



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
SEPTEMBER 24, 2018
6:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Present**
 - 1. Roll Call**
- 3. Discussion Items**
 - A. Preliminary Budget Review**
- 4. Adjourn**

Posted on City Hall Bulletin Board this 20th day of September, 2018

Randall K. Jones, City Clerk

The Board of Aldermen Work Session is open to the public but is not a meeting of the public



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: September 20, 2018
SUBJECT: Prelim Budget Review

Type of Item: *Discussion*

Issue:

2019 Budget review with department head input.

Background:

The budget review process with the department heads is complete and they have made their requests for capital items for the 2019 fiscal year. We do not anticipate enough in revenues to cover all requests from the departments so I have made preliminary choices to try and bring the balances back to an amount that I believe is sufficient.

Sales tax revenues have been all over the board each month but we expect to see about the same as last year's actuals and higher than what we budgeted for 2018. Revenues from the property tax, building permit fees, and office facility fees will increase while all other revenues (franchise fees, municipal court fees, and the like) we are conservatively holding at the same level as 2018. I have included the budget sheets for General Fund for your review.

Much of the increase in the individual departments is due to a 2.5% merit increase for employees (and associated taxes) and city insurance fees as they relate to worker's compensation. We are also making sure maintenance line items have enough to take care of some aging equipment.

We will give department heads the opportunity to ask for reconsideration of the capital or large cost items that I have nixed since they may fit into the Board's overall policy position or determined need.

Recommendation:

Review the included materials and we will work towards completing the budget in October. Numbers may change between when this is submitted and our meeting time so updated information will be brought to the Board.

A. Action Item (ID # 3012)

Prelim Budget Review

Attachments:

Overall Budget Report (BIG PICTURE 2019) with Recs 9202018 (PDF)

Proposed Large Budget Items 2019 9202018(PDF)

	A	B	C	D	E	F	G	H	I	J
1	2019 Budget Overview									
		9/24/2018	Draft #1	Includes 2.5% Merit Increase			4% Healthcare Increase	Proposed with Capital/Contract Revisions		
2	General Fund	Unaudited Balance	Revenue	Salaries + Benefits	Operational			Capital Items	Dept. Total	Fund Balance 2019
3	Mayor & Board			\$ 52,185	\$ 122,715				\$ 174,900	
4	Administration			\$ 361,180	\$ 88,450				\$ 449,630	
5	Legal				\$ 199,300				\$ 199,300	
6	Finance			\$ 569,985	\$ 323,550			\$ 63,000	\$ 956,535	
7	Court	\$ 286,550		\$ 110,020	\$ 114,440				\$ 224,460	
8	Police Admin & Dispatch			\$ 492,380	\$ 151,595			\$ 11,750	\$ 655,725	
9	Police Patrol	\$ 248,500		\$ 2,100,265	\$ 347,839			\$ 94,450	\$ 2,542,554	
10	Animal Control	\$ 36,500		\$ 163,345	\$ 101,085				\$ 264,430	
11	Community Development			\$ 327,545	\$ 84,335			\$ 24,000	\$ 435,880	
12	Street	\$ 599,000		\$ 565,475	\$ 319,474			\$ 81,055	\$ 966,004	
13	Airport	\$ 253,850		\$ 90,440	\$ 133,050			\$ 30,000	\$ 253,490	
14	Public Works Engineering				\$ 113,280				\$ 113,280	
15	General Revenues	\$ 5,575,276	\$ 6,647,820					\$ 304,255	\$ 7,965,550	\$ 5,681,946
16	Transfer				\$ 729,362	Capital Projects				
17		Total	\$ 8,072,220	\$ 4,832,820	\$ 2,828,475	Street		\$ 200,000		
18					\$ 7,661,295	Airport		\$ 115,000		
19				Revenue Less Ops	\$ 410,925	Engineering				
20						Stormwater		\$ 100,000		
21						Sidewalks		\$ 150,000		
22		As of 9-20-2018				Town Center TIF		\$ 100,000		
23								\$ 665,000		
24						General Fund Balance Surplus (Deficit)				\$ (558,330)
25	Enterprise Funds								\$ 4,458,616	58%
26	Refuse	\$ 593,590			\$ 593,590			\$ 593,590	\$ -	
27	Electric	\$ 3,448,440	\$ 12,885,340	\$ 748,155	\$ 11,698,955			\$ 199,500	\$ 12,646,610	\$ 3,687,170
28	Water/Sewer (CWSS)	\$ 5,523,340	\$ 4,811,680	\$ 1,210,190	\$ 3,364,490			\$ 275,000	\$ 4,849,680	\$ 5,485,340
29	Park	\$ 59,114	\$ 529,500	\$ 327,515	\$ 181,985		\$249,180 Transfer from GF	\$ 45,000	\$ 554,500	\$ 34,114
30	MO Sales Tax	\$ 134,621							\$ -	\$ 134,621
31	Aquatic Center	\$ 525,428	\$ 168,045	\$ 75,625	\$ 92,420				\$ 168,045	\$ 525,428
32	Community Center	\$ 82,293	\$ 2,083,960	\$ 709,825	\$ 1,374,135			\$ 50,000	\$ 2,133,960	\$ 32,293
33	Emergency Services	\$ (245,552)	\$ 3,689,242	\$ 1,896,970	\$ 1,792,572		\$480,182 Tansfer from GF	\$ 410,000	\$ 4,099,542	\$ (655,852)
34	Debt Service	\$ 239,263	\$ 841,740		\$ 841,740				\$ 841,740	\$ 239,263
35	Unaudited Balance	\$ 9,766,947	\$ 25,603,097					Projected Enterprise Funds Balance		\$ 9,482,377
36	Gen & Enterprise Funds Revenue TOTAL		\$ 33,675,317							
37										
38										
39										
40	Beginning Balance 1/1/19	\$ 15,342,223						Projected Fund Balance for 12/31/19		\$ 13,940,993

2019 Large Capital Item/Project Requests

General Fund	<u>Request</u>	<u>Recommend</u>	<u>Approved</u>
Mayor & Board (01-6-0101-0216)			
Missouri Main St./Love the Square	\$5,000	\$5,000	
Administration (01-6-0103-0216)			
Franchise/Administration Fee Audit	\$20,000	\$20,000	
Website Upgrade	\$10,000	\$10,000	
Video Camera (Staff Record Board Mtgs.)	\$1,200	\$1,200	
Finance (01-6-0203-0504)			
Incode Upgrade	\$60,000	\$60,000	
IT Expansion	\$25,000	\$-	
Carpet-Council Chambers/Front Office	\$10,000	\$-	
Façade Repair	\$20,000	\$-	
Hallway Doors Keypad Locks	\$4,500	\$-	
Front Exterior Door Keypad Lock	\$3,000	\$-	
Front Door Auto Opener	\$3,000	\$3,000	
Police			
(01-600310-0216)			
Replace West Garage Door Old PD	\$4,250	\$4,250	
(01-6-0310-0504)			
Crosswalk Flashers	\$15,000	\$-	
Pole Camera	\$7,500	\$7,500	
(01-6-0311-0504)			
(4)Patrol Vehicles	\$155,900	\$77,950 (2)	
(4)Patrol Vehicle Radar	\$10,600	\$5,300 (2)	
(2)Patrol Vehicle Video	\$8,000	\$4,000 (2)	
Sig Rifles for Detectives	\$7,200	\$7,200	
Locker Room/Toilets, sinks, showers	\$20,000	\$-	
Crosswalk Flashers	\$15,000	\$-	
Animal Control (01-6-0312-0504)			
No requests			
Community Development (01-6-0608-0207)			
(01-6-0608-0216)			
GIS Software Maintenance + Back Charges	\$9,3000	\$9,300	
Comprehensive Plan Update	\$90,000	\$-	
Citizen Survey	\$30,000	\$-	
GIS Consulting (MARC)	\$5,000	\$5,000	
(01-6-0608-0504)			
SUV	\$24,000	24,000	

Street (01-6-0707-0504)

1 Ton Truck w/Plow	\$58,555	\$58,555
10 foot Salt Spreader (01-6-0707-0502)	\$12,500	\$12,500
Flood Barriers for Stockpiles (01-6-0907-1002)	\$10,000	\$10,000

Capital Improvements

Airport Main Hangar Roof (01-6-0717-0502)	\$30,000	\$30,000
Airport Taxiway Resurfacing (01-6-0917-1042)	\$115,000	\$115,000
Stormwater Projects (01-6-0936-1005)	\$100,000	\$100,000
Sidewalk/Curb Program (01-6-0938-1003)	\$350,000	\$150,000
Asphalt Overlay (01-6-0907-1002)	\$400,000	\$200,000
General Fund Total	1,683,105	\$939,755

Enterprise Funds**Request Recommend Approved****Electric****Administration (07-06-0721-0502/3/4)**

Office Rehab	\$3,500	\$3,500
Transformers/Poles	\$24,000	\$24,000
291 Lighting	\$10,000	\$10,000
Substation Cameras	\$12,000	\$12,000
Replace F750 Bucket Truck (07-6-0735-0216)	\$150,000	\$150,000
Tree Trimming	\$250,000	\$250,000

Capital Projects (07-6-0990-4999)

Automatic Meter Reading (AMR)	\$475,000	\$-
New Substation/Rebuild	\$250,000	\$-
	\$1,174,500	\$449,500

CWSS**Water Plant (08-6-0720-0216/Increased Line items)**

Sludge Removal	\$75,000	\$75,000
Tower/Clear Well Cleaning	\$20,000	\$20,000

Capital Projects (08-6-0932-3999)

I-49 Waterline Replacement	\$110,000	\$110,000
Sewer Rate Study	\$40,000	\$40,000
Annual Water Main Replacement	\$100,000	\$100,000
Sewer Plant Pump Replacement	\$25,000	\$25,000
	\$370,000	\$370,000

Parks (11-6-1125-0504)

Boom Arm (Radial) Mower	\$20,000	\$20,000
Aquatic Weed Removal	\$25,000	\$25,000
Flash Cam	\$15,000	\$-

Community Center (11-6-0103-0504)

15 Passenger Van	\$20,000	\$20,000
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Capital Improvement (15-6-0990-2999)

Community Center Entrance Repair Concrete)	\$60,000	\$30,000
	\$140,000	\$95,000

Fire/EMS (16-6-0103-0504)

Type 1 Ambulance (Replace M2)	\$230,000	\$230,000
Fire Truck (Replace E20)	\$550,000	\$55,000
Cardiac Monitor	\$27,000	\$27,000
3 & 4 inch Fire Hose	\$10,000	\$5,000
1 ¾ Fire Hose	\$10,000	\$5,000
Kitchen Remodel	\$20,000	\$-
Turnout Gear (7)	\$35,000	\$35,000
Copier	\$8,000	\$8,000
HVAC (Admin Building)	\$35,000	\$35,000
Lucas Chest Compression Device	\$28,000	\$-
	\$953,000	\$410,000