

# ***ANNUAL BUDGET***



***FISCAL YEAR 2017-2018***

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**A RESOLUTION AUTHORIZING AND APPROVING THE BUDGET OF THE CITY OF RAYTOWN FOR FISCAL YEAR 2017-2018**

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

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

**WHEREAS**, the Budget Officer has prepared a proposed budget for Fiscal Year 2017-2018 and submitted it to the Board of Aldermen, in accordance with Chapter 67 of the Missouri Revised Statutes; and

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

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

**WHEREAS**, the Board of Aldermen find it is in the best interest of the citizens of the City to adopt the Fiscal Year 2017-2018 Budget attached hereto and made a part hereof by reference;

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

**THAT** the following amounts are appropriated for the fiscal year beginning November 1, 2017 and ending October 31, 2018 from the funds designated below for the spending departments and programs receiving funds there from:

**2017-2018 Budget**

General Fund	10,850,268
Parks	1,049,159
Transportation Sales Tax	5,778,000
Capital Sales Tax	1,103,124
Public Safety Sales Tax	1,344,887
Risk Management	113,300
TIF	3,199,150
Storm Water	232,100
Capital Improvement	24,000
Sanitary Sewer	<u>7,064,058</u>
<b>Total Expenditures</b>	<b>\$ 30,758,046</b>

**FURTHER THAT** said Funds are appropriated to each program and department in accordance with the 2017-2018 "Estimated Revenues, Adopted Appropriations, and Fund Balances, as set out in the City Administrator's 2017-2018 Recommended Budget for Raytown, in the detail and for the purposes contained and set forth therein, which is hereby approved by the Board of Aldermen and incorporated herein by reference;

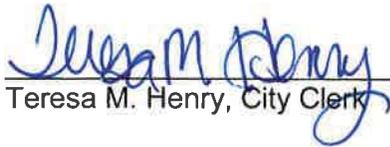
**FURTHER THAT** said budget is hereby approved and adopted, including the following information:

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

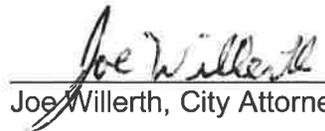
**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 10<sup>th</sup> day of October, 2017.

  
Michael McDonough, Mayor

ATTEST:

  
Teresa M. Henry, City Clerk

Approved as to form:

  
Joe Willerth, City Attorney

**WELCOME**



**CITY ADMINISTRATOR'S OFFICE**  
10000 EAST 59<sup>TH</sup> STREET  
RAYTOWN, MISSOURI 64133-3993  
PHONE: 816-737-6003 - FAX: 816-737-6097  
E-MAIL: [TOMC@RAYTOWN.MO.US](mailto:TOMC@RAYTOWN.MO.US)

October 6, 2017

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

Mayor and Board of Aldermen:

I am submitting the following budget document for the fiscal year beginning November 1, 2017. My recommendations are based on the direction provided during the Budget Planning Sessions, Budget Hearings, communication with Departments and a thorough review of our current financial status.

The budget is fully balanced, with one-time resources allocated to support one-time expenditures. The result is a budget that affords each Department to operate as efficiently as possible in lieu of numerous financial constraints currently facing the City. The past several years has included the City presenting a deficit budget allowing expenditures to exceed projected revenue. As this practice is not sustainable for individuals, it is equally unsustainable for a municipal government.

While Raytown continues to be an exceptional location for family and business interests, we continue to battle the impacts of the Raytown Live Tax Increment Financing plan that essentially prohibits the City from accessing much of the tax revenue generated at the location. That said, I firmly believe the City leadership at the time of its' adoption had the best interest of the City at heart. An unanticipated recession and consequential changes to the entire retail industry simply limited the anticipated positive impact of the plan.

Of additional concern is the City's historic lack of maintaining a tax base that reflects inflation and cost escalation over the course of the previous four decades. While other taxing jurisdictions have incrementally and progressively increased tax levies, the City of Raytown has not. As such, the City has been functioning at an operational disadvantage. In short, 2018 must be a time to establish a feasible strategy to determine a means to increase revenue to the City.

While each Department in this budget has endured a degree of reduction or prioritization, the greatest impact has been to the Police Department. As the initial Department budget submittals (all Departments) were \$3.1 million in excess of projected revenues for the General Fund, the Board of Aldermen provided direction to the Police Department to reduce total General Fund expenditures to \$4.3 million. As such, the Police Department is enduring and will continue to endure a period of reorganization which will likely evolve over time. The structure and span of the Department will

continue to flux. The configuration of the Department today will likely be significantly different 4, 6 or 8 months from now.

**A strong case for additional revenues can be made as we will absolutely need to bolster several Departments of the City including, but not limited to, Police and Public Works.** Our residential and corporate citizens desire and deserve exceptional Police services and a reliable infrastructure. In fact, as our infrastructure is aging, it will be the single largest expense for the City to manage throughout the foreseeable future.

On a positive note, 2017 has been a year of significant organizational change with new staff members leading Community Development, Economic Development, Finance, Public Works and Administration. The management team has been given the flexibility to establish new and innovative programs to increase the efficiency of each Department assuming the following initial questions/concerns are addressed:

1. What is the intent and function of the new concept?
2. What is the cost of the concept?
3. How will the concept be funded and/or produce revenue?
4. What are the pros and cons of adopting or negating the concept?

Our strongest desire is to maintain our taxpayers' best interest as the top priority. The proposed budget focuses on projects and programs that benefit our residents while also adhering to the financial constraints of our revenue. We continue to assist qualified senior citizens through the circuit breaker program. Residents are also benefiting through our bulk trash clean-up coupons which were utilized by hundreds of residents this year. We also continue to encourage our residents to participate in the storm water mitigation program; reimbursing the cost to install a sump pump, removal of rain water connection to sanitary sewer and prevention of basement flooding.

Our residents also continue to benefit from one of the best snow removal programs in this region during winter weather operations. Our qualified residents can also take advantage obtaining/installing car seats at no cost through our City's participation in grant programs. Such services are offered by our certified EMS staff at no cost to residents.

Various proposed transportation, capital improvement projects and economic development efforts will continue to benefit our businesses and residents. Our downtown businesses also benefit from the 353-tax abatement program available for building improvements and the proposed establishment of a Community Improvement District in 2018.

It is of my belief, that Raytown is truly on the cusp of an exciting renewal. However, it will require the effort of not only municipal government, but also of every citizen. We must all be responsible and respectful with our actions and behaviors. Not only in how we interact with one another, but also in the manner we manage those things we've been entrusted with including how we maintain our homes and businesses. A united, clean and welcoming Raytown is a Raytown for the future!

To protect the City's financial condition while achieving the goals outlined in this budget, a conservative and cautious approach was taken in projecting revenues and budgeting expenditures. The FY 2017-2018 Budget plan presented to you will fund the personnel and basic operating costs to assure each Department continue to function and provide essential services to the citizens.

In summary, the proposed budget totals \$30,758,046 for all funds. The budget for the general fund, the City's primary operating fund, is \$10,850,268.

The FY 2017-2018 Annual Budget is submitted to the Mayor and Board of Aldermen with the confidence that this document will assist citizens in evaluating approved budgetary and service levels. It is also intended to assist the Governing Body in setting policy and establishing an overview of operations and City Staff in accomplishing stated goals and objectives within the present financial constraints.

I would like to thank the Mayor and Board of Aldermen for providing direction in order to assist in the development of the FY 2017-2018 Budget document as we continue to address the challenges and opportunities presented for our local government.

I would also like to thank Briana Burrichter (Finance Director) for her tireless efforts in compiling an easy to read budget document. Every Department has diligently worked to assure the budget estimates are complete and accurate. I am very proud of the individuals and Departments that have poured much of the previous months into the establishment of this document.

Respectfully submitted,



**Thomas A. Cole, CEcD, MBA**  
City Administrator  
City of Raytown  
10000 E. 59<sup>th</sup> Street  
Raytown, MO 64133  
816-737-6003 (office)

## **ELECTED OFFICIALS**

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

### **MAYOR**

Mike McDonough (April 2015)

### **BOARD OF ALDERMEN**

#### **WARD ONE**

Karen Black (April 2015)

Frank Hunt (April 2017)

#### **WARD TWO**

Jim Aziere (April 2015)

Jason Greene (April 2017)

#### **WARD THREE**

Mark Moore (April 2015)

Ryan Myers (April 2017)

#### **WARD FOUR**

Steve Meyers (April 2015)

Bill Van Buskirk (April 2017)

#### **WARD FIVE**

Eric Teeman (April 2015)

Bonnaye Mims (April 2017)

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

### **ELECTED CHIEF OF POLICE**

Jim Lynch (April 2017)

### **ELECTED JUDGE**

Traci Fann (April 2017)

### **ELECTED COLLECTOR**

Kathie Schutte (April 2015)

These positions are elected at large and serve four-year terms with no term limitations.

# **APPOINTED OFFICIALS**

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

## **CITY ADMINISTRATOR**

Tom Cole

## **CONTRACT CITY ATTORNEY**

Kapke & Willerth L.L.C.

## **CITY PROSECUTOR**

Ross Nigro

## **CITY CLERK**

Teresa Henry

## **DIRECTOR OF COMMUNITY DEVELOPMENT**

Ray Haydaripoor

## **DIRECTOR OF EMS**

Doug Jonesi

## **DIRECTOR OF FINANCE**

Briana Burrichter

## **DIRECTOR OF PARKS**

Kevin Boji

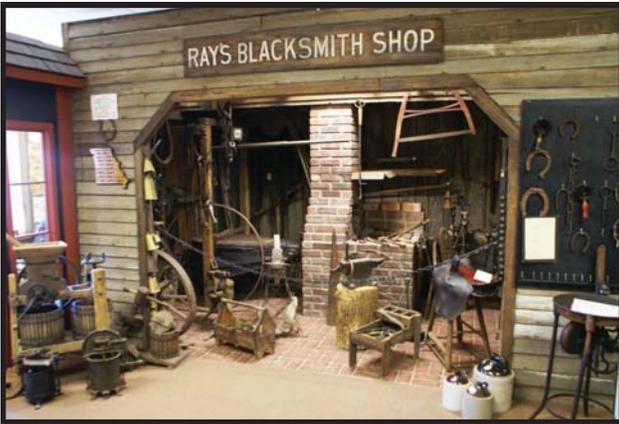
## **DIRECTOR OF PUBLIC WORKS**

Damon Hodges

## **ECONOMIC DEVELOPMENT ADMINISTRATOR**

Missy Wilson

# A Brief History of Raytown, Missouri

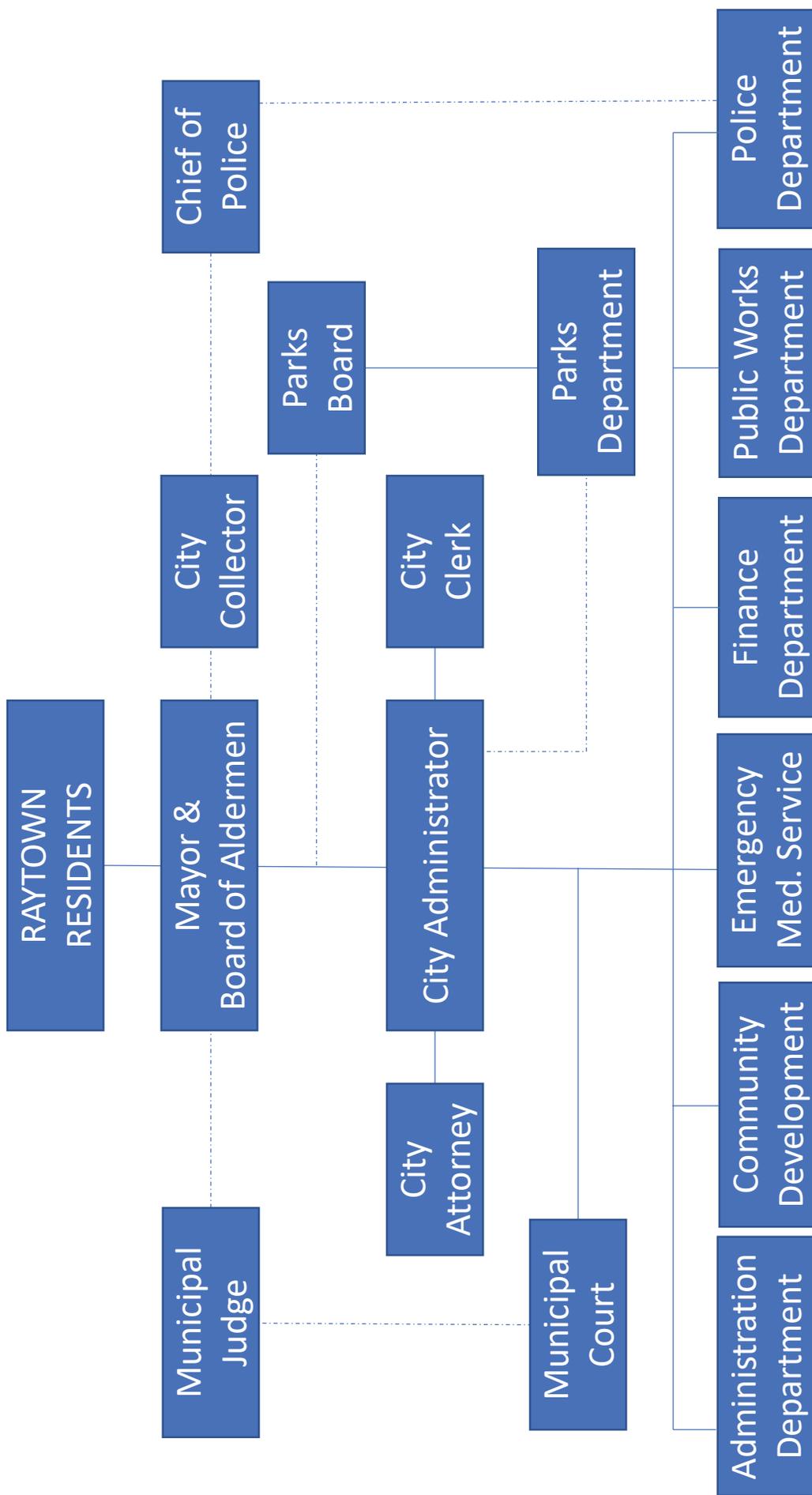


The state of Missouri was admitted to the Union in 1821. At this time, Jackson County was not part of the state, but the treaty of 1826 added this land at a cost of \$800.00. Townships were surveyed in 1826, and in 1827 the county was formed and named for our seventh president, Andrew Jackson. The land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

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

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

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



City Organizational Chart

# **BUDGET STRUCTURE AND POLICIES**

# FUND STRUCTURE

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

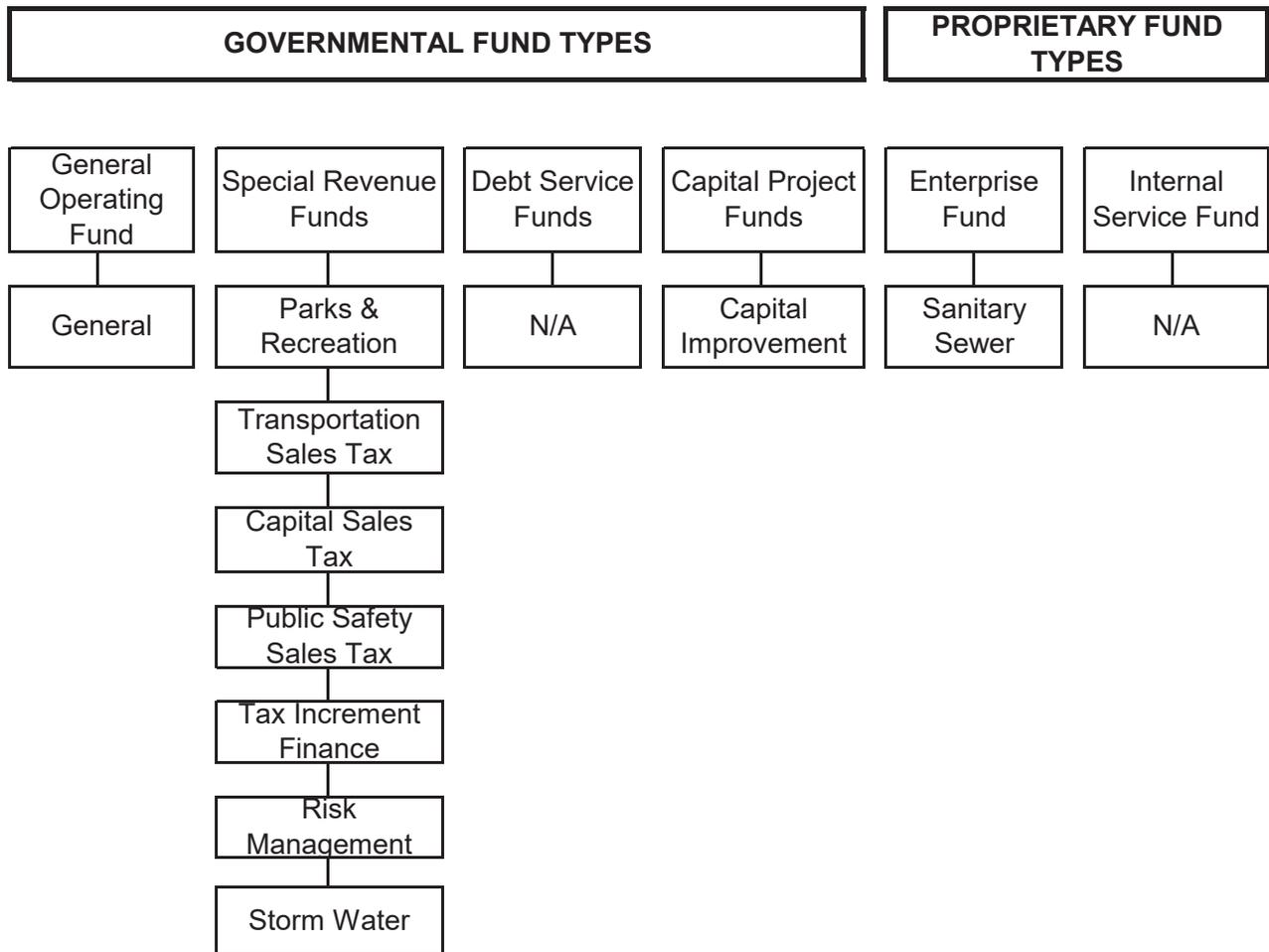
For information on the City's non-budgeted funds, go to the Budget Policies section of this document.

## Governmental Fund Types

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

## Proprietary Fund Types

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



# Listing of Budgeted Funds and their purpose

## **General Fund**

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

## **Special Revenue Funds**

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

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

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

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

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

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

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

## **Capital Project Funds**

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

## **Enterprise Funds**

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

## **Non-Budgeted Funds**

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

## **Trust & Agency Funds**

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

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

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

# Fiscal Policies

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

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

***Our fiscal policy has specific objectives designed to ensure our continued fiscal well-being. These objectives are:***

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 ensure that they are kept current.

3. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream operational services.

4. All revenue forecast shall be conservative.

5. All City funds shall be (a) safely invested, (b) with a sufficient level of liquidity to meet cash flow needs, and (c) invested at the maximum yield possible consistent with our debt policy. One hundred percent (100%) of all idle cash will be continuously invested.
6. The General Fund will develop and maintain a seventeen percent (17%) cash flow reserve where practicable. The Public Safety Sales Tax Fund will maintain fifteen percent (15%) operating expense cash reserve as identified in the election process. All other tax funds and the sewer fund will maintain a five percent (5%) cash flow reserve where practicable.

## **II. Operating Budget Policy**

1. The City shall maintain a balanced budget. This means that all operating expenses shall not exceed operating 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.
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 Officers Association (GFOA).
2. An independent annual audit will be performed by a public accounting firm who will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.
3. Full disclosure will be provided in the financial statements and bond representations.

4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment.
5. The accounting system will provide monthly information about cash positions and investment performances.
6. The City will annually submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

#### **V. Debt Policy**

1. Capital projects, financed through bond proceeds, shall be financed for a period not to exceed the useful life of the project.
2. Long-term borrowing will be confined to capital improvements too large for current operating and one-time revenues.

## Summary of Significant Accounting 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.

# The Budget Cycle

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

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

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

The City performs the following procedures for establishing the budget:

## **May-June**

### Budget Package Preparation

Each year, the budget staff gathers all the necessary information for the Departments to begin their budget request. This information includes an analysis of the previous year's spending, a detail of each budgeted employee and their associated costs, the formatted budget sheets for each line item, a Departmental Overview with current goals, objectives, performance measures, and all necessary fiscal information. The initial Budget Package is delivered on March 15<sup>th</sup>, with the detail of salary and expenses to be delivered by April 10<sup>th</sup>.

## **June-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 by May 15<sup>th</sup>.

## **July**

### Department Budget Request Review

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

## **July**

### 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.

## **August**

### Recommended Budget Submitted

The City Administrator will present the recommended budget to the Board of Aldermen on or before August 15.

**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.

# Budget Management Policies

## **Purpose:**

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

## **Relationship to Overall City Goals and Objectives:**

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

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

## **Objectives:**

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

## **Budget Policy:**

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

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

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

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

*Balanced Budget-* The City Administrator shall present a balanced budget. This means that all operating expenses shall not exceed operating 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 \$1,500 from any one-line item under their control to any other line item under their control within any fiscal year. The Finance Director is authorized to transfer an additional \$1,000 from any one-line item to any other line item that a Department Head has already exceeded if the Finance Director deems it appropriate. The City Administrator is authorized to transfer an additional \$1,500 from any one-line item to any other line item that the Finance Director has already exceeded if the City Administrator deems it appropriate. The Board of Alderman must approve any transfer from any one-line item to the next more than \$4,000. For purposes of this policy, a line item is a Fund, a Department, and an Object Code.

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

*Capital Improvement Budget and Five-Year Plan-* The City Administrator will work with the Board of Alderman to create an initial five-year Capital Improvement Plan (CIP) to determine what the true capital needs of the City are today and into the future. The CIP shall be adequate to maintain capital assets at a level sufficient to protect infrastructure and minimize future maintenance and replacement costs. The CIP, once adopted, will be reviewed and updated annually prior to the adoption of the annual budget. The CIP plan will identify ongoing operating requirements associated with each capital project. If a capital request is approved during the budget process, the operating budget will reside in the appropriate department assigned to oversee the project (e.g. Public Works Facilities for building improvements, EMS for Medical Equipment improvements, etc.). Capital project budgets will include all expenses associated with the completion of the project.

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

# RAYTOWN, MISSOURI – DEBT MANAGEMENT

## Overview

The City has borrowed money for two primary redevelopment projects. One is the redevelopment of 350 highway by using Tax Increment Financing. The second is an infrastructure project designed at rehabilitating the City's aging sanitary sewer system. These investments are financed by the City through debt instruments. The City is now planning on using pay-as-you-go methods exclusively into the future. Any bonded debt will have to make sense financially and opportunistically for the City.

Methods to be used going forward before tax-supported debt instruments are considered are:

- Community Improvement Districts
- Transportation Development Districts
- Chapter 353 tax abatement
- Pay-as-you-go Tax Increment Financing (without City backed debt instruments)

The City is working on a five-year Capital Improvement Program (CIP). With this document we can begin to plan and strategically place all future debt for the benefit of the City. This strategic planning will allow the City to assess and manage CIP impacts on tax rates, user fees, fund balances, and the level of outstanding debt.

## Debt Management Policies

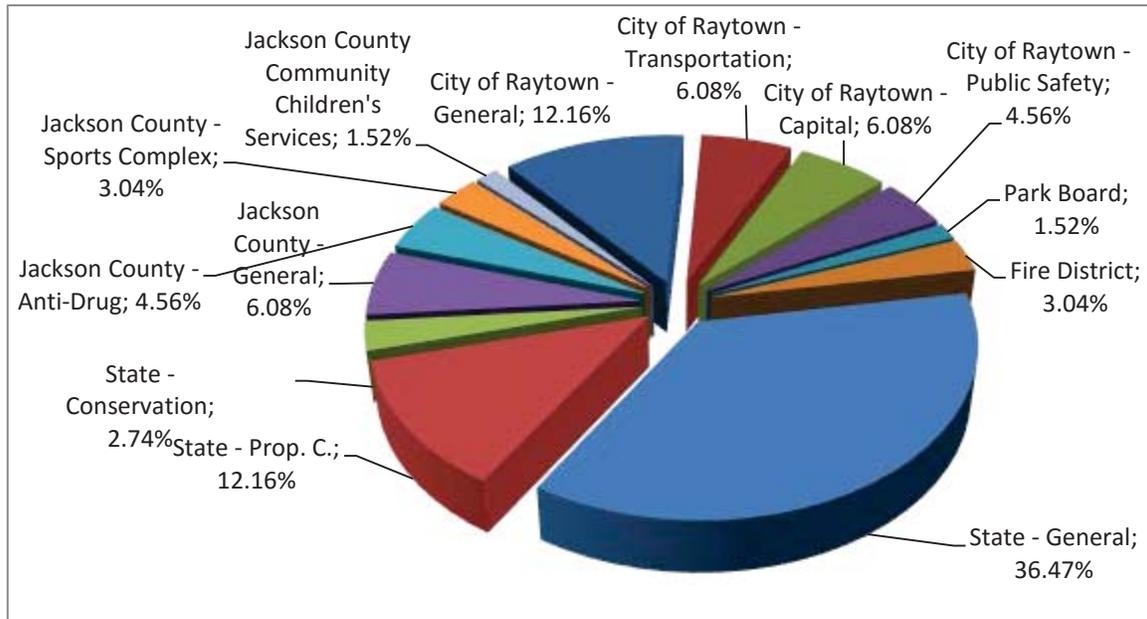
The City's official debt policy is listed in the Budget Structures and Policy section. However, the staff works under the following guidelines and objectives, such as:

- To preserve the public trust and prudently manage public assets to minimize costs to the taxpayers and ensure current decisions do not adversely affect future generations.
- To maintain the City's ability to obtain access to the municipal bond market at favorable interest rates in amounts needed for capital improvements, economic development, and facilities or equipment to provide essential City services.
- To minimize borrowing costs and preserve access to credit markets.
- To seek to minimize debt interest costs whenever prudent in consideration of other cost factors and/or tax burden.
- To maintain a balanced relationship between debt service requirements and current operating costs, encourage growth of the tax base, actively seek alternative funding sources, minimize interest costs and maximize investment returns.
- To assess all financial alternatives for capital improvements prior to issuing debt. These could include categorical grants, loans, or state and federal aid.
- To preserve the City's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.

# BUDGET OVERVIEW

# WHERE ARE MY TAX DOLLARS GOING?

## The Typical Sales Tax Dollar



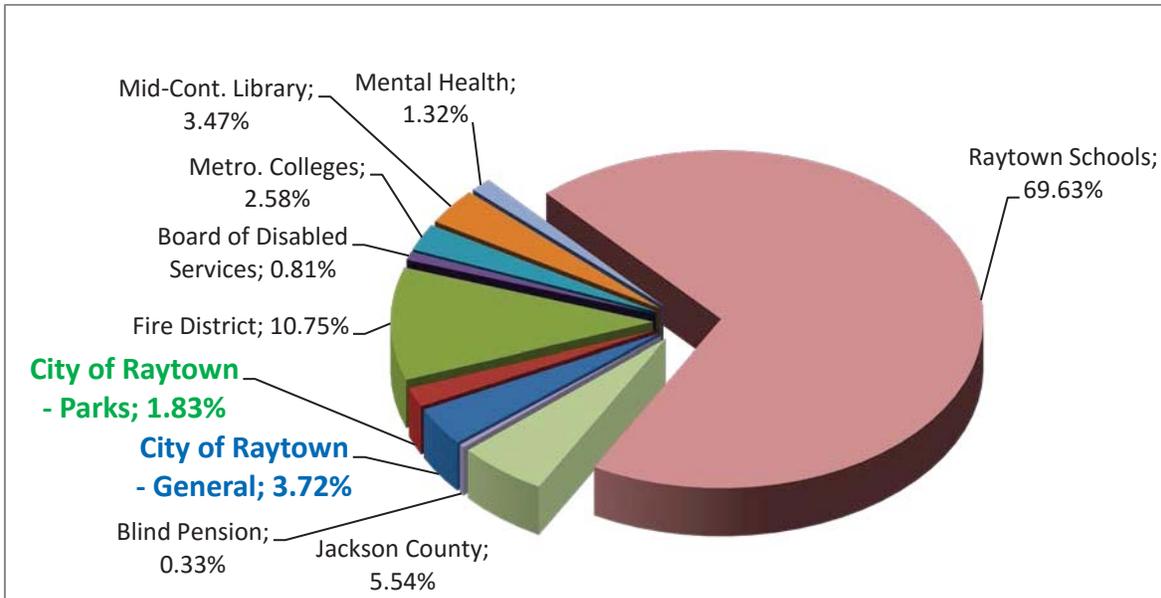
The sales tax rate effective November 1, 2017 is 8.35% of gross sales. The City's portion of the 8.35% is 2.375%. 1% goes for general government purposes, 0.50% goes for transportation, 0.375% goes for capital and infrastructure, and 0.50% goes for public Safety.

In addition to the base sales tax, there are five special taxing jurisdictions that only apply to certain areas of the city.

- 350 Highway Transportation Development District- levies 0.125%.
- 350 Highway Community Improvement District- levies 0.875%
- Ditzler Community Improvement District- levies 1%
- Raytown Square Shopping Center Community Improvement District- levies 1%
- Raytown Crossing Community Improvement District- levies 1%

# WHERE ARE MY TAX DOLLARS GOING?

## The Typical Property Tax Dollar



The property tax rate that is projected for October 1, 2017 is \$9.1884 per \$100 assessed valuation. The City's portion is \$0.5058. \$0.3373 goes for general government purposes and \$0.1685 goes for park and recreation activities.

# CITY OF RAYTOWN, MISSOURI

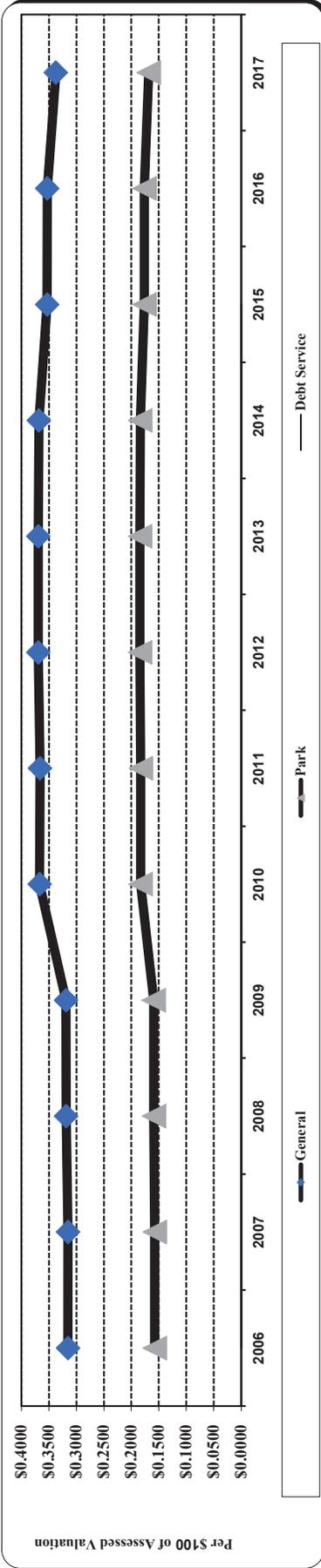
## 2017-2018 BUDGET - FUND ANALYSIS

FUND	2015-16 ENDING FUND BALANCE	ESTIMATED FUND BALANCE ENDING 2016- 17	2017-18 RECOMMENDED BUDGET	2017-18		ESTIMATED INCOME (REVENUE PLUS TRANSFERS)	FUND BALANCE INCREASE (DECREASE)	Reserves on Fund Balance	ESTIMATED UNRESERVED FUND BALANCE ENDING 2017-18
				\$	\$				
<b>GENERAL</b>	\$ 5,891,226	\$ 4,312,003	\$ 10,850,268	\$ 10,860,490	\$ 10,222	\$ 3,072,219	\$	1,250,006	
<b>SPECIAL REVENUE</b>									
Park	739,965	550,069	1,049,159	953,850	(95,309)	47,693		407,067	
Storm Water	-	37,500	232,100	238,375	6,275	11,919		31,856	
Transportation Sales Tax	969,950	267,552	5,778,000	6,456,500	678,500	322,825		623,227	
Capital Sales Tax	1,230,907	282,489	1,103,124	1,019,500	(83,624)	50,975		147,890	
Public Safety	1,090,169	770,078	1,344,887	1,361,180	16,293	201,733		584,638	
Tax Increment Finance	7,116,364	6,892,514	3,199,150	2,969,005	(230,145)	148,450		6,513,919	
Risk Management	222,217	224,168	113,300	65,800	(47,500)	-		176,668	
	11,369,571	9,024,370	12,819,720	13,064,210	244,490	783,595		8,485,265	
<b>CAPITAL PROJECT</b>									
Capital Impr. Projects (CIP)	1,237,315	1,287,940	24,000	74,800	50,800	3,740		1,335,000	
<b>ENTERPISE</b>									
Sanitary Sewer	7,994,486	7,897,486	7,064,058	7,047,037	(17,021)	429,794		7,450,671	
<b>TOTAL BUDGETED FUNDS</b>	<b>\$ 26,492,597</b>	<b>\$ 22,521,799</b>	<b>\$ 30,758,046</b>	<b>\$ 31,046,537</b>	<b>\$ 288,491</b>	<b>\$ 4,289,348</b>	<b>\$</b>	<b>18,520,942</b>	

Notes:  
**2015-16 Ending Fund Balance** is the GAAP Fund Balance as of 10.31.16 from our audited financial statements

# PROPERTY TAX LEVY

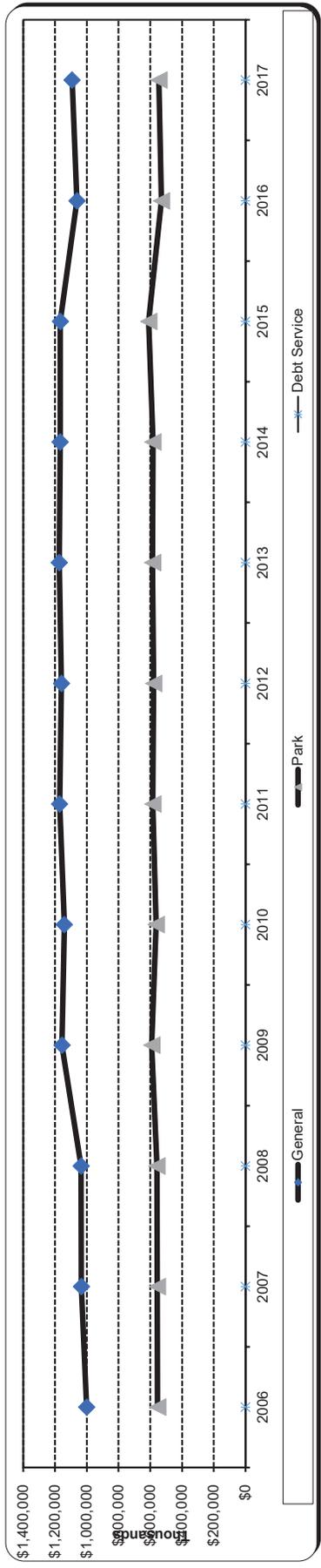
Fiscal Years 2006 Through 2017



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General	\$0.3154	\$0.3153	\$0.3185	\$0.3189	\$0.3668	\$0.3662	\$0.3694	\$0.3694	\$0.3681	\$0.3532	\$0.3530	\$0.3373
Park	\$0.1576	\$0.1576	\$0.1591	\$0.1593	\$0.1832	\$0.1829	\$0.1845	\$0.1845	\$0.1838	\$0.1763	\$0.1763	\$0.1685
Debt Service	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000

# PROPERTY TAX REVENUES

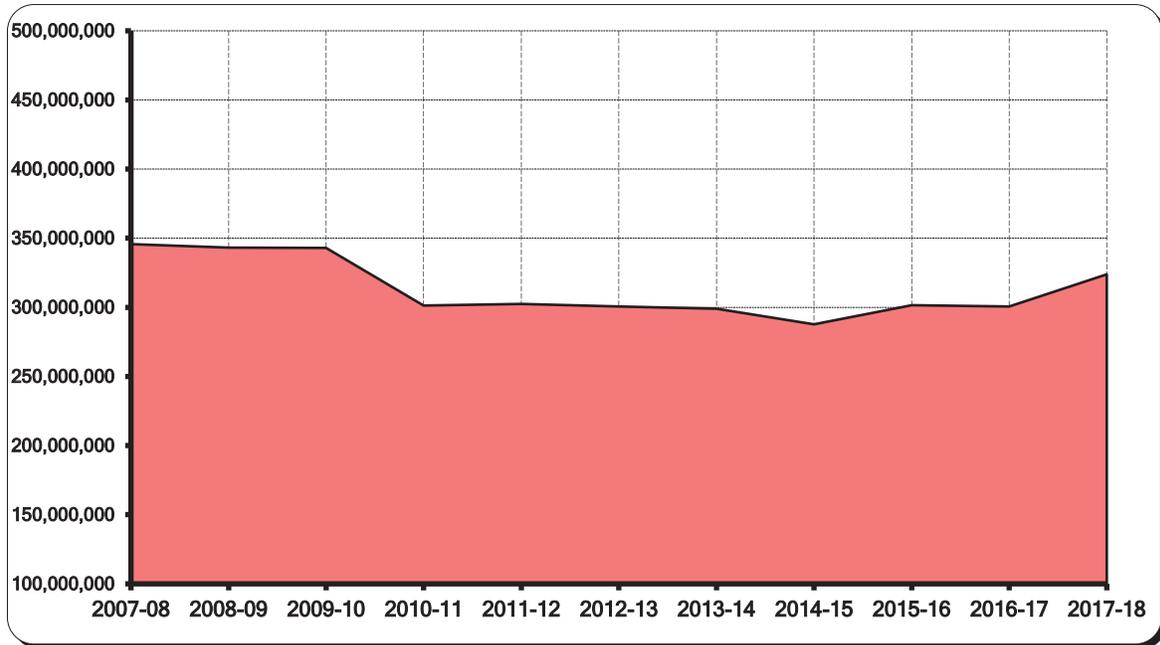
Fiscal Years 2006 Through 2017



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General	\$1,001,097	\$1,033,894	\$1,036,002	\$1,155,855	\$1,140,955	\$1,171,341	\$1,159,500	\$1,173,259	\$1,167,800	\$1,166,500	\$1,061,823	\$1,092,526
Park	554,302	556,358	558,852	590,513	563,223	584,059	579,031	585,925	583,165	610,400	530,010	545,777
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0

# ASSESSED VALUATION

Calendar Years 2007 Through 2017 Estimated



<b>FISCAL YEAR</b>	<b>Assessed Valuation</b>
<b>2007-08</b>	<b>345,696,149</b>
<b>2008-09</b>	<b>343,286,495</b>
<b>2009-10</b>	<b>342,850,280</b>
<b>2010-11</b>	<b>301,288,183</b>
<b>2011-12</b>	<b>302,325,288</b>
<b>2012-13</b>	<b>300,500,201</b>
<b>2013-14</b>	<b>298,983,817</b>
<b>2014-15</b>	<b>287,676,301</b>
<b>2015-16</b>	<b>301,556,721</b>
<b>2016-17</b>	<b>300,629,373</b>
<b>2017-18</b>	<b>323,903,371</b>

## Consolidated Department Expense

<b>Police</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$498,374	\$294,024	\$592,494	\$305,613	\$296,964	\$336,300	\$219,220
Public Safety Sales Tax	\$0	\$1,064,462	\$998,598	\$944,339	\$1,200,565	\$1,609,100	\$1,220,034
General Fund	\$5,814,551	\$5,826,214	\$5,963,806	\$6,232,824	\$6,254,503	\$6,599,689	\$4,351,245
<b>Total</b>	<b>\$6,312,924</b>	<b>\$7,184,700</b>	<b>\$7,554,898</b>	<b>\$7,482,777</b>	<b>\$7,752,032</b>	<b>\$8,545,089</b>	<b>\$5,790,499</b>
Difference from Previous Year		-5.63%	5.15%	-0.95%	3.60%	10.23%	-32.24%
Difference from 2009		13.81%	19.67%	18.53%	22.80%	35.36%	-8.28%
<b>Public Works</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$268,885	\$142,850	\$363,937	\$546,762	\$332,155	\$604,500	\$705,000
Transportation Sales Tax	\$1,334,243	\$951,768	\$1,136,931	\$552,516	\$1,471,618	\$645,250	\$5,778,000
General Fund	\$2,642,931	\$2,747,158	\$2,799,667	\$2,661,785	\$2,906,379	\$2,943,464	\$2,149,100
<b>Total</b>	<b>\$4,246,059</b>	<b>\$3,841,776</b>	<b>\$4,300,535</b>	<b>\$3,761,062</b>	<b>\$4,710,152</b>	<b>\$4,193,214</b>	<b>\$8,632,100</b>
Difference from Previous Year		34.98%	11.94%	-12.54%	25.23%	-10.97%	105.86%
Difference from 2009		-9.52%	1.28%	-11.42%	10.93%	-1.24%	103.30%
<b>Community Development</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$0	\$0	\$23,835	\$0	\$0	\$105,000	\$0
General Fund	\$569,239	\$616,756	\$684,612	\$716,926	\$692,142	\$851,668	\$821,628
<b>Total</b>	<b>\$569,239</b>	<b>\$616,756</b>	<b>\$708,447</b>	<b>\$716,926</b>	<b>\$692,142</b>	<b>\$956,668</b>	<b>\$821,628</b>
Difference from Previous Year		-0.95%	14.87%	1.20%	-3.46%	38.22%	-14.12%
Difference from 2009		8.35%	24.46%	25.94%	21.59%	68.06%	44.34%
<b>Finance</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$182	\$216,268	\$3,138	\$87	\$43,336	\$5,300	\$2,700
General Fund	\$617,093	\$739,885	\$690,610	\$728,774	\$796,930	\$753,912	\$501,165
<b>Total</b>	<b>\$617,276</b>	<b>\$956,153</b>	<b>\$693,748</b>	<b>\$728,861</b>	<b>\$840,266</b>	<b>\$759,212</b>	<b>\$503,865</b>
Difference from Previous Year		62.89%	-27.44%	5.06%	15.28%	-9.65%	-33.63%
Difference from 2009		54.90%	12.39%	18.08%	36.12%	22.99%	-18.37%
<b>EMS</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$93,960	\$14,944	\$169,021	\$24,403	\$68,839	\$128,858	\$122,704
Public Safety Sales Tax	\$0	\$53,077	\$71,046	\$91,744	\$105,635	\$100,926	\$124,853
General Fund	\$1,569,124	\$1,040,141	\$1,035,137	\$1,065,247	\$1,077,120	\$1,140,186	\$1,242,283
<b>Total</b>	<b>\$1,663,084</b>	<b>\$1,108,162</b>	<b>\$1,275,205</b>	<b>\$1,181,394</b>	<b>\$1,251,593</b>	<b>\$1,369,970</b>	<b>\$1,489,840</b>
Difference from Previous Year		-0.90%	15.07%	-7.36%	5.94%	9.46%	8.75%
Difference from 2009		-33.37%	-23.32%	-28.96%	-24.74%	-17.62%	-10.42%
<b>Administration</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$53,473	\$0	\$6,300	\$3,098	\$28,487	\$35,000	\$53,500
General Fund	\$901,450	\$972,922	\$905,330	\$884,035	\$668,388	\$807,776	\$758,906
<b>Total</b>	<b>\$954,923</b>	<b>\$972,922</b>	<b>\$911,630</b>	<b>\$887,134</b>	<b>\$696,875</b>	<b>\$842,776</b>	<b>\$812,406</b>
Difference from Previous Year		-13.27%	-6.30%	-2.69%	-21.45%	20.94%	-3.60%
Difference from 2009		1.88%	-4.53%	-7.10%	-27.02%	-11.74%	-14.92%
<b>Court</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$441,562	\$277,420	\$284,216	\$319,349	\$317,835	\$355,561	\$365,321
<b>Total</b>	<b>\$441,562</b>	<b>\$277,420</b>	<b>\$284,216</b>	<b>\$319,349</b>	<b>\$317,835</b>	<b>\$355,561</b>	<b>\$365,321</b>
Difference from Previous Year		-0.54%	2.45%	12.36%	-0.47%	11.87%	2.74%
Difference from 2009		-37.17%	-35.63%	-27.68%	-28.02%	-19.48%	-17.27%

## Consolidated Department Expense

<b>LAW</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Capital Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$29,380	\$41,513	\$81,719	\$108,770	\$113,258	\$115,240
<b>Total</b>	\$0	\$29,380	\$41,513	\$81,719	\$108,770	\$113,258	\$115,240
Difference from Previous Year		-72.61%	41.30%	96.85%	33.10%	4.13%	1.75%
Difference from 2011		-71.06%	-59.11%	-19.50%	7.14%	11.56%	13.52%
<b>City Wide</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
General Fund	\$100,563	\$742,482	\$143,020	\$260,231	\$247,297	\$444,120	\$286,067
<b>Total</b>	\$100,563	\$742,482	\$143,020	\$260,231	\$247,297	\$444,120	\$286,067
Difference from Previous Year		434.78%	-80.74%	81.95%	-4.97%	79.59%	-35.59%
Difference from 2009		638.32%	42.22%	158.77%	145.91%	341.63%	184.46%
<b>Governing Body</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
General Fund	\$97,642	\$73,567	\$95,021	\$87,795	\$82,439	\$112,194	\$259,313
<b>Total</b>	\$97,642	\$73,567	\$95,021	\$87,795	\$82,439	\$112,194	\$259,313
Difference from Previous Year		-35.64%	29.16%	-7.60%	-6.10%	36.09%	131.13%
Difference from 2009		-24.66%	-2.68%	-10.08%	-15.57%	14.90%	165.58%
<b>All Funds Consolidated</b>	<b>2009 Actual</b>	<b>2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
General Fund	\$12,754,156	\$13,065,925	\$12,642,933	\$13,038,684	\$13,151,802	\$14,121,828	\$10,850,268
Capital Sales Tax Fund	\$914,874	\$668,086	\$1,158,726	\$879,963	\$769,781	\$1,214,958	\$1,103,124
Public Safety Sales Tax Fund	\$0	\$1,117,539	\$1,069,644	\$1,036,084	\$1,306,200	\$1,710,026	\$1,344,887
Transportation Sales Tax	\$1,334,243	\$951,768	\$1,136,931	\$552,516	\$1,471,618	\$645,250	\$5,778,000
Storm Water Fund						\$242,000	\$232,100
Sewer Fund	\$5,247,062	\$5,446,379	\$8,251,931	\$5,859,976	\$6,308,002	\$7,218,229	\$7,064,058
<b>Total All Funds</b>	\$20,250,335	\$21,249,698	\$24,260,165	\$21,367,222	\$23,007,402	\$25,152,291	\$26,372,437
Difference from Previous Year		6.75%	14.17%	-11.92%	7.68%	9.32%	4.85%
Difference from 2009		4.94%	19.80%	5.52%	13.61%	24.21%	30.23%

Source of Revenues	General	Park	Transportation Sales Tax	Capital Sales Tax	Public Safety Sales Tax	Tax Increment Finance	Risk Management	Storm Water	Capital Improvement Projects	Sanitary Sewer	Total
Property Taxes	\$ 1,167,055	\$ 571,500									\$ 1,738,555
Franchise Taxes	3,575,000										3,575,000
General Sales Taxes	2,697,800	252,500	1,215,000	997,000	1,354,380			88,375			6,605,055
Other Taxes	1,227,000										1,227,000
Municipal Court Receipts	634,200										634,200
Grants	31,500		1,237,500							6,766,750	1,269,000
Service Charges	1,089,635	121,150									7,977,535
Licenses & Permits	346,800										346,800
Miscellaneous	91,500	8,700	4,000	22,500	6,800	2,969,005	65,800		74,800	280,287	3,523,392
One Time Revenues	-	-	4,000,000	-	-	-	-	-	-	-	4,000,000
Transfer From Other Funds	-	-	-	-	-	-	-	150,000	-	-	150,000
Sub total	10,860,490	953,850	6,456,500	1,019,500	1,361,180	2,969,005	65,800	238,375	74,800	7,047,037	31,046,537
Prior Year's Surplus Equity Transfer	4,312,003	550,069	267,552	282,489	770,078	6,892,514	224,168	37,500	1,287,940	7,897,486	22,521,799
TOTAL AVAILABLE	\$ 15,172,493	\$ 1,503,919	\$ 6,724,052	\$ 1,301,989	\$ 2,131,258	\$ 9,861,519	\$ 289,968	\$ 275,875	\$ 1,362,740	\$ 14,944,523	\$ 53,568,336
Type of Expenditures											
Personnel Services	\$ 7,828,873	\$ 601,712	\$ -	\$ -	\$ 1,250,304	\$ -	\$ -	\$ -	\$ -	\$ 1,046,315	\$ 10,727,203
Supplies, Services, and Charges	1,707,649	217,537	388,000	2,700	70,263	168,500	113,300	4,100	24,000	4,247,870	6,943,919
Repairs & Maintenance	490,244	87,360	700,000	-	-	-	-	228,000	-	239,950	1,745,554
Utilities	673,502	70,550	-	-	24,320	-	-	-	-	16,000	784,372
Capital Expenditures	-	72,000	4,690,000	1,100,424	-	-	-	-	-	275,000	6,137,424
Debt Service	-	-	-	-	-	3,030,650	-	-	-	1,238,922	4,269,572
Operating Transfer	150,000										150,000
TOTAL	\$ 10,850,267	\$ 1,049,159	\$ 5,778,000	\$ 1,103,124	\$ 1,344,887	\$ 3,199,150	\$ 113,300	\$ 232,100	\$ 24,000	\$ 7,064,057	\$ 30,758,045
Appropriations											
Mayor/Board	\$ 259,313										\$ 259,313
City Administration	758,906			53,500			113,300				925,706
Police Department	4,351,245			219,220	1,220,034						5,790,499
Finance	501,165			2,700					1,500	5,460,924	5,966,289
Municipal Court	365,321										365,321
Public Works	2,149,100		5,718,000	705,000				232,100		1,603,134	10,407,333
Emergency Medical Ser.	1,242,283			122,704	124,853						1,489,840
Community Development	821,628										821,628
Law	115,240										115,240
Parks & Recreation		1,049,159									1,049,159
City-Wide	286,067		60,000			3,199,150			22,500		3,567,717
TOTAL APPROPRIATIONS	10,850,267	1,049,159	5,778,000	1,103,124	1,344,887	3,199,150	113,300	232,100	24,000	7,064,057	30,758,045
Reserves on Fund Balance	3,072,219	47,693	322,825	50,975	201,733	148,450	-	11,919	3,740	429,794	4,289,348
Unappropriated Surplus	1,250,006	407,067	623,227	147,890	584,638	6,513,919	176,668	31,856	1,335,000	7,450,672	18,520,943
TOTAL	\$ 15,172,493	\$ 1,503,919	\$ 6,724,052	\$ 1,301,989	\$ 2,131,258	\$ 9,861,519	\$ 289,968	\$ 275,875	\$ 1,362,740	\$ 14,944,523	\$ 53,568,336

# GENERAL FUND

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

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$12,357,018	12,963,387	\$12,085,786	\$10,860,490
Percentage Change	-4.76%	4.91%	-2.19%	-10.14%
<b>Total Expenditures</b>	\$13,152,787	14,244,628	\$13,665,010	10,850,268
Percentage Change	0.72%	8.30%	3.89%	-20.60%
<b>Excess of Revenues over (under) Expenditures</b>	(\$795,769)	(\$1,281,241)	(\$1,579,224)	\$10,222
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$3,463,732	\$2,772,899	\$2,772,899	\$2,267,641
Percentage Change	-1.42%	-19.94%	-19.94%	-18.22%
Assigned Fund Balance	\$1,017,635	\$1,017,635	\$1,017,635	\$1,017,635
Restricted Fund Balance	\$2,205,629	\$2,100,693	\$2,100,693	\$2,054,584
<b>Total Fund Balance</b>	\$5,891,227	\$4,609,986	\$4,312,003	\$4,322,225
Percentage Change	-11.90%	-21.75%	-26.81%	0.24%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of General Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: General</b>				
<b><u>Property Taxes</u></b>				
Real Estate (Property) Tax	806,154	840,000	805,000	813,050
Personal Property Tax	200,302	216,900	202,000	202,000
Circuit Breaker Refund	(3,736)	(6,000)	(4,500)	(4,500)
(Real Estate) Replacement Tax	44,111	46,000	44,345	44,345
Railroad & Utilities Tax	39,500	40,000	39,660	39,660
Delinquent Real Estate Taxes	32,361	32,000	32,000	32,000
Delinquent Property Tax Revenue	17,599	18,000	19,500	19,500
Excess Proceeds	941		-	-
Penalties	22,343	21,000	21,000	21,000
<b>Total Property Tax</b>	<b>1,159,575</b>	<b>1,207,900</b>	<b>1,159,005</b>	<b>1,167,055</b>
<b><u>Franchise Taxes</u></b>				
Franchise Tax - Cable	287,776	270,000	270,000	290,000
Franchise Tax - Gas Service	644,686	900,000	650,000	675,000
Franchise Tax - Electric	1,946,323	675,000	1,825,000	1,825,000
Franchise - KCPL Grtr-Aquila	-	1,400,000	-	-
Franchise Tax - Telecomm.	776,753	800,000	728,297	730,000
Franchise Tax - Fiber	45,013	36,000	53,000	55,000
<b>Total Franchise Tax</b>	<b>3,700,552</b>	<b>4,081,000</b>	<b>3,526,297</b>	<b>3,575,000</b>
<b><u>General Sales Tax</u></b>				
Sales Tax	3,280,019	3,330,000	3,280,000	3,312,800
TIF - EATS	(627,761)	(612,000)	(612,000)	(615,000)
<b>Total General Sales Tax</b>	<b>2,652,258</b>	<b>2,718,000</b>	<b>2,668,000</b>	<b>2,697,800</b>
<b><u>Other Taxes</u></b>				
Cigarette Tax	67,188	65,000	68,000	66,000
Intangible Tax(FIT)	702	1,000	7,003	1,000
Gasoline Sales Tax	784,821	785,000	785,000	785,000
Motor Vehicle Sales Tax	251,060	215,000	245,000	250,000
Motor Vehicle Fee Increases	128,930	125,000	125,000	125,000
<b>Total Other Taxes</b>	<b>1,232,701</b>	<b>1,191,000</b>	<b>1,230,003</b>	<b>1,227,000</b>
<b><u>Municipal Court Receipts</u></b>				
Fines & Forfeitures	685,908	782,000	610,000	615,000
Crime Victims Comp	1,237	2,000	1,400	1,400
Police Training	6,690	7,500	5,400	5,400
Court Training	3,330	3,500	2,600	2,600
POST Training	3,118	3,500	2,400	2,400
DWI Recoupment Fees	2,175	3,500	2,400	2,400
Prisoner Detainee Fees	6,534	5,000	5,000	5,000
<b>Total Municipal Court Receipts</b>	<b>708,992</b>	<b>807,000</b>	<b>629,200</b>	<b>634,200</b>
<b><u>Grants</u></b>				
Grants	-	-	-	-
Federal Grants	290			
Emergency Mgmt. Perf. Grant	40,769	31,000	31,000	31,000
Federal Grants- Bullet Proof Vest	8,269			
Project Lifesaver Revenues	120	200	-	-
Miscellaneous Grants	-	2,000	-	-

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of General Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
Hazardous Moving Grant	2,270	400	500	500
Local Grant	1,000			
<b>Total Grants</b>	<b>52,718</b>	<b>33,600</b>	<b>31,500</b>	<b>31,500</b>
<b><u>Service Charges</u></b>				
Duplicate tax receipts	24,765	25,000	2,951	-
Filing Fees	-	300	6,064	150
TDD Administration Fee	759	600	750	750
Public Records Request	360			
Election Poll Rental	160			
Fingerprint Fees	661			200
Police Reports	9,040	8,000	8,000	8,000
Credit Card Processing Fee	(3)			1,000
Credit Card Processing Fee	1,406			
Bus Passes	38	80	35	35
Ambulance Fee	1,028,090	970,000	1,000,000	1,030,000
Ambulance Fee Collections	12,812		7,000	5,000
MOEMSAC Reimbursement	(15,138)		(15,000)	(15,000)
Ambulance Refunds	(9,530)		(13,500)	(8,000)
Medical Records	2,357		1,500	1,500
EMS Class Dues	34,469	28,000	28,000	28,000
Rezoning & Variance Fees	-	-	-	-
B & Z book fee	4,865	4,500	3,000	3,000
Impound Fees	16,899	13,000	21,500	20,000
Weed Mowing	25,419	22,000	12,500	15,000
<b>Total Service Charges</b>	<b>1,137,430</b>	<b>1,071,480</b>	<b>1,062,800</b>	<b>1,089,635</b>
<b><u>Licenses &amp; Permits</u></b>				
Liquor Permits/Licenses	17,952	18,000	21,225	18,000
Occupational Licenses	179,690	170,000	235,000	210,000
Occupational License Penalty	605	600	3,400	2,000
Animal Licenses	5,895	5,500	5,800	5,800
Misc. Permits / Licenses	1,117	23,000	28,000	25,000
Right of Way Permits	18,602	20,000	25,000	22,000
Master's (Electrical/Plumber)	9,600	7,800	9,000	9,000
Building Permits	81,088	65,000	55,000	55,000
Misc. Permits / Licenses	30,325			
<b>Total Licenses &amp; Permits</b>	<b>344,873</b>	<b>309,900</b>	<b>382,425</b>	<b>346,800</b>
<b><u>Miscellaneous</u></b>				
Interest Earnings	9,878	8,000	16,000	15,000
Investment Income	13,308	14,500	14,500	16,000
JC Collection Commission 1%	123,503	148,000	72,620	-
Miscellaneous Revenue	6,243	25,000	16,000	15,000
Debit Card Rebate Revenue	2,347	25,000	2,464	2,500
Workers Comp Reimbursement	6,221	50,000	-	-
Property & Liability Reimbursement	-	-	-	-
Insurance Reimbursements	-	60,000	-	-
Miscellaneous Revenue	1,613		-	-
Auction proceeds	822	-	-	-

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of General Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
Vending Machine	1,263	-	5	-
Returned Items	108	500	10	-
Raytown Fire District - 911	-	-	-	-
Raytown Fire District Fuel	17,328	24,000	18,000	24,000
Lease Income	4,100		18,000	18,000
Court Ordered Restitution	2,787	2,400	600	500
Recycling Income	-	-	547	500
Phone Rebate	400		-	-
Miscellaneous Revenue	138		-	-
<b>Total Miscellaneous</b>	<u>190,058</u>	<u>357,400</u>	<u>158,747</u>	<u>91,500</u>
<b><u>One Time Revenues</u></b>				
Franchise Settlement			51,703	
<b>Total One Time Revenues</b>	-	-	<u>51,703</u>	-
<b><u>Transfer From Other Funds</u></b>				
Operating Transfer IN from sewer	1,177,862	1,186,107	1,186,107	-
<b>Total Transfers From Other Funds</b>	<u>1,177,862</u>	<u>1,186,107</u>	<u>1,186,107</u>	-
<b><u>TOTAL GENERAL FUND REVENUE</u></b>	<u>12,357,018</u>	<u>12,963,387</u>	<u>12,085,786</u>	<u>10,860,490</u>

**CITY WIDE**

General Fund Department Budgets

City Wide

Expense Category	
Personnel Services	8,000.00
Supplies, Services, and Charges	128,067.00
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-
Operating Transfer	150,000.00
<hr/>	
<b>Total General Fund Request</b>	<b>286,067.00</b>
<b>Request Increase (Decrease) from FY 17</b>	<b>(158,053)</b>
<b>% change from FY 17</b>	<b>-35.59%</b>

<b>Expense Category</b>		<b>17'18' Request</b>
<i>Personnel Services</i>		<i>8,000</i>
101-00-00-100-51201	Tuition Reimbursement	8,000
<i>Supplies, Services, and Charges</i>		<i>128,067</i>
<b>Office Supplies</b>		
101-00-00-100-52200	Operating Supplies	7,000
	Employee Certificates	1,500
	Criminal Background Checks	3,000
	ED/Public Affairs	2,500
101-00-00-100-53101	Postage	12,000
101-00-00-100-53241	Printing & Promotions	18,500
	City Marketing	2,500
	City Newsletter/Postage	14,000
	Advertising Open Positions	2,000
101-00-00-100-53644	IT	11,500
	Livestreaming Meetings	9,000
	Public Affairs Streaming	2,500
101-00-00-100-53301	Dues & Membership	17,000
	MARC Dues	9,600
	EJCBC	1,800
	Chamber Membership	1,700
	MML Dues	3,400
	RMSA Membership	500
101-00-00-100-53500	Equipment	1,250
	Admin. Equipment	750
	Minor Equipment	500
101-00-00-100-53563	Elections	40,000
101-00-00-100-53705	Meetings & Events	4,000
	Employee Breakfast/Lunch	700
	Employee Holiday Lunch	1,300
	Misc. Employee Events	2,000
101-00-00-100-53913	General Liability Insurance	16,817
	<i>Repairs &amp; Maintenance</i>	<i>-</i>
	<i>Utilities</i>	<i>-</i>
	<i>Capital Expenditures</i>	<i>-</i>
	<i>Debt Service</i>	<i>-</i>
401-00-00-100-49951	Operating Transfer	150,000
	Storm Water	150,000
<b>Total General Fund Request</b>		<b>286,067</b>

# GOVERNING BODY

# General Fund Department Budgets

## Governing Body

### Expense Category

Personnel Services	73,134
Supplies, Services, and Charges	186,179
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-

<b>Total General Fund Request</b>	<b>259,313</b>
<b>Request Increase (Decrease) from FY 17</b>	<b>147,119</b>
<b>% change from FY 17</b>	<b>131.13%</b>

Personnel Summary- Full Time Equivalent (FTE)				
Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Mayor	1.00	1.00	1.00	-
Alderman	10.00	10.00	10.00	-
	11.00	11.00	11.00	-

<b>Expense Category</b>	<b>17/18' Request</b>
<i>Personnel Services</i>	73,134
101-11-00-100-51101                      Elected Officials	60,000
101-11-00-100-51225                                      FICA	4,590
101-11-00-100-51231                                      Auto Allowance	8,400
101-11-00-100-51240                      Workers Compensation Insurance	144
<i>Supplies, Services, and Charges</i>	186,179
101-11-00-100-52200                      Operating Supplies	1,300
	Committees-COA                      400
	Committees-HRC                      600
	Committees-Other                      300
101-11-00-100-53999                      Contractual Services	22,000
	City Wide Clean-up                      12,000
	Non-Profit City Grants                      10,000
101-11-00-100-53241                      Printing & Promotions	2,500
	Holiday Lighting                      150
	Community Events                      2,350
101-11-00-100-53705                      Meetings & Events	4,500
	Holiday Reception- Vol                      2,500
	Truman Heartland Gala                      2,000
101-11-00-100-53711                      Meals & Travel	1,000
	Legislative Meals                      1,000
101-11-00-100-53913                      General Liability Insurance	154,879
<i>Repairs &amp; Maintenance</i>	-
<i>Utilities</i>	-
<i>Capital Expenditures</i>	-
<i>Debt Service</i>	-
<b>Total General Fund Request</b>	<b>259,313</b>

# ADMINISTRATION

*Mission Statement:*

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

*Key Services:*

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

# General Fund Department Budgets

## Administration

### Expense Category

Personnel Services	624,451
Supplies, Services, and Charges	124,225
Repairs & Maintenance	2,750
Utilities	7,480
Capital Expenditures	-
Debt Service	-

### Total General Fund Request 758,906

Request Increase (Decrease) from FY 17	(48,870)
% change from FY 17	-6.05%

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

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
City Administrator	1.00	1.00	1.00	-
City Clerk	1.00	1.00	1.00	-
E.D. Administrator	1.00	1.00	1.00	-
HR Manager	1.00	1.00	1.00	-
PIO	1.00	1.00	-	(1.00)
Sr. Admin Assistant	1.00	1.00	1.00	-
Sr. IS Coordinator	1.00	1.00	1.00	-
	7.00	7.00	6.00	(1.00)

<b>Expense Category</b>		<b>17'18' Request</b>
<i>Personnel Services</i>		<i>624,451</i>
101-22-00-100-51102	Civilian Employees	460,797
	Annual Salary	460,797
	COLA/Merit Increase	-
101-22-00-100-51111	Civilian Employees Overtime	824
101-22-00-100-51206	Life Insurance	1,192
101-22-00-100-51214	Deferred Compensation- LAGERS	61,395
101-22-00-100-51212	Civilian Pension- 401A Match	9,232
101-22-00-100-51215	Health Insurance	37,452
101-22-00-100-51218	Med Exp - HSA Contribution	6,000
101-22-00-100-51219	Unemployment	3,500
101-22-00-100-51220	Dental	3,234
101-22-00-100-51221	Vision	594
101-22-00-100-51225	FICA	35,291
101-22-00-100-51236	Ins Opt Out Incentive	3,354
101-22-00-100-51238	Phone Allowance	480
101-22-00-100-51240	Workers Compensation Insurance	1,106
<i>Supplies, Services, and Charges</i>		<i>124,225</i>
101-22-00-100-52101	Office Supplies	3,750
	Office Supplies HR/Risk Mgt	2,750
	General Office Supplies	1,000
101-22-00-100-52200	Operating Supplies	10,825
	Open Enrollment	7,500
	Flowers/Illness/Death	500
	Ref Material, Leg. Updates	200
	News Subscription	125
	General Supplies	2,500
101-22-00-100-53999	Contractual Services	14,300
	Codification	10,000
	Copier Expense	4,300
101-22-00-100-53101	Postage	500
101-22-00-100-53241	Printing & Promotions	2,450
	Advert. Public Hearings, bids, ct	1,000
	Business Cards	300
	Legislative Program Materials	200
	Printed Forms	500
	CBT Nugget	250
	Boson	200

General Fund - Administration

101-22-00-100-53644	IT		30,050
	Barracuda Spam Filtr/Maint	2,300	
	Reventix Backup Maint Support	2,200	
	Sonicwall Support/VPN Content	2,000	
	VIPRE Anti-Virus Server/Workst	2,000	
	Exchange Service Mobile Device	300	
	SMB Music Support	400	
	Hannbutt Support	4,000	
	Comcast TV/Internet	6,000	
	Channel 7 Software Support	800	
	Exchange SSL Certificate	600	
	Offsite Backup Fee	1,400	
	Cisco Maintenance Support	150	
	Misc. Computer Svc	1,000	
	Advent Website Support	1,900	
	Software Assurance	5,000	
101-22-00-100-53301	Dues & Membership		3,315
	MOCCFOA Membership	100	
	ICMA Membership	1,500	
	MCMA Membership	100	
	IEDC Membership	420	
	MO EDC Membership	150	
	ICSC Membership	100	
	HR-CCOFOA - Western MO Du	20	
	HR-IIMC	180	
	HR-IPMA	195	
	HR-SHRM	200	
	IT - TechNet	50	
	IT-CISSP	100	
	IT-MSCE Membership	100	
	IT-Experts Exchange	100	
101-22-00-100-53500	Equipment		6,890
	Admin. Equipment	750	
	Minor Equipment	500	
	Misc IT Equipment & Parts	3,000	
	HR Desk & Equipt	2,500	
	Postage Machine Share	140	
101-22-00-100-52250	Professional Services		37,200
	HR Support	7,200	
	Computer Service Support	30,000	
101-22-00-100-53701	Professional Development		7,825
	Mo City Mngrs Conf	525	
	Misc. Seminars/Conf	800	
	ED/CA	2,500	
	IT-Windows Training	1,500	
	IT-SQL Training	1,000	
	HR Manager - CEU's/Local Sem	1,000	
	Misc. Functions for Supervisors	500	
101-22-00-100-53705	Meetings & Events		820
	Goal Setting Session	750	
	Monthly Lunch/Developers/Offic	70	
101-22-00-100-53711	Meals & Travel		2,000

General Fund - Administration

101-22-00-100-53812	Administrative Fee		350
	JACO Recording Fees	250	
	Notary/Bonds	100	
101-22-00-100-53913	General Liability Insurance		3,950
	<i>Repairs &amp; Maintenance</i>		2,750
101-22-00-100-52300	Repair & Maintenance Supplies		250
101-22-00-100-53600	Repair & Maintenance Services		2,500
	<i>Utilities</i>		7,480
101-22-00-100-53431	Telephone (hard lines)		4,000
101-22-00-100-53441	Mobile Phone & Pagers		3,480
	Cell Phones	1,800	
	IT Mobile Phone	480	
	Smart Phone 4G Remote Intern	1,200	
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
	<b>Total General Fund Request</b>		<b>758,906</b>

# POLICE

## Mission Statement:

The mission of the Raytown Police Department is to provide and maintain, given our limited resources, a feeling of security and safety among all persons within our community by displaying, without bias, respectful, progressive and dedicated service.

## Key Services:

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

General Fund Department Budgets

Police

Expense Category

Personnel Services	3,868,039.68
Supplies, Services, and Charges	329,426
Repairs & Maintenance	121,764
Utilities	32,015
Capital Expenditures	-
Debt Service	-

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<b>Total General Fund Request</b>	<b>4,351,245</b>
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<b>Request Increase (Decrease) from FY 17</b>	<b>(2,248,444)</b>
<b>% change from FY 17</b>	<b>-34.07%</b>

<b>Expense Category</b>		<b>17'18' Request</b>	
<i>Personnel Services</i>		<i>3,868,040</i>	
101-32-00-100-51101	Elected Officials		101,786
		Annual Salary	101,786
101-32-00-100-51102	Civilian Employees		425,592
		Annual Salary	425,592
		COLA/Merit Increase	-
101-32-00-100-51103	Commissioned Officers		1,552,106
		Annual Salary	1,543,691
		Step Increase	8,415
		COLA/Merit Increase	-
101-32-00-100-51104	Reserve Commissioned Officers		6,187
		Annual Salary	6,187
		COLA/Merit Increase	-
101-32-00-100-51106	Part Time Employees		-
		Annual Salary	-
		COLA/Merit Increase	-
101-32-00-100-51111	Civilian Employees Overtime		45,036
		Differential/Special	7,401
		Overtime	37,635
101-32-00-100-51112	Commissioned Officers Overtime		172,505
		Differential/Special	15,656
		Overtime	156,849
101-32-00-100-51206	Life Insurance		5,887
101-32-00-100-51214	Deferred Compensation- LAGERS		219,533
		LAGERS Civilian	62,593
		LAGERS Sworn	156,940
101-32-00-100-51212	Civilian Pension- 401A Match		45,940
101-32-00-100-51215	Health Insurance		276,204
101-32-00-100-51217	Commissioned Emp Pension		538,454
101-32-00-100-51218	Med Exp - HSA Contribution		31,500
101-32-00-100-51219	Unemployment		115,200
101-32-00-100-51220	Dental		20,305
101-32-00-100-51221	Vision		4,527
101-32-00-100-51225	FICA		176,196
101-32-00-100-51232	Clothing Allowance		18,000
101-32-00-100-51236	Ins Opt Out Incentive		20,124
101-32-00-100-51238	Phone Allowance		2,880
101-32-00-100-51240	Workers Compensation Insurance		90,078
<i>Supplies, Services, and Charges</i>		<i>329,426</i>	
101-32-00-100-52101	Office Supplies		5,500
		Property & Supply	5,500
101-32-00-100-52200	Operating Supplies		22,550
		Prisoner Care Items	150
		Misc Pouches & Vest Attachments	400
		Prisoner Meals	200
		First Aid Box Supplies	50
		Prop&Supp/AUSUGeneral Supplies	2,250
		Training Ammo	17,000
		Duty Ammo	2,000
		Detention Blankets & Towels	500
101-32-00-100-52233	Uniforms		4,000
		Civilian & Sworn Uniforms	4,000
101-32-00-100-53999	Contractual Services		26,665
		ACS Electronic Systems (Quarterly)	3,253

General Fund - Police

	LexisNexis -	2,300	
	KCPD Connection Fee - Maintenance	200	
	KCPD Radio Connection Fee - 150 x \$17= \$2550 mth	20,312	
	Warning Sirens	600	
101-32-00-100-53101	Postage		250
	Postage for Police	250	
101-32-00-100-53241	Printing & Promotions		4,050
	Pub of Bid for Uniforms and Minor Equip	50	
	Printed Forms	4,000	
101-32-00-100-53644	IT		78,640
	REJIS LEWeb Portal	16,000	
	REJIS - MoDex Connection	600	
	IA pro / blue team support	2,400	
	Global Maintenance	47,390	
	Crown Pointe Support (FTO & Skills Man)	1,700	
	Barracuda Spam Renewal	950	
	Livescan Maintenance	5,500	
	SAFE Barcoding System (2 licenses)	3,100	
	SAFE Evidence Import (1 time cost)	1,000	
101-32-00-100-53500	Equipment		11,500
	Civilian & Sworn Minor Equipment	2,500	
	Copier Contract (lease)	9,000	
101-32-00-100-52250	Professional Services		35,050
	CMH & Lab Fees	5,000	
	Major Investigations	2,000	
	TLO Charges	1,100	
	County Detention	15,000	
	Hazardouse Waste Service	450	
	Destructions	500	
	Underground Vaults and Storage	800	
	Microfilming (Casey's)	5,000	
	Medical Expense	3,200	
	Personnel Costs	2,000	
101-32-00-100-53701	Professional Development		11,222
	KCPD Sims House	500	
	SCPD Range	1,000	
	PLS dispatch Pro x9	1,080	
	Police Legal Sciences	7,990	
	MPCASummer Conference X3	282	
	MPCA Fall Conference x 2	370	
101-32-00-100-53711	Meals & Travel		1,214
	MPCASummer Conference X3	584	
	MPC Fall Conference	630	
101-32-00-100-53913	General Liability Insurance		128,785
	<i>Repairs &amp; Maintenance</i>		<i>121,764</i>
101-32-00-100-52300	Repair & Maintenance Supplies		36,184
	Motorola Infrastructure Maintenance - Consoles	30,984	
	EOS Phone repair/replacement	500	
	Blue Valley Siren Maintenance	4,700	
101-32-00-100-52750	Building Maintenance		7,400
	Generator Maintenance	1,800	
	Generator Repair Fuel Tank	4,500	
	Property Room Air Testing	1,100	
101-32-00-100-53600	Repair & Maintenance Services		2,930
	Radar Repair & Calibration	810	
	Breathalyzer Cleaning & Repairs	520	

General Fund - Police

	Card Reader Maintenance Fee	1,600	
101-32-00-100-55000	<b>Vehicle Expense</b>		<b>5,250</b>
	Vehicle & Equipment Supplies	1,000	
	Vehicle License	450	
	Car camera repairs	3,000	
	AED pads and batteries	300	
	Electrical Power for CP parking	500	
	GPS service		
101-32-00-100-52301	<b>Fuel</b>		<b>70,000</b>
	<i>Utilities</i>		<i>32,015</i>
101-32-00-100-53401	<b>Electricity</b>		<b>2,500</b>
	Tower - KCP&L monthly bill \$200 / Mth avg.	2,500	
101-32-00-100-53431	<b>Telephone (hard lines)</b>		<b>29,515</b>
	Consolidated Communications - VOIP Desk Phones	14,515	
	AT&T Landlines - 9-1-1 Admin Lines	15,000	
	<b>Mobile Phone &amp; Pagers</b>		
	<i>Capital Expenditures</i>		<i>-</i>
	<i>Debt Service</i>		<i>-</i>
	<b>Total General Fund Request</b>		<b>4,351,245</b>

# FINANCE

## Mission Statement:

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

## Key Services:

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

# General Fund Department Budgets

## Finance

### Expense Category

Personnel Services	346,924
Supplies, Services, and Charges	152,241
Repairs & Maintenance	2,000
Utilities	-
Capital Expenditures	-
Debt Service	-

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<b>Total General Fund Request</b>	<b>501,165</b>
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<b>Request Increase (Decrease) from FY 17</b>	<b>(252,747)</b>
<b>% change from FY 17</b>	<b>-33.52%</b>

### Personnel Summary- Full Time Equivalent (FTE)

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Accountant	1.00	1.00	-	(1.00)
Accounting Supervisor	1.00	1.00	-	(1.00)
Accounts Payable Clerk	1.00	1.00	1.00	-
Assistant Director of Finance	1.00	1.00	-	(1.00)
Cashier	3.00	3.00	-	(3.00)
City Collector	Elected PT	Elected PT	Elected PT	-
Controller	-	-	0.85	0.85
Director of Finance	1.00	1.00	0.85	(0.15)
Payroll Clerk	1.00	1.00	1.00	-
Treasury Analyst	-	-	0.50	0.50
Treasury Clerk	-	-	0.50	0.50
	9.00	9.00	4.70	(4.30)

<b>Expense Category</b>		<b>17/18' Request</b>
<i>Personnel Services</i>		<i>346,924</i>
101-42-00-100-51101	Elected Officials	1,200
101-42-00-100-51102	Civilian Employees	244,250
	Annual Salary	244,250
	COLA/Merit Increase	-
101-42-00-100-51111	Civilian Employees Overtime	1,675
101-42-00-100-51206	Life Insurance	732
101-42-00-100-51214	Deferred Compensation- LAGERS	32,708
101-42-00-100-51212	Civilian Pension- 401A Match	4,918
101-42-00-100-51215	Health Insurance	27,234
101-42-00-100-51218	Med Exp - HSA Contribution	4,725
101-42-00-100-51219	Unemployment	3,500
101-42-00-100-51220	Dental	2,426
101-42-00-100-51221	Vision	563
101-42-00-100-51225	FICA	18,905
101-42-00-100-51236	Ins Opt Out Incentive	2,851
101-42-00-100-51238	Phone Allowance	648
101-42-00-100-51240	Workers Compensation Insurance	589
<i>Supplies, Services, and Charges</i>		<i>152,241</i>
101-42-00-100-52101	Office Supplies	5,500
101-42-00-100-52200	Operating Supplies	1,500
	Professional Publications	1,500
Uniforms		
101-42-00-100-53999	Contractual Services	1,200
	Shredding	1,200
101-42-00-100-53101	Postage	3,500
101-42-00-100-53241	Printing & Promotions	2,520
	Deposit Slips	320
	A/P & Payroll Checks	1,700
	News Paper publishing	500
101-42-00-100-53644	IT	49,250
	Kronos Time Keeping	9,250
	Incode Maint	40,000
101-42-00-100-53301	Dues & Membership	1,593
	American Payroll Assoc.	220
	Society HR	200
	GFOA National	400
	GFOA State	200
	AGA Membership	300
	NIGP Membership	273
10-42-00-100-53500	Equipment	2,700
	A/P Printer	800
	Postage Machine Share	1,900
101-42-00-100-52250	Professional Services	33,500
	Audit	26,500
	Ad Hoc Financial Advisor	7,000
101-42-00-100-53701	Professional Development	6,580
	Incode Connect	750
	GFOA National- x 2	800
	GFOA Intensive	1,000

General Fund - Finance

	Annual GAAP Update	540	
	Annual Best Practice Budget	540	
	MARC Classes	400	
	Payroll	850	
	Accounts Payable	850	
	Purchasing	850	
101-42-00-100-53705	Meetings & Events		660
	GFOA Bi-Monthly x 3	300	
	Chamber	360	
101-42-00-100-53711	Meals & Travel		5,500
101-42-00-100-53812	Administrative Fee		1,260
	State Sales Tax Report	560	
	Payroll filing fees	700	
101-42-00-100-53824	Collection Agency		22,500
	JACO Collection Fee	22,500	
101-42-00-100-53913	General Liability Insurance		4,478
101-42-00-100-53961	Bank Charges		10,000
	<i>Repairs &amp; Maintenance</i>		<i>2,000</i>
101-42-00-100-53600	Repair & Maintenance Services		2,000
	Mail Machine	2,000	
	<i>Utilities</i>		<i>-</i>
	<i>Capital Expenditures</i>		<i>-</i>
	<i>Debt Service</i>		<i>-</i>
	<b>Total General Fund Request</b>		<b>501,165</b>

**LAW**

# General Fund Department Budgets

## Law

### Expense Category

Personnel Services	34,240
Supplies, Services, and Charges	81,000
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-

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<b>Total General Fund Request</b>	<b>115,240</b>
<b>Request Increase (Decrease) from FY 17</b>	<b>1,982</b>
<b>% change from FY 17</b>	<b>1.75%</b>

<b>Expense Category</b>		<b>17'/18' Request</b>
<i>Personnel Services</i>		<i>34,240</i>
101-51-00-100-51106	Part Time Employees	31,724
	Annual Salary	28,840
	COLA/Merit Increase	2,884
101-51-00-100-51225	FICA	2,427
101-51-00-100-51240	Workers Compensation Insurance	89
<i>Supplies, Services, and Charges</i>		<i>81,000</i>
101-51-00-100-53513	Legal	80,000
101-51-00-100-53701	Professional Development	1,000
	<i>Repairs &amp; Maintenance</i>	-
	<i>Utilities</i>	-
	<i>Capital Expenditures</i>	-
	<i>Debt Service</i>	-
<b>Total General Fund Request</b>		<b>115,240</b>

# COURT

*Mission Statement:*

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

*Key Services:*

Ordinance Enforcement, municipal court.

General Fund Department Budgets

Court

**Expense Category**

Personnel Services	299,316
Supplies, Services, and Charges	64,785
Repairs & Maintenance	720
Utilities	500
Capital Expenditures	-
Debt Service	-

<b>0</b>	<b>365,321</b>
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<b>Request Increase (Decrease) from FY 17</b>	<b>9,760</b>
<b>1,182,074.25 Y 17</b>	<b>2.74%</b>

**Personnel Summary- Full Time Equivalent (FTE)**

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Judge	1.00	1.00	1.00	-
Chief Court Clerk	1.00	1.00	1.00	-
Court Clerks	3.25	3.25	3.25	-
Police Reserve	0.23	0.23	0.23	-
	5.48	5.48	5.48	-

<b>Expense Category</b>		<b>17'18' Request</b>	
<i>Personnel Services</i>		<i>299,316</i>	
101-52-00-100-51101	Elected Officials		31,372
		Annual Salary	31,372
101-52-00-100-51102	Civilian Employees		154,414
		Annual Salary	154,414
		COLA/Merit Increase	-
101-52-00-100-51103	Commissioned Officers		8,738
		Annual Salary	8,738
		COLA/Merit Increase	-
101-52-00-100-51106	Part Time Employees		8,018
		Annual Salary	8,018
		COLA/Merit Increase	-
101-52-00-100-51111	Civilian Employees Overtime		24,365
101-52-00-100-51206	Life Insurance		561
101-52-00-100-51214	Deferred Compensation- LAGERS		23,778
101-52-00-100-51212	Civilian Pension- 401A Match		3,576
101-52-00-100-51215	Health Insurance		17,124
101-52-00-100-51218	Med Exp - HSA Contribution		3,000
101-52-00-100-51219	Unemployment		150
101-52-00-100-51220	Dental		1,457
101-52-00-100-51221	Vision		216
101-52-00-100-51225	FICA		17,358
101-52-00-100-51236	Ins Opt Out Incentive		3,354
101-52-00-100-51238	Phone Allowance		960
101-52-00-100-51240	Workers Compensation Insurance		875
<i>Supplies, Services, and Charges</i>		<i>64,785</i>	
101-52-00-100-52101	Office Supplies		2,500
101-52-00-100-53101	Postage		2,500
101-52-00-100-53241	Printing & Promotions		2,000
101-52-00-100-53644	IT		22,000
		Incode	22,000
101-52-00-100-53301	Dues & Membership		615
		Judge	275
		Clerks	340
101-52-00-100-53500	Equipment		3,570
		New Printer	1,500
		Postage Machine Share	2,070
101-52-00-100-52250	Professional Services		6,550
		Regis	850
		Misc.	1,000
		Assignment Counsel	4,500
		Cash Long & Short	200
101-52-00-100-53701	Professional Development		1,000
101-52-00-100-53711	Meals & Travel		6,500
101-52-00-100-53913	General Liability Insurance		17,190
101-52-00-100-53961	Bank Charges		360
<i>Repairs &amp; Maintenance</i>		<i>720</i>	
101-52-00-100-53600	Repair & Maintenance Services		720
<i>Utilities</i>		<i>500</i>	
101-52-00-100-53431	Telephone (hard lines)		500

<i>Capital Expenditures</i>	-
<i>Debt Service</i>	-
	<b>365,321</b>

# PUBLIC WORKS

## *Mission Statement:*

To develop and maintain the City's infrastructure, buildings, grounds and vehicular equipment, and provide specialized community services, such as emergency transportation response which includes snow removal and post-storm evaluations. Public Works operates in partnership with the community to develop and maintain its publicly-owned physical assets.

## *Key Services:*

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

# General Fund Department Budgets

## Public Works

### Expense Category

Personnel Services	1,049,003
Supplies, Services, and Charges	162,912
Repairs & Maintenance	323,475
Utilities	613,710
Capital Expenditures	-
Debt Service	-

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**Total General Fund Request 2,149,100**

**Request Increase (Decrease) from FY 17 (794,364)**  
**% change from FY 17 -26.99%**

### Personnel Summary- Full Time Equivalent (FTE)

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Administrative Asst.	1.50	1.50	0.60	(0.90)
City Engineer	1.00	1.00	0.50	(0.50)
Crew Leader	6.00	6.00	2.70	(3.30)
Building Maint. Worker	1.00	1.00	1.00	-
Engineering Intern	1.00	1.00	0.50	(0.50)
Fleet Maint. Supervisor	1.00	1.00	-	(1.00)
Fleet Director	-	-	0.80	0.80
Maint. Worker	9.00	9.00	2.60	(6.40)
Mechanic	2.00	2.00	1.60	(0.40)
Director	1.00	1.00	0.50	(0.50)
Operations Supervisor	2.00	2.00	1.00	(1.00)
Superintendent	1.00	1.00	0.50	(0.50)
ROW Inspector	1.00	1.00	0.70	(0.30)
Sr. Maint. Worker	-	-	3.00	3.00
	27.50	27.50	16.00	(11.50)

<b>Expense Category</b>		<b>17'/18' Request</b>
<i>Personnel Services</i>		<i>1,049,003</i>
101-62-00-100-51102	Civilian Employees	654,517
	Annual Salary	654,517
	COLA/Merit Increase	-
101-62-00-100-51106	Part Time Employees	15,080
	Annual Salary	15,080
	COLA/Merit Increase	-
101-62-00-100-51111	Civilian Employees Overtime	30,682
	Overtime	21,344
	Special	9,338
101-62-00-100-51206	Life Insurance	2,268
101-62-00-100-51214	Deferred Compensation- LAGERS	87,146
101-62-00-100-51212	Civilian Pension- 401A Match	13,704
101-62-00-100-51215	Health Insurance	122,759
101-62-00-100-51218	Med Exp - HSA Contribution	5,850
101-62-00-100-51219	Unemployment	9,000
101-62-00-100-51220	Dental	7,666
101-62-00-100-51221	Vision	1,766
101-62-00-100-51225	FICA	53,571
101-62-00-100-51236	Ins Opt Out Incentive	7,043
101-62-00-100-51238	Phone Allowance	384
101-62-00-100-51240	Workers Compensation Insurance	37,567
<i>Supplies, Services, and Charges</i>		<i>162,912</i>
101-62-00-100-52101	Office Supplies	3,200
101-62-00-100-52233	Uniforms	15,613
	Buildings 13.35 per week	659
	Crew Leaders 6 @ \$7.00 / week	2,075
	Maintenance Workers 8 @ 7 / w	2,766
	Supervisor 3 @ 10.50 / week	1,556
	Senior MW 3 @ 7.00 / week	1,037
	Mechanics 2 @ 7.00 / week	692
	Service Charge 3 @ 2.10/week	328
	new hire set-up fees	750
	Boots	2,500
	Uniform Purchase	3,250
101-62-00-100-53999	Contractual Services	27,222
	Mat Rentals	3,300
	Pest Control	2,500
	Radio subscriber fees	800
	Comcast @ PW	1,800
	MO tank insurance	400
	Bi-Annual aerial information	500
	Security monitoring @ PW, VM,	1,350
	One-call fees	5,000
	Trash Disposal	4,000
	Microfilming	1,000
	Weather Service	3,500
	KCPD Radio Connection Fee	3,072
101-62-00-100-53101	Postage	300
101-62-00-100-53241	Printing & Promotions	700
	Community Outreach	500
	Advertising	200
101-62-00-100-53644	IT	18,575

General Fund - Public Works

		GPS	8,000	
		Web GIS	7,000	
		Fuel Master	2,000	
		Plan-it Software- Engineering	725	
		ESRI- Arcview licenses	850	
101-62-00-100-53301	Dues & Membership			3,900
		APWA Dues & Membership	2,750	
		MO Waster Water & Water	400	
		MO Asphalt Pavement Assoc.	600	
		MACPP	150	
101-62-00-100-53500	Equipment			12,535
		Misc Equipment	9,000	
		Equipment Rental	3,500	
		Postage Machine Share	35	
101-62-00-100-52250	Professional Services			14,000
		Emergency Engineering Service	8,000	
		Tree Services	6,000	
101-62-00-100-53701	Professional Development			12,700
		Certifications	1,200	
		Educations & Training	7,500	
		National Conferences	4,000	
101-62-00-100-53705	Meetings & Events			1,150
		Safety Program	900	
		Chamber	250	
101-62-00-100-53711	Meals & Travel			4,100
		Water/Waste water Conference	800	
		APWA PWX	1,500	
		Local Travel & Meals	500	
		Pavement Training	450	
		APWA Luncheons	550	
		MPR	300	
101-62-00-100-53913	General Liability Insurance			48,916
	<i>Repairs &amp; Maintenance</i>			323,475
101-62-00-100-52300	Repair & Maintenance Supplies			22,400
		Welding Gasses	2,400	
		Gloves, safety glasses etc.	5,000	
		Street Maintenance Supplies	15,000	
101-62-00-100-52750	Building Maintenance			49,500
		HVAC	10,000	
		Plumbing & Electrical	6,500	
		Flooring & Misc.	6,500	
		Generator	6,000	
		Generator Repair Fuel Tank	4,500	
		Contractor Patching	5,000	
		Minor Remodeling	5,000	
		Turf treatments	1,000	
		OH Doors	5,000	
101-62-00-100-53600	Repair & Maintenance Services			47,275
		Copier + Overages	1,375	
		Lift Inspections	400	
		Waste oil pickup	1,500	
		Fuel pump + compliance	3,500	
		Sprinkler system winterization	500	

General Fund - Public Works

		Cleaning Service	12,000	
		Mowing Contractor	28,000	
101-62-00-100-55000	Vehicle Expense			145,800
		Boom Truck inspections & repai	600	
		Vehicle Licensing- Fleet	200	
		Vehicle Washes	10,000	
		Replacement parts & supplies	110,000	
		Outside vendor repairs	25,000	
101-62-00-100-52301	Fuel			58,500
		Vehicle Maintenance	2,500	
		Storm/Snow	14,000	
		Streets	15,500	
		Engineering	2,500	
		Fire Department	24,000	
	<i>Utilities</i>			<i>613,710</i>
101-62-00-100-53401	Electricity			575,400
		City Hall	82,000	
		6417 Railroad	2,700	
		VM Building	3,700	
		Pocket Park	525	
		59th Street Fountain	475	
		Streetlights	450,000	
		Traffic Signals	36,000	
101-62-00-100-53411	Gas			21,300
		City Hall	17,500	
		6417 Railroad	1,050	
		VM Building	2,750	
101-62-00-100-53421	Water			6,740
		City Hall	4,500	
		6417 Railroad	250	
		VM Building	180	
		Pocket Park	210	
		63rd & Cutoff	320	
		63rd & Raytown Trfwy	320	
		Gregory & Raytown Road	320	
		350 & Raytown Rd	320	
		Railroad Bridge	320	
101-62-00-100-53431	Telephone (hard lines)			5,300
101-62-00-100-53441	Mobile Phone & Pagers			4,970
		Maintenance Supervisor 12 @ 5	660	
		PW Director	850	
		City Engineer	600	
		Superintendent	1,000	
		Sewer Supervisor	720	
		Inspector	660	
		Building Maintenance Tech	480	
	<i>Capital Expenditures</i>			<i>-</i>
	<i>Debt Service</i>			<i>-</i>
	<b>Total General Fund Request</b>			<b>2,149,100</b>

# EMERGENCY MEDICAL SERVICES

## Mission Statement:

To provide high quality, efficient and cost-effective emergency medical services and emergency medical services training to the citizens of Raytown and all others that we serve, and to promote wellness and safety for all our citizens of our community by offering pertinent programs of education and training, and by monitoring the health of our citizens with various services.

## Key Services:

Emergency response and transport of the sick and injured, teach EMT courses, outside educational offerings, child safety seat installation, community engagement.

General Fund Department Budgets

## Emergency Medical Services

### Expense Category

Personnel Services	999,039
Supplies, Services, and Charges	199,687
Repairs & Maintenance	30,260
Utilities	13,297
Capital Expenditures	-
Debt Service	-

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**Total General Fund Request 1,242,283**

**Request Increase (Decrease) from FY 17 102,097**  
**% change from FY 17 8.95%**

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

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Admin. Assistant	1.00	1.00	1.00	-
Director	1.00	1.00	1.00	-
EMT	4.00	4.00	4.22	0.22
Paramedic	8.00	8.00	8.44	0.44
	<b>14.00</b>	<b>14.00</b>	<b>14.66</b>	<b>0.66</b>

<b>Expense Category</b>		<b>17'18' Request</b>
<i>Personnel Services</i>		<b>999,039</b>
101-72-00-100-51102	Civilian Employees	429,883
	Annual Salary	425,533
	Step Increase	4,350
	COLA/Merit Increase	-
101-72-00-100-51106	Part Time Employees	21,154
	Annual Salary	21,154
	COLA/Merit Increase	-
101-72-00-100-51111	Civilian Employees Overtime	254,606
	Required Overtime	182,409
	Overtime	61,620
	Part Time Overtime	10,577
101-72-00-100-51206	Life Insurance	2,001
101-72-00-100-51214	Deferred Compensation- LAGERS	86,856
101-72-00-100-51212	Civilian Pension- 401A Match	13,478
101-72-00-100-51215	Health Insurance	85,152
101-72-00-100-51218	Med Exp - HSA Contribution	7,500
101-72-00-100-51219	Unemployment	1,000
101-72-00-100-51220	Dental	7,167
101-72-00-100-51221	Vision	1,206
101-72-00-100-51225	FICA	53,982
101-72-00-100-51236	Ins Opt Out Incentive	10,062
101-72-00-100-51240	Workers Compensation Insurance	24,992
<i>Supplies, Services, and Charges</i>		<b>199,687</b>
101-72-00-100-52101	Office Supplies	750
101-72-00-100-52200	Operating Supplies	65,558
	General Supplies	819
	Medical Supplies	60,779
	Oxygen Services	3,960
101-72-00-100-52233	Uniforms	1,626
101-72-00-100-53999	Contractual Services	3,282
	Miscellaneous Contractual	594
	KCPD Radio Connection Fee	2,688
101-72-00-100-53101	Postage	197
101-72-00-100-53241	Printing & Promotions	9,370
	Community Education	950
	Publications	8,420
101-72-00-100-53644	IT	3,781
	Computer Services	3,781
101-72-00-100-53301	Dues & Membership	1,395
101-72-00-100-53500	Equipment	750
101-72-00-100-52250	Professional Services	4,810
	Hazardous Waste Disposal	250
	Medical Advisors	3,960
	Trash Disposal	600
101-72-00-100-53701	Professional Development	1,975
101-72-00-100-53711	Meals & Travel	200
101-72-00-100-53823	Collection Agency	77,220
101-72-00-100-53913	General Liability Insurance	24,573
101-72-00-100-53961	Bank Charges	4,200

General Fund - EMS

<i>Repairs &amp; Maintenance</i>		<i>30,260</i>
101-72-00-100-52300	Repair & Maintenance Supplies	1,805
101-72-00-100-52750	Building Maintenance	2,850
101-72-00-100-53600	Repair & Maintenance Services	8,280
	Communication Repair	190
	Equipment Maintenance Services	6,380
	Equipment Repair	1,710
101-72-00-100-55000	Vehicle Expense	1,825
	GPS	1,825
101-72-00-100-52301	Fuel	15,500
<i>Utilities</i>		<i>13,297</i>
101-72-00-100-53401	Electricity	5,940
101-72-00-100-53411	Gas	3,663
101-72-00-100-53421	Water	594
101-72-00-100-53431	Telephone (hard lines)	2,500
101-72-00-100-53441	Mobile Phone & Pagers	600
<i>Capital Expenditures</i>		<i>-</i>
<i>Debt Service</i>		<i>-</i>
<b><i>Total General Fund Request</i></b>		<b><i>1,242,283</i></b>

# COMMUNITY DEVELOPMENT

*Mission Statement:*

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

*Key Services:*

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

General Fund Department Budgets

Community Development

Expense Category

Personnel Services	526,726
Supplies, Services, and Charges	279,127
Repairs & Maintenance	9,275
Utilities	6,500
Capital Expenditures	-
Debt Service	-

**Total General Fund Request 821,628**

<b>Request Increase (Decrease) from FY 17</b>	<b>(30,040)</b>
<b>% change from FY 17</b>	<b>-3.53%</b>

Personnel Summary- Full Time Equivalent (FTE)

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Building Official	1.00	1.00	1.00	-
Director	1.00	1.00	1.00	-
N.S. Specialist	3.00	3.00	3.00	-
N.S. Supervisor	1.00	1.00	-	(1.00)
Permit Tech	2.00	2.00	2.00	-
PIO	1.00	-	-	-
P&Z Coordinator	-	1.00	1.00	-
	9.00	9.00	8.00	(1.00)

<b>Expense Category</b>		<b>17/'18' Request</b>
<i>Personnel Services</i>		<i>526,726</i>
101-82-00-100-51102	Civilian Employees	339,951
	Annual Salary	339,951
	COLA/Merit Increase	-
101-82-00-100-51111	Civilian Employees Overtime	37,621
	Special Hours	16,765
	Overtime	20,856
101-82-00-100-51206	Life Insurance	1,173
101-82-00-100-51214	Deferred Compensation- LAGERS	48,424
101-82-00-100-51212	Civilian Pension- 401A Match	7,551
101-82-00-100-51215	Health Insurance	43,224
101-82-00-100-51218	Med Exp - HSA Contribution	1,500
101-82-00-100-51219	Unemployment	1,000
101-82-00-100-51220	Dental	3,933
101-82-00-100-51221	Vision	735
101-82-00-100-51225	FICA	28,884
101-82-00-100-51236	Ins Opt Out Incentive	6,708
101-82-00-100-51238	Phone Allowance	480
101-82-00-100-51240	Workers Compensation Insurance	5,542
<i>Supplies, Services, and Charges</i>		<i>279,127</i>
101-82-00-100-52101	Office Supplies	5,000
101-82-00-100-52200	Operating Supplies	2,500
101-82-00-100-52233	Uniforms	2,100
101-82-00-100-53999	Contractual Services	30,000
	Plan. Advisor	30,000
101-82-00-100-53101	Postage	4,000
	Business License	300
	Liquor License	300
	Certified-Expired	1,800
	Code Enforcement	1,600
101-82-00-100-53565	Temporary Clerical	18,000
101-82-00-100-53241	Printing & Promotions	2,600
101-82-00-100-53644	IT	20,000
	Software use	1,000
	EnerGov Host	8,000
	EnerGov Maint	11,000
101-82-00-100-53301	Dues & Membership	1,000
	Inter. Code Council	200
	ICC Metro	150
	Nat. Animal Control	200
	Permit Tech	200
	MO Code Enforcement	250
101-82-00-100-53500	Equipment	8,825
	Postage Machine Share	1,925
	Misc.	6,900
	Legal	
101-82-00-100-52250	Professional Services	76,000
	RAH	60,000
	MARQ	8,000
	Tree Service	8,000

General Fund - Community Development

101-82-00-100-53597	Weeds/Brush- Nuisance Abatement		90,000
	Weeds & Brush	40,000	
	Minor Home Repair	20,000	
	Dangerous Structure	30,000	
101-82-00-100-53701	Professional Development		7,500
	ICC	2,000	
	Animal Control	2,400	
	Code Enforcement	500	
	Permit Tech	500	
	Incode	500	
	Neighbor Works National	1,600	
101-82-00-100-53711	Meals & Travel		2,800
101-82-00-100-53913	General Liability Insurance		8,802
	<i>Repairs &amp; Maintenance</i>		<i>9,275</i>
101-82-00-100-55000	Vehicle Expense		1,775
	Car wash-Vac	400	
	GPS	1,375	
101-82-00-100-52301	Fuel		7,500
	<i>Utilities</i>		<i>6,500</i>
101-82-00-100-53441	Mobile Phone & Pagers		6,500
	<i>Capital Expenditures</i>		-
	<i>Debt Service</i>		-
	<b>Total General Fund Request</b>		<b>821,628</b>

# PARK FUND

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
PARK FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$1,333,595	975,450	\$934,006	\$953,850
Percentage Change	-3.13%	-26.86%	-29.96%	2.12%
<b>Total Expenditures</b>	\$1,257,861	1,119,352	\$980,000	\$1,049,159
Percentage Change	-9.52%	-11.01%	-22.09%	7.06%
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$75,734</b>	<b>(\$143,902)</b>	<b>(\$45,994)</b>	<b>(\$95,309)</b>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$597,551	\$691,193	\$691,193	\$502,377
Percentage Change	-1.85%	15.67%	15.67%	-27.32%
Restricted Fund Balance	\$66,680	\$48,773	\$48,773	\$47,693
Total Fund Balance	<b>\$739,965</b>	<b>\$596,063</b>	<b>\$550,069</b>	<b>\$454,760</b>
Percentage Change	11.40%	-19.45%	-25.66%	-17.33%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Park Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Parks</b>				
<b><u>Property Taxes</u></b>				
Real Estate (Property) Tax	402,637	430,000	401,000	400,000
Personal Property Tax	100,041	108,000	101,000	101,000
Circuit Breaker Refund	(1,927)	(3,000)	(2,350)	(2,500)
(Real Estate) Replacement Tax	22,031	22,500	22,148	22,000
Railroad & Utilities Tax	19,728	20,000	19,808	19,500
Delinquent Real Estate Taxes	16,163	12,000	14,000	13,500
Delinquent Property Tax Revenue	8,790	8,000	9,250	9,000
Excess Proceeds	470	-	-	-
Penalties	11,159	8,000	9,000	9,000
<b>Total Property Tax</b>	<b>579,092</b>	<b>605,500</b>	<b>573,856</b>	<b>571,500</b>
<b><u>General Sales Tax</u></b>				
TIF - EATS	(78,470)	(57,750)	(55,000)	(55,550)
Parks/Storm Water Capital Sales Tax	410,010	307,500	305,000	308,050
<b>Total General Sales Tax</b>	<b>331,540</b>	<b>249,750</b>	<b>250,000</b>	<b>252,500</b>
<b><u>Grants</u></b>				
Grants	-	-	-	-
<b>Total Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Service Charges</u></b>				
Team Sports League	50,788	56,000	48,000	54,500
Shelter House Rental Fees	18,887	15,500	19,300	15,500
Participant Fees	28,877	24,000	14,000	27,750
Rice Tremonti	6,955	6,900	6,800	6,900
Concession Sales	1,627	5,250	4,200	6,000
ABA Memberships	2,877	3,500	3,000	4,000
Sports Field Rental Fees	4,431	1,500	1,250	1,500
Ballfield Lights Fees	4,338	5,000	4,500	5,000
Season Passes	21,828	-	-	-
Daily Admissions	179,925	-	-	-
Concession Sales	58,685	-	-	-
Birthday Parties	13,081	-	-	-
Commodity Sales	4,532	-	-	-
Swim Lessons	13,895	-	-	-
<b>Total Service Charges</b>	<b>410,726</b>	<b>117,650</b>	<b>101,050</b>	<b>121,150</b>
<b><u>Miscellaneous</u></b>				
General Donations	4,249	500	500	-
Interest Earnings	1,963	-	3,700	3,500
Investment Income	4,109	-	3,300	3,500
Other Income	700	200	1,050	200
Vending Machine-Kenagy	1,023	1,650	500	1,000
Returned Items	5	-	-	-
Trees for Raytown	188	200	-	-
Miscellaneous Revenue	-	-	-	-
Venue Ticket Sales	-	-	50	-
Donations	-	-	-	500
<b>Total Miscellaneous</b>	<b>12,237</b>	<b>2,550</b>	<b>9,100</b>	<b>8,700</b>

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Park Fund Revenues

<b><u>One Time Revenues</u></b>				
Total One Time Revenues	-	-	-	-
<b><u>Transfer From Other Funds</u></b>				
Operating Transfer IN from General	-	-	-	-
Total Transfers From Other Funds	-	-	-	-
<b><u>TOTAL PARKS REVENUE</u></b>	1,333,595	975,450	934,006	953,850

Park Fund Department Budgets

Parks

Expense Category

Personnel Services	601,712
Supplies, Services, and Charges	217,537
Repairs & Maintenance	87,360
Utilities	70,550
Capital Expenditures	72,000
Debt Service	-

**Total Park Fund Request 1,049,159**

<b>Request Increase (Decrease) from FY 17</b>	<b>(59,022)</b>
<b>% change from FY 17</b>	<b>-5.33%</b>

Personnel Summary- Full Time Equivalent (FTE)

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Admin Svc Coordinator	1.00	1.00	1.00	-
Director	1.00	1.00	1.00	-
Horticulturist	1.00	1.00	1.00	-
Landscape Tech	1.00	1.00	1.00	-
Maint I	1.00	1.00	0.23	(0.77)
Maint II	1.00	1.00	1.00	-
Maint III	1.00	1.00	1.00	-
Superintendent	2.00	2.00	2.00	-
	9.00	9.00	8.23	(0.77)

**17'18'**  
**Request**

**Expense Category**

<i>Personnel Services</i>		<i>601,712</i>
201-92-00-100-51102	Civilian Employees	405,398
	Annual Salary	393,314
	COLA/Merit Increase	12,084
	Commissioned Officers	-
201-92-00-100-51106	Part Time Employees	7,725
	Annual Salary	7,500
	COLA/Merit Increase	225
201-92-00-100-51111	Civilian Employees Overtime	9,484
	Overtime	9,484
201-92-00-100-51206	Life Insurance	1,223
201-92-00-100-51214	Deferred Compensation- LAGERS	51,386
201-92-00-100-51212	Civilian Pension- 401A Match	8,298
201-92-00-100-51215	Health Insurance	45,660
201-92-00-100-51218	Med Exp - HSA Contribution	4,500
201-92-00-100-51219	Unemployment	500
201-92-00-100-51220	Dental	3,293
201-92-00-100-51221	Vision	555
201-92-00-100-51225	FICA	32,329
201-92-00-100-51231	Auto Allowance	5,892
201-92-00-100-51236	Ins Opt Out Incentive	10,062
201-92-00-100-51238	Phone Allowance	2,880
201-92-00-100-51240	Workers Compensation Insurance	12,527
<i>Supplies, Services, and Charges</i>		<i>217,537</i>
201-92-00-100-52101	Office Supplies	1,050
201-92-00-100-52200	Operating Supplies	18,750
	Janitorial Supplies for parks	1,100
	First Aid/Safety Gear	1,100
	BMX Supplies	15,850
	Supplies -General Inventory	700
201-92-00-100-52233	Uniforms	4,100
201-92-00-100-53999	Contractual Services	43,400
	Trash Hauling	7,200
	Port-a-potties	7,700
	Alarm Service	3,500
	Mowing	25,000
201-92-00-100-54500	Rec Programs	49,300
201-92-00-100-53101	Postage	1,200
201-92-00-100-53241	Printing & Promotions	3,000
201-92-00-100-53644	IT	10,250
	5 New Computers + 1 file server to include hardware & software	10,250
201-92-00-100-53301	Dues & Membership	2,850
	Missouri Parks , National Parks	2,650
	Chamber, KCMPRDA, CEU	200
201-92-00-100-53500	Equipment	2,475
	Postage Machine Share	275
	Data Max copier lease	2,200
201-92-00-100-52250	Professional Services	6,000
	BMX Rider Insurance/ Fees	6,000
201-92-00-100-53563	Elections	50,000

Parks Fund

201-92-00-100-53701	Professional Development		3,450
	MPRA/NRPA/WWA	2,350	
	Arborist Training and Cont. Ed.	1,100	
201-92-00-100-53711	Meals & Travel		1,350
201-92-00-100-53913	General Liability Insurance		18,062
201-92-00-100-53961	Bank Charges		2,300
	<i>Repairs &amp; Maintenance</i>		<b>87,360</b>
201-92-00-100-52300	Repair & Maintenance Supplies		67,250
	Landscaping	12,950	
	Colman Ballfield Improvements	1,000	
	Maintenance -park structures	19,500	
	Maintenance - athletic fields, el	18,000	
	Maintenance - Mowers, power €	3,700	
	Maintenance Equipment- Small	12,100	
201-92-00-100-53600	Repair & Maintenance Services		1,000
	Office Janitorial	1,000	
201-92-00-100-55000	Vehicle Expense		5,610
	General	3,100	
	GPS	2,510	
201-92-00-100-52301	Fuel		13,500
	<i>Utilities</i>		<b>70,550</b>
201-92-00-100-53401	Electricity		44,200
201-92-00-100-53411	Gas		3,700
201-92-00-100-53421	Water		19,250
201-92-00-100-53431	Telephone (hard lines)		3,400
	<i>Capital Expenditures</i>		<b>72,000</b>
201-92-00-100-57000	Capital Expenditures		72,000
	Replace Ford 1 ton dump truck	52,000	
	Park Improvements	20,000	
	<i>Debt Service</i>		<b>-</b>
	SRF Principal		
	SRF Interest		
	<b>Total Park Fund Request</b>		<b>1,049,159</b>

# **TRANSPORTATION SALES TAX**

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

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$1,648,633	1,191,500	\$1,232,602	\$6,456,500
Percentage Change	37.98%	-27.73%	-25.23%	423.81%
<b>Total Expenditures</b>	\$1,473,137	1,352,169	\$1,935,000	\$5,778,000
Percentage Change	46.27%	-8.21%	31.35%	198.60%
<b>Excess of Revenues over (under) Expenditures</b>	<u>\$175,496</u>	<u>(\$160,669)</u>	<u>(\$702,398)</u>	<u>\$678,500</u>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$712,022	\$910,375	\$910,375	(\$55,273)
Percentage Change	30.17%	27.86%	27.86%	-106.07%
Restricted Fund Balance	\$82,432	\$59,575	\$59,575	\$322,825
Total Fund Balance	<u>\$969,950</u>	<u>\$809,281</u>	<u>\$267,552</u>	<u>\$946,052</u>
Percentage Change	22.09%	-16.56%	-72.42%	253.60%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Transportation Sales Tax Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Transportation Sales Tax</b>				
<b><u>Sales Tax</u></b>				
Transportation Sales Tax	1,500,594	1,500,000	1,500,075	1,515,000
TIF - EATS	(313,881)	(310,000)	(275,000)	(300,000)
Total General Sales Tax	<u>1,186,713</u>	<u>1,190,000</u>	<u>1,225,075</u>	<u>1,215,000</u>
<b><u>Grants</u></b>				
Grants	457,795			1,237,500
Total Grants	<u>457,795</u>	-	-	<u>1,237,500</u>
<b><u>Miscellaneous</u></b>				
Interest Earnings	1,628	-	3,841	2,000
Investment Income	2,497	1,500	3,686	2,000
Total Miscellaneous	<u>4,125</u>	<u>1,500</u>	<u>7,527</u>	<u>4,000</u>
<b><u>One Time Revenues</u></b>				
Bond Issuance				4,000,000
Total One Time Revenues	-	-	-	<u>4,000,000</u>
<b><u>Transfer From Other Funds</u></b>				
Total Transfers From Other Funds	-	-	-	-
<b><u>TOTAL TRANS. SALES TAX REVENUE</u></b>	<u><u>1,648,633</u></u>	<u><u>1,191,500</u></u>	<u><u>1,232,602</u></u>	<u><u>6,456,500</u></u>

# Transportation Sales Tax Fund Budget

Expense Category	
Personnel Services	-
Supplies, Services, and Charges	388,000
Repairs & Maintenance	700,000
Utilities	-
Capital Expenditures	4,690,000
Debt Service	-
<b>Total Transportation Sales Tax Fund Request</b>	<b>5,778,000</b>

<b>Expense Category</b>			<b>17/'18'</b>
			<b>Request</b>
<i>Personnel Services</i>			-
<i>Supplies, Services, and Charges</i>			<b>388,000</b>
204-00-00-100-53999	Contractual Services		60,000
		KCATA	60,000
204-62-00-100-52250	Professional Services		325,000
		350 & Raytown Rd. Intersection ROW	20,000
		Pavement Condition Analysis	60,000
		Signal Design & Programming	15,000
		83rd Street Bridge- Inspection	110,000
		Blue Ridge Overlay- Inspection	20,000
		Hwy 350 & Raytown Rd- Inspection	100,000
204-62-00-100-53961	Bank Charges		3,000
<i>Repairs &amp; Maintenance</i>			<b>700,000</b>
204-62-00-100-52300	Repair & Maintenance Supplies		140,000
		Street	80,000
		Salt Contingency	60,000
204-62-00-100-53600	Repair & Maintenance Services		560,000
		Annual Asphalt Overlay Project	110,000.00
		Annual Concrete Curb, Sidewalk and Paving Contract	150,000.00
		Annual Seal Project	275,000.00
		Annual Pavement Marking Project	15,000.00
		Crack Seal Program	10,000.00
<i>Utilities</i>			-
<i>Capital Expenditures</i>			<b>4,690,000</b>
204-62-00-100-57000	Capital Expenditures		4,690,000
		Rock Island Wayfinding Signage	20,000
		83rd Street Bridge	2,000,000
		Blue Ridge Overlay	600,000
		Hwy 350 & Raytown Rd	1,650,000
		59th Street	420,000
<i>Debt Service</i>			-
<b>Total Transportation Sales Tax Fund Request</b>			<b>5,778,000</b>

# **CAPITAL SALES TAX**

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

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$1,027,077	994,000	\$1,051,582	\$1,019,500
Percentage Change	-0.38%	-3.22%	2.39%	-3.05%
<b>Total Expenditures</b>	\$769,781	2,021,519	\$2,000,000	\$1,103,124
Percentage Change	-27.61%	162.61%	159.81%	-44.84%
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$257,296</b>	<b>(\$1,027,519)</b>	<b>(\$948,418)</b>	<b>(\$83,624)</b>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$922,257	\$1,181,207	\$1,181,207	\$147,890
Percentage Change	-3.37%	28.08%	28.08%	-87.48%
Restricted Fund Balance	\$51,354	\$49,700	\$49,700	\$50,975
Total Fund Balance	<b>\$1,230,907</b>	<b>\$203,388</b>	<b>\$282,489</b>	<b>\$198,865</b>
Percentage Change	26.43%	-83.48%	-77.05%	-29.60%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Capital Sales Tax Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Capital Sales Tax</b>				
<b><u>Sales Tax</u></b>				
Capital Sales Tax	1,229,821	1,200,000	1,228,511	1,212,000
TIF - EATS	(235,410)	(225,000)	(200,000)	(215,000)
Total General Sales Tax	<u>994,411</u>	<u>975,000</u>	<u>1,028,511</u>	<u>997,000</u>
<b><u>Miscellaneous</u></b>				
Interest Earnings	2,071	-	4,000	3,750
Investment Income	3,205	4,000	4,221	3,750
Gain on sale of Fixed Asset	27,390	15,000	14,850	15,000
Auction Proceeds				
Total Miscellaneous	<u>32,666</u>	<u>19,000</u>	<u>23,071</u>	<u>22,500</u>
<b><u>One Time Revenues</u></b>				
Total One Time Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Transfer From Other Funds</u></b>				
Total Transfers From Other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>TOTAL CAPITAL SALES TAX REVENUE</u></b>	<u><u>1,027,077</u></u>	<u><u>994,000</u></u>	<u><u>1,051,582</u></u>	<u><u>1,019,500</u></u>

# Capital Sales Tax Fund Budget

Expense Category	
Personnel Services	-
Supplies, Services, and Charges	2,700
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	1,100,424
Debt Service	-
<hr/>	
<b>Total Capital Sales Tax Fund Request</b>	<b>1,103,124</b>

<b>Expense Category</b>		<b>17'18' Request</b>
<i>Personnel Services</i>		-
<i>Supplies, Services, and Charges</i>		2,700
205-42-00-100-53961	Bank Charges	2,700
<i>Repairs &amp; Maintenance</i>		-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		1,100,424
	Police Dispatch- Security Camera Upgrades	800
	Police Dispatch- 2 APX Control Station - Sgt Office & Go pack	4,116
	Police Dispatch- 2 APX Mobile Radios	8,192
	Police Dispatch- 15 Batteries for APX 4000	1,500
	Police Dispatch- 15 APX 4000 Portable Radios	68,562
	Police Replace 9 workstations, 2 laptops, 3 I-Pads	21,350
	Police Replace Storage Area Network (SAN)	3,300
	Police Replace 6 MDT's	30,000
	Police Server Replacement	16,500
	Police Printers- Admin, Detention., Invest.	3,900
	Police Fleet- 8- In car cameras	43,000
	Police Uniforms- Body Armor	18,000
205-32-00-100-57000	<b>Total</b>	<b>219,220</b>
	EMS Binder Lifts	4,534
	EMS Stryker Belts	1,309
	EMS Ford E450 Chassis	31,000
	EMS Remount Osage 1212	72,000
	EMS Pedi Sleeve Bags	1,530
	EMS Stat Pack G3 Bags	2,881
	EMS Auto Pulse Batteries	4,950
	EMS Carpet Bunkrooms	4,500
205-72-00-100-57000	<b>Total</b>	<b>122,704</b>
	Public Works PW Street Sweeper Replacement	250,000
	Public Works Fleet Service Garage Updates	90,000
	Public Works Fuel Tank Replacement	95,000
	Public Works Continuation of Traffic Signal Upgrades	85,000
	Public Works Asset Management System	120,000
	Public Works Salt Barn Overhead Door	35,000
	Public Works Continuation of Building Lighting LEDs	30,000
205-62-00-100-57000	<b>Total</b>	<b>705,000</b>
	Admin 12 Workstations	17,000
	Admin 2 Laptops	3,500
	Admin 1 Server	10,000
	Admin Upgrade Sound System in Courtroom	15,000
	Admin 1 NAS	8,000
205-22-00-100-57000	<b>Total</b>	<b>53,500</b>
<i>Debt Service</i>		-
<b>Total Capital Sales Tax Fund Request</b>		<b>1,103,124</b>

# **PUBLIC SAFETY SALES TAX**

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

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$1,331,350	1,336,200	\$1,349,909	\$1,361,180
Percentage Change	-0.36%	0.36%	1.39%	0.83%
<b>Total Expenditures</b>	\$1,306,200	1,732,764	\$1,670,000	\$1,344,887
Percentage Change	17.72%	32.66%	27.85%	-19.47%
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$25,150</b>	<b>(\$396,564)</b>	<b>(\$320,091)</b>	<b>\$16,293</b>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$869,089	\$830,254	\$830,254	\$568,345
Percentage Change	29.35%	-4.47%	-4.47%	-31.55%
Restricted Fund Balance	\$195,930	\$259,915	\$259,915	\$201,733
Total Fund Balance	<b>\$1,090,169</b>	<b>\$693,605</b>	<b>\$770,078</b>	<b>\$786,371</b>
Percentage Change	2.36%	-36.38%	-29.36%	2.12%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Public Safety Sales Tax Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Public Safety Sales Tax</b>				
<b><u>Sales Tax</u></b>				
Public Safety Sales Tax	1,639,747	1,640,000	1,638,000	1,654,380
TIF - EATS	(313,881)	(306,000)	(295,000)	(300,000)
Total General Sales Tax	<u>1,325,866</u>	<u>1,334,000</u>	<u>1,343,000</u>	<u>1,354,380</u>
<b><u>Miscellaneous</u></b>				
Interest Earnings	2,044	-	3,382	3,300
Investment Income	3,439	2,200	3,527	3,500
Total Miscellaneous	<u>5,483</u>	<u>2,200</u>	<u>6,909</u>	<u>6,800</u>
<b><u>One Time Revenues</u></b>				
Total One Time Revenues	-	-	-	-
<b><u>Transfer From Other Funds</u></b>				
Total Transfers From Other Funds	-	-	-	-
<b><u>TOTAL PUBLIC SAFETY SALES TAX REVENUE</u></b>				
	<u>1,331,349</u>	<u>1,336,200</u>	<u>1,349,909</u>	<u>1,361,180</u>

**PUBLIC SAFETY**

**SALES TAX**

-

**POLICE**

## Public Safety Sales Tax Fund Budget

### Police

#### Expense Category

Personnel Services	1,140,451
Supplies, Services, and Charges	55,263
Repairs & Maintenance	-
Utilities	24,320
Capital Expenditures	-
Debt Service	-
<hr/>	
<b>Total Public Safety Sales Tax Fund Request</b>	<b>1,220,034</b>
<b>Request Increase (Decrease) from FY 17</b>	<b>(389,067)</b>
<b>% change from FY 17</b>	<b>-24.18%</b>

<b>Expense Category</b>		<b>17'/18' Request</b>
<i>Personnel Services</i>		<i>1,140,451</i>
207-32-00-100-51102	Civilian Employees	50,897
	Annual Salary	50,897
	COLA/Merit Increase	-
207-32-00-100-51103	Commissioned Officers	618,896
	Annual Salary	614,527
	Step Increase	4,369
	COLA/Merit Increase	-
207-32-00-100-51112	Commissioned Officers Overtime	83,136
	Differential/ Special	7,340
	Overtime	75,796
207-32-00-100-51206	Life Insurance	1,841
207-32-00-100-51214	Deferred Compensation- LAGERS	70,654
	LAGERS Civilian	6,769
	LAGERS Sworn	63,885
207-32-00-100-51212	Civilian Pension- 401A Match	15,059
207-32-00-100-51215	Health Insurance	81,840
207-32-00-100-51217	Commissioned Emp Pension	95,021
207-32-00-100-51218	Med Exp - HSA Contribution	10,500
207-32-00-100-51220	Dental	6,089
207-32-00-100-51221	Vision	1,197
207-32-00-100-51225	FICA	57,599
207-32-00-100-51232	Clothing Allowance	6,720
207-32-00-100-51236	Ins Opt Out Incentive	6,708
207-32-00-100-51238	Phone Allowance	2,880
207-32-00-100-51240	Workers Compensation Insurance	31,413
<i>Supplies, Services, and Charges</i>		<i>55,263</i>
207-32-00-100-52233	Uniforms	2,000
	Civilian & Sworn Uniforms Prop/Supp	2,000
207-32-00-100-53644	IT	7,360
	Starwitness Support & Maintenance -	1,160
	Barracuda Mail Archiver Maintenance	1,500
	Eversync Renewal	3,800
	Bair Software Support	900
207-32-00-100-53500	Equipment	1,000
	Civilian & Sworn Minor Equipment	1,000
207-32-00-100-53913	General Liability Insurance	42,928
207-32-00-100-53961	Bank Charges	1,975
<i>Repairs &amp; Maintenance</i>		<i>-</i>
<i>Utilities</i>		<i>24,320</i>
207-32-00-100-53441	Mobile Phone & Pagers	24,320
	Dispatch-Mobilefone paging software	2,640
	AT&T Mifi's - 55 @ \$39.99 \$2199.45/Mth \$26393.40/Yr	12,500
	AT&T Cell Phones - 20 @ \$50.89 \$916.02 /mth	9,180
<i>Capital Expenditures</i>		<i>-</i>
<i>Debt Service</i>		<i>-</i>
<b>Total Public Safety Sales Tax Fund Request</b>		<b>1,220,034</b>

**PUBLIC SAFETY  
SALES TAX**

-

**EMERGENCY  
MEDICAL  
SERVICES**

## Public Safety Sales Tax Fund Budget

### Emergency Medical Services

#### Expense Category

Personnel Services	109,853
Supplies, Services, and Charges	15,000
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-

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<b>Total Public Safety Sales Tax Fund Request</b>	<b>124,853</b>
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Request Increase (Decrease) from FY 17	23,927
% change from FY 17	23.71%

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

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Paramedic/Edu. Coord.	1.00	1.00	1.00	-
	1.00	1.00	1.00	-

<b>Expense Category</b>	<b>17'/18' Request</b>
<i>Personnel Services</i>	<i>109,853</i>
Elected Officials	
207-72-00-100-51102      Civilian Employees	36,777
Annual Salary	36,777
COLA/Merit Increase	-
207-72-00-100-51111      Civilian Employees Overtime	40,630
Required Overtime	22,066
Overtime	18,564
207-72-00-100-51206      Life Insurance	147
207-72-00-100-51214      Deferred Compensation- LAGERS	10,295
207-72-00-100-51212      Civilian Pension- 401A Match	1,548
207-72-00-100-51215      Health Insurance	11,184
207-72-00-100-51219      Unemployment	250
207-72-00-100-51220      Dental	699
207-72-00-100-51221      Vision	132
207-72-00-100-51225      FICA	5,922
207-72-00-100-51240      Workers Compensation Insurance	2,269
<i>Supplies, Services, and Charges</i>	<i>15,000</i>
207-72-00-100-52233      Uniforms	4,000
207-72-00-100-53701      Professional Development	11,000
<i>Repairs &amp; Maintenance</i>	<i>-</i>
<i>Utilities</i>	<i>-</i>
<i>Capital Expenditures</i>	<i>-</i>
<i>Debt Service</i>	<i>-</i>
<b>Total Public Safety Sales Tax Fund Request</b>	<b>124,853</b>

# **RISK MANAGEMENT**

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
RISK MANAGEMENT FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$97,167	115,000	\$71,950	\$65,800
Percentage Change	-8.53%	18.35%	-25.95%	-8.55%
<b>Total Expenditures</b>	\$172,426	220,000	\$70,000	\$113,300
Percentage Change	64.81%	27.59%	-59.40%	61.86%
<b>Excess of Revenues over (under) Expenditures</b>	(\$75,259)	(\$105,000)	\$1,950	(\$47,500)
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$297,477	\$222,218	\$222,218	\$224,168
Percentage Change	0.54%	-25.30%	-25.30%	0.88%
Restricted Fund Balance	\$0	\$0	\$0	\$0
Total Fund Balance	\$222,218	\$117,218	\$224,168	\$176,668
Percentage Change	-25.30%	-47.25%	0.88%	-21.19%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Risk Management Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Risk Management</b>				
<b><u>Miscellaneous</u></b>				
Interest Earnings	201	-	415	400
Investment Income	11	250	400	400
Claims Reimbursements	1,066	10,000		
Insurance Reimbursements	54,480	2,000	56,135	50,000
Loss Control Compliance	41,409	40,000	15,000	15,000
<b>Total Miscellaneous</b>	<b>97,167</b>	<b>52,250</b>	<b>71,950</b>	<b>65,800</b>
<b><u>One Time Revenues</u></b>				
<b>Total One Time Revenues</b>	-	-	-	-
<b><u>Transfer From Other Funds</u></b>				
<b>Total Transfers From Other Funds</b>	-	-	-	-
<b><u>TOTAL RISK MANAGEMENT REVENUE</u></b>	<b>97,167</b>	<b>52,250</b>	<b>71,950</b>	<b>65,800</b>

## Risk Management Fund Budget

Expense Category	
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Personnel Services	-
Supplies, Services, and Charges	113,300
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-

<b>Risk Management Fund Request</b>	<b>113,300</b>
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Request Increase (Decrease) from FY 17	(106,700)
% change from FY 17	-48.50%

<b>Expense Category</b>		<b>17'/18'</b>
		<b>Request</b>
<i>Personnel Services</i>		-
<i>Supplies, Services, and Charges</i>		113,300
209-22-00-100-52250	Professional Services	8,000
209-22-00-100-53701	Professional Development	10,000
209-22-00-100-53711	Meals & Travel	5,000
209-22-00-100-53912	Administrative Fee	90,000
	Claims Against City	90,000
209-22-00-100-53961	Bank Charges	300
<i>Repairs &amp; Maintenance</i>		-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		-
<i>Debt Service</i>		-
<b>Total Risk Management Fund Request</b>		<b>113,300</b>

# TAX INCREMENT FINANCE

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
TIF FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$3,097,108	3,138,000	\$2,974,200	\$2,969,005
Percentage Change	-2.54%	1.32%	-3.97%	-0.17%
<b>Total Expenditures</b>	\$3,059,535	3,198,050	\$3,198,050	\$3,199,150
Percentage Change	1.64%	4.53%	4.53%	0.03%
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$37,573</b>	<b>(\$60,050)</b>	<b>(\$223,850)</b>	<b>(\$230,145)</b>
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$6,923,935	\$6,959,464	\$6,959,464	\$6,744,064
Percentage Change	2.54%	0.51%	0.51%	-3.10%
Restricted Fund Balance	\$154,855	\$156,900	\$156,900	\$148,450
Total Fund Balance	<b>\$7,116,364</b>	<b>\$7,056,314</b>	<b>\$6,892,514</b>	<b>\$6,662,369</b>
Percentage Change	0.53%	-0.84%	-3.15%	-3.34%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of TIF Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: TIF</b>				
<b><u>Miscellaneous</u></b>				
CID Revenue	506,270	530,000	515,000	515,000
TDD Revenue	72,268	78,000	71,500	72,000
350 Highway Raytown Fire EAT's	-	70,000	-	-
350 Highway Jackson County EAT's	173,566	280,000	220,000	220,000
350 Highway KC Zoo EAT's	38,800	38,000	37,000	37,000
350 Highway TIF Pilot	361,917	380,000	358,045	356,255
Pilot USA 800 payment	51,357	52,000	51,305	51,250
Investment Income	108,187	-	2,850	2,500
Industrial Development Authority	1	-	-	-
Interest Earnings	215,338	210,000	218,500	215,000
350 Highway TIF EAT's	784,702	750,000	750,000	750,000
350 Highway TIF City Pledge	784,702	750,000	750,000	750,000
<b>Total Miscellaneous</b>	<b>3,097,108</b>	<b>3,138,000</b>	<b>2,974,200</b>	<b>2,969,005</b>
<b><u>One Time Revenues</u></b>				
<b>Total One Time Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Transfer From Other Funds</u></b>				
<b>Total Transfers From Other Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>TOTAL TIF REVENUE</u></b>	<b><u>3,097,108</u></b>	<b><u>3,138,000</u></b>	<b><u>2,974,200</u></b>	<b><u>2,969,005</u></b>

# TIF Fund Budget

Expense Category	
Personnel Services	-
Supplies, Services, and Charges	168,500
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	3,030,650
<hr/>	
<b>Total TIF Fund Request</b>	<b>3,199,150</b>

<b>Expense Category</b>		<b>17/'18'</b>
		<b>Request</b>
	<i>Personnel Services</i>	-
	<i>Supplies, Services, and Charges</i>	168,500
210-00-00-100-53513	Legal	111,500
	Special Counsel	75,000
	Bond Counsel	36,500
210-00-00-100-52250	Professional Services	39,700
	Financial Advisor	30,600
	Continuing Disclosure Service	2,100
	Trust Mgmt Fees	4,000
	Insurance	3,000
210-00-00-100-53812	Administrative Fee	16,300
210-00-00-100-53961	Bank Charges	1,000
210-00-00-100-56250	Incentive Programs	52,000
	USA PILOT	52,000
	<i>Repairs &amp; Maintenance</i>	-
	<i>Utilities</i>	-
	<i>Capital Expenditures</i>	-
	<i>Debt Service</i>	3,030,650
210-00-00-007-54132	TIF 07 Principal	1,355,000
210-00-00-007-54143	TIF 07 Interest	1,675,650
<b>Total TIF Fund Request</b>		<b>3,199,150</b>

# STORM WATER

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
STORM WATER FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	-	273,250	\$277,500	\$238,375
Percentage Change				-14.10%
<b>Total Expenditures</b>	-	242,000	\$240,000	\$232,100
Percentage Change				-3.29%
<b>Excess of Revenues over (under) Expenditures</b>	-	\$31,250	\$37,500	\$6,275
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	-	(\$13,663)	(\$13,663)	\$31,856
Percentage Change				-333.17%
Restricted Fund Balance	\$0	\$13,663	\$13,663	\$11,919
Total Fund Balance	\$0	\$31,250	\$37,500	\$43,775
Percentage Change				16.73%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Storm Water Fund Revenues

	2015-2016 Actual	2016- 2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Storm Water</b>				
<b><u>Sales Tax</u></b>				
Parks/Storm Water Capital Sales Tax		102,500	106,500	107,565
TIF - EATS		(19,250)	(19,000)	(19,190)
Total General Sales Tax	-	83,250	87,500	88,375
<b><u>Transfer From Other Funds</u></b>				
Operating Transfer IN		190,000	190,000	150,000
Total Transfers From Other Funds	-	190,000	190,000	150,000
<b><u>TOTAL STORM WATER REVENUE</u></b>	-	273,250	277,500	238,375

# Storm Water Fund Budget

Expense Category	
Personnel Services	-
Supplies, Services, and Charges	4,100
Repairs & Maintenance	228,000
Utilities	-
Capital Expenditures	-
Debt Service	-
<hr/>	
<b>Total Storm Water Fund Request</b>	<b>232,100</b>

Storm Water Fund

<b>Expense Category</b>		<b>17'18'</b>
		<b>Request</b>
	<i>Personnel Services</i>	-
	<i>Supplies, Services, and Charges</i>	4,100
401-62-00-100-53999	<b>Contractual Services</b>	3,500
	MS4 Permit	400
	Storm Water Phase II	3,100
401-62-00-100-53961	<b>Bank Charges</b>	600
	<i>Repairs &amp; Maintenance</i>	228,000
401-62-00-100-53600	<b>Repair &amp; Maintenance Services</b>	228,000
	Emergency Stormwater Repairs	125,000
	Storm Water Repairs & Mainten	100,000
	Debris Disposal	3,000
	<i>Utilities</i>	-
	<i>Capital Expenditures</i>	-
	<i>Debt Service</i>	-
<b>Total Storm Water Fund Request</b>		<b>232,100</b>

# **CAPITAL IMPROVEMENT**

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
CAPITAL IMPROVEMENT FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$72,754	-	\$74,625	\$74,800
Percentage Change	2.37%	-100.00%	2.57%	0.23%
<b>Total Expenditures</b>	\$45,508	-	\$24,000	\$24,000
Percentage Change	-85.53%	-100.00%	-47.26%	0.00%
<b>Excess of Revenues over (under) Expenditures</b>	\$27,246	\$0	\$50,625	\$50,800
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$1,206,431	\$1,237,315	\$1,237,315	\$1,284,200
Percentage Change	-16.80%	2.56%	2.56%	3.79%
Restricted Fund Balance	\$3,638	\$0	\$0	\$3,740
Total Fund Balance	\$1,237,315	\$1,237,315	\$1,287,940	\$1,338,740
Percentage Change	2.25%	0.00%	4.09%	3.94%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Capital Improvement Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Capital Improvement Fund</b>				
<b><u>Grants</u></b>				
<b>Grants</b>				
<b>Total Grants</b>				
	-	-	-	-
<b><u>Miscellaneous</u></b>				
<b>Ditzler CID Loan</b>				
	69,564	-	70,000	70,000
<b>Interest Earnings</b>				
	1,057	-	2,500	2,600
<b>Investment Income</b>				
	2,133	-	2,125	2,200
<b>Total Miscellaneous</b>				
	72,754	-	74,625	74,800
<b><u>One Time Revenues</u></b>				
<b>Total One Time Revenues</b>				
	-	-	-	-
<b><u>Transfer From Other Funds</u></b>				
<b>Total Transfers From Other Funds</b>				
	-	-	-	-
<b><u>TOTAL CAPITAL IMPROVEMENT FUND REVENUE</u></b>				
	72,754	-	74,625	74,800

## Capital Improvement Fund Budget

### Expense Category

Personnel Services	-
Supplies, Services, and Charges	24,000
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-

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<b>Total Capital Improvement Fund Request</b>	<b>24,000</b>
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<b>Expense Category</b>		<b>17/'18' Request</b>
	<i>Personnel Services</i>	-
	<i>Supplies, Services, and Charges</i>	24,000
402-00-00-100-56250	Incentive Programs	22,500
402-42-00-100-53961	Bank Charges	1,500
	<i>Repairs &amp; Maintenance</i>	-
	<i>Utilities</i>	-
	<i>Capital Expenditures</i>	-
	<i>Debt Service</i>	-
<b>Total Capital Improvement Fund Request</b>		<b>24,000</b>

**SEWER**

SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE  
SEWER FUND

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>Total Revenues</b>	\$6,091,278	7,027,500	\$6,803,001	7,047,037
Percentage Change	4.79%	15.37%	11.68%	3.59%
<b>Total Expenditures</b>	\$6,308,002	7,218,229	\$6,900,000	\$7,064,058
Percentage Change	8.92%	14.43%	9.38%	2.38%
<b>Excess of Revenues over (under) Expenditures</b>	(\$216,724)	(\$190,729)	(\$96,999)	(\$17,021)
<b>Fund Balance</b>				
<b>Unrestricted Fund Balance</b>	\$7,829,203	\$7,565,668	\$7,565,668	\$7,467,692
Percentage Change	0.10%	-3.37%	-3.37%	-1.30%
Assigned Fund Balance	\$77,442	\$77,442	\$77,442	\$77,442
Restricted Fund Balance	\$304,564	\$351,375	\$351,375	\$352,352
<b>Total Fund Balance</b>	\$7,994,485	\$7,803,756	\$7,897,486	\$7,880,465
Percentage Change	-2.64%	-2.39%	-1.21%	-0.22%

# City of Raytown Fiscal Year 2018 Annual Budget

## Detailed Summary of Sewer Fund Revenues

	2015-2016 Actual	2016-2017 Budget	2016-2017 Projected	2017-2018 Budget
<b>FUND: Sewer</b>				
<b><u>Service Charges</u></b>				
Contract Charges	(29,827)	30,000	8,250	8,000
Returned Items	6,226	5,500	6,300	5,000
Sewer Use Charge	5,637,891	6,520,000	6,285,000	6,599,250
Sewer Late Pay Penalties	162,997	165,000	200,000	165,000
Circuit Breaker	(5,574)	(12,000)	(9,000)	(10,500)
<b>Total Service Charges</b>	<b>5,771,713</b>	<b>6,708,500</b>	<b>6,490,550</b>	<b>6,766,750</b>
<b><u>Licenses &amp; Permits</u></b>				
<b>Total Licenses &amp; Permits</b>	-	-	-	-
<b><u>Miscellaneous</u></b>				
Credit Card Processing Fee	8,624	4,000	22,500	16,000
Interest Earnings	9,051	15,000	17,000	16,000
Investment Income	9,789	-	11,000	10,000
SRF Interest Subsidy	160,710	175,000	149,100	136,596
State SRF 2007 Proceeds				
SRF Interest Subsidy	131,390	125,000	112,851	101,691
Miscellaneous Revenue	-	-	-	-
<b>Total Miscellaneous</b>	<b>319,564</b>	<b>319,000</b>	<b>312,451</b>	<b>280,287</b>
<b><u>One Time Revenues</u></b>				
<b>Total One Time Revenues</b>	-	-	-	-
<b><u>Transfer From Other Funds</u></b>				
<b>Total Transfers From Other Funds</b>	-	-	-	-
<b><u>TOTAL TIF REVENUE</u></b>	<b>6,091,277</b>	<b>7,027,500</b>	<b>6,803,001</b>	<b>7,047,037</b>

**SEWER**

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**FINANCE**

# Sewer Fund Department Budget

## Finance

### Expense Category

Personnel Services	223,801
Supplies, Services, and Charges	3,993,201
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	5,000
Debt Service	1,238,922

**Total Sewer Fund Request 5,460,924**

Request Increase (Decrease) from FY 17 (1,079,700)  
 % change from FY 17 -16.51%

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

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
A/P Clerk			0.10	0.10
Controller			0.15	0.15
Finance Director			0.15	0.15
Payroll Clerk			0.10	0.10
Billing Clerk			2.00	2.00
Treasury Analyst			0.50	0.50
Treasury Clerk	-	-	0.50	0.50
	-	-	3.50	3.50

<b>Expense Category</b>		<b>17/'18' Request</b>
<i>Personnel Services</i>		<b>223,801</b>
501-42-00-100-51102	Civilian Employees	150,471
	Annual Salary	150,471
	COLA/Merit Increase	-
Commissioned Officers		
Part Time Employees		
501-42-00-100-51111	Civilian Employees Overtime	7,410
501-42-00-100-51206	Life Insurance	506
501-42-00-100-51214	Deferred Compensation- LAGERS	20,998
501-42-00-100-51212	Civilian Pension- 401A Match	3,158
501-42-00-100-51215	Health Insurance	23,915
501-42-00-100-51218	Med Exp - HSA Contribution	1,275
501-42-00-100-51219	Unemployment	500
501-42-00-100-51220	Dental	1,887
501-42-00-100-51221	Vision	427
501-42-00-100-51225	FICA	12,078
501-42-00-100-51236	Ins Opt Out Incentive	503
501-42-00-100-51238	Phone Allowance	312
501-42-00-100-51240	Workers Compensation Insurance	361
<i>Supplies, Services, and Charges</i>		<b>3,993,201</b>
501-42-00-100-52101	Office Supplies	2,500
501-42-00-100-53101	Postage	60,700
	Postage - Arista Information Systems	58,800
	Monthly prepaid write-off	1,900
<b>Sewer Treatment</b>		<b>3,744,363</b>
501-42-00-100-53932	Monthly Charges - KC Water	1,144,363
501-42-00-100-53931	Quarterly Charges - Little Blue Valley	2,600,000
501-42-00-100-53241	Printing & Promotions	26,852
	Sewer quarterly bill inserts	1,800
	Printing (Arista Information System)	25,052
501-42-00-100-53644	IT	18,500
	Incode	18,500
501-42-00-100-53301	Dues & Membership	250
501-42-00-100-53500	Equipment	1,600
	Postage Machine Rental	1,600
501-42-00-100-52250	Professional Services	4,200
	Disclosure Service	4,200
501-42-00-100-53701	Professional Development	2,500
	Conferences - 2 employees Incode	1,500
	Webinar's - Incode Training	1,000
501-42-00-100-53705	Meetings & Events	150
501-42-00-100-53711	Meals & Travel	1,750
	Conferences - 2 employees Incode	1,750
501-42-00-100-53821	Bad Debt Expense	85,000
501-42-00-100-53823	Collection Agency	2,500
501-42-00-100-53913	General Liability Insurance	26,501
501-42-00-100-44541	Circuit Breaker	9,835
501-42-00-100-53961	Bank Charges	6,000
<i>Repairs &amp; Maintenance</i>		-
<i>Utilities</i>		-
<i>Capital Expenditures</i>		<b>5,000</b>
501-42-00-100-57000	Capital Expenditures	5,000
	Counter Upgrade & Security Glass	5,000
<i>Debt Service</i>		<b>1,238,922</b>
SRF Principal		<b>802,153</b>
501-00-00-006-54132	SRF 06 Principal Pymt	400,000

Sewer Fund - Finance

501-00-00-007-54132	SRF 07 Principal Pymt	260,000	
501-00-00-013-54132	2013 Refunding Bond	155,000	
501-00-00-006-54142	SRF 06 Amortization of Bond Premium	(12,793)	
501-00-00-007-54143	SRF 07 Amortization of Bond Premium	(1,823)	
501-42-00-100-54505	SRF 2013 Amortization of Deferred Amt on Refunding	1,769	
<b>SRF Interest</b>			<b>393,269</b>
501-00-00-006-54142	Interest SRF 06	208,612	
501-00-00-007-54143	Interest SRF 07	151,626	
501-00-00-013-54143	Interest SRF 13	33,031	
Amortization of bond premium			
<b>Fiscal Agent Fee's</b>			<b>43,500</b>
501-00-00-006-54133	DNR Fee SRF 06	17,976	
501-00-00-006-54133	UMB Fee SRF 06	1,318	
501-00-00-007-54133	DNR Fee SRF 07	22,608	
501-00-00-007-54133	UMB Fee SRF 07	1,035	
501-00-00-013-54133	UMB Fee 13	320	
501-00-00-013-54133	Rebate Fee	230	
501-00-00-013-54133	Misc	13	
<b>Total Sewer Fund Request</b>			<b>5,460,924</b>

**SEWER**

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**PUBLIC WORKS**

# Sewer Fund Department Budget

## Public Works

### Expense Category

Personnel Services	822,514
Supplies, Services, and Charges	254,670
Repairs & Maintenance	239,950
Utilities	16,000
Capital Expenditures	270,000
Debt Service	-

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<b>Total Sewer Fund Request</b>	<b>1,603,134</b>
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Request Increase (Decrease) from FY 17	1,116,659
% change from FY 17	229.54%

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

Job Title	FY 16 Budget	FY 17 Budget	FY18 Request	Difference FY 17
Admin. Assistant			1.90	1.90
City Engineer			0.50	0.50
Crew Leader			3.30	3.30
Engineering Intern			0.50	0.50
Fleet Director			0.20	0.20
Maintenance Worker			3.40	3.40
Mechanic	-	-	0.40	0.40
Public Works Director			0.50	0.50
Operations Supervisor			1.00	1.00
Superintendent	-	-	0.50	0.50
ROW Inspector	-	-	0.30	0.30
Sr. Maintenance Worker	-	-	1.00	1.00
	-	-	13.50	13.50

<b>Expense Category</b>		<b>17'18'</b>		<b>Request</b>
<i>Personnel Services</i>				<b>822,514</b>
501-62-00-100-51102	Civilian Employees			504,765
		Annual Salary	504,765	
		COLA/Merit Increase	-	
<b>Commissioned Officers</b>				
501-62-00-100-51106	Part Time Employees			32,466
		Annual Salary	32,466	
		COLA/Merit Increase	-	
501-62-00-100-51111	Civilian Employees Overtime			25,412
		Overtime	15,497	
		Special Hours	9,915	
501-62-00-100-51206	Life Insurance			1,839
501-62-00-100-51214	Deferred Compensation- LAGERS			64,810
501-62-00-100-51212	Civilian Pension- 401A Match			10,604
501-62-00-100-51215	Health Insurance			98,521
501-62-00-100-51218	Med Exp - HSA Contribution			1,650
501-62-00-100-51219	Unemployment			1,000
501-62-00-100-51220	Dental			5,649
501-62-00-100-51221	Vision			1,262
501-62-00-100-51225	FICA			43,042
501-62-00-100-51236	Ins Opt Out Incentive			6,373
501-62-00-100-51238	Phone Allowance			576
501-62-00-100-51240	Workers Compensation Insurance			24,545
<i>Supplies, Services, and Charges</i>				<b>254,670</b>
501-62-00-100-52101	Office Supplies			5,000
501-62-00-100-52200	Operating Supplies			16,500
		General Supplies	3,000	
		Sanitation Supplies	5,000	
		Tools & Labor Supplies	8,500	
501-62-00-100-52233	Uniforms			5,100
		Rental	2,000	
		Purchase	3,100	
501-62-00-100-53999	Contractual Services			37,200
		Comcast	1,200	
		DNR Connection Fees	11,000	
		Root Treatments	25,000	
501-62-00-100-53101	Postage			200
501-62-00-100-53644	IT			6,500
		GPS	1,500	
		Web GIS	5,000	
501-62-00-100-53301	Dues & Membership			1,000
		Water/Wastewater	500	
		APWA	500	
501-62-00-100-53500	Equipment			24,500
		Equipment Rentals	4,000	
		Minor Equipment(ex. Sewer truck , jetter hoses, replacement nozzles)	20,500	
501-62-00-100-52250	Professional Services			120,000
		SSES Study	120,000	
501-62-00-100-53701	Professional Development			5,300
		Water/Wastewater Conference	3,400	

Sewer Fund - Public Works

		APWA PWX	1,900	
501-62-00-100-53711	Meals & Travel			2,750
501-62-00-100-53913	General Liability Insurance			30,620
	<i>Repairs &amp; Maintenance</i>			<i>239,950</i>
501-62-00-100-52300	Repair & Maintenance Supplies			8,500
		Sewer manhole & line supplies	8,500	
501-62-00-100-53600	Repair & Maintenance Services			154,500
		Emergency Repair	150,000	
		Copier Maintenance	1,500	
		Pump repair & service	3,000	
501-62-00-100-55000	Vehicle Expense			49,750
		Repairs & Service	47,000	
		Supplies & Tools	2,750	
501-62-00-100-52301	Fuel			27,200
	<i>Utilities</i>			<i>16,000</i>
501-62-00-100-53401	Electricity			7,900
		6417 Railroad	5,000	
		VM Building	1,900	
		Pump Station	1,000	
501-62-00-100-53411	Gas			3,250
		6417 Railroad	2,500	
		VM Building	750	
501-62-00-100-53421	Water			4,850
		6417 Railroad	750	
		Truck Fill	4,100	
	<i>Capital Expenditures</i>			<i>270,000</i>
501-62-00-100-57000	Capital Expenditures			270,000
		Sewer Mitigation	30,000	
		Sewer Rehabilitation	240,000	
	<i>Debt Service</i>			<i>-</i>
	<b>Total Sewer Fund Request</b>			<b>1,603,134</b>