

RESOLUTION NO. R-16-70

A RESOLUTION AMENDING THE 2017 ANNUAL GENERAL FUND AND PUBLIC SAFETY SALES 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 2016 funds into fiscal year 2017 budget in the total amount of \$405,376 for General Fund, and \$36,425 for PSST Fund; and

WHEREAS, re-appropriations are items appropriated in fiscal year 2016, not expended in fiscal year 2016, and therefore are projected to be expended in fiscal year 2017.


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-16-36</u>	<u>NO. R-16-70</u>	<u>(DECREASE)</u>
<u>GENERAL FUND BUDGET</u>			
EXPENDITURES	\$17,744,012	\$18,149,388	\$405,376
<u>PSST FUND BUDGET</u>			
EXPENDITURES	\$ 875,617	\$ 912,042	\$ 36,425

THAT, the City Manager of the City of Gladstone, Missouri 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 24th DAY OF OCTOBER, 2016.


Jean B. Moore, Mayor

ATTEST:


Ruth Bocchino, City Clerk



Department of Finance
Memorandum

DATE: October 19, 2016
TO: Scott Wingerson, City Manager
FROM: Debra Daily, Director of Finance
RE: FY16 Yearend and FY17 Budget Reappropriations

The year-end closing for fiscal year 2016 is substantially complete. Each fund was analyzed and was found to have positive fund balances at fiscal year-end 2016. 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.

2016 FISCAL YEAR END FUND ANALYSIS & FY17 REAPPROPRIATIONS

GENERAL FUND (Exhibit A)

Total revenues for the General Fund for FY16 were \$17,753,749. Total expenditures were \$17,349,032. Actual revenue over expenditures or net income is \$404,717.

We are recommending re-appropriations of \$405,376. Re-appropriations are budgeted amounts that were authorized in the previous budget year but not yet expended. As has been the practice, re-appropriations are considered after year-end and the status of certain projects is known. Re-appropriations totaling \$405,376 represent an ongoing contract or project expected to be completed in fiscal year 2017 and are therefore being recommended for re-appropriation into FY17. A listing of re-appropriations with justification for applicable funds is attached for Council review. See Exhibit B.

The General Fund's projected available balance at year end FY17, including the recommended re-appropriations, is projected to be \$3,549,472 which exceeds the estimated 20% funds available requirement of \$3,547,791 by \$1,680.

COMMUNITY CENTER AND PARK TAX FUND (Exhibit C)

For fiscal year 2016, the Community Center and Park Tax Fund (CCPT) revenues totaled \$3,756,375 and expenses totaled \$3,691,186 resulting in net income of \$65,188.

The Community Center/Natatorium, and the Municipal Pool had operating revenues of \$2,306,207 and \$195,447 respectively. The Community Center had operating expenses of \$830,756; the Natatorium had operating expense of \$813,126; and the Municipal Pool had operating expenses totaling \$109,799. Non-Departmental expenses for debt service, insurance, and Transfers totaled \$1,031,784 and debt service was \$905,721. Ending Fund Balance for FY16 was \$1,546,963. The Community Center has no recommended re-appropriations.

PUBLIC SAFETY SALES TAX FUND (Exhibit D)

For fiscal year 2016, revenues totaled \$969,332. Expenses totaled \$924,752 or \$63,250 under projected expenses of \$988,002. Net income, or operating revenue less expense, was \$44,580. Ending Fund Balance totaled \$173,730. There were recommended re-appropriations of \$36,425 for the balance due on body cameras. See Exhibit B.

The PSST Fund's projected available balance at year end FY17, including the recommended re-appropriations, is projected to be \$99,618.

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

For fiscal year 2016, the Combined Waterworks and Sewerage System Fund revenues were \$9,022,344. Expenses were \$9,003,267. Net income totaled \$19,078. Funds available at year end FY16 are \$1,076,752. There were no recommended re-appropriations for the CWSS Fund.

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 FY16 with positive fund balances.

Staff recommends re-appropriations for the General Fund of \$405,376, and \$36,425 in the PSST Fund. Please reference Exhibit B. A resolution to amend the FY17 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 2016	BUDGET YR END 2016	BUDGET vs. ACTUAL	BUDGET vs. ACTUAL
<u>Revenue Sources</u>			(under) vs. over	
Property Tax	\$ 3,372,447	3,311,023	61,424	101.9%
Sales Tax	3,798,577	3,727,627	70,950	101.9%
Gross Receipts Tax	3,394,552	3,604,971	(210,419)	94.2%
Licenses & Permits	645,140	544,779	100,361	118.4%
Intergovernmental	1,301,696	1,272,500	29,196	102.3%
Charges for Services	3,049,931	3,178,074	(128,143)	96.0%
Fine & Forfeitures	979,043	1,090,873	(111,830)	89.7%
Misc. Revenue & Transfers	1,212,363	1,118,251	94,111	108.4%
Operating Revenues	17,753,749	17,848,098	(94,350)	
Equity Transfer	-	211,201		
TOTAL REVENUE	\$ 17,753,749	\$ 18,059,299	\$ (360,778)	
<u>Expenditures</u>				
General Administration	\$ 1,243,713	\$ 1,040,933	202,780	119.5%
Finance	1,473,260	1,520,323	(47,063)	96.9%
Public Safety	7,807,533	8,295,567	(488,034)	94.1%
Public Works	2,040,007	2,206,532	(166,525)	92.5%
Community Development	927,836	1,025,471	(97,635)	90.5%
Parks & Recreation	2,440,005	2,489,614	(49,609)	98.0%
Non-Departmental & Transfers	1,416,678	1,510,363	(93,685)	93.8%
TOTAL EXPENDITURES & Tran:	\$ 17,349,032	\$ 18,088,803	\$ (739,771)	

GENERAL FUND - ANALYSIS OF FUNDS AVAILABLE

	2016 PRELIM ACTUAL	2017 BUDGET	2017 REAPPROP	
Beg Funds Available	\$ 3,628,826	\$ 3,450,121	\$ 4,033,543	
Revenues	17,753,749	17,760,617	18,165,993	405,376
Equity Adj	-	(95,300)	(500,676)	(405,376)
Net Funds Available	21,382,575	21,115,438	21,698,860	
Expenditures	(17,349,032)	(17,744,012)	(18,149,388)	(405,376)
Net Income (Loss)	404,717	16,605	16,605	
Ending Funds Available	\$ 4,033,543	\$ 3,371,426	\$ 3,549,472	
20% Fund Balance Req		3,371,416	3,547,791	
Over (Under) Fund Bal Req		\$ 10	\$ 1,680	

FY17 RE-APPROPRIATIONS BUDGET**GENERAL FUND RE-APPROPRIATIONS \$405,376****FINANCE DEPARTMENT \$17,070**Stivers Temporary Service

\$3,740 is recommended for re-appropriation for the balance due on purchase order 16-005235 for temporary labor related to staff member retirement.

Midland GIS Solutions, LLC

\$13,000 is recommended for re-appropriation for the balance due on purchase order 16-004991 for web based GIS solutions.

Harris Enterprise Resource Planning

\$330 is recommended for re-appropriation for the balance due on purchase order 14-004804 for on line software implementation.

PARKS AND RECREATION \$1,396Playscape Recreation LLC

\$1,396 is recommended for re-appropriation for the balance due on purchase order 16-005373 for park swing set.

COMMUNITY DEVELOPMENT \$5,041Confluence

\$5,041 is recommended for re-appropriation for the balance due on purchase order 16-004605 for Housing Policy & Strategic Framework Plan.

NON-DEPARTMENTAL \$381,869Midland Wrecking, Inc

\$64,013 is recommended for re-appropriation for professional services related to purchase order 16-005212 for demolitions.

Transfer to Capital Replacement Fund

\$275,000 is recommended for re-appropriation from the General Fund to the Capital Replacement Fund for a reserve to fund future projects.

National Civic League of Colorado

\$42,856 is recommended for re-appropriation for professional services related to purchase order 16-003789 for Phase II of Strategic Plan.

PSST FUND RE-APPROPRIATIONS \$36,425Enforcement Video, LLC

\$36,425 is recommended for re-appropriation for the balance due on purchase order 16-001149 for body cameras.

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

	PRELIM.- ACTUAL 2016	YEAREND BDGT 2016	BUDGET vs ACTUAL	BUDGET vs ACTUAL
<u>Revenue source:</u>				
<u>Community Center/Natatorium</u>				
Sales Tax	\$ 836,948	\$ 816,500	\$ 20,448	102.5%
Charges for Services	1,046,295	1,125,700	(79,405)	92.9%
Rents & Royalties - Facility Rental	244,853	260,160	(15,307)	94.1%
Other Misc Income	28,110	31,574	(3,464)	89.0%
NKC Operating User Fee	150,000	150,000	-	100.0%
Total Comm Ctr/Natorium	\$ 2,306,207	\$ 2,383,934	\$ (77,727)	
<u>Outdoor Pool</u>				
Charges for Services	\$ 178,493	\$ 187,375	\$ (8,882)	95.3%
Other Misc Income	16,954	16,000	954	106.0%
Total Outdoor Pool	\$ 195,447	\$ 203,375	\$ (7,928)	
Total Operating Revenues	\$ 2,501,654	\$ 2,587,309	\$ (85,655)	
NKC Capital User Fee	\$ 53,525	\$ 53,525	\$ -	100.0%
Misc Revenue	292,443	308,962	(16,519)	94.7%
Transfers	716,000	716,000	-	100.0%
Equity Transfer	192,753	192,753	-	100.0%
Total Non-Operating Revenues	\$ 1,254,721	\$ 1,271,240	\$ (16,519)	
TOTAL REVENUES	\$ 3,756,375	\$ 3,858,549	\$ (102,174)	
 <u>Expenditures:</u>				
Community Center	\$ 830,756	\$ 896,130	\$ (65,374)	92.7%
Natatorium	813,126	873,600	(60,474)	93.1%
Outdoor Pool	109,799	136,717	(26,918)	80.3%
Non-Departmental	99,456	102,478	(3,022)	97.1%
Transfer Out - Capital Projects	932,328	932,327		100.0%
Bond Requirements	905,721	917,297	(11,576)	98.7%
TOTAL EXPENDITURES	\$ 3,691,186	\$ 3,858,549	\$ (167,364)	

CCPT - ANALYSIS OF FUNDS AVAILABLE

	PRELIM.- ACTUAL 2016	YEAR END 2016
Beginning Unreserved Fund Balance	\$ 1,674,528	\$ 1,674,528
Equity Transfer	(192,753)	(192,753)
Revenue	3,756,375	3,858,549
Expenditures	(3,691,186)	(3,858,549)
Net Income (Loss)	65,188	0
Projected End Unreserved Fund Balance	\$ 1,546,963	\$ 1,481,775

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

EXHIBIT D

	Prelim Actual 2016	MIDYEAR 2016	BUDGET vs ACTUAL	BUDGET vs ACTUAL
<u>Revenue Sources</u>				
Sales Tax	\$ 839,638	\$ 816,500	23,138	102.8%
Misc. Revenue & Transfers	379	800	(421)	47.4%
Lease Proceeds	129,315	129,315	-	100.0%
Equity transfer	-	21,487	(21,487)	0.0%
TOTAL REVENUE	\$ 969,332	\$ 968,102	\$ 1,229	
<u>Expenditures</u>				
PSST	\$ 599,096	\$ 623,435	24,339	96.1%
Acc'ting Only Lease	\$ 98,565	\$ 129,315	30,750	76.2%
Non-Departmental	227,091	235,252	8,161	96.5%
TOTAL EXPENDITURES	\$ 924,752	\$ 988,002	\$ 63,250	

PSST - ANALYSIS OF FUNDS AVAILABLE

	2016 Prelim Actual	2017 BUDGET	REAPPRO 2017	
Beg Funds Available	\$ 129,150	\$ 87,763	\$ 173,730	
Revenues	969,332	837,930	874,355	36,425
Equity Transfer	-	-	(36,425)	(36,425)
Net Funds Available	1,098,482	925,693	1,011,660	
Expenditures	(924,752)	(875,617)	(912,042)	(36,425)
Net Income (Loss)	44,580	(37,687)	(37,687)	
Ending Funds Available	\$ 173,730	\$ 50,076	\$ 99,618	

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

	<u>PRELIM ACTUAL</u> <u>2016</u>	<u>ORIG BDGT</u> <u>2016</u>	<u>BUDGET vs.</u> <u>ACTUAL</u>	<u>BUDGET vs.</u> <u>ACTUAL</u>
<u>Revenue source:</u>				
Water	\$ 3,381,724	3,463,338	(81,614)	97.6%
Sanitation	5,539,555	5,783,058	(243,503)	95.8%
Interest	12,798	15,000	(2,202)	85.3%
Other income	88,268	83,770	4,498	105.4%
Operating revenue	9,022,344	9,345,166	(322,822)	
Equity Transfer	-	60,000		
TOTAL REVENUE	\$ 9,022,344	\$ 9,405,166		
<u>Expenditures:</u>				
Water Production	\$ 1,132,327	\$ 1,190,335	(58,008)	95.1%
Water Operations & Maint	983,983	1,067,594	(83,611)	92.2%
Sewer Collection	327,120	402,306	(75,186)	81.3%
Non-Departmental, Debt & Transfers	6,559,838	6,743,997	(184,159)	97.3%
TOTAL EXPENDITURES	\$ 9,003,267	\$ 9,404,232	\$ (400,965)	

CWSS - ANALYSIS OF FUNDS AVAILABLE

	<u>2016</u> <u>PRELIM ACTUAL</u>	<u>2016</u> <u>ORIG BUDGET</u>
Beginning Unreserved Retained Earnings	\$ 1,057,674	\$ 975,883
Equity Adj	-	-
Revenue	9,022,344	9,405,166
Expenses	(9,003,267)	(9,404,232)
 Net Income (Loss)	 19,078	 934
 Proj Ending UnreservRetained Earnings	 \$ 1,076,752	 \$ 976,817
 20% Retained Earnings Requirement		976,807
Over (Under) 20% Retained Earnings Requirement		\$ 10