$0	\$0	\$0
GAAP Adjustment						
Total Revenues	\$0	\$7,408	\$1,214,110	\$0	\$260,000	\$400,000
Total Available Funds	\$0	\$7,408	\$1,220,060	\$34,106	\$264,762	\$404,762
Total Expenditures	\$0	\$1,458	\$1,215,298	\$500,000	\$260,000	\$400,000
Unreserved Fund Balance	\$0	\$5,950	\$4,762	-\$465,894	\$4,762	\$4,762

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2012-2013 Budget
Full-time Positions					
Part-time Positions					

Department/Division Profile

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

Capital Improvement Program

Capital Improvement Program

CIP Summary

FUND 402

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Cash Balance as of NOV 1	\$1,423,201	\$209,464	\$793,243	\$579,279.00	\$526,874	\$977,955
CURS Allocation	\$1,264,627	\$32,600	\$0	\$90,000	\$0	
Investment Income	\$3,284	\$118	\$169	\$0	\$160	\$140
Miscellaneous Revenue	\$45,659	\$0	\$0	\$0	\$200	\$0
Operating Transfer IN	\$0	\$1,525,000	\$0	\$0	\$3,200,000	\$150,000
Ditzler CID Loan Repayment	\$0	\$0	\$51,385	\$75,000	\$60,000	\$60,000
Redesign 350/Raytown Rd. (From TIF)	\$0	\$0	\$0	\$0	\$0	\$0
ARRA Woodson Road Overlay Grant	\$0	-\$882	\$0	\$0	\$0	\$0
ARRA Blue Ridge Sidewalks	\$0	\$247,166	\$0	\$0	\$228,295	\$0
GAAP Adjustment		-\$32,290	\$16,735			
Total Revenues	\$1,313,570	\$1,771,712	\$68,289	\$165,000	\$3,488,655	\$210,140
Total Available Funds	\$2,736,770	\$1,981,176	\$861,531	\$744,279	\$4,015,530	\$1,188,095
Total Expenditures	\$2,527,306	\$1,187,933	\$334,657	\$1,112,375	\$3,037,574	\$1,083,375
Fund Balance Reserve (12.5% of Operating Expenses)				\$139,047		
Unreserved Fund Balance	\$209,464	\$793,243	\$526,874	-\$507,143	\$977,955	\$104,720

Department/Division Personnel Summary

Personnel	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Full-time Positions					
Part-time Positions					

Department/Division Profile

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

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

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

Capital Improvement Fund

Public Works Summary

FUND 402

Department/Division Spending Summary

	2009-2010	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
Expenditures	Actual	Actual	Actual	Budget	Estimate	Budget
Civilian Employees	\$27,188	\$0	\$0	\$0	\$0	\$0
Administration	\$221,942	\$90,209	\$10,688	\$90,000	\$4,000	\$0
Professional Services	\$55,355	\$514	\$0	\$0	\$0	\$4,000
Capital Expenditures	\$2,216,720	\$1,097,218	\$323,969	\$1,022,375	\$3,033,574	\$1,079,375
Employee Benefits	\$6,101	(\$8)	\$0	\$0	\$0	\$0
Total	\$2,527,306	\$1,187,933	\$334,657	\$1,112,375	\$3,037,574	\$1,083,375

Department/Division Profile

Sewer Fund

Sewer Fund

Summary

FUND 501

Summary

	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Revenue						
Cash Balance as of NOV 1	\$7,435,881	\$6,772,744	\$6,924,812	\$6,596,957	\$6,840,570	\$3,155,503
Revenues						
SRF Interest Subsidy	\$219,772	\$210,125	\$201,057	\$0	\$200,000	\$200,000
State SRF 2007 Proceeds	\$0	\$0	\$0	\$0		
SRF Interest Subsidy	\$0	\$63,338	\$63,801	\$0	\$63,000	\$63,000
Bond Premium Revenue	\$0	\$0		\$0		
Miscellaneous Revenue	\$19,103	\$0	\$96	\$0		
Administration charges	\$0	\$16,725	\$40,506	\$25,000	\$35,000	\$35,000
Sewer Use Charge	\$4,844,604	\$5,414,651	\$5,422,331	\$5,500,000	\$5,450,000	\$5,450,000
Sewer Late Pay Penalties	\$141,820	\$154,370	\$144,471	\$160,000	\$150,000	\$150,000
Circuit Breaker	(\$13,656)	(\$14,730)	(\$8,988)	(\$15,000)	(\$12,000)	(\$12,000)
Interest Earnings	\$282,070	\$10,384	\$10,205	\$11,000	\$10,000	\$10,000
Returned Items	\$1,330	\$3,215	\$3,757	\$1,650	\$2,800	\$2,800
Administration charges	\$2,500	\$2,500	\$0	\$2,500	\$0	\$0
GAAP Adjustments	(\$49,152)	\$6,909				
Total Revenues	\$5,448,392	\$5,867,487	\$5,877,236	\$5,685,150	\$5,898,800	\$5,898,800
Total Available Funds	\$12,884,273	\$12,640,231	\$12,802,047	\$12,282,107	\$12,739,370	\$9,054,303
Total Expenditures	\$5,045,867	\$5,715,419	\$5,357,316	\$5,994,602	\$9,583,867	\$5,909,248
Amount moved to Sewer Debt Fund	\$1,065,661					
Fund Balance Reserve (17% of Operating Expenses)				\$1,019,082		\$1,004,572
Project Construction Funds 2007A SRF (Restricted)				\$3,285,978		
Rebate Funds (Restricted)				\$168,890		\$168,890
Debt Service Funds (Restricted)			\$604,162	\$369,578		\$1,260,000
Unreserved Fund Balance	\$6,772,744	\$6,924,812	\$6,840,570	\$1,443,976	\$3,155,503	\$711,593

Department/Division Personnel Summary

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget
Personnel					
Full-time Positions	12	12	12	2	2
Part-time Positions	1	1	1	0	0

Department/Division Profile

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

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

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

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

Sewer Fund

Combined Expenses All Departments

FUND 501

Department/Division Spending Summary

Expenditures	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Budget
Civilian Employees	\$560,116	\$672,204	\$588,836	\$67,715	\$67,715	\$68,365
Civilian Employees Overtime	\$17,438	\$10,421	\$13,484	\$3,000	\$2,500	\$3,000
Part Time Employees	\$15,098	\$9,236	\$2,470	\$0		
Professional Services	\$182,905	\$229,907	\$88,626	\$228,552	\$222,000	\$187,952
Capital Expenditures	\$32,693	\$45,072	\$34,105	\$250,000	\$3,620,000	\$150,000
Printing & Promotions	\$7,380	\$12,799	\$14,601	\$15,500	\$15,000	\$15,500
Debt Service	\$651,444	\$649,211	\$659,188	\$1,124,972	\$1,124,972	\$1,071,221
Equipment Expense	\$20,787	\$24,158	\$33,669	\$71,000	\$67,000	\$43,000
General Supplies	\$2,502	\$1,514	\$2,061	\$4,000	\$3,000	\$4,000
Office Supplies	\$102,601	\$97,445	\$76,968	\$87,311	\$81,900	\$79,461
Business Activities	\$3,244,772	\$3,620,221	\$3,467,608	\$4,003,500	\$4,270,236	\$4,161,201
Utilities	\$11,789	\$11,699	\$13,791	\$14,416	\$12,500	\$14,315
Vehicle Expense	\$74,120	\$93,584	\$50,097	\$81,900	\$54,000	\$70,000
Uniforms	\$4,278	\$4,493	\$6,758	\$3,536	\$5,000	\$3,900
Professional Development	\$3,868	\$4,170	\$1,947	\$6,925	\$5,600	\$6,925
Employee Benefits	\$166,941	\$229,286	\$303,110	\$32,277	\$32,444	\$30,407
GAPP Adjustment	(\$52,865)		(\$7)			
Total	\$5,045,867	\$5,715,419	\$5,357,316	\$5,994,602	\$9,583,867	\$5,909,248