AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
BUDGET MEETING
CITY HALL
SEPTEMBER 19, 2016
6:00 PM

1. Call to Order

A. Roll Call

2. Budget Items

A. 2017 Budget Memo

3. Adjourn From Budget Session

Publish

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Larry Francis, Director**

DATE: **September 12, 2016**

SUBJECT: **2017 Budget Memo**

Type of Item: *Discussion*

The following information has been provided to give the Board of Aldermen an inside look at our budget and some details as to how we operate. This memo has been split into revenues and expenditures. Within the sections, the individual areas will be discussed and important changes or information will be highlighted.

Revenues:

Public Safety Sales Tax: $478,141.00

The actual amount for 2015 was $520,000.00. There were two TIF allocations that affected this amount and left a net amount of $478,141.00

Charges for Service: $2,677,500.00

The only charges for service are related to EMS calls only. This number is based on the number of billable calls for service. There has been an increase in the yearly number of calls for service. For the 2017 Budget, We looked at the number of calls and we are projecting 2,950 billable calls. We use an average price of $900.00 for all the types of service.

CRMC Transport Agreement: $167,881.00

This is the annual stipend that CRMC provides to assist with the transport of their patients back to their residence or to another medical facility for a higher level of care.

Misc. Income: $13,450.00

This section has a few subsections within it. This section is also fluid depending on the outcome of the approval of the budget. The account 16-5535 is related to Auction & Surplus Sales. If the Capital Equipment requested is approved, there will be additional income from those vehicles. The bulk of this section is from the tuition from the EMT Class offered every December. There will be income from CPR classes that we teach to the community and other civic organizations.

Expenditures:

Personnel Services: $1,626,118.00

This section is where all of the personnel costs are located. This includes their salary and their benefits. There is no change in the amount of funds requested for this section. There is a request to allocate additional full time hours and a corresponding request to reduce the number of part time hours. This is to allow the replacement of 3 full time positions converted to Part time positions. This was done to allow more part time personnel more opportunity to work. Unfortunately, the reliability of some of the part time staff proved to be a hindrance to maintain the minimum staffing level of 7. This is more prevalent on holiday weekends and summer time. This past Memorial Day we were down to 4 on the shift for at least 12 hours. There are other times that we are down to 5 and 6 often. With the additional 3 full time staff, there will still be opportunities for part time staff to fill hours. This will give a total of 21 full time line staff. An organizational chart is provided in the main budget document.

Contractual Services: $143,905.00

This section is one of the largest within out budget. This encompasses Utilities, Travel & Training, Apparatus maintenance, and other contractual services such as computer software agreements, trash service, and the Medical Director. The subsection that has the most issues is the Apparatus Maintenance line item. For the last few years, this line item has gone way over budget. This is caused by the age of the fleet and increasing maintenance costs. One reduction we are requesting is the decommissioning of the Rescue Truck. This truck was once used to carry a great deal of equipment. With the change in operations and staff in 2009, this vehicle was used less and less every year. In the last couple of years it has only moved less than a hundred miles. This will also help reduce other costs related to vehicles and a reduction in the fleet.

Commodities: $126,890

This section relates to the supplies for the department. One of the best areas of savings we have encountered is in the fuel line item. We were able to contract diesel fuel for some savings and has worked out very well and plan on doing it again when the contract runs out. Another big user in this section is the medical supplies. We are very fortunate to have Andy Gross in charge of this section. He is very diligent in making sure we are supplied and shops for the best deal on those supplies. We do not foresee any major changes within this section this year.

Other Charges: $1,436,329.31

This section is a large section within our budget. The largest user is the Medicare and Medicaid write-off line item. Since Harrisonville has a high population of residents that are Medicare and Medicaid dependent, it creates higher write-offs. The reason this is so high is that Medicare and Medicaid will only pay a small portion of the bill. It usually never covers the cost for that call. The patient only becomes responsible for a small portion of the bill as well and the rest of the bill must be written off. The expected amount for this is to be $910,000.00.

Capital Outlay: $566,600.00

This section is where we request building improvements, computer hardware, as well as apparatus. In 2017, there is a large request for capital outlay. Three major cost items: Replacement Self- Contained Breathing Apparatus ($122,000), Type 1 Ambulance ($180,000), and the Mini - Pumper ($250,000). We are also requesting the replacement of 6 computers ($11,100) and a replacement mower ($3,500).

Due to the cost of the equipment and the overall budget of Emergency Services, the General Fund has had to provide the funding to obtain the needed equipment. This is the same request for the 2017 Budget. These requests are not currently included in the numbers below.

Total Revenues: $3,349,330.00

Total Expenditures: $3,347,843.00

Balance: $ 1,487.00

This is the highlight of the Emergency Services Budget and requests for 2017.

A. Action Item (ID # 2331)

Emergency Services 2017 Proposed Budget Presentation

Attachments:

Harrisonville Emergency Services - Slide Presentation (PDF)

Harrisonville Emergency Services

2017 Budget

Personnel

- Budgeted 7 per shift
- 24 – Hour Shifts
  - 1 Captain
  - 3 – Firefighter / EMTs
  - 3 – Firefighter / Paramedics
  - 20 – Part Time 12 / 24 shifts
- Administration
- 8 – Hour Shifts
  - 1 – Chief
  - 1 – Deputy Chief – unfunded
  - 1 – FT Billing Clerk
  - 1 – PT Billing Clerk
- 18 – Full Time Line Staff
- 20 – Part Time Line Staff
- 2014 – 3 Full time positions were replaced with 3 Part Time positions.

Personnel Request

- Return 3 positions back to Full-Time status
- Costs are not affected
- Hours allocated in the Full and Part Time line items are changed
- Some part time staff are not as reliable, call off frequently
- Not a high number of applicants to fill those part time positions.

Services Provided

- Fire Suppression
- Emergency Medical Services
- Fire Investigation
- Public Education
- Business License Inspections
- Community Education

Responses

- 2015
  - Fire Calls – 413
  - EMS Calls – 3175
  - Total – 3588
  - Back to Back – 38%
  - CRMC Transports – 947
  - CRMC 37% of Call Volume
- 2016 YTD – 9-13-2016
  - Total Calls - 2690

Capital Equipment Requests

- SCBA Replacement $122,000
  - Complete replacement
  - Reduction in number of units 40 - 15

- New Ambulance $180,000
  - Replaces 2004 Medtec – 350,000 mles
  - Duplicate of the 2016 Wheeled Coach

- New Mini-Pumper $250,000
  - Reduction in operational costs
  - Reduction in fleet
  - Not intended for structural firefighting