

RESOLUTION NO. R-15-68

A RESOLUTION AMENDING THE 2016 ANNUAL GENERAL FUND, AND COMMUNITY CENTER PARK TAX FUND BUDGET FOR THE CITY OF GLADSTONE, MISSOURI AND AUTHORIZING EXPENDITURES OF FUNDS.

WHEREAS, the Council of the City of Gladstone, Missouri has determined the need for re-appropriation of fiscal year 2015 funds into fiscal year 2016 budget in the total amount of \$211,201.00 for General Fund, and \$36,512.00 for the CCPT Fund, and

WHEREAS, re-appropriations are items appropriated in fiscal year 2015, not expended in fiscal year 2015, and therefore are projected to be expended in fiscal year 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI AS FOLLOWS:

THAT, Operating Budgets be amended as set forth below:

	ADOPTED BUDGET RESOLUTION	REVISING BUDGET RESOLUTION	
INCREASE	<u>NO. R-15-35</u>	<u>NO. R-15-68</u>	<u>(DECREASE)</u>
<u>GENERAL FUND BUDGET</u>			
EXPENDITURES	\$17,683,575	\$17,894,776	\$211,201
<u>CCPT FUND BUDGET</u>			
EXPENDITURES	\$3,337,920	\$3,374,432	\$36,512


THAT, the City Manager of the City of Gladstone, Missouri be and he is hereby authorized to expend the amounts as shown in the Revised Budget.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 12th DAY OF OCTOBER, 2015.



Mayor Bill Garnos

ATTEST:



Ruth Bocchino, City Clerk



All-America City

Gladstone





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**OFFICE OF THE CITY MANAGER
MEMORANDUM KLD #15-89**

DATE: OCTOBER 8, 2015

TO: BILL GARNOS, MAYOR
JEAN MOORE, MAYOR PRO TEM
CAROL SUTER, COUNCILMEMBER
J. BRIAN HILL, COUNCILMEMBER
R.D. MALLAMS, COUNCILMEMBER

FROM: KIRK L DAVIS, CITY MANAGER 
DEBRA DAILY, DIRECTOR OF FINANCE 

SUBJECT: STUDY SESSION #1 - 2015 FISCAL YEAR-END FUND ANALYSIS
AND RE-APPROPRIATIONS

The year-end closing for fiscal year 2015 is substantially complete. Each fund was analyzed and was found to have positive fund balances at fiscal year-end 2015. The audit of all funds and any final adjustments will be completed in November. Results of the completed audit will be presented to the Council at a future work session.

The General Fund, Community Center Park Tax Fund (CCPT), Public Safety Sales Tax Fund (PSST), and Combined Waterworks and Sewerage System Fund (CWSS) will be discussed in this memorandum along with the recommended re-appropriations for applicable funds.

2015 FISCAL YEAR END FUND ANALYSIS & REAPPROPRIATIONS

GENERAL FUND (Exhibit A)

Total revenues for the General Fund for FY15 were \$17,771,295. Total expenditures were \$17,547,169. For purposes of re-appropriation, actual revenue over expenditures is \$224,126. We are recommending re-appropriations of \$211,201. Re-appropriations will be incorporated into the 2016 Original Budget. Re-appropriations are budgeted amounts that were authorized in the previous budget year but not yet expended.

Net Income for FY15 amounted to \$224,126. As has been the practice, re-appropriations are considered after year-end and the status of certain projects is known. Re-appropriations totaling \$211,201 represent an ongoing contract or project expected to be completed in fiscal year 2016 and are therefore being recommended for re-appropriation.

A listing of re-appropriations with justification for applicable funds is attached for Council review (Exhibit B). The General Fund's projected available balance at year end FY16, including the recommended re-appropriations, is projected to be \$3,245,224 which exceeds the estimated 20% funds available requirement of \$3,245,207 by \$17.

COMMUNITY CENTER AND PARK TAX FUND (Exhibit C)

For fiscal year 2015, the Community Center and Park Tax Fund (CCPT) revenues totaled \$3,222,464 and expenses totaled \$3,174,893 resulting in net income of \$47,571.

The Community Center/Natatorium, and the Municipal Pool had operating revenues of \$2,334,795 and \$180,827 respectively. The Community Center had operating expenses of \$828,306; the Natatorium had operating expense of \$831,053; and the Municipal Pool had operating expenses totaling \$116,715. Non-Departmental expenses for debt service, insurance, and transfers totaled \$98,119 and debt service was \$1,300,701. Actual expenses were less than budgeted expenditures by \$140,667. Ending Fund Balance for FY15 was \$1,674,528. The Community Center has recommended re-appropriations \$36,512 for HVAC repairs. See Exhibit B. The CCPT Fund's projected available balance at year end FY16, including the recommended re-appropriations, is projected to be \$1,566,032.

PUBLIC SAFETY SALES TAX FUND (Exhibit D)

For fiscal year 2015, revenues totaled \$812,009. Expenses totaled \$846,314 or \$40,917 under projected expenses of \$887,231. Net loss, or operating revenue less expense, was \$34,305. Ending Fund Balance totaled \$129,151. There were no recommended re-appropriations.

COMBINED WATERWORKS AND SEWERAGE SYSTEM (CWSS) FUND (Exhibit E)

For fiscal year 2015, the Combined Waterworks and Sewerage System Fund revenues were \$8,881,127. Expenses were \$8,918,255. Net loss totaled \$37,127. Funds available at year end FY15 are projected to be \$1,057,675. There were no recommended re-appropriations.

CONCLUSION

In conclusion, the General Fund, the Community Center Park Tax Fund, the Public Safety Sales Tax Fund, and the Combined Water and Sewer System Fund all ended FY14 with positive fund balances.

Staff recommends re-appropriations for the General Fund (\$210,201), and CCPT Fund (\$36,512). Please reference Exhibit B. A resolution to amend the FY16 Budget based on requested re-appropriations has been placed on the Council agenda for consideration. If you have any questions, please contact me at your convenience.

GENERAL FUND
STATEMENT OF REVENUES & EXPENDITURES-UNAUDITED

EXHIBIT A

	PRELIM ACTUAL 2015	MIDYEAR 2015	BUDGET vs. ACTUAL	BUDGET vs. ACTUAL
<u>Revenue Sources</u>				
Property Tax	\$ 3,501,605	\$ 3,314,556	\$ 187,049	105.6%
Sales Tax	3,647,617	3,601,402	46,215	101.3%
Gross Receipts Tax	3,513,323	3,646,000	(132,677)	96.4%
Licenses & Permits	769,588	563,062	206,526	136.7%
Intergovernmental	1,263,616	1,213,843	49,773	104.1%
Charges for Services	3,109,213	3,044,558	64,655	102.1%
Fine & Forfeitures	1,215,364	1,227,004	(11,640)	99.1%
Misc. Revenue & Transfers	750,969	1,045,363	(294,394)	71.8%
Operating Revenues	17,771,295	17,655,788		
Equity Transfer	-	44,832		
TOTAL REVENUE	\$ 17,771,295	\$ 17,700,620		
<u>Expenditures</u>				
General Administration	\$ 1,222,497	\$ 1,159,206	\$ 63,291	105.5%
Finance	1,512,446	1,582,641	(70,195)	95.6%
Public Safety	7,855,720	7,763,553	92,167	101.2%
Public Works	2,162,844	2,191,424	(28,580)	98.7%
Community Development	929,887	1,019,228	(89,341)	91.2%
Parks & Recreation	2,375,747	2,501,046	(125,299)	95.0%
Non-Departmental & Transfers	1,488,028	1,432,440	55,588	103.9%
TOTAL EXPENDITURES & Transfrs	\$ 17,547,169	\$ 17,649,538		

GENERAL FUND - ANALYSIS OF FUNDS AVAILABLE

	2015 PRELIM ACTUAL	2016 BUDGET	2016 REAPPROP	
Beg Funds Available	\$ 3,204,700	\$ 3,210,950	\$ 3,428,826	
Revenues	17,771,295	17,711,174	17,922,375	211,201
Equity Adj	-	-	(211,201)	(211,201)
Net Funds Available	20,975,995	20,922,124	21,140,000	
Expenditures	(17,547,169)	(17,683,575)	(17,894,776)	(211,201)
 Net Income (Loss)	 224,126	 27,599	 27,599	
 Ending Funds Available	 \$ 3,428,826	 \$ 3,238,549	 \$ 3,245,224	
20% Fund Balance Req		3,238,529	3,245,207	
Over (Under) Fund Bal Req		\$ 20	\$ 17	

**GENERAL FUND
RE-APPROPRIATIONS 2016 BUDGET**

GENERAL FUND RE-APPROPRIATIONS \$211,201

FINANCE DEPARTMENT \$412

Harris Enterprise Resource Planning \$412

\$412.50 is recommended for re-appropriation for the balance due for Citizen Access License Implementation

PUBLIC SAFETY ADMINISTRATION \$1,500

Missouri Police Chiefs \$1,500

\$1,500 is recommended for re-appropriation for State Certification for 2015

PUBLIC WORKS \$1,042

Kansas City Winwater Works Co. \$1,042

\$1,042 is recommended for re-appropriation for storm water pipes and couplings

COMMUNITY DEVELOPMENT \$75,575

Northland Neighborhoods, Inc. \$14,475

\$14,475 is recommended for re-appropriation for the balance due Northland Neighborhood contract FY15 contract that will not be completed until FY16.

National Civic League of Colorado \$61,100

\$61,100 is recommended for re-appropriation for professional services related to the Strategic Plan that will not be completed until FY16.

NON-DEPARTMENTAL \$132,672

Transfer to Capital Replacement Fund \$132,672

\$132,672 is recommended for re-appropriation from the General Fund to the Capital Replacement Fund for a reserve to fund future capital projects.

CCPT FUND RE-APPROPRIATIONS \$36,512

Waldinger Corporation \$36,512

\$36,512 is recommended for re-appropriation for the balance due for HVAC emergency repairs for Dectron #4 at the Community Center Natatorium

EXHIBIT C

**COMMUNITY CENTER PARKS SALES TAX FUND
STATEMENT OF REVENUES & EXPENDITURES - UNAUDITED**

	PRELIM.- ACTUAL	YEAREND	BUDGET vs
	2015	2015	ACTUAL
<u>Revenue source:</u>			
<u>Community Center/Natatorium</u>			
Sales Tax	\$ 856,515	\$ 843,992	101.5%
Charges for Services	1,041,673	1,148,200	90.7%
Rents & Royalties - Facility Rental	264,032	229,000	115.3%
Other Misc Income	22,575	30,700	73.5%
NKC Operating User Fee	150,000	150,000	100.0%
Total Comm Ctr/Natorium	\$ 2,334,795	\$ 2,401,892	
<u>Outdoor Pool</u>			
Charges for Services	\$ 162,154	\$ 185,775	87.3%
Other Misc Income	18,673	16,000	116.7%
Total Outdoor Pool	\$ 180,827	\$ 201,775	89.6%
Total Operating Revenues	\$ 2,515,622	\$ 2,603,667	96.6%
NKC Capital User Fee	\$ 525,000	\$ 525,000	100.0%
Misc Revenue	5,893	11,000	53.6%
Transfers	100,000	100,000	100.0%
Equity Transfer	75,950	75,950	100.0%
Total Non-Operating Revenues	\$ 706,843	\$ 711,950	
TOTAL REVENUES	\$ 3,222,464	\$ 3,315,617	
<u>Expenditures:</u>			
Community Center	\$ 828,306	\$ 807,527	102.6%
Natatorium	831,053	944,074	88.0%
Outdoor Pool	116,715	159,611	73.1%
Non-Departmental	98,119	102,212	96.0%
Bond Requirements	1,300,701	1,302,136	99.9%
TOTAL EXPENDITURES	\$ 3,174,893	\$ 3,315,560	

CCPT - ANALYSIS OF FUNDS AVAILABLE

	PRELIM.- ACTUAL	2016	2016
	2015	ORIGINAL	REAPPRO
Beginning Unreserved Fund Balance	\$ 1,702,907	\$ 1,995,965	\$ 1,674,528
Equity Transfer	(75,950)	(72,000)	(108,512)
Revenue	3,222,464	3,337,935	3,374,447
Expenditures	(3,174,893)	(3,337,920)	(3,374,432)
Net Income (Loss)	47,571	15	15
Projected Unreserved Fund Balance	\$ 1,674,528	\$ 1,593,980	\$ 1,566,032

(36,512)

36,512

(36,512)

PUBLIC SAFETY SALES TAX FUND
STATEMENT OF REVENUES & EXPENDITURES-UNAUDITED

EXHIBIT D

	Prelim Actual 2015	MIDYEAR 2015	BUDGET vs. ACTUAL	BUDGET vs. ACTUAL
<u>Revenue Sources</u>				
Sales Tax	\$ 811,706	\$ 789,519	102.8%	\$ 22,187
Misc. Revenue & Transfers	302	800	37.8%	(498)
Equity transfer	-	110,160	100.0%	
TOTAL REVENUE	<u>\$ 812,009</u>	<u>\$ 900,479</u>		
<u>Expenditures</u>				
PSST	\$ 646,411	\$ 672,979	96.1%	\$ (26,568)
Non-Departmental	199,903	214,252	93.3%	(14,349)
TOTAL EXPENDITURES	<u>\$ 846,314</u>	<u>\$ 887,231</u>		

PSST - ANALYSIS OF FUNDS AVAILABLE

	2015 Prelim Actual	MIDYEAR 2015
Beg Funds Available	\$ 163,456	\$ 163,456
Revenues	812,009	900,479
Equity Transfer	-	(110,160)
Net Funds Available	975,465	953,775
Expenditures	<u>(846,314)</u>	<u>(887,231)</u>
 Net Income (Loss)	 (34,305)	 13,248
 Ending Funds Available	 <u>\$ 129,151</u>	 <u>\$ 66,544</u>

EXHIBIT E

**COMBINED WATERWORKS & SEWER SYSTEM FUND
STATEMENT OF REVENUES & EXPENDITURES - UNAUDITED**

	PRELIM ACTUAL 2015	REAPPRO BDGT 2015	BUDGET vs. ACTUAL	BUDGET vs. ACTUAL
<u>Revenue source:</u>				
Water	\$ 3,190,392	3,377,496	94.5%	\$ (187,103)
Sanitation	5,334,924	5,653,933	94.4%	(319,009)
Interest	11,086	10,000	110.9%	1,086
Other income	344,725	262,500	131.3%	82,225
Operating revenue	8,881,127	9,303,929		
Equity Transfer	-	149,663		
TOTAL REVENUE	\$ 8,881,127	\$ 9,453,592		
<u>Expenditures:</u>				
Water Production	\$ 1,273,889	\$ 1,209,468	105.3%	\$ 64,421
Water Operations & Maint	871,981	1,302,058	67.0%	(430,077)
Sewer Collection	324,091	427,319	75.8%	(103,228)
Non-Departmental, Debt & Transfers	6,448,293	6,496,693	99.3%	(48,400)
TOTAL EXPENDITURES	\$ 8,918,255	\$ 9,435,538		

CWSS - ANALYSIS OF FUNDS AVAILABLE

	2015 PRELIM ACTUAL	REAPPRO 2015 BUDGET
Beginning Unreserved Retained Earnings	\$ 1,094,802	\$ 1,094,802
Equity Transfer	-	(149,663)
Revenue	8,881,127	9,453,592
Expenses	(8,918,255)	(9,435,538)
Net Income (Loss)	(37,127)	18,053
Projected Ending Unreserved Retained Earnings	\$ 1,057,675	\$ 963,193
20% Retained Earnings Requirement		956,101
Over (Under) 20% Retained Earnings Requirement		\$ 7,092