**AGENDA**
**CITY OF HARRISONVILLE**
**BOARD OF ALDERMEN**
**BUDGET MEETING**
**CITY HALL**
**NOVEMBER 1, 2016**
**6:00 PM**

1. **Call to Order & Roll Call**
   - A. **Roll Call**
2. **Budget Items**
   - A. **2017 Budget Discussion**
3. **Adjourn From Budget Session**

**Posted on City Hall Bulletin Board this 28th day of October 2016**

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**Kim Hubbard, City Clerk**

**The Board of Aldermen Budget Meeting is a public meeting**

*Publish*

City of Harrisonville est. 1836

STAFF REPORT

**TO:** **Board of Aldermen**

**FROM:** **Marcella McCoy, Director**

**DATE:** **October 27, 2016**

**SUBJECT:** **2017 Budget Request**

**Type of Item:** *Budget*

INTRODUCTION

This memo is to recap the Fiscal Year 2017 Budget as presented. It includes a table of totals for each fund and the projected ending fund balances for each fund. It also includes the recommended reserve fund balances. The transfers, General Fund capital requests and objectives are briefly outlined for concurrence. The request and recommendation for first reading of the proposed Fiscal Year 2017 Budget is to be brought forward at the November 7, 2016 regular Board of Aldermen meeting.

DISCUSSION

At the October 10th budget meeting, the first draft of the proposed Fiscal Year 2017 Budget document outlining the beginning fund balances and the projected fund balance for year ending 2017 was presented. Below is a revised table that reflects the recommended amounts for operations, capital items, and transfer requests.

| Fund | Revenue | Expenditures | Revenue Over(Under) Expenditures | Projected Beginning Fund Balance | Projected Ending Fund Balance | 42% Recommended Fund Balance Reserve |
|---|---|---|---|---|---|---|
| General | $ 7,874,652 | $ 8,560,479 | $ (685,827) | 4,501,961 | 3,816,134 | 2,924,051 |
| Refuse | $ 499,600 | $ 499,600 | $ - | 35,966 | 35,966 | 188,336 |
| Electric | $ 12,815,930 | $ 12,402,052 | $ 413,878 | 2,904,378 | 3,318,256 | 5,078,788 |
| CWSS | $ 4,783,897 | $ 4,747,142 | $ 36,755 | 3,938,273 | 3,975,028 | 1,290,604 |
| Park | $ 509,180 | $ 509,007 | $ 173 | 47,181 | 47,354 | 213,783 |
| Sales Taxes | $ 1,022,000 | $ 1,022,000 | $ - | 109,125 | 109,125 | - |
| Aquatics | $ 136,080 | $ 155,810 | $ (19,730) | 50,616 | 30,886 | 65,440 |
| Community Center | $ 1,191,565 | $ 1,262,056 | $ (70,491) | 41,673 | (28,818) | 504,861 |
| Emergency Services | $ 3,901,330 | $ 3,892,843 | $ 8,487 | 134,923 | 143,410 | 811,912 |
| Debt Service | $ 840,015 | $ 840,015 | $ - | | - | |
| | $ 33,574,249 | $ 33,891,004 | $ (316,755) | $ 11,764,096 | $ 11,447,341 | $ 11,077,775 |

Recall that General Fund has historically transferred operational and capital to Parks and Emergency Services, therefore the recommended reserve for General Fund is to cover the operations for those funds as well. To continue to fund transfers for these funds could be challenging in the future. Funding the requested amounts in 2017 is doable, however that leaves little for future years without increases in revenue. The transfers requested for Park and Emergency Services are:

Park - $234,000 operational

Emergency Services - $552,000 capital items

- Type 1 Ambulance - $180,000
- Mini Pumper - $250,000
- Self-Contained Breathing Apparatuses - $122,000

Capital items recommended for General Fund are included in the total expenditures in the above table. The following table is the outline of capital items to be approved in the 2017 budget.

**Requested Captial**

| | | | |
|---|---|---|---|
| **CIP Program** | | **Police** | |
| Sidewalks | 90,000 | Locker Room | 53,500 |
| Stormwater | 20,000 | Patrol Cars (3) | 106,907 |
| Airport (Assumes $150,000 Grant) | 165,000 | Patrol Radar (4) | 10,600 |
| S Commercial | 100,000 | In-Car Video (2) | 10,200 |
| Asphalt | 150,000 | | **181,207** |
| **Recommended CIP** | **525,000** | **Streets** | |
| | | 3/4 Ton Truck | 30,000 |
| | | Snow Plow | 7,000 |
| **Animal Control** | | Flashing Trk Mrkr Lts | 1,200 |
| Animal Control Van - Donation Money | 31,000 | | **38,200** |
| | | **Total Capital Equipment** | **219,407** |
| **Total Requested Capital Project and Equipment** | | **744,407** | |

Capital for Electric and CWSS were presented and are projected to be provided for with the revenue projections as required.

The objectives presented are included in the operational costs except for the lockers for Police. The lockers are included in the capital requests outlined above.

The one item not included in operations or capital is the web streaming for Board meetings. This has initial startup costs as well as continued annual costs to consider.

Objectives include:

Changes in personnel classifications for pay and from part-time to full time are:

Payroll Specialist

Account Clerk

Electric Administrative Assistant

Request for additional staff are:

- Communication Supervisor
- Facility Manager
- Inspector
- CWSS Administrative Assistant
- Temporary Part-Time Inspector - Water Plant Project Construction
- Consultant for Historical District Grants request from Historic Preservation Commission
- Intern for Historic Preservation Commission

Preliminary Engineering Study - Connect South Commercial and 267th St.

Park Ballot to renew Sales Tax

Capital requests for Emergency Services equipment listed with the transfer request.

ACTION REQUESTED/RECOMMENDATION

In conclusion, I again thank each department director for their diligence in putting together the necessary documents needed to present the proposed budget. Recommendation is to move forward to first reading of the proposed budget with the objectives included in operational expenditures and the capital requests for General Fund presented. Approve the enterprise funds as presented and the transfer for Parks and Community Center. By funding the entire request for Emergency Services capital, we risk not having available funds in future years.

At this time, I request the Board's concurrence to move forward with first reading of the proposed budget at the November 7th Board meeting to include the following:

1. Approve the objectives presented by each of the departments.
2. Approve the Capital Improvement projects and equipment requested in General Fund.
3. Approve operating transfers from General Fund to Parks for operations and the Community Center for the parking lot resurfacing.
4. Approve the equipment requests for Emergency Services to be provided for with a transfer from General Fund.

**A. Discussion Item (ID # 2369)**

2017 Budget Discussion