

DRAFT
Minutes
Finance Committee
August 20, 2019
6:00 p.m.
City Hall Council Chambers

Committee Chair, Alderman Greene, called the August 20, 2019 Finance Committee meeting to order at 6:02 p.m.

Roll Call

Roll was called by Alderman Greene and the attendance was as follows:

Present: Alderman Ryan Myers; Alderman Frank Hunt; Alderman Mary Jane Van Buskirk; Alderman Jason Greene, Chair

Absent: Alderman Bonnaye Mims

DISCUSSION ITEMS

1) 2019-2020 Budget Review:

Police Department

Randy Hudspeth, Interim Police Chief, and Captain Michelle Rogers presented the Police Department budget and remained available for any discussion along with Damon Hodges, City Administrator, and Russ Petry, Finance Director.

Alderman Bonnaye Mims joined the meeting at 6:07 p.m.

The Police Department budget was discussed.

Approval of the August 6, 2019 Minutes

Alderman Mims, seconded by Alderman Van Buskirk, made a motion to adopt. The motion was approved by a vote of 5-0.

Ayes: Aldermen Mims, Van Buskirk, Myers, Hunt, Greene
Nays: None

Public Safety Sales Tax

Randy Hudspeth, Interim Police Chief, and Captain Michelle Rogers presented the Public Safety Sales Tax budget and remained available for any discussion along with Damon Hodges, City Administrator, and Russ Petry, Finance Director.

The Public Safety Sales Tax budget was discussed.

Capital Sales Tax Fund

Damon Hodges presented the Capital Sales Tax Fund budget and remained available for any discussion along with Tony Mesa, Public Works Superintendent, and Jason Hanson, City Engineer.

The Capital Sales Tax Fund budget was discussed.

Public Works Department

Damon Hodges presented the Public Works Department budget and remained available for any discussion along with Tony Mesa, Public Works Superintendent, and Jason Hanson, City Engineer.

The Public Works budget was discussed.

Storm Water Fund

Damon Hodges presented the Storm Water Fund budget and remained available for any discussion along with Tony Mesa, Public Works Superintendent, and Jason Hanson, City Engineer.

The Storm Water Fund budget was discussed.

Transportation Sales Tax Fund

Damon Hodges presented the Transportation Sales Tax Fund budget and remained available for any discussion along with Tony Mesa, Superintendent, and Jason Hanson, City Engineer.

The Transportation Sales Tax Fund budget was discussed.

Alderman Mims, seconded by Alderman Myers, made a motion to adjourn. The motion was approved by a vote of 5-0.

Ayes: Aldermen Mims, Myers, Van Buskirk, Hunt, Greene
Nays: None

Adjournment

The meeting adjourned at 6:55 p.m.

Expense Category		19/20 Request	
<i>Personnel Services</i>		731,334	
101-82-00-100-51101	Elected Officials		
101-82-00-100-51102	Civilian Employees		465,697
		Annual Salary	460,055
		COLA/Merit Increase	5,642
101-82-00-100-51106	Part Time Employees		6,240
101-82-00-100-51111	Civilian Employees Overtime		38,570
		Special Hours	16,765
		Overtime	21,805
101-82-00-100-51206	Life Insurance		1,589
101-82-00-100-51212	Civilian Pension- 401A Match		8,308
101-82-00-100-51214	Deferred Compensation- LAGERS		57,186
101-82-00-100-51215	Health Insurance		82,709
101-82-00-100-51218	Med Exp - HSA Contribution		9,000
101-82-00-100-51220	Dental		4,066
101-82-00-100-51221	Vision		806
101-82-00-100-51225	FICA		39,054
101-82-00-100-51236	Ins Opt Out Incentive		9,000
101-82-00-100-51238	Phone Allowance		480
101-82-00-100-51240	Workers Compensation Insurance		8,630
<i>Supplies, Services, and Charges</i>		337,370	
101-82-00-100-52101	Office Supplies		7,500
		Other office supplies	5,000
		Copy overages	2,500
101-82-00-100-52200	Operating Supplies		3,000
101-82-00-100-52233	Uniforms		2,900
101-82-00-100-52250	Professional Services		111,000
		Veterinary & Boarding Services	90,000
		Adoption Services	8,000
		Tree Service	8,000
		Pet Cremation	5,000
101-82-00-100-53101	Postage		7,200
		Business License	1,000
		Liquor License	700
		Certified-Expired	2,500
		Code Enforcement	3,000
101-82-00-100-53241	Printing & Promotions		4,700
		Courier	3,200
		ICC books	1,500
101-82-00-100-53301	Dues & Membership		1,525
		Inter. Code Council	300
		ICC Metro	225
		Nat. Animal Control	250
		Permit Tech	250
		MO Code Enforcement	500
101-82-00-100-53500	Equipment		19,250
		Postage Machine Share	5,000
		7 IPADS	6,300
		Dog chips	2,300
		Misc.	5,650

General Fund - Community Development

101-82-00-100-53565	Temp Agency Service		14,000
		Temporary Clerical	14,000
101-82-00-100-53597	Weeds/Brush- Nuisance Abatement		98,000
		Weeds & Brush	48,000
		Minor Home Repair	20,000
		Dangerous Structure	30,000
101-82-00-100-53644	Computer Services		34,075
		Software use	1,700
		GPS	1,375
		Incode Maint	11,000
		Energov	20,000
101-82-00-100-53701	Education and Training		3,500
		ICC	2,000
		Code Enforcement	500
		Permit Tech	500
		Incode	500
101-82-00-100-53711	Meals & Travel		2,500
101-82-00-100-53913	General Liability Insurance		28,220
101-82-00-100-53999	Contractual Services		0
		Plan. Advisor	
	<i>Repairs & Maintenance</i>		<i>6,425</i>
101-82-00-100-52301	Fuel		6,000
101-82-00-100-55000	Vehicle Expense		425
		Car wash-Vac	425
	<i>Utilities</i>		<i>5,000</i>
101-82-00-100-53441	Mobile Phone & Pagers		5,000
	<i>Capital Expenditures</i>		<i>-</i>
	<i>Debt Service</i>		<i>-</i>
	Total General Fund Request		1,080,129

Expense Category		19/20 Request
Personnel Services		23,000
101-00-00-100-51201	Tuition Reimbursement	8,000
101-00-00-100-51219	Unemployment	15,000
Supplies, Services, and Charges		158,090
101-00-00-100-52200	Operating Supplies	3,500
	Employee Certificates	1,000
	ED/Public Affairs	2,500
101-00-00-100-52250	Professional Services	13,200
	Criminal Background Checks	3,000
	New Directions/EAP	2,700
	Drug Screening	7,500
101-00-00-100-53241	Printing & Promotions	30,300
	City Newsletter/Postage	20,000
	Advertising Open Positions	2,500
	Budget book	800
	City Wide Marketing	7,000
101-00-00-100-53301	Dues & Membership	18,050
	MARC Dues	11,500
	EJCBC	1,800
	Chamber Membership	1,600
	MML Dues	3,600
	RMSA Membership	250
	Sams Club	40
101-00-00-100-53500	Equipment	1,250
	Admin. Equipment	1,250
101-00-00-100-53563	Elections	40,000
101-00-00-100-53644	Computer Services	25,400
	Comcast	5,200
	Comcast/Channel7	800
	Offsite Backup Fee	1,400
	Upgrade CC terminals	9,000
	Livestreaming Meetings	9,000
101-00-00-100-53701	Education and Training	
101-00-00-100-53705	Meetings & Events	5,200
	Employee Breakfast/Lunch	700
	Employee Holiday Lunch	2,500
	Misc. Employee Events	2,000
53711	Meals & Travel	
53812	Administrative Fee	
53821	Bad Debt Expense	
53823	Collection Agency	
101-00-00-100-53913	General Liability Insurance	21,190
53932	Sewer Treatment	
53961	Bank Charges	
53999	Contractual Services	
Repairs & Maintenance		6,800
52300	Repair & Maintenance Supplies	
52301	Fuel	
52750	Building Maintenance	
53600	Repair & Maintenance Services	4,000
55000	Vehicle Expense	2,800
Utilities		-

	<i>Capital Expenditures</i>	4,000	-
	<i>Debt Service</i>		-
54132	SRF Principal	600	
54143	SRF Interest	1,400	
	<i>Operating Transfer</i>		350,000
101-00-00-100-59951	Operating Transfer		350,000
	Storm Water	150,000	
	TIF	200,000	
<i>Total General Fund Request</i>			537,890

DRAFT

Expense Category		19/20 Request
Personnel Services		73,833
101-11-00-100-51101	Elected Officials	60,000
101-11-00-100-51225	FICA	5,233
101-11-00-100-51231	Auto Allowance	8,400
101-11-00-100-51240	Workers Compensation Insurance	200
Supplies, Services, and Charges		91,970
101-11-00-100-52200	Operating Supplies	3,500
	Committees-COA	500
	Committees-HRC	1,000
	Committees-Other	2,000
101-11-00-100-53241	Printing & Promotions	2,650
	Holiday Lighting	150
	Business Cards	400
	Community Events	2,100
101-11-00-100-53705	Meetings & Events	6,250
	Holiday Reception- Vol	2,750
	Chamber Gala	1,500
	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	38,570
101-11-00-100-53999	Contractual Services	40,000
	City Wide Clean-up/coupons	40,000
Repairs & Maintenance		-
Utilities		-
Capital Expenditures		-
Debt Service		-
Total General Fund Request		165,803

Expense Category		19/20 Request
Personnel Services		753,308
101-22-00-100-51102	Civilian Employees	554,448
	Annual Salary	546,225
	COLA/Merit Increase	8,223
101-22-00-100-51111	Civilian Employees Overtime	2,000
101-22-00-100-51206	Life Insurance	1,026
101-22-00-100-51212	Civilian Pension- 401A Match	11,129
101-22-00-100-51214	Deferred Compensation- LAGERS	76,233
101-22-00-100-51215	Health Insurance	37,100
101-22-00-100-51218	Med Exp - HSA Contribution	4,500
101-22-00-100-51220	Dental	3,676
101-22-00-100-51221	Vision	349
101-22-00-100-51225	FICA	43,211
101-22-00-100-51231	Auto Allowance	8,400
101-22-00-100-51236	Ins Opt Out Incentive	9,000
101-22-00-100-51238	Phone Allowance	960
101-22-00-100-51240	Workers Compensation Insurance	1,275
Supplies, Services, and Charges		125,525
101-22-00-100-52101	Office Supplies	6,000
	Office Supplies HR/Risk Mgt	2,750
	General Office Supplies	1,000
	Copier Overages	2,250
101-22-00-100-52200	Operating Supplies	3,400
	Flowers/Illness/Death	500
	Ref Material, Leg. Updates	200
	News Subscription	200
	General Supplies	2,500
101-22-00-100-52250	Professional Services	22,720
	HR Support	720
	Computer Service Support	12,000
	Consulting	10,000
101-22-00-100-53101	Postage	360
	Monthly postage 30 x 12	360
101-22-00-100-53241	Printing & Promotions	2,000
	Advert. Public Hearings, bids, ct	1,000
	Business Cards	300
	Legislative Program Materials	200
	Printed Forms	500
101-22-00-100-53301	Dues & Membership	11,620
	MOCCFOA Membership	100
	ICMA Membership	1,500
	MCMA Membership	100
	MO EDC Membership	200
	HR-CCOFOA - Western MO Du	20
	HR-IIMC	200
	HR-IPMA	200
	HR-SHRM	200
	IT-MSCE Membership	100
101-22-00-100-53500	Equipment	4,530
	Admin. Equipment	750
	Minor Equipment	500
	Misc IT Equipment & Parts	3,000
	Postage Machine Share	280
101-22-00-100-53644	Computer Services	26,400

General Fund- Administration	Barracuda Email Archiving	4,000	
	Barracuda Spam Filtr/Maint	2,800	
	Reventix Backup Maint Support	3,700	
	VIPRE Anti-Virus Server/Workst	2,000	
	Exchange Service Mobile Device	600	
	Music Support	700	
	Hannbutt Support	4,000	
	Exchange SSL Certificate	600	
	Misc. Computer Svc	1,000	
	Avenet - Gov Office Website Su	2,000	
	Software Assurance	5,000	
101-22-00-100-53701	Education and Training		9,695
	Mo City Mngrs Conf	525	
	Misc. Seminars/Conf	3,720	
	IT-Windows Training	1,500	
	IT-SQL Training	1,000	
	HR Manager - CEU's/Local Sem	1,000	
	City Clerk - Training	1,000	
	Misc. Functions for Supervisors	500	
	IT-CBT Nugget	250	
	IT-Boison	200	
101-22-00-100-53705	Meetings & Events		5,000
	Goal Setting Session	4,800	
	Monthly Lunch/Developers/Offici	200	
101-22-00-100-53711	Meals & Travel		1,500
	Chamber lunches	1,500	
101-22-00-100-53812	Administrative Fee		350
	JACO Recording Fees	250	
	Notary/Bonds	100	
101-22-00-100-53913	General Liability Insurance		21,150
101-22-00-100-53999	Contractual Services		10,800
	Shredding	800	
	Codification	10,000	
	Repairs & Maintenance		2,750
101-22-00-100-52300	Repair & Maintenance Supplies		250
101-22-00-100-53600	Repair & Maintenance Services		2,500
	Utilities		6,700
101-22-00-100-53431	Telephone (hard lines)		4,700
	Phone System Maintenance		
101-22-00-100-53441	Mobile Phone & Pagers		2,000
	Cell Phones	2,000	
	Capital Expenditures		-
	Debt Service		-
	Total General Fund Request		888,283

**SUMMARY OF REVENUES AND EXPENDITURES AND FUND BALANCE
RISK MANAGEMENT FUND**

	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget
Total Revenues	\$ 78,442	\$ 55,000	\$ 55,000	\$ 55,070
Percentage Change	-25.94%	-29.88%	0.00%	0.13%
Total Expenditures	\$ 39,824	\$ 113,300	\$ 50,000	\$ 113,300
Percentage Change	-74.29%	184.50%	-55.87%	126.60%
Revenues over (under) Expenditures	<u>38,618</u>	<u>(58,300)</u>	<u>5,000</u>	<u>(58,230)</u>
Fund Balance Appropriat	<u>-</u>	<u>-</u>	<u>-</u>	<u>58,300</u>
Revenues and Fund Balance Appropriated Over (Under) Expendit	<u>\$ 38,618</u>	<u>\$ (58,300)</u>	<u>\$ 5,000</u>	<u>\$ 70</u>
Fund Balance				
Fund Balance	\$ 173,214	\$ 211,832	\$ 211,832	\$216,832
Percentage Change	-22.05%	22.29%	0.00%	2.36%
Total Fund Balance	<u>\$211,832</u>	<u>\$153,532</u>	<u>\$216,832</u>	<u>\$158,602</u>
Percentage Change	22.29%	-11.36%	25.18%	-26.85%

City of Raytown Fiscal Year 2019 Annual Budget

Detailed Summary of Risk Management Fund Revenues

	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Budget
FUND: Risk Management				
<u>Miscellaneous</u>				
Interest Earnings	\$ 379	\$ 400	\$ 350	\$ 370
Investment Income	93	400	200	200
Reimbursements	36,658	50,000	40,000	40,000
Loss Control Compliance	41,312	15,000	14,500	14,500
Total Miscellaneous	78,442	65,800	55,050	55,070
<u>One Time Revenues</u>				
Total One Time Revenues	-	-	-	-
<u>Transfer From Other Funds</u>				
Total Transfers From Other Funds	-	-	-	-
<u>TOTAL RISK MANAGEMENT REVENUE</u>	\$ 78,442	\$ 65,800	\$ 55,050	\$ 55,070

DRAFT

Risk Management Fund Budget

Expense Category	
Personnel Services	-
Supplies, Services, and Charges	113,300
Repairs & Maintenance	-
Utilities	-
Capital Expenditures	-
Debt Service	-
Total Risk Management Fund Request	113,300
Request Increase (Decrease) from FY 19	-
% change from FY 19	0.00%

Expense Category		19/20 Request
<i>Supplies, Services, and Charges</i>		<i>113,300</i>
52101	Office Supplies	
52200	Operating Supplies	
52233	Uniforms	
209-22-00-100-52250	Professional Services	8,000
	Health Fair	8,000
209-22-00-100-53701	Education and Training	10,000
	Training	10,000
53705	Meetings & Events	
209-22-00-100-53711	Meals & Travel	5,000
209-22-00-100-53912	Claims Against the City	90,000
	Claims Against City	90,000
209-22-00-100-53961	Bank Charges	300
<i>Repairs & Maintenance</i>		-
<i>Utilities</i>		-
Total Risk Management Fund Request		113,300

DRAFT